

MATERIEL CATALOGUING WITHIN THE MINISTRY OF DEFENCE OF THE CZECH REPUBLIC – 2ND PART

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Abstract: *The NATO Codification System is formed by many processes. Materiel cataloguing is one of these processes. Materiel cataloguing is a basis for the entire system of management of state property within the Ministry of Defence of the Czech Republic. It is the process of acquisition and updating of catalogue data on a product, producer and supplier, the purpose of which is to create a uniform database of materiel items which will be comprehensible to all users.*

Keywords: *NATO Codification System, producer, user, catalogue workstation, catalogue agency, item manager, NATO Maintenance and Supply Agency, standardization agreement.*

1. INTRODUCTION

The cataloguing of materiel procured for the Ministry of Defence of the Czech Republic (MoD CR) is linked inseparably with the NATO Codification System and supports the acquisition and updating of catalogue data on a product, producer and supplier [1].

The role of the NATO Codification System (NCS) increases constantly due to the gradual admission of new countries to the Alliance. This brings the necessity of a “uniform supply language” in the course of the implementation of logistic support to NATO member countries’ military units under command abroad.

On the worldwide basis, it is possible to state that the number of users of this national and supranational logistics “invisible” instrument is increasing. Thus, these are not only the NATO member countries’ users of the Codification System, but this system is partly accessible to the countries integrated in the Partnership for Peace (PfP), to the countries from the Pacific Region and South American countries.

During the time of its existence the NATO Codification System became a significant link supporting the efficient activities of national and international logistics. Not only armed

forces may be expected to be its users.

The System is also open to other potential users, namely to those entities of state administration that are responsible, within their competence, for tangible assets necessary for supporting state functions including its defence [5].

2. SUBJECTS OF MATERIEL CATALOGUING

Theoretically, materiel cataloguing in the Czech Republic (CR) includes the existing system (the Uniform System of Materiel Cataloguing within the MoD CR) as well as potentially new subsystems (user systems of cataloguing outside of the defence department).

This division arises from locations that belong to particular subsystems within the System of Cataloguing in the CR.

A number of entities will share in the activities of the System of Cataloguing in the CR. Their incorporation into particular levels comes from their possible place and role that is or will appertain to them in the hierarchical organization of the system [5].

In a simplified form the entities involved in the System of Cataloguing in the CR are represented in Figure 1.

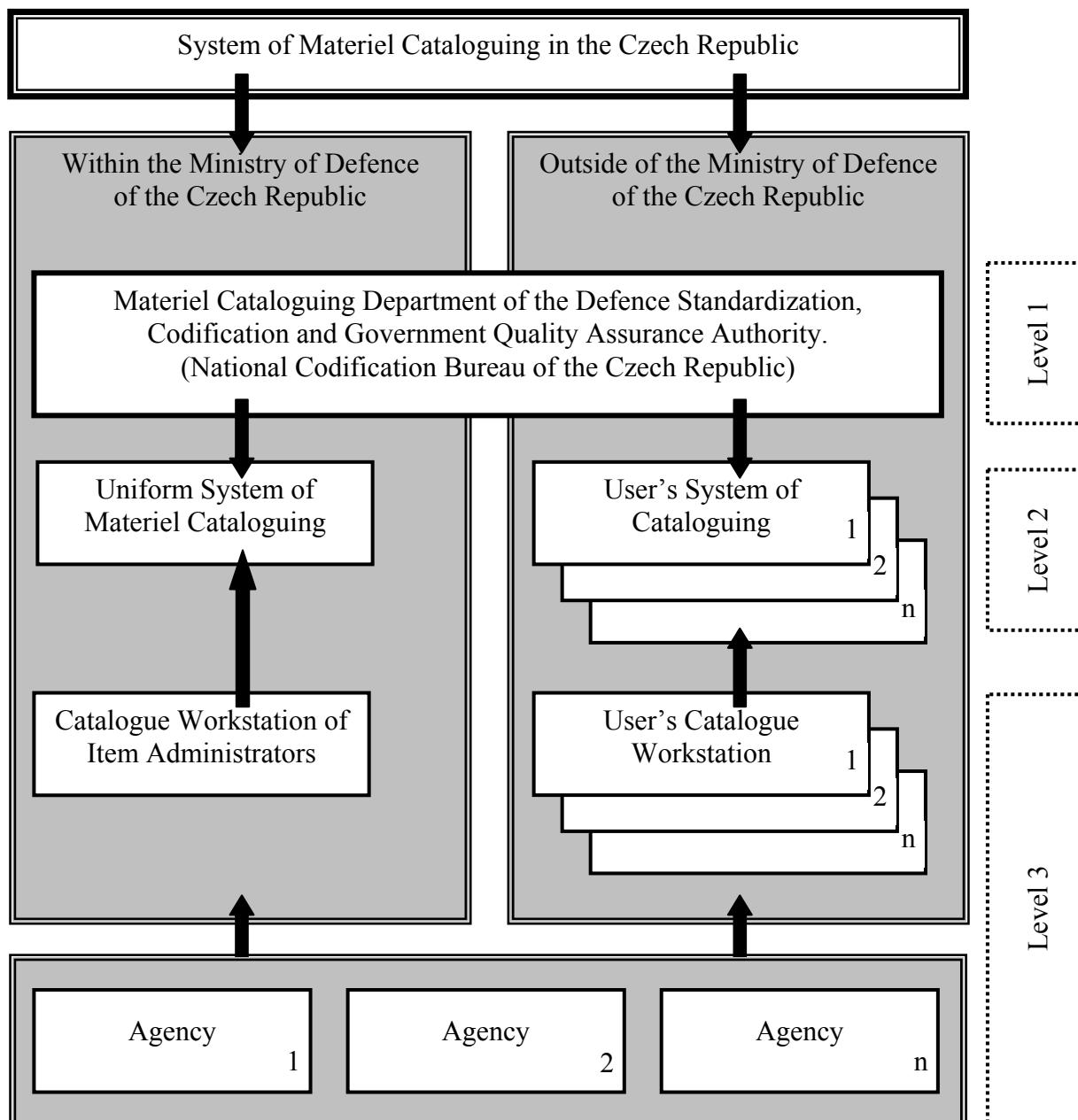


Fig. 1 Entities involved in materiel cataloguing, Source: MAREK, P., Brno, 2007

A complex of interrelated and interdependent relations of various entities – having uniquely determined rights and duties – supports effective implementation of the Uniform Cataloguing System within the MoD CR, but also in abroad.

Major factors of this process are a producer - supplier, an agency, an item manager, the Materiel Cataloguing Department¹ (MCD) and a user [7].

2.1. PRODUCER - SUPPLIER

The producer is a legal – physical entity whose product(s) is an article for delivery to the MoD CR. The product(s) may contain components that are outputs of other producers or sub-suppliers. The sub-supplier is a legal –

Government Quality Assurance Authority (DSCGQAA) to control the Uniform System of Materiel Cataloguing (USMC) intended for ensuring the state defence. At the same time, it is a body to control the Materiel Cataloguing System within the MoD CR.

¹ The Materiel Cataloguing Department is a body of the Defence Standardization, Codification and

physical entity whose product(s) is a part of a larger unit that is procured to the MoD CR and is a subject of cataloguing².

The supplier is a legal – physical entity in a contractual relationship with a submitter of an order for the MoD CR to deliver a particular product to the Army of the Czech Republic (ACR). In case the product is procured directly from a producer, the producer is at the same time a supplier. It is possible to demonstrate the role and competence of the producer – supplier in the process of materiel cataloguing. Major rights and duties of the producer – supplier are as follows:

- to use catalogue data for his product registered in the system of cataloguing;
- to apply a catalogue information clause for a product to be catalogued with sub-suppliers;
- to make product documentation accessible to the Materiel Cataloguing Department (MCD), item managers and catalogue agencies;
- to inform customers about the changes executed in the product documentation on delivery of the materiel that has already been catalogued;
- to inform the MCD about the actual producer of a procured product.

The producer – supplier is obligated to make accessible the documentation of a product delivered to some of the countries fully involved in the NATO Codification System (NCS) to the MCD so that its cataloguing can be carried out in compliance with the NCS principle related to the national responsibility. It holds good, when a particular product is not used in the CR. The data required for cataloguing of materiel items are specified in the catalogue clause.

2.2. CATALOGUE AGENCY

Catalogue Agency is a legal – physical entity, based on a special law, engaged in the

business of elaborating/developing catalogue data about a product on the basis of a certificate of competence to process such data issued by the Defence Standardization, Codification and Government Quality Assurance Authority (DSCGQAA). The supplier may also be a Catalogue Agency.

Basic rights and duties of a Catalogue Agency are as follows:

- to elaborate/develop a proposal of catalogue data about the product on the basis of its certificate of competence;
- to submit a review of developed proposals of catalogue data about the product to the Materiel Cataloguing Department annually.

2.3. ITEM MANAGER

Item manager is an executive body of the Logistic and Medical Support Directorate of the ACR in the field of materiel cataloguing. The workstations of particular item managers established in military depots and bases solve primary catalogue tasks relating to naming, classification and identification of items. They also deal with data entry and maintenance, searching and excluding unwanted duplications in the materiel catalogue and other professional logistical data handling.

Item managers complement a set of obligatory data about cataloguing elaborated by the producer – agency or e-transactions of an application for allocating an item identification number and specific logistical data required by the defence department delivered by the Catalogue Agency.

Basic rights and duties of item managers are as follows:

- to complement logistical data for the items of supply to the applications for allocating the item identification number that were elaborated by the Catalogue Agency;
- in cooperation with the supplier to carry out product cataloguing in case of insufficient capacity of Catalogue Agencies;
- to carry out the cataloguing of materiel that does not have a character of items of supply;
- to update and improve catalogue database.

² All materiel items are the subject of cataloguing irrespective of the manner of their acquisition, for which the duty of accounting and additional records is specified except for funds and the assets procured from special budgets of Military Intelligence.

2.4. MATERIEL CATALOGUING DEPARTMENT

The Materiel Cataloguing Department is a part of the Defence Standardization, Codification and Government Quality Assurance Authority (DSCGQAA) that is an administrative body having all-state competence for objective activities. It fulfils the role of the National Codification Bureau of the Czech Republic.

Basic rights and duties of the MCD are as follows:

- to check the completeness of the proposal of catalogue data about the product before its inclusion in the cataloguing system;
- to elaborate and submit the viewpoint of the DSCGQAA to the producer – supplier and the particular public contract submitter. By this viewpoint the DSCGQAA confirms the completion or non-completion of the catalogue clause used in the purchase contract between the producer – supplier and the MoD CR;
- to allocate the NATO stock number as a unique entity in the Czech Republic;
- to provide the list of allocated catalogue numbers of materiel and NATO stock numbers to the producer – supplier to use;
- to allocate the producer's catalogue code to production and supplying entities in the Czech Republic;
- to issue a certificate on competence to elaborate the proposal of catalogue data;
- to suspend the certificate on competence of the Catalogue Agency to elaborate a catalogue data proposal or to revoke it if the catalogue data proposal on the product is not in compliance with the Uniform System of Materiel Cataloguing;
- to interrupt the proceedings for the inclusion of the product in the cataloguing system if deficiencies are found out in the catalogue data proposal and to return the given proposal requesting removal of deficiencies;
- to provide particular NATO authorities and similar other countries' authorities involved in NATO supply classification with the catalogue data of domestic

products and the review of Czech producers.

2.5. USER

The user is the chief of the entity within the MoD CR who requires the procurement of a materiel item to support tasks in the field of its competence.

Basic rights and duties of the user are as follows:

- to determine the method of servicing, repairs, operation as well as the quantity of procured spare parts for the given materiel based on the producer's – supplier's proposal after the negotiation with the workers of the Administration of supplies classes management and based on technical and personnel possibilities;
- to use catalogue data about the product during its life time, the cataloguing of which he has required.

3. INTERRELATIONSHIPS AMONG MATERIEL CATALOGUING ENTITIES IN THE PREPARATORY AND EXECUTING PHASES

Interrelationships among materiel cataloguing entities in the preparatory and executing phases are shown in Figure 2 in a simplified fashion.

4. CONCLUSION

A number of entities acting within the MoD CR as well as outside are involved in the process of materiel cataloguing in the CR. From the process point of view the Materiel Cataloguing Department is the primary entity that alone develops the viewpoint for applying the catalogue clause. The submitter, managers of individual supplies classes, the item manager, the supplier and the user are secondary entities involved in the cataloguing process. The software support of the Uniform Cataloguing System is provided by an application medium called Catalogue. The software module called Catalogue is a part of the Information Logistics System of the MoD and the ACR (ILS MoD ACR).

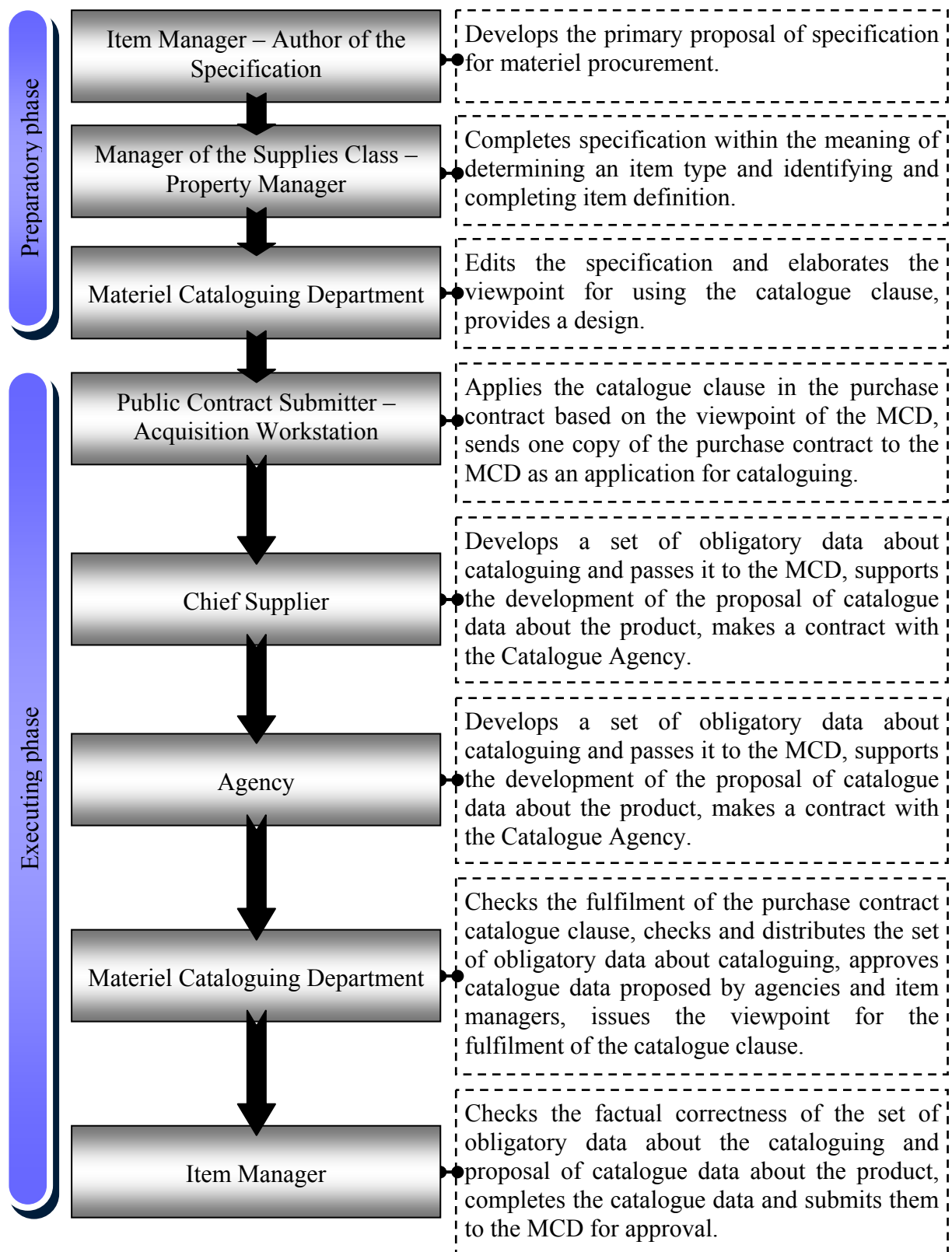


Fig. 2 Interrelationships among entities in materiel cataloguing phases,
Source: MAREK, P., Brno, 2007

It has been created to guarantee compatibility with the other modules of the ILS MoD ACR and to meet NATO standards through its attributes. The Catalogue not only keeps the catalogue data that identify individual supply items under review, but it also serves as a source of logistic information to control particular logistic functions in the other modules of the ILS MoD ACR. This software completely supports both the materiel cataloguing process within the MoD CR itself and the process of electronic international data exchange through the NATO Mail Box System.

The procedure for increasing the number of users of the USMC is voluntary at the moment. The voluntary aspect relates not only to its introduction, but also its use. This is established by Act [1].

It can only be done by amendments to the Act that would specify mandatory use of the USMC for all entities, linked to the state budget, that within their supply systems are responsible for material items required for the state administration functioning and for the security of the CR.

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