

WORKLOAD

17. WORKLOAD ESTIMATES

Workload	Estimated Quantity	Frequency
17.1. Workload factors pertaining to commercially available supplies/equipment through the Civil Engineering Material Acquisition System (CEMAS).		
Requisitions	7,613	Annually
Issues	40,796	Annually
Receipts	7,712	Annually
Transfers	1,068	Annually
Turn-ins	154	Annually
Inventories	4,664	Annually
Adjustments	311	Annually
17.2. Workload factors pertaining to supplies required for the weapon system.		
Provide Administrative Support	675	Annually
Provide Demand Processing Management	225	Annually
Process Customer Request	10,932	Annually
Perform Item Record Maintenance	2,174	Annually
Maintain Stock Number Users Directory	3,230	Annually
Maintain Reporting Organization File	287	Annually
Perform Item Record Data Research/Loads	2880	Annually
Provide Listings	33,432	Annually
Perform Quarterly Standard Reporting Designator Validation	4	Annually
Process Due-In From Maintenance	2440	Annually
Process Awaiting Parts Requests	150	Annually
Perform Repairable Processing Duties	2,625	Annually
Maintain TCTO Kit & Time Change Items Requirements	7	Annually
Process Supply Point Items	149	Annually
Process MDR/QDR Reports	103	Annually
Perform Reject Management	3,600	Annually
Maintain Delinquent Document Program	225	Annually
Process Property Requisition (MICAP)	222	Annually
Provide Lateral Support	366	Annually
Attend MICAP Meeting	52	Annually
Process Inquiries	32,614	Annually

KEESLER BASE OPERATING SUPPORT
SUPPLY SERVICES

Workload	Estimated Quantity	Frequency
Perform War Reserve Material Management	492	Annually
Manage Mated/Built-up Items	274	Annually
Perform Supplies & Equipment Storage and Handling	7,326	Annually
Pull Property From Storage	2815	Annually
Perform Post-Post Operation	273	Annually
Perform Warehouse Validation (FY03)	29	Annually
Perform Property Re-warehousing	3984	Annually
Process Warehouse Refusal	15	Annually
Perform Receipt Inspection	13,515	Annually
Perform Turn-In Inspection	871	Annually
Perform Shipment/TRM A5J/Off Base Issue Inspection	3713	Annually
Perform Inspection Of Property In Storage	813	Annually
Schedule & Maintain Surveillance Program	16	Annually
Inspect Found-On-Base Property	81	Annually
Inspect Maintenance Functional Check Item	102	Annually
Perform Scrap Property Disposal	1198	Annually
Prepare Report Of Discrepancy	355	Annually
Prepare Reverse Post	280	Annually
Process Receipt	12,446	Annually
Process Turn-In	6668	Annually
Receive or Obtain Property	13,933	Annually
Pick Up and Deliver Item On Base	900	Annually
Perform Vehicle Control Duty	40	Annually
Provide Courtesy Storage	57	Annually
Perform Bench Stock Weekly Walk-Through Inventory	1,352	Annually
Process Bench Stock Call-In Request	3,323	Annually
Perform Bench Stock Monthly Cycle Inventory	288	Annually
Perform Bench Stock Property Issue	4,207	Annually
Manage Bench Stock MRA/MAQ	48	Semi-Annually
Establish New Bench Stock Account	1	Annually
Perform Periodic Visit To Bench Stock Locations	288	Annually
Perform Problem Resolution	164	Annually
Perform Supply System Management	224	Annually
Manage Internal Surveillance Program	113	Annually

KEESLER BASE OPERATING SUPPORT
SUPPLY SERVICES

Workload	Estimated Quantity	Frequency
Maintain Deployment Plan	1	Annually
Maintain Support Agreement	13	N/A
Manage Precious Metals Recovery Program	4	Annually
Perform Customer Service	137	Annually
Manage Zero Overpricing Program	5	Annually
Perform Document Processing (DCC)	2,972	Annually
Manage Delinquent Shipment Suspense Program	225	Annually
Perform M10 Procedure	12	Annually
Perform Inventory (FY03)	53	Annually
Perform Management Analysis Planning	54	Annually
Perform Trend, Special, and Problem Analysis	54	Annually
Perform Data Reporting	52	Annually
Manage Unit Administrative Communications	569	Annually
Provide Information Management Support	366	Annually
Manage Records	1,322	Annually
Maintain Unit Publications	27	Annually
Perform Computer Operations	564	Annually
Develop, Maintain, & Use Software Programs	36,720	Annually
Perform Stock Control Supervision	209	Annually
Process Requisition	4,023	Annually
Control Requirements (DIT/DOC)	3,881	Annually
Manage Base Special Levels	192	Annually
Manage Readiness Based Levels	482	Annually
Process MILSTAMP TAR Listing	234	Annually
Provide Supply Readiness Control Center Support	27	Annually
Manage Base Supply Customer Training	169	Annually
Issue Standard Asset Tracking System (SATS) cards	10	Annually
17.3. Workload factors pertaining to hazardous materials.		
Provide Management	224	Annually
Provide Single Point For Storage Of Hazardous Material	468	Annually
Provide Single Point To Issue Hazardous Material	672	Annually
Monitor Hazardous Material Issued To Customers	409	Annually
Issue transactions in EMIS	408	Annually
Receipt transactions in EMIS	372	Annually

Workload	Estimated Quantity	Frequency
17.4. Workload factors pertaining to equipment.		
EAID details in SBSS	5,865	Annually
Manage SPRAM details	230	Annually
Perform Equipment Management	23,566	Annually
Manage Individual Equipment	225	Annually
Mobility bags maintained	7,074	Annually
Provide Mobility Bag Management	224	Annually
Maintain Mobility Equipment (Gas Masks)	3,623	Annually
IEE Issue transactions in SBSS (TRIC ISU)	4,749 transactions processed	Annually
IEE Turn-in transactions in SBSS (TRIC TIN)	144 transactions processed	Annually
Receipt transactions for IEE items in SBSS (TRIC REC)	2,992 transactions processed	Annually
Due Out transactions for IEE items in SBSS (TRIC DUO)	644 transactions processed	Annually
Warehouse locations assigned	5,843	Annually
Line items assigned Issue Exception Code E	972	Annually
Units of PP/ Student furniture maintained	33,977	N/A
Dormitory furniture requiring minor repairs	1	Annually
Dormitory furniture requiring major repairs	2	Annually
Appliance Service Calls:	70	Annually
Refrigerators	4,565	N/A
Microwaves	3,162	N/A
Stoves (dormitory) maintained	41	N/A
Dishwashers (dormitory) maintained	40	N/A
17.5. Workload factors pertaining to fuels and cryogenic products.		
Performs Fuels Management	1,680	Annually
Performs Fuels Operations	5,668	Annually
Operates Fuels Control Center	4,176	Annually
Performs Quality Control and Inspection	5,803	Annually
Performs Accounting and Administration	720	Annually

Workload	Estimated Quantity	Frequency
Supports Fuels Flight	240	Annually
Stores and Distributes Jet Fuel	5,119	Annually
Stores and Distributes Liquid Oxygen	280	Annually
Stores and Distributes Ground Fuel	269	Annually
17.6. Workload factors pertaining to munitions.		
Provide Management	615	Annually
Receive, Store, & Handle Munitions	44	Annually
Prepare and Schedule Munitions For Shipment	31	Annually
Segregate Custody Account & Courtesy Storage	888	Annually
Perform Re-warehousing	374	Annually
Load Location Changes Using CAS-B	1184	Annually
Perform Movement Control Procedures	1184	Annually
Deliver Munitions As Determined By Management	184	Annually
17.7. Workload factors pertaining to washers and dryers.		
Provide Washers and Dryers (unless stated all machines are 15 pounds) for the following locations:		
Bldg 0308		
Washers	1	N/A
Dryers (electric)	1	N/A
Bldg 0414		
Washers	1	N/A
Dryers (electric)	1	N/A
Bldg 0468		
Washers	1	N/A
Dryers (electric)	1	N/A
Bldg 470 (Add 1 August 2003)		
Washers	14	N/A
Stacked Dryers (7 stacks for total of 14 dryers)	14	N/A
Bldg 2002		
Washers (3 more washers to be added on 1 Oct 2003)	7 (+3)=10	N/A
Dryers (gas) (30lb Dryers) (3 more to be added 1 Oct 2003)	7 (+3)=10	N/A

Workload	Estimated Quantity	Frequency
Bldg 2003		
Washers (3 more to be added on 1 Oct 2003)	7 (+3)=10	N/A
Dryers (gas) (30lb Dryers) (3 more to be added on 1 Oct 2003)	7 (+3)=10	N/A
Bldg 2004		
Washers (2 more to be added on 1 Oct 2003)	8 (+2)=10	N/A
Dryers (gas) (30lb Dryers) (3 more to be added on 1 Oct 2003)	7 (+3)=10	N/A
Bldg 2101		
Washers	20	N/A
Dryers (gas)	20	N/A
Bldg 2505		
Washers	20	N/A
Stacked Dryers (gas) (9 stacked units x 2 floors = 18 units)	36	N/A
Bldg 3101		
Washers	18	N/A
Dryers (gas)	20	N/A
Bldg 3501		
Washers – (Stacked with the dryer) – one unit	1	N/A
Dryer (electric) – (stacked with the washer)	1	N/A
Bldg 3821		
Washers	6	N/A
Dryers (electric)	7	N/A
Bldg 3823		
Washers	4	N/A
Dryers (electric)	4	N/A
Bldg 3903		
Washers	1	N/A
Dryers (gas)	1	N/A
Bldg 3945		
Washers	1	N/A
Dryers (gas)	1	N/A
Bldg 4216		
Washers	1	N/A
Dryers (electric)	1	N/A
Bldg 4811		
Washers	6	N/A

Workload	Estimated Quantity	Frequency
Dryers (gas)	6	N/A
Bldg 4813		
Washers	6	N/A
Dryers (gas)	6	N/A
Bldg 4815		
Washers	6	N/A
Dryers (gas)	6	N/A
Bldg 4817		
Washers	6	N/A
Dryers (gas)	6	N/A
Bldg 4904		
Washers	9	N/A
Dryers (gas)	9	N/A
Bldg 4906		
Washers	9	N/A
Dryers (gas)	8	N/A
Bldg 4908		
Washers	10	N/A
Dryers (gas)	9	N/A
Bldg 4910		
Washers	9	N/A
Dryers (gas)	9	N/A
Bldg 5020		
Washers	8	N/A
Dryers (gas) (2 more dryers to be added on 1 Oct 2003)	7 (+2)=9	N/A
Bldg 5022		
Washers	9	N/A
Dryers (gas) (3 more dryers to be added on 1 Oct 2003)	7 (+3)=10	N/A
Bldg 5024		
Washers	7	N/A
Dryers (gas)	7	N/A
Bldg 5025		
Washers	7	N/A
Dryers (gas)	7	N/A

Workload	Estimated Quantity	Frequency
Bldg 6950		
Washers	27	N/A
Stacked Dryer (gas) (7 stacks X 3 floors = 21 stacks)	42	N/A
Bldg 6955		
Washers	27	N/A
Stacked Dryer (gas) (7 stacks X 3 floors = 21 stacks)	42	N/A
Bldg 6965		
Washers	27	N/A
Stacked Dryer (gas) (7 stacks X 3 floors = 21 stacks)	42	N/A
Bldg 7202		
Washers	10	N/A
Dryers (gas) (30lbs)	8	N/A
Bldg 7315		
Washers	27	N/A
Stacked Dryers (gas) (7 stacks X 3 floors = 21 stacks)	42	N/A
Bldg 7320		
Washers	27	N/A
Stacked Dryers (gas) (7 stacks x 3 floors = 21 stacks)	42	N/A
Bldg 7330		
Washers	28	N/A
Stacked Dryers (gas) (7 stacks x 3 floors = 21 stacks)	42	N/A
Bldg 7404		
Washers	27	N/A
Stacked Dryers (gas) (7 stacks x 3 floors = 21 stacks)	42	N/A
Bldg 7502		
Washers	19	N/A
Dryers (gas) (8 – 30lbs and 5 – 15lbs)	13	N/A
Washer and Dryer Totals:		
Washers	430	N/A
Dryers	545	N/A
17.8. Dryer Vents (for equipment listed above in 17.7)		
Clean Dryer Vents	3,772	Annually
17.9. Workload factors pertaining to Linen Exchange and Laundry Services.		

KEESLER BASE OPERATING SUPPORT
SUPPLY SERVICES

Workload	Estimated Quantity	Frequency
Organizational Items Requiring Dry Cleaning:		
Bed spreads	15,977	Annually
Blankets	13,427	Annually
Aircraft Seat Covers	206	Annually
Parka	5	Annually
Ascots, White (Honor Guard)	42	Annually
Honor Guard BDU Pants	1,901	Annually
Honor Guard BDU Shirts	1,800	Annually
Honor Guard Pants	977	Annually
Honor Guard Shirts	1,508	Annually
Honor Guard All Weather Overcoat, Blue	36	Annually
Honor Guard Jacket, Dress Blue	66	Annually
Honor Guard Ropes, White	114	Annually
Honor Guard Hats	1	Annually
Honor Guard White Gloves	2	Annually
Honor Guard Jacket, Lightweight Blue	147	Annually
Sheets	206,930	Annually
Pillow Cases	194,381	Annually
Pillows	16,974	Annually
Bathmats	225,992	Annually
Mattress Covers	3,707	Annually
Mattress Pads	5,803	Annually
Bath Towels	332,341	Annually
Hand Towels	265,634	Annually
Wash Cloths	313,241	Annually
Shop Rags (WDB)	17,004	Annually
Sleeping Bags	134	Annually
Shirts (Chemical Warfare)	106	Annually
Trousers (Chemical Warfare)	124	Annually
White Smocks	807	Annually
White Trousers	768	Annually

Workload	Estimated Quantity	Frequency
White Shirts	635	Annually
Baby Bibs	78	Annually
Coveralls	213	Annually
Khaki Shirts	1	Annually
Tie	10	Annually
Organizational Items Requiring Alterations	49	Annually