

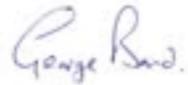
Introduction

Welcome to the United Kingdom National Codification Bureau training prospectus for NATO Codification.

The UK is a leading member of the NATO Codification community and we are committed to promoting understanding and knowledge of the NATO Codification System for all current and potential users. All the tutors delivering this course have extensive experience in the full range of codification activities in the UK.

This course covers everything from short overviews to in-depth instruction on any aspect of Codification. It is designed to be readily adaptable to meet customer requirements and whatever your particular needs, I am sure we can create the right package.

We look forward to helping you become familiar and proficient in the use of the largest and best Codification/Cataloguing system in the world.



George Bond
Director, United Kingdom National Codification Bureau.



Aims & Objectives

On completion of the course, students should expect to have achieved:

- A broad knowledge of NATO Codification Policy.
- An understanding of the tools required to carry out NATO Codification.
- Practical experience of where manufacturers and suppliers fit into the process.
- Working knowledge of diverse practices in the execution of codification.
- An understanding of how codification contributes/links to the logistics/supply chain process.
- The theory and practical experience in codification.
- An understanding of the communications process between different nations NCBs.

Meet the Tutors

Introductory Training - Carried out by the Policy Briefings section of UKNCB and designed to provide students with an overview and broad understanding of principles and practices of NATO Codification.

Codification Software - UKNCB Policy will demonstrate all the documents required and give examples of the legislation used in providing NATO Codification.

Codification - Highly experienced UK Codifiers will lead students through all the relevant steps to becoming a codifier. Time will also be allocated to practice these skills in a controlled environment.

Outsourcing - One of the UK's codification contractors will give students first hand experience of the outsourcing of codification work.

International - The UK's International Codification department will brief the students on how NCBs interact.

Timetable of Events

Day 1

Introductions - A chance for the students to meet the course tutors and UKNCB Directors.
Student Presentations - Delegates explain their expectations and required learning goals.
Codification Background and AC135 Roles - The origin and policies behind NATO Codification and the UKNCB role within the UK Defence Logistics Organisation and AC135.
Demonstration of an offline database.

Day 2

International Codification - Briefing and Demonstration of how the UK communicates with other NATO nations via the NATO Mailbox System (NMBS) and the NATO Automated Business System (NABS).
Codification Publication and Processes - ACodP1; ACodP2/3; Federal Item Guides, DefStan 00-60; JSP336; use of the Codification Clause (DefCon117) in the UK, NATO Master Cross-Reference list for Logistics (NMCRL).
Familiarisation Visit - Visit to a prime manufacturer to see NATO Codification in operation.

Day 3

UK Codification Outsourcing process and procedures including risk management.
Tasking - Control of in-house and outsourced workflow.
Item Naming - Allocation of Approved Item Names.
NSC Allocation - Group and Class Identification.
Item Identification Guides - Completing characteristic data.
CSC/TII - Assigning the correct quality identifier to a Total Item Record.

Day 4

ISIS - The UK Codification Tool.
ISIS Web - Accessing and searching the database.
Data Quality - Data control and databases cleansing and improvement procedures.
NCAGE - Control of manufacturers data.
International Collaboration.
Codifying an Item - Students will put into practice the skills and techniques they have learnt to codify a variety of items.

Day 5

Codification Practice Continued.
Recap on learning goals and codification practices and review of week 2 objectives.

Days 6 & 7

Visit to a prime Codification Contractor.

Day 8

Future UK & AC135 developments and enhancements for NATO Codification including commercial version of the NCS (eOTD); Smart STEP Codification and International Standards.
Codification Practice Continued.

Day 9

Codification Practice Continued.

Day 10

Recap on selected Codification processes and procedures; confirmation of learning goals and achievements.
Graduation - Students will provide feedback on achievement of their individual goals and the course facilitator will provide a report on progress achieved. Director UKNCB will present certificates to the students on completion of the course.

Name.....

NCB/Country Representing.....

Address Details.....

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Contact Details.....

Email Address.....

The Complete Module UKNCB 10 day programme

Introduction to Codification UKNCB 1 day programme

ISIS Web Refresher Course UKNCB 1 day programme

Codification Training UKNCB 5 day programme

Applying for the Course

To apply for this course complete and return this form or simply log onto www.ncb.mod.uk and follow the link to the training course application.

Please return this form to: UKNCB Policy Department, Room 2423, Kentigern House, 65 Brown Street, Glasgow, Scotland, G2 8EX.

For more information on this course and all services offered by UKNCB log onto:
www.ncb.mod.uk
Or telephone:
+44 (0)141 224 2066

UKNCB

United Kingdom National Codification Bureau

Training Prospectus

www.ncb.mod.uk

“Codification the DNA of Modern Logistics”



For further details on any of our products or services contact the Customer Focus Team on:

[t] +44 (0)141 224 2066

[f] +44 (0)141 224 2083

[e] customer.focus@ukncb.mod.uk

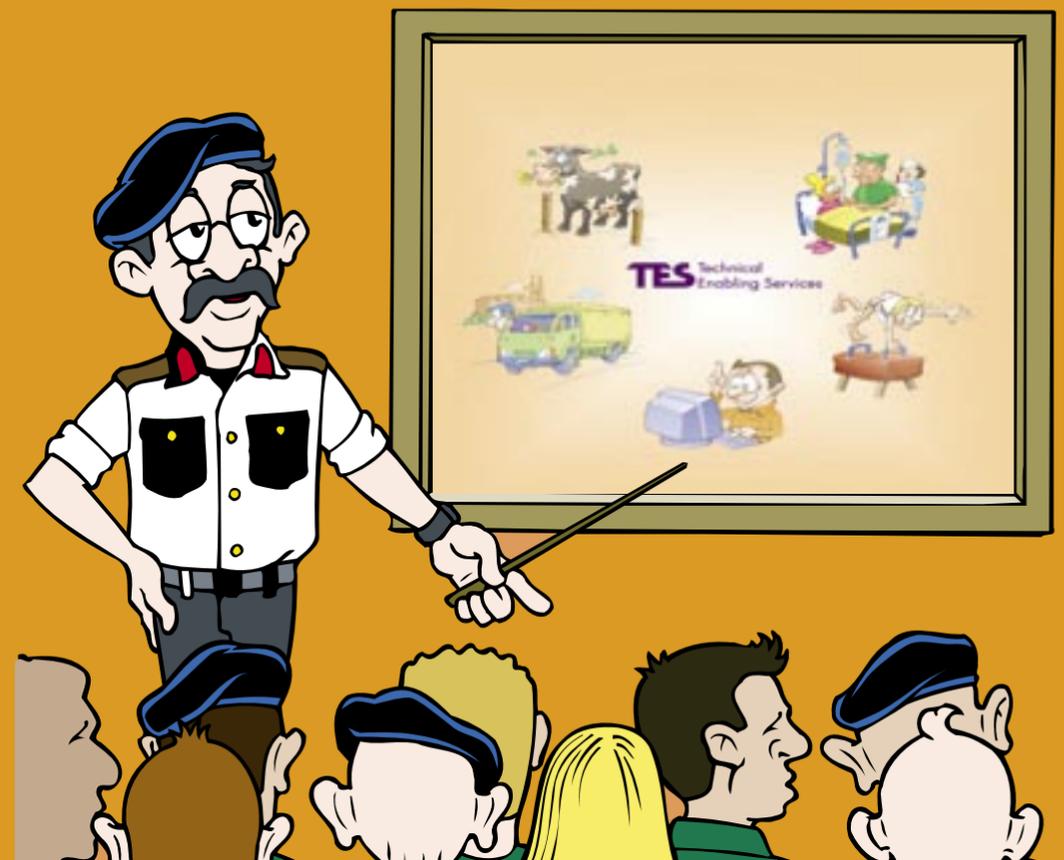
[w] www.ncb.mod.uk

Customer Focus

UKNCB, Room 2.4.23, 65 Brown Street, Glasgow, United Kingdom, G2 8EX



INVESTOR IN PEOPLE



Additional Requirements

Please use this space to provide us with details of any additional requirements or special needs essential to your learning goals.

Name

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“Codification the DNA of Modern Logistics”

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