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CHAPTER 5. UTILIZATION REPORTING

5.1 PURPOSE
The purpose of Utilization Reporting is to document the Benefits, Impacts, and Usage of GIDEP information along with the Prevention of Unplanned Expenditures (PUE) accrued as a result of using information obtained from GIDEP. Chapter 5, Utilization Reporting, defines policy, definitions and reporting procedures related to Utilization Reporting.

5.2 POLICY
It is the policy of the Joint Logistics Commanders (JLC), the GIDEP Program Manager and the funding sponsors that each government and industry participant shall report the benefits of unplanned expenditures on an annual basis at a minimum. Reports must be filed with the GIDEP Operations Center each fiscal year (1 October - 30 September). A participant's failure to file a report each fiscal year may result in the termination of the participant from the Program in accordance with the provisions described in Chapter 2, Participation Requirements.

5.3 DEFINITIONS
5.3.1 BENEFIT Any and all impacts to your organization, your customer, or the final end user of your product or service. This impact is a result of being a GIDEP member and using GIDEP information. Both positive and negative impacts should be submitted along with any effect on the availability, reliability, usability, operability, maintainability, or readiness for the end user.

5.3.2 PREVENTION of UNPLANNED EXPENDITURES (PUE) The Prevention of Unplanned Expenditures of assets and resources through the utilization of GIDEP.

5.3.3 QUANTITATIVE METHOD The calculation of costs as related to information on parts or processes that were prevented through the use of GIDEP. (see Appendix A) (Built into PURS)

5.3.4 QUALITATIVE METHOD The method in which descriptive narrative statements of the benefits derived from GIDEP information are submitted in lieu of cost estimates. This method is used in the case that a cost cannot be determined using the quantitative method. (see Appendix A) (Built into PURS)

5.4 REPORTING PROCEDURES
5.4.1 WHEN TO REPORT Utilization data is collected during the government fiscal year. The government fiscal year begins October 1 and ends September 30. The Annual Utilization Report (AUR) is due no later than November 1 of the fiscal year ending the previous September.

5.4.2 FAILURE TO REPORT The consequence of not meeting the November 1 date may be termination of the participant from the program.

5.4.3 WHAT TO REPORT Participant's benefits and Prevention of Unplanned Expenditure or ancillary benefits.

5.4.4 HOW TO REPORT
5.4.5 **On-Line Users:**

Users of the Participant Utilization Reporting System (PURS) are able to report on each document downloaded or reviewed by logging on to PURS and using the required reports screen to generate their utilization or to enter a no impact report for documents that did not relate to their products, services or organization. (See Figure 5.1) Appendix B Figures illustrates the PURS system. Please refer to the PURS User Guide (available on line through the Members Web site) for more instructions.

5.4.6 **DVD/CD Rom Users:**

Metrology/calibration data users are provided a built-in utilization reporting system on the DVD’s. This system tracks each document accessed and allows the user to enter the prevented expenditure, the customer/program and comments. Appendix B-2 illustrates the DVD Utilization Module. The resulting file (HSTFYnn, where nn is the last two digits of the fiscal year being reported) may be emailed to GIDEP after the end of the fiscal year. The prevented expenditure, customer/program and comments need to be entered before emailing.

Email address for these reports: utilization@gidep.org (See Figure 5.2)

5.5 **TRACKING INTERNAL USAGE**

It is the Representative's responsibility to insure each GIDEP user at their organization has completed and submitted utilization reports for all documents used. It is also the representatives responsibility to obtain usage information from other internal users who are not directly accessing the GIDEP database.
Figure 5.1 Utilization Reporting Process Flow

USER ACTIONS:

- **DETERMINE DOCUMENT’S IMPACT ON ORGANIZATION 15-30 DAYS AFTER DOWNLOAD**
  - **App B, Fig 2**

- **IS THERE IMPACT?**
  - **YES**
    - **ON PURS: SELECT IMPACT CHOICE FOR THAT DOCUMENT AND FOLLOW INSTRUCTIONS**
      - **App B, Fig 3**
  - **NO**
    - **ON PURS: SELECT NO IMPACT CHOICE FOR THAT PARTICULAR DOCUMENT**
      - **App B, Fig 4**

- **PRESS SUBMIT KEY TO FORWARD ACTION TO YOUR REPRESENTATIVE**

---

REPRESENTATIVE ACTIONS

- **REPORTS READY SUBMIT TO GIDEP?**
  - **YES**
    - **PRESS SUBMIT BUTTON**
      - **GIDEP NOW CAN USE REPORT TO GENERATE SUMMARY REPORTS**
  - **NO**
    - **RETURN TO USER FOR CORRECTIONS**

---

Legend

- Participating User
- Participating Representative
Figure 5.2 DVD Reporting

COMPLETE UTILIZATION SECTION OF DVD SEARCH FOR EVERY DOCUMENT USED
App B, Fig 5-7

BETWEEN 10CT-1 NOV AFTER END OF FY?

LOCATE FILE HSTFYnn.MDB ON YOUR COMPUTER SYSTEM. IT SHOULD BE AT C:\SEARCH32. IF YOU USED THE STANDARD DEFAULTS WHEN YOU INSTALLED THE SOFTWARE

FOUND IT?

CALL HELP DESK

CREATE E-MAIL TO UTILIZATION@GIDEP.ORG AND ATTACH ABOVE FILE AND SEND
APPENDIX A
GUIDELINES
FOR
ESTIMATING PREVENTED EXPENDITURES
GUIDELINES FOR ESTIMATING PREVENTION OF UNPLANNED EXPENDITURES

A.1 INTRODUCTION
Estimating and reporting Prevention of Unplanned Expenditures is based on the premise that because of information obtained from GIDEP, *your organization* did not have to perform work or tasks which would have been required had the information not been available. As an example, the contract may require qualification tests be performed for all component parts to ensure their performance and reliability under expected operating environments. Elimination of qualification tests, because the test was performed on the same components by another contractor may avoid the cost of testing. The methods presented herein are intended as guidance only. You are encouraged to use the methods and costing data from your organization.

A.2 ESTIMATING PREVENTION OF UNPLANNED EXPENDITURES
Unplanned expenditures may be captured either by a *Quantitative* or *Qualitative* method. Frequently preventing the use of nonconforming items, materials or software can have far reaching effects. As an example, discovery of a production lot of deficient memory microcircuits might prevent the grounding of the Navy’s F18 Fighter wings. Grounding of the planes could result in millions of dollars of expense to the governments.

A.3 METHODS FOR REPORTING UTILIZATION
The following methods have been developed by United Space Alliance-Integrated Logistics (DU1), and are provided as a guideline only.

A.3.1 QUANTITATIVE METHOD Industry formulas for calculations of unplanned expenditures related to defective parts which were prevented through the use of GIDEP data.

Measures value of solution by determining:
- How equipment would have failed
- If rework would have been required
- If material/parts had been issued

Suggestions for obtaining utilization data through ---
- Installation & removal of failed components
- Failed parts reporting documentation
- Failed parts returned packaging & shipping
- Additional equipment downtime
- Additional inspection & material handling
A.3.2 QUANTITATIVE FORMULAS

A.3.2.1 BASED ON REPAIR & REPLACEMENT

GROSS USER COST EXPENDITURES

\[
\begin{align*}
\text{Total Hrs Expended} \times \text{Industry Burden Rate} & = \text{Labor} \\
\text{Qty Purged} \times \text{Material $ Value} & = \text{Material} \\
\text{GIDEP Document Cost} & = \$ \\
\end{align*}
\]

GROSS USER COST PREVENTED

\[
\begin{align*}
\text{Hrs To Repair} \times \# \text{ Of Units} & = \text{Eng. Hrs} \\
\text{Hrs To Test} \times \# \text{ Of Units} & = \text{Tech. Hrs} \\
\text{Eng Hrs} \times \text{Industry Burden Rate} & = \text{Labor} \\
\text{Technician} \times \text{Industry Burden Rate} & = \text{Labor} \\
\text{Inspection} \times \text{Industry Burden Rate} & = \text{Labor} \\
\text{Eng} + \text{Technician} + \text{Inspection} & = \text{Gross Labor} \\
\text{Material $ Amount} \times \# \text{ Of Units} & = \text{Gross Mat'l} \\
\end{align*}
\]

BASED ON PARTS INSPECTION & RETURN-TO-STOCK

GROSS USER COST EXPENDITURES

\[
\begin{align*}
\text{Total Hrs Expended} \times \text{Industry Burden Rate} & = \text{Labor} \\
\text{Qty Purged} \times \text{Material $ Value} & = \text{Material} \\
\end{align*}
\]

GROSS USER COST PREVENTED

\[
\begin{align*}
\text{Total Items Inspected} \times \text{Time Per Item} \times \text{Industry Burden Rate} & = \text{Gross Labor} \\
\text{Or} \\
\text{Total Time to Inspect} \times \text{Industry Burden Rate} & = \text{Gross Labor} \\
\text{Items Return-To-Stock} \times \text{Material $ Value} & = \text{Gross Material} \\
\end{align*}
\]

BASED ON INVESTIGATING ALERTS RECEIVED PRIOR TO INSTALLATION REQUIRING REMOVAL

\[
\begin{align*}
\text{Total Hrs Expended} \times \text{User Industry Burden Rate} & = \text{Labor} \\
\end{align*}
\]

Prevention of Unplanned Expenditures by acting on an ALERT before installation which would have required removal

BASED ON PRODUCTION LINE OR OVERHAUL REPAIR

5-7
Method 1: \[ A \times B = S \]

Where:

A = Estimated Mean Overhaul Or Repair Cost. (This Information Mean Overhaul Or Repair Cost).

*This Information Is Obtained From The Production Scheduler.*

B = # Of Items Scheduled For Repair Including Estimated Quantity Scheduled For Use.

S = Prevention of Unplanned Expenditures In Dollars

Method 2: \[ D - E - F - G = S \]

Where:

D = Cost Of Equipment Or Parts Which Would Have Failed
E = Cost Of Processing Alert
F = Cost Of Material
G = Cost Of Replacing The Material
S = Prevention of Unplanned Expenditures In Dollars

BASED ON MATERIAL IN SUPPLY WAREHOUSE

Method 3: \[ H - E = S \]

Where:

H = Cost Per Unit Issue Times Total Quantity Of Discrepant Inventory
E = Cost Of Processing Alert
S = Prevention of Unplanned Expenditures In Dollars

A.3.3 QUALITATIVE METHOD  Statement of potential impact should be written if cost cannot be determined by answering:

- How Did GIDEP Data Impact Your Company?
- Use Examples On How Your Company Would Have Been Impacted.

***Had It Not Been For Having GIDEP Data?***

When value added is identified, it is an estimated impact cost should remedial action not be taken. Based on this fact, it is conceivable that one occurrence could avoid millions of dollars of unplanned expenditures & lost lives!
APPENDIX B-1
PARTICIPANT UTILIZATION REPORTING SYSTEM (PURS)
Accessing PURS
To access PURS from the GIDEP website, click the Utilization button on the GIDEP Database web page. This will open the PURS Required Reports web page, showing GIDEP documents for which you or your organization owe utilization reports.
Representative Required Reports Screen

The required report screen is the default view displayed when a Rep enters PURS, and provides an overview of all utilization reports that you currently owe (or your company owes) to GIDEP.

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Document Title</th>
<th>Access Date</th>
<th>No Impact Report</th>
<th>Impact/Benefit Report</th>
<th>Accessed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIR-U03-17</td>
<td>SOURCE OF SUPPLY REQUEST FOR FLARING TOOL</td>
<td>04-OCT-2000</td>
<td>Working (Rep)</td>
<td></td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>X1-D04-02</td>
<td>M/SYSTEMS PRODUCT DISCONTINUANCE NOTIFICATION</td>
<td>31-OCT-2002</td>
<td>Working (Rep)</td>
<td></td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>AE0U4101</td>
<td>SOURCE OF SUPPLY REQUEST FOR BEARING</td>
<td>31-OCT-2002</td>
<td>Working (Rep)</td>
<td></td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>X1-D04-61</td>
<td>X/N DISCONTINUANCE NOTIFICATION</td>
<td>31-OCT-2003</td>
<td>Working (Rep)</td>
<td></td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>DA-0401</td>
<td>NONDESTRUCTIVE INSPECTION PERFORMED ON SYSTEMS THAT FAILED PROCESS CONTROL CHECKS</td>
<td>06-FEB-2004</td>
<td>Working (Rep)</td>
<td></td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>AS0-U02-05</td>
<td>SOURCE OF SUPPLY REQUEST FOR OXIDE SPRAY EQUIPMENT CONTAINING LITHIUM ACCIDENTALLY RELEASED AS SODIUM METAL</td>
<td>02-MAR-2004</td>
<td>Working (Rep)</td>
<td></td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>LL-U03-130</td>
<td>ANAPLAX-100 (V) INTRA SYSTEM CONVEY TEST</td>
<td>06-MAR-2004</td>
<td>Create Report</td>
<td>Create Report</td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>X1-D04-121</td>
<td>ONION PRODUCT DISCONTINUANCE NO.145</td>
<td>02-MAR-2004</td>
<td>Working (Rep)</td>
<td></td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td>A0R-U02-00</td>
<td>SOURCE OF SUPPLY REQUEST FOR MILITARY GRADE BLACK POWDER (CLASS 1-5 MATRIAL/Chemical)</td>
<td>02-MAR-2004</td>
<td>Create Report</td>
<td>Create Report</td>
<td>LARRY NELSON</td>
</tr>
<tr>
<td><em>ANY OTHER UNLISTED DOCUMENT</em></td>
<td>Blank Form</td>
<td>Blank Form</td>
<td>Blank Form</td>
<td>Blank Form</td>
<td>Blank Form</td>
</tr>
</tbody>
</table>

Page: 1 2 3 4 5 6 Previous Next 10 per page
Impact/Benefit Report Screen
The Impact/Benefit Report is designed to make your reporting of benefits as efficient as possible. The GIDEP documentation information, Access Date and your User ID are pre-filled, and default values for Program Affected and Benefiting Agency are pre-filled from your most recent previously submitted report.
Cost Worksheet Attachment Screen
The Cost Worksheet attachment can help you compute the estimated total prevented expenditure from your organization’s itemized labor, material and services costs.

GIDEP Impact/Benefit Utilization Report
Reference Number: TESTREP-2002-016
Status: Editable
Working (Rep)
Line Item: 1
Part/Model: XYZ-ABC

Attachment A: Cost Worksheet

Use this worksheet to calculate your prevented labor, material and services expenditures due to utilization of the GIDEP document. You may enter detail amounts (rate/hours/cost) and/or Sub-totals into this worksheet. Entering a Sub-total sets the associated details to 'N/A'.

Number of Labor Categories: 5
Number of Material/Services Items: 3

<table>
<thead>
<tr>
<th>Enter Your Prevented Labor Costs Below:</th>
<th>Compare Your Totals with the Industrial Averages Below:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor Category</strong></td>
<td><strong>Burdened Rate</strong></td>
</tr>
<tr>
<td>Engineering</td>
<td>$30.00</td>
</tr>
<tr>
<td>Technicians</td>
<td>$20.00</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>$70.00</td>
</tr>
<tr>
<td>Documentation</td>
<td>$65.00</td>
</tr>
<tr>
<td>Other Services</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Labor Totals (Hours, Cost):</strong></td>
<td>32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter Prevented Material/Services Costs Below:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Material or Services Description</strong></td>
<td><strong>Cost Each</strong></td>
</tr>
<tr>
<td>Paint gallon</td>
<td>$20.00</td>
</tr>
<tr>
<td>Other Services</td>
<td>N/A</td>
</tr>
<tr>
<td>Re-surfacing</td>
<td>$350.00</td>
</tr>
<tr>
<td><strong>Material or Services Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Optional Remarks About Your Above Entries:
"Other Services" includes cleaning the equipment, recalibrating the wave solder machine, and sharpening of the shear.

Expenditure Prevention Total (Labor + Materials/Services): $3,495

Calculate | Save Attachment | Cancel - Go Back to Report | Apply Total to Report

Questions? Send e-mail to: utilization@gidep.org or call the GIDEP Help Desk: (951) 895-3207

5-13
Best Estimate Attachment Screen
The Best Estimate attachment provides instructions and industrial average cost data, and allows you to enter your estimated cost savings directly. This allows you to compare your estimate with typical industrial averages for similar tasks and labor rates, to help you arrive at the most accurate estimate.

![Best Estimate Attachment Screen](image_url)

---

GIDEF Impact/Benefit Utilization Report
Reference Number: TESTREP-2003-001
Attachment D: Best Estimate

Please enter your best estimate of the total expenditures or costs you prevented or avoided by utilizing the GIDEF document.

$ 70,300

Optional Remarks About Your Estimate:
This estimate is based on our company Projected Project Expenses Report dated 25 December 2003, page 37.

The Industrial Averages below are provided for your reference.
(All averages are per event)

<table>
<thead>
<tr>
<th>FY 2001 Task(s)</th>
<th>Avg Labor Hours</th>
<th>Average Cost</th>
<th>Average Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Parts Selection</td>
<td>16</td>
<td>$13,000</td>
<td>$10,000 - $16,000</td>
</tr>
<tr>
<td>Change Order</td>
<td>20</td>
<td>$22,500</td>
<td>$20,000 - $25,000</td>
</tr>
<tr>
<td>Configuration Change</td>
<td>20</td>
<td>$22,500</td>
<td>$20,000 - $25,000</td>
</tr>
<tr>
<td>Construction Analysis</td>
<td>40</td>
<td>$45,000</td>
<td>$40,000 - $50,000</td>
</tr>
<tr>
<td>Delivery Slippage</td>
<td>20</td>
<td>$22,500</td>
<td>$20,000 - $25,000</td>
</tr>
<tr>
<td>Destructive Physical Analysis</td>
<td>12 - 24</td>
<td>$18,000</td>
<td>$12,000 - $24,000</td>
</tr>
<tr>
<td>Inspection</td>
<td>1</td>
<td>$350</td>
<td>$200 - $500</td>
</tr>
<tr>
<td>Item Recall</td>
<td>20</td>
<td>$22,500</td>
<td>N/A</td>
</tr>
<tr>
<td>Life/Likelihood Test</td>
<td>10</td>
<td>$15,000</td>
<td>$10,000 - $20,000</td>
</tr>
<tr>
<td>New Control Item</td>
<td>8</td>
<td>$900</td>
<td>$800 - $1000</td>
</tr>
<tr>
<td>Packaging and Shipments</td>
<td>2</td>
<td>$350</td>
<td>$200 - $500</td>
</tr>
<tr>
<td>Parts Screening</td>
<td>5</td>
<td>$1,000</td>
<td>$500 - $1500</td>
</tr>
<tr>
<td>Process Change</td>
<td>20</td>
<td>$22,500</td>
<td>$20,000 - $25,000</td>
</tr>
<tr>
<td>Recondition/Refurbish Item</td>
<td>4</td>
<td>$1,000</td>
<td>$500 - $1600</td>
</tr>
<tr>
<td>Redesign Boards</td>
<td>200</td>
<td>$175,000</td>
<td>$100,000 - $250,000</td>
</tr>
<tr>
<td>Redesign Circuit Card</td>
<td>48</td>
<td>$12,500</td>
<td>$5000 - $20,000</td>
</tr>
<tr>
<td>Repair/Rework Hours</td>
<td>200</td>
<td>$200</td>
<td>N/A</td>
</tr>
<tr>
<td>Reprogramming</td>
<td>200</td>
<td>$30,000</td>
<td>$10,000 - $50,000</td>
</tr>
<tr>
<td>Schedule Slippage</td>
<td>N/A</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>Test Plan</td>
<td>40</td>
<td>$4000</td>
<td>$4000</td>
</tr>
<tr>
<td>Testing Hours</td>
<td>0.5</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Writing Calibration Procedure</td>
<td>40</td>
<td>$2600</td>
<td>$2500</td>
</tr>
</tbody>
</table>

Questions? Send e-mail to: utilization@gidef.org or call the GIDEF Help Desk: (951) 898-3297
**DMS Calculator Attachment Screen**

When your usage of GIDEP data allows your organization to utilize a less costly resolution for a Diminishing Manufacturing Sources and Material Shortages (DMSMS) problem, use the DMS Calculator to calculate your estimated cost avoidance.

**Impact/Benefit Utilization Report**

Reference Number: TESTREP-2002-016

**Attachment B: DMS Calculator**

**STEP 1:** Select the DMSMS Resolution you UTILIZED. Then select (or enter manually) your Non-Recurring Engineering (NRE) cost for this Resolution, using the Industry Cost Range as a guide. The LOW cost is for low-complexity, high-volume parts; HIGH is for high-complexity, low-volume parts.

**Resolution You UTILIZED:** Reclamation

**NRE Cost for this Resolution:**

- Industry Average: $7,000
- O/P: 0

**STEP 2:** Select the DMSMS Resolution you AVOIDED. Then select (or enter manually) the Estimated NRE cost had you utilized this Resolution. If this Resolution would have also resolved DMSMS problems involving other parts (e.g., Redesign), enter the number of other DMSMS problems resolved in the “OP” (Other Problems) box (cannot be greater than 9).

**Resolution You AVOIDED:** Alternate

**NRE Cost for this Resolution:**

- Industry Average: $7,000
- O/P: 0

**STEP 3:** For Part: XYZ 789, enter the average price PER PART for both your UTILIZED Resolution and AVOIDED Resolution. Enter the Quantity of Parts impacted.

| Unit Price (UTILIZED): $33 | Unit Price (AVOIDED): $35 | Qty of Parts: 100 |

**STEP 4:** If you avoided other significant costs, enter them here. (Examples: Procurement/administrative labor, New source qualification, Radiation hardening testing, etc.)

**STEP 5 (Optional):** Enter Remarks about your above entries, for future reference.

Our reclamation cost was somewhat higher than industry average, due to the expense of traveling to the DMS depot.

**Calculation derived from your above entries (not editable):**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRE Cost</td>
<td>$1,500</td>
</tr>
<tr>
<td>Parts Cost</td>
<td>$2,000</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total</td>
<td>$9,200</td>
</tr>
</tbody>
</table>

**Expenditure Prevention Total:** $9,200

Questions? Send e-mail to: utilization@gidep.org or call the GIDEP Help Desk: (951) 898.3287
APPENDIX B-2
METROLOGY UTILIZATION REPORTING
**Metrology Search Screen**

Utilization tracking saves, to a database, a record of every document that has been viewed during the present fiscal year (Oct 1 to Sep 30). This may be used as an aid in filling out the required GIDEP Utilization Report. At the beginning of a new fiscal year a new history tracking database is automatically created. The previous database is preserved and may be viewed and edited. The history database may be viewed by clicking the “View Utilization” button on the Search32 GIDEP Metrology Data” screen that is displayed above (if the button is “grayed-out”, it means the database is empty).
Metrology View Utilization Screen
This screen displays the documents that you accessed during the current fiscal year and are required to report utilization.
The Metrology History screen allows you to edit your utilization file before submitting it to GIDEP. All fields must be filled out as the procedure is being used or at the end of the fiscal year.
Create Utilization Report Screen Part 1

After you have edited your utilization file you must create your Utilization Report. Click on Utilization at the top of the screen and then click on Create Utilization Report.

<table>
<thead>
<tr>
<th>Date</th>
<th>Document number</th>
<th>Document Date</th>
<th>User ID</th>
<th>Equipment Model</th>
<th>Expenditure</th>
<th>Customer/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/14/2005</td>
<td>NA17-20AX-653L</td>
<td>3/1/1995</td>
<td>DAAMU</td>
<td>333454</td>
<td>0</td>
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</table>

Records found: 2  Number of times all documents have been viewed: 2  Expenditure prevention: $500  02:46 PM
Create Utilization Report Screen Part 2
The Create Utilization Report screen below will appear. The yellow section will be blank and you will need to click on the Browse button. This will open the Search 32 Directory and allow you to select a file. Make sure you select the HstFYnn file for the proper fiscal year. Then click on Create Utilization Report. You will receive a message that your Utilization file has been successfully created.
E-mailing your Utilization report
After creating your Utilization report. You must e-mail in to GIDEP. Click on E-Mail Report. The Search 32 Directory will open. Right click on the HstFYnn file and select on Send to and then on mail recipient. When your e-mail opens up address it to utilization@gidep.org and click on send.