

CHILD AND YOUTH PROGRAM Budgeting Model User Guide

Child and Youth Program
Enterprise Modeling System
Budgeting Model User Guide

Version: 3.3.0

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Developing models using EMS scenarios begins with creating a new scenario, and continues through updating underlying references and standards, setting up program details, and tailoring the program component details. This process is shown in Figure 2.

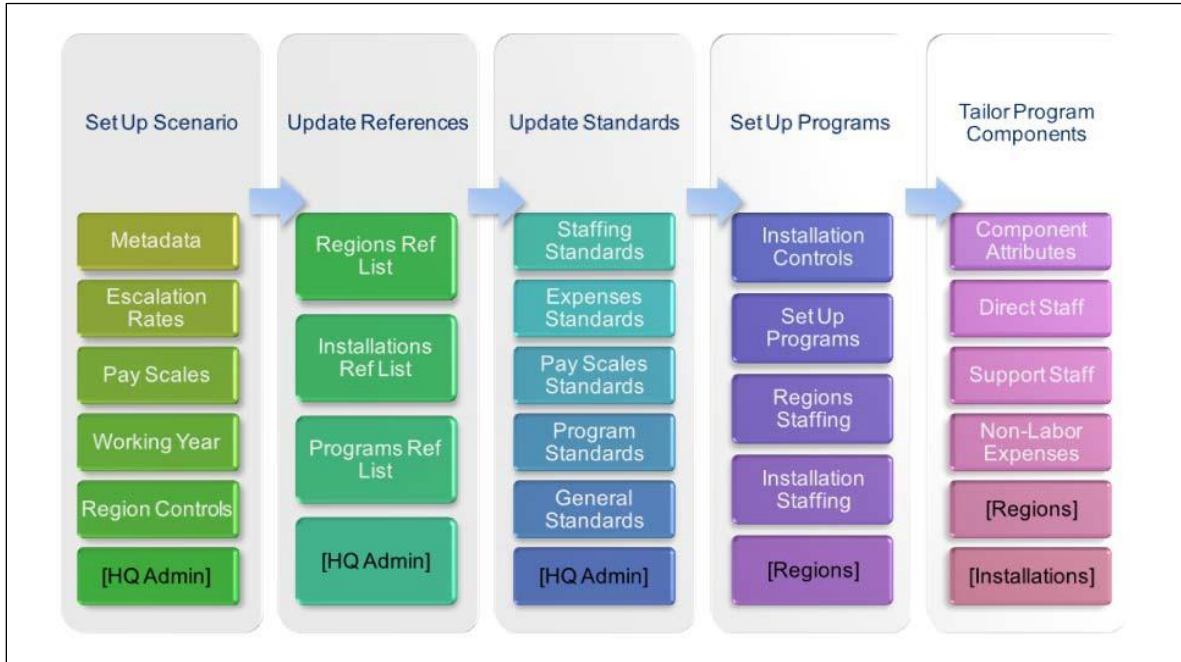


Figure 2: CYP EMS Model Process Overview

Generally, scenarios can be created to support each phase in the business cycle, including programming, funding, budgeting, and execution. Within each cycle, managers can create numerous versions of baselines and scenarios. Baselines and scenarios can be named to support the intended purpose, such as POM 2010 v.14 or Execution Performance 2008 v.2. Users can create any number of scenarios, based on any existing baseline or scenario, to model specific circumstances in order to see the effect on the overall enterprise model.

Models created in *EMS* baselines can be configured to model the details of CYP operations, including programs and program elements at each installation or site. *EMS* includes the capability for defining, organizing, and estimating the program components including standards, labor positions, rates, FTEs, overhead rates, and other burdens. You can set up these components in any number of ways to model the enterprise to achieve your modeling goals.

This modeling process is a collaborative one, in which all levels of the enterprise are involved. *EMS* users participate in developing scenarios and contribute to final baselines that reflect the underlying makeup of the enterprise.

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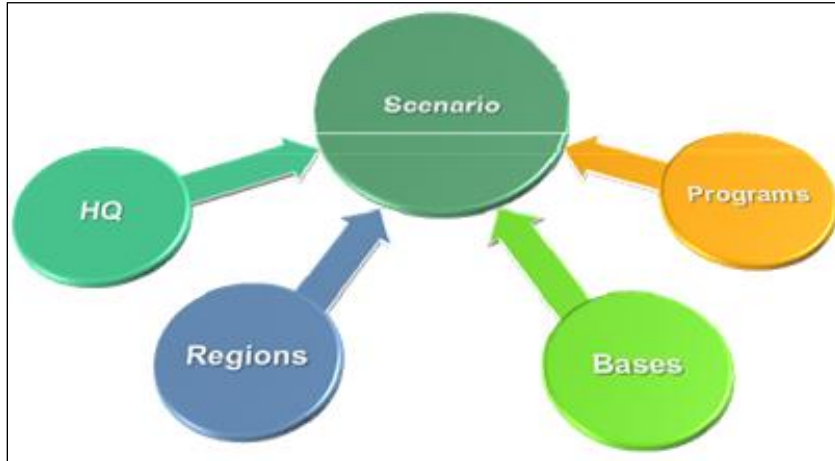


Figure 3: EMS Collaborative Modeling Participants

Finally, *EMS* offers managers tools that can provide insight into enterprise performance, and especially for improvement opportunities. You can compare one baseline to another to understand the effects resulting from differences in model configurations and settings. With *EMS* you can easily set up scenarios and create reports that provide insight into the enterprise at varying levels of detail or abstraction.

Scenarios offer numerous options for adjusting the underlying data set for a particular model of the enterprise. The Report feature offers a robust set of tools for filtering and displaying model data in preset formats and in custom formats. You can produce reports that capture the financials, staffing requirements, baseline configuration and setup. Data can be exported to Microsoft Excel for further analysis.

1.2 Guide Organization

This Guide is designed to provide a reference for using and understanding the *EMS* software application. It is organized into five sections: Introduction, Getting Started, Managing Baselines, Developing Methods, and Reports.

1.3 Document Conventions

The following conventions are used in this Guide to communicate the specific meaning for various names, objects, entities, and titles.

Example	Description
---------	-------------

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Update	Reference to a specific name of a control on <i>EMS</i> user interface pages, such as an update button.
How to...	The <i>EMS</i> User Guide includes how to descriptions of features and functions.
Tip	Throughout the <i>EMS</i> User Guide, you will see notes and tips that can help you understand how features can be used.
Enterprise Modeling System	Name of a software application or tool

Table 1: Convention Examples

Term	Description/Explanation
Baseline	A baseline consists of a set of standards, organizational structural elements, programs, costs components that represent the enterprise and which are used to achieve a modeling objective.
Business Cycle	The Business Cycle refers to the cyclical process of planning, programming, budgeting, and execution. <i>EMS</i> provides modeling tools that support each of these phases.
Component	A particular instance of a program, defined by the type of program and elements such as classrooms for a CDC that make up the component.
Model	Used to refer to the abstract representation of the organization
Labor position	A defined position with specific attributes such as title, pay grade level, and full-time equivalency.
Program	A program is a function, such as youth or child development center, provided at specific locations throughout the CYP enterprise.
Scenario	A scenario like a baseline consists of a set of underlying data and configuration of data that is designed to model new assumptions or theories about the enterprise or organization.
Standard	A standard applied to a specific program.

Table 2: Common Terms

2 GETTING STARTED

The Getting Started section describes the prerequisites that need to be completed prior to working with *EMS* scenarios and baselines. It covers the following areas:

- Logging In
- Requesting an EMS Account
- Managing your Password
- Managing your Profile
- *EMS* Home Page
- Common Display Features

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2.1 Logging In

EMS requires that users log in to the *EMS* application server through the Internet in order to use the application's features. This means that you will need to have an account set up on the *EMS* server.

Figure 4: CYP Business Model Software Application Login

To access the login page, open a browser window, such as Microsoft Internet Explorer, and type the *EMS* URL into the address bar. The Login page shown in Figure 4 should be displayed. Note, a welcome message will display prior to the login pane shown in Figure 4. The welcome message will ask the user to confirm that they understand they are accessing a US government information system that is provided for USG-authorized use only prior to allowing the user to enter their login credentials. If you fail to login 3 consecutive times within a 15 minute period, you will be locked out of your account. You will need to request that an Administrator reset your password or wait 15 minutes and attempt to login again.

2.2 Requesting an *EMS* Account

If you do not have an account established, you can request one by contacting the Region user for your program.

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2.3 Managing Your Password

Resetting your password: Selecting “click here” next to Reset Your Password on the login screen will display the Enter Username pane where you can enter your username so that a reset code can be sent to the email address that is associated with your user account. You will then be provided with a temporary password in order to log in, after which you will be prompted to change your password.

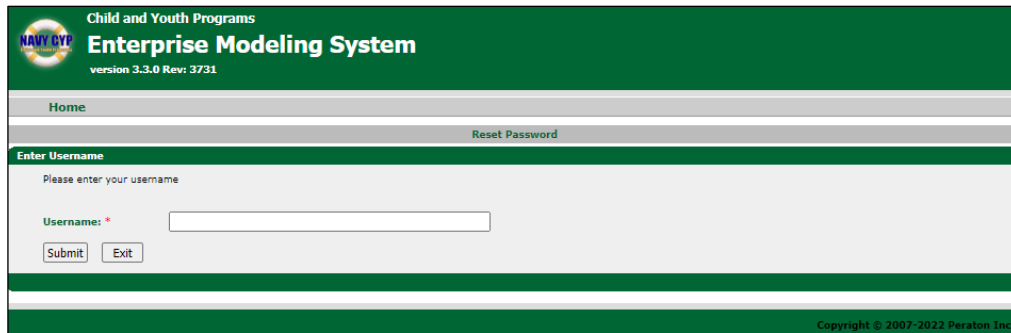


Figure 6a: Reset Your Password

Changing your password: The system will force you to change your password every 60 days. You can change your password when logged into the application by clicking on the Change Password link under the User Options navigation panel. If an administrator changes your password, you will be forced to use the new password to login and then will be prompted to change your password again. You can only change your password once within a 24 hour period. The password requirements are outlined on the Change Password pane and must be followed in order for the new password to be valid.

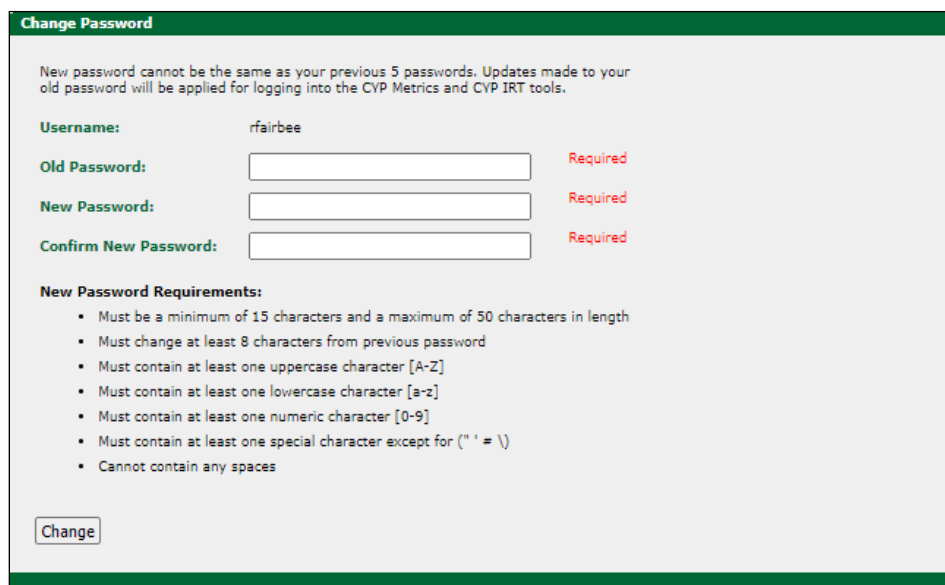


Figure 6: Change Password Pane

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2.4 Managing Your Profile

You can access your profile by clicking My Profile in the menu. To update any of the data, click the Edit button, enter the updated text in the appropriate field, and click the Update button. User accounts will be set as inactive after 35 days of inactivity. You will need to request that an Administrator set your account as active in order to regain access to the application.

The screenshot shows a 'User Profile' form with the following fields and values:

Field	Value	Notes
Title	Mr	
First Name	Ryan	
Middle Name		
Last Name	Fairbee	
Address 1		Required
Address 2		
City		Required
State		Required
Zip		Required
Country		Required
Organization	Peraton	
Phone Number	55555555	
Alt Phone Number		
Fax		
Email	rfairb02@peraton.com	
Username	rfairbee	
Last Login	26 Sep 2022 19:46:37	
Account Created	12 Nov 2020 10:59:41	

An 'Update' button is located at the bottom left of the form.

Figure 7: Profile Pane

2.5 EMS Home Page

This section of the User Guide describes the basic features of the *EMS* software user interface and provides helpful guidance on how to use the application's features and functions. It also provides a description of *EMS*'s user interface anatomy.

Once logged in to *EMS*, your browser should display a home page similar to that shown in Figure 8. The *EMS* application is organized into three primary areas: the Header Bar, the Navigation Bar, and the Application Working Area. The Header Bar is located across the top of the browser page and includes the application name, version, and user name (for logged-in users). Your username will be displayed at the top right side of the Title Bar, along with a link to log out of *EMS* (callout 5). The name of the default baseline will be displayed in the Header area as well (callout 6).

Tip: When a user logs into *EMS*, they will be presented with a display that corresponds to their user level. For example, installation-level users will have access to the data related to the installation they are mapped to. Similarly, region-level users and installation

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program-level users will have access to their respective mappings.

The Navigation Bar is a vertical bar displayed along the left side of the page beneath the Header Bar. It provides links to all application options available to the logged-in user through menu options. Menu options (callouts 2 through 4) include Session Menu options, Scenario Menu options, and User Menu options. *EMS* also includes Administrative Tools for managing established standards, setting up user accounts, and managing reference libraries. Figure 8 shows the options available through the menu system.

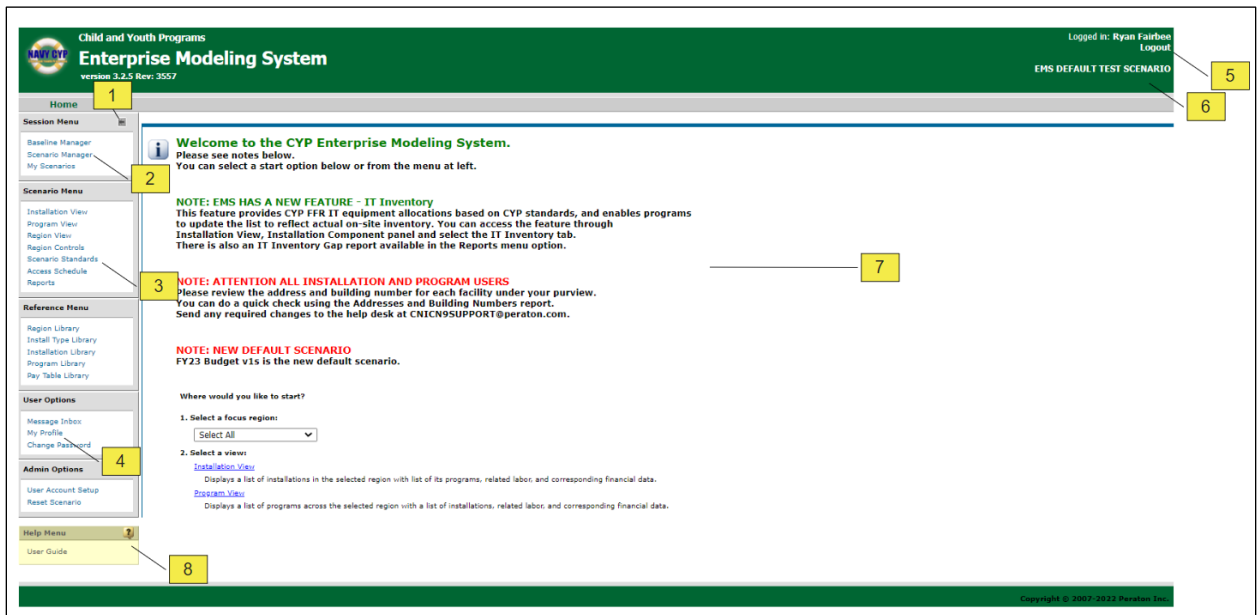


Figure 8: EMS Home Page

EMS's application working area (Callout 7) is where you will perform most of your work. When you select an option in the menu, the data related to the option will be displayed in this working area. This information will be displayed in one or more common display formats such as lists, summary, or detail panes. Each display feature is described in the following paragraph. Callout 8 displays the User Guide link that when clicked displays the applications User Guide.

2.6 Common Display Features

EMS uses several common features for displaying model information such as display panels, pane management icons, list views, summary views, details views, and tabs.

Panes: *EMS* includes numerous display components, called panes, which present information to users. Panes can be recognized by the encapsulating header and footer bars as shown in the below example for Region List (callouts 1 and 5). In most panes, utility buttons are provided in the pane header, such as those shown below for

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minimizing, restoring, and removing the pane. The pane header may include buttons for performing additional actions such as accessing the pane filters or for adding new records to the list (callouts 7 and 9).

List Pane: In a list pane, information is presented in a list of records (callout 3) organized in columns for fields with field headings (callout 2) that identify the data in the column. In most cases, these headings can be used to sort the data, in ascending or descending order, by clicking on the heading. Once a record has been selected, it becomes highlighted (callout 4.)

Tip: Clicking a record in a list view will result in displays information related to the record. Alternately, clicking on the Properties Edit icon in the Options column will display the properties for the record (also referred to as metadata).

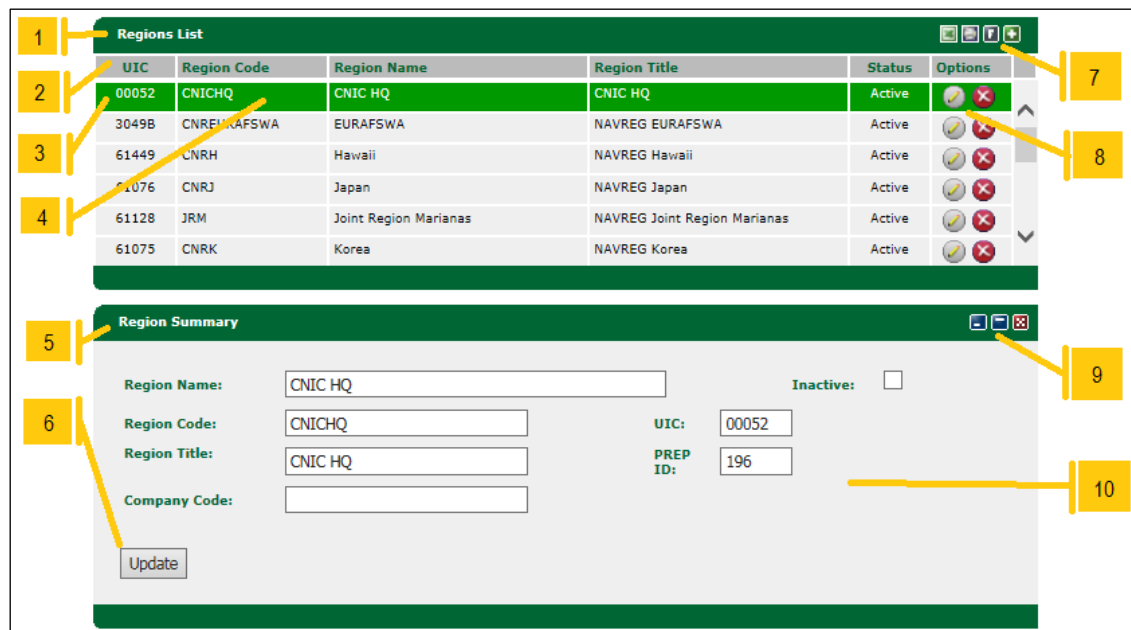


Figure 9: List Pane Properties Pane Example

Additionally, list panes may include icons representing useful information. For example, in the Options column shown in Figure 8 (callout 8), icons are provided for access to editing record properties or removing the record.

Properties Pane: Most list pane entries will include metadata or properties that provide data about the item in the list. This information can be viewed or edited by clicking the desired record or in some list panes by clicking the edit properties icon in the list pane options column. A pane similar to the example shown above will be displayed below the list pane (callout 5). For all editable summary and properties pane, once data is added or edited, users must click the Update button (callout 6) to save the data.

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Tip: Once you have updated data in a properties pane, make sure to save the data by clicking the Update button in the pane that you are editing.

Details Pane: In many cases, List panes provide a path to further details for a selected record. By selecting a record, you can display related information in a Details pane as shown below. *EMS* will display the Details pane beneath the list pane (callout 2 below). In some cases, Details panes can also lead to further details in an additional Details pane.

The screenshot shows two tables in a software interface. Callout 1 points to the 'Installation List' table, and callout 2 points to the 'Installation Programs' table.

Installation List						
Installation Name	Type	Region	APPN	2017	Options	
Anacostia Bolling	Joint Base	Naval District Washington	OMN	<input checked="" type="checkbox"/>		
Andersen	Air Force Base	Joint Region Marianas	OMN	<input checked="" type="checkbox"/>		
Annapolis	Naval Support Activity	Naval District Washington	OMN	<input checked="" type="checkbox"/>		
Atsugi	Naval Air Facility	Japan	OMN	<input checked="" type="checkbox"/>		
Bahrain	Naval Support Activity	EURAFSWA	OMN	<input checked="" type="checkbox"/>		
Barking Sands	Pacific Missile Range Facility	Hawaii	OMN	<input checked="" type="checkbox"/>		

Installation Programs						
Program Name	Program Type	Oversight	Enrollment	2017	Options	
Child Development Center	CDC	<input checked="" type="checkbox"/>	190	<input checked="" type="checkbox"/>		
School Age Care	SAC		79	<input checked="" type="checkbox"/>		
YP Program	YP		12	<input checked="" type="checkbox"/>		
Youth Program	YTH		3194	<input checked="" type="checkbox"/>		
TOTAL			=====			
			3475			

Figure 10: Detail Pane Example

Filtering: Where available, lists can be filtered by clicking the filter (F) button located in the pane header bar next to the Add button and adding your filter criteria. Generally, you can select multiple items in each of the provided lists.

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The screenshot shows a window titled "Installation List" with a table of data and a "Filter Options" section below it.

Installation Name	Type	Region	APPN	2017	Options
Anacostia Bolling	Joint Base	Naval District Washington	OMN	<input checked="" type="checkbox"/>	
Andersen	Air Force Base	Joint Region Marianas	OMN	<input checked="" type="checkbox"/>	
Annapolis	Naval Support Activity	Naval District Washington	OMN	<input checked="" type="checkbox"/>	
Atsugi	Naval Air Facility	Japan	OMN	<input checked="" type="checkbox"/>	
Bahrain	Naval Support Activity	EURAFSWA	OMN	<input checked="" type="checkbox"/>	
Barking Sands	Pacific Missile Range Facility	Hawaii	OMN	<input checked="" type="checkbox"/>	

Filter Options

Column Selector (Use the checkboxes to show/hide columns):
 Type Region APPN

Installation Name: [Dropdown menu with options: Anacostia Bolling, Andersen, Annapolis, Atsugi, Bahrain]

Region: [Dropdown menu with options: CNIC HQ, EURAFSWA, Hawaii, Japan, Joint Region Marianas]

[Update]

Figure 11: Filter Pane

Add Pane: Where available, lists can be modified by adding new records through the add (+) button. This button displays an Add pane as shown below, for the relevant content.

The screenshot shows a window titled "Add a New Installation" with the following fields:

- Installation Name:** [Dropdown menu with value: AUTEK ADMIN SUPU]
- DMDC Youth Population:** [Empty text input field]
- Youth Cost Factor:** [Dropdown menu with value: CONUS]
- Cost Level:** [Dropdown menu with value: High Cost]

[Add]

Figure 12: Add Pane Example

3 DEVELOPING SCENARIOS

Once the default baseline is opened, logged-in users can choose the view to work in that best supports the task at hand. Three views into the baseline configuration are available: Region View, Installation View, and Program View.

The screenshot shows the 'Child and Youth Programs Enterprise Modeling System' interface. The top header includes the system name and version (3.2.5 Rev. 3357) and the user's name (Ryan Fairben). The left sidebar contains a 'Session Menu' with options like 'Baseline Manager' and 'Scenario Manager', a 'Scenario Menu' with 'Installation View' selected, and 'Reference Menu' and 'User Options'. The main content area is divided into two sections:

Installation List

Installation Name	Type	Region	APIN	2023	Options
Anderson	Air Force Base	Joint Region Marianas	OMN	<input checked="" type="checkbox"/>	
Annapolis	Naval Support Activity	Naval District Washington	OMN	<input checked="" type="checkbox"/>	
Alstugi	Naval Air Facility	Japan	OMN	<input checked="" type="checkbox"/>	
Bahrain	Naval Support Activity	EURAFCEBT	OMN	<input checked="" type="checkbox"/>	
Barking Sands	Pacific Missile Range Facility	Hawaii	OMN	<input checked="" type="checkbox"/>	
Bethesda	Naval Support Activity	Naval District Washington	OMN	<input checked="" type="checkbox"/>	

Installation Programs

Program Name	Program Type	Oversight	Enrollment	2023	Options
Austin Playroom continuous care BLDG 88	24/7		50	<input checked="" type="checkbox"/>	
Child Development Center 1 BLDG 26	CDC		232	<input checked="" type="checkbox"/>	
Child Development Center 2 BLDG 87	CDC		202	<input checked="" type="checkbox"/>	
Youth Program	YTH		0	<input checked="" type="checkbox"/>	
TOTAL				584	

Components

Classrooms	# of Months	# of Hours	Age Group	Teacher/Child Ratio	Capacity	Enrollment	Auth FTE	Options
Room 111	12	12	Infant	4	7	7	3	
Room 112	12	11	Infant	4	7	7	2.75	
Room 113	12	11	Infant	4	7	7	2.75	
Room 114	12	12	Infant	4	7	7	3	
Room 115	12	12	Infant	4	7	7	3	
Room 117	12	11	Preschool	5	7	7	2.75	
Number of Classrooms:							21	
TOTAL					232	232	61.0	
UNFUNDED TOTAL					0	0	0.0	

Figure 13: Installation View, Setup Perspective Tab

The default view is the Installation View. Each view is summarized below and more described in the following paragraphs. Depending on the type of account you have, your view of the scenario may be limited to the domain to which your account is mapped. For example, if your account is an installation program account, you will have access to data within your program. If your account is a region account, you will have access to data within your region.

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Installation Name	Type	2023	Options
Andersen	Air Force Base	\$4,428,375	
Annapolis	Naval Support Activity	\$4,517,141	
Atsugi	Naval Air Facility	\$3,566,839	
Bahrain	Naval Support Activity	\$2,700,272	
Barking Sands	Pacific Missile Range Facility	\$1,084,266	
Berhads	Naval Support Activity	\$10,505,007	
TOTAL REQUIREMENT		\$30,226,547	
Regional Costs		\$17,086,646	
GRAND TOTAL		\$37,313,193	

Components	Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Summary
Classrooms							
Room 111	12	12	Infant	4	7	7	3
Room 112	12	11	Infant	4	7	7	2.75
Room 113	12	11	Infant	4	7	7	2.75
Room 114	12	12	Infant	4	7	7	3
Room 115	12	12	Infant	4	7	7	3
Room 117	12	11	Preschool	5	7	7	2.75
Number of Classrooms:		21					
TOTAL		232				232	61.0
UNFUNDED TOTAL		0				0	0.0

Figure 14: Installation View, Financial Perspective Tab

The Installation View gives you access to the installation in the baseline, installation support staff, training and curriculum staff, and other installation expenses, as well as details of the programs available at each installation along with related costs.

In contrast, the Program View provides a list of each active program in the baseline and the sites at which those programs are located. Both the Installation View and Program View options can be displayed in either a Setup or Financial perspective. The Setup tab provides access to all the variables that make up the baseline. In the Financial tab you can display the cost rollups and details related to the baseline configuration.

UIC	Region Code	Region Name	Region Location	Options
00052	CNIC HQ	CNIC HQ	CNIC HQ	
3049B	CNREURAFCENT	EURAFCENT	Naples Naval Support Activity	
61449	CNRH	Hawaii	Pearl Harbor-Hickam Joint Base	
61076	CNRJ	Japan	Yokosuka Fleet Activities	
61128	JRM	Joint Region Marianas	Guam Naval Base	
61075	CNRK	Korea	Chinhae Fleet Activities	

Support Staff	Non-labor Expenses	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options			
Installation CYP Director	GS10	7	NAF	Full Time	26584	0	\$0	1	\$96,910	
Installation CYP Director	GS11	5	NAF	Full Time	27087	1	\$100,555	0	\$0	
Region CYP Manager	GS13	4	NAF	Full Time	26584	0	\$0	1	\$139,105	
Region CYP Manager	GS13	5	NAF	Full Time	27087	1	\$143,320	0	\$0	
Region Program Analyst	GS11	5	NAF	Full Time	27087	1	\$100,555	0	\$0	
TOTAL		3			\$344,430	3	\$342,362			

Figure 15: Region View

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In the Region View, you can review the list of the regions included in the baseline or scenario and review and edit regional support staff and regional expenses.

3.1 Installation View

The Installation View (see callout 1 below) is the principal view for creating and managing scenario information. In the Installation view, you can set up all programs for a given installation or site, all program components, direct staff, support staff, and non-labor expenses (see callout 2 and 3). This is done primarily in the Setup perspective (see callout 4).

You can also set up all installation-level overhead support staff and non-labor expenses. You can switch to a financial perspective periodically, using the perspective tabs, to see the financial impact of the modeled configuration (see callout 4).

The screenshot shows the 'Installation View' interface. On the left is a navigation menu with sections: Session Menu, Scenario Menu (with 'Installation View' highlighted), Reference Menu, User Options, and Admin Options. The main area contains three data tables. Callout 1 points to the 'Installation View' menu item. Callout 2 points to the 'Installation Programs' tab. Callout 3 points to the 'Components' tab. Callout 4 points to the 'Setup Financials' button. Callout 5 points to the 'Select a Region' dropdown. Callout 6 points to the management icons (add, filter, minimize, restore, close) for the tables. Callout 7 points to the summary totals at the bottom of the tables.

Installation Name	Type	Region	APPN	2017	Options
Anacostia Bolling	Joint Base	Naval District Washington	OMN	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Andersen	Air Force Base	Joint Region Marianas	OMN	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Annapolis	Naval Support Activity	Naval District Washington	OMN	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Azugi	Naval Air Facility	Japan	OMN	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bahrain	Naval Support Activity	EURAFSWA	OMN	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Barking Sands	Pacific Missile Range Facility	Hawaii	OMN	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Program Name	Program Type	Oversight	Enrollment	2017	Options
Child Development Center	CDC		200	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Child Development Homes	CDH		36	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
School Age Care	SAC		89	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Youth Program	YTH		3300	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TOTAL			3625		

SAC Component Name	Component Type	# of Session Weeks	Annual Prorated %	# of Daily Hours	Teacher/Child Ratio	Enrollment	Auth FTE	Prorated Enrollment	Options
After SAC	After School	37	71	3.5	15	86	1.87	31	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Before School*	Before School	37	71	2	15	60	0.72	22	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Extended Hours*	Other	52	100	2	15	15	0.5	8	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In-Service Days	Other	2	4	11.5	15	89	0.34	4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Spring Camp	Spring Camp	1	2	11.5	15	89	0.17	2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Summer Camps	Summer Camp	10	19	11	15	89	1.59	18	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TOTAL							3.5	89.00	
TOTAL UNFUNDED							0.0	0.00	

Figure 16: installation View

The Installation View also provides access to installation-level support staff, training, and other expenses. The cost components can be accessed through the tabs adjacent to the Installation-Program pane (see callout 2).

Each pane in the installation view provides a rollup of the related list. These sums are shown at the bottom of each list of items (such as callout 7). Also included with each pane is a set of pane management buttons, such as add, filter, minimize, restore, and close (see callout 6) along with Option buttons for editing or removing records in list

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panes. The Installation View also includes a region filter located just below the perspective tabs (see callout 5).

3.2 Installation-Level Support Staff

Installation-level support staff positions are based on administrator-defined standards. Region and Installation managers can add, edit, or remove installation-level support staff.

EMS includes facilities for modeling installation-level staff and expenses for each installation. Support staff are initially set by administrators using scenario standards but can be modified as needed to reflect each installation's situation.

To add installation-level support staff positions: In the Installation View select the installation to work with, click the Support Staff tab, and then click the Add icon in the pane header.

You can enter the position title, select the pay grade, and identify the funding and FTE mix. Click the Add button when finished.

Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Assistant Director	GS02	1	APF	Part-time	CE CC	0	\$0	1	\$33,174	[Edit] [Delete]
Operations Clerk	GS04	5	Contract	Contractor	15798	1	\$36,258	1	\$36,258	[Edit]
Region CVP Director	GS05	1	FN Direct	Foreign National	Prog CC	2	\$71,592	2	\$71,592	[Edit]
Youth Director	GS09	5	APF	Full Time Civil Service	15807	1	\$84,827	1	\$84,827	[Edit]
YSF Coordinator	GS09	5	NAF	Full Time	15798	1	\$83,597	1	\$83,597	[Edit]
TOTAL						5	\$276,274	6	\$309,448	
UNFUNDED						0	\$0	0	\$0	

Add a New Support Staff

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Associated Program: FTE:

Cost Center:

Change Rationale:

Unfunded:

Figure 17: Add Installation Support Staff

To edit Installation-level support Staff positions: In the Installation View, select the installation to work with, click the Support Staff tab, then click the Edit icon located in the Options column of the support staff list. Make the desired changes to the position data and click the update button when finished.

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Installation Programs	Support Staff	T&C Staff	Other Expenses	Notes						
Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Assistant Director	GS02	1	APF	Part-time	CE CC	0	\$0	1	\$33,174	
Operations Clerk	GS04	5	Contract	Contractor	15798	1	\$36,258	1	\$36,258	
Region CYP Director	GS05	1	FN Direct	Foreign National	Prog CC	2	\$71,592	2	\$71,592	
Youth Director	GS09	5	APF	Full Time Civil Service	15807	1	\$84,827	1	\$84,827	
YSF Coordinator	GS09	5	NAF	Full Time	15798	1	\$83,597	1	\$83,597	
TOTAL						5	\$276,274	6	\$309,448	
UNFUNDED						0	\$0	0	\$0	

Support Staff Summary

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Associated Program: Authorized FTE:

Proj FTE:

Cost Center:

Change Rationale:

Unfunded:

Figure 18: Edit Installation Support Staff

To add Installation-level expenses: In the Installation View, select the installation to work with, click the Other Expenses tab, then click the Add icon in the pane header.

Installation Programs	Support Staff	T&C Staff	Other Expenses	Notes
Expense Title	Cost Center	GL Code	Projected Expense	Options
CDC Expense	15710	000000	\$0	
PROJECTED TOTAL:			\$0	
UNFUNDED:			\$0	
AUTHORIZED TOTAL:			\$0	
(AUTHORIZED TOTAL)-(PROJECTED TOTAL):			\$0	

Add a New Expense

Expense Title: Required

GL Code:

Projected Expense: Required

Associated Program:

Cost Center:

Unfunded:

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Figure 19: Add Installation Expense

To edit Installation-level expenses: In the Installation View, select the installation to work with, click the Other Expenses tab, then click the Edit icon located in the Options column of the support staff list. Make the desired changes to the positions' data and click the Update button when finished.

Expense Title	Cost Center	GL Code	Projected Expense	Options
CDC Expense	15710	000000	\$0	
PROJECTED TOTAL:			=====	
			\$0	
UNFUNDED:			\$0	
AUTHORIZED TOTAL:			=====	
			\$0	
(AUTHORIZED TOTAL)-(PROJECTED TOTAL):			\$0	

Expense Summary

Expense Title:

GL Code:

Projected Expense:

Associated Program:

Cost Center:

Unfunded:

Figure 20: Edit Installation Level Expense

To review the standards-based T&C staff positions: In the Installation View, select the installation to work with, click the T&C Staff tab, then click the Edit icon located in the Options column of the list. Make the desired changes to the positions' data and click the Update button when finished.

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Installation Programs Support Staff T&C Staff Other Expenses Notes										
T&C Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
T&C Assistant	GS07	5	NAF	Full Time	15710	1	\$68,345	1	\$68,345	
T&C Specialist	GS09	5	NAF	Full Time	15710	2	\$167,194	2	\$167,194	
TOTAL						=====	=====	=====	=====	
UNFUNDED						0	\$0	0	\$0	

Support Staff Summary

Position Title: T&C Specialist
 Type: NAF Category: Full Time
 Pay Table Level: GS09 Pay Table Step: 5
 Associated Program: CDC Authorized FTE: 2
 Proj FTE:
 Cost Center: 15710
 Change Rationale:

Unfunded:

Figure 21: Edit T&C Staffing

3.3 Installation-Level Training and Curriculum Staff

Installation List						
Installation Name	Type	Region	APPN	2017	Options	
Anacostia Bolling	Joint Base	Naval District Washington	OMN	<input checked="" type="checkbox"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Andersen	Air Force Base	Joint Region Marianas	OMN	<input checked="" type="checkbox"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Annapolis	Naval Support Activity	Naval District Washington	OMN	<input checked="" type="checkbox"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Atsugi	Naval Air Facility	Japan	OMN	<input checked="" type="checkbox"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Bahrain	Naval Support Activity	EURAFSWA	OMN	<input checked="" type="checkbox"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Barking Sands	Pacific Missile Range Facility	Hawaii	OMN	<input checked="" type="checkbox"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>

Installation Programs Support Staff T&C Staff Other Expenses Notes										
T&C Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
T&C Assistant	GS07	5	NAF	Full Time	15710	1	\$68,345	1	\$68,345	
T&C Specialist	GS09	5	NAF	Full Time	15710	2	\$167,194	2	\$167,194	
TOTAL						=====	=====	=====	=====	
UNFUNDED						0	\$0	0	\$0	

Figure 22: Installation Training and Curriculum Staff Pane

Training and Curriculum support staff positions are based on administrator-defined standards and program component enrollment and staffing.

Region and Installation managers can add, edit, or remove T&C staff to reflect actual staffing levels for the installation.

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3.4 Installation-Level Other Expenses

Region and Installation managers can add, edit, or remove installation-level other expenses to reflect actual installation level expenses. These can be managed in the Non-Labor Expense tab at the Installation-Program pane by Region and Installation managers.

3.5 Making Changes to Installation-Programs

In the installation view, you can add, edit, or remove programs associated with a selected installation. This can be managed in the Installation Programs tab by region and installation managers.

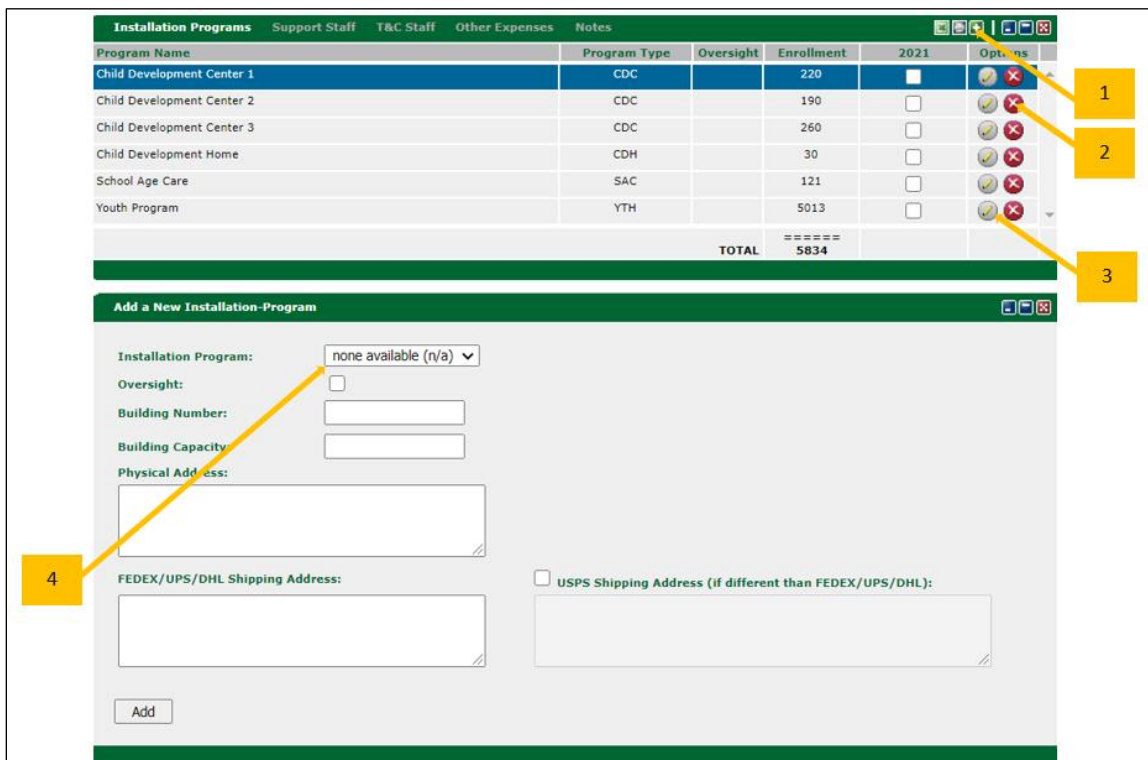


Figure 23: Adding a Program to an Installation Programs List

To add installation programs: In the Installation View, select the installation you want to work with. The list of programs currently set up for that installation will be displayed in a lower pane. Click the Add icon located in the Installation Program pane header (callout 1), and in the Add pane select the program type (callout 4). When you are finished, click the Add button. The new program will be inserted in the Installation Program list pane.

To update installation programs: In the Installation View, select the installation to work with, and in the list of programs, click the Edit icon (see callout 3) corresponding with the program you wish to edit.

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To remove an installation program: In the Installation View, select the installation you wish to work with, and in the list of programs, click the Remove icon (see callout 2) corresponding with the program you wish to remove.

To identify a program as an Oversight Program: In the Installation View, select the installation you wish to work with, and in the list of programs, click the Properties icon (see callout 3) corresponding with the program you wish to tag as having Oversight. In the properties pane, check the Oversight checkbox to set the Oversight property (or uncheck to remove the tag), then click update. EMS will display the program with a check in the Oversight column in the Installation Program list. EMS will also apply the appropriate pay grade level to the program director position based on this oversight selection.

3.6 Scenario Program Components

Each installation program in the scenario includes one or more program components. Based on the component parameters, EMS calculates the direct staff and applies established standards to determine support staff and non-labor expenses and provides a cost summary of program costs. While direct staff, support staff, and non-labor expenses are all driven by standards, users can modify these lists to reflect actual situations. Each time a program component is added or modified during the baseline development process; the related cost elements are updated to reflect the underlying standards.

Note: Any tailoring that has been made to support staff, direct staff, or expense items will be unaffected by this recalculation process.

3.7 Common Program Component Displays

For all program types, such as CDC or SAC, EMS provides Direct Staff, Direct Staff Summary, Support Staff, and Non-Labor Expense tabs that are identical.

3.7.1 Program Component Direct Staff

Direct Staff for each program type is based on the standards established by administrators. The formulas driving these standards are embedded in EMS. Region Directors, Installation Managers, and Program Directors can modify the list by adding or modifying standards-based positions.

Each time you add, modify, or delete a program component, EMS will reapply the underlying standards to update the program. However, for those positions that have been modified to reflect unique conditions, EMS will preserve those changes.

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In modeling the program component direct and support staff, users can choose the type of position funding by selecting APF, NAF, Foreign National, or Contract in the Type field of the properties pane. For all Contract options, the field simply tags the position to identify the funding source. For contract labor, see the Contract Labor paragraph below (Section 3.7.3).

You can also identify positions as Full Time or Flex. This section will determine the benefits rate applied to the position's cost.

Components	Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory						
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options			
Leader	GS05	10	NAF	Full Time	26460	0	\$0	3	\$129,147				
Leader	GS05	2	NAF	Full Time	26460	6	\$205,303	0	\$0				
Leader	GS05	5	NAF	Full Time	26460	0	\$0	3	\$112,587				
Program Assistant	GS01	1	FN Direct	Foreign National	26460	0	\$0	1	\$19,537				
Program Assistant	GS02	2	NAF	Flex	26460	8.25	\$206,871	7.25	\$181,796				
Program Assistant	GS04	2	NAF	Full Time	26460	22	\$672,817	11	\$336,409				
NAF Labor Subtotal						36.3	\$1,084,989	33.3	\$1,044,055				
APF Labor Subtotal						0.0	\$0	2.0	\$70,242				
Foreign National (Direct/Indirect)						0.0	\$0	1.0	\$19,537				
Contracted Labor						0.0	\$0	0.0	\$0				
TOTAL						36.3	\$1,084,989	36.3	\$1,133,834				
UNFUNDED						0.0	\$0	0.0	\$0				

Add a New Direct Staff	
Position Title:	Leader
Type:	NAF
Category:	Full Time
Pay Table Level:	CONT
Pay Table Step:	0 (\$0.00 hourly/\$0.00 annually)
Cost Center:	26460 (ATS CDC UFM) - Default
FTE:	0
Change Rationale:	
Unfunded:	<input type="checkbox"/>
Add	

Figure 24: Program Direct Staff List and Properties Panes

3.7.2 Program Component Support Staff

Support Staff is initially populated for each program based on standards for the program type as well as the parameters, such as estimated enrollment, as set up in the components tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting APF, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but Contract options, the field simply tags the position to identify the funding source.

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You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's costs.

3.7.3 Contract Labor

If you determine that certain standards-based direct staff positions or support staff positions will be provided for by contract labor, you can convert authorized positions to a contracted labor expense. When converted, the dollar amount entered will be automatically added to the Non-Labor list once you enter the necessary data and click the Update button.

If the Contract type is selected for a position, EMS will display additional fields that must be filled in. These fields, shown below, provide EMS with the information needed to automatically enter the appropriate expense amount in the Non-Labor Expense list.

The screenshot displays the 'Support Staff' tab in the EMS interface. It features a table of staff positions and a form for adding a new support staff position.

Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Cook	WG04	5	NAF	Part-time	26460	0.5	\$24,057	0.5	\$24,057	
Cook	WG04	5	NAF	Full Time	26460	1	\$41,673	1	\$41,673	
Custodian	GS02	5	NAF	Full Time	26460	1	\$26,513	1	\$26,513	
Food Service Worker	WG01	5	NAF	Flex	26460	0.5	\$14,712	0.5	\$14,712	
Operations Clerk	GS04	5	NAF	Part-time	26460	0.5	\$19,363	0.5	\$19,363	
Operations Clerk	GS04	5	NAF	Full Time	26460	1	\$33,541	1	\$33,541	
NAF Labor Subtotal						6.5	\$275,140	6.5	\$276,507	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						6.5	\$275,140	6.5	\$276,507	
UNFUNDED						0.0	\$0	0.0	\$0	

The 'Add a New Support Staff' form is shown below the table. It includes the following fields:

- Position Title: Assistant Director
- Type: Contract
- Category: Contractor
- Expense Title: Assistant Director - Contracted Labor
- GL Code: 783089
- Expense Amount: \$0
- Cost Center: 26460 (ATS CDC UFM) - Default
- FTE: 0
- Change Rationale: (Empty text area)
- Unfunded:
- Add button

Figure 25: Program Staff Property Pane showing Contract Position

3.7.4 Unfunded Staff Positions and Non-Labor Expenses

If you need to model your reorganization with labor positions or non-labor expenses to supplement the standards-based authorized items, you can enter the positions or expense item tagged as an Unfunded item.

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3.7.5 Program Component Non-Labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

The screenshot displays the 'Non-Labor Expenses' table and the 'Expense Summary' form. The table lists various expense items with their respective cost centers, GL codes, and projected expenses. The 'Expense Summary' form shows details for the 'Cable/Satellite Service UFM' expense, including the GL code, Navy Standard, projected expense, and cost center.

Expense Title	Cost Center	GL Code	Projected Expense	Options
Cable/Satellite Service UFM	26460	662089	\$5,904	[Add] [Remove]
Contractual Expense UFM	26460	783089	\$4,250	[Add] [Remove]
CYP Food UFM	26460	701189	\$92,351	[Add] [Remove]
Depreciation Building & Facilities Improvements	26459	767000	\$0	[Add] [Remove]
Depreciation Furniture, Fixtures & Equip	26459	763000	\$2,880	[Add] [Remove]
Depreciation-Vehicle	26459	761000	\$6,787	[Add] [Remove]
			Projected Expenses Subtotal:	\$200,261
			Projected Contracted Labor Expense:	\$0
			Unfunded Expenses Subtotal:	\$0
			Projected Expenses Total:	\$200,261
			Authorized Expenses:	\$200,261

Expense Summary	
Expense Title:	Cable/Satellite Service UFM
GL Code:	662089 - Cable/Satellite Service UFM
Navy Standard:	x 140 children = authorized expense
Projected Expense:	5904
Cost Center:	26460 (ATS CDC UFM) - Default
Change Rationale:	
Unfunded:	<input type="checkbox"/>
[Update]	

Figure 26: Program Non-Labor Expenses

This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter individual expense items as necessary to meet modeling objectives. You can edit, add, or remove expense items to reflect the installation program component circumstances.

3.8 Child Development Center Components

3.8.1 CDC Program Components

Each Child Development Center program component is described by Classroom Name, number of hours open, months open, age group of the children, classroom capacity, and estimated enrollment. These parameters are entered by the user to reflect the classroom attributes. *EMS* calculates the child-teacher ratio and authorized FTE based on predetermined standards, which are set up by administrators. Running totals of enrollment and capacity are provided in both the Installation Programs pane and in the Components pane.

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Components										
Classroom	# of Months	# of Hours	Age Group	Teacher/Child Ratio	Capacity	Enrollment	Auth FTE	Options		
Infant 1	12	12	Infant	4	8	8	3			
Infant 14	12	13.5	Infant	4	8	8	3.38			
Infant 2	12	13	Infant	4	8	8	3.25			
Infant 3	12	10	Infant	4	8	8	2.5			
Infant 4	12	11	Infant	4	8	8	2.75			
Infant 5	12	11	Infant	4	8	8	2.75			
Number of Classrooms:				21	TOTAL		260	260	63.6	
					UNFUNDED TOTAL		0	0	0.0	

Add a New Classroom

Classroom Name: Required Capacity: Required

of Hours Open: Required Enrollment: Required

of Months Open: Age Group:

Unfunded:

Figure 27: CDC Program Component Setup Pane

3.8.2 CDC Direct Staff

Direct Staff are calculated based on the data entered for all components and preset business rules and standards. Initially, all staff are identified as NAF labor, however you can set the labor as desired to the attributes as needed to reflect your modeling objectives and situation.

Components										
Direct Staff										
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Leader	OS05	10	NAF	Full Time	26460	0	\$0	3	\$129,147	
Leader	OS05	2	NAF	Full Time	26460	6	\$205,303	0	\$0	
Leader	OS05	5	NAF	Full Time	26460	0	\$0	3	\$112,587	
Program Assistant	OS01	1	FN Direct	Foreign National	26460	0	\$0	1	\$19,537	
Program Assistant	OS02	2	NAF	Flex	26460	8.25	\$206,871	7.25	\$181,796	
Program Assistant	OS04	2	NAF	Full Time	26460	22	\$672,817	11	\$336,409	
NAF Labor Subtotal						36.3	\$1,084,989	33.3	\$1,044,055	
APF Labor Subtotal						0.0	\$0	2.0	\$70,242	
Foreign National (Direct/Indirect)						0.0	\$0	1.0	\$19,537	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						36.3	\$1,084,989	36.3	\$1,133,834	
UNFUNDED						0.0	\$0	0.0	\$0	

Add a New Direct Staff

Position Title:

Type: Category:

Pay Table Level: Pay Table Steps:

Cost Center:

FTE:

Change Rationale:

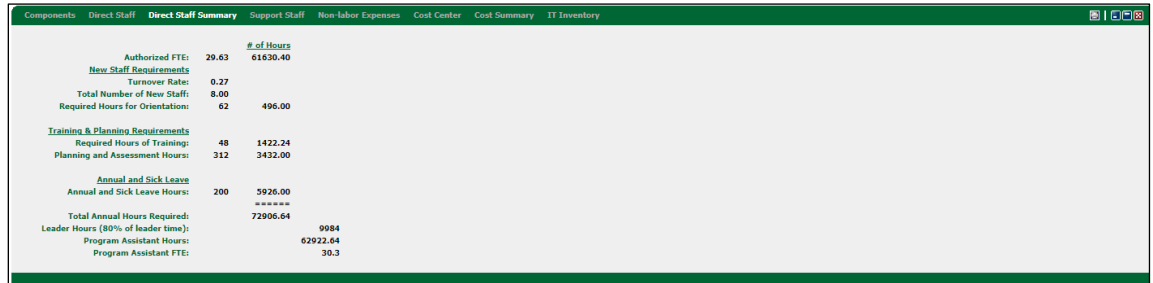
Unfunded:

Figure 28: CDC Program Direct Staff Pane

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3.8.3 CDC Direct Staff Summary

The CDC programs Direct Staff Summary tab shows the data used in calculating End Strength and related costs. Direct staff variables are calculated based on standards established by CYP administrators.



		# of Hours	
Authorized FTE:	29.63	61630.40	
New Staff Requirements			
Turnover Rate:	0.27		
Total Number of New Staff:	8.00		
Required Hours for Orientation:	62	496.00	
Training & Planning Requirements			
Required Hours of Training:	48	1422.24	
Planning and Assessment Hours:	312	3422.00	
Annual and Sick Leave			
Annual and Sick Leave Hours:	200	5926.00	
		=====	
Total Annual Hours Required:		72906.64	
Leader Hours (80% of leader time):			9984
Program Assistant Hours:			62922.64
Program Assistant FTE:			39.3

Figure 29: CDC Program Direct Staff Summary Pane

3.8.4 CDC Support Staff

Support Staff is initially populated for each program from standards for the program type, based on the parameters set up in the components tab, such as estimated enrollment.

Standards-based support staff positions are, by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

To add a new Support Staff, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Support Staff pane. Clicking on that button will open the add pane below the Support Staff pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Support Staff added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Support Staff, click on the yellow pencil icon under the Options column for the row you wish to edit in the Support Staff grid. Clicking on that button will open the edit pane below the Support Staff pane. From there you can edit certain fields for that Support Staff, depending on if they are authorized or projected.

To delete a Support Staff, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but Contract options, the field simply tags the position to identify the

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funding source. For Contract Labor, see the Contract Labor paragraph (Section 3.7.3).

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's cost. When adding or editing Support Staff you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

The screenshot displays the 'Support Staff' tab in the budgeting model. It features a grid with columns for Position Title, Pay Table, Step, Labor Type, Category, Cost Center, Auth FTE, Auth Cost, Proj FTE, and Proj Cost. Below the grid is a summary table with rows for NAF Labor Subtotal, APF Labor Subtotal, Foreign National (Direct/Indirect), Contracted Labor, and TOTAL. At the bottom, there is a form titled 'Add a New Support Staff' with fields for Position Title, Type, Category, Pay Table Level, Pay Table Step, Cost Center, FTE, and Change Rationale, along with an 'Add' button.

Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Assistant Director	GS07	5	NAF	Full Time	26460	1	\$46,486	0	\$0	[Pencil]
Assistant Director	GS07	6	NAF	Full Time	26460	0	\$0	1	\$47,853	[Pencil]
CDC Director with Oversight	GS11	5	NAF	Full Time	26460	1	\$68,798	1	\$68,798	[Pencil]
Cook	W004	5	NAF	Part-time	26460	0.5	\$24,057	0.5	\$24,057	[Pencil]
Cook	W004	5	NAF	Full Time	26460	1	\$41,673	1	\$41,673	[Pencil]
Custodian	GS02	5	NAF	Full Time	26460	1	\$26,513	1	\$26,513	[Pencil]
NAF Labor Subtotal						6.5	\$275,140	6.5	\$276,507	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						6.5	\$275,140	6.5	\$276,507	
UNFUNDED						0.0	\$0	0.0	\$0	

Figure 30: CDC Program Support Staff

3.8.5 CDC Non-Labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by the administrators. This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor Expenses tab. You can edit, add, or remove expense items to reflect the installation program component circumstances.

To add a new Non-Labor Expense, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Non-Labor Expense pane. Clicking on that button will open the add pane below the Non-Labor Expense pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Non-Labor Expense added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Non-Labor Expense, click on the yellow pencil icon under the Options column for the row you wish to edit in the Non-Labor Expense grid. Clicking on that button will open the edit pane below the Non-Labor Expense

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pane. From there you can edit certain fields for that Non-Labor Expense, depending on if they are authorized or projected.

To delete a Non-Labor Expense, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

When adding or editing Non-Labor Expenses you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

Expense Title	Cost Center	GL Code	Projected Expense	Options
Cable/Satellite Service UFM	26460	662089	\$5,904	[X] [OK] [Cancel]
Contractual Expense UFM	26460	783089	\$4,250	[OK] [Cancel]
CYP Food UFM	26460	701189	\$92,351	[OK] [Cancel]
Depreciation Building & Facilities Improvements	26459	767000	\$0	[OK] [Cancel]
Depreciation Furniture, Fixtures & Equip	26459	763000	\$2,880	[OK] [Cancel]
Depreciation-Vehicle	26459	761000	\$6,757	[OK] [Cancel]
			=====	
			Projected Expenses Subtotal:	\$200,261
			Projected Contracted Labor Expenses:	\$0
			Unfunded Expenses Subtotal:	\$0
			=====	
			Projected Expenses Total:	\$200,261
			Authorized Expenses:	\$200,261

Expense Summary

Expense Title: Cable/Satellite Service UFM

GL Code: 662089 - Cable/Satellite Service UFM

Navy Standard: x 140 children = authorized expense

Projected Expense: \$5904

Cost Center: 26460 (ATS CDC UFM) - Default

Change Rationale:

Unfunded:

[Update]

Figure 31: CDC Program Non-Labor Expenses

3.8.6 CDC Cost Centers

The CDC programs Cost Centers tab shows a list of Cost Centers that are associated to CDC components. In that list you can find Cost Center IDs, their descriptions, and if that Cost Center is the Default Expense or Revenue Cost Center for the Installation Program. You can edit, add, or remove Cost Centers to reflect the installation program component circumstances.

Cost Center	Description	Expense Default	Revenue Default	Options
26457	ATS CYP OH G/A			[OK] [Cancel]
26458	ATS CYP OH UFM			[OK] [Cancel]
26459	ATS CDC PROG			[OK] [Cancel]
26460	ATS CDC UFM	✓	✓	[OK] [Cancel]

Add a New Cost Center

Cost Center: Required

Description: Required

Expense Default:

Revenue Default:

[Add]

Figure 32: CDC Cost Centers

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3.8.7 CDC Cost Summary

The Cost Summary tab provides a layout of all labor fees for Standards and Projects. Here you can find a breakdown of expense totals based on their expense type (NAF or APF), as well as the monetary totals of Direct Staff, Support Staff, and Non-Labor for each expense type.

The Cost Summary tab also includes a section for revenue calculations. In this section you can enter and update Actual and New Spaces Parent Fees, which affect the totals for Budgeted Parent Fees and Projected Parent Fees, respectfully.

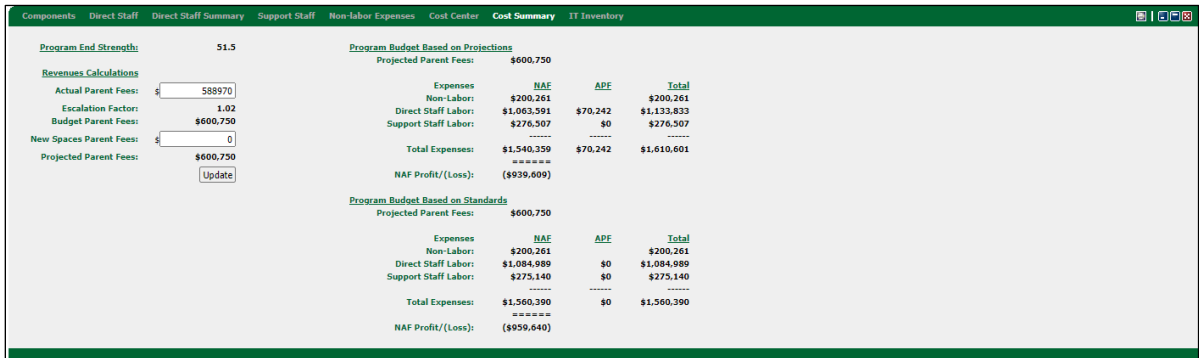


Figure 33: CDC Cost Summary

3.8.8 CDC IT Inventory

The IT Inventory tab provides a grid in which authorized IT Inventory shall display for the installation program. Users shall have the ability to add, edit, and delete non-authorized IT Inventory in the grid. For authorized IT Inventory, users shall only be able to edit the Current Inventory. The IT Inventory grid shall calculate the Gap, or variance, of current IT Inventory levels compared to the authorized quantity.

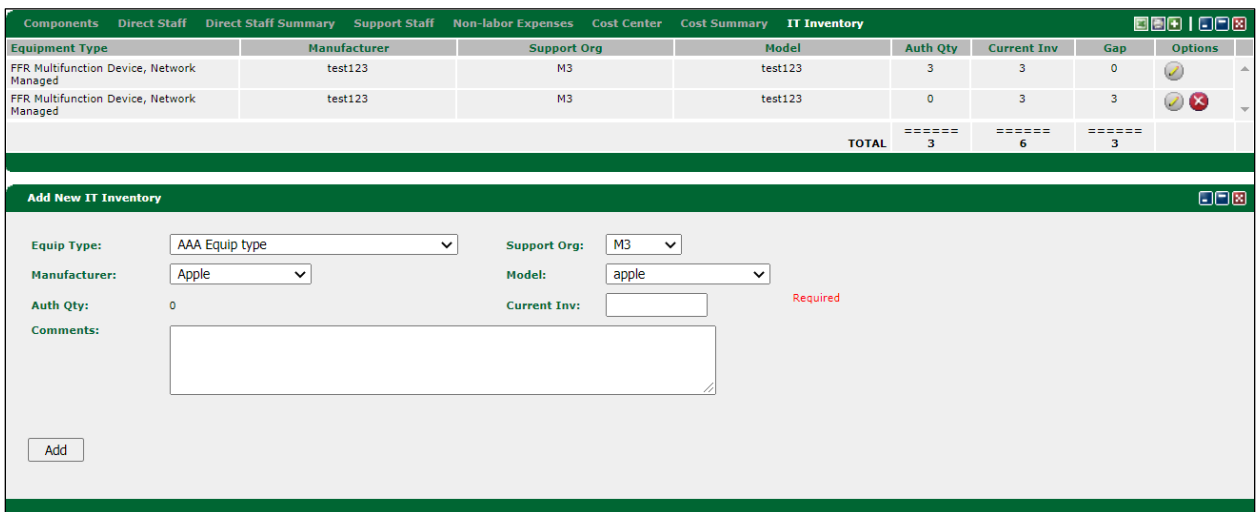


Figure 34: CDC IT Inventory

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3.9 Child Development Home Program

Child Development Home programs include components, subsidies, support staff, non-labor expenses, cost centers, and a cost summary.

3.9.1 CDH Program Components

CDH program components are defined by the number of active and in-process providers and estimated enrollment, as well as the projected change of providers. *EMS* calculates the capacity based on age groups and underlying standards.

Program Name	Program Type	Oversight	Enrollment	2021	Options
Child Development Center	CDC	✓	140	✓	⊕ ⊗
Child Development Home	CDH		0	✓	⊕ ⊗
School Age Care	SAC		65	✓	⊕ ⊗
Youth Program	YTH		3729	✓	⊕ ⊗
TOTAL			3934		

Current Active Providers: <input type="text" value="0"/>		Projected Enrollment For All Shifts	
Current In-Process Providers: <input type="text" value="0"/>		Infants: <input type="text" value="0"/>	
Projected Increase/Decrease: <input type="text" value="0"/>		Pretoddlers: <input type="text" value="0"/>	
Projected Increase/Decrease Rationale: <input type="text"/>		Toddlers: <input type="text" value="0"/>	
		Preschool: <input type="text" value="0"/>	
		School Age: <input type="text" value="0"/>	
Total Projected CDH Providers: 0.00		Total Projected Enrollment: 0.00	
Maximum Capacity: 0.00		<input type="button" value="Update"/>	

Figure 35: CDH Program Components Pane

3.9.2 CDH Program Subsidies

CDH subsidies are initially populated in the scenario based on CYP standards. However, the actual subsidy amounts and recipient estimates are not populated. Each subsidy needs to be edited to add the average estimated number of children receiving the subsidy and the weekly amount of the subsidy.

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Subsidy Name	Avg # of children/providers receiving weekly subsidy	Avg Amount of Weekly Subsidy	Total Annual Subsidy	Options
NAFCC High Cost SAC Weekly Camps	0	\$166	\$0	[Edit]
NAFCC High Cost SAC Before & After	0	\$140	\$0	[Edit]
NAFCC High Cost SAC Afterschool only	0	\$100	\$0	[Edit]
NAFCC High Cost SAC Before school only	0	\$60	\$0	[Edit]
NAFCC Basic Cost SAC Weekly Camps	0	\$145	\$0	[Edit]
NAFCC Basic Cost SAC Before & After	0	\$120	\$0	[Edit]
TOTAL			=====	
UNFUNDED			\$0	

Subsidy Summary

Subsidy Name: NAFCC High Cost SAC Weekly Camps

Avg # of children/providers receiving weekly subsidy:

Avg Amount of Weekly Subsidy: \$

Change Rationale:

Unfunded:

Figure 36: CDH Program Subsidies Setup Pane

You can update each subsidy by clicking the edit icon corresponding with the subsidy you want to update. In the Subsidy Summary pane, enter or update the necessary data and click on the Update button.

3.9.3 CDH Program Support Staff

Support Staff is initially populated for each program from standards for the program type, based on the parameters set up in the components tab, such as estimated enrollment.

Standards-based support staff positions are, by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

To add a new Support Staff, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Support Staff pane. Clicking on that button will open the add pane below the Support Staff pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Support Staff added directly to the program support staff grid this way will be listed as projected support staff.

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To edit a Support Staff, click on the yellow pencil icon under the Options column for the row you wish to edit in the Support Staff grid. Clicking on that button will open the edit pane below the Support Staff pane. From there you can edit certain fields for that Support Staff, depending on if they are authorized or projected.

To delete a Support Staff, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but Contract options, the field simply tags the position to identify the funding source. For Contract Labor, see the Contract Labor paragraph (Section 3.7.3).

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's cost. When adding or editing Support Staff you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

The screenshot displays the 'Support Staff' section of the budgeting model. At the top, a navigation bar includes 'Components', 'Subsidies', 'Support Staff', 'Non-labor Expenses', 'Cost Center', 'Cost Summary', and 'IT Inventory'. Below this is a table with columns: 'Support Staff Position Title', 'Pay Table', 'Step', 'Labor Type', 'Category', 'Cost Center', 'Auth FTE', 'Auth Cost', 'Proj FTE', 'Proj Cost', and 'Options'. The table content shows a message: 'There are currently no support staff assigned to this installation program.' Below the message is a summary table:

	Auth FTE	Auth Cost	Proj FTE	Proj Cost
NAF Labor Subtotal	0.0	\$0	0.0	\$0
APF Labor Subtotal	0.0	\$0	0.0	\$0
Foreign National (Direct/Indirect)	0.0	\$0	0.0	\$0
Contracted Labor	0.0	\$0	0.0	\$0
TOTAL	0.0	\$0	0.0	\$0
UNFUNDED	0.0	\$0	0.0	\$0

Below the table is a form titled 'Add a New Support Staff'. The form fields are:

- Position Title: Assistant Director (dropdown)
- Type: NAF (dropdown)
- Category: Full Time (dropdown)
- Pay Table Level: CONT (dropdown)
- Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually) (dropdown)
- Cost Center: (dropdown)
- FTE: 0 (text input)
- Change Rationale: (text area)
- Unfunded:
- Add (button)

Figure 37: CDH Program Support Staff Panes

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3.9.4 CDH Program Non-Labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by the administrators. This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor Expenses tab. You can edit, add, or remove expense items to reflect the installation program component circumstances.

To add a new Non-Labor Expense, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Non-Labor Expense pane. Clicking on that button will open the add pane below the Non-Labor Expense pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Non-Labor Expense added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Non-Labor Expense, click on the yellow pencil icon under the Options column for the row you wish to edit in the Non-Labor Expense grid. Clicking on that button will open the edit pane below the Non-Labor Expense pane. From there you can edit certain fields for that Non-Labor Expense, depending on if they are authorized or projected.

To delete a Non-Labor Expense, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

When adding or editing Non-Labor Expenses you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

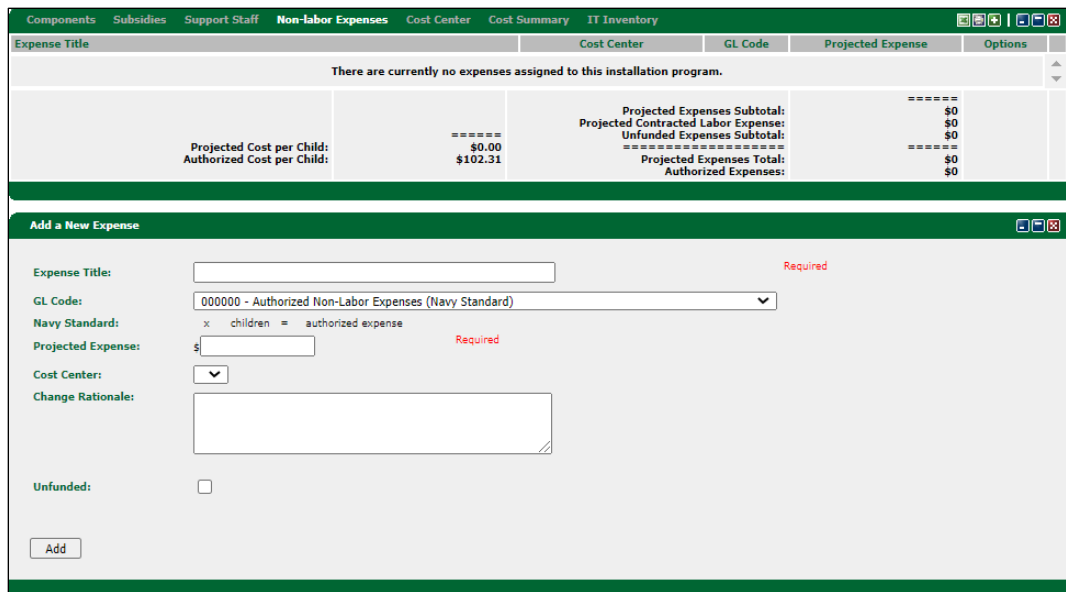


Figure 38: CDH Program Non-labor Expense Pane

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3.9.5 CDH Cost Centers

The CDH programs Cost Centers tab shows a list of Cost Centers that are associated to CDH components. In that list you can find Cost Center IDs, their descriptions, and if that Cost Center is the Default Expense or Revenue Cost Center for the Installation Program. You can edit, add, or remove Cost Centers to reflect the installation program component circumstances.

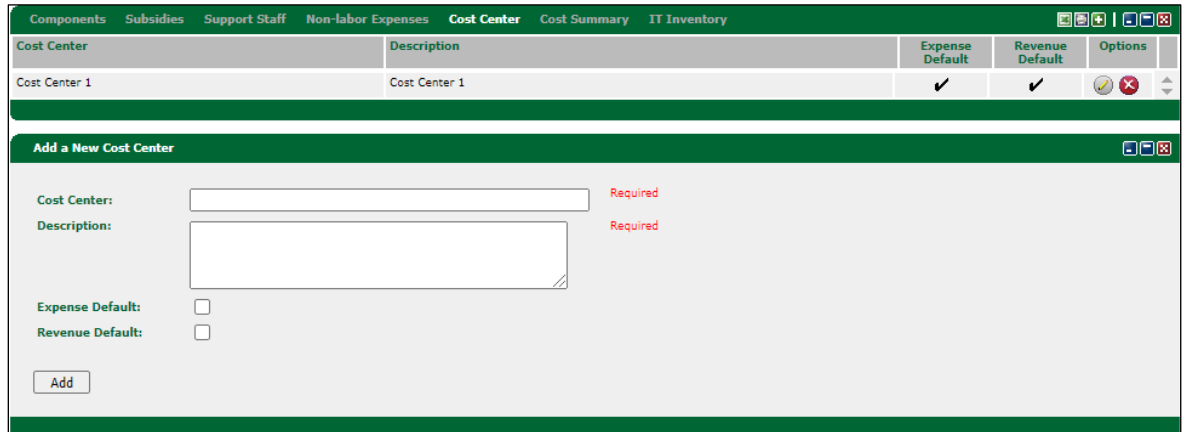


Figure 39: CDH Program Cost Center Panes

3.9.6 CDH Cost Summary

The CDH cost summary pane is primarily an informative pane, with no user entry fields provided. It shows a summary of the program end strength and expense summaries.

Program End Strength: 0

Program Budget Based on Projections

Expenses	NAF	APF	Total
Non-Labor:	\$0		\$0
Subsidies:	\$0		\$0
Support Staff Labor:	\$0	\$0	\$0
Total Expenses:	\$0	\$0	\$0
NAF Profit/(Loss):	\$0		

Program Budget Based on Standards

Expenses	NAF	APF	Total
Non-Labor:	\$0		\$0
Subsidies:	\$0		\$0
Support Staff Labor:	\$0	\$0	\$0
Total Expenses:	\$0	\$0	\$0
NAF Profit/(Loss):	\$0		

Figure 40: CDH Program Cost Summary Panes

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3.9.7 CDH IT Inventory

The IT Inventory tab provides a grid in which authorized IT Inventory shall display for the installation program. Users shall have the ability to add, edit, and delete non-authorized IT Inventory in the grid. For authorized IT Inventory, users shall only be able to edit the Current Inventory. The IT Inventory grid shall calculate the Gap, or variance, of current IT Inventory levels compared to the authorized quantity.

The screenshot displays the 'IT Inventory' tab in a software application. At the top, there is a navigation bar with tabs: Components, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses, Cost Center, Cost Summary, and IT Inventory. Below the navigation bar is a data grid with the following columns: Equipment Type, Manufacturer, Support Org, Model, Auth Qty, Current Inv, Gap, and Options. The grid contains two rows of data and a total row. Below the grid is a form titled 'Add New IT Inventory' with fields for Equip Type (AAA Equip type), Manufacturer (Apple), Support Org (M3), Model (apple), Auth Qty (0), and Current Inv (empty). A 'Required' label is next to the Current Inv field. There is also a 'Comments' text area and an 'Add' button.

Equipment Type	Manufacturer	Support Org	Model	Auth Qty	Current Inv	Gap	Options
FFR Multifunction Device, Network Managed	test123	M3	test123	3	3	0	
FFR Multifunction Device, Network Managed	test123	M3	test123	0	3	3	
TOTAL				3	6	3	

Equip Type:	AAA Equip type	Support Org:	M3
Manufacturer:	Apple	Model:	apple
Auth Qty:	0	Current Inv:	
Comments:			

Figure 41: CDH IT Inventory

3.10 School Age Care Program

The School Age Care program consists of one or more components, direct staff, support staff, non-labor expenses, and parent fees. In the Installation View, EMS maintains subtotals for FTEs and Enrollment projections across all SAC components entered.

3.10.1 SAC Program Components

For each program component, users can enter a Component Name, identify the component type, define the session duration, hours of operation, and anticipated enrollment. EMS calculates the teacher child ratio, authorized FTEs, annual prorated percent, and prorated enrollment based on the underlying standards established by CYP administrators.

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Components									
Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory			
SAC Component Name	Component Type	# of Session Weeks	Annual Prorated %	# of Daily Hours	Teacher/ Child Ratio	Enrollment	Auth FTE	Prorated Enrollment	Options
Atsugi SAC After	After School	37	71	5	15	50	1.78	36	
Atsugi SAC Before	Before School	37	71	3	15	25	0.54	9	
Spring Camp Program	Spring Camp	1	2	12	15	60	0.12	2	
Summer Camp Program	Summer Camp	10	19	12	15	60	1.16	12	
Teacher Work Days	Other	2	4	12	15	60	0.24	3	
Winter Camp Program	Winter Camp	2	4	12	15	60	0.24	3	
TOTAL							=====	=====	
4.1							=====	=====	
TOTAL UNFUNDED							=====	=====	
0.0							=====	=====	

Add a New SAC Component

SAC Component Name: Required

SAC Component Type: Required

of Weeks in Session: Required

of Daily Hours: Required

Enrollment: Required

Unfunded: Required

Figure 42: SAC Component Add Pane

3.10.2 SAC Direct Staff

Direct Staff is calculated based on the data entered for all SAC components. Initially, all staff are identified as NAF labor, however you can set the labor as desired to the attributes as needed to reflect modeling objectives and situations.

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Components										
Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory				
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Leader	GS05	2	NAF	Full Time	26462	2	\$68,435	2	\$68,435	
Program Assistant	GS02	2	NAF	Flex	26462	0.93	\$23,320	0.93	\$23,320	
Program Assistant	GS04	1	NAF	Full Time	26462	0	\$0	2	\$59,193	
Program Assistant	GS04	2	NAF	Full Time	26462	2	\$61,166	0	\$0	
NAF Labor Subtotal						4.9	\$152,920	4.9	\$150,947	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						4.9	\$152,920	4.9	\$150,947	
UNFUNDED						0.0	\$0	0.0	\$0	

Add a New Direct Staff

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Cost Center:

FTE:

Change Rationale:

Unfunded:

Figure 43: SAC Program Direct Staff Setup Pane

3.10.3 SAC Direct Staff Summary

The SAC programs Direct Staff Summary tab shows the data used in calculating end strength and related costs. Direct staff variables are calculated based on standards established by CYP administrators.

Components										
Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory				
						<u># of Hours</u>				
Authorized FTE:						4.08	8486.40			
<u>New Staff Requirements</u>										
Turnover Rate:						0.5				
Total Number of New Staff:						2.04				
Required Hours for Orientation:						62	126.48			
<u>Training & Planning Requirements</u>										
Required Hours of Training:						48	195.84			
Planning Hours (Per 30 children):						208	450.67			
<u>Annual and Sick Leave</u>										
Annual and Sick Leave Hours:						200	816.00			
Total Annual Hours Required:						10248.72				
Leader Hours:						4160				
Program Assistant Hours:						6088.72				
Program Assistant FTE:						2.9				

Figure 44: SAC Program Direct Staff Summary Pane

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3.10.4 SAC Program Support Staff

Support Staff is initially populated for each program from standards for the program type, based on the parameters set up in the components tab, such as estimated enrollment.

Standards-based support staff positions are, by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

To add a new Support Staff, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Support Staff pane. Clicking on that button will open the add pane below the Support Staff pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Support Staff added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Support Staff, click on the yellow pencil icon under the Options column for the row you wish to edit in the Support Staff grid. Clicking on that button will open the edit pane below the Support Staff pane. From there you can edit certain fields for that Support Staff, depending on if they are authorized or projected.

To delete a Support Staff, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but Contract options, the field simply tags the position to identify the funding source. For Contract Labor, see the Contract Labor paragraph (Section 3.7.3).

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's cost. When adding or editing Support Staff you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

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Components										
Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory				
Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Food Service Worker	WG01	5	NAF	Flex	26462	0.5	\$14,712	0.5	\$14,712	
Operations Clerk	GS04	5	NAF	Full Time	26462	1	\$33,541	1	\$33,541	
Youth Director	GS09	5	NAF	Full Time	26462	1	\$56,863	1	\$56,863	
NAF Labor Subtotal						2.5	\$105,116	2.5	\$105,116	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						2.5	\$105,116	2.5	\$105,116	
UNFUNDED						0.0	\$0	0.0	\$0	

Support Staff Summary

Position Title: Food Service Worker
 Type: NAF Category: Flex
 Pay Table Level: WG01 Pay Table Step: 5
 Cost Center: 26462 (ATS SAC UFM)
 Authorized FTE: 0.5
 FTE:
 Change Rationale:
 Unfunded:

Figure 45: SAC Program Support Staff Summary Pane

3.10.5 SAC Program Non-Labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by the administrators. This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor Expenses tab. You can edit, add, or remove expense items to reflect the installation program component circumstances.

To add a new Non-Labor Expense, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Non-Labor Expense pane. Clicking on that button will open the add pane below the Non-Labor Expense pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Non-Labor Expense added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Non-Labor Expense, click on the yellow pencil icon under the Options column for the row you wish to edit in the Non-Labor Expense grid. Clicking on that button will open the edit pane below the Non-Labor Expense pane. From there you can edit certain fields for that Non-Labor Expense, depending on if they are authorized or projected.

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To delete a Non-Labor Expense, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

When adding or editing Non-Labor Expenses you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

Expense Title	Cost Center	GL Code	Projected Expense	Options
Cable/Satellite Service UFM	26462	662089	\$5,000	[Icons]
CVP Food UFM	26462	701189	\$34,380	[Icons]
Depreciation Playground-\$5983	26461	767000	\$0	[Icons]
Equipment	26462	686089	\$11,170	[Icons]
Field Trip	26462	787000	\$3,431	[Icons]
Repairs & Maintenance FF&E UFM	26462	683089	\$15,000	[Icons]
Projected Expenses Subtotal:			=\$91,589	
Projected Contracted Labor Expense:			\$0	
Unfunded Expenses Subtotal:			=\$20,000	
Projected Expenses Total:			=\$111,589	
Authorized Expenses:			=\$91,589	
Projected Cost per Child:	=\$1,409.06			
Authorized Cost per Child:	=\$1,409.06			

Expense Summary	
Expense Title:	Depreciation Playground-\$5983
GL Code:	767000 - Building & Facilities Improvements Depreciation
Navy Standard:	x 65 children = authorized expense
Projected Expense:	\$0
Cost Center:	26461 (ATS SAC PROG)
Change Rationale:	Moved \$5983 to Installation expense to match authorized and projected
Unfunded:	<input type="checkbox"/>
Update	

Figure 46: SAC Program Non-Labor Expense Summary Pane

3.10.6 SAC Program Cost Center

The programs Cost Centers tab shows a list of Cost Centers that are associated to components. In that list you can find Cost Center IDs, their descriptions, and if that Cost Center is the Default Expense or Revenue Cost Center for the Installation Program. You can edit, add, or remove Cost Centers to reflect the installation program component circumstances.

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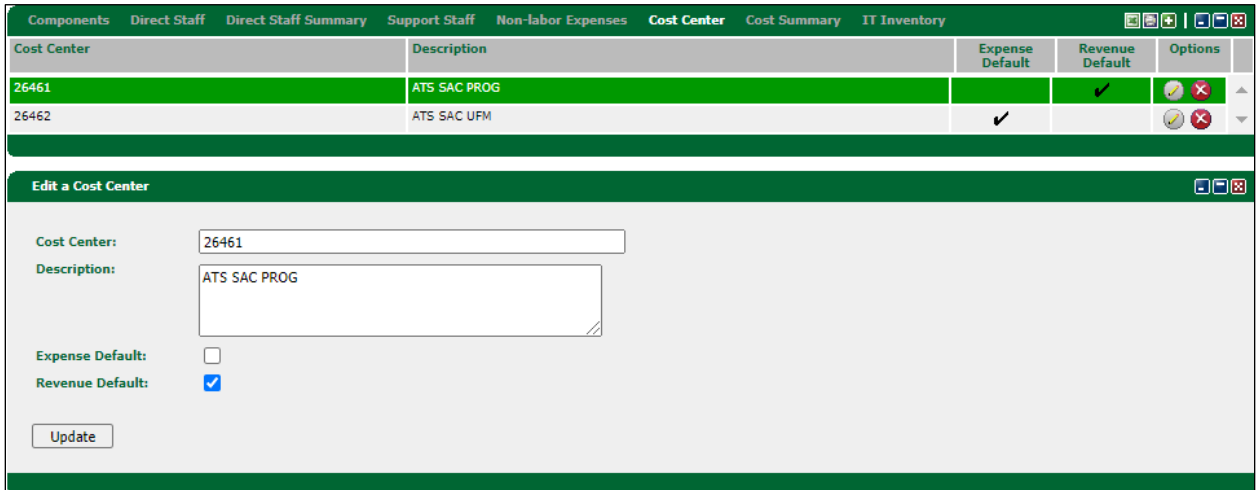


Figure 47: SAC Program Cost Center Panes

3.10.7 SAC Program Cost Summary

As with CDC, Parent Fees can be entered in the Cost Summary tab. Once Parent Fees are updated, the Cost Summary tab calculates the key costs elements of the modeled program, including NAF and APF expenses and overall program profit or loss.

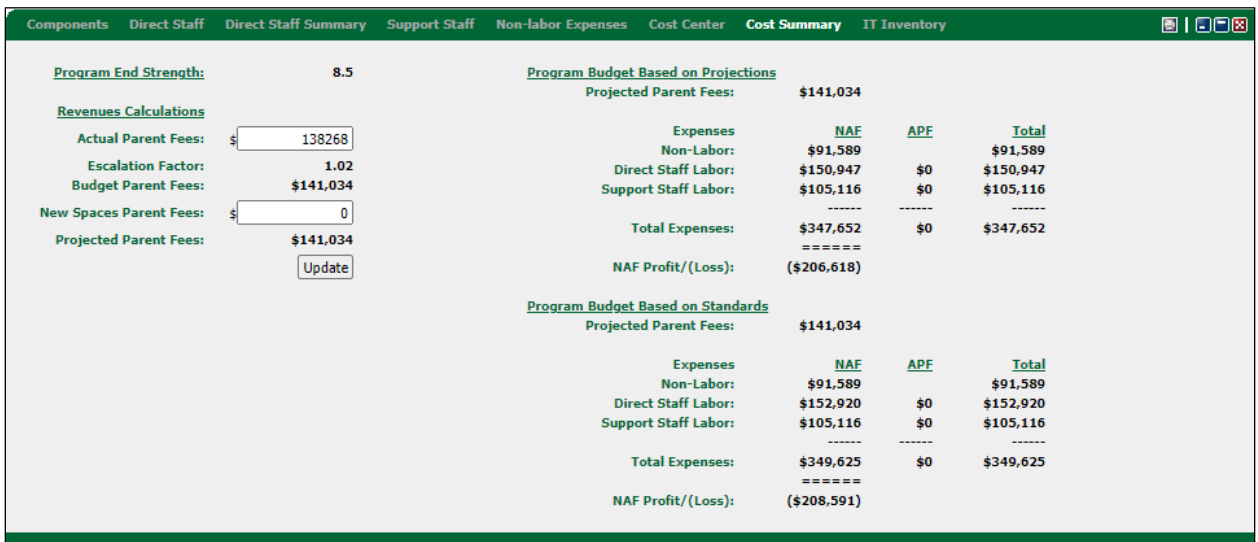


Figure 48: SAC Program Cost Summary Pane

3.10.8 SAC IT Inventory

The IT Inventory tab provides a grid in which authorized IT Inventory shall display for the installation program. Users shall have the ability to add, edit, and delete non-authorized IT Inventory in the grid. For authorized IT Inventory, users shall only be able to edit the Current Inventory. The IT Inventory grid

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shall calculate the Gap, or variance, of current IT Inventory levels compared to the authorized quantity.

Components				Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory	
Equipment Type	Manufacturer	Support Org	Model	Auth Qty	Current Inv	Gap	Options				
FFR Computer Desktop, Network Managed	Apple	M3	iMac Basic	0	1	1					
FFR Computer Desktop, Network Managed	Apple	M3	iMac DMU	0	1	1					
FFR Computer Desktop, Network Managed	Dell	M3	9020 Basic	0	3	3					
FFR Computer Desktop, Network Managed	Dell	M3	9020 DMU	0	3	3					
FFR Computer Laptop, Kiosk Managed	Apple	M3	MacBook Pro w/wrapper	4	4	0					
FFR Computer Laptop, Kiosk Managed	Lenovo	M3	T440s w/wrapper	4	4	0					
TOTAL				19	27	8					

Add New IT Inventory

Equip Type:

Manufacturer:

Auth Qty:

Comments:

Support Org:

Model:

Current Inv: Required

Figure 49: SAC IT Inventory Pane

3.11 Youth Program

The CYP Youth programs consist of one or more components, direct staff, support staff, non-labor expenses and revenues. In the Installation View, *EMS* maintains subtotals for FTEs and Enrollment projections across all YTH components entered.

3.11.1 Youth Program Components

For each program component, users can enter a Component Name, identify the component type, define the age group, annual staff hours, and enrollment. *EMS* calculates the teacher child ratio, and authorized FTEs based on the underlying standards established by CYP administrators.

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Components							Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory
Component Name	Component Type	Age Group	Annual Direct Staff Hrs	Enrollment	Auth FTE	Options							
10 to 12 year old late nights 1 per month *12 *3 staff * 4 hours = 144	Communtiy Events	Youth 6-12	144	0	0.07								
3 Game Locations (Average of 7 team and games: Yokosuka, Atsugi, Ikego, Yokota) *10 Hours/Day (travel time included)*1 Days (Saturday)*28 Weeks*3 Staff = 840	Youth Sports and Fitness	All Youth 0-18	840	1000	0.41								
6- to 12 year old quarterly late nights 4 days * 4 hours *3 staff = 48	Recreational School Age	Youth 6-12	48	45	0.03								
BGCA WWDP 1 day * 5 hours * 7 staff = 35	Recreational School Age	Youth 6-12	35	100	0.02								
DODEA Shirley Langham Lunchtime Sports, Fitness & Nutrition Programming (1.25 hour *2 Lunches *5 Days *36 Weeks)	Youth Sports and Fitness	Youth 6-12	450	200	0.22								
			TOTAL	=====	=====								
				3729.00	6.6								
				TOTAL UNFUNDED	=====	=====							
				0.00	0.0								

Add a New Youth Component

Youth Program Name: Required

Youth Component Type: Required

Youth Age Group: Required

Annual Direct Staff Hours: Required

Enrollment: Required

Unfunded:

Figure 50: Add New Youth Component Pane

3.11.2 Youth Program Direct Staff

Direct staff is calculated based on the data entered for all components. Initially, all staff are identified as NAF labor, however you can set the labor as desired to the attributes as needed to reflect your modeling objectives and situation.

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Components										
Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory				
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Program Assistant	GS05	10	NAF	Full Time	26576	0	\$0	3	\$129,147	
Program Assistant	GS04	3	FN Indirect APF	Foreign National	26576	0	\$0	1	\$28,699	
Program Assistant	GS04	3	FN Indirect APF	Foreign National	26466	0	\$0	1	\$28,699	
Program Assistant	GS04	3	NAF	Full Time	26576	0	\$0	2	\$63,138	
Program Assistant	GS04	2	NAF	Flex	26576	6.83	\$211,728	0	\$0	
NAF Labor Subtotal						6.8	\$211,728	5.0	\$192,284	
APF Labor Subtotal						0.0	\$0	2.0	\$57,398	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						6.8	\$211,728	7.0	\$249,682	
UNFUNDED						0.0	\$0	0.0	\$0	

Support Staff Summary

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Cost Center:

Authorized FTE:

FTE:

Change Rationale:

Senior staff with 20 plus years at this pay range. Almost all staff in Atusgi RFT. Hard to hire flex in Atsugi currently and historically.

Unfunded:

Figure 51: Youth Program Direct Staff Panes

3.11.3 Youth Direct Staff Summary

The Youth Direct Staff Summary pane is primarily an informative pane, with no user entry fields provided. It shows a summary of the FTE calculations and end strength.

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Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but Contract options, the field simply tags the position to identify the funding source. For Contract Labor, see the Contract Labor paragraph (Section 3.7.3).

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's cost. When adding or editing Support Staff you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

Installation Programs										
Program Name	Program Type	Oversight	Enrollment	2021	Options					
Child Development Center	CDC	✓	140	<input checked="" type="checkbox"/>						
Child Development Home	CDH		0	<input checked="" type="checkbox"/>						
School Age Care	SAC		65	<input checked="" type="checkbox"/>						
Youth Program	YTH		3729	<input checked="" type="checkbox"/>						
TOTAL			3934							

Components										
Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Assistant Director	CONT	0	NAF	Full Time	26576	0	\$0	0	\$0	
NAF Labor Subtotal						0.0	\$0	0.0	\$0	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						0.0	\$0	0.0	\$0	
UNFUNDED						0.0	\$0	0.0	\$0	

Figure 53: Youth Program Support Staff Pane

3.11.5 Youth Program Non-Labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by the administrators. This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor Expenses tab. You can edit, add, or remove expense items to reflect the installation program component circumstances.









To add a new Non-Labor Expense, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Non-Labor Expense pane. Clicking on that button will open the add pane below the Non-Labor Expense pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Non-Labor Expense added directly to the program support staff grid this way will be listed as projected support staff.

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To edit a Non-Labor Expense, click on the yellow pencil icon under the Options column for the row you wish to edit in the Non-Labor Expense grid. Clicking on that button will open the edit pane below the Non-Labor Expense pane. From there you can edit certain fields for that Non-Labor Expense, depending on if they are authorized or projected.

To delete a Non-Labor Expense, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

When adding or editing Non-Labor Expenses you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

Installation Programs						Support Staff	T&C Staff	Other Expenses	Notes
Program Name	Program Type	Oversight	Enrollment	2021	Options				
Child Development Center	CDC	✓	140	✓	 				
Child Development Home	CDH		0	✓	 				
School Age Care	SAC		65	✓	 				
Youth Program	YTH		3729	✓	 				
			TOTAL	=====					3934













Components						Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory
Expense Title	Cost Center	GL Code	Projected Expense	Options								
Rentals	26576	642089	\$3,500	 								
SLO Program Supplies	26576	701089	\$4,860	 								
Supplies	26576	701089	\$45,000	 								
Supplies2 Snacks/Food	26576	701189	\$9,000	 								
Transportation expense for YSF trips	26466	783089	\$7,000	 								
Transportation expense for Youth Trips	26576	721689	\$7,000	 								
			=====									
			Projected Expenses Subtotal:									\$165,148
			Projected Contracted Labor Expense:									\$0
			Unfunded Expenses Subtotal:									\$15,000
			=====									
			Projected Expenses Total:									\$180,148
			Authorized Expenses:									\$0
			=====									
Projected Cost per Child:												\$44.29
Authorized Cost per Child:												\$0.00

Figure 54: Youth Program Non-labor Pane

3.11.6 Youth Program Cost Center

The YTH programs Cost Centers tab shows a list of Cost Centers that are associated to YTH components. In that list you can find Cost Center IDs, their descriptions, and if the Cost Center is the Default Expense or Revenue Cost Center for the Installation Program. You can edit, add, or remove Cost Centers to reflect the installation program component circumstances.

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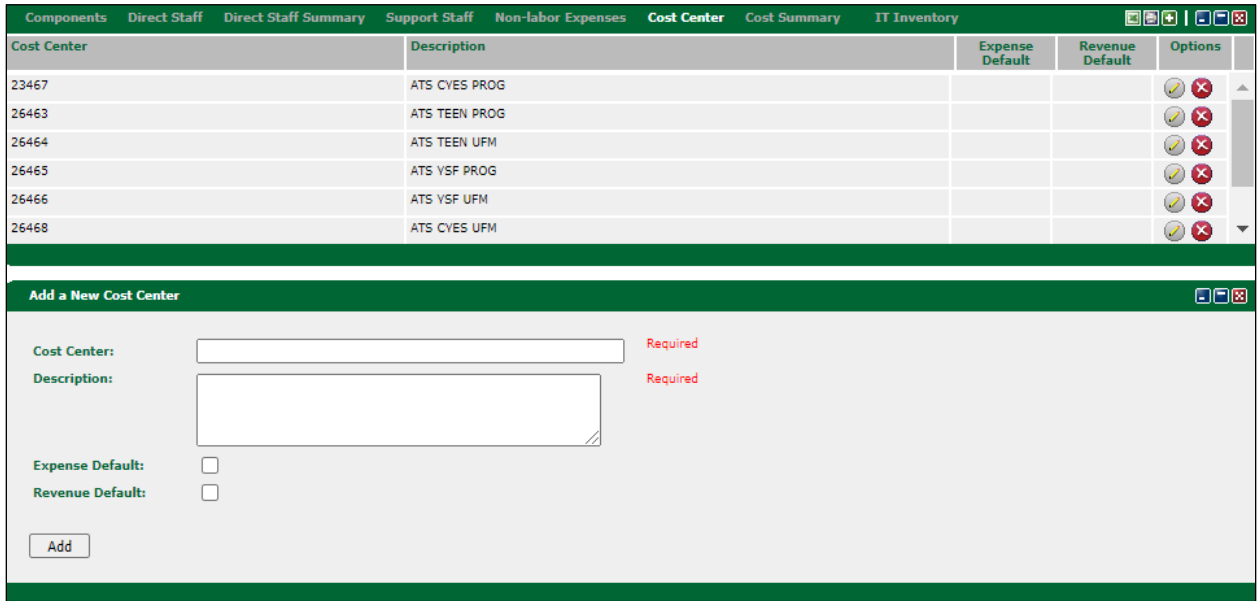


Figure 55: Youth Program Cost Center Pane

3.11.7 Youth Program Cost Summary

Revenues generated by the Youth programs can be entered in the Cost Summary pane. Once updated, *EMS* will calculate the Youth Program expenses and NAF profit/loss.

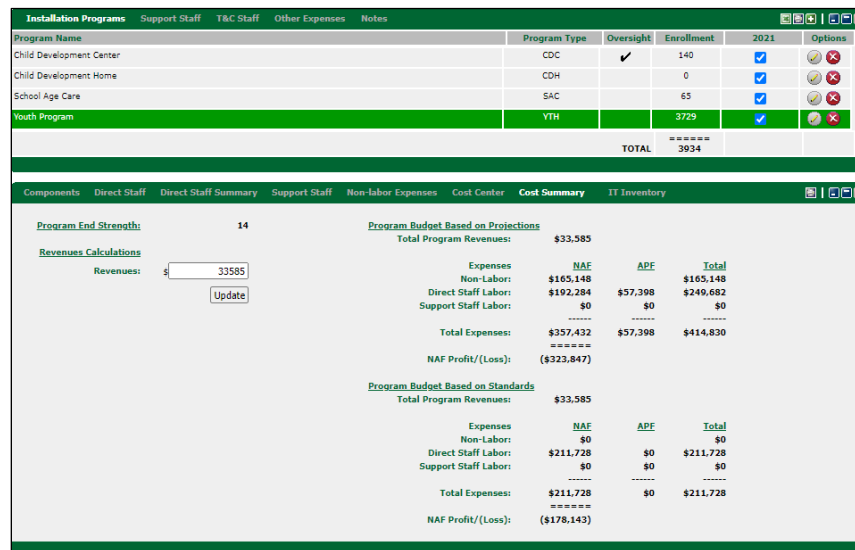


Figure 56: Youth Program Cost Summary Pane

3.11.8 Youth Program IT Inventory

The IT Inventory tab provides a grid in which authorized IT Inventory shall display for the installation program. Users shall have the ability to add, edit, and delete non-authorized IT Inventory in the grid. For authorized IT Inventory,

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users shall only be able to edit the Current Inventory. The IT Inventory grid shall calculate the Gap, or variance, of current IT Inventory levels compared to the authorized quantity.

Equipment Type	Manufacturer	Support Org	Model	Auth Qty	Current Inv	Gap	Options
FFR Multifunction Device, Network Managed	test123	M3	test123	3	3	0	
FFR Multifunction Device, Network Managed	test123	M3	test123	0	3	3	
TOTAL				3	6	3	

Add New IT Inventory

Equip Type: Support Org:

Manufacturer: Model:

Auth Qty: Current Inv: Required

Comments:

Figure 57: Youth Program IT Inventory Pane

3.12 24/7 Programs

The 24/7 programs include components, direct staff, support staff, non-labor expenses, and parent fees.

3.12.1 24/7 Program Components

The 24/7 components are defined by estimating the enrollment by age group, identifying the program capacity, and estimating the projected enrollment per shift. EMS calculates the hours of operation, teacher-child ratio, and authorized FTEs.

Program Name	Program Type	Oversight	Enrollment	2021	Options
24/7 Center	24/7		0	<input type="checkbox"/>	
Austins Playroom	CDC		27	<input checked="" type="checkbox"/>	
Child Development Center 1 BLDG 26	CDC		232	<input checked="" type="checkbox"/>	
Child Development Center 2 BLDG 87	CDC		302	<input checked="" type="checkbox"/>	
Youth Program	YTH		0	<input checked="" type="checkbox"/>	
TOTAL			561		

Projected Enrollment For All Shifts

Infants:	<input type="text" value="0"/>	# of Months	# of Hours	Teacher/Child Ratio	Capacity	Projected Enrollment Per Shift	Authorized Per-Day FTE
Pretoddlers:	<input type="text" value="0"/>	12	24	6	<input type="text" value="0"/>	<input type="text" value="0"/>	6
Toddlers:	<input type="text" value="0"/>						
Preschool:	<input type="text" value="0"/>						
School Age:	<input type="text" value="0"/>						
Total Projected Enrollment:		0.00					
		<input type="button" value="Update"/>					

Figure 58: 24/7 Program Components Pane

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3.12.2 24/7 Program Direct Staff

Direct staff is calculated based on the data entered for all components. Initially, all staff are identified as NAF labor; however you can set the labor to the attributes needed to reflect modeling objectives and situations.

Installation Programs									
Program Name	Program Type	Oversight	Enrollment	2021	Options				
24/7 Center	24/7		0	<input type="checkbox"/>					
Austins Playroom	CDC		27	<input checked="" type="checkbox"/>					
Child Development Center 1 BLDG 26	CDC		232	<input checked="" type="checkbox"/>					
Child Development Center 2 BLDG 87	CDC		302	<input checked="" type="checkbox"/>					
Youth Program	YTH		0	<input checked="" type="checkbox"/>					
TOTAL			561						

Components										
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Leader	GS05	2	NAF	Full Time	26928	3	\$149,568	3	\$149,568	
Program Assistant	GS02	2	NAF	Flex	26928	1.92	\$61,731	1.92	\$61,731	
Program Assistant	GS04	2	NAF	Full Time	26928	5	\$222,801	5	\$222,801	
NAF Labor Subtotal						9.9	\$434,099	9.9	\$434,099	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						9.9	\$434,099	9.9	\$434,099	
UNFUNDED						0.0	\$0	0.0	\$0	

Figure 59: 24/7 Program Direct Staff Pane

3.12.3 24/7 Program Direct Staff Summary

The 24/7 programs Direct Staff Summary tab shows the data used in calculating end strength and related costs. Direct staff variables are calculated based on standards established by CYP administrators.

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Installation Programs						Support Staff	T&C Staff	Other Expenses	Notes
Program Name	Program Type	Oversight	Enrollment	2021	Options				
24/7 Center	24/7		0	<input type="checkbox"/>					
Austins Playroom	CDC		27	<input checked="" type="checkbox"/>					
Child Development Center 1 BLDG 26	CDC		232	<input checked="" type="checkbox"/>					
Child Development Center 2 BLDG 87	CDC		302	<input checked="" type="checkbox"/>					
Youth Program	YTH		0	<input checked="" type="checkbox"/>					
TOTAL			561						

Components				Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory
		<u># of Hours</u>								
Authorized FTE:	8.4	17472.00								
<u>New Staff Requirements</u>										
Turnover Rate:	0.27									
Total Number of New Staff:	2.27									
Required Hours for Orientation:	62	140.74								
<u>Training & Planning Requirements</u>										
Required Hours of Training:	48	403.20								
Planning and Assessment Hours:	312	936.00								
<u>Annual and Sick Leave</u>										
Annual and Sick Leave Hours:	200	1680.00								
Total Annual Hours Required:		20631.94								
Leader Hours:			0							
Program Assistant Hours:			20631.94							
Program Assistant FTE:			9.9							

Figure 60: 24/7 Program Direct Staff Summary Pane

3.12.4 24/7 Program Support Staff

Support Staff is initially populated for each program from standards for the program type, based on the parameters set up in the components tab, such as estimated enrollment.

Standards-based support staff positions are, by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

To add a new Support Staff, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Support Staff pane. Clicking on that button will open the add pane below the Support Staff pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Support Staff added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Support Staff, click on the yellow pencil icon under the Options column for the row you wish to edit in the Support Staff grid. Clicking on that button will open the edit pane below the Support Staff pane. From there you can edit certain fields for that Support Staff, depending on if they are authorized or projected.

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To delete a Support Staff, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but Contract options, the field simply tags the position to identify the funding source. For Contract Labor, see the Contract Labor paragraph (Section 3.7.3).

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's cost. When adding or editing Support Staff you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

The screenshot shows two panels. The top panel, titled 'Installation Programs', lists programs with columns for Program Name, Program Type, Oversight, Enrollment, 2021, and Options. The bottom panel, titled 'Support Staff', shows a detailed view of support staff components with columns for Support Staff Position Title, Pay Table, Step, Labor Type, Category, Cost Center, Auth FTE, Auth Cost, Proj FTE, Proj Cost, and Options.

Program Name	Program Type	Oversight	Enrollment	2021	Options
24/7 Center	24/7		0		
Austins Playroom	CDC		27	<input checked="" type="checkbox"/>	
Child Development Center 1 BLDG 26	CDC		232	<input checked="" type="checkbox"/>	
Child Development Center 2 BLDG 87	CDC		302	<input checked="" type="checkbox"/>	
Youth Program	YTH		0	<input checked="" type="checkbox"/>	
TOTAL			561		

Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Assistant Director	CONT	0	NAF	Full Time	26928	0	\$0	0	\$0	
NAF Labor Subtotal						0.0	\$0	0.0	\$0	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						0.0	\$0	0.0	\$0	
UNFUNDED						0.0	\$0	0.0	\$0	

Figure 61: 24/7 Program Support Staff Pane

3.12.5 24/7 Program Non-Labor Expenses

As you develop the underlying components of your baseline or scenario, EMS will determine the non-labor expense budget based on standards set by the administrators. This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor Expenses tab. You can edit, add, or remove expense items to reflect the installation program component circumstances.

To add a new Non-Labor Expense, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Non-Labor Expense pane. Clicking on that button will open the add pane below the Non-Labor Expense pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Non-Labor Expense added directly to the program support staff grid this way will be listed as projected support staff.

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To edit a Non-Labor Expense, click on the yellow pencil icon under the Options column for the row you wish to edit in the Non-Labor Expense grid. Clicking on that button will open the edit pane below the Non-Labor Expense pane. From there you can edit certain fields for that Non-Labor Expense, depending on if they are authorized or projected.

To delete a Non-Labor Expense, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

When adding or editing Non-Labor Expenses you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

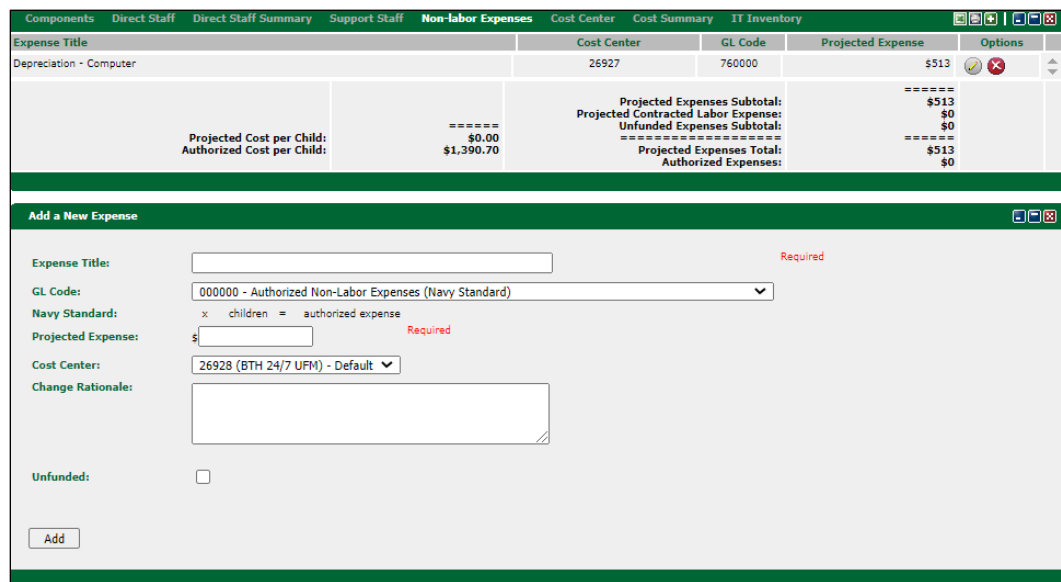


Figure 62: 24/7 Program Non-labor Expenses Pane

3.12.6 24/7 Program Cost Center

The 24/7 program Cost Centers tab shows a list of Cost Centers that are associated to 24/7 components. In that list you can find Cost Center IDs, their descriptions, and if that Cost Center is the Default Expense or Revenue Cost Center for the Installation Program. You can edit, add, or remove Cost Centers to reflect the installation program component circumstances.

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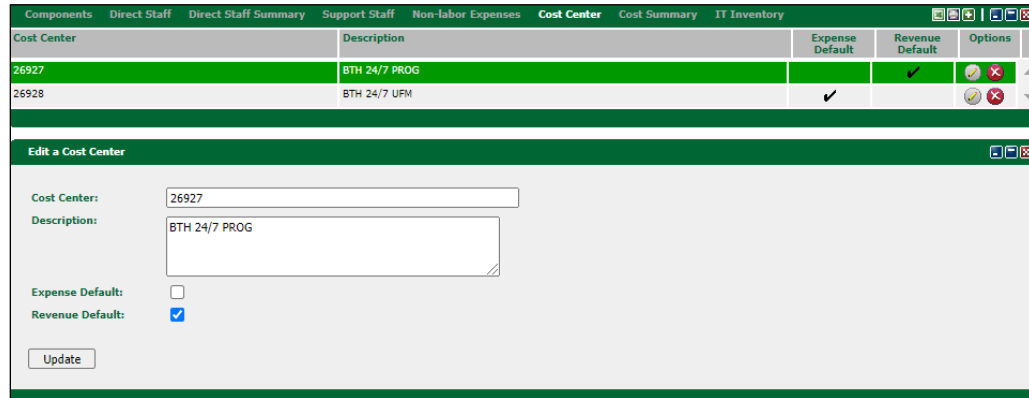


Figure 63: 24/7 Program Cost Center Pane

3.12.7 24/7 Program Cost Summary

In the 24/7 Cost Summary pane, you can enter Actual Parent Fees as well as Parent Fees for new spaces, if any.

You can review the budgeted expenses across all elements of the program components. These costs are split out by funding type – NAF or APF, where NAF column includes all non-APF cost elements. NAF profit/loss is provided for the overall program as well.

Components		Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory																																								
Program End Strength:		13																																														
Revenues Calculations		<table border="0"> <tr> <td>Actual Parent Fees:</td> <td>\$</td> <td><input type="text" value="0"/></td> <td colspan="5"></td> </tr> <tr> <td>Escalation Factor:</td> <td></td> <td>1.02</td> <td colspan="5"></td> </tr> <tr> <td>Budget Parent Fees:</td> <td></td> <td>\$0</td> <td colspan="5"></td> </tr> <tr> <td>New Spaces Parent Fees:</td> <td>\$</td> <td><input type="text" value="0"/></td> <td colspan="5"></td> </tr> <tr> <td>Projected Parent Fees:</td> <td></td> <td>\$0</td> <td colspan="5"></td> </tr> </table>							Actual Parent Fees:	\$	<input type="text" value="0"/>						Escalation Factor:		1.02						Budget Parent Fees:		\$0						New Spaces Parent Fees:	\$	<input type="text" value="0"/>						Projected Parent Fees:		\$0					
Actual Parent Fees:	\$	<input type="text" value="0"/>																																														
Escalation Factor:		1.02																																														
Budget Parent Fees:		\$0																																														
New Spaces Parent Fees:	\$	<input type="text" value="0"/>																																														
Projected Parent Fees:		\$0																																														
		<input type="button" value="Update"/>																																														
Program Budget Based on Projections		<table border="0"> <tr> <td>Projected Parent Fees:</td> <td></td> <td colspan="3">\$0</td> </tr> <tr> <td>Expenses</td> <td></td> <td><u>NAF</u></td> <td><u>APF</u></td> <td><u>Total</u></td> </tr> <tr> <td>Non-Labor:</td> <td>\$513</td> <td></td> <td></td> <td>\$513</td> </tr> <tr> <td>Direct Staff Labor:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Support Staff Labor:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Total Expenses:</td> <td>\$513</td> <td></td> <td>\$0</td> <td>\$513</td> </tr> <tr> <td colspan="5" style="text-align: center;">=====</td> </tr> <tr> <td>NAF Profit/(Loss):</td> <td></td> <td colspan="3">(\$513)</td> </tr> </table>							Projected Parent Fees:		\$0			Expenses		<u>NAF</u>	<u>APF</u>	<u>Total</u>	Non-Labor:	\$513			\$513	Direct Staff Labor:	\$0	\$0	\$0	\$0	Support Staff Labor:	\$0	\$0	\$0	\$0	Total Expenses:	\$513		\$0	\$513	=====					NAF Profit/(Loss):		(\$513)		
Projected Parent Fees:		\$0																																														
Expenses		<u>NAF</u>	<u>APF</u>	<u>Total</u>																																												
Non-Labor:	\$513			\$513																																												
Direct Staff Labor:	\$0	\$0	\$0	\$0																																												
Support Staff Labor:	\$0	\$0	\$0	\$0																																												
Total Expenses:	\$513		\$0	\$513																																												
=====																																																
NAF Profit/(Loss):		(\$513)																																														
Program Budget Based on Standards		<table border="0"> <tr> <td>Projected Parent Fees:</td> <td></td> <td colspan="3">\$0</td> </tr> <tr> <td>Expenses</td> <td></td> <td><u>NAF</u></td> <td><u>APF</u></td> <td><u>Total</u></td> </tr> <tr> <td>Non-Labor:</td> <td>\$0</td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Direct Staff Labor:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Support Staff Labor:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Total Expenses:</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td colspan="5" style="text-align: center;">=====</td> </tr> <tr> <td>NAF Profit/(Loss):</td> <td></td> <td colspan="3">\$0</td> </tr> </table>							Projected Parent Fees:		\$0			Expenses		<u>NAF</u>	<u>APF</u>	<u>Total</u>	Non-Labor:	\$0			\$0	Direct Staff Labor:	\$0	\$0	\$0	\$0	Support Staff Labor:	\$0	\$0	\$0	\$0	Total Expenses:	\$0	\$0	\$0	\$0	=====					NAF Profit/(Loss):		\$0		
Projected Parent Fees:		\$0																																														
Expenses		<u>NAF</u>	<u>APF</u>	<u>Total</u>																																												
Non-Labor:	\$0			\$0																																												
Direct Staff Labor:	\$0	\$0	\$0	\$0																																												
Support Staff Labor:	\$0	\$0	\$0	\$0																																												
Total Expenses:	\$0	\$0	\$0	\$0																																												
=====																																																
NAF Profit/(Loss):		\$0																																														

Figure 64: 24/7 Program Cost Summary Pane

3.12.8 24/7 Program IT Inventory

The IT Inventory tab provides a grid in which authorized IT Inventory shall display for the installation program. Users shall have the ability to add, edit, and delete non-authorized IT Inventory in the grid. For authorized IT Inventory, users shall only be able to edit the Current Inventory. The IT Inventory grid shall calculate the Gap, or variance, of current IT Inventory levels compared to the authorized quantity.

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Equipment Type	Manufacturer	Support Org	Model	Auth Qty	Current Inv	Gap	Options
FFR Multifunction Device, Network Managed	test123	M3	test123	3	3	0	
FFR Multifunction Device, Network Managed	test123	M3	test123	0	3	3	
TOTAL				=====	=====	=====	
				3	6	3	

Add New IT Inventory

Equip Type: Support Org:

Manufacturer: Model:

Auth Qty: Current Inv: Required

Comments:

Figure 65: 24/7 IT Inventory Pane

3.13 YP Program

YP programs include business lines, direct staff, support staff, non-labor expenses, and cost summaries.

3.13.1 YP Program Business Line

The YP Program Business Line provides a grid view of all the business lines associated to a YP program for an Installation. YP program business lines include YSF Sports, Rec Preschool, RSAP, Community Events, Teen Events, CYES and SAC. The business line grid also provides a list of associated cost centers, as well as options for adding, editing, and removing business lines. Authorized Expenses will be associated with the set Expense Default Cost Center, while the Revenue Default cost center will be associated to any revenue added for the YP Program Business Line. Selecting Dedicated Facility will allow you to set the building address, building number, and building capacity. A more detailed overview of each business line is provided later in the document (Section 3.14).

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Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CE Example	Community Events	1234	1234	[Pencil] [X]
CYES Example	CYES	1234	1234	[Pencil] [X]
Rec PS Example	REC Preschool	1234	1234	[Pencil] [X]
RSAP Example	RSAP	1234	1234	[Pencil] [X]
SAC Example	SAC	1234	1234	[Pencil] [X]
Teens Example	Teens	1234	1234	[Pencil] [X]

Add a New Business Line

Business Line Name: Required

Business Line Type:

Expenses Default Cost Center:

Revenue Default Cost Center:

Dedicated Facility:

Address:

Building Number:

Building Capacity:

Figure 66: YP Program Business Line Pane

3.13.2 YP Program Direct Care Staff

The Direct Care Staff tab contains the Direct Staff for each YP business line. Direct staff is calculated based on the data entered for all components. Initially, all staff are identified as NAF labor, however you can set the labor as desired to the attributes as needed to reflect your modeling objectives and situation.

To add a Direct Care Staff, you must click on the green square with the white plus icon on the toolbar located in the upper right corner of the Direct Care Staff pane. Doing so will open an Add pane below the Direct Care Staff Pane where you can enter new information. Once all the required fields have been filled out, click the add button to add the new Direct Care Staff.

You can edit Direct Care Staff by selecting the yellow pencil icon under the Options column in the row that you wish to edit. Clicking on that icon will open an edit pane below the Direct Care Staff pane. From there you can update information for the selected Direct Care Staff. The information you can edit for a Direct Care Staff depends on if that staff is authorized or projected. If a Direct Care Staff is authorized, only the FTE, Change Rational, and Unfunded fields will be editable, otherwise all fields in the edit pane will be available for updates.

Projected Direct Care Staff can be deleted by selecting the red X icon under the Options column in the row that you wish to remove. A warning will pop up asking you to verify that you want to delete the selected row. Clicking OK will delete that row from the grid, while selecting Cancel will stop the deletion process.

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When adding or editing Direct Care Staff, you can flag the expense as unfunded, and doing so will exclude it from certain report calculations and totals.

Business Lines											
Direct Care Staff											
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options	
Leader	GS05	2	NAF	Full Time	SAC CC	3	\$150,918	3	\$150,918		
Program Assistant	GS02	2	NAF	Flex	SAC CC	3.69	\$110,028	3.69	\$110,028		
Program Assistant	GS04	2	NAF	Flex	Teens CC	0.96	\$35,388	0.96	\$35,388		
Program Assistant	GS04	2	NAF	Flex	YSF CC	0.58	\$21,380	0.58	\$21,380		
Program Assistant	GS04	2	NAF	Flex	CE CC	0.25	\$9,216	0.25	\$9,216		
Program Assistant	GS04	2	NAF	Flex	RecPS CC	0.08	\$2,949	0.08	\$2,949		
Program Assistant	GS04	2	NAF	Flex	BEAR CC	0.04	\$1,475	0.04	\$1,475		
NAF Labor Subtotal						10.6	\$421,278	10.6	\$421,278		
APF Labor Subtotal						0.0	\$0	0.0	\$0		
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0		
Contracted Labor						0.0	\$0	0.0	\$0		
TOTAL						10.6	\$421,278	10.6	\$421,278		
UNFUNDED						0.0	\$0	0.0	\$0		

Direct Staff Summary			
Position Title:	Program Assistant		
Labor Type:	NAF	Labor Category:	Flex
Pay Table Level:	GS04	Pay Table Step:	2
Cost Center:	Teens CC		
Authorized FTE:	0.96		
FTE:	<input type="text" value="0.96"/>		
Change Rationale:	<input type="text"/>		
Unfunded:	<input type="checkbox"/>		
<input type="button" value="Update"/>			

Figure 67: YP Program Direct Care Staff Pane

3.13.3 YP Program Support Staff

Support Staff is initially populated for each program from standards for the program type, based on the parameters set up in the business lines by administrators.

Standards-based support staff positions are, by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

To add a new Support Staff, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Support Staff pane. Clicking on that button will open the add pane below the Support Staff pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Support Staff added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Support Staff, click on the yellow pencil icon under the Options column for the row you wish to edit in the Support Staff grid. Clicking on that

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button will open the edit pane below the Support Staff pane. From there you can edit certain fields for that Support Staff, depending on if they are authorized or projected.

To delete a Support Staff, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but Contract options, the field simply tags the position to identify the funding source. For Contract Labor, see the Contract Labor paragraph (Section 3.7.3).

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's cost. When adding or editing Support Staff you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

The screenshot displays the 'Support Staff' tab in the budgeting model. It features a table with columns for Position Title, Business Line, Pay Table, Step, Labor Type, Category, Cost Center, Auth FTE, Auth Cost, Proj FTE, Proj Cost, and Options. Below the table is a form titled 'Add a New Support Staff' with fields for Position Title, Labor Type, Labor Category, Pay Table Level, Pay Table Step, Cost Center, FTE, Change Rationale, and an Unfunded checkbox.

Position Title	Business Line	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Assistant Director	Rec Preschool1	GS05	1	NAF	Full Time	RecPS CC	0	\$0	2	\$97,365	
Youth Director	YP Program	GS05	1	NAF	Full Time	Prog CC	1	\$48,682	5	\$243,411	
NAF Labor Subtotal							1.0	\$48,683	7.0	\$340,777	
APF Labor Subtotal							0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)							0.0	\$0	0.0	\$0	
Contracted Labor							0.0	\$0	0.0	\$0	
TOTAL							1.0	\$48,683	7.0	\$340,777	
UNFUNDED							0.0	\$0	0.0	\$0	

Figure 68: YP Program Support Staff Pane

3.13.4 YP Program Non-Labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by the administrators. This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor Expenses tab. You can edit, add, or remove expense items to reflect the installation program component circumstances.

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To add a new Non-Labor Expense, click on the green box with the white plus icon on it in the toolbar on the upper right-hand corner of the Non-Labor Expense pane. Clicking on that button will open the add pane below the Non-Labor Expense pane. From there, fill out all the required fields and click on the add button on the bottom of the pane. Any Non-Labor Expense added directly to the program support staff grid this way will be listed as projected support staff.

To edit a Non-Labor Expense, click on the yellow pencil icon under the Options column for the row you wish to edit in the Non-Labor Expense grid. Clicking on that button will open the edit pane below the Non-Labor Expense pane. From there you can edit certain fields for that Non-Labor Expense, depending on if they are authorized or projected.

To delete a Non-Labor Expense, click on the red X icon under the Options column for the row you wish to delete. Doing so will present you with a prompt to confirm or cancel the deletion.

When adding or editing Non-Labor Expenses you can flag the expense as unfunded and doing so will exclude it from certain report calculations and totals.

Installation Programs						Support Staff	T&C Staff	Other Expenses	Notes
Program Name	Program Type	Oversight	Enrollment	2017	Options				
Child Development Home	CDH		294	<input checked="" type="checkbox"/>					
School Age Care Bangor Litehouse	SAC		90	<input checked="" type="checkbox"/>					
School Age Care Jackson Park	SAC		110	<input checked="" type="checkbox"/>					
YP Program	YP		36	<input checked="" type="checkbox"/>					
Youth Program Admiral Boards	YTH		595	<input checked="" type="checkbox"/>					
			=====						
TOTAL			1769						

Business Lines						Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Expense Title	Cost Center	GL Code	Projected Expense	Options						
Custodian - Contracted Labor	4321	783089	\$200,000							
Example	4321	000000	\$12,000							
Example Expense	1234	000000	\$10,000							
Example Expense	4321	301000	\$100,000							
Example Expense	4321	000000	\$30,000							
Food Service Worker - Contracted Labor	4321	783089	\$10,000							
Projected Expense	1234	000000	\$100							
			=====							
Projected Expenses Subtotal:			\$152,100							
Projected Contracted Labor Expense:			\$210,000							
Unfunded Expenses Subtotal:			\$0							
			=====							
Projected Expenses Total:			\$362,100							
Authorized Expenses:			\$720,000							

Figure 69: YP Program Non-labor Expenses Pane

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3.13.5 YP Program Cost Center

The YP programs Cost Centers tab shows a list of Cost Centers that are associated to YP business lines. In that list you can find Cost Center IDs, their descriptions, what program type they are linked to, and if that Cost Center is the Default Expense or Revenue Cost Center for the Installation Program. You can edit, add, or remove Cost Centers to reflect the installation program component circumstances.

You can set a cost center to be SAC or YTH program types. Cost centers set to SAC will only be associated to SAC business lines, while YTH cost centers are associated to all other business line types. Authorized Expenses will be associated with the set Expense Default Cost Center, while the Revenue Default cost center will be associated to any additional revenue added for the YP Program.

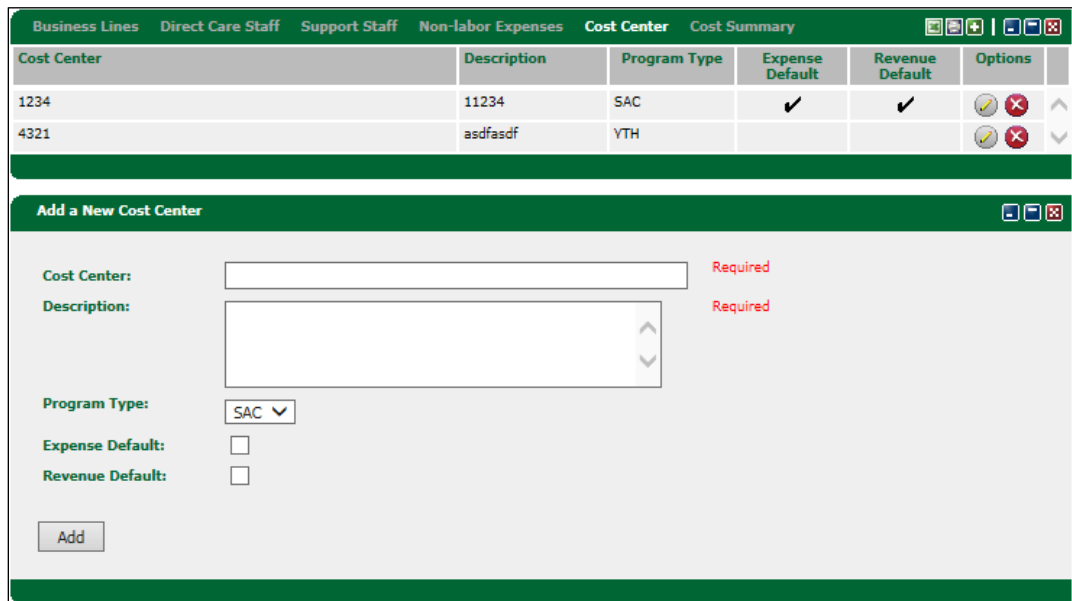


Figure 70: YP Program Cost Center Pane

3.13.6 YP Program Cost Summary

In the YP Program Cost Summary pane, you can enter Additional Revenues separate from revenues entered for business lines, if any.

You can review the budgeted expenses across all elements of the program and associated business lines. These costs are split out by funding type – NAF or APF, where NAF column includes all non-APF cost elements. NAF profit/loss is provided for the overall program as well.

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Installation Programs							Support Staff	T&C Staff	Other Expenses	Notes
Program Name	Program Type	Oversight	Enrollment	2017	Options					
Child Development Center	CDC		208	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Child Development Homes	CDH		36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
School Age Care	SAC		90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
YP	YP		319	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Youth Program	YTH		3249	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
TOTAL			=====							
			3902							

Business Lines							Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
<u>Program End Strength:</u>		24									
<u>Revenues Calculations</u>		Revenues:		\$186							
Additional Revenues:		\$		<input type="text" value="50"/>							
Total Program Revenues:		\$236		<input type="button" value="Update"/>							
				<u>Program Budget Based on Projections</u>							
				Total Program Revenues:		\$236					
				Expenses		NAF		APF		Total	
				Non-Labor:		\$240,001				\$240,001	
				Direct Staff Labor:		\$421,278		\$0		\$421,278	
				Support Staff Labor:		\$340,777		\$0		\$340,777	
				Total Expenses:		\$1,002,056		\$0		\$1,002,056	
				NAF Profit/(Loss):		(\$1,001,820)					
				<u>Program Budget Based on Standards</u>							
				Total Program Revenues:		\$236					
				Expenses		NAF		APF		Total	
				Non-Labor:		\$30,789				\$30,789	
				Direct Staff Labor:		\$421,278		\$0		\$421,278	
				Support Staff Labor:		\$48,683		\$0		\$48,683	
				Total Expenses:		\$500,750		\$0		\$500,750	
				NAF Profit/(Loss):		(\$500,514)					

Figure 71: YP Program Cost Summary Pane

3.13.7 YP Program IT Inventory

The IT Inventory tab provides a grid in which authorized IT Inventory shall display for the installation program. Users shall have the ability to add, edit, and delete non-authorized IT Inventory in the grid. For authorized IT Inventory, users shall only be able to edit the Current Inventory. The IT Inventory grid shall calculate the Gap, or variance, of current IT Inventory levels compared to the authorized quantity.

Installation Programs							Support Staff	T&C Staff	Other Expenses	Notes
Program Name	Program Type	Oversight	Enrollment	2021	Options					
Child Development Center	CDC	<input checked="" type="checkbox"/>	101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
School Age Care	SAC		84	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Youth Program	YTH		2321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
TOTAL			=====							
			2506							

Components							Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	IT Inventory
Equipment Type	Manufacturer	Model	Auth Qty	Current Inv	Gap	Options							
Computer Laptop, Kiosk Managed	Apple	MacBook Air Pro	4	4	0	<input type="checkbox"/>							
TOTAL			=====	=====	=====								
			4	4	0								

Figure 72: YP IT Inventory Pane

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3.14 YP Program Business Lines

YP program business lines include a number of sections and layouts unique to each business line. Each type of YP program business line is detailed below.

3.14.1 Youth Sports Fitness (YSF)

The YSF business line includes YSF Sports, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses, and Cost Summary.

The screenshot shows two panels. The top panel, titled 'Business Lines', lists several business lines with their types and cost centers. The 'YSF1' line is highlighted in green. The bottom panel, titled 'YSF Sports', shows a table of sports with columns for Name, Category, Type, Age Group, Format, Average Participants, and Annual Direct Hours. A total row is also present.

Business Line Name	Business Line Type	Default Cost Center	Options
CYES 1	CYES	CYES CC	[Icons]
Rec Preschool1	REC Preschool	RecPS CC	[Icons]
RSAP 1	RSAP	RSAP CC	[Icons]
SAC 1	SAC	SAC CC	[Icons]
Teens1	Teens	Teens CC	[Icons]
YSF1	YSF	YSF CC	[Icons]

Sport Name	Sport Category	Sport Type	Age Group	Format	Average Participants	Annual Direct Hours	Options
Baseball 1	Baseline	Baseball	3-5	League	45	1125	[Icons]
Football 1	Baseline	Football	3-5	Camp/Clinic	50	50	[Icons]
TOTAL					95	1175	

Figure 73: YSF Business Line Pane

YSF Sports

The screenshot shows a table of sports and a form to add a new sport. The table has columns for Sport Name, Category, Type, Age Group, Format, Average Participants, and Annual Direct Hours. The 'Add a YSF Sport' form includes fields for Sport Name, Sports Category, Sport Type, Format, Age Group, and Avg Participants, along with an 'Add' button.

Sport Name	Sport Category	Sport Type	Age Group	Format	Average Participants	Annual Direct Hours	Options
Football1	Locally Selected	YSF Local	Local Age Group	Contracted	20	0	[Icons]
Baseball 1	Baseline	YSF Baseline	Baseline Age Group	Camp/Clinic	5	15	[Icons]
TOTAL					25	15	

Add a YSF Sport

Sport Name: Required

Sports Category: Sport Type:

Format: Age Group:

Avg Participants: Required

Figure 74: YSF Sport Business Line

YSF Sports provides a grid view of all YSF Sports for the YSF business line. The properties shown for each YSF Business Line sport include Sport Name, Sport

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Category, Sport Type, Age Group, Format, Average Participants, and Annual Direct Hours. The YSF sports grid also has a subtotals line below the grid that provides the sum of the 'Average Participants' and 'Annual Direct Hours' columns. The sums are updated automatically as the grid updates. You can also hover over the format type in the grid and see the break out calculation based on the format type.

To add a YSF Sport, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the YSF Sport pane. This will open an add pane below the YSF Sport list. From there, fill out the required fields and any additional information based on the format type selected for the Sport. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a YSF Sport, click on the yellow pencil icon under the options column in the YSF Sport grid for the row that you wish to edit. This will open an edit pane below the YSF Sport list. In this pane you can make changes to a number of fields for the YSF Sport you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a YSF Sport, click on the red X icon under the options column in the YSF Sport grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected YSF Sport. You can click Cancel to end the deletion process or click OK to delete your selected YSF Sport.

After making any change to the system, you will receive a pop-up verifying that a change was made and that those changes should be reviewed, which reads: "A sport has changed be aware that staffing and expenses will change. Please review these changes."

YSF Direct Staff

Business Lines							Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center			Options					
CYES Example	CYES	1234	1234			🟢 ✖					
Rec PS Example	REC Preschool	1234	1234			🟢 ✖					
RSAP Example	RSAP	1234	1234			🟢 ✖					
SAC Example	SAC	1234	1234			🟢 ✖					
Teens Example	Teens	1234	1234			🟢 ✖					
YSF Example	YSF	1234	1234			🟢 ✖					













Sports								Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost					
Program Assistant	GS04	2	NAF	Flex	1234	0.01	\$356					
TOTAL						0.0	=\$356					

Figure 75: YSF Direct Staff View

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Under Direct Staff you will find a grid view of all YSF Business Line direct staff for the currently selected YSF Business Line. The grid provides a layout of properties for Direct Staff, including Position Title, Pay Table Level, Pay Table Setup, Labor Type, Labor Category, Cost Centers, Authorized FTE, and Authorized Cost. Direct staff are automatically created by the application based upon the data entered within the YSF Sports and standards set up by the administrators.

YSF Direct Staff Summary

Business Lines				
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	 
Rec PS Example	REC Preschool	1234	1234	 
RSAP Example	RSAP	1234	1234	 
SAC Example	SAC	1234	1234	 
Teens Example	Teens	1234	1234	 
YSF Example	YSF	1234	1234	 

Sports		
Direct Staff	Direct Staff Summary	Support Staff
		<u># of Hours</u>
	Authorized FTE:	0.01
	<u>New Staff Requirements</u>	15
	Turnover Rate:	0.27
	Total Number of New Staff:	0
	Required Hours of Orientation:	62
	<u>Training & Planning Requirements</u>	0
	Required Hours of Training:	48
	Total Annual Hours Required:	0.48
		15.48

Figure 76: YSF Direct Staff Summary View

The Direct Staff Summary allows you to view how the authorized direct staff is calculated for your selected YSF business line. This section provides a list of variables including authorized FTEs, turnover rates, number of new staff, and a sum total of hours required for each.

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YSF Support Staff

Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Custodian	Cont	0	NAF	Full Time	4321	0	\$0	1	\$0	
Assistant Director	GS01	1	NAF	Full Time	4321	0	\$0	0	\$0	
NAF Labor Subtotal						0.0	\$0	0.0	\$0	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						0.0	\$0	0.0	\$0	
UNFUNDED						0.0	\$0	1.0	\$0	

Add a New Support Staff

Position Title: Assistant Director

Type: NAF Category: Full Time

Pay Table Level: Cont Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually)

Cost Center: 4321 (asdfasdf)

FTE: 0

Change Rationale:

Unfunded:

Add

Figure 77: YSF Support Staff View

The Support Staff tab provides a grid view of all YSF Business Line support staff for the currently selected YSF Business Line. Support Staff is initially populated for each program based on standards for the business line type as well as the parameters set up in the YSF Sports tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all labor types except the Contract options, the field simply tags the position to identify the funding source.

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's costs.

Additionally, Support Staff can also be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Support Staff grid but are excluded from certain revenue calculations and totals.

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To add a Support Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Support Staff pane. This will open an add pane below the Support Staff list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Support Staff, click on the yellow pencil icon under the options column in the Support Staff grid for the row that you wish to edit. This will open an edit pane below the Support Staff list. In this pane you can make changes to a number of fields for the Support Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Support Staff, click on the red X icon under the options column in the Support Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Support Staff. You can click Cancel to end the deletion process or click OK to delete your selected Support Staff.

YSF Non-labor Expenses

Expense Title	Cost Center	GL Code	Projected Expense	Options
Example Expense	4321	301000	\$100,000	[Icons]
Projected Cost per Child: \$4,000 Authorized Cost per Child: \$0			Projected Expenses Subtotal: \$100,000 Projected Contracted Labor Expense: \$0 Unfunded Expenses Subtotal: \$0 Projected Expenses Total: \$100,000 Authorized Expenses: \$5	

Add a New Expense

Expense Title:

GL Code:

Projected Expense: \$ Required

Cost Center:

Change Rationale:

Unfunded:

Figure 78: YSF Non-labor Expenses View

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

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This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter individual expense items as necessary to meet modeling objectives. You can edit, add, or remove expense items to reflect the installation program component circumstances.

Non-labor Expenses can be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Non-labor Expense grid but are excluded from some revenue calculations and reports.

To add a Non-Labor Expense, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Non-Labor Expense pane. This will open an add pane below the Non-Labor Expense list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Non-Labor Expense, click on the yellow pencil icon under the options column in the Non-Labor Expense grid for the row that you wish to edit. This will open an edit pane below the Non-Labor Expense list. In this pane you can make changes to a number of fields for the Non-Labor Expense you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Non-Labor Expense, click on the red X icon under the options column in the Non-Labor grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Non-Labor Expense. You can click Cancel to end the deletion process or click OK to delete your selected Non-Labor Expense.

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YSF Cost Summary

Business Lines					Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options					
CYES Example	CYES	1234	1234						
Rec PS Example	REC Preschool	1234	1234						
RSAP Example	RSAP	1234	1234						
SAC Example	SAC	1234	1234						
Teens Example	Teens	1234	1234						
YSF Example	YSF	1234	1234						

Sports					Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
Revenues Calculations									
League Revenues:		\$0							
Revenues:	\$	<input type="text" value="0"/>							
Total Revenues:		\$0							
<input type="button" value="Update"/>									
Business Line Budget Based on Standards									
Expenses		NAF	APF	Total					
Non-Labor:	\$5			\$5					
Direct Staff Labor:	\$356		\$0	\$356					
Support Staff Labor:	\$0		\$0	\$0					
Total Expenses:	\$361		\$0	\$361					
NAF Profit/(Loss):	(\$361)								

Figure 79: YSF Cost Summary View

The Cost Summary tab will allow you to view and edit the Revenue for your selected YSF business line. The Cost Summary tab also provides a section for you to view the 'Business Line Budget Based on Standards' for the YSF business line, which shows the expenses of Non-labor, Direct Staff labor, and Support Staff labor for NAF and APF.

3.14.2 Recreational Preschool (Rec PS)

The Rec PS business line includes Rec PS Events, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses, and Cost Summary.

Business Lines					Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Business Line Name	Business Line Type	Default Cost Center	Options						
CYES 1	CYES	CYES CC							
Rec Preschool1	REC Preschool	RecPS CC							
RSAP 1	RSAP	RSAP CC							
SAC 1	SAC	SAC CC							
Teens1	Teens	Teens CC							
YSF1	YSF	YSF CC							

Events					Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
Event Name	Custodial Care	Average Participants	# of Events/Yr	Hours/Event	# of Direct Staff	Annual Direct hours	Options		
event 2	<input checked="" type="checkbox"/>	10	5	6	4	120			
event1		10	5	5	2	50			
TOTAL						170			

Figure 80: Rec PS Business Line Pane

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Rec PS Events

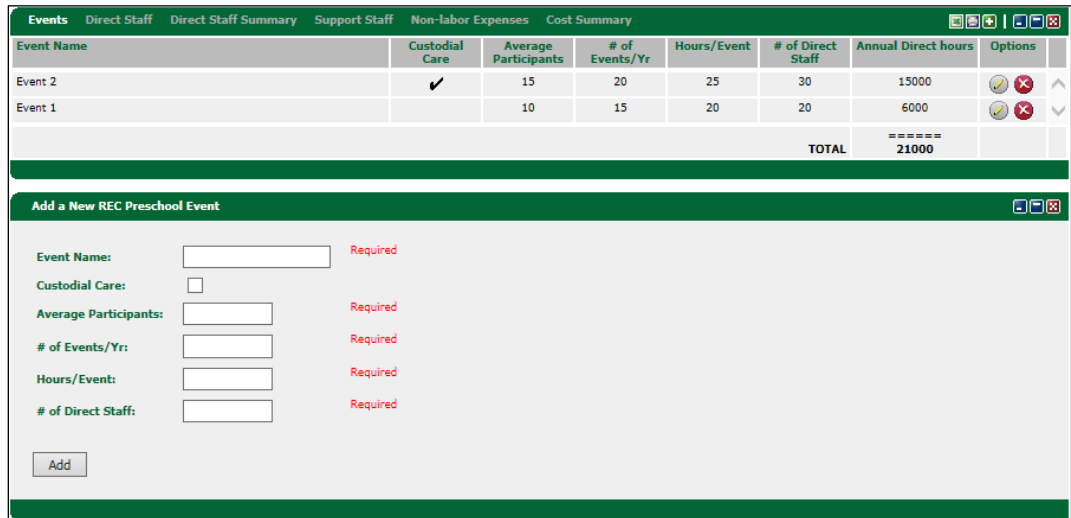


Figure 81: REC PS Events View

Rec PS Events provides a grid view of all Rec PS Business Line Events for the currently selected Rec PS Business Line. The properties shown for each Rec PS Business Line sport include Event Name, Custodial Care, Average Participants, Number of Events per Year, Hours per Event, Number of Direct Staff, and Annual Direct Hours. The Rec PS Events grid also has a Total line below the grid that provides the sum of the Annual Direct Hours column. The sums are updated automatically as the grid updates.

To add a Rec PS Event, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Rec PS Events pane. This will open an add pane below the Rec PS Event list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Rec PS Event, click on the yellow pencil icon under the options column in the Rec PS Event grid for the row that you wish to edit. This will open an edit pane below the Rec PS Event list. In this pane you can make changes to a number of fields for the Rec PS Event you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Rec PS Event, click on the red X icon under the options column in the Rec PS Event grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Rec PS Event. You can click Cancel to end the deletion process or click OK to delete your selected Rec PS Event.

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After making any change to the system, you will receive a pop-up verifying that a change was made and that those changes should be reviewed, which reads: "An event has changed, be aware that staffing and expenses will change. Please Review these changes!"

Rec PS Direct Staff

Business Lines Direct Care Staff Support Staff Non-labor Expenses Cost Center Cost Summary								
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options				
CYES Example	CYES	1234	1234	[Icons]				
Rec PS Example	REC Preschool	1234	1234	[Icons]				
RSAP Example	RSAP	1234	1234	[Icons]				
SAC Example	SAC	1234	1234	[Icons]				
Teens Example	Teens	1234	1234	[Icons]				
YSF Example	YSF	1234	1234	[Icons]				

Events Direct Staff Direct Staff Summary Support Staff Non-labor Expenses Cost Summary								
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	
Program Assistant	GS04	2	NAF	Flex	1234	10.41	\$370,076	
TOTAL						10.4	\$370,076	

Figure 82: Rec PS Direct Staff View

Under Direct Staff you will find a grid view of all Rec PS Business Line direct staff for the currently selected Rec PS Business Line. The grid provides a layout of properties for Direct Staff including Position Title, Pay Table, Step, Labor Type, Category, Cost Centers, Authorized FTE, and Authorized Cost. The direct staff are automatically created by the application based upon the data entered within the Rec PS Events and standards set up by the administrators.

Rec PS Direct Staff Summary

Business Lines Direct Care Staff Support Staff Non-labor Expenses Cost Center Cost Summary								
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options				
CYES Example	CYES	1234	1234	[Icons]				
Rec PS Example	REC Preschool	1234	1234	[Icons]				
RSAP Example	RSAP	1234	1234	[Icons]				
SAC Example	SAC	1234	1234	[Icons]				
Teens Example	Teens	1234	1234	[Icons]				
YSF Example	YSF	1234	1234	[Icons]				

Events Direct Staff Direct Staff Summary Support Staff Non-labor Expenses Cost Summary								
						<u># of Hours</u>		
Authorized FTE:		10.1			21000			
<u>New Staff Requirements</u>								
Turnover Rate:		0.27						
Total Number of New Staff:		2.73						
Required Hours of Orientation:		62			169.26			
<u>Training & Planning Requirements</u>								
Required Hours of Training:		48			484.8			
Total Annual Hours Required:					21654.06			

Figure 83: Rec PS Direct Staff Summary View

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The Direct Staff Summary allows you to view how the authorized direct staff is calculated for your selected Rec PS business line. This section provides a list of variables including authorized FTEs, turnover rates, number of new staff, and a sum total of hours required for each.

Rec PS Support Staff

Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Custodian	Cont	0	Contract	Contractor	4321	0	\$0	1	\$0	
Assistant Director	GS04	1	NAF	Full Time	4321	0	\$0	2	\$79,607	
NAF Labor Subtotal						0.0	\$0	2.0	\$79,607	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	1.0	\$200,000	
TOTAL						0.0	\$0	3.0	\$279,607	
UNFUNDED						0.0	\$0	0.0	\$0	

Add a New Support Staff

Position Title:

Type: Category:

Expense Title:

GL Code:

Expense Amount:

Cost Center:

FTE:

Change Rationale:

Unfunded:

Figure 84: Rec PS Support Staff View

The Support Staff tab provides a grid view of all Rec PS Business Line support staff for the currently selected Rec PS Business Line. Support Staff is initially populated for each program based on standards for the program type as well as the parameters as set up in the Rec PS Events tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all labor types except the Contract options, the field simply tags the position to identify the funding source.

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You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's costs.

Additionally, Support Staff can also be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Support Staff grid but are excluded from some revenue calculations and reports.

To add a Support Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Support Staff pane. This will open an add pane below the Support Staff list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Support Staff, click on the yellow pencil icon under the options column in the Support Staff grid for the row that you wish to edit. This will open an edit pane below the Support Staff list. In this pane you can make changes to a number of fields for the Support Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Support Staff, click on the red X icon under the options column in the Support Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Support Staff. You can click Cancel to end the deletion process or click OK to delete your selected Support Staff.

Rec PS Non-labor Expenses

The screenshot displays the 'Rec PS Non-labor Expenses' interface. At the top, there are navigation tabs: Events, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses (selected), and Cost Summary. Below the tabs is a table with the following data:

Expense Title	Cost Center	GL Code	Projected Expense	Options
Custodian - Contracted Labor	4321	783089	\$200,000	
			=====	
			Projected Expenses Subtotal:	\$0
			Projected Contracted Labor Expense:	\$200,000
			Unfunded Expenses Subtotal:	\$0
			=====	
			Projected Expenses Total:	\$200,000
			Authorized Expenses:	\$120,000

Below the table, there are summary statistics:

Projected Cost per Child:	=====	\$0
Authorized Cost per Child:		\$4,800

The 'Add a New Expense' form is open below the table. It contains the following fields:

- Expense Title: (Required)
- GL Code:
- Projected Expense: (Required)
- Cost Center:
- Change Rationale:
- Unfunded:

An 'Add' button is located at the bottom left of the form.

Figure 85: Rec PS Non-labor Expenses

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As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter individual expense items as necessary to meet modeling objectives. You can edit, add, or remove expense items to reflect the installation program component circumstances.

Non-labor Expenses can be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Non-labor Expense grid but are excluded from some revenue calculations and reports.

To add a Non-Labor Expense, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Non-Labor Expense pane. This will open an add pane below the Non-Labor Expense list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Non-Labor Expense, click on the yellow pencil icon under the options column in the Non-Labor Expense grid for the row that you wish to edit. This will open an edit pane below the Non-Labor Expense list. In this pane you can make changes to a number of fields for the Non-Labor Expense you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Non-Labor Expense, click on the red X icon under the options column in the Non-Labor grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Non-Labor Expense. You can click Cancel to end the deletion process or click OK to delete your selected Non-Labor Expense.

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Rec PS Cost Summary

Business Lines				
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	[Icons]
Rec PS Example	REC Preschool	1234	1234	[Icons]
RSAP Example	RSAP	1234	1234	[Icons]
SAC Example	SAC	1234	1234	[Icons]
Teens Example	Teens	1234	1234	[Icons]
YSF Example	YSF	1234	1234	[Icons]

Revenues Calculations				
Revenues:	\$	<input type="text" value="0"/>		
			Update	

Business Line Budget Based on Standards			
Expenses	NAF	APF	Total
Non-Labor:	\$120,000		\$120,000
Direct Staff Labor:	\$370,076	\$0	\$370,076
Support Staff Labor:	\$0	\$0	\$0
	-----	-----	-----
Total Expenses:	\$490,076	\$0	\$490,076
	=====		
NAF Profit/(Loss):	(\$490,076)		

Figure 86: Rec PS Cost Summary View

The Cost Summary tab will allow you to view and edit the Revenue for your selected Rec PS business line. The Cost Summary tab also provides a section for you to view the 'Business Line Budget Based on Standards' for the Rec PS business line, which shows the expenses of Non-labor, Direct Staff labor, and Support Staff labor for NAF and APF.

3.14.3 Recreation School Age Program (RSAP)

The RSAP business line includes RSAP Events, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses, and Cost Summary.

Business Lines				
Business Line Name	Business Line Type	Default Cost Center	Options	
CE 1	Community Events	CE CC	[Icons]	
CYES 1	CYES	CYES CC	[Icons]	
Rec Preschool1	REC Preschool	RecPS CC	[Icons]	
RSAP 1	RSAP	RSAP CC	[Icons]	
SAC 1	SAC	SAC CC	[Icons]	
Teens1	Teens	Teens CC	[Icons]	

RSAP Events							
Events	Event Type	Average Participants	# of Events/Year	# of Hours/Event	Event Staff	Annual Direct Hours	Options
Snorkeling	High Risk Event	10	10	4	2	80	[Icons]
TOTAL						===== 80	

Figure 87: RSAP Business Line Pane

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RSAP Events

Events	Event Type	Average Participants	# of Events/Year	# of Hours/Event	Event Staff	Annual Direct Hours	Options
Example Event	Open Rec - Weekday	10	300	25	2	15000	
TOTAL						=====	
						15000	

Add a New RSAP Event

Event Name: Required

Event Type:

Average Participants: Required

Days/Week: Required

of Weeks/Year: Required

of Hours/Day: Required

Figure 88: RSAP Events View

The RSAP Events provides a grid view of all RSAP Business Line Events for the currently selected RSAP Business Line. The properties shown for each RSAP Business Line sport include Events, Event Type, Average Participants, Number of Events per Year, Number of Hours per Event, Event Staff, and Annual Direct Hours. The RSAP Events grid also has a Total line below the grid that provides the sum of the Annual Direct Hours column. The sums are updated automatically as the grid updates.

To add a RSAP Event, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the RSAP Event pane. This will open an add pane below the RSAP Event list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a RSAP Event, click on the yellow pencil icon under the options column in the RSAP Event grid for the row that you wish to edit. This will open an edit pane below the RSAP Event list. In this pane you can make changes to a number of fields for the RSAP Event you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a RSAP Event, click on the red X icon under the options column in the RSAP Event grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected RSAP Event. You can click Cancel to end the deletion process or click OK to delete your selected RSAP Event.

After making any change to the system, you will receive a pop-up verifying that a change was made and that those changes should be reviewed, which reads: "An event has changed, be aware that staffing and expenses will change. Please review these changes!"

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RSAP Direct Staff

Business Lines							Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options							
CVES Example	CVES	1234	1234								
Rec PS Example	REC Preschool	1234	1234								
RSAP Example	RSAP	1234	1234								
SAC Example	SAC	1234	1234								
Teens Example	Teens	1234	1234								
YSF Example	YSF	1234	1234								

Events								Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost					
Program Assistant	GS04	2	NAF	Flex	1234	7.44	\$264,492					
TOTAL						7.4	\$264,492					

Figure 89: RSAP Direct Staff View

Under Direct Staff you will find a grid view of all RSAP Business Line direct staff for the currently selected RSAP Business Line. The grid provides a layout of properties for Direct Staff, including Position Title, Pay Table, Step, Labor Type, Cost Centers, Authorized FTE, and Authorized Cost. The direct staff are automatically created by the application based upon the data entered within the RSAP Sports and standards set up by the administrators.

RSAP Direct Staff Summary

Business Lines							Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options							
CVES Example	CVES	1234	1234								
Rec PS Example	REC Preschool	1234	1234								
RSAP Example	RSAP	1234	1234								
SAC Example	SAC	1234	1234								
Teens Example	Teens	1234	1234								
YSF Example	YSF	1234	1234								

Events			Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
				# of Hours			
Authorized FTE:		7.21	15000				
<u>New Staff Requirements</u>							
Turnover Rate:		0.27					
Total Number of New Staff:		1.95					
Required Hours of Orientation:		62	120.9				
<u>Training & Planning Requirements</u>							
Required Hours of Training:		48	346.08				
Total Annual Hours Required:			15466.98				

Figure 90: RSAP Direct Staff Summary View

The Direct Staff Summary allows you to view how the authorized direct staff is calculated for your selected RSAP business line. This section provides a list of variables including authorized FTEs, turnover rates, number of new staff, and a total sum of hours required for each.

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RSAP Support Staff

The screenshot displays the 'Support Staff' tab in the RSAP system. It features a table with columns for Position Title, Pay Table, Step, Labor Type, Category, Cost Center, Auth FTE, Auth Cost, Proj FTE, Proj Cost, and Options. The table lists two staff positions: Custodian and Assistant Director. Below the table, there are subtotals for NAF Labor, APF Labor, Foreign National, and Contracted Labor, followed by a TOTAL row. At the bottom, there is an 'Add a New Support Staff' form with fields for Position Title, Type, Category, Pay Table Level, Pay Table Step, Cost Center, FTE, Change Rationale, and an Unfunded checkbox. An 'Add' button is located at the bottom of the form.

Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Custodian	Cont	0	APF	Full Time Civil Service	4321	0	\$0	0	\$0	
Assistant Director	GS01	10	NAF	Full Time	4321	0	\$0	2	\$72,313	
NAF Labor Subtotal						0.0	\$0	2.0	\$72,313	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						0.0	\$0	2.0	\$72,313	
UNFUNDED						0.0	\$0	0.0	\$0	

Figure 91: RSAP Support Staff View

The Support Staff tab provides a grid view of all RSAP Business Line support staff for the currently selected RSAP Business Line. Support Staff is initially populated for each program based on standards for the program type as well as the parameters, as set up in the RSAP Events tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all labor type codes except Contract options, the field simply tags the position to identify the funding source.

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's costs.

Additionally, Support Staff can also be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Support Staff grid but are excluded from some revenue calculations and reports.

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To add a Support Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Support Staff pane. This will open an add pane below the Support Staff list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Support Staff, click on the yellow pencil icon under the options column in the Support Staff grid for the row that you wish to edit. This will open an edit pane below the Support Staff list. In this pane you can make changes to a number of fields for the Support Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Support Staff, click on the red X icon under the options column in the Support Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Support Staff. You can click Cancel to end the deletion process or click OK to delete your selected Support Staff.

RSAP Non-labor Expenses

The screenshot displays the 'Non-labor Expenses' tab in a software application. At the top, there are navigation tabs: Events, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses (selected), and Cost Summary. Below the tabs is a table with the following data:

Expense Title	Cost Center	GL Code	Projected Expense	Options
Example Expense	4321	000000	\$10,000	[Icons]
			Projected Expenses Subtotal:	=====
			Projected Contracted Labor Expense:	\$10,000
			Unfunded Expenses Subtotal:	\$0
			=====	
			Projected Expenses Total:	\$10,000
			Authorized Expenses:	\$100,000

Below the table is a form titled 'Add a New Expense'. The form contains the following fields:

- Expense Title: [Text input field]
- GL Code: [Dropdown menu showing '000000 - Authorized Non-Labor Expenses (Navy Standard)']
- Projected Expense: [Text input field with '\$' symbol, marked as 'Required']
- Cost Center: [Dropdown menu showing '4321 (asdfasdf)']
- Change Rationale: [Text area]
- Unfunded: [Checkbox]
- [Add] button

Figure 92: RSAP Non-labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter

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individual expense items as necessary to meet modeling objectives. You can edit, add, or remove expense items to reflect the installation program component circumstances.

Non-labor Expenses can be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Non-labor Expense grid but are excluded from some revenue calculations and reports.

To add a Non-Labor Expense, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Non-Labor Expense pane. This will open an add pane below the Non-Labor Expense list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Non-Labor Expense, click on the yellow pencil icon under the options column in the Non-Labor Expense grid for the row that you wish to edit. This will open an edit pane below the Non-Labor Expense list. In this pane you can make changes to a number of fields for the Non-Labor Expense you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Non-Labor Expense, click on the red X icon under the options column in the Non-Labor grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Non-Labor Expense. You can click Cancel to end the deletion process or click OK to delete your selected Non-Labor Expense.

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RSAP Cost Summary

Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	⊕ ⊗
Rec PS Example	REC Preschool	1234	1234	⊕ ⊗
RSAP Example	RSAP	1234	1234	⊕ ⊗
SAC Example	SAC	1234	1234	⊕ ⊗
Teens Example	Teens	1234	1234	⊕ ⊗
YSF Example	YSF	1234	1234	⊕ ⊗

Revenues Calculations			
Revenues:	\$	<input type="text" value="0"/>	<input type="button" value="Update"/>

Business Line Budget Based on Standards			
Expenses	NAF	APF	Total
Non-Labor:	\$100,000		\$100,000
Direct Staff Labor:	\$264,492	\$0	\$264,492
Support Staff Labor:	\$0	\$0	\$0
	-----	-----	-----
Total Expenses:	\$364,492	\$0	\$364,492
	=====		
NAF Profit/(Loss):	(\$364,492)		

Figure 93: RSAP Cost Summary View

The Cost Summary tab will allow you to view and edit the Revenue for your selected RSAP business line. The Cost Summary tab also provides a section for you to view the 'Business Line Budget Based on Standards' for the RSAP business line, which shows the expenses of Non-labor, Direct Staff labor, and Support Staff labor for NAF and APF.

3.14.4 Community Events (CE)

The CE business line includes Events, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses, and Cost Summary.

Business Line Name	Business Line Type	Default Cost Center	Options
CE 1	Community Events	CE CC	⊕ ⊗
CYES 1	CYES	CYES CC	⊕ ⊗
Rec Preschool1	REC Preschool	RecPS CC	⊕ ⊗
RSAP 1	RSAP	RSAP CC	⊕ ⊗
SAC 1	SAC	SAC CC	⊕ ⊗
Teens1	Teens	Teens CC	⊕ ⊗

Events	Average Participants	# of Hours	Event Staff	# of Events/Year	Annual Direct Hours	Options
event 1	150	5	3	25	375	⊕ ⊗
event 2	51	5	5	5	125	⊕ ⊗
TOTAL				===== 30	===== 500	

Figure 94: CE Business Line Pane

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CE Events

Events	Average Participants	# of Hours	Event Staff	# of Events/Year	Annual Direct Hours	Options
Example Event	10	15	20	25	7500	
TOTAL				25	7500	

Add a Community Event

Community Event Name: Required

Average Participants: Required

Number of Hours: Required

Event Staff: Required

Number of Events per Year: Required

Figure 95: CE Events View

CE Events provides a grid view of all CE Business Line Events for the currently selected CE Events Business Line. The properties shown for each CE Business Line sport include Events, Average Participants, Number of Hours, Event Staff, Number of Events per Year, and Annual Direct Hours. The CE Events grid also has a Total line below the grid that provides the sum of the Number of Events per Year and Annual Direct Hours column. The sums are updated automatically as the grid updates.

To add a CE Event, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the CE Event pane. This will open an add pane below the CE Event list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a CE Event, click on the yellow pencil icon under the options column in the CE Event grid for the row that you wish to edit. This will open an edit pane below the CE Event list. In this pane you can make changes to a number of fields for the CE Event you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a CE Event, click on the red X icon under the options column in the CE Event grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected CE Event. You can click Cancel to end the deletion process or click OK to delete your selected CE Event.

After making any change to the system, you will receive a pop-up verifying that a change was made and that those changes should be reviewed, which reads: "An event has changed, be aware that staffing and expenses will change. Please review these changes!"

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CE Direct Staff

Business Lines Direct Care Staff Support Staff Non-labor Expenses Cost Center Cost Summary									
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options					
CE Example	Community Events	1234	1234	[Icons]					
CYES Example	CYES	1234	1234	[Icons]					
Rec PS Example	REC Preschool	1234	1234	[Icons]					
RSAP Example	RSAP	1234	1234	[Icons]					
SAC Example	SAC	1234	1234	[Icons]					
Teens Example	Teens	1234	1234	[Icons]					

Events Direct Staff Direct Staff Summary Support Staff Non-labor Expenses Cost Summary									
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost		
Program Assistant	GS04	2	NAF	Flex	1234	3.72	\$132,246		
TOTAL						3.7	\$132,246		

Figure 96: CE Direct Staff View

Under Direct Staff you will find a grid view of all CE Business Line direct staff for the currently selected CE Business Line. The grid provides a layout of properties for Direct Staff, including Position Title, Pay Table, Step, Labor Type, Category, Cost Centers, Authorized FTE, and Authorized Cost. The direct staff are automatically created by the application based upon the data entered within the CE Events and standards set up by the administrators.

CE Direct Staff Summary

Business Lines Direct Care Staff Support Staff Non-labor Expenses Cost Center Cost Summary									
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options					
CE Example	Community Events	1234	1234	[Icons]					
CYES Example	CYES	1234	1234	[Icons]					
Rec PS Example	REC Preschool	1234	1234	[Icons]					
RSAP Example	RSAP	1234	1234	[Icons]					
SAC Example	SAC	1234	1234	[Icons]					
Teens Example	Teens	1234	1234	[Icons]					

Events Direct Staff Direct Staff Summary Support Staff Non-labor Expenses Cost Summary									
						# of Hours			
Authorized FTE:		3.61				7500			
<u>New Staff Requirements</u>									
Turnover Rates:		0.27							
Total Number of New Staff:		0.97							
Required Hours of Orientation:		62		60.14					
<u>Training & Planning Requirements</u>									
Required Hours of Training:		48		173.28					
Total Annual Hours Required:				7733.42					

Figure 97: CE Direct Staff Summary View

The Direct Staff Summary allows you to view how the authorized direct staff is calculated for your selected CE business line. This section provides a list of variables including authorized FTEs, turnover rates, number of new staff, and a total sum of hours required for each.

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CE Support Staff

Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Assistant Director	Cont	0	NAF	Full Time	1234	1	\$0	1	\$0	
Assistant Director	Cont	0	NAF	Full Time	1234	1	\$0	1	\$0	
NAF Labor Subtotal						2.0	\$0	2.0	\$0	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						2.0	\$0	2.0	\$0	
UNFUNDED						0.0	\$0	0.0	\$0	

Add a New Support Staff

Position Title: Assistant Director

Type: NAF Category: Full Time

Pay Table Level: Cont Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually)

Cost Center: 4321 (asdfasdf)

FTE: 0

Change Rationale:

Unfunded:

Figure 98: CE Support Staff View

The Support Staff tab provides a grid view of all CE Business Line support staff for the currently selected CE Business Line. Support Staff are initially populated for each program based on standards for the program type as well as the parameters, as set up in the CE Events tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all labor types except the Contract options, the field simply tags the position to identify the funding source.

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's costs.

Additionally, Support Staff can also be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Support Staff grid but are excluded from some revenue calculations and reports.

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To add a Support Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Support Staff pane. This will open an add pane below the Support Staff list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Support Staff, click on the yellow pencil icon under the options column in the Support Staff grid for the row that you wish to edit. This will open an edit pane below the Support Staff list. In this pane you can make changes to a number of fields for the Support Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Support Staff, click on the red X icon under the options column in the Support Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Support Staff. You can click Cancel to end the deletion process or click OK to delete your selected Support Staff.

CE Non-labor Expenses

The screenshot displays the 'Non-labor Expenses' tab in a software application. At the top, there are navigation tabs: Events, Direct Staff, Direct Staff Summary, Support Staff, **Non-labor Expenses**, and Cost Summary. Below the tabs is a table with the following data:

Expense Title	Cost Center	GL Code	Projected Expense	Options
Example Expense	4321	000000	\$10,000	[Add] [Delete]
			Projected Expenses Subtotal:	\$10,000
			Projected Contracted Labor Expense:	\$0
			Unfunded Expenses Subtotal:	\$0
			Projected Expenses Total:	\$10,000
			Authorized Expenses:	\$250,000

Below the table is a form titled 'Add a New Expense' with the following fields:

- Expense Title: [Text Input]
- GL Code: [Dropdown Menu: 000000 - Authorized Non-Labor Expenses (Navy Standard)]
- Projected Expense: \$ [Text Input]
- Cost Center: [Dropdown Menu: 4321 (asdfasdf)]
- Change Rationale: [Text Area]
- Unfunded:
- [Add] Button

Figure 99: CE Non-labor Expenses View

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter individual expense items as necessary to meet modeling objectives. You can

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edit, add, or remove expense items to reflect the installation program component circumstances.

Non-labor Expenses can be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Non-labor Expense grid but are excluded from some revenue calculations and reports.

To add a Non-Labor Expense, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Non-Labor Expense pane. This will open an add pane below the Non-Labor Expense list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Non-Labor Expense, click on the yellow pencil icon under the options column in the Non-Labor Expense grid for the row that you wish to edit. This will open an edit pane below the Non-Labor Expense list. In this pane you can make changes to a number of fields for the Non-Labor Expense you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Non-Labor Expense, click on the red X icon under the options column in the Non-Labor grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Non-Labor Expense. You can click Cancel to end the deletion process or click OK to delete your selected Non-Labor Expense.

CE Cost Summary

Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	
Rec PS Example	REC Preschool	1234	1234	
RSAP Example	RSAP	1234	1234	
SAC Example	SAC	1234	1234	
Teens Example	Teens	1234	1234	
YSF Example	YSF	1234	1234	

Revenues Calculations				
Revenues:	\$	<input type="text" value="0"/>		
<input type="button" value="Update"/>				
Business Line Budget Based on Standards				
	Expenses	NAF	APF	Total
	Non-Labor:	\$250,000		\$250,000
	Direct Staff Labor:	\$132,246	\$0	\$132,246
	Support Staff Labor:	\$0	\$0	\$0
	Total Expenses:	\$382,246	\$0	\$382,246
	NAF Profit/(Loss):	(\$382,246)		

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Figure 100: CE Cost Summary View

The Cost Summary tab will allow you to view and edit the Revenue for your selected RSAP business line. The Cost Summary tab also provides a section for you to view the 'Business Line Budget Based on Standards' for the CE business line, which shows the expenses of Non-labor, Direct Staff labor, and Support Staff labor for NAF and APF.

3.14.5 Teen Events

The Teen business line includes Events, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses, and Cost Summary.

Business Lines								Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Business Line Name	Business Line Type		Default Cost Center		Options							
CYES 1	CYES		CYES CC		⚙️ ✖️							
Rec Preschool1	REC Preschool		RecPS CC		⚙️ ✖️							
RSAP 1	RSAP		RSAP CC		⚙️ ✖️							
SAC 1	SAC		SAC CC		⚙️ ✖️							
Teens1	Teens		Teens CC		⚙️ ✖️							
YSF1	YSF		YSF CC		⚙️ ✖️							

Teen Events								Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
Event Name	Event Type	Average Participants	# of Events/Year	# of Hours/Event	Event Staff	Annual Direct Hours	Options					
Open Rec 1	Open Rec - Weekday	50	75	5	4	1500	⚙️ ✖️					
Teen Dance	Other Event	50	12	9	4	432	⚙️ ✖️					
TOTAL						=====	1932					

Figure 101: Teen Business Line Pane

Teen Events

Teen Events								Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
Event Name	Event Type	Average Participants	# of Events/Year	# of Hours/Event	Event Staff	Annual Direct Hours	Options					
Teen Event	Open Rec - Weekday	10	300	25	2	15000	⚙️ ✖️					
TOTAL						=====	15000					

Add a New Teen Event

Event Name: Required Average Participants: Required

Event Type: # Days/Week: Required

 # of Weeks/Year: Required

 # of Hours/Day: Required

Figure 102: Teen Events View

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The Teen Events provides a grid view of all Teen Business Line Events for the currently selected Teen Business Line. The properties shown for each Teen Business Line sport include Event Name, Event Type, Average Participants, Number of Events per year, Number of Hours per Event, Event Staff, and Annual Direct Hours. The Teen Events grid also has a Total line below the grid that provides the sum of the Number of Events per Year and Annual Direct Hours column. The sums are updated automatically as the grid updates.

To add a Teen Events, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Teen Events pane. This will open an add pane below the Teen Events list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Teen Events, click on the yellow pencil icon under the options column in the Teen Events grid for the row that you wish to edit. This will open an edit pane below the Teen Events list. In this pane you can make changes to a number of fields for the Teen Events you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Teen Events, click on the red X icon under the options column in the Teen Events grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Teen Events. You can click Cancel to end the deletion process or click OK to delete your selected Teen Events.

After making any change to the system, you will receive a pop-up verifying that a change was made and that those changes should be reviewed, which reads: "An event has changed, be aware that staffing and expenses will change. Please review these changes!"

Teen Direct Staff

Business Lines								Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center					Options				
CE Example	Community Events	1234	1234					👍👎				
CVES Example	CVES	1234	1234					👍👎				
Rec PS Example	REC Preschool	1234	1234					👍👎				
RSAP Example	RSAP	1234	1234					👍👎				
SAC Example	SAC	1234	1234					👍👎				
Teens Example	Teens	1234	1234					👍👎				

Teen Events								Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost					
Program Assistant	G504	2	NAF	Flex	1234	7.44	\$264,492					
TOTAL						7.4	\$264,492					

Figure 103: Teen Direct Staff View

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Under Direct Staff you will find a grid view of all Teen Business Line direct staff for the currently selected Teen Business Line. The grid provides a layout of properties for Direct Staff, including Position Title, Pay Table, Step, Labor Type, Category, Cost Centers, Authorized FTE, and Authorized Cost. The direct staff are automatically created by the application based upon the data entered within the Teen Events and standards set up by the administrators.

Teen Direct Staff Summary

Business Lines				
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CE Example	Community Events	1234	1234	[Icons]
CYES Example	CYES	1234	1234	[Icons]
Rec PS Example	REC Preschool	1234	1234	[Icons]
RSAP Example	RSAP	1234	1234	[Icons]
SAC Example	SAC	1234	1234	[Icons]
Teens Example	Teens	1234	1234	[Icons]

Teen Events		
		# of Hours
Authorized FTE:	7.21	15000
<u>New Staff Requirements</u>		
Turnover Rate:	0.27	
Total Number of New Staff:	1.95	
Required Hours of Orientation:	62	120.9
<u>Training & Planning Requirements</u>		
Required Hours of Training:	48	346.08
Total Annual Hours Required:		15466.98

Figure 104: Teen Direct Staff Summary View

The Direct Staff Summary allows you to view how the authorized direct staff is calculated for your selected Teen business line. This section provides a list of variables including authorized FTEs, turnover rates, number of new staff, and a sum total of hours required for each.

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Teen Support Staff

Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Food Service Worker	Cont	0	Contract	Contractor	4321	0	\$0	2	\$0	
Cook	GS01	1	NAF	Full Time	4321	0	\$0	1	\$28,902	
NAF Labor Subtotal						0.0	\$0	1.0	\$28,902	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	2.0	\$10,000	
TOTAL						0.0	\$0	3.0	\$38,902	
UNFUNDED						0.0	\$0	0.0	\$0	

Add a New Support Staff

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Cost Center:

FTE:

Change Rationale:

Unfunded:

Figure 105: Teen Support Staff View

The Support Staff tab provides a grid view of all Teen Business Line support staff for the currently selected Teen Business Line. Support Staff are initially populated for each program based on standards for the program type as well as the parameters, as set up in the Teen Events tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all labor types except the Contract options, the field simply tags the position to identify the funding source.

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's costs.

Additionally, Support Staff can also be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Support Staff grid but are excluded from some revenue calculations and reports.

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To add a Support Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Support Staff pane. This will open an add pane below the Support Staff list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Support Staff, click on the yellow pencil icon under the options column in the Support Staff grid for the row that you wish to edit. This will open an edit pane below the Support Staff list. In this pane you can make changes to a number of fields for the Support Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Support Staff, click on the red X icon under the options column in the Support Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Support Staff. You can click Cancel to end the deletion process or click OK to delete your selected Support Staff.

Teen Non-labor Expenses

Expense Title	Cost Center	GL Code	Projected Expense	Options
Food Service Worker - Contracted Labor	4321	783089	\$10,000	
			=====	
			Projected Expenses Subtotal:	\$0
			Projected Contracted Labor Expenses:	\$10,000
			Unfunded Expenses Subtotal:	\$0
			=====	
			Projected Expenses Total:	\$10,000
			Authorized Expenses:	\$200,000

Add a New Expense

Expense Title: Required

GL Code: Required

Projected Expense: \$ Required

Cost Centers:

Change Rationale:

Unfunded:

Figure 106: Teen Non-labor Expenses View

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter individual expense items as necessary to meet modeling objectives. You can

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edit, add, or remove expense items to reflect the installation program component circumstances.

Non-labor Expenses can be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Non-labor Expense grid but are excluded from some revenue calculations and reports.

To add a Non-Labor Expense, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Non-Labor Expense pane. This will open an add pane below the Non-Labor Expense list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Non-Labor Expense, click on the yellow pencil icon under the options column in the Non-Labor Expense grid for the row that you wish to edit. This will open an edit pane below the Non-Labor Expense list. In this pane you can make changes to a number of fields for the Non-Labor Expense you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Non-Labor Expense, click on the red X icon under the options column in the Non-Labor grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Non-Labor Expense. You can click Cancel to end the deletion process or click OK to delete your selected Non-Labor Expense.

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Teen Cost Summary

Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	[Icons]
Rec PS Example	REC Preschool	1234	1234	[Icons]
RSAP Example	RSAP	1234	1234	[Icons]
SAC Example	SAC	1234	1234	[Icons]
Teens Example	Teens	1234	1234	[Icons]
YSF Example	YSF	1234	1234	[Icons]

Business Line Budget Based on Standards			
Expenses	NAF	APF	Total
Non-Labor:	\$200,000		\$200,000
Direct Staff Labor:	\$264,492	\$0	\$264,492
Support Staff Labor:	\$0	\$0	\$0
Total Expenses:	\$464,492	\$0	\$464,492
=====			
NAF Profit/(Loss):	(\$464,492)		

Figure 107: Teen Cost Summary View

The Cost Summary tab will allow you to view and edit the Revenue for your selected Teen business line. The Cost Summary tab also provides a section for you to view the 'Business Line Budget Based on Standards' for the Teen business line, which shows the expenses of Non-labor, Direct Staff labor, and Support Staff labor for NAF and APF.

3.14.6 School Age Care (SAC)

The SAC business line includes Components, Direct Staff, Direct Staff Summary, Support Staff, Non-labor Expenses, and Cost Summary.

Business Line Name	Business Line Type	Default Cost Center	Options
CYES 1	CYES	CYES CC	[Icons]
Rec Preschool1	REC Preschool	RecPS CC	[Icons]
RSAP 1	RSAP	RSAP CC	[Icons]
SAC 1	SAC	SAC CC	[Icons]
Teens1	Teens	Teens CC	[Icons]
YSF1	YSF	YSF CC	[Icons]

SAC Component Name	Component Type	# of Session Weeks	Annual Prorated %	# of Daily Hours	Teacher/ Child Ratio	Enrollment	Auth FTE	Prorated Enrollment	Options
Before SAC	Before School	39	75	2	15	36	0.57	14	[Icons]
Summer Camp	Camps/Holiday	13	25	11.5	15	50	1.44	13	[Icons]
Winter Camp	Camps/Holiday	40	77	8	15	100	5.39	77	[Icons]
TOTAL							=====	=====	
TOTAL UNFUNDED							0.0	0.00	

Figure 108: SAC Business Line Pane

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SAC Components

SAC Component Name	Component Type	# of Session Weeks	Annual Prorated %	# of Daily Hours	Teacher/ Child Ratio	Enrollment	Auth FTE	Prorated Enrollment	Options
SAC Comp Example	1/2 Kindergarten	12	23	15	15	13	0.87	3	
TOTAL							0.9	3.00	
TOTAL UNFUNDED							0.0	0.00	

Add a New SAC Component

SAC Component Name: Required

SAC Component Type: 1/2 Kindergarten ▾

of Weeks in Session: Required

of Daily Hours: Required

Enrollment: Required

Unfunded:

Figure 109: SAC Components View

SAC Components provides a grid view of all SAC components for the currently selected SAC Business Line. The properties shown for each Teen Business Line sport include Component Type, Number of Session Weeks, Annual Prorated Percent, Number of Daily Hours, Teacher per Child Ratio, Enrollment, Authorized FTE, and Prorated Enrollment. The SAC Components grid also has a Total line below the grid that provides the sum of the Number of Events per Year and Annual Direct Hours column. The sums are updated automatically as the grid updates.

To add a SAC Components, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the SAC Components pane. This will open an add pane below the SAC Components list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a SAC Components, click on the yellow pencil icon under the options column in the SAC Components grid for the row that you wish to edit. This will open an edit pane below the SAC Components list. In this pane you can make changes to a number of fields for the SAC Components you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a SAC Components, click on the red X icon under the options column in the SAC Components grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the

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selected SAC Components. You can click Cancel to end the deletion process or click OK to delete your selected SAC Components.

After making any change to the system, you will receive a pop-up verifying that a change was made and that those changes should be reviewed, which reads: "A component has changed, be aware that staffing and expenses will change. Please review these changes!"

SAC Direct Staff

Components Direct Staff Direct Staff Summary Support Staff Non-labor Expenses Cost Summary										
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Leader	GS05	2	NAF	Full Time	1234	1	\$46,018	1	\$46,018	⊕
Program Assistant	GS02	2	NAF	Flex	1234	0.09	\$2,588	0.09	\$2,588	⊕
NAF Labor Subtotal						1.1	\$48,606	1.1	\$48,606	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						1.1	\$48,606	1.1	\$48,606	
UNFUNDED						0.0	\$0	0.0	\$0	

Add a New Direct Staff

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Cost Center:

FTE:

Change Rationale:

Unfunded:

Figure 110: SAC Direct Staff View

Under Direct Staff you will find a grid view of all SAC Business Line direct staff for the currently selected SAC Business Line. The grid provides a layout of properties for Direct Staff, including Position Title, Pay Table, Step, Labor Type, Category, Cost Centers, Authorized FTE, Authorized Cost, Projected FTE, and Projected Cost. Unlike other YP business lines, SAC Direct Staff can be manually added and edited to the grid view.

The Direct Staff grid is automatically populated with authorized direct staff by the application based on data entered when the business line was created, and the data set by the Scenario Standards.

To add a projected Direct Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the SAC Direct Staff pane. This will open an add pane below the SAC Direct Staff list. From there,

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fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a projected Direct Staff, click on the yellow pencil icon under the options column in the SAC Direct Staff grid for the row that you wish to edit. This will open an edit pane below the SAC Direct Staff list. In this pane you can make changes to a number of fields for the SAC Direct Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a projected SAC Direct Staff, click on the red X icon under the options column in the SAC Direct Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected SAC Direct Staff. You can click Cancel to end the deletion process or click OK to delete your selected SAC Components.

SAC Direct Staff Summary

Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	[Pencil] [X]
Rec PS Example	REC Preschool	1234	1234	[Pencil] [X]
RSAP Example	RSAP	1234	1234	[Pencil] [X]
SAC Example	SAC	1234	1234	[Pencil] [X]
Teens Example	Teens	1234	1234	[Pencil] [X]
YSF Example	YSF	1234	1234	[Pencil] [X]

Components	Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Summary
		# of Hours			
Authorized FTE:	0.87	1809.60			
<u>New Staff Requirements</u>					
Turnover Rate:	0.5				
Total Number of New Staff:	0.44				
Required Hours for Orientation:	62	27.28			
<u>Training & Planning Requirements</u>					
Required Hours of Training:	48	41.76			
Planning Hours (Per 30 children):	208	20.80			
<u>Annual and Sick Leave</u>					
Annual and Sick Leave Hours:	200	174.00			
Total Annual Hours Required:		2073.44			
Leader Hours:		2080			
Program Assistant Hours:		-6.56			
Program Assistant FTE:		-0.0			

Figure 111: SAC Direct Staff Summary View

The Direct Staff Summary allows you to view how the authorized direct staff is calculated for your selected SAC business line. This section provides a list of variables including authorized FTEs, turnover rates, number of new staff, Training and Planning Requirements, Annual and Sick Leave, along with a sum total of hours required for each.

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SAC Support Staff

Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Region Program Analyst	GS02	1	NAF	Full Time	1234	0	\$0	1	\$32,496	
Assistant Director	GS02	1	NAF	Full Time	1234	0	\$0	2	\$64,993	
NAF Labor Subtotal						0.0	\$0	3.0	\$97,489	
APF Labor Subtotal						0.0	\$0	0.0	\$0	
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0	
Contracted Labor						0.0	\$0	0.0	\$0	
TOTAL						0.0	\$0	3.0	\$97,489	
UNFUNDED						0.0	\$0	0.0	\$0	

Add a New Support Staff

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Cost Center:

FTE:

Change Rationale:

Unfunded:

Figure 112: SAC Support Staff View

The Support Staff tab provides a grid view of all SAC Business Line support staff for the currently selected SAC Business Line. Support Staff are initially populated for each program based on standards for the program type as well as the parameters, as set up in the Teen Events tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all labor types except the Contract options, the field simply tags the position to identify the funding source.

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to the position's costs.

Additionally, Support Staff can also be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Support Staff grid but are excluded from some revenue calculations and reports.

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To add a Support Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Support Staff pane. This will open an add pane below the Support Staff list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Support Staff, click on the yellow pencil icon under the options column in the Support Staff grid for the row that you wish to edit. This will open an edit pane below the Support Staff list. In this pane you can make changes to a number of fields for the Support Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Support Staff, click on the red X icon under the options column in the Support Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Support Staff. You can click Cancel to end the deletion process or click OK to delete your selected Support Staff.

SAC Non-labor Expenses

Components	Direct Staff	Direct Staff Summary	Support Staff	Non-labor Expenses	Cost Center	Cost Summary	
Expense Title				Cost Center	GL Code	Projected Expense	Options
Consumable Food Costs				26864	701189	\$35,170	
Credit Card Sales				26863	784000	\$4,442	
Custodial Supplies				26864	701089	\$9,850	
Equipment				26864	701089	\$10,494	
Kitchen Supplies				26864	701089	\$809	
SAC Field Trips				26864	701089	\$3,946	
						=====	
						Projected Expenses Subtotal:	\$97,226
						Projected Contracted Labor Expense:	\$0
						Unfunded Expenses Subtotal:	\$0
						=====	
						Projected Expenses Total:	\$97,226
						Authorized Expenses:	\$97,226
						=====	
Projected Cost per Child:		=====				\$1,409.07	
Authorized Cost per Child:		=====				\$1,409.06	

Add a New Expense

Expense Title:

GL Code: 000000 - Authorized Non-Labor Expenses (Navy Standard) Required

Navy Standard: x children = authorized expense

Projected Expense: \$ Required

Cost Center: 26864 (ANN SAC UFM) - Default

Change Rationale:

Unfunded:

Figure 113: SAC Non-labor Expenses

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As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter individual expense items as necessary to meet modeling objectives. You can edit, add, or remove expense items to reflect the installation program component circumstances.

Non-labor Expenses can be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Non-labor Expense grid but are excluded from some revenue calculations and reports.

To add a Non-Labor Expense, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Non-Labor Expense pane. This will open an add pane below the Non-Labor Expense list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Non-Labor Expense, click on the yellow pencil icon under the options column in the Non-Labor Expense grid for the row that you wish to edit. This will open an edit pane below the Non-Labor Expense list. In this pane you can make changes to a number of fields for the Non-Labor Expense you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Non-Labor Expense, click on the red X icon under the options column in the Non-Labor grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Non-Labor Expense. You can click Cancel to end the deletion process or click OK to delete your selected Non-Labor Expense.

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SAC Cost Summary

Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	⊕ ⊗
Rec PS Example	REC Preschool	1234	1234	⊕ ⊗
RSAP Example	RSAP	1234	1234	⊕ ⊗
SAC Example	SAC	1234	1234	⊕ ⊗
Teens Example	Teens	1234	1234	⊕ ⊗
YSF Example	YSF	1234	1234	⊕ ⊗

Revenues Calculations		Business Line Budget Based on Projections																																							
Actual Parent Fees:	\$ <input type="text" value="0"/>	Projected Parent Fees: \$0.00																																							
Escalation Factor:	1.02																																								
Budget Parent Fees:	\$0.00																																								
New Spaces Parent Fees:	\$ <input type="text" value="0"/>																																								
Projected Parent Fees:	\$0.00																																								
	<input type="button" value="Update"/>																																								
		<table border="1"> <thead> <tr> <th>Expenses</th> <th>NAF</th> <th>APF</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Non-Labor:</td> <td>\$10,000.00</td> <td></td> <td>\$10,000.00</td> </tr> <tr> <td>Direct Staff Labor:</td> <td>\$48,605.78</td> <td>\$0.00</td> <td>\$48,605.78</td> </tr> <tr> <td>Support Staff Labor:</td> <td>\$97,489.28</td> <td>\$0.00</td> <td>\$97,489.28</td> </tr> <tr> <td>Total Expenses:</td> <td>\$156,095.06</td> <td>\$0.00</td> <td>\$156,095.06</td> </tr> <tr> <td colspan="4">=====</td> </tr> <tr> <td>NAF Profit/ (Loss):</td> <td>(\$156,095.06)</td> <td></td> <td></td> </tr> </tbody> </table>				Expenses	NAF	APF	Total	Non-Labor:	\$10,000.00		\$10,000.00	Direct Staff Labor:	\$48,605.78	\$0.00	\$48,605.78	Support Staff Labor:	\$97,489.28	\$0.00	\$97,489.28	Total Expenses:	\$156,095.06	\$0.00	\$156,095.06	=====				NAF Profit/ (Loss):	(\$156,095.06)										
Expenses	NAF	APF	Total																																						
Non-Labor:	\$10,000.00		\$10,000.00																																						
Direct Staff Labor:	\$48,605.78	\$0.00	\$48,605.78																																						
Support Staff Labor:	\$97,489.28	\$0.00	\$97,489.28																																						
Total Expenses:	\$156,095.06	\$0.00	\$156,095.06																																						
=====																																									
NAF Profit/ (Loss):	(\$156,095.06)																																								
		<table border="1"> <thead> <tr> <th colspan="4">Business Line Budget Based on Standards</th> </tr> <tr> <th colspan="4">Projected Parent Fees: \$0.00</th> </tr> <tr> <th>Expenses</th> <th>NAF</th> <th>APF</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Non-Labor:</td> <td>\$30,000.00</td> <td></td> <td>\$30,000.00</td> </tr> <tr> <td>Direct Staff Labor:</td> <td>\$48,605.78</td> <td>\$0.00</td> <td>\$48,605.78</td> </tr> <tr> <td>Support Staff Labor:</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total Expenses:</td> <td>\$78,605.78</td> <td>\$0.00</td> <td>\$78,605.78</td> </tr> <tr> <td colspan="4">=====</td> </tr> <tr> <td>NAF Profit/ (Loss):</td> <td>(\$78,605.78)</td> <td></td> <td></td> </tr> </tbody> </table>				Business Line Budget Based on Standards				Projected Parent Fees: \$0.00				Expenses	NAF	APF	Total	Non-Labor:	\$30,000.00		\$30,000.00	Direct Staff Labor:	\$48,605.78	\$0.00	\$48,605.78	Support Staff Labor:	\$0.00	\$0.00	\$0.00	Total Expenses:	\$78,605.78	\$0.00	\$78,605.78	=====				NAF Profit/ (Loss):	(\$78,605.78)		
Business Line Budget Based on Standards																																									
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Expenses	NAF	APF	Total																																						
Non-Labor:	\$30,000.00		\$30,000.00																																						
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Support Staff Labor:	\$0.00	\$0.00	\$0.00																																						
Total Expenses:	\$78,605.78	\$0.00	\$78,605.78																																						
=====																																									
NAF Profit/ (Loss):	(\$78,605.78)																																								

Figure 114: SAC Cost Summary View

The Cost Summary tab will allow you to view and edit the Actual Parent Fees and New Spaces Parent Fees for your selected SAC business line. The Cost Summary tab also provides a section for you to view the 'Business Line Budget Based on Standards' and 'Business Line Budget Based on Projections' for the SAC business line, which shows the expenses of Non-labor, Direct Staff labor, and Support Staff labor for NAF and APF.

3.14.7 Child Youth Education Services (CYES)

The CYES business line includes Support Staff, Non-Labor Expenses, and Cost Summary.

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Business Lines				Direct Care Staff	Support Staff	Non-labor Expenses	Cost Center	Cost Summary			
Business Line Name	Business Line Type	Default Cost Center	Options								
CYES 1	CYES	CYES CC									
Rec Preschool1	REC Preschool	RecPS CC	👍	✖							
RSAP 1	RSAP	RSAP CC	👍	✖							
SAC 1	SAC	SAC CC	👍	✖							
Teens1	Teens	Teens CC	👍	✖							
YSF1	YSF	YSF CC	👍	✖							

Support Staff			Non-labor Expenses	Cost Summary								
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options		
Assistant Director	GS01	1	NAF	Full Time	CYES CC	0	\$0	1	\$31,596	👍	✖	⬇
NAF Labor Subtotal						0.0	\$0	1.0	\$31,596			
APF Labor Subtotal						0.0	\$0	0.0	\$0			
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0			
Contracted Labor						0.0	\$0	0.0	\$0			
TOTAL						0.0	\$0	1.0	\$31,596			
UNFUNDED						0.0	\$0	0.0	\$0			

Figure 115: CYES Business Line Pane

CYES Support Staff

Support Staff			Non-labor Expenses	Cost Summary								
Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options		
Custodian	GS01	1	NAF	Full Time	4321	0	\$0	1	\$28,902	👍	✖	⬆
Assistant Director	GS03	1	NAF	Full Time	4321	0	\$0	2	\$70,911	👍	✖	⬇
NAF Labor Subtotal						0.0	\$0	3.0	\$99,814			
APF Labor Subtotal						0.0	\$0	0.0	\$0			
Foreign National (Direct/Indirect)						0.0	\$0	0.0	\$0			
Contracted Labor						0.0	\$0	0.0	\$0			
TOTAL						0.0	\$0	3.0	\$99,814			
UNFUNDED						0.0	\$0	0.0	\$0			

Add a New Support Staff

Position Title:

Type: Category:

Pay Table Level: Pay Table Step:

Cost Center:

FTE:

Change Rationale:

Unfunded:

Figure 116: CYES Support Staff View

The Support Staff tab provides a grid view of all CYES Business Line support staff for the currently selected CYES Business Line. Support Staff are initially populated for each program based on standards for the program type as well as the parameters, as set up in the Teen Events tab.

Standards-based support staff positions are by default, set up as NAF billets with the associated labor costs set as NAF costs. You can edit any of the

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positions to tailor the support staff to meet your region, installation, or program circumstances.

Like with Direct Staff, you can choose the type of position funding by selecting AFP, NAF, Foreign National, or Contract in the Type field of the properties pane. For all but the Contract options, the field simply tags the position to identify the funding source.

You can also identify positions as Full Time or Flex. This selection will determine the benefits rate applied to position's costs.

Additionally, Support Staff can also be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Support Staff grid but are excluded from some revenue calculations and reports.

To add a Support Staff, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Support Staff pane. This will open an add pane below the Support Staff list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Support Staff, click on the yellow pencil icon under the options column in the Support Staff grid for the row that you wish to edit. This will open an edit pane below the Support Staff list. In this pane you can make changes to a number of fields for the Support Staff you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Support Staff, click on the red X icon under the options column in the Support Staff grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Support Staff. You can click Cancel to end the deletion process or click OK to delete your selected Support Staff.

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CYES Non-labor Expenses

The screenshot displays the 'Support Staff - Non-labor Expenses - Cost Summary' window. It features a table with columns for 'Expense Title', 'Cost Center', 'GL Code', 'Projected Expense', and 'Options'. An 'Example Expense' is listed with a projected expense of \$10,000. Below the table, a summary section shows: Projected Expenses Subtotal: \$10,000; Projected Contracted Labor Expense: \$0; Unfunded Expenses Subtotal: \$0; Projected Expenses Total: \$10,000; and Authorized Expenses: \$10,000. Below the summary is the 'Add a New Expense' form, which includes fields for 'Expense Title' (marked as Required), 'GL Codes' (a dropdown menu), 'Projected Expense' (a text box with a dollar sign and marked as Required), 'Cost Center' (a dropdown menu), 'Change Rationale' (a text area), and an 'Unfunded' checkbox. An 'Add' button is located at the bottom of the form.

Figure 117: CYES Non-labor Expenses

As you develop the underlying components of your baseline or scenario, *EMS* will determine the non-labor expense budget based on standards set by administrators.

This budget amount will be listed in the subtotals row beneath the expense list in the Non-Labor tab. Region, installation, and program users can enter individual expense items as necessary to meet modeling objectives. You can edit, add, or remove expense items to reflect the installation program component circumstances.

Non-labor Expenses can be labeled as Unfunded, with priorities for urgent critical requirements, to support new spaces, and other comments. Unfunded Staff are listed in the Non-labor Expense grid but are excluded from some revenue calculations and reports.

To add a Non-Labor Expense, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Non-Labor Expense pane. This will open an add pane below the Non-Labor Expense list. From there, fill out the required fields and any additional information that you wish to provide. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Non-Labor Expense, click on the yellow pencil icon under the options column in the Non-Labor Expense grid for the row that you wish to edit. This will open an edit pane below the Non-Labor Expense list. In this pane you can make changes to a number of fields for the Non-Labor Expense you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

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To delete a Non-Labor Expense, click on the red X icon under the options column in the Non-Labor grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Non-Labor Expense. You can click Cancel to end the deletion process or click OK to delete your selected Non-Labor Expense.

CYES Cost Summary

Business Lines				
Business Line Name	Business Line Type	Expenses Default Cost Center	Revenue Default Cost Center	Options
CYES Example	CYES	1234	1234	[Icons]
Rec PS Example	REC Preschool	1234	1234	[Icons]
RSAP Example	RSAP	1234	1234	[Icons]
SAC Example	SAC	1234	1234	[Icons]
Teens Example	Teens	1234	1234	[Icons]
YSF Example	YSF	1234	1234	[Icons]

Support Staff Non-labor Expenses Cost Summary			
Business Line Budget Based on Standards			
Expenses	NAF	APF	Total
Non-Labor:	\$10,000		\$10,000
Support Staff Labor:	\$0	\$0	\$0
Total Expenses:	\$10,000	\$0	\$10,000
=====			
NAF Profit/(Loss):	(\$10,000)		

Figure 118: CYES Cost Summary

The Cost Summary tab will allow you to view and edit the Revenue for your selected CYES business line. The Cost Summary tab also provides a section for you to view the 'Business Line Budget Based on Standards' for the Teen business line, which shows the expenses of Non-labor, Direct Staff labor, and Support Staff labor for NAF and APF.

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3.15 Region View

Child and Youth Programs Enterprise Modeling System
version 3.1.0 Rev: 1701

Logged in: William StJohn
Logout
FY18 Requirements v1

Region List

UTC	Region Code	Region Name	Region Location	Options
61463	CNRMA	Mid-Atlantic	Norfolk Naval Station	
00171	NDW	Naval District Washington	Annapolis Naval Support Activity	
68742	CNRNW	Northwest	Kitsap Naval Base	
0	Singapore	Singapore	Singapore Naval Support Activity	
09697	CNRSE	Southeast	Jacksonville Naval Air Station	
00242	CNRSW	Southwest	San Diego Naval Base	

Filter Options

Column Selector (Use the checkboxes to show/hide columns):

UTC Region Code Region Name Region Location

Region Name:

CNIC HQ
 EURAFSWA
 Hawaii
 Japan
 Joint Region Marianas
 Korea
 Mid-Atlantic
 Naval District Washington
 Northwest
 Singapore
 Southeast
 Southwest

Support Staff

Support Staff Position Title	Pay Table	Step	Labor Type	Category	Cost Center	Auth FTE	Auth Cost	Proj FTE	Proj Cost	Options
Operations Clerk	GS04	5	NAF	Full Time	11274	2.5	\$123,888	0	\$0	
Region CVP Director	GS12	5	NAF	Full Time	11274	1	\$121,826	1	\$121,826	
Region CVP Manager	GS13	5	NAF	Full Time	11274	1	\$144,870	1	\$144,870	
Region Program Analyst	GS11	5	NAF	Full Time	11274	1	\$101,640	1	\$101,640	
Region Program Analyst	GS11	5	NAF	Full Time	11274	0	\$0	1	\$101,640	
School Liaison Regional	GS12	2	NAF	Full Time	11274	1	\$111,077	1	\$111,077	
TOTAL						6.5	\$603,301	5	\$581,053	

Figure 119: Region View

The Region View (see callout 2) allows you to access the list of Regions (see callout 1) available in the EMS program. The Region List pane provides options to print the list, Export the list to a Microsoft Excel file, as well as filter what Regions are detailed in the list. You can filter what regions appear in this list by filter icon in the upper right corner of the Region List pane (see callout 3) and selecting the parameters you would like to filter with (see callout 4). By clicking on a Regions name you can bring up a Details panel which shows a Region’s Support Staff, Non-labor Expenses, and Cost Centers (see callout 5).

You can modify the Region Support Staff and Non-labor Expenses through the Scenario Standards menu described later in this document.

3.16 Region Controls

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Region Name	HQ UFM Offset	APF Control Total	Total Funding Allocation	APF Labor Control	APF Non-Labor Control	Projected APF	Projected APF	Projected Non	Revenue	Projected Total	Projected Statement	New Standard	New Standard Non	Revenue	New Standard	Standards Variance	Status	
DASH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DASH/DA	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DASH/DA	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DASH/DA	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DASH/DA	1,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 120: Region Controls

The Region Controls (see callout 4) allow you to access the list of APF controls for the Regions (see callout 1) available in the EMS program. Within the Region Controls Pane you can select a Region and modify the APF values for HQ UFM Offset, APF Control Total, and Total Funding Allocation if your account has the correct permissions to do so. If your account does not have the right permissions then you will still be able to view the Region Control List, however the sections with APF values will be greyed-out and unmodifiable (see callout 5).

The Region Controls pane provides options to print the list, Export the list to a Microsoft Excel file, as well as filter what Regions are detailed in the list. You can filter what regions appear in this list by filter icon in the upper right corner of the Region Controls pane (see callout 2) and selecting the parameters you would like to filter with (see callout 6). You can also filter the Region list by Region type through the use of the OMN/OMNR/REIMB tabs above the Region list (see callout 3).

By clicking on a Regions name you can bring up a Details panel which shows a Region's Installation APF values. Within the Installation List Pane (see callout 7) you can select an Installation (see callout 8) and modify the APF values for HQ UFM Offset, APF Control Total, and Total Funding Allocation if your account has the correct permissions to do so. If your account does not have the right permissions then you will still be able to view the Installation List, however the sections with APF values will be greyed-out and unmodifiable (see callout 9).

3.17 Scenario Standards

The Scenario Standards section of EMS provides a large selection of tables and menus that allow you to modify the base values and multipliers within the EMS system. Each menu of the Scenario Standards will display what the Baseline/Scenario is and will provide a dropdown menu that will allow you to select different tables and modifiers.

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3.17.1 Scenario Standards

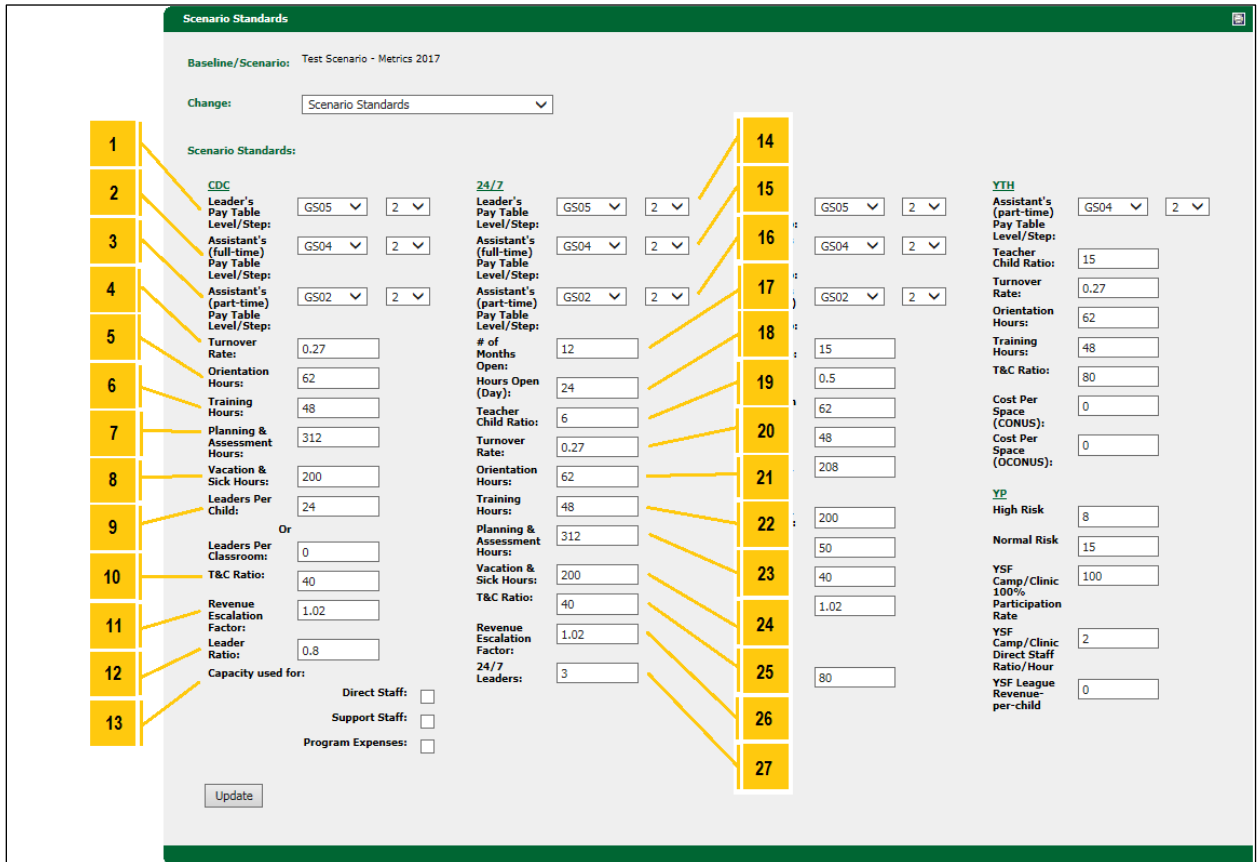


Figure 121: Scenario Standard Callouts 1 - 27

By default the Scenario Standard pane will show the Scenario Standards menu. This system provides HQ users with the ability to view the various scenario specific data used in the various labor and non-labor standards. Administrative users also have the option to edit the data, which will be applied to all affected standards upon being updated.

The Standards used that can be modified are listed below (see diagram above for reference):

- Callout 1)** CDC Leader's Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized CDC Leaders according to the Pay Grade and Pay Grade Step.
- Callout 2)** CDC Assistant's (full-time) Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized CDC Assistants (full-time) according to the Pay Grade and Pay Grade Step.
- Callout 3)** CDC Assistant's (part-time) Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized CDC Assistants (part-time) according to the Pay Grade and Pay Grade Step.
- Callout 4)** CDC Turnover Rate – used in calculating the total number of new staff.

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- Callout 5)** CDC Orientation Hours – used in calculating the new staff’s total required hours of orientation.
- Callout 6)** CDC Training Hours – used in calculating the required hours of training.
- Callout 7)** CDC Planning and Assessment Hours – used in calculating the required hours for planning and assessment.
- Callout 8)** CDC Vacation and Sick Hours – used in calculating staff’s annual sick leave hours.
- Callout 9)** CDC Leaders per Child OR Leaders per Classroom – used in calculating the number of CDC leaders, the value of leaders per classroom will be used if the value of leaders per child is equal to zero.
- Callout 10)** CDC T&C Ratio – used in calculating the program’s end strength.
- Callout 11)** CDC Revenue Escalation Factor – used in calculating budget parent fees.
- Callout 12)** CDC Leader Ratio – used in calculating the leader hours.
- Callout 13)** CDC Used Capacity For – section indicating that capacity shall be used instead of enrollment in the formulas for which the following check boxes are selected:
- Direct Staff
 - Support Staff
 - Program Expenses
- Callout 14)** 24/7 Leader’s Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized 24/7 Leaders according to the Pay Grade and Pay Grad Step.
- Callout 15)** 24/7 Assistant’s (full-time) Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized 24/7 Assistants (full-time) according to the Pay Grade and Pay Grade Step.
- Callout 16)** 24/7 Assistant’s (part-time) Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized 24/7 Assistants (part-time) according to the Pay Grade and Pay Grade Step.
- Callout 17)** 24/7 # of Months Open – used in calculating the program’s authorized FTEs.
- Callout 18)** 24/7 Hours Open (day) – used in calculating the program’s authorized FTEs.
- Callout 19)** 24/7 Teacher Child Ratio – used in calculating the temporary FTE that is then used in calculating the program’s authorized FTEs.
- Callout 20)** 24/7 Turnover Rate – used in calculating the total number of new staff.
- Callout 21)** 24/7 Orientation Hours – used in calculating for the new staff’s total required hours of orientation.
- Callout 22)** 24/7 Training Hours – used in calculating the required hours of training.
- Callout 23)** 24/7 Planning Assessment Hours – used in calculating the required hours for planning and assessment.

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- Callout 24)** 24/7 Vacation and Sick Hours – used in calculating staff’s annual and sick leave hours.
- Callout 25)** 24/7 T&C Ratio – used in calculating the program’s end strength.
- Callout 26)** 24/7 Revenue Escalation Factor – used in calculating budget parent fees.
- Callout 27)** 24/7 Leaders – indicates the number of authorized leaders for the 24/7 program.

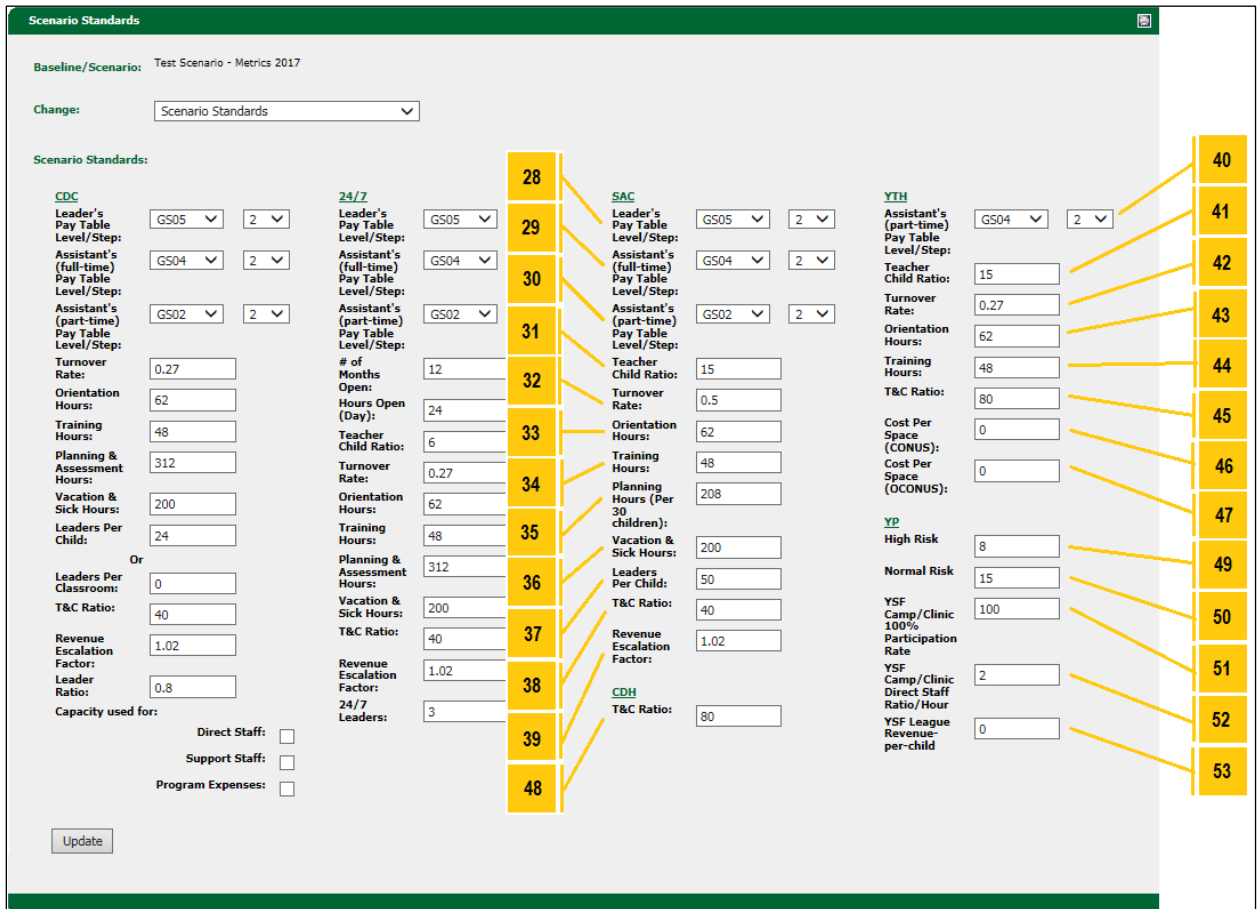


Figure 122: Scenario Standards Callouts 28 - 53

- Callout 28)** SAC Leader’s Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized SAC Leaders according to the Pay Grade and Pay Grade Step.
- Callout 29)** SAC Assistant’s (full-time) Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized SAC Assistants (full-time) according to the following fields.
- Callout 30)** SAC Assistant’s (part-time) Pay Table Level/Step – indicates the pay grade and step that shall be used for authorized SAC Assistants (part-time) according to the Pay Grade and Pay Grade Step.

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- Callout 31)** SAC Teacher Child Ratio – used in calculating the temporary FTE that is then used in calculating the program’s authorized FTEs.
- Callout 32)** SAC Turnover Rate – used in calculating the total number of new staff.
- Callout 33)** SAC Orientation Hours – used in calculating for the new staff’s total required hours of orientation.
- Callout 34)** SAC Training Hours – used in calculating the required hours of training.
- Callout 35)** SAC Planning and Assessment Hours –used in calculating the required hours for planning and assessment.
- Callout 36)** SAC Vacation and Sick Hours – used in calculating staff’s annual and sick leave hours.
- Callout 37)** SAC Leaders per Child – used in calculating the total number of leaders.
- Callout 38)** SAC T&C Ratio – used in calculating the program’s end strength.
- Callout 39)** SAC Revenue Escalation Factor – used in calculating budget parent fees.
- Callout 40)** YTH Assistant’s (part-time) Pay Table Level/Step – indicates the pay grade and step that shall be used for the authorized YTH Assistants (part-time) according to the Pay Grade and Pay Grade Step.
- Callout 41)** YTH Teacher Child Ratio – used in calculating the temporary FTE that is then used in calculating the program’s authorized FTEs.
- Callout 42)** YTH Turnover Rate – used in calculating the total number of new staff.
- Callout 43)** YTH Orientation Hours – used in calculating for the new staff’s total required hours of orientation.
- Callout 44)** YTH Training Hours – used in calculating the required hours of training.
- Callout 45)** YTH T&C Ratio – used in calculating the program’s end strength.
- Callout 46)** YTH Cost per Space (CONUS) – used in calculating YTH capacity if the YTH program’s installation uses the CONUS youth cost factor.
- Callout 47)** YTH Cost per Space (OCONUS) – used in calculating YTH capacity if the YTH program’s installation uses the OCONUS youth cost factor.
- Callout 48)** CDH T&C Ratio – used in calculating the program’s end strength.
- Callout 49)** YP High Risk – used in calculating the direct staff for the RSAP and Teen Business lines.
- Callout 50)** YP Normal Risk – used in calculating direct staff for the RSAP and Teen Business lines.
- Callout 51)** YSF Camp/Clinic/Tournament 100% Participation Rate – used in calculating the number of direct staff for a YSF Sport with the Camp/Clinic/Tournament format.

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Callout 52) YSF Camp/Clinic/Tournament Direct Staff Ratio/Hour – used in calculating the number of direct staff for a YSF Sport with the Camp/Clinic/Tournament format.

Callout 53) YSF League Revenue-per-child – used in calculating the league revenues for a YSF Sport with the League format.

3.17.2 Pay Table Level Setup

The screenshot shows the 'Scenario Standards' application window. At the top, it displays 'Baseline/Scenario: Test Scenario - Metrics 2017'. Below this, there is a 'Change:' dropdown menu set to 'Pay Table Level Setup'. Underneath, there is a 'Pay Table Levels:' label with a green plus icon. The main part of the window is a table with the following data:

Labor Code	Labor Code Step	Base Pay (2014)	2017	2018	2019	2020	2021	2022	Options
Cont	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	[Pencil] [X]
GS01	1	\$17,981.00	\$18,340.62	\$18,707.43	\$19,081.58	\$19,463.21	\$19,852.48	\$20,249.53	[Pencil] [X]
GS01	10	\$22,494.00	\$22,943.88	\$23,402.76	\$23,870.81	\$24,348.23	\$24,835.19	\$25,331.90	[Pencil] [X]
GS01	2	\$18,582.00	\$18,953.64	\$19,332.71	\$19,719.37	\$20,113.75	\$20,516.03	\$20,926.35	[Pencil] [X]
GS01	3	\$19,180.00	\$19,563.60	\$19,954.87	\$20,353.97	\$20,761.05	\$21,176.27	\$21,599.80	[Pencil] [X]
GS01	4	\$19,775.00	\$20,170.50	\$20,573.91	\$20,985.39	\$21,405.10	\$21,833.20	\$22,269.86	[Pencil] [X]

Below the table is a section titled 'Add a New Labor' with the following fields:

- Labor Code: Required
- Labor Code Step: Required
- Base Salary (2014): Required

At the bottom of this section is an 'Add' button. The table below the form shows the same columns as the main table, with the 2017 value being \$0.00.

Figure 123: Pay Table Level View

The Pay Table Level Setup menu provides the capability for HQ users to view only and administrator users to manage the list of all Pay Scales and their properties for a selected scenario.

To add a Pay Table Level, users with administrator access can click on the green plus icon next to the "Pay Table Levels:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Pay Table Level.

To edit a Pay Table Level, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Pay Table.

To delete a Pay Table Level, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up

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asking you to confirm if you want to delete the Pay Table Level. Click Okay to delete the Pay Table Level or cancel to stop the deletion process. If a Pay Table Level is associated to an Installation or Program, then that Pay Table Level cannot be removed until the listed Installations and Programs are no longer associated to it.

3.17.3 GL Codes

The screenshot shows the 'Scenario Standards' application interface. The top section, titled 'Scenario Standards', displays the 'Baseline/Scenario' as 'Test Scenario - Metrics 2017'. Below this, there is a 'Change:' dropdown menu set to 'GL Codes'. A green plus icon next to 'GL Codes:' indicates that the 'Add a New GL Code' pane is open. This pane contains the following fields and controls:

- GL Code Name:** A text input field with a red 'Required' label.
- GL Code Type:** A dropdown menu currently showing 'Resale Revenue'.
- Description:** A text area with a red 'Required' label.
- Non-labor:** A checkbox that is currently checked.
- Add:** A button at the bottom left of the pane.

The table in the top pane lists the following GL Codes:

Category	GL Code Type	GL Code	Code Description	Non-Labor	Options
Revenue	Other Revenue	569001	Advertising Revenue	<input checked="" type="checkbox"/>	
Revenue	Other Revenue	562600	Operating Grant-CYP HQ issued	<input checked="" type="checkbox"/>	
Revenue	Other Revenue	594000	Other Commissions	<input checked="" type="checkbox"/>	
Revenue	Other Revenue	569000	Other Revenue-Misc	<input checked="" type="checkbox"/>	
Revenue	Other Revenue	564000	Other Operating Grants (BGCA, 4H, ETC)	<input checked="" type="checkbox"/>	
Revenue	Program Revenue	501000	Program Revenue (Parent Fees)	<input checked="" type="checkbox"/>	

Figure 124: GL Codes View

The GL Codes menu provides the capability for HQ users to view only and administrators to manage the list of all GL Codes and their properties for a selected scenario, including whether that GL Code is available as a selection when adding/editing expenses.

To add a GL Code, users with administrator access can click on the green plus icon next to the "GL Codes:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new GL Code.

To edit a GL Code, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the GL Code.

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To delete a GL Code, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the GL Code. Click Okay to delete the Pay Table Level or cancel to stop the deletion process.

3.17.4 Labor Title

The screenshot displays the 'Scenario Standards' interface. At the top, it shows 'Baseline/Scenario: Test Scenario - Metrics 2017' and a 'Change:' dropdown menu set to 'Labor Titles'. Below this, there is a 'Labor Titles:' label with a green plus icon. A table lists several labor titles with their corresponding series codes and options. The table has three columns: 'Labor Title', 'Series Code', and 'Options'. The 'Options' column contains icons for edit (pencil), delete (red X), and add (green plus). Below the table is a section titled 'Add a New Labor Title' which contains a 'Labor Title:' text input field (marked as 'Required'), a 'Series Code:' dropdown menu (set to 'TEMP DESCRIP'), and an 'Add' button.

Labor Title	Series Code	Options
Assistant Director	Education and Training Technician	[Pencil] [Red X] [Green Plus]
CDC Director	General Education and Training	[Pencil] [Red X] [Green Plus]
CDC Director with Oversight	General Education and Training	[Pencil] [Red X] [Green Plus]
CDH Director	General Education and Training	[Pencil] [Red X] [Green Plus]
CDH Director with Oversight	General Education and Training	[Pencil] [Red X] [Green Plus]
CDH Monitor	Education and Training Technician	[Pencil] [Red X] [Green Plus]

Figure 125: Labor Title View

The Labor Title menu provides the capability for HQ users to view only and administrators to manage the list of all Labor Titles and their properties for a selected scenario.

To add a Labor Title, users with administrator access can click on the green plus icon next to the "Labor Titles:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Labor Title.

To edit a Labor Title, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Labor Title.

To delete a Labor Title, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Labor Title. Click Okay to delete

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the Labor Title or cancel to stop the deletion process. If a Labor Title is associated to an Installation or Program, then that Labor Title cannot be removed until the listed Installations and Programs are no longer associated to it.

3.17.5 Labor Types

The screenshot displays the 'Scenario Standards' interface. At the top, it shows 'Baseline/Scenario: Test Scenario - Metrics 2017'. Below this is a 'Change:' dropdown menu set to 'Labor Types'. A section labeled 'Labor Types:' contains a table with the following data:

Labor Type Code	Labor Type Name	Funding Type	Direct Staff Type	Options
APF	Appropriated Funds	APF		[Pencil] [X]
Contract	Contract	NAF		[Pencil] [X]
FN Direct	Direct Funding	NAF		[Pencil] [X]
FN Direct APF	Direct Funding	APF		[Pencil] [X]
FN Indirect	Indirect Funding	NAF		[Pencil] [X]
FN Indirect APF	Indirect Funding	APF		[Pencil] [X]

Below the table is a section titled 'Add a New Labor Type' with the following fields:

- Labor Type Code: Required
- Labor Type Name: Required
- Funding Type: (dropdown)
- Direct Staff Type:

An 'Add' button is located at the bottom of this section.

Figure 126: Labor Types View

The Labor Types menu provides the capability for HQ users to view only and administrators to manage the list of all Labor Types and their properties for a selected scenario.

To add a Labor Type, users with administrator access can click on the green plus icon next to the "Labor Types:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Labor Type.

To edit a Labor Type, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Labor Type.

To delete a Labor Type, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Labor Type. Click Okay to delete

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the Labor Types or cancel to stop the deletion process. If a Labor Type is associated to an Installation or Program, then that Labor Type cannot be removed until the listed Installations and Programs are no longer associated to it.

3.17.6 Labor Categories

The screenshot shows the 'Scenario Standards' window. At the top, it displays 'Baseline/Scenario: Test Scenario - Metrics 2017'. Below this is a 'Change:' dropdown menu currently set to 'Labor Categories'. Underneath, there is a '+' icon next to the label 'Labor Categories:'. A table lists the following categories:

Labor Category	Benefits Mult	Full-Time Leader	Full-Time Program Assist	Flex-Time Program Assist	Benefits Modifiable	Options
Contractor	0					[Pencil] [X]
Flex	0.115			✓		[Pencil] [X]
Foreign National	0					[Pencil] [X]
Full Time	0.32	✓	✓		✓	[Pencil] [X]
Full Time Civil Service	0.34				✓	[Pencil] [X]
Part-time	0.27					[Pencil] [X]

Below the table is a section titled 'Add a New Labor Category' with the following fields:

- Labor Category Name: Required
- Benefits Multiplier: Required
- Full Time Leader:
- Full Time Program Assistant:
- Flex Time Program Assistant:
- Benefits Modifiable:

An 'Add' button is located at the bottom of this section.

Figure 127: Labor Categories View

The Labor Categories menu provides the capability for HQ users to view only and administrators to manage the list of all Labor Categories and their properties for a selected scenario.

To add a Labor Category, users with administrator access can click on the green plus icon next to the "Labor Categories:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Labor Category.

To edit a Labor Category, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Labor Category.

To delete a Labor Category, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Labor Category. Click Okay to

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delete the Labor Category or cancel to stop the deletion process. If a Labor Category is associated to an Installation or Program, then that Labor Category cannot be removed until the listed Installations and Programs are no longer associated to it.

3.17.7 Occupation Series Codes

The screenshot shows the 'Scenario Standards' application window. At the top, it displays 'Baseline/Scenario: Test Scenario - Metrics 2017'. Below this, there is a 'Change:' dropdown menu set to 'Occupational Series Codes'. A 'Series Code:' label with a green plus icon is visible. The main part of the window is a table with the following data:

Series Code	Series Name	Active	Options
0000	Unknown		[Pencil] [X]
0188	Recreation Specialist		[Pencil] [X]
0301	Miscellaneous Administration and Program		[Pencil] [X]
0303	Miscellaneous Clerk and Assistant		[Pencil] [X]
0343	Management and Program Analysis		[Pencil] [X]
1101	General Business and Industry		[Pencil] [X]

Below the table is a section titled 'Add a New Series Code' with the following fields:

- Series Code: Required
- Series Name: Required
- Active:
- Buttons: Add

Figure 128: Occupation Series Codes View

The Occupation Series Codes menu provides the capability for HQ users to view only and administrators to manage the list of all Occupational Series Codes and their properties for a selected scenario.

To add an Occupation Series Code, users with administrator access can click on the green plus icon next to the "Series Code:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Occupational Series Code.

To edit an Occupation Series Code, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Occupation Series Code.

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To delete an Occupation Series Code, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Occupation Series Code. Click Okay to delete the Occupation Series Code or cancel to stop the deletion process. If an Occupation Series Code is associated to a Labor Title, then that Occupation Series Code cannot be removed until the listed Labor Titles are no longer associated to it.

3.17.8 Age Groups

Scenario Standards

Baseline/Scenario: CYP EMS TEST SERVER DEFAULT

Change: Age Groups

Age Groups: +

Age Group Name	Age Group Description	Teacher/Child Ratio	Options
Infant	Infant	4	
Pretodd	Pretoddler	5	
Toddler	Toddler	7	
Preschool	Preschooler	12	
Recreation Pre-School	Ages 3-5 Tiny Tots, Play Pal etc.	12	
School Age	School Age	15	

Add a New Age Group

Age Group Name: Required

Teacher/Child Ratio: Required

Age Group Description: Required

Inventory Preschool:

Add

Figure 129: Age Groups View

The Age Groups menu provides the capability for HQ users to view only and administrators to manage the list of all Age Groups and their properties for a selected scenario.

To add an Age Group, users with administrator access can click on the green plus icon next to the "Age Groups:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Age Group.

To edit an Age Group, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with

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information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Age Group.

To delete an Age Group, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Age Group. Click Okay to delete the Age Group or cancel to stop the deletion process.

3.17.9 Youth Component Types

The screenshot shows two panes from the 'Scenario Standards' application. The top pane, titled 'Scenario Standards', shows the 'Baseline/Scenario' as 'Test Scenario - Metrics 2017' and a dropdown menu set to 'Youth Component Types'. Below this is a table of 'Youth Component Types' with columns for 'Component Type Name', 'Component Type Description', and 'Options'. The table contains five rows: 'Community Events' (Special Events), 'Recreational Preschool' (Recreation Pre-School), 'Recreational School Age' (RSAP), 'Teen Program' (Teens (includes Pre-Teens)), and 'Youth Sports and Fitness' (YSF). Each row has a pencil icon for editing and a red 'X' icon for deleting. The bottom pane, titled 'Add a Youth Component Type', contains two required fields: 'Youth Component Type Name' and 'Description', each with a text input box and a 'Required' label. An 'Add' button is located at the bottom left of this pane.

Component Type Name	Component Type Description	Options
Community Events	Special Events	[Pencil] [X]
Recreational Preschool	Recreation Pre-School	[Pencil] [X]
Recreational School Age	RSAP	[Pencil] [X]
Teen Program	Teens (includes Pre-Teens)	[Pencil] [X]
Youth Sports and Fitness	YSF	[Pencil] [X]

Figure 130: Youth Component Types View

The Youth Component Types menu provides the capability for HQ users to view only administrators to manage the list of all Youth Component Types and their properties for a selected scenario.

To add a Youth Component Type, users with administrator access can click on the green plus icon next to the "Youth Component Types:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Youth Component Type.

To edit a Youth Component Type, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Youth Component Type.

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To delete a Youth Component Type, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Youth Component Type. Click Okay to delete the Youth Component Type or cancel to stop the deletion process.

3.17.10 Youth Age Groups

The screenshot shows the 'Scenario Standards' window. At the top, it indicates the 'Baseline/Scenario' is 'Test Scenario - Metrics 2017'. Below this, a 'Change:' dropdown menu is set to 'Youth Age Groups'. A section titled 'Youth Age Groups:' contains a table with the following data:

Age Group Name	Age Group Description	Options
All Youth 0-18	All age groups	[Pencil] [Red X]
Children 3-5	Children 3-5	[Pencil] [Red X]
Teens 13-18		[Pencil] [Red X]
Youth 6-12		[Pencil] [Red X]
Youth/Teens 6-18	For smaller programs	[Pencil] [Red X]

Below the table is a section titled 'Add a Youth Age Group' with two input fields: 'Youth Age Group Name:' and 'Description:'. Both fields are marked as 'Required'. An 'Add' button is located at the bottom left of this section.

Figure 131: Youth Age Groups View

The Youth Age Groups menu provides the capability for HQ users to view only administrators to manage the list of all Youth Age Groups and their properties for a selected scenario.

To add a Youth Age Group, users with administrator access can click on the green plus icon next to the "Youth Age Groups:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Youth Age Group.

To edit a Youth Age Group, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Youth Age Group.

To delete a Youth Age Group, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open

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pop-up asking you to confirm if you want to delete the Youth Age Group. Click Okay to delete the Youth Age Group or cancel to stop the deletion process.

3.17.11 SAC Component Types

Component Type Name	Component Type Description	Options
1/2 Kindergarten		[Pencil] [X]
After School		[Pencil] [X]
Before School		[Pencil] [X]
Camps/Holiday		[Pencil] [X]
Other		[Pencil] [X]
Spring Camp		[Pencil] [X]

Add a SAC Component Type

SAC Component Type Name: Required

Description: Required

Add

Figure 132: SAC Component Types View

The SAC Component Types menu provides the capability for HQ users to view only and administrators to manage the list of all SAC Component Types and their properties for a selected scenario.

To add a SAC Component Type, users with administrator access can click on the green plus icon next to the "SAC Component Types:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new SAC Component Type.

To edit a SAC Component Type, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the SAC Component Type.

To delete a SAC Component Type, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the SAC Component Type.

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Click Okay to delete the SAC Component Type or cancel to stop the deletion process.

3.17.12 Installation Sizes

The screenshot displays two main sections. The top section, titled "Scenario Standards", shows the current scenario as "CYP EMS TEST SERVER, DEFAULT". Below this, there is a "Change:" dropdown menu currently set to "Installation Sizes". Underneath, there is a green plus icon next to the label "Installation Sizes:". Below this is a table with the following structure:

Installation Size	Minimum	Maximum	Options
There are currently no installation sizes added to the mix.			

The bottom section, titled "Add a New Installation Size", contains the following fields and controls:

- "Installation Size Name:" followed by a text input field and a "Required" label.
- "Minimum:" followed by a text input field.
- "Maximum:" followed by a text input field and a "Required" label.
- An "Add" button at the bottom left.

Figure 133: Installation Sizes View

The Installation Sizes menu provides the capability for HQ to view only and administrative users to manage the list of installation sizes in the current scenario. Upon the editing or deleting of an installation size, all installation support staff standards that are associated to the installation size shall be re-evaluated and re-applied.

To add an Installation Size, users with administrator access can click on the green plus icon next to the "Installation Sizes:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Installation Size.

To edit an Installation Size, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Installation Size.

To delete an Installation Size, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Installation Size. Click Okay to delete the Installation Size or cancel to stop the deletion process.

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3.17.13 Program Sizes

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: Program Sizes

Field: Program

Value: Child Development Center, Child Development Group Homes, Child Development Homes, School Age Care, Youth Programs

Program Sizes: +

Program Size	Minimum	Maximum	Options
Mini-CDC	0	0	[Pencil] [X]
Extra Small	1	27	[Pencil] [X]
Small	28	100	[Pencil] [X]
Medium	101	199	[Pencil] [X]
Large	200	299	[Pencil] [X]
Extra Large	300	999	[Pencil] [X]

Add a New Program Size

Program Size Name: Required

Minimum (Enrollment): Maximum (Enrollment): Required

Add

Figure 134: Program Sizes View

The Program Sizes menu provides the capability for HQ to view only and administrators to manage the list of program sizes in the current scenario. Upon the editing or deleting of a program size, all program support staff standards that are associated to the program size shall be re-evaluated and re-applied.

To add a Program Size, users with administrator access can click on the green plus icon next to the "Program Sizes:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Program Size.

To edit a Program Size, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Program Size.

To delete a Program Size, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Program Size. Click Okay to delete the Program Size or cancel to stop the deletion process.

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3.17.14 Subsidy Standards

Subsidy Name	Avg # of Children Receiving Subsidy	Avg Amount of Weekly Subsidy	Total Annual Subsidy	Options
Accredited Full-Time Care Subsidy 24 months - 5 years	0	\$0.00	\$0.00	
Accredited Full-Time Care Subsidy 4 weeks - 23 months	0	\$0.00	\$0.00	
Accredited SAC Subsidy	0	\$0.00	\$0.00	
Extended Care Subsidy	0	\$0.00	\$0.00	
Full-Time Care Subsidy 4 weeks - 23 months	0	\$0.00	\$0.00	
Full-Time Care Subsidy 24 months - 5 years	0	\$0.00	\$0.00	
TOTAL			===== \$0.00	

Add a New Subsidy

Subsidy Title: Required

Avg # of Children Receiving Subsidy: Required

Avg Amount of Weekly Subsidy: \$ Required

Figure 135: Subsidy Standards View

The Subsidy Standards menu provides the capability for HQ users to view only and administrative users to manage the list of all Subsidy Standards and their properties for a selected scenario.

To add a Subsidy Standard, users with administrator access can click on the green plus icon next to the "Subsidies:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Subsidy Standard.

To edit a Subsidy Standard, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Subsidy Standard.

To delete a Subsidy Standard, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Subsidy Standard. Click Okay to delete the Subsidy Standard or cancel to stop the deletion process.

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3.17.15 Incentive Standards

Incentive Name	# of Providers Receiving Incentive	Annual Incentive	Total Annual Incentive	Options
Annual Retention Incentive	0	\$250.00	\$0.00	
NAFCC Accreditation Incentive	0	\$500.00	\$0.00	
Relocation Incentive	0	\$250.00	\$0.00	
TOTAL			=====	
			\$0.00	

Incentive Name:	<input type="text"/>	Required
# of Providers Receiving Incentive:	<input type="text"/>	Required
Annual Incentive:	<input type="text"/>	Required

Figure 136: Incentive Standards View

The Incentive Standards menu provides the capability for HQ users to view only and administrative users to manage the list of all Incentive Standards and their properties for a selected scenario.

To add an Incentive Standard, users with administrator access can click on the green plus icon next to the "Incentives:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Incentive Standard.

To edit an Incentive Standard, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Incentive Standard.

To delete an Incentive Standard, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Incentive Standard. Click Okay to delete the Incentive Standard or cancel to stop the deletion process.

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3.17.16 Region Support Staff

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: Region Support Staff

Field: Region

Value:

- CNIC HQ
- EURAFSWA**
- Hawaii
- Japan
- Joint: Region Marianas
- Korea

Support Staff Labor Mix:

Position Title	Pay Table	Step	Category	Labor Type	Salary	Authorized FTE	Options
Region CYP Manager	GS13	5	Full Time	NAF	\$83,683.86	1	
Region Program Analyst	GS11	5	Full Time	NAF	\$58,713.24	1	
FTE TOTAL						=====	
						2	

Add a New Support Staff Position

Position Title: Assistant Director

Pay Table Level: Cont Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually)

Associated Program: CDC

Labor Type: NAF Category: Full Time

Authorized FTE: 1

Change Rationale:

Add

Figure 137: Region Support Staff View

The Region Support Staff menu provides the capability for HQ users to view only and administrative users to manage the list of authorized region support staff for each region in the current scenario. Upon adding, editing, or deleting a Region Support Staff standard, all regions that would be affected by the change shall have their associated authorized program support staff updated accordingly.

To add a Region Support Staff, users with administrator access can click on the green plus icon next to the "Support Staff Labor Mix:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Region Support Staff.

To edit a Region Support Staff, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Region Support Staff.

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To delete a Region Support Staff, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Region Support Staff. Click Okay to delete the Region Support Staff or cancel to stop the deletion process.

3.17.17 Installation Support Staff

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: Installation Support Staff

Field: Installation

Value: Anacostia Bolling, Andersen, Annapolis, Atsugi, Bahrain, Barking Sands

Support Staff Labor Mix:

Position Title	Pay Table	Step	Category	Labor Type	Salary	Authorized FTE	Options
Assistant Director	GS07	5	Full Time	NAF	\$39,672.90	1	
Installation CYP Director	GS13	3	Full Time	NAF	\$78,761.34	1	
School Bus Administrator	GS09	5	Full Time	NAF	\$48,526.50	1	
School Liaison	GS11	5	Full Time	NAF	\$58,713.24	1	
YSF Coordinator	GS09	5	Full Time	NAF	\$48,526.50	1	
FTE TOTAL						=====	5

Add a New Support Staff Position

Position Title: Assistant Director

Pay Table Level: Cont Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually)

Associated Program: CDC

Labor Type: NAF Category: Full Time

Authorized FTE: 1

Change Rationale:

Add

Figure 138: Installation Support Staff View

The Installation Support Staff menu provides the capability for HQ users to view only and administrative users to manage the list of authorized installation support staff for each installation in the current scenario. Upon the adding, editing, or deleting of an Installation Support Staff standard, all installations that would be affected by the change shall have their associated authorized program support staff updated accordingly.

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To add an Installation Support Staff, users with administrator access can click on the green plus icon next to the "Support Staff Labor Mix:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Installation Support Staff.

To edit an Installation Support Staff, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Installation Support Staff.

To delete an Installation Support Staff, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Installation Support Staff. Click Okay to delete the Installation Support Staff or cancel to stop the deletion process.

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3.17.18 Program Support Staff

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: Program Support Staff

Field: **Program** **Installation Program Size** **Oversight Type**

Value: Child Development Center
Child Development Group Homes
Child Development Homes
School Age Care
Youth Programs Please select a program Non-Oversight
Oversight

Affected Programs: None Available

Support Staff Labor Mix: +

Position Title	Pay Table	Step	Category	Labor Type	Salary	Authorized FTE	Options
Assistant Director	GS07	5	Full Time	NAF	\$39,672.90	1	
Installation CYP Director	GS13	3	Full Time	NAF	\$78,761.34	1	
School Bus Administrator	GS09	5	Full Time	NAF	\$48,526.50	1	
School Liaison	GS11	5	Full Time	NAF	\$58,713.24	1	
YSF Coordinator	GS09	5	Full Time	NAF	\$48,526.50	1	
FTE TOTAL						=====	5

Add a New Support Staff Position

Position Title: Assistant Director

Pay Table Level: Cont Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually)

Labor Type: NAF Category: Full Time

Authorized FTE: 1

Change Rationale:

Add

Figure 139: Program Support Staff View

The system shall provide the capability for HQ users to view only and administrative users to manage the list of authorized program support staff for all installation programs in the current scenario, based on the combined program type, program size, and oversight type of the installation programs. Upon the adding, editing, or deleting of a program-support staff standard, all scenario installation programs that would be affected by the change shall have their associated authorized program support staff updated accordingly.

To add a Program Support Staff, users with administrator access can click on the green plus icon next to the "Support Staff Labor Mix:" label. This will open a new pane with information fields that need to be filled in. After adding

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all the required information, click on the Add button to add the new Program Support Staff.

To edit a Program Support Staff, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Program Support Staff.

To delete a Program Support Staff, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Program Support Staff. Click Okay to delete the Program Support Staff or cancel to stop the deletion process.

3.17.19 T&C Specialists

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: T&C Specialists

T&C Specialists Labor Mix:

Position Title	Pay Table	Step	Category	Labor Type	Salary	Minimum End Strength	Maximum End Strength	FTE	Options
T&C Assistant	GS07	5	Full Time	NAF	\$39,672.90	1.25	2	1	[Pencil] [X]
T&C Assistant	GS07	5	Full Time	NAF	\$39,672.90	2.26	3	1	[Pencil] [X]
T&C Assistant	GS07	5	Full Time	NAF	\$39,672.90	3.01	3.25	1	[Pencil] [X]
T&C Assistant	GS07	5	Full Time	NAF	\$39,672.90	3.26	4	2	[Pencil] [X]
T&C Assistant	GS07	5	Full Time	NAF	\$39,672.90	4.01	4.25	1	[Pencil] [X]
T&C Assistant	GS07	5	Full Time	NAF	\$39,672.90	4.26	5	2	[Pencil] [X]

Add a New T&C Specialist

Position Title: Assistant Director

Pay Table Level: Cont Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually)

Labor Type: NAF Category: Full Time

Minimum: [] Maximum: [] Required

Associated Program: CDC Authorized FTE: [] Required

Change Rationale: []

Add

Figure 140: T&C Specialists View

The T&C Specialists menu provides the capability for HQ users to view only and administrative users to manage the list of authorized T&C Specialists for specific ranges of End Strength within each installation in the current scenario. Upon the adding, editing, or deleting of a T&C Specialist standard, all installations

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that would be affected by the change shall have their associated authorized T&C specialists updated accordingly.

To add a T&C Specialist, users with administrator access can click on the green plus icon next to the “T&C Specialist Labor Mix:” label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new T&C Specialist.

To edit a T&C Specialist, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the T&C Specialist.

To delete a T&C Specialist, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the T&C Specialist. Click Okay to delete the T&C Specialist or cancel to stop the deletion process.

3.17.20 Region Expenses

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: Region Expenses

Field: Region

Value: CNIC.HQ, EURAFSWA, Hawaii, Japan, Joint Region Marianas, Korea

Expense Mix: +

Expense Title	GL Code	Authorized Cost	Options
CVP HQ Staff	000000	\$4,800,000.00	[Add] [Edit] [Delete]
Outreach Spaces	000000	\$2,500,000.00	[Add] [Edit] [Delete]
Respite Care	000000	\$3,000,000.00	[Add] [Edit] [Delete]

Add a New Expense

Expense Name: Required

GL Code: 000000 - Authorized Non-Labor Expenses (Navy Standard)

Associated Program: CDC

Authorized Cost: \$ Required

Add

Figure 141: Region Expenses View

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The Region Expenses menu provides the capability for HQ users to view only and administrators to manage the list of standard expenses for every region within a selected scenario.

To add a Region Expense, users with administrator access can click on the green plus icon next to the "Expense Mix:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Region Expense.

To edit a Region Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Region Expense.

To delete a Region Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Region Expense. Click Okay to delete the Region Expense or cancel to stop the deletion process.

3.17.21 Installation Expenses

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: Installation Expenses

Field: Installation

Value: Anacostia Bolling, Andersen, Annapolis, Atsugi, Bahrain, Barking Sands

Expense Mix: +

Expense Title	GL Code	Authorized Cost	Options
Installation Expenses Example	000000	\$10,000.00	

Add a New Expense

Expense Name: Required

GL Code: 000000 - Authorized Non-Labor Expenses (Navy Standard)

Associated Program: CDC

Authorized Cost: \$ Required

Add

Figure 142: Installation Expenses View

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The Installation Expenses menu provides the capability for HQ users to view only and administrators to manage the list of standard expenses for every installation within a selected region.

To add an Installation Expense, users with administrator access can click on the green plus icon next to the "Expense Mix:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Installation Expense.

To edit an Installation Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Installation Expense.

To delete an Installation Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Installation Expense. Click Okay to delete the Installation Expense or cancel to stop the deletion process.

3.17.22 Program Expenses

Scenario Standards

Baseline/Scenario: FY21 Budget v2

Change: Program Expenses

Program

- Child Development Center
- Child Development Group Homes
- Child Development Homes
- School Age Care
- Youth Programs
- Youth Programs (New)

Cost Factor

- CONUS
- OCONUS

Expense Mix: +

Expense Title	GL Code	Navy Standard (per child)	Options
Authorized Expense Budget	000000	\$102.31	

Add a New Expense

Expense Name: Required

GL Code: 000000 - Authorized Non-Labor Expenses (Navy Standard)

Navy Standard (per child): \$ Required

Add

Figure 143: Program Expenses View

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The Program Expenses menu provides the capability for HQ to view only and administrative users to manage the list of standard expenses for every program within a selected scenario.

To add a Program Expense, users with administrator access can click on the green plus icon next to the "Expense Mix:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Program Expense.

To edit a Program Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Program Expense.

To delete a Program Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Program Expense. Click Okay to delete the Program Expense or cancel to stop the deletion process.

3.17.23 Region Overhead Multipliers

Scenario Standards

Baseline/Scenario: FY18 Requirements v1

Change: Region Overhead Multipliers

Region Overhead Expense Info:

Region Overhead Expense Title: Overhead

GL Code: 000000 - Authorized Non-Labor Expenses (Navy Standard)

Update

Region Overhead Multipliers Mix:

Region	Percent/Dollar Amount	Overhead Value	Options
CNIC HQ	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0	Update
EURAFSWA	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Hawaii	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Japan	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Joint Region Marianas	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Korea	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Mid-Atlantic	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Naval District Washington	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Northwest	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Singapore	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Southeast	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update
Southwest	<input checked="" type="radio"/> Percent <input type="radio"/> Dollar Amount	0.07	Update

Figure 144: Region Overhead Multipliers View

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The Region Overhead Multipliers menu provides the capability for HQ users to view only and administrative users to manage the title and GL Code of an Overhead expense that is automatically generated for each region within a selected scenario and set, by region, the cost of that expense to either be a certain percentage of the regions total revenue or set cost.

To update Region Overhead Expense Information, administrators can enter new information into the Region Overhead Expense Info box and press the update button to commit their changes. To update Region Overhead Multipliers, administrators can select a Region from the Region Overhead Multiplier Mix table, make changes to the Percent/Dollar Amount and Overhead Value columns, and then click on the Update button under the Options column.

The Percent and Dollar Amount modifiers affect the Region Overhead expense Cost Calculation. If 'Percent' is selected then the overhead expense cost is the total revenue for the corresponding region multiplied by the over value entered. If 'Dollar Amount' is selected then the expense cost is equal to the overhead value entered.

3.17.24 Benefit Rate Multipliers

The screenshot shows the 'Scenario Standards' window with the following details:

- Baseline/Scenario:** Test Scenario - Metrics 2017
- Change:** Benefit Rate Multipliers
- Field:** Region, Labor Type
- Value:** Region: EURAFSWA; Labor Type: APF
- Benefit Multiplier:** A table with columns for Installation, Full Time Civil Service, and Options.

Installation	Full Time Civil Service	Options
Bahrain	0.27	Update
Naples	0.27	Update
Rota	0.27	Update

Figure 145: Benefit Rate Multipliers View

The Benefit Rate Multipliers menu provides the capability for HQ users to view only and administrative users to manage the list of all Benefit Rate Multipliers and their properties for a selected scenario.

To update a Benefit Rate Multiplier, administrators can select a Region and Labor Type from the Value menus, and then find the Installation from the

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Benefit Rate Multiplier table that needs to be updated. Enter a new value into the Full Time Civil Service column and click the Update button under the Options column, which will then update that value for the installation have their associated modifiers updated accordingly. To update all installations under a Region and Labor Type enter a value into the Global Update field and press the Update All button.

3.17.25 Installation Details

Installation	Region	Authorization %	Locality Multiplier	Options
Anacostia Bolling (Joint Base)	Naval District Washington	10	1.2478	Update
Andersen (Air Force Base)	Joint Region Marianas	10	1.2667	Update
Annapolis (Naval Support Activity)	Naval District Washington	10	1.2478	Update
Atsugi (Naval Air Facility)	Japan	10	1	Update
Bahrain (Naval Support Activity)	EURAFSWA	10	1	Update
Barking Sands (Pacific Missile Range Facility)	Hawaii	10	1.2886	Update
Bethesda (Naval Support Activity)	Naval District Washington	10	1.2478	Update
China Lake (Naval Air Weapons Station)	Southwest	10	1.2765	Update
Chinhae (Fleet Activities)	Korea	10	1.1435	Update
CNIC (HQ)	CNIC HQ	0	1.25	Update
Coronado (Naval Base)	Southwest	10	1.2473	Update
Corpus Christi (Naval Air Station)	Southeast	10	1.1435	Update
Crane (Naval Support Activity)	Mid-Atlantic	10	1.1435	Update

Figure 146: Installation Details View

The Installation Details menu provides the capability for HQ users to view only and administrative users to manage the locality multiplier and authorization percentage for each installation within a selected scenario.

To update an Installation Detail, administrators can locate the installation they wish to modify from the Installation Details grid, input new values into the Authorization % and Locality Multiplier columns, and then press the Update button located under the Options column.

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3.17.26 YSF Age Groups

Age Group Name	Sport Category	Options
Baseline Age Group	Baseline	[Pencil] [X] [Up Arrow]
Local Age Group	Locally Selected	[Pencil] [X] [Down Arrow]
Smart Start Age Group	Smart Start	[Pencil] [X]

Add a New YSF Age Group

YSF Age Group Name: Required

Sports Categories: Smart Start, Locally Selected, Baseline Required

Figure 147: YSF Age Groups View

The YSF Age Groups menu provides the capability for HQ users to view only and administrative users to manage the list of all YSF Age Groups and their properties for a selected scenario.

To add an YSF Age Group, users with administrator access can click on the green plus icon next to the “YSF Age Group:” label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new YSF Age Group.

To edit an YSF Age Group, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the YSF Age Group.

To delete an YSF Age Group, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the YSF Age Group. Click Okay to delete the YSF Age Group or cancel to stop the deletion process.

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3.17.27 YSF Sport Categories

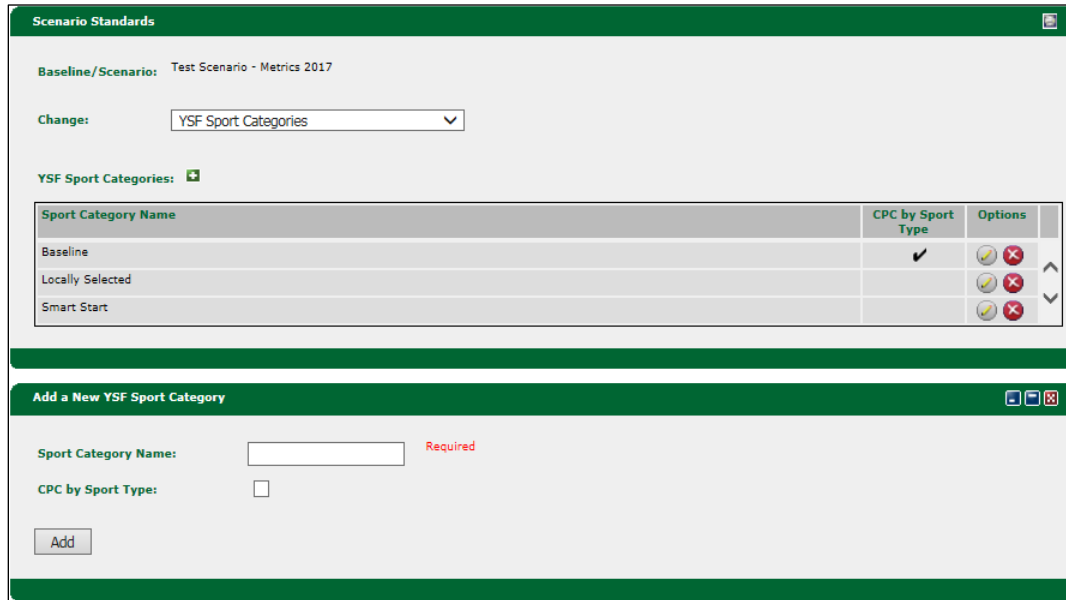


Figure 148: YSF Sport Categories View

The YSF Sport Categories menu provides the capability for HQ users to view only and administrative users to manage the list of all YSF Sport Categories and their properties for a selected scenario.

To add an YSF Sport Category, users with administrator access can click on the green plus icon next to the "YSF Sport Category:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new YSF Sport Category.

To edit an YSF Sport Category, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the YSF Sport Category.

To delete an YSF Sport Category, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the YSF Sport Category. Click Okay to delete the YSF Sport Category or cancel to stop the deletion process.

Marking a Sport Category as 'CPC by Sport Type' allows it to be displayed in the YP Business Line Expense Standards Grid for YSF with a single row for each sport category where 'CPC by sport type' is true and a row for each sport type under a sport category if 'CPC by sport type' is set to false. (Section 3.16.29).

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3.17.28 YSF Sport Types

Sport Type Name	Children Per Team	Min # of Events	Hours Allotted	Options
YSF Smart Start	10	5	10	

Sport Type Name:	<input type="text"/>	Required
Children Per Team:	<input type="text"/>	Required
Minimum # of Events per Week Per Team:	<input type="text"/>	Required
Hours Allotted for Admin Tasks:	<input type="text"/>	Required

Figure 149: YSF Sport Types View

The YSF Sport Types menu provides the capability for HQ users to view only and administrative users to manage the list of all YSF Sport Types and their properties for a selected scenario.

To add an YSF Sport Type, users with administrator access can click on the green plus icon next to the “YSF Sport Types:” label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new YSF Sport Type.

To edit an YSF Sport Type, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the YSF Sport Type.

To delete an YSF Sport Type, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the YSF Sport Type. Click Okay to delete the YSF Sport Type or cancel to stop the deletion process.

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3.17.29 YP Business Line Sizes

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: YP Business Line Sizes

Field: Business Line

Value: Community Events

YP Business Line Sizes: +

Business Line Size	Minimum	Maximum	Options
CE Size Example	1	10	

Add a YP Business Line Size

YP Size Name: Required

Minimum: Required Maximum: Required

Add

Figure 150: YSF Business Line Sizes View

The YP Business Line Sizes menu provides the capability for HQ users to view only administrative users to manage the list of all YP business line sizes and their properties for a selected scenario.

To add an YP Business Line Size, users with administrator access can click on the green plus icon next to the "YP Business Line Sizes:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new YP Business Line Size.

To edit an YP Business Line Size, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the YP Business Line Size.

To delete an YP Business Line Size, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the YP Business Line Size. Click Okay to delete the YP Business Line Size or cancel to stop the deletion process. If a YP Business Line Size is associated to a Support Staff, then that Pay Table Level cannot be removed until the listed Support Staff are no longer associated to it.

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The size of a business line depends on what type of business line it is, along with the maximum and minimum values that are set. For example, SAC business line sizes are the sum of the prorated enrollment of all the SAC components, and that sum must fall between the maximum and minimum values. YSF business line sizes are the sum of the average participants of all the YSF Sports. All other business line sizes (Teen, CE, RSAP, and Rec PS) are the sum of the authorized direct staff FTE for the business line events.

3.17.30 YP Business Line Support Staff Standards

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: YP Business Line Support Staff Standards

Field: Business Line Business Line Sizes

Value: Community Events CE Size Example (1 <-> 10)
 CYES
 REC Preschool
 RSAP
 SAC
 Teens

YP Business Line Labor: +

Position Title	Pay Table Level	Pay Table Step	Labor Category	Labor Type	Salary	Authorized FTE	Options
Assistant Director	Cont	0	Full Time	NAF	\$0.00	1	

Add a YP Business Line Support Staff position

Position Title: Assistant Director

Pay Table Level: Cont Pay Table Step: 0 (\$0.00 hourly/\$0.00 annually)

Labor Type: NAF Labor Category: Full Time

Authorized FTE: Required

Add

Figure 151: YSF Business Line Support Staff Standards View

The YP Business Line Support Staff Standards menu provides the capability for HQ users to view only and administrative users to manage the list of all YP business line support staff standards and their properties for a selected scenario.

To add an YP Business Line Support Staff Standard, users with administrator access can click on the green plus icon next to the “YP Business Line Labor:” label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new YP Business Line Support Staff.

To edit an YP Business Line Support Staff, administrators can click on the pencil icon under the Options column on the row they want to edit. This will

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open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the YP Business Line Support Staff.

To delete an YP Business Line Support Staff, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the YP Business Line Support Staff. Click Okay to delete the YP Business Line Support Staff or cancel to stop the deletion process.

3.17.31 YP Business Line Support Staff Exceptions

Position Title	Pay Table Level	Pay Table Step	Labor Category	Labor Type	Salary	Authorized FTE	Options
Assistant Director	Cont	0	Full Time	NAF	\$0.00	1	

Position Title:	Assistant Director		
Pay Table Level:	Cont	Pay Table Step:	0 (\$0.00 hourly/\$0.00 annually)
Labor Type:	NAF	Labor Category:	Full Time
Authorized FTE:	<input type="text"/>	Required	

Add

Figure 152: YSF Business Line Support Staff Exceptions View

The YP Business Line Support Staff Exceptions menu provides the capability for HQ users to view only and administrative users to manage the list of authorized YP business line support staff exceptions (direct creation of an authorized support staff) for each YP program business line in the current scenario separate from the authorized support staff standards. Upon the adding, editing, or deleting of a business line support staff exceptions, all business lines that would be affected by the change shall have their associated authorized business line support staff updated accordingly.

To add an YP Business Line Support Staff Exception, users with administrator access can select an Installation with an existing YP program and Business Line, and then click on the green plus icon next to the "YP Business

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Line Labor:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new YP Business Line Support Staff Exception.

To edit an YP Business Line Support Staff Exception, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the YP Business Line Support Staff Exception.

To delete an YP Business Line Support Staff Exception, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the YP Business Line Support Staff. Click Okay to delete the YP Business Line Support Staff Exception or cancel to stop the deletion process.

3.17.32 YP Business Line Expense Standards

The YP Business Line Expense menu provides the capability for HQ users to view only and administrative users to manage the list of YP Business Line Expenses for each YP program in a selected scenario.

Community Events

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: YP Business Line Expenses

Field: YP Business Line

Value: Community Events
CYES
REC Preschool
RSAP
SAC
Teens

YP Business Line Expenses:

Expense Title	GL Code	Minimum	Maximum	Navy Standard	Options
CE Example	000000	1	10	\$10000.00	

Add a New Expense Standard

Expense Title:

GL Code: 000000 - Authorized Non-Labor Expenses (Navy Standard)

Minimum: Maximum:

Navy Standard: \$

Figure 153: Community Events Expense Standards View

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The Community Events YP Business Line Expenses menu provides the capability for HQ users to view only and administrators to manage the community event business line expense standards under the selected scenario.

To add a Community Event YP Business Line Expense, users with administrator access can click on the green plus icon next to the “YP Business Line Expense:” label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Community Event YP Business Line Expense.

To edit a Community Event YP Business Line Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Community Event YP Business Line Expense.

To delete a Community Event YP Business Line Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Community Event YP Business Line Expense. Click Okay to delete the Community Event YP Business Line Expense or cancel to stop the deletion process.

CYES

The screenshot shows the 'Scenario Standards' application window. At the top, it displays 'Baseline/Scenario: Test Scenario - Metrics 2017'. Below this, there is a 'Change:' dropdown menu set to 'YP Business Line Expenses'. The 'Field:' section shows a 'YP Business Line' dropdown menu with 'Community Events' selected. Below this, there are three dropdown menus for 'Installation' (Kitsap), 'YP Program' (YP Program), and 'Business Line' (CYES Example). A table below shows the 'YP Business Line Expenses' with one row: 'CYES Example' with a 'GL Code' of '000000' and an 'Authorized Cost' of '\$100000.00'. At the bottom, there is a form titled 'Add a New Expense Standard' with fields for 'Expense Title', 'GL Code' (set to '000000 - Authorized Non-Labor Expenses (Navy Standard)'), and 'Authorized Cost', and an 'Add' button.

Figure 154: CYES Expense Standards View

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The CYES YP Business Line Expense menu provides the capability for HQ users to view only and administrators to manage the CYES business line expense standards under the selected scenario.

To add a CYES YP Business Line Expense, users with administrator access can click on the green plus icon next to the “YP Business Line Expense:” label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new CYES YP Business Line Support Staff.

To edit a CYES YP Business Line Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the CYES YP Business Line Expense.

To delete a CYES YP Business Line Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the CYES YP Business Line Expense. Click Okay to delete the CYES YP Business Line Support Staff or cancel to stop the deletion process.

REC Preschool

The screenshot displays the 'Scenario Standards' application interface. At the top, the 'Baseline/Scenario' is set to 'Test Scenario - Metrics 2017'. The 'Change' dropdown is set to 'YP Business Line Expenses'. The 'Field' is 'YP Business Line', and the 'Value' dropdown is open, showing options: 'Community Events', 'CYES', 'REC Preschool' (highlighted), 'RSAP', 'SAC', and 'Teens'. Below this, a table lists 'YP Business Line Expenses' with one entry: 'Rec PS Expense' with a 'GL Code' of '000000' and a 'Navy Standard (per child)' of '\$10000.00'. The 'Options' column for this entry contains icons for edit, delete, and refresh. At the bottom, a pane titled 'Add a New Expense Standard' is open, showing fields for 'Expense Title' (required), 'GL Code' (set to '000000 - Authorized Non-Labor Expenses (Navy Standard)'), and 'Navy Standard (per child)' (required), with an 'Add' button.

Figure 155: Rec Preschool Events Standards View

The Rec Preschool YP Business Line Expense menu provides the capability for HQ users to view only and administrators to manage the Rec Preschool business line expense standards under the selected scenario.

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To add a Rec Preschool YP Business Line Expense, users with administrator access can click on the green plus icon next to the “YP Business Line Expense:” label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Rec Preschool YP Business Line Support Staff.

To edit a Rec Preschool YP Business Line Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Rec Preschool YP Business Line Expense.

To delete a Rec Preschool YP Business Line Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Rec Preschool YP Business Line Expense. Click Okay to delete the Rec Preschool YP Business Line Support Staff or cancel to stop the deletion process.

RSAP

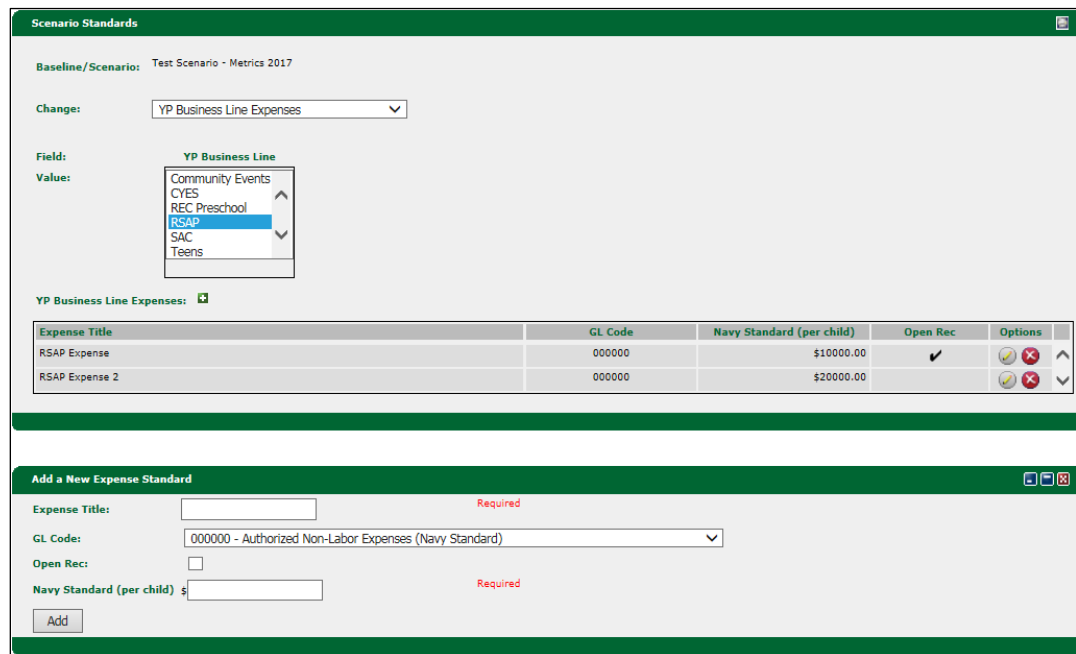


Figure 156: RSAP Expense Standards View

The RSAP YP Business Line Expense menu provides the capability for HQ users to view only administrators to manage the RSAP business line expense standards under the selected scenario.

To add a RSAP YP Business Line Expense, users with administrator access can click on the green plus icon next to the “YP Business Line Expense:” label.

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This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new RSAP YP Business Line Support Staff.

To edit a RSAP YP Business Line Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the RSAP YP Business Line Expense.

To delete a RSAP YP Business Line Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the RSAP YP Business Line Expense. Click Okay to delete the RSAP YP Business Line Support Staff or cancel to stop the deletion process.

SAC

Expense Title	GL Code	Navy Standard (per child)	Options
SAC Expense	000000	\$10000.00	

Expense Title:	<input type="text"/>	Required
GL Code:	000000 - Authorized Non-Labor Expenses (Navy Standard)	
Navy Standard (per child):	<input type="text"/>	Required

Add

Figure 157: SAC Expense Standards View

The SAC YP Business Line Expenses menu provides the capability for HQ users to view only and administrators to manage the SAC business line expense standards under the selected scenario.

To add a SAC YP Business Line Expense, users with administrator access can click on the green plus icon next to the "YP Business Line Expense:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new SAC YP Business Line Support Staff.

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To edit a SAC YP Business Line Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the SAC YP Business Line Expense.

To delete a SAC YP Business Line Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the SAC YP Business Line Expense. Click Okay to delete the SAC YP Business Line Support Staff or cancel to stop the deletion process.

Teens

Expense Title	GL Code	Navy Standard (per child)	Open Rec	Options
Teen Expense	000000	\$10000.00		[Pencil] [X] [Up Arrow]
Teen Expense 2	000000	\$20000.00	<input checked="" type="checkbox"/>	[Pencil] [X] [Down Arrow]

Expense Title:	<input type="text"/>	Required
GL Code:	<input type="text" value="000000 - Authorized Non-Labor Expenses (Navy Standard)"/>	
Open Rec:	<input type="checkbox"/>	
Navy Standard (per child):	<input type="text"/>	Required
<input type="button" value="Add"/>		

Figure 158: Teens Expense Standards View

The Teens YP Business Line Expenses menu provides the capability for HQ users to view only and administrators to manage the Teens business line expense standards under the selected scenario.

To add a Teen YP Business Line Expense, users with administrator access can click on the green plus icon next to the "YP Business Line Expense:" label. This will open a new pane with information fields that need to be filled in. After adding all the required information, click on the Add button to add the new Teen YP Business Line Support Staff.

To edit a Teen YP Business Line Expense, administrators can click on the pencil icon under the Options column on the row they want to edit. This will

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open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the Teen YP Business Line Expense.

To delete a Teen YP Business Line Expense, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the Teen YP Business Line Expense. Click Okay to delete the Teen YP Business Line Support Staff or cancel to stop the deletion process.

YSF

Scenario Standards

Baseline/Scenario: Test Scenario - Metrics 2017

Change: YP Business Line Expenses

Field: YP Business Line

Value: CYES, REC Preschool, RSAP, SAC, Teens, YSF

YP Business Line Expenses:

Expense Title: YSF Expense

GL Code: 000000 - Authorized Non-Labor Expenses (Navy Standard)

Navy Standard (per child):

Sports Category/Sports Type	Camp/Clinic	Contracted	League
Baseline (YSF Baseline)	01	10	10
Locally Selected	10	10	10
Smart Start	01	01	01

Update



Figure 159: YSF Expense Standards View

The YSF YP Business Line Expenses menu provides the capability for HQ users to view only and administrators to manage the YSF business line expense standards under the selected scenario.

To update the YSF YP Business Line Expense, administrators can enter a new Expense Title and selected a different GL Code from the GL Code dropdown menu, as well as enter new values for Camp/Clinic, Contracted, and League. After entering the new information, you can click on the Update button to apply all the changes made.

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3.17.33 IT Inventory Standards

Equipment Type	Manufacturer	Support Org	Model	Auth Qty	Options
FFR Computer Desktop, Kiosk Managed	Friday	M3	Morning	3	 

Equip Type:	AAA Equip type	Support Org:	M3
Manufacturer:	Apple	Model:	apple
Auth Qty:	<input type="text"/>		
Comments:	<input type="text"/>		

Figure 160: IT Inventory Standards View

The IT Inventory Standards view provides the capability for Admin users to view and manage IT Inventory Authorized Quantities for Installation Programs.

To add Authorized IT Inventory, users with administrator access can select various programs to add IT Inventory Authorized Quantities to. For CDC programs, the user will be prompted to select a CDC Installation Program. For SAC & Youth Programs, the user will be prompted to also select a Program Size. Upon clicking the Add IT Inventory button, an add pane shall display in which a user can enter in the required fields and Authorized Quantity for IT Inventory associated to an Installation Program.

To edit Authorized IT Inventory, administrators can click on the pencil icon under the Options column on the row they want to edit. This will open a new pane with information fields that can be altered. After editing your information, click on the Update button to commit the changes to the IT Inventory Standard.

To delete Authorized IT Inventory, administrators can click on the red X icon under the Options column on the row that they want to delete. This will open pop-up asking you to confirm if you want to delete the IT Inventory Standard. Click OK to delete the IT Inventory Standard.

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3.17.34 IT Inventory Equipment Type Standards

Equipment Type Name	Equipment Type Description	Options
AAA Equip type		[edit] [delete] [add]
FFR Computer Desktop, Kiosk Managed		[edit] [delete] [add]
FFR Computer Desktop, Network Managed		[edit] [delete] [add]
FFR Computer Laptop, Kiosk Managed		[edit] [delete] [add]
FFR Computer Laptop, Network Managed		[edit] [delete] [add]
FFR Computer Tablet, Kiosk Managed		[edit] [delete] [add]

Add a New Equipment Type

Name: Required

Description:

Figure 161: IT Inventory Equipment Types Standards View

The IT Inventory Equipment Type Standards view provides the capability for Admin users to view and manage the IT Inventory Equipment Types managed lists.

To add a new IT Inventory Equipment Type to a Baseline/Scenario, admin users can click on the IT Inventory Equipment Types add button. In the add pane, users will input an Equipment Type Name, and have the option to include a description.

To edit an IT Inventory Equipment Type in a Baseline/Scenario, admin users can click on the edit icon under the Options column of an existing IT Inventory Equipment Type. In the edit pane, users can update the Equipment Type Name, and have the option to include a description.

To delete an IT Inventory Equipment Type in a Baseline/Scenario, admin users can click on the delete icon under the Options column of an existing IT Inventory Equipment Type. A delete confirmation pane will display, in which a user can select OK to confirm deletion or Cancel to close the delete confirmation. All IT Inventory Equipment Type associations in the application must be removed before the standard can be deleted.

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3.17.35 IT Inventory Manufacturer Standards

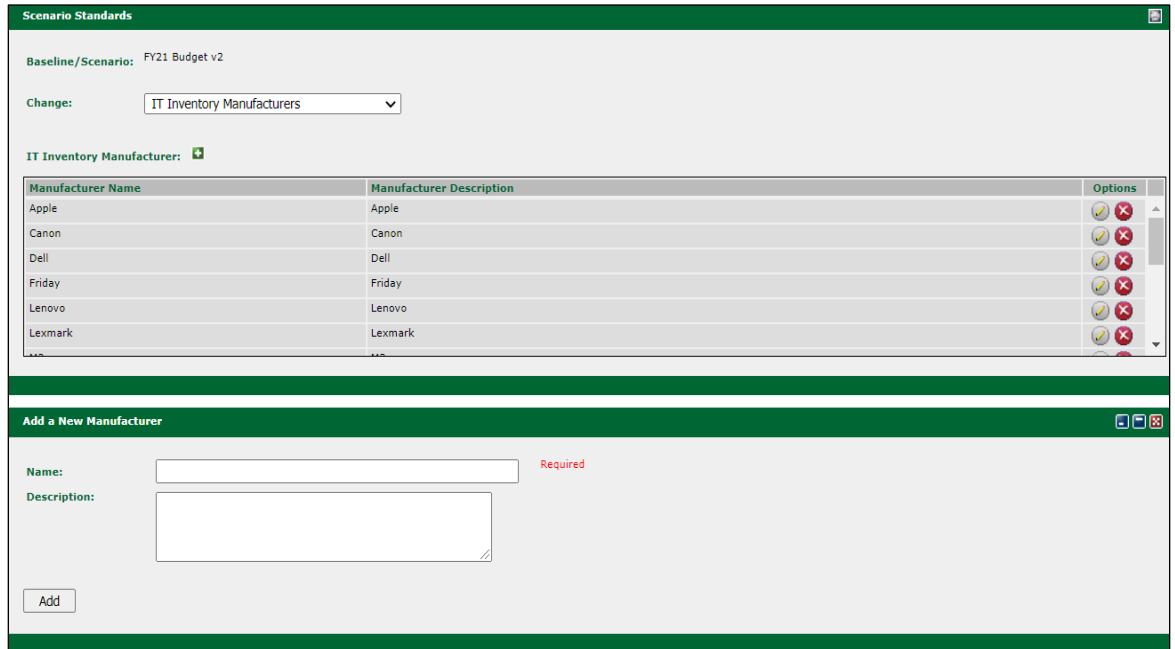


Figure 162: IT Inventory Manufacturer Standards View

The IT Inventory Manufacturer Standards view provides the capability for Admin users to view and manage the IT Inventory Manufacturers managed lists.

To add a new IT Inventory Manufacturer to a Baseline/Scenario, admin users can click on the IT Inventory Manufacturer add button. In the add pane, users will input a Manufacturer Name, and have the option to include a description.

To edit an IT Inventory Manufacturer in a Baseline/Scenario, admin users can click on the edit icon under the Options column of an existing IT Inventory Manufacturer. In the edit pane, users can update the Manufacturer Name, and have the option to include a description.

To delete an IT Inventory Manufacturer in a Baseline/Scenario, admin users can click on the delete icon under the Options column of an existing IT Inventory Manufacturer. A delete confirmation pane will display, in which a user can select OK to confirm deletion or Cancel to close the delete confirmation. All IT Inventory Manufacturer associations in the application must be removed before the standard can be deleted.

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3.17.36 IT Inventory Model Standards

Model Name	Manufacturer	Model Description	Options
3050 AIO Preschool	Dell		[Edit] [Delete]
3050 AIO Preschool - N	Dell		[Edit] [Delete]
510 Color laser MFD	Lexmark		[Edit] [Delete]
510 Color laser MFD - N	Lexmark		[Edit] [Delete]
apple	Apple		[Edit] [Delete]
ATSUGI CDC	PHIL		[Edit] [Delete]

Add a New Model

Name: Required

Manufacturer:

Description:

Figure 163: IT Inventory Model Standards View

The IT Inventory Model Standards view provides the capability for Admin users to view and manage the IT Inventory Models managed lists.

To add a new IT Inventory Model to a Baseline/Scenario, admin users can click on the IT Inventory Model add button. In the add pane, users will input a Model Name, assign the Model to an existing Manufacturer, and have the option to include a description.

To edit an IT Inventory Model in a Baseline/Scenario, admin users can click on the edit icon under the Options column of an existing IT Inventory Model. In the edit pane, users can update the Model Name, update the assigned Manufacturer, and have the option to include a description.

To delete an IT Inventory Model in a Baseline/Scenario, admin users can click on the delete icon under the Options column of an existing IT Inventory Model. A delete confirmation pane will display, in which a user can select OK to confirm deletion or Cancel to close the delete confirmation. All IT Inventory Model associations in the application must be removed before the standard can be deleted.

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3.17.37 IT Inventory Support Organization Standards

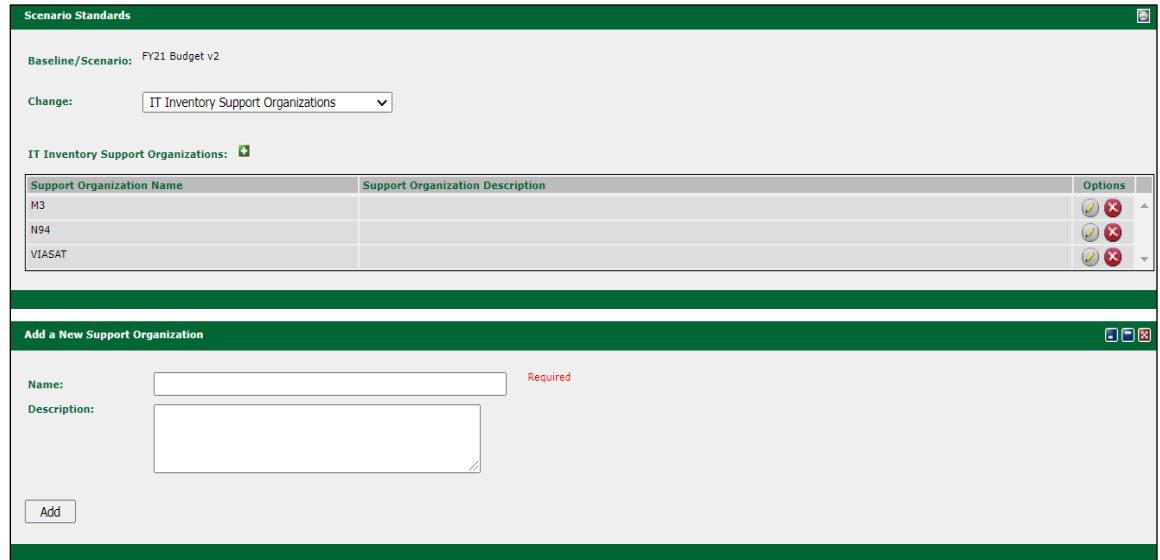


Figure 164: IT Inventory Support Organization Standards View

The IT Inventory Support Organization Standards view provides the capability for Admin users to view and manage the IT Inventory Support Organizations managed lists.

To add a new IT Inventory Support Organization to a Baseline/Scenario, admin users can click on the IT Inventory Support Organizations add button. In the add pane, users will input a Support Organization Name and have the option to include a description.

To edit an IT Inventory Support Organization in a Baseline/Scenario, admin users can click on the edit icon under the Options column of an existing IT Inventory Support Organization. In the edit pane, users can update the Support Organization Name and have the option to include a description.

To delete an IT Inventory Support Organization in a Baseline/Scenario, admin users can click on the delete icon under the Options column of an existing IT Inventory Support Organization. A delete confirmation pane will display, in which a user can select OK to confirm deletion or Cancel to close the delete confirmation. All IT Inventory Support Organization associations in the application must be removed before the standard can be deleted.

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3.18 Access Schedule

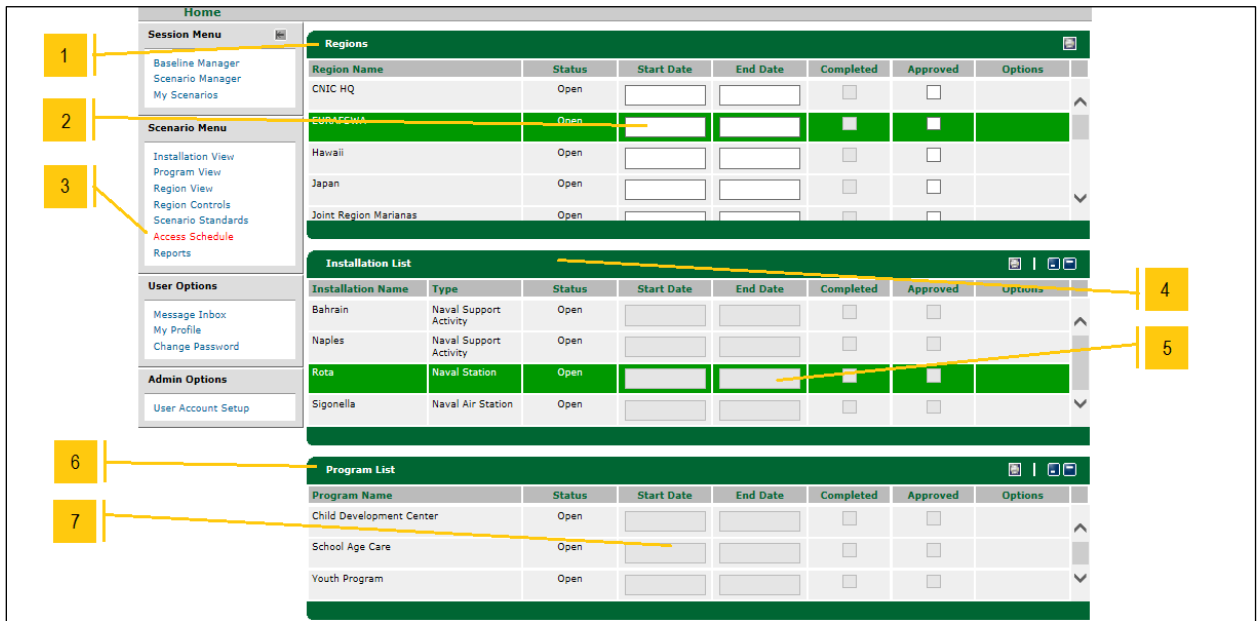


Figure 165: Access Schedule View

The Access Schedule (see callout 3) allows you to set the availability of Regions, Installations, and Programs in EMS. In the Regions pane (see callout 1) you can view if a region is open or closed for review, if its review has been completed and approved, as well as modify the Start and End Dates for each region if your account has the proper access to do so (see callout 2).

By clicking on a Region in the Access Schedule you can open up an Installation List (see callout 4) for that region. The Installation List provides similar information as the Regions pane detailed above. In the Installation you can see what type an installation is, if it is open or closed, as well as modify the start and end dates

4 REPORTS

EMS provides output reports that enable users to view, print, and export data. The available reports are listed in the Report List as shown below. Each report is further described in the following paragraphs. The process for creating a report involves selecting the report you want to see, filtering the underlying data to reflect the content you want, and choosing an output format. When you are ready to generate a report, click on the Create Report button. A new window will open with a formatted report containing your data.

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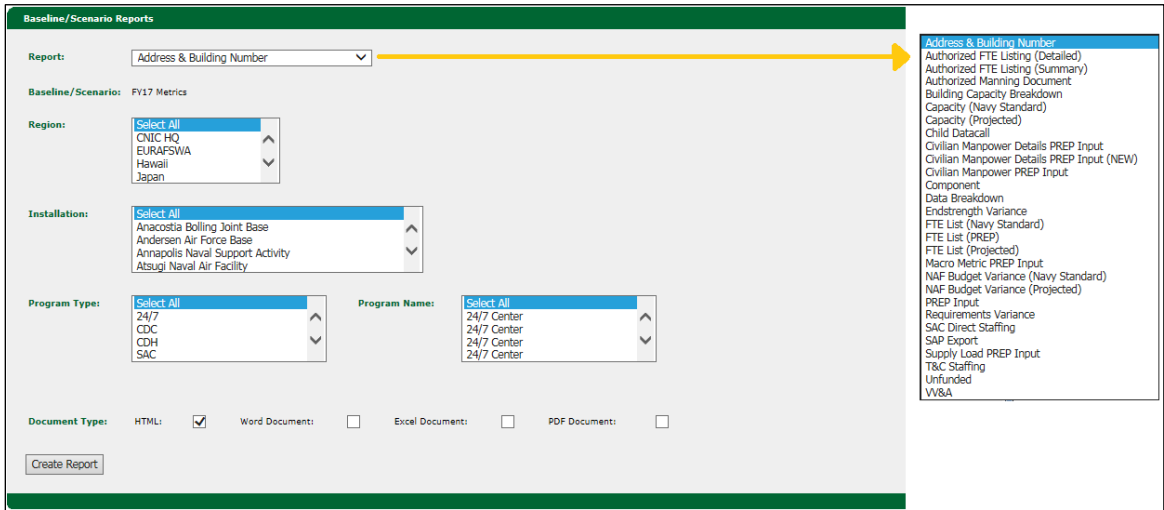


Figure 166: Report Options showing filters and available reports

4.1 Reports Filter

With each report, *EMS* offers numerous options for filtering the data to be provided in the report. The filters available depend on the report selected (see callout 1 below). For example, the APF Variance report includes filters for selecting one or more regions to include in the report. Filters for selecting specific installations are not offered because the report is based on Regional controls that are not dedicated to the installation or program level.

In many cases, you can filter out the installation-level costs or region-level costs. Understanding how the report filters work for a given example, to view the costs for all programs across all installations without adding the region level costs to the report, you can select the NAF Budget report, select your region, and select all the installations in your region instead of using the Select All option in the installation filter.

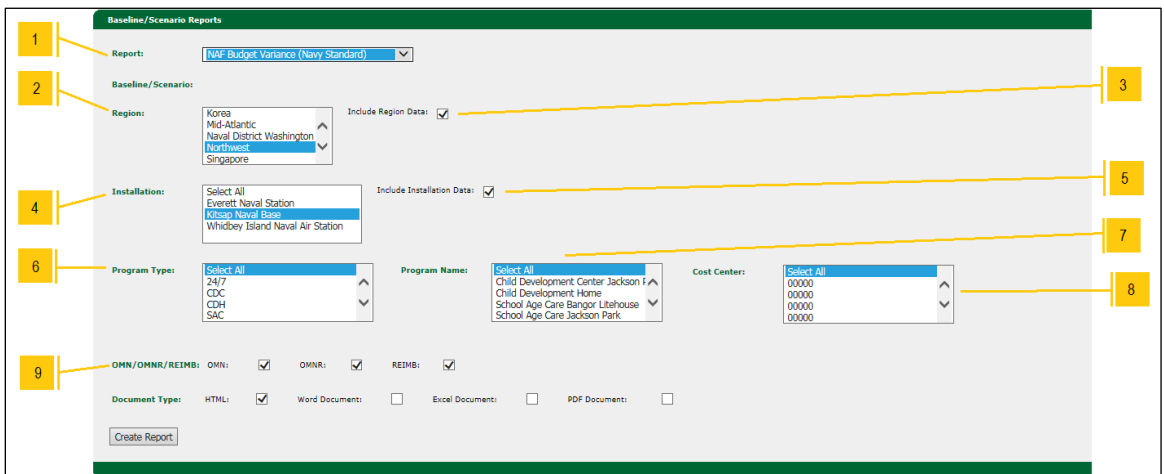


Figure 167: Reports Filter Pane

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In general, EMS can provide the following filters for generating reports:

1. The Region menu (see callout 2) provides a list of regions that can be selected for the report to draw data from. A single region can be selected by clicking on the region name in the menu, multiple regions can be selected by clicking on the region name in the menu while holding down the Ctrl key, and all regions can be selected by clicking on the "Select All" option at the top of the menu.

Some reports also offer a checkbox labeled "Include Region Data" (see callout 3), which when selected will provide the rollup data present at the region level for your selected report.

2. The Installation menu (see callout 4) provides a list of installations within a region or regions to draw data from. A single installation can be selected by clicking on the installation name in the Installation menu. Multiple installations can be selected by clicking on the installation name in the menu while holding down the Ctrl Key, and all installations can be selected by clicking on the "Select All" option at the top of the installation menu.

Some reports offer a checkbox labeled "Include Installation Data" (see callout 5), which when selected will provide the rollup data present at the installation level for your selected report.

3. The Program Type menu (see callout 6) provides a list of programs found within an installation that the report can draw data from. A single program type can be selected by clicking on the program type in the program type menu. Multiple program types can be selected by clicking on the program types in the menu while holding down the Ctrl key, and all program types can be selected by clicking on the "Select All" option at the top of the Program Type menu.

4. The Program Name menu (see callout 7) provides a list of specific programs found within an installation's program type that the report can draw data from. A single program can be selected by clicking on the program name in the program name menu. Multiple programs can be selected by clicking on the program names in the menu while holding down the Ctrl key, and all programs can be selected by clicking on the "Select All" option at the top of the Program Name menu.

5. The Cost Center menu (see callout 8) provides a list of cost center numbers found within an installation that the report can draw data from. A single cost center can be selected by clicking on cost center number in the Cost Center menu. Multiple cost centers can be selected by clicking on the cost center number in the menu while holding down the Ctrl key, and all cost centers can be selected by clicking on the "Select All" option at the top of the Cost Center menu.

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6. Some reports also provide the ability to filter data based on an installation's APPN. The OMN/OMNR/REIMB section (see callout 9) provides checkboxes to enable and disable data from installations with those APPN types.

The screenshot shows the 'Baseline/Scenario Reports' filter pane. It includes the following sections:

- Report:** PREP Input
- Baseline/Scenario:** St. John Test Scenario
- Region:** Northwest (dropdown menu)
- Include Region Data:**
- Installation:** Krisab Naval Base (dropdown menu)
- Include Installation Data:**
- Program Type:** Select All (dropdown menu)
- COL Multiplier:** COL 1: 1.1111, COL 2: 1, COL 3: 0.8888, COL 4: 0.6666
- COL Multiplier (Youth):** COL 1: 0.35, COL 2: 0.30, COL 3: 0.25, COL 4: 0.14
- OMN/OMNR/REIMB:** OMN: , OMNR: , REIMB:
- Document Type:** HTML: , Word Document: , Excel Document: , PDF Document:
- Create Report** button

Callout 10 points to the COL Multiplier input fields, and callout 11 points to the OMN/OMNR/REIMB checkboxes.

Figure 168: Reports Filter Pane (cont. 1)

7. PREP Reports provide COL Multiplier (see callout 10) input options, which allow you to set a multiplier for one of four given Cools' The multipliers are used to modify the value of a number of outputs within the PREP Reports for each respective COL. Additionally, the COL Multiplier default values are as follows: 1.1111 for COL 1, 1 for COL 2, 0.8888 for COL 3, and 0.6666 for COL 4.

Additionally, the Macro Metric PREP Report also allows for the use of Youth Specific COL Multipliers (see callout 11), which perform the same tasks as the regular COL Multipliers but are only applied for Youth and YP program types. The COL Multiplier (Youth) default values are as follows: 0.35 for COL 1, 0.30 for COL 2, 0.25 for COL 3, and 0.14 for COL 4.

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The screenshot shows the 'Baseline/Scenario Reports' filter pane. The 'Report' dropdown is set to 'FTE List (Navy Standard)'. The 'Baseline/Scenario' is 'St. John Test Scenario'. The 'Region' dropdown is open, showing options: Joint Region Marianas, Korea, Mid-Atlantic, Naval District Washington, and Northwest. The 'Installation' dropdown is open, showing: Select All, Everett Naval Station, Kitsap Naval Base, and Whidbey Island Naval Air Station. The 'Program Type' dropdown is open, showing: Select All, 24/7, CDC, CDH, and SAC. The 'Program Name' dropdown is open, showing: Select All, Child Development Center Jackson F, Child Development Home, School Age Care Bangor Lighthouse, and School Age Care Jackson Park. The 'Staff' section has four checkboxes: Direct Staff (checked), Program Support Staff (checked), Installation Support Staff (checked), and Region Support Staff (unchecked). The 'Document Type' section has four checkboxes: HTML (checked), Word Document (unchecked), Excel Document (unchecked), and PDF Document (unchecked). A yellow callout box labeled '12' points to the 'Staff' section. A 'Create Report' button is at the bottom.

Figure 169: Reports Filter Pane (cont. 2)

8. FTE List Reports provide a Staff check box section (see callout 12) that will allow you to choose what type of staff you want to appear in your report. The staff options provided are Direct Staff, Program Support Staff, Installation Support Staff, and Region Support Staff.

The screenshot shows the 'Baseline/Scenario Reports' filter pane with additional options. The 'Report' dropdown is set to 'VV&A'. The 'Baseline/Scenario' is 'St. John Test Scenario'. The 'VV&A Year' dropdown is set to '2010'. The 'Metrics Year' dropdown is set to '2010'. The 'Region' dropdown is open, showing options: Joint Region Marianas, Korea, Mid-Atlantic, Naval District Washington, and Northwest. The 'Installation' dropdown is open, showing: Select All, Everett Naval Station, Kitsap Naval Base, and Whidbey Island Naval Air Station. The 'Program Type' dropdown is open, showing: Select All, 24/7, CDC, CDH, and SAC. The 'Program Name' dropdown is open, showing: Select All, Child Development Center Jackson F, Child Development Home, School Age Care Bangor Lighthouse, and School Age Care Jackson Park. The 'Include Program Breakdown' checkbox is checked. The 'Staff' section has four checkboxes: Direct Staff (checked), Program Support Staff (checked), Installation Support Staff (checked), and Region Support Staff (unchecked). The 'Document Type' section has four checkboxes: HTML (checked), Word Document (unchecked), Excel Document (unchecked), and PDF Document (unchecked). A yellow callout box labeled '13' points to the 'VV&A Year' dropdown, a yellow callout box labeled '14' points to the 'Metrics Year' dropdown, and a yellow callout box labeled '15' points to the 'Include Program Breakdown' checkbox. A 'Create Report' button is at the bottom.

Figure 170: Reports Filter Pane (cont. 3)

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9. VV&A Reports provide several unique options to modify and filter data. The VV&A Year dropdown menu (see callout 13) allows you to select what year the report will compile for Actual APF, NAF Grant, UMF, and Actual Revenue calculations. The Metrics Year dropdown menu (see callout 14) allows you to select what year the report will use for Actual Enrollment calculations. They Include Program Breakdown checkbox (see callout 15) allows you to select if the report will include breakdown of each program in an installation or region.

4.2 Reports Output Options

Reports can be displayed in a browser's window by selecting the HTML document type option. In some cases, you may want to create a Microsoft Word document. If you select this option, EMS creates an RTF file format document that you can save on your computer. Alternatively, many users will want to use the Microsoft Excel output option. This option will create a spreadsheet-formatted file that you can save to a location you specify on your computer or network.

4.3 General Report Layout

Address & Building Number																				
1	Region: Northwest Installation: Kitsap Program Type: SAC Program Name: School Age Care Jackson Park																			
2	<table border="1"><thead><tr><th>Region</th><th>Installation</th><th>Program Code</th><th>Program Name</th><th>Business Line Name</th><th>Address</th><th>Building Number</th></tr></thead><tbody><tr><td>Northwest</td><td>Kitsap</td><td>SAC</td><td>School Age Care Jackson Park</td><td></td><td></td><td></td></tr></tbody></table>	Region	Installation	Program Code	Program Name	Business Line Name	Address	Building Number	Northwest	Kitsap	SAC	School Age Care Jackson Park								
Region	Installation	Program Code	Program Name	Business Line Name	Address	Building Number														
Northwest	Kitsap	SAC	School Age Care Jackson Park																	
3	Baseline/Scenario: <u>St. John Test Scenario -17</u> Date: <u>03-Mar-17</u>																			

Figure 171: General Report Layout Example

All Reports include a report header, data content, and report footer. The report header (see callout 1 above) provides the name of the report and identification of the parameters selected for the report data set. The report content (see callout 2) is the core of the report and includes all the data column headings, row labels, as well as the data itself. The report footer (see callout 3) includes an identification of the baseline or scenario from which the report was created along with the data the report was produced for most reports.

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4.4 Address & Building Number

By selecting the Address & Building Number option, you can generate a report that organizes and displays the addresses and building numbers for all installation programs and installation program business lines in the current scenario.

Address & Building Number								
Region: Hawaii Installations: All Selected Program Type: CDC Program Names: All Selected								
Region	Installation	Program Type	Program Name	Business Line Name	Building Number	Physical Address	FEDEX/UPS/DHL Shipping Address	USPS Shipping Address
Hawaii	Barking Sands	CDC	Child Development Center		1283	1283 Tartar Dr B1283 PMRF Kekaha HI 96752		
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Center Drive		930			
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Ford Island					
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Hickam Harbor					
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Hickam Main					
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Hickam West					
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Naval Station Pier Side		1655	915 Northroad Pearl Harbor, HI 96860		
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Peltier					
Hawaii	Pearl Harbor-Hickam	CDC	Child Development Center Wahiawa		416/477	363 Center St NCTAMS PAC Wahiawa, HI 96786		
Baseline/Scenario: FY21 Budget v2 -21 Date: 18-Mar-21								

Figure 172: Address & Building Number Report

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4.5 Authorized FTE Listing (Detailed)

The Authorized FTE Listing (Detailed) report organizes and displays authorized labor FTEs based on their associated Installation, Program, or business line and over hire authorization based on each program type.

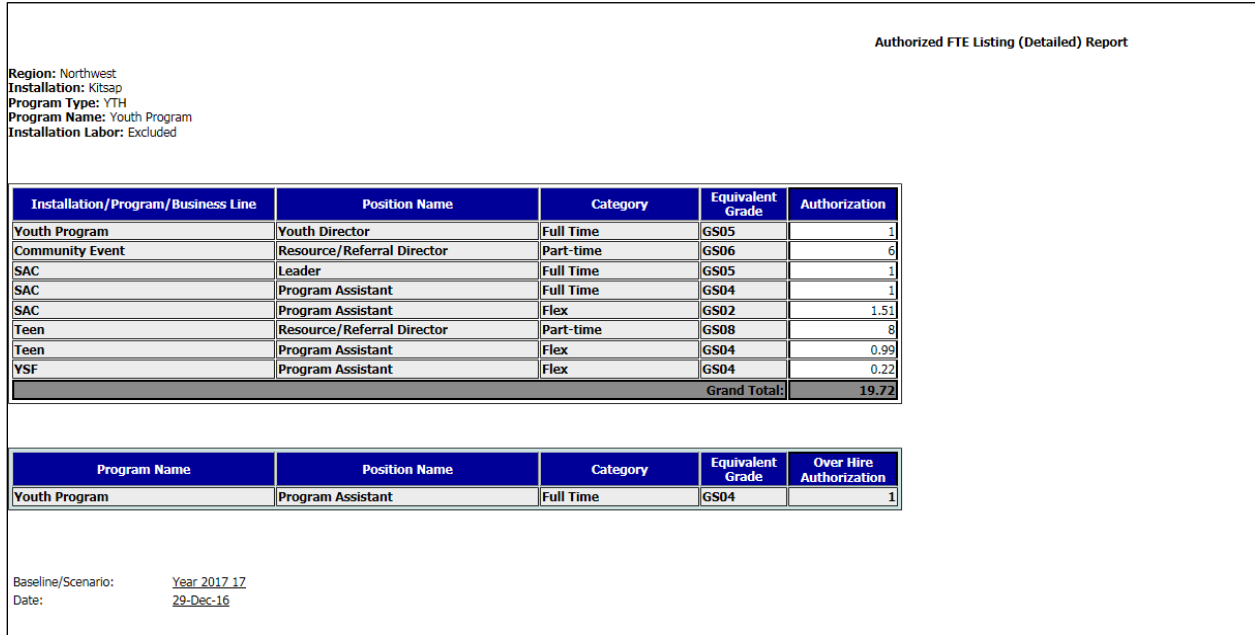


Figure 173: Authorized FTE Listing (Detailed) Report

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4.6 Authorized FTE Listing (Summary)

The Authorized FTE Listing (Summary) report organizes and displays a list of all staff position names and their authorized FTEs based on labor category for the current scenario.

Authorized FTE Listing (Summary) Report			
Region: Northwest			
Installation: Kitsap			
Program Type: YTH			
Program Names: All Selected			
Region Labor: Included			
Installation Labor: Included			
Position Name	Flex	Full Time	Grand Total
Assistant Director	0	2	2
Installation CYP Director	0	1	1
Program Assistant	3.1	3	6.1
Region CYP Manager	0	1	1
Region Program Analyst	0	2	2
School Liaison	0	1	1
School Liaison Regional	0	1	1
T&C Assistant	0	3	3
T&C Specialist	0	6	6
Youth Sports/Teen Coordinator	0	1	1
Total Staffing Authorizations	3.1	21	24.1
Baseline/Scenario: <u>FY17 Metrics 17</u> Date: <u>03-Jan-17</u>			

Figure 174: Authorized FTE Listing (Summary) Report

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4.7 Authorized Manning Document

The Authorized Manning document provides a report that organizes and displays authorized labor FTEs and over hire authorization for a single installation in the current scenario, using selected filters. All authorized labor FTEs are separated into individual employee positions which allows you to fill in the corresponding employee name.

Authorized Manning Document					
Region: Northwest					
Installation: Kitsap					
Program Type: YTH					
Program Names: All Selected					
Installation Labor: Excluded					
Installation/Program/Business Line	Position Name	Category	Equivalent Grade	Authorization	On Board Employee Name or Vacant if not filled
Youth Program Admiral Boorda	Program Assistant	Flex	GS04	0.5	
Youth Program Admiral Boorda	Program Assistant	Flex	GS04	0.5	
Youth Program Admiral Boorda	Program Assistant	Flex	GS04	0.5	
Youth Program Admiral Boorda	Program Assistant	Flex	GS04	0.88	
Youth Program Jackson Park	Program Assistant	Flex	GS04	0.72	
Grand Total:				3.1	
Program Name	Position Name	Category	Equivalent Grade	Over Hire Authorization	
Child Development Center Bangor	Program Assistant	Full Time	GS04	0	
Child Development Center Bremerton	Program Assistant	Full Time	GS04	0	
Child Development Center Jackson Park	Program Assistant	Full Time	GS04	0	
Child Development Home	Program Assistant	Full Time	GS04	0	
School Age Care Bangor Litehouse	Program Assistant	Full Time	GS04	0	
School Age Care Jackson Park	Program Assistant	Full Time	GS04	0	
Youth Program Admiral Boorda	Program Assistant	Full Time	GS04	0	
Youth Program Jackson Park	Program Assistant	Full Time	GS04	0	
Baseline/Scenario: <u>FY17 Metrics 17</u> Date: <u>03-Jan-17</u>					

Figure 175: Authorized Manning Document

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4.8 Building Capacity Breakdown

The Building Capacity Breakdown report organizes and displays enrollment across all program types with two exceptions. First, the 24/7 program lists its capacity instead of its enrollment. Second, the CDH program lists a value based on a combination of the total amount of active providers plus their projected increase, times six.

Building Capacity Breakdown Report																	
Region: EURAFSWA																	
Installations: All Selected																	
						CDC							SAC	CDGH	YTH	CDH	Out Reach
Installation	Region	Facility Number	Facility Size (SF)	# Rooms	Maximum Capacity	Infant	Pretodd	Toddler	Preschool	School Age	Recreation Pre-School	Other	School Age Care (6-12)	Group Homes (Spaces)	Youth Spaces	Child Dev Homes (Spaces)	NACRRRA (Spaces)
Bahrain	EURAFSWA					8	10	23	60	0	0	0	450	0	3754	0	
Naples	EURAFSWA					23	28	24	44	0	0	0	550	0	12728	12	
Rota	EURAFSWA					16	20	36	72	0	0	10	460	0	17731	0	
Sigonella	EURAFSWA					16	10	14	48	0	0	0	238	0	4764	24	

Figure 176: Building Capacity Breakdown Report

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4.9 Capacity (Navy Standard)

The Capacity (Navy Standard) Report organizes and displays the authorized enrollment for each program type and includes a breakdown of revenue, labor, requirements, and expenses. While CDH 24/7, and YTH uses enrollment, CDC uses actual capacity, and SAC may use either actual or projected enrollment based on the selected filter. This report functions identically to the Projected Capacity report, except for how the Total Non-Labor Expenses are calculated in the summary table. The Total Non-Labor Expenses uses authorized expense totals for all program types except for YTH as it uses projected totals.

CYP Capacity (Navy Standard) Report						
Regions: All Selected Installations: All Selected Program Types: All Selected Program Names: All Selected						
Component Type	Program Type					Total
	24/7	CDC	CDH	SAC (Actual)	YTH	
Infant	47	2762	1050	0	0	3859
Pretoddler	36	3071	949	0	0	4056
Toddler	42	3706	1045	0	0	4793
Preschool	40	6625	1069	0	0	7734
School Age	21	64	468	0	0	553
Camps/Holiday	0	0	0	10213	0	10213
Before School	0	0	0	3092	0	3092
After School	0	0	0	4294	0	4294
1/2 Kindergarten	0	0	0	363	0	363
Summer Camp	0	0	0	719	0	719
Winter Camp	0	0	0	1497	0	1497
Spring Camp	0	0	0	1920	0	1920
Other	0	0	0	4052	0	4052
Open Recreation Youth 6-12	0	0	0	0	84718	84718
Open Recreation Teens 13-18	0	0	0	0	138650	138650
Open Recreation Youth/Teens 6-18	0	0	0	0	36857	36857
Open Recreation Recreation PreSchool	0	0	0	0	10285	10285
Sports Youth 6-12	0	0	0	0	17757	17757
Sports Teens 13-18	0	0	0	0	4071	4071
Sports Youth/Teens 6-18	0	0	0	0	39772	39772
Sports Recreation PreSchool	0	0	0	0	2838	2838
Special Events Youth 6-12	0	0	0	0	29595	29595
Special Events Teens 13-18	0	0	0	0	15848	15848
Special Events Youth/Teens 6-18	0	0	0	0	102405	102405
Special Events Recreation PreSchool	0	0	0	0	10429	10429
Total Capacity	186	16228	4581	26150	493225	540370

Component Type	Program Type					Total
	24/7	CDC	CDH	SAC	YTH	
Program Revenue:	\$851,044.60	\$81,997,238.17	\$0.00	\$13,207,636.00	\$2,078,184.00	\$98,134,102.77
Total Labor:	\$2,260,077.97	\$171,067,864.57	\$2,856,474.24	\$27,869,368.01	\$6,631,389.01	\$210,685,173.80
Total Non-Labor Expenses:	\$216,690.00	\$18,871,835.00	\$9,906,326.92	\$6,497,952.00	\$3,924,545.57	\$39,417,349.49
APF Requirement:	\$1,625,723.37	\$107,942,461.40	\$12,762,801.16	\$21,159,684.01	\$8,477,750.58	\$151,968,420.52
APF Cost per Capacity Unit:	\$8,740.45	\$6,651.62	\$2,786.03	\$809.17	\$17.19	\$19,004.45

Baseline/Scenario: POM14 EVR v2 -14
Date: 21-Jun-16

Figure 177: Capacity (Navy Standard) Report

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4.10 Capacity (Projected)

The Capacity (Projected) report organizes and displays the projected enrollment for each program type and includes a breakdown of revenue, labor, requirements, and expenses. While CDH 24/7, and YTH uses enrollment for this report, CDC uses actual capacity, and SAC may use either actual or projected enrollment based on the selected filter.

CVP Capacity (Projected) Report						
Regions: All Selected Installations: All Selected Program Types: All Selected Program Names: All Selected						
Component Type	Program Type					Total
	24/7	CDC	CDH	SAC (Actual)	YTH	
Infant	47	2762	1050	0	0	3859
Pretoddler	36	3071	949	0	0	4056
Toddler	42	3706	1045	0	0	4793
Preschool	40	6625	1069	0	0	7734
School Age	21	64	468	0	0	553
Camps/Holiday	0	0	0	10213	0	10213
Before School	0	0	0	3092	0	3092
After School	0	0	0	4294	0	4294
1/2 Kindergarten	0	0	0	363	0	363
Summer Camp	0	0	0	719	0	719
Winter Camp	0	0	0	1497	0	1497
Spring Camp	0	0	0	1920	0	1920
Other	0	0	0	4052	0	4052
Open Recreation Youth 6-12	0	0	0	0	84718	84718
Open Recreation Teens 13-18	0	0	0	0	138650	138650
Open Recreation Youth/Teens 6-18	0	0	0	0	36857	36857
Open Recreation Recreation PreSchool	0	0	0	0	10285	10285
Sports Youth 6-12	0	0	0	0	17757	17757
Sports Teens 13-18	0	0	0	0	4071	4071
Sports Youth/Teens 6-18	0	0	0	0	39772	39772
Sports Recreation PreSchool	0	0	0	0	2838	2838
Special Events Youth 6-12	0	0	0	0	29595	29595
Special Events Teens 13-18	0	0	0	0	15848	15848
Special Events Youth/Teens 6-18	0	0	0	0	102405	102405
Special Events Recreation PreSchool	0	0	0	0	10429	10429
Total Capacity	186	16228	4581	26150	493225	540370

Component Type	Program Type					Total
	24/7	CDC	CDH	SAC	YTH	
Program Revenue:	\$851,044.60	\$81,997,238.17	\$0.00	\$13,207,636.00	\$2,078,184.00	\$98,134,102.77
Total Labor:	\$2,260,077.97	\$171,067,864.57	\$2,856,474.24	\$27,869,368.01	\$6,631,389.01	\$210,685,173.80
Total Non-Labor Expenses:	\$419,712.60	\$14,524,129.65	\$10,168,581.96	\$4,679,087.45	\$4,511,775.57	\$34,303,287.23
APF Requirement:	\$1,828,745.97	\$103,594,756.05	\$13,025,056.20	\$19,340,819.46	\$9,064,980.58	\$146,854,358.26
APF Cost per Capacity Unit:	\$9,831.97	\$6,383.70	\$2,843.28	\$739.61	\$18.38	\$19,816.94

Baseline/Scenario: POM14 EVR v2 -14
Date: 21-Jun-16

Figure 178: Capacity (Projected) Report

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4.11 Child Data Call

The Child Data Call report compares actual appending and actual capacity data.

CYP Child Datacall Report								
Baseline/Scenario: FY17 Metrics -2017 VWS&A FY: 2010 Region: Northwest Installation: Kitsap Program Types: 24/7, 24/7 2, CDC, CDH, CONTRACT, SAC, YP, YP 2, YTH								
Service_CD	Installation_CD	Installation_NM	Care_Setting_CD	Installation_Cost_CD	Installation_Funding_APF_AMT	Installation_Funding_NAF_AMT	Installation_Funding_NAF_PAR	Facility_ZIP_CD
NV	Kit1	Kitsap Naval Base	24/7 2	STD	\$0.00	\$0.00	\$0.00	
NV	Kit1	Kitsap Naval Base	CDC	STD	\$2,667,032.00	\$1,451,324.00	\$2,773,728.00	
NV	Kit1	Kitsap Naval Base	FCC	STD	\$376,917.00	\$5,012.00	\$0.00	
NV	Kit1	Kitsap Naval Base	SAC	STD	\$414,122.00	\$91,668.00	\$355,256.00	
NV	Kit1	Kitsap Naval Base	YP 2	STD	\$0.00	\$0.00	\$0.00	
Facility_Care_Capacity_Spaces_INFNT	Facility_Care_Capacity_Spaces_PRTDLR	Facility_Care_Capacity_Spaces_TDLR	Facility_Care_Capacity_Spaces_PRSCHL	Facility_Care_Capacity_Spaces_KNGRTN				
0	0	0	0	0				
104	120	108	222	0				
0	0	0	0	0				
0	0	0	0	0				
0	0	0	0	0				
Facility_Care_Capacity_Spaces_SCHAG	Facility_Care_Capacity_Spaces_FCC	Facility_Care_Capacity_FCHomes	Facility_Care_Capacity_Spaces_PRIV	Program_Comments				
0	0	0	0					
0	0	0	0					
0	294	55	0					
0	0	0	0					
0	0	0	0					
Baseline/Scenario: FY17 Metrics -17 Date: 18-Jan-17								

Figure 179: Child Data Call Report

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4.12 Civilian Manpower Details PREP Input

The Civilian Manpower Details PREP Input report organizes and displays installation program FTEs and cost for US direct, Foreign Direct, and Foreign Indirect staffing in the PREP reporting format. Each installation program’s data is broken down into COL levels, using provided COL multipliers, and five out years, using the scenario’s base pay escalation multiplier.

Prep Input (Civilian Manpower Details Load) Report								
Fund	Sub_Fund	Installation_ID	Installation_Title	Sub_Function_ID	Sub_Function_Title	Paygrade	Occupational_Series_Code	Direct_Reimb
OMN	5	57	NAVREG Northwest	141	Child Development Center	GS13	0301	D
OMN	5	57	NAVREG Northwest	141	Child Development Center	GS13	0301	D
OMN	5	57	NAVREG Northwest	141	Child Development Center	GS13	0301	D
OMN	5	57	NAVREG Northwest	141	Child Development Center	GS13	0301	D

COL	FY0_FTE	FY1_FTE	FY2_FTE	FY3_FTE	FY4_FTE	FY5_FTE	Model_Data_Date
1	1	1	1	1	1	1	01/04/2017
2	1	1	1	1	1	1	01/04/2017
3	1	1	1	1	1	1	01/04/2017
4	1	1	1	1	1	1	01/04/2017

Figure 180: Civilian Manpower Details PREP Input Report

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4.13 Civilian Manpower Details PREP Input (NEW)

The Civilian Manpower Details PREP Input (New) report organizes and displays installation program FTEs and cost for US direct, Foreign Direct, and Foreign Indirect staffing in the PREP reporting format, using selected filters. Each installation program’s data is broken down into COL levels, using provided COL multipliers, and five out years, using the scenario’s base pay escalation multiplier. While the data in this report is the same as the Civilian Manpower Details PREP Input Report, the data is presented and grouped differently.

Prep Input (Civilian Manpower Details Load) Report														
Fund	SIC	Line Item	Program Element	Resource Sponsor	Sub Function id	Sub Function	Region	Installation	MRC	Pay Plan	Series	Paygrade	D/R	COL
OMN	CD	BSS1	0808719N	OPNAV N46	141	Child Development Center	NAVREG Northwest	NAVREG Northwest	DH - US Direct	GS	0301	13	D	1
OMN	CD	BSS1	0808719N	OPNAV N46	141	Child Development Center	NAVREG Northwest	NAVREG Northwest	DH - US Direct	GS	0301	13	D	2
OMN	CD	BSS1	0808719N	OPNAV N46	141	Child Development Center	NAVREG Northwest	NAVREG Northwest	DH - US Direct	GS	0301	13	D	3
OMN	CD	BSS1	0808719N	OPNAV N46	141	Child Development Center	NAVREG Northwest	NAVREG Northwest	DH - US Direct	GS	0301	13	D	4

FY0_FTE	FY1_FTE	FY2_FTE	FY3_FTE	FY4_FTE	FY5_FTE	FY0 (\$K)	FY1 (\$K)	FY2 (\$K)	FY3 (\$K)	FY4 (\$K)	FY5 (\$K)	Model_Data_Date
1	1	1	1	1	1	142.9	146.2	149.5	153.0	156.5	160.1	01/04/2017
1	1	1	1	1	1	142.9	146.2	149.5	153.0	156.5	160.1	01/04/2017
1	1	1	1	1	1	127.0	129.9	132.9	136.0	139.1	142.3	01/04/2017
1	1	1	1	1	1	95.2	97.4	99.7	102.0	104.3	106.7	01/04/2017

Figure 181: Civilian Manpower Details PREP Input (NEW) Report

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4.14 Civilian Manpower PREP Input

The Civilian Manpower PREP Input report organizes and displays installation program FTEs and cost for US direct, Foreign Direct, and Foreign Indirect staffing in the PREP reporting format. Each installation program’s data is broken down into COL levels, using provided COL multipliers, and five out years, using the scenario’s base pay escalation multiplier.

Prep Input (Civilian Manpower Load) Report									
Fund	Sub_Fund	Installation_ID	Installation_Title	Sub_Function_ID	Sub_Function_Title	COL	FY	US_Direct_Cost	US_Reimburs_Cost
OMN	5	72	NSF Annapolis	141	Child Development Center	1	14	777.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	1	15	795.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	1	16	814.1	0
OMN	5	72	NSF Annapolis	141	Child Development Center	1	17	832.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	1	18	851.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	1	19	871.5	0
OMN	5	72	NSF Annapolis	141	Child Development Center	2	14	777.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	2	15	795.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	2	16	814.1	0
OMN	5	72	NSF Annapolis	141	Child Development Center	2	17	832.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	2	18	851.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	2	19	871.5	0
OMN	5	72	NSF Annapolis	141	Child Development Center	3	14	777.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	3	15	795.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	3	16	814.1	0
OMN	5	72	NSF Annapolis	141	Child Development Center	3	17	832.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	3	18	851.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	3	19	871.5	0
OMN	5	72	NSF Annapolis	141	Child Development Center	4	14	777.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	4	15	795.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	4	16	814.1	0
OMN	5	72	NSF Annapolis	141	Child Development Center	4	17	832.8	0
OMN	5	72	NSF Annapolis	141	Child Development Center	4	18	851.9	0
OMN	5	72	NSF Annapolis	141	Child Development Center	4	19	871.5	0
OMN	5	72	NSF Annapolis	142	Child Development Homes	1	14	0.0	0
OMN	5	72	NSF Annapolis	142	Child Development Homes	1	15	0.0	0
OMN	5	72	NSF Annapolis	142	Child Development Homes	1	16	0.0	0

Figure 182: Civilian Manpower Details PREP Input Report

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4.15 Component

You can use the Component report to organize and display all program staffing positions and the variance between their authorized and projected FTEs.

Component Report										
Regions: All Selected										
Installations: All Selected										
Program Type: SAC										
Program Names: All Selected										
SAC										
Installation	Program	SAC Component Name	Component Type	# of Weeks in Session	Annual Prorated %	# of Daily Hours	Ratio	Enrollment	Authorized FTE	Prorated Enrollment
Andersen	School Age Care	After SAC	After School	39	75	3.5	15	62	1.65	24
Andersen	School Age Care	Before SAC	Before School	39	75	2	15	36	0.57	14
Andersen	School Age Care	Camps	Camps/Holiday	13	25	11.5	15	50	1.44	13
Annapolis	School Age Care	After school	Camps/Holiday	40	77	2.5	15	15	0.49	6
Annapolis	School Age Care	Before School	Before School	40	77	2	15	12	0.39	5
Annapolis	School Age Care	NAPS	Spring Camp	1	2	11	15	15	0.06	1
Annapolis	School Age Care	Spring Camp	Spring Camp	1	2	11	15	20	0.06	1
Annapolis	School Age Care	Summer camp	Camps/Holiday	10	19	11	15	80	1.59	16
Atsugi	School Age Care	Atsugi SAC After	After School	37	71	4	15	65	1.78	24
Atsugi	School Age Care	Atsugi SAC Before	Before School	37	71	2	15	30	0.36	11
Atsugi	School Age Care	Camps/In Service	Camps/Holiday	15	29	12	15	100	3.03	29
Bahrain	School Age Care	After Care	After School	36	69	2.5	15	35	0.65	13
Bahrain	School Age Care	Before Care	Before School	36	69	1	15	35	0.26	13
Bahrain	School Age Care	Full Day School Out	Other	3	6	11	15	35	0.24	3
Bahrain	School Age Care	Spring Break	Spring Camp	1	2	11	15	35	0.08	1
Bahrain	School Age Care	Summer Camp	Camps/Holiday	10	19	11	15	70	1.33	14
Bahrain	School Age Care	Winter Break	Winter Camp	2	4	11	15	35	0.16	2
Barking Sands	School Age Care	Fall Camp	Camps/Holiday	1	2	10	15	25	0.05	1

Figure 183: Component Report

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4.16 Data Breakdown

The Data Breakdown report organizes and displays data breakdown data for the current scenario.

Installation Program Costs									
Base	Program	Address	Non-labor Expenses	Subsidies & Incentives	Direct Staff Labor		Support Staff Labor		Revenue
			NAF	NAF	NAF	APF	NAF	APF	NAF
CDC									
Annapolis NSA	Child Development Center		\$257,100.00	0	\$1,354,262.51	\$517,716.06	\$238,665.62	\$109,959.70	\$1,193,000.00
CDC TOTAL			\$257,100.00	\$0.00	\$1,354,262.51	\$517,716.06	\$238,665.62	\$109,959.70	\$1,193,000.00
CDH									
Annapolis NSA	Child Development Home		\$3,708.32	\$170,460.00	0	0	\$60,993.91	\$0.00	0
CDH TOTAL			\$3,708.32	\$170,460.00	\$0.00	\$0.00	\$60,993.91	\$0.00	\$0.00
SAC									
Annapolis NSA	School Age Care		\$0.00	0	\$66,485.91	\$58,400.61	\$44,007.61	\$142,784.47	\$133,175.90
SAC TOTAL			\$0.00	\$0.00	\$66,485.91	\$58,400.61	\$44,007.61	\$142,784.47	\$133,175.90
YTH									
Annapolis NSA	Youth Program		\$11,962.00	\$0.00	\$10,400.58	\$0.00	\$0.00	\$0.00	\$9,610.00
YTH TOTAL			\$11,962.00	\$0.00	\$10,400.58	\$0.00	\$0.00	\$0.00	\$9,610.00
GRAND TOTAL			\$272,770.32	\$170,460.00	\$1,431,149.00	\$576,116.67	\$343,667.14	\$252,744.17	\$1,335,785.90
Region and Installation Overhead Costs									
Region	Installation	Program	Non-labor Expenses	Support Staff Labor					
			NAF	APF	NAF				
Naval District Washington									
	Annapolis NSA	SAC	\$0.00	\$0.00	\$59,797.96				
	Annapolis NSA	CDC	\$0.00	\$150,190.50	\$149,203.93				
	Annapolis NSA	YTH	\$0.00	\$0.00	\$0.00				
Naval District Washington Installations Total			\$0.00	\$150,190.50	\$209,001.89				
Region Overhead Costs			\$1,049,775.00	\$255,300.89	\$196,611.54				
Naval District Washington TOTAL			\$1,049,775.00	\$405,491.39	\$405,613.43				
GRAND TOTAL			\$1,049,775.00	\$405,491.39	\$405,613.43				
Installation Program FTE Total Numbers									
Base	Program Code	FTE Total	Installation FTE						
Annapolis NSA	CDC	51.58	3						
Annapolis NSA	CDH	1	-----						
Annapolis NSA	SAC	6.94	-----						
Annapolis NSA	YTH	0.3	-----						
Installation Locality Multipliers									
Region	Installation	Locality Multiplier							
Naval District Washington	Annapolis	1.2422							

Figure 184: Data Breakdown Report

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4.17 End strength Variance

The Endstrength Variance report organizes and displays all program staffing positions and the variance between their authorized and projected FTEs.

Endstrength Variance Report										
Navy Standards vs Projected										
Region: EURAFSWA										
Installation: Bahrain										
Program Type: SAC										
Navy Standard	Category	Grade	Step	FTE	Projected	Category	Grade	Step	FTE	Variance
Food Service Worker	Flex	WG01	4	1	Food Service Worker	Flex	WG01	4	0	-1
Food Service Worker	Flex	WG01	5	0.5	Food Service Worker	Flex	WG01	5	0	-0.5
					Food Service Worker	Foreign National	GS01	1	1.5	1.5
					Operations Clerk	Full Time	GS04	6	1.5	1.5
Operations Clerk	Full Time	GS04	5	1	Operations Clerk	Full Time	GS04	5	0	-1
Operations Clerk	Part-time	GS04	5	0.5	Operations Clerk	Part-time	GS04	5	0	-0.5
Youth Director	Full Time	GS09	5	1	Youth Director	Full Time	GS09	5	0	-1
					Youth Director	Full Time	GS10	1	1	1
Leader (SAC)	Foreign National	GS01	1	0	Leader (SAC)	Foreign National	GS01	1	1	1
Leader (SAC)	Full Time	GS05	2	2	Leader (SAC)	Full Time	GS05	2	0	-2
Leader (SAC)	Full Time	GS06	4	0	Leader (SAC)	Full Time	GS06	4	1	1
Program Assistant (SAC)	Contractor	Cont	0	0	Program Assistant (SAC)	Contractor	Cont	0	0.38	0.38
Program Assistant (SAC)	Foreign National	GS01	1	0	Program Assistant (SAC)	Foreign National	GS01	1	1	1
Program Assistant (SAC)	Flex	GS02	2	2.33	Program Assistant (SAC)	Flex	GS02	2	1	-1.33
Program Assistant (SAC)	Full Time	GS04	2	1	Program Assistant (SAC)	Full Time	GS04	2	0	-1
Program Assistant (SAC)	Flex	GS04	3	0	Program Assistant (SAC)	Flex	GS04	3	1	1
Program Assistant (SAC)	Full Time	GS04	3	0	Program Assistant (SAC)	Full Time	GS04	3	1	1
Total				9.33					10.38	1.05

Figure 185: Endstrength Variance Report

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4.18 FTE List (Navy Standard)

The FTE List (Navy Standard) report organizes and displays a list of authorized staffing FTEs under each region, installation, and installation program, using selected filters. This report functions exactly as the FTE List (Projected) report except for it uses authorized data instead of projected data.

FTE List (Navy Standard) Report													
Region: Northwest Installation: Kitsap Program Type: YTH Program Names: All Selected													
Program Type	Region	Installation	Position Name	Category	Grade	Step	APF FTE	NAF FTE	FND FTE	FNI FTE	CNT FTE	Totals	
CYP - Regional Staff													
	Northwest												
			Region CYP Manager	Full Time	GS13	2	0	1	0	0	0		
			Region CYP Manager	Full Time Civil Service	GS13	7	0	0	0	0	0		
			Region Program Analyst	Full Time	GS10	2	0	0	0	0	0		
			Region Program Analyst	Full Time	GS11	6	0	2	0	0	0		
			Region Program Analyst	Full Time	GS12	7	0	0	0	0	0		
			School Liaison Regional	Full Time	GS12	5	0	1	0	0	0		
			Northwest Region Total:					0	4	0	0	0	4
YTH													
	Northwest												
		Kitsap											
			Program Assistant	Flex	GS02	1	0	0	0	0	0		
			Program Assistant	Flex	GS04	2	3.1	0	0	0	0		
			Subtotal:					3.1	0	0	0	0	3.1
			Grand Total:					3.1	4	0	0	0	7.1
Baseline/Scenario: FY17 Metrics 17 Date: 03-Jan-17													

Figure 186: FTE List (Navy Standard) Report

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4.19 FTE List (PREP)

The FTE List (PREP) report organizes and displays all projected staffing FTEs under each region, installation, installation program, and installation program business lines that have a labor type of APF, grouped by program type.

FTE List (PREP) Report				
Region: EURAFSWA				
Installations: All Selected				
Program Types: 24/7, 24/7 2, CDC, CDH, SAC, YP 2, YTH				
Program Names: All Selected				
Subfunction	Region	Installation	Grade	FTE
CDC	EURAFSWA	NAVSTA Rota, Spain	GS03	3
CDC	EURAFSWA	NAVSTA Rota, Spain	GS02	2
CDC	EURAFSWA	NAVSTA Rota, Spain	GS01	2
CDC	EURAFSWA	NSA Naples	WG06	1
CDC	EURAFSWA	NSA Naples	WG04	1
CDC	EURAFSWA	NSA Naples	GS07	2
CDC	EURAFSWA	NSA Naples	GS06	3
CDC	EURAFSWA	NSA Naples	GS05	4
SAC	EURAFSWA	NAVSTA Rota, Spain	GS01	0.5
Grand Total				18.5
Baseline/Scenario: FY17 Metrics 17				
Date: 21-Dec-16				

Figure 187: FTE List (PREP) Report

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4.20 FTE List (Projected)

The FTE List (Projected) report organizes and displays a list of projected staffing FTEs under each region, installation, installation program, and installation program business line.

FTE List (Projected) Report													
Region: Northwest Installation: Kitsap Program Type: YTH Program Names: All Selected													
Program Type	Region	Installation	Position Name	Category	Grade	Step	APF FTE	NAF FTE	FND FTE	FNI FTE	CNT FTE	Totals	
CYP - Regional Staff													
	Northwest												
			Region CYP Manager	Full Time	GS13	2	0	0	0	0	0	0	
			Region CYP Manager	Full Time Civil Service	GS13	7	1	0	0	0	0	0	
			Region Program Analyst	Full Time	GS10	2	0	1	0	0	0	0	
			Region Program Analyst	Full Time	GS11	6	0	0	0	0	0	0	
			Region Program Analyst	Full Time	GS12	7	0	1	0	0	0	0	
			School Liaison Regional	Full Time	GS12	5	0	1	0	0	0	0	
			Northwest Region Total:					1	3	0	0	0	4
YTH													
	Northwest												
		Kitsap											
			Program Assistant	Flex	GS02	1	0	3.1	0	0	0	0	
			Program Assistant	Flex	GS04	2	0	0	0	0	0	0	
			Installation Total:					0	3.1	0	0	0	3.1
			Grand Total					1	6.1	0	0	0	7.1
Baseline/Scenario: FY17 Metrics 17 Date: 03-Jan-17													

Figure 188: FTE List (Projected) Report

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4.21 Macro Metric PREP Input

The Macro Metric PREP Input report organizes and displays a list of installation programs and their program capacities. Each installation program’s data is broken down into COL levels, using provided COL multipliers, and five out years.

Prep Input (Macro Metric) Report													
Fund	Sub_Fund	Installation_ID	Installation_Title	Sub_Function_ID	Sub_Function_Title	COL	FY0_Units	FY1_Units	FY2_Units	FY3_Units	FY4_Units	FY5_Units	Model_Data_Date
OMN	5	55	Naval Base Kitsap	141	Child Development Center	1	554	554	554	554	554	554	01/11/2017
OMN	5	55	Naval Base Kitsap	141	Child Development Center	2	554	554	554	554	554	554	01/11/2017
OMN	5	55	Naval Base Kitsap	141	Child Development Center	3	493	493	493	493	493	493	01/11/2017
OMN	5	55	Naval Base Kitsap	141	Child Development Center	4	370	370	370	370	370	370	01/11/2017
OMN	5	55	Naval Base Kitsap	142	Child Development Homes	1	294	294	294	294	294	294	01/11/2017
OMN	5	55	Naval Base Kitsap	142	Child Development Homes	2	294	294	294	294	294	294	01/11/2017
OMN	5	55	Naval Base Kitsap	142	Child Development Homes	3	294	294	294	294	294	294	01/11/2017
OMN	5	55	Naval Base Kitsap	142	Child Development Homes	4	294	294	294	294	294	294	01/11/2017
OMN	5	55	Naval Base Kitsap	143	School Age Care	1	750	750	750	750	750	750	01/11/2017
OMN	5	55	Naval Base Kitsap	143	School Age Care	2	675	675	675	675	675	675	01/11/2017
OMN	5	55	Naval Base Kitsap	143	School Age Care	3	600	600	600	600	600	600	01/11/2017
OMN	5	55	Naval Base Kitsap	143	School Age Care	4	450	450	450	450	450	450	01/11/2017
OMN	5	55	Naval Base Kitsap	145	Youth Programs	1	1508	1508	1508	1508	1508	1508	01/11/2017
OMN	5	55	Naval Base Kitsap	145	Youth Programs	2	1293	1293	1293	1293	1293	1293	01/11/2017
OMN	5	55	Naval Base Kitsap	145	Youth Programs	3	1077	1077	1077	1077	1077	1077	01/11/2017
OMN	5	55	Naval Base Kitsap	145	Youth Programs	4	604	604	604	604	604	604	01/11/2017

Figure 189: Macro Metric PREP Input Report

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4.22 NAF Budget Variance (Navy Standard)

The NAF Budget Variance (Navy Standard) report organizes and displays a list of authorized revenues and costs with a Labor type of NAF, broken down by category, subcategory, and GL code, using selected filters. This report functions identical to the Projected NAF Budget Variance except for this report uses authorized data instead of projected data.

NAF Budget Variance (Navy Standard) Report					
Region: Europe, Africa, SWA Installations: All Selected Program Type: All Selected Program Names: All Selected					
Category	Subcategory	GL Code	Description	Authorized Requirements	Unfunded Needs
Revenue					
		501000	PROGRAM REVENUE	\$4,217,090.70	\$0.00
	Program Revenue		Subtotal:	\$4,217,090.70	\$0.00
			Revenue Total:	\$4,217,090.70	\$0.00
Operating Expense					
		781000	ADVERTISING & PROMOTION	\$3,434.00	\$0.00
		781089	ADVERTISING & PROMOTION UFM	\$9,408.00	\$0.00
	Advertising & Promotion		Subtotal:	\$12,842.00	\$0.00
		785000	Awards & Prizes	\$1,626.00	\$0.00
		785089	AWARDS & PRIZES UFM	\$10,208.00	\$0.00
	Awards & Prizes		Subtotal:	\$11,834.00	\$0.00
		742000	MWR INTERNAL SERVICES REND/RECD	\$295,196.35	\$0.00
		783000	CONTRACTUAL EXPENSE	\$73,777.00	\$0.00
		783002	INSTRUCTOR EXPENSE	\$31,000.00	\$0.00
		783089	CONTRACTUAL EXPENSE UFM	\$29,776.00	\$0.00
	Contractual		Subtotal:	\$429,749.35	\$0.00
		761000	DEPR EXPENSE VEHICLES	\$5,697.00	\$0.00
		763000	DEPR EXPENSE FURN FIXTURES & EQUIP	\$40,111.00	\$0.00
	Depreciation- (Local)		Subtotal:	\$45,808.00	\$0.00
		787000	ENTERTAINMENT/TICKETS	\$47,152.00	\$0.00
	Entertainment		Subtotal:	\$47,152.00	\$0.00
		681000	REPAIRS & MAINTENANCE VEHICLES	\$269.00	\$0.00
		681089	REPAIRS & MAINTENANCE VEHICLES UFM	\$4,600.00	\$0.00
		683000	REPAIRS & MAINTENANCE FF&E	\$4,956.00	\$0.00
		683089	REPAIRS & MAINTENANCE FF&E UFM	\$2,554.00	\$0.00
		685089	REPAIRS & MAINTENANCE BLDG & FAC UFM	\$8,724.00	\$0.00
	Maintenance		Subtotal:	\$21,103.00	\$0.00
		000000	Authorized Expense Budget	\$2,000,242.00	\$0.00
		642089	RENTALS UFM	\$928.00	\$0.00
		661089	Telephone & Postage UFM	\$10,196.00	\$0.00
		721089	TRAVEL & PER DIEM UFM	\$42,471.00	\$0.00
		782000	Conference and Training	\$770.00	\$0.00
		782089	CONFERENCE & TRAINING UFM	\$8,824.00	\$0.00
		784000	Credit Card Sales Expense	\$1,105.00	\$0.00
		708089	CDH SUBSIDY EXPENSE UFM	\$376,214.00	\$0.00
	Other Expense		Subtotal:	\$2,440,750.00	\$0.00
		601000	SALARIES & WAGES UFM	\$10,027,265.68	\$0.00
		626001	TUITION REIMBURSEMENT	\$3,600.00	\$0.00
		6XXX	BENEFITS UFM	\$2,185,707.07	\$0.00
	Salaries & Benefits		Subtotal:	\$12,216,572.75	\$0.00
		686089	MINOR PROPERTY UFM	\$15,352.00	\$0.00
		701000	Supplies	\$95,004.00	\$0.00
		701089	SUPPLIES UFM	\$278,127.00	\$0.00
	Supplies		Subtotal:	\$388,483.00	\$0.00
			Operating Expense Total:	\$15,614,294.10	\$0.00
			Revenue Total:	\$4,217,090.70	\$0.00
			Non-Labor Total:	\$3,321,730.11	\$0.00
			Salaries & Benefits Total:	\$12,292,563.99	\$0.00
			UFM Non-Labor Required:	\$11,397,203.40	\$0.00
			NAF Profit(Loss):	\$0.00	\$0.00

Figure 190: NAF Budget Variance (Navy Standard) Report

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4.23 NAF Budget Variance (Projected)

The NAF Budget Variance (Projected) report organizes and displays a list of projected revenues and costs with a Labor type of NAF, broken down by category, subcategory, and GL code.

NAF Budget Variance (Projected) Report					
Region: Europe, Africa, SWA					
Installations: All Selected					
Program Type: All Selected					
Program Names: All Selected					
Category	Subcategory	GL Code	Description	Projected Requirements	Unfunded Needs
Revenue					
		501000	PROGRAM REVENUE	\$4,217,090.70	\$0.00
	Program Revenue		Subtotal:	\$4,217,090.70	\$0.00
			Revenue Total:	\$4,217,090.70	\$0.00
Operating Expense					
		781000	ADVERTISING & PROMOTION	\$3,434.00	\$0.00
		781089	ADVERTISING & PROMOTION UFM	\$9,408.00	\$0.00
	Advertising & Promotion		Subtotal:	\$12,842.00	\$0.00
		785000	Awards & Prizes	\$1,626.00	\$0.00
		785089	AWARDS & PRIZES UFM	\$10,208.00	\$0.00
	Awards & Prizes		Subtotal:	\$11,834.00	\$0.00
		783000	CONTRACTUAL EXPENSE	\$23,777.00	\$0.00
		783002	INSTRUCTOR EXPENSE	\$31,000.00	\$0.00
		783089	CONTRACTUAL EXPENSE UFM	\$143,471.00	\$0.00
	Contractual		Subtotal:	\$248,248.00	\$0.00
		761000	DEPR EXPENSE VEHICLES	\$5,697.00	\$0.00
		763000	DEPR EXPENSE FURN FIXTURES & EQUIP	\$40,111.00	\$0.00
	Depreciation- (Local)		Subtotal:	\$45,808.00	\$0.00
		787000	ENTERTAINMENT/TICKETS	\$58,990.00	\$0.00
	Entertainment		Subtotal:	\$58,990.00	\$0.00
		681000	REPAIRS & MAINTENANCE VEHICLES	\$269.00	\$0.00
		681089	REPAIRS & MAINTENANCE VEHICLES UFM	\$4,800.00	\$0.00
		683000	REPAIRS & MAINTENANCE FF&E	\$4,956.00	\$0.00
		683089	REPAIRS & MAINTENANCE FF&E UFM	\$2,554.00	\$0.00
		685089	REPAIRS & MAINTENANCE BLDG & FAC UFM	\$8,724.00	\$0.00
	Maintenance		Subtotal:	\$21,303.00	\$0.00
		000000	Authorized Expense Budget	\$24,126.57	\$255,000.00
		642089	RENTALS UFM	\$928.00	\$0.00
		661089	Telephone & Postage UFM	\$10,196.00	\$0.00
		701002	USDA PROGRAM EXPENSE	\$655.97	\$0.00
		721089	TRAVEL & PER DIEM UFM	\$558,392.00	\$0.00
		782000	Conference and Training	\$270.00	\$0.00
		782089	CONFERENCE & TRAINING UFM	\$8,824.00	\$5,000.00
		784000	Credit Card Sales Expense	\$1,105.00	\$0.00
		708089	CDH SUBSIDY EXPENSE UFM	\$376,214.00	\$0.00
	Other Expense		Subtotal:	\$991,211.54	\$261,000.00
		600000	Living Quarters Allowance	\$564,170.00	\$0.00
		601000	SALARIES & WAGES UFM	\$4,142,188.49	\$0.00
		626001	TUITION REIMBURSEMENT	\$3,600.00	\$0.00
		6XXX	BENEFITS UFM	\$719,321.44	\$0.00
				\$1,503,274.82	\$0.00
	Salaries & Benefits		Subtotal:	\$6,932,554.75	\$0.00
		686089	MINOR PROPERTY UFM	\$15,352.00	\$0.00
		701000	Supplies	\$95,630.57	\$0.00
		701089	SUPPLIES UFM	\$334,732.44	\$419,000.00
	Supplies		Subtotal:	\$445,115.01	\$419,000.00
			Operating Expense Total:	\$8,767,906.30	\$680,000.00
			Revenue Total:	\$4,217,090.70	\$0.00
			Non-Labor Total:	\$1,835,351.55	\$680,000.00
			Salaries & Benefits Total:	\$6,932,554.75	\$0.00
			Expense Total:	\$8,767,906.30	\$680,000.00
			NAF Profit(Loss):	(\$4,550,815.60)	(\$680,000.00)
			UFM Required to Break Even:	\$4,550,815.60	\$680,000.00

Figure 191: NAF Budget Variance (Projected) Report

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4.24 PREP Input

The PREP Input report organizes and displays installation program staffing FTEs, capacity, and cost in the PREP reporting format for the current scenario.

PREP Input Report										
Fund_Type	Region	Installation (PREP)	Program	Function	Sub_Function	COL	FY	CP_FTE_US_Direct_Count	CP_FTE_FN_DH_Count	C
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	1	2014	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	1	2015	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	1	2016	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	1	2017	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	1	2018	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	1	2019	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	2	2014	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	2	2015	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	2	2016	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	2	2017	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	2	2018	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	2	2019	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	3	2014	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	3	2015	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	3	2016	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	3	2017	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	3	2018	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	3	2019	12	0	
OMN	Naval District Washington	NSF Annapolis	Fleet and Family Readiness	CD - Child Development	Child Development Center	4	2014	12	0	

Figure 192: PREP Input Report

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4.25 Requirements Variance

The Requirements Variance report organizes and displays variances between authorized and projected region, installation, and program costs to show deviations and the amount of deviation.

Requirements Variance Report														
Navy Standards vs Model														
Region: Northwest														
Installation: Kitsap														
Program Types: 24/7, 24/7 2, CDC, CDH, SAC, YP 2, YTH														
Program Names: All Selected														
Region	FY17 Navy Standards				FY17 Projected Requirements						FY17 Variance			
	(A) APF/NAF Labor	(B) NAF Non-Labor	(C) Revenue	(D) Total (A+B-C)	(E) APF Labor	(F) NAF Labor	(G) NAF Non-Labor	(H) Total NAF (F+G)	(I) Total Labor (E+F)	(J) Revenue	(K) Grand Total (E+F+G-J)	(L) Labor	(M) Non-Labor	(N) Total (L+M)
Northwest	\$9,251,090.93	\$1,923,893.67	\$3,790,778.66	\$7,384,205.94	\$946,988.43	\$8,253,259.00	\$1,921,924.00	\$10,175,183.00	\$9,200,247.43	\$3,790,778.66	\$7,331,392.77	\$50,843.50	\$1,969.67	\$52,813.17
Region Costs	\$421,627.36	\$468,947.05	\$0.00	\$890,574.41	\$142,878.85	\$305,103.47	\$472,947.00	\$778,050.47	\$447,982.32	\$0.00	\$920,929.32	(\$26,354.96)	(\$3,999.95)	(\$30,354.91)
Program Costs	\$8,829,463.57	\$1,454,946.62	\$3,790,778.66	\$6,493,631.53	\$804,109.58	\$7,948,156.00	\$1,448,977.00	\$9,397,133.00	\$8,752,265.58	\$3,790,778.66	\$6,410,463.92	\$77,197.99	\$5,969.62	\$83,167.61
OMN Subtotal	\$9,251,090.93	\$1,923,893.67	\$3,790,778.66	\$7,384,205.94	\$946,988.43	\$8,253,259.00	\$1,921,924.00	\$10,175,183.00	\$9,200,247.43	\$3,790,778.66	\$7,331,392.77	\$50,843.50	\$1,969.67	\$52,813.17
OMNR Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REIMB Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$9,251,090.93	\$1,923,893.67	\$3,790,778.66	\$7,384,205.94	\$946,988.43	\$8,253,259.00	\$1,921,924.00	\$10,175,183.00	\$9,200,247.43	\$3,790,778.66	\$7,331,392.77	\$50,843.50	\$1,969.67	\$52,813.17
Baseline/Scenario: <u>FY17 Metrics-17</u>														
Date: <u>03-Jan-17</u>														

Figure 193: Requirements Variance Report

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4.26 SAC Direct Staffing

The system shall provide a report that organizes and displays a list of an installations' direct staffing across all SAC programs and a breakdown of time allotted for staffing at each SAC component.

SAC Direct Staffing Report						
Region: Europe, Africa, SWA						
Installations: Bahrain , Larissa , Lisbon , Rota						
Bahrain Naval Support Activity						
Installation Direct Staffing						
Position Name	Grade Level	Type	Flex/Full	Proj FTE		
Leader	GS05 - 2	NAF	Full Time	1		
Program Assistant	GS02 - 2	NAF	Flex	1.08		
Program Assistant	GS04 - 2	NAF	Full Time	1		
FTE Subtotal				3.08		
SAC						
Component	Enrollment	# of Session Weeks	# of Daily Hours	Auth FTE	Staff Hrs/Wk	Staff Hrs/Day
Before Care	35	36	1	0.26	15.02	3
After Care	35	36	2.5	0.65	37.56	7.51
Winter Break	35	2	11	0.16	166.4	33.28
Spring Break	35	1	11	0.08	166.4	33.28
Summer Camp	70	10	11	1.33	276.64	55.33
Full Day School Out	35	3	11	0.24	166.4	33.28
FTE Subtotal				2.72		
Rota Naval Station						
Installation Direct Staffing						
Position Name	Grade Level	Type	Flex/Full	Proj FTE		
Leader	GS05 - 5	APF	Full Time Civil Service	0		
Leader	GS05 - 2	NAF	Full Time	2		
Program Assistant	GS02 - 2	NAF	Flex	1.59		
Program Assistant	GS04 - 2	NAF	Full Time	2		
FTE Subtotal				5.59		
SAC						
Component	Enrollment	# of Session Weeks	# of Daily Hours	Auth FTE	Staff Hrs/Wk	Staff Hrs/Day
Summer Camp	100	11	11	2.04	385.75	77.15
Before School	50	34	2.5	0.82	50.16	10.03
After School	80	34	2.5	1.23	75.25	15.05
Winter Camp	60	2	11	0.22	228.8	45.76
Spring Camp	60	1	11	0.11	228.8	45.76
1/2 Day School Out	80	2	6.5	0.19	197.6	39.52
Full day school out	80	2	11	0.32	332.8	66.56
FTE Subtotal				4.93		
Baseline/Scenario: <u>PQM14 EVR v2 -14</u>						
Date: <u>22-Jun-16</u>						

Figure 194: SAC Direct Staffing Report

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4.27 SAP Export

The SAP Export report organizes and displays a list of installation cost centers with the associated export data for each. The report shall include a list of projected revenues and costs with a Labor type of NAF broken down by cost center, GL code, GL account name, and distribution key. This report functions similar to the NAF Budget Variance Report (Projected).

SAP Export Report				
Region: Northwest				
Installation: Kitsap				
Cost Center	General Ledger Code	GL Account Name	Amount	Distribution Key
00000	501000	Program Revenue (Parent Fees)	\$1,924,280.80	1
00000	601000	Salaries (Base + Locality)	\$0.00	1
00000	621000	FICA	\$0.00	1
00000	622000	Annual Leave	\$0.00	1
00000	629000	Health	\$0.00	1
00000	630000	Life Insurance	\$0.00	1
00000	632001	Retirement	\$0.00	1
00000	633000	Workman's Comp	\$0.00	1
00000	634000	Unemployment	\$0.00	1
00000	562000	CENTRAL FUND OPERATING GRANTS	\$1,924,281.00	1
00000	501000	Program Revenue (Parent Fees)	\$299,837.16	1
00000	601000	Salaries (Base + Locality)	\$0.00	1
00000	621000	FICA	\$0.00	1
00000	622000	Annual Leave	\$0.00	1
00000	629000	Health	\$0.00	1
00000	630000	Life Insurance	\$0.00	1
00000	632001	Retirement	\$0.00	1
00000	633000	Workman's Comp	\$0.00	1
00000	634000	Unemployment	\$0.00	1
00000	562000	CENTRAL FUND OPERATING GRANTS	\$299,838.00	1
00000	708089	CDH Subsidy Expense-UFM	\$426,556.00	1
00000	601000	Salaries (Base + Locality)	\$0.00	1
00000	621000	FICA	\$0.00	1
00000	622000	Annual Leave	\$0.00	1

Figure 195: SAP Export Report

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4.28 Supply Load PREP Input

The Supply Load PREP Input report organizes and displays supply load data in the PREP reporting format for the current scenario.

Supply Load Prep Input Report																
Fund	Sub_Fund	Installation_ID	Installation_Title	Sub_Function_ID	Sub_Function_Title	COL	Supply_Category	Supply_Category_Title	FY0_Cost	FY1_Cost	FY2_Cost	FY3_Cost	FY4_Cost	FY5_Cost	One_Time_Cost	Model_Data_Date
OMN	5	57	NAVREG Northwest	141	Child Development Center	1	56	Other Contracts	751.7	769.0	786.7	804.8	823.3	842.2	0	01/18/2017
OMN	5	57	NAVREG Northwest	141	Child Development Center	2	56	Other Contracts	751.7	769.0	786.7	804.8	823.3	842.2	0	01/18/2017
OMN	5	57	NAVREG Northwest	141	Child Development Center	3	56	Other Contracts	652.2	667.2	682.6	698.3	714.3	730.8	0	01/18/2017
OMN	5	57	NAVREG Northwest	141	Child Development Center	4	56	Other Contracts	453.4	463.9	474.5	485.5	496.6	508.0	0	01/18/2017

Figure 196: Supply Load PREP Input Report

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4.29 T&C Staffing

The T&C Staffing report organizes and displays a list of T&C staffing per installation and allotted time the T&C staff are assigned across each installation program.

T&C Staffing Report							
Region: Europe, Africa, SWA							
Installations: Bahrain , Larissa , Lisbon , Rota							
Europe, Africa, SWA							
Bahrain Naval Support Activity							
CYP - Installation Training/Curriculum Staff							
	Labor Title	Code	Step	FTE			
	T&C Specialist	GS09	5	1			
				Totals:	1		
Percentage of T/C FTE spent in programs							
Program	Staff #	T&C Ratio	Calculated FTE	Calculated %	FTE	Hours/Week	
24/7	0	40	0	0	0	0	0
CDC	23.18	40	0.58	81	0.81	32.4	
CDH	0	80	0	0	0	0	0
SAC	8.16	80	0.1	14	0.14	5.6	
YTH	2.86	80	0.04	6	0.06	2.4	
	=====	=====	=====	=====	=====	=====	=====
Totals:	34.2	1.00	0.72	100	1	40	
Rota Naval Station							
CYP - Installation Training/Curriculum Staff							
	Labor Title	Code	Step	FTE			
	T&C Specialist	GS09	5	0			
	T&C Specialist	GS09	5	1			
	T&C Assistant	GS07	5	1			
				Totals:	2		
Percentage of T/C FTE spent in programs							
Program	Staff #	T&C Ratio	Calculated FTE	Calculated %	FTE	Hours/Week	
24/7	0	40	0	0	0	0	0
CDC	54.96	40	1.37	86	1.72	68.8	
CDH	0	80	0	0	0	0	0
SAC	11.18	80	0.14	9	0.18	7.2	
YTH	6.42	80	0.08	5	0.1	4	
	=====	=====	=====	=====	=====	=====	=====
Totals:	72.56	1.00	1.59	100	2	80	

Figure 197: T&C Staffing Report

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4.30 Unfunded

The Unfunded report displays unfunded labors, expenses, and subsidies organized by installation and program type, using selected filters.

CYP Unfunded Report								
Region: Naval District Washington								
Installations: Annapolis , Bethesda , Dahlgren , Indian Head , Joint Base Anacostia Bolling , Patuxent River								
Program Types: All Selected								
Program Names: All Selected								
Region	Installation	Base Priority Level	24/7	CDC	CDH	SAC	YTH	Total
Naval District Washington								
Annapolis								
		1 Urgent Critical Rqmt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		2 To Support New Spaces	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bethesda								
		1 Urgent Critical Rqmt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		2 To Support New Spaces	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dahlgren								
		1 Urgent Critical Rqmt	\$0.00	\$0.00	\$0.00	\$46,300.00	\$0.00	\$46,300.00
		2 To Support New Spaces	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indian Head								
		1 Urgent Critical Rqmt	\$0.00	\$309,000.00	\$0.00	\$0.00	\$0.00	\$309,000.00
		2 To Support New Spaces	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Joint Base Anacostia Bolling								
		1 Urgent Critical Rqmt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		2 To Support New Spaces	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Patuxent River								
		1 Urgent Critical Rqmt	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
		2 To Support New Spaces	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		3 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			=====	=====	=====	=====	=====	=====
Total			\$0.00	\$309,000.00	\$0.00	\$91,300.00	\$0.00	\$400,300.00

Figure 198: Unfunded Report

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4.31 VV&A

The VV&A report organizes and displays the revenue and authorized and projected costs that have been entered as well as actual cost data that was imported into the database using the VV&A Import process.

CYP VV&A Report														
Baseline/Scenario: POM14 EVR v2 -2014 VV&A FY: 2010 Regions: All Selected Installations: All Selected Program Types: All Selected Program Names: All Selected SLCS: CSI Score: Inspection Score:														
COL Score	Sub-function	APF				Revenue		Salaries		GS Labor		N	N	
		Authorized	Actual	NAF Grant	Variance	UFM	Budget	Actual	Navy Standard	Actual GS/NAF	Variance			Budget
HQ	Roll-up	\$202,020,975.54	\$136,049,737.07	\$76,379,040.46	\$10,407,801.99	(\$75,811,848.62)	\$98,134,102.77	\$62,353,612.50	\$230,372,190.82	\$153,051,480				
	CDC	\$159,406,585.31	\$104,365,259.16	\$57,671,860.56	\$2,630,534.41	(\$52,417,243.34)	\$82,848,282.77	\$49,574,100.75	\$192,942,103.08	\$118,763,287				
	CDH	\$12,818,855.16	\$11,728,325.56	\$579,042.62	(\$511,486.98)	(\$6,380,092.96)	\$0.00	\$15,090.97	\$2,912,528.24	\$3,547,633.8				
	CONTRACT	\$0.00	\$82,091.91	\$0.00	\$82,091.91	\$0.00	\$0.00	\$0.00	\$0.00	\$61,591.93				
	SAC	\$17,985,694.76	\$12,846,633.86	\$11,059,737.56	\$5,920,676.66	(\$11,350,029.69)	\$13,207,636.00	\$10,391,564.90	\$24,754,080.76	\$18,781,345				
	YTH	\$11,809,840.31	\$7,027,426.58	\$7,068,399.72	\$2,285,985.99	(\$5,664,482.63)	\$2,078,184.00	\$2,372,855.88	\$9,763,478.74	\$11,897,621				
CNIC HQ	Region Roll-up	\$32,201,420.00	\$17,148,000.00	\$0.00	(\$15,053,420.00)	\$0.00	\$0.00	\$0.00	\$2,951,420.00	\$0.00	(\$2,951,420.00)	\$0.00	\$0.00	\$2,951
CNIC HQ	Region Only	\$32,201,420.00	\$0.00	\$0.00	(\$32,201,420.00)	\$0.00	\$0.00	\$0.00	\$2,951,420.00	\$0.00	(\$2,951,420.00)	\$0.00	\$0.00	\$2,951
	EDC	\$32,201,420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,951,420.00	\$0.00	(\$2,951,420.00)	\$0.00	\$0.00	\$2,951
	EDH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 199: VV&A Report

4.32 IT Equipment Gap Report

The IT Equipment Gap report organizes and displays the IT Equipment and authorized and current inventory levels for installation programs.

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IT Equipment Gap Report													
Regions: All Selected Installation: Program Type: CDC Program Name: All Selected													
Region	Installation	Program Type	Installation Program	Program Size	Enrolled Classrooms	Enrolled Preschool Classrooms	Equipment Type	Manufacturer	Support Org	Model	Auth Qty	Current Inv	Gap
Naval District Washington	Anacostia Bolling	CDC	Child Development Center 1		16	4	FFR Computer Desktop, Kiosk Managed	Friday	M3	Morning	1	3	2
Naval District Washington	Anacostia Bolling	CDC	Child Development Center 2		17	3	FFR Computer Laptop, Network Managed	Test Program View	M3	Test Program View1	0	2	2
Naval District Washington	Anacostia Bolling	CDC	Child Development Center 3		21	3	FFR Multifunction Device, Network Managed	test123	M3	test123	3	3	0
Naval District Washington	Anacostia Bolling	CDC	Child Development Center 3		21	3	FFR Multifunction Device, Network Managed	test123	VIASAT	test123	0	3	3

Baseline/Scenario: FY21 Budget v2 _21
 Date: 19-Mar-21

Figure 200: IT Equipment Gap Report

4.33 System User Report (Admin Only)

The software shall provide admins with the ability to generate a System User Report containing user information as shown in the image below.

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System User Report									
System Role: Installation User Status: Inactive Region: CNIC HQ Installation: CNIC 2 HQ (Inactive) Program Type: CDC Program Name: CNIC HQ (Inactive) Last Login Date Range: Not Specified ~ Not Specified									
Username	First Name	Last Name	Email	System Role	Read	Edit	Status	Last Login	Last Updated
bmeehan	Brett	Meehan	CNIC9SUPPORT@peraton.com	Installation User	None	Bahrain Naval Support Activity, CNIC 2 HQ (Inactive), Crane Naval Support Activity, Monterey Naval Support Activity, Pt Loma Naval Base, San Diego Naval Base	Inactive	01/03/2018 12:39 AM	09/06/2018 07:38 AM
cwilliams	Christine	Williams	CNIC9SUPPORT@peraton.com	Installation User	None	Bahrain Naval Support Activity, Brunswick NAS (Inactive), CNIC 2 HQ (Inactive), Crane Naval Support Activity, Earle Naval Weapons Station, Monterey Naval Support Activity, New Orleans NSA NSA (Inactive), Pt Loma Naval Base, San Diego Naval Base, Yokosuka Fleet Activities	Inactive	01/25/2016 12:53 AM	04/09/2017 06:47 PM
rhodus	Kyle	Rhodus	CNIC9SUPPORT@peraton.com	Installation User	Bahrain Naval Support Activity, Brunswick NAS (Inactive), CNIC 2 HQ (Inactive), Crane Naval Support Activity, Earle Naval Weapons Station, Monterey Naval Support Activity, Pt Loma Naval Base, San Diego Naval Base	None	Inactive	03/12/2014 08:07 PM	07/18/2018 06:53 PM
sproctor	Sue	Proctor	CNIC9SUPPORT@peraton.com	Installation User	None	Brunswick NAS (Inactive), CNIC 2 HQ (Inactive), New Orleans NSA NSA (Inactive), Sigonella Naval Air Station	Inactive	06/05/2017 09:37 PM	10/15/2018 11:48 PM
Date: 22-Jun-22									

Figure 201: System User Report

5 Reference Menu

Home						
Session Menu <ul style="list-style-type: none"> Baseline Manager Scenario Manager My Scenarios 						
Scenario Menu <ul style="list-style-type: none"> Installation View Program View Region View Region Controls Scenario Standards Access Schedule Reports 						
Reference Menu <ul style="list-style-type: none"> Region Library Install Type Library Installation Library Program Library Pay Table Library 						
User Options <ul style="list-style-type: none"> Message Inbox My Profile Change Password 						
Admin Options <ul style="list-style-type: none"> User Account Setup Failed Login Activity Edit Banner 						
Regions List						
UIC	Region Code	Region Name	Region Title	Status	Options	
0X1	PERTN	CHESAPEAKE	PERATON	Active		
00052	CNIC HQ	CNIC HQ	CNIC HQ	Active		
0	TRAINING	CNIC TRAINING	CNIC HQ TRAINING	Active		
0	CNIC T2	CNIC TRAINING 2	CNIC TRAINING	Active		
3049B	CNREURAFCENT	EURAFCENT	NAVREG EURAFCENT	Active		
61449	CNRH	Hawaii	NAVREG Hawaii	Active		

Figure 202: Reference Menu

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The EMS system provides administrators with a Reference Menu in which Admin Users can manage the attributes associated with Regions, Installations, Installation Types, Programs, and Pay Tables.

5.1 Region Library

The screenshot displays the 'Region Library Add Pane' interface. On the left, there is a navigation menu with sections: 'Session Menu' (Baseline Manager, Scenario Manager, My Scenarios), 'Scenario Menu' (Installation View, Program View, Region View, Region Controls, Scenario Standards, Access Schedule, Reports), 'Reference Menu' (Region Library, Install Type Library, Installation Library, Program Library, Pay Table Library), 'User Options' (Message Inbox, My Profile, Change Password), and 'Admin Options' (User Account Setup, Failed Login Activity, Edit Banner). The main area is titled 'Home' and contains a 'Regions List' table and an 'Add a New Region' form.

UIC	Region Code	Region Name	Region Title	Status	Options
0X1	PERTN	CHESAPEAKE	PERATON	Active	[Checkmark] [X]
00052	CNIC HQ	CNIC HQ	CNIC HQ	Active	[Checkmark] [X]
0	TRAINING	CNIC TRAINING	CNIC HQ TRAINING	Active	[Checkmark] [X]
0	CNIC T2	CNIC TRAINING 2	CNIC TRAINING	Active	[Checkmark] [X]
30498	CNREURAFCENT	EURAFCENT	NAVREG EURAFCENT	Active	[Checkmark] [X]
61449	CNRH	Hawaii	NAVREG Hawaii	Active	[Checkmark] [X]

Add a New Region

Region Name: Required Inactive:

Region Code: Required UIC: Required

Region Title: Required PREP ID: Required

Company Code:

Figure 203: Region Library Add Pane

The EMS system provides administrators with the ability to create, delete and modify each attribute associated with a Region.

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To add a new Region, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Regions List pane. This will open an add pane below the Regions List. From there, fill out the required fields. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Region, click on the yellow pencil icon under the options column in the Regions List grid for the row that you wish to edit. This will open an edit pane below the Regions List pane. In this pane you can make changes to a number of fields for the Region you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Region, click on the red X icon under the options column in the Regions List grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Region. You can click Cancel to end the deletion process or click OK to delete your selected Region.

5.2 Installation Type Library

The screenshot displays the 'Installation Type List' pane. On the left is a navigation menu with sections: Home, Session Menu (Baseline Manager, Scenario Manager, My Scenarios), Scenario Menu (Installation View, Program View, Region View, Region Controls, Scenario Standards, Access Schedule, Reports), Reference Menu (Region Library, Install Type Library, Installation Library, Program Library, Pay Table Library), User Options (Message Inbox, My Profile, Change Password), and Admin Options (User Account Setup, Failed Login Activity, Edit Banner). The main area contains a table with columns: Installation Type Code, Installation Type Name, Status, and Options. Below the table is an 'Add a New Installation Type' form with fields for 'Installation Type Code' and 'Installation Type Name', both marked as 'Required'. There is also an 'Inactive' checkbox. An 'Add' button is located at the bottom of the form.

Installation Type Code	Installation Type Name	Status	Options
ADMINSUPU		Active	✓ ✕
AFB	AFB	Active	✓ ✕
Air Force Base	Air Force Base	Active	✓ ✕
ANNEX		Active	✓ ✕
CBC	CBC	Active	✓ ✕
CBF	CBF	Active	✓ ✕

Add a New Installation Type

Installation Type Code: Required Inactive:

Installation Type Name: Required

Figure 204: Installation Type Add Pane

The EMS system provides administrators with the ability to create, delete and modify each attribute associated with an Installation Type.

To add a new Installation Type, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Installation Type List pane. This will open an add pane below the Installation Type List. From

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there, fill out the required fields. Once the form is complete, click on the add button at the bottom of the add pane.

To edit an Installation Type, click on the yellow pencil icon under the options column in the Installation Type List grid for the row that you wish to edit. This will open an edit pane below the Installation Type List pane. In this pane you can make changes to a number of fields for the Installation Type you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete an Installation Type, click on the red X icon under the options column in the Installation Type List grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Installation Type. You can click Cancel to end the deletion process or click OK to delete your selected Installation Type.

5.3 Installation Library

UIC	Installation Name	Type	Region	APPN	Status	Options
61142	Anacostia Bolling	Joint Base	Naval District Washington	OMN	Inactive	
61142	Anacostia Bolling III	Joint Base	Naval District Washington	OMN	Inactive	
41557	Andersen	Air Force Base	Joint Region Marianas	OMN	Active	
61152	Annapolis	Naval Support Activity	Naval District Washington	OMN	Active	
61006	Athens	NSA	Southeast	OMN	Inactive	
00196	Atlanta	NAS	Southeast	OMNR	Inactive	

Installation Name:	<input type="text"/>	UIC:	<input type="text"/>
PREP Title:	<input type="text"/>	PREP ID:	<input type="text"/>
Region:	<input type="text" value="CHESAPEAKE"/>	Inactive:	<input type="checkbox"/>
Base Type:	<input type="text" value="ADMINSUPU"/>	APPN:	<input type="text" value="OMN"/>
Locality Multiplier:	<input type="text" value=""/> %		
<input type="button" value="Add"/>			

Figure 205: Installation Add Pane

The EMS system provides administrators with the ability to create, delete and modify each attribute associated with an Installation.

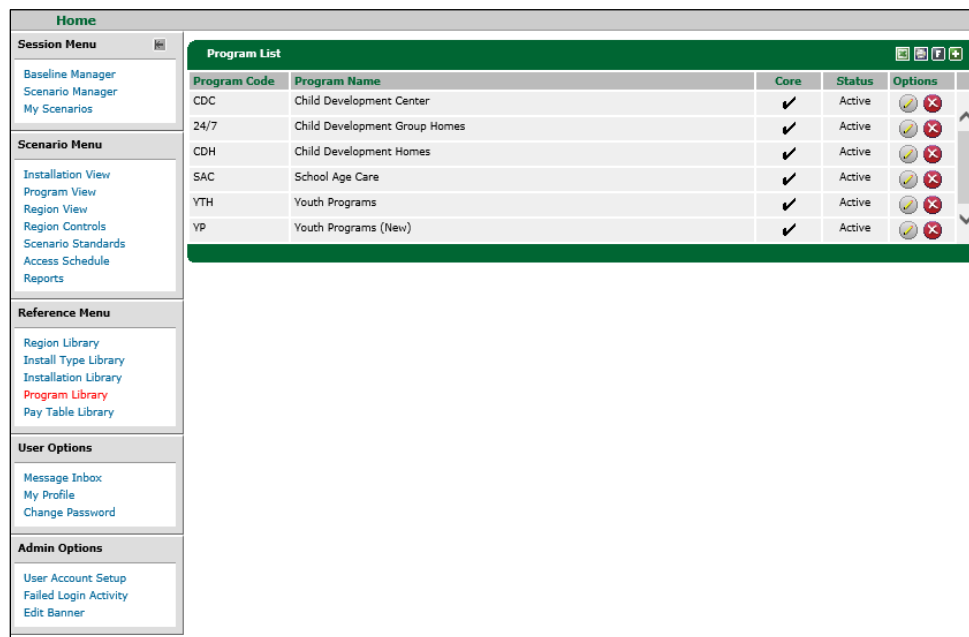
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To add a new Installation, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Installation List pane. This will open an add pane below the Installation List. From there, fill out the required fields. Once the form is complete, click on the add button at the bottom of the add pane.

To edit an Installation, click on the yellow pencil icon under the options column in the Installation List grid for the row that you wish to edit. This will open an edit pane below the Installation List pane. In this pane you can make changes to a number of fields for the Installation you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete an Installation, click on the red X icon under the options column in the Installation List grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Installation. You can click Cancel to end the deletion process or click OK to delete your selected Installation.

5.4 Program Library



The screenshot displays the 'Program Library' interface. On the left, there are several menu sections: 'Session Menu' (Baseline Manager, Scenario Manager, My Scenarios), 'Scenario Menu' (Installation View, Program View, Region View, Region Controls, Scenario Standards, Access Schedule, Reports), 'Reference Menu' (Region Library, Install Type Library, Installation Library, Program Library, Pay Table Library), 'User Options' (Message Inbox, My Profile, Change Password), and 'Admin Options' (User Account Setup, Failed Login Activity, Edit Banner). The main area is titled 'Program List' and contains a table with the following data:

Program Code	Program Name	Core	Status	Options
CDC	Child Development Center	✓	Active	✖
24/7	Child Development Group Homes	✓	Active	✖
CDH	Child Development Homes	✓	Active	✖
SAC	School Age Care	✓	Active	✖
YTH	Youth Programs	✓	Active	✖
YP	Youth Programs (New)	✓	Active	✖

Figure 206: Program Add Pane

The EMS system provides administrators with the ability to create, delete and modify each attribute associated with a Program.

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To add a new Program, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Program List pane. This will open an add pane below the Program List. From there, fill out the required fields. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Program, click on the yellow pencil icon under the options column in the Program List grid for the row that you wish to edit. This will open an edit pane below the Program List pane. In this pane you can make changes to a number of fields for the Program you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Program, click on the red X icon under the options column in the Program List grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Program. You can click Cancel to end the deletion process or click OK to delete your selected Program.

5.5 Pay Table Library

The screenshot displays the 'Add a New Labor' pane within the EMS system. The top section shows a table of labor steps for the year 2008. Below the table is a form to add a new labor entry.

Labor Code	Labor Step	Base Pay (2008)	Options
GS01	1	\$17,046.00	X
GS01	10	\$21,324.00	X
GS01	2	\$17,615.00	X
GS01	3	\$18,182.00	X
GS01	4	\$18,746.00	X
GS01	5	\$19,313.00	X

Add a New Labor

Labor Code: Required

Labor Code Step: Required

Base Salary (2008): \$ Required

Figure 207: New Labor Add Pane

The EMS system provides administrators with the ability to create, delete and modify each attribute associated with a Pay Table.

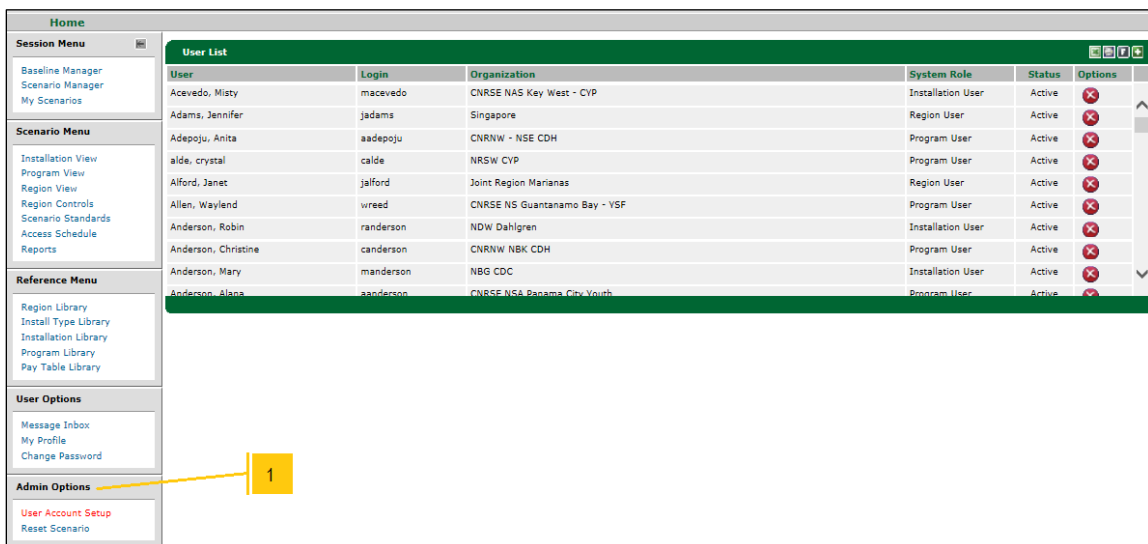
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To add a new Labor, click on the green box with the plus-icon inside it on the tool bar in the upper right-hand corner of the Labor List pane. This will open an add pane below the Labor List. From there, fill out the required fields. Once the form is complete, click on the add button at the bottom of the add pane.

To edit a Labor, click on the yellow pencil icon under the options column in the Labor List grid for the row that you wish to edit. This will open an edit pane below the Labor List pane. In this pane you can make changes to a number of fields for the Labor you selected. Once you are finished making changes, and all the required fields still have valid information in them, then you can click on the update button to commit the changes you have made.

To delete a Labor, click on the red X icon under the options column in the Labor List grid for the row that you wish to delete. A pop-up will appear on your screen asking to confirm that you wish you remove the selected Labor. You can click Cancel to end the deletion process or click OK to delete your selected Labor.

6 ADMIN OPTIONS



The screenshot displays the EMS system interface. On the left, there is a navigation sidebar with several menu categories: Session Menu, Scenario Menu, Reference Menu, User Options, and Admin Options. The Admin Options menu is highlighted in red and contains two items: 'User Account Setup' and 'Reset Scenario'. A yellow callout box with the number '1' points to the Admin Options menu item. The main content area shows a 'User List' table with columns for User, Login, Organization, System Role, Status, and Options. The table lists several users, including Acevedo, Misty; Adams, Jennifer; Adepoju, Anita; alde, crystal; Alford, Janet; Allen, Waylend; Anderson, Robin; Anderson, Christine; Anderson, Mary; and Anderson, Alana. The Options column for each user contains icons for edit (pencil) and delete (red X).

Figure 208: Admin Options Location

The EMS system provides administrators with controls that can help setup users and scenarios. Admin Options (see Callout 1 above) are broken down into two sections: User Account Setup and Reset Scenario.

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6.1 User Account Setup

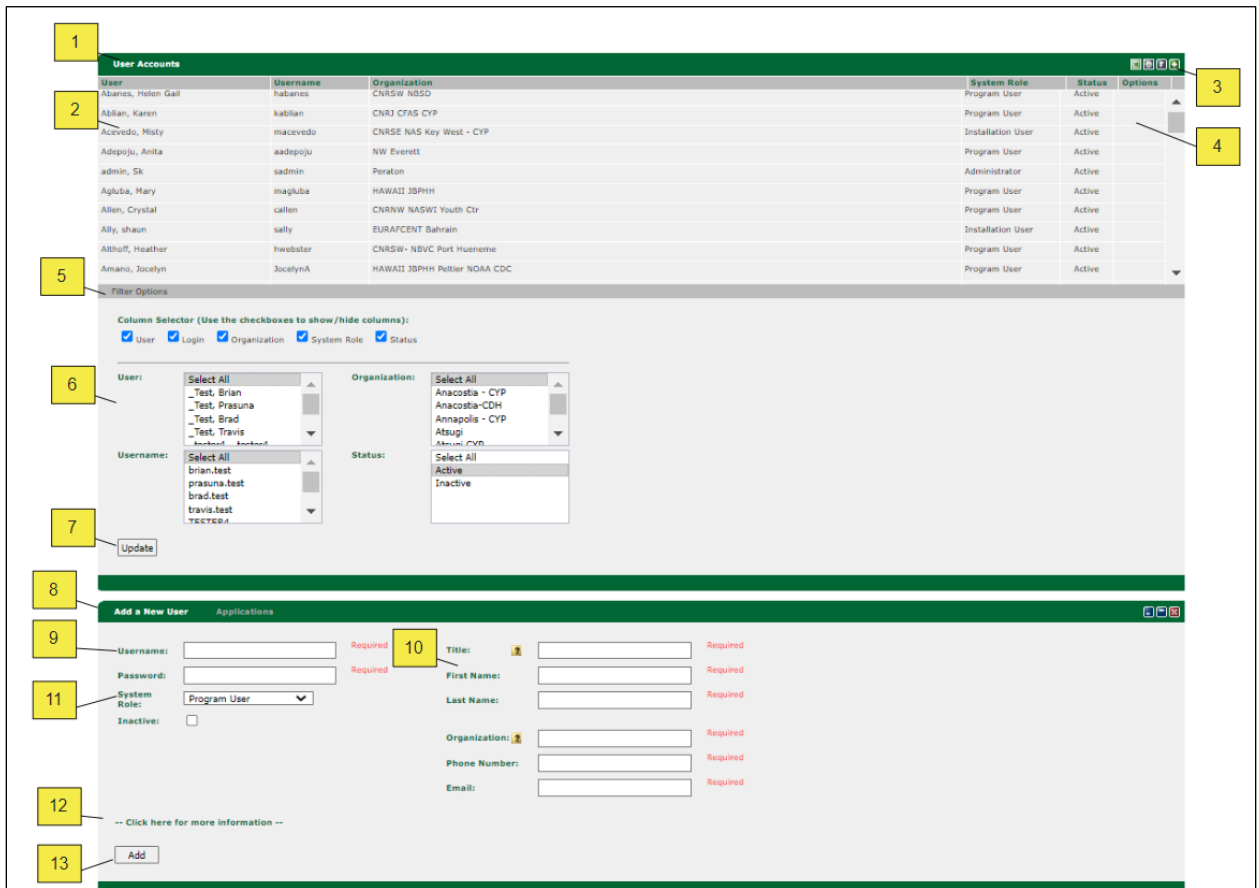


Figure 209: User Account Setup View

The User Account Setup menus allow administrators to set the user information and permissions for EMS. The User List is accessed by default (see Callout 1), and from this menu you can select a User to access their User Summary (see Callout 2). The User List has several tools that allow you export this list to an Excel file, print the list, filter what users are shown in the list, and add new users (see Callout 3). Administrators can also delete a user account if it is marked as *inactive* and has no existing associations by clicking on the red X button under the options column on the row for that user (see Callout 4).

By selecting the Filter tool from the top of the User List pane (see Callout 3), users can access the Filter Options (see Callout 5). The Filter Options provide a number of toggle-able settings that change what users are displayed in the User List. These options include selecting what column you want to be displayed, specific users, login IDs, and Organizations, as well as if the accounts are active or inactive (see Callout 6). After selecting what options you want to commit, click the Update button at the bottom of the Filter Options pane (see Callout 7) to make those changes to the User List.

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By selecting the Add User button from the top of the User List pane (see Callout 3), administrators can add new users to the EMS system through the Add a New User pane (see Callout 8). In the Add a New User pane, administrators can enter relevant user information needed to create an account. This information includes a Username and Password (see Callout 9), a first/last name along with an Organization name and Email address (see Callout 10) and establish the users system role and account activity (see Callout 11). Additional contact information can be entered for a user by clicking on the "-- click here for more information --" link (see Callout 12). After all relevant and required information has been entered then you can click on the Add button to add the new user account to the system.

The screenshot displays the 'User Summary' view for a user named 'rinstallation'. The interface is divided into several sections:

- Callout 1:** The 'User Summary' header.
- Callout 2:** The 'Username' field containing 'rinstallation'.
- Callout 3:** The 'Title' field containing 'Dev'.
- Callout 4:** The 'System Role' dropdown menu set to 'Program User'.
- Callout 5:** The link '-- click here for more information --'.
- Callout 6:** The 'Update' button.
- Callout 7:** The 'Locked' checkbox, which is currently checked.

Other visible fields include 'First Name' (Ryan), 'Last Name' (Fairbee), 'Organization' (Peraton), 'Phone Number' (999), and 'Email' (rfairbee5@gmail.com). There are also checkboxes for 'Change Password' and 'Inactive'.

Figure 210: User Summary View

Clicking on a user in the User List will open a User Summary pane (see Callout 1), which provides options for administrators to update the user's account information. Administrators can change the Username and password (see Callout 2), set a user's contact information (see Callout 3), and alter a user's system role and account activity (see Callout 4). Additional contact information fields can be accessed by clicking on the "-- click here for more information --" link (see Callout 5). After all relevant and required information has been entered then you can click on the Update button (see Callout 6) to commit those changes to the user account. If a user has reached their max login attempts/failures they will be locked out of the application. In this case, a Locked checkbox will be displayed in their respective User Summary (Callout 7). Admins can deselect the Locked checkbox to unlock the user account.

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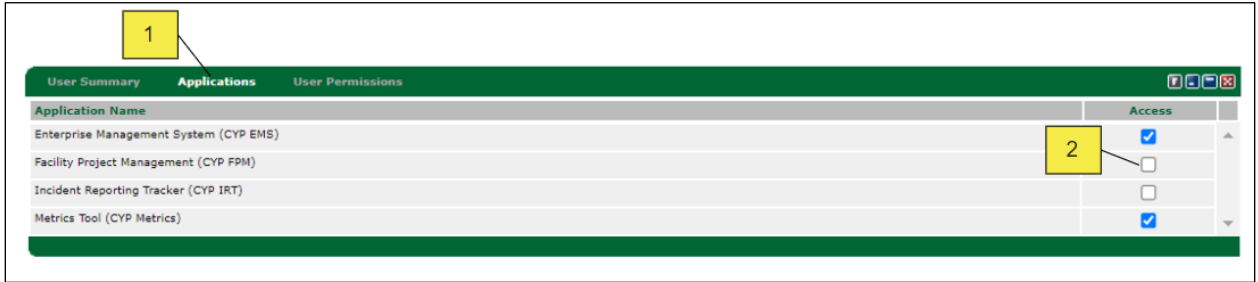


Figure 211: Applications

Next to the User Summary tab is the Applications tab (see Callout 1). The Applications tab provides administrators with option to provide other users with access to various applications using the Access checkbox (see Callout 2)



Figure 212: User Permissions View

Next to the Applications tab is the User Permissions tab (see Callout 1). The User Permissions tab provides administrators with options to set a user's access level for both installations and programs. Administrators can view what installations and user has access to (see Callout 2) and alter their status by selecting the edit button (see Callout 3). Clicking on the edit button opens up an adjacent pane that lists the programs for that installation, and provides dropdown menus with Read, Edit, and No Access options for each program (see Callout 5).

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6.2 Reset Scenario

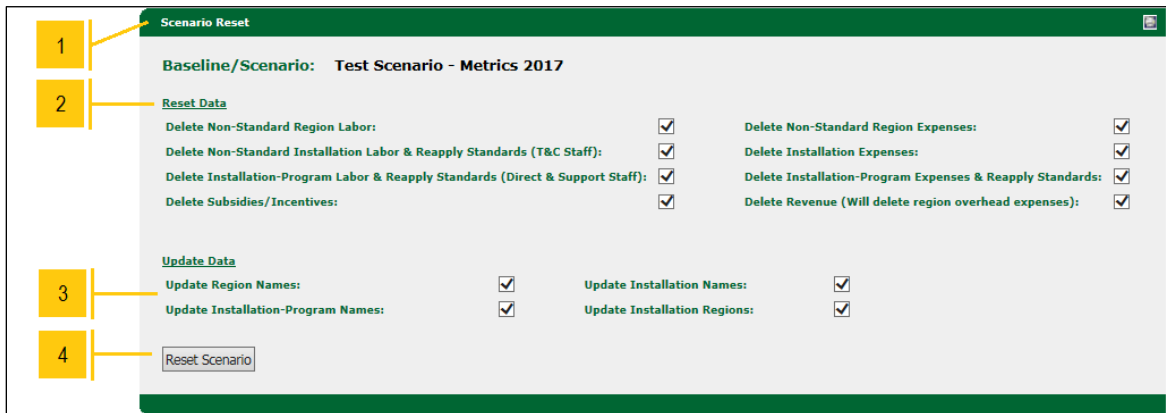


Figure 212: Reset Scenario View

The Scenario Reset menu (see Callout 1) allows administrators to reset and update a baseline or scenario. The menu is separated into two sections, Reset Data (see callout 2) and Update Data (see Callout 3). Reset Data provides options to delete a variety of information within the scenario and reset them to their default values. Update Data gives a set of Region and Installation names that can be updated to match any changes made to the baseline for that scenario.

After making your selecting, click on the Reset Scenario button (see Callout 4) to commit your changes.