

## **DEFINITION OF ROICC METRICS: Modification Processing Time**

This metric monitors the timeline for ROICCs to process modifications during construction. The time is measured from the time the Request for Proposal (RFP) is received by the ROICC office until the contractor signs the modification. The PMAP group has set standard for this measurement as less than 98 calendar days for modifications less than \$500,000 and less than 224 calendar days for modifications greater than \$500,000. The data for this metric is derived from NEAMIS 2i. The details for measurement of the modification processing time is as follows:

- The date an RFP is issued or the date an unsolicited proposal is received by the ROICC office is loaded into NEAMIS 2i in the RFP received block.
- The Modification number is loaded in the Mod number block.
- The date the modification is signed by the contractor is loaded into the mod block in NEAMIS 2i. The Acquisition group, normally the Procurement Tech or the Contract Specialist, will load this information into NEAMIS 2i real time.
- See attached input screen from NEAMIS for the input locations.
- Under the reports TAB in NEAMIS, the report can be generated by the ROICC office and the bottom line average modification processing time for that quarter provided to CI51 via email.

Procedures for entering data and generating reports:

- The web site for NEAMIS 2i is <http://efdlantit.efdlant.navy.mil/>. You then click on NEAMIS 2i WEB.
- The short cut to this web page is <http://neamis.efdlant.navy.mil/>.
- The first time you use this web site you will be required to install the J-Initiator.
- You will be prompted to enter your user ID and password on the Login screen. These are the same as for your computer.
- On the Main Menu screen, click on the Data Entry tab.
- Click on the Construction Contract Management tab.
- Find the contract and the modification number for which you are entering data.
- Click on Tab 6 for PCOs information. The blocks that are required to be filled out for this metric are called “Mod #”, “RFP Issued Date”, and Mod Exec. Date”. Note: The modification number cannot be loaded into NEAMIS 2i unless an RFP date is loaded. There is a pop up note box that will remind you of this requirement if you try to load the Modification number without first loading the RFP date.

NAVFAC Enterprise Administrative Management System (LANT HQ)

File Edit Query Record Tools Window Help

Contract/Task Order (N0018796D6662 1203)

6. Search 1. General 2. Status 3. POC 4. Tracking 5. Awd 6. PCOs 7. Mods 8. Invoices

PCO# 001 Mod# 01 Lead Negotiator Lawrence, Russell O. LT Reason Cd UNFO In Scope

Initiated 08/17/01 UCM Mod#

Descript: Additional coat of paint for Dog kennels.

Reason: One coat did not provide adequate sealing of the walls for dog use.

Risks:

Impact:

Funds:	Rsrv	11/15/01	1,413.05	Appr By		Issued	RFP
	Due			Rsrv Memo "To"		Due	
	Rqst	11/15/01	1,413.05	Fund Doc#	N6921201RC135LN		
	Rcvd	01/09/02	1,413.00	Est Delay Cost	0.00		

UDC Gov Est	Gov Est	Rtr	Negotiated	Mod	UCM
Date		08/15/01	11/15/01	Issued	01/10/02
Days	0	3	3	Exec.	01/23/02
Amt	0.00	1,413.05	1,413.00		

PCO#	Mod#	UCM Mod#	Initiated	Cancelled	Neg Days	Neg Amt
001	01		08/17/01	<input type="checkbox"/>	3	1,413.00

To report this metric:

- Choose the Reports tab under the Main Menu, and then Construction Contract Management tab. You will be in Construction Management Reports.
- Use the down arrow under the first white block and choose "Executive Reports". Use the report called "Modification Processing Time".
- Choose your ROICC office in the Drop down menu in the "ROICC" block.
- Choose the filter for the first report by selecting "Executed Mods < \$500K" and select "Executed Mods > \$500K" for the second report. Chose sort by "Contr #, and PCO#".
- Click on the "Retrieve (binoculars) button and wait for the report to appear on your screen.
- You can print the report by using the File, Print drop down menu.
- Scroll down to the bottom of the report to view the average processing time for that quarter.

NAVFAC Enterprise Administrative Management System (LANT HQ)

File Edit Report Window Help

Construction Management Reports

Executive Reports

- Executive Summary
- SouthCom (FOL)
- HQ Indicators
- Command IPT Weekly Update
- Command Monthly Report
- Contract Time Growth
- Modification Processing Time**

Contr# [ ] Contr Spec [ ] Initiated [ ] - [ ] Issued [ ] - [ ]

Task Order# [ ] Lead Heg [ ] Funds Rsrv [ ] - [ ] Mod Exec [ ] - [ ]

ACO YKTH AROICC/CA [ ] Funds Rcvd [ ] - [ ] UCM Exec [ ] - [ ]

Purpose [ ]

Filter Executed Mods < 500K Sort By Contr#,PCO#

03/04/02 *Modification Processing Time(Executed Mods < 500K)* Page 7 of 7

*ROICC YKTN*

Contract/TO# P00 #	PCO No AROICC.	Description	RFP Date	Mod Date	Mod Amt	Processing Time
N6247099C9105 P00004	006 Law rence, Russell C	OUT OF SCOPE MOD FOR HAZARDOUS WASTE MATERIAL LOCKER AT NAVAL AND MARINE CORPS RESERVE CENTER, ROANOKE, VA	06/28/00	09/28/00	29,863	92
N6247000D6403 01	0018 001 Law rence, Russell C	ADDITIONAL REPAIR WORK, NAVAL WEAPONS STATION, YORKTOWN, VA	11/25/01	11/30/01	64,372	5
N6247001D3407 01	0001 001 Jackson, Jesse L.	Demolition of Building 681, including foundation and rails.	09/17/01	09/30/01	6,500	13
N6247001C3809 P00001	001 Law rence, Russell C	ROICC PENINSULA CHANGE OF ADDRESS		12/18/01		

*Avg Processing Time 108*

**Report Criteria**  
 ACO: YKTN  
 Filter: Executed Mods < 500K  
 Sort Order: Contr#,PCO#

# Change Order Processing Time – LANTDIV HQ



<98 days for <\$500k  
<224 days for >\$500k



>98 days for <\$500k  
>224 days for >\$500k



No Data

<\$500k

>\$500k

Cherry Point



Camp Lejeune



Little Creek



NNSY



Sewells Point



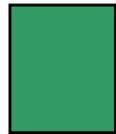
Oceana



Peninsula



# Change Order Processing Time – LANTDIV OPS OVERSEAS



<98 days for <\$500k  
<224 days for >\$500k



>98 days for <\$500k  
>224 days for >\$500k



No Data

< \$500k

>\$500k

**Azores**



**GTMO**



**Keflavik**



**Puerto Rico**



# Change Order Processing Time – EFA NORTHEAST

 <98 days for <\$500k  
<224 days for >\$500k

 >98 days for <\$500k  
>224 days for >\$500k

 No Data

	<\$500k	>\$500K
Portsmouth		
New Jersey		
North Maine		
East PA		
Mechanicsburg		
New London		
Newport		

# Change Order Processing Time – EFA CHES



<98 days for <\$500k  
<224 days for >\$500k



>98 days for <\$500k  
>224 days for >\$500k



No Data

<\$500k

>\$500k

Bethesda



Indian Head



Pax River



USNA



Dahlgren



Quantico



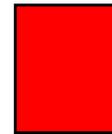
NDW



# Change Order Processing Time – EFA MED OPS



<98 days for <\$500k  
<224 days for >\$500k



>98 days for <\$500k  
>224 days for >\$500k



No Data

<\$500k

>\$500k

London



Bahrain



Souda Bay



Rota



La Madalena



Northern Italy



Southern Italy



Sigonella



# Change Order Processing Time – OICC NAPLES



<98 days for <\$500k  
<224 days for >\$500k



>98 days for <\$500k  
>224 days for >\$500k



No Data

<\$500k

>\$500k

OICC NAPLES

