**Current State: How PPM Information Flow Works Today**

1. **Requests & Communications**

* Source: Requests come in primarily by email (Outlook).
* Format: Free-form messages, sometimes with attachments, sometimes just instructions.
* Tracking: Once in the inbox, the request is managed manually by whoever received it.
* Status: No built-in task tracking; completion status must be inferred from follow-up emails or memory.

**2. Documentation Flow**

* Sources of required documentation:
* Biomed ® sanitation forms, repair/service confirmations.
* OIT ® wipe/clean certs, return-to-service docs.
* FMS shops ® facility-related property docs (repairs, mods, turn-ins).
* Submission method: Typically sent as email attachments (if sent at all).
* Storage: Saved by staff into personal or shared folders, often inconsistently.
* Risk: Documentation can be delayed, lost, or never sent.

**3. Equipment Lifecycle Tracking**

* Tagging: Scan team applies EE tags, confirms assignment.
* EILs: IMS staff update Equipment Inventory Listings manually, often based on paper/email
* confirmations.
* Inventories: Annual/cyclic inventories require pulling together data from multiple disconnected sources (inbox, shared folders, local spreadsheets).
* Disposition:
* Warehouse/IMS staff process turn-ins.
* Excess/Unicor/Surplus paperwork (e.g., 0751s, photos) are gathered ad hoc.
* Final docs are emailed in, sometimes after the fact, and must be chased down.

**4. Oversight & Compliance Touchpoints**

* QCR: Staff must prepare quarterly compliance packets, manually gathering jacket file materials from
* emails, folders, and spreadsheets.
* OIG: Auditors request cradle-to-grave proof; IMS/supervisors must reconstruct trails from fragmented
* records.
* TG-90: Material handlers rely on training and SOPs, but NX accountability while “in motion” is not
* consistently visible.
* 7002: Requires tagging, inventories, and disposition documents, but in practice compliance depends on staff diligence and follow-through, not system enforcement.

**5. Role of Supervisor**

* File chasing: Attempt to coordinate PPM team to follow up with Biomed, OIT, or FMS to collect missing docs.
* Inbox triage: Supervisor fields incoming requests, assigns out by email or verbally.
* Multi-role load: At the same time, supervisor is expected to be physically present with IMS staff in the field and still manage mailroom and reproduction center.