

CodSP-100-CAN

The National Codification Bureau of Canada

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NATIONAL CODIFICATION BUREAU (NCB) OF CANADA

1. INTRODUCTION

The Directorate of Supply Chain Operations (DSCO) within the Department of National Defence is designated the National Codification Bureau (NCB) for Canada.

2. HISTORY OF NATO CATALOGUING IN CANADA

The following provides a brief history regarding the development of NATO cataloguing in Canada:

- 1956 Canada's ratifies Standard NATO Agreements (STANAGs) 3150 and 3151.
- 1957 The Department of National Defence (DND) is assigned responsibility for the delivery of NATO cataloguing services within Canada and is assigned the mandate to act as the National Codification Bureau (NCB) for Canada. The NCB role and function is subsequently delegated to the Directorate of Cataloguing and Identification (DCI).
- 1972 First ADP support system is implemented.
- 1979 The scope of NATO cataloguing is expanded to include all civil Government Departments. The NCB became responsible for all NATO Cataloguing in Canada including DND and approximately 30 other government departments.
- 1993 The Treasury Board institutionalizes the NATO Stock Number (NSN) as the standard for all 'new' materiel and inventory management systems within the Government of Canada.
- 1994 National Defence amalgamates the functions of Initial Provisioning with that of NATO Cataloguing. The NCB is renamed the Directorate of Cataloguing and Initial Provisioning (DCIP).
- 1995 DCIP implements the first bilingual and fully automated cataloguing system. Designated the Canadian Government Cataloguing System (CGCS), this system serves the Canadian Forces, the Canadian Government Departments as well as the countries of the NATO Alliance.
- 2000 The function of Technical Information Management is integrated with the existing functions of Initial Provisioning and NATO Cataloguing and is renamed the Directorate of Technical Information and Codification Services
- 2005 The Directorate of Technical Information and Codification Services is devolved and the role of National Codification Bureau is moved to the Directorate of Supply Chain Operations under the Director General Material Systems and Supply Chain (DGMSSC).

3. MANDATE

As the NCB for Canada, the Directorate of Supply Chain Operations has an exclusive mandate to administer, manage and control the delivery of NATO cataloguing services to both National and International users and for the provision of services related to initial provisioning.

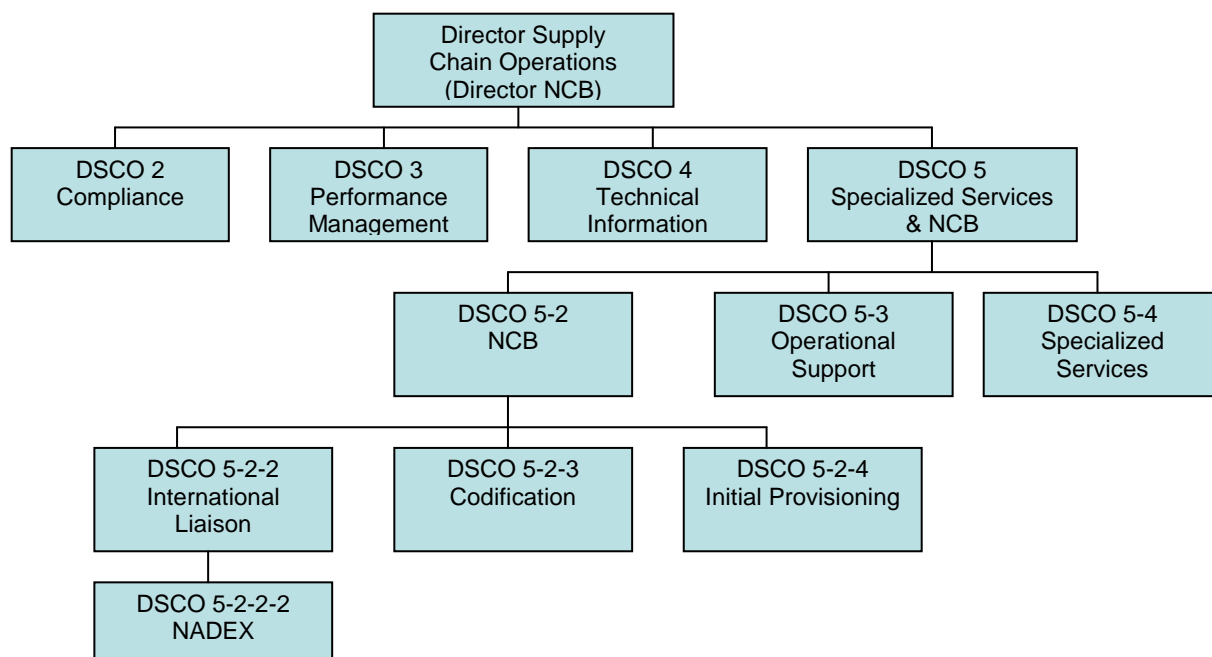
In view of its' mandate, the responsibilities of the Canadian NCB are as follows:

- Provide NATO codification services to our clients
- Implement appropriate methods to reduce duplication in the cataloguing of items, thereby facilitating cost-effectiveness in the procurement of items
- Maintain the CGCS item database with current codification information
- Enhance and maintain the CGCS database with technological advancements
- Ensure that Canada meets its NATO commitments
- Represent Canada as a viable, contributing partner in NATO Codification and International Logistics forums
- Liaise with contract managers and industry to ensure the acquisition of technical data necessary for proper identification of items
- Ensure timely identification to support cost-effective procurement of initial spares

4. ORGANIZATION

Following the model of Canadian logistics operations, the Canadian NCB has traditionally been organized, and has delivered NATO codification services, along specialist Materiel Identifier lines

The Materiel Group has re-aligned itself along weapons systems lines. Because of the close relationship, which must exist between weapon system procurement, life cycle management and NATO cataloguing, the NCB has, in some cases, dedicated codification personnel to equipment/system lines.



Reporting to the Director, Canada's NCB is organized into three (3) sections:

DSCO 5-2-2: INTERNATIONAL LIAISON

- (a) Responsible for the general administration of the NCS within Canada (e.g., policy and program development),
- (b) NATO Liaison and AC/135 Representation
- (c) Provides NADEX services for the NCB

DSCO 5-2-3: CODIFICATION

- (a) Identifies a unique NATO stock number (NSN) plus item description for every item established in the Canadian Government Cataloguing System (CGCS)
- (b) Assigns Canadian NATO stock numbers for supply items design controlled and manufactured in Canada as requested by the Canadian Government, NATO nations, NATO Partners, and other allies.

DSCO 5-2-4: INITIAL PROVISIONING

- (a) Provides the full range of services related to Initial Provisioning, including advice on requirements for spares.

5. OPERATIONS OVERVIEW

NATO cataloguing operations in Canada are totally centralized and are delivered by the Directorate of Supply Chain Operations (DSCO) on behalf of all users. Customers served by the NCB include:

- National Defence and the Canadian Forces;
- Civil Government Departments
- NATO countries; and
- Friendly foreign nations

The NCB processes approximately 55000 requests for cataloguing annually - most of which are the result of the Department's capital acquisition program. Approximate workload percentages are shown below:

- National Defence (75%)
- NATO Allies & Friendly Foreign Nations (22%)
- Other National Government Departments (3%)

6. PERSONNEL

The NCB is staffed by approximately 21 civilian personnel. Historically, it has been the practice of the Canadian NCB to recruit technical tradesmen who are leaving the Canadian Forces for employment as NATO cataloguers. In doing so, the NCB has been assured that new codifier personnel possess the technical knowledge required in order to effectively perform their tasks.

7. TRAINING

The Canadian NCB is currently in the process of upgrading its in-house training program. The past practice was to recruit personnel who possess the requisite technical skills and knowledge, therefore this training program was limited to the policy, principles and techniques of NATO cataloguing and their application within Canada.

This training includes:

- **Employee Orientation.** A one (1) day session which is intended to orient new employees to the NCB and NATO as well as to the Materiel Group and the Department of National Defence.
- **Cataloguer Orientation.** Five (5) days of classroom instruction followed by a six (6) month 'on-the-job' training period during which the employee must achieve pre-determined performance objectives
- **Refresher Training.** This program will be offered periodically to cataloguing personnel to ensure latest techniques and practices are being followed.

8. MODERNIZATION ACTIVITIES

Canadian Government Cataloguing System (CGCS)

The NCB continually works to upgrade the Canadian Government Cataloguing System to:

- enhance and automate the delivery of NATO cataloguing services,
- produce the bilingual Canadian Government Catalogue of Materiel (CGCM),
- permit automated screening of all new cataloguing requests,
- feature on-line query and characteristic search capability for all government users,
- allow modern, on-line access by users to cataloguing tools such as the CGCM, CD-NMCRL, and Fed-Log,
- meet all NATO data exchange requirements,
- satisfy all NATO policies and commitments, and
- facilitate international logistic cooperation and communication.

Canadian Government of Materiel on CD-ROM (CGCM)

The Canadian Government Catalogue of Materiel (CGCM) on Compact Disk has been replaced with a Digital Video Disk (DVD) in order to eliminate the requirement for multiple CD-ROMs.

The CGCM is bilingual and currently contains over 2.7 million items of supply. It is organized into four (4) databases:

- ***Item Data.*** This file contains data on all NATO Stock Numbers (NSNs) used by Canada including reference data, item description and management data;
- ***Manufacturers Directory.*** The NATO Government and Entity Code for Manufacturer (NCAGE) directory incorporates the names, addresses and NCAGEs for approximately 1,561,000 manufacturers/suppliers; 14605 of these are being maintained by Canada
- ***Equipment Registration Numbers*** The (ERNs) are used to identify items of materiel throughout their service life cycles and are applied to all equipments, systems, sub-systems and components that have been registered in the Equipment Item Data database (EIDDb)
- ***Equipment Parts Data.*** This file lists and relates equipment by Equipment Registration Numbers.

Permanent System Control Number (PSCN)

- The Canadian Government Catalogue of Material (CGCM) contains an inventory of Canadian Forces items that do not warrant central management and NATO stock numbering. This data is extracted from the Canadian Forces inventory management system and the new CGCM on DVD allows the option of displaying or not displaying PSCNs.

9. TOTAL ITEM RECORD

There are approximately 2.8 million items of supply recorded in the CGCS database - 1.3 million of which are active. Of this total, approximately 52% (679,334) are Canadian assigned NSNs with the remaining 48% (596,845) being foreign NSNs, which have been adopted for use by Canada. Of the 679,334 Canadian NSNs recorded in the Total Item Record, approximately 63% are in use by Canada.

10. STANAGs

The following STANAGs have been ratified by Canada and are currently in force:

- STANAG 3150 in 1956
- STANAG 3151 in 1956
- STANAG 4199 in 1983
- STANAG 4177 in 1985
- STANAG 2386 in 1990
- STANAG 4438 in 1992

11. BILATERAL/SPONSORSHIP AGREEMENTS

Although Canada does not have any formal bilateral agreements, the NCB provides codification services and exchanges codification data with several non-NATO countries, principally Australia, New Zealand, Korea and Singapore. Canada also does not have any sponsorship responsibilities.