



U.S. Air Force Photo

**Parts paparazzi**

Lisa Stoker, left, and Joyce Toone, supply clerks in the Directorate of Competition Advocacy's price appraisal division, get ready to photograph one of the thousands of items that pass through their organization for price analysis. After the item is analyzed and a target price is established, it is photographed. Photographs are filed with the part's audit trail and sent to buyers and item managers for their review.

# Supply clerks shorten price auditing process

by Donna Brown  
Hilltop Times staff writer

Two supply clerks in the Directorate of Competition Advocacy's price appraisal division have hit the trail—the audit trail—and it's shorter now than when they started.

Joyce Toone and Lisa Stoker have developed a new process to streamline their work load. What used to take two people one full day to complete, can now be done by one person in an hour.

The division's primary function is to provide government price estimates for spare parts that are purchased by the Ogden Air Logistics Center.

They estimate how much it would cost to manufacture the spare parts and provide the information to the buyers "so they will know a fair cost for the items they are purchasing before they meet with contractors," Ms. Toone said.

The division also handles the Zero Overpricing project. Under the program, anytime someone on base thinks the government pays too much for a particular item, he can submit a challenge for the division to research and take necessary action.

These processes are complicated and require coordination with many organizations on and off base. The division must update and monitor—or audit—the development of each project.

Before Ms. Toone and Ms. Stoker put their heads together to develop their new timesaving process, the supply clerks would input the information. Each time a change was made it had to be hand carried, by disk, to computers used by estimators and analysts.

Valuable time was also used moving information from computer to computer. Because the information changed hands so often, reports and alterations were often lost, Ms. Toone said. The clerks suggested the information be kept in the pricing branch on one computer. Analysts and estimators are provided with regular copies of reports. If they need additional information, they request it.

"This freed an estimator to do estimating instead of having to do clerical work," Ms. Toone said. The clerks' suggestion also frees Ms. Toone and Ms. Stoker from duplicating work efforts and requires the use of only one computer instead of three.

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