

U.S. Department
of Transportation

United States
Coast Guard



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United States Coast Guard

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COMMANDANT INSTRUCTION 4400.22

Subj: POLICY AND PROCEDURES FOR ADMINISTERING THE FEDERAL LOGISTICS

1. **PURPOSE.** This instruction documents the Federal Logistics Data (FED LOG) equipment configuration and provides policy and procedures for the management of FED LOG CD-ROM (compact-discs, read-only memory) discs. Additionally, it provides guidance on the ordering and distribution of FED LOG from the Defense Logistics Services Center (DLSC), Battle Creek, MI.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and Commanders, Coast Guard Activities Europe and Far East, Chiefs of Offices and special staff divisions shall ensure compliance with the provisions of this instruction.
3. **BACKGROUND.** Since 1991, the Department of Defense (DoD), specifically the Defense Logistics Agency (DLA), has undertaken efforts to modernize/update existing Automated Data Processing (ADP) logistics standard systems which support the CG as well as other government agencies (OGAs). One initiative in this modernization effort was their decision to discontinue catalog/logistics/supply information provided in microfiche and hard copy format and replace them with a product called Federal Logistics Data or FED LOG, available on CD-ROM. With FED LOG, selected CG units

are able to use CD-ROM capabilities to research data in an automated, efficient manner, instead of the time consuming manual search required by microfiche and hard copy products. Commandant (G-ELM) provided FED LOG to as many CG users as possible with selection based on the availability of funding, collocation of units, and unit usage data. As an alternative method of obtaining data, units not receiving FED LOG may elect to use LOGRUN, a dial-up system, which provides direct access into the Federal Logistics Information System (FLIS) database. In addition to catalog publications, other microfiche and hard copy products are now in CD-ROM format (e.g., Navy Afloat Shopping Guide, Medical Data, Hazardous Material Information System (HMIS), FSC-CAGE-Approved Item Name (H2-H6 series), Allowance Parts List (APL) Information, Maintenance-Material-Management (3-M) Data, Demilitarization (DEMIL) codes).

4. **DISCUSSION.**

- a. Maximum utilization of FED LOG is obtained on the Coast Guard Standard Workstation (CGSWS) equipped for PC Emulation as long as the CD-ROM readers are located at local cluster masters and they have a Microsoft MS-DOS license for each site/user. FED LOG is usually played in the four drive configuration. Multiple users can use FED LOG at the same time and it is accessible from any of the nodes connected by a Local Area Network (LAN) to the master with the FED LOG CD-ROM readers. Depending on your site, CG system hardware augmentation is identified as follows:

<u>FED LOG COMPONENTS</u>	<u>B28 MASTER</u>	<u>B38 MASTER</u>	<u>B39 MASTER</u>
Master Upgrade - B38	X		
1MB RAM expansion	X	X	
CWS upgrade - B38 (1)		X	X
52MB SCSI HD w/ ctrl	X	X	
Dual CD-ROM w/o ctrl (2)	X	X	X
Power supply (1)	X	X	X
PC Emulator software	X	X	X

- b. FED LOG CD-ROM distribution will be provided monthly by DLSC at no cost to individual units with annual subscription charges funded and paid for by Commandant (G-ELM). FED LOG discs are For Official Use Only (FOUO) and should be protected from use by other than official government sources. The storage of discs shall comply with handling procedures for FOUO information and discs shall be made inoperable before disposal. Obsolete discs should be scored with a nail or other sharp objects to make them unreadable. They should then be shipped together in a package weighing no more than 50 pounds and sent to NE-SAR Systems, 420 Ashwood Road, Darlington, PA 16115-9325. There is no charge for this service. Disc copies may be saved as backups but should be disposed

when no longer required by each unit. DO NOT RETURN DISCS TO DLSC OR CG HEADQUARTERS!

- c. CG units will account for FED LOG hardware and software in their Personal Property Accountability (PPA) inventories in accordance with the Property Management Manual (COMDTINST M4500.5 series). Although issued to individual units for use and accountability, FED LOG assets will remain under the control of Commandant (G-ELM). Assets will not be transferred or disposed of without prior approval from the Information Resources Management Branch, Commandant (G-ELM-4), COMM (202) 267-0443. All FED LOG policy and procedural questions should be referred to the Policy Branch, Commandant (G-ELM-2), COMM (202) 267-0656.

5. **PROCEDURES.**

- a. Maintenance. Technical support will be provided by the Software Support Branch at the Electronics Engineering Center (EECEN). This support is funded by CG Headquarters (G-ELM-4) throughout the life of the equipment. Any technical questions should be directed to EECEN at COMM (609) 523-7324 or 1-800-64-EECEN.
- b. Training. No special FED LOG training is necessary. The FED LOG Users Manual, either in hard copy or on-line, provides sufficient training to begin using the discs. DLSC has developed a new FED LOG Computer Based Training (CBT) course, on floppy disc, and it is now available.

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