

# NATO Codification System Course for Codifiers

## Agenda



**University  
of Defence**

**University of Defence  
Brno, Czech Republic  
3 – 14 September 2018**



This course is designed for personnel who are or will be dealing with practical issues of codification and who have a basic knowledge of codification processes.

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Basic knowledge of NCS on the real software, NCS management, how to establish an NCB, logistics codification interface.

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Monday, 3 September |                                                                                                                |                                                                                                                                                                                                                                               | 1 <sup>st</sup> week                                                                                                                                           |
|---------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIME                | UNIT                                                                                                           | LESSON                                                                                                                                                                                                                                        | LECTURER                                                                                                                                                       |
| 08:30 – 09:30       | Installation Briefing                                                                                          | <ul style="list-style-type: none"> <li>• Opening Remarks</li> <li>• Goal and Contents of the Course</li> <li>• UoD Presentation</li> <li>• Student Administration</li> <li>• How do we work</li> <li>• Photo Session with Students</li> </ul> | Dean of Faculty of Military Leadership (FML)<br>Head of Department of Logistics of FML<br>CZE NCB Representative<br>AURA Representative<br>NCS College Manager |
| 09:30 – 09:35       | BREAK                                                                                                          |                                                                                                                                                                                                                                               |                                                                                                                                                                |
| 09:35 – 10:35       | <b>UNIT 1 – NCS Overview</b><br><b>UNIT 2 – Types of Sponsorship</b><br><b>UNIT 3 – Organization Structure</b> | <ul style="list-style-type: none"> <li>• Purpose &amp; History of NCS</li> <li>• Steps of Codification</li> <li>• Basic Principles of NCS</li> <li>• Tier 1 &amp; Tier 2 Countries</li> <li>• AC/135</li> </ul>                               | Mr. Ondřej Janák<br>AURA                                                                                                                                       |
| 10:35 – 11:00       | COFFEE BREAK                                                                                                   |                                                                                                                                                                                                                                               |                                                                                                                                                                |
| 11:00 – 12:00       | <b>UNIT 4 – Item Name</b><br><b>UNIT 5 – Item Classification</b>                                               | <ul style="list-style-type: none"> <li>• Principles &amp; Benefits of Item Names</li> <li>• Types of Names</li> <li>• Principles &amp; Structure of NATO Supply Classification</li> </ul>                                                     | Mr. Ondřej Janák<br>AURA                                                                                                                                       |
| 12:00 – 13:30       | LUNCH                                                                                                          |                                                                                                                                                                                                                                               |                                                                                                                                                                |
| 13:30 – 14:30       | <b>MC CATALOGUE – Introduction</b>                                                                             | <ul style="list-style-type: none"> <li>• MC CATALOGUE Overview</li> <li>• Forms &amp; Behaviour</li> <li>• Searching</li> </ul>                                                                                                               | Mr. Ondřej Janák<br>AURA                                                                                                                                       |
| 14:30 – 14:45       | COFFEE BREAK                                                                                                   |                                                                                                                                                                                                                                               |                                                                                                                                                                |
| 14:45 – 15:45       | <b>Item search in exercises</b>                                                                                | <ul style="list-style-type: none"> <li>• Practical exercises on real codification SW</li> </ul>                                                                                                                                               | Mr. Ondřej Janák<br>AURA                                                                                                                                       |

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Tuesday, 4 September |                                                                                                 |                                                                                                                                                                               | 1 <sup>st</sup> week        |
|----------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| TIME                 | UNIT                                                                                            | LESSON                                                                                                                                                                        | LECTURER                    |
| 08:30 – 09:30        | Item name & Classification in exercises                                                         | <ul style="list-style-type: none"> <li>• Practical exercises on real codification SW</li> </ul>                                                                               | Mr. Ian Smith<br>Allan Webb |
| 09:30 – 09:35        | BREAK                                                                                           |                                                                                                                                                                               |                             |
| 09:35 – 10:35        | Item name & Classification in exercises                                                         | <ul style="list-style-type: none"> <li>• Practical exercises on real codification SW</li> </ul>                                                                               | Mr. Ian Smith<br>Allan Webb |
| 10:35 – 11:00        | COFFEE BREAK                                                                                    |                                                                                                                                                                               |                             |
| 11:00 – 12:00        | <b>UNIT 6 – Item &amp; Methods of Identification</b><br><b>UNIT 7 – Types of Identification</b> | <ul style="list-style-type: none"> <li>• TIR</li> <li>• Segments</li> <li>• Referential &amp; Descriptive Identification</li> <li>• 7 Types of Item Identification</li> </ul> | Mr. Ian Smith<br>Allan Webb |
| 12:00 – 13:30        | LUNCH                                                                                           |                                                                                                                                                                               |                             |
| 13:30 – 14:30        | <b>UNIT 8 – Organizations and References</b>                                                    | <ul style="list-style-type: none"> <li>• Reference Number</li> <li>• NGACE</li> <li>• Reference Related Codes</li> </ul>                                                      | Mr. Ian Smith<br>Allan Webb |
| 14:30 – 14:45        | COFFEE BREAK                                                                                    |                                                                                                                                                                               |                             |
| 14:45 – 15:45        | <b>UNIT 9 – Identification Guides</b><br><b>UNIT 10 – Characteristics</b>                       | <ul style="list-style-type: none"> <li>• Identification Guides</li> <li>• MRC</li> <li>• Replies &amp; Mode Codes</li> </ul>                                                  | Mr. Ian Smith<br>Allan Webb |

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Wednesday, 5 September |                               |                                               | 1 <sup>st</sup> week        |
|------------------------|-------------------------------|-----------------------------------------------|-----------------------------|
| TIME                   | UNIT                          | LESSON                                        | LECTURER                    |
| 08:30 – 09:30          | Item Codification in practice | • Practical exercises on real codification SW | Mr. Ian Smith<br>Allan Webb |
| 09:30 – 09:35          | BREAK                         |                                               |                             |
| 09:35 – 10:35          | Item Codification in practice | • Practical exercises on real codification SW | Mr. Ian Smith<br>Allan Webb |
| 10:35 – 11:00          | COFFEE BREAK                  |                                               |                             |
| 11:00 – 12:00          | Item Codification in practice | • Practical exercises on real codification SW | Mr. Ian Smith<br>Allan Webb |
| 12:00 – 13:30          | LUNCH                         |                                               |                             |
| 13:30 – 14:30          | Item Codification in practice | • Practical exercises on real codification SW | Mr. Ian Smith<br>Allan Webb |
| 14:30 – 14:45          | COFFEE BREAK                  |                                               |                             |
| 14:45 – 15:45          | Item Codification in practice | • Practical exercises on real codification SW | Mr. Ian Smith<br>Allan Webb |

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Thursday, 6 September |                                                             |                                                                                                                                         | 1 <sup>st</sup> week                    |
|-----------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| TIME                  | UNIT                                                        | LESSON                                                                                                                                  | LECTURER                                |
| 08:30 – 09:30         | Item Codification in practice                               | <ul style="list-style-type: none"> <li>• Practical exercises on real codification SW</li> </ul>                                         | Mr. Ian Smith<br>Allan Webb             |
| 09:30 – 09:35         | BREAK                                                       |                                                                                                                                         |                                         |
| 09:35 – 10:35         | Item Codification in practice                               | <ul style="list-style-type: none"> <li>• Practical exercises on real codification SW</li> </ul>                                         | Mr. Ian Smith<br>Allan Webb             |
| 10:35 – 11:00         | COFFEE BREAK                                                |                                                                                                                                         |                                         |
| 11:00 – 12:00         | Item Codification in practice                               | <ul style="list-style-type: none"> <li>• Practical exercises on real codification SW</li> </ul>                                         | Mr. Ian Smith<br>Allan Webb             |
| 12:00 – 13:30         | LUNCH                                                       |                                                                                                                                         |                                         |
| 13:30 – 15:45         | Visit to the Military Depot of Unrepairable Material (Brno) | <ul style="list-style-type: none"> <li>• Presentation of the Facility</li> <li>• Practical Codification at the Depot in Brno</li> </ul> | Military Depot of Unrepairable Material |

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Friday, 7 September |                                                            |                                                                                                                                                                                                | 1 <sup>st</sup> week        |
|---------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| TIME                | UNIT                                                       | LESSON                                                                                                                                                                                         | LECTURER                    |
| 08:30 – 09:15       | <b>UNIT 11 – Main Activities in the Logistical Channel</b> | <ul style="list-style-type: none"> <li>• Procurement Process and Logistics</li> <li>• Logistical Channel</li> <li>• Supply Chain Management</li> </ul>                                         | Mrs. Radka Lopourová<br>UoD |
| 09:15 – 09:45       | BREAK                                                      |                                                                                                                                                                                                |                             |
| 09:45 – 10:05       | <b>UNIT 12 – Logistical Technologies</b>                   | <ul style="list-style-type: none"> <li>• Selected Logistical Technologies</li> <li>• Just in Time Philosophy</li> <li>• Technologies of Automatic Identification (Bar Coding, RFID)</li> </ul> | Mrs. Radka Lopourová<br>UoD |
| 10:05 – 10:35       | COFFEE BREAK                                               |                                                                                                                                                                                                |                             |
| 10:35 – 11:30       | <b>Codification Publications &amp; Information</b>         | <ul style="list-style-type: none"> <li>• NMCRL</li> <li>• ACodP-1, ACodP-2/3</li> <li>• CodSP</li> </ul>                                                                                       | Mr. Ondřej Janák<br>AURA    |
| 11:30 – 12:00       | <b>Students' Presentation</b>                              |                                                                                                                                                                                                | Students                    |
| 12:00 – 13:30       | LUNCH                                                      |                                                                                                                                                                                                |                             |

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Monday, 10 September            |                                                                                                          |                                                                                                                                                                                                                                                                                                       |                                         | 2 <sup>nd</sup> week |
|---------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------|
| TIME                            | UNIT                                                                                                     | LESSON                                                                                                                                                                                                                                                                                                | LECTURER                                |                      |
| 09:00 – 09:30<br>CZE NCB Prague | <b>Presentation of the Defence Standardization, Codification and Government Quality Assurance Agency</b> | <ul style="list-style-type: none"> <li>Defence Standards</li> <li>Codification Processes</li> <li>Government Quality Assurance Strategy</li> <li>DSCGQAA's Role within NATO</li> </ul>                                                                                                                | Mr. Martin Dvořák<br>DSCGQAA Director   |                      |
| 09:30 – 09:35                   | BREAK                                                                                                    |                                                                                                                                                                                                                                                                                                       |                                         |                      |
| 09:35 – 11:00<br>CZE NCB Prague | <b>The NCS in the Czech Republic</b>                                                                     | <ul style="list-style-type: none"> <li>NCB Structure</li> <li>Legislation</li> <li>Object of Codification <ul style="list-style-type: none"> <li>Types of Items</li> </ul> </li> <li>Subjects Participating <ul style="list-style-type: none"> <li>Duties and Responsibilities</li> </ul> </li> </ul> | Mr. Libor Mrozinski<br>CZE NCB Director |                      |
| 11:00 – 12:30                   | LUNCH                                                                                                    |                                                                                                                                                                                                                                                                                                       |                                         |                      |
| 13:00 – 15:30<br>CZE NCB Prague | <b>The NCS in the Czech Republic, cont.</b>                                                              | <ul style="list-style-type: none"> <li>Practical Codification (Petřín)</li> </ul>                                                                                                                                                                                                                     | Mr. Libor Mrozinski<br>CZE NCB Director |                      |

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Tuesday, 11 September |                                                                  |                                                                                                                                                                                                                                  | 2 <sup>nd</sup> week        |
|-----------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| TIME                  | UNIT                                                             | LESSON                                                                                                                                                                                                                           | LECTURER                    |
| 08:30 – 09:30         | UNIT 13 – External Communication – Introduction                  | <ul style="list-style-type: none"><li>• Overview &amp; Principles</li><li>• Terminology</li><li>• Classification of transactions</li><li>• Structure of transactions</li></ul>                                                   | Mr. Ian Smith<br>Allan Webb |
| 09:30 – 09:35         | BREAK                                                            |                                                                                                                                                                                                                                  |                             |
| 09:35 – 10:05         | UNIT 14 – NMBS                                                   | <ul style="list-style-type: none"><li>• NATO Mail Box System Overview</li><li>• Transmissions upload &amp; download</li></ul>                                                                                                    | Mr. Ian Smith<br>Allan Webb |
| 10:05 – 10:35         | COFFEE BREAK                                                     |                                                                                                                                                                                                                                  |                             |
| 10:35 – 12:00         | UNIT 15 – LAU<br>UNIT 16 – LDU                                   | <ul style="list-style-type: none"><li>• Purpose &amp; Rules</li><li>• Input Validation Control &amp; Processing Study</li><li>• Possible Scenarios</li><li>• Possible Output Transactions</li><li>• Practical Exercise</li></ul> | Mr. Ian Smith<br>Allan Webb |
| 12:00 – 13:30         | LUNCH                                                            |                                                                                                                                                                                                                                  |                             |
| 13:30 – 14:30         | UNIT 17 – LAR<br>UNIT 18 – LCR<br>UNIT 19 – LDR<br>UNIT 20 – LMD | <ul style="list-style-type: none"><li>• Purpose &amp; Rules</li><li>• Input Validation Control &amp; Processing Study</li><li>• Possible Scenarios</li><li>• Possible Output Transactions</li><li>• Practical Exercise</li></ul> | Mr. Ian Smith<br>Allan Webb |
| 14:30 – 14:45         | COFFEE BREAK                                                     |                                                                                                                                                                                                                                  |                             |
| 14:45 – 15:15         | UNIT 21 – LTI                                                    | <ul style="list-style-type: none"><li>• Purpose &amp; Rules</li><li>• Input Validation Control &amp; Processing Study</li><li>• Possible Scenarios</li><li>• Possible Output Transactions</li><li>• Practical Exercise</li></ul> | Mr. Ian Smith<br>Allan Webb |
| 15:15 – 15:45         | UNIT 22 – LFN                                                    | <ul style="list-style-type: none"><li>• Purpose &amp; Rules</li><li>• Timeframes</li><li>• KFN</li></ul>                                                                                                                         | Mr. Ian Smith<br>Allan Webb |

# AGENDA

NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Wednesday, 12 September |                                                      |                                                                                                                                                                                                                                                             | 2 <sup>nd</sup> week        |
|-------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| TIME                    | UNIT                                                 | LESSON                                                                                                                                                                                                                                                      | LECTURER                    |
| 08:30 – 09:30           | UNIT 23 – LSA                                        | <ul style="list-style-type: none"> <li>• Purpose &amp; Rules</li> <li>• Input Validation Control &amp; Processing Study</li> <li>• Possible Scenarios</li> <li>• Possible Output Transactions</li> <li>• Screening</li> <li>• Practical Exercise</li> </ul> | Mr. Ian Smith<br>Allan Webb |
| 09:30 – 09:35           | BREAK                                                |                                                                                                                                                                                                                                                             |                             |
| 09:35 – 10:35           | UNIT 23 – LSA, cont.                                 |                                                                                                                                                                                                                                                             | Mr. Ian Smith<br>Allan Webb |
| 10:35 – 11:00           | COFFEE BREAK                                         |                                                                                                                                                                                                                                                             |                             |
| 11:00 – 12:00           | UNIT 24 – L23                                        | <ul style="list-style-type: none"> <li>• Purpose &amp; Rules</li> <li>• Collaboration Procedure</li> <li>• Cancellation Types</li> <li>• Possible Scenarios</li> <li>• K23</li> </ul>                                                                       | Mr. Ian Smith<br>Allan Webb |
| 12:00 – 13:30           | LUNCH                                                |                                                                                                                                                                                                                                                             |                             |
| 13:30 – 14:00           | UNIT 25 – NMCRL, KFF, KHN Updates                    | <ul style="list-style-type: none"> <li>• Update of NMCRL</li> <li>• KFF</li> <li>• KHN</li> </ul>                                                                                                                                                           | Mr. Ian Smith<br>Allan Webb |
| 14:00 – 14:30           | External Communication – Revision                    | <ul style="list-style-type: none"> <li>• Review Session</li> </ul>                                                                                                                                                                                          | Mr. Ian Smith<br>Allan Webb |
| 14:30 – 14:45           | COFFEE BREAK                                         |                                                                                                                                                                                                                                                             |                             |
| 14:45 – 15:45           | UNIT 26 – NATO Data Exchange Redesign Project (NDER) | <ul style="list-style-type: none"> <li>• Main Goals and Other Effects</li> <li>• Actual State &amp; Timetable for Future</li> <li>• Basic Principles</li> </ul>                                                                                             | Mr. Ondřej Janák<br>AURA    |

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NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Thursday, 13 September |                                                    |                                                                                                                                                                                                  | 2 <sup>nd</sup> week        |
|------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| TIME                   | UNIT                                               | LESSON                                                                                                                                                                                           | LECTURER                    |
| 08:30 – 09:30          | <b>UNIT 27 – Quality Assurance in Codification</b> | <ul style="list-style-type: none"> <li>• The Foundation of Quality</li> <li>• Technical Support</li> <li>• Quality Standards</li> <li>• Quality Inspection</li> <li>• Positive Action</li> </ul> | Mr. Ian Smith<br>Allan Webb |
| 09:30 – 09:35          | BREAK                                              |                                                                                                                                                                                                  |                             |
| 09:35 – 10:35          | <b>UNIT 28 – External Profile</b>                  | <ul style="list-style-type: none"> <li>• NCB External Profile</li> <li>• Codification Best Practice</li> <li>• Codification Agencies</li> <li>• Industry's Role</li> </ul>                       | Mr. Ian Smith<br>Allan Webb |
| 10:35 – 11:00          | COFFEE BREAK                                       |                                                                                                                                                                                                  |                             |
| 11:00 – 11:30          | <b>Allan Webb Codification Overview</b>            |                                                                                                                                                                                                  | Mr. Ian Smith<br>Allan Webb |
| 11:30 – 12:00          | <b>Students' Presentation</b>                      |                                                                                                                                                                                                  | Students                    |
| 12:00 – 13:30          | LUNCH                                              |                                                                                                                                                                                                  |                             |
| 13:30 – 14:45          | <b>Final Test</b>                                  |                                                                                                                                                                                                  | Mr. Ian Smith<br>Allan Webb |
| 14:45                  | <b>Final Organisational Matters</b>                |                                                                                                                                                                                                  | NCS College Manager         |

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NCS College – International Courses, NCS Course for Codifiers, University of Defence, Brno, Czech Republic, 3 – 14 September 2018

| Friday, 14 September |                     |                                                                                                                                                                                    | 2 <sup>nd</sup> week                                                                                                                                                                                                                 |
|----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIME                 | UNIT                | LESSON                                                                                                                                                                             | LECTURER                                                                                                                                                                                                                             |
| 08:30 – 09:30        | Quiz                |                                                                                                                                                                                    | AURA                                                                                                                                                                                                                                 |
| 09:30 – 09:35        | BREAK               |                                                                                                                                                                                    |                                                                                                                                                                                                                                      |
| 09:35 – 10:35        | Final Course Review | <ul style="list-style-type: none"> <li>• Recapitulation and confirmation of goals and achievements</li> <li>• Questions &amp; Answers</li> <li>• Feedback from Students</li> </ul> | Col. Pavel Foltin<br>CZE NCB Representative<br>NCS College Manager<br>AURA                                                                                                                                                           |
| 10:35 – 11:00        | COFFEE BREAK        |                                                                                                                                                                                    |                                                                                                                                                                                                                                      |
| 11:00 – 12:00        | Graduation Ceremony | <ul style="list-style-type: none"> <li>• Presentation of Certificates</li> <li>• Closing Comment</li> <li>• Closing Ceremony</li> </ul>                                            | Rector - Commandant of<br>University of Defence<br>Dean of Faculty of<br>Military Leadership<br>(FML)<br>Head of Department of<br>Logistics of FML<br>CZE NCB Representative<br>AURA Representative<br>NCS College Manager<br>Guests |