

DISA EUROPE
PROVISIONING DIVISION
APO AE 09131

EU8 Standard Operating Procedure (SOP) 2004-01

10 July 2004

World Wide On Line System (WWOLS) Priority Coding

1. PURPOSE: This SOP outlines the use of the provisioning status precedence field within WWOLS.
2. SCOPE: Control Desk, Allocation Engineers (AE's)
3. REFERENCE: DISAC 310-65-1
4. INSTRUCTIONS: The precedence field of an AE's provisioning status will change under the following circumstances:
 - A. EXCEPTIONAL EMERGENCY PROVISIONING (EP): is deemed the highest provisioning requirement. EP requirements will be annotated with a "1" in the precedence field. The Control Desk will immediately notify the Operations Manager, annotate precedence code within WWOLS, and walk the requirement through to completion. AE's are required to call or inform the Quality Control (QC) Manager in person when such a requirement is ready for QC.
 - B. URGENT REQUIREMENT: has been justified and validated as such by the issuing user's MAJCOM or MACOM. Urgent TSRs are deemed the second highest provisioning requirement and will have a "2" annotated within the precedence field of WWOLS. The Control Desk will immediately notify the Operation Manager, annotate precedence code within WWOLS, and walk the requirement through to completion. AE's are required to call or inform the QC Manager in person when such a requirement is ready for QC.
 - C. 16 DAYS OR GREATER: requirements that reside within DISA Europe for 16 days or longer and are ready to be QC'd will have a priority code of "3" annotated within the precedence field of WWOLS. AEs are responsible for placing a priority code of "3" once the requirement is ready to be QC'd.
 - D. ALL OTHER REQUIREMENTS: These will pass through WWOLS with the precedence field unedited.

The Operations Manager and Division Chief reserve the right to prioritize work as required.


S. L. TAMASHIRO
CDR, USN
Chief, Provisioning Division