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**Ministry
of Defence**

**JSP 886
THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 7
SUPPORTABILITY ENGINEERING**

**PART 05
MANAGEMENT OF SUPPORT INFORMATION**

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Contents

Contents	2
CHAPTER 1: MANAGEMENT OF SUPPORT INFORMATION.....	3
CONTEXT.....	3
POLICY.....	3
PRECEDENCE AND AUTHORITY	3
MANDATED REQUIREMENTS	3
ENSURANCE, ASSURANCE AND PROCESS	3
Ensurance and Assurance	3
KEY PRINCIPLES	4
ASSOCIATED STANDARDS AND GUIDANCE	5
POINTS OF CONTACT (POC).....	5

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CHAPTER 1: MANAGEMENT OF SUPPORT INFORMATION

CONTEXT

1. Information is essential for effective management of operations, projects and organisations. The availability of the appropriate quality and authoritative information to decision makers will support the efficient and effective delivery of capability.
2. Information should be managed through life as a valuable asset to support projects, organisations, service delivery and operational capability. The purpose of information management (IM) is to ensure that governance structures, mechanisms and resources are in place.

POLICY

3. It is MOD policy that projects define their support information requirements and manage all information in accordance with Government and MOD guidance.
4. This policy is to achieve effective and efficient IM to support projects, help informed decision making and ensure access to information.
5. Projects that create supportability engineering information have the responsibility to manage through life data held within IS and databases as well as information that is realised as documents, spreadsheets, e-mails and other electronic or physical documents. Hence there are two distinct strands to IM and this document seeks to point the project to policy documents that support these two strands.

PRECEDENCE AND AUTHORITY

6. The authority to manage information using efficient and cost effective processes and mechanisms is promulgated in [DE&S Corporate Governance Portal Index](#).

MANDATED REQUIREMENTS

7. To meet the MOD's legal duty of care obligations it is a requirement that all projects manage their information with due regard to legal mandates on the management and disclosure of information including:
 - a. [Public Records Act \(PRA\) \(1958 and 1967\)](#).
 - b. [Data Protection Act \(DPA\) \(1998\)](#).
 - c. [Environmental Information Regulations \(EIR\) \(2004\)](#).
 - d. [Freedom of Information Act \(FOIA\) \(2000\)](#).

ENSURANCE, ASSURANCE AND PROCESS

Ensurance and Assurance

8. In order to achieve consistency in logistic information for support solutions across Defence and industry, the MOD now mandates logistic information planning and recommends use of the [Logistics Coherence Information Architecture \(LCIA\)](#) to achieve this. The LCIA allows support solution designers to produce a model of their support

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option proposal containing all the necessary information components in a consistent and coherent way. The finished model provides a logistics information plan (Log IP) that can be used to inform a contract between MOD and its support partners, thus ensuring all parties are aware of the requirements and responsibilities on them to provide timely logistics information.

9. The nominated Senior Information Owner sets information policy for projects and is accountable for the quality and provenance of the information produced. The [roles and responsibilities of iHubs, SIOs and IMgrs](#) are defined by the DE&S CIO.

10. The [Log NEC Front Door Process](#) is the single point of entry for Requests for Change (RFC) to the MOD in-service Logistic Information Systems (Log IS).

KEY PRINCIPLES

11. IM is 'a set of integrated management processes and services that enable and support the capability of collectors, producers and users to store, locate, retrieve and transform information, allowing it to become the right information in the right form and of adequate quality to satisfy the demands of the commander or organisation'¹. These processes are described as the IM components in the Information Management Handbook.

12. The information repository represents the body of data to develop the support solution and to support a project through life. There may be a need for multiple repositories and the control and maintenance of the imports and exports between repositories and other Logistics Information Systems should be considered.

13. Accessibility of information is important: universal access from front-line to industry needs to be planned. This needs to include currency of information.

14. Any project using, exchanging or storing information shall use existing Log IS systems, ensure consistency and interoperability of data and use open standards (JSPs 329 and 602 refer).

15. Terms and their definitions must be consistent and interoperable across the MOD and shall be managed and maintained. This is laid down in the policy of JSP 329 Chapters 2 and 5 with the agreed terms and definitions contained in the Controlled Values Repository (CVR).

16. The use of standards to exchange information is an essential step towards achieving application interoperability and promoting information sharing between applications. This policy is laid down in JSP 329 Chapter 4 and supported by JSP 602 leaflets.

17. Documents (for example letters, publications, websites, spreadsheets and databases) and many types of recording media (for example paper, electronic files, video files) shall be managed in accordance with JSP 747.

18. JSP 441 defines the policy for MOD records management and also the procedures for records management.

1. ¹ NEC Handbook, JSP 777 Edn 1

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ASSOCIATED STANDARDS AND GUIDANCE

19. Reference and, if practical, link to the relevant publications involved.
- a. [JSP 329](#): Information Coherence for Defence.
 - b. [JSP 440](#): Defence Manual of Security.
 - c. [JSP 441](#): Defence Records Management Manual.
 - d. [JSP 602 Leaflet 1001: Application Architecture](#).
 - e. [JSP 602 Leaflet 1007: Database Services](#).
 - f. [JSP 602 Leaflet 1008: Information Coherence Environment](#).
 - g. [JSP 602 Leaflet 1010: File Services](#).
 - h. [JSP 602 Leaflet 1012: Information Interchange](#).
 - i. [JSP 602 Leaflet 1014: Legislation](#).
 - j. [JSP 602 Leaflet 1027: Time Services](#).
 - k. [JSP 602 Leaflet 1028: Asset Identification](#).
 - l. [JSP 602 Leaflet 1036: Security Architecture](#).
 - m. [JSP 602 Leaflet 1040: MODAF](#).
 - n. [JSP 747: Defence Information Management Policy](#).
 - o. [Information Management Handbook](#).

POINTS OF CONTACT (POC)

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