

Operations System Documentation Table of Contents

Administration and Financial Reporting	<u>MO-01-00-00-00</u>
Corporate Organization	<u>MO-01-01-00-00</u>
Organizational Change	<u>MO-01-01-00-02</u>
MTI	<u>MO-01-01-00-03</u>
Marketing/Programs/Materiel	<u>MO-01-01-00-04</u>
Programs/Scheduling	<u>MO-01-01-00-05</u>
Production.....	<u>MO-01-01-00-07</u>
Maintenance	<u>MO-01-01-00-08</u>
Quality.....	<u>MO-01-01-00-09</u>
Engineering.....	<u>MO-01-01-00-10</u>
Plant 2 Operations	<u>MO-01-01-00-12</u>
Accounting and Human Resources	<u>MO-01-01-00-18</u>
Plant 1 Operations	<u>MO-01-01-00-19</u>
Materiel	<u>MO-01-01-00-22</u>
Process Improvement.....	<u>MO-01-01-00-23</u>
Developing, Publishing, and Revising	
Systems Documentation.....	<u>MO-01-02-00-00</u>
Meeting Schedule	<u>MO-01-03-03-01</u>
Key Agreement	<u>MO-01-06-02-01</u>
MTI Visitor Log and Indemnification	
Agreement	<u>MO-01-06-06-01</u>
Customer Office Assignment and Control.....	<u>MO-01-06-08-00</u>

Travel Request	<u>MO-01-07-00-02</u>
Electronic Payroll (or ACH) Authorization	<u>MO-01-07-00-03</u>
Personal Mileage Log and Weekly Reimbursement Form	<u>MO-01-07-05-01</u>
Timekeeping	<u>MO-01-08-01-00</u>

Human Resources System.....	MO-02-00-00-00
Employee Handbook	<u>MO-02-00-01-00</u>
Starter Tool Sets	<u>MO-02-00-01-01</u>
Independent Contractor Agreement	<u>MO-02-01-00-03</u>
Employment Application	<u>MO-02-02-02-02</u>
Job Descriptions	MO-02-02-03-00
General Responsibility Sets and Basic Skill Groups	<u>MO-02-02-03-02</u>
Lead Person Designation	<u>MO-02-02-03-03</u>
Quality Director Job Description	<u>MO-02-02-03-05</u>
Program Manager Job Description	<u>MO-02-02-03-08</u>
Engineering Director Job Description	<u>MO-02-02-03-09</u>
Maintenance Manager	<u>MO-02-02-03-10</u>
Human Resource Manager Job Description	<u>MO-02-02-03-11</u>
CIO Job Description	<u>MO-02-02-03-12</u>
MRP/Scheduling Director Job Description	<u>MO-02-02-03-13</u>
Material Manager Job Description	<u>MO-02-02-03-15</u>
Off Shift Manager Job Description	<u>MO-02-02-03-16</u>
Methods Engineer Job Description	<u>MO-02-02-03-24</u>

Planning Engineer Job Description	<u>MO-02-02-03-25</u>
Principal Engineer Job Description.....	<u>MO-02-02-03-26</u>
Quality Engineer Job Description	<u>MO-02-02-03-27</u>
Assembler Job Description	<u>MO-02-02-03-31</u>
Senior Buyer Job Description	<u>MO-02-02-03-32</u>
Custodian Job Description.....	<u>MO-02-02-03-34</u>
Nondestructive Test Inspector Job Description	<u>MO-02-02-03-36</u>
Fabricator Job Description.....	<u>MO-02-02-03-38</u>
Inventory Attendant Job Description.....	<u>MO-02-02-03-39</u>
Maintenance/Facilities Worker Job Description	<u>MO-02-02-03-40</u>
CNC Programmer/Operator Job Description	<u>MO-02-02-03-41</u>
Office Worker Job Description	<u>MO-02-02-03-42</u>
Painter Job Description	<u>MO-02-02-03-43</u>
Processor Job Description.....	<u>MO-02-02-03-44</u>
Quality Inspector Job Description.....	<u>MO-02-02-03-45</u>
Tool Maker Job Description	<u>MO-02-02-03-48</u>
Environmental Engineer Job Description	<u>MO-02-02-03-51</u>
Safety Engineer Job Description	<u>MO-02-02-03-55</u>
Structure Mechanic Job Description.....	<u>MO-02-02-03-65</u>
Chief Financial Officer	<u>MO-02-02-03-67</u>
President.....	<u>MO-02-02-03-68</u>
Vice President.....	<u>MO-02-02-03-69</u>
Accounting Clerk Job Description.....	<u>MO-02-02-03-72</u>

Hardness/Conductivity Job Description	<u>MO-02-02-03-74</u>
Stretch Form/Hand Form Job Description	<u>MO-02-02-03-75</u>
Chemical Processor Job Description	<u>MO-02-02-03-76</u>
CMS Job Description	<u>MO-02-02-03-78</u>
Operations Director Job Description.....	<u>MO-02-02-03-81</u>
Structures Manager Job Description	<u>MO-02-02-03-83</u>
Structures Director Job Description.....	<u>MO-02-02-03-84</u>
Quality Clerk Job Description	<u>MO-02-02-03-86</u>
Programmer Engineer Job Description	<u>MO-02-02-03-90</u>
Heat Treat Tech. Job Description.....	<u>MO-02-02-03-91</u>
Quality Inspection Manager Job Description.....	<u>MO-02-02-03-93</u>
Quality Coordinator Job Description.....	<u>MO-02-02-03-95</u>
Quality Engineer Manager Job Description.....	<u>MO-02-02-03-96</u>
Machining Manager Job Description	<u>MO-02-02-03-97</u>
ID Operator Job Description	<u>MO-02-02-03-98</u>
Payroll Manager Job Description.....	<u>MO-02-02-03-99</u>
Engineering Manager Job Description	<u>MO-02-02-03-100</u>
Estimating Manager Job Description.....	<u>MO-02-02-03-101</u>
Special Project Coordinator Job Description.....	<u>MO-02-02-03-102</u>
Quality Control Consultant Job Description.....	<u>MO-02-02-03-103</u>
Shipping Manager Job Description.....	<u>MO-02-02-03-104</u>
Employment Agreement	<u>MO-02-02-06-01</u>
Personnel Action Form	<u>MO-02-03-01-01</u>
Post-Employment EEO Data Form.....	<u>MO-02-03-01-02</u>
Education Assistance Reimbursement.....	<u>MO-02-05-01-01</u>
Equipment Loan Agreement.....	<u>MO-02-05-09-01</u>

Cafeteria Plan Election	<u>MO-02-05-11-01</u>
Cafeteria Plan Reimbursement Form	<u>MO-02-05-11-02</u>
Health Savings Account Reimbursement Form	<u>MO-02-05-12-01</u>
MTI Shifts	<u>MO-02-06-02-01</u>
Daily Labor Exception Report	<u>MO-02-06-04-01</u>
Employee Evaluations	<u>MO-02-06-12-00</u>
Employee Evaluation w/notes	<u>MO-02-06-12-01</u>
Employee Evaluation	<u>MO-02-06-12-02</u>
Supervisor Evaluation	<u>MO-02-06-12-03</u>
Employee IDP & Evaluation Record	<u>MO-02-06-12-04</u>
Evaluation Matrix	<u>MO-02-06-12-05</u>
Time Off Request Form	<u>MO-02-07-00-01</u>
Disciplinary Action Form	<u>MO-02-08-00-01</u>
Termination Procedure	<u>MO-02-09-00-00</u>
Termination Record	<u>MO-02-09-00-01</u>
Election Form for Cobra Continuation Coverage	<u>MO-02-09-00-02</u>

Safety and Health System	<u>MO-03-00-00-00</u>
Unsafe Act Write-up	<u>MO-03-00-00-01</u>
Stretch Form Safety Requirements	<u>MO-03-00-01-00</u>
Emergency Preparedness	<u>MO-03-02-00-00</u>
Emergency Response Activation	<u>MO-03-02-01-00</u>
Essential Phone Numbers	<u>MO-03-02-01-01</u>
Evacuation of Facility	<u>MO-03-02-02-00</u>

MTI Headquarters Building Emergency Exits	<u>MO-03-02-02-01</u>
MTI Plant 2 Emergency Exits.....	<u>MO-03-02-02-02</u>

Accounting System	<u>MO-04-00-00-00</u>
New Customer Application and Approval	<u>MO-04-01-00-00</u>
New Customer Application	<u>MO-04-01-00-01</u>
Credit Check Work Sheet Form.....	<u>MO-04-01-00-02</u>
New Customer Acceptance Letter.....	<u>MO-04-01-00-03</u>
Inventory Valuation	<u>MO-04-06-01-00</u>
Inventory Change Notification & Recording	<u>MO-04-06-02-00</u>
Inventory Change Request Form	<u>MO-04-06-02-01</u>
Excess Materials Record.....	<u>MO-04-06-02-02</u>

Information System	<u>MO-05-00-00-00</u>
---------------------------------	-----------------------

Marketing System	<u>MO-06-00-00-00</u>
Processing Customer Cancellations and Changes	<u>MO-06-01-00-00</u>

Manufacturing System	<u>MO-07-00-00-00</u>
Stop Job Work Instruction	<u>MO-07-01-01-00</u>
Stop Job Form	<u>MO-07-01-01-01</u>
Stop Job Rules and Guidelines	<u>MO-07-01-01-02</u>
Customer Initiated Stop Work Request.....	<u>MO-07-01-02-00</u>
Constraint/Backorder Work Instruction	<u>MO-07-02-01-00</u>
Constraint/Backorder Form	<u>MO-07-02-01-01</u>

Machining	MO-07-03-00-00
VideoJet Machine Operation	<u>MO-07-03-01-00</u>
MRP Data Collection	<u>MO-07-04-01-00</u>
MRP Data Collection Form	<u>MO-07-04-01-01</u>
Sales Order Entry Procedure	<u>MO-07-06-00-00</u>
MRP Change Request.....	<u>MO-07-06-00-01</u>
Sales Order Scheduled Date Change Request	<u>MO-07-06-00-02</u>
Sales Order Entry Work Instruction	<u>MO-07-06-01-00</u>
Boeing Seattle Offload.....	<u>MO-07-06-01-01</u>
Boeing Seattle Titanium (EMF)	<u>MO-07-06-01-02</u>
Boeing Seattle Permanent.....	<u>MO-07-06-01-03</u>
Boeing Wichita Offload	<u>MO-07-06-01-04</u>
Boeing Wichita Permanent	<u>MO-07-06-01-05</u>
Boeing Wichita Titanium	<u>MO-07-06-01-06</u>
Boeing DPD	<u>MO-07-06-01-07</u>
Boeing Tennessee Offload	<u>MO-07-06-01-08</u>
Boeing Tennessee Titanium.....	<u>MO-07-06-01-09</u>
Northrop.....	<u>MO-07-06-01-10</u>
Grumman.....	<u>MO-07-06-01-11</u>
LearJet.....	<u>MO-07-06-01-12</u>
Lockheed Martin	<u>MO-07-06-01-13</u>
Nordam Group	<u>MO-07-06-01-15</u>
Sino Swearingen.....	<u>MO-07-06-01-16</u>
Order Entry Customer Code Table.....	<u>MO-07-06-01-17</u>
Tracking Sales Order Changes.....	<u>MO-07-06-02-00</u>

Expedited & Compressed Purchase Orders	
Received that Violate Compressed Lead Time.....	<u>MO-07-06-03-00</u>
Order Flow Procedure	<u>MO-07-07-00-00</u>
Off Load Order Flow Procedure	<u>MO-07-08-00-00</u>
Plating Offload Procedure	<u>MO-07-09-00-00</u>
First Lot Tracking.....	<u>MO-07-10-00-00</u>
Defense Priorities And Allocation System (DPAS).....	<u>MO-07-11-00-00</u>
Discrete Job Expedite Procedure	<u>MO-07-12-00-00</u>
Scrap Scheduling Procedure.....	<u>MO-07-13-00-00</u>
Scheduling Customer Constraints	<u>MO-07-14-00-00</u>
Automated Immersion Programs.....	<u>MO-07-15-00-00</u>

Additional Documents	MO-08-00-00-00
Delegation of Authority Form.....	<u>MO-08-00-00-01</u>

Visual Documents.....	MO-09-00-00-00
Labor Ticket Clocking	<u>MO-09-01-00-00</u>
Labor Ticket Adjustment.....	<u>MO-09-02-00-00</u>
Transfer Inventory Non-Wip	<u>MO-09-03-00-00</u>
Dispatch List Generation	<u>MO-09-04-00-00</u>
Splitting Orders	<u>MO-09-05-00-00</u>
Scrapping Parts	<u>MO-09-06-00-00</u>
Printing a Router.....	<u>MO-09-07-00-00</u>
Stop Job.....	<u>MO-09-08-00-00</u>
Tool Stops.....	<u>MO-09-09-00-00</u>

Receiving Inspection.....	<u>MO-09-10-00-00</u>
Non-Conforming Material Record.....	<u>MO-09-11-00-00</u>
Adding New Stock Numbers To Inventory	<u>MO-09-12-00-00</u>