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Health Services

**DEFENSE MEDICAL LOGISTICS STANDARD
SUPPORT (DMLSS) USERS MANUAL**

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This manual implements Air Force Policy Directive (AFPD) 41-2, *Medical Support*. It prescribes a uniform system of property control under an automated information system and applies to all medical logistics accounts supported by the DMLSS System. It establishes requisition, purchase, receipt, storage, issue, shipment, disposition, stock control, and accounting procedures for Air Force medical stock record accounts. It also establishes requirements for equipment maintenance and management and management of facility operations. It applies to all Air Force medical treatment facilities. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ USAF/SGML, 110 Luke Avenue, Room 400, Bolling AFB, DC 20332-7050. Maintain and dispose of all records created by this AFI in accordance with AFMAN 37-139, *Records Disposition Schedule*.

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Chapter 1

GENERAL AND ADMINISTRATION

1.1. Purpose. The objective of the Software User Manual for the Defense Medical Logistics Standard Support (DMLSS) is to provide medical logistics personnel with the information necessary to use the system effectively, including operation of computer hardware used in support of the system. This manual, in compliance with DOD 5200.28-STD, *Department of Defense Trusted Computer System Evaluation Criteria*, and AFSSI 5024, Volume I, *The Certification and Accreditation (C&A) Process*, also provides a high-level description of the security procedures and mechanisms used to minimize security risks to the operational environment of the DMLSS system .

1.2. Scope. The responsibilities for the medical logistics operation are contained in AFMAN 23-110, Volume 5 or AFI 41-209. This manual documents DMLSS procedures used in support of materiel, including War Reserve Materiel (WRM), capitalized into the Medical-Dental Division (MDD) of the Air Force Working Capital Fund (AFWCF) and noncapitalized materiel. The procedures in this manual apply to all DMLSS activities. Deviation from these procedures can only be authorized by HQ Air Force Medical Support Agency, Medical Logistics Division (AFMSA/SGSL), Brooks-City, TX.

1.3. Revisions. Revisions to the DMLSS manual will be made when processes or applications changes occur within DMLSS. The OPR will post initial changes to the users manual that is posted on the AFMLO list server with changes identified by blue text type. Notification will be sent to all registered list server users with update information. Users are reminded that these changes are not official until validated and approved through official channels.

1.4. Purpose Of The System. DMLSS is used by medical treatment facilities Logistics activities to maintain accountable records for medical logistics, in-use equipment, war reserve materiel, and facility infrastructure and real property. These records are updated by processing transactions based on medical materiel source documents or internal computer program criteria.

1.5. Terms And Abbreviations. [Attachment 1](#) contains an explanation of terms and abbreviations used in this manual.

1.6. Sensitivity. DMLSS is an inventory control and item accounting system that maintains data related to the assets of medical logistics accounts. Although not classified, DMLSS processes or handles unclassified and *unclassified sensitive* information that requires, as a minimum, *Controlled Access Protection* (Class C2) compliant security mechanisms, procedures, and documentation. The indiscriminate access to this data could provide an opportunity for theft, leading to the compromise of inventory accuracy, customer service, and readiness capability.

1.7. System Security.

1.7.1. DMLSS contains several security features to prevent unauthorized access to the system.

1.7.2. Access to the Operating System. Access to the operating system is limited to Military Health Systems (MHS) Helpdesk personnel and DMLSS developers. All other access is denied unless coordination with MHS Helpdesk requires base level intervention.

1.7.3. Access to the DMLSS System. An individual must have a unique username and password to gain access to DMLSS. The DMLSS System Administrator (SA) is responsible for assigning a username to each DMLSS user. Each user is responsible for assigning a password to control the username assigned. If an individual enters an invalid username and password, access to DMLSS is denied. The system only allows an individual three attempts to access DMLSS. After three consecutive unsuccessful attempts, the username is disabled. If this occurs, the DMLSS system administrator must log into the DMLSS System Administration tool to reset the disabled users password.

1.7.4. Transaction Security. DMLSS provides the ability to limit the transactions a user is authorized to perform. User privileges in systems services allows the Systems Administrators and Application Administrators to assign existing roles by username or create specific roles by application for a username.

1.7.5. Transaction Security Audit Trail. The username of the individual performing actions in DMLSS appears on the medical materiel document register and the transaction history windows .

1.8. External Security.

1.8.1. Procedures should be established to ensure that access to information contained on source documents, output products, and in data files is limited to only those individuals having a valid need. Some recommended actions for ensuring system security are as follows:

1.8.2. Follow the password protocols for DMLSS and never give your password to anyone.

1.8.3. Secure all medical logistics areas when unoccupied.

1.8.4. Limit access to input source documents and output products to those individuals having a need-to-know.

1.8.5. Secure all documentation pertaining to the accountability of controlled substances and precious metals and limit access to a need-to-know basis.

1.8.6. To prevent unauthorized access to the system, log off terminals when not in use. Users that leave terminals logged on and unattended run the risk of having unauthorized transactions recorded against their username.

1.9. Privacy Act Data. DMLSS does not maintain any privacy act data.

1.10. DMLSS Help.

1.10.1. You can use DMLSS to access procedural information and instructions related to the DMLSS system. Essentially, DMLSS Help contains similar information to which is covered in this manual.

1.10.2. Help Topics Icon. This icon is available on the vertical toolbar for all accessed modules. Click this icon to review quick help on the DMLSS module you are currently accessing.

1.10.3. Help menu. Help is available on all DMLSS file menus and provides a contents and topic search.

1.10.3.1. Topic search will provide quick help on the DMLSS module you are currently accessing

1.10.3.2. Contents. This window is divided into three tabs, Contents, Index, and Find. You are able to access all available DMLSS help topics for the application you are accessing from this selection.

1.10.3.3. Release Information. As new versions of DMLSS are updated, new information can be accessed from the DMLSS Navigation file menu. Select “What’s New” under help to view updates to the DMLSS system.

1.11. Shortcuts.

1.11.1. Icons. Modules utilize shortcut icons similar to those found in other windows based programs. Icons are identified with a picture and are shortcuts placed on the horizontal and vertical toolbars for frequently used processes. The horizontal toolbar shortcuts are used to access specific processes within the module. The vertical toolbar shortcuts are used to access specific actions within a process window.

1.11.2. Buttons. Process buttons are available in many of the application windows. Buttons are identified with the name of the process function for which the button is used.

1.11.3. Hot Key. DMLSS modules utilize shortcuts called “hot keys” to access processes by depressing a key or series of keystrokes to access a specific process. These types of shortcuts are found in the navigate menu following the process name or in the help menu.

1.12. Messages. DMLSS will display messages to users for input, output, information, or system error. The system error message has a text field allowing the user to type specific details that led to the error. Users can then print the error and text field circumstances. System error messages should be reported to the DMLSS SA or to the MHS helpdesk when they occur.

1.13. DMLSS System Navigation.

1.13.1. The DMLSS System Navigation window outlines all modules available in the DMLSS application.

1.13.2. Access to a particular process or module must be granted by the SA prior to accessing DMLSS. Users may have access to some or all modules based on their work requirements. Users can access any module appearing in bold text. A single click on the module name will launch the module. You can also modify the Navigation window to view a Navigation Bar only or view both traditional Navigation Menu and Navigation Bar. Modifications can be made by selecting your options from the View menu.

1.13.3. Under the menu bar click Help and select “About” to view your MTFs DMLSS system information. Current release, build number, host name, operating platform, Internet Protocol (IP) address and Server name are all listed in this menu. This information is useful when setting up a new system or calling a problem ticket into the MHS Helpdesk .

1.14. On-Line Help Instructions.

1.14.1. Step-by-step procedures for entering data into the DMLSS module are contained in online help instructions. These instructions offer basic processing information about a selected process. Some help screens include additional tips and notes for the user. Remember that DMLSS is a tri-service system and some of the processes and some fields do not apply to Air Force activities.

Chapter 2

DOCUMENTATION, REPORTS, AND FINANCE PROCEDURES

Section 2A—Documentation and Reports

2.1. Document Number Construction.

2.1.1. Each document number consists of a 4-position Julian date and a 4-position serial number.

2.1.2. Julian Date. The Julian date assigned to a document number is based on the DMLSS uses processing date. For example, if you generate an action requiring a document number and the “as of” date in DMLSS is 1 July 2003, the system will use 3182 for the Julian date portion of the document number.

2.1.3. Serial Numbers. The serial number is assigned from one of the major serial number blocks found in **Figure 2.1**. These serial number blocks relate to broad categories of transactions (due-ins, issues, gains, losses, etc.). Each major block is further divided based on specific types of transactions. This method uniquely identifies each transaction processed and allows filing of all supporting documents for a specific type of transaction in the same folder. For example, all issues are in one folder and all receipts are filed in another folder.

2.1.4. Serial Block Limitations. The number of transactions processed on a specific day cannot exceed the numeric limitation for a serial number block in DMLSS. The DMLSS development team has taken these limitations into account and adjusted serial block limitations accordingly. When all document serial numbers for a specific document block have been used and additional document serial numbers are needed for the same Julian calendar date, the system shall begin assigning numbers from the beginning of the document block using the next Julian calendar date.

2.2. Computer Assigned Document Numbers.

2.2.1. In most instances, DMLSS assigns document numbers to transactions as they process through the system. The first transaction processed each day is assigned the first serial number from the appropriate block and, as more transactions of the same type are processed during the day, the serial number is incremented by one. For example, the first issue processed each day is assigned a serial number of 3000; the next issue is assigned 3001. There are some transactions that only use one serial number, even if multiple transactions are processed. They include:

2.2.1.1. Catalog Start. Assigned serial number 8997.

2.2.1.2. Internal Transfers. Assigned serial number 8998.

2.2.1.3. Inventory Adjustments. All inventory loss and gain (IAL/IAG) actions are assigned serial number 8999.

2.3. Manually Assigned Document Numbers.

2.3.1. In some instances, medical logistics manually assigns a document number before computer processing of the transaction. For example, an item that is physically ordered before the transaction is processed in DMLSS is manually assigned a document number using the 7000-7499 serial block.

2.3.2. Record manually assigned document numbers on an informal document register such as AF Form 36, **Supply Document Register (Manual)**, an equivalent form, or an electronic spreadsheet .

2.3.3. Upon quality control of the computer-prepared document register, the informal register may be destroyed.

2.3.4. When manually assigning a document number to a requisition, the Julian date assigned should be the date the requisition was forwarded to the procurement source.

2.4. Source Document Control Report.

2.4.1. The Source Document Control Report is produced during each End of Period/End of Day (EOP/EOD) processing cycle. The report is available from IM Reports module and can be printed upon request.

2.4.2. Contents. The Source Document Control Report is produced in four parts Receipts/Cancellations, Orders, Gains/Losses, and Funds. Included with the selection criteria is an option to print all parts if all are required.

2.4.2.1. The Source Document Control Report lists all transactions that have been assigned a document number and have processed in DMLSS since the previous EOD. Catalog action revisions do not appear, since these transactions are not assigned a document number .

2.4.2.2. Enter a date range and select the product scope in the selection criteria window.

2.4.2.3. Transactions appear on the report in document number sequence within each part.

2.4.2.4. Transaction totals are available on the last page of each part.

2.4.3. Correcting Errors. If an error is found on the document register, annotate the corrective action required on the document if printed. If the Source Document Control Report is not printed, pull the original source document and annotate the necessary changes on the document then make the necessary changes in DMLSS. Use the Source Document Control Report produced from the next EOD cycle to verify the corrective action(s) processed .

2.5. Filing And Maintaining Source Document Control Reports. Quality control can be performed by verifying source documents against the Source Document Control Report on screen from the reports menu or by printing the same report to the local printer. After all quality control actions are completed, printed control reports are filed in the permanent document file. The person performing quality control should sign the control report to validate its completion. Current and previous year Source Document Control Reports must be available for review and audit purposes. These reports are maintained on the DMLSS server for all current and previous year actions and are retrievable anytime by accessing the Reports module in IM.

2.6. Filing Supporting Documents.

2.6.1. Preparing Supporting Documents for File. Before placing a supporting document in the permanent file, you must:

2.6.1.1. Check its validity and completeness.

2.6.1.2. Use it for editing and correcting the document register.

2.6.1.3. Ensure the document number is entered on the supporting document.

2.6.2. Filing Method. File supporting documents in serial number sequence by Julian date. Maintain separate folders for each block or subblock; for example, one folder for serial numbers 0001-2999 (receipts), another for serial numbers 7500-7999 (excess).

2.6.3. Filing Supporting Computer Listings. Additional guidance for filing computer listings is contained in AFMAN 37-139.

2.6.4. Temporary Listings. Some output is classified as temporary and distribution instructions are designed to be flexible enough to satisfy local procedures and conditions. Temporary listings are normally “working” listings that require some sort of action. These listings are found in the different DMLSS inboxes. Distribution instructions for these types of listings are “maintain in a temporary file until corrective actions have been completed and verified or until a new list is received”. This gives you the option of retaining previous versions of the list that contain specific items you are working or replacing the previous version with the list produced out of the most current processing cycle.

2.6.5. Permanent Listings. The term “permanent” is used to distinguish listings that should be maintained for a set period of time. Distribution instructions in this manual indicate which listings need to be retained in a permanent file. Specific retention periods are addressed in AFMAN 37-139. For example, this attachment states that the Source Document Control Report should be maintained on the DMLSS server for all current and previous year actions. AFMAN 37-139 reflects that they may be destroyed 1 year after closeout of the FY to which they pertain. DMLSS will automatically purge these documents when the specified time requirements are met.

Figure 2.1. DMLSS Document Number Blocks.

Transaction Type	Document Block
Receipt Start & End:	0001-2999
Issues Start & End: ;	3000-6999
Manual Order Start & End:	7000-7499
Excess Start & End:	7500-7999
Gains Losses Start & End:	8000-8499
CM Contract Start & End:	8500-8996 *NPF
Catalog Start:	8997
Internal Transfers Start:	8998
Inventory Adjustments Start:	8999
Allowance Changes Start & End:	9000-9099 *NPF
Equipment Changes Start & End:	9100-9199
Equipment Transfers Start & End:	9200-9499 *NPF
Equipment Gains Losses Start & End:	9500-9574
Equipment Loans Start & End:	9575-9599 *NPF
Repair Part Transactions Start & End:	9600-9999 *NPF
Fund Start & End:	F001-F999 *NPF
<i>*NPF- Data not passed to finance</i>	

Section 2B—Finance Procedures

2.7. Capabilities.

- 2.7.1. This section contains information and instructions on finance processing and procedures. This includes:
- 2.7.2. An explanation of the DMLSS interface with financial systems.
- 2.7.3. Procedures for establishing and revising, project center, expense center, and service customer records .
- 2.7.4. Procedures for loading AM procurement funds for WRM.
- 2.7.5. Procedures for loading Other Procurement (OP) funds.
- 2.7.6. Procedures for processing the end-of-fiscal year (EOFY) closeout.

2.8. Funds Control System.

- 2.8.1. The finance file is first routed to Funds Control. Funds Control performs the following functions.

2.8.2. Performs initial edit checks of the transactions.

2.8.3. Updates DMLSS financial data.

2.8.4. Routes the transactions to either the Standard Materiel Accounting System (SMAS) or the Integrated Accounts Payable System (IAPS).

2.9. Standard Materiel Accounting System (SMAS).

2.9.1. The following categories of transactions are routed to SMAS.

2.9.2. Transactions related to inter-fund billing (due-in and receipt transactions for DLA/DSCC sources of supply).

2.9.3. Transactions that affect financial balances of the stock record account.

2.10. Integrated Accounts Payable System (IAPS). Due-in and receipt transactions related to local purchase through BPA/DBPA and Contracting (first position of RID is L) and the Veterans Administration (first position of RID is O) are first routed to IAPS for processing of payment actions. IAPS processes these transactions and then passes them to SMAS for update of financial balances.

2.11. Frequency Of Interface.

2.11.1. DMLSS creates a finance file during EOD and EOM processing.

2.11.2. EOD processing. During EOD, the finance file contains transactions processed online and during the EOD that affect financial balances, due-in/receipt actions, and revisions to expense centers and project center records.

2.11.3. EOM Processing. During EOM processing, the finance file contains all due-in and due-out records in DMLSS. Finance uses these records for reconciliation.

2.11.4. EOFY Processing. Transactions processed during EOFY (Expense Center/Project Center additions, revisions, and deletions) are included in the finance file created during the first EOD in the new FY.

2.12. Method Of Interface. After batch processing is complete, the finance file is routed electronically to the mega-center supporting your OPLOC. The IP address assigned to the OPLOC computer systems is used to determine the ultimate destination for the files. This IP address is configured into the DCM Search module in the Systems Services Application.

2.13. DFAS Daily Process Flow.

2.13.1. Orders, receipts, sales, inventory updates, cancellations, target changes etc. occur in DMLSS Daily. The DFAS process runs during the end of day reading transaction history for all transactions to be passed to finance. The following files are created:

2.13.1.1. Obligations

2.13.1.2. Receipts

2.13.1.3. Sales/Cost Reallocations

2.13.1.4. Inventory updates

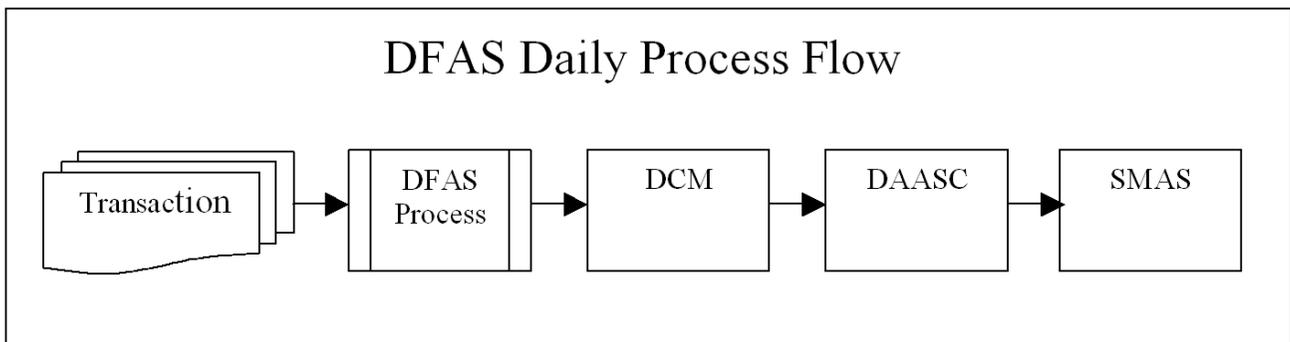
2.13.1.5. Project center information

2.13.2. The DCM converts the financial data into electronic commerce/Electronic Data Interface Files (EC/EDI) and transmits them through DAASC.

2.13.3. DAASC converts each EDI transaction set into a user defined DFAS file (ABJFTF with a sequence number) and sends those files to the appropriate DFAS-BQ System (OPLOC). Files that are unreadable by DAASC are returned to the sending base as a transmission error in DCM. The DCM monitor at the MTF will need to resend rejected files.

2.13.4. After the OPLOC system receives and verifies the data, SMAS processes the ABJFTF file and performs a reconciliation of all due-in and due-out records. This is to verify the due-in and due-out records exist in SMAS.

Figure 2.2. DFAS Daily Process Flow.



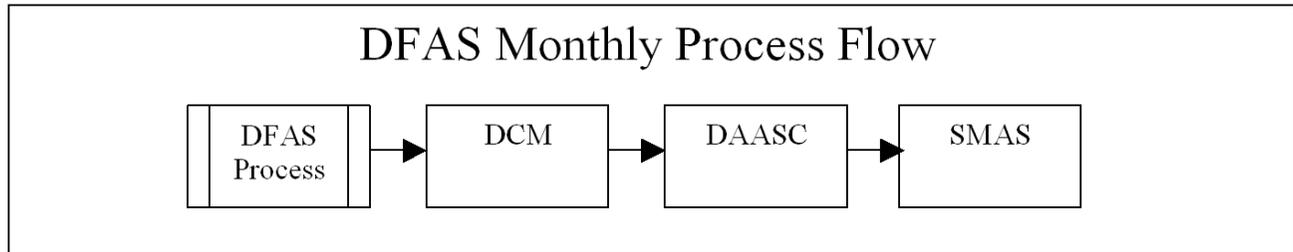
2.14. DFAS Monthly Process Flow.

2.14.1. The DFAS process runs during the end of month process and reads the due-in and due-out table. The monthly Due-In/Due-Out EC/EDI 846 reconciliation file is created.

2.14.2. The file is queued in the DCM for transmission to DAASC. DAASC converts the EC/EDI transactions into a user defined DFAS ABJDIF file and sends it to the appropriate DFAS-BQ system (OPLOC).

2.14.3. After the OPLOC system verifies the file data, SMAS processes the ABJDIF file and does a reconciliation of all due-ins and due-outs. SMAS also verifies all due-in and due-out records.

Figure 2.3. DFAS Monthly Process Flow.



2.15. Organizational Structure.

2.15.1. **MTF** . A singular record, to which all other organization records are related.

2.15.2. **Department** . Subset of the MTF record. The MTF may have a relationship with multiple departments. A department can only be related to one MTF in DMLSS.

2.15.3. **Service** . Subset of the department. Departments may have a relationship to multiple services. A unique service can only be related to one department or can be directly linked to MTF with no department relationship.

2.16. Financial Structure.

2.16.1. **LOG Fund**. The line of accounting that is used to purchase all commodities from external sources of supply. These accounting funds can be O&M or Air Force Working Capital Fund (AFWCF). The Air Force LOG fund code is 6B and is used for all commodities from external sources of supply .

2.16.2. The available financial balance is computed using the following formula:

$$2.16.2.1. \text{Target} - \text{Obligations or Commitments} + \text{Credits} = \text{Available Balance}$$

2.16.3. The LOG fund is the primary level target within DMLSS. Air Force activities do not load funds against the LOG fund target.

2.16.4. Target amounts are cumulative for the current fiscal year and reset to zero during EOFY processing. The LOG default uses one element of recourse code. If funds are entered, the target cannot be exceeded with orders, price changes, or receipts. These funds are used to buy all items from external sources of supply.

2.16.5. **Direct Update**. The direct update of funds checkbox should be checked. This ensures real time updates to the LOG fund. If the checkbox is left unchecked, funds updated will be posted to the lower portion of the window in separate lines and will not update the LOG fund in real time. Updates can only happen when the user selects the reconciliation icon from the toolbar.

2.16.6. **AM Fund**. This fund tracks the AM funds for the MTF.

2.16.6.1. The available AM funds balance is computed using the following formula:

$$2.16.6.2. \text{Program target} - (\text{commitments} + \text{obligations} + \text{expenses}) + (\text{R-sales} + \text{surcharge})$$

2.16.7. OP Fund. This fund tracks the Other Procurement funds within DMLSS. These funds are linked to capital equipment and services funds tracking.

2.16.7.1. The available OP balance is computed using the following formula:

2.16.7.2. Program target – (committed + obligations)

2.16.8. Project Center. The project center is used to manage funds at the DMLSS Project Center Level. Project Centers can be related to a department level or service customer indirectly through the expense center.

2.16.9. Project Center Changes. Project centers are not changed in DMLSS, however new ones are created and reassociated to the required expense center. To create a new Project Center, from the Navigate menu in Systems Services, select Project Center. Enter the new project center, project center name, and project center target (if available). After saving, the project center is added to the project center table and is available when creating new expense centers or changing the project center of an existing expense center.

2.16.10. Expense Center. The expense center is used to manage funds at the DMLSS service customer level. An expense center can only be related to one project center and only one service center or customer in DMLSS.

2.16.11. Expense Center Changes. To keep financial records straight, expense centers are not changed in DMLSS, however new ones are created and associated to the required service customer detail. There are two ways in DMLSS to create an expense detail record .

2.16.12. Changes associated with EOFY. From the Navigate menu in Systems Services, select Expense Center. Enter the new expense center identification (ID), expense center name and associated project center. After saving, the expense center is added to the expense center table. The new expense center will be viewable in the non-associate window when selecting expense centers for a service customer.

2.16.13. After the EOFY processes, the new expense center must be set as the default within the service customer detail. Open the service customer detail, select the new expense center, and associate it to the service customer. In the Default Expense center field, select the new expense center and click save. The expense center is now associated to the customer.

2.16.14. When a new expense center is associated to a service customer, the catalog records must be updated to reflect the new expense center. The expense center records can be updated in mass by selecting Change Expense Centers from navigate in Systems Services. Enter the service/customer ID that is being changed followed by the old (from) and new (to) expense centers. Click the Process Icon to process the changes. All customer catalog records will be changed to reflect the new expense center.

2.16.15. If the old expense center is no longer required, select the old expense center and view the details. Mark the old expense center for deletion and return to the service customer window. If there is no due-in/due-out information on file for the old expense center the expense center may be non-associated.

2.16.16. Changes at other times. When changing expense centers during the year, open the service customer detail and from the funding tab click the “New” button located between the associate and non-associate expense center boxes. Enter the new expense center ID, expense center name and asso-

ciated project center. After saving, the expense center is added to the expense center table and will be automatically added to the associate expense center box.

2.16.17. In the default expense center field, select the new expense center and click save. The expense center is now the new default expense center for the service customer.

2.16.18. If the old expense center is no longer required, select the old expense center and view the details. Mark the old expense center for deletion and return to the service customer window. If there is no due-in/due-out information on file for the old expense center the expense center may be non-associated.

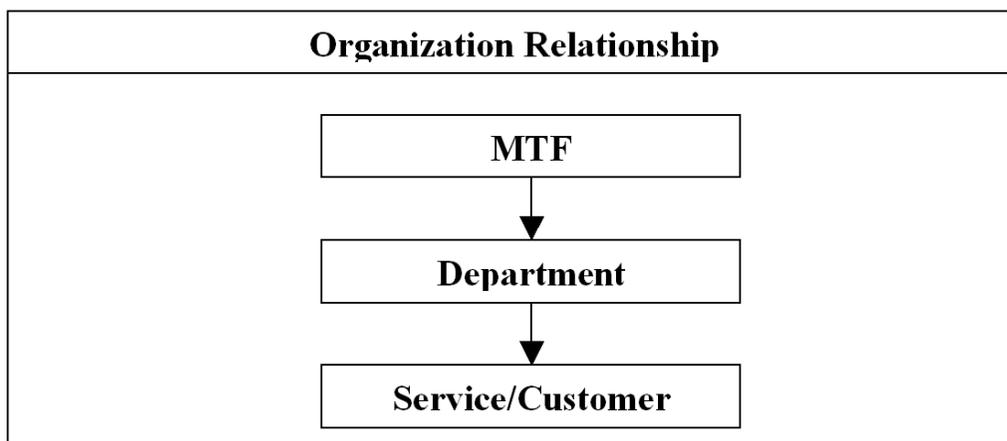
2.16.19. When a new expense center is associated to a service customer, the catalog records must be updated to reflect the new expense center. The expense center records can be updated in mass by selecting Change Expense Centers from navigate in Systems Services. Enter the service/customer ID that is being changed followed by the old (from) and new (to) expense centers. Click the Process Icon to process the changes. All customer catalog records will be changed to reflect the new expense center.

2.16.20. Element of Resource (EOR). This element is used to manage and track funds at the EOR commodity class level. All EORs can be related to any expense center and project center. The values in project center EOR records equal the total value of the EOR of all the related expense centers. The EOR is selected when the MTF catalog record is created and based on the items commodity class.

2.17. Establishing Organization And Fund Relationships.

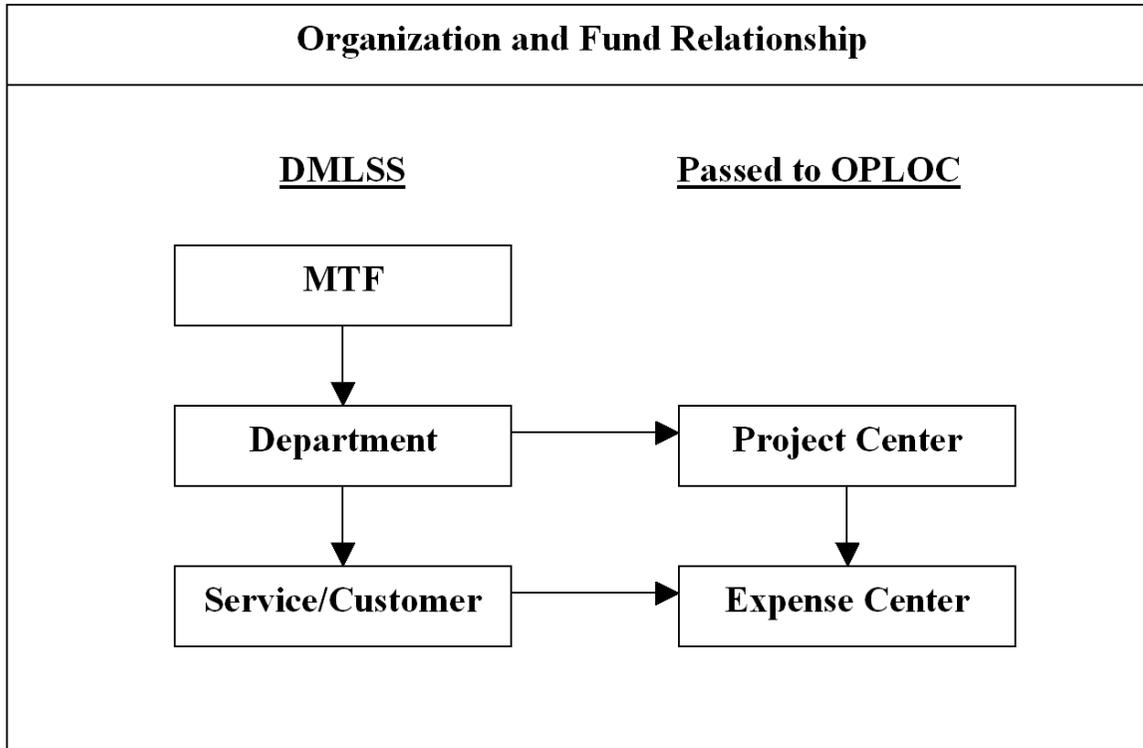
2.17.1. The organization relationship is built during the MEDLOG/DMLSS conversion process and is maintained by medical logistics personnel. Changes to the organization relationship occur when directed by the OPLOC, Accounting and Finance (AFO), or your resource management office (RMO). These changes should never be processed without supporting documentation and coordination. There are three elements to the hierarchal organization relationship, outlined in [Figure 2.5](#).

Figure 2.4. Organization Relationship.



2.17.2. Once these elements are established in DMLSS, funds can be assigned in the form of Project Centers and Expense Centers (figure 2-6).

Figure 2.5. Organization and Fund Relationship.



2.17.3. The service customer ID manages the accounts detail records in DMLSS. This identification number is not passed out of DMLSS for any financial processing. The Service Customer ID is a unique identifier that can be any six-digit prefix the MTF assigns. Typically during conversion, it is the same as the Responsibility Code/Cost Center from MEDLOG, however bases may elect to change this code to reflect any six digit prefix. Examples of this prefix would be MEPRS code prefixed with numeric fillers (AAXB01) or customers office symbol with numeric fillers if required (SGSNOB).

2.17.4. All customer catalog records, transaction history, issue consumption are tied to the service customer. It is for this reason that once the service customer is set, there is no need for change. Creating a new service customer for an existing service customer would result in lost historical records for the customer. Once a service customer is established, it must be tied to at least one expense center.

2.17.5. The expense center is the funding (checkbook) for the service customer. The expense center hosts all EORs and provides a breakdown of expenditures and fund balances for the associated service customers. Activities can associate multiple expense centers to accommodate local business practices. While it is possible to load funds at the expense center tier, Air Force business practices require funds to be loaded at the Project Center tier.

2.17.6. Administrative Targets may be activated at any level of the expense center. Activation is case-by-case based on your local business practices or guidance found in AFI 41-209. Administrative

targets within the expense center are the expense center target field and the target amount for each EOR. This is a strictly administrative action. The funds are controlled by the target flag setting in the MTF org record.

2.17.7. The project center is where project center fund targets are loaded and represent the highest level in the fund relationship. This is the level where funds are loaded. The project center window looks similar to the expense center window, however it collects all of the financial data from the associated expense centers. Funds are increased and decreased from this window can be reestratified between the EORs. These changes should not be done with out documentation and coordination between RMO and the OPLOC. (Note: The only exception is when funds transfers are made between EOR 604 and 615.

2.17.8. The project center target is sensitive to external sources of supply and can be exceeded for back order releases resulting from receipts. The Target Flag is set in the MTF/Unit detail window and should be set to "PROJ EOR". The targets must be entered for each project center and EOR code at this level. If they are not, a zero default target is enabled and the service customer will be unable to order .

2.18. End Of Period Processes.

2.18.1. End of Day (EOD). The EOD is set to process automatically at a predetermined time established in Systems Services, EOP Processing. During the end of day, the DFAS process is activated and all transaction files are read. These finance transactions are created and sent to the OPLOC, from the DCM through DAASC.

2.18.2. To initiate an EOD prior to the scheduled time, telnet into the DMLSS Main Administration Menu and select :

2.18.2.1. Option 6, DMLSS MM (Medical Materiel) Administration menu

2.18.2.2. Option 1, Perform MM EOD Process

2.18.3. During the EOD process, transactions are summarized by SOS type and DFAS document number. Six daily transaction files can be transmitted:

2.18.3.1. 821 Obligations

2.18.3.2. 861 Receipts

2.18.3.3. 812 Sales/Cost Reallocations

2.18.3.4. 846 Inventory

2.18.3.5. 814 Project Center Balances

2.18.3.6. AOE/YRZ Prime Vendor

2.18.4. The DCM keeps a record of all transmissions. Business objects can be used to view financial reports for audit trails to line item level .

2.18.5. End of Month (EOM). The Balance Report by accounting requirement code, Equipment Balance Report, and Due-In/Due-out Files are produced. Files are sent to the OPLOC, from the DCM through DAASC.

2.18.6. During monthly reconciliation, DCM forwards the 864 Due-In/Due-out File to DFAS. The DCM keeps a record of all transmissions. Business objects can be used to view financial reports for audit trails to line item level.

2.18.7. The EOM processes is set in DMLSS Systems Services, EOP process and runs automatically on the dates indicated in the EOP window. Users can enter the processing time so the EOM does not interfere with normal DMLSS processing. The EOM can also be processed from the DMLSS Main Administration Menu by selecting:

2.18.7.1. Option 6, DMLSS MM Administration menu

2.18.7.2. Option 2, Perform MM EOM Process

2.18.8. This process will consecutively process the EOD and EOM if an EOD has not been previously processed. Because the completed monthly is recorded in DMLSS, the monthly will not run again when the start time is reached in Systems Services, EOP.

2.18.9. End of Fiscal Year (EOFY). All fund targets and fund balances are zeroed out. Position report of LOG fund and expense centers are produced and the fiscal year indicator is changed.

2.18.10. The EOFY will automatically processes after the last EOM for the fiscal year. If you receive guidance to process earlier than the scheduled EOM, you can process the EOFY from the DMLSS Main Administration Menu by selecting:

2.18.10.1. Option 6, DMLSS MM Administration menu

2.18.10.2. Option 3, Perform MM EOY Process

2.18.11. This will process consecutively the EOD, EOM, and EOFY without having to reset the EOP time in Systems Services. If the EOD was previously processed, only the EOM and EOFY will process. Once this is selected, the process cannot be stopped. Be sure to coordinate EOFY processes with your Medical Logistics Flight Commander (MLFC) and Major Command (MAJCOM) before processing.

2.18.11.1. During EOFY processing, the following actions occur:

2.18.11.2. Reset financial records

2.18.11.3. Starts new fiscal year financial records

2.18.11.4. Automatically changes fiscal years

2.18.11.5. Deletes inactive customers

2.18.11.6. Performs A CAIM database backup

2.18.11.7. Generates The End of Year Funds Report detailing the position of the log fund and all project centers and expense.

2.18.11.8. Cancels any order that have not been submitted for processing

2.18.11.9. Cancels any CAIM IOUs (CAIM due-out backorder) that do not have any associated due-in

2.18.11.10. Zeroes out targets for O&M funded organizations

2.19. DMLSS DFAS Business Objects Reports.

2.19.1. DFAS reports can be accessed from the DMLSS main navigation window. Click Business Objects (BO) and select the Materiel Management subheading. The BO program opens and displays the BO Standard Report viewer. You can select a report from the viewer or close the viewer to create your own report. The following is a list of DFAS reports in this view option:

2.19.1.1. Sales in DFAS. Identifies sales transactions transmitted for an entered date range. Reports the transaction codes and the document numbers used to create the sales/cost transfer transaction.

2.19.1.2. Obligations in DFAS. Identifies obligation transactions transmitted for an entered date range. Reports the document numbers used to create the obligation transaction.

2.19.1.3. AOE/YRZ in DFAS. Lists all completed prime vendor orders by DFAS document number and call number. The AOE Transaction contains the MTF DODAC, contract number, call number and pricing information. The YRZ transaction is a trailer image containing additional source data, descriptive data, and any special or exception data required by DSCP or DFAS. These two transaction combine to create final payment for each prime vendor order.

2.19.1.4. DFAS Document Number. Enter the DFAS document number and receive a listing of all transactions and their document numbers that make up that transaction.

2.19.1.5. Receipts in DFAS. Identifies receipt transactions transmitted for an entered date range. Reports the transaction codes and the document numbers used to create the receipt transaction.

2.19.1.6. Inventory Updates in DFAS. Identifies inventory transactions transmitted for an entered date range. Reports the document numbers used to create the inventory transaction .

2.19.1.7. Balance List by ARC Strat. The Balance List by ARC (Accountability Requirements Code) Strat (short for stratification) reflects the DMLSS inventory balance position for the selected month. The BO report name is BalanceInDFAS_AF. The report resembles the Medical Materiel Management Report.

2.19.1.8. Equipment Balance. Reflects the DMLSS equipment Balance position at the end of month. The BO report name is MedEquipReconciliation_AF.

Chapter 3

INVENTORY MANAGEMENT (IM)

Section 3A—Basic Inventory Management

3.1. Inbox.

3.1.1. The inbox opens automatically when accessing the IM Module and there are pending actions for users to complete. Pending actions are listed by the as of dates. Users may also gain access to the inbox by selecting Utilities from the menu bar and clicking on Inbox or by using the hotkey shortcut. You must have Pending Action privileges to view/access pending actions from the inbox and the particular action(s) assigned.

3.1.2. Review and work processes in the inbox daily to ensure proper management of all operating stock, excesses, quality assurance, assemblages, equipment records and facility management actions. Access process or reports by clicking on the “Jump To” icon located at the bottom of the window. Make changes as required and save actions to complete the process. Print any required reports as needed. When processes are complete close the window to return to the inbox. The inbox can be closed or left open while in the IM module.

3.2. Catalog Search.

3.2.1. The Catalog Search module is used for adding, retrieving, editing, and storing catalog information. This module provides for establishment and update of items in a catalog listing.

3.2.2. Use the Catalog Search module to conduct research on products currently used by an MTF as well as on new items the facility is considering for use. The search can provide the MTF and users information ranging from finding out how much an item costs to identifying different sources of availability and unique characteristics associated with particular products. DMLSS catalog search combines a multitude of catalogs into an easy-to-use automated tool that provides information on the majority of products from both commercial and Department of Defense (DOD) sources to include items already managed within the MTF.

3.2.3. Catalog Search may be accessed from the menu bar, Navigate option or by selecting Cat Search from the horizontal tool bar.

3.2.4. The Catalog Search window contains multiple search tabs and allows individuals to search the database for information using generic, categorical, or keyword search criteria. The search results can be used to view specific item information on MTF Catalog, Log Catalog, Customer Catalog, electronic catalog (ECAT), non-contracted items, and contracted items. A maximum number of search records are limited to the first 500. Users can adjust the search limit lower than 500 records but not greater than this limit. This limit is set to minimize demands on the server to ensure the most optimal processing.

3.2.5. The following search tab options are available from Catalog Search. Use of these options are listed and explained below.

3.2.5.1. Generic Search tab: To perform a search, enter at least three characters in a search field and select a scope.

3.2.5.2. Users may also perform a wildcard search for multiple items within a specified range by entering a “%” or “_” in a search field before and/or after the word. Wildcard searches are field specific and may not work in some fields.

3.2.5.3. To search for items that share the same initial string of characters type at least 2 characters followed by “%” (i.e. 65%).

3.2.5.4. To search for items that share the same middle string of characters type “%” and at least 2 characters followed by “%” (i.e. %65%).

3.2.5.5. To search for items that share the same last string of characters type “%” followed by at least 2 characters (i.e. %65).

3.2.5.6. To search for items that share the same string of characters directly after the wild card character type “_” followed by at least 2 characters (i.e. _TY).

3.2.5.7. To search for items that share the same string of characters directly before the wild card character type at least 2 characters followed by “_” (i.e. TY_).

3.2.6. Users have the option to search for active or deleted records in Log Catalog, MTF Catalog, and Customer Catalog. If both checkboxes are left unchecked, DMLSS will retrieve active records only. If there are no records available, DMLSS responds with the message “NO RECORDS FOUND”. If records are available, DMLSS totals the records and displays them under the Search System Results tab.

3.2.7. Categorical Search tab: Users can search for items classified as Pharmaceutical or Medical/Surgical. The Pharmaceutical categorical search uses the American Hospital Formulary Service (AHFS) classification to provide groupings of items. The Medical/Surgical search uses the Owens Healthcare classification system to provide groupings of items.

3.2.8. Select the category and subsequent sub-category from the list then click Search from the tool bar. If there are no records available, DMLSS responds with the message “NO RECORDS FOUND”. If records are available, DMLSS totals the records and displays then under the Search System Results tab.

3.2.9. Keyword Search tab: Users can search for an item by using keywords to retrieve all of the items that contain the keyword at any position in their description fields. The keyword search function is available in all search scopes with the exception of ECAT.

3.2.10. To perform a search, enter at least three characters in Keyword 1 field. Keyword 2 and Keyword 3 field are optional fill fields. Information loaded to these fields narrows the search criteria. If there are no records available, DMLSS responds with the message “NO RECORDS FOUND”. Users may want to modify their search criteria if this message is received. If records are available, DMLSS totals the records and displays then under the Search System Results tab.

3.2.11. When searching by Customer Catalog in any of these tabs, users must select a customer ID (Cust ID) to proceed.

3.3. Adding Items To The MTF Catalog From Catalog Search.

3.3.1. When creating a new MTF Catalog item or adding a new item from the DMLSS Master, it is important to be as detailed as possible with the new item. Much of the information loaded in the MTF

Catalog records impacts other modules, windows, and transactions in DMLSS. Time could be saved in the long run by loading the record correctly in the beginning.

3.3.2. Items are added to the MTF Catalog using Cat Search or from the Navigate menu, New Catalog Item. Type at least three characters in any search field or select an item from a dropdown list in the Generic Search tab. Wild card searches can be used for this search. Search scopes must be set to all items, contracted items, or ECAT before items can be added to the MTF catalog.

3.3.3. After running a successful item search a list of items is displayed. A field with “C”, “E”, M, or “L” appears to the left of the description in the Search Summary Results tab. This field identifies the type of item:

3.3.3.1. “C” – Contracted item.

3.3.3.2. “E” – ECAT item.

3.3.3.3. “M” – Item exists in MTF Catalog.

3.3.3.4. “L” – Local procurement item.

3.3.4. Select Add MTF from the vertical toolbar. Check to validate all required fields (red dots) are completed. Enter any additional information as required. Only basic information may be entered. Enter any MTF restrictions, special restrictions, or destruction methods that apply to the item (i.e. hazardous item, controlled item, etc.).

3.3.5. Additional tabs and required information:

3.3.5.1. Select the Technical tab. Types of Technical tabs based on commodity classes are equipment, Pharmaceutical, Repair Part, Service, and Supply. This screen allows users to enter an item Expiration Type, shelf life Code, and other important information unique to the new item. There are three local fields designed to enter MTF specific information. Before loading information to these fields, MTFs should define a standardized use for these fields to eliminate confusion.

3.3.5.2. Select the Acceptable Equivalent tab and add acceptable equivalent information, if applicable. Acceptable equivalents are interchangeable exact equivalents that you have approved for automatic substitution and have the same quantities as the primary item. To add more than one equivalent, click the ADD button and enter the required information. This tab is also used to load the barcode number for the item and it’s equivalents.

3.3.5.3. Select the SOS Cat tab to add additional SOSs to the item. When creating a new MTF SOS record, you must enter the actual SOS you intend to purchase the item from to include pricing. If this information is not entered, a pending action notification will be generated. Click Add and complete the required information in the bottom of the screen. Enter the minimum/maximum order quantity if the vendor has known limitations.

3.3.5.4. Click Save to update the MTF Catalog with basic item information. Once the item is saved the remaining tabs in MTF Catalog window can be accessed to add and edit information .

3.3.5.5. Select the Log Cat tab to review default information. Verify the SOS is set to a valid SOS and click Save. This indicator identifies this SOS as the primary SOS for the item. There are buttons in this window to review CAIM balances, WRM balances and Levels. These fields will populate as orders and receipts are applied against the item. WRM balances are based on assemblage levels established in AM.

3.3.5.6. Default information does not appear for items that are not loaded on the Universal Data Repository (UDR) or DMLSS Extract. An “M” next to the description indicates that the item is already in the MTF catalog. Select MTF Detail to view existing detail information.

3.4. Creating A New MTF Catalog.

3.4.1. Add a new MTF Catalog item by accessing the Navigate option from the menu bar or by using DMLSS shortcut Ctrl+Shift+F2.

3.4.2. Items not listed on the UDR or DMLSS Extract and that do not have equivalents require a new MTF Catalog item record to be loaded.

3.4.3. To access this option, go to the Navigate menu and select New Catalog Item from the drop down box, then click on MTF Catalog Item from the selection. Enter all required information (red dots) as a minimum to include MTF Restrictions, Special Restrictions, and Destruction Methods. Save data to access additional tabs to review or enter additional information.

3.4.4. Additional tabs and required information:

3.4.4.1. Select the Technical tab. Types of Technical tabs based on commodity classes are equipment, Pharmaceutical, Repair Part, Service, and Supply. This screen allows users to enter an item Expiration Type, shelf life Code, and other important information unique to the new item. There are three local fields designed to enter MTF specific information. Before loading information to these fields, MTF should define a standardized use to eliminate confusion.

3.4.4.2. Select the Acceptable Equivalent tab and add acceptable equivalent information, if applicable. To add more than one equivalent, click the ADD button and enter the required information. This tab is also used to load the barcode number for the item and its equivalents .

3.4.4.3. Select the SOS Cat tab to add additional SOSs to the item. Click Add and complete the required information in the bottom of the screen. Enter the minimum/maximum order quantity if the vendor has known limitations.

3.4.4.4. Select the Log Cat tab to review default information. Verify the SOS is set to a valid SOS and click Save. This indicator identifies this SOS as the primary SOS for the item. There are buttons in this window to review CAIM balances, WRM balances and levels. These fields will populate as orders and receipts are applied against the item. WRM balances are based on assemblage levels established in AM.

3.5. Modifying MTF Catalog.

3.5.1. Modify the MTF Catalog by selecting Catalog Search from the menu bar, Navigate option or by selecting the Cat Search button from the horizontal tool bar.

3.5.2. Enter your search criteria, (usually the item description or item ID) and the scope of your search, MTF Catalog.

3.5.3. Highlight the required item from the search results window and click on the MTF Detail button on the tool bar.

3.5.4. Only areas with a white background can be modified in the MTF detail record. Use the Add or Edit buttons, where available, to add or modify information in the new field or select from the available menu box. The delete button is used to mark/unmark a catalog record for delete.

3.6. Adding An Item To The Customer Catalog.

3.6.1. The Customer Catalog module provides methods to establish and update customer catalog records. One of the typical functions of the Customer Catalog module is identifying stocked and maintaining supply levels. Logistics and customers work in conjunction to identify items that they would normally stock and to maintain supply levels. By extension, the catalog acts as a daily or periodic shopping guide for those stocked and other occasionally requisitioned items that the customer area has “authority” to buy and use. Because customer area data represent a subset of the MTF catalog data, the UDR, and the DMLSS Extract, the Customer Catalog module allows edits of only those fields over which the customer has authority. A user cannot establish a customer catalog record for items the customer area is restricted from using. Updates to selected fields in the customer area catalog automatically occur when the MTF catalog is updated. A customer area (CAIM SOS) that is a SOS has the capability to establish a unit of sale that is different from its unit of purchase if the item is marked for resale. Medical Maintenance is an example of a CAIM SOS.

3.6.2. Items can only be added to the customer catalog with the appropriate privileges. Any customer with a purchase card should have these privileges. Users without these privileges need to create a customer request in the Customer Service (CS) application.

3.6.3. On the Navigate menu, click Catalog Search to view the Catalog Search window with the Generic Search tab defaulted. On the Generic Search tab type at least 3 characters in the item description (Item Desc) field. Under the Scope column select MTF Catalog or LOG Catalog. To minimize your search time, change the Limit to indicate the amount of items you want to search for, the default and maximum is 500. Click Search to view search results.

3.6.4. Select the item to add to the customer catalog and click MTF Detail. The MTF Catalog window opens with the Basic tab defaulted. Click the Cust Cat tab and click Add. Select a customer from the Customer ID dropdown list and click OK to view the Customer Catalog Detail (New) window. Click Save to process the information. The default location information appears in the right, bottom-half of the window.

3.6.5. There are three local fields available for MTF unique information. Local policy on how these fields should be used should be determined prior to use to ensure continuity of information. The Accept Equivalent Ind checkbox is checked if the customer will accept equivalents loaded against the MTF catalog record.

3.7. Creating A Customer Catalog.

3.7.1. On the Navigate menu, point to New Catalog Item and click Customer Catalog Item. The window can also be access using the shortcut Ctrl+Shift+F3.

3.7.2. Enter the required information (fields with red dots). After the Item ID is entered most of the fields will populate with information from the MTF catalog record. Verify conversion information, Inventory value and issuing information and click Save.

3.8. IM Prime/Substitute Relationship.

3.8.1. When medical material staff identify a substitute item(s) for a MTF catalog record, a relationship must be created. Substitutions can be a result of obsolescence, temporary stock outages, or for a variety of other reasons. Once a substitute is identified, users establish a relationship between the substitute item and the prime item. How the item is used establishes the types of relationships necessary

for operating, War Reserve Materiel (WRM), and in-use equipment. DMLSS must be able to record the availability of substitute items and apply these assets to satisfy requirements for both peacetime and wartime inventories of supplies and equipment .

3.8.2. A prime sub relationship is required when items of a similar use can be used interchangeable but the IPQ does not match preventing the items interchangeability. An example would be purchasing syringes in packages of 100s in 500s. The product may be the same; however issuing the product under the same item ID with different IPQ would affect issue consumption for both the customer and the MTF. In this case a prime sub relationship would be established to create a 1: 5 ratio.

3.8.3. Creating a Prime/Sub Relationship for Both Non-Equipment and Equipment Items.

3.8.3.1. From the Inventory Management window, click Cat Search. The Catalog Search window appears with the Generic Search tab defaulted. Type in search criteria for the item that you want to create a prime/sub relationship. To minimize the search time, change the Limit. The default and maximum is 500. Entering information in the Commodity Class field determines whether or not the item is non-equipment or equipment related. Click Search to view the Search Summary Result tab.

3.8.3.2. Select the item from the search results for which you want to create a Prime/Sub Relationship and click LOG Detail. The MTF Catalog window appears, with the Log Cat tab defaulted.

3.8.3.3. Click Prime/Sub to view the Prime-Sub Relationship window. The New tab is the default in the bottom half of the window.

3.8.3.4. Creating a prime/sub relationship for a non-equipment item. Creating a prime/sub relationship for an equipment item, in the Prime/Sub Relationship window select a substitute item from the Add Sub Item ID dropdown list.

3.8.3.5. On the New tab, select a Substitute Item ID from the dropdown list. In the Ratio field, establish the ratio between the Sub item and the Prime item. The ratio for the substitute to prime item is dependant on the Quantity Unit per Sale [Qty U/S]. If the substitute item's Qty U/S is 50 and the prime item's Qty U/S is 100, the ratio would be 2 to 1: it takes 2 substitute items to fill the quantity for the 1 prime item. After entering all required information click Save.

3.8.3.6. Deleting a Prime/Sub Relationship for a Non-Equipment or Equipment Item which serves as a Substitute for a Selected Item.

3.8.3.7. From the Inventory Management window, click Cat Search. The Catalog Search window appears with the Generic Search tab defaulted. Type the search criteria to delete a prime/sub relationship. The limit default and maximum is 500, however to minimize the search time, change the limit. Entering information in the Commodity Class field determines whether or not the item is non-equipment or equipment related. Click Search to view the Search Summary Result tab.

3.8.3.8. Select the item from the search results list at the bottom of the window.

3.8.3.9. Click LOG Detail to view the Log Cat tab. Click Prime/Sub to view the Prime-Sub Relationship window. The New tab defaults in the bottom half of the window. Click the Upd/Del tab and select the substitute item to delete. Click Delete and click OK at the message prompt. The item is deleted from the prime/sub relationship for the selected non-equipment or equipment item but it is not deleted from the MTF Catalog. If necessary, the prime/sub relationship can be recreated for the selected non-equipment or equipment item using the substitute item you previously deleted.

3.9. Printing A Prime/Sub Relationship Report.

- 3.9.1. From the Inventory Management window, click Cat Search. The Catalog Search window appears with the Generic Search tab defaulted. Type search criteria for the Prime/Sub Relationship Report required for printing. Entering information in the Commodity Class field determines whether or not the item is non-equipment or equipment related. Click Search to view the search results in the Search Summary Result tab.
- 3.9.2. Select the MTF Catalog item from the search results list at the bottom of the window.
- 3.9.3. Click LOG Detail to view the MTF Catalog window defaulted to the Log Cat tab. Click Prime/Sub to view the Prime-Sub Relationship window. If there are substitute items to print a report for, the Upd/Del tab is defaulted.
- 3.9.4. Select a Sub Item ID from the dropdown list and click Save. At the message prompt, click OK, and then click Print. The report is automatically sent to your designated printer.

3.10. Transaction History.

- 3.10.1. The Transaction History module maintains a 24-month history of transactions that can be accessed to review for reporting purposes or to correct errors. Users enter information in the Generic Search tab and have the option to modify the scope of the search from ALL (default) to IM, AM, CAIM, or IM/AM combined. It is recommended to enter as much known information as possible to minimize processing. The broader the search the longer DMLSS needs to process the search. DMLSS also limits search criteria to 2000 records however the user may reduce the number of search records as needed. A typical function of the Transaction History module includes conducting a daily review of transactions. All of the processed transactions are included in the transaction history. However, the only transactions that may be reversed are backorder release issues, destructions, shipping discrepancy gains and losses, turn-in adjustment gains and losses, inventory adjustment gains and losses, specific types of issues, and specific types of receipts.
- 3.10.2. Users can also correct pricing problems or erroneous transactions from this window using the Reverse and Correction icons available on the vertical toolbar. These icons are not available and “grayed out” if the transaction cannot be reversed or corrected.
- 3.10.3. To reverse transaction quantities search for a transaction. The search results automatically display on the Search Summary Results tab. In the bottom half of the Search Summary Results tab, select the transaction to reverse.
 - 3.10.3.1. Click the Reverse icon to display the Transaction Reversal Quantity window. In the reversal quantity field, type the reversal quantity. The reversal quantity must be equal to or less than the original quantity minus the reversed quantity. Click OK to process and return to the Transaction Reversal Quantity window. Check the quantity column to verify the quantity was reversed.
 - 3.10.3.2. DMLSS identifies that a transaction was reversed by placing an “X” in the Rev Txn checkbox and changing the color of Rev Txn to red. The reversed quantity is sent back to the Due-in/Due-out file for the quantity still due in. This on applies to receipts and back order releases.

3.10.4. To perform price corrections search for the transaction. The search results automatically display on the Search Summary Results tab. Select the transaction to correct from the bottom half of the Search Summary Results tab and Click the Correction button.

3.10.5. In the Correction Item window enter the correct price and click OK. If the price is different than the current catalog price users have a yes/no option to update only the processed record or the master catalog price. If yes is selected the entire inventory is restratified to reflect the revised price. A new transaction line will be added to the Transaction history screen reflecting the new price of the item.

3.11. Review MTF Catalog Changes.

3.11.1. MTF Catalog changes are a result of processing monthly UDR updates. In the MTF Catalog Change window, you can view, accept, and reject changes that have been made to items in the MTF Catalog. The important columns to view in this window include:

3.11.1.1. Element Changed -- Identifies the field that changed in the MTF record.

3.11.1.2. From -- Displays the data that is being replaced.

3.11.1.3. To -- Displays the new data to be placed in the changed element field.

3.11.2. These columns indicate how the MTF Catalog item has changed, what the element was before the change and what the new element is as a result of the change. The list allows users to accept or decline the change. There are no dates available to select if MTF Catalog changes are not available.

3.11.2.1. MTF Catalog Change window – Part I tab; search, view, and print changes made to MTF Catalog items. On the Part I tab, users can print MTF Catalog changes and Search for MTF Catalog changes that have processed.

3.11.2.2. MTF Catalog Change window – Part II tab; search, print, accept, and reject changes made to MTF Catalog items. The items displayed in the lower half of this tab are the same as the items found in the MTF Catalog Changes report, Part II: Pending Catalog Changes. The following tasks can be performed from the Part II tab:

3.11.2.2.1. Accept MTF catalog changes.

3.11.2.2.2. Reject MTF catalog changes.

3.11.2.2.3. Print MTF catalog changes.

3.11.2.2.4. Search for MTF catalog changes.

3.11.2.3. The items displayed in the bottom half of this tab are the same as the items found in the MTF Catalog Changes report, Part I: Processed Catalog Changes.

3.11.2.4. Search Changes made to MTF catalog items:

3.11.2.4.1. On the Navigate menu, click Review MTF Catalog Changes and select an “As Of Date” from the dropdown list on the Date Selection for MTF Catalog Changes prompt. Click OK to view the MTF Catalog Changes window.

3.11.2.4.2. Users can click on the Part tab to search for within the tab. Click the Search button to view the Date Selection for MTF Catalog Changes prompt. Enter the “As Of Date” and click OK.

3.11.2.5. Print Changes made to MTF catalog items: On the Navigate menu, click Review MTF Catalog Changes and select an “As Of Date” from the dropdown list on the Date Selection for MTF Catalog Changes prompt. Click OK to view the MTF Catalog Changes window.

3.11.2.6. The following may be performed within this window:

3.11.2.6.1. To print the MTF Catalog change information contained on the Part I tab, select the Part I tab and click Print. The MTF Catalog change information on the Part I tab will be sent to the local printer and printed in report format.

3.11.2.6.2. To preview the MTF Catalog change information on the Part I tab before printing select the Part I tab and click Print Preview. The MTF Catalog Change Report, Part I: Processed Catalog Changes opens. Click Print to print the report and click Normal View to return to the Part I tab.

3.11.2.6.3. To print MTF Catalog change information on the Part II tab select the Part II tab and click Print. The MTF Catalog change information on the Part II tab will be sent to the local printer and printed in report format.

3.11.2.7. To preview the MTF Catalog change information on the Part II tab before printing select the Part II tab and click Print Preview. The MTF Catalog Change Report, Part II: Pending Catalog Changes opens. Click Print to print the report and click Normal View to return to the Part I tab.

3.11.2.8. To accept changes made to MTF catalog items:

3.11.2.8.1. On the Navigate menu, click Review MTF Catalog Changes and select an “As Of Date” from the dropdown list on the Date Selection for MTF Catalog Changes prompt. Click OK to view the MTF Catalog Changes window.

3.11.2.8.2. Select the Part II tab. Select the item(s) being accepted. Multiple items may be selected by selecting an item, pressing the shift key, selecting the last item in the list to capture and releasing the shift key. Click Accept Change to process and remove the item(s) from the list.

3.11.2.8.3. After changes are accepted to the MTF Catalog, you can view the Part I tab to ensure that the item(s) were accepted.

3.11.2.9. To reject changes made to MTF catalog items:

3.11.2.9.1. On the Navigate menu, click Review MTF Catalog Changes and select an “As Of Date” from the dropdown list on the Date Selection for MTF Catalog Changes prompt. Click OK to view the MTF Catalog Changes window.

3.11.2.9.2. Select the Part II tab. Select the item(s) being rejected. Multiple items may be selected by selecting an item, pressing the shift key, selecting the last item in the list to capture and releasing the shift key. Click Reject to remove the item(s) from the list.

3.12. Mass MTF Catalog Changes.

3.12.1. At times, there is a need to make the same change to multiple MTF catalog records. Rather than update them one at a time, they can all be updated simultaneously. In the Mass MTF Catalog Search window, search for the records that need to be updated. The following data may be updated for multiple MTF catalog records:

- 3.12.1.1. Type item ID.
- 3.12.1.2. AAC (acquisition advice code).
- 3.12.1.3. Hazmat code.
- 3.12.1.4. Manufacturer name.
- 3.12.1.5. COG (cognizance code-non Air Force).
- 3.12.1.6. Location.
- 3.12.1.7. Materiel category (non-Air Force).

3.12.2. On the Navigate menu, click Mass MTF Catalog Changes to view the Mass MTF Catalog Search window. Enter the criteria for the records that need to be changed and click Search. In the Mass MTF Catalog Change window, lower section, select the items to be changed. To select the entire list click Select All.

3.12.3. In the top section, select the new data value(s) for the selected records. Click Apply to attach changes to the selected records and click Save to process the change information.

3.12.4. You can print the list of records in the Mass MTF Catalog Change window by clicking Print. The output product will be sent to the local printer.

3.13. Adjusted Packaging.

3.13.1. All items are purchased and loaded into DMLSS using the original unit of purchase. DMLSS allows you to adjust the packaging or “breakdown” an item to smaller units of sale, maximizing stock rotation and consumption and provide for small stock storage locations.

3.13.2. Adjusted packaging is performed in the Log Detail tab within the catalog record. Items with due-ins cannot be adjusted. To convert an item, log into the catalog record. In the Basic Tab, change the U/P (unit of purchase) Quantity field to reflect the intermediate package quantity (IPQ) of the current item. **Figure 3.1.** and **Figure 3.2.** reflect the before and after view of the field position .

Figure 3.1. Excerpt from Catalog Record Window—Basic Tab.

Basic	Technical- Supply	Acceptable Equivalent	SOS Cat	Cust Cat	Log Cat	
•Item ID:	6515012331920			•Type Item ID:	NSN	
•Commodity Class:	SUPPLY-EXPENDABLE MEDICAL			Free Issue:	<input type="checkbox"/>	
•U/P:	PG	•U/P Quantity:	1	DEPMEDS Item:	<input type="checkbox"/>	
•Short Item Desc:	AIRWAY NASOPH 6MM 10S					
Long Item Desc:	AIRWAY NASOPHARYNGEAL 6MM ID 8MM OD SMOOTH RD EDGES PLAS DISP10S					
Mfg Name:				Haz Mat Code:	N	
Mfg Cat. No:	340060			CIIC:		
NDC:			UPN:			
NSN:	6515012331920		PVON:			
AAC:	L	COG:		Mat. Category:		
					Marked for Deletion:	<input type="checkbox"/>

Figure 3.2. Excerpt from Catalog Record Window—Basic Tab Post Update.

Basic	Technical- Supply	Acceptable Equivalent	SOS Cat	Cust Cat	Log Cat	
•Item ID:	6515012331920			•Type Item ID:	NSN	
•Commodity Class:	SUPPLY-EXPENDABLE MEDICAL			Free Issue:	<input type="checkbox"/>	
•U/P:	PG	•U/P Quantity:	10	DEPMEDS Item:	<input type="checkbox"/>	
•Short Item Desc:	AIRWAY NASOPH 6MM 10S					
Long Item Desc:	AIRWAY NASOPHARYNGEAL 6MM ID 8MM OD SMOOTH RD EDGES PLAS DISP10S					
Mfg Name:				Haz Mat Code:	N	
Mfg Cat. No:	340060			CIIC:		
NDC:			UPN:			
NSN:	6515012331920		PVON:			
AAC:	L	COG:		Mat. Category:		
					Marked for Deletion:	<input type="checkbox"/>

3.13.3. Change to the Log Detail tab to finalize the conversion. Under the Conversion Information box, enter the IPQ quantity (Figure 3.3. and figure Figure 3.4.) and press tab or enter. The conversion information is changed and the issuing information box can now be modified (Figure 3.4.). Notice that the U/S (unit of sale) price is also adjusted to reflect the adjusted pricing.

Figure 3.3. Log Cat Tab Excerpt, Information to Update.

Ordering Information	Conversion Information	Issuing Information
U/P: PG	U/P Ratio U/S	U/S : PG
U/P Quantity: 1	PG = 1 PG	U/S Quantity: 1
U/P Price: 53.09		U/S Price: 53.09

Figure 3.4. Log Cat Tab Excerpt, Updated Information.

Ordering Information	Conversion Information	Issuing Information
U/P: PG	U/P Ratio U/S	U/S : PG
U/P Quantity: 1	PG = 10 PG	U/S Quantity: 1
U/P Price: 53.09		U/S Price: 53.09

3.13.4. Change the U/S packaging or measurement to how you are now selling the item and save (Figure 3.5.). The information is updated in the catalog record and all customer catalogs as required. If the item is maintained in a WRM assemblage, you will be prompted with an information message. Make sure to coordinate adjusted U/P with WRM personnel prior to processing .

Figure 3.5. Log Cat Tab Excerpt, Completed Adjustment.

Ordering Information	Conversion Information	Issuing Information
U/P: PG	U/P Ratio U/S	U/S : EA
U/P Quantity: 10	PG = 10 EA	U/S Quantity: 1
U/P Price: 53.09		U/S Price: 5.31

3.13.5. When returning an item back to the original U/P, open the catalog records Log Detail tab. Enter the same U/S measurement matching the U/P and enter the quantity within the U/P (Figure 3.6.). Save the information to complete the adjustment. Note: Check on-hand and due-in balances prior to adjusting a U/P item back to the original U/P. The adjustment cannot be adjusted if a residue balance condition exists. Residue balances must be issued prior to adjustment actions .

Figure 3.6. Log Cat Tab Excerpt, Removing Adjusted Packaging.

Ordering Information	Conversion Information	Issuing Information
U/P: <input type="text" value="PG"/>	U/P Ratio U/S	U/S : <input type="text" value="PG"/>
U/P Quantity: <input type="text" value="10"/>	<input type="text" value="PG"/> = <input type="text" value="1"/> <input type="text" value="PG"/>	U/S Quantity: <input type="text" value="10"/>
U/P Price: <input type="text" value="53.09"/>		U/S Price: <input type="text" value="5.31"/>

3.13.6. The actions will return to the standard U/P. **Figure 3.7.** reflects the adjustment back to the original U/P and U/S quantities and pricing. In addition to catalog record adjustment, the customers catalog records will also be adjusted accordingly .

Figure 3.7. Log Cat Tab Excerpt, Removing Adjusted Actions Completed.

Ordering Information	Conversion Information	Issuing Information
U/P: <input type="text" value="PG"/>	U/P Ratio U/S	U/S : <input type="text" value="PG"/>
U/P Quantity: <input type="text" value="1"/>	<input type="text" value="PG"/> = <input type="text" value="1"/> <input type="text" value="PG"/>	U/S Quantity: <input type="text" value="1"/>
U/P Price: <input type="text" value="53.09"/>		U/S Price: <input type="text" value="53.09"/>

Section 3B—Issues and Due-outs

3.14. Issues.

3.14.1. The Issues module allows issues to customers for requested items. Issues can be processed through the regular Windows application, or using an HHT. The issues process generally includes the following steps:

- 3.14.1.1. Receiving the requirements from the customer.
- 3.14.1.2. Executing the issues.
- 3.14.1.3. Generating the picklist.
- 3.14.1.4. Confirming the picklist.
- 3.14.1.5. Ordering any deficiencies.

3.14.2. Some of the typical functions of the Issues module include the following:

3.14.3. Upon receipt of replenishment requests, the Issues module is used to fill these requests. The requests may be filled completely or partially. DMLSS establishes due-outs for the entire quantity requested or any remaining unfilled quantities. If the item is available from the customer area SOS, the SOS has the potential to issue the entire amount to the requesting customer area. If the order cannot be completely filled, DMLSS establishes a due-out (or back order).

3.14.4. When an item is received from the supplier for a resale location, DMLSS fills existing due-outs to customer backorders prior to increasing the on-hand balance of the customer area SOS resale location. Quantities remaining after all of the supported customer due-outs are filled are applied to the resale location.

3.14.5. Processing discrepancies in inventory counts during the Issues process is allowed.

3.14.6. Non-routine issues of items may be processed. This function is used to issue materiel after normal working hours or in emergency situations.

3.15. CAIM Replenishment.

3.15.1. The Replenishment Inventories module provides methods to reduce inventory time and increase inventory accuracy. The module provides materiel management staff and customers with the ability to inventory customer areas by automatic replenishment, by manual input for the purpose of ordering or replenishing items, or by using a HHT. The HHT replenishment inventory may be conducted in batch, radio frequency (RF), or store & forward mode.

3.15.2. Some of the typical functions of the Replenishment Inventories module include routinely scanning customer area inventories using HHTs to determine replenishment quantities required to refill PAR Level Storerooms.

3.15.3. A remote user conducting a manual replenishment of items for the purpose of building orders for either internal or external sources.

3.15.4. Automatic replenishment is not often recommended – since the system identifies all potential requirements, users could be surprised with a large debt value order! You should be familiar with the different replenishment methods and the customer's account before deciding to use Automatic Replenishment.

3.16. Manual Replenishment.

3.16.1. From the Navigate menu, point to Customer Replenishment, and click Manual Replenishment to view the Manual Replenishment Inventory Entry window. There is also a hot key option for quick access to this menu: Ctrl+Shift+F6.

3.16.2. Enter the Item Id of the item being replenished or select a type of item from the Item Type field. Users have the following item types to choose from; Non-stocked, Stocked, All, Core, and Static. To view all items in the customer catalog select All (Defaults to all). To narrow the search results, enter search criteria in any of the search fields. After entering the search information, click Search.

3.16.3. You can print an inventory list to inventory a location by selecting Print from the File menu. Use the printed list to record on-hand quantities (shelf count), zero or near zero balance items (empty shelf), or desired quantities (order quantity). The Air Force default is Order Quantity. How these manual replenishments are conducted should be documented in Memorandum of Agreement (MOA) with the customer, internal policy letters, or internal instructions .

3.16.4. After conducting a manual inventory of the location, enter the information in the Manual Replenishment Inventory Entry window. Type the recorded quantities (for shelf count) in the quantity field.

3.16.5. DMLSS will respond with a message confirming XX number of items that are being updated. Click OK in response to the confirmation message to return to the CAIM main menu. If the Verify Orders option is not selected for the customer, the Generate Order Progress window opens, followed by the Orders Have Been Successfully Built window.

3.16.6. A message is displayed if there are replenishment exceptions. Exception items are not ordered until the exception is resolved. You are also prompted to print a replenishment exception report at this point. All other items are transferred to BPS Orders. Some replenishment exceptions appear in the customer Inbox.

3.17. Automatic Replenishment.

3.17.1. Before using the Auto Replenishment method, ensure that levels of inventory are established. This method uses the customer's on-hand balances plus due-ins, minus due-outs to automatically replenish the difference. You will not be able to order items in DMLSS with a level of zero or items marked for deletion.

3.17.2. To automatically replenish an item: From the Navigate menu, point to Customer Replenishment and click Automatic Replenishment to activate the Automatic Replenishment window. There is also a hot key option for quick access to this menu: Ctrl+Shift+F7. This also automatically initiates the replenishment process. DMLSS validates requirements and provides a message box with the results.

3.17.3. Attempting to run Auto Replenish against a customer who has an unexecuted order or unexecuted orders pending action will generate a message prompt letting you know that there are pending actions related to orders. These pending actions must be deleted or acted on and deleted from the Inbox before automatic replenishment can be run.

3.17.4. At the message prompt signifying completion of the replenishment process, click OK to return to the previous window.

3.18. Hand Held Terminal (HHT) Batch Replenishment.

3.18.1. With a hand-held terminal (HHT) in batch mode scan the shelf bar code labels to enter the inventory. The information is stored in the HHT until the inventory process is complete. The unit is then placed in the docking station and all the inventory data is downloaded to DMLSS at one time.

3.18.2. Batch mode data is processed at a DMLSS workstation. For a manual replenishment inventory on the HHT, the records processed in the text file determine the replenishment quantity for each item location. The entries are processed according to the customer's inventory method.

3.18.3. To perform a replenishment inventory with a batch HHT: Login to the HHT using a valid user ID and password (the password will be "Batch") or hit the F2 button. The CAIM HHT main menu appears. Select menu option #1 and scan the customer header label. If the label will not read, press Enter on the HHT keypad to reach the Manual Input Window and manually enter the Customer ID and inventory method at the prompt.

3.18.4. At the prompt, scan the Item ID Labels to replenish. Enter the appropriate quantity after each label is scanned. Continue until all items are scanned. Press Esc on the HHT keypad 2 times to return to the CAIM menu. Place the HHT in the docking station and select the following options from the HHT:

3.18.4.1. Option 5.

3.18.4.2. Option S.

3.18.5. From a DMLSS enabled PC, login to CAIM. In the Select a Customer window, select the Customer that has been inventoried. If you have multiple customer inventories the Batch Transfer Process will update all of the customers regardless of which customer you login to first.

3.18.6. In the CAIM Main window, on the horizontal toolbar, click the Batch HHT icon. At the message prompt, click OK to begin the replenishment inventory transfer. For Physical Inventory, click OK. Only valid records have been replenished.

3.18.7. A report will print for the CAIM SOS Manager to resolve any Invalid Records problems. A replenishment exception report will also be printed if requirements exist to satisfy current levels.

3.19. Radio Frequency (RF).

3.19.1. HHTs used in the RF mode receive and transmit data in real time to CAIM as the process is being performed just like your computer does over the LAN. To replenish inventories using the RF HHT: Login to the HHT using a User ID and password to view the HHT (RF) main menu window. Select Rep Inventory (Replenishment Inventory) and scan the header label. If the label will not scan, manually enter the customer barcode serial number found on the label.

3.19.2. The correct inventory method is indicated on the Header label. If scanned, CAIM will automatically use it for the selected locations. However, if information is being entered manually, enter the correct customer inventory method: Empty Shelf (E), Order Quantity (O), or Shelf Count (S).

3.19.3. Enter the Customer ID at the prompt and perform one of the following:

3.19.4. If using the Shelf Count method, scan the item's shelf barcode label (SBCL) and enter the on-hand quantity.

3.19.5. If using the Order Quantity method, scan the item's SBCL and enter the quantity desired up to the set level.

3.19.6. If using the Empty Shelf method, scan the item's SBCL. CAIM automatically records an on-hand quantity of "0".

3.19.7. If the SBCL is invalid due to damage or corrupt data(what??). Press Enter to access the manual entry windows. The system will allow manually entering of the Item ID, Customer ID, Location ID, and Quantity.

3.19.8. On the HHT keypad, press the ESC key to complete the area replenishment inventory process. DMLSS prompts for new customer area information. Follow the steps outlined above to continue the process in another areas.

3.19.9. Logoff the HHT once all area replenishment processes are complete.

3.20. Results Of Processing Replenishments.

3.20.1. Whichever method is used to replenish the customer and once the replenishment is processed, DMLSS generates the ESD and IOU transactions. Orders are then sent to the LOG SOS to be filled. These transactions are written and viewable from the Transaction History module.

3.21. Store and Forward Mode.

3.21.1. Store and Forward HHT is similar to Batch HHT. Multiple customer areas can be inventoried and then uploaded to CAIM using RF.

3.21.2. Using the HHT in Store and Forward mode allows you to scan the Shelf Bar Code Labels in batch mode, and then enter the inventory in RF mode. However, in Store & Forward mode, the information is stored in the HHT until the inventory process is complete. The HHT then uses RF mode to transmit the inventory data to CAIM at one time, without the use of a docking station.

3.21.3. For a replenishment inventory on the HHT, the records processed in the text file determine the replenishment quantity for each item location. The entries are processed according to the customer's inventory method. Once the upload is complete, CAIM will perform a validation process on the data, and notify the user of records containing errors.

3.21.4. The following steps guide the user through the Store and Forward HHT process for replenishment inventories :

3.21.4.1. At the HHT login screen, enter a valid user ID and "Batch" as the password. The CAIM HHT main menu will be displayed on the HHT screen.

3.21.4.2. Select Rep Inventory from the menu. Batch Replen Inv will be displayed on the screen.

3.21.4.3. Scan the appropriate header label. If the label will not read, press Enter to reach the Manual Input Screen and manually enter the customer ID and inventory method at the prompt.

3.21.4.4. Scan the Shelf Bar-Code Label. If the label will not read, select Enter. Enter the item ID at the prompt. Select Enter again and enter the location ID. Once again, select Enter.

3.21.4.5. Enter the quantity. Repeat the process for each item.

3.21.4.6. To complete the area replenishment inventory process, select the ESC key. The system will then prompt for new customer area information. To continue the process in another area, follow the previous steps.

3.21.4.7. Once the user has completed the replenishment process in all desired areas, log off the HHT.

3.21.4.8. At the HHT Login Screen, log in to the HHT with a User ID and password as you would in RF mode.

3.21.4.9. Upload the data from the HHT to CAIM by selecting "5 – RF Send File" at the HHT main menu. Select #1 (Inventory). Answer Yes or No to the prompt asking if error messages should be displayed. The upload will initiate at this point without the need for the docking station. If you have not created any requirements you will receive a message indicating so .

3.21.4.10. When the upload is complete a transaction screen will be displayed indicating the number or records and errors found. Note: The total number of records transmitted will be larger than the number of items inventoried, as header information is needed.

3.21.4.11. Log off the HHT.

3.21.4.12. Log onto CAIM using a valid user ID and password.

3.21.4.13. Once the upload is complete, CAIM will clear the HHT of all data and perform a validation process. CAIM notifies the user of records containing errors by displaying a "Replenish-

ment Exception” pending action in the Customer Inbox. The user must manually correct the errors listed.

3.21.4.14. If the customer has Verify Orders (VO) turned off the orders will automatically process and show up in the SOS for Issue. If VO is turned on the user must run Build/Process/Submit (BPS) to process the orders.

3.22. CAIM Processing Emergency Orders.

3.22.1. For non-routine orders where a customer requires an item in an emergency situation.

3.22.2. From the Navigate menu, point to Orders, and click Offline Non-Submit to view the Non-Submit Offline Orders window.

3.22.3. In the Item ID field, choose an item ID from the pulldown list. The item information populates the window for the order once the item ID is input. Enter additional required data to complete the order information. Click the Add Item icon to reset the window information back to how it originally opened.

3.22.4. After all items are processed click Close to complete the order. A message prompt opens requesting an 1155 to be printed. Select either yes or no depending on your local policies. This process creates a due-in, a due-out (to a location), for the customers account.

3.22.5. Execute an Inbox Order—Non-Air Force Use only.

3.23. Orders Offline: Submit.

3.23.1. The Build/Process/Submit Orders module is used to build, process, and submit orders to a SOS. The Build/Process/Submit Orders module enables the user to build, modify, process, and submit replenishment orders. The two methods to submit replenishment orders are Online and Offline.

3.23.2. On the Navigate menu, point to Orders, then click Offline: Submit to view the Submit Offline Orders window. A shortcut is also available to frequent users; Ctrl+Shift+F10.

3.23.3. In the Item ID field, enter an Item ID or select one from the Drop Down Search & Select list. This list defaults to ascending item description sort sequence but item Id can also be selected as a sort option. When selecting an Item ID, corresponding information from the MTF Catalog record will be automatically entered into the required fields (fields with red dots). Enter the required quantity for the item.

3.23.4. To add additional requirements to the order click the Add Item icon.

3.23.5. After all offline requirements are entered, users can process the order by clicking the BPS Order icon on the toolbar. See BPS Orders for processing requirements. To process the order at another time click Close. These orders will be available later for processing, if the user chooses to save the order.

3.23.6. A due-in is established (ESD) along with a due-out backorder (IOU) and written to the transaction history file for the customer’s requirement after BPS has completed.

3.24. Orders Offline: Non-Submit.

3.24.1. Non-submit offline orders from Air Force activities will be processed from the LOG SOS unless activities are utilizing CAIM SOS. In the Non-Submit Offline Orders window, you can specify a source of supply (SOS) for offline orders that will not be submitted or that have been submitted to a SOS offline. The key here is that a non-submitted order does not generate either an outgoing transaction file or a Military Standard Requisitioning and Issue Procedures (MILSTRIP) file.

3.24.2. On the Navigate menu, select Orders and click Offline: Non-Submit to view the Non-Submit Offline Orders window .

3.24.3. In the Item ID field, enter an Item ID or select one from the Drop Down Search & Select list. This list defaults to ascending item description sort sequence but item Id can also be selected as a sort option. When selecting an Item ID, corresponding information from the MTF Catalog record will be automatically entered into the required fields (fields with red dots). Enter the required quantity for the item.

3.24.4. To add additional requirements to the order click the Add Item icon.

3.24.5. Click Close from the vertical toolbar. DMLSS generates the order directly to the Materiel Account and provides the option of printing an 1155. An ESD and IOU transaction are written to the transaction history file for the customer's requirements.

3.25. New Item Request (NIR).

3.25.1. New item requests are submitted by users and are generated from the Customer Service (CS) or Customer Service on the Web (CSW) modules in DMLSS.

3.25.2. When a NIR is submitted, the New Item Request pending action notification is posted to the IM inbox. The pending action notification lists all NIR requests submitted to the LOG account and provides basic information about the submitter such as user ID, date occurred, and item description.

3.25.3. Users print the NIR request and submit their requirements to the medical logistics activity when approved by their section/department chief .

3.25.4. Medical logistics personnel, generally purchasing or customer service will review and research the requirement to ensure local stock is not available that would fill the requirement. If local stock is not available, assign an item ID and load the item to the MTF catalog records. If the item is requested for recurring stock, add the item to the customers catalog record.

3.26. Build/Process/Submit Orders (BPS).

3.26.1. Build, modify, review, and execute orders in the Build Orders Order Summary window when verify orders is checked in Systems Services. The upper half of the window contains a listing of SOS types, Project Codes, total line items in the order, Total Values, and Exceptions. The lower portion of the window contains financial information including Funds, EORs, Commitments, and Available Balances .

3.26.2. Build, modify, review, and execute orders in the Build Orders Order Summary window. The upper half of the window contains a listing of SOS types, Project Codes, total line items in the order, Total Values, and Exceptions. The lower portion of the window contains financial information including Funds, EORs, Commitments, and Available Balances.

3.26.3. Users can view the order detail information by clicking the Details icon from the toolbar. The Order Details window lists all line items associated with the customer's order for the affected SOS. The window also identifies items with exceptions by placing an "X" to the left of the detail record.

3.26.4. Users can also "hold" a line item versus holding an entire order. Select the detail record to hold and click the hold button in the bottom of the window. The flag changes from P to "H" indicating the item is in hold status. Click close to rebuild the order. The number of lines decreases by the quantity being held. To order an item that was previously in hold status, exit and re-enter the BPS window.

3.26.5. Due-in quantities, advice code, and U/P price fields can be modified from this window by entering the information in the fields.

3.26.6. Hold an Order.

3.26.6.1. CAIM allows users to hold any orders for various reasons including:

3.26.6.1.1. Need to reduce the maximum dollar amount allowed for an order.

3.26.6.1.2. Order is not ready to be submitted.

3.26.6.1.3. Load additional funds for the order.

3.26.6.2. To hold an order in the Build Orders: Order Summary window, select the order to hold and click the Hold icon. The following message opens and requires a response: "Holding this order(s) will discard all previous changes unless you save them now. Do you wish save changes made to 'new' requirements?"

3.26.6.3. If "Yes" is selected the order will be available the next time the BPS window is opened and all changes to the line item details will be saved before exiting the screen. The new information contained in the line item details are still current.

3.26.6.4. If "No" is selected the order will be available the next time the BPS window is opened however changes made to the line item details will not be available the next time the BPS screen is accessed.

3.26.6.5. Users will be able to hold the order again if required or submit the order if needed.

3.27. Resolve Exceptions.

3.27.1. Order exceptions must be completed before an order can be placed. The Exception Detail window provides an explanation of why there is an exception on the order. To resolve exceptions: point to Orders from the Navigate menu, then click Build/Process/Submit Orders to view the SOS Selection window.

3.27.2. Select the SOS(s) orders to view and click OK. The Build Orders: Order Summary window opens. Select the order containing an 'X' in the Exceptions box and click the Exceptions icon from the toolbar.

3.27.3. From the Exception Detail window perform one of the following:

3.27.3.1. Alter potential due-in or due-out quantities: Edit the due-in or due-out order information, click Save, and click Close .

3.27.3.2. Adjust fund targets: Navigate to System Services and load funds.

3.27.3.3. Adjust the maximum/minimum order amounts: Edit the due-in order quantity to lower or raise the order dollar amount, click Save, and click Close.

3.27.3.4. The SOS may also require use of a purchase card.

3.27.4. The exception has been resolved if the Exceptions box for the selected order on the Build Order: Order Summary window is not marked.

3.28. Submit Order.

3.28.1. After all exceptions are resolved, the order can now be submitted. On the Navigate menu, point to Orders, then click Build/Process/Submit Orders to view the Build Orders – Order Summary window and click Execute. The Submit Progress window shows the in-progress and completed status of the order. Click Close after the order has processed.

3.28.2. To print order information, click the Report icon from any option in the Build Order: Order Summary window. The BPS Order Summary Screen Report lists the window order summary and Fund Summary information. In the Detail window the Order Detail Screen Report is available. This report lists the line items, requested quantities and pricing information for the order. Printed reports are sent to the local designated printer.

3.28.3. If local requirements require this report to be printed, follow local file plan guidance.

3.29. Customer Status Edits.

3.29.1. The Customer Status Edits window provides status messages from suppliers, classified into three tabs:

3.29.1.1. Part 1–Errors tab. Status for a transaction is not recognized. When an item in the bottom section of the window is selected, the top section displays information including the reason for the error.

3.29.1.2. Part 2–Awaiting Review tab. The transaction is recognized, but is held pending further processing. When information, including the reason for the delay. Process these messages and DMLSS will update the due-in detail record accordingly. The status message is removed from this tab. This tab also includes an additional option to “Print the Customer Status Edits.”

3.29.1.3. Part 3 – Processed tab. The transaction is recognized and processed. When an item in the bottom section of the an item in the bottom section of the window is selected, the top section displays window is selected, the top section displays information including the reason for the status message. (The preceding sentence doesn’t make sense). The difference between part 3 and part 1 is that these items have processed in DMLSS.

3.29.2. While in the Customer Status Edits window, The “Delete Selected” and “Process Selected” message tasks are performed while in any of the tabs.

3.30. Inventory Management (IM).

3.30.1. LOG Routine Issues.

3.30.1.1. Select Navigate from the IM menu and scroll down to Issues and select LOG Routine Issues or select Issues from the horizontal toolbar to access LOG Routine Issues to view the Issues Search window.

3.30.1.2. Select a customer from the dropdown menu and click Search. If no customers are selected DMLSS will retrieve all pending issues. All issues for the customer are displayed in the search window.

3.30.1.3. Select an individual issue or select all issues by using the Select All button on the vertical toolbar. Click Gen Picklist and select how the picklist will be broken down and sorted. Click OK to view the picklist.

3.30.1.4. Select Process from the vertical toolbar to print the picklist. A Successfully Processed message box is displayed and the picklist is assigned a number. The Issues Search window will be displayed after processing.

3.30.2. Non-Routine Issues.

3.30.2.1. In the Nonroutine Issues window, users can record the offline issue of an item by a customer area SOS to another customer area or customer area SOS. Record non-routine orders for the following reasons:

3.30.2.2. To maintain accurate inventory levels.

3.30.2.3. To provide demand history.

3.30.2.4. To charge the issue to the customer.

3.30.2.5. Process Post-Post, walkthrough, and emergency issues using the Non-Routine Issues window. From the Navigate menu point to Issues and click Non-Routine Issues to open the Non-routine window.

3.30.2.6. Complete all required information (red dot) or select information from the dropdown lists. The Delivery list option is the default for all non-routine issues. Click save and close from the vertical toolbar.

3.30.2.7. A message box indicating “Delivery List has been processed. Do you want to print it?” is displayed. Click yes to print the list. A message box appears indicating that the delivery list was printed. Printing the delivery list reduces log balances and processes an issue, non-routine (INR) from log receipt to customer.

3.30.2.8. Non-Routine Issues: Procedures for walkthrough and emergency issues are similar to post-post issues. When processing this type of issue, change the Delivery List default to Unofficial Pick List. Click save to view the DMLSS/Inventory management window with the Unofficial Pick List. Click print to print the picklist. This will not reduce log balances.

3.31. Revise Due-In/Due-Out Quantity. Normally, when the supply source changes the quantity ordered, an AE1 image with status code “BJ” is transmitted. During processing of the AE1, DMLSS adjusts the due-in based on the revised quantity. When an AE1 “BJ” is not received or status is received by some other means (i.e. telephone, e-mail, etc.), quantity adjustments can be made in the LOG DI/DO module.

3.32. Adjusting Quantities Manually. Access the IM DI/DO by clicking the DI/DO icon on the toolbar. From the Due-in Search tab, enter a document number or stock number for the item. The results are displayed in the Due-in Search Results tab. Select the LOG due-in and click the Details icon. To modify the existing due-in:

3.32.1. Verify in the detail screen that a partial receipt has not processed. If a partial receipt has previously processed, the updated quantity must include this quantity. See the following examples:

3.32.1.1. Example 1 – Decrease to the Original Quantity Ordered: You originally ordered 15 and have processed a partial receipt for 5. This leaves a current due-in quantity of 10. You discover that the supply source decreased the original order quantity to 12. Since you have already received 5 of the 12, enter 7 in the revised due-in quantity field.

3.32.1.2. Example 2 – Increase to the Original Quantity Ordered: You originally ordered 10 and have processed a partial receipt for 2. This leaves a current due-in quantity of 8. You discover that the supply source increased the original order to 12. Since you already have received 2 of the 12, enter 10 in the revised due-in quantity field.

3.32.2. Enter the revised due-in quantity in the quantity field.

3.32.3. Use the standard unit of issue quantity.

3.32.4. Quantity increase adjustments to the LOG due-in require the LOG due-out to be increased. To increase the LOG due-out, open the Due-Out tab and perform a search for the document number. The results of the search are displayed in the Due-Out Results tab. Click the Details icon to view the due-out information. Enter the revised due-out quantity and save.

3.33. DMLSS Processing Actions For Quantity Adjustments.

3.33.1. Increases. If the revised quantity is greater than the current due-in quantity, DMLSS increases the current and original quantity in the due-in record, generates a DQI (Due-in quantity Increase) transaction with status code “BJ”. If the LOG due-out quantity is increased, the CAIM customer due-out will also be increased (IOI transaction).

3.33.2. Decreases. If the revised quantity is less than the current due-in quantity, DMLSS decreases the current and original quantity in the due-in record and generates a DQC (Due in decrease due to cancellation) transaction with status code “CS”. If there is a current fiscal year due-out linked to the due-in, the system breaks the link between the due-in and due-out. Due-outs from prior fiscal years remain unchanged.

3.34. Cancellations—Due In/Due Out.

3.34.1. It is important to know how the cancellation process works in DMLSS. When a due-out exists against a customer, CAIM generates an IOU transaction. When the BPS process is generated, a due-in is established and is forwarded to the LOG account. LOG determines if the requirement can be filled with warehouse assets (ISS transaction) or if the requirement is sent to LOG orders (IOU transaction). The order process flow is outlined in section 5, Acquisitions [Figure 5.1.](#) and [Figure 5.2.](#)

3.34.2. For cancellations, it depends on what is being cancelled and what options are selected that determines what fields are cancelled and what fields are left alone. An example of this is in CAIM, you cannot cancel a customer due-in if LOG due-outs exist. The customer due-out is tied to the customer due in by the document number.

3.34.3. Customer requirements can be cancelled in CAIM prior to processing BPS from the Due-in/Due-out module.

3.34.4. The following figures outline process actions during cancellation actions in DMLSS:

Figure 3.8. Cancel Log Due-In Process.

Cancel Log Due In				<u>Process Actions</u>
CAIM		LOG		
DO	DI	DO	DI	
5 IOU	5 ESD	5 IOU	5 ESD	Normal Order Flow Process
5 IOU	5 ESD	5 IOU	0 Canx	Cancel LOG DI (non linked) DQC transaction. LOG due-out, and CAIM DI/DO remain in place. LOG requirement will be available for reorder in LOG Replenishments.

Figure 3.9. Cancel Log Due-Out Process.

Cancel Log Due Out				<u>Process Actions</u>
CAIM		LOG		
DO	DI	DO	DI	
5 IOU	5 ESD	5 IOU	5 ESD	Normal Order Flow Process
0 IOU	0 ESD	0 Canx	5 ESD	When you cancel the LOG DO and you select "YES" to cancel the Customer (CAIM) DI and DO
5 IOU	0 ESD	0 Canx	5 ESD	When you cancel the LOG DO and you select the default "NO" to cancel the customer (CAIM) DI and DO. Leaving the CAIM DO will generate customer requirements during the next BPS process.

Section 3C—Receipts

3.35. Receipts. The Receipts module enables users to process receipts, due-in adjustments, and cancellation actions. A typical function of the Receipts module includes processing information after receiving an item from an SOS. To gather receipt information users may process receipts manually or use the Radio Frequency HHTs and portable printers. The required information can be obtained from the package, receiving document, and/or electronically received Delivery List. Using this data, you can effectively receive supplies and is able to process complete, partial, discrepant, or receipt not due-in transactions .

3.36. System. The Receipts window is broken down into two tab window views: Search tab and Process Receipts tab. Access the window using Navigate on the menu bar and clicking Receipts, selecting Receipts from the horizontal tool bar, or by using DMLSS shortcut Ctrl+Shift+Del.

3.37. Receipts Search Tab.

3.37.1. Data entry is not required in any of the search fields however; entering information narrows the search results. At least 3 characters must be entered into any of the search fields when using this option. Search results are displayed in the Print Receipt Search Results tab.

3.37.2. In the Receipt Search window, users can search the database for active and inactive due-in items, delivery lists, and process receipts. Record searches may be adjusted between 1 and a maximum of 500 lines. Enter information into any field for specific searches and click search from the vertical toolbar or leave fields blank and click search to validate the receipt process. DMLSS processes status and updates in the Process Receipts tab.

3.37.3. Print receipt search results. This tab displays due-in information for all selected items. Additional information can be viewed from this screen by clicking the Details button on the vertical toolbar. The Receipt Details window opens and provides additional due-in/due-out information and status for a selected item. Information can be updated in this window or choose to close this screen to return to the IM Receipt Search screen.

3.37.4. Process Receipts tab. All receipts appear in the window for the selected search criteria. Update fields appear with a white background. A check box is added under pipeline time for all records that have exceeded pipeline delivery times “+ or –“ 10 days. Users must check the box to override pipeline times. A checkmark is placed in the process field for all receipts as default with the following exceptions:

3.37.5. Hazardous Materiel’s; All hazardous materiel’s must be processed manually. Place a checkmark in the Process box to continue. A message indicating that the item is hazardous is displayed. Select OK to continue.

3.37.6. Local contract number must be entered for this item; A contract must be loaded for the item to proceed. Click Detail from the vertical toolbar and enter the local contract number from the source document. Close the Details window to update the contract information in the due-in detail. The receipt may now be processed.

3.37.7. Quality Assurance Record; the message appears when trying to process a receipt for an item that is on the QA file; “An existing QA message exists for this item ID. Completion of this receipt process will not be permitted unless the user first reviews the QA record and selects/checks the box in the

QA column next to running individual” appears. Review the QA data and the item to ensure it does not meet the QA criteria. Select/check the box to process the receipt.

3.37.8. Clicking the Proc Rcpts button on the vertical toolbar processes all receipts with a checkmark in the process field. DMLSS processes the receipts and provides options to print DD1155 forms. You then have the option to print backorders, barcode labels, or both. DMLSS returns to the Process Receipts Tab when all receipts are processed.

3.37.9. Check all processes: All receipts are checked as default unless exceptions apply.

3.37.10. UnCheck all processes: Click this button to uncheck all records contained in the window.

3.38. IM Summary Receipt Pending.

3.38.1. The Summary Receipt window is where users process prime vendor call summary receipts. Any prime vendor order with active due ins will not be visible from this window. It is important to ensure that a call is completely received before processing the IM Summary Receipt. Once the call is processed, it cannot be reversed. The AOE/YRZ are forwarded via MILSTRIP to DSCP for validation and payment.

3.38.2. To process a prime vendor summary receipt select IM Summary Receipt Pending from the Navigate Menu. Prime Vendor call information for complete or partial call receipts are listed in this window. If there is no information in the window, enter a call number or select a SOS from the drop-down menu to search. DMLSS will display the processed calls in the window or return a message that receipts are pending on active due-ins .

3.38.3. For calls not processed, DMLSS allows users to open the Receipts screen and process active due ins for the selected SOS.

3.38.4. Users can also view the call number detail records and make any necessary corrections to line items prior to submitting the summary receipt to DSCP for payment. The transaction history icon is available from the toolbar and will “Jump To” the transaction history for the selected document number.

3.38.5. Once all prime vendor actions are received/correct, the user must click the Submit Icon to transfer the AOE/YRZ information to DSCP for payment.

3.39. Receipt Cancellations (DQC).

3.39.1. In the receipts module, enter the document number or other search criteria in the IM Receipt Search window. Under the process receipts tab, select the item that is being cancelled.

3.39.2. Reduce the Receipt quantity field by the quantity being cancelled.

3.39.3. Enter the quantity being cancelled in the Cancel Quantity field.

3.39.4. Enter a checkmark in the Process field and click the Process Receipts icon. Disregard the Pipeline Time (PLT) field if it is active.

3.39.5. The DQC transaction with status code BQ is processed for complete item cancellations.

3.39.6. The DQC transaction with status code BJ is processed for partial item cancellations.

3.40. Receipt Discrepancies.

3.40.1. During processing of a discrepancy, DMLSS uses the transaction quantity, receipt document quantity, current due-in quantity, and price to determine if the receipt is complete or a partial and if the discrepancy is a consequential/inconsequential overage or shortage. The dollar value for the DLA Consequential Discrepancy is entered in Systems Services, MM Service detail, Computations tab.

3.40.2. Discrepancies cannot be processed against prime vendor SOS type code DPV items.

3.40.3. Consequential Discrepancies. Based on the supply source and dollar value of the discrepancy, DMLSS generates an additional receipt transaction (RND) for the receipt overage or a cancellation transaction (DQC) for a shortage. These transactions build claims records for the discrepant amount on the finance system. For overages, the claims record is used to generate payment for the additional amount received. For shortages, the claims record is used to accept credit from the supply source. During processing of the discrepancy, DMLSS assigns MMAC "BH" for discrepancies attributable to the shipper or MMAC "BJ" for discrepancies attributable to the carrier .

3.40.4. Inconsequential Discrepancies. Based on the supply source and dollar value of the discrepancy, DMLSS builds a gain transaction (SDG) for the amount of the overage or a loss transaction (SDL) for the amount of the shortage. While these transactions are passed to finance to update financial inventory data, they do not build claims records. During processing of the discrepancy, DMLSS assigns MMAC code "BK" if the receipt is for a notes code "R" item and MMAC code "BL" for all other items.

3.40.5. Linked Due-Outs. If the discrepancy involves a shortage for a due-in that is linked to a current FY due-out, DMLSS generates a due-out cancellation (IOC transaction) reversal for the DQC or shipment discrepancy loss (SDL transaction) quantity.

3.40.6. Process the receipt when the discrepancy information is updated in DMLSS.

3.41. Receipt Of Substitute Items.

3.41.1. When a substitute item is shipped in place of a prime item, the item should be received under the substitute. To receive a substitute item, the substitute must be linked to the prime.

3.41.2. To process a substitute item, open IM receipts and enter the document number information. Select the detail line you are processing and select the Substitute field. If a substitute exists, the field will contain all valid substitutes for the item. If a substitute does not exist, the field will be blank.

3.41.3. Substitute Item detail on file. Select the substitute item and click the checkbox in Substitute field. Change the price to the substitute item if prime and substitute prices are different. Click the checkbox in the Process field and click the Process icon. An RRD will be generated for the detail record under the original due-in detail for financial processing and identify the substitute data in transaction history. If the price was changed, the due-in price change (PDI) transaction will also be associated to the transaction history of the receipt.

3.41.4. The Receipts Backorder Release report will identify the substitute item was released. The Delivery List from LOG to the customer will identify the backorder release against the prime item but reflect the issue the substitute item.

3.41.5. Substitute Item detail not on file. If a substitute item is not on file, click the "Jump To" icon in the Substitute field. A catalog record must be on file for the substitute item prior to processing. Under the New tab, enter the substitute item ID and adjusted ratio if required. After saving the record, return

to the Receipts module and follow the procedures for processing a substitute item with a detail record on file.

3.42. Receipt Reversal.

3.42.1. Receipts processed in error can be reversed in the IM Transaction History module. To reverse a receipt, enter the document number and click the Search icon. To narrow the search, select additional data to search (i.e. transaction type, user ID, item ID, and to and from transaction dates. Select the transaction from the list and click the Reverse icon. Verify the reversal quantity and click OK. The reversal process will reverse the all backorder releases and the receipt. These are returned to the due-in and due-out file.

3.42.2. Transaction history will record the reversal action and create additional detail lines to reflect the reversal. Receipt reversals are identified with an "X" in the Reversal Transaction (Rev Txn) checkbox and the text is red.

3.43. Price Corrections.

3.43.1. Price corrections to receipts are done through the IM Transaction History module. To correct a receipt price, enter the document number and click the Search icon. To narrow the search, select additional data to search (i.e. transaction type, user ID, item ID, and to and from transaction dates). Select the receipt and click the Correction icon. In the price correction pop-up box, enter the correct price and click OK.

3.43.2. DMLSS generates a PDI to increase or decrease the price of the receipt and all associated issues by the difference of the two prices. The master catalog record price is also adjusted to reflect the current price of the item.

3.44. CAIM Receipt Process Procedures.

3.44.1. Receipts information can be viewed in CAIM by selecting Receipts from the Navigate menu or clicking the Receipts icon on the toolbar. Users will be able to view receipt information for both active and inactive details. Only CAIM SOSs are authorized to process receipts in CAIM. (Current functionality is limited to Maintenance Activities)

3.44.2. Current Air Force policy is that "verify receipts" is turned off in customers Service/Customer detail record located in System Services. With this option off, receipts for CAIM customers are automatically processed after receipts are processed and the delivery list is generated in IM. This process moves the CAIM due-ins from Active to Inactive.

3.44.3. If an item is locked anytime during the process, the receipt action will fail. A pending action notification is sent to the IM Inbox. Work the pending action to clear up any problems encountered during processing. When the process is cleared, the actions automatically take place. Processing problems can be attributed to:

3.44.4. Items locked for inventory. If customer's items are locked for inventory, the inventory must be completed before the receipt will process.

3.44.5. Due-in/Due-out out of balances. A problem occurs if the due-out is less than the due-in quantity. Increase the due-out quantity to allow the receipt to process.

Section 3D—Item Gains/Loses/Transfers/Returns

3.45. Gains.

3.45.1. To process an item gain click the Gain/Loss button on the toolbar or from the Navigate menu click Item Gain/Loss. The Item Gains/Losses window opens.

3.45.2. Enter all required information for the gain. If adding an item that is not found in the dropdown list, click the “Jump To” button to create the item to the MTF Catalog, or search for the item in the MTF Catalog.

3.45.3. If a default location appears in the location field select the location from the dropdown box. If no location appears in the location field then click the “Jump To” icon and add a location to the MTF catalog. Enter the gain quantity and external document number if required and click Save.

3.46. Losses.

3.46.1. To process an item loss click the Gain/Loss button on the toolbar or from the Navigate menu click Item Gain/Loss. The Item Gains/Losses window opens. Enter all required information for the loss

3.46.2. If a default location appears in the location field select the location from the dropdown box. If no location appears in the location field then click the “Jump To” icon and add a location to the MTF catalog. Enter the loss quantity and external document number if required and click Save.

3.47. Source Documents And Reports. After processing gains and losses a print screen opens to allow DMLSS users to print the appropriate source document—DD Form 1348-1A, **Issue Release/Receipt Document** (Default), DD Form 1149, **Requisition and Invoice/Shipping Document**, or None. If shipping a document to another MTF coordinate with the base transportation office to determine the correct form to use. Source Documents should always be printed for file if hard copy documentation is kept. The gain/loss information can be recovered from Reports, Inventory Gain/Loss 1348-1A. Items printed on DD Form 1149 are stored in the Inventory Gain/Loss 1348-1A report and are only recoverable in this format.

3.48. Return Item.

3.48.1. The Return Items window allows customers to return stock no longer required, unserviceable, suspended, or overstocked from an item location to the LOG. CAIM does not allow returns to external sources. Before processing a determination must be made whether to allow credit to the end user. Medical materiel personnel must also determine if the items consumption history will be reduced .

3.48.2. If credit will be given for the return item, check the Issue Credit checkbox; otherwise leave this checkbox blank for no credit returns. The LOG Fund record must have a target amount loaded to process a return sale with credit. Return transactions are posted to the Transaction History module. A Turn-In Adjustment Loss (TIL) transaction is generated for the customer area losing/returning and a Turn-In Adjustment Gain (TIG) transaction is generated for Log.

3.48.3. Acceptable equivalents are items associated with a prime/sub relationship. A checkmark in this checkbox indicates that the item is the equivalent of an item currently existing in the MTF catalog. If the prime/sub relationship is not established, go to the MTF catalog to establish the prime/sub relationship. During processing the item is added to the LOG inventory as the sub item but is identified to customers as the prime item.

3.48.4. If the Issue Credit checkbox is checked this indicates credit is allowed. The unit price is used when computing the total dollar value of allowed credit. Credit is not allowed for the local purchase surcharge amount.

3.48.5. If the checkbox is not checked the TIG updates LOG balance records and the TIL, refund code “N” processes, as credit is not allowed to the customer.

3.49. Effect Of Returns On Issue Consumption.

3.49.1. For supply items, the demand code determines if issue consumption should be reduced. If the Reduce Demand checkbox is checked, DMLSS generates a CHZ transaction with demand code is “R” to reduce current month issue consumption by the quantity of the transaction. DMLSS reduces current month consumption to zero if it is less than the transaction quantity. If the Reduce Demand checkbox is not checked, DMLSS generates a CHZ (consumption history) transaction with demand code “N”. Issue consumption is not reduced. Turn-in of equipment does not affect issue consumption.

3.49.2. To process an item return, select the Navigate menu and click Return Item to view the Return Item window. Enter all required information in the From box in the window. Entering the customer ID will automatically populate the expense center field. Entering the item ID will populate the TO box and provide additional information on U/S, U/S Quantity, EOH (estimated on-hand quantities), and U/S Ratio .

3.49.3. Select a reason for the return from the dropdown box. More information can be entered in the reason box after selecting a reason if required. After information is entered click Save to process. Users have the option of printing a return document.

3.50. Internal Transfers.

3.50.1. Internal transfers allow users to re-stratify assets internally from one location to another. When internally transferring an item, you create both an inventory transfer gain (ITG) and inventory transfer loss (ITL).

3.50.2. To transfer an item internally, select the Navigate menu and click Internal Transfer to view the Internal Transfer window. Type an item ID or select one from the dropdown list. Depending on the item ID entered the default information appears in various fields on the Internal Transfer window.

3.50.3. In the “From” section of the Internal Transfers window use the dropdown menus to select the information that the item is being transferred from. In the To section use the dropdown menus to select the information that the item is being transferred to. If there is no location ID associated with the item you are trying to transfer, click the “Jump To” button to add a location to the item.

3.50.4. Enter the transfer quantity and click Save. The transfer quantity must be less than or equal to the available quantity. After processing users have the option to print a delivery list. The delivery list can be used to pull the item from one inventory stratification and place with stocks of the new inventory stratification.

3.50.5. Internal transfers are written to the Transaction History file as an ITG and ITL simultaneously.

3.51. Destructions.

3.51.1. Destructions may be performed in-house or as part of a contracted service. Accountability requirements for contract destructions require the same level of visibility (e.g., signed documents

transferring materiel to the vendor and destruction certification after destruction occurs). Consult the Bioenvironmental Engineering section to ensure that environmentally safe destruction methods are used if destructions are performed by materiel management personnel. All destruction procedures must comply with national, state, and local environmental protections laws. From the Navigate menu, click Destruction. The IM Destruction window appears .

3.51.2. Type the information in required fields (fields with red dots). (Note: If the Destruction Method do not appear in the dropdown list, you must associate the destruction method for the item in the MTF Catalog Supply window on the Basic tab) Click Save when actions are complete .

3.51.3. DMLSS will prompt users to print the destruction document(s) when closing the destruction window. Click Yes to print all destructions processed. If No is selected the documents can be re-printed from Reports, Destruction report option.

3.51.4. Destruction Method Association.

3.51.4.1. In the Inventory Management window, click Cat Search. The Catalog Search window appears with the Generic Search tab defaulted.

3.51.4.2. Under Scope, select MTF Catalog and type at least 3 characters in the Item Desc field. Click Search to review results that appear on the Search Summary Result tab. Select the item you want to associate destruction methods to from the search results.

3.51.4.3. Click MTF Detail to open the MTF Catalog window. On the Basic tab, in the bottom half of the window select the Destruction Methods tab and click Edit. The Destruction Methods window appears. Use the associate/disassociate buttons to select destruction method(s). The destruction method(s) you associate with the item will appear in the Destruction Method dropdown list in the IM Destruction window. Click OK to complete the process. DMLSS returns to the MTF Catalog window.

3.52. Physical Inventory.

3.52.1. Physical Inventory Process Overview. The Physical Inventory module enables you to assess and document the accuracy of automated inventory balances. The Physical Inventory module includes adjusting recorded balances to match actual inventory balances by processing losses or gains to items. Reports specific to the inventory process are also available. The status of inventories in progress and the ability to cancel inventories are available in the Control Number Status function. The Physical Inventory Process consists of the following primary functions:

3.52.1.1. Select Inventory Segment—Identify the scope of an inventory.

3.52.1.2. Generate Count Lists—Create count lists and assign to counters. Document physical inventory counts.

3.52.1.3. Select Items—Select counted items.

3.52.1.4. Enter Counts—Record physical inventory counts. Research/resolve potential inventory adjustments .

3.52.1.5. Select Items—Select items needing research.

3.52.1.6. Research Discrepancies—Research/resolve potential inventory adjustments.

3.52.1.7. Finalize Inventory—Preview/process inventory adjustments.

3.52.2. A typical inventory process begins with selecting a set of items and locking them for inventory. Then count lists are generated and assigned to teams for counting. The resulting counts are documented. After all required counts for an item have been completed the potential gain or loss is documented and the item is available for research. After all required research has been completed, the inventory is ready to finalize.

3.52.3. Tasks relating to Physical Inventory:

- 3.52.3.1. Cancel Inventory.
- 3.52.3.2. Search Inventories for Specific Item.
- 3.52.3.3. View Count List Details.
- 3.52.3.4. View Statistics.
- 3.52.3.5. View Other Item Locations.
- 3.52.3.6. Add Item to Inventory.
- 3.52.3.7. Add Post-Inventory Action.
- 3.52.3.8. Review Transaction History.
- 3.52.3.9. Print Inventory Research Report.

3.52.4. Select Inventory Segment Overview. In the Physical Inventory – Select Inventory Segment window, you can select items to lock for inventory. So that a portion of an inventory may be repeated later if found to be below desired accuracy standards, locked items are assigned to inventory segments in Item Id sequence. The size of each segment depends on the number of items locked for inventory. If the number of items locked is less than 1000 each segment is 50 items. If the number of items locked is greater than 1000 each segment is 100 items. Items may be selected by:

- 3.52.4.1. IM Scope.
- 3.52.4.2. Stratification Type.
- 3.52.4.3. Stratification State.
- 3.52.4.4. Item ID.
- 3.52.4.5. Location.
- 3.52.4.6. Sub Location.
- 3.52.4.7. Storage Area.
- 3.52.4.8. AM Scope.
- 3.52.4.9. Organization.
- 3.52.4.10. Assemblage Instance.

3.52.5. The Physical Inventory – Select Inventory Segment window contains the following tabs. These tabs look slightly different, depending on the scope of your search (IM or AM), but the basic functionality is the same. Click a tab name to learn more about the tab.

- 3.52.5.1. Search Tab – Identify the scope of an inventory.
- 3.52.5.2. Search results Tab – Lock selected records for physical inventory.

3.52.6. Control Number Status Overview.

3.52.6.1. The Physical Inventory – Control Number Status window displays the current processing status of all inventories that are in progress and provides the capability to cancel an inventory. The processing status of a given inventory may be any of the following:

3.52.6.2. Counting – All counts have not yet been completed.

3.52.6.3. Research – All counts completed, required research not yet completed.

3.52.6.4. Finalization – All required actions completed, ready to finalize.

3.52.6.5. While counting is in progress, the Count List Detail window is available by double clicking an inventory control number or via the Detail icon on the vertical toolbar. The Count List Detail window displays each count list with its current status.

3.52.6.5.1. Tasks.

3.52.6.5.2. Cancel Inventory.

3.52.6.5.3. Search Inventories for Specific Item.

3.52.6.5.4. View Count List Details.

3.52.7. Generate Count Lists Overview.

3.52.7.1. When you begin an inventory, an inventory control number is assigned for the included items (see Select Inventory Segment). The Physical Inventory – Generate Count Lists window you can create count lists for an inventory control number, assign those lists to count teams, and view the distribution of items by team or count list. Up to 26 count teams (Team A through Z) can be used for an inventory. DMLSS does not track which individuals belong to a particular count team. If required, document this information on a letter and file with other completed inventory documentation.

3.52.7.2. Tasks.

3.52.7.3. View Statistics.

3.52.8. Criteria for Entering Physical Inventory Counts Overview.

3.52.8.1. When you begin an inventory, an inventory control number is assigned for the included items (see Select Inventory Segment). The Physical Inventory – Criteria for Entering Physical Inventory Counts window enables you to select an assigned control number and enter inventory counts. The typical process consists of selecting a Count List number and retrieving those items for count entry. The search criteria are slightly different for AM and IM inventories, but the basic functionality is the same for both. Items may be retrieved based on any combination of the following elements:

3.52.8.1.1. IM Scope.

3.52.8.1.1.1. Inventory Type (Standard Inventory or Issue Exceptions).

3.52.8.1.1.2. Inventory Control Number.

3.52.8.1.1.3. Count List.

3.52.8.1.1.4. Item ID.

3.52.8.1.1.5. Count Required.

3.52.8.1.1.6. AM Scope.

3.52.8.1.1.7. Inventory Control Number.

3.52.8.1.1.8. Count List.

3.52.8.1.1.9. Count Required.

3.52.9. Physical Inventory – Enter Counts for Physical Inventory Overview. The Physical Inventory Enter Counts for Physical Inventory window enables you enter counts for items selected from the Physical Inventory – Criteria for Entering Physical Inventory Counts window, add items to the current inventory, and see other locations for an item. Speed buttons at the bottom of the window are provided to remove all entered counts or perpetuate the last count forward. Counts may be entered a row at a time or use the speed buttons to perpetuate the last counts and update rows by exception. The count entry functions are slightly different for AM and IM inventories, but the basic functionality is the same for both.

3.52.9.1. IM Scope: Enter 1st, 2nd, or 3rd Count for an item.

3.52.9.2. AM Scope:

3.52.9.2.1. Enter 1st, 2nd, or 3rd Count for an item.

3.52.9.2.2. Update Manufacturer Name.

3.52.9.2.3. Update Manufacture Date.

3.52.9.2.4. Update Expiration Date.

3.52.9.2.5. Update Revised Expiration Date.

3.52.9.2.6. Update Lot Number.

3.52.10. How Counts are processed by DMLSS.

3.52.10.1. No processing happens until all locations for an item have been counted.

3.52.10.2. All entries for locations other than the primary location are displayed with an asterisk (*) after the quantity.

3.52.10.3. Once all locations for an item have been counted, the sum of all counts is compared to the recorded inventory balance.

3.52.10.4. If they agree, the item will be unlocked and removed from the inventory.

3.52.10.5. If they disagree and it is either the 3rd count OR the 1st / 2nd count and the value of the potential inventory adjustment is below the count criteria value in Physical Inventory Adjustments in System Services/TMU(Table Maintenance Utility)/IM no further counts will be required. Items in this state are visible in the Physical Inventory –Research Discrepancies window .

3.52.10.5.1. Tasks.

3.52.10.5.2. View Other Item Locations.

3.52.10.5.3. Add Item to Inventory.

3.52.11. Criteria for Entering Research Overview. In the Physical Inventory – Criteria for Entering Research window you can select one or more items from an inventory control number that may require research or a final count. Final counts are required when none of the previous counts agree. Research is always optional on potential inventory adjustments and required when the potential adjustment amount is above the threshold value set for Physical Inventory Adjustments in System Services/TMU/IM. Items may be selected based on any combination of the following elements:

3.52.11.1. Scope.

3.52.11.2. Inventory Type (Standard Inventory or Issue Exceptions).

3.52.11.3. Inventory Control Number.

3.52.11.4. Final Count Needed.

3.52.11.5. Use CTRL or Shift Click to select multiple records for processing.

3.52.12. Research Inventory Gains and Losses Overview. In the Physical Inventory – Research Inventory Gains and Losses window, you can preview the potential gain or loss, enter a final count, adjustment reason, document required post-inventory actions, review transaction history, or print an Inventory Research Report. The final count entered in this window is used as the basis for any loss or gain transaction. If the final count entered agrees with the recorded balance, the item is unlocked and removed from inventory. If the potential inventory adjustment value is greater than the allowable amount set for Physical Inventory Adjustments in System Services/TMU/IM, an adjustment reason is required and will print on the Inventory Adjustment Voucher. A Post-Inventory Action feature is provided as a tool to document actions you need to take after the inventory has been completed.

3.52.12.1. Examples:

3.52.12.1.1. The on hand quantity is 12 and previous counts have been 24. Through research you discover a receipt for 12 has not yet been processed. Enter a final count of 12 and process the receipt.

3.52.12.1.2. The on hand quantity is 12 and previous counts have been 27. Through research you discover an outshipment for 12 was processed, but never actually happened. Enter a final count of 15 and a Post-Inventory Action as a reminder to pick and ship the remaining 12. This will result in an inventory adjustment for 3.

3.52.12.2. Tasks.

3.52.12.3. Add Post-Inventory Action.

3.52.12.4. Review Transaction History.

3.52.12.5. Print Inventory Research Report.

3.52.13. Finalize Inventory Overview. In the Physical Inventory – Finalize Inventory window you can preview the Inventory Accuracy Analysis Report and finalize an inventory. Finalizing an inventory processes all pending loss and gain transactions. An inventory can not be finalized until :

3.52.13.1. All Items have been counted.

3.52.13.2. All Required Research has been completed.

3.52.14. Inventory Reports Overview. In the Physical Inventory Reports window, you can view detailed physical inventory information that includes:

- 3.52.14.1. Inventory Accuracy Analysis: Identifies the gain/loss amount and the accuracy of each segment in an inventory.
- 3.52.14.2. Inventory Adjustment Voucher: Prints or reprints the formal inventory adjustment voucher resulting from a finalized inventory.
- 3.52.14.3. Inventory Count List: Reprints Inventory Count List(s).
- 3.52.14.4. Inventory Research Report: Lists items requiring research and recorded transactions for a specified period of time.
- 3.52.14.5. Items with Location set to “None”: Identifies items in an inventory that have a location of “NONE.”
- 3.52.14.6. Missed Locations Count List: Identifies items by count list that still require a physical count .
- 3.52.14.7. Post-Inventory Actions Report: Lists identified actions that should be taken after an inventory is finalized.
- 3.52.14.8. Potential Inventory Discrepancy Report: Identifies the gain/loss transactions that would result based on the currently available count information if an inventory were finalized .
- 3.52.14.9. Preview Inventory Accuracy Analysis: Identifies the gain/loss amount and the accuracy of each segment in an inventory that would result if an inventory were finalized .

3.53. CAIM Destructions Processing Methods.

- 3.53.1. The Destructions module enables the authorized user to select a specified quantity of items at a location for destruction. The module also allows the recording of pertinent information regarding physical destruction of items. Mandatory entries include Item ID, Location, Quantity, and Destruction Method.
- 3.53.2. A typical function of the Destructions module includes a user deciding whether to reduce demand upon destruction of an item. An example would be, you discover that the lot number for a narcotic in storage has expired, thus requiring incineration of the narcotic. This incineration (destruction) is recorded in CAIM, thereby deleting this item from inventory for that location. A destruction report may be printed and includes signature areas for those required to witness the destruction process.
- 3.53.3. On the Navigate menu, click Destructions to view the Destructions window.
- 3.53.4. Select an Item ID from the dropdown list and enter. Many of the fields populate with data contained in the MTF Catalog Record. Change the location of where the item is stored from the dropdown list. The window also displays the on-hand quantity for the selected customer. Enter the quantity in the quantity field. If the quantity entered is greater than the on-hand quantity a message opens providing information of the difference. Select Yes to continue to process or No to terminate the destruction process.

3.54. CAIM Return Items. You cannot return items to LOG in CAIM. Functionality currently not available to Air Force activities—**RESERVED.**

Section 3E—Third Party Commercial Returns

3.55. Purpose. The DMLSS commercial returns module is specifically designed to manage returns through a third party vendor (i.e. E.Z. Returns, R.X. Returns, etc.). It is not designed or intended for use with returns direct to a supplier.

3.56. Scope. In the Commercial Return window, you can mark items for commercial returns. When you select an item in the list on the lower portion of the window, the item's details appear at the top. If a credit is due, you can select a customer for the credit to be applied to, or you can leave the customer field blank, and the credit will be applied to Log. If a credit is to be applied to a customer, and the customer is associated with multiple expense centers, you can also specify the expense center for the credit to be applied to.

3.57. Access. To access the Commercial Returns option windows, from the Navigate menu select Commercial Returns and Click on the Return Item.

3.58. Return Items(s) Window.

3.58.1. The Return Items window is the first step in the return process. To search for items to return, open the Return Item criteria window and select a stratification state(s) and Item ID(s) for the items to be associated to the commercial returns program. You may elect to search multiple stratification states by placing a checkmark in each checkbox. The Select All checkbox is defaulted to process all records in the list. If select all is not used, select the items to associate and click the Search button. All items that are potential for the commercial returns program are displayed in the commercial returns window. The Quantity Field is the only field required to be completed. Credit received will be applied to the LOG activity. If credit will be given to a customer, enter the customer and expense center. Click the Process icon to update the Manage Return items database.

3.58.2. During processing, DMLSS generates a CRL (Credit Returns Loss) transaction from the 8000 series document block and prints a DD1348-1A source document for each item processed. You may now further manage these items in the Manage Commercial Returns process in DMLSS.

3.59. Manage Commercial Returns.

3.59.1. The Manage Commercial Returns window provides status and details on all third party return items processed from the Return Item window. This window allows for the tracking of items ready to be returned through completed credit actions (i.e. credit, stock, check). All items are initially assigned a status of "R-Ready for Pick-Up". Other Return Status codes are:

3.59.1.1. P - Disposition Pending; computer assigned once an item is returned for credit determination .

3.59.1.2. X - Check Pending; user assigned once status is received from the vendor that a check will be issued for the return credit amount.

3.59.1.3. Y - Credit Pending; user assigned once status is received from the vendor that credit will be issued for the return credit amount.

3.59.1.4. D - Complete Destroyed; user assigned if status is received from the vendor that the item was destroyed by the vendor.

3.59.1.5. C - Complete Check; user assigned once a check is received from the vendor.

3.59.1.6. T - Complete Credit; user assigned once credit is posted and verified. You can also use this status code to record replacement stock that is issued from a non-PV source.

3.59.1.7. V - Complete PV Credit; user assigned once credit is posted to the PV credit account and verified.

3.59.2. To access the Manage Commercial Returns window, from the Navigate menu select Commercial Returns and click Manage Commercial Returns. At the Manage Commercial Returns criteria window, enter a document number, item ID, Return Status Code, or call number for the items you want to view. You may also click “ALL” to view all commercial return items. Because there is a viewable record limit of 500 records in this window, it is important to narrow your search.

3.59.3. The window displays all records that match the selected criteria. Management Information for the record is displayed in the upper part of the window as the record is selected.

3.59.4. Select the all items being returned and click the Pickup button on the toolbar. From the Manage Return Items—Pick-Up window, enter the call number assigned to the return and associate all records to the call number by clicking the “>” button for single items or the “>>” button for all items. After all items are associated, click the Save button. The status of the returned item changes to “Disposition Pending” and the Commercial Return Report is printed.

3.59.5. The Commercial Return Report lists all items returned under the assigned call number and provides total dollar value of the call. Each line returned provides additional information about the item provided by the assemblage data record to include manufacture, mfg date, lot, expiration, and catalog number.

3.59.6. When items are moved into Disposition Pending status, you gain access to the multiple toolbar options that allow you to close return call actions or provide status on selected pending calls.

3.60. Pick-Up Icon.

3.60.1. The Pick-Up Icon is only visible when items are in “Ready for Pick-Up” and “Disposition Pending” status. You can select multiple items for pick-up by using the Ctrl key and clicking each selection with your mouse or holding down the Shift key on the first item and clicking the last selection with your mouse.

3.60.2. Click the Pick-Up icon and enter the correct or new call number assigned to the item. Click the “>” or “>>” button to associate the item to the entered call. During processing, the Commercial Return Report is generated. This report lists all line items applied to the call number, a total value of credit returns and a signature block for the commercial returns vendor. The status is changed to “Disposition Pending” in the Manage Commercial Returns window.

3.60.3. It is possible to change the call number for an item for items with “Disposition Pending” status if the item was never physically shipped with a previous call. Verify that stock is available before changing the status .

3.61. Credit Icon.

3.61.1. The Credit icon allows you to enter credit pending or credit complete estimates for single or multiple returned items that are not applied to a prime vendor account.

3.61.2. Click the Credit icon to open the Credit Complete Update window. Select the status for the call number or items selected.

3.61.3. Credit Pending – Identifies return items were sent to the commercial returns mfg. And credit has not been issued. You may also enter a credit amount and reason if your commercial returns vendor issues a projected credit report. The status of the return item is changed to “Credit Pending” in the Managed Commercial Returns window.

3.61.4. Credit Complete – Identifies that actual credit was received from the manufacturer. All fields are mandatory entries when completing credit returns. Enter the actual credit issued and reason. Associate the item(s) and click the Save icon to process. The status is changed to “Complete - Credit” in the Managed Commercial Returns window. The record can no longer be modified.

3.62. Check Icon.

3.62.1. The Check icon allows you to enter check pending or check complete estimates for single or multiple returned items that are not applied to a prime vendor account.

3.62.2. Click the Check icon to open the Check Complete Update window. Select the status for the call number or items selected.

3.62.3. Check Pending – Identifies return items were sent to the commercial returns mfg. And check has not been issued. You may also enter a check amount and reason if your commercial returns vendor issues a projected credit report. The status of the return item is changed to “Check Pending” in the Managed Commercial Returns window.

3.62.4. Check Complete – Identifies that the check was received from the manufacturer. All fields are mandatory entries when completing check returns. Enter the actual check amount issued, check number, who the check is from, and reason. Associate the item(s) and click the Save icon to process. The status is changed to “Complete – Check” in the Managed Commercial Returns window. The record can no longer be modified .

3.62.5. During the Save process, DMLSS reverses the Commercial Return Loss (CRL) transaction type and processes a Turn-In Adjustment Loss (TIL) transaction type with a transaction reason of Return Item for Credit (RVL). A DD Form 1131, **Cash Collection Voucher**, is generated for the check. The voucher and check should be sent to your DFAS for processing. Maintain a copy of the voucher and check in your permanent files after quality control.

3.63. PV Credit Icon.

3.63.1. PV Credit is used when items are returned to the prime vendor for credit. The disposition status remains in “Disposition Pending” until your prime vendor provides a credit report on returns. Once the credit report is issued, use the PV Credit icon to update the status.

3.63.2. Select items that were issued credit and click the PV Credit icon. You cannot select multiple lines while performing this function. For each item, enter the credit amount, reason, SOS, and credit account number. If the credit account number is present in the SOS record, the credit account number will automatically populate. If the credit account number is blank, you can enter the credit account number from this window.

3.63.3. Click Save to process the updates. The status is changes to “Complete – PV Credit” in the Managed Commercial Returns window. The record can no longer be modified.

3.64. Destroyed Icon. The Destroyed icon is used when the commercial return vendor provides a disposal manifest to your MTF for items that were not accepted for credit or return. Select items for destruction from a call and click the Destroyed icon. Multiple items may be selected by using the Ctrl+click method. Associate the records in the Manage Return Items—Destroy window by clicking the “>” or “>>” buttons. Enter the reason for the destruction and click the Save icon to process the destruction. The status of the item(s) is changes to “Complete—Destroyed” in the Managed Commercial Returns window.

3.65. Cost Call Icon.

3.65.1. The Cost Call button is used when credit vouchers or checks are received from your commercial returns vendor. Update this field with the dollar total from vouchers or checks. You must add the totals to the existing totals. For example:

3.65.2. Current call cost is \$20.00 and a credit voucher is received for \$25.00. Update the field to reflect \$45.00.

3.66. Replacement Stock.

3.66.1. Some manufactures may replace stock rather than provide credit. You must process an Offline: Non-Submit order or a receipt not due-in with a refund code of “N” for these supplies.

3.66.2. Process an Offline: Non-Submit orders when the vendor provides notice that they are shipping replacement stock and quantities are known. Process as refund code “N” and do not submit the order to a SOS.

3.66.3. Process as a receipt not due-in from IM/Receipts when the stock arrives at the MTF without prior knowledge and the packing slip or invoice indicates the stock is replacement stock. Process as refund code “N”. You must add the manufactures SOS to the MTF catalog to process the receipt not due-in. If the SOS is not available, create the SOS before processing.

3.67. Manage PV Credits.

3.67.1. It is important to manage your prime vendor credits effectively to ensure you do not overspend or are lacking funds when the time comes to use credit to replace stock. Funds must be loaded in the Manage PV Credits module if you are ordering stock with PV credits. Manage PV Credits allows you to keep track of your prime vendor credits to compare with reports provided from your prime vendor. This window also provides a means of funds validation and a way to sync funds between DMLSS and your prime vendor.

3.67.2. The Managed PV Credits window lists the SOS, total credit amount, add credit, loss credit, reason, and credit account number assigned to the SOS. To view available credit for a SOS, enter the SOS or select a SOS from the dropdown menu. The total credit amount field will populate with available credit funds. The credit account number for the selected prime vendor is also displayed.

3.68. Funds Updates. Funds are updated in two ways, Manually or by completing item returns in the Manage Return Items module:

3.68.1. Manual. Using your prime vendor credit reports, select the SOS and enter the available credit in the Add Credit field. You must also enter a reason the funds are being added and verify the credit account number. The funds will be available for the SOS after saving .

3.68.2. **Manage Return Updates.** When credit is given for items returned to the prime vendor, the received credits are entered in the Manage Return Items module. When the PV Credit update action is saved, DMLSS transfers the credit to the Manage PV Credits module and increases the Total Available Credit field for the SOS.

3.69. Ordering. Orders using credit return funds are generated from the Orders Offline: Submit/Non-submit module. Placing a check in the PV Credit checkbox in the Main tab sets the refund code for the order to “N” and deducts funds from the Manage PV Credits module. An order cannot be processed if funds are not available to cover the order.

3.70. Validating Manage PV Credits.

3.70.1. You should validate funds frequently to ensure you do not run the risk of over obligating credit funds or run short on funds while ordering. When DMLSS credits and those shown on the prime vendor credit account are different, you can adjust the total credit amount to match your prime vendor credit totals. Your DMLSS credit should match your prime vendor credits, however question differences and verify the accuracy of your prime vendor credit report before updating DMLSS.

3.70.2. **Add Credit.** When DMLSS funds are lower than the PV Credit report, take the difference between the two balances and enter the figure in the Add Credit field. The total credit amount will reflect the increase after the action is saved.

3.70.3. **Loss Credit.** When DMLSS funds are higher than the PV Credit report, take the difference between the two balances and enter the figure in the Loss Credit field. The total credit amount will reflect the increase after the action is saved. You can never deduct more funds than what is showing available. If your estimates exceed the DMLSS available amount, contact your prime vendor to validate.

3.71. Reprint Voucher. Re-print Voucher allows you to reprint previously processed DD Form 1131, **Cash Collection Voucher**, for credit returns involving checks. Reprinting may be required if you file these vouchers in a permanent document file or your local finance requires additional copies of a specific voucher.

Chapter 4

EXCESS

4.1. General.

4.1.1. Excess is materiel that has completed reutilization screening within the Department of Defense (DOD) and is not required for the needs and the discharge of responsibilities of any activity. A more streamlined definition directed towards the MTF is the materiel that cannot be resold or reused within the MTF. General policy for reporting excess is contained in DOD 4140.26-M. **NOTE:** Excess in DMLSS does not necessarily meet the definition outlined in this paragraph. Assets may be excess because they are no longer used by using activities at the MTF. DMLSS allows users to re-stratify these assets to WRM directly from the excess process.

4.1.2. The minimum dollar value eligible for reporting excess is \$250, however this dollar total may be changed in DMLSS Systems Services. If the dollar value is less than \$250, DSCP does not allow credit if the items are accepted for return. If the total dollar value is greater than \$250, credit determination is made based on stockage and redistribution requirements.

4.1.3. The following procedures outline the searching for excess, reporting, and re-stratification actions associated with excess.

4.1.4. Item Report Button. Clicking the Item Report button produces the Excess Dated Item Worklist if potential excess items are dated items.

4.1.5. Use this list to annotate expiration dates prior to reporting excess in DMLSS. Note that some of these items can be skipped if they do not meet the reportable dollar value established in Systems Services.

4.2. Reporting Excess.

4.2.1. Search for potential excess items in the Report Excess window. Results are displayed in the Report Excess Search Results window. These items can be retained, reported, or re-stratified. Information is slightly different for IM and AM items however the basic functionality is the same.

4.2.2. To search for potential excess items from the Navigate menu point to Excess and click Report Excess. The Report Excess window opens. Select IM (Inventory Management) or AM (Assemblage Management) for the scope of your search. Perform one of the following:

4.2.2.1. Include all items in the search, and check the Select All checkbox

4.2.2.2. Include only selected items in the search, clear the Select All checkbox and select the items from the left section. Click the > button to move those items to the right section.

4.2.3. In the Strat State section, select the checkbox next to any stratification state to include in the search.

4.2.4. If searching for AM items and you want to consider economic retention quantities (ERQ) for potential re-stratification to operating, select the checkbox for Use Operating ERQ For Asset Review in the ERQ section.

4.2.5. Click Search to view results in the Report Excess Search Results window.

4.2.6. To view balance information for prime items associated with an excess substitute item: In the Report Excess Search Results window, select the item. Click Prime Sub from the vertical toolbar. The Prime Sub button is only available if the item is a substitute item.

4.2.7. Potential excess items can be restratified into WRM assemblages or reported as excess. In cases where both the A/R (asset review) box and Reportable columns are checked, users should perform an asset review to redistribute serviceable items into on-hand assemblages before reporting any excess. All excess stock to the stock fund should be used to cover any WRM shortages. Report all remaining excess quantities once asset review and redistribution has been accomplished.

4.3. Review Potential Excess Assets.

4.3.1. You can only perform an asset review if the checkbox in the A/R column is selected. Select an item from the Report Excess Search Results window. Click Asset Review from the toolbar.

4.3.2. In the Asset Review window, the Potential Excess amount is the quantity that should be restratified. To select an item(s) for restratification, select the SEL checkbox in the bottom section of the window and click Transfer. Multiple items may be selected from this window to transfer. Transfers may also be done for detachments and non-standard assemblages from this window.

4.3.3. In the Internal Transfer window, fill out the transfer information:

4.3.3.1. Enter the total transfer quantity.

4.3.3.2. Under WRM details, enter the transfer quantity for each project.

4.3.4. Click Save to print the delivery list. The option not to print this list is available from the message box. If multiple transfers are performed, a delivery list for each project is printed.

4.3.5. An ITL, stratification (strat) type OPR (operating) is written to the transaction history file for the operating loss.

4.3.6. An ITG, strat type WRM is written to the transaction history file for the WRM gain.

4.3.7. Select records that have an "X" in the reportable column. Only one record can be selected at a time. Click on the Excess Report button on the vertical toolbar. The Excess Report Screen window opens. Validate excess quantity and condition code and click Save. If the item is dated, expiration date is also required before saving. A message box with the assigned document number for the reported excess is displayed. Click OK to return to the Report Excess—IM Search Results window.

4.3.8. The item is removed from this window and is considered reported excess.

4.3.9. An ITL, strat type OPR is written to the transaction history file for the operating loss.

4.3.10. An ITG, strat type EXS (identifies the item as excess) is written to the transaction history file for the excess gain.

4.4. Search For An Excess Item.

4.4.1. Excess can only be reported if the checkbox in the Reportable column is selected. An item may not be selected because of dollar value, adjusted U/I or MTF restrictions or special requirements apply.

4.4.2. In the Report Excess Search Results window, select the item and click Excess Report.

4.4.3. In the Excess Report Screen window, type the quantity to be reported as excess. Edit any other fields, as necessary and click Save. Click OK in response to the confirmation message.

4.4.4. Search for Excess.

4.4.4.1. Use this window to search for and follow-up on reported excess. The Detail button allows for the review of a specific item detail information and status information from the date of the initial report and all transactions there-after. The Status Request button allows for follow-up to take place or the partial/complete cancellation of an excess detail.

4.4.4.2. Users can search for reported excess by document number, item ID, Julian date, reported to or who the request was routed to, equipment nomenclature, or report status. To further condense the search, a scope is included to target select types of records; ALL, IM, AM, equipment, or repair parts and whether the records are in the active or inactive files. The default is ALL/Active. The search window also limits the total number of records viewable to the default 500, however the number of records can be changed to any number. If a search is performed and the fields are left blank, DMLSS returns all reported excess records in the Search Excess Results window.

4.4.5. DMLSS will follow-up on requests automatically after 5 days. Users can follow-up manually by clicking the Status Request button and selecting follow-up. DMLSS writes status code EF and document identifier code (DIC) FTF to the Excess file and is displayed under the status tab in the excess detail record. Follow-up is sent to the SOS during EOP processing.

4.4.6. Excess cancellations are performed from this window. If a requirement exists in operating for an excess item, click the Status Request button and select Cancellation. Enter the quantity to cancel when the cancellation window opens.

4.4.6.1. If the requirement is a complete cancellation, the excess detail record is deleted from the Search Excess Results window. An ITL/EXS and ITG/OPR is written to the transaction history file.

4.4.6.2. If the requirement is a partial cancellation, the excess detail record is decreased by the partial quantity. DMLSS writes status code EP and DIC code FTC to the excess file and is displayed under the status tab in the excess detail record. An ITL/EXS and ITG/OPR is written to the transaction history file.

4.4.7. Status Codes and DIC codes can be found later in this section.

4.5. Criteria For Reporting Excess To DSCP. Serviceable items with a commodity class of: Supply, Expendable Medical Pharmaceutical, or Equipment (as reported by the equipment manager), that is determined to be local excess, in serviceable condition (condition codes A through C), and valued over \$100.00 can be reported to DSCP. Coordination with the DSCP item manager must be accomplished prior to reporting any item below \$100.00. The item manager may take up to 120 days to make a credit determination. Credit determination is made based on stockage requirements.

4.6. Exceptions To DSCP Reporting Criteria. Regardless of dollar value, do not report the following categories of items to DSCP:

4.6.1. Federal supply class (FSC) 6545 items, except as directed by the Air Force Medical Logistics Office (AFMLO).

4.6.2. Expiration dated items.

4.6.3. Notes code “G” or “W” items.

4.6.4. Spare parts.

4.7. Reporting Excess To The Tri-Service Medical Excess System (TRIMEDS). Excess medical materiel in serviceable condition (condition codes A through C) is reported to TRIMEDS. TRIMEDS uses the Air Force Medical Logistics Office (AFML) webpage, Procurement Services link to offer reported excess at no cost to AF medical activities.

4.8. Criteria For Reporting Excess To TRIMEDS. The following categories of excess materiel are reported to TRIMEDS.

4.8.1. Items reported to DSCP but not accepted for return.

4.8.2. Items assigned acquisition advice codes “L”, “H”, “V”, or “Y”.

4.8.3. Nonstocklisted items.

4.8.4. Deleted items.

4.8.5. Spare parts.

4.8.6. Expiration dated items with more than 4 months of potency remaining.

4.8.7. FSC 6545 items.

4.9. Exceptions To TRIMEDS Reporting Criteria.

4.9.1. Do not report any line item with a total value of less than \$250. DMLSS allows each MTF to set a minimum dollar amount, however TRIMEDS will not accept dollar amounts less than \$250.00.

4.9.2. Do not report items with notes code of G or W.

4.10. Follow Up On Reports Of Excess.

4.10.1. System Generated Follow-Ups. DMLSS generates a follow-up (document identifier FTF) if DSCP or TRIMEDS does not respond to the FTE within 30 days. The Excess Detail Record is updated to reflect submission of the FTF. If no response to the first follow-up is received within 10 days, DMLSS generates a second follow-up. If there is not response to the second follow-up, a “000” image with the message TWO CONS FOLLOW-UPS SENT – NO REPLY is shown on the IM Excess report in the Troubled Tab.

4.10.2. Medical Logistics Initiated Follow-Ups To DSCP and TRIMEDS.

4.10.2.1. Users can initiate follow-up anytime from the Search Excess window. Enter the search criteria and click search. The item(s) are listed in the Excess Search Results window. Click the Status Request button on the vertical toolbar, select Follow-up, and click OK. The follow-up status is generated for EOP processing and posted to the Status Tab in the excess record detail.

4.10.2.2. To verify status, highlight the excess record and click Detail from the vertical toolbar. Click the Status tab to view the status history of the record. The record will display a status code of EF and a DIC of FTF to reflect the processed follow-up.

4.11. DSCP Response To Follow-Up Requests. Upon receipt of a follow-up request, DSCP takes one of the following actions:

4.11.1. DSCP:

4.11.1.1. If DSCP is processing the FTE, a FTD “TR” is transmitted. If an excess record is already established at DSCP and a FTD or FTR has already been generated, a duplicate of the last status is transmitted.

4.11.1.2. If DSCP rejected the FTE, a FTR containing the same status code as the original rejection is transmitted .

4.11.1.3. If no record of the FTE exists, DSCP processes the FTF as a FTE and responds with FTD or FTR status.

4.11.2. TRIMEDS:

4.11.2.1. If TRIMEDS is processing the FTE, a FTR “FA” is transmitted.

4.11.2.2. If no record of the FTE exists a FTR “FN” is transmitted. The image appears in the IM inbox on the IM Excess report in the Troubled tab. Users must delete these records before any other action can take place.

4.12. Processing Returns To DSCP.

4.12.1. DMLSS receives FTR status from DSCP authorizing item returns. These images post in DMLSS to notify the activity of shipping information or other if return is not authorized. They are not processed in DMLSS until the user takes action on the IM Excess pending action report.

4.12.2. The FTR images received from DSCP are assigned status codes: TA (creditable return), TB (noncreditable return), TC (not returnable), or TD (not returnable with special circumstances). The following actions occur when FTR status is received :

4.12.3. The Excess Detail Record is updated and pending actions are written to the IM Inbox, IM Excess report.

4.12.3.1. “TA” status indicates DSCP authorized credit for the materiel and updates the credit pending quantity. Click the “Ship Material” tab in the IM Excess pending action report to view all outstanding shipments.

4.12.3.2. “TB” status indicates DSCP will accept the materiel but will not provide credit and updates the no credit pending quantity. Click the “Ship Material” tab in the IM Excess pending action report to view all outstanding shipments.

4.12.3.3. “TC” status indicates DSCP will not accept the material because the inventory item manager at DSCP has determined that it is not economically feasible for return. These items will appear in the “Destroy Material” or ”MISC” tab in the IM Excess pending action report.

4.12.3.4. “TD” status indicates DSCP will not accept the material because of special circumstances. These circumstances can be that special instructions for disposition will be forwarded or because of security or space limitations instructions will be furnished by separate media. These items will appear in the “MISC” tab in the IM Excess pending action report.

4.12.4. When excess is processed from the IM Excess pending action report, DMLSS writes a SHL (shipment loss) transaction with a RXL (return excess to defense logistics agency) transaction reason to the Finance Transaction File. DFAS uses the SHL and RXL transactions with "TA" or "TB" status to establish an excess detail record. This record is used to track the pending credit dollar amount and validate shipment receipt. Credit will be lost on all materiel received after 120 from the date of the initial FTR.

4.13. Processing The Shipment To DSCP.

4.13.1. When the FTR transaction is received from DSCP authorizing the return of materiel, the activity must process the shipment of material within 5 working days.

4.13.2. DMLSS generates an FTM transaction to notify DSCP the item is pulled and the date the material will be shipped. The shipping document is generated at the time excess shipments are processed.

4.13.3. If the record exceeds 5 days without action on the IM Excess pending action report the record text turns "red" indicating the record has exceeded authorized processing policy.

4.14. Nonreceipt Of Materiel By DSCP. If DSCP received the FTM, but not the materiel within the established time frames, a FT6 with status code "T3" is transmitted to the shipping activity. The status appears in the IM inbox, IM Excess report under the "MISC" Tab.

4.15. Nonreceipt Of The FTM By DSCP.

4.15.1. If the FTM is not received within 20 days from the transmission of the FTR, DSCP requests shipment status using a FT6 with status code "TA" or "TB".

4.15.2. If the Excess pending action was not previously processed, DMLSS converts the FT6 to a FTR and processes the "TA" or "TB" status. The IM Excess report, "Ship Materiel" tab is updated with the detail information.

4.15.3. Once the materiel is processed from the "Ship Materiel" tab DMLSS generates a FTM for transmission to DSCP.

4.16. Materiel Receipt Status From DSCP . DSCP furnishes FTZ status upon receipt and classification of returned materiel. If multiple responses for an excess report are made, suffix codes beginning with "A" are assigned to each status response.

4.17. Excess Materiel Returned For Credit.

4.17.1. Once material is received at DSCP, a FTZ transaction is forwarded to the activity indicating the final credit determination made by DSCP. During EOD processing, DMLSS reduces the credit pending quantity in the Excess Detail Record by the quantity received.

4.17.2. This record is deleted 180 days from the time the credit pending quantity is reduced to zero. DFAS uses the FTZ transaction to establish an accounts receivable record, which is used to monitor the receipt of credit allowed and to initiate credit follow-up action. The following status codes in the FTZ transaction indicate the amount of credit allowed.

4.17.2.1. Status Code “TL” indicates that no credit is allowed because the item received was other than that authorized for return.

4.17.2.2. Status Code “TM” indicates that no credit or reduced credit is allowed since the condition of the returned materiel was less than originally reported .

4.17.2.3. Status Code “TN” indicates that credit is authorized for the quantity in positions 25-29 of the FTZ.

4.17.2.4. Status Code “TP” indicates that no credit is allowed because the materiel was not received at the designated depot within the established time frame. This status code is also used in response to FTC transactions requesting cancellation.

4.18. Excess Materiel Returned For No Credit. The FTZ transaction for excess materiel returned for no credit contains status codes indicating the final receipt/non-receipt by DSCP.

4.18.1. Status Code “TQ” indicates that DSCP has received the materiel.

4.18.2. Status Code “TV” indicates that DSCP has not received the materiel.

4.19. Follow-Up Action On Returned Excess Materiel To DSCP. DMLSS generates a FTT follow-up image for materiel shipped to DSCP if a FTZ is not received within 120 days. If DSCP does not respond to the first follow-up within 10 days, a second follow-up is generated. If DSCP does not respond to the second follow-up, a FTT image appears on the IM Excess pending action report in the “Troubled Shipped” Tab.

4.20. DSCP Response To FTT Follow-Ups.

4.20.1. If a FTZ transaction was previously transmitted, DSCP responds with another FTZ. If a FTZ transaction has not been transmitted, DSCP responds with a FTR.

4.20.2. Status codes “TF” and “TT” indicate that DSCP has received the excess materiel and the status is being investigated or the item is being inspected. During processing, DMLSS updates the excess detail status with the expected date that DSCP will provide the FTZ status. If no further status is provided by the date, DMLSS generates a follow-up .

4.20.3. Status code “TU” indicates that DSCP has not received the materiel. The FTR image with messages MATERIEL NOT RECEIVED and TRACER ACTION REQUIRED appears in the IM Excess report in the “Troubled Shipped” tab.

4.21. Processing TRIMEDS Directed Shipments.

4.21.1. Shipments directed by TRIMEDS are received in DMLSS under the FTR transaction with “FE” status code. This indicates shipment of the materiel is authorized to the requesting activity. the following actions occur.

4.21.2. The DMLSS Excess Detail Record is updated and the excess reported quantity is reduced by the status quantity.

4.21.3. A Stock Fund Loss (SFL) transaction is generated to record the loss. The SFL reduces the excess on-hand and excess reported quantities of the Operating Balance Record.

4.22. Preparing TRIMEDS Authorized Shipments.

4.22.1. When another MTF requests excess from TRIMEDS, TRIMEDS will forward a FTR transaction with "FE" status to the losing MTF. The actions are posted to the IM Excess pending action report under the "Ship Materiel" Tab .

4.22.2. Deliver the materiel to the base transportation facility or post office within 5 working days after processing in DMLSS. The DD Form 1348-1A, **Issue Release/Receipt Document**, must contain the shipping activity's transportation fund citation. Obtain a signed copy of the DD Form 1348-1A on shipments other than parcel post and file it in the permanent document file.

4.22.3. When the material is processed in DMLSS a FTM transaction is generated and forwarded to the gaining MTF through DCM. If a FTM is not processed within 5 days the excess item turns "red" in the IM Excess pending action reports "Ship Materiel" Tab.

4.22.4. Transportation costs for all excess shipments directed by TRIMEDS to other Air Force medical stock record accounts are charged to the AFWCF. Use fund cite 97X4930.FCOB.6B***** (furnished by the local accounting office). Excess shipments to other than Air Force medical stock record accounts are paid by the receiving activity.

4.23. TRIMEDS Request For Excess Shipment Status (FT6).

4.23.1. TRIMEDS uses a FT6 "FE" to follow-up on shipments of excess materiel.

4.23.2. If a FTR has not previously processed, DMLSS converts the FT6 to a FTR and processes the "FE" status.

4.23.3. If a FTR has processed, but a FTM has not, the FTR image appears on the Status Action List, Part II with the message FTM/FTL REQUIRED.

4.23.4. If a FTM has processed, DMLSS generates a FTM for transmission to TRIMEDS.

4.24. Cancellation (FTC). DMLSS generates a FTC transaction to cancel reported excess at DSCP or TRIMEDS. Cancellation actions are taken from the Excess Report Detail, Status tab. Click the Status Request icon, select Cancellation and enter the cancellation quantity. The status detail updates with status code "EP" and reflects the cancellation quantity. The FTC transaction is generated and forwarded through DCM during EOD processing.

4.25. Requesting Excess From TRIMEDS.

4.25.1. DMLSS allows users to request reported excess from the Tri-Service Medical Excess Distribution System (TRIMEDS). To review available excess, visit the AFML website, Procurement Services section.

4.25.2. From the Excess menu select Request Excess. The Request Excess window opens with three request types to choose from; Operating, WRM, and Customer. Customer is the default setting.

4.25.3. The following data is contained in all excess request types:

4.25.3.1. Refund code default is N.

4.25.3.2. RID default is F04.

4.25.3.3. Status price is driven by the Master detail price.

4.25.3.4. The operating request type replenishes on-hand stocks. Users enter an item ID or select an item ID from the dropdown menu, then enter the required quantity.

4.25.3.5. Users may enter the excess request document number and condition code but this is not a mandatory requirement. If these fields are left blank, the TRIMEDS system searches for the first record that matches the requirements and fills the requirement.

4.25.3.6. The detail information is retransmitted to DMLSS and updated in the excess and due-in file. Click the “Jump To” icon to review information in the LOG catalog.

4.25.3.7. Click Execute to transmit the request to TRIMEDS. The request is transmitted during EOP processing.

4.25.3.8. Requesting stock to increase on-hand stock balances is discouraged because of current business practices of JIT or minimal day on-hand stock room balances. Do not use excess as the primary means of stock replenishment.

4.25.3.9. An ESD is created in the transaction history file. The stratification type and state for the IM due-in is OPR/SERV.

4.25.3.10. The War Reserve Materiel (WRM) request type replenishes WRM shortages. Users enter an item ID or select an item ID from the dropdown menu, then enter the required quantity. Users must also select the WRM assemblages to apply the requirement to.

4.25.3.11. Users may enter the excess request document number and condition code but this is not a mandatory requirement. If these fields are left blank, the TRIMEDS system searches for the first record that matches the requirements and fills the requirement. The detail information is retransmitted to DMLSS and updated in the excess and due-in file.

4.25.3.12. An ESD is created in the transaction history file for the assemblage due in. The stratification type and state is WRM/SERV .

4.25.3.13. Customer request type allows excess to be issued directly to the end customer. Users enter an item ID or select an item ID from the dropdown menu, enter the required quantity, and select the customer ID.

4.25.3.14. Users may enter the excess request document number and condition code but this is not a mandatory requirement. If these fields are left blank, the TRIMEDS system searches for the first record that matches the requirements and fills the requirement. The detail information is retransmitted to DMLSS and updated in the excess and due-in file.

4.25.3.15. An ESD and IOU are created in the transaction history file for both the due-in/due-out for both IM and CAIM. The stratification type and state for the IM due-in/due-out is OPR/SERV.

4.26. Cancelling Requested Excess.

4.26.1. Users must request cancellation of requested excess from the Due In/Due Out window. Cancellation action cannot take place on an item the same day as the request. An End-of-Period must be processed before cancellation actions can be processed.

4.26.2. Enter the document number, stock number, or SOS type or F04 to search. If SOS is selected a list is displayed in the lower part of the window. Highlight the appropriate record(s) for processing.

4.26.3. Click the Status Request button from the vertical toolbar and click cancellation request from the list. After selecting OK a request cancellation box opens with the original quantity displayed and required input for requested cancellation quantity. Enter the cancellation amount and click OK.

4.26.4. The detail status record in DMLSS is updated with status code RC to reflect the cancellation and status is sent to TRIMEDS via FTP.

4.27. Processing Request/Cancellation Status From TRIMEDS.

4.27.1. TRIMEDS responds to excess requests and requests for cancellation using the following status.

4.27.2. AE1 "CB" indicates the item is no longer available for shipment or a request for cancellation is accepted. The AE1 quantity is the quantity that cannot be filled .

4.27.3. AE1 "EX" indicates the item is available for shipment or a request for cancellation has been received but cannot be processed. If the shipment is being made from multiple accounts, TRIMEDS assigns new document numbers from the excess serial block.

4.27.4. Once shipment is made, TRIMEDS sends AS1 shipment status to the requesting SRA. When processed, the shipment status is loaded in the due-in detail.

4.28. Receipt Acknowledgment Images (D6S). DMLSS generates D6S receipt acknowledgment images for transmission to TRIMEDS when all receipt actions for a due-in are complete .

4.29. Update Of QA Records. Users must uncheck the incomplete box to update records. Records may be updated with QA data at the time of receipt. See the AM module for more information .

4.30. Destructions.

4.30.1. From the Navigate menu, click Destruction. The IM Destruction window appears.

4.30.2. Type the required information in fields marked by red dots. (Note: If the Destruction Method do not appear in the dropdown list, you must associate the destruction method for the item in the MTF Catalog Supply window on the Basic tab) Click Save when actions are complete .

4.30.3. DMLSS will give users the option to print the destruction document(s) when closing the destruction window. Click Yes to print all destructions processed. If No is selected the documents can be re-printed from Reports, Destruction report option.

4.30.4. Destruction Method Association.

4.30.4.1. In the Inventory Management window, click Cat Search. The Catalog Search window appears with the Generic Search tab defaulted.

4.30.4.2. Under Scope, select MTF Catalog and type at least 3 characters in the Item Desc field. Click Search to review results that appear on the Search Summary Result tab. Select the item you want to associate destruction methods to from the search results.

4.30.4.3. Click MTF Detail to open the MTF Catalog window. On the Basic tab, in the bottom half of the window select the Destruction Methods tab and click Edit. The Destruction Methods window appears. Use the associate/disassociate buttons to select destruction method(s). The destruction method(s) you associate with the item will appear in the Destruction Method drop-down list in the IM Destruction window. Click OK to complete the process. DMLSS returns to the MTF Catalog window.

Table 4.1. DPSC/TRIMEDS Excess Status.

<u>DIC</u>	<u>CODE</u>	<u>EXPLANATION</u>
FTD	TR	Excess report received. Reply by date indicated in the pending actions report.
FT6	TA	Followup credit return. No FTM received.
	TB	Followup no credit return. No FTM received.
	T3	FTM received; materiel not received.
FTQ	TZ	FSC has been changed by the DAASC facility identified in the Excess pending actions. Check for possible changes.
FTR	SA	Rejected. Exception information required.
	SB	Rejected. Report garbled, incomplete.
	SC	Rejected. ICP/IMM of the item cannot be determined.
	SD	Rejected. Item ID not identifiable.
	SF	Rejected. Item not in authorized condition to be reported or condition code cannot be identified.
	SG	Rejected. This is a duplicate of a previously received report.
	SH	Rejected. Unit of issue is incorrect and cannot be converted or corrected.
	SJ	Rejected. Signal code is incorrect.
	SK	Rejected. Signal code requires compatible fund code.
	SL	Rejected. Dollar value of reported excess is less than minimum prescribed in current instructions .
	SM	Rejected. Stock balance indicates disposal action is inappropriate: however, item is in process of migrating and further action is deferred until date contained in the pending actions report.
	SN	Rejected. Materiel reported not authorized for return.
	SP	Rejected. Item reported as excess has also been requisitioned by the reporting activity.
	SQ	Rejected. Reported item ID is master item number used for reference purposes only.
	SR	Rejected. A denial (DIC A6_) has been received. The quantity shown is remainder left on MRP excess. Submit a new FTE if still excess.
	TA	Creditable return. Credit will be granted for the quantity indicated on the Excess pending actions report. Ship materiel to the requesting activity. If address is not loaded in DMLSS, refer to DAASC website for official address.
	TB	Noncreditable return. Return quantity indicated on the Excess pending actions report. Ship materiel to the requesting activity. If address is not loaded in DMLSS, refer to DAASC website for official address.

<u>DIC</u>	<u>CODE</u>	<u>EXPLANATION</u>
	TC	Not returnable. Quantity indicated on the Excess pending actions report excess to authorized retention levels.
	TD	Not returnable. Special instructions will follow.
FTR	TF	Materiel received. Status being investigated.
	TH	Credit is granted for quantity indicated on the Excess pending actions report. Item ID and or unit of issue changed as designated. Examine unit of issue and quantity fields for possible changes. Ship materiel to activity identified on the Excess pending actions report.
	TJ	Noncreditable return. Item ID and or unit of issue changed as designated. Examine unit of issue and quantity fields for possible changes. Ship materiel to activity identified on the Excess pending actions report.
	TK	Not returnable. Stock number and or unit of issue changed as designated. Indicated Quantities are excess to authorized retention levels. Examine unit of issue and quantity fields for possible changes.
	TT	Materiel received and is being inspected. FTZ to follow.
	TU	Materiel not received.
	T4	Materiel not returnable.
	T6	Your FTE document has been routed to the activity indicated on the Excess pending action report. Forward all future FT documents to that activity.
	T7	FSC changed by the inventory control point (ICP).
FTZ	TL	No credit allowed. Item was other than authorized for return.
	TM	No credit/reduced credit. Materiel condition was less than reported.
	TN	Credit allowed.
	TP	Materiel not received in prescribed time frame. Credit is cancelled.
	TQ	Materiel received (response to a return for no credit).
	TV	Materiel not received. Return for no credit authorization is canceled.
FTD	TR	TRIMEDS has received the excess report. The FTR contains the date a reply can be expected. The system updates the Excess Detail Record with this date.
FTR	SA	Rejected. Trailer cards required.
	SB	Rejected. Report garbled.
	SF	Rejected. Expires within 4 months or expiration date required.
	SL	Rejected. Below minimum dollar value.
	SN	Rejected. Acquisition advice code not eligible for reporting
	SQ	Rejected. Item ID master item only.

<u>DIC</u>	<u>CODE</u>	<u>EXPLANATION</u>
	FW	TRIMEDS is readvertising the excess materiel. The system updates the Excess Detail Record with the expected reply date.
	FD	TRIMEDS is authorizing destruction. During processing, the Excess Detail Record is deleted. The FTR image appears on Excess pending actions report.
	FG	TRIMEDS is canceling the excess report because the item is a Type II expiration dated item that may be eligible for testing.
	FH	The excess materiel reported is a kit and TRIMEDS is authorizing the breakdown into components. During processing, the system deletes the Excess Detail Record.
FTR	FP	TRIMEDS is authorizing turn-in to DRMO. During processing the Excess Detail Record is deleted.
	FR	TRIMEDS is authorizing turn-in to base supply. During processing the Excess Detail Record is deleted.
	FV	TRIMEDS is directing shipment to Humanitarian Assistance. Although the message HOLD SPECIAL INSTRUCTIONS WILL FOLLOW is present, do not wait for a message. Process a FTC transaction to cancel the excess report and a MDL transaction to record the decapitalization of MDD assets. Prepare a shipping document and ship the materiel to the Office of the Secretary of Defense (OSD), Project Code WHA, Warehouse 3A, Defense Depot Ogden, Ogden, Utah 84407-5000. These actions should be taken within 5 days. Contact TRIMEDS for additional information on these type of shipments.
	FX	TRIMEDS is authorizing the reported materiel to be held in operating as economic retention. During processing, the system deletes the Excess Detail Record.
	FE	TRIMEDS is authorizing shipment to the activity shown on the Excess pending action report.

Table 4.2. Mode Of Shipment Codes.

<u>CODE</u>	<u>DEFINITION</u>
A	Motor, truckload
B	Motor, less truckload
C	Van (unpacked, uncrated, personal and/or government property)
D	Driveway, truckaway, towaway
E	Busline(SEA-EX)
F	MAC
G	Surface, parcel post
H	Air, parcel post
I	Government truck
J	Railway Express Agency (REA)
K	Rail, carload
L	Rail, less carload
M	Freight forwarder
N	Contract air (LOGAIR)
O	Organic military air
P	Through bill of lading
Q	Air freight
R	Air express
S	Air Charter
T	Air freight forwarder
U	QUICKTRANS
V	Sea - Van service
W	Water, river, coastal (commercial)
X	Sealift Express Service (SEA-EX)
Y	Intra-theater airlift system
Z	MSC (controlled/contract/arranged space)
2	Government watercraft, barge/lighter
3	Roll-on/Roll-off service
4	Armed Forces Courier Service (ARFCOS)
5	United Parcel Service (UPS)
6	Military Official Mail (MOM)
7	Weapons System Pouch Service
8	Pipeline
9	Local delivery, including deliveries to ports of embarkation from adjacent

Chapter 5

ACQUISITIONS

Section 5A—Purchasing

5.1. Capabilities. This section addresses transactions used to process order requirements, due-ins, and related actions such as status and follow-ups.

5.2. Contents. Orders is available from the Navigation toolbar and consists of the following modules:

- 5.2.1. Customer Request.
- 5.2.2. Reachback Log Orders.
- 5.2.3. Log Orders.
- 5.2.4. Offline: Submit / Non-Submit.
- 5.2.5. Due-in / Due-out Search.
- 5.2.6. External Customer Import.
- 5.2.7. Re-print Contract / Call Documentation.
- 5.2.8. Re-submit Orders / Follow-up Requests / Cancellations.
- 5.2.9. Re-send to Gentran.

5.3. Replenishments.

5.3.1. The Orders module enables you to build, modify, process, and submit replenishment orders. Log Orders begins the order process. DMLSS generates a list of all sources of supply (SOS) with requirements pending and allows you to select all, some, or a single SOS from the SOS selection list. After selection of the SOS(s), DMLSS sets locks, validates and builds orders. The selection is summarized for review and execution. DMLSS does not generate a daily replenishments list for pending orders.

5.3.2. The Order Summary window provides summarized information on all selected purchases SOS, total lines, total value, exceptions, controlled item class, call number, auto call indicator, and delivery method. The summary also displays funds availability to include commitments and new available balance information.

5.3.3. Orders cannot be processed if there are problems with any part of an order. These problems are identified as exceptions or exception data. Exceptions must be resolved prior to executing an order. The exception detail window provides an explanation of why there is an exception on the order. Do one of the following to resolve exception data:

- 5.3.4. Alter potential due-in or due-out quantities.
- 5.3.5. Adjust the maximum/minimum order amounts.
- 5.3.6. The exception is resolved if the exceptions box for the selected order is no longer checked. After all exceptions are validated execute the Log Order.

5.3.7. After all exceptions are validated users may execute the Log Order. The Submit Progress for Exception Started window will appear for review. Verify that the order was completed and submitted successfully and close the window to return to the main IM window.

5.4. Log Orders.

5.4.1. Two methods to submit replenishment orders are Online and Offline. Typical functions of this module include the following:

5.4.2. Type an online replenishment order in IM. The building of the order begins at this point. The replenishment order is reviewed prior to submission to allow management decisions with regard to adjusting order quantities, typing or changing the advice codes and/or changing the expense centers before obligating funds, and submitting the order to the SOS.

5.4.3. A funds check may be provided if the fund target is set for that customer area. If the customer target flag is checked and adequate funds are not available for an online replenishment order, DMLSS will notify users that insufficient funds exist. (Note: This is not done in Log Orders except for offline orders for a customer; otherwise, the funds check is done in CAIM). Orders can be held until sufficient funds are loaded to cover the cost of the replenishment, make adjustments and deletions from the order until the order is within the available balance, or cancel the entire order.

5.4.4. After satisfying funds requirements, DMLSS allows the replenishment process to continue. DMLSS submits the order to the SOS by committing/obligating funds and assigning contract, call, and document numbers, as required, and passes that information to the establish/update due-ins business function. Orders will be submitted to internal and external type suppliers in predefined formats and transmission methods. When the primary submission method is unsuccessful, alternate methods of submission are chosen or the order is transmitted later.

5.4.5. Offline replenishment orders are manually typed into DMLSS one line item at a time. The acquisitions technician may use the offline process to record an order that was previously submitted to a vendor but not processed by the online replenishment order method. Additionally, the offline function may be used to submit unforeseen or emergency requests to vendors. This process will allow the building of an entire order before submitting, much the same as the online replenishment order process. DMLSS will check manually typed orders for funds availability in the same way as online replenishment orders. When using this process to submit offline replenishment orders to external type suppliers, users will use predefined formats and transmission methods. When the primary submission method is unsuccessful, alternate methods of submission are chosen, transmitted later, or place processed during end-of-period .

5.5. Orders—Offline: Submit/Non-Submit.

5.5.1. Offline orders are generally prepared when recovering from manual supply operations and orders were placed while DMLSS was down, ordering capital equipment, or updating computer records when calls were placed to vendors without accessing DMLSS for call number information.

5.5.2. In the Supply/Equipment Offline Orders window, users can:

5.5.2.1. Create an offline order.

5.5.2.2. Add items to the order.

5.5.2.3. View the associated CAIM balance for a selected item.

5.5.2.4. Edit SOS submission information.

5.5.3. On the Navigate menu, point to orders and click Offline: Submit/Non-Submit from the sub-menu to view the Supply/Equipment Offline Orders window.

5.5.4. There are two tabs available from this menu, Main and SOS Details. Enter the item ID or select one from the dropdown list. When the item ID is entered the fields on the bottom portion of the Main tab become active.

5.5.5. Click Add to enter customer, expense center and quantity. Complete additional information in required fields (red dot) if required. Modify Stat Type field and Demand Code fields using the dropdown menu. If the request is not going to be submitted to a supply source, click the Non-Submit checkbox and enter an offline document number in the field.

5.5.6. Change to SOS Details tab and edit SOS submission information as required. When editing is complete click the Execute button on the vertical tool bar.

5.5.7. Users can Add items against the same SOS by clicking the Add Item button before executing the order. The customers catalog appears and allows for single or multiple items to be selected. After entering quantities click OK and Execute the order for processing.

5.5.8. The Log user has access to SOS Point of Contact (POC) information, CAIM balances, and CAIM Due-outs from this window.

5.5.9. SOS POC provides POC information on the selected SOS. Allows for quick access when contact with the SOS is required prior to order execution.

5.5.10. CAIM Balances allows the Log user to view CAIM balances for the Customer.

5.5.11. CAIM D/O allows log users to view existing due-outs against a customer to prevent order duplication or pyramiding. Coordinate with the customer if backorders exist.

5.6. Due-In/Due-Out Search.

5.6.1. The Manage Due-Ins/Due-Outs module allows users to perform actions or retrieve information regarding outstanding due-in and due-out records. Typical functions of the Manage Due-Ins/Due-Outs module include the following:

5.6.2. When submitting an order during the Build/Process/Submit, Replenishment, or Offline Orders processes, due-outs are created from any accepted requests. A due-out is related to a location within a customer area. Each due-out for a location will have a document number assigned.

5.6.3. When submitting an order during the Build/Process/Submit, Replenishment, or Offline Orders processes, due-ins are created. A due-in is related to a product within a customer area. A due-in is established for the total quantity of all requests for the same product within an order. Each due-in for a customer area will have a document number assigned to it.

5.6.4. User actions could include: reviewing due-ins and due-outs, requesting cancellation on due-ins, reducing due-out quantities, adjusting due-in quantities, canceling due-ins, updating other editable data elements, posting other status changes, adjusting confirmed prices, and performing follow-up actions to the SOS to obtain current status for due-ins .

5.6.5. The Due-in/Due-out Search window allows users to perform a search for MTF or customer due-in/due-out records. Search results are automatically displayed in the Due-in Search Results tab or

the Due-out Search Results tab. Due-in/Due-out search can be accessed using Navigate from the menu bar and highlighting Orders from the menu and selecting Due-in/Due-out Search from the sub-menu or by selecting the Due-in/Out button on the tool bar.

5.6.6. Due-In Search:

5.6.6.1. MTF Due-in Search: Set the search scope to MTF and type at least 3 characters in any of the due-in search fields. All records are displayed in the lower portion of the window. The first items due-in data is displayed in the upper portion of the window. Select the desired record and click Detail on the toolbar to access the Due-in Detail Document window. The Due-in Detail Document provides additional detail and status information for the due-in record.

5.6.6.2. Customer Due-in Search: Set the search scope to Customer. Select the customer ID from the drop-down menu and click Search from the tool bar. Additional information is not required in the search fields unless a narrow search within the customer ID is required. The Due-in records for the selected customer ID is displayed. Select the desired record and click Detail toolbar to access the Due-in Detail Document window. The Due-in Detail Document provides additional detail and status information for the due-in record. An information box appears if no records for a selected customer ID are retrievable. Users have the option to select inactive due-ins or cancel and return to the previous screen.

5.6.7. Due-Out Search:

5.6.7.1. MTF Due-out Search: Set the search scope to MTF and type at least 3 characters in any of the due-out search fields. Records are displayed in the lower portion of the window and displays the first items due-out data in the upper portion of the window. Select the desired record and click Detail to access the Due-out Detail Document window.

5.6.7.2. Customer Due-out Search: Set the search scope to Customer. Select the customer ID from the drop-down menu and click search from the vertical tool bar. Additional information is not required in the search fields unless a narrow search within the customer ID is required. The Due-out records for the selected customer ID is displayed. Select the desired record and click Detail on the vertical toolbar to access the Due-out Detail Document window. The Due-out Detail Document provides additional detail and status information for the due-in record. An information box appears if no records for a selected customer ID are retrievable. Users have the option to select inactive due-outs or cancel and return to the previous screen.

5.6.8. Status Request. Users can request an items status by selecting an item from the Search Results tab and clicking the Status Req icon from the vertical toolbar. A list of status request options is displayed. The type of status selected determines if a message box is opened requiring information or if the request is processed. After processing the detail status is updated for the request. The status is sent during EOP processing.

5.6.9. Status received during EOP processing updates the detail status record. Errors or problems associated with incoming status appear in the IM Inbox for action.

5.7. Orders—Reprint Contracts/Call Documentation.

5.7.1. Accessible from the Navigate menu, orders option. The Re-print Contracts/Call documentation window opens. Two separate boxes appear within the window: Call Register and Due-in Detail. Enter the Org/SvS ID or select from the dropdown menu and search.

5.7.2. A list of orders for the Org/SvS ID appears in the Call register box. Due-in information for a specific call can be reviewed by double clicking the Date/Time in the call register window. Item IDs are displayed in the Due-in Detail box. Select Print DD1155 from the vertical toolbar to re-print the required call. If there are no orders for a specific Org/SvS the message “No orders found for customer!” is displayed.

5.8. Orders—Resubmit Orders/Follow Up Requests/ Cancellations.

5.8.1. Resubmit orders using the Navigate menu and selecting the orders option followed by Re-submit Orders/Follow-up Requests/Cancellation option. The Re-Submit orders window will open and displays all orders that did not process or print. Highlight a single order or multiple orders to be re-submitted and select the re-submit button from the toolbar. When the order is re-submitted it will be removed from the list.

5.8.2. Select an order and click the Details button to access: date/time order was sent, reason for failing, order information, and due in detail information. Select close to return to the Re-submit window.

5.9. Orders—Resend To Gentran. Gentran is the transmission method used to transmit orders via FTP. If there are no orders to send the message “No orders to resend” is displayed. Select OK to return to the previous screen.

5.10. Orders—Customer Request.

5.10.1. From the Navigate menu, point to Orders and click Customer Request to view the Customer Request window. Select a customer ID and Item ID from the dropdown list. The window will populate with information stored in the Log Catalog.

5.10.2. Validate all fields or modify information as needed. Click the due-out button on the toolbar to check if the requirement is currently due-out to the customer. If the item is due-out, contact the customer to validate the requirement. If the requirement is valid enter a document number (if required) and quantity. Click Save to process the request.

5.10.3. The item is processed as an ESD (Establish Due-In) for the customer and generates an IOU for the customer due-out. These requirements are applied against the LOG SOS when processing issues.

5.10.4. From the IM Main window toolbar, click the Issues button to view the Issues Search window. Enter the customer ID for the processed Customer Request and click Search. All requirements appear in the lower half of the Issues Search window. Select the associated customer line item and click Gen Picklist.

5.10.5. Select how the Picklist is produced with the break and sort criteria. Defaults for the Break are Primary: Customer ID and Secondary: Storage Area however breaks criteria can also be done by Location ID, IPG (intermediate package).

5.10.6. Defaults for Sorting are Primary: Item ID. Other sort options are Customer ID, Location ID, and Item description. The Sort option also allows users to break down the sort option further to Secondary, Tertiary, and Fourth sorts. These three options do not have defaults assigned.

5.10.7. After selecting the defaults click OK to view the Picklist-Break on Storage Area window. This window displays the order requirements for the selected customer. Click Process to generate the picklist information and assign a picklist number. Click Print to send the picklist to the local printer.

5.10.8. The picklist is used to pull verify stock located in the LOG storage location. Go to the storage location and pull the stock. Enter the quantity pulled in the space provided on the Picklist. After all stock is pulled picklist actions must be confirmed to complete.

5.11. Confirm Picks.

5.11.1. From the Navitgate menu, select Issues and click on Confirm Picks. This opens the Confirm Picklist(s) window. Select the picklist that is being updated and click Confirm Picks. All picklists may be selected by clicking Select All. The Picklist information is displayed with the Picked Qty field highlighted for updates. Perform the following:

5.11.2. If the actual quantity issued (the “picked quantity”) is equal to the original issue quantity leave the Picked Qty field empty.

5.11.3. If the actual quantity issued (the “picked quantity”) is different than the original issue quantity, type the actual quantity in the Picked Qty field.

5.11.4. If the item is not in stock or only a partial can be filled, DMLSS generates the requirement to the LOG account. This in-turn generates the requirement for LOG to fill .

5.11.5. After updating the window click the Compl button. If picks do not match, the quantity entered is processed to the customer and the item(s) is then locked. An Inventory must be performed on the item(s) to clear the lock. See Physical Inventory for processing procedures .

5.11.6. After the item is processed:

5.11.6.1. If the item is in stock, DMLSS will generate an ISS transaction type (Issue) to the customer .

5.11.6.2. If the item is not in stock, DMLSS will generate an IOU transaction to the LOG activity to generate the requirement.

5.11.7. All transactions appear in Transaction History as two separate lines based on whom the requirement is for. Below are examples of how Transaction History will display transactions.

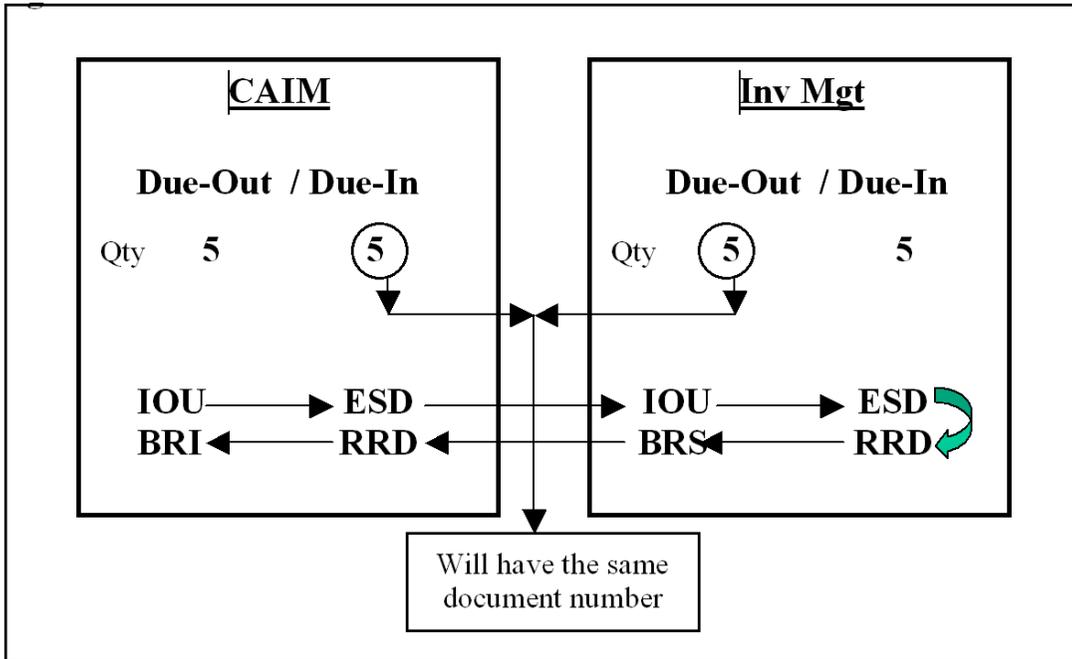
5.11.8. An item ordered for a customer will generate an ESD and IOU for the Customers requirement. Because all customers order from the LOG SOS, LOG will check balances to fill the order.

5.11.9. If the order cannot be filled Log Generates an IOU transaction. The transaction history will display three lines...Customer ESD/IOU and LOG IOU. This indicates the item was ordered, but LOG could not fill the order internally. LOG generates the requirement and orders from the vendor. This will generate an additional transaction line in transaction history for the ESD transaction to document the LOG due-in (**Figure 5.1.**).

5.11.10. If the order can be filled Log Generates an ISS transaction. The transaction history will display three lines...Customer ESD/IOU and LOG ISS. This represents the item was ordered and filled by LOG (**Figure 5.2.**).

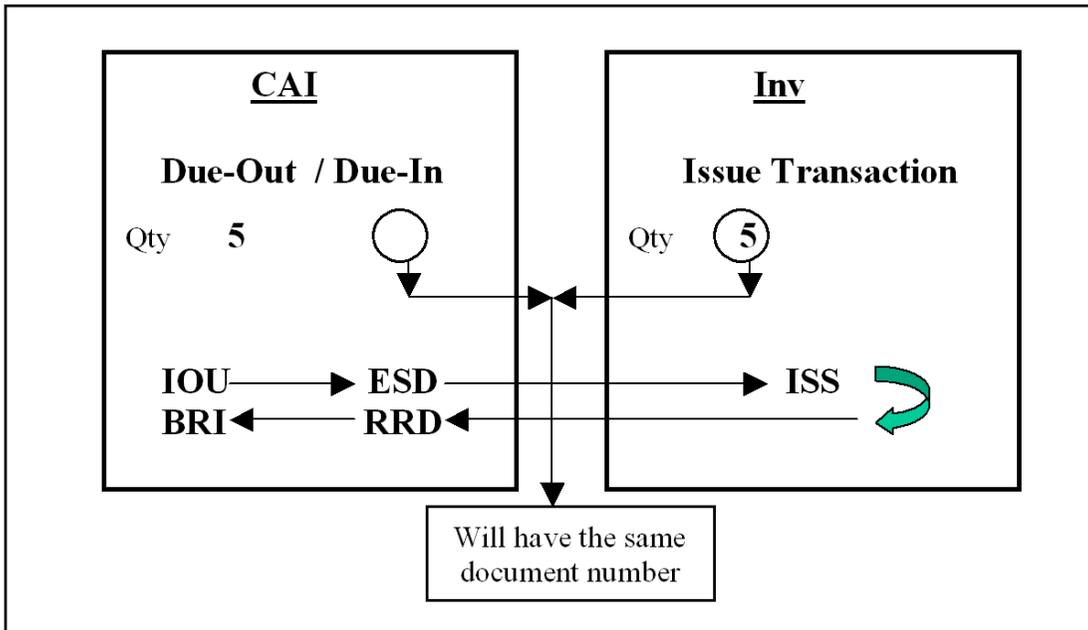
5.11.10.1. If no serviceable balance:

Figure 5.1. No LOG Serviceable Balance.



5.11.10.2. If item is on-hand:

Figure 5.2. On-hand Log items.



5.12. Orders—External Customer Import.

5.12.1. External customers files for requisitions are sent in A0x (electronic requisition) in MILSTRIP (Military Standard Requisition and Issue Procedures) format. MILSTRIP is a uniform procedure established by the Department of Defense for use within the Department of Defense to govern requisition and issue of materiel within standardized priorities. These MILSTRIP files can be imported and processed using the External Customer Import module, Import External A0x Files.

5.12.2. From the Navigate menu, point to Orders, and click External Customer Import. In the Import External A0A Files window, click the Browse (...) button next to the File to Import field. This field my open automatically. In the Select File to Import window, browse for the file to be imported, select it, and click Open.

5.12.3. In the Import External A0A Files window, click Add, to move the file to the lower section. Repeat the above steps for any other files that need to be imported. Click Process to complete the proces s

5.13. Process Due-In Status. Use the Due-in/Due-out module to update due-in records with status received by other than electronic means. You can use this transaction to update the due-in quantity, ship date, estimated release date, and local contract number. Updates to a due-in record are posted to the Status tab in the items detail record.

5.14. Revise Due-In Quantity.

5.14.1. In most cases, when the supply source changes the quantity ordered, an AE1 image with status code "BJ" is transmitted. During automated processing of the AE1, DMLSS adjusts the due-in quantity based on the revised data. When changing the due-in quantity manually, one of two transactions are processed:

5.14.1.1. DQI – Due-in Quantity Increase.

5.14.1.2. DQC – Due-in Decrease due to Cancellation.

5.14.2. Both transactions are written to the transaction history file and update the due-in detail record, status tab with “BJ” status.

5.15. System Processing Of Quantity Adjustments.

5.15.1. Increases. If the revised quantity is greater than the current due-in quantity, the system increases the current and original quantity in the due-in record, generates a DQI transaction and writes the transaction to the Finance Transaction File for processing by the OPLOC. A MMAC code of “EN” is passed to finance but is not visible to the user. If the due-in is linked, the system breaks the link between the due-in and due-out.

5.15.2. Decreases. If the revised quantity is less than the current due-in quantity, the system decreases the current and original quantity in the due-in record and generates a DQC transaction. If there is a current fiscal year due-out linked to the due-in, the system breaks the link between the due-in and due-out. Due-outs from prior fiscal years remain unchanged. The DQC is written to the Finance Transaction File for processing by AFO. The MMAC code of “CD” is passed to finance but is not visible to the user.

5.16. Process Price Change.

5.16.1. Pricing updates to existing detail records in the DI/DO module may be automated or manual. DMLSS identifies these price changes with the PDI/PDO transactions.

5.16.2. PDI – Due-in price change. DMLSS increases detail obligations by the difference of the current price and new price. If surcharges apply, the surcharge is adjusted to deduct funds from the expense center.

5.16.2.1. Example 1: Current Price = \$80.00 ea

New Price = \$100.00 ea

5.16.2.2. PDI will reflect a unit price of \$20.00 each times the due-in quantity. If a surcharge is applied, the surcharge field will reflect the surcharge for the \$20.00. Using a surcharge of 4.27 percent, the surcharge would be \$0.85.

5.16.2.3. Example 2: Current Price = \$100.00

New Price = \$75.00

5.16.2.4. PDI will reflect a unit price of - \$25.00 each times the due-in quantity. If a surcharge is applied, the surcharge field will reflect the surcharge for the \$25.00. Using a surcharge of 4.27 percent, the surcharge would be - \$1.07. This figure represents the deduction of \$1.07 from the surcharge field.

5.16.3. PDO–Due-out price change. DMLSS decreases detail obligations by the difference of the current price and new price. If surcharges apply, the surcharge is adjusted to return funds to the expense center.

5.16.4. Automated updates process when status is received in DMLSS. These updates are cascaded from the due-in record down to the customers record and impact both DI and DO records.

5.16.5. Manual updates are processed when a user must change the price of an existing due-in detail record. Updating the status cascades the price change down to the customer level and impacts both due-in and due-out records.

5.16.6. Price changes do not affect the SOS catalog records or the LOG catalog records until the receipt is processed. When the receipt is processed when a price change was processed, the entire inventory is restratified to the new price. All requirements processed after the inventory is restratified will assume the new price.

5.17. Establish, Revise, Or Delete A Source Of Supply.

5.17.1. The Source of Supply (SOS) module is used for adding, retrieving, editing, and storing SOS information. This module enables users to establish or update the contract, submission method, and demographic data for the SOS that the MTF uses during the ordering process. The submission method for a SOS determines the format and the method by which IM submits orders to vendors and/or SOSs. IM accesses this SOS record using a SOS code to designate the supplier name. A customer cannot edit a SOS for Log. Only Log can edit Log SOSs.

5.17.2. SOS types can be external and internal.

5.17.2.1. External SOS types:

- 5.17.2.1.1. BPA – Blanket Purchase Agreement.
 - 5.17.2.1.2. DBP – DSCP Blanket Purchase Agreement.
 - 5.17.2.1.3. DLA – Defense Logistics Agency.
 - 5.17.2.1.4. DPV – DSCP Prime Vendor.
 - 5.17.2.1.5. ECA – Electronic Catalog.
 - 5.17.2.1.6. GSA – General Services Administration.
 - 5.17.2.1.7. NON – Non-Contracted.
 - 5.17.2.1.8. PCD – Purchase Card.
 - 5.17.2.1.9. UNK – Unknown.
 - 5.17.2.1.10. VPV – Veterans Admin Prime Vendor.
- 5.17.2.2. Internal SOS types:
- 5.17.2.2.1. CAI – CAIM SOS.
 - 5.17.2.2.2. LOG – Logistics.
- 5.17.3. Some of the typical functions of the Source of Supply module include the following:
- 5.17.3.1. New BPA. Enter all data pertinent to the SOS to include Small Business Indicator, Minority Owned, Point of Contact at the SOS, Shipping and Remit To addresses, and whether the SOS accepts Purchase Cards. Data concerning the contract and submission method for orders can also be entered.
 - 5.17.3.2. Prime Vendor contract re-awarded. Add the new data to renew the contract to include start and expiration dates, contract number, and terms.
 - 5.17.3.3. New local SOS. Enter all demographic and contract data, as well as submission method. Submission methods could include File Transfer Protocol/Internet Protocol (FTP/IP) address, fax numbers, and mailing address.
 - 5.17.3.4. Expired BPA. Mark the SOS for deletion to prevent further ordering from this SOS.
 - 5.17.3.5. The SOS window allows users to search the database for an existing SOS or create a new SOS. Search by specific SOS code or supplier name, or list all of the SOSs and sort results by SOS Code, Customer ID, Supplier Name, SOS Type, and SOS Marked For Delete.

5.18. Search SOS.

- 5.18.1. The SOS window may be accessed from the menu bar, Navigate option or by selecting SOS from the tool bar.
- 5.18.2. Enter the three-character SOS code or use the SOS type dropdown box to search for a SOS and select search. If a SOS is entered DMLSS will “Jump To” the SOS window. Users can also click search to display a complete list of SOSs. The SOS window consists of multiple information tabs linked to the SOS.
- 5.18.3. Basic Tab: Users may edit existing SOS data. Data in this tab is different based on the SOS selected. The Acknowledgement Hours is a default setting. It is suggested that MTFs modify this field

based on the type of SOS. This field establishes follow-up timelines for items on order. If status wasn't received from a SOS in the default 2 hours, the information would be written to the Troubled Due-in Report that appears in the inbox. The MTF should modify the hours based on confirmation or orders from the SOS. An example is Prime Vendor is defaults are set to 2 hour acknowledgement based on contract terms. If a local vendor confirms orders in 2 days, the default should be set to 48 hours.

5.18.4. Submission Tab: View or edit various methods of sending data (usually orders) to a SOS. These submissions may be in the form of e-mail, fax, or FTP. Users must coordinate with the SOS for Login and passwords when FTP is used Routinely follow-up to ensure the most current information is used. Using current security protocols, passwords are generally changed every 90 days. Keep this in mind when problems occur with FTP.

5.18.5. Contract Tab: View or edit contract information. This option is only available for BPA, DBP, DSCP PV, and Veterans Administration PV. Users may also select the Auto Call number generation checkbox. This generates the next available call number for the SOS when placing Log orders. The tab will also show the last used call number when placing manual calls.

5.18.6. Addresses Tab: Edit addresses or search for existing addresses to record as the ordering or remit to address. The shipping to address may also be edited from this tab .

5.18.7. POC Tab: Add a new POC or search for an existing supplier POC. A valuable tab when calling vendors.

5.18.8. Environment Tab: Edit existing operating and safety levels that correspond with annual sales for the associated SOS.

5.19. New SOS.

5.19.1. SOS can be accessed from the Navigate option from the menu bar or by using DMLSS shortcut Ctrl+Shift+F4.

5.19.2. Add a new SOS when it is determined that a desired supplier does not exist in the SOS Catalog. It is important to have the correct information before proceeding. After the SOS Type is established, it cannot be changed. This action also dictates which other tabs have required information to be added. If a mistake is made click Close to exit the window and do not save the changes.

5.19.3. Select New SOS from the Navigate option on the menu bar or click the SOS button and click New. Users have the option of clicking Auto Assign from the vertical toolbar to assign a new SOS. The SOS is not as critical in the order process as in the past. This option will assign the next sequential SOS available based on information loaded in Systems Services. When this option is selected all required fields populate with the exception of the Suppliers Name. Enter the name and click Save .

5.19.4. If Auto Assign is not used, enter the required information (red dot fields) and click Save.

5.19.5. After saving, the other tabs are now visible for data entry. Complete the SOS process by entering all additional information attributable to the SOS. See Search SOS for information concerning the remaining tabs.

5.20. New Contract Data And Option Years To Existing Contracts.

5.20.1. Most contracts for supply orders are written for one year with multiple option years that can be exercised if required. In the SOS record, contract start and ending dates are entered when the SOS is created. When a contract is within 60 days of expiration, a message is sent to the IM inbox notifying logistics of an impending contract termination. If the end date passes without action from logistics personnel, the SOS can no longer be used. It is important to act when disposition on contracts are received.

5.20.2. Exercising Option Years:

5.20.2.1. When the MTF decides to exercise a contracts option year and confirmation is received from the vendor on the intentions to do so, open the SOS records Contract tab. Change the ending date in the ending date field to reflect the end date for the option year extension. Save the changes and exit if no other change actions are required.

5.20.3. New Contract:

5.20.3.1. When a new contract is issued against an existing SOS the information can be loaded against the existing SOS code. Open the SOS records Contract tab and click the radio button in the Next Contract field .

5.20.3.2. The contract tab refreshes the window and allows you to load the new contract information. The information loaded should come from the new contract. Save the changes and exit if no other change actions are required.

5.20.3.3. The new contract will change to become the current contract when one of the following conditions happens :

5.20.3.4. The ending date of the current contract has passed.

5.20.3.5. The user clicks the Activate Next Contract button.

5.20.3.6. When the new contract is activated there is no way to reactivate or access the old contract. When updating the new contract information, users should be sure to load contract information accurately, making sure “zero’s” and “Os” are properly used.

5.21. Load And Use Of Secondary Prime Vendor Contracts.

5.21.1. To activate and load a sites secondary prime vendor contract, access Systems Services TMU table and select the SS application. Open the Secondary PV Selection table and change the secondary field to “YES” for your sites secondary PV contractor. Save your actions and open the IM application, SOS module.

5.21.2. Create a new SOS record for the secondary prime vendor. Use SOS Type “DPV” and the SOS code “PV_”. You can enter any letter in the third position not in use by other SOS codes. After the new SOS is loaded, click the Find icon and open the primary prime vendor contract.

5.21.3. In the Contract tab, click the Display Secondary PV checkbox to activate the secondary prime vendor option. Select the secondary prime vendor from the drop down menu in the Prime Vendor field.

5.21.4. The secondary prime vendor is now active and available for use. To use the secondary prime vendor for orders, the secondary prime vendor SOS must be loaded in the SOS catalog.

5.22. Purpose of YRZ Trailer Images.

5.22.1. YRZ trailer images are required for requisitions submitted to DSPC for items with an “L” in the fifth position or a “P” in the first position of the item ID. The YRZ may also be established to furnish exception data for items with a “F” in the first position of the stock number .

5.22.2. Each YRZ record contains source data, descriptive data, and any special or exception data that DSCP requires to purchase the LP item you are requisitioning. When you order one of these items, DMLSS accesses the YRZ record and places the YRZ images immediately behind the requisition for transmittal.

5.23. Materiel Obligation Validation.

5.23.1. Materiel Obligation Validation (MOV). The purpose of the MOV is twofold: (1) validation of need and (2) reconciliation of records. A MOV request is generated from a supply source to a requisitioner/control office for a comparison and validation of the continued requirement of outstanding requisitions held as materiel obligations by the supply source with those carried as due-in by the requisitioner. A MOV response is a reply by a requisitioner to an MOV request advising the supplier:

5.23.1.1. To hold a materiel obligation until supplied, or

5.23.1.2. To cancel all or a portion of materiel obligation.

5.23.2. DSCP schedules cyclic customer validations for over aged requisitions based on the criteria in DOD 4000-1-25M. DSCP transmits Materiel Obligation Validation (MOV) request images (document identifier AN1) using AFIN or message format.

5.23.3. MOV data are passed to the stock record account through DAASC. When MOV data is received in DMLSS from DAASC, the DCM screens the file to determine if the file is correct to include :

5.23.3.1. Number of the records in the file match what the header record indicates.

5.23.3.2. Transmission is not garbled—file is complete and readable.

5.23.4. During this validation process, if data does not match or is garbled, DCM returns the file in APX format to the transmission source requesting resubmission of the file. If the file is correct and is validated, the DCM processed the files and automatically returns the AP9 to the transmission source acknowledging receipt of the MOV control documents. After the AP9 is transmitted, DMLSS will post the IM Materiel Obligation Validation (MOV) pending action to the Inbox for processing.

5.23.5. IM Materiel Obligation Validation Pending Action. This pending action is produced as a result of comparing the MOV control documents against the DI records in DMLSS. The results are displayed in one of the associated tabs for processing.

5.23.5.1. Tab 1 – Errors. The Error tab identifies occurrences where the DI record is inactive (previously received) or due-in not found. Verify the accuracy of each record and process.

5.23.5.1.1. Delete Icon. Removes the error record from the pending action.

5.23.5.1.2. Transaction History Icon. Allows you to “Jump To” the transaction history window from the pending action to reverse a record that was previously processed. The transaction history document number field is populated with the selected document number from the

pending action. After closing the transaction history window you are returned to the MOV Pending Action Window.

5.23.5.1.3. Offline Icon. Allows you to “Jump To” the Offline-Nonsubmit window to establish a due-in for records coded with the reason “due-in not found” and a requirement still exists. After closing the Offline-Nonsubmit window you are returned to the MOV Pending Action Window.

5.23.5.2. Tab 2 – Awaiting Review. The Awaiting Review tab displays records when the document number from the transmission source matches DI records in DMLSS and there are differences between the DMLSS DI quantity and the quantity transmitted to the stock record account.

5.23.6. For each record listed in Part 2, the quantity field and due date field may be modified. Use the Transaction History icon to “Jump To” and search a records history to determine the correct DI quantity. Adjust the record quantity as required and click the Process Icon. Status Code “MC” (MOV Confirmed) is recorded in the detail records status code and. An “AP8” transaction is forwarded to the transmission source, providing response to the initial request.

5.23.7. In cases that a requirement exists but is not listed in DMLSS, the Offline icon is available to establish the requirement. (i.e. an order called into DSCP or MTF working under manual supply operations and data is not entered into DMLSS when the system becomes available).

5.24. Computer Generated Followups.

5.24.1. DMLSS generates follow up images for due-ins with based on the following criteria:

5.24.2. Initial Follow-ups. If the requisition priority is 01-08, a follow-up is generated in 5 days. If the requisition priority is 09-15, a follow-up is generated in 10 days.

5.24.3. Recurring Follow-ups. Once an initial follow-up is generated, the system generates additional follow-ups based on comparison to the actual processing date and status data contained in the due-in detail record. If the requisition priority is 01-08, a follow-up is sent 5 days after the first follow-up or estimated delivery date. If the requisition priority is 09-15, a follow-up is sent 10 days after the first follow-up or estimated delivery date. Follow-ups are not generated on items that have shipping status recorded .

5.24.4. Follow-up Images. AT_ confirming requisition follow-ups are generated as initial follow-ups for items with a procurement source and management code (PS&M) of C0, C6, or C9 and a RID of S9M and S9T. DSCP treats the AT_ series follow-ups as requisitions if the original requisition was not received. All other follow-ups use the AF1 image format .

5.25. Troubled Due-Ins.

5.25.1. This report identifies due-ins that are identified as “Troubled Due-in” as the last reported status. The report options allow you to select records by a selected scope:

5.25.1.1. AM – Limits report to troubled AM orders.

5.25.1.2. IM – Limits report to troubled IM orders.

5.25.1.3. AM/IM – Reports both AM and IM troubled orders.

5.25.1.4. Org (AM only) limits report to troubled AM orders for the selected Org

5.25.1.5. The report is produced in item ID sequence and lists management data relevant to the item ID and document number to include SOS and the age of the due-in.

5.25.1.6. Use this list to research and clear up old or delinquent due-in materiel. When status that has exceeded its average PLT by 10 days is found to be valid, indicate the reasons in the DI/DO detail notes. The notes indicator column is changed to “Y” indicating that a note(s) exist for the selected record.

5.26. Status Edits.

5.26.1. The Log Status Edits window provides status messages from your suppliers, classified in 3 tab groups:

5.26.1.1. Part 1 – Errors tab: Status for a transaction that is not recognized.

5.26.1.2. Part 2 – Awaiting Review tab: Transactions are recognized but held pending further processing.

5.26.1.3. Part 3 – Processed tab: Transactions are recognized and processed.

5.26.2. Part 1 Errors tab. Users can see status messages from suppliers regarding transactions that are not recognized. When selecting an item in the bottom section of the window, the top section displays information about the item including the reason for the error.

5.26.2.1. From the Navigate menu, click Status Edits and specify Report Selection Criteria for the log status messages to view. Click OK to view the Log Status Edits window. On any tab, select the messages to be deleted.

5.26.2.2. When receiving cancellation status from a DPV or VPV source, a list is displayed of suitable substitutes that can be ordered in place of the cancelled item in the Prime Vendor Available Alternatives report. Use this report with the pharmacy department to determine items that would best suit their needs.

5.26.2.3. From the Navigate menu, click Status Edits and specify report selection criteria. Select the criteria for the log status messages to be viewed and click OK. Click PV Report from the Log Status Edits window.

5.26.3. Part 2 Awaiting Review tab. Users can see status messages from suppliers regarding transactions that are recognized, but are being held pending further processing. When selecting an item in the bottom section of the window, the top section displays information about the item to include the reason for the delay. Process these messages to update the due in detail record accordingly. The status message is removed from this tab.

5.26.3.1. To delete a log status message, from the Navigate menu, click Status Edits and specify Report Selection Criteria. Select the criteria for the log status messages to view and click OK. Select the messages that you want to delete in the Log Status Edits window and click Delete Selected.

5.26.3.2. To process a log status message from the Navigate menu, click Status Edits and specify Report Selection Criteria. Select the criteria for the log status messages to view and click OK. Select the message that you want to process In the Log Status Edits window and click Process Selected. The type of status message will determine the information required for processing. When you finish entering any information, click OK.

5.26.4. Part 3 Processed tab. Users can see status messages from suppliers regarding transactions that have been processed. When selecting an item in the bottom section of the window, the top section displays information about the item to include the reason for the status message.

5.26.5. To delete a log status message, from the Navigate menu, click Status Edits and specify Report Selection Criteria. Select the criteria for the log status messages to view and click OK. Select the messages that you want to delete in the Log Status Edits window and click Delete Selected.

5.27. Reachback.

5.27.1. Sustaining Base. The sustaining base is the materiel lifeline of any deployed medical unit. It augments the deployed medical unit's limited logistical capability by assuming the bulk of the supply chain's administrative, sourcing, and tracking functions. Reachback is the program used for these consolidated functions.

5.27.2. Logistics accounts identified as reachback bases can now identify deployed customers as a "reachback customer", issue Log supplies and/or generate requirements automatically for the deployed activity. Some business practice decisions need to be made prior to establishing reachback: will issues be processed from LOG before sending the requirements out to the SOS, will the orders be forwarded to the SOS automatically or should they be reviewed internally, will you establish authorized SOSs or default requirements to the MTF SOS? These are some of the decisions that will need to be discussed and identified prior enabling reachback.

5.27.3. Enable Reachback.

5.27.3.1. Activities identified by AFMLO as the sustaining base must enable the reachback process in DMLSS/Systems Services (SS). Open the SS module and from the Tree View open the MM Service Detail window for Medical Materiel Management. The window opens in the Basic tab. In this tab, mouse click the Enable Reachback checkbox and click Save. This enables the reachback process in your DMLSS system.

5.27.4. Identify Customers.

5.27.4.1. Once the activity is reachback enabled, you must associate your reachback customers to the reachback process. This is done in SS by opening the Tree View and selecting the Reachback customer from the list of Service/Customers. Once a customer is identified as a reachback customer, the customer cannot be reverted back to a non-reachback customer.

5.27.4.2. Click the Detail button to view the Service/Customer window. The window opens in the Basic tab. Click on the Materiel tab to update reachback customer information. The following actions are available to better suit the reachback process to your pre-determined business practices:

5.27.5. Reachback Issue. Check this box if you want requirements from a reachback customer to issue on-hand stock first. Stock will only be issued up to the on-hand quantity. Remaining requirements will be identified for purchase. An exception to this "first look" is if you order requirements using Offline—Submit/Non-Submit. In this case the requirement is sent to orders for processing and on-hand stock is not taken into account for the issue.

5.27.6. Auto Source. Check this box if you want DMLSS to select the SOS and generate the order requirements automatically if Reachback Issues are off or if there is not sufficient on-hand stock for

the requirement. DMLSS will use the authorized reachback PV SOS, if used, or default to the SOS from the MTF catalog.

5.27.7. Authorized Source of Supply. Allows you to select and add 2 reachback prime vendor suppliers, 1 pharmaceutical and 1 Medical/Surgical and associate their SOSs to Reachback. Only SOS type RPV can be added in this option. Deleting and adding SOSs to can be done by clicking the edit button in the tab option. The Host Medical Logistics Account is the default SOS and cannot be unassigned.

5.27.8. Reachback Orders.

5.27.8.1. Orders in reachback process similar to other DMLSS orders except that there are processes and actions are unique to the reachback process. Reachback customers submit their requirements to the sustaining base via, phone, fax, e-mail, or diskette and all requirements for reachback customers are “linked”. The sustaining base can place the order using one of the following methods:

5.27.8.2. External Customer Import.

5.27.8.2.1. External Customer Import takes A0A requisitions from a customer on disk in .TXT format and imports the data to DMLSS. The .TXT file can also be received via e-mail and stored on the local CPU.

5.27.8.2.2. To import the data, from the Navigate menu select Orders and click External Customer Import. Enter the file path and file name on the Import File line. You can also click the “...” button and select the directory/location of the file. When the file name is displayed, click the Add button to add the file to the selected files window. Multiple files may be imported in this process. When all files are added, highlight the files and click the Process button to import the files. A Delete button is available if you want to delete an import file from the selected files window.

5.27.8.2.3. The files are stored on the DMLSS server and will process during the next “cron” job. The “cron” job processes every 10 minutes, so it’s possible to experience a delay of up to 19 minutes for the processed information. When the files are processed, a pending actions message will appear in the IM Inbox. The message will be displayed ahead of all other messages and in red to identify the message as a reachback requirement.

5.27.8.2.4. Any problems encountered with a requisition will error and be posted to the Pending Action window.

5.27.8.3. Customer Request.

5.27.8.3.1. The customer request method creates the A0A requisitions similar to regular IM customer requests. How the order processes issue items depends on the business practice you use for reachback. Using the customer request will allow sales up to the current OH quantity.

5.27.8.3.2. From the Navigate menu select Orders and click Customer Request. Enter the reachback customer and item IDs. When these two fields are entered, all other fields, with the exception of quantity, populate with information from Systems Services and MTF catalog record. Click Save to process the request and generate an issue transaction from Log for the item. If stock is not on-hand you will receive a message indicating sufficient quantities are not available.

5.27.8.4. Offline: Submit/Non-Submit.

5.27.8.4.1. The customer request method creates the A0A requisitions similar to regular IM customer requests, however all requirements processed under this method will be ordered from the external SOS.

5.27.8.4.2. From the Navigate menu, select Orders and click Offline: Submit/Non-Submit. Enter the item ID or click the Flashlight button to select from a list of items IDs. When the item ID is entered, fields associated to the MTF Catalog record are populated.

5.27.8.4.3. Under the Main tab, click Add to enter the reachback customer ID. The Expense Center and Price fields populate after the customer ID is entered. You can modify some other fields in the Main tab such as demand code, refund code, priority, enter a document number, or required delivery date.

5.27.8.4.4. Click the SOS tab to verify SOS details and transmission methods. If SOS Type RPV vendors were entered in the Authorized SOS field in the Service/Customer window, the default SOS will be the RPV vendor. If no additional sources were loaded, then the item IDs primary SOS is the default. The submission method is how the requirement will be transmitted to the SOS. Make changes in cases when the submission method is not adequate, i.e. a phone order would require the order to be printed or e-mailed and not submitted as FTP.

5.27.8.4.5. For multiple orders to the same customer, click the Add Item button and select one or more items from the Offline Orders: Add Items list box. After all requirements are entered click the Execute button to generate the order.

5.27.8.4.6. DMLSS generates an ESD/IOU for the customer's requirement and backorder and generates an ESD for the LOG order.

5.27.8.5. Reachback Order—Pending Action Window.

5.27.8.5.1. This window is only displayed when errors occur with an order. You must review the information on the window and confirm process actions. The Error Description will contain the reason the line item was in error.

5.27.8.5.2. The most common error encountered is "Customer does not have purchase authority for sale". This message is received when the SOS of the line item is not established as an authorized SOS in Systems Services. You can do one of the following:

5.27.8.5.3. Accept the SOS and process the requirement.

5.27.8.5.4. If an authorized SOS is listed in SS, go to Catalog Search and add the authorized SOS to the items list of SOSs in the SOS Cat tab.

5.27.8.5.5. Load the authorized SOS if there is not an authorized SOS listed in SS.

5.27.8.5.6. If on-hand stock is available, process the requirement against LOG to issue available stocks.

5.27.8.5.7. Receipts. See IM Receipts for receipt processing procedures. There are no special requirements for running reachback receipts.

5.27.8.6. Issues.

5.27.8.6.1. After processing the Customer Request orders or if Reachback Issues are accepted in SS, click the Issues button and generate the picklist. Generating the picklist generates an ISS

transaction, issuing the item to the customer. After the items are picked, confirm the picklist by selecting Issues from the Navigate menu and clicking Confirm Picks.

5.27.8.6.2. When the picklist is confirmed, print the customer's delivery list and deliver/ship the items to the reachback customer.

5.27.8.6.3. For External Customer Import and Offline: Submit/Non-submit orders, picklists are not generated. Click Delivery List to complete the issue process for reachback customer's orders. In all cases, the Delivery List generates the RRD transaction back to the customer to close the customer's requirement(s).

5.27.8.7. Shipment of Supplies.

5.27.8.7.1. It is possible in DMLSS to return shipping status to the customer within the IM module. This lets your customers know when the items they requested were shipped, how they were shipped, and in what quantities. The reachback customer can now provide better status to their customers on the deliveries.

5.27.8.7.2. After the all requirements are ordered and issued to the customer, DMLSS forwards the delivery list number and its contents to the Reachback Order Ship Status window and is available here for 10 days. This window shows customer ID, delivery list numbers, and date completed. Select a delivery list and click the Status button to view the lists contents. You can update the shipping information line by line or by clicking the Select All button. Entering the Transportation Control Number, Government Bill of Lading, or Point of Entry (TCN/GBL, POE), and Shipment Mode. Click the Apply button to apply the information you entered to all items. Click Save to process the status and/or Print the status if you are faxing the status to your customer.

5.27.8.7.3. DMLSS generates an AE1 status image that is forwarded to the customer. Problems associated with shipping status are posted to the IM Inbox.

5.27.8.7.4. How the status is transmitted is determined by the submission method selected in the Service/Customer window in systems services.

5.28. CAIM Acquisitions Processes (CAIM SOS Users).

5.28.1. Due-in/Due-out Search.

5.28.1.1. A due-in is created when an order is submitted during the build/process/submit (BPS), replenishment, or offline orders processes. A due-out (IOU) to the location is created in conjunction when the due-in is built. Each due-in and due-out is assigned a document number from the approved document block series .

5.28.1.2. The Due-in/Due-out Search window allows users to perform a search for MTF or customer due-in/due-out records. In CAIM, the default selection is the selected CAIM customer. Search results are automatically displayed in the Due-in Search Results tab or the Due-out Search Results tab. Due-in/Due-out search can be accessed using Navigate from the menu bar and highlighting Orders from the menu and selecting Due-in/Due-out Search from the sub-menu or by clicking the Due-In/Out icon on the horizontal tool bar.

5.28.2. Due-In Search.

5.28.2.1. Customer Due-in Search: The customer ID is defaulted while in CAIM. Additional information is not required in the search fields however, if used it will expedite the search. The Due-in records for the selected customer ID are displayed. Select the desired record and click Detail on the vertical toolbar to access the Due-in Detail Document window. The Due-in Detail Document provides additional detail and status information for the due-in record. If there are no records for a particular customer ID an information box appears with the message "There were no Active Due-ins Found, Search for Inactive Due-ins?" Users have the option to select inactive due-ins or cancel and return to the previous screen. An "inactive" due-in, is one which has either been previously received or cancelled.

5.28.2.2. MTF Due-in Search: Set the search scope to MTF and type at least 3 characters in any of the due-in search fields. Use the default maximum limit of 500 or set the search limit manually. The records are displayed in the lower portion of the window. The first items due-in data is displayed in the upper portion of the window. Select the desired record and click Detail on the vertical toolbar to access the Due-in Detail Document window. The Due-in Detail Document provides additional detail and status information for the due-in record.

5.28.3. Due-Out Search.

5.28.3.1. The customer ID is defaulted while in CAIM. Additional information is not required in the search fields however, if used it will expedite the search. The Due-out records for the selected customer ID are displayed. Select the desired record and click Detail on the vertical toolbar to access the Due-out Detail Document window. The Due-out Detail Document provides additional detail and status information for the due-out record. If there are no records for a particular customer ID, an information box appears with the message "There were no Active Due-outs Found, Search for Inactive Due-outs?" Users have the option to select inactive due-outs or cancel and return to the previous screen.

5.28.3.2. MTF Due-out Search: Set the search scope to MTF and type at least 3 characters in any of the due-out search fields. The are displayed in the lower portion of the window and displays the first items due-out data in the upper portion of the window. Select the desired record and click Detail on the vertical toolbar to access the Due-out Detail Document window.

Section 5B—Purchase Card

5.29. Use.

5.29.1. The Purchase Card module is used for adding, retrieving, editing, and storing purchase card (credit card) information. This module also enables individuals to monitor purchase card use and reconcile purchases against monthly bank statements.

5.29.2. Typical functions of the Purchase Card module include the following:

5.29.2.1. Creating a new purchase card record.

5.29.2.2. Reconciling a purchase card.

5.29.2.3. Using the purchase card call register.

5.29.3. Only users with defined privileges can create, view, and use purchase cards in DMLSS. In DMLSS Services application (SS), the roles that correspond to purchase cards are:

5.29.3.1. Bulk Docnum Purchase Card - allows the user to create bulk obligations and manage them for the site, as well as reconcile purchase cards at a site level. This role should be assigned to card administrators.

5.29.3.2. CAIM Expert - allows the user to create cards, search cards, reconcile cards, and print reconciliation reports.

5.29.3.3. Customer Area Manager, Customer Area SOS Manager, and Customer Area User - allows the user to use cards for purchases, reconcile cards, and print reconciliation reports.

5.29.4. Once these privileges have been set up in SS, purchase card tasks may be performed in the Customer Area Inventory Management application (CAIM) or Inventory Management application (IM).

5.29.5. Air Force DMLSS activities are not authorized to load government purchase cards using O&M funds.

5.30. New Purchase Card.

5.30.1. All new purchase card users must be loaded in DMLSS to perform purchase card tasks. The site administrator does this upon receipt of a new purchase card. The administrator will also assign or coordinate with the SA to assign purchase card privileges commensurate with a card user.

5.30.2. To add or update a purchase card user, from the Navigate menu point to Purchase Card and click New Purchase Card to view the Purchase Card (New) window.

5.30.3. Enter information in the required fields (fields with red dots). The person adding a new card user to DMLSS will need to know the new users per dollar order limits, monthly dollar limits, and card administrator. It is recommended to load more than one administrator to a users card. After all information is loaded click Save.

5.30.4. Users may also search under this window by clicking the Find button on the toolbar. This function works in the same manner as Search Purchase Card.

5.31. Search Purchase Card.

5.31.1. In the Purchase Card Search window search the database for purchase card information, print purchase card search results, and view detailed purchase card information. You can also add purchase card user information. The tasks that can be performed in this window are:

5.31.1.1. Print purchase card search results.

5.31.1.2. Search for a purchase card.

5.31.1.3. View detailed information on purchase card search results.

5.31.2. Only privileged users (administrators) can access purchase cards. Privileged users would know the purchase card account number and user ID to view information on a specified purchase card.

5.31.3. Site administrators may use the search option to check status, follow-up, or assess the overall management of a users purchase card.

5.31.4. Deleting a Cardholder.

5.31.4.1. From Navigate Menu, click Purchase Card, Search Purchase Card and enter the account number or name of the card being deleted.

5.31.4.2. In the Purchase Card Search window, select the purchase card from the search results and click Detail to view the Purchase Card Detail window. Click Delete and answer Yes at the message prompt. A checkmark appears in the Marked For Deletion checkbox. Click Save to complete the process.

5.31.4.3. The card detail will remain viewable until all actions against the purchase card are complete and all statements are reconciled.

5.32. Reconciling A Single Purchase Card Register.

5.32.1. Statements must be validated monthly to maximize fiscal containment and prevent FW&A. The following outlines the reconciliation process in DMLSS.

5.32.2. From IM go to the Navigate menu; point to Purchase Card and click Purchase Card Register to view the Purchase Card Register Search window. Enter the card account number to view the Purchase Card Register Search window.

5.32.3. As a minimum, enter the account number and user ID to search. Entering SOS, Recon Code, Order Date Range, Statement Date Range, and/or modifying scope information can narrow search criteria. If only the minimum information is entered the search returns all records for the account number and user selected.

5.32.4. The reconciliation (recon) codes identify the current stratification the detail record is in. Users can select the recon code from the dropdown list or leave the field blank to view all recon codes. The codes are as follows:

5.32.4.1. C=Credit.

5.32.4.2. D=Disputed call.

5.32.4.3. F=Order is paid in full.

5.32.4.4. N=Statement Not reconciled.

5.32.4.5. P=Partial.

5.32.4.6. Y=Reconciled statement.

5.32.5. To reconcile calls, search the purchase card register using Reconcile Calls for the Reconciliation Process. In the Bank Statement Date field, enter the date for the statement being reconciled.

5.32.6. In the Purchase Card Register Reconcile Calls window, do one of the following:

5.32.6.1. To reconcile the call to a credited call change the code to "C" under the Recon Code column, change the code C. To reconcile the call to a disputed call change the call from "D" (disputed) to "C" (credited) under the Recon Code column.

5.32.6.2. If the item is not reconciled leave the code under the Recon Code column as N.

5.32.6.3. To partially reconcile the call change the code to "P" under the Recon Code column.

5.32.6.4. To show that the call has been reconciled change the code to "Y" under the Recon Code column.

5.32.7. Adjust the total under the Recon Total column, if applicable and click the DFAS icon. This process sends all adjustments associated to credit card purchases to finance. The process ensures that LOG and Finance dollar totals match. If the MTF does not process the DFAS reconciliation, LOG and finance credit card purchases will reflect an out of balance. The file is sent to DFAS as part of end-of-day processing.

5.32.8. Prior to clicking the DFAS button, remember to coordinate between all purchase cardholders to ensure that all reconciliation's have been completed. The Recon totals must equal the Statement totals.

5.32.9. If there were disputed calls from a previous month and they were credited, select Credit Disputed Calls in the Reconciliation Process section. Once disputed calls are credited in the Reconciliation Process section, select Reconcile Calls.

5.32.10. In the Purchase Card Register window, type the Bank Statement Date, in MM/YYYY format. For each item, in the Recon Code column, select a reconciliation code. If an item is only partially reconciled, you will need to change the amount in the Recon Total column, to reflect only the partial amount. Click Save.

5.32.11. Click Not Ready. (Army and Navy only).

5.33. Reconciling Purchase Cards For A Site.

5.33.1. In IM, from the Navigate menu, point to Purchase Card and click Purchase Card Site Reconcile. Enter the month and year to reconcile, in MM/YYYY format, and click OK.

5.33.2. In the Site Purchase Card Reconciliation window, select the Reconcile checkbox for any item to be reconciled. The bottom section displays the details for the obligation, including a checkbox to indicate if the card user has marked it as ready for reconciliation. Coordinate between all purchase cardholders to ensure that all reconciliation's are completed. The reconciliation totals must equal the Statement totals.

5.33.3. Click the DFAS button and Yes to confirm. The file is sent to DFAS during end-of-day processing.

5.34. Using Purchase Card Reports.

5.34.1. Although DMLSS produces several reports for purchase cards, there is one main report associated with purchase cards for Air Force activities. The Purchase Cards not Reconciled by Month report selected for a specified month and year displays all purchase cards that were not reconciled, and their bulk documents numbers.

5.34.2. To access this report, select the Navigate menu and click Standard Reports or click the Reports button on the toolbar. Select one of the reports and click View for a screen view. Reports may also be saved to the hard disk or floppy by clicking on the Save to File button.

5.35. Bulk Obligations. Reserved (Army and Navy functionality only).

Chapter 6

CONTROLLED MEDICAL ITEMS

6.1. General. In addition to DMLSS records, storage control records must be maintained for controlled item inventory code (CIIC) "R" and "Q" items. Transactions that affect balances are processed through DMLSS and posted to the storage control records. This section addresses the additional procedures used to process transactions for controlled medical items.

6.2. Restrictions.

6.2.1. All DMLSS customers are restricted from ordering controlled items at the time of conversion. Customers that have a valid requirement to order and receive controlled medical items must remove the restrictions before orders or issues can be processed.

6.2.2. To remove the restrictions from an activity, log into Systems Services and select Service/Customer detail record. From the Materiel tab, edit MTF restrictions and Controlled Item Inventory Restrictions to remove the Drug Enforcement Agency (DEA) codes; Q--DEA Class III, IV, V and/or code R--DEA Class I or II. When these codes are removed from the authorized Service/Customer, DMLSS will allow ordering and receipt of controlled items .

6.3. Receipts.

6.3.1. **Chapter 5** contains the procedures used to process receipt transactions. When a controlled medical item is received, the controlled medical item custodian will do the following :

6.3.2. Verify the stock number, quantity, unit of issue, and other pertinent data by comparing the item received to the receipt document.

6.3.3. Annotate the receipt document with the quantity, date received, expiration date and any other data that aids in identification, documentation, and receipt of the item.

6.3.4. Post the receipt to the storage control records if manual posting procedures are used.

6.4. General Issue Procedures.

6.4.1. With the exception of non-routine issues, issue transactions are processed through DMLSS before any CIIC items are delivered to the customer. Upon printing of the delivery list, the controlled medical item custodian will do the following:

6.4.2. Post the issues to the storage control records before delivering the item to the customer .

6.4.3. Sign the delivery list to indicate that the issues have been posted to the storage control records.

6.4.4. Upon delivery of the items to the customer, obtain the authorized representative's signature on the customer's delivery list .

6.5. Issues.

6.5.1. Activities authorized in DMLSS to order and receive controlled items may submit issues from Customer Area Inventory Management (CAIM) in three different ways under the customer replenishment module.

6.5.1.1. Manual replenishment.

6.5.1.2. Automatic replenishment.

6.5.1.3. HHT (RF or Batch).

6.5.2. Customers may also submit a DD Form 1348-6, **DOD Single Line Item Requisition System Document**, to the forward logistics technician or medical logistics customer service for an item if DMLSS is not on-line or the section supply custodian does not have DMLSS access.

6.5.3. Once issue requirements are processed, medical logistics personnel can generate the issues or backorders from the Inventory Management (IM) application.

6.5.4. Within IM, medical materiel personnel must process the issues by selecting the Issue Icon or selecting Log Routine Issues from the Navigate, Issues menu. Select a customer(s) and generate the picklist. Only items with available balances will be displayed on the picklist. Items that are backordered are coded for Log orders.

6.5.5. Use the picklist to confirm actual available quantities and confirm the picklist count. All picklist items must be confirmed before a delivery list will be generated. If nothing is entered on the confirm picks window, DMLSS logic takes the position that the counts are correct .

6.5.6. Use the delivery list from Log to record the delivery of he controlled items to the section controlled item custodian .

6.6. Pre-Issue Procedures.

6.6.1. The customer requests a preissue by preparing three copies of the DD Form 1348-6. After manual processing actions (funds control, onhand balance check, document number assignment, etc.), medical logistics retains one copy of the preissue document and forwards two copies to the controlled medical item custodian, who will do the following:

6.6.2. Before delivering the item to the customer, post the issue to the storage control records (if manual posting is used) and sign both copies of the preissue document.

6.6.3. Upon delivery of the item to the customer, obtain the authorized representative's signature on both copies of the preissue document. Retain one copy of this document in a suspense file pending processing of the preissue through DMLSS. The second copy should be retained by the customer. Use the non-routine issue window to record the preissue.

6.6.4. When the preissue transaction is processed through DMLSS, the controlled medical item custodian takes actions as follows:

6.6.4.1. Verifies the preissue on the warehouse issue action completed section of the delivery list.

6.6.4.2. Signs the issue list to indicate posting to the storage control records.

6.6.4.3. Obtains the customer authorized representative's signature on the issue list.

6.6.4.4. After the actions are complete, the suspense copies of the DD Form 1348-6 may be destroyed.

6.7. Customer Returns.

6.7.1. To return a controlled medical item, the authorized representative from the supply activity prepares the DD Form 1348-6 or local reproduction and ensures the assets are made available to the Log controlled medical item custodian. The Log controlled medical item custodian will do the following :

6.7.2. Open the IM application in DMLSS and process a Return Item. Return Item module is available from the Navigate menu.

6.7.3. After processing, the Return Document will print to the local printer in duplicate. Sign both copies of the return document and provide a copy to the controlled supply custodian.

6.7.4. Take the following actions after processing the Return Item.

6.7.4.1. Post the document number to the storage control records, and sign the list.

6.7.4.2. Destroy the suspense copy of the DD Form 1348-6, except for documents that support local destruction of the item.

6.8. Controlled Item Transaction Register.

6.8.1. DMLSS allows the controlled medical item custodian to print a Controlled Item Transaction Register. This report is used to assist the controlled item inventory officer in performing the monthly inventory of controlled medical items and to verify the storage control records.

6.8.2. The Comprehensive Drug Abuse Prevention and Control Act of 1970 requires use this report to conduct the biennial inventory of controlled medical items as required.

6.8.3. The Controlled Item Transaction Register may be printed at anytime from the Reports module. The controlled medical item custodian must select a scope of IM/AM and a report type of Controlled Items. All controlled items may be selected by clicking the ">>" button to associate all records. Individual records can be selected by selecting an item ID and clicking the ">" button. The controlled medical item custodian may also select a specific time period using the "From" and "To" entry boxes. The defaults are the from and to date of the month the last EOP/EOM processed.

Chapter 7

CONTRACT MANAGEMENT

7.1. Purpose. Contract Management (CM) provides a method for recording service contract information and associating service contracts with work orders. Contracts can also be linked to a particular equipment item. It is strongly encouraged that you begin entering your contract records into DMLSS now. Currently Contract Management does not interface outside of the DMLSS environment. Future enhancements to CM will allow you to request a new contract and make call payments to DFAS through DMLSS via FTP interface.

7.2. Contract Records.

7.2.1. The service contract record in DMLSS reflects the contract information from a specific contract managed by your MTF. The window is divided into several tabs that contain specific information concerning different elements of the contract.

7.2.2. Main Tab. The main tab provides general information about a contract, contract period, contractor, issuing contracting office, and customer. This information is usually obtained from first page of an issued contract.

7.2.3. COR/COTR Tab. You can add or edit contract record details about the primary Contracting Officer's Representative (COR) or the Contracting Officer's Technical Representative (COTR). You can also identify if this individual has Quality Assurance Evaluator (QAE) responsibility from this tab. Complete all required fields and update as changes are identified.

7.2.4. Contract Provisions Tab. Contract provisions are identified in your Statement of Work (SOW) and identify specific requirements about the contract. Place of performance, duty hours, overtime hours/days, labor rates, renewal options, and materiel cost basis are some of the areas that should be updated when loading contract information. Click the "N/A" checkbox for items that do not apply to the contract.

7.2.5. Services Tab. This tab identifies Contract Line Item Numbers (CLIN) referenced in the main contract and identify the service requirements. Click the Add button within the Services tab and enter the CLIN information from the contract. DMLSS currently does not allow you to record "partial" hours when generating a call. A suggestion to allow partial hours billing is to set up a "subCLIN" with a description referencing the partial hour and using a unit price of partial hour. Example:

CLIN 0001	Labor/Hour	Hour	\$20.00
CLIN 0001A	Labor/.25 hour	Each	\$ 5.00
CLIN 0001B	Labor/.50 hour	Each	\$10.00

7.2.6. You can also view all associated equipment and components that a contract was written for by clicking the Associated Equipment button. The information is populated from the Equipment tab. This information is linked to the equipment data record and updates contract repair/service costs associated to the equipment control number (ECN) in maintenance history when receiving a call.

7.2.7. The Provisions/Exclusion field is used to specify services and supplies materiel that are provided for in the contract. Complete if required.

7.2.8. The Standard of Performance identifies the criteria that must be met for acceptance of services. These could be quality assurance evaluator (QAE) responsibilities or state that the unit must be working in accordance with manufacture specification upon completion.

7.2.9. Equipment Tab. Associates equipment and components to the service contract record. From the window you can Add, Delete equipment information or view an equipment record's detail information.

7.2.10. Administration Tab. Contains financial and call number information regarding the contract. You can set call number blocks to mirror local policy and set call number to auto-generate if required. Entering the total contract award amount to track expenses associated with the contract. Payment terms are found on the first page of the awarded contract.

7.2.11. Notes Tab. It is important to keep track of conversations, funds increase requests, training, problems associated with any contract. Use the notes tab to keep track of information regarding the contract. Some examples include, funds increase requests, vendor performance, and training received (QAE, COR).

7.3. New Call.

7.3.1. After the contract is entered into DMLSS, you can begin tracking contract services performed through this module. Click the New Call button when a service is will be used against the contract.

7.3.2. Complete all required information and enter any applicable notes associated with the call. Multiple Contract Line Item Numbers (CLIN) can be entered for a call by clicking the Add button. Information for each CLIN, in most cases, is required for cost estimating. If your estimate contains partial hours, you will need to enter the subCLIN that applies to your estimate (if established).

7.3.3. If the call is being performed against an equipment item with a workorder, enter the workorder number and ECN.

7.3.4. Saving the call detail information adds the new call number to the call register file.

7.4. Call Register.

7.4.1. Click the Call Register icon to view all call numbers associated to a selected contract. CLIN detail information is provided for each call selected within the window. Click the Call Detail button to perform updates to open contract calls. Entering the document number will close the call for services performed.

7.4.2. To view detail information for a specific call, click the Call Detail button on the toolbar. Call Details provides all Call information, Call notes, CLIN detail information, and payment and document numbers assigned to a selected call under an associated contract.

7.4.3. When calls are complete, click the Receipts button to generate the DD250 required by finance. You will be required to enter the actual quantity (services performed based on CLIN information) received and the date performed. Click Save to update the call register and generate the DD250. You can select the number of copies that are required during printing.

7.5. Print Icon. The Print icon will print a list of calls to your local printer.

7.6. Renewal Icon.

7.6.1. Contracts that are written for multiple years must be renewed annually if services are still required. To reflect a contract renewal against an existing contract, the renewal option must be established in the Contract Provisions tab in the Service Contract record. You cannot establish a renewal if this is not established. Click the Renewal button on the toolbar to open the Contract Renewal/Extension window. Select the Renewal radio button and enter the renewal information of the contract and add notes if required. Click Save to update the contract record.

7.6.2. The Renewal option is also used to record contract extensions. When an extension is authorized, Select the Extension radio button enter the extension information and any related notes as required. Use the funding document to update financial information in the Service Contract Record, Contract Provisions and Administration tabs.

7.6.3. When a contract is complete or cancelled anytime during the contract period, enter a note referencing the reasons for contract termination and click the Delete button on the toolbar. The Contract record will be marked for deletion and no actions will be able to be processed from that point forward. If a contract was deleted by mistake, click the Undelete button from the toolbar and make a note entry of the mistake in the Notes tab.

7.6.4. Deleted contracts will be archived in DMLSS to allow retrieval of information as required.

7.7. Open Call Icon. Allows you to view all open call numbers against loaded contracts in DMLSS. You can view/modify a call detail and process call receipts from this window.

7.8. Completed Call Icon.

7.8.1. Allows you to view all completed call numbers against loaded contracts in DMLSS. You can view/modify a completed call detail to process additional expenditures not previously identified. When the call is modified, the requirement will be considered an open call and receipt actions will be required.

7.8.2. Changes will be reflected in the CLIN details window in the Completed Call window.

Chapter 8

ASSEMBLAGE MANAGEMENT (AM)

8.1. Purpose. Maintaining proper WRM assemblages is critical to the overall effectiveness of the WRM program. DMLSS streamlines WRM processes and allows a greater flexibility to asset management. Assemblage Management is the DMLSS module that processes and manages your War Reserve Materiel (WRM) programs. WRM is the additional materiel needed to support the forces, missions, and activities as stated in USAF operations plans and specified DOD programs. This section addresses procedures used to manage WRM.

8.2. Issues From WRM. Issue only Element of Resource (EOR) code 604, 624 and 615 items. Use the Issue Non-routine process from AM to process authorized issue requests. WRM issues are reflected in Systems Services, AM Funding, R-Sales (reimbursable sales) to ensure funding is available for requisition of replacement materiel .

8.3. AM Funds.

8.3.1. AM Funds are controlled through the System Services module. Users update funds under the AM Funds heading when AFMLO or MAJCOM furnishes the authorized procurement AM Funds for your WRM assemblages. You can view established assemblages by searching a specific MTF/Unit and FY. Entering additional information in the non-required fields will narrow searches.

8.3.2. Select an assemblage from the list that appears in the lower half of the window to view the assemblages funding targets, commitments, obligations, receipts, available balance, fund number, funding type, fund source, surcharges, R-sales, and specific assemblage information. Fund targets are revised, associated, and disassociated from this window.

8.3.3. Catalog Change Transactions. PCZ, UIZ, and SPZ transactions update only the commitments and obligations dollar amount in AM funds. These transactions may cause the AM available balance to go negative.

8.3.4. When creating a new WRM project the Fund Number is limited to four alphanumeric characters and will use the conversion FUND number scheme of detachment and project code .

8.4. Inbox.

8.4.1. The inbox opens automatically when accessing the AM Module and there are pending actions for users to complete. Pending actions are listed by the as of dates. Users may also gain access to the inbox by selecting Utilities from the menu bar and clicking on Inbox or by using the hotkey.

8.4.2. Users must review and work processes in the inbox daily to ensure proper management of all assemblages. Access the process or report by clicking on the "Jump To" icon located at the bottom of the window. Make changes as required and save actions to complete the process. Print any required reports as needed. When processes are complete close the window to return to the inbox. The inbox can be closed or left open while in the AM module.

8.5. Deleting a Pending Action.

8.5.1. Select the pending action to be resolved and click the "Jump To" icon.

8.5.2. Perform the required action(s) and close.

8.5.3. The inbox window reappears and the pending action is removed from the list. If the action is still in the list click the refresh button. If the action is still present select the action and click delete to remove the product.

8.5.4. Processes or reports not completed and considered still pending will re-appear in the inbox after EOP processing .

8.5.5. Catalog Exceptions. The Catalog Exceptions pending action is a list of AM items requiring additional catalog record information before an item can be accepted for ordering .

8.5.5.1. Select the pending action Catalog Exception Processing from the inbox and click the “Jump To” icon. The MTF Catalog supply window opens.

8.5.5.2. Click on the Exception button to review the exception description for information on resolving the exception. Close the Exceptions window when complete. The MTF Catalog supply window re-opens.

8.5.5.2.1. Select a valid commodity class from the dropdown list to correct the exception. Click save and close the window. After exceptions have been resolved the pending action is removed from the inbox.

8.5.6. Failed Orders. Failed orders are generated when the original processing of an order is not delivered to its intended location through gentran. This usually results when an FTP connection cannot be made or if the login or password is different from what’s stored on your DMLSS system.

8.5.6.1. To retransmit an order, select AM Failed Orders and click the “Jump To” icon to view the Resubmit Orders window. Select the failed order(s) which are required to be resubmitted. Use the shift key and mouse to select multiple order files. Click Re-submit to reprocess the order(s). Note that submit codes cannot be changed on protected fields.

8.5.6.2. You can review detail information about an order by clicking on the Detail button. Detailed order information is displayed for the selected order .

8.5.6.3. Erroneous orders can be removed prior to retransmission of the order file by selecting the file and clicking the Remove icon. Before the failed order is removed from the list, you can view the files details for document number information. After removing the order file you must cancel all due-ins for the removed order from IM Due-in/Due-out. Once the order is cancelled, these items will be available for repurchase.

8.5.6.4. Once all failed orders have been re-submitted or removed from the Resubmit Orders window, the pending action is deleted from the inbox.

8.6. Assemblage Management.

8.6.1. Assemblage Record Data.

8.6.1.1. The Assemblage Record Data window allows you to completely manage WRM assemblage item data records from one location. The assemblage record data window allows you to revise/complete quality assurance data, re-stratify inventories, or change location codes. Additional item information can be accessed by clicking the “Jump To” button to access the MTF Catalog. You can also scroll through other assemblage item records using the VCR buttons at the top

of the screen (These VCR buttons look like the buttons on a video cassette recorder and allow you to move back and forth through records).

8.6.1.2. Access the Assemblage Record Data window by clicking from the Navigate menu and click Assemblage Record Data. The VCR buttons at the top of the screen allow users to view other items within the selected assemblage without having to re-open the window. They are labeled with the current record number and the total records for the assemblage .

8.6.1.3. To view additional record information for an item ID, click the “Jump To” button to the left of the item ID. This allows you to view the MTF Catalog window from within the AM module. Changes can be made to most fields in the window and related tabs and are identified with a white background. If a record is locked by another user, the information is still available however updates are not permitted. Changes that affect catalog actions appear in the Transaction History File.

8.6.1.4. The stratification state may only be changed when the record is coded as Complete.

8.6.1.5. To change the inventory stratification of the total quantity of an item, click the stratification state and select a new classification from the dropdown menu. Changes are applied by clicking the Save button on the toolbar. DMLSS generates an ITL, loss transaction from the old strat state and generates an ITG, gain transaction for the new strat state. After processing, the Stratification State field displays the new information.

8.6.1.6. See Changing Location ([8.6.4.](#)) to change the stratification state of a partial quantity.

8.6.2. Searching For Assemblage Record Data.

8.6.2.1. From the Navigate menu and click Assemblage Record Data. Select an organization from the dropdown list in the Assemblage Record Data Criteria window. Select an assemblage from the list provided and enter an Item ID from the dropdown list. The assemblage record data window displays all search results.

8.6.3. Adding a Location to the Assemblage Record Data.

8.6.3.1. When you need to gain an item to a project and it is stored in a different location from other like items, use Add Location. Adding a location works similar to gaining an item against a data record except a new incomplete location record for the item. The quality assurance data must be entered and the Incomplete checkbox unchecked to complete the process.

8.6.3.2. In the Assemblage Record Data window, click the Add Location button and enter the quantity you are gaining. Select the reason for the gain transaction from the Gain Type Select, Transaction Reason window and click OK. The required fill fields are determined by the transaction reason and therefore the transaction reason must reflect an accurate reason for gain. If the add was a result of an item received from a customer, credit determination must be determined.

8.6.3.3. Enter all required information and purpose/reasons in the Assemblage Record Data window and click OK. The assemblage Record Data window the Location ID (Loc ID) defaults to NONE and the O/H quantity is updated to reflect the gained quantity. A record counter is added to the bottom of the window for item ID records with multiple locations.

8.6.3.4. During processing the transaction history file is updated to reflect the correct gain transaction determined by the selected transaction reason.

8.6.3.5. To update the information that was added, in the Location ID field dropdown list, select the items location within the assemblage. Enter quality assurance data for the item and click the Save button to process the updates.

8.6.4. Changing the Location for an Assemblage Record Data.

8.6.4.1. The Location Change button allows you to relocate assets to new locations within a project. This is helpful when you have changed the location of an item in a project or placed a modified quantity in different stratification state. An example would be changing the location from A09 to A12 or the stratification state from operating to suspended. DMLSS builds a duplicate record leaving the location code default to NONE but carries over all quality assurance data. Enter the correct location code and change stratification state as required.

8.6.4.2. In the Assemblage Record Data window, click the Location Change and type the quantity you want to transfer to the new location. Click OK to add the new location item record. A location default of NONE is displayed in the updated record. Change the location to where the item is stored and click the Save button on the toolbar. You may also edit other fields as necessary.

8.6.5. Creating an Assemblage Record Data Gain/Loss.

8.6.5.1. Items can be gained or lost from an existing location record. This is useful when adding or deleting items from a project that match existing quality assurance data.

8.6.5.2. When you gain a new item it increases the selected location record by the transaction quantity. All quality assurance data remains the same. Clicking Save refreshes the window data.

8.6.5.3. When you lose an item it decreases the selected location record by the transaction quantity. All quality assurance data remains the same. Clicking Save refreshes the window data.

8.6.5.4. In the assemblage Record Data window, click the Gain or Loss button and type the quantity you are processing. Select the reason for the gain/loss transaction from the Gain/Loss Type Select, Transaction Reason window and click OK. Enter additional information available in the Assemblage Record Data window as required and click OK.

8.6.5.5. Verify that the O/H Qty is updated to reflect the gain/loss in the Assemblage Record Data window. Edit other fields as necessary and save.

8.6.5.6. Upon processing gain/loss actions, the transaction history file is updated to reflect the correct gain/loss transaction determined by the selected transaction reason.

8.6.6. Existing Location.

8.6.6.1. Is used when multiple locations are present in the assemblage data record and one or all of the items are combined in the same location. This process moves the entire data record to the newly selected location and leaves a blank shell record behind. The benefits are that when items are relocated in an assemblage you don't have to "re-key" all the item information back into the system.

8.6.6.2. Select the record you want to move and click the Existing Location button to view the Change Location for Strat State window. Enter the quantity in the available Transfer Quantity field of the location you are moving the item quantities to. The record is updated when you click OK. If the shell record left behind is no longer required delete the record.

8.6.7. Delete Icon.

8.6.7.1. The Delete icon becomes visible when an item location record has an on-hand balance of zero. This can occur as a result of processing gains, losses, and location record changes. If the location record “shell” is no longer required click the Delete icon. The record is removed from the assemblage data record.

8.6.7.2. After all updates are processed to an assemblage records click the Close button to leave the Assemblage Record Data process. Changes made to an assemblages balance record will generate the Listing Available Reports window. These reports are source documents for all processed actions during the update session. To print a report(s), select the report name(s) and click OK. These reports will be filed as source documents for the transaction.

8.7. Mass Update Assemblage Records.

8.7.1. Updating an Assemblage Record.

8.7.1.1. You can perform mass updates to assemblage data records from this window. This option is helpful when you are required to update or revise mass information for specific targeted information.

8.7.1.2. From the Navigate menu and click on Mass Update Assemblage Record. The Mass Update Assemblage Record Criteria window opens and requires input data to continue. Select an Organization from the dropdown list and select an assemblage(s) to search from the list provided.

8.7.1.3. Within the criteria window, you can select specific criteria to search or click the Search button to view all records. The criteria is as follows :

8.7.1.3.1. Select either the Supplies or Equipment radio button: Limits the search to the selected commodity.

8.7.1.3.2. Incomplete Flag checkbox: Limits the search to only those items that are not complete within an assemblage.

8.7.1.3.3. Item ID: Returns only those assemblages with the item ID entered.

8.7.1.3.4. Location ID: Limits the search criteria in the selected assemblage(s) to the locations entered in the Location ID and through fields. All locations between these fields will also be displayed.

8.7.1.3.5. Sub Location: Limits the search criteria in the selected assemblage(s) to the sub locations entered in the Sub Location ID and through fields. All sub locations between these fields will also be displayed .

8.7.1.3.6. Manufacture Name: Returns only those items in the selected assemblage(s) that match the manufacture’s name entered. The manufacture name must be spelled the same to ensure a correct search return.

8.7.1.3.7. Lot Number: Returns only those items in the selected assemblage(s) that match the lot number entered. The Lot number must be input in the same way to ensure a correct search return.

8.7.1.3.8. Original Expiration Date: Limits the search criteria in the selected assemblage(s) to the expiration date entered in the Original Expiration Date and through fields. All expiration dates between these fields will also be displayed.

- 8.7.1.3.9. Revised Expiration Date: Limits the search criteria in the selected assemblage(s) to the expiration date entered in the Revised Expiration Date and through fields. All expiration dates between these fields will also be displayed.
- 8.7.2. After the criteria is selected click OK to view the Mass Update Assemblage window. Update information to available fields for each item record or in mass as required. If a change will affect the entire project or selected scope criteria selected, click the Select All button and enter the information in the upper window fields. The following fields may be updated in this window :
- 8.7.2.1. Location: Used to change the location of multiple items. Example: the contents of a box marked 0014 are now included Inbox 0013. Use the select criteria window to search for all contents of box 0014. Click the Select All button and enter the location of box 0013, and click Apply. All contents of box 0014 are moved to box 0013.
- 8.7.2.2. If a location does not exist, you can double click the location field to open the Location/Sublocation Maintenance table. You can add the new location from this table while using the Mass Update Assemblage window.
- 8.7.3. Sublocation: Used to change the sublocation of multiple items. Example: the contents of a box marked 0014 are now included Inbox 0013. Use the select criteria window to search for all contents of box 0014. Click the Select All button and enter the sublocation of box 0013, and click Apply. All contents of box 0014 are moved to box 0013.
- 8.7.3.1. If a sublocation does not exist, you can double click the sublocation field to open the Location/Sublocation Maintenance table. You can add the new sublocation from this table while using the Mass Update Assemblage window.
- 8.7.4. Manufacture: Update manufactures data to correct multiple spellings or abbreviations for a common vendor. Select the records you want to update and enter the correct manufacture name in the Manufacture field. Click Apply and Save to update the record.
- 8.7.5. Lot Number: Update lot number data to correct inconsistencies with lot number information or to enter common lot number information.
- 8.7.6. External Authority: An external authority is the authorization for shelf life extensions. When performing shelf life extensions you must update this field with the Agency or reference used to extend the shelf life of an item.
- 8.7.7. Original Expiration Date: Self-explanatory.
- 8.7.8. Revised Expiration Date: Updated along with External Authority. Items that are tested and extended can be done in Mass using this field.
- 8.7.9. Manufacture Date: Self-explanatory .
- 8.7.10. Stratification State: Used when changing the stratification of a project or selected scope search criteria.
- 8.7.11. Selected projects or scope search criteria returns with a zero quantity may not allow some fields to be updated. These fields will appear gray to let you know the data may not be updated.
- 8.7.12. Once all data is entered, click the Apply button to update all changes and click Save to update the changes in DMLSS.

8.7.13. The “Set to Complete” and “Set to Incomplete” buttons affect the entire project. These buttons provide mass update to the assemblage or select criteria when clicked.

8.8. Item Allowance Change.

8.8.1. You can manage your assemblage allowance levels from the Item Allowance Change window. This window is useful when allowance changes are required to a few items in a project. To access the Item Allowance Change window, select the Navigate menu and point to the Assemblages Management heading. The window contains two tabs: Assemblages Containing Item and Assemblages Not Containing Item. When an item ID is entered these tabs will populate .

8.8.2. Assemblages Containing Item. This tab lists all assemblages that have an existing allowance for the entered item ID. The tab also lists information relevant to an assemblages allowance detail: Prime/Sub relationships, on-hand quantity, due-in quantity, and current allowance quantity.

8.8.3. Two update fields are provided to enter new allowance authorization quantity and allow you to locally manage levels. Multiple allowance levels may be added by selecting the assemblage and entering the new allowance quantity in the field provided. You also have the option to add and remove levels from a selected project(s). If Locally managed is selected, updates from the UDR will not process against the item. These items will appear on an edit list for you to manually update.

8.8.4. If an item assigned to a project is a sub item for an associated prime, verify your prime/sub ratio and expiration before updating the new allowance field .

8.8.5. After all updates are entered, click the Save button on the toolbar to update the assemblage data.

8.8.6. Assemblages Not Containing Item. This tab lists all remaining assemblages that do not contain an allowance standard for the selected item ID. If an allowance is being added to one or more of these assemblages, you can enter the allowance quantity in the associated assemblages New Allowance field for each assemblage. If all assemblages are being updated, you can click the Select All button and enter the allowance quantity in the New Allowance field at the top of the window. Click the Apply button to update the field. Click the Save button on the toolbar to update the assemblage data.

8.8.7. If you want to locally manage the new allowance level that was just loaded, return to the Assemblage Containing Item tab, select the item and click the associated checkbox under the Locally Managed field.

8.8.8. If the Item ID does not exist in the MTF/Catalog record, you are prompted to create a MTF/Catalog record for the new item. DMLSS will open the MTF/Catalog new supply item window. You will be able to associate the new allowance after the MTF/Catalog record is saved.

8.9. Item Code Change.

8.9.1. The Item Code Change window is used to view and edit deferred procurement, critical, or commingled codes of items in an assemblage(s). The window also allows users to change the number of items affected by the codes in terms of quantity or percentage. To access the Item Code Change window, from the Navigate menu point to the Maintain Assemblages heading and click on Item Code Change. You must first enter your search scope criteria in the Item Code Changes Criteria window. Enter the Organization from the dropdown box and select one, some, or all assemblages from the list. You may also further minimize your search by entering the following information:

8.9.1.1. Item ID: Entering an item ID reduces the search to only that item ID located in the selected assemblages.

8.9.1.2. Deferred Code: Returns data for deferred items associated to the deferred code selected. Available codes are:

8.9.1.2.1. P - Potency and Dated.

8.9.1.2.2. V -Vendor managed Inventory.

8.9.1.2.3. D - Deferred.

8.9.1.2.4. AC - All codes.

8.9.1.3. Critical Code: Returns data for critical items associated to the critical code selected. Available codes are:

8.9.1.3.1. R1 - Command Controlled.

8.9.1.3.2. R2 - ASIOE (Associated items of Equipment).

8.9.1.3.3. Locally assigned code – Locally assigned codes are created in Systems Services, Table Maintenance Utility (TMU) as required. If a Locally assigned code is created it will appear as a section in the critical code field.

8.9.1.4. Commingled Code: Returns data for all items coded as commingles stock.

8.9.2. Multiple codes can be selected. An example of this is you may select an assemblage and want to see those commingled items that are command controlled critical. You would select commingled and enter the critical code R1 to return these results in the Item Code Change window. After your criteria is set, click search to return the results.

8.9.3. Within the Item Code Change window you can update the different codes by quantity or percentage and include notes that apply. Notes provide an overview of “why” these items are coded the way they are. These note fields are only meant to “jog” your memory. More in-depth information should be available in the assemblage continuity binder. Listed below is an overview of the codes and respective purpose :

8.9.3.1. Commingled Code. This code indicates that assemblage materiel for the item number is commingled with operating stock. Users can load the commingled code for assemblage items in any organization and assemblage. When processing a receipt or gain against an item with a commingled code, the system annotates the quality assurance records as incomplete.

8.9.3.2. Critical Item Code. Critical items are those items or a percentage of those items within an assemblage that are critical for deployment. You can only load the critical item code if the item has an assemblage level.

8.9.3.3. Deferred Procurement Code. Load the deferred procurement indicator if the item has a WRM level.

8.9.3.3.1. Vendor Managed Inventory. Items contracted for and controlled under DLA contract.

8.9.3.3.2. Local Deferred. Host MTF determines deferred requirements for items in assemblages.

8.9.3.3.3. Potency and Date. Items having a short shelf life but required in an assemblage.

8.9.3.3.4. Commingled Code. Load a commingled code against WRM material if you have sufficient stock on-hand to effectively rotate with WRM stock. The purpose of the commingled code is to minimize stock expiration or deterioration.

8.9.3.4. To facilitate stock rotation, WRM may be commingled with operating stocks if sufficient operating stocks are available for proper rotation.

8.9.3.5. Do not commingle stocks if there is not a stock level or an item ID.

8.9.3.6. Quality assurance data is not be entered for commingled items. Before processing any WRM out shipments users must remove the commingled code from the item code fields and update the assemblage record data with the correct product management information.

8.9.4. Apply item code changes. Search for the items in an assemblage that require code changes. In the Item Code Change window, select the item(s) to be affected by the code change.

8.9.5. To update quantities, enter the quantity in the appropriate column. Under the appropriate code column select a code from the dropdown list. Enter a short note in the "Note" column to identify the reason that the code is being used.

8.9.6. To modify a code based on percentages, select the record(s) to be updated and select the appropriate identification code from the dropdown list. Under the corresponding code, change the percentage to match your requirements. Click the Apply button to preview your modifications. If you want to adjust the percentages, click the Reset button and reenter the required data. Percentages are rounded "up" to the nearest whole number using this process. Enter a short note in the "Note" column to identify the reason that the code is being used.

8.9.7. To undo code changes, select the item(s) that you changed and click the Reset button. Verify the selected item(s) and codes have been reset. You can also click Close from the toolbar and not elect to save changes.

8.9.8. The total of the critical and deferred quantities cannot exceed allowance quantities and the commingled quantity cannot exceed on-hand quantities. Items can be classified as both critical and deferred. Deferred items are counted as available asset during monthly reporting.

8.10. Equipment.

8.10.1. WRM equipment is managed separately through AM and is identified by the assemblage code. The equipment module allows users to search for active/inactive equipment in the AM database. Use this option to view equipment management information or print barcodes for WRM items.

8.10.2. Access the Equipment window by selecting the Navigate menu, click on Equipment. The first window to open is the Equipment Search Criteria window. Search for specific items by entering information in any of the option fields available. You can also list the entire WRM equipment list by leaving the fields blank and clicking search. Basic information is displayed in the Equipment Search Results (Active/Inactive) window.

8.10.3. The Equipment Search Results window displays all search results requested. The window also allows you to further search using the Filter Criteria option to select only specific records from a general search. Options include item ID, nomenclature, manufacture, common model, contractor, org OD, Customer name, custodian name, assemblage description, and assemblage number.

8.10.4. Select a record from the list of search results by double clicking the item or by highlighting the item and clicking Detail from the toolbar. Multiple items may be selected by highlighting the items using the shift Ctrl method. Selected records are displayed in item ID sequence. A VCR button is available in the upper left corner of the window to allow users to scroll through the selected equipment records. If only one record is selected the VCR button is not present.

8.10.5. The Equipment Detail window opens to the Main equipment tab. Tabs not available within this window are subdued. Each tab allows the user to perform a series of updates to the record. Below is an explanation of each tab.

8.10.5.1. The Main equipment tab allows for editing of manufacturer identification and equipment type data. Users can also view custodian details and the assemblage that the equipment is part of. Other tabs in the Equipment Detail record window.

8.10.5.2. The Location & Inventory tab allows for viewing the physical location of equipment as well as inventory information. You can also modify location data on this tab.

8.10.5.3. The Approval/Acquisition tab allows for viewing and modifying approval, purchase, and warranty information for WRM equipment.

8.10.5.4. The Maintenance Data tab allows for viewing and modifying equipment maintenance activity information including the responsible parties involved and due dates for specific maintenance tasks. On this tab you can also suspend and reinstate the generation of scheduled maintenance work orders related to WRM equipment.

8.10.5.5. The Maintenance Cost tab allows for viewing the costs related to equipment maintenance and also determines whether costs are based on organizational or contract work. Fields cannot be edited in this tab.

8.10.5.6. The Components tab allows for viewing information on component items that comprise system-type equipment. Fields cannot be edited in this tab. This field is only visible if components are linked to an end-system.

8.10.5.7. The Software tab allows for viewing software linked to or installed for a WRM equipment item.

8.10.5.8. The Notes tab allows users to type, view, edit, and delete a note related to an equipment record.

8.10.5.9. The DITMS tab allows for viewing and editing equipment-related information from the Defense Information Technology Management System (DITMS). This field is only visible if DITMS applies to the item.

8.10.6. Patient Movement Items (PMI) is accountable in the stock fund and is discussed in [Chapter 10](#).

8.11. Prime/Sub Items.

8.11.1. Items replaced in an assemblage are not always replaced by the same Item ID. Existing items that are similar to the new allowance standard item or in different unit of purchase quantities can still be used and counted for the assemblage. In these cases you must establish a prime/substitute relationship in all affected assemblages to show the old item(s) is still serviceable and useful in the project and is a suitable substitute for the new prime identified in the allowance standard.

8.11.2. From the menu bar select Navigate and click Prime/Sub Items under the sub menu to establish, revise, or delete prime-substitute relationships. Establish prime-sub relationships for WRM assemblages by organization, assembly ID, and Item ID. A prime-sub relationship is created for a single organization/assemblage. If that same relationship exists for another assemblage within the Organization, you must process another prime/sub relationship.

8.11.3. Type the Item ID in the text field or select the stock number from the drop-down box and click the Search button to view the Prime Sub Items window. The window is divided into 3 sections, the top section, lower left, and lower right section.

8.11.4. Prime number management information is displayed in the top section. Items without an allowance authorization are considered overage in the assemblage and listed in the lower left section. You can establish a prime sub relationship with the item being replaced in the assemblage or from suitable substitutes obtained from turn-ins or shelf stock that is no longer required .

8.11.5. If the sub item you are establishing is still associated with the assemblage, enter the prime number in the search criteria window and open the Prime Sub Items window. In the lower left section of the window, select the sub item stock number and click the ">" button to associate the sub item to the prime.

8.11.6. You must next change the prime/sub ratio if the ratio is not 1:1. An example is the new prime unit of sale (U/S) is 5s and the old U/S is 1s. You would need to establish the prime/sub ratio at 1:5 respectively.

8.11.7. To establish a prime-sub relationship when the sub item is not loaded in the assemblage, enter the prime number in the search criteria window and open the Prime Sub Items window. Click the Add Item button from the toolbar to open the Inventory Add Item-Location Data window. Type in the Item ID and press the enter key to populate description, issue, and pricing fields. The quality assurance data fields will also be displayed. You must enter as a minimum the sub quantity to process the update. Other updates that are recommended to complete in this process are the QA data and uncheck the incomplete box. Click the Save button to process your actions. If this data is not updated during this process, leave the incomplete box checked.

8.11.8. The save button generates a gain transaction for the Prime/Sub item. The Gain Type Select list box is displayed. Select the type of gain being processed and click OK. Print the source document if required to complete the sub item gain.

8.11.9. Return to the Prime Sub Items window and associate the newly gained sub item from the lower left section of the window to the lower right section by clicking the ">" button. Adjust the ratios as needed and save the information. Click Save to complete the process.

8.11.10. Rules for establishing a Prime/Sub relationship:

8.11.10.1. The prime item must have an assemblage level. The substitute item cannot have an assemblage level for the specified organization and assemblage ID.

8.11.10.2. The substitute item must have a quantity on-hand or due-in.

8.11.10.3. An item cannot be substituted for more than one prime item in an organization and assemblage ID.

8.11.10.4. An item cannot be both a prime and a substitute in the same organization and assemblage ID.

8.12. End/Support Items.

8.12.1. The End/Support items section was created to allow users to link consumable supplies to the equipment item they support. These supplies are unique to the capabilities to the equipment and generally do not work with other equipment items. This is advantageous when budgeting for replacement materiel in an assemblage. If an equipment item changes, consumables that support the equipment can also be replaced at the same time.

8.12.2. Support Items.

8.12.2.1. From the Support Items window, you can associate supply items to an end item. From the Navigate menu, select End/Support Items and click on Supported Items to view the Supported Items Criteria window. Enter an organization from the dropdown list to view all associated assemblages. Select an assemblage from the list and enter an item ID. You can only select one assemblage at a time. Click Search to open the Support Items window.

8.12.2.2. The Support Items window lists basic item ID information in the top part of the window. The information included is allowance standard, item code, and assemblage data contained in the assemblage data records. The upper left corner of the window also contains VCR buttons to allow you to move forward or back through the project without exiting or reopening the assemblage. The middle of the window is reserved for Manufacture name and model ID for supply and equipment items. The lower left window contains a list of available items within the project that may be associated to an end item. The lower right window is the association box for end items associated to the support items.

8.12.2.3. To associate support items to the end item, enter the support item ID in the Supported Items Criteria window and click Search. From the Available Items window, select the item ID for the end item and click the associate “>” button. The item is moved to the End Items window. Click the Save button to complete the process.

8.12.2.4. To remove an End Item association, click the end item ID from the End Item box and click the disassociate “<” button to move it back to the Available box. Click Save to complete the process.

8.12.3. End Items.

8.12.3.1. From the End Items window, you can associate an end item to one or multiple supply items. From the Navigate menu, select End/Support Items and click on End Items to view the End Items Criteria window. Enter an organization from the dropdown list to view all associated assemblages. Select an assemblage from the list and enter an item ID. You can only select one assemblage at a time. Click Search to open the End Items window.

8.12.3.2. The End Items window lists basic item ID information in the top part of the window. The information included is allowance standard, item code, and assemblage data contained in the assemblage data records. The upper left corner of the window also contains VCR buttons to allow you to move forward or back through the project without exiting or reopening the assemblage. The middle of the window is reserved for Manufacture name and model ID for supply and equipment items. The lower left window contains a list of available items within the project that may be associated to an end item. The lower right window is the association box for support items associated to an end item.

8.12.3.3. To associate supply items to an end item, enter the end item ID in the End Items Criteria window and click Search. From the Available Items window, select the item ID(s) for the support item(s) and click the associate “>” button. The item is moved to the End Items window. Click the Save button to complete the process .

8.12.3.4. To remove an End Item association, click the end item ID from the End Item box and click the disassociate “<” button to move it back to the Available box. Click Save to complete the process.

8.12.3.5. The Set Codes button is a shortcut that allows you to open the Item Code Change window to update item codes for the new relationship without having to exit and open the window from the Navigate window.

8.12.3.6. After a relationship is created for either the end item or support items, you will be able to print the relationship information using the Print button on the toolbar. The printed report will appear similar to the respective windows and list supported item ID(s) or end item ID(s), assemblage, allowance standard, and item code information.

8.13. Weights/Cubes.

8.13.1. This feature of DMLSS allows you to enter the weights, in pounds and cubes, in cubic square feet of all assemblages for shipping. These figures are now displayed on the Packing List by location. You can also use Business Objects to develop localized reports using this data .

8.13.2. Access the Weights and Cubes window from the Navigate menu, pointing to Maintain Assemblages, and clicking on Weights/Cubes. The Weights/Cubes Criteria window first opens and requires input to proceed. Enter an organization ID, assemblage, and location.

8.13.3. Enter the weight and cube for each location ID and sub location ID available. Click Open from the vertical toolbar to return to the criteria window to select different locations or assemblages. After all processes are complete, click Save and Close to return to the AM main module .

8.13.4. Changes can be made to an assemblages weight or cube as needed. Reprint packing lists from Reports to reflect the changed data.

8.14. Item Gains/Losses.

8.14.1. It is possible that an assemblage may need additional items or some items moved from an assemblage with excess items to one with a shortage. Use the Item Gains/Losses module of AM to increase or decrease the number of items in an assemblage. This function may also be used to transfer items and equipment from one location to another.

8.14.2. The organization ID determines which assemblages belong to the facility and the assemblage ID identifies and tracks transactions against approved projects. From the Navigate menu, click on Item Gains/Losses to open the Item Gains/Losses criteria window. Select an organization to view a list of associated assemblages. You can only select one assemblage at a time to view. Click Search to view all items in an assemblage or you can enter additional search criteria to minimize the search.

8.14.2.1. Item ID: Enter the specific item ID from the assemblage that you are processing the gain or lost against. You may also select the Item ID from the dropdown list.

8.14.2.2. Location ID: Select a location from the dropdown list to view all items associated with the selected location.

8.14.2.3. Sub Location: Selecting a location will allow you to search further in the project by sub location. Select a sub location from the dropdown list to view all items associated with the selected sub location.

8.14.3. You also have the option to delete the location record when on-hand quantities equal zero. Select "Yes" if you are processing a loss of an item that will not be replaced. After you have selected an assemblage and entered additional select criteria information, click the Search button to open the Item Gains/Losses window to view your search results.

8.14.4. The results returned show all items matching your search criteria along with allowance, due-in and on-hand quantities along with assemblage and record location data. A fill field for gains and losses and the Quantity fields are the only fields that may be updated in this window. Information can be updated by single line item or mass update by clicking the Select All button and selecting a gain/loss reason from the dropdown menu.

8.14.5. You can perform multiple gains and losses from this window by selecting the item ID and the transaction reason for the selected item. After each transaction you are prompted to complete the Item Gains/Losses transaction window before proceeding. After all actions are selected, click the Save button from the toolbar to complete the process.

8.14.6. Adding a new item record.

8.14.6.1. An item may not exist in an assemblage due to new assemblage allowance standard requirements or as a result of adding a substitute item. To add the item to the assemblage, click the Add Item button on the toolbar to open the Inventory Add Item-Location Data window.

8.14.6.2. Enter the Item ID and press the enter key. If the item does not exist, you are prompted to create a new MTF/Catalog record. The fields populate with the items record data. Enter the quantity you are gaining and complete the remainder of the QA data. If you do not have the information at the time of the gain, leave the incomplete check box checked. Click the Save button on the toolbar to process the gain.

8.14.6.3. If the item is the substitute for an item with an allowance standard create a prime/substitute relationship.

8.14.6.4. All gain and loss transactions are written to the Transaction History File.

8.15. Destructions.

8.15.1. Item destruction is a form of the Gain/Loss process. To access the Destruction window, point to Navigate and click Destruction. Enter an Organization and an assemblage from the assemblage list. Click Search to view all items in an assemblage or you can enter additional search criteria to minimize the search.

8.15.1.1. Item ID: Enter the specific item ID from the assemblage that you are processing the gain or loss against. You may also select the stock number from the dropdown list.

8.15.1.2. Location ID: Select a location from the dropdown list to view all items associated with the selected location.

8.15.1.3. Sub Location: Selecting a location will allow you to search further in the project by sub location. Select a sub location from the dropdown list to view all items associated with the selected sub location.

8.15.1.4. You also have the option to delete the location record when on-hand quantities equal zero. Select "Yes" if you are processing a loss of an item that will not be replaced. After you have selected an assemblage and entered additional select criteria information, click the Search button to open the Destructions window to view your search results.

8.15.1.5. Processing a destruction requires the MTF Catalog to have a destruction method loaded. If a destruction method is not loaded, you will receive a message indicating a destruction method is not loaded. To view the information from the MTF Catalog, click the "Jump To" button located in the Item ID heading.

8.15.1.6. From the MTF Catalog select the Destruction Method tab in the lower part of the window. If the Destruction Method is blank, users must load a valid destruction method. This information must be loaded from IM. Once this data is loaded the destruction may be processed.

8.15.1.7. From the Destruction window, select the Item ID and enter the destruction quantity in the quantity field. Click Save to process the destruction. A window opens listing the item ID, item description, destruction code, and destruction method. Enter the reason for destruction in the space provided. This reason will appear on the destruction document. During processing, the Item O/H quantity is reduced by the destruction. Click OK to finalize the process and reset the quantity fields in the window. If you need to process destructions from other assemblages, click the Open button on the toolbar.

8.15.1.8. After all processes are complete click the Close button on the toolbar. The Optional Report box opens. Print the Destruction Document by checking the corresponding check box and clicking OK. The Destruction Report is printed in duplicate on the local printer. You may also want to print a copy of the Gain/Loss report for the processes that you completed. Check the check box for Gains/Losses to print this report.

8.15.1.9. Destructions can be reprinted as required from Reports. Select Destructions and View. The Destruction Report Criteria window opens and allows users to search for destruction documents using organization, assemblage ID, item ID, or from/to dates. Print results as needed. Click Open to return to the Destruction Report Criteria window if additional reports are required.

8.15.1.10. The destruction process is written to the Transaction History file as a DDL transaction code. Document serial block 8000-8999 is used to record the destruction.

8.16. Returns.

8.16.1. The WRM Returns option differs from stock fund turn-ins in that WRM Returns allow for the reconstitution of individually issued WRM to a project from a contingency operation or exercise from the activities assets were originally issued to. Check the item for serviceability, proper packaging and make credit determinations prior to processing the return.

8.16.2. To access the Returns window, point to Navigate and click Returns. Enter an Organization and an assemblage from the assemblage list. Click Search to view all items in an assemblage or you can enter additional search criteria to minimize the search.

8.16.2.1. Item ID: Enter the specific item ID from the assemblage that you are processing the gain or lost against. You may also select the stock number from the dropdown list.

8.16.2.2. Location ID: Select a location from the dropdown list to view all items associated with the selected location.

8.16.2.3. Sub Location: Selecting a location will allow you to search further in the project by sub location. Select a sub location from the dropdown list to view all items associated with the selected sub location.

8.16.3. You also have the option to delete the location record when on-hand quantities equal zero. Select "Yes" if you are processing a loss of an item that will not be replaced. After you have selected an assemblage and entered additional select criteria information, click the Search button to open the Returns window to view your search results .

8.16.4. In the Returns window enter the quantity returned for turn-in into the quantity field of the corresponding item ID. Click Save to process the return.

8.16.5. A window opens, similar to an item gains and losses window, with the item ID and item description of the return item. Complete all mandatory fields to include the reason for the return. The reason annotated in this field prints on the Return Report. Enter a checkmark in the "Issue Credit for this item" box if credit will be given for the item. Click OK to continue the Returns process.

8.16.6. During processing the system checks all WRM allowance levels and O/H balances to determine if the return will cause an overage in WRM. If an overage condition exists or the total WRM on-hand exceeds WRM allowance levels the system returns a message letting you know that the return quantity is greater than the estimated on-hand quantity. Select Yes to continue processing the return or select No to re-evaluate credit determination.

8.16.7. Click the Open button to process additional returns as needed. After all processes are complete click the Close button to log out. The Optional Report box opens. Print the Returns document by check marking the corresponding check box and click OK. The Returns Report is printed in duplicate to the local printer.

8.16.8. Returns can be reprinted as required from the Reports module. Select Returns and click the View button on the toolbar. The Returns Report Criteria window opens and allows users to search for return documents using organization, assemblage ID, item ID, or from/to dates. Print results as needed.

8.16.9. The Returns process is written to the Transaction History file. The transaction code TIL identifies the loss from the returning activity and a TIG reflects the assemblage gain. Document serial block 8000-8999 is used to document Returns.

8.17. Issue Non-Routine.

8.17.1. The Issue Non-Routine function in AM is designed to allow users to issue WRM assets to a selected customer with a valid requirement. Issues from WRM assemblages are authorized when overages exist and a requirement can be filed within the MTF or in the event of emergency to prevent death or undo suffering. It is important to verify questionable issue requests with your supervisor. DMLSS will allow issues of any item on-hand that is not restricted.

8.17.2. To access the Issue Non-Routine window, from the Navigate menu click on Issues Non-Routine The Issue Non-Routine Criteria window opens. User input must be entered to continue. The organization and assemblage are mandatory input fields. You can narrow the search by selecting a location, sub location, or item ID.

8.17.3. Determine if the location record will be deleted when the on-hand quantity is zero and click the appropriate radio button. If "No" is selected, the assemblage record data is reduced by the issue quantity. When the quantity is zero, the location record reflects a zero quantity but leaves a shell record in the assemblage record data window. If "Yes" is selected, the assemblage record data is reduced by the issue quantity. When the quantity is zero, the location record is deleted from the assemblage record data window.

8.17.4. After all information is entered click Search to continue the non-routine issue process and select all.

8.17.5. The Issue Non-Routine window will display the results of your search criteria. If all items in the assemblage will be issued to one select customer click the Select All button. This will highlight all records in the window. Enter the customer number or select the customer from the dropdown list. Enter the issue quantity for each line item in the quantity field and click Save to process the issues. The issue quantity can be less than the available quantity but will not process if more than the available quantity.

8.17.6. Controlled items or other restricted items will not be processed unless the customer is authorized to receive these types of supplies. If the customer is authorized, they must be designated as such in Systems Services, Service/Customer function, Materiel tab.

8.17.7. Line Item.

8.17.7.1. In the Issue Non-Routine window, enter the item ID of the item to be issued. Enter the issue quantity and receiving customer and click Save to process the issue. The issue process for line items follows the same rules as "Selecting All".

8.17.7.2. The system processes the issues if funds are available or if the fund target is set to allow a project center to go negative. If funds are not available a message is displayed letting you know that funds must be provided to continue. Contact the supply custodian to take the appropriate actions to have funds loaded against the project/expense center.

8.17.7.3. When processing occurs, DMLSS decreases the Item O/H quantity field in the Issues Non-Routine window by the issue quantity. After processing click the Open button to issue additional items or click the Close button to return to the main AM window. You will be prompted to print the delivery list when exiting the Issue Non-Routine window. The Delivery List is used to pull and deliver the assets to the receiving customer. Select the report and click OK to send it to your local printer.

8.17.8. Issues of Serviceable WRM.

8.17.8.1. If issues decrease item O/H quantities below the Allowance Standard quantity, replacement stock must be reordered. Issue replacement dollars are totaled in the R-Sales box (reimbursable sales) of the AM funding in Systems Services. The R-Sales totals are also added to the available balance of the assemblage to reflect actual available dollars. This money is used to replace issued stock. Use the replenishment list or manual replenishment to replace issued materiel.

8.17.8.2. During processing the funds are deducted from the element of resource within the expense center. Funds totals are appended to commitments and obligation fields and the expense center available balance field is deducted. The available balance field can be negative only if the expense center is authorized to go negative or to cover receipt price changes.

8.17.8.3. The issue process is written to the Transaction History file. Issues from AM generate a Receipt Not Routine (RNR) transaction and Issue Not Routine (INR) transaction against document block 8000, Gains and Losses. The RNR processes the receipt and generates the INR transaction from the selected assemblage to reflect the loss. The Issue Used (ISU) transaction records the actual issue to the customer and takes money from the customer expense center and passes it to the WRM assemblage, R-Sales field. These funds are used to replace the item if required.

8.18. Assemblage Transfers.

8.18.1. Assemblages are completely transferred during the transfer process, to include all suspended, excess, and quality assurance balances (both complete and incomplete) within the project. At the local MTF, funds must be disassociated for assemblage losses that deploy or are transferred to another organization for maintaining. Coordinate the transfer of materiel still due-in at the time of loss with the gaining MTF, Sustaining Base, or field unit.

8.18.2. Assemblage Gain.

8.18.2.1. In the Assemblage Gain window, an organization can gain one or multiple assemblages. It is important to ensure that the proper Organization (ORG) exists prior to accepting/receiving an assemblage. If the new ORG doesn't exist, go to Systems Services prior to accepting the assemblage, and create a new ORG under New MTF/Unit function. If the ORG is not present when gaining a project, the in-shipment will reject.

8.18.2.2. In the Assemblage Gain window you have the option to print a packing list for the transfer and freeze the gained inventory project to perform physical counts of the project. It is recommended to print a copy of the packing list from this window to view the contents of the assemblage. The freeze action locks the assemblage until you confirm that all the required items are included in your assemblage.

8.18.2.3. The Maintenance Activity (MA) Inbox receives a pending action notification when the user processes an Assemblage Gain for an equipment item with a maintenance requirement Indicator equal to "Y". Maintenance personnel must update the Acceptance Work Order Inspection from the MA module.

8.18.2.4. To process an assemblage gain, from the Navigate menu point to Transfers, and then click Assemblage Gain. In the Locate the Drive/Directory to Gain Assemblage(s) window, select the directory where the source files required for processing the assemblage gain are located. If the source files are on floppy disk, select the "A:\\" directory. Click OK to populate the Assemblage Gain window. Verify the data and click Save from the toolbar to process the gain .

8.18.2.5. In the Assemblage Gain window complete the mandatory fields by selecting a value from each field's dropdown list .

8.18.2.6. The Organization field features a type-ahead capability. Enter the first few letters of the organization you seek and, if found the name appears in the field. Transfer Media and Transfer Directory are automatically filled-in. Complete the remaining optional fields accordingly .

- 8.18.2.7. To validate the UDR information on the gained assemblage(s), select Validate UDR .
 - 8.18.2.8. Ensure allowances are current, select Update allowance quantities from UDR.
 - 8.18.2.9. Item is a return of a deployed assemblage, select Return of deployed asset (reimbursable sales for a stock fund assemblage will be updated) .
 - 8.18.2.10. In the list, select an assemblage(s) and click Save .
 - 8.18.2.11. To process all assemblages, select the Process All checkbox.
 - 8.18.2.12. To process assemblages that are listed in succession, select the first assemblage, hold down the Shift key, then select the last assemblage. To process assemblages listed at random, hold down the Ctrl key while clicking on each assemblage.
 - 8.18.2.13. To include a printout of assemblage items with the shipment, select Packing List before processing the assemblage loss.
 - 8.18.2.14. An exception report is generated when an assemblage is gained and supplier or manufacturer information is present in the shipment data, but cannot be used in the gaining database.
 - 8.18.2.15. The SHG transaction type is written to the transaction history with a transaction reason of SFG to document the in-shipment.
- 8.18.3. Assemblage Loss.
- 8.18.3.1. From the Assemblage Loss window, assemblages can be processed internally, to another organization, or deployed to the field. In all instances the losing activity retains all item due-ins. The assemblage remains visible to the losing organization until all actions have processed complete against the assemblage.
 - 8.18.3.2. An assemblage cannot be shipped if the assemblage or any part of an assemblage is in inventory freeze status. Maintenance data and cost information associated with a medical equipment item is transferred to the assemblage loss file. DMLSS produces a Commingled Item Pick List Report when a user attempts to process an AM Sale, Outshipment, or War Switch transaction.
 - 8.18.3.3. It is important that the assemblage is ready to be shipped and that all required actions are completed in DMLSS prior to processes an assemblage loss. The following criteria must be met to ensure smooth processing :
 - 8.18.3.3.1. Verify there are no commingled items in the project .
 - 8.18.3.3.2. Print required reports.
 - 8.18.3.3.3. Assemblage Status Report.
 - 8.18.3.3.4. Commingled Picklist.
 - 8.18.3.3.5. Incomplete Record Report.
 - 8.18.3.3.6. Prime/Sub List.
 - 8.18.3.3.7. Packing list.
 - 8.18.3.3.8. End Item/Consumable Item Relationship Report.
- 8.18.4. Internal Transfers.

8.18.4.1. To process an internal assemblages transfer, from the Navigate menu point to Transfers, and click Assemblage Loss. Select an Organization from the dropdown list. You may select Sub Organizations if you are in the primary Organization and want to view a complete list of all organizations and assemblages. If you select other than the primary organization you cannot select this checkbox.

8.18.4.2. Select Internal Transfer from the Process box and select the Receiving Organization from the dropdown list. Select the assemblage(s) for processing from the assemblage list window and click Save to process. If all assemblages are being transferred, click the Select All checkbox first and then save.

8.18.4.3. If you want to process multiple assemblages without selecting all, use the shift key and select the first and last assemblage or use the Ctrl key while clicking on each assemblage to process if the assemblages are not in succession.

8.18.4.4. Before processing you may want to click the Packing List checkbox to print a packing list to ship with the assemblage. After processing, the assemblage will no longer appear in the assemblage list window. A DD Form 1348-1A, **Issue Release/Receipt Document**, is printed as a result of the outshipment to support the transfer. The assemblage(s) no longer appear in the list .

8.18.4.5. DMLSS records the transfer in the transaction history file as transaction type SHL (Shipment Loss) and transaction reason SFL (Outshipment Loss). The document serial block assigned is 8000-8999. These actions are viewable in IM transaction history. Erroneous SHL transactions can be reversed in transaction history.

8.18.5. Assemblage Loss to another location.

8.18.5.1. To process an internal assemblages transfer, from the Navigate menu point to Transfers, and click Assemblage Loss. Select an Organization from the dropdown list. You may select Sub Organizations if you are in the primary Organization and want to view a complete list of all organizations and assemblages. If you select other than the primary organization you cannot select this checkbox.

8.18.5.2. Select Ship Assemblage from the Process box. Select the assemblage(s) for processing from the assemblage list window. If you want to process multiple assemblages without selecting all, use the shift key and select the first and last assemblage or use the Ctrl key while clicking on each assemblage to process if the assemblages are not in succession.

8.18.5.3. The Archive checkbox will default to archive the files that are created as a result of processing the assemblage loss. It is recommended that you click the Packing List checkbox to print a copy of the packing slip if a current one was not previously printed. Remove from AM will direct DMLSS to remove the assemblage from the system once all actions are processed. If there are existing due-ins or pending actions against the project, it will appear in other applications with a red "X" in the delete column.

8.18.5.4. You may enter required information in the top part of the window of enter the data on the assemblage line. The Ship to Organization field is mandatory and should be the DODAAC of the gaining base. The remaining fields are optional fill fields and may be used at the discretion of the shipper. If you are shipping multiple assemblages complete enter the organization in the upper window, select the assemblages that are being shipped, and click the Apply button. All selected records will update.

8.18.5.5. When all information is entered, click the Save button on the toolbar to process the outshipments. Click OK in the Assemblage Loss verification window to view the Locate the Drive/Directory for Assemblage Loss window. Save the assemblage loss data to the floppy drive a:/. Ensure you have a blank disk in the drive before proceeding. Click OK in the Assemblage Loss confirmation window to download the outshipment files.

8.18.5.6. A DD Form 1348-1A is printed as a result of the outshipment to support the transfer. The assemblage(s) no longer appear in the list. If the archive checkbox was checked, DMLSS will prompt for a location to save the archive information. Save the archive data in the same way the outshipment data was saved.

8.18.5.7. Label both disks and file the archive in a safe location. Ship the assemblage loss data floppy disk file and all supporting reports or lists with the assemblage(s).

8.18.5.8. DMLSS records the transfer in the transaction history file as transaction type SHL (Shipment Loss) and transaction reason SFL (Outshipment Loss). The document serial block assigned is 8000-8999. These actions are viewable in IM transaction history. Erroneous SHL transactions can be reversed in transaction history.

8.19. Assemblage Sales.

8.19.1. This process allows the MTF to “sale” an entire assemblage to a selected customer. The sale of an assemblage actually generates reimbursable issues that are charged against the customer and replenishes funds for the sold assemblage. Only operating serviceable assets are sold during the assemblage sale process. The assemblage and all associated records from the seller’s assemblage management database are removed during assemblage sale process.

8.19.2. To sell an assemblage, from the Navigate menu, select Transfers and click Assemblage Loss. Select the Organization where that the assemblage is assigned and highlight the assemblage(s) to be sold. Under the Transfer Directory: Process, click the radio button for Assemblage Sales.

8.19.3. If you are selling all assemblages, click the Select All checkbox. If multiple assemblages are being sold to the same customer, the required selling information can be added in the top portion of the window. Click Apply to apply the information to all selected assemblages. If only one assemblage is selected, enter the information on the selected assemblage line.

8.19.4. Click Save to processes the sale. You will be prompted to continue or discontinue the sale if you have active due-ins against the assemblage. Load a formatted blank floppy disk in the PC. All assemblage data records are downloaded to this floppy during the sale process. After the files are transferred, you are prompted to print an active due-in report. DMLSS will also generate an Exception Report if the stratification state is unserviceable, suspended, repairable, or Food and Drug Administration (FDA) test.

8.19.5. If Archive was selected, DMLSS will prompt you to select a drive and/or directory to copy the archive data to. The archive data consists of the same files as the floppy disk previously created. Label both floppy disks with the organization ID, assemblage ID, description, assemblage increment, and assemblage number. Add the word “ARCHIVE” to the backup floppy disk information and store the disk in separate location designated for files backup.

8.19.6. During processing, DMLSS decreases the authorization of all assemblage assets to zero. This includes items not transferred due to stratification state. An INR transaction is written to the IM transaction history file for all sold assets.

8.19.7. The gaining Customer ID reimburses the losing organization's WRM funds during the assemblage sale process. When processing the sale of an assemblage, DMLSS transfers the customer funds for the amount of the sale plus any surcharges and updates the assemblage AM funds to increase the amount of the funds available for procurement of the replacing item(s). The R-Sales (Reimbursable sales) balance is increased by the dollar value from the sale of the assets to the expense center associated to the customer ID. If the commodity class of the asset is capital equipment or centrally procured the non-reimbursable sales balance shall be updated by the dollar value of the sale of the item.

8.19.8. When shipping the assemblage, forward the Assemblage Data disk produced during processing, a copy of the Delivery List, Active Due-ins list, and a copy of the DD1348-1A to the gaining customer. You may also want to print an Assemblage Status Report for all items not shipped due to stratification state or existing due-ins.

8.19.9. The customer can use the Delivery List to perform an initial inventory upon receipt of the project. The Active Due-ins List identifies items that are currently on order for the project. The losing base should coordinate delivery of these items with the gaining customer or sustaining base. The Assemblage Status Report will identify items that were not shipped due to their stratification state or order status. All these reports provide the gaining customer better oversight when determining initial requirements after receiving the assemblage.

8.20. AM Reconstitution.

8.20.1. AM Reconstitution allows you to recover returned assets that were previously sold to a custodian or transitioned as a result of the war switch. You must first conduct an inventory of the assemblage to determine what items will be gained back into the MTFs WRM program. Assemblages that are sold or converted by the war switch are maintained in DMLSS archive files. The reconstitution process does not have to be completed in one sitting. The process is designed to be updated progressively as the assemblage inventory is completed or can be done all at once.

8.20.2. From the Navigate menu, select Transfers and click on AM Reconstitution. Select the process type of reconstitution you are performing: AM Sales or War Switch. Enter the organization and select the associated assemblage to search.

8.20.3. The "Complete Reconstitution" checkbox should not be checked until the assemblage is ready to be completed. When this box is checked, the Process button appears in the AM Reconstitution window. Clicking this button completes the reconstitution process and will not allow any modification the assemblage .

8.20.4. When search is initiated and the complete reconstitution box is not checked the AM Reconstitution window is displayed with a Save button provided on the toolbar for assemblage updates. The Gain Quantity and Process fields are the only fields available for update.

8.20.5. Item records are displayed in item ID sequence. As counts are performed and completed, enter the actual return quantity in the item ID gain quantity field. Click the checkbox for the process field to allow DMLSS to update the assemblage quantity upon saving and closing the window. Saved actions are updated in the "Reversed Quantity" field to show actual item gains. The save action also generates

a reversal INR transaction for the original INR transaction that was processed. Transaction History is updated to reflect the transaction and reflect the reversal action .

8.20.6. When inventories are complete the process must be completed. Click the “Complete Reconstitution” checkbox from the Reconstitution criteria window. This can be done by clicking AM Reconstitution from the Transfers directory on the Navigate menu or from the AM Reconstitution window by clicking the Open button and returning to the criteria window. Click the Process button to complete the reconstitution process. DMLSS processes any remaining actions and removes the assemblage information from the archived directory.

8.20.7. After the assemblage is processed you must load Allowance Standard (AS) data. You can use the AS data from the DMLSS Extract or download AS data from the AFML website. Your local business practice determines how and where this data is obtained. Once the AS data is updated, you will be able to view readiness percentages on the Assemblage Status Report.

8.21. AM Replenishment.

8.21.1. Asset Review.

8.21.1.1. The Asset Review window allows users to review assemblage allowance standard requirements for the selected assemblage with overages or shortages. You may also transfer assets between activities by comparing the item ID to other assemblages and operating stock as part of asset restratification .

8.21.1.2. Restratification of assets is important to ensure excess is minimized. The order of transfers is important to the effectiveness of the process and ensures proper stock usage. Re-stratify assets in the following order: Primary Organization, Suborganization, Excess, OPR (operating), and SP (special projects).

8.21.1.3. Access the Asset Review window by pointing to the Navigate menu, selecting Replenishment and clicking Asset Review. You must enter search criteria in the Asset Review criteria window before you can view assemblage data. Organization, at least one assemblage, and search criteria entries are required.

8.21.1.4. WRM: Lists only WRM items with matching item IDs and an overage/shortage condition.

8.21.1.5. WRM and Operating: Lists WRM items with matching item IDs and an overage/shortage condition along with log operating stock levels and special projects.

8.21.1.6. The Asset Review window lists all records with the potential for restratification in item ID sequence. The item ID details are listed in the upper half of the window. The window middle lists all selected assemblages details and the bottom half of the window lists other WRM assemblages matching the selected criteria. You can use the VCR buttons located in the upper part of the window to scroll to other records in the assemblage.

8.21.2. Transfer an Item ID from WRM. Determine the quantity you would like to transfer between assemblages. Click the Select field (SEL) under WRM and click the Transfer button on the toolbar to open the Internal Transfer window. In the Transfer Quantity field, enter item quantity being transferred (loss). Under Transfer To, enter the quantity being gained in the Transfer Quantity field. The location and sub-location can be loaded during this process or click the check box for Existing Location if the item has not been moved. Click Save to complete the process. Print the delivery list if

needed and return to the Asset Review window. The data is refreshed to reflect the change(s). Continue to process transfers by clicking the VCR buttons or click the Close button to leave the Asset Review process.

8.21.3. Transferring an Item from Log Operating or Special Projects. Determine the quantity you would like to transfer. Click the Select field (SEL) under WRM and click the Transfer button on the toolbar to open the Internal Transfer window. Under Log Operating or Special Projects, enter the quantity being transferred (loss). Under Transfer To, enter the quantity being gained. The location and sub-location can be loaded during this process or click the check box for Existing Location if the item has not been moved. Click Save to complete the process. Print the delivery list if needed and return to the Asset Review window. The data is refreshed to reflect the change(s). Continue to process transfers by clicking the VCR buttons or click the Close button to leave the Asset Review process .

8.21.4. During Asset Review, the ITL transaction (for the Losing assemblage and stratification type) and corresponding ITG transaction (for the gaining assemblage) is written to the Transaction History file. These gains and loss transactions are processed against the 8000-8999 series document serial block.

8.22. Replenishment List.

8.22.1. The Replenishment List allows you to view items that are short within an assemblage and determine a replenishment method. You can replenish an assemblage by performing an Asset Review or by processing an external order.

8.22.2. Items with exceptions must be worked prior to processing. These exception items are identified with an "X" in the Excp field. A list of all exceptions within the assemblage and their reasons can be viewed by clicking the Exceptions button on the toolbar. Item IDs that appear in "RED" are a flag that indicate that the order quantity is less than the on-hand, allowance, and critical item quantity. Review the list to ensure that you order the most critical requirements first.

8.22.3. You may elect to print a copy of the replenishment list prior to processing to validate requirements. To print this list, click the Print button on the toolbar to forward the list to your local printer.

8.22.4. Users may edit the target dollar amount to any amount greater than \$.01 but not exceed the fund target if assigned.

8.22.5. Select the Replenishment List from the Navigate menu or click the Replenishment button on the toolbar to view the Replenishment List Criteria window. Enter the Organization, Fund Number as minimum search criteria. An Item ID may be entered if you are targeting a specific item in an assemblage. You may also need to modify your search based on available AM Funds. To do this, modify your Stock Target Criteria by entering available funds in the target amount field.

8.22.6. DMLSS calculates replenishment quantities to meet a target dollar amount by sorting all critical shortage items from lowest cost to highest, ordering one of each until the dollar cost exceeds the remaining available amount. DMLSS proceeds to order another of each item starting at the lowest and the cycle continues until there is insufficient funds to order any remaining critical shortages or all critical shortages are satisfied. If money remains, the process repeats with non-critical shortages until all shortages are filled or the target dollar amount is exhausted.

8.22.7. You can also elect to replace a percentage of your assemblage by modifying the Percentage criteria. You must replace 100 percent of critical stock before you can use the Replenishment List to replace non-critical stock. If Critical is set below 100 percent, non-critical percentages are set to zero.

8.22.8. It is also possible to modify the percentages and dollar amounts in the Stock Target Criteria by modifying the percentages then entering a dollar amount.

8.22.9. The replenishment list displays all line items for the specified assemblage, which requires replenishment to the allowance standard level. The list also provides dollar figures that identifies critical shortage dollars, total order critical shortage dollars, total shortage dollars, and total order dollars. These figures could be helpful when determining your WRM budget requirements or requesting additional funds from AFMLO through your MAJCOM.

8.22.10. Within the Replenishment List window you are able to edit the following assemblage order information: order quantity, priority code, media and status code, signal code, distribution code, and supplementary address. The advice code is set to default in DMLSS as a 2D. It can be modified from the build orders, details window. These updates can be done in mass using the Select All button or by line item. If you use the select all button, make sure there are plenty of funds to cover the order that will be generated.

8.22.11. Item Exceptions. Users can jump from the Replenishment List window to the LOG/MTF Catalog to correct replenishment exceptions. Exception items may not be ordered until the exception is remedied. Click on the exception item to view the Exception Report window. The report provides exception data by Item ID for the specified assemblage.

8.22.12. When the SOS is LOG, DMLSS allows you to exceed the replenishment amount of the assemblage shortage. You may also transfer more than the LOG MRQ to WRM during the replenishment process.

8.22.13. Delete indicator. A checkmark in the Del column indicates an item is coded for deletion. Research these items to determine if they are valid allowance standard items and process accordingly. Remember to check for prime/sub relationships.

8.22.14. End Item Support Indicator. E/S indicates that the item supports an end item. If this code is used it indicates that this particular Item ID supports other equipment/supplies. Do not deviate from this procurement source or product number when ordering this type of item.

8.22.15. The system identifies AM requirements for centrally managed equipment and OP items but will not allow the user to order them from AM replenishments. These requirements are processed as Offline: Non-Submit orders. AFMLO will provide specific processing procedures for both types of orders .

8.22.16. Order quantities are defaulted to the shortage quantity and viewable under the order column. If the quantity is adjusted the total order dollar field is increased or decreased by the price difference. If the item is coded as critical, the total order critical shortage dollars are also adjusted. To process specific orders click the select all button and then click the set to zero button. This will decrease the Total Order Dollar field to \$0.00 and reduce all order quantities to zero. The Total Order Dollar field will increase in dollars as items are selected to order.

8.22.17. Click save to process the Replenishment List orders. The order builds and displays a SOS list. You can select a single SOS or multiple SOSs to process. Orders are separated by SOS and commodity type then displayed in the orders window. If "AUTO" is not set to on for call numbers, enter a

call number for the order. You will not need to enter a call number for AUTO generated call numbers. The next sequential call number is pulled from the SOS Catalog record, contract tab. Select one or all orders to process and click Execute from the toolbar.

8.22.18. After AM orders are processed, an ESD transaction with document serial block 3000-5999 is written to the IM Transaction History file.

8.22.19. Offline: Non-Submit.

8.22.19.1. These types of orders are one-time orders that are placed manually and not submitted electronically. This is the format used to process centrally managed equipment (CPE), VMI (vendor managed inventory), and PV credit order requirements.

8.22.19.2. To access the Supply/Equipment Offline Orders window, from the Navigate menu point to Replenishment and click on Offline: Non-Submit. The criteria window opens requiring input to proceed. Enter the organization, select an assemblage from the associated list, and click Search to continue.

8.22.19.3. The Supply/Equipment Offline Orders window contains two tabs, Main and SOS Details, that require input. First enter the item ID or click the “Flashlight” button to view a list of items IDs associated to the selected assemblage. The item ID must be associated to an assemblage to process the offline request. The item ID entered updates the price, maintenance activity, demand code, allowance quantity, and default priority fields in the Main tab. The Non-submit checkbox is checked to identify that the requirement will not be sent electronically.

8.22.19.4. Enter the order quantity and document number for the order. You may also update the demand code, priority code, required delivery date, premium transportation indicator, and refund code if needed. If the item you are requesting is for a specific deployment or contingency, enter the project code assigned in the Project Code field.

8.22.19.5. In the SOS Details tab, verify the SOS, Submission method and form. You can change the SOS by clicking the dropdown button in the SOS field. If the SOS you need is not listed you must associate the required SOS to the item ID by clicking the “Jump To” button and adding the SOS in the SOS Cat tab of the MTF Catalog window. If the prime vendor SOS is not set to automatically generate a call number, you will need to enter a call number .

8.22.19.6. Click the Execute button on the toolbar to process the requirement. The requirement generates an ESD transaction due-in for the item and produces a DD1155 that may be printed on the local printer. If the order is prime vendor and AUTO is set in the PV SOS record, the system will also generate the call number.

8.22.19.7. If you would like to process additional requirements from the same assemblage, click the Add Item button on the toolbar. A window opens with all assemblage item IDs and allows you to select one or multiple item IDs. Enter the order quantity for each selected item. The document number field will populate with the next sequential document number based on the one entered in the original requirement. If you enter 21007200 then in the Add Item window, the document field will populate with 21007201. You also have the option to change a price and modify the refund code from this window. Select OK to return to the Supply/Equipment Offline Orders window. Click the Execute button to process the requirements.

8.22.20. Ordering Using PV Credit.

8.22.20.1. When ordering items with PV credit, you will be required to enter a check in the checkbox field for PV Credit in the Main tab and enter a manually controlled call number in the SOS Details tab. DMLSS will assign a document number for all PV Credit issues and establish an ESD transaction with Refund Code "N" as a result of executing the order request.

8.22.20.2. DMLSS also updates the credits funds record by the credit dollar amount and posts a history of used credits. If funds are not available or your order exceeds the available credit amounts the order will not process.

8.22.21. Ordering using the PMI. The process of PMI ordering is designed to minimize the impact of problems that have occurred in the past with these types of orders. When ordering items for VMI, you will be required to enter a check in the checkbox field for VMI in the Main tab. The Non-submit checkbox is defaulted to a check and the refund code is defaulted to "R" and cannot be updated. Under the SOS Details tab, you need to select a DLA SOS by clicking the "Jump To" button and entering the DLA SOS from the MTF Catalog, SOS Tab. The submission method and form is defaulted to print and DD Form 1155.

8.23. AM Third Party Vendor Commercial Returns.

8.23.1. The AM commercial credit returns program is managed through the AM module allowing users to accurately process, track, and update returns of WRM items. Returns must first be identified and captured for return. Many of the reports and documentation are automatically processed within this process as a result of processing.

8.23.2. To access the Commercial Returns option windows, from the Navigate menu select Commercial Returns and Click on the required item.

8.23.3. Return Item(s) Window.

8.23.3.1. The Return Items window is the first step in the return process. To search for items to return, open the Return Item criteria window and select an organization, assemblage, and stratification state. The Commercial Returns Item window opens and displays the assemblage data from the selected criteria. The Return Quantity Field is the only modifiable field within this window.

8.23.3.2. Select the item(s) to be managed by Commercial Returns and enter the quantity in the field provided. Once all items are selected, click the Process button from the toolbar.

8.23.3.3. During processing, DMLSS generates a CRL (Credit Returns Loss) transaction from the 6000 series document block and prints a DD1348-1A source document for each item processed. You may now further manage these items in the Manage Commercial Returns process in DMLSS.

8.23.4. Manage Commercial Returns.

8.23.4.1. The Manage Commercial Returns window provides status and details on all return items processed from the Return Item window. This window allows for the tracking of items ready to be returned through completed credit actions (i.e. credit, stock, check) All items are initially assigned a status of "R-Ready for Pick-Up". Other Return Status codes are:

8.23.4.1.1. P - Disposition Pending; computer assigned once an item is returned for credit determination .

8.23.4.1.2. X - Check Pending; user assigned once status is received from the vendor that a check will be issued for the return credit amount.

8.23.4.1.3. Y - Credit Pending; user assigned once status is received from the vendor that credit will be issued for the return credit amount.

8.23.4.1.4. D - Complete Destroyed; user assigned if status is received from the vendor that the item was destroyed by the vendor .

8.23.4.1.5. C - Complete Check; user assigned once a check is received from the vendor.

8.23.4.1.6. T - Complete Credit; user assigned once credit is posted and verified. You can also use this status code to record replacement stock that is issued from a non PV source.

8.23.4.1.7. V - Complete PV Credit; user assigned once credit is posted to the PV credit account and verified.

8.23.4.2. To access the Manage Commercial Returns window, from the Navigate menu select Commercial Returns and click Manage Commercial Returns. At the Manage Commercial Returns criteria window, enter a document number, item ID, Return Status Code, or call number for the items you want to view. You may also click “ALL” to view all commercial return items. Because there is a viewable record limit of 500 records in this window, it is important to narrow your search.

8.23.4.3. The window displays all records that match the selected criteria. Management Information for the record is displayed in the upper part of the window as the record is selected.

8.23.4.4. Select the all items being returned and click the Pickup button on the toolbar. From the Manage Return Items--Pick-Up window, enter the call number assigned to the return and associate all records to the call number by clicking the “>” button for single items or the “>>” button for all items. After all items are associated, click the Save button. The status of the returned item changes to “Disposition Pending” and the Commercial Return Report is printed.

8.23.4.5. The Commercial Return Report lists all items returned under the assigned call number and provides total dollar value of the call. Each line returned provides additional information about the item provided by the assemblage data record to include manufacture, mfg date, lot, expiration, and catalog number.

8.23.4.6. When items are moved into Disposition Pending status, you gain access to the multiple toolbar options that allow you to close return call actions or provide status on selected pending calls.

8.23.4.7. You will need to update status against a call as it is received from the vendor. This is done in the Manage Commercial Returns Window, pending results from successful search. Because status will most likely be received from your credit returns vendor by call number, it is recommended to search by call number from the Manage Credit Returns criteria window.

8.23.5. Pickup Icon.

8.23.5.1. The Pick-Up button is only visible when items are in “Ready for Pick-Up” and “Disposition Pending” status. It is possible to change the call number for an item for items with “Disposition Pending” status if the item was never physically shipped with a previous call.

8.23.5.2. Click the Pick-Up button and enter the correct or new call number assigned to the item. Click the “>” or “>>” button to associate the item to the entered call. The change is reflected in the Manage Commercial Returns window.

8.23.6. Check Icon.

8.23.6.1. When the Manage Commercial Returns window is open, select the Check icon if you want to update. The following items are available for updating when entering this window. Some status fields may require some or all of these fields to be updated based on the item selected.

8.23.6.1.1. Check Number: Enter the complete check number from the check issued to your organization .

8.23.6.1.2. Check Amount: Enter the total amount issued for credit.

8.23.6.1.3. Check From: Enter the name of the vendor who issued the check. In most all cases a check issued to your MTF will be sent by the item manufacturer. You may also update the manufacturers name if required.

8.23.6.1.4. SOS: Select the SOS who received the credit.

8.23.6.1.5. Credit Account Number: This field is populated automatically when the SOS is selected. The credit account number is retrieved from the SOS catalog.

8.23.6.2. The status of the item is updated during the Save process. After updating, any additional information loaded will be reflected in the Manage Commercial Returns window.

8.23.7. PV Credit Icon. The PV Credit button allows you to input mass PV credit information when a credit lump sum is received for a call. This eliminates trying to manually calculate line item updates. Select some or all items for the call number and enter the credit amount, reason, SOS, and credit account number. Associate the items by highlighting and clicking the “>” or “>>” buttons. Click Save to process the updates. During the save process, the status will change to “Complete—PV Credit” within the Manage Commercial Returns window.

8.23.8. Destroyed Icon. The Destroyed button is used when the commercial return vendor provides a disposal manifest to your MTF for items that were not accepted for credit. Select multiple items for destruction from a call and click the Destroyed button. Associate the records in the Manage Return Items—Destroy window by clicking the “>” or “>>” buttons. Upon Save, the status of the item(s) is changes to “Complete—Destroyed”.

8.23.9. Cost Call.

8.23.9.1. The Cost Call button is used when credit vouchers or checks are received from your commercial returns vendor. Update this field with the dollar total from vouchers or checks. You must add the totals to the existing totals. For example:

8.23.9.2. Current call cost is \$20.00 and a credit voucher is received for \$25.00. Update the field to reflect \$45.00.

8.23.10. Replacement Stock.

8.23.10.1. Some manufactures may replace stock rather than providing credit. You must process an Offline: Non-Submit order or a receipt not due-in with a refund code of “N” for these supplies.

8.23.10.2. Process an Offline: Non-Submit orders when the vendor provides notice that they are shipping replacement stock and quantities are known. Process as refund code “N” and do not submit the order to a SOS.

8.23.10.3. Process as a receipt not due-in from IM/Receipts when the stock arrives at the MTF without prior knowledge and the packing slip or invoice indicates the stock is replacement stock. Process as refund code "N". You must add the manufactures SOS to the MTF catalog to process the receipt not due-in. If the SOS is not available, create the SOS before processing.

8.23.11. Reprint Voucher. Reprint Voucher allows you to reprint previously processed DD Form 1131, **Cash Collection Voucher**. Reprinting may be required if you file these vouchers in a permanent document file or your local finance requires additional copies of a specific voucher.

8.24. Resubmit Orders/Follow Up/Cancel.

8.24.1. If there are any transmission problems with an order they will appear in the Re-Submit Orders window with a reason for not processing. It is important to validate these requests at least daily to ensure supply orders and deliveries are not delayed.

8.24.2. From the Navigate menu, point to Replenishment and click Re-submit Orders/Follow-up Requests/Cancellation. The Re-Submit Orders window opens and displays all orders that did not process or print correctly. You can highlight a single order or multiple orders that are required to be re-submitted and click the Re-submit button on the toolbar. When the order is re-submitted it will be removed from the list.

8.24.3. If you want to view the order before is re-submitted, select the order(s) and click the Details button on the toolbar. You will be able to access date/time order was sent, reason for failing, order information, and due in detail information. Select the Close button from the toolbar to return to the Re-submit window and click the Resubmit button for all orders you would like to resend.

8.25. Resend To Gentrans.

8.25.1. Gentrans a product of the DCM monitor is the transmission method used to transmit orders via FTP. Orders that cannot transmit out of DMLSS due to LAN (local area network) problems are held in Gentrans until the LAN problems are corrected. Once the problems are corrected you will be able to click the Resend button on the toolbar to send the files. If there are no orders to send the message "No orders to resend" is displayed. Select OK to return to the previous screen.

8.25.2. It is important to validate Gentrans at least daily to ensure your files are being delivered and are not delayed .

8.26. Standard Assemblage Add.

8.26.1. Standard assemblages are maintained on the DMLSS server and are updated monthly when loading and processing an EOM with the DMLSS Extract CD (compact disk). You may also download the most current assemblage information from the AFML website.

8.26.2. From the navigate menu, point to Build/Modify Assemblage and select Standard Assemblage Add to view the Standard Assemblage Add (UDR) window.

8.26.3. Enter all required information to create the assemblage: org/sub org ID, branch of service, assemblage ID, assemblage increment, sub assemblage, assemblage description, operating status, number required and the WRM code. The assemblage description field is populated from the UDR and may be modified. When the Org/Sub Org ID is entered the branch of service and operational status fields populate. In the Assemblage ID field, click the down arrow to view a list of all assemblages.

Selecting an assemblage populates the Assemblage increment, sub assemblages, and assemblage description fields. Air Force users do not update the Assemblage UIC code. The remaining mandatory fill field is the WRM Code. This code can be found on the DOC statement and AFML webpage. All remaining fields can be completed if information is provided. Click Save to process the information.

8.26.4. A message will be returned if the item is not in the MTF catalog. Click OK in message box to automatically add the item. An Exception Report is generated and lists all requirements required to be corrected before an item can be accepted for ordering. After the exception report is printed, select OK to confirm the assemblage was created.

8.26.5. Items with exceptions cannot be replenished until all of the edits for a given item are corrected. You will be able to stop and research any information that is not available and then continue, or you can build other assemblages and come back to correct the edits at a later time .

8.27. Standard Assemblage Update.

8.27.1. You can update existing assemblage allowance quantities from the Standard Assemblage Update window. The window lists all current assemblages loaded in AM. You can overwrite current or old allowance quantities with current allowance data obtained from the DMLSS extract or allowance standards downloaded from the AFML website. You may also elect to keep old AS for reference along with the new allowances. Radio buttons are available to select different options for each type of update performed.

8.27.2. From the Navigate menu, point to Build/Modify Assemblages and click Standard Assemblage update to open the Standard Assemblage Update window. Select an Organization from the dropdown list. A list of assemblages assigned to the organization populates in the window. Select the assemblage(s) to be updated from the list. Select a process by clicking the corresponding radio button.

8.27.2.1. Maintain Old and New Allowance Quantities: updates current allowance quantities and moves existing quantities to old allowance quantities.

8.27.3. Update Current Allowance Quantity: Replaces current allowance quantities only.

8.27.4. Delete Old Allowance Quantity: Deletes old allowance quantities and enters a zero in the field.

8.27.5. Delete Current Allowance Quantity: Deletes current allowance quantities and enters a zero in the field.

8.27.6. Click the Save button on the toolbar to save your actions. The Standard Assemblage Update message window opens and displays the current assemblage information, updates were successful, and the option to print the Allowance Change Report. It is recommended that you print the report for your WRM continuity files.

8.28. Assemblage Allowance Update File.

8.28.1. Allowance standard updates to assemblages are pulled from the DMLSS extract or can be downloaded anytime from the AFMLO website, Medical Readiness section. Files from the website are downloaded or sent in the .ZIP format and is identified as "AM[SRAN].ZIP" (example AM4427.ZIP). You must unzip or extract the files prior to uploading the new/revised file(s) data. An approved zip/unzip program must reside on your PC to perform this function. Contact your local Information Systems office for the approved program if one is not available .

8.28.2. Unzip or extract the files from the .ZIP file to your local PC hard drive in a folder you have already determined. There will be a minimum of two files with the .DEL extension created for each assemblage. Below is an example of what the .ZIP file contains:

8.28.2.1. AM4427111956.DEL.

8.28.2.2. AMI4427111956.DEL.

8.28.2.3. AM4427132101.DEL.

8.28.2.4. AMI4427132101.DEL.

8.28.3. The AM[SRAN]xxxxxx.DEL file is the main file used by the system and contains all the file structure. The AMI[SRAN]xxxxxx.DEL file is the index file that contains all the allowance standard information. Both files are required for the upload to process correctly.

8.28.4. To process allowance standard files, click on the Navigate menu, point to Build/Modify Assemblages and click AM Assemblage Allowance Update File. The AM Assemblage Allowance Update File window opens and prompts you for the import file(s). Only one .DEL file may be processed at a time. Go to the folder where the files reside and select the "AM[SRAN]xxxxxx.DEL" file. If the wrong file is selected the system returns an information box indicating the file does not exist. If this happens, click OK and select the correct file .

8.28.5. The imported assemblage information is listed in the Assemblages to Import box. Select the assemblage to import or check the Select All box and click Process. An information box is displayed with the assemblage information and the options to continue or cancel the process. Click OK to process the new/updated allowance standards data. Canceling the process returns will return users to the Assemblage Allowance Update File window.

8.28.6. Go to the Standard Assemblage Update window to apply the imported updates to the applicable WRM assemblages.

8.29. Load Non Standard Assemblage.

8.29.1. Non-standard assemblages may be built for a specific purpose or mission in situations where a standard assemblage does not contain required materiel. Some examples of a non-standard assemblage are BW/CW programs, Hospital Expansion projects, and pilot units for new/modified assemblages. This non-standard assemblage may include some items from existing standard assemblages or items not found in any of the standard assemblages. Because the items that belong to a non-standard assemblage are not predefined, item-level information will need to be manually loaded.

8.29.2. From the Navigate menu, point to Build/Modify Assemblage and select Load Non-Standard Assemblage to view the Non-standard Assemblage Load window. Enter the mandatory fill field information: assemblage ID, assemblage increment nbr, sub assemblage, and assemblage description. Additional items that may be included if provided from MAJCOM or AFMLO are build control number and assemblage item ID.

8.29.3. The Assemblage ID must be unique and cannot duplicate an Assemblage ID already in the UDR. If you have modular units, enter the unit number identifier in the Assemblage Increment (Assm Incr) field. If you enter a number already assigned to an assemblage, the system prompts you to enter a new ID.

8.29.4. If multiple assemblage increments exist, enter the exact number. DMLSS will assign the next sequential increment number. If not, enter a zero (0) in the assemblage increment (Assm Incr) field to indicate none.

8.30. Non Standard Assemblage Add.

8.30.1. After the initial non-standard assemblage is loaded in DMLSS, you may have the need to build additional assemblages with the same assemblage ID. Use Non-Standard Assemblage to load additional assemblages in DMLSS.

8.30.2. You must first associate the assemblage to an Organization/Suborganization ID. Select an assemblage ID from the dropdown list. The assemblage increment number, assemblage description, sub assemblage number, and operational status will automatically populate with assemblage information.

8.30.3. If this is the first assemblage assigned to selected Organization, the WRM code defaults to the first code for the assemblage identified during DMLSS conversion.

8.30.4. Example: Assemblage ID: AMCP (Anti-Malaria/Cholera Program) is selected the WRM code would default to "BN".

8.30.5. If an assemblage already exists in the selected Organization, the user is prompted to enter the next sequential WRM code for the Assemblage.

8.30.6. Example: Assemblage ID: AMCP (Anti-Malaria/Cholera Program) is selected the WRM code would default to "BO".

8.30.7. The assemblage description can be updated from this screen during the initial loading of the assemblage. When all information is entered, click Save to add the assemblage to DMLSS.

8.31. Assemblage Description Change. Use this window to change assemblage information after the initial assemblage load. The description, WRM code, and operational status are mandatory fields that may be modified. All other fields are not used by Air Force activities at this time.

8.32. Build/Duplicate Existing Assemblage. You can copy an existing assemblage data information from one organization to another from this window. Select the Organization that has the assemblage you want to copy from and then select the organization where the duplicate assemblage will be placed. All information is duplicated to the new organization. The process does not move stock.

8.33. AM Quality Assurance.

8.33.1. DMLSS allows you to establish suspended item records for suspensions unique to your account and drug recall or suspension notices announced by outside sources such as AFMLO. During processing of receipts or gain transactions, DMLSS compares the item ID to items indicated as suspended and places a checkmark in the QA field in the Receipts window to identify that a suspended item record exists. During processing, a message box also alerts you to that the item ID you are processing is on the suspended item file. This form of notification allows you to ensure the quality of the asset being received.

8.33.2. Quality assurance is primarily managed under the IM module in DMLSS with suspended item records maintained by item ID. When an item is identified in the QA process as suspended and the

item is associated to an assemblage, a pending action report with transaction date is posted to the AM Inbox. There are three reports that will post to the AM Inbox throughout the life cycle of a QA message.

8.33.2.1. QA Alert. WRM Supply Item.

8.33.2.2. QA Delinquency Notice. Supply Item Qty WRM .

8.33.2.3. QA Review Only. No action required (WRM).

8.33.2.4. QA Alert. WRM Supply Item.

8.33.3. When a QA message is processed in IM for an item with an allowance standard, DMLSS notifies users, who have the required privileges, with the “QA Alert. WRM Supply Item” report in the AM inbox. To open the report, select the report from the inbox and click the “Jump To” button at the bottom of the window. DMLSS opens the QA Record Search window and defaults to the QA Details tab. The tab consists of the QA Record data from the QA message and a list of all assemblages that maintain an allowance standard for the item.

8.33.4. Check all assemblages listed in the QA Record Search window to validate stock against the QA alert message. Click the Lot Number button to view a list of lot numbers from the QA alert message against lot numbers maintained in the assemblage data records. The assemblage lot numbers will change as you view the different assemblages. In the “Notify Quantity” Column, enter the total number of items matching the QA message data. If the quantity found was “0”, you must enter a “0” in the field to record the action was accomplished. The example below represents an entry of the number of items that matched QA alert message data.

Figure 8.1. Quality Assurance Notification.

Org ID	Cust ID	Assm ID	Notify Qty	Serv	FDA	Unserv	Rep	Susp
FM4427		933	5	10				
FM4427		931	0					
FM4427		941	0	5				

8.33.5. After quantities are entered in the search window, click the Save button on the toolbar to process your findings. All records with data entered are removed from the window view. The pending action notification will remain in the Inbox until all findings are processed.

8.33.6. The Transfer button allows you to process internal transfers of assets between assemblages, stratification types and states .

8.33.7. The Print button allows you to print a list of all QA records.

8.33.8. QA Delinquency Notice. Supply Item Qty WRM.

8.33.9. QA Review Only. No action required (WRM).

8.33.10. This report will appear in the inbox for QA items where required actions specified in the QA message are not complete. The list serves as a reference for all.

8.34. Reports. AM produces several useful reports and listings to assist in overall management of your assemblages. Additional information on reports and related listings are covered at the end of this section.

8.35. Reprinting Delivery List.

8.35.1. The Reprint Delivery List window allows you to view or reprint any AM delivery list that was processed within the past 30 days. To open the window, from the Navigate menu, click Reprint Delivery List.

8.35.2. Select a customer ID and click search to view a list of delivery numbers and date/times the list was generated. Select the delivery list you wish to reprint and click the Print button on the toolbar. The delivery list is sent to the local printer.

8.36. Reprinting Asset Relocation Delivery List.

8.36.1. The Reprint Asset Relocation Delivery List window allows you to view or reprint any AM delivery list produced as a result of asset stratification changes that were processed within the past 30 days. To open the window, from the Navigate menu, click Reprint Asset Relocation Delivery List.

8.36.2. Enter the Organization ID and From/To dates you want to search and click the Search button on the toolbar. All delivery lists are listed under the Deliveries window. To screen a delivery list before printing, double-click the delivery number to view the details under the Delivery Detail window. Click the Print button on the toolbar to print the report to your local printer.

8.37. War Switch.

8.37.1. The purpose of the War Switch is to transition a stored assemblage(s) to an operational mode. To open the window, select Navigate from menu bar. Point to Transfer then point and click Assemblage Loss. The following actions take place during the transitioning of the assemblage :

8.37.2. The system allows users to select a single assemblage ID to initiate the transition.

8.37.3. The system shall allow the user to designate the log fund for the MM service, as stock fund or O&M owned during the transition.

8.37.4. The system retrieves information from the standard translation table for the selected standard assemblage. The system also retrieves the assemblage ID, sub-assemblage ID, increment, and number for the selected standard assemblage .

8.37.5. The system allows the user to input information into the standard translation table for a non-standard assemblage.

8.37.6. The system allows the user to input the assemblage ID, sub-assemblage ID, increment, and the number for the selected standard assemblage.

8.37.7. Users can enter/modify the customer ID during the transition. The system updates the local table during the transition.

8.37.8. The system transitions the inventory records, levels and balances to the pre-determined customer ID and location loaded in the standard table.

- 8.37.9. If the stock fund indicator is set to No (N) the system records the sale of the resupply assets during the transition.
- 8.37.10. The system decreases the Assemblage WRM serviceable records for all resupply assets during the transition and decreases the authorization of all resupply assets to zero. An inventory transfer lost (ITL) transaction to the Gain/Loss Report and Transaction History during the transition .
- 8.37.11. The system increases the LOG operating serviceable on hand balance during the transition. The system also writes an inventory transfer gain (ITG) to the Gain/Loss Report and Transaction History for items identified as resupply assets during the transition. Authorization levels transition to LOG inventory levels for items identified as resupply assets.
- 8.37.12. The system defaults the level type to static and sets the reorder point at two-thirds of the level for all resupply assets during the transition.
- 8.37.13. The system moves associated quantities to the newly established resupply inventory levels during the transition and decreases the Assemblage WRM serviceable records for all supply assets. The authorizations of all supply assets are decreased to zero. An INR transaction is written to the IM Transaction History for all supply assets.
- 8.37.14. If the account is operating as stock fund the system shall increase the “reimbursable sales” balance by the dollar value from the sale of the supply assets to the expense center associated to the customer ID. (AIR FORCE).
- 8.37.15. The system issues the supply assets to the designated customer ID during the transition .
- 8.37.16. A customer catalog record is built for each item associated with a customer ID during the transition. Estimated on hand balances are increased for each supply asset in the customer catalog. A RNR is written to the IM Transaction History for each supply asset.
- 8.37.17. Authorization levels are established as the customer location level for items identified as supply assets. The default level type of all supply items to static and the reorder point of all supply assets is set at two-thirds of the level.
- 8.37.18. A delivery list is prepared for each customer based on the match to Assemblage ID in the Assemblage table. Assets are identified as deliverable to the appropriate cost center, i.e. pharmacy, and emergency room during the transition. Automatic replenishment action is performed for each customer affected by the transition .
- 8.37.19. The system decreases the transitioned Assemblage WRM serviceable records for all equipment assets during the transition. Authorizations of all equipment assets are decreased to zero. An INR transaction is written to the IM Transaction History of all equipment items within the sub-assemblages during the transition.
- 8.37.20. If the commodity class of the item is capital equipment or centrally procured the non-reimbursable sales balance are updated by the dollar value of the sale of the item during the transition.
- 8.37.21. Equipment type maintenance records are converted for equipment from stored cycles to in-use cycles. A workorder is generated, if required, based on the recalculated PM/CAL of equipment assets.
- 8.37.22. The customer ID is updated in all equipment records during the transition. A Custody Receipt/Locator List is prepared for each customer ID holding equipment assets.

8.37.23. If the stratification state of an item in an assemblage undergoing transition equals unserviceable, suspended, reparable, and FDA test the system generates an exception report. An exception report is also generated for all pending due-ins.

8.38. Maintain Location.

8.38.1. Adding a Location. From the Utilities menu, click on Maintain Location. The Location/Sub Location window opens. Click Add Location and type the new location in the blank field. Click OK and verify that the new location appears in the location column. Click done when all actions are complete.

8.38.2. Adding a Sublocation. Click Add sublocation and type the new sublocation into the blank field. Click OK and then Cancel. Verify that the new sublocation appears in the Sublocation column. Click done when all actions are complete.

8.38.3. Deleting a Location/Sublocation. Select the location/sublocation to be deleted and click the appropriate delete button. A yes/no message box is displayed to verify the deletion action. Select the proper response. Verify that the information no longer appears in the column and click done.

8.38.4. Editing a Location/Sublocation. Editing a location or sublocation allows the user to change existing information in the location or sublocation field without having to delete and re-add. An example would be changing a location of Pallet1 to Pallet1A or changing a sublocation of Box2 to Box 2A .

8.39. Override Process.

8.39.1. Users can override locked processes depending upon their rights and privileges as set by the system administrator.

8.39.2. From the Utilities menu, click Override Process. The AM Override Processes window opens. Select the process to override and click Unlock. Verify that the process no longer appears in the list.

8.40. WRM Allowance Levels.

8.40.1. WRM levels are established within Allowance Standards (AS) associated with unit assigned assemblages.

8.40.2. Updated assemblage levels are obtained from the monthly DMLSS Universal Data Repository (UDR), DMLSS Extract, or from the AFML web site. Assemblage updates must be processed in a timely manner to ensure unit assemblages reflect the most current package information and readiness percentages.

Chapter 9

EQUIPMENT AND TECHNOLOGY MANAGEMENT

Section 9A—Medical Equipment Management (EM)

9.1. Purpose. The Equipment Management module of DMLSS AIS provides an automated equipment management system for the Military Health System (MHS). It is designed from a life cycle management concept that supports all related processes from equipment requests, authorization, replacement budgeting and disposition. The integrated logistics approach minimized administrative workloads and duplication of data. The goal is to develop and implement a standard integrated information management system that supports customers, functional users, and managers at all levels in the processes associated with life cycle management of equipment.

9.2. EM Controlled Assets.

9.2.1. Accountability for all EM-managed equipment, including on-loan equipment, is managed by expense center.

9.2.2. Additional Local Control. Any item, regardless of unit cost, may be maintained on record at the discretion of the Medical Logistics Flight Chief. These items are assigned an equipment commodity class, maintained on EM accountable records, and processed in DMLSS.

9.2.3. Maintenance Significant Supply Items should be Durable Equipment Item. A supply item with a unit cost of less than \$5000 which requires maintenance is classified as a maintenance significant supply item and is assigned an Equipment Control Number (ECN) for maintenance control purposes.

9.2.4. Maintenance data for these items is stored in the equipment data records and updated as maintenance is performed by the BMER (biomedical equipment repair) office.

9.2.5. Equipment balance records are not required since these items are not accountable equipment and do not require allowance/authorization approval.

9.2.6. These items do appear on the Custodian Receipt/Location Listing report to aid in location by medical maintenance.

9.3. Inbox.

9.3.1. The inbox related to Equipment and Technology modules is slightly different than the inbox in other DMLSS modules; however, it serves the same purpose. When EM is accessed, the inbox opens automatically when there are pending actions for users to complete or advisory notices. The Inbox can also be accessed by selecting Utilities from the menu bar and clicking on Inbox, or by using the hot-key.

9.3.2. Users must review and work processes in the inbox daily to ensure proper management of all equipment related issues. You can access processes or reports by clicking the action or advisory item, and double clicking the report under the product heading. Make changes as required and save actions to complete the process and print any required reports as needed. When processes are complete close the window to return to the inbox. The inbox can be closed or left open while in the EM module.

9.4. Custodian Management.

9.4.1. Custodian Management provides the capability for the Equipment Manager to manage data on equipment custodians. The equipment manager establishes new POC records, assigns custodians to customer accounts from new or existing POC records, modifies Custodian records, changes custodial responsibilities, and removes custodians when no on-hand equipment or equipment due-ins exist for the customer account.

9.4.2. The account custodian may be granted systems rights to establish, modify, or delete subcustodians. These subcustodians are responsible for small sections of the account. As an example, an eight DTR (dental treatment room) Dental Clinic has a primary property custodian assigned. The primary custodian may want to assign equipment accountability to the technician responsible for each DTR. The primary property custodian can appoint each technician as a subcustodian for each DTR. The subcustodians' name is associated to the customer account and once these records are established the application facilitates the assignment of equipment to subcustodians for custodial responsibility. Custodial responsibility of subcustodians may be removed by disassociating the equipment from the subcustodian record. An inventory must be completed before a subcustodian or primary custodian is removed from responsibility.

9.4.3. To access the Customer/Custodian List, from the Navigate menu, click Custodian Management. The window default scope view is set to Customers with Custodians. All customers with custodians assigned appear in the Custodians box within the window. Change the scope to All Customers to view all customer accounts by organization. The window also allows you to minimize search criteria by setting filters. You have the option minimize the search by organization, customer name, customer ID, and/or custodian name. The results are displayed in the Custodians box.

9.4.4. To view custodian and inventory information; select a customer and click the Details icon on the toolbar. Within the customer Detail window, Custodian tab, you can view and update the customers information to include:

9.4.4.1. Office code. Customers office symbol.

9.4.4.2. Building number. The building number where the customer is located.

9.4.4.3. Room number. The room number where the customers office is located.

9.4.4.4. Work area. The customers work area. (i.e. Radiology, Dental Lab, PCM Green)

9.4.4.5. Rank/Grade. The Rank/Grade of the customer.

9.4.4.6. Phone. There are two spaces provided for the customer's primary and alternate phone numbers.

9.4.4.7. Fax. Used if the customer has a locally accessible fax machine.

9.4.4.8. Email. The electronic mailing address of the customer. Should be the local .mil address.

9.4.4.9. Start Date. This is the date the custodian was assigned to the customer account. It does not have to be the date that the individual was assigned to the MTF.

9.4.4.10. Orientation date. The date that you provided training to the custodian on their responsibilities .

9.4.4.11. Departure date. The date the individual is due to depart or has departed the MTF.

9.4.5. The Custodian tab also allows you to update the next scheduled inventory under Inventory Information. The inventory date you enter cannot exceed 365 days. This date is used to send notice to

the EM inbox and to the customer 30 days prior to the official inventory date for the selected section. This allows for both the EM and customer to prepare for the inventory.

9.4.6. To add subcustodians to the account, click the Subcustodian tab in the Custodian Detail window. Enter the subcustodian's basic information in the window. The information is similar to building a primary custodian. Click the Save icon on the toolbar before assigning equipment.

9.4.7. Assign equipment to the user by clicking the Assign/Unassign Equipment button. Select the equipment the subcustodian will be responsible for from the Unassigned Equipment box and use the associate single/all buttons, "<" or "<<", to Assign the equipment. Click Save when all equipment is assigned. The assigned equipment will be displayed in the Customer's Equipment, Assigned Equipment box.

9.4.8. If you are assigning multiple subcustodians, click the Add Subcustodian button and enter the next subcustodian's information and assign the accountable equipment they will be responsible for. When multiple subcustodians exist for a Customer ID, the VCR buttons and number of subcustodians are displayed at the top of the window. This allows you to move freely through the records.

9.4.9. There is a Print option available to the EM and primary account custodian that allows the printing of a Subcustodian Receipt/Location List for each subcustodian. When this product is requested it will print to the requestor's local printer. The primary property custodian should maintain the current Subcustodian Receipt/Location List in their accountable property records folder.

9.4.10. Use the Change Subcustodian button when the primary property custodian wants to make changes to subcustodian's basic information. Select the subcustodian that is being replaced and click the Change Subcustodian button. Complete the new record screen with the new custodian's information. When you click the Save icon on the tool bar, the new record replaces the selected custodian's information and all equipment transfers to the new subcustodian. The primary custodian should ensure that the new subcustodian has validated the inventory records prior to accepting the account from the replaced subcustodian.

9.4.11. Before a subcustodian can be deleted as an accountable property custodian, all assigned equipment must be reassigned to the primary property custodian. The primary property custodian may reassign the equipment to an existing subcustodian after the equipment is returned to the primary account. Click the Assign/Unassign Equipment button to disassociate assigned equipment. Select all equipment items using shift + click method and click the disassociate button ">>>" to move all records back to the unassigned equipment box. Click Save to return to the Custodian Details window. The assigned equipment box should be empty. Click the Delete Subcustodian button to remove the subcustodian. The primary property custodian should remove all property records associated with the deleted subcustodian from their records.

9.4.12. The subcustodian is responsible for all items assigned to them; however, the primary property custodian is still responsible for all equipment assigned to their account. Discrepancies should be identified immediately to ensure quick resolution. AFI 41-209 contains guidance for Reports of Survey (ROS).

9.4.13. The Notes tab allows the EM to enter small information bits (up to 256 characters) concerning a custodian or the status of a custodian's account. This feature allows for tracking status of open issues, ROS actions, training conducted or anything else relevant to the property account. An option to delete comments is also available when data becomes irrelevant or no longer needed.

9.4.14. To access a note, double click in the “note” field. The message box will open to allow you to enter your notes. When all notes are entered or updated, click the Save icon on the toolbar .

9.4.15. Changing an existing primary property custodian is done by clicking the Change Custodian icon in the Customer/Custodian List window. This opens the Custodian Detail window for which the Customer ID custodian is responsible. Enter the new custodian’s information in the Custodian tab and click Save. If subcustodians exist for the account, you are prompted with a message to determine if the existing subcustodians will be retained. If “Yes” is selected, all information is transferred under the new custodian. If “No” is selected, all subcustodians are deleted and all equipment associated to the subcustodians is disassociated and returned to the new primary property custodian. The new custodian may reassign subcustodians as needed.

9.4.16. When changing primary property custodians, the EM must ensure that a complete equipment inventory is done prior to the new custodian assuming responsibility.

9.4.17. The Remove icon in the Customer/Custodian List window allows the EM to remove a custodian when no longer required. A customer cannot be removed if accountable equipment records are on-hand or due-in or if the primary custodian has subcustodians assigned. These items must be located and transferred to other property custodians, EM hold account, or reported excess before the account is removed. When you click the Remove icon, all customer and custodian information is deleted from the Customer/Custodian List in DMLSS.

9.4.18. The Refresh icon resets the window to what is current in the database. In some cases, changes that are made will not be reflected in the window until this icon is pushed or you exit and reenter the window.

9.4.19. The Print icon prints the results of your search in the Customer/Custodian List window. The printed report lists the customer ID, customer name, custodian name, custodian phone, last inventory date, and next inventory date. You can sort the printed results by clicking the heading you wish to sort your results by .

9.5. Adding A New Equipment Catalog Item.

9.5.1. Coordinate with your local BMER shop before processing new equipment catalog items to ensure you load accurate information in the equipment record. How equipment items are loaded is important to the BMET (biomedical equipment technician) shop to ensure proper maintenance schedules and equipment classification. NOTE: Wildcard searches are field specific and may not work in some fields .

9.5.2. From the Navigate menu, point to New Catalog Item and click on MTF Catalog Items to view the MTF Catalog Equipment-New window. As a minimum, enter all required information in the Basic tab. The Commodity Class is important because it determines the accountability, funding, and procurement of the item. See **Figure 9.1.** for a list of available commodity classes.

9.5.3. Load any MTF Restrictions, Special Requirements, and Destruction Methods as required. After the Basic tab is complete, click on the Technical-Equipment tab. The Equipment Type is defaulted to “Individual”. If the equipment item is a component of a system that is being purchased, change the equipment type to “Component”. If the equipment item is a system, select “System”.

9.5.4. The Equipment Nomenclature is an important element in this tab because it generates the device code, life expectancy, and device class. The make-up of the device code is tied to maintenance

procedures that are required by the BMET. Changes can be made to information in this screen but to increase maintenance requirements. You cannot take required maintenance away from an equipment item that requires maintenance. An example would be, if an item didn't require maintenance and you wanted it to require maintenance you would be allowed to update the field. If maintenance is required you can't elect not to do maintenance.

Figure 9.1. EOR Commodity Class Relationship.

EOR	Commodity Class Name	Acct Req Code
144	Equipment-Capital Cent Proc Medical	3
144	Equipment-Capital Cent Proc Non-Medical	3
144	Equipment-Capital Medical	3
604	Equipment-Durable Medical	1
604	Equipment-Durable Non-Medical	1
624	Equipment-Expense Cent Proc Medical	2
624	Equipment-Expense Cent Proc Non-Medical	2
624	Equipment-Expense Medical	2
624	Equipment-Expense Non-Medical	2
ZZZ	Maintenance Record	0
604	Repair Part Medical	1
604	Repair Part Non-Medical	1

9.5.5. Other areas that may require updating are the Electrical Requirements fields. The defaults for these fields are Voltage-100, Hertz-60, and Phase-Single. If you are overseas or require different electrical requirements, change the information.

9.5.6. After both the Basic and Technical-Equipment tabs are updated, click the Save icon on the toolbar. The basic catalog record is built and saved. Additional information may be loaded in the remaining tabs.

9.5.7. If there are acceptable equivalents for the equipment item, enter the Manufacture Name, Item number, and Vendor Item Type in the Acceptable Equivalent tab. You may add multiple equivalents in this tab. You may also include the equipment item barcode number in this tab for the primary item and all equivalents if known.

9.5.8. The SOS Cat tab is where you will load your procurement information. The default SOS will be loaded to the host MTF. Click the Add button and load the SOS information for the item. You may load multiple SOSs against the equipment item.

9.5.9. The Log Cat tab allows you to select the primary SOS, for the equipment item. if multiple SOSs are listed in the SOS Cat tab. If only one SOS is loaded for an item, that SOS will be the default in the Log Cat tab.

9.5.10. If you are loading multiple items against the same equipment nomenclature, click the Add Like icon on the toolbar. This leaves the basic equipment information intact. You will be required to enter a new Item ID, Commodity Class, Mfg Cat Number, electrical requirements and SOS information.

9.5.11. If you are loading multiple equipment items that are different, click the Add icon on the toolbar. This will refresh the window to allow you to enter fresh data for the new item.

9.5.12. The Find icon allows you to search for item records in the MTF Catalog by Item ID, Short Item Description, NDC, NSN, UPN or Mfg. Catalog Number. You must enter at least 3 characters in any field to search the MTF catalog. The more information entered the narrower the search results will be. If a search doesn't return any results, you may want to change your search criteria and try again. If multiple items are listed after the search, you can view an item ID by clicking the Detail button on the window side. The print option, also available from this search window, will print the items returned from you search.

9.6. Catalog Search.

9.6.1. The Catalog Search module is used for adding, retrieving, editing, and storing catalog information. This module provides for establishment and update of items in a catalog listing .

9.6.2. Use the Catalog Search module to conduct research on products currently used by an MTF as well as on new items the facility is considering for use. The search can provide the MTF and users information ranging from finding out how much an item costs to identifying different sources of availability and unique characteristics associated with particular products. The MTF catalog combines a multitude of catalogs into an easy-to-use automated tool that provides information on the majority of products from both commercial and DOD sources to include items already managed within the MTF.

9.6.3. Catalog Search may be accessed from the menu bar, Navigate option or by selecting Cat Search from tool bar.

9.6.4. The Catalog Search window contains multiple search tabs and allows individuals to search the database for information using generic, categorical, or keyword search criteria. The search results can be used to view specific item information on MTF Catalog, Log Catalog, Customer Catalog, electronic catalog (ECAT), non-contracted items, and contracted items. A maximum number of search records is limited to the first 500 however users may change the limit to less than 500. This limit is set to minimize demands on the server to ensure the most optimal processing.

9.6.5. The following search tab options are available from Catalog Search. Use of these options are listed and explained below.

9.6.5.1. Generic Search tab: To perform a search, enter at least three characters in a search field and select a scope.

9.6.5.2. Users may also perform a wildcard search for multiple items within a specified range by entering an “%” or “_” in a search field before and/or after the word.

9.6.5.3. To search for items that share the same initial string of characters type at least 2 characters followed by “%” (i.e. 65%).

9.6.5.4. To search for items that share the same middle string of characters type “%” and at least 2 characters followed by “%” (i.e. %65%).

9.6.5.5. To search for items that share the same last string of characters type “%” followed by at least 2 characters (i.e. %65).

9.6.5.6. To search for items that share the same string of characters directly after the wild card character type “_” followed by at least 2 characters (i.e. _TY).

9.6.5.7. To search for items that share the same string of characters directly before the wild card character type at least 2 characters followed by “_” (i.e. TY_).

9.6.6. Users have the option to search for active or deleted records in Log Catalog, MTF Catalog, and Customer Catalog. If both checkboxes are left unchecked, DMLSS will retrieve active records only. If there are no records available DMLSS responds with the message letting the user know no records were found. If records are available DMLSS totals the records and displays then under the Search System Results tab.

9.6.7. Categorical Search tab: Users can search for items classified as Pharmaceutical or Medical/Surgical. The Pharmaceutical categorical search uses the American Hospital Formulary Service (AHFS) classification to provide groupings of items. The Medical/Surgical search uses the Owens Healthcare classification system to provide groupings of items.

9.6.8. Select the category and subsequent sub-category from the list then click Search from the vertical tool bar. If there are no records available DMLSS responds with the message letting the user know no records were found. If records are available DMLSS totals the records and displays then under the Search System Results tab.

9.6.9. Keyword Search tab: Users can search for an item by using keywords to retrieve all of the items that contain the keyword at any position in their description fields. The keyword search function is only available when using the search scopes All Items or Contracted Items .

9.6.10. To perform a search, enter at least three characters in Keyword 1 field. Keyword 2 and Keyword 3 field are optional fill fields. Information loaded to these fields narrows the search criteria. If there are no records available, DMLSS responds with the message letting the user know no records were found. Users may want to modify their search criteria if this message is received. If records are available, DMLSS totals the records and displays then under the Search System Results tab .

9.6.11. When searching by Customer Catalog in any of these tabs, you must select a Customer ID to proceed .

9.7. Equipment Record.

9.7.1. EM uses equipment records to maintain physical accountability, custodial responsibility, and fiscal accountability of all assigned organization assets. For this reason, a customer must be assigned to all custodian accounts. The equipment manager also uses equipment records to record loans, conduct inventories, and create equipment replacement schedules to support the budget process. Equipment records are also core components of the QA and Risk Management programs.

9.7.2. Equipment records are created through the receipt/issue process in IM or the equipment gain process. Once the Equipment records are established and identification data has been entered, in-use equipment is assigned to the equipment custodian for the customer account.

9.7.3. Equipment records may be linked together to create an association of a system and the individual components that make up the system. Equipment records are used for identification of assets in an

assemblage. Equipment records in assemblages are not used for assignment of custodial responsibility.

9.7.4. Maintenance activities jointly utilize the accountable and assemblage equipment records for maintenance purposes, and may create additional equipment records for maintenance purposes that are non-accountable. After the records are created, the maintenance activity responsible for maintenance of the equipment is entered in the record along with data used for scheduling maintenance services. The scheduling information is used to create scheduled work orders. The equipment records are also used when an unscheduled work order is created. Data related to the cost of maintenance services that is entered on the work orders is accumulated in the equipment record and used to identify maintenance problems and support the equipment replacement process.

9.7.5. Equipment Detail Record.

9.7.5.1. The Equipment Detail Record provides current information along with the life cycle for an equipment item. You have the ability to view currently active records that are maintained within the MTF or view records that are inactive, or are no longer maintained as accountable records. This view option is available in the Equipment Search Criteria window.

9.7.5.2. The Equipment Search Criteria window provides various search criteria options for targeting specific type of records, customers, organizations, maintenance activities, and assemblages or by selecting a single record by item ID or ECN. Results for multiple record finds are displayed in the Equipment Search Results window. If only one record is returned it automatically opens the Equipment Detail record window.

9.7.5.3. The Equipment Search window allows you to filter searches further by entering information in the filter criteria box. When the information is entered, click the Filter icon on the toolbar to reset the results.

9.7.5.4. From the Equipment Search window, toolbar icons are available for you to view detail records, print new barcode labels, generate loss transactions, transfer equipment accountability, perform assembly/disassembly actions, and find records with new search criteria .

9.7.5.5. The Equipment Detail record window is divided into several tab categories. You are encouraged to update all fill fields and keep data current to ensure the most accurate data is maintained. When changes are made to a tab, you must click the Save icon to record the change data before moving to a new tab. The information below outlines the use and data required for each tab.

9.7.5.5.1. Main tab. Contains the general information about an item, equipment owners, condition code, and equipment type. Many of the fields are populated from other equipment database records and can not be updated in this window. The Manufacturer, Nameplate Model, and Manufacturer Serial number fields are mandatory fill fields.

9.7.5.5.2. Location & Inventory tab. This tab identifies the location of the selected equipment item down to the room location, temporary location if the item is being borrowed, loan data, last inventory date and reason, and if on file a photo of the equipment. When the last inventory date is within 90 days of the annual inventory anniversary date, a message is posted to the EM inbox notifying you of the required inventory.

9.7.5.5.3. Approval/Acquisition tab. Allows you to view and update approval, purchase, warranty, and acquisition information. This tab provides some historical reference on the procurement process and installation of the item.

9.7.5.5.4. Maintenance Data tab. This tab identifies the maintenance activity and team, other government agency (OGA), or Contractor who is responsible for providing maintenance for the item. It further breaks down required maintenance cycles based on the procedure number assigned, operational status, risk levels, readiness code, and MRL totals for repair determination.

9.7.5.5.5. Maintenance Cost tab. Provides a historical look at time and cost on a piece of equipment. The tab displays downtime and number of unscheduled workorders and is divided into Organizational and Contract repairs and provides values for parts costs, unscheduled time and labor, and scheduled time and labor. You can view a collective of all time and cost estimates by history or view by FY for up to 10 years.

9.7.5.5.6. Components tab. The components tab is enabled when you select an equipment type system detail record that contains components. The tab lists all components of the system by ECN and item ID. When in this window, you can select a component and double click to open the equipment detail record for the component.

9.7.5.5.7. Software tab. Displays information for equipment related software. You can add software from this window or load software from Equipment Software from the Navigate menu. You can also view information on existing software information loaded in the window.

9.7.5.5.8. Notes tab. Allows you to add, edit, or delete notes for a specific equipment item.

9.7.5.5.9. DITMS tab. Information Technology (IT) equipment records identified as in the MTF Catalog as Defense Information Technology Management Systems (DITMS) require additional information procurement and product information. If the DITMS tab is accessible, update the information as required.

9.7.5.6. The Equipment Detail Toolbar allows the user to perform additional tasks when working in this window.

9.7.5.7. The Acquisition Cost icon allows you to factor in various elements that would affect the end acquisition cost of an equipment item. The actual cost of the equipment is important for the budgeting process when life expectancy is nearing an end or when determining repair versus replacement .

9.7.5.8. After receipt or gain of an equipment item, you have the ability from this window to enter applied discounts, trade-in values, transportation costs, installation costs, upgrades, and any other cost associated with the value of the equipment. The new acquisition cost will be applied to the detail record.

9.7.5.9. The Barcode icon allows you to print a new barcode label for the selected equipment record. The barcode will print to the printer you select.

9.7.5.10. The Contract icon is accessible if an item is associated with an existing contract. When a contract is initially loaded in DMLSS, you will enter the associated ECNs that apply to the contract. Clicking the icon allows you to view the contract information loaded in the Contract Management module.

9.7.5.11. The Item ID icon allows you to perform an item ID change when you have like or similar items on your equipment detail records. Select the item ID you are changing and open the Equipment Detail record. Click the Item ID icon and enter the new item ID. The commodity class,

equipment type, accountable equipment indicator, and maintenance required fields must match to process the item ID change. Changes to these fields may be performed in the MTF Catalog record. Click the Assign button to process the item ID change. DMLSS processes a SNZ (Equipment Item ID Changed) transaction and prints a Custodian Action List.

9.7.5.12. The Print icon allows you to print a Historical Maintenance Report or an Equipment Detail Report. The reports print to the user's local printer.

9.8. Equipment Classification.

9.8.1. The Equipment Classification function supports both EM and MA requirements. It supports the requirement to manage medical equipment based on a medical-legal risk assessment and involves establishment of centralized tables containing the following information :

9.8.1.1. An equipment classification and nomenclature system.

9.8.1.2. Standardized management guidance by type of equipment .

9.8.1.3. Default data by type of equipment.

9.8.2. Centrally managed classification tables were created as a tri-service project. The centrally managed records cannot be edited at the local MTF; however, classification records may be added to meet local requirements .

9.8.3. The equipment classification and nomenclature system includes:

9.8.3.1. Standard Equipment Nomenclature and Device Code for each specific type of device – the standard classification system is based on ECRI Universal Medical Device Code number and Universal Medical Device Nomenclature System.

9.8.3.2. Device Class Name and Device Class Code for each device – the device classes associate the individual devices into groups that perform similar functions. For example, there are several types of infusion devices: Infusion Controller, Ambulatory Infusion Pump, General Purpose Infusion Pump, High Flow, Warming Infusion Pump, Micro Infusion Pump, Multi-channel Infusion Pump, Syringe Infusion Pump. Each of these has a separate Device Code and Equipment Nomenclature, but all of them are associated with the Device Class of Infusion device.

9.8.3.3. Manufacturer – the name and contact information of the manufacturer of an equipment item.

9.8.3.4. Manufacturer/Common Model – the name of the manufacturer of an equipment item, and the name by which the equipment is commonly referred to.

9.8.4. The equipment management data for each item includes:

9.8.4.1. Risk level. This is established centrally and is used as the basis for establishing equipment management requirements and maintenance intervals. Risk levels are provided as information to the local equipment management and maintenance activities.

9.8.4.2. Federal Supply Class (FSC) to which the item belongs. This assists asset managers in assigning item identification numbers to locally purchased equipment .

9.8.4.3. Life Expectancy. This is included to use in the calculation of depreciation and equipment replacement planning.

9.8.4.4. Specialty. This is provided to associate the type of device to a major medical specialty or section of the MTF where the equipment is primarily used.

9.8.4.5. Maintenance Requirement Indicator. This identifies devices, which require periodic maintenance and/or are considered to have significant risks that justify keeping an individual historical service record.

9.8.4.6. Accountable Equipment Code. This indicates whether or not the item is to be included on accountable records.

9.8.5. Local business practices will determine who will establish and maintain Equipment Classification records. The procedures for creating and updating Devices, Device Classes, Manufacture, and Common Model data are contained in the Maintenance Activity section of this manual.

9.9. Equipment Accountability.

9.9.1. Equipment Accountability enables the equipment manager to process any actions that affect the accountability of the organization's equipment. Accountability consists of Gain, Loss, Transfer, and Assembly/Disassembly.

9.9.2. Equipment Gain.

9.9.2.1. Equipment gain is the process of creating records for equipment not acquired through the normal order/receipt process; for example, equipment acquired through inventory adjustments or gifts and donations.

9.9.2.2. When processing a gain for an accountable item, DMLSS automatically creates an audit trail, increases the in-use equipment quantity, updates the customer account, generates updates to accounting records, and provides the option to print a Custodian Action List.

9.9.2.3. When processing a gain for an item with a Maintenance requirement, DMLSS creates a work order for acceptance inspection and scheduling maintenance.

9.9.2.4. To access the Equipment Gain window, from the Navigate menu, point to Equipment Accountability and click on Gain or click the Gain icon on the toolbar. In the Gain Information section, enter the Organization where you are gaining the equipment and select a Transaction Reason. The selected reason may cause additional fields to be completed before adding the item ID.

9.9.2.5. Click the Add button and enter the Item ID of the item you are gaining. If you do not have the item ID, you can click the "Jump To" icon to search for a similar item in the MTF Catalog or create a new item ID. After the item ID is entered, type the quantity to be gained in the quantity field.

9.9.2.6. In the ECN List box, complete all mandatory fill fields. If the Manufacturer or Common Models are not listed in the dropdown menu, click the "Jump To" icon to load the new data. The Nameplate Model data should be the official model designation found on the equipment data plate or tag. The Acquisition Cost should be actual cost of the equipment when new. DMLSS uses this dollar total to calculate maximum repair allowance (MRA) figures in MA records.

9.9.2.7. Multiple items may be entered under an organization by clicking the Add button when all data is entered for the first item. Complete all information for the second item and continue adding items if required.

9.9.2.8. When all data is entered, click the Gain icon on the toolbar. You will be prompted to print a Custodian Actions List and Barcodes during processing. If multiple records are generated, a Custodian Actions List and barcodes for each Customer entered is printed. After the record is updated, the Equipment Gain window will display the assigned ECN along with the processed record data. An IGE (Equipment Inventory Gain) transaction is written to the equipment Transaction History File to record the gain.

9.9.2.9. If you wish to add additional information to the equipment detail record, click the Detail icon on the toolbar. This will launch the Equipment Detail record for the new ECN. If multiple items were entered, VCR buttons are viewable in the upper corner of the ECN List box to move between records. Update equipment information as required.

9.9.2.10. To process other gain transactions, click the New icon to reset the Equipment Gain window.

9.9.3. Equipment Loss.

9.9.3.1. An equipment loss is processed any time the accountability of the organizational equipment inventory is decreased or when a maintenance record is no longer needed, for example, when equipment is transferred to another MTF or turned in to the Defense Reutilization Marketing Office (DRMO). Before processing any loss for equipment, coordinate with the BMET office to ensure there are no outstanding workorders.

9.9.3.2. To process a loss or transfer an equipment item, from the Navigate menu, point to Equipment Accountability and click on Loss or Transfer. The Equipment Search Criteria window opens. You have the option to search by one or many Equipment Classification fields, Owner/Custodian fields, Service Information fields, DITMS fields, or Assemblage fields. Wild card searches are not permitted from this window. Enter your search information and click the Search icon on the toolbar.

9.9.3.3. The Equipment Search Results window displays the results. Select the ECNs you want to loose and click the Details icon on the toolbar to view the equipment detail record. Click the Loss icon on the toolbar to open the equipment loss window. Enter the Transaction Reason for the loss and the form to print for supporting documentation. If you are shipping the item to another MTF or a vendor, you will need to also select the RIC and DODAAC/Org Name. This information is used to record the receiver and prints on the source document.

9.9.3.4. After all information is entered, click OK to process loss. The source document will automatically print to your local printer and you will be prompted to print a copy of the Custodian Actions List for signature. An ILE (Equipment Inventory Loss) Transaction is written to the equipment Transaction History file.

9.9.4. Equipment Transfer.

9.9.4.1. Equipment transfer is used to ensure that equipment appears on the primary user's customer account. At the request of a customer or during an equipment inventory, you may find it necessary to change accountability for equipment items from one department or work section to another. Users can also transfer equipment between organizations supported by the same equipment manager.

9.9.4.2. To process a transfer of equipment items, from the Navigate menu, point to Equipment Accountability and click on Loss or Transfer. The Equipment Search Criteria window opens. You

have the option to search by one or many Equipment Classification fields, Owner/Custodian fields, Service Information fields, DITMS fields, or Assemblage fields. Wild card searches are not permitted from this window. Enter your search information and click the Search icon on the toolbar.

9.9.4.3. The Equipment Search Results window displays the results. Select the ECNs you want to loose and click the Details icon on the toolbar to view the Equipment Detail record. Click the Transfer icon on the toolbar to open the Equipment Transfer window.

9.9.4.4. Select the Organization and Customer you are transferring the item to and click OK. DMLSS generates the CTE (Custodian Equipment Transfer) transaction to record the transfer and creates a Custodian Action List to reflect the changes to each custodian account. The report is printed to your local printer.

9.9.4.5. Equipment items determined to be excess to the needs of the organization and suborganizations may be transferred to the equipment excess account from the Equipment Transfers window. The equipment excess account is a Service/Customer established in systems services under customer ID 2X5245. The account is identified as the excess account for your MTF in the Equipment Service Detail record.

9.9.4.6. If the equipment item is considered excess, click the checkbox for Excess while in the Equipment Transfer window. The Organization and Customer default to your host organization and equipment excess account. Click OK to process the transfer action. DMLSS generates the CTE (Custodian Equipment Transfer) transaction to record the transfer and creates a Custodian Action List to reflect the changes to each custodian account. The report is printed to your local printer.

9.9.5. Equipment Assembly / Disassembly.

9.9.5.1. Assembly is used to combine multiple equipment records to make a single equipment record. An example of assembly would be taking a keyboard, monitor, CPU, and printer and gaining them under a single item ID.

9.9.5.2. Disassembly is used to disassemble one equipment record into multiple individual equipment records. Using the example in the above paragraph, if you needed to account for the components of a computer system separately, you would disassemble the keyboard, monitor, CPU and Printer from the single item ID to make four new item IDs.

9.9.5.3. The Assembly/Disassembly function shouldn't be confused with system/component relationships. These records do not maintain individual ECNs while linked to an end item.

9.9.5.4. To process an Assembly/Disassembly action, from the Navigate menu, point to Equipment Accountability and click on Assembly/Disassembly. The Equipment Search Criteria window opens. Enter the ECN or Item ID of the item you are processing. Assembling an item can be done with an existing item ID or you may create a new Item ID to assemble item against.

9.9.5.5. From the Equipment Detail record, click the Assembly/Disassembly icon.

9.9.5.5.1. To create an assembly, in the Equipment Assembly/Disassembly window, click the Add button in the Gain section and enter the item ID. Click the "Jump To" icon if you are creating a new item ID. Enter the total number of items being assembled in the quantity field.

Complete the customer and equipment reference information in the lower portion of the window.

9.9.5.5.2. To process a Disassembly, enter the item ID you are disassembling to open the Equipment Assembly/Disassembly window. Click the Add button and enter the sub item IDs and quantities. Complete the customer and equipment reference information in the lower portion of the window. To enter additional items, click the Add button and enter the new information.

9.9.6. Click the Gain button on the toolbar to process.

9.9.6.1. An Assembly transaction creates the new equipment record by combining the data from the individual records into the new equipment record, creates an EAD (Equipment Assembly/Disassembly) gain transaction for the new record, and creates loss transactions for the items being combined.

9.9.6.2. A disassembly transaction creates the individual equipment records, creates an EAD (Equipment Assembly/Disassembly) gain transactions for the items being disassembled, and creates a loss transaction for the item being disassembled.

9.10. Equipment Balance.

9.10.1. The Equipment Balance module provides the Equipment Manager the capability to manage authorizations and view equipment balances. Equipment authorizations may be created, edited, and deleted. When an equipment balance search is performed, the System displays the authorizations as well as the on hand balances for accountable In-Use equipment items that meet the search criteria .

9.10.2. To access the Balances window, from the Navigate menu, click Equipment Balance or you can click the Balance button on the toolbar. The Equipment Balance search window opens and requires input to continue. You must enter a device class, item ID, nomenclature, or Line Item Number (LIN) .

9.10.2.1. The Balances window displays your results by authorizations and balance information. Additional filter criteria can be entered in this window to further narrow your search.

9.10.2.2. When Authorizations and Balance information do not match, you must Add or Edit authorization information for equipment. The AF Form 601, **Equipment Action Request**, or approved local reproduction is used as supporting documentation for these changes.

9.10.2.3. The Balance Information box displays totals for equipment authorizations, In Use, Due-In, On-Loan, Leased, and Excess by item ID. Your authorizations should match the collective totals of the remaining fields (i.e. Authorization=In-Use+Due-In+On-Loan+Leased+Excess). When these balances do not match, determine the reason and make adjustments as required.

9.10.2.4. Click the Add button to create a new authorization detail for an item ID with a balance record and no Authorization. In the Authorization Detail window, enter the Item ID, Organization, Authorization Quantity and Authorization reference and click OK. The item will be added to the authorizations list box and the balance information will be increased by the quantity.

9.10.2.5. DMLSS generates an IAE (Increase Equipment Authorization) transaction for the equipment increase.

9.10.2.6. Click the Edit button to modify an existing authorizations balance quantity. In the Authorization Detail window, enter the modified authorization quantity and click OK. The quan-

tity fields in both the Authorizations and Balances box reflect the increase or decrease in authorization quantities. If the quantity entered is zero, the authorization will no longer appear in the Authorization box after processing .

9.10.2.7. DMLSS generates a DAE (Decrease Equipment Authorization) transaction for an equipment decrease and an IAE transaction for the equipment increase.

9.11. Equipment Loan.

9.11.1. Equipment Loan is used track equipment that is lent to patients and internal or external organizations when authorized by your approval authority. The EM can establish, modify, or delete loan accounts as required. Unique loan account IDs are generated by DMLSS and cannot be duplicated within the Organization. Once a loan account has been created, information on equipment and/or durable items can be entered and associated with the loan account. The user can print the Loan Receipt/Location Lists and the Loan Action Lists for signatures and documentation of the loan .

9.11.2. DMLSS sends messages to the EM inbox to alert the user when loaned equipment and/or durable items are nearing, or have reached the end of the loan period. If a loan period requires extension, click the Renew icon on the Loan Information toolbar and enter the additional days required.

9.11.3. To access the Loan Information window, from the Navigate menu click Equipment Loan or click the Loan icon on the toolbar. The window is divided into three tabs, Borrower Info, Items, and notes.

9.11.3.1. Borrower Info tab. This tab identifies the type of loan, loan-to information, and loan-from information. Enter the last name to access the remaining fields. Complete all accessible fields within the tab. It is important to have accurate data you require the item returned due to drug/equipment recall, equipment calibration, or loan times have exceeded time allowances.

9.11.3.2. Items Tab. The items tab is where durable items and equipment are assigned to the borrower.

9.11.3.2.1. Click the Loan button under durable items and enter the item ID, description, U/S price, quantity, and loan days. Click OK to add the item to the durable items list. If multiple items are being loaned, click Loan and enter the new information.

9.11.3.2.2. Click the Loan button under equipment items and enter ECN and loan days. Click OK to add the item to the equipment items list. If multiple items are being loaned, click Loan and enter the new information.

9.11.3.3. Notes tab. Use the Notes tab to enter information about the loan. Click the Add button to load a note. Notes could include training/use of the loan items, communications between the borrower and the loan office, or extension requests.

9.11.4. The borrower may have multiple loan items against a single loan account. As items are returned to the activity, you can go into the Items tab and select the item being returned. Check durable items for serviceability. Annotate the notes tab with the condition of the return. Medical Maintenance must inspect equipment items before the item is returned to inventory.

9.11.5. When all items are returned, click the Delete icon on the toolbar to mark the account for deletion. The account will not be deleted until after two EOFYs, after all actions are completed against any equipment records.

9.11.6. Records marked for deletion may be undeleted if the loan account still exists for the borrower. Click the Undelete icon on the toolbar to undelete the loan account. Complete the tabs for the new loan items.

9.12. Equipment Software.

9.12.1. The Software Management module provides the capability to manage software records for installed or embedded in equipment or stored software for later distribution. Users can create the software records and link them to individual equipment items. These records can help identify the type and version of software with problems or requiring updates. The tracking of available software and installed software provides immediate visibility of assets and puts the facility in a better position to handle available upgrades from various vendors .

9.12.2. To access the Software window, from the Navigate menu click Equipment Software or click the Software icon on the toolbar. The window is divided into three tabs, Software Info, License Info, and notes.

9.12.2.1. Software Info tab. Enter the software specifics and equipment nomenclature in this tab. If a company or Nomenclature is not available, click the Add button to add the respective information. The software version number and type are also important elements of this tab. Other optional fill fields are operating system and literature reference.

9.12.2.2. License Info tab. Enter the software medium, licensing information, quantities, acquisition and expiration date, and cost in this tab. The lower half of the tab allows you to associate key values to equipment items. DMLSS will keep track of available licenses. You will not be able to associate more equipment items than available licenses.

9.12.2.3. Notes tab. Use the Notes tab to enter information about the software. Click the Add button to load a note. Notes could include training/use of the software, communications between the maintenance activities and vendors or customers, or extension requests .

9.12.3. Multiple software licenses can be loaded by clicking the Add License button. This option is used when you have multiple software licenses from the same Company. When Software is no longer required for a piece of equipment and you return the software the company or send the equipment to another installation or DRMO, you will need to delete the software record. Click the Delete License button to remove the software license record. This will also remove the associated equipment.

9.12.4. When all software from a particular company is no longer used, click the Delete icon on the toolbar to mark the company for deletion. The account will not be deleted until after two EOFYs after all actions are completed against any equipment records. If software and equipment are still linked to the company, you will be prompted with a message that records exist and will be deleted if you continue.

9.12.5. Records marked for deletion may be undeleted if the company still exists. Click the Undelete icon on the toolbar to undelete the company. Add the new license info as required.

9.13. Equipment Request.

9.13.1. The Equipment Request module is used for tracking an equipment request through the process of requesting, approving, funding, ordering and receipt of equipment. The process is designed to flow electronically with the window divided into multiple tabs that identify the equipment item, replace-

ment equipment items, customer, SOS, total funds required, maintenance requirements, facility requirements, training requirements, and coordination .

9.13.2. From the Navigate menu, click Equipment Request or click the Request icon on the toolbar to access the Equipment Request Detail window. Click the New button to enter a new equipment request in DMLSS. Enter the organization, customer, and short description for the request in the window header. The request number field populates when the request is saved.

9.13.2.1. Main Tab. This tab is initially the only updateable tab when creating an equipment request. From the main tab, you can build the basic shell information for your request.

9.13.2.2. Equipment Info Tab. This tab identifies the item and manufacture information for your request. This tab also allows for you to include general or specific performance criteria and existing systems the equipment might be used or interface with.

9.13.2.3. Replacement ECN(s) Tab. If you identified this equipment request as a replacement requirement, you must complete this tab. Enter the ECN(s) you will be replacing with this purchase and include any comments pursuant to the replacement or upgrade.

9.13.2.4. Options Tab. The options tab allows you to enter specific item characteristics and any additional options required for the equipment purchase. There is a unit cost field for all additional options. If the additional item is provided at no charge, enter “0” as a unit cost.

9.13.2.5. Comp/Acc Tab (Components and Accessories). This tab provides description breakdowns for components of an end item. It also allows you to include the additional accessories needed to use with the main unit to ensure it meets the user’s requirements. Cost breakdowns for components and accessories are included with the overall price for procurement.

9.13.2.6. Supplies Tab. Enter any startup supplies or repair parts for this request in this tab. These supplies should cover the amount of time it takes to obtain initial stock item levels or JIT (just in time) replacement. Coordinate with the local maintenance shop to determine spare parts requirements. The local maintenance shop may obtain an initial bench stock of spare parts for an equipment item based on manufacture recommendations. Items and associated costs are included in the overall price for procurement.

9.13.2.7. Facilities Tab. This tab is used to identify any special facility modifications, utility requirements, and/or environmental issues. Utility and environmental items are identified as:

9.13.2.7.1. Required—Facility/section requirements are required to operate this equipment item within defined specifications.

9.13.2.7.2. Available—Facility/section meets the requirements to operate requested equipment item within defined specifications. For items checked as required but not available, initiate a work/Job order through FM or local contractor to perform requirements after equipment is approved for purchase.

9.13.2.7.3. NA—The equipment request does not require any special requirements and does not contain materiel that impact environmental compliance.

9.13.2.7.4. If facility modification is required, click the checkbox and enter the work request number assigned by DMLSS. To include this estimated cost to the total cost of equipment procurement, click the Include Cost in Request checkbox.

9.13.2.8. Installation Tab. If the equipment requires installation, click the checkbox for Installation Required and select how the equipment will be installed. Under Installation Requirements, click the Add button and enter Installation milestone dates, work to be performed, and estimated cost estimates. Enter any installation notes as required under Installation Note.

9.13.2.9. Training Tab. If training is required, click the Training Required checkbox. Select the type of trainee, number of personnel to be trained, and any associated training costs. Under Training Notes, enter any specific notes required to training deliverables (i.e. certificates required, level of training, objectives and requirements...)

9.13.2.10. Support Tab. Allows you to enter Maintenance activity and Acceptance requirements. Place a checkmark in the check box for items that require Acceptance Inspections before being used in the facility. Select who will perform maintenance and enter estimates for annual service. If the local maintenance activity will not be performing maintenance support, enter an explanation to support the decision. You may also enter literature requirements required by the maintenance activity for this equipment and pricing if it must be purchased. Literature includes user's manuals, maintenance manuals, schematics, parts lists or any other literature required by the maintenance activity. These costs are associated to the purchase of the equipment item but not the end value.

9.13.2.11. Suggested Source(s) Tab. Allows you to enter suggested SOS information for the equipment purchase, to include POC information. Place a checkmark in the checkbox for the primary SOS when multiple SOSs are loaded. You may load additional SOSs by clicking the Add button in the tab.

9.13.2.12. Status Tab. Provides current status and related document information concerning the requirements. Identifies the quantity and date a request was approved/disapproved, funding information, due-in and due-out information and status, and any notes applicable to the status of the request. This tab is updated after it is submitted for review.

9.13.2.13. Coordination Tab. Allows you to identify all persons in the review process and route the request for coordination. Enter how many days each reviewer has to review the package and submit to the next reviewer. A notice is received in the EM Inbox notifying the identified reviewer that they must review the package and provide any comments. Start and Complete dates are included to track suspense's. Dates that exceed start date plus number of days is posted to the EM inbox to notify the reviewer that a suspense is nearing or has past due.

9.13.2.14. Summary Costs Tab. Provides the Total Requisition Costs, any related costs and transportation information for the requirement. This allows you and your RM to target where the funds are being spent for the procurement of an item.

9.13.3. The Add Like Icon takes information from a request that was just completed and transfer the majority of the Main Tab information to a new Equipment Request Detail. The only required entry to complete is the Requestors Name field. You can also modify other fields not disabled if changes are required.

9.13.4. The Submit Icon locks the requirement into the DMLSS system. The request status changes from New Request to Awaiting Approval and the Approve icon becomes enabled on the toolbar.

9.13.5. From here you may elect to print the request for routing and approval or enter all required reviewers in the Coordination Tab and have them review/approve electronically .

9.13.6. The Print Icon allows you to print the Equipment Request Order Report and the Equipment Request Approval Review list. The Equipment Request Order Report lists all equipment detail record information for a selected detail record. A customer or the EM may print this report as a backup source document or to be used in routing for approval.

9.13.7. The Equipment Request Approval Review acts as a routing/approval document for an equipment request when approval is not obtained electronically. The document provides information obtained from the Main tab as an overview to the equipment request.

9.13.8. When the review/approval authority approves the equipment request for purchase, enter the approved quantity and date, and expense center in the detail record Status tab. Click the Approve Icon to change the request status to Approved. This process also reduces the number of fields that may be changes within the equipment request detail record.

9.13.9. Excess Icon. Equipment requests that are being filled by excess received from another MTF/DOD component or from local equipment excesses can be applied against an existing requirement by clicking the Excess icon on the toolbar. Enter the quantity and click OK to apply the excess quantities to the requirement. The available purchase quantities are reduced by the entered excess quantity and the reason "Filled by Excess" is applied to the request status in the Main tab.

9.13.10. When an order is not filled by excess and is ready to order you have the option to order the requirement directly from the Equipment Request Detail window. After approval is entered in the record, click the Order icon to open the Supply/Equipment Offline Orders window. In the Main tab, you can enter a required delivery date and modify priority, refund code, and check the order as Non-submit. Under the SOS Details tab, validate the SOS. If the order is checked as Non-submit the submission method must be changed to Print. Click the Execute icon to process the order.

9.13.11. Once the request is funded, the equipment manager may order the item(s) by clicking on the Order icon. This transfers the user to the IM Off-line Order window. DMLSS defaults the required information from the equipment request into the order window. After validating the data, the user can execute the order. This creates due-in and due-out records in IM, and updates the equipment request with the document number of the order. The equipment request is updated with the status of the order as it is received in IM .

9.14. Equipment Budgeting.

9.14.1. DMLSS allows users to generate an Equipment Replacement Report from the Reports module for equipment budgeting.

9.14.2. During equipment budget cycles, this report can be produced for Capital or Expense equipment types by organization or selected customer. You also have the option to print replacement projections for up to 5 years out from the current date.

9.14.3. The report will not list any equipment currently identified in the equipment detail record as replacement.

9.15. Equipment Inventory.

9.15.1. The Equipment Inventory module allows the user to create, conduct, reconcile and resolve equipment inventories. The user can enter criteria for the inventory, and DMLSS generates an inventory file for the selected parameters, and assigns an inventory control number (ICN).

9.15.2. The equipment inventory method may be Manual, HHT-Batch Mode or HHT-Radio Frequency Mode. In the manual inventory mode, the user prints the equipment inventory list and uses it to perform the physical inventory. Once the physical part of the inventory is complete, the user returns to DMLSS and updates the inventory records. The HHT allows the user to perform the inventory by scanning bar code labels on the equipment instead of visually reading the labels. The HHT is also an alternative input device for updating the inventory file with the information from the physical inventory. The HHT can be used in a Batch Mode or an interactive RF mode.

9.15.3. Once the inventory records have been input for update to the inventory file, the user can reconcile and complete the inventory. DMLSS displays the overage/shortage list when discrepancies exist for a Customer account. The shortage list includes those equipment items that were not updated (not found). The overage list includes those equipment items that were manually added by the user or found during the HHT inventory process. The user can perform corrective actions for selected records on the overage/shortage screen.

9.15.4. To access the inventory module, from the Navigate menu select Inventory and click on New Inventory or click the Inventory icon on the toolbar. Search for existing inventories by entering search criteria or click the New button to establish an inventory for an organization, customer, or custodian.

9.15.5. New Inventories require you to enter an Inventory Method, Reason, Organization, and Scope as a minimum.

9.15.6. Inventory methods determine how the inventory will be performed, Manual, HHT-Batch, or HHT-RF methods.

9.15.7. Inventory reasons identify why the inventory is being performed. Command directed, custodian change, equipment manager change, Routine, and Special are the reasons for inventory. Command directed and special inventories allow you to inventory specific device classes and nomenclatures.

9.15.8. Organization name identifies the organizational assets or the organization of the customer's assets that will be inventoried.

9.15.9. Scope identifies the equipment that will be inventoried. The scope can define all organizational equipment to be inventoried or specify specific customers or custodians equipment.

9.15.10. Click OK to process the inventory requirement and view the Equipment Inventory Listing window for your selected scope criteria. During processing, DMLSS assigns an Inventory Control Number (ICN) to requirements. The purpose of the ICN is to keep track of inventories that are not complete.

9.15.11. The Equipment Inventory Listing window lists all equipment items identified by the search criteria by customer ID, ECN, item ID, nomenclature, equipment type (Eq Ty), system ECN, permanent location, temporary location, and on loan status. As the inventory is updated the inventoried, date inventoried, and inventory performed by fields are populated .

9.15.12. If performing a manual inventory, you may want a copy of the inventory listing to use for documentation. Click the Print icon on the toolbar to print a selected inventory or all inventories pending completion. The product will be sent to the local printer.

9.15.13. To Manually update an inventory, select an equipment record and click the Update icon on the toolbar. Verify date of inventory and enter the person's name that performed the inventory (if dif-

ferent) and click OK. The Inventory field displays a “Y” and the date inventoried and inventory performed by fields populate with entered information. This information will be saved and remain as part of the inventory record during the inventory cycle.

9.16. HHT-RF.

9.16.1. HHT-RF inventories update DMLSS as the inventory process is being performed. Before performing an HHT inventory, the inventory should have been created in EM. Once the inventory is established, select E&TM (Equipment and Training Management) from the HHTs application menu and press enter. If the HHT is in the login screen, press the F5 function key to access the application menu .

9.16.2. In the E&TM Login screen enter your user ID and password to access the E&TM Menu. Select Inventory or the corresponding number to access the Inventory RF menu. In the Inventory RF menu, enter the Inventory Control Number (ICN) assigned by DMLSS.

9.16.3. Scan barcode or type the customer ID for the inventory you are performing. Scan or type the location barcode name.

9.16.4. Scan barcode or enter the ECN followed by the organization ID. Repeat this step for each item in the customer’s inventory. When you are at a stopping point in the inventory, press Escape until you are that the E&TM Menu screen. Press Escape back to the Login screen to exit the inventory processes.

9.16.5. To review the inventory, from the E&TM menu screen, press Review Inventory or the corresponding number. The review process will display all items remaining on the inventory beginning with next item to be inventoried. When the item is found, enter the customer ID to record the item in the inventory. To continue, enter or scan the location and ECN for each remaining item to be inventoried. If the item is not found, press function key F1 to skip to the next record.

9.17. HHT-Batch.

9.17.1. HHT-Batch inventories work the same way as RF inventories, except that the inventory file must be downloaded from DMLSS to the HHT before the inventory can be performed. As with RF inventories, an EM inventory must be created. Once the inventory is established, select E&TM from the HHTs application menu and press enter. If the HHT is in the login screen, press the F5 function key to access the application menu.

9.17.2. To download the inventory to the HHT, from the E&TM Login screen enter your user ID and press function key F2 to enter Batch mode.

9.17.3. In DMLSS, open the ICN inventory you want to download to the HHT and click the PC to HHT icon on the toolbar. DMLSS prompts you to select customers. You can download all selected customers or select specific customers to download. Click OK to continue.

9.17.4. On the HHT, in the E&TM menu, select Batch Recv File or the corresponding number and press enter. Place the HHT in the docking station and press any key to proceed. After pressing any key, wait 10 seconds and from DMLSS click OK at the window prompt. The inventory is now loaded on the HHT.

9.17.5. After downloading the inventory file to the HHT, in the E&TM menu select Inventory or the corresponding number and press enter. In the Inventory-Batch window type the ICN and press enter.

9.17.6. Scan barcode or type the customer ID for the inventory you are performing, the location barcode name, and the ECN followed by the organization ID. After the inventory is completed, press the escape key to return to the E&TM login screen and upload the updated inventory from the HHT to DMLSS.

9.17.7. Before uploading the inventory, you may want to review the inventory. From the E&TM menu, select Review Inventory or corresponding number and press enter. In the Inventory-Batch window items that were not inventoried are displayed on the HHT screen. As with RF inventories, when the item is found, enter the customer ID to record the item in the inventory. To continue, enter or scan the location and ECN for each remaining item to be inventoried. If the item is not found, press function key F1 to skip to the next record.

9.17.8. To upload the completed inventory to DMLSS, open the ICN inventory in DMLSS and click the HHT to PC icon on the toolbar. Wait before clicking the message and go to the HHT.

9.17.9. From the HHT, in the E&TM menu, select Batch send file or corresponding number and press enter. Place the HHT in the docking station and press any key to proceed. After pressing any key on the HHT, wait 10 seconds and go back to DMLSS and click OK at the window prompt.

9.17.10. The associated inventory fields in the DMLSS EM inventory window are updated with the inventory results .

9.17.11. Any items found during inventory not on the custodians equipment property records should be added to the inventory for validation. Click the Add button at the bottom of the inventory list to view the Add ECN to Inventory window and enter the ECN and Inventory location. If you are not the person who found the item, change the performed by field. The item is added to the immediate inventory list. Scanned inventory items are added to the inventory during batch upload or in real time if inventory was performed in RF mode.

9.17.12. Do not update equipment records for items that were not found during inventory. These records will be handled as part of inventory reconciliation.

9.17.13. You can view the equipment items detail record anytime during the inventory by clicking the Details icon on the toolbar. The equipment details window provides information on items to aid in the inventory process.

9.17.14. When the inventory is completed, click the Reconcile icon on the toolbar to view the Equipment Shortage/Overage window. The window lists all shortages and overages identified during the inventory. This list must be validated before an inventory can be completed.

9.18. Reconcile Shortages.

9.18.1. When shortages are discovered during the inventory, a letter requesting Reports of Survey action must be completed before the loss transaction can be processed and the inventory finalized. Click the Loss icon on the toolbar to process the loss. In most cases, select manual for form number. If research is found that the item was sent to another MTF or DRMO, select either DD Form 1149, **Requisition and Invoice/Shipping Document**, or DD Form 1348-1A, **Issue Release/Receipt Document**. You have the option to print a copy of the Custodian Actions List as a result of processing. DMLSS generates a ILE, Equipment Inventory Loss, transaction to record the loss.

9.18.2. The Match icon compares the items listed in shortages and overages and lines up items listed in both window views.

9.19. Reconcile Overages.

9.19.1. Research overages to determine the reason an overage exists. Equipment might have been changed between customers without coordination with the EM, excess equipment may have been received and not coordinated with EM, or documentation may have been submitted to turn an item in but the equipment was never given to maintenance or the EM are some reasons an overage may exist. The overage field provides ownership customer ID and where the overage was found.

9.19.2. If the item is in this section as a result of transfer, click the Transfer icon on the toolbar. DMLSS processes the CTE, Custodian Equipment Transfer, transaction to record the transfer action. You have the option to print the Custodian Actions List as a result of processing. This item is considered reconciled for inventory purposes.

9.19.3. If the item belongs to the custodian listed in the ownership field, click the Return icon on the toolbar. The item is cleared from the inventory list and returned to the proper owner. The item is considered reconciled for inventory purposes .

9.19.4. If the item is required in the inventoried location and it is not currently listed on a customer account, click the Gain icon to add the item to the inventory. DMLSS prompts you to complete an equipment gain. If a MTF Catalog Record doesn't exist, you must create one Click the "Jump To" icon while in the Equipment Gain window to establish the Catalog record.

9.19.5. DMLSS processes the IGE, Equipment Inventory Gain, transaction to record the gain action. You have the option to print the Custodian Actions List as a result of processing. This item is considered reconciled for inventory purposes.

9.20. Complete Reconciliation.

9.20.1. When corrective actions on all shortages and overages are complete, click the Reconcile button on the toolbar to complete the inventory. You have the option to complete single user inventories or multiple inventories. Reconciling the inventory, updates the equipment and custodian records, and sets the next required inventory date in the equipment detail records.

9.20.2. To print a copy of the Custodian Receipt Locator List, click the Reports icon on the horizontal toolbar, select standard inquiry, and click Custodian Receipt/Locator List from the report name list. The printed copy will be sent to the users local printer. There is an option to save the file as a .TXT file for instances when electronic copies are required.

9.20.3. To open an existing inventory that is not complete, click the Inventory icon on the toolbar and select the ICN. The inventory will open. Perform any updates as required.

9.21. Equipment Excess.

9.21.1. EM Excess allows you to view, report, follow-up, and transfer potential excess items. Equipment items classified as excess are transferred to the EM Excess Svs/Customer 2X5245 identified in the EM Services Detail record. Serviceable items listed in this service/customer are considered potential excess and are displayed in the EM Excess window.

9.21.2. Access the EM Excess window from the Navigate menu by selecting Excess or by clicking the Excess icon on the toolbar. The EM Excess window displays ECNs for potential excess and reported excess. Basic item details are viewable for each equipment item as selected.

9.21.3. You have the ability to search for specific equipment items by limiting your searches using the Filter icon. The filter option allows you to narrow the equipment search by ECN, item ID, or document number. The search will display the results by the equipment's current excess state: Potential Excess or Excess Reported.

9.21.4. If an item currently in excess can be utilized within the main organization or a suborganization transfer the item to the gaining custodian using the Remove icon on the toolbar. The remove option performs an equipment transfer of the item from potential equipment excess records to the gaining custodian. A CTE, Custodian Equipment Transfer, transaction is processed and written to the equipment transaction history file. DMLSS also generates a Custodian Actions List to document the loss from the equipment account and the custodian gain.

9.21.5. The Search icon is enabled when you are reviewing reported excess. Search allows you to search all excess records.

9.22. Reporting Excess.

9.22.1. Select an ECN from potential excess and click the Report icon on the toolbar. The equipment is assigned a document number from the 7500-7999 serial block with status code "ES" and moved to the Excess Report within the EM Excess window. The outgoing requirements are sent during EOP processing. To view the detail status of the excess report, click the Detail icon on the toolbar. The detail window provides excess detail information and status for each reported item.

9.22.2. Detail Status Processing. From the Excess Report Detail window, you can process Follow-up or Cancellation status against reported excess requirements. To process status against an equipment excess item, click the Status Request icon on the toolbar. Excess status processing is completed from the IM module and updated equipment records.

9.22.3. Generate follow-up status when you haven't received status from TRIMEDS within 5 days of the initial requirement being sent. Follow-up status generates status code "EF" and posts the status to the Status tab within the window.

9.22.4. Cancellation of an equipment item generates status code "EC" and posts the status to the Status tab within the window.

9.22.5. If you are not familiar with a status code listed in the Status tab, you can click the Description icon on the toolbar to view the status codes description.

9.23. Contracts.

9.23.1. The Contracts icon is linked to the Contract Management module of DMLSS and provides a method for recording information on service contracts. The service contract records can be linked to equipment records to track equipment leases. When equipment is entered on service contract records, the equipment record reflects the service contract information. Once a service contract record has been created, users can record calls placed against that contract and record the receipt of the services.

9.23.2. New Call.

9.23.2.1. The New Call icon opens the Call detail window and allows you to enter call information associated with a contract for services required to be performed. Complete all required information and enter any applicable notes associated with the call. Multiple Contract Line Item

Numbers (CLIN) can be entered for a call by clicking the Add button. Information for each CLIN, in most cases, is required for cost estimating.

9.23.2.2. If the call is being performed against an equipment item with a workorder, enter the workorder number and ECN.

9.23.2.3. Saving the call detail information adds the new call number to the call register file.

9.23.3. Call Register.

9.23.3.1. Click the Call Register icon to view all call numbers associated to a selected contract. CLIN detail information is provided for each call selected within the window. Click the Call Detail icon to perform updates to open contract calls. Entering the document number will close the call for services performed .

9.23.3.2. When calls are complete, click the Receipts icon to generate the DD250 required by finance. You will be required to enter the actual quantity (services performed based on CLIN information) received and the date performed. Click Save to update the call register and generate the DD250. You can select the number of copies that are required during printing.

9.24. Transaction History.

9.24.1. Transaction history provides an auditable record of transactions, such as gains, losses, or custodian changes that affect the accountable equipment inventory. DMLSS assigns a document number and creates a transaction history record every time a transaction affects the quantity or dollar value of assets in inventory, the identification of assets in inventory, or the custodial responsibility of assets in inventory.

9.24.2. Transaction history is used to verify that equipment transactions have been processed properly, and to determine the necessary corrective actions when an error has been identified. Equipment gain and loss transactions can be reversed from equipment transaction history when it is determined erroneous processing occurred. Reversing a transaction, processes all required actions in reverse order of how they were originally processed.

9.24.3. You have the option of searching for specific item criteria when entering the equipment transaction history details window. It is recommended that you search for specific information to narrow the search results. This also minimizes the impact on server speed and processing.

9.25. EM Reports.

9.25.1. DMLSS provides a variety of standard reports and inquiries to help managers. The difference between a report and an inquiry is defined below:

9.25.2. A report is a collection of data presented automatically on a periodic or event driven basis. Reports represent the status at that point in time and/or present data of a historical nature. The data is presented in a standardized format, and cannot be manipulated. Reports are not available if the Report Date field is not populated.

9.25.3. An inquiry is similar to a report in that the inquiry presents data in a standard pre-programmed format. Inquiries are not produced automatically on a periodic schedule. Instead, inquiries are produced only when users request the information.

9.25.4. Select an inquiry and click the View icon on the toolbar to review an inquiry. Most inquiries require criteria to be entered before the report is viewable. While in the inquiry preview window you have the option of printing or saving the inquiry to file.

Section 9B—Medical Equipment Maintenance (MA)

9.26. Purpose. The Maintenance Management and Administration system provides users with a systematic approach to equipment maintenance. The application provides a simplified means for customers to request maintenance services and obtain status or work requested. The work order system provides scheduled maintenance procedures and facilitates historical maintenance data collection. A parts module will interface to the supporting supply activity and to the work order system. The historical maintenance data will be used to support the equipment management and budgeting processes.

9.27. Inbox.

9.27.1. The Equipment Maintenance Inbox provides important information about actions requiring follow-up (pending actions). The Inbox provides the ability to immediately view and resolve issues, thus preventing the possibility of problems developing and expanding. The Inbox should be accessed daily, so issues can be addressed in a timely manner. When the Equipment Maintenance application is launched, the Inbox window appears if there are pending actions for a maintenance activity or individual.

9.27.2. If there are pending actions for the maintenance activity or individual, the Inbox window appears when the Equipment Maintenance application is launched. The user can also access the Inbox from the Utilities menu .

9.27.3. The Equipment Maintenance Inbox has three sections :

9.27.3.1. Maintenance Activity Inbox – displays pending action messages that contain the Organization ID of the Maintenance Activity .

9.27.3.2. Individual Inbox – displays pending action messages that contain a User ID .

9.27.3.3. Details Section – displays additional details about a selected pending action message in the Maintenance Activity or Individual Inbox, if they are available.

9.27.4. The Maintenance Activity and Individual Inbox sections work the same way. Some pending actions do not require an action on the user's part, but are only advisory messages. These pending actions are marked by a "No" in the Action Required field. Other pending actions require an action on the user's part, and are marked by a "Yes" in the Action Required field. In either case, if the user has the MA resource and privilege associated with the pending action, the user can use the "Jump To" icon to access the relevant records.

9.27.5. If the Action Required field for a pending action equals "No", the user can delete the pending action. If the Action Required field equals "Yes", the message will remain in the Inbox until the user performs the action required. The user can click the Refresh icon to refresh the window display.

9.28. Personnel Management.

9.28.1. The Personnel Management module is used to :

9.28.1.1. Establish records for all maintenance personnel.

9.28.1.2. Assign maintenance personnel to maintenance teams.

9.28.1.3. Document the training experiences and professional certifications of personnel.

9.28.1.4. Record the time that personnel are available for work each month.

9.28.1.5. Provide a gross breakout of how the time was spent.

9.28.2. Staff records are established when individuals arrive for duty at a maintenance activity, and are inactivated upon their departure. Once a staff record has been established, the staff member can be assigned to particular work orders.

9.28.3. The staff member name is used in the work order recording and tracking method for the Performance Analysis report. DMLSS provides managers with a method of measuring individual performance by evaluating the work orders assigned and the hours that have been charged against those work orders. Performance Analysis uses the work order data and the personnel records to accumulate the data required.

9.28.4. Certification and training records can be added for each individual in the maintenance activity. This information is used to document the professional certifications and training of the personnel, and aids the supervisor in making work assignments, and in determining if any additional training is needed for an individual. Master certification and training records are maintained so that they can be linked to additional staff members without duplicating the information in each staff record. It is important to note that this information is not intended to replace or supercede any official training records or documentation.

9.28.5. The staff members' timesheet information should be entered at the end of each month. DMLSS uses this data to process performance information about individual staff members. DMLSS also combines data from multiple staff members to process information about teams and the overall maintenance activity.

9.28.6. The monthly timesheet provides a method to record the time each person was available for work during the month. The timesheet provides a gross breakout of how the time was spent, and provides a basis for productivity analysis reports. The MEPRS data is derived from hours entered on work orders and is summed for each Customer Account.

9.28.7. Team/Staff.

9.28.7.1. To access a list of all current staff, from the Navigate menu select Personnel Management and click Team/Staff. A list of all assigned maintenance personnel is displayed. During conversion, the DMLSS deployment team will load all currently assigned maintenance personnel to the staff directory. The MA will be required to load new teams and assign personnel as local business practices dictate. The MA will load all newly assigned personnel upon completion of in-service .

9.28.7.2. To add a new staff member, from the Navigate menu, select Personnel Management and click New Staff. This only occurs when you select Team/Staff, not new staff member. Join this sentence to the paragraph below. This will open the Staff Detail window. The Window is further divided into four tabs, General, Certification, Training, and Notes. Complete all required information in the General Tab and any additional information for the staff member to supplement the staff members profile in DMLSS.

9.28.7.3. If the new staff member holds certifications on a specific piece of equipment or systems, this information can be included in the Certification Tab. Multiple certifications may be loaded by clicking the Add Certification button. Expired certifications or erroneous data may be removed by clicking the Delete Certification button.

9.28.7.4. Formal training may be documented in the Training Tab. Click the Add Training button and enter the Course title. A list of Course titles may be viewed by clicking the “Jump To” icon in the window. Click the Add Training button to add multiple courses. Erroneous data may be removed by clicking the Delete Training button.

9.28.8. Equipment Trained. For a course that addresses specific equipment items, the training record also includes the following information: NOTE: This data is pulled from the Null Data tables and does not mean that these items are in your MTF inventory.

9.28.8.1. Device class name.

9.28.8.2. Equipment nomenclature.

9.28.8.3. Equipment manufacturer.

9.28.8.4. Model number.

9.28.9. Information to populate these fields is loaded in the Master Training Record module by an individual that is assigned the applicable roles and privileges.

9.28.10. Teams are established based on each maintenance activity business practice. To load teams into DMLSS, click the Create Team button under the Teams view. Enter the name of the team you would like to establish. The teams are added to the Teams view in the Team/Staff window.

9.28.10.1. To assign members to a team, select the name from the Staff List and click the Assign icon from the toolbar. Select the team from the dropdown list and click OK. You can also assign the staff member to the team by selecting the staff member name, and dragging and dropping it over the team name.

9.28.10.2. To remove a member from a team, select the name from the staff list and click the Unassign icon from the toolbar. The staff member will be moved from the team to the Unassigned team. This staff member is now available to be assigned to any other existing team. You can also unassign the staff member by selecting the staff member name, and dragging and dropping it over the Unassigned team.

9.28.10.3. To assign a team leader, select the new team. The team members are listed in the staff list. Select the Person to be assigned as the team leader and click the Assign Team Leader button. A checkmark will identify the team leader.

9.28.10.4. To change a team leader for a team, select a team, the new team leader from the staff list, and click the Assign Team Leader button. The staff member must be listed in the team list before they can be assigned as team leader.

9.28.10.5. To delete a team, select the team that is being deleted and click the Delete Team button. You can also unassign the staff member from the team by selecting the staff member name, and dragging and dropping it over the Unassigned team. All staff members assigned to the team will be moved to the Unassigned team for reassignment.

9.28.10.6. Staff members that are no longer assigned to the Maintenance Activity must be removed from the active staff roster. To remove a staff member, open the staff detail record for the staff member and click the Inactive icon from the toolbar. The staff member information will be archived and may be viewed by selecting the View Inactive Staff radio button in the Team/Staff window.

9.28.10.7. If a staff member returns to the maintenance activity, click the View Inactive Staff Radio button and select the staff member from the list. Click the Staff Details button to view the staff members detail record and click the Active icon from the toolbar. The staff member will be restored to the Unassigned team.

9.28.10.8. When reactivating an inactive staff member, remember to revalidate the staff member's credentials and training. Make updates to these tabs if required .

9.28.11. The Print icon allows you to print a Staff Roster for a selected team or for all assigned staff members. The staff roster lists, rank, name, duty phone, home phone, beeper number, team, and date assigned.

9.28.12. Timesheets.

9.28.12.1. Timesheet information should be entered at the end of each month. DMLSS uses this data to process performance information about individual staff members. DMLSS also combines data from multiple staff members to process information about teams and the overall Maintenance Activity.

9.28.12.2. The monthly timesheet provides a method to record the time each person was available for work during the month. The timesheet provides a gross breakout of how the time was spent, and provides a basis for productivity analysis reports.

9.28.12.3. Each staff member should provide the following values of time, rounded to the nearest tenth of an hour, for monthly processing :

9.28.12.3.1. Regular hours.

9.28.12.3.2. Overtime hours.

9.28.12.3.3. Non-duty absence.

9.28.12.3.4. Duty absence.

9.28.12.3.5. Administrative support hours.

9.28.12.3.6. Technician training hours.

9.28.12.3.7. Supervisory hours.

9.28.12.3.8. Travel hours.

9.28.12.4. The following entries are automatically calculated based on what you entered above:

9.28.12.4.1. Total hours = Regular hours + Overtime hours.

9.28.12.4.2. Hours available for work = Total hours - (Non-duty absence and Duty absence).

9.28.12.5. Hours available for maintenance = Hours available for work - (Administrative support hours, Technical training hours, Supervisory hours, and Travel hours) .

9.28.12.6. DMLSS also calculates the total for each column and displays these totals on the bottom row .

9.28.12.7. Timesheets are available by selecting Timesheets from Personnel Management under the Navigate menu or by selecting the Timesheet icon while in the Team/Staff window.

9.28.12.8. The Print icon allows you to print a Monthly Timesheet report for all assigned staff members as it is displayed on screen.

9.28.13. Master Training.

9.28.13.1. The Master Training module allows you to load approved military training courses, contractor, MTF, or Local training information to standardize training information to allow for non-duplication. This information is used to document training of personnel assigned, aids the supervisor in making work assignments, and in determines if any additional training is required.

9.28.13.2. The module also allows you to load equipment, by device class and nomenclature that is associated to a selected training course.

9.28.13.3. To load a course in the Master Training window, from the Navigate menu, select Personnel Management and click Master Training. Under Training Records click the Add Course button and complete all required fields. Click the Add Course button to load additional courses .

9.28.13.4. To remove obsolete courses, select the course from the training records list and click the Delete Course button. This action removes the course from Master Training record, all staff members' records, and disassociates all related equipment.

9.28.13.5. To associate equipment to a course, select the course from the training records list and click the Add Equipment button. Enter the Device Class and Equipment Nomenclature for the equipment. Enter the Manufacture and Model number if the training was focused on a specific make and model. Multiple device classes and equipment nomenclatures can be loaded by clicking the Add Equipment button .

9.28.13.6. To remove equipment from a course, select the Devise class and click the Delete Equipment button. The equipment identification will be removed from the Master Training Record and all members' records that had this training in the past .

9.28.14. Add Certification.

9.28.14.1. DMLSS allows you to add a certification record for each individual in the maintenance activity. This information is used to document the professional certifications of the personnel, and aids the supervisor in making work assignments, and in determining if any additional training is needed for an individual.

9.28.14.2. To add a certification record, from the Navigate menu, select Personnel Management and click Master Certification. Click the Add Certification button and enter the certification description and issuing agency in the open fields. Click the Add Certification button to load additional professional certifications.

9.28.14.3. To remove obsolete certification records, select the obsolete record and click the Delete Certification button. The certification will be removed from the master certification list and from all members' records that had the certification.

9.29. Equipment Classification.

9.29.1. The Equipment Classification function supports both EM and MA requirements. It supports the requirement to manage medical equipment based on a medical-legal risk assessment. It involves establishment of centralized tables containing the following information:

9.29.1.1. An equipment classification and nomenclature system.

9.29.1.2. Standardized management guidance by type of equipment.

9.29.1.3. Default data by type of equipment.

9.29.2. Centrally managed classification tables were created as a tri-service project. The centrally managed records cannot be edited at the local MTF however, classification records may be added to meet local requirements.

9.29.3. The equipment classification and nomenclature system includes:

9.29.3.1. Standard Equipment Nomenclature (Device) and Device Code for each specific type of device: The standard classification system is based on ECRI's Universal Medical Device Code (UMDC) number and Universal Medical Device Nomenclature System (UMDNS).

9.29.3.2. Device Class Name and Device Class Code for each device: The device classes associate the individual devices into groups that perform similar functions. For example, there are several types of infusion devices: Infusion Controller, Ambulatory Infusion Pump, General Purpose Infusion Pump, High Flow, Warming Infusion Pump, Micro Infusion Pump, Multi-channel Infusion Pump, Syringe Infusion Pump. Each of these has a separate Device Code and Equipment Nomenclature, but all of them will be associated with the Device Class of Infusion device. This is used primarily to facilitate queries of equipment records for the purpose of easily retrieving multiple like items. This functionality helps the user address Command Level requests and aids in Recall or Hazard Alert management.

9.29.3.3. Manufacturer: The name of the equipment manufacturer and the name that the equipment is commonly referred to .

9.29.3.4. Manufacturer/Common Model: The name of the manufacturer of an equipment item, and the name by which the equipment is commonly referred to.

9.29.4. The equipment management data for each item includes:

9.29.4.1. Risk level: This is established centrally and is used as the basis for establishing equipment management requirements and maintenance intervals. Risk levels are provided as information to the local equipment management and maintenance activities.

9.29.4.2. Federal Supply Class (FSC) to which the item belongs: This assists asset managers in assigning item identification numbers to locally purchased equipment.

9.29.4.3. Life Expectancy: This is included to use in the calculation of depreciation and equipment replacement planning .

9.29.4.4. Specialty: This is provided to associate the type of device to a major medical specialty or section of the MTF where the equipment is primarily used.

9.29.4.5. Maintenance Requirement Indicator: This identifies devices, which require periodic maintenance and/or are considered to have significant risks that justify keeping an individual historical service record.

9.29.4.6. Accountable Equipment Code: This indicates whether or not the item is to be included on accountable records.

9.29.4.7. Device NOTE: Advances in the Medical community and in technology will challenge our ability to keep the centrally provided list of devices current. Rather than have our customers wait until a review can occur at a high level, we allow them to create a local device. We intend to periodically review these local records and use them as one of the avenues to update the DMLSS device table.

9.29.4.7.1. To establish a new device, from the Navigate menu select Equipment Classification and click New Device or click the Device icon on the toolbar and click the New button from the criteria window.

9.29.4.7.2. The Device Detail window is divided into three tabs, Device, Manufactures, and MTF Catalog Items. The Device tab is the only viewable tab until the device code is established. Enter all required data associated with the new device code in the Device tab and click the Save icon. DMLSS will generate the new device code number and allow you to view the remaining two tabs.

9.29.4.7.3. From the device record, you cannot associate a manufacturer or MTF catalog item with the device. These associations can only be made through the manufacturer/common model record and the equipment record, respectively .

9.29.4.7.4. To view an existing device, from the Navigate menu select Equipment Classification and click Open Device or click the Device icon on the toolbar to view the Device Search criteria window. In the Device Search window, you can search for device records by Device Code, Equipment Nomenclature, Device Class, Federal Supply Class, and Specialty. If more than one record meets your search criteria, you can see a list of search results. If only one record meets your search criteria, you can see the detail record. The detail record will provide information about a device and associated manufacturers and MTF Catalog items.

9.29.4.8. Device Class. Advances in the Medical community and in technology will challenge our ability to keep the centrally provided list of device classes current. Rather than have our customers wait until a review can occur at a high level, we allow them to create a local device class. We intend to periodically review these local records and use them as one of the avenues to update the DMLSS device class table.

9.29.4.8.1. To establish a new device class, from the Navigate menu select Equipment Classification and click New Device Class. Enter the device class name and click the Save icon. DMLSS creates a unique Device Class Code for you, and defaults the date to the current date.

9.29.4.8.2. To view an existing device class, from the Navigate menu select Equipment Classification and click Open Device Class. In the Device Class Search window, you can search for device class records by Device Class Code, Device Class Name, and Date. If more than one record meets your search criteria, you can see a list of search results. If only one record meets your search criteria, you can see the detail record. The detail record will display device class information to include date established and how the device is managed.

9.29.4.9. Manufacturer: Advances in the Medical community and in technology as well as a company's decision to manufacture an item will challenge our ability to keep the centrally provided list of manufacturers current. Rather than have our customers wait until a review can occur at a high level, we allow them to create a local manufacturer record. We intend to periodically review these local records and use them as one of the avenues to update the DMLSS manufacturer table.

9.29.4.9.1. To establish a new manufacturer, from the Navigate menu select Equipment Classification and click New Manufacturer. The New Manufacturer window opens and is divided into four tabs, Manufacturer, Sales POC, Parts POC, and Service POC.

9.29.4.9.2. The Manufacturer tab is similar to an address book allowing you to enter a manufacturer name, address, phone numbers, email address, fax, ECRI and CAGE codes. You also have the ability to list the name a manufacturer and/or division might have previously used. This is helpful when vendors change company names or are bought out by a larger corporation or when a new division is established within a company.

9.29.4.9.3. After all information is loaded in the manufacturer tab, click the Save icon. The remaining tabs are now available to be updated. Update all POC information as it applies to the manufacturer. It is important to include as much information as possible on a manufacturer to minimize the need to research information later.

9.29.4.9.4. To view an existing manufacturer, from the Navigate menu select Equipment Classification and click Open Manufacturer. In the Manufacturer Search window, you can search by Manufacturer Name or click the Search button to view the entire list of manufacturers. To view the details of a manufacturer, select the manufacturer and click the Detail button. The Manufacturer detail window displays all manufacturer information loaded. It also identifies the manufacturer as Centrally Managed or locally managed. Centrally managed manufacturer records cannot be modified by the local MTF. However, local POC information can be added to Centrally Managed Manufacturer records.

9.29.4.9.5. An existing locally created manufacturer may be deleted from the database when the manufacturer is no longer in business or has changed names. Select the locally created manufacturer details from the search window. Click the Delete icon from the toolbar to code the manufacturer as deleted.

9.29.4.9.6. If the manufacturer changed names, load the new manufacturer and associate the old manufacturer name to the new manufacturer utilizing the "Previously Known As..." fields in the Manufacturer tab.

9.29.4.9.7. If a locally created manufacturer was deleted erroneously, select the manufacturer and from the detail window click the Undelete icon from the toolbar. The delete indicator will be removed from the manufacturer record. Validate manufacturer information and POC for all undeleted records.

9.29.4.10. Common Model (A manufacturer assigned model that is normally referred to in discussion) NOTE: The DMLSS system does not provide any Centrally Managed Common Model information. All Common Model data is created at the local MTF.

9.29.4.10.1. To establish a new Common Model, from the Navigate menu select Equipment Classification and click New Common Model. From the New Common Model window, enter

the Manufacturer, nomenclature, and Common Model. Dropdown menus are available for Manufacturer and Nomenclature information.

9.29.4.10.2. The Common Model Detail record also allows you to include all product literature information and photos of the equipment. Product literature is entered by title, storage location, and medium type (CD-ROM, Paper, 3.5 diskette, or Website). An increased capability of DMLSS allows a product photo to be added and viewed from the detail window. The photo is designed to add accountability and product identification to the equipment management process.

9.29.4.10.3. To view an existing common model, from the Navigate menu select Equipment Classification and click Open Common Model. From the search window, you must select a manufacturer, at a minimum, to search. After a manufacturer is selected, the search can be narrowed to nomenclature and common model. Click the Search button to display search results. Select the record you want to review and click the Details button to view the stored common model detail information. If only one item is found during search, DMLSS will automatically open the item details record.

9.29.4.10.4. Product literature and photographs can be added or deleted anytime changes are required. Select the item to be deleted and click the respective Delete button.

9.29.4.10.5. To delete a Common Model, select the common model required to be deleted. From the Common Model Detail window, click the Delete icon on the toolbar. The common model will be marked for deletion. To undelete an erroneously processed action, from the Common Model details window, select the Undelete icon from the toolbar. The common model will be restored to the data file. NOTE: When a Common Model record is deleted, it is only marked for delete. The record remains in the system and continues to support any records associated with it. However, it will not be available for use in any new records.

9.30. Maintenance Plan.

9.30.1. The Maintenance Plan module provides a method to establish guidance on the type of scheduled maintenance services and the scheduled maintenance intervals for each type of device that has a maintenance requirement. Maintenance plans may be established centrally or locally at three different levels:

9.30.1.1. Equipment nomenclature.

9.30.1.2. Equipment nomenclature, manufacturer and common model.

9.30.1.3. Equipment control number.

9.30.2. Once the maintenance plan is created, all equipment records that meet the criteria in the maintenance plan use the maintenance intervals established.

9.30.3. Maintenance plans include maintenance responsibility, to identify the agency or level of maintenance support required for each device (for example, Depot Maintenance, Organizational, or Calibration Laboratory). A maintenance plan can be associated with a procedure number, to identify the default maintenance procedure to be used for work orders.

9.30.4. Each maintenance plan has maintenance intervals, the number of months between scheduled maintenance activities. Maintenance intervals are established for each device that has a Maintenance Requirement Indicator, and are established for four different types of scheduled maintenance :

9.30.4.1. Inspection (INSP).

9.30.4.2. Preventive maintenance (PM).

9.30.4.3. Calibration (CAL).

9.30.4.4. Scheduled parts replacement (SPR).

9.30.5. Different maintenance intervals are established for the different modes, or operational statuses, in which the device can be used:

9.30.5.1. In-Use.

9.30.5.2. Mobility (assets subject to short term deployment).

9.30.5.3. Stored.

9.30.6. New Maintenance Plan.

9.30.6.1. To create a new maintenance plan in DMLSS, from the Navigate menu, select Maintenance Plan and click on New Plan or click the Maintenance Plan icon from the toolbar and click the New button in the search window. The Maintenance Plan Detail window opens. Complete all required information and click Save.

9.30.6.2. To establish a new maintenance plan, from the Navigate menu, select Maintenance Plan and click New Plan. Select the equipment nomenclature from the dropdown menu or click the "Jump To" button to create a new nomenclature if the one you need is not available. The equipment nomenclature establishes the associated device code, device class name, device class code, risk level, life expectancy and specialty.

9.30.6.3. Enter the maintenance responsibility. This field identifies the agency or organizational level responsible for performing maintenance.

9.30.6.4. Enter the manufactures recommendation for maintenance intervals, as required, for scheduled maintenance types, Inspection, Preventive Maintenance, Calibration, and Scheduled parts replacement. These intervals may also be modified based on the equipment's intended purpose, In-use asset, Mobility asset, or Stored asset. AFMLO/FOE can provide additional assistance with determining scheduled maintenance intervals for mobility and stored assets or in-use equipment or in-use items where maintenance literature may not be clear .

9.30.6.5. Other fields that may be updated are Manufacturer name, common model, and procedure number. These fields should be completed to the level of scheduled maintenance required.

9.30.6.6. To open an existing maintenance plan, from the Navigate menu select Maintenance Plan and click Open Plan or click the Maintenance Plan icon from the toolbar. The search window allows you to narrow the search for a specific device class name, equipment nomenclature, manufacturer name and common model, ECN, or any combination of fields. To view a list of all maintenance plans, leave all search fields blank and click the Search button.

9.30.6.7. To view/revise and select the maintenance plans, highlight the line item and click the Detail button. If the plan is coded as centrally managed, the plan cannot be updated. Maintenance

intervals and procedures may be updated for locally developed maintenance plans. The maintenance plans contents consist of manufacturer and locally determined maintenance intervals assigned to an equipment nomenclature.

9.30.7. View Plan—Central.

9.30.7.1. The view plan option allows you to view a report of all centrally managed maintenance plans by Equipment Nomenclature. The information contained on this list is similar to information contained in the on-screen maintenance plan view. In addition to equipment nomenclature the list also lists risk levels, maintenance responsibility, maintenance requirement indicator, procedure number, and maintenance intervals for in-use, mobility, and stored assets.

9.30.7.2. The list can be printed in full or by page number by clicking the Print icon on the toolbar.

9.30.8. View Plan—Consolidated.

9.30.8.1. The consolidated maintenance plan list divides the view plan by maintenance intervals and is displayed in equipment nomenclature sequence. The information contained on this list is similar to information contained in the on-screen maintenance plan view. In addition to equipment nomenclature, the list also lists manufacturer, common model, ECN, procedure number, and identifies if the maintenance plan is centrally managed.

9.30.8.2. Separate Navigate options are available to access the consolidated maintenance plan list for In-use, mobility, and stored assets.

9.31. Maintenance Procedure.

9.31.1. The Procedures module provides a means to develop and distribute procedural guidance on scheduled maintenance services. Each procedure includes a list of tasks performed on a routine basis. It also includes appropriate safety precautions, test equipment, special tools, repair parts, miscellaneous supplies needed to perform the service, and descriptive text on how to perform the tasks.

9.31.2. Centrally managed maintenance procedures are provided as part of the DMLSS system. The Add Like function in the procedures module provides a means for a user at a local MTF to use a centrally developed procedure to create a customized procedure. The Add Like function copies most parts of the selected procedure, so that the user can use the existing procedure as a starting document. A maintenance procedure contains detailed steps and guidance for maintenance services. A procedure can be general enough to apply to several devices, or specific enough to apply to a single equipment control number (ECN). When a work order is created for equipment that has an associated maintenance procedure, data from the procedure is entered on the required materials tab of the work order and a checklist is associated with the work order.

9.31.3. To load a new procedure, from the Navigate menu, select Procedures and click New Procedure or click the Procedure icon on the toolbar and click the New button in the search criteria window. Three tabs are available for updating when the procedure editor window opens, General Info, Applicable Devices, and Required Materials. The Author of the new procedure will default to the First Name and Last Name from the POC record associated with the user's login ID in the General Info tab.

9.31.3.1. Enter a procedure title in the Procedure Editor window. The procedure title is tied to the equipment Nomenclature and subnomenclature and based on the manufacturer maintenance recommendations and procedures .

- 9.31.3.2. Enter the required hours to complete Inspections, preventive maintenance, calibrations and spare parts replacement .
- 9.31.3.3. Enter the scope of work to be performed. The scope provides a description of work, identifies all applicable devices, and defines the parameters of the procedures.
- 9.31.3.4. Enter the precautions associated to the procedure. The precautions identify hazards and/or special precautions associated with performing the required maintenance.
- 9.31.3.5. Enter any special training required by the servicing technician.
- 9.31.3.6. If the procedure is being modified from an existing procedure, the procedure and version numbers are included in the General Info tab.
- 9.31.3.7. Update all maintenance plans associated with the new procedure in the Applicable Devices tab.
- 9.31.3.8. The Required Materials tab allows you to identify all spare parts requirements by cataloged or generic, Test equipment and special tools required, and any miscellaneous supplies required to complete required maintenance.
- 9.31.3.9. When all information is updated to the three tabs, click the Save button to record all entered data. The remaining tabs, Inspection, Preventive Maintenance, Calibration, Spare Parts Replacement, and Acceptance tabs are now allowed to be updated. These tabs allow you to add Task Statements that include acceptable values and test points if required. Task text allows you to completely explain the requirement. A special text field is also available for unique characters required to explain a value or tolerance. The Acceptance tab lists acceptance criteria for inspection and calibration items.
- 9.31.3.10. All new procedures are considered “draft” procedures until clicking the Final icon on the toolbar.
- 9.31.3.11. To delete a local procedure, select and open the procedure and click the Delete icon on the toolbar. The procedure will be marked for delete unless it has never been used in conjunction with a work order then it will be removed from the database. Centrally managed procedures cannot be deleted at the local level .
- 9.31.3.12. These tabs represent the maintenance procedures to follow while working on an equipment item. To print a specific checklist or acceptance, click the Checklist icon on the toolbar. The tab view changes and will only display General Info, Inspection, Preventive Maintenance, Calibration, Spare Parts Replacement, and Acceptance tabs. To obtain a hardcopy of these procedures, click the Print icon on the toolbar.
- 9.31.3.13. The Add Like Icon displays the information contained in the General Info and Required Materials tab with the exception of inspection, PM, CAL, and SPR hours. The procedure and version number this new procedure is modeled after is displayed in the General Info tab. You may edit fields as required to fit the new procedure.
- 9.31.3.14. You will need to associate related maintenance plans to the new procedure under the Applicable Devices tab. Include spare and generic parts requirements, misc. supplies and update the test equipment/special tools fields under Required Materials. Click the Save icon to view the remaining procedure tabs.

9.31.3.15. The Inspection, PM, CAL, SPR, and Acceptance tabs populate with the original Procedure requirements. Use the Add, Edit, Delete, or Copy buttons to modify each tab to your specifications. Save all entries to ensure the draft copy is saved to the database. If the new procedure is complete to local specifications, click the Final icon on the toolbar to change the procedure from the draft mode.

9.31.4. To open an existing procedure, click the Procedures icon from the toolbar or from the menu bar, select Navigate, Procedures and click Open Procedures. The search window allows you to search for a procedure by Equipment nomenclature, equipment manufacturer, common model, ECN, procedure number, and/or procedure title. There is also an option to view only active records or all records on file.

9.31.4.1. Select a procedure number and click the Detail button to view the procedure contents. A single procedure return will automatically open the procedure details .

9.31.4.2. Use the Filter Button to further narrow a search option. Filter allows you to enter additional search data to search. Multiple results are displayed in the search window.

9.31.4.3. The Procedures View option available from the Navigate menu allows you to view or print the Scheduled Maintenance Procedure Library by Index, Test equipment/special tools table, miscellaneous supplies table, and the special character table. These tables provide useful information on procedures and the available data to aid in completion of locally developed procedures.

9.32. Repair Parts.

9.32.1. Managing repair parts relates to the acquisition, receipt, storage, and issue of repair parts used in equipment maintenance. It also involves updating repair part inventory, equipment records, and work order records with parts used in the maintenance processes .

9.32.2. A repair part inventory record is actually a combination of the MTF Catalog record, the Customer Catalog record and the Item Location record. A SOS record and a SOS catalog record must exist before a complete repair part inventory record can be created. These records are all built through the CAIM application. A CAIM icon is located on the repair part search screen and the repair part detail screen to accommodate transition to the CAIM application.

9.32.3. Once the repair part inventory records have been established, the process for ordering repair parts is included in the CAIM process for BPS Replenishment Orders. The replenishment inventory process triggers the requirement to build and process orders. In the repair parts inventory system, requirements are identified during the issue of parts to work orders and during the establishment of new inventory records. Emergency orders for repair parts use the off-line replenishment process to generate the order. In this process, the user can manually input the requirement and initiate the order process.

9.32.4. The Repair Part Issue screen provides the capability to issue repair parts to a work order or to a Customer, and to record a part requirement against a work order. The screen is displayed when the user selects the Issue icon on the Repair Part Detail screen, and when the user selects Repair Part Issue from the Navigation menu.

9.32.5. The Repair Parts module consists of three functions, Open Part, Part Requirement List, and Part issues. These three functions are accessed from the Navigate Menu, Repair Parts option. Open Parts is also from the toolbar by clicking the Parts icon.

9.32.6. Open Part.

9.32.6.1. Opening repair parts initially opens the search window. The scope default is set to search for Active records. Change the scope to search for deleted items by click the deleted radio button. You have the options to search for repair parts by:

9.32.6.1.1. Parts Criteria by part number, description, manufacturer, item ID and/or location.

9.32.6.1.2. Equipment Criteria by ECN, Manufacturer, and/or Common Model.

9.32.6.1.3. Results of the search are displayed in the window. If only one record is found, the record details are automatically displayed. Select the item you want to view and click the Detail button.

9.32.6.1.4. The Repair Part Detail window is divided into four tabs, Part Info, Pipeline consumption, equipment Info, and note.

9.32.6.2. Parts Info Tab.

9.32.6.2.1. The parts info tab allows you to view repair parts details and add or edit the record as required. Items that can be modified in this window include the Customer Item description, conversion ration, issuing information, location, level, reorder point, expense center (if multiple expense centers are on file), and level type.

9.32.6.2.2. The reorder point determines when a requirement will be generated based on the quantity entered in this field. The ROP should be used for frequently used parts.

9.32.6.3. Pipeline Consumption Tab. The pipeline consumption tab provides historical consumption data for 24 months on a selected item. This tab also records pipeline times and dates. This data is useful when determining whether an item is stock/not stocked or deleted.

9.32.6.4. Equipment Info Tab. From the equipment info tab, you can add or delete an equipment association to a repair part. Click the Add button and enter a manufacturer, common model, and the nomenclature to establish the association. Click the Delete button to delete an association.

9.32.6.5. Notes Tab. The notes tab allows you to enter unique information about the part or any issue associated with the part. This information serves as historical background for future requirements. Outdated or obsolete note references can be deleted by clicking the Delete button.

9.32.7. The module (vertical) toolbar contains icons that allow you to perform multiple tasks within the repair parts detail module. Standard icons include Find, Save, Revert, Delete, Close, and Help topics. The remaining icons link to other modules or applications to perform specific functions.

9.32.8. Issue Icon. The Issue icon is a shortcut to the Part Issue module and allows you to process an issue or reserve spare parts against an open workorder. Parts information will display on-hand quantities and available quantities. Reserved quantities are deducted from the quantity available and applied against the respective workorder.

9.32.9. Inventory Adjustment Icon. The Inventory Adjustment Icon is a shortcut to the inventory adjustment module and allows you to process a gain or loss against the repair parts detail record you are viewing. Processing an inventory adjustment adjusts the quantity on-hand and available by the quantity processes.

9.32.10. Processing of an inventory adjustment generates a RPG (Repair Part Gain) or RPL (Repair Part Loss) transaction and is written to transaction history.

9.32.11. CAIM Icon. The CAIM icon is a shortcut to the CAIM application and will automatically open the Maintenance activity CAIM customer records. The shortcut is designed to allow the maintenance activity access to ordering capabilities for spare part replacement without having to open and close other modules and applications .

9.32.12. Parts Requirements List.

9.32.12.1. From the Navigate menu, select Repair Parts and click on Parts Requirement List. The parts requirements list window displays all parts requirements in item ID sequence. You may issue parts when there is an on-hand quantity in bench stock and the quantity required and reserved do not exceed the on-hand balance. If the on-hand quantity is 0, the Issue Icon is not available.

9.32.12.2. For requirements listed that do not have an on-hand balance, select the part and click the Detail icon from the toolbar to open the repair parts detail window. From this window, you may establish or increase a requirement or reserve the spare part.

9.32.12.3. You can also generate procurement action by clicking on the CAIM icon from the toolbar while in the parts detail record. The CAIM icon within this module is a shortcut to the CAIM application. The CAIM application automatically opens to the maintenance activity service center. Follow CAIM ordering procedures to order all spare parts requirements .

9.32.13. Part Issue. To issue/request parts directly, from the Navigate menu, select Repair Parts and click on Part Issue. Enter the Item ID of the required part. Workorders awaiting this part are displayed in the window. If the part is required for a listed workorder, enter the reserve quantity and the issue information. If parts are available for issue, enter an issue quantity. If parts are not available for issue, enter the required quantity in the Quantity Requirement field.

9.33. Workorder Management.

9.33.1. The Work Order Management System will play a vital role in the overall success of the maintenance mission. The Work Order Management System allows the user to generate, create, update, track, and complete work orders and can support multiple maintenance activities within one Medical Treatment Facility (MTF) and multiple MTFs. However, the user can only access work orders for their own Maintenance Activity.

9.33.2. This section includes a general overview of the Work Order Management System, and discusses the following topics in detail:

9.33.2.1. How to find work orders.

9.33.2.2. Work Order Registers.

9.33.2.3. Work Order Detail records.

9.33.2.4. How to print work orders.

9.33.3. Work orders go through a normal chain of events from the time they are created to the time they are completed. Once created, scheduled and unscheduled work orders are treated the same in the following stages:

9.33.3.1. Assigned by a maintenance manager or team leader to a technician.

9.33.3.2. Updated based on actions or work performed by a technician or contractor.

9.33.3.3. Completed by the technician after the service requested is accomplished or the equipment is fully repaired .

9.33.3.4. Reviewed by the team leader or maintenance manager for quality control purposes.

9.33.3.5. Retained for historical purposes.

9.33.4. Create Work Orders.

9.33.4.1. Scheduled work orders are generated by DMLSS. During the end of month processing, DMLSS generates scheduled work orders for all items of equipment that have scheduled maintenance service due dates the next month. The Maintenance Manager or Supervisor may also initiate scheduled work orders manually before end of month processing. The Maintenance Manager or Supervisor can suspend or reactivate scheduled maintenance on medical equipment. The suspend process disables generation of scheduled work orders on equipment that is lost or on mobilization status. Once the equipment is located, or when the equipment is no longer on mobilization status, the manager or supervisor may reactivate the scheduled maintenance .

9.33.4.2. Unscheduled work orders will be created by the user as appropriate. Unscheduled work orders can be created for an item of equipment or based on a Nomenclature and a Customer Name.

9.33.4.3. When a work order is created, whether scheduled or unscheduled, DMLSS assigns a unique sequential Work Order Number, in the format YYYYMMDDxxxx, where YYYYMMDD is the creation date, and xxxx is a serial number that is reset to 0001 each day.

9.33.5. Assign Work Orders. Assigning work orders is the responsibility of the Maintenance Manager, Shop Manager, or Team Leader. Work orders may be assigned to teams and to individual technicians. Assignment of work orders can be done from the open work order register or within the work order detail. The assignment process depends on the size of the maintenance staff and the requirements at the MTF.

9.33.6. Update/Complete Work Orders.

9.33.6.1. Once a work order has been assigned to a technician, it may be updated or completed. Anyone with access and privileges to the work order file can update a work order. The purpose of the update process is to ensure that work in progress will not be lost. The work order provides for recording work accomplished by technicians assigned to the maintenance activity as well as work accomplished by contractors and other agencies .

9.33.6.2. The complete work order process ensures that all work is recorded and indicates that the work has been finished.

9.33.7. Correct/Cancel Work Orders. The correct work order documentation process provides a means to correct erroneous data entries on work orders. The cancel work order process will provide a means to cancel work order records from the database.

9.33.8. Find Work Orders.

9.33.8.1. The user can find work orders by selecting Open Work Order Search from the Navigation menu, or, if the user is already in the Work Order module, by selecting the Find icon. Either option brings the user to the search screen. Here, the user can limit the scope of the search to Open, Completed, or History work orders. The user can search for work orders by ECN, Work Order Number (or a range of Work Order Numbers), Completion Date (or a range of Completion Dates),

Device Class Name, Equipment Nomenclature, Equipment Manufacturer, Organization Name, Customer Name, Technician Name, Service Type, Work Order Category, Work Order Priority, Work Order Status Text, Team Name, Contractor Name, or Other Government Agency.

9.33.8.2. Once the search criteria are set, the user can select Search to find the matching work orders. The user can also select Reset to change the search criteria, or Cancel to cancel the search. When a search is executed, and only one work order matches the search criteria, DMLSS displays the Work Order Detail record. If multiple records match the search criteria, DMLSS displays them in the Work Order Register. Open work orders are displayed in the Open Work Order Register format, and Completed and Inactive work orders are displayed in the Completed Work Order Register format. If the search criteria includes an ECN that is a System ECN, the search result set will include work orders for the associated components .

9.33.9. View Work Order Register.

9.33.9.1. The Work Order Register is a list of work orders. The Open Work Order Register includes the following information for each incomplete work order: Work Order Number, ECN, Equipment Nomenclature, Work Order Category, Service Type, Technician Name, Customer Name, Organization Name, Team Name, Contractor Name, Other Government Agency, Work Order Priority Text, Work Order Status, Equipment Readiness Code, Equipment Manufacturer, and Common Model. The Completed Work Order Register includes the Work Order Number, Equipment Control Number (ECN), Equipment Nomenclature, Work Order Category, Service Type, Technician Name, Customer Name, Organization Name, Team Name, Contractor Name, Other Government Agency Date Work Order Completed, Total Hours (for Technician and Contractor), Parts Cost, Contract Cost, and Down Time.

9.33.9.2. When the Work Order Register contains a large number of work orders, the user may want to filter the list of work orders. The list can be filtered by one or more of the following: ECN, Work Order Number (or a range of Work Order Numbers), Equipment Nomenclature, Organization Name, Work Order Category, Work Order Priority Text, Service Type, Work Order Status, Technician Name, Customer Name, Team Name, Contractor Name, and/or Other Government Agency.

9.33.9.3. If the Work Order Register has been filtered, the user can un-do the filter by selecting “Refresh”, and DMLSS will display the original list of work orders. The user can also select “Reset” to clear the filter criteria that have been entered.

9.33.9.4. The Work Order Register is initially sorted by Work Order Number, in descending order. The user can apply other simple or complex sorts to the Work Order Register. A simple one-level sort is applied by clicking the column by which the register will be sorted. The user can apply a complex sort by selecting “Sort”. Then, in the Sort window, the user can specify the different sort levels.

9.33.10. View Work Order Detail Records.

9.33.10.1. When a search for work orders results in only one work order, DMLSS displays the Work Order Detail record. The user can also select a row from the Work Order Register, and double-click the selection or select “Detail” to see the corresponding Work Order Detail record. The Work Order Detail record consists of the following screens: Work Order Main, Work by Technician, Work by Other, Parts, Estimate, Required Materials, and Status Summary.

9.33.10.2. All the screens of the Work Order Detail record contain the following identifying information in the header of the screen: Work Order Number, ECN, Nomenclature, Organization Name, and Customer Name .

9.33.11. Work Order Main.

9.33.11.1. The Main Screen of the work order is designed to provide information on the item requiring maintenance, the type of service required, who is to do the service, and the current status. The Work Order Main screen contains the following information: Work Order Category; Service Type; Work Order Priority Text; Work Order Status Text; Equipment Readiness Code; Technician Name; Down Status Indicator; Equipment Location; Work Location; Equipment Location, Temporary; Equipment Manufacturer; System ECN; Common Model; Manufacturer Serial Number; Maximum Repair Limit (MRL); Team Name; Contractor Name; Other Government Agency; Person Requesting; Time Work Order Requested; Point of Contact, WO; Phone Number 1; Service Requested; Contract Indicator; Warranty Indicator; and Equipment Replacement Indicator. The Service Type, Work Order Priority Text, Work Order Status Text, Person Requesting, Request Time, and Service Requested are marked as mandatory entries.

9.33.11.2. The Contract and Warranty Indicators are enabled when the equipment is under contract or warranty, respectively. When the work order contains an ECN, the Work Order Main screen contains icons for the user to access the corresponding equipment record, maintenance procedure, or task checklist. When the work order contains a Contractor Name, the Work Order Main screen also contains icons for the user to access the Contract Services module.

9.33.12. Work by Technician. The Work by Technician screen provides a place for the technicians assigned to the maintenance activity to record their work and update information in the work order. The data in this screen is also used for management and productivity reports for the maintenance activity. The Work by Technician screen contains the following information for each technician who performs service on the work order: Technician Name; Work Order Category; Service Type; Service Action; Service Item; Service Result; Date Serviced; Service Time; Labor Rate; and Labor Cost. DMLSS calculates Labor Cost using the Service Times entered on the work order and the Labor Rate entered in the Maintenance Activity record. DMLSS also calculates and displays Total Hours, Technician; and Total Labor Cost from the data entered. This screen also contains the Failure Reason (if applicable), Maintenance Assessment, Supply Condition Code, Accumulated Down Time, Actual Response Time, Work Order Status, and Work Order Notes. The Technician Name, Service Type, and Service Time are mandatory entries.

9.33.13. Work by Other. The Work by Other screen provides a means to record work done by contractors or other government agencies. The data entered in this screen is used to collect data on work accomplished by other maintenance activities. The Work by Other screen contains the following information: Contract Number; Contractor Name; Phone Number; Vendor Site ID; Contract Type; Work Order Category; Service Type; Service Action; Service Item; Service Result; Date Serviced; Service Time; Labor Rate; Labor Cost; Total Hours, Contractor; Total Labor Cost; Part Cost, Contractor; Cost Total Contractor; and Contract Response Time, Actual. The Service Type, Date Serviced, and Service Time are mandatory entries.

9.33.14. Parts.

9.33.14.1. The Parts screen provides a means to record parts required to complete a work order, and to record parts used on a work order. The screen is divided into two sections, parts that are

included in the Maintenance Activities' catalog, and parts not included in the inventory. The Cataloged Parts section contains the following information for each part that is needed to complete the work order: Manufacturer Name; Manufacturer Catalog Number; Short Item Description; Exchange Item Indicator; Part Quantity Required; Part Quantity Reserved; Part Quantity Used; Unit of Sale Price; and Part Cost Extended. The cataloged parts section uses data from repair part inventory records and is integrated with the repair part inventory module.

9.33.14.2. This Parts screen contains the following information for each non-cataloged part that is used to complete the work order: Non-Catalog Part Description, Provided By, Part Quantity Used, Part Cost, and Part Cost Extended. The non-cataloged parts section allows the user to record information about parts used that are not on inventory records and parts provided by other maintenance activities. DMLSS calculates and displays the total parts cost for all catalogued and generic parts.

9.33.15. Estimate. The Estimate screen provides a place to record a cost estimate for repairing a piece of equipment. This screen is intended to be used when a piece of equipment is approaching the Maximum Repair Limit and a decision on whether or not the repair is economically feasible. Thus, it consolidates the information necessary to make the decision. The Estimate screen contains the following information: Estimated Labor Hours, Estimated Labor Cost, Estimated Parts Cost, Estimated Total Repair Cost, Maximum Repair Limit, Maximum Repair Limit Cumulative, Maximum Expenditure Limit, Total Expenditures, Acquisition Cost, Acquisition Date, Life Expectancy, Equipment Replacement Number, Maintenance Assessment, Supply Condition Code, and Work Order Estimate Notes. This screen also contains the Non-Catalogued Parts that are required to complete the work order, including description, cost, quantity, and Extended Cost.

9.33.16. Required Materiels. The Required Materiels screen identifies the items required to complete a work order by providing information from the equipment record and the procedure module. The intent is for the technician to save time by gathering all the items prior to starting the work. The Required Materiels screen contains the following information: Literature Title, Literature Location, Precautions, Catalogued Parts, Generic Parts, Test Equipment/Special Tools, and Miscellaneous Supplies.

9.33.17. Status Summary. The Status Summary screen provides a brief management summary on the history of the work order. The Status Summary screen contains the following information: Work Order Status Text, Work Order Transaction Date, and User Name. DMLSS records all changes to the Work Order Status Text, and defaults the Work Order Transaction Date to DMLSS date and time. The User Name is defaulted to the User ID of the individual editing the work order or to "System" for System initiated changes.

9.33.18. Print Work Orders.

9.33.18.1. The user can print the entire listing of work orders from the Work Order Register. The user can select one or more records in the Work Order Register, and print one or more copies of them. The user can also print one or more copies of a Work Order Detail record directly from the Work Order Detail view.

9.33.18.2. The user may also elect to print a Work Sheet for one or more work orders. This Work Sheet is intended for use with scheduled work orders, although it will include unscheduled work orders if they are selected. The Work Sheet was designed to allow a technician to complete multiple scheduled work orders on a single sheet and saving paper by eliminating the need to print individual work orders.

9.34. Equipment Service Record History. The Equipment Record Service History is used to retrieve a summary of work order data for any item of equipment, including a list of services performed, parts used, work order failures, and work order notes.

9.35. Scheduled Workload Forecasting.

9.35.1. The Workload Forecasting module is an effective tool for the maintenance manager to identify potential scheduling problems, and to identify adjustments to the maintenance schedule. The program will aid the manager in establishing and maintaining an effective maintenance schedule. It will facilitate management of the scheduled workload by organization, customer, type of equipment, and whether the work is to be accomplished by various teams within the maintenance activity or by outside agencies such as contractors.

9.35.2. Throughout the course of a year, a predictable quantity of scheduled maintenance work orders is generated. The maintenance manager establishes a pattern of how this work will be scheduled. Many managers base the schedule on the organization, customer, location of the equipment, and/or type of device. Once a methodology is established, new items are added to the schedule as they are received.

9.35.3. Establishing and maintaining a scheduling methodology is necessary for efficient use of personnel. The manager needs to review the schedule periodically to ensure the workload is distributed throughout the year and that the workload is balanced among the various teams within the maintenance activity. In addition, the maintenance manager needs to insure the individual items of equipment are still scheduled appropriately. This involves summarizing and displaying the estimated times required for each scheduled maintenance service. The workload forecasting program provides this capability.

9.35.4. The workload forecasting reports can be used to evaluate the workload for each month and the distribution of work for the entire year. It allows the manager to identify potential scheduling problems and make the necessary adjustments to the maintenance schedule. The manager will be able to access the information needed to redistribute the workload in order to achieve a balance that coincides with the staff availability or mission requirements. Workload Forecast reports will also provide an indication of the overall structure of the scheduling logic, and shows the major customer areas that are scheduled each month. This is helpful in establishing a maintenance schedule for new equipment.

9.35.5. Summary Scheduled Workload Report.

9.35.5.1. The DMLSS AIS (Automated Information System) allows the user to generate summary workload reports related to equipment items scheduled for periodic maintenance. The summary workload report is used to evaluate the distribution of the scheduled maintenance workload with summarized data. By selecting the report using various criteria, the maintenance manager should be able to identify major workload distribution problems and solutions. The detailed workload report provides the functionality to identify details related to the maintenance schedule and the means to balance the workload.

9.35.5.2. When the user selects the Summary Workload Forecasting selection under the Schedules Menu navigate menu, the system displays Summary Workload Request screen. The Summary Workload Request screen provides a display that allows the user to enter the criteria that is to be used in selecting equipment used to produce the report, and how the data is to be grouped. Selections for equipment to be included in the report include Organization Name, Customer Name,

Building Number, Team Name, Other Government Agency, and Contractor Name. Selections used for grouping the data in the report include Organization, Customer, Building Number, Team, Contractor Name, Other Government Agency, and Service Type.

9.35.5.3. When the user enters the selection criteria and selects search, the system retrieves the records, prepares the report and displays the Summary Scheduled Workload Report screen. The program uses the scheduling data, Date Due and Intervals, to determine what maintenance services are due during the next 12 months. The program will then obtain the estimated service time, and accumulate the amount of time currently scheduled for each time period. The program will then display the accumulated data on the Summary Scheduled Workload Report. The Summary Scheduled Workload Report has three tabs, the Estimated Hours tab, the Number of Work Orders tab, and the Graphs tab .

9.35.5.4. The Estimated Hours tab provides the number of estimated hours required for scheduled maintenance per month for the next twelve months. The data is grouped and summarized according to the selected criteria .

9.35.5.5. The Number of work orders tab provides the number of work orders, which equals the number of equipment scheduled for servicing per month, for the next twelve months. The data on this tab is also grouped and summarized according to the selected criteria.

9.35.5.6. The Graphs tab provides the capability to graph the data included in the Summary Scheduled Workload report. The user has the option to use the estimated hours data or the Number of Work Orders. The user may also select the type of graph, the months, and whether to use group or total data on the graph. Once the selections are made, the system will display the graph on the screen.

9.35.5.7. The user may print the Summary Scheduled Workload Report or the graph. If the user selects the Print icon while in the Estimated Hours tab, the system will produce the report displaying the Estimated Hours data. If the user selects the Print icon while in the Number of Work Orders tab, the System will produce the report displaying the Number of Work Orders data. The System will print the graph that being displayed.

9.35.5.8. The Summary Scheduled Workload Report allows the maintenance manager to view the overall scheduled maintenance workload from several perspectives. The summary reports allow the manager to identify possible scheduling problems. By using the System in an iterative manner, the manager can investigate the possible problems in more detail and the impact of potential changes. The manager has two options for reducing the scope of identifying the scheduling problem and identifying possible solutions: 1) request an additional summary report with a reduced selection criteria that is focused on the possible problem, 2) request a detailed workload report. If the user selects the Detailed Scheduled Workload Report, it will provide a means for the manager to view the individual equipment records and maintenance schedules that the summarized data represents .

9.35.6. Detailed Scheduled Workload Report.

9.35.6.1. The DMLSS AIS allows the user to generate detailed workload reports related to equipment items scheduled for periodic maintenance. The detailed report shows the individual equipment that is scheduled for service during each month of the following year. The summary workload reports provide the summary information necessary to identify workload distribution

problems. The detailed workload report provides the details and the methods to correct workload distribution problems.

9.35.6.2. When the user selects the Detailed Workload Forecasting selection under the Schedules selection on the Navigate menu, the system displays the Detail Workload Request screen. The Detail Workload Request screen provides a display that allows the user to enter the criteria that is to be used in selecting equipment used to produce the report, and how the data is to be grouped. Selections for equipment to be included in the report include: Organization Name, Department Name, Customer Name, Device Class Name, Equipment Nomenclature, Manufacturer Name, Common Model, Building Number, Floor Number, Room Number, Equipment Location, Team Name, Other Government Agency, Contractor Name, Equipment Readiness Code, Assemblage Description, Assemblage Number/Assemblage Instance Description, and Scheduling Factor. Selections used for grouping the data in the report include: Organization, Customer, Nomenclature, Manufacturer, Manufacturer and Model, Team, Other Government Agency, Contractor, Building Number, Equipment Location, Risk Level, and Equipment Readiness Code.

9.35.6.3. When the user enters the selection criteria and selects search, the system retrieves the records, prepares the report and displays the Detail Scheduled Workload Report screen. The Detailed Scheduled Workload Report screen displays a truncated Equipment Nomenclature and Scheduling Factor and the services scheduled for the equipment during each of the next twelve months. The annual estimated hours for servicing the equipment is also displayed. The equipment is grouped according to the input criteria and the number of hours required for each group is calculated and displayed.

9.35.6.4. The user may reschedule the equipment services by moving them to another month on the display. When this is done the system recalculates and displays the hours for the affected months. The user may also change the schedules by selecting an item of equipment and the Detail icon. The System will then display the Maintenance Data tab of the equipment record where the user can change the Date Due for each of the Service Types, change the Scheduling Factor, Change the Team Name and access the Maintenance Plan for the equipment to see the Service Type and Intervals associated with the equipment.

9.35.6.5. When the user allows their mouse pointer to remain over an individual equipment item in the Detail Workload Request screen, the system will display the ECN and Equipment Nomenclature in the Micro-help area (Lower left corner) of the screen .

9.36. Catalog Search. See [Chapter 3, Section 3A](#) for Catalog Search procedures.

9.37. Reports.

9.37.1. The Equipment and Technology Management module will provide reports to manage the organizational maintenance activities, as well as reports required for higher headquarters. Much of the data previously provided in reports by the legacy systems is available on-line through search, filter, and inquiry capability.

9.37.2. The user will be identified, through the definition of roles and responsibilities, as having permission to generate and view standard inquiries and reports. The user will access the Reports module via the Navigation menu or Navigation toolbar. At that point, the user can select Standard Inquiry or Standard Reports.

9.37.3. The user will be able to view standard reports that have been generated during the End-of-Period (EOP) processing. The System will maintain these standard reports throughout the specified retention period. This will allow the user to view previous standard reports and also to facilitate trending. When viewing standard inquiries, the System will require the user to select a report and enter the input parameters. The user can view the reports and then elect to print the reports. The user will also be able to save the report data to a text file for storage after the retention period has been exceeded.

9.37.4. The following definitions describe what are normally considered reports.

9.37.4.1. Report: A report is a collection of data presented automatically on a periodic or event driven basis. Reports represent the status at that point in time and/or present data of a historical nature. The data is presented in a standardized format, and cannot be manipulated. Standard reports essential for the effective management of the activity will be prepared automatically. Standard reports will be produced for local MTF management, and to meet the requirements of higher headquarters reporting.

9.37.4.2. Standard Inquiry: An inquiry is similar to a report in that the inquiry will present data in a standard pre-programmed format. Inquiries are not produced automatically on a periodic schedule. Instead, inquiries are produced only when the user requests the information. The System will facilitate the requests for common inquiries .

9.37.4.3. On-line Data: Many of the reports currently being produced by the legacy systems will be available on-line in DMLSS-AIS. The System will provide functionality to manipulate the selection and presentation of the data.

9.37.4.4. Ad Hoc Inquiry: DMLSS-AIS provides Business Objects as a standard Ad Hoc retrieval program that may be used to provide customized information from the database.

9.38. Cross-Functional Modules.

9.38.1. The following applications/modules are available if provided the correct roles and permissions in Systems Services. If you are required to perform any of these functions, contact your application administrator or DMLSS Systems Administrator for the correct roles and permissions .

9.38.2. Equipment Accountability, Equipment Request, and Equipment Software procedures are covered in the Equipment Management application section.

9.38.3. Quality Assurance is covered in the Inventory Management application section.

9.38.4. Ordering spare parts in DMLSS is covered under Ordering in the Customer Area Inventory Management application section .

9.38.5. Contract procedures are covered in the Contract Management application section.

Chapter 10

PATIENT MOVEMENT ITEMS AND HOMELAND DEFENSE

10.1. Customer Owned Assemblages.

10.1.1. Capability exists in DMLSS for users to manage customer owned assemblages as well as Log owned assemblages. This capability was added so that AM functionality can be used to manage Homeland Defense assets, and to provide asset visibility. Homeland Defense assets are purchased with customer funds, and managed by Logistics or other hospital personnel.

10.1.2. The following changes have been made to AM functionality to accommodate customer owned assemblages:

10.1.2.1. In the Assemblage Gain window, the Standard Assemblage Add window, and the Non-Standard Assemblage Add window, users can now specify whether the new assemblage is Log or Customer owned.

10.1.2.2. A Customer Owned Assemblage Replenishment window has been added. This is accessed by clicking the Navigate menu, then clicking Replenishment, then clicking Customer Owned Assemblage Replenishment.

10.1.3. The Joint Medical Asset Repository (JMAR) data feed for assemblages has been modified to include customer owned assemblages and related data.

10.2. Customer Owned Replenishments.

10.2.1. This function looks and works similar to AM replenishments. The difference is that the funds are associated to the service customer and you have the ability to bypass the warehouse and order materiel directly from the SOS. Before the replenishment process can be utilized, customer owned assemblages and allowance standard must exist in DMLSS.

10.2.2. Select Customer Owned Assemblage Replenishment from the navigate/orders menu and then select the customer and the associated assemblage for which you are processing replenishments .

10.2.3. The window is similar to AM replenishments but includes a checkbox field for log orders. This box is unchecked by default when the window is open. Below outlines the process if the box is checked/unchecked:

10.2.3.1. Unchecked: DMLSS calculates the orders and processes directly to SOS.

10.2.3.2. Checked: DMLSS will check warehouse stock first and create delivery lists for available stock. After this check is done, DMLSS will then calculate the orders by SOS for ordering.

10.2.4. EOR Funds Icon. The EOR funds icon provides a funds balance for the service customer associated to the customer owned assemblage. This balance should be compared to the assemblage total in the Replenishments window to verify adequate funds are available .

10.3. Non-Standard Assemblage Item Allowance Change.

10.3.1. Non-Standard Assm Allowance Change window allows item allowance changes for non-standard assemblages. These changes can be processed for the entire assemblage, rather than one item at a time. The window is used as follows:

10.3.2. Access the window by clicking the Navigate menu, then clicking Maintain Assemblages, then clicking Non-Standard Assm Allowance Change.

10.3.3. In the Non-Standard Assm Allowance Change Criteria window, select the organization. To include assemblage instances in sub organizations, select the Include Sub Orgs checkbox. Select the assemblage, and click Search.

10.3.4. In the Non-Standard Assm Allowance Change window, substitute items are identified with a check in the P/Sub column and zero in the Allow Qty column.

10.3.5. You can add new items to the non-standard assemblage by clicking Add Item.

10.3.6. You can set critical, commingled, and deferred codes for an item by clicking Set Codes.

10.3.7. Change the allowance quantities as desired, and click Save.

10.4. Inventory Procedures. Follow inventory procedures in AM for customer owned asset inventories.

Chapter 11

QUALITY ASSURANCE

11.1. Procedures. Procedures for processing quality assurance records are outlined in AFI 41-201, *Managing Clinical Engineering Programs*. Quality assurance messages are automatically downloaded from the AFMLO website to the DMLSS server. Notifications of new QA messages are posted the IM Inbox. These messages should be worked the day they arrive to ensure prompt actions to message resolution.

11.2. QA Notification Class.

11.2.1. Editing a QA notification class window enables you to change the number of days before issuing delinquency notice, or the number of days before a delinquency notice must be posted to LOG. **Figure 11.1.** is an excerpt of the QA Notification Class window and shows the fields that can be modified.

11.2.2. To access the QA Notification Class, select QA Class Maintenance from the QA module under the Navigate menu.

11.2.3. Type the number of days before issuing a Delinquency Notice.

11.2.4. Type the number of days before the delinquency is posted to the Delinquency Notice Log.

Figure 11.1. QA Notification Class Window Excerpt.

Class	Delinquency Notice (Days)	Delinquency Notice(LOG) (Days)	Description
I	30	20	REASONABLE PROBABILITY THAT THE USE OF, OR EXPOSURE TO, A VIOLATIVE PRODUCT WILL CAUSE SERIOUS ADVERSE HEALTH CONSEQUENCES OR DEATH
II	60	40	EXPOSURE TO A VIOLATIVE PRODUCT MAY CAUSE TEMPORARY OR MEDICALLY REVERSIBLE ADVERSE HEALTH CONSEQUENCES OR WHERE THE PROBABILITY OF SERIOUS ADVERSE HEALTH CONSEQUENCES IS REMOTE
III	90	60	THE USE OF, OR EXPOSURE TO, A VIOLATIVE PRODUCT IS NOT LIKELY TO CAUSE ADVERSE HEALTH CONSEQUENCES

11.2.5. Click Save to exit the window and store the modified values.

11.3. New QA Messages/Distribution.

11.3.1. DMLSS provides two methods of QA notification and distribution of new messages. These methods are automatic and manual. DMLSS is designed to download QA messages automatically from USAMMA (United States Army Medical Materiel Agency) and update the DMLSS system.

11.3.2. Automatic. When QA messages are downloaded to the DMLSS server, DMLSS makes a check of the MTF and Customer catalog record to determine if there are any user have used the item associated with the QA message. New QA messages are posted to the IM inbox for Log review. Any

associated customer to the products use are identified in the QA Details tab. The customer receives notification of the QA message in the CAIM inbox.

11.3.3. Manual. In some cases, QA data may need to be loaded manually. Instances might occur when a quality assurance message is initiated in your facility or when items are not updated in DMLSS from the automatic transfer.

11.3.4. From the Navigate menu, point to QA and click New QA Record. The QA Record (New) window appears with Supply as the default type of search. Select an Item ID from the dropdown list. When selected the Item Description field is automatically populated.

11.3.5. Complete all required fields (fields with red dots), or select data from the dropdown list. Add or edit Lot Numbers, as desired. After all information is added click Save.

11.4. QA Record Search.

11.4.1. QA Record Search allows you to search for all QA records within the DMLSS database. When a supply or equipment item is identified as defective, the QA Record Search window presents all of the required information from the QA message. For supply items, DMLSS identifies all internal or external customer accounts having consumption history, and WRM accounts that have an on hand balance or due-in for the item, and allows Logistics personnel to select any additional customer accounts or WRM accounts that should receive pending action notifications for the item. For equipment items, DMLSS identifies all equipment accounts and WRM accounts that have the item, and allows maintenance personnel to select any additional equipment accounts or WRM accounts that should receive pending action notifications for the item. The system associates all system identified and selected Customer accounts, WRM accounts and equipment accounts with the QA Notice in the QA Customer record so that subsequent actions may be tracked and recorded .

11.4.2. To access the QA Record Search module, from the Navigate menu, point to QA and click QA Search. Select the commodity type of supply, equipment, or leave blank to search both types. Select search criteria from one of the available dropdown lists or enter the data manually. At least one field must be populated.

11.4.3. If you select Yes for the Reject Ind, the search will only return DODMMQC (Department of Defense, Medical Materiel Quality Control) records that do not match catalog records. If you select No, the search will only return MMQC records that do match catalog records.

11.4.4. The QA Record Search window will display the results of your search under the QA Record tab. Additional information from the original QA message along with associated customers and assemblages is available on the QA Details tab.

11.5. Adding A Customer To A QA Record.

11.5.1. As stated earlier, when DMLSS downloads the QA message, it compares the item IDs from the QA message to those in the MTF and customer catalog records. Pending action notification is sent to all customers with prior usage recorded. There may be instances where you may want to send QA notification to other users who may not have been identified from the initial notification. Users can add additional customers to the QA message notification by clicking the Add Customer icon and entering the required information.

11.5.2. Open the QA message that requires the addition of customers. The Add Customer icon is available from the QA Record Search module, QA Record tab. A pop-up window displays a list of all customers loaded in DMLSS. You can select one or multiple customers from this window.

11.5.3. The selected records are added to the QA Details tab. DMLSS forwards a pending action notification to each customer selected.

11.6. Adding a Lot Number to a QA Record.

11.6.1. From the Navigate menu, point to QA and click QA Search. Select search criteria from the dropdown list. At least one field must be populated. Click Search to view the QA Records Search window.

11.6.2. Click Add/Edit under the Lot No. field box to view the Lot Number window and click Add.

11.6.3. Multiple lot numbers may be added by clicking the Add button after each entry. Type a valid Lot Number and click Save. Lot numbers can be deleted by selecting the number and clicking Delete.

11.6.4. When complete click Close. The QA Record Search window reappears with the new lot number(s) that were added.

11.7. Adding an Item to a QA Record.

11.7.1. From the Navigate menu, point to QA and click QA Search. Enter the QA message number or select the number from the dropdown menu. In the QA message window, click the Add Item icon and select the item ID you are adding from the list.

11.7.2. After the new item ID is added, edit the Lot Number field to include the affected Lot numbers.

11.7.3. You may also want to add additional customers if required.

11.8. Transferring a QA Record.

11.8.1. Items matching the QA message criteria for suspension can be transferred from the QA Record Search window, QA details Tab. You can perform an Internal Transfer by clicking the Transfer icon.

11.8.2. From the Navigate menu, point to QA and click QA Search. Select search criteria from the dropdown list. At least one field must be populated. Click Search to view the QA Records Search window.

11.8.3. Click the QA Details tab and select QA Record from the table to transfer. Click Transfer to view the Internal Transfer window.

11.8.4. Select the transfer information for each required field from the dropdown list. Type the transfer information in each required field and click Save.

11.8.5. Click Yes to print the transferred item and Close to return to the QA Record Search window .

11.8.6. Viewing detailed equipment information for a QA Record.

11.8.7. From the Navigate menu, point to QA and click QA Search. The QA Record Search window appears. Select search criteria from the dropdown list. At least one field must be populated. The more information included in the search criteria narrows search results and improves program response. Click Search to view the results in the QA Records Search window under the QA Record tab .

11.9. Completing QA Message Actions.

11.9.1. QA messages can be closed out when all actions associated to the QA message are complete. To close out a QA message, open the message being completed .

11.9.2. Click the Apply Date button located next to the Completed Date Field. The current date populates the completed date field. Click the Save icon to apply the date to the QA message. This action completes the QA message process.

Chapter 12

SYSTEMS SERVICES

12.1. Purpose. Systems Services (SS) encompasses all of the DMLSS modules that support the rest of DMLSS (doesn't make sense). On the server, SS automatically supports several types of background processing for all the DMLSS applications. On your personal computer (PC), SS:

12.1.1. Supports security for the other applications (User Privilege).

12.1.2. Controls the data accessed in the applications (Table Maintenance Utility, Archive, and MTF/Org).

12.1.3. Allows you to monitor and interact with some processes generally managed on the server (End of Period Processing and DMLSS Communications Management).

12.2. System Access.

12.2.1. All users must have access to DMLSS before any process can take place. When an individual is assigned to the medical logistics account or as a supply custodian, the DMLSS Systems Administrator (SA) will provide the appropriate level of access to the system. Specific privileges are assigned to users based on the information obtained from the DMLSS System User Appointment Letter.

12.2.2. The SA must first grant access to the DMLSS server. This can be done from the server console or from the SAs PC.

12.2.3. Server.

12.2.3.1. Type your Login and password at the message prompt to access the DMLSS Access Menu. Select the option to go to the DMLSS Admin Tool. DMLSS may display inbox messages from this menu if any actions are pending or move to the System Status Summary window. Press enter to view the DMLSS Main Admin Menu .

12.2.3.2. Select User Administration the option to add a new user. Enter the access level of the new user as:

12.2.3.2.1. Logistics User (LU)—The LU is the typical application user. The LU is granted access to required modules and has access to the Systems Administration Tool to check printer status or display currently connected users (Exception is NT server users cannot access the Systems Admin Tool).

12.2.3.2.2. Application Administrator (AA)-- The AA attribute equates to the Security Manager role in UP. A user may be assigned the AA role for more than one application (for example, a user can be both a FM AA and a CS AA). However, it is strongly recommended that there be only one AA for each application per site. Only a limited amount of users should be given access to UP to assign powerful capabilities in areas such as Org and Funding. An exception would be the temporary assignment of AA to another user to cover the absence of the regular AA. The AA cannot manage DMLSS technically, create other type AA accounts, and grant LU access privileges across applications .

12.2.3.2.3. Systems Administrator (SA)—The SA manages all aspects of the DMLSS system and has total system access throughout the DMLSS Main Admin Menu and Systems Services.

The SA cannot access any of the client applications or grant access privileges to DMLSS applications to other users.

12.2.3.3. Enter a login for the new user. The login must be greater than three characters and cannot exceed eight characters. Enter a temporary password for the new user. The password must be eight characters long and contain a combination of upper/lower case letters, numbers, and at least one special character. The user will be prompted to change the password upon their first login attempt unless the user is a Systems Administrator.

12.2.4. Personal Computer (PC).

12.2.4.1. To access the DMLSS server, DMLSS Main Admin Menu from your PC you must initiate a telnet session. The telnet session links your PC to the DMLSS server, allowing greater flexibility.

12.2.4.2. To initiate the telnet session from the PC, click Start and select Run from the submenu window. Type "telnet {Server Name or IP address}" and click OK. The telnet window opens and looks similar to the server login screen.

12.2.4.3. Type your Login and password at the message prompt to access the DMLSS Access Menu. Select the option to go to the DMLSS Admin Tool. DMLSS may display inbox messages from this menu if any actions are pending or move to the System Status Summary window. Press enter to view the DMLSS Main Admin Menu .

12.2.4.4. Once a user is loaded to the server, the appropriate user privileges must assigned from the SS module to allow the user to access applications at the right level authority. Basic information for the types of privileges that a new user will require should be identified on the DMLSS System User Appointment Letter. The SA or AA must be familiar with the management of user privileges before attempting to assign user privileges.

12.2.5. Manage User Privileges.

12.2.5.1. In the User Priv–Management window, you can view and modify existing roles for any application that you are assigned as an AA. From this window you can access other windows to add or delete roles. The roles that are assigned to a User ID determine that user’s privileges in the DMLSS system. You cannot modify or delete DMLSS or centrally managed roles (roles that appear “grayed out”). There are special guidelines for editing roles .

12.2.5.2. The following rules apply when you assign resources to a role:

12.2.5.2.1. Delete is the highest level privilege, and read is the lowest. When you select a privilege for a resource, all the lower privileges are automatically selected. For example, if you select Update for a resource, Read is automatically selected.

12.2.5.2.2. For CAIM and CS, certain resources must be set with either all privileges (read, update, create, and delete) or no privileges. If you select one, all are automatically selected; if you deselect one, all are automatically deselected.

12.2.5.2.3. For SS, if you add the Update privilege for MTF Logistics, the Update privilege for MTF Funding is automatically added to the same role. You cannot deselect the Update privilege on the MTF Logistics resource if Update is selected for MTF Funding.

12.2.5.2.4. For SS, if you add the read privilege for DCM Configuration, the read privilege for Comm Management is automatically added to the same role. You cannot deselect the read privilege on the Comm Management resource if read is selected for DCM Configuration .

12.2.5.3. To view the User Privilege—Management window, select User Priv—Management from the Navigate menu or click the UP Manage button on the toolbar. The window has three different sections:

12.2.5.3.1. Applications. These are the different applications associated with DMLSS. Each application has assigned roles, which in-turn have resources assigned to them. An application is the biggest piece of User Privilege Management.

12.2.5.3.2. Roles. Roles are parts of an application that structure what a user may do within a specific application. They are a collection of resources that identify how

12.2.5.3.3. Resource. The smallest piece of an application. Each resource defines how the user can perform a specific task within a role. A resource includes four elements in its make-up; read, update, create, delete.

12.2.5.3.4. Read. Lowest level of the resource giving users the ability to read the information associated to a specific resource.

12.2.5.3.5. Update. Allows users to update information for selected records associated to a specific resource .

12.2.5.3.6. Create. Allows users to create new record information associated with a specific resource.

12.2.5.3.7. Delete. The highest level of resource privileges allowing users to delete selected records or information associated with a specific resource.

12.2.5.4. Modifications can be made to existing resource data if the data is visible and not sub-dued. Select an application and role to view the associated resource data. You can give or take away resource privileges to the read, update, create, delete fields as necessary.

12.2.5.5. In some cases, the resources assigned to a role may not fit the way your activity does business. An option is available to add roles and resources to different applications.

12.2.5.6. You can add a role by clicking the Add Role button located within the User Priv—Management window. The Add Role--{associated application name} window opens. Enter the new role name and select the resource elements and privileges you want to associate to the role.

12.2.5.6.1. Remember that privileges are a “high-low” assigning process. If you want to give a user delete privileges, the system will also assign create, update, and read privileges to the resource. If you select update, the system will assign read privileges to the resource.

12.2.5.7. Click Save to move the new role to the Roles box in the User Priv--Management window. Each user that will be required to perform this new role will need to have it assigned in the User Priv-Assign process.

12.2.6. Deleting Roles. You can delete roles that are no longer required by selecting the role and clicking the Delete Role button on the toolbar within the User Priv—Management window. Roles cannot be deleted if they are centrally managed roles or if locally developed roles are still assigned to users. Disassociate the role from all users to delete the role from the UP Management list .

12.2.7. Auditing. The purpose of auditing in the system is linked to systems security. Auditing provides the ability to check, which users were in the system, when, how long, or problems associated with connecting. The window displays specifics on Connect, Disconnect, Denial, and Change Password. You can search for these activities by User Name, Application, Activity, and Host Name. Only the SS AA has access to this window .

12.3. Assign User Privileges.

12.3.1. In the User Privilege Assignment/Management module (UP), an authorized user can assign one or more roles to a user ID, modify a role, or create a new role. Roles are assigned to every user ID on the DMLSS system to protect the database from unauthorized access. The User Privilege buttons (UP Assign and UP Manage) only appear on the System Services Main window if you have the Security Manager role.

12.3.2. Open the User Privilege—Assignment window by selecting User Priv--Assignment from the Navigate menu or by clicking on the UP Assign button on the toolbar. The window has five different sections; four that are can be updated.

12.3.2.1. Username (top left). Select a name from a list of users stored in the DMLSS server. This is the person that is being updated in the system.

12.3.2.2. Application Administrator (top right). This is the login name of the person who was assigned with Application Administration rights for the selected module. This field cannot be changed.

12.3.2.3. Applications (middle left). These are the applications assigned to the selected user.

12.3.2.4. Roles (middle right). Roles are assigned for each application and identify which tables a user has access to within the application. Roles can be generic or developed locally to meet more specific business practices.

12.3.2.5. Assemblages/SVS Cust ID/Maintenance Activity (Bottom). Depending on which application you are looking at determines what information is shown in this field. For all applications except MA and AM, the service customer activities and ID a new user is assigned and has access to is displayed. For AM, assigned assemblages are displayed and in MA, the primary Maintenance Activity is shown.

12.3.3. The Applications, Roles, and Assemblages/SVS Cust ID/Maintenance Activity fields will be blank for new users unless they are an AA or SA.

12.3.4. To assign application to a user, select a user name and click the Applications button. Associate applications to the user by selecting the application(s) and clicking the “<” button between the window boxes. To select all applications click the “<<” button. If an application needs to be disassociated, click the “>” button. Click Save to move the selected applications to the Application box in the User Priv—Assignment window.

12.3.5. Next, assign Roles to a user by selecting an application and click the Roles button. Roles must be selected by application. The SA or AA should have some basic knowledge about what each role does before assigning a role to a user. If you are unsure of what a role assigns a user to do, click on the UP Manage button and select the role. Associate Roles to the user by selecting the role(s) and clicking the “<” button between the window boxes. To select all Roles click the “<<” button. If a roles needs to

be disassociated, click the “>” button. Click Save to move the selected Roles to the Roles box in the User Priv—Assignment window.

12.3.6. Perform one of the following to assign a SVC/Customer, Assemblage, or Maintenance Activity:

12.3.6.1. To assign Service Customer Ids to a new user, click the SVC/Cust button. Associate service customer to the user by selecting the service customer(s) and clicking the “<” button between the window boxes. To select all service customers click the “<<” button. If a service customer needs to be disassociated, click the “>” button. Click Save to move the selected service customers to the SVC/Customer ID box in the User Priv—Assignment window. Only authorized custodians may have access to their own customer ID(s). Medical Logistics personnel may have access to all customers IDs if determined in local business practices .

12.3.6.2. To assign assemblages to a new user click the Assemblage button. Associate assemblages to the user by selecting the assemblage(s) and clicking the “<” button between the window boxes. To select all assemblages click the “<<” button. If an assemblage needs to be disassociated, click the “>” button. Click Save to move the selected assemblage(s) to the assemblage box in the User Priv—Assignment window. Only Medical Logistics personnel can perform any process actions with assemblages. Some users may be authorized viewing privileges if determined in local business practices.

12.3.6.3. To assign a maintenance activity, click the MA button. Associate the maintenance activity to the user by selecting the maintenance activity and clicking the “<” button between the window boxes. Click Save to move the selected maintenance activity to the Maintenance Activity box in the User Priv—Assignment window.

12.3.7. Click Close to save and associate user privileges to the new user.

12.3.8. Overview: Within User Privilege—Assignment you can preview a list of users based on selected criteria by clicking the Overview button. Overview opens the Assignment Overview window and allows you to view a list of users assigned by Application, Role, or Service customer. The list may be printed by clicking the Print button on the toolbar. The list is helpful when determining which users have what privileges when updates to roles and privileges are required.

12.3.9. User Information. The User Information button allows the users currently logged into DMLSS to view and update the users profile. The User Information window has two parts; the Users Information and Address Information.

12.3.10. All fields of the user information are mandatory input. Users should ensure they complete all fields with accurate information.

12.3.11. The address fields are not mandatory input fields but are provided for customers that may be located in a location other than with the MTF. The information would be helpful when mailing items or information is required.

12.3.12. Both the User and Address Information fields should reflect the most current information. The SA should periodically review DMLSS users to validate the need to use the system and that the user information is accurate.

12.4. Reports.

12.4.1. The Reports button allows you to print different Systems Services “canned” reports. The printed reports available and their purposes are:

12.4.1.1. User Summary Report. This report is a broad list of all users and user IDs along with their assigned applications, roles, and Resource and privileges. The list can be quite long if printed but will show all users with their assigned privileges.

12.4.1.2. User Summary Report by Application. This report is similar to the User Summary Report except you must select a specific application. The report will show all users for the selected application. The report is useful when you are searching for users with specific application privileges.

12.4.1.3. User Privilege Summary Report. This report is similar to the User Summary Report except you must select a specific application and resource element. This is currently the most detailed search report available. The report is useful when you are searching for users with specific resource privileges.

12.4.2. The reports provide a level of systems security and should be reviewed periodically. A reference to the User Summary Report should be made in the Main Systems Administration Book along with a checklist indicating when the reports were reviewed.

12.5. Table Maintenance Utility (TMU).

12.5.1. TMU is a listing of all the values and codes used in all DMLSS applications. Use TMU to view, add, or delete data elements that appear in the applications. To view tables in TMU you must have at least one TMU resource assigned to your user ID in User Privilege.

12.5.2. Your site may require you to manage tables for more than one of the DMLSS applications in TMU. Each application should have only one person managing the tables. Tables specific to your site or your Service were loaded during conversion from the legacy system to DMLSS. You should have a basic knowledge of Medical Logistics data elements and codes including Defense Logistics Agency (DLA) and military specific codes, such as advice codes and device codes when working in TMU.

12.5.3. There are three types of tables viewable in this window:

12.5.3.1. DMLSS Wide. These tables may not be edited since the information must remain common across all MTFs .

12.5.3.2. DMLSS and Site Managed. These tables vary depending on the table. The table contains common information for all MTFs, however allows sites to edit, add, and delete information based on their common business practices and terminology.

12.5.3.3. Site Data. These tables are completely editable. They are unique to the local MTF.

12.5.4. There are some rules that must be followed when updating in the TMU. Below is a list of tables that carry some special rules with modifications:

12.5.4.1. The Commodity Class Table. When a new element of resource (EOR) is created and assigned to a commodity class in TMU, it is added to the default EORs that are automatically assigned when someone creates a new expense center or project center. It is also added to all existing expense centers and project centers, unless the EOR has retired status or it is the Log Fund EOR. As a precaution, make commodity class updates and additions only after careful consideration. Linking a new EOR to a commodity class is a system transaction that cannot be reversed.

12.5.4.2. The Currency Code Table. Changes made on the currency code table in TMU are audited by the system.

12.5.4.3. The Document Number Configuration Table. The following guidelines apply to the CAIMs Document Number Configuration table in TMU:

12.5.4.3.1. All data entered, with the exception of Fund numbers, must consist of four numeric digits. If the number entered has less than four digits, the system automatically adds zeros to make a four-digit number. For example, 4 is changed to 0004 and 25 is changed to 0025.

12.5.4.3.2. The pattern of an End number must match the pattern of the Start number. If one is totally numeric, the other must be also. If the Start or End number in a fund range is alphanumeric (one letter and three numbers), the other must be as well.

12.5.4.3.3. The End number must always be larger than the Start number.

12.5.4.3.4. When the user enters a new Start number/End number range, the system checks to see whether the new value range overlaps with an existing range. If so, you will see a message to correct the new range.

12.5.4.3.5. When a number range has not yet been used by the system, the Last Number Used and Date fields do not contain any data. These fields are protected by the system and cannot be changed by the user.

12.5.4.3.6. When the Start number/End number range is changed for a grouping that contains data in the Last number and Date fields, the system determines if the Last number and the Date should be updated. If the current Last number does not fall within the new Start/End range, the Last number is set equal to the new Start number and the Date is incremented by one day. If the new range does encompass the current Last number, the system makes no changes to the Last number or Date field.

12.5.4.4. The Registration Table. DMLSS uses the Registration tables to maintain a list of all the personal computers (PCs) at the MTF site that have logged into DMLSS. Messages sent by the site SA from the System Admin Tool are then received on all PCs listed in the table. Although this table is of the Site Data (editable) type, you may not edit or add any entries, only delete an entry (which will prevent that PC from receiving messages). Only DMLSS can make entries (when a user first logs on to the system) or changes (updating the IP address, date updated, and build number as users log on again). If you remove an entry and a user logs on to DMLSS from that PC, it is again added to this table. The system automatically deletes any PC that has not accessed DMLSS in 30 days .

12.5.4.5. The RPIE (Real Property Installed Equipment) Maintenance Procedure Table. The RPIE Maintenance Procedure table in TMU lets you select a maintenance procedure from the dropdown field in order to view and/or print the steps to that procedure.

12.5.4.6. The RPIE Nomenclature Table. When you click Insert on this table, the Add a Nomenclature window appears to help you add a new nomenclature .

12.5.4.7. To select a TMU table to view or modify, select an application and then select the table from the list. The table will identify the table type, which determines if the table can be modified. Click the Detail button to view the table's contents. Information in tables that cannot be modified

are displayed with a gray background. Saved changes are now included with the table and are viewable in the application fields.

12.6. Search In Systems Services.

12.6.1. In the Query/List Record Selection window, you can search for MTF/Unit or suborganization records to review, update, and/or print lists of organization records. Users can search by ID (SVS/Cust, Organization, or Department), MEPRS Code, Name, Office Symbol, Type, UIC (assigned to Maintenance shops) or leave the fields blank and click Search to view all records. Click the Detail button to view detail window for the selected record. Use the Treeview button to switch to a treeview representation of the organizational data.

12.6.2. Tree View.

12.6.2.1. The Tree View Record Selection window identifies a hierarchy view of all MTF/units and suborganizations DMLSS manages for your site. You can use TreeView to browse your site's structure, open an organization record, print the TreeView display, or move a service/customer from one department or MTF/Unit to another. The TreeView icons represent the level an item is within the MTF. The MTF/unit that supports the Logistics department is identified by "(LOG)" at the end of its name in TreeView. The Log department is critical for ordering.

12.6.2.2. How records are established within the MTF is important. There must be a MTF/Unit before a department can be established. Without a department, the service/customer cannot be established. The following paragraphs will outline the procedures for establishing the MTF hierarchy.

12.6.3. MTF/Unit.

12.6.3.1. On the MTF/Unit Detail window, you can open and edit an existing MTF/unit or Organization record, create a new one, or mark an organizational record for deletion, using one standard method and a single interface. The MTF/Unit is made up of service/customers and is grouped by departments. One MTF/Unit on your system owns the Logistics department and Logistics services. The Main MTF/Unit is established during conversion. If you are required to create a new MTF/Unit detail, use DMLSS on-line help to print the MTF/Unit Detail window. The printed detail window will provide the field information required for the new detail record.

12.6.3.2. An Organization in DMLSS is also referred to as the MTF/Unit. The organization in general terms is a structure established to accomplish a specific objective or set of tasks. The MTF/Unit represents the highest level, the department represents the next level, and the service/customer represents the next. The structure generally consists of departments and service/customers with the MTF/Unit serving as the parent.

12.6.3.3. Users should be aware that business rules require several processes of the MTF/Org module to be audited by DMLSS. Certain changes made in these audited areas are captured along with the date, user ID, and other information viewable from the Transaction History window. Document numbers are also viewable when the transaction is saved.

12.6.3.4. Transaction codes are used for this requirement and are generated when establishing and revising records within the Logistics Department, Logistics services detail record, and MTF/Unit department, and service/customer detail records. ECC (establish customer related information) and RCC (revise customer related information) are the specific transaction codes used .

12.6.3.5. The transaction codes are intended for user-initiated additions or changes that affect the following data elements: Appropriation Fund type code, default expense centers, organization IDs, organization types, organization names, materiel ownership codes, and level algorithm changes.

12.6.3.6. Access the MTF/Unit Detail window by clicking MTF/Unit from the Navigate menu. Complete all required information as a minimum, however all fields should be loaded if the information is available. While the target flag is not identified as a mandatory fill field, Air Force activities must set the Target Flag to PROJ EOR. After all information is entered in the Basic tab click Save. This allows updates to the Departments, SVS Customer, and Assemblages tabs.

12.6.3.7. The Departments tab allows you to associate or disassociate departments to the parent MTF/Unit within the window view. A Department can be identified as the squadron level with all subordinate sections listed or multiple sections under the same management structure (i.e. Diagnostics and Therapeutics might contain Pharmacy, Laboratory, Radiology, Nutritional Medicine).

12.6.3.8. If there are no departments listed in either Associated or Disassociated boxes create a new Department by clicking the New button between the two boxes. Complete all required information on the Basic tab. The SVC/Cust and Funding tabs will not become available until you have clicked Save. The new Department will appear in the disassociated box. Click the “<” button to associate the department to the MTF/Org .

12.6.3.9. While in the Departments tab, You can associate or disassociate Service Customers to the new department by selecting a department and clicking the Detail button between the associate and disassociate boxes. Associate only those customers and project centers that apply to the new department.

12.6.3.10. You can associate or disassociate Service Customers in the SVS/Customer tab. If you are creating a new Service Customer, click the New button between the two boxes. Complete all required information on the Basic and Materiel tab. The Funding and submission tabs will not become available until you have entered all the required fields on the first two tabs and clicked Save.

12.6.3.11. The Assemblage tab allows you to view Assemblage information associated to an MTF/Unit. The Assemblages tab becomes available only when an assemblage is assigned to the MTF/Unit in AM. See the section on AM to assign assemblages to your MTF.

12.6.4. Department. Establish a new department from the Department Detail window when the MTF/Unit is already established. From the Navigate menu, click Department to view the Department Detail window. You will be prompted to enter a higher level association. When assigning a department, the default is the MTF/Org level.

12.6.5. Service/Customer. Establish a new Service/Customer from the Service/Customer window when the MTF/Unit is already established. You will be prompted to enter a higher level association. When assigning a Service/Customer, the default is the Unit level. You can modify and associate the record to the department level because the department is already associated to the Unit level. From the Navigate menu, click SVC/Customer to view the Service Customer Detail window.

12.7. Funds.

12.7.1. Management of funds in DMLSS is critical to the operations of the DMLSS systems. It is second only to systems administrations and can dramatically impact the MTF and how medical logistics operates if not properly managed. The funds modules are powerful tools available to medical logistics and resource management that provide flexibility to manage most all aspects of your MTFs funding.

12.7.2. DMLSS Funds management allows you to:

12.7.2.1. View and manage funds through expense centers, project centers, and the logistics (LOG) fund.

12.7.2.2. Gather information on Elements of Resource (EORs) and commodity classes.

12.7.2.3. View and manage details such as commitments, obligations, and target amounts.

12.7.2.4. View and manage Assemblage management (AM) and Other Procurement (OP) funds.

12.7.3. Target amounts may or may not restrict ordering depending on the MTF/Unit's target flag setting. A target flag other than "None" tells DMLSS at what organization level to check for available funds when ordering. When the target flag setting is other than None, it is important to monitor funding at the project center level each day to prevent ordering delays. Air Force policy is that the Target Flag for all expense centers will be set to "Proj EOR". Other Target Flag available are:

12.7.3.1. PROJ EOR. DMLSS checks funds for the EOR within a project center.

12.7.3.2. PROJ. Target amounts set for each project center cannot be exceeded by the project center's dependent service/customers.

12.7.3.3. EXP. DMLSS charges the expense center. This sets target level at the expense center level.

12.7.3.4. EXP EOR. DMLSS checks funds for the EOR within an expense center.

12.7.4. To access Log, Project, or Expense center funds, from the Navigate menu click Funds or click the Funds button on the toolbar to open the Funding—Search window. You can enter the Fund Number, Fund Center Number, or Fund Type (E-Expense Center, P-Project Center, S-Log Fund).

12.7.5. Log Fund.

12.7.5.1. The Log fund is the primary level target in DMLSS and is the fund used to purchase all items from external sources of supply. It is important to work closely with the MTF resource management office to ensure that funding is set up and managed correctly. Other functions associated with the log fund are:

12.7.5.2. The target cannot be exceeded with orders, price changes, or receipts.

12.7.5.2.1. The default uses one APC and EOR.

12.7.5.2.2. The target amount is cumulative for the FY.

12.7.5.2.3. The target is reset to zero at the end of the FY.

12.7.5.3. To view the Log fund, enter an "S" under Fund Type in the Funding—Search window and click the Search button. Select the Log fund and click the Details button on the toolbar to view the Log Fund Details window.

12.7.5.4. The Log Fund Details window displays all funding for the Default Logistics Fund, Element of Resource code 600. The upper window displays information from the log fund as well as

funds disbursements. The Log Fund ID and Fund Code must be present. The Log Fund Target is the only field that can be modified in the upper window.

12.7.5.5. The Direct Update field controls how funds will update in DMLSS. If the box is checked, funds are updated at the time of transaction execution when funds are affected. If the box is unchecked, funds are tallied in the lower window and must be reconciled manually to update the Log Fund account or it will reconcile during EOD .

12.7.5.6. The middle window displays the EOR and all current funding information. These fields may be updated as needed for financial book adjustments. When these fields are updated the corresponding field in the upper window is changed to reflect the new figures.

12.7.5.7. The lower window displays the cumulative figures for the Log fund when the Direct Update field is unchecked. You must manually update the log fund accounting when this option is selected. To update the Log fund, click the Reconcile button on the toolbar. The figures in the lower window are moved to the upper window and posted to the Log Fund detail.

12.7.5.8. It is important not to change any information on this screen without the proper authorization and documentation. Changes to these fields directly impact the funds availability for your MTF and to the Air Force Working Capital Fund. The Air Force has adopted the policy that the Direct Update field will be checked for all MTFs.

12.7.6. Project Center Funds.

12.7.6.1. Project Center funds are used to manage funds at the DMLSS project center level and can be related to a department level or service customer indirectly through the expense center. You can create, delete, edit, and open project centers in the Project Center Details window. This window is audited by DMLSS because of the impact to financial records.

12.7.6.2. Business rules require DMLSS to audit user changes to several of the organization record types; that is, to capture the type of change along with the date, user ID, and other information. Audited records include the Logistics department, Logistics services, MTF/Units, departments and project centers, and service/customers and expense centers.

12.7.6.3. On audited windows, when you click Save after adding or changing any data DMLSS generates a document number and displays it briefly in the field-level help area (bottom left) of the DMLSS window. Some users need to know this number and should make note of it. Document numbers and details may be referenced from the Transaction History module of the CAIM or IM application.

12.7.6.4. To view a project center, enter a “P” under Fund Type in the Funding—Search window and click the Search button. Select the project center and click the Details button on the toolbar to view the Project Center Details window. All project centers are displayed in project center sequence.

12.7.6.5. The Project Center Details window contains all financial information unique to the selected project center. You, your resource advisor, or the resource manager can view current totals for commitments, obligations, available balances, credits, sales, and surcharge figures for each project center. You can also view a list of all associated expense centers to the project center to see who may be sharing the funds.

12.7.6.6. Updates to the project center name, project center target amounts and target amounts for individual EORs within the project can be done for this window. Your or your resource advisor (if they have the required privileges) can update fund targets or expenditures by clicking the field to be updated and changing the totals. The screen doesn't "auto refresh" after the update. Changes will be visible after logging out and returning to the window.

12.7.6.7. The window also includes a (Sum) EOR Target Amounts field that is the total of all listed EOR target amounts. This figure should match the project centers target amount from the upper window. It is possible to have a lower dollar amount depending on how the money is loaded but this figure is not permitted to exceed the target amount.

12.7.6.8. You can mark a project center for deletion when it is no longer required or valid based on guidance received from DFAS or your resource advisor by placing a check in the Marked for Deletion field. A record that is marked for deletion still appears in the system but does not support any further financial activity. The project center is removed during EOFY processing as long as there are no financial ties. If there are still financial obligations that were not cleared prior to EOFY, the project center will still remain visible in DMLSS but will continue rejecting additional financial activity.

12.7.6.9. To view additional project centers, click the Find button to open the Project Center Search window. Enter a project center to view or click Search to view a list of all project centers. Select the project center and click the Details button to view the project centers information.

12.7.7. Expense Center.

12.7.7.1. Expense centers capture a service/customer's funding data, which is rolled up into the project center for each department. Expense centers can have program targets in the same way a project center has a target. These targets represent the expense centers budget.

12.7.7.2. To view an Expense Center, enter a "E" under Fund Type in the Funding—Search window and click the Search button. Select the expense center and click the Details button on the toolbar to view the Expense Center Details window. All expense centers are displayed in expense center sequence. If an expense center has a fund target loaded, the target total is included in the fund target field.

12.7.7.3. The Expense Center Details window is similar to the Project Center Details window. You, your resource advisor, or the resource manager can view current totals for commitments, obligations, available balances, credits, sales, and surcharge figures for each expense center. You can also view a list of all associated expense centers to the project center to see who may be sharing the funds.

12.7.7.4. Updates to the expense center name, expense center target amounts and target amounts for individual EORs within the project can be done for this window. Your or your resource advisor (if they have the required privileges) can update fund targets or expenditures by clicking the field to be updated and changing the totals. The screen doesn't "auto refresh" after the update. Changes will be visible after logging out and returning to the window.

12.7.7.5. You also have the ability to change an expense center from one project center to another. When changing project centers, all financial data is moved to the new project center. A message box warning of the change precedes the action. Changing an expense center to a different project

center should only be done when approved by your resource advisor or DFAS. Documentation should be received and maintained for all changes.

12.7.7.6. The window also includes a (Sum) EOR Target Amounts field that is the total of all listed EOR target amounts. This figure should match the expense centers target amount from the upper window. It is possible to have a lower dollar amount depending on how the money is loaded but this figure is not permitted to exceed the target amount.

12.7.7.7. You can mark an expense center for deletion when it is no longer required or valid based on guidance received from DFAS or your resource advisor by placing a check in the Marked for Deletion field. A record that is marked for deletion still appears in the system but does not support any further financial activity. The expense center is removed during EOFY processing as long as there are no financial ties. If there are still financial obligations that were not cleared prior to EOFY, the expense center will still remain visible in DMLSS but will continue rejecting additional financial activity.

12.7.7.8. To view additional expense centers, click the Find button to open the Expense Center Search window. Enter an expense center to view or click Search to view a list of all expense centers. Select the expense center and click the Details button to view the expense centers information.

12.7.8. AM Funds.

12.7.8.1. AM funds are received from AFMLO for the purpose of replacing and purchasing materiel for WRM assemblages.

12.7.8.2. AM Funds can be accessed by selecting AF Funds from the Navigate menu or by clicking the AM Funds button on the toolbar. At the AM Funds Search window enter data based on your search criteria. The MTF/Unit and fiscal year fields are mandatory but you can narrow the search by entering Assemblage ID, number, increment number, sub assemblage number, funding type, fund source, and/or fund number. The AM Funds Search window will display all assemblages associated with your search criteria. The Search window provides quick information about a project:

12.7.8.2.1. Are funds associated to the assemblage?

12.7.8.2.2. The fund number. During conversion, DMLSS makes up the fund number based on the legacy systems detachment code and the WRM code assigned to the project.

12.7.8.2.3. Fund type. S for the Log Account.

12.7.8.2.4. Assemblage ID. Allowance standard that applies to the assemblage.

12.7.8.2.5. Assemblage Number. Number of assemblages attached to the same assemblage ID; incremental number starting with 1.

12.7.8.2.6. Assemblage Increment. Alpha character assigned to each assemblage

12.7.8.2.7. Sub Assemblage.

12.7.8.2.8. Build Control Number. Non Air Force fill field.

12.7.8.2.9. Assemblage Number Description. The physical name of the assemblage.

12.7.8.2.10. Fund Source. Who is funding the project. Conversion indicates that the assemblages were build and funds associated during conversion .

12.7.8.2.11. A “—“ indicates that funds were associated to but not to an assemblage. Assemblages listed that do not have a checkmark or fund type are assemblages that do not have funds associated.

12.7.8.3. You can view, edit, create a new assemblage, print the assemblage list or search other MTF/Unit assets from this window.

12.7.8.4. To View assemblage details click the View Assm from the toolbar. The window lists all assemblage information carried over from the search window and adds funds status information. This is an up-to-date view of the assemblages fund target, available balance, commitments, obligations, receipts, surcharges, and sales. This option is handy whey providing quick funding status to supervisors, MAJCOM, or AFMLO .

12.7.8.5. The AM Funding—Revised window allows you to edit assemblage funds targets for the current fiscal year. To view the AF Funding—Revised window, click the Edit Fund button on the toolbar. To increase or decrease funds, enter the dollar amount (with decimal point) in the Amount field and click the increase or decrease buttons. The funds target adjusts accordingly. Enter the fund source or who forwarded the money to your activity; “AFMLO” or “MAJCOM”. Enter the reason for the funding in the description field; “Cover Assemblage Shortages”, Initial funds load for new project”. Click Save to accept the edits. The window will reflect the new information after the save.

12.7.8.6. When the funds are increased or decreased, during the save action an ADP transaction with the dollar amount is written to the transaction history file. The Fund Type reflects that the funds posted were AM Funds. The fund number is referenced in the ID field and the assigned organization is listed in the Name field. The document is made up of the DODAAC, Julian date, and serial number beginning with F and 001, 002, 003, etc. The serial number resets after each EOP processing cycle.

12.7.8.7. To associate funds to assemblages, select a funding line from the AM—Funding Search window and click the Edit button. In the AM—Funding Revised window, select the assemblage(s) that the funds are associated with, and click Save. Click Close to return to the AM—Funding Search window and click Refresh from the toolbar. The funding will be displayed for each assemblage that it was associated with.

12.7.8.8. The AM Funding—New window allows you to create new assemblage funds targets for the current fiscal year. To view the AF Funding –New window, click the New Fund button on the toolbar.

12.7.8.9. Select the MTF/Unit that the new fund will be associated to. For the host base us the DODAAC. For other than host base, associate an existing MTF/Unit. Create a new MTF/Unit if an existing one is not available.

12.7.8.10. Enter a Fund Number for the action. The Fund Number will be made up of the old detachment code and the MEDLOG WRM Code.

12.7.8.11. Enter the Fund Target from the funding document.

12.7.8.12. Enter the funding source and description of what the funds will be used for.

12.7.8.13. Click the Save button to update AM Funding. The funding data appears in the AM—Funding Search window but to be used must be associated to an assemblage.

12.7.9. Other Procurement (OP) Funds.

12.7.9.1. The system shall allow the user to establish/update equipment OP fund targets for three fiscal years (current year + 2 previous years). The system shall maintain OP funds records for 8 years; 3 active and 5 inactive. The system shall be able to track Other Procurement (OP) funds for the Current fiscal year and two prior fiscal years .

12.7.9.2. To view the OP Funds Search window, Click OP Funds from the Navigate menu or click the OP Funds button on the toolbar. Search for OP funds by fiscal year and fund code or leave these fields blank and click Search to view all OP Funds balances by fiscal year. The BLIC and Project Code fields are not used by the Air Force. In addition to the fiscal year and fund code, commitments, obligations, and Available Balances are also displayed.

12.7.9.3. Select the fund to review and click the Detail button on the toolbar to view the OP Fund Detail record. The record is broken down into two tabs: Funds Ledger and Funds Status. The Funds Ledger tab allows the user to create new and edit existing OP funding information. It is like an electronic checkbook keeping track of all capital investment funding. The Funds Status tab displays the Equipment items and related OP funding information for the existing OP Fund selected .

12.7.9.4. When new or additional OP funds are received they must be loaded to the Fund Ledger. To add a new OP fund, click the New Fund button on the toolbar to open the OP Funds Detail—New window. Enter all required information to the window. The information should be available from the funding document. Some requirements may contain additional funds appropriation data (APPN). If a second fund site is annotated on the funding document it can be entered into APPN2 in the funds ledger.

12.7.9.5. The EOR for Capital Equipment is 144. This EOR will automatically be assigned to all new OP funds. Click Save to update the record. The Funding Reference window tracks change to the OP funds status, by date, and will list the new load as the first line item. Subsequent updates to the funds status will be posted to the funding reference window for audit purposes. Funds must be added to the EOR target amount in order to process equipment requests .

12.7.9.6. To modify OP funds, open the OP Funds Detail window. The window will look the same with some minor exceptions. Added is the option to Increase or Decrease the fund Target and an Obligation Rate field is included to track obligation rates for your purchases .

12.7.9.7. To add or remove dollars from the OP fund, click the Increase or Decrease button and enter the dollars in the Amount field from the funding document. You must click the Increase or Decrease field in order to enter data in the amount field. You must also include a reference or authorization for this action. When saving, the fields are updated and the Funding Reference is updated with the transaction information.

12.7.9.8. The Funds Status tab allows you to view equipment items and its related OP funding information for the selected OP fund. The tab displays the equipment request numbers that apply to the funds, document number of the request, purchase order or contract number and funds committed to the contract. The tab is updated with all changes that occur to an OP purchase.

12.7.9.9. When the funds are increased or decreased, during the save action an ADP transaction with the dollar amount is written to the transaction history file. The Fund Type reflects that trans-

action posted against an OP Fund. The document is made up of the DODAAC, Julian date, and serial number beginning with F and 001, 002, 003, etc. The serial number resets after each EOP processing cycle.

12.7.9.10. The OP Fund Detail window also allows for printing of funds reports. The report options available are the OP Funds Report and the OP Funds Distribution History Report. These reports are helpful in tracking funds status of your OP funds locally or for MAJCOM reporting. The reports print scope allows for printing or preview of a selected fund, specific fiscal year and or fund code, or all fiscal years.

12.7.9.11. OP Funds Report. This report takes the information from the OF Funds Detail window and puts it in report format.

12.7.9.12. OP Funds Distribution History Report. This report provides a history of funding associated with an OP Fund. It includes all increases and decreases transactions and Balance information.

12.8. DMLSS Communications Management (DCM). DMLSS Communications Management (DCM) is an automatic tool that transmits orders and financial data for the CAIM and PVI applications, with minimal assistance from the user. It also has tools that allow you to monitor progress and troubleshoot any errors as needed. You can use the DCM Monitor window to see only the most recent status for each transaction; then if there is some error or delay in the process you can use DCM Search to view the item's progress. You can also resubmit an item through processing stages that were not completed.

12.9. DCM Search.

12.9.1. In the DCM Search window, you can search for transactions, and view a transaction's entire life cycle by status code and process code. You can view a DCM transaction file directly or when necessary, resubmit one or more items. The DCM Search window is designed to help you view all transaction status for the each item.

12.9.2. This window should be checked daily to ensure that the financial transactions are correctly transmitted to DFAS every day. This can be done by entering the previous day's date in the DCM Search window's date field, and review the status code of your transactions. These transactions are stored on the DMLSS server for fast retrieval.

12.9.3. Access the DCM Search window by clicking DCM Search from the Navigate menu or by clicking the DCM Search button on the toolbar. The DCM search window provides multiple search options to view specific search criteria or a broad range of status.

12.9.3.1. Call Number. This is a list of all call numbers and financial sequence numbers that have processed through DCM.

12.9.3.2. Method. The method is how the call numbers are processed: DD Form 1155, **Order for Supplies or Services**, E-mail, FTP, Print.

12.9.3.3. Form. This is the form of transmission, different milstrip types, electronic transfer, reports, table extracts, etc.

12.9.3.4. Contract Number. Search by a specific contract number.

12.9.3.5. SOS. Search by a specific SOS.

12.9.3.6. Status Code. The status of the file as it passed through DCM: Complete, Error, In-Progress, Transmitted.

12.9.3.7. Process Code. These are codes assigned to provide more information on the status of the orders as it passes through DCM.

12.9.3.8. User ID. Search by a specific user ID.

12.9.3.9. Begin Date. The date you would like to begin search results. A blank begin date will include all dates.

12.9.3.10. End Date. The date you would like to end search results. If this field is left blank the default is current day.

12.9.4. Configure/Revise DCM Interfaces.

12.9.4.1. Before any DCM actions take place the DCM must be configured for your activity. This is done in the DCM Configuration window. When in the DCM Search window, click the Configure button on the toolbar to access the DCM Configuration window. The top left corner of the window contains a list of DCM Interface select criteria. You can edit or set up FTP communication interfaces for the following types of transactions:

12.9.4.1.1. A0E/YRZ transactions to the Defense Automatic Addressing System Center (DAASC).

12.9.4.1.2. Defense Finance Accounting Service (DFAS).

12.9.4.1.3. DSCP-EDI.

12.9.4.1.4. DLIS (UDR Delta processing).

12.9.4.1.5. FASTDATA (for the Navy only).

12.9.4.1.6. Point-of-use servers (POUSVR).

12.9.4.1.7. CAIM carousels.

12.9.4.1.8. FOA Excess and Reports.

12.9.4.1.9. JMAR.

12.9.4.1.10. QA FTP.

12.9.4.1.11. ORMA and Maximo.

12.9.4.2. DCM also assists accounts in monitoring DFAS document numbers, controls the DCM outgoing transmissions, and activates the DFAS transaction process within DMLSS.

12.9.4.3. Select the interface to be configured and enter or correct the IP Address, Login ID, and Password for that interface. Outlined below are some default settings for some of the common interface settings and explanations on how these interfaces interact .

12.9.4.3.1. If you want the transaction to be sent during the EOD process, click YES in the send section.

12.9.4.3.2. If you do not want the transactions to be sent, click NO in the send section. Check No when a recipient has asked to temporarily suspend transmissions, but make sure to return the send action to Yes when transmissions can resume.

12.9.4.3.3. In the DFAS interface you can set the Active and Send indicators. If you select YES to the Active indicator, the EOD process will create one financial data transaction per day. It will not create this transaction if there is no user activity recorded. If you select NO for the Active indicator financial data transaction will be suspended.

12.9.4.3.4. To send the AOE/YRZ transaction but not the DFAS Transaction, in AOE/YRZ interface window Set Active field to YES. In DFAS interface window, Set Active field to YES and Set Send field to NO.

12.9.4.4. DFAS and FOA Excess interface options also have a Communications Routing Identifier (COMMRI) list table that identifies the site exchanging information with DAASC. It is important to keep these COMMRI up-to-date to ensure electronic data transfers don't fail. The three COMMRI types that must be entered are:

12.9.4.4.1. AFMLO—RUQAAEC is the COMMRI assigned by DAASC to AFMLO. If changes need to be made to this COMMRI, AFMLO will generate e-mail to all Air Force Logistics sites with the change prior to the change taking affect .

12.9.4.4.2. DAASC—RUSAZZA is the COMMRI for DAASC. All electronic data transmission data sent from your MTF is routed through DAASC. DAASC screens the data to determine if the transmission is clean and data conforms to the standard file setup. If there are problems with a transmission file, DAASC will not forward the file to the intended recipient.

12.9.4.4.3. DMLSS—DAASC refers to this COMMRI as the Data Pattern COMMRI. This COMMRI identifies your base in electronic data transmissions. This COMMRI is different for each MTF and can be found at the DAASC website. A shortcut to the DAAASC website is available from the AFMLO website, links page.

12.9.4.5. Modification to DCM Special Communication info is only updated if instructed by systems support. These fields will be blank unless your base received instructions to load these fields.

12.9.4.6. The DFAS Interface contains a field for the finance sequence number. This number is a sequence number assigned to all finance transmission header records and cannot be duplicated. Finance uses these sequence numbers to keep track of the MTFs financial transmissions that update the MTFs financial records.

12.9.4.7. In some instances this record is unrecognizable or transmission may not have been successful due to problems with the LAN or interfacing through DAASC, or an IP address, login or password may be incorrect in the DFAS interface. When this happens, the Finance records must be resent.

12.9.4.8. If it is found through research of the process codes that the IP address, login, or password are incorrect or missing, make the appropriate changes in the DFAS interface window and click the Fin Resub button on the toolbar. This will rebuild the financial records so they can be properly sent to DFAS.

12.9.4.9. If the transmission failed due to the LAN being down or another reason not related to the IP address, login, or password retransmit the file using the Resubmit button.

12.9.4.10. Resubmit transmissions that processed with an error by selecting the transmission file. Validate the reason the transmission erred. Review the process code action by clicking the Desc button from the toolbar. This code is a short description of the process code. You can also view the

file by clicking the View File button on the toolbar. This opens your browser and opens the transmission data that is stored on the DMLSS server. Check the data to ensure there isn't any garbled text and that the data conforms to the standard file setup. Close the browser to return to the search window. If everything looks fine with the file, click the Resubmit button on the toolbar. You will be prompted to confirm the file resubmission. Select YES to finalize the process.

12.9.5. DCM Monitor.

12.9.5.1. In the DCM Monitor window, you can view the most current status of a DCM transaction. You can specify how many days of transactions you want to see, as well as how often to check the database for any updates. When necessary, you can resubmit items similar to the procedures outlined in DCM search.

12.9.5.2. You can also view the actual form that is prepared and sent using the View File button. The DCM Monitor shows only the most recent status on a transaction. To view the entire life cycle of a transaction, use the DCM Search window.

12.9.5.3. DMLSS retains DCM order files and their status/process records for the current and one previous month or 62 days. POU server files are retained for seven days. Financial files and their status/process records are all currently retained in the system until archived.

12.9.5.4. The Submit, View File, and Desc(ription) buttons in DCM work the same way as they do in DCM Search. The DCM Monitor should be checked daily to minimize delays for services and financial and status updated associated with transmission problems.

12.10. Point Of Contact (POC).

12.10.1. A POC is a point of contact in the organizational record. The POC window allows the user to search, view, edit, add, and delete POC information as necessary. The POC is usually responsible for managing the area that the organizational record describes. POC information is entered into the POC window and is available for association to the organizational records. An important part of administering the DMLSS system is having valid and up-to-date POC information on all users .

12.10.2. To view the POC Detail window, click POC from the navigate menu. Enter all required information as a minimum, however you are encouraged to complete as much of the detail window as possible. If the POC you are loading is not located at your MTF, click the "Jump To" button to load the POC address. Associate the type of services the POC will be performing in DMLSS by selecting the type and clicking the "<" button. Most customers will be assigned Custodian and DMLSS User POC types.

12.10.3. The Associated Organization Records fields may not be updated from this window. If the POC is a primary custodian for a Service/Customer, Department, or Organization this field is updated by entering the customers POC information in the SVS/Customer, Department, or MTF/ORG windows. When the window(s) is updated, the associated organization ID or customer ID and name will be displayed in the Associated Organization Records field .

12.10.4. Systems Administrators should make corrections to the POC field when changes are required for any service/customer, department, or organization data to ensure the most current information is available.

12.11. End of Period Process Management (EOP).

12.11.1. In the End of Period Management window, you can view and change the schedule for end of period (EOP) processes. These processes include:

12.11.1.1. End of Day (EOD). The EOD process closes a business period and begins another. This business period may span a number of days but not exceed a monthly business period. The daily process transmits unsent executed orders, posts incoming status to due-in records, performs follow-up processes, produces the receipt file and transmits it to legacy systems, purges aged data, generates management reports, and performs a database backup.

12.11.1.2. End of Month (EOM). The EOM process closes a monthly business period and begins a new monthly business period. If an EOD process has not been completed, the monthly process completes the daily process and then runs. The monthly process includes automatic leveling, purging of aged data, generation of management reports, and a backup of the database.

12.11.1.3. End of Fiscal Year (EOY). The EOY process corresponds to the end of a fiscal year, and will run automatically on 30 September even if the user has the EOP Management screen set to Manual. If the September end of month (EOM) process has not been completed, the EOY process completes the September EOM before beginning. There are also guidelines associated with changing EOY processes. In conjunction with the EOY process, take the following steps :

12.11.1.3.1. If there are any purchase card transactions that you want to link to current fiscal year dollars, mark those transactions with a code of "E". This means that the invoice will be paid with funds from the fiscal year in which the obligation occurred.

12.11.1.3.2. On October 1, load the new targets for O&M funded organizations.

12.11.2. The EOY process performs the following:

12.11.2.1. Resets financial records.

12.11.2.2. Starts new fiscal year financial records.

12.11.2.3. Automatically changes fiscal years in the system.

12.11.2.4. Deletes inactive customers.

12.11.2.5. Performs a database backup.

12.11.2.6. Generates a report detailing the position of the log fund and all project centers and expense centers.

12.11.2.7. Cancels any orders that have not been submitted for processing.

12.11.2.8. Cancels any IOUs that do not have any associated due-in.

12.11.2.9. Zeroes out targets for O&M funded organizations.

12.11.3. If the EOY process fails, contact the MHS help desk immediately.

12.11.4. You must have a MM Security Manager role in order to change the schedule for EOP processes.

12.11.5. To access the EOP Management window, click End of Period Process Management from the Navigate menu or click the EOP button on the toolbar. The current Fiscal Year, process type, process start time, process months, and last update fields are displayed in the window. You can modify any field with a white background .

12.11.6. Modify the process type to Automatic if you want DMLSS to automatically begin the EOP process or select Manual if you want to begin the EOP process. If Manual is selected, you do not enter a start time and all month fields with the exception of September are grayed out. If Automatic is selected, the last day of the month should be entered in all the month fields.

12.11.7. Click Save to accept the changes made to EOP processing. The person who made the updates is listed in the Last Updated field with the date and time.

12.11.8. If you change the EOP Process Type from Manual to Automatic, you must also go to the System Admin tool to enable the MM EOP Process. If the process is not enabled on the server, the EOP process will not run.

12.11.9. Access the DMLSS server, DMLSS Admin Tool from the DMLSS Console or from your PC by Telnet session. Select the MM Functional Administration option from the DMLSS Main Administration Menu and enter. Select the option to "Enable MM EOP Process" and enter. The server will display the message to confirm the change to the process. After confirmation, the system will now automatically process the EOP process at the indicated start time .

12.12. Archive.

12.12.1. You can access the Archiving module only if the resource is assigned to you in User Privilege.

12.12.2. In Archiving, you can mark an item or items as "archived" in the managed application's database. When you mark a record for archive, the record will no longer appear in query results or other lists within the FM application (although it will still appear on the lists that users had open at the time it was archived). Archived objects may be viewed using a Business Objects query and may also be unachieved so that the user can access and update them.

12.12.3. Assigning the Archive status to a record allows it to be separated from the active records. Regular maintenance of records through archiving reduces the amount of data the application user must look through, ensures that outdated data are not associated to active records, and maintains the information for historical purposes.

12.12.4. If you try to archive an object that does not meet specific guidelines, DMLSS displays a message stating what must be done before the archive command can be processed. The following object types and rules apply to the archiving and unarchiving of FM objects :

12.12.4.1. Facility. DMLSS checks for work requests, projects, and RPIEs that have a relationship with the specified facility. If a relationship exists with any of these, the system displays a warning prompt identifying the type and number of relationships that exist .

12.12.4.2. Installation. All associated facilities must already be archived.

12.12.4.3. Maintenance Procedure. The linked PM Schedule must have a valid end date, there must not be any scheduled work in the Work Projected table. When archived, all related schedules are also archived.

12.12.4.4. Organization. It must have no open work requests, and cannot be referenced in any non-archived facilities, POCs, RPIEs, installations, or open project tables.

12.12.4.5. POC. It cannot be associated with an open work request, project, specialty shop, non-archived facility, or facility manager.

12.12.4.6. Project. All associated work requests will also be archived.

12.12.4.7. RC/JCAHO Requirement. The linked PM Schedule must have a valid end date, there must not be any scheduled work in the Work Projected table. When archived, all related schedules are also archived.

12.12.4.8. Room. All associated work requests, projects, and RPIEs must already be archived, and the room must not be linked to a drawing.

12.12.4.9. RPIE. The RPIE cannot be a parent to any child RPIEs or have any open work requests or projects.

12.12.4.10. Work Request. It cannot be associated with an open project (work requests within an open project do not appear in the available list).

12.12.5. Associated closed projects are not archived with the work request.

12.12.6. To access the Archive window, click Archive from the Navigate menu or click the Archive button on the toolbar. Select Archive or Unarchive from the Archive window. Select the items that you want to archive/unarchive from the Achievable Objects section in the window. On the right side of the window, select the actual object(s) to be archived/unachieved and click the Process Rqst button.

12.12.7. A message will be displayed to confirm that the action was processed. If the message indicates there were problems, ensure that the process met the guidelines stated in previous paragraphs.

12.13. Change Expense Center. The Change Expense Center window is for mass updates to expense center record associations. The process is similar to associating/disassociating expense centers under the Service/Customer Detail window.

12.14. Assign Customer to SOS. This window is for mass updates, used to associate newly created SOSs to all or some of the customers listed in the Organization. By processing this action, these SOSs are associated to the user and become an authorized ordering SOS. This function is not currently available to Air Force Activities.

12.15. DFAS Reports.

12.15.1. There are ADHOC reports available from Business Objects (BO) that allow you to review the financial status of the MTF. There are standard reports that can be modified to add or delete data based on your requirements. Some of the reports use names similar to the legacy system and you may be familiar these reports. Other reports are new based on the greater flexibility and information available in the DFAS BO Universe.

12.15.2. To access BO, use the shortcut key to return to the DMLSS Navigation Menu or click DMLSS from the Navigate menu. Select Business Objects and one of the available universes. BO opens in the Business Objects Standard Report Viewer. This viewer lists all “canned” reports for the selected universe. You have the option to select one of the existing reports from the list or create your own report. To create your own report, click the Close button, open the BO file menu, and select New from the file menu.

12.16. Joint Medical Asset Repository (JMAR). The Medical Logistics Total Asset Visibility (MEDLOGTAV) Project was established to ensure integration of Quad-Service medical logistics data into JTAV via the Joint Medical Asset Repository (JMAR). The Medical Logistics Proponent Subcommittee appointed the US Army Medical Materiel Agency (USAMMA) as Executive Agent for the development of the JMAR in January 1997. JMAR is the DOD recognized authoritative source for joint medical logistics information and is the medical logistics component of JTAV. Users from all levels and all Services are involved in this systems integration effort, working with the MEDLOGTAV Project Office in identifying legacy system key data elements, data mapping, query development, and user-interface testing.

Chapter 13

STORAGE AND DISTRIBUTION

Section 13A—Customer Area Inventory Management (CAIM)

13.1. Purpose.

13.1.1. CAIM enables the customer to identify materiel required for patient care and clinical support by providing automated support for requesting materiel, physical inventory, ordering, storage, receipt, and tracking of patient care related materiel up to the point of use. This application provides a user-friendly inventory management tool that a materiel manager can use to establish and maintain local storage of items in the customer area.

13.1.2. CAIM is designed to enhance management and the efficiency of materiel support within the customer's workplace. It is designed with the flexibility to support different customers in the manner most appropriate for their size. CAIM provides the capability to place orders internally with medical treatment facility (MTF) stockrooms and any other customer area classified as a CAIM Source of Supply (SOS). CAIM also provides the capability to place orders using purchase cards directly with external sources such as non-contracted, Blanket Purchase Agreements (BPAs), and Decentralized BPAs (DBPAs).

13.1.3. CAIM allows customers to store and order items by location. The ordered items may be purchased from the LOG SOS. The IM application is normally utilized as the SOS for the customer. Anything the LOG SOS cannot supply must be obtained by LOG from Logistics external supply sources .

13.2. Inbox.

13.2.1. The inbox opens automatically when accessing the CAIM Module as a customer and there are pending actions for users to complete. Pending actions are listed by the as of dates. Users may also gain access to the inbox by selecting Utilities from the menu bar and clicking on Inbox or by using the hotkey.

13.2.2. Review and work processes in the inbox daily to ensure proper management of the customer's area. To initiate a process or report, click on the "Jump To" icon located at the bottom of the window. Make changes as required and save actions to complete the process. Print any required reports as needed. When processes are complete close the window to return to the inbox. Delete pending actions once they are completed. The inbox can be closed or left open while in the CAIM module.

13.3. HHT Module.

13.3.1. The HHT Module window identifies the type of HHT you are using. The default is set to Janus. When changing HHTs to a different model it is important to change the settings in this window. Click OK to save the change.

13.4. CAIM SOS – RESERVED.

13.5. Choose Customer. The Choose Customer option in the Utilities menu or Customer icon allows you to select a customer's account to work in while in CAIM. You can also change between accounts without having to exit the CAIM module.

13.6. CAIM Replenishment.

13.6.1. The Replenishment Inventories module provides methods to reduce inventory time and increase inventory accuracy. The module provides materiel management staff and customers with the ability to inventory customer areas by automatic replenishment, by manual input for the purpose of ordering or replenishing items, or by using a hand-held terminal (HHT). The HHT replenishment inventory may be conducted in batch, radio frequency (RF), or store & forward mode.

13.6.2. Some of the typical functions of the Replenishment Inventories module include routinely scanning customer area inventories using HHTs to determine replenishment quantities required to refill PAR Level Storerooms.

13.6.3. A remote user conducting a manual replenishment of items for the purpose of building orders for either internal or external sources.

13.6.4. Automatic replenishment is not often recommended. Since the system identifies all potential requirements, users could be surprised with a large debt value order! You should be familiar with the different replenishment methods and the customer's account before deciding to use Automatic Replenishment.

13.7. Manual Replenishment Method.

13.7.1. From the Navigate menu, point to Customer Replenishment, and click Manual Replenishment to view the Manual Replenishment Inventory Entry window. There is also a hot key option for quick access to this menu: Ctrl+Shift+F6.

13.7.2. Enter the Item Id of the item being replenished or select a type of item from the Item Type field. Users have the following item types to choose from; Non-stocked, Stocked, All, Core, and Static. To view all items in the customer catalog select All. To narrow the search results, enter search criteria in any of the search fields. After entering the search information, click Search.

13.7.3. Print an inventory list to inventory a location by selecting Print from the File menu. Use the printed list to record on-hand quantities (shelf count), zero or near zero balance items (empty shelf), or desired quantities (order quantity). The Air Force default is Order Quantity. How these manual replenishments are conducted should be documented in Memorandum of Agreement (MOA) with the customer, internal policy letters, or internal instructions.

13.7.4. After conducting a manual inventory of the location, enter the information in the Manual Replenishment Inventory Entry window. Type the recorded quantities (for shelf count) in the quantity field.

13.7.5. DMLSS will respond with a message confirming XX number of items that are being updated. Click OK in response to the confirmation message to return to the CAIM main menu. If the Verify Orders option is not selected for the customer, the Generate Order Progress window opens, followed by the Orders Have Been Successfully Built window .

13.7.6. A message is displayed if there are replenishment exceptions. Exception items are not ordered until the exception is resolved. You are also prompted to print a replenishment exception report at this point. All other items are transferred to BPS Orders .

13.8. Automatic Replenishment Method.

13.8.1. Before using the Auto Replenishment method, ensure that levels of inventory are established. This method uses the customer's on-hand balances plus due-ins, minus due-outs to automatically replenish the difference. You will not be able to order items in DMLSS with a level of zero or items marked for deletion.

13.8.2. To automatically replenish an item: From the Navigate menu, point to Customer Replenishment and click Automatic Replenishment to activate the Automatic Replenishment window. There is also a hot key option for quick access to this menu: Ctrl+Shift+F7. This also automatically initiates the replenishment process. DMLSS validates requirements and provides a message box with the results.

13.8.3. Attempting to run Auto Replenish against a customer who has an unexecuted order or unexecuted orders pending action will generate a message prompt letting you know that there are pending actions related to orders. These pending actions must be deleted or acted on and deleted from the Inbox before automatic replenishment can be run.

13.8.4. At the message prompt signifying completion of the replenishment process, click OK to return to the previous window.

13.9. HHT Batch Replenishment Method.

13.9.1. With a hand-held terminal (HHT) in batch mode scan the shelf bar code labels to enter the inventory. The information is stored in the HHT until the inventory process is complete. The unit is then placed in the docking station and all the inventory data is downloaded to DMLSS at one time.

13.9.2. Replenishment inventory on the HHT, the records processed in the text file determine the replenishment quantity for each item location. The entries are processed according to the customer's inventory method.

13.9.3. To perform a replenishment inventory with a batch HHT: Login to the HHT using a valid user ID and password (the password will be "Batch") or hit the F2 button. The CAIM HHT main menu appears. Select menu option #1 and scan the customer header label. If the label will not read, press Enter on the HHT keypad to reach the Manual Input Window and manually enter the Customer ID and inventory method at the prompt.

13.9.4. At the prompt, scan the Item ID Labels to replenish. Enter the appropriate quantity after each label is scanned. Continue until all items are scanned. Press Esc on the HHT keypad 2 times to return to the CAIM menu. Place the HHT in the docking station and select the following options from the HHT:

13.9.4.1. Option 5.

13.9.4.2. Option S.

13.9.5. From a DMLSS enabled PC, login to CAIM. In the Select a Customer window, select the Customer that has been inventoried. If you have multiple customer inventories the Batch Transfer Process will update all of the customers regardless of which customer you login to first.

13.9.6. In the CAIM Main window, on the horizontal toolbar, click the Batch HHT icon. At the message prompt, click OK to begin the replenishment inventory transfer. For Physical Inventory, click OK. Only valid records have been replenished .

13.9.7. A report will print for the CAIM SOS Manager to resolve any Invalid Records problems. A replenishment exception report will also be printed if requirements exist to satisfy current levels.

13.10. RF Replenishment Method.

13.10.1. HHTs used in the RF mode receive and transmit data in real time to CAIM as the process is being performed just like your computer does over the LAN. To replenish inventories using the RF HHT: Login to the HHT using a User ID and password to view the HHT (RF) main menu window. Select Rep Inventory (Replenishment Inventory) and scan the header label. If the label will not scan, manually enter the customer barcode serial number found on the label.

13.10.2. The correct inventory method is indicated on the Header label. If scanned, CAIM will automatically use it for the selected locations. However, if information is being entered manually, enter the correct customer inventory method: Empty Shelf (E), Order Quantity (O), or Shelf Count (S).

13.10.3. Enter the Customer ID at the prompt and perform one of the following:

13.10.4. If using the Shelf Count method, scan the item's shelf barcode label (SBCL) and enter the on-hand quantity.

13.10.5. If using the Order Quantity method, scan the item's SBCL and enter the quantity desired up to the set level.

13.10.6. If using the Empty Shelf method, scan the item's SBCL. CAIM automatically records an on-hand quantity of "0".

13.10.7. If the SBCL is invalid due to damage or corrupt data. Press Enter to access the manual entry windows. The system will allow manually entering of the Item ID, Customer ID, Location ID, and Quantity .

13.10.8. On the HHT keypad, press ESC to complete the area replenishment inventory process. DMLSS prompts for new customer area information. Follow the steps outlined above to continue the process in other areas .

13.10.9. Logoff the HHT once all area replenishment processes are complete.

13.11. Results of Processing Replenishments. Whichever method is used to replenish the customer and once the replenishment is processed DMLSS generates the ESD and IOU transactions. Orders are then sent to the LOG SOS to be filled. These transactions are written and viewable from the Transaction History file.

13.12. Store & Forward Mode.

13.12.1. Store & Forward HHT is similar to Batch HHT. Multiple customer areas can be inventoried and then uploaded to CAIM using RF.

13.12.2. Using the HHT in Store & Forward mode allows you to scan the Shelf Bar Code Labels in batch mode, and then enter the inventory in RF mode. However, in Store & Forward mode, the information is stored in the HHT until the inventory process is complete. The HHT then uses RF mode to transmit the inventory data to CAIM at one time, without the use of a docking station.

13.12.3. For a replenishment inventory on the HHT, the records processed in the text file determine the replenishment quantity for each item location. The entries are processed according to the customer's inventory method. Once the upload is complete, CAIM will perform a validation process on the data, and notify the user of records containing errors.

13.12.4. The following steps guide the user through the Store & Forward HHT process for replenishment inventories:

13.12.4.1. At the HHT login screen, enter a valid user ID and "Batch" as the password. The CAIM HHT main menu will be displayed on the HHT screen.

13.12.4.2. Select Rep Inventory from the menu. Batch Replen Inv will be displayed on the screen.

13.12.4.3. Scan the appropriate header label. If the label will not read, press Enter to reach the Manual Input Screen and manually enter the customer ID and inventory method at the prompt.

13.12.4.4. Scan the Shelf Bar-Code Label. If the label will not read, select Enter. Enter the item ID at the prompt. Select Enter again and enter the location ID. Once again, select Enter.

13.12.4.5. Enter the quantity. Repeat the process for each item.

13.12.4.6. To complete the area replenishment inventory process, select the ESC key. The system will then prompt for new customer area information. To continue the process in another area, follow the previous steps.

13.12.4.7. Once the user has completed the replenishment process in all desired areas, log off the HHT.

13.12.4.8. At the HHT Login Screen, log in to the HHT with a User ID and password as you would in RF mode.

13.12.4.9. Upload the data from the HHT to CAIM by selecting "5 – RF Send File" at the HHT main menu. Select #1 (Inventory). Answer Yes or No to the prompt asking if error messages should be displayed. The upload will initiate at this point without the need for the docking station. If you have not created any requirements you will receive a message indicating so .

13.12.4.10. When the upload is complete a transaction screen will be displayed indicating the number of records and errors found. Note: The total number of records transmitted will be larger than the number of items inventoried, as header information is needed.

13.12.4.11. Log off the HHT.

13.12.5. Log onto CAIM using a valid user ID and password.

13.12.6. Once the upload is complete, CAIM will clear the HHT of all data and perform a validation process. CAIM notifies the user of records containing errors by displaying a "Replenishment Exception" pending action in the Customer Inbox. The user must manually correct the errors listed.

13.12.7. If the customer has Verify Orders (VO) turned off the orders will automatically process and show up in the SOS for Issue. If VO is turned on the user must run Build/Process/Submit (BPS) to process the orders.

13.13. CAIM Emergency Order Processing.

13.13.1. For non-routine orders where a customer requires an item in an emergency situation.

13.13.2. From the Navigate menu, point to Orders, and click Offline Non-Submit to view the Non-Submit Offline Orders window.

13.13.3. In the Item ID field, choose an item ID from the pulldown list. The item information populates the window for the order once the item ID is input. Enter additional required data to complete the order information. Click the Add Item icon to reset the window information back to how it originally opened.

13.13.4. After all items are processed click Close to complete the order. A message prompt opens requesting an 1155 to be printed. Select either yes or no depending on your local policies. This process creates a due-in, a due-out (to a location), for the customers account .

13.14. Execute an Inbox Order. Must be a CAIM SOS. It does not support current Air Force Policy—**RESERVED.**

13.15. CAIM Purchase Card—RESERVED.

13.16. Standard Reports.

13.16.1. The Reports module enables you to generate, view, and print system reports. There are two types of reports in CAIM: Standard Reports and Business Objects Reports. The main difference between the types of reports is in how they are built. Standard Reports are compiled in CAIM and may not be altered by the user. Business Objects Reports are compiled in a separate commercial off-the-shelf (COTS) software package called Business Objects. You may refine the building criteria for these reports. Therefore, the user may choose to run an existing Standard Report or use Business Objects to modify a pre-existing report or create an ad hoc report .

13.16.2. One of the typical functions of the Reports module includes the user accessing the ADHOC Reporting Tool (Business Objects) to refine and produce reports on demand for special projects or to target a problem inventory area .

13.16.3. CAIM includes several standard reports that are designed to help you manage your daily and monthly account business. For descriptions of individual reports, see Online Help.

13.16.3.1. From the CAIM Navigate menu, click Standard Reports to view a list of available CAIM reports. View any report by highlighting the report and clicking the View icon.

13.16.3.2. Reports may require specify report selection criteria before the report is viewable. Enter the select criteria and click OK to view the report.

13.16.3.3. These reports can also be saved to view in databases or for benchmarking. To save a report that is currently being viewed, click the Save To File icon and follow the screen prompts.

13.16.4. Some reports can only be saved as a “.PSR” file, and therefore the data cannot be manipulated in other Microsoft software programs (i.e. Excel, Word, etc.). These PSR files can be viewed and printed with Adobe Acrobat Reader. If your PC does not have the Adobe software loaded, contact your local systems office.

13.17. Maintain Pending Action Report.

13.17.1. You can select reports or processes to post in the CAIM Inbox when an action is pending.

13.17.2. From the Utilities menu, click Maintain Pending Action Report to view the criteria window. All report defaults are set to “Yes” to post in the Inbox when changes or updates take place that affect one of the criteria reports. To make changes, click the “Yes” or “No” radio button and click the Save icon.

13.17.3. Reports that are not to be sent to the Inbox can be accessed from the Reports module or from the Navigate and Utilities menu.

13.18. Creating a New MTF Catalog in CAIM.

13.18.1. Items not listed on the UDR or DMLSS Extract and do not have equivalents require a new MTF Catalog item record to be loaded. While a new MTF Catalog item can be created in CAIM, only basic information can be loaded. Additional management data such as MTF Restrictions, Special Requirements, and Destruction Methods must be updated in IM. It is for this reason that it is recommended to create new catalog items in IM. User restrictions may apply to accessing IM.

13.18.2. Add a new MTF Catalog item by accessing the Navigate option from the menu bar, selecting New Catalog Item, and clicking on MTF Catalog item. A shortcut option is also available from the keyboard by pressing Ctrl+Shift+F2. Enter all required information (red dots) as a minimum. Save data to access additional tabs to review or enter additional information .

13.18.3. Additional tabs and required information:

13.18.3.1. Select the Technical tab. Types of Technical tabs based on commodity classes are Equipment, Pharmaceutical, Repair Part, Service, and, Supply. This screen allows users to enter demographic information based upon the commodity classes such as item Expiration Type, shelf life Code, and other important information. There are three local fields designed to enter MTF specific information. Before loading information to these fields, MTF should define a standardized use to eliminate confusion.

13.18.3.2. Select the Acceptable Equivalent tab and add acceptable equivalent information, if applicable. To add more than one equivalent, click the ADD button and enter the required information. This tab is also used to load the barcode number for the item and its equivalents .

13.18.3.3. Select the SOS Cat tab to add additional SOSs to the item. Click Add and complete the required information in the bottom of the screen. Enter the minimum/maximum order quantity if the vendor has known limitations.

13.18.3.4. The Log Cat tab is not accessible from CAIM. The Log information can only be viewed/modified in IM. The rationale behind this decision is our daily business practices. LOG is ultimately responsible for all MTF Catalog records and balances. Therefore, restricting CAIM customer access to the Log Cat tab enables LOG to procure materiel from the right source at the best available price.

13.19. Modifying MTF Catalog.

- 13.19.1. Modify the MTF Catalog by selecting Catalog Search from the menu bar, Navigate option or by selecting the Cat Search icon from the horizontal tool bar.
- 13.19.2. Enter the item description or item ID and under scope select MTF Catalog.
- 13.19.3. Highlight the required item from the search results window and click on the MTF Detail icon on the vertical tool bar. Only areas with a white background can be modified. Use the Add or Edit buttons to add or modify information in the new field or select from the available menu box .
- 13.19.4. If an Item ID is changed as part of the MTF Catalog Record modification, DMLSS will generate the Item ID Change Report. This report reflects the old and new Item ID.

13.20. New Customer Catalog Item in CAIM.

- 13.20.1. In the Customer Catalog Detail window, add/update customer catalog information in the database, edit customer locations, add notes to the customer catalog item, and search for other customer catalog items. Users can also identify items that will be stored in the carousel, add a carousel location for a CAIM SOS to a Customer Catalog Record.
- 13.20.2. On the Navigate menu, point to New Catalog Item and click Customer Catalog Item. The window can also be access using the shortcut Ctrl+Shift+F3.
- 13.20.3. Enter the required information (fields with red dots). After the Item ID is affected fields will populate with information from the MTF catalog record. Enter the customer ID and click Save. The record is updated with information contained in the MTF catalog record.
- 13.20.4. CAIM issues supplies based on location. The system automatically defaults to the CAIM customer's location in Systems Services. To add another location, click Add under location to load the location and usage data. In the Item Location Detail window select a location from the dropdown list or create a new storage location. This is done by clicking the Add icon again. Next, select the level type or how the item will be maintained. The following items are available from the list:
 - 13.20.4.1. Core: If this type is selected, the computation method is set in the service/customer record (in the System Services application). Computation methods can also be set for individual items in the IM application. Days of Stock is the preferred leveling method. You usually need 7 days worth, or even less if your main source of supply (SOS) is a prime vendor (PV).
 - 13.20.4.2. Static: Implies that the user will maintain the level. After a period of 90 days of consumption, the system will provide recommended level changes .
 - 13.20.4.3. Non-Stocked: Item will be used by the customer however the customer will not stock the item.
- 13.20.5. Enter a suggested Level (if applicable). Static items do not require levels. If the estimated monthly usage field is updated the Level and ROP values will populate automatically. These fields can be modified by the user as required. Click Save to update information in the Catalog record. Enter additional locations as needed. Click Close when all actions are updated.

13.21. Search Catalog Records.

13.21.1. On the Navigate menu, click Catalog Search or click the Cat Search icon on the toolbar to view the Catalog Search window. The scope default is the Customer Catalog. The search option will return all records to the customer catalog to the maximum record limit of 500. Users can modify the search by typing at least 3 characters in the Item Desc field. To minimize search time, the Limit can be changed to indicate the amount of items to search for. Click Search to view search results.

13.21.2. Select the customer catalog item to modify and click customer detail. The Customer Catalog Detail window opens. Select In the Item Location Detail window select a location from the dropdown list or create a new storage location. Next, select the level type or how the item will be maintained. Enter a suggested Level. If the estimated monthly usage field is updated, the Level and ROP will populate automatically. These fields can be modified by the user as required. Click Save to update information in the Catalog record. Enter additional locations as needed. Click Close when all actions are updated .

13.22. Maintain Location.

13.22.1. The Locations module enables the customer area manager to establish, update, and delete storage areas, locations, and levels for medical items stored in customer areas and in the Log area.

13.22.2. To access a list of locations associated to a service customer from the Utilities menu, click Maintain Location.

13.22.3. Select the Location you want to update and click the Detail icon. The location window is displayed. From this window, you can change the name of the location ID, add, modify, or remove a storage area and set the location as Point of Use, Carousel, Ready Use, or other.

13.22.4. To Delete an obsolete CAIM location, select the location from the list and click the Delete button.

13.22.5. To print a list of all CAIM locations for a customer, click the Print icon in the Location Search Results window.

13.23. Print Barcodes.

13.23.1. The Barcode Printing module allows users to print barcode labels for new items or replacement labels for existing items. Barcode labels are printed when the label of an existing item is unreadable or if label-related information in the customer catalog has been modified. Print barcodes to be used in conjunction with Replenishment Inventory, Physical Inventory, and Issues processes via HHT. Shelf barcode labels may also be printed in the Barcode Printing window. The shelf barcode label is principally used for inventorying customer areas, but is also used for item and customer identification.

13.23.2. Before printing large quantities of labels, check the barcode printer to ensure that the machine is on, operating properly, and there are plenty of labels for the print job. If multiple printers will be used, check each printer. Barcode labels should be printed frequently to ensure the current information in the customer locations. Reprint labels as they become worn or if they are removed. DMLSS notifies users when unprinted labels require printing by posting a pending action to the Inbox.

13.23.3. To access the Barcode Printing window: from the navigate menu click Print Barcodes, use the keyboard shortcut Ctrl+Shift+F8, click the Barcode icon on the toolbar, or from the Customer Inbox if unprinted barcode labels with changes are a pending action.

13.23.4. Select search criteria by filtering on:

13.23.4.1. Print Customer Header Label Only.

13.23.4.2. Item ID.

13.23.4.3. Location.

13.23.4.4. Item Type.

13.23.4.5. Critical Changes.

13.23.4.6. Changes.

13.23.4.7. Storage Location.

13.23.5. Click Search to view a list of all barcodes matching the search criteria. The list shows item Description, Item ID, Storage Area, Location, Level, and Unit of Sale (U/S).

13.23.6. You can print one, some, or all displayed labels.

13.23.7. Hold the shift key and click the first and last labels to print. This will print all labels in the series.

13.23.8. Hold the Ctrl key and click each label to print. This will print multiple labels that are not in a series.

13.23.9. Click the Select All button to print all labels.

13.23.10. Labels will print in the order they appear on the screen. The print sequence can be changed by clicking the Sort button on the toolbar. The Sort window opens and allows label sorting by Description, Item ID, Storage Area, or Location. The Sort window also allows users to insert or add additional or delete sort criteria. This is helpful when more detailed printing is required. An example would be printing labels by Location and inserting another sort criteria to print the location by item ID.

13.23.11. The last Sort option is stored in DMLSS/CAIM for the next print session. To print in Item ID sequence only, click Sort, highlight the field to delete and click the delete button. Change the remaining field to Item ID and click OK. This is the new print sequence. Click Print from the toolbar and select the barcode printer the labels will print to.

13.24. ADHOC Reporting—RESERVED.

13.25. Destructions.

13.25.1. The Destructions module enables the authorized user to select a specified quantity of items at a location for destruction. The module also allows the recording of pertinent information regarding physical destruction of items. Mandatory entries include Item ID, Location, Quantity, and Destruction Method.

13.25.2. A typical function of the Destructions module includes a user deciding whether to reduce demand upon destruction of an item. An example would be, you discover that the lot number for a narcotic in storage has expired, thus requiring incineration of the narcotic. (Do we really want to destroy narcotics in the customer area or do we want them turned into log for destruction there?) This incineration (destruction) is recorded in CAIM, thereby deleting this item from inventory for that location. A

destruction report may be printed and includes signature areas for those required to witness the destruction process .

13.25.3. On the Navigate menu, click Destructions to view the Destructions window.

13.25.4. Select an Item ID from the dropdown list and enter. Many of the fields populate with data contained in the MTF Catalog Record. Change the location of where the item is stored from the dropdown list. The window also displays the on-hand quantity for the selected customer. Enter the quantity in the quantity field. If the quantity entered is greater than the on-hand quantity a message opens providing information of the difference. Select Yes to continue to process or No to terminate the destruction process

13.26. Return Items. You cannot return items to LOG in CAIM. Functionality currently not available to Air Force activities .

13.27. Orders Offline: Submit.

13.27.1. The Build/Process/Submit Orders module is used to build, process, and submit orders to a SOS. The Build/Process/Submit Orders module enables the user to build, modify, process, and submit replenishment orders. The two methods to submit replenishment orders are Online and Offline.

13.27.2. On the Navigate menu, point to Orders, then click Offline: Submit to view the Submit Offline Orders window. A shortcut is also available to frequent users; Ctrl+Shift+F10.

13.27.3. In the Item ID field, enter an Item ID or select one from the Drop Down Search & Select list. This list defaults to ascending item description sort sequence but item Id can also be selected as a sort option. When selecting an Item ID, corresponding information from the MTF Catalog record will be automatically entered into the required fields (fields with red dots). Enter the required quantity for the item.

13.27.4. To add additional requirements to the order click the Add Item icon.

13.27.5. After all offline requirements are entered, users can process the order by clicking the BPS Order icon on the toolbar. See BPS Orders for processing requirements. To process the order at another time click Close. These orders will be available later for processing, if the user chooses to save the order.

13.27.6. An ESD and IOU are written to the transaction history file for the customer's requirement after BPS has completed .

13.28. Orders Offline: Non Submit—RESERVED.

13.29. Build/Process/Submit Orders (BPS).

13.29.1. Build, modify, review, and execute orders in the Build Orders Order Summary window when verify orders is checked in Systems Services. The upper half of the window contains a listing of SOS types, Project Codes, total line items in the order, Total Values, and Exceptions. The lower portion of the window contains financial information including Funds, EORs, Commitments, and Available Balances .

13.29.2. Build, modify, review, and execute orders in the Build Orders Order Summary window. The upper half of the window contains a listing of SOS types, Project Codes, total line items in the order,

Total Values, and Exceptions. The lower portion of the window contains financial information including Funds, EORs, Commitments, and Available Balances.

13.29.3. Users can view the order detail information by clicking the Details icon from the toolbar. The Order Details window lists all line items associated with the customer's order for the affected SOS. The window also identifies items with exceptions by placing an "X" to the left of the detail record.

13.29.4. Users can also "hold" a line item versus holding an entire order. Select the detail record to hold and click the hold button in the bottom of the window. The flag changes from P to "H" indicating the item is in hold status. Click close to rebuild the order. The number of lines decreases by the quantity being held. To order an item that was previously in hold status, exit and re-enter the BPS window.

13.29.5. Due-in quantities, advice code, and U/P price fields can be modified from this window by entering the information in the fields.

13.30. Hold an Order.

13.30.1. CAIM allows users to hold any orders for various reasons including:

13.30.1.1. Need to reduce the maximum dollar amount allowed for an order.

13.30.1.2. Order is not ready to be submitted.

13.30.1.3. Load additional funds for the order.

13.30.2. To hold an order in the Build Orders: Order Summary window, select the order to hold and click the Hold icon. The following message opens and requires a response:

13.30.2.1. Holding this order(s) will discard all previous changes unless you save them now.

13.30.2.2. Do you wish save changes made to 'new' requirements?

13.30.2.2.1. If "Yes" is selected the order will be available the next time the BPS window is opened and all changes to the line item details will be saved before exiting the screen. The new information contained in the line item details are still current.

13.30.2.2.2. If No is selected the order will be available the next time the BPS window is opened however changes made to the line item details will not be available the next time the BPS screen is accessed.

13.30.3. Users will be able to hold the order again if required or submit the order if needed.

13.31. Resolve Exceptions.

13.31.1. Order exceptions must be completed before an order can be placed. The Exception Detail window provides an explanation of why there is an exception on the order. To resolve exceptions: point to Orders from the Navigate menu, then click Build/Process/Submit Orders to view the SOS Selection window.

13.31.2. Select the SOS(s) orders to view and click OK. The Build Orders: Order Summary window opens. Select the order containing an 'X' in the Exceptions box and click the Exceptions icon from the toolbar.

13.31.3. From the Exception Detail window perform one of the following:

13.31.3.1. Alter potential due-in or due-out quantities: Edit the due-in or due-out order information, click Save, and click Close .

13.31.3.2. Adjust fund targets: Change to System Services and load funds.

13.31.3.3. Adjust the maximum/minimum order amounts: Edit the due-in order quantity to lower or raise the order dollar amount, click Save, and click Close.

13.31.3.4. The SOS may also require use of a purchase card.

13.31.4. The exception has been resolved if the Exceptions box for the selected order on the Build Order: Order Summary window is not marked.

13.32. Submit Order.

13.32.1. After all exceptions are resolved, the order can now be submitted. On the Navigate menu, point to Orders, then click Build/Process/Submit Orders to view the Build Orders – Order Summary window and click Execute. The Submit Progress window shows the in-progress and completed status of the order. Click Close after the order has processed.

13.32.2. To print order information, click the Report icon from any option in the Build Order: Order Summary window. The BPS Order Summary Screen Report lists the window order summary and Fund Summary information. In the Detail window the Order Detail Screen Report is available. This report lists the line items, requested quantities and pricing information for the order. Printed reports are sent to the local designated printer.

13.32.3. If local requirements require this report to be printed, follow local file plan guidance.

13.33. Resubmit Orders/Follow/Up/Cancellations.

13.33.1. In the Re-Submit Order window, an order can be resubmitted that was not transmitted or was not received on the previous attempt. Alternate submission methods can also be selected for orders that were not transmitted. In addition to resubmitting an orders users can also:

13.33.2. Edit orders for resubmission.

13.33.3. Remove an order.

13.33.4. If all orders processed successful, the message “There are no failed orders to re-submit at this time” is opened. Click OK to return to the CAIM main menu. If multiple records are present, users can highlight a single order or multiple orders to be resubmit. Use the mouse pointer and ‘Shift’ or ‘Ctrl’ key to select multiple orders. Rows highlighted or have a new submit code will be processed .

13.34. Resend To Gentran—RESERVED.

13.35. Batch Issue Updates—RESERVED.

13.36. Receipts.

13.36.1. Receipts information can be viewed in CAIM by selecting Receipts from the Navigate menu or clicking the Receipts icon on the toolbar. Users will be able to view receipt information for both active and inactive details. Only CAIM SOSs are authorized to process receipts in CAIM. (Current functionality is limited to Maintenance Activities)

13.36.2. Current Air Force policy is that “verify receipts” is turned off in customers Service/Customer detail record located in System Services. With this option off, receipts for CAIM customers are automatically processed after receipts are processed and the delivery list is generated in IM. This process moves the CAIM due-ins from Active to Inactive .

13.36.3. If an item is locked anytime during the process, the receipt action will fail. A pending action notification is sent to the CAIM Inbox. Also shows up in the IM Inbox Work the pending action to clear up any problems encountered during processing. When the process is cleared, the actions automatically take place. Processing problems can be attributed to:

13.36.3.1. Items locked for inventory. If customer’s items are locked for inventory, the inventory must be completed before the receipt will process .

13.36.3.2. Due-in/Due-out out of balances. A problem occurs if the due-out is less than the due-in quantity. Increase the due-out quantity to allow the receipt to process.

13.37. Customer Status Edits—RESERVED.

13.38. Transaction History.

13.38.1. The Transaction History module maintains a 24-month history of transactions that can be accessed to review for reporting purposes or to correct errors from the CAIM Transaction History window.

13.38.2. The Transaction Search window enables you to search the database for existing transaction information. The Transaction Search window is divided into two tabs, Generic Search and Search Summary Results.

13.38.3. The Generic Search tab allows you to enter search criteria for existing transaction information. There are several search options available depending on the nature of the search. It is recommended to enter as much known information as possible to minimize processing. The broader the search the longer DMLSS needs to process the search. DMLSS also limits search criteria to 500 records, however the user may reduce the number of search records as needed. Search results are displayed in the Search Summary Results tab.

13.38.4. The Search Summary Results tab displays search criteria results along with management data. The management data changes returned information based on the transaction selected. Basic information such as U/S price, surcharge, refund and demand codes, and quantity are fairly standard across all management data views.

13.38.5. A typical function of the Transaction History module includes conducting a daily review of transactions. All of the processed transactions are included in the transaction history. However, the only transactions that may be reversed are backorder release issues, destructions, shipping discrepancy gains and losses, turn-in adjustment gains and losses, inventory adjustment gains and losses, specific types of issues, and specific types of receipts .

13.39. Physical Inventory.

13.39.1. The Physical Inventory module provides the means to determine the accuracy of an inventory and to adjust inventory balances. A physical inventory in CAIM can be unofficial or official. The

unofficial inventory allows for adjusting balances informally; the official inventory provides an audit for any adjustments. It is AF Policy that all CAIM customer inventories will be unofficial.

13.39.2. A typical function of the Physical Inventory module includes adjusting balances by processing losses or gains to item IDs within a customer area. This function may be accomplished manually or by using an HHT (in CAIM only) in batch, radio frequency (RF), or store & forward mode, to record the results during the physical inventory. A physical inventory may be for an entire customer area, a storage area, selected locations, or selected item IDs.

13.39.3. To search for physical inventory in CAIM click Phys Inven on the horizontal toolbar, select the Navigate menu and click Physical Inventory, or use the shortcut Ctrl+Shift+F5.

13.39.4. DMLSS prompts users for the type of inventory to perform:

13.39.4.1. Unofficial Inventory. To adjust balances informally and process a charge to the customer area for inventoried items. Specify whether demands are to be captured against each line item.

13.39.4.2. Official Inventory. To audit for any inventory adjustments. DMLSS message prompts to choose whether or not to capture demands. Select Yes to capture demands for the entire inventory.

13.39.5. Cancel Inventory. Do not process an inventory at this time.

13.39.6. Enter any necessary search information required in the Physical Inventory Entry window. Entering search information is not required—it will only narrow the search results. Click Search to view the search results.

13.40. Manual Inventory Process.

13.40.1. A manual inventory is processed from the DMLSS PC. Select the Phys Inven icon from the toolbar to access the Physical Inventory Entry-“ ” window. DMLSS prompts for the type of inventory to be performed...Official or Unofficial. Select the inventory method and enter inventory criteria (See para 29.1.). Click Search to view selected records. DMLSS will return results on all items within the criteria scope; regardless if an EOH (equipment on-hand) balance exists or not.

13.40.2. If a criteria or item was selected in error or the inventory needs to be terminated for official reasons, click the Cancel Inv icon on the toolbar. This will unlock the inventory process for the customer and allow normal operations.

13.40.3. Clicking Close will not cancel an inventory. If close is selected a message prompt opens letting the user know that the inventory will remain locked for inventory. When entering the inventory window later on users will be notified that selected records are locked for inventory. These are the only records that will be displayed until the inventory is completed or cancelled .

13.40.4. To process a manual inventory, enter the quantities counted to the corresponding item ID. Do not leave any fields blank. These will be counted as a zero count. After all items are counted click Process Inv. DMLSS validates the item counts during process inventory. After the counts are validated click the Inv Completed icon. Based on the inventory type the following actions take place :

13.41. Official Inventory.

13.41.1. No quantity adjustments—DMLSS unlocks the customers account records for normal business .

13.41.2. Adjustments required—DMLSS generates an Inventory Adjustment Report-Official, with all inventory adjustments from the inventory. IAL (loss) and IAG (gain) actions are processed and posted to the transaction history file .

13.42. Unofficial Inventory.

13.42.1. No quantity adjustments: DMLSS unlocks the customers account records for normal business.

13.42.2. Adjustments required: DMLSS generates an Inventory Adjustment Report-Unofficial, with all inventory adjustments from the inventory. ISU (issue loss) and IAG (gain) actions are processed and posted to the transaction history file.

13.42.3. Unofficial inventories do not require Certifying Official and Approving Authority signature. These inventories are processed to informally adjust balances. Official inventories are required to be signed by the Certifying Official and Approving Authority. Official inventories reflect inventory loss and gain actions that are subject to Audit and follow the same rules as LOG inventories.

13.43. Batch HHT.

13.43.1. Using the hand-held terminal (HHT) in batch mode allows multiple customer areas to be inventoried and then uploaded to CAIM using the docking station. If duplicate records are found, the last record uploaded will override the previous record. The CAIM(s) must be locked for physical inventory prior to the upload.

13.43.2. To perform a physical inventory with the batch HHT; type a valid user ID and password for the batch mode at the HHT login window. The default password is "Batch". Only use the DMLSS User ID when logging into the HHT.

13.43.3. Select option #2 Phy Inventory from the CAIM HHT main menu and scan the appropriate header label. If the label will not read, manually enter the customer barcode serial or press <Enter> and type the Customer ID. A customer inventory method of 'P' (Physical Inventory) will be displayed on the window.

13.43.4. Scan the shelf barcode label, count the item, and enter the inventory quantity. Repeat this step for all items that will be inventoried. If the barcode does not read, manually enter the barcode number, or press <Enter> and type in the Item ID and location ID at the prompt.

13.43.5. After the inventory is completed return the HHT to the docking station and upload the inventory. The user will need to open the Physical Inventory and then click the Revert icon in order to display new counts. DMLSS will process the inventory, process all gain, loss, or issue transactions and generate the Official/Unofficial Inventory Adjustment Reports.

13.43.6. It is also possible to transmit the batch inventory by RF to DMLSS after inventory completion similar to the store and forward inventory method. From the HHT, log out of the batch mode. Log in to the HHT in RF mode. Select option #5 RF Send to send the batch inventory file.

13.43.7. On the HHT keypad, press Esc to complete the HHT inventory process. Press Esc until you get to the HHT Login window to logout of the HHT.

13.44. RF HHT.

13.44.1. The CAIM customer must be locked for Physical Inventory on the Client before entering Physical Inventory for that customer on the HHT. You scan the Shelf Bar Code Label (SBCL) or manually enter the Item ID and Location, and then enter the inventory count. The count is updated to the server in real time when accepted. When the inventory is complete, click Revert, and all inventory counts are displayed in the Inv Qty field on the Physical Inventory Entry window for review and acceptance .

13.44.2. To perform a physical inventory with radio frequency (RF) HHT; enter a valid user ID and password for RF. Only use the DMLSS User ID when logging into the HHT.

13.44.3. On the CAIM HHT main menu, select option #2 Phy Inventory (Physical Inventory) and scan the appropriate header label. If the label will not read, manually enter the customer barcode serial or press <Enter> and type the Customer ID. A customer inventory method of 'P' (Physical Inventory) will be displayed on the window.

13.44.4. Scan the shelf barcode label, count the item, and enter the inventory quantity. Repeat this step for all items that will be inventoried. If the barcode does not read, manually enter the barcode number, or press <Enter> and type in the Item ID and location ID at the prompt.

13.44.5. On the HHT keypad, press Esc to complete the HHT inventory process. Press Esc until you get to the HHT Login window to logout of the HHT.

13.45. Store and Forward HHT.

13.45.1. Typically, the store & forward HHT mode is used in locations outside the radio frequency (RF) coverage area. This mode is similar to the batch HHT, but it allows you to transmit inventory records that were collected in batch to CAIM via RF rather than through the docking station. Multiple customer areas can be inventoried and then uploaded to CAIM using the RF. If duplicate records are found, the last record uploaded will override the previous record. The CAIM(s) must be locked for Physical Inventory prior to the upload.

13.45.2. To perform a physical inventory with the batch HHT; type a valid user ID and password for the batch mode at the HHT login window. The default password is "Batch". Only use the DMLSS User ID when logging into the HHT.

13.45.3. Select option #2 Phy Inventory from the CAIM HHT main menu and scan the appropriate header label. If the label will not read, manually enter the customer barcode serial or press <Enter> and type the Customer ID. A customer inventory method of 'P' (Physical Inventory) will be displayed on the window.

13.45.4. Scan the shelf barcode label, count the item, and enter the inventory quantity. Repeat this step for all items that will be inventoried. If the barcode does not read, manually enter the barcode number, or press <Enter> and type in the Item ID and location ID at the prompt.

13.45.5. On the HHT keypad, press Esc to complete the HHT inventory process. Press Esc until you get to the HHT Login window to logout of the HHT.

13.45.6. Login to CAIM and enter your user ID and password to complete the inventory.

13.45.7. After Actions. After the inventory is completed, all transactions are processed, the Official or Unofficial Adjustment Reports are produced, and the items are unlocked from inventory.

13.45.8. Un-Official Inventory.

13.45.8.1. During processing of the unofficial inventory, DMLSS processes an ISU (Issue) transaction for all item shortages and IAG (Inventory Gain) transaction for all item gains.

13.45.8.2. Because the unofficial inventory is used an informal method of adjusting balances the Certifying Official and Approving Authority signatures are not required. The Unofficial Inventory Adjustment Report is not required for file .

13.45.9. Official Inventory.

13.45.9.1. During processing of the official inventory, DMLSS processes an IAL (Inventory Loss) transaction for all item shortages and IAG (Inventory Gain) transaction for all item gains.

13.45.9.2. These transactions leave an audit trail for the adjustments made to the main inventory balance records. Both Certifying and Approving authority signatures are required on the Official Inventory Adjustment Report.

13.46. Batch Inventory Updates.

13.46.1. Mass Updates.

13.46.1.1. View Unchanged Expense Orders.

13.46.1.2. DFAS may require you to change expense centers as part of EOFY to update financial detail records.

13.46.1.3. Users can change expense centers for service/customers in the System Services application. However, the expense center may not be changed when an associated record is locked in the CAIM application. If this happens a list of expense centers that were not changed is viewable in the View Unchanged Expense Centers window.

13.46.2. Copy Items.

13.46.2.1. In the Mass Updates Copy Items window, users can copy several items from one customer's catalog to another customer's catalog. This is useful for creating or updating customer catalogs for new customers.

13.46.2.2. To copy items from one customer's catalog to another customer's catalog select the customers account that the items will be copied from. When the customer is selected, the upper section of the window lists all catalog items for the customer. Select the customer account who will be receiving the copied items.

13.46.2.3. Select the items to move from the upper section and click the Move Down button. The records are moved to the lower section of the screen to the receiving customer account. Duplicate records will not be copied over. If a catalog record was moved in error, highlight the record and click the Delete icon on the toolbar.

13.46.2.4. On the vertical toolbar, click Item Locs to view the Mass Updates Create Customer Catalog Records window. Make any necessary edits to the items location, level type, level and ROP from this window. This step is important because the new customer might not store an item in the same location or may require a larger or smaller level of an item.

13.46.2.5. After all updates are entered save the data and click the Process icon. DMLSS updates the custodians catalog and provides the option to print new barcodes. It is recommended to print the barcodes any time changes occur to a customers account.

13.46.3. Change SOS. This option allows users to select different primary SOSs for items listed on the customer catalog. This option may not available to the Air Force MTFs based on current business practices and use of DMLSS.

13.46.4. Change Vendor Item Number.

13.46.4.1. Updates to vendor item numbers (VINs) for multiple catalog items can be changed in this window. This process is done when changing prime vendor contractors.

13.46.4.2. When changing a prime vendor (PV), the vendor item numbers (VINs) requires updating. DMLSS simplifies this procedure so each item does not need to update individually. However, before this simplified process can run, the following actions needs to occur:

13.46.4.3. Compile a list of current items and send it to the Joint Medical Logistics Functional Development Center (JMLFDC) prime vendor team. You can contact the JMLFDC prime vendor team at (301) 619-6954 (DSN: 343-6954) or (301) 619-6959 (DSN: 343-6959).

13.46.4.4. The JMLFDC prime vendor team forwards this list to your new PV, who provides the new VINs, and returns the list back to JMLFDC.

13.46.4.5. The list is also compared to the cross-reference file provided by Defense Supply Center Philadelphia (DSCP), to ensure it is correct .

13.46.4.6. The JMLFDC prime vendor team places the file on your server, and notifies the MTF that the VINs can be updated.

13.46.4.7. Users can now process the updates by selecting the Navigate menu, point to Mass Updates, and click Change Vendor Item Number. Verify that the vendor information is correct in the Change Vendor Item Number window. Click Process to complete the actions and click OK in response prompt to confirm the message.

13.46.4.8. After VINs are updated view and print the VIN conversion reports. The Activation Date for New Contract indicates the earliest day to activate this process. Before this date, the process cannot be run.

13.47. Point Of Use (POU)/Carousel.

13.47.1. POU.

13.47.1.1. A point of use (POU) cabinet is an automated supply tracking and replenishment system used in various locations throughout a hospital. These POU cabinets store, dispense, and automate the replenishment of materiel. With a POU cabinet, you do not need to perform replenishments, or use hand held terminals (HHTs).

13.47.1.2. A POU interface was established to provide a means of communication between the POU cabinet and DMLSS. This interface allows leveling and ordering functionality to be handled by the POU system, and requirements received from the POU system can be filled by DMLSS. The POU system acts as the conversion manager and reorder calculator, and DMLSS supplies any order quantities requested by POU.

13.47.1.3. If you use POU cabinets, your service/customer record in the System Services application should be set up without the Verify Receipts and Verify Orders options. To use the POU interface properly, perform the following tasks:

13.47.1.3.1. Configure the POU interface in the System Services (SS) application.

13.47.1.3.2. Identify the POU locations in the customer catalog.

13.47.1.3.3. Set up the POU batch processing in the System Services (SS) application.

13.47.1.4. An item in the customer catalog can have a carousel location, a POU cabinet location, and a ready use location. Remember that the combination of location ID and storage area must be unique.

13.47.1.5. The POU replenishment report was created to list items that are not replenished during the automatic replenishment process.

13.47.2. Carousel.

13.47.2.1. A carousel is a type of stock and storage equipment usually located in a medical pharmacy or medical supply warehouse. With a carousel, you do not need to perform replenishments, or use hand held terminals (HHTs). A carousel interface has been established to accommodate the use of carousels by any of the following:

13.47.2.1.1. CAIM SOS customer.

13.47.2.1.2. CAIM customer with ready use location.

13.47.2.1.3. Pharmacy that does not operate as an SOS.

13.47.2.2. These carousels may be a series of bins mounted to a track that will bring the required items to the operator. Currently, there are several carousel storage and retrieval systems in operation within DOD MTFs. To use the carousel interface properly, perform the following tasks:

13.47.2.2.1. Configure the carousel interface in the System Services (SS) application.

13.47.2.2.2. Identify the carousel locations in the customer catalog.

13.47.2.3. An item in the customer catalog can have a carousel location, a POU cabinet location, and a ready use location. Remember that the combination of location ID and storage area must be unique.

13.48. Adjust PAR Levels.

13.48.1. PAR levels in CAIM represent the customers store room levels. These levels are established or recommended as a result of recurrent ordering or at the time the catalog record is created. PAR levels can be adjusted as required from the CAIM Utilities menu. Custodians are notified of recommended level changes with a pending action report, posted to the CAIM inbox, after items have 90 days of transaction history.

13.48.2. Ordering frequently and allowing the computer to adjust your PAR levels results in greater use of storage space, stock availability when needed, which allows the logistics account to better manage storeroom stock and ordering.

13.48.3. Selecting the utilities menu or pending action from the inbox will open the Recommended Level Change window. This window displays all items that have the potential for a customer level

change along with the items basic management data. Within the window you can Accept the recommended changes, reject the recommended changes, and modify the recommended changes .

13.48.3.1. Accept. Select the item records for the items you want to accept the new level changes. Click the Accept button to process the changes. DMLSS will update the customers catalog record data and remove the item from the recommended level change list .

13.48.3.2. Delete. If you want to reject a suggested level, select the item record and click the Delete button to remove the record from the recommended level change list. The item record will be removed until the next recommended levels are updated and processed.

13.48.3.3. Modify. In some instances, you may want to reduce or increase an inventory level but not to the extent of the computers recommendations. To modify the suggested level, reorder point and inventory type, select the item record and click the Modify button. Enter your values in the level, reorder point and/or inventory type and click the OK button. The values for the detail record are updated with the new information. Click the Accept button to process the recommended level changes.

13.48.4. When all recommended level actions are processed the pending action report from the inbox can be deleted. When selecting PAR levels from the utilities menu, a message will be displayed that there are no recommended level actions to process.

13.49. Maintain User Pending Actions.

13.49.1. Allows you to associate pending actions to a specific user.

13.49.2. From the Utilities menu, click Maintain User Pending Actions to view the Assign Pending Actions window. The window is divided into two boxes, Associated Pending Actions and Non-associated Pending Actions. The Non-associated view lists all pending actions linked to the CAIM Inbox.

13.49.3. Click the pending action from the Non-associated view box and click the “<” associate button to link the action to the selected user. To link all actions to a user, click the “<<” associate all button.

13.49.4. To disassociate pending actions, click the pending action from the Associate view box and click the “>” disassociate button. To disassociate all actions, click the “>>” disassociate all button.

13.49.5. Upon closing, all changes will be stored in the DMLSS database.

13.50. Maintain Address – RESERVED.

13.51. Maintain POC—RESERVED.

13.52. Override Process.

13.52.1. When a record or module is open by a single user, the record becomes locked to all other users and all other processes. If you encounter a record that is locked, and you absolutely need access to it, you should first contact the user who has locked it. If you cannot locate that person, you can unlock the record yourself, if you have appropriate privileges.

Section 13B—Storage and Distribution Operations

13.53. Confirm Picks.

13.53.1. From the Navigate menu, select Issues and click on Confirm Picks. This opens the Confirm Picklist(s) window. Select the picklist that is being updated and click Confirm Picks. All picklists may be selected by clicking Select All. The Picklist information is displayed with the Picked Qty field highlighted for updates. Perform the following:

13.53.1.1. If the actual quantity issued (the “picked quantity”) is equal to the original issue quantity leave the Picked Qty field empty.

13.53.1.2. If the actual quantity issued (the “picked quantity”) is different than the original issue quantity Type the actual quantity in the Picked Qty field.

13.53.2. If the item is not in stock or only a partial can be filled, DMLSS generates the requirement to the LOG account. This in-turn generates the requirement for LOG to fill.

13.53.3. After updating the window click the Compl button. If picks do not match, the quantity entered is processed to the customer and the item(s) is then locked. An Inventory must be performed on the item(s) to clear the lock. See Physical Inventory for processing procedures.

13.53.4. After the item is processed:

13.53.4.1. If the item is in stock DMLSS will process an ISS transaction type (Issue) to the customer.

13.53.4.2. If the item is not in stock, DMLSS will generate an IOU transaction to the LOG activity to generate the requirement.

13.53.5. All transactions appear in Transaction History as two separate lines based on whom the requirement is for. Below are examples of how Transaction History will display transactions .

13.53.6. An item ordered for a customer will generate an ESD and IOU for the Customers requirement. Because all customers order from the LOG SOS, LOG will check balances to fill the order.

13.53.6.1. If the order can be filled Log Generates an ISS transaction. The transaction history will display three lines...Customer ESD/IOU and LOG ISS. This represents the item was ordered and filled by LOG

13.53.6.2. If the order cannot be filled Log Generates an IOU transaction. The transaction history will display three lines...Customer ESD/IOU and LOG IOU. This represent the item was ordered but LOG could not fill the order internally. LOG generates the requirement and orders from the vendor. This will generate an additional (4th line) ESD transaction for the LOG due-in on transaction history.

13.54. Reprint Completed Picklist.

13.54.1. Opens the Re-print Completed Picklist(s) window and displays all picklists that were previously printed. Select the individual picklist or select all picklists and click the re-print button on the vertical toolbar. A message box indicating “Picklist(s) Printed” is displayed. Select OK to return to the Re-Print Completed Picklist(s) window. The output product is identified as a reprint product.

13.54.2. DMLSS will not allow multiple users to generate picklists against the same issue request. The customer issue request is locked on item ID, customer, and document number when a user generates a picklist. Users cannot cancel picklists once they are saved.

13.55. Delivery List.

13.55.1. After issues are processed, print the delivery list. A delivery list includes all of the items available for issue to the customer (such as, picklist items, backorder releases, and receipts). Users must be logged in to DMLSS as a CAIM SOS to print a delivery list. Printing a Delivery List updates the customer's estimated on-hand (EOH) quantities.

13.55.2. To print a delivery list, select a customer and click process. A message box appears and asks, "Would you like to print the selected Delivery Lists?" Click yes to access Print selection window. Keep the default option is All or select CIIC R and Q, or Other than CIIC R and Q if required. Click OK to return to the Print Delivery List window.

13.56. Reprint Delivery List.

13.56.1. Search for orders by selecting the Customer ID and type or order, Delivery List or Non-routine Delivery List. A list of orders by delivery order number is displayed below. Select the delivery order to reprint and click the Print button on the vertical toolbar. After printing select close to exit back to the main IM window.

Chapter 14

**RESERVED
FACILITY MANAGEMENT**

14.1. This Chapter Reserved.

Chapter 15

DATA CODES AND ELEMENTS

15.1. Purpose. This chapter provides a practical, ready reference to data codes and elements used in the Defense Medical Logistics Standard Support (DMLSS) system such as accounting, reporting, and requisitioning that have applications to medical logistics .

15.2. Scope. The codes are intended to standardize procedures and will be used unless otherwise specified. These codes apply to all AF medical activities within the limitations provided in each Section. The chapter contains updated data codes and elements normally used in medical logistics.

15.3. Stock Control Level Computations – Days Of Stock.

Table 15.1. Environmental Table for EOQ Method Calculations.

Projected Annual Sales	# PLTs	Default PLTs	< 3 Months		3 - 9 Months		> = 10 Months	
			OPR Level (Days)	Safety Level (Days)	OPR Level (Days)	Safety Level (Days)	OPR Level (Days)	Safety Level (Days)
0 - 99.00	2	15	0	0	42	7	85	7
>100.00 - 499.99	3	15	0	0	28	7	57	7
> 500.00 - 999.99	4	15	0	0	21	7	42	8
> 1000.00 - 2499.00	6	15	0	0	10	8	21	10
> 2500.00	6	15	0	0	7	10	14	10
Non-Medical	0	15	7	7	7	7	7	7
Spare Parts	4	15	30	15	30	15	30	15

15.3.1. The requirement code assigned to medical supply items (except spare parts and deleted items) is based on the dollar value of annual sales (actual or projected)

15.3.2. Items with a delete code are not calculated.

15.3.3. The following are examples of stock control level computations used by DMLSS. These examples use the system defaults as outlined in the Environment Table above.

Figure 15.1. Daily Demand Rate (DDR).

DAILY DEMAND RATE (DDR)

COMPUTATION	
12 months of consumption recorded - Total issues during the consumption period divided by 365.	
Less than 12 months of consumption recorded - Total issues during the consumption period divided by 30 times the number of months consumption.	
EXAMPLES	
480 issues in 3 months	1280 issues in 12 months
480/90	1280/365
DDR = 5.33	DDR = 3.50

Figure 15.2. Dollar Value of Annual Sales (To Determine Requirement Code).

DOLLAR VALUE OF ANNUAL SALES (TO DETERMINE REQUIREMENT CODE)

COMPUTATION
DDR X 365 days X unit price
EXAMPLES
An item has 480 issues in 3 months and the unit price is \$0.60 (480/90) X 365 X \$0.60 \$VS = 1167.27 - REQUIREMENT CODE 4 item
Same as the preceding example, except the unit price is \$0.06 (480/90) X 365 X \$0.06 \$VS = 116.73 - REQUIREMENT CODE 2 item

Figure 15.3. Average Pipeline Time (PLT).

AVERAGE PIPELINE TIME (PLT)

COMPUTATION
Sum of pipeline times divided by the number of pipeline times. NOTE: The number of pipeline time used is based on the dollar value.
EXAMPLES
Dollar value less than \$99.00 item with pipeline times of 49 and 51 days. 49 + 51 = 100/2 PLT = 50 days
Requirement Code 6 item with pipeline times of 17, 15, 12, 17, 11 and 18 days. 17 + 15 + 12 + 17 + 11 + 18 = 90/6 PLT = 15 days

Figure 15.4. Reorder Point Percentage (ROP) and Reorder Point Quantity.

REORDER POINT PERCENTAGE (ROP) and REORDER POINT QUANTITY**COMPUTATION**

(Average pipeline time days + safety level days) divided by (average pipeline time days + EOQ days + safety level days) times 100.

EXAMPLE

An item has an average pipeline time of 32 days, 9 months issue experience, and a dollar value less than \$99.00.

$$(32 + 14) / (32 + 14 + 85) = (46/131) \times 100$$

$$\text{ROP} = 35.11\% = 35\% \text{ (rounded)}$$

The system uses the reorder point percentage and stock control level to compute the reorder point quantity.

$$\text{Stock Control Level} = 57; 35\% \text{ of } 57 \text{ is } 19 \text{ (rounded)}$$

Figure 15.5. Stock Control Level (SCL).

STOCK CONTROL LEVEL (SCL) .**COMPUTATION**

(EOQ + safety level factor + PLT days) X DDR

EXAMPLES

An item with a DDR of 2 based on 12 months issue experience, an average pipeline time of 28 days, and a dollar value greater than \$2500.00.

$$(28 + 21 + 28) \times 2$$

$$\text{SCL} = 154$$

Same as the preceding example, except 6 months issue experience and a dollar value less than \$99.00.

$$(85 + 14 + 28) \times 2$$

$$\text{SCL} = 254$$

15.4. Contract Type Codes. To identify the type of contract or agreement for clarity of its origin since Pharmaceutical and Medical/Surgical CBUs are accepting contracts and agreements other than DAPAs. The 3-position codes include:

- 15.4.1. D03 - Distribution & Pricing Agreement (DAPA).
- 15.4.2. D01 - Veterans Administration Federal Supply Schedule (VA FSS).
- 15.4.3. VBP - VA Blanket Purchase Agreement (VA BPA).
- 15.4.4. VBO - VA Basic Ordering Agreement (VA BOA).
- 15.4.5. DNC - DOD National Contracts (DOD Natl).
- 15.4.6. VNC - VA National Contracts (VA Natl).

15.5. Due-In Status Codes.

Table 15.2. Due-In Status Codes and Descriptions.

Status Code	Description	Status Code	Description	Status Code	Description
BA	Item being processed for release and shipment.	B4	Cancellation request approved.	CS	Rejected, quantity requisitioned is excessive .
BB	Item back ordered.	B5	Action to determine current status and/or improve ESD is being attempted.	CU	Rejected, unable to procure item requested .
BC	Item is back ordered, long delay anticipated.	B6	Materiel requested for cancellation has been diverted to alternate consignee.	CV	Rejected, item prematurely requisitioned .
BD	Requisition is delayed to verify requirements.	B7	Unit price change.	CW	Rejected, item is not available, local procurement authorized .
BF	No record of requisition.	B8	Quantity requested for cancellation not accomplished .	CX	Rejected, unable to identify ship-to address, or signal code is invalid.
BG	Stock number has changed.	B9	Attempting to cancel per your request.	CY	Rejected, unable to procure item requested. Requisition substitute item if possible.
BH	Substitute will be supplied.	CA	Rejected.	CZ	Rejected, substitute item not available for resale.
BJ	Quantity changed to conform to unit pack.	CB	Rejected, quantity not available by RDD .	C7	Rejected, SOS has no record of exception data document.
BK	Requisition data elements modified as requested.	CC	Rejected, your Service is not a registered user.	C8	Rejected, vendor will not accept order form for quantity less than quantity indicated in record position 76-80.
BM	Requisition passed to activity in record position 67-69.	CD	Rejected, errors in the quantity, date, or serial number field.	DA	Rejected, SOS is direct ordering from the Federal Supply Schedule identified by number in record position 76-80.
BN	Requisition being processed as free issue.	CE	Unit of issue (UI) cannot be converted.	DK	Rejected, your agency procurement request (APR) transaction requesting reinstatement was received over 60 days.
BP	Requisition deferred per customer instructions .	CG	Rejected, unable to identify requested item.	DL	Rejected, your APR transaction requesting reinstatement has been received. No record of AE1/BS.
BQ	Canceled, results of request for cancellation request.	CH	Rejected, requisition submitted to incorrect IM module .	DM	Rejected, your APR transaction requesting reinstatement has been received. Quantity in APR greater than quantity in AE1/BS .
BR	Canceled authorized cancellation in response to materiel obligation validation (MOV).	CJ	Rejected, item coded obsolete or inactivated .	DS	Requisition received for which your Service is not a registered user. Issue action is being processed.
BS	Canceled, failure to respond to MOV.	CK	Rejected, unable to procure.	D2	Rejected, item requested is in short supply.
BV	Item procured on contract for direct shipment.	CM	Rejected, item is not or is no longer free issue.	D3	Rejected, activity did not respond to SOS request for additional information .

Status Code	Description	Status Code	Description	Status Code	Description
BZ	Requisition is being processed for direct delivery procurement .	CN	Rejected, your requirement is a non-recurring demand which cannot be satisfied.	D5	Rejected, item authorized for issue only to nuclear reactor plant activities or support facilities.
B2	Requested modification denied.	CP	Rejected, SOS is local manufacture, fabrication, or local procurement.	D6	Rejected, manually prepared requisition contains unauthorized exception data.
B3	Required delivery date (RDD) in the original requisition is unrealistic.	CQ	Rejected, item requested is service controlled.	D7	Rejected, requisition modifier rejected because of errors in one or more data elements.
				D8	Rejected, requisition is for controlled substance, and requisitioner/ship-to addressee is not authorized recipient.

15.6. Medical Materiel Advice Codes (MMAC): MMACs are assigned to certain transactions in transaction history. You might see the following MMACs associated with a transaction:

15.6.1. BH – assigned to RRD and RND transactions if the overage is consequential and the discrepancy is attributable to the shipper.

15.6.2. BJ – assigned to RRD and DQC transactions if the shortage is consequential and the discrepancy is attributable to the carrier.

15.6.3. BK – assigned to RRD and SDL transactions if the shortage is inconsequential.

15.6.4. BL – assigned to RRD and SDG transactions if the overage is inconsequential.

15.6.5. LD – assigned to RRD and SDG transactions if the over shipment criteria is met for a source of supply (SOS) of type:

15.6.5.1. CON - Contracting

15.6.5.2. NON - Non contract

15.6.5.3. BPA – Blanket Purchase Agreement

15.6.5.4. DBP – Decentralized Blanket Purchase Agreement

15.7. DCM Process Codes.

Table 15.3. DCM Process Codes and Descriptions.

PROCESS CODE	PROCESS DESCRIPTION
ORDRECV	ORDER RECEIVED FROM THE LEGACY SYSTEM.
SEVERR	SEVERE ERROR OCCURRED IN THE LEGACY FILE.GO TO THE REQUISITION MONITOR WINDOW AND CLICK ON THE ERROR BUTTON TO VIEW THE FILENAME AND THE TYPE OF SEVERE ERROR.
NONSEVER	NONSEVERE ERROR OCCURRED.
TRANSLAT	TRANSLATION OF ORDER ITEMS COMPLETED
ORDERSEN	ORDER SENT TO THE PRIME VENDOR.
PVITINVL	PRIME VENDOR ITEM ID IS MISSING/INVALID.
NSNINVAL	INVALID NSN ENTERED - NSN CANNOT BE BLANK.
UIINVL	UNIT OF ISSUE FIELD CONTAINS A NON-MILSTRIP UI. CHOOSE CORRECT MILSTRIP UI CODE FROM UI DROPDOWN BOX. NOTE: TO PREVENT THIS ERROR FROM RECURRING, ENTER MILSTRIP UNIT OF ISSUE IN LEGACY SYSTEM.
QTYINVL	QUANTITY FIELD CONTAINS NON-NUMERIC CHARACTERS.
QTYOMISS	QUANTITY FIELD IS MISSING - THIS IS A REQUIRED FIELD.
UPINVL	UNIT PRICE FIELD IS MISSING IN BOTH A0_ RECORD AND MTF/SOS CATALOGS. DELETE THIS ERROR RECORD, UPDATE LEGACY STOCK RECORD AND RESUBMIT REQUISITION FROM LEGACY SYSTEM.
UPOMISS	UNIT PRICE ORDERED IS MISSING - THIS IS A REQUIRED FIELD.
VALERROR	VALIDATION ERROR(S) OCCURRED.
VALIDATE	VALIDATION PROCESS COMPLETED. (NO ERRORS FOUND OR ERRORS CORRECTED).
COMMERR	TRANSMISSION OF PV ORDER NOT SUCCESSFUL
ACKRECV	ACKNOWLEDGMENT RECEIVED FOR ORDER.
COMPLETE	LIFE CYCLE IS COMPLETE - REPORTS CAN BE GENERATED; STATUS TRANSACTION FILE HAS BEEN SENT TO THE LEGACY SYSTEM.
STCOMERR	TRANSMISSION ERROR OCCURRED WHEN SENDING THE STATUS TRANSACTION FILE TO THE LEGACY SYSTEM.
STATUSOK	STATUS TRANSACTION FILE HAS BEEN CREATED.
TRANSERR	TRANSLATION ERROR(S) OCCURRED. IF ITEM WAS RECENTLY ADDED TO THE LEGACY SYSTEM, RUN THE MTF_CAT UPDATE PROCESS AND BUILD A SOS_CAT ENTRY IN CAIM. RETURN TO THIS WINDOW AND RESELECT THIS ERROR RECORD TO RETRANSLATE.
ORDEREDI	ORDER TRANSLATED TO EDI FORMAT.
ACKEDI	PV ACKNOWLEDGMENT FILE TRANSLATED FROM EDI.
ACKEDIER	PV ACKNOWLEDGMENT FILE ERROR WHEN TRANSLATING FROM EDI.
ORDEDIER	ORDER FILE ERROR WHEN TRANSLATING TO EDI.
STATSENT	STATUS FILE SENT TO LEGACY SYSTEM.
ORDSEPMI	ORDER SENT TO THE PVI APPLICATION FOR VALIDATION.
ORDSEDCM	ORDER FILE SENT TO THE DCM.
CONFRECD	CONFIRMATION FILE RECEIVED FROM DCM.
STATDCM	STATUS TRANSACTION FILE SENT TO DCM.
DOC#INVL	ITEM DOCUMENT NUMBER FIELD IS NOT 14 ALPHANUMERIC CHARACTERS. DELETE THIS ERROR RECORD AND RESUBMIT THIS REQUISITION FROM THE LEGACY SYSTEM.
CP#INVL	COMMERCIAL PRODUCT NUMBER IS MISSING IN BOTH A0_ RECORD AND MTF/SOS CATALOGS. DELETE THIS ERROR RECORD, UPDATE LEGACY STOCK RECORD AND RESUBMIT REQUISITION FROM LEGACY SYSTEM.

PROCESS CODE	PROCESS DESCRIPTION
PRICECHK	UNIT PRICE EXCEEDS THE VALUE ENTERED IN THE PRICE CHECK LEVEL FIELD ON THE SOS DETAIL WINDOW.
SPLITFIL	THE ORDER WAS SPLIT; AUDIT TRAIL COMPLETE.
INVFMT01	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 100
INVFMT02	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 110
INVFMT03	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 120
INVFMT04	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 130
INVFMT05	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 140
INVFMT06	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 150
INVFMT07	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 160
INVFMT08	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 165
INVFMT09	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 170
INVFMT10	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 175
INVFMT11	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 180
INVFMT12	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 200
INVFMT13	UNABLE TO FORMAT FILE: INVALID FILE FORMAT, EXPECTING RECORD TYPE 205
NODTLREC	FORMATTING STOPPED: NO DETAIL ITEMS WERE FOUND IN THE FILE
RTEGOOD	FILE WAS SUCCESSFULLY ROUTED.
RTEFAIL	ROUTING OF FILE WAS UNSUCCESSFUL.
FMTGOOD	FILE WAS SUCCESSFULLY FORMATTED.
FMTFAIL	FORMATTING OF THE FILE WAS UNSUCCESSFUL.
INVFMTSC	INVALID OR MISSING FORMAT SCRIPT
INVTMTSC	INVALID OR MISSING TRANSMISSION SCRIPT
NOEMLADR	MISSING EMAIL ADDRESS
NOFAXNUM	MISSING FACSIMILE NUMBER
NOPRTDST	MISSING DESTINATION PRINTER NAME
MISFTPDA	MISSING FTP INFORMATION
MISDIRDA	MISSING DIRECT TRANSMISSION INFORMATION
MISTMTDA	MISSING TRANSMISSION INFORMATION
RTRNRcpt	RECEIVED RETURN RECEIPT
EMLFAIL	EMAIL TRANSMISSION WAS UNDELIVERABLE / UNSUCCESSFUL
NOORGARC	ARCHIVE OF ORIGINAL FILE WAS UNSUCCESSFUL
ARCORGFL	ARCHIVED ORIGINAL FILE
NOFMTARC	ARCHIVE OF FORMATTED FILE WAS UNSUCCESSFUL
ARCFMTFL	ARCHIVED FORMATTED FILE
TMTGOOD	TRANSMISSION SUCCESSFUL
TMTFAIL	TRANSMISSION UNSUCCESSFUL
NOFTPPGM	THE FTP PROGRAM COULD NOT BE ACTIVATED
NOFTPCON	COULD NOT OPEN AN FTP CONNECTION TO THE HOST
LOGNFAIL	FTP LOGIN PROCESS FAILED
NOIMAGE	SETTING FTP IMAGE TRANSFER MODE FAILED
NORENAME	FTP FILE RENAME PROCESS FAILED
RITEMACC	FILLED AS ORDERED
CTEMPOUT	TEMPORARILY OUT OF STOCK

PROCESS CODE	PROCESS DESCRIPTION
CREJECT	ITEM REJECTED
CPARFILL	PARTIAL FILL
RPARFILL	RECEIVED WITH PARTIAL FILL
CREJITO	ITEM REJECTED, REORDER ITEM AS A JUST IN TIME (JIT) ORDER
CREEDO	ITEM REJECTED, ITEM IS NOT ON THE CUSTOMER'S USAGE LIST
CREDRS	ITEM REJECTED, REORDER ITEM AS A DROP SHIPMENT ORDER
CRESRG	ITEM REJECTED, REORDER ITEM AS A SURGE ORDER
CINVUI	ITEM REJECTED, INVALID UNIT OF ISSUE
CMANFBAC	ITEM REJECTED, ITEM BACKORDERED
CNONCONT	ITEM REJECTED, NOT A CONTRACT ITEM
CINVITEM	ITEM REJECTED, INVALID ITEM PRODUCT NUMBER
CITEMNA	ITEM REJECTED, ITEM IS ON MFGR OR NAT'L BACKORDER
CAUTKILL	AUTOMATIC KILL (NONSEVERE ERROR)
CUSERKIL	MANUAL KILL (NONSEVERE ERROR)
EPRICEDI	PRICE CONFIRMED IS GREATER THAN PRICE ORDERED
EQTYGREA	QUANTITY CONFIRMED IS GREATER THAN QUANTITY ORDERED
EPRICLES	PRICE CONFIRMED IS LESS THAN PRICE ORDERED
EUIDIFF	UI CONFIRMED NOT EQUAL TO UI ORDERED
EITEMNOT	PRODUCT CONFIRMED NOT ON ORDER
EUNKITEM	STATUS NOT RECEIVED
ESUBMADE	PRODUCT SUBSTITUTION
NOFTPSCR	NO FTP SCRIPT ASSOCIATED TO THE TPCODE
MISFTPSC	MISSING FTP SCRIPT
CONFERR	CONFIRMATION FILE ERROR WHEN STORING INTO DATABASE.
ENOTMTF	PV CATALOG NUMBER NOT IN MTF CATALOG
CONNOTRE	CONFIRMATION NOT RECEIVED - CONTACT TMSSC HELP DESK.
ORDFFAIL	FORMATTING OF THE PVI FLAT FILE WAS UNSUCCESSFUL
SEVCMPL	ORDER LIFLE CYCLE COMPLETED DUE TO SEVERE ERROR THAT COULD NOT BE RESUBMITTED .
MDMTYPEC	NO DEMAND TYPE CODE (DM_TYPE_CD) IN THE PVI LEGACY_RIC TABLE. ADD DEMAND TYPE CODE AND RESUBMIT.
MSOSCONT	NO SOS CONTRACT NUMBER IN THE CAIM SOS TABLE. ADD SOS CONTRACT NUMBER AND RESUBMIT.
MACCTNUM	NO ACCOUNT NUMBER (ACCT_NUM) IN THE CAIM CONTRACT_DELIV TABLE. ADD ACCOUNT NUMBER AND RESUBMIT.
MDEFSBCD	NO DEFAULT SUBMIT CODE (DEF_SUBMIT_CD) IN THE CAIM SOS TABLE. ADD DEFAULT SUBMIT CODE AND RESUBMIT.
MTPCODE	ACCOUNT NUMBER (ACCT_NUM) IN THE CAIM CONTRACT_DELIV TABLE POINTS TO A MISSING TP_CD IN THE TP_CODES TABLE. CONTACT TMSSC HELP DESK.
MDODAAC	NO PASSING ACTION (DODAAC) IN THE CAIM MM_SERVICE TABLE. ADD PASSING ACTION (DODACC) AND RESUBMIT.
MFTPIPAD	NO FTP IP ADDRESS (FTP_IP_ADDR) IN THE CAIM SOS TABLE. ADD FTP IP ADDRESS AND RESUBMIT.
MFTPLOG1	NO FTP USER ID (FTP_LOGIN) IN THE CAIM SOS TABLE. ADD FTP USER ID AND RESUBMIT.
MFTPPAS1	NO FTP PASSWORD (FTP_PASSWORD) IN THE CAIM SOS TABLE. ADD FTP PASSWORD AND RESUBMIT.

PROCESS CODE	PROCESS DESCRIPTION
MVANIPAD	NO VAN IP ADDRESS (VAN_IP_ADDR) IN THE CAIM SOS TABLE. ADD VAN IP ADDRESS AND RESUBMIT.
MVANLOG1	NO VAN USER ID (VAN_LOGIN) IN THE CAIM SOS TABLE. ADD VAN USER ID AND RESUBMIT.
MVANPAS1	NO VAN PASSWORD (VAN_PASSWORD) IN THE CAIM SOS TABLE. ADD VAN PASSWORD AND RESUBMIT.
MEMLADDR	NO EMAIL ADDRESS (EMAIL_ADDR) IN THE CAIM SOS TABLE. ADD EMAIL ADDRESS AND RESUBMIT.
MDIRPHON	NO PHONE NUMBER (DIRECT_PHONE_NUMBER) IN THE CAIM SOS TABLE. ADD PHONE NUMBER AND RESUBMIT.
MDIRLOG1	NO USER ID (DIRECT_LOGIN_1) IN THE CAIM SOS TABLE. ADD USER ID AND RESUBMIT.
MDIRPAS1	NO PASSWORD (DIRECT_PASSWORD) IN THE CAIM SOS TABLE. ADD PASSWORD AND RESUBMIT.
MFAXNUM	NO FAX PHONE NUMBER (FAX_NUM) IN THE CAIM SOS TABLE. ADD FAX PHONE NUMBER AND RESUBMIT.
IDFSBCD	INVALID DEF_SUBMIT_CD IN THE CAIM SOS TABLE. CONTACT TMSSC HELP DESK.
CALNUMTH	CALL NUMBER RANGE EXHAUSTED. CONTACT DSCP FOR NEW RANGE AND UPDATE THE CALL NUMBER RANGE IN THE PVI (CALL NUMBER DETAIL WINDOW IN THE SOS DATA MODULE).
FAXINQUE	ORDER HAS BEEN PLACED IN THE FAX SERVER QUEUE
CDFAILED	COULD NOT CHANGE TO THE SPECIFIED DIRECTORY ON THE HOST
NO TARGE	COULD NOT CREATE THE TARGET FILENAME
EMLINQUE	THE EMAIL HAS BEEN CREATED AND IS BEING TRANSMITTED TO THE RECIPIENT
NSNINVL	THE NATIONAL STOCK NUMBER FIELD CONTAINS INVALID CHARACTERS
PRTINQUE	FILE HAS BEEN PLACED IN PRINTER QUEUE
PRTRERR01	THE PRINTER IS NOT RECOGNIZED BY THE SERVER. PLEASE CONTACT A SYSTEM ADMINISTRATOR
PRTRERR02	THE PRINT REQUEST WAS NOT SUCCESSFULLY QUEUED. PLEASE CONTACT A SYSTEM ADMINISTRATOR.
PRTRERR03	EXECUTION OF THE PRINT COMMAND WAS UNSUCCESSFUL. PLEASE CONTACT A SYSTEM ADMINISTRATOR.
PRTRERR04	THERE IS AN ERROR WITH THE PRINTER OR PRINTER QUEUE. PLEASE CONTACT A SYSTEM ADMINISTRATOR.
ASSOCERR	ASSOCIATION ERROR. UNABLE TO ASSOCIATE THE FILE WITH AN APPLICATION
DCMERR01	AN ERROR HAS OCCURRED WITHIN THE DCM. PLEASE REVIEW THE FILE THAT WAS BEING PROCESSED. IF THE FILE IS VALID AND NEEDED FOR BUSINESS, CONTACT THE HELP DESK FOR ASSISTANCE
EMANFBAC	PRIME VENDOR INVENTORY BACKORDER - DUE-IN
NODAPA#	NO DAPA DESIGNATOR (DAPA_NUM) WAS FOUND FOR DROP SHIPMENT ITEM. UPDATE SOS_CAT ENTRY IN CAIM. RETURN TO THIS WINDOW AND RESELECT THIS ERROR RECORD TO RETRANSLATE.
INVIPADD	INVALID IP ADDRESS, CORRECT THE IP ADDRESS AND RESUBMIT THROUGH THE APPLICATION
CITEMBAK	ITEM REJECTED, ITEM BACKORDERED
AUTCLOSE	ORDER AUTOMATICALLY CLOSED
FMTFAIL1	UNSUCCESSFUL FILE FORMAT. POSSIBLE MANUAL CALL - CHECK FOR MATCHING 850 ON FILE.
NOCOMMRI	MISSING COMM R/I VALUES. UPDATE COMM R/I INFORMATION AND RESUBMIT.
CREUSE	ITEM REJECTED, REORDER ITEM AS A USAGE ORDER
CRENUS	ITEM REJECTED, ITEM IS NOT ON THE CUSTOMER'S USAGE LIST

PROCESS CODE	PROCESS DESCRIPTION
INVMT14	UNABLE TO FORMAT FILE:INVALID FILE FORMAT, EXPECTING RECORD TYPE 215
NOMTFCAT	A TRANSLATION ERROR HAS OCCURRED. A MATCH WAS NOT FOUND IN THE MTF CATALOG. PLEASE GO TO CAIM AND ADD THE ITEM ID TO THE MTF CATALOG .
NOSOSCAT	A TRANSLATION ERROR HAS OCCURRED. A MATCH WAS NOT FOUND IN THE SOS CATALOG. PLEASE GO TO CAIM AND ADD THE ITEM ID TO THE SOS CATALOG .
UINOMTCH	A TRANSLATION ERROR HAS OCCURRED. THE UNIT OF ISSUE BETWEEN MEDLOG AND THE MTF CAT RECORD DOES NOT MATCH. PLEASE VERIFY UNIT OF ISSUE AND CORRECT IN MEDLOG AND/OR CAIM APPROPRIATELY.
NORBINFO	MISSING OR MISMATCHED DELIVERY ADDRESS INFORMATION.
CRBAUTK	REACHBACK AUTOMATIC KILL (NONSEVERE ERROR GOTO REQ HISTORY TO VIEW CANCELLATION REASON(S) .
CRBMANK	REACKBACK MANUAL KILL (NONSEVERE ERROR).
FAACCEPT	TRANSACTION WAS RECEIVED BY THE VENDOR AND WAS SYNTACTICALLY CORRECT. THIS DOES NOT INDICATE THAT THE ITEMS WERE PROCESSED.
FAREJECT	TRANSACTION WAS RECEIVED BY THE VENDOR BUT WAS NOT SYNTACTICALLY CORRECT.

15.8. Transaction Codes.

Table 15.4. Transaction Codes and Descriptions.

Trans Code	Description	Trans Code	Description	Trans Code	Description
ACC	Acquisition Cost Change	ESP	Establish Funds	PCZ	Price Change
ACG	Item Changed to Accountable	FTZ	IMM Materiel Receipt Status	PDI	Due-in Price Change
ACL	Item Changed to Not Accountabl e	IAE	Increase Equipment Authorizatio n	PDO	Due-out Price Change
ADP	Adjust Funds	IAG	Inventory Adjustment Gain	RCC	Revise Customer ID
AS1	Shipment Status	IAL	Inventory Adjustment Loss	RIX	Customer Changed to External
BRI	Backorder Release Issue	IGE	Equipment Inventory Gain	RLE	Return Loan Equipment
BRS	Backorder Release Issue (Sales)	ILE	Equipment Inventory Loss	RND	Receipt Not Due-in
CCZ	Commodity Class Change	INR	Issue Non-Routine	RNR	Receipt Non-Routine
CHZ	Consumption History	IOC	Due-out Cancellation	RPG	Repair Part Gain
CNA	Contract Number Add	IOI	Due-out Increase	RPI	Repair Part Issue
CTE	Custodian Equipment Transfer	IOU	Due-out (Backorder)	RPL	Repair Part Loss
DAE	Decrease Equipment Authorizatio n	ISS	Issue Sale	RRD	Receipt
DDL	Destruction	ISU	Issue Used	RXI	Customer Changed to Internal
DQC	Due-in Increase Due to Cancellatio n	ITG	Inventory Transfer Gain	SDG	Shipment Discrepancy Gain
DQI	Due-in Quantity Increase	ITL	Inventory Transfer Loss	SDL	Shipment Discrepancy Loss
EAD	Equipment Assembly/Disassembl y	LCG	Location Change Gain	SHG	Shipment Gain
ECC	Establish Customer Organizatio n	LCL	Location Change Loss	SHL	Shipment Loss
EDP	Equipment Depreciation	MSG	Miscellaneous Gain	SNZ	Equipment ID Change
EGI	Equipment Issue Gain	MSL	Miscellaneous Loss	SPZ	Item ID Change
EIZ	Equipment Item Identification Change	MTZ	Equipment Catalog Change	TIG	Turn-in Adjustment Gain
EOC	Equipment Ownership Change	OLE	Outgoing Loan Equipment	TIL	Turn-in Adjustment Loss
ESD	Establish Due-in	PCA	Purchase Card Adjustment	UIZ	Unit of Issue Change

15.9. Forms Adopted. AF Form 36, Supply Document Register (Manual), AF Form 601, Equipment Action Request, DD Form 1131, Cash Collection Voucher, DD Form 1149, Requisition and Invoice/

Shipping Document, DD Form 1155, **Order for Supplies or Services**, DD Form 1348-1A, **Issue Release/Receipt Document**, and DD Form 1348-6, **Single Line Item Requisition System Document** .

GEORGE PEACH TAYLOR, JR., Lt General, USAF, MC, CFS
Surgeon General

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 41-201, *Managing Clinical Engineering Programs*

AFI 41-209, *Medical Logistics Support*

AFMAN 23-110, Volume 5, *Air Force Medical Materiel Management System-General*

AFMAN 37-139, *Records Disposition Schedule*

AFSSI 5024, Volume 1, *The Certification and Accreditation (C&A) Process*

DOD 4000-1-25M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*

DOD 5200.28-STD, *Department of Defense Trusted Computer System Evaluation Criteria*

Abbreviations and Acronyms

AAC—Acquisition Advice Code

ACN—Asset Control Number

AFMLO—Air Force Medical Logistics Office

AFSC—Air Force Specialty Code

AFSSI—Air Force System Security Instruction

AIS—Automated Information System

AM—Assemblage Management Module

ANSI—American National Standards Institute

APC—Accounting Processing Code

APR—Agency Purchase Request

BDO—Blanket Delivery Order

BMET—Bio-Medical Equipment Technician

BOA—Basic Ordering Agreement

BPA—Blanket Purchase Agreement

CAGE—Commercial and Government Entity Code

CAIM—Customer Area Inventory Management

CAL—Calibration

CALL—Call Order

CBA—Cost Benefit Analysis

CFO—Chief Financial Officer

CHCS—Composite Health Care System
CIIC—Controlled Inventory Item Code
CLIN—Contract Line Item Number
CM—Configuration Manager
CO—Contracting Officer
COG—Cognizance Code (MILSTRIP code used within USN)
COL—Customer Order List
CONUS—Continental United States
COR—Contracting Officer’s Representative
COTR—Contracting Officer’s Technical Representative
CS—Customer Service Module
CY—Current Year (refers to fiscal year)
DAASC—Defense Automatic Addressing System Center
DBPA—Decentralized Blanket Purchase Agreement
DITMS—Defense Information Technology Management System
DFAS—Defense Finance and Accounting Service
DLA—Defense Logistics Agency
DMLSS—Defense Medical Logistics Standard Support
DOD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DRMO—Defense Reutilization and Marketing Office
DSCP—Defense Supply Center Philadelphia
DSN—Defense Switching Network
DT&E—Development, Testing, and Evaluation
E&TM—Equipment and Technology Management
ECN—Equipment Control Number
ECRI—ECRI
EDI—Electronic Data Interchange
EIC—End Item Code
EM—Equipment Management Module
EOD—End of Day
EOFY—End of Fiscal Year

EOM—End of Month
EOP—End of Period
EOR—Element of Resource
ERC—Equipment Readiness Code
FAR—Federal Acquisition Regulations
FCS—Forward Customer Support
FDA—Food and Drug Administration
FM—Facilities Management Module
FOA—Field Operating Agency
FOB—Free On Board
FPI—Functional Process Improvement
FS—Full Service Contract
FSC—Federal Stock Class
FTP—File Transfer Protocol
FY—Fiscal Year
GAO—Government Accounting Office
GBL—Government Bill of Lading
GSA—General Services Administration
GUI—Graphical User Interface
HHT—Hand Held Terminal
HIBCC—Health Industry Business Communication Council
HMIS—Hazardous Materiel Information System
HTD—History To Date
HZ—Hertz
ID—Identification
IEC—International Electro technical Commission
IFB—Invitation for Bid
ILSP—Integrated Logistics Support Plan
IM—Inventory Manager
IMDC—International Medical Devices Code
INSP—Inspection
IPM—Inspection and Preventive Maintenance

IT—Information Technology

JCAHO—Joint Commission on Accreditation of Healthcare Organizations

JIT—Just In Time (Delivery)

JMAR—Joint Medical Asset Repository

JMLFDC—Joint Medical Logistics Functional Development Center

JRCAB—Joint Readiness Clinical Advisory Board

LAN—Local Area Network

LIN—Line Item Number

LOG—Logistics (As In LOG-Owned)

MA—Maintenance Activity/Equipment Maintenance Module

MAJCOM—Major Command

MED/SURG—Medical/Surgical

MHSS—Military Health Service System

MILSTD—Military Standard

MILSTRIPMILSTD—Military Standard Requisitioning and Issue Procedures Military Standard

MMPMILSTRIP—Medical Maintenance Personnel Military Standard Requisitioning and Issue Procedures

NDC—National Drug Code

O & M—Operations and Maintenance

OCONUS—Outside The Continental United States

PR—Purchase Request

PV—Prime Vendor

QA—Quality Assurance

QAE—Quality Assurance Evaluator

U/M—Unit of Measure

U/S—Unit of Sale

USAMMA—United States Army Medical Materiel Agency

USAMMCE—United States Army Medical Materiel Center Europe

VA—Veteran's Administration

WRM—War Reserve Materiel

Attachment 2

INVENTORY MANAGEMENT (IM) PENDING ACTIONS

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
IM MATERIEL OBLIGATION VALIDATION (MOV)	This pending action is generated as a result of MOV actions received from DSCP through DAASC. The purpose of the MOV is to validate and reconcile DI/DO records .	Review the pending action. Status code BS allows users to submit an on-line request for reinstatement of canceled requisitions for a period not to exceed 60 days. Off line reinstatement requests will not be honored. Quantity reinstated may equal to or less than the quantity cancelled only.
AUTO RECEIPTS FAILED	DMLSS generates an Auto Receipt Failed Pending Action when auto (automatic) receipt fails. An auto receipt failure message will occur when the IM customer has either the item id and or location locked for an inventory.	When launching the auto receipts failure pending action, the user will be able to view the item id/s, document number/s and quantities which require receipt. During the next EOP cycle, the system will attempt to automatically process all receipts which previously failed. If the inventory locks were removed prior to the start of the EOP cycle, the system will process the receipts and update the SVC/Customer EOH balances.
UNPROCESSED MTF CATALOG CHANGES REPORT	This pending action is produced when the UDR is processed and MTF catalog changes exist.	If an MTF Catalog record does not contain a CII Code, the system shall recommend a CIIC update on Part II of the Unprocessed MTF Catalog Change Report during the UDR Update process. If the user elects not to process the exception report, DMLSS adds it to the pending actions and the affected item's shall remain locked. After the exceptions have been processed, the system shall unlock the affected items.
DFAS FAILURE	The DMLSS system will post a "DFAS Failure" message in the customers Inbox when step 1 (DFAS) of the DMLSS End-of-Day (EOD) Cycle fails to complete successfully.	This message is for information purposes only. The DFAS process is a critical step in the EOD cycle. It is imperative that the user work with their DMLSS System Administrator in identifying the cause of the failure (SQL or ISAM error message) as well as initiating an Military Health Services (MHS) trouble ticket if the problem goes unresolved.
DCM IS DOWN	The DMLSS Communication Management function manages and processes communications between the DMLSS users and the legacy systems, prime vendors, other vendors and other systems. This pending action is produced when the DCM is not properly functioning and is not allowing incoming/ outgoing transmissions .	Open the DMLSS SA tool using a telnet session and select option 8, Communications Manager. Select option 2, DCM Restart. If the DCM function doesn't restart, contact your local systems to verify LAN connectivity or contact the MHS helpdesk.
DID NOT RECEIVE STATUS FOR ALL ITEMS IN THE CALL	This pending action is produced as a result of processing an incomplete Prime Vendor ANSL.X.12 855 status file from the Prime Vendor. Incomplete, implies that a specific CLIN (contract line item number) were skipped on the status file.	Information Pending Action only. Launch the pending action to view a list of items that did not receive status. Click the "Jump To" icon to view the due-in/due-out file for the item. The detail records may be deleted by clicking the Delete icon on the toolbar. The pending action will be removed when all records are removed from the action list.
EXTERNAL CUSTOMERS ERROR/REVIEW PROCESSIN G	DMLSS allows the Log Account to pass external customer requirements to other sources of supply when processing External Customer Orders from the Review Tab. The Error Tab identifies DR_ transaction received from an External Customer with no matching due-in record. When the external customers available balance is not sufficient for the ESD, "non-sufficient funds" is written to the pending action. The external customer's due-in status is coded as an exception.	When an authorized user accepts a "Passed D/I Shipment Status" IM External Customer Orders Inbox - Review Tab pending action, the system shall create the necessary SRIM RRD and BRS transactions, create and post the resulting external customer RRD transaction and create, post, and send a DRA transaction based on the quantity accepted

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
CATALOG EXCEPTION PROCESSING	This pending action is produced after the UDR is processed or assemblages are gained to the MTF and new catalog records are missing data or information cannot be validated. -A pending action shall be posted to the IM Inbox informing the IM User that an incomplete new catalog record has been added by an AM, IM or MA user.	Users launch this report from the inbox. The Exceptions icon will display a list of exception data. Some of the common exception descriptions are: No SOS Exists for item in DMLSS Master, New Item, U/P Price is not in DMLSS Master. These exceptions must be worked to clear from the report. VCR buttons are displayed for multiple records and provide a total record count for exceptions. When all exceptions are updated and cleared this report will be removed from the inbox.
IM FAILED STATUS	This pending action opens the Re Submit External Customer Status window and displays all unsuccessful transmissions. Data in this window may be refreshed at any time by clicking Refresh List.	Launch this pending action to re submit or remove external customer status information. The file type, date and time are provided for quick reference of status received. A details icon is provided to view the status detail records.
IM FAILED ORDERS	When submitting orders to an SOS and the primary submission method fails, the DMLSS system automatically attempts to submit the order four more times. When submission fails after five tries, DMLSS notifies the user via a "Failed Orders" pending action message.	This Pending action message allows the user to select an alternate submission method for the order and, if required, an alternate submission form or the user may hold the order for submission at a later time. The pending action message also allows a user to retransmit the order again using the original transmission method, i.e., ftp protocol. User should take note of any disturbing trends. For example, if orders consistently fail to reach the intended supply source, there may be a local firewall in place blocking a transmission port. There could also be a firewall problem on the receiving end. Any delay in transmitting orders has a negative impact on stock availability and could impair the customer area mission.
FAILED FINANCIAL TRANSACTION S	This pending action notifies you with an information window that problems occurred with your financial files. When you click ok you will be returned to the inbox.	Possible Transmission of DFAS file unsuccessful. Check System Services DCM Search, Then select DCM Configure button. Ensure the DFAS settings for FTP, Userid, and password are correct. If they are not make corrections and save. Then go into Financial resubmit and resubmit all FAILED DFAS files. If the DFAS settings are correct just resubmit the files from DCM search window
NEW MTF CATALOG RECORD		The New MTF Catalog Record Pending Action is displayed in two(2) parts: Part I 'NO ACTION REQUIRED' lists new MTF Catalog records where no action is required. Part II 'Unknown SOS Records' lists new MTF Catalog records where LOGs SOS is equal to UNK. An authorized user may select one, many or all records displayed on either part of the New MTF Catalog Record pending action screen to delete.
IM TROUBLED DUE-IN REPORT	This pending action lists all troubled due-ins for IM, AM or both IM/AM. The report is displayed in Organization/Item ID sequence. Each item ID lists all troubled document numbers and the total number of days "old".	This list may be printed or saved to file. Use this list to follow-up on potential problem requirements. A delete button is displayed for this pending action when selected. The Delete button removes the pending action from the inbox. The list will reappear following EOP processing when troubled due-ins exist
IM ISSUE EXCEPTION	If the user elects not to process the exception report, DMLSS adds it to the pending actions and the affected item's are locked. After the exceptions have been processed, the system unlocks the affected items.	Users launch this report from the inbox. The Exceptions icon will display a list of exception data. Some of the common exception descriptions are: No SOS Exists for item in DMLSS Master, New Item, U/P Price is not in DMLSS Master. These exceptions must be corrected before the master record can be used.
IM INCOMPLETE PICKLIST	This Pending Action notification is posted in the IM customer Inbox as a result of an End-of-Day processing cycle. The purpose of this notification is to alert the IM SOS Svc/Customer that supported Svc/Customers have requested materiel and the associated Picklist/s have not been completed.	Launching the Pending Action opens up a modal window that identifies the Svc/Customer/s that have pending issues. Issues should be performed on a routine basis. Failing to complete the issue process can impair the mission of the supported Svc/Customer.
CATALOG ITEMS WITH INVALID SOS	DMLSS will generate a "Catalog Item with Invalid SOS" pending action message when the following condition have been met: IM user has a customer catalog record for the item, an the SOS has been marked as "deleted".	This is an "information only" type of message. Users may delete it without taking further action. The purpose of the listing is to alert the user that a Source of Supply (SOS) has been coded for deletion. If the item is still required to support patient care needs, the user will need to seek an alternate source of supply and adjust their catalog record/s accordingly.

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
IM STATUS EDITS REPORT	The IM Status Edits Report identifies LOG status edits in 3 tabs 1) Errors, 2) Awaiting Review, and 3) Processed.	Launch this pending action to correct errors and review. Tab 1 identifies transactions that are not recognized in DMLSS. Tab 2 identifies transactions that are recognized, but held pending further processing. Tab 3 identifies transactions processed in DMLSS.
LOG UNPROCESSED DELIVERY LIST	DMLSS generates this pending action message during the End-of-Day cycle. The system produces this message if a IM SOS has completed a "pick List" but does not complete the associated "Delivery List" .	Upon launching the Pending Action, the user has the option to choose which Delivery list they wish to complete.
NEW ITEM REQUEST	In the New Item Request Pending Action window, you can view a list of new item requests that have been submitted by users.	No action is required on the pending action.
IM EQUIPMENT ORDER PENDING	Pending action is for ARMY customers. This pending action notifies IM that equipment requirements identified as approved and funded for purchase card are ready for IM to procure.	The pending action is removed when IM procures the equipment .
IM OVERDUE PRIME VENDOR SHIPMENT	The Overdue Prime Vendor Shipment Pending Action window allows you to view a list of prime vendor shipments that are overdue.	You can print/process/review overdue prime vendor shipments from this pending action.
QA MMQC INFO BULLETIN	In the QA MMQC Info Bulletin window, you can view a list of QA MMQC bulletins that you have received. (Clicking MMQC icon launches the web browser, and goes to the MMQC site (www.armymedicine.army.mil/usamma/apps/nala_qaweb/nala_index.cfm))	Information pending action only. View this pending action to determine if all QA MMQC messages have been received in your system.
QA DELINQUENCY NOTICE. ITEM QTY.	This notice is generated when QA messages quantities are not updated by the times established in the QA Maintenance Table .	Follow-up to close the pending action ASAP. Once all data is received and entered into the delinquent record, the pending action will be removed.
QA FTP IMPORT FAILED	This pending action lists all missing QA messages .	
QA DELINQUENCY NOTICE. IMMEDIATE RECALL	The pending action lists QA messages identified as type 1 that are not updated by the times established in the QA Maintenance Table.	
QA ALERT. MISSING OR NO MTF ITEM ID MATCH.	In the QA Record Search window – QA Rejected Records tab, you can see a list of QA messages that were rejected because there was no corresponding item in the MTF catalog. You can review the list, and if you are sure that you do not have any corresponding items, you can record the date that you reviewed them (the completion date), and remove them from the list.	
QA ALERT. ITEM QTY REQUIRED LOG (SUPPLY).		DMLSS accepts MMQC messages in QCA/QCB format and perform a search against the MTF Catalog specifically for Item ID, NSN, NDC, HIBCC MFG/PN and UPN matches and subsequently post a pending action (QA Alert) in the Customer and IM Inbox .
IM QA IMPORT FAILED		If you receive a "QA FTP Import Fails" pending action message, contact the MHS help desk to research the problem .
IM REACHBACK ISSUE KILLED/PARTIAL ORDER CANCELLED	The pending action lists all reachback issues that were either completely or partially cancelled. All reachback pending actions notifications default in red and appear at the top of the pending actions list.	This pending action provides change information to reachback orders. The sustaining base can use this list to determine if additional requirements must be ordered to support the reachback process. Information can be deleted from this window by selecting the detail record and clicking the Delete icon.

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
IM REACHBACK ISSUES EXIST FOR PROCESSING	This pending action is produced and displayed at the top of the inbox when reachback issues exist in the issues module. The pending action message is displayed in RED to distinguish the action from other pending action messages.	DMLSS creates a pending action notifying the user that reachback issues exist when valid reachback orders have been received from a customer and the reachback issues indicator is checked in the customer record.
REPLENISHMENT EXCEPTION	This pending action is generated when a internal customer attempts to order from Log and receives a manual replenishment exception .	
IM REACHBACK LOG ORDERS EXIST FOR PROCESSING	This pending action is produced as a result of processing requirements for a reachback customer and stock is not available to cover requirements. All reachback pending actions notifications default in red and appear at the top of the pending actions list.	Launching this pending action opens the Build Orders window and allows the user to select and execute all reachback orders on file.
IM REACHBACK CUSTOMERS DELIVERY LIST	This pending action is produced as a result of processing requirements for a reachback customer. All reachback pending actions notifications default in red and appear at the top of the pending actions list.	When launching this list, the user is able to view the Print Reachback Customer Delivery List window. The user processes the delivery list and pulls the items listed on the delivery list. These items then need to be made ready for shipment to the supported unit.
IM RECOMMENDED LEVEL CHANGES	DMLSS groups and displays recommended level changes into the following three categories and sequence: (1) critical core items with a recommended level of zero; (2) non-stocked items with a recommended level; and (3) static items with a recommended level change.	DMLSS recalculates the MRQ value in the LOG SOS Cat record when the LOG level changes. The MRQ value is deleted from the MOQ field when the LOG level is set to zero.
IM RECEIPT MAJOR PRICE CHANGE	This pending action is displayed when receipts are processed that exceed the percentage established in the computations tab of the Medical Materiel Management Service Detail in Systems Services.	Review the pending action to determine if the price change was valid. Users have the option of reviewing the MTF catalog from the window. If changes are not valid, notify QC to make corrections.
IM SUMMARY RECEIPT PENDING	This pending action allows you to view and process prime vendor call summary receipts that are not processed within 24 hours of processing a complete receipt for SOS Type "DPV"	Before processing the summary receipt, it is important to ensure that the call has been completely received. Once the call is processed, it cannot be reversed. Summary receipts are not available from this view when there are active due-ins.
IM UNPRINTED BAR_CODE LABELS WITH CHANGES	DMLSS generates this pending action message as a result of creating a new Svc/Cust catalog record, or processing receipts with status price increases/ decreases. If the user changes item information, excluding item ID, and the user chooses not to print changed bar-code labels at that time, the system shall display a message on the Pending Action Report indicating that labels for changes need to be printed.	Upon launching the Pending Action, the user has the option to choose which barcode labels they wish to reprint.
IM EXCESS	In the Excess Pending Actions window, you can see the information corresponding to excess-related pending action messages. This window can have several tabs, but only those tabs with current information appear at any given time.	This pending action serves notice that items exist in the excess program that require attention. See IM Excess for explanation on actions to take in the excess module. Once all items are cleared, the pending action will be removed from the inbox.
ZERO/NEGATIVE FUNDS SUMMARY REPORT	This Pending Action notification is posted in the IM customer Inbox as a result of an End-of-Day processing cycle. To access the report, the user would simply click on the "Jump To" button. The report is produced in Svc/Customer ID sequence and provides funding details for each customer at the Project Center level. Current available funding balances are given at each Element of Resource (EOR) within the Project Center along with year to date commitments, obligations, credits, sales, surcharges, and expenses .	This report was designed as a management tool for the Svc/Customer. It automatically posts to the Svc/Customer Inbox if a zero or negative funding condition exists. Users should review the report and take action, if necessary, to augment their existing fund balances within the Project Center.

Attachment 3

ASSEMBLAGE MANAGEMENT (AM) PENDING ACTIONS

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
AM GAINS INCOMPLETE BECAUSE OF PRICE FACTOR	This pending action is produced as a result of an assemblage inshipment where the adjusted pricing/ratios do not match. (I.e. old ratio 12-1 new ratio 10-1.)	It is up to the gaining MTF to determine the correct action to take when this pending action is produced. Verify adjusted items received against local recorder and enter the correct ratios for the pending action item. The list is removed when all pending actions are complete.
CATALOG EXCEPTION PROCESSING	This pending action is produced as a result of an assemblage inshipment or when the DMLSS UDR Extract updates WRM detail records and data is missing or cannot be validated.	Open the pending actions list by clicking the Jump-To button. The first MTF Catalog opens. When multiple MTF records are present, the VCR buttons are present on screen. Select the record and click the Exception button to view the exception reason. When all exceptions are corrected, the pending action is removed from the inbox.
AM ITEM(S) COULD NOT BE SOLD/LOST/ TRANSFERRED	This pending action is produced when items sold or the warswitch is used and unserviceable detail records exist in the assemblage(s). The records identified on this list are not processed are not sold/issued during processing	Launch this pending action to view a list of all unserviceable items associated to the assemblage(s). If the items are found to be serviceable, change the strat state and sale or issue. If items are unserviceable, remove from inventory and destroy
AM FAILED ORDERS	This pending action is produced when AM orders are not transmitted during EOP processing	Users must review the detail record to determine the reason for failure. Once processes are validated users can select 1 or all failed orders and re-submit. The pending action is removed when all actions are processed or removed.
QA ALERT. WRM SUPPLY ITEM. QTY REQUIRED.	This pending action is produced when items are identified in the quality assurance program and the possibility exists that your MTF might have these items.	Verify WRM stock and complete the WRM pending action by entering quantities in the Notify Quantity field. The pending action report is removed from the inbox when all actions are complete.
QA DELINQUENT NOTICE. SUPPLY ITEM QTY WRM.	This pending action is produced when items identified in a QA Alert are not processed in a timely manner.	Verify WRM stock and complete the WRM pending action by entering quantities in the Notify Quantity field. The pending action report is removed from the inbox when all actions are complete.
QA REVIEW ONLY. NO ACTION REQUIRED (WRM)	This pending action is produced for all QA Detail equipment records pending closure.	This list does not require action. The pending action serves as a reminder/quick link to the QA Details record.

Attachment 4

CAIM PENDING ACTIONS

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
AUTO RECEIPTS FAILED	DMLSS generates an Auto Receipt Failed Pending Action when auto (automatic) receipt fails. An auto receipt failure message will occur when the CAIM customer has either the item id and or location locked for an inventory.	When launching the auto receipts failure pending action, the user will be able to view the item id/s, document number/s and quantities which require receipt. During the next EOP cycle, the system will attempt to automatically process all receipts which previously failed. If the inventory locks were removed prior to the start of the EOP cycle, the system will process the receipts and update the SVC/Customer EOH balances.
CATALOG ITEMS WITH INVALID SOS	DMLSS will generate a "Catalog Item with Invalid SOS" pending action message when the following condition have been met: CAIM user has a customer catalog record for the item, an the SOS has been marked as "deleted".	This is an "information only" type of message. Users may delete it without taking further action. The purpose of the listing is to alert the user that a Source of Supply (SOS) has been coded for deletion. If the item is still required to support patient care needs, the user will need to seek an alternate source of supply and adjust their catalog record/s accordingly.
DFAS FAILURE	The DMLSS system will post a "DFAS Failure" message in the customers Inbox when step 1 (DFAS) of the DMLSS End-of-Day (EOD) Cycle fails to complete successfully.	This message is for information purposes only. The DFAS process is a critical step in the EOD cycle. It is imperative that the user work with their DMLSS System Administrator in identifying the cause of the failure (SQL or ISAM error message) as well as initiating an Military Health Services (MHS) trouble ticket if the problem goes unresolved.
DID NOT RECEIVE STATUS FOR ALL ITEMS IN THE CALL	This pending action is produced as a result of processing an incomplete Prime Vendor ANSI.X.12 855 status file from the Prime Vendor. Incomplete, implies that a specific CLIN (contract line item number) were skipped on the status file.	The pending action is designed to alert the user that status was not received for a particular item id/s on an order. The user should contact the vendor and (1) inform them of the incomplete status file situation, and (2) ascertain if the item will be delivered.
DOCUMENT REGISTER	The DMLSS system generates and posts a "Document Register" pending action message to the users Inbox when the Svc/ Customer has performed specific actions which result in transactions since the previous end of period cycle .	The Document Register is designed as a management tool for the customer. Transactions identified within the report are grouped according to EOP cycle which they were processed in, and data can be retrieved up to the previous 24 months. The criteria option allows the user to sort, view, and print information according to their liking. The Document Register reflects such actions as receipts, establishing due-ins, and issues.
END OF DAY REPORTS	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. The system no longer produces a pending action message entitled "End of Day Reports" to the Svc/ Customer Inbox. The user now has the ability to control which individual End of Day generated reports are posted. This is accomplished using the "Utilities" module on the horizontal toolbar and select "Maintain Pending Action Reports".	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. The system no longer produces a pending action message entitled "End of Day Reports" to the Svc/Customer Inbox. The user now has the ability to control which individual End of Day generated reports are posted. This is accomplished using the "Utilities" module on the horizontal toolbar and select "Maintain Pending Action Reports" .

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
END OF YEAR FUNDS	DMLSS produces the "End of Year Funds Report" as a result of processing the EOFY cycle. The report displays both Project Center and Expense Center EOR closing balances. Project center EOR balances on the End of Year Funds Report reflect target amount, available balance, commits, obligations, credits, reimbursable sales, nonreimbursable sales, surcharges, and expenses. Expense center EOR balances on the End of Year Funds Report reflect target amount, available balance, commits, obligations, credits, reimbursable sales, nonreimbursable sales, surcharges, and expenses.	This report is produced for information purposes only. It captures and portrays a myriad of financial information for the Svc/ Customer area.
EXPIRED CONTRACTS REPORT	The Contract Termination Report shows SOS records with a contract number that expired without having been replaced and/ or those that will expire within 90 days. The report displays the contract expiration date, contract number, SOS, and SOS name.	This report is produced for information purposes only. CAIM users may be required to take the following action/s based upon information contained within this report (1) attempt to renew contract with current vendor (2) attempt to seek alternative source of supply (3) attempt to procure new item under existing SOS
FAILED MTF CATALOG CHANGES REPORT	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. DMLSS release 3.02 only allows acceptance/rejections of MTF Catalog changes to be performed in the IM application. Subsequently, any "Failed MTF Catalog changes" will be handled in IM and not CAIM.	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. DMLSS release 3.02 only allows acceptance/rejections for catalog changes to be performed in the IM application. Subsequently, any "Failed MTF Catalog changes" will be handled in IM and not CAIM.
FAILED ORDERS	When submitting orders to an SOS and the primary submission method fails, the DMLSS system automatically attempts to submit the order four more times. When submission fails after five tries, DMLSS notifies the user via a "Failed Orders" pending action message.	This Pending action message allows the user to select an alternate submission method for the order and, if required, an alternate submission form or the user may hold the order for submission at a later time. The pending action message also allows a user to retransmit the order again using the original transmission method, i.e., ftp protocol. User should take note of any disturbing trends. For example, if orders consistently fail to reach the intended supply source, there may be a local firewall in place blocking a transmission port. There could also be a firewall problem on the receiving end. Any delay in transmitting orders has a negative impact on stock availability and could impair the customer area mission.
INVALID FASTDATA TARGET UPDATE S	This pending action message is applicable only to Navy/Marine DMLSS sites.	FASTDATA is an external financial system which provides fund target updates to DMLSS. This report is for information purposes only. The report identifies invalid target amounts based upon a "mismatch" between the target data in FASTDATA and DMLSS. The user should work with their respective resource advisor to bring both targets into alignment .
ITEM HAS BEEN MARKED FOR DELETION CHECK W/ SUPPLY	DMLSS produces this pending action notification when an item has been marked for deletion at the MTF/LOG catalog level, and the item is also carried within customer catalog records.	This pending action message identifies the item id and description for the item being deleted as well as the application where the deletion originated from. Users should use this information to research and seek an alternate item, if applicable, to replace the item being deleted.

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
ORMA INPUT FILE PROCESSING ERROR S	At specific DMLSS locations, the DMLSS system will interface with the Operating Room Management Application (ORMA) system. DMLSS creates a pending action notification to the CAIM customer Inbox if the ORMA interface file fails to process.	This pending action message is applicable only to CAIM customers designed as "ORMA" users. When the ORMA interface pending action notification is received for failed processing, the system creates a dialog box allowing user to choose to continue/not continue processing. If the Yes (continue), is selected then the system continues to process the unprocessed data from the table. If No (not continue), is selected then the system will not continue to process and retain data table for next process cycle.
PACKAGE CONVERSION EXCEPTION IN CAIM SOS	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. This notification is no longer produced in DMLSS release 3.02.	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. This notification is no longer produced in DMLSS release 3.02.
PENDING ORDERS (UNPROCESSED ISSUES)	DMLSS posts this pending action to the CAIM SOS Svc/Customer as a result of performing step 20 in the DMLSS End-of Day cycle.	This message is designed to alert the CAIM customer that an unprocessed issues situation exists. Supported CAIM customers have completed the Build Process Submit (BPS) process which generated orders to the CAIM SOS; however, the Picklist function was never initiated by the CAIM SOS .
POU REPLENISHMENT EXCEPTION REPORT	Point of Use (POU) cabinets are used at several military treatment facilities. DMLSS has established an interface to communicate with the POU cabinets. DMLSS produces a POU replenishment exception report for items that are not replenished during the POU automatic replenishment process. This report includes the item id, location, item location serial number (Barcode number) and quantity requested.	The report is for information purposes only. The user should evaluate the remarks field on the report and take the appropriate action, if applicable. In some circumstances, the system will not replenish because of an existing due-in/out that covers the POU shortfall.
QA ALERT. ITEM QTY REQUIRED CUST (SUPPLY)	This pending action is produced as a result of receiving an Medical Materiel Quality Control (MMQC) Quality Assurance file during the DMLSS EOP cycle. The Pending action will post to the CAIM user Inbox under the following conditions (1) Item id is loaded in the Svc/Cust catalog (2) Item Id is loaded in the Svc/Cust catalog and marked as deleted and there has been issue consumption within the past 24 months (3) Item id is not loaded in the Svc/Cust catalog; however, IM user has determined that CAIM Svc/Customer should be alerted of the recall/complaint on the record.	The CAIM user should scan their shelves/storage locations to determine if they maintain the subject item id. Close scrutiny should be given to lot number, expiration date, serial number, MFG date, etc... To complete the pending action message, the user must enter the appropriate quantity found on their shelves, if applicable. If no quantities are maintained, user must enter a zero (0) and hit the save button on the vertical toolbar. This in turn will remove the pending action message and update the record detail maintained in Inventory Management (IM).

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
QA ALERT. CUST EQUIPMEN T	DMLSS will identify all Equipment Custodians and War Reserve Materiel (WRM) Accounts that have a record for any equipment item that is the subject of a quality alert, MTF Complaint, or manufacturer's recall. DMLSS allows logistics maintenance personnel to select additional customers that should receive a pending action notification on quality alerts, manufacturer recalls, and MTF complaints for equipment items. An MTF QA customer record will then be built and associated with the quality alert for the selected customers. The system then notifies all system identified and selected Equipment Custodians and medical maintenance personnel via a pending action to their DMLSS Inbox (for WRM equipment also). The system deletes pending actions when the QA Customer record is closed.	The CAIM user should scan their immediate section/patient care areas to determine if they maintain the subject item id, and / ECN (equipment control number). To complete the pending action message, the user must enter the appropriate quantity found in their area, based upon ECN, and or MFG model number and serial number, if applicable. If no quantities are maintained, user must enter a zero (0) and hit the save button on the vertical toolbar. This in turn will remove the pending action message and update the record detail maintained in Inventory Management (IM) .
QA DELINQUENCY NOTICE. SUPPLY ITEM QTY CUST	This pending action is produced as a result of a non-response to a "QA Alert. Item QTY Required Cust (Supply)" pending action message. This pending action is based upon time parameters established in the IM Quality Assurance Class Maintenance Table.	The CAIM user should scan their shelves/storage locations to determine if they maintain the subject item id. Close scrutiny should be given to Lot number, expiration date, serial number, MFG date, etc... To complete the pending action message, the user must enter the appropriate quantity found on their shelves, if applicable. If no quantities are maintained, user must enter a zero (0) and hit the save button on the vertical toolbar. This in turn will remove the pending action message and update the record detail maintained in Inventory Management (IM).
READY USE LOCATION REPLENISHMENT	This pending action only applies to Svc/ Customers who issue materiel from a Carousel location to a "Ready Use" location in CAIM	By completing this pending action, the system decrements the Carousel Estimated On Hand (EOH) balance for the item id/s and satisfies the Ready Use location requirement.
RECEIPT PRICE DIFFERS FROM ORIGINAL PRICE	This pending action is produced as a result of processing a receipt in CAIM from an external supply source with a significant price variance. The price variance table (Major Receipt Price Change) is maintained within System Services in the MM Service detail.	This pending action was designed to alert the user if they are paying too much for a particular item id. The system will identify items received that had a receipt price variance less than / greater than the amount established in the MM Service Detail. The modal window will identify the item id/s, original price, receipt price, and percentage of difference in price. Users should use this information to potentially seek out alternate sources of supply that may furnish the item/s at a better price.

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
RECOMMENDED LEVEL CHANGES	<p>The DMLSS system automatically performs a releveling process for all customer areas during the monthly EOP cycle, but allows the user to initiate the process for a particular item and a location within a customer area at any time. The system calculates a recommended level for nonstocked and static items. If the level is greater than zero, the system refers the recommended level to a user for action. CAIM recommends levels or level changes for only those items with a history begin date older than three months. If the system determines that a Static item should be a Core item, it is referred to a user for review/action. If the system determines that a core item's level should change, the system automatically adjusts the level. If the system determines that a critical core item should have a level of zero, the system refers the item to a user for review/action.</p>	<p>During the leveling process, whether user initiated or system initiated, the system groups and displays recommended changes into three categories and in the following sequence: (1) critical core items with a recommended level of zero, (2) nonstocked items with a recommended level, and (3) static items with a recommended level change greater than zero. CAIM allows the user to accept, edit, or delete the recommended level changes. Once the user views/works recommended changes generated during the releveling process, the system allows the user to hold the file in order to work/complete at a later time or edit/accept/delete changes and then purge the file. During the monthly process, the system automatically replaces any unprocessed files with the new file of recommended changes generated.</p>
REPLENISHMENT EXCEPTION	<p>DMLSS generates this exception report and posts it to the CAIM users Inbox as a result of processing a replenishment inventory in either batch or "RF" Hand Held Terminal (HHT) mode.</p>	<p>This message is for information purposes only. The system will provide a message in the remarks field indicating why an item id/s failed during the replenishment process. Too often the problem relates back to an invalid bar-code label being scanned. For example, a user enters a replenishment quantity in the bar-code label field by mistake instead of the actual barcode number. The system will reflect the incorrect label number on the pending action and will indicate an invalid item id situation. Another cause could be from outdated labels. For example, the customer fails to print out a label due to a critical barcode change.</p>
RF HHT INVENTORY EXCEPTION REPORT	<p>DMLSS generates this exception report and posts it to the CAIM users Inbox as a result of processing a replenishment inventory in the "RF" HHT mode.</p>	<p>Upon launching the pending action, the system opens up the Replenishment Inventory Exception Report from the CAIM Reports module. The report reflects the item id, item description, U/P, EOH, Inv Qty, Level, Potential Due-out, Storage Area, Location ID, Reason for the exception, and Date. An example of an exception would be as follows: CAIM Svc/Customer uses "Shelf Count" inventory logic. The user scans an item for replenishment and enters a quantity greater than the existing EOH value. The Replenishment Inventory Exception Report would identify the reason as "INVENTORY QTY > EOH QTY". This pending action can be deleted when no longer useful, or exception actions are completed. This pending action can be deleted when no longer useful, or exception actions are completed.</p>
SALES CONVERSION RATIO CHANGED	<p>This Pending Action notification is posted in the CAIM customer Inbox as a result of a change to MTF/LOG catalog record unit of purchase quantity. The unit-of purchase (uop) purchase quantity can be located on the "Basic" tab of the MTF catalog detail</p>	<p>This message is produced during the DMLSS EOP cycle and is for information purposes only. Changing the UOP quantity is a result of either acceptance to a UDR revision or an IM user change as a result of vendor repackaging. The message will post to the CAIM Svc/Cust if (1) the user has the Pending Action message associated to their user id and (2) A Svc/Customer catalog record is present for the item id/s affected. Customers should be cognizant of the uop quantity adjustments since it will impact storage space, inventory replenishment, and potential cost of the item.</p>

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
STATUS EDIT REPORT - CUSTOMER	DMLSS produces a Customer Status Edit report during an on-line session based upon receipt of incoming status files from the Prime Vendor, DLA or GSA agencies, or other sources. This report is subdivided into three parts; Part 1 (errors), Part 2 (Awaiting Review), and Part 3 (Processed).	Customers should take every opportunity to review and work the CAIM Customer Status Edit report when applicable to their Svc/ Customer area. Images appearing on Part 1 of the report did not update any due-in details because of an error in file format. These details should be reviewed and then deleted when no longer pertinent. Part 2 of the report reflects status images that require user action. The images in Part 2 can either be accepted or deleted. Accepting changes will result in immediate adjustments to the applicable Due-in detail. Part 3 lists all status images that were correctly formatted and processed .
STATUS EDIT REPORT - MTF	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. Status edits which are applicable at the MTF level only post in the Inventory Management (IM) application	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. Status edits which are applicable at the MTF level only post in the Inventory Management (IM) application
TROUBLED DUE-IN REPORT	DMLSS creates and posts a Troubled Due-in Report to the CAIM Svc/Customer Inbox when the following conditions are met: (1) Due-ins that have not received an acknowledgment after the second and subsequent request for acknowledgment, (2) due-ins that have not received a reply on second and subsequent follow-up for improved status, (3) due-ins with ship status recorded and average pipeline time has passed. If no pipeline times are recorded in the customer catalog record, the system uses the estimated lead days in the SOS table to determine if the average pipeline time has passed, and (4) due-ins with an estimated release date that exceeds the average pipeline time for the item. DMLSS continues follow-up action on a due-in until the maximum number of consecutive follow-ups, defined in the MTF Organization Record, has been reached .	This pending action was designed to alert the user that there is a potential problem with their requisition/s. The user may need to take alternative measures for procuring the item/s. In addition, the user may need to contact the supply source directly in order to (1) ascertain the existing status of the order (2) cancel the order if not obtainable in specific timeframes, or (3) elevate the priority level on the order.
UNCHANGED EXPENSE CENTER DUE TO MASS UPDATES	DMLSS generates and posts this pending action in the CAIM Customer Inbox when the following conditions are met: (1) Svc/ Customer is marked as "internal" (2) Svc/ Customer has catalog records assigned (3) The default expense center value for the Svc/Customer has been changed in System Services using the Mass Updates - Change Expense Center Option.	This pending action displays the item id, item description, location, old fund, and new fund for each customer catalog record being affected by the expense center change. The pending action affords the user an option to keep the existing expense center by highlighting and deleting the detail, or accepting the change. To accept the change, the user highlights the item id, clicks on the "customer detail" button on the vertical toolbar, and changes the default expense center value by clicking on the "edit" button in the customer catalog detail screen. Changing the expense updates the pending action screen.
UNEXECUTED ORDERS	DMLSS generates an "Unexecuted Orders" pending action message during the EOP processing cycle when a CAIM customer performs a replenishment action but does not complete the Build Process Submit (BPS) process (SVC/Cust w/verify orders = on) or (SVC/Cust w/verify order = off and order is to LOG w/exception).	Upon launching the Pending Action, the user can complete the BPS process and or correct the exception situation which caused the order to fail in execution. To clear the exception, the user may have to make adjustments in the MTF catalog detail, Source of Supply (SOS) module, Expense Center funds detail, or other appropriate modules.

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
UNPRINTED BAR-CODE LABELS WITH CHANGES	DMLSS generates this pending action message as a result of creating a new Svc/ Cust catalog record, or processing receipts with status price increases/decreases. If the user changes item information, excluding item ID, and the user chooses not to print changed bar-code labels at that time, the system shall display a message on the Pending Action Report indicating that labels for changes need to be printed.	Upon launching the Pending Action, the user has the option to choose which barcode labels they wish to reprint.
UNPRINTED CRITICAL BARCODE LABELS	DMLSS will post a message a "Unprinted Critical Barcode Labels" message to the CAIM Svc/Customer Inbox when a "critical" change/s occurs to the catalog record. Critical changes include changes to customer id, inventory method, item ID, level, or location. The message indicating that labels for critical changes need to be printed shall be displayed on the report until the user prints the changed bar-code labels and deletes the message from pending actions.	If the user changes item ID, level, or location for an item and the user chooses not to print changed bar-code levels at that time, DMLSS displays a message on the Pending Action Report indicating that labels for critical changes need to be printed.
UNPROCESSED DELIVERY LIST	DMLSS generates this pending action message during the End-of-Day cycle. The system produces this message if a CAIM SOS has completed a "pick List" but does not complete the associated "Delivery List".	Upon launching the Pending Action, the user has the option to choose which Delivery list they wish to complete.
UNPROCESSED INVENTORY EXCEPTIONS	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. This notification is no longer produced in DMLSS release 3.02.	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. This notification is no longer produced in DMLSS release 3.02.
UNPROCESSED ISSUE EXCEPTIONS	DMLSS generates this pending action message during an on-line session when a CAIM SOS processes issues, an exception situation occurs during completion of the Picklist (quantity picked < qty requested), and the CAIM SOS declines to complete issue exceptions.	Upon launching the Pending Action, the user has the option to complete the issue exception by entering an inventory quantity or closing out and completing the action at a later time.
UNPROCESSED MTF CATALOG CHANGES REPORT	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. DMLSS release 3.02 only allows acceptance/rejections of MTF Catalog changes to be performed in the IM application	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. DMLSS release 3.02 only allows acceptance/rejections for catalog changes to be performed in the IM application
UNPROCESSED PICKLISTS	This Pending Action notification is posted in the CAIM customer Inbox as a result of an End-of-Day processing cycle. The purpose of this notification is to alert the CAIM SOS Svc/Customer that supported Svc/Customers have requested materiel and the associated Picklist/s have not been completed.	Launching the Pending Action opens up a modal window that identifies the Svc/Customer/s that have pending issues. Issues should be performed on a routine basis. Failing to complete the issue process can impair the mission of the supported Svc/ Customer.

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
UNSENT UNEXECUTED ORDERS	This pending action is produced as a result of the EOP process. During the End-of Day cycle, DMLSS attempts to retransmit any orders which previously failed to reach their intended destination. This pending action identifies the SOS, Call number, and method of transmission .	Users should be extremely wary of unexecuted orders. This pending action message allows the user to select an alternate submission method for the order and, if required, an alternate submission form or the user may hold the order for submission at a later time. The pending action message also allows a user to retransmit the order again using the original transmission method, i.e., ftp protocol. User should take note of any disturbing trends. For example, if orders consistently fail to reach the intended supply source, there may be a local firewall in place blocking a transmission port. This could also be a firewall problem on the receiving end. Any delay in transmitting orders has a negative impact on stock availability and could impair the customer area mission.
ZERO/NEGATIVE FUNDS SUMMARY REPORT	This Pending Action notification is posted in the CAIM customer Inbox as a result of an End-of-Day processing cycle. To access the report, the user would simply click on the "Jump To" button. The report is produced in Svc/Customer ID sequence and provides funding details for each customer at the Project Center level. Current available funding balances are given at each Element of Resource (EOR) within the Project Center along with year to date commitments, obligations, credits, sales, surcharges, and expenses.	This report was designed as a management tool for the Svc/ Customer. It automatically posts to the Svc/Customer Inbox if a zero or negative funding condition exists. Users should review the report and take action, if necessary, to augment their existing fund balances within the Project Center.

Attachment 5

EQUIPMENT MANAGEMENT (EM) PENDING ACTIONS

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
Inventory Due within thirty days.	Action Required	Either: Create an inventory for the customer account <i>or</i> Change the Next Inventory Date in the custodian record to more than 30 days beyond the current System Date.
Equipment Acceptance Pending .	Advisory Notices	No action is required, but the message is removed from the Inbox if the user enters Equipment Manufacturer, Nameplate Model, and Manufacturer Serial Number in the associated equipment record(s).
Equipment Issue Pending.	Action Required	Enter the Equipment Manufacturer, Nameplate Model, and Manufacturer Serial Number in the associated equipment record(s) .
Equipment Issue Reversed.	Advisory Notices	No action required.
Equipment Log Balances.	Advisory Notices	No action required.
Accountable Equipment Code has changed to Y.	Advisory Notices	No action required.
Commodity Class Change Alert (Supply to Equipment).	Advisory Notices	No action required.
DITMS Indicator has changed to Y.	Advisory Notices	No action required.
DITMS Indicator has changed to N.	Advisory Notices	No action required.
Unable to Locate Accountable Equipment .	Advisory Notices	No action required.
Update LOA Return Date.	Advisory Notices	No action is required, but the message is removed from the Inbox if the user selects a date for the LOA Return Date in the LOA section on the Status tab of the Equipment Request window .
LOA Expires within 10 Days.	Advisory Notices	No action is required, but the message is removed from the Inbox if the user either: Selects a new date from the drop-down calendar for the LOA Expiration Date that is greater than the System date <i>or</i> Selects a date from the drop-down calendar for the LOA Return Date in the LOA section on the Status tab of the Equipment Request window .
LOA has expired.	Action Required	Either: Select a date from the drop-down calendar for the LOA Return Date in the LOA section on the Status tab of the Equipment Request window <i>or</i> Select a new date from the drop-down calendar for the LOA Expiration Date that is greater than the System date .

PENDING ACTION TITLE	WHEN / WHY DMLSS PRODUCES THIS MESSAGE	HOW / WHY THE USER SHOULD WORK IT
Equipment Request review is overdue.	Advisory Notices	No action is required, but the message is removed from the Inbox if the user either: Extends the length of review by increasing the Days To Review data field <i>or</i> Selects a Date Review Complete on the Coordination tab of the Equipment Request window.
Print Custodian Actions List.	Advisory Notices	No action is required, but the message is removed from the Inbox if either the user prints the Custodian Actions List <i>or</i> The system generates the list in the end-of-day processing.
New Bar Code Labels to Print.	Action Required	No action is required, but the message is removed from the Inbox when the user prints the bar code labels.
Inventory Lists generated.	Action Required	Reconcile the inventory list(s) generated in the batch cycle
Print Custody Receipt Location List .	Advisory Notices	No action required.
Loaned items expiring. Check Loan Reminder List.	Action Required	Either: Update the associated Patient Letter Sent Date in the Loan Reminder List window <i>or</i>
		Increase the Length of Loan/Durable Length of Loan <i>or</i> Return the item(s) to the loaning account on the Items tab of the Loan Information window.
Loan has exceeded Loan Return Date by 30 days.	Action Required	Either: Increase the Length of Loan/Durable Length of Loan <i>or</i> Return the item to the loaning account on the Items tab of the Loan Information window.

Attachment 6

MAINTENANCE ACTIVITY (MA) PENDING ACTIONS

PENDING ACTION TITLE	HOW / WHY THE USER SHOULD WORK IT
Departure Date Exceeded	In the affected staff record, either: Extend the Departure Date past the current date <i>or</i> Select the Inactive icon in the affected staff record .
Maint. QA Alert. Equipment QTY Required.	Enter a quantity in the Quality Assurance Detail window.
QA Alert. Item QTY Required Cust (Supply)	Enter a quantity in the Quality Assurance Detail window.
QA Delinquency Notice. Supply item QTY Cust.	Enter a quantity in the Quality Assurance Detail window.
QA Delinquency Notice. Equipment QTY.	Enter a quantity in the Quality Assurance Detail window.
ERC Work Order	No action required.
Priority Work Order	No action required.
Overdue Work Order	No action required.
Equipment Record deleted by Gain Reversal	No action required.
Equipment Item Loss	No action required.
MA-Equipment Issue Reversed	No action required.
Receipt reversal processed for ECN _____	No action required.
Acceptance Work Order Pending	No action required.
Equipment Transferred to New Customer	No action required.
Equipment Assembly/Disassembly occurred	No action required.
Supply Item Changed to Repair Part	No action required.
Repair Part Changed to Supply Item	No action required.
Repair Parts available for issue	No action required
Commodity Class Change Alert (Supply to Equipment)	No action required.
Maintenance Requirement Changed	No action required.
Equipment Record reinstated by Loss Reversal	No action required.
Monthly Time Sheets are Due	No action required