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SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 41-216**

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**Health Services**

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

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This publication implements Air Force Policy Directive (AFPD) 41-2, *Medical Support*, and Air Force Instruction (AFI) 41-209, *Medical Logistics Support*. It provides guidance for establishing an accountable system of property records using DMLSS. The DMLSS system 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 facility management operations. It applies to all Air Force military treatment facilities and all other users of the DMLSS system including Air National Guard and Air Force Reserve. This publication may not be supplemented. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command to Air Force Medical Operations Agency, Medical Logistics (AFMOA/SGM), 693 Neiman Street, Fort Detrick, MD 21702-5006. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with Tier (T-0, T-1, T-2, T-3) numbers following compliance statements. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The

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### ***SUMMARY OF CHANGES***

The rewrite of Air Force Manual 41-216 is based on user feedback, process improvements, and the SAF/AA Compliance Statement Review and Air Force Directive Publications Reduction efforts. This document is substantially revised and must be completely reviewed. This publication contains procedural guidance including version system improvements, features, and functionality for all DMLSS users. Chapter 2 is now System Administration (SA), previously Chapter 3, and contains substantial changes to SA responsibilities based on Federal Information Systems Controls Audit Manual (FISCAM), as well as new functionality within the SA Tool. Chapter 3 is specifically devoted to the DMLSS catalog record including record management and Strategic Sourcing. Chapter 4, Customer Applications, combines Customer Support (CS), previously Chapter 10, and Customer Area Inventory Management (CAIM), previously Chapter 9, and also includes information on forward logistics and CAIM transactions. Chapter 6 is now Inventory Control, previously Chapter 14. Chapter 7, Quality Assurance, is new and provides guidance on the DMLSS Quality Assurance (QA)/Medical Materiel Quality Control (MMQC) program. Chapter 13, Reachback, is a new chapter that provides guidance for all Theater Lead Agent for Medical Materiel (TLAMM) users obtaining products (i.e., equipment or materiel) from organizations that are not forward deployed. Reachback pending actions are also covered in this chapter. Chapter 15 is new and is dedicated to DMLSS Communications Management (DCM). Chapter 16, DMLSS Financial Procedures, is a new chapter written to provide specific financial guidance for system users. Chapter 17 is a new chapter that combines the topics of Document Control and Transaction History. Attachment 3 is rewritten and contains specific guidance on the importance of role management and assigning user roles and privileges. Attachment 4 is new and provides guidance to System Administrators on how to set-up DMLSS Handheld Terminals (HHTs) and use them to replenish, receive, and inventory.

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## Chapter 1

### GENERAL AND ADMINISTRATIVE

**1.1. Purpose.** The DMLSS Users Manual provides Medical Logistics and other users with the procedures necessary to use the system effectively. This manual also provides high-level security procedures to minimize risks to the operational environment of the DMLSS system in accordance with Department of Defense Instruction (DoDI) 8500.01, *Cybersecurity*, and DoDI 8510.01, *Risk Management Framework (RMF) for DoD Information Technology (IT)*.

**1.2. Scope.** The responsibilities for the Medical Logistics functions are specified in AFI 41-209, *Medical Logistics Support*. This Air Force Manual (AFMAN) provides DMLSS procedures used in support of materiel, including War Reserve Materiel (WRM) in the Air Force Working Capital Fund/Medical-Dental Division (AFWCF/MDD) and non-Air Force Working Capital Fund materiel. The procedures in this manual apply to all DMLSS users.

**1.3. Roles and Responsibilities.** In accordance with AFI 41-209, the Accountable Base Medical Supply Officer will:

1.3.1. Maintain and account for all property and financial records on the medical stock record account in DMLSS. (T-0).

1.3.2. Appoint a military member, or GS-05 or above civilian, as DMLSS Systems Administrator (SA) in writing in accordance with AFI 41-209. (T-0). The appointed military member should be in the grade SSgt or above. See Chapter 2, Systems Administration, in this AFMAN for detailed DMLSS SA responsibilities.

**1.4. DMLSS Operations.** The DMLSS system is co-sponsored under the direction of the Office of the Assistant Secretary of Defense (Health Affairs) [OASD (HA)] and the Deputy Under Secretary of Defense (Logistics). The DMLSS information system is developed under the Defense Health Agency (DHA)/Defense Health Services Systems (DHSS) Program Office (PO) at the Joint Medical Logistics Functional Development Center (JMLFDC), DHA/Solution Delivery Division (SDD)/Health Information Technology (HIT), located at Fort Detrick, Maryland.

**1.5. System Purpose.** The purpose of the DMLSS system is to provide a processing environment where medical material personnel, government and authorized contractors, can accomplish the automated processing; that is, inventory ordering, receiving, and issuing of medical supplies and equipment associated with operations, research and support prescribed by the system's mission. The DMLSS system is used by logistics activities to maintain accountable records for the AFWCF/MDD, in-use and stored supplies and equipment, WRM, facility infrastructure, and real property. These records are updated by processing transactions based on medical materiel source documents and are maintained in accordance with Air Force Records Information Management System (AFRIMS) Table 41-04, Medical Logistics.

**1.6. Terms and Abbreviations.** Attachment 1 contains an explanation of terms, abbreviations, and acronyms used in this AFMAN. All DMLSS Transaction code abbreviations are listed in Attachment 11, Table A11.2.

**1.7. Sensitivity.** DMLSS is an inventory control and property item accounting system that maintains data related to the assets of Medical Logistics accounts. It is categorized as a Mission Assurance Category (MAC) II sensitive system since it contains logistics data that could be

combined to provide insight into mission operations. This system processes or handles For Official Use Only (FOUO) and 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.

**1.8. System Security.** The DMLSS security control policies and procedures are designed to be in compliance with the requirements of a Department of Defense (DoD) Mission Assurance Category II level system and all applicable Defense Information Systems Agency Security Technical Implementation Guidance. Documentation for the DMLSS system security control policies and procedures can be found in the Risk Management Framework as artifacts to the DMLSS Authority to Operate (ATO) package.

1.8.1. Security management controls are shared between DHA/SDD (J6)/HIT and the DMLSS operating sites.

1.8.1.1. DHA/SDD (J6)/HIT is responsible for the security management of the DMLSS server.

1.8.1.2. DMLSS sites are responsible for security management related to the local network, infrastructure, and hardware such as user workstations, handheld devices, barcode printers, and Point Of Use devices, as well as access control for site assets. Site Security Management Responsibilities include:

1.8.1.2.1. Develop Local Security Plan. The DHA/DHSS security plan for DMLSS assets specifies that site security plans and local policies are the responsibility of the site. The DMLSS System Administrator (SA) contributes system specific information and security controls to the site Information Assurance Manager for inclusion into the overall organization/base security plan.

1.8.1.2.2. The individual sites will maintain a Security Awareness Plan, Contingency and Business Continuity Plan. (T-3).

1.8.1.2.3. DHA/SDD (J6)/HIT has appropriate risk assessment policies and procedures in place which are supported by a risk management staff and are documented and based on security categorizations. Sites perform their own local risk assessment and Medical Information Systems provides an up-to-date and approved risk assessment, procedures and guidance.

1.8.2. Server Location. DMLSS production servers will be located in server rooms at the production sites. (T-3). The site is responsible for all physical and environmental controls for their area including the local physical layout of the computer network, heating and cooling, and ensuring adequate access control for server rooms.

1.8.3. Access to the Operating System. Access to the operating system is limited to DHA Global Service Center-help desk personnel and DMLSS developers. All other access is denied unless coordination with the DHA Global Service Center requires base level intervention.

1.8.4. Access to the DMLSS Application. Each system user will have a unique account consisting of a username with approved access via Common Access Card (CAC) or a username with password when approved by AFMOA/SGMO, to gain access to the application. Access

authorization for onsite users is managed by the onsite SA. See Chapter 2 for further instructions.

1.8.5. Transaction Security. The DMLSS system provides the ability to limit the functions a user is authorized to perform. User Privilege in System Services (SS) allows the DMLSS SA and Application Security Managers to assign existing roles by username or create specific roles by application for a username. The assignment of roles to users is the responsibility of the site DMLSS SA. Follow least privilege principles when creating user accounts. The Concept of Least Privilege which permits only authorized privileges for users which are necessary to accomplish assigned tasks in accordance with organizational missions and business functions. See Attachment 3 for further instructions.

1.8.6. Transaction Security Audit Trail. The username of the individual performing actions in DMLSS appears on the Source Document Control Report and within Transaction History. These reports are maintained in accordance with AFRIMS T 41-04 R 09.00.

**1.9. External Security.** Establish procedures that limit access to information contained on source documents, output products, and other data files to only those individuals having a valid need. Some recommended actions for ensuring system security are as follows:

1.9.1. Secure all Medical Logistics areas when unoccupied. Medical Logistics areas includes office and warehouse areas where functions specified in AFI 41-209 are located and where DMLSS work stations are used.

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

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

1.9.4. To prevent unauthorized access to the system, log off of the DMLSS application when not in use.

**1.10. Personal Health Information (PHI).** The DMLSS application is not designed for and will not contain any Personally Identifiable Information (PII) or PHI or any data that is protected under the Privacy Act or Health Insurance Portability and Accountability Act (HIPAA). See AFI 33-332, *Air Force Privacy and Civil Liberties Program*; DoD 6025.18-R, *DoD Health Information Privacy Regulation*, and AFI 41-200, *Health Insurance Portability and Accountability Act (HIPAA)*. DoDI 8580.02, *Security of Individually Identifiable Health Information in DoD Health Care Programs*, implements the national standards for electronic healthcare transactions and national identifiers for providers, health plans, and employers for medical treatment facilities. DoDI 8580.02 also addresses the security and privacy of health data.

**1.11. DMLSS System Navigation.** The first window to appear after successfully logging on is the DMLSS System - Navigation Window. This window outlines all modules available within the system.

1.11.1. Access to Modules. The SA will grant user access to modules or processes. (T-3). 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 launches the module.

1.11.2. Navigation Window Menu Toolbar. In this window, the menu toolbar offers file, view, and help dropdown menus. The File menu offers a printer setup and the opportunity to choose a default printer. The View option allows users to customize the appearance of the Navigation window. View options include the traditional navigation menu, a navigation bar consisting of icons only, or visibility of both the traditional Navigation menu and Navigation bar.

1.11.3. Help Dropdown Menu. Help is available on the System Navigation window and all module file menus. The Help menu has options for Topic, Links, What's New, and About.

1.11.3.1. Help Options. Topic search provides quick help on the specific DMLSS module currently being accessed. The help by Contents option is an additional tool available only in the module help menus. These search windows contain module specific information and are divided into three tabs, Contents, Index, and Search.

1.11.3.2. DMLSS Links.

1.11.3.2.1. DMLSS Program Management Office (PMO). By accessing the DMLSS link, users are forwarded to the Defense Health Services Systems (DHSS) homepage at <https://www.health.mil/>.

1.11.3.2.2. Electronic Catalog (ECAT). Select this link to access the ECAT portion of the Defense Medical Materiel Online website, DMMOnline, Defense Logistics Agency (DLA) Troop Support Medical Supply Chain. This website can be used to research and order materiel offered via ECAT. Login and password are required for access.

1.11.3.2.3. Joint Medical Asset Repository (JMAR). Select this link to access the JMAR website. Access requires both a smartcard and separate login and password. JMAR is designed to obtain, store, and present high-level medical materiel management data for various DoD organizations. For example, a Medical Logistics Flight Chief would be granted access to data pertaining to the specific site. Military Treatment Facility (MTF) Operational Support users are granted access to all medical logistics data assigned to specific commands.

1.11.3.2.4. Resource Center. Choose this option to access the DHA/SDD (J6)/HIT's Resource Center website. The Resource Center offers software downloads and training information that includes step-by-step instructions, lesson plans, computer-based training and electronic learning tools.

1.11.3.2.5. DHA Global Service Center. Select this link to access the DHA HIT, Infrastructure & Operations User Support webpage. This webpage offers support and contact information.

1.11.3.3. What's New. This option explains new and updated functionality that has changed since the last major system release.

1.11.3.4. About. Under the menu bar, click Help and select About to view local DMLSS system information. Current release, build number, host name, operating platform, Internet Protocol (IP) address, and server name are listed in this menu. This information is useful when establishing new remote user access or submitting a trouble ticket to the DHA Global Service Center-help desk at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com).

**1.12. Module Menu Toolbars.** Module menu toolbars are similar to the toolbar in the DMLSS System – Navigation Window; however, they contain added dropdown menus with additional features. These toolbars include File, Navigate, Utilities, Window, and Help dropdown menus.

1.12.1. DMLSS Window Options. Each module within the system contains a window dropdown menu that offers user options for customizing desktop views.

1.12.1.1. Tile Horizontal. This option allows users to display open windows from top to bottom.

1.12.1.2. Tile Vertical. Select this option to view open windows from left to right.

1.12.1.3. Layer. Select Layer to display only the active window, with others in the background. Layer is the default option.

1.12.1.4. Cascade. This option allows all open windows to be displayed in a cascade view, partially overlaying each other.

1.12.2. Customize Toolbars. This option allows a user to customize the horizontal toolbar. The settings are specific to the user's login and the computer being used at the time the setting is applied. Only 16 toolbar items may be utilized at a time. Those using this function are benefited by viewing frequently used icons versus only seeing the default icons.

### **1.13. Shortcuts.**

1.13.1. 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.

1.13.2. 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.

1.13.3. Hot Key. Users can 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.

**1.14. Messages.** The DMLSS system displays messages to users for input, output, information, or system errors. System error messages should be reported to the DMLSS SA or to the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com) when they occur.

**1.15. Additional Screen Help.** Each application within the DMLSS system contains a Help Topics icon on the vertical toolbar. By selecting one of these icons, a help window appears displaying instructional information associated to the process or function currently open in system. For example, if the EM Inbox screen is open and the help contents option is selected an online help window with an overview of the DMLSS/EM – Inbox is displayed.

## Chapter 2

### SYSTEMS ADMINISTRATION (SA)

**2.1. Scope.** This chapter contains instructions for the site System Administration/System Administrators (SAs) managing the DMLSS system. Also, specific information is provided to ensure the secure operation of this information system by using system privileges and protective mechanisms.

2.1.1. Refer to Chapter 1 for an overview of the basic system navigation features

2.1.2. DMLSS functionality for SAs exists primarily within the SA Tool located on the server's webpage and in the System Services application.

2.1.3. In addition to the instructions in this manual, additional SA resources may be obtained online at the Air Force Medical Logistics website DMLSS tab and DHA/SDD (J6)/HIT's Resource Center webpage.

**2.2. Responsibilities.** The Medical Logistics Flight Commander assigns a primary and alternate DMLSS SA in accordance with AFI 41-209. These DMLSS SAs have varied responsibilities including user management, monitoring and securing DMLSS, and backing-up critical system and database files. See AFI 41-209, Chapter 1, for procedures on written appointment of DMLSS SA.

2.2.1. User Management. This function includes establishing accounts for first time users, modifying user accounts, that is, granting or removing privileges, and deactivating users who no longer require access to the systems. This area likely includes the most frequent tasks performed by an SA.

2.2.1.1. DMLSS User Requirements. In accordance with AFI 41-209, paragraph 1.2.7., the appointed DMLSS SA will approve new user authorization requests using DD Form 2875, *System Authorization Access Request (SAAR)*. Coordinate procedures for completing and maintaining DD Form 2875 with the Medical Systems Flight.

2.2.1.2. SAs will provide initial and annual system specific training to users emphasizing security, roles, lessons learned, and frequent errors to avoid. (T-3).

2.2.1.3. Controlling DMLSS Access Levels. DMLSS SAs will ensure appropriate management controls are in place to minimize occurrences of fraud, negligence, and theft in accordance with AFI 41-209, paragraph 1.2.7. SAs should develop policy/procedures regarding system access, to include the following:

2.2.1.3.1. Setting Roles and Privileges. Ensure DMLSS users, including Medical Logistics, custodians, and clinicians do not have access to functions outside of their scope and span of control. See Attachment 3.

2.2.1.3.2. In accordance with AFI 41-209, paragraph 1.2.7., the SA will review user access and roles twice each year, during October and during April. Review the organizational chart and compare it to the Audit: Active Users (Apps/Roles) report available in the SA Tool. To the fullest extent possible, determine that a single person is not responsible for all functions. Note: Organizations with limited resources to segregate duties should have compensating controls, such as supervisory review of transactions performed.



2.2.1.3.3. DMLSS automatically locks CAC user accounts after 30 consecutive days of inactivity. User accounts with 60 continuous days of inactivity are automatically deleted. SAs can use the Audit: Active Users and Audit: Deleted User reports in the SA Tool to easily identify the status of user accounts and verify deletion of obsolete accounts. This includes suspended and terminated employees and users with emergency/temporary access to the system. Due to cybersecurity requirements, DMLSS automatically locks Smart card user accounts after 30 consecutive days of inactivity. Smart card user accounts with 60 continuous days of inactivity are automatically deleted.

2.2.1.3.4. Medical Logistics will ensure removal of network/DMLSS system access for terminated employees during out-processing. (T-3). For example, MTF out-processing checklists will include both Systems (CAC-authenticated access to the DMLSS system requires Local Area Network access), and Logistics (Customer Service and/or Medical Equipment Management Office (MEMO)). Annotate the date a user's access to DMLSS was removed on the DD Form 2875.

2.2.1.3.5. Limit the following elevated privilege roles within DMLSS:

- 2.2.1.3.5.1. DMLSS System Administrator.
- 2.2.1.3.5.2. Facilities Management Administrator.
- 2.2.1.3.5.3. Database and System Audit Reviewers.
- 2.2.1.3.5.4. System Services Security Manager.
- 2.2.1.3.5.5. Application Security Manager.
- 2.2.1.3.5.6. Application Expert Roles.
- 2.2.1.3.5.7. Log Fund Manager Role.

2.2.2. System Backups and Maintenance Procedures.

2.2.2.1. System Backups. Backups are the first line of defense against the loss of valuable information. Currently, the DMLSS system uses a tape drive and magnetic data tape (Linear Tape-Open Ultrium) technology to back-up critical server and database files. The server automatically initiates the database file backup daily at 02:00.

2.2.2.1.1. Daily, Monthly, and End-of-Fiscal-Year Processing. The system performs each of these end of period cycles/tape backups automatically. Coordinate the exchange and storage of tapes with the Medical Systems Flight. Verify the automatic backup processed. If backup failed, perform a manual backup.

2.2.2.1.1.1. All Air Force sites should be set on a minimum seven day backup schedule. Insert a new linear tape open generation-4 (LTO-4) tape into the tape drive each Monday and allow it to automatically backup for seven days. The tape is set to automatically eject each Monday morning after the 02:00 backup.

2.2.2.1.1.2. Monthly end-of-period data is written to the same tape as the final daily of the month. Likewise, end-of-fiscal-year data is written to the same tape as the final daily/monthly of the Fiscal Year (FY). Additional tapes or storage requirements are not needed for either of these cycles.

2.2.2.1.1.3. Sites should maintain a rotation of five end-of-period backup tapes.

2.2.2.1.2. Audit Backup Tape. Run on the first day of each month or more often depending on the size of the facility. Regularly check Last audit log backup in the Main Menu (Services and Process Dates) of the SA Tool. A red box indicates it is time to back up the sites audit data. Store audit backups for one year, and up to seven years, if possible.

2.2.2.1.2.1. Logon to the DMLSS SA Tool/navigate to Manage Backup/and select Backup Audit Data.

2.2.2.1.2.2. Follow the instructions that are presented on the Backup Audit Data page regarding how to label the audit backup tape and/or which tape to mount.

2.2.2.1.2.3. Sites need three audit backup tapes for three different six-month periods of backups, e.g., Tape 1 should contain the first six months of audit data for the period January–June. Tape 2 should contain the following six months of data (e.g. July–December), and Tape 3 should contain the following six months of data (e.g. January–June), so there is always one years' worth of audit data available.

2.2.2.1.2.4. When performing a monthly audit backup, the instructions within the SA Tool provide guidance to use the current six-month tape and append the additional month's data to the same tape.

2.2.2.1.3. Verify automatic end-of-period and/or manual audit backups worked. If they failed, perform a manual backup.

2.2.2.1.4. Data tapes that are used frequently wear out and lose their recording ability. SAs should track the life of these tapes and create a replacement schedule where all tapes are replaced according to manufacturer specification. For example, if the manufacturer states their tapes are tested to withstand a minimum of 100 full backups, and there is a five-week rotation, calculate an appropriate replacement schedule. In this scenario, replacing them at three years would be more cost effective and still not extend them beyond their life expectancy.

2.2.2.2. System Maintenance. SAs should complete the following tasks in order to keep the server secure and the database operating smoothly.

2.2.2.2.1. Review the Status of Services and Process Dates. Daily, the SA should log on to the SA Tool and review the list of services and process dates that appear on the SA home window. This table provides a complete overview of the server's resources and whether or not system processing is up-to-date, see paragraph 2.4.2.1. Each of the services or processes listed has a corresponding message and colored box to indicate its status. If any red boxes appear, investigate the problem.

2.2.2.2.2. Clean the Tape Drive. Clean the tape drive using a designated LTO-4 cleaning tape whenever the cleaning indicator lights or the light emitting diode (LED) read-out indicates cleaning the drive.

2.2.2.2.2.1. To use a cleaning tape, the tape is inserted into the tape drive. The tape runs automatically for about 30 seconds, and then it self-ejects. If it does not self-eject, eject it manually.

2.2.2.2.2. Recommendation: Use the cleaning tape once every two weeks. Use the check-off sheet included with each cleaning tape. Each time a cleaning is completed, check off one of the boxes. Once all the boxes are checked, discard the cleaning tape.

2.2.2.2.3. System Reboot. Although the DMLSS server is designed to run 24 hours a day, 7 days a week, problems can be minimized by performing a monthly manual reboot. In many cases this is already accomplished by DHA/SDD (J6)/HIT as they routinely apply security patches, update server builds, etc. However, SAs can still choose to refresh the server the reboot once each month or whenever directed to do so by AFMOA/SGMO or DHA/SDD (J6)/HIT. See paragraph 2.8.8.1.

2.2.3. Monitor the DMLSS Communications Management (DCM) module. This module, viewable in System Services, is an automated tool used to transmit data to external agencies. It is also the conduit for receiving transmission of incoming status files, and it provides tools that allow SAs to monitor progress of these files and troubleshoot any errors.

2.2.3.1. Identify transmission errors via the Inventory Management (IM) inbox or DCM Search/Monitor.

2.2.3.1.1. SAs are notified via the IM inbox when there are failed outgoing transmissions. These include failed orders, financial files, QA and transportation files.

2.2.3.1.2. Inbound errors, for example, ASSOCERR, MISTPCD, can only be caught by reviewing the DCM Search function.

2.2.3.1.3. In addition to IM inbox messages, SAs may monitor the DCM directly using the DCM Search or Monitor options in System Services. This module keeps a record of all transmissions to ensure all transaction files are successfully transmitted and received as a result of the previous day's business. The DCM Search window provides multiple search options. Enter specific and detailed search criteria to narrow search results or minimize search criteria to receive a broad range of search results. To identify formatting errors or failed transmissions, monitor the Status code for ERROR and the corresponding process code. The process code for that item indicates in which stage the error occurred.

2.2.3.1.4. Specifically, it is good practice for the Acquisitions section to verify the prime vendor order was successfully sent (via Electronic Data Interchange (EDI) 850) and Prime Vendor status received (via EDI 855). Additionally, SAs should check the IM inbox or the DCM daily to verify financial files were successfully transmitted to Defense Finance and Accounting Service (DFAS) and JMAR.

2.2.3.2. Resolve DCM Communication Problems.

2.2.3.2.1. Contact the Medical Information Systems Flight to determine if local network-related problems are causing the errors in transmission. Also, check to see if there is power to the server and/or the server's connections to the Juniper Secure Services Gateway and Cisco switch are secure.

2.2.3.2.2. For DMLSS system related problems, contact the regional DMLSS SA, or AFMOA/SGMO staff.

2.2.3.3. Data Retransmission. The SA or DCM monitor at the MTF needs to resend failed files. First, verify with the Medical Information Systems Flight that the base network is up and all ports and firewalls are open. Upon verification, use the DCM Resubmit or failed Financial Resubmit options to retransmit the transaction files, see Chapter 15.

2.2.3.4. Manual Orders. When the DCM is down completely for an extended period of time, the logistics account should activate manual supply operations as outlined in the Air Force Medical Logistics Guide. The Air Force Medical Logistics Guide may be found at the following website: <https://medlog.us.af.mil/apps/medlog/#catdoctag/MTFSupport/Policy%2520%2526%2520Procedures>.

2.2.4. System and Database Auditing Procedures. Like other trusted DoD systems, the DMLSS system is faced with various cyber/security threats that require the system to constantly monitor its own security events. The DMLSS SA has the responsibility to ensure these resources are used, when necessary, to audit the system and detect any unauthorized attempt(s) to access the system.

2.2.4.1. Selecting Audit Reviewers. The first step to an effective audit process is selecting both a Database Auditor Reviewer and System Audit Reviewer. Use the Create DMLSS User Account window to initially assign one of these roles or modify a current user's role by selecting the Manage DMLSS User Accounts and then click the Update Roles link.

2.2.4.2. It is important to understand that SAs and audit reviewers each have vital roles in the audit process.

2.2.4.2.1. System Administrator – With regard to the audit process, the DMLSS SA enforces the overall security policy, and detects any attempts to violate protection or privilege mechanisms. Also, they are responsible for restricting access to the audit subsystem to only authorized users.

2.2.4.2.2. Database and System Audit Reviewers – DMLSS system audit mechanisms exist at both the database and operating system level. Reviewers/auditors are individuals specifically authorized to review the audit trail regularly to monitor system usage, detect penetration of the system, and detect any misuse of resources.

2.2.4.3. SAs and audit reviewers should ensure the following resources are used to routinely audit the system:

2.2.4.3.1. DMLSS Application Audits. Use the Auditing Tool in System Services/User Privilege - Management window to view the application audit records. This function provides Application Security Managers with the ability to check which users were in the system, when, how long, or problems associated with connecting. It can also be used to track what application(s) a user accessed, when it was accessed, and for how long. This file can also be viewed in the System Logs area of the SA Tool on the server. DMLSS SAs, database reviewers, and/or supervisors should routinely review user activity logs for incompatible actions and investigate any abnormalities.

2.2.4.3.2. DMLSS Database Audits. Every major event that occurs on the system's database is recorded and made available to the auditor via the DMLSS Audit Report which is accessed from the DMLSS Start Page. As warranted, monitor the security of

the DMLSS using this report to look for database abuses and attacks. Examples of events to look for are: failed logins, unusual hour logins, or detection of events such as attackers attempting to logon and/or alter the database. Note: Both database and system tabs are displayed on this report, but they are only visible if the user is privileged with both the database audit reviewer and system audit reviewer roles. Records are maintained for one year.

2.2.4.3.3. DMLSS Operating System Audits – System audits occur for every major system event that occurs on the server. Examples of events are deletions, removals, and modifications of files. Back up critical operating system audits using an audit backup tape on the first day of each month or more often as directed in the SA Tool.

2.2.4.3.4. Use these resources along with enforcement of the security policy, examining access patterns, and observing the actions of users to help detect any unauthorized attempts to access the system. Perform audit reviews in accordance with DoD and site requirements.

## 2.2.5. Additional Responsibilities.

2.2.5.1. Managing DMLSS Installations and Updates. Installing and updating DMLSS system software usually requires the assistance of the Medical Information Systems Flight due to the system rights required for these actions.

2.2.5.1.1. DMLSS Installation. Refer to the Client Installation Guide on JMLFDC's Resource Center website when installing DMLSS or other commercial-off-the-shelf (COTS) applications used on DMLSS personal computers/workstations.

2.2.5.1.2. DMLSS Software Releases. AFMOA/SGMO announces future system builds and provides software release notes explaining changes to the system. Official notification to the Medical Information Systems Flight arrives via a published Maintenance Tasking Order (MTO). Coordinate these client side DMLSS releases with the Medical Information Systems Flight. The preferred method of installation is to utilize Run Advertised Programs because it contains a combination of the approved administration rights and software necessary to complete the installation. Current DMLSS software is available under the Air Force Center for Electronic Distribution of Systems web page (<https://ceds.gunter.af.mil/>) in the Air Force Medical Systems (AFMEDS) section. Additionally, DMLSS software can be downloaded from either the Air Force Medical Logistics web page DMLSS tab, or from the server's homepage (see DMLSS Start page/Installation Packages area that contains a link to the centralized JMLFDC Resource Center website where the software resides).

2.2.5.2. Tape Storage. Verify end of period and audit tapes are produced and a tape back-up system is in place. Backup tapes should be stored in a secure location away from the server, and safeguarded against fire, moisture, high electrical currents, and reuse. Label all used tapes with the type and date of backup, DMLSS build number, and the name of the person performing the backup. Additionally, a tape back-up system may include an inventory record of backup tapes, consideration of when and how files are rotated off site (e.g., advancing natural disaster), retention periods, and security involved in transport.

2.2.5.3. Peripheral Device Management.

2.2.5.3.1. Barcode Printer. On occasion, DMLSS SAs may need to install a new barcode printer. Specific instructions for setting-up and configuring new printers are available on the Air Force Medical Logistics website DMLSS tab. Coordinate installation with the local Medical Systems Flight. Use the SA Tool Manage Devices menu to create and manage barcode printers within the system, paragraph 2.10.1. SAs may need to resolve ribbon and printing errors. Contact AFMOA/SGMO if additional assistance is required.

2.2.5.3.2. DMLSS HHTs. SAs should maintain accountability of their site's hand-held terminals, and docking stations. AFMOA/SGMO regional DMLSS SAs maintain the hand-held terminal software and provide training on their use for expediting replenishment, receiving, and inventory. When used wirelessly, SAs should be familiar with setting-up user profiles on the hand-held terminals and how to connect them to the wireless local area network (WLAN).

2.2.5.4. Coordinate with the Medical Information Systems Flight to maintain DMLSS Hardware Inventory. As the PMO for DMLSS, DHA/DHSS provides the necessary hardware for each site, that is, the server, tape drive, hand-held terminals, and barcode printers. SAs are then expected to maintain accountability of this hardware in accordance with Air Force Manual 33-153, *Information Technology (IT) Asset Management (ITAM)* by utilizing the Asset Inventory Management (AIM) module of the Air Force Equipment Management System (AFEMS). The site's information technology equipment custodian is responsible for all equipment listed in the AFEMS/AIM account. The information technology equipment custodian completes all requisite documentation to establish equipment accountability by adding new items to the AFEMS/AIM account within 10 working days of receipt and acceptance.

2.2.5.5. Manage Tutorial Databases: DMLSS SAs manage tutorial databases, paragraph 2.12.3. Tutorial databases are sanitized copies of the specific site production database and may be used for practicing or testing of procedures without affecting actual system database conditions. For example, orders are not actually transmitted in the tutorial database as the IP addresses for site associated trading partners have been removed. Note: Tutorial databases should be leveraged to the maximum extent possible when conducting training, or when there is uncertainty in processing specific steps in DMLSS.

2.2.5.6. Facility Management (FM) Responsibilities. SAs with a FM Administrator role assigned in the SA Tool have additional responsibilities, paragraph 2.14.

2.2.5.7. Review DMLSS Advisory Notices (DANs). AFMOA/SGMO publishes DMLSS Advisory Notices on the Air Force Medical Logistics website as a way to notifying users of known problems. These notices typically state the problem, background information, a workaround solution if one exists, and an estimated get well date.

2.2.5.8. Reporting System Problems. For any questions or problems with DMLSS, use the following resources, in order, to find solutions:

2.2.5.8.1. For network-related problems, contact the local network administration support group.

2.2.5.8.2. For system-related problems, contact the regional DMLSS SA, AFMOA/SGMO or the DHA Global Service Center-help desk at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com).

2.2.5.8.2.1. The DHA Global Service Center assists the DMLSS SAs in resolving problems associated with the application software, hardware and operating system software-related problems to Dell.

2.2.5.8.2.2. The DHA Global Service Center assigns a ticket number to each problem call. Please make a note of this ticket number for future reference.

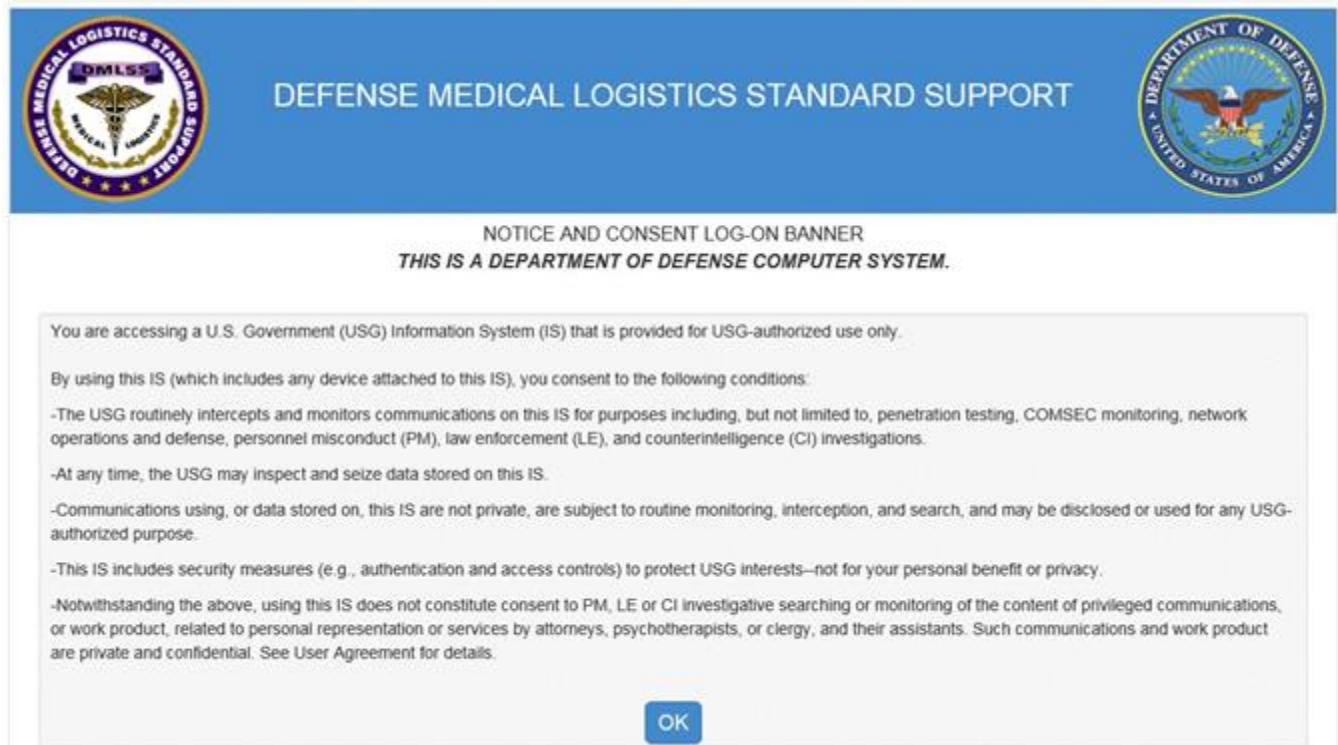
2.2.5.8.3. For problems with equipment purchased under the Dell contract, contact the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com).

2.2.5.8.4. For problems with equipment not purchased under the Dell contract, use the appropriate contract vehicle in place for that specific piece of equipment.

**2.3. DMLSS Website.** The DMLSS server at each site has a portion allocated as a Web server area, referred to as the DMLSS website. This is the area where the SA Tool resides, as well as other important links.

2.3.1. Access the DMLSS server webpage. In the Internet Explorer address line, enter https:// and the server name or IP address of the DMLSS server. Initially, the Notice and Consent Logon Banner Screen appears (Figure 2.1).

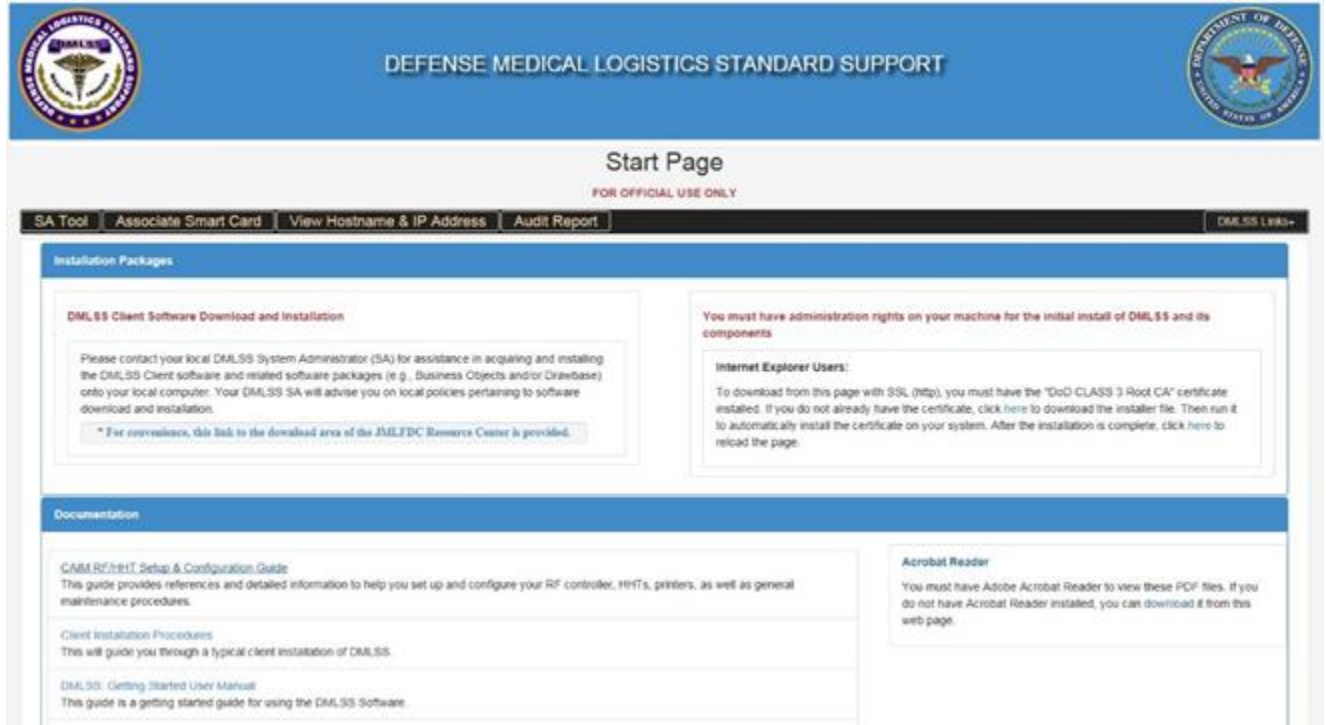
**Figure 2.1. DMLSS Website – Notice and Consent Logon Screen.**



2.3.2. DMLSS Start Page. The DMLSS Start Page is then displayed after consenting to the conditions listed on the first page, see Figure 2.2. SAs use the Start Page for a variety of

reasons including: accessing installation software, viewing documentation, logging onto to the DMLSS SA Tool, and associating a smart card/CAC. Note: All users may access the information on this page without having to log onto the SA Tool.

**Figure 2.2. DMLSS Start Page.**

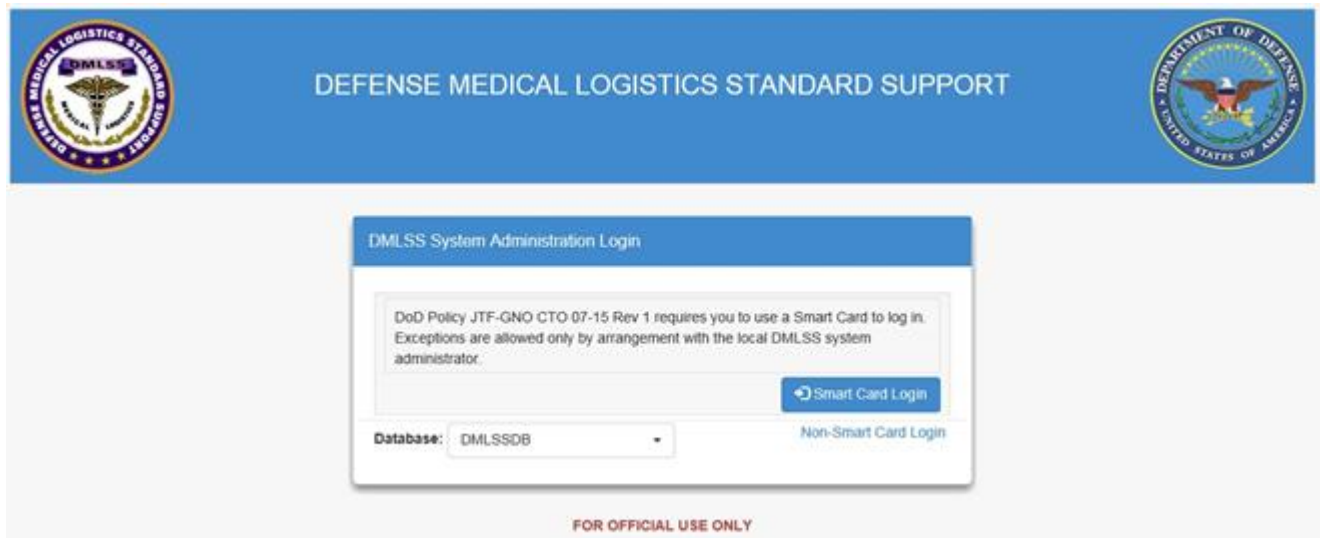


**2.4. SA Tool Overview.** The SA Tool provides the capability to manage the server, external devices, backup of database, and user roles.

2.4.1. SA Tool Access. Click on the SA Tool button at the top left of the DMLSS Start Page. The System Administration Login window is displayed, Figure 2.3. To log in, click on the Smart Card login button.

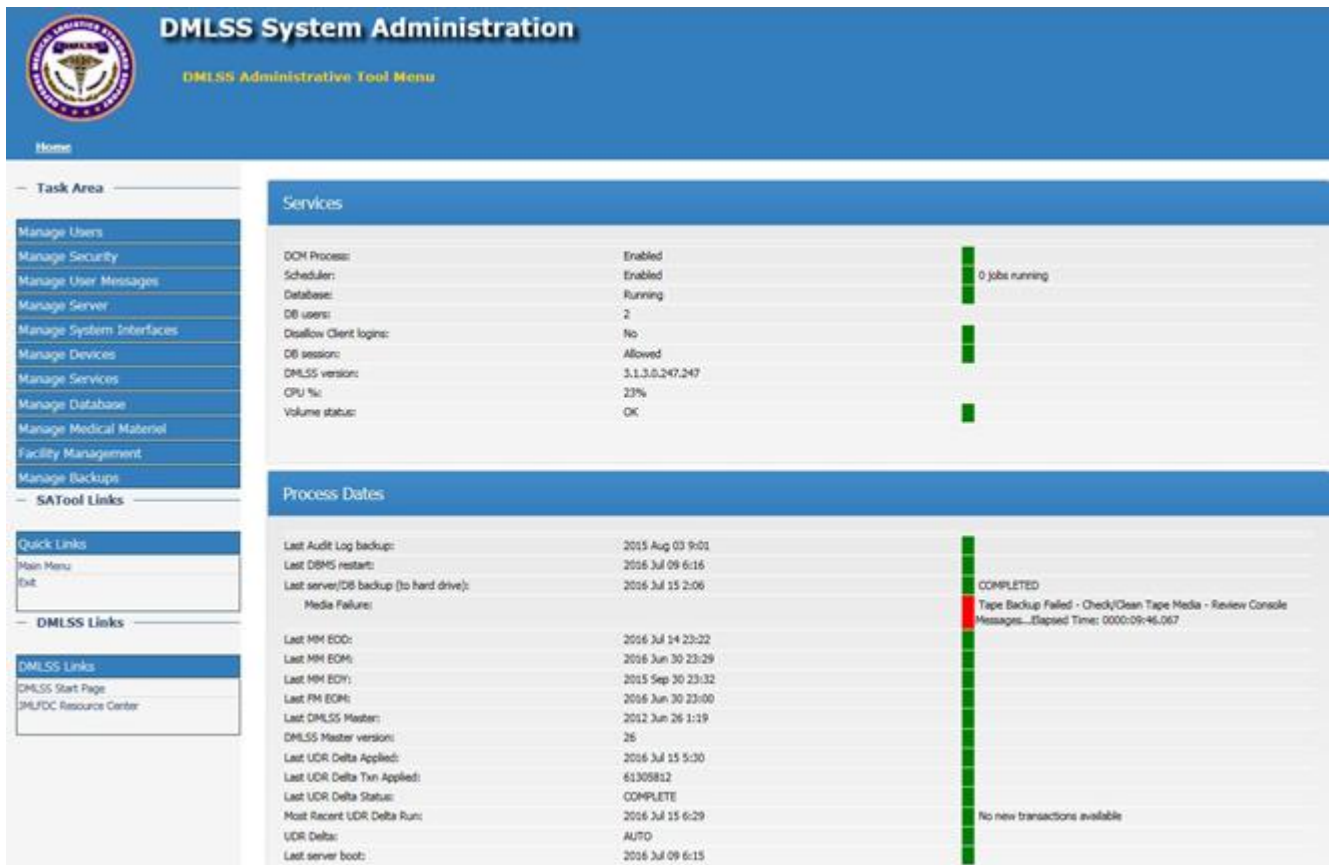


Figure 2.3. DMLSS SA Tool Login Window.



2.4.2. Upon logging in, the DMLSS SA Tool Menu opens (Figure 2.4.). The Navigation Pane includes a list of Task Areas, Quick Links, and DMLSS Links.

Figure 2.4. DMLSS Administrative Tool Menu.



2.4.2.1. Services and Process Dates. The list of Services and Process Dates are both critical sections on the System Administration home window. As the name indicates,

Services shows the services available on the server, while Process Dates displays the most recent dates that particular processes have run on the server. Monitoring both of these areas is a key responsibility of the SA.

2.4.2.1.1. If Services/Process Dates are enabled, working, or up-to-date, a green box is displayed. A yellow box indicates a warning. If resources are disabled, at a critical stage, or processes have not run, a red box appears. For example, the Volume status box reports available disk space. If one of the two drives falls below 20%, the Volume status box turns yellow. If the volume falls below 10%, the box turns red. In both instances, the message, "\*Contact the MHS helpdesk\*" appears.

2.4.2.1.2. Any non-green status needs to be addressed immediately. Also, in some cases, the precise value or entry is not significant, but variances from the routine should be investigated or reported to the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com).

2.4.2.1.3. Clicking on the red box with a yellow star sends the user to another page within the DMLSS SA Tool where the problem might be resolved or where more information might be available.

2.4.2.1.4. Scheduler Status reflects the number of DMLSS-related jobs currently running in the scheduler database. They are listed to the right of the Enabled/Green status. If the number of jobs is greater than zero, the text is clickable and displays the new View Running Scheduler Jobs page when clicked.

2.4.2.1.5. Audit Backups. Periodically, a message under Process Dates indicates the backup threshold has been reached with a status of Backup of Audit Required, Last Status, followed by the date the last backup was run and a red indicator. If this occurs, the user should go to the Manage Backups menu and click the Backup Audit Data menu item (paragraph 2.15.2).

2.4.2.2. Use the drop down menus within the Task Area to manage SA activities. SAs have full access to all these menus with the exception of the FM menu. Only those with the Facility Management Administrator role have access to the FM menu.

**2.5. Manage Users.** The first drop down menu in the SA Tool Task Area is Manage Users (Figure 2.5.). It is used to manage the accounts of DMLSS users by including some of the most common tasks performed by SAs. The following options are available from this menu:

**Figure 2.5. Manage Users Menu.**



2.5.1. Create DMLSS User Account (Figure 2.6.). Use this function to set up new user accounts. Each DMLSS user must have a unique account consisting of a username with approved access via CAC, or a username with password if approved by AFMOA/SGM.

**Figure 2.6. Create DMLSS User Account page.**

The screenshot shows a web interface for creating a DMLSS user account. It features two tabs at the top: "Create DMLSS User Account with Smart Card Access" (which is selected) and "Create DMLSS User Account with Password Access". Below the tabs are several form fields: "Username" with a red asterisk and a text input field labeled "New DMLSS Username (required)"; "DoD ID Number" with a text input field labeled "Smart Card DoD ID Number (optional)"; "User Type" with two radio buttons, "User" (selected) and "Administrator"; and "User Roles" with three checkboxes: "Database Audit Reviewer", "System Audit Reviewer", and "Facilities Management Administrator". A blue "Create User" button is located at the bottom left. On the right side, there are two blue informational boxes. The first, titled "Username Rules", lists four requirements for a valid DMLSS username: it must be no more than 8 characters, composed of alphanumeric characters, begin with an alphabetic character, and not contain special characters. The second box, titled "DoD ID Number Information", explains that it is a 10-digit number from a smart card, also known as an EDE-PI, and that providing it results in automatic account approval.

2.5.1.1. Create DMLSS User Account with Smart Card Access, First Tab. First, the SA should verify that both the Distinguished Name and Employee Identification belong to the person the account is being created for. If neither the name or employee identification number bears resemblance to the new user or user signature on the DD Form 2875, the SA should not approve the account.

2.5.1.1.1. Upon verification of the user, SAs may choose to create a new user account with access via the Smart Card/CAC by first establishing a username for the new user. Follow the rules for establishing a valid username that are listed on this tab.

2.5.1.1.2. Next, enter the Department of Defense Identification (DoD ID) Number (10-digit number found on the back of a CAC, also known as the electronic data interchange personal identifier). If provided here, the user account created is automatically approved and operational when the account is associated with a corresponding CAC, and the SA will not need to approve the account as a separate step.

2.5.1.1.3. Select the correct user type—User or Administrator, and then add any of the three user roles that apply—Database Audit Reviewer, System Audit Reviewer, and/or Facilities Management Administrator.

2.5.1.1.4. After selecting the user type and user roles, click Create User. The system provides a message screen informing the SA whether the account was created or if any errors occurred. Click OK to continue.

2.5.1.1.5. After the SA has created the user account, he/she notifies the user(s) so they may associate their CAC information. The new user accesses the DMLSS Start Page and selects the Associate Smart Card tab in the horizontal menu. The Associate DMLSS user with Smart Card screen appears (Figure 2.7.), and the user enters their Username and clicks Submit. After the results message – Success: Please close this window appears, click the X in the upper right corner to close the window.

**Figure 2.7. Associate DMLSS user with Smart Card Screen.**

2.5.1.1.6. If the DoD ID Number was not provided in the new user set-up, the SA must return to the Manage Users menu and select Manage Smart Card Access. From this screen, the SA performs a search for the new user. Using the Manage Smart Card Access screen, the SA selects the user(s) and then clicks the Approve selected users link from the list of update actions. The Manage Smart Card Access screen then displays the user's status as Approved. The DMLSS SA can exit the SA Tool. Note: Only users with a status of 'Pending' may be approved. If the status reads Enabled, not approved, the new user has not properly associated their smart card.

2.5.1.2. Create DMLSS User Account with Password Access (Second Tab). Granting password access for a user first requires the password master switch be turned-on for the site by either a regional SA or AFMOA/SGMO (see paragraph 2.5.3.). If a new (non-smart card) user account is approved, perform the following steps:

2.5.1.2.1. Enter the user name for the new user.

2.5.1.2.2. Enter the user's initial password, twice. The initial password must meet certain requirements that are listed on this tab.

2.5.1.2.3. Select the correct user type (e.g., User or Administrator), and then add any of the three user roles that apply (e.g., Database Audit Reviewer, System Audit Reviewer, and/or Facilities Management Administrator).

2.5.1.2.4. Click Create user. A message appears indicating if the user was added.  
Note: New users must change their temporary password at the next login.

2.5.2. Manage DMLSS User Accounts. This option allows the administrator to perform a variety of management functions, such as managing Smart Card Access, updating roles, setting temporary passwords, locking and unlocking users, promoting, demoting or deleting users, and reactivating or expiring user accounts.

2.5.2.1. In order to display users, enter a value in the Search Criteria entry field (see Figure 2.8.), select the type of user to display, such as All Users, Active Users, Locked Users, or Audit Reviewers, and press the Search button. In addition, the search criteria portion allows users to search by the following additional fields: User Type, Logistics User or SA, Status, Last Login Date, Roles, Account Type, Smart Card or Password Access, and Smart Card Status. Additionally, there is now filter capability for JMLFDC Support Accounts and AFMOA Support (underscore) accounts, so users can choose to either include or exclude underscore accounts from the search results. The search results are provided together with columns of status that assist SAs with the management, security and integrity of DMLSS. A Print button is also available to launch a Portable Document Format (PDF) version of the list which can be viewed and printed.

**Figure 2.8. User Search Criteria Screen.**

Select	Username	Full Name	User Type	Status	Created	Last Login	Last Password Change	Expiry Date	Expires In (Days)	Days Expired	Lock Date	Roles	Account Type	Smart Card Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Logistics user	Active	3/3/2016 2:03:12 PM	3/3/2016 3:20:42 PM	N/A	5/2/2016 3:20:36 PM	55	0	Not Locked		Smart Card	Approved
<input type="checkbox"/>	[REDACTED]	[REDACTED]	System Administrator	Active & Locked	9/10/2011 7:12:39 AM	9/13/2011 3:28:52 PM	1/14/2016 2:38:42 PM	3/14/2016 2:38:42 PM	6	0	1/14/2016 2:38:42 PM		Password	Not Enabled

2.5.2.2. Once the list of users is displayed all of the user actions (lock, unlock, etc.) can be initiated from that list.

2.5.2.2.1. Set temporary password. Use this function to set a temporary password for one or more selected usernames. This process forces a password change the next time the user logs into DMLSS.

2.5.2.2.2. Delete users. This option allows the SA to delete selected user accounts, for example, when a user is transferred to another assignment or location. The SA will remove all roles and applications in the application prior to deleting the user on the

server or else the system ghosts those users on the application side. Database access permissions are revoked when a user account is deleted, and users cannot log onto the server. If necessary, users can be recreated. To delete a user account, click Manage DMLSS User Accounts and then display the user(s). Select the users and click Delete Users. Click Yes on the prompt, "Are you sure you want to delete the following users?" A confirmation message displays indicating the user was deleted. A user account can also be deleted through the Manage User Accounts in DMLSS window. SAs cannot delete their own account; another SA-level user must perform this action.

2.5.2.2.3. Lock users. This function allows the SA to lock selected users. The user receives the message, "Your account is locked." Locked users cannot log onto the DMLSS system. To regain access, they must have the SA unlock their username. SAs can perform a search to identify all Locked Users. As a result, username status and lock date fields appear on the search results screen.

2.5.2.2.4. Unlock users. Use this function to unlock selected users.

2.5.2.2.5. Promote users. This option allows an existing user to be promoted to SA status. If a user has been a logistics user but is moving to a position with SA responsibilities, use this function instead of creating a separate account.

2.5.2.2.6. Demote users. This function allows an SA to demote an existing SA to logistics user level status. If a user has been a DMLSS SA but is moving to a position with no SA responsibilities, use this function rather than creating a separate account. SAs may not demote themselves to a typical-user level; another SA-level user must perform the action.

2.5.2.2.7. Reactivate users. Use this option to reactivate selected inactive DMLSS users. An inactive user account is one in which the user's password is expired. Note: System users are required to log into the system at least once every 30 days and change their password every 60 days.

2.5.2.2.8. Expire users. Use this option to expire passwords of selected users. An inactive user account is one in which the user's password has expired. This list also reflects the number of days since expiration. An SA uses this list to determine which accounts require reactivation and which accounts should be deleted.

2.5.2.2.9. Update roles. Use this option to update auditor roles for the selected users. The available roles for DMLSS users are Database Audit Reviewer, System Audit Reviewer, and Facilities Management Administrator. Check the appropriate box on the Manage DMLSS User Accounts/Update roles screen and click the Update roles button.

2.5.2.2.10. Unlock users. Use this option to unlock selected users.

2.5.3. Manage Password Access Switch, viewable only by underscore accounts. This master switch allows underscore accounts to turn on/off a site's ability to create User ID/password accounts.

2.5.3.1. Password Access Switch is Enabled. The DMLSS SA can create username/password accounts at their own discretion.

2.5.3.2. Password Access Switch is Disabled. The DMLSS SA cannot create username/password accounts and cannot unlock or reset the password on existing username/password accounts.

2.5.3.3. Password Access Switch is turned from Enabled to Disabled. All existing username/password accounts are locked immediately. Additionally, DMLSS requires the SA to enter a justification when the switch is changed from disabled to enabled.

2.5.4. List Connected Users. To view the List Connected Users, select this option in the Manage User menu. SAs can view or print the Connected UsersID along with Program, Server, Start Time and Duration information.

2.5.5. Manage Dormant Users. To view the Manage Dormant Users, select the Manage Dormant Users link in the Manage User menu. The results screen offers the opportunity to delete selected dormant users.

2.5.6. Manage Dormant User Period. This option allows the SA to define the number of days a user account remains inactive before it is displayed on the Manage Dormant Users page. Type the new dormant days setting, and click the Save Days Dormant Settings button. The default is set at 180 days.

2.5.7. Disconnect Users. Click the Disconnect all Users bar to disconnect all users that are currently using the DMLSS Client application.

2.5.8. Manage Smart Card Access. This screen together with the Create DMLSS User Account with Smart Card Access option provides a full range of management options for controlling the Smart Card process. This window is used to approve/reject selected users, reset, enable/disable Smart Card usage, and edit the DoD ID number (Figure 2.9.).

**Figure 2.9. Manage CAC Access Results Screen.**

The screenshot displays the 'Manage CAC Access Results Screen'. At the top, there is a 'Search Parameters' section with the following fields:

- Username: [ ]
- Smart Card Status: [Any]
- Underscore Accounts: [Exclude Underscore Accounts]

Buttons for 'Reset' and 'Search' are located below these fields. To the right, a 'Username Search Examples' box provides search tips:

- Use \* as a wildcard.
- A\* returns all users beginning with A.
- \*A returns all users ending with A.
- A\*Z returns all users beginning with A and ending with Z.
- JOHN SMITH returns user information for a single user.
- \* returns all users.

Below the search parameters, there is a navigation bar with links: 'Approve selected users', 'Reject selected users', 'Reset Smart Card information', 'Enable Smart Card usage', 'Disable Smart Card usage', and 'Edit DoD ID Number'. A 'Print' button is also present.

The main content area is titled 'All Users' and contains a table with the following data:

Select	Username	Smart Card status	Certificate Distinguished Name	DoD ID Number
<input checked="" type="checkbox"/>	[REDACTED]	Approved	/C=US/O=U.S. Government/OU=DoD/OU=HQ/OU=USAF/CN=[REDACTED]	[REDACTED]
<input type="checkbox"/>	ADMIN	Not enabled	N/A	

2.5.8.1. Smart Card-enabling an existing user. To smart card-enable an existing user, the Systems Administrator first performs a search in the Search Parameters portion of the page (see paragraph 2.5.1.1.). Using the results, the SA marks the checkbox of the selected user(s) and clicks the Enable Smart Card usage link located above the search results. Two confirmation screens follow—click the Yes or No button on the first screen; then click OK on the next.

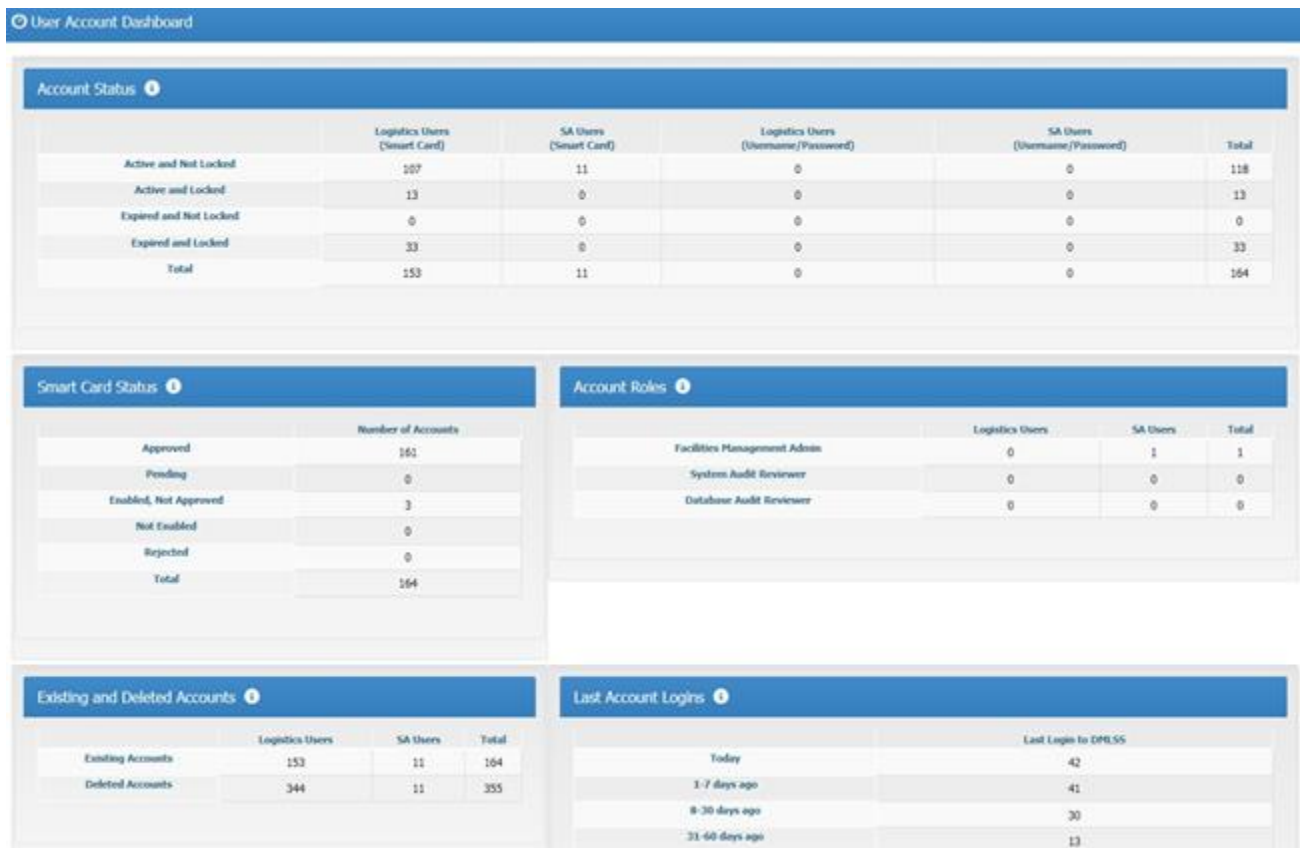
- 2.5.8.1.1. Once the DMLSS SA completes this step, the administrator notifies the new user(s). The user then opens the browser with the CAC in the reader and accesses the DMLSS Start Page. The user then selects the Associate Smart Card tab in the horizontal menu. The Associate DMLSS user with Smart Card screen appears (Figure 2.7.), and the user enters Username and clicks Submit. After the results message, "Success: Please close this window appears," click the X in the upper right corner to close the window.
- 2.5.8.1.2. After the user completes the Associate Smart Card procedures, the DMLSS SA accesses the Manage Smart Card access task area, selects the user(s) and clicks the Approve selected users link. The Smart Card status must be Pending to be approved. Two confirmation screens follow—click Yes or No on the first screen; click OK on the next. After this action, the Manage Smart Card Access screen displays with a status of Approved.
- 2.5.8.2. Reject selected users. The DMLSS SA rejects Smart Card-user name pairings if they are invalid. If the recorded CAC certificate's distinguished name is not a match for the user, the SA will reject it. (T-3). It might also be necessary to reject the request if the SA cannot validate the user as someone that should have access via Smart Card. Only users with status Pending may be rejected. On the Users screen, select the user(s) and click the Reject selected user's option. Two confirmation screens follow—click Yes or No on the first screen and OK on the next. After this action, the Manage Smart Card Access screen displays with a status of Rejected.
- 2.5.8.3. Reset Smart Card information. The DMLSS SA uses this option to reset the certificate distinguished name information associated with an account. On the All Users screen, select the user(s) and then click the Reset Smart Card information option. Two confirmation screens follow; click Yes or No on the first screen and OK on the next. After this action, the Manage Smart Card Access screen displays with a status of Enabled, not approved. From this point, re-enter the DoD ID Number, last tab on Manage CAC Access Results Screen, see paragraph 2.5.8., and then the user can complete the Associate Smart Card procedure.
- 2.5.8.4. Disable Smart Card usage. Use this function to disable selected users. On the Users screen, select the user and then click the Disable Smart Card usage option. Two confirmation screens follow; click Yes or No on the first screen and OK on the next. After this action, the Manage Smart Card Access screen displays with a status of Not enabled.
- 2.5.8.5. Edit DoD ID Number. The DoD ID Number may only be edited if the Smart Card status is Enabled, not approved. If the DoD ID Number associated with the User Account needs to be changed, select the username and click the 'Reset Smart Card Information.' This resets the account Smart Card status, Certificate Distinguished Name and DoD ID Number. Once the account is reset, then edit the DoD ID Number. The user owning this account may then return to the DMLSS Start Page and click 'Associate Smart Card' to associate the account with a Smart Card.
- 2.5.9. Manage Deleted Users. With the Manage Deleted Users capability, DMLSS SAs can now query and view details for deleted users and reactivate a deleted user. Previously, a DMLSS SA had to know the exact username of a deleted user in order to reactivate it.



2.5.10. User Account Dashboard. The SA Tool User Account Dashboard, Figure 2.10., summarizes the status of all user accounts. It provides the SA the means to quickly identify users requiring corrective action as well as a host of other management status and metrics. For example:

- 2.5.10.1. Account Status by type of account.
- 2.5.10.2. Number of DMLSS User Accounts in each SmartCard Status.
- 2.5.10.3. Number of User Accounts (DMLSS and SA) with the three SA Tool roles (FM Administrator, Audit Reviewer, and Database Audit Reviewer).
- 2.5.10.4. Count of Existing and Deleted User Accounts.
- 2.5.10.5. Number of DMLSS SA Accounts in each login date range (i.e., today, 1-7 days, 8-30 days, 31-60 days, > 60 days, or has not logged on).
- 2.5.10.6. SAs can click on any number within any table to perform a search that specifically identifies/lists the users represented in that category.

**Figure 2.10. SA Tool User Account Dashboard.**



**2.6. Manage Security.** Using the Manage Security Menu (Figure 2.10.1), SAs view and manage the security settings for the DMLSS server, manage access to the server, and audit files. To access this window, click the Manage Security link under the list of Task Areas in the SA Tool.

**Figure 2.10.1. Manage Security Menu.**

2.6.1. View Windows Hotfixes. To view notes pertaining to DMLSS software HotFix, click the Manage Security link and select the View Windows Hotfixes option. A frame appears in the browser with a description of the current hotfixes and their identification. Click Print and a PDF file appears in the browser to view or print.

2.6.2. Site Idle Timeout. Due to cyber security requirements, the timeout option is set to 15 minutes and is no longer editable.

2.6.3. View Open Ports. To view a list of open ports on the DMLSS server, click on the Manage Security link and select the View Open Ports option. A frame appears in the browser with open ports identifying their protocol, local address, foreign address, and state. Click Print and a PDF file appears in the browser, listing the open port information on the server.

2.6.4. View Security Login Denials. To view a list of failed secure login attempts, click on the Manage Security link and select the View Security Login Denials option. A note appears with the message, "NOTE: This report may take several minutes to generate. To generate the report, click Generate Report." A frame appears in the browser with login denial information including user, date/time, source, category, event type, and message. Click Print and a PDF file appears in the browser, listing the open port information on the server.

2.6.5. View Audit Reviewer Log. To view the Audit Reviewers Logs, click on the Manage Security link and select the View Audit Reviewers Log option. Enter the start date and end date, format is YYYYMMDD, for example, 2016JAN15, and click Refresh. If there are any logs for the period selected, a frame appears with the information from the logs. Click Print and a PDF file appears in the browser to view or print.

2.6.6. List Audit Reviewers. Audit reviewers are individuals who have been authorized to view the Windows event logs. To access the list of audit reviewers, click on the Manage Security link and select the List Audit Reviewers option. A frame appears in the browser with the list of audit reviewers and associated information. Click Print and a PDF file appears in the browser to view or print.

2.6.7. View Web Server Logs. To view the DMLSS web server logs, click on Manage Security link and select View Web Server Logs. A frame appears with a dropdown text box

for selecting the appropriate log. Some of these logs may be very large and could take a minute or longer to display. Click Print and a PDF file appears in the browser, with the logs.

2.6.8. Manage Smart Card/Certificate Revocation List (CRL). To enable or disable the Smart Card or CRL functionality, use the Manage Smart Card/CRL link located in the Manage Security menu. If either option is currently enabled, the respective Disable button is displayed. Likewise, if currently disabled, the Enable button displays. Note: Clicking the Disable Smart Card causes the Smart Card/CRL to be disabled, as well. (The CR state is changed to disabled and the Enable/Disable CRL button is disabled, as well.) If one or both options are disabled, enter a reason in the Reason for the change field.

2.6.9. Manage Status Refresh Rate. To change the refresh interval on the main page or disable it, click on the Manage Security link and select the Manage Status Refresh Rate link. A valid range is a number of minutes from 2 to 30, and a 0 can be entered to disable the feature.

2.6.10. Manage Apache X.509 Access. Apache X.509 is a critical component of user authentication-related security requirements. This screen contains two tabs—File Transfer and Apache X.509 Access. To enable Apache X.509 access, select the Select checkbox for the Distinguished Name (DN) and click the Grant Access button. To disable access, select the Select checkbox for the DN and click the delete button.

2.6.10.1. Changes to this configuration are audited in order to provide visibility of changes meeting cyber security and auditing requirements. Therefore, when the X.509 configuration is modified, the user's activities are logged to the audit table.

2.6.10.2. The JMLFDC deploys the DMLSS server in a compliant manner. Communication with trading partners should be supported in the deployed configuration. By adjusting these settings, the administrator and the administrator's accrediting agency accept the introduction of one or more category CAT I findings.

2.6.11. Manage Keep-Alive Timeout. This feature allows the administrator to change an Apache setting for more efficient wireless handheld usage. To enable, click the Enable Keep-Alive Timeout button. To disable, click the Disable Keep-Alive Timeout button. Warning: The JMLFDC deploys the DMLSS server in a compliant manner. By adjusting this setting, the administrator and the administrator's accrediting agency accept the introduction of one or more findings.

2.6.12. Manage POC System Interface Access. When used, the Point of Care Inventory Management System (POC-IMS) interface significantly improves efficiencies and virtually eliminates errors introduced by manual entry of data in both the DMLSS and the POC-IMS such as a pharmacy line of business application. Customers will no longer be required to perform dual data entry for cataloging, checking status, receiving goods or reconciling data.

2.6.13. Manage HTTP Endpoints. At this time, the Point of Care System is the only Hypertext Transfer Protocol (HTTP) Endpoint that can be configured for the DMLSS Server. In future releases, additional endpoints may be added. This screen allows the DMLSS SA to manage all HTTP Endpoints which are basically Web Services that other systems would use to interact with the system.

**2.7. Manage User Messages.** Using the Manage Users Messages Menu, Figure 2.11., SAs can send messages to the DMLSS users, review or delete previously transmitted messages, and specify

IP addresses that should not receive messages. To access this window, click the User Messages link under the list of Task Areas.

**Figure 2.11. Manage Users Messages Menu.**



2.7.1. Send User Messages. This function is used to send a message to all DMLSS users, even if they are not currently logged on to the system. This is particularly useful if, for example, maintenance needs to be performed on the server. The message reaches the users who are currently logged on, allowing them to log off before losing any data. The message also reaches the users who are not currently logged on, warning them not to log on until the maintenance is complete. To access this option, click the Send User Messages link located in the Manage User Messages menu. In the Create/Send a Message to Users window (Figure 2.12.), enter the message to be sent. Do not press Enter to add line returns between parts of the message. Text entered after a line return does not appear in the message. Enter an expiration date and time for the message. Click Create Message, and OK in response to the confirmation message. The message appears from when any user attempts to logon until the specified date and time.

**Figure 2.12. Send User Message.**

2.7.2. Manage User Messages. Use this option to view or delete user messages.

2.7.2.1. View Unexpired Messages. In the Manage User Messages window (Figure 2.13.), select Expired Type: Unexpired. Using the results of the search, SAs can view or print the list.

**Figure 2.13. Manage Users Messages, Deleting Messages.**

Select	Effective Day	Expiration Date	Message
<input type="checkbox"/>	3/8/2016 8:56:15 AM	3/8/2016 6:55:49 PM	test

2.7.2.2. Delete User Messages. To delete a message, use the dropdown list to narrow the scope of the search between Unexpired or Expired messages. Then use the results of that search to select the desired message(s) to delete. Click the Delete Selected Messages bar. A system message indicates if the messages were deleted.

2.7.3. Manage Host Blocking. SAs use this option to identify particular IP addresses that should not receive messages or unblock previously blocked users so they can view messages again. To access this feature, click Manage Host Blocking from the Manage User Messages task menu. Use the Blocked Type dropdown window to narrow the scope of the search, and use the results of the search to identify the particular IP address to block or unblock. Depending on the action desired, click either the Block Selected Host or Unblock Selected Host bar. A system message indicates whether the action was successful.

**2.8. Manage Server.** SAs can manage multiple server functions using the Manage Server Menu in the SA Tool (see Figure 2.14.).

**Figure 2.14. Manage Server Menu.**



2.8.1. View DMLSS Server Processes. This screen produces a list of current processes running on the DMLSS server with their corresponding file sizes. The report grid can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. SAs can view or print the list in PDF.

2.8.2. View Configuration Status. This screen displays the DMLSS server hostname, IP address, media access control (MAC) address and available databases. SAs can view or print the data in PDF.

2.8.3. View File System Status. This screen displays a brief summary of the DMLSS Server file system status by drive with corresponding status and any error messages. Check the disk space every few days to verify no more than 90% of the space is being used. The report grid can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. The size, free space, and percent free column cells are shaded green, yellow, or red based on percentage of free space available for the file. SAs can view or print the data in PDF. If space usage exceeds 90%, contact the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com) for further instructions.

2.8.4. View OS Services and Devices. This screen displays a list of operating system services and devices running on the server. Use the dropdown list at the bottom of the page to select

between Services, Devices, or Services and Devices. The report grid shows display name, service name, service type and status. The results can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. SAs can view or print the data in PDF.

2.8.5. View Server Event Log. This screen shows a list of the current event log entries on the DMLSS server. Using the Select Log dropdown list at the top of the page, the SA can select the desired log (e.g., application, Internet Explorer, Operations Manager, Security, and Systems).

2.8.5.1. The administrator can also designate level security and/or time/date criteria prior to the search.

2.8.5.2. The report grid can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. SAs can view or print the data in a PDF.

2.8.6. View DMLSS Database Log. SAs use this page to view entries in the system's database log. Using the Select category dropdown list at the top of the page, SAs select the desired log with a start date and end date. The report grid can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. SAs can view or print the data in a PDF.

2.8.7. View Running Scheduler Jobs. SAs use this page to view jobs currently being run by the scheduler. The report grid can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. SAs can view or print the data in a PDF.

2.8.8. DMLSS Server Hardware. SAs use this page to view the DMLSS server hardware report and manage hardware resources.

2.8.8.1. Server Reboot and Shutdown. Buttons for Shutdown Database Server, Reboot Database Server and Cancel Shutdown or Reboot reside under the Database Server Hardware heading. Note: The server should only be shut down when directed to do so by AFMOA/SGMO or DHA/SDD (J6)/HIT.

2.8.8.2. Compact Disk (CD) Drive. Open CD Drive and Close CD Drive buttons are located under the Database Server Drives heading.

2.8.8.3. Click the Print Database Server Settings bar to produce a PDF version of the DMLSS Database Server Hardware Report.

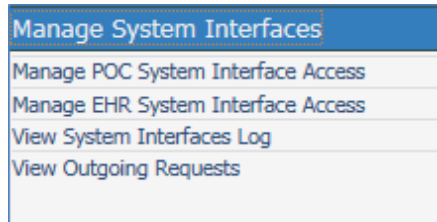
2.8.9. Manage Common Log Levels. This page is used to manage the DMLSS Common Log Levels. On this screen the SA can change the level at which the system writes logs using the combobox dropdown. Normally the default values are OK. If a problem exists where more details are needed, then the minimum log levels can be set to a lower level, meaning the logs provide more detail. Example: If the minimum log level is set at Debug, the system logs all levels (Debug, Information, Warning, Error and Critical). If the user sets the minimum log level at Critical, then the logs will only be written for critical items. If the level is set at Do Not Log, no items are written to the logs.

2.8.10. View Data Patches. This page allows the administrator to view the data patches that have been applied to their server. With this capability, a site SA can make a more informed

determination as to whether or not a problem they may be experiencing is related to a data patch deployment. This page displays data patches for the last 36 months.

**2.9. Manage System Interfaces.** This menu manages a new interface with the Electronic Healthcare Record (EHR) system, and supports synchronization and the ordering of products using the DMLSS system as the host system. This interface will be a two-way channel. Manage EHR Interface Access will place EDI formatted orders to the DMLSS and will communicate status of orders with the Electronic Healthcare Record system (see Figure 2.15.).

**Figure 2.15. Manage System Interfaces Menu.**



2.9.1. Manage POC System Interface Access.

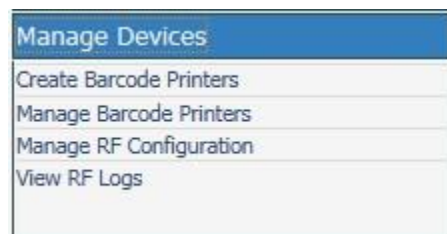
2.9.2. Manage EHR System Interface Access.

2.9.3. View System Interfaces Log.

2.9.4. View Outgoing Requests.

**2.10. Manage Devices.** Using the Manage Devices menu (Figure 2.16.), SAs can create and manage system barcode printers, Radio Frequency (RF) configuration, and view RF logs. To access this window, click the Manage Devices link under the list of Task Areas.

**Figure 2.16. Manage Devices Menu.**



2.10.1. Create Barcode Printers. To create or add a barcode printer, click Create Barcode Printers in the Manage Device task menu. Enter the printer name (for example, bc\_pharm) and IP address for the printer. Select the label type, narrow or wide, and connection type, network or mobile. Click Create Barcode Printer and a message displays indicating if the printer was added. Create/add the local printer on the desired DMLSS client workstations.

2.10.2. Manage Barcode Printers. From this page, the SA has four options: change barcode printer label type, test printer connectivity, delete selected printers, or change barcode connection type.

2.10.2.1. Changing the Label Type for a Barcode Printer. To change the label type for a barcode printer (from narrow labels to wide labels, or vice versa), select the printer to be updated and click the change barcode printer type link. Inside the update window, choose

the new label type and click on Change barcode printer label type. A message appears if the printer was updated successfully.

2.10.2.2. Test Barcode Printer Connectivity. Select the checkbox of the printer to be tested and click the Test printer connectivity link. A message appears stating that the barcode printer was either tested successfully or an error has occurred. Click OK to return to main screen.

2.10.2.3. Removing a Barcode Printer. To remove a barcode printer, select the checkbox of the printer to be updated and then click the Delete selected printers link. The system displays a message indicating whether the printer was removed successfully.

2.10.2.4. Change Barcode Printer Connection Type. Select the appropriate connection type (mobile or network). A mobile connection is usually a handheld barcode printer that operates via Universal Serial Bus (USB) or Bluetooth.

2.10.3. Manage RF Configuration. To edit the RF Link configuration (which is usually not necessary), click Manage RF Link Configuration in the Manage Devices window and enter a new value for any parameter listed. Click Update configuration to save the changes. RF Link must be stopped before the configuration can be edited and saved. Use extreme caution when editing the RF Link configuration, because if it is edited incorrectly, it could cause the RF connection to malfunction. Note: The Web Server service located in Manage Services has to be restarted in order to have the changes take effect.

2.10.4. View RF Logs. To view the RF Link log, click on View RF Logs, select the log to view, and press Refresh. The log entries display in the window. Click Print to display the entries in a PDF.

**2.11. Manage Services.** The Manage Services window is used to manage the communication information for the DCM, the automatic tool that transmits orders and financial data with minimal assistance from the user (Figure 2.17.). Through the System Services application, privileged users can monitor DCM transactions, and even re-submit them, if necessary. To access this window, click Manage Services under the list of Task Areas.

**Figure 2.17. Manage Services Menu.**



2.11.1. Manage Web Server Service. This link is used to manage the Apache and extender session protocol (XSP) services on the web server. Upon clicking this link, the Manage Event Services window appears with the status of the web server status and a button to restart the system's Web Server service.

2.11.2. Manage DCM Service. Administrators use this window to set the number of retries that the DCM makes when attempting to send a transmission. Settings are available for both



Hypertext Transfer Protocol Secure (HTTPS) and file transfer protocol retries. Also, an enable/disable button for the DCM service is located on this page to engage or suspend service. The DCM settings can be displayed in a PDF by clicking Print DCM Settings.

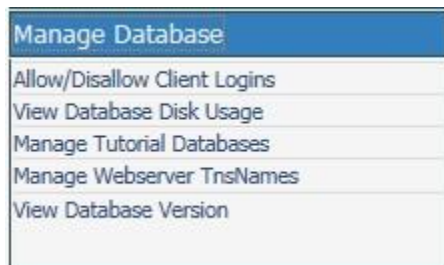
2.11.3. View DCM Archives. Using this link, administrators access the report grid to select desired serial(s). Results from the report grid can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. Click the Show archive details bar and entries for that serial number are displayed below the report. Administrators can view or print the data in a PDF by clicking Print.

2.11.4. Manage DCM Gateway Errors. This function supports compliance with federal Financial Management Improvement Act 4.11.010 by ensuring data integrity of transactions from other systems into the DCM. The Manage DCM Gateway Errors window displays the record of any INBOUND file(s) that fail at the gateway for any reason. When a file is displayed, the DMLSS SA investigates the error for validity. If valid, then the SA should dismiss the error. If invalid, then the SA should take appropriate actions to correct the problem. Erroneous transactions will be maintained and tracked until corrected, posted, or deleted by an authorized user to enable performance measurement.

2.11.5. Manage Trace Logging.

**2.12. Manage Database Menu.** Using the Manage Database Menu (Figure 2.18.), SAs can manage the DMLSS database and view database usage statistics. To access this window, click Manage Database under the list of Task Areas.

**Figure 2.18. Manage Database Menu.**



2.12.1. Allow/Disallow Client Logins. The first option in the Manage Database menu is used by the SA to either allow or disallow client logins. If access is currently allowed, the Disallow button displays. Likewise, if access is currently disallowed, the Allowed button displays. The system prompts if the login was allowed or disallowed.

2.12.2. Viewing Database Disk Usage. Use this window to view the database disk usage and status. Results from the report grid can be resorted by clicking on the desired column name and choosing the up arrow for ascending or the down arrow for descending. Click Print and a PDF file appears in the browser with a summary of the database disk usage.

2.12.3. Manage Tutorial Databases. Tutorial databases are copies of the account's production database that may be used for practicing or testing of procedures without affecting actual operational data and balances. Orders are not placed in a tutorial database as the IP addresses of the base associated trading partners have been removed. After a tutorial database is created, the database is available to every user for all system applications. Users have the option of logging into the tutorial database when they first launch the application.

- 2.12.3.1. Select the tutorial database to manage and then click one of the following:
- 2.12.3.1.1. Create Tutorial Database—creates the selected database.
  - 2.12.3.1.2. Refresh Tutorial Database—deletes the selected database and recreates it.
  - 2.12.3.1.3. Drop Tutorial Database—deletes the selected database.
  - 2.12.3.1.4. Refresh Database Statuses—refreshes the database status displayed above.
  - 2.12.3.1.5. Start Tutorial Database—starts the selected database.
  - 2.12.3.1.6. Stop Tutorial Database—stops the selected database.
  - 2.12.3.1.7. Test Tutorial Database—attempts to connect to the selected database and reports the result of the attempt.
  - 2.12.3.1.8. View Tutorial Database History— displays a page that shows the history of the tutorial database when it was created and deleted.
- 2.12.3.2. Tutorial databases are not retained when the DMLSS system is upgraded at the site. After each new version/DMLSS build, the tutorial database must be recreated.
- 2.12.3.3. After clicking Manage Tutorial Databases in the Manage Database menu, a frame appears with the available tutorial databases and their status (Figure 2.19.). Select the appropriate tutorial database and then choose one of the action buttons located at the bottom of the frame. The Demo Account Prefix is the prefix that starts all user accounts in the tutorial database. The Demo Account Number should reflect the number of user accounts to create in the tutorial database.

**Figure 2.19. Manage Tutorial Database.**

**Manage Tutorial Database**

Tutorial Database status: Database Not Created. DB status = DMLSTUT1 Does Not Exist!

Demo Account Prefix:

Demo Account Number (range 5 - 99):

**Demo Account Prefix Rules**  
A valid Demo Account Prefix:

- Must contain no more than 6 characters.
- Must be composed of alphabetic and numeric characters.
- Must begin with an alphabetic character.
- Must not contain special characters.

- 2.12.3.4. Click the tutorial checkbox when logging onto the system. Upon a successful login, TUTORIAL DATABASE is displayed in the title bar of every window. Also, the tutorial database name and highlighted TUTORIAL DATABASE notice are displayed in the bottom bar (lower right). In order to reconnect to a production database, users need to exit the system, uncheck the Tutorial checkbox, and login to DMLSS again.

2.12.4. Manage Webserver TnsNames. Tnsnames is the name of an Oracle file that defines database addresses for the purpose of connecting to them. SID is the name of the database. To manage the Tnsnames or a file, go to this link in the Manage Database file. A frame appears in the browser with the contents of the tnsnames.ora file in a scrollable text window. The frame also contains a list of editable entries from the file. A menu across the top of the frame enables the user to remove one or more entries, add a new entry or test one or more entries.

2.12.5. View Database Version. This window shows the current version and patch level of the DMLSS database.

**2.13. Manage Medical Materiel Menu.** From the Manage Medical Materiel Menu (Figure 2.20.), the user can manage the settings for the DMLSS end-of-period process, import prime vendor orders or export prime vendor requisition status, and manage the settings of for the Universal Data Repository (UDR) process. To access this window, click Manage Medical Materiel under the list of Task Areas.

**Figure 2.20. Manage Medical Materiel Window.**



2.13.1. Manage UDR. The UDR Medical Catalog is a DMLSS sponsored catalog product that consolidates medical and pharmaceutical information from a variety of federal government sources as well as commercial/industry sources. The first option in the Manage Medical Materiel menu is the Manage UDR window (Figure 2.21.). It allows the SA to view load status, perform a pre-process validation, and start a manual UDR load.

Figure 2.21. Manage UDR Window.

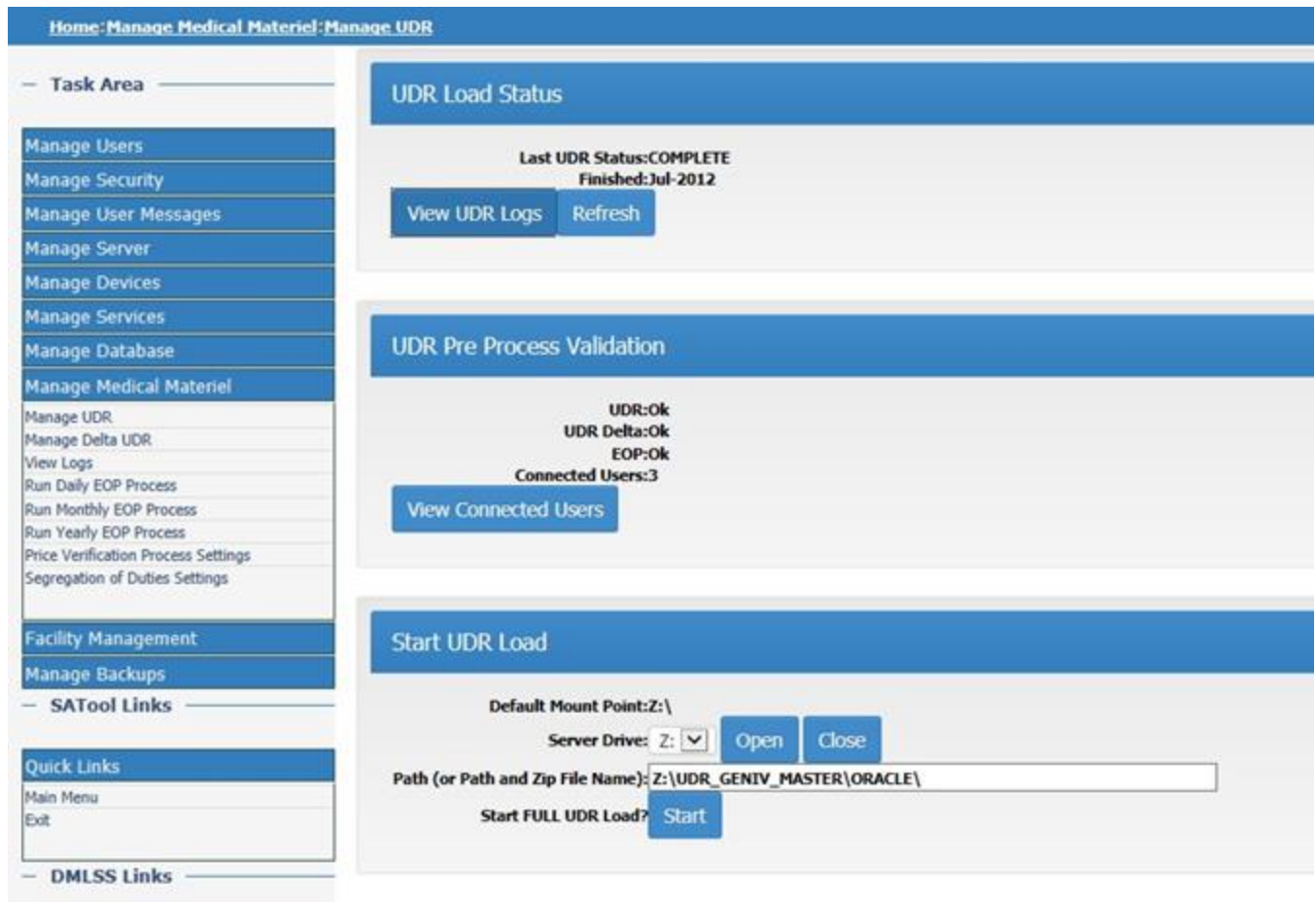
2.13.1.1. UDR Load Status. Click View UDR Logs in the Manage UDR screen to view the logs for the UDR processes.

2.13.1.2. UDR Pre-Process Validation. Click View Connected Users to view the connected users. This screen also contains an available message to send to users by clicking Send Logout Message located directly below the message. Refresh and Back buttons are also available at the bottom of the page.

2.13.1.3. Start UDR Load. In general, the Universal Data Repository (UDR) Delta Process automatically updates catalog records. However, in the event that the UDR Delta Process cannot be used, contact the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com) to request that either a DMLSS Extract CD-Read Only Memory be sent by overnight mail, or that the latest UDR table extract be laid on the DMLSS server. If the table extract file is applied, instructions for processing are furnished by either the DHA Global Service Center or AFMOA/SGMO.

2.13.2. Manage Delta UDR (Figure 2.22.). The UDR Delta Process is a web-based process that uploads catalog updates to the DMLSS production servers. In this screen, status is provided to see when the last UDR Delta Run processed with additional buttons to View UDR delta logs, set the automatic indicator, enable/disable the delta process, view detailed properties, and Start Full UDR Load.

Figure 2.22. Manage Delta UDR Window.



2.13.2.1. In general, the UDR Delta Process should always be set to Automatic and Enabled. Making these settings will allow the UDR Delta to post daily as updates are sent out from DLA.

2.13.2.2. New parameters allow the user to view the number of times the Delta process will attempt to check for updates per run and to change the value (Connection Attempts). Also, the user can view/change the number of minutes that the process waits for a response from the underlying Web Service it calls before timing out (Connection Timeout).

2.13.2.3. If the process is set to run manually, run it from the Manage Delta UDR window by clicking Start under the Start UDR Load heading. A system message indicates if the process started.

2.13.3. View Logs. Use this link to view or print logs for the end-of-period process. This window shows a summary for each of the next scheduled end-of-period processes. It also provides status for the daily, monthly, and yearly runs with View History and View Detail Log. SAs can view or print the detail log data in a PDF. FM has its own end-of-period processes that run independently of the medical materiel processes.

2.13.4. DMLSS End of Period (EOP) Processes. EOP processing automatically provides the necessary reports, activates the required processes, backs up the required records, and purges the information no longer needed in the system.

2.13.4.1. Normally, these processes run automatically based on a schedule set up in System Services. In rare cases SAs may need to start these processes manually from the Daily, Monthly, and Yearly Process windows; however, SAs may only process a manual end-of-period cycle when first directed to do so by either the DHA Global Service Center or AFMOA/SGMO.

2.13.4.2. When these processes are running, users are locked out of the system applications. Prior to the start time, user messages are automatically sent to DMLSS users warning that the End-of-Day (EOD) process is set to begin in ten minutes. After those ten minutes, the process begins, and users are locked out of the DMLSS application suite until the process is complete. The Reset Lock button allows the SA to override the lockout process, so that users can still use the system, even though the end-of-period processes have been started. Contact the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com) or AFMOA/SGMO first, and then click Reset Lock to reset the end-of-period lock.

2.13.4.3. Facility Management has its own end-of-period processes that run independently of the general DMLSS EOP processes.

2.13.5. Run Daily EOP Process. EOD processing transmits unexecuted orders, posts incoming status to due-in records, performs follow-up processes, produces the receipt file and transmits to legacy systems, purges aged data, generates management reports, and performs a database backup. If necessary, use the Run Daily EOP Process window (Figure 2.23.) to initiate a manual EOD Run; however, SAs should only process a manual end-of-day when first directed to do so by either the DHA Global Service Center or AFMOA/SGMO.

**Figure 2.23. Run Daily EOP Process Window.**

**End of Period Pre-Process Validation**

Status of CAIM Incoming	OK
Status of UDR Process	OK
Status of End of Period indicator	OK
Status of End of Period Locked	OK
Is EOD Enabled	Enabled
Status of EOD, EOM and EOY	OK

**Action [ Process MM Daily ]**

Start MM Daily process?

Process Date: 2016 Mar 08

List of processes to run:  End of Day Manual Run

2.13.6. Run Monthly EOP Process. The end-of-month processing includes automatic leveling, purging of aged data, generation of management reports, and a backup of the

database. Normally, this process runs automatically based on a schedule set up in System Services. In rare cases there may be a need to start the process manually from the Run Monthly EOP Process window; however, SAs may only process a manual end-of-month when first directed to do so by either the DHA Global Service Center or AFMOA/SGMO.

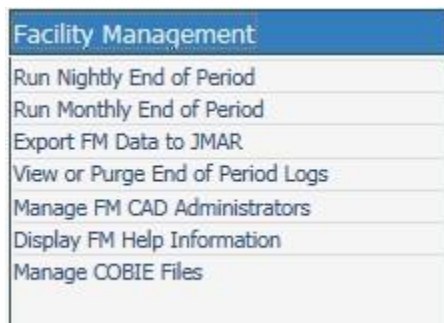
2.13.7. Run Yearly End of Period Process. The End of Year processing resets financial records, starts new fiscal year financial records, runs a database backup, generates a report detailing the position of the log fund and all project centers and expense centers, cancels any orders that have not been submitted for processing, cancels any IOUs that do not have any associated due-in, and zeroes out targets for Operations and Maintenance funded organizations. If the end-of-year process fails, contact the DHA Global Service Center at (800) 600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com) or AFMOA/SGMO immediately. Under no circumstance should a user manually start the end-of-year cycle, unless directed to do so.

2.13.8. Price Verification Process Settings. Do not change the setting of the Price Verification process unless instructed to do so by DHA/SDD (J6)/HIT or the DHA Global Service Center.

2.13.9. Segregation of Duties Settings. This page allows the administrator to change the Federal Information Systems Controls Audit Manual (FISCAM) Segregation of Duties rule for the processing of receipts. In accordance with AFI 41-209, the Segregation of Duties function in DMLSS Systems Services remains enabled unless written waiver to this policy is approved by AFMOA/SGM.

**2.14. FM Menu.** The FM menu (Figure 2.24.) allows users to perform FM-specific management functions such as running manual end-of-period processes, managing the FM tutorial database, and managing access to the master area and the transfer area. To access the FM menu, users must be a DMLSS SA or have the Facilities Management Administrator role assigned to their username within the SA Tool. To access this window, click Facility Management under the list of Task Areas.

**Figure 2.24. Facility Management Menu Window.**



2.14.1. Run Nightly End-of-Period. Facility Management end-of-period processing runs independently of the Medical Materiel EOP processing. Facility Management end-of-day processing is also called the nightly process. It normally runs automatically at 00:01 AM every day, 365 days per year. If the Facility Management Nightly fails due to a power outage, server problem, etc., it can be run manually using this menu option. Click Start under the Action Process FM Nightly heading in the Run Nightly End-of-Period window.

2.14.2. Run Monthly End-of-Period. Facility Management End-of-Month (EOM) processing is also called the monthly process. The end-of-month process performs two specific tasks. It

creates the PM Scheduled Work Pending reminder message and the RC Scheduled Work Pending reminder. The Facility Management end-of-month process normally runs automatically at 00:01 AM. If the Facility Management Monthly fails due to a power outage, server problem, etc., it can be run manually using this menu option. Use this link to start the process manually by clicking Start under the Action Process FM Monthly heading in the Run Monthly End-of-Period window.

2.14.3. Export FM Data to JMAR. The Export FM Data to JMAR process performs the single task of sending updated data on Facility Inventory, Real Property Installed Equipment (RPIE) Inventory, Room Inventory, Projects, and Requirements to JMAR. The Export FM Data to JMAR process normally runs automatically as part of the Medical Materiel Monthly end-of-period process, which runs at the date/time established for each month in the end-of-period module of System Services. However, if the monthly process fails due to a power outage, server problem, and so forth, the SA may run the Export FM Data to JMAR process manually using this menu option. To export Facility Management data to JMAR, select Export FM Data to JMAR and then click Start under the Action Process JMAR Export heading.

2.14.4. View or Purge End of Period Logs. SAs use this option to view the process logs, identify any errors that may have occurred, and purge process logs. In this window, the Facility Management end-of-period status is displayed with three options for each process: view automatic process logs, view manual process logs, and purge logs. Click the desired button and a PDF file displays in the browser, with the process logs, allowing user to view or print the logs.

2.14.5. Manage FM CAD Administrators. This option is used to assign users to the Facility Management Computer Aided Design Administrator group. Users who belong to this group and have the Facility Management Computer Aided Design Administrator role (within the System Services User Privilege Assign module) assigned to their username are able to perform specific tasks related to the management of the electronic Computer Aided Design drawings in the DMLSS-Facility Management system.

2.14.6. Display FM Help Information. Use this link to display Facility Management help information. A PDF file download window appears to view or print.

2.14.7. Manage Construction Operations Building Information Exchange (COBIE) Files. There are four main COBIE related processes in DMLSS. The upload and download processes are performed in the SA Tool. The other two Import and Export COBIE Data are performed in the Facility Management application. A user must be properly privileged to perform Construction Operations Building information exchange processes. In the SA Tool, a user must have the Facilities Management Administrator role. Within the DMLSS application, the user must have the FM COBIE Administrator role.

2.14.7.1. COBIE Upload Process. Select the file to upload. Ensure the file is a valid Construction Operations Building information exchange file with .xml extension. Uploaded files are automatically purged after seven days. Proceed with the IMPORT COBIE Data process in the Facility Management application within seven days of the upload action to avoid the need to re-upload in the SA Tool.

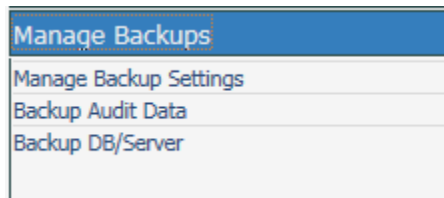
2.14.7.2. COBIE Download Process. In the COBIE DOWNLOAD section at the bottom of the screen, locate the file to download and click the Retrieve button. The Retrieve button



only appears if there are Construction Operations Building information exchange export files to download.

**2.15. Manage Backups Menu.** The DMLSS server and database files are automatically backed up daily at 02:00. In the Manage Backups window, the SAs can see the status of the last backup, view database backup logs, and run the backup manually when the automatic backup failed. To access this window, click Manage Backups under the list of Task Areas.

**Figure 2.25. Manage Backups Menu Window.**



**2.15.1. Manage Backup Settings.** The DMLSS server is configured to automatically back up file systems on a nightly basis. As part of this process, the Database Scheduler archives and empties the Windows Event Logs nightly so there is no administration required at the site. Event logs are automatically archived and cleared nightly.

2.15.1.1. Use the Manage Backup Settings link to enable or disable the backup function or select the number of backups that can be included per LTO-4 tape.

2.15.1.2. AFMOA/SGMO has determined that all Air Force sites should be set to a minimum 7-day backup schedule as noted in paragraph 2.2.2.1.1.1. SAs insert a tape once a week in the tape drive to ensure the backup information is available if required. The tape is set to automatically eject each Monday morning after the 0200 backup. When the tape fails to eject, this is usually due to the backup failing.

**2.15.2. Backup Audit Data.** The Security Technical Implementation Guide requires that Oracle Database Audit records, Oracle Archive Logs, Operating System (OS) Event Logs, and Web Server Logs be backed up and kept for a period of one year. DMLSS provides sites with the capability of periodically backing up this audit data to tape.

2.15.2.1. This audit data is stored on the file system under D: \STIG\_AUDITS. When this directory reaches 25 gigabytes of data stored, a flag is set in the database. The next time an SA uses the SA Tool, the home page displays a red indicator box beside the text reading Last Audit Log backup. This red box indicates that it is time to back up the site's audit data. It is important to note that there is currently a five-day grace period that the SA has in order to complete this Audit backup. On the sixth day, the audit data is purged from the file system in order to conserve space and the next cycle starts. In accordance with paragraph 2.2.2.1.2., SAs should run an audit backup on the first day of each month regardless of the indicator status.

2.15.2.2. SAs initiate the backup by properly labeling a tape designated for the audit backup, inserting the tape into the server, and clicking Backup Audit Log on the Audit Backup Page. It takes approximately 2.5 hours to backup 25 gigabytes. The <Refresh Status> button keeps the SA informed of the elapsed time.

2.15.2.3. One tape (1.6 terabyte capacity) can hold 6 months of audit backups.

### 2.15.3. Back up Database (DB)/Server.

2.15.3.1. Verify whether or not the automatic backup worked by viewing the backup details displayed at the top of the Backup DB/Server screen (see Figure 2.26.). If it failed, use the Backup DB/Server window to perform a manual backup. If an attempt to do a manual backup fails, contact AFMOA/SGMO.

**Figure 2.26. Back up DB/Server Window.**

The screenshot shows the Backup DB/Server window with three main sections:

- Backup Details:** A summary of backup status. It indicates that the backup is not running. The last backup was completed successfully on 2016 Jan 11 at 02:05. The next scheduled runtime is 2016 Jan 12 at 02:00. The last good backup was also on 2016 Jan 11 at 02:05. The backup process state is 'Enabled'. A 'Refresh Information' button is present.
- Backup the Database:** A section for initiating a manual backup. It shows the backup device as 'Tape' and includes a warning: 'Verify with a server operator that a tape is inserted in the drive before starting the backup.' A 'Start Backup' button is available.
- Database Backup Logs:** A table showing the most recent backup attempts. It includes a 'Print' button and a table with columns for Start Time, End Time, Status, Backup Type, Input Size, Output Size, and Elapsed Time.

START_TIME	END_TIME	STATUS	BACKUP_TYPE	INPUT_SIZE	OUTPUT_SIZE	ELAPSED_TIME
1/11/2016 2:00:41 AM	1/11/2016 2:05:11 AM	COMPLETED	DB FULL	57.11G	3.54G	00:04:30
1/10/2016 2:00:41 AM	1/10/2016 2:05:04 AM	COMPLETED	DB FULL	58.85G	3.82G	00:04:23

2.15.3.2. Initiate the backup by properly labeling a tape designated for the database/server backup, insert the tape into the server, and then click Start Backup.

2.15.3.3. The bottom frame in the Backup DB/Server window is used to view or print a detailed log of the most recent backup of the server and database files. It includes backup details and log information for the last 2 database backup attempts.

2.15.3.4. Administrators that need to recover a file system should contact the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com). The SA Tool does not provide this capability.

## 2.16. Data Tapes.

2.16.1. The Dell PowerEdge R710 server/LTO Ultrium 3/4 tape drive uses the LTO Ultrium 3/4 Data Cartridge backup tape and LTO Ultrium cleaning tapes. LTO tapes are inserted into the tape drive and stay there for one week storing 5-7 consecutive end-of-day backups onto the 1.6 terabyte LTO4 backup tape prior to ejecting. See also paragraph 2.2.2.1.4.

2.16.2. The write protect switch should be set to the left (unprotected) to allow data recording on the cartridge. Tape backups fail if the tape is set to write-protect. Do not set backup tapes to write-protect unless directed to do so by the DHA Global Service Center or AFMOA/SGMO program personnel. Make sure labels are stuck to the cartridge in the label areas, and do not stick more than one label onto each label area. Extra labels can cause the cartridges to jam in the tape drive.

2.16.3. See paragraph 2.2.5.2. for information on the storage of backup tapes.

**2.17. Cleaning Tape Drives.** See paragraph 2.2.2.2.2. for instructions on cleaning tape drives.

## Chapter 3

### CATALOG RECORDS

#### *Section 3A—Scope*

**3.1. Overview.** The medical enterprise requires quality data in order to execute the medical supply mission. Data quality in DMLSS begins with the catalog record. It represents the most basic and foundational component for every transaction processed in the system. This chapter provides the fundamentals of building and maintaining catalog records.

3.1.1. Section 3A. The remainder of this section lays the foundation by explaining the origin of the master catalog's product and sourcing data and how it is updated in DMLSS.

3.1.2. Section 3B explains the DMLSS system catalog search and its results.

3.1.3. Section 3C describes the actions necessary to add/create and associate local records to the Medical Master Catalog.

3.1.4. Section 3D specifically covers each tab of the MTF Record.

3.1.5. Section 3E outlines various forms of record management necessary to maintain complete, accurate, and current records necessary to accomplish the mission.

**3.2. Origin of the DMLSS Master Catalog.** Several systems are involved in processing data from the DMLSS-Wholesale level down to the Master Catalog. These origins of the DMLSS Master Catalog include:

**Figure 3.1. Origin of the DMLSS Master Catalog.**



3.2.1. Medical Master Catalog. The Medical Master Catalog was built by DLA Troop Support to improve cataloging, allow better data quality and business decisions, and reduce cost variances throughout the medical supply chain. It is the core central catalog repository of medical items available for purchase from the DLA Troop Support (depot and direct vendor

delivery), pharmacy and Medical/Surgical (Med/Surg) prime vendors, peacetime and readiness ECAT, and TLAMM programs. The product, pricing, sourcing, and referential data includes:

3.2.1.1. Updated Distribution and Pricing Agreement (DAPA) information and Prime Vendor data including commercial catalog/distribution center data, and visibility of contract and Trading Partner data.

3.2.1.2. Complete product/ National Stock Number (NSN)/commercial identifier cross reference data including price comparison and equivalency.

3.2.2. UDR Delta Process. DMLSS uses a web-based UDR Delta process to furnish Medical Master Catalog updates directly to the local DMLSS Master Catalog (paragraph 3.2.3.). These transactions occur internally within the system every hour; and once downloaded, this information is available immediately for users to act upon. In other words, users can build new catalog records using that data. Without the Delta process, catalog change reports are only updated during end-of-day.

3.2.2.1. Specific item attributes of the local MTF Catalog and/or sourcing records matched to the DMLSS master catalog update automatically during the Delta process. These attributes are considered authoritative data and may not be changed by local users, that is, these attributes are locked down.

3.2.2.2. Catalog attributes that are updated automatically during a delta process are then made available for review on the DMLSS MTF Catalog Change Report, while attributes requiring site-level action appear on a Recommended Catalog Change Report - Critical & Non-Critical (see paragraph 3.16.).

3.2.2.3. UDR Delta run intervals may be changed in the Systems Administration Tool, Manage Medical Materiel/Manage Delta UDR; however, SAs should not touch these settings unless directed to do so by AFMOA/SGMO or DHA/SDD (J6)/HIT.

3.2.3. DMLSS Master Catalog. The DMLSS master catalog is considered authoritative data. Much of the information returned from a search of a catalog or sourcing record associated to a record in the DMLSS master catalog is Read-Only.

3.2.3.1. Product, pricing, sourcing, and reference data contained in the DMLSS Master Catalog is accessed by the local user using one the following search scopes: (1) Contracted Items, (2) Sourced Items, (3) Unsourced Items, (4) Readiness Portal Items, or the (5) TLAMM Catalog. See paragraph 3.3.1. for information regarding selecting Catalog Search.

3.2.3.2. DMLSS Master Catalog data is used to update specified elements within the MTF catalog record.

### ***Section 3B—Catalog Search and Results***

**3.3. Catalog Search.** The Catalog Search module is used for adding, retrieving, editing, and storing catalog information. Use the Catalog Search module to conduct research on products currently used by a MTF as well as on new items the facility is considering for use. The search function provides site personnel with information such as item costs, available sources, and unique characteristics associated with particular products. The DMLSS catalog search function 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.

3.3.1. Select Catalog Search from the Navigate menu or select the Cat Search icon located on the horizontal toolbar to access this function.

3.3.1.1. The Catalog Search window contains multiple search tabs and allows individuals to search the database for information using basic, advanced, or categorical search criteria.

3.3.1.2. Data may be entered into multiple fields to minimize search results. Some of the search fields may or may not be available for use depending on the selected scope.

3.3.1.3. The maximum number of records DMLSS retrieves during each search is 500. The system defaults to the first 500 matches. Users can adjust the search limit lower than 500 records but not greater than this limit. The limit is enforced to minimize server demands and to maximize server performance.

3.3.2. Select the Search Scope. DMLSS users must select a query range, called a Scope, regardless of the Search tab used. Results differ depending on the scope used. Search scope types include:

3.3.2.1. Contracted Items. Contains items from the master catalog which have an associated pricing agreement. Only the preferred pricing agreement for the preferred Source of Supply (SOS) is shown along with all levels of packaging for each product searched using this scope.

3.3.2.2. Sourced Items. Products that have a pricing agreement, but also returns products sourced to the DLA and Service distribution centers, for example, SOS code – Short Message Service (SMS). If a product has a pricing agreement with a preferred source, it is shown, and the source without the pricing agreement is not shown. Note: Some items found in the contracted scope may not always be authorized for purchase; however, items found in the sourced scope are always authorized. Once added to the MTF catalog, they can be purchased immediately.

3.3.2.3. Unsourced Items. Items from the master catalog that do not contain an SOS.

3.3.2.4. Readiness Portal Items. Retrieves items from the Master Catalog which contain Prime Vendor War Readiness Materiel, Vendor Managed Inventory and Corporate Exigency Contract items. Note: Only authorized sites see this Search Scope. If the Readiness Portal or TLAMM Catalog scopes are visible, then that site is authorized to purchase any product appearing in the search result details.

3.3.2.5. TLAMM Catalog. Queries items from the Master Catalog that are in Theater Lead Agent for Medical Materiel (TLAMM) Catalog. Only authorized sites may see this Search Scope. The TLAMM catalog is provided by the authorized SOS, i.e., United States Army Medical Materiel Center, Europe; United States Army Medical Materiel Center, Korea; United States Army Medical Materiel Center, Europe-Southwest Asia; Kadena AB; or Kelly USA. If a TLAMM SOS catalog is needed, contact AFMOA/SGMO.

3.3.2.6. MTF Catalog. Items from the MTF catalog. The MTF Catalog module provides methods for the materiel manager to establish and update catalog records with products that may or may not be stocked in the stockrooms or customer areas. This module also

enables the user to select medical items and establish the data required for ordering supplies through vendors.

3.3.2.7. The Medical Logistics (LOG) Catalog. Retrieves items from the logistics catalog.

3.3.2.8. Customer Catalog. Only queries items from a local customer's catalog. Select a Customer Identification (Cust ID) prior to searching for a catalog record within a specific customer catalog.

3.3.2.9. Additional search scope guidance, a search can be conducted for either active or deleted records when the selected scope is LOG Catalog, MTF Catalog, or Customer Catalog. In order to search for inactive or deleted catalog records, the user can check the deleted box.

3.3.3. Basic Search Tab. When using this option, the system displays all catalog records containing the keyword or number requested.

3.3.3.1. The Basic Search tab contains both search and filter options. Use the "Search By" box to enter keywords or numbers. Multiple words are allowed in the description field, and the search queries both the short or long item description. The Number field searches the Item Identification (Item ID), National Drug Code (NDC), National Stock Number, Global Trade Item Number (GTIN), Prime Vendor Order Number (PVON), manufacturer catalog number or Vendor Item Number (VIN), and ECAT numbers.

3.3.3.2. The Filter By box allows the user to filter by the pricing agreement. These dropdown menus show all pricing agreements actionable by that particular site.

3.3.4. Advanced Search Tab. The advanced search tab (Figure 3.2.) offers multiple searchable fields and comes in two different views. One set of Search boxes appear when the scopes are set to a Master Related search: Unsourced, Sourced, or Contracted. Another set of search boxes appear when the scopes are set to the local related searches: MTF Catalog, LOG Catalog, and Customer Catalog.

**Figure 3.2. Catalog Search, Advanced Search Tab.**

The screenshot displays the 'Advanced Search' tab of a catalog search interface. It features several search fields and a 'Scope' section on the right. The search fields include:

- Item ID: [Text Input]
- Item Description: [Text Input]
- Commodity Class: [Dropdown Menu]
- Manufacturer: [Text Input]
- Manufacturer Cat. No.: [Text Input]
- NSN: [Text Input]
- NDC: [Text Input]
- Local Field 1: [Text Input]
- SOS Code: [Text Input]
- Pricing Agreement Type: [Dropdown Menu]
- Vendor Item Number: [Text Input]
- Dosage: [Dropdown Menu]
- Drug Strength: [Dropdown Menu]
- AHFS Code: [Dropdown Menu]
- AHFS Description: [Text Input]
- Device Class: [Dropdown Menu]
- Equipment Nomenclature: [Text Input]

The 'Scope' section on the right includes radio buttons for:

- Contracted Items
- Sourced Items
- Unsourced Items
- Readiness Portal
- MTF Catalog (Selected)
- LOG Catalog
- Customer Catalog

At the bottom right, there are checkboxes for 'Active' (checked) and 'Deleted' (unchecked).

Below the search fields is a table header with the following columns:

Short Item Description	SOS	U/P	U/P Qty	U/P Price	U/M Price	LUM	Pricing Agreement Number	PA Type	Item ID
------------------------	-----	-----	---------	-----------	-----------	-----	--------------------------	---------	---------

3.3.5. Categorical Search Tab. A search can be processed for items classified as either Pharmaceutical or Med/Surg. The Pharmaceutical categorical search uses the American Hospital Formulary Service (AHFS) classification to provide groupings of items. The Med/Surg search uses the Cardinal Healthcare classification system to provide groupings of

items. To conduct a search, select a category and sub-category from the list and then click Search from the vertical toolbar.

**3.4. Catalog Results.** The search results contain all required data for adding the product to a local MTF Catalog including the data necessary to support Prime Vendor ordering functionality.

3.4.1. Records matching the search criteria are displayed in the Search Results Detail tab upon execution of the search. DMLSS responds with the message, "NO RECORDS FOUND" if no matches are located.

3.4.2. Search Result Detail Tab. (Figure 3.3.). This screen displays the results of the search from one of the three search tabs. Use this screen to review all retrieved items, and click the Detail button to further view a single item's detail screen.

**Figure 3.3. Catalog Search, Search Result Detail Tab.**

Short Item Description	Item ID	SOS	U/P	U/P Qty	U/P Price	U/M Price	LUM	Manufacturer
0 27IN VICRYL PLUS ANTIBACTERIAL VIL UR-	ETVCP603H	PVM	BX	36	72.68	2.0189	N	ETHICON
2.4/2.7MM VA-LCP FIRST TMT FUSION PLATE/	02211246	PVM	EA	1	1,498.60	1,498.6000	N	DEPUY SYNTHES
2.7MM VA LCKNG SCREW SLF-TPNG WITH T8	02211.022	PVM	EA	1	215.98	215.9800	N	DEPUY SYNTHES
2-0 27IN VICRYL PLUS ANTIBACTERIAL UND X	ETVCP459H	PVM	BX	36	84.54	2.3483	N	ETHICON
2-0 27IN VICRYL PLUS ANTIBACTERIAL VIL S	ETVCP317H	PVM	BX	36	60.94	1.6928	N	ETHICON

3.4.2.1. Top Panel, Search Result Detail. Product information is displayed in the top panel of the MTF Catalog record. When the NDC, Manufacturer, and Manufacturer Catalog No. fields are grayed out, the product is associated to the master product (refer to paragraph 3.6.).

3.4.2.2. Middle Panel, Search Result Detail. Sourcing information is displayed in the middle panel of the MTF Catalog record.

3.4.2.2.1. Contracted or Sourced Catalog Search Results. This presents a clearer indication of preferred sourcing for items present in the Medical Master Catalog and is intended to prevent a user from unintentionally selecting a less than optimal sourcing option such as picking a base uncommitted DAPA over a national contract. These searches return only the best value sourcing option available for a given product using the lowest price within the following sourcing precedence order:

3.4.2.2.1.1. Mandatory Contracts, for example, National Contract or Uniform Formulary Contract (UFC).

3.4.2.2.1.2. Routine Agreements, for example Incentive Agreements, or DAPA.

3.4.2.2.1.3. Electronic Catalog Contracts.



3.4.2.2.1.4. DLA and Service Depot.

3.4.2.3. Bottom Panel, Search Result Detail. Detailed sourcing information for the selected source is displayed in the bottom panel of the MTF Catalog record.

***Section 3C—Establishing the MTF Catalog Record and Synchronization to the Medical Master Catalog***

**3.5. Adding/Creating a New MTF Catalog Record.** Building catalog records is very important to all aspects of system use as well as Air Force and DoD standardization processes. Users benefit by loading all available data into the catalog record upon creation.

3.5.1. Adding a MTF Catalog Record Using Catalog Search.

3.5.1.1. First, search the UDR and DMLSS Master file for existing catalog information. See paragraph 3.3.

3.5.1.2. Search scopes should be set to Sourced items before choosing Sourced/Unsourced items since this option presents the best possible monetary savings over open market items. The system displays all matches retrieved based on the data entered. Carefully screen and exhaust the list of potential contracted items before considering non-contracted sources.

3.5.1.3. To create a new MTF catalog record, highlight the desired record and select Add MTF from the vertical toolbar. Upon doing so, the new MTF Catalog record is displayed in the Basic tab view (see Figure 3.4).

Figure 3.4. MTF Catalog Record, Basic Tab.

SOS	Supplier Name	SOS Type	U/P	U/P Qty	U/P Price	Delivery Method	Vendor Item Number	LOG SOS	Pricing Agreement	Deleted
PVM	CARDINAL HEALTH	DPV	PG	30	5.20	USE	2151514-30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEH	TYCO HEALTHCARE/KENDELL	NON	PG	30	1.06		KC3065LF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EER	HOST MEDICAL LOGISTICS ACCOUNT	LOG	BX	30	5.20		6510005977469	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LTM	TWO RIVERS MEDICAL (DBPA)	DBP	PG	30	5.78		6510005977469	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PVB	ROF BACKUP - OWENS & MINOR	DPV	PG	30	5.17	NUS	631515151430	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SOS: PVM - CARDINAL HEALTH	
Vendor Item Type: VCN	Vendor Item Number: 2151514-30
Pricing Agreement Type: D03 - BASE UNCOMMITTED DAPA	Pricing Agreement Number: SP020005H0088
Pricing Agreement Holder: LIGHTHOUSE FOR THE BLIND	
U/P: PG	U/P Quantity: 30 U/P Price: 5.20 Price Expiration Date: 31 Dec 2020
Delivery Method: USAGE	Lead Time Days: NAICS:
Estimated Monthly Usage: 13 = 13 PG	Date Changed: 08 Jul 2015 User ID: SYS Date Sent: 09 Jul 2015 PV Stocked: <input checked="" type="checkbox"/>
ECAT Supplier ID:	ECAT Catalog ID:

3.5.1.4. DMLSS Catalog search behaviors highlight opportunities to use standardized products. When a user selects an item from a catalog search resulting from a scope of Contracted Items or Sourced Items and attempts to add the item to the local MTF Catalog, the system checks for an associated standardized product in the DMLSS Master Catalog Record. If a standardized product exists, the system alerts the user with the message, "Standard Product Exist for this Product Line Would You Like to Review the Standard Product?" When a user selects a standardized item from a catalog search resulting from a scope of MTF Catalog, the system verifies that the standard product is sourced to an incentive pricing agreement. If the product is not sourced to an incentive pricing agreement, the system displays the message, "Standard Product is not sourced to Incentive Pricing Agreement."

3.5.2. Creating a New MTF Catalog Item. The user should first search the UDR and DMLSS Extract for the item. Items not listed on the UDR or DMLSS Extract and items that do not have existing equivalent records require a new MTF Catalog item record.

3.5.2.1. To add a new MTF Catalog record, access the Navigate option from the menu bar or by pressing the Ctrl+Shift+F2 simultaneously. Look for New Catalog Item functionality. Located within this function is the capability to add catalog records to both the MTF and customer catalogs.

3.5.2.2. Personnel creating new catalog records should have thorough knowledge of the item prior to building the record. Complete all required fields properly so DMLSS propagates the related tables and fields with reliable data. Entering and saving additional data, such as the manufacturer name, manufacturer catalog number, NDC, and NSN are essential to a smooth acquisitions process.

### 3.6. Establishing Catalog Record Associations.

3.6.1. MTF Catalog and SOS records are associated to a matching record in the Medical Master Catalog/DMLSS master catalog when possible. **Note:** The terms associated, connected, and synched are synonymous in this process and can be used interchangeably.

3.6.2. DMLSS associates local records with the DMLSS master catalog based on the following criteria:

#### 3.6.2.1. SOS Associations.

3.6.2.1.1. By PVP order product number.

3.6.2.1.2. By PVM order product number.

3.6.2.1.3. By electronic catalog Supplier Identification/Catalog Identification number/Item Identification.

3.6.2.1.4. By National Stock Number (NSN).

#### 3.6.2.2. MTF Catalog Association

3.6.2.2.1. By Logistics Source of Supply (LOG SOS) association when available.

3.6.2.2.2. By Manufacturer Name & Part Number.

3.6.2.2.3. By NDC.

3.6.2.3. Records become disassociated if the record no longer exists in the DMLSS Master Catalog.

3.6.3. Once associated, DMLSS locks the following predetermined elements within the record and prevents the user from editing of those elements. **Note:** Locked fields have a grey background. Editable fields have a white background.

#### 3.6.3.1. Basic Catalog – Locked Records:

3.6.3.1.1. Manufacturer Name.

3.6.3.1.2. Manufacturer Catalog Number.

3.6.3.1.3. NDC.

3.6.3.1.4. NSN.

3.6.3.2. Short and long item descriptions can be edited by the user. However, when reported externally and in pre-built ad hoc reports, the DMLSS master catalog descriptions are used.

3.6.4. PVP, PVM, electronic catalog, and NSN data are synchronized to/built from the Medical Master Catalog and the record is locked. Records can no longer be built from scratch by the user.

#### 3.6.4.1. Prime Vendor Items.

3.6.4.1.1. Products sourced to a Prime Vendor have all fields locked with the exception of delivery method, and estimated monthly usage.

3.6.4.1.2. Items ordered from a Prime Vendor will have a pricing agreement.

#### 3.6.4.1.3. Prime Vendor Delivery Methods.

3.6.4.1.3.1. The delivery methods are restricted to non-usage (NUS), usage (USE), and drop shipment (DRS) for Prime Vendor Medical/Surgical (PVM). Drop shipment items are identified in the master catalog and their record attributes are completely locked. Users may choose between usage and non-usage delivery methods for PVM non-drop shipment items. Backup PVM can only be NUS/DRS. Also, USE is not available for a Master Ordering Facility (MOF) contract.

3.6.4.1.3.2. Prime Vendor Pharmaceutical (PVP) uses delivery methods of just-in-time (JIT) and DRS. The catalog record of each Item ID gives its attributes/delivery method and they are locked.

3.6.4.2. Electronic Catalog and DLA sourced items also have all sourcing fields locked.

**3.7. Identifying Disconnected Catalog Records.** Occasionally, MTF records are disassociated (i.e., unsynchronized/disconnected) from the Medical Master Catalog record. When this situation occurs, research the record and attempt to associate that MTF record with the master record in the Medical Master Catalog/DMLSS master catalog.

3.7.1. The end-of-day matching process only synchs items at the product basic level when the manufacturer and manufacturer part number match exactly. If the local catalog's manufacturer is misspelled or the manufacturer part number has spaces or dashes in it, the end-of-day process does not automatically synch that record.

3.7.2. DMLSS users have two tools designed to identify and resolve disconnected catalog records. These include a series of four IM Business Objects standard reports, and the IM Synchronization Assistant module (See paragraph 3.8.)

3.7.2.1. Business Objects Reports Identifying Disconnected Records. Four Business Objects reports in the Materiel Management Standard Report Viewer aid in identifying catalog records not associated to the master catalog. Note: Pay particular attention to any item with a recent date listed in the Date Last Purchased column.

3.7.2.1.1. Disconnected ECAT Records-LOG Primary Supplier – These disassociated items have ECAT listed as LOG's primary supplier.

3.7.2.1.2. Disconnected Med/Surg Records-LOG Primary Supplier – This report is similar, however it shows PVM is loaded as the LOG's primary supplier.

3.7.2.1.3. Disconnected PVM Records – This Business Objects report is a list of all SOS catalog records of PVM that are not associated and not necessarily restricted to those that are LOG's primary supplier.

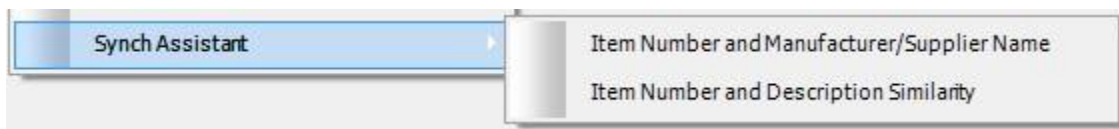
3.7.2.1.4. Disconnected Pharm Records-LOG Primary Supplier – This canned Business Objects report is similar to the Disconnected PVM Records report, except it displays pharmaceutical records.

**3.8. Synchronization Assistant (Synch Assistant).** The purpose of this module is to help the user synchronize products to the DMLSS Master Catalog.

3.8.1. Sync Assist Overview. This module identifies local records that are not associated at the product level (top part of the basic tab) and attempts to find a record in the master catalog which may in fact be the same product. Once these products are successfully synched to the master catalog, the potential exists for sourcing these items to electronic commerce type supply sources, preferably via the IM Strategic Sourcing module.

3.8.2. Accessing the Synch Assistant Module. This module is available to IM and Customer Area Inventory Management (CAIM) users by selecting the Utilities menu and then clicking the Synch Assistant option. The Synch Assistant module is divided into two report options (see Figure 3.5.) that are produced in real-time when selected.

**Figure 3.5. Synch Assistant Menu.**



3.8.3. Item Number and Manufacturer/Supplier Name: This report option takes the manufacturer part number and LOG's default SOS's VIN and compares that to a list of known product numbers in the master catalog. Further, it strips dashes and spaces out of the manufacturer part number and compares that to a list of known product numbers in the master catalog. If a match is found and the local version of the manufacturer's name or supplier name matches the associated business name in the master catalog, then it displays that as a potential match on the report. This report facilitates matching products to master catalog.

3.8.4. Item Number and Description Similarity: This report option (Figure 3.6.) also takes the manufacturer part number and LOG default SOS VIN and compares that to a list of known product numbers in the master catalog. Instead of requiring the business names match, it evaluates the short item description in the local record and compares that to the short item description in the master catalog using a common matching algorithm. It displays potential matches on the report. This option may take longer to produce the report because of the matching algorithm. Also, these items should be evaluated more closely due to the algorithm's more lenient match rate. This report facilitates matching products to master catalog.

**Figure 3.6. Synchronization Item Number and Item Description Similarity Screen.**

The image shows a software interface for synchronization. It includes input fields for Item ID, Short Item Description, Long Item Description, Manufacturer, Default SOS, Manufacturer Cat. No., and Vendor Item No. Below these fields is a table with columns: Item ID, Product Short Item Description, Product Manufacturer, Product Catalog Number, and Product NDC. The table contains three rows of data. On the right side, there are buttons for Print, Associate, Reject, Close, and Help Top...

Item ID	Product Short Item Description	Product Manufacturer	Product Catalog Number	Product NDC
220262SM	AMBIB PCA PUMP	BSN MEDICAL	220262SM	AMBIB PCA PUMP
220278SM	MEDIBAG - 420ML 60/CA	BSN MEDICAL	220278SM	MEDIBAG - 420ML
220316SM	AMBIB PAIN CONTROL KIT-BASIC INC. CASSET	BSN MEDICAL	220316SM	AMBIB PAIN CONT

3.8.5. Syncing Catalog Records. Both options list local records that are not associated at the product level. DMLSS attempts to find a record in the master catalog which may in-fact be the same product. Sync items in these reports using the following steps:

3.8.5.1. Highlight a row in the listing. Carefully review the current catalog attributes (top part of the screen) to the suggested item from the master catalog.

3.8.5.2. If it is the same item, click the Associate icon on the vertical toolbar. The item is then locked in the MTF catalog record (with the new information) and removed from the synch results window.

3.8.5.3. After clicking Close on the vertical toolbar. The user can verify the association on the MTF Catalog Record basic tab.

3.8.6. Synch Assist identifies the item at the product level. Through completion of this process, the product, and corrected manufacturer/manufacturer part number are linked and the potential exists for preferred sourcing options. The Strategic Sourcing module (see paragraph 3.18) shows these preferred sourcing recommendations. Note: The Strategic Sourcing routine runs during the end-of-day. Potential recommendations coming from newly synched item would be available to the user the following day.

3.8.7. DMLSS users can also reject Synch Assist recommendations. If it is determined that the recommendation is not a match, highlight the row and click the Reject icon on the vertical toolbar. The Reject Recommendation window opens and prompts the user to enter a Reject Until date and the Rejection Reason. The Reject Until time limit can be set for a maximum of one year. The system suppresses that recommendation until the date is passed and then it appears again.

### **3.9. Disassociating Local Catalog Records from the Master Catalog.**

3.9.1. Authorized users can manually disassociate a local catalog record from the Master Catalog. This feature is used to correct erroneous associations, change products associated to NSNs, or select a different product to be cataloged for a local Item ID. Note: The act of disassociating means that record is no longer actionable, cannot order from ECT or PVM, until it is re-associated.

3.9.2. This function is located under the System Services Navigate Menu. When a user accesses this feature, the system prompts them to enter the local Item ID to be un-associated. After entering the local Item ID and selecting the OK button, the system unlocks the catalog record, which permits a user to revise all fields in the basic catalog record as well as select desired sourcing options available from the Master Catalog for the new product.

3.9.3. One data condition in which a user may not un-associate an Item ID is when active due-ins/due-outs exist. Active Due-Ins/due-outs are those in which the receipt has not processed. In these instances, the system should respond with the message: "Active Due-in/Due-out Exists."

3.9.4. If a user disassociates a local catalog record and makes no changes to that record in the catalog module, then the record is re-associated during the end-of-day processing cycle.

### *Section 3D—MTF Catalog Record*

#### **3.10. Basic Tab.**

3.10.1. Insert known data into the required, red dots, and optional fields. The MTF Restrictions, Special Restrictions, and Destruction Method fields require special attention, and this data should be loaded if applicable. Save changes once all data is entered, and the remaining tabs then become available.

3.10.2. Item ID. The Item ID field is used to assign an identification number to an item. This field allows up to 32 positions; however, the assigned Item ID should directly correlate with the item. For example, an NDC specifically identifies a pharmaceutical. Additionally, the local warehouse stocking configuration should be considered because, in most cases, materiel is stocked in Item ID sequence.

3.10.2.1. To maintain standardization and database integrity, follow these rules when assigning an Item ID:

3.10.2.1.1. Do not use the item nomenclature.

3.10.2.1.2. Avoid special characters, such as , # \$ @ ! % & \*, spaces, and |. Special characters make database searches/matches more difficult, since the person doing the search may have to know how the special character is used.

3.10.2.1.3. Avoid making multiple catalog records for the same item. Search for an existing record before creating a new one. The system alerts users if they start building a new catalog record with the same Manufacturer and Manufacturer Cat No. or NDC of an existing catalog record. At that point, users have the option of viewing the existing record, or continuing with the new record.

3.10.2.1.4. Do not prefix the Item ID with terms or acronyms like International Standard Book Number (ISBN,) Cat Nr, i.e., Catalog Number, and so forth.

3.10.2.2. Use the following hierarchy/level of precedence when assigning Item IDs:

3.10.2.2.1. NSN.

3.10.2.2.2. If no NSN, use NDC.

3.10.2.2.3. If no NSN or NDC, then use Universal Product Number (UPN).

3.10.2.2.4. If no NSN, NDC, or UPN, then use the Manufacturer Catalog Number.

3.10.2.2.5. If none of the above, use the Vendor's Catalog Number (VCN).

3.10.2.2.6. As a last resort assign a local Item ID.

3.10.2.2.7. Use the ISBN for all books.

3.10.3. Commodity Class. The commodity class identifies the item commodity type. Use the following rules to assign the appropriate class:

3.10.3.1. Pharmaceutical – Use for drugs/pharmaceuticals related to Federal Stock Classes 6505 (Drugs and Biologicals), 6508 (Cosmetics and Toiletries), or National Drug Codes. Medical pharmaceuticals expend to Element of Resource (EOR) 615.

3.10.3.2. Repair Part Medical/Nonmedical – Medical/Nonmedical parts for equipment.

3.10.3.3. Supply WRM SG Managed – Assign this commodity class to WRM supply items that are centrally managed by AFMOA/SGM. Supply WRM SG Managed expends funds to EOR 604, Medical/Dental Supplies. All receipts and issues associated to this class are respectively coded as reimbursable and refundable.

3.10.3.4. Supply Durable Medical/Nonmedical – Use for medical/nonmedical durable supply items. Medical examples include scissors and intravenous poles while nonmedical examples include calculators and pencil sharpeners.

3.10.3.5. Supply Expendable Medical/Nonmedical – Medical/nonmedical items that are not durable. Items are usually expended, consumed, or used one time then discarded. Examples of medical items are bandages and gauze. Examples of nonmedical items are paper and scotch tape.

3.10.3.6. Equipment Capital Medical/Nonmedical – Assign to medical/nonmedical equipment with a purchase cost greater than \$249,999.99. Capital equipment is associated to Other Procurement (OP) funds centrally managed at AFMOA/SGM in accordance with AFI 41-209, paragraph 6.9.5.

3.10.3.7. Equipment Durable Medical/Nonmedical – Assign to medical/nonmedical supplies when medical maintenance, warranty management, or the accountability of highly pilferable items is needed. Durable equipment expends to EOR 604. Note: Any item, regardless of cost, that meets the criteria for equipment as defined in AFI 41-209 should be processed as Equipment Expense rather than Equipment Durable.

3.10.3.8. Equipment Durable WRM SG-Managed – Use for WRM SG-Managed equipment durable items that are centrally managed and purchased by AFMOA/SGM. The commodity class for these items is associated to EOR 604, if and when these WRM items are sold off. All associated receipts and issues are respectfully coded as reimbursable and refundable.

3.10.3.9. Equipment Expense Medical/Nonmedical – Use for medical/nonmedical equipment with a unit cost less than \$250,000 that meets the criteria outlined in AFI 41-209. The commodity class for these items is associated to EOR 624.

3.10.3.10. Equipment Expense WRM SG Managed – Use for WRM SG-Managed medical/nonmedical equipment with a unit cost less than \$250,000 that meets the criteria outlined in AFI 41-209. This commodity class expends funds to EOR 624, if and when these WRM items are sold off. All receipts and issues associated to this class are respectively coded as reimbursable and refundable.

3.10.3.11. Centrally Procured/Managed Non-Medical Equipment – Used to track expense equipment that is centrally purchased by AFMOA/SGM for WRM. Transactions against any item assigned to this commodity and EOR have no financial affect and are not be reported to DFAS with the exception of EOR changes to and from this commodity and commodity class changes actions.

3.10.3.11.1. Commodity class changes into this commodity class and EOR are passed to DFAS as a loss to the old commodity and EOR.

3.10.3.11.2. Commodity class changes from this new commodity and EOR are a gain to the new commodity and EOR.



3.10.3.11.3. These items are assigned EOR 639.

3.10.4. National Stock Number. A National Stock Number is a 13-digit numerical number assigned centrally for global use and is recognized throughout the DoD. Load the contiguous number into this field. Do not use dashes, spaces, prefixes, or suffixes. Exception: The Air Force considers NCM and UM numbers valid NSNs (for example, 6515NCM040423 and 6515011498842UM).

3.10.5. NDC. The NDC will be entered into the NDC field for items coded with a Commodity Class of Pharmaceutical. Load the 11 digit contiguous number into this field. Do not use dashes, spaces, prefixes, or suffixes.

3.10.6. Short Item Description. Use the Short Item Description field to provide a basic item description. This field allows for 40 alpha/numeric characters. Avoid using special characters such as: , # \$ @ ! % & \*|. Using special characters makes database searches/matches more difficult since the person doing the search may have to know how the special character is used. Note: Item descriptions can be edited by the user. However, when reported externally and in pre-built ad hoc reports, the DMLSS master catalog descriptions are used. Once altered by the user subsequent changes by the Medical Master Catalog appear in the Recommended Catalog Change list where they can be accepted or rejected. The following displays an example of a Short Item Description:

3.10.6.1. Main Noun – e.g., Forceps.

3.10.6.2. Descriptive data – what kind of forceps, for example, Kelly Hemo Curved CRS.

3.10.6.3. Sizing data – for example, 5IN.

3.10.6.4. Complete Short Item Description – Forceps Kelly Hemo Curved CRS 5IN.

3.10.7. Long Item Description. The Long Item Description field is used to expand on the Short Item Description. Use up to 254 alpha/numeric characters for the long description. Using the example from paragraph 3.10.6.4., the description could be expanded to FORCEPS KELLY HEMOSTATIC CURVED CHROME RESISTANT STEEL 5 INCHES LONG. Note: Item descriptions can be edited by the user. However, when reported externally and in pre-built ad hoc reports, the DMLSS master catalog descriptions are used. Once altered by the user, subsequent changes by the Medical Master Catalog appear in the Recommended Catalog Change list where they can be accepted or rejected.

3.10.8. Manufacturer's Name. Use this field to identify the manufacturer's name, that is, who made the product. It is not the same as a vendor or distributor name. A centralized manufacturer table is internally maintained in DMLSS. Note: The Manufacturer's name is unchangeable to DMLSS users if the catalog record is sourced to an SOS type of DPV, DLA, or ECA. This field can only be modified via the daily UDR feed.

3.10.9. Manufacturer's Catalog Number (Manufacturer Cat No). The Item ID number assigned by the manufacturer should be loaded in this field. This number is not the same as the Prime Vendor Order Number (PVON) or VCN. If the item is a pharmaceutical, the manufacturer's catalog number is the same as the NDC. Users cannot edit the Manufacturer's Catalog Number if the product is associated to the master catalog; e.g. SOS type of DPV, or ECA. This field can only be modified via the daily UDR feed.

3.10.10. Hazardous Material. Use the dropdown options to identify each of these management areas as Yes, No, or Unknown. The hazardous material indicator consists of the following characters: Y, N, or U.

3.10.11. Cold Chain, Green, and Latex Dropdown Menus. Use the dropdown options to identify each of these management areas as Yes, No, or Unknown.

3.10.12. Controlled Item Inventory Code (CIIC). The CIIC field is used to assess special storage and handling requirements. Assigning a CIIC limits the distribution of the item to authorized customers. The two CIICs used in DMLSS are Code R (Schedule I and II controlled substances and precious metals) and Q (Schedule III, IV, and V controlled substances).

3.10.13. MTF Restrictions. Within the Basic tab, select the MTF Restrictions button to associate restrictions to an item. Assign MTF Restrictions to limit distribution of an item to authorized customers and to identify special storage and handling procedures. Available MTF Restriction codes and descriptions are available within the TMU table located in System Services.

3.10.14. Special Requirements. Within the basic tab, select the Special Requirements button to associate special requirements unique to an item. Assign special requirements to further specify an items distribution, storage, and handling requirements. Available special requirement codes and descriptions are available within the TMU table located within System Services.

3.10.15. Destruction Methods. Use the Destruction Methods button to assign the appropriate method of destruction. The Destruction Method selection specifies the destruction method used if an inventory item is declared excess or unserviceable. The assigned method prints on destruction documents generated for that Item ID. Destruction codes are visible within the TMU table located in System Services.

3.10.16. Add Like. The Add Like functionality provides users an avenue to build a new catalog record that is similar to an existing catalog record. First, locate and open the MTF detail for the existing record, and then select the Add Like icon from the vertical toolbar. The system opens a new catalog record and replicates the basic data except for the Item ID. To complete the action, insert a new Item ID, click Save and then complete the remaining catalog record tabs.

3.10.17. WRM Prime Substitute Relationship. The WRM Prime/Sub icon is used to establish Prime/Sub relationships for specific WRM assemblages. In order to create a new Prime/Sub or edit an existing Prime/Sub relationship, enter the substitute Item ID at the bottom of the screen. Next, either associate or disassociate an assemblage and apply or delete ratios. Upon saving the information, DMLSS immediately updates the information in the applicable assemblages.

3.10.18. Add Equivalent (Add Equ). The Add Equivalent function is used to view system identified equivalent items. Potential equivalents are matched using the item description and cataloging data such as NDC, Manufacturer Cat. No., and so forth. Click on the Add Equ icon located on the vertical toolbar to view a list of potential equivalents. Highlight the acceptable equivalents and click OK. Upon completion, the associated equivalent is listed in the Acceptable Equivalent tab.

3.10.19. Adding New SOS. The old SOS Catalog tab has been combined into the Basic tab of the MTF Catalog. Use the ADD button to establish a new SOS. At a minimum, one SOS code should be added when creating a new MTF catalog record. The source's SOS code must be associated to the Item ID prior to establishing due-ins. Note: The LOG SOS, local Routing Identifier Code (RIC), is always loaded so the customer can order from LOG. Once completed, the default SOS field in the LOG Cat tab automatically updates from unknown (UNK) to the valid SOS. If multiple SOSs are added, DMLSS treats the very first SOS created as the default SOS for LOG. If additional SOSs are built, the user needs to decide which SOS should be utilized as the default and make the appropriate change in the LOG Cat tab.

3.10.20. Editing SOS Information. Upon associating to an SOS, additional information becomes available in the lower section of the screen. Mandatory fields are determined by the source and SOS type code. The Unit of Purchase (U/P) price, U/P, vendor item type, and VIN are always required. This information is unique to the selected SOS in the top window. Point to or highlight a SOS to view detailed data associated to that source.

3.10.20.1. Primary Source. If the assigned SOS is a contracting office, SOS Type Code equals CON, then this is a mandatory field. The vendor's name, POC information, and ordering address are mandatory. The data loaded into these fields should identify the recommended source from which Contracting should purchase the item.

3.10.20.2. Federal Stock Class (FSC). The FSC is mandatory if the assigned SOS is a contracting source and the SOS Type Code equals CON. A list of Federal Stock Classes is available in the DLA Customer Assistance handbook or at the website, <http://www.dla.mil/>.

3.10.21. Vendor Item Type. The VIN field is used to dictate what type of item qualifier is sent to the vendor within the requisition set. If LOG electronically interfaces with the vendor, this information is written to the requisition file and submitted to the vendor upon placing orders. For example, when ordering a pharmaceutical using the NDC, the vendor item type would be NDC and the 11 digit, numeric NDC number would be loaded into the VIN field. Note: The Vendor item type is restricted to the valid type on the contract purchase agreement if the catalog record is sourced to an SOS type of DPV, DLA, or ECA. This field can only be modified via the daily UDR feed. Available Type Vendor Item descriptions are:

3.10.21.1. MFG/PN – Manufacturer's Part Number.

3.10.21.2. NDC – National Drug Code.

3.10.21.3. NSN– National Stock Number.

3.10.21.4. UCC/EA – Uniform Code Council, similar to Universal Product Code (UPC).

3.10.21.5. VCN – Vendor Catalog Number.

3.10.22. Pricing Agreement Number. The Pricing Agreement Number field is the placeholder for DAPA numbers. The DAPA number is the National Contract number associated with that particular item. This is a mandatory field for all Prime Vendor delivery methods. The DAPA number is a primary vehicle for informing a Prime Vendor that these items should be delivered/invoiced at the specified DAPA price provided the vendor honors that manufacturer's DAPA. As mentioned previously, the system separates orders by delivery method. The system further separates LOG orders by DAPA number when the source's SOS

type code is a DLA Troop Support Prime Vendor (DPV) and the delivery method is DRS. Note: The Pricing Agreement Number field cannot be edited by DMLSS users if the catalog record is associated to the master catalog. This field can only be modified via the daily UDR feed.

3.10.23. U/P. The U/P dropdown only displays codes loaded in the Packaging tab with the U/P indicator checked. Note: The U/P cannot be edited by DMLSS users if the catalog record is sourced to an SOS type of DPV, DLA, or ECA. This field can only be modified via the daily UDR feed.

3.10.24. Unit of Purchase Price (U/P Price). Load the U/P price for the selected source. Each associated SOS may sell the item at a different price. The U/P price defaults to \$.01 if actual price is not loaded. When the U/P price is adjusted and changes saved, the new data is written to the Packaging tab and DMLSS recalculates all packaging and unit pricing ratios. Note: The U/P cannot be edited by DMLSS users if the catalog record is sourced to an SOS type of DPV, DLA, or ECA. This field can only be modified via the daily UDR feed.

3.10.25. Delivery Methods. Delivery methods are assigned to items being purchased from a Prime Vendor. The available codes vary depending on the Prime Vendor type and whether it is pharmaceutical or Med/Surg. The delivery methods available for PVP and PVM are as follows:

3.10.25.1. PVP Delivery Methods.

3.10.25.1.1. Just-In-Time (JIT).

3.10.25.1.2. Drop Shipment (DRS).

3.10.25.2. PVM Delivery Methods.

3.10.25.2.1. Usage Item (USE).

3.10.25.2.2. Non-Usage Item (NUS).

3.10.25.2.3. Drop Shipment (DRS).

3.10.25.3. DMLSS automatically separates LOG orders according to the assigned Delivery Method. For example, if LOG orders exist for PVM and that order contains both USE and NUS items, the system sorts the USE items into one order and the NUS items into another order. A separate call number is assigned to each order.

3.10.26. Estimated Monthly Usage. When usage needs to be reported to the vendor, enter the estimated monthly usage quantity into this field. Usage can only be reported to the primary routine ordering facility (ROF) PVM when the delivery method is set to USE. It is not reported for the Prime Vendor Pharmaceutical Just-In-Time (JIT) nor can a user enter estimated monthly usage for Prime Vendor Pharmaceutical.

3.10.27. Date Changed and User ID. These fields indicate the last person to change usage and when it occurred.

3.10.28. ECAT. The Electronic catalog Supplier ID and Catalog ID become mandatory fields for items associated to an ECAT type source. Note: DMLSS users cannot edit the ECAT Supplier ID and ECAT Catalog ID if the catalog record is sourced to an SOS type of ECA. This field can only be modified via the daily UDR feed.

**3.11. Packaging Tab/Pop-up Window.** The catalog record contains a Packaging tab with the functionality to add a unit of purchase, delete packaging levels, or change a unit of purchase into smaller units.

3.11.1. Once information is entered and saved on the basic tab, the system grays out the U/P and U/P quantity. Any further changes to the U/P code or pack quantity must be completed on the Packaging tab.

3.11.2. The Packaging Tab. Tab opens when users click the Jump To button located next to the U/P field in the SOS CAT detail (see Figure 3.7). The Packaging tab is read-only for most DMLSS users. Medical Logistics users can only make changes to the Packaging tab when they are assigned the MTF CAT PACKAGING role in IM.

**Figure 3.7. MTF Catalog Record, Packaging (Tab) Window.**

Unit	Unit Qty	Unit Price	U/P	NSN	GTIN	ECAT Item ID	Min Order Qty	Max Order Qty	Multiple Orc
EA	100	30.35	<input checked="" type="checkbox"/>	6505014591034					

• Unit:  Minimum Order Quantity:   
 • Unit Quantity:  Maximum Order Quantity:   
 • Unit Price:  Multiple Order Quantity:   
 NSN:  Price Effective Date:   
 GTIN:  Price Expiration Date:   
 ECAT Item ID:  U/P:  Medical Air Bridge:  Default Packaging:  Low UOM:

Size  
 Length Unit:  Length Quantity:   
 Width Unit:  Width Quantity:   
 Height Unit:  Height Quantity:   
 Cube Unit:  Cube Quantity:   
 Weight Unit:  Weight Quantity:

3.11.3. U/P and U/S functionality appear in CAIM, IM, AM, and System Services. These changes affect catalogs, orders, issues, AM allowances and usage. It is imperative that users understand the principles and procedures presented in this section prior to adjusting U/P or U/S calculations.

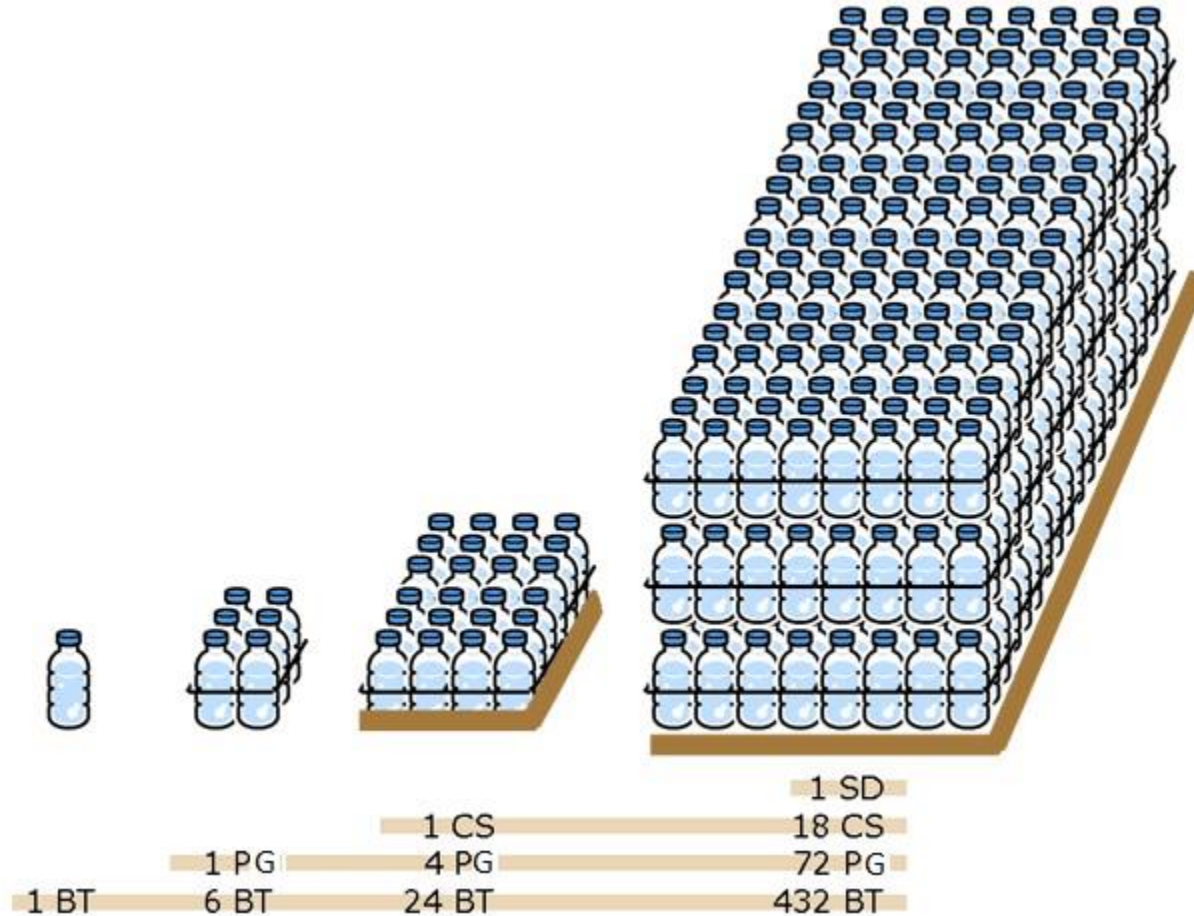
3.11.4. Packaging Terms.

3.11.4.1. U/P. – identifies the unit in which the item is purchased.

3.11.4.2. Unit Quantity. – identifies the quantity within the U/P (Figure 3.8.) This data is used to compute the unit price in price comparisons and catalog searches. With few exceptions, the unit quantity should only equal 1 if the U/P is EA (i.e., each). If purchasing a bottle of Aspirin containing 100 tablets, the U/P is BT (i.e., bottle) and the unit quantity

is 100. Once saved, this updates information displayed within the Packaging and LOG Cat tabs.

**Figure 3.8. One to Many –U/P and Unit of Measure.**



**Note:** SD = skid, CS = case, PG = package, BT = bottle

#### 3.11.5. Adding a New U/P.

3.11.5.1. Click the Jump To button located next to the U/P field in the SOS CAT detail to access the packaging tab.

3.11.5.2. To add a Unit or U/P code, click the Add button.

3.11.5.3. Select the Unit to be added from the drop-down list.

3.11.5.4. Enter the Unit Quantity

3.11.5.5. Click the Save button.

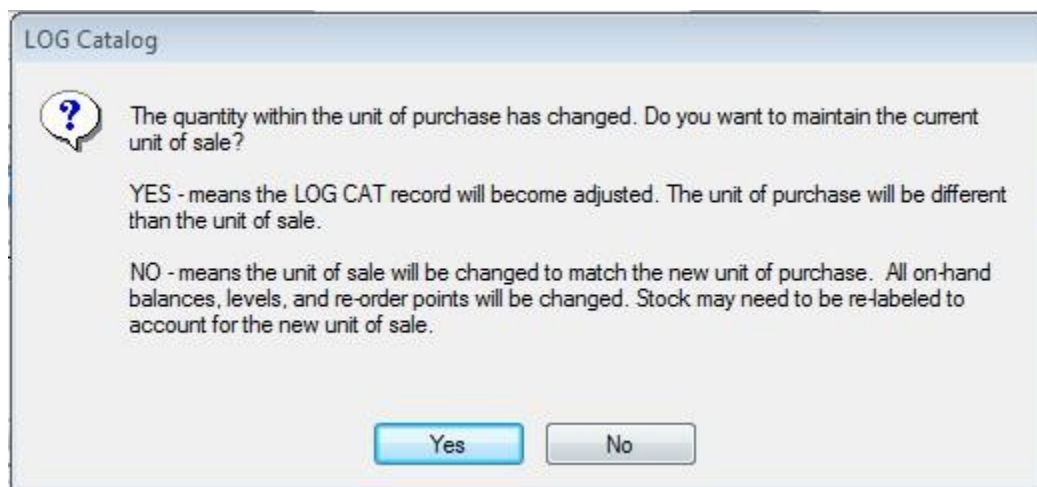
#### 3.11.6. Guidelines.

3.11.6.1. Items with due-ins cannot be adjusted.

3.11.6.2. Select only packaging configurations that are available from the particular SOS chosen.

- 3.11.6.2.1. The packaging tab lists displays the unique packaging available for an SOS. If that source offers more than one level of packaging the user can choose to add those levels.
- 3.11.6.2.2. In the packaging window, the U/P checkbox/column identifies all units that are available for purchase from the default SOS.
- 3.11.6.3. Packaging data directly relates to the Ordering Information and Inventory Information located within the LOG Cat tab (paragraph 3.14.4.).
- 3.11.6.3.1. Order Information – identifies the U/P and U/P Quantity in which the item is purchased from the default SOS.
- 3.11.6.3.2. The Inventory Information – identifies how the item inventory is maintained and the U/S and U/S Quantity.
- 3.11.6.3.3. A CAIM customer ordering from LOG, can only order by the U/S established by LOG for a particular item.
- 3.11.6.4. Users may select different U/Ps and units of measure when they are available from an SOS type of DPV or ECA sources; otherwise, the U/P value for LOG is un-editable with these sources and can only be modified via the daily UDR feed.
- 3.11.7. Unit of Package/Sale Changes – Altering On-hand Balances.
- 3.11.7.1. Changes to the on-hand balance can occur when the LOG's U/S changes either through: (1) the packaging window for the LOG SOS, (2) the Log cat tab of the catalog record, (3) strategic sourcing, or (4) when the user tells DMLSS to update on-hand balances. If unsure of the resulting change to an on-hand balance, it is strongly advised that the user set up the scenario on a tutorial database first to see the result.
- 3.11.7.2. When the U/P or U/S is changed and one longer matches the other, DMLSS produces a Quality Change Notification (Figure 3.9.).

**Figure 3.9. LOG Catalog, Quantity Change Notification.**



- 3.11.7.2.1. As a general rule, the user should not choose to re-compute balances.

3.11.7.2.2. Be cautious not to alter WRM balances if that is not the intent. If the Item ID is an NSN, check the WRM balance prior to making U/P and U/S changes.

3.11.7.3. U/S Change – Effect on Balance.

3.11.7.3.1. Use the equation: (current U/S multiplied by Qty on-hand (O/H))/new U/S=new O/H Qty.

3.11.7.3.2. U/S Change, Example 1: If the U/S is an EA of 1 and it is changed to an EA of 20 and on-hand balances are to be updated, DMLSS divides all on-hand balances by 20.

3.11.7.3.3. U/S Change, Example 2: Alternatively if the U/S is an EA of 20 and it is changed to an EA of 1 and all on-hand balances are to be updated, DMLSS multiplies them by 20.

3.11.7.4. Receipts With Different U/P and U/S – Effect on Balance.

3.11.7.4.1. Use the equation: (U/P divided by U/S ) X the amount received = O/H Qty.

3.11.7.4.2. Receipt, Example 1: The U/P Qty is 24 and the U/S Qty is 2. In this scenario, receiving a quantity of 2 puts 24 on the shelf.

3.11.7.4.3. Receipt, Example 2: The U/P Qty is 48 and the U/S Qty is 1. In this scenario, receiving a quantity of 2 puts 96 on the shelf.

3.11.7.5. Residual Quantity – This situation occurs when the balance remaining at the end of a process leaves a quantity that is less than a full U/S. For example: When different SOSs are used to procure the same item and their U/P is the same but their unit of measure is different. Suppose the prime vendor sells an item as BX/50s, and the same item can be purchased from another vendor as BX/75. If the U/S is BX of 50, buying the item from the second vendor creates a residual quantity of 25.

3.11.7.6. Resolving On-hand Balance Discrepancies. Stop processing changes immediately after discovering an on-hand balance discrepancy. DO NOT experiment with U/S changes on the live server. An unfixable situation can be created that requires running a loss rather than repairing the balance via another packaging change.

3.11.7.6.1. Create a tutorial and attempt to fix the discrepancy on the test database using a combination of U/S changes. Fixing the erroneous balance may require alternating between updating on-hand balances and not updating on-hand balances. Only once successfully achieved on the tutorial database should an attempt be made to fix the balance on the live database.

3.11.7.6.2. In some cases, there may be no choice but to run losses due to issues or returns that were run after a U/S has been erroneously calculated.

**3.12. Technical-Supply Tab.** Equipment, pharmaceutical, repair parts, service, and supply commodity types require unique technical information. The technical tab allows users to enter an item expiration type, shelf life code, and other important information unique to the item.

3.12.1. Three local fields exist for site specific use. The first, titled Local Field is displayed in the Basic tab. The other two, Local Field 2 and Local Field 3 are located in the Technical



tab. It is recommended that the Materiel Manager or Superintendent define a standardized use for these fields prior to use in order to eliminate confusion and inconsistency.

3.12.2. The barcode numbers for the Item ID and acceptable equivalents are also stored in this tab and aid the receiving process.

**3.13. Customer Catalog Tab.** The Customer Catalog tab identifies which customers contain the item on their Customer Catalog. These are customers that are currently or have previously requested the item from LOG. The U/P, U/S, and EOH, are displayed in this screen. The item may be added or deleted from Customer Catalog(s) in this screen. Additionally, existing records can be edited.

3.13.1. One of the typical functions of the Customer Catalog module is identifying items kept in stock and maintaining supply levels. 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. Note: A user cannot establish a customer catalog record for items the customer area is restricted from using.

3.13.2. Updates to selected fields in the customer area catalog automatically occur when the MTF catalog is updated. Because customer area data represent a subset of the MTF catalog data and the UDR, the Customer Catalog module enables edits of only those fields over which the customer has authority.

**3.14. Logistics Catalog, LOG CAT Tab.** The LOG Cat tab, see Figure 3.10., is used to identify information unique to the logistics account.

Figure 3.10. MTF Catalog, Log Cat Tab.

Basic	Technical- Pharmaceutical	Cust Cat	Log Cat
Item ID: 00093310705			
Short Item Description: AMOXICILLIN 250 MG CAPSULE 500S			
Balances			
	Serviceable	Due-In (Sum)	Due-Out (Sum)
Operating:	0	0	0
	Unserviceable	Suspended	Reparable
	0	0	0
Special Projects:	0	Economic Retention Quantity: 6	Excess Reported: 0
• SOS: PVP - AMERISOURCEBERGEN DRUG <input type="checkbox"/> Critical Item Indicator <input type="checkbox"/> Free Issue Indicator <input type="checkbox"/> Marked For Deletion			
Ordering Information		Inventory Information	
Unit of Purchase: EA	Unit of Purchase Quantity: 500	Unit of Sale: EA	Unit of Sale Quantity: 500
Unit of Purchase Price: 35.26		Unit of Sale Price: 35.26	
Locations		Level: 0	Reorder Point: 0
Location/Storage Area: NONE	Primary Location: <input checked="" type="checkbox"/>	Maximum Release Qty: 0	
	Carousel Location: <input type="checkbox"/>	<input type="button" value="CAIM Balances"/> <input type="button" value="WRM Balances"/> <input type="button" value="Customer WRM Balances"/> <input type="button" value="Leveling"/> <input type="button" value="Excess"/> <input type="button" value="Print Item Status"/>	
<input type="button" value="Add"/>	<input type="button" value="Delete"/>		

3.14.1. A default SOS other than UNK should always be associated to MTF catalog records. Only SOSs added to the basic tab appear for selection in this field. When the system identifies a requirement for this item, LOG Orders uses the default SOS code identified in this tab.

3.14.2. CAIM balances, CAIM WRM balances, Customer WRM Balances, Leveling, and Excess can be reviewed by selecting the appropriate button.

3.14.3. The Ordering Information U/P, U/P Quantity, and U/P Price reflect how LOG purchases the item from the default SOS.

3.14.4. The Inventory Information identifies the package size in which the item inventory is maintained as well as the U/S, i.e., LOG sells materiel in the same unit of measure used for inventory purposes.

3.14.5. Adjusted U/S. DMLSS allows for purchasing an item using one U/P and stocking and selling it using another U/S. Users can adjust the packaging or breakdown an item into smaller U/S, maximizing stock rotation and consumption. Adjusting the U/S also accommodates customers with limited storage space. Paragraph 3.11.7 has additional information on U/S changes.

3.14.6. Select the Leveling option to view and/or update LOG operating level type, level, and reorder point (ROP).

3.14.6.1. Select a Level Type of Core, Static, or Stockless. While under normal circumstances, it is desirable to allow the system to perform inventory control, there are conditions that warrant local control of stock levels. Below are some examples of situations that would warrant non-computer controlled levels.

3.14.6.1.1. New items that do not have consistent issue consumption or pipeline time data recorded.

3.14.6.1.2. Items with erratic issue consumption.

3.14.6.1.3. An item that is being phased out of inventory.

3.14.6.1.4. Special items maintained at a specific level regardless of low or infrequent demands.

3.14.6.1.5. Mission changes that have an immediate impact on issue consumption.

3.14.6.2. While it is adjustable, Air Force policy states the Computation Method for all items will be set to Days of Stock. The Estimated Monthly Usage field for PV items can also be viewed here. In addition, the History Begin Date (HBD), last six pipeline dates and days, and the last 24 months of consumption history are recorded in the Leveling window.

### ***Section 3E—Record Management***

**3.15. Product Sourcing Request (PSR).** The PSR enables customers to submit requests to DLA Transaction Services for items that they cannot order through the Prime Vendor or ECAT programs. Requests may result in adding an item to an existing DAPA, ECAT catalog, or the Prime Vendor stocking the item and communicating the PVON (MedSurg) or NDC, as appropriate.

3.15.1. Customers can access the PSR application through DMMOnline.

3.15.2. DLA Troop Support personnel coordinate the action with the appropriate business partner, DAPA/Federal Supply Schedule (FSS) Holder, ECAT Supplier, Prime Vendor, and notify the customer with the action taken.

**3.16. MTF Catalog Changes.** MTF Catalog changes are a result of changes made automatically by UDR updates and those accepted by users. The following catalog change options are available from the IM Navigate Menu.

3.16.1. Review MTF Catalog Changes. Select this option from the Navigate menu to search, view, and/or print catalog update data that has already processed (automatically via the UDR as well as those accepted by users).

3.16.1.1. Once the window opens, use the Catalog Change Report Criteria screen to select the date range and/or Item ID.

3.16.1.2. Content: The system displays catalog data for each record:

3.16.1.2.1. Item ID.

3.16.1.2.2. Data Element – Identifies catalog data field to be updated.

3.16.1.2.3. From – Displays existing data to be replaced.

3.16.1.2.4. To – Displays new data to be placed in the identified element field.

3.16.1.2.5. SOS.

3.16.1.2.6. Date Posted.

3.16.1.2.7. Source.

3.16.2. Recommended MTF Catalog Changes. Use this option to search, view, print, and accept or reject potential MTF Catalog record updates. These are recommendations that the site has not previously accepted, rejected, or suppressed. The information appears on either a critical or noncritical tab.

3.16.2.1. Critical tab examples include the expiration type code and shelf life code.

3.16.2.2. Non-critical tab examples include the device code and item descriptions.

3.16.2.3. Work potential catalog updates daily if possible, in order to maintain current data and standardize records throughout the DoD. However, users may choose to suppress a suggested change for up to 12 months.

3.16.3. Mass MTF Catalog Changes. The Mass MTF Catalog Changes function allows users to simultaneously apply the same update to multiple catalog records. Select Mass MTF Catalog Changes from the Navigate menu to access this function.

3.16.3.1. First, identify the catalog records requiring update. Enter the criteria for the desired records and click Search. In the lower section of the window, select the items to be changed. Click Select All to select the entire list.

3.16.3.2. Next, in the top section of the window, identify the new data value(s) to be applied to the selected catalog records. The following data may be mass updated using this function.

3.16.3.2.1. Manufacturer.

3.16.3.2.2. Hazmat Code.

3.16.3.2.3. Location.

3.16.3.2.4. Standardized.

3.16.3.2.5. Certain fields are un-editable if that product is associated to the master catalog, regardless of sourcing. For example, the Manufacturer field is un-editable to DMLSS users if the catalog record is sourced to an SOS type of DPV, DLA or ECA. This field can only be modified via the daily UDR feed.

3.16.3.3. Click Apply to affect the changes, then Save to process the changes. Select Print from the vertical toolbar to obtain a printed report of catalog record updates.

**3.17. Catalog Discrepancy Process.** Local users may challenge any DMLSS master catalog attribute which they believe to be an error by submitting a Catalog Discrepancy Report to DLA Troop Support.

3.17.1. The catalog discrepancy process may be initiated from the Catalog Change Report (for any record(s) appearing on the report) or from the MTF catalog detail module in DMLSS.

3.17.2. There are three categories of catalog discrepancies. The discrepancy category is determined by criticality of data element(s) in question. Each category has timeframes set for adjudication.

3.17.2.1. Critical – adjudicated in three business days.

3.17.2.2. Routine – adjudicated in five business days.

3.17.2.3. Low Priority – adjudicated in seven business days.

3.17.3. Catalog Discrepancy Report. Once the discrepancy report is submitted, DLA Troop Support assigns a unique tracking number. The MTF Catalog Discrepancy Report, in IM Standard Reports, tracks and retains each discrepancy until 12 months after resolution.

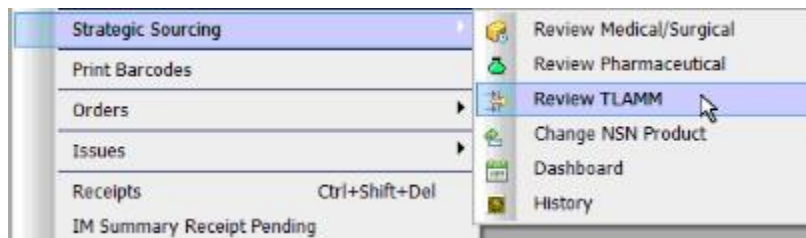
### 3.18. Strategic Sourcing Module.

3.18.1. Strategic Sourcing Overview. DMLSS Strategic Sourcing is designed to consistently identify and obtain the best item(s), at the best available price, using the best procurement alternative available to a site. Specifically, this module provides an acquisitions manager with a resourcing tool when the default SOS record is not currently pointed to the most preferred source, best available pricing agreement, or best available price for the customer.

3.18.2. Accessing the IM Strategic Sourcing Module. The Strategic Sourcing module is located in the IM application and available to users by clicking Navigate on the module menu toolbar. Access is permitted by commodity type via UP Assign in System Services. Users must have the "IM MEDSURG STGIC SOURCE" or "IM PHARM STGIC SOURCE" role assigned to a User ID in order to access this module in the Navigate dropdown menu.

3.18.3. Strategic Sourcing Categories. The Strategic Sourcing module is divided into six functions, see Figure 3.11. Timely use of each of these functions provides an automated means to fully manage resourcing opportunities and provide the best available pricing for Med/Surg and pharmaceutical commodities.

**Figure 3.11. IM Strategic Sourcing Menu.**



3.18.3.1. Review Medical/Surgical – Use this option to view, and accept or reject Med/Surg product sourcing recommendations.

3.18.3.2. Review Pharmaceutical – Use this option to view, and accept or reject pharmacy product sourcing recommendations.

3.18.3.3. Review TLAMM – Sites supported by a TLAMM use this option to source items to the supporting TLAMM. This utility reviews catalog records that are not sourced to a TLAMM and identifies records that could be sourced to a TLAMM supplier identified in master data. Master data is data provided by the Medical Master Catalog (MMC) for preferred medical products.

3.18.3.4. Change NSN Product – Use this option to review alternate product sourcing options for items managed as NSNs.

3.18.3.5. Dashboard – The strategic sourcing dashboard function displays 12 months of history presented in lines, dollars, and percentages for 13 areas of synchronization compliance that include previous resourcing actions and remaining opportunities.

3.18.3.6. History – This function records historical information on user acceptance and rejection activities. Users may view, print or export this data.

3.18.4. Syncing Catalog Records Prior to Sourcing. MTF Catalog records that are not yet synced to the MMC do not appear in the strategic sourcing module. This syncing task is performed in the Synch Assistant module that is available to users by accessing IM/Utilities/Synch Assistant. Since items are considered for strategic sourcing opportunities during the EOP process, those items that are successfully synced using the Sync Assist tool on day 1 do not [potentially] appear in the Strategic Sourcing module until day 2. Note: In order for resourcing actions to appear on the Strategic Sourcing Dashboard, un-synced records must be linked to the MMC via the Sync Assist tool and subsequently sourced through the Strategic Sourcing module. Conversely, catalog records linked to the Medical Master Catalog and then sourced manually through the MTF Catalog – Detail Window do NOT appear on the Dashboard.

3.18.5. Medical/Surgical and Pharmaceutical Sourcing Procedures. The following procedures provide the necessary step-by-steps for accessing, and accepting or rejecting sourcing recommendations for both Med/Surg and pharmaceutical commodities.

3.18.5.1. First, choose a commodity type by selecting Review Medical/Surgical or Review Pharmaceutical from the Strategic Sourcing dropdown menu (see Figure 3.11.).

3.18.5.2. The Strategic Sourcing Criteria window (Figure 3.12.) is then displayed.

**Figure 3.12. Strategic Sourcing Criteria Window.**

The screenshot shows a dialog box titled "Strategic Sourcing Criteria". Inside the dialog, there are four input fields:
 

- "Recommendation Type": A dropdown menu currently showing "EQUIVALENT PREFERRED ITEM".
- "Minimum Times Ordered": An empty text input field.
- "Minimum Cost Avoidance": A text input field containing ".00".
- "Received Since": A dropdown menu.

 At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

3.18.5.2.1. Enter a Recommendation Type. Select the desired Recommendation Type using the dropdown arrow.

3.18.5.2.1.1. Equivalent Preferred Item—identifies catalog records that have a preferred, standardized, or mandatory product available. Sites are encouraged to

utilize preferred products to the greatest extent possible; however, these recommendations should be coordinated with clinical staff and/or the pharmacist prior to implementing.

3.18.5.2.1.2. Better Source Same Item—identifies items being purchased that have a better sourcing option. Better sourcing is defined as an alternate prime vendor ordering number (PVON) or national drug code (NDC) with preferred pricing or higher precedence supplier (PVP, PVM, and ECT).

3.18.5.2.1.3. Move To eCommerce—identifies items being purchased from non-eCommerce sources that have sourcing options from an eCommerce source (DPV/ECT). A Y in the Move to Ecommerce column indicates that the current item is purchased through a means other than Prime Vendor or ECAT, for example, credit card orders, blanket purchase agreement, or local contracting. This means that every order requires some manual effort, such as contacting the vendor. Accepting the recommendation reduces the labor required to procure the item through non-eCommerce sources. An N indicates that the current item is already sourced from Prime Vendor or ECAT.

3.18.5.2.1.4. Equivalent Item Better Source—identifies up to three functionally equivalent products that have a lower unit of measure price and a better sourcing option. This option requires coordination with clinical staff and/or Pharmacist to ensure alternate product meets standards of care/clinical suitability.

3.18.5.2.1.5. Move Brand Drug to Generic Equivalent (Pharmaceutical category only)—DMLSS captures Equivalent information from the Medical Master Catalog and allows users an opportunity to move Brand Name products to the Generic Equivalent item. It is mandatory that Medical Logistics personnel consult with the pharmacist or pharmacy technician prior to making catalog adjustments.

3.18.5.2.1.6. Recommendations are not mutually exclusive, for example, a Better Source Same Item selection may also include Move to eCommerce recommendation types in the returned recommendation set.

3.18.5.2.2. Enter Limiting Factors. Users may also elect to enter the following limiting factors to more accurately focus the returned data set for any of the Recommendation Types.

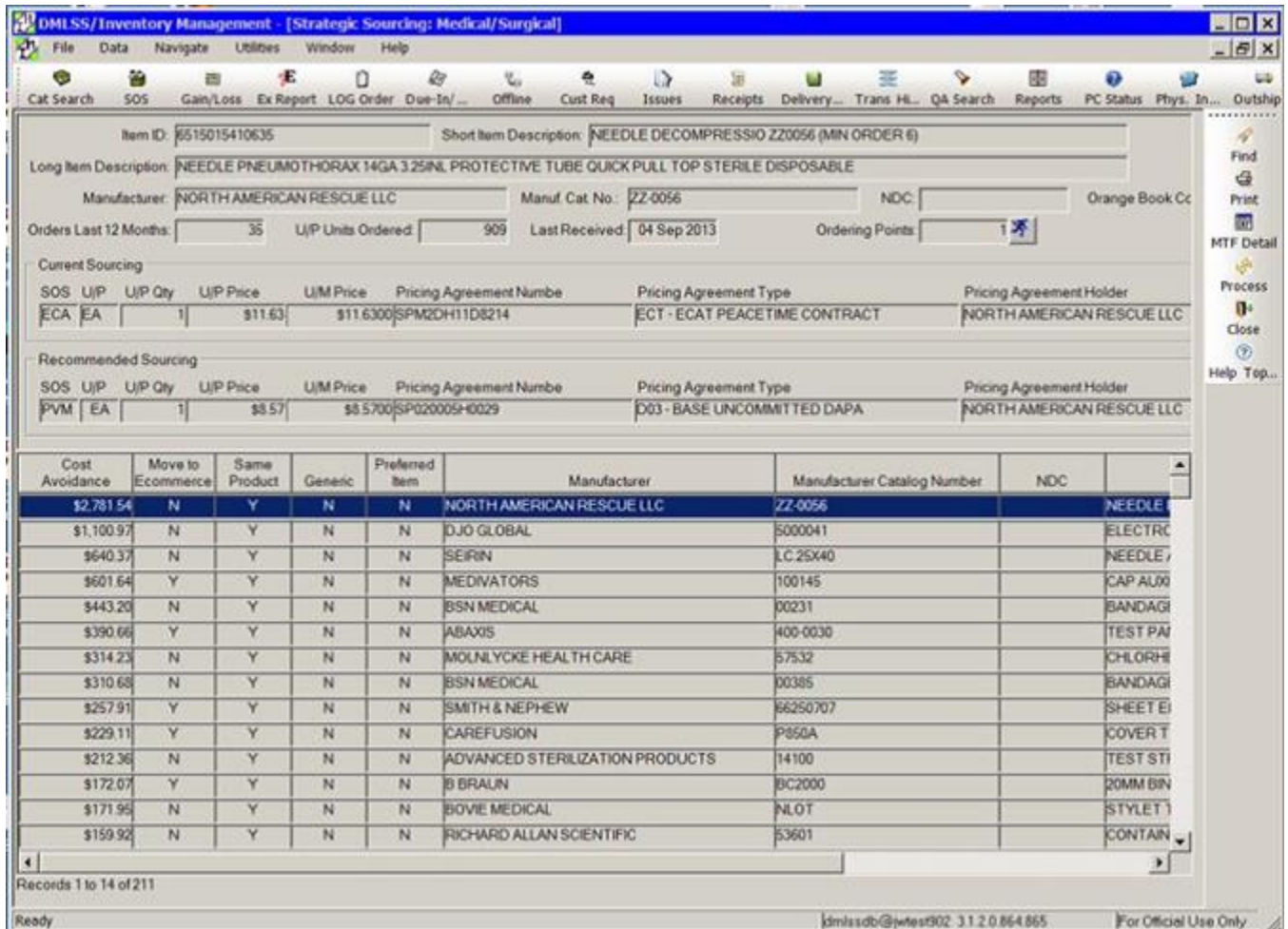
3.18.5.2.2.1. Minimum Times Ordered—allows the user to specify the minimum times that a product has been ordered over the last year. Using this option may help restrict the recommendations returned to only high volume products.

3.18.5.2.2.2. Minimum Cost Avoidance—allows the user to enter a minimum dollar value threshold for selecting recommendations. This may be specified by a user to select only those recommendations that have the highest payback if the recommendation is accepted.

3.18.5.2.2.3. Received Since—allows the user to select a specific date window to be used in selecting recommendations based upon when the product was last received. A user may use this option to restrict the recommendation set to only those products which have been received recently, such as within the last 90 days.

3.18.5.3. Strategic Sourcing Medical/Surgical Window. After selecting the Recommendation Type, and the desired (optional) limiting factors, click OK, and the Strategic Sourcing Medical/Surgical Window (Figure 3.13.) displays for the returned data set. The recommendation data set screen is divided into two basic parts, the specific details for the selected recommendation and a list of all recommendations returned based upon the specified selection criteria.

Figure 3.13. Strategic Sourcing: Medical/Surgical Window.



3.18.5.3.1. Specific details for the selected recommendation. The top part of the screen contains the specific details for the selected recommendation including: (1) basic product information, (2) ordering activity detail and (3) details of the recommended change. As a user scrolls through the list of resourcing recommendations on the bottom part of the screen, the top part changes to reflect the details of the selected recommendation. The current and recommended sourcing lines appear in the middle of the screen.

3.18.5.3.1.1. Current Sourcing – the default source details presently being used to acquire the product.

3.18.5.3.1.2. Recommended Sourcing – the suggested change to the SOS catalog



record.

3.18.5.3.2. List of all recommendations returned based upon the specified selection criteria. As mentioned, the bottom part of the screen is a list of all recommendations returned based upon the specified selection criteria. The list order is defaulted to descending Cost Avoidance/largest return on investment (amortized savings); however, users can click any column to re-sequence the list.

3.18.5.3.2.1. Cost Avoidance—the annual aggregated dollar value difference between the price of site’s current default sourcing and the recommended sourcing change.

3.18.5.3.2.2. Move Ecommerce—indicates (if by accepting the sourcing recommendation) that the purchasing process for this product would transition from manual ordering to an electronic method (PV, ECAT, etc.).

3.18.5.3.2.3. Same Product—used to determine if an equivalent product is being recommended. Prior to accepting these recommendations, a user should coordinate with the clinic staff.

3.18.5.3.2.4. Generic—this column is used to identify when a pharmaceutical generically equivalent product is being recommended. Decisions on switching to pharmaceutical generic drugs rests with the resident Pharmacist.

3.18.5.3.2.5. The right side of the Recommendation List consists of basic product information derived from the MMC. The only instance when this varies from what is displayed in the top portion of the screen is when the recommendation is for a different product (equivalent, generic or preferred item) which would normally require external coordination/concurrence before accepting the recommendation. Note: Viewing the Same Product and Generic column indicators is the easiest way to identify that a different product is being recommended.

3.18.5.3.3. Preferred Distribution Channel. Strategic sourcing follows a preferred distribution channel for eCommerce that places PVP ahead of PVM and both PVP and PVM sources are considered before ECT.

3.18.5.3.4. Preferred Pricing Agreement Types. Likewise, Strategic Sourcing uses a predetermined precedence of pricing agreements types. See Table 3.1. The list order is defaulted to descending precedence; i.e., DNC is the highest precedence and ECT is the lowest. If there are multiples alternatives, then the best price should prevail as the recommended source.

**Table 3.1. Precedence of Pricing Agreement Types.**

DNC	DoD National Contract Pharmacy Only
VNC	VA National Contract Pharmacy Only
UFC	Uniform Formulary Contract
DBP	DoD Blanket Purchase Agreement (DoD BPA)
SPC	Regional Incentive Agreement
PVR	PVB Incentive Agreement
VIP	Voluntary Incentive Pricing

PVV	PVB Voluntary Incentive Agreement
VPR	Voluntary Reduction By DAPA Holder
PVI	PVB Voluntary DAPA Holder Price Reduction
FSR	VA FSS Restricted Pricing
BG4	VA Big4 Pricing
D01	VA FSS Contract
D03	Base Uncommitted DAPA
PVB	Prime Vendor Branded
PVE	Prime Vendor Exclusive
CAT	Standard Noncontract Pharmacy Item
ECT	ECAT Peacetime Contract

3.18.6. Processing (Accepting / Rejecting) Results within the Recommendation List. Carefully review the recommended sourcing results in the Strategic Sourcing Detail Window. After a decision is made to accept or reject a strategic sourcing recommendation, highlight the recommendation and click the Process icon on the vertical toolbar. This action opens the Strategic Sourcing Detail window (Figure 3.14.), a summary screen of product sourcing recommendations (with similar packaging configurations) for the selected item. The recommended alternatives are displayed at the bottom of the screen. Similar to the previous screen, clicking on an entry on the bottom half of the screen displays its current catalog information as well as recommended sourcing fields on the top half. Additionally, users can click the MTF Detail button on the vertical toolbar to view the catalog record. From this window, DMLSS users initiate action to accept or reject the recommendation.

Figure 3.14. Strategic Sourcing Detail Window.

Item ID: 8515015410635 Short Item Description: NEEDLE DECOMPRESSIO ZZ0056 (MN ORDER 6)

Long Item Description: NEEDLE PNEUMOTHORAX 14GA 3.25INL PROTECTIVE TUBE QUICK PULL TOP STERILE DISPOSABLE

Manufacturer: NORTH AMERICAN RESCUE LLC Manuf. Cat No.: ZZ-0056 NDC: Orange Book Cc

Orders Last 12 Months: 35 U/P Units Ordered: 909 Last Received: 04 Sep 2013 Ordering Points: 1

Current Sourcing

SOS	U/P	U/P Qty	U/P Price	U/M Price	Pricing Agreement Numbe	Pricing Agreement Type	Pricing Agreement Holder
ECA	EA	1	\$11.63	\$11.6300	SPM2DH11D8214	ECT - ECAT PEACETIME CONTRACT	NORTH AMERICAN RESCUE LLC

Recommended Sourcing

SOS	U/P	U/P Qty	U/P Price	U/M Price	Pricing Agreement Numbe	Pricing Agreement Type	Pricing Agreement Holder
FVM	EA	1	\$8.57	\$8.5700	SP020005H0029	003 - BASE UNCOMMITTED DAPA	NORTH AMERICAN RESCUE LLC

Cost Avoidance	Move to Ecommerce	Same Product	Generic	Preferred Item	LUM	U/P	U/P Qty	U/P Price	Manufacturer	Manufacturer Catalog Number
\$2,781.54	N	Y	N	N	Y	EA	1	8.57	NORTH AMERICAN RESCUE LLC	ZZ-0056

Records 1 to 1 of 1

Ready | jdmisdb@jwtes002 3.1.2.0 864865 | For Official Use Only

3.18.6.1. Accepting the Recommended Sourcing. To implement a recommendation, click the Accept icon on the vertical toolbar and the Processing Recommendation process starts. This action is designed to create or reconfigure the site's sourcing record, set the default sourcing record, and in some cases alter the packaging configuration without requiring manual intervention by a user. When the user receives the message, "The selected recommendation was successfully applied" it indicates the catalog sourcing record has been reconfigured. The system records the user's action and the action is posted to the strategic sourcing history table where it can be viewed over time. Occasionally, users encounter exceptions/messages that prompt the user to accept quantity changes or disallow the change to take place.

#### 3.18.6.1.1. Messages/Exceptions.

3.18.6.1.1.1. U/S Quantity Change. The acquisition manager must decide whether or not to change the U/S quantity and adjust balances and levels. DMLSS prompts the user with the following message: "Continuing this action will change the U/S Qty. Would you like to adjust balances as well?"

3.18.6.1.1.1.1. YES – Click to adjust balances and levels.

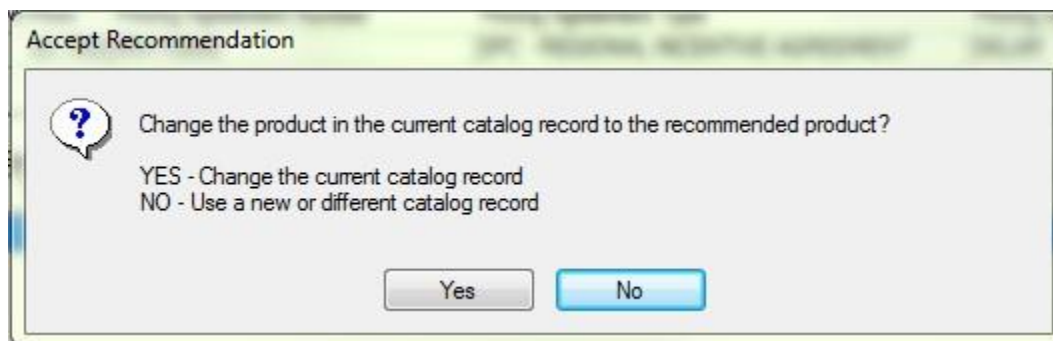
3.18.6.1.1.1.2. NO – Click to correct the U/S Quantity.

3.18.6.1.1.2. Active Due-ins. DMLSS prohibits a user from completing the process if there are active due-in details. The system produces the following message, "Packaging change not allowed at this time. Active due-ins exist for this packaging."

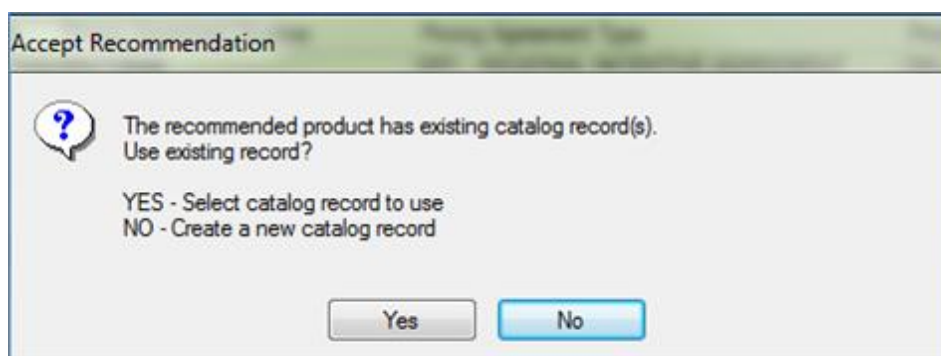
3.18.6.1.1.3. WRM. When a user attempts to process a sourcing change that involves a different unit of purchase (U/P) packaging configuration and the item is maintained within a WRM assemblage(s), the system checks to ensure that the update is not going to adversely impact on-hand balances. If packaging values are not equally divisible, DMLSS prevents the user from completing this action and produces the message: "This sourcing record cannot be applied at this time. Transaction would result in residual quantities for WRM."

3.18.6.1.1.4. Equivalent products, different manufacturer/manufacturer catalog number/NDC. When choosing to convert an item to an Equivalent product, the system prompts the user with a series of options. First, the system asks if the user wishes to overhaul the existing catalog record or to create a new one (see Figures 3.15. and 3.16.).

**Figure 3.15. Accept Recommendation [Equivalent Products/Change The Product].**



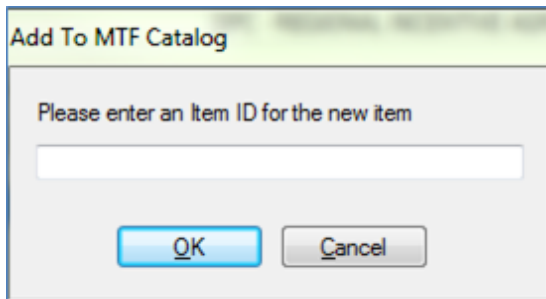
**Figure 3.16. Accept Recommendation [Equivalent Products / Use Existing Record].**



3.18.6.1.1.4.1. Selecting Yes updates the existing catalog (basic tab) and choosing No allows DMLSS to establish a new catalog record. If choosing the No option, DMLSS then prompts the user (see Figure 3.17.) to enter a new MTF Item ID. The system automatically deletes the existing MTF catalog record,

builds the new record, and re-establishes Svc/Customer catalog records under the new one.

**Figure 3.17. Add To MTF Catalog [Equivalent Products/Enter Item ID for New Item].**



3.18.6.1.1.4.2. If the existing catalog record contains a Prime Vendor SOS and the delivery method is USE, DMLSS provides the following warning, "This record is a PV usage item. Do you need to retain the existing record to buy out the inventory?" If "Yes" is the response in the Accept Recommendation popup window, the current catalog record is sourced to SOS 0\_0 to stop routine purchases. For non-USE items, or if the answer to the question above is No, the record is marked as retired.

3.18.6.1.1.4.3. Svc/Customer Estimated On-Hand (EOH) balances are also factored into the equation when building a new catalog record. If the customer has an EOH balance, DMLSS provides the warning message that the balance(s) must be set to zero in order to proceed. This can be accomplished manually in the CAIM application, or automatically using the message prompt.

3.18.6.2. Rejecting the Recommended Sourcing. To reject a recommendation, click the Reject icon (red square) on the vertical toolbar and the Reject Recommendation window is displayed.

3.18.6.2.1. Select the Reject Until date from the dropdown calendar. The user can reject a Strategic Sourcing recommendation for up to a year. As a result, recommendations are suppressed until that time has elapsed, or until the user opts to undo the previous rejection action.

3.18.6.2.2. Enter the Rejection Reason and click the OK button. The selected recommendation has been deferred message displays indicating the deferral is complete. Note: Rejections may be cleared in Strategic Sourcing History (see paragraph 3.18.8 and Figure 3.18.) Removing a Reject Until date releases the catalog record and makes it available for consideration during the next recommendation cycle.

3.18.7. National Stock Number Sourcing Utility Functionality. This sourcing optimization utility allows the user to review alternate product sourcing options for items managed as NSNs. Users select NSNs for review by entering an Item ID or selecting an assemblage. The utility identifies alternate products and sourcing when available in master data and allows the user to change the underlying product and sourcing associated with the catalog record. This utility is similar in functionality to the Strategic Sourcing function. The primary difference is it looks

across products and limits packaging options to the NSN pack quantity as identified in the product source price record that contains the NSN.

3.18.8. Strategic Sourcing History. The strategic sourcing history feature allows users to search, view, select, print and export historical accepted and rejected strategic sourcing recommendations. Select Strategic Sourcing from the Navigate menu, and then click on the History option to access this function. In turn, the Strategic Sourcing History window (Figure 3.18.) opens.

**Figure 3.18. Strategic Sourcing History Window.**

The screenshot displays the 'Strategic Sourcing History' window. At the top, there are search filters including 'Action' (set to 'ACCEPTED'), 'Item ID', 'Recommendation Type' (set to 'ALL'), 'SOS Type', 'Action Date' range, 'Move To Preferred Product' (set to 'ALL'), and 'Move To Ecommerce' (set to 'ALL'). Below the filters, there are sections for 'Old Source' and 'New Source', each showing item details like Item ID (302831), Manufacturer (BD), and Pricing Agreement Number. The 'Old Source' has a pricing agreement of 'D03 - BASE UNCOMMITTED DAPA' with a U/P Price of \$11.67 and U/M Price of \$2.431. The 'New Source' has a pricing agreement of 'SPC - REGIONAL INCENTIVE AGREEMENT' with a U/P Price of \$9.19 and U/M Price of \$1.915.

Action Date	Org ID	User ID	Recommendation Type	Action	Short Item Description	Cost Avoidance	U/M Order Quantity	Old U/M Price	New U/M Price	Re
03 Oct 2013	FM4600	SYS	MEDICAL/SURGICAL	ACCEPTED	SYRINGE 20ML LS S/C 48 (48 SHELF PACK 19	\$27.27	528	\$2.431	\$1.915	
23 Dec 2013	FM4600	SYS	MEDICAL/SURGICAL	ACCEPTED	CONTAINER SHARPS 8GAL HINGED TOP RED	\$69.00	50	\$5.9700	\$4.5930	
18 Mar 2014	FM4600	SYS	MEDICAL/SURGICAL	ACCEPTED	PAD ANTISEPTIC SKIN PREP ALCOHOL MED ST	\$289.20	144600	\$0.0079	\$0.0059	
18 Mar 2014	FM4600	SYS	MEDICAL/SURGICAL	ACCEPTED	CONTAINER SHARPS 5QT IN-ROOM HORIZONT	\$108.15	100	\$2.9185	\$1.8370	
18 Mar 2014	FM4600	SYS	MEDICAL/SURGICAL	ACCEPTED	CONTAINER SHARPS 3GAL IN-ROOM HORIZONT	\$106.80	30	\$6.3160	\$2.7560	
18 Mar 2014	FM4600	SYS	MEDICAL/SURGICAL	ACCEPTED	CONTAINER SHARPS 18GAL LARGE VOLUME SI	\$45.60	15	\$18.9740	\$15.9340	
24 Mar 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	LUNESTA 3 MG TABLET 100S	\$3,237.41	1900	\$3.3898	\$1.6859	
24 Mar 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	LUNESTA 2 MG TABLET 100S	\$2,229.64	1400	\$3.2785	\$1.6859	
24 Mar 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	LUNESTA 1 MG TABLET 30S	\$516.80	300	\$3.4087	\$1.6860	
24 Mar 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	PRADAXA 75 MG CAPSULE UD 60S	\$2,316.51	3780	\$2.4285	\$1.8157	
24 Mar 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	PRADAXA 150 MG CAPSULE UD 60S	\$30,373.20	46800	\$2.4647	\$1.8157	
28 Mar 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	FIRST-OMEPRAZOLE 2 MG/ML SUSP 90ML	\$10.94	1	\$35.6000	\$24.6600	
04 Apr 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	METHSCOPOLAMINE BROM 5 MG TAB 60S	\$152.84	60	\$3.4160	\$8.687	
04 Apr 2014	FM4600	SYS	PHARMACEUTICAL	ACCEPTED	HYDROCODON-ACETAMIN 7.5-325/15 118ML	\$510.48	18	\$33.3500	\$4.9900	

Records 1 to 13 of 125

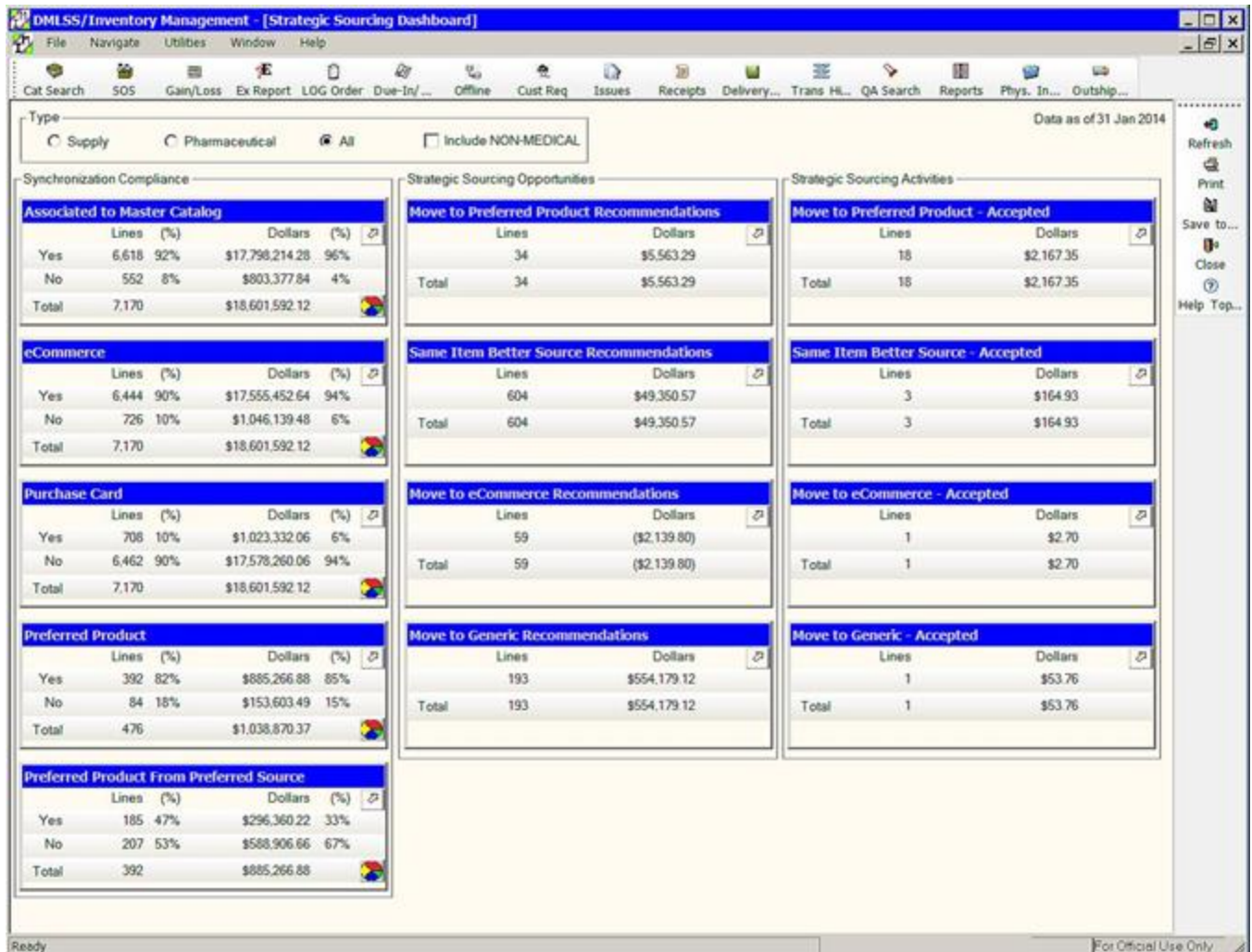
#### 3.18.8.1. Performing a Search.

3.18.8.1.1. Use the dropdown list in the Action field to select Accepted or Rejected. Also, select the desired Recommendation Type of Medical Surgical, Pharmaceutical, or All.

3.18.8.1.2. Add any additional search criteria to filter the search and then click the Search icon on the vertical toolbar and the Strategic Sourcing History window populates.

- 3.18.8.1.3. Select a record at the bottom of the screen to display details of the old and new sources. Scroll right for more information.
- 3.18.8.2. System generated. User ID: SYS indicates a system generated update. DMLSS automatically updates sourcing during the end-of-period when a preferred pricing type is available and the Prime Vendor Ordering Number (PVON) does NOT change (for example, base uncommitted DAPA with an available Regional Incentive Agreement and Prime Vendor Ordering Number is the same).
- 3.18.8.3. Removing a Previous Rejection. Users have the ability to remove a Reject Until date on a previously rejected strategic sourcing recommendation. Perform a search of Rejected recommendations. Select the recommendation to un-reject and then click the Remove icon on the vertical toolbar. After clearing the rejection the user receives the message, "The rejection of the selected Strategic Sourcing Recommendation has been cleared. The selected recommendation is regenerated during the next End of Period process."
- 3.18.9. Strategic Sourcing Dashboard. The Strategic Sourcing Dashboard is provided to give visibility to site users of current alignment of local catalogs to the Medical Master Catalog product and sourcing details, actionable preferred sourcing opportunities and previous Strategic Sourcing activity. The Strategic Sourcing statistics are collected monthly and passed to JMAR for enterprise-wide reporting purposes. Select Strategic Sourcing from the Navigate menu, and then click on the Dashboard option to access this function. In turn, the Strategic Sourcing Dashboard window (Figure 3.19) is displayed.

Figure 3.19. Strategic Sourcing Dashboard Window.



3.18.9.1. Select Dashboard Criteria. Choose the desired Commodity Type by selecting the Supply, Pharmaceutical, or All radio button. Users may further tailor the display set by electing to check or uncheck the Include NON-MEDICAL checkbox.

3.18.9.2. Metrics are organized in three general categories: Synchronization Compliance (first column), Strategic Sourcing Opportunities (second column), and Strategic Sourcing Activities (third column).

3.18.9.2.1. Synchronization Compliance Statistics. Statistics are calculated on all supply and pharmaceutical commodity types on catalog records that are not marked as deleted and have at least one receipt recorded in the last 12 months.

3.18.9.2.1.1. Associated to Master Catalog. Measures the number of catalog records that are associated to master data in the MMC.

3.18.9.2.1.2. eCommerce. Measures the number of catalog records that are sourced to an eCommerce SOS.

3.18.9.2.1.3. Purchase Card. Measures the number of catalog records sourced to



an SOS with purchase card as a payment method.

3.18.9.2.1.4. Preferred Product. Measures the number of catalog records identified as a preferred item when a preferred item is identified in master data.

3.18.9.2.1.5. Preferred Product From Preferred Source. Measures the number of preferred items (catalog records) sourced to the preferred SOS.

3.18.9.2.2. Strategic Sourcing Opportunities. Statistics are calculated on all supply and pharmaceutical commodity types where strategic sourcing recommendations exist at the end of month process.

3.18.9.2.3. Strategic Sourcing Activities. These four statistical areas show a line item count and cost avoidance dollar value for strategic sourcing opportunities that were accepted by a user during the end of the as of month.

3.18.9.3. Statistics from each of the three categories are as of the latest end of month. Historical detail information is available by clicking the arrow in the top right corner of any statistical table. In turn, the Strategic Sourcing Dashboard Detail Report opens. The underlying details are presented as an aggregated value over time of Strategic Sourcing activity for each category. These details may be exported to view changes over time if desired.

**3.19. Catalog Auto-Delete and Purge.** Auto-delete and catalog purge processes are automatically accomplished in DMLSS during the end-of-month processing.

3.19.1. Catalog Auto-Delete. This function marks unused catalog records for deletion to prepare the records for purging from the catalog. The system automatically marks catalog records for deletion when all of the following conditions are met.

3.19.1.1. Potential auto-delete candidates cannot have catalog records that were created within the last 30 days.

3.19.1.2. Balances. Potential auto-delete candidates cannot have an operating balance or level in IM, AM or the CAIM modules. They cannot be in an assemblage instance. There can be no log state balances including excess.

3.19.1.2.1. The item cannot have active Due-In or Due-Out balances, and there cannot be receipts within the past year.

3.19.1.2.2. Records cannot be locked in an inventory.

3.19.1.3. Equipment. Potential auto-delete candidates cannot have equipment records or equipment balances. They cannot be part of undeleted equipment records, referenced by an Equipment Maintenance (MA) work order, or referenced in an equipment request.

3.19.1.4. Facility Management. Potential auto-delete candidates cannot be part of FM RPIE data, FM parts, or be part of a work request or pending parts list.

3.19.2. Catalog Purge. The purge process physically removes catalog records from the database that are no longer being utilized or referenced. The purge criteria is similar to the auto-delete process with the exception that the MTF catalog record is marked for deletion for at least 30 days, and it cannot be referenced in an active or inactive Due-In or Due-Out.

**3.20. Related Pending Actions.**

3.20.1. Unprocessed MTF Catalog Changes Report. MTF catalog changes have been requested, but have not been accepted or rejected.

3.20.2. DAPA Number/Contract Type Code Changes. This pending action is generated for changes to the DAPA Number, Contract Expiration Date or Contract Type Code made by a user action, the End of Day process or a UDR delta update.

3.20.3. DLA Sourced NSN – Commercial Sourcing Available. Items appearing in the pending action are currently sourced to a DLA SOS. The system has found a commercial source for the item.

3.20.4. Catalog Exception Processing. During an automated download process (usually WRM updating an allowance standard for an assemblage or processing an assemblage gain) the system will build MTF catalog records for items not already existing. These are incomplete records requiring an SOS to be added and, most always, updates to the descriptive data are also required.

3.20.5. Failed MTF Catalog Changes Report. MTF catalog changes were requested but failed to occur.

3.20.6. New MTF Catalog Record. A new MTF catalog record has been created.

3.20.7. Catalog Items with Invalid SOS. A catalog item is associated with an SOS that is marked as deleted.

**3.21. Related Standard Reports.** Refer to Chapter 18, DMLSS Reports / Inventory Management Reports.

## Chapter 4

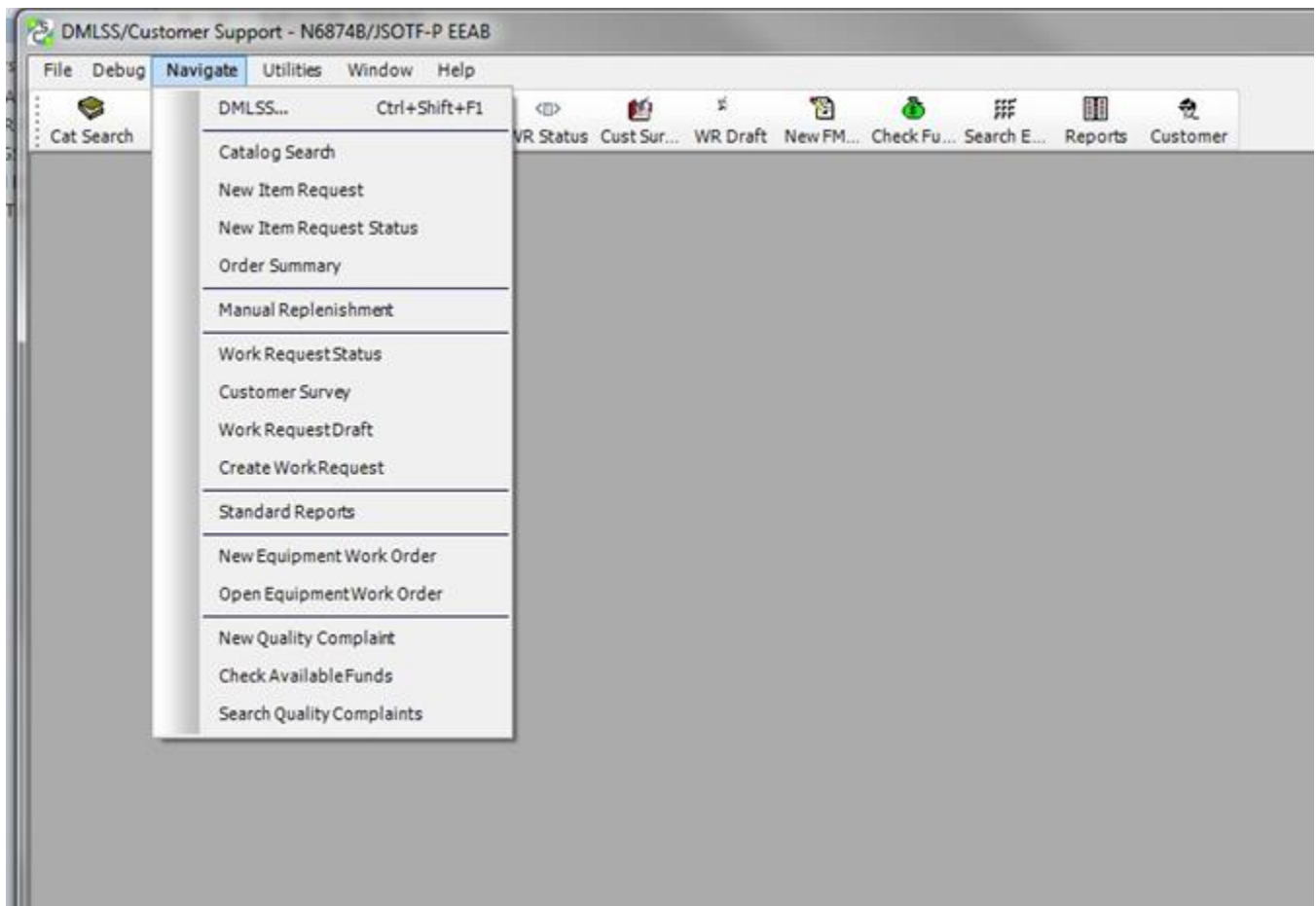
### CUSTOMER APPLICATIONS

**4.1. Scope.** This chapter contains procedures for the two applications used by customers: Customer Support (CS) and CAIM. This chapter also covers setting-up a customer forward logistics area and understanding customer transactions.

#### *Section 4A—Customer Support*

**4.2. Customer Support Overview.** This module (Figure 4.1.) encompasses supply, equipment, and facility management functions and places the customer request features into a single area.

**Figure 4.1. Customer Support, Navigate Menu.**



#### 4.2.1. Within Customer Support:

- 4.2.1.1. Custodians can submit new item requests and monitor the status of existing requests.
- 4.2.1.2. Equipment custodians can submit requests for new equipment and monitor the status of requested equipment.

4.2.1.3. Custodians can also submit equipment work order requests to the Biomedical Maintenance manager.

4.2.1.4. Duty section managers can request new Facility Management work requests, request updated status, and monitor the status of existing facility work requests.

4.2.1.5. Supply and equipment custodians can check the status of funds in the CS module as well as process standardized reports designed to assist them in managing their respective accounts.

**4.3. Catalog Search.** The Catalog Search function works the same in Customer Support as it does in IM and is used to search for customer catalog records as well as searching for LOG, MTF, ECAT, and other contracted item catalog records. Refer to paragraph 3.3 for guidance. Note: New catalog records are created in IM by a logistician.

**4.4. New Item Request (NIR).** The NIR is used to submit a request for a supply item that does not have an existing customer or LOG catalog record, or the item has not previously been approved for purchase.

4.4.1. Select New Item Request from the Navigate menu or click on the NIR button located on the horizontal toolbar to open a NIR. The NIR contains required and optional data fields. Customers enter data into the required fields and should provide as much of the optional data as possible. All data provided is used during the research phase of the NIR process and is important when searching for existing catalog records.

4.4.2. Catalog Research for Approved NIRs. Catalog research should be accomplished by Medical Logistics personnel using the IM New Item Request pending action. This part of the NIR process is accomplished to determine whether or not a catalog record already exists. Appointed personnel must be assigned the CS NIR Catalog Research privilege in System Services to accomplish this task.

4.4.3. The Hazardous Materiel (Hazmat) Review will be conducted by Medical Logistics personnel using the IM NIR pending action. However, at least one person from the Bioenvironmental Engineering (BEE) office will be privileged to conduct the Hazmat Review. If the item is found to be hazardous, follow local reporting and storage procedures. Also, the appropriate Hazardous Materiel Code, MTF restrictions, special requirements, and destruction methods will be loaded into the MTF catalog record at this time.

4.4.4. LOG Authority. The LOG authority is usually assigned to the Medical Logistics Flight Commander, Medical Logistics Flight Chief, Non Commissioned Officer In Charge (NCOIC) of Medical Logistics, or someone within the MTF that is responsible for approval of the request. Personnel performing this task must be assigned the CS LOG Authority privilege.

4.4.5. Ordering Authority. The Ordering Authority is the Medical Logistics person(s) authorized to purchase the requested item. If not already completed, establish the catalog record so the item can be purchased. The CS Ordering Authority privilege must be assigned to personnel authorized to purchase new item requests.

**4.5. New Item Request Status.** The Customer Support NIR Status function provides customers a method of monitoring their status.

**4.6. Order Summary.** Pending orders that appear in the Order Summary window are a result of a customer using the Order Item function. Items are displayed by line item if pending orders exist.

A check in the Error box indicates an error or exception exists for the specified line item. The error must be resolved prior to executing the order. Click Execute on the vertical toolbar to generate a CAIM ESD and IOU transaction, or Delete to remove the highlighted item from the pending order. Upon processing, the order is pushed to IM as a LOG Routine issue.

**4.7. Manual Replenishment.** Use the Manual Replenishment function to resupply stock levels for items listed in the customer's catalog. This function is also in CAIM.

**4.8. Work Request Status.** Customers should use the Work Request Status function to monitor the status of their submitted facility work requests.

**4.9. Customer Survey.** The Customer Survey feature provides customers an avenue to rate, score, and/or provide comments in response to a completed facility work request. Once the facility manager closes a work request, the Survey button located on the vertical toolbar becomes available in the work request status record.

**4.10. Work Request Draft.** Customers can use this function to search for draft copies of submitted Facility Management work requests. Draft copies are only saved and accessible using this function when the customer chooses to save the draft upon creating a new work request. This function should be used sparingly as it can clutter the database.

**4.11. Create Work Request.** Customers assigned the CS FM Work Request, a customized role, or CS Expert role in System Services, UP Assign/Manage can use the Create Work Request function to submit facility work requests to Facility Management.

**4.12. Standard Reports.** Several standardized reports are available to assist customers/custodians in managing their supply and equipment accounts. Most of the available reports are directed toward helping customers focus on high use, high demand, and high dollar items within their account(s).

**4.13. Equipment Record.** The CS Equipment Record function allows equipment custodians visibility of Equipment Detail records assigned to their equipment account. Custodians must be assigned the CS Equipment Custodian role to gain access to this function. The custodian cannot modify the Equipment records.

**4.14. Equipment Request.** The CS Equipment Request function is used by equipment custodians to submit requests for new equipment and to monitor the status of existing equipment requests. This function essentially works the same in Customer Support as it does in EM. (See equipment request procedures in Chapter 9). Adhere to the following guidelines when submitting an equipment request through Customer Support:

4.14.1. Only primary custodians have access to the equipment request module.

4.14.2. Custodians must be assigned the CS Equipment Custodian role prior to gaining access to this function.

4.14.3. At a minimum, custodians should complete the (1) Main, (2) Training, (3) Suggested Sources, (4) Supplies, and (5) Replacement Equipment Control Number (ECN), if applicable, tabs prior to submitting the request to MEMO.

4.14.4. Custodians may save their work and receive an Equipment Request Number by clicking the Save button; however, they must click the Submit button to actually send the request to MEMO. Furthermore, this office can open/view a custodian's saved request(s), but

they do not receive a Customer Equipment Request Submitted advisory notice and are not able to edit the request until the custodian clicks the Submit button.

4.14.5. Once the equipment request is submitted, the custodian is limited to viewing the request and cannot add or edit information. To complete the request process, they should deliver any required documents (e.g., price quotes, product literature) to MEMO.

**4.15. New Equipment Work Order.** Equipment custodians can use the New Equipment Work Order function to submit equipment work order requests to medical maintenance. This function provides an automated method to communicate needs rather than the custodian leaving the duty section to visit the maintenance shop. Once submitted, the equipment work order is immediately forwarded to the Equipment Maintenance Inbox and appears in the Customer Work Order Pending action.

**4.16. Open Equipment Work Order.** Custodians can use this function to monitor the work order status of their assigned equipment.

**4.17. Equipment Sub-custodian.** The Equipment Sub-custodian function provides equipment custodians a method to associate guardianship of specific equipment to an individual within his/her area of responsibility. Using the sub-custodian function does not constitute the transfer of responsibility. Using this function is a means to assist the equipment custodian in safeguarding the equipment within his/her area of responsibility.

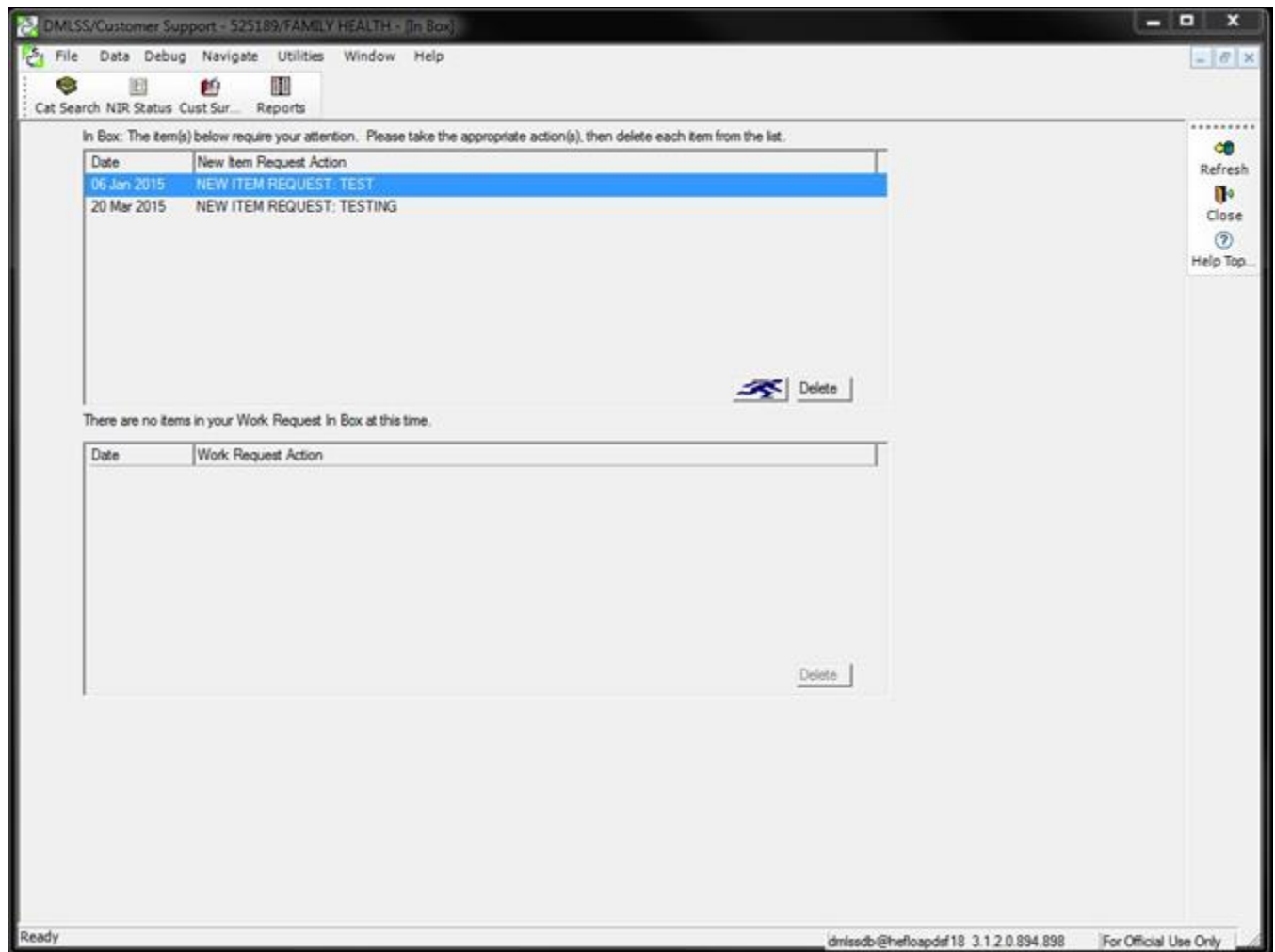
**4.18. Search/New Quality Complaint Modules.** Both of these functions are the same as the Search and New QA Complaint processes in IM and CAIM.

**4.19. Check Available Funds.** The Check Available Funds function mimics the same function in CAIM and provides customers with direct visibility of their fund record.

**4.20. Customer Support Utilities.**

4.20.1. Choose Customer. Choose Customer allows users to specify the customer account in which they are working on without having to exit the module.

4.20.2. Inbox. Customer Service Inbox messages or pending actions are generated as a result of customers initiating a new item request (NIR) or work request (see Figure 4.2.).

**Figure 4.2. Customer Support Inbox, New Item Request.**

4.20.3. CS Utilities – User Preference. Customers should use this feature to specify whether or not they want to receive a message in their inbox when a submitted work request has been opened by the facility manager.

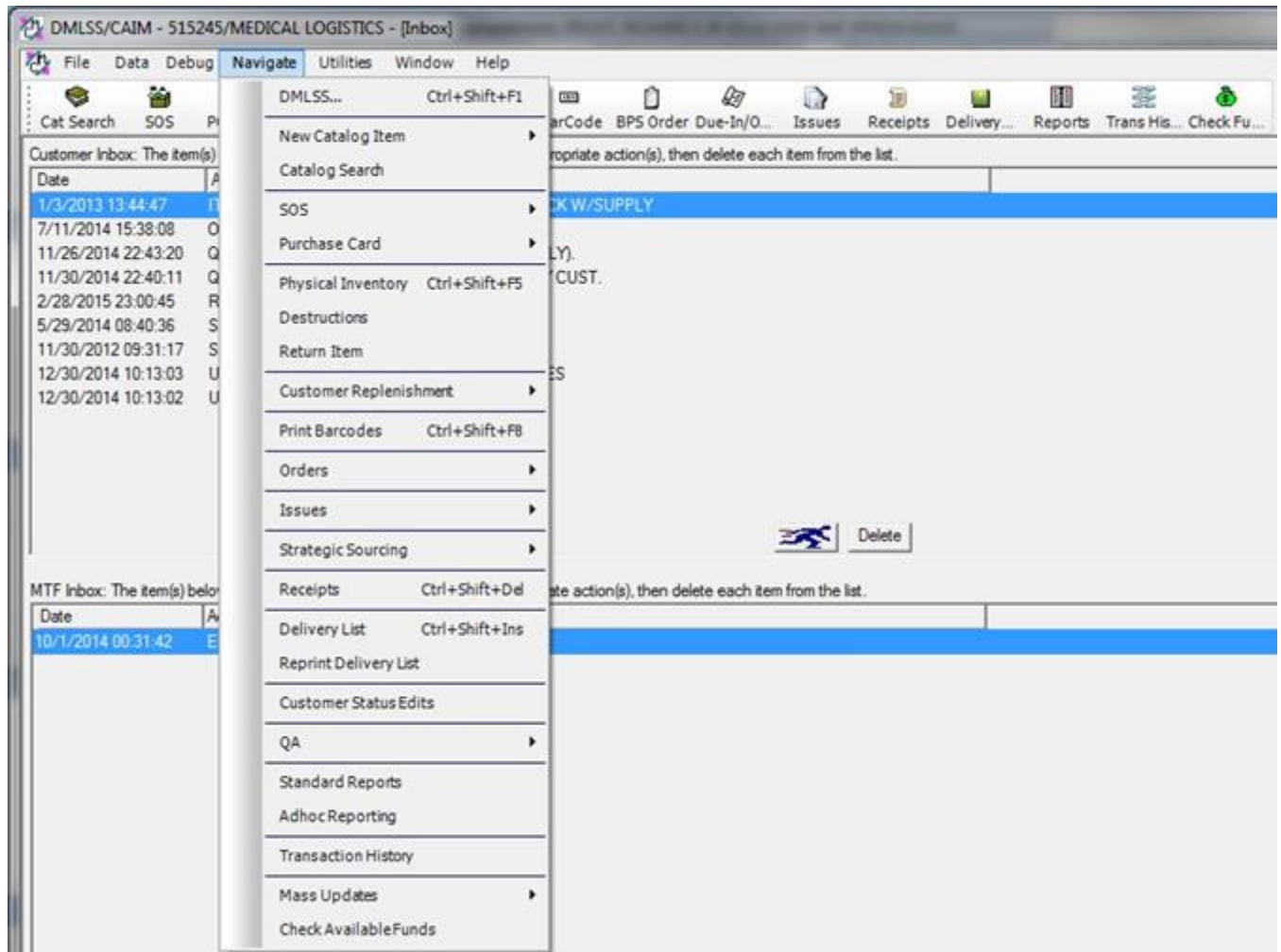
### ***Section 4B—CAIM***

**4.21. CAIM Overview.** This module allows automated support for requesting materiel, physical inventory, ordering, storage, receipt, and tracking of patient care related materiel all the way up to its point of use. As covered in Section 4A, Customer Support, the Customer Support application allows for the request of supplies and equipment. The CAIM application deals with the management of these items. See Figure 4.3. for a screen view.

4.21.1. CAIM provides the capability to place orders internally with stockrooms and any other customer areas classified as a CAIM SOS, as well as placing orders using purchase cards directly with external sources; however, Air Force policy mandates only medical maintenance activities are authorized to be coded as a CAIM SOS. The local Medical Logistics Flight Commander determines whether or not the maintenance activity is allowed to order directly to an SOS.

4.21.2. This module allows customers to store and order items by location. The item requests are submitted to LOG (Host MTF). LOG either fills customer requirements by issuing materiel from Operating (OPR) stock or a backorder is generated and LOG obtains the materiel from an external source and issues the materiel to the customer upon receipt.

**Figure 4.3. CAIM, Navigate Menu.**



**4.22. Inbox.** For privileged users, the CAIM inbox automatically opens upon accessing the application. It contains pending actions that are either advisory in nature or require user action. At a minimum, all pending actions should be reviewed and worked daily by the customer and/or Forward Logistics personnel. Refer to Attachment 6, CAIM Pending Actions.

**4.23. New Catalog Item.** New catalog records are created in IM by a logistician. Medical Logistics should encourage customers to leverage the use of the New Item Request module within the Customer Support application to a maximum extent rather than using this module.

**4.24. Catalog Search.** The Catalog Search function works the same as the IM Catalog Search function and is used to search for customer catalog records as well as for LOG, MTF, ECAT, and other contracted item catalog records. Refer to paragraph 3.3 for guidance. The Generic Search



window automatically defaults the search scope to Customer Catalog and to the Cust ID assigned to the customer conducting the search.

**4.25. SOS / Purchase Card Modules.** These modules should not be used. Privileges to CAIM's SOS and Purchase Card are not afforded to customers. Both of these modules mimic the IM functionality and should be managed by logistics personnel using the IM application.

**4.26. Physical Inventory.** The Physical Inventory function is used to validate actual on-hand (O/H) quantities with the DMLSS EOH quantity and to adjust inventory balances. Medical Maintenance may be granted full CAIM physical inventory privileges. Other customers are not granted physical inventory privileges.

4.26.1. Unofficial Physical Inventory. The unofficial inventory provides a method to informally adjust inventory balances. Unofficial inventories do not require Certifying Official and Approving Authority signature. An ISU transaction is generated for each Item ID identified with an inventory shortage. An IAG transaction is generated for each Item ID identified with an overage condition. (Refer to Attachment 11, Table A11.2. for a listing of DMLSS Transaction code abbreviations.) Neither transaction affects customer funds. Note: Medical Maintenance should perform an unofficial physical inventory once per year. The unofficial inventory may be conducted at the same time as the annual Medical Logistics operating inventory but will not be included in the operating inventory results or report.

4.26.2. Official Physical Inventory. Although the option exists for an Official Physical Inventory within this module, it should not be used.

**4.27. Destructions/Return Item Modules.** Destructions and Item Returns are processed by logistics personnel using the IM application. Customers should never process these transactions.

**4.28. Customer Replenishment.** There are a variety of ways a customer may replenish materiel including: (1) Order Item (Customer Support), (2) Manual Replenishment (Customer Support/CAIM), (3) Automatic Replenishment (CAIM), (4) HHT in batch mode or RF mode (CAIM), and (5) Offline Submit. Use the Customer Replenishment module within CAIM to submit these requests to LOG and replenish the customer's inventory.

4.28.1. Manual Replenishment. From the CAIM Navigate menu, select Customer Replenishment and then Manual Replenishment to access the Manual Replenishment Inventory Entry window. Use one or more of the search criteria to retrieve customer catalog records for potential replenishment. Enter a quantity in the Quantity field based on one of the available inventory methods, see paragraph 4.44.2. Click Replenish located on the vertical toolbar once all quantities are annotated. DMLSS responds with a message confirming the number of items being replenished. A message is displayed if there are replenishment exceptions. Exception items are not ordered until the exception is resolved. DMLSS then prompts the user to also print a Replenishment Exception Report. All other items are transferred to the Build/Process/Submit function within Orders and are considered pending until submitted to LOG from this window.

4.28.2. Automatic Replenishment. This option should not be used. Automatic Replenishment allows DMLSS to automatically calculate customer replenishment quantities using the following calculation:  $\text{Level} - (\text{on-hand} + \text{due-ins} - \text{due-outs}) = \text{Replenishment Quantity}$ .

4.28.2.1. If used, ensure valid customer levels are established. Items with a level of zero will be ordered using one of the other replenishment methods.

4.28.2.2. Attempting to run Auto Replenish for a customer who has an unexecuted order or unexecuted orders pending action generates a message informing the customer that pending actions related to orders exist. These pending actions must be deleted or submitted to LOG before automatic replenishment can be processed.

4.28.3. Replenishment Using Batch HHT. This option allows the user to perform a replenishment inventory with an HHT/Personal Digital Assistant (PDA) in batch mode. Scan the item's barcode label 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. Attachment 4 contains handheld terminal customer replenishment procedures for batch and RF modes.

4.28.4. Service Customer Detail Record – Inventory Methods. Enter a quantity in the Quantity field based on one of the available inventory methods. The inventory method is linked to the customer's Inventory Method indicator located in each SVC/CUST Detail record in System Services. See paragraph 4.44.2. for additional details regarding this field.

4.28.5. Service Customer Detail Record – Verify Orders Option. If Verify Orders is enabled in System Services for the SVC/CUST, the customer must access the Orders Build/Process/Submit (BPS) function explained in paragraph 4.30.1 to process the order. Customer funds are not obligated and committed until this function is used to submit customer orders to LOG.

**4.29. Print Barcodes.** Use the CAIM Print Barcode function to print barcode labels for new items or replacement labels for existing items. This function is primarily used in conjunction with Replenishment Inventory, Physical Inventory, and Issues processes utilizing the HHT.

4.29.1. Shelf Barcode Labels may be printed in the Barcode Printing window.

4.29.2. Barcode labels can also be printed from the Unprinted Barcode Labels with Changes and Unprinted Critical Barcode Labels pending actions.

#### **4.30. Orders.**

4.30.1. Build/Process/Submit Orders. Use this function to submit and/or cancel pending customer orders to LOG when the SVC/CUST has Verify Orders turned on, when the order edits or rejects (e.g., lack of funds), or when an order is submitted to an external agency other than LOG. The Build/Process/Submit (BPS) function is also used to resubmit orders that appear in the CAIM Unexecuted Orders pending action. From the Navigate menu, select Orders and then Build/Process/Submit Orders or click on the BPS Order button located on the horizontal toolbar to access this function.

4.30.1.1. The upper half of the window contains details of the customer's order, and the lower half displays the customer's fund record detail.

4.30.1.2. The following flag (Flg) indicators are used throughout the order process: P – process, H – Hold, and D – Delete. These indicators are used to determine whether or not an individual record or an entire order is processed upon clicking the Execute button.

4.30.1.3. Click Execute to process the order. Upon executing, the system generates IOU and ESD transactions. Both are written to Transaction History.

4.30.1.4. Click Detail to access the Build Orders/Order Detail window. Features available in the order detail window include the ability to add Notes, print a detailed report, view SOS information, and check/compare PVM pricing. The Due-In and Due-Out details are listed in separate tabs.

4.30.1.4.1. Due-In Tab. The Due-In quantity, advice code, and U/P price can be modified in the Due-In tab. The customer can also code the due-in as Hold. To do so, highlight the record to be held and click the Hold button located at the bottom of the window. The Flg indicator changes from P to H. Records with a Flg indicator of H are not processed as part of the order upon executing.

4.30.1.4.2. Due-Out Tab. In the Due-Out tab, only the quantity can be modified. Like the Due-In, the Due-Out can also be coded as Hold. In addition, the Due-Out can be coded for deletion by highlighting the desired record and clicking Delete located at the bottom of the window. In this case, the Flg indicator changes to D and the record is removed from the order.

4.30.1.5. Hold. Click Hold to flag an entire order to be held. Orders that are held reappear in the Build Orders/Order Summary window with a Flg indicator of P upon re-accessing the Build/Process/Submit (BPS) function.

4.30.1.6. Exceptions. If an X appears in the exceptions column, click Detail to access the specific line item in question. The exception must be resolved before that item can be ordered. Highlight the order containing exceptions and click Exception to access the Exception Detail window. Take one of the following actions to rectify the exception:

4.30.1.6.1. Alter potential Due-In or Due-Out quantities. Edit the Due-In or Due-Out order information, click Save, and then click Close.

4.30.1.6.2. Adjust fund targets. Navigate to the customer's fund record in System Services and load funds in the appropriate EOR.

4.30.1.6.3. Adjust the maximum/minimum order amounts. Edit the Due-In order quantity to lower or raise the order dollar amount, click Save, and then click Close.

4.30.1.7. The customer's fund record details are displayed in the lower half of the window. The project center fund code and associated EOR is visible along with the dollar value of new commitments and surcharges, which are based on the order totals listed in the upper half of the window. Additionally, the current available balance is listed. The new available balance shows the customer what the available balance is going to be when all items are ordered.

4.30.2. Offline Submit / Offline Non-Submit Modules. Normally, neither of these functions is needed since customer orders are submitted to LOG using one of the replenishment options or by logistics personnel processing a customer request using the IM Order function.

4.30.3. Due-In/Due-Out Search. Use the Due-In/Due-Out Search module to retrieve and review customer's active and inactive Due-In/Due-Out records. The search functions work the same as described for the IM Due-In/Due-Out search functions. A few exceptions for cancellations and revisions apply to customer Due-Ins and Due-Outs.

4.30.3.1. The CAIM due-in quantity cannot be revised if a corresponding LOG Due-Out exists. Revise the LOG Due-Out first and then the CAIM Due-In.

4.30.3.2. A CAIM Due-Out can only be revised (increased) if the Due-Out is from the current fiscal year (CFY) and the cumulative Due-Out quantity is less than (<) the cumulative CAIM Due-In quantity. The results lead to an Auto Receipt Failure situation when the LOG RRD and BRS transaction codes are processed. Refer to Attachment 11, Table A11.2. for a listing of DMLSS Transaction code abbreviations. Medical Logistics should work alongside of the customer to resolve these auto receipt failure situations.

4.30.3.3. Since the CAIM Due-In and Due-Out are not linked, both have to be revised and/or cancelled. If the CAIM Due-Out is not modified, it continues to appear in the Build/Process/Submit function as a customer requirement.

4.30.4. Reprint Contract/Call Documentation, Resubmit Orders/Follow-up Requests/Cancellations. These functions are not usually required for use by customers.

**4.31. Issues.** Air Force policy is that CAIM customers do not possess the authority to resell medical materiel. Only authorized CAIM SOS activities (that is, Medical Maintenance) that are granted the appropriate privileges are allowed to process CAIM issues.

**4.32. Strategic Sourcing.** Strategic Sourcing is designed to consistently identify and obtain the best item(s), at the best available price, using the best procurement alternative available to a site. This module mimics the IM functionality and should be managed by logistics personnel using the IM application.

**4.33. Receipts.** Customers can use the CAIM Receipts function to search for and view materiel receipts associated to their account; however, they should not be manually processing receipts in CAIM. Only CAIM SOS accounts (that is, Medical Maintenance activities) are authorized to manually process receipts in CAIM. This function is directly related to the Verify Receipts indicator located in the Materiel tab of each customer's SVC/CUST Detail record in System Services. The Verify Receipts indicator for all customers should be unchecked.

4.33.1. The CAIM Receipts module is where customers or LOG can increase or create a new customer Due-Out to satisfy Auto Receipt Failure situations as mentioned in 4.30.3.2.

4.33.2. Receipt failures can be attributed to one of the following:

4.33.2.1. Item(s) Locked for Inventory. The inventory must be completed or cancelled before the receipt can process.

4.33.2.2. Due-In/Due-Out Out of Balance. Receipt fails if the Due-Out is less than the due-in quantity. Increase the Due-Out quantity to allow the receipt to process.

**4.34. Delivery List/Reprint Delivery List Functions.** These functions are only available to CAIM SOS customers; therefore, it is restricted to authorized medical maintenance activities.

**4.35. Customer Status Edits.** Customers can use the Customer Status Edits function to review status received from LOG. Because LOG is the only SOS for Air Force customers, the status should only appear on the Part III, Processed tab.

**4.36. Quality Assurance (QA).** The CAIM New QA Complaint process is the same as the IM New QA Complaint process. To maintain an effective and efficient QA program, customers

should discuss new complaints and product quality deficiency reporting instructions with the QA Manager prior to submitting a New QA complaint. Refer to Chapter 7 for complete procedures.

**4.37. Standard Reports.** The Standard Reports module provides customers and logisticians numerous standardized reports to use while managing the customer's account activity. Refer to Chapter 18 for a complete list/description of CAIM reports.

**4.38. Adhoc Reporting.** The Adhoc Reporting tool uses Business Objects to produce customized reports.

**4.39. Transaction History.** Use the Transaction History function to access up to 24 months of historical data for a specified customer. This historical data can be reviewed for reporting purposes or to correct errors. Customers should not process transaction reversals and other corrective actions.

**4.40. Mass Updates.** These modules should only be managed by logistics personnel.

4.40.1. View Unchanged Expense Centers. This function provides a method for customers and logisticians to view and update the record(s), if any, that did not change expense centers due to the catalog record being locked at the time the Change Expense Center was processed. If this condition exists, the affected records are also displayed in the CAIM Unchanged Expense Center due to Mass Update pending action.

4.40.2. Copy Items. Use the Mass Update Copy Items function to copy one or more catalog records from one customer's catalog to another customer's catalog. This function is useful when creating or updating customer catalogs for new customers.

4.40.3. Change SOS. This option should not be used by customers. Air Force customers only order materiel from LOG, with potential exception to medical maintenance activities.

**4.41. Check Available Funds.** The Check Available Funds function is available to customers so they have direct visibility of their fund record. The fund record cannot be modified from CAIM. Customers must be assigned the System Services MTF Funding resource to access their detailed fund record.

**4.42. CAIM Utilities.**

4.42.1. Choose Customer. The Choose Customer function allows users to specify the customer account in which they are working without having to exit the CAIM module.

4.42.2. Inbox. The inbox opens automatically upon accessing the CAIM module; however, customers may also access the inbox from the Utilities dropdown menu.

4.42.3. Adjust PAR Levels. Periodic Automatic Resupply (PAR) levels represent the customer's storeroom levels. Customer's levels and ROPs are established upon creating a new customer catalog record. DMLSS generates recommended level changes as a result of processing recurring orders. Users can access the Recommended Level Changes window by selecting this option. Also, customer records are posted to the Recommended Level Changes pending action after the item has 90 days of transaction history.

4.42.4. Batch Issues Update\Batch Inventory Update. These utility functions are not used.

4.42.5. Maintain Location. Use the Maintain Location function to manage a customer's locations and storage areas. Customers can establish new, update existing, and/or delete existing locations and storage areas.

4.42.6. Maintain Pending Action Reports. In the Maintain Pending Action Reports window, customers can select action notices to post in the inbox when an action is pending. As a general rule, all pending actions should be reviewed daily; therefore, it is highly recommended that customers elect to have all pending actions post to the inbox.

4.42.7. Maintain Address/Maintain POC Functions. Both of these functions should be maintained by Medical Logistics personnel. The customer's address data resides in the Basic tab of the System Services SVC/CUST Detail record, and a customer's point of contact (POC) information can be updated in the IM Utility function.

4.42.8. Override Process. When a record or module is opened by a single user, the record may become locked to all other users and processes. If that person cannot be located and asked to exit or complete their update, use the Override Process function to gain control of a locked record or process.

4.42.9. HHT Model Type. The HHT Model Type function identifies the type of HHT being used by the LOG account. The standard HHT used for Air Force accounts is the PDA.

4.42.10. Prime Vendor Web Sites. This function provides a link to vendors' websites. Despite its title, this function is not restricted to Prime Vendor sources. Select Prime Vendor Web Sites from the Utilities menu to access PVP, PVM, ECAT, EMALL, QA, and RIC websites.

4.42.11. Sync Assist. This module mimics the IM functionality and should be managed by logistics personnel using IM.

### ***Section 4C—Forward Logistics Management***

**4.43. Establishing and Managing a Forward Logistics Account Overview.** This section covers the set-up of a forward logistics account. In addition to the set-up procedures, managing the customer's inventory includes: set-up of their storage area, selecting the best replenishment method, managing customer levels, and of course—processing stock replenishment, receiving and delivering their supplies.

**4.44. Step 1:** Properly Configure the Service/Customer Record. Several fields in the Materiel tab of the Service/Customer Detail Record, Figure 4.4., should be verified/reset at the time a new forward logistics area is established including computation method, inventory method, verify receipts, and verify issues.

**Figure 4.4. Service/Customer Detail Screen.**

DMLSS/System Services - [Service/Customer Detail - 515610 - PHARMACY]

File Edit Debug Navigate Window Help

TreeView Search MTF/UNIT FUNDS AM Fund OP Fund UP Assign UP Mana... TMU DCM Sea... Monitor EOP Reports

Basic **Material** Funding Submission Parameters

SVC/Cust ID: 515610 SVC/Cust Name: PHARMACY

Computation Method:

STD Leveling Algorithm  Days of Stock Days: 11 Inv Freq: 3

Material Ownership Type:  Logistics  Customer Inventory Method:  Shelf Count  Empty Shelf  Order Quantity Ship To

Default Location: DEFAULT CAIM SOS:  SOS Code: Auto Dueout:

Advice Code: 2D Signal Code: A Verify Receipts:  Verify Orders:  Kill PVP Dueouts:

Local Purchase Approval: PVP Direct:  PVM Direct:

DBPA Approval Auth: Auto Source:  Issue Ind:

BPA Order Official: ORMA Customer:  Spoke Issue:

**Authorized Source of Supply** MTF Restrictions Special Requirements Controlled Item Inventory Restrictions

SOS Code	Customer ID	SOS Type	SOS Name
EDX	FM5270	LOGISTICS	MEDICAL LOGISTICS

4.44.1. Computation Method, Days of Stock. Like warehouse operating stock, the computation method should always be set to Days of Stock for each customer. This method calculates customer levels based on the number of days of desired stock and the frequency of stocking. Both of these values are required in the detail record when the days of stock option is selected. The days and inventory defaults are set to 7 and 3 days respectively; however, these numbers should be adjusted depending on the size/function of a MTF and delivery timeframes (e.g., day clinics, 24-hr clinics). Refer to Chapter 6 for additional information.

4.44.2. Inventory Method. When a customer is established in DMLSS, an inventory method is also assigned. The method chosen tells DMLSS how to manage orders. There are three different Inventory Methods available (Table 4.1.) Order Quantity is the default for all new customers that are created in DMLSS.

**Table 4.1. Service Customer Inventory Methods.**

Inventory Method	Description
Order quantity	When the order quantity method is used, the customer enters the quantity that he or she wants to order. No calculations are performed; the system orders exactly what the customer has entered.
Empty shelf	Very few customers select the empty shelf method. When the customer performs empty shelf replenishment, he or she does not

	enter a quantity. The system assumes zero balance in the location and orders up to the location level.
Shelf count	When the customer performs shelf count replenishment, he or she must count the items on the shelf, and enter the quantity counted. DMLSS orders the difference between the on-hand balance minus the authorized level minus the Due-In and Due-Out quantities. All CAIM SOSs must use this method.

4.44.3. Verify Receipts. Users should not check the verify receipts checkbox. When this checkbox is not selected, DMLSS automatically updates balance records with the quantities shown on the internal source's receipt. When LOG processes receipts and generates the delivery list, DMLSS automatically processes receipts for CAIM customers, changes the status of those receipts from active to inactive, and updates the customer's estimated on-hand balance.

4.44.4. Verify Orders. When selected, this checkbox indicates that the customer must manually verify individual orders within the Build/Process/Submit module before submitting them to LOG. This option is not recommended because it impedes a customer's normal ordering procedures.

**4.45. Step 2:** Assign User Privileges and Pending Actions. Assign the appropriate user privileges and pending actions for forward logistics personnel and supply/equipment custodians. Refer to Attachment 3, DMLSS User Privilege and Role Management, for the principles of user management, standardized user privileges and pending actions. These recommended user privileges limit system access to the least amount required to perform their job.

**4.46. Step 3:** Perform Service/Customer Cataloging Actions. Customer catalogs are the foundation of the order life cycle; therefore, the accuracy of each record is crucial when it comes to order placement.

4.46.1. Establish customer catalog records. Some service customers may require new items or a new catalog. These are accomplished via the MTF Catalog Search or CAIM Mass Update.

4.46.1.1. MTF Catalog Search. Once the MTF catalog search is performed, select the desired item and click the Add Cust icon on the vertical toolbar. Make changes on the Customer Catalog Detail – (New) screen and click the Save button.

4.46.1.2. CAIM Mass Update. Use the Mass Update/Copy Items function in CAIM to copy one or more catalog records from one customer's catalog to another customer's catalog. This function is useful when creating or updating customer catalogs for new customers.

4.46.2. Print the Customer Catalog and review each item with the custodian.

4.46.2.1. Select and print the Customer Catalog report from the CAIM Reports module.

4.46.2.2. Work with the account's supply custodian to verify/update levels and level type, add new items, remove items, or update locations.



4.46.3. Adjust customer catalog records. After completing this review with the supply custodian, process the updates/changes that need to be made to the customer catalog. Accomplish these changes using the customer's catalog.

4.46.3.1. Customer Catalog Detail window. Use this screen to add or update customer item description, add notes to the customer catalog item, and delete an item from the catalog record.

4.46.3.2. Item Location Detail. The Add/ Edit buttons located at the bottom of the Customer Catalog Detail are used to access the Item Location Detail window (Figure 4.5). This window is also used to update the Estimated Monthly Usage field, location, and the level type.

**Figure 4.5. Item Location Detail Window.**

Consumption															
MAR 2015	FEB 2015	JAN 2015	DEC 2014	NOV 2014	OCT 2014	SEP 2014	AUG 2014	JUL 2014	JUN 2014	MAY 2014	APR 2014	MAR 2014	MAR 2014	FEB 2014	JAN 2016
0	0	0	0	4	2	1	7	2	5	15	8	6	0	0	

4.46.3.2.1. The location field is used to identify where the item is stored in the customer's section. This is necessary because the customer may stock the item in several locations. In the Customer Catalog Detail record, click Add in the location box to add another storage location.

4.46.3.2.2. The estimated monthly usage field is used to set the level and ROP when there is less than 3 month of issue consumption. This is not a mandatory field; however, the estimated monthly usage should be loaded if known.

4.46.3.2.3. Determine the proper level. Proper leveling is the most difficult tasking during the process of setting-up a forward logistics account. Common factors used to determine the customer's desired level include storage space, order frequency (number of days their shelves are scanned), and usage. The level field is mandatory field when the Level Type is either Core or Static. Note: It is possible for a Core or Static item to contain a level of zero.

4.46.3.2.4. Level Type. The Level Type is used to determine how the level is maintained. Table 4.2 explains what each of the different level types are and how they are used.

**Table 4.2. Service/Customer Catalog Item Detail. – Level Types.**

Level Type	Description
Core	DMLSS automatically adjusts the level quantity monthly by factoring customer demand history (3+ months). Initially, customers will need to set their own levels with the core level type. An easy way to do this is to enter estimated monthly usage. As a result, the suggested level and ROP is calculated.
Static	The level is established by the customer and remains untouched by the system. DMLSS recommends level adjustments based upon consumption history. Consequently, customers should continue to manage levels by utilizing the CAIM Recommended Level Changes pending action which posts at the beginning of each month.
Non-Stocked	The level is 0. The customer orders the item as needed. No on-hand balance is maintained. Note: EOH balances are reduced to zero after item is issued by LOG.

4.46.3.2.5. ROP. The reorder point determines when the item should be replenished to avoid stock exhaustion. This is a mandatory field when the Level Type is either Core or Static.

4.46.3.3. See paragraph 4.49.2 for additional information on setting and adjusting customer levels.

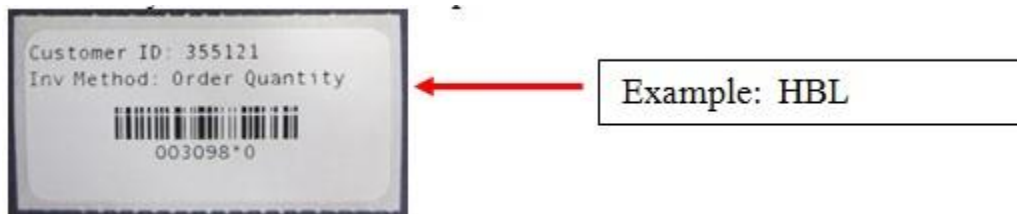
4.46.3.4. New and revised catalog information spawns the need for new barcode labels.

**4.47. Step 4:** Set-up the forward customer area. Once the catalog adjustments have been updated and saved, it is time to begin implementing Forward Logistics for the customer.

4.47.1. Organize stock. Use the principles of accessibility, protection, logical layout, and space utilization to organize the storage area and improve productivity.

4.47.2. Print/Affix Labels. Once the storage locations are established at the line item level, use the barcode printer to print Header and Shelf Barcode Labels and affix them to locations in the custodians supply area.

4.47.2.1. Header Barcode Label (HBL). This label (Figure 4.6.) is used to identify the customer being inventoried. It also identifies who is charged for the supplies and the inventory method used to replenish the customer.

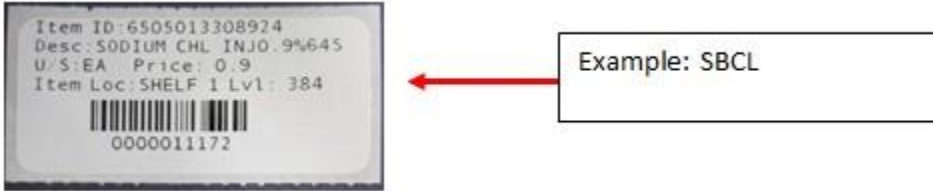
**Figure 4.6. Header Barcode Label.**

4.47.2.1.1. Use the CAIM Print Barcode function to produce the header barcode label.

4.47.2.1.2. The header barcode label should be placed close to the storage area where it can be identified and easily accessed.

4.47.2.2. Shelf Barcode Labels (SBCL). The Shelf Barcode Labels (Figure 4.7.) specifically identifies the item being replenished. Each label displays the Item ID, customer description, shelf level, unit of sale, price, item location, bar code, and barcode number.

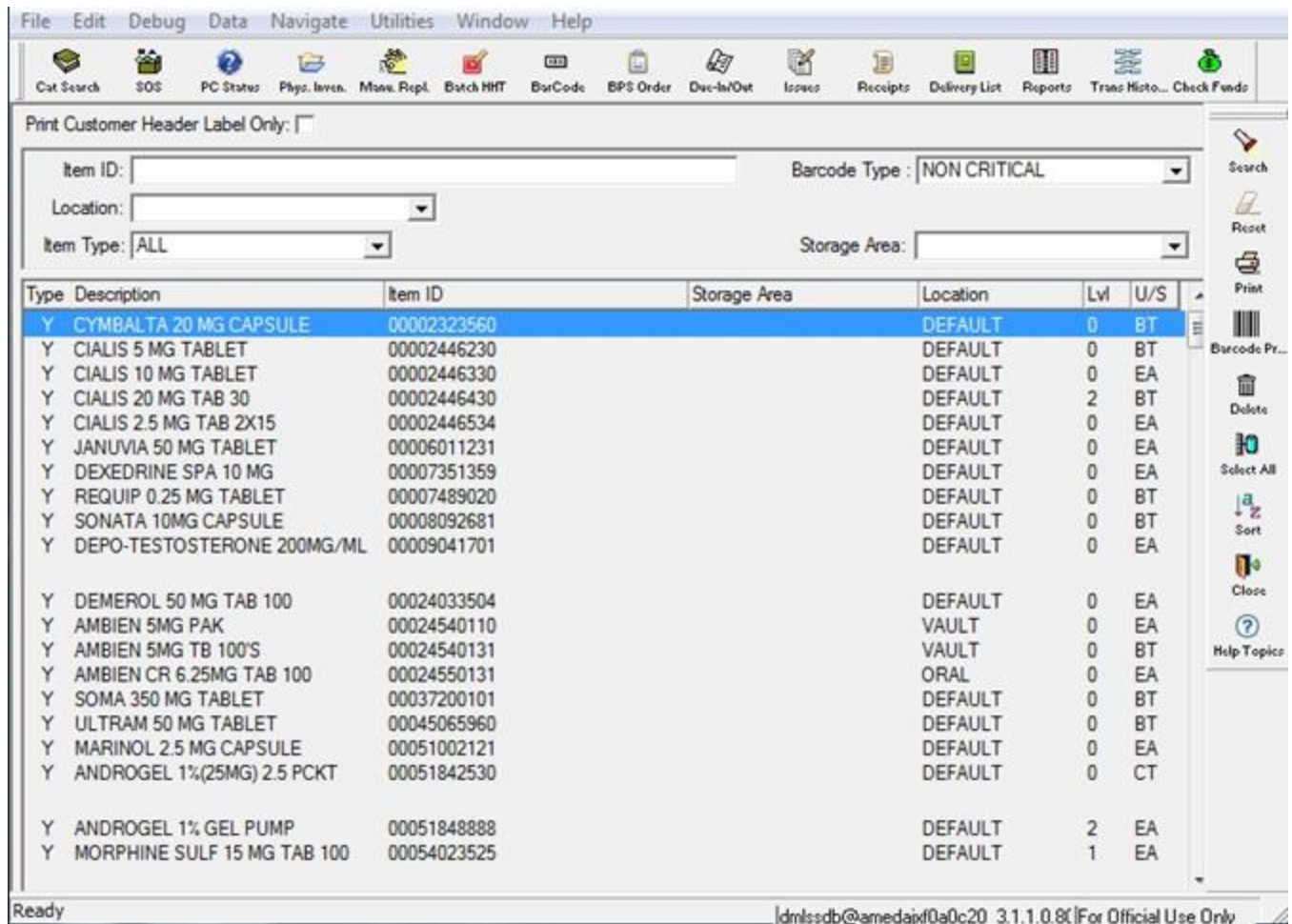
**Figure 4.7. Shelf Barcode Label.**



4.47.2.2.1. Use the CAIM Print Barcode function to print barcode labels for new items or replacement labels for existing items. Users can select one or multiple barcodes to print (Figure 4.8.).

4.47.2.2.2. The shelf barcode label should be placed on the shelf where the item is located.

Figure 4.8. CAIM Print Barcode Window.



4.47.2.3. When users create a new customer catalog record, DMLSS produces the Unprinted Barcode Labels with Changes pending action.

4.47.2.4. Additionally, DMLSS notifies the custodian with an Unprinted Critical Barcode Labels pending action when there are changes (Item ID, level, unit of sale, etc.) to a catalog item.

4.47.2.5. Failure to print and affix barcode changes may result in user orders rejecting prior to being passed to Medical Logistics.

4.47.3. Once the labels are in place, one of the various PDA replenishment methods can be used.

**4.48. Step 5:** Replenish the Forward Customer Location. The following table (Table 4.3.) lists a typical sequence of steps used for replenishing a forward customer location.

**Table 4.3. Typical Sequence for Replenishing a Forward Customer Location.**

Sequence of Events when Replenishing a Forward Customer Location	
1.	Work any pending actions which pertain to the forward customer(s).

2.	Check to see if any backordered items were received during the previous day and restock customer shelf.
3.	Re-label (if applicable).
4.	Scan the forward area with the handheld terminal.
5.	Download the replenishment files from the hand-held terminal to DMLSS (if scanning in Batch mode).
6.	Work pending actions again (if applicable).
7.	Process Log Issues.
8.	Acquisitions section orders materiel.
9.	Pull Supplies.
10.	Deliver and re-stock customer locations.

**4.49. Step 6: Manage Customer Inventory.** Use the following DMLSS resources to manage the forward area's inventory.

4.49.1. CAIM Pending Actions. At a minimum, all pending actions should be reviewed and worked daily by the customer and/or Forward Logistics' personnel.

4.49.1.1. All Barcode label alert messages. Monitor the Unprinted Barcode Labels with Changes and Unprinted Critical Barcode Labels pending actions and produce new labels as necessary.

4.49.1.2. CAIM Invalid Inventory (pending action). Review this exception and take appropriate action to resolve it. If the customer ID is invalid, reprint the barcode and header label. If the item location delete indicator is checked, search for the inactive catalog record by customer ID and undelete it.

4.49.1.3. CAIM Replenishment Exception (pending action). DMLSS generates this exception report and posts it to the customer's inbox as a result of processing a replenishment inventory. The system provides a message in the remarks field indicating why an Item ID failed during the replenishment process. For example:

4.49.1.3.1. NOT REPLENISHED (RQMTS SATISFIED)—indicates that the quantity being replenished exceeds the current Estimated on-hand + Due-In – Due-Out for the leveled area. EXAMPLE: Level = 6, Estimated on-hand = 0, Due-In = 6 and Due-Out = 6. If a user attempted ordering an additional quantity of 6, DMLSS would reject the replenishment as there are already 6 Due-In/Out to the location.

4.49.1.3.2. Customers and forward logisticians have the ability in this pending action to review the current Due-In/Out status for the Item ID. In addition, users can leverage the CAIM Offline submit module in order to place an order for the item if the current Estimated on-hand + Due-in – Due-Out balance does not satisfy the customer's demand.

4.49.1.4. CAIM Auto Receipt Failure (pending action). An Auto Receipt failure is the result of two possible problems (1) The customer has the Item ID(s) and customer location frozen for a CAIM physical inventory or (2) the quantity of the LOG Due-Out/Customer Due-In is greater than the cumulative total of the customer Due-Out.

4.49.1.5. CAIM Customer Restrictions (pending action). This pending action is created if a customer attempts to order an item that currently exists in a customer catalog but they are not authorized to order it.

4.49.1.6. CAIM Items Marked for Deletion check w/supply (pending action). DMLSS produces this pending action notification when an item has been marked for deletion at the MTF/LOG catalog level, but the item is also carried within the customer's catalog records.

4.49.2. Managing Customer Inventory Levels. During the set-up for each customer area, the computation method is set to Days of Stock. This method calculates customer levels based on days and inventory defaults (see paragraph 4.44.1.); however, these numbers should be adjusted depending on the size/function of the MTF and delivery timeframes. There are several resources in DMLSS that can be leveraged to help determine the proper customer levels.

4.49.2.1. Review the item history contained in the in the Customer Catalog Detail/Item Location Detail. Note: The auto level located on the vertical toolbar initiates a system calculation to compute the level and reorder point. At least three months of consumption data must be available prior to using this feature.

4.49.2.2. Consumption History Report. This report displays the detailed consumption history for an Item ID and is produced during monthly end-of-period processing. Users can access the report at any time within the CAIM/Reports module. The report reflects current fiscal and previous 24 months of consumption.

4.49.2.3. CAIM Recommended Level Changes Pending Action. DMLSS performs a releveling process for all customer areas during the monthly end-of-period cycle. The system calculates a recommended level for non-stocked and static items (after the item obtains 90 days of transaction history). If the system determines that a core item's level should change, the system automatically adjusts the level.

4.49.2.4. CAIM Utilities, Adjust PAR Levels. Periodic Automatic Resupply (PAR) levels in CAIM represent the customer's storeroom levels. DMLSS generates recommended level changes as a result of processing recurring orders. Access the Recommended Level Changes window by selecting Adjust PAR Levels from the Utilities menu. Users may accept or reject any suggested level changes.

#### ***Section 4D—CAIM Transactions***

**4.50. CAIM Transactions Overview.** The CAIM Transaction History module maintains 24 months of historical data for a specified customer. Transaction History serves as an audit trail and contains all processed transactions.

4.50.1. Select Transaction History from the CAIM Navigate menu or click Trans History located on the horizontal toolbar to access this function. The Transaction Search window is divided into two tabs: Generic Search and Search Summary Results.

4.50.2. Not only does the skill of reading transaction history benefit custodians, is an essential to quality control and determining corrective action when necessary. When possible, customers should use the transaction history function to conduct a review of transactions to verify accuracy; however, only logistics personnel should process corrective actions including transaction reversals.

4.50.3. The reversible transactions 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. Corrective actions and transaction reversals are accomplished within Transaction History.

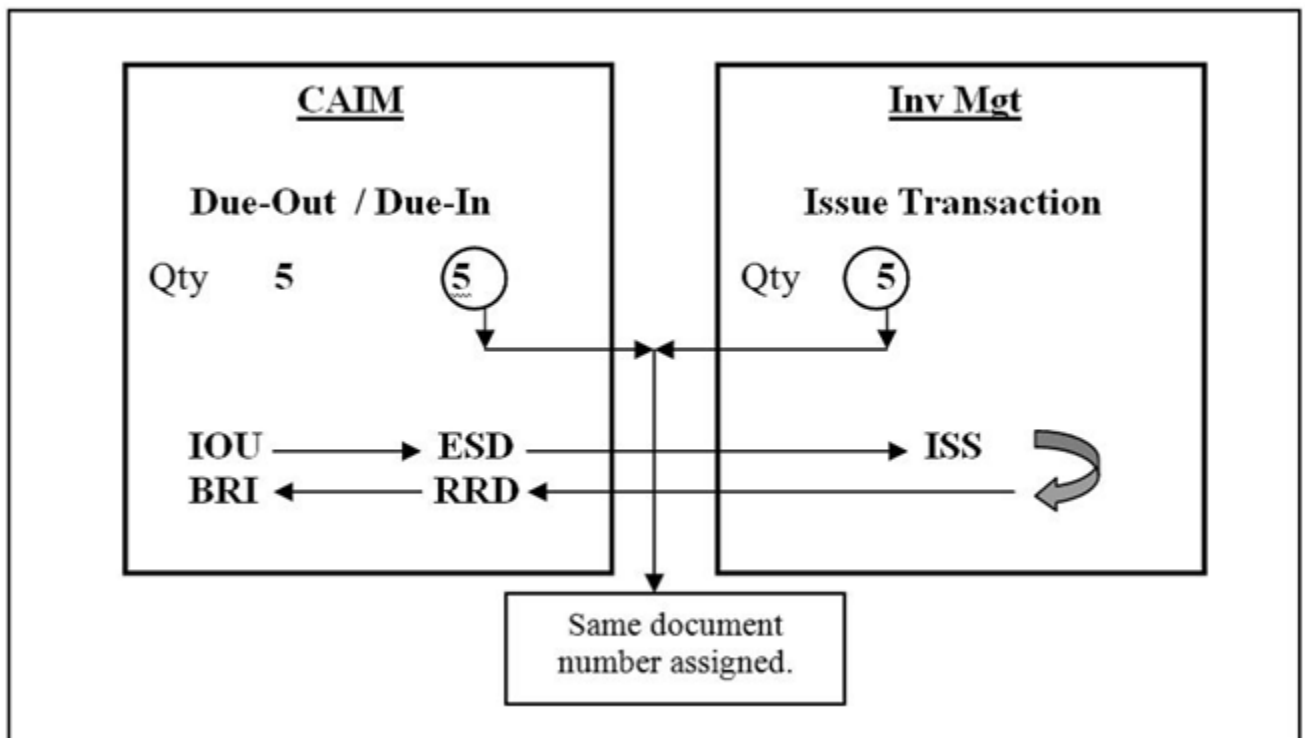
#### 4.51. Customer Replenishment Transactions.

4.51.1. If Verify Orders is enabled in System Services for the service/customer, the customer must access the Orders Build/Process/Submit (BPS) function to process an order. Customer funds are not obligated and committed until this function is used to submit customer orders to LOG.

4.51.2. Initiating replenishment actions, regardless of method used, generates a customer Due-Out (CAIM IOU transaction) and Due-in (CAIM ESD transaction). Both are written to Transaction History. Because all customers submit their order to LOG, DMLSS checks LOG inventory balances to fill the order. As a result, the following LOG transaction(s) are generated once the customer order is submitted to LOG and the IM Issues are processed:

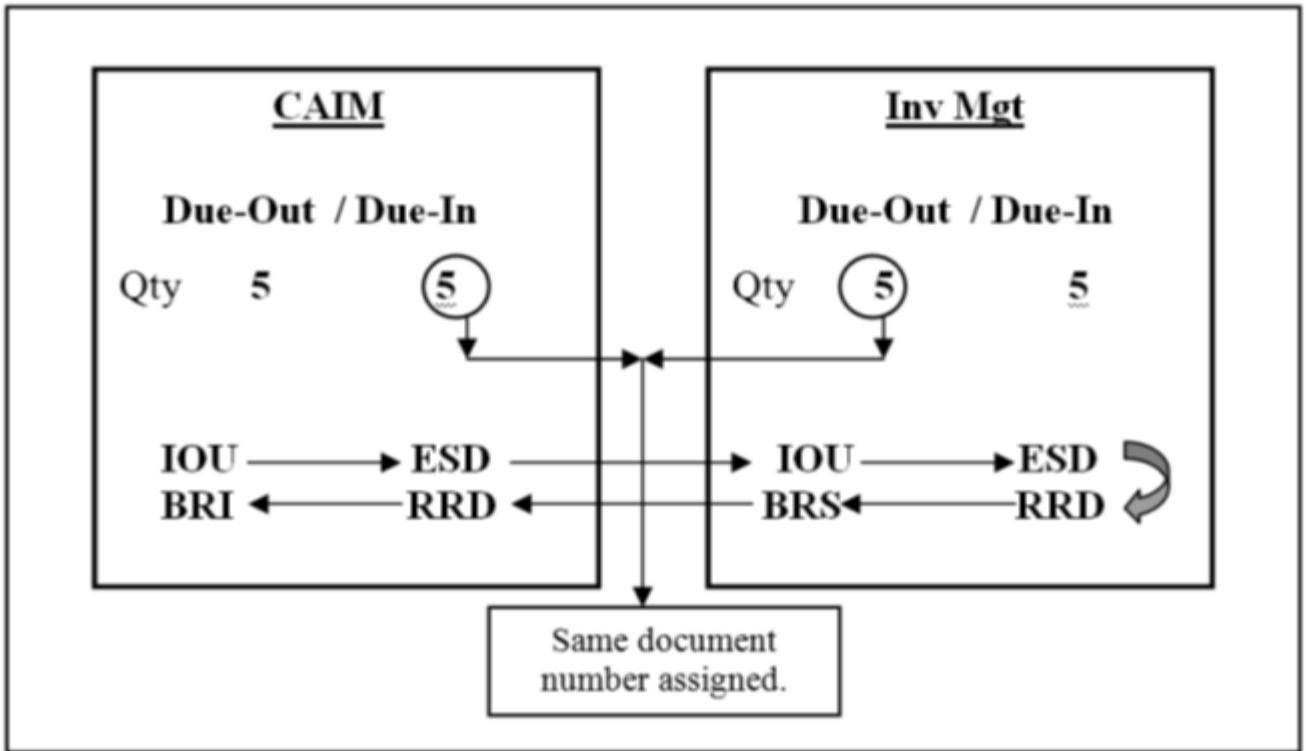
4.51.2.1. If sufficient stock is on-hand, a LOG issue (ISS transaction) processes issuing the material to the customer and the transaction is complete (see Figure 4.9).

**Figure 4.9. LOG Fulfilled Customer Requirement (Issue Generated).**



4.51.2.2. If stock is not on-hand, a LOG Due-Out (IOU transaction) is generated. This indicates the item was ordered, but LOG could not fill the order internally. Item requests not fulfilled by LOG appear in LOG orders indicating the item must be purchased from the designated source. Once purchased, a LOG ESD (Due-In) is written to Transaction History (see Figure 4.10).

Figure 4.10. LOG unfulfilled Customer Requirement (Backorder generated).



4.51.2.3. If a partial quantity is O/H, both an ISS and IOU could process.



## Chapter 5

### INVENTORY MANAGEMENT (IM)

**5.1. Purpose.** The IM module provides customers and materiel managers with a seamless, automated capability to manage inventory from the time a customer starts the search for a supply item to when the materiel is issued for consumption. It accommodates any required redistribution or disposal actions. It also provides the functionality to establish formal Air Force Working Capital Fund/Medical-Dental Division (AFWCF/MDD) and/or Operations and Maintenance (O&M) accounts with perpetual inventory management.

5.1.1. IM Inbox. For privileged users, the Inbox automatically opens upon accessing the IM application from the System Navigation window. It can also be viewed by selecting Inbox from the Utilities menu (see paragraph 5.30.1.). Users must be assigned the IM User Pending Action privilege and be associated to pending actions for the inbox to appear. It contains many pending actions that are either advisory in nature or require user action. DMLSS automatically removes some action items from the inbox upon processing, while other advisory notices should be removed or deleted upon review and when no longer needed. A detailed list of IM pending actions and their recommended use is available in Attachment 5. At a minimum, all pending actions should be reviewed and worked daily to ensure proper inventory management.

5.1.2. The main window also appears once the IM application is launched from the DMLSS System Navigation window. In this window, users can access the modules and functionalities through the menu options. In some cases, the buttons on the horizontal toolbar at the top of the window can also be used to open module windows. While on any primary window, access is available to the same menu bar and horizontal toolbar buttons. Each module window, however, displays a unique set of vertical toolbar buttons on the right side of these windows.

5.1.3. The modules covered in the remainder of this chapter are in the same order as they appear in the Navigate and Utilities dropdown menus located on the menu toolbar.

**5.2. Catalog Records.** Chapter 3 contains extensive information on the Medical Master Catalog, catalog search, new MTF catalog records, contents of the DMLSS catalog record, and catalog maintenance function in the IM application.

**5.3. Customer Catalog Item.** To access, select New Catalog Item from the Navigate menu and then click Customer Catalog Item. Enter the required information (fields with red dots). Most of the fields populate with information from the MTF catalog record once the item is added to the customer catalog. Validate existing conversion information, inventory value, and issuing information. Once the customer's catalog record is saved, add the customer's level if required and save the changes. Catalog records may also be added to a customer's catalog using the Cust Cat tab of the MTF detail record.

#### 5.4. SOS.

5.4.1. New SOS. Utilize the New SOS option under Navigate to create a new SOS. From the Navigate menu, select SOS, then click New SOS. Other ways to access this function include selecting the SOS icon on the horizontal toolbar or using the DMLSS shortcut Ctrl+Shift+F4. An SOS record must be created for every vendor and associated to the respective MTF/LOG catalog record(s) prior to processing orders through the system for each vendor. Users should search for existing SOS catalog records prior to adding new records to avoid duplicating

records. Once the SOS catalog record is established, each item being purchased from that vendor must be linked to the SOS. If the new source is an official DoD contracting office and the SOS Type Code is equal to CON, then the contracting office's Department of Defense Activity Address Code (DoDAAC) is required. A list of contracting offices' DoDAACs is located in the TMU in System Services. It is titled CON DoDAAC and is located in the IM application.

5.4.1.1. SOS Basic Tab. This tab, Figure 5.1., is used to identify the supplier's name, SOS type code, SOS code, and additional purchase, delivery, and receipt information. Mandatory data fields are marked with red dots. All other available data should be loaded and saved due to its importance in the purchasing and billing process.

**Figure 5.1. SOS – (New), Basic Tab.**

The screenshot shows the 'Basic' tab of the 'SOS (New)' form. The form is divided into several sections:

- Supplier Information:** SOS Type (dropdown), SOS Code (text), Supplier Name (text), BPN ID (text), DUNS Suffix Code (text), Trading Partner Code (dropdown), TP Main Account (text).
- Lead Times and Terms:** Estimated Lead Days (text, value 4), Acknowledgement Hours (text, value 2), Discount Terms (text), Vendor ID (text).
- Order Value and Shipping:** Order Dollar Value (Minimum and Maximum, both text, value .00), FOB (radio buttons for Destination and Other, Destination is selected).
- Miscellaneous Designations:** Woman Owned, Minority Owned, Disadvantaged, SBI, Debarred, CONUS (checkboxes, CONUS is checked).
- Internet Address:** A text field for the internet address.
- Table:** A table with columns: Sps Code, Contract Number, Priority Code, End Date. The End Date field contains the value 00/00/0000.

On the right side of the form, there is a vertical toolbar with icons for New, Find, Save, Revert, Auto Assl..., Close, and Help Top...

5.4.1.1.1. Applying the correct SOS Type code is crucial. The SOS Type code dictates what data is required in the additional tabs. Once saved, this code cannot be changed. If a mistake is made, click Close to exit the window and do not save changes. Open the New SOS function to start over. The following further identifies the available SOS Type codes:

- 5.4.1.1.1.1. BPA – Blanket Purchase Agreement (Local).
- 5.4.1.1.1.2. CON – A recognized government contacting office.
- 5.4.1.1.1.3. DBP – Decentralized Blanket Purchase Agreement.
- 5.4.1.1.1.4. DLA – Defense Logistics Agency.
- 5.4.1.1.1.5. DPV – DLA Transaction Services Prime Vendor.
- 5.4.1.1.1.6. ECA – Electronic Peacetime/Readiness Portal.
- 5.4.1.1.1.7. EXT – External Logistics Agency.
- 5.4.1.1.1.8. GSA – General Services Administration.

5.4.1.1.1.9. NON – Non-Contracted, only Government Purchase Card (GPC) orders.

5.4.1.1.1.10. HUB – HUB SOS.

5.4.1.1.2. For SOS Type code NON, DMLSS offers an Auto Assign function which can be used to auto populate the SOS code for non-contracted sources. This option assigns the next sequential code available based on criteria loaded in System Services. When this option is selected, all required fields populate with the exception of the Supplier's Name. DMLSS interprets non-contracted sources as if all purchases are paid for using the GPC; therefore, the Accepts Purchase Card box is checked. The default payment method is the user's GPC and all orders are written to the user's Purchase Card Register upon submitting orders.

5.4.1.1.3. Enter the average delivery time from vendor into the Estimated Lead Days field.

5.4.1.1.4. The Acknowledgement Hours field is defaulted to two hours. The data in this field is only applicable when DMLSS electronically interfaces with the vendor. Logistics personnel should modify this field when necessary. If an order is not confirmed by the vendor within this time frame, the system writes the order information to the Troubled Due-In Report that appears in the Inbox. For example, the PV sources of supply default to two hours based on contract terms. If a different vendor confirms the order in two days, then the default should be set to 48 hours.

5.4.1.1.5. If the Accept Purchase Card box is checked, all orders to that SOS default to GPC payment method and all purchases write to the user's Purchase Card Register. The user must have a GPC and have GPC holder privileges assigned in DMLSS prior to processing orders to vendors that accept GPC payments. An override option exists in the orders module and should be utilized when processing non- GPC payment method orders.

5.4.1.1.6. Enter the vendor's assigned Dunn & Bradstreet Serial Number (DUNS) number into the Vendor ID field. The financial interface process uses this number to identify vendors.

5.4.1.1.7. When the SOS Type code is equal to CON, the DoDAAC and Primary Source fields become mandatory in the SOS Catalog tab of each item's catalog record associated to a contracting SOS.

5.4.1.1.8. A Stockless indicator exists in the Basic Tab of all SOS records. When activated/checked, all catalog records without a LOG level, and associated to that SOS Code are considered Stockless unless otherwise modified. Item IDs containing a level quantity > 0, are not affected. Newly established catalog records associated to a stockless SOS default to Level Type of Stockless. The level type for catalog records associated to a stockless SOS can be manually changed to Core or Static. When the Stockless option is inactivated/unchecked, all catalog records with a level type of Stockless are reassigned to level type of Static. Items with an existing level maintain their existing level type.

5.4.1.1.9. The BPN ID, DUNS Suffix code, and Trading Partner code are applicable to the Army and used for within the General Fund Enterprise Business System.

#### 5.4.1.2. Submission Tab.

5.4.1.2.1. Use the Submission tab (Figure 5.2.) to identify how orders are usually submitted to the vendor. The available default submission methods vary depending on the assigned SOS Type code. For example, an electronic submission method FTP is available for SOS Type code DPV but not for NON. The assigned Default Submission Method dictates which fields are mandatory within this tab, however, Medical Logistics should load all available data into the data fields. This tab offers a great way to maintain vendor contact information such as phone numbers, fax numbers, email addresses, etc. regardless of the submission method.

**Figure 5.2. SOS – (New), Submission Tab.**

The screenshot displays the 'Submission' tab of the SOS – (New) interface. At the top, there are tabs for 'Basic', 'Submission', 'Contract', 'Addresses', 'POC', and 'Environment'. Below the tabs, the 'Submission' section contains several input fields and dropdown menus:

- SOS Code:** [Text Field]
- Name:** [Text Field]
- Default Submission Method:** [Dropdown Menu: PRINT]
- Direct:**
  - Account Number: [Text Field]
  - Login 1: [Text Field]
  - Password 1: [Text Field: \*\*\*\*\*]
  - Phone Number: [Text Field]
  - Login 2: [Text Field]
  - Password 2: [Text Field: \*\*\*\*\*]
  - Submission Form: [Dropdown Menu]
- E-mail:**
  - Address: [Text Field]
  - Subject: [Text Field]
  - Submission Form: [Dropdown Menu]
- Fax:**
  - Number: [Text Field]
  - Subject: [Text Field]
  - Submission Form: [Dropdown Menu]
- FTP/HTTPS:**
  - IP Address/URL: [Text Field]
  - Submission Form: [Dropdown Menu]
  - Login: [Text Field]
  - Password: [Text Field: \*\*\*\*\*]
- Print:**
  - Submission Form: [Dropdown Menu: DD FORM 1155]
- Inbound Account:**
  - Loginid: [Text Field]
  - Expires: [Text Field]

5.4.1.2.2. Login and password information must be obtained from the SOS. In accordance with systems security measures, the passwords are not visible to system users. Also, current security protocols dictate that most passwords are changed every 90 days.

#### 5.4.1.3. Contract Tab.

5.4.1.3.1. The Contract tab (Figure 5.3) only appears for contracted sources. They are SOS type codes BPA, DBP, DPV, and VPV. Loading contract information is essential. Be sure to enter the correct contract number when loading data in the Contract Number field as this data is populated in EDI requisition files as well as appearing on DD Form 1155, *Order for Supplies or Service*, (e.g., use 0 and zero properly). When processing orders, the system automatically assigns the next available call number for that source when the Auto Generate Call Number box is checked. The user is required to load the beginning and ending call numbers. Recommend using 0001 through 9999 unless otherwise designated. The Last Call Number Used field updates as orders are processed to the vendor. Effective 01 October 2017, delivery order number/call number structure for SOS types BPA, DBP, CON, ECA, and DPV will convert to a unique 13-character Procurement Instrument Identifier (PIID).

**Figure 5.3. SOS – (New), SOS Contract Tab (Current Contract).**

The screenshot displays the 'SOS Contract Tab (Current Contract)' interface. At the top, there are navigation tabs: 'Basic', 'Submission', 'Contract' (selected), 'Addresses', 'POC', and 'Environment'. Below the tabs, there are input fields for 'SOS Code' and 'Name'. The main content area is titled 'Call Number Generation' and contains the following elements:

- A checked checkbox labeled 'Auto Generate Call Number'.
- A field for 'Beginning Call Number' with the value '0001'.
- A field for 'Ending Call Number' with the value '9999'.
- A field for 'Last Call Number Issued'.

In the bottom right corner, there is a 'Prime Vendor Usage' section with a 'Send Usage' checkbox and a 'Variance %' field set to '20'.

5.4.1.3.2. The contract start and end dates are always dictated by the negotiated contract; however, the start and end dates loaded for the Current Contract and the Next Contract vary depending on the source type. For example, if loading contract data for a PV, the Start Date and End Date should coincide with the contract.

5.4.1.3.3. When a contract is within 60 days of expiration, a notification of the impending contract termination appears in the IM Cannot Activate Next Contract pending action. It is important to act promptly because if the end date passes without action, the SOS can no longer be used.

5.4.1.3.4. When exercising option years, access the SOS record and update the contract ending date. This only refers to contracts that maintain the exact same contract number. If the contract number changes, use the Next Contract function.

5.4.1.3.5. Once the new contract is activated there is no way to reactivate or access the old contract. Users may also manually activate the new contract by selecting the Activate Next Contract button. The end date of the current contract and the start date of the new contract cannot overlap when manually activating the next contract.

5.4.1.3.6. Loading and Using the Secondary Prime Vendor Contracts.

5.4.1.3.6.1. Activate and load the secondary Prime Vendor contract by accessing the TMU Table in System Services. Select the System Services application in the TMU module. Open the Secondary Prime Vendor Selection table and change the secondary field to YES for the appropriate secondary Prime Vendor contractor. Note: Only select the secondary Prime Vendor assigned to the respective region. Save the updated data then open the SOS module in the IM application.

5.4.1.3.6.2. Create a new SOS record for the secondary Prime Vendor. Use SOS Type DPV and the SOS code PV. Enter the next sequential number not in use. For example, PV1 and PV2 are currently dedicated for back-up Med/Surg and Pharmaceutical vendors worldwide. If currently there is no backup MEDSURG or Pharmaceutical Prime Vendor, assign the SOS codes of PV1 and PV2, respectfully. If the server already has PV1 and PV2 established, then proceed assigning PV3 and so on.

5.4.1.3.6.3. In the basic tab of the primary Prime Vendor, select the Backup PV SOS for the Secondary Prime Vendor from the drop down menu.

5.4.1.3.6.4. The secondary Prime Vendor is now active and available for use. Load an SOS record for the secondary Prime Vendor in order to process orders to that vendor. The secondary PV may not be used as the default LOG SOS value.

5.4.1.4. Addresses Tab.

5.4.1.4.1. Three different addresses can be maintained in the Address tab (Figure 5.4). Medical Logistics should load the address data for both Ordering and Remit To addresses even if they are the same. The Find radio button can be used to search the database for existing addresses. If an address already exists, select the address and the Addresses Tab fields then updates with the existing address.

**Figure 5.4. SOS – (New), Addresses Tab.**

The screenshot shows a software interface for managing addresses. The 'Addresses' tab is active. At the top, there are input fields for 'SOS Code' and 'Name'. Below this, there are two main sections: 'Ordering Address' and 'Remit To Address'. Each section has a 'Find...' button and a 'Clear' button. The 'Ordering Address' section includes fields for 'Address' (two lines), 'City', 'State' (dropdown), 'ZIP', and 'Country'. The 'Remit To Address' section includes fields for 'Address' (two lines), 'City', 'State' (dropdown), 'ZIP', and 'Country'. At the bottom left, there is a 'Shipping Address' button.

5.4.1.4.2. Select the Shipping Address box to load or edit the shipping address. This address should be the site's ship to address or the address the materiel is to be delivered.

5.4.1.5. POC Tab. The POC tab (Figure 5.5) offers an automated means to document all known contact information. It also provides a centralized storage area for that data. If utilized properly, purchasing agents have the necessary contact data available to them when processing orders to that vendor. These data fields are not mandatory until data is entered into at least one field.

Figure 5.5. SOS – (New), POC Tab.

Basic	Submission	Contract	Addresses	POC	Environment
SOS Code: <input type="text"/> Name: <input type="text"/>					
					Find...
Title: <input type="text"/>					Clear
Last Name: <input type="text"/>			First Name: <input type="text"/>		
Phone Number: <input type="text"/>			DSN Number: <input type="text"/>		
Phone Number: <input type="text"/>			Beeper Number: <input type="text"/>		
Fax Number: <input type="text"/>			Delete Ind: <input type="checkbox"/>		
Email Address: <input type="text"/>					
Address: <input type="text"/>			State: <input type="text"/>		
<input type="text"/>			ZIP: <input type="text"/>		
City: <input type="text"/>			Country: <input type="text"/>		

## 5.4.1.6. Environment Tab.

5.4.1.6.1. The operating and safety levels that correspond with annual sales for the associated SOS are located in this tab. Figure 5.6 lists the default values for these fields. If any of these fields are changed, a radio button titled Reset to Default appears. Click this button to reset both operating and safety levels to the system default values.



Figure 5.6. SOS – (New), SOS Environment Tab.

Basic	Submission	Contract	Addresses	POC	Environment	
Annual Sales						
	< 3 Months		3 - 9 Months		>= 10 Months	
	Operating Level (Days)	Safety Level (Days)	Operating Level (Days)	Safety Level (Days)	Operating Level (Days)	Safety Level (Days)
0-99.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="42"/>	<input type="text" value="7"/>	<input type="text" value="85"/>	<input type="text" value="7"/>
>100-499.99	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="28"/>	<input type="text" value="7"/>	<input type="text" value="57"/>	<input type="text" value="7"/>
>500-999.99	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="21"/>	<input type="text" value="8"/>	<input type="text" value="42"/>	<input type="text" value="8"/>
>1000-2499.99	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="21"/>	<input type="text" value="10"/>
>2500	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="10"/>	<input type="text" value="14"/>	<input type="text" value="10"/>
NON-MEDICAL	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>
REPAIR PARTS	<input type="text" value="30"/>	<input type="text" value="15"/>	<input type="text" value="30"/>	<input type="text" value="15"/>	<input type="text" value="30"/>	<input type="text" value="15"/>
<input type="button" value="Reset Default"/>						

5.4.1.6.2. The operating and safety levels maintained in the Environment tab are utilized to calculate item levels for Item IDs associated to the SOS. Refer to Chapter 6 for level and calculation formulas.

#### 5.4.2. Search SOS.

5.4.2.1. Access the SOS Search window from the Navigate menu or by clicking on the SOS icon on the horizontal toolbar. Users should always search for existing SOS records prior to adding a new SOS to eliminate duplicate records. Use the Search SOS option to view and edit vendor data as necessary. Remember, once the SOS Type Code is saved it cannot be changed.

5.4.2.2. Conducting a search for an existing SOS record can be accomplished using a few different methods. The first option is to search by SOS code. Another option is to search by SOS type code. Users can also conduct a search using the supplier's name. Finally, all sources of supply can be viewed by clicking the Search icon on the vertical toolbar.

5.4.2.3. The data maintained in the SOS record is directly relevant to the information printed on the DD Form 1155. The following links some of the pertinent information to the forms:

##### 5.4.2.3.1. Block 1 – Contract/Purchase Order/Amendment Number:

5.4.2.3.1.1. If the SOS Type code is not equal to BPA, DBP, DPV, or VPV then the SOS code from the Basic tab is displayed.

5.4.2.3.1.2. The contract number from the contract tab is displayed if the SOS Type code is BPA, DBP, DPV, or VPV.

5.4.2.3.2. Block 6 – Issued By data is retrieved from the MM Service Ship to Address located in System Services.

5.4.2.3.3. Block 7 –Remit to Address on the form is populated from the SOS record's Remit To address in the Address Tab.

5.4.2.3.4. Block 9 – Contractor information:

5.4.2.3.4.1. Supplier name is retrieved from the Basic tab.

5.4.2.3.4.2. The address reflected in block 9 is the Order Address loaded in the Address Tab.

5.4.2.3.4.3. The phone number is retrieved from the POC Tab.

5.4.2.3.4.4. The SOS Code is written to the Code box in block 9.

5.4.2.3.5. Block 14 – Ship To data is retrieved from the MM Service Detail ship to address located in System Services module.

5.4.2.3.6. Block 15 - The payment address information in block 15 should reflect the paying DFAS location information. It is retrieved from the Bill To address located in the MM Service Detail record within System Services. The Supplementary Addr/Bill to DoDAAC located on the basic tab of the MM Service Detail record is printed in the Code field in block 15. The DoDAAC is needed so vendors can properly load billing information into the iRAPT application.

**5.5. Purchase Card.** Use the Purchase Card module for adding, retrieving, editing, and storing GPC information. This module also enables Approving Officials (AOs) and GPC holders to monitor purchase card use and reconcile purchases against monthly bank statements. Privileges and roles required to access purchase card functions must be assigned in the System Services module prior to use.

#### 5.5.1. Purchase Card Status.

5.5.1.1. The Purchase Card Status inquiry provides a method for GPC holders and Approving Officials to manage the purchase card program. Users can view or print status for all GPC holders or search for an individual cardholder. Check the Include Deleted Cards box to view data marked for deletion.

5.5.1.2. The Purchase Card Status Summary screen displays management data in account number sequence and includes the following data:

5.5.1.2.1. PC Alias – Reflects either the last four digits of the purchase card number or a combination of the DMLSS User ID and sequence.

5.5.1.2.2. Account Name – Reflects the cardholder's name and should match the name printed on the actual purchase card.

5.5.1.2.3. Holder ID – Same as User ID.

5.5.1.2.4. Holder Name – Same as name loaded in the user POC table.

5.5.1.2.5. Register Status – This field identifies the working status of the cardholder's register. Use this field to determine whether the cardholder is reconciling the register. The Register Status field is either Working or Executed.

- 5.5.1.2.6. Current Statement Date – Reflects the bank statement date of the last reconciliation. Managers should review this date to verify reconciliations are current.
  - 5.5.1.2.7. Primary GPC – Identifies whether or not the card is designated as the primary GPC for the cardholder.
  - 5.5.1.2.8. Ownership – Always equals LOG. GPC privileges are not afforded to CAIM customers.
  - 5.5.1.2.9. Type – Always equals Stock. Purchase cards issued for commercial services are not loaded into DMLSS.
  - 5.5.1.2.10. Deleted – Identifies whether or not a card is marked for deletion.
- 5.5.2. Deleted Purchase Cards. This module reflects all Purchase Cards, by PC Alias, Account Name, and cardholder which have been retired/deleted.
- 5.5.3. New Purchase Card.
- 5.5.3.1. Add the user's purchase card data prior to that user processing GPC purchases. DMLSS automatically associates purchases to the user's Purchase Card Register when placing orders to vendors that accept the purchase card payment method. At this time, the DMLSS SA should assign purchase card privileges commensurate with the cardholder.
  - 5.5.3.2. From the IM / Navigate menu, select Purchase Card, then New Purchase Card to add new cardholder data. The Approving Official initially enters the following information and upon clicking Save enters the cardholder's 16-digit account number.
    - 5.5.3.2.1. In the Cardholder Information panel, select the GPC holder's DMLSS User ID from the dropdown list. When the User ID is selected, the user's name is displayed in the adjacent Name field.
    - 5.5.3.2.2. In the Purchase Card Information panel, enter the following information:
      - 5.5.3.2.2.1. Card Name – Enter the applicable bank name in this field.
      - 5.5.3.2.2.2. Expiration Date – Enter the expiration date as it appears on the front of the user's credit card. However, DMLSS requires a four-digit year. If the expiration date is 07/18, then enter 07/2018.
      - 5.5.3.2.2.3. Primary Indicator – In some instances a purchasing agent may be assigned multiple GPCs. In this situation, check this indicator to identify the user's primary card. All purchases default to the user's primary card within the IM/Orders module. An Override option exists in the Order module so the purchase agent can associate purchases to an alternate purchase card when appropriate.
      - 5.5.3.2.2.4. Delete Indicator – This option is not accessible unless a card is already established. Mark a card for deletion using the Search Purchase Card option.
  - 5.5.3.2.3. Purchase Card Information panel.
    - 5.5.3.2.3.1. Enter the appropriate dollar limits in the Per Order and Per Month fields. This information should correspond with limits approved by the Base Purchase Card administrator.
    - 5.5.3.2.3.2. The Default Contract Number Field auto populates with an I and a

four-digit alphanumeric combination, e.g., IUT01. The last four digits can be changed to reflect the last four digits of the users GPC account number, e.g., I3456. This field is editable; however, it is highly recommended that users maintain the system default. If the contract number is modified, be certain to maintain an I in the first position. The I is an indicator recognized by Finance as a GPC purchase that results in all detail records bypassing Integrated Accounts Payable System (IAPS) and populating Standard Material Accounting System (SMAS.)

5.5.3.2.4. Funds Panel. The fund type within the Funds window should always be associated to Stock Fund, for Air Force users. Likewise, the Ownership Code in the Ownership window should always be associated to LOG for Air Force users.

5.5.3.2.5. Customers Panel. Data within the Customer panel is not editable for Air Force sites. The expense center defaults to LOG, the commodity class defaults to blank, and the customer ID is defaulted to the site's DoDAAC.

5.5.3.2.6. In the Approving Official (AO) panel, select the Approving Official's DMLSS User ID from the dropdown box. When the User ID is selected, the user's name as it is loaded in DMLSS is also displayed in the adjacent Name field.

5.5.3.3. Click Save from the vertical toolbar once all data is entered into the Purchase Card-New window. Upon saving, the window name changes to Purchase Card (account number). In this window, the Approving Official initially enters the 16-digit account number. The cardholder then confirms the 16-digit account number when he/she first accesses the account in DMLSS. Once confirmed, the card number is not legible and becomes encrypted.

5.5.4. Search Purchase Card. From the Navigate menu, select Purchase Card, then Search Purchase Card to access this function. Use the Search Purchase Card option to access existing records. Purchase card information can be viewed, edited, and printed once retrieved. Use this option to mark a record for deletion or undelete a user's purchase card. Detailed data associated to a deleted card remains visible until all actions associated to the purchase card are complete and all transactions are reconciled.

5.5.5. Purchase Card Register.

5.5.5.1. The Purchase Card Register is accessible by selecting Navigate/Purchase Card, then Purchase Card Register. Cardholders use the Purchase Card Register to manage their purchase and receipt transactions. It can also be used by approving officials to monitor each cardholder's actions.

5.5.5.2. A Purchase Card Register may be accessed by either searching for an individual's User ID, PC Alias, or selecting Deleted. Use the dropdown box in the Account field to identify which Purchase Card Register is to be viewed. The statement month defaults to the last month reconciled but can be changed when necessary. Two Purchase Card Register modes are available: Reconcile and Read-Only. Use the Reconcile mode to access transactions that have not been reconciled. Use the Read-Only mode to access transactions that have already Executed. When using this mode, the register separates and saves transaction data according to the month and year the reconciliation was completed. The registers for both modes reflect the same data.

5.5.5.3. The Purchase Card Register window (Figure 5.7) is divided into three sections. The upper section contains the Purchase Card Information, while the middle portion displays the actual Purchase Card Call Register, and the bottom section displays other information.

**Figure 5.7. Purchase Card Register window.**

The screenshot displays the Purchase Card Register window. At the top, it shows 'Purchase Card Information' with fields for PC Alias (SMARTPAY2), Card Holder (1), Current Statement (09/2009 - September), Bank Statement Total (\$0.00), DMLSS Statement Total (\$0.00), and Out of Balance (\$0.00). Below this is a table with columns: Reconcile, Reconciliation Code, Statement Date, Order Type, Order Total, Order Status, Current Stmt Amount, Previous Balances Paid, Total Balance Paid, Order Adjustment, Order Date, Order Call Num, SOS Code, and Cor Nu. Two rows are visible, both for 'P - Partial' orders from Feb. 2009, one for 'Material' with a total of \$150.80 and another for 'Material' with a total of \$252.40. The bottom section is divided into 'Order Detail', 'Statement History', and 'PCA Information' tabs. The 'Order Detail' tab is active, showing 'Order Information' (Order Call Num: 0087, Purch Card Call Num: 72, Order Date: 1/26/2009, Status: Closed, SOS: MTR - MEDTRONIC, Contract: MTR, Vendor Ref Num: 1632358, Customer of Origin: FM4425 - MEDICAL MATERIEL MANAGEMENT) and 'Order Reconciliation' (Reconciliation Action dropdown, Order Total: \$150.80, Previous Balance(s) Paid: \$37.70, Statement Amount: \$0.00, Total Balance Paid: \$37.70, Remaining Balance: \$113.10). A note at the bottom of the reconciliation section says '\*Refer to the Statement History tab for details.'

5.5.5.3.1. Purchase Card Information. The purchase card information displayed in this section directly correlates to the cardholder's purchase record.

5.5.5.3.1.1. The Current Statement is the date populated by the user in the Select the Purchase Card Account to Reconcile window.

5.5.5.3.1.2. Bank Statement Total. Users may enter the bank statement total from the monthly credit card statement into this field; however, this field is optional. If used, DMLSS compares the bank statement total to the DMLSS statement total and populates an out-of-balance amount. A price value error exists if these values differ. In this instance, the user researches each transaction to verify the DMLSS price matches the price charged to the credit card.

5.5.5.3.1.3. Default Statement Amount box. The Order Total populates in full to the Current Statement Amount and Total Balance Paid fields when the Default Statement Amount box is checked.

5.5.5.3.1.4. The Register Status can be either Working or Executed. The status defaults to Working during the reconciliation process and changes to Executed upon completing the reconciliation process.

5.5.5.3.2. Purchase Card Call Register. Use the Purchase Card Call Register to reconcile purchases once the charges are applied to the cardholder's bank statement. Cardholders are required to reconcile charges in DMLSS at least monthly, but they can also reconcile multiple times during a statement period. The reconciliation process is

twofold, customers should reconcile with DMLSS and their applicable banking agency. As a general rule, the DMLSS Purchase Card Register can be reconciled upon receipt and the banking statement can be verified and approved upon billing.

5.5.5.3.2.1. All cardholder orders processed by users are automatically written to the Purchase Card Call Register of the user who is logged into DMLSS at the time. Cardholder orders are generated in either IM or AM. Detail records cannot be manually added to the Purchase Card Register. Notable Purchase Card Register fields are as follows:

5.5.5.3.2.1.1. Reconcile. Defaults to open/unchecked when added to the register. This box is checked when the detail record is selected for reconciliation.

5.5.5.3.2.1.2. Reconciliation Code. This code shows the stage of the reconciliation process. D = Disputed; P = Partial; Y = Reconciled/Complete; C = Credit; and N = Not Reconciled/New (Figure 5.8).

**Figure 5.8. Purchase Card Reconciliation Codes.**

Recon Code	Payment Status (Bank Statement)	Receipt Status (DMLSS)
D	Dispute <ul style="list-style-type: none"> <li>▪ Overcharge, Undercharge</li> <li>▪ Double charge, Multiple charges</li> <li>▪ Pay and Chase for Funds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Full Receipt</li> <li>▪ Partial Receipt</li> <li>▪ No Receipt</li> </ul>
P	Paid Partially <ul style="list-style-type: none"> <li>▪ Partial payment of original order total</li> <li>▪ Partial payment on bank statement</li> <li>▪ Partial receipt in DMLSS</li> <li>▪ Partials can exceed original order amount</li> </ul>	<ul style="list-style-type: none"> <li>▪ Partial receipt</li> <li>▪ Full receipt</li> <li>▪ No Receipt</li> </ul>
Y	Reconciled <ul style="list-style-type: none"> <li>▪ Full and Final payment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Full receipt</li> </ul>
C	Credit <ul style="list-style-type: none"> <li>▪ Refund or credit to your statement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Full receipt with a Recon Code of "D" from a prior month</li> </ul>
N	Not Reconciled <ul style="list-style-type: none"> <li>▪ No payments on Bank Statement</li> </ul>	<ul style="list-style-type: none"> <li>▪ No receipt</li> <li>▪ Partial receipt</li> <li>▪ Full receipt</li> </ul>

5.5.5.3.2.1.3. Statement Date. Month and year of reconciliation.

5.5.5.3.2.1.4. Order Type. Materiel is a commodities order; while Service means an order for services. This field should always be Materiel for the Air Force.

5.5.5.3.2.1.5. Order Total. Total order amount.

5.5.5.3.2.1.6. Order Status. Receipt Status; Open = not received, and Closed = received.

5.5.5.3.2.1.7. Current Statement Amount. Amount being reconciled; should match bank statement.

5.5.5.3.2.1.8. Previous Balance Paid. Amount of previous reconciliation; associated to a previous partial reconciliation.

5.5.5.3.2.1.9. Total Balance Paid. Current and past amounts reconciled.

5.5.5.3.2.1.10. Order Adjustment. Purchase Card adjustment amount; should only be used for unknown shipping charges.

5.5.5.3.2.1.11. Order Date. Date order was processed in DMLSS.

5.5.5.3.2.1.12. Order Call Number. Auto generated upon procurement; assigned per SOS.

5.5.5.3.2.1.13. SOS Code.

5.5.5.3.2.1.14. Contract Number. Should be either the SOS code or contract number. If SOS type code is NON, the SOS code populates in this field. If contracted SOS, the contract number populates in this field.

5.5.5.3.2.1.15. Supplier Name. Vendor name from SOS record.

5.5.5.3.2.1.16. Purchase Card Call Number. Auto assigned; assigned per cardholder.

5.5.5.3.2.1.17. Vendor Reference Number. Same as order confirmation number. Data must be documented during the procurement process to appear.

5.5.5.3.2.1.18. DFAS Document Number. Only populates after reconciliation process is complete and interface with Finance is completed.

5.5.5.3.2.1.19. DFAS Trans Date. Date DFAS document number is posted by Finance.

5.5.5.3.2.1.20. Order Strat Type. OPR = Operating; WRM = War Reserve Materiel.

5.5.5.3.2.1.21. Customer of Origin ID. Identifies who purchased the product which is usually the local DoDAAC.

5.5.5.3.2.1.22. Customer of Origin Name. Further identifies who purchased the product, normally this is Medical Materiel.

5.5.5.3.2.2. Register Status. Either Working or Complete. Defaults to Working during reconciliation process. Changes to Complete after monthly reconciliation.

### 5.5.5.3.3. Order Information Tabs.

5.5.5.3.3.1. The Order Detail Tab provides an overview of a selected order detail and is populated directly from the Purchase Card Register. The order reconciliation action and statement amount are entered into this tab during the reconciliation process. See Figure 5.8 for available Reconciliation Action codes.

5.5.5.3.3.2. The Statement History Tab reflects the history of reconciliation actions against each purchase detail when actions are other than Y (i.e., Reconciled/Complete). The Void function is also available in this tab. This function allows cardholders to void actions when changes need to be made against a specific call. When a call is voided and there were previous PCA transactions linked to the call, the system generates new PCA transactions containing dollar amounts that result in a net overall PCA value of \$0.00.

5.5.5.3.3.3. The PCA Information tab reflects purchase card adjustment transactions that processed to either obligate additional funds or de-obligate funds in order to finalize the purchase and reconciliation process. Correct detail price changes using the Price Correction function within Transaction History.

#### 5.5.5.4. Reconciling Purchase Card Orders.

5.5.5.4.1. Select the account to reconcile by User ID or GPC Alias. Set the Register Mode to Reconcile to access the active Purchase Card Register. All active order detail records are displayed in the Purchase Card Call Register.

5.5.5.4.2. Select a detail order record to reconcile by entering a check in the Reconcile checkbox. Additional order information for the highlighted detail appears in the Order Detail tab. The order reconciliation information box becomes active allowing updates to the Reconciliation Action and Statement Amount fields.

5.5.5.4.3. Select the Order Reconciliation Action code based on the status of the order. A detailed list of codes is available in Figure 5.8.

5.5.5.4.4. Complete Order Reconciliation. Select one of the following action codes to finalize the reconciliation process.

5.5.5.4.4.1. Select action code Y if no discrepancies exist and the order is complete. The statement date field in the GPC Detail record then updates with the statement date (month, year).

5.5.5.4.4.2. Enter the statement amount.

5.5.5.4.4.3. If the statement amount equals the order total, the remaining balance reflects an order adjustment of \$0.00.

5.5.5.4.4.4. If the statement amount does not match the order total, the PCA window opens. PCA transactions were designed to assess unknown shipping charges when the order was submitted. Use the price correction function in Transaction History for all other price adjustments. GPC adjustments can only be applied to an expense center and SVC/CUST ID that was associated to the order.

5.5.5.4.4.5. Click Save to save changes and continue processing. Click Close to exit the Reconciliation Register.

5.5.5.4.4.6. A detail record with an order status of Open cannot be completed with action code Y. An order status of Open indicates the item(s) on the order have not been received, therefore, cannot be reconciled as complete.

5.5.5.4.5. Partial Order Reconciliation. Select action code P to process a partial reconciliation. The statement date field is automatically updated.



5.5.5.4.5.1. Enter the bank statement amount.

5.5.5.4.5.2. The GPC details reconciliation code is updated to P-Partial and the current statement amount is changed to the entered amount. The remaining balance in the Order Reconciliation is adjusted to reflect the remaining Due-In balance.

5.5.5.4.5.3. The Statement History tab is updated with the partial payment information upon saving updates.

5.5.5.4.5.4. To make changes to a partially reconciled order, the user opens the Statement History tab and voids the original partial receipt. Voiding the receipt resets the receipt to a reconciliation code of N-New and allows for necessary adjustments. The void action is recorded in the Statement History tab.

5.5.5.4.5.5. Cardholders can process multiple partial reconciliations for a single detail record. A reconciliation code of Y – Complete is applied to the final transaction.

5.5.5.4.5.6. Use the Notes icon on the vertical toolbar to document all information relevant to the order. Cardholders should document information such as date contacted, point of contact's name, memorandum of discussion, follow-up actions, etc. Once a note(s) is added, the Notes icon looks like an open notebook.

5.5.5.4.6. Disputed Order Reconciliation. Use reconciliation code D to document a disputed order. The statement date field in the GPC purchase detail is updated with the statement date (month, yyyy).

5.5.5.4.6.1. The reconciliation code is changed to D – Disputed.

5.5.5.4.6.2. Enter the statement amount. A natural tendency is to enter 0 because an item was either not received or it was damaged upon receipt. The statement amount cannot be zero because the vendor billed the cardholder's account. Enter the amount from the billing statement and contact the vendor and GPC company to resolve the dispute.

5.5.5.4.6.3. The price entered populates in the statement amount field. The price entered should equal the billing statement and the amount Finance pays.

5.5.5.4.6.4. Because the order is coded as Disputed, the system allows for fund adjustments upon resolving the dispute. All actions are documented in the Statement History tab.

5.5.5.4.6.5. Use the Notes icon on the vertical toolbar to document all information relevant to the order. Cardholders should document information such as date contacted, point of contact's name, memorandum of discussion, follow-up actions, etc. Once a note is added, the Notes icon looks like an open notebook.

5.5.5.4.7. Process Credit. Select reconciliation action code C – Credit and enter the statement amount to process credits. Credits are posted to the cardholder's statement as disputes are resolved. When this happens, users should update and complete the appropriate Purchase Card Register Detail Record. Select Save to finalize the reconciliation. The process is complete when the funds data is passed to DFAS.

5.5.5.5. Trans History Icon/Price Correction Tool. Use the price correction tool in Transaction History to correct receipt prices.

5.5.5.6. Find Calls Icon. The Find Calls function provides a method to search for specific detail records by Order or GPC Reconciliation criteria. This function can be helpful to cardholders who generate a large number of GPC purchases.

5.5.5.7. Edit Alias Icon. The Edit Alias function provides a method to document a vendor's alias. In some instances, the vendor name that appears on the GPC statement is not the same as the Supplier's Name in the SOS record.

5.5.5.7.1. For example, the cardholder purchases materiel from Tazman Ind, but Tazman Ind does not appear on the monthly GPC statement. However, a company named Aussi Subsidiaries is charging the same dollar amount. After researching, the cardholder finds that Aussi Subsidiaries handles billing for Tazman Ind. In this instance, the cardholder should use the Edit Alias icon to document the alias name, Aussi Subsidiaries.

5.5.5.7.2. All cardholders have visibility of alias names once they are saved.

5.5.5.8. Closed GPC records. Completed detail records are restratified to Closed during the EOD process. To access these records, search the cardholder's Purchase Card Register using Register Mode Read Only.

#### 5.5.6. Purchase Card Register Report.

5.5.6.1. The Purchase Card Register Report provides a method for cardholders and/or Approving Officials to retrieve GPC acquisition data based on selected search criteria. Because this data is retrievable at any time, cardholders are not required to maintain a manual Purchase Card Register. If a local requirement dictates retaining a hardcopy of the register then each cardholder can print a monthly report for permanent filing and maintain it in accordance with AFRIMS T 41-04 R 31.00.

5.5.6.2. The date range can be specified for either order date or statement date. Results are produced for all order detail records meeting the selected date range criteria. A message indicating there was no data for retrieval is received if there were no orders for the date range.

5.5.6.3. The report can be sorted in either purchase card call or contract call sequence. The GPC call number is assigned sequentially for each cardholder. The contract call number is sequentially assigned for each SOS.

5.5.6.4. The report calculates a total extended price for all Order Detail Records retrieved.

#### 5.5.7. Delinquent Purchase Card Reconciliation Report.

5.5.7.1. The Delinquent Purchase Card Reconciliation Report is used to identify closed orders (receipt has processed) that are not reconciled. Cardholders and Approving Officials should use this report to verify GPC purchases are being reconciled in a timely manner and to minimize aged Due-Ins.

5.5.7.2. This report is separated into two parts:

5.5.7.2.1. Part I lists closed orders that have not been reconciled by the cardholder for a specified period of time. The search criteria is defaulted to 60 days. Generally speaking, if the material has been received, the cardholder should reconcile the order within 30 days.

5.5.7.2.2. Part II lists reconciled orders that have not been interfaced with Finance. This part of the report is obsolete due to functionality changes in DMLSS.

#### 5.5.8. Purchase Card Transfer.

5.5.8.1. The Purchase Card Transfer process allows a user, preferable an Approving Official, to transfer an order from one cardholder to another. This action removes the detailed record from the old cardholder Purchase Card Register and applies it to the new cardholder Purchase Card Register.

5.5.8.2. From the Navigate menu, select Purchase Card, then Purchase Card Transfer. Enter required information and click Transfer located on the vertical toolbar. DMLSS locks both Purchase Card Registers until the transfer is complete.

5.5.8.3. The following rules in DMLSS must be met before the transfer occurs:

5.5.8.3.1. A transfer does not process if the order has been reconciled (Reconciliation Action Code equal to Y or C.).

5.5.8.3.2. Both purchase cards must be assigned the same fund type.

5.5.8.3.3. Both purchase cards must be assigned the same ownership code.

5.5.8.3.4. The To purchase card must be privileged to process orders for that customer.

5.5.8.3.5. The transfer does not process if the To purchase card has already been reconciled for the date reconciled on the Order Detail Record.

5.5.8.3.6. Transfers do not occur if the order has been submitted to Finance but DFAS has not processed the transaction.

5.5.8.3.7. Transfers do not process if the order amount exceeds the To GPC limit.

#### 5.5.9. AO Purchase Card Transfer.

5.5.9.1. The AO Purchase Card Transfer function allows privileged users a quick and easy method of reassigning cardholders from one Approving Official to another. From the Navigate menu, select Purchase Card, then AO Purchase Card to access this option. Transfers take affect once the end-of-day process is complete. The AO Purchase Card Transfer window is separated into two windows.

5.5.9.1.1. The left window displays a list of Approving Officials and the cardholders currently assigned to each Approving Official. Also listed are cardholders that are not assigned to an Approving Official.

5.5.9.1.2. The right window lists the Approving Official's User ID, name, and status. Currently assigned cardholders are also listed in this window.

5.5.9.2. Highlight the From Approving Official so the assigned cardholders appear in the right window.

5.5.9.3. Drag and drop the cardholder from the old Approving Official in the right window to the new Approving Official's User ID in the left window. Click Save when finished.

## **5.6. Physical Inventory.**

5.6.1. Physical Inventory Process Overview. The Physical Inventory module enables users to freeze assets for inventory, perform inventories, adjust balances, document inventories, review inventory documents, and cancel inventories. Select Physical Inventories from the Navigate menu to access the Physical Inventories module. A typical inventory process begins with selecting a set of items and locking them for inventory. The system produces count lists that are assigned to teams for conducting inventory counts. After all required counts are completed, potential overages and shortages are documented for research. The inventory can be finalized after research has been completed. Some tasks related to physical inventories are:

- 5.6.1.1. Cancel Inventory.
- 5.6.1.2. Search Inventories for Specific Item.
- 5.6.1.3. View Count List Details.
- 5.6.1.4. View Statistics.
- 5.6.1.5. View Other Item Locations.
- 5.6.1.6. Add Item to Inventory.
- 5.6.1.7. Add Post-Inventory Action.
- 5.6.1.8. View Transaction History.
- 5.6.1.9. Print Inventory Research Report.

### **5.6.2. Select Inventory Segment.**

5.6.2.1. Access the Select Inventory Segment window (Figure 5.9.) to select items to lock for inventory. 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 IM or AM Scope.

Figure 5.9. Select Inventory Segment window.

The screenshot shows the 'Select Inventory Segment' window. At the top, there are three main sections: 'Scope' with radio buttons for 'IM' (selected), 'AM', 'Annual', and 'Other'; 'Strat Type' with checkboxes for 'Operating' (checked) and 'Special Projects'; and 'Strat State' with checkboxes for 'Serviceable' (checked), 'Unserviceable', 'Reparable', and 'Suspended'. Below this is the 'Search - IM' section with a search field and a 'Search Results' button. The main area is split into two panes. The left pane, titled 'Item ID', contains a table with columns 'Item ID' and 'Des'. The right pane, titled 'Selected Items', is currently empty. Below the main panes are two more sections: 'Locations' and 'Selected Location', and 'Storage Area' and 'Selected Storage Areas', each with a list box and a 'Selected' area.

Item ID	Des
# 682240	HP COLOR LASERJET 25
#00901S	SUPPLEMENTAL NURSII
#0097003S	STARTER SNS
#017-A	BOOKLET-CHOLESTERC
#028	ORTHO DIAGONAL HARI
#1 ALUMINUM PELLETS	#1 ALUMINUM PELLETS
#1 GOLD PRESS PELLETS 4MM	#1 GOLD PRESS PELLE

Location	Selected Location
211	
A	
ACID	
B	
BULK	
C	

Storage Area	Selected Storage Areas
0001	
0002	
0003	
0004	
0005	
0006	

5.6.2.2. The Select Inventory Segment window contains the following tabs. These tabs look slightly different, depending on the scope of the search, IM or AM, but the basic functionality is the same.

5.6.2.2.1. Search Tab. Identifies the inventory scope.

5.6.2.2.2. Search Results Tab. View the selected records. To lock the selected records for physical inventory, click Process Inv on the vertical toolbar. On the Process Successful message prompt, note the Inventory Control Number (ICN) and click OK.

### 5.6.3. Control Number Status.

5.6.3.1. The 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:

5.6.3.1.1. Counting – All counts are not complete.

5.6.3.1.2. Research – All counts completed, required research not completed.

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

5.6.3.2. While counting is in progress, the Count List Detail window is available by double clicking an ICN or via the Detail icon on the vertical toolbar. The Count List Detail window displays each count list and its current status. Physical Inventory tasks available from the Control Number Status window are:

5.6.3.2.1. Cancel Inventory.

5.6.3.2.2. Search Inventories for Specific Item by Item ID or Item Description.

5.6.3.2.3. View Count List Details.

5.6.4. Generate Count Lists. DMLSS assigns an ICN upon initiating a physical inventory. Use the Generate Count Lists and Assign Teams Criteria (Figure 5.10.) and Generate Count Lists and Assign Teams to IM ICN (Figure 5.11.) screens to produce inventory count lists, assign those lists to count teams, and view the distribution of items by team or count list. DMLSS automatically creates one Count list and one Assigned team. Count teams and the number of lists required for inventory segment can be added. To add count list(s), click Add Count List and click Add Team to add team(s). Up to 26 count teams (Team A through Z) are available for an inventory. Assign a count list number and team to each line item in the list. This can be done line item by line item or multiple rows can be selected. Highlight rows and select count list from dropdown. Click Apply and when all rows are assigned, click Save. DMLSS does not track User ID or names to a particular count team. If required, document this information on a letter and file with other completed inventory documentation. The View Statistics task is available from this window.

**Figure 5.10. Generate Count Lists and Assign Teams Criteria Window.**

Generate Count Lists and Assign Teams Criteria

\* Scope  
 IM  AM \* Control Number: 090045

Generate Count Lists for Counts:  
 1st  2nd  3rd

Default Count List Breaks by:  
 Storage Area  
 Location

\*Set Count List Sort:  
Storage Area: 1  
Location ID: 2  
Item ID: 3

\*This sort pattern will apply to all on-line and printed Count Lists for this Control Number.

OK Cancel

**Figure 5.11. Generate Count Lists and Assign Teams to IM Inventory Control Number Window.**

Count	Item ID	Item Description	Strat Type	Strat State	Storage Area	Location	Select Count List	Team	1st Count List	1st Team
1st	6515000431734	BLADE SURG NO.15 6S	OPR	SER		NONE	0001	A		
1st	6515000828265	LUMBAR PUNCT KIT 10S	OPR	SER	WAREHOUSE	BULK	0002	B		
1st	6515000448799	SUTURE NONABS 4-0 12S	OPR	SER	WAREHOUSE	DEFAULT	0003	C		

5.6.4.1. On the Navigate menu select Physical Inventory, select Reports and then Inventory Count List from the Reports. Select the ICN from the dropdown menu if more than one control number. Select Count List to print to select either individual lists or all lists at once.

5.6.4.2. Complete the physical inventory. When all inventory is complete, enter inventory counts.

#### 5.6.5. Enter Counts.

5.6.5.1. The Criteria for Entering Counts window and the Enter Counts Physical Inventory (Figure 5.12) window allow users to select an assigned ICN and enter inventory counts, add items to the current inventory, and view other item locations. The typical process consists of selecting a Count List number and retrieving those items for count entry. The search criteria is 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 available elements. Speed buttons at the bottom of the Enter Counts window are provided to either remove all entered counts or perpetuate the last count forward. Counts may be entered one at a time or the speed buttons can be used to perpetuate the last counts forward. If using the speed buttons, rows can be updated by exception. The count entry functions are slightly different for AM and IM inventories, but the basic functionality is the same for both. For IM scope, enter the first, second, or third item counts. For the AM Scope enter the first, second, or third item counts and update QA data. Click Save on the vertical toolbar.

Figure 5.12. Enter Counts for Physical Inventory Window.

Inventory Management - [Enter Counts for Physical Inventory: 090045]

File Edit Data Navigate Utilities Window Help

Inventory Detail  
Control Number: 090045 Issue Exception? No

Item Detail  
Item ID: 6515000448799  
Item Desc: SUTURE NONABS 4-0 12S  
Storage Area: WAREHOUSE  
Location: DEFAULT  
Primary? Yes

Counts Detail  
Count in Process: 1st  
Count List: 0003 Team: C

Count List	Team	1st Count	2nd Count	3rd Count	Item ID	Item Description	Strat Type	Strat State	Qty O/H	Storage Area
0001	A	4			6515000431734	BLADE SURG NO.15 6S	OFR	SER	5	
0002	B	3			6515000628265	LUMBAR PUNCT KIT 10S	OFR	SER		5WAREHOUSE
0003	C	6			6515000448799	SUTURE NONABS 4-0 12S	OFR	SER		2WAREHOUSE

Counts Move O/H Into 1st Count Move 1st Count Into 2nd Count Move 2nd Count Into 3rd Count

Records 1 to 3 of 3 \* - This is a non-Primary Location.

#### 5.6.5.2. How DMLSS processes inventory counts.

5.6.5.2.1. Counts are processed once all item locations are counted. Alternate location entries, not the primary, are identified with an asterisks (\*) after the quantity.

5.6.5.2.2. Once all location quantities are entered into DMLSS, the sum of all counts is compared to the DMLSS inventory balance.

5.6.5.2.3. The item is unlocked and removed from inventory if they agree.

5.6.5.2.4. If the counts disagree with the inventory balance and the value of the potential inventory adjustment is greater than the count criteria value, the system forces another count. Up to three counts may be required. The count criteria value is accessible in System Services, TMU, and IM Physical Inventory Adjustments. Items meeting these criteria are visible in the Research Discrepancies window.

5.6.5.2.5. No further counts are needed if the counts disagree with the inventory balance and the value of the potential inventory adjustment is below the count criteria value. If the count criteria value is not met, DMLSS generates a pending gain or loss transaction. This condition could occur on the 1st, 2nd, or 3rd count.

#### 5.6.5.3. Tasks available from the Enter Counts window include:

5.6.5.3.1. View Other Item Locations.

5.6.5.3.2. Add Item to Inventory.



### 5.6.6. Research Discrepancies.

5.6.6.1. Use the Research Discrepancies window to view items requiring research or to enter a final inventory count. Final counts are required when none of the previous counts agree with the inventory balance. Research discrepancies when the potential adjustment amount is greater than the count criteria value. First, select the ICN or any combination of elements from the dropdown list in the Criteria for Entering Research window. From the list, one, some, or all items can be selected to process. Note: Use CTRL or Shift to select multiple records for processing. Click Process on the vertical toolbar. The Research Inventory Gains and Losses for AM Inventory screen is displayed (Figure 5.13).

**Figure 5.13. Research Inventory Gains and Losses for IM Inventory Window.**

The screenshot shows the 'Research Inventory Gains and Losses for IM Inventory: 090045' window. The interface includes a menu bar (File, Edit, Data, Navigate, Utilities, Window, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Inventory Detail:** Control Number: 090045, Issue Exception? No
- Item Detail:** Item ID: 6519000448799, Item Desc: SUTURE NONABS 4-0 12S, Comm. Class: SUPPLY-EXPENDABLE MEDICAL, Primary Storage Area/WAREHOUSE, Primary Location: DEFAULT. A table shows: Stral Type: OPR, Stral State: SER, Qty O/H: 2, U/S Price: \$21.96, U/S: BX, CIIC: , Delete Ind:
- Counts Summary:**

Sum 1st Count	Sum 2nd Count	Sum 3rd Count
6	6	
- Research Detail:** Adj. Reason Required? No. Inventory Count: 6, Qty O/H: 2, Potential Gain: 4. Final Count: 6, Qty O/H: 2, Actual Gain: 4, Adj. in Dollars: \$87.84. Adjustment Reason: OUTSHIPPED
- Balances:**

OPR SER	Qty DI	Qty DO	OPR UNS	OPR SUS	OPR REP	OPR FDA	SPJ SER	SPJ DI	Level	RDP	Reported Excess
2	10	10	0	0	0	0	0	0	0	0	0
- Docum Information:**

Docnum	SOS	Qty Duesin	Dt Created	U/P	U/P
FM442592870002	PVM	10	14-Oct-2009	BX	
- WRM Information:**

Org ID	ID	Num	Incr	Sub	D/H	Allow Qty	Qty C

5.6.6.2. Potential inventory gains and losses are visible in the Research Inventory Gains and Losses window. Users can preview potential gains and losses, enter final counts, add an adjustment reason, document required post-inventory actions, review transaction history, and print an Inventory Research Report. If the final count entered agrees with the recorded balance, the item is unlocked and removed from inventory. An adjustment reason is required for all items with Controlled Inventory Item Code of J, R, or Q, and when the potential inventory adjustment value is greater than the count criteria value. The adjustment reason prints on the Inventory Adjustment Voucher. A Post-Inventory Action feature is available to document required post inventory actions.

5.6.6.2.1. The following are examples of inventory conditions that require research:

5.6.6.2.1.1. The inventory balance is 12 and previous count reflects 24 are on the shelf. Researchers discover a receipt for 12 has not been processed. Enter a final

count of 12 and process the receipt after the inventory is closed.

5.6.6.2.1.2. The inventory balance is 12 and previous count reflects 27 are on the shelf. Researchers discover an out-shipment loss for 12 was processed in DMLSS, but the materiel was not removed from the storage location and out-shipped. In this case, enter a final count of 15 and a Post-Inventory Action as a reminder to pull 12 from the storage location and ship them. DMLSS generates a potential inventory adjustment gain for remaining three.

5.6.6.3. Inventory tasks available from the Research Discrepancy window are:

5.6.6.3.1. Add Post-Inventory Action.

5.6.6.3.2. Review Transaction History.

5.6.6.3.3. Print Inventory Research Report.

5.6.7. Finalize Inventory. Use the Finalize Inventory window to preview the Inventory Accuracy Analysis Report, finalize an inventory, and review completed inventory documents. DMLSS processes pending inventory adjustment gains and losses. An inventory cannot be finalized until:

5.6.7.1. All items are counted and counts entered into DMLSS.

5.6.7.2. All required research is completed.

5.6.7.3. On the Finalize Inventories; Post Transactions screen users can preview before finalizing by clicking the Preview icon on the vertical toolbar. The Inventory Management-Preview Inventory Accuracy Analysis screen appears.

5.6.7.4. On the Finalize Inventories; Post Transactions screen click Finalize on the vertical toolbar. On the IM prompt message click Yes/No. On the IM Final Counts message prompt, click Yes/No. The inventory is then removed from the Inventory Management - Finalize Inventories; Post Transactions screen. Click Close on the vertical toolbar.

5.6.8. Reports. The following Physical Inventory Reports are available either during or after the inventory is finalized. The inventory manager is advised to print these reports and file them in a binder as part of the complete Physical Inventory Report. DMLSS stores inventory reports for three years; however, the dates posted on the reports are updated to the date the report is requested and printed. Maintain these reports in accordance with AFRIMS T 41-04 R 13.00.

5.6.8.1. Inventory Accuracy Analysis. Identifies the gain/loss amount and the accuracy of each inventory segment.

5.6.8.2. Inventory Adjustment Voucher. Use this option to print or reprint the formal Inventory Adjustment Voucher resulting from a finalized inventory.

5.6.8.3. Inventory Count List. Select this option to reprint Inventory Count List(s).

5.6.8.4. Inventory Research Report. Lists the items that required research.

5.6.8.5. Items with Location set to None. Self-explanatory.

5.6.8.6. Missed Locations Count List. Identifies items by count list that still require a physical count.

5.6.8.7. Post-Inventory Actions Report. Reflects required post-inventory actions.

5.6.8.8. Potential Inventory Discrepancy Report. Identifies the gain/loss transactions that would result based on the current count information. This report is reviewable prior to finalizing an inventory.

5.6.8.9. Preview Inventory Accuracy Analysis. Identifies the gain/loss amount and the accuracy of each inventory segment that would result if an inventory were finalized with current counts.

## **5.7. Destructions.**

5.7.1. Use the IM Destructions module to process all materiel destructions. Select Destructions from the Navigate menu to access this module. The appropriate Destruction Method(s) must be associated to the MTF Catalog record prior to processing destructions.

5.7.2. Once the Destructions window is open, complete all required fields at a minimum. Save data upon completion. DMLSS prompts users to print the destruction document(s) when closing the Destruction window. Click Yes to print all destruction documents. If No is selected, users can access the Reports module to reprint the documents. Destruction documents are maintained in accordance with AFRIMS T 41 -04 R 13.00.

## **5.8. Commercial Returns.**

5.8.1. Process Overview.

5.8.1.1. The Commercial Returns module is specifically designed to manage the Reverse Distribution process through a third party vendor (e.g., EZ Returns, RX Returns). Do not use the Commercial Returns module for direct vendor returns. From the Navigate menu, select Commercial Returns to access this module.

5.8.1.2. Use the Return Item(s) window to initiate materiel returns. The Manage Return Item(s) window is utilized to assign call numbers upon pick-up, update and track item return status, as well as pending credit and check value. The following Return Status codes and descriptions are used to track materiel in the Commercial Returns module.

5.8.1.2.1. R – Ready for Pick-Up. Computer assigned from Return Item(s) when item is selected for return. When a pickup date is arranged with the third party vendor, the DMLSS user highlights all applicable rows for the items. The user clicks Pickup on the vertical toolbar, assigns a call number, associates all records, and clicks Process. The user has the option to print a Commercial Return Report. Upon completion of this task, the status code is adjusted to reflect P–Disposition Pending.

5.8.1.2.2. P – Disposition Pending. Computer assigned once an item is returned for credit determination.

5.8.1.2.3. X – Check Pending. User assigned when a check is issued for returned goods.

5.8.1.2.4. Y – Credit Pending. User assigned when credit is issued for returned goods.

5.8.1.2.5. D – Complete Destroyed. User assigned if status is received from the vendor that the item was destroyed.

5.8.1.2.6. C – Complete Check. User assigned upon check receipt.

5.8.1.2.7. T – Complete Credit. User assigned upon receipt of credit. Also, use this status code to record replacement stock that is issued from a non-Prime Vendor source.

5.8.1.2.8. V – Complete PV Credit. User assigned once credit is posted to the PV credit account and verified.

5.8.2. Return Items. Selecting item(s) for reverse distribution is the first step in the Commercial Returns process. From the Return Item(s) window use the > button to return individual items or the >> button to return multiple items. A nonrefundable CRL is generated for all items tagged for return and they are assigned Return Status code R -Ready for Pick-Up. Once an item is selected, use the Manage Return Item(s) module to track the status and complete the process.

### 5.8.3. Managed Return Item(s).

5.8.3.1. The next step in the process is to identify the item(s) that are ready for pick-up and assign a call number. In the Manage Return Item(s) window, search for detail records by document number, Item ID, return status code, or call number. Click ALL radio button to view all items. DMLSS limits the search results window to 500 records so use the search criteria options to narrow the search when necessary.

5.8.3.2. The Search Results window displays all records that match the selected criteria. Detailed management data is displayed in the upper part of the window when a record is selected or highlighted.

5.8.3.3. Select all items being returned and click the Pickup button on the vertical toolbar (Refer to paragraph 5.8.3.5.1.). 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 a single item or the >> button for all items. Click Save after all items are associated. The Return Status code is updated to P-Disposition Pending and the Commercial Return Report is printed.

5.8.3.4. The Commercial Return Report lists all items returned under the assigned call number and provides total dollar value of the call. Detailed management data for each line item is also included. For WRM items, the manufacturer, manufacturer date, lot number, expiration date, and catalog number are included.

5.8.3.5. The vertical toolbar offers multiple options once the Return Status code is updated to P-Disposition Pending. These options allow users to manage the status of each return item and close a return record upon completion.

#### 5.8.3.5.1. Pick-up Icon.

5.8.3.5.1.1. The Pick-Up Icon is only visible for items assigned a Return Status code of R-Ready for Pick-Up and P-Disposition Pending. As discussed in paragraph 5.8.3.3., select items ready for pick-up.

5.8.3.5.1.2. Click Pick-Up and assign a call number for selected records. The system allows users to change a previously assigned call number, if necessary.

5.8.3.5.1.3. A Commercial Return Report is generated after the call number is assigned. This report contains a detailed list of records assigned to the call number. One call number is assigned per pick-up.

5.8.3.5.1.4. The system automatically updates the Return Status code to P-Disposition Pending.

#### 5.8.3.5.2. Credit Icon.

5.8.3.5.2.1. Use the Credit icon to either enter credit pending or credit complete estimates. Multiple records can be updated simultaneously if the assigned call number and manufacturer's name match. Click the Credit icon to open the Credit Complete Update window. Select either Credit Pending or Complete Credit for the call number or items selected.

5.8.3.5.2.2. Update the Return Status code to Y-Credit Pending when materiel has been returned to the third party vendor for credit. Assign this status code after being notified of pending credit but credit has not been received. If known, a credit amount and reason can also be loaded.

5.8.3.5.2.3. Update the Return Status code to T-Complete Credit when credit is received from the third party returns vendor. All data fields become mandatory entries when assigning this status code. Enter the credit amount received and reason, then click Save to process updates. The Return Status is updated to Complete Credit and the record can no longer be modified.

#### 5.8.3.5.3. Check Icon.

5.8.3.5.3.1. Use the Check icon to either enter check pending or check complete estimates. Individual or multiple records can be updated simultaneously. Click Check to open the Check Complete Update window. Select either Check Pending or Complete Check for the call number or items selected.

5.8.3.5.3.2. Update the Return Status code to X-Check Pending when materiel has been returned to the third party vendor and a check is expected in return. Assign this status code after being notified that a pending check is forthcoming. If known, a check amount and reason can also be loaded.

5.8.3.5.3.3. Update the Return Status code to C-Complete Check when the check is received from the third party returns vendor. All data fields become mandatory entries when this status code is assigned. Enter the check value and reason, then click Save to process updates. The Return Status code is updated to Complete Check and the record can no longer be modified.

5.8.3.5.3.4. During the Save process, DMLSS reverses the CRL transaction and processes a TIL transaction type with a transaction reason of RVL. The system generates a DD Form 1131, Cash Collection Voucher. Forward the voucher and check to the supporting OPLOC Finance manager for processing, making sure it is applied to the AFWCF/MDD. The 6B accounting classification is printed on the form. Maintain a copy of the voucher and check for the permanent file after quality control. Request Finance provide a screen print of the deposit to assure posting to the AFWCF/MDD and file with the DD Form 1131.

#### 5.8.3.5.4. PV Credit Icon.

5.8.3.5.4.1. Use the PV Credit icon when items are returned directly to the Prime Vendor for credit. This option is not used to manage materiel returned to a third

party returns vendor. The system assigns Return Status code P-Disposition Pending to these records. Use the PV Credit icon to update status upon receipt of credit notification.

5.8.3.5.4.2. In the Manage Return Item(s) window, select the items that have been credited and click the PV Credit icon. Multiple records cannot be updated using this function. Enter the credit amount, reason, SOS, and, if blank, credit account number for each record. If the credit account number is present in the SOS record, the credit account number automatically populates.

5.8.3.5.4.3. Save changes to process the updates. DMLSS updates the Return Status code to V-Complete PV Credit and the record can no longer be modified.

#### 5.8.3.5.5. Destroyed Icon.

5.8.3.5.5.1. Use the Destroy icon to process destructions for items not accepted for credit or return. Process the destructions after receipt of a disposal manifest or other official notification.

5.8.3.5.5.2. In the Manage Return Item(s) window, select Item Detail Records From a Call from the dropdown menu and click Destroyed. Multiple items can be selected and updated simultaneously. Enter a destruction reason and click Save to process destructions. DMLSS updates the Return Status code to D-Complete Destroy and the record(s) are no longer editable.

5.8.3.5.6. Cost Call Icon. Use the Cost Call icon to update and track the total value of credits and checks received per call. Manually add the existing call amount to new (additional) credit or check amounts and then use Cost Call to update the new call total. For example, the current value is \$20.00 and a credit voucher is received for \$25.00. Use the Cost Call icon to update the total credit value to \$45.00.

#### 5.8.4. Replacement Stock.

5.8.4.1. In some instances, manufacturers ship replacement stock instead of issuing credit. When this happens, process a non-reimbursable receipt and (if warranted) a non-refundable issue to the appropriate customer. If the returned stock did not come from the customer, do not issue the replacement stock as non-reimbursable.

5.8.4.2. Create a Due-in detail record using IM Offline Orders when notification is received that replacement stock is being shipped and quantities are known. Check Non-Submit so an additional order is not submitted to the SOS. Also, assign Refund Code N because there is no charge for the replacement materiel. Link the order to the appropriate customer if warranted. Select local DoDAAC from the customer drop down menu if materiel is for LOG inventory. Upon receiving, process the receipt using the normal receipt process.

5.8.4.3. Process a RND when replacement materiel is received without prior knowledge. The packing list or invoice should indicate the shipment is Replacement Materiel. Process the receipt using refund code N and link to the appropriate customer if warranted. Select local DoDAAC from the customer drop down menu if materiel is for LOG inventory.

#### 5.8.5. Manage PV Credits.

5.8.5.1. Use the Manage PV Credits function to monitor available credit account balances. Ensure these balances are correct so logistics personnel and customers can effectively use available credits. Ensure funds are available in a credit account prior to processing a Prime Vendor Credit Order.

5.8.5.2. The Manage PV Credits window lists the SOS, total credit amount, add credit, loss credit, reason, and credit account number. Enter an SOS code or select one from the dropdown menu to view available credit. The total credit amount field populates with the available credit funds.

5.8.5.3. Normally, each site has four credit accounts but could have up to six if an account is created for secondary prime vendors. Both PVP and PVM SOSs have one for IM and one for AM. Prime Vendor Credit Account managers should compare the vendor's monthly Prime Vendor Credit Report to the DMLSS Prime Vendor Credit Account available balance for each account. If a difference exists, use the Manage PV Credits function to modify the DMLSS available balance to synchronize the two balances. Note: Verify the accuracy of the Prime Vendor Credit Report prior to updating DMLSS. Use the Add Credit and Loss Credit icons to increase or decrease balances.

5.8.5.3.1. Use the Add Credit icon to increase the DMLSS credit account available balance. Enter the difference between the Prime Vendor Credit Report and the DMLSS available balance into the Add Credit field. Select Save to process and increase the available balance.

5.8.5.3.2. Use the Loss Credit icon to decrease the DMLSS credit account available balance. Enter the difference between the Prime Vendor Credit Report and the DMLSS available balance into the Loss Credit field. Select Save to process and decrease the available balance.

5.8.5.4. Prime Vendor Credit account fund balances are updated automatically when orders are placed within the Offline/Submit module and the PV Credit indicator is checked. Balances can also be updated by completing item returns using Manage Return Item(s).

5.8.5.4.1. DMLSS automatically updates the Prime Vendor credit account available balance when Return Status T-Complete PV Credit is assigned to a detail record. When the PV Credit update action is saved, DMLSS appends the credit account's available balance by the credit amount.

5.8.5.4.2. Credit account managers can manually update an account's available balance in DMLSS. Use the Manage PV Credit function to update the available balances manually.

5.8.5.5. Use the Offline Orders function to process Prime Vendor credit account orders. 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 account's available balance. Sufficient funds must be present in the credit account for the order to process. Link the order to the appropriate customer if warranted. If the materiel is for LOG inventory, select the Host DoDAAC for the DMLSS account from the customer dropdown menu.

5.8.5.6. At the present time PV sources cannot accept electronic orders linked to the PV Credit Account; therefore, check Non-Submit prior to processing orders and manually

submit the order to the vendor. After the order is processed in DMLSS, the DD Form 1155 can be printed and faxed to the vendor. DMLSS creates a pseudo EDI 850 requisition file which is transmitted to the DLA Troop Support. The pseudo 850 informs DLA Troop Support that a credit order has been established between the DMLSS site and the Prime Vendor.

5.8.6. Reprint Cash Collection Voucher. This function allows users to reprint previously processed DD Form 1131s. Utilize Reprint function if the original is misplaced or multiple copies are needed.

## 5.9. Item Gain/Loss.

### 5.9.1. Gains.

5.9.1.1. To process an item gain click Gain/Loss on the horizontal toolbar or select Item Gain/Loss from the Navigate menu. Once the Item Gains/Losses window (Figure 5.14) is open, check transaction type of Gain, and enter the quantity, external document number if applicable, and other required information as necessary. Click Save to process the gain transaction.

**Figure 5.14. Item Gains/Losses Window.**

The screenshot shows the 'Item Gains/Losses Window' with the following fields and controls:

- Transaction:** Radio buttons for 'Gain' (selected) and 'Loss'.
- Transaction Reason:** A dropdown menu.
- Ship to RIC:** A text input field.
- SOS Code:** A dropdown menu.
- Item Details:**
  - Item ID:** A text input field.
  - Item Desc:** A text input field.
  - U/S:** A text input field.
  - U/S Price:** A text input field.
  - SOS:** A text input field.
- Strat Type:** A dropdown menu.
- Strat State:** A dropdown menu.
- Location:** A dropdown menu.
- Storage Area:** A dropdown menu.
- Quantity:** A text input field.
- Supply Cond Cd:** A dropdown menu.
- On Hand:** A text input field.
- Priority Code:** A text input field.
- Ext Doc Num:** A text input field.
- Delivery Dt:** A text input field.
- Demil Cd:** A dropdown menu.
- Reimbursable Ind:** A checkbox.
- CIIC:** A dropdown menu.
- Precious Metals Code:** A dropdown menu.
- ADPE Code:** A dropdown menu.
- Reclamation Code:** A text input field.
- Disposal Authority Code:** A dropdown menu.
- Auth Purpose:** A large text input field.

5.9.1.2. An MTF Catalog record must exist before the gain transaction is processed. Use the Search button to locate the Item ID or type into the Item ID field. The Jump To radio button can be used to access the catalog record. Before creating a new MTF Catalog record, search the database for an existing one. Keep in mind a catalog record may exist for that item, but may be assigned a different Item ID.



5.9.1.3. Assign the appropriate location code prior to processing. If a location code of Default appears in the location field, use the dropdown menu to update. If the appropriate location code does not appear in the dropdown menu, use the Jump To icon to access the MTF Catalog Record. Add the location code and save changes.

5.9.1.4. Gains Transaction Codes, Reason Types, and Uses.

5.9.1.4.1. Individual/Component Gain. DMLSS generates the MSG transaction with reason type IIG. Use the IIG transaction reason type to gain individual or component items when breaking down an end item or kit into individual items. Normally, the IIG transactions are processed in combination with the End/Kit Item Loss (EIL) transaction. For example, a kit that contains 5 items is to be disassembled. First, process an EIL to lose the end item or kit from record. Then gain the five individual items from the end item or kit by processing 5 separate IIGs. The total dollar value of the individual/component gains should normally equal the unit price of the end/kit item loss. This is a seldom used transaction. The MSG/IIG transaction updates line 8I of the Medical Materiel Management Report (MMMR) produced by Finance, and line 8H of the BalanceInDFAS\_Air Force (Arc/Strat) standard report within Materiel Management Business Objects.

5.9.1.4.2. Inshipment Gain. DMLSS generates the SHG transaction with reason type SFG. Use the SFG transaction reason type to record the receipt of an item shipped from another Medical Dental Division account (FM\*\*\*\*) and transfers of WRM assets between organizations. In addition to the gain, the inshipment decreases the division in-transit account in finance. Enter the shipper's document number into the gain transaction for audit trail purposes. The SHG/SFG transaction updates line 8A of the Medical Materiel Management Report produced by Finance, and line 8A of the BalanceInDFAS\_Air Force (Arc/Strat) report within Business Objects.

5.9.1.4.3. Inventory Adjustment Gain. DMLSS generates the IAG transaction with no corresponding reason type. Use the IAG transaction reason type to increase an on-hand balance in DMLSS when the actual on-hand quantity is more than the quantity reflected in the accountable record. Before using the IAG, ensure the overage isn't due to erroneous postings or failure to process another transaction. This transaction is not reversible. To correct an erroneous IAG, an IAL transaction must be processed. The IAG transaction updates line 6A of the Medical Materiel Management Report produced by Finance, and line 6A of the BalanceInDFAS\_Air Force (Arc/Strat) report within Business Objects.

5.9.1.4.4. End/Kit Item Gain. DMLSS generates the MSG transaction with reason type EIG. Use the EIG transaction reason type to build or assemble an end item or kit from individual components. Normally, the EIG is processed in combination with the Individual/Component Loss (IIL) transaction. For example, an end item or kit that will consist of 5 individual items is to be built or assembled. First, process five separate IILs to record the loss of the five individual items that will be part of the end item or kit. Then, process an EIG to gain the end item or kit. The total dollar value of the end/kit item loss should normally equal the unit price of the individual/component gains. As a rule, kits are rarely built, so this is a seldom used transaction. The MSG/EIG transaction updates line 8I of the Medical Materiel Management Report

produced by Finance, and line 8H of the BalanceInDFAS\_Air Force Arc/Strat report within Business Objects.

5.9.1.4.5. Donated Item Gain. DMLSS generates the SHG transaction with reason type DPG. Use the DPG transaction reason type to gain Accountability Requirements Code (ARC) 1 items that are donated to the medical facility. For equipment items, use the DPG transaction in the EM module. Donations require approval actions and rarely occur; thus, this is a seldom used transaction. The SHG/DPG transaction updates line 8C of the Medical Materiel Management Report produced by Finance, and line 8C of the BalanceInDFAS\_Air Force Arc/Strat report within Business Objects.

5.9.1.4.6. Receipt from DLA Disposition Services. DMLSS generates the SHG transaction with reason type FZG. Use the FZG transaction reason type to gain materiel withdrawn from DLA Disposition Services. The SHG/FZG transaction updates line 8E of the Medical Materiel Management Report produced by Finance, and line 8D of the BalanceInDFAS\_Air Force Arc/Strat report within Business Objects.

5.9.1.4.7. Capitalization of SF Asset. DMLSS generates the MSG transaction with reason type MDG. Use the MDG transaction reason type to gain an item shipped in from other than a FM\*\*\*\* account. If coming from other than an FM account, the item was probably purchased with other than MDD (6B) funds, thus it is capitalized because the MDD is taking the management responsibility of the item from another appropriation. The MSG/MDG transaction updates line 8H of the Medical Materiel Management Report produced by Finance, and line 8G of the BalanceInDFAS\_Air Force Arc/Strat report within Business Objects.

## 5.9.2. Losses.

5.9.2.1. To process an item loss click Gain/Loss on the horizontal toolbar or select Item Gain/Loss from the Navigate menu. Check transaction type of Loss, enter the quantity, external document number if applicable, and other needed information. Select Save to process the loss transaction.

5.9.2.2. Assign the appropriate location code prior to processing. If a location code of Default appears in the location field, use the dropdown menu to update. If the appropriate location code does not appear in the dropdown menu, use the Jump To icon to access the MTF Catalog record. Add the location code and save changes. The location code then appears on the item loss document and is valuable to warehouse personnel who remove the item from inventory.

### 5.9.2.3. Loss Transactions, Reason Types, and Uses.

5.9.2.3.1. Individual/Component Loss. DMLSS generates the MSL transaction with reason type IIL. Use this transaction reason type to lose an individual or component items that are assembled into an end item or kit. This transaction is also used to drop WRM repair parts purchased with WRM funds to repair WRM equipment. Normally, the IIL transaction is processed in combination with the End/Kit Item Gain (EIG) transaction. For example, a kit that will contain 5 items is to be assembled. First, process the IILs on each of the five items that will be part of the end item or kit. Then, process an EIG to pick up the complete end item or kit. The total dollar value of the individual/component losses should normally equal the unit price of the end/kit item

gain. This transaction is seldom used. The MSL/IIL transaction updates line 9J of the Medical Materiel Management Report produced by Finance, and line 9J of the BalanceInDFAS\_Air Force, Arc/Strat report within Business Objects.

5.9.2.3.2. Outshipment Loss. DMLSS generates the SHL transaction with reason type SFL. Use the SFL transaction reason type to outshipment an item to another medical stock fund account FM\*\*\*\* and to transfer WRM assets between organizations. Place the document number assigned on the shipping document. When the SFL is processed it not only records the loss but it also posts an increase to the division in-transit account. The gaining activity must process an inshipment gain, SFG, to reduce the division in-transit account. Note: Out Shipment Losses, within both the AM and IM Applications, now generate an MSL/MDL transaction when Air Force activities ship materiel to a non-Air Force activity. DMLSS continues to generate SHL/SFL transactions for shipments to Air Force activities.

5.9.2.3.2.1. Use the IM Item Gains/Losses screen, select the loss indicator, transaction reason and Item ID and press enter. Populate/complete all applicable fields and click Save on the vertical toolbar. The RIC lookup screen (Figure 5.15.) appears. Verify the information and then click OK.

**Figure 5.15. Inventory Management RIC Lookup Screen.**

The screenshot shows a software window titled "DMLSS/Inventory Management". It contains the following fields and controls:

- SOS/RIC:** Text box containing "EAD" and a "Lookup" button.
- DODAAC:** Text box containing "FM2300".
- Org Name:** Text box containing "88MD55/SGSL".
- Ship To Address:** A group box containing:
  - Address:** Text box containing "4881 SUGAR MAPLE DR BLDG".
  - ATTN:** Text box containing "LYNNE GRAY".
  - City:** Text box containing "WRIGHT-PATTERSON AFB".
  - State:** Dropdown menu showing "OH".
  - ZIP:** Text box containing "45433-6533".
  - Country:** Text box containing "USA".
- POC:** A group box containing:
  - First Name:** Text box containing "LARRY".
  - Last Name:** Text box containing "ALLENSWORTH".
  - Phone Num:** Text box containing "111-222-444".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

5.9.2.3.2.2. Click Yes/No in response to the Gain/Loss Report message and click OK to respond to the Record update message. When the Item Gains/Losses window appears, click Close on the vertical toolbar. The Outshipment Form/Transportation Selection screen (Figure 5.16) appears. On the Outshipment Form enter Line of Accounting (LOA)/Funds Cite, Transportation requirements and Tracking information, and then click OK.

**Figure 5.16. Outshipment Form/Transportation Selection screen.**

Transaction	Count	Ship To	Print Form	LOA/Fund Cite	Base Transportation	Shipper	Tracking Number
OUTSHIPMENT LOSS	1	EAD	00134816	APPN LOA 1	PENDING	PENDING	

5.9.2.3.2.3. The SHL/SFL transaction updates line 9A of the Medical Materiel Management Report produced by Finance, and line 9A of the BalanceInDFAS\_Air Force, Arc/Strat report within Business Objects.

5.9.2.3.3. Return to SOS. DMLSS generates the TIL transaction with reason type RTL. Use the RTL transaction reason type to drop items returned to the source for no credit, when credit is unknown, or if there is a pending replacement. In addition, use the RTL when directed by DLA Troop Support, General Services Administration (GSA), AFMOA/SGMO, or other authority for actions other than excess returns. The TIL/RTL transaction updates line 9B of the Medical Materiel Management Report produced by Finance, and line 9B of the BalanceInDFAS\_Air Force, Arc/Strat report within Business Objects.

5.9.2.3.4. Return Item for Trade In. DMLSS generates the TIL transaction with reason type TRL. Use the TRL transaction reason type to drop an item shipped to a commercial source as a trade-in. The TIL/TRL transaction updates line 9K of the Medical Materiel Management Report produced by Finance, and line 9K of the BalanceInDFAS\_Air Force, Arc/Strat report within Business Objects.

5.9.2.3.5. Outshipment to DLA Disposition Services. If the user selects Yes for Base Transportation, the shipper defaults to CMOS-Local TMO; however, if the user selects No for the Base Transportation, they are then able to select the Shipper and Tracking Number. If the user selects Pending for the Base Transportation, the shipper defaults to Pending.

5.9.2.3.6. Inventory Adjustment Loss. DMLSS generates the IAL transaction with no corresponding reason type. Use the IAL transaction reason type to decrease an on-hand balance in DMLSS when the actual on-hand quantity is less than the quantity reflected in the record. Before using the IAL, ensure that the shortage is not due to erroneous posting or failure to process another transaction. This transaction is not reversible. To correct an erroneous IAL, an IAG transaction must be processed. The IAL transaction updates line 6B of the Medical Materiel Management Report produced

by Finance, and line 6B of the BalanceInDFAS\_Air Force, Arc/Strat report within Business Objects.

5.9.2.3.7. End/Kit Item Loss. DMLSS generates the MSL transaction with reason type EIL. Use the EIL transaction reason type to disassemble an end item or kit. The EIL transaction is processed in combination with the Individual/Component Gain (IIG) transactions. For example, an end item or kit that contains 5 individual items is to be disassembled. First, process an EIL to drop the end item or kit. Then process the five individual IIGs to gain the individual items that were part of the end item or kit. The total dollar value of the individual/component gains should normally equal the unit price of the end/kit item loss. This transaction is seldom used. The MSL/EIL transaction updates line 9J of the Medical Materiel Management Report produced by Finance, and line 9J of the BalanceInDFAS\_Air Force, Arc/Strat report within Business Objects.

5.9.2.3.8. Decapitalization of SF Asset. DMLSS generates the MSL transaction with reason type MDL. Use the MDL transaction reason type to lose an item that is being shipped to other services or another division of the Air Force Working Capital Fund (e.g., the Army or Base Supply). The MSL/MDL transaction updates line 9I of the Medical Materiel Management Report produced by Finance, and line 9I of the BalanceInDFAS\_Air Force, Arc/Strat report within Business Objects.

5.9.2.3.9. Natural Disaster Inventory Loss. DMLSS generates the IAL transaction with reason type MIL. Use the MIL transaction reason type to drop items due to a major disaster such as a fire, flood, hurricane, tornado, warehouse collapse, etc. Do not use this transaction for water damage from a rain storm, refrigerator or freezer failure, etc. If in doubt whether to use this transaction, contact AFMOA/SGMO. The IAL/MIL transaction updates line 9K of the Medical Materiel Management Report produced by Finance, and line 9K of the BalanceInDFAS\_Air Force, Arc/Strat) report within Business Objects.

## **5.10. Excess.**

### **5.10.1. General Information.**

5.10.1.1. For the purpose of DMLSS inventory, materiel is considered local excess when the materiel cannot be sold to a customer, utilized in WRM, or kept as economic retention for future sale. General policy for reporting excess is contained in DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumables. Refer to AFI 41-209, Chapter 3, for additional excess policy. Assets may also be deemed excess because the customer can no longer use the materiel. The Asset Review function in DMLSS allows logistics to re-stratify excess assets between operating and WRM.

5.10.1.2. The minimum total dollar value of each line item must be \$3,000 to formally report materiel as excess. If the total dollar value is greater than \$3,000, credit determination is based on stockage and redistribution requirements. DMLSS allows materiel managers the ability to modify the Excess Dollar Value; however, it should not be changed unless higher headquarters dictates a change to the reportable excess threshold. This value represents the threshold that DMLSS uses to determine whether or not an item meets the excess criteria. Visibility of this threshold is most notable when an item is coded

as reportable or non-reportable in the excess module. The Excess Dollar Value field is in the MM Service detail record located in System Services.

5.10.1.3. Refer to Attachment 5, IM Pending Actions, for a detailed explanation of excess pending actions. A list of excess status codes is available in the TMU table located in System Services. To access, click on TMU in System Services, select IM in the Application dropdown menu, and then open the Status Code (MRP) table.

5.10.1.4. Reporting Excess to the Tri-service Medical Excess Distribution System (TRIMEDS). Excess medical materiel in serviceable condition (condition codes A through C) is reported to Tri-Service Medical Excess Distribution System. Materiel reported excess using Tri-Service Medical Excess Distribution System is available for 45 days. The materiel is available to Air Force activities for the first 20 days. For the next 25 days, the materiel is available to all DoD activities. Tri-Service Medical Excess Distribution System uses the Air Force Medical Logistics website, Procurement Services link, to offer reported excess at no cost to DoD medical activities.

5.10.1.4.1. Criteria for Reporting Excess to Tri-Service Medical Excess Distribution System. The following categories of excess materiel are reported to Tri-Service Medical Excess Distribution System:

5.10.1.4.1.1. Total minimum line item value is \$3,000.

5.10.1.4.1.2. Condition Codes A, B, and C are the only acceptable codes.

5.10.1.4.1.3. Shelf life dated items must have a minimum of 120 days until expiration.

5.10.1.4.2. Exceptions to Tri-Service Medical Excess Distribution System Reporting Criteria.

5.10.1.4.2.1. Do not report items with notes code G or W. (If a large dollar value, call AFMOA/SGM for disposition instructions.)

5.10.1.4.2.2. DMLSS does not track expiration dates for OPR materiel. In the Report Excess screen, select Dated Item to produce an Excess Dated Item Worklist. Use this worklist to document the expiration dates for dated materiel that is considered potential excess.

5.10.1.5. DMLSS Procedures for Reporting Excess.

5.10.1.5.1. The first step in the process is to identify the potential excess materiel using the Report Excess function. From the Navigate menu, select Excess and then Report Excess. The Report Excess window is broken into several sections. A search scope must be selected and then additional search criteria identified.

5.10.1.5.1.1. Scope. Enter IM for operating stock, or AM for WRM.

5.10.1.5.1.2. Stratification State (Strat State). Place a check in one, some, or all Strat States to further identify the search criteria.

5.10.1.5.1.3. Item ID. Select one or multiple Item IDs. Use the Select All box to search all Item IDs.

5.10.1.5.2. Click Search to retrieve and view records matching the search criteria.

5.10.1.5.3. The search results are displayed in the Report Excess Search Results window. Potential excess items can be retained, reported, or restratified. Information is slightly different for Information Management and AM items; however, the basic functionality is the same.

5.10.1.5.4. The Report Excess Search Results window (Figure 5.17.) contains item details and other management data necessary to determine appropriate item disposition. The item detail data is self-explanatory but special attention should be put on the CIIC and the refrigerate/freeze indicator. These items require special handling and may play a role in making disposition decisions. The following management data is displayed and should be used to make appropriate management decisions:

**Figure 5.17. Report Excess – Inventory Management Search Results.**

Item ID	Strat State	Level Qty	O/H Qty	Due In	Due Out	ERQ	Pot Excess	\$/val Pot Excess	Reported Excess	4/R Reportable	Cam Users	Lock
6545012811237	SER	0	34			3	64	1,534.72	27		1	

5.10.1.5.4.1. Strat State – Serviceable, Unserviceable, Repairable, Suspended, FDA Test.

5.10.1.5.4.2. Level Qty – OPR or Assemblage level.

5.10.1.5.4.3. O/H Qty – Total quantity O/H.

5.10.1.5.4.4. Due-In – Total quantity due-in.

5.10.1.5.4.5. Due-Out – Total quantity due-out to customers.

5.10.1.5.4.6. Economic Retention Quantity (ERQ) – Authorized operating retention quantity if there is a reasonable probability that the materiel can be used in a specified time period. Computer calculated based on Daily Demand Rate (DDR) multiplied by the Economic Retention Days. The Economic Retention Days value is in the MM Service Detail record located in System Services.

5.10.1.5.4.7. Potential Excess – Computer calculated potential excess quantity.

5.10.1.5.4.8. \$ Value Potential Excess – Line item value of potential excess. Computer calculated based on potential excess quantity multiplied by the Unit/Purchase price.

5.10.1.5.4.9. Reported Excess – Total quantity of line item already reported excess.

5.10.1.5.4.10. Asset Review – Identifies shortages in either operating or WRM assemblage(s). An X appears if a shortage exists. Use Asset Review to transfer materiel to fill shortages vice reporting excess. Refer to paragraph 5.10.1.6 for more details.

5.10.1.5.4.11. Reportable – An X appears in this box when the potential excess meets reporting requirements.

5.10.1.5.4.12. CAIM Users – Identifies customers currently using the materiel.

5.10.1.5.4.13. Lock – An X appears in this box when another user has the item ID locked.

5.10.1.5.4.14. Reason Non Reportable – A brief explanation is provided in this field if the materiel is not reportable.

5.10.1.5.5. Report an item excess. Only items containing an X in the reportable column can be reported as excess materiel. Only one record can be selected at a time. To report an item excess, highlight the record and click Excess Report located on the vertical toolbar. The Excess Report Screen window opens. Validate excess quantity and condition code and click Save. The expiration date field is mandatory for dated materiel. A message box with the assigned document number for the reported excess is displayed. Click OK to return to the Report Excess Search Results window.

5.10.1.5.6. The item is now considered reported excess and does not reappear in the Report Excess Search Results window. During the next DMLSS End-of-Day processing cycle, the system automatically produces and transmits excess report images to the applicable agency (that is, the Tri-Service Medical Excess Distribution System). The system generates the following transactions and writes them to Transaction History:

5.10.1.5.6.1. Internal Transfer Loss (ITL) for Strat State OPR – from operating.

5.10.1.5.6.2. Internal Transfer Gain (ITG) for Strat State EXS – to excess.

#### 5.10.1.6. Asset Review.

5.10.1.6.1. Materiel managers should verify materiel is no longer needed prior to reporting it excess. Within DMLSS, the Asset Review function is an automated tool managers can use to locate stock shortages in OPR or LOG Owned WRM assemblage(s).

5.10.1.6.2. Potential excess items can be restratified between LOG owned WRM assemblages and operating stock. Use assets to fill shortages rather than reporting them excess. An X appears in the Asset Review box when a materiel shortage exists in WRM assemblages or operating stock.

5.10.1.6.3. When this condition exists, select Asset Review located on the vertical toolbar to open the Asset Review window. The Asset Review window contains item details, potential excess details, and lists all assemblages containing an allowance for the respective item. Be mindful that not all listed assemblages have existing shortages. Some of the listed assemblages may actually have overages. Use assemblage overages to fill assemblage shortages prior to transferring operating stock to WRM.



5.10.1.6.4. To transfer assets, check SEL in the WRM section of the Asset Review window and select Transfer. Multiple transfers can be accomplished simultaneously. Complete the transfer when the Internal Transfer window opens.

5.10.1.6.4.1. In the FROM box, enter a location ID and a storage area.

5.10.1.6.4.2. In the TO box, enter a location ID and a storage area.

5.10.1.6.4.3. Enter quantity in the Transfer Quantity field.

5.10.1.6.4.4. Enter the Transfer Qty in the Transfer To assemblage record at the bottom of the screen.

5.10.1.6.4.5. Click Save to process item transfer and obtain delivery list. The option not to print this list is available from the message box. If performing multiple transfers, a delivery list then prints for each project.

5.10.1.6.5. The system generates the following transactions and writes them to Transaction History:

5.10.1.6.5.1. ITL, Strat Stat OPR - Internal Transfer Loss from OPR.

5.10.1.6.5.2. ITG, Strat Stat WMR - Internal Transfer Gain to WRM.

5.10.1.6.6. Report all remaining quantities excess once Asset Review and redistribution has been accomplished. If no potential excess remains, the item no longer appears in the Report Excess Search Results window.

5.10.1.7. A Prime/Sub relationship may exist for items appearing as potential excess. A check mark in the P/S column identifies items coded as a substitute item. To view the prime Item ID data, select the P/S icon from the vertical toolbar. Click WRM P/S to view prime Item ID data for a WRM item. These icons are only available for substitute items.

## 5.10.2. Search Excess.

5.10.2.1. Use the Search Excess, Figure 5.18., function to access reported excess detail records. Users can search for reported excess using the document number, Item ID, Julian date reported to DLA Troop Support or Tri-Service Medical Excess Distribution System, report status, or by equipment nomenclature. If multiple shipments are directed for a single record, a suffix code, A, B, C, etc., is assigned to further identify detail records using the same document number. Use the Scope to target select records and minimize search results. Available Scope options include ALL, IM, AM, or equipment. To further pinpoint desired results, use the Active/Inactive toggle button. Active records are those that have not received disposition instructions. Inactive records have been shipped or disposed of accordingly. The Scope defaults to ALL/Active. If a search is performed and the fields are left blank, DMLSS retrieves all reported excess records up to the search limit.

**Figure 5.18. Report Excess – Search Excess (Search Results in Background) Window.**

Docnum	Suffix Cd	Item ID	Excess Type	Report Status	Qty Offered	Qty Remaining	Credit Amount
FM442502377500		104A	EQP	T	1	1	0
FM442502427517		6515014491420	EQP	T	1	1	0

5.10.2.2. Use this function to review detailed status, submit follow-ups, or submit cancellation requests on reported excess. Click Detail to review excess details and status information. To submit a follow-up or cancellation request, select Status Request located on the vertical toolbar.

5.10.2.3. Follow-ups on Reported Excess.

5.10.2.3.1. Computer Generated Follow-ups.

5.10.2.3.1.1. DMLSS generates a follow-up, document identifier FTF, if DLA Troop Support or Tri-Service Medical Excess Distribution System 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 no 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.

5.10.2.3.1.2. DMLSS automatically generates follow-up requests after five days. Manual follow-ups can be submitted at any time by using the Status Request button and selecting Follow-up. DMLSS writes status code EF and document identifier code (DIC) FTF to the Excess file and it is transmitted to the SOS during end-of-period processing. The follow-up details are displayed in the Status tab.

5.10.2.3.2. Manually Generated Follow-ups. Select Follow-Up from the Status Request window to submit a follow-up request. After clicking OK, the system generates the follow-up request and transmits the request during end-of-period processing. The follow-up, DIC FTF and status code EF, is posted to the Status tab in the Excess Detail Record.

5.10.2.4. Responses to Follow-Up Requests.

5.10.2.4.1. DLA Troop Support.

5.10.2.4.1.1. If DLA Troop Support is processing the FTE, a FTD TR is transmitted. If an excess record is already established at DLA Troop Support and a FTD or FTR has already been generated, a duplicate of the last status is transmitted.

5.10.2.4.1.2. If DLA Troop Support rejected the FTE, a FTR containing the same status code as the original rejection is transmitted.

5.10.2.4.1.3. If no record of the FTE exists, DLA Troop Support processes the FTF as a FTE and responds with FTD or FTR status.

#### 5.10.2.4.2. Tri-Service Medical Excess Distribution System.

5.10.2.4.2.1. If Tri-Service Medical Excess Distribution System is processing the FTE, an FTR FA is transmitted.

5.10.2.4.2.2. If no record of the FTE exists, a FTR FN is transmitted by TRIMEDS to delete the excess detail. The image appears in the Inbox on the IM Excess report in the Troubled tab. Since TRIMEDS has no record of receipt of the initial FTE, users should delete these records prior to any other action.

#### 5.10.3. Request Excess.

5.10.3.1. Excess materiel can be requested from other DoD activities via Tri-Service Medical Excess Distribution System to fill operating or WRM shortages and may also be requested to satisfy a specific customer requirement. To generate a request select Excess, then Request Excess from the Navigate menu.

5.10.3.2. The Request Type defaults to Customer but can be changed to operating or WRM. The Item ID and quantity are always mandatory but the Request Type dictates additional mandatory criteria. The Item ID must be in the MTF catalog with an SOS F04 for the acquisition price listed in Tri-Service Medical Excess Distribution System. To further specify a request, insert the FOA Document Number and condition code available in the Tri-Service Medical Excess Distribution System database via the Air Force Medical Logistics website by clicking the Supply tab, then clicking Applications.

5.10.3.2.1. For a Customer request, the customer's ID and maintenance activity are both required if the item is classified as equipment.

5.10.3.2.2. For an operating request, only the Item ID and quantity is required.

5.10.3.2.3. If the request is to fill a WRM shortage, then the request must be linked to an assemblage.

5.10.3.3. The requested excess information is written to an excess request file and transmitted to Tri-Service Medical Excess Distribution System during the next end-of-period processing cycle.

**5.11. Strategic Sourcing.** Chapter 3 provides detailed instruction on the Strategic Sourcing Module.

#### **5.12. Print Barcodes.**

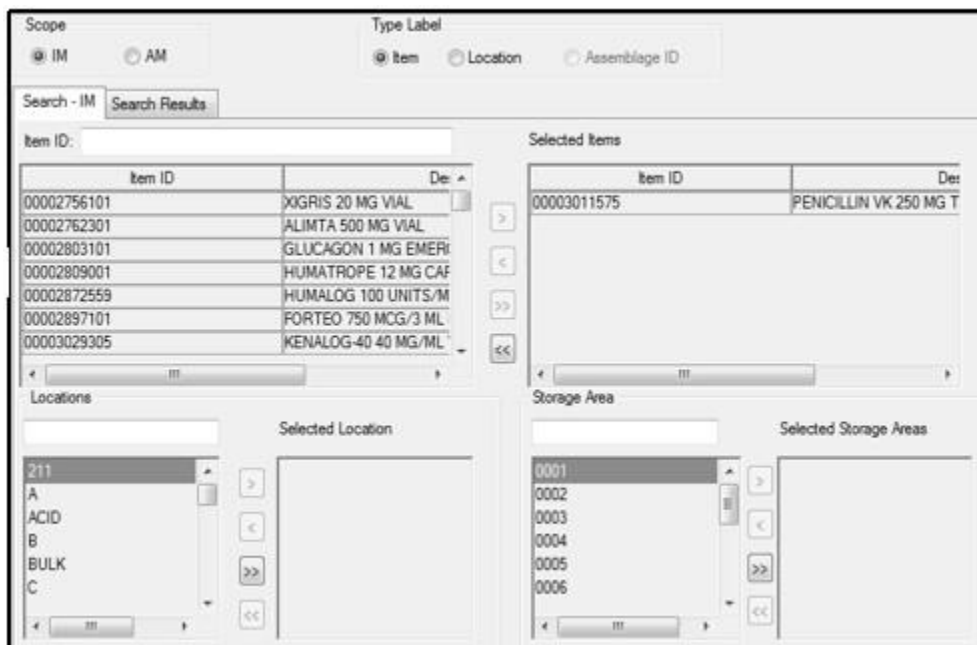
5.12.1. The Barcode Printing module allows users to print barcode labels for new items or replacement labels for existing items. Barcode labels are printed when the label of an existing

item is unreadable or if label-related information in the customer catalog has been modified. Print barcodes can also be used in conjunction with Replenishment Inventory, Physical Inventory, and the Issues processes via HHT. Shelf barcode labels may 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.

5.12.2. 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 using multiple printers, be sure to check them all. Print barcode labels frequently to ensure they reflect current customer information. Reprint labels as they become worn or if they are removed. DMLSS notifies users when unprinted labels require printing by posting the IM Unprinted Bar Code Labels with Changes pending action to the Inbox.

5.12.3. The Barcode Printing window (Figure 5.19) can be accessed in a few different ways. From the Navigate menu, click Print Barcodes to access the Barcode Printing window or click Barcode located on the horizontal toolbar. Another option is to use the keyboard shortcut Ctrl+Shift+F8. This window is also accessible from the Customer's Inbox when unprinted barcode labels with changes are pending.

**Figure 5.19. Barcode Printing Window.**



5.12.4. Once the window is open, select the search criteria by utilizing any of the available filters. Then 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/Sale.

5.12.5. One, some, or all labels can be printed. Labels print in the order they appear on the screen. Change the print sequence by clicking the Sort button on the toolbar. Sort labels by description, Item ID, storage area, or location. The Sort window also allows users to add additional criteria or delete existing criteria. This is helpful when more detailed printing is needed. An example would be printing labels by location and inserting another sort criteria to print the location by Item ID.

5.12.6. The last used sort criteria is saved. To print in Item ID sequence only, click Sort, highlight the field to delete, and click Delete. Change the remaining field to Item ID and click OK. This is the new print sequence. Click Print from the toolbar and select a barcode printer.

### 5.13. Orders.

#### 5.13.1. Customer Request.

5.13.1.1. A customer request can be generated from IM if necessary. From the Navigate menu, select Orders and then Customer Request to access the Customer Request window. Within the window, identify the requesting customer and required item using the dropdown lists. The window populates with the stored catalog data.

5.13.1.2. Review all data fields and modify as necessary. Click SRIM Due-Out on the vertical toolbar to check for existing customer Due-Outs. If the item is Due-Out, contact the customer to validate the additional requirement. If the requirement is valid, enter a document number (if required) and quantity. Click Save to process the request.

5.13.1.3. Upon saving, the customer request generates an ESD and IOU. The customer request is submitted to LOG when issues are processed. Refer to paragraph 5.14, Issues, for completing the issue process.

#### 5.13.2. LOG Orders.

5.13.2.1. Use LOG Orders to replenish operating inventory and to purchase materiel needed to fulfill customer requirements. DMLSS assembles all pending requirements and populates LOG Orders during end-of-period processing, when issues are manually processed or when a user selects the Orders/LOG Requirement Orders option. DMLSS sorts all potential orders according to the SOS code and by Req Date. The Req Date identifies when the requirement was generated by the system based upon either an unfulfilled issue action or a level requirement for operating/serviceable. For PVP and PVM, DMLSS further sorts orders (call numbers) according to delivery method. In addition, the system segregates requirements if the potential order(s) are linked to a customer(s) and marked as PV Direct.

5.13.2.2. While viewing the LOG Orders window, users may select all, some, or a single SOS for processing. Once an SOS is selected, DMLSS locks the item, validates, and builds the order(s). An order summary is visible for each source.

5.13.2.3. The Order Summary window (Figure 5.20) provides summary details for each source to include 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. Users have the ability to modify specific requisition qualifiers with the order detail screen, such as, Media/Status (M/S) code, Priority, Supplementary Address, and VIN. The VIN is the most critical component of the requisition process as it signifies to the vendor exactly what is attempting to be procured. Adjust the VIN accordingly if there is an acceptable equivalent loaded within the MTF Catalog on the item, and the primary item is not available from the vendor.

**Figure 5.20. Build Order - Order Summary Window.**

PC	SOS	Project Cd	Total Lines	Total Value	Excep	Link Ind	DDC	Auto	Call No.	Delivery Method
	PVP		2	\$80.56	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		JIT
	PVP		3	\$390.08	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		JIT
	SMS		1	\$77.91	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
	SMS		2	\$253.80	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		

Fund	New Commitments	New Available Balance	Available Balance
LOG	\$467.99	(\$3,396,813.78)	(\$3,396,345.79)

5.13.2.4. Exceptions must be resolved prior to executing an order. A check in the exceptions box identifies line items requiring attention. 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:

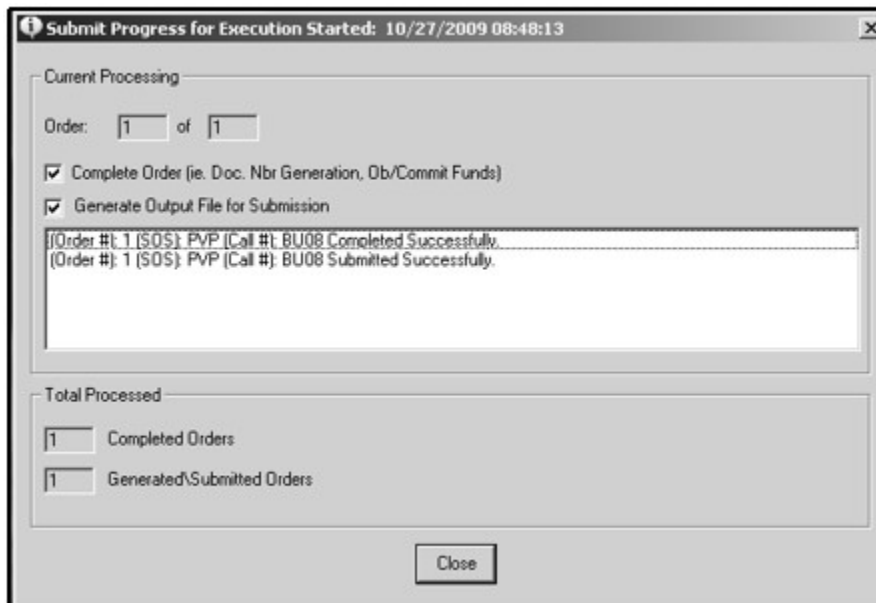
5.13.2.4.1. Alter potential Due-In or Due-Out quantities.

5.13.2.4.2. Adjust the maximum/minimum order amounts.

5.13.2.4.3. Verify that the next contract information is properly loaded for SOS types-DPV, BPA, DBP, RPV, and VPV.

5.13.2.5. The exceptions box is unmarked once the exception is resolved. Execute the order once all exceptions are resolved.

5.13.2.6. Using the Execute button on the vertical toolbar allows DMLSS to process the order as identified in the Submission tab of the SOS record. When the Submit Progress for Exception Started window (Figure 5.21) appears, verify the order was completed and submitted successfully then close the window. If the order is destined to an external agency, such as the Prime Vendor, DLA Troop Support, electronic catalog ECAT, utilize the DCM Search or Monitor modules within System Services to verify that the order was successfully transmitted.

**Figure 5.21. Submit Progress for Exception Started Window.**

5.13.2.7. PVMs Holding Backorders. DMLSS allows both the primary and back-up Medical/Surgical PVs to hold a backorder; however, the Prime Vendor must provide an estimated ship date (ESD) on every line that is backordered with a status code of IB, and the timeframe for delivery is based on the estimated ship date. If the estimated ship date exceeds the order date by 90 days, DMLSS automatically generates a cancellation request. Additionally, if a customer requires materiel before the estimated ship date, they can initiate a request for cancellation immediately.

5.13.2.7.1. Any items not initially filled are held on backorder with an estimated ship date provided in the order confirmation (EDI 855). If the customer determines they require the product prior to the estimated ship date, a request for cancellation must be made by means of the EDI 860 (Purchase Order Change Request). The Prime Vendor responds with an EDI 865, Purchase Order Change Acknowledgement/Request, either accepting or rejecting the cancellation.

5.13.2.7.2. If the primary Prime Vendor accepts the cancellation, DMLSS generates a potential order to the secondary Prime Vendor. The user receives a Potential Orders to PV Backup pending action and then decides between the following courses of action: resend the order to the primary PV, create an order to the secondary PV or cancel the line item(s) from the pending action. If the site chooses to send the order to the back-up PV and it cannot fill the order immediately, they may place the item on backorder and provide the customer with an estimated ship date in the order confirmation. If the customer decides they require the item before the estimated ship date, the customer can request cancellation in the same manner as stated above.

5.13.2.7.3. The user is notified two business days after the estimated ship date if the receipt is not posted and an EDI 856 is not received via the Delinquent Backorder from PV pending action. See Table 15.1.

5.13.3. Offline Submit/Non-Submit.

5.13.3.1. Use Offline orders to process out-of-cycle or emergency purchases in DMLSS. Additionally, use this process when recovering from manual supply operations, submitting capital equipment orders, updating computer records when orders were placed while DMLSS was offline, or when directed by higher authority.

5.13.3.2. Offline Non-Submit is also used to process orders for Controlled Item Identification Code R, (Schedule I and II) items and Prime Vendor credit orders. Process the Offline Non-Submit order in DMLSS prior to submitting the order to the vendor. When prompted, print the DD Form 1155 and submit it to the vendor along with the Drug Enforcement Administration Form 222, *U.S. Official Order Forms – Schedules I and II Controlled*. Note: Follow the procedures for the geographic location. Processing offline orders in DMLSS first provides required prior notification of the order to DLA Troop Support and prevents the vendor's EDI 855, order confirmation, and EDI 856, shipping confirmation status files from rejecting in DMLSS and the Enterprise Business System.

5.13.3.3. The difference between Submit and Non-Submit is whether or not the order interfaces electronically with the source/vendor. For orders marked as Non-Submit, the system does not generate an outgoing transaction file to the vendor. For Prime Vendor requisitions, the system creates a pseudo EDI 850 file that it transmits to DLA Troop Support. This file is used to establish a billing/delivery order profile by DLA Troop Support. Predetermined settings in the submission tab of the SOS record dictates whether orders are printed or transmitted to vendor. An override option to the default submission method is available in the SOS Details tab within the Offline Orders window.

5.13.3.4. Two tabs exist in the Supply/Equipment Offline Orders window. Use the Main tab to identify order details. Use the SOS Details tab to view and edit the vendor's data as necessary.

5.13.3.5. In the Main tab, enter the Item ID or select one from the dropdown list. The remaining fields become available once the Item ID is loaded. Use the Add Item icon located on the vertical toolbar if multiple items are being purchased on a single order. Note: The Add Item icon is only available after the order is associated to a Customer ID. Remaining catalog items associated to the particular SOS appear after the Add Item icon is selected. At this time, individual or multiple items may be added to the order by entering the order quantity. Click OK when finished.

5.13.3.6. In the Customer window, click Add to enter the customer, expense center, and quantity. If the order is being processed to satisfy LOG operating requirements, select the local DoDAAC from the customer dropdown list.

5.13.3.7. Complete additional required fields prior to executing the order. Modify the Strat Type and Demand Code fields using the dropdown menu. The Offline Order process defaults to Submit and electronically submits the order to the vendor. If the order was manually submitted to the vendor, check the Non-Submit box so DMLSS does NOT submit a duplicate order to the vendor.

5.13.3.8. The document number field is not a mandatory field. If this field is left blank, the system assigns the next available document number even if the Non-Submit function is used. If a manual document number was assigned to the order, enter the document number in this field.



5.13.3.9. Once the order is complete and all codes are properly set, select Execute to process the order. The LOG and CAIM Due-Ins and Due-Outs are generated and written to the Due-In/Due-Out module and Transaction History.

5.13.3.10. The user has visibility of the source's POC information, CAIM balances, and CAIM Due-Outs while in the Supply/Equipment Offline Orders window. The POC information provides a quick reference if the buyer needs to contact the source. CAIM balances and Due-Outs can be used to verify the customer's requirement and to help prevent duplicating or pyramiding customer backorders.

5.13.3.11. Delayed Delivery Orders. A DMLSS Prime Vendor order is considered a delayed delivery order whenever the user enters a required delivery date (RDD) from the offline orders screen. The required delivery date (RDD) can be greater than the current date but not more than 180 calendar days from the current date. (See Chapter 8, paragraph 8.19.4.6. for more information on delayed delivery orders).

5.13.4. Equipment Requirement. Use the Equipment Requirement function to create an offline equipment order. This function bypasses the Equipment Request process discussed in Chapter 9, Equipment Management. The Equipment Requirement function obligates customer funds and creates a LOG Due-Out (IOU) transaction. As a reminder, the equipment order (LOG Due-In) is not generated at this time. Utilize the IM Offline Submit/Nonsubmit module in order to link this new Due-Out to a LOG Due-In. The user is notified of the existing LOG Due-Out at this time and is provided the option to link the Due-In and Due-Out.

5.13.5. Due-In/Due-Out Search.

5.13.5.1. Use the Due-In/Due-Out Search module to search and view active or inactive due-in/due-out records. An active record is one that has not been received or cancelled, whereas, an inactive record has been received or cancelled. Additionally, the Due-In/Due-Out Search module is used to post and request status, request and process cancellations, adjust Due-In/Due-Out quantities, and update status prices. Searches may be conducted in three ways (scope):

5.13.5.1.1. MTF - Displays both LOG and customer Due-Ins/Due-Outs.

5.13.5.1.2. LOG - Displays only LOG Due-Ins/Due-Outs.

5.13.5.1.3. Customer - Displays only customer Due-Ins/Due-Outs.

5.13.5.1.4. Status updates from external agencies such as Prime Vendor, Electronic Catalog (ECAT), DLA Troop Support, and iRAPT automatically post to respective Due-In detail records when passing select edit checks. For example, if the Due-In detail record is active and the status code provided does not require further action by the user on the Status Edit Report Part II, then the system will post the status. Status from Prime Vendors generally include price updates, quantity revisions, and advance shipping notifications. The information is provided by the vendor by contract and call number. Status from the Electronic Catalog (ECAT) generally includes Electronic Catalog (ECAT) contract/call updates, quantity revisions, and advance shipment notifications. Status from DLA Troop Support could include quantity revisions, contract information, pricing changes, SOS changes, and advance shipment notifications. Status from iRAPT includes advance shipment notifications.

5.13.5.2. Revise Due-In/Due-Out Quantity. Normally, when the supply source changes the quantity ordered, either an AE1 image with status code BJ (MILSTRIP) or EDI 855 with IQ status code (PV) is provided. During processing of the AE1 or 855 statuses, DMLSS adjusts the Due-In quantity. Depending on the vendor type, electronic confirmation may not be available and the status is received by some other means (e.g., telephone, email). In this instance, manual quantity adjustments are accomplished using the LOG Due-In/Due-Out module.

5.13.5.3. Adjusting Quantities Manually. Click Due-In/Due-Out on the horizontal toolbar to access IM Due-In/Due-Outs. In the Due-In Search tab, enter a document number or Item ID to search for the due-in record. The Due-In Search Results tab displays the retrieved records. Select LOG Due-In and click Details to modify the existing Due-In.

5.13.5.3.1. In the Detail screen, verify a previous partial receipt has not already processed. If a partial receipt was previously processed, update the current Due-In quantity appropriately taking into consideration the partial receipt quantity and current Due-In quantity. See the following examples:

5.13.5.3.1.1. Example 1 - Decrease to the Original Quantity Ordered: The original Due-In was for 15. A partial receipt has already processed for 5. The current Due-In quantity is 10. The supplier decreased the original order quantity to 12. Since 5 of the 12 have already been received, enter 7 in the revised Due-In quantity field. DMLSS generates a DQC transaction with status code CA.

5.13.5.3.1.2. Example 2 - Increase to the Original Quantity Ordered: The original Due-In was for 10. A partial receipt for 2 has already processed. The current Due-In quantity is 8. The supplier increased the original order to 12. Since 2 of the 12 have already been received, enter 10 in the revised Due-In quantity field. DMLSS spawns a DQI transaction with status code BJ. Note: DMLSS prohibits users from manually increasing Due-In quantities on PV orders.

5.13.5.3.2. Enter the revised Due-In quantity in the quantity field.

5.13.5.3.3. Use the standard unit of issue quantity.

5.13.5.3.4. Quantity increase adjustments to LOG Due-Ins require the LOG Due-Outs 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 Details to view the Due-Out information. Coordinate with the customer, and if acceptable, enter the revised Due-Out quantity and click Save. Note: DMLSS prohibits quantity increases from occurring if the LOG Due-In is linked to a prior fiscal year LOG Due-Out.

5.13.5.4. DMLSS Processing Actions for Quantity Adjustments.

5.13.5.4.1. Due-In Increases. DMLSS increases the current and original due-in quantity if the revised quantity is greater than the current Due-In quantity. DMLSS generates a DQI transaction. If the LOG Due-Out quantity is increased, the CAIM Due-Out is also increased (IOI transaction).

5.13.5.4.2. Quantity Decreases. DMLSS decreases the current and original Due-In quantity if the revised quantity is less than the current due-in quantity. DMLSS

generates a DQC transaction with status code CS. If the Due-In is for equipment and it is linked to a prior Fiscal Year (PFY) Due-Out, a message appears asking whether or not the FY Due-Out should be cancelled. Generally, the answer should be NO. If the user answers YES, then the PFY obligation is cancelled and the PFY customer funds are no longer retrievable.

5.13.5.5. Due-In/Due-Out Cancellations.

5.13.5.5.1. Understanding the Due-In/Due-Out cancellation process is of the utmost importance. First, users should understand how LOG and CAIM Due-ins and Due-outs are associated during the ordering process.

5.13.5.5.2. Cancellation options vary depending on if the cancellations are for LOG or CAIM. For example, a CAIM Due-In cannot be cancelled if a LOG Due-Out exists because the CAIM Due-In is tied to the LOG Due-Out; they are assigned the same document number.

5.13.5.5.3. Customer requirements can be cancelled in CAIM prior to processing the build process submit function.

5.13.5.5.4. Figures 5.22 and 5.23 provide a snapshot of DMLSS actions generated during the cancellation process.

**Figure 5.22. 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 5.23. 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
<del>0 IOU</del>	<del>0 ESD</del>	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.

#### 5.13.6. External Customer Import.

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

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

5.13.6.3. 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 process.

5.13.7. Reprint Contract/Call Documentation. Within the Reprint Contract/Call Documentation window, enter the ORG/SVC ID or choose a dropdown menu option to conduct a search. A list of orders associated to the ORG/SVC ID appears in the Call Register box. Detailed Due-In data for a specific call is visible in the Due-In Detail box. Select Print DD1155 from the vertical toolbar to reprint the required call. The system displays the message, "No orders found for customer!" when no matches are located for the ORG/SVC ID.

#### 5.13.8. Resubmit Orders/Follow-up Requests/Cancellations.

5.13.8.1. Periodically, LOG interface files do not print or electronically transmit to the designated source. These files include but are not limited to the purchase request (EDI 850), the cancellation request (EDI 860), and the receipt files (EDI 861 and EDI 527R).

Various system and network issues can cause this condition (see Chapter 15). This function allows users to either reprint or submit the orders.

5.13.8.2. Orders that did not transmit or print are displayed in the Resubmit orders window. To retransmit orders, highlight a single order or multiple orders and select the Resubmit button from the toolbar. To reprint orders, highlight a single order or multiple orders and select the reprint button from the toolbar. The system removes these records from the list upon completion.

5.13.8.3. The original submission data and time, submission failure reason, order information, and Due-In details are available by highlighting an order and selecting the Detail button located on the vertical toolbar. Select Close to return to the Resubmit window.

5.13.9. Resend to DCM. Utilize this function to transmit orders. If there are no orders to send, the message, "No orders to resend" is displayed. Select OK to return to the previous screen. If order files exist, highlight the files being resubmitted and click Submit located on the vertical toolbar.

## **5.14. Issues.**

5.14.1. Overview. The LOG issue module is used as a response to customer generated requirements. Reference Chapter 4 for a detailed explanation on the customer replenishment process. The LOG issues process generally includes the following steps:

5.14.1.1. LOG receives customer requirements.

5.14.1.2. Execute LOG issues.

5.14.1.3. Generate picklist(s).

5.14.1.4. Confirm picklist(s).

5.14.1.5. Process deliver list.

5.14.1.6. Fill deficiencies/backorders.

### **5.14.2. LOG Routine Issues.**

5.14.2.1. Select Navigate, then Issues and LOG Routine Issues or click the Issues icon located on the horizontal toolbar to access the routine issues process.

5.14.2.2. Select one or multiple customers from the dropdown menu and click Search. To select all customers, leave the customer entry blank and click Search. DMLSS retrieves all pending customer(s) issues and displays them in the search results window.

5.14.2.3. Select an individual issue or all issues by using the Select All button located on the vertical toolbar. Click Gen Picklist and then determine break and sort options prior to processing.

5.14.2.4. The picklist break function determines where the page breaks are set for a given picklist. The primary break option is defaulted to the last criteria used and no default is set for the secondary option. Available sort criteria for each is Storage Area, Location ID, Customer ID, and IPG (Issue Priority Group).

5.14.2.5. The picklist sort function determines the sort sequence for a given picklist. The primary sort is defaulted to the last option used. The picklist can be further sorted using Secondary, Tertiary, and Fourth sorts. These three options do not have defaults assigned. The available sort criteria for each are Customer ID, Location ID, Item ID, and Item Description.

5.14.2.6. After selecting break and sort options, click OK to view the Picklist-Break on Storage Area window. This window displays the issue requirements for the customer(s).

5.14.2.7. Select Process from the vertical toolbar to print the picklist. The system displays a Successfully Processed message and assigns a picklist number. The Issues Search window is displayed after processing.

5.14.2.8. Use the picklist to pull stock from the LOG storage location. While pulling stock for issue, annotate the actual quantity pulled in the space provided on the picklist. Confirm the picklist actions after all stock is pulled (paragraph 5.14.4).

#### 5.14.3. Non Routine Issues.

5.14.3.1. Use the Non Routine Issues function to record offline, and emergency issues. Record non-routine orders for the following reasons:

5.14.3.1.1. To maintain accurate inventory levels.

5.14.3.1.2. To record demand history.

5.14.3.1.3. To charge the issue to the customer.

5.14.3.2. From the Navigate menu point to Issues and click Non Routine Issues to open the Non Routine Issues window. 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.

5.14.3.3. The message 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 INR transaction to the customer. Refer to Attachment 11, Table A11.2. for a listing of DMLSS Transaction code abbreviations.

5.14.3.4. When processing this type of issue, change the Delivery List default to Unofficial Pick List. The purpose of this action is to verify LOG balances exist prior to processing the issue. In this case, the issue processes rather than creates an additional (invalid) customer requirement/backorder. Click Save to view the IM window using the Unofficial Pick List. Click Print to generate and print the picklist. This does not reduce LOG balances.

5.14.3.5. Use the picklist to pull stock from the LOG storage location. While pulling stock for issue, annotate the actual quantity pulled in the space provided on the picklist. Confirm the picklist actions after all stock is pulled.

#### 5.14.4. Confirm Picks.

5.14.4.1. Once issues are pulled from the storage area, use the Confirm Picks function to update LOG inventory balances and generate a pending Delivery List (paragraph 5.17).

Complete this step before funds are updated and the customer is charged for the issues. From the Navigate menu, select Issues, and then Confirm Picks.

5.14.4.2. Select the appropriate picklist and click Confirm Picks. Click Select All to confirm all pending picklists. The picklist information is displayed with the Picked Qty field highlighted because it requires updates. Perform the following:

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

5.14.4.2.2. If the actual quantity issued (the picked quantity) is different from the original issue quantity, type the actual quantity in the Picked Qty field. This action generates an IM Issue Exception resulting in a pending action.

5.14.4.2.3. If the item is not in stock or only a partial quantity is available for issue, a LOG requirement is generated to fill the customer backorder. These requirements appear in LOG Orders.

5.14.4.3. After updating the Picked Qty field, click Complete located on the vertical toolbar. If the confirmed Picked Qty differs from the original picklist quantity, the item(s) is locked for inventory. Perform an inventory on the item(s) to clear the lock. See Physical Inventory (paragraph 5.6.) for processing procedures.

5.14.4.4. Upon confirming picklists, DMLSS generates LOG and Customer transactions to record the issue action. The following information describes different scenarios and the associated DMLSS transactions.

5.14.4.4.1. If the item is in stock, an ISS transaction is generated.

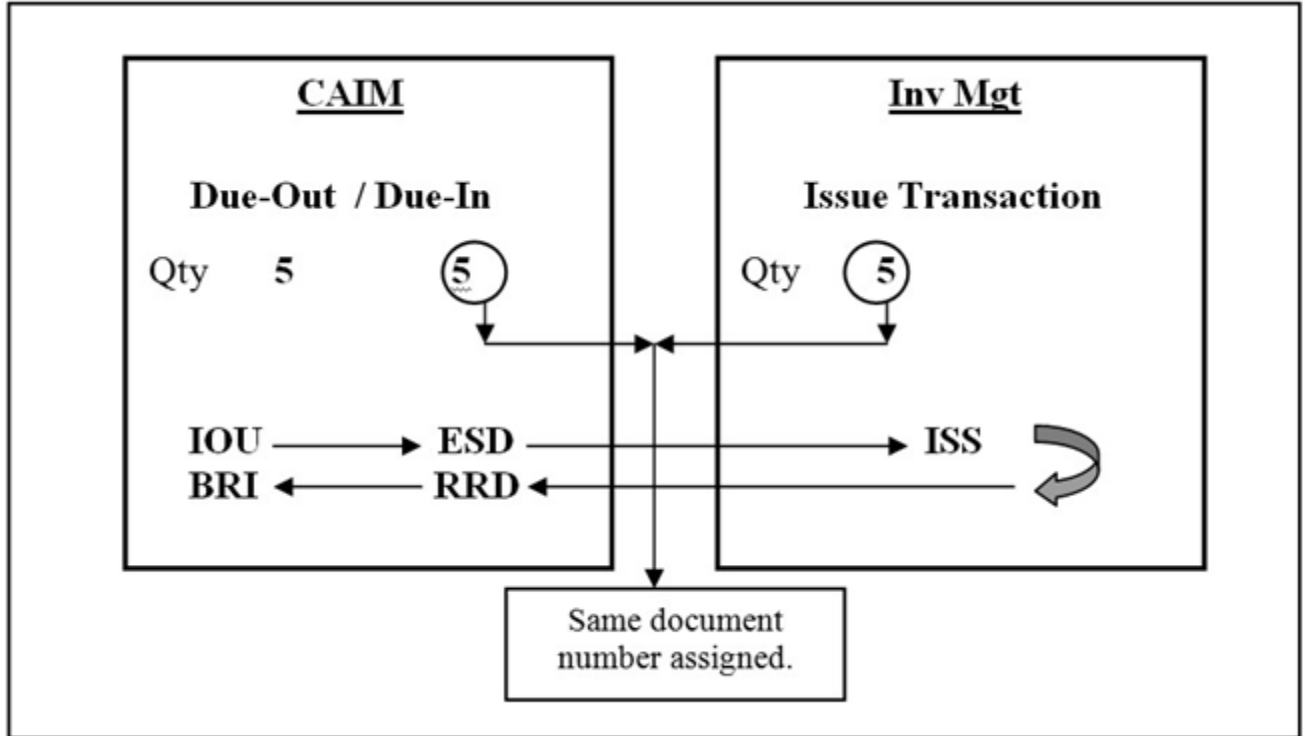
5.14.4.4.2. If the item is not in stock, an IOU transaction is generated and linked to the requesting customer. These requirements appear in LOG Orders.

5.14.4.5. All LOG and Customer transactions appear in Transaction History and serve as an audit trail. Below are examples of how Transaction History displays transactions.

5.14.4.5.1. An item ordered for a customer generates a CAIM (customer) ESD and IOU. Because all customers order from LOG, DMLSS checks LOG inventory balances to fill the order.

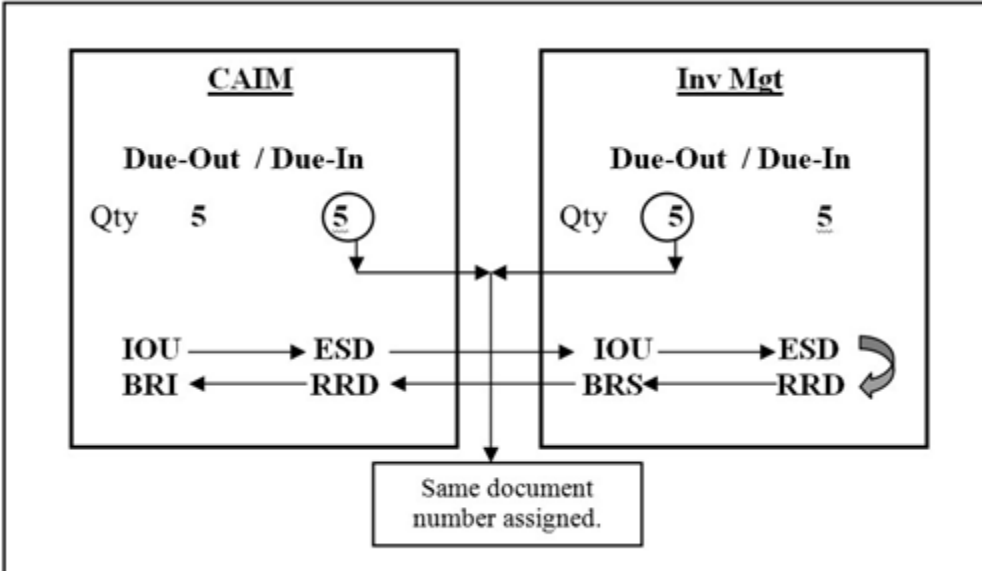
5.14.4.5.2. If the request is filled, a LOG ISS transaction is generated. In this instance, three transactions are written to Transaction History: the CAIM ESD, an IOU, as well as the LOG ISS. In this case, the customer requirement was filled by LOG and the transaction is complete (Figure 5.24).

Figure 5.24. LOG Fulfilled Customer Requirement (Issue Generated).



5.14.4.5.3. An IOU transaction is generated if LOG cannot fulfill the customer requirement. In this case, three transactions are written to Transaction History: the customer (CAIM) ESD, an IOU, as well as the LOG IOU. This indicates the item was ordered, but LOG could not fill the order internally. Item requests not fulfilled by LOG appear in LOG orders indicating the item must be purchased from the designated source. Once purchased, a LOG ESD (Due-In) is written to Transaction History (Figure 5.25).



**Figure 5.25. LOG unfulfilled Customer Requirement (Backorder generated).**

#### 5.14.5. Reprint Completed Picklists.

5.14.5.1. Occasionally, completed picklists are misplaced or additional copies are needed. Use the Reprint Completed Picklists function to obtain additional copies of a picklist. In the Reprint Completed Picklists window, identify the required picklist(s) and click Reprint on the vertical toolbar. The message, "Picklist(s) Printed" displays. Select OK to return to the Reprint Completed Picklist(s) window. The output product is identified as a reprinted product.

5.14.5.2. DMLSS prevents multiple users from generating multiple picklists for the same issue request. On the customer issue request, DMLSS defaults to the Item ID, customer and document number when a user generates a picklist. Once saved, picklists cannot be cancelled.

### 5.15. Receipts.

5.15.1. The Receipts module enables users to process receipts, Due-In adjustments, and cancellation actions. Receipts are processed either manually or by using the RF HHT. Pertinent item information is needed prior to processing receipts in DMLSS. Obtain this information from the item, receiving document, materiel packing list, and/or shipping document. Using this data, receiving personnel can effectively process complete, partial, discrepant, and/or receipt not Due-In transactions.

5.15.2. To access the Receipts module, select Navigate and then Receipts or use the DMLSS shortcut Ctrl+Shift+Del. The Receipts window is separated into two tabs: Search and Process Receipts tab.

5.15.2.1. Receipts Search Tab. Use this tab to search for active or inactive Due-Ins, to obtain delivery lists, or to process receipts. Active due-ins are those in which the receipt has not processed and Inactive due-ins are those in which the receipt has already processed. Search for all Due-Ins by clicking Search while all data fields are blank. To narrow the

search, enter at least three characters into any of the search fields. Adjust the Record Limit between 1 and 500 to further minimize or maximize the search results. Upon completing the search, the system displays the search results in the Process Receipt Search Results tab. The Process Receipt Search Results tab is used to view Due-In details, process Due-In status, adjust Due-In quantities, process complete and partial receipts, and process cancellations.

#### 5.15.2.2. Process Receipts.

5.15.2.2.1. The Process Receipt Search Results tab displays all Due-Ins matching the pre-determined search criteria. As a rule, editable fields appear with a white background. The receipt quantity, cancel quantity, status price, local contract, and substitute fields can be modified prior to processing a receipt.

5.15.2.2.1.1. Process Box – The system automatically checks this box unless (1) receipt exceptions exist as discussed below or (2) the Due-In is from a DPV type SOS (Prime Vendor) and the vendor has not provided an advanced shipping notification (EDI 856).

5.15.2.2.1.1.1. Hazardous Materials – Receipts for hazardous material 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.

5.15.2.2.1.1.2. Local Contract Number – A contract number must be loaded prior to processing the receipt. 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.

5.15.2.2.1.1.3. QA Record – The message, "An existing QA message exists for this Item ID" appears if a QA record exists for the item. Receipts cannot be processed using RF HHT when linked to a QA message. These receipts must be processed using DMLSS Receipts module. The receipt cannot be processed until the QA message is reviewed. Select/Check the QA box and click the Jump To icon to view the message. If the receipted material meets the QA criteria, do not process the receipt. Contact the vendor and request replacement material. If necessary, process a discrepant receipt and make sure the material is not issued to the customer(s). If the material does not meet the QA criteria, process the receipt.

5.15.2.2.1.2. Pipeline Time (PLT) – A PLT checkbox is added to each record when the delivery time varies by plus or minus 10 days. Check this box to record this data as an actual pipeline time. Remember, pipeline times are used to calculate reorder points for stocked items. They are also a valid indicator of actual delivery time. The system does not record the pipeline time if this box is unchecked.

5.15.2.2.1.3. Quantity – Receipt actual quantity received. A discrepant receipt or Due-In adjustment may be necessary if different than current Due-In quantity.

5.15.2.2.1.4. Price – Enter the billing price in this field.

5.15.2.2.2. Receipt Cancellations (DQC). Process complete or partial cancellations from the Process Receipt tab.

5.15.2.2.2.1. Update the quantity field to reflect the actual receipt quantity. If complete cancellation is processed, then enter zero.

5.15.2.2.2.2. Enter the cancellation quantity in the Cancel Quantity field. If it is a complete cancellation, this equals the total Due-In quantity.

5.15.2.2.2.3. Place a check in the Process box and click Process Receipts located on the vertical toolbar. Disregard the pipeline time field.

5.15.2.2.2.4. For complete cancellations, DMLSS generates a DQC transaction with status code BQ.

5.15.2.2.2.5. For partial cancellations, DMLSS generates a DQC transaction with status code BJ.

5.15.2.2.3. Receipt Discrepancies.

5.15.2.2.3.1. Process discrepant receipts from the Process Receipts tab. DMLSS uses the transaction quantity, receipt document quantity, current Due-In quantity, and total price to determine if the receipt is complete or partial and if the discrepancy is a consequential or inconsequential overage or shortage. The DLA Consequential Discrepancy dollar amount is documented in the Computations tab of the MM Service detail record located within System Services. This dollar value defaults to \$100 and should not be modified unless otherwise directed by higher headquarters.

5.15.2.2.3.2. Process discrepancies involving Prime Vendor shipments IAW AFI 41-209. Prime Vendor discrepancies involving or the wrong item shipped, damage in shipment, or receipt of a short dated item cannot be processed within DMLSS. When the item is correct but there is a shortage, process a receipt in DMLSS for the amount received and then request a data patch from AFMOA/SGMO for the remaining due-in quantity. When there is an overage, process a receipt in DMLSS for the amount of the due-in only, return the excess received to the Prime Vendor, and report the discrepancy IAW AFI 41-209. Report all errors in shipment for controlled items.

5.15.2.2.3.3. Consequential Overages. If the overage quantity meets the consequential dollar value for the SOS, DMLSS generates a RND transaction for the overage quantity. The RND records to Transaction History, appends the inventory balance, and generates an additional receipt/claims record so DFAS can process payment to the vendor.

5.15.2.2.3.4. Consequential Shortages. If the shortage quantity meets the consequential dollar value for the SOS, DMLSS generates a DQC for the shortage quantity. The DQC records to Transaction History and notifies DFAS of the shortage. DFAS either short pays the bill or obtains credit if payment was already submitted.

5.15.2.2.3.5. For consequential discrepancies, DMLSS assigns Medical Materiel Advice Code (MMAC) BH for discrepancies attributable to the shipper or BJ for

discrepancies attributable to the carrier.

5.15.2.2.3.6. Inconsequential Overages. For inconsequential overages, the system generates a complete receipt and a SDG transaction. The SDG records to Transaction History and appends inventory balance records. The gain transaction is passed to Finance and updates inventory value data but it does not generate a claims payable record.

5.15.2.2.3.7. Inconsequential Shortages. If the shortage is inconsequential, DMLSS generates a complete receipt and a SDL transaction. The SDL records to Transaction History and passes to Finance to update inventory values.

5.15.2.2.3.8. For inconsequential discrepancies, DMLSS assigns BK for a Notes code R item and BL for all other items.

5.15.2.2.3.9. Linked Due-Outs. If the discrepancy involves a shortage for a Due-In that is linked to a CFY due-out, DMLSS generates a Due-Out cancellation (IOC) transaction reversal for the DQC or SDL transaction quantity. If it is linked to a prior fiscal year due-out, the link is broken and the prior fiscal year due-out is maintained.

#### 5.15.2.2.4. Receipt of Substitutes.

5.15.2.2.4.1. Periodically, the vendor will ship a substitute item in place of the requested (prime) item. When this happens, process the receipt using the Substitute icon located on the vertical toolbar within the Process Receipts tab. Note: A catalog record and Prime/Sub relationship must exist within DMLSS before a receipt of substitute can be processed.

5.15.2.2.4.2. To create a Prime/Sub relationship, click the Jump To button next to the Substitute field. 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.

5.15.2.2.4.3. Use the original document number to access the Due-In detail record for the requested Item ID. Highlight the record that needs to be processed, and then select Substitute. The system displays all associated substitutes. This field is blank when no substitutes exist.

5.15.2.2.4.4. Select the substitute item and click the checkbox in the Substitute field. Enter the price of the substitute item into the price field, check the Process box, and then click Process located on the vertical toolbar. An RRD is generated using the prime Item ID documented in the original Due-In detail record. The RRD is forwarded to Finance for processing. The substitute Item ID is recorded in Transaction History. If the price was changed, DMLSS generates a PDI transaction prior to processing the RDD. The PDI is also recorded in Transaction History.

5.15.2.2.4.5. The substitute Item ID is written to the Receipts Backorder Release Report. The Delivery List from LOG to the customer identifies the backorder release against the prime Item ID, but reflects an issue against the substitute Item ID.

5.15.2.2.5. Receipt Reversal. Receipts processed in error can be reversed in the Transaction History module. To reverse a receipt, enter the document number and click Search. To narrow the search, select additional data to search (e.g., transaction type, User ID, Item ID, to and from transaction dates). Select the appropriate receipt transaction and click Reverse. Enter the reversal quantity and click OK. The system reverses all associated transactions (backorder release issues) and then reverses the original receipt. Upon completion, the original Due-In(s) and Due-Out(s) are recreated. Reversal transactions are recorded in Transaction History and contain a red X in the Reversal Transaction (Rev Txn) box.

5.15.2.2.6. Price Corrections. When receipts are processed at the wrong price use the Price Correction function located in Transaction History to process price corrections. Search for the receipt document number to access the record. To narrow the search, select additional data to search (e.g., transaction type, User ID, Item ID, and to and from transaction dates). Select the receipt and click the Correction icon. Enter the correct price in the price correction field and click OK. DMLSS generates a PDI transaction and increases or decreases the original receipt price. The system also updates the price for all associated issues. Additionally, the price of the MTF Catalog record is updated to reflect the current price.

#### 5.15.2.3. Prime Vendor Receipts.

5.15.2.3.1. Upon processing a PV receipt, an EDI 861 file, receipt confirmation is generated and passed to Finance for processing payment. This occurs for both stock funded and credit orders and does reflect partial quantities. The receipt confirmation contains the line item document number and Contract Line Item Number (CLIN).

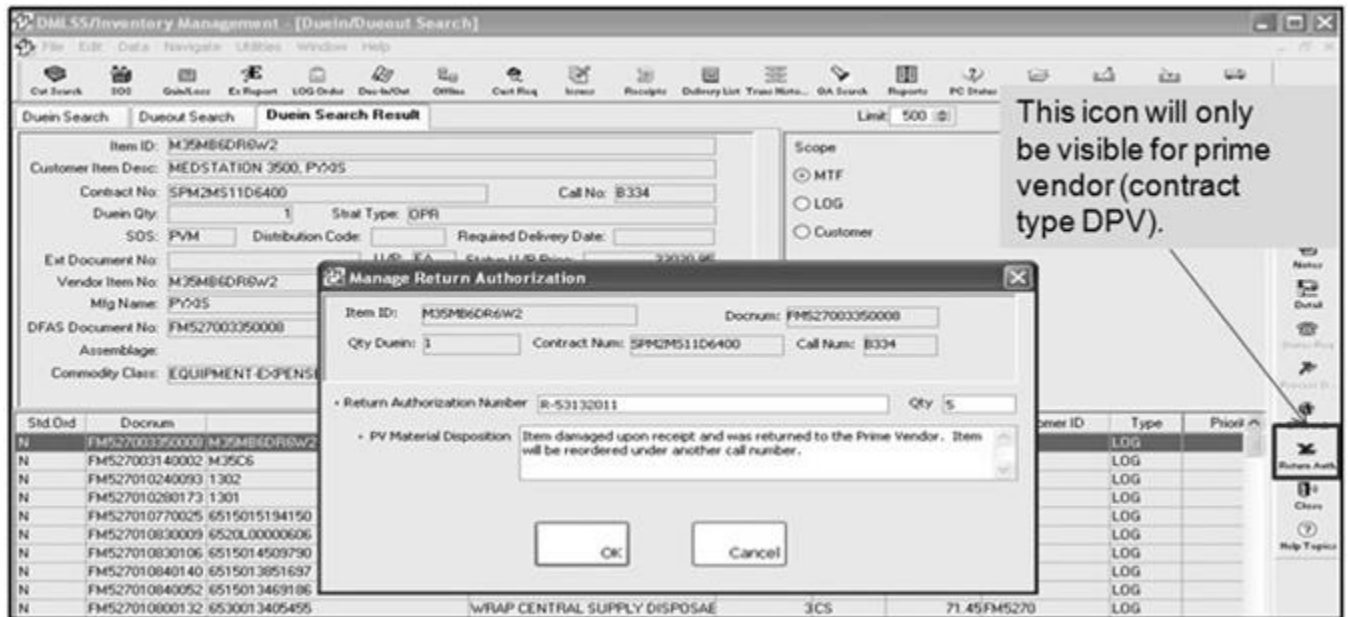
5.15.2.3.2. In addition to the EDI 861 file, DMLSS passes a Materiel Receipt Acknowledgement (EDI 527R) to DLA. The EDI 527R file is not passed until the DMLSS receipt and three end-of-day cycles have processed, allowing sufficient time for corrective actions. When the receipt is complete (no partials pending) a EDI 527R file is submitted to DLA with a final indicator.

5.15.2.3.3. The Due-In status price for PV items cannot be changed once the 855 file, order confirmation, is processed in DMLSS. Bases should not utilize the vendor's packing slip to obtain pricing as that information excludes the designated cost recovery rate and distribution fees associated with the MTF and contract. To change the price, obtain a Price Control Number (PCN) from DLA Troop Support and load that number into DMLSS. Once loaded, the Due-In status price can be updated.

5.15.2.3.4. Quantity adjustments are allowed (receipt reversals and cancellations) until the Materiel Receipt Acknowledgement (527R file) is generated. Once the receipt and three EODs have passed, no adjustments are allowed.

5.15.2.3.5. Manage Return Authorization. Utilize the Return Auth modal window (Figure 5.26.) to enter information regarding a discrepancy or request for return. For example, the Prime Vendor's distribution center pulled the wrong item or National Drug Code, and an exchange for the materiel is attempting to be secured.

Figure 5.26. Return Authorization Modal Window.



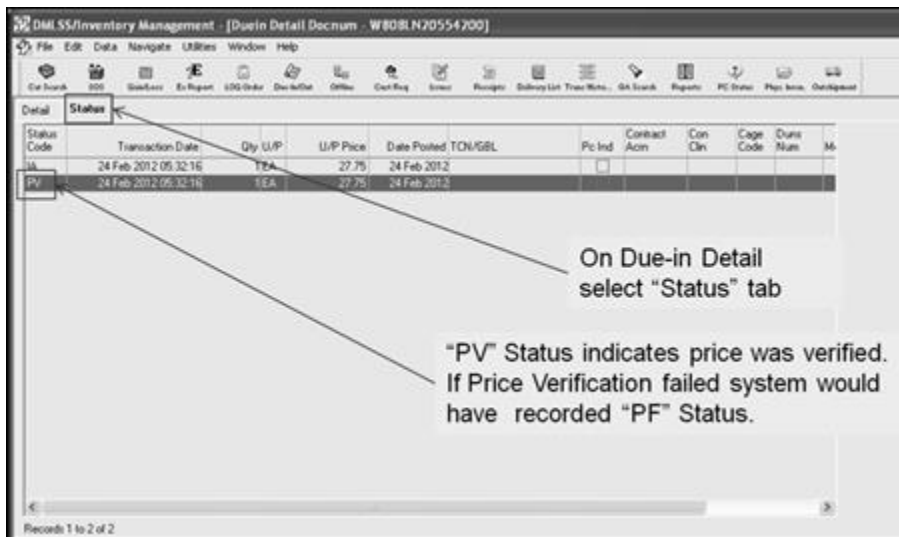
5.15.2.3.5.1. DMLSS provides users the ability to enter a Return Authorization Number and a Materiel Disposition Description to document items returned to the Prime Vendor. The Return Authorization Number is provided by the Prime Vendor and used as a reference if there are short payments to the vendor that are disputed and by the customer to keep track of material that has been returned due to discrepancies, overages, etc.

5.15.2.3.5.2. Upon processing the item receipt, DMLSS generates a Manage Return Authorization (MRA) transaction. Users can view the return authorization number and materiel disposition in the transaction history.

#### 5.15.2.3.6. Price Verification.

5.15.2.3.6.1. Real-time price verification is an automated process for all PVM requisitions. This process occurs upon receipt of a prime vendor purchase order confirmation (EDI 855 file). After the 855 file is received, DMLSS transmits an automatic transmission price challenge to DLA Troop Support via the Price Lookup Web Service (PLWS). The results of this lookup are recorded in the Due-In detail and displayed in the status tab with a status code of PV for Price Verified, or PF for Price Verification Failed (Figure 5.27.). Users cannot process price changes on a Due-In after receipt of the 855 file.

Figure 5.27. Price Verification Status.



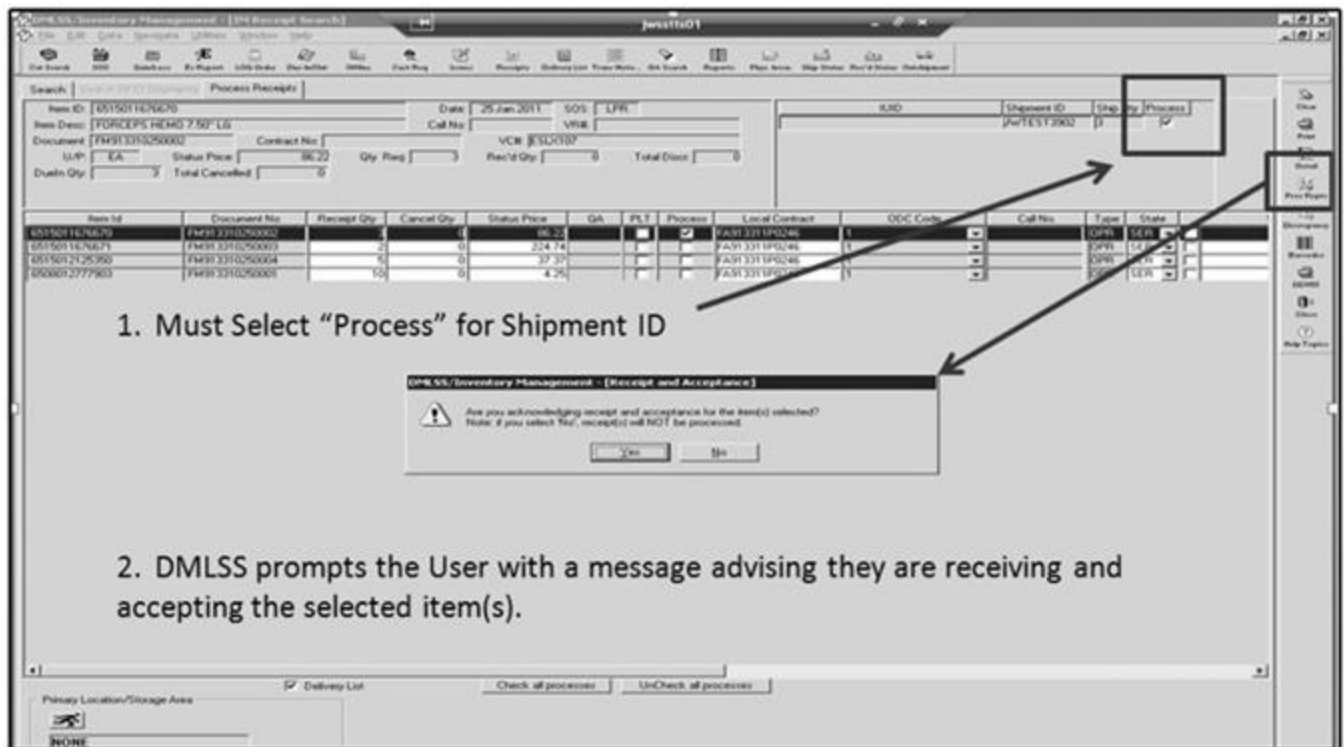
5.15.2.3.6.2. Pharmaceutical (PVP) inquiries are currently handled manually via email and phone communication.

5.15.2.4. iRAPT is a secure web-based system used for electronic invoicing, receipt, and acceptance. It allows government contractors and authorized DoD personnel to generate, capture and process receipt and payment-related documentation. DMLSS establishes an electronic interface with iRAPT that displays shipment information and allows the user to verify receipt of materiel. The interface then uses Public Key Infrastructure (PKI) to electronically bind the digital signature and provide proof that the user (electronically) signed the document with the contents. This applies to SOS types: BPA, CON, DPV, ECA, RPV, and VPV.

5.15.2.4.1. Advance Shipping Notice. DMLSS receives an EDI 856 file from iRAPT containing information provided by the vendor. This file provides shipping status information to include inbound passive Radio Frequency Identification (RFID) and Unique Item Data (UID). The due-in details show the shipment status receipt and it will update the due-in status price for all SOS types excluding DPV. The purchase order must be loaded in the due-in detail for CON orders so the 856 file associates to the due-in detail record.

5.15.2.4.2. Receipt Process. DMLSS displays shipment information such as shipment number and Item Unique Identification Data (IUID) to allow the user to verify receipt of materiel. The user is required to select the Process box for applicable Shipment ID received. DMLSS displays a modal window asking "Are you acknowledging receipt and acceptance for the item(s) selected?" (Figure 5.28.).

Figure 5.28. IM Receipt Search Window.



5.15.2.4.3. Receipt Acceptance. Upon physical receipt/acceptance of the item, DMLSS generates a Receipt Acceptance (EDI 861 file) to iRAPT in addition to the Receipt (EDI 527) to DLA Troop Support Medical for SOS types DPV, ECA, and DLA. The Receipt Acceptance contains the user's point of contact information to include name, phone number, e-mail address, and User ID in the receipt financial file. Note: It is important this information is entered correctly into the User Information screen. This file completes the receipt/acceptance steps in iRAPT. iRAPT then combines the invoice with the receipt notification and sends them to DFAS for payment.

**5.16. IM Summary Receipt Pending.** The EDI 527R can be manually processed prior to the third end-of-day cycle using the IM Summary Receipt Pending function; however, this action is not recommended because DMLSS then populates a BSM transaction date during the next end of day cycle in all RRD or DQC transactions linked to the particular call. Once the BSM transaction date populates, DMLSS prohibits users from reversing the transaction. Highlight the call number and click the Process button located on the vertical toolbar to generate the 527R file. This process marks the final indicator in the record causing the end of day DFAS process to read and send the receipts and cancellations to Enterprise Business System. As previously stated, once processed, reversals and cancellations are prohibited.

### 5.17. Delivery List.

5.17.1. Print Delivery List(s) after all issues are processed. DMLSS generates Delivery List(s) for LOG backorder releases resulting from receipts and as a result confirmed picklists. This list identifies item(s) that need to be pulled from LOG inventory and delivered to customers. Printing a Delivery List updates the customer's estimated on-hand quantities.



5.17.2. Select a customer and click Process to print a Delivery List. When the message, "Would you like to print the selected Delivery Lists?" appears, click Yes to access the Print Selection window. The Delivery List is defaulted to print all issues. Select controlled item identification code R and Q to obtain a separate Delivery List for controlled substances or select Other than R and Q to obtain a Delivery List for all items except controlled substances. Click OK to return to the Print Delivery List window.

**5.18. Reprint Delivery List.** Occasionally, additional copies of a Delivery List are needed or the original was misplaced. Use the Reprint Delivery List function to obtain additional copies of Delivery Lists. Once the window opens, identify the customer ID and either Delivery List, routine or Non-routine Delivery List. The system displays orders by delivery order number. Select the Delivery List(s) to reprint and click Print located on the vertical toolbar. Click Close to exit window.

**5.19. Reachback Order Status.** Host TLAMM organizations can review and update both 'Ship Status' and 'Received Status' from this module located in the Navigate Menu. See Chapter 13 for additional guidance.

**5.20. Transaction History.** Chapter 17 provides detailed instruction on the Transaction History Module.

**5.21. Quality Assurance.** Chapter 7 provides detailed instruction on the QA Module.

**5.22. Transportation.** This option provides outshipment and inshipment search screens from the Distribution and Transportation Module (D&TM) that allow users to track all or selected shipments and send advance shipment notices to gaining bases. Users can process transactions requiring DLA Disposition Services, Return to SOS, Return Item for Trade-In, regular loss transactions, process Issues, Reachback orders, and process Excess type shipments that are then tracked within the this module.

### **5.23. Return Item.**

5.23.1. The Return Item 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, determine whether to allow credit to the end user. Also, determine if the items consumption history will be reduced and whether the service/customer Svc/Cust is considered an Internal or an External type customer. DMLSS does not allow a user to process a customer turn-in from a customer type of Spoke.

5.23.2. If credit is to be given for the return item, check the Issue Credit checkbox. Return transactions are posted to the Transaction History module. A TIL transaction is generated for the customer area losing/returning and a TIG transaction is generated for LOG.

5.23.3. 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/substitute 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.

5.23.4. Effect of Returns on Issue Consumption.

5.23.4.1. 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 of 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.

5.23.4.2. 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. When the customer ID is entered, the expense center field is automatically populated. Also, entering the Item ID automatically populates the TO box and other required fields with default data. Within the TO box, the Strat Type, Strat State, and Storage Area should be reviewed and modified as necessary.

5.23.4.3. 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.

## **5.24. Internal Transfer.**

5.24.1. The Internal Transfer process allows users to re-stratify assets internally from one stratification state to another. Examples include OPR/SER to OPR/SUS, or OPR/SER to WRM/SER. DMLSS generates both an ITG and ITL when an internal transfer is processed. DMLSS simultaneously writes the ITG and ITL to Transaction History.

5.24.2. From the Navigate menu, select Internal Transfer to access the Internal Transfer window. Enter an Item ID or select one from the dropdown list. Depending on the Item ID entered, various fields are populated with default catalog data associated to the Item ID.

5.24.3. In the From section, use the dropdown menus to select the stratification state the item is being transferred from. In the To section, use the dropdown menus to select the stratification state the item is being transferred to. If there is no location ID associated with the item being transferred, click the Jump To button and add a location for the item.

5.24.4. 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 relocate the assets from the old storage location to the new location.

**5.25. Status Edits.** The Log Status Edits window displays requisition status messages received from suppliers that electronically interface with DMLSS. From the Navigate menu, select Status Edits to access these records. Status edits also appear in the IM pending action named IM Status Edits Report and are maintained in accordance with Air Force Records Inventory Management System T 41-04 R 02.00. These status messages are classified into the following three groups:

### **5.25.1. Part 1 – Errors Tab.**

5.25.1.1. Unrecognized status codes/messages are displayed in Part 1, Errors tab. In the bottom section of the window, highlight an item to review. Requisition data for the highlighted item appears in the top section of the window.

5.25.1.2. This tab also lists the status of due-ins with no matching due-in records including inactive due-ins and excess requests.

5.25.1.3. Status messages can be deleted once they have been reviewed and appropriate action has been taken. Highlight the record(s) to be deleted, and click Delete located on the vertical toolbar.

#### 5.25.2. Part 2 – Awaiting Review Tab.

5.25.2.1. Records appear in the Part 2, Awaiting Review tab when requisition status is received and requires manual intervention. In the bottom section of the window, highlight an item to review. Requisition data for the highlighted item appears in the top section of the window to include the status description (reason for delay).

5.25.2.2. Review and process these messages to update the Due-in Detail record accordingly. Once processed, the message is removed from this tab. The status code/message dictates the information needed for processing. Upon entering the required data, click OK.

5.25.2.3. Status messages can be deleted once they have been reviewed and appropriate action has been taken. Highlight the record(s) to be deleted, and click Delete located on the vertical toolbar.

#### 5.25.3. Part 3 – Processed Tab.

5.25.3.1. Requisition status that was received and automatically processed is displayed in this tab for a total period of 7 days. In the bottom section of the window, highlight an item to review. Requisition data for the highlighted item appears in the top section of the window to include the status description.

5.25.3.2. When cancellation status is received from a DPV or VPV source, a list of suitable substitutes is displayed in the PV Available Alternatives Report. Review this with a pharmacy representative and determine whether a suitable substitute satisfies the requirement.

5.25.3.3. Delete status messages after review. Highlight the record(s) to be deleted and click Delete located on the vertical toolbar.

**5.26. Standard Report.** A list of available IM standard reports can be accessed by selecting Standard Report from the Navigate menu or by selecting the Reports icon located on the horizontal toolbar. Chapter 18, DMLSS Reports, provides a brief description of each report in DMLSS along with its content and use.

#### **5.27. Reprinting Asset Relocation Delivery List.**

5.27.1. Use the Reprint Asset Relocation Delivery List function to view and/or reprint any delivery list produced because of asset re-stratification changes that were processed within the past 30 days. To open the window, select Reprint Asset Relocation Delivery List from the Navigate menu.

5.27.2. To search for a delivery list, enter the Organization Identification (Org ID) and the From and To dates and then click Search located on the vertical toolbar. All delivery lists meeting the search criteria are displayed in the Deliveries window. Double-click the delivery number to screen a delivery list prior to printing. Details of the delivery list appear in the Delivery Detail window. Click Print on the vertical toolbar to print the report.

#### **5.28. Hub and Spoke.**

5.28.1. Hub and Spoke Scope. The Hub and Spoke functionality enables a large MTF, within a specific geographic region, to directly support a single or multiple spoke customers. The spoke customer(s) may or may not also be co-located in the same region. The overarching concept of Hub and Spoke, is that the hub acts as an SOS for the spoke customer(s) and conduit for filling items which are not readily available through traditional Electronic-Commerce commercial vendors such as Pharmaceutical or Med/Surg Prime Vendors, Electronic Catalog (ECAT), etc. Further, Hub & Spoke allows the hub to order items for the spoke customer(s) and have the materiel delivered directly to the spoke location.

5.28.2. Ordering Process, Spoke DMLSS Server. Spoke customers requiring support from a Hub location must first build the new SOS on the Spoke DMLSS Server. The SOS type equals HUB. In addition, the SOS code assigned must equal the RIC for the hub's DoDAAC (Example = EFN). Update MTF catalog records to reflect the new hub's source of supply value. DMLSS consolidates requirements for the hub SOS within the Log Orders module and transmits them electronically through DLA Troop Support. DLA Troop Support then passes the order files to gaining hub DMLSS server.

5.28.3. Ordering Process, Hub DMLSS Server. The Hub indicator, located in MM Service Detail, must be checked in order for the hub to establish spoke customer accounts. When establishing the new Spoke Svc/Customer account, check the Spoke indicator on the Basic tab. Check the Spoke Issue indicator on the Materiel tab if items are to be issued directly to the customer from operating inventory. Spoke customers do not require funds. Both spoke and hub bases utilize the Air Force Working Capital Fund; therefore, all sales from the hub to the spoke base are processed as outshipments and not sales.

5.28.4. IM Hub Pending Actions and Order Processing.

5.28.4.1. Spoke Customers Error/Review Processing. This pending action is produced when a new spoke customer requisition is received and there are errors detected on the order(s). Examine the error description closely. For example, if the error message indicates "NO RECORD FOUND" then the Item ID furnished by the spoke customer does not match anything within the hub's MTF Catalog. Contact the spoke customer and attempt to adjust the NSN value manually, and then process the request.

5.28.4.2. IM Spoke Orders. Orders that are successfully formatted (correct Item ID, unit of purchase, etc.) automatically generate a customer due-in (ESD) transaction. These requirements are then forwarded to the Issues module where they can be processed like any other internal customer demand. Requirements that are not filled with on-hand balances are migrated to the Log Orders module where they are aligned to the Log default SOS for processing. Items which are issued to the customer update Transportation pending actions.

**5.29. Master Ordering Facility (MOF).** Master Ordering Facilities may be used to place an order for another site at any time; however, their use is primarily designed to meet the demands of disaster relief (e.g., placing orders for another site due to a natural disaster), to facilitate placement of unusual orders (e.g., equipment), readiness operations, or to manage sets, kits, and outfit builds. The Air Force has 10 designated Master Ordering Facilities that include three Air National Guard Consolidated Shipment and Distribution Centers (CSDCs). These sites are identified as alternate ordering sites for other bases within their region with the exception of AFMOA/SGMW – the only MOF not restricted by region.

5.29.1. The establishment of a MOF and its supported customers is determined by Trading Partner Contract information stored in the MMC. This information is received during the UDR Delta process and visible in the TMU. Additionally, MOF indicators are visible in the MM service detail and customer organization records in System Services.

5.29.2. MOF customer orders are not filled from on-hand stock. They bypass the issue process and are processed in LOG orders. Establish an SOS code for each MOF Prime Vendor contract. A MOF SOS code cannot be used as the default SOS code for LOG catalog records.

5.29.3. MOF Customer Orders can be processed within the IM application by using existing electronic interfaces, external customer import, customer request, or offline order processing. MOF sites can issue from on-hand balances using the non-routine issue (NRI) to fill a Master Ordering Facilities customer's immediate requirement; however MOF Prime Vendor contracts are in place to meet the demands of the customer. Non-usage (NUS) and drop shipment (DRS) are the only delivery methods available for MOF orders.

5.29.4. With the implementation of the MOF order process, DMLSS sends the order to the customer's primary MOF prime vendor. If the order is cancelled by the primary, it is then sent to the MOF customer's backup MOF prime vendor. If it is canceled again and the MOF and MOF customer are in different regions, the order is sent to the MOF's primary MOF prime vendor and then to the MOF's back up MOF prime vendor. Orders that cannot be filled by the primary(s) or secondary(s) MOF prime vendor contracts are placed on the MOF Orders Exist for Processing pending action.

5.29.5. The prime vendors are required by MOF contract to provide delivery to locations within the Global Region the MOF Contract supports ONLY. Coordinate transportation arrangements with the prime vendor for deliveries outside of the global region.

### **5.30. IM Utilities Menu.**

5.30.1. IM Utilities, Inbox. The Inbox automatically opens upon accessing the IM module. It can also be viewed by selecting Inbox from the Utilities menu. The Inbox contains many pending actions that are either advisory in nature or require user action. DMLSS automatically removes some action items from pending actions upon processing while other advisory notices should be removed or deleted upon review and when no longer needed. A detailed list of IM pending actions and their recommended use is available in Attachment 5.

5.30.2. IM Utilities, Maintain Address. DMLSS contains an address table that is linked to other modules such as the SOS module. Use the Maintain Address function to add, modify, and delete addresses. The ultimate goal is to load and maintain a single address only once. Properly managing addresses helps eliminate duplicate entries due to misspelling, different abbreviations, etc.

5.30.3. IM Utilities, Maintain Location. DMLSS contains a Location table that is linked to the location/storage area in the LOG Catalog. The location is used in conjunction with the storage area and identifies various locations where operating inventory may be stored. For example, refrigerated materiel may be stored in either the warehouse or the vault. One location and storage area combination should be added for each; REFER/WAREHOUSE and REFER/VAULT. Once added, both appear in the location/storage area dropdown menu located in the LOG catalog. New location/storage areas may also be added by using the Jump To button within the LOG Catalog.

5.30.4. IM Utilities, Maintain POC. Use the Maintain POC function to manage POC data entered into DMLSS. Data written to this table comes from different modules such as the SOS POC tab, Equipment Custodian information, and the User Info tab located in System Services. Use this function to maintain a single POC record while eliminating duplicate entries due to misspelling, different abbreviations, etc.

5.30.5. IM Utilities, Maintain Electronic Health Record Catalog.

5.30.6. IM Utilities, Override Process. When one person is using a record, the record becomes locked to all other users and all other processes. The override process allows that record to be unlocked. First, attempt to contact the user who has locked it and ask them to exit the record. If the user who has locked the record cannot be reached, users assigned the appropriate access rights can unlock the record using the override process.

5.30.7. IM Utilities, Override CAIM Process. When one person is using a record, the record becomes locked to all other users and all other processes. The Override CAIM process provides a method to unlock CAIM processes. As stated in the previous paragraph, attempt to contact the person using the process prior to unlocking. When necessary, users assigned the appropriate privileges can use this function to unlock these processes. The CAIM Override Process is available in both IM and CAIM.

5.30.8. IM Utilities, Override Picklist. In the Override Picklist window, users assigned the appropriate access rights can override the assignment of a particular user to a picklist. When a user is assigned to a picklist, the items in the picklist are locked, until the picklist is completed. By overriding the user assignment, another user can complete the picklist.

5.30.9. IM Utilities, Override Physical Inventory. When a physical inventory is initiated, DMLSS locks the included records. The Override Physical Inventory option can be used to unlock records that are locked for inventory. Use of this option should be limited because changes to these records may cause inaccurate inventory outcomes.

5.30.10. IM Utilities, HHT. The type of HHT being used must be identified within DMLSS. The HHT Model Type defaults to PDA. Other optional types were removed from the dropdown box.

5.30.11. IM Utilities, PDA Order File. The PDA Order File window is used to create a file of starter data used to generate PDA orders. Create the starter file before using the PDA to submit orders to DMLSS. This file includes the items with which potential orders can be created. Use IM to see all Item IDs, AM for Item IDs associated to a particular assemblage, and CAIM to see a specific customer catalog.

5.30.12. IM Utilities, Customer Hazmat File. Use this option to create a hazardous materials file that may be provided to the Bioenvironmental Engineering staff or other official requesting activity. The file is produced in text format and contains the Item ID, item description, U/S, issue quantity, customer ID, and customer description. This file provides a method of notifying the Bioenvironmental Engineering staff of all hazardous material sales.

5.30.13. IM Utilities, DCAM Local Catalog File. Use this option if the MTF supports an external Defense Medical Logistics Customer Assistance Module (DCAM) customer(s) that wishes to build a local catalog within DMLSS and download that catalog into DCAM.

5.30.14. IM Utilities, DCAM File Download. During the DMLSS End-of-Day cycle, the system creates four individual files (stk1st.Z, qcalrt.Z, subs.Z, longnom.Z). These files are used as the foundation for building catalog records within DCAM. Use the Select all Files button on the vertical toolbar to mark all files for processing. Click Download to download the data.

5.30.15. IM Utilities, Review Usage/PVM Usage Variance. This report contains historical data and recommends a new usage quantity based upon the last 90 days use. These calculations are based upon the previously reported usage, actual usage, and the variance percentage set within the Contract tab of the PVP SOS record. This provides a means to send and update usage quantities to the PV. During the review process, take periodic or seasonal requirements into consideration. In this case, the calculations are based upon the previously reported usage, actual usage, and the variance percentage set within the Contract tab of the PVM SOS record. DMLSS generates the PVM Usage Variance pending action monthly, and it appears in the IM Inbox for users assigned this privilege.

5.30.16. IM Utilities, PV Reported Usage. Use the PV Reported Usage option to obtain a printed usage report for PVM, PVP, or both. This report shows the reported usage quantity and the submission date.

5.30.17. IM Utilities, Prime Vendor Websites. Use this option to access a vendor's website for PVP, PVM, ECAT, EMALL, QA, and RIC websites. Highlight a vendor and click Go to Web on the vertical toolbar to access the websites.

5.30.18. IM Utilities, Dashboard. The IM Dashboard provides a high level view of the logistics account to include inventory lines and value, stratification state, inventory performance, and daily demands. Use this option to view and print data in a variety of report formats. Charts and graphs are produced by left clicking on underlined data headings. Furthermore, use the dropdown option to vary the graphic presentation. Blue colored sections are derived from the most recent End-of-Day (EOD) processing while Green colored sections are derived from the latest End-of-Month (EOM) cycle.

5.30.19. IM Utilities, Sync Assist. Refer to Chapter 3 for guidance on the Synchronization Assistant and other DMLSS catalog maintenance modules.

## Chapter 6

### INVENTORY CONTROL

#### *Section 6A—Managing Operating Inventory*

**6.1. Purpose.** How the inventory is managed has an impact on the Air Force Working Capital Fund (AFWCF) as well as the O&M fund. The objective is to provide logistical support with an economical investment in inventory. Section A of this chapter covers inventory control procedures associated with establishing warehouse levels and stock management of the operating inventory. Section B specifically covers customer area stock management including set-up, inventory, and leveling procedures.

**6.2. Establishing a Warehouse Stock Control Method.** Medical Logistics warehouse inventory control policies require that the AF maintains sufficient stocks on-hand to provide recurring use materiel upon demand.

6.2.1. Inventory control concepts. The Medical Logistics Flight Commander establishes the inventory control policy. The two main methods of inventory control are Economic Order Quantity (EOQ) and Stockless. These are not mutually exclusive and election to adopt a completely stockless warehouse methodology requires significant analysis of item characteristics and reliability of the SOS.

6.2.2. The EOQ inventory control method uses a minimum-maximum system to control operating inventory. Unlike the stockless method, the EOQ method maintains warehouse inventories for regularly used items. It is best suited for items with long (greater than one week) pipeline times. Two critical stock positions identified in this method are the Stock Control Level (SCL) and Safety Level.

6.2.2.1. Stock Control Level. Under EOQ the planned maximum of an item (referred to as the stock control level) should consist of the on-hand and on-order minus due-outs at any one time for operating purposes.

6.2.2.2. Safety Level. The planned minimum stock position under EOQ is the safety level. The safety level is the least amount of supplies that should have on hand (planned minimum) to support projected needs. This reserve can be used if receipts are delayed or if there are unplanned increases in issues.

6.2.2.3. The goal is to maintain stock between these two positions. While the on-hand quantity should not exceed the stock control level, requisitioning should occur in time to ensure receipt before stock on hand reaches the safety level. This ensures seamless materiel availability. Using this method, inventory control is applied to assets centrally managed in the warehouse.

6.2.3. Stockless. The stockless inventory method eliminates warehouse inventory and the associated overhead costs of managing warehouse inventory. Conversely, it increases procurement, receiving, and customer workload due to repetitive processing of smaller more frequent orders. Electing to use the stockless inventory method requires extremely reliable suppliers (90% > fill rate) and short delivery timeframes (24-48 hours).



6.2.3.1. Using this method, inventory control is applied to stock owned by and in the using activity. There is no stock level maintained and no materiel stored in the warehouse. Instead, all stock is issued to, delivered to, and stored by the using activity. The stock is inventoried based upon predetermined schedules, and requirements are identified depending on the replenishment method used.

6.2.3.2. There are risks since no safety stocks are available for demand fluctuations, bad weather, etc. Consequently, this can also lead to excessive customer ordering/hoarding. Prior to implementing any form of stockless inventory policy, the Medical Logistics Flight Commander should consider all reliability and availability requirements. See the Air Force Medical Logistics Guide.

### **6.3. DMLSS warehouse level computation methods.**

6.3.1. For operating warehouse inventory, DMLSS has three methods available for the stock level computation method:

6.3.1.1. Standard (STD) Leveling Algorithm.

6.3.1.2. Days of Stock.

6.3.1.3. Wilson EOQ.

6.3.2. Air Force policy dictates that this option is set to Days of Stock. The Medical Logistics Flight Commander and materiel manager are responsible for monitoring information used for level computations so do not edit these settings without their approval or guidance.

6.3.3. Level computation methods are located in the System Services application on the Computations tab of the MM Service Detail screen (Figure 6.1.).

Figure 6.1. MM Service Detail – Computation Tab.

The screenshot displays the 'Computation' tab within the 'MM Service Detail' window. The interface includes a menu bar (File, Edit, Navigate, Window, Help) and a toolbar with icons for TreeView, Search, MTF/UNIT, FUNDS, AM Fund, OP Fund, UP Assign, UP Manage, TMU, DCM Search, Monitor, EOP, and Reports. The main content area is divided into several sections:

- Consequential Discrepancy Values:** DLA Dollar Value: \$100.00, GSA Dollar Value: \$25.00
- Level Computation Method:**
  - STD Leveling Algorithm
  - Days of Stock
  - Wilson EOQ
- Excess Computation Factors:** Dollar Value: \$250.00, Economic Retention Days: 365
- Stocking Level Algorithm Defaults:**
  - Wilson EOQ Order Cost: 4.50, Inv Freq: [ ]
  - Wilson EOQ Safety Level: 10, Shortage Cost Critical Outside ORG: 35.00
  - Max Safety Stock - Days of Supply: 30, Inventory Holding Cost: .25
  - Max Probability of No Shortage: .990, Shortage Cost Critical Inside ORG: 2.00
  - Shortage Cost Non-Critical: 1.75
- Price Change Thresholds:**
  - Major Receipt Price Change: 25 %
  - DAPA/Contract Type Update Hist Days: 30
  - UDR Update Automatic Price Change Threshold: 25 %
- MRQ Factors:** MRQ:  MRQ Level 1-10: [ ] % MRQ Level 11-20: [ ] % MRQ Level > 20: [ ] % MRQ Change:

**6.4. Factors used to compute a Days of Stock, Stock Control Level.** DMLSS uses a multitude of data from each individual SOS record in order to compute Stock Control Levels for each Item ID containing a level and assigned level type code of Core. Items coded for deletion are not calculated. DMLSS computes a stock level based on the following factors:

6.4.1. Daily Demand Rate (DDR) – All system computations related to the Stock Control Level rely on the Daily Demand Rate. This is the amount of stock consumed daily (Table 6.1). If there are 12 months of history recorded, the system computes the Daily Demand Rate by dividing the total quantity issued during the 12 months by 365. If there is less than 12 months of history, DMLSS multiplies the number of available months by 30, then divides the resulting figure into the total quantity issued (For example, if there were 480 issues in three months, divide 480 by 90 to find the Daily Demand Rate).

**Table 6.1. Daily Demand Rate (DDR).**

DAILY DEMAND RATE COMPUTATIONS (2):
- 12 or greater of consumption is recorded = Total issues during consumption period divided by 365.
Example: 1280 issues in 12 months $1280/365$ DDR = 3.50
- Less than 12 months of consumption is recorded = Total issues during consumption period divided by the number of months then multiplied by 30.
Example: 480 issues in 3 months $480/90$ DDR = 5.33

6.4.2. Pipeline Time (PLT) – Pipeline Time is the number of calendar days between the date a requisition is made and the date the materiel is received by medical materiel personnel. DMLSS computes Pipeline Time based on the document number date minus the transaction date the item is processed in DMLSS as being received.

6.4.2.1. Average Pipeline Time (aPLT) – Average Pipeline Time is the average number of days it takes for a specific item to be delivered. The Average Pipeline Time for routine requisitions is computed and recorded as a result of processing receipts with a demand code of Recurring. DMLSS computes Average Pipeline Time by totaling the pipeline days and dividing by the number of pipeline factors recorded (Table 6.2). If sufficient factors are not recorded, the system uses the default average pipeline time factors of 31 days for the continental United States (CONUS), 70 days for overseas.

**Table 6.2. Average Pipeline Time (aPLT).**

AVERAGE PIPELINE TIME (aPLT)
<b>COMPUTATION</b> <i>Sum of pipeline times divided by the number of pipeline times.</i>
<b>EXAMPLE 1:</b> If item annual sales is less than \$99.99 with pipeline times of 49 and 51 days. $49 + 51 = 100/2$ PLT = 50 days
<b>EXAMPLE 2:</b> If item annual sales is greater than \$2,500.00 with pipeline times of 17, 15, 12, 17, 11 and 18 days. $17 + 15 + 12 + 17 + 11 + 18 = 90/6$

6.4.2.2. Pipeline time can be distorted if we fail to process receipts immediately or delay processing due-ins in DMLSS. Overseas accounts should be especially cautious to avoid using abnormal pipeline times from unusual methods of shipment.

6.4.3. Operating Level (Days) – Identifies the desired days of stock that should be maintained for normal daily operations. When the Operating (OPR) Level Days is multiplied by the daily demand rate it produces the EOQ. EOQ is the amount of stock deemed economically prudent to requisition, based on consumption history and item cost. The EOQ does not include Safety Level Days. Default operating level days are based on annual sales and the number of months

of issue history. The information used to compute levels for items from a specific SOS can be found in the SOS Environment tab (see paragraph 6.6.2.).

6.4.4. Safety Level Days – Identifies the desired days of stock that should be maintained if operating (OPR) stock is exhausted. The safety level for an item is determined by multiplying the daily demand rate times the safety level factor. The Safety Level Quantity is the number of days of stock that we want to keep in operating inventory to allow for fluctuations in demand and pipeline time. Default safety level days are based on annual sales and the number of months of issue history.

6.4.5. History Begin Date – The History Begin Date occurs when the first recurring issue of an item is recorded. Since other factors used to compute a stock control level are based on the months of history accumulated, an accurate History Begin Date is important. DMLSS records up to 24 months of issue history.

6.4.6. Dollar Value of Annual Sales (\$VS). Annual sales are used to compute the operating and safety level days. See Table 6.3.

**Table 6.3. Dollar Value of Annual Sales.**

DOLLAR VALUE OF ANNUAL SALES COMPUTATION:
- DDR X 365 days X unit price.
Example 1: An item has 480 issues in 3 months and the unit price is \$0.60. $(480/90) \times 365 \times \$0.60$ \$VS = \$1167.27 *Annual sales category \$1,000 - \$2,499.99.
Example 2: Same as the preceding example, except the unit price is \$0.06. $(480/90) \times 365 \times \$0.06$ \$VS = \$116.73 *Annual sales category \$100.00 - \$499.99.

6.4.7. Stock Control Level (SCL). The following Stock Control Level computation (Table 6.4) is based on assignment of Days of Stock level computation method (Air Force policy) (see sample computations in Tables 6.2.and 6.3.). These examples also use the system defaults as outlined in the Environment Table in Figure 6.2. Each SOS contains an Environment Tab; therefore the operating (OPR) and Safety levels assigned are unique to each (SOS).

**Table 6.4. Stock Control Level (SCL).**

STOCK CONTROL LEVEL COMPUTATION:
- (operating level days + safety level days + PLT days) X DDR.
Example 1: An item with a DDR of 2 based on 12 months issue consumption, an average pipeline time of 28 days, and annual sales greater than \$2,500.00. $(14 + 10 + 28) \times 2$ SCL = 104
Example 2: Same as the preceding example, except 6 months issue consumption and a dollar value less than \$99.99. $(42 + 7 + 28) \times 2$ SCL = 154

6.4.8. Reorder Point – While not part of the stock control level, the system computes a reorder point and uses it to determine when requisitioning action should occur. Generally, the reorder point is the pipeline time and safety level total (Table 6.5).

**Table 6.5. Reorder Point (ROP) Percentage and Reorder Point Quantity (ROQ).**

REORDER POINT PERCENTAGE AND REORDER POINT QUANTITY COMPUTATION:
$ROP = \frac{(aPLT + \text{Safety level days})}{(aPLT + \text{Operating level days} + \text{Safety level days})} \times 100$
$ROQ = ROP \times \text{Stock Control Level}$
<p>Example 1: An item has an average pipeline time of 32 days, 9 months issue consumption, and annual sales less than \$99.99.  <math>(32 + 7) / (32 + 42 + 7) = (39 / 81) \times 100</math>  <math>ROP = 48.14 \% = 48\%</math> (rounded)</p>
<p>Example 2: The system uses the reorder point percentage and stock control level to compute the ROQ.  <math>\text{Stock Control Level} = 57; 48\% \text{ of } 57 = 27 \text{ ROQ}</math> (rounded)</p>

6.4.8.1. Re-Order Point (ROP) Percentage – A percentage point, based on the stock level, in which an item should be replenished to avoid stock exhaustion.

6.4.8.2. Reorder Point Quantity (ROQ) – A quantity point, based on the stock level, in which an item should be replenished to avoid stock exhaustion.

**6.5. DMLSS automates EOQ computation and ordering.** Reliable supply sources should allow the safety level and EOQ factors to be lowered from the initial defaults for a specific supply source. Modifying and reviewing the inventory control method used is an ongoing process. Regardless of inventory objectives and published goals, the Medical Logistics Flight Commander ensures the medical mission is not compromised by an overly aggressive inventory control policy. Variations in stock control levels may be necessary for certain items and under the conditions.

**6.6. DMLSS Level Computation Environment Factors.** Users can establish and/or edit the default level computation environment factors from the following modules. Manipulation of these factors affects the Stock Control Level (SCL) outcome.

6.6.1. TMU Environment Table (Figure 6.2). This table holds the (default) leveling values that are used to initially fill each SOS Environment Tab. Specifically, it displays seven requirement codes based on annual sales. Nonmedical and repair parts are assigned their own category. The table also shows the operating (normal operating level or quantity on hand) and safety levels (minimum quantity of the item that should be kept on hand for necessities) for each different category by quantity issue history as follows:

Figure 6.2. TMU Environmental Table.

DMLSS/System Services - [DMLSS Wide & Site Managed Table - ENVIRONMENTAL TABLE]									
8/30/2011 14:13:00 ENVIRONMENTAL TABLE Page 1 of 1									
Code	Description	Env Min	Env Max	Op Lvl <3 Months	Safety Lvl <3 Months	Op Lvl 9 Months	Safety Lvl 9 Months	Op Lvl >=10 Mths	Safety Lvl >=10 Mths
1	0-99.99		99.99	0	0	42	7	85	7
2	>100-499.99	100	499.99	0	0	28	7	57	7
3	>500-999.99	500	999.99	0	0	21	8	42	8
4	>1000-2499.99	1000	2499.99	0	0	10	10	21	10
5	>2500	2500	99999999.99	0	0	7	10	14	10
6	NON-MEDICAL		.00	7	7	7	7	7	7
7	REPAIR PARTS		.00	30	15	30	15	30	15

6.6.1.1. Less than 3 months—short history

6.6.1.2. 3 to 9 months—intermediate history

6.6.1.3. 10 months or more—long history

6.6.1.4. To access this table, go into the System Services application and click on the TMU button on the horizontal toolbar or select Table Maintenance Utility from the Navigate menu. Users can only view tables in TMU if they have user privileges assigned to their User ID.

6.6.1.5. Changes to this table affect the default values that are loaded into a new SOS Environment tab. CONUS and overseas accounts should carefully analyze these values based on their supply pipeline and whether or not they need to hold more stock.

6.6.2. IM SOS Environment tab. In the SOS Environment tab (see Figure 6.3), users can add and/or edit the environment factors that are used to compute levels for items from a specific SOS. For example, the site may want to establish specific operating and safety level days for the pharmaceutical or Med/Surg Prime Vendor.

Figure 6.3. IM SOS Environment Tab (example).

Basic   Submission   Contract   Addresses   POC   Environment						
SOS Code: PVM		Name: OWENS & MINOR [PVM]				
Annual Sales	< 3 Months		3 - 9 Months		>= 10 Months	
	Operating Level (Days)	Safety Level (Days)	Operating Level (Days)	Safety Level (Days)	Operating Level (Days)	Safety Level (Days)
0-99.00	19	14	19	14	19	14
>100-499.99	19	14	19	14	19	14
>500-999.99	19	14	19	14	19	14
>1000-2499.99	19	14	19	14	19	14
>2500	19	14	19	14	19	14
NON-MEDICAL	19	14	19	14	19	14
<input type="button" value="Reset Default"/>						

6.6.2.1. To access the SOS record, select Search SOS. In the SOS Type field, click Select and choose the desired SOS. From the SOS Detail, click on the Environment tab to view the default operating and safety level factors for the SOS. The table is similar to the TMU Environment Table explained in paragraph 6.6.1.

6.6.2.2. Carefully analyze these values and determine the appropriate values based on the supply pipeline for each SOS. In each of these categories, users may enter different operating and safety levels. Remember; do not adjust these factors without the approval of the Medical Logistics Flight Commander or materiel manager.

6.6.3. IM MTF Catalog, Log Cat tab (Figure 6.4). Users can change the computation method for an individual item. In DMLSS, users can choose between three types of levels:

Figure 6.4. MTF Catalog, Log Cat Tab.

Item Id: 36200 U/S: BX U/S Price: 4.51  
 Short Item Desc: APPLICATOR COTTON 1 TIP REGULAR BINL WOO SOS: PVM  
 Critical Item:  Marked For Deletion:

Estimated Monthly Usage:  Level: 0 ROP: 0  
 • Level Type:  Core  Static  Stockless History Begin Date: 05-May-2010  
 Computation Method:  STD Leveling Algorithm  Days of Stock  Wilson EOQ

Pipeline Date	Days	Demand Month/Year	Qty	Demand Month/Year	Qty
25-May-2011	1	Sep 2009	0	Sep 2010	9
24-Mar-2011	1	Oct 2009	0	Oct 2010	1
08-Mar-2011	1	Nov 2009	0	Nov 2010	1
08-Feb-2011	1	Dec 2009	0	Dec 2010	0
03-Feb-2011	1	Jan 2010	0	Jan 2011	1
20-Jan-2011	1	Feb 2010	0	Feb 2011	6
Avg PLT: <input type="text"/> 1		Mar 2010	0	Mar 2011	2
		Apr 2010	0	Apr 2011	0
		May 2010	2	May 2011	1
		Jun 2010	1	Jun 2011	0
		Jul 2010	2	Jul 2011	0
		Aug 2010	4	Aug 2011	0

6.6.3.1. Core – computer controlled. This level type should constitute the majority of inventory records.

6.6.3.2. Static – the user maintains the level. This option is set on new items. After 90 days of consumption, the system provides recommended level changes (see paragraph 6.7). Also, managers may use this level type to compensate for seasonal or other operational fluctuations.

6.6.3.3. Stockless – items with a recurring demand that are managed at the using activity location.

6.6.3.4. To edit the computation method for an item, conduct a search for the catalog item to be edited. In the Navigate menu, select Catalog Search. In the Catalog Search window, select the MTF Catalog scope and conduct a Generic Search. DMLSS then displays the results of the search in the Search Summary Result tab. Select the catalog record and click the Detail button on the vertical toolbar. In the MTF Catalog – Supply window, click the Log Cat tab and then click on the Leveling button at the lower right hand side of the screen. This displays the IM Log – Leveling window.

6.6.3.5. In this window, select and/or edit the level computation factors such as estimated monthly usage, level type, computation method, pipeline days and monthly demand quantities for the current fiscal year. There must be at least three months of data to calculate the level and ROP if the computation method is changed. Remember; do not adjust these factors without the approval of the Medical Logistics Flight Commander or materiel manager.

## 6.7. IM recommended level changes.



6.7.1. DMLSS conducts automatic leveling during the end-of-month (EOM) processing and makes recommendations for level changes based on consumption history. The recommendations are posted as an IM Recommended Level Changes pending action message in the Inbox. DMLSS groups and displays recommended level changes into the following three categories and sequence:

6.7.1.1. Core items with a recommended level of zero. Validate demand and delete level if indicated.

6.7.1.2. Non-stocked items with a recommended level. Validate 90 days of consistent demand, activity storage capacity and number of users and create level if indicated.

6.7.1.3. Static items with a recommended level change. Review after 6 months. Validate the items usage. If the consumption merits a change of the level type, establish a level and change to core.

6.7.2. To access this report, double-click on the pending action in the Inbox or click the Jump To button at the bottom of the window. DMLSS then displays the IM Recommended Level Changes window. In this window, users can perform the following tasks:

6.7.2.1. Accept a recommended level change: Select the desired recommended level change(s). Caution: Avoid clicking Select All followed by the Accept button. It most likely creates an erroneous management decision to accept all of the recommended level changes at the same time. The Select All option is non-reversible, immediately applies all suggested levels, and potentially produces a drastic effect on the number of log orders.

6.7.2.2. Edit a recommended level change: Select the desired recommended level change(s) to edit and click Edit. In the Edit window, enter the new suggested ROP, Level, and/or Type and click OK.

6.7.2.3. Include/exclude (e.g. Exclu and Inclu) stockless item(s) in the list of recommended level changes: Click the Incl Stock or Excl Stock from the vertical toolbar. Only one of these buttons is available at any time. For example, if the list already includes stockless items, the Excl Stock button is available. If a user clicks it to exclude stockless items, the button becomes the Incl Stock button.

6.7.2.4. Reject a recommended level change: Select the desired recommended level change(s) to reject or click Select All and click Delete. Click Yes in response to the confirmation message. Warning: Do not remove the message until all actions are complete. If a user deletes this pending action, it is deleted for all users.

## **6.8. Improving Inventory Control Effectiveness.**

6.8.1. Preliminary Work. Before any stock leveling takes place, managers should ensure daily pending actions and reports are worked. This helps prevent potential problems and sets up a sound foundation for managing stock. Specific pending actions are:

6.8.1.1. IM Status Edits Report. Launch this pending action to correct errors, and identify transactions held for further processing and transactions that were processed in DMLSS.

6.8.1.2. IM Troubled Due-In Report. Use this list to follow-up on potential problem requirements.

6.8.2. Measure and analyze current data. Use a variety of standard reports, adhoc Business Objects reporting, and historical data to evaluate and gauge stock variances. Two examples of IM standard reports are:

6.8.2.1. Zero Balance Stocked Items. This report lists every stocked item that is currently at zero balance, grouped by supplier. Aggressive action should be taken to resolve these stock outages.

6.8.2.2. Supplier Performance Report. This report identifies by supplier the estimated lead days, actual lead days, number of receipts, number of items cataloged, dollar value on hand, total value of sales, and turnover rate for the selected time period.

6.8.2.3. Use a variety of standard and Business Objects reports to record and evaluate various inventory measurements such as: excess, dead inventory, levels with no consumption, static levels, zero balances with a level, average pipeline time (aPLT), average customer wait time, sell through rate, inventory turns, etc.

6.8.3. Set Goals and Develop a Plan. In addition to an overall goal of balancing customer needs with a judicious use of resources, managers can set specific goals such as reducing out-of-stocks, workload, or minimizing inventory costs. Before making changes to SOS environment settings, managers should understand how the stock control level works and test planned changes using Business Objects or a tutorial database so the outcome is not a surprise. Example: If an SOS is changed on an item, the level may also be adjusted based on the environment settings of the new SOS.

6.8.4. Make Incremental Changes. Use caution when editing the level computation environment factors. Drastic changes can bring unwanted surprises. Use the average pipeline time (aPLT) from DMLSS as a gauge for setting operating level (EOQ) days and safety level/safety factor days. A higher average pipeline time dictates higher EOQ/Safety Factors numbers, and a larger gap between EOQ and Safety Factor results in fewer orders.

6.8.5. Measure effectiveness. Validate the changes by continuing to record and evaluate the various inventory measurements mentioned in paragraph 6.8.2.3. If the changes increase stock, review demand consistency, warehouse space and dated item management, and excess and dead stock.

### ***Section 6B—Managing Customer Inventory – Leveling***

**6.9. Customer Inventory.** Medical Logistics seeks to provide complete support to customers by developing a proactive logistics function responsive to each of their needs. This support should include the management of inventory within the customer area. Managing the customer's inventory includes: set-up of their storage area, selecting the best replenishment method, managing customer levels, and of course—processing stock replenishment, receiving and delivering their supplies. This entire process allows for the rapid identification of requirement for assets stored in each using activity.

6.9.1. Service/Customer Inventory Control.

6.9.1.1. Each medical using activity is authorized the minimum stocks of recurring demand consumable and durable supplies needed for continuity of operations until

replacement items can be obtained. The actual stock level of each item is based upon its average usage and resupply frequency.

6.9.1.2. Like warehouse operating stock, the computation method should always be set to Days of Stock for each customer. This method calculates customer levels based on the number of days of desired stock and the frequency of stocking. Both of these values are required in the Service/Customer Detail, Materiel tab when the days of stock option is selected. The days and inventory defaults are set to 7 and 3 days respectively; however, these numbers should be adjusted depending on the size, function of the MTF and delivery timeframes (e.g., day clinics, 24-hr clinics).

6.9.2. The CAIM application provides the capability to manage customer area stock items by establishing stock levels.

**6.10. New Item Inventory Control.** The Air Force Medical Logistics Guide gives direction on new item inventory control. It may be found at the following website: <https://medlog.us.af.mil/apps/medlog/#catdoctag/MTFSupport/Policy%2520%2526%2520Procedures>.

6.10.1. Adding an Item to the Customer Catalog. CAIM customer catalogs are the foundation of the order life cycle; therefore, the accuracy of each record is crucial when it comes to order placement.

6.10.1.1. Once the MTF catalog search is performed, select the desired item and click the Add Cust icon on the vertical toolbar. Make changes on the Customer Catalog Detail – (New) screen and click the Save button.

6.10.1.2. A location frame appears at the bottom of the detail window. The Add/ Edit buttons located at the bottom of the window are used to access the Item Location Detail window (Figure 6.5.). This window is also used to update the Estimated Monthly Usage field, location, and the level type.

**Figure 6.5. Item Location Detail Window.**

6.10.2. Location Field. The location field is used to identify where the item is stored in the customer's section. This is necessary because the customer may stock the item in several locations.

6.10.3. Estimated Monthly Usage. When the item is new, there is no consumption data available and that is when the estimated monthly usage is used. The estimated monthly usage field is used to set the level and ROP when there is less than 3 months of issue consumption. The customer's level and ROP does not affect the Medical Logistics warehouse level and ROP for operating inventory. The Air Force Medical Logistics Guide describes how new item leveling is determined, as follows.

6.10.3.1. The static level of new items should not normally exceed what is needed to cover pipeline time plus one month's projected usage. The initial quantity backordered to the requesting activity should be no more than the projected customer catalog level. In the short term, closely control the initial issue of the new item to ensure accurate consumption history.

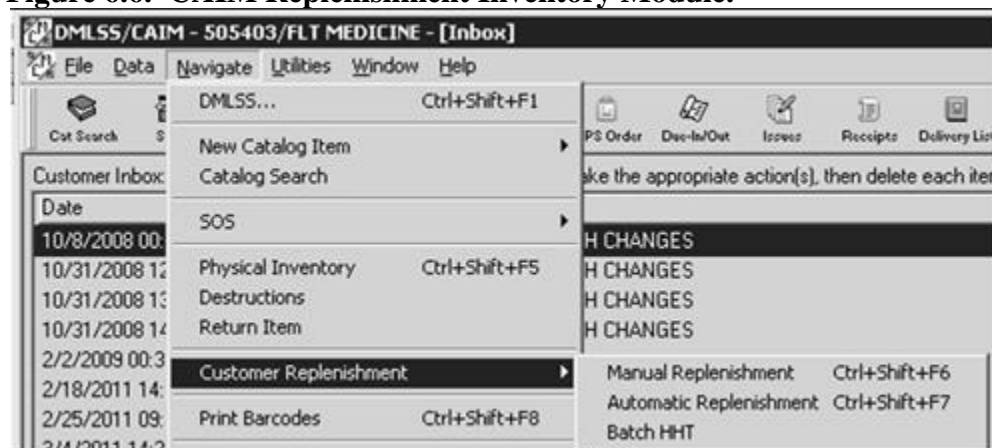
6.10.3.2. Once a new item has consumption recorded in two separate months and three months have elapsed since the initial issue, DMLSS suggests that the static level in the stock control level be removed. Prior to removing the static level code, view the recorded consumption history to determine if realistic issue history has been recorded. If it appears that unrealistic issue history has been recorded, make appropriate adjustments and/or leave the static level code intact.

6.10.4. Level Type. The Level Type is used to determine how the level is maintained. Table 6.6 explains what each of the different level types are and how they are used.

**Table 6.6. Level Types.**

Level Type	Description
Core	When using the core level type, the level is automatically adjusted monthly by CAIM using demand history (3+ months). Initially, managers can set their own levels with the core level type. An easy way to do this is to enter the estimated monthly usage. As a result, the level and ROP (reorder point) is calculated for you.
Static	The level is not adjusted automatically and is independent of demand history. The user must set the level with this option. (T-3)
Non-Stocked	The level is 0. The customer orders the item as needed. No estimated on-hand balance is maintained.

**6.11. Replenishment Methods.** The Replenishment Inventory module in the CAIM application (Figure 6.6) provides methods to reduce inventory time and increase inventory accuracy. Refer to Chapter 4 for guidance. In addition, Medical Logistics uses the following PDA/HHT and CAIM replenishment procedures for use in a forward logistics location.

**Figure 6.6. CAIM Replenishment Inventory Module.**

6.11.1. PDA / HHT Replenishment. The PDA replenishment method may be conducted in Batch, RF mode, or Store & Forward Mode. In order to conduct PDA inventories and replenishments; the customer needs to have all the items they wish to stock on their shelves in their Customer Catalog. PDA replenishment methods rely on two types of labels, the Shelf Bar Code Label (SBCL) and the Header Bar Code Label (HBL).

6.11.1.1. PDA Batch Mode. Batch mode allows information to be transferred between the PDA and computer using a docking port. Users dock the PDA and transfer the scanned data via Window Mobile Device Center to the computer.

6.11.1.2. PDA RF mode. PDAs used in the RF mode, receive and transmit data in real time to the DMLSS CAIM application once replenishment is performed. A smart card reader is used to allow Public Key Infrastructure (PKI)/CAC interface with the PDA/HHT.

6.11.1.3. Store and Forward Mode. This process uses a combination of batch and RF modes. It allows the user to scan multiple customer areas without having to place the HHT in a docking station and download each order individually. In Store and Forward mode, the user may scan shelf bar code labels in batch mode, and then send the file in RF mode.

6.11.1.4. Inventory Methods. When a customer is established in DMLSS, an inventory method is also assigned. An inventory method tells DMLSS how to perform the inventory. There are three methods used to inventory the customer's shelves: Order Quantity, Empty Shelf, and Shelf count (see Table 6.7.)

**Table 6.7. CAIM Replenishment Inventory Method.**

<b>Inventory Method</b>	<b>Description</b>
Order quantity	When an order quantity customer performs replenishment, the customer enters the quantity that he or she wants into the PDA/HHT. No calculations are performed; the system orders exactly what the customer has entered.
Empty shelf	Very few CAIM customers select the empty shelf method. When the customer performs empty shelf replenishment, he or she does not enter a quantity into the PDA. The system assumes zero balance in the location and orders up to the location level.

Shelf count	When the customer performs shelf count replenishment, he or she must count the items on the shelf, enter the quantity into the PDA, and the system orders the difference between the on-hand balance minus the authorized level minus the due-in and due-out quantities.
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6.11.1.4.1. Order Quantity is the default for all new customers that are created in DMLSS.

6.11.1.4.2. The inventory method used for each customer is identified on the header barcode label and is set in the System Services application using the Service Customer Detail Record-Materiel tab (Figure 6.7). Print header barcode labels and shelf barcode labels for each customer to place on their shelves. The header barcode label is placed close to the storage area where it can be identified and accessed easily. Each shelf barcode label is placed on the shelf, so the supply item being scanned is identified. Once the labels are in place, one of the various PDA replenishment methods can be used. Note: Failure to print and properly post barcode changes may result in user orders rejecting prior to being passed to Medical Logistics.

**Figure 6.7. Service/Customer Detail, Materiel Tab Window.**

The screenshot shows the 'Service/Customer Detail - 505403 - FLT MEDICINE' window. The 'Materiel' tab is selected. Key fields include:

- SVC/Cust ID: 505403, SVC/Cust Name: FLT MEDICINE
- Computation Method: Days of Stock (selected), Days: 5, Inv Freq: 4
- Materiel Ownership Type: Customer (selected)
- Inventory Method: Order Quantity (selected)
- Default Location: DEFAULT, CAIM SOS: [checkbox], SOS Code: [field], Auto Dueout: [checkbox]
- Advice Code: 2D, Signal Code: A, Verify Receipts: [checkbox], Verify Orders: [checkbox], Kill PVP Dueouts: [checkbox]
- Local Purchase Approval: [dropdown], PVP Direct: [checkbox], PVM Direct: [checkbox]
- DBPA Approval Auth: [dropdown], Auto Source: [checkbox], Issue Ind: [checkbox]
- BPA Order Official: [dropdown], ORMA Customer: [checkbox], Spoke Issue: [checkbox]

At the bottom, the 'Authorized Source of Supply' table is visible:

SOS Code	Customer ID	SOS Type	SOS Name
LOG	FM4800	LOGISTICS	LOGISTICS SUPPLY

6.11.1.5. Once the upload is complete, the PDA clears the data and performs a validation process. A Replenishment Exception pending action is sent to the customer's inbox to inform them of records that contained errors. Note: It is important to have the necessary user roles, resources, and pending actions assigned to manage the entire replenishment process.

6.11.2. Manual Replenishment Process. If neither the Batch nor RF replenishment processes are available, a manual replenishment is performed. Manual replenishments may be placed by customers who have access to the CAIM application and enter their order into DMLSS. Users

can enter a single Item ID to replenish, or search by item description, location, item type, storage area, or barcode number for items to replenish. After entering the search information, click SEARCH on the vertical toolbar. Customers may want to print a Customer Catalog of active records prior to data entry into CAIM. See Chapter 4, paragraph 4.28.1 for additional manual replenishment procedures.

6.11.3. CAIM Recommended Level Changes Pending Action. DMLSS performs a releveling process for all customer areas during the monthly end-of-period cycle. The system calculates a recommended level for non-stocked and static items. If the system determines that a core item's level should change, the system automatically adjusts the level. See Attachment 6, CAIM Pending Actions.

6.11.4. CAIM Utilities, Adjust Periodic Automatic Resupply (PAR) Levels. These levels represent the customer's storeroom levels. DMLSS generates recommended level changes as a result of processing recurring orders. Access the Recommended Level Changes window by selecting Adjust PAR Levels from the Utilities menu. Customer records are also posted to the CAIM Recommended Level Changes pending action after the item obtains 90 days of transaction history. Note: Users should have access to pending actions within CAIM in order to effectively manage these levels.

## Chapter 7

### QUALITY ASSURANCE (QA)

**7.1. QA Overview.** The QA program consists of QA messages, i.e., quality alerts, manufacturer recalls, and medical materiel complaints. These notices are used by each account to establish effective control over the quality of medical supplies and equipment maintained within the facility. The medical materiel quality control procedures in this chapter and data in DMLSS are not protected under Title 10, United States Code, Section 1102, the QA statute.

**7.2. DoD and commercial agency notifications of supply or equipment recalls and alerts.** These notifications are received electronically in the form of DoD Medical Materiel Quality Control (MMQC) Notices (as outlined in paragraph 7.4).

7.2.1. When recalls, complaints, suspensions, hazard alerts, and Safe Medical Devices Act requirements are received at DLA Troop Support, research is conducted and, in turn, the information is furnished to the United States Army Medical Materiel Agency (USAMMA).

7.2.2. USAMMA configures the information into the DoD-MMQC message format, which contains all Service-specific requirements, point of contact information for return or disposition of product, and any other product-related information. The message is then transmitted to JMAR. In many cases, these messages contain urgent data from various agencies and pharmaceutical, medical device, and medical equipment manufacturers regarding their products.

**7.3. DMLSS QA Program Overview.** The DMLSS QA Program manages recalls, suspensions, hazard alerts, and Safe Medical Devices Act requirements by processing input from the Food and Drug Administration (FDA), the Joint Readiness Clinical Advisory Board (JRCAB), Emergency Care Research Institute (ECRI) Field Operating Agencies (FOA), and various manufacturers in a standardized electronic format.

7.3.1. The QA module is used to identify items of supply or equipment as defective.

7.3.2. In addition to generating the initial QA notifications, the DMLSS QA program is used to:

7.3.2.1. Create Complaints: Users can submit a potential complaint whenever they believe a supply or equipment item may be harmful to a patient or healthcare provider.

7.3.2.2. Update the MTF QA Database. DMLSS records and tracks all actions taken on internally generated complaints as well as those actions associated with incoming quality alerts and manufacturer recalls.

7.3.2.3. Create Delinquent Notices. DMLSS tracks actions to ensure that customer accounts respond to pending actions or internal and external quality alerts.

**7.4. Retrieving QA Notifications.** During the EOD process, DMLSS connects to JMAR and Theater Enterprise Wide Logistics System (TEWLS) servers to retrieve all MMQC data since the previous EOD cycle. Each facility receives most of their QA notifications in this manner, but on occasion an alert may be received from an offline source. Offline notifications and alerts need to be manually retrieved and added to the DMLSS QA module.



7.4.1. When quality notices are received during the end-of-day process, DMLSS does the following:

7.4.1.1. Gives each MMQC alert message and notification within the file a separate file name. DMLSS builds a separate MTF QA record to record and track each MMQC message.

7.4.1.2. Determines whether it is a duplicate, same QA notice, from same SOS, for same item.

7.4.1.3. Identifies all customers having consumption history and WRM accounts having an on-hand balance for the affected items.

7.4.2. QA notifications are all processed through DMLSS and posted to the inbox as pending actions to notify the user of required actions. These QA pending actions are the primary source of information to determine what actions should be taken for each message. Users need to have specific access rights in order for each pending action to display in their inbox.

7.4.2.1. There are different variations of QA messages within each module.

7.4.2.1.1. IM – Notifies users of new QA messages, as well as all QA actions / problems.

7.4.2.1.2. CAIM – for any customer having the item in their catalog.

7.4.2.1.3. Assemblage Management (AM) – if the QA message affects an assemblage.

7.4.2.1.4. Equipment Maintenance – if the QA message is for an equipment item.

7.4.2.2. Pending actions should be worked the day they arrive to ensure prompt resolution.

7.4.2.3. QA messages will be closed out in DMLSS when all associated actions are complete. See paragraphs 7.5.8.2.–7.5.8.4. and 7.10.

7.4.2.4. The following paragraphs detail each application's pending actions and their resolution. Explanation of the other features in the DMLSS QA Module begins at paragraph 7.9.

**7.5. IM/QA Pending Actions.** The 10 different messages that may be posted to the IM Inbox are as follows:

7.5.1. QA MMQC Info Bulletin. This pending action is produced when DMLSS is unable to detect any information such as NSN, National Drug Code, or manufacturer catalog/part number data within the body of the QA message. Click the pending action and then the Jump To button to access the QA MMQC Info Bulletin window. From this window, users can view a list of QA MMQC bulletins that have been received. Click the View MMQC icon to launch the web browser and go to the USAMMA website. After viewing the MMQC Info Bulletin, QA managers should contact all customers who could be potentially affected by this message and annotate the results in the QA Actions field prior to closing the message. If the information does not apply to the MTF's stock or corrective action that has already taken place, delete the Info Bulletin from the pending action by highlighting the record and selecting Delete button from the vertical toolbar.

7.5.2. Missing MMQC Message. This message indicates a gap in the DoD Reference Numbers imported for QA messages. For example, USAMMA sends JMAR message numbers

T151101, T151102, and T151104 but neglects to send T151103. The system automatically sends an email notification to JMAR and continues to search for the missing messages during each successive end-of-period processing cycle.

7.5.2.1. The QA Reference number is a 15-digit unique number used to identify to each item on a DoD MMQC message (e.g. 180031017012020). Some messages produced by USAMMA could contain multiple line items from the same manufacturer. Each is assigned a unique QA Ref No to distinguish it from other items. The QA REF NO. consists of:

7.5.2.1.1. Calendar year: 2 digits, positions 1 and 2.

7.5.2.1.2. Julian date: 3 digits, positions 3–5.

7.5.2.1.3. Serial number: 4 digits, positions 6–9 (MMQC number).

7.5.2.1.4. Sequence number: 3 digits, positions 10–12.

7.5.2.1.5. Segment count: 3 digits, positions 13–15.

7.5.2.2. To resolve this type of message, highlight the pending action and select the Jump To button to view a report of the missing MMQC message file names. Visit the USAMMA website to view the missing message(s). It may be necessary for the QA manager to use the information on the USAMMA website to create a new QA record for the missing MMQC message. If so, contact all customers who could be potentially affected by this message and annotate the results in the QA Actions field prior to closing the message.

7.5.2.3. DMLSS continues to search for any missing messages during end-of-day processing and attempts to download it. However, if the pending action still remains after three business days, the QA Manager should report the situation to the AFMOA/SGMO or the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com). Delete this pending action once the missing message is either manually loaded or verified that it has been downloaded.

7.5.3. QA FTP Import Failed. This message appears in the QA Manager's inbox and indicates that DMLSS unsuccessfully attempted to connect to the JMAR server during the end-of-day process. As a result, DMLSS fails to import the QA file.

7.5.3.1. To initiate corrective action, highlight the pending action and select the Jump To button. DMLSS displays a message prompting the user to attempt importing the file manually. If YES is selected and the import was successful, DMLSS returns the user to the IM inbox and the pending action is deleted (for that message). If the import fails, the following message appears, "FTP process to download MMQC data from JMAR FTP server failed." If NO is selected to the manual download, no files are imported and the pending action remains in the inbox.

7.5.3.2. DMLSS continues on its own to import the files, and automatically sends a message to the DHA Global Service Center. The pending action is removed when DMLSS has successfully made a connection to JMAR and has imported the missing data.

7.5.4. IM QA Import Failed. This particular Pending Action appears when DMLSS attempts to import the quality alert file from JMAR and there are invalid record counts within the body

of the message. The MMQC message remains flawed until it is correctly rebuilt and input into the JMAR database.

7.5.4.1. Highlight the pending action and select the Jump To button. Obtain the MMQC number and other pertinent information. Contact the DHA Global Service Center at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com) to report the issue. The helpdesk will correct the QA message.

7.5.4.2. When JMAR sends a corrected file and it is imported correctly, this pending action will be deleted from the inbox.

7.5.5. QA Alert Missing or No MTF Item ID Match. This Pending Action appears in the Inbox and notifies the QA Manager of new QA messages that rejected because there was no corresponding item in the MTF catalog record. These messages require a manual review and decision by the user to (1) associate the QA message to an existing MTF catalog record, or (2) build a new MTF record to associate the QA record with, or (3) take no action and complete the record.

7.5.5.1. Step 1: Highlight the pending action and select the Jump To button. The QA Record Search window opens up to the QA Rejected Records tab, see Figure 7.1. From this tab, the list of the rejected messages can be viewed.

**Figure 7.1. QA Search Window, QA Rejected Records Tab.**

The screenshot displays the 'QA Rejected Records' window. At the top, there are tabs for 'QA Rejected Records' and 'QA Details'. The main area is divided into search criteria and a list of records.

**Search Criteria:**

- Item Desc: CAPECITABINE TABLETS, 500 MG, 120 COUNT
- Item ID: [Dropdown]
- Equip Nm: [Dropdown]
- Mfg Name: TEVA PHARMACEUTICALS
- Mfg Cat No: [Dropdown]
- QA Ref No: 160151022001001
- DOD Ref No: DOD-MMQC-16-1022
- Model No: [Dropdown]
- Class: Class II
- QA Action: [Dropdown]
- Problem Desc: REASON: Teva Pharmaceuticals USA, Inc. issued an Urgent Drug Recall on the following product (See Image on Message under Additional Documentation/Attachment). Reason: Due to out of specification dissolution test results obtained during stability testing. DISPOSITION: Actions required by the customer: --Examine inventory immediately for the specified lot of Capecitabine Tablets USP 500 mg in 120 count bottles only. --Immediately discontinue distribution of the specific lot being recalled. --Perform a Sub-File
- Completed Dt: 02/03/2016
- Buttons: Select All, Apply Action and Date

**QA Source and Details:**

- Supply (Selected) / Equipment
- QA Source: FDA
- NDC: [Field]
- UPN: [Field]
- NSN: 6505NS1
- Type: ALERT
- Rec Date: 01/19/2016

**Records Table:**

Comm	Type	QA Ref No	DOD Ref No	Complete Date	QA Action Text	Lot No
SUPPLY		160281029001004	DOD-MMQC-16-1029			6A04012V
SUPPLY		160281029002004	DOD-MMQC-16-1029			
SUPPLY		160281029003004	DOD-MMQC-16-1029			
SUPPLY		160281029004004	DOD-MMQC-16-1029			
SUPPLY		160281030001002	DOD-MMQC-16-1030			
SUPPLY		160281030002002	DOD-MMQC-16-1030			
SUPPLY		160281031001002	DOD-MMQC-16-1031			
SUPPLY		160281031002002	DOD-MMQC-16-1031			
SUPPLY		160321034001001	DOD-MMQC-16-1034			
SUPPLY		160321035001001	DOD-MMQC-16-1035			
SUPPLY		160321036001002	DOD-MMQC-16-1036			
SUPPLY		160321036002002	DOD-MMQC-16-1036			
SUPPLY		160321038001001	DOD-MMQC-16-1038			
SUPPLY		160291032001002	DOD-MMQC-16-1032			
SUPPLY		160291032002002	DOD-MMQC-16-1032			
SUPPLY		160291033002002	DOD-MMQC-16-1033			
SUPPLY		160291033001002	DOD-MMQC-16-1033			

Records 13 to 29 of 29

7.5.5.2. Step 2: Visit the USAMMA website to view the actual QA message. To do this, highlight an item from the list of QA rejected records and click the View MMQC link on the vertical toolbar. On the main page of the website, click the tab labeled MMQC/MMI Messages, and then select the link titled DoD-MMQC & MMI Message Search, 2005 to

Present. Using the QA Reference number, (see paragraph 7.5.2.1.), access the desired QA message.

7.5.5.3. Step 3: Search the MTF Catalog using the information found in the MMQC message to locate the same item within the MTF catalog.

7.5.5.3.1. To quickly open up the MTF Catalog Search screen, click on the Jump To icon next to the Item ID field on the QA Rejected Records screen.

7.5.5.3.2. If a matching record is found, highlight the rejected detail record, enter the Item ID, and click the Save button. This associates the Item ID entered against this specific message. DMLSS checks it against the catalog and process as any other message, i.e., if there are service/customers associated with the item, DMLSS then posts a QA alert message within their inbox.

7.5.5.4. Step 4: When there is no matching record, the user can either build a new MTF Catalog Record or take no action and complete the record.

7.5.5.5. Building a New MTF Catalog Record to Associate with the QA Message.

7.5.5.5.1. If a matching record (e.g., a customer receives free samples from a vendor) is not found, build a new MTF Catalog record. A message should appear warning the user that a rejected QA record is on file for this item. Return to the pending action, highlight the rejected detail record, enter the Item ID, and click Save. This completes the process, and the record is removed from the screen.

7.5.5.5.2. Notice the Add Cust and Add Item buttons on the vertical toolbar. If these buttons are active, add a customer by selecting the Add button on the vertical toolbar to associate the QA message to a Svc/Customer ID. The Add Item button allows a search for and association with another MTF Catalog record to the existing QA message.

7.5.5.6. Take No Action and Close the Record. Close the message by entering a narrative in the QA Action field, such as Contacted all customers and Item is not used, entering the completed date, selecting Apply Date, and then clicking Save. This completes the processing for that QA Reference Number, and it is removed from the QA Rejected Records screen.

7.5.6. The following IM QA pending actions require that the item be inventoried and the on-hand quantity entered in DMLSS. These pending actions cannot be deleted until a quantity has been recorded in the QA customer record. If either the user or the customers do not record a quantity within a set time period, DMLSS posts a delinquency notice.

7.5.7. QA Alert Item Qty Required Log (Supply). This pending action lists new messages that require the user to verify and enter the on-hand quantity. This message is sent to the QA Manager at the same time the QA Alert. Item Quantity Required Cust (Supply) message is sent to all customers with a catalog record for the affected Item ID.

7.5.7.1. When there is a LOG catalog record, it is assumed LOG may have an on-hand balance. All Medical Logistics storage areas must be inspected for affected materiel including WRM and Medical Counter-Chemical, Biological, Radiological and Nuclear (MC-CBRN) assemblages. (T-3). Use the same procedure as a customer to enter the on-hand quantities for the items listed in the pending action. Scan the shelves and/or storage

locations to determine if the item is stocked. Closely scrutinize the lot number, expiration date, serial number, and manufactured date. Enter the quantity found on the shelves, or zero, if none found.

7.5.7.2. The QA Details tab provides the ability to track which customers have received the pending action. Use the scrollbar to view all the columns. An entry in the Notify Qty column indicates that customer has responded. The QA Manager responsibilities include following-up with those customers who have not yet responded.

7.5.7.3. DMLSS does not close a message until the ALL quantities in the message are updated. Update the quantity for each customer ID in the QA Detail tab and click Save. After saving the quantities, the QA Action and Completed Dt (Date) on the QA Record tab become editable. Update both of these fields and click Save. The message is now closed and removed from the pending action list.

7.5.8. QA Alert. Item Qty On-Hand. This pending action appears in the IM inbox to notify the QA manager that a customer has entered a quantity for a particular Item ID in the QA Alert. Quantity Required Cust (Supply) pending action.

7.5.8.1. When items of medical materiel are suspected of being unserviceable, immediate action is required to ensure these items are removed from all using activities and serviceable inventories.

7.5.8.2. Ensure all suspended materiel located in the using activities is promptly turned into Medical Logistics. Immediately mark and segregate the suspended items to prevent accidental re-issue. Use the Inventory Management/Return Item screen to complete turn-ins from using activities. Choose Stratification (strat) state Suspended. The turn-ins will be for no credit only.

7.5.8.3. Likewise, any items in LOG's stock should be transferred out of the Serviceable stratification state using the Internal Transfer button, thus eliminating the threat of re-issue to another customer. If the item is a defective equipment item, the maintenance activity needs to establish a work order to inspect, repair, or remove the item from serviceable status. The QA message will provide disposition instructions in the PROBLEM DESC field. Depending on the disposition instructions, materiel may need to be consolidated.

7.5.8.4. Close out the QA message in DMLSS after completing all necessary inventory and suspension actions. Clearly indicate in the QA action field what actions were taken by Medical Logistics and the using activities to include customer turn-ins, re-stratification of inventory to Suspended including quantities and document numbers, and the date the action was completed.

7.5.9. QA Delinquency Notice, Item Qty. This pending action is sent to customers who have not responded to a QA Alert. Item Quantity Required Cust (Supply) pending action in a timely manner as established in the QA Delinquency Notification Maintenance Table, Figure 7.2.

**Figure 7.2. DMLSS QA Delinquency Notification Maintenance Window.**

Class	Delinquency Notice (Days)	Delinquency Notice(LOG) (Days)	Description
I	1		1 REASONABLE PROBABILITY THAT THE USE OF, OR EXPOSURE TO, A VIOLATIVE PRODUCT WILL CAUSE SERIOUS ADVERSE HEALTH CONSEQUENCES OR DEATH
II	3		3 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	5		5 THE USE OF, OR EXPOSURE TO, A VIOLATIVE PRODUCT IS NOT LIKELY TO CAUSE ADVERSE HEALTH CONSEQUENCES

7.5.9.1. QA notices are assigned to one of three notification classes based on the level of the product.

7.5.9.2. The Delinquency Notice (Days) column displays the number of days that a customer has to respond prior to the system issuing the QA Delinquency Notice. Supply Item Qty Cust pending action to the customer's inbox.

7.5.9.3. The Delinquency Notice LOG (Days) column displays the number of days a customer has to respond to the pending action before DMLSS notifies LOG/QA Manager.

7.5.9.4. Delinquencies are determined during the DMLSS end-of-day process. The resulting delinquency pending action posts to the same inbox in the same application, (i.e., IM, CAIM, AM, and MA) as the original QA notice. It cannot be deleted until quantities have been entered for all the items listed.

7.5.10. QA Delinquency Notice, Immediate Recall. This pending action appears in the QA Manager's inbox when a customer has not responded to their two earlier Item Quantity Required pending actions. The QA Manager should contact the customer, as this pending action will not be deleted until quantities have been entered for all items on the pending action.

7.5.11. IM QA Complaint Alert, Complaint Exists For Items. This pending action notifies users of a new complaint. Highlight the pending action and select the Jump To button to view the record. LOG should review CAIM balances, validate the complaint, and enter the complaint on the DMMonline website. The complaint cannot be closed until an MMQC message is received from DLA. At that time, the QA Manager should link the MMQC message to the initial complaint. To do this, click the Link QA button, select the QA record that applies to the MMQC message, click OK and then Save.

**7.6. CAIM/QA Pending Actions.** Use the CAIM QA process in conjunction with the IM QA process to initiate, review, and respond to QA messages and/or complaints. Keep in mind that the LOG QA Monitor cannot complete the QA process until required customer actions are completed. The following four pending actions are unique to CAIM and require customer response to complete the QA process.

7.6.1. QA Alert, Cust Equipment. DMLSS identifies equipment custodians and WRM assemblages that have a record of equipment items subject to a QA alert, MTF complaint, or manufacturer's recall.

7.6.1.1. The CAIM user should scan their immediate section/patient care areas to determine if they maintain the subject Item ID/ECN.

7.6.1.2. To complete the pending action message, the user must enter the appropriate quantity found in their area, based upon the Equipment Control Number, and/or manufacturer model number and serial number, if applicable. If no quantities are maintained, the user must enter a "0" and hit the Save button on the vertical toolbar. This, in turn, removes the pending action message and updates the record detail maintained in IM.

7.6.2. QA Alert, Item QTY Required Cust, Supply. This pending action is sent to a customer requesting they check their stock and complete the number of on-hand items.

7.6.2.1. The customer 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, manufacturer date, etc.

7.6.2.2. To complete the pending action message, the user enters the appropriate quantity found on their shelves, if applicable. If no quantities are maintained, the user enters "0" and clicks the save button on the vertical toolbar. This, in turn, removes the pending action message and updates the record detail maintained in IM.

7.6.3. QA Delinquency Notice, Supply Item QTY Cust. This follow-up pending action is sent to a customer due to non-response to the previously sent QA Alert. Item QTY Required Cust, Supply, pending action. This pending action cannot be deleted until quantities have been entered for all the items listed. Refer to paragraphs 7.5.9. and 7.6.2.1–7.6.2.2.

7.6.4. CAIM QA COMPLAINT ALERT. COMPLAINT EXISTS FOR ITEM. DMLSS generates this pending action when a QA complaint message is created and the LOG on-hand balance quantity is greater than zero.

7.6.4.1. Within the pending action, DMLSS identifies the Item ID, date created, Org ID, and Org Name involved. The View button allows the user to view the entire complaint, as well as the Standard Form Standard Form (SF) 368, *Product Quality Deficiency Report*, and LOG owned/CAIM balances linked to the Item ID.

7.6.4.2. Each account's equipment or supply representative should take action so that all suspect items meeting the criteria within the complaint are immediately segregated, and prevent the stock from being used or issued to a customer. They should contact the LOG QA Manager so action can be taken to return the stock to Medical Logistics and transfer the materiel from operating/serviceable to another stratification state.

**7.7. AM/QA Pending Actions.** Use the AM QA process in conjunction with the IM QA process to review QA messages and drug recalls associated to WRM assets. WRM assets identified as suspect should be transferred to stratification state of Suspended, Unserviceable, or as directed in accordance with the QA message so the items are not issued or deployed as serviceable materiel. There are four pending actions that post to the AM inbox throughout the life cycle of a QA message.

7.7.1. QA Alert. WRM Supply Item QTY Required. When a message is processed in IM for an item with an allowance standard, DMLSS forwards this pending action to the AM inbox. Only users assigned this pending action, as well as the applicable assemblages, see these

messages. Select the report from the inbox and click the Jump To button at the bottom of the window. The QA Record Search window opens and defaults to the QA Details tab (Figure 7.3.). The tab consists of the QA Record data from the message and a list of all assemblages that maintain an allowance standard for the item.

**Figure 7.3. DMLSS QA Record Search, QA Details Screen.**

QA Details												
Item Desc: HEEL WARMER INFANT W/TAPE LATEX-FREE 105						NSN: 6530012841728						
Item ID: 6530012841728						NDC:						
Mfr. Cat. No.: 11460-010T						UPN:						
Mfr. Name: PHILIPS HEALTHCARE						Rec Date: 12/29/2015						
QA Ref. No.: 653622081001001				QA Source: FDA		Closing Dt:			Notify Qty:			
DDD Ref. No.: DOD-MMGC-15-2081												
Type: ALERT												
QA Action:												
Problem Desc: REASON: Philips Healthcare issued a Product Recall Notice on the following material (See Image on Message under Additional Documentation/Attachment). Reason: The labeling does not include an expiration date nor a warning that material used beyond its expiration date may warm to a temperature above its specification. DISPOSITION: Required action by the customer: 1. Immediately check inventory for affected material, destroy by activating each unit and dispose of according to customers facility procedures. 2. R												
Org Id	Cust ID	Asm Id	Notify Qty	Serv	FDA	Unserv	Rep	Sup	Asm Num	Asm Inor	Sub Asm	
FM		970			1	0	0	0	02	R1	B	KANSAS CSCC
FM		970			1	0	0	0	01	R1	B	KANSAS CSCC

Records 1 to 2 of 2

7.7.1.1. 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 change as the different assemblages are viewed.

7.7.1.2. In the Notify Quantity Column, enter the total number of items matching the QA message data. If no quantity was found, enter a 0 in the field to record the action was accomplished. The pending action notification remains in the inbox until all findings are processed.

7.7.1.3. Use the Transfer button to process internal transfers of assets between assemblages, stratification types, and states.

7.7.2. QA Delinquency Notice, Supply Item QTY WRM. This follow-up pending action is sent to a customer due to non-response to the previously sent QA Alert WRM Supply Item, QTY Required pending action. This pending action cannot be deleted until quantities have been entered for all the items listed. Refer to paragraph 7.5.9. and 7.7.1.1–7.7.1.2.

7.7.3. 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.



7.7.4. AM QA Complaint Alert, Complaint Exists For Item. DMLSS generates this pending action when a QA complaint message is created and the LOG O/H balance quantity is > zero, 0. Refer to paragraph 7.6.4.1.–7.6.4.2.

**7.8. Maintenance/QA Pending Actions.** Use the MA QA process in conjunction with the IM QA process to initiate, review, and respond to QA messages and/or complaints. Keep in mind that the Log QA Monitor cannot complete the QA process until required customer actions are completed. The following four pending actions are unique to the MA module and require a response to complete the QA process.

7.8.1. Maintenance, QA Alert, Equipment QTY Required. DMLSS forwards this pending action to the inbox when a QA Alert has potentially matched an equipment item within the MTF, i.e., matching local records using the equipment commodity type. Select the report from the inbox and click the Jump To button at the bottom of the window. The QA Record Search window opens and defaults to the QA Equipment Details tab. Enter a quantity in the QA detail window. This pending action cannot be deleted until quantities have been entered for all the items listed.

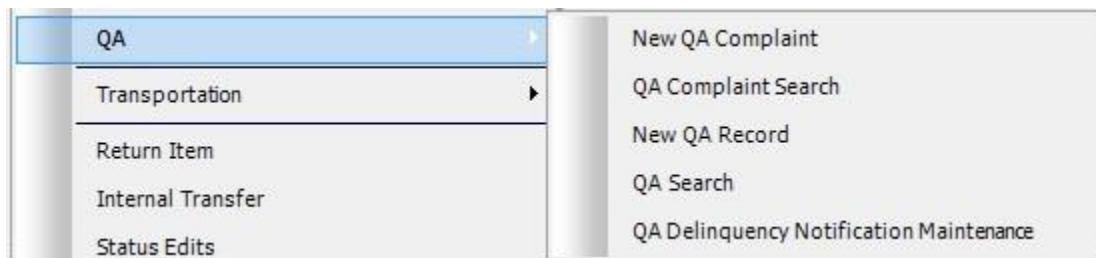
7.8.2. QA Alert, Item QTY Required Cust, Supply. This pending action is sent to the Maintenance inbox when a QA Alert has potentially matched a supply item within the MTF. It is the same pending action sent to CAIM customers. Refer to paragraph 7.6.2.

7.8.3. QA Delinquency Notice, Equipment QTY. This follow-up pending action is sent to the Maintenance inbox due to non-response to the previously sent Maintenance, QA Alert, Equipment QTY Required pending action. This pending action cannot be deleted until quantities have been entered for all the items listed.

7.8.4. QA Delinquency Notice, Supply Item QTY Cust. This follow-up pending action is sent to the Maintenance inbox due to non-response to the previously sent QA Alert. Item QTY Required Cust, Supply, pending action. This pending action cannot be deleted until quantities have been entered for all the items listed. Refer to paragraphs 7.5.9. and 7.6.2.1–7.6.2.2.

**7.9. DMLSS QA Module.** QA is primarily managed in the IM module (figure 7.4.) and divided into five functions. Users of the CAIM, AM and MA applications are only able to access two of these functions.

**Figure 7.4. DMLSS QA Module (IM Application).**



7.9.1. New QA Complaint (appears in IM, CAIM, and AM). This process is used by DMLSS customers to build new complaint detail(s) and submit Product Quality Deficiency Reports when there is a quality deficiency with a medical product. It is also the vehicle for submitting Safe Medical Device incidents.

7.9.1.1. Examples of discrepancies, which should be reported on the Product Quality Deficiency Reports include:

- 7.9.1.1.1. Wrong or deficient labeling.
- 7.9.1.1.2. Foreign or particulate matter in liquids and solids.
- 7.9.1.1.3. Imperfectly manufactured items that are off-color, off-taste, and off-odor.
- 7.9.1.1.4. Suspected sub-potency or super-potency.
- 7.9.1.1.5. Defective devices.
- 7.9.1.1.6. Pinholes in tubing.
- 7.9.1.1.7. Faulty calibrations.
- 7.9.1.1.8. Systemic equipment failures.
- 7.9.1.1.9. Poor quality products.

7.9.1.2. Product Quality Deficiency Reports are submitted as either category I or II. The Food and Drug Administration defines these categories. See AFI 41-209 and the Air Force Medical Logistics Guide for their descriptions and reporting procedures.

7.9.1.3. In the IM Navigate menu, select QA and then New QA Complaint to access the Create New Complaint window, see Figure 7.5. Select the appropriate Complaint Type (I or II). If type I is selected, a message appears instructing the user to contact DLA Troop Support immediately. In addition, the Type I Complaint Detail tab is activated and requires additional de-identified patient reaction data. Note: Do not use Type III complaint type in the New QA Complaint process. This category is not used in the Product Quality Deficiency Reports process.

Figure 7.5. Create New Complaint.

7.9.1.4. Enter applicable data into the remaining mandatory data fields. If possible, the optional data fields should also be completed. When the Item ID is entered, the item description and manufacturer's data automatically populates, if the information is stored in DMLSS.

7.9.1.5. To identify potential DoD Requisition Numbers, click the Search button next to the data field. Requisition data corresponding to the specified Item ID is displayed in the Select DoD Requisition Number window. Highlight the applicable requisition, and click OK to populate the DoD Requisition Number field.

7.9.1.6. It is very important to identify on hand quantities at this time. Serviceable LOG inventory quantities will be suspended to prevent issue. Affected materiel stored in customer areas must be retrieved. Utilize the Navigate\Return Item module to process a Turn-In Gain for no credit to Strat State OPR/SUS for each customer possessing the affected materiel. Enter the total quantity on-hand and total quantity suspended. These quantities do not necessarily match because on-hand quantities that do not meet the complaint criteria, i.e., different lot number, may exist.

7.9.1.7. Click Save after entering the applicable data. Upon saving, the message, "Please submit the complaint on-line by selecting the QAC Link (Quality Assurance Complaint Link) button" is displayed. The QAC Link button on the vertical toolbar connects the user with the DMMONLINE web page for online reporting instructions and submittal of the electronic SF 368.

7.9.1.8. Customer O/H balances are available by clicking CAIM Balance. The message, "No Balance Exists for Item ID xxx" is displayed when no customer balances exist.

7.9.1.9. All new QA complaints immediately appear in the IM QA Complaint Alert. Complaint Exists for Items pending action. If not already accomplished, report the complaint at this time. When the materiel complaint has been rectified, notify the Patient Safety Officer and/or Risk Manager and enter a close reason and close date in the Complaint Detail tab. Click Save, then Close, and the complaint is removed from the pending action.

7.9.2. QA Complaint Search appears in IM, CAIM, and AM. Use the QA Complaint Search function to search and retrieve existing complaint data. Click Search to process an all-inclusive search or enter search criteria to limit the search results. QA complaints matching the search criteria appear in the Search Results window. A record's detailed data can be viewed by either double clicking on the record or by highlighting the record and selecting Detail on the vertical toolbar. Once the QA Complaint details are displayed, the close date and close reason can be modified as well as the name of the person initiating the complaint.

7.9.3. New QA Record appears in IM and MA. In some cases, QA data may need to be loaded manually. Instances might occur when a QA message is initiated in the facility or when items are not updated in DMLSS from the automatic transfer. In these cases, use the New QA Record function to add/load the new record into DMLSS for processing.

7.9.3.1. 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.

7.9.3.2. Complete all required fields (i.e., 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.

7.9.3.3. The new QA record has been created, and the reference information appears in the lower half of the window. Double-click on the new QA record reference information, and DMLSS opens the QA Record Search window to the QA Details tab. Enter the customer's quantities in the Notify Qty field, click Save, and DMLSS will return to the QA Record window. At this point, click on the Add Cust and/or Add Item buttons on the vertical toolbar to add customers who should receive a pending action in their inbox.

7.9.4. QA Search appears in IM and MA. QA Search allows users to search for all QA records in the DMLSS database. When a supply or equipment item is identified as defective, the QA Record Search window displays all of the QA message information. For supply items, DMLSS identifies all internal or external customer accounts having consumption history and WRM accounts that have an O/H balance or due-in for the item. It also 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. DMLSS 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.

7.9.4.1. From the Navigate menu, point to QA and then click QA Search to access this module. Select the commodity type of supply or 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 to conduct a search.

7.9.4.2. If the Reject Indicator (Reject Ind) is Yes, the search only returns DoD MMQC records that do not match catalog records. If the Reject Ind is No, the search returns MMQC records that do match catalog records.

7.9.4.3. The QA Record Search window, Figure 7.6., displays the search results in the QA Record tab. Additional information from the original QA message, along with associated customers and assemblages, is available in the QA Details tab.

**Figure 7.6. QA Record Search Window.**

7.9.4.3.1. QA Search – Use this tab to search for records created for defective supply or equipment items.

7.9.4.3.2. QA Records – Use this tab to edit information associated with a record and add a customer, item, lot number, or ECN to the record.

7.9.4.3.3. QA Details – This tab is used to review detailed record information and transfer items internally.

7.9.4.3.4. Equipment Details – This tab is used to review detailed equipment record information for the selected item. This tab is only available when searching for records using the Equipment commodity type.

7.9.4.3.5. QA Rejected Records – This tab is only available by clicking the QA Alert. Missing Or No MTF Item ID Match pending action message when it appears on a daily basis in the inbox. A list of QA messages that were rejected because there was no corresponding item in the MTF Catalog can be viewed.

#### 7.9.4.4. Adding a Customer to a QA Record.

7.9.4.4.1. As stated earlier, when DMLSS downloads the QA message, it compares the Item ID, NDC, manufacturer catalog number, etc. 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. In some instances, the QA notification may need to be forwarded to additional customers that were not identified during the electronic review. Users can add additional customers to the message notification by clicking the Add Customer icon located on the vertical toolbar and then entering the required information.

7.9.4.4.2. Open the applicable message. The Add Customer icon is located in the QA Record Search module, QA Record tab. A pop-up window displays a list of all customers loaded in DMLSS. Select customer ID(s) that are being added to the notification list.

7.9.4.4.3. Upon saving, the selected customer ID(s) are added to the QA Details tab. DMLSS forwards a pending action notification to each customer selected.

#### 7.9.4.5. Adding/Deleting a Lot Number to a QA Record.

7.9.4.5.1. Within the QA Search window, locate the applicable MMQC message. Click Add/Edit under the Lot No. field box to view the Lot Number window and then click Add. Multiple lot numbers may be added by clicking Add after each entry. Click Save after entering valid lot numbers.

7.9.4.5.2. Lot Numbers can be removed from the MMQC message by selecting a number and clicking Delete. Save data upon completion.

7.9.4.5.3. When complete click Close. The MMQC message reappears with the updated list of lot number(s).

7.9.4.6. Adding an Item to a QA Record. In the QA Search window, locate the applicable MMQC message. In the QA message window, click Add Item on the vertical toolbar and select the Item ID being added to the MMQC message. After the new Item ID is added, edit the Lot Number field to include the affected lot numbers. Add additional customers, if necessary.

7.9.4.7. Internal Transfers from QA Search. The user can transfer quantities between Strat Types, such as WRM to Operating, and between Strat States, such as Serviceable to Suspended.

7.9.4.7.1. Items matching the MMQC message criteria for suspension can be transferred from the QA Record Search window, QA Details tab. Click Transfer to process an Internal Transfer.

7.9.4.7.2. From the Navigate menu, point to QA and select 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.

7.9.4.7.3. Click the QA Details tab and select QA Record from the table to transfer. Click Transfer to view the Internal Transfer window.

7.9.4.7.4. Using the dropdown list, select the transfer information for each required field. Save upon completion.

7.9.4.7.5. Click Yes to print a Pick/Delivery list for the transferred item and then click Close to return to the QA Record Search window. Use the Pick/Delivery list to relocate the affected assets.

7.9.5. QA Delinquency Notification Maintenance appears in IM only. Editing the QA Notification Class window enables users to change the number of days before issuing a delinquency notice, or the number of days before a delinquency notice is posted to LOG. Figure 7.2. is an excerpt of the QA Notification Class window and shows the fields that can be modified. Refer to paragraph 7.5.9.

**7.10. Finalizing QA records in DMLSS.** Messages should be closed out when all associated actions are complete, see paragraphs 7.5.8.2.–7.5.8.4. Coordinate these actions with the MTF Patient Safety Officer and/or Risk Manager.

7.10.1. Within QA Search, locate the applicable MMQC message. Clearly indicate in the QA action field what actions were taken. Medical Logistics will document negative replies. (T-3).

7.10.2. Medical equipment recalls are processed in accordance with AFI 41–201, *Managing Clinical Engineering Programs*. Users document work order numbers in the QA field, if applicable.

7.10.3. Click Apply Date located next to the Completed Date Field. The Completed Date Field is populated with the current date. Select Save to apply the date to the MMQC message and finalize the process.

7.10.4. QA managers should use the QA Log Business Objects report to identify completed messages, as well as, incomplete QA record entries such as the QA Action, Complete Dates, and Completed By fields.

**7.11. QA Receipts and Inventory Gains.** During processing of receipts or gain transactions, DMLSS compares the Item ID to the QA Record file and places a checkmark in the QA field in the Receipts window to identify that a QA record exists for that item. This form of notification ensures the quality of the asset being received or gained. If the user selects the Process indicator prior to viewing the QA record and checking the QA indicator, the user will receive a warning that a matching QA record exists.

7.11.1. Receipts Transactions. Select the jump to icon to view the QA record. After viewing the QA record and examining the materiel, check the QA box.

7.11.2. Inventory Gain Transactions. DMLSS compares the Item ID to items in the QA database. If there is a match, the system notifies the user and allows them to view the QA record before processing the gain. After the user reviews the QA record and closes it, the system returns to the gain transaction and the user can continue processing.

## Chapter 8

### ASSEMBLAGE MANAGEMENT (AM)

**8.1. Purpose.** AM is the DMLSS module used to manage WRM programs and Customer Owned programs such as Medical Counter-Chemical Biological Radiological Nuclear (MC-CBRN) and Pandemic Flu items. Maintaining WRM assemblages properly is critical to the overall effectiveness of the WRM and customer owned programs. DMLSS streamlines the processes and allows for greater flexibility in asset management. This section addresses the procedures used to manage those programs.

8.1.1. For privileged users, the Inbox automatically opens upon accessing the AM module from the System Navigation window. It can also be viewed by selecting Inbox from the Utilities menu. Users must be assigned the AM User Pending Action privilege and be associated to pending actions for the inbox to appear. The Inbox contains many pending actions that are either advisory in nature or require user action. DMLSS automatically removes some action items from the inbox upon processing, while other advisory notices should be removed or deleted upon review and when no longer needed. A detailed list of pending actions and their recommended use is available in Attachment 7. Pending actions should be reviewed and worked daily to ensure proper management of all assemblages.

8.1.2. The main window appears once AM is launched from the System Navigation window. In this window, users can access the modules and functionalities of AM mainly through the menu options. In some cases, the buttons on the horizontal toolbar at the top of the window can also be used to open module windows. While on any primary window, there is access to the same menu bar and horizontal toolbar buttons. Each module window, however, displays a unique set of vertical tool bar buttons on the right side of this window.

8.1.3. The modules covered in the remainder of this chapter are in the same order as they appear in the Navigate dropdown menu located on the menu toolbar.

**8.2. Assemblage Record Data.** The first option on the Navigate dropdown menu is the Assemblage Record Data window. It provides a single view for all assigned WRM assemblage records maintained in AM. It can be used to view single line items within an assemblage with or without multiple location records; and the user has the ability to move throughout all the item records within an assemblage. Use the Assemblage Record Data window to add, update, merge or split locations, process gains and losses, set and manage relationships including prime/sub, manage critical, deferred and commingled codes, and utilize other functions via the vertical toolbar without having to exit the assemblage data record. To access this window, select this option from the navigate menu or click on the Assemblage button located on the horizontal toolbar.

8.2.1. Assemblage Record Data Criteria. The Assemblage Record Data Criteria window (Figure 8.1.) is the first window to appear after accessing the Assemblage Record Data option and is used to select the applicable assemblage record data criteria. The following data search criteria and management options are available in this window:



**Figure 8.1. Assemblage Record Data Criteria Window.**

Organization: FM5270 Include Sub Orgs:

Assemblage: (Asm ID Incr Num Sub)

O/S Flag	Org ID	Customer	Assemblage	BCN	UTC	Assemblage Number Description
<input checked="" type="checkbox"/>	FM5270	5F5888	886 A1 01 PD	9003297	HSMRAU	HSMR IN PLACE PATIENT DECON CAPA...
<input type="checkbox"/>	FM5270	5F5888	886 A1 01 S1	9003297	HSMRAU	HSMR IN PLACE PATIENT DECON CAPA...
<input type="checkbox"/>	FM5270	5E5888	886 E1 01 PA	9003298	HSMREU	HSMR PHARMACEUTICALS - IMMEDIATE
<input type="checkbox"/>	FM5270	5E5888	886 E1 01 PD	9003298	HSMREU	HSMR PHARMACEUTICALS - 1ST RESPO
<input type="checkbox"/>	FM5270	5E5888	886 E1 01 PE	9003298	HSMREU	HOME STATION RESPONSE - PHARMACI
<input type="checkbox"/>	FM5270	5G5888	886 H1 01 C1	9003299	HSMRHU	HSMR BIOENVIRONMENTAL ENGINEERI
<input type="checkbox"/>	FM5270	5G5888	886 H1 01 DB	9003299	HSMRHU	HSMR BIOENVIRONMENTAL ENGINEERI
<input type="checkbox"/>	FM5270	5G5888	886 H1 01 DI	9003299	HSMRHU	HSMR BIOENVIRONMENTAL ENGINEERI
<input type="checkbox"/>	FM5270	5G5888	886 H1 01 DR	9003299	HSMRHU	HSMR BIOENVIRONMENTAL ENGINEERI

Item ID:

Delete location record when on-hand quantity is zero?  
 Yes   
 No

8.2.1.1. Organization. Select primary DoDAAC or a specific sub-organization.

8.2.1.2. Assemblage. Assemblages are listed by Org ID. Utilize the type assist for expedited assemblage identification and then highlight the desired assemblage from the available list.

8.2.1.3. Item ID. Use the type assist feature or utilize the drop down to select the desired Item ID.

8.2.1.4. Include Sub ORGs. If this field is checked, all ORGs and associated assemblages appear in the assemblage list.

8.2.1.5. Delete Location Field. The Delete Location Record When On-Hand Quantity Is Zero field is a management tool that prompts DMLSS to automatically delete location records when the on hand quantity is zero. This function works in conjunction with the AM Location Delete Indicator located on the Basic tab of the MM Service Detail record in System Services. The default is set to No if the AM Delete Location Indicator in System Services is not set. If the indicator is set, then the default in the Assemblage Record Data Criteria screen defaults to Y. The preferred method is to set (or check) the AM Delete Location Indicator in the MM Service Detail record (see Attachment 2).

8.2.1.6. Search/Close/Delete. The Search button opens the assemblage record for the identified item. The Close button closes the assemblage record data criteria screen without taking any action. The Delete button can delete an entire assemblage, if it was erroneously added to the organization due to a Standard Assemblage Add, paragraph 8.21, with the condition that the assemblage/sub assemblage does not contain on hand balances or have funds associated to it. If either of these conditions exists, the delete button does not appear.

8.2.1.6.1. On the Assemblage Record Data Criteria screen select the organization from the dropdown list. Select the assemblage to be deleted and click Delete.

8.2.1.6.2. Click Yes on the message prompt, "Do you want to delete selected assemblage?" and the Assemblage Record Data Criteria screen then updates with the assemblage deleted. Click Close.

8.2.2. Navigating in the Assemblage Record Data Window. The Assemblage Record Data window (Figure 8.2) opens in the position of the selected Item ID. This window provides most of the information a user needs to perform assemblage record updates.

**Figure 8.2. Assemblage Record Data Window.**

The screenshot displays the Assemblage Record Data Window. At the top, there is a navigation bar with a search field and a dropdown menu for Item ID: 6505012761905. Below this is a table of records with columns: Org ID, Assemblage, Asm Desc, UTC, BCN, Inv Date, and AsOf Date. The first record is: FM5270, 886 A1 1 PD, HSMR IN PLACE PATIENT DECON CAPABILITY HSMRAU, 9003297, 5/5/2015, 8/28/2014.

Below the table is a detailed management view for the selected Item ID: 6505012761905. It includes fields for:
 

- Item ID: 6505012761905
- Type Item: National Stock Number
- Shot Item Desc: DECONTAMINATING KIT,SKIN
- Commodity Class: PHARMACEUTICAL
- Expiration Type: CAN BE EXTENDED
- Hazmat Ind: Yes
- Device Cd: [ ]
- On Hand Qty: 60
- Potential Excess Qty: 40
- Reported Excess: 0
- U/S: EA
- U/S Quantity: 1
- U/S Price: 20.11

Special Requirements: POISON

Stratification State and Qty table:

Stratification State	Qty
SUSPENDED	20
SERVICEABLE	40

At the bottom, there is a table with columns: Location, Sub Location, OH Qty, Strat State, Inc Flg, Product Num, and Lot Num. The records are:

Location	Sub Location	OH Qty	Strat State	Inc Flg	Product Num	Lot Num
DECON SHED	SHELF 3C	40	SERVICEABLE		CCR06G192-065	ARMY LOGI
DECON SHED	SHELF 3C	20	SUSPENDED		PBA05D002-014	ARMY LOGI

On the right side of the window, there is a vertical toolbar with icons for: Open, Save, Revert, Relations..., SetCodes, Add Loc, Split Loc, Merge Loc, Prime/Sub, View Du..., Close, and Help Top...

8.2.2.1. The top portion of the window allows for scrolling forward and/or backwards through all of the assemblage's data records. Users also have the option to search for specific Item ID records.

8.2.2.2. The next window segment provides the corresponding assemblage information based on the search criteria. The Org ID, assemblage and sub-assemblage data, assemblage description, unit type code (UTC) if loaded, build control number (BCN), date of the last inventory, and as of date are displayed.

8.2.2.3. Following the assemblage information is the management information for each line item found in the assemblage and the allowance standard quantities. This view provides a quick overview of the line item's position in the inventory and assemblage without having to move between other windows. Users can view or make changes to the MTF Catalog record by clicking the Jump To icon next to the Item ID field. Note: Using the Jump To button produces a message warning that the record is locked. Click Yes to see the lock details or click No to view the MTF Catalog record. Chances are the user is the one locking the record.

8.2.2.4. Below the management information view are special requirements and inventory stratifications. The special requirements view is populated by the special requirements tab from the MTF Catalog record. Updates to the special requirements field can only be made in via the MTF Catalog record.

8.2.2.5. The inventory stratification state is populated, by Item ID, for all assemblage data records maintained under the selected Item ID, Figure 8.3. When a stratification state is changed, the change is reflected in this field along with the quantities by stratification state.

**Figure 8.3. Special Requirements and Stratification State.**

Special Requirements POISON	Stratification State	Qty
	SUSPENDED	20
	SERVICEABLE	40

### 8.2.3. Updating Location Record Data.

8.2.3.1. The individual location records are displayed at the bottom of the Assemblage Record Data window, Figure 8.4. The list displays all location records associated to that Item ID and can be sorted in any sequence by clicking a column header. Information within the location records can be reviewed and modified within the Assemblage Record Data window without having to navigate to another window or AM function.

**Figure 8.4. Assemblage Data, Location, Records by Item.**

	* Location	Sub Location	OH Qty	Strat State	Inc Flg	Product Num	Lot Num	
	DECON SHED	SHELF 3C	40	SERVICEABLE	<input type="checkbox"/>		CCR06G192-066	ARMY LOGI
	DECON SHED	SHELF 3C	20	SUSPENDED	<input type="checkbox"/>		PBA05D002-014	ARMY LOGI

8.2.3.2. Another function of this view is the ability to use COPY and PASTE in the data fields to update common information. Using the Manufacturer field as an example, Abbott Labs may be spelled multiple ways. A user can copy the correct spelling, highlight the remaining rows, and paste the correct spelling in the specified data field.

8.2.3.3. The On Hand Qty field contains a calculator function to allow the user to make quick calculations when modifying data. This function helps when processing adjustments to the assemblage data record. Click the calculator when processing gains and losses to the inventory. Enter the total quantity counted. DMLSS calculates the adjustment quantities based on input. Select the proper gain/loss reason and complete the transaction. Upon processing, the on hand quantity is adjusted to reflect the new quantity.

8.2.3.4. Many changes to an assemblage data record can be made without saving the data each time adjustments are made. Users can click Save anytime. Otherwise, DMLSS compiles the changes upon closing the window. There are two exceptions to this standard, changes to on hand quantity and changes to stratification state. New entries in either of these positions lock the field, and it cannot be modified until the new data is saved. Both of these fields update the financial position of the inventory and should be controlled to ensure the correct financial data is posted to accountable financial records.

8.2.3.5. Use the location record data fields to manage assemblages as follows:

8.2.3.5.1. Location. Identifies storage location of the item.

8.2.3.5.2. Sub-Location. Further specifies the item's storage location.

8.2.3.5.3. O/H Qty. The actual on hand quantity of that item, in that location and sub-location, with identical QA data such as lot number, manufacturer's name, and date,

etc. If the item is stored in a single location but has different lot numbers, then two location records should be maintained; one for each lot number.

8.2.3.5.4. Stratification State. Identifies the item's inventory stratification state.

8.2.3.6. Maintain Location. DMLSS contains an AM Location table that is used to manage location and sub-location codes. These codes have a parent/child relationship whereby the sub-location is directly linked to the location code. For example, if multiple warehouses are used to store WRM assets and each warehouse contains a SHELF1 sub-location; then WAREHOUSE1 and WAREHOUSE2 must both be assigned a sub-location of SHELF1. Use the add, edit, and delete features to manage Location and Sub-location codes.

#### 8.2.4. Assemblage Record Data Screen Toolbar Icons.

8.2.4.1. Relationship Icon. Use the Relationship button to display a list of associated substitute Item IDs (paragraph 8.9) and End/Support item details (paragraph 8.10). End/Support item associations are items identified as a component of an end item or an end item associated to a component. This relationship is not restricted to equipment; it can also be used to identify supply items that are needed in order to use the end item. For example, there might be specific intravenous (IV) tubing associated to a specific type of IV fluid. These relationships should be periodically reviewed by a clinician to ensure proper medical support is available during contingencies.

8.2.4.2. Set Codes Icon. This option is a shortcut to the Item Code Change window. Use this function to apply and/or remove critical, deferred, and commingled codes for the specified line item.

8.2.4.3. Add Location Icon, Gain Location. Use the Add Location function to gain on-hand inventory into the Assemblage Record Data for the specified Item ID. This function should only be used when an identical location record does not already exist. If the required location record including identical QA data already exists, then modify the quantity within the existing location record rather than adding another location.

8.2.4.3.1. Enter the quantity being gained and any other applicable fields such as sub location. Click Enter on the keypad and then select the Transaction Reason on the Gain Type Select screen. Click OK.

8.2.4.3.2. In the Assemblage Record Data window, enter any additional information if available. Click OK.

8.2.4.3.3. In the Assemblage Record Data window, the Loc ID defaults to NONE and the O/H Qty is updated to reflect the gained quantity. In the Loc ID field dropdown list, select the location. If the location of the item is not in the Loc ID field dropdown list, the user must add the location. (T-3). Edit other fields as necessary, and click Save on the vertical toolbar.

8.2.4.4. Split Location Icon. Use the Split Location function to separate a single location record into two location records.

8.2.4.4.1. This function should be used when the existing location record contains the correct on hand quantity, but the QA record data differs. For example, the correct location quantity is ten; but six bottles are from manufacturer AAA and four bottles are from manufacturer BBB. The benefit of using the Split Location is that this function

does not generate gain and loss transactions because the same on hand quantity is maintained.

8.2.4.4.2. Highlight the location record being split, and then click on the Split Location button located on the vertical toolbar. Enter the quantity being moved to the new location record. DMLSS reduces the on hand quantity in the existing location record and creates a new location record placing the specified quantity in the on hand quantity field. The remaining data fields must be populated and updates saved prior to exiting the window.

8.2.4.5. Merge Location Icon. Use the Merge Location function to consolidate two separate location records into a single location record. Use this function when the existing location records are identical including location, sub-location, lot number, etc. It should also be used when two or more locations are merging into one to save physical storage space. The benefit of using the Merge Location is that this function does not generate gain and loss transactions because the total on hand quantity remains unchanged.

8.2.4.5.1. Select the location record being merged (the record not being kept) and click the Merge Loc icon. In the Change Location for Strat State window (Figure 8.5.), enter the transfer quantity into the location record where the materiel is physically located. On hand quantities can be merged into a single location record or multiple location records. Click OK to merge the data.

**Figure 8.5. Change Location for Strat State Window.**

Location	Sub Location	OH Qty	Transfer Qty	Manufacturer Name	Manufacture Date	Expiration Date	Revised Date
BWCW01	SHELF	201		OMERIDIAN	00/00/0000	06/30/2010	00/00/0000
BWCW01	SHELF	577		OMERIDIAN	00/00/0000	10/31/2009	00/00/0000
BWCW01	SHELF	271		OMERIDIAN	00/00/0000	06/30/2010	00/00/0000
BWCW01	SHELF	400		OMERIDIAN	00/00/0000	05/31/2008	10/31/2000
BWCW01	SHELF	416		OMERIDIAN	00/00/0000	03/31/2009	00/00/0000
BWCW01	SHELF	45	1	MERIDIAN MED TECH	00/00/0000	10/31/2009	00/00/0000

8.2.4.5.2. If only a partial amount was moved (or merged) into another location, the location record remains with the adjusted on hand quantity. The old location record may remain with a zero on hand quantity if the AM Delete Location indicator is not set. Use the Delete Loc function to remove location records with a remaining on hand quantity of zero.

8.2.4.6. Delete Location Icon. Within the Assemblage Record Data window, use the Delete Location function to remove a location record that is no longer required. This option is only available for location records with an on hand quantity of zero. Location records appear with a zero on hand quantity when one of the following two conditions exists:

8.2.4.6.1. The AM Location Delete indicator in the MM Service Detail record is not checked and the Delete Location indicator for the assemblage is set to No in the Assemblage Record Data Criteria window.

8.2.4.6.2. Items exist for review on the pending action AM Gains Incomplete Because Of Price Factor.

8.2.4.6.3. To delete, select a location record with zero on hand quantities in the assemblage. Click Delete Loc and the location record is then removed from the assemblage.

8.2.4.7. WRM Prime/Sub Icon. Use the WRM Prime/Sub function to establish or modify a prime/sub relationship associated to an Item ID in the assemblage data record. An Allow Qty (U/S) must be present for the prime item before this option becomes available. Refer to paragraph 8.9 for detailed guidance on prime/sub relationships.

### 8.3. Assemblage Item Transfer.

8.3.1. Use the Assemblage Item Transfer function to transfer individual assemblage data records between assemblages and/or sub-assemblages.

8.3.2. Transfers can be processed within the same organization or between two different ones. Additionally, individual item transfers can be accomplished between two customer-owned assemblages, but only when the same customer owns the assemblages.

8.3.3. Select Assemblage Item Transfer from the Navigate dropdown menu to access this function. In the Assemblage Item Transfer Criteria window (Figure 8.6), use the available search criteria to locate the desired record(s). The criteria window is separated into two parts: Source Assemblage and Destination Assemblage.

**Figure 8.6. Assemblage Item Transfer Criteria Window.**

Assemblage Item Transfer Criteria

Source Assemblage Organization: FM5270 Include Sub Orgs:

O/S Flag	Org ID	Customer	Assemblage	BCN	UTC	Assemblage Number Description
<input type="checkbox"/>	FM5270		915 H1 03 0	3087	FFLGE	AIR TRANSPORTABLE CLINIC
<input type="checkbox"/>	FM5270		915 H1 05 0	3081	FFLGE	AIR TRANSPORTABLE CLINIC
<input type="checkbox"/>	FM5270		AMCP 011 01 0	17177	AMCP	ANTI-MALARIA/CHOLERA PROGRAM
<input type="checkbox"/>	FM5270		BCWB 011 01 0	17171		CLINICIAN ADMINISTERED BW/CW
<input type="checkbox"/>	FM5270		BWCW 01 02 0	3173	BWCWu	BIOLOGICAL/CHEMICAL WARFARE ANT
<input type="checkbox"/>	FM5270	505427	OR50 111 01 A			PACAF OUTBREAK PREVENTION PROG

Item ID: 6505005825079 Strat State:

Location ID:  through

Sub Location:  through

Destination Assemblage Organization: FM5270 Include Sub Orgs:

O/S Flag	Org ID	Customer	Assemblage	BCN	UTC	Assemblage Number Description
<input type="checkbox"/>	FM5270		887 R1 01 0	8004765	FFP1U	PATIENT ISOLATION UNIT
<input type="checkbox"/>	FM5270		887 R1 02 0	8004797	FFP1U	PATIENT ISOLATION UNIT
<input type="checkbox"/>	FM5270		893 J1 04 0	19147	FFBE1	EXPEDITIONARY BLOOD TRANSHIPMENT
<input type="checkbox"/>	FM5270		902 B2 03 AA	16667	FFGL7	NBC DEFENSE TM EQUIP (MNBC)
<input type="checkbox"/>	FM5270		902 B2 03 BA	16667	FFGL7	NBC DEFENSE TM EQUIP (MNBC)
<input type="checkbox"/>	FM5270		902 B2 03 CA	16667	FFGL7	NBC DEFENSE TM EQUIP (MNBC)

8.3.4. Source Assemblage.

8.3.4.1. Organization. Identify the source organization. All assemblages associated to the specified Org ID are displayed as available assemblages. Utilize the Include Sub Orgs checkbox to display assemblages from all subordinate organizations.

8.3.4.2. Item ID. Specify the Item ID being transferred.

8.3.4.3. Strat State. Specify the Strat State of the assemblage data record. If left blank, all Strat States meeting the search criteria are returned in the search results window.

8.3.4.4. Location ID. If known, specify the location code of the source assemblage location record. If left blank, all location records meeting the search criteria are retrieved. Use the through feature to search for records assigned a specific series of locations, such as SHELF1 through SHELF5.

8.3.4.5. Sub-Location. If known, enter the sub-location of the source assemblage location record. If left blank, all location records meeting the search criteria are retrieved. The sub-location works in conjunction with the Location ID. Use the through feature to search for records assigned a specific series of locations, such as BOX 1 through BOX 5.

8.3.5. Destination Assemblage. In the Organization field, specify the ORG that owns the assemblage in which the assets are being transferred. All assemblages owned by the specified organization are displayed. Highlight the gaining assemblage.

8.3.6. Assemblage Item Transfer window. Upon clicking Search, the location data records meeting the specified search criteria are displayed in the Assemblage Item Transfer window. Enter the Transfer Qty for each location record being transferred and click Save. Select Yes when prompted to print a delivery list. Use the delivery list to relocate the transferred assets.

8.3.7. The transfer process generates an ITL transaction for all assets transferred from the losing ORG/assemblage and an ITG transaction for all assets transferred to the gaining ORG/assemblage. These transactions are written to Transaction History, and all ITLs and ITGs are assigned the same document number from document serial block 8000-8499, Gains and Losses.

**8.4. Mass Update Assemblage Record.** This function provides a method for assemblage managers to update multiple assemblage data records simultaneously. Utilize this screen as a timesaving tool by applying modifications to specific targeted information in mass.

8.4.1. Select Mass Update Assemblage Record from the Navigate dropdown menu or click on Mass Update located on the horizontal toolbar to access this tool. In the Mass Update Assemblage Record Criteria window (Figure 8.7), identify the desired ORG and assemblage(s). Narrow the search results by selecting the desired assemblage(s) and entering a single search criteria field (such as Location) or multiple fields to further narrow search results (such as Location and Sub-Location). Multiple assemblages can be viewed at the same time. Use search criteria fields as follows:

**Figure 8.7. Mass Update Assemblage Record Criteria Window.**

8.4.1.1. Select either the Supplies or Equipment radio button to limit the search to the selected commodity.

8.4.1.2. Incomplete Flag – Limits search results to location records where the incomplete flag indicator is checked.

8.4.1.3. Record locking indicators.

8.4.1.3.1. No Lock. In the Mass Update screen, the default locking scheme is set to No Lock which implies that multiple users can access the same Assemblage ID records in Mass Update simultaneously. Record integrity applies with this option; the last Save action updates the record.

8.4.1.3.2. Row-Locked. When Row-Lock is selected, all records become not editable to other AM users when a check mark is entered in the SEL indicator box.

8.4.1.3.3. Pre-Lock. When Pre-Locking is selected all records default with a check mark in the SEL indicator box; therefore, the records are not editable to other users until the check mark is removed.

8.4.1.4. Item ID. Limits results to specified Item ID within the specified assemblage(s).

8.4.1.5. Location ID. When a single location is entered, DMLSS limits search results in the selected assemblage(s) to the specified location. When using the location through criteria, DMLSS displays the identified locations and all locations between the beginning and ending locations.

8.4.1.6. Sub Location. When a single sub-location is entered, DMLSS limits search results in the selected assemblage(s) to the specified sub-location. When using the sub-location



through criteria, DMLSS displays the identified sub-locations and all those between the beginning and ending sub-locations.

8.4.1.7. Manufacturer Name. Returns location records in the selected assemblage(s) that match the specified manufacturer’s name. The manufacturer name must be spelled the same as it is listed in the location record to ensure a match.

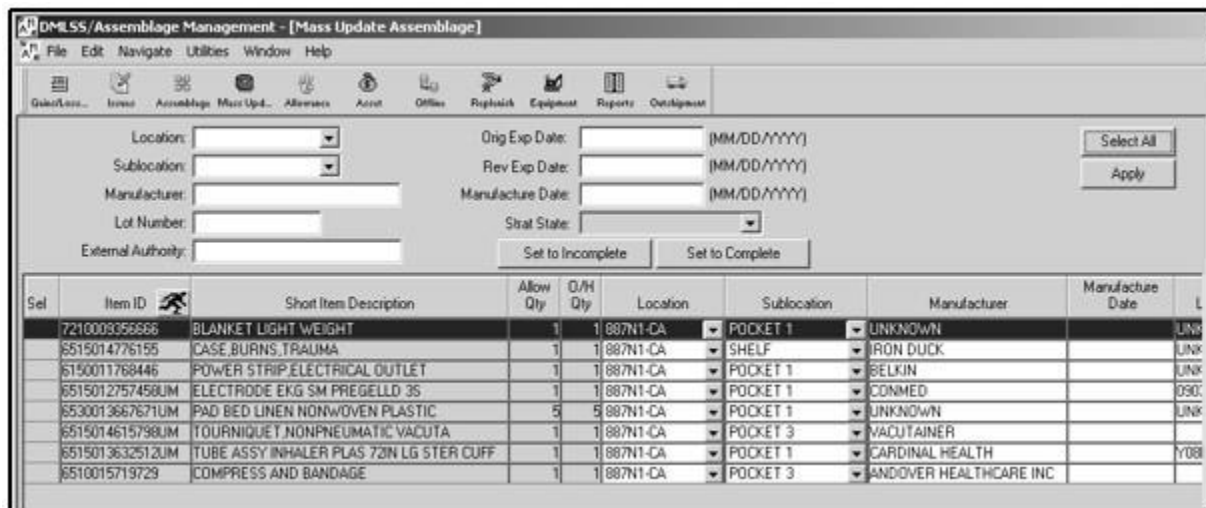
8.4.1.8. Lot Number. Returns only those items in the selected assemblage(s) that match the specified lot number. The lot number must be an identical match to the location record to find a match.

8.4.1.9. Original Expiration Date. When a single expiration date is entered, DMLSS limits the search results for the selected assemblage(s) to the specified expiration date. When using the Original Expiration Date through criteria, DMLSS retrieves the location records with an original expiration date matching the specified dates and all expiration dates between the beginning and ending dates.

8.4.1.10. Revised Expiration Date. When a single expiration date is entered, DMLSS limits the search results for the selected assemblages to the specified expiration date. When using the Revised Expiration Date through criteria, DMLSS retrieves the location records with a revised expiration date matching the specified dates and all expiration dates between the beginning and ending dates.

8.4.2. Mass Update Assemblage Window (Figure 8.8). After the search criteria are selected, click Search. The search results are displayed in the Mass Update Assemblage Window. Within this window, individual or multiple records can be updated simultaneously. Some of the key functions used in Mass Update are as follows:

**Figure 8.8. Mass Update Assemblage Window.**



8.4.2.1. Sort by Column. Left click on a column heading to sort the location records in ascending order for the specified data; i.e., left click on the Location heading once to sort records in ascending order by Location code. Click on the column heading a second time to sort in descending order.

8.4.2.2. **Advanced Sorting.** Right click on any column heading to access an advanced utilities menu and then select Advanced Sort. Utilize the Sort window to establish the desired sorting criteria.

8.4.2.3. **Saving Column Settings.** Right click on any column heading to access the advanced utilities menu, and then select Save Column Settings. Using this function saves the column settings for that user and that computer only. Each time the user accesses Mass Updates, the column settings then appear as they were when last saved.

8.4.2.4. **Selecting Records for Update.** To select an individual record, click on the desired row. Use the Shift and Control keys same as other windows based programs to select multiple rows for update. The Shift key is used to select a sequence or consecutive rows, and the Control key is used to select random or non-sequential rows.

8.4.2.5. **Select All.** The Select All button is located in the upper right corner of the Mass Update Assemblage window. If the ensuing update applies to all location records, click Select All to select or highlight all records.

8.4.2.6. **Set to Incomplete.** Selecting this button inserts a check mark into the Incomplete Record indicator for all location records highlighted.

8.4.2.7. **Set to Complete.** Selecting this button removes the check mark from the Incomplete Record indicator for all location records highlighted.

8.4.2.8. **Apply Button.** This button is used to apply the new data to the selected location records.

8.4.3. To apply mass updates, load the data into the fields located in the top portion of the Mass Update Assemblage window. If all records are affected, use the Select All button to highlight all data records prior to applying changes. Then, use the Apply button to apply the new data to selected records. For example, if an entire Biological Warfare/Chemical Warfare (BW/CW) assemblage was moved from Building 1 to Building 2, first search for all records within the Biological Warfare/Chemical Warfare (BW/CW) assemblage; then click the Select All button to highlight all location records within the assemblage; enter Building 2 into the Location data field in the top portion of the window; click the Apply button, and finally Save the changes. A single data field or multiple data fields may be updated at the same time. The following data fields are available for update:

8.4.3.1. **Location.** Enter the applicable location into this field and click Apply to update the location for selected records. Note: If the desired location does not already exist, double-click in the Location field within one of the location records. Use the Add Location function in the Location/Sub Location Maintenance window to establish the new location.

8.4.3.2. **Sub Location.** Enter the applicable sub-location code into this field and click Apply to update the sub-location for selected records. Note: If the desired sub-location code does not already exist, double-click in the Location field within one of the location records. Use the Add Sub-Location function in the Location/Sub Location Maintenance window to establish the new sub-location code.

8.4.3.3. **Manufacturer.** Use this field to update the manufacturer data for selected location records. Mass updating the manufacturer data field is useful when multiple spelling

versions of the same manufacturer exist within the specified assemblage(s). The mass update tool is an easy way to apply the same spelling version to all records simultaneously.

8.4.3.4. Lot Number. Use to update lot number data to correct inconsistencies with lot number information or to enter common lot number information.

8.4.3.5. External Authority. This field is designed to be used in conjunction with the Revised Expiration Date field. The most common example of an external authority is the Shelf Life Extension Program (SLEP). In conjunction with applying a Revised Expiration Date, the extension authority in following format: Food and Drug Administration (FDA) YYYY-XX, for example: FDA 2013-01. If the extension authority is other than the FDA, enter that agencies applicable reference number to the External Authority data field.

8.4.3.6. Original Expiration Date. The original expiration date is generally captured during the receipt process. This date should only be modified if incorrectly captured during the receipt process. If the item has been tested and the expiration date extended by proper approval authority, use the Revised Expiration Date field to capture the extended expiration date.

8.4.3.7. Revised Expiration Date. Load extended expiration dates into this field. For example, if an item was submitted to Shelf Life Extension Program (SLEP) and approved for a two year extended expiration date and the original expiration date is 5/8/2011; then enter 5/8/2013 into the Revised Expiration Date field. The appropriate reference for extension should also be entered into the External Authority field, paragraph 8.4.3.5.

8.4.3.8. Manufacture Date. Date of manufacture as documented on the materiel label.

8.4.3.9. Stratification State. Updates to the stratification state are only permitted when using the Pre-Lock function and when the SEL indicator is checked using the Row-Lock function. In either case, check the SEL indicator.

8.4.4. If search results reflect a zero quantity in a location record for the specified assemblage(s), some or all of the data fields may be grayed out and not editable. Location records with a zero quantity are a result of not selecting the AM Location Delete indicator, which is used to remove location records when the on-hand quantity is zero. Use the Delete Location function to remove these records from the assemblage(s).

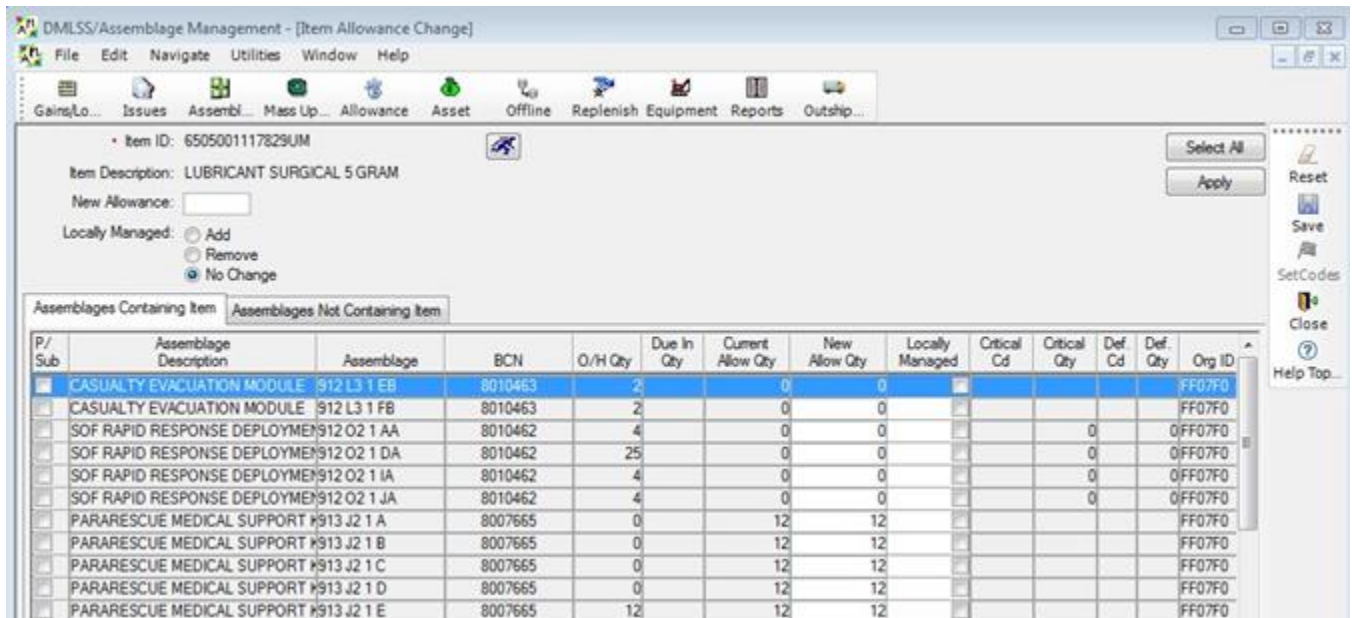
## **8.5. Item Allowance Change.**

8.5.1. Use the Item Allowance Change function to manually add, modify, or remove an assemblage allowance for an item, whether or not it is already part of a standard or non-standard assemblage. Use the Non-standard Assemblage Allowance Change function explained in paragraph 8.6 to apply mass allowance updates to non-standard assemblages. Electronic allowance updates for standard assemblages are accomplished using the Standard Assemblage Update function shown in paragraph 8.22.

8.5.2. Select Item Allowance Change from the navigate dropdown menu or click on the Allowance icon located on the horizontal toolbar to access the Item Allowance Change window. Once the window opens, enter the Item ID and hit the enter key. If necessary, click the Jump To button located next to the Item ID field to go to the MTF Catalog search screen and create a new record. Upon entering a valid Item ID, two tabs are displayed in the Item

Allowance Change window—the Assemblages Containing Item, and Assemblages Not Containing Item tabs (Figure 8.9).

**Figure 8.9. Item Allowance Change Window.**



8.5.3. Assemblages Containing Item tab. All individual location records by assemblage already containing an allowance for the specified item are displayed in this tab. Relevant management data is also listed to include prime/sub relationships, on-hand quantity, due-in quantity, current allowance quantity, and commingled, critical, and deferred codes and quantities. Allowance updates and changes to the locally managed indicator may be applied to an individual line item or applied to multiple line items in mass.

8.5.3.1. Allowance Updates. Allowance changes to individual line items can be accomplished within the specified location record or by using the Apply function located in the top portion of the window. Use the Apply function to simultaneously apply updates to multiple records. To do so, enter the new allowance in the New Allowance Qty field. Select (highlight) the location records to which the ensuing update applies. Click Apply. Finally, verify updates are correct and save changes. To remove the allowance, apply a new allowance quantity of zero.

8.5.3.2. Locally Managed Indicator. The Locally Managed Indicator setting determines whether or not electronic allowance updates process or edit. Set this indicator when an item's allowance level is exceeded or set locally by the Medical Readiness Committee.

8.5.3.2.1. If the setting is checked, electronic updates edit for review and the assemblage manager determines whether or not to manually apply the update. If this indicator is unchecked, electronic updates process and the allowance is updated accordingly.

8.5.3.2.2. Apply the Locally Managed Indicator to individual records by placing a check mark in the Locally Managed checkbox within the location record or by using the apply function. When using the apply function, both the new allowance quantity

and locally managed indicator are updated together for the specified records upon selecting the Apply button. This indicator defaults to No Change. Click Add to apply the indicator to selected records, and use Remove to uncheck the locally managed indicator.

8.5.3.3. If an item assigned to an assemblage is a sub item for an associated prime, verify the prime/sub ratio before updating the new allowance field.

8.5.3.4. Assemblages Not Containing Item tab. This tab lists all remaining assemblages that do not contain an allowance for the specified Item ID. Apply initial allowance quantities and the Locally Managed indicator as shown in paragraphs 8.5.3.1. and 8.5.3.2.

8.5.4. Use the Set Codes button located on the vertical toolbar to access the Item Code Changes window. Deferred, critical, and commingled codes and quantities may be applied as explained in paragraph 8.7.

## **8.6. Non-Standard Assemblage Allowance Change.**

8.6.1. Use this function to add, modify, and remove allowance quantities associated to non-standard assemblages. Prior to applying allowance updates, load the non-standard assemblage into the database as explained in paragraph 8.25. Select Non-Standard Assemblage Allowance Change from the navigate dropdown menu to access this function. In the criteria window, identify the organization and assemblage to be updated.

8.6.2. All location records with existing allowances appear in the Non-Standard Assemblage Allowance Change window. Apply the allowance adjustments to individual line items one at a time.

8.6.3. Click on the Add Item button located on the vertical toolbar to add a new allowance for a new Item ID. Type in the Item ID and select the flashlight icon. Click OK in the Item ID pop-up window if the information is correct and the window disappears. Enter the allowance quantity and click Save on the vertical toolbar.

8.6.4. Deferred, critical, and commingled codes and quantities may also be applied by selecting the Set Codes button located on the vertical toolbar.

## **8.7. Item Code Change.**

8.7.1. Use the Item Code Change function to manage deferred, critical, and commingled codes and to apply or modify quantities or percentages to assemblage data records. Select Item Code Change from the navigate dropdown menu or click on the Set Codes icon available on various vertical toolbars to access this function.

8.7.1.1. Deferred Code. Deferred codes are used to identify assemblage materiel that is purchased using an existing deferred procurement plan prior to processing the assemblage out-shipment. Refer to AFI 41-209, Chapter 8 for a detailed explanation of available deferred procurement programs.

8.7.1.1.1. Items assigned the following deferred codes are linked to the Deferred Item Order function explained in paragraph 8.19.5.

8.7.1.1.1.1. V – DoD Owned Stock, PV.

8.7.1.1.1.2. E – Service-Owned CEC.

8.7.1.1.1.3. R – Service-Owned VMI.

8.7.1.1.1.4. S – Service-Owned PVWRM.

8.7.1.1.2. Items coded as deferred are considered on-hand assets and calculated into the item stock percentages that appear on assemblage status reports.

8.7.1.2. Critical Code. The critical code is used to designate items within an assemblage as a critical necessity for deployment. The critical code may be applied to all or part of the allowance quantity using the percentage indicator or by manually entering the critical quantity. Items assigned a critical item code are calculated into the critical item percentage on stock status reports.

8.7.1.3. Commingled Code. This code indicates that assemblage materiel for the item number is commingled with operating stock. All or part of the on hand quantity may be coded as commingled using the percentage indicator or a specified quantity can be manually loaded into the commingled quantity field. When processing a receipt or gain against an item with a commingled code, the system annotates the assemblage data record(s) as incomplete.

8.7.1.3.1. The purpose of choosing to commingle WRM and operating stock is to minimize loss due to stock expiration and deterioration. Sufficient operating stock should be on hand to effectively rotate with WRM stock.

8.7.1.3.2. QA data is not required in the assemblage data record for commingled materiel. Before processing any AM out-shipments or sales, the assemblage manager should remove the commingled code and update the assemblage record data with the correct product management information.

8.7.1.3.3. Items coded as commingled are considered on-hand assets and are calculated into the item stock percentage on assemblage status reports.

8.7.2. Item Code Change Criteria window. Use the Item Code Change Criteria window to first select the organization and assemblage(s) in which the updates apply. The following search criteria can be used to further minimize search results.

8.7.2.1. Item ID – Entering an Item ID reduces the search results to that Item ID for the specified assemblage(s).

8.7.2.2. Deferred Code – Returns assemblage data records matching the deferred code criteria. Use the dropdown menu to select the appropriate code. Locally assigned deferred codes may be assigned to assemblage data records. If used, they appear in this dropdown menu. Local deferred codes are established and managed within the TMU located in the System Services module.

8.7.2.3. Critical Code – Returns assemblage data records matching the critical item code criteria for the specified assemblage(s). Use the dropdown menu to select the appropriate code. Locally assigned critical codes may be assigned to assemblage data records. If being used, they appear in this dropdown menu. Local critical codes are established and managed within the TMU located in the System Services module.

8.7.2.4. Commingled Code – Use the dropdown menu to select the appropriate commingled code and only the assemblage data records matching that code criteria for the specified assemblage(s) are displayed.

8.7.3. Multiple search criteria can be used at the same time by using the drop down menus for each criteria. For example, to search for Atropine Injectors with a deferred code of D within a Biological Warfare/Chemical Warfare (BW/CW) assemblage ; first identify the assemblage; enter "6505009269083" in the Item ID field; choose Deferred Code D, and click Search. The search results only display the assemblage data records matching all the criteria.

8.7.4. Item Code Change window. Within the Item Code Change window, users can apply the deferred, critical, and commingled quantities by quantity or percentage. Use the Notes field to provide a short explanation as to why the codes are assigned. A thorough reference to applicable codes should be maintained in each corresponding assemblage's continuity binder.

8.7.4.1. To add or update using a quantity, enter the quantity in the appropriate row/column. In the corresponding code column, select a code from the dropdown list. Enter a short note in the Note column explaining why the code is assigned.

8.7.4.2. To modify a code based on percentages, select (highlight) the assemblage data record(s) being updated. Then, in the top portion of the window, assign the applicable deferred, critical or commingled code using the dropdown list. Enter a short note in the Note column explaining why the code is assigned. Update the corresponding percentage field to meet local requirements. The percentage defaults to 100% but can be adjusted to as low as 1%. Percentages are applied using whole numbers only. Click Apply to update the specified assemblage data record(s). Verify updates are correct and click Save.

8.7.4.3. Use the Reset button to remove deferred, critical, and/or commingled codes, quantities, and percentages. To do so, highlight the applicable assemblage data records. In the Reset box, choose deferred, critical, or commingled, depending on which code is being removed, and click the Reset button. Verify the specified code was removed from the assemblage data records and click Save.

8.7.4.4. DMLSS allows multiple item codes to be assigned to the same assemblage data record; however, some rules apply. An item can be classified as both critical and deferred, but the critical plus deferred quantity cannot exceed the allowance quantity. In addition, the commingled quantity cannot exceed the on-hand quantity.

## **8.8. Equipment, AM.**

8.8.1. Use the equipment function to maintain equipment records and/or print barcode labels for equipment associated to LOG and customer owned assemblages.

8.8.2. Select Equipment from the Navigate dropdown menu or click on the Equipment icon located on the horizontal toolbar to access the Equipment Search Criteria window. Numerous data fields are available for use in processing inquiries. Leave all data fields empty, and click Search to retrieve all assigned equipment records. Otherwise, multiple data fields can be used simultaneously to narrow search results when trying to locate specific equipment records. The most direct route to a specific equipment record is by using the ECN as the search criteria.

8.8.3. The Equipment Search Results window displays all equipment records matching the specified search criteria. To view an individual equipment record, highlight the desired record

and click on the Detail button located on the vertical toolbar or double-click the desired record. Multiple equipment records may be selected by highlighting the items using the Shift or Ctrl key methods. Selected records are displayed in ECN sequence. When multiple records are selected, a button is available in the upper left corner of the window to allow users to scroll through the equipment records.

8.8.4. If necessary, use the Filter function in the Equipment Search Results window to filter through the equipment records retrieved as a result of the initial search. One or more criteria can be used to filter the records. To apply the filter, enter the applicable filter data and click the Filter button located on the vertical toolbar. Click the Reset button to remove filters.

8.8.5. Highlight an equipment record and click the Detail button or double-click on the equipment record to access the equipment detail record. Each equipment data record contains several tabs categorizing the individual equipment data fields.

8.8.6. Customer Owned Assemblage Equipment. Equipment designated for customer owned assemblages is accounted for as operating inventory and the equipment data records are maintained using the EM module. Each piece of equipment must be Associated to the designated customer owned assemblage in order to meet the allowance requirement and to be calculated into the available stock percentages reported on assemblage status reports. The equipment must be owned by the same customer that owns the customer owned assemblage to establish the association; i.e., an ECN owned by Service/Customer 3H5888 can only be associated to a customer owned assemblage owned by 3H5888.

8.8.6.1. Associating Equipment to Customer Owned Assemblage. Access equipment detail record(s) using the EM Equipment search function. Use the Associate button located on the vertical toolbar to access the Associate to Customer-Owned Assemblage window. The ORG and customer fields default to the owning activity. Use the available dropdown menus to associate the equipment to the appropriate assemblage. Once accomplished, the assemblage data appears in the bottom portion of the Main tab.

8.8.6.2. Un-Associating Equipment from a Customer Owned Assemblage. Access equipment detail record(s) using the EM equipment search function. Use the Remove button located on the vertical toolbar to disassociate the equipment item from the customer-owned assemblage. Click OK to confirm removal of the association.

## **8.9. Prime/Sub Items.**

8.9.1. Use the Prime/Sub tool to establish a relationship between a sub Item ID and a prime Item ID. While assemblage allowances are associated to specific Item IDs, every site may not have that specific Item ID on hand. In some cases, the exact same item and/or package size cannot be obtained during replenishment action. In these cases, establish a prime/sub relationship allowing the sub item to fulfill the assemblage allowance requirements.

8.9.2. The following rules apply when establishing a prime/sub relationship:

8.9.2.1. The prime item must have an assemblage allowance. The sub item cannot have an assemblage allowance for the specified organization and assemblage ID.

8.9.2.2. The sub item must have a quantity on hand or due-in.

8.9.2.3. An item cannot be substituted for more than one prime item within the same organization and assemblage.

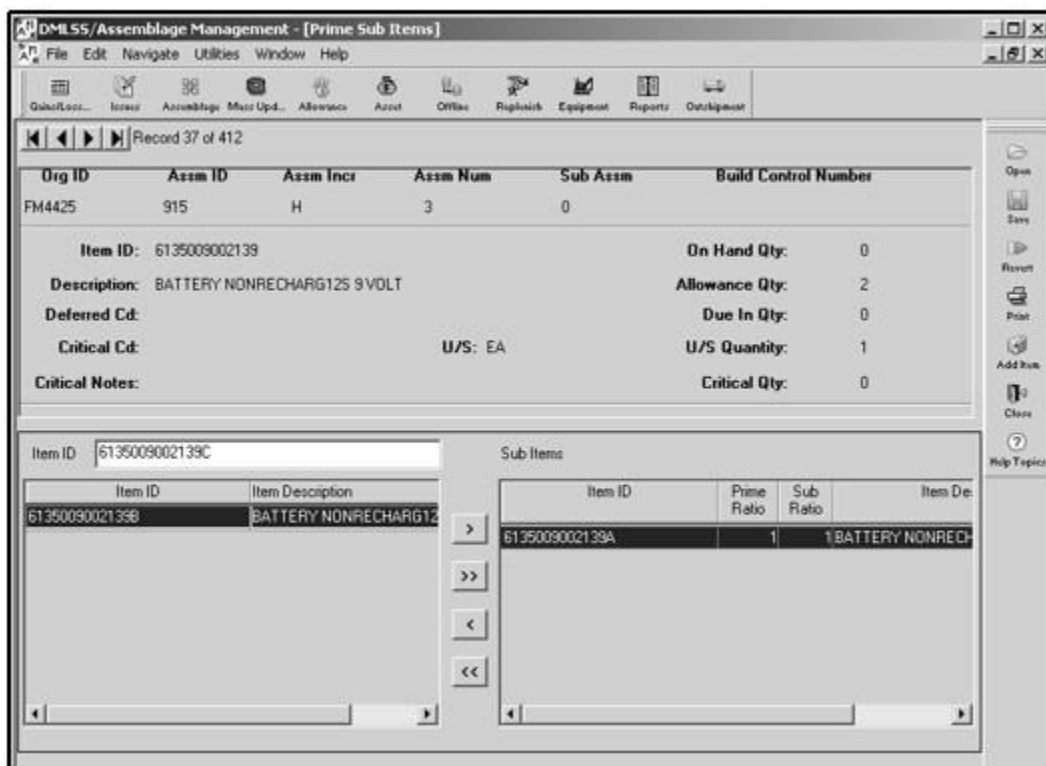


8.9.2.4. An item cannot be both a prime and a sub in the same organization and assemblage.

8.9.3. Select Prime/Sub Items from the navigate menu or click on the Prime/Sub Item button located on the horizontal toolbar to establish, revise, or delete prime/sub relationships. Prime/sub relationships are applied at the Organization and Assembly ID level. Therefore, if the same relationship exists for other assemblages within the organization, the prime/sub relationship must be applied to each assemblage.

8.9.4. In the criteria search window, select the ORG, assemblage, and Item ID in which the ensuing prime/sub relationship applies. Click Search to access the Prime/Sub Items window, Figure 8.10.

**Figure 8.10. Prime Sub Items Window.**



8.9.5. The window is divided into 3 sections. Prime Item ID management information is displayed in the top section. The lower left section contains items without an allowance authorization; therefore, are considered overage(s) and potential sub items. Existing sub items are displayed in the lower right section.

8.9.6. If the sub item is already part of 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's Item ID and click the > button to associate the sub item to the prime. The prime/sub ratio always defaults to 1:1, so modify the ratio as necessary. For example, if the prime item's U/S is 5 and the sub item's U/S is 1, the prime/sub ratio would be 1 (prime) to 5 (sub) respectively.

8.9.7. Use the Add Item button located on the vertical toolbar to establish a prime/sub relationship when the sub item is not already loaded in the assemblage. In the criteria search window, select the organization, assemblage, and prime Item ID and access the Prime/Sub Items window. Click the Add Item button to open the Inventory Add Item-Location Data window. Type in the Item ID and press the enter key to populate the description, issue and pricing fields. The QA data fields are also displayed. As a minimum, enter the sub quantity in order to process the update. The sub item's QA should also be loaded at this time. If not loaded, leave the incomplete box checked. Click Save to process the actions.

8.9.8. The Gain Type Select window appears upon clicking the Save button. Select the applicable type of gain and click OK. Print the source document if required for QA.

8.9.9. Return to the Prime Sub Items window and associate the newly gained sub item from the lower left section to the lower right section by clicking the > button. Adjust the ratios as needed and save the information. Click Save to complete the process.

**8.10. End/Support Items.** The End/Support items function 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. Using this function 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.

#### 8.10.1. Support Items.

8.10.1.1. From the navigate dropdown menu, select End/Support and then Support to access the Support Items window. In the criteria window, enter an ORG from the dropdown list to view all associated assemblages. Select an assemblage from the list and enter an Item ID. The End/Support Item function can only be applied to one assemblage at a time. Click Search to open the Support Items window. Use the Support Items window to associate end items to a support item.

8.10.1.2. Basic item information of the support item is listed in the top part of the window including the allowance quantity, item code, and assemblage data contained in the assemblage data records. Use the buttons in the upper left corner to move forward or back through the project without exiting or reopening the assemblage (this changes the support Item ID). The middle of the window is reserved for manufacturer name and model identification for the support item. The lower left window contains a list of available items within the project that may be associated as an end item. The lower right window is the association box for end items associated to the support items.

8.10.1.3. To associate end items to the support item, move the applicable Item ID(s) from the Available Items box to the End Items box. Highlight the Item ID(s) and click on the > button to move the Item ID(s) to the End Items box. Use the >> button to move all available Item IDs to the End Items box. Click Save to complete the process.

8.10.1.4. To remove an End Item association, select the Item ID in the End Item box and click < button to disassociate and move it back to the Available box. Use the << button to disassociate all Item IDs. Click Save to complete the process.

#### 8.10.2. End Items.

8.10.2.1. Use the End Items window to associate an end item to one or multiple support items. From the Navigate menu, select End/Support Items and click on End Items to view the End Items Criteria window. Enter an ORG from the dropdown list to view all associated assemblages. Select an assemblage from the list and enter an Item ID. Only one assemblage can be selected at a time. Click Search to open the End Items window.

8.10.2.2. Basic item information of the end item is displayed in the top part of the window, to include allowance quantity, item code, and assemblage data contained in the assemblage data records. Use the buttons located in the upper left corner of the window to move forward and backward through the project without exiting or reopening the assemblage (this changes the end Item ID). The middle of the window is reserved for manufacturer name and model identification for the end item. The lower left window contains a list of available items within the assemblage that may be associated to an end item. The lower right window is the association box for support items associated to an end item.

8.10.2.3. To associate supply items to an end item, move the applicable Item ID from the Available Items box to the Support Items box. Highlight the Item IDs and click on the > button to move the Item IDs to the Support Items box. Use the >> button to move all available Item ID(s) to the Support Items box. Click Save to complete the process.

8.10.2.4. To remove a Support Item association, select the Item ID from the Support Items box and click the < button to disassociate and move back to the Available box. Use the << button to disassociate all Item IDs. Click Save to complete the process.

8.10.3. The Set Codes button is a shortcut that allows Item Code Change window to open to update item codes for the new relationship without having to exit and open the window from the Navigate window.

8.10.4. After a relationship is created for either the end item or support items, use the Print button to print a report showing the relationship information. The printed report appears similar to the respective windows and lists supported Item IDs and/or end Item IDs, assemblage, allowance quantity, and item code information.

## **8.11. Weights/Cubes.**

8.11.1. The Weights/Cubes function provides a method to document the weight and cube, in cubic feet, of assemblages. These figures are entered into DMLSS and displayed on the packing list for each assemblage by location and sub-location. This data can also be retrieved when using Business Objects to develop localized reports.

8.11.2. Select Weights/Cubes from the navigate dropdown menu to access this function. In the criteria window, identify the applicable ORG, assemblage, location, and sub-location, not mandatory. In the Location/Sub-location Weight and Cube List window, enter the weight and cube for each available location and sub-location.

8.11.3. Click the Open button located on the vertical toolbar to return to the criteria window and select other locations or assemblages. Click Save and Close after all processes are complete. Each time this data changes a new packing list should be printed to reflect the changes.

## **8.12. Item Gains/Losses.**

8.12.1. Whether building an assemblage from scratch or maintaining an existing one, the need eventually arises for assemblage managers to process gains to increase an item quantity and/or a loss to reduce an item quantity. Use the Item Gains/Losses function to increase or decrease an assemblage item's on hand quantity. Select Item Gains/Losses from the navigate dropdown menu or click on the Gain/Loss icon located on the horizontal toolbar to open the Item Gains/Losses criteria window (Figure 8.11). In the criteria window, specify the applicable ORG and assemblage. Gains and losses can only be applied to one assemblage at a time. Click Search to view all items in an assemblage or enter one or more of the following search criteria to minimize the results.

**Figure 8.11. Item Gains/Losses Criteria Window.**

The screenshot shows the 'Item Gains/Losses Criteria Window' with the following details:

- Organization: FM4425 (dropdown menu)
- Include Sub Orgs:
- Assemblage: (Asm ID Incr Num Sub) (input field)
- Search and Close buttons (top right)
- Table with columns: O/S Flag, Org ID, Customer, Assemblage, BCN, UTC, Assemblage Number, Description
- Search criteria fields: Item ID, Location ID, Sub Location ID (dropdown menus)
- Checkbox: Delete location record when on-hand quantity is zero? (Yes selected)

O/S Flag	Org ID	Customer	Assemblage	BCN	UTC	Assemblage Number	Description
<input type="checkbox"/>	FM4425	3H5882	886 A 01 PD	9002985	HSMRA	HSMR- IN PLACE PATIENT DECON CAPA	
<input type="checkbox"/>	FM4425	3H5882	886 A 01 S1	9002985	HSMRA	HSMR- IN PLACE PATIENT DECON CAPA	
<input type="checkbox"/>	FM4425	3H5884	886 D 01 0	9002986	HLD0004	HSMR- INPATIENT MEDICAL FOLLOW-UP	
<input type="checkbox"/>	FM4425	3H5885	886 E 01 PA	9002987	HSMRE	HSMR- PHARMACEUTICALS - IMMEDIATE	
<input type="checkbox"/>	FM4425	3H5885	886 E 01 PB	9002987	HSMRE	HSMR- PHARMACEUTICALS - INPATIENT	
<input type="checkbox"/>	FM4425	3H5885	886 E 01 PC	9002987	HSMRE	HSMR- PHARMACEUTICALS - COUNTER	
<input type="checkbox"/>	FM4425	3H5885	886 E 01 PD	9002987	HSMRE	HSMR- PHARMACEUTICALS - 1ST RESP	
<input type="checkbox"/>	FM4425	3H5888	886 H 01 C1	9002988	HSMRH	HSMR- BIOENVIRON. ENGINEERING DET	
<input type="checkbox"/>	FM4425	3H5888	886 H 01 DB	9002988	HSMRH	HSMR- BIOENVIRON. ENGINEERING DET	

8.12.1.1. Item ID. Enter the specific Item ID of the item that applies to the ensuing gain or loss.

8.12.1.2. Location ID. Select a location ID from the dropdown menu to minimize the search results to only those items with the specified location ID.

8.12.1.3. Sub-location. Use the sub-location dropdown in conjunction with the location ID. Doing so narrows search results to those records assigned the specified location and sub-location.

8.12.2. In the criteria window, an option exists to delete the location record when on hand quantities equal zero. Select Yes if processing a loss and the item is not going to be replaced. If No is selected, a location record with a zero on hand quantity remains in the assemblage. This function works in conjunction with the AM Location Delete Indicator located in the Basic tab of the MM Service Detail record in System Services, see Attachment 2. After selecting an assemblage and entering additional search criteria, click Search to open the Item Gains/Losses window and to view the search results.

8.12.3. All assemblage data records matching the specified search results are displayed in the Item Gains/Losses (search results) window (Figure 8.12) to include allowance, due -in, and on-hand quantities as well as record location and QA data. Initially, the only field available for update is the Gains/Losses data field. Once a gain or loss is applied, the quantity field becomes mandatory.

**Figure 8.12. Item Gains/Losses, Search Results, Window.**

Gains/Losses : <input type="text"/> <span style="float: right;">Select All   Apply</span>									
Item ID	Description	Allow Qty	Due In Qty	Item O/H Qty	Gains / Losses	Qty	Reported Excess	Loca	
6665015081065	HAPSITE SHIPPING CASE	1		1		0	0	3423	
6640015094471	GLASS JAR	1		1		0	0	3423	
6665015081067	HAPSITE HEADSPACE CASE	1		1		0	0	3423	
6640015094471	GLASS JAR	1		1		0	0	3423	
6515015121790	SAMPLING SYRINGES	1		1		0	0	3423	

8.12.4. Gains and/or losses can be applied to a single line item or to multiple line items simultaneously.

8.12.4.1. Individual. Choose a gain or loss transaction reason within the applicable location record (row) to apply to individual items. Different transaction reasons and quantities can be applied to different location records at the same time. Enter the quantity and click Save to update records.

8.12.4.2. Multiple. To apply the same transaction reason to multiple lines, use the Shift and/or Control key function to highlight the applicable location records, enter the transaction reason at the top of the window, and click Apply. This action applies the gain or loss transaction type to all selected (highlighted) location records. Enter the gain or loss quantity and click Save to update records.

8.12.4.3. All. Click Select All to highlight all location records; enter the transaction reason at the top of the window; and click on the Apply button. This action applies the gain or loss transaction type to all location records. Enter the appropriate gain or loss quantity once the transaction reason is applied.

8.12.4.4. Click Save on the vertical toolbar to move to another gains/losses window where the user can enter a desired priority, supply condition code, SOS/RIC (Source of Supply/Routing Identifier Code), Delivery Date, (optional) Ext Doc Number and the Authority/Purpose. Click OK to complete the process and update the records.

8.12.5. Add Item function. Use the add item function if an item does not appear in an assemblage; i.e., new assemblage allowance standard requirements or an addition of a substitute item. To add the item to the assemblage, click the Add Item button on the vertical toolbar to open the Inventory Add Item-Location Data window. Enter the Item ID and press the Enter key. If one does not exist, DMLSS prompts the user to create a new MTF Catalog record. The item's descriptive data auto populates once the Item ID is identified. Enter the quantity being gained and load the corresponding QA data. QA data entry is not mandated at this point but it is highly recommended that it be loaded at this time. Leave the Incomplete check box checked if the QA data is not loaded at this time. Click Save to process the gain.

8.12.6. Create a prime/sub relationship if the item being gained is a substitute for a prime item that is assigned an allowance quantity.

8.12.7. Outshipment Loss Example. On the Item Gains/Losses window enter the pertinent data for the loss in the dropdown boxes and click Save on the vertical toolbar. The Gains/Losses Outshipment Loss screen appears.

8.12.7.1. In the Item Gains/Losses Outshipment Loss screen, Figure 8.13., enter the required data, red dot fields are mandatory. Click OK. Click OK on the Item Gains/Losses message that appears.

**Figure 8.13. Item Gains/Losses Outshipment Loss Screen.**

8.12.7.2. On the AM-Item Gains/Losses screen click the Close icon on the vertical toolbar and the Outshipment Form/Transportation Selection screen appears Figure 8.14. Select a form from the Print Form dropdown list. Note: If the user selects None then Line of Accounting (LOA)/Fund Cite, Base Transportation and Shipper is grayed out. If the user selects DD Form 1348-1A, *Issue Release/Receipt Document*, then the Base Transportation and Shipper has to be completed. If the user selects the DD Form 1149, *Requisition and Invoice/Shipping Document*, the Line of Accounting (LOA)/Fund Cite, Base Transportation and Shipper must be completed.

8.12.7.3. Enter the Line of Accounting (LOA)/Fund Cite, Transportation requirements and Tracking information. Click OK and the user then returns to the inbox.

8.12.8. Outshipment to DLA Disposition Services example. On the Item Gains/Losses window enter the pertinent data for the loss in the dropdown boxes and click the Save icon on the vertical toolbar. The Gains/Losses Outshipment to DLA Disposition Services screen appears (similar to Figure 8.13). Enter the required data and click OK.

8.12.8.1. On the AM-Item Gains/Losses screen, click the Close icon on the vertical toolbar and the Outshipment Form/Transportation Selection screen appears (Figure 8.14.). Enter the Line of Accounting (LOA)/Fund Cite, Transportation requirements and Tracking information. Click OK and the user then returns to the inbox.

**Figure 8.14. Outshipment Form/Transportation Selection Screen.**

Transaction	Count	Ship To	Print Form	LOA/Fund Cite	Base Transportation	Shipper	Tracking Number
OUTSHIPMENT LOSS	1	EBC	DD 1348-1a	APPN LGA 1	PENDING	PENDING	

8.12.8.2. DoD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)* requires additional information for hazardous items being turned into DLA Disposition Services. Users must enter a signal code in the gain/loss screen when they process a loss to DLA Disposition Services for a hazardous item. The valid signal code choices are A, B, C, and L, and the default is A. If the signal code is B, users must enter a Bill to Activity (DoDAAC). The Bill to Activity prints in block 27 of DD Form 1348-1A. The DLA Disposition Services DoDAAC also prints on the DD Form 1348-1A for all DLA Disposition Services shipments.

8.12.9. All gain and loss transactions are written to the Transaction History file and to DFAS to update financial records. Only Inventory Adjustment Gain/Loss transaction reasons generate an Inventory Adjustment Voucher.

### 8.13. Destruction.

8.13.1. The item destruction process is another form of a loss transaction. Potential reasons to destroy materiel are if it is expired or reached its life expectancy and the materiel is not authorized for turn-in to commercial returns, DLA Disposition Services, or excess. In addition, process a loss (DDL transaction) to document the quantity when materiel is shipped to the Food and Drug Administration (FDA)/DoD Shelf Life Extension Program (SLEP) for testing. The sample is not returned hence the quantity must be removed from AFWCF/MDD records.

8.13.2. Select Destruction from the navigate dropdown menu to access this function. The search criteria window for the destruction process is the same as for gains and losses except these records default to a Gain/Loss transaction type of Destruction, Figure 8.15. The quantity field is the only field available for data entry.

**Figure 8.15. Destruction Window.**

Item ID	Description	Allow Qty	Due In Qty	Item O/H Qty	Gains / Losses	Qty	Reported Excess	Loc
6505013151275	MEFLOQUINE HCL TABS25	264		63	DESTRUCTION	2	0	AMCP01
6505013151275	MEFLOQUINE HCL TABS25	264		6	DESTRUCTION	0	0	AMCP01
6505013151275	MEFLOQUINE HCL TABS25	264		3	DESTRUCTION	0	0	AMCP01
6505013151275	MEFLOQUINE HCL TABS25	264		246	DESTRUCTION	0	0	AMCP01

8.13.3. In 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, the destruction code, and the destruction method Figure 8.16. Enter the reason for destruction in the space provided. This reason is printed on the destruction document. During processing, the on-hand quantity is reduced by the quantity being destroyed. Click OK to finalize the process and adjust the on-hand quantity. Use the Open button located on the vertical toolbar to process destructions from other assemblages if necessary.

**Figure 8.16. Destruction Detail Window.**

Destruction

Item ID: 6505013151275

Item Desc: MEFLOQUINE HCL TABS25

Code	Destruction Method
C	PERMITTED SANITARY LANDFILL
H	COMMERCIAL CONTRACT AND/OR SPECIFIC PROCEDURE FOR HAZARDOUS WASTE

Reason for Destruction

OK Cancel

8.13.4. Before a destruction transaction is allowed, associate a destruction method to the item's MTF Catalog record. If a destruction method is not loaded, DMLSS displays a message indicating that one is needed. If necessary, click the Jump To button located next to the Item ID field to view the MTF Catalog record.

8.13.5. Once the MTF Catalog record appears, click on the Destruction Method tab located at the bottom of the Basic tab. Click on the Edit button to load a destruction method if one is not already present. DMLSS returns to the Destruction window upon saving changes and closing the MTF Catalog window. The destruction can now be processed.



8.13.6. After all destructions have been processed, click the Close button located on the vertical toolbar. The Destruction Report window appears providing the opportunity to print either a Gains and Losses Report or a Destructions Report. Under Optional Report, select Destruction Document and click OK to print the corresponding destruction report in duplicate on a local printer. If applicable, print any pending Gain/Loss Reports.

8.13.7. If the Destruction Report is not printed at this time, it can be reproduced using the Destruction Report in the Reports module. Destruction reports can be printed or reprinted by ORG, Assemblage ID, Item ID, or by a specified period of time using the To and From date fields.

8.13.8. All item destructions are written to Transaction History and assigned a transaction code of DDL and document serial block 8000-8499 is used to record the destruction.

**8.14. Commercial Returns.** The Commercial Returns function is set-up to accurately process, track, and update WRM assets that are returned through reverse distribution for credit consideration. The AM Commercial Returns module works the same as the IM Commercial Returns module; however, commercial returns for WRM should be processed in accordance with AFI 41-209.

#### **8.15. Returns.**

8.15.1. Use the Returns function to process a TIG from a customer account to an assemblage. This function should only be used when the item was initially issued from the assemblage to the customer to satisfy a contingency operation or exercise and the materiel is in serviceable condition at the time of turn-in. Inspect the item for serviceability and proper packaging prior to processing the return. Credits are not authorized for returning WRM except in the rare occasion that the materiel never left the logistics warehouse. In that case, process an issue reversal versus a turn-in.

8.15.2. Select Returns from the navigate dropdown menu to access this function. Use the Search criteria window the same as explained in paragraph 8.12. Returns can only be processed for one assemblage at a time. In the Returns window, enter the quantity being returned for turn-in into the quantity field of the corresponding Item ID. Click Save to process the return.

8.15.3. A secondary Returns window opens displaying the Item ID and description of the item being returned. Identify the customer, location, storage area, and expense center of the customer account that is returning the item. Upon selecting a customer, most of this data is automatically populated. While the Reason field is optional, a reason for the return should be annotated. It is also recommended that the original issue document number be included in the reason field. The reason annotated in this field prints on the Return Report. Do not use the Issue Credit for This Item box because credit cannot be given to the customer for returning the item. Click OK to continue the returns process.

8.15.4. During the return process, DMLSS checks the customer's EOH balance. If the return quantity is greater than this estimated on-hand balance, a message appears asking whether or not to continue. Verify the return quantity and select Yes to continue. In addition, the system notifies the user if multiple location records exist for the item being returned. Each of those records contain the same allowance quantity, but reflect only the on hand quantity associated

to each location record; meaning the on hand quantities should be added together to make sure the quantity being returned is not be considered an overage.

8.15.5. Click the Open button located on the vertical toolbar to process additional returns to other assemblages as needed. After all processes are complete, click Close to log out. The Optional Report window appears providing the opportunity to print either a Gains and Losses Report or a Return Item Report. Print the Returns Report by placing a check in the check box next to Returns and clicking OK. The Returns Report is printed in duplicate to the local printer. If necessary, print the pending Gains and Losses Report.

8.15.6. If the Returns Report is not printed at this time, it can be reproduced using the Returns Report in the Reports module. Returns Reports can be printed or reprinted by ORG, assemblage ID, Item ID, or by a specified period of time using the To and From date fields.

8.15.7. All item returns are written to Transaction History and assigned a transaction code of TIG, and document serial block 8000-8499 is used to record the return.

### **8.16. Issue Non-Routine.**

8.16.1. The Issue Non-Routine function in AM is used 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 filled within the MTF or in the event of emergency to prevent death or undue suffering. All issues from WRM should be scrutinized. Verify questionable issue requests with proper approval authority prior to processing.

8.16.2. Select Issues Non-Routine from the Navigate dropdown menu or click on the Issues icon located on the horizontal toolbar to access this function. In the Issues Non-Routine Search criteria window, identify at a minimum the ORG and assemblage in which the ensuing issues are going to be processed. If known at this time, the search criteria can be minimized by entering the Item ID, location, and/or sub-location of the item(s) being issued.

8.16.3. Utilize the Delete Location Record when Quantity is Zero? function to determine whether or not DMLSS should remove a location record when the on hand quantity is reduced to zero. If No is selected, a 'shell' record remains in the system even though the on hand quantity is zero. If Yes is selected, the location record is removed from the assemblage when the on hand quantity is zero.

8.16.4. Click the Search button once all search criteria is identified. All assemblage data records matching the search criteria are displayed in the Issues Non-Routine window. Only two fields, Customer and Quantity, require data entry. The customer ID can be applied to a single location record or to multiple location records using the Apply tool located at the top of the window.

8.16.5. To process a single issue, highlight the applicable location record, choose the customer ID from the dropdown menu, enter the issue quantity, and click Save to process the issue Figure 8.17.

**Figure 8.17. Issue Non-Routine Window.**

Item ID	Description	Allow Qty	Due In Qty	Item O/H Qty	Gains / Losses	Qty	Customer	Customer Location	Storage Area	Expense Cent
6530005514354	WHEELCHAIR FOLDING	2		2	ISSUE NON-ROUTINE	1	203013	DEFAULT		203013

8.16.6. Use the Shift and/or Control key functions to highlight multiple location records when more than one but not all records are affected. Enter the customer number at the top and click Apply if the items are being issued to the same customer or select the customer ID from the dropdown menu for each location record. Enter the issue quantity for each record, and click Save to process the issues.

8.16.7. Use the Select All button to highlight all records if issues are being processed against all location records. If all items are being issued to the same customer, enter the customer's ID into the Customer field at the top of the window and click Apply. This action applies the customer ID to all highlighted records. Next, enter the quantity being issued into the Qty field for each location record. Click Save to process the non-routine issues.

8.16.8. The issue quantity must be equal to or less than the available on-hand quantity for each location record in order to process. Controlled items or other restricted items should 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 System Services, Service/Customer function, Materiel tab.

8.16.9. If sufficient funds are not available and the target flag is other than NONE, DMLSS produces a message displaying, "Insufficient Customer Funds, Do you want to continue?" Choosing Yes processes the issue as refund code R while driving the project and expense center available balance negative. If No is chosen, contact the supply custodian so he/she can take appropriate actions to have funds loaded in their project/expense center. Note: When funds are not available at the time of deployment, Air Force policy allows the expense and project center to go negative to ensure the deployment is not delayed. AM notifies users with an insufficient fund message, asking if the process should be continued. A Yes answer allows the system to process the INR and update the appropriate customer fund record. If the customer has a target flag set (Project Center, Project Center/EOR, Expense, or Expense/EOR), the available balance in the fund record becomes a negative figure. The customer is then billed by Finance in the next billing cycle.

8.16.10. Upon processing issues, DMLSS decreases the item's on-hand quantity according to the corresponding issue quantity. After processing, click Open to issue additional items from another assemblage or click Close to return to the main window. The system prompts the user to print a delivery list upon closing 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 the local printer.

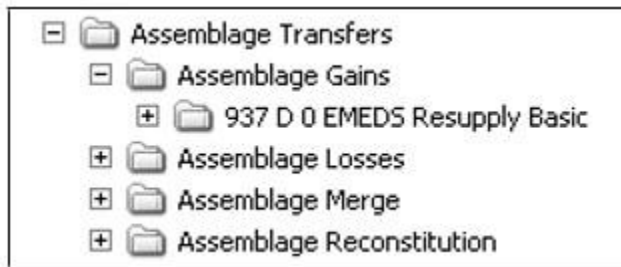
8.16.11. Assemblage Issues. All assemblage issues are defaulted to non-recurring and refundable; therefore, consumption history is not recorded and the customer is always charged

for the issue. The total price of each issue is written to the Reimbursable Sales (R -Sales) field of the AM Fund record.

8.16.11.1. All assemblage non-routine issues generate an INR transaction from the assemblage and an RNR transaction to the customer, and are assigned a document serial number from the 8000-8499 block, Gains and Losses. These transactions are written to the Transaction History file.

**8.17. Transfers.** Assemblage Transfers are used to process assemblage gains (in-shipments) and losses (out-shipments), to reconstitute a previous assemblage sale, to change an assemblage ID, and to merge two like assemblages into a single assemblage. Different rules apply to each type of transfer as explained below. Because the gain, loss, reconstitution, and merge processes require data files, users should maintain a main folder and subfolders on a local shared drive to manage these files. Within each subfolder (i.e., Assemblage Gain), create additional subfolders that specifically identify the assemblage ID (e.g., 937 D 0; EMEDS Resupply, Basic). An example is displayed in Figure 8.18.

**Figure 8.18. Recommended Assemblage Transfer File Management.**



#### 8.17.1. Assemblage Gain.

8.17.1.1. Use the Assemblage Gain function to process an assemblage in-shipment. This process is used regardless of how the incoming assemblage is going to be coded; LOG owned, customer owned, or LOG Managed Expense Center Owned. Upon completing this process, the next available instance of the specified assemblage is gained into AM.

8.17.1.2. DMLSS produces 21 text files as a direct result of the losing MTF's/organization's assemblage loss transaction. Prior to beginning the gain process, verify these 21 in-shipment files were sent by disk or electronically and are now accessible via the user's hard/shared drive. If all 21 files are not present, request the losing organization resend the out-shipment files as they must be present prior to processing the assemblage gain.

8.17.1.3. Also, verify the applicable organization exists in DMLSS prior to processing the gain. In most cases, the host Org ID, or LOG, is the owning organization; however, in some cases a new one may need to be created.

8.17.1.4. From the navigate dropdown menu, select Transfers and then Assemblage Gain to access this function. In the Browse the Folder window, navigate to the local folder in which the 21 in-shipment files are stored. Identify these files prior to processing the assemblage gain. Click OK, and the Assemblage Gain window appears.

8.17.1.5. The Assemblage Gain window (Figure 8.19) contains data fields used to specify the gain criteria and displays the assemblage(s) identified in the Browse to Folder window used in the previous step. If multiple assemblage data files are located in the identified folder, they all appear in the assemblage description window at the bottom of the window. Use the Assemblage Gain data fields and indicators as explained below.

**Figure 8.19. Assemblage Gain Window.**

Assemblage Description	Assemblage	BCN	Org Description
BIOLOGICAL/CHEMICAL WARFARE ANTIDOT	8WCW 0 1 0	2786	166 MDG NEW CASTLE

8.17.1.5.1. ORG. The ORG defaults to the Host ORG or LOG, such as FM4486. Use the dropdown menu to reassign to a different ORG, if necessary.

8.17.1.5.2. Scope. The scope identifies who owns, maintains, and funds the assemblage being added. DMLSS defaults to LOG owned; modify as necessary.

8.17.1.5.2.1. LOG. AFWCF/MDD owned and funded assets.

8.17.1.5.2.2. Customer. Assets are customer owned and funded. The customer uses DMLSS to manage the assets. When selected, the Customer and Expense Center fields become mandatory. Upon selecting the Customer, the Fund Center field populates with the associated expense center.

8.17.1.5.2.3. LOG Managed Expense Center Owned. Assets are customer owned and funded. However, logistics personnel are using DMLSS to manage assets. When selected, the Expense Center field becomes mandatory.

8.17.1.5.3. Transfer Directory (Dir) & Browse. Default mapping reflects the local folder identified in the Browse to Folder window. Use the Browse button to map to another folder.

8.17.1.5.4. Validate DMLSS Master or AM Master Assemblage. Check this indicator to validate the in-shipment catalog records against the DMLSS master UDR file. All catalog records containing differences are written to an exceptions report. The catalog exceptions must be rectified prior to using the catalog record in DMLSS. Leave this indicator unchecked to accept catalog records as is.

8.17.1.5.5. Update Allowance Quantities from DMLSS Master or AM Master Assemblage. Check this indicator to update local assemblage allowance quantities using the DMLSS master UDR file. Leave this indicator unchecked to accept the

allowances contained within the incoming data files. Using this option is highly recommended because the allowances contained on the incoming assemblage data files may not be current.

8.17.1.5.6. To Assemblage. Use the dropdown menu to assign the incoming assemblage (assemblage being gained) to a preexisting assemblage ID. For example, 915/H/1/0 was previously out-shipped. Sixty days later, the assemblage has returned. Use the dropdown menu to select 915/H/1/0 as the To Assemblage. The instance number listed on the in-shipment file may differ from the instance number in this field because multiple instances of that assemblage may already exist in the database. Also, use the To Assemblage feature when performing an assemblage merge in accordance with paragraph 8.17.5.

8.17.1.5.7. Customer. The Customer field only becomes available if the Scope is equal to Customer. Use the dropdown menu to associate the assemblage to the applicable customer.

8.17.1.5.8. Fund Center. The Fund Center field is used to identify the expense center associated to the customer. Upon selecting a customer, this field auto populates with the customer's associated expense center.

8.17.1.5.9. Project Code. Not used for Air Force activities.

8.17.1.5.10. Ownership Code. Not used for Air Force activities.

8.17.1.5.11. Maintenance Activity. Assign a specific MA activity to the assemblage. This is a mandatory entry.

8.17.1.5.12. Packing List. Check the Packing List indicator to obtain a printed copy of the assemblage packing list. It is printed upon processing the gain. This option is highly recommended. Assemblage managers should review the contents of the assemblage prior to developing a management plan.

8.17.1.5.13. Freeze Shipment. Check the Freeze Shipment indicator to Freeze the assemblage for physical inventory. Once the gain is processed, the Freeze is in effect and a physical inventory must be conducted immediately in accordance with paragraph 8.20.

8.17.1.5.14. Process All. Check this indicator if multiple assemblages appear in the Assemblage Description box and a gain is to be processed for all of those assemblages. All assemblage files are highlighted upon checking this box.

8.17.1.5.15. Assemblage Description Box. Displays assemblage in-shipment files stored in the folder identified in the Browse to Folder window. This box could contain one or more files. To select multiple files, but not all, use the Shift and/or Control key function to specify which assemblage files are being gained.

8.17.1.6. DMLSS may produce an Exceptions Report when data such as supplier and manufacturer on the incoming catalog records does not match local catalog records. For example, the losing MTF may have been purchasing an item from PVP, while the gaining MTF is purchasing that same item from CB6. All catalog exceptions must be corrected prior to using the catalog records in DMLSS.

8.17.1.7. An SHG transaction and an SFG transaction reason is written to Transaction History for each individual item gained during this process. Each SHG/SFG transaction is assigned the same document number from document serial block 8000-8499, Gains and Losses. DMLSS prohibits reversals of erroneous SHG/SFG transactions. Balance adjustments should be made within each assemblage data record or by using the assemblage Gains and Losses function.

8.17.1.8. As a result of the Assemblage Gain, all equipment items, regardless of the maintenance requirement indicator, require an acceptance inspection. These work orders are written to the Equipment Maintenance Inbox under the Acceptance Work Order Inspection pending action.

8.17.2. Assemblage Loss. Four different types of assemblage losses are processed using the Assemblage Loss function: Ship Assemblage, Sell Assemblage, War Switch, and Internal Transfer.

8.17.2.1. The top portion of the assemblage loss window (Figure 8.20) contains assemblage loss criteria and various process codes and indicators. The following data fields appear for all of the loss processes.

**Figure 8.20. Assemblage Loss Window.**

Funds	Org ID	Assemblage	BCN	Asm Descr	DODAAC	Ship To RIC	Priority CD
<input checked="" type="checkbox"/>	DETD08	915 E 13 A		REVIEW - PAM ADVON TEAM EQUIPMENT PA	FM4425	EBG	13
<input type="checkbox"/>	DETD08	915 E 14 A		REVIEW - PAM ADVON TEAM EQUIPMENT PA			
<input type="checkbox"/>	DETD08	915 E 13 B		REVIEW - PAM ADVON TEAM EQUIPMENT PA			
<input type="checkbox"/>	DETD08	915 E 14 B		REVIEW - PAM ADVON TEAM EQUIPMENT PA			

8.17.2.1.1. Organization. The organization defaults to the Host ORG or LOG, i.e., FM9133. Use the dropdown menu to identify a different ORG if necessary. The assemblages owned by this ORG are displayed in the bottom portion of the window.

8.17.2.1.2. Include Sub Orgs. Check this indicator to include assemblages associated to subordinate ORGs. This option is not available if the primary ORG is not in the Organization field.

8.17.2.1.3. Select All. Check this indicator to highlight all assemblages, selecting all of them for out-shipment. This option is rarely used because assemblage shipments

usually do not occur in mass quantities. To highlight multiple assemblages, but not all, use the Shift and/or Control key functions.

8.17.2.2. The bottom portion for each assemblage loss displays all assemblages owned by the identified ORG that are available for shipment.

8.17.2.3. Ship Assemblage.

8.17.2.3.1. Use Ship Assemblage to process a loss and ship the assemblage to another facility. From the AM navigate dropdown menu, select Transfers and then Assemblage Loss. In this window, select the Ship Assm process.

8.17.2.3.2. Consider the following criteria prior to processing an assemblage shipment. Complete these actions in DMLSS prior to processing.

8.17.2.3.2.1. Rectify all catalog exceptions.

8.17.2.3.2.2. Maintenance personnel must complete and close open work orders.

8.17.2.3.2.3. Finalize Physical Inventories. The assemblage shipment does not process if the assemblage or any part of an assemblage is in an inventory freeze status.

8.17.2.3.2.4. Verify there are no commingled items in the project. DMLSS produces a Commingled Item Pick List Report when a user attempts to out-ship an assemblage.

8.17.2.3.2.5. Processing and/or closing all pending actions associated to the assemblage being out-shipped is highly recommended.

8.17.2.3.2.6. Printing and filing a copy of the following reports: Assemblage Status, Packing List, Commingled Picklist, Incomplete Record, prime/sub, End/Support Item, and the AM Funds Status.

8.17.2.3.2.7. Identify and track existing due-ins for the assemblage(s) being out-shipped. Upon receipt of these items, process individual out-shipments and ship the materiel to the gaining facility.

8.17.2.3.3. In addition to the Organization, Include Sub Orgs, and Select all fields described in paragraph 8.17.2.1, the following process codes and data fields appear when Ship Assm is selected:

8.17.2.3.3.1. Remove from AM. This indicator should always be checked. When checked, DMLSS removes the assemblage from the system once all actions are processed.

8.17.2.3.3.2. Archive. The Archive indicator is checked by default. All assemblage sales files should be archived and accessible for future use.

8.17.2.3.3.3. Ship to RIC, DoDAAC, and Priority. These data fields are important to both the losing and gaining facilities. Enter the Ship to Routing Identifier Code (RIC), gaining DoDAAC, and shipment priority code to document the required shipment data. This information is printed on the DD Form 1348-1A.



8.17.2.3.4. Assemblages Available for Shipment. The assemblages associated to the identified ORG are displayed in the bottom portion of the window and are available for shipment. All work orders must be closed before a Transfer can be completed. If there are any assemblages with Open Work Orders the message box appear. Click Yes or No. (If Yes is clicked, the Work Order screen appears.)

8.17.2.3.5. Click the Save button located on the vertical toolbar once all assemblage shipment criteria and indicators are selected. The Ship to Address screen, Figure 8.21., appears. If correct click OK. Click OK in the Assemblage Loss Verification window.

**Figure 8.21. Ship to Address Screen.**

DMLSS/Assemblage Management

SOS/RIC: EBR      Lookup

• DODAAC: FM4497

• Org Name: 355TH MEDICAL SUPPORT SQ

Ship To Address

• Address: 307 TUSKEGEE  
BLDG 306

• City: DOVER AFB

• State: DE

• ZIP: 19902-7307

• Country: USA

POC

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone Num: \_\_\_\_\_

OK      Cancel

8.17.2.3.6. In the Browse for Folder window, Figure 8.22, identify a local folder in which the 21 assemblage shipment files can be stored. These files should be stored to a CD, usually D drive. Click OK to save the data files. If the Archive indicator was checked, save the files according to the explanation provided in paragraph 8.17 and figure 8.18. In either case, make sure an additional copy of all 21 files is stored in a local or shared folder for later use, if necessary. Label all discs accordingly.

**Figure 8.22. Assemblage Loss Browse for Folder.**

8.17.2.3.7. A DD Form 1348-1A is printed as a result of the out-shipment to support the transfer.

8.17.2.3.8. Due-ins and pending actions associated to the assemblage being out-shipped are identified with a red X in the delete column. This may appear in other modules such as IM.

8.17.2.3.9. The maintenance data and maintenance cost information associated to equipment items being out-shipped are written to the out-shipment files, and that data is populated in the gaining facility's corresponding equipment records.

8.17.2.3.10. DMLSS records the transfer in Transaction History as transaction type SHL and transaction reason SFL. The document serial block assigned is 8000-8499, Gains and Losses. Erroneous SHL transactions can be reversed in Transaction History.

#### 8.17.2.4. Sell Assemblage.

8.17.2.4.1. The Sell Assemblage function is used to sell an entire assemblage to a customer. Generally, this action is directed by higher headquarters, and the receiving customer ID and expense center are specified in the notification. If necessary, create the new customer ID, expense, and project centers in accordance with Chapter 14.

8.17.2.4.2. Because the assemblage is being sold, the customer must pay for the assets. (T-0). This process issues all on hand serviceable assets to the customer. DMLSS generates a reimbursable INR transaction for the on hand serviceable assets; charging the customer to include applicable surcharges. This action obligates and expends customer funds while increasing the R-Sales field in the AM fund record.

8.17.2.4.3. An issue is not generated for assets that are not serviceable. Therefore, the Stratification State is coded as Unserviceable, Suspended, Repairable, or Food and Drug

Administration (FDA) Test. These assets are identified and printed on the Assemblage Sale Exceptions Report and are worked separately.

8.17.2.4.4. Additionally, DMLSS decreases the assemblage allowance quantities (levels) to zero. If assets do not issue due to Strat State code, the on-hand quantity is maintained and allowance quantity is set to zero.

8.17.2.4.5. From the Navigate dropdown menu, select Transfers and then Assemblage Loss. In the Assemblage Loss window, select the Sell Assm process.

8.17.2.4.6. In addition to the Organization, Include Sub Orgs, and Select all fields, the following process codes and data fields appear when Sell Assm is selected:

8.17.2.4.6.1. Check Funds. If checked, DMLSS enforces a funds edit to verify customer funds are available to cover the sale amount. The assemblage sale does not process if sufficient funds are not available. If not checked, DMLSS processes the assemblage sale regardless of funds availability. This may cause the customer's expense and project centers to go negative.

8.17.2.4.6.2. Archive. The Archive indicator is checked by default. All assemblage sales files should be archived and accessible for future use.

8.17.2.4.6.3. Sell to Customer. Enter the customer's ID in which the assemblage is being sold.

8.17.2.4.6.4. Ship to RIC, and Priority. These data fields are optional; however, this data may be important if the customer is geographically separated. These data fields provide an excellent opportunity to document this data. If entered, this information is printed on the DD Form 1348-1A. Load the gaining activities RIC into the field.

8.17.2.4.7. Assemblages Available for Sale. The assemblages associated to the identified ORG are displayed in the bottom portion of the window and are available for shipment.

8.17.2.4.8. All work orders must be closed before a Transfer can be completed. If there are any assemblages with Open Work Orders, a message box appear. Click Yes or No. (If Yes is clicked, the Work Order screen appears.) Click Print to print the Work Order page.

8.17.2.4.9. Click the Save button located on the vertical toolbar once all assemblage sales criteria and indicators are selected and applied to applicable assemblages. A message appears prompting to either continue or discontinue the sale. If the sale is continued, the following messages and/or prompts appear:

8.17.2.4.9.1. In the Browse for Folder window, identify a local folder to save the assemblage sale data files. These files should be provided to the customer and can be saved to a CD.

8.17.2.4.9.2. Next, identify the local folder to archive the assemblage sale data files. These files should be saved and accessible by the losing activity.

8.17.2.4.9.3. Click OK in the Assemblage Sale was Successful window.

8.17.2.4.9.4. Click OK in the Assemblage Exceptions are created for the AM Sale window, if it appears. If assets did not issue due to Strat State, they are written to the AM Item(s) Could Not Be Sold Report pending action.

8.17.2.4.10. Assemblages for external customers and assemblages requiring transportation are shipped through base transportation (Cargo Movement Operations System). Check the status of the assemblage using the out-shipment tab in the Transportation module. The source document, DD Form 1348-1A, automatically prints.

8.17.2.4.11. If shipping the assemblage, forward the assemblage sales data files, a copy of the Delivery List, Active Due-ins list, and a copy of the DD Form 1348-1A to the gaining customer. Print an Assemblage Status Report for all items not shipped due to stratification state or existing due-ins. The Active Due-ins List identifies items that are currently on order for the project. Assets received after 30 days are to be absorbed into other WRM assemblages, if needed, and reported excess if no requirement exists. The Assemblage Status Report identifies 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.

#### 8.17.2.5. War Switch.

8.17.2.5.1. The purpose of the War Switch is to transition stored assemblages to an operational mode. This action is generally directed by higher headquarters. If necessary, create a new customer, expense, and project centers.

8.17.2.5.2. The first step in processing the War Switch is to specify the Trans Org ID in the Assemblage Description Change window, paragraph 8.27. Select Assemblage Description Change from the AM navigate dropdown menu and load the applicable Host LOG account (DoDAAC) or customer ID in the Trans Org ID field. Save changes prior to exiting the window. Repeat this action for each assemblage and/or sub-assemblage in which the War Switch is being applied.

8.17.2.5.3. From the Navigate menu, select Transfers and then Assemblage Loss. In the Assemblage Loss window, click on the War Switch indicator in the Process box. The War Switch criteria and indicators are listed in the top portion of the window and all assemblages associated to the specified organization are listed in the bottom portion of the window.

8.17.2.5.4. In addition to the Organization, Include Sub Orgs, and Select all fields, the following process codes and data fields appear when the War Switch is selected:

8.17.2.5.4.1. Delivery List. Check this indicator to produce and print a delivery list as part of the process. The customer can use the delivery list to perform an initial inventory upon receipt of the assets.

8.17.2.5.4.2. Page Break. This option is only available when the Delivery List indicator is checked. It defaults to None but can be changed to By Loc or By Loc/Sub Loc to satisfy local requirements.

8.17.2.5.4.3. Check Funds. If checked, DMLSS enforces a funds edit to verify customer funds are available to cover the total dollar value of customer issues. The

War Switch only processes if sufficient funds are available. If not checked, DMLSS processes the issues regardless of funds availability. This may cause the customer's expense and project centers to go negative.

8.17.2.5.5. Available Assemblages. The assemblages associated to the identified Organization are displayed in the bottom portion of the window. Only the assemblages assigned an Activate Org are available for the War Switch process.

8.17.2.5.6. The following information should be identified prior to processing the War Switch:

8.17.2.5.6.1. Identify whether or not the assets are for resupply. If for resupply, the assets are gained into operating inventory if the host MM Service Org ID, i.e., FM4479, is associated to the particular assemblage or sub-assemblage in the Trans Org ID field. If not for resupply, the assets are issued to a specified customer.

8.17.2.5.6.2. If not for resupply, then identify the customer's ID in which the assets are to be issued.

8.17.2.5.6.3. Ensure an equipment custodian is assigned to all customer accounts affected by the War Switch. This is accomplished in EM.

8.17.2.5.7. DMLSS generates the following transactions as a result of processing the War Switch and marking assets as resupply.

8.17.2.5.7.1. An ITL transaction is processed to document the loss from the specified assemblage. An ITL is processed for each record containing on-hand serviceable assets. The assemblage's serviceable balances are reduced to zero.

8.17.2.5.7.2. An ITG transaction is processed to document the gain into operating stock. An ITG is processed for each corresponding ITL and LOG's serviceable balances are increased by the ITG quantity.

8.17.2.5.8. DMLSS generates the following transactions as a result of processing the War Switch and marking the assets for customer issue.

8.17.2.5.8.1. A reimbursable INR is processed to document the issue of serviceable on-hand assets. The total dollar value of these issues is written to the R-Sales field in the AM fund record.

8.17.2.5.8.2. An RNR is generated documenting the customer's receipt of the assets. An RNR is processed for each corresponding INR.

8.17.2.5.8.3. An SLR is generated adjusting the customer's stock level. The new customer location level mirrors the old assemblage's cumulative level for the affected Item ID.

8.17.2.5.9. In addition to these transactions, DMLSS also creates customer catalog records for the affected customer accounts if one did not already exist. The customer's estimated on-hand balance is increased by the RNR quantity. The customer's level type defaults to Static and the reorder point of supply assets is set to two-thirds of the level.

8.17.2.5.10. On hand assets assigned a Strat State of Unserviceable, Suspended, Repairable, or FDA Test remain on hand in the assemblage and are identified as an exception in the AM Item(s) Could Not Be Sold pending action.

8.17.2.5.11. Equipment data records are updated accordingly. Maintenance Stored cycles are converted to In-Use cycles and work orders are generated, if applicable. The equipment is reassigned to the new customer account and a Custody Receipt/Location List is generated for the corresponding equipment custodian's signature.

#### 8.17.2.6. Internal Transfer.

8.17.2.6.1. Use the Assemblage Loss – Internal Transfer function to transfer an assemblage from one Org ID to another Org ID within the same DMLSS database. For example, if an assemblage is currently associated to LOG but should be associated to the local Air National Guard's organization, this function would be used to reassign ownership.

8.17.2.6.2. From the Navigate dropdown menu, select Transfers and then Assemblage Loss. In the Assemblage Loss window, select Internal Transfer in the Process box. Use the Internal Transfer criteria and indicators as follows.

8.17.2.6.3. In addition to the ORG, Include Sub Orgs, and Select all fields, the following process codes and data fields appear when the Internal Transfer is selected:

8.17.2.6.3.1. Packing List. Check this indicator to produce and print a packing list as part of the process. The gaining organization can use the packing list to perform an initial inventory upon receipt of the assets.

8.17.2.6.3.2. Page Break. This option is only available when the Delivery List indicator is checked. It defaults to None but can be changed to By Loc or By Loc/Sub Loc to satisfy local requirements.

8.17.2.6.3.3. Transfer ORG. Use the dropdown menu to specify the gaining organization. Click Apply to apply the gaining ORG to all highlighted assemblages.

8.17.2.6.4. Available Assemblages. The assemblages associated to the identified ORG are displayed in the bottom portion of the window.

8.17.2.6.5. Click Save to process the transfer once all criteria and indicators are set and the transfer organization is applied to the applicable assemblage(s). The Internal Transfer process generates an ITL transaction for all assets transferred from the losing organization and an ITG transaction for all assets transferred to the gaining organization. These transactions are written to Transaction History and all ITLs and ITGs are assigned the same document number from document serial block 8000-8499, Gains and Losses. Assembly fund targets are not transferred to the new ORG and must be reestablished, if applicable.

#### 8.17.3. AM Reconstitution.

8.17.3.1. Use the AM Reconstitution to recover returned assemblage assets that were previously sold or transitioned to operating as a result of the War Switch process. First, inventory the assemblage assets to determine what items should be gained back into the

MTF's WRM program. The archived data files from the original assemblage sale or War Switch process must be accessible in order to process the reconstitution. Asset reconstitution does not have to be performed in its entirety at the single session which means the AM Reconstitution process can be accessed multiple times for the same assemblage until the Complete Reconstitution indicator is processed.

8.17.3.2. From the Navigate dropdown menu, select Transfer and then AM Reconstitution to access this function, Figure 8.23. Use the Reconstitution search criteria as follows.

**Figure 8.23. AM Reconstitution Screen.**

The screenshot shows a window titled "Reconstitution" with the following elements:

- Process:** Radio buttons for "AM Sale" (selected), "War Switch", and "Complete Reconstitution".
- Organization:** A dropdown menu showing "FFL3L0".
- Include Sub Grps:** An unchecked checkbox.
- Assemblage:** An empty text field with a placeholder "( Asm ID Incr Num Sub )".
- Buttons:** "Search" and "Close" buttons.
- Table:** A table with columns: Org ID, Assemblage, BCN, Sell to Cust, UTC, and Assemblage Number Description. The first row contains: FFL3L0, BWCW 01 0, 2786, CM05GH, BWCWu, BIOLOGICAL/CHEMICAL WARFARE ANT.

8.17.3.2.1. AM Sale. Select AM Sale if the original assemblage was lost due to an Assemblage Loss – Sell Assm process. DMLSS automatically detects the assemblages that were previously sold.

8.17.3.2.2. War Switch. Select War Switch if the original assemblage was lost due to processing the War Switch. DMLSS automatically detects assemblages that were previously lost due to processing the War Switch.

8.17.3.2.3. Complete Reconstitution. Check this indicator after the restitution is complete. The assemblage data files can be re-accessed as many times as necessary until this indicator is processed, but once this box is checked the reconstitution process is finalized and DMLSS does not allow further modifications to the assemblage data files.

8.17.3.2.4. Organization. Specify the Organization that owned the original assemblage.

8.17.3.3. Click Search once all search criteria is entered. The assemblage location records are retrieved from the archived data files and displayed in the Reconstitution window. Use the Check all Processes button to select all records for reconstitution. Use the Uncheck all Processes button to remove the process indicator from all records.

8.17.3.4. The Gain Quantity and Process indicator are the only editable fields. The original quantity, reversed quantity, loss document number, original location, sub-location, and ECN are also displayed for reference. The Gain Quantity defaults to the original loss quantity, and the user then modifies it as necessary.

8.17.3.5. The location records are displayed in Item ID sequence. As counts are performed and completed, enter the actual return quantity in the Gain Quantity field for each

applicable Item ID. Check the Process indicator for records containing a Gain Quantity. DMLSS generates the following actions upon clicking Save.

8.17.3.5.1. Processes an INR reversal transaction for each item containing a Gain Quantity to offset the original INR generated as a result of the original sale or War Switch process. All reversals are written to Transaction History.

8.17.3.5.2. Updates the Reversed Quantity field to reflect the reconstituted quantities. This field reflects the total reversed quantity if multiple reversals are processed for the same location record.

8.17.3.5.3. Customers do not receive credit for returned assets.

8.17.3.5.4. After saving, the Complete button appears in the vertical toolbar. Click this button to finalize the process if the reconstitution is completed for the assemblage.

8.17.3.6. After the reconstitution process is completed, the assemblage allowance standard (AS) must be reapplied. The allowance standard can be processed using the DMLSS master UDR or from the AS file download from the Air Force Medical Logistics website. Local business practice determines where this data is obtained. Once the allowance standard data is updated, readiness percentages can be viewed on the Assemblage Status Report.

#### 8.17.4. Assemblage ID Change.

8.17.4.1. Use the Assemblage ID Change process to modify an assemblage's ID data, i.e., Assemblage description, Assemblage ID, increment number, sub-assemblage, and/or instance. This process should only be used if an existing assemblage was gained or created using the incorrect identification data or if directed by higher headquarters. For example, an assemblage was originally created in DMLSS for a Hospital Surgical Expansion Package using Assm ID: 885; Increment: A; Instance: 1; and Sub-assemblage: 0. After further review, it is found that a Hospital Medical Expansion Package using Assm ID: 885; Increment: B; Instance: 1; and Sub-assemblage: 0 should have been built.

8.17.4.2. From the navigate dropdown menu, select Transfer and the Assemblage ID Change to access this process. In the top portion of the Assemblage ID Change window, identify the owning organization and the source assemblage. In the bottom portion of the window, identify the new assemblage ID data. If the ensuing change is to the same Assm ID (from 885 A to 885 A), only the instance number is updated (from 885 A 1 0 to 885 A 2 0).

8.17.4.3. This process generates an exception and an Allowance Change Report. Assemblage managers should print these reports and take action as necessary to correct catalog data and allowance standards. Upon completion, the old assemblage no longer exists and the new assemblage is available throughout the application.

#### 8.17.5. Assemblage Merge.

8.17.5.1. Use the Assemblage Merge process to combine two like assemblages that are partial or incomplete making one complete assemblage. The two partial assemblages must be assigned the same assemblage ID, i.e., 903L and 903L. Assemblages assigned different assemblage IDs cannot be merged. Assemblage Gain is used in conjunction with Assemblage Merge to complete this process.



8.17.5.2. Generally speaking, one portion of the assemblage would already be on record in AM and the remaining portion was shipped to the site to satisfy remaining requirements. For example, assemblage 903/L/1/0 is loaded against the host ORG. AFMOA/SGMW notifies the user that they shipped the remaining assets and a second set of in-shipment files containing the data records for 903L is then received. The second set then needs to be merged with existing assemblage 903/L/1/0.

8.17.5.3. The files are sent to the gaining base by AFMOA/SGMW or the losing base via email or CD and should be copied onto a local computer.

8.17.5.4. From the navigate dropdown menu, select Transfer and then Assemblage Merge to initiate the merge process after the in-shipment files have been saved to a local drive.

8.17.5.5. Use the dropdown menu to select the appropriate ORG. All assemblages owned by the specified ORG are displayed. Highlight the assemblage in which the ensuing merge is to be applied. Upon clicking Save, the out-shipment indicator is flagged with a red X.

8.17.5.6. Next, process an Assemblage Gain to complete the process. From the Navigate dropdown menu, select Transfer and then Assemblage Gain. When prompted, identify the folder in which the in-shipment data files were saved. In the Assemblage Gain window, specify the ORG in which the merge assemblage is associated. In the To Assemblage field, specify the assemblage in which the data files are being merged.

8.17.5.7. The following actions are generated as a result of the Assemblage Merge process.

8.17.5.7.1. SHG/SFG transactions are written to Transaction History for the gaining assets; meaning those contained on the second in-shipment file. The existing assets were gained during the original in-shipment. All SHG/SFL transactions are assigned a document serial number from the 8000-8499 block, Gains and Losses.

8.17.5.7.2. The AM Gains Incomplete because of Price Factor pending action is generated for data records if the U/P and/or U/S ratios conflict with existing catalog records.

8.17.5.7.3. Records with incomplete catalog data are written to an exception report.

8.17.5.7.4. A Prime/Sub report is produced if prime/sub relationships are detected on the inshipment file.

8.17.5.7.5. The outshipment indicator is removed on the assemblage.

**8.18. Transportation.** This option provides outshipment and inshipment search screens from the Distribution and Transportation Module (D&TM) that allow users to track all or selected shipments. AM users can process transactions requiring DLA Disposition Services, Return to SOS, Return Item for Trade-In, Sell Assemblage, Ship Assemblage, regular loss transactions, Reachback orders, and ship Excess type transactions that are tracked within the Distribution and Transportation Module. See Attachment 10 for additional instruction.

### **8.19. Orders.**

8.19.1. Asset Review.

8.19.1.1. The Asset Review function is used to transfer assets between WRM assemblages and/or between WRM and operating (OPR). After identifying search criteria, this function

displays asset records with potential overages and shortages so that managers can transfer (re-stratify) assets to meet requirements while minimizing losses due to deterioration and excess.

8.19.1.2. The order of transfers is important to the effectiveness of the process and ensures proper stock usage. Re-stratify assets in the following order: Host ORG (LOG) Assemblages, subordinate organization assemblages, operating (OPR), Special Projects (SP), and then Excess.

8.19.1.3. From the Navigate dropdown menu, select Orders and then Asset Review to access the Asset Review search criteria window. The search criteria window contains the following data fields.

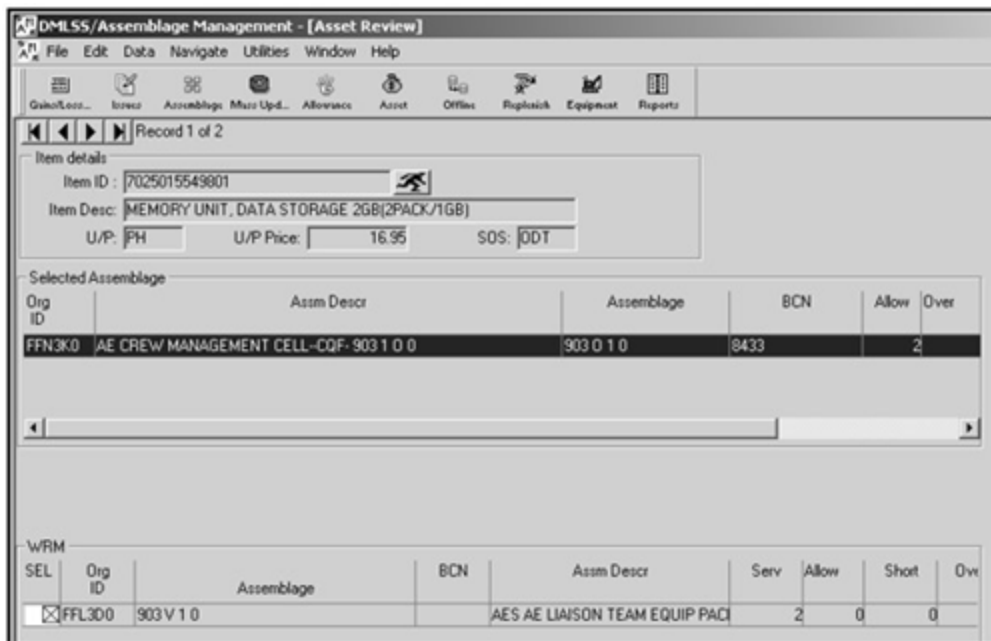
8.19.1.3.1. Organization. Use the dropdown menu to specify the ORG that owns the assemblage(s) being reviewed. Once populated, all assemblages associated to that Org ID are displayed.

8.19.1.3.2. Available Assemblages. Select or highlight one or more assemblages for review. The Asset Review function identifies overages and shortages for all highlighted assemblages.

8.19.1.3.3. Search Criteria. If WRM is selected, the Asset Review only includes WRM assemblages. If WRM and Operating is selected, the operating overages and shortages are also identified.

8.19.1.4. The Asset Review window (Figure 8.24) displays all records with the potential for re-stratification in Item ID sequence. It is divided into three portions: Item Details, Selected Assemblages, and the Potential Transfer to Location.

**Figure 8.24. Asset Review Window.**



- 8.19.1.4.1. Item Details. The Item ID details appear in the upper portion of the window. Use the buttons located above the Item ID to scroll to other records in the selected assemblage(s) with overages and/or shortages. Click Jump To next to the Item ID to review the MTF Catalog record. If applicable, review consumption history when considering transferring assets between WRM and operating stocks. Also consider when the WRM item could be physically moved to operating and made available for consumption. For example, do not process the transfer if the item will expire before it can be used.
- 8.19.1.4.2. Selected Assemblages. The item balances for each selected assemblage are displayed in the middle portion of the window. An asset balance detail record appears for all selected assemblages, even if the asset balances are zero. Review this list to locate the assemblage(s) that contain potential overages or shortages.
- 8.19.1.4.3. The bottom portion of the window (the Transfer to portion) lists other WRM assemblage(s) or LOG OPR details in which a corresponding shortage or overage also exists.
- 8.19.1.5. To begin the transfer process, highlight the source assemblage in the Selected Assemblage portion of the window and mark the destination assemblage or operating by placing an X in the SEL box located in the Transfer To portion of the window. Once the source and destination are identified, click on the Transfer button located on the vertical toolbar and the Internal Transfer window appears.
- 8.19.1.6. The Internal Transfer window (Figure 8.25) is separated into several boxes. The Item ID details, Source (From), and Destination (To) data defaults according to the transfer criteria determined in the previous Asset Review window.

Figure 8.25. Internal Transfer Window.

Item ID: 3920011130117

Item Desc: TRUCK\_HAND

U/S: EA U/S Price: 208.43 SOS: SSI

From

Strat Type: WAR RESERVE MATERIEL Strat State: SERVICEABLE

Location ID: NONE Storage Area:

To

Strat Type: WAR RESERVE MATERIEL Strat State: SERVICEABLE

Location ID: Storage Area:

Transfer From : WRM Details

Org ID	Assemblage	BCN	ECN	Allow Qty	O/H Qty	Transfer Qty
FFBJK0	885 B 1 0		034745	1	1	1
FFBJK0	885 B 1 0		034744	1	1	

Transfer to : WRM Details

Org ID: FFN3K0 Existing Location

Assemblage	BCN	Transfer Qty	Location	Sub Location
885 A 1 0	1367	1	NONE	HOSPITAL SURGICAL EXPAN

8.19.1.6.1. Transfer Quantity. Determine the transfer quantity, and enter that number in the Transfer Quantity field.

8.19.1.6.2. Transfer From. If only one source location record is available, this field is uneditable. If multiple source location records exist, specify which is used as the source along with the quantity being transferred from that location record. Transfers can be processed from multiple location records at the same time.

8.19.1.6.3. Transfer To. If only one destination location record is available, this field is uneditable. If multiple destination location records exist, specify the record used as the destination along with the quantity being transferred to that location record. Transfers can be processed to multiple location records at the same time.

8.19.1.6.4. Existing Location. Check the Existing Location indicator if assets are being transferred to an existing location. Uncheck this indicator if the assets are being transferred to a new location.

8.19.1.7. Click Save once the transfer quantity, source, and destination records have been identified. Click Yes when prompted to print the delivery list. Use this delivery list to relocate the transferred assets. DMLSS returns to the Asset Review window once the

transfer is completed, and the data records are updated to reflect the changes. Continue to process transfers or Close the window to exit the Asset Review function.

8.19.1.8. As a result of the transfers, an ITL transaction is generated to document the loss from the source location, and an ITG transaction is generated to document the gain to the destination location. These transactions are written to Transaction History and assigned a document serial number from the 8000-8499 series, Gains and Losses.

#### 8.19.2. Replenishment List.

8.19.2.1. The Replenishment List function is used to review LOG owned assemblage shortages and determine a replenishment method. Assemblage managers should research excess materiel availability and process an in-house Asset Review prior to using WRM funds to replenish stock. Note: A new or existing AM fund record must be associated to an assemblage before a user can view the AM replenishment list. See Chapter 14, paragraph 14.12.

8.19.2.2. DMLSS prioritizes item replenishments as follows:

8.19.2.2.1. If funds are available to replenish 100% of shortages, all requirements appear in the Replenishment List window.

8.19.2.2.2. If funds are not available for 100% replenishment, then DMLSS calculates replenishment quantities to meet a target dollar amount by sorting all critical item shortages 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 are insufficient funds to order any remaining critical shortages or all critical shortages are satisfied. If money remains, the process repeats with noncritical shortages until all shortages are filled or the target dollar amount is exhausted.

8.19.2.3. From the Navigate menu, select Orders and then Replenishment List or click on the Replenish button located on the horizontal toolbar to access the Replenishment search criteria window (Figure 8.26). Utilize the available search tools as follows to access the desired replenishment lists.

Figure 8.26. Replenishment List Criteria Window.

O/S Flag	Req	AM FUND	Exp Cent	Org ID	Assemblage	BCN	UTC	Assemblage Num
		8004769		FM5270	887 R1 01 0	8004769	FFP1U	PATIENT ISOLATION UNIT
		8004797		FM5270	887 R1 02 0	8004797	FFP1U	PATIENT ISOLATION UNIT
		19147		FM5270	893 J1 04 0	19147	FFBE1	EXPEDITIONARY BLOOD TRAI
		16667		FM5270	902 B2 03 AA	16667	FFGL7	NBC DEFENSE TM EQUIP (MN)
		16667		FM5270	902 B2 03 BA	16667	FFGL7	NBC DEFENSE TM EQUIP (MN)
		16667		FM5270	902 B2 03 CA	16667	FFGL7	NBC DEFENSE TM EQUIP (MN)
		3033		FM5270	902 A2 04 A	3033	FFGLC	EXPEDITIONARY MEDICAL DE
		3033		FM5270	902 A2 04 B	3033	FFGLC	EXPEDITIONARY MEDICAL DE
		800455		FM5270	903 A1 01 0	800455	FFOX2	OXYGEN SUPPORT PACKAGE
		15734		FM5270	903 U1 01 0	15734	FFPLS	PATIENT LOADING SYSTEM

8.19.2.3.1. Organization. Use the dropdown menu to identify the organization that owns the assemblage(s) being replenished.

8.19.2.3.2. Available Assemblages. All assemblages owned by the specified organization are displayed and available for replenishment action. Only assemblages coded as LOG owned are available. Multiple assemblages and/or sub-assemblages can be selected simultaneously as long as they are assigned to the same AM Fund record.

8.19.2.3.3. Rollup Requirements. Check this indicator to roll-up multiple requirements for the same Item ID into a single replenishment requirement. The roll-up action occurs at the assemblage ID level; therefore, sub-assemblages can be rolled up, but different assemblages cannot be rolled together (i.e., 937G and 941A cannot be rolled up). For example, an EMEDS Basic, 937A, contains multiple sub-assemblages. Item ID 6510-00-201-2001, Bandage Cast Plaster 3 x 3 yards, is assigned an allowance quantity of 1 PG in both sections A (Emergency Room) and K (Logistics). Upon executing the order, DMLSS creates individual ESD transactions for each Item ID within each assemblage. Depending upon the SOS type linked to the order, DMLSS either combines the total order amount into one single contract line item number (CLIN), as is the case for DPV type sources, or breaks each item out by document number on the order file. Receipts are still performed at the individual document number level.

8.19.2.3.4. Dated Items. The dated items options consist of three checkboxes: Include Dated Items, Dated Items Only, and Expire By. The default for each of these boxes is unchecked.

8.19.2.3.4.1. Include Dated Items. When this box is checked, the system includes

requirements for all items; however, when this box is left unchecked, requirements for Expiration Type code 1 items are excluded.

8.19.2.3.4.2. Dated Items Only. When this box is checked, DMLSS lists requirements for Expiration Type code 1 and 2 items.

8.19.2.3.4.3. Expire By. When checking this box, DMLSS allows a user to select the current date, a previous date, or project out for a future date. DMLSS lists all requirements meeting that criteria including Expiration Type codes 0, 1, and 2.

8.19.2.3.4.4. When a user checks both the Dated Items Only and Expire By boxes and enters a calendar date, DMLSS lists requirements for that criteria for Expiration Type codes 1 and 2 only.

8.19.2.3.5. Item ID. Enter an Item ID if looking to replenish a single item.

8.19.2.3.6. Stock Target Criteria. The Stock Target Criteria feature provides a method for assemblage managers to determine replenishment action based on a percentage of critical and noncritical items or based on a specified dollar amount. This feature could be used when funds are not available to replenish the entire assemblage and maximize use of available funds is needed.

8.19.2.3.6.1. Percentage. The critical stock percentage must be set to 100% before a percentage can be entered into the noncritical percentage field. If critical is less than 100%, then the noncritical is set to zero.

8.19.2.3.6.2. Dollar Amount. A target dollar amount can be specified if a target percentage is not used. While any target amount can be entered in the search criteria window, the funds available balance cannot be exceeded during a replenishment action.

8.19.2.3.7. Select Allow Qty. This feature allows assemblage managers to produce a replenishment list based on the current allowance quantities or the old allowance quantities. Available AM funds should only be utilized to fulfill current allowance quantities.

8.19.2.3.8. LOG Order. If checked, the replenishment action then includes LOG (i.e., EFN) to see if stock is available to replenish WRM requirements. This indicator should be unchecked except for an emergency deployment because funds are allocated to WRM separately and operating stocks should not be used to fill WRM shortages.

8.19.2.4. Click Search once the applicable search criteria are identified. All item shortages meeting the search criteria are displayed in the Replenishment List window (Figure 8.27). Some of the data in this window is for informational purposes while other fields and indicators are editable and used to submit item orders. The list also provides dollar figures that identify critical shortage dollars, total order critical shortage dollars, total shortage dollars, and total order dollars. These figures could be helpful when determining WRM budget requirements or requesting additional funds from Air Force Medical Logistics Office.

Figure 8.27. AM Replenishment List Window.

E/S	P/S	Del	Excp	Item ID	Description	Critical		Defer	Allow	Shot	Av/R	U/P Price	Short Dollars	Order	SOS
						Col	Qty								
				6510010087917	BETADINE SWABSTICKS :RT	1	0	0	2	1		\$19.15	\$19.15	1	PVP
				6505001009985	ASPIRIN 325 MG TABLET	0	0	0	1	1		\$0.87	\$0.87	1	PVP
				6505001060875	AMMONIA INHALANT AMP	0	0	0	1	1		\$1.98	\$1.98	1	PVP
				6505001178579	PENICILLIN VK 250 MG TA	0	0	0	1	1		\$86.43	\$86.43	1	PVP
			X	6505001388461	PHENAZOPYRIDINE 100 M	0	0	0	1	1		\$274.10	\$274.10	0	PVP
				6505001637656	DOCUSATE SODIUM 100 I	0	0	0	2	2		\$1.56	\$3.12	2	PVP
				6505001656545	CEPHALEXIN 250 MG CAP	0	0	0	3	2		\$13.36	\$26.72	2	PVP
				6505002185370	SODIUM BICARB 8.4% ABB	0	0	0	1	1		\$129.87	\$129.87	1	PVP
			X	6505004917557	GRX DYNE SCRUB 118ML	0	0	0	4	3		\$1.40	\$4.20	0	PVP
				6505005824737	TETRACAINE 0.5% EYE DF	0	0	0	2	2		\$3.24	\$6.48	2	PVP
				6505005825079	WATER FOR INJECTION V	0	0	0	2	2		\$60.52	\$121.04	2	PVP
				6505005840413	PREMARIN 0.625 MG TABL	0	0	0	1	1		\$244.05	\$244.05	1	PVP
				6505006907352	PROMETHAZINE 25 MG/M	0	0	0	3	3		\$19.60	\$58.80	3	PVP
			X	6505007644011	HOMATROPAIRE 5% EYE I	0	0	0	6	6		\$21.36	\$128.16	0	PVP
				6505009262095	HYDROCORTISONE-ALOE	0	0	0	40	40		\$4.49	\$179.60	40	PVP
				6505009262154	INDOMETHACIN 25 MG CA	0	0	0	1	1		\$11.95	\$11.95	1	PVP
				6505010151405	CLOTRIMAZOLE 1% CREA	0	0	0	15	15		\$1.10	\$16.50	15	PVP
				6505010161470	SULFAMETHOXAZOLE-TM	0	0	0	5	5		\$46.75	\$233.75	5	PVP
				6505010674850	FLUOCINONIDE 0.05% CRE	0	0	0	24	15		\$17.63	\$264.45	15	PVP
				6505010835988	ERYTHROCIN 250 MG FILI	0	0	0	4	4		\$6.80	\$27.20	4	SMS
				6505011533272	DIPHENHYDRAMINE 25 M	0	0	0	3	3		\$4.87	\$14.61	3	PVP
				6505011607702	RANITIDINE 150 MG TABL	0	0	0	5	3		\$7.02	\$21.06	3	PVP
				6505012385632	LOPERAMIDE 2 MG CAPSL	0	0	0	5	5		\$10.63	\$53.15	5	PVP

Fund : 3087 Available Balance : \$159.61  
 Total Critical Shortage Dollars: \$19.15 Total Shortage Dollars: \$6,698.33  
 Total Order Critical Shortage Dollars: \$0.00 Total Order Dollars: \$6,164.07

8.19.2.5. Order quantities are defaulted to the shortage quantity and appear in 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.

8.19.2.6. The AM replenishment process identifies assemblage requirements for other procurement (OP) items but does not allow them to be ordered from AM replenishment. Use the Offline/Non-Submit order process, paragraph 8.19.4., to establish due-ins for these items. AFMOA/SGMX provides specific processing procedures for this type of order.

8.19.2.7. The Advice Code does not appear in the Replenishment List window; however, it defaults to 2D (furnish exact quantity requested) and can be modified in the Build Orders details window. Note: Refer to System Services Module TMU Table, Advice Codes for a list of all advice codes.

8.19.2.8. Item IDs that appear in RED indicate that the order quantity is less than the total required quantity. This usually occurs when insufficient funds are available to replenish the total required quantity. Review the list to ensure that the most critical requirements are ordered first.

8.19.2.9. Replenishment List Window. The following fields and features are available in this window:

8.19.2.9.1. Target Stock Percentages. The Target Stock Percentage is equal to the amount on hand and due-in versus the authorized amount. The Target Stock Dollar Amount displays the available funds. This amount cannot be zero.



8.19.2.9.2. Priority Code. Use the dropdown menu to assign the appropriate DLA requisition priority designation (priority) code. If left blank, the system assigns routine priority code, e.g., 13. Note: Priority code 03 (Cannot Perform Mission) should not be used to order in-garrison materiel.

8.19.2.9.3. Signal Code. Use the dropdown menu to assign appropriate code, A (Ship to Requisitioner) should be assigned in almost all instances. Defaults to A if left blank.

8.19.2.9.4. Project Code. Enter the project code if known. In most cases, project codes are no longer used.

8.19.2.9.5. Media & Status Code. Use the dropdown menu to assign the appropriate code. If left blank, it defaults to S (100% Supply and Shipment Status).

8.19.2.9.6. Supplementary Address (Supp Add). Enter a supplementary address if materiel is to be shipped to a location other than the ordering facilities ship to address. If used, the signal code should be changed to J (Ship to Supplementary Address; Bill to Requisitioner).

8.19.2.9.7. Distribution (Dist) Code. Assign if applicable.

8.19.2.9.8. Required Delivery Date (Req Del Date). Enter date item is required to be delivered.

8.19.2.9.9. Select All. Click Select All to highlight all records. Click a second time to unselect all records.

8.19.2.9.10. Apply. Click Apply to apply requisition codes to selected (highlighted) records.

8.19.2.9.11. Set Qty to Zero. Click this button to change the order quantity to zero for highlighted records. To set all order quantities to zero, click Select All and then Set Qty to Zero.

8.19.2.9.12. End/Support (E/S) Item Indicator. A check in the E/S box indicates that this particular Item ID supports other equipment/supplies. Do not deviate from this procurement source or product number when ordering this item.

8.19.2.9.13. P/S Indicator. A check in the P/S box indicates a prime/sub relationship exists for the item. Review the prime/sub ratios to determine whether or not a requirement exists and what quantity is actually required.

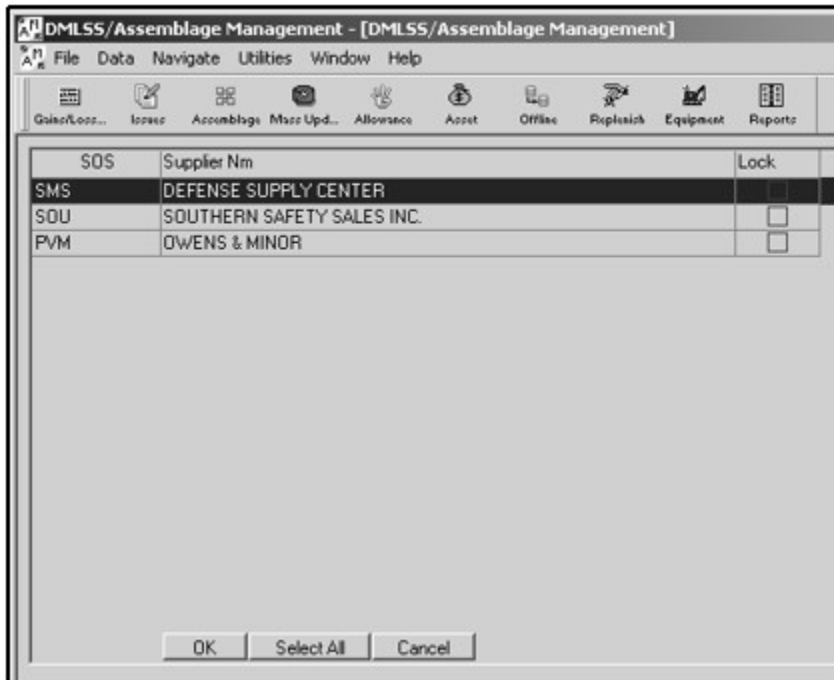
8.19.2.9.14. Delete Indicator (Del). A check mark in the Del column indicates the item is coded for deletion. Research these items to determine if they are valid allowance standard items and process accordingly. Remember to check prime/sub relationships.

8.19.2.9.15. Exceptions (Excp). A check in the Excp box indicates a replenishment exception exists for the item. Use the Jump To button located in the Item ID column heading to view 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.

8.19.2.9.16. Fund. Identifies the associated AM Fund number.

- 8.19.2.9.17. Available Balance. Identifies the associated AM Fund records available balance.
- 8.19.2.9.18. Total Critical Shortage Dollars. Total dollar value of critical shortage items.
- 8.19.2.9.19. Total Order Critical Shortage Dollars. Total dollar value of critical shortage items being replenished.
- 8.19.2.9.20. Total Shortage Dollars. Total dollar value of shortages.
- 8.19.2.9.21. Total Order Dollars. Total value of items being replenished.
- 8.19.2.9.22. Add Item. Click the Add Item button located on the vertical toolbar to access the Replenishment List – Enter Item ID window. Enter the applicable Item ID and assemblage in which the item is being added and click OK. The Replenishment List appears with the added item. Modify codes and quantities as necessary before executing the order.
- 8.19.2.9.23. Asset Review (A/R). A check in the A/R box indicates that a potential overage for that Item ID exists in another assemblage or in operating inventory. Highlight the applicable line item, and click the Asset Review button located on the vertical toolbar. If possible, transfer assets as explained in paragraph 8.19.1 to satisfy stock shortages.
- 8.19.2.9.24. Print. Click the Print button located on the vertical toolbar to print a copy of the displayed Replenishment List.
- 8.19.2.9.25. Refresh. Click this button to refresh the replenishment requirements if all are not processed at the same time.
- 8.19.2.10. Click Save to process the replenishments once all codes, indicators, and quantities are applied. In the Order window (see Figure 8.28.), select a single or multiple sources of supply to process. Orders are separated by SOS and commodity type then displayed in the Orders window. Enter a call number for the order only when the AUTO assign call number indicator is not checked for the SOS. The next sequential call number is pulled from the SOS Catalog record, Contract tab. Select one or all orders to process, and click the Execute button located on the vertical toolbar.

Figure 8.28. AM Order Window.



8.19.2.11. An ESD transaction is written to the Due-In file and Transaction History. Each line item is assigned a 0001-2999 document serial number.

### 8.19.3. Customer Owned Assemblage Replenishment.

8.19.3.1. Use this function to process replenishment orders for customer owned Assemblages. This function looks and works similarly to AM replenishments, except LOG owned assemblages are linked to an AM fund record, and customer owned assemblages are associated to a customer ID, expense center, and project center; same as CAIM customers. Customer owned assemblage allowances must be loaded and shortages must exist before this replenishment process can be utilized.

8.19.3.2. From the Navigate dropdown menu, select Orders and the Customer Owned Assemblage Replenishment to access this function. In the criteria window, select the customer and assemblage being replenished. Data fields and functions unique to customer owned assemblage replenishment are explained below. Refer to paragraph 8.19.2 for detailed explanation of the remaining fields as the LOG owned replenishment is very similar.

8.19.3.2.1. LOG Issue. The LOG Issue indicator determines whether or not LOG OPR inventory is considered during replenishment action. In most instances, inventory managers do not want to deplete operating stock in order to fill customer owned assemblage shortages.

8.19.3.2.1.1. Unchecked – The system defaults this indicator to unchecked; which means DMLSS bypasses LOG inventory, builds and passes the replenishment orders to LOG orders, and the materiel is purchased from the supplier.

8.19.3.2.1.2. Checked – If the LOG Issue indicator is checked, LOG operating

inventory is considered and, if available, is issued to fill the requirements. If not available, DMLSS builds and passes the replenishment requirements to LOG orders for purchase.

8.19.3.2.2. EOR Funds. The EOR Funds icon located on the vertical toolbar provides a quick view of the customer's funds summary. Prior to processing the replenishment action, the Total Order Dollar value in the replenishment screen should be compared to the funds summary available balance to verify adequate funds are available.

8.19.3.2.3. PVM Price. Use the PVM Price link to obtain a total delivered price for items purchased from the Med/Surg Prime Vendor. This view shows the LOG PVM price, the raw price and the total cost calculation (Cost \$ Calculation: Raw Price \* Cost Recovery Factor \* Distribution Fee).

#### 8.19.4. Offline Non-Submit.

8.19.4.1. Use the Offline Non-Submit function to manually create due-ins for one-time orders, Centrally Procured/Other Procurement item orders, and Prime Vendor Credit orders. Despite its title, this function is used to create offline orders that are either submitted or not submitted electronically. When placing offline non-submit orders, the requisition file is not electronically transmitted to the SOS so the orders are placed manually using the telephone, email, or internet; however, if the Non-Submit indicator is not checked, the order is electronically submitted to the SOS.

8.19.4.2. From the Navigate menu, select Orders and then Offline Non-Submit to access the Supply/Equipment Offline Orders window. Identify the ORG and select an assemblage in the search criteria window and then click Search.

8.19.4.3. The Supply/Equipment Offline Orders window (Figure 8.29) contains item and assemblage information along with two tabs: Main and SOS Details. Use the data fields and indicators as explained below to process an Offline Non-Submit order.

**Figure 8.29. Supply/Equipment Offline Orders Window.**

Org ID	Assemblage	Assemblage Description	BCN	Fund Number
FMS270	883 J1 4 0	EXPEDITIONARY BLOOD TRANSFUSION SYST	19147	19147

Order Qty	U/P	Price	Est Price	Maint. Activity
0	EA	55.00	0.00	

8.19.4.3.1. Item ID. First, enter the Item ID or click the Flashlight button to view a list of Item IDs. The Flashlight works in conjunction with the Assm Ind. The Item ID

must be associated to an assemblage to process the offline request. Upon entering an Item ID, the price, maintenance activity, demand code, allowance quantity, priority, and non-submit fields are populated with default data.

8.19.4.3.2. Assemblage Indicator (Assm Ind). This indicator works in conjunction with the Flashlight button. If checked, it limits the Item ID search to those items contained within the specified assemblage. If the indicator is removed, then all catalog records are displayed.

#### 8.19.4.4. Main Tab.

8.19.4.4.1. Order Quantity. The Order Qty field appears once an Item ID is entered. Insert the order quantity for the specified Item ID.

8.19.4.4.2. Price. Enter the current order price of the specified Item ID if different from the MTF Catalog price.

8.19.4.4.3. Non-Submit. Check this indicator if the order was placed manually using the telephone, email, internet, or some other means. Leave this indicator unchecked to electronically transmit the order to the SOS.

8.19.4.4.4. PV Credit. Check this indicator if the order is being placed against either the PVP or PVM WRM credit returns account. If for Prime Vendor Credit, enter a manually controlled call number in the SOS Details tab. DMLSS assigns a document number for all Prime Vendor Credit issues and establishes an ESD transaction with Refund Code N as a result of executing the order request. The system also updates the Credit Fund record by the credit dollar amount and posts a history of used credits. The order does not process when funds are not available or the order exceeds the available credit amount.

8.19.4.4.5. Demand Code. Defaults to Recurring but can be changed to Non-Recurring, if necessary.

8.19.4.4.6. Document Number. Enter a manually assigned document number, if used. When left blank, DMLSS automatically assigns the next available document number.

8.19.4.4.7. Project Code. Enter the project code if the item is being purchased for a specific deployment or contingency, if known.

8.19.4.4.8. Refund Code. Defaults to R unless the PV Credit indicator is checked or the order is associated to an Other Procurement (OP) item. Change to N as necessary.

8.19.4.4.9. Required Delivery Date (Req Del Date). Enter the date materiel is expected for delivery, if applicable. See paragraph 8.19.4.6 for information on delayed delivery orders.

8.19.4.4.10. Priority. Use the dropdown menu to assign the appropriate priority code. Defaults to routine if left blank, i.e., 15.

8.19.4.4.11. Premium Transportation. Check this indicator if premium transportation charges were approved to pay for shipping costs.

8.19.4.4.12. Estimated Release Date (Est Rel Date). Enter the vendor's estimated release date of the order, if known.

8.19.4.4.13. Add Item. Click the Add Item button located on the vertical toolbar to add additional line items to the order. In the Add Items window, select and add order quantities to one or multiple items to add them to the Offline order. Only items assigned the same SOS as the original Item ID appear in the Add Item window. The document number field populates with the next sequential document number based on the one entered in the original requirement. If 71287200 is assigned to the original Item ID, then 71287201 is assigned to the first item added to the order using Add Item. The price and refund code can also be updated from this window. Select OK to return to the Supply/Equipment Offline Orders window. Note: Once a submitted order is executed, additional line items cannot be added to that call number.

8.19.4.4.14. SOS Info. Click the SOS Info button located on the vertical toolbar to view detailed information about the SOS to include last call number used.

#### 8.19.4.5. SOS Details Tab.

8.19.4.5.1. The default SOS Code assigned to the Item ID specified in the Main tab appears in this field. Use the dropdown menu to change the SOS as needed. If the required SOS is not listed, associate the required SOS to the Item ID by clicking the Jump To button and adding the SOS in the SOS tab of the MTF Catalog window.

8.19.4.5.2. Call Number. Enter a call number, if necessary, or allow DMLSS to auto assign the next available call number. If the SOS is not set to automatically generate a call number, manually enter a call number.

8.19.4.5.3. Submission. Verify that the submission method and form are correct prior to executing the order. Once all offline order criteria are specified, click the Execute button located on the vertical toolbar to process the offline order. An ESD transaction is written to the due-in file and to the Transaction History for the item(s) on the order. A DD Form 1155 is available to be printed on the local printer.

8.19.4.6. Delayed Delivery Orders. Delayed delivery enables DMLSS users to order material to support construction and maintenance of service assemblages, as well as supporting other contingency operations that require future deliveries. Users can request a Prime Vendor delayed delivery for Med/Surg orders by entering a delayed delivery date from the offline orders screen. Required Delivery Date (RDD) toggles to delayed delivery date when the item is sourced to PVM. The delayed delivery date must be greater than 3 calendar days and no more than 180 calendar days from the current date. O&M funded sites cannot select a delayed delivery date beyond the end of the current fiscal year. The Prime Vendor must provide order acknowledgement in the form of an EDI 855 file to confirm the quantity and acceptance of the delayed delivery date within three business days of the order placement and cannot use IB status code for delayed delivery orders. All delayed delivery orders are treated as non-recurring, and delivery orders/call numbers are separated by delayed delivery date.

8.19.4.6.1. Delayed Delivery Price Changes. Delayed Delivery allows a onetime price change per line item before material is delivered. Price updates are automated with an EDI 865 file notice. The Prime Vendor provides a final delivered price no later than three business days prior to the delayed delivery date.

- 8.19.4.6.2. **Delayed Delivery Shipment.** The Prime Vendor makes deliveries no earlier than one business day prior to the delayed delivery date; however, if receipt for the item is not processed within two business days after the date (seven business days for Outside Continental United States (OCONUS)), the user is prompted for potential cancellation. DMLSS creates a pending action, and the user receives the following notification: IM Overdue Delayed Delivery Shipment. The system then allows the user to process a request for cancellation if an Advanced Shipment Notice (EDI 856 file) has not been received.
- 8.19.4.7. **PVMs Holding Backorders.** Both the primary and back-up Med/Surg Prime Vendors can hold a backorder; however, the Prime Vendor must provide an estimated ship date (ESD) on every line that is backordered, and the timeframe for delivery is based on the estimated ship date.
- 8.19.5. **Deferred Item Order/Electronic Catalog (ECAT) Contingency Ordering.**
- 8.19.5.1. Use the Navigate option to select Orders and the Deferred Item Order function to identify materiel and place orders for items that are coded as part of the WRM Deferred Procurement program. These items should not be ordered until authorized by higher headquarters. In order to procure an item from an ECAT Contingency contract (SOS: ECC, ECD, ECP, or ECR), the Item IDs must have the applicable SOS established within the MTF Catalog detail record. Items meeting the prescribed criteria for ECAT Contingency contracts are administered by DLA Troop Support. These select items are populated within the MMC and pushed to each DMLSS activity via the daily UDR Delta process. DMLSS users are prohibited from adding an ECAT Contingency SOS record (ECC, ECD, ECP, or ECR) against any Item ID unless it is already a component of the MMC data feed.
- 8.19.5.2. Deferred Procurement codes are assigned using the Set Code function explained in paragraph 8.7. These codes are tied to specific SOSs (DMLSS – ECAT Readiness Automated Order Process for Contingency Contracts). The four specific codes are:
- 8.19.5.2.1. VMI (Code R) – Service Owned VMI. Defaults to SOS code ECD.
  - 8.19.5.2.2. CEC (Code E) – Service Owned CEC. Defaults to SOS code ECC.
  - 8.19.5.2.3. PVWRM (Code S) – Service Owned PVWRM. Defaults to SOS code ECP.
- 8.19.5.3. From the Navigate menu, select Orders and the Deferred Item Order to access this function (see Figure 8.30). Use the AM Replenishment Search criteria window in the same way as for other assemblage replenishments. Highlight the appropriate assemblage ID, select the desired Item ID or leave the field vacant to retrieve all items requiring deferred replenishment.

**Figure 8.30. Deferred Replenishment Screen.**

E/S	P/S	Del	Excp	Item ID	Description	Critical Cd	Qty	Delat	Allow	Short	A/P	U/P Price	Short Dollars	Order	Req Del Date	P. F.
				6505010696513	CLOTRIMAZOLE-7 CREAM	0	2	2	2	2		\$1.37	\$2.74			

Fund: PROU0001 Available Balance: \$100,000.00  
 Total Critical Shortage Dollars: 0 Total Shortage Dollars: \$2.74  
 Total Order Critical Shortage Dollars: 0 Total Order Dollars: \$2.74 Overall

### 8.19.6. Resubmit Orders/Follow-up Requests/Cancellations.

8.19.6.1. Use this function to resubmit orders to the SOS if the file transmission or print function failed. It is important to review this function daily to ensure supply orders and deliveries are not delayed. From the Navigate menu, select Orders and then Resubmit Orders/Follow-up Requests/Cancellations to access this function.

8.19.6.2. All files that failed to transmit or print are displayed in the Resubmit Orders window. Use the following features to manage these files as appropriate:

8.19.6.2.1. Resubmit. Highlight the applicable file and click the Resubmit button located on the vertical toolbar to retransmit or reprint an order.

8.19.6.2.2. Detail. Click the Detail button to view the contents of the failed order.

8.19.6.2.3. Refresh. Use the Refresh button to update the Resubmit window if order files have been resubmitted or removed.

8.19.6.2.4. Remove. Highlight an order file, and click the Remove button to delete the order file. Once the file is removed, it can no longer be retransmitted or reprinted.

8.19.7. Resend to DCM. The DCM is used to transmit interface files from DMLSS to its intended recipient. Occasionally, files cannot be transmitted out of DMLSS until local area network (LAN) problems are corrected. Once the problems are corrected, use the Resend to DCM process to resubmit the files. The message, "No orders to resend" is displayed if there are no orders to send. Select OK to return to the previous screen. The DCM should be monitored daily to ensure successful interface and/or transmission of files. See Chapter 15.

## 8.20. Physical Inventory.

8.20.1. Purpose. Use the Physical Inventory module 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 and gains to items. Reports specific to the inventory process are also available.

### 8.20.2. Select Assemblage.

8.20.2.1. From the Navigate menu, select Physical Inventory and then Select Assemblage to access the Physical Inventory – Select Assemblage window (Figure 8.31). Use the Physical Inventory features as follows:

**Figure 8.31. Physical Inventory – Select Assemblage Window.**

Select	Date of Last Inventory	Org ID	Assemblage	Build Control Number	
<input type="checkbox"/>	22 Mar 2007	FM4425	937 J 4 JB	900217	EXPEDITIONARY CRITICAL CARE TE
<input type="checkbox"/>	22 Mar 2007	FM4425	937 J 4 KA	900217	EXPEDITIONARY CRITICAL CARE TE

8.20.2.1.1. Scope. The scope defaults to AM but the inventory manager must check either Annual or Other depending on the type of inventory being conducted.

8.20.2.1.2. ORG. Use the dropdown menu to identify the ORG that owns the assemblage(s) being inventoried.

8.20.2.1.3. Include Sub ORGs. Check this indicator to include assemblages owned by sub-ORGs. This feature only works if the host ORG is loaded in the ORG field.

8.20.2.1.4. Select Assemblages. Highlight the applicable assemblages and click the Select Assemblages indicator to place a check in the Select indicator for multiple assemblages simultaneously.

8.20.2.1.5. Select All. Click this indicator to select all assemblages for Physical Inventory.

8.20.2.1.6. Select field. Check this indicator to select assemblages for inventory one at a time.

8.20.2.2. The Date of Last Inventory column reflects the date of the last automated inventory. If blank, an automated inventory has never been completed. This date is also displayed on the Physical Inventory Date Report and should be used to schedule future annual inventories.

8.20.2.3. Click Search once the applicable assemblages are selected for inventory. The selected assemblages and components are listed in the Select Inventory Segment, Search

Results window. Preview this window to ensure that no other processes have locked any of the assemblage's components and that there are no SOS type codes of unknown (UNK) loaded in the project. If these conditions exist for all or some of the components, the inventory cannot be processed.

8.20.2.4. If the SOS type code is UNK, access the MTF Catalog record and load a valid SOS against the item. Once all UNK SOS codes are corrected, the inventory can be processed.

8.20.2.5. If a component of the assemblage is locked by another process, determine who has the item locked and why. The other processes must be closed prior to processing the inventory.

8.20.2.6. Once all exceptions and locks are cleared, click the Process Inv button located on the vertical toolbar. DMLSS locks the records and assigns an ICN. The control number is tied to the inventory segment that was created.

8.20.2.7. The Generate Count Lists and Assign Teams Criteria window appears upon clicking Save. It is recommended that count lists be generated and teams assigned at this time. If cancelled at this time, count lists can be generated later using the Generate Count Lists function explained in paragraph 8.20.5.

### 8.20.3. Control Number Status.

8.20.3.1. Use the Control Number Status function to view and/or print the current status of an active inventory. When in AM, only control numbers associated with assemblage inventories are displayed. All active control numbers, current status or process, and the number of records associated with an inventory appear in the ICN Status window.

8.20.3.2. Highlight a record, and click the Detail button or double-click on an ICN to view count list summary information.

8.20.3.3. Highlight an ICN, and click the Cancel button located on the vertical toolbar to cancel an inventory that was erroneously processed. Click Yes in the status box to verify the intent to cancel the inventory. If an inventory is cancelled, any updates made during counting are lost and the date of last inventory field is not updated.

### 8.20.4. Generate Count Lists.

8.20.4.1. In the criteria window (Figure 8.32), select the desired Default Count List Breaks and set the Count List sort criteria. Click OK once desired settings are complete.

Figure 8.32. Generate Count Lists and Assign Teams Criteria Window.

**Generate Count Lists and Assign Teams Criteria**

• Scope  
 IM  AM • Control Number: 090005

Generate Count Lists for Counts:  
 1st  2nd  3rd

Default Count List Breaks by:  
 Location  
 Sub Location

\*Set Count List Sort:  
 Location: 1  
 Sub Location: 2  
 Item ID: 3

\*This sort pattern will apply to all on-line and printed Count Lists for this Control Number.

OK Cancel

8.20.4.2. The Generate Count List and Assign Teams to AM ICN (Figure 8.33) appears once the count list criteria are completed. Use the Add Count List and Add Team buttons to increase the number or count lists and teams required for the specified inventory. For example, there are four count teams assigned. However, eight count lists are desired to minimize the number of items on each count list. By default, DMLSS automatically creates one count list and one assigned team. Click the Add Count List button to add seven more count lists. Then click the Add Team button to add the additional three count teams. The inventory teams are assigned to a specific count list. Teams can be used more than once but count lists cannot.

**Figure 8.33. Generate Count List and Assign Teams to AM Inventory Control Number Window.**

Count	Item ID	Item Description	Strat State	Location	Sub Location	Select Count List	Team	O/H Qty	Cou
1st	6505013627427	ANTIDOTE TREATMENT	SER	0004		0001		1	
1st	6505013627427	ANTIDOTE TREATMENT	SER	0004		0001		1	
1st	6505009269083	ATROPINE INJ 0.7ML	SER	0006	MP2	0001		9	

8.20.4.3. Next, assign a team to each count list. This can be accomplished line item by line item in the bottom portion of the window or use the Assign Team dropdown menus to associate a team to a count list. When using the dropdown menu, each individual row in the bottom portion of the window is updated to reflect the assigned team (Team column). Another option is to use the Select All, Apply and Change Highlighted Rows to Count List functions to apply count list assignments to individual rows in mass.

8.20.4.4. Count lists are printed using the Physical Inventory Reports function explained in paragraph 8.20.8. Enter the ICN and print the required count lists.

8.20.4.5. Click the Regen List button located on the vertical toolbar to re-access the criteria window and regenerate count lists based on new or different count list criteria.

8.20.4.6. Click on the Statistics button located on the vertical toolbar to view the total number of item locations and percentages counted by count team or by count list. This feature provides a snapshot of the inventory progress at a given point between the start and finalization of an inventory.

### 8.20.5. Enter Counts.

8.20.5.1. The inventory manager or a member of the inventory posting team uses the Enter Counts function to record actual inventory counts when count lists are completed. Counts are entered by ICN.

8.20.5.2. The Enter Counts window and printed count lists are in Item ID/detail sequence to simplify the entry process. Click Save after all counts are posted. If the first count matches the DMLSS balance quantity, a second count is not required. If an out of balance exists and the same quantities are counted twice, the matching quantities are considered verified and the record will be moved to Research Discrepancies.

8.20.5.3. Table 8.1 reflects the rationale used to determine inventory recounts. The key is that two counts have to match to consider the count process valid. There is no reason to

recount if the first count matches the on-hand balance. After first counts, two other counts must match to consider the inventory line valid. Any out of balance conditions after the third count requires research.

**Table 8.1. Enter Counts Rationale Table.**

Enter Inventory Counts Rationale				
AM Balance	1 <sup>st</sup> Count	2 <sup>nd</sup> Count	3 <sup>rd</sup> Count	Rationale
O/H = 24	24			No recount required; 1 <sup>st</sup> count equals O/H.
O/H = 13	12	13	13	1st count was recounted, 2nd count matches O/H, 3rd count matches O/H; no recount required
O/H = 48	50	48	49	All three counts are different. This item ID requires research after all counts are processed.
O/H = 20	18	18		Two matching counts. Requires research because of the out-of-balance condition.

8.20.5.4. Information pertinent to individual assemblage data location records can be updated within the Enter Counts window in addition to recording inventory counts. Part of the assemblage inventory process is validating item QA data. Update the manufacturer’s name, manufacture date, expiration dates, revised expiration dates, and lot numbers of each line item when necessary. This is a good opportunity to clean up data within the database.

8.20.5.5. Figure 8.34 reflects an excerpt from an open inventory. Notice that there are two different spellings for Bayer. Under manufacturer name, update all instances of Bayer to read either Bayer or Bayer Corporation by typing each or using cut and paste in each occurrence. The same can be done in any field. Standardizing data is another method to clean up the QA data.

**Figure 8.34. Enter Counts for Physical Inventory.**

Count	Count List	Team	1st Count	2nd Count	3rd Count	Manufacturer Name	Manufacture Date	Expiration Date	Revised Exp. Date	Lot Number	Item ID
1st	0001	A									6505012740951
1st	0001	A									6505012740951
1st	0001	A									6505012738650
1st	0001	A									6510000547255
1st	0001	A				SURVIVAL TECHNOLOG		11/1/2003		5T5339	6505011253248
1st	0001	A				SURVIVAL TECHNOLOG	7/1/1998	1/1/2003	5/1/2004	5T5377	6505011253248
1st	0001	A				SURVIVAL TECHNOLOG	1/1/1999	6/1/2001	4/30/2003	VT5127	6505011253248
1st	0001	A				BAYER	1/1/2000	12/1/2002		9LGZ	6505012738650
1st	0001	A				BAYER CORPORATION		1/31/2002	12/31/2003	9ACX	6505012738650
1st	0001	A				BAYER CORPORATION		7/1/2002		9GCH	6505012738650
1st	0001	A				BAYER CORPORATION		12/31/2002		9LGX	6505012738650
1st	0001	A				MERIDIAN MEDICAL TE		2/1/2008		3T5223	6505011253248
1st	0001	A				BAYER		3/1/2005		25006J8	6505012738650
1st	0001	A				BAYER		6/1/2005		25007VS	6505012738650

Remove Counts | Move O/H Into 1st Count | Move 1st Count Into 2nd Count | Move 2nd Count Into 3rd Count

8.20.5.6. After first counts are complete, generate the second and third count lists using the Generate Count List function explained in paragraph 8.20.5. The maximum number of counts allowed is three. After the third count, all out of balance conditions require research during the research discrepancies part of the inventory.

8.20.5.7. Click the Item Detail button located on the vertical toolbar to view and/or print detailed management data for the selected Item ID. The Item Detail window displays on-hand quantities by location code along with other detailed data. The window also displays current count information.

8.20.5.8. Use the Add Item button located on the vertical toolbar to add items to the automated inventory that are not included in the automated inventory count lists. Adding an item to the inventory automatically generates a recount. These items require research during the Research Discrepancies portion of the inventory process because there was not a beginning count. The proper gain transaction is then processed for items kept in the inventory.

#### 8.20.6. Research Discrepancies.

8.20.6.1. Use the Research Discrepancies function to view and resolve inventory count discrepancies found during the inventory. All final adjustments are processed using this function.

8.20.6.2. Select the ICN from the list to view all items that require research. From the list, select one, some, or all items to process. After making a selection, click the Process icon to initiate research.

8.20.6.3. The first record is displayed from the selection. If multiple records were selected, buttons (e.g., <<, <, >, >>) appear at the top of the window. These buttons allow the user to scroll through the remainder of the list.

8.20.6.4. The assemblage physical inventory deals with the entire count total for a line item. One line item may have several detail records associated for different locations or manufacturers. The total of all these detail records have to match the on hand balance records (see Figure 8.35).

Figure 8.35. Research Discrepancies Window.

Item Detail							Total Qty O/H	U/S Price	U/S	CIIC
Item ID: 6505011253248							2,712	\$13.70	EA	J
Item Desc: PRALIDOXIM CHL INJ2ML										
Adj. Reason Required?	Strat State	Strat State Qty O/H	Last Inv. Count	Potential Gain/(Loss)	Final Count	Adjustment Reason				A Gai
Yes	SER	1,552	1,553	1	1,553	ONE INJECTOR FOUND BETWEEN BOX FLAPS				
Yes	SUS	1,160	1,000	(160)	1,160	SUSPENDED NOT CHECKED DURING FIRST COUN				
Strat State Details:										
Strat State	Loc. Qty O/H	1st Count	2nd Count	3rd Count	Final Count for Detail	Location	Sub Location	Manufacturer Name	Manuf. Date	Expiration Date
SUS	1160	1,000	1,000		1160	WRM 3750	S001	SURVIVAL TECH	1/1/1999	6/1/2001
					Sum: 1160					
<input type="button" value="Move Last Inv. Count to Final Count"/>										

8.20.6.5. After research, enter a final quantity and adjustment reason. Enter the actual quantity found if research reveals that a count was incorrect. DMLSS generates the applicable inventory adjustment if the final count is different from the quantity on-hand. DMLSS does not generate an adjustment transaction if the final count matches the quantity on-hand.

8.20.6.6. The Adjustment Reason prints on the Inventory Adjustment Voucher so it needs to be clear and reflect actual actions performed. Note: An adjustment reason is required for all items with Controlled Item Identification Code of J, R, or Q (see paragraph 3.10.12). Adjustment reasons are printed on the Inventory Adjustment Voucher. Adjustment reasons are also required if the potential inventory adjustment value is greater than the allowable amount set for Physical Inventory Adjustments in System Services/TMU module.

8.20.6.7. The Discrepancy List becomes blank once all actions are processed.

8.20.6.8. Click on the Post-Inventory Actions button to record additional notes concerning the inventory. These notes could include identifying problems associated with day-to-day business to target additional training, inventory after action notes, or recommendations for upcoming inventories. All Post-Inventory Action notes are compiled as part of the inventory finalization process. A Post-Inventory Actions Report, by ICN, is available from the Physical Inventory Reports function explained in paragraph 8.20.8.

8.20.7. Finalize Inventory. Once all inventory actions are completed, use the Finalize Inventory function to process the inventory adjustments and unlock records that were frozen for inventory. From the Navigate menu, select Physical Inventory and then Finalize Inventory to access this function. Identify the applicable ICN, and click the Finalize button located on the vertical toolbar. After verifying that the inventory is to be finalized, print an Inventory Adjustment Voucher produced as a result of processing inventory gains and losses.

8.20.8. Reports.

8.20.8.1. Use the Physical Inventory Reports function to view and/or print reports and lists associated to an inventory. Inventory documents are maintained in accordance with AFRIMS T 41-04 R 13.00.

8.20.8.2. Inventory Accuracy Analysis – Lists the inventory segment, physical and on-hand counts, adjustments, and accuracy for the inventory by ICN.

8.20.8.3. Inventory Adjustment Voucher – The Inventory Adjustment Voucher reflects item management data, adjustment in dollars, and adjustment reason for all inventory gains and losses produced during an inventory. It can be produced using the Finalize Inventory function or by accessing the reports function. This report requires the certifying and approving official's signature and is maintained in a permanent file.

8.20.8.4. Post-Inventory Actions – Lists the quantity, transaction code, and further description of what caused the discrepancy. This list can help with an after inventory analysis in determining training requirements for normal operations.

8.20.8.5. Missed Location Count List – This report lists any locations that were not counted during a specific inventory. This report should be reviewed before finalizing an inventory to verify all locations were counted.

8.20.8.6. Potential Inventory Discrepancy Report – This report reflects potential inventory discrepancies based off count quantities that result in a stock overage or shortage condition. Check this list to view potential discrepancies prior to finalizing the inventory.

8.20.8.7. Preview Inventory Accuracy Analysis – Lists the inventory segment by ICN. Use this report to preview the inventory accuracy prior to completing the physical inventory process.

8.20.8.8. Inventory Count Lists – Use the Inventory Count Lists to perform manual counts of the inventory.

## **8.21. Standard Assemblage Add.**

8.21.1. Use the Standard Assemblage Add function to load (or add) an assemblage instance to the database. Information pertaining to standardized assemblages is contained on the DMLSS Master file that is updated monthly during the UDR Delta process. If the process is inactive, the DMLSS Master file can only be updated each time it is manually processed via systems administration. The most current assemblage information can also be downloaded from the Air Force Medical Logistics website. Select Standard Assemblage Add from the navigate dropdown menu to access this window (Figure 8.36).



Figure 8.36. Standard Assemblage Add Window.

The screenshot shows the 'Standard Assemblage Add (UDR)' window. The title bar reads 'DMILSS/Assemblage Management - [Standard Assemblage Add (UDR)]'. The menu bar includes 'File', 'Edit', 'Navigate', 'Utilities', 'Window', and 'Help'. The toolbar contains icons for 'Global Loc...', 'Items', 'Assemblage', 'Mstr Upd...', 'Allowance', 'Asset', 'Office', 'Replicate', 'Equipment', 'Reports', and 'Outplacement'. The main form area contains the following fields:

- Org/Sub Org ID: FM4425 (dropdown)
- Branch of Service: AIR FORCE (dropdown)
- Asm. ID: 895 (dropdown)      Asm. UIC: (text field)
- Asm. Incr.: 0 (dropdown)      • Sub Asm.: 0 (dropdown)
- Asm. Description: CT Scan Team (text field)
- Oper. Status: MOBILITY (dropdown)      Build Control Number: (text field)
- Assemblage Item ID: (text field)
- ERC: (dropdown)
- Number Required: 1 (spin box)
- Scope:
  - LOG Owned
  - Customer Owned
  - Log Managed Expense Center Owned
- Customer: (dropdown)      Exp. Center: (dropdown)
- Project Code: (dropdown)
- Ownership Code: (dropdown)
- Trans Org ID: (dropdown)
- Report to JMAR:       Warehouse Location: (text field)

8.21.2. Most of the data fields in the Standard Assemblage Add (UDR) window are mandatory data fields. Valid data should be entered into the remaining optional fields if known. To add a standard assemblage, enter data into the fields as follows:

8.21.2.1. ORG/Sub Org ID – Enter the owning ORG's ID number.

8.21.2.2. Branch of Service – Select Air Force.

8.21.2.3. Asm ID – Upon clicking the dropdown box, the Select Assemblage window appears. Select the assemblage ID being loaded, e.g., select 937 if loading an EMEDS Basic.

8.21.2.4. Asm. Incr. – The assemblage increment automatically populates upon selecting the assemblage ID.

8.21.2.5. Sub Asm – The sub-assemblage automatically populates upon selecting the assemblage ID. If applicable, all sub-assemblages are loaded as part of this process. If no sub-assemblages are associated to the assemblage, a zero populates this field.

8.21.2.6. Asm Description – The assemblage description populates upon selecting the assemblage ID.

8.21.2.7. Asm UIC – Army use. Identifies the assemblage UIC.

8.21.2.8. Operational Status – Defaults to Mobility. The other option is Stored, but assign Mobility unless otherwise directed. The operational status greatly affects the maintenance cycles for all equipment associated to the assemblage. Status of Stored extends the maintenance cycles.

8.21.2.9. Build Control Number – Use this field to capture the Medical Resources Letter Record Number (MRL Recnum) or Fund Number to ensure funds are available for

redistribution within the Air Force Medical Service (AFMS) by providing a link between the fund record and assemblages.

8.21.2.10. Equipment Readiness Code (ERC) – Not used by Air Force sites.

8.21.2.11. Number Required – Identifies how many instances of the assemblage are to be added to the ORG. In most cases, this should remain at 1.

8.21.2.12. Scope – The scope identifies who owns, maintains, and funds the assemblage being added.

8.21.2.12.1. LOG Owned – AFWCF/MDD owned and funded WRM assets.

8.21.2.12.2. Customer Owned – Assets are customer owned and funded and are not WRM. Customer is using DMLSS to manage the assets. When selected, the Customer and Expense Center fields become mandatory. Upon selecting the customer, the expense center populates with the associated expense center.

8.21.2.12.3. LOG Managed Expense Center Owned – Assets are Customer Owned and funded; however, logistics personnel are using the system to manage assets. When selected, the Expense Center field becomes mandatory.

8.21.2.13. The Project Code, Ownership Code and Trans Org ID are not needed or required for use by Air Force activities.

8.21.2.14. Report to Joint Medical Asset Review – Checked systematically.

8.21.2.15. Warehouse Location – Identifies storage location of assemblage.

8.21.3. Upon saving, a message appears if an item is not in the MTF Catalog. Click OK in the message box to automatically add the item. An Exception Report is generated, identifying data requirements for each catalog record meeting exception criteria. These data inconsistencies must be corrected before the catalog record can be used. DMLSS provides an option to print the Exceptions Report. After the Exception Report is printed, select OK to confirm the assemblage was created. These exceptions are also written to the AM Catalog Exception Processing pending action.

8.21.4. Every assemblage added to DMLSS is assigned an Instance number. While not visible during the add process, it is visible throughout AM once the assemblage is added. The assemblage instance is an internally assigned number that provides a means for DMLSS to post transactions and maintain transaction history for that specific instance. It is not and should not be used as a sequential number defining the number of assemblages assigned to that ORG. The sequential number assigned can be found in the Medical Resource Letter.

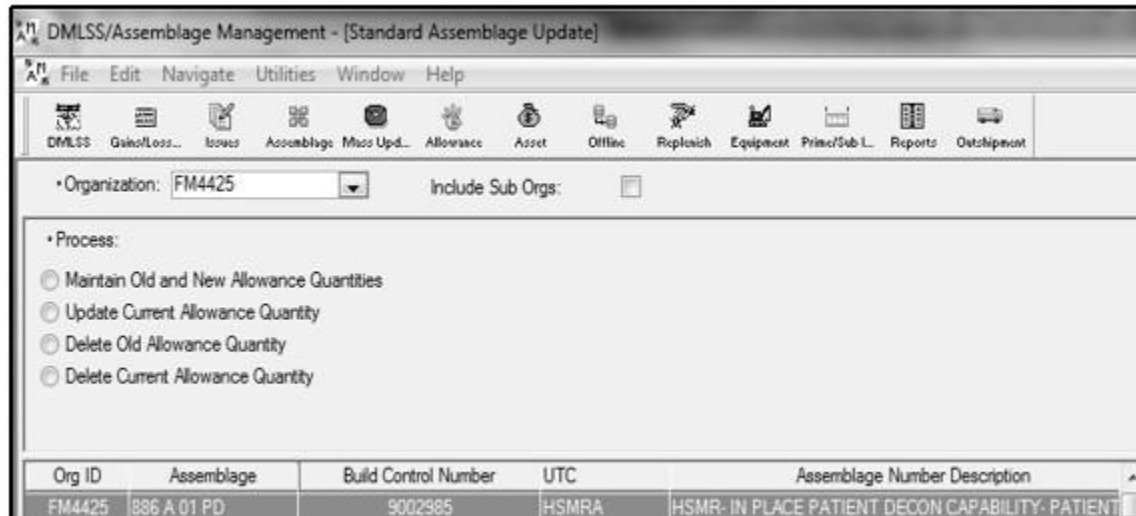
## **8.22. Standard Assemblage Update.**

8.22.1. Use the Standard Assemblage Update function to update existing assemblage allowance quantities. This process pulls the allowances from the DMLSS Master UDR file and updates the specified assemblage allowances in AM. Select Standard Assemblage Update from the Navigate menu to access this function.

8.22.2. In the Standard Assemblage Update window (Figure 8.37), select the owning ORG for the assemblage being updated. All assemblages associated to that ORG are displayed in the bottom portion of the window. Highlight the assemblage(s) being updated and select the

appropriate updated option in the Process box. Multiple update options are available and described as follows:

**Figure 8.37. Standard Assemblage Update Window.**



8.22.2.1. Maintain Old and New Allowance Quantities – Updates current allowance quantities and moves existing quantities to old allowance quantity fields.

8.22.2.2. Update Current Allowance Quantity – Replaces current allowance quantities only.

8.22.2.3. Delete Old Allowance Quantity – Deletes old allowance quantities and enters a zero in the old allowance quantity field.

8.22.2.4. Delete Current Allowance Quantity – Deletes current allowance quantities and enters a zero in the current allowance quantity field.

8.22.3. Click the Save button on the toolbar to save the 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 the report be printed for the WRM continuity files.

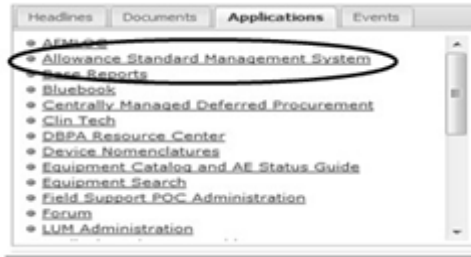
### 8.23. Assemblage Allowance Update File.

8.23.1. Use the Assemblage Allowance Update File function to update the DMLSS Master UDR file located on the server with the most current allowance standards published on the Air Force Medical Logistics website, Readiness page.

8.23.2. Use the Application tab located on the home page of the Air Force Medical Logistics website to select the Allowance Standard Management System, see Figure 8.38. Locate a specific allowance standard by typing its number into the search or scrolling through the list of all assemblages. After the appropriate allowance standard is selected, click the download tab and select DMLSS Output. Click on the download hyperlink and save to a folder on the computer or Compact Disc, read-only-memory (CD-ROM). Files from the website are downloaded or sent in the .ZIP format and identified as AM[SRAN].ZIP (example AM4427.ZIP). Unzip or extract this file prior to uploading the new/revised file(s) data using

an approved zip/unzip program. Contact the local Information Systems office for the approved program, if required.

**Figure 8.38. Allowance Standard Management System Link on Air Force Medical Logistics Website.**



8.23.3. Unzip or extract the files from the .ZIP file to the local hard drive in a folder already identified. A minimum of two files with the .DEL extension are created for each assemblage. Below is an example of what the .ZIP file contains:

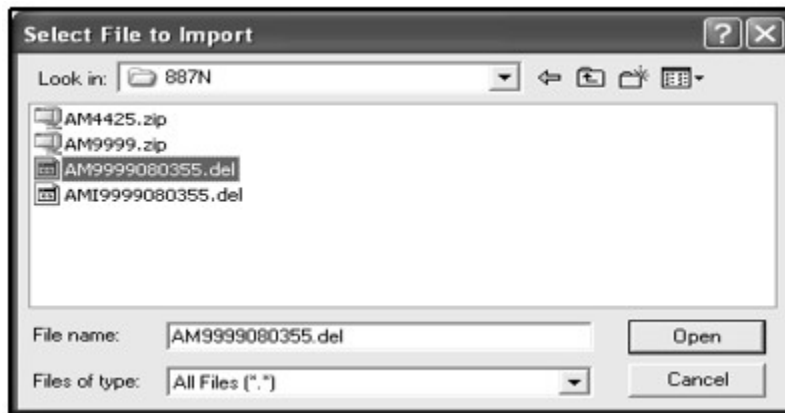
8.23.3.1. AM4427111956.DEL.

8.23.3.2. AMI4427111956.DEL.

8.23.4. The AM[SRAN]xxxxxx.DEL file is the main file used by the system and contains the file structure. The AMI[SRAN]xxxxxx.DEL file is the index file that contains the allowance standard information. Both files are needed for the upload to process correctly.

8.23.5. To process the allowance standard update, select Assemblage Allowance Update File on the Navigate menu. The Assemblage Allowance Update File window opens and prompts the user to navigate to the folder in which the import file(s) reside. 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. Click Open. Do not select the AM file with the letter I in the third position. 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.

8.23.6. The assemblage information is listed in the Assemblages to Import box (see Figure 8.39). Select the assemblage(s) 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 update the DMLSS Master UDR file. Once completed, a successfully updated message appears. If Cancel is chosen, DMLSS returns to the Assemblage Allowance Update File window.

**Figure 8.39. Select File to Import Window.**

8.23.7. Once this process is complete, use the Standard Assemblage Update function explained in paragraph 8.22 to apply the new allowances to the assemblage(s).

**8.24. Assemblage Instance Update Utility.** This process enables users to upgrade an existing assemblage to the latest increment/version. It automatically updates new allowance quantities while reducing levels on obsolete items, and creates new sub-assemblages. DMLSS also automatically updates the applicable AM fund record to reflect the new assemblage ID, and transactions posted under the old version number are updated to reflect the new version number.

8.24.1. Select the appropriate Organization. In the top portion of the screen, select the assemblage to be changed and then select the assemblage instance/version to change it to in the bottom portion. Click Save. A window appears to verify the change. Note: DMLSS provides a warning if active due-ins exist. Choosing yes updates the due-in detail record to reflect the new assemblage ID.

8.24.2. The system produces an Assemblage Version Change pending action. This pending action reflects all changes that were made by Org ID, assemblage ID (old and new) and the date processed.

### **8.25. Load Non-Standard Assemblage.**

8.25.1. 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 Biological Warfare/Chemical Warfare 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 must be manually loaded.

8.25.2. The Load Non-Standard Assemblage function is part one of a two part process to create an instance of a Non-Standard Assemblage in AM. Once this part is completed, accomplish the Non-Standard Assemblage Add function explained in paragraph 8.26. Complete both steps must before the non-standard assemblage appears in DMLSS.

8.25.3. Select Load Non-Standard Assemblage from the Navigate menu to access the Non-standard Assemblage Load window (Figure 8.40). Most of the fields require data entry and should be used as follows:

**Figure 8.40. Non-Standard Assemblage Load Window.**

8.25.3.1. Assm ID – Four digit alpha-numeric number that identifies the assemblage (e.g., BWCW identifies Biological/Chemical Warfare). This ID must be unique and cannot duplicate an assemblage ID already in the UDR.

8.25.3.2. Assm Incr. – If the assemblage contains modular units, enter the unit number identifier in the Assm Incr field. If multiple increments exist, enter the exact number. DMLSS assigns the next sequential increment number. If not, enter a zero in this field to indicate none. If a number already assigned to an assemblage is entered, the system prompts to enter a new identification (ID). Note: In most cases, the Assm Incr for non-standard assemblages should be zero.

8.25.3.3. Sub Assm – In most instances, non-standard assemblages do not contain multiple sub-assemblages. If no sub-assemblages exist, enter a zero to indicate none. If multiple sub-assemblages do exist, the Load Non-standard Assemblage function must be used for each instance (e.g., once for sub-assm A, once for sub-assm B)

8.25.3.4. Assemblage Description – Use to enter an abbreviated or colloquial description of the assemblage.

8.25.3.5. Build Control Number – If known, use this field to capture the MRL Recnum or Fund Number to ensure funds are available for redistribution within the AFMS by providing a link between the fund record and assemblages. Otherwise, leave this field blank.

8.25.3.6. Assemblage Item ID – No data needed for this field.

8.25.4. Click Save to load the non-standard assemblage. Once loaded, use the Non-Standard Assemblage Add function described in paragraph 8.26 to complete the process of creating a non-standard assemblage.

## **8.26. Non-Standard Assemblage Add.**

8.26.1. The Non-standard Assemblage Add is the second part of the two-part process to create non-standard assemblages in AM. Once the non-standard assemblage is loaded (paragraph 8.25.), use the Non-standard Assemblage Add function to complete the process of creating the

initial instance of the assemblage. This option is also used to create additional instances of the assemblage using the same assemblage ID.

8.26.2. Select Non-standard Assemblage Add from the Navigate menu to access the Non-standard Assemblage Add window shown in Figure 8.41. Data required in this window is the same data required when adding a standard assemblage. Follow the instructions provided in paragraph 8.21. to complete the process of creating a non-standard assemblage.

**Figure 8.41. Non-Standard Assemblage Add Window.**

**8.27. Assemblage Description Change.** Use this option to change the assemblage's descriptive information after the initial assemblage load. While descriptive data may be modified, the scope cannot be changed. For example, the assemblage cannot be changed from LOG owned to Customer-Owned or vice versa. Reference paragraph 8.21 for an explanation of the data fields available for modification. The Trans Org ID field is used in conjunction with the Assemblage Loss-War Switch process explained in paragraph 8.17.2.5.

**8.28. Duplicate Existing Assemblage.** Use this function to replicate an existing assemblage. The new assemblage instance may be placed in the same ORG or different ORG. The entire assemblage is duplicated to include allowances as well as prime/sub relationships and end/support items, if chosen. The on-hand balances do not carry forward to the new assemblage instance.

**8.29. Build Default Locations.** Use the Build Default Locations function to create an assemblage data location record for each line item, within the specified assemblage(s), that do not have an existing location, balance on-hand, or due-ins. This action assigns a default location of 'NONE,' contains a zero quantity, and the Incomplete indicator is checked. Essentially, this action prevents the user from having to click on the Add Item button to add a location record for every individual item.

**8.30. Assemblage Build Control Number (BCN)/Unit Type Code (UTC) Change.** Click either the UTC or BCN button and use the dropdowns to enter the assemblage ID and increment number. Enter the Unit Type Code or Build Control Number and click Save.

**8.31. QA.** Chapter 7 provides detailed instruction on the QA function in DMLSS.

**8.32. Status Edits.**

8.32.1. Use the Status Edits function to view, delete, and process status edits that are received as a result of submitting AM orders. The AM Status Edits function directly links to the IM Status Edits Report pending action, except it defaults to the AM scope and cannot be changed to IM or IM/AM. Local policy dictates who should be responsible for reviewing and processing AM status edits.

8.32.2. Select Status Edits from the Navigate menu to access the Status Edits Report. This report contains three tabs.

8.32.2.1. Part I – Errors tab. Contains status for transactions not recognized in DMLSS. Review status and process or delete as necessary.

8.32.2.2. Part II – Awaiting Review tab. Contains status for transactions that are recognized but are being held pending review and processing. Review and process status as appropriate.

8.32.2.3. Part III – Processed tab. Contains status for transactions that are recognized and the status has already processed. Upon review, these can be deleted.

**8.33. Strategic Sourcing – NSN Sourcing Utility Functionality.** This sourcing optimization utility allows a user to review alternate product sourcing options for items managed as NSNs. Select NSN(s) for review by entering an Item ID or selecting an assemblage. This utility identifies alternate products and sourcing when available in master data and allows the user to change the underlying product and sourcing associated with the catalog record. This utility is similar in functionality to the IM Strategic Sourcing function. The primary difference is it looks across products and limits packaging options to the NSN pack quantity as identified in the product source price record that contains the NSN.

**8.34. Reports.** Use the Reports function to view and/or print a multitude of available reports designed to assist in the overall management of assigned assemblages. Select Reports from the Navigate menu or click on the Reports button located on the horizontal toolbar. Refer to Chapter 18, DMLSS Reports, for a brief description of each report in DMLSS along with its content and use.

**8.35. Reprinting Delivery Lists.**

8.35.1. The Reprint Delivery List window allows the viewing or reprinting of any AM delivery list that was processed within the past seven days. Select Reprint Delivery List from the Navigate menu to access this function.

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 to be reprinted and click the Print button located on the vertical toolbar. The delivery list is sent to the local printer.

**8.36. Reprinting Asset Relocation Delivery Lists.**

8.36.1. This function provides a method to view and reprint delivery lists produced as a result of asset stratification changes that were processed within the last 30 days. Select Reprinting Asset Relocation Delivery Lists from the Navigate menu to access this function.



8.36.2. The Reprinting Asset Relocation Delivery List window is separated into two boxes: the Deliveries box and the Assemblage Detail box. Specify the ORG and the From and To dates and click Search. All delivery lists meeting the specified search criteria appear in the Deliveries box. To view the delivery list details, either double-click on the delivery list or highlight the row and click the Search button. Upon doing so, the delivery list details appear in the Assemblage Detail box.

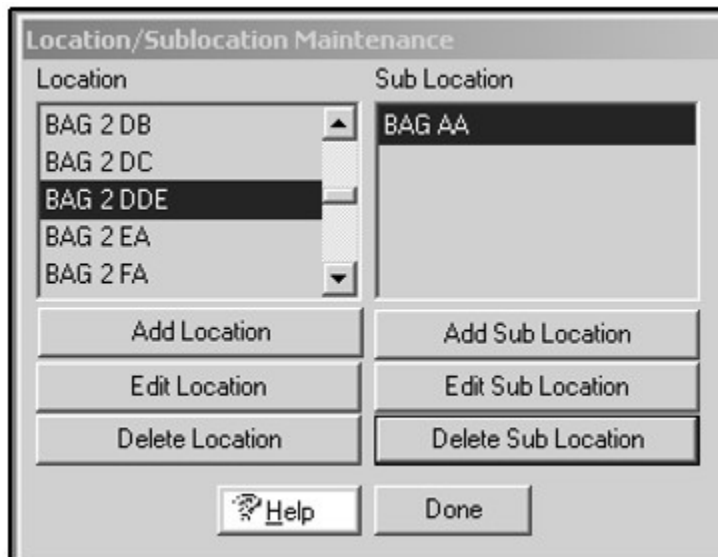
8.36.3. To reprint an Asset Relocation Delivery List, highlight the applicable delivery list and click on the Print button located on the vertical toolbar.

### 8.37. AM Utilities Menu.

8.37.1. AM Utilities, In Box. The Inbox automatically opens upon accessing the AM module. It can also be viewed by selecting Inbox from the Utilities menu. The Inbox contains many pending actions that are either advisory in nature or require user action. DMLSS automatically removes some action items from pending actions upon processing while other advisory notices should be removed or deleted upon review and when no longer needed. A detailed list of pending actions and their recommended use is available in Attachment 7.

8.37.2. AM Utilities, Maintain Location. In the Location/Sublocation Maintenance window (Figure 8.42) users can view and maintain the list of locations and sub locations where assemblages are stored. Use this window to add, edit, or delete a location.

**Figure 8.42. Location/Sublocation Maintenance Window.**



8.37.2.1. Users may type up to 13 characters for a location name and up to 9 characters for a sub location name.

8.37.2.2. When a location is deleted the sub locations within that location are also deleted.

8.37.3. AM Utilities, AWRDS. Not used at Air Force sites.

8.37.4. AM Utilities, Override Process. When one person is using a record, the record becomes locked to all other users and all other processes. The override process allows that record to be unlocked by an individual assigned with the appropriate privileges. First, though,

an attempt should be made to contact the user who has the record locked along with a request exit the record.

8.37.5. AM Utilities, Override Physical Inventory. When a physical inventory is initiated, DMLSS locks the applicable records. The Override Physical Inventory option can be used to unlock records that are locked for inventory. Use of this option should be limited because changes to these records may cause inaccurate inventory outcomes.

8.37.6. AM Utilities, HHT. The type of HHT being used must be identified within DMLSS. The HHT Model Type defaults to PDA. Other optional types were removed from the dropdown box.

8.37.7. AM Dashboard (Figure 8.43). This capability provides the high level view of AM areas including QA, physical inventory, excess, stratification, funding, item and due-in management. This utility displays key data elements and provides drill down capabilities in two tabs: Log Owned Assemblages and Customer Owned Assemblages. Use this option to view and print data in a variety of report formats.

Figure 8.43. AM Dashboard.

Log Owned Assemblages		Customer Owned Assemblages		Current Daily: 15 SEP 2016					
<b>Quality Assurance - Daily</b>				<b>Assemblage Funding - Daily</b>					
	Lines	Assemblages	%		Value	%			
Missing Expiration Date:	5		.36%	Target:	\$141,296.43	100%			
Missing BOM:		1	10.71%	Sales:	\$169,328.92				
Incomplete Records:	58		3.29%	Due-In:	\$28,106.59	19.89%			
Material Availability:		28	75%	Receipts:	\$124,817.39	88.34%			
				Available:	\$113,189.84	80.11%			
<b>Physical Inventory - Daily</b>				<b>Item Management - Daily</b>					
	Lines	Assemblages			OH Qty	%	Value	%	
Overdue Inventories:	1,201	24		Total:	16,379		\$880,385.02		
Inventories Due (90 Days):	0	0		Critical:	0	0%	\$0.00	0%	
				Deferred:	0	0%	\$0.00	0%	
				Short:	6,866	41.92%	(\$857,140.02)	-97.36%	
				Expired:	5,332	32.55%	\$269,067.35	30.56%	
<b>Excess - Daily</b>				<b>Aged Due-In - Daily</b>					
	Lines	%	Value	%	Lines	%	Value	%	
All Assemblages:	151	10.76%	\$231,594.68	26.31%	Due-In (AM):	26	\$124,817.39		
Cross Level Opportunities:	129	12.76%	(\$23,663.22)	-2.69%	01 - 15 Days:	8	30.77%	\$26,367.37	21.12%
					16 - 30 Days:	15	61.54%	\$91,794.78	73.54%
					31 - 60 Days:	1	3.85%	\$6,544.56	5.24%
					61 - 90 Days:	0	0%	\$0.00	0%
					Over 90 Days:	1	3.85%	\$110.68	.09%
<b>Stratification - Daily</b>									
	Lines	Value	%						
Serviceable:	1,197	\$752,558.60	85.32%						
Unserviceable:	0	\$0.00	0%						
Suspended:	43	\$56,367.89	3.06%						
Reparable:	1	\$1,645.00	.07%						
FDA Test:	4	\$69,813.53	.29%						

## Chapter 9

### EQUIPMENT MANAGEMENT (EM)

**9.1. Purpose.** The EM application in DMLSS provides an automated system for managing equipment within the Military Health System. It is designed from a life cycle management concept that supports all related processes including equipment request, authorization, replacement budgeting, and disposition. The integrated logistics approach minimizes administrative workload 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.

9.1.1. The EM main window appears once the application is launched from the System Navigation window. In this window, users can access the modules and functionalities of EM mainly through the (navigation) menu options. The buttons on the horizontal toolbar can also be used to open selected module windows.

9.1.2. The EM modules in this chapter are covered in the same order as they appear in the Navigate and Utilities dropdown menus located on the menu toolbar.

#### **9.2. EM Controlled Assets.**

9.2.1. Accountability for all EM-managed equipment, including on-loan equipment, is managed by customer ID and custodian.

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 Commander. These items may be assigned an equipment commodity class and maintained on EM accountable records in DMLSS.

9.2.3. EM uses equipment records (paragraph 9.8.) to maintain physical accountability, custodial responsibility, and fiscal accountability of all assigned ORG assets.

**9.3. Inbox.** The inbox automatically opens upon accessing the application from the System Navigation window. It can also be viewed by selecting Inbox from the Utilities menu. Within the inbox, privileged users may view messages describing actions that are advisory or need to be completed. A detailed list of EM pending actions and their recommended use is available in Attachment 8.

#### **9.4. New Catalog Item.**

9.4.1. From the Navigate menu, select New Catalog Item and click on MTF Catalog Items to view the MTF Catalog Equipment-New window. Chapter 3 provides additional guidance on creating a new catalog record.

9.4.2. Basic Tab. At a minimum, enter all required information in the Basic tab. Note: Coordinate with the local Biomedical Equipment Repair (BMER) shop before processing new equipment catalog items to ensure accurate information is entered in the equipment record. How equipment items are loaded is critical to the maintenance activity to ensure proper maintenance schedules and equipment classification.

9.4.2.1. The commodity class (Figure 9.1.) is important because it identifies an item as equipment, supply, or repair part. It also distinguishes between medical and non-medical

items. Each service maintains a unique set of classifications (see paragraph 3.10.3.). The commodity class determines the accountability, funding, and procurement of the item.

**Figure 9.1. MTF Catalog, Commodity Classes.**

Vendor Item Number	LOG SOS	Pricing Agreement	Deleted
ACP1-1E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71-1E1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83CP11E1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.4.2.2. As necessary, load any requisite MTF restrictions, special requirements, and destruction methods.

9.4.3. Technical-Equipment Tab. After the Basic tab is complete, go to the Technical-Equipment tab (Figure 9.2.).

**Figure 9.2. MTF Catalog Technical-Equipment Tab Window.**

9.4.3.1. The Equipment Type defaults 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.

9.4.3.2. The equipment nomenclature is an important element in the Technical Equipment tab because it generates the device class, device code, and life expectancy. The makeup of the device code is tied to maintenance procedures that are required by the Biomedical Equipment Technicians (BMETs). Changes can be made to information in this screen but only to increase maintenance requirements.

9.4.3.3. Items with the Maintenance Required box checked on the MTF Catalog – Technical Equipment tab are assigned an ECN for maintenance control purposes.

9.4.3.3.1. The maintenance required indicator cannot be unchecked for an equipment item with a device code that requires maintenance.

9.4.3.3.2. Maintenance data for these items is stored in the equipment data records and updated as maintenance is performed by the maintenance activity/Biomedical Equipment Repair (BMER) office.

9.4.3.4. Items with the Accountable Equipment Code marked Y appear on the Custodian Receipt/Location List. This report lists the accountable equipment records for a customer account along with a certification/signature block for the custodian. It can be sorted by ECN, Item ID, or location sequence.

9.4.3.4.1. The system does not allow an accountable equipment code of N for an item with a device code that requires accountability.

9.4.3.4.2. Device codes whose accountability is listed as local require a choice between Y or N that is at the discretion of the Medical Logistics Flight Commander.

9.4.3.5. Other areas that may require updating are the Electrical Requirements fields. The defaults for these fields are Voltage-110, Hertz-60, and Phase-Single. If Outside Continental United States (OCONUS) or if there are different electrical requirements, change the information.

9.4.4. 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, and the LOG Cat tab becomes accessible.

9.4.5. LOG Cat Tab. The LOG Cat tab allows selection of the primary SOS for the equipment item if multiple sources of supply are listed in the Main tab.

9.4.6. Find Icon (Vertical Toolbar). The Find icon allows a search for item records in the MTF Catalog by Item ID, short item description, NDC, NSN, UPN, or manufacturer's catalog number. Enter at least 3 characters in any field to search the MTF Catalog. The more information entered, the narrower the search results become. If a search doesn't return any results, change the search criteria and retry. If multiple items are listed after the search, view an Item ID by clicking the Detail button on the window side. The Print option, also available from this search window, prints the items returned from the search.

**9.5. Catalog Search.** The EM Catalog Search functions the same as IM Search. Reference Chapter 3, paragraph 3.3 for guidance.

**9.6. SOS Search.** The EM SOS Search functions the same as IM SOS search. Reference Chapter 5, paragraph 5.4.2 for guidance.

**9.7. Equipment Accountability.** The Equipment Accountability application allows users to process any action(s) that affect the accountability of the organization's equipment. Accountability consists of gain, loss, transfer, and assembly/disassembly.

9.7.1. Equipment Gain. Equipment gain is used to create records for equipment not acquired through the normal order/receipt process; for example, inventory adjustments, gifts or donations, receipt from another MTF, etc.

9.7.1.1. To access the Equipment Gain window (Figure 9.3.) 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 (name) where the equipment is being gained and select a transaction reason. The selected reason may require additional fields to be completed before adding the Item ID.

**Figure 9.3. Equipment Gain Window.**

The screenshot shows the 'Equipment Gain Window' interface. It features a 'Gain Information' section at the top with dropdown menus for 'Organization' (set to 'FM527D - 18TH MEDICAL GROUP') and 'Transaction Reason', and text input fields for 'Document No.', 'Contract/PO No.', 'Return Date', and 'Remarks'. Below this is a table with columns for 'Item ID', 'Nomenclature', 'Eq. Type', and 'Qty.', with 'Add' and 'Delete' buttons underneath. The bottom section, 'ECN List', contains numerous fields for detailed information, including 'Customer', 'Maint. Activity', 'Commodity Class', 'Manufacturer', 'Division', 'Nameplate Mdl', 'Serial No.', 'ECN', 'Acq. Date', 'Acq. Cost', 'Acq. Fund Cd.', 'Accum. Deprec.', 'Common Model', and 'Received From Doc. No.'. There are also 'System ECN' and 'Serial Number' fields at the very bottom.

9.7.1.2. When gaining 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.

9.7.1.3. When gaining an item with a maintenance requirement, DMLSS creates a work order for an acceptance inspection.

9.7.1.4. Click the Add button and enter the Item ID of the gaining item. If the Item ID is unavailable, use 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, enter the quantity to be gained in the quantity field.

9.7.1.5. In the ECN List box, complete all mandatory fields. If the manufacturer or common models are not listed in the dropdown menu, use 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 maintenance records.

9.7.1.6. Multiple items may be gained to an organization by clicking the Add button after all data is entered for the first item. Complete all information for the second item and continue adding any other needed items.

9.7.1.7. When all data is entered, click the Gain icon on the toolbar. The user is then prompted to print a Custodian Actions List and barcodes during processing which is maintained in accordance with AFRIMS T41-04 R11.00. 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 displays the assigned ECN along with the processed record data. An IGE transaction is written to the equipment Transaction History File to record the gain.

9.7.1.8. If there is a requirement to add additional information to the Equipment Detail record, click the Detail icon on the vertical toolbar. This action launches the Equipment Detail record for the new ECN. If multiple items were entered, buttons are viewable in the upper corner of the ECN List box to move between records. Update equipment information as needed.

9.7.1.9. To process other gain transactions, click the New icon to reset the Equipment Gain window.

9.7.1.10. Pending Import from Another MTF. This pending action message accommodates routine transfers between activities by alerting users that they have received an equipment import file from another MTF and they need to process the equipment gain. Double clicking on a row in either section or highlighting a row and selecting the Process button will take the user to the Equipment Gain screen.

9.7.1.10.1. When the user at the site ships an item to process a Gain transaction with the transaction reason of Gained from another MTF, the system displays a window advising that equipment records are available for importing. The user can select the file for importing; importing equipment records prevents duplicating Item Unique Identifications (IUIDs). After entering the data and clicking OK, the system imports the MTF Catalog data, the equipment record and all work orders associated with the equipment, and deletes the import file. When the import process is complete, the system provides the user the option of viewing the new equipment records.

9.7.1.10.2. When an equipment record is processed as a loss with a transaction reason of Transferred to another MTF, the system creates a file containing the equipment record data, MTF Catalog data, and all work orders associated with the equipment, and forwards the file to the DoDAAC selected as the ship to address. This process is accomplished in the background and is seamless to the user unless the Ship To DoDAAC is not for a site that is currently using the DMLSS software. In that case, an

error message displays that advises the user to change the DoDAAC or choose another transaction reason.

9.7.2. Equipment Loss or Transfer.

9.7.2.1. Loss. 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 DLA Disposition Services. Before processing any loss for equipment, coordinate with the maintenance activity office to ensure there are no outstanding work orders.

9.7.2.1.1. 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 and Technology Management Search Criteria window opens. The user has the option to search for active or inactive records by selecting one or more fields. Enter the desired search criteria, and click the Search icon.

9.7.2.1.2. The Equipment Search Results window (Figure 9.4.) displays the results. Select the Equipment Control Numbers of the items to be lost, 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 (Figure 9.5.). Enter the transaction reason for the loss and the form to print for supporting documentation. If the items are being shipped to another MTF or a vendor, the user needs to select the RIC and DoDAAC/organization Name.

Figure 9.4. Equipment Search Results Screen.

Org ID	ECN	Item ID	Nomenclature	Manufacturer	Co
3HS036	021443	5805WP321601	ALARM, EQUIPMENT TEMPERATURE, REFRIGER	PHONETICS	SENSEAR
DETOCC	000275	6640LK307517	LABORATORY STIRRER	THERMOLYNE CORP	
DETOCC	000360	6640WP306007	LABORATORY STIRRER	SCIENTIFIC INDUSTRIES INC	
DETOCC	000427	6640LK417903	ODD REACTOR	HACH CO	
DETOCC	000428	6640LK417902	WASHER, LABWARE/SURGICAL INSTRUMENT, U	BRANSON ULTRASONICS CORP	5210
DETOCC	000430	6670LK408904	BALANCE, ELECTRONIC	DENVER INSTRUMENT	AB SERI
DETOCC	000435	6640LK408903	EVAPORATOR	BUCHI ANALYTICAL INC	
DETOCC	000438	6640LK418200	LABORATORY SHAKER	GLAS-COL CO	
DETOCC	000566	4140LK81820001	OVEN, LABORATORY, FORCED-AIR CONVECTION	VWR SCIENTIFIC PRODUCTS CORP	1390FM
DETOCC	000567	6640LK3740600	MIXER, CLINICAL LABORATORY	PRECOR USA	
DETOCC	000568	6640LK3740600	MIXER, CLINICAL LABORATORY	ASSOCIATED DESIGN & MFG CO	
DETOCC	012427	2247300	LABORATORY HOOD, CHEMICAL FUME	LABCONCO CORP	3980300
DETOCC	012428	2247300	LABORATORY HOOD, CHEMICAL FUME	LABCONCO CORP	3980300
DETOCC	012429	2247300	LABORATORY HOOD, CHEMICAL FUME	LABCONCO CORP	3980300
DETOCC	012430	2245300	LABORATORY HOOD, CHEMICAL FUME	LABCONCO CORP	3980300
DETOCC	012507	N0770493	ANALYZER, SPECTRUM	PERKINELMER INC	OPTIMA
DETOCC	014811	SC180	HEATING BLOCK	ENVIRONMENTAL EXPRESS	HOT BU
DETOCC	015809	ADM870C	MULTIMETER, ANALOG	SHORTRIDGE INSTRUMEN	AIR DAT
DETOCC	016340	099AV55504	LABORATORY SHAKER	GLAS-COL CO	30 FLOX
DETOCC	016569	13986148	FREEZER, LABORATORY	THERMO SCIENTIFIC	FREEZE
DETOCC	017877	6665015870702	DETECTOR, BETA/GAMMA RADIATION	BNC CORP.	940
DETOCC	018909	G3440A	CHROMATOGRAPHY SYSTEM, GAS	AGILENT TECHNOLOGIES	2220 WR
DETOCC	018920	M8380AA	COMPUTER	HEWLETT-PACKARD	2220 WR
DETOCC	019120	N2020006	SAMPLER, LABORATORY, AUTOMATED	PERKINELMER INC	510 AU1
DETOCC	019121	N0790014	ANALYZER, SPECTRUM	PERKINELMER INC	OPTIMA
DETOCC	019291	6665LEVM70D	MONITOR, ENVIRONMENTAL	QUEST TECHNOLOGIES INC	EVM-SE
DETOCC	019292	6665LEVM70D	MONITOR, ENVIRONMENTAL	QUEST TECHNOLOGIES INC	EVM-SE



**Figure 9.5. Equipment Loss Window.**

Equipment Loss

Loss Information

Organization: DETACHMENT H (18 AES)

Transaction Reason: SHIPPED TO ANOTHER MTF

Use Form No.: DD FORM 1348-1A  Transportation Required

Receiving Agency:

Remarks:

Ship To:

RIC:  DODAAC/Org Name:

ECN List

ECN	Item ID	Nomenclature	Cust
017087	6515L25100900	LIGHT, OTHER	AES

9.7.2.1.2.1. This information is used to record the receiver, and it prints on the source document. Click OK, and the Ship to Address window will be displayed. Make any appropriate corrections, and click OK to return to the Equipment Loss screen.

9.7.2.1.2.2. Note: The RIC and DoDAAC must be loaded in the Ship To Address table within the System Services/TMU module in order for these values to appear within EM.

9.7.2.1.2.3. After all information is entered, click OK to process the loss. The user is prompted to print a copy of the Custodian Actions List for signature. It is maintained in accordance with AFRIMS T 41-04 R 11.00. An ILE transaction is written to the equipment Transaction History file. Note: Do not use the transaction reason "Financial Liability Investigation" to record the loss of equipment due to inventory. Although a Custodian Action List is produced and an ILE transaction is documented (with a transaction reason code of FLL), the required Inventory Adjustment Document is not generated.

9.7.2.2. Transfer. 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, the user may find it necessary to change accountability for equipment items from one department or work section to another. Equipment can also transferred between organizations supported by the same equipment manager.

9.7.2.2.1. 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. The option to search by one or many Equipment Classification fields, Owner/Custodian fields, Service Information fields, Acquisition Information, or

Assemblage fields displays. Enter the required search information, and click the Search icon on the toolbar.

9.7.2.2.2. The Equipment Search Results window displays the results. Select the ECNs that are being transferred, 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.

9.7.2.2.3. Select the organization and customer to which the item is being transferred, and click OK. DMLSS generates the CTE transaction to record the transfer and creates a Custodian Action List to reflect the changes to each custodian account.

9.7.2.2.4. Equipment items determined to be excess to the needs of the organization and sub-ORGs may be transferred to the equipment excess account from the Equipment Transfers window. The equipment excess account is a SVC/CUST established in System Services under Customer ID xxx24E. The account is identified as the excess account for the MTF in the Equipment Service Detail record.

9.7.2.2.5. If the equipment item is considered excess, click the checkbox for Excess while in the Equipment Transfer window. The organization and customer fields default to the host ORG and equipment excess account. Click OK to process the transfer action. DMLSS generates the CTE transaction to record the transfer and creates a Custodian Action List to reflect the changes to each custodian account.

9.7.3. Assembly/Disassembly. The Assembly/Disassembly function is designed to perform two different functions. The Assembly function is used to consolidate multiple pieces of ECNs into a single ECN, while the Disassembly function separates a single ECN into multiple ECNs. Equipment managers may need to use these functions to properly account for assets, and maintenance personnel may need these functions for proper work order management. Assembly/Disassembly can be accessed by selecting Equipment Accountability from the Navigate menu, and then Assembly/Disassembly. The Equipment Search Criteria window opens. Search for the desired equipment records by using the available criteria.

#### 9.7.3.1. Assembly.

9.7.3.1.1. As previously stated, the Assembly function is used to consolidate Equipment Control Numbers (ECNs); therefore DMLSS anticipates multiple ECNs to be selected when performing an assembly action. In the Equipment Search Results window, select the equipment records to be assembled and then click on the Asbly/Dsbly icon located on the vertical toolbar. Each piece of equipment must be associated to the same customer in order to complete the assembly action.

9.7.3.1.2. The highlighted equipment records appear in the Loss Information window. Add an Item ID to the Gain Information window (i.e., the Item ID used to identify the Assembled Equipment record). If necessary, use the Jump To icon to create a new catalog record and assign a new Item ID. Note: For an assembly action, the gain quantity defaults to one and is not editable. Likewise, when processing an assembly action, the new ECN Quantity is never more than one.

9.7.3.1.3. To complete the process, fill in all mandatory fields and optional fields, if possible. Every attempt should be made to load the actual acquisition cost, and 2X

should be loaded into the Acquisition Fund Code field. Once all data is entered, click the Gain icon located on the vertical toolbar to process the assembly action.

9.7.3.1.4. The assembly action produces an EAD transaction code using transaction reason Assembly Loss, Equipment for each ECN listed in the Loss Information window. Additionally, an EAD transaction with transaction reason Assembly Gain, Equipment is generated for the Item ID listed in the Gain Information window, and a new ECN is assigned.

#### 9.7.3.2. Disassembly.

9.7.3.2.1. As stated previously, the Disassembly function is used to separate a single ECN into multiple ECNs or equipment records. In this instance, DMLSS anticipates a single equipment record in the Loss Information window. Use the search function to locate the ECN being disassembled.

9.7.3.2.2. The highlighted record appears in the Loss Information window. In the Gain Information window, add an Item ID for each new equipment record. If necessary, use the Jump To icon to create a new catalog record and assign a new Item ID. Note: For disassembly action, a quantity must be loaded for each record added to the Gain Information window. (Multiple units of the same item may exist.)

9.7.3.2.3. To complete the process, fill in all mandatory fields and optional fields, if possible. Every attempt should be made to load the actual acquisition cost, and the acquisition fund code should be annotated. Once all data is entered, click the Gain icon located on the vertical toolbar to process the disassembly action.

9.7.3.2.4. The disassembly action produces an EAD transaction code using transaction reason "Disassembly Loss, Equipment" for the ECN listed in the Loss Information window. Additionally, an EAD transaction with transaction reason "Disassembly Gain, Equipment" is generated for each Item ID listed in the Gain Information window, and new ECNs are assigned.

9.7.3.3. Whether assembling or disassembling equipment records, DMLSS allows equipment managers the option to print a Custodial Actions List, and the option to generate new barcode labels upon saving changes. The dollar value of assembly action gains is reflected on line 8H, and the value of disassembly action losses is reflected on line 9J of the Balance List by ARC and Strat Balance In DFAS Report.

## 9.8. Equipment Record.

9.8.1. Not only does EM use equipment records to maintain physical accountability, custodial responsibility, and fiscal accountability of all assigned ORG assets, equipment managers use equipment records to record loans, conduct inventories, and create equipment replacement schedules to support the budget process.

9.8.1.1. Equipment records are also core components of the medical materiel quality control.

9.8.1.2. For these reasons, a customer must be assigned to all custodian accounts.

9.8.2. 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.

9.8.3. In addition to individual equipment records, there are also system and component records, i.e., 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.

9.8.4. 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.

9.8.5. Equipment Record Detail.

9.8.5.1. The Equipment Detail Record (Figure 9.6.) opens as a result of accomplishing an equipment search. This record provides the current and life cycle information of an equipment item. The user has the ability to view currently active records that are maintained within the MTF or view records that are inactive and are no longer maintained as accountable records. Note: Inactive records are never deleted from the DMLSS database.

Figure 9.6. Equipment Detail Record Window.

The screenshot displays the Equipment Detail Record Window with the following data:

- Org. ID: FF0850 | ECN: 021437 | Nomenclature: DEFIBRILLATOR, EXTERNAL, AUTOMATED/MANUAL
- Item ID: 6515016449586 | Device Class: DEFIBRILLATORS
- Software: Main | Network: Location & Inventory | Notes: Approval/Acquisition | Maintenance Data: Maintenance Data | Maintenance Cost: Maintenance Cost | (Component)
- Mr. Identification:
  - Manufacturer: ZOLL MEDICAL CORP
  - Division: CORPORATE
  - Nameplate Model: 0847946099633
  - Common Model: PROPAQ MD
  - Mr. Serial No.: A115F004302
  - Acq. Comm. Cls.: EQUIPMENT-EXPENSE MEDICAL
  - Acquisition Date: 08 Jul 2015
  - Acquisition Cost: \$17,589.83
  - Life Expectancy: 8 YEARS
  - Asset Control No.:
- Equipment Type: INDIVIDUAL | Accountable Equipment: Y | Ownership: ORGANIZATIONAL
- System ECN: | Maintenance Required: Y | Condition: B - SERVICEABLE (ISSUABLE WITH QUALIFICA)
- Accounting Status: IN SERVICE | Accounting Status Date: 29 Sep 2015
- Owner/Custodian:
  - Organization: DETACHMENT H (18 AES) | Custodian Name: [REDACTED]
  - Customer Name: AES PMI | Custodian Phone: 634-1556
  - Customer ID: 3F5881 | Subcustodian: | Subcustodian Phone:
- Assemblage:
  - Organization: | Assemblage Desc.: | Assemblage No.:

On the right side, there is a vertical toolbar with icons for Save, Revert, Print, Contract, Item ID, Loss, Transfer, AsblyDs..., Acq Cost, Barcode, Associate, Close, and Help Top...

9.8.5.2. The Equipment Detail Record window is divided into several tab categories. Users are encouraged to update all fields and keep data current to ensure the most accurate data is maintained. When changes are made to a tab, the user must click the Save icon to record the change data before moving to a new tab. Clicking the Revert icon reverts to the last saved state for the record. The information below outlines the use and data required for each tab.

9.8.5.3. Main Tab. The Main tab of the Equipment Detail screen provides the user with manufacturer identification information and management information for a specific ECN. This tab is divided into three sections: Manufacturer Identification, Owner/Custodian, and Assemblage.

9.8.5.3.1. Equipment Type. The user may select a different Equipment Type from the drop-down list. When the Equipment Type is changed to Component, DMLSS displays a modal window and requires the user to enter an ECN in the System ECN data field.

9.8.5.3.2. Condition. The user may select Supply Condition Code from a drop-down list (if enabled).

9.8.5.3.3. Accounting Status. DMLSS allows a user the capability of changing the Accounting Status from Awaiting Acceptance to Awaiting Installation or In Service. Once the user changes the Accounting Status to In Service and saves the equipment record, the system disables the data field completely. Note: DMLSS does not calculate or report depreciation on equipment with an acquisition cost of \$250K or more until the accounting status code is updated to In-Service.

9.8.5.3.4. Assemblage Section. The Assemblage section displays information about the associated assemblage if the equipment is in a customer owned assemblage. Use

the Assemblage button on the vertical toolbar to add or change assemblage information in this section.

9.8.5.4. Location & Inventory Tab. The Location and Inventory tab of the Equipment Detail screen provides the user with equipment location and inventory information. It identifies the location of the selected equipment item to include: building, floor, room, and temporary location. The Inventory Information section of the tab provides the following inventory information: Last Inventory Date, Inventory Entry Method, Inventory Performed Date, and Inventory Reason. All fields in the Inventory Information section are display only and cannot be edited. When the last inventory date is within 90 days of the annual inventory anniversary date, a message is posted to the EM Inbox notifying the user of the required inventory.

9.8.5.5. Approval/Acquisition Tab. The Approval and Acquisition tab provides the user with information concerning the purchase of the item. This tab is divided into four sections: Approval Info, Purchase Info, Warranty Info, and Universal Identification (UID) Info. This tab provides some historical reference on the procurement process and installation of the item. The UID Info section of the screen data is related to the DoD mandate to assign a Unique Identification Number to an equipment record for tracking throughout its life cycle. These data fields are not editable.

9.8.5.6. Maintenance Data Tab. The Maintenance Data tab provides information concerning maintenance of an equipment item. This tab is divided into two sections: Organizational Support and Maintenance Plan. This tab identifies the Maintenance Activity, 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, MEL (Maximum Expenditure Limit) and MRLC (Maximum Repair Limit Cumulative) totals for repair determination.

9.8.5.6.1. Contains Patient Data Checkbox. When performing a loss on a piece of equipment identified as having patient data, DMLSS alerts the user with the following message: ECN(s) (list of ECN(s)) contains patient data. Remove all references to patient data prior to processing the loss transaction.

9.8.5.6.2. Life Support Checkbox. Once an equipment record is identified as Life Support equipment, all work orders for this equipment then denote the equipment as Life Safety on the main tab of the work order.

9.8.5.6.3. Suspend Scheduled Work Order Checkbox. To suspend scheduled work orders for a specific ECN, check the Suspend Scheduled Work Order Indicator checkbox and enter a cause in the Suspend Reason field.

9.8.5.7. Maintenance Cost Tab. Provides an historical look at repair and labor time and cost on a piece of equipment. The tab displays downtime and number of unscheduled work orders. It is divided into organizational and contract repairs and provides values for parts costs, unscheduled time and labor, and scheduled time and labor. The data on the Maintenance Cost tab is display only. The user can view a collective of all time and cost estimates by history or view by fiscal year for up to 10 years.

9.8.5.8. Components Tab. The Components tab is only enabled when a system type detail record that contains components is selected. The tab lists all components of the system by ECN and Item ID. When in this window, the user can select a component and double click to open the equipment detail record for the component. Since entering the System ECN in the component record makes the association, the data on this screen cannot be edited. The detail record of a component may be accessed by selecting and double clicking the component in the display. The system acquisition cost for the system and all the associated components is listed at the bottom of the tab.

9.8.5.9. Software Tab. Displays information for equipment related software. The user can add software from this window or load software from Equipment Software in the Navigate menu. The user can also view information on existing software information loaded in the window.

9.8.5.10. Network Tab. This tab provides information for equipment that is attached to the network. It also provides for tracking the history of software updates by providing for multiple entries of the following data elements: Software Title, Version, Installed By, and Date Installed.

9.8.5.11. Notes Tab. This tab provides the user with the capability to enter text relating to an equipment record. Users may add, edit, or delete notes for a specific equipment item; however, system generated notes cannot be edited or deleted. DMLSS displays all notes on a list screen sorted by date in descending order. Double click on a note to view the complete note.

9.8.6. Equipment Detail vertical toolbar. The Equipment Detail vertical toolbar (Figure 9.6.) allows the user to perform additional tasks when working in this window.

9.8.6.1. The Acquisition Cost icon allows the user the ability 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. After receipt or gain of an equipment item, this window allows the user 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 is then applied to the detail record.

9.8.6.2. The Barcode icon allows the user to print a new barcode label for the selected equipment record. The barcode then prints to the selected printer.

9.8.6.3. The Contract icon is accessible if an item is associated with an existing contract. When a contract is initially loaded in DMLSS, the user should enter the associated ECNs that apply to the contract. Clicking the icon allows the user to view the contract information loaded in the Service Contracts module.

9.8.6.4. The Item ID icon allows the user to perform an Item ID change when there are like or similar items on the Equipment Detail records. Select the Item ID that requires 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 transaction and prints a Custodian Action List which is maintained in accordance with AFRIMS T 41 -04 R 09.00.

9.8.6.5. The Print icon allows printing of a Historical Maintenance Report (HMR) or an Equipment Detail Report. The reports print to the user's local printer.

## 9.9. Equipment Balance.

9.9.1. 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.

9.9.2. To access the Balances window, from the Navigate menu, click Equipment Balance or click the Balance button on the toolbar. The Equipment Balance search window opens and requires the user to enter a device class, Item ID, nomenclature, or Line Item Number (LIN).

9.9.3. The Balances window (Figure 9.7.) displays the requested results by authorizations and balance information. Additional filter criteria can be entered in this window to further narrow the search parameters.

**Figure 9.7. EM Balances Window.**

The screenshot displays the EM Balances Window interface. It includes a 'Filter Criteria' section with fields for Organization, Device Class, Nomenclature, Item ID, and LIN. Below this are two tables: 'Authorizations' and 'Balance Information'.

**Authorizations Table:**

Item ID	Nomenclature	LIN	Organization	Qty	Auth. Reference
6515013595395	DEFIBRILLATOR, EXTERNAL, MAN		18TH MEDICAL GROUP	1	041
6515014519872	DEFIBRILLATOR, EXTERNAL, MAN	D86072	18TH MEDICAL GROUP	1	041
6515015161519	DEFIBRILLATOR, EXTERNAL, MAN		18TH MEDICAL GROUP	27	041
6515FD00M7655	DEFIBRILLATOR, EXTERNAL, MAN		18TH MEDICAL GROUP	4	041
6515LK030001	DEFIBRILLATOR, EXTERNAL, AUT		18TH MEDICAL GROUP	10	041
6515LK422313	DEFIBRILLATOR, EXTERNAL, MAN		18TH MEDICAL GROUP	1	041

**Balance Information Table:**

Item ID	P/S	Auth. Reference	Authorized	In Use	Due In	On Loan	Leased	Excess
6515012899605		041	1	0	0	0	0	0
6515013503546		041	2	0	0	0	0	0
6515013543150AE		041	2	0	0	0	0	0
6515013595395		041	1	0	0	0	0	0
6515014519872		041	1	0	0	0	0	0
6515014794272			0	1	0	0	0	0
6515014811257			0	2	0	0	0	0
6515015161519		041	27	0	0	0	0	0
6515015161519			0	1	0	0	0	0
6515015824060			0	4	0	0	0	0
6515015824072			0	10	0	0	0	0
6515015997958			0	12	0	0	0	0
6515015997958			0	1	0	0	0	0
6515015997958			0	155	0	0	0	0
Totals:			83	370	0	0	0	0

9.9.4. When equipment balances exceed authorizations, managers should conduct research and add or edit authorizations to equal balances. At times, authorizations exceed balances, i.e., an approved/unfunded equipment request may exist. Equipment managers could adjust authorizations upon approval of the AF Form 601, *Equipment Action Request*, thus reflecting the approved/unfunded requirement.



9.9.5. The Balance Information box displays totals for equipment authorizations, in use, due-in, on-loan, leased, and excess by Item ID. The authorizations should match the collective totals of the remaining fields; e.g.,  $\text{Authorization} = \text{In-Use} + \text{Due-In} + \text{On-Loan} + \text{Leased} + \text{Excess}$ . Note: Valid conditions may exist causing the authorizations and balances not to equal, e.g., approved/unfunded requirements.

9.9.6. 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, ORG, authorization quantity, and authorization reference, and click OK. The increased item authorization quantity is added to the Authorizations List box and the Balance Information box.

9.9.7. Click the Edit button to modify an existing authorization quantity. In the Authorization Detail window, enter the modified authorization quantity and click OK. The quantity fields in both the Authorizations and Balances boxes reflect the increase or decrease in authorization quantities. If the quantity entered is zero, the authorization no longer appears in the Authorization box after processing.

9.9.8. DMLSS generates a DAE transaction for an equipment decrease and an IAE transaction for the equipment increase.

**9.10. Equipment Classification.** The Equipment Classification function supports both equipment management and maintenance requirements. It supports the requirement to manage medical equipment based on a medical-legal risk assessment and involves establishment of centralized tables. Local business practices determine whether equipment management or maintenance personnel establish and maintain equipment classification records. Procedures for creating and updating devices, device classes, manufacturer, and common model data are contained in Chapter 10 of this manual.

### **9.11. Equipment Loan.**

9.11.1. The Equipment Loan function is used to track equipment that is lent to individuals and internal or external organizations when authorized by the organization's approval authority. EM personnel can establish, modify, or delete loan accounts as needed. Unique loan account IDs are generated by DMLSS and cannot be duplicated within the ORG. 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 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 an 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. Click New to start a new loan, or Open Loan to view current loans. Select a loan then click Detail.

9.11.4. New Loan. This is divided into three tabs: Borrower Info, Items, and Notes.

9.11.4.1. Borrower Info Tab. This tab identifies the type of loan, loan-to information, and loan-from information. Do NOT use this function to record patient information. DMLSS

is not designed or intended to contain Protected Health Information (PHI) or Personally Identifiable Information (PII), and it is strictly prohibited. A warning is displayed on screen when using this function. Complete any other accessible fields within the tab. Accurate data is important in the event the item is returned due to drug/equipment recall, equipment calibration, or loan times have exceeded time allowances.

9.11.4.2. Items Tab. The Items tab is where durable items and equipment are assigned to the borrower.

9.11.4.2.1. Click the Loan button under Durable Items and enter the Item ID, description, unit of sale 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.

9.11.4.2.2. 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.

9.11.4.3. 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.

9.11.4.4. The borrower may have multiple loan items against a single loan account. As items are returned to the activity, the user can go into the Items tab and select the item being returned. Medical Maintenance inspects equipment items before they are returned to inventory. Check durable items for serviceability. Annotate the notes tab with the condition of the return.

9.11.4.5. Upon selecting the Print icon on vertical toolbar, DMLSS prompts the user to select the (1) Loan Action List, (2) Loan Receipt Location List, or (3) Loan Account List.

9.11.4.6. When all items are returned, click the Delete icon on the toolbar to mark the account for deletion. DMLSS now deletes loan accounts during the end of month processing. The account must be marked for deletion, all equipment records must have a return date greater than 12 months, and all durable items must be returned. If the loan account has durable items only, it will be removed during the next end of month process after the account is marked for deletion.

9.11.4.7. 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.

9.11.5. Open Loan. Use the Open Loan function to search for, view, and update existing equipment loan records. Once an existing record is retrieved, it may be modified using same system functionality as loading a new loan record.

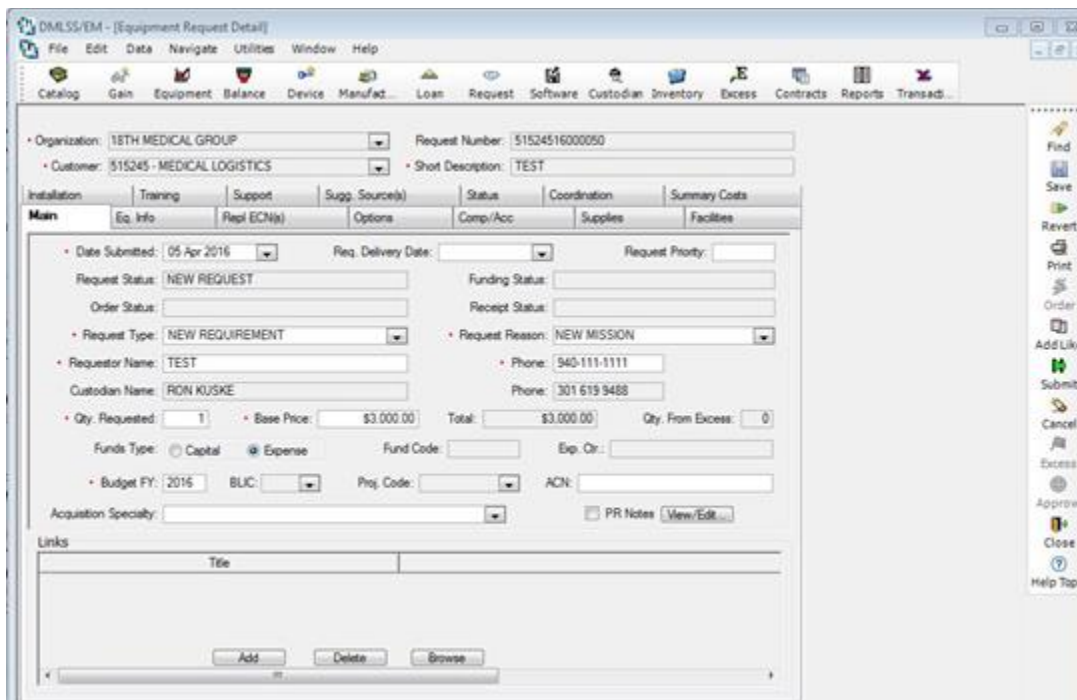
9.11.6. Loan Reminder List. Use the Loan Reminder List as a tool to contact the individual. When the reminder letter is sent, the user can enter the Letter Sent Date in this area. In the Loan Reminder List window, the user can also print one or more loan reminder records.

**9.12. Equipment Request.** The Equipment Request module in DMLSS is used for tracking an equipment request through the process of requesting, approving, funding, ordering, and receipting of equipment. Select Equipment Request and then New Request from the Navigate menu, or click

the Request button on the horizontal toolbar to access a new Equipment Request Detail window. Note: While new equipment requests can be initiated from EM, it is recommended that customers have appropriate access and initiate new equipment requests in the Customer Support application as explained in paragraph 4.14. By initiating the request process, custodians have visibility and can monitor the status of existing equipment requests, as well as verifying fund availability within Customer Support.

9.12.1. New Request. The Equipment Request Detail window (Figure 9.8.) is divided into 14 tabs that identify the equipment item, replacement equipment items, customer, SOS, total funds required, maintenance requirements, facility requirements, training requirements, and coordination. Each tab contains mandatory and/or optional data fields that are used by the offices and personnel involved in the request process to explain and define the exact details of the equipment request. In most cases, a specific office or individual is responsible for a tab; however, in some instances, tabs may require input from multiple offices.

**Figure 9.8. DMLSS Equipment Request Detail Window.**



9.12.1.1. Custodial Responsibilities. In addition to the Main tab, custodians should provide data in the following tabs (Figure 9.9).

**Figure 9.9. New Equipment Request Tabs – Custodial Responsibility.**



9.12.1.1.1. Main Tab – Custodian Input. The Main tab provides basic information about the request. Initially, it is the only editable tab.

9.12.1.1.1.1. At a minimum, enter all mandatory information indicated by a red dot

on the Main tab, and correctly identify the funds type as Capital or Expense.

9.12.1.1.1.2. Links. Click Add in the Links section to add attachments to an equipment request using the same functionality as adding a digital photo to an equipment record. The user can add Uniform Resource Locators (URLs), as well as image, document, PDF or text files to an equipment request. Error messages are displayed if the new file link fails the security checks.

9.12.1.1.1.3. Click Save located on the vertical toolbar once all data is entered into the Main tab. An equipment request number is assigned, and the remaining tabs become available.

9.12.1.1.2. Replacement ECN(s) Tab – Custodian Input. Use this tab to identify the Equipment Control Numbers(s) if existing equipment items are being replaced or upgraded. Entry is mandatory in this tab if the request type is Normal/Accelerated Replacement or Upgrade.

9.12.1.1.3. Supplies Tab – Custodian Input. This tab gives the custodian an opportunity to list operating supplies and/or repair parts needed in conjunction with the equipment request.

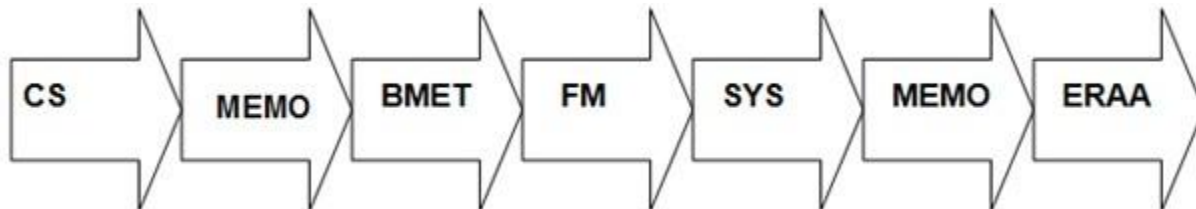
9.12.1.1.4. Training Tab – Custodian Input. If operator training is required, the custodian must check the Training Required checkbox and enter detailed training information.

9.12.1.1.5. Suggested Source(s) – Custodian Input. Use this tab to identify at least three suggested sources for the requested item. This is not necessarily the manufacturer, but could be any supplier. Check the Primary Source box to indicate which source is the primary or preferred source of purchase.

9.12.1.1.6. The DMLSS equipment request process is designed to be an electronic process. However, if the custodian identifies any additional documents in the Main tab, those documents should be delivered to MEMO so they can be retained in the Equipment Request file.

9.12.1.1.7. Custodians should click the Submit button once they have completed their entries. Once submitted, the custodian is limited to viewing the request, and it is routed to MEMO personnel via the Customer Equipment Request Submitted pending action within their inbox. Each equipment request should follow a standard routing process as shown in Figure 9.10.

**Figure 9.10. DMLSS Equipment Request Routing Process.**



9.12.1.2. MEMO Responsibilities. MEMO has primary responsibility for the overall success of the equipment request process; therefore, it is responsible for the accuracy of all

information entered into each request prior to submitting it to the local approval authority. Specifically, MEMO should provide data in the following tabs (See Figure 9.11).

**Figure 9.11. New Equipment Request Tabs – MEMO Responsibility.**

Installation	Training	Support	Sugg. Source(s)	Status	Coordination	Summary Costs
Main	Eq. Info	Repl ECN(s)	Options	Comp/Acc	Supplies	Facilities

9.12.1.2.1. Main Tab. Verify data submitted by the equipment custodian.

9.12.1.2.2. Equipment Information Tab.

9.12.1.2.2.1. Item ID – If a catalog record already exists for the requested item, enter the Item ID. Local procedures determine whether a new catalog record is created at this point or after the purchase is approved; however, equipment requests are rejected in Turbo TIGERS (paragraph 9.12.1.11) when the Item ID field is not entered.

9.12.1.2.2.2. Federal Stock Class (FSC) – The FSC is automatically assigned in conjunction with the Item ID. The FSC is linked to the device nomenclature.

9.12.1.2.2.3. Nomenclature (Device Nomenclature) – The nomenclature is populated upon assigning the Item ID.

9.12.1.2.2.4. Manufacturer – Use the Jump To button to assign the appropriate manufacturer from the internal table.

9.12.1.2.2.5. Model – Enter the manufacturer’s model number.

9.12.1.2.2.6. Manufacturer Division – This field is directly linked to each manufacturer. If a division is assigned to a manufacturer, it appears in the dropdown menu.

9.12.1.2.2.7. Submit Order To – Auto populates upon assigning the Item ID. This information is directly linked to the default SOS assigned in the MTF Catalog record.

9.12.1.2.2.8. External Procurement – Not required.

9.12.1.2.3. Replacement ECN Tab. Verify the custodian entered the correct Equipment Control Number(s) in this tab if the request type is Normal/Accelerated Replacement, or Upgrade. Make corrections as necessary.

9.12.1.2.3.1. Disposal options are Turn-in or Retain. This information helps to ensure that proper disposal actions are taken.

9.12.1.2.3.2. Replacement/upgrade comments can also be added for future reference. MEMO/Maintenance use this information to verify turn-in of replaced equipment upon issue of the new equipment.

9.12.1.2.3.3. The Replacement Item Received/Turn-in Replaced Item pending action appears in the EM Inbox upon issuing the new equipment to the customer. MEMO is responsible for ensuring the replaced equipment is turned-in and removed from custodial responsibility.

9.12.1.2.4. Supplies Tab. Review and verify all supplies and repair parts required as part of the initial purchase are loaded into the Supplies tab. Maintenance verifies the need for repair parts prior to returning to MEMO. Note: Supplies are ordered separately.

9.12.1.2.5. Training Tab. Ensure all training requirements are documented in this tab. Required training could be operator and/or equipment maintenance training. If operator training is required, the custodian must check the Training Required checkbox and enter detailed training information. (T-3) Generally, maintenance personnel add the maintenance training requirements during their review.

9.12.1.2.6. Suggested Sources Tab. Verify the custodian has provided at least three possible sources of supply. The Primary Source indicator should be checked for one SOS indicating the preferred source. If the Sole Source indicator in the Main tab is checked and the custodian provides a sole source letter, then only one suggested source is needed. Assist the custodian with this tab as necessary.

9.12.1.2.7. Status Tab. This tab drives the bulk of the action after submitting the request. Approval, Funding, and Ordering is initiated from within this tab.

9.12.1.2.7.1. Once the local approval authority, i.e. Equipment Review Approval Authority (ERAA), has approved or disapproved the request, update the Status tab appropriately.

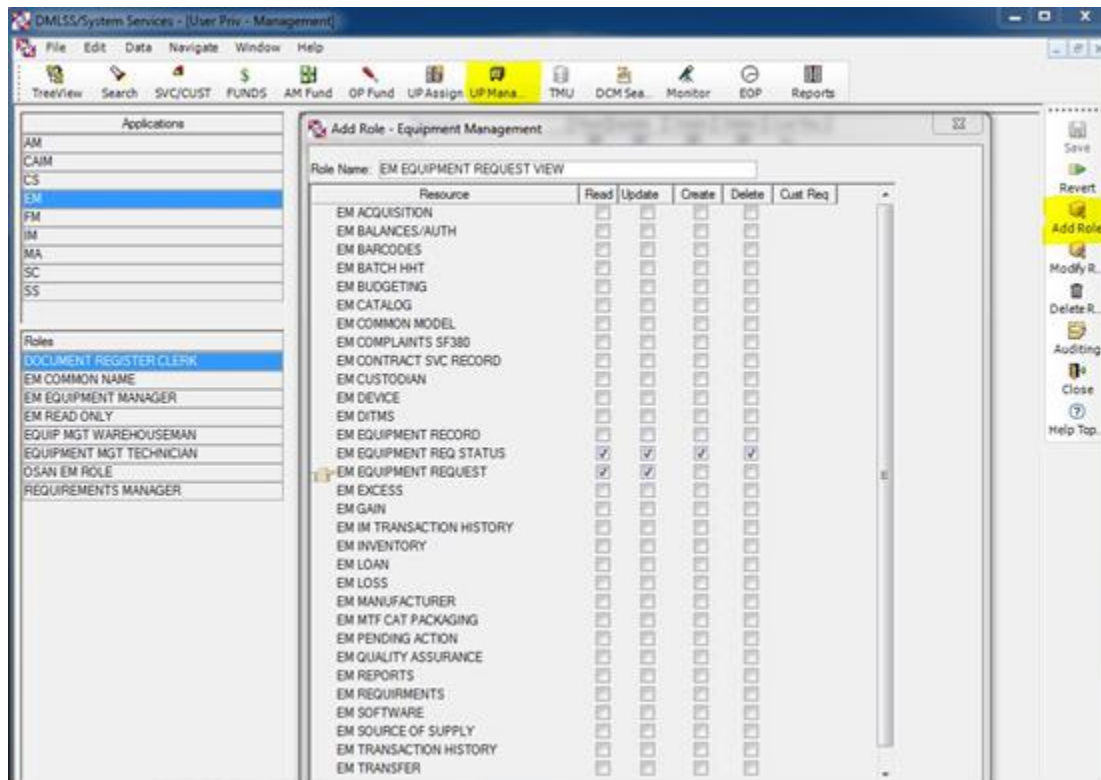
9.12.1.2.7.2. If total request quantity is approved for purchase, MEMO accesses the equipment request, enters the approved quantity and date in the Status tab, and then clicks the Approve button. Upon doing so, the Request Status field updates to Approved and the Funding Status updates to Unfunded. The Request Status field in the Main tab updates accordingly.

9.12.1.2.7.3. Once funded, update the applicable funding information. The Funding Status field in the Main tab updates accordingly. Also, add status notes as necessary.

9.12.1.2.8. Coordination Tab. This tab aids with documentation of the request coordination. Upon initial review, MEMO is responsible for adding required reviewers to the Coordination tab. At a minimum, add MEMO, maintenance, facilities and system's points of contact (POCs). However, it is highly recommended that MEMO add all individuals participating in the review process, including the approval authority. MEMO should ensure the data fields in this tab are updated even when a printed copy is used during the ERAA meeting.

9.12.1.2.8.1. Add Reviewers by clicking the Add Reviewer button. In the Reviewer Name window, enter their name and click the OK button. Note: Reviewers added in this tab are not automatically notified via DMLSS, email, etc.

9.12.1.2.8.2. Ensure everyone in the routing process has access to the equipment request tabs in DMLSS. The Equipment Manager should create a custom role for the reviewer allowing access to the request status tab (Figure 9.12) and the EM Read Only role.

**Figure 9.12. User Privilege Management – Add Equipment Request View Role.**

9.12.1.2.9. Summary Costs Tab. The Summary Cost tab provides the approval authority a picture of the total cost involved with purchasing the requested equipment. The price and cost fields are automatically calculated using the costs entered into related tabs and data fields.

9.12.1.2.9.1. MEMO must identify the transportation requirements. (T-3). In almost every instance, Free on Board (FOB) Destination applies. Obtain prior approval from the local contacting authority if FOB Origin applies. Enter additional transportation costs if Free on Board Origin is used. Additionally, check the Premium Trans indicator and enter the premium transportation fund cite, if applicable.

9.12.1.2.9.2. The total requisition cost is the amount to be funded; however, only the equipment base price is obligated upon ordering/executing the request. Example: Equipment costs \$50,000.00. Supplies/Accessories cost \$5,000.00. The total requisition cost reflected is \$55,000.00. However, when executing the IM Offline submit order, DMLSS only captures the base cost for the equipment (\$50,000.00).

9.12.1.2.10. Upon completion of the aforementioned tabs and validating the accuracy of the custodian's entries, inform the Medical Maintenance that the request is ready for their review and action. The medical maintenance function is not automatically notified by DMLSS.

9.12.1.3. Medical Maintenance Responsibilities. The maintenance activity is responsible for entering data and identifying indicators related to the maintenance and upkeep of the

requested item. Medical Maintenance should provide data in the following tabs (See Figure 9.13).

**Figure 9.13. New Equipment Request Tabs – Maintenance Responsibility.**

Installation	Training	Support	Sugg. Source(s)	Status	Coordination	Summary Costs
Main	Eq. Info	Repl ECN(s)	Options	Comp/Acc	Supplies	Facilities

9.12.1.3.1. Equipment Information Tab. In addition to the data requirements listed below, maintenance personnel should validate the manufacturer and model number. Once the Item ID is assigned, they should also verify the correct nomenclature is assigned to ensure proper maintenance cycles are applied to the requested item.

9.12.1.3.1.1. Requires use/interface with existing system checkbox – Check this indicator and enter an explanation of requirements if the requested item is going to be used with an existing asset.

9.12.1.3.1.2. Performance Criteria checkbox – Check this indicator and enter a detailed explanation if specific performance criteria are needed.

9.12.1.3.1.3. Note – Add and/or remove notes as necessary.

9.12.1.3.2. Options Tab. The maintenance activity is responsible for identifying the equipment characteristics and additional options required as part of the initial purchase of the requested item.

9.12.1.3.3. Components/Accessories Tab. The maintenance activity is responsible for identifying additional components and accessories required as part of the initial purchase of the requested item.

9.12.1.3.4. Supplies Tab. The maintenance activity must use the Add button to identify repair parts required as part of the initial purchase of the requested item.

9.12.1.3.5. Installation Tab. The maintenance activity is responsible for identifying installation requirements. Use the data fields as explained below.

9.12.1.3.5.1. Installation Required – Check this indicator if the requested item requires installation.

9.12.1.3.5.2. Installation – Use the dropdown menu to specify who is responsible for installing the requested item.

9.12.1.3.5.3. Installation Requirements – Use the Add button to specify maintenance and/or facility requirements that need to be in place prior to installing the requested item (e.g., electrical requirements).

9.12.1.3.5.4. Installation Notes – Use the Add button to specify additional notes pertaining to the installation of the requested item.

9.12.1.3.6. Training Tab. The maintenance activity should use the Add button(s) to specify training required for maintenance personnel in order to maintain the requested item and to enter additional notes.



9.12.1.3.7. Support Tab. The maintenance activity is responsible for identifying all support criteria.

9.12.1.3.7.1. Acceptance Inspection Required – Check this indicator if the requested equipment requires an acceptance inspection.

9.12.1.3.7.2. Maintenance Activity – Use the dropdown menu to identify the activity responsible for providing maintenance support.

9.12.1.3.7.3. Do You See Problems with Providing Maintenance Support? – Check Yes or No. If yes, provide an explanation.

9.12.1.3.7.4. Maintenance Will be Provided – Place a check next to one of the following:

9.12.1.3.7.4.1. Organizational – Check if a local maintenance activity is responsible for providing maintenance support (e.g., a maintenance activity assigned to the MTF).

9.12.1.3.7.4.2. Service Contract – Check if maintenance support is going to be outsourced.

9.12.1.3.7.4.3. Other Government Agency – Check if a government agency not located within the MTF is responsible for providing maintenance support, e.g., supporting Medical Equipment Repair Center (MERC) or Precision Measurement Equipment Laboratory (PMEL).

9.12.1.3.7.5. Estimated Annual Service Cost – Enter the estimated annual cost of maintaining the requested item.

9.12.1.3.7.6. Literature Requirements – Use the Add button to identify required manuals and other documents, e.g., service manuals.

9.12.1.3.8. Coordination Tab. Add reviewer recommendation and comments as necessary.

9.12.1.3.9. After coordination with the Medical Maintenance, MEMO should notify Facility Management that the request is ready for review and action. The facility management function is not automatically notified by DMLSS.

9.12.1.4. Facility Management (FM) Responsibilities. Make sure the facility is prepared to install and operate the new equipment. Facility Management personnel are responsible for determining what utilities are needed, if environment concerns are associated to the new equipment, and whether or not facility modifications are essential. Facility Management should provide data in the following tabs (See Figure 9.14).

**Figure 9.14. New Equipment Request Tabs – Facility Management Responsibility.**

Installation	Training	Support	Sugg. Source(s)	Status	Coordination	Summary Costs
Main	Eq. Info	Repl ECN(s)	Options	Comp/Acc	Supplies	Facilities

9.12.1.4.1. Facilities Tab. The Facilities tab contains indicators Facility Management personnel should use to make these determinations.

9.12.1.4.1.1. Select the appropriate checkboxes for the facilities/utilities that are requisite for the new equipment. If not required, check the N/A indicator. Check the Required and Available indicators as necessary. Usually, if both the Required and Available indicators are checked, a facility modification is not required. If the Required indicator is checked but the Available indicator is not, then a facility modification is required.

9.12.1.4.1.2. Use the Hazardous, Radiation, and Radioactive checkboxes to indicate whether these environmental compliance concerns accompany the purchase of the requested item. Check the N/A, Generates, and/or Uses indicator as necessary.

9.12.1.4.1.3. Check the Facility Mod. Required indicator if a facility modification is necessary to meet utility and/or environmental compliances. If checked, enter the work request number and the cost of modification(s). The facility modification costs display in the Facility Modification Cost field in the Summary Costs tab when the Include Cost in Request indicator is checked.

9.12.1.4.2. Installation Tab. The Facility Manager also identifies installation requirements. See paragraph 9.12.1.3.5.

9.12.1.4.3. Coordination Tab. Add reviewer recommendation and comments as necessary.

9.12.1.4.4. After coordination with the Facility Management, MEMO should notify the Medical Information Systems POC that the request is ready for their review and action. The information systems function is not automatically notified by DMLSS.

9.12.1.5. Information Systems Responsibilities. The Systems Flight should determine whether the Local Area Network (LAN) and/or communication requirements are required to support the requested item and provide data in the following tabs (See Figure 9.15).

**Figure 9.15. New Equipment Request Tabs – Systems Flight Responsibility.**

Installation	Training	Support	Sugg. Source(s)	Status	Coordination	Summary Costs
Main	Eq. Info	Repl ECN(s)	Options	Comp/Acc	Supplies	Facilities

9.12.1.5.1. Facilities Tab. Systems personnel are responsible for determining whether the Local Area Network (LAN) and/or communication requirements are needed to support the requested item. If not, check the N/A indicator. Check the Required and/or Available indicator(s) if they apply.

9.12.1.5.1.1. Prior to saving the tab, DMLSS requires that every utility have a check placed in one of its three available status columns. Due to this requirement, Facility Management and Medical Information Systems should coordinate on their responses before the tab is saved. Based on local procedure, MEMO should get verification that both reviews were done.

9.12.1.5.1.2. Coordinate with Facility Management personnel when a facility modification is needed in conjunction with these requirements.

9.12.1.5.1.2.1. Coordination Tab. Add reviewer recommendation and

comments as necessary.

9.12.1.6. Equipment Review Approval Activity (ERAA) Review. After the coordination phase is complete, MEMO reviews the tabs and submits the request. This updates the status to Awaiting Approval. The equipment request is ready for the ERAA or other local approval authority review. Local policy dictates whether the approval process is electronic or if a printed copy of the equipment request is essential. If necessary, click the Print button located on the vertical toolbar to obtain a printed copy of the entire equipment request and obtain the needed approval signature(s). If attachments apply, combine the printed request with custodian provided attachments.

9.12.1.7. Approval.

9.12.1.7.1. If total request quantity is approved for purchase, MEMO accesses the equipment request, enters the approved quantity and date in the Status tab, and then clicks the Approve button located on the vertical toolbar. Upon doing so, the Request Status field updates to Approved and the Funding Status updates to Unfunded.

9.12.1.7.2. If a partial quantity is approved for purchase, enter the approved quantity into the Approved Qty field in the Status tab, and DMLSS automatically populates the Disapproved Qty with the difference between the requested and approved quantities. The Request Status field updates to Approved; however, the Status Notes within the Status tab reflect the approved and disapproved quantities.

9.12.1.8. Disapproval.

9.12.1.8.1. If the total request quantity is disapproved, MEMO accesses the equipment request and enters a quantity of zero into the Approved Qty field in the Status tab. The Disapproved Qty field is immediately populated with the request quantity. At this time, use the dropdown menu to assign a Disapproved Reason, click Save, and then click Yes in the message box to acknowledge disapproval. If disapproved, the process terminates.

9.12.1.8.2. A partial disapproval equates to a partial approval explained in paragraph 9.12.1.7.2.

9.12.1.9. Cancel. If at any time the custodian chooses to withdraw the equipment request, select the Cancel button located on the vertical toolbar. Click Yes to confirm cancellation when the message, "You have marked this record Cancelled by Customer and will not be able to change the record after the action is saved. Do you wish to continue?" appears. The Request Status changes to Cancelled. Do not use the cancellation function as a substitute for the disapproval function.

9.12.1.10. System Cancellations of Equipment Requests.

9.12.1.10.1. Any equipment requests with an Equipment Request Status equal to Filled by Excess, Disapproved, or Cancelled are removed if the request is 36 months earlier than the end-of-month date.

9.12.1.10.2. Any equipment requests with an Equipment Request Status equal to New Request are removed if the request is 60 months earlier than the end-of-month date.

- 9.12.1.10.3. Equipment Requests that have been received and are now inactive are removed when the funded date of the most recent fund record is 36 months earlier than the end-of-month date.
- 9.12.1.11. Turbo TIGERS. The Integrated Global Equipment Request System (TIGERS) allows the AFMS to capture MTF expense equipment unfunded requirements prior to funding availability so those requirements can potentially be added to e-commerce sources of procurement (ECAT and PV).
- 9.12.1.11.1. Equipment requests are automatically sent from DMLSS to AFMOA/SGM via the end-of-day process.
- 9.12.1.11.2. All current budget year (Main tab) requests are sent to AFMOA/SGM but only those with a status of Approved are imported into the Turbo TIGERS database, i.e., the user clicked the Approve button on the vertical toolbar.
- 9.12.1.11.3. Subsequent changes to the request, status and receipt in DMLSS automatically update Turbo TIGERS.
- 9.12.1.12. Funding.
- 9.12.1.12.1. As previously stated, when a request is approved, the Funding Status updates to and remains Unfunded until MEMO updates the funding information in the Status tab. Before changing the funding status, the equipment nomenclature, manufacturer, and Item ID (Equipment Info tab) are required. If locally funded, apply the applicable expense center. If centrally funded by AFMOA/SGM, associate the request to the appropriate Other Procurement (OP) fund record.
- 9.12.1.12.2. If the total request quantity is funded, the Funding Status updates to Funded once the funding information is applied to the request. The Order Status tab updates to Not Ordered.
- 9.12.1.12.3. If a partial quantity is funded, the Funding Status updates to Partially Funded and the Order Status updates to Not Ordered. Note: The remaining unfunded quantity cannot be funded until the originally funded quantity is ordered.
- 9.12.1.12.4. Once the total request quantity is funded, the Funding Status field updates to Funded.
- 9.12.1.12.5. A Status Note is added reflecting the funded quantity each time funding is applied to the request.
- 9.12.1.13. Ordering Equipment.
- 9.12.1.13.1. MEMO places orders on approved and funded equipment. By clicking the Order button, the IM Offline Order window appears. Data entered into the equipment request automatically populates the data fields within the Offline Orders window. After validating the data, MEMO executes the order. DMLSS creates IM due-in and due-out records and updates the equipment request with the document number of the order. The Order Status field updates to Ordered and the Receipt Status updates to Open Due-Outs.
- 9.12.1.13.2. If a partial quantity was funded and ordered, the Order Status field updates to Partial Ordered and the Receipt Status updates to Open Due-Outs.

- 9.12.1.13.3. Once the total request quantity is ordered, the Order Status field updates to Ordered and the Receipt Status remains at Open Due-Outs.
- 9.12.1.13.4. A Status Note is added to the Status tab when the equipment orders are processed.
- 9.12.1.14. Receiving Equipment.
- 9.12.1.14.1. Once receipts process for the total request quantity, the Receipt Status updates to Received.
- 9.12.1.14.2. If a partial quantity is received, the Receipt Status updates to Partial Received.
- 9.12.1.14.3. A Status Note is added to the Status tab when the equipment receipts are processed.
- 9.12.1.15. Add Like Icon. Once a new request is completed, the Add Like function takes the information from that request and transfers the majority of the Main Tab information to a new Equipment Request Detail. The organization, customer, requestor's name, and quantity requested are required in the Main tab. The user can also modify other fields that are not disabled if changes are required.
- 9.12.1.16. Excess Icon. Equipment requests 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 vertical 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 field in the Main tab.
- 9.12.2. Open Request. From the Navigate menu, click Equipment Request. Then select Open Request, which opens the Equipment Request Search window, or click the Request icon on the toolbar to access the Equipment Request Search window. Next, click the Search button to show all equipment requests within the results panel. Searches may be performed with any of the criteria in the drop-down boxes. The Equipment Request Search function allows users to search for existing requests using the following criterion: Organization, customer, Item ID, nomenclature, or request number by status and type. The main use of this function is to follow a request through the approval and funding process. It is essentially a tracking tool for both logisticians and customers. All notes and detailed information added during the review process are visible as the data is inputted and saved.
- 9.13. Equipment Software.** The Equipment Software module provides the capability to manage software records for installed, 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.
- 9.13.1. New Software. To access the Software window, from the Navigate menu, click Equipment Software. Select New Software, to open a blank Equipment Software detail window, or click Open Software and select Search to view all software records within the results panel. Searches may also be performed with any of the criteria in the drop-down boxes.

9.13.1.1. Equipment Software Detail. The window is divided into three tabs: Software Info, License Info, and Notes.

9.13.1.1.1. 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.

9.13.1.1.2. License Info Tab. DMLSS tracks all available licenses. Enter the software medium, licensing information, quantities, acquisition and expiration date, and cost in this tab. The lower half of the tab allows the user to associate key values to equipment items. Note: The user is not able to associate more equipment items than available licenses.

9.13.1.1.3. 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 activity and vendors or customers, or extension requests.

9.13.1.2. Multiple software licenses can be loaded by clicking the Add License button. This option is used when there are multiple software licenses from the same company. When software is no longer required for a piece of equipment and there is a requirement to return the software to the company or send the equipment to another installation or DLA Disposition Services, the user needs to delete the software record. Click the Delete License button to remove the software license record. This action also removes the associated equipment.

9.13.1.3. When all software from a particular company is no longer used, click the Delete icon on the toolbar to mark the company for deletion.

9.13.1.4. Records marked for deletion may be undeleted if the company still exists. Click the Undelete icon on the toolbar to undelete the company and add the new license info as necessary.

9.13.2. Open Software. To access the Software window, from the Navigate menu, click Equipment Software. Select Open Software to open the Equipment Software Search window and click Search to view all software records within the results panel. Searches may be performed with any of the criteria in the drop-down boxes. Users should search for existing software records prior to adding new records. Searches can be conducting by ORG, company, nomenclature, version, and type. The main purpose of this function is to view and modify existing equipment software records and to minimize duplication of records.

## **9.14. Custodian Management.**

9.14.1. Custodian Management provides the capability for the equipment manager to manage data on equipment custodians. The equipment manager establishes new point of contact (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.

9.14.2. The account custodian may be granted systems rights to establish, modify, or delete sub custodians. These sub custodians are responsible for small sections of the account. As an example, an eight 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 dental treatment room. The primary property custodian can appoint each technician as a sub custodian for each dental treatment room. The sub custodian's name is associated to the customer account and once these records are established the application facilitates the assignment of equipment to sub custodians for custodial responsibility. Custodial responsibility of sub custodians may be removed by disassociating the equipment from the sub custodian record provided an inventory is accomplished prior to this action.

9.14.3. 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 ORG. The window also allows the user to minimize search criteria by setting filters. The user has the option to minimize the search by ORG, customer name, customer ID, and/or custodian name. The results are displayed in the Custodians box.

9.14.4. To view custodian and inventory information, select a customer and click the Details icon on the toolbar. Within the Custodian Detail window, Custodian tab (Figure 9.16), the user can view and update the custodian's information.

**Figure 9.16. Custodian Detail Window, Custodian Tab Window.**

The screenshot shows a web-based form titled "Custodian" with three tabs: "Custodian", "Subcustodian", and "Notes". The "Custodian" tab is active. The form is organized into two main sections: "Custodian Info" and "Inventory Info".

**Custodian Info:**

- Last Name: [REDACTED]
- First Name: DAVID
- Phone #1: 634-9329
- Organization: 18TH MEDICAL GROUP
- Phone #2: [REDACTED]
- Office Code: 82 RS
- Fax: [REDACTED]
- Building No.: [REDACTED]
- Room No.: [REDACTED]
- Email: [REDACTED]
- Work Area: [REDACTED]
- Start Date: 13 Nov 2015
- Rank/Grade: TSGT
- Orientation Date: [REDACTED]
- Title: CUSTODIAN
- Departure Date: 01 Nov 2017
- User ID: [REDACTED]

**Inventory Info:**

- Customer ID: 2A301M
- Customer Name: 82 RECON SQUADRON
- Last Inventory Date: [REDACTED]
- Inventory Method: [REDACTED]
- Next Inventory Date: [REDACTED]
- Last Inventory Reason: [REDACTED]

9.14.5. The Custodian tab also allows the user to update the next scheduled inventory under Inventory Information. The inventory date entered cannot exceed 365 days. This date is used to send notice to the Inbox and to the customer 30 days prior to the official inventory date for the selected section. This allows for both the MEMO and customer to prepare for the inventory.

9.14.6. Sub Custodian Tab. To add sub custodians to the account, click the Sub Custodian tab in the Custodian Detail window. Enter the sub custodian'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.

9.14.6.1. To assign equipment to the user, click on the Assign/Unassign Equipment button. Select the equipment the sub custodian is going to 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 is then displayed in the Customer's Equipment, Assigned Equipment box.

9.14.6.2. If there is a need to assign multiple sub custodians, click the Add Sub Custodian button and enter the next sub custodian's information and assign the accountable equipment they are responsible for. When multiple sub custodians exist for a customer ID, buttons and the number of sub custodians are displayed at the top of the window. This allows the user to move freely through the records.

9.14.6.3. There is a Print option available to the EM and primary account custodian that allows the printing of a Sub Custodian Receipt/Location List for each sub custodian. The primary property custodian should maintain the current Sub Custodian Receipt/Location List in their accountable property records folder.

9.14.6.4. Use the Change Sub Custodian button when the primary property custodian wants to make changes to sub custodian's basic information. Select the sub custodian that is being replaced and click the Change Sub Custodian button. Complete the new record screen with the new custodian's information. When the user clicks the Save icon on the tool bar, the new record replaces the selected custodian's information and all equipment transfers to the new sub custodian. The primary custodian should ensure that the new sub custodian has validated the inventory records prior to accepting the account from the replaced sub custodian.

9.14.6.5. Before a sub custodian 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 sub custodian after the equipment is returned to the primary account. Click the Assign/Unassign Equipment button to disassociate assigned equipment. Select all equipment items using the 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 Sub Custodian button to remove the sub custodian.

9.14.6.6. The sub custodian 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.

9.14.7. Notes Tab. The Notes tab allows MEMO 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, Report of Survey actions, training conducted, or anything else relevant to the property account.



9.14.7.1. To access a note, double click in the Note field. The message box then opens to allow notes to be entered at that time. When all notes are entered or updated, click the Save icon on the toolbar.

9.14.7.2. An option to delete comments is also available when data becomes irrelevant or no longer needed.

9.14.8. Change Custodian Icon. Custodial responsibility may be removed provided an inventory is accomplished prior to this action. 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 sub custodians exist for the account, a message is displayed prompting the user to determine if the existing sub custodians should be retained. If Yes is selected, all information is transferred under the new custodian. If No is selected, all sub custodians are deleted and all equipment associated to the sub custodians is disassociated and returned to the new primary property custodian. The new custodian may reassign sub custodians as needed.

9.14.9. Remove Icon. The Remove icon in the Customer/Custodian List window allows MEMO to remove a custodian when no longer required. A custodian cannot be removed if accountable equipment records are on-hand or due-in or if the primary custodian has sub custodians assigned. These items must be located and transferred to other property custodians, EM hold account, or reported excess before the account is removed. When the user clicks the Remove icon, all customer and custodian information is deleted from the Customer/Custodian List in DMLSS.

9.14.10. Refresh Icon. The Refresh icon resets the window to what is current in the database. Some changes are not reflected in the window until this icon is pushed or the user exits and reenters the window.

## **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 ICN. Regardless of the method used, accomplish equipment inventories in accordance with AFI 41-209, Chapter 6.

9.15.2. The equipment inventory method may be manual, HHT-batch or RF 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 barcode 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, i.e., 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 ORG, customer, or custodian.

9.15.5. New Inventory.

9.15.5.1. Create Equipment Inventory Window, Figure 9.17. New inventories require entry of inventory method, reason, ORG, and scope at a minimum.

**Figure 9.17. Equipment Inventory Listing Window.**

The screenshot shows a software window titled "Create Equipment Inventory". It features several sections of input fields:

- Inventory Method:** A dropdown menu.
- Inventory Reason:** A dropdown menu.
- Organization Name:** A text input field.
- Device Class:** A dropdown menu.
- Nomenclature:** A dropdown menu.
- Organization Scope:** A section containing:
  - Scope:** A dropdown menu.
  - Custodian Name:** A text input field.
  - Customer Name:** A text input field.
- Item Scope:** A section containing:
  - All Items
  - Items Not Inventoried Since:** A dropdown menu.
- Filter By:** A section containing:
  - Acquisition Cost From:** A text input field.
  - to:** A text input field.
- ECN Line Items

At the bottom of the window, there is an empty table with two columns: "ECN" and "Nomenclature". Below the table are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

9.15.5.2. Inventory methods determine how the inventory is going to be performed. Choose between Manual, HHT-Batch or RF.

9.15.5.3. 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 allows inventory of specific device classes and nomenclatures. An example of a special inventory could be conducting an inventory of all defibrillators in the MTF.

9.15.5.4. Organization Name identifies the organizational assets or the ORG of the customer's assets being inventoried.

9.15.5.5. Scope identifies the range of equipment assets to be inventoried. Identify the Organization Scope using the "Create Equipment Inventory" screen in EM. Three options are available for this scope: (1) all of the custodian's equipment, (2) all of the customer's equipment, or (3) all of the organization's equipment. For the purposes of performing the in-use equipment inventory, users should also complete the "Items Not Inventoried Since"

field within this screen. In this field, users enter the date after the last in-use equipment inventory performed in order to obtain results. Example: If a site used an inventory date of "5/15/2018" to perform the previous in-use equipment inventory, then the user should enter a date of "5/16/2018" to perform the new search. Note: DMLSS accepts specific categories of work orders completed by a Biomedical Equipment Technician as an inventory action. In these cases, the Last Inventory Date in DMLSS is updated at the time of the work order completion. These items do not appear on the resulting equipment inventory list when the "Items Not Inventoried Since" field is used.

9.15.5.6. Click "OK" to process the inventory requirement and view the Equipment Inventory Listing window for selected scope criteria. During processing, DMLSS assigns an ICN to requirements. The purpose of the ICN is to keep track of inventories that are not complete.

9.15.5.7. The Equipment Inventory Listing window (Figure 9.18) lists all equipment items identified by the search criteria by customer ID, equipment control number, Item ID, nomenclature, equipment type (Eq Ty), system equipment control number, permanent location, temporary location, and on loan status. As the inventory is updated, the inventoried, date inventoried, and inventory performed by fields are populated.

**Figure 9.18. Equipment Inventory Listing Window.**

The screenshot shows the 'Equipment Inventory Listing' window for 'Customer DENTAL CLINIC'. The search criteria are as follows:

- Control Number: 9
- Inventory Method: HHT-BATCH
- Inventory Reason: ROUTINE
- Organization: FMS270 - 18TH MEDICAL GROUP
- Org. Scope: ALL OF THE CUSTOMER'S EQUIPMENT
- Customer Name: 545511 - DENTAL CLINIC
- Acq. Cost From: To:
- Custodian Name: [REDACTED]
- Items Not Inventoried Since: 01-Dec-2015
- Device Class:
- Nomenclature:
- ECN Line Item Inventory

The 'Listing' table contains the following data:

Inv.	Cust ID	ECN	Item ID	Nomenclature	Eq Ty	Sys ECN	Permanent Location	Temp
545511	004182	6020005357100		BATH, WATER	IND		OR110	
545511	004746	6670007889000		SCALE, PATIENT	IND		UA118	
545511	005205	6525LK323600		X-RAY, HUMAN SKULL	IND		UA27	
545511	005913	7730LK417500		TELEVISION SET, HOSPITAL	IND		UA69	
545511	005918	7910LK425003		VACUUM-MIXING DEVICE, DENTAL	IND		UA37	
545511	006099	6520012004429		ANALYZER, PHYSIOLOGIC, DENTAL PULP	IND		UA109	
545511	006365	6515LKAF620		CART, TREATMENT, RESUSCITATION	IND		UA113	
545511	007673	6520F0008800		AMALGAMATOR	IND		UA94	
545511	007698	6520F0008800		AMALGAMATOR	IND		UA16	
545511	007702	6520F0008800		AMALGAMATOR	IND		UA123	
545511	007703	6520F0008800		AMALGAMATOR	IND		UA24	
545511	007704	6520F0008800		AMALGAMATOR	IND		UA53	
545511	007727	6520F0006600		VACUUM-MIXING DEVICE, DENTAL	IND		UA19	
545511	007728	6520F0006600		VACUUM-MIXING DEVICE, DENTAL	IND		UA96	
545511	007733	6520F0006600		VACUUM-MIXING DEVICE, DENTAL	IND		UA90	
545511	008364	6520012965760		LIGHT, DENTAL RESIN POLYMERIZATION	IND		UA19	
545511	008373	6520012965760		LIGHT, DENTAL RESIN POLYMERIZATION	IND		UA81	
545511	009244	5340WP27001		SCALE, CLINICAL LABORATORY	IND		UA84	
545511	010070	6520LK0292001		MIXER	IND		UA76	
545511	010071	6520LK0292001		MIXER	IND		UA70	
545511	010072	6520LK0292002		APEX LOCATOR, ENDOORNTIC	IND		UA15	
545511	010118	6520LK0292003		HEAT TREATING UNIT, OPHTHALMIC	IND		UA109/120	

The window also includes a toolbar with icons for Find, Save, Revert, Print, Update, Reconcile, Detail, PC to HHT, HHT to PC, Refresh, Complete, Close, and Help Top. The status bar at the bottom indicates 'Records 1 to 22 of 365'.

#### 9.15.6. Manual Inventory Method.

9.15.6.1. If performing a manual inventory, the user 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.

9.15.6.2. 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 different) and click OK. The Inventory field displays a Y, and the date inventoried and inventory performed by fields populate with entered information. This information is saved and remains as part of the inventory record during the inventory cycle.

9.15.7. HHT Radio Frequency (HHT-RF) inventories update DMLSS as the inventory process is being performed. Attachment 4 contains HHT customer replenishment procedures for batch and RF modes.

9.15.8. HHT in Batch Mode (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. Attachment 4 contains HHT customer replenishment procedures for batch and RF modes.

9.15.9. Reconciling the Inventory.

9.15.9.1. Any items found during inventory not on the custodian's 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. Ensure the name of the individual who found the item is in 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.

9.15.9.2. Do not update equipment records for items that were not found during inventory. These records are handled as part of inventory reconciliation.

9.15.9.3. 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.

9.15.9.4. 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. Validate this list prior to completing the inventory.

9.15.9.5. Reconcile Shortages.

9.15.9.5.1. When shortages are discovered during the inventory, a letter requesting Report of Survey action is completed prior to processing the loss transaction and finalizing the inventory. 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 DLA Disposition Services, select either DD Form 1149 or DD Form 1348-1A. There is the option to print a copy of the Custodian Actions List as a result of processing. DMLSS generates an ILE transaction to record the loss.

9.15.9.5.2. The Match icon compares the items listed in shortages and overages and lines up items listed in both window views.

9.15.9.6. Reconcile Overages.

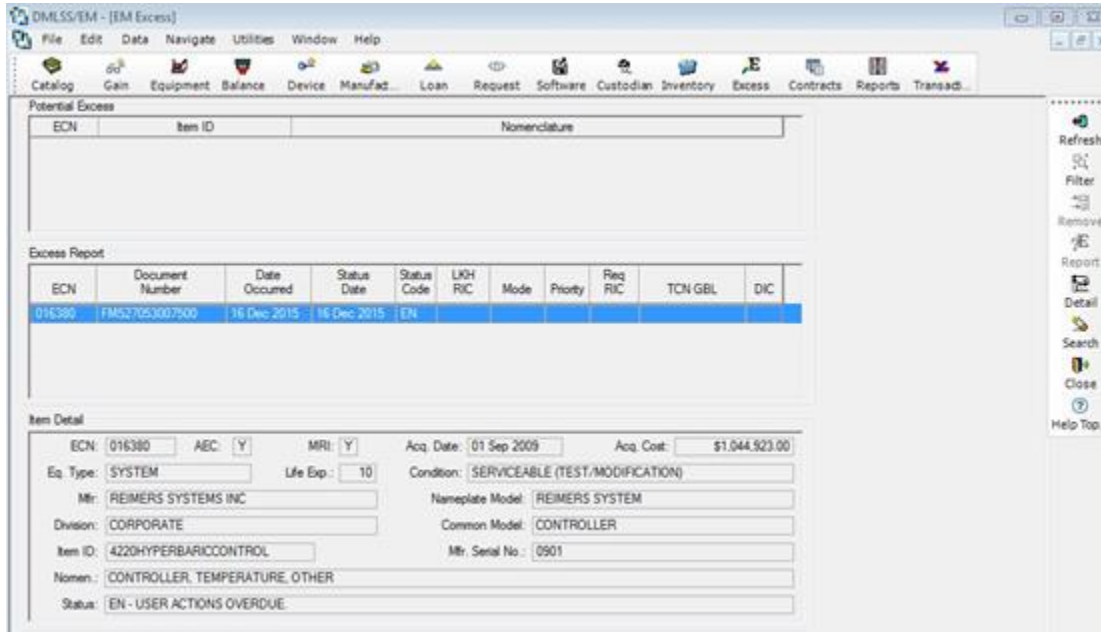
- 9.15.9.6.1. Research overages to determine the reason an overage exists. Equipment might have been changed between customers without coordination with MEMO, excess equipment may have been received and not coordinated with MEMO, or documentation may have been submitted to turn an item in but the equipment was never given to maintenance or the Equipment Manager. The overage field provides ownership customer ID and where the overage was found.
- 9.15.9.6.2. If the item is in this section as a result of transfer, click the Transfer icon on the toolbar. DMLSS processes the CTE transaction to record the transfer action. The Custodian Actions List as a result of processing can be printed, if necessary. This item is considered reconciled for inventory purposes.
- 9.15.9.6.3. 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.
- 9.15.9.6.4. If the item is needed 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 completion of the equipment gain. If a MTF Catalog Record doesn't exist, create one by using the Jump To icon while in the Equipment Gain window.
- 9.15.9.6.5. DMLSS processes the IGE transaction to record the gain action. The option to print the Custodian Actions List as a result of processing is available. This item is considered reconciled for inventory purposes.
- 9.15.9.7. Complete Inventory.
- 9.15.9.7.1. When corrective actions on all shortages and overages are complete, click the Complete button on the toolbar to complete the inventory. The option exists 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.
- 9.15.9.7.2. To print a copy of the Custodian Receipt/Location List, click the Reports icon on the horizontal toolbar, select Standard Inquiry, and click Custodian Receipt/Location List from the report name list. There is an option to save the file as a .TXT file for instances when an electronic copy is needed.
- 9.15.10. Open Inventory. To open an existing inventory that is not complete, click the Inventory icon on the toolbar and select the ICN. Once the inventory opens, needed updates can be performed.

## **9.16. Equipment Excess.**

- 9.16.1. EM Excess allows the user to view, report, follow-up, and transfer potential excess items. Equipment items classified as excess are transferred to the EM Excess SVC/CUST xxx24E account (service/customer (SVC/CUST) code changes based on finance guidance) 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.
- 9.16.2. Access the EM Excess window (Figure 9.19) from the Navigate menu by selecting Excess or by clicking the Excess icon on the toolbar. The EM Excess window displays

Equipment Control Numbers for potential excess and reported excess. Basic item details are viewable for each equipment item as selected.

**Figure 9.19. EM Equipment Loss Window.**



9.16.3. Specific equipment items can be searched for by limiting searches using the Filter icon. The filter option narrows the equipment search by ECN, Item ID, or document number. The search displays results by the equipment's current excess state: Potential Excess or Excess Reported.

9.16.4. If an item currently in excess can be utilized within the main organization or a sub organization, 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 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.

9.16.5. The Search icon is enabled when reviewing reported excess. Search allows the user to search all excess records.

9.16.6. Reporting Excess.

9.16.6.1. 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 Excess window. The outgoing requirements are sent during end-of-period 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.

9.16.6.2. Detail Status Processing. From the Excess Report Detail window, follow-up or cancellation status can be processed 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.

9.16.6.3. Generate follow-up status when status has not been received from Tri-Service Medical Excess Distribution System within five 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. Note: The status tab displays document identifier codes and status codes processed for that detail record. If not familiar with a status code listed in the Status tab, click the Description icon on the toolbar to view the status codes description.

9.16.6.4. Cancellation of an equipment item generates status code EC and posts the status to the Status tab within the window.

## 9.17. Contracts.

9.17.1. The Contracts icon is linked to the Service Contracts 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.

### 9.17.2. New Call.

9.17.2.1. The New Call icon opens the Call detail window and allows the user 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 (CLINs) can be entered for a call by clicking the Add button. Information for each CLIN, in most cases, is a requisite for cost estimating.

9.17.2.2. If the call is being performed against an equipment item with a work order, enter the work order number and ECN.

9.17.2.3. Saving the call detail information adds the new call number to the Call Register file.

### 9.17.3. Call Register.

9.17.3.1. Click the Call Register icon to view all call numbers associated to a selected contract. Contract Line Item Number (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 closes the call for services performed.

9.17.3.2. When calls are complete, click the Receipts icon to generate the DD Form 250, *Material Inspection and Receiving Report*, required by Finance. Enter the actual quantity (services performed based on Contract Line Item Number (CLIN) information) received and the date performed. Click Save to update the call register and generate the DD Form 250. Select the number of copies needed during printing.

**9.18. Transportation.** This option provides Outshipment and Inshipment search screens from the Distribution and Transportation Module (D&TM) that allow users to track all or selected shipments and send advance shipment notices to gaining bases. EM users can process transactions to another MTF and DLA Disposition Services. While processing transactions to another MTF or

DLA Disposition Services shipments requiring transportation, it is imperative that users check the block Transportation Required to the right of the Use Form Number dropdown on the Equipment Loss screen as this allows the request to be tracked within the Distribution and Transportation Module (Figure 9.20).

**Figure 9.20. EM Excess Window.**

The screenshot shows the 'Equipment Loss' window. The 'Loss Information' section includes the following fields:

- Organization: 459 AMDS ANDREWS AFB-NAF
- Transaction Reason: EQUIPMENT INVENTORY ADJUSTMENT LOSS
- Use Form No.: DD FORM 1149 (with a checkbox for 'Transportation Required')
- Receiving Agency: DD FORM 1348-1A
- Remarks: MANUAL
- Ship To: RIC: (dropdown), DODAAC/Org Name: (dropdown)

The 'ECN List' table contains the following data:

ECN	Item ID	Nomenclature	Cust
034829	6515015161519	DEFIBRILLATOR/PACEMAKER, EXTERNAL	459 AMDS
034830	6515015161519	DEFIBRILLATOR/PACEMAKER, EXTERNAL	459 AMDS

**9.19. Equipment Reports.** DMLSS provides a variety of standard reports and inquiries to help managers. Access the Reports module to view the available reports. The difference between a report and an inquiry is defined below.

9.19.1. 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. Reports are not available if the Report Date field is not populated.

9.19.2. Standard Inquiry: An inquiry is similar to a report in that the inquiry presents data in a standard preprogrammed format. Inquiries are not produced automatically on a periodic schedule. Instead, inquiries are produced only when users request the information.

9.19.3. View Inquiry: 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, the option of printing or saving the inquiry to file is present.

9.19.4. Refer to Chapter 18, DMLSS Reports, for a brief description of each report in EM along with its content and use.

## 9.20. Transaction History.

9.20.1. 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.

9.20.2. 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 EM Transaction History when it is determined erroneous processing occurred. Reversing a transaction processes all required actions in reverse order of original transaction process.

9.20.3. To access the Equipment Transaction History Search window, click on the Navigate menu, then select Transaction History. In the Equipment Transaction History Search window, type or select the required search criteria and then click Search. The Equipment Transaction History Details window displays the search results.

9.20.4. A multitude of search criteria is available for conducting searches. To narrow the search results, search for specific information. This also minimizes the impact on server speed and processing.

## **9.21. DMLSS Equipment Depreciation.**

9.21.1. Depreciation is the gradual reduction of an asset's value and is tied to the life of the asset. DMLSS calculates depreciation on all equipment with acquisition cost of \$250K or more and reports these values to DFAS. See the Annual Capital Equipment Depreciation report (paragraph 18.8.2.). Note: Prior to October 2013, depreciation was applied to equipment with a cost of \$100K or more. In Apr 2014, a DMLSS upgrade was released that effectively changed the dollar figure in EM. At that point anything gained after 1 Oct 2013, and before 1 Apr 2014 went on the depreciation report and subsequently reported depreciation for those months, then dropped off in Apr 2014.

9.21.2. Depreciation in DMLSS is calculated during the End-Of-Month (EOM) process.

9.21.2.1. DMLSS calculates the current months depreciation as the acquisition price divided by 60 when the current month depreciation plus accumulated depreciation is less than or equal to the acquisition price of the equipment. If the calculated depreciation plus accumulated depreciation exceeds the acquisition price then the current month, depreciation is calculated as the acquisition price minus the accumulated depreciation.

9.21.2.2. The exception to this is during the first month the depreciation is calculated. When the accumulated depreciation is equal to zero and the acquisition date is prior to the current month, the depreciation is calculated as the acquisition cost divided by 60 times the age of the equipment in months.

9.21.3. The following fields in the EM application affect the depreciation calculation:

9.21.3.1. In order for DMLSS to calculate depreciation, the Accounting Status field must be populated as In-Service.

9.21.3.2. A blank acquisition date. When the acquisition date is blank, DMLSS generates a pending action message, "Blank Acquisition date in Capital Equipment record in the inbox. Enter an acquisition date for the item." Once this date is entered, DMLSS calculates the depreciation correctly.

9.21.3.3. Changes to the acquisition date. Changes to the acquisition date do not adjust any previous DMLSS calculations that were reported; however, it does change future calculations. Caution: depreciation starts from the original date that depreciation was first calculated. Changes to an acquisition date may give the appearance that DMLSS took longer than 60 months to report the depreciation of the item even though all items should be fully depreciated in 60 months from the original acquisition date

9.21.3.4. Changes to the acquisition price. DMLSS continues to calculate depreciation normally; however, the change may alter the time it takes for this item to become fully depreciated. When the acquisition price changes, DMLSS calculates the current month's depreciation based off of the new acquisition price. If the new acquisition price is less than the accumulated depreciation, DMLSS no longer reports depreciation for that item. If the new acquisition price is greater than the accumulated depreciation, DMLSS calculates depreciation.

9.21.3.4.1. Example 1: The current depreciation for ECN 041213 is \$376,034.29. The original acquisition cost of \$528,108.70 would have been fully depreciated in 60 months; however, the acquisition cost was changed to \$454,802.52. Due to this change and when it took place the item now fully depreciates in 58 months.

9.21.3.4.2. Example 2: The current depreciation for ECN 048439 is \$25,900.50. The original acquisition cost \$310,806.00 would have been fully depreciated in 60 months; however, the acquisition cost was changed to \$362,000.00. Due to this change and when it took place, the item now fully depreciates in 64 months.

## 9.22. EM Utilities.

9.22.1. EM Utilities, Inbox. 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 pending actions or advisory notices exist. The inbox can also be accessed by selecting Utilities from the menu bar and clicking on Inbox.

9.22.1.1. Users must review and take action on items in the inbox daily to ensure proper management of all equipment related issues. (T-3). Users 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 completed, close the window to return to the inbox. The inbox can be closed or left open while in the EM module.

9.22.1.2. The Advisory panel displays pending action messages that do not require any action by the user. These may be deleted after review. However, some pending actions come back every day until resolved (for example, EM Excess Troubled Ship). Delete these manually.

9.22.1.3. The Action Required panel displays pending action messages that require some action by the user. This section does not have a Delete button. Once required action is completed, the record no longer appears.

9.22.2. EM Utilities, HHT. Where available, PDAs may be used to perform inventories. With an HHT, users may scan bar code labels on the equipment, store the inventory, and

systematically reconcile the inventory. The HHT may be used in Batch mode or in the interactive RF mode, and users can switch between modes during inventory. In Batch mode, download or upload information between the HHT and a computer using a docking port.

9.22.2.1. Transfer to HHT. Use this option to download a batch inventory from the computer to the HHT.

9.22.2.2. Transfer from HHT. Use this option to download a batch inventory from the HHT to the computer. The HHT must be attached to the computer, a functioning ActiveSync, e.g., Windows Mobile Device Center, and be in its cradle (because the file transfer is not using wireless mode) to transfer files in batch mode.

9.22.2.3. HHT Model Type. This function identifies the type of HHT being used by the LOG account. The standard HHT used at Air Force accounts is the PDA.

## Chapter 10

### EQUIPMENT MAINTENANCE (MA)

**10.1. Purpose.** The MA application provides users with a systematic approach to equipment maintenance. It allows customers with appropriate privileges the ability to request maintenance services and obtain status on work requested. The work order system provides scheduled maintenance procedures and facilitates historical maintenance data collection. The parts module interfaces to the supporting supply activity and the work order system. The historical maintenance data is used to support the equipment management and budgeting processes.

10.1.1. For privileged users, the Inbox automatically opens upon accessing the Equipment Maintenance application from the DMLSS System Navigation window. It can also be viewed by selecting Inbox from the Utilities menu. A detailed list of MA pending actions and their recommended use is available in Attachment 9.

10.1.2. The main window also appears once the application is launched from the DMLSS Navigation window. In this window users can access the modules and functionalities mainly through the navigation menu options. In some cases, the buttons on the horizontal toolbar at the top of the window can also be used to open module windows.

10.1.3. The MA modules covered in this chapter are in the same order as they appear in the Navigate and Utilities dropdown menus located on the menu toolbar.

**10.2. Repair Parts.** Managing a repair parts inventory 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.

10.2.1. Repair parts are not carried on medical stock record account inventories that are stored in the Medical Logistics warehouse; instead, they are issued to the maintenance activity upon receipt within the facility.

10.2.2. A repair part inventory record is actually a combination of the MTF Catalog record, the Customer Catalog record, and the Item Location record. An SOS record and SOS Catalog record must exist before a complete repair part inventory record can be created. These records are built within the CAIM application. A CAIM icon is located on the Repair Part Search Results screen and the Repair Part Detail screen to accommodate transition to the CAIM application.

10.2.3. Once the Repair Part Inventory records have been established, the process for ordering repair parts is included in the CAIM process for Build/Process/Submit (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. Use the offline replenishment process to generate an emergency order for repair parts. In this process the user can manually input the requirement and initiate the order process.

10.2.4. The Repair Part Issue screen provides the capability to issue repair parts to a work order or to a customer account and to record a part requirement against a work order. This

screen is displayed when the user selects the Issue icon on the Repair Part Detail screen or when the user selects Repair Part Issue from the Navigation menu.

10.2.5. The Repair Parts module consists of three functions: Open Part, Part Requirement List, and Part Issue. These three functions are accessed from the Navigate menu Repair Parts option. The Open Parts function can also be accessed by clicking the Parts icon on the horizontal toolbar.

#### 10.2.6. Open Part.

10.2.6.1. Accessing the Repair Parts module initially opens the Search window. The scope default is set to search for active records. Enter additional parts or equipment criteria in the search screen to narrow the results.

10.2.6.1.1. The search results are displayed in the window. The user must then highlight the record that is to be reviewed and then press the Detail button to review the Record Detail. If only one record is found, the Record Detail is automatically displayed.

10.2.6.1.2. The Repair Part Detail window is divided into four tabs: Part Info, Pipeline Consumption, Equipment Info, and Note.

#### 10.2.6.2. Part Info Tab.

10.2.6.2.1. The Part Info tab allows the user to view Repair Part Details and add to or edit the record as needed.

10.2.6.2.2. Entering a quantity in the ROP field dictates when the system generates a new requirement for that item. Frequently used parts should have a ROP assigned.

10.2.6.3. 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 should be stocked, not stocked, or deleted.

10.2.6.4. Equipment Info Tab. From the Equipment Info tab, users 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. Establishing these relationships is highly recommended during the parts ordering process. The link between parts and equipment helps managers identify and manage on-hand inventory.

10.2.6.5. Notes Tab. The Notes tab allows users to enter unique information about the part or any issue associated with the part. This information serves as historical background for future requirements. Use the Delete button to remove outdated or obsolete notes.

10.2.7. The vertical toolbar contains icons that allow users 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.

10.2.7.1. Issue Icon. The Issue icon is a shortcut to the Part Issue module and allows users to process an issue or reserve spare parts against an open work order. Parts information

displays the on-hand quantities and available quantities. Reserved quantities are deducted from the quantity available and applied against the respective work order.

10.2.7.2. **Inventory Adjustment Icon.** The Inventory Adjustment Icon is a shortcut to the Inventory Adjustment module and allows a user to process a gain or loss against the Repair Parts Detail record. The on-hand and available quantity are either increased or decreased depending on what type of inventory adjustment is processed. Processing of an inventory adjustment generates a RPG or RPL transaction. Both transactions are written to Transaction History found in the IM application.

10.2.7.3. **CAIM Icon.** The CAIM icon is a shortcut to the CAIM application and automatically opens the Maintenance Activity CAIM Customer Inbox. 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.

10.2.8. **Parts Requirement List.** The Parts Requirements List window displays all part requirements associated to open work orders, in Item ID sequence. From the Navigate menu, select Repair Parts and click on Parts Requirement List. Work orders awaiting this part are also displayed in the window.

10.2.8.1. Parts may be issued when there is an on-hand quantity in bench stock and the required quantity does not exceed the on-hand balance. If parts are available for issue, enter an issue quantity. The Issue icon is not available when the on-hand quantity is zero. Details of the repair part may be accessed by selecting a part and clicking on the Detail icon.

10.2.8.2. For those listed requirements 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, establish or increase a requirement or reserve the repair part. To increase the total amount ordered for the reason of stocking a few in the shop and ordering a few for a work order, do not do that from this screen (use the CAIM BPS). Increases here are tied to the work order and all items received are applied to the specific ECN Historical Maintenance Report/Maintenance costs.

10.2.8.3. The Parts Ordering function can also be accessed by selecting the CAIM icon within the Parts Detail record. The Maintenance Activity Service Center is opened when this option is selected. Follow CAIM ordering procedures to order spare parts.

10.2.9. **Part Issue.** 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. This screen is displayed when the Issue icon on the Repair Part Detail screen is selected, or when the Repair Part Issue is selected from the Navigate menu. First, enter the Item ID of the required part. The Search results window displays work orders awaiting the part. Enter the reserve quantity and issue information if a part is needed to satisfy a work order requirement. Enter an issue quantity if the part is available for issue. If parts are not available for issue, enter the required quantity in the quantity requirement field.

### **10.3. Work Orders.**

10.3.1. The Work Order Management function plays a vital role in the overall success of the maintenance mission. The Work Order Management function allows the user to generate,

create, update, track, and complete work orders and are maintained in accordance with AFRIMS T 41-04 R 29.00. Multiple MAs can be created for a single MTF.

10.3.2. This section includes a general overview of the Work Order Management function and discusses the following topics in detail:

10.3.2.1. Locating Work Orders.

10.3.2.2. Work Order Registers.

10.3.2.3. Work Order Detail Records.

10.3.2.4. Printing Work Orders.

10.3.3. Once created, scheduled and unscheduled work orders follow the same chain of events that are listed below:

10.3.3.1. Maintenance manager or team leader assigns the work order to a technician. Note: Assigning work orders to a technician is important to the data collection process used in other modules and reports.

10.3.3.2. Technician updates work order.

10.3.3.3. Technician completes work order upon completion of service or repair.

10.3.3.4. Maintenance manager or team leader reviews work order for accuracy.

10.3.3.5. Work order is retained for historical purposes.

10.3.4. New Work Order.

10.3.4.1. During the end-of-month processing, DMLSS generates scheduled work orders for all equipment items that have scheduled maintenance service due dates the next month. Scheduled work orders can be manually initiated, suspended, or reactivated before end-of-month processing. The suspend process disables generation of scheduled work orders on equipment that is lost or in mobilization status. Scheduled maintenance can be reactivated once the equipment is located or upon return from mobilization.

10.3.4.2. Unscheduled work orders can be created as necessary using either the ECN or for non-ECN controlled items, organization, nomenclature, and customer name can be used.

10.3.4.3. DMLSS assigns a unique sequential number to all work orders, whether scheduled or unscheduled. This work order number is formatted as follows: YYYYMMDDxxxx; where YYYYMMDD is the creation date and xxxx is a serial number that is reset to 0001 each day.

10.3.4.4. Assign Work Orders. Work orders may be assigned to teams and/or to individual technicians. Work orders can be assigned from the open work order register or within the work order detail screen. The assignment process depends on the size of the maintenance staff and the requirements at the MTF.

10.3.5. Open Work Order Module.

10.3.5.1. A work order may be updated or completed only after it is assigned to a technician. Anyone with access and privileges to the work order file can update the record. The purpose of the update process is to ensure that work in progress is not lost. The work

order record provides an avenue for documenting work accomplished by in-house maintenance technicians, contractors, and other agencies. Completion dates are also recorded.

10.3.5.2. Cancel Work Orders. The Cancel Work Order process provides a means to cancel work order records from the database.

10.3.5.3. Work Order Search.

10.3.5.3.1. From the Navigation menu, select the Open Work Module option to search for open work orders. Another option is to select the Find icon within the Work Order module. Either option accesses the search screen. The search scope includes Open, Completed, or Inactive work orders. Within each scope a search can be initiated using the ECN, work order number (or a range of work order numbers), completion date (or a range of completion dates), class (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, other government agency, assemblage organization, assemblage description, assemblage number, work location, or ownership.

10.3.5.3.2. Once the search criteria are set, select Search to find potential matching work orders. The search criteria can be modified by selecting Reset or can be cancelled by selecting Cancel. The Work Order Detail record is displayed if only one match is located. If multiple records are retrieved, they are displayed in the Work Order Register. Open work orders are displayed in the Open Work Order Register while completed and inactive work orders are displayed in the Completed Work Order Register. The search results include work orders for associated components when matched to an ECN, which has System identified in the Equipment Type field of the Equipment Detail main tab.

10.3.5.4. View Work Order Register.

10.3.5.4.1. The Work Order Register is a list of either open, completed, or inactive work orders depending on the scope selected in the search screen.

10.3.5.4.2. The list can be filtered by one or more of the following when the register is too large: 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.

10.3.5.4.3. The original Work Order Register list can be retrieved by selecting the Refresh button. Selecting the Reset option clears previously set filter criteria.

10.3.5.4.4. 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 is to be sorted. The user can apply a complex sort by selecting Sort on the vertical toolbar or by right-clicking on the register and choosing Advanced Sort. Then, in the Sort window the user can specify the different sort levels.

10.3.5.5. View Work Order Detail Records.



10.3.5.5.1. The Work Order Detail record is displayed when only one record is located. If multiple records are located, the Work Order Register displays all matches found. The detailed work order records can be accessed by selecting one or more records and clicking the Detail icon or by double-clicking a single record. The Work Order Detail record consists of the following screens: Work Order Main, Work by Technician, Work by Other, Parts, Estimate, Required Materials, Attachments, Assemblage, and Status Summary.

10.3.5.5.2. The work order number, ECN, nomenclature, organization name, and customer name are also identified within each detail record.

#### 10.3.5.6. Work Order Main.

10.3.5.6.1. 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 service type, work order priority, work order status, work location, request time, person requesting, and service requested are marked as mandatory entries.

10.3.5.6.2. 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.

10.3.5.7. 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 maintenance management and productivity reports. 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 MA Detail 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.

10.3.5.8. Work by Other. The Work by Other screen provides a means to record work performed by contractors or other government agencies. The service type, date serviced, and service time are mandatory entries.

#### 10.3.5.9. Parts.

10.3.5.9.1. 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 MA catalog and parts not included in the inventory. The cataloged parts section uses data from Repair Part Inventory records and is integrated with the Repair Part Inventory module.

10.3.5.9.2. 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 cataloged and non-cataloged parts.

10.3.5.10. Estimate. The Estimate screen provides a place to record a cost estimate for repairing a piece of equipment. The data fields in this window are updated once all estimates are entered and saved. Maintenance personnel should review these details and determine whether or not it is economically feasible to have the equipment repaired. This screen also contains the non-cataloged parts needed to complete the work order, including description, cost, quantity, and extended cost.

10.3.5.11. Required Materials. The Required Materials 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.

10.3.5.12. The Assemblage tab provides information to locate stored WRM equipment.

10.3.5.13. Status Summary. The Status Summary screen provides a brief management summary on the history of the work order. Updates to the work order status are recorded and the work order transaction date defaults to the system date and time. The user name is defaulted to the User ID of the technician editing the work order or to system for system initiated changes.

### 10.3.6. Request Scheduled Work Orders.

10.3.6.1. The Request Scheduled Work Orders menu (Figure 10.1.) allows the user to create the next month's scheduled work orders. This function allows for retrieval of work orders prior to the scheduled end-of-month process.

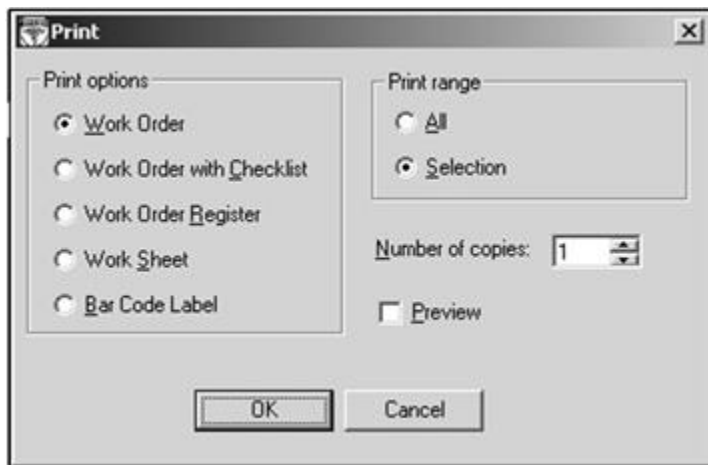
**Figure 10.1. Request Scheduled Work Orders.**

10.3.6.1.1. To retrieve scheduled work orders, select the Navigate menu, Work Orders, then Request Scheduled Work Orders.

10.3.6.1.2. Scheduled work orders can be retrieved immediately by selecting the Process On-Line option. Selecting the Process In Batch option generates the scheduled work orders during the end-of-day process. Then, enter the appropriate selection criteria to retrieve the desired work orders. The process is completed by clicking on Create Work Orders and selecting OK in response to the confirmation message.

10.3.6.2. Print Work Orders. Individual or multiple records may be printed from the Work Order Register (Figure 10.2.). If necessary, multiple copies of a work order may also be printed. Additionally, one or more copies of a Work Order Detail record can be printed from the Work Order Detail window.

**Figure 10.2. Print Requested Work Orders.**



**10.4. Contracts.** Use the Contract Search window to search for service contracts. To access this menu, click on the Navigate menu and then Contracts to open the Contract Record Search screen. If no search criterion is entered, all service contracts are retrieved. The search criteria may be utilized to narrow the results and locate the desired record. Highlight a record and click the Detail icon to view details of a service contract. Details may be printed by selecting the Print option.

### **10.5. Equipment Classification.**

10.5.1. 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:

- 10.5.1.1. An equipment classification and nomenclature system.
- 10.5.1.2. Standardized management guidance by type of equipment.
- 10.5.1.3. Default data by type of equipment.

10.5.2. 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.

10.5.3. The Equipment Classification and Nomenclature System includes:

10.5.3.1. 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).

10.5.3.2. 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: Ambulatory Infusion Pump, General Purpose Infusion Pump, Warming/High Flow, Micro Infusion Pump, Multichannel Infusion Pump, and 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 Pumps. 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.

10.5.3.3. Manufacturer. The name and contact information of the manufacturer for a certain equipment item.

10.5.3.4. Manufacturer / Common Model. The name of the manufacturer of an equipment item and the name by which the equipment is commonly referred to.

10.5.4. The EM Data for each item includes:

10.5.4.1. Risk level. This is centrally managed and is used as the basis for establishing equipment management requirements and maintenance intervals. Risk levels are provided to the local equipment management for informational purposes.

10.5.4.2. Federal Supply Class. Identifies the supply class in which the asset is classified.

10.5.4.3. Life Expectancy. This is used to calculate depreciation and equipment replacement planning.

10.5.4.4. Specialty. The specialty code is used to associate the type of device to a major medical specialty or section of the MTF where the equipment is primarily used.

10.5.4.5. Maintenance Required Indicator. Identifies devices that require periodic maintenance and/or are considered to have significant risks that justify keeping an individual historical service record. ECN's created by maintenance using the Maintenance Record commodity classes should have a maintenance required indicator of Y and an accountable equipment indicator of N. Note: This determines if a record is searchable in the MA module.

10.5.4.6. Accountable Equipment Code. Indicates whether or not the item is to be included on accountable records. Note: This determines if a record is searchable in the MA module.

10.5.4.7. Device. Advances in the Medical community and in technology challenges the ability to keep the centrally provided list of devices current. Rather than have customers wait until a review can occur, DMLSS allows users to create a local device.

10.5.5. New Device.

10.5.5.1. To establish a new device, from the Navigate menu select Equipment Classification and then select New Device. This function can also be accessed by selecting the Device icon on the horizontal toolbar and selecting the New button from the criteria window. Note: Ensure ECRI or centrally managed devices are not available. Coordinate with AFMOA/SGME. The ECRI website is located at <https://www.ecri.org>. See AFI 41-201, *Managing Engineering Programs*, for additional information regarding ECRI.

10.5.5.2. The Device Detail window is divided into three tabs: Device, manufacturer, 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 then generates the new device code number and remaining tabs become accessible. Note: Local device codes should be based on information available in ECRI's website.

10.5.5.3. The manufacturer and MTF Catalog can be associated using the manufacturer/common model record and the equipment record respectively. This association is not all owed from the Device Detail window.

10.5.6. New Device Class. To establish a new device class, select the Navigate menu, then select Equipment Classification, and click New Device Class. Enter the device class name and click the Save icon. Upon saving, DMLSS creates a unique Device Class Code and defaults the date to the current date.

10.5.7. New Manufacturer.

10.5.7.1. To establish a new manufacturer, select Equipment Classification from the Navigate menu and click Open Manufacturer. The Open Manufacturer window opens and is divided into four tabs: manufacturer, Sales POC, Parts POC, and Service POC. Note: This field is not related to the SOS or manufacturer field in the catalog record.

10.5.7.2. The Manufacturer tab is similar to an address book allowing the user the opportunity to enter a name, address, phone numbers, email address, fax, ECRI, and Commercial and Government Entity Code (CAGE) codes. A previously known manufacturer and/or division's name may also be documented in this tab. This is helpful when vendors change company names, are bought out by a larger corporation, or when a new division is established within a company.

10.5.7.3. The remaining tabs become accessible once information is loaded and saved in the manufacturer tab. It is highly recommended to enter and save as much point of contact (POC) information as possible. Documenting this information reduces future research time.

10.5.7.4. Common Model (A manufacturer-assigned model that is normally referred to in discussion) Note: DMLSS does not provide any Centrally Managed Common Model information. All Common Model data is created at the local MTF.

10.5.8. New Common Model.

10.5.8.1. 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.

10.5.8.2. Product literature information may be included in the Common Model Detail record. Product literature is entered by title, storage location, and medium type.

10.5.9. Open Device. To view an existing device, from the Navigate menu select Equipment Classification and click Open Device. Another option is to select the Device icon on the horizontal toolbar to view the Device Search criteria window. The Device Search window allows users to perform searches using one or more of the following: device code, equipment nomenclature, device class, Federal Stock Class (FSC), and specialty. The Device Detail record is displayed when only one match is retrieved. Otherwise, DMLSS displays a list of all matching records.

10.5.10. Open Device Class. To view an existing device class, from the Navigate menu select Equipment Classification and click Open Device Class. The Device Class search window allows users to perform searches using one or more of the following: device class code, device class name, and date. The Device Class detail record is displayed if only one matching record is retrieved. Otherwise, the system displays all matching records. Detail information can be accessed by selecting the appropriate device class detail.

10.5.11. Open Manufacturer.

10.5.11.1. To view an existing manufacturer from the Navigate menu select Equipment Classification and click Open Manufacturer. Within the Manufacturer Search window, users can search by manufacturer's name or a list of manufacturers can be displayed by selecting Search from the vertical toolbar. Select the Detail button to view the MFR's detail information. Within the detail window, a manufacturer is either coded as centrally or locally managed. Centrally managed manufacturer records cannot be modified; however, local point of contact (POC) information can be added to centrally managed records.

10.5.11.2. An existing locally created manufacturer may be marked for deletion when the manufacturer is no longer in business or has changed names. Select the Locally Created manufacturer Details from the search window then select the Delete icon from the vertical toolbar. Upon saving, the name is coded for deletion and is no longer accessible.

10.5.11.3. Manufacturers occasionally have names that change. Utilize the Previously Known As... field within the Manufacturer tab to associate the old and new names.

10.5.11.4. An existing delete indicator can be removed from a manufacturer's record. This is accomplished by accessing their detail record and selecting the Undelete button from the vertical toolbar. Upon saving, the delete indicator is removed and the manufacturer detail record becomes accessible. It is highly recommended to validate the detail and point of contact (POC) information at this time.

10.5.12. Open Common Model.

10.5.12.1. To view an existing common model, from the Navigate menu select Equipment Classification and click Open Common Model. From the search window, the user must select a manufacturer, at a minimum, to search. After a manufacturer is selected, the search can be narrowed to nomenclature and common model. The Common Model Item Detail record appears when only one matching record is retrieved. Otherwise, DMLSS

displays a list of all matching records retrieved. Utilize the Detail button to view desired detail information.

10.5.12.2. Product literature can be added or deleted at any time. Select the item to be deleted and click the Delete button.

10.5.12.3. Common Model Detail records can be marked for deletion. Access the Common Model Detail window and click the Delete icon on the vertical toolbar to mark a record for deletion. If a record is already marked for deletion, an Undelete icon is visible in the Common Model Detail record. Select the Undelete button to remove the delete indicator from a detail record. Note: When a Common Model record is deleted, it is only marked for deletion. The record remains in the system and continues to support any records associated with it; however, it is no longer available for use in new records.

## **10.6. Maintenance Plan.**

10.6.1. 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:

10.6.1.1. Equipment nomenclature.

10.6.1.2. Equipment nomenclature, manufacturer, and common model.

10.6.1.3. Equipment control number.

10.6.2. Equipment records meeting the criteria of an established maintenance plan should be associated to that plan. Once the association is accomplished, the system applies the appropriate maintenance intervals to the equipment.

10.6.3. Maintenance plans are used to identify maintenance responsibility and 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 in order to identify the default maintenance procedure used while completing work orders.

10.6.4. The maintenance intervals within each maintenance plan identify the number of months between scheduled maintenance. Each device that has a Maintenance Requirement Indicator of Y should be associated to a maintenance plan so the system can generate scheduled work orders. The four different types of scheduled work orders are:

10.6.4.1. Inspection (INSP).

10.6.4.2. Preventive Maintenance (PM).

10.6.4.3. Calibration (CAL).

10.6.4.4. Scheduled Parts Replacement (SPR).

10.6.5. Different maintenance intervals are established for the different operational statuses in which the device can be used:

10.6.5.1. In-Use.

10.6.5.2. Mobility (assets subject to short-term deployment).

10.6.5.3. Stored.

#### 10.6.6. New Plan.

10.6.6.1. To create a new equipment maintenance plan in DMLSS, from the Navigate menu, select Maintenance Plan and click on New Plan. Another option is to select the Maintenance Plan icon from the horizontal toolbar and click the New button in the Search window. The Maintenance Plan Detail window opens. Complete all required information and click Save. Note: New maintenance plans require management decisions to determine whether a central plan is non-existent, too lenient or too stringent, and may require prior approval with AFMOA/SGME. Caution should be used when applying local procedures to items with a central maintenance plan since those procedures are also tied to other items using the same nomenclature.

10.6.6.2. Select the equipment nomenclature from the dropdown menu. Utilize the Jump To button to create a new nomenclature, if necessary. The equipment nomenclature establishes the associated device code, device class name, device class code, risk level, life expectancy, and specialty.

10.6.6.3. Enter the maintenance responsibility. This field identifies the agency or organizational level responsible for performing maintenance.

10.6.6.4. Enter the manufacturer's recommendation for maintenance intervals, as needed, for the following scheduled maintenance types: inspection, PM, CAL, and SPR. These intervals may be modified based on the equipment's intended purpose; meaning, the operational status (in-use, mobility, stored) may dictate different intervals. AFMOA/SGMO can provide additional assistance with determining scheduled maintenance intervals, if necessary.

10.6.6.5. The manufacturer's name, common model, and procedure number may also be updated in this window. The level of scheduled maintenance may dictate whether or not these fields need to be used.

#### 10.6.7. Open Plan.

10.6.7.1. 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 horizontal toolbar. A search can be conducted using the following criteria: device class name, equipment nomenclature, manufacturer name, common model, ECN, or any combination of fields. Leave all search fields blank and click the Search button to view all maintenance plans.

10.6.7.2. Highlight a record and click the Detail button to view and/or revise a maintenance plan. Locally managed maintenance plans can be updated but centrally managed maintenance plans are not editable.

#### 10.6.8. View Plan.

10.6.8.1. The View Plan – Central option allows users 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 following data is also displayed: risk levels, maintenance responsibility, maintenance requirement indicator, procedure number, and



maintenance intervals for in-use, mobility, and stored assets. Select the Print icon on the vertical toolbar to print the entire list or individual pages.

10.6.8.2. The View Plan – Consolidated option displays records by maintenance intervals and equipment nomenclature sequence. The information contained on this list is similar to information contained in the on-screen maintenance plan view. In addition to the equipment nomenclature, the manufacturer's name, common model, ECN, and procedure number are displayed. The centrally managed indicator is also visible. Separate Navigate options are available to access the consolidated maintenance plan list for in-use, mobility, and stored assets.

## **10.7. Personnel Management.**

10.7.1. The Personnel Management module is used to:

10.7.1.1. Establish records for all maintenance personnel.

10.7.1.2. Assign maintenance personnel to maintenance teams.

10.7.1.3. Document the training experiences and professional certifications of personnel.

10.7.1.4. Record the time that personnel are available for work each month.

10.7.1.5. Provide a gross breakout of how the time was spent.

10.7.2. Staff records are established when individuals arrive for duty at a maintenance activity. The staff record should be inactivated upon departure. Maintenance personnel can be assigned to work orders once the staff record is established and a DMLSS login has been established.

10.7.3. 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 as well as determining if the individual requires additional training. Master certification and training records are maintained so they can be linked to additional staff members without duplicating the information in each individual staff record. This DMLSS function is not intended to replace or supersede any official training records or documentation.

10.7.4. The staff member's 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.

10.7.5. 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 time was spent and provides a basis for productivity analysis reports. The Medical Expense and Performance Reporting System (MEPRS) data is derived from the hours entered into completed work orders and is summed for each customer account.

10.7.6. New Staff. To add a new staff member, from the Navigate menu select Personnel Management. Click New Staff and the Staff Detail window opens. This window is 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 member's profile.

10.7.6.1. General Tab. Use this tab to load general information about the new staff member. Mandatory fields are name, rank, job class, and date of arrival. Optional fields should be completed, if possible, to provide a thorough description of the staff member and capabilities. The staff member can also be assigned to a maintenance team at this time.

10.7.6.2. Certification Tab. All awarded certifications should be documented in this tab.

10.7.6.3. Training Tab. Use the Training tab to document training maintenance personnel have received for particular equipment. Information is entered by device class name, nomenclature, manufacturer, and model number. Note: The equipment trained data associated to a training course is contained in a Null Data table and does not mean these equipment items are in the MTF inventory.

10.7.6.4. Notes Tab. Load notes of interest pertaining to a staff member in this tab.

10.7.7. Master Training. This function allows maintenance managers to load specific requirements for approved courses; such as, military training courses, manufacturer and contractor courses, and MTF and/or local training courses. The master training function is designed to eliminate duplication of effort. One master training record can be assigned to multiple staff members versus adding the training information to each individual staff member's training record. This information is used to document training of personnel assigned, assign work, and determine if any additional training is necessary.

10.7.7.1. 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.

10.7.7.2. To remove obsolete courses, select the course from the training records list and click the Delete Course button. This action removes the course from the Master Training record and all staff members' records. It also disassociates all related equipment.

10.7.7.3. Equipment records can be associated to a specific training course by selecting the course from the list of training records and selecting the Add Equipment button. The association is completed by loading the device class and equipment nomenclature. Multiple device classes and equipment nomenclatures can be loaded by clicking the Add Equipment button. Enter the manufacturer and model number if the training was focused on a specific make and model.

10.7.7.4. To remove equipment from a course, select the device class and click the Delete Equipment button. The equipment identification is then removed from the Master Training Record and all members' records that had this training in the past.

10.7.7.5. Information to populate these fields is loaded in the Master Training Record module by an individual that is assigned the applicable roles and privileges.

10.7.8. Master Certification. DMLSS allows certification records to be added for each individual in the MA. This information is used to document the professional certifications of assigned personnel, aid the supervisor in assigning work, and assist in determining if any additional training is needed for an individual.

10.7.8.1. 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.

10.7.8.2. To remove obsolete certification records, select the obsolete record and click the Delete Certification button. The certification is then removed from the Master Certification List and from all members' records that had the certification.

10.7.9. Team/Staff. 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. The manufacturer can load new teams and assign personnel as local business practices dictate.

10.7.9.1. Maintenance Teams. To establish a maintenance team, select the Create Team button under the Teams view. Enter the name of the team that is to be established. Upon saving, the team becomes visible and accessible within the Team/Staff window.

10.7.9.1.1. To add members to a team, select the name from the Staff List and click the Assign icon from the vertical toolbar. Select the team from the dropdown list and click OK. A staff member can also be assigned to a team by selecting the staff member name, and then dragging and dropping it over the team name.

10.7.9.1.2. To remove a member from a team, select the name from the staff list and click the Unassign icon located on the vertical toolbar. The staff member is then moved to the Unassigned team. Upon saving, unassigned staff members can be assigned to another existing team. A staff member can also be unassigned by selecting the staff member name, and then dragging and dropping it over the Unassigned team.

10.7.9.1.3. A team leader can be assigned to each team. To accomplish this, display the team members by selecting a team name. Select the person to be assigned as the team leader, and click the Assign Team Leader button. Upon saving, a checkmark identifies the team leader. Repeat these actions to assign a new team leader. The staff member must be assigned to a team in order to be designated as the team leader.

10.7.9.1.4. To delete a team, highlight the team name and click the Delete Team button located on the vertical toolbar. All staff members assigned to that team are then moved to the Unassigned team and become available for reassignment. The team to be deleted cannot be in the equipment detail of any record or in an open work order for this function to be successful.

10.7.9.1.5. Staff members that are no longer assigned to the maintenance activity will be removed from the active staff roster. (T-3). 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 is then archived and may be viewed by selecting the View Inactive Staff radio button in the Team/Staff window.

10.7.9.1.6. 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 member's detail record and click the Active icon from the toolbar. The staff member is then restored to the Unassigned team. It is advisable to revalidate the staff member's credentials and training upon reactivation.

10.7.9.2. A Staff Roster can be printed for all assigned staff members or for a selected team. This roster reflects rank, name, duty phone, home phone, beeper number, team, and date assigned.

10.7.10. Monthly Timesheets. 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.

10.7.10.1. 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.

10.7.10.2. Each staff member should provide the following values of time, rounded to the nearest tenth of an hour:

10.7.10.2.1. Regular hours.

10.7.10.2.2. Overtime hours.

10.7.10.2.3. Non-duty absence.

10.7.10.2.4. Duty absence.

10.7.10.2.5. Administrative / Support hours.

10.7.10.2.6. Technical training hours.

10.7.10.2.7. Supervisory hours.

10.7.10.2.8. Travel hours.

10.7.10.3. The following values are automatically calculated based on input:

10.7.10.3.1. Total hours = Regular hours + Overtime hours.

10.7.10.3.2. Hours available for work = Total hours - (Non-duty absence + Duty absence).

10.7.10.3.3. Hours available for maintenance = Hours available for work - (Administrative support hours + Technical training hours + Supervisory hours + Travel hours).

10.7.10.3.4. DMLSS also calculates all column totals.

10.7.10.4. 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.

10.7.10.5. Monthly timesheets can be printed by using the Print icon. The printed report mimics the on-screen display.

**10.8. Maintenance Procedures.** 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.

10.8.1. 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 and uses it as a starting point to establish a new procedure. A maintenance procedure contains detailed steps and guidance for maintenance services. It can be general enough to apply to several devices or specific enough to apply to a single 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.

10.8.2. New Procedure. 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. The following three tabs are available for updating when the procedure editor window opens: General Info, Associated Maintenance Plans, and Required Materials. The author of the new procedure defaults to the first name and last name from the point of contact record associated with the user's login ID.

10.8.2.1. Enter a procedure title in the Procedure Editor window. The procedure title is tied to the equipment nomenclature and sub-nomenclature. It is also based on the manufacturer's maintenance recommendations and procedures.

10.8.2.2. Enter the estimated required hours to complete inspections, PM, CALs, and SPR.

10.8.2.3. Enter the scope of work to be performed. The scope provides a description of work to be performed, identifies all applicable devices, and defines the parameters of the procedures.

10.8.2.4. Enter the precautions associated to the procedure. The precautions identify hazards and/or special precautions associated with performing the required maintenance.

10.8.2.5. Enter any special training required by the servicing technician.

10.8.2.6. The procedure and version numbers are included in the General Info tab if the procedure is being modified from an existing procedure.

10.8.2.7. Update all maintenance plans associated with the new procedure in the Associated Maintenance Plans tab.

10.8.2.8. Use the Required Materials tab to identify all spare parts requirements. They are categorized by cataloged or generic, test equipment and special tools required, and any miscellaneous supplies required for completion of necessary maintenance.

10.8.2.9. The remaining tabs become accessible upon saving the information loaded to the General Info, Associated Maintenance Plans, and Required Materials tabs. Utilize the inspection, PM, CALs, and SPR, and acceptance to add task statements that include acceptable values and test points, if required. Use task text to completely explain a 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 CAL items.

10.8.2.10. All new procedures are considered draft procedures until the user selects the Final icon on the vertical toolbar.

10.8.2.11. Locally established procedures can be marked for deletion by opening the procedure and selecting the Delete icon on the toolbar. The procedure is then removed from the database provided it has never been associated to a work order. Centrally managed procedures cannot be marked for deletion at the local level. Once marked for deletion, the indicator cannot be removed. The user has to create a new version of the procedure.

10.8.2.12. 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 only displays the general info, inspection, PM, CALs, SPR, and Acceptance tabs. Select the Print icon on the toolbar to obtain a hardcopy of these procedures.

10.8.2.13. Use the Add Like icon to establish a new procedure. Selecting Add Like displays the original information contained in the General Info and Required Materials tab with the exception of Inspection, PM, CALs, and SPR hours. The procedure and version number of this new procedure is modeled after the existing information displayed in the General Info tab. Edit fields as necessary to complete the new procedure.

10.8.2.14. Using the Associated Maintenance Plans tab, associate related maintenance plans to the new procedure. 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.

10.8.2.15. The Inspection, PM, CALs, and SPR, and Acceptance tabs populate with the original procedure requirements. Use the Add, Edit, Delete, or Copy buttons to modify specifications. Select the Final icon on the vertical toolbar to save changes and complete the process.

10.8.3. Open Procedure. To open an existing procedure, click the Procedures icon from the toolbar or select Navigate from the menu bar, then Procedures and click Open Procedures. A procedures search can be performed using the 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.

10.8.3.1. If a single record is retrieved, the Procedures Detail window automatically appears. A list of matches are displayed if multiple records are retrieved. Highlight the appropriate procedure number and click the Detail button to view the procedure contents.

10.8.3.2. Use the Filter Button to further narrow the search option. The Filter option allows users to enter additional search criteria. Multiple results are displayed in the search window.

10.8.4. View Procedure. The Procedures View option, available from the Navigate menu, allows users to view and/or print the Scheduled Maintenance Procedure Library by Index, Test Equipment/Special Tools table, Miscellaneous Supplies table, or the Special Character table. These tables provide useful information on procedures and the available data to aid in creating locally developed procedures.

## **10.9. Schedules.**

10.9.1. The Workload Forecasting module aids the manager in establishing and maintaining an effective maintenance schedule and is an effective tool for identifying potential scheduling problems or adjustments to the maintenance schedule. It facilitates 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.

10.9.2. Throughout the course of a year, the system generates a predictable quantity of scheduled maintenance work orders. The maintenance manager establishes a pattern of how this work should 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.

10.9.3. 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 ensure 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.

10.9.4. 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 is 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 Forecasting Reports 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.

10.9.5. Detailed Scheduled Workload Forecasting. The system allows maintenance managers 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.

10.9.5.1. To display the Detail Workload Request screen, select Navigate, Schedules, and then Detailed Workload Forecasting. The Detail Workload Request screen allows the user to enter search criteria used to produce a desired report. The user also dictates how the data is to be grouped and displayed.

10.9.5.2. When the user enters the search 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 12 months. The annual estimated hours for servicing the equipment are also displayed. The equipment is grouped according to the input criteria, and the number of hours required for each group is calculated and displayed.

10.9.5.3. 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 schedules may also be changed by selecting an item of equipment and the Detail icon. The system then displays the Maintenance Data tab of the equipment record. In the Maintenance Data tab, the user can change the date due for each of the service types, change the scheduling factor, and change the team name. The maintenance plan for the equipment can also be accessed to see the service type and intervals associated with the equipment.

10.9.5.4. DMLSS also displays the ECN and equipment nomenclature in the Micro-help area (lower left corner) of the screen when the user allows the mouse pointer to remain over an individual equipment item in the Detail Workload Request screen.

10.9.6. Summary Scheduled Workload Forecasting. DMLSS allows users 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 determine appropriate solutions. The Detailed Workload Report provides the functionality to identify details related to the maintenance schedule and the means to balance the workload.

10.9.6.1. To display the Summary Workload Request screen, select Navigate, then Schedules, then Summary Workload Forecasting. The Summary Workload Request screen provides a display that allows the user to enter search criteria used to produce a report and dictate how the data is grouped and displayed.

10.9.6.2. 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 then obtains the estimated service time and accumulates the amount of time currently scheduled for each time period. DMLSS displays the accumulated data on the Summary Scheduled Workload Report. The Summary Scheduled Workload Report has three tabs: Estimated Hours, Number of Work Orders, and Graphs.

10.9.6.3. The Estimated Hours tab provides the number of estimated hours required for scheduled maintenance per month for the next 12 months. This data is grouped and summarized according to the selected criteria.

10.9.6.4. The Number of Work Orders tab provides the number of work orders, which equals the number of equipment items scheduled for servicing per month for the next 12 months. The data on this tab is also grouped and summarized according to the selected criteria.

10.9.6.5. 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 or not to use group or total data on the graph. The system displays the graph on the screen once the selections are made.



10.9.6.6. The user may print the Summary Scheduled Workload Report and/or the graph. If the user selects the Print icon while in the Estimated Hours tab, the system produces the report displaying the estimated hours data. If the user selects the Print icon while in the Number of Work Orders tab, DMLSS produces the report displaying the number of work orders data. DMLSS prints the graph being displayed when the Print icon is selected.

10.9.6.7. 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: Request an additional summary report with reduced selection criteria that is focused on the possible problem, and request a Detailed Workload Report. The Detailed Scheduled Workload Report provides a means for the manager to view the individual equipment records and maintenance schedules that the summarized data represents.

**10.10. Equipment Transaction History.** 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.

10.10.1. Transaction History is used to verify that equipment transactions have been processed properly and to determine potential 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.

10.10.2. Users have the option of searching for specific item criteria when performing searches in the Equipment Transaction History Details window. Maximizing search criteria narrows the search results for specific information. This also minimizes the impact on server performance.

10.10.2.1. In the Equipment Transaction History Search window, the user can search for transactions, such as gains or custodian changes that affect the accountable equipment inventory.

10.10.2.2. To access the Equipment Transaction History Search window, click on the Navigate menu, then select Transaction History. In the Equipment Transaction History Search window, type or select the required search criteria and then click Search. The Equipment Transaction History Details window displays the search results.

**10.11. Equipment Accountability.**

10.11.1. Gain. See Chapter 9, paragraph 9.7.1 for equipment gain procedures. Note: Equipment Control Numbers (ECN's) can only be assigned in the MA application when the commodity class of the item is set to Maintenance Record. The transaction reason is always set to Maintenance Equipment Gain – No Accountability when performing an equipment gain within the MA module.

10.11.2. Loss. See Chapter 9, paragraph 9.7.2 for equipment loss procedures. Note: Users processing losses within the MA module can only process losses on maintenance record items only.

10.11.3. Equipment Record. See Chapter 9, paragraph 9.8 for equipment record search procedures.

**10.12. Equipment Request.** The MA Equipment Request functionality is the same process used in EM. Refer to Chapter 9, paragraph 9.12 for details.

**10.13. Equipment Software.** The Equipment Software functionality is the same process used in EM. Detailed instructions are available in Chapter 9, paragraph 9.13.

**10.14. New Catalog Item/Catalog Search.** Catalog search procedures are described in Chapter 3.

**10.15. Quality Assurance (QA).** Chapter 7 provides detailed instruction on the QA function in DMLSS.

**10.16. SOS.** Refer to Chapter 5 for SOS procedures.

**10.17. Reports.** The Equipment and Technology Management module contains reports that can be used to manage a maintenance activity as well as provide data required for higher headquarters. Access the Reports module via the Navigation menu or Navigation toolbar. From this point, the user can select Standard Inquiry or Standard Reports. Note: Users will possess the proper privileges to access these reports.

10.17.1. Users are able to view standard reports that have been generated during end-of-period processing. The system maintains these standard reports throughout the specified retention period. This allows users to view standard reports generated during previous end-of-period processing sessions. When viewing standard inquiries, the system requires the user to select a report and enter the input parameters. The user can view the reports and then elect to print the reports. Reports within the Standard Inquiry option are not accumulative and are over-written when a new report is produced. The user has the option to save these reports as .PSR files on the local computer. Saving these reports allows for future reference.

10.17.2. The following definitions describe what are normally considered reports:

10.17.2.1. 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 are prepared automatically and are reviewed and analyzed locally as well as at the higher headquarters level.

10.17.2.2. Standard Inquiry: An inquiry is similar to a report in that the inquiry presents data in a standard preprogrammed format. However, inquiries are not produced automatically on a periodic schedule. Instead, they are only produced only when a user requests the information.

10.17.2.3. On-line Data: Most, if not all, maintenance data is available and retrievable during on-line sessions. The desired information is obtained by processing the appropriate report.

10.17.2.4. Ad Hoc Inquiry: The system uses Business Objects (BO) as a standard Ad Hoc retrieval program used to retrieve customized information from the database.

10.17.2.5. Refer to Chapter 18, DMLSS Reports, for a brief description of each report in MA along with its content and use.

## **10.18. Equipment Maintenance Utilities Menu.**

### 10.18.1. Utilities, Inbox.

10.18.1.1. 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 MA application is launched, the Inbox window appears if there are pending actions for a maintenance activity or individual. The user can also access the inbox from the Utilities menu.

10.18.1.2. The Equipment Maintenance Inbox has three sections:

10.18.1.2.1. MA Inbox – Displays pending action messages that pertain to the Org ID of the maintenance activity.

10.18.1.2.2. Individual Inbox – Displays pending action messages for a specific User ID.

10.18.1.2.3. Details Section – Displays additional details about a selected pending action message in the MA or Individual Inbox, if they are available.

10.18.1.3. The MA and Individual Inbox sections work the same way. If the user has the MA roles, privileges, and associated resources for pending actions, the user can use the Jump To icon to access the relevant records.

### 10.18.2. MA Utilities, Install Mobile Work Order Applications.

#### 10.18.2.1. Mobile Work Order Application.

10.18.2.1.1. Mobile Visual Environment Overview. The mobile work order process allows greater flexibility to the maintenance technician. Because the Mobile Media window is smaller in nature there are some visual differences to how information is accessed in the mobile environment. Information is the same but may be distributed between multiple tabs verses a single window view.

10.18.2.1.2. Mobile work order allows the maintenance technician the ability to download work orders from the DMLSS computer system to a mobile device such as a PDA or tablet/notebook computer. Once disconnected from the network, these devices become mobile and can be used anywhere maintenance is necessary. Once all updates are complete in the field, the mobile device is reconnected so the completed data can be uploaded into DMLSS. The Work Order module is updated to reflect the completed work. To use this option, the Mobile Work Order application must first be activated in DMLSS.

10.18.2.1.3. Activities are also required to install active sync software that is provided with the PDA on the computer located in the maintenance shop. Active sync allows the data to pass from the computer to the PDA and back.

10.18.2.1.4. Laptop and tablet or notebook computers are required to act as the DMLSS Client in order to utilize the mobile work order function. Client, in this case, means the maintenance technician uses the laptop as his or her everyday local area network (LAN) based computer applications. It is also the computer that runs DMLSS. This allows the user to disconnect the LAN and travel with the computer when work orders are exported. The data is staged in a folder on the laptop hard drive until it is imported back to the system.

#### 10.18.2.2. Roles and Resources.

10.18.2.2.1. The privileges required to operate mobile work orders are assigned in System Services. All maintenance technicians should be assigned the resources required to use mobile work order processing. The exception is if the Application Administrator or SA creates a local role and excludes this resource.

10.18.2.2.2. Unlock Work Orders. This role is essential to unlock work orders that are locked by other users. The role is assigned through System Services by the DMLSS SA or application administrator. It is recommended that the use of this role be limited to the superintendent, Non-Commissioned Officer in Charge (NCOIC), and/or team leader.

#### 10.18.2.3. Install Procedure.

10.18.2.3.1. Mobile work order supports two types of electronic devices: PDA and Laptop. Notebook and tablet computers fall into the laptop category. The device(s) being used determines which utility to install. Both devices need to be loaded if both devices are used.

10.18.2.3.2. To install a device, from the Utilities menu select Install Mobile Work Order Applications. Select the mobile device type: PDA or Laptop.

10.18.2.3.3. If the device is connected, the serial number, system name, and owner name are updated in the window.

10.18.2.3.4. An information message is displayed if the device is not loaded. Check the connections and try again.

#### 10.18.3. MA Utilities, Unlock Exported Work Orders.

10.18.3.1. Unlocking work orders that are already exported have grave consequences to work order management. The ability to import any work that has been performed and documented on a mobile device is lost as a result of the unlocking process. Coordinate this process fully before executing.

10.18.3.2. In some cases, it might be prudent to unlock an exported work order. A piece of equipment might be brought to the maintenance shop by the property custodian for maintenance before the maintenance technician has a chance to perform scheduled maintenance. A review of open work orders identifies that the equipment as requiring scheduled maintenance. The maintenance shop technician may ask the superintendent to

unlock the work order so the scheduled maintenance work order may be updated with the maintenance performed.

10.18.3.3. The Filter button in the Unlock Work Orders window allows users to narrow search options when there are multiple exported work orders. Enter the search criteria in the fields located at the top of the window and click the Filter button. Only the items matching that search are displayed.

#### 10.18.4. MA Utilities, Export Work Orders.

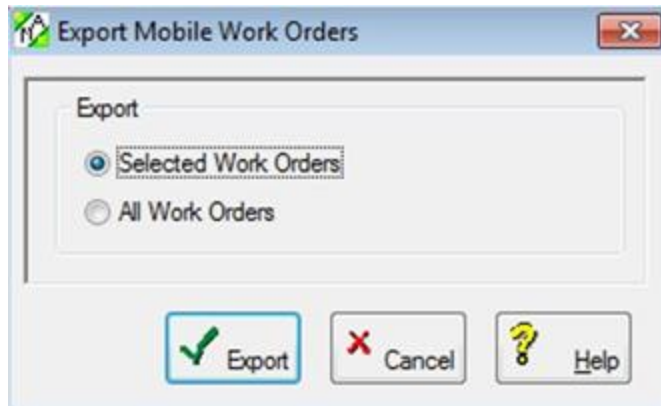
10.18.4.1. Exporting work orders is the process of downloading the work orders from DMLSS to a mobile device. Data can be exported to a mobile device by using either the Utilities menu or the Work Order menu. Either method works provided the mobile device is installed.

10.18.4.2. To download work orders from the Utilities menu, select Export Work Orders. Within the Work Order Search window (Figure 10.3.), select a scope and enter the applicable search criteria. Click the Search button to process.

**Figure 10.3. Work Order Search window.**

10.18.4.3. The system displays all records matching the search criteria. Work orders that have already been exported are identified with an E in the exported field.

10.18.4.4. One, multiple, or all work orders can be selected for downloading. Highlight the desired records and click the Export icon to download the work orders to the mobile device. When the prompt appears, select the type of work orders being downloaded (Figure 10.4.). Click the Export button to complete the transfer.

**Figure 10.4. Export Selection Criteria window.**

10.18.4.5. After the data is downloaded:

10.18.4.5.1. Uncradle the PDA to begin mobile maintenance, or

10.18.4.5.2. Disconnect the local area network (LAN) cable from the laptop to begin mobile maintenance.

10.18.5. MA Utilities, Import Work Orders.

10.18.5.1. Completed work order data contained on the mobile device should be transferred to the work order record in DMLSS. First, cradle the PDA or reconnect the laptop to a LAN connection before proceeding.

10.18.5.2. Open the maintenance module and from the Utilities menu, click Import Work Orders. Select the mobile device being used, and click the Import button. All data is transferred to DMLSS, updating all affected maintenance work orders. If a record was unlocked within DMLSS, the data being transferred does NOT update the Maintenance Work Order record.

10.18.6. MA Utilities, HHT. Where available, PDAs may be used to perform inventories. With an HHT, users may scan bar code labels on the equipment, store the inventory, and systematically reconcile the inventory. The HHT may be used in Batch mode or in the interactive RF mode, and users can switch between modes during inventory. In Batch mode, download or upload information between the HHT and a computer using a docking port.

10.18.6.1. Transfer to HHT. Use this option to download a batch inventory from the computer to the HHT.

10.18.6.2. Transfer from HHT. Use this option to download a batch inventory from the HHT to the computer. The HHT must be attached to the computer, a functioning Windows Mobile Device Center, and in its cradle.

10.18.6.3. HHT Model Type. Defaults to PDA. Other types were removed from the dropdown box.

**10.19. Cross Functional Modules.** The following applications/modules are available, if provided the correct roles and permissions in System Services. The DMLSS SA can assign these privileges, if required.

10.19.1. Equipment Accountability, Equipment Request, and Equipment Software procedures are available in the EM module.

10.19.2. QA is available in the IM module.

10.19.3. Maintenance technicians assigned to order parts require ordering privileges within the CAIM module.

10.19.4. Contract procedures are available in the Service Contracts module.

## Chapter 11

### SERVICE CONTRACTS

**11.1. Purpose.** This application provides a method for recording service contract information and associating work orders. Contracts can also be linked to a particular equipment item. It is important to note that this application is not designed to track personal service contracts, and system transactions generated in this module do not interface outside of the DMLSS environment.

#### 11.2. Contract Records.

11.2.1. The service contract record in DMLSS reflects the contract information from a specific contract managed by the MTF. The window is divided into several tabs that contain specific information concerning different elements of the contract.

##### 11.2.2. New Record.

11.2.2.1. Main Tab. This tab provides general information about a contract such as the contract period, contractor, issuing contracting office, and customer. The same information can usually be obtained from first page of an issued contract. Users can add or edit a service contract record and view contract record details using the Main tab of the Service Contract Record (Figure 11.1.). The following guidelines apply:

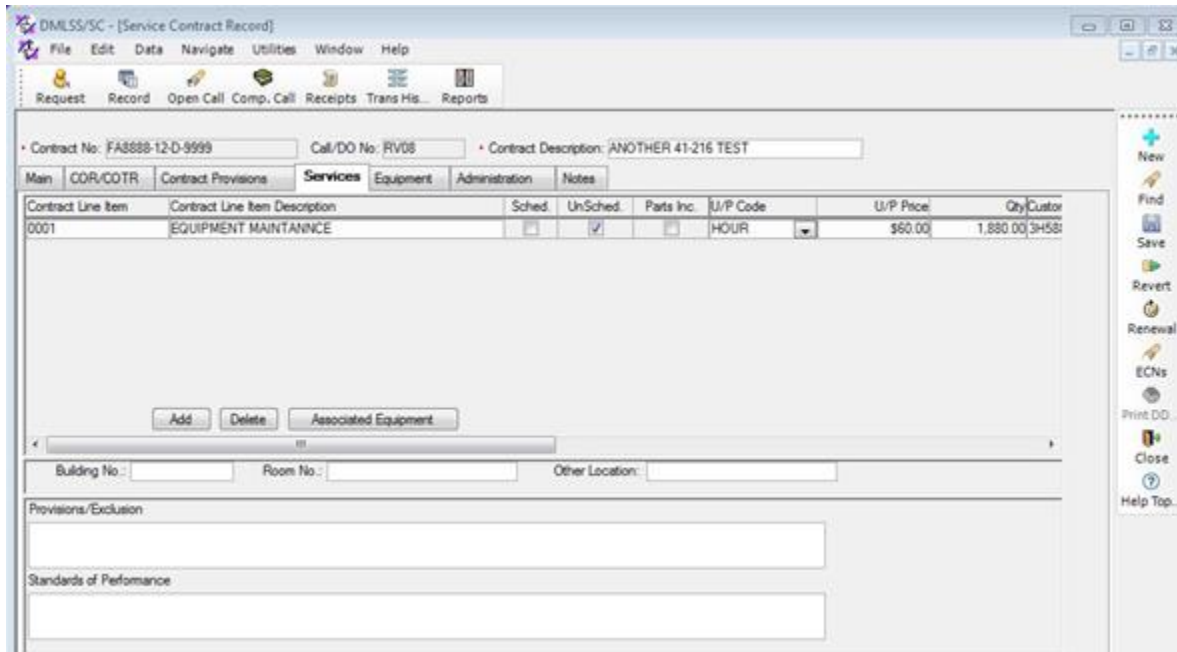
**Figure 11.1. Service Contract Record – New, Main Tab.**

The screenshot shows the 'DMLSS/SC - [Service Contract Record]' application window. The title bar includes the application name and standard window controls. The menu bar contains 'File', 'Edit', 'Data', 'Navigate', 'Utilities', 'Window', and 'Help'. The toolbar has icons for 'Request', 'Record', 'Open Call', 'Comp. Call', 'Receipts', 'Trans His...', and 'Reports'. The main content area is divided into tabs: 'Main', 'COR/COTR', 'Contract Provisions', 'Services', 'Equipment', 'Administration', and 'Notes'. The 'Main' tab is active, displaying 'General Info' with the following fields: Contract No. (FA8888-12-D-9999), Call/DO No. (RV08), Contract Description (ANOTHER 41-216 TEST), Contract Type (TIME & MATERIALS), Service Type (EQUIPMENT - MAINTENANCE), Date of Award (25 May 2016), and One Time (checkbox). Below this is the 'Contract Period' section with No. of Months, Begin Date (26 May 2016), End Date (22 May 2019), and Option Year (BASE). The 'Contractor' section includes Name (FLUKE), SOS Code (X09), POC, and POC Phone. The 'Contracting Office' section includes Name (AFMOA CONTRACTING DIVISION), SOS Code (LPP), POC, and POC Phone. The 'MIPR' section has Direct Fund Cite and Reimbursable checkboxes. The 'Funding Source' section has Local and Central radio buttons. A vertical toolbar on the right side contains icons for New, Find, Save, Revert, Renewal, ECNs, Print DD, Close, and Help Top.

11.2.2.1.1. DMLSS only accepts contract numbers in the format of FA\_\_\_\_-\_\_-D-\_\_\_\_. The ability to enter Army/Navy contract(s) or contracts with task orders does not exist. Once entered, the contract number, Call/Due-Out No, Contract Type, and Service Type cannot be edited.



- 11.2.2.1.2. Contract numbers cannot be duplicated. If two task orders have the same contract number, one would have to be altered in order to add both of them into DMLSS.
- 11.2.2.1.3. The contractor must exist as an SOS on the IM side with an SOS type of CON in order to appear in the Contractor Name drop down menu.
- 11.2.2.2. COR/COTR Tab. Use this tab to add or edit contract record details about the primary Contracting Officer's Representative (COR) or the Contracting Officer's Technical Representative (COTR). Also, identify if this individual has Quality Assurance Evaluator (QAE) responsibility from this tab. Complete all required fields and update as changes are identified. Note: Under the current AFMS model, QAE responsibility falls on the appointed Functional Requirements Evaluator Designee (FRED) rather than the Contracting Officer's Representative (COR). This module does not provide an option to track the Functional Requirements Evaluator Designee (FRED).
- 11.2.2.3. Contract Provisions Tab. Contract provisions are identified within the Statement of Work 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.
- 11.2.2.4. Services Tab. This tab identifies Contract Line Item Numbers (CLINs) referenced in the main contract and identifies the service requirements. Click the Add button within the Services tab, and enter the Contract Line Item Number (CLIN) information from the contract. DMLSS currently does not allow for recording partial hours when generating a call. A suggestion to allow partial hours billing is to set up a sub-Contract Line Item Number (CLIN) with a description referencing the partial hour and using a unit price of partial hour. Figure 11.2. reflects an example of loading Contract Line Item Numbers (CLINs) for partial hours.

**Figure 11.2. Loading Partial Service Hours.**

11.2.2.4.1. If the service type selected on the main tab is related to equipment, users can click the Associated Equipment button to view the equipment and components for that contract. The information is populated from the Equipment tab (paragraph 11.2.2.5.) and linked to the equipment data record.

11.2.2.4.2. The Provisions/Exclusion field is used to specify services and supplies materiel that are provided for in the contract. Complete if required.

11.2.2.4.3. The Standard of Performance field identifies criteria that must be met for acceptance of services. These could be QAE responsibilities or state that the unit works in accordance with manufacturer's specification upon completion.

11.2.2.5. Equipment Tab. This tab associates equipment and components to the service contract record and is only available for service types of Equipment-Maintenance or Equipment-Lease. From the window, Add and/or Delete equipment information or view an equipment record's detailed information.

11.2.2.5.1. When a technician opens the work order of an associated ECN, they are notified in red letters that the ECN has a contract associated to it.

11.2.2.5.2. Note: If the service type is related to facilities, a Facility tab appears. Neither of these tabs appear if the service type selected is not related to facilities or equipment so use caution when setting up the record since this field cannot be edited later.

11.2.2.6. Administration Tab. Contains financial and call number information regarding the contract. Set call number blocks to mirror local policy and set call number to auto-generate, if required. Enter the total contract award amount to track expenses associated with the contract. Payment terms are found on the first page of the awarded contract.

11.2.2.7. Notes Tab. It is important to document conversations, funds increase requests, training, and 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 for the QAE and/or Contracting Officer's Representative (COR).

11.2.3. Search Records. Use this Contract Record Search window to search for contract records or create a service contract record.

### 11.3. Contract Request.

11.3.1. New Contract Request. In the Contract Request window, the user can request a new contract for services or edit an existing request. The Contract Request window is also used to record a purchase card buy. Submission of a new contract request does not alone constitute approval or authorization for a given purchase or contractual agreement without proper requirement vetting and approval prior to submitting the new contract request through DMLSS. Obligation of Government funds can only be made by a Warranted Contracting Officer or authorized GPC cardholder. The electronic submission within DMLSS does not alone obligate Government funds without Contracting Officer authority and approval.

11.3.1.1. Contract Request – Main tab. Within the Main tab of the Contract Request window (Figure 11.3.), a new contract for services can be requested, or an existing requested. The Contract Request window is also used to record a purchase card buy.

**Figure 11.3. Contract Request Window – Main Tab.**

11.3.1.2. Contract Request – Services tab. Use this tab to describe the individual services (contract line item numbers, or CLINs) to be included in a contract.

11.3.1.3. Contract Request – Equipment tab. In the Equipment tab, the user can edit the list of equipment items associated with a contract request. Note: The Equipment tab is available only for service types of Equipment-Maintenance or Equipment-Lease.

11.3.2. Search Request. Use the Contract Request Search window to search for service contract requests. The search results can also be printed, or a new service contract request created.

## 11.4. New Call.

11.4.1. Use the New Call feature to document contract services once the contract is entered into DMLSS. Click the New Call button located on the vertical toolbar to access the Call Detail window (Figure 11.4.) when a service is used against the contract.

**Figure 11.4. Call Detail.**

**Call Detail**

**Call Information**

- Call No.: 1112
- Contractor: A.M. BICKFORD
- Call Date: 23 May 2016
- SOS Code: AMB
- Pay Method: BILL
- Call Total: \$60.00
- Placed By: dwyem
- Contract No.: FA8015-12-V-1545

**Call Notes**

**CLIN Detail**

Add

- Customer: 01211A - ELIPSE CHARLIE
- Exp Ctr: 012111
- CLIN: 0001 - TEST10
- CLIN Desc: TEST10
- U/P: HOURLY
- U/P Price: \$60.00
- Date Due: 23 May 2016
- Qty Due: 1.00
- Amount Due: \$60.00
- Document No: FM52706147D004
- Date Received:
- Qty Received: 00
- Amount Received: \$0.00

Save Close Help

11.4.2. Complete all required information, and enter any applicable notes associated with the call. Multiple Contract Line Item Numbers (CLINs) can be entered for a call by clicking the Add button. Information for each CLIN, in most cases, is necessary for cost estimating. If the estimate contains partial hours, enter the corresponding sub-CLIN that applies to the estimate (if established).

11.4.3. Enter the work order number and ECN if the call is being performed against an equipment item with an open work order.

11.4.4. Saving the call detail information adds the new call number to the call register file.

**11.5. Call Register.** Locate the Service Contract Record window of the desired record, and click the Call Register icon located on the vertical toolbar to view all call numbers associated to a selected contract.

11.5.1. CLIN detail information is provided for each selected call. Click the Call Detail button to perform updates to open contract calls. Call Details provides all call information, call notes, CLIN detail information, payment, and document numbers assigned to a selected call under an associated contract. Entering the document number closes the call for services performed.

11.5.2. Open Call. Click the Open Call button located on the horizontal toolbar to search for open call numbers for a specified contract(s). Open calls can be viewed and/or modified, and call receipts can be processed using the Open Call feature. Note: Clicking Open Call on the

horizontal toolbar returns the register of all calls for all contracts. If the contract being worked with is known, it is easier to go directly to the call register for that contract by using the button on the vertical toolbar.

11.5.3. Open Call Register. Use the Open Call Register option located on the Navigate menu to view the register of open calls.

11.5.4. Completed Call (Comp Call). Use the Comp Call button located on the horizontal toolbar to search for and view all completed call numbers for a specified contracts. Review and/or modify call details in order to process additional expenditures not previously identified. When the call is modified, the requirement reverts to open call status and receipt actions are required. Changes are reflected in the CLIN Details window in the Completed Call window.

11.5.5. Completed Call Register. Use the Completed Call Register option located on the Navigate menu to view the register of open calls.

**11.6. Receipts.** When calls are complete, click on Receipts in the navigation menu or use the Receipts button on the horizontal toolbar to generate the DD Form 250 required by Finance. The actual quantity (services performed based on Contract Line Item Number information) received and the date performed must be entered. Click Save to update the call register and generate the DD Form 250. The number of copies that are needed during printing can be selected. A CSR transaction is generated when a receipt is processed for a service contract.

**11.7. Transaction History.** In the Transaction History window, the user can view details of contract-related transactions and can reverse certain transactions. The Service Contract transaction history provides an auditable record of transactions, such as receipts or purchase card buys that affect funds or due-ins. Use this module to verify that contract transactions have been processed properly and to determine the necessary corrective actions when an error has been identified. Users cannot see Service Contract transactions in CAIM or IM transaction history, nor can they see CAIM/ IM transactions in Service Contract transaction history. Note: Only due-in quantity decrease (CSC) and receipt (CSR) transactions can be reversed in the Service Contract module.

**11.8. Standard Reports.** Standard Reports include: Contract Expiration, Purchase Card Register, and Transaction History.

11.8.1. Contract Expiration report. This report is a list of recurring service contracts that are set to expire by a specified date. When the report is generated, the user is prompted to specify the date. Use this report to determine which contracts need to be renewed.

11.8.2. Purchase Card Register Report. This report is a summary of purchase card activity for a particular purchase card. It shows all purchase card buy information at the purchase card call level and includes all line items in the call. This report mirrors the information contained in the IM Purchase Card Register.

11.8.3. The Transaction History Report allows the user to use various search criteria and sort preferences to view all Service Contracts transactions. This report is similar to the Transaction History module; however, the results of this report can be saved to file as a spreadsheet.

**11.9. Contract Renewal.**

11.9.1. Contracts that are written for multiple years are renewed annually provided services are still required. A separate determination review document is required prior to each renewal period commencing. This document is filed within the contract to show justification for

renewing services each year. Services are not automatically renewed despite contracting for a multi-year service. Only an authorized warranted Contracting Officer may renew services following both the confirmation for intended continuation of services, as well as verifying the availability of certified funds for the renewal period. 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. If the renewal indicator "N/A" is checked, a renewal cannot be 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.

11.9.2. The Renewal option is also used to record contract extensions. When an extension is authorized, select the Extension radio button and enter the extension information and any related notes as needed. Use the funding document to update financial information in the Service Contract Record, Contract Provisions, and Administration tabs.

**11.10. . Contract Termination, Expiration, and Deletion.** 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 is then marked for deletion and further actions cannot be processed from that point forward. If a contract was deleted by mistake, click the Undelete button from the toolbar to reactivate the contract and make a note entry of the mistake in the Notes tab. Deleted contracts are archived in DMLSS to allow retrieval of information as necessary.

## Chapter 12

### FACILITY MANAGEMENT (FM)

**12.1. Purpose.** The FM application encompasses the inventories of installation, facility, room, Real Property Installed Equipment (RPIE) and sections as well as modules to capture maintenance procedures and Preventative Maintenance (PM) schedules for the RPIE and administrative/Regulatory Compliance (RC) items (e.g., fire drills, safety training). The main daily functions of the FM application are tracking and closing of unscheduled and PM work requests. Any work performed in the MTF should be recorded in DMLSS. Facility Management also has the capability of capturing requirements, unfunded work requests or projects, and projects (work that typically exceeds \$2,500).

**12.2. Budget Management.** To access the Budget Management module, click Navigate, Budget Management button on the horizontal toolbar. The Budget Management module is utilized to see where funds for a particular expense center have been spent, for example work requests and projects. The Budget Management module is a read-only module. Data cannot added to this module. To update fund targets against a particular project center or expense center, accomplish this within the Funds Module of System Services.

**12.3. Directory Module.** To access the Directory module, click Navigate and then Directory. The Directory module is utilized to capture the different ORGs and points of contact (POCs) that are used throughout DMLSS FM.

**12.4. Documents Utility.** To access the Documents Utility module, click Navigate, Documents Utility or use the Documents button on the horizontal toolbar. The Documents Utility module is utilized to create forms and reports from templates already stored in DMLSS and populate them with data from within the Facility Management application.

**12.5. Drawing Management.** To access the Drawing Management module, click Navigate, Drawing Management or the Draw Mgt button on the horizontal toolbar. The Drawing Management module is used to load and link drawings to the Room Inventory module. This module also displays which active facilities have linked electronic Drawbase drawings. From within the Drawing Management module, click on the plus sign, +, next to a facility number to display the drawings linked. Highlight a drawing name and click View on the vertical toolbar. This opens the drawing for viewing purposes.

**12.6. Facility Inventory.** To access the Facility Inventory module, click Navigate, Facility Inventory or use the Fac Inv button on the horizontal toolbar. The Facility Inventory module is utilized to track all of the buildings that the Medical Group is responsible for managing.

**12.7. Facility Systems Inventory (FSI).** To access the Facility Systems Inventory module, click Navigate, Facility Systems Inventory (FSI-RPIE) or use the Fac Sys Inv button on the horizontal toolbar. The FSI module is utilized to track all RPIE. DMLSS allows them to be grouped, so when PM schedules are created against them later, each RPIE doesn't have to have its own schedule.

12.7.1. The Cost and History Tabs. The Cost tab tracks the cost that has been spent maintaining that piece of equipment over the years. The History tab tracks the scheduled and unscheduled maintenance/work requests pertaining to this piece of equipment.

**12.8. Section Inventory.** To access the Section Inventory modules, click Navigate and then Section Inventory or the Sec Inv button on the horizontal toolbar. The Section Inventory module is utilized to support the DoD use of the BUILDER program. All information from BUILDER can be imported, linked and reconciled with Section Inventory information in DMLSS.

12.8.1. Utilize BUILDER and Section Inventory to determine the long term Sustainment program for each Air Force site.

**12.9. Maintenance Procedure.** To access the Maintenance Procedure module, click Navigate, Maintenance Procedure or the Maint Proc button on the horizontal toolbar. The Maintenance Procedure module is utilized to capture a maintenance procedure (specific tasks performed during maintenance) for each of the RPIE to be scheduled. The hierarchy (system, subsystem, assembly category, and nomenclature) of a maintenance procedure must be identical to that of a RPIE in order to schedule it for maintenance.

**12.10. MTF Information.** To access the MTF Information module, click Navigate and then MTF Information. The MTF Information module is where the user initially loaded the installation and where information was updated against their installation, i.e., Major Command, DoD region, installation code. This is also where a user may update a Facility Manager for a specific MTF/Installation.

**12.11. Preventive Maintenance.** To access the PM Schedule module, click Navigate, Preventive Maintenance (PM) Schedule or the PM Sched button on the horizontal toolbar. The PM Schedule module is utilized to schedule RPIE for recurring maintenance. Once the RPIE is loaded in the Facility Systems Inventory (FSI) module and the maintenance procedures are loaded in the Maintenance Procedure module, the two are combined to create a PM schedule. Any given piece of equipment can have multiple PM schedules against it. A combination of any of the following frequencies can exist: annual, bi-monthly, bi-weekly, daily, every two years, every three years, every four months, every five years, every six years, every seven years, monthly, quarterly, semi-annual, and/or weekly.

12.11.1. Assignment Tab. The Next Scheduled Date is located on the lower half of this tab. This area displays the work projected dates for the next six scheduled PMs.

**12.12. Project Management.** To access the Project Management module, click Navigate, Project Management button on the horizontal toolbar. The Project Management module is utilized to capture all projects, work that typically exceeds \$2,500.

**12.13. Room Inventory.** To access the Room Inventory module, click Navigate, Room Inventory, or the button on the horizontal toolbar. The Room Inventory module is utilized to capture all room records within the MTF.

**12.14. Work Request.** To access the Work Request module, click Navigate, Work Request, or the button on the horizontal toolbar. The Work Request module is utilized to capture day to day unscheduled work; typically work doesn't exceed \$2,500 or it becomes a project. Any work accomplished within the MTF should be captured in DMLSS. This module also captures recurring work generated from the PM schedule and RC modules.

**12.15. Quality Control (QC) View.** To access the Quality Control (QC) View module, click Navigate, QA/QC and then QC View. The QC View module is utilized to track QC which is performed by maintenance contractors. This module is part of the Work Request module. The



user must have the role of FM QC Manager assigned within System Services (UP Assign) in order to access this module.

**12.16. QA View.** To access the QA View module, click Navigate, QA/QC, and then QA View. The QA View module is utilized to track QA (which is performed by a government representative, typically the Facility Manager or QAE). This module is part of the Work Request module, and the DMLSS user must have the role of FM QA Manager assigned within System Services (UP Assign) in order to access it.

**12.17. COR View.** To access the COR View module, click Navigate and then COR View. The COR View module is used to perform final review actions on work requests prior to being accepted by the COR (FM). Once accepted by the Contracting Officer's Representative (COR), the work requests status updates to closed. This module is a component of the Work Request module.

**12.18. Requirement Detail.** To access the Requirement Detail module, click Navigate, Requirements, Requirement Detail or the Rqmt Detail button on the horizontal toolbar. The Requirement Detail module is utilized to capture all unfunded work prior to being turned into a work request or a project.

**12.19. Bundle Requirement.** To access the Bundle Requirement module, click Navigate, Requirements, Create Bundle or the Bundle Rqmt button on the horizontal toolbar. The Bundle Requirement module is utilized to group or bundle multiple requirements together and eventually turn them into one work request or project.

**12.20. Mass Update/Room Inventory.** To access the Mass Update, Room Inventory module, click Navigate, Mass Update, Room Inventory. The Mass Update, Room Inventory module is utilized to view/edit up to 1,000 room records all within the same facility at once.

**12.21. Mass Update/PM Schedule.** To access the Mass Update, PM Schedule module, click Navigate, Mass Update, and then PM Schedule. The Mass Update, PM Schedule module is utilized to view/edit multiple PM schedules at once. However, these schedules do not all have to be located within the same facility.

**12.22. Regulatory Compliance (RC) Deficiency.** To access the RC Deficiency module, click Navigate, RC/JCAHO Deficiency or the RC Defic button on the horizontal toolbar. The RC Deficiency module is utilized to track RC deficiency type work requests. Users may enter new deficiencies within module; however, updates may only be performed by using the Work Request module. RC deficiencies may also be entered directly into the Work Request module.

**12.23. RC Procedures.** To access the RC Procedure module, click Navigate, RC/JCAHO Procedures, or the RC Proc button on the horizontal toolbar. The RC Procedures module is utilized to capture a maintenance procedure (specific tasks performed during maintenance) for each of the Regulatory Compliance (RC) items in which the user plans to schedule.

**12.24. RC Requirements.** To access the RC Requirements module, click Navigate, RC/JCAHO Requirements or the RC Rqmts button on the horizontal toolbar. The RC Requirements module is utilized to schedule Regulatory Compliance (RC) items for recurring maintenance. Since there are no RC items similar to RPIE items, there will just be a RC maintenance procedure and the RC requirement (or schedule).

12.24.1. Remarks Tab. On the right side of this tab there is a column that shows the Schedule Date. This column displays work projected dates for the remainder of this Fiscal Year plus the

next. As one date is generated into a work request, another date (the next scheduled date) populates in its place.

12.24.2. History Tab. This tab identifies the particular work requests and the costs that were associated with each of the work requests.

**12.25. Business Objects.** To access Business Objects, click the Bus Obj button on the horizontal toolbar. BO is used as the primary Adhoc Reports writing program within the system.

**12.26. DecisionBase Pro.** To access the DecisionBase Pro module, click Navigate/ DecisionBase Pro. The DecisionBase Pro module is utilized to access drawings and achieve limited functions such as zoom, pan, etc. DMLSS users have the ability to view limited drawing data within DecisionBase Pro. The Drawbase module offers a wider range of access to drawings.

**12.27. Drawbase.** Drawbase is a commercial off the shelf (COTS) program incorporated within the DMLSS system. This module is utilized to link rooms on the drawing to rooms in the DMLSS-FM database; to run and reconcile space discrepancy reports; to create a room inventory from a Drawbase drawing; to execute queries in DMLSS and have the results displayed graphically in a drawing; to execute a reverse query from within a drawing to view a room, RPIE, work request, and project records in DMLSS; and to color code rooms based on various attributes such as department, service, room type, cleaning requirement, local use fields, etc. To access Drawbase, click Navigate, Drawing Management, click the plus sign next to the Installation, click the plus sign next to the facility for which the drawing will be selected, select the floor to be viewed and hit View on the vertical tool bar.

**12.28. User Preferences.** To access the User Preferences module, click Utilities, User Preferences. The User Preferences module is utilized to set up individual user preferences for a specific installation and facility. This way, each time a search screen is accessed or the new button clicked, the installation and facility number defaults to the user's preferences.

**12.29. Site Preferences.** To access the Site Preferences module, click Utilities, Site Preferences. The Site Preferences module is utilized to set up preferences for various fields for the entire site, not just an individual user.

**12.30. Inbox.** To access the Facility Management Inbox, click Utilities, Inbox. The inbox is utilized to display user and system prompted reminders from the various modules. The inbox displays information which is shared and accessed by all Facility Management users. A user only sees information for which they are privileged in UP Assign.

**12.31. Override Process.** To access the Override Process module, click Utilities, Override Process. The Override Process module is utilized when a record is locked (possibly by system error) and needs to be unlocked.

## Chapter 13

### REACHBACK

**13.1. Reachback.** Joint Publication 3-30, *Command and Control of Joint Air Operations*, defines reachback as the process of obtaining products, services, and applications, or forces, or equipment, or materiel from organizations that are not forward deployed. An example of using reachback is when an AFCENT deployed Medical Logistics activity places a requisition through AFMOA/SGMW, Port San Antonio, FM9133, because sources within that area of responsibility (AOR) are unable to provide the necessary support. While AFMOA/SGMW, Port San Antonio is the primary Air Force Medical reachback location, any Medical Logistics account may be assigned to provide reachback support.

**13.2. TLAMM.** The TLAMM provides medical materiel management, distribution, customer support, and assistance for requirements and supply chain planning in support of health services support operations. Theater designated TLAMMs are the unit's primary SOS for medical materiel and equipment support. For example, deployed forces in AFRICOM send requisitions to the US Army Medical Materiel Center – Europe (USAMMCE) (SOS: CB6) since they are the designated TLAMM for that area of responsibility.

13.2.1. The Air Force operates two TLAMMs:

13.2.1.1. AFMOA/SGMW, Port San Antonio/Kelly USA, FM9133, is designated as the TLAMM for SOUTHCOM (TLAMM-S). TLAMM-S primarily provides logistical services to United States (US) forces, and operational joint and coalition organizations within USSOUTHCOM. AFMOA/SGMW, Port San Antonio/Kelly USA is also the primary reachback location for AFCENT units.

13.2.1.2. 18th Medical Group, FM5270, is the designated TLAMM for USPACOM less Korea. They provide Medical Logistics support to US forces and operational joint and coalition organizations operating inside the PACOM area of responsibility, excluding Korea.

13.2.2. In some situations, such as the example in paragraph 13.1, a TLAMM may be assigned to provide reachback capability (e.g., medical supply and medical equipment acquisition) for customers, approved exercises, or humanitarian assistance outside their area of responsibility.

### **13.3. DMLSS Setup Procedures to Establish Reachback and TLAMM Support.**

13.3.1. Reachback Host. DMLSS allows an organization(s) such as TLAMM-S or Theater Lead Agent for Medical Materiel-Pacific (TLAMM-P) to act in the capacity of a Reachback host furnishing medical materiel to supported customers either inside or outside of their geographic region. In order for DMLSS to act as the Host Reachback organization, the Reachback Enabled indicator in System Services/MM Service Detail must be checked (see Figure 13.1).

Figure 13.1. MM Service Detail.

DMLSS/System Services - [MM Service Detail - FM5270 MEDICAL MATERIEL]

File Edit Navigate Window Help

TreeView Search SVC/CUST FUNDS AM Fund OP Fund UP Assign UP Mana... TMU DCM Sea... Monitor EOP Reports

**Basic** Appropriation Data Computations

• MM SVC ID: FM5270 • Name: MEDICAL MATERIEL

• Military Service: AIR FORCE Major COM: OR • Cost Center: Hub:

Office Symbol: SGSM Master Ordering Facility:

Local Use:

1: 3: Related items:  
2: 4: Unit

DEA Data

Registration Number: Start Date: End Date: Add Edit Delete

Supplementary Addr/Bill to DODAAC: Addresses: Bill To Ship To DRMO

Location Indicator:  • Max Followup Days: 14 • RIC: EDX

Reachback Enabled:  Default Location: DEFAULT • FAD: II

IM Location Cleanup:  Passing Action DODAAC: • Signal Code: A

Summary Receipt By-Pass:  Surcharge: 00 SPS Site Code: Transportation Threshold: \$250.00

Auto Generate Delivery List:  Discount: 1.78 • DRMO RIC: SST DRMO DODAAC: SH5700

AM Location Delete Indicator:  Prime Vendor Region: FM5270 • Excess FOA RIC: F04 Go Live Dt: 05/20/2003

Logistics ID: FM5270 Logistics Name: MEDICAL LOGISTICS

POC:

Title: NCOIC, MEDICAL LOGISTICS

Last Name: ROBINSON First Name: MSGT DREW

13.3.2. Reachback Customer. New customers must have the appropriate organizational, i.e., organization, department, and service customer, and financial structures, i.e., project center, and expense center, built on the host's DMLSS. See Chapters 14 and 16.

13.3.2.1. DMLSS Service/Customers requiring reachback support must also be established as a reachback customer. The Reachback Customer indicator in System Services – Service/Customer Detail/Basic tab has to be checked in order for the customer to qualify, see Figure 13.2. When creating a new Reachback customer account, the decision has to be made on whether or not logistics issues stock directly from Operating/Serviceable. If stock will be issued, users must check the Issue Ind box on the Materiel tab. If this box remains unchecked, all customer requirements then bypass the Reachback Issue process and are placed in the queue for IM Reachback ordering from external sources of supply (SOS).

Figure 13.2. Service Customer Detail.

The screenshot shows the 'Service/Customer Detail' form in the DMLSS/System Services application. The form is titled 'DMLSS/System Services - [Service/Customer Detail - 012111 - TORII 1/1SFG]'. The 'Basic' tab is selected, showing fields for SVC/Cust ID (012111), SVC/Cust Name (TORII 1/1SFG), Military Service (ARMY), Office Symbol (1/1 SFG), Major COM, UIC, Funding Center, Cost Center ID, MEPRS Code, OUID, Local Use (fields 1-4), DEA Data (Registration Number, Start Date, End Date), Customer Type (Reachback checked, External, DCAM, Spoke, MOF, TEWLS), Passing Indicator, Delivery Location, Issue Document (DD 1348-1A/DD 114), Transportation Needed, Associations (Unit ID: 012111, Unit Name: 1/1 SPECIAL FORCES GROUP, Dept ID: 01ELIP, Dept Name: ELIPSE CHARLIE), and POC (Title: NCOIC, MEDICAL LOGISTICS, Last Name: ROBINSON, First Name: MSGT DREW).

13.3.2.2. Defense Medical Logistics Customer Assistance Module (DCAM) Reachback Customers. When the DCAM box is checked in the Service/Customer Detail, the Reachback box is also automatically checked.

13.3.2.3. Complete all mandatory tabs in the Service/Customer Detail. Refer to Chapter 14. Specifically:

13.3.2.3.1. Materiel tab. Only use PVP Direct, PVM Direct, Auto Source or Issue Ind(icator) options.

13.3.2.3.2. Funding Tab. Always check Detail Billing Required.

13.3.2.3.3. The Submission tab becomes available if either the Reachback or DCAM indicators are checked on the basic tab.

**13.4. Reachback Ordering.** Reachback customers have multiple avenues for submitting requisitions to the reachback host:

13.4.1. AFMOA TLAMM Reachback Website. The first and most widely used option for customers is to load their requirements into the TLAMM Reachback website. It is accessible through the Air Force Medical Logistics website by clicking the Readiness tab and selecting either TLAMM-Pacific or TLAMM-South Reachback links located in the left column. This web-based application provides deployed personnel the capability to request supplies and equipment for a sanctioned customer from anywhere in the world and at any time. Customers have the ability to enter requirements on a Customer Order List tailored to their specific mission needs. Once quantities are entered, the orders are approved by the host and a

requisition file is sent to the host TLAMM's DMLSS server. Coordinate with the TLAMM to create the necessary customer account(s) and order list(s).

13.4.2. Manual Transmittal. Another option for the customer is to email requisitions directly to the reachback host. Orders sent in Military Standard Requisitioning & Issue Procedures (MILSTRIP) format can be imported directly into DMLSS using the IM Navigate\Orders\External Customer Import feature. Orders created on a PDA are also generated in this format.

13.4.3. DMLSS-to-DMLSS. In some instances, it is more beneficial to set up a DMLSS-to-DMLSS interface between the reachback customer and TLAMM. Requisitions, EDI 511R files, follow ups, EDI 869 files, are sent through DLA Transaction Services to the host TLAMM and status is returned, EDI 870 file, to the requisitioner. In these cases, DMLSS-to-DMLSS sites are using their assigned TLAMM as another SOS, but they follow a similar path as reachback orders given they both utilize the same IM Reachback pending action in-box notifications. This option is preferred for enduring customer support, as it requires the most time and coordination for setting up accounts.

13.4.4. Defense Medical Logistics Customer Assistance Module (DCAM). DMLSS allows DCAM customers, at remote locations, to transmit requisitions directly to the host DMLSS server. DMLSS also has the capability to produce requisition status for DCAM customers. DCAM customers can import both status and catalog update files directly from the host DMLSS server. DCAM requisitions follow a similar path as reachback orders, as they both utilize the same IM Reachback pending action in-box notifications.

13.4.4.1. DMLSS allows DCAM customers, at remote locations, to download MTF cataloging information each day and then place orders to DMLSS. During the EOD cycle, the system produces and archives five separate cataloging files. They appear within System Services/DCM as TO-TCAM. These files are placed into a directory which allows DCAM users to import the data.

13.4.4.2. During routine daily processing of DCAM customer requests, DMLSS programmatically writes status based upon the outcome of the customer order. These status images are imported into DCAM in the same fashion as the MTF cataloging data mentioned above.

**13.5. IM Reachback Pending Actions.** If an issue is killed, or an order partially cancelled, a message appears in the inbox. Users can view affected orders and specific transaction details, as well as, edit or delete items from the following pending actions:

13.5.1. IM Reachback Customer's Error/Review Processing. Review this pending action to determine if the customer's requisition requires further action prior to processing. For example, DMLSS prohibits a user from completing the order process if the customer has insufficient funds loaded. Another example of a rejection occurs when DMLSS prohibits a user from completing the order process if the expense center provided in the requisition does not match the customer's default expense center loaded in the Svc/Customer detail record. Still, other errors appear on this pending action that can be worked and then processed. They include:

13.5.1.1. Unmatched Item ID. This message appears when the VIN furnished in the customer's requisition doesn't align to any of the TLAMM's MTF Catalog records. Note: The column entitled NSN identifies the VIN that was provided in the customer's order.

13.5.1.1.1. TLAMM Action. First, lock the row by clicking in the Lock status box, and then click on the Lock button on vertical toolbar. Next, click on the delete button. As a result, DMLSS transmits a CA (Cancellation of All or Part of a Due-In) cancellation image back to the ordering base.

13.5.1.1.2. Ordering Base Action. The CA status posts to the Status Edit Report. The ordering customer should examine their MTF Catalog record(s) to ensure that the VIN aligns to what the TLAMM's catalog Item ID it portrayed as, correct the record, and then reorder.

13.5.1.2. Invalid U/S. DMLSS is not allowing this potential order to process because the customer's Unit of Purchase (U/P) doesn't match the U/S in the host TLAMM MTF catalog.

13.5.1.2.1. TLAMM Action. First, lock the row by clicking in the Lock status box and then click on the Lock button (vertical toolbar). Next, click on the delete button. As a result, DMLSS transmits a CE (Wrong unit of purchase) cancellation image back to the ordering base.

13.5.1.2.2. Ordering Base Action. The CE status posts to the Status Edit Report. This status results in the due-in detail record being cancelled. To correct the problem, perform a catalog search using the TLAMM scope. Update the catalog detail to the correct unit of purchase (U/P) and then reorder through the TLAMM.

13.5.1.3. Catalog Marked For Delete. This indicates that the TLAMM's existing MTF catalog record is marked for deletion.

13.5.1.3.1. TLAMM Action. The user has two options. If the TLAMM decides to reactivate the MTF Catalog, lock the row and click on the Process button after the catalog record becomes active. DMLSS moves the requirement to the Order Selection Tab. If the catalog record is to remain deleted, lock the row and click on the delete button. As a result, DMLSS transmits a CJ (Rejected. Item Coded for Deletion, Item Coded as OBSOLETE).

13.5.1.3.2. Ordering Base Action. Determine which suitable substitute or equivalent item may be ordered in place of the deleted item.

13.5.2. IM Reachback Issues Exist for Processing. If the Reachback customer has the Reachback Issue indicator selected in their Service/Customer detail record, DMLSS is attempting to fill the requirement first from operating/serviceable (OPR/SER) stock.

13.5.2.1. TLAMM Action. The DMLSS user filling the customer request would process the requirement in the same fashion as regular IM Issues by clicking on the Process button to generate a Picklist. After the materiel is retrieved from the warehouse/storage location, the user clicks Confirm. Enter the quantity picked, click the Confirm button, and print the Delivery List.

13.5.3. IM Reachback Log Orders Exist for Processing. DMLSS creates this pending action when reachback customers' demands are not completely filled and result in a LOG due-out. Launching the pending action reveals all sources of supply which contain requirements. Work this pending action in the same fashion as normal LOG Orders.

13.5.3.1. TLAMM Action. This pending action operates in the same capacity as the IM Log Orders module. It identifies potential requirements by SOS. Users can click on that SOS detail to review and execute orders to the vendor.

13.5.4. IM Reachback Customers Delivery List. This pending action is produced when the delivery list indicator is unchecked during the processing of a LOG receipt or IM Issues to a reachback customer.

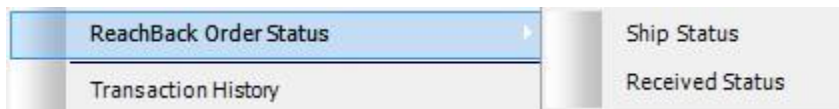
13.5.4.1. TLAMM Action. Open the pending action and highlight the particular delivery list number, then process and print the delivery list to complete the process.

13.5.5. IM Reachback Issue Killed/Partial Order Cancelled. DMLSS produces this in-box alert message when only a partial quantity of the customer's order is satisfied. DMLSS immediately produces an inventory exception on the Item ID(s) and cancels the partial quantity not filled. As an example, the customer ordered a quantity of 25. Medical Logistics could only partially fill 22 of the 25 requested. DMLSS automatically cancelled the remaining amount of 3.

13.5.5.1. TLAMM Action. Clicking on the Status Detail button exposes the most current status posted against the customer's order. DMLSS generates CJ status to indicate a partial cancellation. Click on the Delete button to remove the row from the pending action. DMLSS records the partial cancellation as a DQC and transmits cancellation status to the Reachback customer.

**13.6. IM Reachback Order Status.** The host TLAMM can review and update both Ship Status and Received Status from this IM module located in the Navigate Menu (Figure 13.3).

**Figure 13.3. IM Reachback Order Status.**



13.6.1. In the Reachback Order Ship Status window, host users can review and update the status of reachback orders that have been shipped. Users can also print the status of those orders and send it to the reachback customer.

13.6.1.1. To review the status of reachback orders that have been shipped, select Ship Status. Users can see the reachback delivery lists, the date that each delivery list was completed, and the date that the shipment status was last updated.

13.6.1.2. Shipment status can be updated by selecting a delivery list. Update the status of one item by entering the updated shipment status information in that line only. Update several items by entering the updated shipment status information in the top section of the window. In the bottom section of the window, select the line items to which the update will be applied or select the whole list by clicking Select All.

13.6.2. In the ReachBack Order Received Status window, host users can review the status of reachback orders that have been received. Click Received Status and the Received Status criteria window appears. Click Search or first enter search criteria to narrow the search results. The ReachBack Order Received Status screen displays. Users can print, or change the received date.





## Chapter 14

### SYSTEM SERVICES (SS)

#### 14.1. Purpose.

14.1.1. The System Services module encompasses many of the controls required for users to navigate throughout DMLSS. On the server side, System Services automatically supports several types of background processing for all DMLSS applications. On the computer application side, System Services does the following:

14.1.1.1. Supports security for the other applications (User Privileges). The DMLSS SA provides the appropriate level of access to the system when Medical Logistics personnel and supply or equipment custodians require access to DMLSS. Specific privileges are assigned to users based on the information obtained from the DMLSS System User Appointment Letter. The SA or Application Security Manager should be familiar with the management of user privileges before attempting to assign user privileges. See Attachment 3.

14.1.1.2. Controls the data accessed in the TMU application, archive management, and MTF/Organizational setup and management.

14.1.1.3. Allows SAs to monitor and interact with some processes generally managed on the server; such as end-of-period processing and the DCM.

14.1.2. Some thought and care should be given prior to assigning privileges for the System Services module. Most of the functions play a direct role in how DMLSS organizational structure, funds, document control, end of period processing, and interfaces are managed. It is highly recommended that only experienced logisticians with knowledge and training be afforded privileges to these functions.

**14.2. Organizational Structure.** Materiel and fund managers should be very familiar with the organizational structure in DMLSS. The three main components to this structure, MTF/Unit (ORGs), DEPTs, and SVC/CUSTs, are based on a set of hierarchal rules and parent-child relationships. The financial aspect of this design is covered in Chapter 16. Use the Tree View, Search, MTF/Unit, Department and Service/Customer modules to understand, and review or make changes to the MTF's organization structure.

**14.3. DMLSS Auditable Changes.** Business rules require several processes of the MTF/Unit module to be audited by the system. 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.

14.3.1. Transaction codes are intended for user-initiated additions or changes that affect the following data elements: Appropriation Fund type code, default expense centers, Org IDs, ORG types, materiel ownership codes, and level algorithm changes.

14.3.2. For example, ECC and RCC transaction codes are generated when establishing and revising records within the logistics department and service detail records, plus MTF/Unit, Department, and service/customer detail records.

**14.4. Tree View.** The Tree View Record Selection window displays a hierarchy view of all MTF/Units and suborganizations that DMLSS manages. Use TreeView to browse a site's organizational structure, open an organizational record, print the TreeView display, or move a service/customer from one department or MTF/Unit to another. TreeView icons represent the associated customer level within the MTF. Figure 14.1, reflects the TreeView icons and proper hierarchal structure using MTF/Unit, Department, and Service/Customer. These three record types are explained in in Chapter 16, paragraph 16.11. Creating new MTF/Unit, Department and Service/Customer records are explained in paragraphs 14.6 - 14.8. Within the Tree View:

**Figure 14.1. Tree View and Hierarchal Structure of ORG, DEPT, and SVC.**



14.4.1. MTF/Units are identified by a full pie.

14.4.2. Departments are identified with a half pie.

14.4.3. Service/customers are identified with a quarter pie.

**14.5. Search.** The System Services Search function provides a method to search for MTF/Unit or suborganization records to review, update, and/or print lists of organizational records. The Organizational Search window appears by clicking the Search icon located on the horizontal toolbar or by selecting Search from the Navigate menu. Search criteria available for use includes: ID (SVC/CUST, ORG, or DEPT ID), Name, Type, Medical Expense and Performance Reporting System (MEPRS) Code, Office Symbol, and Cost Center. All records are displayed if search fields are left empty/blank, and the search icon located on the vertical toolbar is selected. Double-click on a specific organizational record or highlight the record, and click on the Details button located on the vertical toolbar to view and/or modify details of that record.

**14.6. MTF/Unit.** Use this option to create an MTF/Unit. Multiple MTF/Unit (ORG) records can be created and maintained in a single DMLSS database; however, only one can be assigned as the LOG, FMXXXX. The LOG DEPT is also associated to all other logistics services, i.e., Medical Maintenance Activity (MA). Note: See Attachment 2, DMLSS MTF/ORG – Service and Logistics Department Details, for a complete description of these details. The information and associations that are edited or created here affect many things throughout the system. As a user of MTF/Org, the following qualifications exist. To ensure the integrity of the organizational

structure, it is recommended that only Medical Logistics Flight Commanders, Medical Logistics Superintendents, and/or the Medical Logistics Non-Commissioned Officer in Charge (NCOIC) be afforded the authority to create new and modify existing MTF/Unit records. Prior to creating an MTF/Unit detail record, review the on-line help function to identify required information and validate all data prior to creating the detail record.

14.6.1. Creating New MTF/Unit (ORG) Records. To create a new MTF/Unit record, select MTF/Unit from the Navigate dropdown menu. The Basic tab of the MTF/Unit Detail – (New) window appears. Note: Existing MTF/Unit records can also be accessed from this window by using the Find button located on the vertical toolbar.

14.6.1.1. Basic Tab. At a minimum, complete all required fields. While the Target Flag is not identified as a mandatory field, Air Force activities must set the Target Flag to Project Element of Resource (Proj EOR). (T-1). At the bottom of the basic tab, associate new MTF/Unit details to the correct Primary Support Activities. Refer to Attachment 2. Upon saving data in the Basic tab, the remaining tabs become available.

14.6.1.2. Department Tab. In the DEPT tab, use the "<" and ">" buttons to associate and/or disassociate DEPTs to/from the MTF/Unit. Click the Details button between the windows to view an existing DEPT's record. Click the New button to create a new DEPT. If both the associated and non-associated boxes are empty, then no DEPTs were linked to the MTF/Unit when the new DEPT record was created.

14.6.1.3. Service/Customer (SVC/CUST) Tab. In this tab, use the "<" and ">" buttons to associate and/or disassociate service/customer to/from the MTF/Unit. Click the Details button between the windows to view an existing service/customer's record. Click the New button to create a new service/customer. If both the associated and non-associated boxes are empty, then no service/customer records were linked to the MTF/Unit and/or Department when the new service/customer record was created.

14.6.1.4. FM Installations Tab. In the Facility Management (FM) Installations tab, use the "<" and ">" buttons to associate and/or disassociate an FM installation to/from the MTF/Unit. A Facility Management (FM) installation should always be associated to the LOG DEPT but it is not necessary to be associated to MTF/Unit records assigned as ORG types.

14.6.1.5. Assemblages Tab. The Assemblage tab provides a list of assemblages associated to the MTF/Unit. If no assemblages are associated to the MTF/Unit then this tab is not available.

14.6.2. Existing MTF/Unit Detail Records. Using the Search function, access existing MTF/Unit (ORG) detail records by selecting ORG – Med Facility/MTF in the Type field and then clicking on the Search icon. All ORG records are displayed in the Organizational Search selection window. This list includes the LOG DEPT record. To access only the LOG DEPT record using the Search function, select LOG – Logistics Dept in the Type field and click Search. Double-click a record or highlight one and click on the Detail button to access the MTF/Unit Detail window for the specified ORG. Existing MTF/Unit records can be modified and/or marked for deletion. To undelete an MTF/Unit record, click in the Mark For Deletion box to remove the check and the MTF/Unit record becomes usable.

**14.7. Department.** Use this option to create a new Department. Departments are in the center of the organizational structure. Using the LOG DEPT, MTF/Unit record, as an example, a Department for each squadron within the MTF could be created (e.g., Aerospace Medical Squadron, Dental Squadron, Medical Operations Squadron, and Medical Support Squadron which are associated to the LOG MTF/Unit).

14.7.1. Creating New Departments. To create a new Department record, select Department from the System Services Navigate dropdown menu. The Department Detail – New window appears. An existing MTF/Unit record must be immediately associated to the new Department. Upon associating to a MTF/Unit record, certain data fields in the Department record automatically populate and the remaining fields become available. After saving data in the Basic tab, the Service/Customer and Funding tabs become available. Note: Existing Department records can also be accessed from this window by using the Find button located on the vertical toolbar.

14.7.1.1. Basic Tab. The DEPT ID, Name, and Military Service fields are the only mandatory fields in the Basic tab; however, all fields should contain valid information, if possible. Theoretically, the DEPT ID should correlate to the Department Name. Once data is saved to the Basic tab, the Service/Customer and Funding tabs become available.

14.7.1.2. Service/Customer Tab. Use the < and > buttons to associate and/or disassociate existing Service/Customer records to the Department. Select the Detail button to view detailed data for Service/Customer records. Select the New button to create a new Service/Customer record.

14.7.1.3. Funding Tab. Use the < and > buttons to associate and/or disassociate existing project center records to the Department (DEPT). Select the Detail button to view detailed data for a project center record. Select the New button to create a new project center record.

14.7.2. Existing Departments. Using the Search function, select DEPT – Department in the Type field and click on the Search button located on the vertical toolbar. All existing Department (DEPT) records are displayed in the Query/List Record Selection window. A check in the DEL column indicates that the DEPT record is marked for deletion and cannot be used. To access a Department record, double-click a record or highlight one and click on the Detail button. In the DEPT Detail window, data fields can be modified and the Department can be marked for deletion by checking the Mark for Deletion box. To undelete a Department, click in the same box to remove the check and the Department becomes available for use.

**14.8. Service/Customers (SVC/CUST).** Use this option to create a new Service Customer. Service/Customers are at the bottom of the organizational structure. These types of records should be associated to a Department. For example, Service/Customer (SVC/CUST ID) accounts xx5245, xx5761, and xx5741 could be associated to the Medical Support Squadron department, and in turn, associated to the LOG MTF/Unit record. Additionally, all Service/Customer accounts must be associated to an expense center, and that expense center must be associated to a project center. These relationships are considered one-to-many relationships because multiple customers can be associated to a single expense center, and multiple expense centers can be associated to a single project center. Customer requests are not allowed if any of these links are broken.

14.8.1. Creating New Service/Customers. To create a new Service/Customer record, select Service/Customer from the Navigate dropdown menu. DMLSS immediately prompts the user

to assign the associated MTF/Unit and Department. While the department association is not mandatory, it is highly recommended that one be associated at this time to maintain a clear and concise organizational structure. Upon associating to a MTF/Unit and department, the Service/Customer Detail (New) window appears, Figure 14.2. Upon entering and saving mandatory data in the Basic and Materiel tabs, the Funding tab becomes available. The Submission tab becomes available if either the Reachback or DCAM indicators are checked on the basic tab. If the Service/Customer is associated to a customer owned assemblage, the Assemblage tab becomes available listing all associated assemblages. Note: Existing Service/Customer records can also be accessed from this window by using the Find button located on the vertical toolbar.

**Figure 14.2. Service/Customer Detail – (New) – Basic Tab.**

14.8.1.1. Basic Tab. The SVC/CUST ID, SVC/CUST Name, and Military Service fields are the only mandatory fields in the Basic tab; however, all fields should contain valid information, if possible. Associate the custodian's POC record in the POC field. Custodians should be assigned POC type codes DMLSS User and Custodian.

14.8.1.2. Materiel Tab, Figure 14.3. The Default Location field is the only mandatory field in the Materiel tab; however, all fields should be completed if possible. Assign a default location prior to saving changes and making the remaining tabs available.

**Figure 14.3. Service/Customer Detail – (New) – Materiel Tab.**

The screenshot displays the 'Materiel' tab of a 'Service/Customer Detail' form. The form is divided into several sections:

- Basic Information:** SVC/Cust ID and SVC/Cust Name fields.
- Computation Method:** Radio buttons for 'STD Leveling Algorithm' and 'Days of Stock' (selected). 'Days' is set to 7 and 'Inv Freq' is set to 3.
- Material Ownership Type:** Radio buttons for 'Logistics' and 'Customer' (selected).
- Inventory Method:** Radio buttons for 'Shelf Count', 'Empty Shelf', and 'Order Quantity' (selected).
- Default Location:** A dropdown menu.
- CAIM SOS:** A checkbox (unchecked).
- SOS Code:** A text field.
- Auto Dueout:** A checkbox (unchecked).
- Advice Code:** A dropdown menu set to '2D'.
- Signal Code:** A dropdown menu set to 'A'.
- Verify Receipts:** A checkbox (unchecked).
- Verify Orders:** A checkbox (unchecked).
- Kil PVP Dueouts:** A checkbox (unchecked).
- Local Purchase Approval:** A dropdown menu.
- PVP Direct:** A checkbox (unchecked).
- PVM Direct:** A checkbox (unchecked).
- DBPA Approval Auth:** A dropdown menu.
- Auto Source:** A checkbox (unchecked).
- Issue Ind:** A checkbox (unchecked).
- BPA Order Official:** A dropdown menu.
- ORMA Customer:** A checkbox (unchecked).
- Spoke Issue:** A checkbox (unchecked).

Below the main form is a table titled 'Authorized Source of Supply' with columns for SOS Code, Customer ID, SOS Type, and SOS Name.

SOS Code	Customer ID	SOS Type	SOS Name
EDX		LOGISTICS	MEDICAL LOGISTICS

14.8.1.2.1. Computation Method. Policy prescribes the computation option should always be set to Days of Stock.

14.8.1.2.2. Days/Inv. Freq. Fields. The days and inventory defaults are set to seven and three days respectively. These numbers indicate how many days of stock the customer is maintaining and how many times within that period the customer conducts an inventory and produces an order. For example, if the defaults are maintained, the customer produces three orders within each 7-day period.

14.8.1.2.3. Inventory Method. In most instances, Order Quantity is assigned for all customers. Inventory Method Shelf Count can be assigned when stricter inventory control is needed.

14.8.1.2.4. Default Location. The Default Location is a mandatory entry that should identify the customer's main supply storage area. This should coincide with the Delivery Location located in the Basic tab (identifies where logistics delivers supply requests).

14.8.1.2.5. Ship to Address. The shipping data is only relevant to CAIM SOS accounts (Maintenance Activities) that are authorized to place orders to a SOS.

14.8.1.2.6. CAIM SOS. This indicator identifies whether or not the customer is authorized to sell materiel to other internal customers and can therefore bypass LOG by placing supply orders directly to an SOS. The only authorized CAIM SOS customer for Air Force logistics accounts is the maintenance activity. The Medical Logistics Flight Chief is responsible for determining whether or not the maintenance activity is authorized to order direct. If Maintenance is coded as a CAIM SOS, the system prompts the user for a SOS Code, Estimated Lead Days, and CAIM SOS Name. Upon saving, the SOS Code box in the Materiel tab is populated.

14.8.1.2.7. Advice Code. This code only affects CAIM SOS activities. The system default Advice Code is 2D which stands for Furnish Exact Quantity. AFMOA/SGMO recommends accepting the default unless otherwise directed by DHA Global Service

Center personnel. A list of authorized advice codes is visible in TMU by selecting IM and then the Advice Code table.

14.8.1.2.8. Signal Code. This code only affects CAIM SOS activities. The system default Signal Code is A, which stands for Ship to Requisitioner; Bill to Requisitioner. AFMOA/SGMO recommends accepting the default unless otherwise directed by DHA Global Service Center personnel. A list of authorized signal codes is visible in TMU under IM, then selecting the Signal Code (MILSTRIP) table.

14.8.1.2.9. Auto Due-out. This checkbox is available only if the CAIM SOS checkbox is selected. Selecting this checkbox causes due-out quantities to be increased to match the due-in quantities if the U/S is not equal to the unit of purchase (U/P). It only applies to catalog records assigned Core or Static level type and the location records are marked for Resale.

14.8.1.2.10. Verify Receipts. If selected, this checkbox ensures that the user receiving supplies verifies the receipt against what is actually received. Current Air Force policy is to NOT check the verify receipts checkbox. When this checkbox is not selected, DMLSS automatically updates balance records with the quantities shown on the internal source's receipt. When LOG processes receipts and generates the delivery list, DMLSS automatically processes receipts for CAIM customers, changes the status of those receipts from active to inactive, and updates the customer's estimated on-hand balance. Note: CAIM SOSs check this box, and as a result CAIM receipts are manually processed.

14.8.1.2.11. Verify Orders. When this checkbox is selected, individual orders must be manually verified within the CAIM Build/Process/Submit module before they are submitted to LOG. This option is not recommended because it impedes a customer's normal ordering procedures. Note: Verify Orders is mandatory for CAIM SOS activities.

14.8.1.2.12. Kill PVP Due-outs. This function is used only in conjunction with the PVP Direct option. When this box is checked, any time a due-in from PVP is reduced or cancelled, a like amount of customer due-outs is reduced or cancelled.

14.8.1.2.13. PVP Direct. Select this checkbox if the customer is authorized to order directly from the PVP. When this option is used, the customer's orders are rolled into separate call numbers and are not commingled with other customer requirements. Coordinate with DHA/SDD (J6)/HIT prior to selecting this option.

14.8.1.2.14. PVM Direct. Select this checkbox if the customer is authorized to order directly from the Med/Surg Prime Vendor. When this option is used, the customer's orders are rolled into separate call numbers and are not commingled with other customer requirements. Coordinate with DHA/SDD (J6)/HIT prior to selecting this option.

14.8.1.2.15. Auto Source. The Auto Source code is used when the customer is coded as a Reachback Customer (located in the Basic tab). If this checkbox is selected, and an item does not have a catalog record for the Reachback Prime Vendor (RPV), the item is automatically sourced to LOG's default supplier.



14.8.1.2.16. Operating Room Management Application (ORMA) Customer. Select this indicator to identify a customer as an Operating Room Management Application (ORMA) customer. This option requires specific interface configurations and should only be accomplished with direction from DHA Global Service Center personnel.

14.8.1.2.17. Spoke Issue. Click to mark a service customer as a Spoke Customer.

14.8.1.2.18. Authorized SOS. The Authorized SOS field is only used for CAIM SOS customers or customers authorized PVP Direct and/or PVM Direct. Maintenance activities are the only authorized CAIM SOS accounts for Air Force activities. Use the Edit button to add the SOS codes in which the customer is authorized to purchase materiel without going through LOG. The Medical Logistics Flight Commander is the responsible approval authority.

14.8.1.2.19. MTF Restrictions. Use the MTF Restrictions tab to restrict the customer from requesting certain types of materiel. If the customer is restricted against ordering an item, the customer cannot create a CAIM catalog record for the item. For example, to restrict the customer from creating catalog records and requesting controlled substances, add the MTF restrictions for Code Q and R. These restrictions directly relate the assigned Controlled Item Inventory Code (CIIC) within each catalog record. Use the edit button to associate and disassociate restrictions.

14.8.1.2.20. Special Requirements. Use the Special Requirements tab to further identify customer restrictions. For example, if the customer is not authorized to request precious metals, add special requirement code M to this tab. These restrictions directly relate the assigned CIIC within each catalog record. Use the edit button to associate and disassociate restrictions.

14.8.1.2.21. Controlled Item Inventory Restrictions. Use this tab to further identify customer restrictions. For example, if the customer is not authorized to request controlled pharmaceuticals, add codes Q and R to this tab. These restrictions directly relate the assigned CIIC within each catalog record. Use the edit button to associate and disassociate these restrictions.

14.8.1.3. Funding Tab (Figure 14.4.). Use the < and > buttons to associate and/or disassociate existing expense center records to the service/customer. Select the Detail button to view detailed data for an expense center record. Select the New button to create a new expense center record. The Target Flag must be set to Proj EOR for all Air Force service/customer records in accordance with paragraph 14.6.1.1.

**Figure 14.4. Service/Customer Detail – (New) – Funding Tab.**

Basic | Material | **Funding** | EXPENSE | ACCOUNTS

SVC/Cust ID: 355621    SVC/Cust Name: LAB INFORMATION SERVICES

Military Service: AIR FORCE    Major COM: 1L    Target Flag: PROJ EOR

Office Symbol: SGQC    MEPRS: DBAA

Detail Billing Req'd:     Maximum Order Limit: \$ 00

Associate Expense Centers:

Associated Expense Centers	Non-Associated Expense Centers
355621 CLINICAL PATHOLOGY	001661 FLEET LOGISTICS SUPPORT
3H5621 LAB INFO SVCS	001662 NAVAL AIR FACILITY
	020170 HQ ANG READINESS
	100171 HQ/AMC SGSR
	100172 LEVEL 8 LAB REQUIREMENTS
	100200 HQ AFOSI
	103641 421 AMWC/EOS
	148410 439TH AFRC AES WESTOVER
	20101D BASE JSOH
	203013 89 PRESIDENTIAL LOG
	203510 694 INTEL GRP FT MEAD
	211320 167 AEROVAC MARTINSBURG
	213090 99 AIRLIFT SQUADRON
	214234 89 APS/TSGT HOLMAN/BROW
	22150C 89 BODY ARMOR
	232G00 89 AGS
	234250 TREND WESTERN SUPPLY
	2345A1 FT MEADE
	234T01 TREND WESTERN SUPPLY
	241312 89 CES
	244234 89 APS/TSGT JACKSON
	24424D 113 AIRLIFT WING
	24442Z WARFIELD AB ANG

•Default Expense Center: 3H5621 - LAB INFO SVCS

14.8.1.3.1. Target Flag. The target flag instructs DMLSS to enforce a target amount at the project center, expense center, or EOR level. The setting prevents orders at this level and all subordinate levels from exceeding the established financial target amounts. The target flag for all Air Force customers should be set at Proj EOR. However, if the resource manager agrees to load and manage funds within DMLSS, they may elect to set the target flag to Exp EOR.

14.8.1.3.1.1. PROJ EOR. DMLSS validates funds availability at the project center and EOR level. For example, if a customer associated to project center 001 (via the expense center relationship) is placing an order for \$500 worth of supplies; then project center 001 must have an available balance of at least \$500 in EOR 604.

14.8.1.3.1.2. Project (PROJ). Do not use Proj unless otherwise directed by higher authority. The target amounts set for each project center cannot be exceeded by the project center's dependent service customers. DMLSS validates funds availability at the project center level regardless of which EOR the funds are available.

14.8.1.3.1.3. Expense EOR (EXP EOR). DMLSS validates funds availability at the expense center and EOR level. For example, if a customer associated to expense center 355610 is placing a pharmaceutical order for \$5,000; then expense center 355610 must have an available balance of at least \$5,000 dollars in EOR 615.

14.8.1.3.1.4. Expense (EXP). Do not use Exp unless otherwise directed by higher

authority. The target amounts set for each expense center cannot be exceeded by the expense center's dependent customers. The system validates funds availability at the expense center level regardless of which EOR the funds are available.

14.8.1.3.1.5. NONE. The target flag should not be set to NONE unless otherwise directed by higher authority. When the target flag is set to NONE, DMLSS does not validate funds availability when obligations occur. In other words, the associated expense and project centers are allowed to go negative.

14.8.1.3.2. Detail Billing Required. Use this field to indicate whether or not detailed billing is required for this customer. This indicator only affects CAIM SOS customers and generally is not used.

14.8.1.3.3. Maximum Order Limit. Use this field to restrict the price limit for any one item ordered by the customer.

14.8.1.3.4. Default Expense Center. Because Service/Customer accounts can be simultaneously associated to multiple expense centers, a default expense center must be identified. The association identifies which expense and project center funds validation occurs when the customer obligates funds.

14.8.1.4. Submission Tab. This tab is only available if the Service/Customer account is coded as a Reachback, Defense Medical Logistics Customer Assistance Module, External, or Spoke customer. All of the aforementioned indicators reside in the Basic tab. Reachback, Defense Medical Logistics Customer Assistance Module, and external customers are considered external to the local MTF and mission requirements dictate that orders be filled by special procedures in the IM application. A Spoke customer is one who has an operating DoDAAC on another DMLSS server and procures materiel from the Hub account. In order for the spoke customer to become active in DMLSS, the Hub indicator must be set within the MM Service detail.

14.8.1.5. Assemblage Tab. The Assemblage tab is visible if the Service/Customer account is associated to customer owned assemblages in the AM module. Modifications are not allowed in this window.

## **14.9. Funds.**

14.9.1. Management of funds in DMLSS is critical to system operations and can dramatically impact the MTF and how Medical Logistics operates, if not properly managed. The funds module provides Medical Logistics and resource management the flexibility to manage most aspects of the MTF's funding. DMLSS funds management allows the ability to:

14.9.1.1. View and manage funds through expense centers, project centers, and the LOG fund.

14.9.1.2. Gather information on EORs and commodity classes.

14.9.1.3. View and manage details such as commitments, obligations, and target amounts.

14.9.1.4. View and manage AM and OP funds.

14.9.2. Select Funds from the System Services navigate dropdown menu or click the Funds icon located on the horizontal toolbar to access the Funds-Search window. Fund managers can search for records by Fund Center Number, Fund Center Name, or Fund Type, i.e., S-Log

Fund, P-Project Center, E-Expense Center. To retrieve all fund records, leave all search criteria fields blank and select the Search icon located on the vertical toolbar.

14.9.3. LOG Fund.

14.9.3.1. The LOG fund detail window displays all funding for the Default Logistics Fund and is associated to EOR 600. Other criteria associated with the LOG fund are:

- 14.9.3.1.1. The target cannot be exceeded with orders, price changes, and/or receipts.
- 14.9.3.1.2. The default uses one Account Processing Code (APC) and EOR.
- 14.9.3.1.3. The target amount is cumulative for the FY.
- 14.9.3.1.4. The target is reset to zero during end-of-fiscal-year (EOFY) processing.

14.9.3.2. Log Fund Detail – Log – Air Force Working Capital Fund window (Figure 4.5). The upper portion of the window displays information from the LOG fund as well as funds disbursements. The LOG Fund ID and Fund Code must be present.

**Figure 14.5. Log Fund Detail – Log – Air Force Working Capital Fund Window.**

The screenshot displays the 'Log Fund Detail' window for the 'AF WORKING CAPITAL FUND'. It includes fields for Log Fund ID (LOG), Fund Code (6B), Log Fund Target (\$14,600,000.00), and Available Balance (\$12,001,140.76). A 'Totals' section shows Commitments (\$521,259.75), Credits (\$-5,252.44), R-Sales (\$1,854,305.02), and N-Sales (\$0.00). The SLOA section includes MAC/MATC (4930), Fund Ctr ID (74), and other identifiers. A summary table at the bottom provides a breakdown of the fund's financial status.

Element of Resource	Target Amount	Available Balance	Total Commitments	Total Credits	Total Exp
600 - DEFAULT LOGISTICS FUND	\$14,600,000.00	\$12,001,140.76	\$521,259.75	\$-5,252.44	\$7,052.3
(Sum) EOR Target Amounts:		\$14,600,000.00			

14.9.3.3. The LOG fund target restricts the amount of funds a logistics account is allowed to obligate during the FY and prevents negative balances based on the target and available balance. The target flag indicator for the LOG fund is located in the Appropriation tab of the MM Service Detail record. It is important to work closely with the MTF Resource Management Office (RMO) to ensure that funding is set up and managed correctly.

14.9.3.4. The Direct Update field controls how funds update in DMLSS. Medical Logistics will check the Direct Update field for all accounts. (T-3). If the box is checked, funds are updated at the time of transaction execution. If the box is unchecked, the LOG fund account is reconciled either manually by tallying funds lower window or during the next EOD process.

14.9.3.5. The middle window displays the EOR and all current funding information. These fields may be updated as needed for financial book adjustments; however, 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 the MTF and the AFWCF/MDD. When these fields are modified, the corresponding fields in the upper window are updated to reflect the new figures.

14.9.3.6. For more information on the financial structure including the LOG fund, project centers, and expense centers, refer to Chapter 16.

**14.10. Project Center.** Project center fund records provide visibility of fund management at the project center level. They are associated to service/customers indirectly through an expense center. Project center transactions are internally audited by the system; meaning, DMLSS captures the type of change along with the date, User ID, and other information. This data is recorded in the Transaction History using transaction code ESP.

14.10.1. Refer to Chapter 16, paragraph 16.17 for information on accessing or loading fund targets in an existing project center.

14.10.2. Retired Indicator Checkbox. Use this checkbox to designate retired project centers. This indicator identifies a project center that is no longer intended for use but cannot be marked for deletion until due-outs and/or equipment data records have been removed.

14.10.3. Marked for Deletion Checkbox. Check the Marked for Deletion checkbox to mark a project center fund record for deletion. Usually, DFAS or the resource advisor will direct this action if/when the project center is no longer required. 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 not cleared prior to EOFY, the project center remains visible in DMLSS but continues rejecting additional financial activity.

14.10.4. 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.

**14.11. Expense Center.** Expense centers capture funding data from associated service/customer records, which is rolled up to the associated project center. Expense centers can have program targets the same as project centers. These targets represent the expense centers budget. Expense center transactions are internally audited by the system; meaning, DMLSS captures the type of change along with the date, User ID, and other information. This data is recorded in the Transaction History using transaction code ESP.

14.11.1. Accessing an Existing Expense Center. To access an existing expense center, either select Funds from the System Services Navigate menu or click the Funds icon located on the horizontal toolbar. The Funding-Search window appears. This window can be used to search all fund records. To retrieve an expense center fund record, do one of the following:

14.11.1.1. Enter the expense center into the Fund Center field and click Search.

14.11.1.2. Enter the expense center name into the Fund Center Name field and click Search.

14.11.1.3. Select E-MM Expense Center in the Fund Type dropdown menu and click Search. This option retrieves all expense center records.

14.11.1.4. All fund records are retrieved by clicking the Search icon when all three search criteria fields are empty.

14.11.2. The Expense Center Detail window (Figure 14.6) is similar to the Project Center Detail window. The financial manager can view current totals for commitments, obligations, available balances, credits, sales, and surcharge figures for the selected expense center. Select the service/customer box located in the Related Items window to see a list of service/customer associated to the selected expense center.

**Figure 14.6. MM Expense Center Detail Window.**

Element of Resource	Target Amount	Available Balance	Total Commitments	Total Credits	Total Expenses	Total Obligations	Total R Sales	Total N Sales	Total Surcharges
623 - CENT PROCURED/MANAGED NON-MEDICAL EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
624 - MEDICAL EXPENSE EQUIPMENT	\$0.00	\$-68,744.32	\$58,744.32	\$0.00	\$4,099.00	\$58,744.32	\$0.00	\$0.00	\$-72.96
604 - MEDICAL SUPPLIES	\$0.00	\$-10,409.40	\$10,409.40	\$0.00	\$8,931.96	\$10,409.40	\$0.00	\$0.00	\$-158.99
615 - PHARMACEUTICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
553 - SERVICE-CONTRACT EDUCATION AND TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571 - SERVICE-CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
582 - SERVICE-CONTRACT INFORMATION TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
549 - SERVICE-EQUIPMENT MAINTENANCE OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
472 - SERVICE-LEASE/RENTAL OF IT EQUIP/SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
473 - SERVICE-LEASE/RENTAL OF OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
567 - SERVICE-MAINTENANCE FROM OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
568 - SERVICE-MAINTENANCE OF GOVT OWNED IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
565 - SERVICE-MAINTENANCE OTHER THAN IT OR WIFE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
552 - SERVICE-MISCELLANEOUS CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
574 - SERVICE-OTHER MISC CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

14.11.2.1. Updates to expense center name, expense center target amounts, and target amounts for individual EORs within the expense center are accomplished in this window. While the military service and fund fields are editable, fund managers should not change these settings without proper authorization and documentation. The financial manager (assigned required privileges) can update fund targets or expenditures by clicking the field to be updated and changing the totals. The screen does not auto refresh after the update. Changes are only visible after logging out and returning to the window.

14.11.2.2. If necessary, fund managers can 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 accomplished when approved by the resource advisor and coordinated with DFAS. Documentation should be received and maintained for all changes.

14.11.2.3. Retired Indicator Checkbox. Use this checkbox to designate retired expense centers. This indicator identifies a cost center that is no longer intended for use but cannot be marked for deletion until due-outs and/or equipment data records have been removed. When checked, the Expense Center is ineligible for selection in all ordering processes such as IM Customer Requests, Offline Nonsubmit orders, Nonroutine issues, etc.

14.11.2.4. Marked for Deletion Checkbox. Check the Marked for Deletion checkbox to mark an expense center fund record for deletion. Usually, DFAS or the resource advisor will direct this action if/when the expense center is no longer required. 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 not cleared prior to EOFY, the expense center remains visible in DMLSS but continues rejecting additional financial activity.

14.11.3. 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 center's information.

14.11.4. For more information on the expense centers, refer to Chapter 16, paragraph 16.12.2.

**14.12. AM Funds.** Use the AM Funds module to maintain funds associated to WRM assemblages. AM funds are appropriated in writing by AFMOA/SGM for the purpose of purchasing new materiel or replacing existing materiel for WRM assemblages.

14.12.1. Creating a New AM Fund Record. In the AM Funds-Search window, click the New Fund icon located on the vertical toolbar. The AM Funding-New window appears and allows the funds manager to create a new fund record for the CFY. The MTF/Unit, Fund Number, Target, and Type Funding fields are the only mandatory fields; however, the appropriate data should be entered into all fields if possible. Use the fields as follows:

14.12.1.1. MTF/Unit – Select the DoDAAC if the associated assemblage is LOG owned. If the assemblage is owned by a detached unit, select the MTF/Unit assigned to that detachment.

14.12.1.2. Fiscal Year (FY) – Defaults to CFY.

14.12.1.3. Fund Number – Load fund number supplied in the funding authorization document and maintain in accordance with AFRIMS T 41-04 R 24.00.

14.12.1.4. Type Funding – Always assign Stock Fund unless otherwise directed by higher authority.

14.12.1.5. Target – Load the dollar amount referenced in the funding authorization letter. Note: Users will see two elements for the AM Fund Record that reflect monetary values based on the source of the fund, Direct or Sales. AFMOA/SGM determines the fund type, that is, whether new or updated AM fund targets are loaded as direct or sales. When both funds are present, WRM reimbursable orders checks the direct target balance first followed by the sales balance.

14.12.1.6. Fund Source – Load —AFMOA.

14.12.1.7. Description – Load the description provided on the funding authorization document or one that corresponds to the assemblage in which the funds are associated.

14.12.1.8. Associate to Assemblage – The AM fund record must be associated to the appropriate assemblage(s) before WRM personnel can process orders and/or replenishments to obligate funds. Assemblages with no check mark in the Assoc box are eligible for association to the AM Fund record. Note: The New AM Fund Record screen requires two separate actions. Users must enter a target value and save that action prior to selecting the “Assoc” box next to the assemblage they wish to associate with the fund record.

14.12.1.9. Save changes prior to exiting.

14.12.1.10. Once the new AM fund record is saved, search for and access the record to modify the BCN field. Load the associated assemblage's MRL Recnum into the BCN field. This data is provided on the funding authorization document. If the assemblage has not been funded, the information is available on the MRL.

14.12.2. Accessing an Existing AM Fund Record. In the AM Fund-Search window, enter at least the MTF/Unit and FY of the desired fund record. Additional search criteria can be entered to narrow the search results. The search results window displays all AM fund records and assemblages associated to the defined search criteria.

14.12.2.1. Viewing the AM Funding-Search window:

14.12.2.1.1. A check is present in the Associated (Assoc) box if the fund record is associated to an assemblage and the assemblage is identified in the same row.

14.12.2.1.2. A check is not present in the Assoc box and the assemblage data fields contain dashes if the fund record is not associated to an assemblage.

14.12.2.1.3. The AM fund data fields are blank for assemblages listed that are not associated to a fund record.

14.12.2.2. To view summary details of an AM fund record, highlight the desired record and click on the View Assm icon located on the vertical toolbar. The AM Funding-Assemblage Detail window provides an up-to-date view of the assemblage's fund target, available balance, commitments, obligations, receipts, surcharges, and R-sales. The associated assemblage data is also listed at the bottom of the screen. This option is a convenient way to provide quick funding status to supervisors, Major Command (MAJCOM), or AFMOA/SGM. Even though the R-Sales field is editable, managers should never manually update this field without proper authorization and documentation from AFMOA/SGMO.

14.12.2.3. To edit an AM fund record, either double-click on the desired record or highlight it and select Edit Fund from the vertical toolbar. In the AM Funding-Revised window, fund managers can view fund details as well as make modifications to the fund record. In addition, the fund record can be associated to an assemblage. All assemblages that are not associated to a fund record appear at the bottom of the window. 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 whoever forwarded the money to the activity; AFMOA/SGM or Major Command (MAJCOM). Enter the reason for the funding in the Description field, such as Cover Assemblage Shortages or Initial funds load for new project. Click Save to accept the edits. See note in paragraph 14.12.1.5.

14.12.2.4. AM fund increases and decreases generate an ADP transaction that is written to the Transaction History file. The ADP transaction captures the target adjustment whether positive or negative, assigns Fund Type of AM Funds, assigns the fund number to the ID field, and the owning ORG 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.



14.12.2.5. To associate funds to assemblages, select the desired fund record in the AM—Funding Search window and click the Edit button. In the AM—Funding Revised window, place a check in the Assoc checkbox to identify which assemblages are to be associated to the fund record and click Save. Upon refreshing the AM—Funding Search window, the new association is displayed.

### 14.13. OP Funds.

14.13.1. Other Procurement (OP) funds are classified as funds used to purchase capital equipment; meaning, equipment with an acquisition cost greater than \$249,999.99. Establish an OP fund record as a prerequisite to processing capital equipment requisitions in DMLSS. Because OP funds can span a period of three FYs, DMLSS allows fund managers to establish and update OP fund targets for three FYs (current year plus two previous years). OP funds are rarely distributed to the bases but a pseudo fund record must be loaded in DMLSS to allow processing of orders. DMLSS maintains OP fund records for eight years; three active and five inactive.

14.13.2. Establishing a New OP Fund Record. In the OP Fund-Search window, select the New Fund icon located on the vertical toolbar to establish a new OP fund record. In the OP Funds Detail-New window, enter all required information as follows:

14.13.2.1. FY – Funds can be loaded for current plus two previous FYs. Enter the applicable FY in accordance with the funding authorization letter.

14.13.2.2. MTF/Unit – Load the applicable organization.

14.13.2.3. Fund Code – Always enter 2F unless otherwise directed by higher authority.

14.13.2.4. BLIC – This field is not required for AF operations.

14.13.2.5. Proj Code – This field is not required for AF operations.

14.13.2.6. Appropriation (APPN) 1 – Enter the appropriation number in accordance with the funding authorization letter.

14.13.2.7. Appropriation (APPN) 2 – Enter secondary appropriations number if funding is received from multiple sources.

14.13.2.8. Target – Enter target amount indicated on the funding authorization letter.

14.13.2.9. Reference – Enter reference number from the funding authorization letter.

14.13.2.10. EOR Target Amount – Enter same value that was entered into the Target field. Funds must be added to the EOR target amount in order to process equipment requests. The EOR for capital equipment defaults to 144.

14.13.3. Accessing/Modifying an Existing OP Fund Record. Click OP Funds from the Navigate menu or click the OP Funds button located on the vertical toolbar to access the OP Funds-Search window. Search for OP funds by FY and fund code or leave these fields blank and click Search to view all OP Funds balances by FY. The search results window displays the FY, fund code, commitments, obligations, and available balance for each fund record. Either double-click on the desired fund record or highlight it and select the Detail button located on the vertical toolbar to access a Fund Records Details. The OP Funds-Detail window contains two tabs: Funds Ledger and Funds Status tabs.

14.13.3.1. Funds Ledger Tab. The Funds Ledger tab allows the fund manager to edit an existing OP fund record (and create a new one). The OP Funds-Detail window includes the same information as the OP Fund-New window, but also includes a Funding Reference that is comparable to an electronic checkbook keeping track of all monetary transactions associated to the fund record. Fund target increases and decreases are also accomplished here.

14.13.3.1.1. Click the Increase or Decrease button to add or remove target amounts to or from the OP fund record. Enter the adjustment amount referenced on the funding authorization letter in the Amount field, the applicable reference, and click Save. Upon saving, the Other Procurement (OP) fund target field and the funding reference history is updated with the transaction information for audit purposes. Update the EOR Target Amount by entering the new total OP fund target amount. When completed, verify the dollar value in the (Sum) EOR Target Amounts field is equal to the OP fund Target field.

14.13.3.1.2. When the fund updates occur, an ADP transaction is written to the Transaction History file. The ADP transaction captures the target adjustment (whether positive or negative figure), assigns Fund Type of OP Fund, and assigns Fund Code of 2F. 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.

14.13.3.2. Funds Status Tab. The Funds Status tab displays Other Procurement (OP) fund records details along with equipment request data linked to the OP fund record. This tab is updated with all changes that occur to an OP purchase.

**14.14. Project Center.** To create a new project center, select Project Center from the Navigate dropdown menu. The project center ID and name are required entries in the MM Project Center Detail-New window. A fund target can be loaded at this time, but it is not mandatory. See Chapter 16, paragraph 16.17.3 for additional guidance.

**14.15. Expense Center.** To create a new expense center, select Expense Center from the Navigate dropdown menu. The expense center, military service, fund code (defaults to 2X), and expense center name must be entered in the MM Expense Center Detail-New window. Additionally, the expense center must be associated to a project center at this time. An expense center target can be loaded at this time, but it is not mandatory.

#### **14.16. POC.**

14.16.1. A POC is a point of contact in the organizational record. Keeping valid and current POC information on all users is an important part of administering DMLSS. The POC window allows authorized users to search, view, edit, add, and delete point of contact (POC) information as necessary. The POC is usually responsible for managing the area that the organizational record describes, such as a Service/Customer account, a department, or a MTF/Unit. POC information is entered into the POC Detail Update – New – Window, Figure 14.7 and is available for association to the organizational records.

Figure 14.7. POC Detail Update – (New) Window.

14.16.2. Select POC from the Navigate dropdown menus to access the POC Detail window. The last name, first name, title, phone number, and email address are the only mandatory data fields for new records; however, all data fields should be completed if possible. If the POC address is not already loaded in DMLSS address table, click the Jump To button to load the address and associate it to his/her record. DMLSS establishes an electronic interface between DMLSS and Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) that generates a Receipt Acceptance (EDI 861 file) to iRAPT, in addition to sending the Receipt (EDI 527) to DLA Troop Support. The Receipt Acceptance contains point of contact (POC) information to include the receiver's name, phone number, e-mail address, and User ID. Users must enter accurate first/last names, phone numbers without parenthesis, spaces, or dashes, and a valid .mil email address.

14.16.3. Use the < and > buttons to associate and/or disassociate the types of services the POC is assigned to perform. Most custodians and customers should be assigned Custodian and DMLSS User POC types. Users may be assigned multiple POC types. Some of the common types are:

- 14.16.3.1. EM Service – Associate this POC type to the assigned MEMO officer.
- 14.16.3.2. Facility Management – Assign to the facility manager.
- 14.16.3.3. Maintenance Staff – Associate to all maintenance personnel.

14.16.3.4. Custodian – Associate this type to all assigned equipment and supply custodians.

14.16.3.5. DMLSS User – Associate this POC type to routine DMLSS users.

14.16.4. Associated ORG records fields are not updated in this window. For example, if the POC record added is for the new custodian of 355662, associate POC types Custodian and DMLSS User, and then using the search function, load the new POC information in the service/customer detail record for 355662.

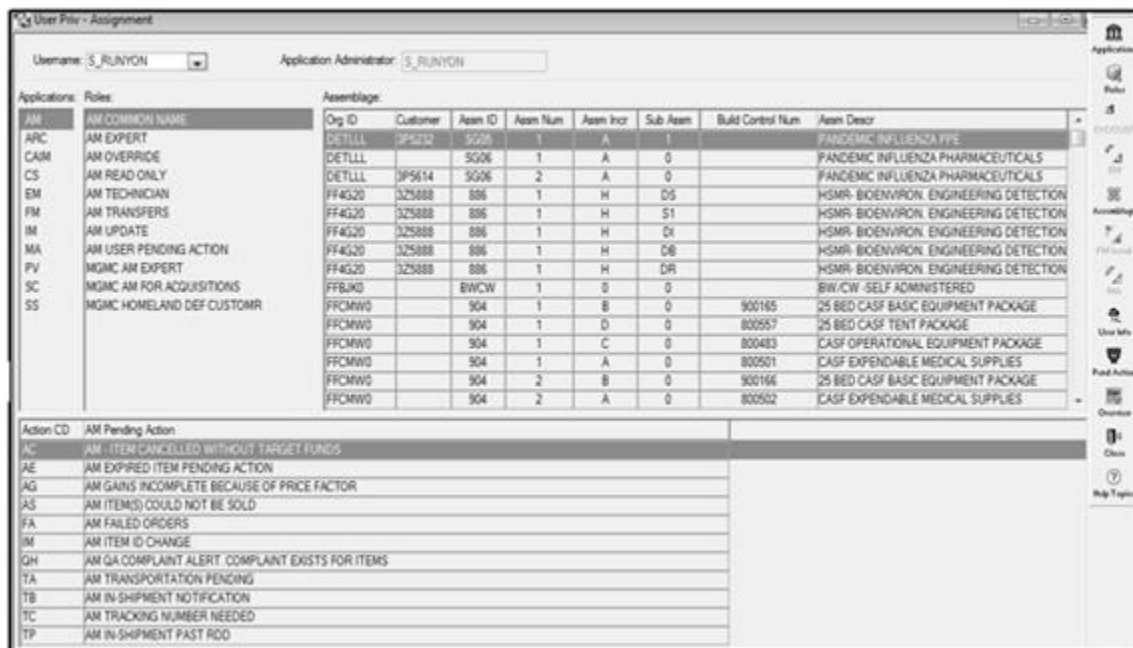
14.16.5. SAs should make corrections to the POC field when changes are needed. Update the service/customer, department, or MTF/Unit data when necessary to ensure the most current information is available.

**14.17. User Privilege (UP) Assignment.**

14.17.1. A user’s access to DMLSS is determined by the applications and roles privileges assigned to their User ID. The roles assigned to users grant and/or restrict access to certain modules and functions within the system and ultimately protect the database from unauthorized access. In the UP Assign window, an authorized user can assign one or more applications and/or roles to another user. Only those with Security Manager roles are authorized to access UP Assign and grant privileges to other users. Normally, this is assigned to the designated SA. The SA should have a basic knowledge about what each role performs before assigning a role to a user. See Attachment 3, DMLSS User Privilege Role Management, for a complete table of standard roles, descriptions, and general application rules.

14.17.2. Select User Priv-Assignment from the Navigate menu or click the UP Assign button on the horizontal toolbar to open the User Privilege—Assignment window (Figure 14.8). The window is divided into the following sections:

**Figure 14.8. User Priv – Assignment Window.**



14.17.2.1. Username. Select a name from a list of users stored in the DMLSS server. This is the User ID of the person being assigned privileges.

14.17.2.2. Application Administrator. This is the login name of the person who was assigned with Application Security Manager rights for the selected module. This field cannot be changed.

14.17.2.3. Applications. These are the applications assigned to the selected user.

14.17.2.4. Roles. Roles are assigned for each application and identify which tables and functions a user has access to within the application. A centrally managed set of generic roles are available for use; however, locally managed roles can be developed to meet more specific business practices.

14.17.2.5. Assemblages/Service/Customer/Maintenance Activity. The selected application determines what information is shown in this field. Assign Service/Customer IDs in applicable applications. For AM, assigned assemblages are displayed and in MA the primary maintenance activity is shown. Note: This area is blank for new users unless they are an SA.

14.17.3. To assign applications to a user, select a user name and click the Applications button on the vertical toolbar. 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, highlight the application in the associated box and click the > button. Save the changes.

14.17.4. Next, assign roles to a user by selecting an application and click the Roles button. Roles are selected by application. Associate role(s) to users by selecting the role(s) and clicking the < button between the window boxes. Click the "<<" button to assign all available roles. To disassociate a role(s), highlight the role in the associated box and click the ">" button. Use the ">>" button to disassociate all roles. Save the changes.

14.17.5. Associate Service/Customers, Assemblage(s), EM, FM and MA activities. In addition to adding and user's roles, users must also be privileged to access certain Service/Customers and Assemblage(s). If a user is granted roles in EM, FM and/or MA, then the user is required to be assigned to the corresponding activity.

14.17.5.1. Service/Customers can only be assigned via the CAIM, Customer Support, or IM modules. To do so, click the Service/Customer button on the vertical toolbar. Associate Service/Customers to the user by selecting the Service/Customer and clicking the < button between the window boxes. To assign all Service/Customers click the << button. Use the > and >> buttons to disassociate Service/Customer as needed. Save all changes. Custodians may have access to their own customer ID(s), while Medical Logistics personnel may have access to all customers IDs if determined in local business practices.

14.17.5.2. Assemblages can only be assigned within the AM application. To assign assemblages to a new user, click Assemblage located on the vertical toolbar. Select the assemblages being assigned to the user and click the "<" button between the window boxes. To select all assemblages, click the << button. Use the ">" or ">>" button to disassociate assemblage(s) when necessary. Changes must be saved prior to being applied. Only Medical Logistics personnel should be granted access to LOG owned assemblages. Some

custodians require access to customer owned assemblages assigned to their Service/Customer. Some users may be authorized viewing privileges if determined in local business practices.

14.17.5.3. To associate an EM activity to a user, highlight EM in the Application window. Click on the EM icon located on the vertical toolbar. Use the < button to associate the appropriate EM activity and save changes.

14.17.5.4. To associate a Facility Management activity to a user, highlight Facility Management in the Application window. Click on the FM icon located on the vertical toolbar. Use the < button to associate the appropriate Facility Management activity and save changes.

14.17.5.5. To assign a Maintenance Activity to a user, highlight Maintenance Activity in the Application window. Click the MA button located on the vertical toolbar. Use < button to associate the appropriate Maintenance Activity and save changes.

14.17.6. Associated Pending Actions. In addition to assigning roles, particular AM, CAIM, or IM pending action messages can be associated in the Pending Action window. This way, for example, the user who is responsible for receipts can automatically get any receipts to related pending action messages in their inbox, while a user who has nothing to do with receipts, never sees these pending actions. To manage pending actions, click the Pend Action button on the vertical toolbar. Associate pending actions to users by selecting the desired pending action and clicking the < button between the window boxes. Click the << button to assign all available pending actions. To disassociate pending actions, highlight the role in the associated box and click the > button. Use the >> button to disassociate all pending actions. Save all changes.

14.17.7. Changes to roles and privileges are updated upon clicking Close to exit the UP Assign module. If users are logged on when the changes are made, they must exit DMLSS and log back into the application to gain access to new changes.

14.17.8. Overview. Within UP Assign, the Overview button located on the vertical toolbar provides a way to preview or print a list of users granted privileges to specific applications, roles within specific applications, associated Service/Customer, assemblages, or Maintenance Activities. The list is helpful when determining and updating user's privileges.

14.17.9. User Information. By clicking the User Information icon located on the vertical toolbar, the SA can view the user information associated to the User ID identified in the Username box.

14.17.9.1. All fields of the user information box require input. Users should ensure they complete all fields with accurate information. The address fields are not mandatory but are provided for customers that may be geographically separated from the MTF. The address information is helpful when delivering supplies and equipment or when mailing items.

14.17.9.2. Both the User and Address Information fields should reflect the most current information. The SA should periodically review DMLSS users to validate their need to access the system and to verify their user information is accurate.

## **14.18. User Privileges – Management.**

14.18.1. Roles within each DMLSS application can be created or deleted, and existing roles may be modified by changing the attributes of the resources of that role. The User Priv – Management function is used to view, add, modify, and/or delete roles by application. Only SAs and application security managers can gain access to the User Priv – Management window.

14.18.2. To access the User Privilege – Management window (Figure 14.9.), select User Priv -Management from the Navigate menu or click the UP Manage button located on the horizontal toolbar. The window has three sections:

**Figure 14.9. User Priv – Management Window.**

Applications	Resource	Read	Update	Create	Delete	Cust Req
AM	AM ASSEMBLAGE GAIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
ARC	AM ASSEMBLAGE LOSS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
CAIM	AM ASSEMBLAGE RECORD DATA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
CS	AM BUILD/MODIFY ASSM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
EM	AM COMPLAINTS SF380	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
FM	AM END/SUPPORT ITEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
IM	AM EQUIPMENT RECORD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM INVENTORY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM INVENTORY ADJUSTMENTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM INVENTORY TRANSFERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM ITEM ALLOWANCE CHANGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM ITEM CODE CHANGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM ITEM GAINS/LOSSES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM JMAR/AWRDS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM MASS UPDATE ASSEMBLAGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM MODIFY DUE-INS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM MTF CATALOG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM PHYSICAL INVENTORY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM QUALITY ASSURANCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM REPLENISHMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM REPORTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM SALES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM SECURITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM SOURCE OF SUPPLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM TMU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM TRANSPORTATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM WAR SWITCH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	AM WEIGHTS/CUBES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
	PV BACKUP/BACKORDER PROCESSING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

14.18.2.1. Applications. These are the different applications associated with DMLSS. Each application has assigned roles, which in-turn have resources assigned to them.

14.18.2.2. Roles. Roles are parts of an application that structure what a user may do within a specific application.

14.18.2.3. 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, and delete. Resources elements contain the following attributes/privileges:

14.18.2.3.1. Read. Read is the lowest level of the resource granted to users that only allows the ability to read the information associated to a specific resource.

14.18.2.3.2. Update. Update allows users to update, change, or modify information for selected records associated to the specific resource.

14.18.2.3.3. Create. Create allows users to create new record information associated with a specific resource.

14.18.2.3.4. Delete. Delete is the highest level of resource privileges allowing users to delete selected records or information associated with a specific resource.

14.18.3. **Modifying Roles.** Modifications can be made to existing resource data if the data is visible and not subdued. DMLSS or centrally managed roles (roles that appear grayed out) cannot be modified or deleted. Select an application and role to view the associated resource data. Resource privileges can be given or taken away to the read, update, create, or delete fields as necessary. The following rules apply when resources are assigned to a role:

14.18.3.1. Delete is the highest level privilege, and read is the lowest. The order of precedence is: delete, create, update, and then read. When a privilege is selected for a resource, all the lower privileges are automatically selected. For example, if update for a resource is selected, read is automatically selected.

14.18.3.2. The last column in the table, Cust Req (Customer Required), is assigned Yes or No indicating whether or not Service/Customers must be assigned in order to use that role.

14.18.4. **Adding Roles.** In some cases, the resources assigned to a role may not accommodate local business practices. Therefore, an option is available to add roles and resources to different applications.

14.18.4.1. Add a role by clicking the Add Role button located on the vertical toolbar within the User Priv – Management window. The Add Role window opens. Enter the new role name, and select the resource elements and privileges to be associated to the role.

14.18.4.2. Remember that privileges are a high-low assigning process. If delete privileges are to be given to a user, the system also assigns create, update, and read privileges to the resource. If update is selected, the system assigns read privileges to the resource.

14.18.4.3. Click Save to move the new role to the Roles box in the User Priv – Management window.

14.18.5. **Deleting Roles.** Roles that are no longer required can be deleted by selecting the role and clicking the Delete Role button located on the vertical toolbar. Centrally managed roles cannot be deleted. In addition, locally developed roles must be disassociated from all users before being deleted.

14.18.6. **Auditing.** The Auditing function provides the ability to check which users were in the system, when they were in, how long they were in, and/or problems associated with connecting. It can also be used to track which applications a user accessed, when they were accessed, and for how long they were accessed. Select the Auditing button located on the vertical toolbar to access the Application Auditing window. Administrators can search by user name, application, activity, or hostname. When the search completes, the user name, date/time, application, activity, description, and host name are displayed in the Application Auditing window.

#### **14.19. Table Maintenance Utility (TMU).**

14.19.1. TMU provides a centralized listing of all the values and codes used throughout DMLSS applications. Use TMU to view, add, or delete data elements that appear in the different applications. To view tables in TMU, users must have the appropriate TMU resource(s) assigned to their User ID. These privileges are assigned using the UP Assign function.

14.19.2. At each MTF, one or more individuals should be assigned to manage these tables. Before being assigned this task, the individual should have some basic knowledge of Medical



Logistics data elements and codes including DLA and military specific codes, such as advice codes and device codes.

14.19.3. There are three types of tables viewable in this window:

14.19.3.1. DMLSS Wide (Centralized): These tables are not editable since the information must remain common across all Military Treatment Facilities.

14.19.3.2. DMLSS and Site Managed: Some of the data in these tables vary depending on the site. The table contains common information (centralized) for all Military Treatment Facilities; however, users can edit, add, and delete local (decentralized) information based on their common business practices and terminology.

14.19.3.3. Site Data: These decentralized tables contain data unique to the local MTF, and they are completely editable.

14.19.4. To view or modify a TMU table, first select an application from the Application dropdown menu and then select a table from the list. The table type is displayed for each table; DMLSS Wide, Site Data, or DMLSS & Site Managed. Table information that cannot be modified is displayed with a gray background. Upon saving changes, the new data is included in the table and is visible in the application fields.

14.19.5. When updating tables within TMU, the following guidelines are applicable:

14.19.5.1. The Currency Code table/System Services application. Changes made on the currency code table in TMU are audited by the system.

14.19.5.2. The Document Number Configuration table. The following guidelines apply to the CAIM Document Number Configuration table in the TMU application:

14.19.5.2.1. 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.

14.19.5.2.2. 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.

14.19.5.2.3. The End number must always be larger than the Start number.

14.19.5.2.4. 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, a message to correct the new range is displayed.

14.19.5.2.5. 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.

14.19.5.2.6. When the Start/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.

14.19.5.3. The Registration Table in the TMU module is a list of all the computers at the MTF that have logged into DMLSS. Messages sent by the site SA from the SA Tool are then received on all computers listed in the table. Although this table is a Site Data type, entries may not be edited or added, rather only deleted which then prevents that computer from receiving messages. Only DMLSS can make entries. If an entry is removed and a user logs onto DMLSS from that computer, it is again added to this table. The system automatically deletes any computer that has not accessed DMLSS in 30 days.

14.19.5.4. The RPIE Maintenance Procedure table located in the TMU/FM application allows users to select a maintenance procedure from the dropdown field in order to view, add, or print the steps to that procedure.

14.19.5.5. The RPIE Nomenclature table found in the TMU/FM table allows users to add a new nomenclature by clicking the Insert button on the vertical toolbar.

**14.20. DCM.** The DCM is an automated tool within DMLSS used to transmit data to external agencies. Information flowing from the system includes requisition files, financial data, and Prime Vendor Usage information. The DCM is also the conduit for receiving transmission of incoming status files, and it provides tools that allow SAs to monitor progress of these files and to troubleshoot any errors. For more information on the DCM, refer to Chapter 15.

**14.21. End Of Period Process Management.** Use the End Of Period Process Management window to view and update the EOP process schedule, Figure 14.10. To access, select End of Period Process Management from the Navigate dropdown menu or click the EOP button located on the horizontal toolbar. Note: Use this information along with the End Of Period processing instructions found in Chapter 2 to further manage the EOD, end-of-month (EOM), and EOFY or end-of-year (EOY) processing cycles in DMLSS.

**Figure 14.10. EOP Process Management Window.**

End of Period:

Current Fiscal Year: 2016

Start Time: 22:40

EOP On Saturday:  EOP On Sunday:

• October: 10/31	• April: 04/30
• November: 11/30	• May: 05/31
• December: 12/31	• June: 06/30
• January: 01/31	• July: 07/31
• February: 02/29	• August: 08/31
• March: 03/31	• September: 09/30

Last Updated:

By: R\_KUSKE On: Oct 19 2015 (21:08:09)

#### 14.21.1. EOP Cycles.

14.21.1.1. EOD. The EOD automatically processes Monday through Friday at the designated Start Time and on Saturdays and Sundays when the end-of-period on Saturday and/or Sunday indicators are selected.

14.21.1.2. End-of-month (EOM). The EOM process automatically begins once the last EOD process for that month completes successfully.

14.21.1.3. End-of-year (EOY). The EOY process corresponds to the EOFY, and runs automatically on 30 September after the EOD and EOM processes are complete.

14.21.2. End-of-period Settings. The current fiscal year, process start time, EOM process date, and last update fields are displayed. Users assigned the MM Security Manager role are authorized to update data fields with a white background.

14.21.2.1. Current Fiscal Year – Not editable.

14.21.2.2. Start Time – Identifies the start time applied to all EOP cycles.

14.21.2.2.1. SAs have an option to change the start time so EOP processes begin at a more convenient time. Do not change the EOP Start Time once that time has been reached or during the EOP process. The system becomes corrupt and then requires intervention from the DHA Global Service Center to continue normal processing.

14.21.2.2.2. Refrain from changing the time if it's within a 30-minute window of the original start time in order to avoid potential system complications. For example, if the end-of-period (EOP) is scheduled to start at 16:05 hrs., do not attempt to alter the start time moments before it is scheduled to begin. Attempting to adjust the start time may result in a conflict between scheduled Command Run On (CRON) cycles. In addition,

avoid setting start times that start precisely at the top of the hour, 19:00, 20:00, 21:00, etc., or on any 15 minute increment after the top of the hour, 20:15, 21:30, 22:45. DMLSS has imbedded Command Run On (CRON) cycles designed to automatically process incoming status, point of use (POU) files, etc., and encroaching on these CRON cycles leads to a potential threat of failure to launch the EOP. Adjust the start times accordingly (Example: 21:06, 22:09, etc.).

14.21.2.3. EOP on Saturday/Sunday – If checked, DMLSS automatically processes an EOD on Saturday and/or Sunday at the assigned start time. As a general rule, EOPs are not processed on Saturdays and Sundays. If necessary, notify DFAS prior to processing EOPs on these days. In addition, coordinate with DLA Troop Support as Prime Vendor orders and receipts could be transmitted to the BSM system over the weekend.

14.21.2.4. End-of-month (EOM) Process Dates – The EOM process dates should always equal the last day of each calendar month to include Saturdays and Sundays. Once an EOM has processed, that field is uneditable until the next FY.

14.21.2.5. Last Updated – These fields identify the User ID of the user who last updated the EOP data and reflects the date and time the update was accomplished.

**14.22. Record Management.** The Record Management function is strictly used by Facility Management (FM) personnel for setting Facility Management records to inactive in the database. In order to use this function, users must be assigned the System Services SS Expert role or a customized role, usually titled one of the following: FM Related, FM TMU Inactive, or FM Inactive.

14.22.1. Assigning the inactive status to a record allows it to be separated from the active records. Thus, it is important to keep the system updated and when it becomes necessary, records should be set to inactive so that the information is maintained for historical purposes.

14.22.2. To access the Record Management window, click Record Management from the Navigate menu or click the Record Mgt button on the toolbar. Select Set Inactive or Set Active from the Action window. Select the items to be activated/inactivated from the Achievable Objects section in the window. On the right side of the window, select the actual object(s) to be set active/inactive and click the Process Rqst button on the vertical toolbar. A message is displayed to confirm that the action was processed. If the message indicates there were problems, ensure that the process met the guidelines stated in the previous paragraphs.

14.22.3. Data meets specific guidelines before being set to inactive. DMLSS displays a message stating what to do before the inactive command can be processed. The following object types and rules apply to the inactivating and activating of Facility Management objects:

14.22.3.1. Facility. DMLSS checks for active work requests, projects, and Facility Management requirements 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. Any active rooms and Real Property Installed Equipment (RPIE) that a facility may have are automatically be set to inactive along with the facility.

14.22.3.2. Installation. All associated facilities should already be set inactive.

14.22.3.3. Maintenance Procedure. The linked Preventive Maintenance (PM) schedule, if any, must have a valid end date; there must not be any scheduled work in the Work Projected table. When set inactive, all related schedules are deleted.

14.22.3.4. Organization. Organizations cannot be referenced in/on any active installations, facilities, POCs, specialty shops, RPIs, PM schedules, work requests, projects, RC requirements, or FM requirements.

14.22.3.5. Points of Contact. POCs cannot be referenced in/on any active installations, facilities, specialty shops, Real Property Installed Equipment, work requests, projects, or Facility Management requirements.

14.22.3.6. Project. All associated work requests are also be set inactive.

14.22.3.7. Regulatory Compliance (RC) Procedure. Only those RC procedures, which are not being utilized, are allowed to be set inactive.

14.22.3.8. Regulatory Compliance (RC)/Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Requirement. The RC requirement must have a valid end date and there must not be any scheduled work in the Work Projected table.

14.22.3.9. Real Property Installed Equipment (RPIE) cannot be a parent to any child RPIE nor have active work requests or projects. If it is a parent RPIE, first set the child to inactive.

14.22.3.10. Requirement. A requirement must have the status of closed or cancelled in order to be set inactive.

14.22.3.11. Room. All associated work requests, RPIE, and projects must already be set inactive and the room must not be linked to a drawing.

14.22.3.12. Work Request. A work request must have the status of closed or cancelled in order to be set inactive. It cannot be associated with an active project. Work requests that are associated to open projects do not appear in the list. Associated closed projects are not set inactive with the work requests.

14.22.4. When a record is set to inactive, it no longer appears in query results or other lists within the Facility Management application. Exceptions: Users can search inactive records in the Work Request module, and inactive objects may be viewed using a Business Objects query as long as they are not excluded. Inactive records may also be set back to active so they can be accessed through the Facility Management application and updated, if needed.

**14.23. Change Expense Center.** Within DMLSS, a customer's catalog records (item locations) are associated to the expense center similarly to the way the catalog records are associated to the Service/Customer. Use the Change Expense Center function to process a mass update to expense center record associations, rather than processing one at a time. The process is similar to associating/disassociating expense centers under the Service/Customer window.

**14.24. Assign Customer to SOS.** This window is used to associate a SOS with multiple service/customer accounts (in mass). Associating a SOS to a customer authorizes that customer to bypass LOG and place orders directly to the SOS. Since Maintenance Activities are the only authorized CAIM SOS for Air Force accounts, this option should not be used.

**14.25. Assign Customers to User IDs.** Use this option to associate or disassociate a service/customer to users in mass. This function is helpful when a new service/customer is established and the SA needs to simultaneously assign that new customer to multiple users.

**14.26. Assign Role to User IDs.** This mass update feature allows administrators to simultaneously associate or disassociate a single role to or from multiple users. This function may be beneficial when new system roles are added to DMLSS as a result of a software upgrade.

**14.27. Assign Assemblages to User IDs Use this option to associate or disassociate WRM assemblages to users in mass.** This option is useful when newly assigned assemblages have been gained into DMLSS and multiple users require privileges to those assemblages.

**14.28. Standard Reports.** The System Services application contains several canned reports available for managing operating funds and AM funds as well as monitoring and managing system user accounts. Refer to Chapter 18, DMLSS Reports, for an explanation of selected reports within this application.

## Chapter 15

### DMLSS COMMUNICATIONS MANAGEMENT

**15.1. Overview.** The DCM in System Services is an automatic tool used to transmit a myriad of data including orders and financial files. It also has tools that allow the user to monitor progress and troubleshoot any errors as needed. The DCM Monitor window can be used to see only the most recent status for each transaction; then if there is some error or delay in the process, DCM Search can be used to view the item's progress. An item can also be resubmitted through processing stages that were not completed.

**15.2. DLA Transaction Services.** DMLSS primary connection method is via the DLA Transaction Services value added network. DLA Transaction Services is responsible for the receiving, editing, validating, and routing of logistic transactions; performing as the DoD electronic commerce processing point, and maintaining a history of all transactions routed through their system. It has the ability to receive and transmit logistics data across various networks, supporting numerous protocols and formats. The DLA Transaction Services customer base is extremely diverse, and supports not only the DoD, but also civilian activities, with links to commercial activities as well. All interfaces are protected through their firewall. DLA Transaction Services has two processing sites located in Tracy, California and Dayton, Ohio. They forward transactions to the DLA Troop Support for prime vendor payments, to DFAS for non-prime vendor payments, and to other agencies which include the General Services Administration (GSA), TEWLS and other DMLSS systems.

**15.3. DCM Electronic Data Interchange (EDI) Transactions.** Files are transferred to and from the DMLSS Communication Management (DCM) module using EDI transactions. This communication method establishes formatting standards so data can be exchanged between the sender and receiver. The following table (Table 15.1.) is a short list of the top EDI transaction sets that pass through the DCM.

**Table 15.1. Common Electronic Data Interchange Transaction Sets.**

EDI File	Description
511R	This file is used to pass requisitions to DLA and General Services Administration type vendors. The 511R replaces Military Standard Requisitioning & Issue Procedures (MILSTRIP) document identifier code (DIC) A0A and A01 transaction sets.
527R	This file is used to acknowledge receipt of materiel from Prime Vendor, DLA, Electronic Catalog (ECAT), and General Services Administration. The 527R replaces Military Standard Requisitioning & Issue Procedures (MILSTRIP) document identifier code (DIC) DR_ transaction sets.
810	This file is NOT used within DMLSS. However, the 810 plays an important role between the Prime Vendor and DLA Troop Support. DLA Troop Support uses the 810 to finalize vendor payment actions.
821	This file is a DFAS Obligation file. It is produced during the End-of-Day (EOD) cycle and is transmitted to DLA Troop Support. DLA Troop Support then reformats the image and forwards it to the Standard Material and Accounting

	System at DFAS for processing. When either LOG or a customer places an order in DMLSS (ESD or IOU), that information is absorbed into the EDI 821 file.
821P	This file is a DFAS equipment depreciation file used to report depreciated equipment to the DFAS General Accounting Finance System-Reengineered (GFAS-R) system. This file is produced during the End-of-Month (EOM) cycle. Note: All on hand equipment (except for WRM) with an acquisition cost of \$250K or more is depreciated.
850	This file set is used to pass DMLSS requisitions to prime vendors. The 850 contains both header and trailer information. DLA Troop Support looks at the Dunn & Bradstreet Serial Number (DUNS) information within the header record portion of the file in order to place the requisition file into the correct prime vendor's mailbox.
855	This file is a purchase order acknowledgement file provided by the prime vendor. The vendor uses this image to pass item pricing, status code, quantity adjustment information. 855 status images post to the Status Edit Report and active due-in detail record. Posting automatically triggers the DLA Troop Support price adjudication process between DMLSS and DLA Troop Support.
856	This file is a Ship Notice/Manifest that is used primarily in DMLSS/Prime Vendor ordering partnerships. The Prime Vendor sends this image to DMLSS via iRAPT after the call number has been picked and packed for delivery within the Prime Vendor's distribution center. Shipment status updates the LOG due-in detail record with ID status. The 856 also carries an invoice number. This invoice number resides within iRAPT and is used to finalize payment actions after the receipt is processed within DMLSS.
860	The EDI 860 is a purchase order change request that is buyer initiated. Military Treatment Facilities can send the Prime Vendor an EDI 860 file requesting cancellation for items that have been placed on backorder (IB status).
861	The EDI 861 is a receipt file. This file has a dual role in DMLSS. During the EOD cycle, this file is generated and forwarded to DLA Troop Support. DLA Troop Support then reformats the image and forwards it to Standard Material Accounting System at DFAS for processing. The 861 contains receipt information. The 861 is also generated for Prime Vendor receipts and is forwarded to iRAPT. iRAPT gathers invoicing data from the file in order to complete vendor payment actions.
865	This file is a purchase order change acknowledgement/request that is seller initiated. Prime vendors must acknowledge requests for cancellation (EDI 860 file) with an EDI 865 file. The vendor can concur with the MTF's request and furnish QD cancellation status, or deny the request and provide RC status.

15.3.1. Example of an EDI Sequence. Certain logistics processes require a sequence of EDIs. For example, the Prime Vendor ordering process involves the following EDIs:

15.3.1.1. The DMLSS order file (EDI 850) transmits to the Prime Vendor.

15.3.1.2. The Prime Vendor provides an acknowledgement file (EDI 855) containing requisition status.

15.3.1.3. The EDI 855 file / status hits DMLSS. Status posts to the due-in detail(s) record.



15.3.1.4. DMLSS invokes price verification action based upon status price furnished by the vendor.

15.3.1.5. The Prime Vendor pulls stock from Distribution Center and generates an EDI 856 file.

15.3.1.6. The EDI 856 file flows through iRAPT and hits the DMLSS server.

15.3.1.7. The EDI 856 file contains invoice data which updates due-in record.

15.3.1.8. A DMLSS user processes the LOG receipt. Log receipt spawns both an EDI 861 file to DFAS and iRAPT; as well as an EDI 527R file. The EDI 861 to iRAPT contains point of contact (POC) information and invoice data. The EDI 527R file is forwarded to DLA Troop Support as a receipt acknowledgement.

15.3.1.9. The EDI 861 arrives at iRAPT and triggers internal reconciliation. Invoice reconciliation is then complete.

**15.4. DCM Transaction Retention.** The DCM retains order files and their status/process records for the current and one previous month or 62 days. Point of Use (POU) server files are retained for seven days. Financial files and their status/process records are all currently retained in the system until archived. These files and the transfer status of viewed via the DCM Monitor or DCM Search.

**15.5. Access to the DCM Search.** The elevated privileges required to configure and update the DCM should be granted on a limited basis. For example:

15.5.1. Configuration. The DCM must be configured before any transactions can occur. Use the DCM Configuration window to establish and/or edit electronic interfaces. These parameters are already set in DMLSS, and modification to any DCM communication information should be limited to the DMLSS SA ONLY when instructed by AFMOA/SGMO or systems support.

15.5.1.1. To set the configuration parameters, select the Configure icon located on the vertical toolbar in the DCM Search window. The list of DCM Interface select criteria, i.e., transaction files available for interfacing with external systems, are listed in the top left corner of the DCM Configuration window.

15.5.1.2. Select (highlight) the interface file name to be configured. The interface settings vary depending on the file. Outlined below are some default settings for some of the common interface settings and explanations on how these interfaces interact. Note: Fields should remain blank unless the site receives instructions to update or load information.

15.5.1.2.1. Set the Send option to Yes if the transaction file is to be electronically transmitted during the EOD process. The IP Address, Login ID, and Password are mandatory data fields when the Send option is Yes.

15.5.1.2.2. Set the Send option to No if the transaction file is not being electronically transmitted. 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.

15.5.1.2.3. When configuring the DFAS interface, set the Active and Send indicators to Yes. By doing so, DMLSS generates financial transaction files during each EOD

process. It does not create a transaction when there is no user activity recorded. If No is selected for the Active indicator, financial data transactions are suspended. Setting the Send option to Yes ensures financial data is transmitted to DFAS daily.

15.5.1.3. DFAS and FOA Excess interface options also have a Communications Routing Identifier (COMMRI) list table that identifies the site exchanging information with DLA Transaction Services. It is important to keep these COMMRI's up-to-date to ensure electronic data transfers do not fail. The three COMMRI types that must be entered are:

15.5.1.3.1. AFMOA – The DLA Transaction Services assigned COMMRI for AFMOA/SGM is RUQAAEC. DO NOT change this COMMRI unless instructed to do so by AFMOA/SGMO.

15.5.1.3.2. DAASC – RUSAZZA is the COMMRI assigned to Defense Automatic Addressing Service Center (DAASC). All electronic transmission data sent from the MTF is routed through DLA Transaction Services. They screen the data to determine if the transmission is clean and the data conforms to the standard file setup. If there are problems with a transmission file, DLA Transaction Services does not forward the file to the intended recipient. Note: DAASC has since been renamed DLA Transaction Services, but DMLSS screens still refer to DAASC.

15.5.1.3.3. DMLSS – Each Medical Logistics activity generating electronic communications is assigned a COMMRI. The COMMRI loaded in the DMLSS COMMRI field uniquely identifies the site. DLA Transaction Services refers to this COMMRI as the Data Pattern COMMRI. This COMMRI is different for each MTF and is listed on the DLA Transaction Services website. A shortcut to their website is available from the Air Force Medical Logistics website via the supply tab/links tab.

15.5.1.4. The DFAS Interface contains a non-editable field for the finance sequence number. It is assigned to all finance transmission header records and cannot be duplicated. Finance uses these sequence numbers to keep track of the MTF's financial transmissions that update the MTF's financial records. If DFAS provides notification that a sequence number is missing, use the DCM Search to resubmit the applicable file.

15.5.2. DCM users authorized to view and dismiss inbound DCM and gateway errors that are accessible from their respective IM pending action require the COMM Management Update role/privilege.

**15.6. Access to DCM Pending Actions.** Managing the success of DCM inbound/outbound files requires access to applicable IM pending actions as well as roles necessary to view and correct errors in the DCM Search.

15.6.1. DCM Pending Actions. SAs are notified via the IM inbox when there are failed outgoing/incoming transmissions provided they have the correct pending actions assigned to them in System Services (UP Assign/IM application).

15.6.2. File transmission type pending actions include:

15.6.2.1. IM Failed Orders. This pending action indicates DMLSS tried and failed five times to submit orders to an SOS.

15.6.2.2. IM Failed Status. This message appears when DMLSS attempted to transmit order status to an external customer, but failed.

15.6.2.3. DFAS Failure. This message occurs when Step 1 (DFAS) of the EOD cycle failed to complete successfully.

15.6.2.4. QA FTP Import Failed. This message appears when DMLSS failed to import the quality alert (QA) file.

15.6.2.5. IM QA Import Failed. This message occurs when DMLSS attempts to import the quality alert file from the JMAR, and there are invalid record counts within the body of the message. The MMQC message remains flawed until it is correctly rebuilt and input into the JMAR database.

15.6.2.6. Failed Financial Transactions. This message indicates the DFAS step during the EOD process has identified transactions that could not be processed.

15.6.2.7. Unable to Send Transportation Request to CMOS. This message occurs after an unsuccessful attempt to transmit a Transportation Request (940R) to Cargo Movement Operations System (CMOS).

15.6.2.8. Unable to Send Transportation File. This message occurs after an unsuccessful attempt to transmit a Transportation File (856/861) to CMOS.

15.6.2.9. Inbound DCM and Gateway Errors. Inbound DCM files that contain errors do not process; however, DMLSS still maintains and tracks these erroneous transactions until they are corrected, posted, or deleted. These include all inbound records with an error code, as well as any good transactions for the same call number, until the error has been dismissed. Records in the same family as the error will be exempt from the purge, e.g., EDI 850, EDI 855, EDI 856, EDI 860, and EDI 527. Once the error has been dismissed, all related records will be purged. Authorized DMLSS DCM users are responsible for reviewing incoming files that rejected, and dismissing the errors.

15.6.2.9.1. Inbound DCM Errors. DCM users can view and dismiss inbound files that failed validation in the DCM for any reason. Use the related IM pending action to jump straight from the Inbox to reach the View/Dismiss Inbound DCM Errors window or click the DCM Errors icon on the vertical toolbar in DCM Search.

15.6.2.9.2. Inbound Gateway Errors. Likewise, SAs have visibility of any inbound file that fails at the gateway/point of entry for any reason, and these errors also must be reviewed and dismissed by an authorized user. DCM users can use the related pending action to jump straight from the IM Inbox to the View/Dismiss Inbound DCM Errors window or click the GW Errors icon on the vertical toolbar in DCM Search. Inbound Gateway Errors can also be resolved from the SA tool, Manage Services/Manage DCM Gateway Errors.

**15.7. Daily Review.** Use IM pending actions, the DCM Monitor, and DCM Search to ensure all transaction files were successfully transmitted and received as a result of the previous day's business.

15.7.1. Specifically, SAs should check daily to verify requisition files were sent, financial files were transmitted to DFAS, incoming status files were received from the SOS, JMAR files transmitted without error, and there are no DCM or gateway errors.

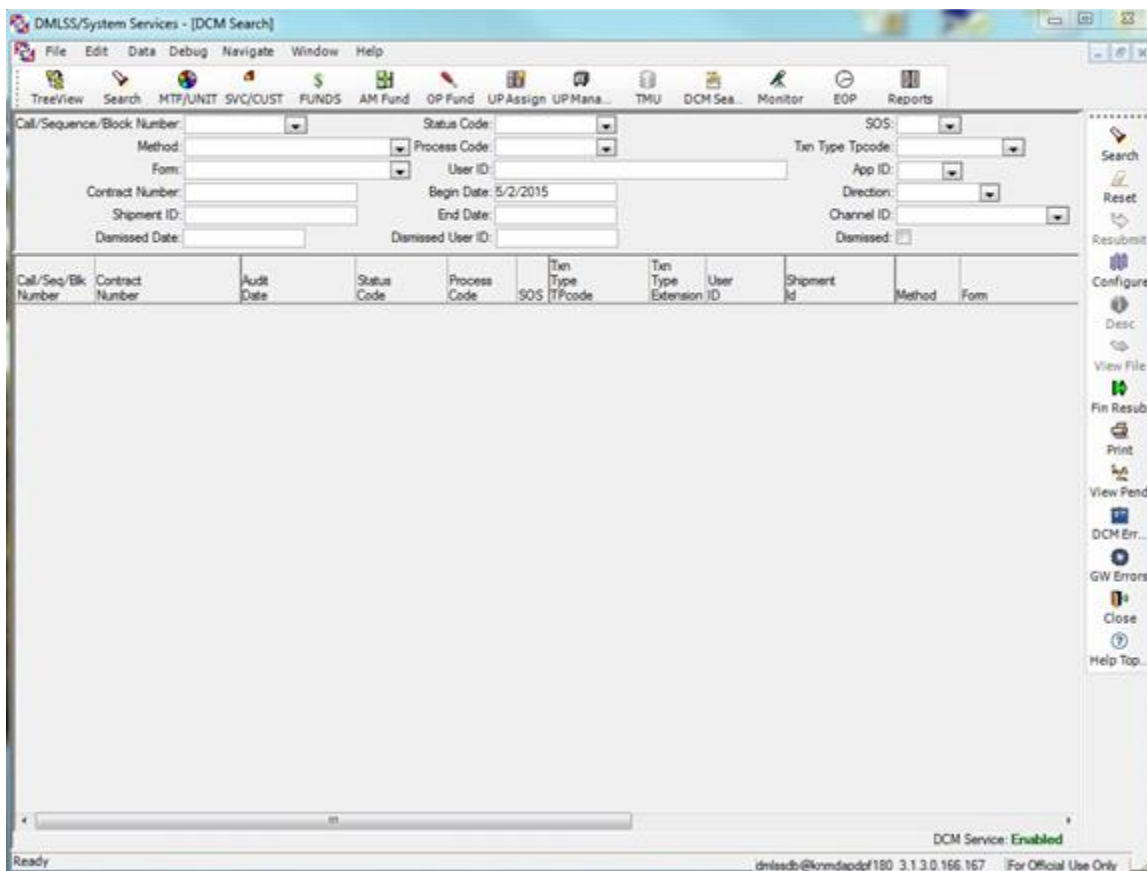
15.7.2. It is good practice for the Acquisitions section to verify the prime vendor order was successfully sent (via EDI 850 file) and prime vendor status received (via EDI 855 file).

**15.8. DCM Monitor.** The DCM Monitor provides the DMLSS SA a quick status view of the most current inbound and outbound transactions. To access, select DCM Monitor from the System Services/Navigate dropdown menu or click the Monitor icon located on the horizontal toolbar. The SA determines what files appear in the DCM Monitor by specifying how many days of transactions appear and how often updates are desired. The DCM Monitor lists only those files meeting the set criteria. To view the entire life cycle of a transaction, use the DCM Search window.

**15.9. DCM Search Window.** In the DCM Search window, specific transactions can be searched and a transaction's entire life cycle viewed by status code and process code. A DCM transaction file can be viewed directly or when necessary, one or more items can be resubmitted. The DCM Search window is designed to help view all transaction status for each item.

15.9.1. Access the DCM Search window (Figure 15.1.) by clicking DCM Search icon from the horizontal toolbar or selecting this option via the Navigate menu. The DCM search window provides multiple search options to view specific search criteria or a broad range of status.

**Figure 15.1. DCM Search Results Window.**



15.9.2. Call Number – This column contains a list of all call numbers and financial sequence numbers.

15.9.3. Contract Number - Used to search for transaction files associated to a specific contract number. For example:

15.9.3.1. FINANCIAL-xxx refers to any of the finance files (5 end-of-day or 2 end-of-month) that DMLSS creates for DFAS.

15.9.3.2. FOA-REPORT refers to any of the 11 D0 reports transmitted to AFMOA/SGMO during an end of period session.

15.9.3.3. TO-JMAR represents DMLSS reports pushed to JMAR that affect the inventory.

**15.10. DCM Status and Process Codes.** In addition to the EDI file number, call, and contract number, the supervisor or the DMLSS SA must understand the DCM status and process codes.

15.10.1. Use the following table (Table 15.2.) to interpret these DCM status codes.

**Table 15.2. DCM Status Codes.**

DCM Status Code	Description
IN-PROCESS	Transaction is still within some stage of processing. As the transaction moves through processing, this status is reported again, but with a different process code.
TRANSMITTED	Transaction to an external source has been transmitted. This status code is reported only once for a transaction.
COMPLETE	The total life cycle of the request is complete. This status code is reported only once for a transaction.
ERROR	An error occurred in some stage of processing. The process code for that item indicates in which stage the error occurred.

15.10.2. Process Codes/Determining Transmission Status. When searching transaction file history in DCM Search, look for three separate lines indicating the entire life cycle of the file was successful (applies to most file types). Using outbound transmissions as an example, look for (1) Process code ARCORGFL; description ARCHIVED ORIGINAL FILE; (2) Process code FMTGOOD; description FILE WAS SUCCESSFULLY FORMATTED; and (3) Process code TMTGOOD; description TRANSMISSION SUCCESSFUL. This sequence indicates the file was successfully archived, formatted, and then transmitted.

**15.11. Identifying DCM communication errors.** To identify formatting errors or failed transmissions, monitor the Status Code for ERROR (see Figure 15.2.) and the corresponding process code. The process code for that item indicates in which stage the error occurred. In either case, the SA should troubleshoot problems with the LAN, interface connectivity, or an incorrect IP address, login, or password. All electronic communications activities are required to periodically update passwords so the activity may need to be contacted and current passwords verified. The SA should track/monitor password update schedules to prevent transmission failures.

Figure 15.2. DCM Monitor with Error Status Codes.

The screenshot shows the DCM Monitor application window. The main area contains a table with the following columns: Call Number, Contract Number, Shipment Id, Audit Date, Status Code, Process Code, and SOS. The table lists 18 records, all with a Status Code of 'ERROR' and a Process Code of 'TMTFAIL'. The SOS column contains 'BSM', 'PVM', and 'PVP' for some records. Below the table, there is a status bar indicating 'Last update at: 02/01/2012 11:22:25', 'Display last 6 day(s) of audits.', and 'Check every 1 minute(s) for updates'. On the right side of the window, there are several buttons: Refresh, Resubmit, Desc, View File, Close, Help, and Pend Txn. At the bottom right, it says 'DCM Service: Enabled'.

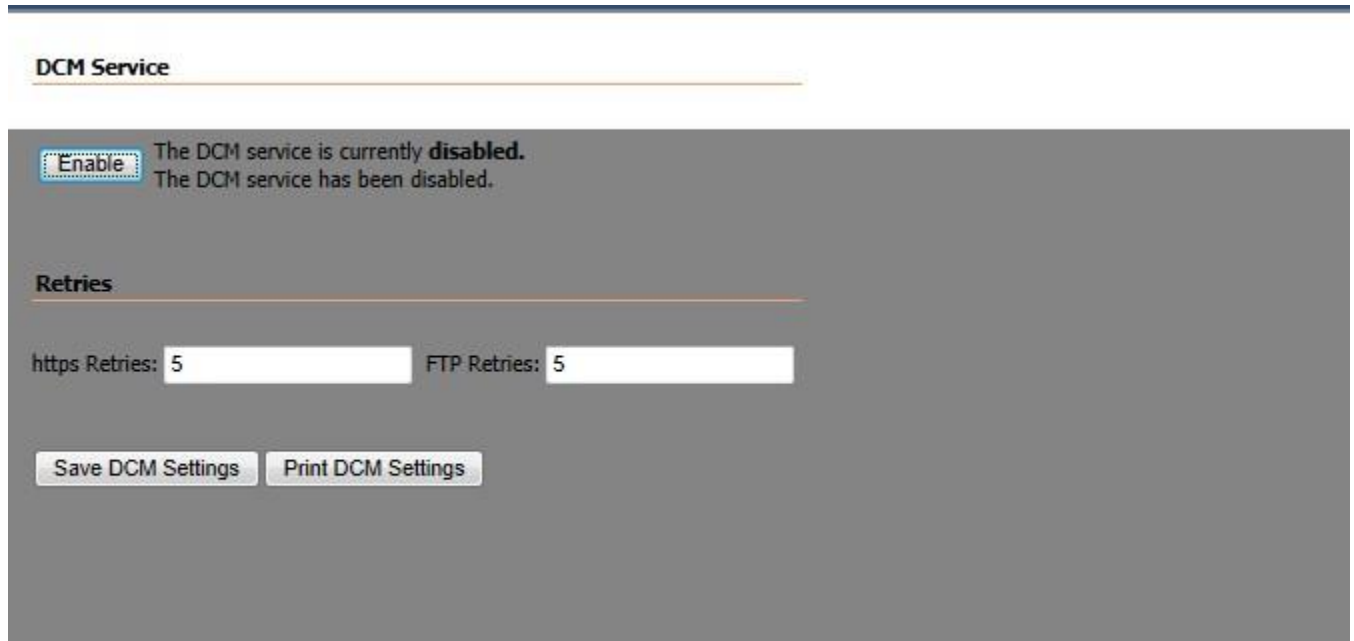
Call Number	Contract Number	Shipment Id	Audit Date	Status Code	Process Code	SOS
2833	TO-JMAR		1/31/2012 00:40:01	ERROR	TMTFAIL	
151	FINANCIAL-814		1/31/2012 00:37:36	ERROR	TMTFAIL	
150	FINANCIAL-846		1/31/2012 00:35:25	ERROR	TMTFAIL	
149	FINANCIAL-812		1/31/2012 00:33:43	ERROR	TMTFAIL	
148	FINANCIAL-861		1/31/2012 00:31:28	ERROR	TMTFAIL	
147	FINANCIAL-821		1/31/2012 00:29:45	ERROR	TMTFAIL	
ZQ35	SPM20005D6311		1/31/2012 00:27:35	ERROR	TMTFAIL	BSM
B697	SPM20005D6311		1/31/2012 00:18:09	ERROR	TMTFAIL	PVM
D466	SPM20005D3013		1/31/2012 00:14:17	ERROR	TMTFAIL	PVP
D465	SPM20005D3013		1/31/2012 00:12:20	ERROR	TMTFAIL	PVP
D464	SPM20005D3013		1/31/2012 00:10:24	ERROR	TMTFAIL	PVP
2832	TO-JMAR		1/31/2012 00:08:28	ERROR	TMTFAIL	
2831	TO-JMAR		1/31/2012 00:05:46	ERROR	TMTFAIL	
2830	TO-JMAR		1/31/2012 00:03:21	ERROR	TMTFAIL	

Last update at: 02/01/2012 11:22:25  
 Display last 6 day(s) of audits.  
 Check every 1 minute(s) for updates  
 DCM Service: Enabled

15.11.1. Perform these additional steps when identifying DCM errors.

15.11.1.1. Review the Pending Action notifications within the IM inbox for failed transmissions.

15.11.1.2. Check the SA Tool/Manage Services/Manage DCM Service to determine whether or not the DCM Service is disabled (see Figure 15.3.).

**Figure 15.3. SA Tool, Manage DCM Service.**

15.11.1.3. Scan DCM Search to determine the duration of the problem.

**15.12. Resolving Communication Problems.** If the DCM is down for an extended period of time, it is important to notify the following support activities.

15.12.1. Assistance.

15.12.1.1. Medical Information Systems Flight/Base Communications. First, seek the assistance of the Systems Flight. Determine if local network-related problems are causing the errors in transmission. Also, check to see if there is power to the server and/or the server's connections to the Juniper Secure Services Gateway and Cisco switch are secure. Systems may contact Base Communications to assist in the effort to determine the cause of the loss of external connectivity, e.g., changes to routing or the firewall can interfere with connectivity.

15.12.1.2. For additional assistance, contact the regional DMLSS SA, AFMOA/SGMO, or the DHA Global Service Center (Helpdesk) at 1-800-600-9332 or [dhagsc@mail.com](mailto:dhagsc@mail.com).

15.12.2. Notification. Depending on the duration of the outage, it may be necessary to inform both internal and external customers, prime vendor representatives, the Prime Vendor Program Manager (AFMOA/SGMP), and DFAS.

### **15.13. Resubmit Button.**

15.13.1. Upon notification of a failed transmissions, and as soon as DCM service is restored, the supervisor or DMLSS SA should attempt to resubmit the file.

15.13.2. Verify the source of the error. Select the transmission file, and validate the reason the transmission erred. Review the process code action by clicking the Desc button from the vertical toolbar. This code is a short description of the process code. The file can also be viewed by clicking the View File button on the toolbar. This opens the 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 set-up. Close the browser to return to the search window.

15.13.3. Resubmitting Failed Files. If everything looks fine with the file, and 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. Use this process for the following files:

15.13.3.1. JMAR Files. Enter TO-JMAR in the Contract Number field and select the Error status code from the dropdown to identify all JMAR files which failed to transmit.

15.13.3.2. FOA Reports (D01 – D11). Enter FOA-REPORT in the Contract Number field and select the Error status code from the dropdown to identify all FOA Report files which failed to transmit.

15.13.3.3. DCM Print Files (if applicable).

15.13.3.4. EDI 860 Files (request for backorder cancellation).

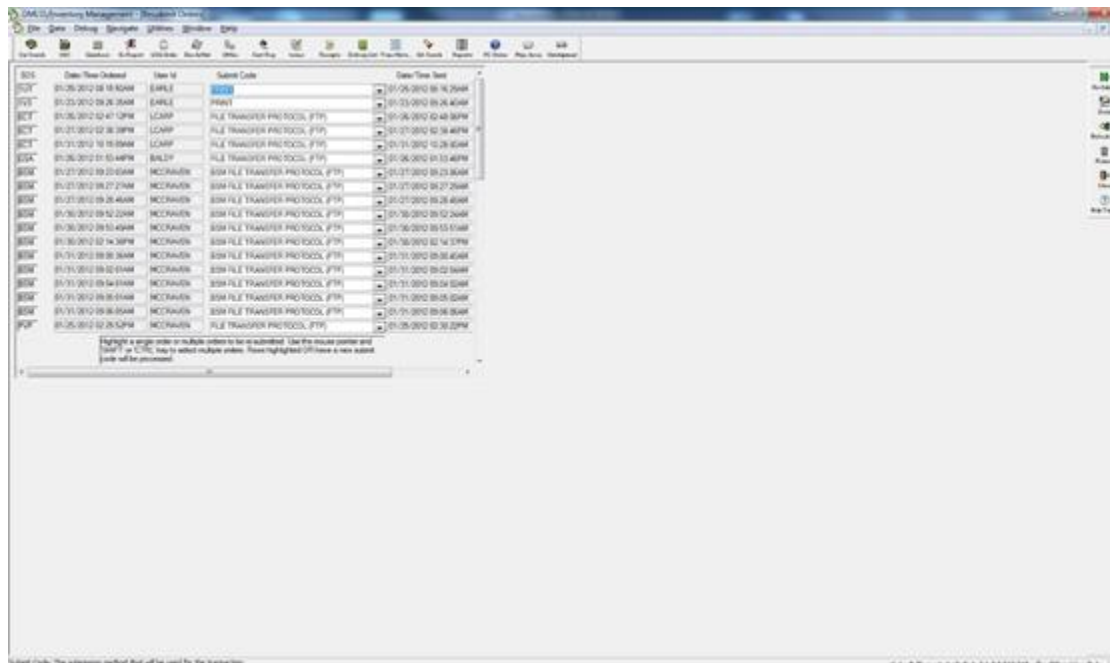
15.13.3.5. BSM EDI 850 Files (prime vendor order).

15.13.3.6. Failed Financial Transactions/DFAS Files (EDI 527, 812, 814, 821, 821P 846, 861, and 864 files). Use DCM Search\Financial Resubmit to obtain list of sequence numbers. Refer to paragraph 15.15.

## 15.14. Exceptions to Resubmitting Failed Files.

15.14.1. Failed Orders. Utilize the IM Failed Orders Pending Action (Figure 15.4.) for retransmitting failed orders.

**Figure 15.4. IM Failed Orders Pending Action.**



15.14.2. The Financial Resubmit (Fin Resub) button is used in some cases to resubmit failed financial files. Refer to paragraphs 15.15 – 15.16 for additional guidance.



**15.15. Transmitting Financial Files via the DCM.** During end-of-period processing, the DFAS process is activated and all transaction files are read. The finance transaction files are created and sent to DFAS from the DMLSS DCM module. In addition, the DCM keeps a record of all transmissions. Each interface is assigned a three digit sequence number to aid the DFAS in processing these interfaces in the proper order. For example, sequence number 001 produced from the first end-of-day in January would be processed before sequence 002 produced from the second EOD in January. Note: Financial transaction files are retained in the system until archived, depending on the file. This can range from 90 to 365 days.

15.15.1. DMLSS creates up to five finance files during the end-of-day. The files are listed below and can be retrieved and viewed by accessing Materiel Management Reports within Business Objects from the DMLSS main menu.

15.15.1.1. Financial 821 – ObligationsInDFAS\_AF.

15.15.1.2. Financial 861 – ReceiptsInDFAS\_AF.

15.15.1.3. Financial 812 – SalesInDFAS\_AF/Cost Reallocation.

15.15.1.4. Financial 846 – InventoryInDFAS\_AF.

15.15.1.5. Financial 814 – ProjectCenterDetail\_AF.

15.15.2. Two files specifically produced for the monthly EOP are listed below and can be retrieved and viewed by accessing Materiel Management within Business Objects from the DMLSS main menu.

15.15.2.1. Financial 864 – Due-In/Due-Out Reconciliation file.

15.15.2.2. Financial 821P – Depreciation file.

15.15.3. The Inbox posts pending actions when the financial files do not transfer successfully. This can be due to a corrupt files, a failure of the proper EOD step to process, or another error. Logistics accounts are also encouraged to periodically contact their supporting DFAS OPLOC to ensure that all DMLSS files have been properly processed. Being proactive minimizes the risk of potential funding disparities between DMLSS and the Standard Material Accounting System, or DMLSS and the General Accounting Finance System-Reengineered (GFAS-R) (BQ).

15.15.4. Use the DCM Search function to manage the interface of DMLSS with finance. Specifically, use this window to check the status of files and submit/resubmit failed transmissions. To accomplish this, enter a User ID of DFAS and the previous day's date in the Begin Date Field and click Search. Review the status and process codes to verify all transaction files transmitted successfully. Status code TRANSMITTED with a process code TMTGOOD indicates the transmission was successful. To identify formatting errors or failed transmissions, monitor the Status code for ERROR and the corresponding process code TMTFAIL.

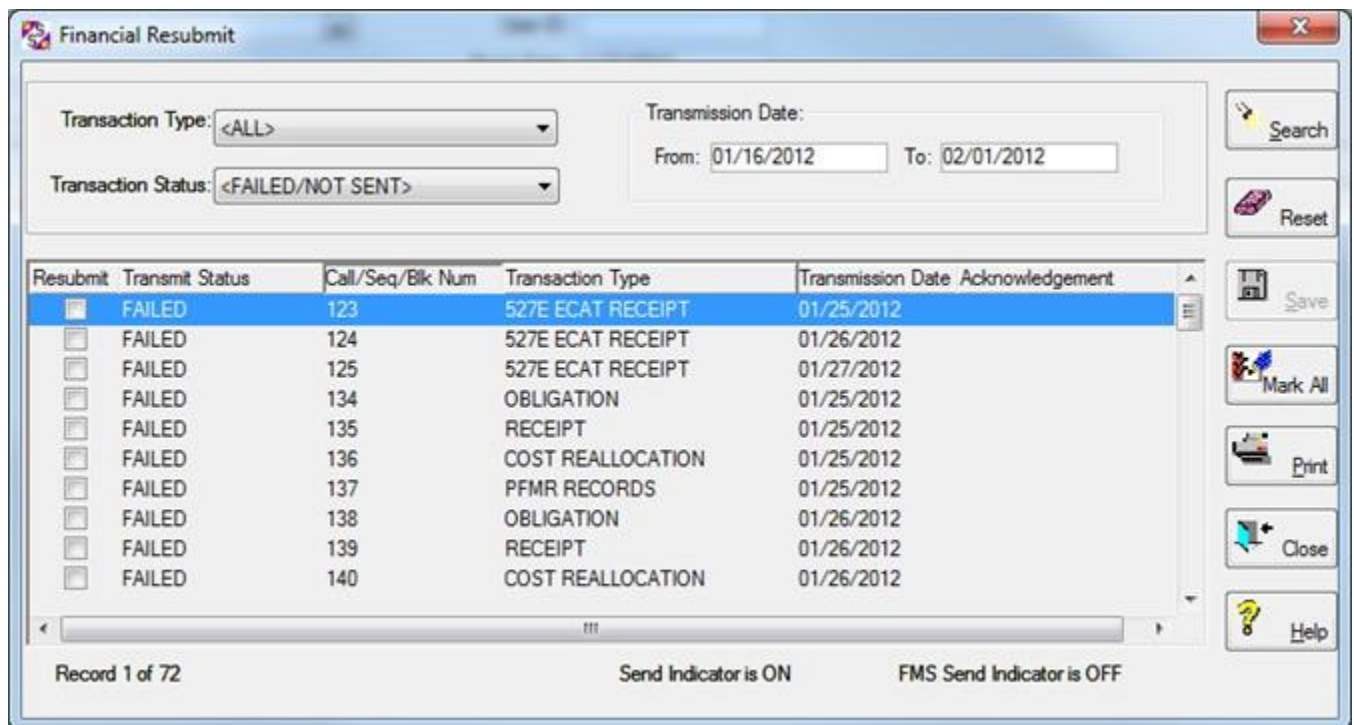
**15.16. Resubmit vs. Financial Resubmit of the Finance File.** If the transaction files did not successfully transmit, verify with the systems office that the network is up and ports and firewalls are open. Upon verification, use the Submit or Resubmit options to retransmit the transaction files.

15.16.1. Resubmit. If a financial file (contract number is —FINANCIAL-xxx) transfer fails due to network connectivity problems or another reason not related to the IP address, login, or

password use the Resubmit option located on the vertical toolbar to retransmit the existing file. DMLSS immediately spawns a submission action through DCM and an attempt to transmit the data is accomplished within minutes.

15.16.2. Financial Resubmit (Fin Resub). If the financial file transmission failure is due to an incorrect IP address, login, and password, use the Fin Resub function on the vertical toolbar of DCM Search (Figure 15.1.) to rebuild the transaction file and retransmit to DFAS (Figure 15.5). The Financial Resubmit is used in this case because the IP address, login, and password are embedded into the financial file; therefore, if any of this data changes, the file must be rebuilt. DMLSS will attempt to re-transmit the failed financial files during the next scheduled end-of-day cycle.

**Figure 15.5. DCM Financial Resubmit Window.**



**15.17. Extended Downtime.** If the site experiences an extended downtime, it may be necessary to transmit orders manually. Decide how many days are acceptable before invoking manual supply operations.

15.17.1. If network connections are down for less than 24 hours, wait and utilize the IM FAILED ORDERS pending action to resubmit.

15.17.2. If disruption lasts for several days then:

15.17.2.1. Perform Offline-Nonsubmit action on items required. Only use call numbers provided by AFMOA. (T-3). Segregate items onto individual call numbers by delivery method, and special handling code, e.g., DRS (drop shipment) vs. USE (usage), refrigerated vs. nonrefrigerated.

15.17.2.2. When DMLSS connectivity is restored, build the orders using the IM Offline Submit module, with the "Non-Submit" indicator checked.

- 15.17.2.2.1. Take particular care in entering each requisition in the precise sequence that it was furnished to the PV(s).
- 15.17.2.2.2. Additionally, insert each item in the precise CLIN sequence that it was provided to the vendors.
- 15.17.2.3. Cancel all due-ins on the electronic order/call(s) which failed to transmit. To avoid duplication, PV calls should not be faxed to the vendor if the EDI 850 file is currently sitting as TMTFAIL.
- 15.17.2.4. Maintain an active manual call register for PV sources.
- 15.17.2.5. Additional manual procedure guidance can be found in the Air Force Medical Logistics Guide.

## Chapter 16

### FINANCIAL PROCEDURES

#### *Section 16A—Financial Fundamentals*

**16.1. Financial Fundamentals Overview.** This chapter delivers the fundamentals of financial management as it relates to the system, and is intended for users of different levels of knowledge and experience.

16.1.1. Section 16A lays the foundation for the funding process and the role of Medical Logistics.

16.1.2. Section 16B specifically covers DMLSS financial procedures.

16.1.3. Section 16C describes the financial organization and its information systems.

16.1.4. Section 16D provides the Medical Materiel Supervisor with resources and principles for improving financial management effectiveness.

**16.2. Fund types.** Medical Logistics uses different types of funds to achieve its mission, but primarily the Air Force Working Capital Fund/Medical Dental Division (AFWCF/MDD) and O&M funds. Acquisitions and IM have a direct impact on these funds.

**16.3. Air Force Working Capital Fund – Medical/Dental Division (AFWCF/MDD).** The AFWCF/MDD is a revolving fund set up to process certain transactions on a continuing basis. By definition, a revolving fund is an account that remains available to accommodate continuing operations without any FY limitation, thus, the AFWCF/MDD funds are not tied to a FY. However, the Medical/Dental Division is apportioned so obligations or expenditure of funds are limited during a fiscal year. The Secretary of the Air Force, Financial Management (SAF/FM) office provides the AFWCF/MDD an Annual Operating Budget (AOB) which specifies the apportioned limit amounts. For example, the Medical/Dental Division could obligate up to \$1.1B in FY2016. Medical Logistics uses the AFWCF/MDD as a revolving fund to finance the purchase of medical and dental supplies and medical expense equipment requirements on a recurring basis. The AFWCF is then reimbursed with a unit's O&M funds as soon as goods are sold to the customer.

16.3.1. The AFWCF/MDD is designed to operate on a no profit/no loss basis. Ideally, the Fund generates enough revenue from the sale of goods to cover its expenses and break-even. Due to regulatory requirements, the Fund must recoup any losses in a subsequent year to meet its primary goal of operating on a break-even basis. Losses are recovered through application of a surcharge the following year, and any overall gains to the fund are returned to its customers through a surcharge reduction resulting in a discount or negative surcharge.

16.3.2. The AFWCF/MDD Stock Fund Manager, located at AFMOA/SGM, maintains total fund oversight and notifies customers and staff of the approved customer surcharge. However, Medical Logistics accomplishes Medical/Dental Division business at the local level; therefore, it is imperative that local Medical Logistics personnel review and analyze DFAS produced Medical/Dental Division financial reports.

**16.4. O&M funds.** The AFWCF/MDD Stock Fund is indirectly reimbursed with O&M funds. O&M appropriations fund items for which benefits are derived for a limited period of time, e.g., supplies and expenses, rather than investments. In other words, O&M appropriations finance the

day-to-day cost of running the base or MTF. O&M appropriations are budgeted using the annual funding policy, and these funds are normally available to obligate during the current FY.

**16.5. Other Fund Types.** In addition to Air Force Working Capital Funds (fund code 6B), and O&M funds (fund code 2X for internal MTF customer, and fund code 30 for external organizations), units may utilize other Defense Health Program (DHP) and non-DHP appropriated funds to procure supplies and equipment. For example, investment equipment is funded with Other Procurement funds (fund code 2F), while high cost expense equipment is funded with either local MTF or centrally-funded O&M funds (fund code 2X). Units may also use research, development, test and evaluation funds (fund code 29), when authorized. For the Air Force, DMLSS was specifically designed to support the AFWCF/MDD.

**16.6. MTF Financial Management Roles and Responsibilities.** The MTF commander, resource advisor, cost center managers, and the Resource Management Office (RMO) are all important elements of the Resource Management System (RMS). The Resource Management Office is responsible for monitoring the overall Responsibility Center (RC) program, as well as the expenditure of funds by each MTF cost center. RMO provide the link between the RC manager and the cost center managers. Medical Logistics may be requested to provide DMLSS financial reports to RMO to ensure an effective interface with the RMS.

### **16.7. Budget Processes.**

16.7.1. Air Force Working Capital Fund (AFWCF) Budget. The AFWCF/MDD Stock Fund Manager is responsible for the budgeting and execution of the Medical Dental Division (MDD) financial plan.

16.7.2. O&M Operating Budget. The medical budget for Air Force Military Treatment Facilities is called the O&M budget. The O&M budget, although submitted during the same timeframe as the remainder of the Air Force bases and via the base budget office, is a separate and distinct entity. Medical funds are appropriated by the Congress via the Defense Health Program (DHP) appropriation and are administered by the OASD/HA through the Air Force Surgeon General.

**16.8. MTF FY Process.** Many of the financial responsibilities of Medical Logistics and the Resource Management Office revolve around a FY, including four distinct quarters with corresponding processes that include: initial distribution, execution, financial plan, and end-of-year closeout.

16.8.1. Continuing Resolution Authority. During the first quarter of the fiscal year, government agencies may be operating under an appropriated budget or under Continuing Resolution Authority (CRA). When Congress does not complete action on appropriations prior to the beginning of a new fiscal year, they pass a Continuing Resolution Authority (CRA) allowing government agencies to continue its fiscal operations at minimum level for a specified period. When operating under a CRA, it is prudent to limit obligations and expenditures until an appropriations act is passed into law. Under a CRA, first quarter targets and obligations are usually limited to the first quarter obligations only, or to just a portion of the first quarter obligations that were incurred during the previous fiscal year.

16.8.2. Financial Plan. During the second quarter, MTF's receive a financial plan call. This planning target or estimate provides a basis from which the Resource Management Office can

position their financial requirements in one of two areas, funded or unfunded. The input of the Medical Logistics and facility maintenance sections is critical to this budget development.

16.8.3. The fourth quarter is one of the most important phases of the budget process.

16.8.3.1. FY End Closeout. FY end closeout occurs at the end of the fourth quarter, and it always occurs on 30 September.

16.8.3.2. Fallout Dollars. While each fiscal year-end closeout has its own challenges, there are certain items that do not change from one fiscal year to the next. Logistics and Resource Management Office should be prepared to spend fallout dollars.

16.8.3.3. General Closeout Responsibilities. General closeout responsibilities include, but are not limited to:

16.8.3.3.1. Assisting in obtaining documentation to ensure all commitment documents are fully obligated or decommitted prior to 30 September.

16.8.3.3.2. Closing GPC orders and ensuring they are fully reconciled within DMLSS.

16.8.3.3.3. Reconciling project centers with negative available balances.

16.8.3.3.4. Reviewing cost centers and project centers for possible additions/deletions.

16.8.3.3.5. Performing required DMLSS actions prior to EOFY processing (see paragraph 16.19.5).

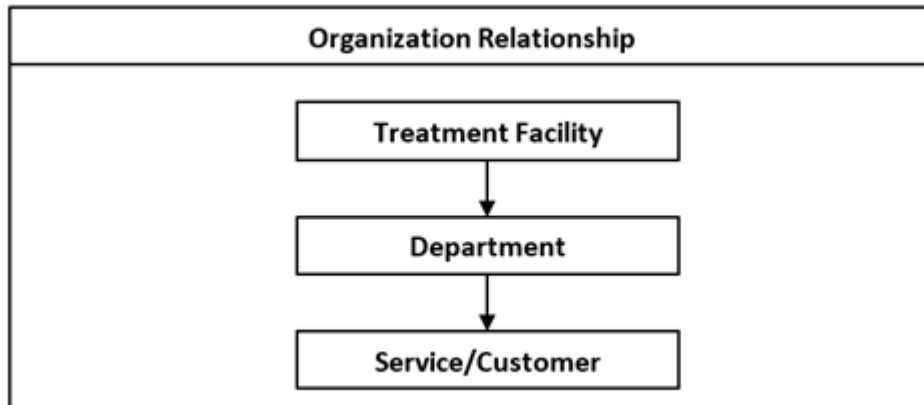
16.8.3.3.6. Completing any other closeout instructions or orders given by the Resource Management Office or financial management activity (FMA).

### ***Section 16B—DMLSS Financial Procedures***

**16.9. DMLSS Financial Overview.** The funds module in System Services provides medical logistics and resource management the flexibility to manage most aspects of the MTF's funding for medical supplies, pharmaceuticals, and medical equipment. This section contains an overview of the DMLSS financial structure, financial terms, and financial processing and procedures within DMLSS.

**16.10. Establishing Organization and Fund Relationships.** DMLSS has separate organizational and financial structures, but they must be properly associated. First, an organizational foundation is established in DMLSS consisting of the MTF/Unit, and Service/Customer. Note: Departments are optional. The Service/Customer accounts must then be associated to an expense center, and that expense center must be associated to a project center. Note: Customer requests are not allowed if any of these links have not been established or are broken.

**16.11. DMLSS Organizational Structure.** There are three elements to the hierarchal organizational relationship—the MTF, Department, and Service Customer (Figure 16.1.).

**Figure 16.1. Organization Relationship.**

16.11.1. MTF/UNIT. MTF/UNIT records are the highest level within the organizational structure. The main MTF/Org that supports the logistics department is the LOG account. Its organizational ID typically consists of the Stock Record Account (SRA) DoDAAC assigned with LOG at the end of the name (for example, FM2300 – 88th Medical Group Wright-Patterson Air Force Base, Ohio (LOG)). Other ORGs may be created to identify units supported by the Stock Record Account and/or MTF such as Air National Guard and Air Force Reserve units.

16.11.2. Department. Department is the next level within the hierarchal structure. One or more departments can be assigned to a single ORG.

16.11.3. Service Customer (SVC/CUST). The SVC/CUST is the lowest level within the organizational structure. It directly identifies a customer being supported by LOG under the host or other ORG. The SVC/CUST ID is a unique identifier that can be any six-digit prefix the MTF assigns. Typically, it is similar to or the same as the expense center; however, bases may elect to change this code to reflect any six-digit prefix. For example: PHARM1, PEDS01, etc.

16.11.3.1. The SVC/CUST ID manages the accounts detail records in DMLSS. All customer catalog records, transaction history, and issue consumption are tied to the SVC/CUST.

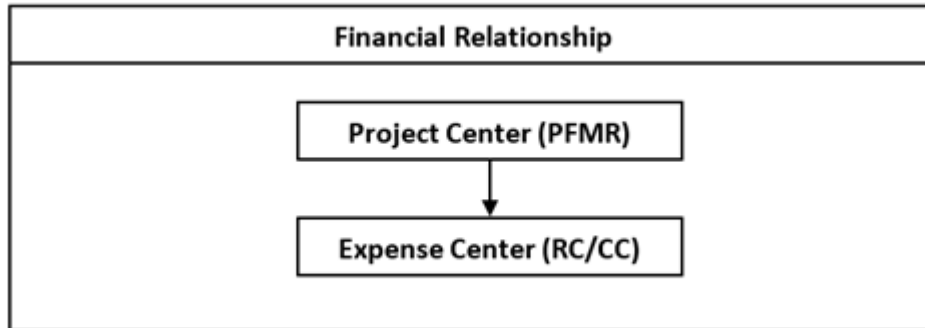
16.11.3.2. It is important to note that this ID number is not passed out of DMLSS for any financial processing. It is for this reason that once the SVC/CUST is set, there is no need for change. Creating a new SVC/CUST to replace an existing SVC/CUST would result in lost historical records for the customer. Once a SVC/CUST is established, it will be linked to at least one expense center.

16.11.3.3. Although DEPTs are not mandatory, the SVC/CUST should first be associated to a department that is in turn associated to an ORG. If there is no department, SVC/CUST are set up directly under an ORG.

**16.12. DMLSS Financial Structure.** Essential elements of the financial structure include the Project Center (Figure 16.2.), Expense Centers, and the LOG fund (Figures 16.4. and 16.5.). Project Centers are used to capture the overall funding targets for a departmental mission. Expense Centers are linked to a service/customer and capture a service/customer's funding data. Expense Center obligations, commitments, expenses, etc., all roll up to the governing Project Center.

Finally, the LOG fund must be established to reflect the line of accounting of the AFWCF/MDD for requisition of goods.

**Figure 16.2. Financial Relationship.**



16.12.1. Project Center. The project center is used to manage customer O&M funding targets within DMLSS and should be considered equal to the Project Fund Management Record (PFMR) for DFAS coordination. Funding targets for each Project Fund Management Record (PFMR) must be first established in DFAS, and are controlled at the EOR level within the project center. Once funding targets are loaded at DFAS, they can be entered within DMLSS.

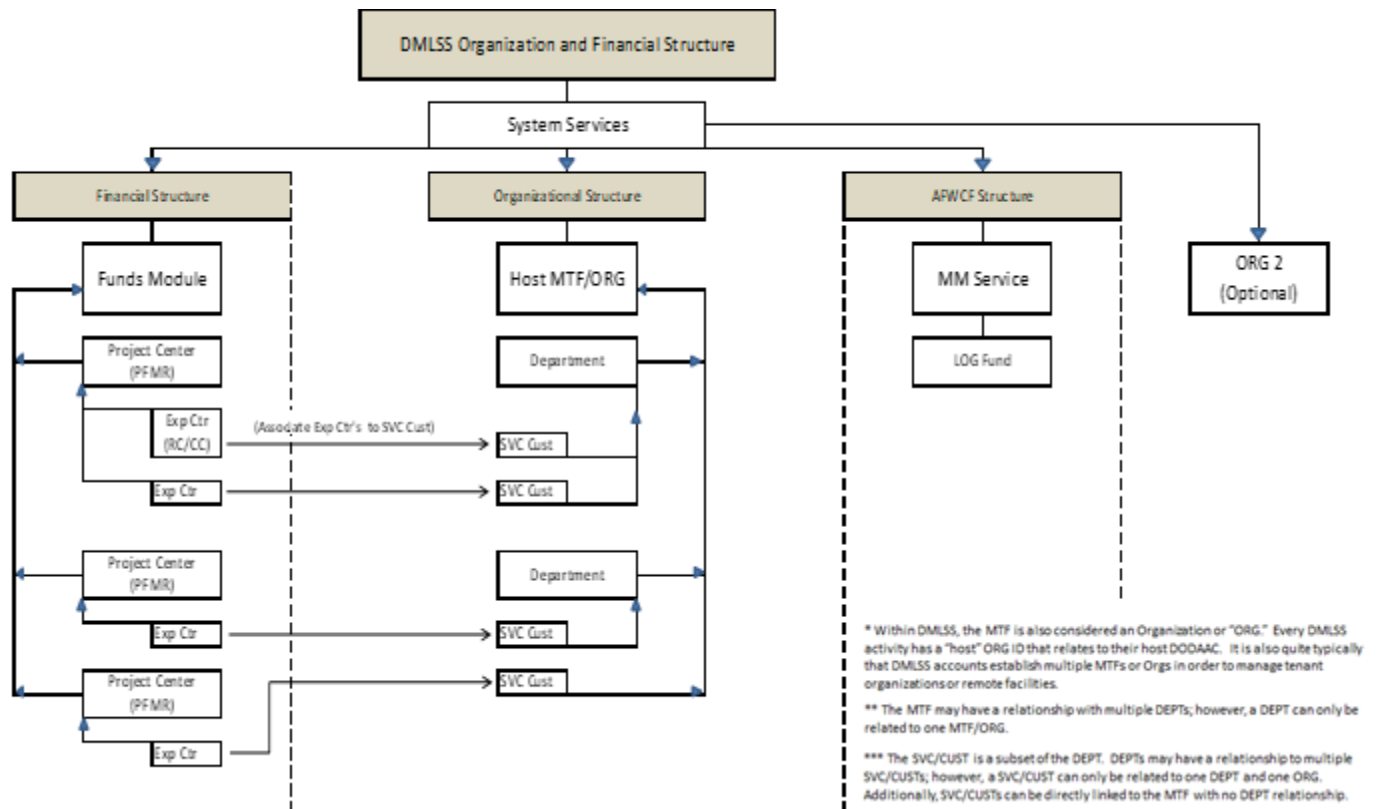
16.12.2. Expense Center. The expense center is the funding checkbook for the SVC/CUST and should be considered equal to the Responsibility Center/Cost Center (RC/CC) for DFAS coordination. The expense center is a six-digit code. It identifies to DFAS who is making the purchase, i.e., the responsible organization(s) and identifies the using organization(s) incurring the cost.

16.12.2.1. The expense center hosts all EORs and provides a breakdown of expenditures and fund balances for the associated SVC/CUSTs. Activities can associate multiple expense centers to accommodate local business practices.

16.12.2.2. While it is possible to load fund targets at the expense center tier, Air Force business requires funds targets be loaded at the project center tier.



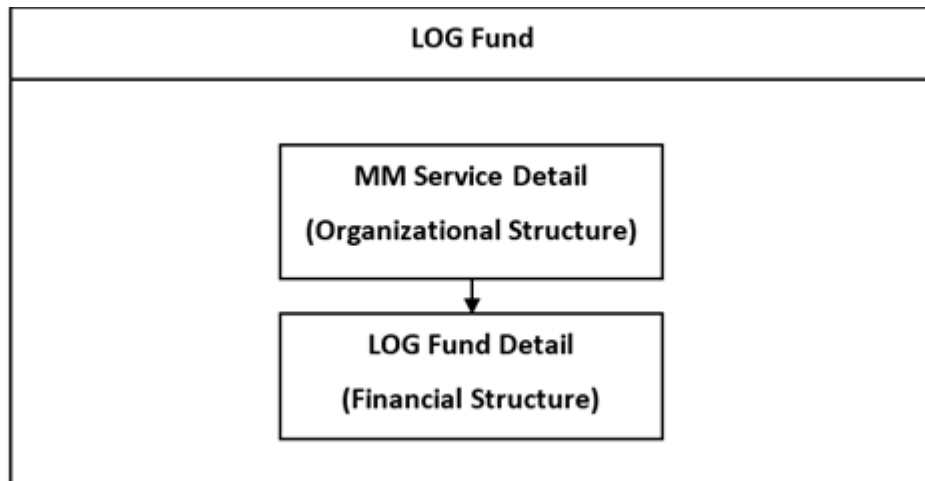
Figure 16.3. DMLSS Organization and Financial Structure.



16.12.3. Balances within each Expense Center are updated by transactions at the EOR level and then rolled up to the associated project center. SVC/CUSTs may have multiple expense centers, but can only have one default expense center. The default expense center is associated with all customer catalog records. It is recommended that only one expense center be assigned per customer.

16.12.4. An expense center can only be related to one project center at a time. If a user changes the project center associated to the expense center, all values, except the target value, are transferred to the new project center. This is not recommended as it can cause problems for DFAS, and any change needs be coordinated between DFAS, Resource Management Office, and Medical Logistics in advance.

**16.13. AFWCF/MDD LOG Fund Structure.** Medical Materiel utilizes the AFWCF/MDD revolving fund as the line of accounting used to purchase commodities from external SOSs. Preset data fields/records that are needed to utilize the AFWCF are contained in the MM Service and the LOG Fund Details (Figure 16.4.).

**Figure 16.4. LOG Fund Relationship.**

16.13.1. MM Service Detail. The existing MTF/Unit organization structure contains four distinct service detail records: MM, EM, MA and FM. Specifically, the MM Service Detail is always associated to the LOG MTF/Unit. Therefore, the settings on this record, and especially the Appropriation Data tab, critically impact the way the Log Department and Log Fund manage orders and allocate funds.

16.13.2. LOG Fund Detail – LOG – Air Force Working Capital Fund. The LOG fund displays the fund position of the LOG activity. The Air Force LOG fund code should be 6B, reflecting a cash source of the AFWCF/MDD. Exceptions to this rule apply to ANG and AFCENT DMLSS units which have dedicated O&M funding streams. Coordinate other fund codes for LOG with AFMOA/SGMO before loading into DMLSS.

16.13.3. DMLSS tracks financial balances within the LOG fund detail. The Air Force Working Capital Fund (AFWCF) is considered a revolving fund. In previous fiscal years the LOG fund target was never used. However, beginning in FY15, the LOG Fund target flag was activated and all AFWCF activities must now load and maintain a target amount in order to procure supplies and equipment. (T-0). Once the available balance within the LOG Fund has been exhausted, DMLSS prevents users from executing any additional orders. If this situation occurs, contact AFMOA/SGMO for guidance.

16.13.4. The Medical/Dental Division reimbursement comes indirectly from the ordering organization's O&M (fund code 2X, 30, etc.) funds. These funding targets are first loaded in the customer's financial system, then in DMLSS at the Project Fund Management Record (PFMR) level, then in DMLSS through the use of a project center and associated EORs, and managed with expense centers and their associated EORs (see paragraph 16.9.). The LOG fund defaults to EOR code 600 – Default Logistics Fund. Additional information on the LOG fund can be found in paragraph 14.9.3.

**16.14. Associating Expense Centers to the Service Customer.** The Service/Customer Detail – Funding Tab (Figure 16.5.) is used to associate expense centers to the SVC/Cust.

Figure 16.5. Service/Customer Detail Funding Tab.

Associated Expense Centers		Non-Associated Expense Centers	
355621	CLINICAL PATHOLOGY	001661	FLEET LOGISTICS SUPPORT
3H5621	LAB INFO SVCS	001662	NAVAL AIR FACILITY
		020170	HQ ANG READINESS
		100171	HQ/AMC SGSR
		100172	LEVEL B LAB REQUIREMENTS
		100200	HQ AFOSI
		103641	421 AMWC/EOS
		148410	435TH AFRC AES WESTOVER
		20101D	BASE JSOH
		203013	89 PRESIDENTIAL LOG
		203510	694 INTEL GRP FT MEAD
		211320	167 AEROVAC MARTINSBURG
		213090	99 AIRLIFT SQUADRON
		214234	89 AFS/TSGT HOLMAN/BROW
		22150C	89 BODY ARMOR
		232000	89 AGS
		234250	TREND WESTERN SUPPLY
		2345A1	FT MEADE
		234T01	TREND WESTERN SUPPLY
		241312	89 CES
		244234	89 AFS/TSGT JACKSON
		24424D	113 AIRLIFT WING
		24442Z	WARFIELD AB ANG

• Default Expense Center: 3H5621 - LAB INFO SVCS

16.14.1. Funding Tab. Use the "<" and ">" buttons to associate and/or disassociate existing expense center records to the service/customer (SVC/CUST). Select the Detail button to view detailed data for an expense center record. Select the New button to create a new expense center record. The Target Flag should be set to Proj EOR for all Air Force SVC/CUST records unless otherwise directed. See paragraph 14.8.1.3 for additional detail.

16.14.2. Default Expense Center. Because SVC/CUST accounts can be simultaneously associated to multiple expense centers, a default expense center must be identified. The association identifies which expense center incurs the obligation when a customer performs a replenishment action.

**16.15. Changes to the ORG Relationship.** Changes to the ORG relationship occur when directed by the DFAS Field Site, AFO, or the unit's Resource Management Office. Do not process these type of changes without supporting documentation and coordination. Use these supporting documents to Quality Control (QC) the DMLSS transaction on the Source Document Control Report, and retain the documents in file.

16.15.1. Coordinate changes with the appropriate DFAS Field Site point of contact prior to establishing or revising expense centers. The field site provides DFAS with a project center number, the expense center number and the line of accounting. Proper supporting documentation includes either the funding document or an email message reflecting the project

center, expense center and line of accounting. The expense center and line of accounting can be obtained from the Resource Management Office or Resource Advisor (RA). If the customer is outside of the treatment facility, that customers unit Resource Management Office or Resource Advisor needs to provide these documents.

16.15.2. Upon receipt of supporting documentation, DFAS loads the project center and the new/revised expense center into the Standard Material Accounting System and the General Accounting and Finance System (GAFS-BQ), or Defense Enterprise Accounting and Management System (DEAMS). After this takes place, Medical Logistics or the Resource Management Office can load the expense center and project center fund targets into DMLSS. Ensuring these procedures are followed reduces and/or prevents transactions from rejecting in Standard Material Accounting System (SMAS), thereby improving the accuracy of financial reports.

**16.16. Managing Funds.** Prior to loading/managing DMLSS funds, managers should understand the following terms, stages of accounting, and funds logic.

16.16.1. Commodity Class. A commodity class is a broad category of materiel segmented by commonality and assigned to new or modified catalog records to identify the correct commodity type. DMLSS uses these classes to group items and determine how the financial transactions are passed to DFAS, e.g., some transactions automatically pass to DFAS with a refund code of N; meaning the item is free to Medical Logistics and/or the customer.

16.16.2. EOR. Every MTF Catalog record is linked to a specific EOR by assignment of a specific commodity class. EOR's are used to manage and track obligations, commitments, and expenses at the EOR commodity class level (see Figure 16.6). A full translation table showing the assignment of EOR to commodity class is available in the TMU within System Services.

**Figure 16.6. Sample Commodity Classes / EORs.**

Commodity Class	Commodity Type	Expend to EOR
Supply Expendable Medical / Nonmedical	Medical/nonmedical items that are not durable. Items are usually expended, consumed, or used one time then discarded.	604
Pharmaceutical	Use for drugs/pharmaceuticals related to Federal Stock Classes (FSC) 6505, 6508, or NDC's.	615
Equipment Expense Medical / Nonmedical	Use for medical/nonmedical equipment with a unit cost less than \$250,000 that meets the criteria outlined in AFI 41-209	624

16.16.2.1. EOR is a DMLSS term. Outside of DMLSS, the Air Force uses Element of Expense & Investment Code (EEIC). The EEIC is a three-digit code used to identify the nature of the services or items purchased for immediate consumption or capitalization.

This code identifies what is being purchased. A two-digit suffix may be added by MAJCOM for a more specific breakdown.

16.16.2.2. Although DMLSS is used by all services, Air Force DMLSS servers are specifically programmed to support the Air Force Working Capital Fund - Medical/Dental Division. The MDD utilizes EEIC 604 (medical supplies and durable equipment), 615 (pharmaceuticals), and 624 (medical expense equipment) and nothing more. Therefore, DMLSS does not support other EEICs for funds control in the IM module.

16.16.2.3. All EORs are automatically related to all expense and project centers. The values in project center EOR records equal the total value of the EOR of all the related expense centers.

16.16.3. Target. Targets are a control mechanism the Resource Advisor (RA) uses to manage the overall operating budget.

16.16.3.1. In DMLSS, the project center target and EOR target amounts are the only fields that should require updating. When a fund target load is completed, the (Sum) EOR Target Amounts field should equal the Project Center Target field.

16.16.3.2. If managers exceed fund targets, they need to provide an explanation as to the reason why.

16.16.4. Commitments and Obligations. The logistics manager should understand the following two stages of accountability: commitments and obligations.

16.16.4.1. Commitment. The commitment stage provides for the administrative reservation of funds. At this stage, a requirement is known but a firm price is not, so a commitment is an estimate for a future obligation. The commitment is only the intent to incur an obligation; therefore, it is not legally binding.

16.16.4.1.1. A commitment against an annual appropriation applies to the funds for the fiscal year in which the obligation is to be incurred.

16.16.4.1.2. Goods or services required must meet a bona fide need in the fiscal year for which the funds are issued.

16.16.4.2. Obligation. Obligations are the legal reservations of a specific amount of funds associated with a firm contract or other obligating document. An obligation represents a legal and binding promise to purchase a service or supply item from a vendor or government source. Only authorized personnel, such as a warranted Contracting Officer or GPC holder, are permitted to obligate Government funds via authorized GPC purchases or signed contractual agreements for goods or services. No other personnel are authorized to commit funds for any reason without the approval of these authorized personnel.

16.16.4.2.1. Never over-obligate the government. The Amount Available for Obligation can never be a negative number. The negative number indicates that a person is one is "broke" in civilian terms. In military terms this means "Non-sufficient Funds." Always ensure a Purchase Requisition document has been Certified by the appropriate Budget Analyst and Certifying Official for an amount at or above the designated amount established for obligation.

16.16.5. Surcharge. A variable percentage markup to the standard price of an asset that reimburses the stock fund and provides an offset to transportation, personnel expenses, inflation adjustments, obsolescence, maintenance and other operating expenses. Since DMLSS and DFAS are only able to store a single surcharge value, all customer expenses are charged the current year surcharge value. Example: A customer orders an item on 15 September 2016. Customer funds are obligated using the FY16 surcharge value. If the materiel is issued to the customer prior to 1 October 2016, then the customer Expense is calculated using the FY16 surcharge rate. However, if the customer request is backordered by logistics and the materiel is not received/backorder released to the customer until after 30 September, then the customer Expense is calculated using the new FY17 surcharge rate.

16.16.6. Discount. The discount field is essentially a negative surcharge rate, allowing the billed price to be less than the advertised unit of purchase (U/P) price.

#### 16.16.6.1. DMLSS MM Project Center Detail Window

16.16.6.1.1. When a fund load is completed, the (Sum) EOR Target Amounts field should equal the Project Center Target field. If managers exceed fund targets, they must explain the reasons.

16.16.6.1.2. DMLSS automatically calculates the commitments, credits, expenses, obligations, R-sales, N-sales, and surcharges for each project center.

**16.17. Loading Fund Targets.** In accordance with AFI 41-209, Chapter 3, the Resource Management Office or Medical Logistics accomplish target loads for medical activities. The Resource Management Office is the recommended fund loading authority. Although Medical Logistics policy/guidance consistently use loading funds, DMLSS is a supply system with targets loaded that indicate funds availability rather than a financial system where the funds actually process. Funds availability and targets are the responsibility of the unit's resource advisor (RA).

16.17.1. Load targets at the project center level. This represents the highest level of visibility in the fund relationship. The project center window looks similar to the expense center window; however, it collects financial data from all of associated expense centers.

16.17.1.1. Funds are controlled by the target flag settings in the MTF ORG and Service/Customer Detail records. The target flag instructs DMLSS to enforce a target amount at the project center, expense center, or EOR level. The setting prevents orders at this level and all subordinate levels from exceeding the established financial target amounts.

16.17.1.2. The target flag set in the MTF/Unit detail record (for all Air Force customers) should be set to PROJ EOR. This means DMLSS validates funds availability at the project center and EOR level. For example, if a customer associated to project center 001 (via the expense center relationship) is placing an order for \$500 worth of supplies; then project center 001 must have a target value and an available balance of at least \$500 in EOR 604.

16.17.1.3. The resource manager loads targets within DMLSS and may elect to set the target flag to Exp EOR. This means DMLSS validates funds availability at the expense center and EOR level. For example, if a customer associated to expense center 3H5610 is placing a pharmaceutical order for \$5,000; then expense center 355610 must have a target value and an available balance of at least \$5,000 dollars in EOR 615. Expense center

activation is case-by-case based on local business practices or guidance found in AFI 41-209, Chapter 3.

16.17.2. Accessing an Existing Project Center. To access an existing project center, either select Funds from the Systems Services Navigate menu or click the Funds icon located on the horizontal toolbar. The Funding-Search window appears (see Figure 16.7.). This window can be used to search all fund records. To retrieve a project center fund record, do one of the following:

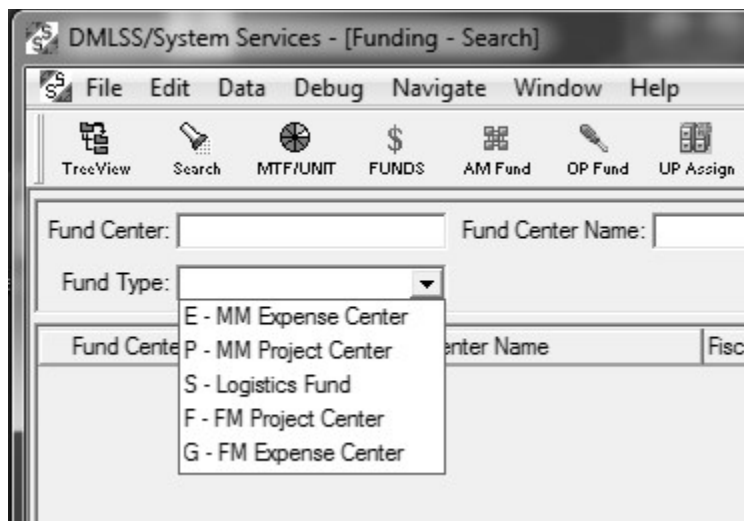
16.17.2.1. Enter the project center ID into the Fund Center field and click Search.

16.17.2.2. Enter the project center name into the Fund Center Name field and click Search.

16.17.2.3. Select P-MM Project Center in the Fund Type dropdown menu and click Search. This option retrieves all project center records.

16.17.2.4. All fund records are retrieved by clicking the Search icon when all three search criteria fields are empty.

**Figure 16.7. Funding – Search Window.**



16.17.3. The MM Project Center Detail window, Figure 16.8., contains all financial information unique to the selected project center. In this window, the financial manager can view/update the project center name, project center target amounts, and target amounts for individual EORs within the project. Additionally, users may view current totals for commitments, obligations, available balances, credits, sales, and surcharge figures for the selected project center. Related expense centers are visible by selecting the Exp Ctrs box.

Figure 16.8. MM Project Center Detail Window.

*Project Center ID: 802		*Project Center Name: LABORATORY	
Project Center Target:	\$434,560.00	Available Balance:	\$60,564.54
Daily Consumption Rate:	\$1,137.20	Projected Exhaustion Date:	09/30/2016
Total Commitments:	\$374,140.15	Total Credits:	\$144.79
Total Obligations:	\$374,140.15	Total R-Sales:	\$0.00
<input type="button" value="Increase"/> <input type="button" value="Decrease"/> <input type="button" value="Move"/>		Total N-Sales:	\$277.10
		Total Expenses:	\$393,960.04
		Total Surcharges:	\$-6,554.86
		Retired:	<input type="checkbox"/> Marked For Deletion: <input type="checkbox"/>
Related Items			
<input type="button" value="Exp Ctrs"/>		<input type="button" value="Departments"/>	
<input type="button" value="Appropriation"/>		<input type="button" value="Exp Ctr Targets"/>	

Element of Resource	Target Amount	Available Balance	Total Commitments	Total Credits	Total Expenses	Total Obligations	Total R-Sales	Total N-Sales	Total Surcharges
639 - CENT PROCURED/MANAGED NON-MEDICAL EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
624 - MEDICAL EXPENSE EQUIPMENT	\$36,760.00	\$8,835.78	\$27,924.22	\$0.00	\$48,825.30	\$27,924.22	\$0.00	\$0.00	\$-906.06
604 - MEDICAL SUPPLIES	\$297,260.00	\$51,622.31	\$345,782.48	\$144.79	\$344,693.79	\$345,782.48	\$0.00	\$277.10	\$-6,040.90
615 - PHARMACEUTICAL	\$540.00	\$106.55	\$433.45	\$0.00	\$441.35	\$433.45	\$0.00	\$0.00	\$-7.90
553 - SERVICE-CONTRACT EDUCATION AND TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571 - SERVICE-CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
582 - SERVICE-CONTRACT INFORMATION TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
549 - SERVICE-EQUIPMENT MAINTENANCE-OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
472 - SERVICE-LEASE/RENTAL OF IT EQUIP&SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
473 - SERVICE-LEASE/RENTAL OF OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
567 - SERVICE-MAINTENANCE FROM OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
568 - SERVICE-MAINTENANCE OF GOVT OWNED IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
569 - SERVICE-MAINTENANCE OTHER THAN IT OR WPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
592 - SERVICE-MISCELLANEOUS CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
574 - SERVICE-OTHER MISC CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22NL - TRANSPORTATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

(Sum) EOR Target Amounts: \$434,560.00

16.17.3.1. Target values are increased and decreased from this window and can be stratified between the EORs. These changes are accomplished with documentation and coordination by the unit's Resource Management Office. Use a funds load sheet to serve as a source and a QC document for each fund load. Note: Target transfers between EORs 604 and 615 also require action by the Resource Management Office.

16.17.3.2. Use the increase, decrease, and move buttons to modify project center fund targets.

16.17.3.2.1. Increase – Use the increase button to load initial or add additional project center fund targets. Load the total project center target being added in the Amount field and associate the target(s) to the applicable EOR(s).

16.17.3.2.2. Decrease – Use the decrease button to decrement the target amount. Enter the total amount being removed in the Amount field and identify the EOR(s) in which that amount is being removed.

16.17.3.2.3. Move – Use the move button to move a target amount from one EOR to another.

16.17.3.3. The project center target and EOR target amounts are the only fields that should require updating. When a fund target load is completed, the (Sum) EOR Target Amounts field should equal the Project Center Target field.

16.17.3.4. DMLSS automatically calculates the commitments, credits, expenses, obligations, R-sales, N-sales, and surcharges for each project center.

16.17.3.5. Check the Marked for Deletion checkbox to mark a project center fund record for deletion. Usually, DFAS or the resource advisor directs this action if/when the project center is no longer required. 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 remains visible in DMLSS but rejects additional financial activity.

**16.18. DMLSS Financial Transactions.** The IM Transaction History and Source Document Control Report provide records of auditable financial transactions. Each cost center and fund target balance change are assigned the applicable transaction code and a document number with an alpha prefix in the first position of the serial number. Project center transactions are internally audited by the system; meaning, DMLSS captures the type of change along with the date, User ID, and other information.

16.18.1. The Transaction History module maintains a 24-month history of transactions that users can access to review for reporting purposes or to correct errors. The following transactions codes are recorded in the transaction history from actions taken in within the Funds Module in System Services:

16.18.1.1. ECC/RCC – Establish/Revise Customer Organization. ECC and RCC transaction codes are used when establishing and revising records within the logistics department and service detail records, plus MTF/Unit, Department, and service/customer (SVC/CUST) detail records.

16.18.1.2. ESP – Establish Funds Information – This transaction is used when a new project record is established in System Services.

16.18.1.3. ADP – Fund Target Balance Changes. The ADP transaction is used to adjust the project center/PFMR target dollar amounts.

16.18.2. Since the specific transaction codes for funding changes are ESP and ADP, the user may choose to click on the ADP/ESP option in the search criteria to limit the search to only those centers and transactions.

16.18.3. Source Document Control Report. Use this report to compare source documents to processed ECC, RCC, ESP, and ADP transactions. See Chapter 17 and AFI 41-209, Chapter 2 for additional guidance on Quality Control.

### **16.19. End of Period (EOP) Process.**

16.19.1. DMLSS provides for a one-way interface with DFAS via the EOP process. The different EOP processes (EOD, EOM and EOFY) are used to close out one business period and begin another. They are necessary to activate required processes, transmit files, produce necessary reports, back up records, and purge information no longer needed in the system.

16.19.2. EOD. EOD is set to process automatically, Monday through Friday, at a predetermined start time. During EOD processing, DMLSS compiles financial data and sorts that data into several different files that are interfaced with the DFAS system. These files reflect transactions that have affected financial balances since the previous EOD process. The files are separated by Obligations (both LOG and customer), Receipts, Sales, Inventory Adjustments, and the Project Center balances.

16.19.2.1. DMLSS creates up to five finance files during the end-of-day (EOD) (EDI files 812, 814, 821, 846, and 861). See paragraph 15.15.1.

16.19.2.2. During the EOD process, transactions are summarized by SOS type and DFAS document number. Transactions are written to one of the five EOD files and transmitted

to DFAS from the DMLSS DCM module. DMLSS passes all detail line item level transactions to DFAS.

16.19.3. End-of-Month (EOM). The EOM process closes a monthly business period and begins a new monthly business period. The EOM is set to run automatically immediately following the last EOD of the month.

16.19.3.1. Two files are specifically produced at the end of each EOM cycle to reconcile DFAS data, the Financial 864 – Due-In/Due-Out Reconciliation file (paragraph 16.24.2.3), and the Financial 821P – Depreciation file. Equipment meeting depreciation requirements including any gains, losses, and monthly depreciation amounts is reported to General Accounting and Finance System-Rehost (GAFS-R). Both reports can be retrieved and viewed by accessing Materiel Management within Business Objects from the DMLSS main menu.

16.19.3.2. Additionally, the Balance List by Accounting Requirement Code & Stratification Report, Equipment Balance Report, and Due-In/Due-out Files are produced. These files are sent to DFAS and/or AFMOA/SGM from the DMLSS DCM module.

16.19.4. EOFY. The EOFY automatically processes after the September end-of-month (EOM). During the EOFY processing, all expense centers, project centers, and LOG fund record balances are reset to a zero balance. The LOG fund then repopulates commitments with the current active due-in dollar value for all external orders. The AM fund records are disassociated from the current year fund records and the available balance is adjusted to zero. New FY fund records are created and automatically associated to assemblages which contained the Prior Fiscal Year (PFY) fund records. The following actions automatically occur as part of the EOFY process:

16.19.4.1. Financial records are reset. All customer/expense and project center fund targets and balances are reset to zero.

16.19.4.2. Inactive customers are deleted.

16.19.4.3. The EOFY Funds Report is generated detailing the position of the LOG fund and all project and expense centers.

16.19.4.4. The FY indicator is changed, and new FY financial records are started.

16.19.4.5. A database backup is performed.

16.19.5. Additional EOFY Procedures. In conjunction with the automated EOY process, Medical Logistics should perform the following list of functions leading up to the EOFY:

16.19.5.1. Obtain and adhere to all instructions received from AFMOA/SGM.

16.19.5.2. Inform all system users when the EOFY cycle occurs and when they should have their work completed and be logged off the system.

16.19.5.3. Provide training to the Resource Advisor(s) on how/when DMLSS interfaces with DFAS.

16.19.5.4. Be aware of anything which could potentially cause a disruption in DMLSS processing (e.g., scheduled power outages, and replacement of network components). Alert all users, as well as the regional SA and/or AFMOA/SGMO staff.

16.19.5.5. In IM, ensure all delivery lists are completed prior to processing the last September EOD. Failure to comply causes those issue transactions to post to the new FY.

16.19.5.6. Process all AFWCF/MDD GPC receipts and issues. Resolve all issues on the IM Delinquent Purchase Card Reconciliation Report, Part I. This includes cardholders and approving officials fully reconciling orders within DMLSS.

16.19.5.7. Correct Auto Receipt Failure Pending Actions. Ensure all auto receipt failures are investigated and resolved. An Auto Receipt failure is the result of two possible problems: (1) The customer has the Item ID(s) and customer location frozen for a CAIM physical inventory or (2) The quantity of the LOG due-out/Customer Due-in is greater than the cumulative total of the customer due-out.

16.19.5.8. Resolve any CAIM Unexecuted Orders: Prior to 30 September, process the CAIM Unexecuted Orders Business Objects report. Review the outstanding due-outs which reside in the CAIM Build/Process/Submit (BPS) module. Coordinate with the applicable supply custodian and process or delete these orders as necessary.

16.19.5.9. Review and work the IM Pending Issue Research Report: This report requires no criteria to process. Its intended purpose is to alert logisticians when an issue cycle for a particular Item ID(s) has not completed to the fullest extent. The causes for items appearing on this report are: (1) Incomplete processing of the IM Delivery List, (2) Incomplete Pick lists, or (3) Auto Receipts Failed.

16.19.5.10. Resolve out of balance project centers/expense centers. If the account has negative (-) balances against project centers at EOFY, this can be caused by several situations which include; setting the Target Flag to NONE, price changes posted against current fiscal year due-outs, and/or Purchase Card Adjustment (PCA) transactions posted as the result of purchase card reconciliation.

16.19.5.11. Create new project centers/expense centers. Accounts are reminded that the creation of any new project centers or expense centers is accomplished by fully coordinating first with the Resource Advisor and supporting DFAS Operating Location representative prior to loading targets. These preliminary steps help eliminate potential conflicts between DMLSS and the Funds Control module of the Standard Material Accounting System (SMAS).

16.19.5.12. Ensure that the normal weekly back-up tape is labeled and loaded into the backup tape drive.

16.19.5.13. Monitor the DCM Search and DCM Monitor modules to ensure that all files are transmitting properly. After the EOFY completes, check DCM to validate if all DFAS files transmitted successfully.

16.19.5.14. Monitor the DMLSS SA Tool. Look for any processes which fail to complete. Capture any errors from the EOP Log files and report them to the SA, Regional SA, and AFMOA/SGMO.

16.19.5.15. Be prepared, upon request, to forward the Balance List by Accountability Requirements Code (ARC) and Stratification (Strat) Report to the Finance point of contact as soon as possible. Note: Only send the FY ARC 1 & ARC 2. Line 11 of this report indicates Medical Logistics ending inventory for the reported period.

16.19.5.16. Coordinate closely with the Finance point of contact to ensure differences are identified and corrected so the Medical Materiel Management Report agrees with the ARC Report. The Medical Materiel Management Report is produced by Finance. Line 11 should be reconciled to Line 11 of the ARC Report. The ending balances on the 30 September Medical Materiel Management Report (Pages 1 & 2) Line 11 must agree with Line 11 of the ARC Report (ARCs 1 & 2).

16.19.5.17. After the EOFY is completed, validate that the new surcharge, maintenance labor rate, and LOG Fund target have been updated. This is typically accomplished by AFMOA/SGMO. To manually update or validate the new surcharge, open System Services; select Search; click dropdown on Type; select Materiel Mgt from dropdown menu; select Search on the right-hand side menu and then, select Detail. Update the Surcharge field accordingly and only when instructed by AFMOA/SGMO.

16.19.5.18. Ensure either the Resource Management Office or Logistics loads new expense and project center targets upon receipt from the Resource Manager. Customers cannot place orders until this is accomplished.

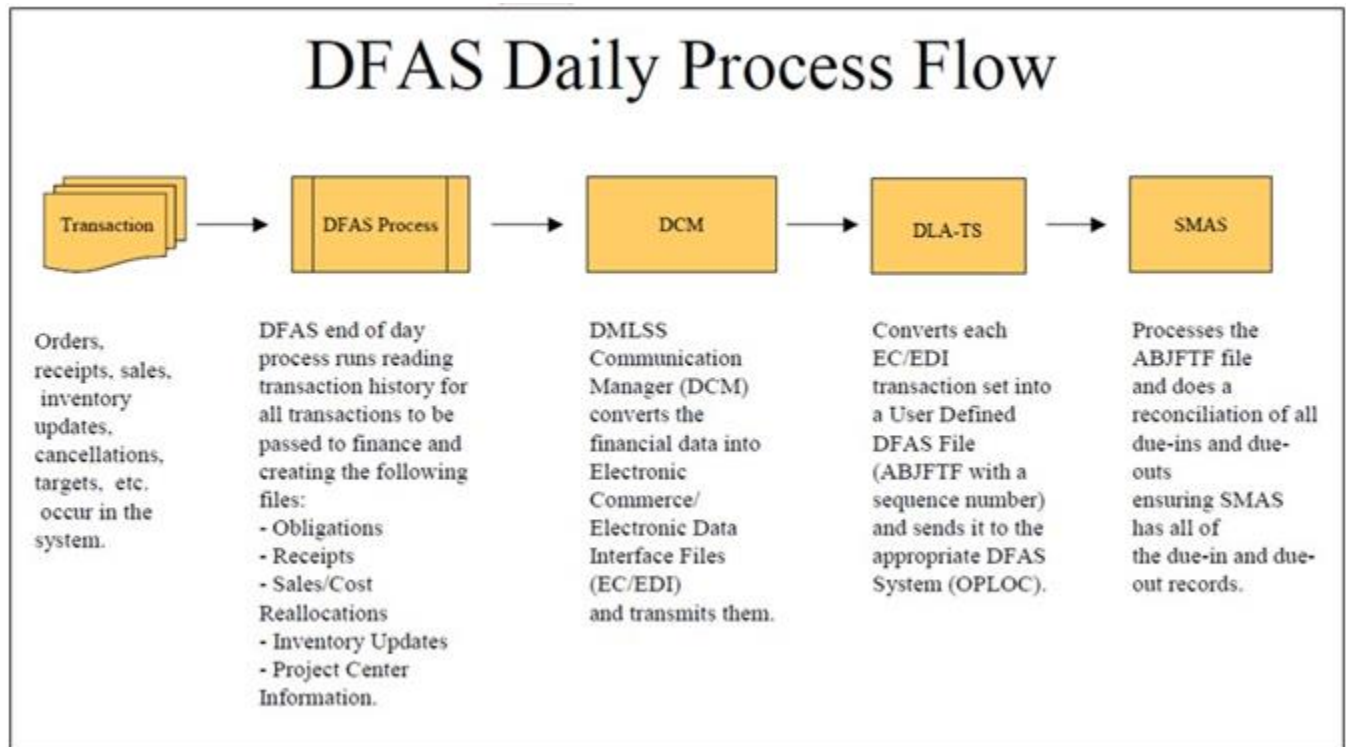
**16.20. Transmitting Financial Files via the DCM Module.** During EOP processing, the DFAS process is activated and all transaction files are read. The finance transaction files are created and sent to DFAS from the DCM module.

16.20.1. Review DCM Search daily to ensure all transaction files, including financial, are successfully transmitted and received as a result of the previous day's business. See Chapter 15, paragraph 15.15.4.

16.20.2. Being proactive minimizes the risk of potential funding disparities between DMLSS and Standard Material Accounting System (SMAS), or DMLSS and GAFS-R (BQ) or Defense Enterprise Accounting and Management System (DEAMS). DMLSS users should utilize the DCM Search or DCM Monitor modules within System Services as the primary tool for this oversight. Logistics accounts are also encouraged to periodically contact their supporting DFAS OPLOC to ensure that all DMLSS files have been properly processed.

16.20.3. If the transaction files did not successfully transmit, follow the instructions in Chapter 15, paragraph 15.16.

**16.21. Flow of the Financial Interface.** DMLSS transmits all financial data via the DCM to DLA Transaction Services, see Figure 16.9. They serve as the DoD translator allowing the DoD supply systems such as DMLSS, to forward transactions, in the correct format, to their proper destination, e.g., Finance.

**Figure 16.9. DFAS Daily Process Flow.**

16.21.1. DLA Transaction Services converts each Electronic Commerce/Electronic Data Interchange transaction set into a user defined DFAS file and sends those files to the appropriate DFAS system. Files that are unreadable by DLA Transaction Services are returned to the sending base as a transmission error in DCM. Files that fail to transmit show up in the IM Inbox with a message of either Transmission Failure or Financial Failure. The DMLSS Systems Administrator at the MTF needs to resend failed files (paragraph 15.16). Financial and/or format failures need to be analyzed and corrected by JMLFDC.

16.21.2. The monthly Due-In/Due-Out EDI 864 file is queued in the DCM for transmission to DLA Transition Services who converts the EDI transactions into a user-defined ABJDIF file and sends it to the DFAS system.

### ***Section 16C—Interfacing With Finance***

**16.22. Financial Interface Overview.** When working with organizations outside the treatment facility such as DFAS or the local finance office, it can be advantageous to understand their organizational structure and their relationship with other organizations. This section explains the DFAS organization and how our DMLSS financial files interface with their financial accounting systems.

### **16.23. Finance Organizational Structure and Support Functions.**

16.23.1. DFAS. The activation of DFAS in 1991 also created five service-aligned regional DFAS sites. DFAS Columbus (DFAS-CO) is aligned with the Air Force.

16.23.2. SAF/FM. SAF/FM serves as the Air Force focal point for all financial operations, and in this role, provides oversight of financial services offices (FSO).

16.23.3. Wing/base. Base comptrollers are responsible for financial planning, controlling, reporting and advisory services. Each comptroller accomplishes these responsibilities with the help of two flights—the financial analysis flight (FMA) and the financial services flight (FMF).

16.23.3.1. Financial Analysis Flight (FMA). FMA's role is crucial to the accounting process. It receives the initial funds at the beginning of each fiscal year and is responsible for distributing these funds to base organizations. FMA handles the accounting processes at base level while serving as a liaison between the base organizations and the DFAS. This flight has the overall responsibility for commitment accounting, including:

16.23.3.1.1. Receiving daily AF Form 9, *Requests for Purchase*, reviewing and certifying commitments from base agencies.

16.23.3.1.2. Performing certification for the GPC program, fund cite authorizations, fund control messages, and other funding authorizations.

16.23.3.1.3. Performing follow-up to ensure the obligations are processed into Integrated Accounts Payable System (IAPS).

16.23.3.1.4. Assisting DFAS in following up on dormant funds and reconciliation.

16.23.3.2. Financial Services Flight (FMF). FMF provides services such as pay and travel counter service.

#### **16.24. Financial Accounting Systems / Interface Process.**

16.24.1. General Accounting and Finance System-Rehost (GAFS-R). GAFS-R is the primary accounting system in Finance. It updates and maintains accounting records for commitments, accounts payable, accounts receivable, expenditures, and collections. GAFS-R has an assigned system code of BQ, and both terms are used interchangeably. While GAFS-R is the primary accounting system, there are numerous other systems that assist in the accounting process. These systems perform various functions to streamline transactions and alleviate manual processing. Although each system performs its own functions, the transactions eventually update GAFS-R.

16.24.2. Standard Material Accounting System (SMAS). SMAS is an on-line general ledger system that provides accounting and reporting for all Air Force Working Capital Fund supply management activities. DMLSS finance files are first received and processed against the DFAS Funds Control portion of SMAS.

16.24.2.1. The Funds Control System of SMAS performs the following functions:

16.24.2.1.1. Performs initial edit checks of the transactions. Note: Some DMLSS transaction codes are translated by Funds Control into a Transaction Identification Code, TRIC, which could be different than what shows in DMLSS. Example: DMLSS converts a cancellation transaction, DQC, into TRIC KRK.

16.24.2.1.2. After receiving and verifying the data, Standard Material Accounting System (SMAS) processes the daily, Header Name: ABJFTF, file and performs the appropriate General Ledger Account (GLA) updates based upon the transactions sent from DMLSS. This action updates the Project Funds Management Record (PFMR) and cost center related financial data.

16.24.2.1.3. Routes the transactions either back to Standard Material Accounting System (SMAS) or forwards them to Integrated Accounts Payable System (IAPS). SMAS updates the General Ledger Account (GLA) records and passes on customer obligation and expense transactions to General Accounting and Finance System-Rehost (GAFS-R).

16.24.2.2. The following categories of transactions are processed by Standard Material Accounting System (SMAS):

16.24.2.2.1. Transactions related to inter-fund billing, mainly between Defense agencies. These transactions include ESD, PCZ, RRD, and DQC type transactions for all sources not handled by the Integrated Accounts Payable System (IAPS). The Standard Material Accounting System (SMAS) also processes the above transactions for purchase card buys and maintains due-ins until receipt. GPC receipts delete the due-in and post the receipt value to a suspense accounts payable General Ledger Account (GLA). The payment of GPCs is accomplished through IAPS with the payment information passed to SMAS to reduce the GPC suspense accounts payable account and update other appropriate general ledger accounts.

16.24.2.2.2. All transactions that affect financial inventory balances, general ledger account codes (GLAC) and stratification of the Air Force Working Capital Fund - Medical/Dental Division stock record account are processed by SMAS. This includes inventory increases, decreases, and price changes as well as issues, receipts, and all adjustments.

16.24.2.3. During end-of-month (EOM) processing, SMAS processes the Due-in / Due-out Reconciliation file, sends a copy to IAPS, and performs the due-in and due-out reconciliation. This is to verify the due-in and due-out records exist in SMAS and IAPS. Any due-in record differences between the DMLSS and DFAS are identified on a SMAS or IAPS Report and SMAS / IAPS personnel should take the appropriate action to correct the difference with the assistance of Logistics personnel (if required). The due-out values by expense center are totaled and compared to the Funds Control function of SMAS. Any differences are posted as RDO transactions and passed onto General Accounting and Finance System-Rehost (GAFS-R) or Defense Enterprise Accounting and Management System (DEAMS) for expense center due-out (obligation) updates.

16.24.2.4. Products. The primary output product produced by Standard Material Accounting System (SMAS) is the trial balance and Medical Materiel Management Report (MMMR). It also produces other financial management reports when needed.

16.24.2.4.1. Funds Summary List (FSL) – Use this report to reconcile current fiscal year funds control PFMR values to the equivalent DMLSS project center values.

16.24.2.4.2. Medical Materiel Management Report (MMMR) – This report is used to evaluate the financial posture of the AFWCF/MDD inventory, and also in the preparation of financial plans and budget calls. The Medical Materiel Management Report (MMMR) provides a stratification of the financial value of opening inventory, year-to-date increases and decreases, ending inventory, due-ins, materiel in-transit, and due-outs. The report is generated monthly by Finance for the base and AFMOA/SGM.

16.24.2.4.3. Trial Balance – Each month the DFAS field site prepares and submits a trial balance report to the DFAS-CO. The trial balance is the official accounting record used in the management of the AFWCF/MDD. It contains summary dollar data as of the reporting date for all United States Standard General Ledger (USSGL) accounts.

16.24.3. Integrated Accounts Payable System (IAPS). IAPS is an on-line/vendor payment processing system. It was designed to automate the accounts payable process for non-government vendors/companies. The system code for IAPS is TQ. Much of the data entering Integrated Accounts Payable System occurs from interfaces, e.g., DMLSS or SPS. IAPS also interfaces with General Accounting and Finance System-Rehost (GAFS-R).

16.24.3.1. The following categories of transactions are processed by IAPS: Vendor Pay (local purchase) transactions including ESD, RRD, RND, DQC, and price changes for items ordered via Contracting, and Blanket Purchase Agreements (BPAs). All other transactions are processed by SMAS.

16.24.3.2. Due-in and receipt transactions related to local purchase through Blanket Purchase Agreements (BPAs) and Contracting (SOS Type Code CON) are first routed to IAPS for processing of payment actions and then passed back to SMAS for General Ledger Account (GLA) updating of financial balances. Transaction rejects in IAPS are not passed to SMAS for posting until the reject is corrected and processed.

16.24.4. Commanders' Resource Integration System (CRIS). The CRIS is Finance's automated query, reporting and analysis tool for Air Staff, Major Commands (MAJCOM), Forward Operating Agencies (FOA), Direct Reporting Units (DRU), and base-level reporting functions. It uses daily feeds from several source systems to provide an overall accounting picture for Resource Advisors (RA's) and other financial managers. Specifically, Resource Management Office uses the CRIS data to access the operating budget ledger (OBL) which is the most important snapshot of financial activity the Resource Management Office (RMO) has. CRIS also shows status of funds including direct expenses charged to the work/cost centers. CRIS provides flexibility to create customized reports.

16.24.5. Defense Enterprise Accounting and Management System (DEAMS). DEAMS is being implemented throughout the Air Force. It is a joint initiative designed to replace, at a minimum, the Base Accounts Receivable System (BARS), General Accounting and Finance System (GAFS), Integrated Accounts Payable System (IAPS), and the Automated Business Services System (ABSS).

## **16.25. Contracting systems that interface with Medical Logistics and Finance.**

16.25.1. Standard Procurement System (SPS). The SPS is maintained by the Air Force Base Contracting Office (BCO). It is used for automatic processing of contracts that have been awarded for goods or services being purchased. The data from the awarded contracts is consolidated into a file that interfaces with Integrated Accounts Payable System (IAPS) daily. The SPS interface occurs automatically during IAPS end-of-day processing.

16.25.1.1. DMLSS-to-SPS Interface. The DMLSS-SPS interface allows logistics to electronically transmit purchase requests to their supporting BCO and receive contract award data from SPS. The DMLSS-SPS interface orders traverse through DLA Transaction Services. (Note: This particular interface is only available at locations with a supporting BCO that utilizes SPS).



16.25.2. iRAPT (Invoicing, Receipt, Acceptance, and Property Transfer). iRAPT, replacing Wide Area Workflow (WAWF), is a secure Web-based DoD-wide application designed for electronic invoicing, receipt, and acceptance. It creates a virtual folder to combine the three documents required to pay a vendor – the contract, the invoice, and the receiving report.

16.25.2.1. DMLSS currently has a working interface with iRAPT for DPV (Prime Vendor) orders. Prime Vendors provide advance shipment notifications in the form of EDI 856 transaction sets. These 856 files flow through iRAPT. iRAPT attaches shipment/invoicing information to the EDI 856 files and allows the user to verify receipt of materiel. The future of the DMLSS-iRAPT interface includes data exchange for other SOS types including: BPA, CON, DBP, ECA, RPV, and VPV.

16.25.2.2. Receipt Acceptance. The interface uses public key infrastructure (PKI) to electronically bind the digital signature of the receiver in DMLSS and provide proof that the user (electronically) signed the document with the contents. It is important to ensure user POC information is correct within DMLSS. The Receipt Acknowledgment contains this POC information which includes Name, Phone Number, E-mail Address and User ID in the receipt financial file. Upon physical receipt/acceptance of the item, DMLSS generates a Receipt Acceptance (EDI 861) to iRAPT in addition to the Receipt (EDI 527) to DLA Troop Support Medical for SOS types DPV, and DLA. Note: The EDI 856 must first update the LOG due-in detail record in order for DMLSS to furnish iRAPT with an EDI 861 receipt acknowledgement.

16.25.2.3. iRAPT combines the invoice with receipt notification and sends to DFAS for payment.

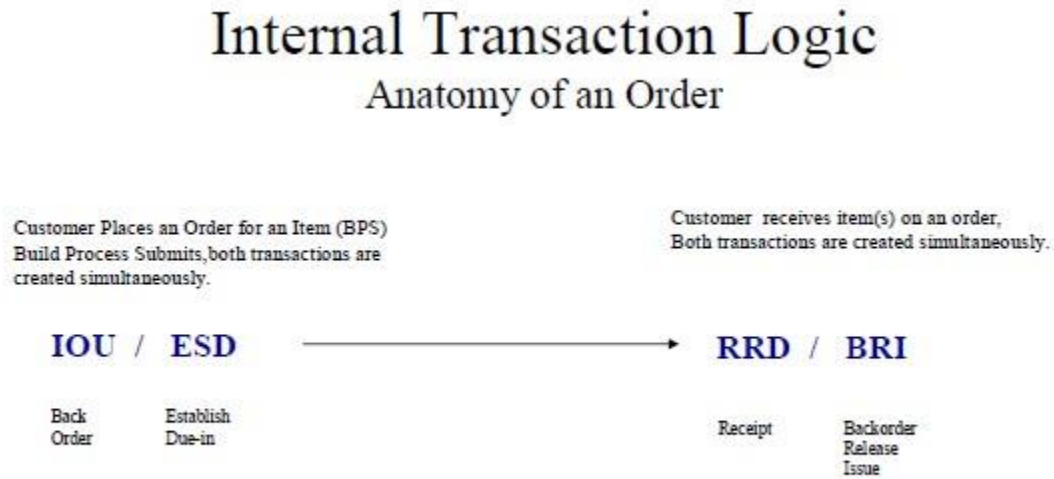
### ***Section 16D—Financial Management***

**16.26. Financial Management Overview.** This section helps logistics managers understand when and where their funds are being expended, and how to establish controls and procedures so monitoring of orders, receipts, and backorders can be done routinely and effectively. This includes interpreting the DMLSS transaction history, data found in EOP financial files, and supporting documentation to fully understand and possibly resolve funds out-of-balance situations, rejected transactions in Standard Material Accounting System (SMAS), and/or deciphering financial management reports.

### **16.27. Customer Transactions.**

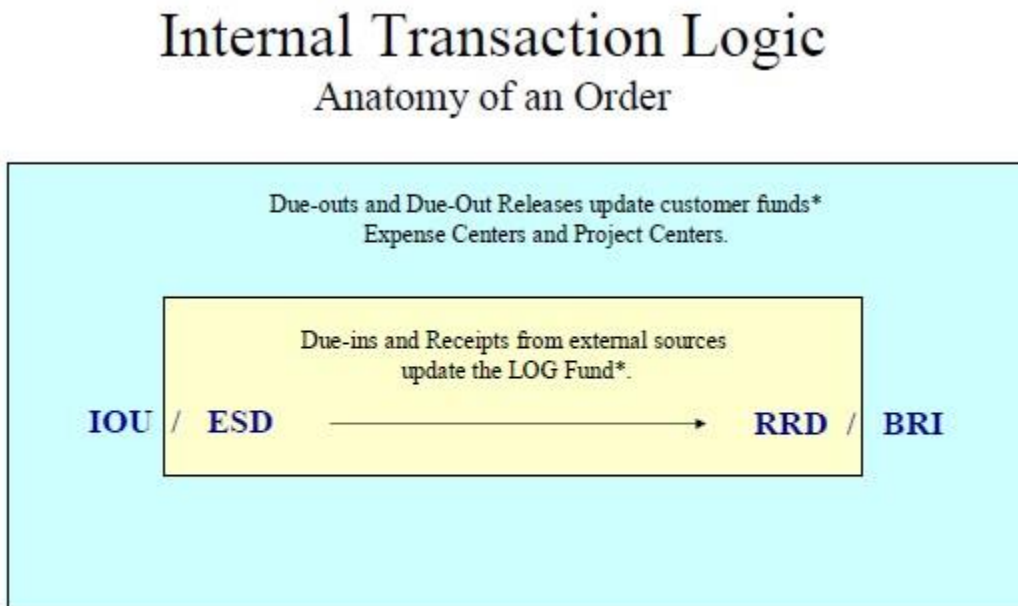
16.27.1. The left side of Figure 16.10 shows the transactions (IOU and ESD) that are posted in DMLSS when a customer places an order, and the right side of the graphic shows the resulting RRD and BRI transactions posted when the item is available and issued back to the customer.

Figure 16.10. Anatomy of an Order.



16.27.1.1. Obligating Customer Funds. Customer funds are obligated for Medical/Dental Division (MDD) materiel at the time issue requests are accepted and recorded in DMLSS. The obligation is recorded against the current appropriation on that date. Figure 16.11 illustrates the transactions (IOU and BRI) that update the customer funds compared to the transactions (ESD and RRD) that update LOG funds.

Figure 16.11. Anatomy of an Order / Update of Funds.

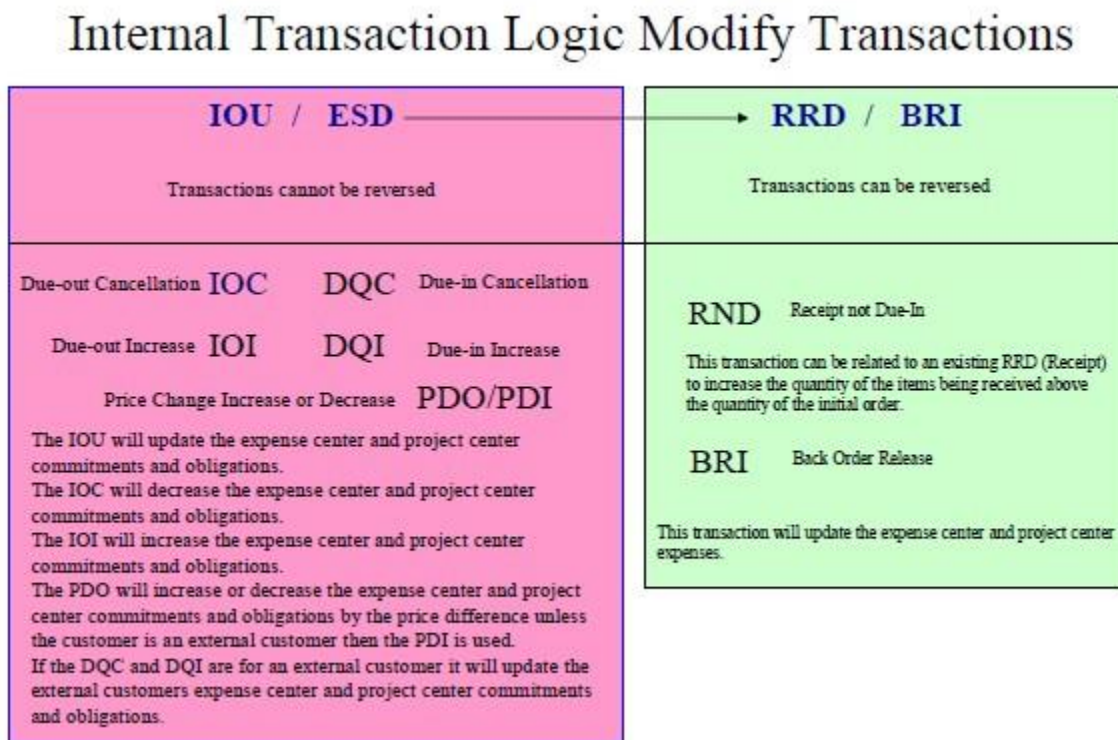


\* Transactions must be reimbursable.

16.27.1.2. Factoring in Surcharge/Discounts. In Fiscal Year 2016, the Air Force Working Capital Fund surcharge rate was established at a negative 1.78%. All customers actually received a discount when making purchases. Here’s an example on how it works: A customer has \$100.00 loaded into their Project Center target. The EOR Target now equals \$100.00. The customer purchases an item with a cataloged unit price of \$100.00. DMLSS records the customer obligation and commitment at the discount amount of \$98.12, and posts an available balance of \$1.78. Upon processing the LOG issue and customer receipt, the system maintains the same obligation/commitment amount (\$98.12); however, the system reflects the true Total Expense as \$100.00 with a total surcharge of \$-1.78.

16.27.1.3. Additional Transaction Modifications. Many internal/external DMLSS transactions are used to update and modify customer orders. Some of these are listed in Figure 16.12.

**Figure 16.12. Additional Transaction Logic.**



16.27.2. The available financial balance is computed by the following formulas:

16.27.2.1. Log Fund for Stock Funded Logs.  $Target - Obligations - Commitments = Available\ Balance$

16.27.2.2. Log Fund for O&M Funded Logs for deployed sites.  $Target - Obligations - Commitments = Available\ Balance.$

16.27.2.3. Project Centers and Expense Centers.  $[(Target + R-Sales + Credits) - Obligations] = Available\ Balance.$

**16.28. Business Objects Financial Reports.** DMLSS Business Objects reports can assist with financially reconciling with DFAS. These DFAS BO reports can be accessed by starting Business

Objects and selecting the Materiel Management subheading. The program opens and displays the Business Objects Standard Report viewer. The following standard DFAS reports are available from this viewer option:

16.28.1. Sales in DFAS. Identifies sales transactions, transaction codes and the document numbers, transmitted for an entered date range. DMLSS sales and issue transactions are rolled together on this report when predetermined information is identical, to create one interface sales transaction. This report shows the interface transaction to Standard Material Accounting System (SMAS) as well as the DMLSS detail transaction that make up the single sales transaction.

16.28.2. Obligations in DFAS. Identifies obligation transactions transmitted for an entered date range. The obligation transactions include increases, decreases, and price changes to LOG obligations and customer obligations. LOG obligations are orders to outside sources. Customer obligations are orders to LOG. This report reflects the obligation transaction update sent to DFAS and the DMLSS transactions that make up the obligation transaction. It reflects transactional information along with the document numbers used to create the obligation transaction.

16.28.3. EDI 527R Tailored Vendor Relationship (TVR) PV Receipts by Call. Lists Prime Vendor orders by call number. This report contains the call number, contract number, SOS code, transmission indicator, and total price. Once Prime Vendor receipts are processed in DMLSS, the EDI 527R is generated after three EOD cycles. All EDI 527 files are transmitted to DLA Troop Support and are posted in the Enterprise Business System and Medical Reconciliation Application (MRA) systems. Receipts are not reversible once the 527R is generated.

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

16.28.5. 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. These are LOG receipt actions and are normally one for one.

16.28.6. Inventory in DFAS. Identifies inventory transactions transmitted for an entered date range. The report shows the transaction passed to Standard Material Accounting System (SMAS) and the DMLSS transactions that are rolled together to make up the inventory transaction. For example, instead of 100 PCZ transactions, DMLSS passes a single net change transaction. The old price or new price will be .01 and the opposite price is the net change plus a penny. This report reflects transactional information along with the document numbers used to create the inventory transaction.

16.28.7. Balance List by Accountability Requirements Code (ARC) Stratification. The Balance List by ARC Stratification reflects the DMLSS inventory balance position for the selected month. The Business Objects report name is BalanceInDFAS\_AF. The report resembles the DFAS Medical Materiel Management Report (MMMR). Note: ARC is a DMLSS term that equates to the expendability code in Finance.

16.28.8. Project Funds Management Record (PFMRs). In DFAS, this report reflects the project center's detail status that has been reported to DFAS.

16.28.9. Depreciation in DFAS Report. This report reflects the EM transactions used to make up the values reported to General Accounting and Finance System-Rehost (GAFS-R) in the depreciation interface.

16.28.10. Expense Center Details and Project Center Detail Reports. This report shows the transactions for the date range entered that affected the funds for that date range. If the beginning of the FY date is used as a start date and the current date is used as an end date, the values should match details in the Expense/Project Center Fund record displayed in System Services.

16.28.10.1. The Expense Center Detail\_AF report is used to query by expense center and identifies how funds for a particular expense center have been updated. For example, this report can be used to give Pharmacy a total value of obligations for a given period of time.

16.28.10.2. The Project Center Detail\_AF contains both summary and transaction level information. This report lists information on all expense centers associated to the project center with obligations, expenses, surcharges and credits for each, and the total for the project center.

16.28.10.3. The expense center and project center detail reports should be run when a difference between CRIS and DMLSS is reported by Resource Management Office (RMO).

16.28.11. AM Funds Detail Report. The AM Funds Detail Report does the same thing for AM funds that the expense center and project center reports do for customer funds.

**16.29. AFMOA/SGM Financial Products.** AFMOA/SGM produces a wide range of financial management reports that are available to site managers via the Air Force Medical Logistics website. During end-of-month (EOM) processing, DMLSS automatically generates and transmits selected (D0) reports containing financial/management data to AFMOA/SGM. This data, combined with the monthly Medical Materiel Management Report (MMMR) and Trial Balance sent from DFAS, is used to create the various financial reports available on their website.

16.29.1. Medical Materiel Management Report. This report is generated in Standard Material Accounting System (SMAS) as a result of transactions passed each day. The AFMOA version is slightly different than the actual report from finance primarily because there are no line descriptions and no summary lines except line 11. Logistics should compare this report to the one received from finance to ensure lines 11-14 are the same because finance has the ability to exhibit a different line 11 than the calculated totals. Review this product for obvious errors and questionable entries and provide AFMOA/SGMO/Business Analysis additional explanation for questionable transactions.

16.29.2. Base Analysis Report. This report is generated at AFMOA/SGM and provides a comparison between the various products. In essence, this report reconciles finance to Medical Logistics and also finance to finance. It provides a few other valuable figures, such as days and months of stock on hand and on order, monthly and annual inventory turns, and percentage of excess and economic retention stocks as related to the site's total operating stock.

16.29.3. Operating Budget Statement (OBS) Report. This report is generated from the official trial balance that was submitted by DFAS. It is not segregated by inventory code, and many of the lines are a summary of both gains and losses for a particular action. This product is a

different view of the Medical Materiel Management Report (MMMR) and presents a financial look at the individual transactions processed.

**16.30. Improving Financial Management Effectiveness.** DMLSS users have a responsibility to protect both the AFWCF/MDD and local O&M resources. Effective use of the following DMLSS processes and management tools make this possible.

16.30.1. Catalog Records. Understand the relevance of building correct catalog records and updating fields correctly before processing transactions in DMLSS. Pay particular attention to the following:

16.30.1.1. Refund Code. AFWCF/MDD customer orders should always be funded with only a few exceptions, e.g., requested Tri-Service Medical Excess Distribution System (TRIMEDS) excess. Thus, DMLSS default for customer orders/issues are reimbursable/refundable (refund code R). Logisticians should have authorization to change the default from refund code R to N (non-refundable). Note: When building catalog records in DMLSS, logisticians can select/check the free indicator box. This action automatically defaults the refund code to N for both AFWCF/MDD receipts and customer orders/issues. Remember, refund code N issue transactions should always be authorized.

16.30.1.2. SOS Type Code. A catalog record must be linked to a SOS code in order to execute orders in DMLSS. Within the SOS code, logisticians must select a SOS Type code. The SOS Type code determines what SOS code is passed to DFAS and which DFAS system the transaction is routed to for updates (Standard Material Accounting System (SMAS), Integrated Accounts Payable System (IAPS), etc.), in turn, it directly effects obligations, billing, and reporting.

16.30.2. Status Updates. Review status carefully. It is very important to review, work, and process status edits because they communicate what is coming or actions that have taken place. For example, logistics orders an item from GSA. DLA Transactions Services reviews it to see if the request can be obtained in the DoD supply chain. If the DoD can supply the item, the order is rerouted to that DoD agency and DLA Transaction Services sends status to the ordering account of the reroute so they can update their records (SOS). If logistics doesn't update DMLSS with the new source and DMLSS then sends a follow-up back to the original source (GSA in this example), GSA DMLSS sends BF status which means no record of the site's requisition. A status of BF cancels the due-in and logistics then likely reorders and eventually receives two orders instead of one. This creates excess.

16.30.3. Promptly communicate and resolve erroneous DMLSS transactions with Finance. All DMLSS transactions that affect balances, price changes, or inventory stratifications pass to DFAS for financial updates. These DFAS financials are the AFWCF/MDD official records that are reported to the Air Force, DoD, and Congress. For this reason, knowing the correct transaction to process for a given action is very important. For example, changing a U/P and U/S within an MTF Catalog must be carefully thought out prior to execution. If doubt exists regarding how on-hand inventory balances will be impacted, it is highly advised to test the process using the DMLSS tutorial database first. Adverse alterations of U/P and U/S ratios can cause the account to increase (or decrease) inventory in the millions or billions of dollars if accomplished incorrectly. Transactions were developed for a specific reason and should be used for those purposes.

16.30.4. Quality Control (QC) the Funds portion of the Source Document Control Report.

16.30.5. Monitor the DCM daily to verify financial files are transmitted to DFAS without error.

16.30.6. Report discrepancies found when comparing the monthly BalanceInDFAS\_AF Report to the Medical Materiel Management Report (MMMR).

### **16.31. Funds Reconciliation.**

16.31.1. Medical Logistics takes the lead role in reconciling DMLSS with external systems.

16.31.1.1. Reconciliation between DMLSS and Resource Management Office (RMO):

16.31.1.1.1. On a regular basis, process the PFMR In/Out Balance Business Objects report to find differences between the Project Center and EOR targets. This provides a snapshot of the site's project centers. Resolve any negative balances with Resource Management Office (RMO).

16.31.1.1.2. When reconciling funds, use the expense center totals. Process the Expense Center Detail\_AF standard Business Object query located in the Materiel Management pop-up window. Choose the desired expense centers.

16.31.1.1.3. Compare the Expense Center Detail\_AF (summary report total located on the first tab) with the current expense center detail screen in DMLSS and the PFMR In/Out Balance Business Objects report.

16.31.1.1.4. If the two DMLSS reports/detail screen disagree, contact AFMOA/SGMO with supporting documentation.

16.31.1.2. Reconciliation between DMLSS and Finance (if there is disagreement between DMLSS balances and DFAS):

16.31.1.2.1. Contact DFAS to ensure all rejected transactions have been processed.

16.31.1.2.2. Process the Expense Center Detail\_AF Business Objects report in DMLSS just prior to the end-of-period (EOP) in the system, or after the EOD but prior to processing transactions on the next business day. Note: When using this report to compare DMLSS funds to the funds in DFAS, start with 1 Oct and go to the particular date of the DFAS report so an accurate comparison is being made. For example, if a problem is identified in January the search should start with 1 October and not just the first day of January, or the data will be incorrect.

16.31.1.2.3. Request DFAS process the Funds Summary List by Current Fiscal Year (CFY.) The Funds Summary List will portray all obligation values, by EEIC, at the PFMR level. This product should be compared against the DMLSS Expense Center Detail report. Note: In order to best reconcile the two systems, it is recommended the Expense Center Detail report be run on Friday afternoon before close of business (COB) and then request the DFAS representative run the Funds Summary List the next Monday. It typically takes 1-2 days for all transactions and corresponding financial updates to pass from DLA Transaction Services to Standard Material Accounting System (SMAS), and finally into General Accounting and Finance System-Rehost (GAFS-R) or Defense Enterprise Accounting and Management System (DEAMS).

16.31.1.2.4. Coordinate with DFAS in an attempt to resolve any differences. Keep in mind there may be status price changes that prevent a complete agreement between the two systems.

16.31.1.2.5. Standard Material Accounting System (SMAS) Transactions. It is also important to understand that DMLSS uses a MEDLOG interface into the SMAS. As a result, DMLSS transactions are read and translated into the equivalent MEDLOG transaction, or Transaction Identification Code (TRIC) along with the applicable data elements needed to mirror the MEDLOG process. When resolving matters with finance, e.g., a system reject of a transaction, it is important to understand that Finance may be referring to the resulting SMAS transaction.

16.31.1.2.6. Report unresolved differences to AFMOA/SGMO along with supporting documentation.

#### 16.31.2. CRIS Updates.

16.31.2.1. DMLSS does not interface with the Commanders' Resource Integration System (CRIS). CRIS is an ad hoc reporting tool used to capture information within the General Accounting and Finance System-Rehost (GAFS-R) or Defense Enterprise Accounting and Management System (DEAMS).

16.31.2.2. Users cannot manually push financial data from DMLSS to CRIS. DMLSS financial transactions post within Standard Material Accounting System (SMAS). SMAS then forwards GAFS-R or DEAMS the financial balance changes by RC/CC and EEIC. DMLSS is only designed to produce and transmit financial data only once a day during the end-of-period (EOP) processing cycle. Note: When discrepancies are noted in the CRIS after the DMLSS EOFY has run, PFY data cannot be restored in DMLSS in an attempt to make corrections.

16.31.2.3. On average, it takes between 24-48 hours for DMLSS financial balance information to appear within CRIS.

16.31.3. Reconciliation of Medical Materiel Management Report (MMMR) to DMLSS ARC STRAT Report. The MMMR should be reconciled monthly to the Balance List by ARC and Strat Report to ensure the correct financial state of the AFWCF/MDD is being reported by DFAS. Discrepancies should be brought to the attention of the DFAS field site responsible for the report. Logistics should work closely with DFAS representatives to correct discrepancies.



## Chapter 17

### DOCUMENT CONTROL AND TRANSACTION HISTORY

#### *Section 17A—Documentation and Reports*

##### **17.1. Document Number Construction.**

17.1.1. Each document number consists of a 6-position DoDAAC/Stock Record Account Number (SRAN) or customer account number, a 4-position Julian date, and a 4-position serial number.

17.1.2. The DoDAAC/SRAN assigned to LOG transactions is the same DoDAAC entered in the LOG detail record within System Services. The customer account number assigned reflects the customer that generated the transaction.

17.1.3. The Julian date assigned to a document number is based on the DMLSS processing date. For example, if an action requiring a document number is generated and the as of date in the system is 1 July 2016, the system assigns 6182 for the Julian date portion of the document number.

17.1.4. The serial number is assigned from one of the major serial number blocks found in Figure 17.1. 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 for sequential filing of all supporting documents for a specific type of transaction in Serial Block Limitations. The number of transactions processed on a specific day cannot exceed the numeric limitation for a serial number block in DMLSS. 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 then begins assigning numbers from the beginning of the document block using the next Julian date.

##### **17.2. Computer Assigned Document Numbers.**

17.2.1. 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. Some transactions only use one serial number, even if multiple transactions are processed. They include:

17.2.1.1. Catalog Start. Catalog revision type transactions are assigned serial number 8997.

17.2.1.2. Internal Transfers. Assigned serial number is 8998.

17.2.1.3. Inventory Adjustments. All IAL/IAG actions are assigned serial number 8999.

##### **17.3. Manually Assigned Document Numbers.**

17.3.1. In some instances, users manually assign a document number before processing the transaction in DMLSS. 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.

17.3.2. Record manually assigned document numbers on an informal document register such as an AF Form 36, *Supply Document Register (Manual)*, an equivalent form, or an electronic spreadsheet. This action helps ensure document numbers are not duplicated.

17.3.3. The informal register may be destroyed upon quality control of the Source Document Control Report in accordance with AFRIMS T 41-04 R 04.00.

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

**Figure 17.1. 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
Repair Part Transactions Start & End: .....	8500-9400 *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: .....	8500-9400 *NPF
MM Complaint Start & End: .....	C001-C199 *NPF
Service Contract Start & End: .....	D001-D999 *NPF
Fund Start & End: .....	F001-F999 *NPF
* NPF – Data not passed to Finance	

**17.4. QC.** AFI 41-209 defines the purpose of QC, the minimum requirements, and the QC process which includes comparing supporting documents to the IM Source Document Control Report and EM Daily Document Transaction Register prior to filing in the permanent document file.

17.4.1. Source Document Control Report. This report is produced upon request from the IM Reports module and lists all transactions with a DMLSS assigned document number in the specified date range, with the exception of catalog change actions, Figure 17.2.

**Figure 17.2. Source Document Control Report.**

Source Document Control Report (Gains/ Losses)														
January 03, 2011 Through January 03, 2011											Current Date: 03-Jan-2011			
Document Number	Item ID	U/S CD	U/S Price	FY	Ref CD	Stratification Type	Txn State	Type	Qty	Rev	Rev Qty	Rev Org ID	User ID	Transaction Date
DETPMH10038025	7510002015234	DZ	1.68	2011	N	WRM	SER	SHG	2	0	0	DETPMH	mitchr	1/3/2011 09:24:40
DETPMH10038025	7520003126124	DZ	7.39	2011	N	WRM	SER	SHG	2	0	0	DETPMH	mitchr	1/3/2011 09:24:40
DETPMH10038025	7520009357136	DZ	6.92	2011	N	WRM	SER	SHG	2	0	0	DETPMH	mitchr	1/3/2011 09:24:40

17.4.1.1. To access this list, select Source Document Control Report from the Reports option in the IM navigate dropdown menu or click the Reports button located on the horizontal toolbar. Enter a date range and select a scope in the selection criteria window.

17.4.1.2. This report is available in four parts: Receipts/Cancellations, Orders, Gains/Losses, and Funds. Use the Specify Report Selection Criteria window to print individual or all parts as needed (Figure 17.3.). Transactions appear on the report in document number sequence within each section. Transaction totals are available on the last page of each section.

**Figure 17.3. Specify Report Selection Criteria – Source Document Control Report.**

17.4.2. EM Daily Document Transaction Register. This report is available under the Standard Report section of the EM Reports module, and it allows MEMO to verify the type and accuracy of transactions processed in the system.

17.4.2.1. To access this list, select Daily Document Transaction Register from the Standard Reports option in EM Reports. Enter a report date and then click view on the vertical toolbar to open the report.

17.4.2.2. The transaction register displays the document number, customer ID, Item ID, ECN, nomenclature, transaction code and reason, User ID, and reverse indicator and remarks.

17.4.3. Both the Source Document Control Report and Daily Document Transaction Register should be requested immediately prior to or just after the EOD process, and once produced, these reports become the source documents used to perform Quality Control (QC).

## 17.5. Supporting Documents.

17.5.1. Filing Supporting Computer Listings. Guidance for filing computer listings is accessible from the AFRIMS website via the Air Force portal.

17.5.2. Temporary Listings. Some DMLSS output is classified as temporary, and the distribution instructions for these items are designed to be flexible enough to satisfy local procedures and conditions. Temporary listings can be found in the different reports modules and DMLSS inboxes, e.g., the IM Status Edits Report, and each of these reports normally require some sort of DMLSS corrective action. These working-type listings are maintained in a temporary file until corrective actions have been completed and verified or until a new list is received in accordance with AFRIMS T 41-04 R 02.00. This process provides managers the option of retaining previous versions of the list containing items being worked or replacing them with a more current list.

17.5.3. Permanent Listings. The term permanent distinguishes listings that are maintained for a designated period of time. Distribution instructions in this manual indicate which listings need to be retained in a permanent file, and specific retention periods are addressed in and maintained in accordance with AFRIMS T 41-04 R. For example, the Source Document Control Report is stored within the DMLSS server for all current and previous year actions. The AFRIMS reflects that this document may be destroyed one year after closeout of the FY to which they pertain. Both reports are retrievable within the DMLSS server at any time by accessing the Reports modules in either IM or EM. However, the system ultimately purges these documents when the specified time requirements are met.

### ***Section 17B—Transaction History***

#### **17.6. Transaction History.**

17.6.1. DMLSS maintains 24 months of historical data within the Transaction History module. Transaction History serves as an audit trail, is accessible at any time, and is maintained in accordance with AFRIMS T 41-04 R 09.00. Corrective actions and transaction reversals are also accomplished within Transaction History. To conduct a search, enter search criteria in the Generic Search tab. The search scope defaults to ALL, but can be changed to IM, AM, CAIM, or IM/AM combined. Enter as much search criteria as possible to minimize search results and processing time. Broad searches take longer and result in maximum search results. DMLSS limits search criteria to 2000 records; however, users 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 reversible transactions 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.

#### **17.7. Price Corrections.**

17.7.1. Periodically, transactions are processed using an incorrect price. When this happens, use the Price Correction option located on the vertical toolbar to correct the transaction price. The icon is not available and grayed out if the transaction price cannot be corrected.

17.7.2. To perform a price correction, search for the transaction using the document number or other available data. The search results automatically display in the Search Summary

Results tab. Select the transaction to correct from the bottom half of the Search Summary Results tab and click Correction.

17.7.3. Enter the correct price in the Price Correction window and click OK. DMLSS automatically processes reversals for this transaction and all spawned transactions that were processed at the incorrect price; then processes the exact same transactions at the correct price using the same document numbers.

17.7.4. If the price entered into the Price Correction window is different than the current MTF Catalog price, users receive the following message, "Price has been corrected for this transaction and all related transactions. The new price is different than the current catalog price. Do you want to change the catalog price? Yes/No." If Yes is selected, the DMLSS changes the MTF Catalog price and recalculates the serviceable inventory value to reflect this change. All price corrections are passed to Finance.

## **17.8. Reversals.**

17.8.1. Sometimes transactions are processed in error. When this happens, use the Reversal function located in Transaction History to process corrective actions. Reversible transactions include 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.

17.8.2. Enter search criteria into the Generic Search tab. 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. Click Reverse located on the vertical toolbar and the system displays the Transaction Reversal Quantity window. Enter the reversal quantity in this field. The reversal quantity must be equal to or less than the original quantity. If a previous reversal has been processed for a partial quantity, the total of both reversals must be equal to or less than the original transaction quantity. Click OK to process the reversal and return to the Transaction Reversal Quantity window. Verify the correct quantity was reversed.

17.8.3. DMLSS identifies reversed transactions by placing a checkmark in the Rev Txn checkbox. For receipts and backorder releases, the reversed transactions and quantities repopulate the Due-in/Due-out file using the original document number.

**17.9. Archive Management.** Use the Archive Management application to research historical transactions that are more than 24 months old. Users must have the ARC Transaction History role assigned to their User ID to gain access to this function. The search window in Archive Management is identical to IM Transaction History.

## Chapter 18

### DMLSS REPORTS

#### *Section 18A—DMLSS Reports*

**18.1. Purpose.** This chapter provides information on standard DMLSS reports and inquiries contained in the IM, AM, CAIM, CS, EM, MA, and System Services applications. Use this chapter to view a brief description of each report including its purpose, content, and use. Note: Printed versions of DMLSS user reports should be appropriately safeguarded and only shared with those having a valid need to know.

**18.2. Report Types.** DMLSS provides standard reports or inquiries contained in each application, as well as ad-hoc type reporting via Business Objects.

18.2.1. Standard Report. A standard 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 are prepared automatically. Standard reports are produced for local MTF management, and to meet the requirements of higher headquarters reporting.

18.2.2. Standard Inquiries. Standard inquiries are similar to reports 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 the user requests the information.

18.2.3. Ad-Hoc Reports. In addition to standard reports and inquiries, the DMLSS supports ad hoc reporting via a commercial-off-the-shelf (COTS) application, currently Business Objects, which allows users to build queries from which they can generate reports and perform analysis using their own business terms. Several standard/canned reports exist in Business Objects to assist local management and other higher headquarters reporting.

**18.3. Access to Standard Reports and Inquiries.** Standard reports are run in DMLSS with criteria that are already set. Click Reports on the horizontal toolbar or select Reports on the Navigation toolbar to run a standard report in each module. In the Report List window, a listing of all standard reports can be viewed, printed, and saved.

#### *Section 18B—IM Reports*

#### **18.4. IM Reports.**

18.4.1. American Hospital Formulary Service (AHFS) Classification Detail. This report provides details on American Hospital Formulary Service pharmaceutical receipts processed in the specified date range.

18.4.1.1. Content. Use the selection screen to identify IM, customer, or all external purchases, as well as inclusive dates and the specific AHFS codes for the search. This report displays by AHFS code the items purchased, total cost, total units, and total for the AHFS class.

18.4.1.2. Use. Inventory managers may use this list to research receipts by AHFS code and provide this management data to the Pharmacy.

18.4.2. AHFS Classification Summary. The AHFS Classification Summary report provides summary information on American Hospital Formulary Service (AHFS) pharmaceutical receipts processed in the specified date range.

18.4.2.1. Content. On the criteria selection screen select Inventory Management, customer, or all external purchases. Specific AHFS codes may also be selected to be included within the search. This report displays the total cost for each AHFS code during the specified date range.

18.4.2.2. Use. Inventory managers may use this list to research receipts by AHFS code and provide this management data to the Pharmacy.

18.4.3. Adjusted Unit of Issue Report. The Adjusted Unit of Issue Report identifies all catalog records that have been configured with an adjusted unit of issue.

18.4.3.1. Content. This report displays Item ID, short item description, price factor, unit of purchase, unit of purchase quantity, unit of sale and unit of sale quantity.

18.4.3.2. Use. This report gives the manager visibility of catalog records with an adjusted unit of sale in order to fit the needs of the customer, maximize stock rotation, and consumption.

18.4.4. Aged Due-in – AM. The AM Aged Due-in report provides detailed information on requisitions for assemblages that are overdue according to the procurement lead time for a given item.

18.4.4.1. Content. There are a many options available on the report selection criteria screen to select. These options include organization, assemblage, delinquent days, project code, SOS type, SOS, priority, status code, and critical code. This report is separated by organization and assemblage and includes requisition information for each item also including the days delinquent, date ordered, and average pipeline time.

18.4.4.2. Use. This list shows management and status information from each due-in selected. Use this report to determine delinquent orders that require immediate follow-up action.

18.4.5. Aged Duein – IM. The IM Aged Duein report (Figure 18.1.) provides detailed information on requisitions for IM that are overdue according to the procurement lead time for a given item.

Figure 18.1. Aged Duein – IM Report.

AGED DUEIN REPORT - IM											Current Date:	17-May-2011
SOS	Item ID	Item Desc				DueIn Total	Dueout Total	CII	Strat Type	AVG U/P PLT	OH Qty	
Days Delinq	Date Ordered	Est Shp Date	Contract Number	Call Number	Ext. Doc Number	Document Number	Ref CD	U/P Price	Prio rity	Stat	Stat Date	
PVM	6505001538480	HYDROGEN PEROXIDE HM 3% SOL 16O2				12	0	OPR	EA	2	0	
39	04/06/2011		SPM20005D6203	FM52		FM440710960274	R	0.65	13	ID	04/06/2011	
PVM	6510009355820	2" ACE MEDC BANDAGE ELASTIC, 10S				2	0	OPR	BX	12	0	
37	03/29/2011		SPM20005D6203	FM34		FM440710880211	R	5.78	13	ID	04/06/2011	
PVM	6510009355822	BAND ELAS 4IN X 4.5YD 12S				6	0	OPR	BX	6	0	
35	04/06/2011		SPM20005D6203	FM51		FM440710960269	R	8.85	13	ID	04/06/2011	

18.4.5.1. Content. The report selection criteria screen options include stratification type(s), SOS Type, SOS, days delinquent, status, and priority code. This report displays each due-in with its requisition information to include days delinquent, date ordered, contract, and call number. Due-ins are separated by SOS.

18.4.5.2. Use. This list shows management and status information from each due-in selected. This report can be used by acquisitions personnel to view IM requisitions that have become delinquent and require immediate follow-up action.

18.4.6. Aged Due-in Summary. The Aged Due-in Summary report (Figure 18.2.) provides summary information on active due-ins and categorizes them based on the age of the due-in.



Figure 18.2. Aged Due-in Summary Report.

Aged Due-In Summary Report								
All Orders					Current Date : 17-May-2011			
SOS	Days Old					Ave. Age	Ord/Ship Time	
	1-15	16-30	31-60	61-90	over 90			
L3C - IMMUCOR INC [R]	0	0	1	0	0	50.00	30	
L60 - WELCH ALLYN [PVM]	0	0	5	0	0	43.80	30	
L61 - SAMMONS-PRESTON/PATTERSON MEDICAL	0	0	3	0	0	41.00	30	
L7Q - STERIS CORP/PARTS DEPT [R]	0	0	2	0	0	41.00	30	
L86 - COOPER SURGICAL [PVM]	0	0	1	0	0	43.00	30	
LAE - ADEC, INC [R]	0	0	1	0	0	42.00	30	
LDM - KERR CORPORATION	0	0	0	0	1	236.00	30	
LET - SIEMENS HEALTHCARE DIAGNOSTICS, INC.	0	0	1	0	0	43.00	30	
LEX - HERMAN MILLER, INC [R]	0	0	0	0	3	232.00	4	
LFF - FISHER SCIENTIFIC CO.L.L.C [ECAT]	0	0	1	1	0	62.00	30	
LJV - HENRY SCHEIN, INC [ECAT]	0	0	1	1	0	64.50	30	
LKI - BRASSELER USA [ECAT]	0	0	5	0	0	42.00	30	
LMY - MATTHEWS MEDICAL BOOKS [R]	0	0	0	1	0	61.00	30	
LPR - BASE CONTRACTING	1	0	1	3	24	224.48	45	
LRN - REMEL INC / FISHER HEALTHCARE [R]	0	0	23	0	0	46.35	30	
LS2 - GLAXOSMITHKLINE [PVP]	0	0	0	1	0	70.00	30	
LTJ - THOMAS SCIENTIFIC [ECAT]	0	0	1	0	0	53.00	30	
LUQ - ADVANCED SCIENTIFIC SUPPLY [R]	0	0	7	0	5	113.75	30	
LZU - HOSPIRA INC (WAS ABBOTT) [PVM]	0	0	1	0	0	41.00	30	
OGR - V. A. LOGISTICS CENTER [R]	0	0	0	0	7	765.00	30	
PVM - OWENS & MINOR [PVM]	3	0	83	5	6	57.40	30	
PVP - BERGEN BRUNSWIG DRUG COMPANY [PVP]	7	1	684	95	21	51.09	3	
S9T - DEFENSE SUPPLY CENTER [DLA]	0	0	0	0	2	302.00	30	
SMS - DEFENSE DEPOT MEMPHIS [DLA]	0	0	13	0	117	144.71	4	
<b>TOTAL</b>	<b>15</b>	<b>4</b>	<b>974</b>	<b>115</b>	<b>195</b>	<b>69.61</b>		

END OF REPORT

18.4.6.1. Content. The report selection criteria screen prompts the user to select AM, IM, or All Orders. The report results list each SOS with an active due-in along with days old, average age, and order/ship time. The Days Old column is divided into 5 categories: 1-15, 16-30, 31-60, 61-90, and over 90 days. The total number of due-ins for each category is listed at the bottom of the report. Detailed information for each due-in can be viewed by conducting a due-in search.

18.4.6.2. Use. This report provides Acquisition managers with an overview of the total number of due-ins by SOS along with the age category. Analyze each SOS for possible over age trends and perform follow-up actions where applicable.

18.4.7. Aged Due-Out Summary. The Aged Due-Out Summary report provides summary information on active due-outs.

18.4.7.1. Content. This report contents include totals for active due-outs 1-15, 16-30, 31-60, 61-90, and over 90 days old by EOR by customer. The total and average age is also listed for each customer.

18.4.7.2. Use. This report provides Acquisition managers with an overview of the total number of due-outs by customer along with the age category. Analyze each customer's due-outs for possible trends. Note: Aged due-outs often have a direct connection to aged due-ins.

18.4.8. Aged Sales Summary. The Aged Sales Summary report displays how quickly customer demands are being satisfied. The criteria selection screen defaults to a date range of the previous month, but this can be adjusted.

18.4.8.1. Content. This report lists totals for sales 1-15, 16-30, 31-60, 61-90, and over 90 days old by EOR by customer. The total and average age is also listed for each customer. Every ISS (issue sale), INR (issue non-routine), and BRS (backorder release issue sales) transaction that happened during the selected time period is counted.

18.4.8.2. Use. This report can be used to view how well customer demands were met during a specified time period. Analyze each customer's demand/issue history for possible trends.

18.4.9. Catalog Discrepancy. This report displays the sites reported catalog discrepancies. It lists active and/or closed discrepancies for up to 12 months past final resolution.

18.4.9.1. Content. Use the report search criteria window to select the desired results. Each result shows the Item ID, tracking ID, sequence ID name, date, submitter, disposition, along with the current and proposed change(s).

18.4.9.2. Use. Acquisition managers use this report to view the status of reported catalog discrepancies.

18.4.10. Commercial Returns Call Status. The Commercial Returns Call Status report displays the current status for each commercial returns call number.

18.4.10.1. Content. Use the search selection criteria screen to select the desired call number(s). The scope may be set to either IM or AM and the report type may be set as either detail or summary. The detailed summary report is broken down by call number. Each call number has a column for current status, number of items, value, and credit. The summary report displays a list of selected call numbers with number of items, value, credit, and cost information. The last page of the report displays the total for all selected call numbers.

18.4.10.2. Use. Acquisition managers can use this report to review status and check for incomplete calls.

18.4.11. Contract Call Register. The Contract Call Register report displays all of the call numbers used against current or expired contracts.

18.4.11.1. Content. This report displays each call number by SOS, with the number of line items, total dollars, organization, User ID, and date of order.

18.4.11.2. Use. This report can be used to validate contract call information and account for total line items and dollars spent per SOS and call number.

18.4.12. Contract Payment Card Status.

18.4.13. Contracted Items Comparison Report. This report displays items with usage that are being purchased by the facility but they are available on contract with a potential cost savings.

18.4.13.1. Content. Use the search selection criteria screen to select the item type, contract type, and from and to dates. The report displays Item ID, product ID, description, U/P and U/S, contract, quantity purchased, sum of purchases and potential savings. Note: When a

user selects Uniform Formulary Contracts (UFC), the system compares items with demand during the specified period that are currently purchased from other sources or other contract vehicles. The system returns acceptable equivalent items with a contract type code of UFC so the user can change to the UFC item.

18.4.13.2. Use. Acquisition managers can use this report to research potential savings by contract. Use this listing with other resources to optimize acquisition costs.

18.4.14. Customer Hazardous Material. The Customer Hazardous Material report displays hazardous items that have been issued to customers.

18.4.14.1. Content. Use the criteria selection screen to enter the desired date range. The report displays by customer the hazardous material Item ID, short item description, quantity, and U/S.

18.4.14.2. Use. Inventory managers use this report to manage on-hand hazardous material. Verify availability of proper Safety Data Sheets (SDSs). It can also be used to notify Bioenvironmental Engineering Services of all hazardous material sales. Note: The Customer Hazmat File in IM Utilities creates a similar hazardous materials file that may be provided to the Bioenvironmental Engineering (BEE) staff or other official requesting activity.

18.4.15. Customer Organization. The Customer Organization report identifies all customers within the MTF. This report provides a listing of contact and expense/project center(s) information for all service/customers.

18.4.15.1. Content. This report includes point of contact, phone number, fax number, e-mail address, mailing address, and expense/project center information for each customer ID.

18.4.15.2. Use. This report can be used to view a list of all customer point of contact information recorded in DMLSS.

18.4.16. Delinquent Purchase Card Reconciliation Report. The Delinquent Purchase Card Reconciliation Report (Figure 18.3.) displays a list of delinquent GPC reconciliations based upon two categories: Part I – Closed orders that have not been reconciled by the cardholder for a specified period of time, and Part II – Reconciled orders that have not interfaced with Finance.

**Figure 18.3. Delinquent Purchase Card Reconciliation Report.**

Delinquent Purchase Card Reconciliation Report						Current Date: 17 May 2011
Part 1 - Closed Orders not Reconciled since: 18 Mar 2011						
For Purchase Card Holder: janet						
Account Number	Contract Call Num	Order Close Date	SOS	Supplier Name	Purchase Card Approving Official	
NET01	0001	12/07/2010	260	EGRABBER / PRODEX TECHNOLOGIES	horse	
NET01	0004	11/08/2010	LET	SIEMENS HEALTHCARE DIAGNOSTICS, INC.	horse	
NET01	0007	06/23/2010	1Z3	AFWAY.AF.MIL	horse	
NET01	0012	01/18/2011	0SS	FITZCO INC [R]	horse	

18.4.16.1. Content. The search criteria selection screen defaults to search for closed orders not reconciled more than 60 days ago, and 30 days ago for reconciled orders not sent to DFAS. The option to search by card holder or approving official is available. The report contains the account number, contract call number, order close date, SOS, and purchase card Approving Official.

18.4.16.2. Use. Approving Officials and cardholders must use this report to view purchase card requisitions that have closed and require reconciliation or have been reconciled but not sent to DFAS. (T-1).

18.4.17. Destruction. The Destruction report allows the retrieval of destruction records for viewing or reprinting.

18.4.17.1. Content. Destruction documents may be searched by Item ID, document number, and date range. This report includes date and signature lines for environmental health certification, the destruction officer, and two witnesses.

18.4.17.2. Use. This report is produced as a result of a user processing a destruction against an item. The system prompts users to print destruction documents when closing the Destruction window. If No is selected, users can access this report to reprint the documents. Process destructions in accordance with AFI 41 -209, Chapter 3. The procedures can be found in paragraph 5.7. of this AFMAN. Destruction documents are maintained in accordance with AFRIMS T 41-04 R 13.00.

18.4.18. Expense Center EOM Fund Balance. The Expense Center EOM Fund Balance report displays a specified Expense Center's end-of-month (EOM) closing balances. This report is produced during monthly end-of-period (EOP) processing.

18.4.18.1. Content. Use the report selection criteria screen to select the Expense Center(s) and Month and Year. This report resembles the Expense Center detail screen in System Services. The total balances for the Expense Center are shown along with a break for each EOR.

18.4.18.2. Use. This report can be used to ensure the availability of funds and validate available balances.

18.4.19. Failed MTF Catalog Changes. This list identifies failed MTF Catalog changes.

18.4.19.1. Content. Use the report selection criteria to specify the As Of Date. This report displays the Item ID and description, unit of purchase (U/P) code, U/P price and error message.

18.4.19.2. Use. This report should be used to determine if additional catalog change updates are required.

18.4.20. Fill Rate. The Fill Rate report provides quantity and percentage of fills as specified for supplier, customer, or as a summary.

18.4.20.1. Content. Use the report selection criteria to choose the scope of either supplier, customer, or summary. Also select the From and To dates and suppliers. This report displays filled and unfilled quantities/demands, and fill rate quantity/demand percentages.

18.4.20.2. Use. Managers use fill rate data as a management indicator. The fill rate indicates the amount of filled issue requests expressed as a percentage. These figures are

based upon the amount of line items requested for issue divided into the number of line items issued as a partial or complete issue for records with a stock control level.

18.4.21. Hazardous Material. The Hazardous Material report (Figure 18.4.) identifies items that have on-hand balances that are coded as hazardous.

**Figure 18.4. Hazardous Material Report.**

Hazardous Material Report							Current Date:	17-May-2011
Item ID	Short Item Description	Strat State	Strat Type	U/P	Haz Mat Cd	Qty		
6135009857845	BATTERY,NONRECHARGEABLE AA 24S	SER	OPR	PG	Y	144		
6135013018776	BATTERY,NONRECHARGEABLE, AA SIZE	SER	OPR	EA	Y	10		
6135014470950	BATTERY, AA, NONRECHARGEABLE	SER	OPR	PG	P	49		

18.4.21.1. Content. The report scope may be set to view hazardous material by IM, AM, or CAIM, and the report contents include Item ID, U/P, Haz Mat code, quantity, and stratification type.

18.4.21.2. Use. Inventory managers use this report to manage on-hand hazardous material. Validate the items on this list with those on the Enterprise Environmental, Safety and Occupational Health Management Information System (EESOH-MIS) Hazardous Material Authorization List.

18.4.22. Inventory Adjustment Voucher. The Inventory Adjustment Voucher (Figure 18.5.) report allows inventory adjustment vouchers to be printed from transaction history.

**Figure 18.5. Inventory Adjustment Voucher.**

Inventory Adjustment Voucher													Current Date:	17-May-2011		
Org ID: FM4407		Org UIC:		Org Description: MEDICAL MATEREL												
Item ID	Strat Type	Strat State	Commodity Class	U/S	U/S Price	Gain		Loss		Trans Type	Document Number	User ID	Date			
Item Description						Qty	\$ Value	Qty	\$ Value							
6515003245500	OPR	SER	SUPPLY-EXPENDABL MEDICAL	PG	\$1.14	90	\$102.60			IAG	FM440711118000	R_PROUT	21-Apr-2011			
6515003245500	OPR	SER	SUPPLY-EXPENDABL MEDICAL	PG	\$1.14	5	\$5.70			IAG	FM440711038000	R_PROUT	13-Apr-2011			
6530L400046	OPR	SER	SUPPLY-EXPENDABL MEDICAL	CS	\$133.42	1	\$133.42			IAG	FM440710768161	BRUENEMA	17-Mar-2011			
VIAL PRESCRIPTION AMBER PLASTI													Author Purpose: PHARMACY MEANT TO ORDER 1 BUT ORDERED 2 CASES. THIS ITEM NEEDS TO BE STORED IN OUR STOCK AT			
											<b>Total Gain:</b>		<b>\$241.72</b>			
											<b>Total Loss:</b>		<b>\$ .00</b>			
											<b>Net Gain/(Loss):</b>		<b>\$241.72</b>			
Certifying Official _____				Date _____				Approving Authority _____				Date _____		Page 1 of 1		
													End of Report			

18.4.22.1. Content. Use the report options to select an Item ID and/or date range to be entered. This report displays items that were adjusted along with the type of adjustment, i.e., IAL or IAG. The prices, quantity, document number, inventory type, date and User

ID are also displayed. Located at the bottom of the report are signature blocks for the certifying official and approving official.

18.4.22.2. Use. Use this option to print or reprint the formal Inventory Adjustment Voucher resulting from a finalized inventory. DMLSS inventory adjustment procedures can be found in Chapter 5. Process inventory adjustments in accordance with AFI 41-209. Verify each line item on the document. Obtain the signature of the certifying and approving officer on the last page of the document. Keep on file and maintain in accordance with AFRIMS T 41-04 R 13.00.

18.4.23. Inventory Management. This report contains management indicators for static levels, operating stock, and economic retention.

18.4.23.1. Content. The IM Report is divided into five different Dollar of Annual Sales categories. Each line contains level quantities with respective dollar values and percentages for static levels, operating stock, and economic retention.

18.4.23.2. Use. Use this report as a management tool to review the quality of IM practices.

18.4.24. Inventory Shipment Gain/Loss 1348-1a. This report provides the capability to print DD Form 1348-1A documents from processed gains and losses in transaction history.

18.4.24.1. Content. Use the report criteria selection screen to select a search by either gain or loss transaction. These options include Item ID, document number, and date range. A minimum of one selection criteria is necessary for results.

18.4.24.2. Use. Use this option to print or reprint a DD Form 1348-1A as a result of a shipment gain or loss.

18.4.25. Issue/Turn-in Summary Report. The Issue/Turn-in Summary lists detailed item and cost information for LOG issue and turn-in transactions, turn-in reversals, issue reversals, and purchase card adjustments for selected customers for a prescribed period of time.

18.4.25.1. Content. Use the report options to select customer(s) and date range. The report is divided into sections to include issues, issue reversal, turn-ins, and Purchase Card adjustments.

18.4.25.1.1. Section A – Issue. Displays all issued to the customer.

18.4.25.1.2. Section B – Issue Reversal. Displays all issues that were reversed.

18.4.25.1.3. Section C – Turn-In. Displays all items that were turned in.

18.4.25.1.4. Section D – Turn-In Reversal. Displays all turn-ins that were reversed.

18.4.25.1.5. Section E – Purchase Card Adjustments. Displays all purchase card adjustments for items issued. Note: Purchase Card Adjustments (PCAs) are not generated by customers. PCAs are generated by GPC holders to account for unknown shipping costs at the time of order. They should not be used as a price correction tool.

18.4.25.2. Use. This report can be used to review all issue and turn-in transactions for selected customers based on specified criteria. Custodians can use this document to review and validate their backorders. Logistics managers can review this report to see what customers are buying, i.e. poor ordering practices, nonmedical customers should only purchase medical items, etc.

18.4.26. Item Gains/Losses. This report provides the capability to print all gain/loss transactions processed within a specified date range.

18.4.26.1. Content. Use the report options to enter Item ID and date range. The report contains Item ID and transaction type, for example, DDL, CRL, IAG, TIG or TZL, along with price, quantity, document number, inventory type, date, and User ID.

18.4.26.2. Use. Inventory managers can use this report to review gain and losses, check for trends and required documentation.

18.4.27. Items with Location of NONE. This report identifies items that do not have an assigned inventory location.

18.4.27.1. Content. The report contents include Item ID, item description, level, and quantities on-hand. On-hand quantities are broken down by stratification type and state.

18.4.27.2. Use. Use this list to reconcile items without an assigned location. Working this list helps minimize warehouse refusals.

18.4.28. LOG Back Order. The LOG Back Order Report (Figure 18.6.) lists detailed item and cost information for current LOG due-outs for selected customers).

**Figure 18.6. LOG Back Order Report.**

LOG Back Order Report								Current Date: 17-May-2011
Customer : 3V5112		Customer Name : VOLK FIELD						
Item ID	Short Item Description	Ref Code	B/O Qty	U/P	U/P Price (\$)	Document Number	Status	B/O Value(\$)
00440807020	PHENAZOPYRIDINE HCL TABS, 100M R		1	EA	3.00	3V511210340013		\$3.00
6505014437607	BISMUTH SUBSALICYLATE	R	12	PG	4.23	3V511210760107		\$50.76
6665014948725	BIO-SAMPLING KIT	R	6	EA	82.20	3V511210340134		\$493.20
7610LRM059	EPIDEMIOLOGY AND PREVENTION, 1 R		1	EA	38.00	3V511210350030		\$38.00
8135013862322	SHRINK WRAP FOR MACHINE 20IN X R		1	RO	67.85	3V511210340068		\$67.85
<b>Total Dollars :</b>								\$652.81
<b>Total Line Items:</b>								5
<p>I CERTIFY THAT EACH BACK ORDER ON THIS REPORT HAS BEEN REVIEWED AND IS STILL A VALID REQUIREMENT UNLESS CANCELLATION ACTION IS INDICATED.</p> <p>SIGNATURE : _____ GRADE: _____ TITLE: _____ DATE: _____</p>								

18.4.28.1. Content. Use the report options to select the customer(s). Report contents include Item ID, item description, refund code, backorder (B/O) quantity, unit of purchase (U/P), price, document number, and status.

18.4.28.2. Use. Acquisitions managers and customers should use this report to review aged due-outs and validate customer requirements.

18.4.29. Log Inventory Balance Report. This report lists current inventory balances by selected stratification states and for selected items.

18.4.29.1. Content. Use the report selection criteria window to select desired stratification states and Item IDs. This list displays Item ID and description, U/S and price, storage area and location, level and total on-hand (O/H). O/H balances are divided into separate balances by stratification state.

18.4.29.2. Use. Use this report as a management tool to view stratification states of a selected items or the overall quality of the inventory and management practices. Supervisors should use this report to determine if potential excess or excessive ordering practices exist. Users should review potential excess balances with customers.

18.4.30. Missing MMQC Messages. This report lists MMQC messages that have not been received.

18.4.30.1. Content. This report displays the file name of missing MMQC messages.

18.4.30.2. Use. This list identifies missing messages by breaks in the number sequence of file names. DMLSS also sends an automatic message to the JMAR team when a MMQC message is missing. Typically the MMQC message is received into the DMLSS inbox. Medical logisticians perform research of catalog records to determine whether the item has been received in the MTF, and notify any potential end user of the item(s). Whether the item has come through the MTF or not, the Patient Safety Officer is notified. If the item is in use, logistics obtains the item from the customer and take any action(s) directed by the MMQC message. The Patient Safety Officer will be made aware of the action taken and will approve (or disapprove if appropriate) closure of the pending action. (T-1). If a MMQC message does not require action, the Patient Safety Officer must still approve closure. (T-1). Logistics will document the action field of the Patient Safety Officer message within DMLSS. (T-1).

18.4.31. Monthly Due-in/Due-out Report. The Monthly Due-in/Due-out Report identifies the due-ins and due-outs that were sent to finance during the last end-of-month processing cycle.

18.4.31.1. Content. Use the report selection criteria screen to retrieve due-ins, due-outs, or both. This report displays due-ins by SOS type code. The monthly due-out report is shown by project center. Total dollar figures are shown by EOR/expense center for current, prior, 2nd prior, and older FY due-outs.

18.4.31.2. Use. Logistics managers use this report for managerial oversight of their due-ins and due-outs.

18.4.32. Operating Business Data Report. This report displays data using the values stored in the BalanceInDFAS tables.

18.4.32.1. Content. The report reflects both current fiscal year data along with prior fiscal year data and contains management data such as daily and monthly sales, cost of goods sold, days of stock on-hand, inventory turnover rate, receipts vs. sales and sales vs. cost. Use this report to display values as line graphs representation of the data.

18.4.32.2. Use. This report, coupled with the BalanceInDFAS report provides a snapshot view as of the end of the month for the prior and current FYs. The data should be utilized to identify positive or negative trends and can be easily graphed.

18.4.33. Pending Contract Payment Card Status.



18.4.34. Pending Issue by Customer. The Pending Issue by Customer report identifies sales that have been deducted from inventory, but have not yet been received by a customer.

18.4.34.1. Content. This report displays pending issues by customer. The Item ID, document number, quantity picked, unit and extended prices are shown.

18.4.34.2. Use. Inventory managers produce this report as needed to identify pending issues by customer. If the customer has verified receipts turned off, then one of two cases apply: 1) IM has not processed a delivery list yet, or 2) Autoreceipts failed for the customer. This report may be used to validate the entry on Line 16 of the Inventory in DFAS Business Objects report.

18.4.35. Prime Vendor Backorder Report. This report identifies backordered items from the Prime Vendor.

18.4.35.1. Content. The Prime Vendor Backorder Report displays management data including Item ID and description, quantity ordered and backordered, document number, prime vendor ordering number (PVON), and estimated ship date.

18.4.35.2. Use. Acquisition managers use this report to view all PVM backorders. Perform follow-up action(s) where applicable.

18.4.36. Prime Vendor Credit Account Activity. This report lists the current credit account balance and changes posted for a selected prime vendor during the selected time period.

18.4.36.1. Content. Use the report selection criteria screen to select AM or IM, the desired SOS, and From and To dates. This report shows amounts, adjustment reasons, call numbers, dates and User IDs for any activity within the requested dates.

18.4.36.2. Use. Use this list to verify and document prime vendor credit activity.

18.4.37. Prime Vendor Usage Report. The Prime Vendor Usage Report shows monthly usage for each item requested from the prime vendor.

18.4.37.1. Content. Use the report selection criteria screen to select the desired SOS and Item ID(s). The VIN, type Item ID, Item ID, monthly usage, delivery method, User ID and date sent are displayed. Monthly usage is a total of the primary and secondary vendor's usage.

18.4.37.2. Use. Acquisition managers may use this report to validate prime vendor usage. Also, it can be given to the prime vendor Pharmacy representative and used to assist prime vendor in establishing stockage levels in the local distribution center.

18.4.38. Prime Vendor Usage Summary Report. This report provides monthly usage by VIN and corresponding Item ID.

18.4.38.1. Content. This summary displays VIN, type Item ID, monthly usage and date sent.

18.4.38.2. Use. This report can be given to the Prime Vendor Pharmacy representative and used to assist PV in establishing stockage levels in the local distribution center.

18.4.39. Prime Vendor/ECAT Research. This report lists pharmaceutical and supply items purchased during the selected time period from CON, NON, DBP, or BPA suppliers.

18.4.39.1. Content. Use the report selection criteria screen to select the scope, From and To dates and other report options. The management data displayed includes Item ID and description, vending number and SOS, quantity and number of times received, and the last received date field.

18.4.39.2. Use. IM personnel can use this report to help identify items that may be more efficiently purchased from Prime Vendor or Electronic-catalog (ECAT) sources.

18.4.40. Prime/Sub. The Prime/Sub Report lists items that have an operating prime/sub relationship established.

18.4.40.1. Content. Use the report selection criteria screen to select operating type and the selected item(s). The prime and substitute items are displayed along with operating type and prime/sub ratios.

18.4.40.2. Use. Acquisition managers can use this report to identify and manage those items that have a prime/sub relationship.

18.4.41. Project Center EOM Fund Balance. The Project Center EOM Fund Balance report displays a specified project center's end-of-month (EOM) closing balances. It is produced during monthly end-of-period (EOP) processing.

18.4.41.1. Content. Use the report selection criteria screen to select the project center(s) and Month/Year. The report resembles the project center detail screen in System Services. The total balances for the project center are shown as well as each EOR.

18.4.41.2. Use. This report can be used to verify project center balances. Upon request, this report can be sent to Resource Management Office (RMO) or given to a cost center manager.

18.4.42. Purchase Request Follow Up. After selecting this report, enter the desired Date From and Date To dates in order to access the results.

18.4.42.1. Content. This report contains the lead document number, document number, file ID, quantity, U/P code, U/P price, created date, Item ID and description.

18.4.42.2. Use. This report can be used to create a follow up list for purchase requests that are still pending award.

18.4.43. Receipt Discrepancy. This report shows shipment discrepancy information for the selected supplier and/or document number.

18.4.43.1. Content. Use the report selection criteria screen to select the SOS, Begin and End Dates, or specify a document number. This report shows all the management data needed to manage the discrepancy including item, document number, invoice and contract information plus the quantities ordered, shipped, and received.

18.4.43.2. Use. Inventory managers can use this information to track receipt discrepancies individually or by SOS.

18.4.44. Receipt by Supplier Type. This report summarizes data based on receipts processed during the selected time period.

18.4.44.1. Content. This report shows how many items, how many orders, the dollar value, and how many suppliers were associated with receipts in two views. The first view

is by supplier type. The second view is by payment type. In this view, EFT payment type is defined as any purchase from CON, NON, DBP, or BPA vendors that did not use a purchase card (i.e., invoice is sent to DFAS for payment.).

18.4.44.2. Use. This report serves as an excellent tool to gauge whether or not e-commerce sources are being used to their fullest extent.

18.4.45. Returns. The Returns Document (Figure 18.7.) provides a record of returns used to track quality problems, justify stock level changes, and support fund levels. A reversed return creates a separate Returns Report.

**Figure 18.7. Return Document.**

Return Document									
Org ID: FM4407 Strat Type: OPERATING					Org Description: MEDICAL MATERIEL Strat State: UNSERVICEABLE				
Current Date: 17-May-2011									
(REVERSAL)									
Returning Customer ID: M45886			Returning Customer Organization Name: 932ND AMDF				Return Date: 14-Jan-2011		
Receiving Source of Supply Code: EBC			Receiving Source of Supply Name: LOGISTICS SUPPLY						
Document Number	Item Id	Short Item Description	Location/ Storage Area	CIC U/S	U/S Price Code	Dmd	Return Quantity	Total Refund Price Code	Credit
FM440703138000	6505015835449	INFLUENZA VIRUS VAC		U VI	\$92.98	R	19	\$1,766.62 R	\$1,766.62
Reason for Return:									
Certifying Official: _____ Date: _____									

18.4.45.1. Content. A Return Document records the turn-in by displaying the org, strat type and state, the returning customer, document number and item information along with the return quantity, total price and credit. A reversal is indicated just under the heading by the label Reversal.

18.4.45.2. Use. Use this document to print or reprint a returns document.

18.4.46. Source Document Control Report. This report is used to compare source documents to processed transactions to validate data entry accuracy and to validate that all required source documents are available to support processed transactions. It lists all transactions that processed for the selected scope and time period.

18.4.46.1. Content. This report can be produced in the reports section of IM at any time. On the report selection criteria screen, specify the date range and select the scope type. The scope selections are receipts/cancellations, orders, gains/losses, funds or all can be selected. All transactions that have processed through DMLSS are shown on this report.

18.4.46.2. Use. This report is be used to perform Quality Control daily on all transactions against source documents to validate data entry accuracy and that all required source documents are available to support processed transactions. If an error is found during quality control, the corrective action required should be annotated on the report. The

document register produced from the next EOD cycle should be checked to make sure the corrective action has processed. For missing documents, contact the user who performed the transaction(s) and have them provide the documents needed. File in permanent document file after all quality control actions are completed.

18.4.47. Supplier Performance Report. This report identifies by supplier the estimated lead days, actual lead days, number of receipts, number of items cataloged, dollar value on hand, total value of sales, and turnover rate for the selected time period.

18.4.47.1. Content. Use the report selection criteria to designate the desired supplier and inclusive dates. This report displays supplier, average lead times, sourced items, number of receipts and total value.

18.4.47.2. Use. Acquisition managers use this report as a tool for sourcing items to new sources of supply (SOSs) if current pipeline times are inadequate.

18.4.48. Transaction Register. The Transaction Register (Figure 18.8.) shows catalog, balance and transaction for selected MTF record(s).

**Figure 18.8. Transaction Register.**

Item ID	Short Item Description								Commodity Class			SOS	U/P	U/P Price	Primary Iss Loc
6520L95031131	TOPEX FLOURIDE GEL NEUTRAL PH SULTAN PN								SUPPLY-EXPENDABLE MEDICAL			ECT	EA	17.17	NONE
Beginning Balance Line -		Operating			Special Projects			Trans	Transaction	Ref	Customer	Rev	Document Number	Org ID	User ID
Level	Duein	Dueout	Serv	Unserv	Susp	Rep	FDA	Code	Date/Time	Code	ID	Txn			
0	2	2	0	0	0	0	0	0	0	R		<input type="checkbox"/>	FM440702140324	FM4407	r_prout
	-2		2						4/18/2011 12:36:39	R		<input type="checkbox"/>	3H551110120144	3H5511	r_prout
		-2	-2						4/18/2011 12:36:39	R					
Closing Balance Line -		Operating			Special Projects										
Level	Duein	Dueout	Serv	Unserv	Susp	Rep	FDA	Code							
0	0	0	0	0	0	0	0	0							

18.4.48.1. Content. Use the transaction register criteria screen to select the scope of IM, AM, or both, the report type, organization, Item ID, and From and To dates for the report. This report then calculates the inventory balances that existed for each selected item on the beginning date, and then lists those balances, all transactions that changed them, and the resulting ending balances. A Grand Total closing balance is available for each Item ID on the IM Transaction Register for both the AM and IM/AM Scopes for both Report Types.

18.4.48.2. Use. The transaction register (TR) used to validate balances and transactions of selected MTF records.

18.4.49. Troubled Dueins. This report identifies due-ins that have the TD as the last reported status

18.4.49.1. Content. The Troubled Duein report displays the item, due-in, due-out, and on-hand totals, as well as the document number, SOS, last status, and estimated ship date for the due-in.

18.4.49.2. Use. Items with Troubled Duein status require aggressive management action due to the lack of updated status resulting from two successive (computer generated) follow-ups from DMLSS. Delinquent shipments also appear on this list. These items have not been received within the normal pipeline time after receiving ship status. Troubled due-ins are also sent to the inbox and actions should be taken to resolve these on a daily basis. Review the status of these due-ins to ensure the item is received in time to satisfy

customer's needs or to prevent the item's on-hand balance from falling below the determined safety level. If a review indicates the item is not going to be received on time, a priority requisition may need to be submitted.

18.4.50. Zero Balance Stocked Items. This report lists every stocked item that is currently at zero balance, grouped by supplier.

18.4.50.1. Content. This report displays supplier, Item ID and description, location due-in and due-out quantities, level and level type.

18.4.50.2. Use. Inventory managers can use this report to monitor stock outages on items with levels. Aggressive action should be taken to resolve these stock outages.

### ***Section 18C—AM Reports***

#### **18.5. AM Reports.**

18.5.1. 1348-1A. The 1348-1A report provides the capability to reprint DD Form 1348-1A documents.

18.5.1.1. Content. On the report criteria screen, users may search by gain or loss transaction, Organization, Assemblage(s), Item ID, document number, and date range.

18.5.1.2. Use. This report may be used by WRM personnel to review and print DD Form 1348-1A documents from processed gains and losses in Transaction History.

18.5.2. AM Equipment Requiring Data For UII Report. The AM Equipment Requiring Data For UII Report lists equipment items that require data in order for a UII (Unique Item Identifier) to be assigned.

18.5.2.1. Content. Use the report selection criteria to identify Organization, Assemblage, and Data Required. The report displays the equipment item(s) along with what information is necessary for the Unique Item Identifier (UII) and the date identified. Also, the totals for the selected criteria and totals for AM are included.

18.5.2.2. Use. This report can be used as a snapshot to view all AM equipment items requiring data for a Unique Item Identifier (UII).

18.5.3. AM Equipment With A UII Assigned. The AM Equipment With A UII Assigned report lists active equipment records that have a unique identifier (UID) or UII assigned.

18.5.3.1. Content. The report displays equipment by Item ID and lists the ECN, customer, U/I, Org ID, manufacture. The report summarizes totals for the selected criteria and for AM.

18.5.3.2. Use. WRM managers can use this report to view AM equipment items that have all the required information entered and a Unique Item Identifier (UII) is assigned.

18.5.4. Allowance Standard Publication Date Report. The Allowance Standard Publication Date Report displays the date of when the last update to the allowance standard was made.

18.5.4.1. Content. The report displays Org ID, assemblage, build control number, assemblage description and the allowance standard date.

18.5.4.2. Use. This optional management report can be used by WRM personnel to validate current allowance standard updates for each assemblage within a selected ORG.

18.5.5. Assemblage Allowance Change. The Assemblage Allowance Change report identifies assemblage items by the old and current allowance quantities when allowance changes occurred within the selected time period.

18.5.5.1. Content. Use the search criteria screen to select an organization ID, assemblage, and date range. The results of the report display all items in the assemblage with allowance changes. Current and Old columns are listed for the changes. Both columns display From and To changes.

18.5.5.2. Use. WRM personnel may use this report to review any item allowance changes made to an assemblage.

18.5.6. Assemblage Funds Requirements Estimate. The Assemblage Funds Requirements Estimate report (Figure 18.9.) identifies total funds needed to bring selected assemblage(s) up to a specified readiness percentage.

**Figure 18.9. Assemblage Funds Requirements Estimate.**

Assemblage Funds Requirements Estimate		Current Date: 17-May-2011	
Target Non Critical %:100		Target Critical %:100	
OrgId . . . . . AFB			
Assemblage	Assemblage Description		
886 A 1 PD	HSMR IN PLACE PATIENT DECON CAPABILITY (IPPDC) - PATIENT DECON		
	Critical Item Requirements:		\$1,162.00
	Non Critical Item Requirements:		\$352.29
	<b>Total Requirements:</b>		<b>\$1,514.29</b>
<hr/>			
<b>TOTAL</b>	<b>ALL ASSEMBLAGES ON THIS REPORT</b>		
	Critical Item Requirements:		\$1,162.00
	Non Critical Item Requirements:		\$352.29
	<b>Total Requirements:</b>		<b>\$1,514.29</b>

18.5.6.1. Content. The user may select the stock target percentage for Noncritical and Critical (default is 100%) on the search criteria screen. The report separates each requirement by assemblage and displays the total dollar requirement for all selected assemblages at the bottom of the report.

18.5.6.2. Use. This report can be used by the WRM project officer or appointed WRM Crew Chief to project the total dollar amount of critical and non-critical items needed to make an assemblage 100%. (Note: This report does not take into effect expired items or items that are expiring in the near future.)

18.5.7. Assemblage Funds Status Report. The Assemblage Funds Status Report (Figure 18.10.) displays the current fiscal years fund status for each Org ID.

Figure 18.10. Assemblage Funds Status Report.

Assemblage Funds Status-Current FY						Current Date: 17-May-2011	
Org Id: FM4407							
Fund Number	Target Amount	Available Balance	Committed Amount	Obligated Amount	Receipt Amount	R -Sales	Return Amount
<b>A5250</b>	<b>\$4,200.00</b>	<b>\$305.60</b>	<b>\$0.00</b>	<b>\$3,840.14</b>	<b>\$54.26</b>	<b>\$0.00</b>	<b>\$0.00</b>
904-A-2-0 CASF EXPENDABLE MEDICAL SUPPLIES			\$0.00	\$3,840.14	\$54.26	\$0.00	\$0.00
<b>A5251</b>	<b>\$5,700.00</b>	<b>\$588.15</b>	<b>\$0.00</b>	<b>\$4,793.21</b>	<b>\$318.64</b>	<b>\$0.00</b>	<b>\$0.00</b>
904-A-3-0 CASF EXPENDABLE MEDICAL SUPPLIES			\$0.00	\$4,793.21	\$318.64	\$0.00	\$0.00
<b>A5252</b>	<b>\$6,950.00</b>	<b>\$483.60</b>	<b>\$0.00</b>	<b>\$5,149.16</b>	<b>\$1,317.24</b>	<b>\$0.00</b>	<b>\$0.00</b>
904-A-4-0 CASF EXPENDABLE MEDICAL SUPPLIES			\$0.00	\$5,149.16	\$1,317.24	\$0.00	\$0.00

18.5.7.1. Content. This report displays the fund number, assemblage, target amount available balance, committed and obligated amounts, receipt amount R-Sales, and return amount for each assemblage.

18.5.7.2. Use. The WRM project officer or appointed WRM Crew Chief may use this report to view real time funds status on all assemblages managed in DMLSS.

18.5.8. Assemblage LIMFAC Consideration Report. This report identifies potential deployment limiting factors for assemblages.

18.5.8.1. Content. Use the search criteria selection screen to select the organization and assemblage(s). This report shows serviceable items that have expired, or expire within the next 6 months, and equipment that is inoperable or requires maintenance within the next 6 months.

18.5.8.2. Use. The WRM project officer or appointed Crew Chief use this report to review limiting factors that may prevent assemblages from deploying as serviceable. Maintain a continuity file for limiting factors.

18.5.9. Assemblage Physical Inventory Date Report. The Assemblage Physical Inventory Date Report (Figure 18.11.) displays the last inventory date recorded in DMLSS for all assemblages.

Figure 18.11. Assemblage Physical Inventory Date Report.

Assemblage Physical Inventory Date Report				Current Date: 17 May 2011
Org ID	Assemblage	Build Control Number	Assemblage Description	Last Inventory Date
<b>DETPMI - PATIENT MOVEMENT</b>				
	887 P 1 A		PATIENT MOVEMENT ITEMS	*Not on Record
<b>FF66G0 - 932ND MDG SCOTT AFB</b>				
	904 A 1 0	8003915	CASF EXPENDABLE MEDICAL SUPPLIES	24 Nov 2010
	904 B 1 0	8003918	25 BED CASF BASIC EQUIPMENT PACKAGE	24 Nov 2010
	904 C 1 0	8003919	CASF OPERATIONAL EQUIPMENT PACKAGE	24 Nov 2010
	904 D 1 0	8003917	25 BED CASF TENT PACKAGE	24 Nov 2010
	AMCP 0 1 0	8000916	ANTI-MALARIA/CHOLERA PROGRAM	24 Nov 2010
	BWCW 0 1 0	8000958	BIOLOGICAL/CHEMICAL WARFARE ANTIDOT	24 Nov 2010

18.5.9.1. Content. Use the report selection criteria screen to select the organization. The option to select a date to Include Only Assemblages Not Inventoried Since is also available. This report displays by ORG each assemblage along with the last inventory date. If an assemblage has an inventory date of Not on Record, an inventory has never been accomplished.

18.5.9.2. Use. WRM managers can use this report to plan future inventories and develop an inventory schedule.

18.5.10. Assemblage Status. The Assemblage Status report (Figure 18.12.) displays status for selected assemblages based upon user selected criteria.

**Figure 18.12. Assemblage Status Report.**

Assemblage Status Summary Report - Current Allowance Quantities													Current Date: 17-May-2011	
Criteria: All Items														
Rolled Up by Increment: NO														
Org ID: FM4407			Org UIC:			Org Description: 375TH MDG SCOTT AFB			Number: 1					
Assemblage ID: 006			Increment: A			Sub Assm: PD			Assemblage Item ID:					
Build Control Number: 9022955			Description: HSMR IN PLACE PATENT DECON CAPABILITY (PPDC) - PATENT DECON			Allow. Publication Date: *Not on Record			Ownership Code:					
Assemblage ERC:			Assemblage UTC: HLD0001			Project Code:			Warehouse Location:					
Item ID	Short Item Desc	Critical Qty	U/S	U/S Price	Balances					Dollar Value			Stock%	
					Onland	Other	Def Qty	Duein	Allow	Onland	Duein	Over/(Short)		
3910NCM061060	TVI CONVEYOR FOR NON-AMBULATORY PATI	2 EA		\$1,162.00	1	0	0	0	0	2	\$1,162.00	\$0.00	(\$1,162.00)	50%
3910NCM061061	TVI PATENT TRANSFER BOARD	2 EA		\$190.00	3	0	0	0	3		\$570.00	\$0.00	\$0.00	100%
3920NCM061033	EQUIPMENT CART, TVI DECON SYS	1 EA		\$1,678.57	1	0	0	0	1		\$1,678.57	\$0.00	\$0.00	100%
4210001434471	HOSE,FIRE	1 EA		\$77.48	0	0	0	0	2		\$0.00	\$0.00	\$0.00	100%
4210NCM020815	FIRE HOSE 50' 1 1/2	EA		\$120.00	2	0	0	0	0		\$240.00	\$0.00	\$0.00	

18.5.10.1. Content. Use the report selection criteria screen to select the desired organization and assemblage(s). There are many options that may be selected to customize the search. The contents of the report include Item ID, item description, critical quantity, U/S, U/S price, balances, dollar value, over/short value, and stock percentage. Summary information by commodity class and overall material availability percentages is also provided.

18.5.10.2. Use. This report provides the WRM project manager or WRM Crew Chief with a way to view specified status information for all assemblages. It can help identify shortages within an assemblage.

18.5.11. Assemblage Status Rollup. This report is similar to the Assemblage Status Report, but it enables multiple assemblages to be selected and viewed as one combined assemblage.

18.5.11.1. Content. Balances from all selected assemblages are listed for each Item ID matching the selection criteria. Critical and non-critical items totals, as well as gross percentages, are located at the end of the report.

18.5.11.2. Use. This report allows the WRM project manager or Crew Chief to view status information from multiple assemblages and sub-assemblages that have been combined.



18.5.12. Assemblage Status Summary. The Assemblage Status Summary report (Figure 18.13.) is essentially a summary of dollar values and on-hand percentages taken from the last page of the Assemblage Status report.

Figure 18.13. Assemblage Status Summary.

Assemblage Status Summary Report - Current Allowance Quantities						
Criteria: All Items						
Rolled Up by Increment: NO						
Org ID: F194457	Org UIC:	Org Description: 375TH MDG SCOTT AFB				
Assemblage ID: 506	Increment: A	Number: 1				
Build Control Number: 9022955	Assemblage Item ID:	Sub Asm: PD				
Description: HSMR IN PLACE PATENT DECON CARABILITY (PPDC) - PATENT DECON	Assemblage ERC:	Assemblage Item ID:				
Assemblage UTC: HLD0001	Allow. Publication Date: Not on Record	Ownership Code:				
Project Code:	Warehouse Location:					

Commodity Cls Item	Dollar Value					
	On Hand	Due in	Deferred	Allow	Over	Short
PHARMACEUTICAL	\$3,586.80	\$0.00	\$0.00	\$3,690.60	\$0.00	(\$103.80)
SUPPLY-DURABLE NON-MEDICAL	\$3,809.77	\$0.00	\$0.00	\$4,088.22	\$0.00	(\$248.49)
SUPPLY-EXPENDABLE MEDICAL	\$41,231.20	\$0.00	\$0.00	\$42,182.20	\$26.00	(\$1,182.00)
SUPPLY-EXPENDABLE NON-MEDICAL	\$930.67	\$0.00	\$0.00	\$845.63	\$0.00	\$0.00
<b>Gross:</b>	<b>\$49,558.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,816.65</b>	<b>\$26.00</b>	<b>(\$1,514.29)</b>

Total Assemblage Critical Items:	32
Total Assemblage Non-Critical Items:	40
<u>Detail Percentages (% of Total Allowance Quantities)</u>	
Critical Item Stockage %:	100%
Non-Critical Item Stockage %:	99%
Total Item Stockage %:	99%
<u>Gross Percentages (% of Total Allowance Quantities)</u>	
Critical Item Stockage %:	99%
Non-Critical Item Stockage %:	95%
Total Item Stockage %:	97%

18.5.12.1. Content. This report lists the summary information by commodity class and overall material availability percentages for assemblages.

18.5.12.2. Use. This report provides the WRM project manager or Crew Chief with general summary information on shortages and/or overages within an assemblage.

18.5.13. Assemblages Managed. The Assemblages Managed report identifies all assemblages managed within DMLSS.

18.5.13.1. Content. The report displays by Org ID each assemblage along with its assemblage increment, assemblage description, and quantity. A total number of assemblages is provided for each Org ID, and a total for all organizations is provided at the end of the report.

18.5.13.2. Use. This report provides WRM managers with an overall view of assemblages managed separated by ORG.

18.5.14. Commercial Returns Call Status. The Commercial Returns Call Status report displays the current status for each commercial returns call number.

18.5.14.1. Content. Use the search selection criteria screen to select the desired call number(s). The scope may be set to either IM or AM, and the report type may be set as either detail or summary. The detailed summary report is broken down by call number. Each call number has a column for current status, number of items, value, and credit. The summary report displays a list of selected call numbers with number of items, value, credit,

and cost information. The total for all selected call numbers is displayed at the end of the report.

18.5.14.2. Use. This report may be used to view the current status of commercial returns call.

18.5.15. Commingled Picklist. The Commingled Picklist report displays items in the selected assemblage(s) that have commingled quantities.

18.5.15.1. Content. The report displays by assemblage Item ID, description, AM/IM location information, commingled quantity, U/S, U/S price, and pick quantity.

18.5.15.2. Use. WRM managers use this report to manage commingled quantities. It can be used in conjunction with the assemblage transfer process. A transfer does not process if commingled quantities exist in the assemblage. Once commingled items have been placed with the assemblage, use Item Code Change to remove the commingled codes and quantities from the assemblage.

18.5.16. Dated Items Detailed. The Dated Items Detailed report (Figure 18.14.) displays items in an assemblage that have expired or are set to expire within the selected time period.

**Figure 18.14. Dated Items Detailed Report.**

Detailed Dated Items Report													
Criteria: 17-Jan-2011 to 17-May-2011													
Current Date: 17-May-2011													
Org ID: FM4407		Org UIC:		Org Description: 375TH MDG SCOTT AFB									
Assemblage ID: 886				Number: 1									
Increment: A				Sub Assm: PD									
Build Control Number: 9002955				Assemblage Item ID:									
Description: HSMR IN PLACE PATENT DECON CAPABILITY (PPDC) - PATENT DECON													
ERC:													
Project Code:				Ownership Code:									
Warehouse Location:													
Item ID	Description	U/S	U/S Price	Location	Sub-Location	Strat	State	Manufacturer	Lot #	Exp Date	Revised Exp. Date	On Hand	\$ Value
8505001181914	LOMOTL 2.5 MG TAB 100 UD	BX	\$20.76	NONE		FDA				5/5/2011		5	\$103.80
												SER:	\$0.00
												UNS:	\$0.00
												SUS:	\$0.00
												REP:	\$0.00
												FDA:	\$103.80
												<b>TOTAL EXPIRING ITEMS:</b>	<b>\$103.80</b>

18.5.16.1. Content. Use the report selection criteria screen to select an organization and assemblage(s). From and To dates may be entered as well as an Expire by date. The report results are shown by assemblage. Each item that meets the selected expiration criteria is listed along with its expiration date and QA data.

18.5.16.2. Use. Use this report to help manage dated items. It allows a WRM manager or Crew Chief to view expired or expiring items and project shortages that can be added to a WRM spend plan.

18.5.17. Dated Items Summary. The Dated Items Summary report displays the dollar value of items that have expired or are expiring in an assemblage within the specified time period.

18.5.17.1. Content. Use the report criteria selection screen to select the organization and date range with an added option to select an expired by date. The report contents include assemblage, stratification type, and dollar value of expiring items. The bottom of the report

displays the total dollar value of expiring items, and also the totals for each stratification types.

18.5.17.2. Use. Use this report to help manage dated items. It allows a WRM manager or Crew Chief to view expired or expiring items and project shortages that can be added to a WRM spend plan.

18.5.18. Destruction. The Destruction report allows WRM personnel to retrieve destruction documents for viewing or reprinting.

18.5.18.1. Content. This report displays the Item ID, document number, quantity, and price of the destroyed item. Destruction authority, date, method, and reason for destruction are also included along with signature and date lines for environmental health certification, the destruction officer, and two separate witnesses.

18.5.18.2. Use. Documentation for all destructions performed are retained for a period of two years in accordance with AFRIMS Table and Rule T 41-14 R 04.00.

18.5.19. Detail Stock Items. The Detail Stock Items report displays QA data and O/H balances of items in selected assemblages.

18.5.19.1. Content. Use the selection criteria screen to select an organization and assemblage. The report is set by default to search for All Items, but there are many options available to narrow the search. The report contents are essentially the same as an Assemblage Status Report, but there are added details including location, sub location, and stratification state.

18.5.19.2. Use. This report can be used to view detailed information of items within an assemblage.

18.5.20. Disassociated Assemblage Transaction Report. The Disassociated Assemblage Transaction Report assists users in reviewing current fiscal year transactions that have been processed against assemblages that do not have associated AM fund records.

18.5.20.1. Content. Upon selecting an organization, assemblage, and date range, this report displays the Item ID, transaction date, transaction, document number, quantity, total price, refund code, and U/P codes.

18.5.20.2. Use. This report allows WRM managers to view transactions processing against assemblages without an assigned AM Fund Record that may be causing financial obligations. An automated report (D07) is generated and sent to AFMOA/SGMX at the end of each month providing similar information.

18.5.21. End-item/Support Item Relationship Report. The End-item/Support Item Relationship Report allows users to search for end/support items belonging to an assemblage.

18.5.21.1. Content. The report displays the Item ID, description, U/S price, critical code, allowance, on-hand (O/H), and due-in quantities of items with assemblage end item/support details.

18.5.21.2. Use. WRM personnel may use this report as a tool to review and manage all end-item/support item relationships.

18.5.22. Exceptions - Standard Assemblage Add. The Exceptions – Standard Assemblage Add report displays any exceptions created during a standard assemblage add or assemblage inshipment.

18.5.22.1. Content. Use the report criteria selection screen to select the desired organization and assemblage and click Search. This report displays the assemblage data description, project and ownership code.

18.5.22.2. Use. WRM personnel can use this report to view existing exceptions for selected assemblages that require attention. These exceptions will be corrected before the catalog record can be used. Once the exception is corrected, it is cleared from the report.

18.5.23. Gain/Loss. The Gain/Loss report displays gain and loss transactions processed against selected assemblages within a specified date range.

18.5.23.1. Content. Use the criteria selection screen to select an organization, assemblage(s), and date range. The report lists each item processed as a gain or loss by assemblage along with transaction history details such as Item ID, document number, price, quantity, transaction type, and User ID.

18.5.23.2. Use. This report can be used by WRM personnel to review and verify gains and losses processed against selected assemblages.

18.5.24. Incomplete Record. The Incomplete Record report (Figure 18.15.) identifies all assemblage record data items that are marked as incomplete. This report allows WRM personnel to view which assemblage items are marked as incomplete.

**Figure 18.15. Incomplete Record Report.**

Incomplete Record Report											
											Current Date: 17-May-2011
Org ID: FM4407			Org UIC:			Org Description: 375TH MDG SCOTT AFB					
Assemblage ID: 886						Number: 1					
Increment: A						Sub Assm: PD					
Build Control Number: 9002955											
Description: HSMR IN PLACE PATENT DECON CAPABILITY (PPDC) - PATENT DECON											
ERC:											
Project Code:						Ownership Code:					
Item ID	Short Item Desc	O/H Qty	UP	Loc ID	Sub Loc	Manufacturer	Manuf Dt (MM/DD/YYYY)	Exp Dt (MM/DD/YYYY)	Rev Exp Dt (MM/DD/YYYY)	Lot Num	ECN
6505001181914	LOMOTL 2.5 MG TAB 100 UD	5 BX	NONE					05/05/2011			

18.5.24.1. Content. Each incomplete record is listed by assemblage and includes the Item ID, Description, Locations, Manufacturer, Expiration Date, and other QA data.

18.5.24.2. Use. This report is used to view assemblage records that are marked as incomplete and require additional data entry. Upon entry of the required data, the complete flag may be cleared through mass update or assemblage record data.

18.5.25. Inventory Adjustment Voucher. The Inventory Adjustment Voucher (IAV) report allows inventory adjustment gain/loss transactions to be viewed or reprinted.

18.5.25.1. Content. Use the selection criteria screen to select the organization, assemblage(s), and date range. The report displays each inventory adjustment gain or loss

along with its transaction information to include Item ID, assemblage, price, document number, etc. The bottom of the report contains signature blocks for the certifying official and approval authority.

18.5.25.2. Use. Use this report to print or reprint an inventory adjustment voucher within 14 days of the transaction. Properly certify and approve inventory adjustment vouchers (IAVs) using the appropriate official.

18.5.26. Item Balance. The Item Balance report displays balances for a specified item in the selected assemblages that have an allowance standard for that item.

18.5.26.1. Content. This report displays each assemblage with the specified Item ID along with assemblage location, sub location, U/S, U/S price, balances, and dollar value. The Balances column includes on-hand, deferred, due-in, and allowance quantities. The Dollar Value column includes on-hand, due-in, and over (short) values. Grand totals for the Balances and Dollar Value columns are provided at the end of the report.

18.5.26.2. Use. WRM personnel may use this report as a management tool to identify assemblages that have overages or shortages for the specified item.

18.5.27. Organization Status. The Organization Status report displays a status summary of all assemblages within a specified organization based upon specified criteria.

18.5.27.1. Content. The contents of this report include assemblage balances, dollar value, and stock percentage. The Balances column includes number of line items, and due-ins. The Dollar Value column includes allowance, on-hand, due-in, overages, and shortages. The Stock Percentage column includes detail and gross.

18.5.27.2. Use. This report provides WRM managers with a snapshot of the current status of all assemblages within an organization.

18.5.28. Packing List. The Packing List report allows an assemblage packing list to be viewed or printed.

18.5.28.1. Content. This report displays the packing/inventory list for the selected assemblages that includes Item ID and on-hand (O/H) quantity along with its QA data such as locations, expiration dates, manufacturer dates, lot number, serial number, and ECN.

18.5.28.2. Use. This report provides a list of items that are on-hand and ready for deployment within an assemblage.

18.5.29. Prime Vendor Backorder Report. This report identifies backordered item from the prime vendor.

18.5.29.1. Content. The Prime Vendor Backorder Report displays management data including Item ID and description, quantity ordered and backordered, document number, prime vendor ordering number (PVON), and estimated ship date.

18.5.29.2. Use. WRM managers use this report to view all PVM backorders. Perform follow-up actions where applicable.

18.5.30. Prime Vendor Credit Account Activity. The Prime Vendor Credit Account Activity report displays the current credit balance.

18.5.30.1. Content. The contents of this report include the current balance and all adjustments with the amount, adjustment reason, call number, date, and User ID. The total dollar amount of the adjustments is displayed at the end of the report.

18.5.30.2. Use. This report can be used to view the current credit balance and any changes that may be posted for a selected prime vendor during a selected time period.

18.5.31. Prime/Sub. The Prime/Sub report (Figure 18.16.) identifies each prime primary item and its associated substitute and ratio.

**Figure 18.16. Prime/Sub Report.**

Prime/Substitute Report					
Org ID: FM4407			Org UIC:		Current Date: 17-May-2011
Assemblage ID: 886			Org Description: 375TH MDG SCOTT AFB		Number: 1
Increment: A			Sub Assm: PD		
Build Control Num: 9002955			Description: HSMR IN PLACE PATIENT DECON CAPABILITY (PPDC) - PATIENT DECON		
Project Code:			Ownership Code:		
Warehouse Location:					
Prime Item ID	Description	Sub ID	Description	Prime Ratio	Sub Ratio
4210001434471	HOSE,FIRE	4210NCM020815	FIRE HOSE 50' 1 1/2"	1	1
5110015185917	CUTTER SEAT BELT	5110NCM032339	CUTTER, SEAT BELT	1	1

18.5.31.1. Content. The report displays each prime Item ID and description along with its sub item and their prime and sub ratios for the selected assemblages.

18.5.31.2. Use. This report can be used to review and manage all prime/sub relationships within an assemblage.

18.5.32. Returns. The Returns report allows WRM personnel to view and print return documents.

18.5.32.1. Content. Use the criteria screen to select an organization, assemblage(s), and date range. Options to include an Item ID and Document Number are available. The report header contains Organization and Assemblage details. The report displays the returning customer details along with transaction history details to include document number, Item ID, U/S, U/S Price, and return quantity.

18.5.32.2. Use. WRM personnel can use this report to view and print return documents.

18.5.33. Unit Status. The Unit Status Report lists summaries of dollar values and gross dollar amounts.

18.5.33.1. Content. Use the criteria screen to select an organization, assemblage(s), and readiness percent. Also select allowance quantity or old allowance quantity. This report shows assemblage description, assemblage ID, project ownership, balances, dollar values, readiness percentages for critical, non-critical, and total items.

18.5.33.2. Use. WRM managers may use this report to gather dollar values and gross dollar amounts of assemblages by selected readiness criteria.

18.5.34. Unit Status – Non-Reportable Items. In the Unit Status Report - Non Reportable Items Criteria window, the data to be included in the report can be selected and searched for. The report can be customized by using the criteria that are available in this window.

18.5.34.1. Content. Use the criteria screen to select an organization, assemblage(s), and readiness percentage. Also select allowance quantity or old allowance quantity. This report shows assemblage description, assemblage ID, project ownership, balances, dollar values, readiness percentages for critical, non-critical, and total items.

18.5.34.2. Use. WRM managers may use this report to gather dollar values and gross dollar amounts of assemblages by selected readiness criteria.

### Section 18D—CAIM Reports

#### 18.6. CAIM Reports.

18.6.1. Active Due-ins. The Active Due-ins Report provides detailed information on current requisitions.

18.6.1.1. Content. The contents of the report include document number, Item ID, item description, DFAS document number, SOS, due-in quantity, and due-in dollar value. Total due-in dollar value is indicated at the top of the report.

18.6.1.2. Use. This report lists all of the customer's active CAIM due-ins.

18.6.2. Active Due-outs over 30 days. The Active Due-outs over 30 days Report (Figure 18.17.) provides summary information on all active due-outs over 30 days old. This report is produced upon request.

**Figure 18.17. Active Dueouts Over 30 Days Report.**

Active Dueout over 30 days							Date Prepared: 17 May 2011
Document No.	Item ID	UOP	Quantity	UOP Price	Amount	Date Created	
3H551102583437	1061844	EA	4	\$5.02	\$20.08	15 Sep 2010	
3H551102663709	6520LSGKIT	KT	1	\$6,650.00	\$6,650.00	23 Sep 2010	
3H551102663773	6520LZZDISCOV	EA	4	\$1,011.00	\$4,044.00	23 Sep 2010	
3H551102803033	7510L03617734	EA	1	\$265.00	\$265.00	07 Oct 2010	
3H551103513163	6520LHA43A	EA	6	\$410.75	\$2,464.50	17 Dec 2010	
3H551103513164	6520LWA99LT	EA	2	\$900.61	\$1,801.22	17 Dec 2010	

18.6.2.1. Content. Use the search criteria to select a search by Customer(s) or MTF. The contents of the report include Item ID, document number, unit of purchase (U/P), quantity, unit of purchase (U/P) price, amount, and date created.

18.6.2.2. Use. Customers can use this report to view their due-outs and initiate follow-up with Medical Logistics, as necessary.

18.6.3. Bulk Purchase Card by Month and Year. Not used by the Air Force.

18.6.4. Consumption History Graph. The Consumption History Graph report provides a graphical view of an item's consumption history for a 12-month cycle. This report is produced during monthly end-of-period (EOP) processing.

18.6.4.1. Content. The report selection criteria allow the user to set the scope to Customer or MTF. If customer is selected, users may select multiple customers. Enter the Item ID(s) or select from the drop down menu. American Hospital Formulary Standard (AHFS) descriptions and codes may also be selected. The report displays a graph that represents 12 months of consumption history. Also displayed are customer, Item ID, customer item description, U/S, commodity class name, U/S price, American Hospital Formulary Standard code and description.

18.6.4.2. Use. This report can be used to educate the Customer on monthly issue history, daily demand rate, and erratic ordering patterns.

18.6.5. Consumption History Report. The Consumption History Report (Figure 18.18.) displays the detailed consumption history for an item. The report is produced during monthly end-of-period (EOP) processing.

**Figure 18.18. Consumption History Report.**

Consumption History Report												
											Date Prepared: 17 May 2011	
3H5730 - EDUCATION & TRAINING												
Item ID		Item Description					Commodity Class			U/S CD	U/S Price	
01268CB		FAK POUCH CHINOOKMED.COM					SUPPLY-DURABLE MEDICAL			EA	\$18.85	
Fiscal Year	Location ID	Resale Ind	Level	Level Type	AHFS Cd	AHFS Desc						
	NONE	N	0	NON STOCKED								
	Mar	Apr										
2011	0	0										
Item ID		Item Description					Commodity Class			U/S CD	U/S Price	
0892033525		ESSENTIALS OF MUSCULOSKELETAL					SUPPLY-EXPENDABLE NON-MEDICAL			EA	\$116.25	
Fiscal Year	Location ID	Resale Ind	Level	Level Type	AHFS Cd	AHFS Desc						
	NONE	N	0	NON STOCKED								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2010	0	0	0	0	0	0	0	0	0	0	0	0
	Oct	Nov	Dec	Jan	Feb	Mar	Apr					
2011	0	0	0	0	0	0	0					

18.6.5.1. Content. The report selection criteria allow the scope to be set to either Customer or MTF. If customer is selected, the option to select multiple customers exists. Enter the Item ID(s) or select from the drop down menu. American Hospital Formulary Standard (AHFS) descriptions and codes may also be selected. The report displays the consumption history for the CFY and previous 24 months. Each FY displays the total consumption history by month.

18.6.5.2. Use. This report can be used to educate the customer on monthly issue history, daily demand rate, and erratic ordering patterns.

18.6.6. Contract Call Register. The Contract Call Register report lists current contracts. This report is only applicable for a CAIM SOS. The only authorized Air Force CAIM SOS is medical maintenance.

18.6.6.1. Content. This report displays each call number, by SOS, with the number of line items, total dollars, organization, User ID, and date of order.

18.6.6.2. Use. This report can be used to validate contract call information and account for total line items and dollars spent per SOS and call number.



18.6.7. Contract Termination. The Contract Termination report displays SOS contracts that have expired, about to expire or have been marked for deletion. This report is only applicable for a CAIM SOS. The only authorized Air Force CAIM SOS is medical maintenance.

18.6.7.1. Content. This report displays the contract expiration date, contract number, SOS and Supplier name.

18.6.7.2. Use. Use this report as a tool to effectively manage contracts.

18.6.8. Critical Due-in. The Critical Due-in report lists items that are due-in and also marked as critical.

18.6.8.1. Content. The report displays by customer account number the Item ID along with other information such as document number, number of days old, status date, and status code.

18.6.8.2. Use. The customer can use this report to view their critically coded items that are due-in and view any available status.

18.6.9. Customer Catalog. The Customer Catalog (Figure 18.19.) displays a selected Customer's catalog information.

**Figure 18.19. Customer Catalog.**

Customer Catalog Report By Customer								Date Prepared: 17 May 2011		
375TH MDG SCOTTAFB										
Showing All Records, Sorted by By Item ID										
3H5491		SCOTT FAMILY HEALTH (PRIMARY CARE)								
Item Id	Customer Description				UOP Code	UOS Code	UOP Price	UOS Price	SOS	Critical Item Indicator
00034213001	BETADINE SWABSTICKS				CS	CS	\$24.63	\$24.63	EBC	N
Location	Storage Area	Level Type	Level/Delete Indicator							
NONE		N	0/N							
00264761200	DEXT/SOD CHL 5%/ 45% SOL 12X1000 ML				CS	CS	\$21.83	\$21.83	EBC	N
Location	Storage Area	Level Type	Level/Delete Indicator							
NONE		N	0/N							
02678-000	PROBE TEMPERATURE ORAL/AXILLA				EA	EA	\$45.97	\$45.97	EBC	N
Location	Storage Area	Level Type	Level/Delete Indicator							
NONE		N	0/N							

18.6.9.1. Content. The search criteria screen allows the customer ID(s) to be selected. Records are sorted by active or deleted (or both) and by Item ID or customer item description. The report contents for each record include customer item description, price, and packaging information. Location, storage, critical item indicator, and level information are also provided.

18.6.9.2. Use. This report can be used by customers to view a detailed list of items in their customer catalog.

18.6.10. Customer Catalog Records with Invalid SOS. The Customer Catalog Records with Invalid SOS report displays a customer catalog item associated with an SOS that has been marked as deleted. This report is only applicable for a CAIM SOS. The only authorized Air Force CAIM SOS is medical maintenance activities.

18.6.11. Customer Organization. See paragraph 18.4.15.

18.6.12. Customer Restrictions. The Customer Restrictions report displays any customer item restrictions.

18.6.12.1. Content. The report contents include Item ID, item description, restriction type (i.e. CIIC), restriction code (i.e. Q, R), and restriction description.

18.6.12.2. Use. This report can be used by customers to view a list of items in the customer catalog that have restrictions.

18.6.13. Delinquent Purchase Card Reconciliation Report. The Delinquent Purchase Card Reconciliation Report should only be accessed through the IM module for Air Force users.

18.6.14. Destruction. Destructions are only processed by logistics personnel using the IM Destruction process explained in paragraph 5.7. Customers should never process destructions.

18.6.15. Document Register. The Document Register displays all transactions processed against a customer's account. The Document Register report is produced during daily end-of-period (EOP) processing.

18.6.15.1. Content. The contents of the report include document number, Item ID, customer item description, U/S, price, quantity, transaction type, User ID, date/time, reversal indicator, demand, and refund code. This report is produced in three parts. Part one displays all receipts, due-ins, and cancellations. Part two displays all issues. Part three displays all other transactions, e.g., turn-ins, and location change.

18.6.15.2. Use. This report can be used by customers to view all transactions processed against their account on a specified date.

18.6.16. End-of-Year Funds. The End-of-Year Funds report provides customers with a snapshot of their account funds status at the end of the previous fiscal year. This report is produced during yearly end-of-period (EOP) processing.

18.6.16.1. Content. Use the search criteria to select log, project center, expense center, or all. The contents of the report reflect target amount, available balance, commits, obligations, credits, surcharges, expenses, reimbursable, and non-reimbursable sales.

18.6.16.2. Use. This report can be used by customers as a tool to help determine budget needs for the fiscal year.

18.6.17. Expenditures by SOS. The Expenditures by SOS report displays total expenses for a customer by SOS. This report is only applicable for a CAIM SOS. The only authorized Air Force CAIM SOS is medical maintenance activities.

18.6.18. Expense Center Commodity Mismatch.

18.6.19. Expense Center EOM Fund Balance. See paragraph 18.4.18.

18.6.20. Expense Center Expenses by EOR. The Expense Center Expenses by EOR report allows the customer to view their expenditures of each EOR by months in the current fiscal year.

18.6.20.1. Content. There are two fields to select from on the report selection criteria screen, Report Type and Expense Center. Select either Report Listing or Graph for the report type. The Report Listing type displays each EOR and the total spent for each month.

There is also an EOR total column for each EOR. The Graph report type displays month and expenses. Each EOR is represented by a different color on the graph.

18.6.20.2. Use. Customers can use this report as a tool to help manage their expenditures.

18.6.21. Expense Center Fund Summary. The Expense Center Fund Summary report allows the Customer to view their current funds status.

18.6.21.1. Content. On the report selection criteria screen enter the Expense Center(s) or choose from the drop down menu. The report resembles the Expense Center detail screen in System Services. It shows total balances for the Expense Center by EOR.

18.6.21.2. Use. Customers can use this report to view their current fund balance.

18.6.22. Failed MTF Catalog Changes. See paragraph 18.4.19.

18.6.23. High Total Expenditure. The High Total Expenditure report, Figure 18.20., provides the total expenditure of items for the MTF or by customer.

**Figure 18.20. High Total Expenditure Report.**

High Total Expenditure Report By Customer						Page: 1 of 65	
CURRENT FISCAL YEAR						Date Prepared: 17 May 2011	
Fiscal Year: 2011							
375TH MDG SCOTT AFB							
Minimum Dollar Value: \$0.00							
25561A PHARMACY (561A)							
Item ID	Item Description	SOS	UOP	Current UOP Price	Total Usage	Total Expenditure	
00006011780	SINGULAIR 10 MG TBS, 8000'S	EBC	BT	\$16,934.40	4	\$65,380.16	
00186504054	NEXIUM 40 MG CAP 90	EBC	BT	\$526.71	522	\$55,623.90	
6505014107226	FLONASE NASAL 0.05% SPY 16 GM	EBC	EA	\$40.40	1189	\$48,653.05	
00025152551	CELEBREX 200 MG CAPSULE	EBC	BT	\$1,068.90	45	\$47,871.55	

18.6.23.1. Content. The criteria search selection includes fiscal year and scope. Minimum dollar is also available. The report is separated by customer and displays Item ID, description, SOS, U/P, price, total usage, and total expenditure.

18.6.23.2. Use. The High Total Expenditure report allows the customer to view their highest expenditures in descending order.

18.6.24. Inventory Adjustments. The Inventory Adjustments report is generated at the end of a CAIM physical inventory.

18.6.24.1. Content. The search criteria for this report include customer ID and date range. The report displays the items that were adjusted along with the type of adjustment i.e. IAL or IAG. The prices, quantity, document number, inventory type, date and User ID is also displayed. Located at the bottom of the report are signature blocks for the certifying official and approving official.

18.6.24.2. Use. This report can be used by customers to view all gains and losses processed as a result of the inventory. Note: Air Force policy only allows customers to perform unofficial inventories.

18.6.25. Inventory Status. The Inventory Status report provides the customer with comprehensive detail on inventory throughout their area.

18.6.25.1. Content. On the report selection criteria screen select customer ID(s) and sorting preference. Sort by options include Item ID, item description, level, location, and value on hand. The report contents list by customer ID, due-out balance (\$ value), estimated on-hand quantity, excess quantity, item description, Item ID, level, location, total excess on-hand dollar value, total on-hand dollar value, U/P, U/S, and U/P price, U/S price.

18.6.25.2. Use. This report can help the customer identify trends and problems that may need attention.

18.6.26. Pharmaceutical and Medical Supply. This report compares items currently being purchased to their PFY usage.

18.6.26.1. Content. The report contents include Item ID, item description, commodity class, U/S, demand year, current U/S price, total usage, and total cost.

18.6.26.2. Use. The Pharmaceutical and Medical supply report provides customers with pharmaceutical and supply budget information.

18.6.27. Prime Vendor Backorder Report. This report identifies backordered item from the prime vendor.

18.6.27.1. Content. The Prime Vendor Backorder Report displays management data including Item ID and description, quantity ordered and backordered, document number, prime vendor ordering number (PVON), and estimated ship date.

18.6.27.2. Use. Custodians use this report to view all PVM backorders. Perform follow-up action(s) where applicable.

18.6.28. Prime Vendor Credit Account Activity.

18.6.29. Prime Vendor Usage Report. See paragraph 18.4.37.

18.6.30. Prime Vendor Usage Summary Report. See paragraph 18.4.38.

18.6.31. Project Center Commits and Obligations by Expense Center. This report displays the dollar value of commitments and obligations of each expense center of the selected project center.

18.6.31.1. Content. This report displays financial management data including EOR, EOR nomenclature, commitments, obligations, credits, and reimbursable sales.

18.6.31.2. Use. Custodians can use this report to view dollar values of commitments, obligations, credits, and reimbursable sales by EOR for the selected expense center.

18.6.32. Project Center EOM Fund Balance. See paragraph 18.4.41.

18.6.33. Project Center Expenses by Expense Center. The Project Center Expenses by EOR report allows the customer to view their expenditures of each EOR by month in the current fiscal year.

18.6.33.1. Content. There are two fields to select from on the report selection criteria screen, Report Type and project center. Select either Report Listing or Graph for the report type. The Report Listing type displays each EOR and the total spent for each month. There

is also an EOR total column for each EOR. The Graph report type displays month and expenses. Each EOR is represented by a different color on the graph.

18.6.33.2. Use. Customers can use this report as a tool to validate and manage their Project/Expense Center expenses.

18.6.34. Project Center Fund Summary. The Project Center Fund Summary report (Figure 18.21.) allows the customer to view their current funds status.

**Figure 18.21. Project Center Fund Summary.**

Project Center Fund Summary Report									
Project Center: 625 - FLIGHT MEDICINE		Date Prepared: 17 May 2011							
Fiscal Year: 2011									
	Target	Available Balance	Obligations	Commits	Credits	Reimb. Sales	Non-Reimb. Sales	Surchgs	Expenses
EOR	\$8,000.00	\$686.37	\$7,469.45	\$7,469.45	\$155.82	\$0.00	\$0.00	\$49.36	\$7,047.75
472 - SERVICE-LEASE/RENTAL OF IT EQUIP&SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
473 - SERVICE-LEASE/RENTAL OF OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
549 - SERVICE-EQUIPMENT MAINTENANCE-OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
553 - SERVICE-CONTRACT EDUCATION AND TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
567 - SERVICE-MAINTENANCE FROM OTHER DOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
568 - SERVICE-MAINTENANCE OF GOVT OWNED IT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
569 - SERVICE-MAINTENANCE OTHER THAN IT OR WPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
571 - SERVICE-CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
574 - SERVICE-OTHER MISC CONTRACT HEALTH CARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
582 - SERVICE-CONTRACT INFORMATION TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
592 - SERVICE-MISCELLANEOUS CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
604 - MEDICAL SUPPLIES	\$7,500.00	\$529.31	\$6,970.69	\$6,970.69	\$0.00	\$0.00	\$0.00	\$45.90	\$6,552.49
615 - PHARMACEUTICAL	\$500.00	\$157.06	\$498.78	\$498.78	\$155.82	\$0.00	\$0.00	\$3.46	\$495.30
624 - MEDICAL EXPENSE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	<b>\$8,000.00</b>	<b>\$686.37</b>	<b>\$7,469.45</b>	<b>\$7,469.45</b>	<b>\$155.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49.36</b>	<b>\$7,047.75</b>

18.6.34.1. Content. Use the report selection criteria screen to enter the project center(s) or choose from the drop down menu. The report resembles the project center detail screen in System Services. The total balances for the project center is shown, and it is also broken down for each EOR.

18.6.34.2. Use. Customers use this report to view their current funds status.

18.6.35. Projected Expenditure. The Projected Expenditure report displays projected expenditures by customer ID and also the year-to-date amount. This report is produced upon request.

18.6.35.1. Content. In the report selection criteria screen, a minimum year to date (YTD) amount may be entered. The contents of the report include Item ID, item description, U/P, U/P price, PFY cost, year to date (YTD) cost, estimated CFY cost, and percent change.

18.6.35.2. Use. This report allows the customer to view their previous years cost of an item, what they have spent this year and also see a projected cost for the year.

18.6.36. Purchase Card Register. The Purchase Card Register report allows purchase card holders and Approving Officials to produce a hardcopy call register based on entered search criteria. This report is only applicable for a CAIM SOS. The only authorized Air Force CAIM SOS is medical maintenance activities.

18.6.37. Purchase Cards by Bulk Document Number. Not used by Air Force sites.

18.6.38. Purchase Cards Not Reconciled by Month. Not used by Air Force sites.

18.6.39. Receipt. Receipt report allows customers to view their receipts based on entered search criteria. Note: Receipt discrepancies cannot be created in CAIM for an SOS type of LOG.

18.6.40. Receipt Discrepancy. The Receipt Discrepancy report allows customers to view receipt discrepancy information for a specified SOS, contract, call, or document number. Note: Receipt discrepancies cannot be created in CAIM for an SOS type of LOG.

18.6.41. Replenishment Inventory Exception. The Replenishment Inventory Exception report (Figure 18.22.) allows customers to view any replenishment exceptions that have occurred along with an explanation of the cause.

**Figure 18.22. Replenishment Inventory Exception Report.**

Replenishment Inventory Exception Report									
Customer ID: 278921							Date Prepared: 17 May 2011		
Customer Name: ICMOP CHARGES ESP CODE ZA									
Item ID	Item Description	U/P	EOH	Inv Qty	Level	Storage Area	Location ID	Reason	Date
8505005986116	XYLOCAINE 1 % VL 50 ML	BT		4	0		EAEF WH	ITEM RESTRICTIONS	23 Mar 11
8505010782514	METOPROLOL 50 MG TAB 100	PG		4	0		DEFAULT	ITEM RESTRICTIONS	23 Mar 11
8505014623025	LACT RINGERS SOL 14X1000 ML	CS		1	2		DEFAULT	ITEM RESTRICTIONS	25 Mar 11

18.6.41.1. Content. This report displays the Item ID, item description, U/P, quantity, date, and a reason for the exception.

18.6.41.2. Use. This is the same report as the one that appears in the inbox. Exceptions may require modification in build/process/submit (BPS) order to process to the LOG side.

18.6.42. Returns. The Returns report provides customers with a record of items returned to Logistics. Note: A separate returns report is created for reversed items.

18.6.42.1. Content. The report selection criteria screen options include Item ID, location, and date range and a customer ID must be selected. The report displays the document number, Item ID, item description, unit pack, unit price, demand code, return quantity, total price, refund code, credit, and reason for return.

18.6.42.2. Use. Customers may use this report as a tool to assist with managing their returns to Logistics.

18.6.43. Sales. Air Force restricts the use of CAIM SOS activities to only the Maintenance activity. Maintenance activities do not sell to other internal customers.

18.6.44. Shelf Life. The Shelf Life report allows customers to view a list of their items with shelf-life dates.

18.6.44.1. Content. Use the report selection criteria screen to set the scope to MTF or customer. The report content includes the Item ID, item description, commodity class, shelf life (months), expiration type, level type, U/S, level, U/S price, and estimated on hand balance.

18.6.44.2. Use. This report can be used as a tool for customers to identify and manage any items that may expire.

18.6.45. Transaction History. The Transaction History report allows customers to access up to 24 months of their account's historical data.

18.6.45.1. Content. Use the selection criteria screen to specify customer ID, document number, Item ID, transaction code, User ID, expense center, call number, contract number and a date range. The option to break the report on customer ID/Item ID or Item ID only is available. Also the report detail may be sorted by date or transaction type. The report displays the Item ID, transaction type, document number, quantity, price, unit, SOS contract/call number, User ID, and date and time. A maximum of 500 records can be retrieved.

18.6.45.2. Use. This historical data can be reviewed for reporting purposes or to correct errors.

18.6.46. Troubled Duein. The Troubled Duein report allows customers to view their requisition(s) that DMLSS has identified as a potential problem. Certain criteria exist for an order to be considered a troubled due-in to include: (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 exceed the average pipeline time for the item.

18.6.46.1. Content. The report provides status summary of an item ordered to include days old, priority code, last status code and date code received, and estimated ship date.

18.6.46.2. Use. Logistics personnel may need to contact the SOS to ascertain the status of the order.

18.6.47. Usage Cost by Therapeutic Class. The Usage Cost by Therapeutic Class report summarizes an account's usage by therapeutic class.

18.6.47.1. Content. Use the report selection criteria to enter the customer ID(s) and the applicable American Hospital Formulary Standard (AHFS) code(s). The report is sorted by AHFS codes and displays Item ID, item description, U/S, U/S price, hospital formulary indicator, SOS code, history begin date, PFY usage and PFY usage cost.

18.6.47.2. Use. The Pharmacy may use this report as a tool to determine prior costs and project future expenditures.

18.6.48. Year to Date Funds Position Report. The Year to Date Funds Position displays the financial positions of the DMLSS Log Fund and project centers within the organization with a balance greater than \$0.00.

18.6.48.1. Content. Use the Report Selection Criteria screen to specify the desired date posted. The report displays target amounts, available balance, commitments, obligations, credits, reimbursable sales, nonreimbursable sales, surcharges, and expenses. Both project center and expense center elements of resource (EORs) are displayed.

18.6.48.2. Use. This report may be used as a financial tool to validate the year to date funds positions.

18.6.49. Zero/Negative Funds Summary. During daily end of period (EOP) processing the Zero/Negative Funds Summary report is produced when the target flag is set and the target amount is greater than zero and the available balance is zero or negative; or, the target amount is zero and the available balance is negative.

18.6.49.1. Content. 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 EOR within the Project Center along with year to date commitments, obligations, credits, sales, surcharges, and expenses. A Zero/Negative Funds Summary pending action notification also is posted in the customer's inboxes.

18.6.49.2. Use. Users should review the report and take action, if necessary, to augment their existing fund balances within the Project Center.

### ***Section 18E—Customer Support (CS) Reports***

#### **18.7. Customer Support Reports.**

18.7.1. High Total Expenditure. See paragraph 18.6.23.

18.7.2. Highest Demanded Items, Med/Surg. This report is used to display the highest annual demanded Med/Surg items.

18.7.2.1. Content. Once ran, this report shows the Item ID, description, U/P, average U/P price, estimated cost Fiscal Year-to-date, and source(s) of supply SOS(s).

18.7.2.2. Use. This report provides the customer with a tool to manage their stock by understanding the annual demand for each item, overall expenditures, and a comparison of the unit of purchase costs by SOS for each of the items.

18.7.3. Highest Demanded Items, Pharm. This report is used to display the highest annual demanded pharmaceutical items.

18.7.3.1. Content. This report shows the Item ID, description, U/P, average U/P price, estimated cost Fiscal Year-to-date, and source(s) of supply SOS(s).

18.7.3.2. Use. This report provides Pharmacy with a tool to manage their stock by understanding the annual demand for each item, overall expenditures, and a comparison of the unit of purchase costs by SOS for each of the items.

18.7.4. Highest Dollar Valued Items In Sales (Med/Surg). This report is used to display the highest annual dollar valued item in Med/Surg sales.

18.7.4.1. Content. This report shows the Item ID, description, U/P, average U/P price, quantity, estimated cost Fiscal Year-to-date, and source(s) of supply SOS(s).

18.7.4.2. Use. This report helps customers manage their stock by understanding the unit of purchase costs (by SOS) for each item, as well as overall expenditures.

18.7.5. Highest Dollar Valued Items In Sales (Pharm). This report is used to display the highest annual dollar valued item in pharmaceutical sales.

18.7.5.1. Content. This report displays the Item ID, description, U/P, average U/P price, quantity, estimated cost Fiscal Year-to-date, and source(s) of supply SOS(s).



18.7.5.2. Use. This report helps Pharmacy manage their stock by understanding the unit of purchase costs (by SOS) for each item, as well as overall expenditures.

18.7.6. Issue/Turn-in Summary Report. See paragraph 18.4.25.

### ***Section 18F—Equipment Management (EM) Reports***

#### **18.8. Equipment Management (EM) Reports.**

18.8.1. Annual Capital Asset Balance Report (Standard Report). This report provides MEMO with a summary view of all equipment that meets the equipment capitalization threshold.

18.8.1.1. Content. This report displays the acquisition cost, accumulated depreciation, and net value categorized by each Asset Type.

18.8.1.2. Use. MEMO managers use this report to support financial reporting and budgeting requests from AFMOA/SGME.

18.8.2. Annual Capital Equipment Depreciation Report (Standard Report). The Annual Capital Equipment Depreciation Report provides MEMO with a list of all equipment that meets the equipment capitalization threshold and has accumulated depreciation during the fiscal year.

18.8.2.1. Content. The equipment's acquisition cost, current fiscal year depreciation, and accumulated depreciation are displayed on this report.

18.8.2.2. Use. MEMO managers use this report to support replacement requests, financial reporting, and budgeting requests from AFMOA/SGMO.

18.8.3. Annual Capital Equipment Gain and Loss Report (Standard Report). The Annual Capital Equipment Gain and Loss Report provides MEMO with a list of all capital equipment assets processed as an Inventory Gain or Inventory Loss during the current Fiscal Year.

18.8.3.1. Content. This report displays the agency the equipment was transferred to/from, net acquisition cost, and depreciation gain.

18.8.3.2. Use. MEMO managers use this report to support financial reporting and budgeting requests from AFMOA/SGMO.

18.8.4. Capital Asset Balance Report (Standard Report). The Capital Asset Balance Report provides MEMO with a summary view of all equipment that meets the equipment capitalization threshold. This report is produced monthly.

18.8.4.1. Content. The report lists the acquisition cost, accumulated depreciation, and net value categorized by each Asset Type.

18.8.4.2. Use. MEMO managers use this report to support financial reporting and budgeting requests from AFMOA/SGMO.

18.8.5. Controlled Items Inventory List (Standard Report). Not used by Air Force sites.

18.8.6. Daily Document Transaction Register (Standard Report). The Daily Document Transaction Register allows MEMO to verify the type and accuracy of transactions processed in the system. This report is produced when equipment transactions are written.

18.8.6.1. Content. The transaction register displays the document number, customer ID, Item ID, ECN, nomenclature, transaction code, transaction reason, User ID, and reverse indicator and remarks.

18.8.6.2. Use this report to verify the type and accuracy of daily transactions processed in the system.

18.8.7. Equipment Inventory Adjustment Document (Standard Report). The Equipment Inventory Adjustment Document (Figure 18.23.) provides MEMO a method to verify inventory adjustments. This report is produced daily when an equipment inventory adjustment is processed.

**Figure 18.23. Equipment Inventory Adjustment Document.**

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT							
DATE PREPARED: 16 MAY 2011		EQUIPMENT INVENTORY ADJUSTMENT DOCUMENT				AS OF DATE: 24 SEP 2010	
DODAAC: FM4425		UIC:		ORGANIZATION NAME: 459 AMDS ANDREWS AFB-NAF		ORG ID: FFLJ80	
ITEM ID	EQUIPMENT NOMENCLATURE	ECN	CUSTOMER ID	DOCUMENT NO.	ACQ. COST	REV.	
MANUFACTURER	NAMEPLATE MDL	SERIAL NO.	TRANSACTION REASON				
_M100268611	MONITOR, BEDSIDE, ELECTROCARDIOGR	029745	M45882	FM442502189524	\$4,392.63		
WELCH ALLYN INC	SCHILLER AT-2	021.03964	EQUIPMENT INVENTORY ADJUSTMENT LOSS			Y	
TOTAL INVENTORY OVERAGE:					\$4,392.63		
TOTAL INVENTORY SHORTAGE:					\$0.00		
NET INVENTORY CHANGE:					\$4,392.63		
I CERTIFY THAT THE ADJUSTMENTS LISTED ABOVE ARE CORRECT.							
_____ EQUIPMENT MANAGER		_____ DATE		_____ APPROVAL AUTHORITY		_____ DATE	

18.8.7.1. Content. The report displays what type of adjustment occurred, the total inventory overage/shortage value, and net inventory change. There is also a section for the Equipment Manager and Approval Authority to verify the adjustment(s) by signature.

18.8.7.2. Use. This report provides MEMO managers with a document to verify inventory adjustments for equipment. Verify each line on the document, and prepare any necessary documents. Obtain the signature of the certifying and approving officer on the last page of the document.

18.8.8. High Priority Report (Standard Report). Not used by Air Force sites.

18.8.9. Monthly Capital Asset Balance Report (Standard Report). Not used by Air Force sites.

18.8.10. Monthly Capital Equipment Depreciation Report (Standard Report). The Monthly Capital Equipment Depreciation Report provides a list of all equipment that meets the capital equipment threshold and has had depreciation calculated during the month of the report.

18.8.10.1. Content. This report is sorted by Org ID and customer and displays the ECN, Item ID, nomenclature, serial number, acquisition date and cost, current and accumulated depreciation for each item on the report.

18.8.10.2. Use. This report provides the Equipment Manager information about depreciation transactions that were passed to finance.

18.8.11. Monthly Capital Equipment Gain and Loss Report (Standard Report). This report provides the MEMO with a summary of all capital equipment gains and losses for the month. This report is produced monthly.

18.8.11.1. Content. The report includes the type of inventory adjustment that processed, reversal indicator, net acquisition cost, depreciation gain, and accumulated depreciation. The net adjustments are also totaled.

18.8.11.2. Use. This report provides the Equipment Manager a summary of all capital equipment gains and losses for the month.

18.8.12. Property Record Administrative Adjustment Report (Standard Report). Not used by Air Force sites.

18.8.13. Active Due-in/Due-out Report (Standard Inquiry). The Active Due-In/Due-Out report (Figure 18.24.) provides MEMO a summary of all equipment due-outs with linked due-ins. This report is produced upon request.

**Figure 18.24. Active Due-in/Due-out Report.**

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT															
DATE PREPARED: 16 MAY 2011			ACTIVE DUE-IN/DUE-OUT REPORT						AS OF DATE: 16 MAY 2011						
DODAAC: FM4425		UIC:	ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB						ORG. ID: FM4425						
DUE-IN DOC.	ITEM ID	DUE-OUT DOC.	ACN	AEC NOMENCLATURE	REQ	D/O	CANC	RCVD	PRI SENT TO	REQ	D/I	CANC	STAT. CD	STAT. DATE	ESD
															UNIT PRICE
FM442502510781	NBM550	35585102510780	Y	FIELD STRENGTH METER	2	2	0	0	15	LPR	2	2			\$17,650.00
FM442502520039	5ASVUPHRC	35551102520038	Y	STERILIZING UNIT, STEAM	1	1	0	0	15	LPR	1	1			\$51,423.91
FM442502520041	6203000000	35586202520040	Y	DRILL, BONE	3	3	0	0	15	LPR	3	3			\$51,028.20

18.8.13.1. Content. Use the report selection criteria to select a sort preference by Due-in Document Number or Item ID. Included in the report are the status codes, status date, customer ID, due-in/due-out document numbers, Item ID, nomenclature, required quantity, due-out quantity, received quantity, and due-in unit price.

18.8.13.2. Use. This report provides MEMO managers a tool for managing equipment due-ins and due-outs.

18.8.14. Authorization Reference Report (Standard Inquiry). Not used by Air Force sites.

18.8.15. Custodian Action List (Standard Inquiry). The Custodian Action List report provides a list of equipment records that have written to the equipment transaction history for a Customer account. This report can be produced upon request.

18.8.15.1. Content. The selection criteria for this report include search by Report Date or transactions processed today that have not been printed.

18.8.15.2. Use. This list is produced if there is a change in the accountable records for a using activity. The report provides the MEMO and customer with a list of accountable transactions that have occurred for the Customer's account in a given business day. This list essentially updates the Custody Receipt/Location List by showing all changes, such as gains and losses that occurred during the processing cycle. File one copy of all certified listings in the MEMO property custodian file and retain until a new Custody

Receipt/Location List reflecting all the changes has been certified and signed by the property custodian.

18.8.16. Custodian Receipt/Location List (Standard Inquiry). The Custodian Receipt/Location List (Figure 18.25.) provides a list of accountable equipment records for a customer account and includes a signature block for the custodian. This report is produced upon request.

**Figure 18.25. Custodian Receipt/Location List.**

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT							
DATE PREPARED: 16 MAY 2011		CUSTODIAN RECEIPT/LOCATION LIST				AS OF DATE: 16 MAY 2011	
DODAAC: FM4425	UIC:	ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB			ORG ID: FM4425		
CUSTOMER ID: 355710		CUSTOMER NAME: TRICARE		CUSTODIAN NAME: TREVOR MAUK			
ITEM ID	EQUIPMENT NOMENCLATURE		ECN	TYPE	MANUFACTURER	ACQ. COST	
NAMEPLATE MODEL	SERIAL NUMBER	SHORT ITEM DESCRIPTION	COMMON MODEL	PERMANENT LOCATION	OWNERSHIP	DATE LAST INV.	
7490L90001		EMBOSSING/SIGN MAKING EQUIPMENT	021234	IND	CARD TECH.		\$12,524.75
ADV.SERIES	001418	EMBOSSER PAT ID			LABOR&DELIVERY	ORGANIZATIONAL	06 AUG 2010
ADVANTAGE M2000		EMBOSSING/SIGN MAKING EQUIPMENT	030558	IND	NBS CARD TECHNOLOGY CORP		\$7,378.00
ADVANTAGE 2000 M	001899	ADVANTAGE M2000M-1 EMBOSSER	ADVANTAGE 2000 M		ADMISSIONS&DISPOSITI	ORGANIZATIONAL	06 AUG 2010
0640B002		SCANNER, IMAGE	034353	IND	CANON USA INC		\$4,759.15
SCANNER	DAJ09308	SCANNER			FB27	ORGANIZATIONAL	06 AUG 2010
0640B002		SCANNER, IMAGE	034354	IND	CANON USA INC		\$4,759.15
SCANNER	DAJ09312	SCANNER			FB-27B	ORGANIZATIONAL	06 AUG 2010
TOTAL DOLLAR VALUE ON HAND:						\$29,421.05	
TOTAL QUANTITY ON HAND:						4	
I CERTIFY THAT THE ITEMS LISTED ABOVE ARE CORRECT.							
_____				_____			
				DATE			

18.8.16.1. Content. Upon specifying the customer and sort by criteria, the report displays Item ID, nameplate model, serial number, equipment nomenclature, short item description, ECN, common model, equipment type i.e. individual (ind), component (cmp), and system (sys).

18.8.16.2. Use. This list may be requested on an as-required basis when an inventory of MEMO controlled property is necessary, i.e., there is a change in property custodian, or there are extensive changes in the records for an account. Property custodians sign and return a certified copy to the MEMO. This copy is maintained in the MEMO property custodian file.

18.8.17. Custodians Without Equipment Report (Standard Inquiry). The Custodians Without Equipment Report (Figure 18.26.) is produced upon request to provide MEMO with a list of all custodians associated to the organization that do not have equipment records, requests, or due-ins that are active on their account.

**Figure 18.26. Custodians Without Equipment Report.**

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT						
DATE PREPARED: 16 MAY 2011		Custodians Without Equipment Report			AS OF DATE: 16 MAY 2011	
DODAAC: FM4425 UIC:		ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB			ORG. ID: FM4425	
<u>CUST_ID</u>	<u>CUSTOMER NAME</u>	<u>CUSTODIAN NAME</u>	<u>CUSTODIAN PHONE</u>	<u>LAST INV. DATE</u>	<u>NEXT INV. DATE</u>	<u>DEPARTURE DATE</u>
3H5240	MEMO HOLD	STEFANIE COX	240-857-6046			

18.8.17.1. Content. This report displays the customer ID, customer name, custodian name, custodian phone, last inventory date, next inventory date, and custodian departure date.

18.8.17.2. Use. This report provides MEMO managers with a tool for managing equipment custodians and custodial accounts within the organization. If no equipment is assigned to a custodian, the custodian should be considered for deletion.

18.8.18. Document Register Report (Standard Inquiry). The Document Register Report (Figure 18.27.) enables the MEMO to verify the type and accuracy of transactions processed in the system. This report is produced upon request.

**Figure 18.27. Document Register Report.**

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT									
DATE PREPARED: 16 MAY 2011		DOCUMENT REGISTER REPORT					AS OF DATE: 16 MAY 2011		
DODAAC: FM4425 UIC:		ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB					ORG. ID: FM4425		
		START DATE: 01 JAN 2011		END DATE: 16 MAY 2011					
DOCUMENT NUMBER	CUST ID	ITEM ID	ECN	NOMENCLATURE	TRANSACTION CD	REASON	USER ID	REV IND	REMARKS
3H58810267000	3H5888	6665013204712	036326	MONITOR, ENVIRONMENTAL, IONIZING RADIATION	EGI	EQUIPMENT ISSUE GAIN	E_PARROT	N	
FM442510269100	3H5888	6665013204712	036326	MONITOR, ENVIRONMENTAL, IONIZING RADIATION	EIZ	EQUIPMENT IDENTIFICATION DATA CHANGED	E_PARROT	N	
FM442510679500	203013	377001Q165807	036329	CAGE ANIMAL	IGE	GAIN FROM ANOTHER MTF	L_WOOD	N	
FM442510679501	203013	6640004288120	036330	INCUBATOR BIOLOGIC TEST	IGE	GAIN FROM ANOTHER MTF	L_WOOD	N	

18.8.18.1. Content. The search criteria allow for specific start and end dates to be selected. The report displays the document number, customer ID, Item ID, ECN, nomenclature, transaction code/reason, User ID, reversal indicator, and any remarks.

18.8.18.2. Use. The document register is used to ensure that the transaction processed correctly in DMLSS with the information contained on the source documents. If an error is found on the document, take corrective action. Quality control of the document register should always be performed when EM transactions have been processed for a given day.

18.8.19. EM Equipment Requiring Data For UII Report (Standard Inquiry). The EM Equipment Requiring Data For UII Report displays equipment that requires data in order for a Unique Item Identifier (UII) to be assigned. This report is produced upon request.

18.8.19.1. Content. The report selection criteria include Organization, Customer, and Data Required. Included in the report are the ECN, customer, nomenclature, location, manufacturer, information required for Unique Item Identifier (UII), date identified, serial, and model number. The totals for selection criteria and EM service are also included and divided into four sections. The sections include number of accountable equipment records, equipment records with Unique Item Identifier (UII) assigned, equipment records requiring a Unique Item Identifier (UII), and equipment records requiring user update.

18.8.19.2. Use. This report can be used to view equipment items requiring data for a Unique Item Identifier (UII). It is mainly for future use in identifying equipment that may be potentially marked with the new 2d matrix barcode.

18.8.20. EM Equipment With A UII Assigned (Standard Inquiry). The EM Equipment with a UII Assigned report list all active equipment records that a Unique Identifier (UID) or unique item identifier (UII) assigned.

18.8.20.1. Content. This report displays the equipment separated by Item ID listing the ECN, customer, unit of issue (U/I), Org ID, and manufacturer.

18.8.20.2. Use. The report is mainly for future use in identifying equipment that must be marked with a new 2d matrix barcode.

18.8.21. Equipment Account Report (Standard Inquiry). The Equipment Account Report gives MEMO a list of all equipment on record for each organization. This report is produced upon request.

18.8.21.1. Content. This report shows the equipment record(s) assigned to each customer, balance type information, and MTF Catalog information for each equipment item.

18.8.21.2. Use. This report gives MEMO a detailed list of all equipment on record for each organization.

18.8.22. Equipment Account Summary Report (Standard Inquiry). The Equipment Account Summary Report is a summary of all items on the EM account.

18.8.22.1. Content. This report is divided by four price categories. Each price category displays total dollar value, number of Item IDs, and number of equipment records. Each indicates the total percentage of equipment it accounts for. A statement of responsibility for the Equipment Manager is also available to sign.

18.8.22.2. Use. This report summarizes the value of the organization's equipment account and provides an accountable document for MEMO managers to sign for and assume responsibility for the organization's overall equipment account.

18.8.23. Equipment Balance Report (Standard Inquiry). Not used by Air Force sites.

18.8.24. Equipment Gain And Loss Report (Standard Inquiry). This inquiry lists all accountable records that have been gained or lost to the EM Account.

18.8.24.1. Content. The search criteria include search by Org ID allowing for the specification of beginning and end dates. The contents of the report include document number, transaction date, customer ID, Item ID, ECN, nomenclature, serial number, reversal indicator, transaction code, and reason.

18.8.24.2. Use. This report provides MEMO a tool for researching and managing equipment gains and losses.

18.8.25. Equipment Line Item Number Report (Standard Inquiry). Not used by Air Force sites.

18.8.26. Equipment Out of Balance Report (Standard Inquiry). Not used by Air Force sites.

18.8.27. Equipment Prime/Sub Report (Standard Inquiry). Not used by Air Force sites.

18.8.28. Equipment Records for Device Class Report (Standard Inquiry). This inquiry provides the Equipment Manager with a list of equipment records for the specified Device Class.

18.8.28.1. Content. Upon specifying the Device Class in the search criteria, this report displays device code, Item ID, nomenclature, ECN, Cust ID, manufacturer, nameplate model, serial number, and acquisition cost.

18.8.28.2. Use. This report provides MEMO a tool for managing a particular type of equipment.

18.8.29. Equipment Replacement Report (Standard Inquiry). The Equipment Replacement Report (Figure 18.28.) is produced upon request and provides MEMO and equipment custodians with a list of equipment that is eligible or becoming eligible for replacement.

**Figure 18.28. Equipment Replacement Report.**

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT									
EQUIPMENT REPLACEMENT REPORT					AS OF DATE: 16 MAY 2011				
DATE PREPARED:	16 MAY 2011		ORGANIZATION NAME:			FM4425-779 MDG ANDREWS AFB		ORG ID: FM4425	
DODAAC:	FM4425	UIC:	ORGANIZATION ID: FM4425			CUSTOMER ID:	355681	CUSTOMER NAME:	INHALATION THERAPY
FUND:	Expense	ORGANIZATION ID: FM4425		CUSTOMER ID:	355681	CUSTOMER NAME:	INHALATION THERAPY		
ITEM ID	EQUIPMENT NOMENCLATURE			LE	ACQ DATE	YRS DEF	MAINT COST	ACQ COST	
ECN	MANUFACTURER		NAMEPLATE MODEL	REP REQ. NO	MAINT ASSESSMENT				
Replacement Year				3					
8773VISION	VENTILATOR, NONINVASIVE POSITIVE PRESSURE			8	28 AUG 2002	1	\$5,360.31	\$10,507.91	
026718	RESPIRONICS INC		362059		0000				
PRIORITY:							REPLACEMENT PRICE: _____		
COMMENTS:									
Total Acq Cost for Replacement Year							3:	\$20,919.31	

18.8.29.1. Content. The search criteria include type of equipment expense or capital, number of years one thru five, organization, and customer.

18.8.29.2. Use. Use this report and MEMO-approved/unfunded files as the basis for budget inputs. MEMO provides equipment custodians copies of this report to use in preparing their expense equipment budgets.

18.8.30. Equipment Transfers Report (Standard Inquiry). This report is produced upon request and provides a list of accountable equipment records that have been transferred to or from a customer account.

18.8.30.1. Content. The selection criteria for this inquiry allows for the date range, applicable customer, and sort option by document number or equipment control number. The report displays the document number, transaction date, Item ID, ECN, nomenclature, serial number and transaction reason.

18.8.30.2. Use. This report provides MEMO with a tool for researching equipment transfers.

18.8.31. Excess Equipment Reconciliation Report (Standard Inquiry). This inquiry is produced upon request and provides a list of reportable and non-reportable excess items on MEMO excess account.

18.8.31.1. Content. This report is separated between potential reportable excess and potential non-reportable excess.

18.8.31.2. Use. MEMO personnel can use this report to manage excess equipment.

18.8.32. Inactive Due-in/Due-out Report (Standard Inquiry). The Inactive Due-in/Due-out Report inquiry is produced upon request and provides MEMO with a list of equipment due-outs with associated due-ins that are complete.

18.8.32.1. Content. The specific report selection criteria include search by date range and sort by due-in document number or by Item ID.

18.8.32.2. Use. MEMO personnel can use this list to research inactive due-ins/due-outs.

18.8.33. Potential Custodian Inventory List (Standard Inquiry). The Potential Custodian Inventory List (Figure 18.29.) is produced upon request and provides MEMO with a list of inventories that are due within the next ninety days.

**Figure 18.29. Potential Custodian Inventory List.**

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT					
DATE PREPARED: 16 MAY 2011		POTENTIAL CUSTODIAN INVENTORY LIST		AS OF DATE: 01 MAY 2011	
DODAAC: FM4425      UIC:		ORGANIZATION NAME: FM4425-779 MDG ANDREWS AFB		ORG. ID: FM4425	
CUSTOMER ID	CUSTOMER NAME	CUSTODIAN NAME	CUSTODIAN PHONE	LAST INV. DATE	NEXT INV. DATE
245245	NEGATIVE SVC CUSTOMER	SHON BAKER	2323		
355406	OCCUPATIONAL THERAPY	ALEXANDRA ADAMS	7-4074	06 AUG 2010	01 JUN 2011
355448	PAIN MANAGEMENT	REZA AKBARI	72706	06 AUG 2010	01 JUN 2011
3H561J	PENTAGON FLT MEDICINE ANNEX	REZA AKBARI	72706	06 AUG 2010	01 JUN 2011
355790	INPATIENT AFFAIRS	REGINA ALLEN	2408578397	06 AUG 2010	01 JUN 2011

18.8.33.1. Content. This report displays the customer's last and next scheduled inventory dates.

18.8.33.2. Use. This report provides MEMO officer a tool to schedule and prepare for upcoming equipment inventories.

18.8.34. Reported Excess Equipment Report (Standard Inquiry). This report is produced upon request and provides a list of equipment items that have been reported as excess that are still awaiting disposition or pending action. The report displays all status codes the item has received while in excess. This report can be produced upon request.

18.8.34.1. Content. The report displays all status codes the item has received while in excess.

18.8.34.2. Use. Use this report to manage equipment that is reported excess.

18.8.35. Systems and Components Report (Standard Inquiry). This report is produced upon request and provides MEMO with a list of system equipment records with the associated component equipment records.

18.8.35.1. Content. This report displays the total system acquisition cost along with equipment control numbers (ECNs), Item ID, equipment nomenclature, manufacturer, nameplate model, serial number, and acquisition cost.

18.8.35.2. Use. This report provides the MEMO officer with a tool for managing system equipment records and the associated components.



*Section 18G—Equipment Maintenance (MA) Reports***18.9. Equipment Maintenance Reports.**

18.9.1. Average Annual Maintenance Cost Report (Standard Report). This report lists all manufacturer/common models of equipment that were in the facility during the past fiscal year. This report is only produced during end-of-fiscal year processing and only if Common Model Records have been created.

18.9.1.1. Content. This report is listed alphabetically by Equipment Nomenclature. Dollar values are averages for manufacturer/common model, accomplished by summing all costs for each category and dividing by quantity of equipment items for that manufacturer/common model.

18.9.1.2. Use. This report provides high-level cost data for each manufacturer/common model of equipment. Retention: 12 Months.

18.9.2. Consolidated Customer Maintenance Report (Standard Report). The consolidated Customer Maintenance Report summarizes work order information from individual Customer Maintenance Reports and displays it in a single report.

18.9.2.1. Content. The Consolidated Customer Maintenance Report is broken down into sections by Organization Name. Each section contains a row for each supported Customer Name within that organization. The Grand Total line gives the sum total for all supported organizations.

18.9.2.2. Use. This report provides the maintenance manager with a summary view of work order counts, service hours, and potential problem areas for each supported customer. It is useful for determining which departments are utilizing Medical Maintenance and as a possible indicator of the need for operator training. It can also help identify facility modification needs. Retention: 12 Months.

18.9.3. Contract Expiration Report (Standard Report). This report provides a list of contracts with contract end dates that occur within the next 6 months. The Standard Report version is created in the March, June, September and December end-of-month processing for each Maintenance Activity; however, it is not produced if there is no contract data in the Contract Management module.

18.9.3.1. Content. It is generated in a list format in both Contractor sequence and End Date sequence.

18.9.3.2. Use. This report alerts maintenance managers of equipment with an expiring contract in order to prepare for organizational or additional contractual maintenance support. The report can also be used to identify possible deficiencies that can be corrected before the contract period expires. Review to avoid lapses in contract coverage. Retention: 3 Months – Manually save inquiries.

18.9.4. Customer Maintenance Report (Standard Report). The Customer Maintenance Report provides information on scheduled and unscheduled services performed by the Maintenance Activity and Contractors and the status of all work orders not completed prior to the end-of-month processing.

18.9.4.1. Content. The report is created for each customer supported by the Maintenance Activity. The list portion is in Work Order Number sequence. It is separated by Work Order Category; Part I contains Unscheduled Work Orders, and Part II contains Scheduled Work Orders. Part III of the report contains the work order number and identification data of any equipment items where the Work Order Status is Unable to Locate.

18.9.4.2. Use. The Customer Maintenance Report provides the Maintenance Activity and each Customer, information on the maintenance services and support provided for the Customer. Retention: 1 Month

18.9.5. Customer Scheduled Services Listing (Standard Report). The report provides a list of equipment that is due for scheduled services within a Customer's area.

18.9.5.1. Content. A separate listing in ECN sequence is provided for each Customer ID for which scheduled work orders are created.

18.9.5.2. Use. The report is to advise the customers of equipment items that are due for scheduled services, and to aid in coordinating these services. Retention: 1 Month.

18.9.6. Maintenance Management Report (Standard Report). The Maintenance Management Report provides summarized management data on the type of work performed and time expended during the report month.

18.9.6.1. Content. This is a three-part report to include Unscheduled Services, Scheduled Services, and Maintenance Service Time Accounting. Part I, Unscheduled Services (Figure 18.30.), shows the number of unscheduled services and the time recorded to perform these services. It also provides columns for in-house technicians and others. The second section provides statistics about the number of unscheduled work orders. The third section shows the ending balance of work orders by status and by the number of days they have been open. Part II, Scheduled Services (Figure 18.31.) shows the number of scheduled services that were required for the month and then captures the number completed. It displays the number of hours logged for the completed services and totals the number of services not performed. The completion numbers are then displayed as a percent of services completed. The second section provides statistics about the number of scheduled work orders, and the third section shows the ending balance of work orders by status and by the number of days they have been open. Part III Maintenance Service Time Accounting (Figure 18.32.) displays the number of authorized versus assigned military and civilians. The second section summarizes time for all active technicians as recorded on the maintenance personnel time sheet. The third section provides statistics about the number of hours available versus the number of hours recorded in work orders.

Figure 18.30. Maintenance Management Report, Part I.

**DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT  
MAINTENANCE MANAGEMENT REPORT  
MEDICAL EQUIPMENT REPAIR CENTER  
Part I: Unscheduled Services**

	Work By Technician	Work By Other
Number of Services Performed	0	0
Hours Expended	.0	.0
Average Response Time (HRS)	.0	.0

**Work Orders**

Beginning Balance	64
New	0
Re-Opened	0
Completed	0
Canceled	0
Ending Balance	64

**Ending Balance Status**

	Unassigned	Assigned	Parts	Depot	Contract	Total
00-30 Days	0	0	0	0	0	0
31-60 Days	2	0	0	0	0	2
61-90 Days	2	0	0	0	0	2
91+ Days	11	27	8	0	14	60
<b>Total</b>	<b>15</b>	<b>27</b>	<b>8</b>	<b>0</b>	<b>14</b>	<b>64</b>

Figure 18.31. Maintenance Management Report, Part II.

**DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT  
MAINTENANCE MANAGEMENT REPORT  
MEDICAL EQUIPMENT REPAIR CENTER  
Part II: Scheduled Services**

	Work By Technician				Work By Other			
	INSP	PM	CAL	SPR	INSP	PM	CAL	SPR
Number of Services Scheduled	3,280	2,091	2,428	461	N/A	N/A	N/A	N/A
Number of Services Performed	0	0	0	0	0	0	0	0
Hours Expended	.0	.0	.0	.0	.0	.0	.0	.0
Number of Services Not Performed	3,280	2,091	2,428	461	N/A	N/A	N/A	N/A
Percent of Services Performed	.0%	.0%	.0%	.0%	N/A	N/A	N/A	N/A

**Work Orders**

Beginning Balance	3,045
New	390
Re-Opened	0
Completed	0
Canceled	0
Ending Balance	3,435

**Ending Balance Status**

	Unable to Locate	Unassigned	Assigned	Parts	Depot	Contract	Total
00-30 Days	0	390	0	0	0	0	390
31-60 Days	0	585	0	0	0	0	585
61-90 Days	0	430	0	0	0	0	430
91+ Days	7	1,971	10	11	0	31	2,030
<b>Total</b>	<b>7</b>	<b>3,376</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>31</b>	<b>3,435</b>

Figure 18.32. Maintenance Management Report, Part III.

DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT MAINTENANCE MANAGEMENT REPORT MEDICAL EQUIPMENT REPAIR CENTER Part III: Maintenance Service Time Accounting		
	Military	Civilian
Authorized	0	0
Assigned	0	0
<b>Time Sheet Information</b>		
Personnel Assigned		0
Regular Hours		.0
Overtime Hours		.0
Total Hours		.0
Non-Duty Absence		.0
Duty Absence		.0
Admin/Support		.0
Technical Training		.0
Supervisory Hours		.0
Travel Hours		.0
<b>Time Sheet Calculations</b>		
Charged Hours		0
Hours Available for Work		0
Charged Hours/Hours Available for Work		0.0%
Hours Available for Maintenance		0
Charged Hours/Hours Available for Maintenance		0.0%
<b>Authenticating Officer</b>		<b>Maintenance Manager</b>
Name _____	Signature _____	Name _____
Grade _____	Date Signed _____	Grade _____
Title _____		Signature _____

18.9.6.2. Use. Supervisors use this report to evaluate the equipment maintenance program. This report should facilitate the identification of trends. Give special attention to open work orders, critical and life-support equipment service, equipment calibration, etc.

18.9.7. Materiel Condition Status Report (Standard Report). The report is produced for each Army Maintenance Activity that has reportable records and has updated all the data fields required on the report.

18.9.8. MEPRS Report (Standard Report). The MEPRS Report provides the man-hours expended for each customer.

18.9.8.1. Content. The Medical Expense and Performance Report (MEPRS) is produced alphabetically in column format by MEPRS Code sequence by organization.

18.9.8.2. Use. It allows the resource manager to distribute maintenance costs to the various expense centers (customers). The report is also useful for the maintenance manager to see how the maintenance time and cost is distributed among the customers being supported. Retention: 12 Months.

18.9.9. Productivity Report/Maintenance Activity (Standard Report). The Maintenance Activity Productivity Report contains a comparison of the time available for the Maintenance Activity to accomplish work and how that time was used to support the maintenance mission.

18.9.9.1. Content. A listing in Service Type sequence is provided for each Service Type that has had time recorded in a work order. The data on time available for work is from

data input on the Monthly Timesheet. The data related to type of service and hours charged is from data input on work orders. The report is delineated by type of work and hours charged. The report also shows the concentration of the total time spent in performing that type of work, by both the current month and a trend of the last 12 months.

18.9.9.2. Use. The Productivity Report is used by the Maintenance Manager to monitor and evaluate the work accomplished during the month by Maintenance Activity. Retention: 12 Months.

18.9.10. Productivity Report/Team (Standard Report). The Team Productivity Report contains a comparison of the time available for the team to accomplish work and how that time was used to support the maintenance mission.

18.9.10.1. Content. A listing in Service Type sequence is provided for each Service Type that has had time recorded in a work order. The data on time available for work is from data input on the Monthly Timesheet. The data related to type of service and hours charged is from data input on work orders. The report is delineated by type of work and hours charged. The report also shows the concentration of the total time spent in performing that type of work, by both the current month and a trend of the last 12 months.

18.9.10.2. Use. The Productivity Report is used by the Maintenance Team Leader to monitor and evaluate the work accomplished during the month by both Team and Technician.

18.9.11. Productivity Report/Technician (Standard Report). The Maintenance Technician Productivity Report is created for each Technician assigned to the Maintenance Activity.

18.9.11.1. Content. A listing in Service Type sequence is provided for each Service Type that has had time recorded in a work order. The report contains a comparison of the time available for the technician to accomplish work and how that time was used to support the maintenance mission. The data on time available for work is from data input on the Monthly Timesheet. The data related to type of service and hours charged is from data input on work orders. The report is delineated by type of work and hours charged. The report also shows the concentration of the total time spent in performing that type of work, by both the current month and a trend of the last 12 months.

18.9.11.2. Use. The Maintenance Technician Productivity Report is used by the Maintenance Manager/Foreman/Team Leader to monitor and evaluate the work accomplished during the month by the Technician. Retention: 12 Months.

18.9.12. Unable to Locate Equipment Notification (Standard Report). The Unable to Locate Equipment Notification report (Figure 18.33.) lists equipment that has an Accountable Equipment Code of 'Y' and has not been located during maintenance visits by a Maintenance Activity.

**Figure 18.33. Unable to Locate Equipment Notification Report.**

Date Prepared: 16MAY2011		As Of: 30APR2011	
<b>DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT</b>			
<b>UNABLE TO LOCATE EQUIPMENT NOTIFICATION</b>			
<i>MEDICAL EQUIPMENT REPAIR CENTER could not locate the following item(s) while attempting to perform maintenance. Request your assistance in locating the items, or process the appropriate actions to update the Customer's equipment records.</i>			
Organization: FM4425-779 MDG ANDREWS AFB		Office Symbol: SGCQI	
Customer ID: 355121	Customer Name: SURGICAL UNIT 2H		
ECN	Nomenclature	Manufacturer	Nameplate Model
033204	INFUSION PUMP, GENERAL PURPOSE	SIGMA INTERNATIONAL LLC	15700
			720899
<i>Please Reply to MEDICAL EQUIPMENT REPAIR CENTER ALT 5/15/2011.</i>			

18.9.12.1. Content. This report is listed sequentially by ECN with a page break for Customer.

18.9.12.2. Use. Equipment managers use this report to identify any equipment items that cannot be found for servicing. Retention: 1 Month.

18.9.13. Warranty Expiration Report (Standard Report). The Warranty Expiration Report provides a list of equipment with warranty expiration dates that occur within the next 6 months. The Standard Report version is produced in the March, June, September and December end-of-month processing for each Maintenance Activity; however it is not produced if there are no equipment records with warranty expiration dates within 6 months.

18.9.13.1. Content. It is generated in a list format in both Labor End Date sequence and Parts End Date sequence.

18.9.13.2. Use. This report alerts the maintenance manager of equipment with a warranty that is expiring in order to prepare for organizational or contractual maintenance support and to identify possible deficiencies that can be corrected before the warranty period expires. Review quarterly to prevent loss of equipment maintenance coverage.

18.9.14. Work Order Management Summary – MA (Standard Report). The Work Order Management Summary (12 Month Trend) provides summary data of all work orders that have been created by the Maintenance Activity. It displays the totals completed and the status of any work orders remaining open.

18.9.14.1. Content. The Work Order Management Summary is provided in a column and row format by Months.

18.9.14.2. Use. The Work Order Management Summary provides a view of the work order production and performance of the Maintenance Activity in a 12-month trend to the Maintenance Manager. Retention: 12 Months.

18.9.15. Work Order Management Summary – Team (Standard Report). The Work Order Management Summary (Maintenance Activity by Team) provides summary data of all work orders that are assigned to a Maintenance Team and displays the totals completed and the status of any work orders remaining open.

18.9.15.1. Content. The Work Order Management Summary, Maintenance Activity by Team Report, is provided in a column and row format by Teams.

18.9.15.2. Use. The Work Order Management Summary provides a view of the work order production and performance of the Maintenance Activity by Teams to the Maintenance Manager. Retention: 12 Months.

18.9.16. Work Order Management Summary – Technician (Standard Report). The Work Order Management Summary (Team by Technician) provides summary data of all work orders that are assigned to each Maintenance Technician and displays the totals completed and the status of any work orders remaining open.

18.9.16.1. Content. The Work Order Management Summary is in a column and row format by Technicians.

18.9.16.2. Use. The Work Order Management Summary provides a view of the work order production and performance of the Maintenance Activity by Technicians to the Maintenance Manager. Retention: 12 Months.

18.9.17. Workload Report (Standard Report). The Workload Report (Figure 18.34) shows the number and status of open unscheduled work orders, the number of open scheduled work orders, and the estimated hours required to complete the scheduled work orders. The Standard Report captures this data for each Maintenance Activity at the start of the month.

**Figure 18.34. Workload Report.**

Date Prepared: 17MAY2011		As Of: 30APR2011	
<b>DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT</b>			
<b>WORKLOAD REPORT</b>			
MEDICAL EQUIPMENT REPAIR CENTER			
May 2011			
OPEN WORK ORDERS			
UNSCHEDULED		SCHEDULED	
Unassigned:	0	Unassigned:	398
Unassigned - Delay:	37	Unassigned - Delay:	0
Assigned:	0	Assigned:	110
Assigned - Delay:	22	Assigned - Delay:	0
Awaiting Delivery:	0	Awaiting Delivery:	0
Awaiting Parts:	6	Awaiting Parts:	0
Part(s) Issued:	1	Part(s) Issued:	0
Work in Progress:	3	Work in Progress:	11
Work On Hold:	0	Work On Hold:	0
Returned to Depot:	0	Returned to Depot:	0
Returned to Contractor for Service:	4	Returned to Contractor for Service:	15
Pending Contractor Service On Site:	0	Pending Contractor Service On Site:	4
Waiver Requested:	0	Waiver Requested:	0
Unable to Locate:	0	Unable to Locate:	0
<b>TOTAL</b>	<b>73</b>	<b>TOTAL</b>	<b>538</b>
Open 31-60 Days:	23	Open 31-60 Days:	9
Open 61-90 Days:	2	Open 61-90 Days:	3
Open >90 Days:	0	Open >90 Days:	4
		Est. Scheduled Hours:	0.0

18.9.17.1. Content. The Workload Report displays open work orders in rows by Work Order Category and Work Order Status. Scheduled work orders are displayed by Unassigned, Assigned, and Unable to Locate. In addition, the program shows the periods of time the work orders have been open.

18.9.17.2. Use. The Workload Report is used by the maintenance manager to manage the maintenance workload during the month. Retention: 1 Month.

18.9.18. Authority to Operate Expiration Report (Standard Inquiry). The Authority to Operate Expiration Report provides the capability to enter a range of dates to include on the report.

18.9.18.1. Content. These fields in this report include: Date ATO Expires, Date ATO Issued, ECN, Nomenclature, Manufacturer, Common Model, and Serial Number.

18.9.18.2. Use. This report provides the manager with a list of all equipment associated with the maintenance activity with an ATO expiration date within the specified range.

18.9.19. Contract Expiration Report (Standard Inquiry). Content and use are the same as the Contract Expiration (Standard) Report (paragraph 18.9.3.). This inquiry is produced only when the user requests the information and allows the user to enter beginning and ending dates to customize the results.

18.9.20. Customer Scheduled Services Listing (Standard Inquiry). Content and use are similar to the standard report version. When generated as a standard inquiry, DMLSS provides a list of equipment due services during the month after which the inquiry was requested.

18.9.21. Equipment Attached to the Network Report (Standard Inquiry). The Equipment Attached to the Network Report provides a list of all equipment associated with the Maintenance Activity with the Connected to the LAN checkbox selected.

18.9.21.1. Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

18.9.21.2. Use. This report shows managers all assigned equipment that has the Connected to the LAN checkbox selected.

18.9.22. Equipment Containing Patient Data Report (Standard Inquiry). This report lists all equipment used in patient care areas that may store the Health Insurance Portability and Accountability Act (HIPAA) data.

18.9.22.1. Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

18.9.22.2. Use. This report shows managers all assigned equipment that has the Contains Patient Data checkbox selected on the Maintenance Data tab.

18.9.23. Equipment Without A Maintenance Activity Report (Standard Inquiry). The Equipment Without a Maintenance Activity Report is user generated as a standard inquiry report and shows active equipment records that have a maintenance requirement, but have no associated Maintenance Activity.

18.9.23.1. Content. This report displays equipment data in column format.

18.9.23.2. Use. This report is used by the Maintenance Manager/Foreman/Team Leader to monitor and correct equipment records that have a maintenance requirement and no associated Maintenance Activity.

18.9.24. Equipment Without A Maintenance Plan Report (Standard Inquiry). This report is user generated as a standard inquiry report and shows active equipment records that have a



maintenance requirement, but have no Maintenance Plan associated with either the Equipment Nomenclature, Manufacturer/Common Model or ECN.

18.9.24.1. Content. This report displays equipment data in column format.

18.9.24.2. Use. This report is used by the Maintenance Manager/Foreman/Team Leader to monitor and correct equipment records that have a maintenance requirement and no associated Maintenance Plan.

18.9.25. Life Support Equipment Report (Standard Inquiry). This report lists all equipment marked as Life Safety.

18.9.25.1. Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

18.9.25.2. Use. This report shows managers all assigned equipment that has the Life Support checkbox selected on the Maintenance Data tab.

18.9.26. Maintenance Interval Without A Date Due (Standard Inquiry). The Maintenance Interval Without A Date Due Report is user generated as a standard inquiry report and shows active equipment records that have a maintenance interval associated with a Maintenance Type, but have no Date Due.

18.9.26.1. Content. This report displays equipment data in column format.

18.9.26.2. Use. The Maintenance Manager/Foreman/Team Leader may use this report to monitor and correct equipment records that have a maintenance interval associated with a Maintenance Type, but have no Date Due.

18.9.27. Suspended Scheduled Work Orders Report (Standard Inquiry). The Suspended Scheduled Work Orders Report is user generated as a standard inquiry report and lists all items of equipment that have a scheduled maintenance requirement and whose suspend scheduled work orders indicator is active.

18.9.27.1. Content. This report displays equipment data in column format.

18.9.27.2. Use. This list is used by the Maintenance Manager/Foreman/Team Leader to monitor and, if necessary, correct equipment records that have had their scheduled work orders suspended.

18.9.28. TDME Equipment Report (Standard Inquiry). This report shows all test, measurement, and diagnostics equipment (TDME).

18.9.28.1. Content. This report displays ECN, Nomenclature, Manufacturer, Item ID, Common Model, Org ID, Customer, Assemblage, and Location.

18.9.28.2. Use. This report shows managers all assigned equipment that has the TDME checkbox selected on the Maintenance Data tab.

18.9.29. Warranty Expiration Report (Standard Inquiry). Content and use are the same as standard report version. This inquiry is only produced when the user requests the information and allows the user to enter beginning and ending dates to customize the results.

18.9.30. Workload Report (Standard Inquiry). The content and use are the same as the standard report version. The Standard Inquiry can be run at any time and displays the data for

that point in time. The Standard Inquiry allows the manager to get a feel for how the work is progressing during the month.

### ***Section 18H—System Services Reports***

#### **18.10. System Services Reports.**

18.10.1. Assemblage Funds Status Report. See paragraph 18.5.7.

18.10.2. End of Period Status. This report allows the user to choose between an end of day, end of month or end of year status report.

18.10.2.1. Content. This report shows the step, name (of the step), beginning and ending time, and status beginning and ending messages.

18.10.2.2. Use. This report allows the DMLSS SA to view the status of each step in the end-of-period (EOP) process. It also allows the DMLSS SA to identify whether each end-of-period (EOP) step successfully completed or failed, and which step(s) failed during the end-of-period (EOP) process.

18.10.3. End-of-Year Funds. After selecting the desired criteria of Log, Project Center, Expense Center or All, the End-of-Year Funds Report displays the appropriate fund data.

18.10.3.1. Content. This report displays target amount, available balance, committed, obligated, credits, reimbursable sales, non-reimbursable sales, surcharges and expenses by EOR for the selected criteria.

18.10.3.2. Use. This report can be used to ensure the availability of funds and validate available balances.

18.10.4. Expenditures by SOS. Not designed for Air Force use. This report displays expenditures by customer ID is most applicable for a CAIM SOS. The only authorized Air Force CAIM SOS is medical maintenance.

18.10.5. Expense Center EOM Fund Balance. See paragraph 18.4.18.

18.10.6. Expense Center Expenses by EOR. See paragraph 18.6.20.

18.10.7. Expense Center Fund Summary. See paragraph 18.6.21.

18.10.8. Expense Center Fund Utilization. First, choose the desired fiscal year, expense center, and quarter, and then click OK.

18.10.8.1. Content. This top part of this report displays the start date, end date, project center target amount, and expense center obligations. The bottom part of the report details expenditures by Item ID, item description, SOS, U/P, current U/P price, total usage, total obligations, and percent of target.

18.10.8.2. Use. This report can be used by financial managers to account for the utilization of funds at the expense center level.

18.10.9. Expiring Funds. This report shows the projected exhaustion dates for medical materiel, LOG, Facility Management, and AM fund centers.

18.10.9.1. Content. This report displays fund centers, fund center names, fund types, Org IDs, daily consumption rates, and projected consumption dates.

18.10.9.2. Use. This report can be used to ensure the availability of funds prior to exhaustion.

18.10.10. FM Installations by MTF/Unit.

18.10.10.1. Content. This report displays the MTF/Unit along with its associated Facility Management installation.

18.10.10.2. Use. Use this option to list the MTF/Units with their associated Facility Management installations.

18.10.11. Financial Organizational Structure. This report allows the user to choose either the internal or external organization.

18.10.11.1. Content. This report identifies the Ord ID, Org Name, Customer ID Customer Name, Cost Center ID, Expense Center, Fund Code, Appropriation Fund ID, Project Center, and Project Center Name.

18.10.11.2. Use. Use this list to verify and/or reconcile organizational and financial structures set up within DMLSS.

18.10.12. High Total Expenditure. See paragraph 18.6.23.

18.10.13. Inactive Users. The Inactive Users Report (Figure 18.35) displays users that have not used the system for 180 days or longer.

**Figure 18.35. Inactive Users Report.**

REPORT OF INACTIVE USERS			
DATE PREPARED: 19 MAY 2011			
<u>User Id</u>	<u>Days Expired</u>	<u>User Signature</u>	<u>Last Logon</u>
A_AMUSA	-103	a_amusa	
A_NASH	-81	a_nash	
A_SMITH	-20	a_smith	
C_BURREL	-19	c_burrel	
D_EDWARD	-23	d_edward	3/30/2011 14:59:16

18.10.13.1. Content. This report displays all inactive users along with the number of days their account has been expired, user signature, and last logon.

18.10.13.2. Use. SAs can use this report to display the users with expired DMLSS accounts. Determine whether the account is still required and take appropriate action.

18.10.14. Monthly Due-in/Due-out Report. This report lists due-ins and dollar value of due-outs for current and previous fiscal years. Users may select due-ins only, due-outs only, or both in the selection criteria window.

18.10.14.1. Content. The due-in portion of this report is sorted by SOS type code and displays document number, Item ID, Purchase Order (PO) number, call number, refund code, SOS, U/P, original quantity, cancelled quantity, current quantity, U/P price and total price. The due-out part is sorted by project center and shows CFY refundable, current non-refundable, PFY refundable, 2nd PFY refundable, and older FY refundable values EOR and Expense center.

18.10.14.2. Use. Managers can use this report to reference individual due-ins and validate the dollar value of refundable due-outs for each project center.

18.10.15. OP Funds Distribution History Report. Not used at Air Force sites.

18.10.16. OP Funds Report. Not used at Air Force sites.

18.10.17. Project Center Commits and Obs by Expense Center. After selecting this report, choose the desired project center to view and click OK.

18.10.17.1. Content. This report displays the associated expense center(s), EOR, EOR Nomenclature, Commitments, Obligations, Credits, and Reimbursable Sales.

18.10.17.2. Use. Funds managers can use this report to help view/reconcile a project center's funds within each stage of accountability.

18.10.18. Project Center EOM Fund Balance. See paragraph 18.4.41.

18.10.19. Project Center Expenses by Expense Center. See paragraph 18.6.33.

18.10.20. Project Center Fund Summary. See paragraph 18.6.34.

18.10.21. Projected Expenditure. See paragraph 18.6.35.

18.10.22. Role Detail Report. This report displays each role created within the System Services, UP Manage module.

18.10.22.1. Content. This report displays the resources, and the privileges assigned (read, update, create, delete) for each role. All applications are available.

18.10.22.2. Use. SAs may use this report to understand the roles, resources, and privileges that are available within DMLSS prior to assigning user roles in the User Priv – Assign window in System Services.

18.10.23. Role Detail Report by Application. This report is similar to the Role Detail report; however, users can only select one application at a time.

18.10.24. Sales. Not designed for Air Force use. This report displays expenditures by customer ID is most applicable for a CAIM SOS. The only authorized Air Force CAIM SOS is medical maintenance.

18.10.25. User Privilege Summary Report. The User Privilege Summary report (Figure 18.36.) identifies individuals that have roles that match the resource requested on the search criteria screen.

**Figure 18.36. User Privilege Summary Report.**

USER PRIVILEGE SUMMARY REPORT FOR AM								
Date prepared: 19 MAY 2011								
First Name	Last Name	User ID	Role	Resource and Privileges	Read	Update	Create	Delete
A_AMUSA	A_AMUSA	A_AMUSA	AM EXPERT AM TECHNICIAN	AM INVENTORY AM INVENTORY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A_BALASU	A_BALASU	A_BALASU	AM EXPERT AM TECHNICIAN	AM INVENTORY AM INVENTORY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

18.10.25.1. Content. Use the report search criteria screen to specify the desired application and resource. In return, this report displays the name, User ID, role, resource and privilege for any user meeting the criteria.

18.10.25.2. Use. SAs and Logistics managers may use this report to determine if certain roles, resources, and privileges have been assigned. This report is similar to the User Summary Report except it allows the administrator to further narrow the search results to a specific application and resource element. Use this report to identify users assigned specific resource privileges.

18.10.26. User Report – All Users. This report displays all DMLSS users along with a list of their applications and assigned roles.

18.10.26.1. Content. The report displays all users in alphabetical order followed by the applications they have access to and their associated roles.

18.10.26.2. Use. SAs and Logistics managers use this report to monitor DMLSS access and manage assigned roles.

18.10.27. User Report by User. This report provides the same information as the User Report – All Users; however, only one User ID can be chosen per report. Use this report to inquire a particular user's access in DMLSS.

18.10.28. User Report by User Name and User ID. This report provides a list of all DMLSS users.

18.10.28.1. Content. This report displays last name, first name, and User ID.

18.10.28.2. Use. SAs and Logistics managers use this report to monitor DMLSS access.

18.10.29. User Summary Report. The User Summary Report provides a detailed view of all DMLSS users and their access to applications via assigned roles, resources and privileges.

18.10.29.1. Content. This report displays all users in alphabetical order followed by the applications they have access to and their associated roles, resources and privileges.

18.10.29.2. Use. SAs and Logistics managers use this report to monitor each user's access to DMLSS, and it can be used to verify users are not afforded privileges they do not require.

18.10.30. User Summary Report by Application. Similar to User Privilege Summary Report (see paragraph 18.10.25.); however, users select only the desired application. Use this report to narrow search results to a specific application, i.e., IM.

18.10.31. VA PV and ECAT Detailed Billing Report. Not used at Air Force sites.

18.10.32. VA PV and ECAT Summary Billing Report. Not used at Air Force sites.

18.10.33. WBS Archive Report. Not used at Air Force sites. The Air Force does not use a Work Breakdown Structure (WBS).

18.10.34. WBS Error Report. Not used at Air Force sites. The Air Force does not use a Work Breakdown Structure (WBS).

18.10.35. Zero/Negative Funds Summary. See paragraph 18.6.49.

DOROTHY A. HOGG  
Lieutenant General, USAF, NC  
Surgeon General

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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DoD 6025.18-R, *DoD Health Information Privacy Regulation*, 24 Jan 2003

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DoDI 8500.01, *Cybersecurity*, 12 Mar 2014

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DoD 4140.26-M, *Defense Integrated Materiel Management Manual for Consumables*, 24 Sep 2010

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AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 Jul 1996

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***Adopted Forms***

AF Form 36, *Supply Document Register (Manual)*

AF Form 601, *Equipment Action Request*

AF Form 847, *Recommendation for Change of Publication*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 1131, *Cash Collection Voucher*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1155, *Order for Supplies or Service*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 2875, *System Authorization Access Request (SAAR)*

DEA Form 222, *U.S. Official Order Forms—Schedules I & II Controlled*

SF 368, , *Product Quality Deficiency Report*

*Abbreviations and Acronyms*

**AFEMS/AIM**—Air Force Equipment Management System/Asset Inventory Management module

**AFI**—Air Force Instruction

**AFMOA/SGM**—Air Force Medical Operations Agency, Medical Logistics

**AFMOA/SGMO**—Air Force Medical Operations Agency, Medical Logistics, Medical Logistics Operational Support Branch

**AFMOA/SGMX**—Air Force Medical Operations Agency, Medical Logistics, Readiness Support Branch

**AFMS**—Air Force Medical Service

**AFO**—Accounting and Finance Office

**AFRIMS**—Air Force Records Information Management System

**AFWCF**—Air Force Working Capital Fund

**AHFS**—American Hospital Formulary Standard

**AM**—Assemblage Management

**AO**—Approving Official

**APPN**—Appropriation

**APR**—Agency Purchase Request

**A/R**—Asset Review

**ARC**—Accountability Requirements Code

**AS**—Allowance Standard

**ATO**—Authority to Operate

**BCN**—Build Control Number

**BCO**—Base Contracting Office

**BEE**—Bioenvironmental Engineering

**BMER**—Biomedical Equipment Repair

**BMET**—Biomedical Equipment Technician

**BO**—Business Objects

**BPA**—Blanket Purchase Agreement

**BPS**—Build/Process/Submit

**BSM**—Business Systems Modernization

**BW/CW**—Biological Warfare/Chemical Warfare

**CAC**—Common Access Card

**CAD**—Computer Aided Design



**CAIM**—Customer Area Inventory Management  
**CAL**—Calibration  
**CALL**—Call Order  
**CD**—Compact Disk  
**CEC**—Corporate Exigency Contract  
**CFY**—Current Fiscal Year  
**CIIC**—Controlled Item Inventory Code  
**CLIN**—Contract Line Item Number  
**COBIE**—Construction Operations Building Information Exchange  
**COMMRI**—Communications Routing Identifier  
**Comp Call**—Completed Call  
**CON**—Contracting  
**CONUS**—Continental United States  
**COR**—Contracting Officer’s Representative  
**COTR**—Contracting Officer’s Technical Representative  
**COTS**—Commercial Off-the-Shelf  
**CP**—Centrally Procured  
**CRIS**—Commanders' Resource Integration System  
**CRL**—Certificate Revocation List  
**CRON**—Command Run On  
**CS**—Customer Support  
**Cust**—Customer  
**DAN**—DMLSS Advisory Notice  
**DAPA**—Distribution and Pricing Agreement  
**DCAM**—Defense Medical Logistics Customer Assistance Module  
**DCM**—DMLSS Communications Management  
**DDR**—Daily Demand Rate  
**DEAMS**—Defense Enterprise Accounting and Management System  
**DEPT**—Department  
**DFAS**—Defense Finance and Accounting Service  
**DHA**—Defense Health Agency  
**DIC**—Document Identifier Code

**DLA**—Defense Logistics Agency

**DMLSS**—Defense Medical Logistics Standard Support

**DMMonline**—Defense Medical Materiel Online

**DoD**—Department of Defense

**DoDAAC**—Department of Defense Activity Address Code

**DPV**—DLA Prime Vendor

**DRMO**—Defense Reutilization and Marketing Office, a legacy office symbol replaced by DLA Disposition Services but still used in some fields in DMLSS

**DRS**—Drop Shipment

**DUNS**—Dunn & Bradstreet Serial Number

**EBS**—Enterprise Business System

**ECAT**—Electronic Catalog

**ECN**—Equipment Control Number

**ECRI**—Emergency Care Research Institute

**EDI**—Electronic Data Interchange

**EEIC**—Element of Expense & Investment Code

**EM**—Equipment Management

**EOD**—End of Day

**EOFY**—End of Fiscal Year

**EOH**—Estimated On-Hand

**EOM**—End of Month

**EOP**—End of Period

**EOQ**—Economic Order Quantity

**EOR**—Element of Resource

**EOY**—End of Year

**ERAA**—Equipment Review & Authorization

**FAD**—Force Activity Designator

**FAX**—Facsimile

**FDA**—Food and Drug Administration

**FISCAM**—Federal Information Systems Controls Audit Manual

**FM**—Facility Management

**FOA**—Field Operating Agency

**FOB**—Free On Board

**FOUO**—For Official Use Only  
**FRED**—Functional Requirements Evaluator Designee  
**FSC**—Federal Stock Class  
**FSI**—Facility Systems Inventory  
**FSL**—Funds Summary List  
**FSS**—Federal Supply Schedule  
**FTP**—File Transfer Protocol  
**FY**—Fiscal Year  
**GAFS-R**—General Accounting Finance System-Rehost  
**GFM**—Government-Furnished Materiel  
**GLA**—General Ledger Account  
**GPC**—Government Purchase Card  
**GSA**—General Services Administration  
**HAZMAT**—Hazardous Material  
**HBD**—History Begin Date  
**HBL**—Header Barcode Label  
**HHT**—Handheld Terminal  
**HIPAA**—Health Insurance Portability and Accountability Act  
**HMR**—Historical Maintenance Report  
**IAPS**—Integrated Accounts Payable System  
**IAW**—In Accordance With  
**ICN**—Inventory Control Number  
**ICP**—Inventory Control Point  
**ID**—Identification  
**IM**—Inventory Management  
**IP**—Internet Protocol  
**iRAPT**—Invoicing, Receipt, Acceptance and Property Transfer  
**ISBN**—International Standard Book Number  
**IT**—Information Technology  
**Item ID**—Item Identification  
**IUID**—Item Unique Identification Data  
**JCAHO**—Joint Commission on Accreditation of Healthcare Organizations

**JIT**—Just-in-Time

**JMAR**—Joint Medical Asset Repository

**JMLFDC**—Joint Medical Logistics Functional Development Center

**LAN**—Local Area Network

**LOA**—Letter of Authority

**LOG**—Medical Logistics

**LTO**—Linear Tape Open

**MAJCOM**—Major Command

**MA**—Equipment Maintenance

**MA**—Maintenance Activity

**MAC**—Mission Assurance Category

**MCA**—Management Control Agency

**MC-CBRN**—Medical Counter-Chemical, Biological, Radiological and Nuclear

**MDD**—Medical Dental Division

**MDG**—Medical Group

**MED/SURG**—Medical/Surgical

**MEMO**—Medical Equipment Management Office

**MEPRS**—Medical Expense and Performance Reporting System

**MERC**—Medical Equipment Repair Center

**MFG**—Manufacturing

**MFR**—Manufacturer

**MHS**—Military Health Service

**MILSTRIP**—Military Standard Requisitioning and Issue Procedures

**MMAC**—Medical Materiel Advice Code

**MM**—Medical Materiel

**MMC**—Medical Master Catalog

**MMMR**—Medical Materiel Management Report

**MMQC**—Medical Materiel Quality Control

**MOF**—Master Ordering Facility

**MRL Recnum**—Medical Resources Letter Record Number

**MTF**—Military Treatment Facility

**NDC**—National Drug Code

**NIR**—New Item Request  
**NSN**—National Stock Number  
**NUS**—Non-Usage  
**O&M**—Operations and Maintenance  
**OCONUS**—Outside the Continental United States  
**O/H**—On-Hand  
**OIC**—Officer in Charge  
**OPLOC**—Operating Location  
**OP**—Other Procurement  
**OPR**—Operating  
**ORG**—Organization  
**ORMA**—Operating Room Management Application  
**PAR**—Periodic Automatic Re-supply  
**PC**—Personal Computer  
**PCA**—Purchase Card Adjustments  
**PDA**—Personal Digital Assistant  
**PDF**—Portable Document File  
**PFMR**—Project Funds Management Record  
**PFY**—Prior Fiscal Year  
**PHI**—Personal Health Information  
**PII**—Personally Identifiable Information  
**PLT**—Pipeline Time  
**PM**—Preventive Maintenance  
**PMEL**—Precision Measurement Equipment Laboratory  
**PMO**—Program Management Office  
**P/N**—Part Number  
**POC**—Point of Contact  
**POU**—Point of Use  
**PQDR**—Product Quality Deficiency Report  
**Proj**—Project  
**P/S**—Prime/Substitute  
**PSR**—Product Sourcing Request

**PV**—Prime Vendor  
**PVM**—Prime Vendor Medical/Surgical  
**PVON**—Prime Vendor Order Number  
**PVP**—Prime Vendor Pharmaceutical  
**QAE**—Quality Assurance Evaluator  
**QA**—Quality Assurance  
**QC**—Quality Control  
**RC/CC**—Responsibility Code/Cost Center  
**RDD**—Required Delivery Date  
**Reject Ind**—Reject Indicator  
**RDS**—Records Disposition Schedule  
**RF**—Radio Frequency  
**RIC**—Routing Identifier Code  
**RMF**—Risk Management Framework  
**RMO**—Resource Management Office  
**RMS**—Resource Management System  
**ROP**—Re-Order Point  
**ROQ**—Re-Order Quantity  
**RPIE**—Real Property Installed Equipment  
**RPV**—Reachback Prime Vendor  
**R**—Sales—Reimbursable Sales  
**SA**—Systems Administration/Systems Administrator  
**SAAR**—Systems Authorization Access Request  
**SBL**—Shelf Barcode Label  
**SCL**—Stock Control Level  
**SC**—Service Contracts  
**SG**—Surgeon General  
**SLEP**—Shelf Life Extension Program  
**SMAS**—Standard Materiel Accounting System  
**SOS**—Source of Supply  
**SPR**—Scheduled Parts Replacement  
**SRA**—Stock Record Account

**SRAN**—Stock Record Account Number  
**SS**—System Services  
**SVC/CUST**—Service Customer  
**SYNC ASSIST**—Synchronization Assistant  
**TEWLS**—Theater Enterprise Wide Logistics System  
**TIGERS**—The Integrated Global Equipment Request System  
**TLAMM**—Theater Lead Agent for Medical Materiel  
**TMU**—Table Maintenance Utility  
**TRIC**—Transaction Identification Code  
**TRIMEDS**—Tri-Service Medical Excess Distribution System  
**UCC**—Uniform Code Council  
**U/M**—Unit of Measure  
**U/P**—Unit of Purchase  
**U/S**—Unit of Sale  
**UDR**—Universal Data Repository  
**UID**—Unique Identification  
**UND**—Urgency of Need Designator  
**UNK**—Unknown  
**UPC**—Universal Product Code  
**UPN**—Universal Product Number  
**USAMMA**—United States Army Medical Materiel Agency  
**USE**—Usage  
**UTC**—Unit Type Code  
**VA**—Veteran’s Administration  
**VCN**—Vendor Catalog Number  
**VIN**—Vendor Item Number  
**VMI**—Vendor Managed Inventory  
**VPV**—Veteran’s Admin Prime Vendor  
**XSP**—Extender Session Protocol  
**WLAN**—Wireless Local Area Network  
**WRM**—War Reserve Materiel

## Attachment 2

### DMLSS MTF/ORG–SERVICE AND LOGISTICS DEPARTMENT DETAILS

**A2.1.** Service Detail Records. Use Tree View or Search to view or edit information specific to the Medical Materiel (MM), Equipment Management (EM), Equipment Maintenance (MA), and Facility Management (FM) Service Detail records. To ensure the integrity of the organizational structure, privileges (create, update, and delete) should be tightly controlled. However, read only access is encouraged for all logistics users to facilitate better understanding of the organizational structure modules.

A2.1.1. Primary Support Activities. Service detail records, MM, EM, MA and FM, provide the necessary background data that equates to the primary support activities that must be selected when a new organization is created in the MTF/Unit (ORG) Detail (New) window (Figure A2.1).

**Figure A2.1. MTF/Unit (ORG) Detail (New) – Basic Tab Window.**

The screenshot shows the 'Basic' tab of the MTF/Unit (ORG) Detail (New) window. The form contains the following fields and controls:

- Unit ID:** Text input field.
- Name:** Text input field.
- Military Service:** Dropdown menu.
- Major COM:** Text input field.
- OUID:** Text input field.
- Target Rag:** Dropdown menu (set to NONE).
- Office Symbol:** Text input field.
- Funding Center:** Text input field.
- Mark For Deletion:** Check box.
- DOD Region:** Check box.
- DMIS Code:** Text input field.
- Tax Exempt Number:** Text input field.
- OCONUS:** Check box.
- REQN DODAAC:** Check box.
- Lead Agent:** Text input field.
- Signal Code:** Dropdown menu (set to A).
- UIC:** Text input field.
- Authorized Beds:** Text input field.
- Supplementary Address:** Text input field.
- Address:** Button.
- Routine Priority:** Dropdown menu (set to 15).
- Media Status:** Dropdown menu (set to S - AUTODIN, 100% Supply/Ship Status to Requisitioner).
- POC:** Section header.
- Tele:** Text input field.
- Last Name:** Text input field.
- First Name:** Text input field.
- Primary Support Activities:** Section header.
- Equipment:** Check box and dropdown menu.
- Facilities Management:** Check box and dropdown menu.
- Facilities Maintenance:** Check box and dropdown menu.
- Maintenance:** Check box and dropdown menu.
- Materiel:** Check box and dropdown menu.

**A2.2.** MM Service Detail. Only one MM Service is authorized per DMLSS application. It was established on the DMLSS system during implementation at the site and may not be deleted. The MM Service identifies the MM Management Service and is always associated to the LOG MTF/Unit. This window is audited by the system. Settings on this record, especially the Appropriation Data tab (described below), critically impact the way the Log Department and Log Fund manage orders and allocate funds.

A2.2.1. In the MM Service Detail window, MM (Materiel) service information can be opened and edited. To access the MM Service detail record using the search function, select MM – Materiel Mgt in the type field and click the Search button. Once retrieved, either double-click the MM Service record or highlight the record and click on the Detail button. A link to the



MM Service is also available in the Basic tab of the LOG detail record. The MM Service detail record is segmented into the Basic, Appropriation Data, and Computation tabs. Each tab contains some mandatory data fields, but not all fields require data input.

A2.2.2. MM Service Basic Tab (Figure A2.2). These data fields are present in the basic tab and should be utilized as described:

**Figure A2.2. MM Service Detail – Basic Tab Window.**

The screenshot displays the 'Basic' tab of the MM Service Detail window. It contains the following fields and controls:

- MM SVC ID:** FM4425
- Name:** MEDICAL MATERIEL MANAGEMENT
- Military Service:** AIR FORCE
- Major COM:** 1L
- Office Symbol:** SGSL
- Local Use:** Four input fields numbered 1 through 4.
- Supplementary Addr/Bill to DODAAC:** F67100
- Location Indicator:**
- Reachback Enabled:**
- IM Location Cleanup:**
- Summary Receipt By-Pass:**
- Auto Generate Delivery List:**
- AM Location Delete Indicator:**
- Logistics ID:** FM4425
- Logistics Name:** 779 MEDICAL SUPPORT SQUADRON/MEDLOG
- POC:**
  - Title:** MEDICAL MATERIEL CRAFTSMAN
  - Last Name:** GRANT
  - First Name:** KEVIN
- Max Followup Days:** 2
- Default Location:** BULK
- Passing Action DODAAC:** (empty)
- Surcharge:** .00
- Discount:** .70
- Prime Vendor Region:** FM4425
- RIC:** EBG
- FAD:** V
- Signal Code:** A
- SPS Site Code:** (empty)
- DRMO RIC:** S9D
- Excess FOA RIC:** F04
- DRMO DODAAC:** (empty)
- Go Live Dt:** 02/28/2002
- Hub:**
- MOF:**
- Marked For Deletion:**
- Related items:** Unit button
- Addresses:** Bill To, Ship To, DRMO buttons

A2.2.2.1. MM SVC ID – This is a mandatory field, and it should always equal the LOG DEPT DoDAAC. Do not change this field without proper authorization and documentation.

A2.2.2.2. Name – Mandatory field should always equal Medical Materiel Management.

A2.2.2.3. Military Service – Defaults to AIR FORCE.

A2.2.2.4. Major COM – Although identified as an optional field; materiel managers should load their corresponding Major Command (MAJCOM) code, e.g., MAJCOM code 1L identifies AMC bases.

A2.2.2.5. Hub – Hub and spoke is an Air Force capability allowing one stock fund account to place orders for another stock fund account. When checked, this box MM indicates the MM Service is Spoke enabled.

A2.2.2.6. MOF – This functionality is under development to allow selected accounts the ability to order from multiple Prime Vendors/Sources of Supply.

A2.2.2.7. Office Symbol – Optional field used to document the MM Service office symbol.

A2.2.2.8. Marked for Deletion – This box indicates whether the record has been marked for deletion.

A2.2.2.9. Local Use – The local use fields allow the entering of data which can later be accessed using Business Objects software.

A2.2.2.10. Related items – This button opens the Related MTF/Units List window where the list of MTF/units associated with the service can be viewed or printed.

A2.2.2.11. Supplementary Address/Bill to DoDAAC – Load the support DFAS DoDAAC into this field. When loaded, this DoDAAC prints to all DD Form 1155s, Order for Supplies or Services, in the block 15 code field. This data is needed for entry into iRAPT.

A2.2.2.12. Location Indicator – This checkbox identifies whether or not the MM Service Default location is used.

A2.2.2.13. Reachback Enabled – This indicator identifies whether or not the logistics account provides Reachback services. It should only be checked if officially tasked by AFMOA/SGM.

A2.2.2.14. IM Location Cleanup – Should always be checked. Indicates location codes scheduled for deletion during the next EOD process when balances are zero.

A2.2.2.15. Summary Receipt By-Pass – Not used.

A2.2.2.16. Auto Generate Delivery List – Should always be checked. When checked, DMLSS automatically generates a delivery list as part of processing a receipt or confirming a picklist.

A2.2.2.17. AM Location Delete Indicator – Should always be checked. When checked, this indicates that AM locations are deleted when the on-hand (O/H) quantity drops to zero. This action does not affect allowances.

A2.2.2.18. Max Follow-Up Days – Identifies the maximum number of days before follow-up transactions are sent to a supplier.

A2.2.2.19. Default Location – Identifies the default storage location within the MM Service, e.g., the Warehouse.

A2.2.2.20. Passing Action DoDAAC – For Army use only.

A2.2.2.21. Surcharge – Identifies the CFY surcharge rate. The surcharge rate could change annually and is provided to all sites via AFMOA/SGM prior to each EOFY.

A2.2.2.22. Discount – The discount field is essentially a negative surcharge rate, allowing the billed price to be less than the advertised U/P price.

A2.2.2.23. PV Region – Defaults to local DoDAAC.

A2.2.2.24. Routing Identifier Code (RIC) – RICs are assigned for processing inter/intra service/agency transactions. This is a mandatory field that identifies the RIC assigned to the MM Service. Do not change the RIC without proper authorization and documentation.

A2.2.2.25. Force Activity Designator (FAD) – This is a mandatory field that identifies the FAD being used by the MM Service. The FAD is associated to the Urgency of Need

Designator (UND); which, determine what priority codes are available to apply to requisitions. The FAD/UND table is available in the TMU.

A2.2.2.26. Signal Code – All requisitions contain a signal code to designate the intended consignee, ship to, and the activity to receive and effect payment of bills. Always assign A, meaning ship to and bill to requisitioner. Signal codes are listed in the TMU.

A2.2.2.27. SPS Site Code – Not editable. Unique only to the Army.

A2.2.2.28. DRMO RIC – DRMO is a legacy office symbol/code for the office which is now DLA Disposition Services. DRMO is still used in several DMLSS fields. Mandatory field identifies the local DRMO RIC. This RIC and the corresponding DLA Disposition Services address are printed to all documents generated by DLA Disposition Services turn-in actions.

A2.2.2.29. Excess Field Operating Agency (FOA) RIC – Should always be F04.

A2.2.2.30. Addresses – Bill to Address (Bill to) – Identifies the supporting DFAS address. This information is printed to requisition documents, such as the DD Form 1155.

A2.2.2.31. Addresses – Opens the Address window for creating or editing data for the Ship To address. If at a Hub Location, enter the Ship To information for the Spoke Customer.

A2.2.2.32. Addresses – DRMO Address identifies the local DLA Disposition Services shipping address. This address is used in conjunction with the DRMO RIC and is printed to all documents generated by DLA Disposition Services turn-in actions.

A2.2.2.33. DRMO – Self-explanatory.

A2.2.2.34. Go Live Dt – Identifies the date of initial DMLSS implementation.

A2.2.2.35. Point of Contact (POC) – Identifies the primary POC for the MM Service. Usually, the assigned point of contact (POC) is the Medical Logistics Flight Commander. When used in conjunction with point of contact type assignments, the point of contact (POC) name prints to the approval official block on requisition documents such as the DD Form 1155.

A2.2.2.36. Distribution and Transportation Module (DTM) – For Distribution and Transportation Module (DTM) to be successful, the supplied data has to be accurate. It is imperative to verify that the DLA-Disposition Services RIC, DLA-Disposition Services DoDAAC, and DLA Disposition Services Address are the locally assigned DLA Disposition Services facility supporting the local area or base and not the Headquarters Battle Creek Michigan RIC S9D.

A2.2.3. MM Service Appropriation Data Tab. In the MM Service Detail window – Appropriation Tab, Figure A2.3., the user can enter more specific information for a customer area, including appropriation segments. Most data fields in this tab are linked to the LOG detail record and are not editable. The few fields that are editable are explained below.

**Figure A2.3. MM Service Detail – Appropriation Tab Window.**

A2.2.3.1. Appropriation Fund Type – Should always be Stock Fund. Deployed sites are the only exception to this rule.

A2.2.3.2. Logistics Appropriation/Appropriation Segment 1 – Identifies the Air Force Working Capital Fund - Medical/Dental Division appropriation fund site. This should only be modified at the direction of AFMOA/SGM.

A2.2.3.3. Premium Transportation/Appropriation Segment 1 – Identifies the local premium transportation fund site. This changes each FY and should be obtained from the resource advisor.

A2.2.3.4. LOG Fund Target Flag – Do not use unless otherwise directed by AFMOA/SGM.

A2.2.3.5. Use the Jump To button to view/edit the Log Fund record.

A2.2.4. MM Service Computations Tab. In the MM Service Detail window – Computations tab (Figure A2.4.), excess computation factors can be monitored. The Major Receipt Price Change field is the only field that requires data entry. Although other fields are optional, they should not be changed.

**Figure A2.4. MM Service Detail – Computations Tab Window.**

A2.2.4.1. Major Receipt Price Change – System defaults to 25%. Use this field to specify what percentage represents a significant difference between an order price and receipt price for an item. When an IM user processes a receipt and the receipt price is significantly different, e.g., 25% change than the order price, a message is written to the IM Receipt Major Price Change pending action for review.

A2.2.4.2. Level Computation Method – Should always be Days of Stock.

A2.2.4.3. Per Air Force policy, do not change the following fields unless otherwise directed:

A2.2.4.3.1. Consequential Discrepancy Values.

A2.2.4.3.2. GSA Dollar Value.

A2.2.4.3.3. Excess Computation Factors.

A2.2.4.4. Do not change the following system defaults unless otherwise directed:

A2.2.4.4.1. Stocking Level Algorithm Defaults.

A2.2.4.4.2. Maximum Reorder Quantity (MRQ) Factors – Not recommended for Air Force use.

**A2.3. EM Service Detail.** Only one EM Service is authorized per DMLSS application. It was established on the DMLSS system during implementation at the site and may not be deleted. The EM Service identifies MEMO and is always associated to the LOG MTF/Unit. This window is audited by the system.

A2.3.1. To access the EM Service Detail record (Figure A2.5.) using the search function, select EM–Equipment Mgt in the Type field and click the Search button. Once retrieved, either

double-click the EM Service record or highlight the record and click on the Detail button. A link to the EM Service is also available in the Basic tab of the LOG detail record.

**Figure A2.5. EM Service Detail Window.**

The screenshot shows the EM Service Detail Window with the following fields and values:

- EM SVC ID: FM4425
- Name: MEDICAL EQUIPMENT MANAGEMENT OFFICE
- Military Service: AIR FORCE
- Major COM: 1L
- Office Symbol: SGSLM
- UIC: [Empty]
- Local Use: 1: [Empty], 2: [Empty], 3: [Empty], 4: [Empty]
- Expense Equipment Ceiling: 250,000.00
- DRA Code: N
- SVC/Customer: Excess: 3E5240, Loaner: 3L5240, Hold: 3H5240
- Equipment Capitalization Threshold: 100,000.00
- TDA: [Empty]
- MRE Flag: [Empty]
- CBSX Flag: [Empty]
- Logistics ID: FM4425
- Logistics Name: 779 MEDICAL SUPPORT SQUADRON/MEDLOG
- POC: Title: NCOIC MEMO, Last Name: COZAD, First Name: JEROMY
- Related Items: Unit [Button]

A2.3.2. The EM Service Detail record contains several data fields; most of which should never be changed unless directed by higher authority. A few of these fields are explained below.

A2.3.2.1. EM SVC ID – Should always equal the LOG DoDAAC. Do not change unless directed to do so by a higher authority.

A2.3.2.2. Name – Should always be MEMO.

A2.3.2.3. Major COM – Optional field; however, materiel managers should load their corresponding MAJCOM code, e.g., MAJCOM code 1L identifies AMC bases).

A2.3.2.4. Office Symbol – Optional field used to document the EM Service office symbol.

A2.3.2.5. Mark for Delete – Do not mark the EM Service for deletion unless it is being replaced with a new EM Service record. This action is directed by a higher authority.

A2.3.2.6. SVC/CUST Associations: This area sets the associations for SVC/CUST excess, loaner and hold accounts.

A2.3.2.6.1. Excess –The Excess field in this window can be used to specify the customer that serves as the Excess account. Then, in EM, excess records can be processed by transferring items to this Excess customer. The EM Service must be associated to a SVC/CUST record identified as the MEMO Excess account before equipment items can be transferred and reported excess.

A2.3.2.6.2. Loaner – The EM Service must be associated to a SVC/CUST record identified as the MEMO Loan account before equipment items can be coded as on-loan.

A2.3.2.6.3. Hold – The EM Service must be associated to a SVC/CUST record identified as the MEMO Hold account prior to transferring equipment items to ‘hold’ status.

A2.3.2.7. POC – Associate the point of contact (POC) record for MEMO. Within the POC detail record, this user should be associated to the POC type of EM Service.

A2.3.2.8. Related Items: Unit button. This button opens the Related MTF/Units List window where the list of MTF/units associated with the service can be viewed or printed.

**A2.4. MA Service Detail.** A Maintenance Activity (MA) provides maintenance services for equipment owned by organizations and customers and can be both a provider and a user of services in the DMLSS system. As a service provider, it uses the following modules: equipment, work orders, manufacturer, and procedures. It also requires the use of the CAIM module to maintain an inventory of repair parts. In this role, it becomes a CAIM user and a customer of the Medical Materiel (MM) service.

A2.4.1. The default MA service was established in DMLSS during implementation at the site and may not be deleted, but multiple MAs can be loaded within a single application. MAs may exist in the host facility, as well as supported organizations, so they may or may not belong to the Logistics Activity. In addition, there may be one or more maintenance activities in each organization.

A2.4.2. The MA Service(s), (usually xx5761), identifies the MEMO(s) responsible for the supporting ORG(s) such as LOG. Note: Within User Privilege Assignment (UP Assign), users can be assigned to only one MA at a time; meaning, maintenance personnel can only access maintenance records for the MA associated to their User ID.

A2.4.3. Accessing an Existing MA Service record. To access the MA Service Detail record using the search function, select MA –Maintenance Activity in the Type field and click the Search button. Once retrieved, either double-click the MA Service record or highlight the record and click on the Detail button. A link to the MA Service is also available in the Basic tab of the LOG detail record. The MA Detail Record contains three tabs: Basic, Materiel, and Funding tabs. These windows are audited by the system.

A2.4.3.1. Basic Tab (Figure A2.6.). Most of the information in this tab does not require updating, but a few are explained below.

Figure A2.6. MA Service/Customer Detail Window – Basic Tab.

The screenshot displays the 'Basic' tab of the MA Service/Customer Detail Window. The fields are organized as follows:

- Basic Tab:**
  - MA SVC ID: 355761
  - Name: MEDICAL EQUIPMENT REPAIR CENTER
  - Military Service: AIR FORCE (dropdown)
  - Major COM: 1L
  - Office Symbol: SGSLE
  - MEPRS Code: EGAA
  - UIC: (empty)
  - Local Use: 1: (empty), 2: (empty), 3: (empty), 4: (empty)
  - Labor Rate: \$36.94
  - Delivery Location: CART 8: B1 FL RM CB-7
  - Issue Document: PICK LIST (dropdown)
  - DCM Printer: B1050\_MERC (dropdown)
  - Associations:
    - Unit ID: FM4425
    - Unit Name: FM4425-779 MDG ANDREWS AFB
    - Dept ID: MDSS00
    - Dept Name: MEDICAL SUPPORT SQUADRON -SGS
  - POC:
    - Title: CHIEF, MEDICAL EQUIPMENT REPAIR CENTER (dropdown)
    - Last Name: BRIDGEWATER (dropdown)
    - First Name: NATHANIEL
- Buttons:** Address, Mark For Deletion, Related Items, Unit

A2.4.3.1.1. MA SVC ID – Identifies the maintenance activity’s SVC/CUST account number. This field should not be modified unless directed to do so by a higher authority. Most Air Force MAs are associated to xx5761.

A2.4.3.1.2. Name – The name should be Medical Equipment Repair Center.

A2.4.3.1.3. Military Service – Defaults to Air Force, never change this data.

A2.4.3.1.4. Major COM – Although this is an optional field; materiel managers should load their corresponding MAJCOM code, e.g., MAJCOM code 1L identifies AMC bases.

A2.4.3.1.5. Office Symbol – Optional field used to document the MA Service office symbol.

A2.4.3.1.6. MEPRS Code – Optional field. This code is assigned by the local resource advisor and is used to track expenses associated to the MA.

A2.4.3.1.7. Mark for Deletion – Do not mark the MA Service for deletion unless it is being replaced with a new MA Service record. This action is directed by a higher authority.

A2.4.3.1.8. Labor Rate – Mandatory field. The labor rate is determined by AFMOA/SGM and is used to calculate labor costs associated to maintaining equipment. The labor rate is recalculated annually and published prior to the beginning of each new FY.



A2.4.3.1.9. Delivery Location – Identifies the Maintenance Activity (MA) delivery location for equipment items.

A2.4.3.1.10. Issue Document – Should always be Pick List.

A2.4.3.1.11. DCM Printer – Identifies the primary DCM printer for forms and issue documents.

A2.4.3.1.12. POC – Associate the point of contact (POC) record for the Medical Maintenance Management Officer. Within the POC detail record, this user should be associated to the POC type of Maintenance Staff (reference paragraph 14.16.3.3.).

A2.4.3.2. Materiel Tab. The MA Service/Customer Detail window – Materiel tab is used to manage critical ordering information. The default data in the Materiel tab should be accepted with the exception of the default location. In the default location field, identify the Maintenance Activity (MA) building and/or room location. Do not check the Verify Receipts indicator. If checked, maintenance personnel will have to manually verify and process customer receipts in CAIM.

A2.4.3.3. Funding Tab. The Maintenance Activity (MA) contains a Funding tab because it doubles as a SVC/CUST record for the maintenance account. This tab allows the SA to create or change the expense center target and set the maximum order limit, as well manage expense center associations. The Maintenance Activity (MA) must be associated to an expense and project center before maintenance personnel can order supplies and repair parts. Use the data fields as described below.

A2.4.3.3.1. Target Flag – Should always be Proj EOR.

A2.4.3.3.2. Detailed Billing Req'd – For use with authorized CAIM SOS accounts; however, it is not recommended for use.

A2.4.3.3.3. Maximum Order Limit – For use with authorized CAIM SOS accounts; however, it is not recommended for use.

A2.4.3.3.4. Associate Expense Centers – Refer to chapters 14 and 16.

A2.4.3.3.5. Default Expense Center – Refer to chapters 14 and 16.

#### A2.4.4. Creating a New MA Service.

A2.4.4.1. The New MA function is located in the LOG MTF/ORG detail record. Using the Search function, select ORG – Med Facility/MTF in the Type field, and click the Search button. Once results are retrieved, either double-click the LOG record or highlight the record, and click on the Detail button. Next, click on the New MA button located on the vertical toolbar. The MA detail record contains three tabs: Basic, Materiel, and Funding.

A2.4.4.2. A window appears requiring the new Maintenance Activity (MA) to be associated to a department. Once associated, complete the Basic, Materiel, and Funding tabs as explained above.

A2.4.4.3. DMLSS users can only be assigned to one Maintenance Activity (MA) at a time. Therefore, maintenance personnel can only access maintenance records for the Maintenance Activity (MA) associated to their User ID. Maintenance managers are only able to see maintenance reports for the Maintenance Activity (MA) assigned to their User

ID, and they do not have a complete view of work throughout all Maintenance Activity (MA) activities. These limitations should be considered prior to using multiple Maintenance Activity (MA).

#### **A2.5. FM Service Detail.**

A2.5.1. In the FM Service Detail window, Facility Management (FM) service information can be opened and edited. The Facility Management (FM) service was established in DMLSS during implementation at the site and may not be deleted; however, multiple Facility Management (FM) can be loaded within a single application. The FM Service(s) identifies the FM Office(s) responsible for supporting the ORG(s) such as LOG.

A2.5.2. New FM service records are created in the Facility Management (FM) module and are accomplished by the facility manager or Medical Logistics Flight Commander. Select MTF Information from the Facility Management (FM) Navigate dropdown menu, and then click the New button located on the vertical toolbar in the MTF Information window. Complete the mandatory data fields, annotated with an asterisk (\*), and as many optional data fields as possible. Click Save before exiting. This window is audited by the system.

A2.5.3. Unlike Maintenance Activity (MA) service accounts, DMLSS users may be associated to multiple FM activities at the same time. Therefore, Facility Management (FM) personnel can access records for all FM service accounts associated to their User ID.

**A2.6. LOG DEPT.** Only one LOG DEPT is permitted for each DMLSS application. The sole LOG DEPT was established during implementation at the site and may not be deleted. The data contained in the Logistics Department Detail (Figure A2.7.) is critical for ordering and contains informative data such as the LOG ID, name, and office symbol; materiel and services currency types; conversion factors; LOGs associated Field Operating Agency; the LOG POC and associated LOG service accounts.

Figure A2.7. Logistics Department Detail Window.

The screenshot displays a web-based form for a Logistics Department. The fields are as follows:

- Logistics ID:** 77772
- Name:** 779 MEDICAL SUPPORT SQUADRON/MEDLOG
- Office Symbol:** SGSL
- Material Currency Type:** UNITED STATES OF AMERICA
- Service Currency Type:** UNITED STATES OF AMERICA
- Field Operating Agency:** AFMLO
- Local Use:** Four numbered input fields (1-4) are present.
- Unit ID:** FM4425
- Unit Name:** FM4425-779 MDG ANDREWS AFB
- Military Service:** AIR FORCE
- Major COM:** 1L
- POC:**
  - Title:** DEPUTY FLIGHT COMMANDER
  - Last Name:** SHAPLAND
  - First Name:** RUSSEL
- Services:**
  - Equipment:** FM4425 - MEDICAL EQUIPMENT MANAGEMENT OFFICE
  - Facilities Management:** [Empty field]
  - Facilities Maintenance:** [Empty field]
  - Maintenance:**
    - WRMMNT - WRM EQUIPMENT REPAIR TEAM (PRIMARY)
    - 355761 - MEDICAL EQUIPMENT REPAIR CENTER (SECONDARY)
  - Matériel:** FM4425 - MEDICAL MATERIEL MANAGEMENT

A2.6.1. While most of the LOG DEPT data fields are editable, they should not be changed without proper approval by the Medical Logistics Flight Commander and documentation. Do not mark the LOG DEPT for deletion unless being replaced by a new LOG DEPT.

### Attachment 3

## USER PRIVILEGE AND ROLE MANAGEMENT

**A3.1. Overview.** Roles/privileges are assigned to every User ID on the DMLSS system to protect the database from unauthorized access. It is the responsibility of the DMLSS SA to ensure that appropriate management controls are in place for assigning/routinely monitoring the access levels of all users.

**A3.2. Concept of Least Privilege.** Effective access control occurs when an organization employs the concept of least privilege. The least privilege concept allows only authorized access for users who are necessary to accomplish assigned tasks in accordance with organizational missions and business functions. To employ this concept, DMLSS SAs should:

A3.2.1. Verify all users have the minimum level of access (least privilege) needed to complete their assigned duties.

A3.2.2. Provide a higher level review when additional access is requested. Note: The DMLSS SA does not always know when staff changes roles in the facility. When notified by a supervisor, the SA can adjust access levels. The SA will coordinate with logistics sections, e.g., MEMO PDF and Customer Service, when changes are requested to a user's privileges.

**A3.3. User Roles with Elevated Privileges.** Limit access to the following roles that have elevated privileges in DMLSS (also see paragraph 2.2.1.3.5.) to those with a legitimate need:

A3.3.1. DMLSS SAs – This category also includes the Facility Management SA and Database/System Audit Reviewers.

A3.3.2. System Services Security Manager – It is very important to note the elevated privilege of the System Services security manager. This user can give virtually any rights in the system to themselves or others. Only the System Services security manager has the unique ability to assign the security manager attribute for other applications; every other security manager is limited to their associated application. For example, the FM security manager can assign the FM security manager role to another user, whereas the System Services security manager can assign security manager for ARC, EM, MA, IM, AM, System Services, FM, CS, MM, and SC to any user, including their own. Therefore, it is strongly recommended that there be only one security manager for each application per site.

A3.3.3. Application Security Manager – The security manager role for each application is designed so that only a limited number of users can assign applications, functions within those applications, and privilege levels (read, update, create, and delete) to other users. These assignments determine what actions the user can perform on data in DMLSS. Therefore, it is strongly recommended that there be only one security manager for each application per site.

A3.3.3.1. Users may be assigned the security manager role for more than one application.

A3.3.3.2. A user does not need application access (have one or more application-user roles) to be a security manager for that application.

A3.3.3.3. A Security Manager role can only be granted or removed by a user with that same role.

A3.3.3.4. A Security Manager role cannot be removed from a user's own User ID.

A3.3.4. Application Expert Roles – Only a limited number of users should be given an expert role due to the nearly unlimited access and capability it provides within the application.

A3.3.5. System Services – Most of the System Services functions play a direct role in how the system's organizational structure, funds, document control, end-of-periods (EOPs), and interfaces are managed. It is highly recommended that only experienced logisticians with knowledge and training be afforded privileges to these functions. Likewise, only a limited amount of users should be given access to the User Privilege module (UP Assign and UP Manage) to assign powerful capabilities in areas such as Organization (Org) and Funding.

A3.3.6. Log Fund Manager Role – This role is assigned in System Services and is used to load/adjust the Log (Stock) Fund Target for Medical Materiel. Coordination with AFMOA/SGMO and supporting documentation are both required to make adjustments to this target.

**A3.4. DMLSS User Privilege Modules.** In the User Privilege modules (UP Assign and UP Manage), an authorized user, i.e. a user with the security manager role, 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 changes that the user is not authorized to make.

A3.4.1. Security Managers may access the User Privilege – Assignment (UP Assign) and User Privilege – Management (UP Manage) functions from either the System Services navigation menu or horizontal toolbar.

A3.4.2. UP Assign – In this window an authorized user can assign one or more applications and/or roles to another user. In addition, Service Customers (SVC/Customer) IDs, AM Organization Assemblages (ORG/Assm), the EM Organization (ORG/ID), the MA Service (MA SVC ID), the FM Installation Name, and Pending Actions for AM/CAIM/IM are all assigned from this screen.

A3.4.3. UP Manage – Roles within each DMLSS application can be created, i.e., new customized role and/or privileges, deleted, and existing roles may be modified by changing the attributes of the resources of that role in the User Priv – Management function.

A3.4.4. The auditing function is available on the vertical toolbar of the UP Manage screen. This feature provides the ability to check which users accessed the system, when, how long, and/or problems associated with connecting. It also tracks what application(s) a user accessed, when these were accessed, and for how long.

**A3.5. Role/Privilege Assignment Rules.** The SA should have a basic knowledge about what each role performs before assigning that role to a user. Additionally, the SA should be aware of the following rules:

A3.5.1. General Rules.

A3.5.1.1. Each DMLSS application has standard roles that cannot be edited.

A3.5.1.2. Privilege Rule. Delete is the highest level privilege; Read is the lowest. When a privilege is selected for a resource, all the lower privileges are automatically selected. For example, if a user is to be given Delete privileges, the system also assigns Create, Update, and Read privileges to the resource.

A3.5.1.3. If a user is logged in when the SA modifies their privileges, the user must exit DMLSS and log in again, before the change(s) take effect.

#### A3.5.2. Specific Application Rules

A3.5.2.1. Assemblage Management (AM) Application Roles. Certain roles in AM can only be assigned to users with one or more assemblages. If one of these roles is attempted to be assigned to a User ID that has no assemblages, the system notifies the user that the operation cannot be performed.

A3.5.2.2. Customer Support/Customer Area Inventory Management (CAIM) Application Rules. DMLSS uses the service/customer assignments to automatically populate certain data areas in CAIM and Customer Support. For CAIM, certain roles can be assigned only to a User ID that has one or more Medical Materiel (MM) service/customers. If one of these roles is attempted to be assigned to a User ID that has no MM service/customers, the system notifies the user that the operation cannot be performed. Likewise, with the Customer Support application highlighted, assigning a service/customer to a User ID equates to assigning membership to that service/customer group.

A3.5.2.2.1. For CAIM and Customer Support, the user cannot remove the last CAIM service/customer from a User ID that has a role requiring at least one MM service/customer. If the user tries to remove the last service/customer, the System displays a message with the reason the action cannot be accepted. If the user tries to remove all CAIM service/customers at one time, the System removes all of those selected except the last one, and informs the user that the last one has not been removed.

A3.5.2.2.2. For CAIM and Customer Support, certain resources can only be set with either all privileges (read, update, create, and delete) or no privileges. If the user selects one, all are automatically selected; if the user deselects one, all are automatically deselected.

A3.5.2.3. Equipment Maintenance (MA) Application Roles. For MA, certain roles can be assigned only to a User ID that has one or more maintenance activities. If the user attempts to assign one of these roles to a User ID that has no maintenance activities, the system notifies the user that the operation cannot be performed.

A3.5.2.4. Service Contracts (SC) Application Roles. In the SVC/Cust Management window, the user can assign or remove a service/customer from a user's privileges.

#### A3.5.2.5. System Services Application Roles.

A3.5.2.5.1. If the update privilege for MTF Logistics is selected, the update privilege for MTF Funding is automatically added to the same role. The user cannot deselect the update privilege on the MTF Logistics resource if update is selected for MTF Funding.

A3.5.2.5.2. If the read privilege for DCM Configuration is selected, the read privilege for Communications Management is automatically added to the same role. The user cannot deselect the read privilege on the Communications Management resource if read is selected for DCM Configuration.

**A3.6.** User Privilege Guidance for Customers. The following general guidance is recommended when determining user privileges for property/supply custodians and other roles.

A3.6.1. Tables A3.1. – A3.6. at the end of this attachment provide the recommended roles and privileges that should be given to custodians/NIR approval authorities/and cost center managers by position. These recommended user privileges limit DMLSS access to the least amount necessary to perform their duties.

A3.6.2. Do not assign custodians more than Read Only rights to CAIM Physical Inventory.

A3.6.3. Do not assign custodians more than Read Only rights to CAIM MTF Catalog resources.

A3.6.4. Do not assign custodians more than Read Only rights to CAIM Receipt resources. Exception: MA customers require access to the CAIM receipt module.

A3.6.5. Do not allow custodians to have roles in IM other than Read Only. Note: This includes IM pending actions.

**A3.7.** Pending Action Guidance for Customers. In addition to user privileges and roles, customers should only have access to the pending actions that are specific to their role. Tables A3.7 – A3.10. at the end of this attachment identify the pending actions that are necessary for each position.

**A3.8.** Prime Vendor (PV) Representatives (Rep). Prime Vendor Representatives should only be allowed read only access in DMLSS. Note: Currently there is not a read only role for strategic sourcing; however, SAs can create a custom role via the UP Manage module in System Services. This allows the customer or Prime Vendor Representatives to view what is in Strategic Sourcing without accepting recommended changes.

**A3.9.** Special Logistics User Privilege Guidance.

A3.9.1. Give 4A1X1s Read Only access to all modules needed for upgrade training/testing.

A3.9.2. Give 4A2X1s Read Only access to all modules needed for upgrade training/testing. Maintenance personnel may require the EM module.

**A3.10.** Reports. In addition to the Auditing function and utilizing Business Objects reports, the System Services Reports module offers several standard reports for reviewing DMLSS users and their assigned roles, resources, and privileges. The following reports provide a level of systems security provided they are reviewed periodically.

A3.10.1. 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 it shows all users with their assigned privileges.

A3.10.2. User Summary Report by Application. This report is similar to the User Summary Report except the user selects a specific application. The report then displays all users for the selected application. The report is useful when the user is searching for users with specific application privileges.

A3.10.3. User Privilege Summary Report. This report is similar to the User Summary Report except that the user selects a specific application and resource element. This is currently the most detailed search report available. The report is useful when the user is searching for users with specific resource privileges.

**Table A3.1. Recommended Property Custodian Roles and Privileges.**

Module	Role	User Privilege	READ	UPDATE	CREATE	DELETE
Customer Support	SUPPLY CUST Customer Support (New Role)	CS PENDING ACTION	Y	N	N	N
		CS CATALOG RESEARCH	Y	Y	Y	Y
		CS NIR	Y	Y	Y	N
		CS ORDER	Y	Y	Y	Y
		CS QUALITY ASSURANCE	Y	Y	Y	N
		CS REPORTS	Y	N	N	N
	CS REPLENISHMENT	Y	Y	Y	Y	
	EQUIPMENT CUSTODIAN (New Role)	CS EQUIPMENT RECORD	Y	N	N	N
		CS EQUIPMENT REQUEST	Y	Y	Y	N
CS EQUIPMENT WORK ORDER		Y	Y	Y	N	
CAIM	SUPPLY CUST CAIM (New Role)	IM COMMON NAME	Y	Y	Y	Y
		MTF FUNDING	Y	N	N	N
		TRANSACTION HISTORY	Y	N	N	N
		BATCH HHT	Y	Y	Y	Y
		CUSTOMER CATALOG	Y	Y	Y	Y
		LOCATION	Y	Y	Y	Y
		MM REPORTS	Y	N	N	N
		PRINT BARCODES	Y	Y	Y	Y
	REPLENISHMENT	Y	Y	Y	Y	
CAIM USER PENDING ACTION (Existing Role)	CAIM USER PENDING ACTION	Y	Y	Y	Y	

**Table A3.2. Recommended Supply Custodian Roles and Privileges.**

Module	Role	User Privilege	READ	UPDATE	CREATE	DELETE
CS	SUPPLY CUST CS (New Role)	CS PENDING ACTION	Y	N	N	N
		CS CATALOG RESEARCH	Y	Y	Y	Y
		CS NIR	Y	Y	Y	N



		CS ORDER	Y	Y	Y	Y
		CS QUALITY ASSURANCE	Y	Y	Y	N
		CS REPLENISHMENT	Y	Y	Y	Y
CAIM	SUPPLY CUST CAIM(New Role)	IM COMMON NAME	Y	Y	Y	Y
		MTF FUNDING	Y	N	N	N
		TRANSACTION HISTORY	Y	N	N	N
		BATCH HHT	Y	Y	Y	Y
		CUSTOMER CATALOG	Y	Y	Y	Y
		LOCATION	Y	Y	Y	Y
		MM REPORTS	Y	N	N	N
		PRINT BARCODES	Y	Y	Y	Y
			REPLENISHMENT	Y	Y	Y
	CAIM USER PENDING ACTION (Existing Role)	CAIM USER PENDING ACTION	Y	Y	Y	Y

Table A3.3. Recommended NIR Approval Authority Roles and Privileges.

Module	Role	User Privilege	READ	UPDATE	CREATE	DELETE
CAIM	NIR Approve CAIM (New Role)	MTF CATALOG	Y	N	N	N
		TRANSACTION HISTORY	Y	N	N	N
		CUSTOMER CATALOG	Y	N	N	N
CS	NIR Approve CS (New Role)	CS PENDING ACTION	Y	N	N	N
		CS NIR	Y	Y	N	N
	CS APPROVAL AUTHORITY (Existing Role)	CS APPROVAL AUTHORITY	Y	Y	Y	Y

Table A3.4. Recommended MC-CBRN Custodian Roles and Privileges.

Module	Role	User Privilege	READ	UPDATE	CREATE	DELETE
AM	MC-CBRN AM (New Role)	AM ASSEMBLAGE RECORD DATA	Y	N	N	N
		AM MTF CATALOG	Y	N	N	N

		AM QUALITY ASSURANCE	Y	N	N	N
		AM MASS UPDATE ASSEMBLAGE	Y	N	N	N
		AM REPLENISHMENT	Y	Y	Y	Y
		AM REPORTS	Y	N	N	N
	AM USER PENDING ACTION (Existing Role)	AM USER PENDING ACTION	Y	Y	Y	Y
CAIM	MC-CBRN CUST CAIM (New Role)	MTF FUNDING	Y	N	N	N
		CUSTOMER CATALOG	Y	Y	Y	Y

**Table A3.5. Recommended Cost Center Manager Roles and Privileges.**

Module	Role	User Privilege	READ	UPDATE	CREATE	DELETE
CS	CC MANAGER CS (New role)	CS PENDING ACTION	Y	N	N	N
CAIM	CC MANAGER CAIM (New role)	MTF FUNDING	Y	N	N	N
		MTF CATALOG	Y	N	N	N
		TRANSACTION HISTORY	Y	N	N	N
		CUSTOMER CATALOG	Y	N	N	N

**Table A3.6. Recommended Pharmacy Strategic Sourcing Roles.**

Module	Role	User Privilege	READ	UPDATE	CREATE	DELETE
IM	PHARMACY SS (New role)	IM PHARM SSOUSRCING	Y	N	N	N

**Table A3.7. Recommended Property Custodian Pending Actions.**

Module	Pending Action
CAIM	CAIM QA Complaint Alert. Complaint Exists for Item.
	Customer Restrictions
	Document Register
	Item Has Been Marked for Deletion Check w/Supply
	QA Alert. Item Qty Required Cust (Supply).
	QA Alert. Cust Equipment.

	QA Delinquency Notice. Supply Item Qty Cust.
	Recommended Level Changes
	Replenishment Exception
	Sales Conversion Ratio Changed
	Status Edits Report - Customer
	Unprinted Bar-Code Labels with Changes
	Unprinted Critical Barcode Labels
	Zero/Negative Funds Summary Report

**Table A3.8. Recommended Supply Custodian Pending Actions.**

<b>Module</b>	<b>Pending Action</b>
CAIM	CAIM QA Complaint Alert. Complaint Exists for Item
	Customer Restrictions
	Document Register
	Invalid Inventory
	Item Has Been Marked for Deletion Check w/Supply
	QA Alert. Item Qty Required Cust (Supply).
	QA Delinquency Notice. Supply Item Qty Cust.
	Recommended Level Changes
	Replenishment Exception
	RF HHT Inventory Exception Report
	Sales Conversion Ratio Changed
	Status Edits Report - Customer
	Unexecuted Orders
	Unprinted Bar-code Labels with Changes
	Unprinted Critical Barcode Labels
Zero/Negative Funds Summary Report	

**Table A3.9. Recommended MC-CBRN Custodian Pending Actions.**

<b>Module</b>	<b>Pending Action</b>
AM	AM Expired Item Pending Action
	AM Assemblage Version Change
	AM Failed Orders
	AM Item ID Change
	QA Alert. WRM Supply Item. Qty Required.
	AM QA Complaint Alert. Complaint Exists for Items

**Table A3.10. Recommended Cost Center Manager Pending Actions.**

<b>Module</b>	<b>Pending Action</b>
CAIM	End of Year Funds
	Zero/Negative Funds Summary Report

## Attachment 4

### HANDHELD TERMINAL

#### *Section A4A—Scope*

**A4.1. Handheld Terminal (HHT) Overview.** The terms PDA and HHT are synonymous; both imply a hand-held device that provides computing, information storage, and retrieval capabilities that can be used throughout the facility to support barcode-related tasks in CAIM, IM, and EM. This attachment provides specific procedures for setting-up and performing three different DMLSS functions with the HHT: replenishment, receiving, and inventory.

A4.1.1. HHT Hardware/Software. AFMOA/SGMO shipped all required HHT hardware (Figure A4.1.), and the regional DMLSS SAs loaded and now maintain the software. The current HHTs, Motorola® MC9190s, are usually programmed for both batch and wireless processing (paragraph A4.1.2.). For example, if the site's wireless local area network (WLAN) is temporarily disabled, the same HHT can be used for batch processing without reconfiguring settings or changing software.

**Figure A4.1. Handheld Terminal, Attachable Smartcard Reader, and Docking Station.**



A4.1.2. HHT Modes. An HHT can be used in three modes:

A4.1.2.1. Batch – Batch (mode) processing refers to processing a group of files at one time rather than continuous transaction processing. Batch processing requires an HHT with DmlssRFID software, a docking port connected to the computer via a Universal Serial Bus (USB) port, and Windows® Mobile Device Center (WMDC), software used to transfer files, in order to send the replenishment files to the computer and process them in DMLSS.

A4.1.2.2. RF – RF/wireless mode is an example of continuous transaction processing, i.e., updating the database records as soon as the transaction occurs. In this instance, the HHT passes replenishment information to the database via an access point connected to the wireless local area network (WLAN). As the transaction traverses the WLAN, the router reads the address information to determine its ultimate destination (in this case, the DMLSS IP address). DMLSS immediately processes each transaction, e.g., successful replenishment transactions are immediately sent to LOG Issues.

A4.1.2.2.1. Wireless processing requires an HHT with attached smartcard reader device, DmlssRFID and additional wireless software (loaded by a regional DMLSS SA), connection to the facility's secure WLAN, and an access point within 200 to 300 feet of the inventory location.

A4.1.2.2.2. All sites can use an HHT for batch processing; whereas, wireless is available at most, but not all sites.

A4.1.2.3. Store and Forward – Store and Forward mode is a combination of batch and RF modes, normally used when the user is out of range of an access point. Users perform their tasks and store information on their HHT in batch mode, and when they get back within range of an access point, they can upload the data into DMLSS via RF.

#### **A4.2. DMLSS Barcode-Related Tasks.**

A4.2.1. The CAIM/Customer Replenishment module allows customers to inventory and submit automated supply requests process orders with an HHT in Batch or RF mode.

A4.2.2. The IM/Receipts module allows users to process receipts (active due-ins) with an HHT in RF mode.

A4.2.3. The EM/Inventory module allows users to perform inventories of equipment with an HHT in either Batch or RF mode.

#### ***Section A4B—HHT Familiarization and Set-up Procedures***

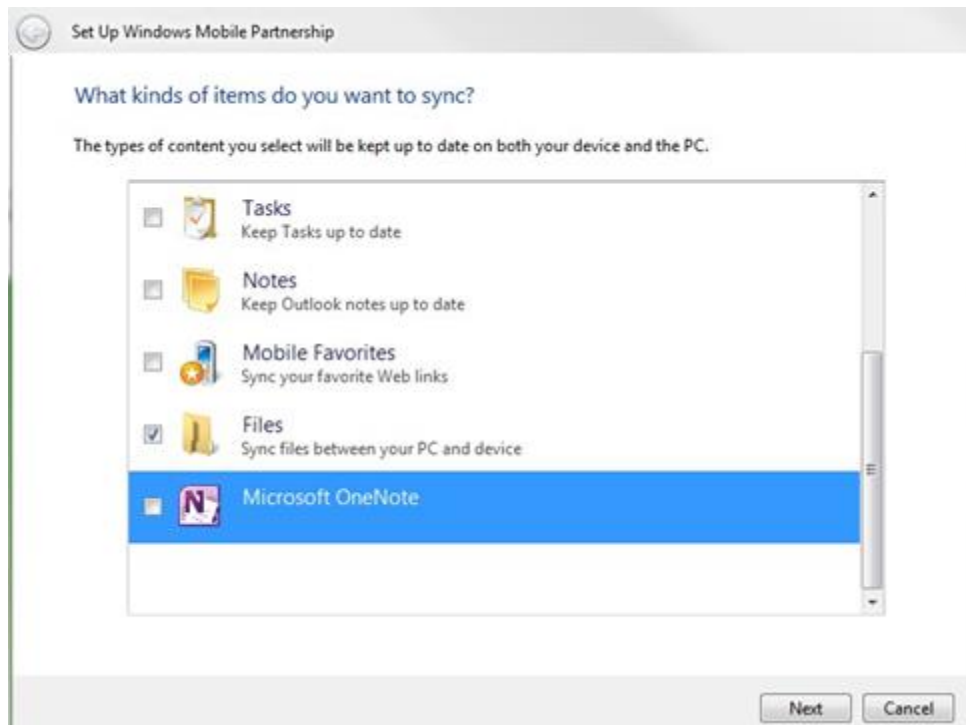
**A4.3.** Connecting the Docking Station and Pairing the HHT. Prior to using the HHT in batch mode, the user should ensure a docking station is connected to the computer and Windows® Mobile Device Center (WMDC) software is installed. If this is the first time using an HHT with a specific workstation, the user must create a partnership for syncing the HHT to that computer. Use the following instructions to sync/pair the HHT:

A4.3.1. Dock the HHT in the cradle.

A4.3.2. If installing Windows® Mobile Device Center (WMDC) for the first time, complete the setup and delete any pre-existing partnerships left over from previous HHTs.

A4.3.3. Open the Windows® Mobile Device Center (WMDC) program and click the Set up the device option.

A4.3.4. In the first set-up window (Figure A4.2.), check ONLY the Files option. Uncheck all other options.

**Figure A4.2. Windows® Mobile Device Center Set Up Window.**

A4.3.5. The second set-up window allows a change to the Device Name. When completed, click the **Set Up** button.

A4.3.6. The HHT is now synchronized/connected to the workstation enabling the download of files into DMLSS.

A4.3.7. Note: When a handheld without an existing partnership is cradled, a GUEST partnership is assumed which causes batch file transfers to DMLSS to fail.

#### **A4.4. Assumptions prior to using the HHT in RF mode.**

A4.4.1. Assumption 1 – The MC9190 HHT has the proper software installation and configuration. The HHTs were shipped to the site partially preconfigured. Regional DMLSS SAs added the necessary software and configurations.

A4.4.2. Assumption 2 – The wireless network is operational, and all wireless settings are documented.

A4.4.3. Assumption 3 – The Ports, Protocols and Services (PPS) and network firewall permissions have been opened to allow traffic between the DMLSS handhelds and the Certificate Authorities (CA), the Dynamic Host Configuration Protocol (DHCP) server, the wireless infrastructure and the DMLSS server. Check with the Regional DMLSS SA.

#### **A4.5. Connecting the Smartcard Reader. The smartcard reader is a prerequisite for using an HHT in RF mode. Its purpose is to allow Public Key Infrastructure (PKI)/CAC interface with the HHT.**

A4.5.1. The TSL Smart Card Reader attaches directly to the bottom of the Motorola® MC9190 handhelds and does NOT use Bluetooth® technology.

A4.5.2. A green light appears on the front of the reader when it is operational. If the operating system does not recognize the smart card reader (green light is not on) it may be necessary to reboot the HHT by pressing on the red power button on the top right of the keypad until a white screen appears with the message, "Please release power key. Thank you. Booting."

**A4.6.** Navigating the Windows® Mobile Home Screen. This screen (Figure A4.3.) is similar to the computer's desktop screen. When initially configured, the home screen displays and status bar (top), the main Today screen (middle), and a tile bar (bottom). Use this screen as a launching point for connecting the HHT to the WLAN.

**Figure A4.3. HHT Windows Mobile Home Screen.**



A4.6.1. HHT Status Bar. Use the following status bar icons (Figure A4.4.) to decipher the current connection status of the HHT to the WLAN.

**Figure A4.4. HHT Status Bar Wi-Fi Icons.**



A4.6.2. The HHT Today Screen. In addition to the status bar icons, Wi-Fi is listed among the applications on the Today (middle) portion of the screen. Touch or use the stylus to tap on Wi-Fi. The status of the connection is displayed with icons (Figure A4.5.) and a short message, e.g., Off, Connecting, Connected, Unavailable. When connected, the name of the WLAN / service set identifier (SSID) is also displayed.

**Figure A4.5. HHT Wi-Fi Status Icons.**





A4.6.3. HHT Tile Bar. The Tile Bar, located at the bottom of the screen, contains the Start button and any tiles associated with the open application on the Today portion of the screen.

A4.6.3.1. Start Button. Touch or use the stylus to tap the Start button and gain access to the Start Menu (i.e., program icons). DmlssRFID is accessed via its icon in the Start Menu.

A4.6.3.2. Tiles. When an application is selected on the Today screen, associated tiles (buttons) appear on the tile bar. For instance, when the user taps the Wi-Fi application, the Fusion tile (button) appears on the tile bar. Select the Fusion button to access the Fusion (wireless) Launcher menu.

**A4.7. Building a Profile and Obtaining a Wireless Connection.** Use the following set of instructions to set-up a user's wireless profile on the HHT. Once built, the profile remains in the HHT and does not need to be modified unless the user is issued a new CAC.

A4.7.1. Importing User Smartcard Certificates. Users must import their smartcard Signature certificate onto the HHT prior to building a profile to access the WLAN. This certificate is how the wireless connection distinguishes users and is included in a wireless profile that is built for every wireless HHT user (paragraph A4.7.2.).

A4.7.1.1. Regional DMLSS SAs loaded Apriva® CSPware (CAC enablement software) on the HHTs as part on the set-up configuration to manage this process.

A4.7.1.2. Certificate import procedures.

A4.7.1.2.1. Insert a smartcard into the attached TSL Smart Card Reader.

A4.7.1.2.2. Select *Start / Settings / System / Apriva CSP (icon with crown)*. See Figure A4.6.

**Figure A4.6. HHT Importing User Smartcard Certificate Screens.**



A4.7.1.2.3. The light emitting diode (LED) indicator bar should blink with an amber light while the CSP software is acquiring reader information.

A4.7.1.2.4. Select *Add Sign Certificate* (amber LED should blink indicating reader activity).

A4.7.1.2.5. Certificates can be viewed/tested from this screen or from *Start/Settings/System/Certificates*. Note: The PDA clock date must be set properly for

certificates to be valid. Validate the date by clicking (or pulling down) the status bar on the home screen. Select the clock icon on the icon bar that appears.

A4.7.1.2.6. *Exit* the Apriva® CSP program.

A4.7.1.3. In some instances, Apriva® Guard may have been loaded onto HHTs to fully manage the Public Key Infrastructure (PKI) authentication process. With this program, users do not have to import their certificate; however, the screen is initially locked pending login validation.

A4.7.1.4. Typically, only the signing certificate is required for wireless network connection. However, the additional User ID certificate is required for DMLSS smartcard login. DO NOT set up the User ID certificate at this time. Instead, wait until the user profile is built and a wireless connection is established.

A4.7.2. Adding a Wireless User Profile to the HHT. Each user requires a unique profile on the HHT(s) they use. After the users signing certificate is imported, configure the wireless profile using these steps:

A4.7.2.1. Select on the Wi-Fi application on the home screen, and click the Fusion button located on the tile bar. This opens the Fusion (wireless) Launcher menu (first screen in Figure A4.7.).

**Figure A4.7. Fusion Launcher and Manage Profiles menus.**



- A4.7.2.1.1. Fusion software contains applications with which to create wireless profiles. Each profile specifies the security parameters to use for connecting to a particular WLAN as identified by its Extended Service Set Identification (ESSID).
- A4.7.2.1.2. Fusion software also allows the user to control which profile, out of a set of profiles, is used to connect.
- A4.7.2.2. Select Disable Radio in the Fusion Launcher to temporarily eliminate the connection pop-up messages.
- A4.7.2.3. Select Manage Profiles from Fusion Launcher. Tap and hold the stylus down on the white area until the Manage Profile menu is invoked (second screen in Figure A4.7.).
- A4.7.2.4. Select Add (or Edit if the profile already exists) to access the Wireless LAN Profile Entry set-up screens.
- A4.7.2.5. Profile set-up screen 1 of 11 (Figure A4.8.).
- A4.7.2.5.1. Enter the profile name: Enter the user's DMLSS ID. Multiple users can use an HHT so profile names should be user specific.
- A4.7.2.5.2. Enter the Extended Service Set Identification (ESSID): Provided by the Regional or site DMLSS SA.

**Figure A4.8. HHT Wireless LAN Profile Entry Screens 1, 2, 3, and 4.**



- A4.7.2.6. Profile set-up screen 2 of 11 (Figure A4.8.).
- A4.7.2.6.1. Operating Mode: Set to Infrastructure.
- A4.7.2.6.2. Country: Set to Allow any Country.
- A4.7.2.7. Profile set-up screen 3 of 11 (Figure A4.8.).
- A4.7.2.7.1. Security Mode: Set to WPA2 - Enterprise.
- A4.7.2.7.2. Authentication Type: Set to EAP-TLS.
- A4.7.2.8. Profile set-up screen 4 of 11 (Figure A4.8.).
- A4.7.2.8.1. Installed User Certificates: Use the dropdown to locate/select the desired user's certificate. The user should only have their signature certificate loaded at this

time. If the User ID certificate was inadvertently loaded, return to the Apriva CSP to remove it.

A4.7.2.9. Profile set-up screen 5 of 11 (Figure A4.9.).

A4.7.2.9.1. Installed Server Certificates: Set to DoD Root CA 2.

A4.7.2.9.2. Validate Server Certificate: Box should be checked.

**Figure A4.9. HHT Wireless LAN Profile Entry Screens 5, 6, and 7.**



A4.7.2.10. Profile set-up screen 6 of 11 (Figure A4.9.).

A4.7.2.10.1. Enter User Name: Enter the 10-digit DoD ID number located on the back of the CAC/smartcard.

A4.7.2.10.2. Enter Domain: Enter mil.

A4.7.2.11. Profile set-up screen 7 of 11 (Figure A4.9.). Uncheck all three boxes.

A4.7.2.12. Profile set-up screens 8, 9, 10 and 11 (Figure A4.10.). Choose the default setting for screens 8 through 11 by clicking Next on each page. Click Save on screen 11.

**Figure A4.10. HHT Wireless LAN Profile Entry Screens 8, 9, 10, and 11.**



A4.7.3. The Fusion client automatically attempts to connect if the radio is enabled. Otherwise, select the Enable Radio icon in Fusion Launcher.

A4.7.3.1. Make sure the HHT is not docked.

A4.7.3.2. It may be necessary to reboot the HHT by pressing the red power button for 15 seconds.

A4.7.4. After reboot, and if the connection is successful, the user should be prompted for the smartcard personal identification number (PIN) (Figure A4.11.).

**Figure A4.11. Enter Smartcard PIN.**



A4.7.5. After entering a personal identification number (PIN), the user should connect to the WLAN. Confirm by checking the following:

A4.7.5.1. Status icon on the status bar should show Wi-Fi in use.

A4.7.5.2. Status message on the home screen next to Wi-Fi: should say "Connected" (with the signal strength icon) and the service set identifier (SSID) displayed.

A4.7.5.3. Icon next to the user's profile name in Fusion Launcher/Manage Profiles should show the desired user is connected.

A4.7.5.4. Check Fusion Launcher/Wireless Status/IPv4 Status for connected IP addresses. There is no connection if they are missing or all zeros.

A4.7.6. Import User ID certificate. Upon successfully obtaining a wireless connection for the first time, users should return to AprivaCSP and import their User ID certificate (Figure A4.6.). The additional User ID certificate is required for DMLSS smartcard login.

A4.7.7. Setting up additional users on the same HHT. Repeat all previous set-up steps in paragraph A4.7.2. to add additional users.

A4.7.7.1. If the HHT is used by multiple users, multiple profiles will exist on the Manage Profiles screen. Each time a different person uses the HHT, they have to connect their profile and disconnect the previous persons using the Fusion/Manage Profiles menu (Figure A4.12.).

**Figure A4.12. Fusion Manage Profiles Window.**

A4.7.7.2. Icons to left of the name help signify the connection state of each person's profile. Disable all unused profiles. OPTIONAL: Use the Move Up feature to move desired profiles to the top of the list. The HHT attempts to connect to the first profile.

### ***Section A4C—Customer Replenishment – HHT Procedures***

**A4.8.** Customer Replenishment Prerequisite Actions. Prior to conducting an HHT replenishment inventory, the customer needs to have all the items they wish to stock added in their Customer Catalog. Also, HHT replenishment methods rely on two types of labels, the Header Barcode Label (HBL) and the Shelf Barcode Label (SBL). See Chapter 4, paragraph 4.47.

**A4.9.** Batch HHT Replenishment Procedures. When the HHT is used in batch mode, the user scans the Header Barcode Label (HBL) followed by the Shelf Barcode Label (SBLs) for each item, and enters the inventory. The information is stored in the HHT until the inventory process is complete. The unit is then placed in the docking port, and all the inventory data is transferred to DMLSS at one time. The records processed in the text file, CAIM.dat, determine the replenishment quantity for each item location. Use the following step-by-step instructions to perform a replenishment inventory with a batch HHT:

A4.9.1. From the HHT desktop screen, select the Windows® Start icon in the lower left corner of the screen.

A4.9.2. The HHT start menu displays. Scroll down, and double-click DmlssRFID (Figure A4.13.).

**Figure A4.13. DmlssRFID Icon in HHT Start Menu.**

A4.9.3. DmlssRFID opens, and the DoD Warning Message appears informing the user that the program to be used is for official government business only. Select Accept to proceed.

A4.9.4. The "CAC Lock Delay Key" message displays, select OK.

A4.9.5. The "Aim the Scanner?" message displays. Click the Yes button.

A4.9.6. The DmlssRFID Main Menu is actually the tabbed entries across the lower portion of the screen. Select the CAIM tab in the lower section of the screen (Figure A4.14).

**Figure A4.14. DmlssRFID Main Menu – CAIM Tab.**

A4.9.7. Select Replenish Inv. The DMLSS Login window displays (Figure A4.15.).

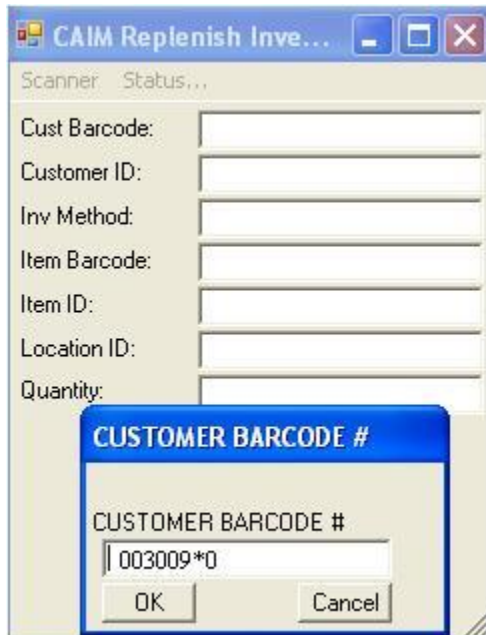
**Figure A4.15. DMLSS Login Screen.**

A4.9.8. Enter a Username. Passwords are not required when using batch mode.

A4.9.9. Select Batch login.

A4.9.10. If the Overwrite File? window appears, a previous order was scanned but not processed in DMLSS. If necessary, select Yes to overwrite the file to proceed.

A4.9.11. If login is successful, the CUSTOMER BARCODE# window opens (Figure A4.16).

**Figure A4.16. CUSTOMER BARCODE# window.**

A4.9.12. Scan the HBL to identify the Customer ID being replenished. Note: If the label is missing or does not read, press OK on the HHT to reach the Manual Input window, and key in the customer number. The next screen prompts the user for the correct inventory method.



A4.9.13. The user may now start scanning the customer shelves to replenish items. At the prompt, scan the first item's Shelf Barcode Label (SBLs), and enter the quantity required if using the Order Quantity inventory method. If using the Shelf Count inventory method, enter the O/H quantity. This may be done using the stylus to select the quantity or by typing in the quantity on the keypad of the HHT. The Item Barcode # window displays for the next item.

A4.9.14. Repeat the previous step for the next item. If the barcode does not read, press OK and type in the Item ID, location ID, and quantity at the prompt. Continue scanning the remaining Shelf Barcode Labels (SBLs) until ordering for that customer is completed.

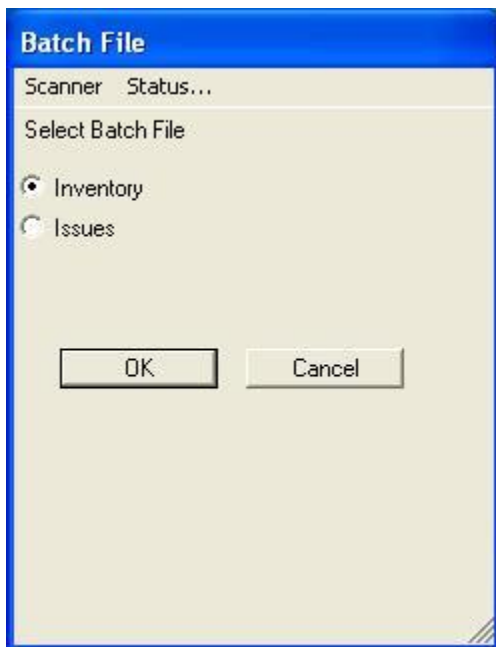
A4.9.15. The user may scan multiple customers during the same replenishment session by selecting Cancel in the Item Barcode # screen to get back to the Customer Barcode # window and repeating the previous 4 steps until all customer areas are scanned.

A4.9.16. When the last customer inventory is scanned, click Cancel on the Item Barcode and Customer Barcode menus and the CAIM Replenishment Inventory window displays.

A4.9.17. Once the replenishment order is created, it must be downloaded from the HHT into DMLSS using a docking station. Place the HHT on the cradle, and allow the HHT to synchronize with the Windows® Mobile Device Center.

A4.9.18. On the HHT CAIM menu, select Send File (Batch) (Figure A4.14) to prepare the replenishment file for transfer, and return it to the docking station. The Select Batch File window displays. Select the Inventory radio button and click OK (Figure A4.17). The "Send File Status" message displays.

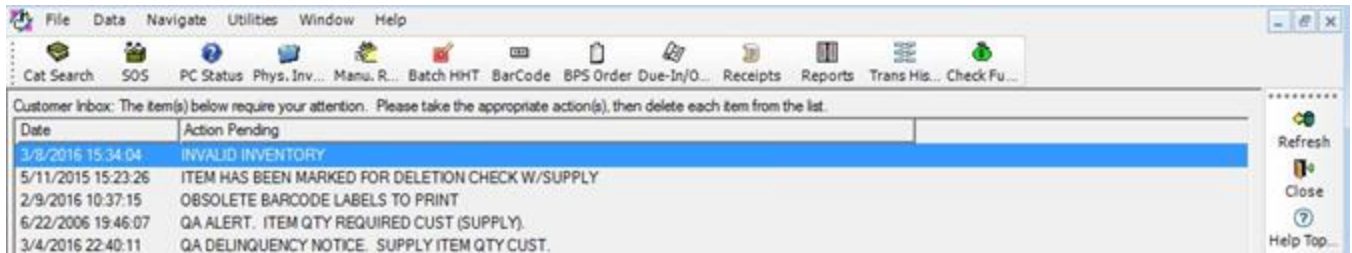
**Figure A4.17. Send File (Batch), Select Batch File Window.**



A4.9.19. Log into CAIM using a DMLSS enabled computer. In the Select a Customer window, select the customer that has been inventoried for replenishment using the HHT. If multiple customer inventories exist, the Batch Transfer Process updates all of the customers regardless of which customer is logged into first.

A4.9.20. In the CAIM Main window, select the Batch HHT button (Figure A4.18.) located on the horizontal toolbar. The message, "If performing a Physical Inventory, ensure Customer is locked for Physical Inventory before uploading data from the PDA" displays, click the OK button. Also, the message, "The PDA must be in its cradle, with Active Sync running, to transfer files. Click OK to continue." displays. Click OK to begin the replenishment inventory transfer.

**Figure A4.18. CAIM Batch HHT Button.**



A4.9.21. DMLSS uploads the files via Windows® Mobile Device Center (WMDC) and notifies the user that the File uploaded from the PDA. The DMLSS/CAIM HHT Transfer Summary displays the Service/Customer ID aligned to the order, the number of valid items which passed edit checks and will be ordered, as well as any items that were invalid and will not be ordered.

A4.9.22. Valid orders are in CAIM Build/Process/Submit (BPS). Select BPS Order from the horizontal toolbar. The SOS Selection window displays. Select the SOS and click the OK button. The message, "Generate Order Progress" will display, and the Build Order: Order Summary window will display. Highlight the order, and click the Execute icon on the vertical toolbar. The Submit Progress for Execution Started window will display. Select the Close button.

A4.9.23. Click the Invalid Recs icon on the vertical toolbar to view the invalid records. There are several reasons for invalid records/exceptions including an invalid Shelf Barcode Labels (SBL) being scanned. Records with exceptions are written to either the CAIM Invalid Inventory or the CAIM Replenishment Exceptions Report pending action. The item exceptions must be resolved prior to replenishment. Note: It is important to have the necessary user roles, resources, and pending actions assigned to manage the entire replenishment process.

A4.9.24. Once the upload is complete, DMLSS clears the HHT of all data. This completes the Batch PDA replenishment process.

**A4.10. RF HHT Replenishment Procedures.** HHTs used in RF mode receive and transmit real time data to CAIM as the process is being performed just like the computer does over the local area network (LAN). Use the following step-by-steps to perform a replenishment inventory with an RF HHT:

A4.10.1. Connect to the wireless local area network (WLAN) using the previous set of instructions in paragraph A4.7. Note: HHTs previously used in batch mode may require a power reboot prior to connecting to the WLAN/performing a wireless replenishment.

A4.10.2. From the HHT desktop screen, select the Start icon in the lower left corner of the screen.

A4.10.3. The HHT start menu displays. Scroll down and double-click the DmlssRFID icon (Figure A4.13.).

A4.10.4. DmlssRFID opens and the DoD Warning Message appears informing the user that the program to be used is for official government business only. Select Accept to proceed.

A4.10.5. The DmlssRFID Main Menu is actually the tabbed entries across the lower portion of the screen. Select the CAIM tab in the lower section of the screen.

A4.10.6. Select Replenish Inv. The DMLSS Login window displays (Figure A4.15.).

A4.10.7. Select Smart Card Login and click the OK button.

A4.10.8. The following windows may appear:

A4.10.8.1. Certificate problem/Certificate mismatch. Would you like to continue? Select the Yes button.

A4.10.8.2. Preferred Secure Sockets Layer (SSL) Login window. Select the Yes button.

A4.10.8.3. Server has not yet responded. Would you like to continue to wait? Select the Yes button.

A4.10.9. Asterisks briefly appear in the username and password fields when the connection to DmlssRFID is successful.

A4.10.10. If login is successful, the CUSTOMER BARCODE# window opens.

A4.10.11. Scan the Header Barcode Label (HBL) to identify the Customer ID being replenished. Note: If the label is missing or does not read, press OK on the HHT to reach the Manual Input window and key in the customer number. The next screen prompts the user for the correct inventory method (Figure A4.19.)

**Figure A4.19. Select Inventory Method Screen.**



A4.10.12. The user may now start scanning the customer shelves to replenish items. At the prompt, scan the first item's Shelf Barcode Label (SBL) and enter the quantity required if using the Order Quantity inventory method. If using the Shelf Count inventory method, enter the on-hand (O/H) quantity. This may be done using the stylus to select the quantity or by typing in the quantity on the keypad of the HHT.

A4.10.12.1. The message, "Transaction Successful" will appear on the screen if the item scan and quantity entered are accepted, and the transaction is automatically sent to DMLSS (IM/Issues).

A4.10.12.2. Scans and quantities can also be rejected. In wireless mode, replenishment exception messages appear on the HHT screen directly after the quantity is entered, e.g., NOT REPLENISHED (RQMTS SATISFIED).

A4.10.13. Repeat the previous step for the next item. If the barcode does not read, press OK and type in the Item ID, location ID, and quantity at the prompt. Continue scanning the remaining Shelf Barcode Labels (SBLs) until ordering for that customer is completed.

A4.10.14. The user may scan multiple customers during the same replenishment session by selecting Cancel in the Item Barcode # screen to get back to the Customer Barcode # window and repeating the previous 4 steps until all customer areas are scanned.

A4.10.15. When the last customer inventory is scanned, click Cancel on the Item Barcode and Customer Barcode menus, and the CAIM Replenishment Inventory window displays.

A4.10.16. This completes the wireless/RF replenishment process. Click File and Exit to close out of the DmlssRFID application.

**A4.11.** Store & Forward Mode Replenishment Method. In Store and Forward mode, the user completes the inventory in batch mode and then enters the inventory/inventories in RF mode once they are within range of a wireless access point. This is done by clicking the Send File (RF) button in the DMLSS RFID/CAIM Menu. Use the following step-by-step instructions to send a batch file via RF to DMLSS:

A4.11.1. Connect the HHT to the WLAN using the previous set of instructions. Refer to paragraph A4.7. Note: HHTs previously used in batch mode may require a power reboot prior to connecting to the WLAN/performing a wireless replenishment.

A4.11.2. From the HHT desktop screen, select the Start icon in the lower left corner of the screen.

A4.11.3. The HHT start menu displays. Scroll down and double-click the DmlssRFID icon (Figure A4.13.).

A4.11.4. DmlssRFID will open and the "DoD Warning" Message will appear informing the user that the program to be used is for official government business only. Select Accept to proceed.

A4.11.5. The "CAC Lock Delay Key" message displays, select OK.

A4.11.6. The "Aim the Scanner?" message displays. Click the Yes button.

A4.11.7. The DmlssRFID Main Menu is the tabbed entries across the lower portion of the screen. Select the CAIM tab in the lower section of the screen.

A4.11.8. Tap the Send File RF button, and the DMLSS Login window displays (Figure A4.15.).

A4.11.9. Select Smart Card Login and click the OK button.

A4.11.10. The following windows may appear:

A4.11.10.1. Certificate problem/Certificate mismatch. Would you like to continue? Select the Yes button.

A4.11.10.2. Preferred Secure Sockets Layer (SSL) Login window. Select the Yes button.

A4.11.10.3. Server has not yet responded. Would you like to continue to wait? Select the Yes button.

A4.11.11. Asterisks briefly appear in the username and password fields when the connection to DmlssRFID is successful.

A4.11.12. The Send File RF screen appears. Select the Inventory method.

A4.11.13. The message, "Would you like to pause for error messages?" appears. Select the Yes button.

A4.11.14. If there are errors, carefully review each of them and then tap the OK button to clear each message. When all the errors have been reviewed, a summary screen appears. Review this message, and tap the OK button to proceed.

A4.11.15. "Delete File?" appears with the message, "Errors occurred. Would you like to delete the file anyway?" Click the Yes button.

A4.11.16. To Logout, Tap File and Logout. Select the Yes button to confirm.

### ***Section A4D—IM Receiving – HHT Procedures***

**A4.12.** Receiving Methods/Prerequisite Actions. Users can process complete or partial receipts with an HHT in RF mode only. If any problems with an order are encountered such as broken items or overages, set them aside. Discrepant or receipt not due-in (RND) transactions should be put aside as well.

A4.12.1. IM Receiving Methods. There are four different ways to process IM receipts, all of which permit the user to scan barcodes. The methods are:

A4.12.1.1. Multi-Line—Used for orders with multiple line items, and processing receipts from contracted sources of supply. This method uses search criteria of the purchase order (PO) number, call number, and/or the document number. It is the most used of all the methods because the majority of orders are prime vendor orders with call numbers. It can also be used for DD Form 1155 orders with multiple line items and single line orders, since it offers more search options.

A4.12.1.2. Single-Line—Used for processing receipts with only one item. The only search criterion available is item barcode, so it seeks due-ins by scanning an item barcode.

A4.12.1.3. 1348—Uses the information from the 3 barcodes printed on the DD Form 1348-1A as the search for a specific due-in.

A4.12.1.4. Order Serial— Processes receipts with an initial search criteria of Order Serial Number, which is found on the DD Form 1155 or DD Form 250. The serial number on the purchase order (PO) is located in block 17 of the DD Form 1155 (Figure A4.20). Note: When entering the serial number, the ^O and the preceding zeroes do not need to be entered.

**Figure A4.20. DD Form 1155, Order Serial Number.**

PRICE	23. AMOUNT
49.44	748.32

#### A4.12.2. Scanning/Receiving the Prime Vendor Pharmacy Order.

A4.12.2.1. Sort prime vendor totes according to call number prior to scanning.

A4.12.2.2. Print the DD Form 1155 prior to scanning. If using the Multi-Line method and DD Form 1155 is not already printed, go back to DMLSS and do a reprint after scanning/receiving the order. With the Order Serial method, print the DD Form 1155 prior to scanning in order to locate/input the serial number of the purchase order (PO).

A4.12.2.3. For large deliveries with multiple customers, it is helpful to stage items according to Service Customer (SVC) prior to printing the delivery list.

**A4.13. RF HHT Receiving Procedures.** Although there is more than one method to receive PVP receipts, these instructions specifically detail the Multi-Line option, as it is a superset of the other options.

A4.13.1. Connect the HHT to the WLAN using the previous set of instructions. Refer to paragraph A4.7. Note: HHTs previously used in batch mode may require a power reboot prior to connecting to the WLAN/performing a wireless replenishment.

A4.13.2. From the HHT desktop screen, select the Start icon in the lower left corner of the screen.

A4.13.3. The HHT start menu displays. Scroll down and double-click the DmlssRFID icon (Figure A4.13.).

A4.13.4. DmlssRFID opens and the "DoD Warning" Message appears informing the user that the program to be used is for official government business only. Select Accept to proceed.

A4.13.5. The DmlssRFID Main Menu is actually the tabbed entries across the lower portion of the screen. Select the Stock Record Inventory Management (SRIM) tab in the lower section of the screen (Figure A4.21).

A4.13.6. Tap the SRIM Receipts button, and the DMLSS Login window displays (Figure A4.15.).

**Figure A4.21. DmlssRFID Main Menu and SRIM Menu.**



A4.13.7. Select Smart Card Login, and click the OK button.

A4.13.8. The following windows may appear:

A4.13.8.1. Certificate problem/Certificate mismatch. Would you like to continue? Select the Yes button.

A4.13.8.2. Preferred Secure Sockets Layer (SSL) Login window. Select the Yes button.

A4.13.8.3. Server has not yet responded. Would you like to continue to wait? Select the Yes button.

A4.13.9. Asterisks briefly appear in the username and password fields when the connection to DmlssRFID is successful.

A4.13.10. A pop-up screen titled Receipts (Figure A4.22) appears so the user can select the desired receiving method. Select Multi-Line.

**Figure A4.22. Select Receiving Method from Receipts Window.**



A4.13.11. Multi-Line. There are several data elements that aid in filtering down to a single item for receipt (Figure A4.23).

**Figure A4.23. User Prompts for PO, Call Number and Scan Item.**



A4.13.11.1. PO Number – The user is prompted for the Purchase Order (also known as Contract number). This can be a wildcard search with a maximum of five characters, e.g., enter D6021 for contract number SPM20005D6021, or it can be left blank. When the PO is entered, it retrieves and displays all due-ins related to that order. Note: Not required for PVP.

A4.13.11.2. Call Number – If no PO is entered, or if further refinement is required, the user is prompted for a Call Number. Eventually the user can drill down to a particular instance of one due-in.

A4.13.11.3. Scan Item – Typically, calls contain multiple items so the user is prompted to scan a particular item.

A4.13.12. Universal Product Code (UPC) barcode. For the DMLSS HHT receiving process to work successfully, a Universal Product Code (UPC) barcode(s) on the item's packaging must be associated to the same unique item in DMLSS. The association step is a one-time event as long as the packaging/UPC barcode does not change. The following guidelines apply:

A4.13.12.1. Item UPC barcodes can be associated to zero or one unique item.



A4.13.12.2. Unique items can have multiple unique barcodes associated to them.

A4.13.12.3. UPC barcode numbers appear in the technical tab of the unique item's catalog record (Figure A4.24). They can be manually input/changed in this tab if the packaging/UPC changes, and the user received an error message.

**Figure A4.24. DMLSS Catalog Record/Technical Tab – Barcode Numbers.**

The screenshot displays the 'Technical- Pharmaceutical' tab of a catalog record. The 'Item ID' is 00006003144 and the 'Shot Item Description' is FOSAMAX 70 MG TABLET UU 4S. The 'Expiration Type' and 'Shelf Life' are both set to 'NON-DETERIORATIVE'. The 'Dosage Form' is 'TABLET' and the 'Drug Strength Desc' is '70 MG'. The 'Drug Strength No' is 70.000 and the 'Drug Strength Unit' is 'MG'. The 'Drug Strength Vol No' is .000 and the 'Drug Strength Vol Unit' is blank. The 'Route of Administration' is 'ORAL'. The 'AHFS Code' is 92240000 and the 'Hospital Formulary' checkbox is unchecked. The 'DEA Code' is 0 NO CONTROL. There are three 'Local Field' boxes (2 and 3) which are currently empty. The 'Demilitarization Code' is 'A', 'Material Category' is blank, and 'Precious Metal Code' is blank. The 'AAC' is 'L' and 'COG' is blank. A list of 'Barcode Number' entries is shown at the bottom, with the first entry '01503000600314433060' highlighted in blue. The other entries are '60300060031443' and '00011111110026120376'. 'Add' and 'Delete' buttons are located at the bottom left of the list.

A4.13.13. Associated UPC Barcodes. If the barcode is associated and can uniquely identify an item on the given Purchase Order (PO) and/or Call, then that item is retrieved on the HHT.

A4.13.13.1. REC QTY screen. Verify the quantity. Click OK. Note: If a red box with the letters QA appears, this item has a linked QA message and the receiving process with the HHT cannot be completed.

A4.13.13.2. PRICE screen. Receipts are processed using the status price in DMLSS, but the user still needs to confirm/click OK in this screen.

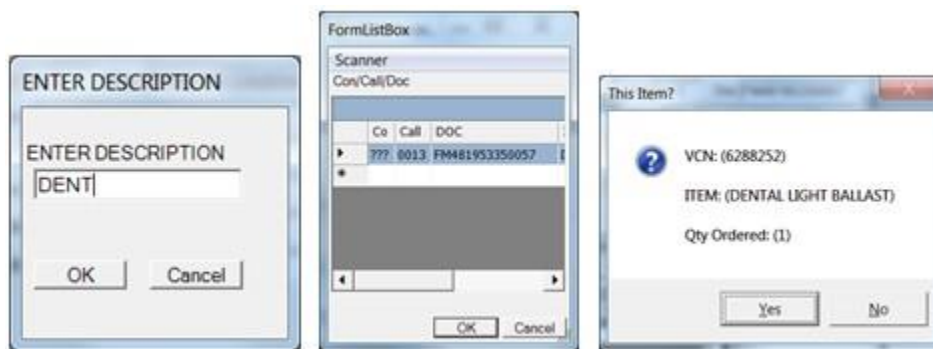
A4.13.13.3. At this stage of the receipt process, users are alerted of any special handling and delivery notifications including pipeline time, hazardous material, cold storage, and delivery to equipment managers.

A4.13.13.4. Process Delivery List? screen (Y=Yes/N=No). The user is prompted if they would like to process (not print) the delivery list. This indicator was coded (Y=Yes) to allow DMLSS to reprint the delivery list after the receiving process. If the user selects No it produces a Log Unprocessed Delivery List pending action in the IM inbox that allows the user to print the entire delivery list without having to search for it using the Reprint Delivery List option. No is the preferred method so all items for a service/customer are printed on the least number of pages, and they can be easily matched to the customer once they are printed. Note: If the user clicks Cancel, the pending action is produced.

A4.13.14. Disassociated Universal Product Code (UPC) Barcodes. If the user scans a UPC barcode that is not recognized by DMLSS, e.g., NO MATCH), the user is then directed to associate this barcode to an existing item. The barcode association process can be accomplished on the HHT.

A4.13.14.1. Use the ENTER DESCRIPTION screen (Figure A4.25) to enter a minimum of 3 characters describing the item that was just scanned. Make sure this (partial) description matches what is in DMLSS. These characters are used to pull all rows that match that description of the item. If more than one match is found, select the correct item from the list.

**Figure A4.25. HHT Receipts – Enter Description, Document Number, and This Item Screens.**



A4.13.14.2. In the This Item? window, click Yes to verify the item selected matches the item being received. The Universal Product Code (UPC) barcode scanned is now associated and can be received via the HHT. The association is also available for future use. Complete the rest of the receiving steps as follows:

A4.13.14.3. REC QTY screen. Verify the quantity. Click OK. Note: If a red box with the letters QA appears, this item has a linked QA message and the receiving process with the HHT cannot be completed.

A4.13.14.4. PRICE screen. Receipts are processed using the status price in DMLSS, but the user still needs to confirm/click OK in this screen.

A4.13.14.5. At this stage of the receipt process, users are alerted of special handling and delivery notifications including pipeline time, hazardous material, cold storage, and delivery to equipment managers.

A4.13.14.6. Process Delivery List? screen (Y=Yes/N=No). The user is prompted if they would like to process (not print) the delivery list. This indicator was coded (Y=Yes) to allow DMLSS to reprint the delivery list after the receiving process. If the user selects No, it produces a Log Unprocessed Delivery List pending action in the IM inbox that allows the user to print the entire delivery list without having to search for it using the Reprint Delivery List option. No is the preferred method so all items for a service/customer are printed on the least number of pages, and they can be easily matched to the customer once they are printed. Note: If the user clicks Cancel, the pending action is produced.

A4.13.15. Delivery/Stock Label. After processing the receipt, the user is given the option to print a Delivery Label or Stock Label.

A4.13.15.1. Delivery Labels. If the item received has backorders to release, e.g., cross dock issues, select the Customer and Print Label (Figure A4.26). The delivery label prints the customer account number and total quantity (Figure A4.27). Note: Backorder releases occur whether labels are printed or not.

**Figure A4.26. DMLSS Catalog Record/Technical Tab – Barcode Numbers.**



**Figure A4.27. DMLSS Cross Dock Issue Label.**



A4.13.15.2. Stock Labels. If items are received into Stock or an Item ID label is needed, select Print Barcode. Complete both the Quantity on Label and Number of Labels screens.

A4.13.15.3. The first time a barcode is printed, a printer must be selected. After the initial selection, the HHT defaults to the same barcode printer until the user logs out of DMLSS on the HHT.

A4.13.15.4. If neither label is needed, click Cancel on the screen.

A4.13.16. Multiple Purchase Orders (POs). After receiving items on the first purchase order (PO), click the Cancel button on the screen and return back to the Receipts/Order Methods screen. Select Multi-Line and enter the next purchase order (PO).

***Section A4E—Equipment Inventory – HHT Procedures***

**A4.14.** Equipment Inventory Prerequisite Actions. The Inventory module in EM allows the user to perform inventories of equipment manually or with an HHT in a batch mode or an interactive RF mode. An HHT speeds up the process by scanning barcode equipment labels during the physical inventory and updating the inventory file in DMLSS. Regardless of the method being used (Batch, RF, or Manual), the following procedures are the same.

A4.14.1. Create a new Equipment Inventory. In the DMLSS EM application, select Navigate/Inventory/New Inventory or click Inventory on the horizontal toolbar, and then click New in the Inventory Search window.

A4.14.2. Equipment Inventory Window. This window opens when a New Inventory is selected. Select the inventory method, inventory reason, and organization name from the dropdown menus. Also, make the appropriate selection from the Organization and Item Scopes. Click OK, and the Equipment Inventory Listing window opens. Take note of the ICN assigned.

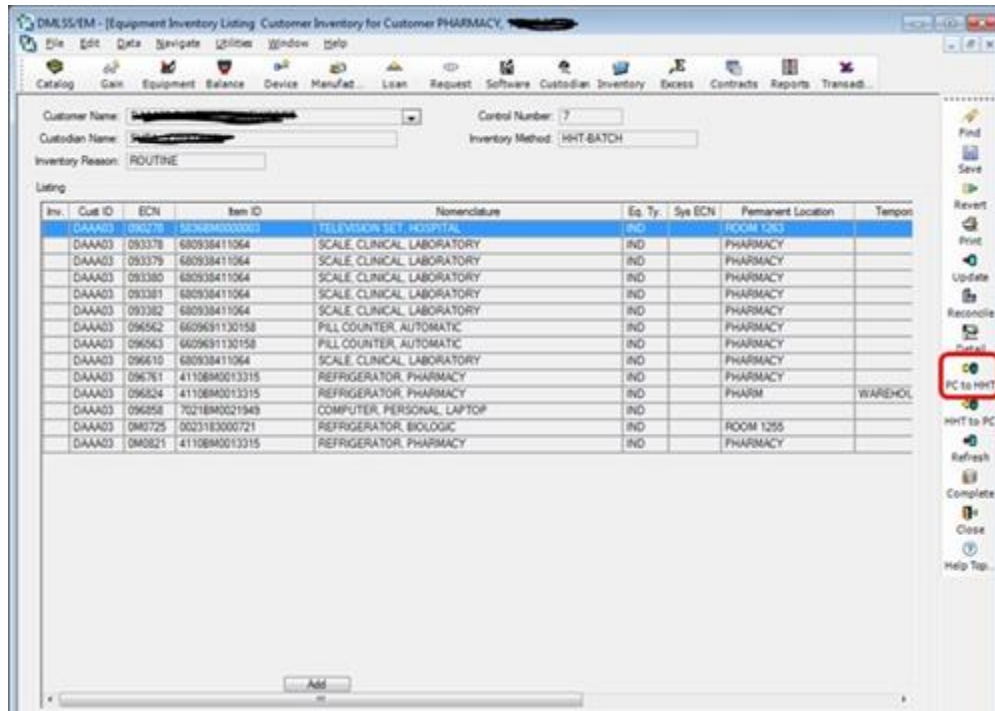
**A4.15.** Batch HHT Inventory Procedures.

A4.15.1. Create a new equipment inventory as detailed in paragraph A4.14.1.

A4.15.2. Transfer the inventory file from the workstation to the HHT. The inventory file must be downloaded from DMLSS to the HHT before the inventory can be performed.

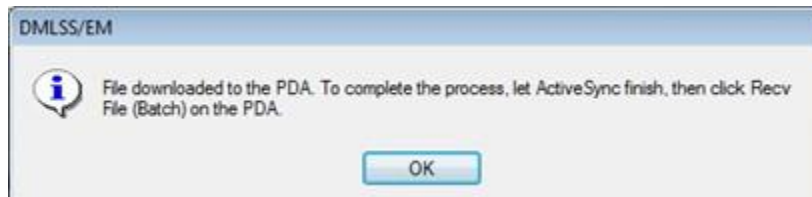
A4.15.2.1. In DMLSS, open the ICN associated to the inventory desired for download to the HHT and click PC To HHT on the vertical toolbar of the Equipment Inventory Listing window (Figure A4.28). When the Select Customers window opens, specify whether to download all customers or selected customers. If multiple customers are listed, highlight the ones for whom an inventory is being performing. Click OK to continue. A message on the workstation indicates when the file transfer is complete. Click OK to continue.

Figure A4.28. Equipment Inventory Listing and PC to HHT Icon.



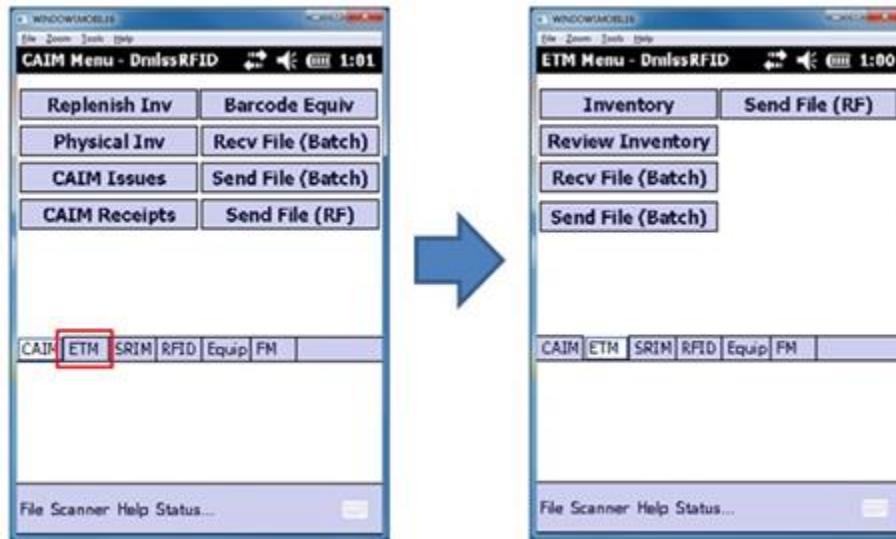
A4.15.2.2. Place the HHT in the docking station, and allow it to sync with the computer. A message on the workstation indicates when the file transfer is complete (Figure A4.29). Click OK to continue.

Figure A4.29. Equipment Inventory File Transfer Message.



A4.15.2.3. Access DmlssRFID on the HHT using the instructions from paragraphs A4.9.1-A4.9.6. The DmlssRFID Main Menu consists of tabbed entries across the lower portion of the screen (Figure A4.30). Select the ETM tab in the lower section of the screen. Select Batch Recv File. A confirmation window indicates that the file was transferred to the HHT successfully. The inventory is now loaded on the HHT.

**Figure A4.30. DmlssRFID Main Menu and ETM Menu.**



A4.15.3. Perform the Inventory. Tap Inventory in the ETM menu, and the DMLSS Login screen displays. Type the username only. Do not type a password. Place the cursor in the password field and tap Batch.

A4.15.3.1. Type the ICN and tap OK. Enter the Org ID, customer ID, and Location ID for the inventory being performed.

A4.15.3.2. Scan the first barcode label. If the scanner cannot read a label, it may be entered manually with the keyboard on the HHT. All manual entries need to include the ECN and OrgID. If the location changes, tap on Cancel to move back one screen and enter a new location. If the location does not change, continue scanning barcode labels until all items are inventoried.

A4.15.3.3. Once all items have been inventoried, tap Cancel until the screen returns to the Inventory menu.

A4.15.3.4. Review the inventory prior to uploading. From the ETM menu, select Review Inventory or corresponding number and press Enter. The Inventory-Batch screen displays all of the items that were not found in the inventory and offers the opportunity to enter a New Location or new Customer ID. If either has changed, enter the new data and tap OK. Continue reviewing until all equipment on the customer's account has been inventoried.

A4.15.4. Upload the inventory file from the HHT to the workstation.

A4.15.4.1. Return the HHT to the docking station, and allow it to synchronize with the host computer before proceeding. Windows® Mobile Device Center indicates when the HHT is connected to the computer. Tap Send File (Batch) in the ETM Menu of the HHT, and a message box confirms that the batch file is scheduled for upload to the computer.

A4.15.4.2. Receive the file on a workstation by opening inventory in DMLSS and clicking handheld terminal to workstation on the DMLSS vertical toolbar. DMLSS prompts that the HHT/PDA must be in its cradle. Click OK. After the file is successfully transferred,

the workstation displays the following messages, "File uploaded from the PDA," and "File Upload Complete."

A4.15.4.3. The associated inventory fields in the EM/Inventory window are updated with the inventory results (see Figure A4.31).

**Figure A4.31. Equipment Inventory Listing with Inventory Results.**

Inv.	ECN	Item ID	Nomenclature	Eq. Ty.	Sys ECN	Permanent Location	Tempori
Y	DAAA03	090278	58368M0000003	TELEVISION SET, HOSPITAL	IND	ROOM 1263	
Y	DAAA03	093378	680938411064	SCALE, CLINICAL, LABORATORY	IND	PHARMACY	
Y	DAAA03	093379	680938411064	SCALE, CLINICAL, LABORATORY	IND	PHARMACY	
Y	DAAA03	093380	680938411064	SCALE, CLINICAL, LABORATORY	IND	PHARMACY	
Y	DAAA03	093381	680938411064	SCALE, CLINICAL, LABORATORY	IND	PHARMACY	
Y	DAAA03	093382	680938411064	SCALE, CLINICAL, LABORATORY	IND	PHARMACY	
Y	DAAA03	096562	6609691130158	PILL COUNTER, AUTOMATIC	IND	PHARMACY	
Y	DAAA03	096563	6609691130158	PILL COUNTER, AUTOMATIC	IND	PHARMACY	
Y	DAAA03	096610	680938411064	SCALE, CLINICAL, LABORATORY	IND	PHARMACY	
	DAAA03	096761	41108M0013315	REFRIGERATOR, PHARMACY	IND	PHARMACY	
	DAAA03	096824	41108M0013315	REFRIGERATOR, PHARMACY	IND	PHARM	WAREHOL
Y	DAAA03	096858	70218M0021949	COMPUTER, PERSONAL, LAPTOP	IND		
Y	DAAA03	0M0725	0023183000721	REFRIGERATOR, BIOLOGIC	IND	ROOM 1255	
Y	DAAA03	0M0821	41108M0013315	REFRIGERATOR, PHARMACY	IND	PHARMACY	

A4.15.5. Reconcile and complete the equipment inventory using the procedures in Chapter 9, paragraph 9.15.

**A4.16. RF HHT Inventory Procedures.** HHT-RF inventories update DMLSS as the inventory process is being performed.

A4.16.1. Create a new equipment inventory as detailed in paragraph A4.14.1.

A4.16.2. Connect the HHT to the WLAN using the previous set of instructions in paragraph A4.7. Note: HHTs previously used in batch mode may require a power reboot prior to connecting to the WLAN/performing a wireless replenishment.

A4.16.3. Access DmlssRFID on the HHT using the instructions from paragraphs A4.9.1-A4.9.6. The DmlssRFID Main Menu is actually the tabbed entries across the lower portion of the screen. Select the ETM tab in the lower section of the screen.

A4.16.4. DMLSS Login Screen. Tap Inventory in the ETM menu to transfer to the DMLSS Login screen (Figure A4.15.). Log into DMLSS using the following instructions:

A4.16.4.1. Select Smart Card Login and click the OK button.

A4.16.4.2. The following windows may appear:

A4.16.4.3. Certificate problem Certificate mismatch. Would you like to continue? Select the Yes button.

A4.16.4.4. Preferred Secure Sockets Layer (SSL) Login window. Select the Yes button.

A4.16.4.5. Server has not yet responded. Would you like to continue to wait? Select the Yes button.

A4.16.4.6. Asterisks briefly appear in the username and password fields when the connection to DmlssRFID is successful.

A4.16.5. Perform the Inventory.

A4.16.5.1. Type the ICN assigned in DMLSS and tap OK. Type the customer ID and location barcode.

A4.16.5.2. Scan the first barcode label. If the location changes, tap on Cancel to move back one screen and enter a new location. If the location does not change, continue scanning barcode labels until all items are inventoried. If the scanner cannot read a label, enter it manually with the keyboard on the HHT. All manual entries need to include the ECN and OrgID.

A4.16.5.3. Once all items have been inventoried, tap Cancel until the screen returns to the Inventory menu.

A4.16.5.4. Review the inventory prior to uploading. From the ETM menu, select Review Inventory or corresponding number and press Enter. The Inventory-Batch screen displays all of the items that were not found in the inventory and offers the opportunity to enter a New Location or new Customer ID. If either has changed, enter the new data and tap OK. Continue reviewing until all equipment on the customer's account has been inventoried.

A4.16.5.5. The associated inventory fields in the DMLSS EM Inventory window are updated with the inventory results.

A4.16.6. Reconcile and complete the equipment inventory using the procedures in Chapter 9, paragraph 9.15.



## Attachment 5

## IM PENDING ACTIONS

**A5.1.** When IM is first opened, a message or a list of messages may appear describing actions that were not completed or need to be completed. These are called Pending Action Messages. The following chart lists each message, describes when or why the message is produced, and suggests the action or actions to best remedy the problem.

**Table A5.1. IM Pending Actions.**

Message	When/Why DMLSS Produces This Message	Action(s) to Resolve This Message
Auto Receipts Failed	DMLSS generates an Auto Receipt Failed Pending Action when auto (automatic) receipt fails. An auto receipt failure message occurs 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 can then view the Item ID/s, document number/s and quantities which require receipt. During the next end-of-period cycle, the system attempts to automatically process all receipts which previously failed. If the inventory locks were removed prior to the start of the end-of-period cycle, the system processes the receipts and update the service/customer estimated on-hand balances.
Appropriation/WBS Error	The Appropriation Fund ID was not specified.	Not used by Air Force sites.
Bad Financial File	A financial file is corrupt.	Possible Transmission of DFAS file unsuccessful. Check System Services DCM Search, then select DCM Configure button. Ensure the DFAS settings for FTP, User ID, 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. If this doesn't work, contact the SA or the DHA Global Service Center at 1-800-600-9332 or dhagsc@mail.com.
Delinquent Backorder From PV	This pending action is created during the end-of-day process on the 10th day after an item has been backordered to the prime vendor and has not yet been received.	Coordinate with the prime vendor. Take action to either update the estimated release date for items being shipped, already shipped or to send a cancellation request to the prime vendor for the selected order(s).

Potential Orders To PV Backup	This pending action is created when the primary prime vendor sends back of the following statuses: IQ, AA, AR, R1, or R6. Note: Site has to have selected the Back Up Prime Vendor option and have chosen a Secondary Prime Vendor for this pending action to appear.	The user has three choices: Resend the order to the primary prime vendor, create order to back up prime vendor, or cancel the line item from the pending action.
Unprocessed MTF Catalog Changes Report	This pending action is produced when the UDR is processed and MTF catalog changes exist.	See Chapter 3, paragraph 3.16.2.
Cannot Activate Next Contract	This pending action message indicates that contract(s) have expired and/or information is missing from the Contracts tab in the SOS module and the system is unable to activate a new contract.	Orders cannot be placed with vendors that have expired contracts or missing pertinent information in Contract. Users must activate next contract by updating contract date and other pertinent contract information.
Disassociated Catalog Records	Products sourced to a Prime Vendor or electronic catalog (ECAT) cannot be ordered unless they are associated to the Master catalog. If they become disassociated, this pending action notifies the user.	Determine if the suggested source is acceptable. If so, click the Accept button and the system then auto-builds the SOS record and makes it LOG's default SOS.
DAPA Number/Contract Type Code Changes	This pending action displays catalog items when a DAPA number or contract type code change has occurred.	Review and validate any DAPA number/contract type code changes for usage items within the catalog.
DFAS Failure	DMLSS posts a DFAS Failure message in the customers Inbox when step 1 (DFAS) of the DMLSS EOD Cycle fails to complete successfully.	This message is for information purposes only. The DFAS process is a critical step in the end-of-day (EOD) cycle. It is imperative that the user work with their DMLSS SA in identifying the cause of the failure, SQL or ISAM error message as well as initiating a Military Health Services (MHS) trouble ticket if the problem goes unresolved.
DLA Sourced NSN-Commercial Sourcing Available	Items appearing in this pending action are currently sourced to a DLA SOS. The system has found a commercial source for the item.	Determine if the suggested source is acceptable. If so, click the Update button and the system then auto-builds the SOS record and makes it LOG's default SOS.

Did Not Receive Status For All Items In The Call	This pending action is produced as a result of processing an incomplete Prime Vendor American National Standards Institute (ANSI.X.12 855) status file from the Prime Vendor. Incomplete implies that a specific contract line item number (CLIN) was 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 is removed when all records are removed from the action list.
Pending Disbursements	The pending action is created when a disbursement file is received from a FASTDATA server. FASTDATA is not an Air Force program.	A privileged user can select and process disbursement transactions, review the data, or delete unmatched disbursement records.
Expired Drug Enforcement Agency Registration Number(s)	This pending action appears when the Drug Enforcement Agency (DEA) number assigned to the medical facility has expired. The actual certificate is maintained in the medical facilities vault. Users cannot process electronic narcotic orders assigned with the CIIC of R.	Users must submit the necessary paperwork to the Drug Enforcement Agency to register and obtain a new expiration date. Once the new registration form is obtained, users will have to enter the new dates in in System Services for the LOG org or a customer. Once this is accomplished, the pending action no longer appears in the Inbox.
Expiring Drug Enforcement Agency Registration Number(s)	The Drug Enforcement Agency Registration is going to expire within 60 days. This pending action appears each day until the new dates are input into the system, which is located in System Services. If the certificate for ordering narcotics is not renewed within the 60 days, the user is unable to order narcotics with the CIIC of R. The user then receives another Pending Action, EXPIRED DEA REGISTRATION	Renew the certificate through the Drug Enforcement Agency using the correct procedures for Electronic Orders for Controlled Substances, using Drug Enforcement Administration, 21 CFR Parts 1305, 1311 or reference the following URL: <a href="http://www.deadiversion.usdoj.gov">http://www.deadiversion.usdoj.gov</a> and any military guidelines provided by each of the military services.

External Customers Error/Review Processing	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 customer's 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 due-in (D/I) Shipment Status IM External Customer Orders Inbox - Review Tab pending action, the system creates the necessary Stock Record Inventory Management (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.
Catalog Exception Processing	This pending action is produced after the UDR is processed or assemblages are gained to the account and new catalog records are missing data or information cannot be validated. A pending action shall be posted to the IM Inbox informing the DMLSS 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 displays 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 need to be worked in order to clear from the report. Buttons are displayed for multiple records and provide a total record count for exceptions. When all exceptions are updated and cleared, this report is removed from the inbox.
External Customers Invalid Data Processing	This pending action is created when improperly formatted requests from external customers are received.	The user can correct them, if they know what the problems are and how to correct them or delete them and re-enter through Enter Customer Requests.
Failed MTF Catalog Changes Report	This pending action message is displayed when MTF catalog changes were requested, but failed to occur.	Identify reason for failure and rectify the problem by loading the appropriate catalog information.
Failed Financial Transactions	This pending action notifies the user with an information window that problems occurred with the financial files. Click OK to return to the inbox.	Possible Transmission of DFAS file unsuccessful. Check DCM Search, then select DCM Configure button. Ensure the DFAS settings for FTP, User Id, 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.

IM Failed Orders	When submitting orders to a SOS and the primary submission method fails, DMLSS 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, e.g., File Transfer Protocol (FTP). 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.
IM Failed Status	This pending action opens the ReSubmit 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 resubmit 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.
New MTF Catalog Record	This pending action is displayed to allow DMLSS users to view a list of newly created catalog records.	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 reappears following end-of-period (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 items are locked. After the exceptions have been processed, the system unlocks the affected items.	Users launch this report from the inbox. The Exceptions icon displays 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. Locked master records cannot be used until Medical Logistics corrects these exceptions.
IM Incomplete Picklist	This Pending Action notification is posted in the Inbox as a result of an EOD processing cycle. The purpose of this notification is to alert the IM that supported Service/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 Service/Customers 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 Service/Customers.
Catalog Items With Invalid SOS	The system generates a Catalog Item with Invalid SOS pending action message when the following conditions have been met: IM has a customer catalog record for the item, and 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 SOS has been coded for deletion. If the item is still required to support patient care needs, the user needs to seek an alternate SOS and adjust their catalog record/s accordingly.
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.
IM External Customer Status Response Exception	This pending action is generated when an external customer, not loaded as an account, has sent the user an order.	Delete this action and contact the external customer to resolve the order situation.
Log Unprocessed Delivery List	The system generates this pending action message during the EOD cycle. The system produces this message if LOG 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.

Expiring Logins And Passwords	This pending action is generated when inbound login IDs and passwords are nearing their 60-day expiration date.	Reset the account passwords and IDs from System Services.
IM Material Obligation Validation (MOV)	This pending action is generated as a result of materiel obligation validation (MOV) actions received from DLA Troop Support. The purpose of the MOV is to validate and reconcile due-in/due-out 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 are not honored. Quantity reinstated may equal to or less than the quantity cancelled only.
New Item Request	In the New Item Request Pending Action window, a list of new item requests that have been submitted by users can be viewed.	No action is necessary on the pending action.
Cancellation Generated – ESD over 90 Days	This pending action is created when the Primary Prime Vendor provides backorder status IB with an Estimated Ship Date which exceeds the order placement date by 90 days.	Information only.
IM Equipment Order Pending	This pending action is for ARMY customers. It 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 MOF Orders Exist for Processing	When an item on a MOF Order was cancelled by both the (MOFs) Primary and Secondary Prime Vendors, the requirement appears on the IM MOF Orders Exist For Processing pending action.	The system requires users have the IM Build Orders resource in System Services to access and process items on this pending action. An authorized user can initiate an order. If the user initiates an order for an item on this pending action and the selected source has previously cancelled a request for the item, the system notifies the user of the prior cancellation but allows the user to continue. When the user initiates a new order for an item on this pending action, the system adds the requirement to the LOG Orders for processing.

IM Overdue Delayed Delivery Shipment	This pending action is generated when the Delayed Delivery Shipment is overdue (past the required delivery date). It is generated 2 days past the required delivery date (RDD) for CONUS and 7 days for OCONUS.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.
IM Overdue Prime Vendor Shipment	The Overdue Prime Vendor Shipment Pending Action window allows the user to view a list of prime vendor shipments that are overdue.	From this pending action, print/process/review overdue prime vendor shipments.
QA MMQC Info Bulletin	In the QA MMQC Info Bulletin window, view a list of QA MMQC bulletins that have been received. (Clicking MMQC icon launches the web browser, and goes to the United States Army Medical Materiel Agency (USAMMA) MMQC site).	Information pending action only. View this pending action to determine if all QA MMQC messages have been received in the 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 as soon as possible. Once all data is received and entered into the delinquent record, the pending action is removed.
IM QA Complaint Alert. Complaint Exists for Item	This pending action message is generated when a QA Complaint message is created and the on hand balance quantity is greater than 0.	A manager or user must verify stock against complaint details and ensure all items meeting the criteria specified in complaint are segregated. The QA manager or user must also transfer material from Operating/Serviceable to applicable stratification state which would prohibit the stock from being issued to a customer thus eliminating any risk of injury to patient.
QA FTP Import Failed	DMLSS failed to import the QA file.	When the QA File Transfer Protocol (FTP) import fails, DMLSS automatically sends a message to the help desk. QA messages should be manually retrieved whenever necessary.



QA Delinquency Notice Immediate Recall	This pending action is produced as a result of a non- response to CAIM/AM pending action messages.	Call the custodian and have them check their stock and verify that they do/don't have the affected stock. Close scrutiny should be given to lot number, expiration date, serial number, and manufacturer date. Enter the quantity identified. If none was found, enter zero. If found, ensure corresponding turn-in of materiel is coordinated with customer so disposition action can be completed.
QA Alert Missing Or No MTF Item ID Match	This pending action message displays a list of QA messages in the QA Record Search window- QA Rejected Records tab that were rejected because there was no corresponding item in the MTF catalog.	Rejected records list should be reviewed to ensure no corresponding items exist. Once verified, record and date the list was reviewed (the completion date) to remove Rejected records from the list.
QA Alert Item Qty Required LOG (Supply)	This pending action message is generated when a QA message exists for a catalog record loaded in MTF catalog. DMLSS accepts MMQC messages and performs a search against the MTF Catalog specifically for Item ID, NSN, NDC, Health Industry Business Communication Council (HIBCC) code, manufacturer part number and universal product number (UPN) matches and subsequently post a pending action (QA Alert) in the Customer and IM Inbox.	QA manager or the DMLSS system user must update Notify Qty field in the QA Details tab. Complete message by verifying stock against QA message details and entering quantity of affected material in the Notify Qty field. Affected materiel should be transferred from operating/serviceable to applicable stratification state which would prohibit the stock from being issued to a customer, thus eliminating any risk of injury to patient. If no material is affected, enter 0 as the notify quantity.
QA Missing MMQC Message	This pending action lists all missing QA messages.	Information pending action only. Go to the Website <a href="http://www.usamma.army.mil">www.usamma.army.mil</a> to retrieve missing messages.
QA Alert Item Qty On-Hand	This pending action notifies the Logistics manager of which customers and/or inventory stratification states have on-hand balances associated with a particular MMQC message.	QA manager or the customer can review QA Details window, data cannot be edited. Internal transfers can be processed to change the stratification (Strat) Type if applicable. Customers should enter quantity on hand to close out the QA Detail.

IM QA Import Failed	An MMQC file failed to import correctly to DMLSS.	DMLSS automatically sends a message to United States Army Medical Materiel Agency (USAMMA), the lead agent for MMQC messages when there is a Quality Alert import failure.
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 should be ordered to support the reachback process. Information can be deleted from this window by selecting the detail record and clicking the Delete icon.
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.	The system 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	The Replenishment Exception pending action message lists the items that caused exceptions (errors) during the replenishment process.	Users can print list, process orders for replenishment exceptions, and delete items from the list.
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 Maximum Reorder Quantity value in the LOG Cat record when the LOG level changes. The Maximum Reorder Quantity value is deleted from the Maximum Order Quantity 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 Quality Control to make corrections.
IM Reachback Customers Error/Review Processing	This DMLSS pending action message is displayed when an order from a reachback customer caused an error.	Process the order, pass it on to an external vendor, or delete it.
IM Summary Receipt Pending	This pending action enables the user 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, 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.
Spoke Customers Error/Review Processing	This pending action is produced when a new spoke customer requisition is received and there are errors detected on the order(s). Examine the error description closely. For example, if the error message indicates NO RECORD FOUND then the Item ID furnished by the spoke customer does not match anything within the hub's MTF Catalog.	Contact the spoke customer and attempt to adjust the NSN value manually and then process the request.

New SOS Update	The system creates a new SOS Code for Back-Up prime vendors when required due to GEN III PVM Option changes. The system builds all necessary contract data with an SOS code that need to be changed.	Update the SOS code to a valid non-used SOS code.
IM Transportation Pending	This pending action indicates an item is ready and waiting on shipping. In the Outshipment Results screen the status of Request is displayed to indicate that the EDI 940R has been sent to Cargo Movement Operation System (CMOS).	Click the pending action to review the Ship History screen/status history or change the status of the item.
IM In-Shipment Notification	Shipping notification was received into the system during the EOD process.	After confirming inshipment status and processing the receipt of this item, select the Ship History icon on the vertical toolbar. This displays both the receipt acknowledgment and complete status of the inshipment and sends the EDI 861 back to the issuing treatment facility.
IM Tracking Number Needed	This pending action is produced for all outshipment items lacking a tracking number.	Open the pending actions list by clicking the Jump-To button. The DTM/Outshipment Results screen appears. Enter the Transportation Control Number (TCN)/Tracking Number.
IM In-Shipment Past RDD	This pending action is produced for all AM inshipments past their required delivery date RDD.	Highlight the item and determine if the shipment is overdue or if the receipt has been processed.
IM Troubled Ship Status	The pending action identifies Due-ins with posted ship status that have exceeded the normal pipeline time.	Follow up with the company to determine if they have actually shipped the item. Verify shipping address, check the warehouse, check with the customer, and request Proof of Delivery, etc.
Unable to Send Transportation Request to CMOS	This pending action is generated when the EDI 940 that sends advance supply data to Cargo Movement Operation System (CMOS) did not transmit properly.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.

Unable to Send Transportation File	This pending action is generated to inform the user that the EDI 856 or 861 did not transmit properly between DMLSS servers. Note: 856S is the Advance Shipping Notice, and 861 is the Receipt Acknowledgement file.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.
IM Transportation Issues Pending	The shipment needs a projected delivery date and possibly other information.	Click the pending action item to insert needed information in the Transportation Issues and related screens.
IM Unprinted Barcode Labels With Changes	DMLSS generates this pending action message as a result of creating a new service/customer 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 barcode labels at that time, the system displays 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.
Prime Vendor has discontinued stocking some items.	This pending action identifies any records that the Prime Vendor has deleted which were carried in the LOG catalog. This is based on the incoming EDI 832 file, the Price/Sales Catalog file. If the item was also present in a customer's catalog, then a pending action is also posted to CAIM.	Resend the order to the primary prime vendor, create order to the back-up prime vendor, or cancel the line item from the pending action.
PVM Usage Variance exist for processing	At the end-of-month processing, the system generates a pending action to review PVP/PVM status. This data includes calculations of what should be ordered for items based upon the last 90 days usage.	Users should check this list monthly and make appropriate changes. The calculations are based upon the report usage, actual usage, and the variance percentage set on the contract tab of the Prime Vendor SOS record. This provides the sites with the means to send and update their usage to the prime vendor, which is used in calculating the fill rate.

PVP Usage Variance exist for processing	At the end-of-month processing, the system generates a pending action to review PVP/PVM status. This data includes calculations of what should be ordered for items based upon the last 90 days usage.	Users should check this list monthly and make appropriate changes. The calculations are based upon the report usage, actual usage, and the variance percentage set on the contract tab of the prime vendor SOS record. This provides the sites with the means to send and update their usage to the prime vendor, which is used in calculating the fill rate.
IM Excess	In the Excess Pending Actions window, the user 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 is 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 EOD processing cycle. To access the report, the user would click on the Jump To button. The report is produced in Service/Customer ID sequence and provides funding details for each customer at the Project Center level. Current available funding balances are given at each 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 Service/Customer. It automatically posts to the Service/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 6

## CAIM PENDING ACTIONS

**A6.1.** When CAIM is first opened, a message or a list of messages may appear in the In-Box describing actions that were not completed or need to be completed. These are called Pending Action Messages. The following chart lists each message, describes the meaning of the message, and suggests the action or actions to best remedy the problem.

**Table A6.1. CAIM Pending Actions.**

Message	Description	Action(s)
Auto Receipts Failed	DMLSS generates an Auto Receipt Failed Pending Action when auto (automatic) receipt fails. An auto receipt failure message occurs when the CAIM customer has either the Item ID and or location locked for an inventory.	After launching the auto receipts failure pending action, the user is able to view the Item ID(s), document number(s) and quantities which require receipt. During the next end-of-period (EOP) cycle, the system attempts to automatically process all receipts which previously failed. If the inventory locks were removed prior to the start of the EOP cycle, the system can process the receipts and updates the service/customer EOH balances.
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 click on the Jump To button. The report is produced in Service/Customer ID sequence and provides funding details for each customer at the Project Center level. Current available funding balances are given at each 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 Service/Customer. It automatically posts to the Service/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.
Delinquent Backorder From PV	This pending action is created during the EOD process on the 9th day after an item has been backordered to the prime vendor and has not yet been received.	Coordinate with the prime vendor to cancel a backordered item. No automatic request for cancellation exists in this DMLSS release.

Potential Orders To PV Backup.	This pending action is created when the primary prime vendor sends back one of the following statuses: IQ, AA, AE, R1, or R6. Note: The site has to have selected the Back Up Prime Vendor option and have chosen a Secondary Prime Vendor for this pending action to appear in their inbox.	The user has three choices: resend the order to the primary prime vendor, create order to back up prime vendor, or cancel the line item from the pending action.
Unprocessed MTF Catalog Changes Report	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM. Handle any Failed MTF Catalog changes in IM and not CAIM.	A DMLSS systems change request has been initiated to remove this Pending Action notification from CAIM.
Invalid Inventory	This pending action is produced when a customer inventory exception is encountered. The exception report can be printed after the HHT download or the exceptions can be worked from the Invalid Inventory pending action.	Review the exception and take appropriate action to resolve the identified catalog exception. If the customer ID is invalid, reprint the barcode and header label. If the item location delete indicator is checked, search for the inactive catalog record by customer ID and undelete the catalog record.
Unprinted Critical Barcode Labels	DMLSS posts an Unprinted Critical Barcode Labels message to the CAIM Service/Customer Inbox when critical changes occur 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 is 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, the system displays a message on the Pending Action Report indicating that labels for critical changes need to be printed.
Customer Restrictions	This pending action is created if a customer attempts to order an item that currently exists in a customer catalog, but they are not authorized to order.	Users cannot order an item they are not authorized to obtain.



Expired Contracts Report	The Contract Termination Report shows SOS records with a contract number that expired without having been replaced and/or those that expire within 90 days. The report displays the contract expiration date, contract number, SOS code, 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 SOS (3) attempt to procure new item under existing SOS. This pending action should not be assigned to customers. Logistics personnel should oversee contract management within IM.
DAPA Number/Contract Type Code Changes	This pending action displays catalog items when a DAPA number or contract type code change has occurred.	Review and validate any DAPA number/contract type code changes for usage items within the catalog.
DFAS Failure	This pending action appears in CAIM for use by CAIM SOS customers. The only approved Air Force CAIM SOS account is the Medical Maintenance Activity.	Customers do not require privileges to this pending action. The IM DFAS Failure pending action should be reviewed and worked by logistics personnel.
Unprocessed Delivery List	This pending action appears in CAIM for use by CAIM SOS customers. The only approved Air Force CAIM SOS account is the Medical Maintenance Activity.	Customers do not require privileges to this pending action. The IM Unprocessed Delivery List pending action should be reviewed and worked by logistics personnel.
Document Register	DMLSS generates and posts a Document Register pending action message to the user's Inbox when the Service/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 end-of-period (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.

Did Not Receive Status For All Items In The Call	This pending action appears in CAIM for use by CAIM SOS customers. The only approved Air Force CAIM SOS account is the Medical Maintenance Activity.	Customers do not require privileges to this pending action. The IM Did Not Receive Status For All Items In The Call pending action should be reviewed and worked by logistics personnel.
Expired/Expiring Contracts Report	A contract number in an SOS record has expired without having been replaced, or will expire within 90 days.	Options include/attempt to: - Renew a contract with current vendor - Seek an alternative SOS - Procure a new item under an existing SOS.
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, non-reimbursable 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, non-reimbursable sales, surcharges, and expenses.	This report is produced for information purposes only. It captures and portrays a myriad of financial information for the Service/Customer area.
Failed Orders	This pending action appears in CAIM for use by CAIM SOS customers. The only approved Air Force CAIM SOS account is the Medical Maintenance Activity.	Customers do not require privileges to this pending action. The IM Failed Orders pending action should be reviewed and worked by logistics personnel.

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.
Catalog Items With Invalid SOS	DMLSS generates a Catalog Item with Invalid SOS pending action message when the following condition have been met: CAIM users have a customer catalog record for the item, and 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 SOS has been coded for deletion. If the item is still required to support patient care needs, the user needs to seek an alternate SOS and adjust their catalog record(s) accordingly.
Recommended Level Changes	DMLSS automatically performs a releveling process for all customer areas during the monthly end-of-period (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 non-stocked 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.	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) non-stocked 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>Unchanged Expense Center Due To Mass Updates</p>	<p>The system generates and posts this pending action in the CAIM/Customer Inbox when the following conditions are met: (1) Service/Customer is marked as internal (2) Service/Customer has catalog records assigned (3) The default expense center value for the Service/Customer has been changed in System Services using the Mass Updates - Change Expense Center Option.</p>	<p>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</p>
<p>Obsolete Barcode Labels To Print</p>	<p>The system creates a report with an image of each obsolete barcode label (the customer catalog record or location is marked for deletion).</p>	<p>Print the report as a reference when removing obsolete labels from their area(s).</p>
<p>ORMA Input File Processing Errors</p>	<p>At specific locations, DMLSS interfaces 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.</p>	<p>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 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 does not continue to process and retain data table for the next process cycle.</p>

<p>Receipt Price Differs From Original Price &gt; 25%</p>	<p>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.</p>	<p>This pending action was designed to alert the user if they are paying too much for a particular Item ID. The system identifies items received that had a receipt price variance less than/greater than the amount established in the MM Service Detail. The modal window identifies 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.</p>
<p>Unprocessed Picklists</p>	<p>This pending action appears in CAIM for use by CAIM SOS customers. The only approved Air Force CAIM SOS account is the Medical Maintenance Activity.</p>	<p>Customers do not require privileges to this pending action. The IM Incomplete Picklist and LOG Unprocessed Delivery List pending actions should be reviewed and worked by logistics personnel.</p>
<p>Pending Orders (Unprocessed Issues)</p>	<p>DMLSS posts this pending action to the CAIM SOS Service/Customer as a result of performing Step 20 in the End-of Day cycle.</p>	<p>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.</p>

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 does not replenish because of an existing due-in/out that covers the Point of Use (POU) shortfall.

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, manufacturer date, etc. To complete the pending action message, the user enters the appropriate quantity found on their shelves, if applicable. If no quantities are maintained, user enters a zero (0) and hits the save button on the vertical toolbar. This in turn removes the pending action message and updates the record detail maintained in IM.

QA Alert. Cust  
Equipment

DMLSS identifies all Equipment Custodians and WRM Accounts that have a record for any equipment item that is the subject of a quality alert, MTF Complaint, or manufacturer's recall. The system allows logistics maintenance personnel to select additional customers that should receive a pending action notification on quality alerts, manufacturer recalls, and 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. 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, the 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 IM.

<p>CAIM QA Complaint Alert. Complaint Exists for Item</p>	<p>DMLSS generates the CAIM QA Alert. Complaint Exists For Item when a QA complaint message is created and the LOG on-hand (O/H) balance qty is &gt; 0. Launching the pending action, DMLSS identifies the Item ID date created, Org ID, and Org Name involved. The view button allows the user to view the entire complaint, as well as the Standard Form 380 and LOG owned CAIM balances linked to the Item ID.</p>	<p>It is the QA Manager's responsibility to take action so that all suspect items meeting the criteria within the complaint are segregated. The QA manager should also take action to laterally transfer the materiel from Operating/serviceable to another strat state which would prohibit the stock from being issued to a customer. This eliminates any risk of injury to the patient.</p>
<p>QA Alert. Item Qty Required Cust (Supply)</p>	<p>This pending action is produced as a result of receiving an MMQC QA file during the end-of-period (EOP) cycle. The Pending action posts 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 Service/Customer should be alerted of the recall/complaint on the record.</p>	<p>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 enters the appropriate quantity found on their shelves, if applicable. If no quantities are maintained, the user enters a zero (0) and hits the save button on the vertical toolbar. This in turn removes the pending action message and updates the record detail maintained in IM.</p>

Replenishment Exception	DMLSS generates this exception report and posts it to the CAIM user's inbox as a result of processing a replenishment inventory in either batch or RF HHT mode.	This message is for information purposes only. The system provides a message in the remarks field indicating why an Item ID 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 reflects the incorrect label number on the pending action and indicates 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.
RF HHT Inventory Exception Report	DMLSS generates this exception report and posts it to the CAIM user inbox as a result of processing a replenishment inventory in the RF HHT mode.	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 Service/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.
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 EOH balance for the Item ID(s) and satisfies the Ready Use location requirement.



Sales Conversion Ratio Changed	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 U/P purchase quantity can be located on the Basic tab of the MTF catalog detail.	This message is produced during the DMLSS end-of-period (EOP) cycle and is for information purposes only. Changing the U/P quantity is a result of either acceptance to a UDR revision or an IM user change as a result of vendor repackaging. The message posts to the CAIM Service/Customer, if (1) The user has the Pending Action message associated to the User ID, and (2) A Svc/Customer catalog record is present for the Item IDs affected. Customers should be cognizant of the U/P quantity adjustments since it impacts storage space, inventory replenishment, and potential cost of the item.
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 General Services Administration 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 result in immediate adjustments to the applicable Due-in detail. Part 3 lists all status images that were correctly formatted and processed.

<p>Troubled Due-In Report</p>	<p>DMLSS creates and posts a Troubled Due-in Report to the CAIM Service/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.</p>	<p>This pending action was designed to alert the user that there is a potential problem with their requisitions. The user may need to take alternative measures for procuring the items. 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.</p>
<p>Unsent Unexecuted Orders</p>	<p>This pending action is produced as a result of the end-of-period (EOP) process. During the EOD 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.</p>	<p>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, e.g., FTP. The 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.</p>

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.
Unexecuted Orders	DMLSS generates an Unexecuted Orders pending action message during the end-of-period (EOP) processing cycle when a CAIM customer performs a replenishment action but does not complete the Build Process Submit (BPS) process (Service/Customer w/verify orders = on) or (Service/Customer w/verify order = off and order is to LOG w/exception).	Upon launching the Pending Action, the user can complete the Build/Process/Submit (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, SOS module, Expense Center funds detail, or other appropriate modules.
Unprinted Bar Code Labels With Changes	DMLSS generates this pending action message as a result of creating a new Service/Customer catalog record, or processing receipts with status price increases/decreases. If the user changes item information (excluding Item ID), and chooses not to print changed bar code labels at that time, the system displays 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.

## Attachment 7

## AM PENDING ACTIONS

**A7.1.** When AM is first opened, a message or a list of messages may appear in the In-Box describing actions that were not completed or need to be completed. These are called Pending Action Messages. The following chart lists each message, describes the meaning of the message, and suggests the action or actions to best remedy the problem.

Table A7.1. AM Pending Actions.

Message	Description	Action(s)
AM Item Cancelled Without Target Funds	This pending action indicates an AM item was cancelled while no target funds were assigned.	Informational only. No action is required.
AM Expired Item Pending Action	This pending action is generated during EOD processing when there is serviceable WRM on hand that expired.	Update the stratification state from serviceable to unserviceable, suspended or Food and Drug Administration (FDA) test. Or, if expiration dates have been extended or are incorrect, correct the respective expiration dates. If extended, enter new expiration dates in the Revised Expiration Date field. When all action is complete, the pending action is removed from the inbox.
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 (e.g., old ratio 12-1, new ratio 10-1).	Double clicking this pending action brings up the detailed gains that were not processed with the U/S and U/P information. Verify the correct quantity received in the current U/S and click save. This generates the gain transaction. Delete any invalid gains that were not received. The gaining treatment facility should review old ratios to current ratios to determine corrective action. Verify adjusted items received against local records, and enter the correct ratios for the pending action item. The list is removed when all pending actions are complete.

AM Item(s) Could Not Be Sold	When items in an assemblage are sold or the war switch is used: 1) these are unserviceable items that are not sold/issued during processing, or 2) the DMLSS UDR Extract updated WRM detail records and data is missing or cannot be validated.	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 stratification state and sell or issue the item. If the items are unserviceable, remove them from inventory and destroy.
Delinquent Backorder From PV	This pending action is created during the EOD process on the 9th day after an item has been backordered to the prime vendor and has not yet been received.	Informational only. Follow-up with the prime vendor and determine whether or not to maintain the backorder or cancel and procure from another source. No action required if the backorder is kept.
Potential Orders To PV Backup	This pending action is created when the primary prime vendor rejects, completely cancels or partially cancels an item request. Note: Site has to have selected the Back Up Prime Vendor option and have chosen a Secondary Prime Vendor for this pending action to appear in their inbox.	The user has three choices: resend the order to the primary prime vendor, create order to back up prime vendor, or cancel the line item from the pending action.
DAPA Numbering Contract Type Code Changes	This pending action is generated for changes to the DAPA Number, Contract Expiration Date or Contract Type Code made by either a user action, the EOD Process, or a UDR Delta update.	Users can print, delete, or access the catalog record if they have the correct roles and resources for this pending action.
Expired/Expiring Contracts Report	A contract number in an SOS record has expired without having been replaced, and/or expires within 90 days.	Options include, attempt to: - Renew a contract with current vendor - Seek an alternative SOS - Procure a new item under an existing SOS

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 treatment facility records are present, 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 Failed Orders	AM orders were submitted but not transmitted during end-of-period (EOP) processing or when on-line processing.	Review the detail record to determine the reason for failure. Once processes are validated users can select one or all failed orders and resubmit. The pending action is removed when all actions are processed or removed.
AM Item ID Change	This action occurs when an Item ID change occurs and a corresponding record exists within an assemblage.	Informational only. No action is required.
Cancellation Generated – ESD over 90 Days	This pending action is created when the Primary Prime Vendor provides backorder status (IB) with an Estimated Ship Date, which exceeds the order placement date by 90 days.	Information only.
QA Alert. WRM Supply Item. Qty Required	This pending action is produced when items are identified in the QA program, and the possibility exists that the treatment facility might have these items.	Verify WRM stock and complete the WRM pending action by entering quantities in the Notify Quantity field, even when the quantity is zero. The pending action report is removed from the inbox when all actions are complete.
QA Delinquency Notice. Supply Item Qty WRM	This pending action is produced when items identified in a QA Alert were not processed in a timely manner.	Verify WRM Stock against the QA Message details and complete the WRM pending action by entering on-hand quantities of affected materiel in the Notify Quantity field even when the quantity is zero. The pending action is removed from the inbox when all actions are complete.
AM QA Complaint Alert. Complaint Exists For Items	This action indicates a complaint has been issued by a customer.	Deal with these type of complaints individually/on a case-by-case basis.

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.
New SOS Update	The system created a new SOS Code for Back-Up.	DMLSS builds all necessary contract data with a SOS code that must be changed. Users can update the SOS code to a valid non-used SOS code.
AM Transportation Pending	In the Outshipment Results screen the Status of Request is displayed to indicate that the EDI 940R file has been sent to Cargo Management Operations System (CMOS).	Review the Ship History screen.
AM Inshipment Notification	Shipping notification was received into the system during the EOD process.	After confirming inshipment status and processing the receipt of this item, select the Ship History icon on the vertical toolbar. This displays both the receipt acknowledgment and complete status of the inshipment and sends the EDI 861 file back to the issuing treatment facility.
AM Tracking Number Needed	This pending action is produced for all outshipment items lacking a tracking number.	Open the pending actions list by clicking the Jump-To button. The Distribution and Transportation Module/Outshipment Results screen appears. Enter the Transportation Control Number (TCN)/Tracking Number.
AM Inshipment Past RDD	This pending action is produced for all assemblage inshipments past their required delivery date (RDD).	Highlight the item, and determine if the shipment is overdue or has receipt been processed.
Unable To Send Transportation Request To CMOS	This pending action is generated to inform the user that the electronic file EDI 856 or 861 file(s) did not transmit properly between DMLSS servers. 856S is the Advance Shipping Notice and 861 is the Receipt Acknowledgement file.	Take appropriate action. In some cases, users may need to go to DCM module and resubmit the file.

Unable To Send Transportation File	This pending action is generated to inform the user that the electronic file EDI 856 or 861 file(s) did not transmit properly between DMLSS servers. 856S is the Advance Shipping Notice, and 861 is the Receipt Acknowledgement file.	Take appropriate action. In some cases, users may need to go to DCM module and resubmit the file.
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## Attachment 8

## EQUIPMENT MANAGEMENT (EM) PENDING ACTIONS

**A8.1.** When the EM application is first opened, a message or a list of messages may appear in the In-Box describing actions that are advisory, were not completed, or need to be completed. These are called Pending Action Messages. The following tables list each message, describe the meaning of the message, and suggest the action or actions to best remedy the problem.

**A8.2.** The Inbox is in tree view format. That is, if there are multiple pending actions of the same type, the message appears only once, so the user can click "+" next to it to see the individual messages underneath. When an individual item under a pending action is selected, the item details appear in the Details section in the lower portion of the window.

**A8.3.** The EM Inbox has sections for two different types of pending actions: Advisory Notices and Action Required. Note: An Advisory Notice pending action message can be deleted, but before deleting it, some research should be done. When a pending action message is selected and the Process button is clicked, the system jumps to the related record.

**Table A8.1. EM Pending Actions.**

Message	Description	Action(s)
Accountable Equipment Code Has Changed To Y	Produced when the accountable equipment code for an equipment item was changed from N to Y.	Search Transaction History by Item ID to find out which customers have the item. Verify the item(s) and label with the ECN.
An Equipment Order Has Been Cancelled	Appears when an equipment order cancellation has processed.	Decide whether or not to resubmit the order.
Commodity Class Change Alert (Supply to Equipment)	Produced when the commodity class for the specified Item ID was changed from Supply to Equipment.	Search Transaction History by Item ID to find out which customers have the item. Verify the item(s) and label with the ECN.
Custodian Does Not Have Equipment	Generated during the end-of-month (EOM) process when an assigned custodian account no longer has equipment assigned.	Remove the custodian from the customer account, and the pending action is then removed.
Customer Equipment Request Submitted	Appears when an Equipment Custodian submits a new equipment request.	Review request for completeness, obtain additional paperwork from custodian as necessary, e.g., quotes, literature, sole source letters, and add required personnel/sections to the Coordination tab, e.g., Maintenance, Facilities and route for review and approval/disapproval.

Replacement Item Received. Turn-In Replaced Item	Appears when a new piece of equipment is issued to a customer as a result of an Equipment Request assigned a Request Type of Normal Replacement or Accelerated Replacement.	Custodian turns in the replaced equipment to the MEMO, and the equipment must be removed from the custodian's accountable records.
EM Excess Report Rejection	Generated during EOD process and provides notice that a reported excess item has been rejected.	Cancel reported excess and take appropriate actions to re-report as excess or turn-in to local DLA Disposition Services.
EM Excess Troubled Ship	Generated during the EOD process and produced when follow-up notification is received to previously received ship status.	Process a Ship Notification in the Excess Follow-up window in IM. Ship equipment if not already done.
Equipment Acceptance Pending	Appears when a receipt or gain is processed for an equipment item.	From the Inbox, enter Equipment Manufacturer, Nameplate Model, and Manufacturer Serial Number in the associated equipment record(s). Data can also be entered while working the IN work order.
Equipment Issue Reversed	Appears when an issue reversal is processed for equipment item.	Validate reversal of equipment item resulted in being issued to appropriate customer, reported excess, turned in to DLA Disposition Services or transferred to MEMO Hold account. Equipment items should not be maintained as operating inventory.
Equipment Request Review Is Overdue	Appears when an equipment request review date is exceeded.	From the Inbox, extend the length of review by increasing the Days To Review data field or select a Date Review Complete on the Coordination tab of the Equipment Request window.
LOA Expires Within 10 Days	Generated during the EOD process when the LOA date is set to expire within 10 days.	Select a new date from the drop-down calendar for the LOA Expiration Date that is greater than the System date or 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.

Custodian Departure Within Forty-Five Days	Generated during the EOD process when the departure date in the custodian record is within forty five days.	Conduct inventory and delete record from inbox. If custodian departure has changed, update the custodian's record.
Potential Custodian Inventory List Generated	Generated during the end-of-month (EOM) process when the inventory due date in the custodian record is due within the next 90 days, there is no active inventory records for the customer, and the customer has active equipment records.	Conduct the inventory if needed; otherwise, delete record from the inbox.
Unable to Locate Accountable Equipment	Generated during the EOD process and appears when maintenance personnel identify an equipment item as missing or unable to locate.	Research the last known location, initiate a financial liability investigation if necessary, or take other appropriate measures.
Update LOA Return Date	Generated during the EOD process when the Letter of Authority (LOA) return date is exceeded.	Select a date for the Letter of Authority (LOA) Return Date in the LOA section on the Status tab of the Equipment Request window.
EM Inshipment Notification	Shipping notification was received into the system during the EOD process.	After confirming inshipment status and processing the receipt of this item, select the Ship History icon on the vertical toolbar. This displays both the receipt acknowledgment and complete status of the inshipment and sends the EDI 861 file back to the issuing treatment facility.
EM Inshipment Past RDD	This pending action is produced for all inshipments past their required delivery date (RDD).	Highlight the item and determine if the shipment is overdue or has receipt been processed.
Equipment Acceptance Pending	This is a notification of an Acceptance Inspection work order.	This message is deleted when the maintenance technician enters the equipment manufacturer, nameplate model, and manufacturer serial number in the associated equipment record(s).

**A8.4.** The following table lists the EM Action Required pending action messages that can appear in the Inbox, a brief description and the action required to resolve each pending action.

**Table A8.2. EM Action Required Pending Action messages.**

Message	Description	Action(s)
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Blank Acquisition Date In Capital Equipment Record	Generated during the end-of-month (EOM) process and produced when a blank acquisition date is detected for a capital equipment item.	Enter an acquisition date in the Approval and Acquisition tab of the Equipment Record Detail window. The depreciation value for capital equipment is reported to DFAS, and the acquisition date plays a key role in calculating that value.
EM Excess Destroy Materiel	Generated during the EOD process and appears when destruction status is received for reported excess equipment.	Process a loss, and ship the excess items to DLA Disposition Services for destruction.
EM Excess Ship Materiel	Generated during the EOD process and produced upon receiving ship status for equipment reported excess.	Process a loss, and ship the excess item(s) to the treatment facility indicated in the disposition instruction received from the excess distribution system.
EM Excess Turn-In to DLA Disposition Services	Generated during the EOD process and produced upon receiving turn-in status for equipment reported excess.	Process a loss, and ship the excess item(s) to DLA Disposition Services.
EM Excess Turn-In To Installation Supply	Generated during the EOD process and produced upon receiving turn-in status for equipment reported excess.	Process a loss, and ship the excess item(s) to Installation Supply.
Equipment Issue Pending	Appears when an equipment issue is pending awaiting completion of required data.	Enter the Equipment Manufacturer, Nameplate Model, and Manufacturer Serial Number in the associated equipment record(s).
Inventory Due Within Thirty Days	Produced when the Next Inventory Date in the custodian record is within 30 days.	Create an inventory for the customer account or change the Next Inventory Date in the custodian record to more than 30 days beyond the current System Date.
Inventory Lists Generated	Generated during the end-of-month (EOM) process. This is a notification of existing inventory list(s)	Reconcile the inventory list(s) generated in the batch cycle.
LOA Has Expired	Generated during the EOD process. It is a notification that Letter of Authority (LOA) Expiration Date has been reached.	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 or select a new date from the drop-down calendar for the LOA Expiration Date that is greater than the System date.

Loan Has Exceeded Loan Return Date by 30 Days	Generated during the EOD process and produced when an Equipment Loan has exceeded the return date by 30 or more days	Increase the Length of Loan/Durable Length of Loan or return the item to the loaning account using the Items tab of the Loan Information window.
Loaned Items Expiring. Check Loan Reminder List	Generated during the EOD process and produced as a reminder that the loan status of an equipment item is about to expire.	Update the associated Patient Letter Sent Date in the Loan Reminder List window, increase the Length of Loan/Durable Length of Loan, or return the item(s) to the loaning account using the Items tab of the Loan Information window.
EM Tracking Number Needed	This pending action is produced for all outshipment items lacking a tracking number.	Open the pending actions list by clicking the Jump-To button. The Distribution and Transportation Module/Outshipment Results screen appears. Enter the Transportation Control Number (TCN)/Tracking Number.
EM Transportation Pending	Distribution and Transportation Module (DTM) Outshipment.	Review the Ship History screen. In the Outshipment Results screen the status of Request is displayed to indicate that the EDI 940R file has been sent to Cargo Movement Operations System (CMOS).

### Attachment 9

#### MA/MAINTENANCE ACTIVITY (MA) PENDING ACTIONS

**A9.1.** When the MA application is first opened, a message or a list of messages may appear in the In-Box describing advisory actions to be reviewed/completed. These are called Pending Action Messages. The following chart lists each message, describes the meaning of the message, and suggests the action or actions to best remedy the problem.

**A9.2.** The Inbox is in tree view format. That is, if there are multiple pending actions of the same type, the message appears only once, so click " + " to see the individual messages underneath. When an individual item under a pending action is selected, the item details appear in the Details section in the lower portion of the window.

**A9.3.** The Inbox has sections for two different types of pending actions: Maintenance Activity Inbox and Individual Inbox. Note: The Maintenance Activity Inbox displays pending action messages that contain the Maintenance Activity Organization ID.

**Table A9.1. The Maintenance Activity Inbox.**

Message	Description	Action(s)
Acceptance Work Order Pending	Appears whenever a new equipment item is added to the inventory.	Biomedical Equipment Technician (BMET) completes acceptance inspection work order and updates required data in equipment record.
Commodity Class Change Alert (Supply to Equipment)	Appears whenever the commodity class of an item is changed from supply to equipment.	Maintenance personnel need to be aware that this action produces an acceptance inspection work order. Process acceptance inspection work order as necessary.
Equipment Assembly/Disassembly Occurred	Appears whenever an Assembly/Disassembly transaction has occurred.	Maintenance personnel should make appropriate corrections to the equipment item equipment control number(s) (ECNs).
Equipment Item Loss	Appears whenever an equipment loss transaction is processed.	No action required. Informational only; however, the equipment data file (EDF) should be removed, and if this is the last item of a specific type in the facility, the technician should ensure the technical literature and associated parts from benchstock are removed.
Equipment Record Deleted by Gain Reversal	Appears when a gain reversal transaction has occurred.	No action required. Informational only. Note: This may leave an open acceptance work order that needs to be either cancelled or completed.

Equipment Record Reinstated by Loss Reversal	Appears when a loss reversal transaction has occurred.	This usually occurs after Unable to Locate (UL) or Report of Survey items are found and reinstated. It's possible this item may have scheduled maintenance due if its inspection cycle lapsed significantly.
Equipment Transferred to New Customer	Appears whenever an equipment item is transferred from one customer to another.	Ensure equipment location fields in equipment detail are updated accordingly to the new location/room numbers. Scheduled maintenance due dates may need to be updated to align with section maintenance schedule, if applicable.
MA-Equipment Issue Reversed	Appears whenever equipment being issued to the maintenance activity is reversed.	No action required. Informational only. Note: This may leave an open acceptance work order that needs to be either cancelled or completed.
Maintenance. QA Alert. Equipment QTY Required	Appears whenever a QA Alert has potentially matched an equipment item within the treatment facility.	Enter a quantity in the Quality Assurance Detail window.
Maintenance Requirement Changed	Appears whenever the maintenance requirement indicator of an item is changed.	Maintenance personnel should schedule maintenance for item based on maintenance intervals. Items adjusted to Maintenance Required require a local maintenance plan, and each equipment control number(s) (ECN's) maintenance record needs to have due dates inserted. Items adjusted to No Maintenance Required require the due dates to be removed.
Monthly Timesheets are Due	This is produced every month to inform maintenance personnel to complete time sheets.	Maintenance personnel should provide updates to timesheets before end-of-month (EOM).
QA Alert. Item QTY Required Cust (Supply)	Appears whenever a QA Alert has potentially matched a supply item within the facility.	Enter a quantity in the Quality Assurance Detail window.
QA Delinquency Notice. Equipment QTY	Appears when a QA delinquency notice is generated based on the established intervals in the Quality Assurance Class table.	Enter a quantity in the Quality Assurance Detail window.
QA Delinquency Notice. Supply item QTY Cust	Appears when a QA delinquency notice is generated based on the established intervals in the Quality Assurance Class table.	Enter a quantity in the Quality Assurance Detail window.

Receipt reversal processed for ECN	Generated when a receipt reversal is processed for a given equipment item.	No action required. Informational only. Note: This may leave an open acceptance work order that needs to be either cancelled or completed.
Repair Part Changed to Supply Item	Appears whenever a repair part is changed to a supply commodity class.	Maintenance personnel must ensure that the change was indeed appropriate for the item. Repair parts are items that can only be ordered by the maintenance activity.
Repair Parts Available For Issue	Appears when there is an on-hand balance > 0 for a requested repair part.	Issue the repair part to the designated work order.
Supply Item Changed to Repair Part	Appears whenever a supply is changed to a repair part commodity class.	Maintenance personnel must ensure that the change was indeed appropriate for the item. Repair parts are items that can only be ordered by the maintenance activity.

**Table A9.2. The MA Pending Action Messages.**

Message	Description	Action(s)
Departure Date Exceeded	Notification that Departure Date in the Staff Detail record, General tab has been exceeded.	Extend the Departure Date past the current date or select the Inactive icon in the affected staff record.
ERC Work Order	Appears whenever the ERC designation is identified within an equipment record.	No action required. Informational only.
Monthly Timesheets Are Due	This is produced every month to inform maintenance personnel to complete time sheets.	No action required.
Priority Work Order	Is generated whenever an equipment work order status is designated as an emergency work order.	Complete work order as required.
Overdue Work Order	Generated whenever a work order has not been completed during its schedule monthly cycle.	Complete work order as required.
Note: The following table lists the MA pending action messages that can appear in the Individual Inbox, along with the action required, if necessary, to resolve each pending action.		



**Attachment 10****DMLSS DISTRIBUTION AND TRANSPORTATION MODULE**

**A10.1.** Purpose. The Distribution and Transportation Module (D&TM) is a shared module accessible through IM, AM, and EM modules. Its purpose is to enable users to track out-shipment losses that require transportation and in-bound shipments sent from another DMLSS server. Specifically:

A10.1.1. IM users can process transactions requiring DLA Disposition Services, Return to SOS, Return Item for Trade-In, regular loss transactions, process Issues, Reachback orders, and process Excess type shipments that are then tracked within this module.

A10.1.2. AM users can process transactions requiring DLA Disposition Services, Return to SOS, Return Item for Trade-In, Sell Assemblage, Ship Assemblage, regular loss transactions, Reachback orders, and ship Excess type transactions that are tracked within this module.

A10.1.3. EM users can process transactions to another MTF and DLA Disposition Services. While processing transactions to another facility or DLA Disposition Services shipments requiring transportation, it is imperative that the user checks the block Transportation Required to the right of the Use Form Number as this allows the request to be tracked within this module.

**A10.2.** Distribution and Transportation Module (D&TM) Related Data Elements. For this module to be successful, the supplied data must be accurate.

A10.2.1. It is imperative for all users to make sure that in System Services, under MM Service Detail screen, the DLA Disposition Services RIC, DLA Disposition Services DoDAAC, and DLA Disposition Services Address are the locally assigned Disposition Services facility supporting the local area or base. DMLSS automatically generates an EDI 856 transaction for all DLA Disposition Services shipments value greater than \$800 and CIIC of J to Headquarters Battle Creek, Michigan, Routing Identifier Code (RIC) S9D, informing them that the items are going to be delivered to the local DLA Disposition Services office.

A10.2.2. Make sure the Ship to Address in the TMU is correct and accurate. The RIC and DoDAAC of the receiving unit must be valid so the electronic transaction works as designed. If not, the EDI transaction cannot be translated by DLA Transaction Services, resulting in the reversal of the transaction, the cancellation of the shipment and possibly the requirement for a data patch to fix the transaction. Additionally, while processing an out-shipment requiring transportation (paragraph A10.3.), ensure the Delivery Address on the pop up screen is accurate by using the RIC/DoDAAC lookup search provided on the screen as this helps prevent cancellations or data patches from occurring.

A10.2.3. When creating a new catalog item, users should make sure they complete the information required and the information is accurate, especially when selecting the Type Vendor Item and Type Item ID. If the item is not an NSN, don't use NSN, as this causes the system to put the wrong data elements on the DD Form 1348-1A and DD Form 1149.

A10.2.4. Transportation Appropriation. The Transportation Appropriation is loaded from the TMU (IM) in System Services. Select IM and then Transportation Appropriation DD1149 to enter the correct line of appropriation.

A10.2.5. Transportation Shipper. Users can add or delete carrier information on the Transportation Shipper screen. This information is loaded from the TMU in System Services. Select IM from the Application dropdown menu, and then click on Transportation Shipper. Use the appropriate icon on the vertical toolbar to add or delete.

**A10.3.** Processing Loss Transactions. During the final step of processing a loss transaction, a Transportation print grid appears (Figure A10.1.). The grid is set up to select the source document (DD 1348-1A or DD 1149), including the line of accounting when using a DD 1149 as the source document, and requires the user to select Yes or No for that shipment being processed through the local transportation office.

**Figure A10.1. Outshipment Form/Transportation Selection Screen.**

Transaction	Count	Ship To	Print Form	LOA/Fund Cite	Base Transportation	Shipper	Tracking Number
OUTSHIPMENT LOSS	1	EAD	DD 1348-1A	APPN LOA 1	PENDING	PENDING	

A10.3.1. If the type of transportation is not known, select Pending to place the shipment into a future pending action. If the shipment is not being processed through the local transportation office, select No and select the type of shipper, e.g., Federal Express, United Parcel Service (UPS), local delivery, or no transportation required.

A10.3.2. Lastly, users can add the commercial tracking number into the system while processing the loss, which is then added to the electronic advance shipping notice being sent to the receiving DMLSS site. When the print grid is completed, a DD Form 1348-1A or DD Form 1149 is printed with a 2D barcode, and a new entry is added to the D&TM.

**A10.4.** Supply Requisitions. Supply requisitions requiring transportation using DD Form 1149 require the user to update the Transportation Appropriation in System Services under TMU for IM. The new module and enhancements made to the source documents eliminate the use of WEBFORMS and transportation personnel from manually processing medical supply shipment requests.

**A10.5.** Processing Issues. Additionally, this module provides a new way to process issues throughout the day for a final consolidation for all material going to the same routing identifier code (RIC) at a later time. If the issues require transportation, it is important to check the Transportation block on the screen, as this provides the ability to print the source document and track the shipment. Once the user is ready to complete the final process for the Issues pending, they need to open up the inbox and look for the pending action called Transportation Issues Pending.

A10.5.1. In the IM Inbox, select IM Transportation Issues Pending and double click or click the jump ahead icon. In the Transportation Issues window (Figure A10.2.), highlight the line item and insert the projected delivery date (from the dropdown) that the receiving customer requires the shipment and click the Process icon on the vertical toolbar. Verify the Customer ship to address (Figure A10.3.), and click OK.

**Figure A10.2. Transportation Issues Window.**

Customer ID	Delivery Date	Total Items
W23BRZ	3/5/2010 00:00:00	2
W23BTE	1/13/2010 12:37:46	2
W8009	1/12/2010 09:10:25	27
W81WLX	2010	1
W81K2	January	1
W81YWH	Su Mo Tu We Th Fr Sa	1
W803WU	1 2	1
W817WC	3 4 5 6 7 8 9	2
W81JOT	10 11 12 13 14 15 16	1
W81JLN	17 18 19 20 21 22 23	1
D33BTI	24 25 26 27 28 29 30	11
D33BTY	31	8
D5K3GR		2
D5K3QW	4/7/2010 07:45:02	3
D805AN	2/24/2010 12:53:53	223
D8069	2/16/2010 10:52:13	117
D80K7	3/9/2010 06:01:05	21
D81TVR	3/1/2010 10:02:36	33
D81WLX	2/10/2010 13:51:36	122
D81XEU	4/7/2010 07:50:06	5
D81XEX	3/25/2010 08:04:56	12

Records 1 to 21 of 32

**Figure A10.3. Customer Address Window.**

**Customer Address ( W81WLX )**

• Address: 4TH RANGER TRAINING BN, S4  
BLDG 4695

• City: FT BENNING

• State: GEORGIA

• Zip: 31905

• Country: USA

OK

A10.5.2. In the Outshipment Form/Transportation Selection screen (Figure A10.1.), the user can modify/change the print form and the base transportation information. When complete, click OK. On the Pending issue successful prompt, click OK.

**A10.6. Cargo Movement Operations System (CMOS).** CMOS is a standard DoD transportation system designed to bridge the gap between supply and base transportation by eliminating manual processing of supply shipments requiring transportation, and improving in-transit visibility by creating electronic transactions between the two systems with line item detail. It also allows the gaining DMLSS user to receive tracking numbers in real-time.

A10.6.1. Specifically, this interface provides DMLSS with the capability to pre-lodge line item details into CMOS by sending electronic transactions for all single item shipments and multipacks. Assemblages pre-load information at the assemblage level not at the individual line item level.

A10.6.2. Cargo Movement Operations System (CMOS) Processing. While processing a shipment that requires transportation within IM, AM, and EM modules, the user must:

A10.6.2.1. Select DD1348-1A as the source document. If the user selects None from the Print Form dropdown, the source document won't be available for reprinting at a later date.

A10.6.2.2. Select Yes for transportation needed which automatically defaults the shipper to Local TMO. This will allow TMO to see the pre-loaded supply data in CMOS.

A10.6.2.3. Selecting Local TMO and clicking OK will trigger the electronic transaction process with CMOS. TMO will book the shipments through Fed Ex, UPS, or through the DoD transportation pipeline. Once the shipment is booked, CMOS sends in-check, in-transit status with the tracking number to DMLSS.

A10.6.3. When using the Transportation module in DMLSS and selecting Base Transportation as the Shipping Method, an EDI 940 request is sent to CMOS with the shipment details. CMOS eventually replies with an EDI 945 response that ultimately includes the Transportation Control Number(s). When the shipment is going to another facility, an electronic Advance Shipping Notice (856) at line item detail is sent to the gaining DMLSS user, and once the gaining unit has completed receipt of the in-bound material, the user needs to complete the final process by selecting the Notify Shipper in the In-Shipment Results screen. This action generates an electronic Receipt Acknowledgement (861) to ensure DMLSS maintains complete in-transit visibility of the shipment.

**A10.7.** Transportation Module Searches. This module includes an Outshipment and Inshipment search screen for each application, which allow users to track all or selected shipments (Figure A10.4.). The search results include the current status of the shipment, the lead document number, and some additional functionality, such as the ability to get the shipment line item details, to reprint the source document, and to cancel the shipment. Additionally, when the Transportation Control Number (TCN) or commercial tracking number is available, it provides a hyperlink to check real-time statuses through the use of GTN, Federal Express, and UPS.

**Figure A10.4.** IM Outshipment Search Window.

Document Number	Creation Date	Status	Ship To	Shipper	Description	Ship Date

**A10.8.** Pending Actions. See Table A10.1 for a list of D&TM pending actions.

**Table A10.1. D&TM Pending Actions.**

<b>Message</b>	<b>Description</b>	<b>Action(s)</b>
IM Transportation Issues Pending	The shipment needs a projected delivery date and possibly other information.	Click the pending action item to insert needed information in the Transportation Issues and related screens.
Transportation ending	In the Outshipment Results screen, the status of Request is displayed to indicate that the EDI 940R has been sent to Cargo Movement Operations System (CMOS).	Click the pending action to review the Ship History screen/status history or change the status of the item.
Inshipment Notification	Shipping notification was received into the system during the EOD process.	After confirming inship status and processing the receipt of this item, select the Ship History icon on the vertical toolbar. This displays both the receipt acknowledgment and complete status of the inshipment and sends the EDI 861 back to the issuing Facility.
Tracking Number Needed	This pending action is produced for all outshipment items lacking a tracking number.	Open the pending actions list by clicking the Jump-To button. The Distribution and Transportation Module/Outshipment Results screen appears. Enter the Transportation Control Number/Tracking Number.
Inshipment Past RDD	This pending action is produced for all assemblage inshipments past their Required Delivery Date (RDD).	Highlight the item, and determine if the shipment is overdue or if the receipt has been processed.
Unable To Send Transportation Request To CMOS	This pending action is generated when the electronic file (EDI 940) that sends advance supply data to Cargo Movement Operations System (CMOS) did not transmit properly.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.
Unable To Send Transportation File	This pending action is generated to inform the user that the EDI 856 or 861 file(s) did not transmit properly between the DMLSS servers. The 856S file is Advance Shipping Notice, and the 861 file is Receipt Acknowledgement.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.

## Attachment 11

## DATA CODES AND ELEMENTS

**A11.1. Purpose.** This chapter provides a practical, ready reference to data codes and elements used in the system that apply to the accounting, reporting, and requisitioning operations within Medical Logistics.

**A11.2. Scope.** These data codes and elements are standardized across the DoD and apply to all Air Force medical activities within the limitations provided in each section.

**A11.3. Contract Type Codes.** The contract type code is used to identify the type of contract or agreement for clarity of its origin since Pharmaceutical and Med/Surg contracting officers are accepting contracts and agreements other than DAPAs. See Chapter 3, Table 3.1., Precedence of Pricing Agreement Types.

**A11.4. Due-In and Military Standard Requisitioning & Issue Procedures (MILSTRIP) Status Codes.** Table A11.1 contains a list of Due-In and MILSTRIP status codes. These codes are also visible in the TMU located in System Services.

**Table A11.1. Due-In and MILSTRIP Status Codes, Descriptions and Handling.**

<b>DI Status Code</b>	<b>Description</b>	<b>DMLSS Handling</b>
AA	Item Rejected. Quantity exceeds Usage Level	The status is posted to Status Edits Part III, the due-in status and due-in quantity are updated, and a DQI or DQC transaction is generated.
AB	ECAT Local Control Number and Call Number Updated	The due-in status is updated, along with the procurement instrument identification number, call number, and estimated shipment date.
AC	Item Accepted and Shipped	The due-in status is updated.
AF	Second or Subsequent Follow-Up	This status is applied when the user creates a second or subsequent follow-up.
AK	Follow up to cancellation request	This status is applied when the user creates a follow-up to cancellation request.
AM	Requisition modifier	This status is applied when the user creates a request to modify any of the following: Advice code, Priority; Required delivery date, Supplementary address, Fund code; Project code, Distribution code, and Signal code.
AR	Item Rejected. Quantity exceeds manufacturer's allocation	The status is posted to Status Edits Part III, the due-in status and due-in quantity is updated, and a DQI or DQC transaction is generated.
AT	Follow-Up	This status is applied when the user creates a follow-up.

BA	Item being processed for release and shipment	The due-in status is updated, along with the estimated release date.
BB	Item is back ordered against a due-in to stock	The due-in status is updated, along with the estimated release date.
BC	Item is back ordered, and a long delay is anticipated. A possible substitute may be furnished with this status. If desired, submit a cancellation for the original requisition, and submit a new requisition for the offered substitute.	The due-in status is updated, along with the estimated release date.
BD	Requisition is delayed to verify requirements. Upon completion of review, additional status is going to be provided to indicate action taken.	The due-in status is updated.
BE	Depot/Storage Activity has record of MRO but no supporting transaction/record of action taken.	The status is posted to Status Edits Part II. Upon user approval, the due-in record is updated.
BF	No record of original requisition. This status is associated with a request for cancellation or follow-up.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
BG	One or more of the following fields have been changed: Stock number, Unit of issue, and Part number.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, along with the due-in Item ID, U/P, and U/P price.
BH	Substitute is going to be supplied. Examine unit of issue, quantity, and unit price fields for possible changes. Revise appropriate records accordingly. Additional status is going to be provided.	The status is posted to Status Edits Part II. When the user approves, the due-in status is updated, along with the due-in sub Item ID, U/P, U/P price, and U/P quantity. A local prime/sub relationship is built, and if the ratio is 1 to 1, an IM acceptable equivalent is built. If the user rejects the substitute, an AC1 transaction is sent to the source requesting cancellation of the order.

BJ	Quantity changed to conform to unit pack or because of allowable direct delivery contract variance; adjust the due-in records accordingly. Unit of issue is not changed.	The status is posted to Status Edits Part III, the due-in status and due-in quantity is updated, and a DQI or DQC transaction is generated.
BK	Requisition data elements have been modified as requested.	The due-in status is updated, along with the due- in priority and the estimated shipping date (if provided by the SOS).
BL	NOA was forwarded to the CR or FF on date entered in record position 70-73.	The due-in status is updated, and an ESD transaction is generated.
BM	Requisition passed to activity in record position 67-69.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated.
BN	Requisition being processed as free issue.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, along with the due-in signal code and fund code. The refund code is set to N. The LOG fund obligation and commitment values are reduced by the total line item value of the order.
BP	Requisition has been deferred per customer instructions.	The due-in status is automatically updated.
BQ	Canceled. Result of cancellation request. Also applies to cancellations resulting from deletion of an activity from the DoDAAC. Deobligate funds, if applicable.	The status is posted to Status Edits Part III. The due-in status and quantity updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
BR	Canceled in response to materiel obligation validation (MOV) request.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
BS	Canceled, failure to respond to Materiel Obligation Validation (MOV) request.	The status is posted to Status Edits Part II. Upon user approval, the due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.



BT	Requisition received and processed for attempted release and shipment to meet RDD. Further status is going to be provided based on asset availability at the time of release processing. (Applies to Subsistence only.)	The due-in status is automatically updated.
BU	Item being supplied against their Foreign Military Sales Case Designator or the Grant Aid Program and RCN.	The status is posted to Status Edits Part I.
BV	Item procured and on contract for direct shipment to consignee. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.	The due-in status is updated, along with the estimated release date, if applicable.
BW	Foreign Military Sales/Grant Aid requisition containing this document number has been received by the ILCO and submitted to the supply system. A current ESD (estimated ship date) is not presently available but will be provided by subsequent status transactions	The due-in status is updated.
BY	Depot/storage has previously denied the MRO by DI A6_.	The status is posted to Status Edits Part II.
BZ	Requisition is being processed for direct delivery procurement. Additional status is going to be provided to indicate action taken.	The due-in status is updated.
B1	Assets not currently available. The requisition is retained by DRMO for 60 days from date of receipt awaiting possible arrival of assets. (DRMO use only.)	The status is posted to Status Edits Part I.
B2	Requested modification denied; precluded by status of supply or procurement action.	The status is posted to Status Edits Part III, and the due-in status is updated.

B3	RDD in the original requisition is unrealistic.	The due-in status is updated.
B4	Cancellation request approved. Do not deobligate funds. Billing for materiel or contract termination charges will be made.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
B5	Action to determine current status and/or improve Estimated Ship Date (ESD) is being attempted. Further status will be furnished.	The status is posted to Status Edits Part III, and the due-in status is updated.
B6	Materiel applicable to the requisition requested for cancellation has been diverted to alternate consignee.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
B7	Unit price change.	The status is posted to Status Edits Part III. The due-in status is updated, along with the U/P price.
B8	Quantity requested for cancellation not accomplished.	The due-in status is updated.
B9	Attempting to cancel per user's request. Do not deobligate funds or delete due-in. Advice of final action will be furnished in subsequent status transactions.	The due-in status is updated.
CA	Rejected.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is reduced by the quantity canceled, and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CB	Rejected. Quantity not available by Required Delivery Date (RDD).	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

CC	Rejected. Non-consumable item. The user's Service is not a registered user. Submit a requisition to the service Inventory Control Point (ICP) for registration action.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CD	Rejected because of errors in the quantity, date, or serial number field.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CE	Rejected. Unit of issue (UI) cannot be converted.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CG	Rejected. Unable to identify requested item.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CH	Rejected. Requisition submitted to incorrect IM module. Research for the correct source, and submit a new requisition.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CJ	Rejected, item coded obsolete or inactivated. A possible substitute may be furnished with this status; if desired, submit a cancellation for the original requisition and submit a new requisition for the offered substitute.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a previous FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

CK	Rejected. Unable to procure.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by a prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CL	Rejected. Contractors requisition or related transaction is to be processed initially by a Management Control Agency (MCA).	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CM	Rejected. Item is not or is no longer free issue. Submit a new funded requisition with signal code other than D or M.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CN	Rejected. Non-consumable item. The service does not receive requisition support on this item, or the requirement is a non-recurring demand that cannot be satisfied. Support is provided upon submission of a Military Interdepartmental Purchase Request (MIPR) by the service Inventory Control Point (ICP).	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero, and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CP	Rejected. SOS is local manufacture, fabrication, or local procurement.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CQ	Rejected. Item requested is service controlled.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

CR	Rejected. Invalid DI for a Government-Furnished Materiel (GFM) transaction.	The status is posted to Status Edits Part I.
CS	Rejected. Quantity requisitioned is excessive. Partial quantity being supplied.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is reduced, and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CT	Rejected. Review records and resubmit with a new document number.	The status is posted to Status Edits Part I.
CU	Rejected. Unable to procure item requested. A possible substitute may be furnished with this status; if desired, submit a new requisition for the offered substitute.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CV	Rejected. Item prematurely requisitioned.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CW	Rejected. Item is not available, local procurement authorized.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by P FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CX	Rejected. Unable to identify ship-to address, or signal code is invalid.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by P FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
CY	Rejected. Unable to procure item requested. Requisition substitute item, if possible.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by P FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

CZ	Rejected. Subsistence item not available for resale. Reserved for troop issue only.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
C1	Rejected. For subsistence only. Requested item is not available nationally.	The status is posted to Status Edits Part I.
C2	Rejected. International Logistics Program (ILP) funds are not available to process requisition.	The status is posted to Status Edits Part I.
C3	Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.	The status is posted to Status Edits Part I.
C4	Rejected. Applies to subsistence. Item is seasonal and not available for delivery during current shipping period.	The status is posted to Status Edits Part I.
C5	Rejected. Requisitioner, upon inspection of material in DLA Disposition Services activity, rejected acceptance due to one of the following: Condition of materiel, Unacceptable substitute, or Materiel incorrectly identified.	The status is posted to Status Edits Part I.
C6	Rejected. Requisition is for commercial type item that is not authorized for supply under the Foreign Military Sales program.	The status is posted to Status Edits Part I.
C7	Rejected. SOS has no record of exception data document.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

C8	Rejected. Vendor will not accept order for quantity less than quantity indicated in record position 76-80.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
C9	Rejected. Applies only to subsistence.	The status is posted to Status Edits Part I.
DA	Rejected. SOS is direct ordering from the Federal Supply Schedule identified by number in record positions 76-80.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DB	Rejected. No valid contract registered at a MCA.	The status is posted to Status Edits Part I.
DC	Processing of the Cooperative Logistics Supply Support Arrangement termination/drawdown requisition has resulted in a quantity being absorbed by the ICP/ Integrated Materiel Manager. Credit action for this quantity is in progress.	The status is posted to Status Edits Part I.
DD	Processing of the Cooperative Logistics Supply Support Arrangement termination/drawdown requisition has resulted in a quantity not being absorbed by the ICP/Integrated Materiel Manager. This quantity is not going to be delivered. Billing action for this quantity is in process.	The status is posted to Status Edits Part I.
DE	Canceled. Although shipment status was sent, no shipment was made.	The status is posted to Status Edits Part I.
DF	Terminate intransit control processing. Property cannot be located. Further research is being conducted.	The status is posted to Status Edits Part I.

DG	Shipment confirmed. DLA Disposition Services action required to resolve apparent discrepancy.	The status is posted to Status Edits Part I.
DH	Terminate intransit control processing. Further research on the quantity discrepancy is being conducted.	The status is posted to Status Edits Part I.
DJ	Rejected. GFM quantity requisitioned exceeds the contract-authorized quantity. The quantity that exceeds the authorized quantity is not going to be supplied.	The status is posted to Status Edits Part I.
DK	Rejected. The agency procurement request (APR) transaction requesting reinstatement was received over 60 days after BS status was sent.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DL	Rejected. The Agency Purchase Request (APR) transaction requesting reinstatement has been received. No record of AE1/BS.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DM	Rejected. The Agency Purchase Request (APR) transaction requesting reinstatement has been received. Quantity in APR greater than quantity in AE1/BS.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
DN	Rejected. A valid contract is recorded at the MCA; however, the requisitioned item is not authorized GFM under the contract.	The status is posted to Status Edits Part I.



DP	Rejected. Unable to identify the ship-to and/or mail-to Military Assistance Program Address Code (MAPAC) to a valid address in the Military Assistance Program Address Directory (MAPAD).	The status is posted to Status Edits Part I.
DQ	Rejected. GFM quantity requisitioned totally exceeds the contract-authorized quantity. The total quantity is rejected.	The status is posted to Status Edits Part I.
DR	Rejected. The MCA, for the contract indicated, failed to respond or provide a valid response to an ICP GFM validation request.	The status is posted to Status Edits Part I.
DS	Requisition received for which the user's Service is not a registered user. Issue action is being processed.	The status is posted to Status Edits Part III and the due-in status is updated.
DY	Rejected. Materiel shipped by non-traceable means or supplied by Direct Vendor Delivery (DVD) from a contractor without an assigned DoDAAC or there is no record of the transaction for which the follow up was submitted.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D1	Canceled. Requisition was retained for 60 days. Requested asset did not become available.	The status is posted to Status Edits Part I.
D2	Rejected. Item requested is Brand Name Resale and is in short supply.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.

D3	Rejected. Activity did not respond to SOS request for additional information.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D4	Canceled. Applies only to subsistence items. The requisition quantity does not meet the contractor's minimum order quantity.	The status is posted to Status Edits Part I.
D5	Rejected. Item authorized for issue only to nuclear reactor plant activities or support facilities.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D6	Rejected. Manually prepared requisition contains unauthorized exception data.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
D7	Requisition modifier rejected because of errors in one or more data elements.	The status is posted to Status Edits Part III, and the due-in status is updated.
D8	Rejected. Requisition is for controlled substance, and requisitioned and/or ship-to address is not an authorized recipient.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated. If the order was funded by prior FY O&M funds, the status is posted to Status Edits Part II, and the other updates are only made if the user approves.
ED	Item canceled via Prime Vendor Just-in-Time (JIT) but is available via PV extended delivery.	The status is posted to Status Edits Part III.
EX	Item is available for shipment or request for cancellation received but not processed.	The due-in status is updated.
FC	Request for improved status.	This status is applied when the user creates a request for improved estimated shipment date.

IA	Item accepted.	The due-in status is updated.
IB	Item backordered.	The due-in status is updated.
ID	Item deleted.	The status is posted to Status Edits Part I.
IP	Item accepted, price changed.	The status is posted to Status Edits Part III.
IQ	Item accepted, quantity changed.	The status is posted to Status Edits Part III.
IR	Item rejected.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
IS	Item accepted, substitution made.	The status is posted to Status Edits Part II.
MC	Material obligation validation confirmed.	The due-in status is updated.
MP	Material obligation validation reinstatement request (Agency Purchase Request) sent.	The due-in status is updated.
MR	Material obligation validation no longer required.	The due-in status is updated.
QD	Quantity decreased. Backorder item cancellation.	The status is posted to Status Edits Part III, the due-in status and due-in quantity is updated, and a DQI or DQC transaction is generated.
RA	Receipt acknowledgement.	<p>The due-in status is updated and:</p> <p>If the DR_ transaction was from an external customer, and there is NO matching due-in, an External Customers Error/Review Processing pending action message is posted to the IM In Box.</p> <p>If the DR_ transaction was from an external customer, and there IS a matching due-in, an RRD transaction is generated from the IM due- in, a BRS transaction is generated for the IM due-out, and an RRD transaction is generated for the external customer's due-in.</p> <p>If the DR_ transaction was from a DLA source, and there IS a matching due-in, a Passed- Active Ship Status pending action message is posted to the IM In Box.</p>

RB	Receipt acknowledgement response.	<p>The due-in status is updated and:</p> <p>If the DR_ transaction was from an external customer, and there is NO matching due-in, an External Customers Error/Review Processing pending action message is posted to the IM In Box.</p> <p>If the DR_ transaction was from an external customer, and there IS a matching due-in, an RRD transaction is generated from the IM due- in, a BRS transaction is generated for the IM due-out, and an RRD transaction is generated for the external customer's due-in.</p> <p>If the DR_ transaction was from a DLA source, and there IS a matching due-in, a Passed- Active Ship Status pending action message is posted to the IM In Box.</p>
RC	Request cancellation.	The due-in status is updated.
RF	Follow-up request for receipt acknowledgement.	<p>The due-in status is updated and:</p> <p>If the DR_ transaction was from an external customer, and there is NO matching due-in, an External Customers Error/Review Processing pending action message is posted to the IM In Box.</p> <p>If the DR_ transaction was from an external customer, and there IS a matching due-in, an RRD transaction is generated from the IM due- in, a BRS transaction is generated for the IM due-out, and an RRD transaction is generated for the external customer's due-in.</p> <p>If the DR_ transaction was from a DLA source, and there IS a matching due-in, a Passed- Active Ship Status pending action message is posted to the IM In Box.</p>
R1	Item rejected; not a contract item.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
R2	Item rejected invalid item product number.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
R3	Item rejected, invalid unit of issue.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
R4	Item rejected, item is on manufacturer or national backorder.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.

R5	Item rejected, reorder item as a Just-In-Time (JIT) order.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
R6	Item rejected, item is not on the customer's usage list.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
R7	Item rejected, reorder item as a drop shipment order.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
R8	Item rejected, reorder item as a surge order.	The status is posted to Status Edits Part III. The due-in status is updated, the due-in quantity is set to zero (0), and a DQC transaction is generated.
SS	Shipment status.	When an AS1/AU1 shipment status is received, the following information is updated in the due-in detail record: Unit of issue; Quantity shipped; Shipment hold code; Suffix code; Date shipped; Transportation Control Number (TCN)/Government Bill of Lading (GBL); Mode of shipment; Status code; Status date.
TD	Troubled due-in.	The due-in status is updated.
U1	User entered ship date via due-in detail window.	The due-in status is updated.
U2	User entered estimated release date via due-in detail window.	The due-in status is updated.
U3	Receipt or cancellation reversal processed.	The due-in status is updated.
ZA	Cancellation of a WASHPOST item for any reason.	The due-in status is updated.
ZE	Insufficient data received.	The due-in status is updated.
ZF	Cancelled prior to purchase per request of customer.	The due-in status is updated.
ZG	Item permanently not available from local purchase sources.	The due-in status is updated.
ZH	Item temporarily not available.	The due-in status is updated.
ZJ	Contract terminated by mutual agreement between vendor and government per customer request	The due-in status is updated.
ZK	Contract unilaterally terminated.	The due-in status is updated.

ZM	Vendor refuses to accept the terms/conditions of the order.	The due-in status is updated.
ZN	Vendor shipping item free of charge.	The due-in status is updated.
ZR	Requirements exceed the max limitation of the General Services Administration (GSA) schedule	The due-in status is updated.
ZY	Commodity assigned item cancellation.	The due-in status is updated.

**A11.5.** Medical Materiel Advice Codes (MMACs). MMACs are assigned to certain transactions in Transaction History. The following are MMACs associated with a transaction:

A11.5.1. BH – assigned to RRD and RND transactions if the overage is consequential and the discrepancy is attributable to the shipper.

A11.5.2. BJ – assigned to RRD and DQC transactions if the shortage is consequential and the discrepancy is attributable to the carrier.

A11.5.3. BK – assigned to RRD and SDL transactions if the shortage is inconsequential.

A11.5.4. BL – assigned to RRD and SDG transactions if the overage is inconsequential.

A11.5.5. LD – assigned to RRD and SDG transactions if the over shipment criteria is reached or exceeded for a SOS type.

A11.5.6. CON – Contracting.

A11.5.7. NON – Non contract.

A11.5.8. BPA – Blanket Purchase Agreement.

A11.5.9. DBP – Decentralized Blanket Purchase Agreement.

**A11.6.** Transaction Codes and Corresponding Reasons. Table A11.2 contains a consolidated table of IM and EM transaction codes and reasons.

**Table A11.2. Transaction Codes, Descriptions and Transaction Reasons.**

Trans Code	Description	Corresponding Transaction Reason(s)
ACC	Acquisition Cost Change	Acquisition Cost Change
ACG	Item Changed to Accountable	Item Changed to Accountable
ACL	Item Changed to Not Accountable	Item Changed to Not Accountable Item Changed to No-Maintenance Required
ADP	Adjust Funds	N/A
AS1	Shipment Status	N/A
BRI	Backorder Release Issue	N/A
BRS	Backorder Release Issue	N/A
CCZ	Commodity Class Change	N/A

CHZ	Consumption History	N/A
CNA	Contract Number Add	N/A
CTE	Custodian Equipment Transfer	Custodian Equipment Transfer
CRL	Commercial Returns Loss	N/A
DAE	Decrease Equipment Authorization	Decrease Equipment Authorization
DDL	Destruction	N/A
DQC	Due-in Increase Due to Cancellation	N/A
DQI	Due-in Quantity Increase	N/A
DRT	DFAS Disbursement	N/A
EAD	Equipment Assembly/Disassembly	Assembly Gain, Equipment Assembly Loss, Equipment Disassembly Gain, Equipment Disassembly Loss, Equipment
ECC	Establish Customer Organization	N/A
EDP	Equipment Depreciation	N/A
EGI	Equipment Issue Gain	Assemblage Issue Equipment Issue Gain
EIZ	Equipment Item ID Change	Equipment Identification Data Changed Equipment Nomenclature Change Manufacturer Changed Nameplate Model Changed Serial Number Changed
EOC	Equipment Ownership Change	Equipment Ownership Change
ESD	Establish Due-in	N/A
ESP	Establish Funds	N/A
FTZ	Integrated Materiel Manager Materiel Receipt Status	N/A
IAE	Increase Equipment Authorization	Increased Equipment Authorization
IAG	Inventory Adjustment Gain	N/A
IAL	Inventory Adjustment Loss	IAL – Inventory Adjustment Loss MIL – Natural Disaster Inventory Loss

IGE	Equipment Inventory Gain	Accountability Changed to Required Borrowed Equipment, Government Borrowed Equipment, Non-government Capital Leased Equipment Component Gain Cost Per Test Customer Assemblage Gain Donated Property Equipment Inventory Adjustment Gain Found on Installation Gain From Another Facility Gain From DLA Disposition Services Gain From Non- DoD Organization Maintenance Equipment Gain – No Accountability Operating Leased Equipment Research/Grant Equipment User Test
ILE	Equipment Inventory Loss	Component Loss Customer Assemblage Loss Equipment Inventory Adjustment Loss Financial Liability Investigation Item Changed to Not Accountable Loss to Deployment Loss to Natural Disaster Maintenance Equipment Loss – No Accountability Returned Borrowed Equipment, Government Returned Borrowed Equipment, Non-Government Returned Leased Equipment Returned Research/Grant Equipment Returned User Test Shipped to Another Facility Statement of Charges/Cash Collection Voucher Trade-In Equipment From DLA Disposition Services Gain From Non- DoD Turn-In to Installation Supply Turn-In to Medical Supply
INR	Issue Non-Routine	N/A
IOC	Due-out Cancellation	N/A
IOI	Due-out Increase	N/A
IOU	Due-out (Backorder)	N/A
ISS	Issue Sale	N/A
ISU	Issue Used	N/A
ITG	Inventory Transfer Gain	N/A
ITL	Inventory Transfer Loss	N/A
LCG	Location Change Gain	N/A
LCL	Location Change Loss	N/A
MRP	Manual Replenishment	N/A



MSG	Miscellaneous Gain	EIG - End/Kit Item Gain IIG - Individual/Component Gain MDG - Capitalization Of Stock Fund Asset
MSL	Miscellaneous Loss	EIL – End/Kit Item Loss IIL – Individual/Component Loss MDL – Decapitalization of Stock Fund Asset
MTZ	Equipment Catalog Change	EXZ - Accountable Code Changed MRZ – Maintenance Required Indicator Changed
OLE	Outgoing Loan Equipment	External Organization Loaned Equipment Internal Organization Loaned Equipment Patient Loaned Equipment Renewed External Loaned Equipment Renewed Internal Loaned Equipment Renewed Patient Loaned Equipment
PCA	Purchase Card Adjustment	N/A
PCR	Purchase Card Receipt	N/A
PCT	Purchase Card Transfers	N/A
PCZ	Price Change	N/A
PDI	Due-in Price Change	N/A
PDO	Due-out Price Change	N/A
RCC	Revise Customer ID	N/A
RGZ	Restratification Gain	N/A
RIX	Customer Changed to External	N/A
RLE	Return Loan Equipment	<b>External Organization Returned Equipment</b> <b>Internal Organization Returned Equipment</b> <b>Patient Returned Equipment</b>
RLZ	Restratification Loss	N/A
RND	Receipt Not Due-in	N/A
RNR	Receipt Non-Routine	N/A
RPG	Repair Part Gain	N/A
RPI	Repair Part Issue	N/A
RPL	Repair Part Loss	N/A
RRD	Receipt	N/A
RXI	Customer Changed to Internal	N/A
SDG	Shipment Discrepancy Gain	N/A
SDL	Shipment Discrepancy Loss	N/A
SHG	Shipment Gain	DPG – Donated Item Gain FZG - Receipt From DLA Disposition Services SFG - Inshipment Gain

SHL	Shipment Loss	RXL - Return Excess to DLA SFL - Outshipment Loss TZL - Outshipment to DRMO
SLR	Stock Level Revision	N/A
SNZ	Equipment ID Change	Equipment Item ID Change in MTF Catalog Equipment Item ID Changed in Equipment
SPZ	Item ID Change	N/A
TIG	Turn-in Adjustment Gain	FBG - Found on Installation TIG - Turn-in Gain
TIL	Turn-in Adjustment Loss	RTL - Return to SOS RVL - Return Item For Credit TRL - Return Item For Trade In
UIZ	Unit of Issue Change	N/A
VRN	Vendor Reference Number	N/A