



# Defense Health Agency

## TECHNICAL MANUAL

NUMBER 6430.02, Volume 8  
May 26, 2022

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DAD-MEDLOG

SUBJECT: Defense Medical Logistics Standard Support (DMLSS) – Volume 8,  
“Assemblage Management”

References: See Enclosure 1

1. PURPOSE. This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (n), establishes the Defense Health Agency’s (DHA) instructions for using Defense Medical Logistics Standard Support (DMLSS) application. This DHA-TM provides Medical Logistics (MEDLOG) personnel and other DMLSS users with the technical guidance procedures necessary to use the application effectively and efficiently to carry out the mission of logistics support. The technical guidance contained in this DHA-TM volumes 1 through 10 are intended for use of the automated information system in support of MEDLOG business including contingency materiel management in the DHA.
2. APPLICABILITY. This DHA-TM applies to the DHA, DHA Activities (under the authority, direction, and control of DHA), and all personnel assigned or attached active duty and reserve members, federal civilians, members of the Commissioned Corps of the Public Health Service, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties at DHA.
3. POLICY IMPLEMENTATION. It is DHA’s instruction, pursuant to References (a) through (n), that:
  - a. DHA must exercise management responsibilities of Military Health System (MHS) MEDLOG functions in the MHS including implementing procedures, administering budgets, and performing financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across MHS MEDLOG activities, consistent with guidance from the Assistant Secretary of Defense for Health Affairs.

b. DHA must develop consistent standards for materiel management (MM) necessary for programmatic oversight of the Defense Health Program.

c. DHA established DMLSS as the authoritative information system that serves as the feeder system to financially accountable systems for DHA Activities and accountable property officers as outlined in Reference (d).

d. DHA Activities must use the DMLSS system, as prescribed in Reference (d), for all MEDLOG business functions in the following DMLSS modules including, but not limited to: Customer Area Inventory Management (CAIM), Inventory Management (IM), Equipment Management (EM), Equipment Maintenance (MA), Assemblage Management (AM), Systems Services (SS), and Facility Management (FM). These DMLSS modules provide a processing environment where personnel can accomplish automated processing for: inventorying, ordering, receiving, and issuing of materiel associated with medical operations, research and support prescribed by the DHA mission.

4. RESPONSIBILITIES. See Enclosure 2

5. PROCEDURES. See Enclosure 3

6. PROPONENT AND WAIVERS. The proponent of this publication is Deputy, Assistant Director (DAD) MEDLOG. When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The requesting activity director or senior leader will submit the waiver request through their supervisory chain to the DAD-MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release**. This DHA-TM is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-TM:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (d).

9. FORMS. The following DD Forms are available on the internet at <https://www.esd.whs.mil/Directives/forms/>.

- a. DD Form 1149, Requisition and Invoice/Shipping Document
- b. DD Form 1155, Order For Supplies or Services
- c. DD Form 1348-1A, Issue Release/Receipt Document

/S/  
RONALD J. PLACE  
LTG, MC, USA  
Director

Enclosures

- 1. References
- 2. Responsibilities
- 3. Procedures
- 4. Assemblage Management (AM) Pending Actions
- 5. DMLSS Distribution and Transportation Module (D&TM)

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 24, 2018
- (d) DHA-Procedural Instruction 6430.04, "Use of the Defense Medical Logistics Standard Support (DMLSS) as the Authoritative Information System (IS) of Record for the Medical Logistics (MEDLOG) Enterprise Activity (EA)," December 20, 2019
- (e) United States Code, Title 10, Section 1073c,
- (f) DHA-Procedural Instruction 6430.02 "Defense Medical Logistics (MEDLOG) Enterprise Activity (EA) Procedures," September 27, 2018
- (g) DoD Directive 6000.12E, "Health Services Support," January 6, 2011, as amended
- (h) DoD Instruction 6430.02, "Defense Medical Logistics Program," August 23, 2017
- (i) Defense Logistics Agency Regulation 4155.24, "Product Quality Deficiency Report Program," July 20, 1993, as amended
- (j) Defense Logistics Manual, 4000.25, Volume 2, Appendices 6, 7, and 8, "Supply Standards and Procedures," June 13, 2012, as amended
- (k) DoD Instruction 8500.01, "Cybersecurity," March 14, 2014, as amended
- (l) DoD Instruction 8510.01, "Risk Management Framework (RMF) for DoD Information Technology (IT)," March 12, 2014, as amended
- (m) United States Government Accountability Office Manual, "Federal Information System Controls Audit Manual (FISCAM)," February 2009
- (n) DHA-Procedural Instruction 8100.01, "Information Security Compliance for Defense Health Agency Financially Auditable Information Systems," January 12, 2021

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will assign all DHA Headquarters Staff elements and Chief, DHA MEDLOG to implement this DHA-TM in accordance with Reference (b), (e), and (f).
  
2. DIRECTORS, DIRECT REPORTING ORGANIZATIONS (DRO). Directors of DRO must:
  - a. That all DHA Activities implement this DHA-TM.
  - b. Compliance with this DHA-TM.
  - c. Ensure the Chief, MEDLOG, DRO maintains and accounts for all accountable medical and dental property and financial records on the stock record account in DMLSS.
  - d. Use the following DMLSS modules including, but not limited to: Customer Area Inventory Management, IM, EM, MA, AM, Systems Services (SS), and Facility Management (FM).
  - e. Appoint a primary and alternate DMLSS System Administrator (SA) in writing; will delegate by-direction signature authority to Chief, MEDLOG as necessary.
  - f. Implement procedures, guidance, and instructions for this DMLSS-TM.
  
3. DAD-MEDLOG. The DAD-MEDLOG or designee must perform oversight of the delivery of all MEDLOG business functions at DRO in accordance with References (e) and (g).
  
4. CHIEF, MEDLOG, DRO. The DRO Chief, MEDLOG must:
  - a. Maintain and account for all accountable medical and dental materiel and equipment financial records as appropriate in DMLSS.
  - b. If designated by Director in paragraph 2.c. of this enclosure, appoint DMLSS System Administrator (SA) in writing.

5. DMLSS SA, DRO. The DRO DMLSS SA will:

- a. Establish, manage, and maintain DMLSS user accounts, roles, and privileges. The least privilege principle must be followed when creating or modifying user accounts.
- b. Ensure system backups and maintenance tapes are installed at pre-defined periodic intervals and perform manual backup procedures as necessary as provided in future DHA-TM DMLSS Volume 2 on System Administration.
- c. Monitor the DMLSS Communications Management (DCM) functionality to identify and resolve transmission errors.
- d. Follow database-auditing procedures as defined in DMLSS SA guide.
- e. Coordinate with all DRO and Information Systems that house DMLSS hardware and install and update DMLSS system as software.
- f. Create and manage DMLSS tutorial databases.
- g. Review DMLSS advisory notices and notify local users as required.

6. PERSONNEL, DHA

- a. DRO personnel will utilize instructions provided in this technical manual as needed for DMLSS maintenance, access, and/or transactions.
- b. MEDLOG personnel must follow the instruction (Customer Support Teams, Divisions, Training, etc.) as appropriate for each volume of this DHA-TM.

## ENCLOSURE 3

### PROCEDURES

ASSEMBLAGE MANAGEMENT (AM). AM is the DMLSS module used to manage War Reserve Material (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.

a. Scope. There are three major types of Assemblages: LOG Owned, Customer Owned, and LOG Managed Expense Center Owned. LOG Owned are Working Capital Fund owned and funded WRM assets. Customer Owned are customer funded. In these Assemblages, the 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. 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.

(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 Enclosure 4. Pending actions should be reviewed and worked daily to ensure proper management of all assemblages.

(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.

(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.

b. 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 select the “Assemblage” button located on the horizontal toolbar.

(1) Assemblage Record Data Criteria. The Assemblage Record Data Criteria window (Figure 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:

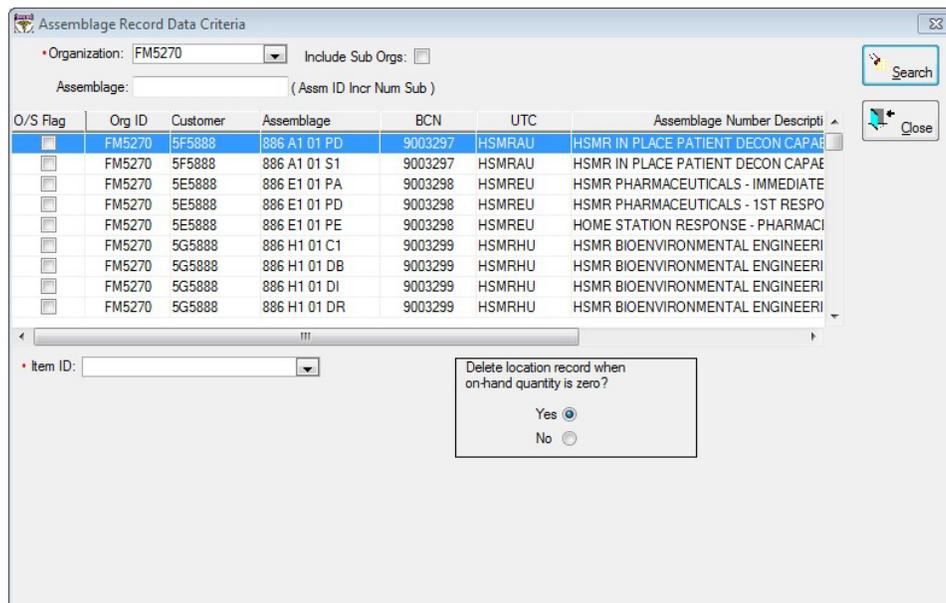


Figure 1. Assemblage Record Data Criteria Window

(a) Organization (ORG). Select primary Department of Defense Activity Address Code (DoDAAC) or a specific sub-organization.

(b) Assemblage. Assemblages are listed by ORG Identification (ID). Utilize the type assist for expedited assemblage identification and then highlight the desired assemblage from the available list.

(c) Item ID. Use the type assist feature or utilize the drop down to select the desired Item ID.

(d) Include Sub ORGs. If this field is checked, all ORGs and associated assemblages appear in the assemblage list.

(e) 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 (O/H) quantity (Qty) is zero. This function works in conjunction with the

“AM Location Delete Indicator” located on the Basic tab of the Medical Materiel (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 (refer to the DHA-TM DMLSS volume regarding Systems Administration).

(f) 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 mistakenly added to the organization due to a “Standard Assemblage Add” (refer to paragraph u in Enclosure 3), with the condition that the assemblage/sub assemblage does not contain O/H balances or have funds associated to it. If either of these conditions exists, the “Delete” button does not appear.

1. Assemblage Record Criteria. On the “Assemblage Record Data Criteria” screen, select the organization from the dropdown list. Select the assemblage to be deleted and select “Delete”.

2. Results Prompt. Select “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. Select “Close”.

(g) Navigating in the Assemblage Record Data Window. The Assemblage Record Data window (Figure 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.

Record 30 of 57      Item ID: 6505012761905      Search

Org ID	Assemblage	Assm Desc	UTC	BCN	Inv Date	AsOf Date
FM5270	886 A1 1 PD	HSMR IN PLACE PATIENT DECON CAPABILITY HSMRAU	9003297		5/5/2015	8/28/2014

Item ID: 6505012761905	Allow Qty (UDR): 0	Allow Qty: 0
Type Item: National Stock Number	On Hand Qty: 60	DueIn Qty: 0
Short Item Desc: DECONTAMINATING KIT,SKIN	Potential Excess Qty: 40	Reported Excess: 0
Commodity Class: PHARMACEUTICAL	U/S: EA	U/S Quantity: 1
Expiration Type: CAN BE EXTENDED	U/S Price: 20.11	
Hazmat Ind: Yes    ERC Cd:    LIN:		
Device Cd:    P/S: <input checked="" type="checkbox"/> Commingled: <input type="checkbox"/>		

Special Requirements	Stratification State	Qty
POISON	SUSPENDED	20
	SERVICEABLE	40

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

Figure 2. Assemblage Record Data Window

(1) Assemblage Records Results. 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.

(2) Specifics Related to Assemblage Records Results. 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.

(3) Specifics of Assemblage Line Items. 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 Medical Treatment Facility (MTF) Catalog record by selecting 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. Select "Yes" to see the lock details or select "No" to view the MTF Catalog record. Chances are the user is the one locking the record.

(4) Special Requirements View. 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.

(5) Inventory Stratification State. The inventory stratification state is populated, by Item ID, for all assemblage data records maintained under the selected Item ID (Figure 3). When a stratification state is changed, the change is reflected in this field along with the quantities by stratification state.

Special Requirements	Stratification State	Qty
POISON	SUSPENDED	20
	SERVICEABLE	40

Figure 3. Special Requirements and Stratification State

(3) Updating Location Record Data. The individual location records are displayed at the bottom of the Assemblage Record Data window (Figure 4).

(a) Location Data Results. The list displays all location records associated to that Item ID and can be sorted in any sequence by selecting 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.

Location	Sub Location	O/H 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

Figure 4. Assemblage Data, Location, Records by Item

(b) Copy/Paste Functionality. 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.

(c) O/H Qty Calculator. The O/H 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. Select the calculator when processing gains and losses to the inventory. Enter the total Qty counted. DMLSS calculates the adjustment quantities based on input. Select the proper gain/loss reason and complete the transaction. Upon processing, the O/H Qty is adjusted to reflect the new Qty.

(d) Saving Assemblage Data. Many changes to an assemblage data record can be made without saving the data each time adjustments are made. Users can select “Save” anytime. Otherwise, DMLSS compiles the changes upon closing the window. There are two exceptions to this standard, changes to O/H Qty 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.

(e) Location Data Fields. Use the location record data fields to manage assemblages as follows:

1. Location. Identifies storage location of the item.
2. Sub-Location. Further specifies the item’s storage location.
3. O/H Qty. The actual O/H Qty 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.
4. Stratification State. Identifies the item’s inventory stratification state.

(f) Manage and Maintain Locations. Maintain Location (Location and Sub-location fields). 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.

(4) Assemblage Record Data Screen Toolbar Icons. The following describes the Icons within the Assemblage Record Data Screen.

(a) Relationship Icon. Use the “Relationship” button to display a list of associated substitute Item IDs (paragraph i., Enclosure 3) and End/Support item details (paragraph j., Enclosure 3). 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.

(b) 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.

(c) Add Location Icon, Gain Location. Use the “Add Location” function to gain O/H 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 Quality Assurance (QA) data already exists, then modify the Qty within the existing location record rather than adding another location.

1. Enter Qty. Enter the Qty being gained and any other applicable fields such as sub location. Select Enter on the keypad and then select the Transaction Reason on the Gain Type Select screen. Select OK.

2. Enter Assemblage Record Data. In the Assemblage Record Data window, enter information into mandatory fields, and any additional information if available. Select OK.

3. Location ID and Qty. In the Assemblage Record Data window, the “Loc ID” defaults to NONE and the “O/H Qty” is updated to reflect the gained Qty. 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. Edit other fields as necessary, and select “Save” on the vertical toolbar.

(d) Split Location Icon. Use the “Split Location” function to separate a single location record into two or more location records.

1. Split Qty by Location(s). This function should be used when the existing location record contains the correct O/H Qty, but the QA record data differs. For example, the correct location Qty 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 O/H Qty is maintained.

2. Execute Qty by Location(s). Highlight the location record being split, and then select the “Split Location” button located on the vertical toolbar. Enter the Qty being moved to the new location record. DMLSS reduces the O/H Qty in the existing location record and creates a new location record placing the specified Qty in the O/H Qty field. The remaining data fields must be populated and updates saved prior to exiting the window.

(e) 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 O/H Qty remains unchanged.

1. Change Location Using Merge Location. Select the location record being merged (the record not being kept) and select the “Merge Loc” icon. In the “Change Location for Strat State” window (Figure 5), enter the transfer Qty into the location record where the materiel is physically located. O/H Qty can be merged into a single location record or multiple location records. Select “OK” to merge the data.

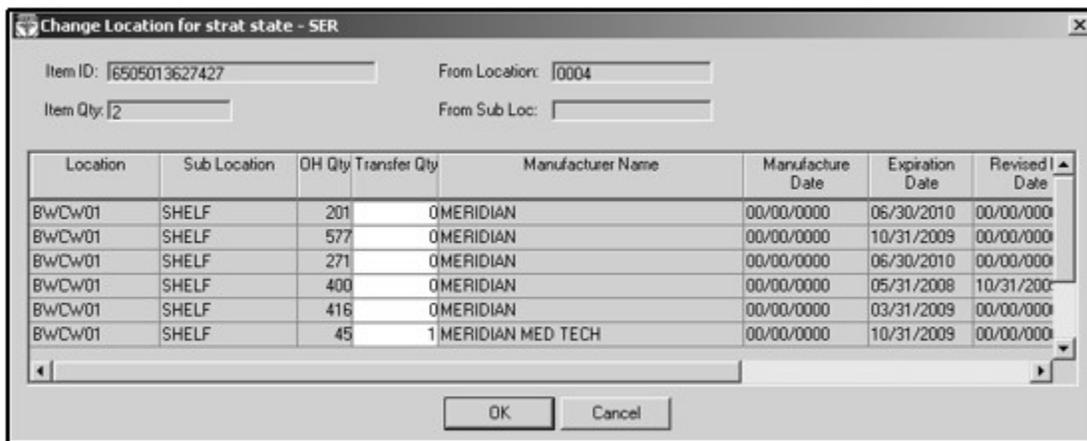


Figure 5. Change Location for Strat State Window

2. Merge Location with Qty of Zero. If only a partial amount was moved (or merged) into another location, the location record remains with the adjusted O/H Qty. The old location record may remain with a zero O/H Qty if the “AM Delete Location” indicator is not set. Use the “Delete Loc” function to remove location records with a remaining O/H Qty of zero.

(f) 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 O/H Qty of zero. Location records appear with a zero O/H Qty when one of the following two conditions exists:

1. AM Location Delete Indicator. 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.

2. Item for Review in Pending Action. Items exist for review on the pending action “AM Gains Incomplete Because Of Price Factor”.

3. Delete Location with O/H Qty of Zero. To delete, select a location record with zero O/H Qty in the assemblage. Select “Delete Loc” and the location record is then removed from the assemblage.

(5) 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 Unit of Sale (U/S)” must be present for the prime item before this option becomes available. Refer to paragraph i. in Enclosure 3 for detailed guidance on prime/sub relationships.

c. AM Item Transfer. Use the Assemblage Item Transfer function to transfer individual assemblage data records between assemblages and/or sub-assemblages.

(1) 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.

(2) Select “Assemblage Item Transfer” from the Navigate dropdown menu to access this function. In the Assemblage Item Transfer Criteria window (Figure 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”.

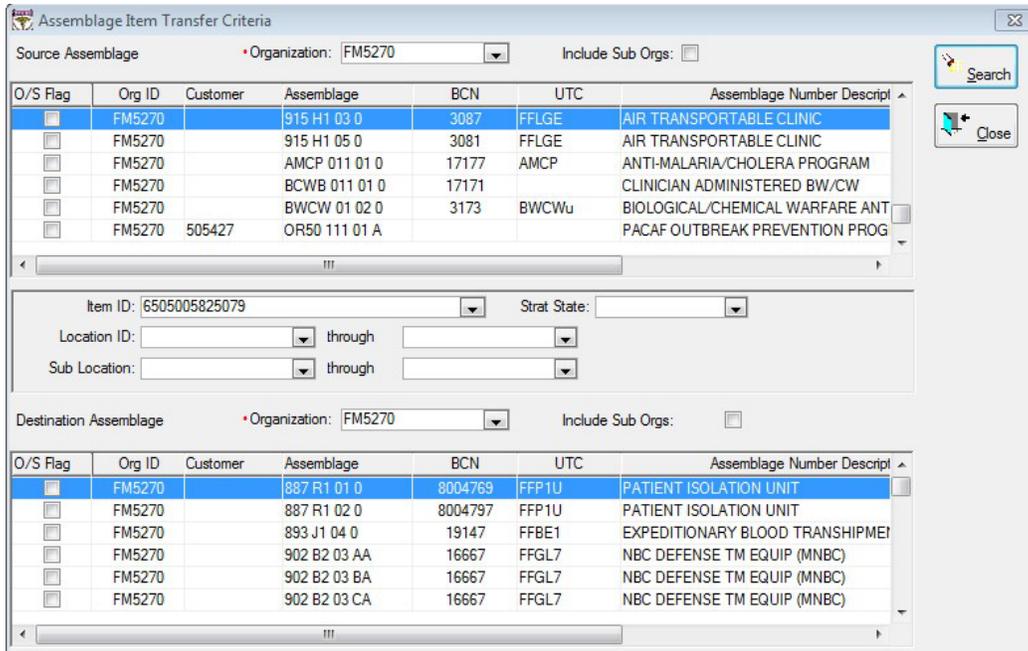


Figure 6. Assemblage Item Transfer Criteria Window

(3) Source Assemblage is as follows:

(a) 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.

(b) Item ID. Specify the Item ID being transferred.

(c) 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.

(d) Location ID. If known, specify the location identification 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”.

(e) Sub-Location. If known, enter the sub-location identification 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.

(4) . 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.

(5) Upon selecting “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 select “Save”. Select “Yes” when prompted to print a delivery list. Use the delivery list to relocate the transferred assets.

(6) The transfer process generates a code “ITL” transaction for all assets transferred from the losing ORG/assemblage and a code “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.

d. 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.

(1) Select “Mass Update Assemblage Record” from the Navigate dropdown menu or select “Mass Update” located on the horizontal toolbar to access this tool. In the Mass Update Assemblage Record Criteria window (Figure 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:

O/S Flag	Org ID	Customer	Assemblage	BCN	UTC	Assemblage Number	Description
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Figure 7. Mass Update Assemblage Record Criteria Window

(a) Select Product Type. Select either the “Supplies” or “Equipment” radio button to limit the search to the selected commodity.

(b) Search Results Limits. Incomplete Flag. Limits search results to location records where the incomplete flag indicator is checked.

(c) Assemblage Record Locked Indicators.

1. No Lock. In the Mass Update screen, the default locking scheme is set to “No Lock” implying 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.

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 “Select/SEL” indicator box.

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.

(d) Item ID. Limits results to specified Item ID within the specified assemblage(s).

(e) 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.

(f) 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.

(g) Manufacturer Name. Using the 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.

(h) Lot Number. Using the 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.

(i) Expiration Date and 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.

(j) 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.

(2) . After the search criteria are selected, select “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:

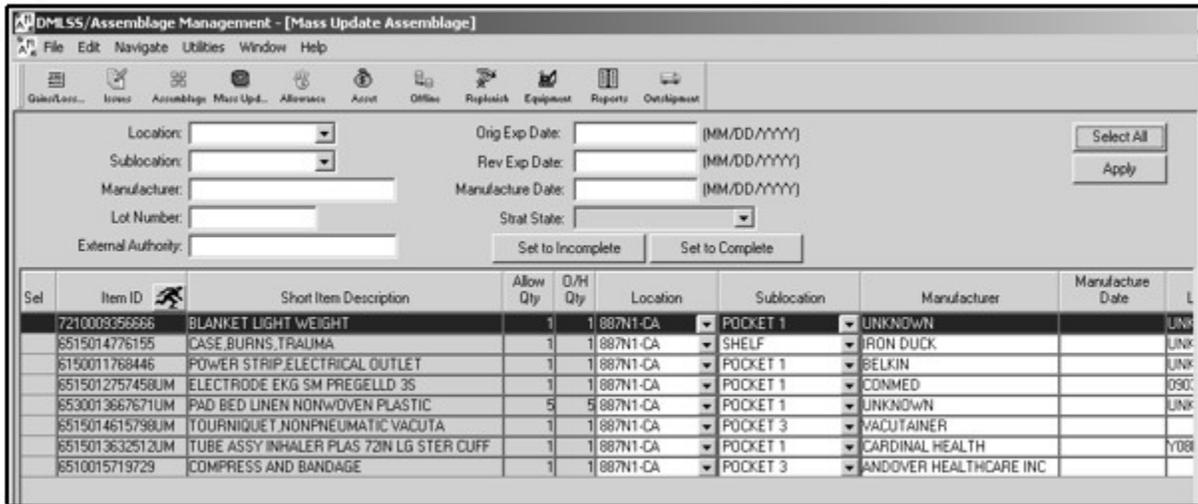


Figure 8. Mass Update Assemblage Window

(a) 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. Select the column heading a second time to sort in descending order.

(b) 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.

(c) 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.

(d) Selecting Records for Update. To select an individual record, select 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.

(e) 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, choose “Select All” to select or highlight all records.

(f) Set to Incomplete. Selecting this button inserts a check mark into the “Incomplete Record” indicator for all location records highlighted.

(g) Set to Complete. Selecting this button removes the check mark from the “Incomplete Record” indicator for all location records highlighted.

(h) Apply Button. This button is used to apply the new data to the selected location records.

(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 BW/CW assemblage; then choose 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; select 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:

(a) Location. Enter the applicable location into this field and select “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.

(b) Sub Location. Enter the applicable sub-location code into this field and select “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.

(c) 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.

(d) Lot Number. Use to update lot number data to correct inconsistencies with lot number information or to enter common lot number information.

(e) External Authority. The External Authority 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.

(f) 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.

(g) Revised Expiration Date. Load extended expiration dates into this field. For example, if an item was submitted to SLEP and approved for a two year extended expiration date and the original expiration date is 5/8/2017; then enter 5/8/2019 into the “Revised Expiration Date” field. The appropriate reference for extension should also be entered into the “External Authority” field, refer to paragraph d.(3)(e) in this enclosure.

(h) Manufacture Date. Date of manufacture as documented on the materiel label.

(i) 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.

(4) If search results reflect a zero Qty 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 Qty are a result of not selecting the “AM Location Delete” indicator, which is used to remove location records when the O/H Qty is zero. Use the “Delete Location” function to remove these records from the assemblage(s).

e. Item Allowance Change. 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.

(1) Use the “Non-standard Assemblage Allowance Change” function explained in paragraph f. of this enclosure 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 v. of this enclosure.

(2) Select “Item Allowance Change” from the navigate dropdown menu or select the “Allowance” icon located on the horizontal toolbar to access the “Item Allowance Change” window. Once the window opens, enter the Item ID and select the enter key. If necessary, select 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 9).

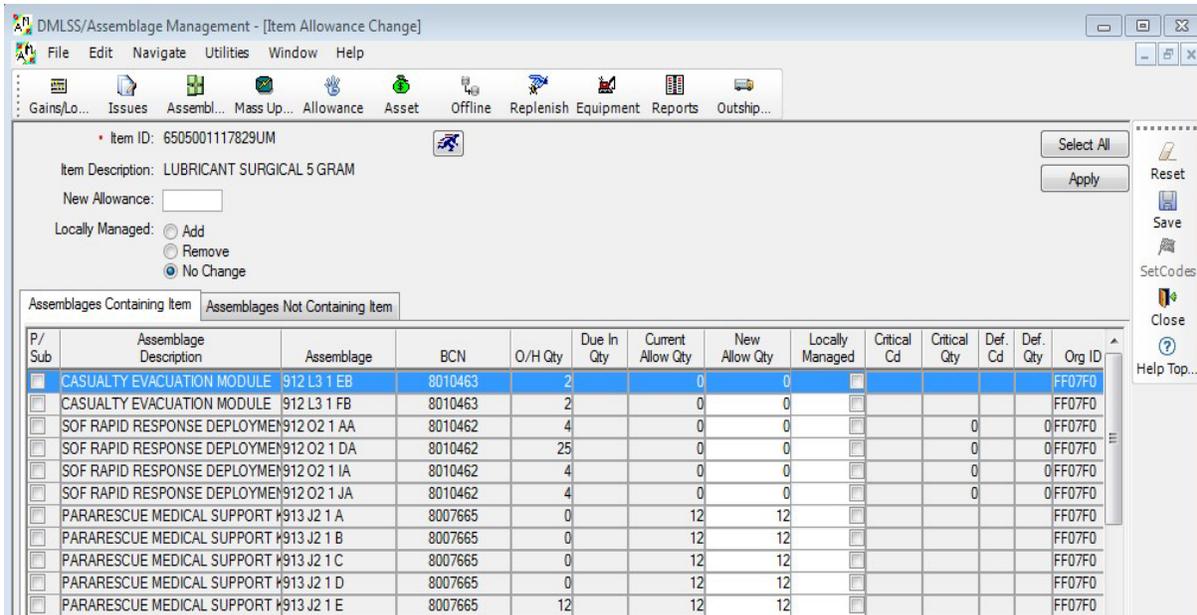


Figure 9. Item Allowance Change Window.

(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, O/H Qty, due-in Qty, current allowance Qty, 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.

(a) 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. Select “Apply”. Finally, verify updates are correct and save changes. To remove the allowance, apply a new allowance Qty of zero.

(b) Locally Managed Indicator. The “Locally Managed” Indicator setting determines whether electronic allowance updates process or edit. Set this indicator when an item’s allowance level is exceeded or set locally.

1. Locally Managed Indicator Selected. If the setting is checked, electronic updates edit for review and the assemblage manager determines whether to manually apply the update. If this indicator is unchecked, electronic updates process and the allowance is updated accordingly.

2. Applying Locally Managed Indicator. 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 Qty and locally managed indicator are updated together for the specified records upon selecting the “Apply” button. This indicator defaults to “No Change”. Select “Add” to apply the indicator to selected records, and use “Remove” to uncheck the locally managed indicator.

(c) Substitute Items. 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.

(d) Assemblages with Item Allowance of Zero. “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 e.(3)(a) and e.(3)(b) of this enclosure.

(e) Set Codes. 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 g. of this enclosure.

f. Non-Standard Assemblage Allowance Change. Use this function to add, modify, and remove allowance quantities associated to non-standard assemblages.

(1) Prior to applying allowance updates, load the non-standard assemblage into the database as explained in paragraph w. of this enclosure. 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.

(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.

(3) Select 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. Select “OK” in the Item ID pop-up window if the information is correct and the window disappears. Enter the allowance Qty and select “Save” on the vertical toolbar.

(4) Deferred, critical, and commingled codes and quantities may also be applied by selecting the “Set Codes” button located on the vertical toolbar.

g. Item Code Change. 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.

(1) Select “Item Code Change” from the navigate dropdown menu or select the “Set Codes” icon available on various vertical toolbars to access this function.

(a) 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.

1. Specific Deferred Codes. Items assigned the following deferred codes are linked to the “Deferred Item Order” function explained in paragraph s (e)(1) of this enclosure.

- a. V – DoD Owned Stock, PV.
- b. E – Service-Owned CEC.
- c. R – Service-Owned VMI.
- d. S – Service-Owned PVWRM.

2. Calculations for Items with Deferred Codes. Items coded as deferred are considered O/H assets and calculated into the item stock percentages that appear on assemblage status reports.

(b) 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 Qty using the percentage indicator or by manually entering the critical Qty. Items assigned a critical item code are calculated into the critical item percentage on stock status reports.

(c) Commingled Code. This code indicates that assemblage materiel for the item number is commingled with operating stock. All or part of the O/H Qty may be coded as commingled using the percentage indicator or a specified Qty can be manually loaded into the commingled Qty field. When processing a receipt or gain against an item with a commingled code, the system annotates the assemblage data record(s) as incomplete.

1. Commingled Code Reasoning. 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 O/H to effectively rotate with WRM stock.

2. QA Data for Commingled Inventory. 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.

3. Calculations for Commingled Inventory. Items coded as commingled are considered O/H assets and are calculated into the item stock percentage on assemblage status reports.

(2) . 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.

(a) Item ID. Entering an Item ID reduces the search results to that Item ID for the specified assemblage(s).

(b) 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 Table Maintenance Utility (TMU) located in the System Services module.

(c) 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.

(d) 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.

(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 BW/CW assemblage; first identify the assemblage; enter "6505009269083" in the Item ID field; choose Deferred Code “D”, and select “Search”. The search results only display the assemblage data records matching all the criteria.

(4) . Within the “Item Code Change” window, users can apply the deferred, critical, and commingled quantities by Qty 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.

(a) Adding or Updating Qty. To add or update using a Qty, enter the Qty 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.

(b) Modifying Codes. 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. Select “Apply” to update the specified assemblage data record(s). Verify updates are correct and select “Save”.

(c) Resetting Codes. 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 select the “Reset” button. Verify the specified code was removed from the assemblage data records and select “Save”.

(d) Allowance and O/H Qty to Codes. 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 Qty cannot exceed the allowance Qty. In addition, the commingled Qty cannot exceed the O/H Qty.

h. Equipment AM. Use the AM equipment function to maintain equipment records and/or print barcode labels for equipment associated to LOG and customer owned assemblages.

(1) Select “Equipment” from the Navigate dropdown menu or select 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 select “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 Equipment Control Number (ECN) as the search criteria.

(2) 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 select 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 method. 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.

(3) 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 then select the “Filter” button located on the vertical toolbar. Select the “Reset” button to remove filters.

(4) Highlight an equipment record and select 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.

(5) . 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.

(a) 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.

(b) 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. Select “OK” to confirm removal of the association.

i. Prime/Sub Items. Use the Prime/Sub tool to establish a relationship between a sub Item ID and a prime Item ID.

(1) While assemblage allowances are associated to specific Item IDs, every site may not have that specific Item ID O/H. 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.

(2) The following rules apply when establishing a prime/sub relationship:

(a) Assemblage Allowance. The prime item must have an assemblage allowance. The sub item cannot have an assemblage allowance for the specified organization and assemblage ID.

(b) O/H Qty. The sub item must have a Qty O/H or due-in.

(c) Sub to Prime by Assemblage. An item cannot be substituted for more than one prime item within the same organization and assemblage.

(d) Prime and Sub Relationship by Assemblage. An item cannot be both a prime and a sub in the same organization and assemblage.

(3) Select “Prime/Sub Items” from the navigate menu or select 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.

(4) In the criteria search window, select the ORG, assemblage, and Item ID in which the ensuing prime/sub relationship applies. Select “Search” to access the Prime/Sub Items window (Figure 10).

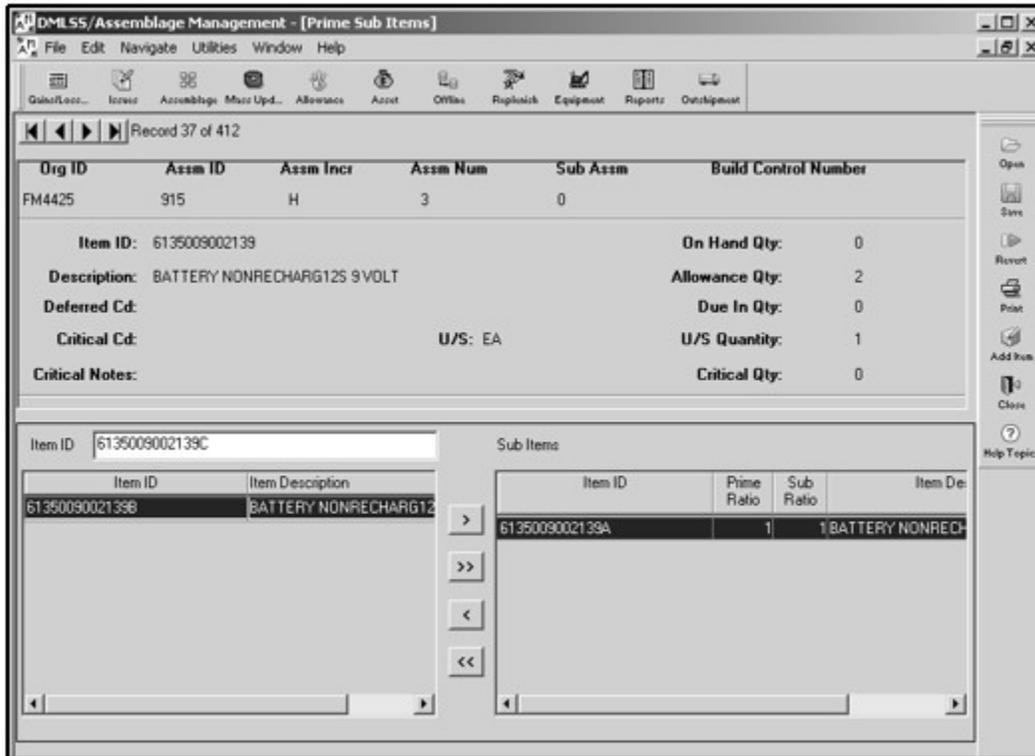


Figure 10. Prime Sub Items Window

(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.

(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 select 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.

(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. Select 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 Qty 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. Select "Save" to process the actions.

(8) The “Gain Type Select” window appears upon selecting the “Save” button. Select the applicable type of gain and select “OK”. Print the source document if required for QA.

(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 selecting the “>” button. Adjust the ratios as needed and save the information. Select “Save” to complete the process.

j. 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.

(1) Support Items. From the navigate dropdown menu, select “End/Support” and then “Support” to access the “Support Items” window.

(a) Selecting Support Items. 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. Select “Search” to open the “Support Items” window. Use the “Support Items” window to associate end items to a support item.

(b) Support Items Information. Basic item information of the support item is listed in the top part of the window including the allowance Qty, 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.

(c) Associating Support Items. 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 select 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. Select “Save” to complete the process.

(d) Removing Support Items Association. To remove a Support Item association, select the Item ID in the End Item box and select “<” button to disassociate and move it back to the “Available” box. Use the “<<” button to disassociate all Item IDs. Select “Save” to complete the process.

(2) End Items. Use the End Items window to associate an end item to one or multiple support items.

(a) End/Support Items. From the Navigate menu, select “End/Support Items” and select “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. Select “Search” to open the End Items window.

(b) End/Support Items Information. Basic item information of the end item is displayed in the top part of the window, to include allowance Qty, 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.

(c) Associate Supply Items to End Item. 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 select 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. Select “Save” to complete the process.

(d) Removing Support Item Association. To remove a Support Item association, select the Item ID from the “Support Items” box and select the “<” button to disassociate and move back to the “Available” box. Use the “<<” button to disassociate all Item IDs. Select “Save” to complete the process.

(3) “Set Codes”. 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.

(4) Print Reports. 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 Qty, and item code information.

k. Weights/Cubes. 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.

(1) 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.

(2) Select the “Open” button located on the vertical toolbar to return to the criteria window and select other locations or assemblages. Select “Save” and “Close” after all processes

are complete. Each time this data changes a new packing list should be printed to reflect the changes.

1. Item Gains/Losses. Use the “Item Gains/Losses” function to increase or decrease an assemblage item’s O/H Qty.

(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 Qty and/or a loss to reduce an item Qty. Select “Item Gains/Losses” from the navigate dropdown menu or select the “Gain/Loss” icon located on the horizontal toolbar to open the Item Gains/Losses criteria window (Figure 11). In the criteria window, specify the applicable ORG and assemblage. Gains and losses can only be applied to one assemblage at a time. Select Search to view all items in an assemblage or enter one or more of the following search criteria to minimize the results.

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 RESPC
<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

Figure 11. Item Gains/Losses Criteria Window

(a) Item ID. Enter the specific Item ID of the item that applies to the ensuing gain or loss.

(b) Location ID. Select a location ID from the dropdown menu to minimize the search results to only those items with the specified location ID.

(c) Sub-location ID. 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.

(2) In the criteria window, an option exists to delete the location record when O/H Qty 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 O/H Qty 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 DHA-TM DMLSS Volume 2 regarding Systems

Administration. After selecting an assemblage and entering additional search criteria, select “Search” to open the Item Gains/Losses window and to view the search results.

(3) All assemblage data records matching the specified search results are displayed in the Item Gains/Losses (search results) window (Figure 12) to include allowance, due-in, and O/H Qty 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 Qty field becomes mandatory.

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	

Figure 12. Item Gains/Losses, Search Results Window

(4) Gains and/or losses can be applied to a single line item or to multiple line items simultaneously.

(a) 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 Qty and select “Save” to update records.

(b) 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 select “Apply”. This action applies the gain or loss transaction type to all selected (highlighted) location records. Enter the gain or loss Qty and select “Save” to update records.

(c) All. Choose “Select All” to highlight all location records; enter the transaction reason at the top of the window; and select the “Apply” button. This action applies the gain or loss transaction type to all location records. Enter the appropriate gain or loss Qty once the transaction reason is applied.

(d) Save. Select “Save” on the vertical toolbar to move to another gains/losses window where the user can enter a desired priority, supply condition code, Source of Supply (SOS)/Routing Identifier Code (RIC), Delivery Date, (optional) Ext Doc Number and the Authority/Purpose. Select “OK” to complete the process and update the records.

(5) 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, select 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 Qty being gained and load the corresponding QA data. Leave the “Incomplete” check box checked if the QA data is not loaded at this time. Select “Save” to process the gain.

(6) Create a prime/sub relationship if the item being gained is a substitute for a prime item that is assigned an allowance Qty.

(7) On the Item Gains/Losses window enter the pertinent data for the loss in the dropdown boxes and select “Save” on the vertical toolbar. The “Gains/Losses Outshipment Loss” screen appears.

(a). Item Gains/Losses Outshipment Loss. In the “Item Gains/Losses Outshipment Loss” screen (Figure 13), enter the required data, red dot fields are mandatory. Select “OK”. Select “OK” on the “Item Gains/Losses” message that appears.

The screenshot shows a software window titled "Item Gains/Losses (OUTSHIPMENT LOSS)". The window contains the following fields and controls:

- Item ID: 6640015123590
- Item Desc: QUICKSILVER SCOOP
- Priority: 15 (dropdown)
- Supply Cond Cd: (dropdown)
- SOS/RIC: (text field)
- RIC Lookup: (button)
- Delivery Date: (text field)
- Reimbursable Ind.: (checkbox)
- Ext Doc Number: (text field)
- CII Code: (dropdown)
- Reclamation Code: N (text field)
- Precious Metals Code: (dropdown)
- ADPE Code: (dropdown)
- Disposal Authority Code: (dropdown)
- Authority/Purpose: (text area)
- OK: (button with checkmark)
- Cancel: (button with X)

Figure 13. Item Gains/Losses Outshipment Loss Screen

(b) AM Item Gains/Losses. On the “AM-Item Gains/Losses” screen select, the “Close” icon on the vertical toolbar and the “Outshipment Form/Transportation Selection” screen appears (Figure 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.

(c). Line-of-Accounting. Enter the Line of Accounting (LOA)/Fund Cite, Transportation requirements and Tracking information. Select “OK” and the user then returns to the inbox.

(8) On the “Item Gains/Losses” window enter the pertinent data for the loss in the dropdown boxes and select the “Save” icon on the vertical toolbar. The “Gains/Losses Outshipment to Defense Logistics Agency (DLA) Disposition Services” screen appears (similar to Figure 13). Enter the required data and select “OK”.

(a) AM Item Gains/Losses. On the “AM-Item Gains/Losses” screen, select the “Close” icon on the vertical toolbar and the “Outshipment Form/Transportation Selection” screen appears (Figure 14). Enter the Line of Accounting (LOA)/Fund Cite, Transportation requirements and Tracking information. Select “OK” and the user then returns to the inbox.

Transaction	Count	Ship To	Print Form	LOA/Fund Cite	Base Transportation	Shipper	Tracking Number
OUTSHIPMENT LOSS	1	EBC	DD 1348-1a	APPN LOA 1	PENDING	PENDING	

Figure 14. Outshipment Form/Transportation Selection Screen

(b) Additional Item Information for Hazardous Items. Additional information for hazardous items being turned into DLA Disposition Services per Reference (i). 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.

(9) All gain and loss transactions are written to the Transaction History file and to Defense Finance Accounting Service to update financial records. Only Inventory Adjustment Gain/Loss transaction reasons generate an Inventory Adjustment Voucher.

m. Destruction. 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.

(1) 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 15). The Qty field is the only field available for data entry.

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	0AMCP01
6505013151275	MEFLOQUINE HCL TABS25	264		6	DESTRUCTION	0	0	0AMCP01
6505013151275	MEFLOQUINE HCL TABS25	264		3	DESTRUCTION	0	0	0AMCP01
6505013151275	MEFLOQUINE HCL TABS25	264		246	DESTRUCTION	0	0	0AMCP01

Figure 15. Destruction Window

(2) In the “Destruction” window, select the Item ID and enter the destruction Qty in the Qty field. Select “Save” to process the destruction. A window opens listing the Item ID, item description, the destruction code, and the destruction method (Figure 16). Enter the reason for destruction in the space provided. This reason is printed on the destruction document. During processing, the O/H Qty is reduced by the Qty being destroyed. Select “OK” to finalize the process and adjust the O/H Qty. Use the “Open” button located on the vertical toolbar to process destructions from other assemblages if necessary.

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

Figure 16. Destruction Detail Window.

(3) 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, select the "Jump To" button located next to the Item ID field to view the MTF Catalog record.

(4) Once the MTF Catalog record appears, select the "Destruction Method" tab located at the bottom of the "Basic" tab. Select 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.

(5) After all destructions have been processed, select 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 select "OK" to print the corresponding destruction report in duplicate on a local printer. If applicable, print any pending Gain/Loss Reports.

(6) 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.

(7) All item destructions are written to Transaction History and assigned a transaction code of "DDL" to record the destruction.

n. 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 (refer to the DHA-TM DMLSS volume regarding Inventory Management).

o. Returns. This section is specific to LOG owned funds. Refer to Military Service policies for guidance regarding WRM returns.

(1) Use the Returns function to process a Turn-In Gain "TIG" from a customer account to an assemblage. Inspect the item for serviceability and proper packaging prior to processing the return.

(2) Select "Returns" from the navigate dropdown menu to access this function. Use the Search criteria window the same as explained in paragraph 1. in Enclosure 3. Returns can only be processed for one assemblage at a time. In the "Returns" window, enter the Qty being returned for turn-in into the Qty field of the corresponding Item ID. Select "Save" to process the return.

(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. Select “OK” to continue the returns process.

(4) During the return process, DMLSS checks the customer’s estimated O/H balance. If the return Qty is greater than this estimated on-hand balance, a message appears asking whether to continue. Verify the return Qty and select “Yes” to continue. In addition, the system notifies the user if multiple location records exist for the item being returned.

(5) Select the “Open” button located on the vertical toolbar to process additional returns to other assemblages as needed. After all processes are complete, select “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 desired report by selecting the box for the appropriate report and selecting “OK”. The “Returns Report” is printed in duplicate to the local printer. If necessary, print the pending “Gains and Losses Report”.

(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.

(7) All item returns are written to “Transaction History” and assigned a transaction code of Turn-In Gain “TIG” to record the return.

p. Issue Non-Routine. This section is specific to LOG owned assemblages. Refer to Military Service policies for guidance regarding the Issue Non-Routine function.

(1) The Issue Non-Routine function in AM is used to issue WRM assets to a selected customer with a valid requirement. All issues from WRM should be scrutinized. Verify questionable issue requests with proper approval authority prior to processing.

(2) Select “Issues Non-Routine” from the “Navigate” dropdown menu or select 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.

(3) Utilize the “Delete Location Record when Qty is Zero” function to determine whether DMLSS should remove a location record when the O/H Qty is reduced to zero. If “No” is selected, a shell record remains in the system even though the O/H Qty is zero. If “Yes” is selected, the location record is removed from the assemblage when the O/H Qty is zero.

(4) Select 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 “Qty”, 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.

(5) To process a single issue, highlight the applicable location record, choose the customer ID from the dropdown menu, enter the issue Qty, and select “Save” to process the issue (Figure 17).

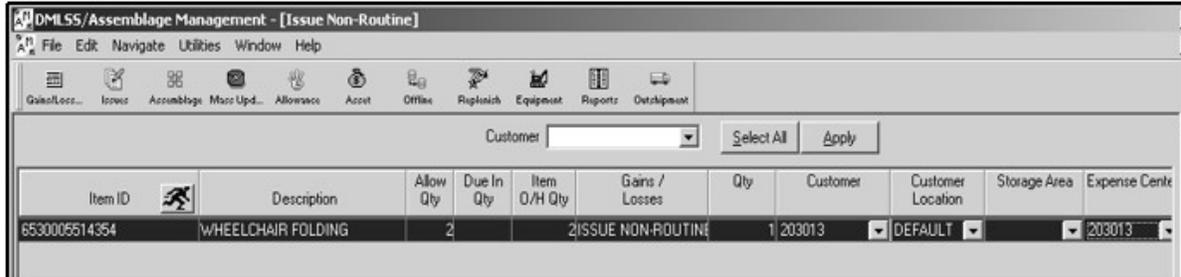


Figure 17. Issue Non-Routine Window

(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 select “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 Qty for each record, and select “Save” to process the issues.

(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 select “Apply”. This action applies the customer ID to all highlighted records. Next, enter the Qty being issued into the “Qty” field for each location record. Select “Save” to process the non-routine issues.

(8) The issue Qty must be equal to or less than the available O/H Qty 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.

(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?" Refer to Military Service policies for guidance. For LOG managed, 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.

(10) Upon processing issues, DMLSS decreases the item’s O/H Qty according to the corresponding issue Qty. After processing, select “Open” to issue additional items from another assemblage or select “Close” to return to the main window. The system prompts the user to print a delivery list upon closing the “Issue Non-Routine” window. Per Military Service policy, the

Delivery List can be used to pull and deliver the assets to the receiving customer. Select the report, and select “OK” to send it to the local printer.

(11) 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.

(a) Non-Routine Issue Transactions. 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.

(b) Transaction History. These transactions are written to the Transaction History file.

q. 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. The gain, loss, reconstitution, and merge processes require data files that should be maintained locally or with automation.

(1) Assemblage Gain. Use the Assemblage Gain function to process an assemblage in-shipment.

(a) Assemblage Ownership Categories. 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.

(b) Files for Assemblage Loss. DMLSS produces 21 text files as a direct result of the losing DHA Activities’ 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.

(c) Organization Validation Prior to Assemblage Gain. 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.

(d) Locating In-shipment Assemblage Files. Starting from the navigate dropdown menu, select “Transfers” and then “Assemblage Gain” to access this function. In the “Browse to 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. Select “OK”, and the “Assemblage Gain” window appears.

(e) Assemblage Gain Criteria. The “Assemblage Gain” window (Figure 18) 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.

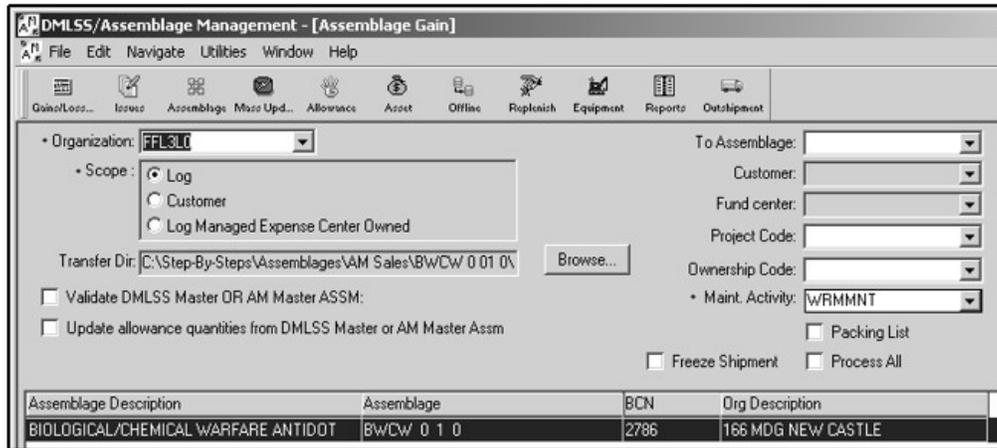


Figure 18. Assemblage Gain Window.

1. Organization (ORG). The ORG defaults to the Host ORG or LOG. Use the dropdown menu to reassign to a different ORG, if necessary.
2. Scope. The scope identifies who owns, maintains, and funds the assemblage being added.
  - a. LOG Owned. Assets are Working Capital Fund owned and funded assets.
  - b. Customer Owned. 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.
  - c. LOG Managed Expense Center Owned. When this option is selected, the Expense Center field becomes mandatory.
3. Transfer Directory & Browse. Default mapping reflects the local folder identified in the Browse to Folder window. Use the “Browse” button to map to another folder.
4. Validate DMLSS Master or AM Master Assemblage. Check this indicator to validate the in-shipment catalog records against the DMLSS master Universal Data Repository (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.
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.

6. To Assemblage. Use the dropdown menu to assign the incoming assemblage (assemblage being gained) to a pre-existing assemblage ID. Use the “To Assemblage” feature when performing an assemblage merge in accordance with paragraph q.(5) in Enclosure 3.

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. Fund Center. The “Fund Center” field is used to identify the expense center associated to the customer.

9. Project Code. Not used.

10. Ownership Code. Not used.

11. Maintenance Activity. Assign a specific MA activity to the assemblage. This is a mandatory entry.

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.

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 t. of this enclosure.

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.

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.

(f) DMLSS may produce an Exceptions Report when data such as supplier and manufacturer on the incoming catalog records does not match local catalog records. All catalog exceptions must be corrected prior to using the catalog records in DMLSS.

(g) A “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. 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.

(h) 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 MA Inbox under the Acceptance Work Order Inspection pending action.

(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.

(a) Assemblage Loss Window Top. The top portion of the assemblage loss window (Figure 19) contains assemblage loss criteria and various process codes and indicators. The following data fields appear for all of the loss processes.

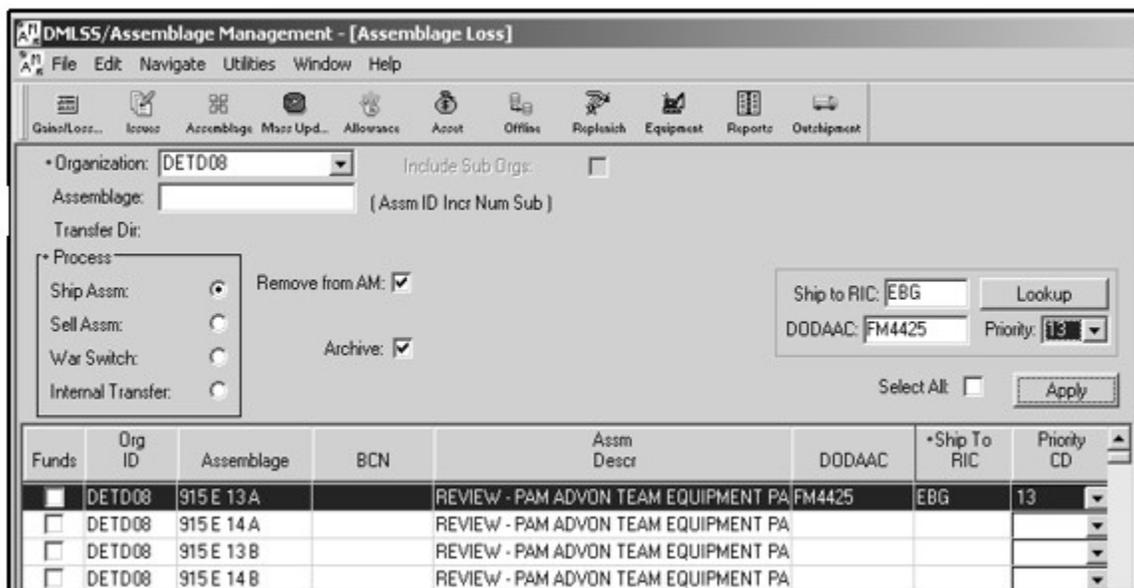


Figure 19. Assemblage Loss Window

1. Organization. The organization defaults to the Host ORG or LOG. 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.

a. 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.

b. 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.

(b) Assemblage Loss Window Bottom. The bottom portion for each assemblage loss displays all assemblages owned by the identified ORG that are available for shipment.

(c) Ship Assemblage. Use Ship Assemblage to process a loss and ship the assemblage to another facility.

1. Assemblage Loss Transfer. From the AM, navigate dropdown menu, select “Transfers” and then Assemblage Loss. In this window, select the “Ship Assm” process.

2. Considerations Prior to Assemblage Loss. Consider the following criteria prior to processing an assemblage shipment. Complete these actions in DMLSS prior to processing.

a. Resolve all catalog exceptions.

b. Maintenance personnel must complete and close open work orders.

c. Finalize Physical Inventories. The assemblage shipment does not process if the assemblage or any part of an assemblage is in an inventory freeze status.

d. 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.

e. Processing and/or closing all pending actions associated to the assemblage being out-shipped is highly recommended.

f. If directed per Military Service procedure, 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..

g. 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.

3. Sub-Orgs. In addition to the Organization, Include Sub Orgs, and Select all fields described in paragraph q.(2)(a) in this enclosure, the following process codes and data fields appear when “Ship Assm” is selected:

a. Remove from AM. When this indicator is checked, DMLSS removes the assemblage from the system once all actions are processed.

b. Archive. The “Archive” indicator is checked by default. Archiving preserves all assemblage sales files so they remain accessible for future use. A file location must be chosen for archive files. To choose a location, select “Navigate”, then “Transfers” and then

“Assemblage Loss” option. Unchecking the “Archive” indicator box will disable the archiving function, but is not recommended.

c. Ship to RIC, DoDAAC, and Priority. These data fields are important to both the losing and gaining facilities. Enter the Ship to RIC, gaining DoDAAC, and shipment priority code to document the required shipment data. The “Lookup” button will take users to the “DLA DAASINQ” website where one can find the specific DoDAAC and RIC. This information is printed on the DD Form 1348-1A.

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 appears. Select “Yes” or “No”. (If Yes is selected, the Work Order screen appears)

5. Assemblage Shipment Criteria. Select the “Save” button located on the vertical toolbar once all assemblage shipment criteria and indicators are selected. The “Ship to Address” screen, (Figure 20) appears. If information is correct, select “OK”. Select “OK” in the “Assemblage Loss Verification” window.

The screenshot shows a software window titled "DMLSS/Assemblage Management". It features a "Ship to Address" section with the following fields: "SOS/RIC" (EBR), "DODAAC" (FM4497), "Org Name" (355TH MEDICAL SUPPORT SQ), "Address" (307 TUSKEGEE, BLDG 306), "City" (DOVER AFB), "State" (DE), "ZIP" (19902-7307), and "Country" (USA). There is also a "POC" section with "First Name", "Last Name", and "Phone Num" fields. A "Lookup" button is next to the "SOS/RIC" field. At the bottom are "OK" and "Cancel" buttons.

Figure 20. Ship to Address Screen.

6. Create Local Folder. In the “Browse for Folder” window (Figure 21), 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. Select “OK” to save the data files. If the “Archive” indicator was checked, save the files according to the explanation provided in paragraph q and Figure 17

in this enclosure. 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.

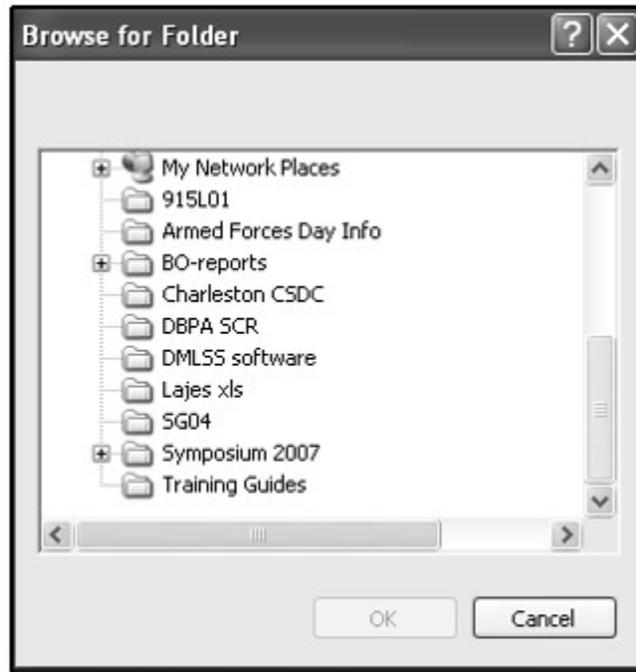


Figure 21. Assemblage Loss Browse for Folder

7. DD Form 1348-1A. A DD Form 1348-1A is printed as a result of the out-shipment to support the transfer.

8. Due-ins and Pending Actions. 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.

9. MA. 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.

10. Transaction History. DMLSS records the transfer in Transaction History as transaction type "SHL" and transaction reason "SFL". Mistaken "SHL" transactions can be reversed in Transaction History.

(d) Sell Assemblage. The "Sell Assemblage" function is used to sell an entire assemblage to a customer.

1. Notification. Generally, the action to Sell Assemblage 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 the DHA-TM DMLSS volume regarding Systems Administration.

2. Assemblage Sale Costs. Because the assemblage is being sold, the customer must pay for the assets. This process issues all O/H serviceable assets to the customer. DMLSS generates a reimbursable INR transaction for the O/H serviceable assets; charging the customer to include applicable surcharges. This action obligates and expenses customer funds while increasing the “R-Sales” field in the AM fund record.

3. Conditions and Stratifications of Assemblage Items. An issue is not generated for assets that are not serviceable. Therefore, the Stratification State is coded as “Unserviceable”, “Suspended”, “Reparable”, or “Food and Drug Administration (FDA) Test”. These assets are identified and printed on the Assemblage Sale Exceptions Report and are worked separately.

4. System Changes to Allowances. Additionally, DMLSS decreases the assemblage allowance quantities (levels) to zero. If assets do not issue due to Strat State code, the O/H Qty is maintained and allowance Qty is set to zero.

5. Assemblage Loss/Transfer. From the “Navigate” dropdown menu, select “Transfers” and then “Assemblage Loss”. In the “Assemblage Loss” window, select the “Sell Assm” process.

6. Including Sub-Orgs. 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:

a. 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.

b. Archive. The “Archive” indicator is checked by default. Archiving preserves all assemblage sales files so they remain accessible for future use. A file location must be chosen for archive files. To choose a location, select “Navigate”, then “Transfers”, then select the “Assemblage Loss” option. Unchecking the “Archive” indicator box will disable the archiving function, but is not recommended.

c. Sell to Customer. Enter the customer’s ID in which the assemblage is being sold.

d. 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.

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 sale and Outshipment.

8. Medical Equipment. Before transferring or out-shipment of a medical equipment set, all work orders, QA messages, catalog exceptions, and inventories must be completed or closed as appropriate. If any of these are not accomplished prior to attempting the transfer, a message box will appear.

9. Saving Assemblage Sales Criteria. Select 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:

a. In the “Browse for Folder” window, identify a local folder to save the assemblage data files. These files should be provided to the customer.

b. Next, identify the local folder to archive the assemblage data files. These files should be saved and accessible by the losing activity.

c. Select “OK” in the “Assemblage Sale was Successful” window.

d. Select “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.

10. Assemblage Sales Transportation. Assemblages for external customers and assemblages requiring transportation are shipped through base transportation Cargo Movement Operations System (CMOS). Check the status of the assemblage using the out-shipment tab in the Transportation module. The source document, DD Form 1348-1A, automatically prints.

11. Assemblage Sales Data and Documents. If shipping the assemblage, forward the assemblage 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. 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.

(e) War Switch. The purpose of the War Switch is to transition stored assemblages to an operational mode. This section is specific to LOG owned funds. This action is generally directed by higher headquarters. Refer to Military Service policies for guidance regarding use of the War Switch. If necessary, create a new customer, expense, and project centers.

1. Beginning as Directed. The first step in processing the War Switch is to specify the Trans Org ID in the “Assemblage Description Change” window (refer to paragraph aa. of Enclosure 3). 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.

2. War Switch Assemblage Loss. From the “Navigate” menu, select “Transfers” and then “Assemblage Loss”. In the “Assemblage Loss” window, select 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.

3. Include Sub-Orgs. 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:

a. 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, if desired.

b. 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.

c. 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.

4. 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.

5. Specific Data Requirements. The following information should be identified prior to processing the War Switch:

a. 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. For example, the DoDAAC 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.

b. If not for resupply, then identify the customer’s ID in which the assets are to be issued.

c. Ensure an equipment custodian is assigned to all customer accounts affected by the War Switch. This is accomplished in EM.

6. War Switch Transactions as Resupply. DMLSS generates the following transactions as a result of processing the War Switch and marking assets as resupply. Resupply assets are converted into operating serviceable.

a. An “ITL” transaction is processed to document the loss from the specified assemblage. An “ITL” is processed for each record containing O/H serviceable assets. The assemblage’s serviceable balances are reduced to zero.

b. 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” Qty.

7. War Switch Transactions for Customer. DMLSS generates the following transactions as a result of processing the War Switch and marking the assets for customer issue.

a. A reimbursable INR is processed to document the issue of serviceable O/H assets. The total dollar value of these issues is written to the “R-Sales” field in the AM fund record.

b. An “RNR” is generated documenting the customer’s receipt of the assets. An “RNR” is processed for each corresponding INR.

c. 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. Customer Catalog Records. 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 O/H balance is increased by the “RNR” Qty. The customer’s level type defaults to “Static” and the reorder point of supply assets is set to two-thirds of the level.

9. Pending Action for Assemblage Assets in Specified Strat State. O/H assets assigned a Strat State of “Unserviceable”, “Suspended”, “Reparable”, or “FDA Test” remain O/H in the assemblage and are identified as an exception in the AM “Item(s) Could Not Be Sold” pending action.

10. Equipment Records. 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.

(f) Internal Transfer. Use the Assemblage Loss – Internal Transfer function to transfer an assemblage from one Org ID to another Org ID within the same DMLSS database.

1. Assemblage Loss/Transfer. 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.

2. ORG and Sub-Org Data. 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:

a. 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.

b. 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.

c. Transfer ORG. Use the dropdown menu to specify the gaining organization. Select “Apply” to apply the gaining ORG to all highlighted assemblages.

4. Available Assemblages. The assemblages associated to the identified ORG are displayed in the bottom portion of the window.

5. Internal Transfer Transactions. Select “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”. Assembly fund targets are not transferred to the new ORG and must be re-established, if applicable.

(3) AM Reconstitution. Use the AM Reconstitution to recover returned assemblage assets that were previously sold or transitioned to operating as a result of an assemblage sale or the War Switch process.

(a) Assemblage Inventory. First, inventory the assemblage assets to determine what items should be gained back into the “DHAC’s AM” 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.

(b) Assemblage Reconstitution. From the Navigate dropdown menu, select “Transfer” and then “AM Reconstitution” to access this function (Figure 22). Use the “Reconstitution” search criteria as follows.

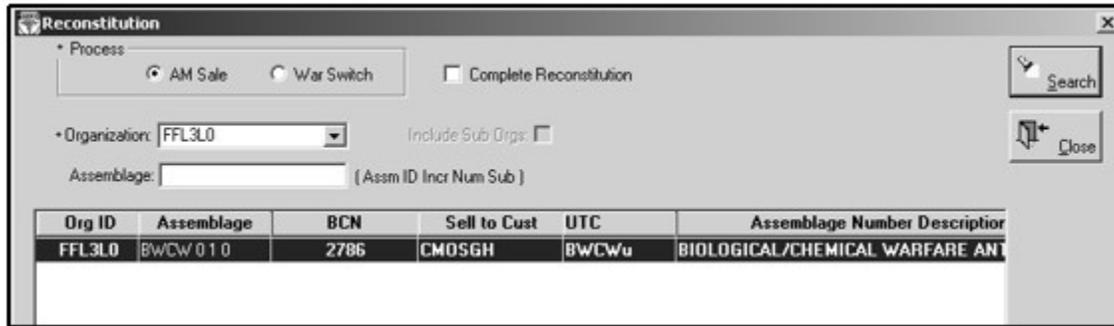


Figure 22. AM Reconstitution Screen.

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.

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.

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.

4. Organization. Specify the Organization that owned the original assemblage.

(c) Selecting Assemblage Item Records for Reconstitution. Select “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.

(d) Gain and Process Quantities. The “Gain Qty” and “Process” indicator are the only editable fields. The original Qty, reversed Qty, loss document number, original location, sub-location, and ECN are also displayed for reference. The “Gain Qty” defaults to the original loss Qty, and the user then modifies it as necessary.

(e) Gain Qty by Item ID. The location records are displayed in Item ID sequence. As counts are performed and completed, enter the actual return Qty in the “Gain Qty” field for each applicable Item ID. Check the “Process” indicator for records containing a Gain Qty. DMLSS generates the following actions upon selecting “Save”.

1. Reversal Transactions. Processes an “INR” reversal transaction for each item containing a Gain Qty to offset the original “INR” generated as a result of the original sale or War Switch process. All reversals are written to Transaction History.

2. Reversal Qty Updates. Updates the “Reversed Qty” field to reflect the reconstituted quantities. This field reflects the total reversed Qty if multiple reversals are processed for the same location record.

3. Customer Credits. Customers do not receive credit for returned assets.

4. Finalize Reconstitution. After saving, the “Complete” button appears in the vertical toolbar. Select this button to finalize the process if the reconstitution is completed for the assemblage.

(f) After Reconstitution. After the reconstitution process is completed, the assemblage allowance standard must be reapplied. The allowance standard can be processed in accordance with Military Service specific procedures. 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.

(4) Assemblage ID Change. 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.

(a) Reasons for Assemblage ID Change. 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.

(b) Selecting Assemblage ID Change. From the “Navigate” dropdown menu, select “Transfer” and then “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).

(c) Assemblage Allowance Change Report. 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.

(5) Assemblage Merge. Use the Assemblage Merge process to combine two like assemblages that are partial or incomplete making one complete assemblage.

(a) Assemblage IDs Must be Identical. 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.

(b) Assemblages in DMLSS AM. Generally, 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.

(c) Sending Assemblage Data Files. The files are sent to the gaining base by the losing base via email or other file transfer means and should be copied onto a local computer.

(d) Selecting Assemblage Merge. 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.

(e) Selecting ORG. 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 selecting “Save”, the out-shipment indicator is flagged with a red “X.”

(f) Process Assemblage Gain. 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.

(g) Automated Actions Occur From Assemblage Merge. The following actions are generated as a result of the Assemblage Merge process.

1. Transaction History. “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.

2. Pending Actions. 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.

3. Exception Report. Records with incomplete catalog data are written to an exception report.

4. Prime/Sub Report. A Prime/Sub report is produced if prime/sub relationships are detected on the in-shipment file.

5. Outshipment Indicator. The out-shipment indicator is removed on the assemblage.

r. Transportation. This option provides out-shipment and in-shipment 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 (D&TM). See Enclosure 5 for additional instruction.

s. Orders. The following information applies to the Orders option.

(1) Asset Review. This section is specific to LOG owned funds. Refer to Military Service policies for guidance regarding use of this function.

(a) Asset Review. 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.

(b) Re-Stratify. 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, OPR, Special Projects “SP”, and then Excess.

(c) Orders and Asset Review. 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.

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.

2. Available Assemblages. Select or highlight one or more assemblages for review. The “Asset Review” function identifies overages and shortages for all highlighted assemblages.

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.

(d) Asset Review. The Asset Review window (Figure 23) 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.

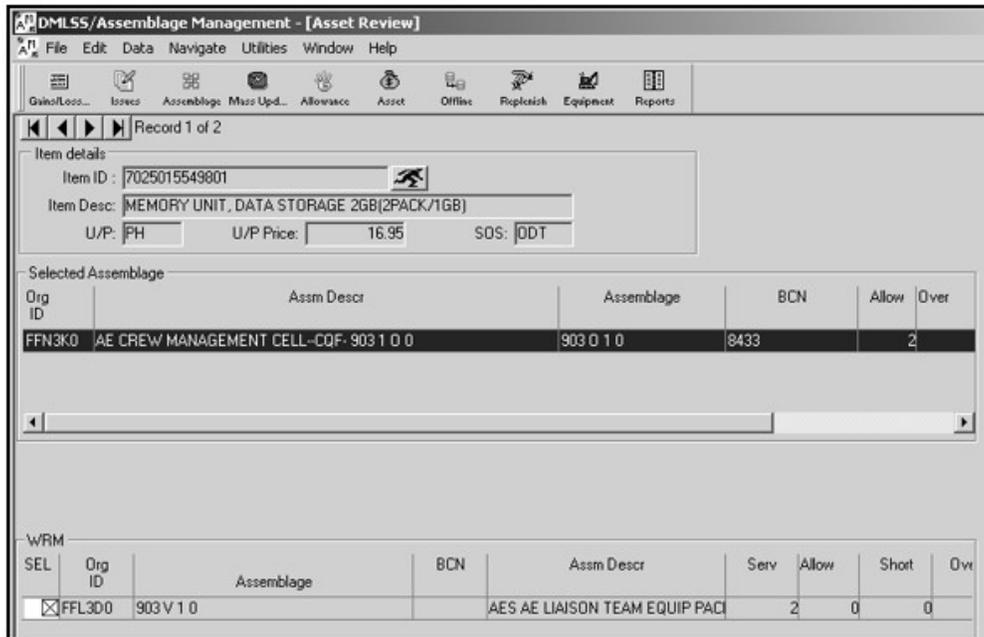


Figure 23. Asset Review Window.

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. Select “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.

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.

3. “Transfer To”. 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.

(e) Selected Assemblage. 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, select the “Transfer” button located on the vertical toolbar and the “Internal Transfer” window appears.

(f) Internal Transfer. The “Internal Transfer” window (Figure 24) 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.

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	

Assemblage	BCN	Transfer Qty	Location	Sub Location	
885 A 1 0	1367	1	NONE		HOSPITAL SURGICAL EXPAN

Figure 24. Internal Transfer Window

1. Transfer Qty. Determine the transfer Qty, and enter that number in the “Transfer Qty” field.
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 Qty being transferred from that location record. Transfers can be processed from multiple location records at the same time.
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 Qty being transferred to that location record. Transfers can be processed to multiple location records at the same time.

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.

(g) Saving Selected Data. Select “Save” once the transfer Qty, source, and destination records have been identified. Optionally, select “Yes” when prompted to print the delivery list that may be used 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.

(h) Transaction Codes. 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. .

(2) Replenishment List. The Replenishment List function is used to review LOG owned and LOG managed, expense center owned assemblage shortages and determine a replenishment method.

(a) Assemblage Managers. 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. Refer to the DHA-TM DMLSS volume regarding Systems Administration.

(b) Automated Item Replenishment Prioritizations. DMLSS prioritizes item replenishments as follows:

1. Funds for All Shortages. If funds are available to replenish 100% of shortages, all requirements appear in the Replenishment List window.

2. Funds for Less Than All Shortages. 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.

(c) Orders and Replenishment. From the “Navigate” menu, select “Orders” and then “Replenishment List” or select the “Replenish” button located on the horizontal toolbar to access the “Replenishment List criteria” window (Figure 25). Utilize the available search tools as follows to access the desired replenishment lists.

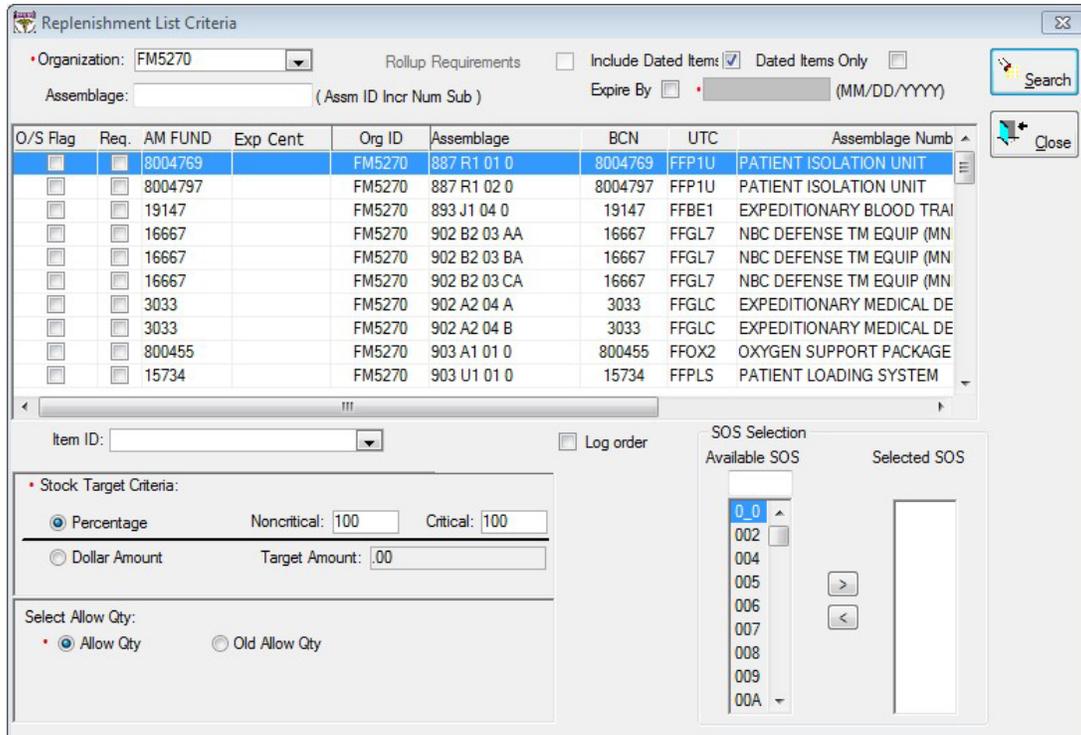


Figure 25. Replenishment List Criteria Window

1. Organization. Use the dropdown menu to identify the organization that owns the assemblage(s) being replenished.

2. Available Assemblages. All assemblages owned by the specified organization are displayed and available for replenishment action. Only assemblages coded as LOG owned or Log managed expense center 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.

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 Qty of 1 PG in both sections A (Emergency Room) and K (Logistics). Upon executing the order, DMLSS creates individual Establish Due-In (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.

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.

a. 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.

b. Dated Items Only. When this box is checked, DMLSS lists requirements for Expiration Type code 1 and 2 items.

c. 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 those criteria including Expiration Type codes 0, 1, and 2.

d. Dated and Expired by Type. 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.

5. Item ID. Enter an Item ID if looking to replenish a single item.

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.

a. 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.

b. 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.

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. LOG Order. If checked, the replenishment action then includes LOG (operating serviceable stock) to see if stock is available to replenish WRM requirements.

(d) All Item Search. Select “Search” once the applicable search criteria are identified. All item shortages meeting the search criteria are displayed in the “Replenishment List” window (Figure 26). 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.

E/S	P/S	Del	Excp	Item ID	Description	Critical Cd	Qty	Defer	Allow	Short	A/R	U/P Price	Short Dollars	Order	SOS
				6510010087917	BETADINE SWABSTICKS CR1	1	0	2	1	1		\$19.15	\$19.15	1	PVP
				6505001009985	ASPIRIN 325 MG TABLET	0	0	1	1	1		\$0.87	\$0.87	1	PVP
				6505001060875	AMMONIA INHALANT AMP	0	0	1	1	1		\$1.98	\$1.98	1	PVP
				6505001178579	PENICILLIN VK 250 MG TA	0	0	1	1	1		\$86.43	\$86.43	1	PVP
			X	6505001388461	PHENAZOPYRIDINE 100 M	0	0	1	1	1		\$274.10	\$274.10	0	PVP
				6505001637656	DOCUSATE SODIUM 100 M	0	0	2	2	2		\$1.56	\$3.12	2	PVP
				6505001656545	CEPHALEXIN 250 MG CAP	0	0	3	2	2		\$13.36	\$26.72	2	PVP
				6505002165370	SODIUM BICARB 8.4% ABB	0	0	1	1	1		\$129.87	\$129.87	1	PVP
			X	6505004917557	GRX DYNE SCRUB 118ML	0	0	4	3	3		\$1.40	\$4.20	0	PVP
				6505005824737	TETRACAINE 0.5% EYE DF	0	0	2	2	2		\$3.24	\$6.48	2	PVP
				6505005825079	WATER FOR INJECTION V	0	0	2	2	2		\$60.52	\$121.04	2	PVP
				6505005840413	PREMARIN 0.625 MG TABL	0	0	1	1	1		\$244.05	\$244.05	1	PVP
				6505006807352	PROMETHAZINE 25 MG/M	0	0	3	3	3		\$19.60	\$58.80	3	PVP
			X	6505007644011	HOMATROPAIRE 5% EYE I	0	0	6	6	6		\$21.36	\$128.16	0	PVP
				6505009262095	HYDROCORTISONE-ALOE	0	0	40	40	40		\$4.49	\$179.60	40	PVP
				6505009262154	INDOMETHACIN 25 MG CA	0	0	1	1	1		\$11.95	\$11.95	1	PVP
				6505010151405	CLOTRIMAZOLE 1% CREAM	0	0	15	15	15		\$1.10	\$16.50	15	PVP
				6505010161470	SULFAMETHOXAZOLE-TM	0	0	5	5	5		\$46.75	\$233.75	5	PVP
				6505010674850	FLUOCINONIDE 0.05% CRE	0	0	24	15	15		\$17.63	\$264.45	15	PVP
				6505010835988	ERYTHROCIN 250 MG FILM	0	0	4	4	4		\$6.80	\$27.20	4	SMS
				6505011533272	DIPHENHYDRAMINE 25 M	0	0	3	3	3		\$4.87	\$14.61	3	PVP
				6505011607702	RANITIDINE 150 MG TABL	0	0	5	3	3		\$7.02	\$21.06	3	PVP
				6505012385632	LOPERAMIDE 2 MG CAPSL	0	0	5	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

Figure 26. AM Replenishment List Window

(e) Order Quantities. Order quantities are defaulted to the shortage Qty and appear in the order column. If the Qty 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.

(f) AM Replenishment. 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 s.(4) of this enclosure, to establish due-ins for these items.

(g) Advice Code. The “Advice Code” does not appear in the “Replenishment List” window; however, it defaults to 2D (furnish exact Qty requested) and can be modified in the “Build Orders” details window. Note: Refer to System Services Module TMU Table, Advice Codes in the DMLSS Application for a list of all advice codes.

(h) Item IDs. Item IDs that appear in red indicate that the order Qty is less than the total required Qty. This usually occurs when insufficient funds are available to replenish the total required Qty. Review the list to ensure that the most critical requirements are ordered first.

(i) Replenishment List Window. The following fields and features are available in this window.

1. Target Stock Percentages. The “Target Stock Percentage” is equal to the amount O/H and due-in versus the authorized amount. The “Target Stock Dollar Amount” displays the available funds. This amount cannot be zero.

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.

3. Signal Code. Use the dropdown menu to assign appropriate code. Defaults to “A” (Ship to Requisitioner) if left blank. User has the option to adjust this value in order to inform the vendor of a different condition.

4. Project Code. Enter the project code if known.

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).

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. Consider modifying the signal code, if appropriate.

7. Distribution “Dist” Code. Assign if applicable.

8. Required Delivery Date “Req Del Date”. Enter date item is required to be delivered.

9. Select All. Choose “Select All” to highlight all records. Select a second time to unselect all records.

10. Apply. Select “Apply” to apply requisition codes to selected (highlighted) records.

11. Set Qty to Zero. Select this button to change the order Qty to zero for highlighted records. To set all order quantities to zero, choose “Select All” and then “Set Qty to Zero”.

12. End/Support “E/S” Item Indicator. A check in the “E/S” box indicates that this particular Item ID supports other equipment/supplies.

13. Prime/Sub “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 Qty is actually required.

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.

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. Select the exception item to view the “Exception Report” window. The report provides exception data by Item ID for the specified assemblage.

16. Fund. Identifies the associated AM Fund number.

17. Available Balance. Identifies the associated AM Fund records available balance.

18. Total Critical Shortage Dollars. Total dollar value of critical shortage items.

19. Total Order Critical Shortage Dollars. Total dollar value of critical shortage items being replenished.

20. Total Shortage Dollars. Total dollar value of shortages.

21. Total Order Dollars. Total value of items being replenished.

22. Add Item. Select 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 select “OK”. The “Replenishment List” appears with the added item. Modify codes and quantities as necessary before executing the order.

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 select the “Asset Review” button located on the vertical toolbar. If possible, transfer assets as explained in paragraph s.(1) of this enclosure to satisfy stock shortages.

24. Print. Select the “Print” button located on the vertical toolbar to print a copy of the displayed Replenishment List.

25. Refresh. Select this button to refresh the replenishment requirements if all are not processed at the same time.

(j) Process Replenishments. Select “Save” to process the replenishments once all codes, indicators, and quantities are applied. In the Order window (Figure 27), 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 select the “Execute” button located on the vertical toolbar.

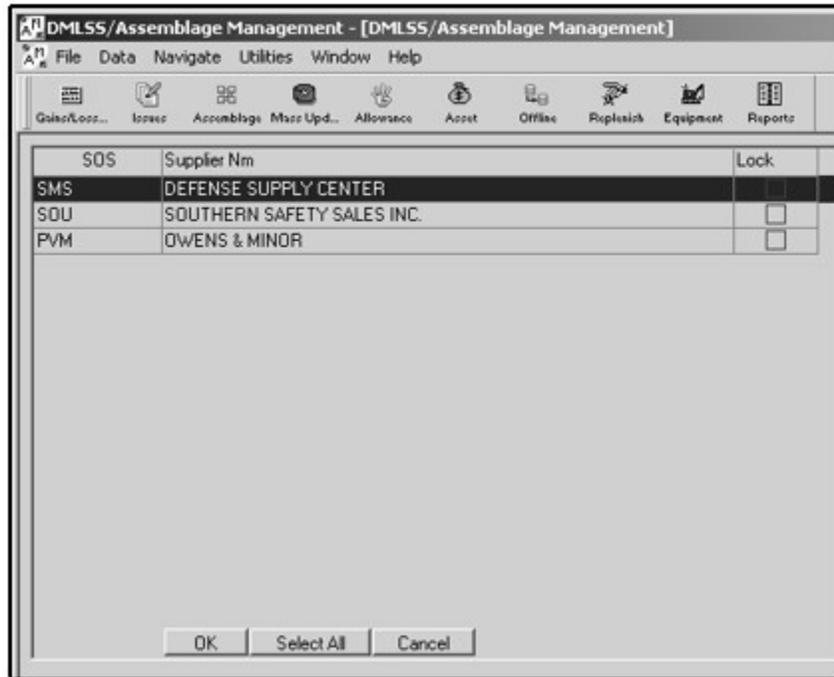


Figure 27. AM Order Window

(k) ESD Transaction. An ESD transaction is written to the Due-In file and Transaction History.

(3) Customer Owned Assemblage Replenishment. Use this function to process replenishment orders for customer owned Assemblages.

(a) Customer Owned Assemblage Replenishment. 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 Customer Area Inventory Management customers. Customer owned assemblage allowances must be loaded and shortages must exist before this replenishment process can be utilized.

(b) Navigating To. From the “Navigate” dropdown menu, select “Orders” and then “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 s.(2) in this enclosure for detailed explanation of the remaining fields as the LOG owned replenishment is very similar.

1. LOG Issue. The “LOG Issue” indicator determines whether 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.

a. Unchecked. The system defaults this indicator to unchecked; meaning DMLSS bypasses LOG inventory, builds, and passes the replenishment orders to LOG orders, and the materiel is purchased from the supplier.

b. 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.

2. “EOR Funds”. The “EOR Funds” icon located on the vertical toolbar for customer owned assemblages and provides a quick view of the customer 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.

3. Prime Vendor Medical Surgical (PVM) Price. Use the “PVM Price” link to obtain a total delivered price for items purchased from the “Med/Surg” Prime Vendor (PV). This view shows the LOG PVM price, the raw price and the total cost calculation (Cost \$ Calculation: Raw Price \* Cost Recovery Factor \* Distribution Fee).

(4) Offline Non-Submit. Use the Offline Non-Submit function to manually create due-ins for one-time orders, Centrally Procured/OP item orders, and PV Credit orders.

(a) Offline Non-Submit. 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.

(b) Navigating To. From the “Navigate” menu, select “Orders” and then “Offline Non-Submit” to access the Supply/Equipment Offline Orders window. Identify the ORG, select an assemblage in the search criteria window, and then select “Search”.

(c) Supply/Equipment Offline Orders. The “Supply/Equipment Offline Orders” window (Figure 28) 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.

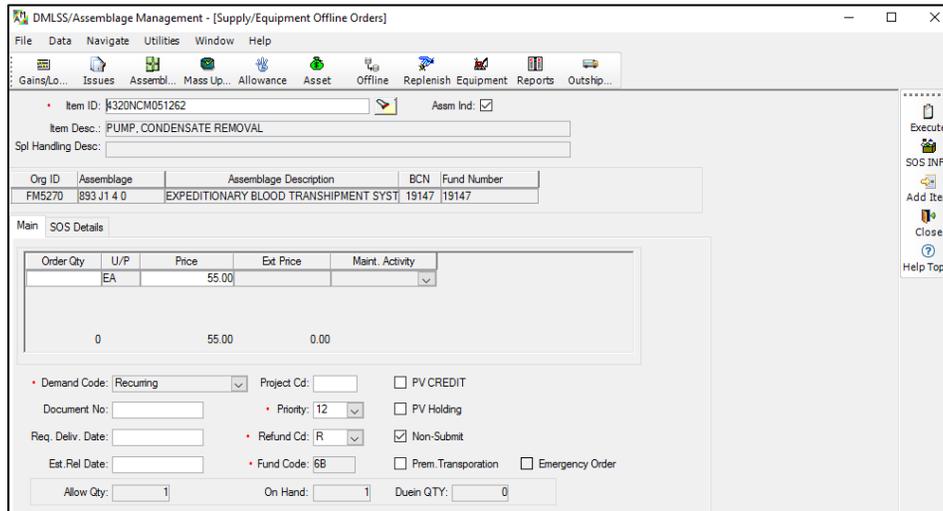


Figure 28. Supply/Equipment Offline Orders Window

1. Item ID. First, enter the Item ID or select the Flashlight button to view a list of Item IDs. The Flashlight works in conjunction with the Assemblage Indicator “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 Qty, priority, and non-submit fields are populated with default data.

2. “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.

(d) Main Tab. The main tab contains the following fields.

1. Order Qty. The “Order Qty” field appears once an Item ID is entered. Insert the order Qty for the specified Item ID.

2. Price. Enter the current order price of the specified Item ID if different from the MTF Catalog price.

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.

4. PV Credit. Check this indicator if the order is being placed against either the “PVP” or PVM WRM credit returns account. If for PV Credit, enter a manually controlled call number in the SOS Details tab. DMLSS assigns a document number for all PV 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.

5. Demand Code. Defaults to “Recurring” but can be changed to “Non-Recurring”, if necessary.

6. Document Number. Enter a manually assigned document number, if used. When left blank, DMLSS automatically assigns the next available document number.

7. Project Code. Enter the project code if the item is being purchased for a specific deployment or contingency, if known.

8. Refund Code. Defaults to “R” unless the “PV Credit” indicator is checked or the order is associated to an OP item. Change to “N” as necessary.

9. Required Delivery Date “Req Del Date”. Enter the date materiel is expected for delivery, if applicable. See paragraph s.(4)(f) in this enclosure for information on delayed delivery orders.

10. Priority. Use the dropdown menu to assign the appropriate priority code. Defaults to routine if left blank, i.e., “15”.

11. Premium Transportation. Check this indicator if premium transportation charges were approved to pay for shipping costs.

12. Estimated Release Date “Est Rel Date”. Enter the vendor’s estimated release date of the order, if known.

13. Add Item. Select 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.

14. SOS Info. Select the “SOS Info” button located on the vertical toolbar to view detailed information about the SOS to include last call number used.

(e) SOS Details Tab. The default SOS Code assigned to the Item ID specified in the Main tab appears in this field.

1. Change SOS. 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 selecting the “Jump To” button and adding the SOS in the SOS tab of the MTF Catalog window.

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.

3. Submission. Verify that the submission method and form are correct prior to executing the order. Once all offline order criteria are specified, select 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. DD Form 1155, Order For Supplies or Services, is available to be printed on the local printer.

(f) 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 PV 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. Operations and Maintenance funded sites cannot select a delayed delivery date beyond the end of the current fiscal year. The PV must provide order acknowledgement in the form of an EDI 855 file to confirm the Qty 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.

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 PV provides a final delivered price no later than three business days prior to the delayed delivery date.

2. Delayed Delivery Shipment. The PV 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, 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.

(g) PVMs Holding Backorders. Both the primary and back-up “Med/Surg” PVs can hold a backorder; however, the PV must provide an estimated ship date on every line that is backordered, and the timeframe for delivery is based on the estimated ship date.

(5) Deferred Item Order/Electronic Catalog (ECAT) Contingency Ordering. 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.

(a) Deferred Item Order. 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 Medical Mater Catalog 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 Medical Master Catalog data feed.

(b) Deferred Procurement codes are assigned using the Set Code function explained in paragraph g. of this enclosure. These codes are tied to specific SOSs (DMLSS – ECAT Readiness Automated Order Process for Contingency Contracts). The four specific codes are:

1. Vendor Managed Inventory (VMI). VMI (Code R) – Service Owned VMI. Defaults to SOS code ECD.

2. Cooperate Exigency Contract (CEC). CEC (Code E) – Service Owned CEC. Defaults to SOS code ECC.

3. PVWRM. PVWRM (Code S) – Service Owned PVWRM. Defaults to SOS code ECP.

(c) Navigate To. From the “Navigate” menu, select “Orders” and the “Deferred Item Order” to access this function (Figure 29, below). 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.

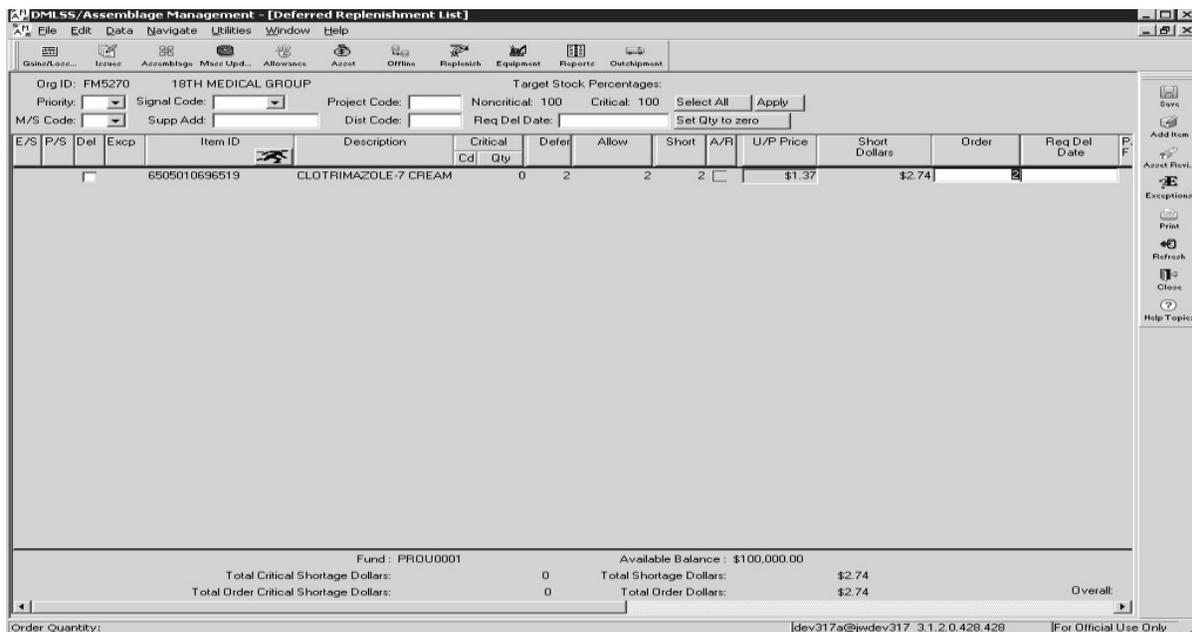


Figure 29. Deferred Replenishment Screen.

(6) Resubmit Orders/Follow-up Requests/Cancellations. Use this function to resubmit orders to the SOS if the file transmission or print function failed.

(a) Resubmit Orders/Follow-up Requests/Cancellations. 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.

(b) Resubmit Orders. 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:

1. Resubmit. Highlight the applicable file and select the “Resubmit” button located on the vertical toolbar to retransmit or reprint an order.

2. Detail. Select the “Detail” button to view the contents of the failed order.

3. Refresh. Use the “Refresh” button to update the “Resubmit” window if order files have been resubmitted or removed.

4. Remove. Highlight an order file, and select the “Remove” button to delete the order file. Once the file is removed, it can no longer be retransmitted or reprinted.

(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 the DHA-TM DMLSS volume regarding Systems Administration.

t. Physical Inventory. Follow Military Service policies for guidance regarding Physical Inventory.

(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.

(2) Select Assemblage. From the “Navigate” menu, select “Physical Inventory” and then “Select Assemblage” to access the “Physical Inventory – Select Assemblage” window (Figure 30). Use the Physical Inventory features as follows:

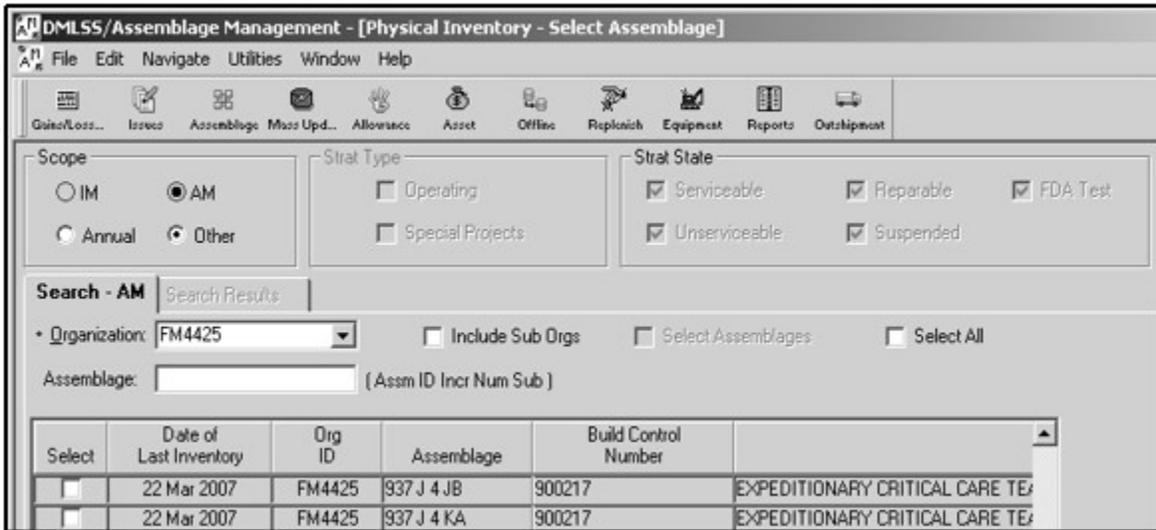


Figure 30. Physical Inventory – Select Assemblage Window.

- (a) Scope. The scope defaults to AM but the inventory manager must check either “Annual” or “Other” depending on the type of inventory being conducted.
- (b) ORG. Use the dropdown menu to identify the ORG that owns the assemblage(s) being inventoried.
- (c) 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.
- (d) Select Assemblages. Highlight the applicable assemblages and choose the “Select Assemblages” indicator to place a check in the Select indicator for multiple assemblages simultaneously.
- (e) Select All. Choose this indicator to select all assemblages for Physical Inventory.
- (f) Select field. Check this indicator to select assemblages for inventory one at a time.
- (g) Date Last Inventory. 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.
- (h) Search Results. Select “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.

(i) Unknown SOS. 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.

(j) Item Record Locked. 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.

(k) Process. Once all exceptions and locks are cleared, select the “Process Inv” button located on the vertical toolbar. DMLSS locks the records and assigns an Inventory Control Number (ICN). The control number is tied to the inventory segment that was created.

(l) Generate Count Lists. The “Generate Count Lists and Assign Teams Criteria” window appears upon selecting “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 t(5) in this enclosure .

(3) Control Number Status. Use the “Control Number Status” function to view and/or print the current status of an active inventory.

(a) Control Number Status. 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.

(b) Record Detail. Highlight a record, and select the “Detail” button or double-click on an ICN to view count list summary information.

(c) ICN. Highlight an ICN, and select the “Cancel” button located on the vertical toolbar to cancel an inventory that was erroneously processed. Select “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.

(4) Generate Count Lists. The following information applies to generating count lists.

(a) Count Lists Sort Criteria. In the criteria window (Figure 31), select the desired “Default Count List Breaks” and set the “Count List” sort criteria. Select “OK” once desired settings are complete.

**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

Figure 31. Generate Count Lists and Assign Teams Criteria Window.

(b) Add Count List and Team. The “Generate Count List and Assign Teams to AM ICN” (Figure 32) 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. Select the “Add Count List” button to add seven more count lists. Then select 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.

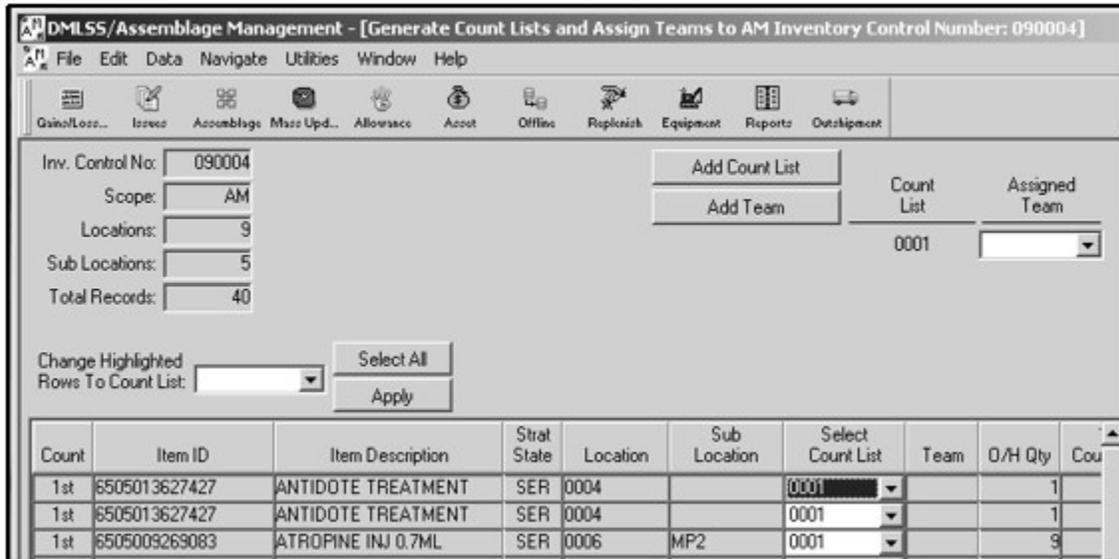


Figure 32. Generate Count List and Assign Teams to AM Inventory Control Number Window.

(c) Assign Team. 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.

(d) Print Count Lists. Count lists are printed using the Physical Inventory Reports function explained in paragraph t.8 of this enclosure. Enter the ICN and print the required count lists.

(e) Regenerate List. Select 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.

(f) Statistics. Select 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.

(5) Enter Counts. 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.

(a) Enter Counts. The “Enter Counts” window and printed count lists are in Item ID/detail sequence to simplify the entry process. Select “Save” after all counts are posted. If the first count matches the DMLSS balance Qty, 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.

(b) Criteria for Inventory Recounts. Table 1 (below) 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 O/H 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 1. Enter Counts Rationale Table

<b>Enter Inventory Counts Rationale</b>				
<b>AM Balance</b>	<b>1<sup>st</sup> Count</b>	<b>2<sup>nd</sup> Count</b>	<b>3<sup>rd</sup> Count</b>	<b>Rationale</b>
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.

(c) Enter Counts. 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.

(d) Manufacturer Name. Figure 33 (below) 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.

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 TEC		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

Figure 33. Enter Counts for Physical Inventory.

(e). Second and Third Inventory Counts. After first counts are complete, generate the second and third count lists using the “Generate Count List” function explained in paragraph t.(5) in Enclosure 3. 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.

(f) Item Details. Select 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 O/H Qty by location code along with other detailed data. The window also displays current count information.

(g) Add Item. 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.

(6) Research Discrepancies. Use the Research Discrepancies function to view and resolve inventory count discrepancies found during the inventory. All final adjustments are processed using this function.

(a) Select ICN. 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, select the “Process” icon to initiate research.

(b) Navigating. 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.

(c) Items by Locations. 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 O/H balance records (Figure 34).

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 Qty O/H	Strat State	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"/>										

Figure 34. Research Discrepancies Window

(d) After Research is Complete. After research, enter a final Qty and adjustment reason. Enter the actual Qty found if research reveals that a count was incorrect. DMLSS generates the applicable inventory adjustment if the final count is different from the Qty O/H. DMLSS does not generate an adjustment transaction if the final count matches the Qty O/H.

(e) Inventory Adjustment Reason. 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” (the DHA-TM DMLSS volume regarding Inventory Management). 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.

(f) Discrepancy Lists. The Discrepancy List becomes blank once all actions are processed.

(g) Post-Inventory Actions. Select 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 t.(8) of this enclosure.

(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 select 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) Reports. Refer to Military Service Policy for guidance regarding this section.

(a) Physical Inventory Reports. Use the “Physical Inventory Reports” function to view and/or print reports and lists associated to an inventory.

(b) Inventory Accuracy Analysis. Lists the inventory segment, physical and O/H counts, adjustments, and accuracy for the inventory by ICN.

(c) 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.

(d) Post-Inventory Actions. Lists the Qty, 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.

(e) 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.

(f) 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.

(g) Preview Inventory Accuracy Analysis. The “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.

(h) Inventory Count Lists. Use the “Inventory Count Lists” to perform manual counts of the inventory.

u. Standard Assemblage Add. Use the “Standard Assemblage Add” function to load (or add) an assemblage instance to the database.

(1) 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. Select “Standard Assemblage Add” from the “Navigate” dropdown menu to access this window (Figure 35).

Figure 35. Standard Assemblage Add Window

(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:

- (a) ORG/Sub Org ID. Enter the owning ORG’s ID number.
- (b) Branch of Service. Select Branch of Military Service.
- (c) Assemblage ID “Assm ID”. Upon selecting the dropdown box, the “Select Assemblage” window appears. Select the assemblage ID being loaded.
- (d) Assemblage Increment “Assm. Incr.”. The assemblage increment automatically populates upon selecting the assemblage ID.
- (e) Sub-Assemblage “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.
- (f) Assemblage Description “Assm Description”. The assemblage description populates upon selecting the assemblage ID.

(g) Assemblage UIC “Assm UIC”. Identifies the “Assem UIC”.

(h) 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.

(i) BCN. Follow Military Service policy on BCN to ensure funds are available.

(j) Equipment Readiness Code “ERC”. Follow Military Service policy.

(k) Number Required. Identifies how many instances of the assemblage are to be added to the ORG.

(l) Scope. The scope identifies who owns, maintains, and funds the assemblage being added.

1. LOG Owned. Working Capital Fund owned and funded WRM assets.

2. Customer Owned. Assets are customer owned and funded by an expense center. 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.

3. LOG Managed Expense Center Owned. Assets are Customer Owned and funded by an expense center; however, logistics personnel are using the system to manage assets. When selected, the “Expense Center” field becomes mandatory.

(m). Codes Not Required. The Project Code, Ownership Code, and Trans Org ID are not required entries.

(n) Report to Joint Medical Asset Repository (JMAR). Report to JMAR is automatically checked by the system.

(o) Warehouse Location. Identifies storage location of assemblage.

(3) Upon saving, a message appears if an item is not in the MTF Catalog. Select “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.

(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.

v. Standard Assemblage Update. Use the Standard Assemblage Update function to update existing assemblage allowance quantities.

(1) 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.

(2) In the “Standard Assemblage Update” window (Figure 36) 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:

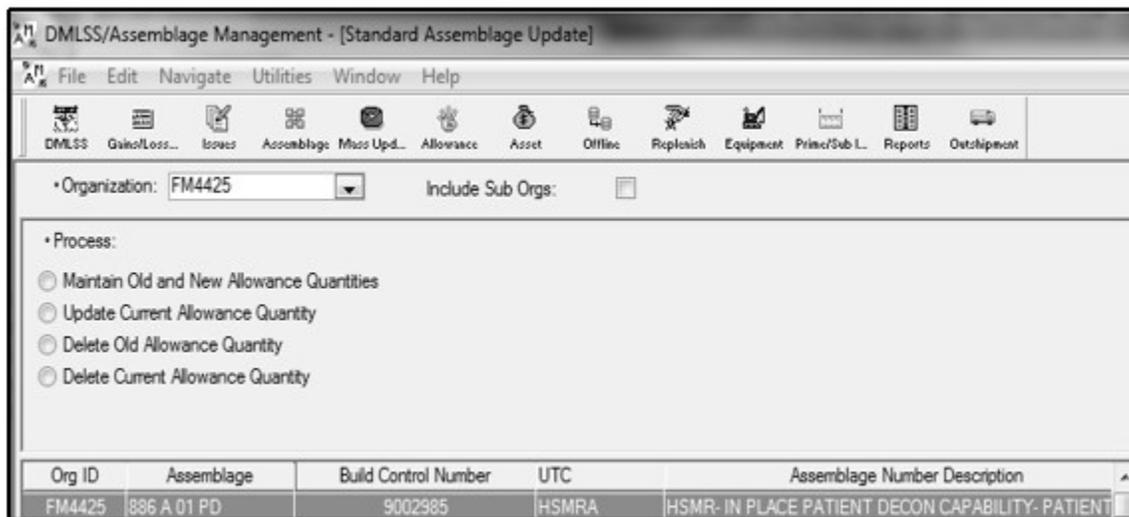


Figure 36. Standard Assemblage Update Window

(a) Maintain Old and New Allowance Quantities. This functionality updates current allowance quantities and moves existing quantities to old allowance Qty fields.

(b) Update Current Allowance Qty. This functionality replaces current allowance quantities only.

(c) Delete Old Allowance Qty. This functionality deletes old allowance quantities and enters a zero in the old allowance Qty field.

(d) Delete Current Allowance Qty. This functionality deletes current allowance quantities and enters a zero in the current allowance Qty field.

(4) Select 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.

w. Assemblage Allowance Update File. Use the Assemblage “Allowance Update File” function to update the DMLSS Master UDR file located on the server with the most current allowance standards. Refer to Military Service policies for guidance regarding this process.

(1) 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 xxx.DEL file. Select “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, select “OK” and select the correct file.

(2) The assemblage information is listed in the Assemblages to Import box (Figure 37). Select the assemblage(s) to import or check the “Select All” box and select “Process”. An information box is displayed with the assemblage information and the options to continue or cancel the process. Select “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.

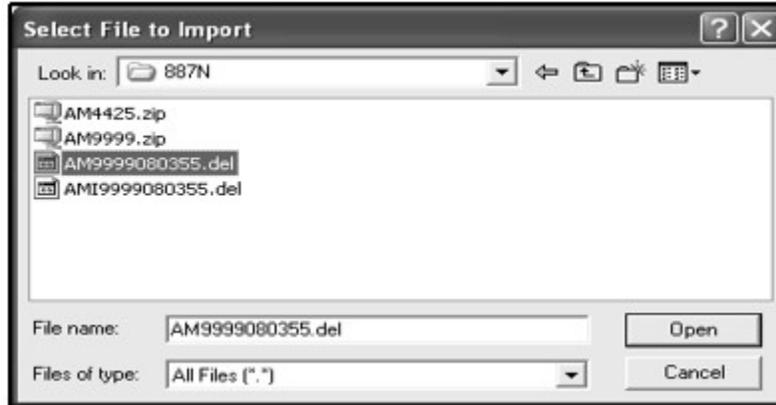


Figure 37. Select File to Import Window

(3) Once this process is complete, use the Standard Assemblage Update function explained in paragraph v. in Enclosure 3 to apply the new allowances to the assemblage(s).

x. 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.

(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. Select “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.

(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.

y. Load Non-Standard Assemblage. Non-standard assemblages may be built for a specific purpose or mission in situations where a standard assemblage does not contain required materiel.

(1) 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.

(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 z. of this enclosure. Both steps must be completed before the non-standard assemblage appears in DMLSS.

(3) Select “Load Non-Standard Assemblage” from the “Navigate” menu to access the “Non-standard Assemblage Load” window (Figure 38). Most of the fields require data entry and should be used as follows:

DMLSS/Assemblage Management - [Non-Standard Assemblage Load]

File Edit Navigate Utilities Window Help

Gain/Loss... Issues Assemblage Mass Upd... Allowance Asset Offline Replenish Equipment Reports Outfitment

• Asm. ID: 124

• Asm. Incr.: 5

• Sub Asm.: 0

• Asm. Description: FOOT LOCKER

Build Control Number:

Assemblage Item ID:

Figure 38. Non-Standard Assemblage Load Window

(a) “Assm ID”. Four digit alphanumeric number that identifies the assemblage (e.g., BW/CW identifies Biological/Chemical Warfare). This ID must be unique and cannot duplicate an assemblage ID already in the UDR.

(b) Assemblage Increments “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).

(c) Sub-Assemblage “Sub Assm”. 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).

(d) Assemblage Description. Use to enter an abbreviated or colloquial description of the assemblage.

(e) Build Control Number. Follow Military Service policy to ensure funds are available. If known, use this field. Otherwise, leave this field blank.

(f) Assemblage Item ID. This is not a required field.

(4) Select “Save” to load the non-standard assemblage. Once loaded, use the “Non-Standard Assemblage Add” function described in paragraph z. of this enclosure to complete the process of creating a non-standard assemblage.

z. Non-Standard Assemblage Add. The Non-standard Assemblage Add is the second part of the two-part process to create non-standard assemblages in AM.

(1) Once the non-standard assemblage is loaded (paragraph y. in this enclosure), 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.

(2) Select “Non-standard Assemblage Add” from the “Navigate” menu to access the “Non-standard Assemblage Add” window shown in Figure 39 (below). Data required in this window is the same data required when adding a standard assemblage. Follow the instructions provided in paragraph u. (above) of this enclosure to complete the process of creating a non-standard assemblage.

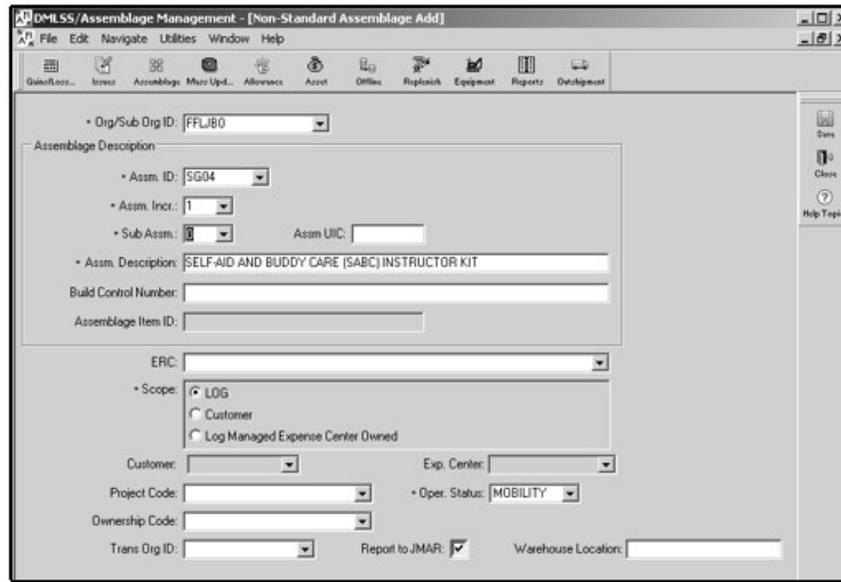


Figure 39. Non-Standard Assemblage Add Window

aa. 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 u. (above) in this enclosure 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 q. (above) of this enclosure.

ab. 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 O/H balances do not carry forward to the new assemblage instance.

ac. 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 O/H, or due-ins. This action assigns a default location of 'NONE,' contains a zero Qty, and the Incomplete indicator is checked. Essentially, this action prevents the user from having to select the "Add Item" button to add a location record for every individual item.

ad. Assemblage Build Control Number (BCN)/UTC Change. Select either the "UTC" or "BCN" button and use the dropdowns to enter the assemblage ID and increment number. Enter the Unit Type Code or BCN and select "Save".

ae. Quality Assurance (QA). The DHA-TM DMLSS volume regarding Inventory and Quality Control provides detailed instruction on the QA function in DMLSS.

af. Status Edits. Use the Status Edits function to view, delete, and process status edits that are received as a result of submitting AM orders.

(1) 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.

(2) Select “Status Edits” from the “Navigate” menu to access the Status Edits Report. This report contains three tabs.

(a) Part I – Errors tab. Contains status for transactions not recognized in DMLSS. Review status and process or delete as necessary.

(b) 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.

(c) Part III – Processed tab. Contains status for transactions that are recognized and the status has already processed. Upon review, these can be deleted.

ag. Strategic Sourcing – Normal Stock Number (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 Qty as identified in the product source price record that contains the NSN.

ah. 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 select the “Reports” button located on the horizontal toolbar. Refer to the DHA-TM DMLSS volume regarding DMLSS Reports for a brief description of each report in DMLSS along with its content and use.

ii. Reprinting Delivery Lists. The “Reprint Delivery List” window allows the viewing or reprinting of any AM delivery list that was processed within the past seven days.

(1). Reprint Delivery List. Select Reprint Delivery List from the “Navigate” menu to access this function.

(2) Customer ID. Select a customer ID and select “Search” to view a list of delivery numbers and date/times the list was generated. Select the delivery list to be reprinted and select the Print button located on the vertical toolbar. The delivery list is sent to the local printer.

aj. Reprinting Asset Relocation Delivery Lists. 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.

(1) Reprinting Asset Relocation Delivery List. Select “Reprinting Asset Relocation Delivery Lists” from the “Navigate” menu to access this function.

(2) Deliveries and Assemblage Detail. The “Reprinting Asset Relocation Delivery List” window is separated into two boxes: the “Deliveries” box and the “Assemblage Detail” box. Specify the ORG, From, and To dates and select “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 select the “Search” button. Upon doing so, the delivery list details appear in the Assemblage Detail box.

(3) Print. To reprint an Asset Relocation Delivery List, highlight the applicable delivery list, and select the “Print” button located on the vertical toolbar.

ak. AM Utilities Menu. The following describes the use of the AM Utilities Menu.

(1) AM Utilities, Inbox. 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 Enclosure 4.

(2) AM Utilities, Maintain Location. In the “Location/Sublocation Maintenance” window (Figure 40) 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.

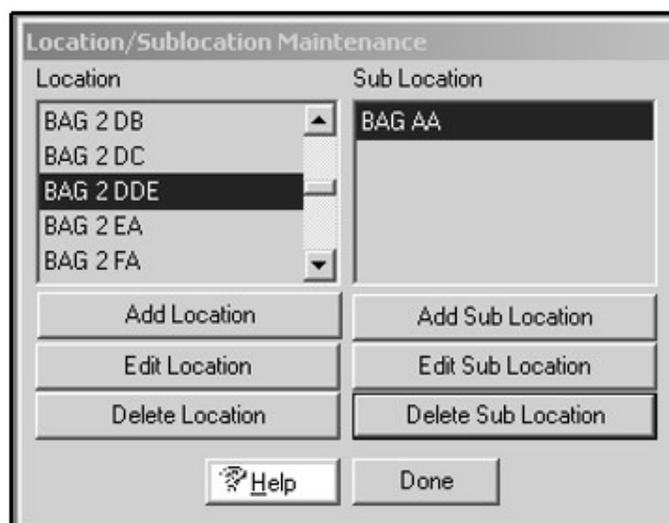


Figure 40. Location/Sub-location Maintenance Window

(a) Users may type up to 13 characters for a location name and up to 9 characters for a sub location name.

(b) When a location is deleted the sub locations within that location are also deleted.

(3) AM Utilities, “AWRDS”. Not used at Air Force sites.

(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.

(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.

(6) AM Utilities, Hand Held Terminal (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.

(7) AM Dashboard (Figure 41). 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.

Log Owned Assemblages		Customer Owned Assemblages		Current Daily: 15 SEP 2016			
<b>Quality Assurance - Daily</b>				<b>Assemblage Funding - Daily</b>			
	<b>Lines</b>	<b>Assemblages</b>	<b>%</b>		<b>Value</b>	<b>%</b>	
Missing Expiration Date:	5		.36%	Target:	\$141,296.43	100%	
Missing BCN:		3	10.71%	Sales:	\$169,328.92		
Incomplete Records:	48		3.29%	Due-Ins:	\$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>			
	<b>Lines</b>	<b>Assemblages</b>			<b>OH Qty</b>	<b>%</b>	<b>Value</b>
Overdue Inventories:	1,201	24		Total:	16,379		\$880,385.02
Inventories Due (90 Days):	0	0		Critical:	0	0%	\$0.00
				Deferred:	0	0%	\$0.00
				Short:	6,866	41.92%	(\$857,140.02)
				Expired:	5,332	32.55%	\$269,067.35
<b>Excess - Daily</b>				<b>Aged Due-In - Daily</b>			
	<b>Lines</b>	<b>%</b>	<b>Value</b>	<b>%</b>	<b>Value</b>	<b>%</b>	
All Assemblages:	151	10.76%	\$231,594.68	26.31%			
Cross Level Opportunities:	179	12.76%	(\$23,663.22)	-2.69%			
<b>Stratification - Daily</b>				<b>Aged Due-In - Daily</b>			
	<b>Lines</b>		<b>Value</b>	<b>%</b>	<b>Value</b>	<b>%</b>	
Serviceable:	1,197		\$752,558.60	85.32%	Due-In (AM):	26	\$124,817.39
Unserviceable:	0		\$0.00	0%	01 - 15 Days:	8	\$26,367.37
Suspended:	43		\$56,367.89	3.06%	16 - 30 Days:	16	\$91,794.78
Reparable:	1		\$1,645.00	.07%	31 - 60 Days:	1	\$6,544.56
FDA Test:	4		\$69,813.53	.29%	61 - 90 Days:	0	\$0.00
					Over 90 Days:	1	\$110.68

Figure 41. AM Dashboard

ENCLOSURE 4

ASSEMBLAGE MANAGEMENT (AM) PENDING ACTIONS

AM PENDING ACTIONS OVERVIEW. 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 2. AM Pending Actions

<b>Message</b>	<b>Description</b>	<b>Action(s)</b>
Active assemblage balance in deleted organization	Organization was deleted in DMLSS, but active assemblage balances are indicated.	Validate deletion of organization. If deletion is valid, properly allocate or dispose of any assemblages or items in any deleted assemblages.
AM assemblage version change	The allowance standard for the assemblage has changed.	Check for updates, additions, and deletions by line item to ensure shortages and overages are accurately shown.
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 O/H 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.

<p>AM Gains Incomplete Because Of Price Factor</p>	<p>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).</p>	<p>Double selecting this pending action brings up the detailed gains that were not processed with the U/S and U/P information. Verify the correct Qty received in the current U/S and select 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.</p>
<p>AM Item(s) Could Not Be Sold</p>	<p>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.</p>	<p>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.</p>
<p>Delinquent Backorder From PV</p>	<p>This pending action is created during the EOD process on the 9th day after an item has been backordered to the PV and has not yet been received.</p>	<p>Informational only. Follow-up with the PV and determine whether to maintain the backorder or cancel and procure from another source. No action required if the backorder is kept.</p>

<p>Potential Orders To PV Backup</p>	<p>This pending action is created when the primary PV rejects, completely cancels, or partially cancels an item request. Note: Site has to have selected the Back Up PV option and have chosen a Secondary PV for this pending action to appear in their inbox.</p>	<p>The user has three choices: resend the order to the primary PV, create order to back up PV, or cancel the line item from the pending action.</p>
<p>“DAPA” Numbering Contract Type Code Changes</p>	<p>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.</p>	<p>Users can print, delete, or access the catalog record if they have the correct roles and resources for this pending action.</p>
<p>Expired/Expiring Contracts Report</p>	<p>A contract number in an SOS record has expired without having been replaced, and/or expires within 90 days.</p>	<p>Options include, attempt to:</p> <ul style="list-style-type: none"> <li>- Renew a contract with current vendor</li> <li>- Seek an alternative SOS</li> <li>- Procure a new item under an existing SOS</li> </ul>
<p>Catalog Exception Processing</p>	<p>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.</p>	<p>Open the pending actions list by selecting 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 select the “Exception” button to view the exception reason. When all exceptions are corrected, the pending action is removed from the inbox.</p>

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 PV provides backorder status "IB" with an Estimated Ship Date, which exceeds the order placement date by 90 days.	Information only.
Expired DEA registration number	DEA registration has expired.	Renew DEA registration. Controlled Drug Items cannot be ordered until DEA registration has been renewed.
Narcotic Orders awaiting review	An order of narcotics drug item(s) is awaiting approval through the Narcotics Order, Review, and Application (NORA)	When order is approved by NORA ordering official in NORA, order will be placed with PV Pharmacy and filled
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 Qty field, even when the Qty 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 O/H quantities of affected materiel in the Notify Qty field even when the Qty 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 selecting the Jump-To button. The Distribution and Transportation Module/Outshipment Results screen appears. Enter the Transportation Control Number TCN/Tracking Number.
AM inshipment Past required delivery date (RDD)	This pending action is produced for all assemblage inshipments past their 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.

ENCLOSURE 5

DMLSS DISTRIBUTION AND TRANSPORTATION MODULE (D&TM)

1. PURPOSE. The 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:

a. IM Users. 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.

b. AM Users. 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.

c. EM Users. 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.

2. D&TM RELATED DATA ELEMENTS. For this module to be successful, the supplied data must be accurate.

a. Disposition Services Address. It is imperative for all users to make sure that in System Services, under MM Service Detail screen, the DLA-DS RIC, DLA-DS DoDAAC, and DLA-DS 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, RIC S9D, informing them that the items are going to be delivered to the local DLA Disposition Services office.

b. Ship To Address. 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 (see paragraph 3 in this enclosure), 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.

c. New Catalog Item. 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, do not use NSN, as this causes the system to put the wrong data elements on the DD Form 1348-1A, Issue Release/Receipt Document and DD Form 1149, Requisition and Invoice/Shipping Document.

d. Transportation Appropriation. The Transportation Appropriation is loaded from the TMU, IM, in System Services. Select “IM” and then Transportation Appropriation DD Form 1149 to enter the correct line of appropriation.

e. 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 select on Transportation Shipper. Use the appropriate icon on the vertical toolbar to add or delete.

3. PROCESSING LOSS TRANSACTIONS. During the final step of processing a loss transaction, a Transportation print grid appears (Figure 42). The grid is set up to select the source document (DD Form 1348-1A or DD Form 1149), including the line of accounting when using a DD Form 1149 as the source document, and requires the user to select “Yes” or “No” for that shipment being processed through the local transportation office.

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	

Figure 42. Outshipment Form/Transportation Selection Screen

a. Transportation Type. 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.

b. Commercial Tracking Number. 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.

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.

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 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”.

a. **IM Inbox.** In the IM Inbox, select “IM Transportation Issues Pending” and double-click or select the “jump ahead” icon. In the “Transportation Issues” window (Figure 43), highlight the line item and insert the projected delivery date (from the dropdown) that the receiving customer requires the shipment and select the Process icon on the vertical toolbar. Verify the Customer ship to address (Figure 44, below), and select “OK”.

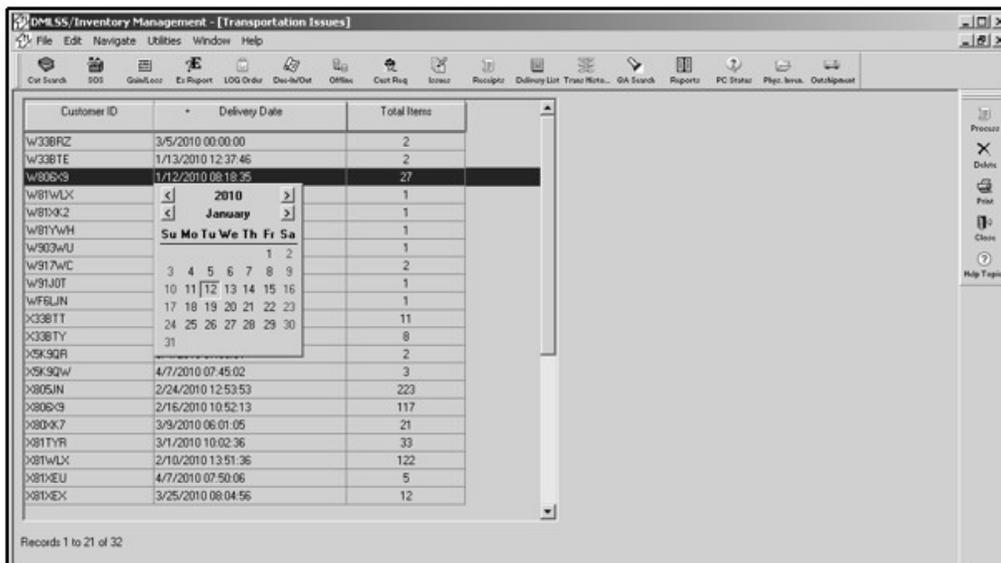


Figure 43. Transportation Issues Window

Customer Address ( W81WLX )

• Address: 4TH RANGER TRAINING BN, S4  
BLDG 4695

• City: FT BENNING

• State: GEORGIA

• Zip: 31905

• Country: USA

OK

Figure 44. Customer Address Window

b. Outshipment Form/Transportation. In the “Outshipment Form/Transportation Selection” screen (Figure 42, above), the user can modify/change the print form and the base transportation information. When complete, select “OK”. On the pending issue successful prompt, select “OK”.

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.

a. Capability. 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.

b. CMOS Processing steps. While processing a shipment that requires transportation within IM, AM, and EM modules, the user must:

(1) Select DD Form 1348-1A as the source document. If the user selects “None” from the “Print Form” dropdown, the source document will not be available for reprinting at a later date.

(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.

(3) Selecting “Local TMO” and selecting “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.

c. Transportation options. 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) (TCN). 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.

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 45). 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 45. IM Outshipment Search Window

8. PENDING ACTIONS. See Table 3 for a list of D&TM pending actions.

Table 3. D&TM Pending Actions

Message	Description	Action(s)
IM Transportation Issues Pending	The shipment needs a projected delivery date and possibly other information.	Select 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).	Select 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 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 Facility.
Tracking Number Needed	This pending action is produced for all Outshipment items lacking a tracking number.	Open the pending actions list by selecting 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.
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GLOSSARY

ABBREVIATIONS AND ACRONYMS

AM	Assemblage Management
Assm	Assembly
BCN	Build Control Number
BW/CW	Biological Warfare/Chemical Warfare
CEC	Cooperate Exigency Contract
CMOS	Cargo Movement Operations System
D&TM	Distribution and Transportation Module
DCM	DMLSS Communication Management
DHA	Defense Health Agency
DLA	Defense Logistics Agency
DMLSS	Defense Medical Logistics Standard Support
DoDAAC	Department of Defense Activity Address Code
ECAT	Electronic Catalog
ECN	Equipment Control Number
ESD	Establish Due-In
EM	Equipment Management
HHT	Hand Held Terminal
ICN	Inventory Control Number
ID	Identification
IM	Inventory Management
IV	Intravenous
JMAR	Joint Medical Asset Repository
LOC	Location
MA	Equipment Maintenance
MHS	Military Health Service
MM	Medical Material
MTF	Military Medical Treatment Facility
NSN	National Stock Number
O/H	on hand
OP	Other Procurement
OPR	Operating

ORG	Organization
PV	Prime Vendor
PVM	Prime Vendor Medical Surgical
QA	Quality Assurance
Qty	Quantity
RIC	Routing Identifier Code
SLEP	Shelf Life Extension Program
SOS	Source of Supply
SS	Systems Services
Strat	stratification
TCN	Transportation Control Number
TM	Technical Manual
TMU	Table Maintenance Utility
UDR	Universal Data Repository
UNK	Unknown
UPS	United Parcel Service
UTC	Unit Type Code
VMI	Vendor Managed Inventory
WRM	War Reserve Material

## PART II. DEFINITIONS

DHA Activities. Activities under the authority, direction, and control of DHA: Direct Reporting Markets, Small Market and Stand Alone Military Treatment Facility Organization, Defense Health Agency Regions, Small Markets, and MTFs/Dental Treatment Facilities/Veterinary Treatment Facilities.

DRO. Markets that report directly to the DHA (this term does not include Markets that report to SSO).