Consolidated Storage Program (CSP)
Defense Property Accountability System (DPAS)
Warehouse Module Reference Guide

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Purpose & Background

Reference Guide

Purpose

The purpose of this reference guide is to provide detailed instructions for using the Defense Property Accountability System (DPAS) during Individual Issue Facility (IIF) and Unit Issue Facility (UIF) warehouse operations.

Background

Defense Property Accountability System (DPAS) was selected by Headquarters Marine Corps (HQMC) Installations and Logistics (I&L) to perform as the primary accountability and equipment management system for the Consolidated Storage Program (CSP). CSP had previously operated with a Contractor Owned, Contractor Operated (COCO) Information Technology (IT) System. However, the Department of Defense (DoD) direction to shorten the length of service contracts from 7 to 3 years and the increasing Information Assurance (IA) costs forced CSP to consider a Government Owned, Contractor Operated (GOCO) system. The GOCO approach was mandated as part of the Marine Requirements Oversight Council (MROC) process that validated the CSP mission and prescribed future cost saving actions. In September, of 2011, HQMC I&L directed that CSP begin working with DPAS to develop what is now known as the DPAS Warehousing Module.

The DPAS Warehousing Module is designed for bulk and serialized management of assets for individuals and units through processes such as Inventory, Issues, Returns, Receiving, Transfers, and Laundry/Repair. The Warehousing Module contains Catalog Management and Material Management functionality. DPAS supports Portable Data Collection Devices (PDCD) and tethered scanner capabilities and allows for ad hoc inquiries in addition to preformatted reports. As a government owned IT system, DPAS will interface with government systems to include Manpower, the United States Marine Corps Technical Data Management System (USMC TDMS), Item Applications, and other systems. This ability to interface with other systems will improve operations and data quality for all CSP customers.

LOG-IN TO DPAS
RELEASE 2.7.01

Login to DPAS

Roles: All

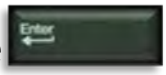
Reference Guide

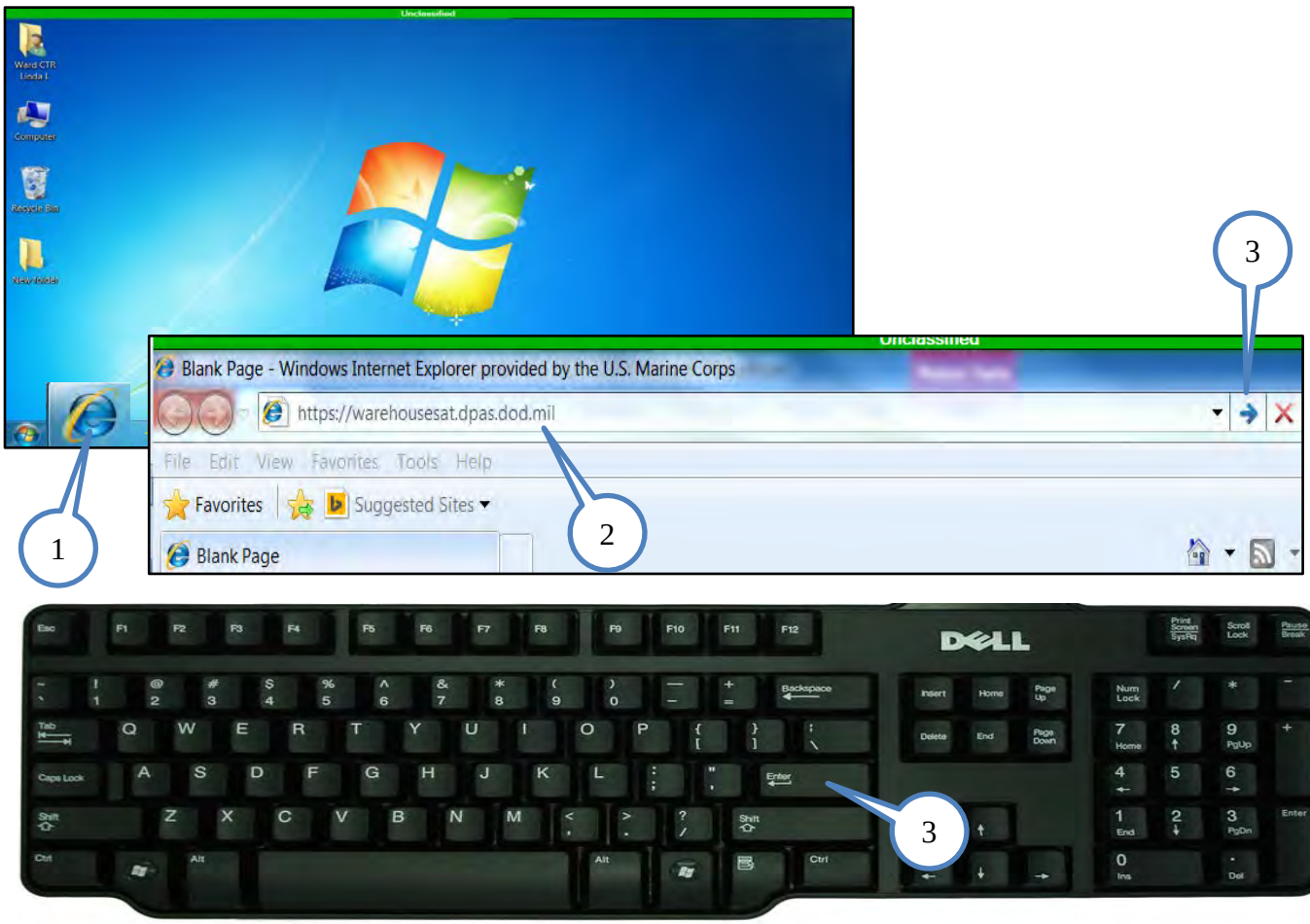
Purpose

DPAS is a web base application system with a DoD Military Uniform Resource Locator (URL). Access is controlled by Warehouse and roles. A Common Access Card (CAC) is required.

(1) Click on the icon to open Internet Explorer.

(2) Type https://warehouse.dpas.dod.mil/ in address window.

(3) Click the or press the  key on the computer keyboard.



Login to DPAS

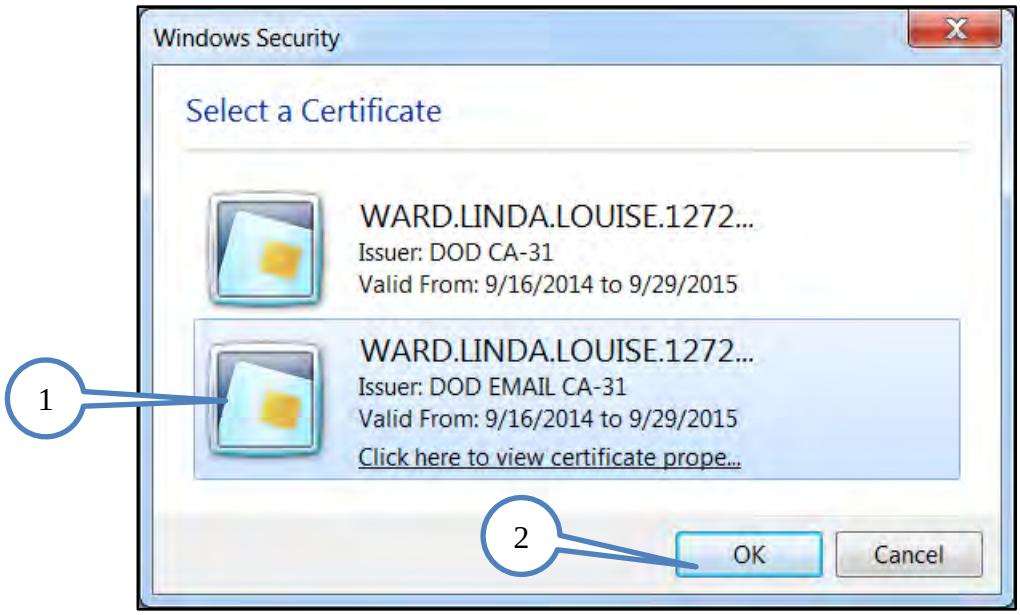
Roles: All

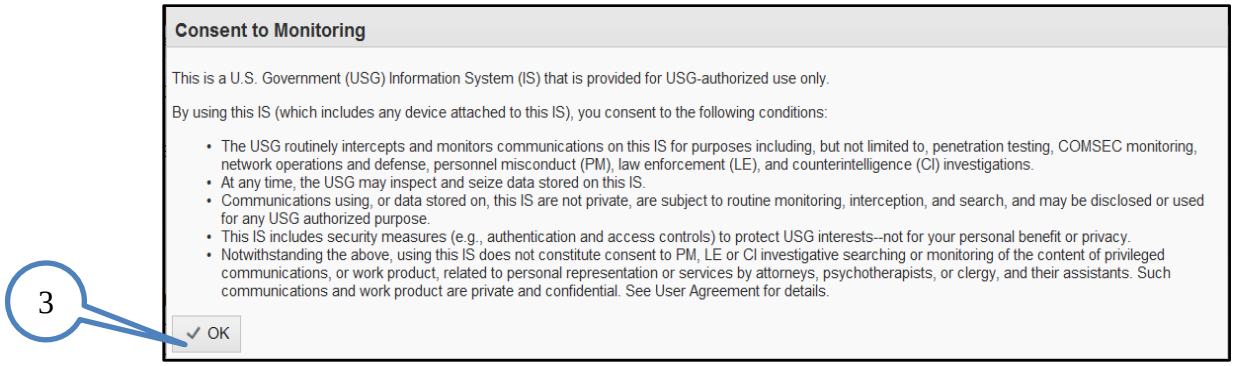
Reference Guide

(1) Click certificate labeled DOD Email.

(2) Click OK

(3) Consent to Monitoring displays, click ✓ OK to enter DPAS.





INDIVIDUAL ISSUE PROCESS (Member with CAC)

Individual Issue Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

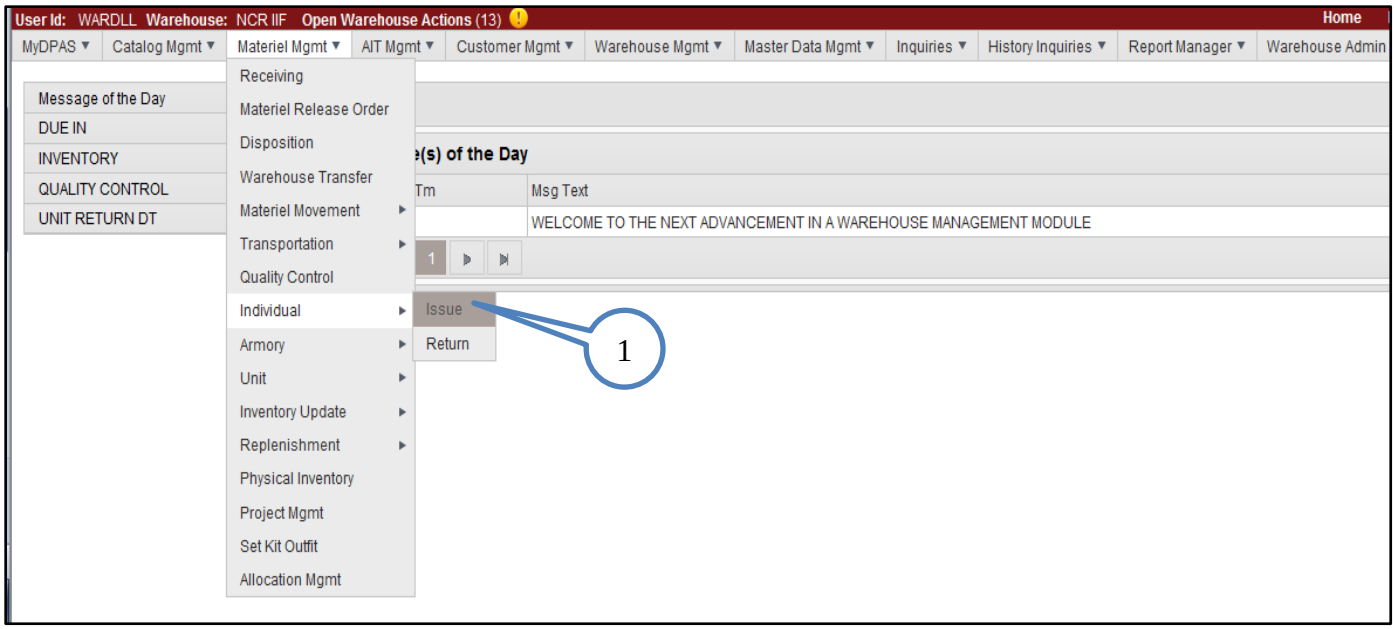
Reference Guide

Purpose

DPAS Individual Issue process provides the capability to issue equipment to individuals, and subsequently track the equipment until the individual returns the equipment. The type of equipment and quantity to issue is determined by the Master Issue List. The Master Issue List represents all the standard assets assigned to the Unit Identification Code (UIC).

Member arrives and presents orders or check-in sheet to clerk at the issue counter, the clerk will navigate to the **Materiel Mgmt** tab, scroll to **Individual** and then:

(1) Click Issue



Individual Issue Process

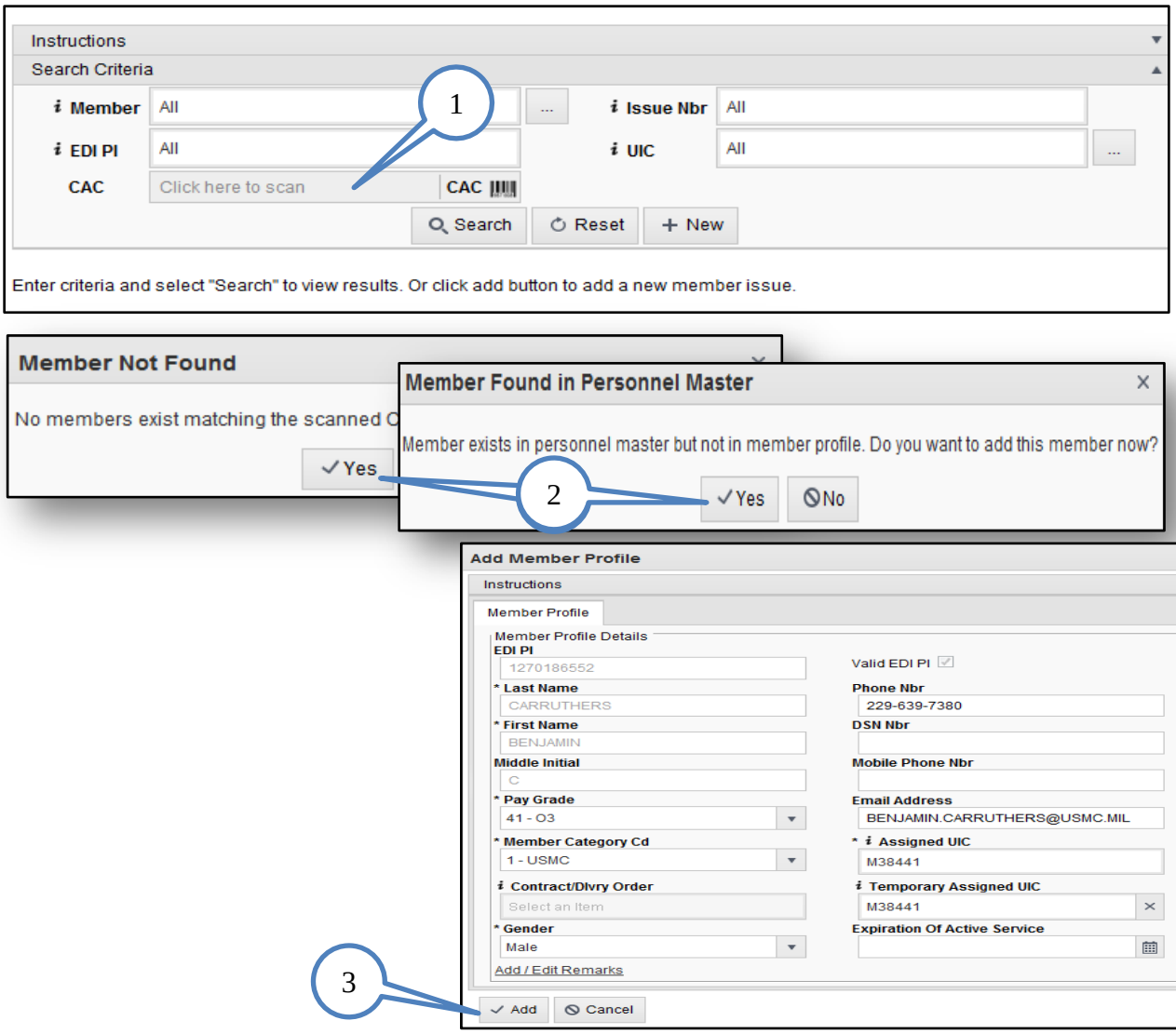
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Clerk will ask Member for his/her CAC to scan and verifies ownership. If Member is not the owner, clerk immediately summons the manager to inquire the reason Member has someone else's CAC.

(2) If **Member Found in Personnel Master** or **Member Not Found** displays, click ✓Yes.

(3) Verify Member's displayed information, make the necessary updates and click ✓ Add.



Individual Issue Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

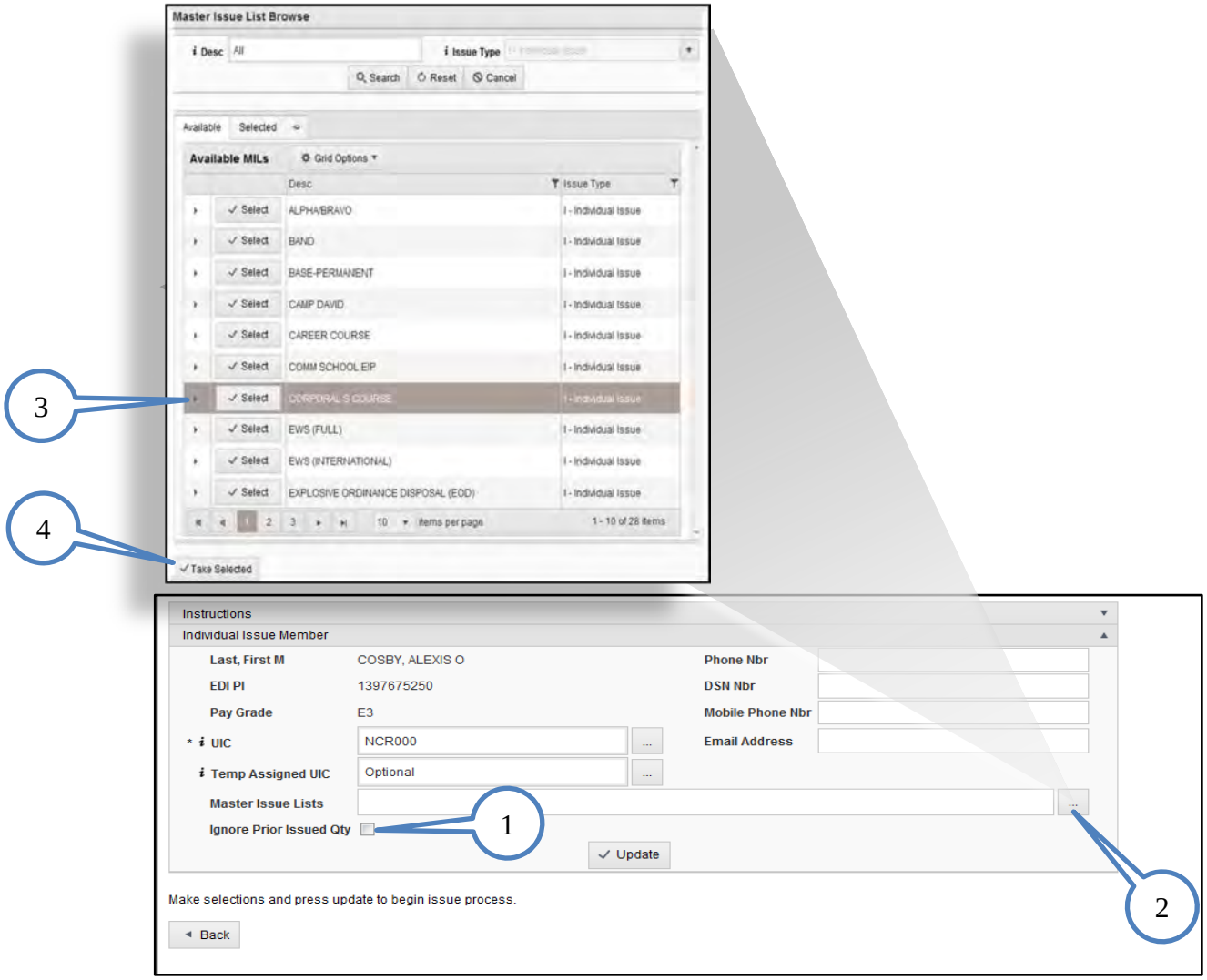
Reference Guide

(1) Check the **Ignore Prior Issued Qty** ☐ only if Member is authorized equipment that was previously issued.

(2) Click on the [...] to display the **Master Issue List** listings.

(3) Click [✓ Select] on the appropriate **Master Issue List.**

(4) Click [✓ Take Selected]



Individual Issue Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Enter Member sizes in the **Size Categories**; verify sizes with Member.

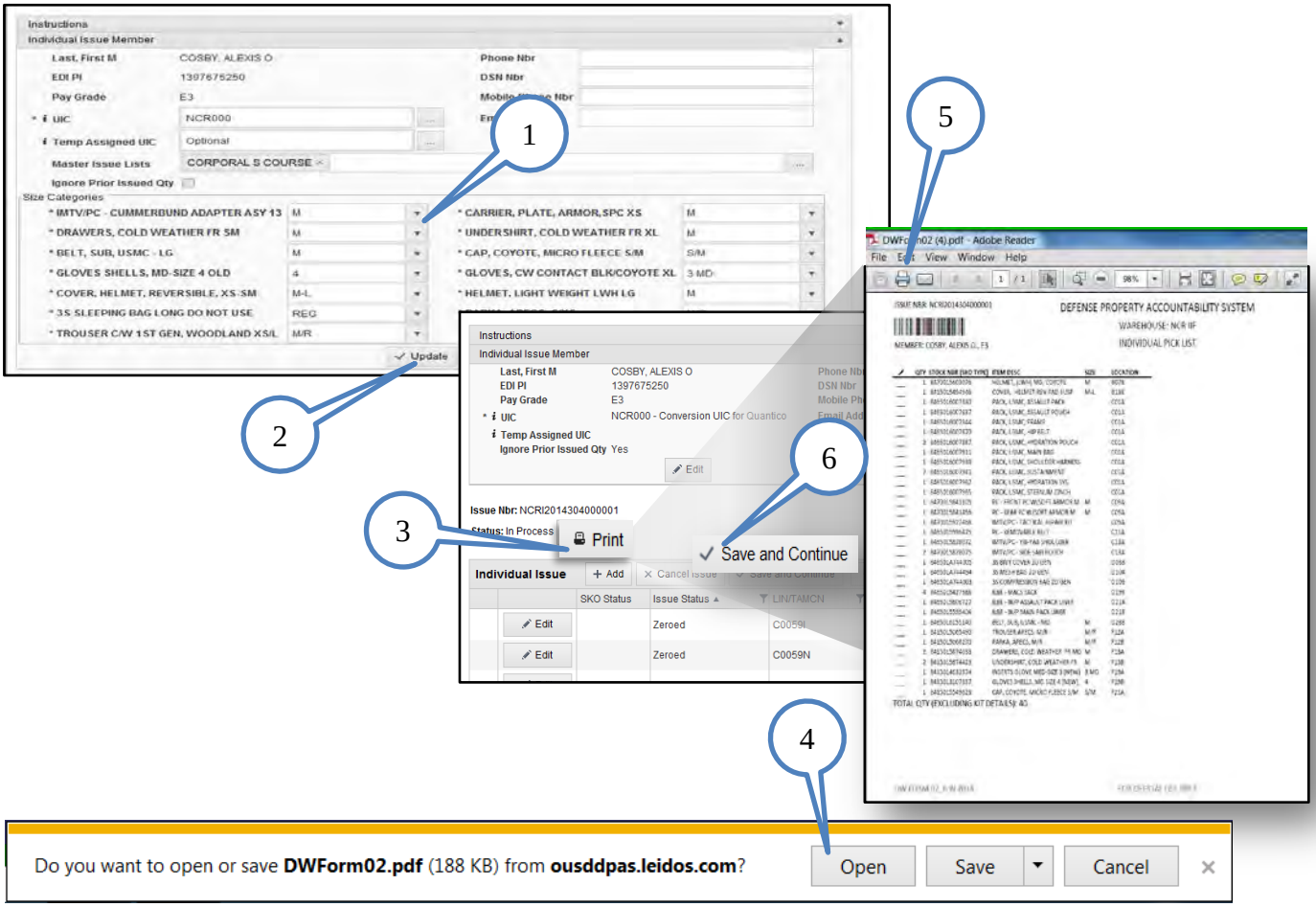
(2) Click ✓ Update

(3) On the **Individual Issue** grid, ensure all equipment can be issued. Click Print.

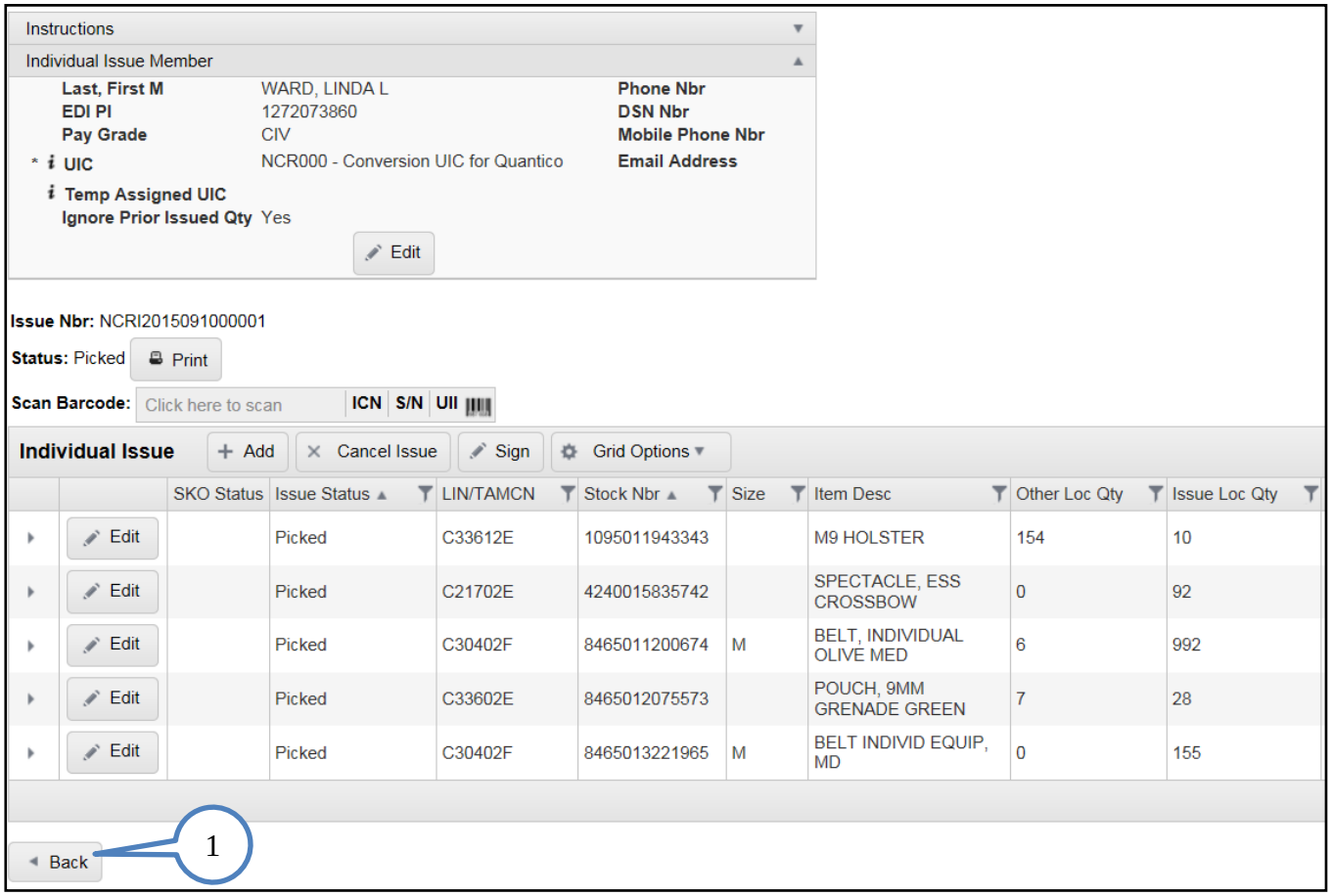
(4) Click Open

(5) Click to print the **DW Form 02 Pick List,** give it to the Member. Allow Member to pick equipment; if necessary, clerk provides guidance and assistance

(6) Click ✓ Save and Continue to save the issue record while member is picking the equipment.



(1) Then click Back to start a new issue with the next Member on line.



Individual Issue Process

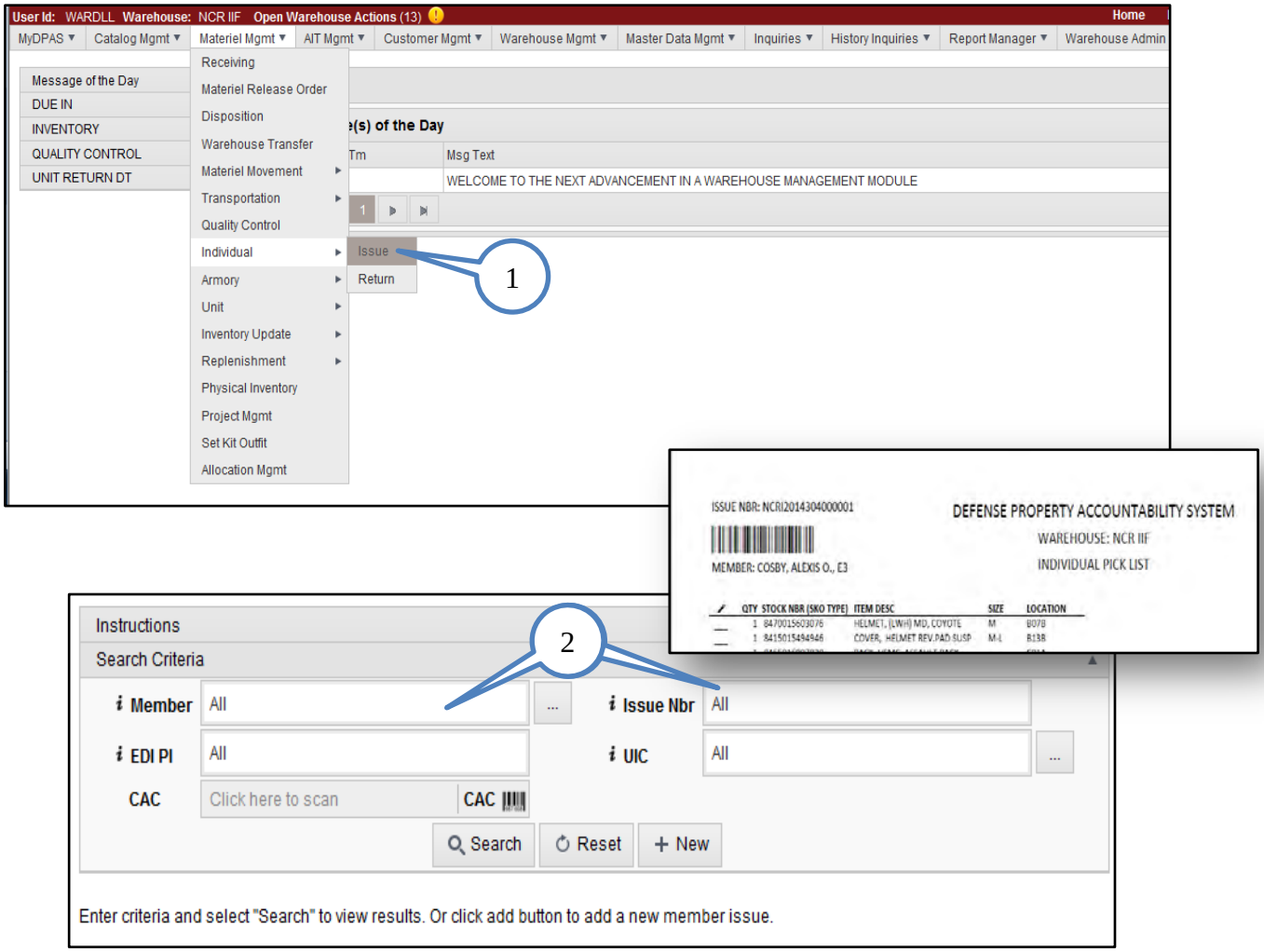
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

After Member picks the equipment and return to counter, Member will lay equipment out for verification with clerk. The clerk may have to navigate back to the **Materiel Mgmt** tab and scroll to **Individual**

(1) Click on Issue

(2) The **Search Criteria** displays, scan the Bar Code on the Pick List or into the Issue Nbr field or scan the CAC to retrieve member's record.



Individual Issue Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

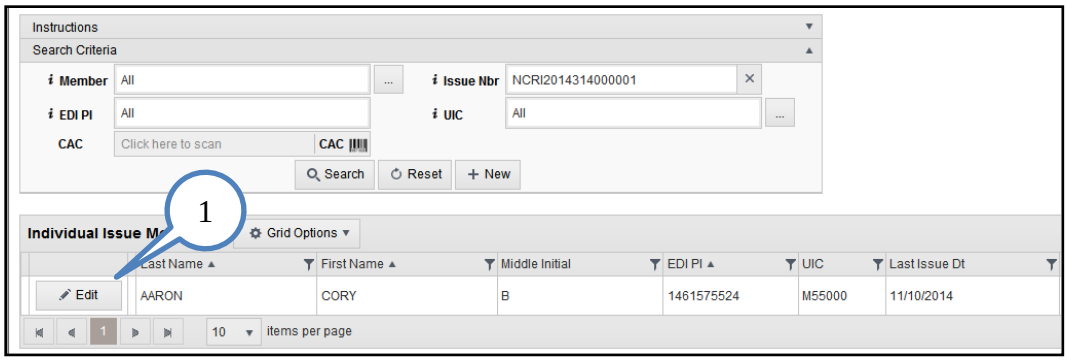
Reference Guide

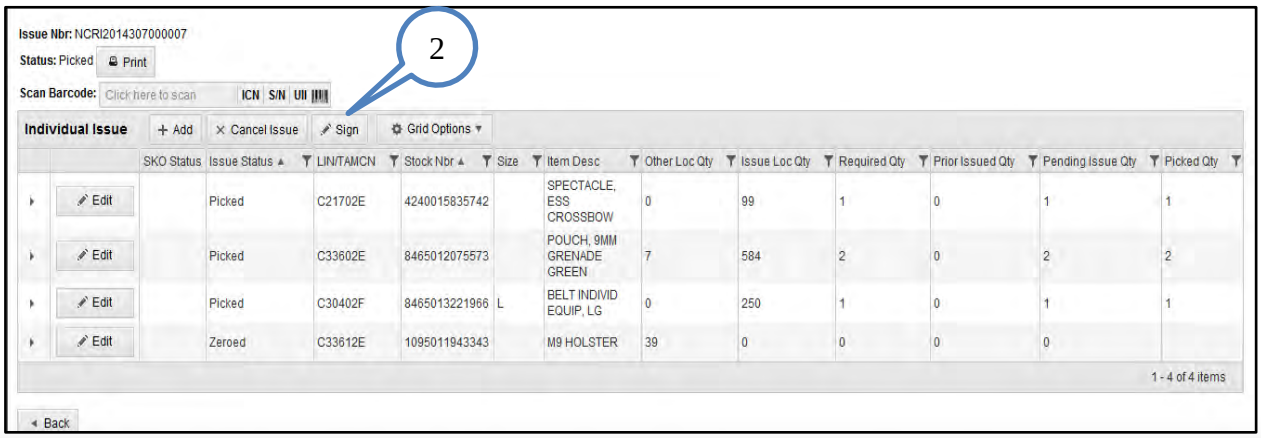
(1) If bar code was scanned, click Edit. If CAC was scanned, go to 2.

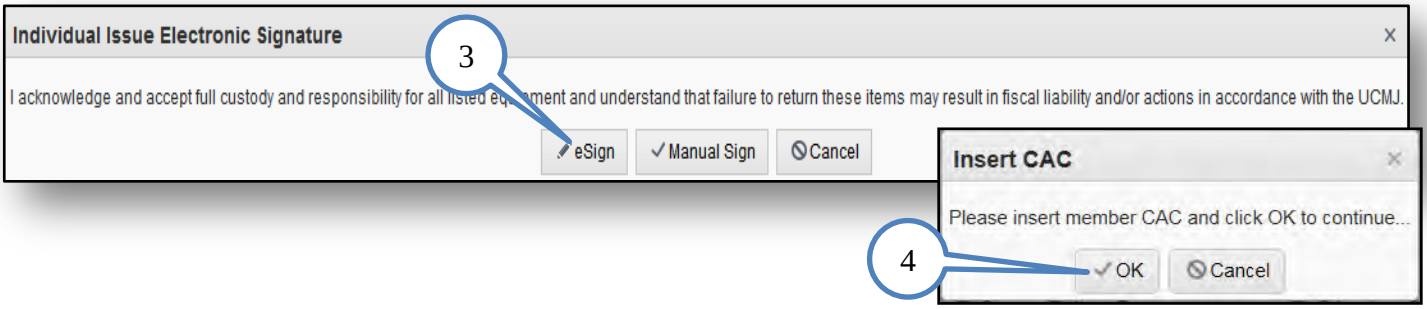
(2) Verify equipment and quantities match Member's **Pick List**, then click Sign.

(3) When **Individual Issue Electronic Signature** displays, click eSign.

(4) Ask Member to insert their CAC inside the reader, click ok OK.







Individual Issue Process

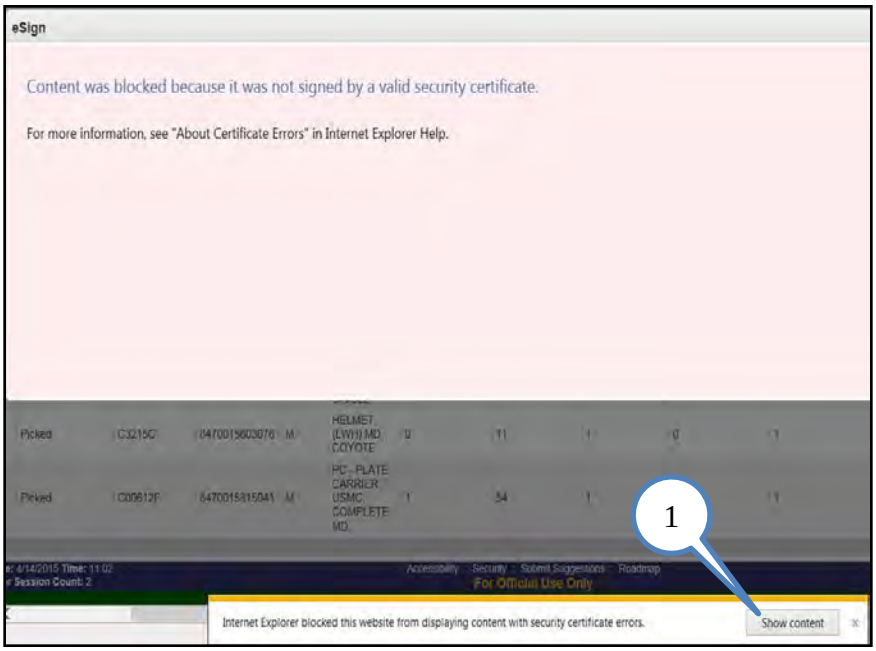
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

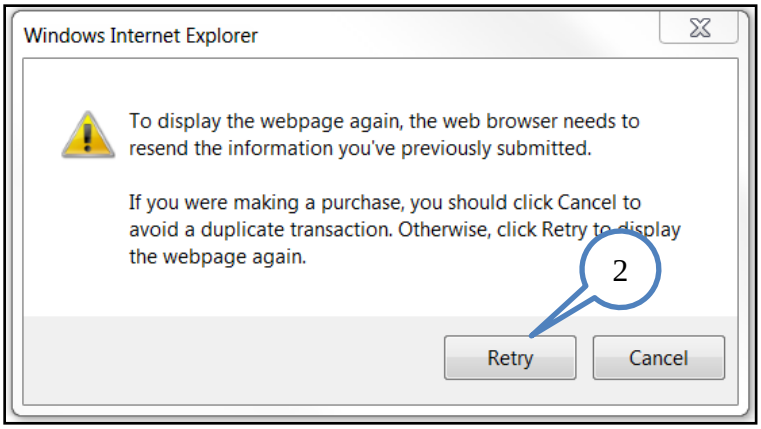
Reference Guide

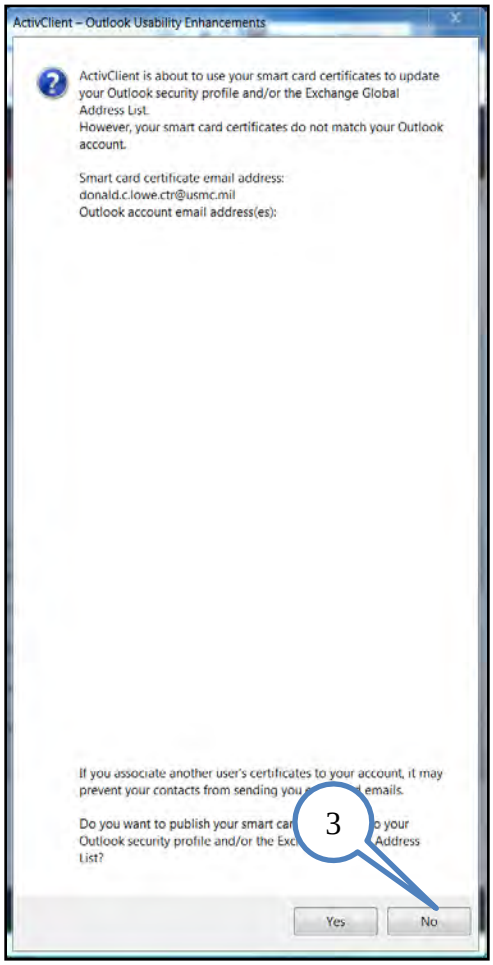
(1) If you receive an eSign message, click Show content.

(2) If Windows Internet Explorer displays, click Retry and redo the esign process again.

(3) If you receive an ActivClient – Outlook usability Enhancements, click No.







Individual Issue Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) The Windows Security displays, click Member's certificate labeled DOD Email.

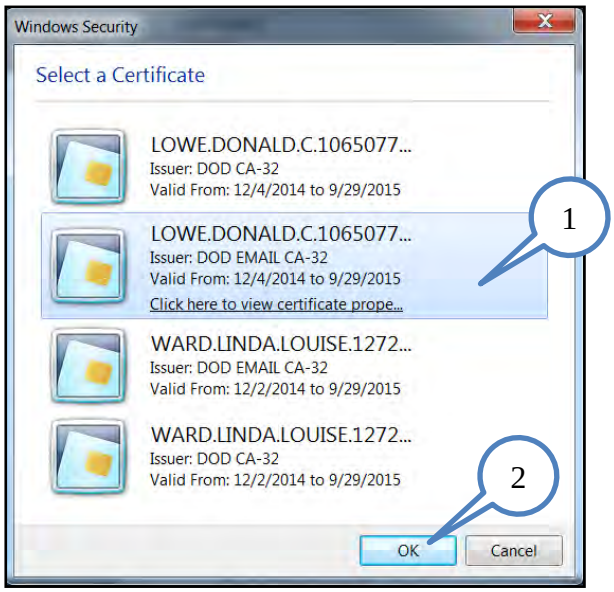
(2) Click OK

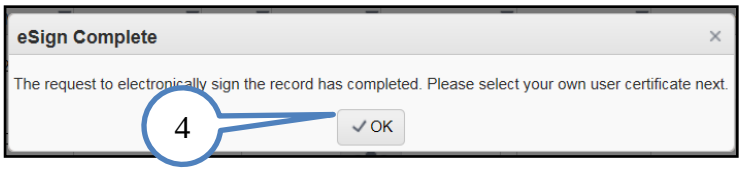
(3) Ask Member to enter his/her CAC pin for the electronic signature.

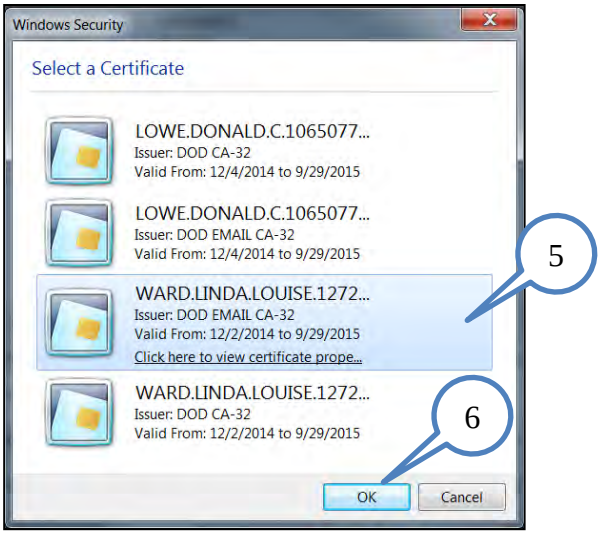
(4) The eSign Complete displays, click ✓OK .

(5) Windows Security displays again, Clerk will click on his/her certificate labeled DOD Email.

(6) Click OK







Individual Issue Process

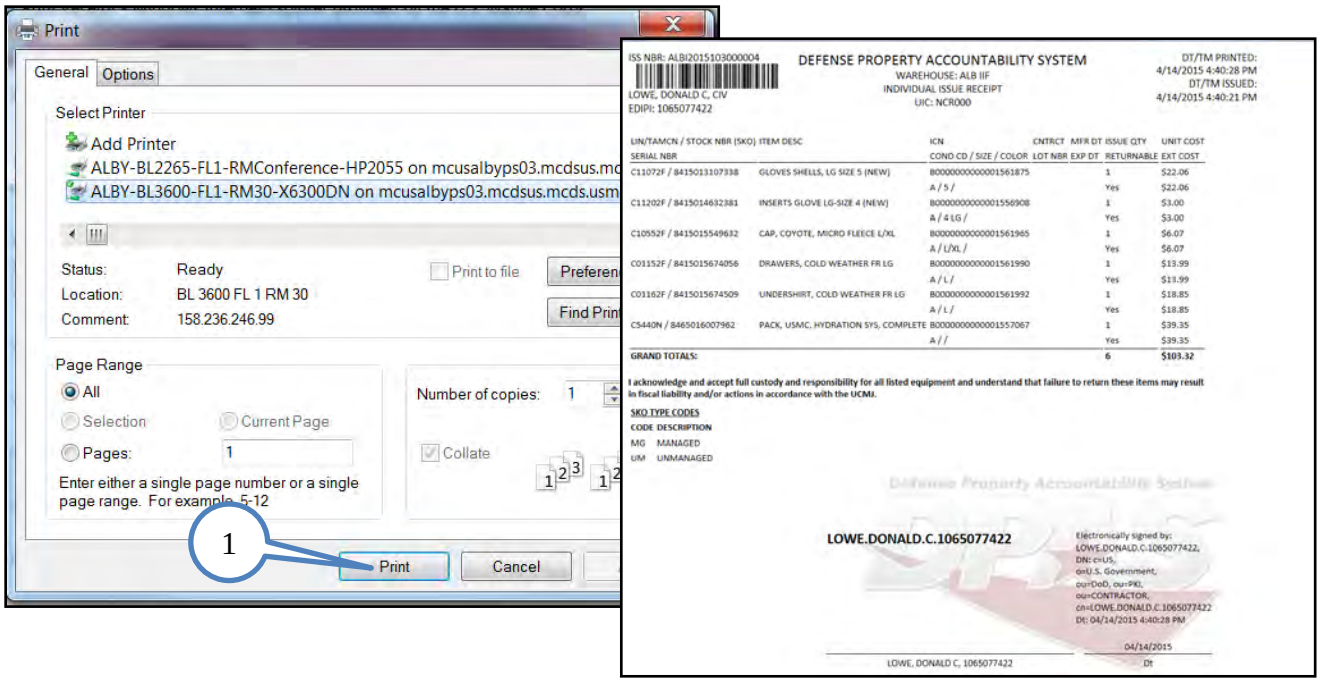
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

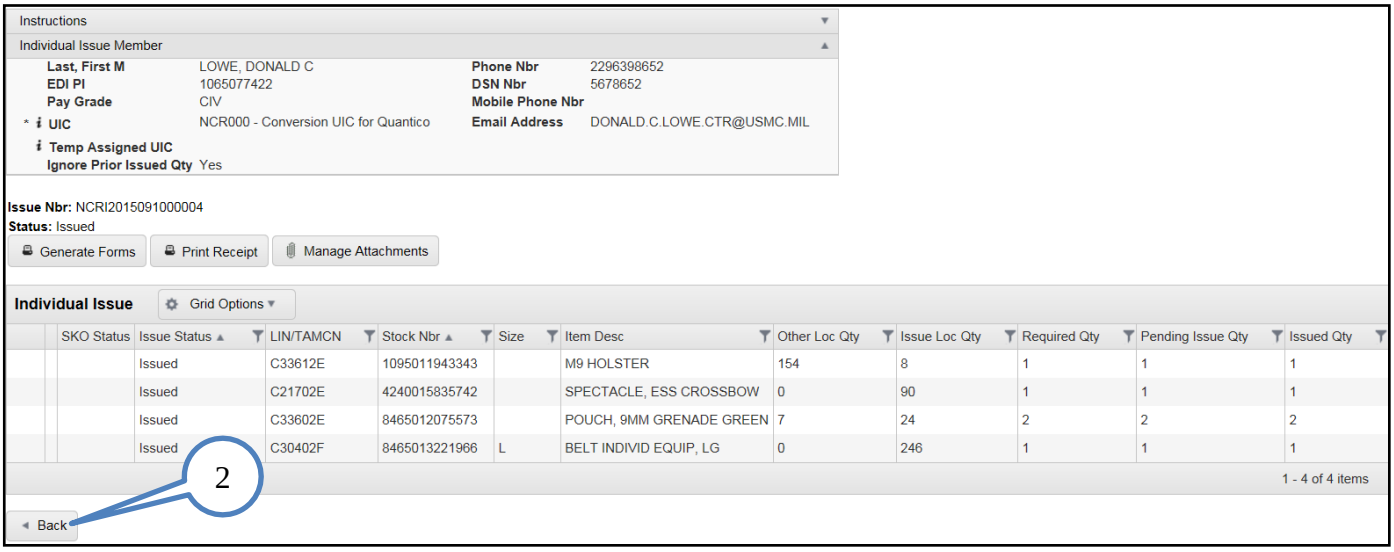
Reference Guide

(1) Print menu displays, click Print, give Individual Issue Receipt to member.

(2) Click Back to process to next customer receipt.

Advise Member they can view their issue record online at https://Member.dpas.dod.mil





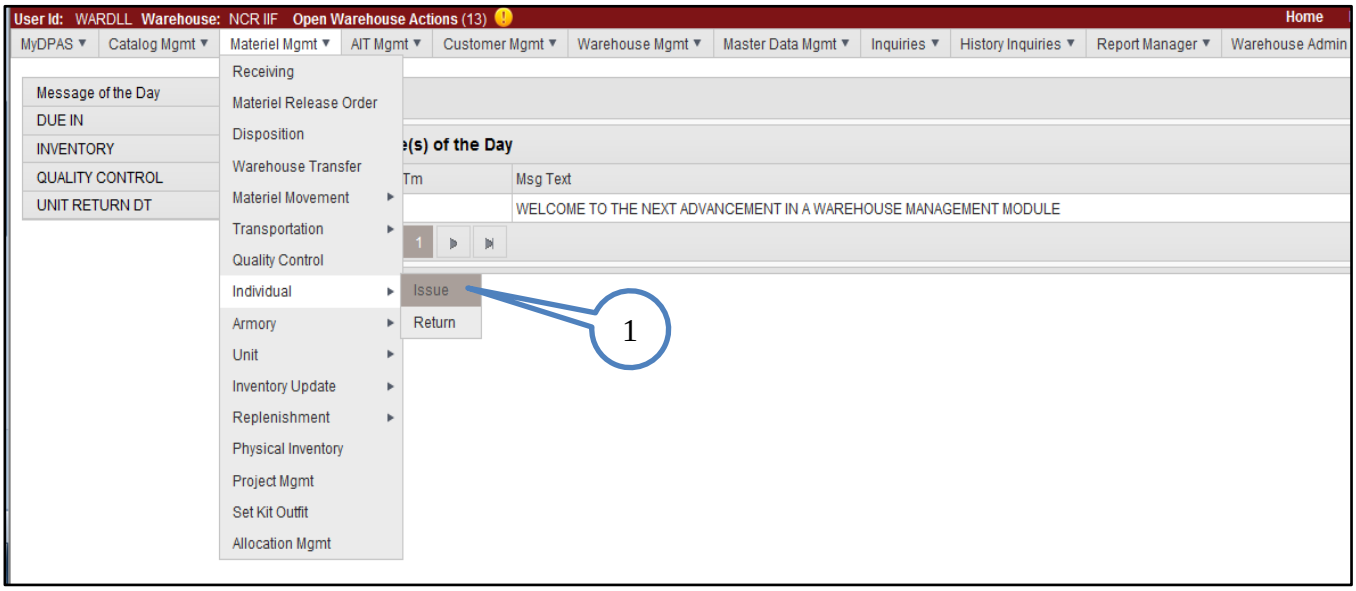
INDIVIDUAL ISSUE PROCESS (Member WITHOUT CAC)

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

Member arrives and presents orders or check-in sheet to clerk at the issue counter. Clerk will ask Member for a valid ID card, then the clerk will navigate to the **Materiel Mgmt** tab and scroll to **Individual.**

(1) Click on Issue.

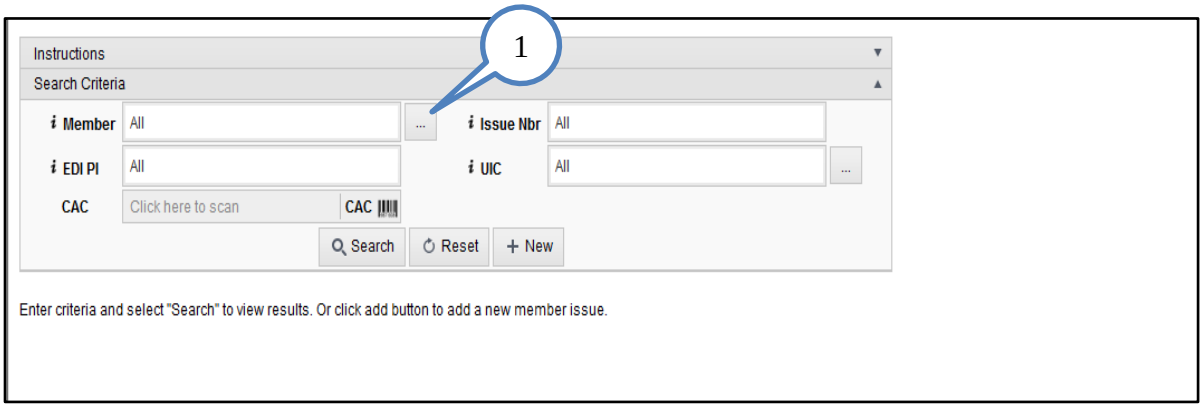


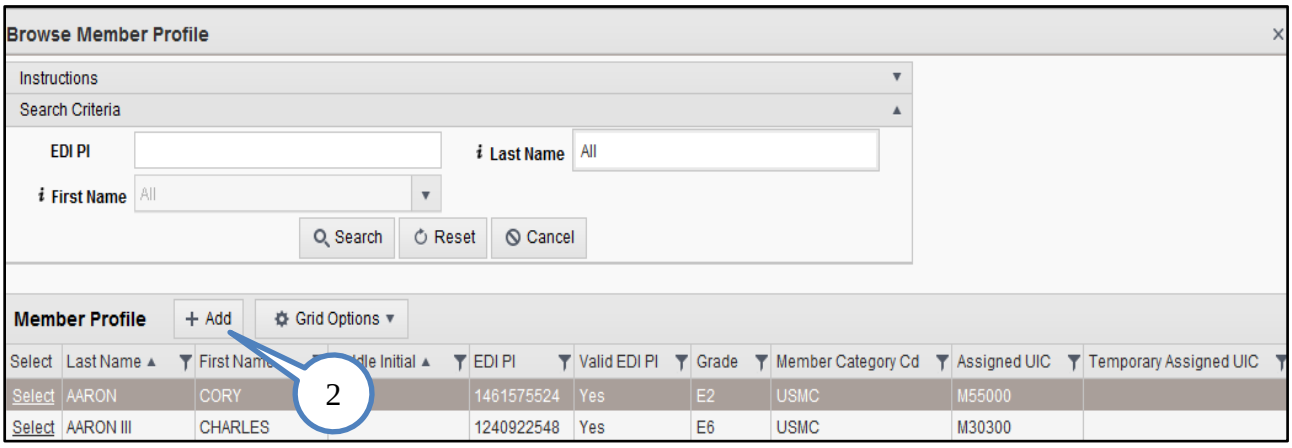
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Click on the ...

(2) **Browser Member Profile** page displays, click + Add .



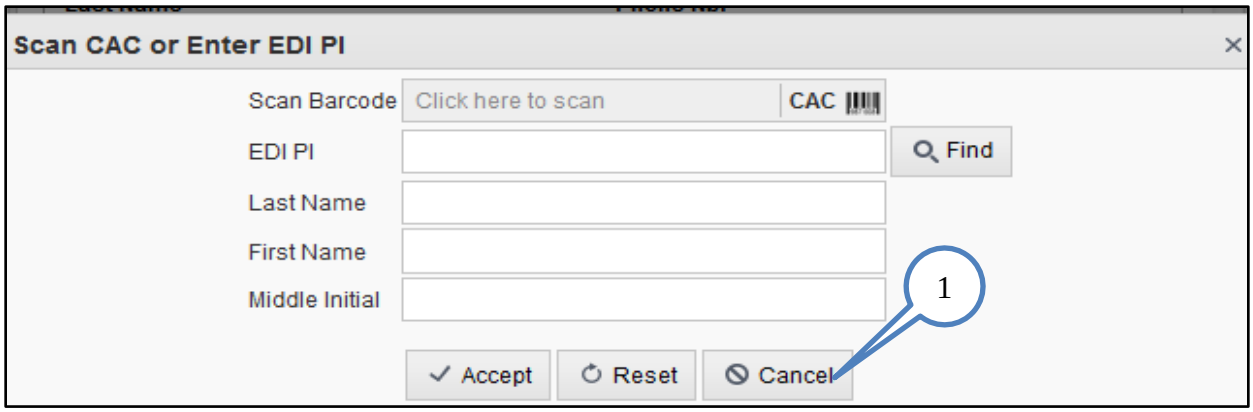


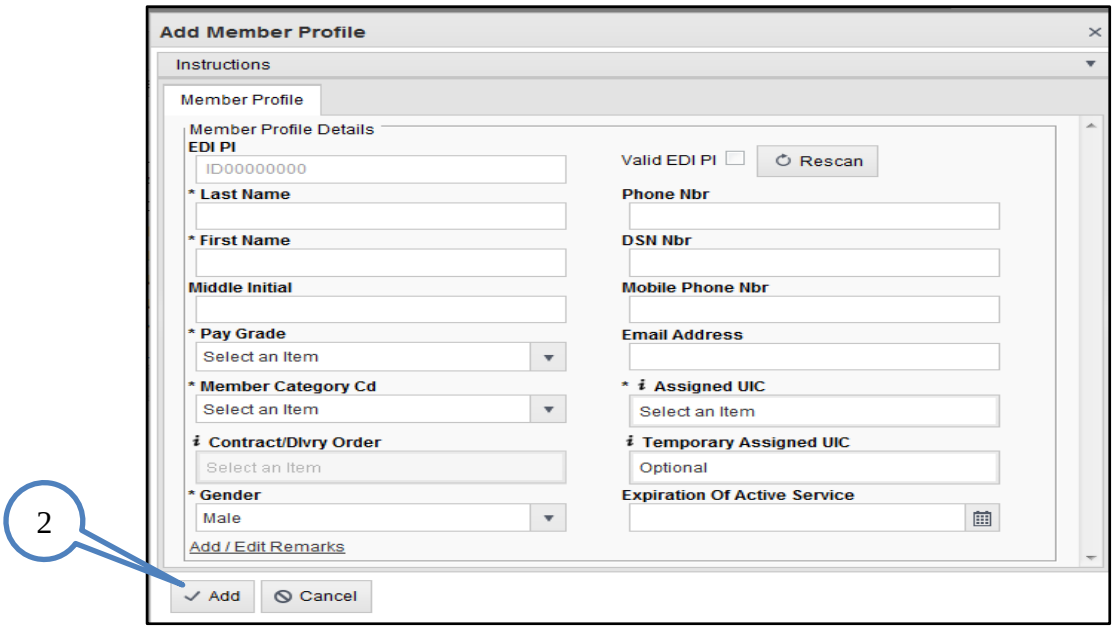
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Click Cancel

(2) Enter Member's information to create the profile, then click Add.



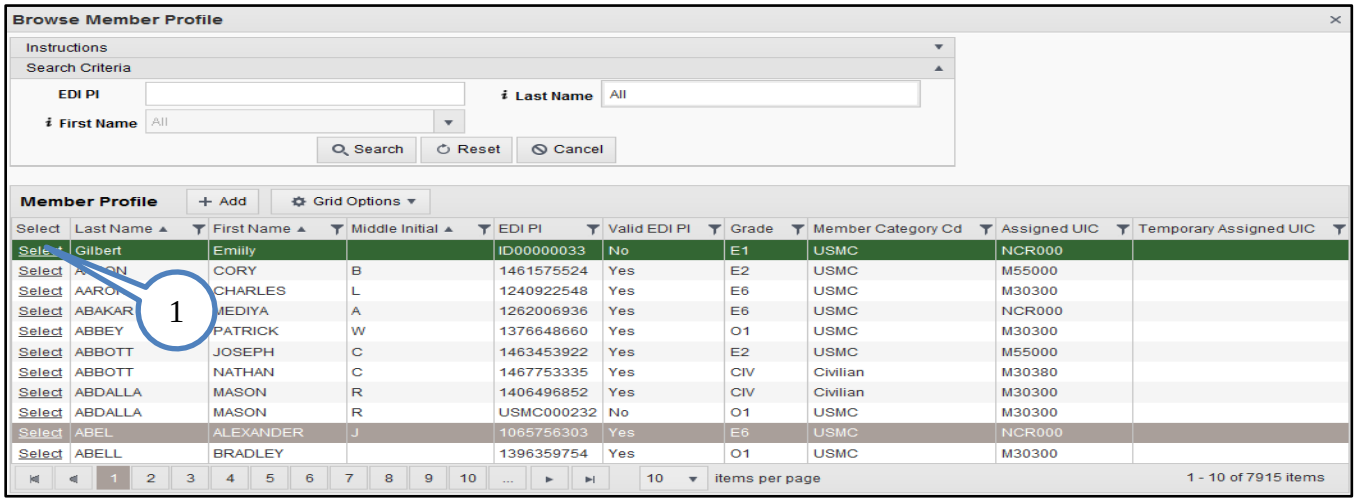


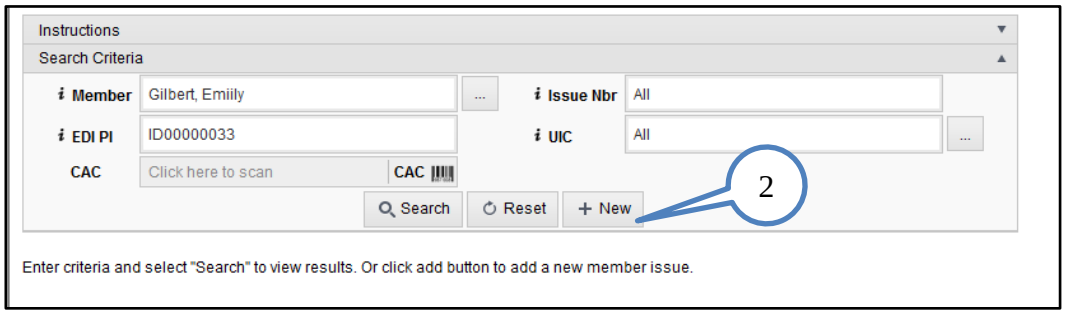
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Member name displays in green or grey on the **Member Profile** page. To select the Member, click **Select** .

(2) Member name displays in the **Search Criteria,** click + New .





Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

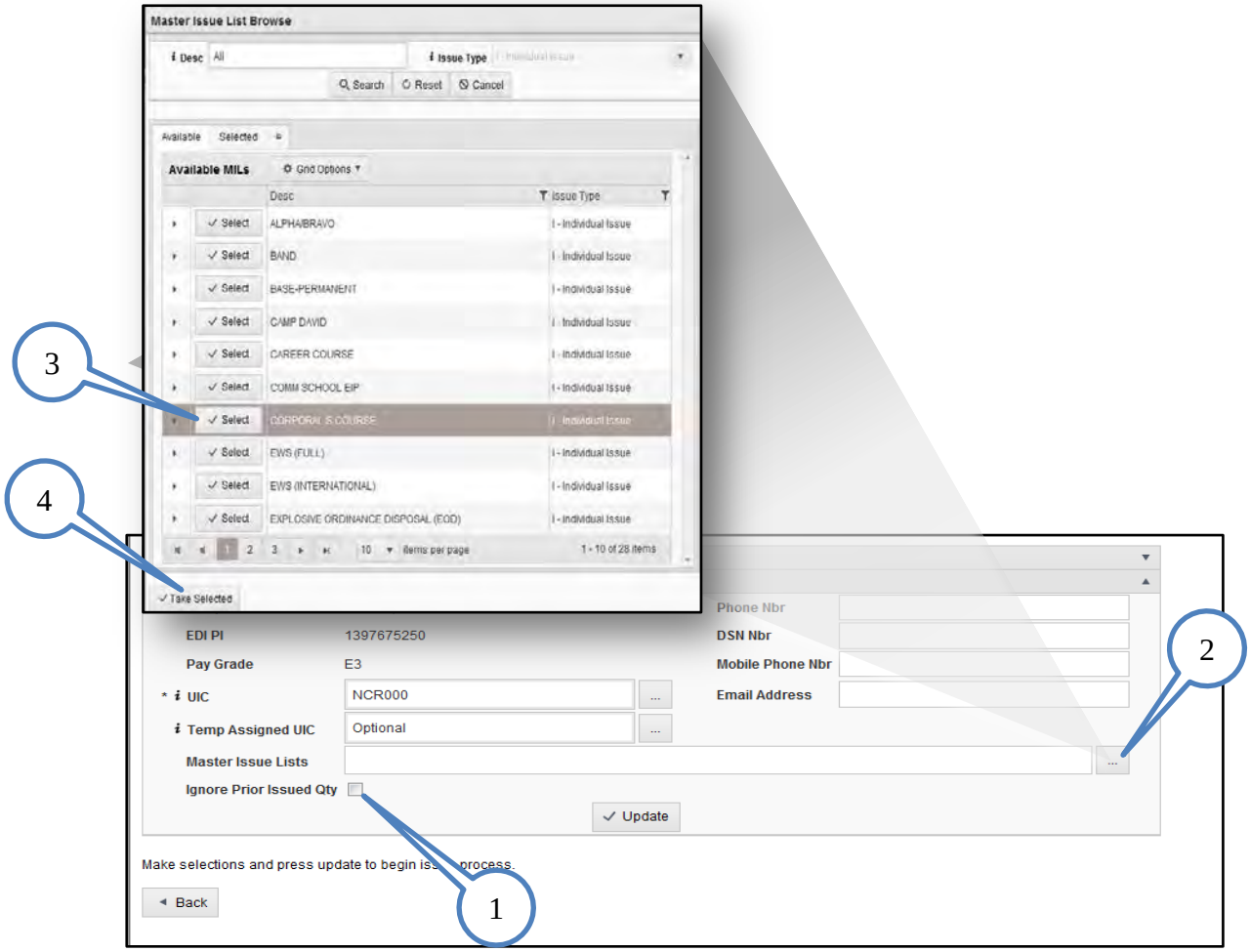
Reference Guide

(1) Check the **Ignore Prior Issue** ☐ only if Member is authorized equipment that was previously issued.

(2) Click on the [...] to display the **Master Issue List** listings.

(3) Click [✓ Select] on the appropriate **Master Issue List.**

(4) Click [✓ Take Selected] **.**



Individual Issue Process without CAC

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Enter Member sizes in the **Size Categories**; verify sizes with Member.

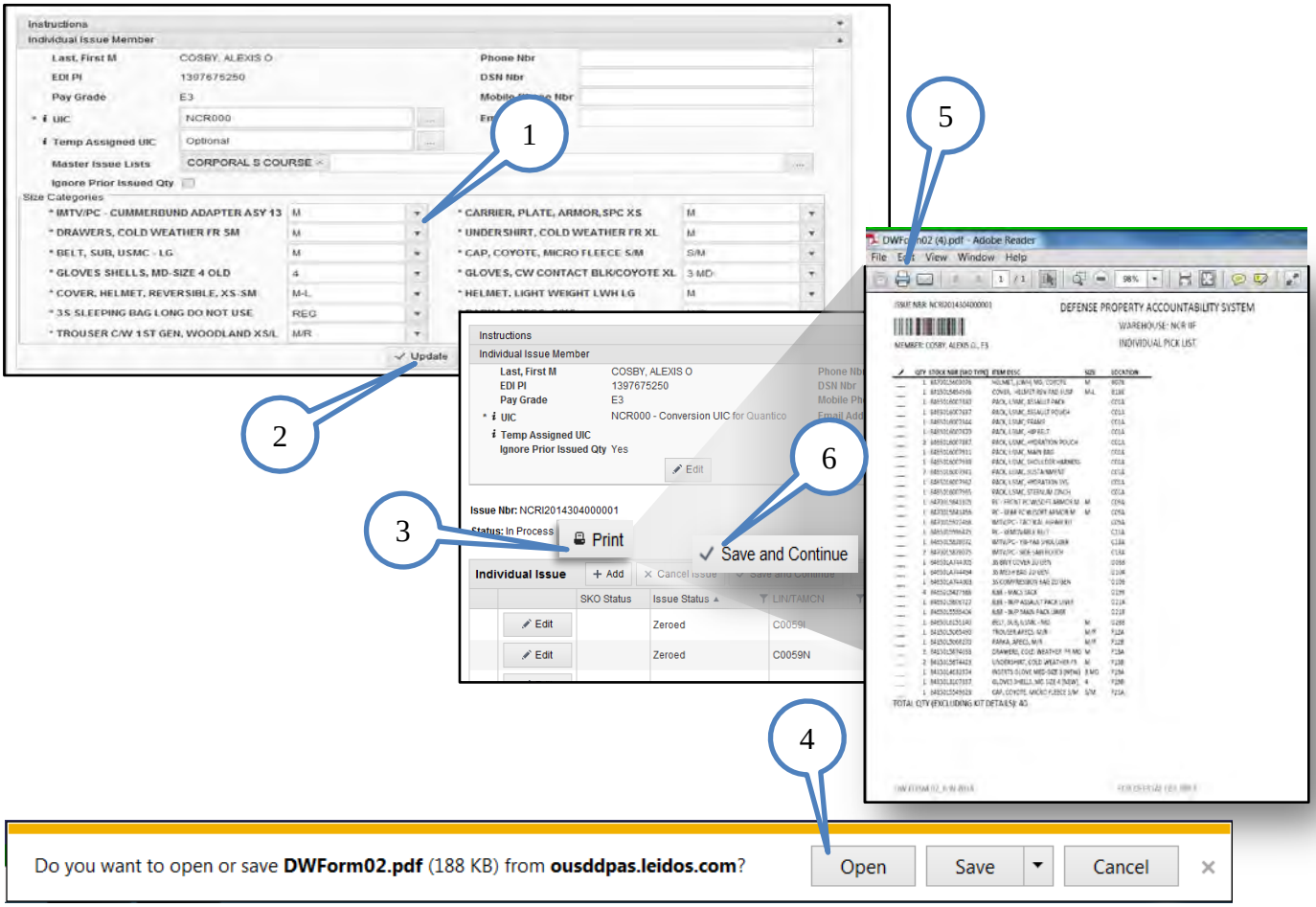
(2) Click ✓ Update

(3) On the **Individual Issue** grid, ensure all equipment can be issued. Click Print.

(4) Click Open

(5) Click to print the **DW Form 02 Pick List,** give it to the Member. Allow Member to pick equipment; if necessary, clerk provides guidance and assistance

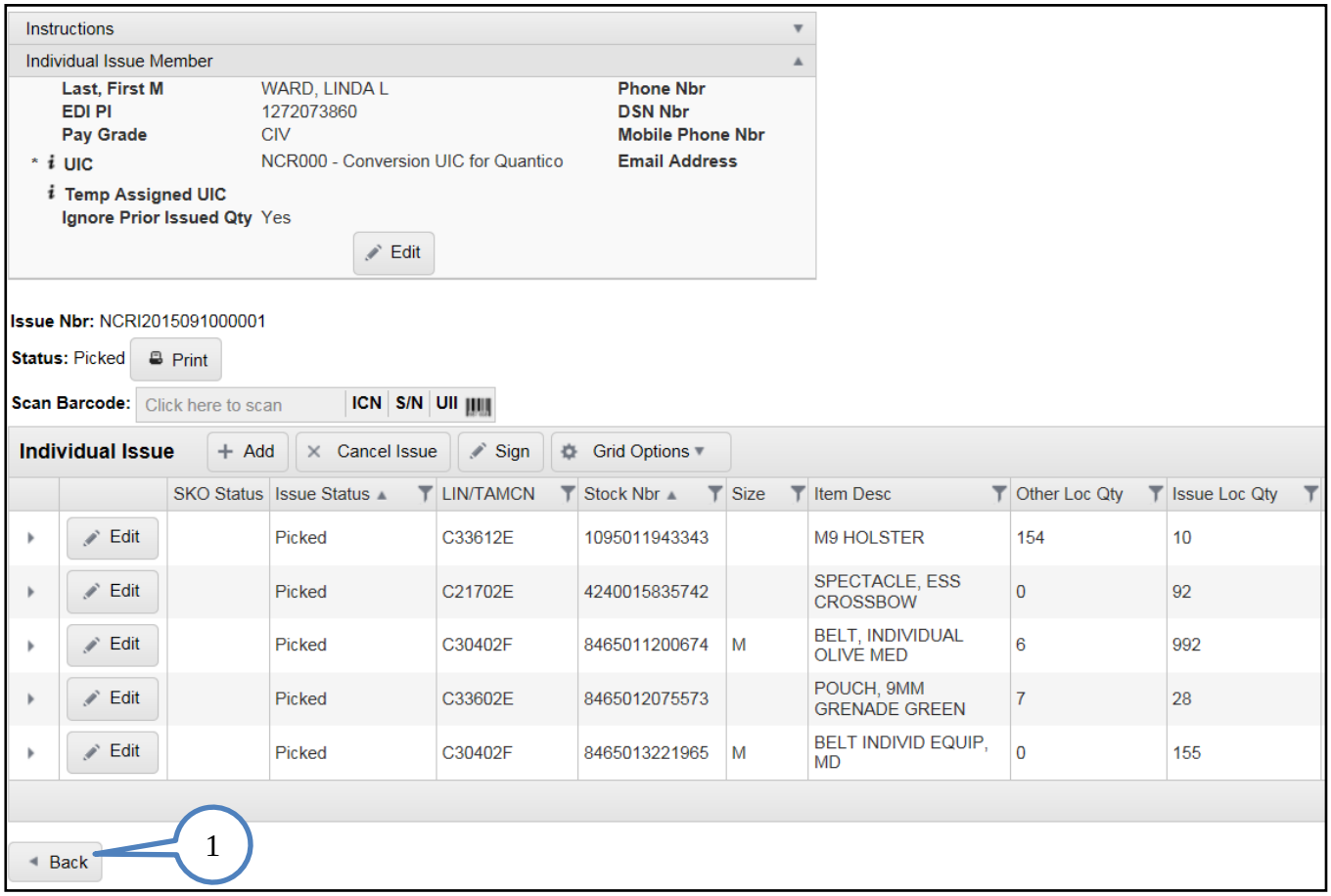
(6) Click ✓ Save and Continue to save the issue record while member is picking the equipment.



Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Then click Back to start a new issue with the next Member on line.



Individual Issue Process without CAC

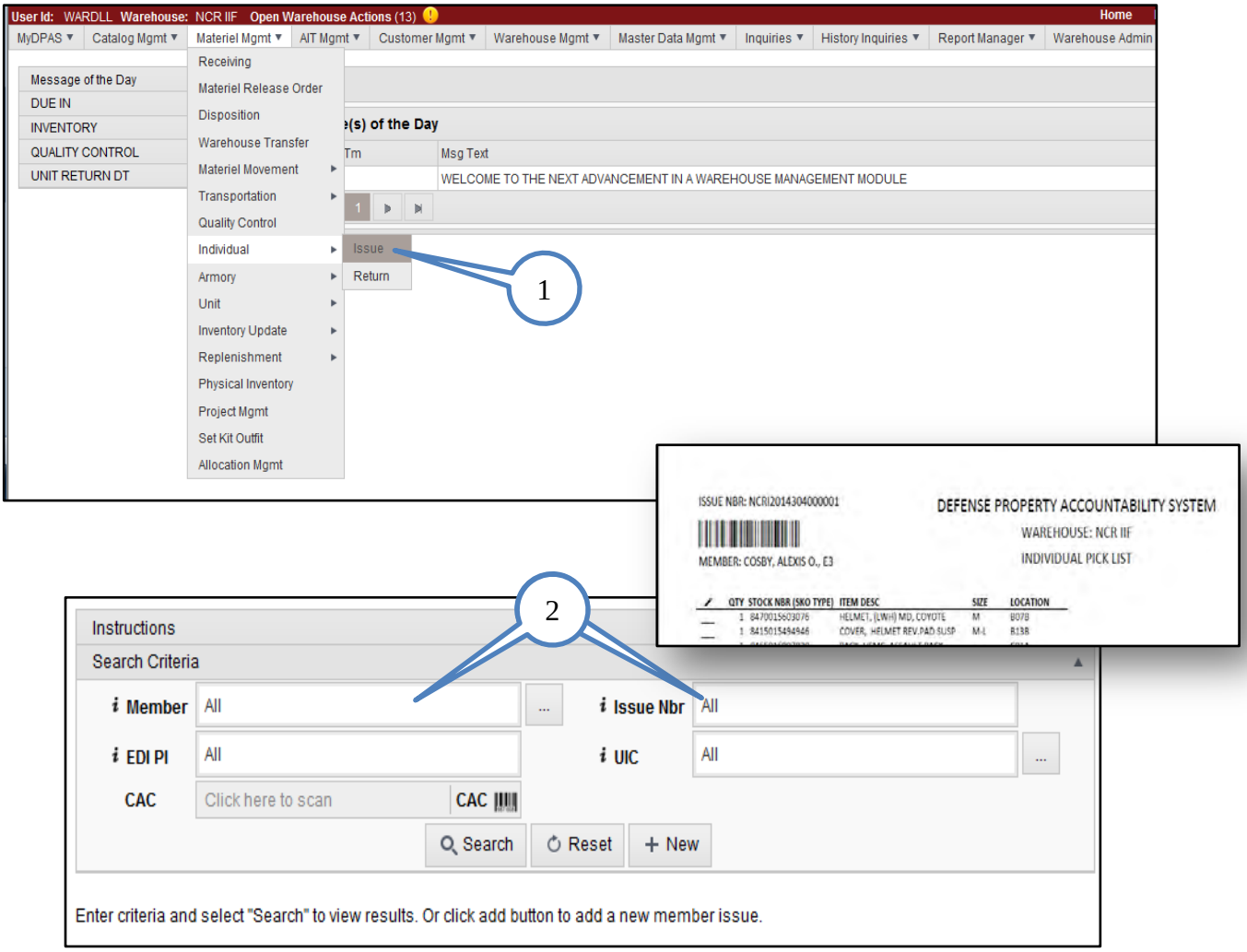
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

After Member picks the equipment and return to the counter, Member will lay equipment out for verification with clerk. The clerk will navigate to the Materiel Mgmt tab and scroll to individual then:

(1) Click on Issue

(2) Enter Member's name or scan the Bar Code on the Pick List in the Issue Nbr field to find Member's record.

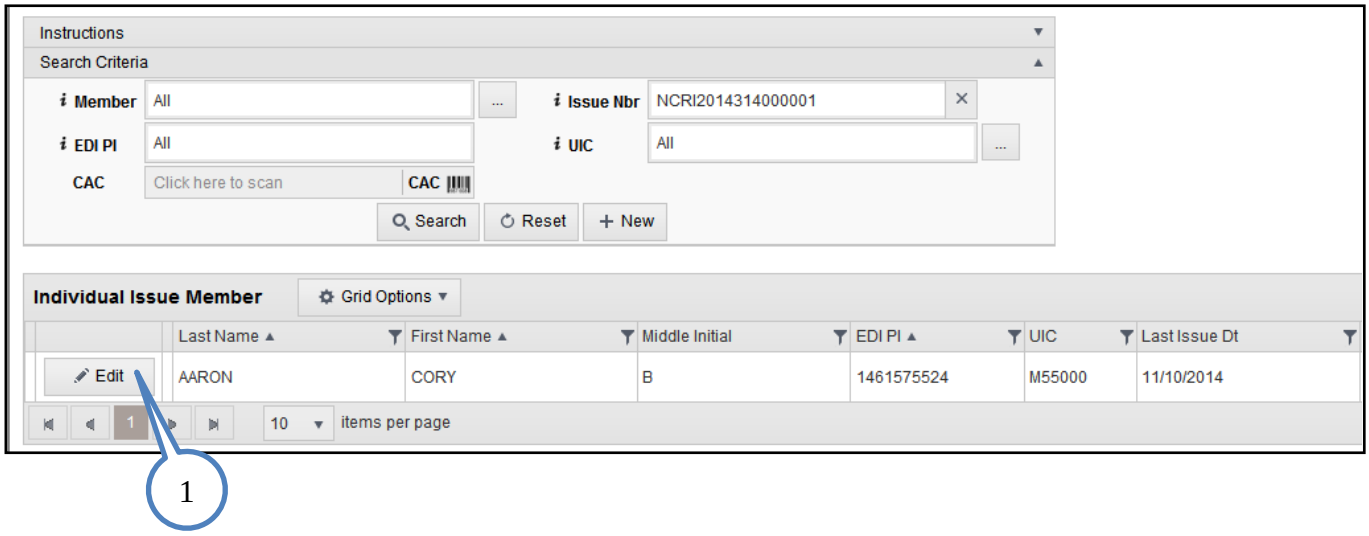


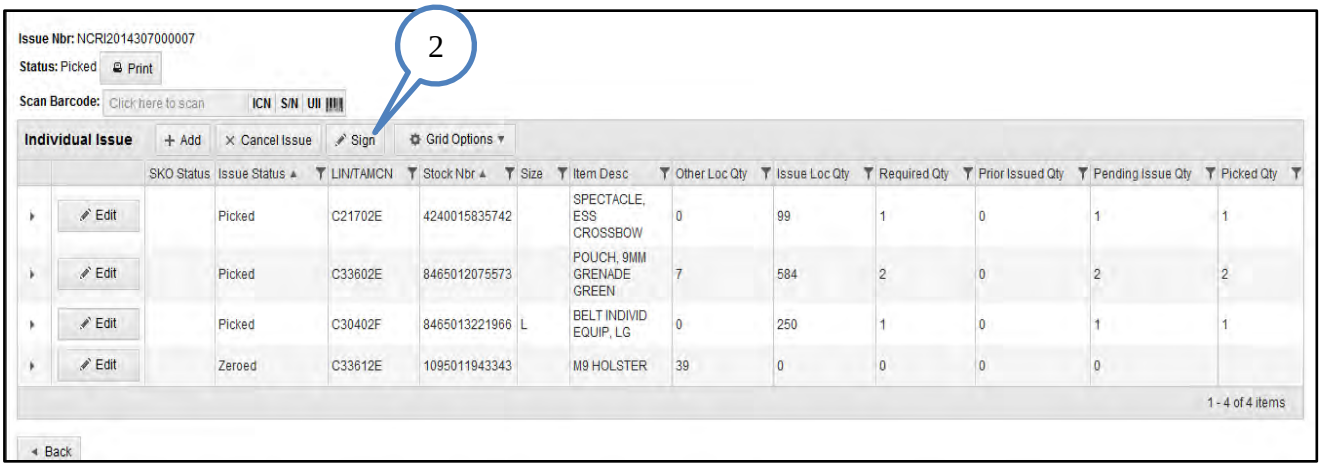
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) When Member record displays, click Edit.

(2) Verify equipment and quantities match Member's **Pick List**, then click Sign.



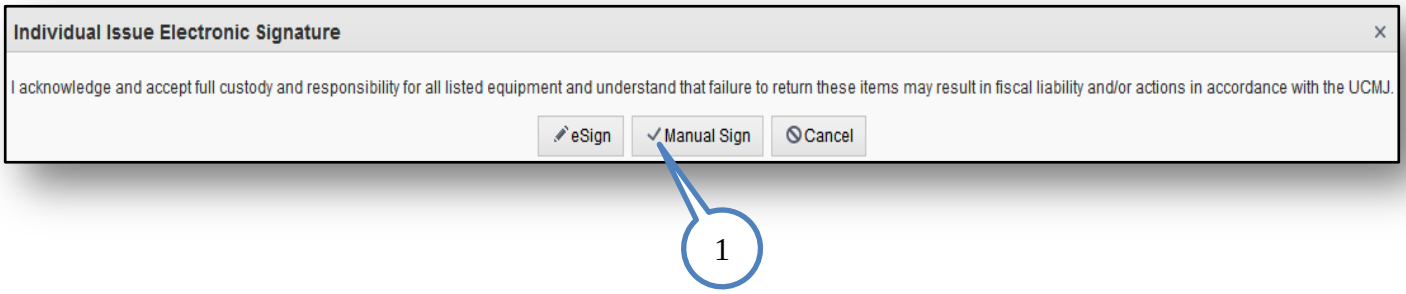


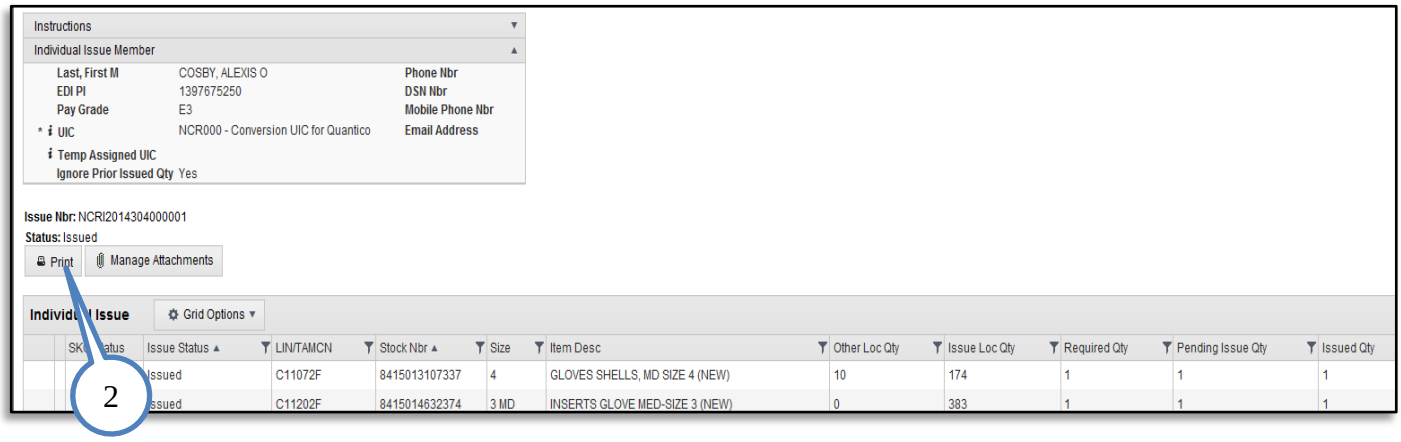
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) When **Individual Issue Electronic Signature** displays, click ✓ Manual Sign for Member to sign a hard copy receipt.

(2) Click Print





Individual Issue Process without CAC

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

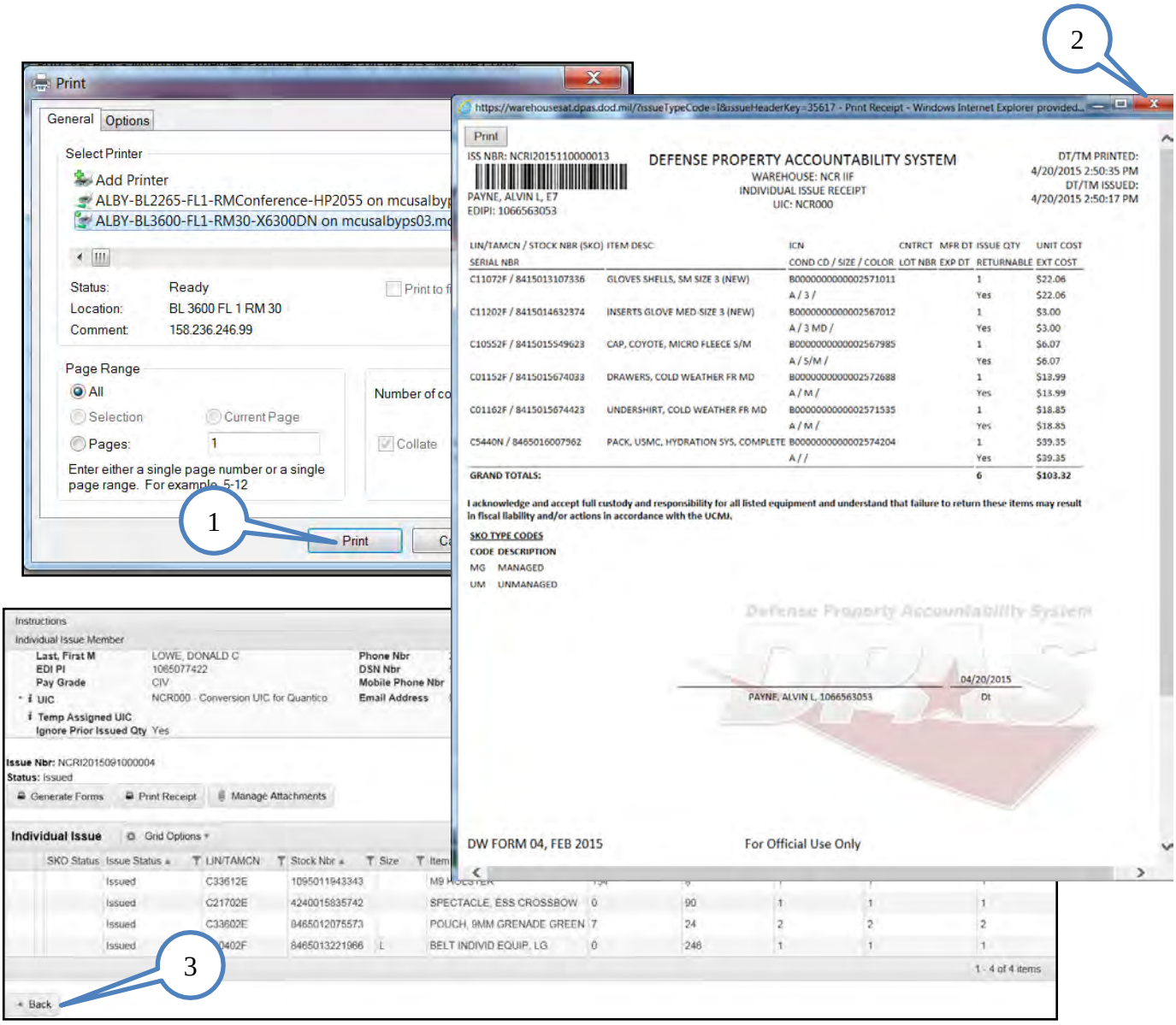
Reference Guide

(1) Print menu displays, click Print, give Individual Issue Receipt DW Form 04 to member.

(2) Click X

(3) Click Back to process to next customer receipt.

Advise Member they can view their issue record online at https://Member.dpas.dod.mil



INDIVIDUAL RETURN PROCESS (WITH CAC)

Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

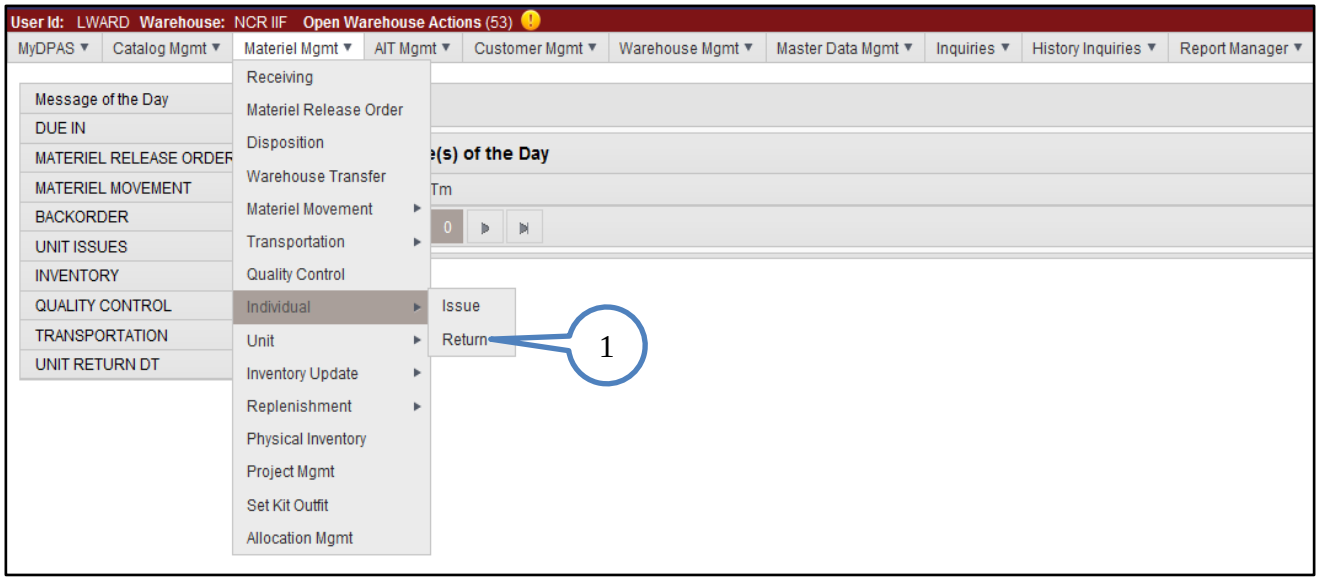
Purpose

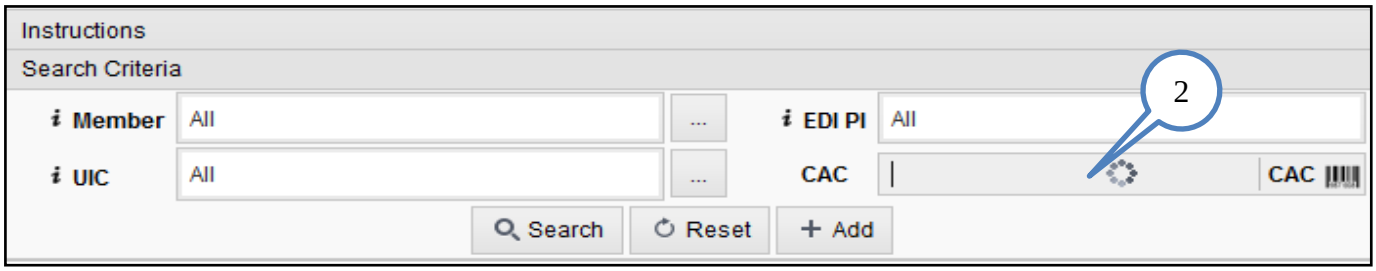
DPAS Individual Return process provides a way for service Members, civilians, and contractors to return equipment to the warehouse to close out an issue record. Each returnable item must be returned to a warehouse.

Member arrives at counter, presents equipment and CAC to clerk. The clerk will navigate to the Materiel Mgmt tab, scroll to Individual, then:

(1) Click on Return. The Search Criteria page displays.

(2) Scan Member's CAC.





Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) At the Individual Return Member page, click ✓ Update to view Member's record.

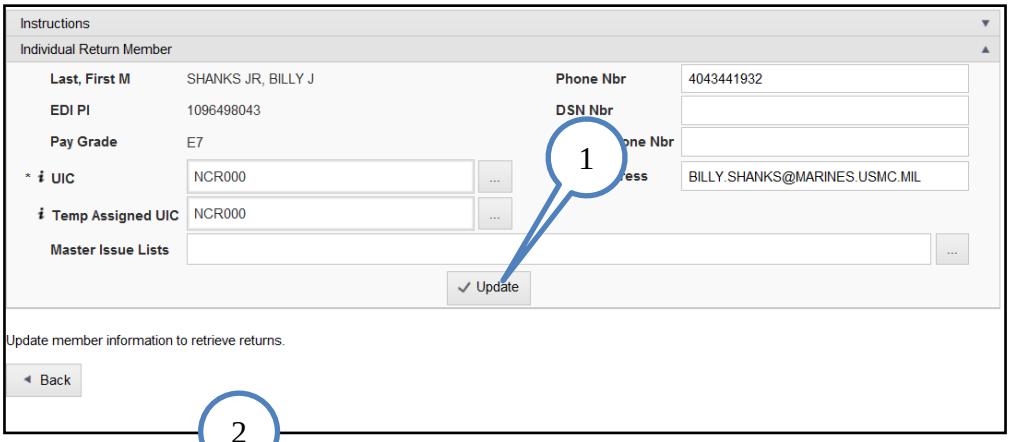
(2) Inspect and verify equipment with Member against his/her record. Click Sign to return all the equipment.

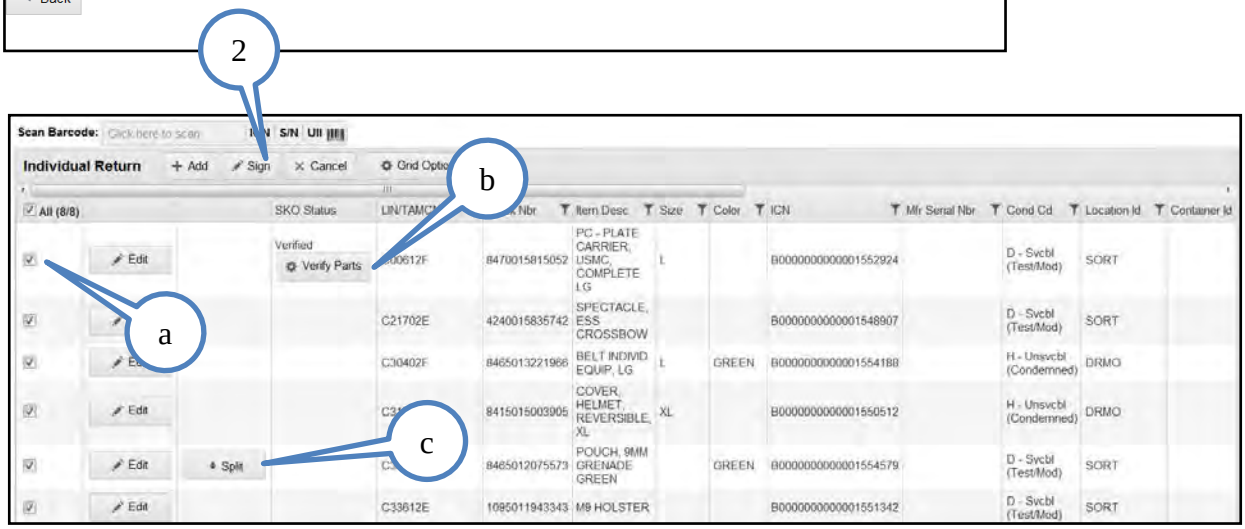
Notes:

(a) If Member isn't returning all due to damaged, missing, or lost equipment; deselect the equipment not being return and ask Member for their Missing/Damaged Gear Statement. Attach statement to the Member's record.

(b) To verify parts, click Verify Parts to receipt for the parts assigned to a SKO

(c) Click Split if not returning the full issued stock quantity.





Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

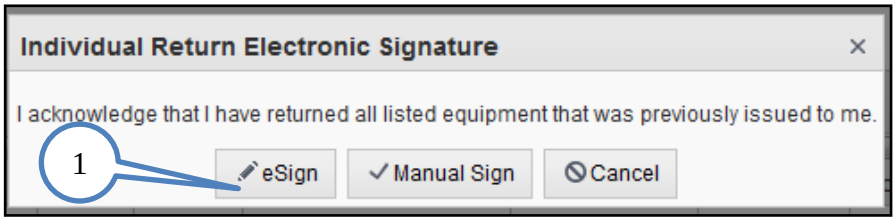
Reference Guide

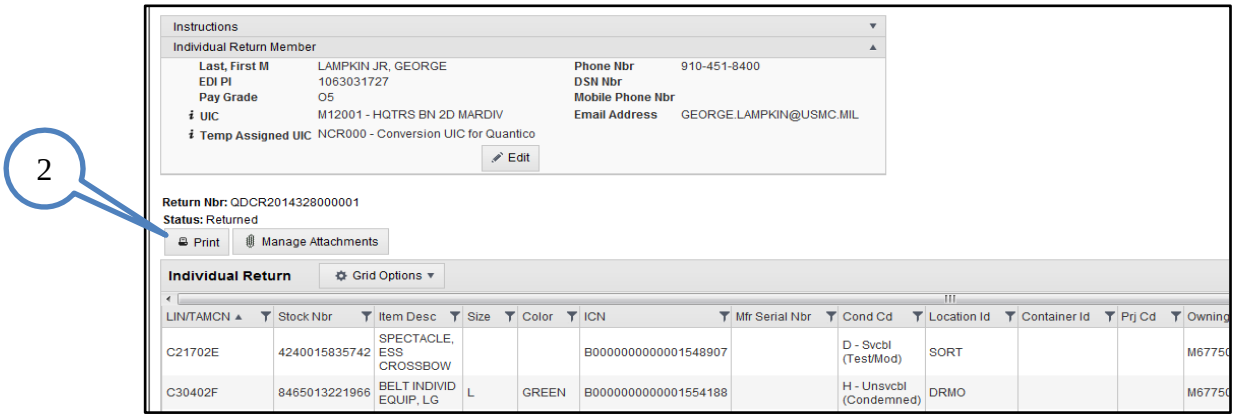
(1) Click eSign. Ask Member to insert their CAC inside the reader.

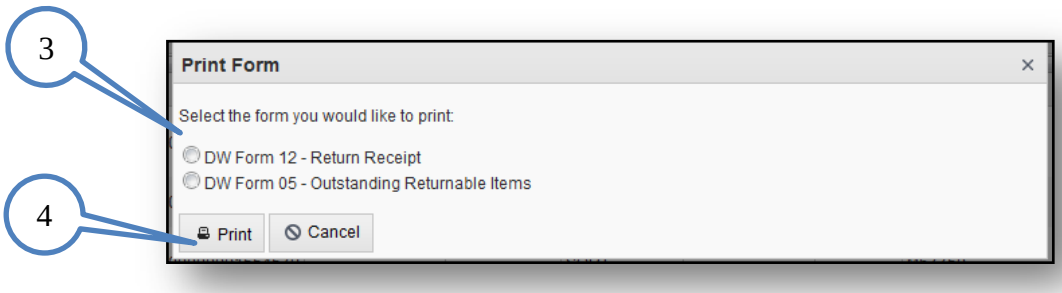
(2) Click Print. Print Form displays.

(3) Select the **DW Form 12-Return Receipt** at Member's request. If Member did not return all the equipment, select the **DW Form 05-Outstanding Returnable Items** receipt.

(4) Click Print







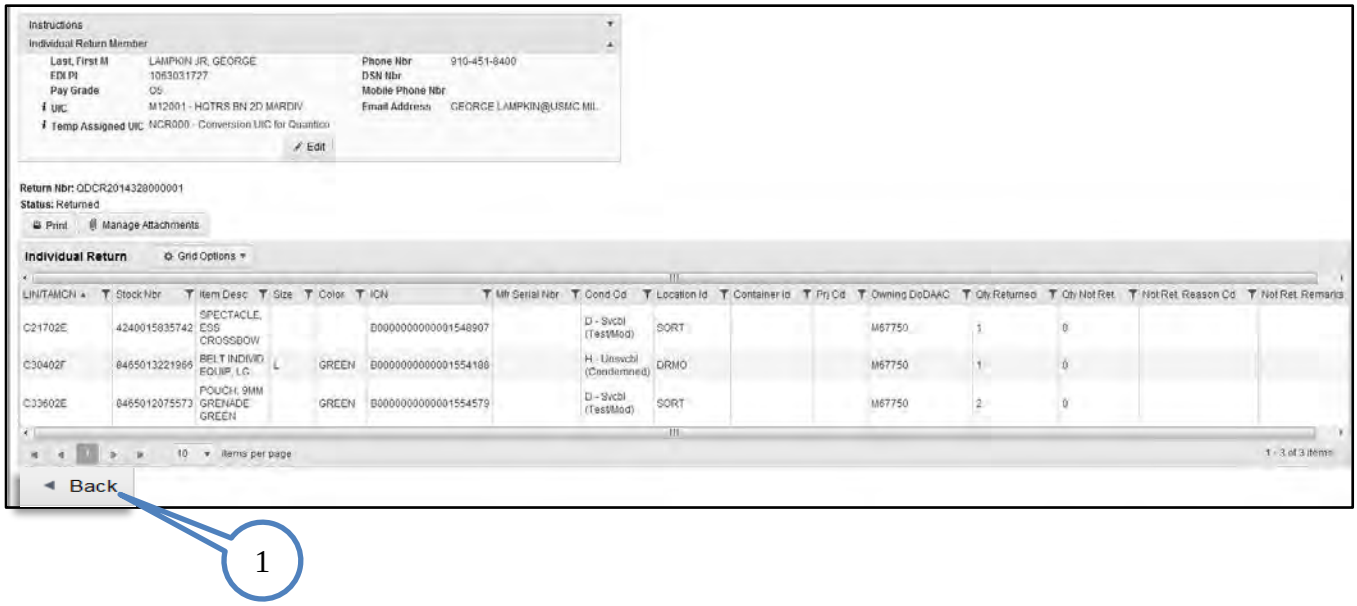
Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Have Member to sign the receipt and make a copy for the Member. Always keep the original signed receipt. Click Back to start a new return.

Advise Member he/she can view their issue record online at https://Member.dpas.dod.mil



INDIVIDUAL RETURN PROCESS (Member WITHOUT CAC)

Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

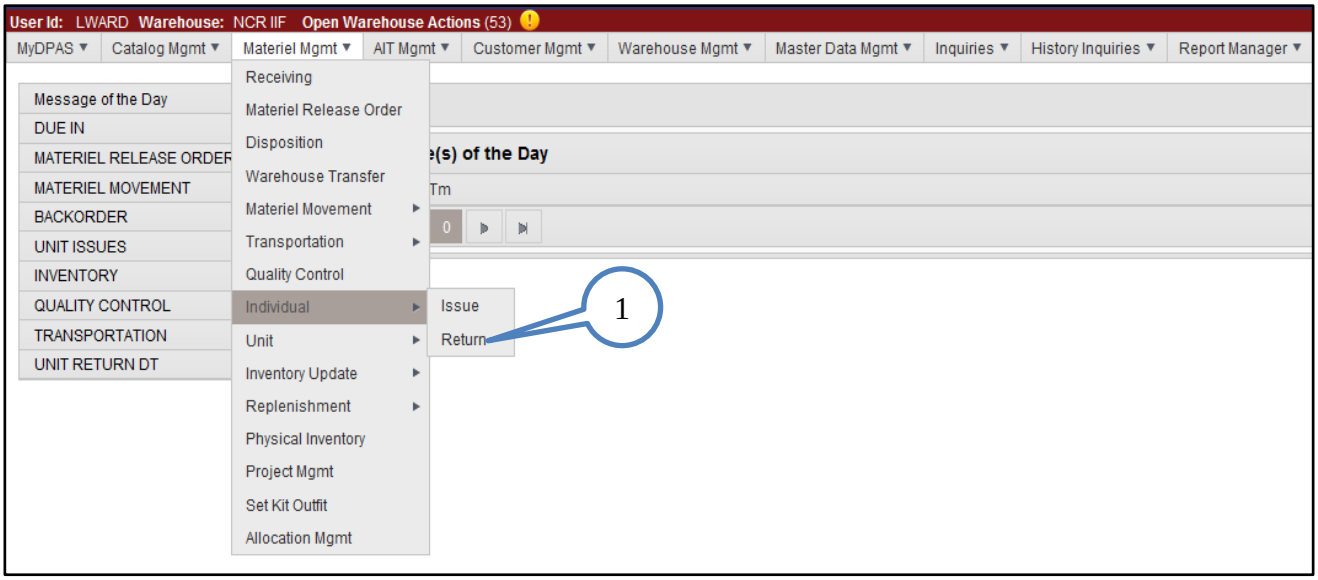
Reference Guide

Purpose

DPAS Individual Return process provides a way for service Members, civilians, and contractors to return equipment to the warehouse to close out an issue record. Each returnable item must be returned to a warehouse.

Member arrives at counter, presents equipment to Clerk. Ask Member for a valid ID. Navigate to Materiel Mgmt tab, scroll to Individual, then:

(1) Click on Return .



Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

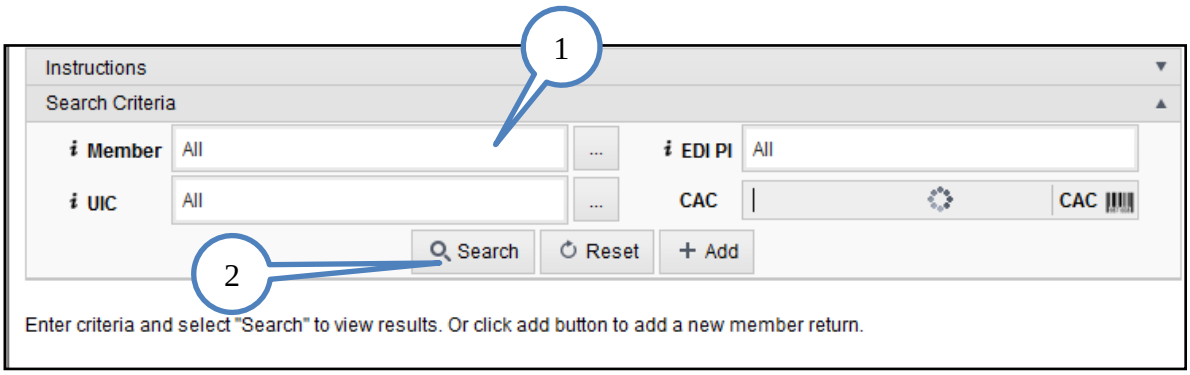
Reference Guide

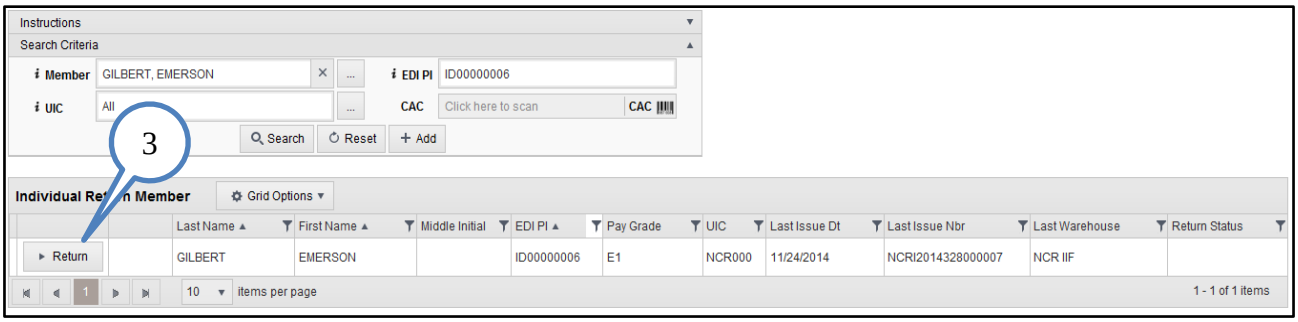
(1) Enter Non-CAC Member's name.

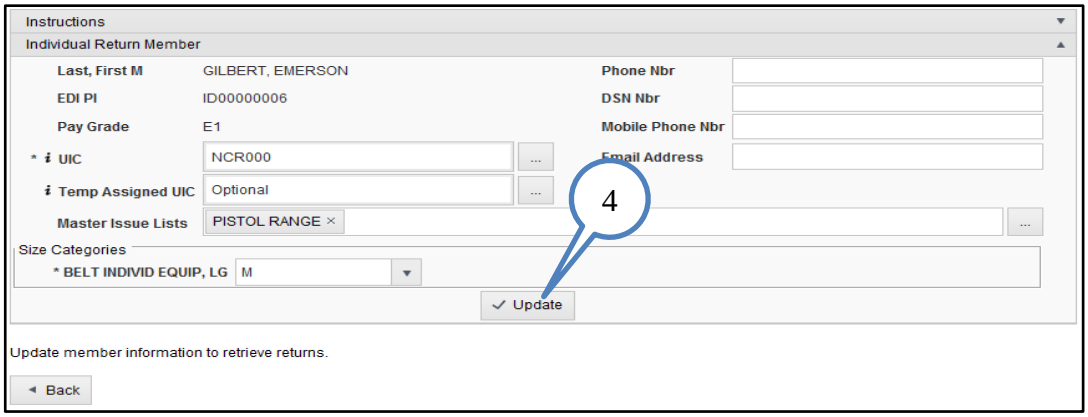
(2) Click Search, the Individual Return Member page displays Member's record.

(3) Click Return, to retrieve Member's record.

(4) Click Update, the Master Issue List will auto populate.







Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Inspect and verify equipment with Member against his/her record. Click Sign to return all the equipment.

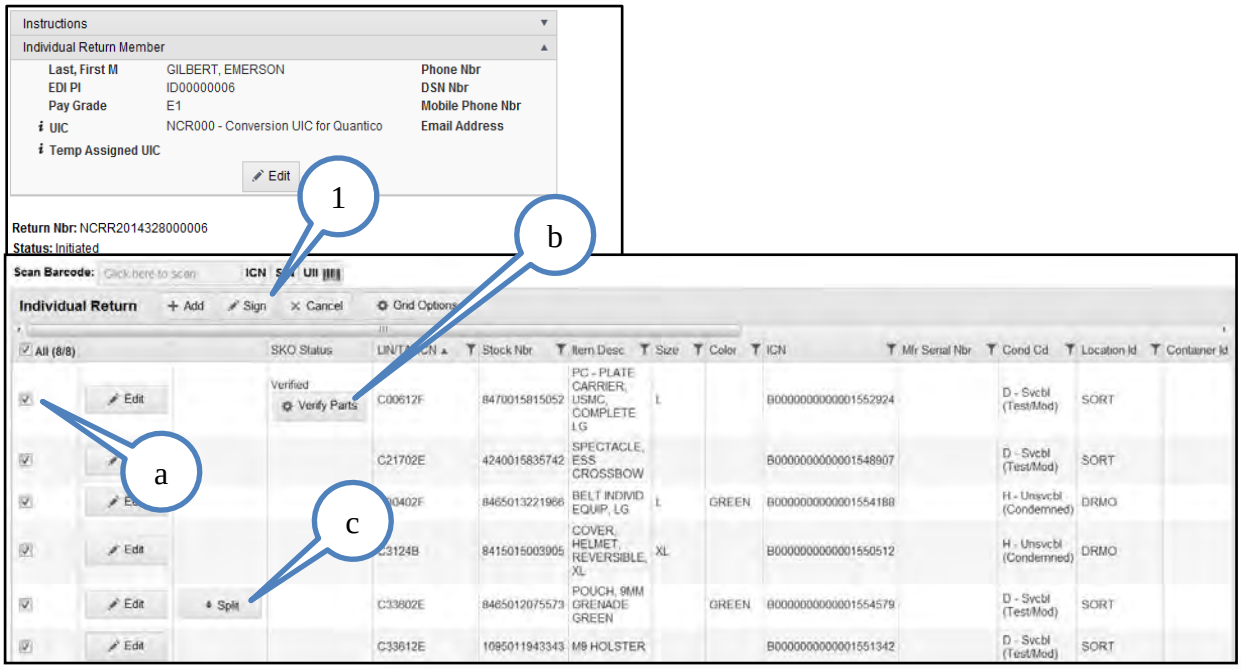
Notes:

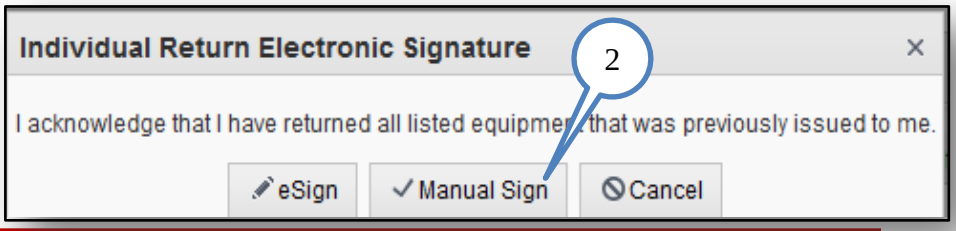
(a) If Member isn't returning all due to damaged, missing, or lost equipment; deselect the equipment not being return and ask Member for their Missing/Damaged Gear Statement. Attach statement to the Member's record.

(b) To verify parts, click Verify Parts to receipt for the parts assigned to a SKO

(c) Click Split if not returning the full issued stock quantity.

(2) The Individual Return Electronic Signature page displays, click the Manual Sign .





Individual Return Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

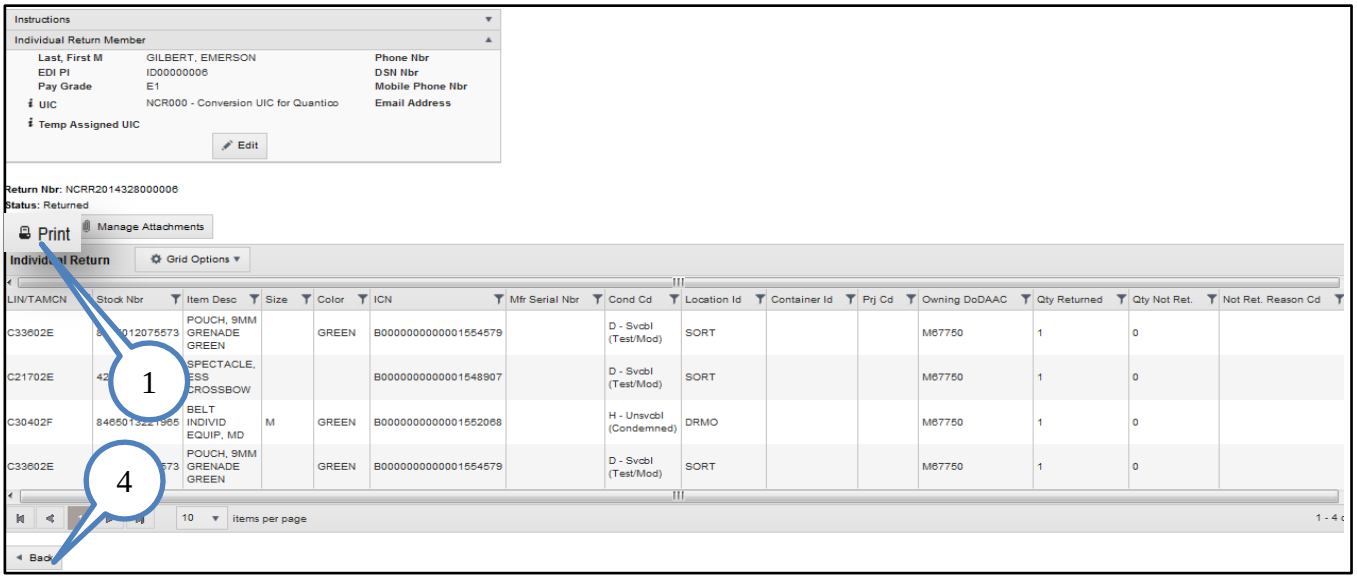
(1) Click Print. The Print Form displays.

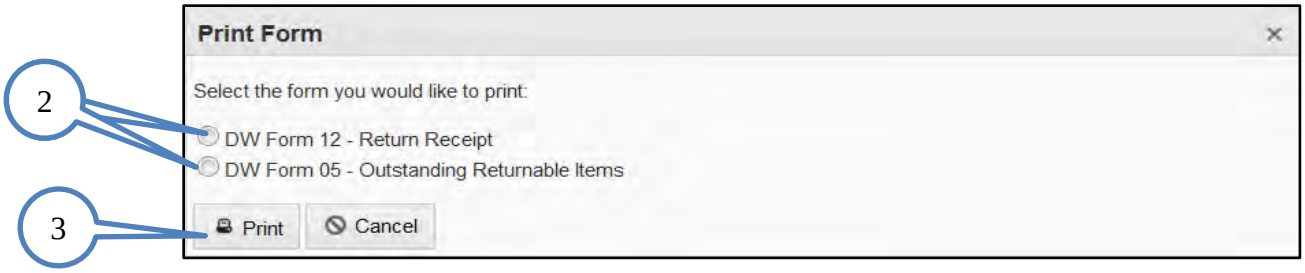
(2) Select the **DW Form 12-Return Receipt** at Member's request. If Member did not return all the equipment, select the **DW Form 05-Outstanding Returnable Items** receipt

(3) Click Print, have Member to sign the receipt and make a copy for the Member. Always keep the original signed receipt.

(4) Click Back to start a new return.

Advise Member he/she can view their issue record online at https://Member.dpas.dod.mil





ATTACHMENT PROCESS

Attachment Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

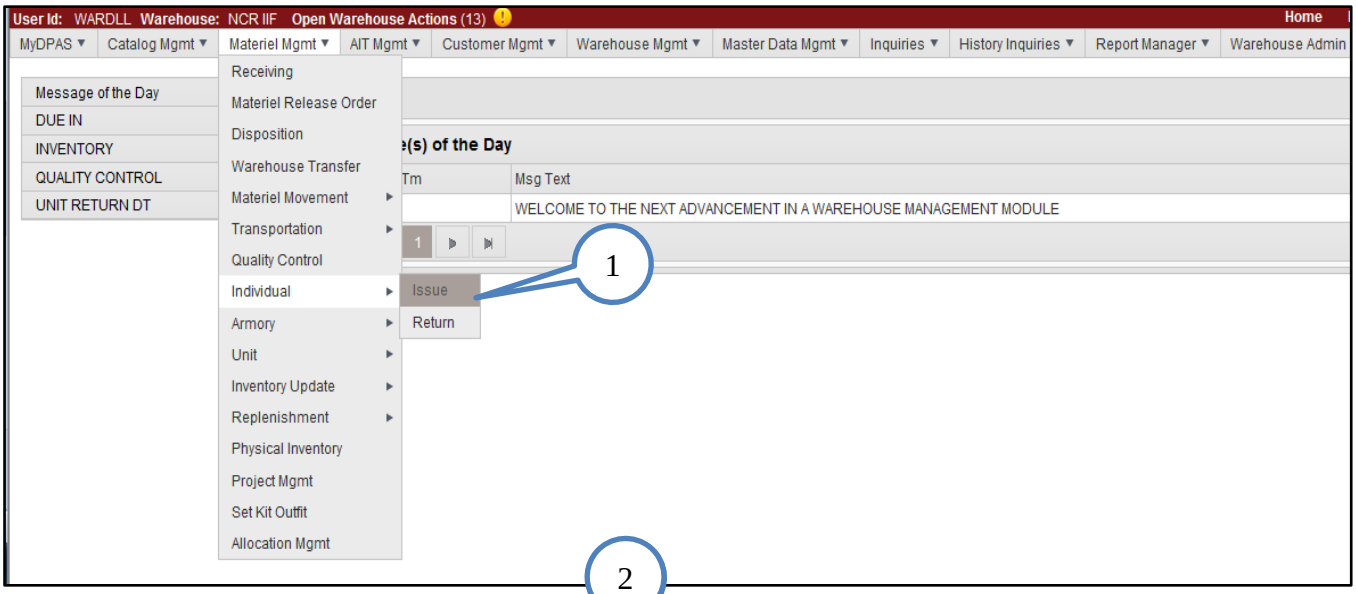
Clerk will scan the original document and save it in a designated location to retrieve to attach to the record; then navigate to the appropriate tab to view and click on the desired choice.

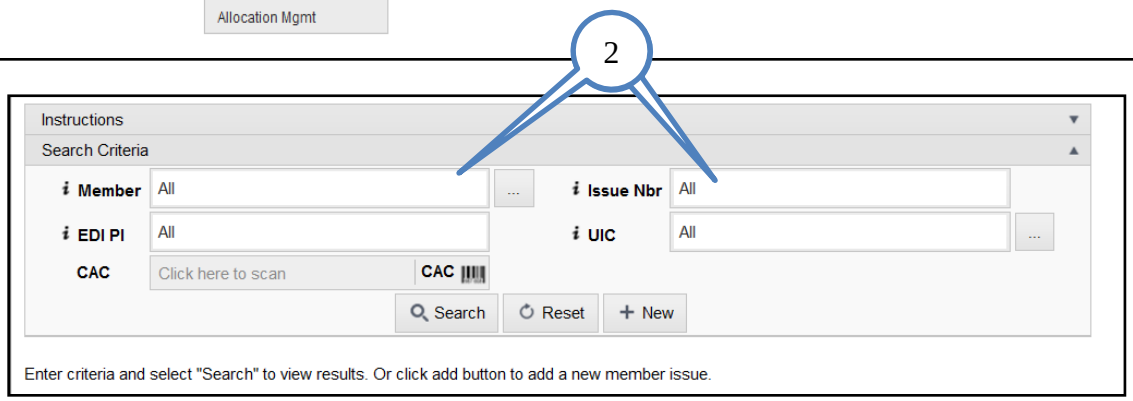
Example of attaching a document (**DW Form 04-Issue** Receipt).

When Member leaves the counter, scan the printed receipt to a designated location.

(1) Click on Issue.

(2) To retrieve Member's record to attach the issue receipt, scan the issue receipt bar code or enter Member's name.





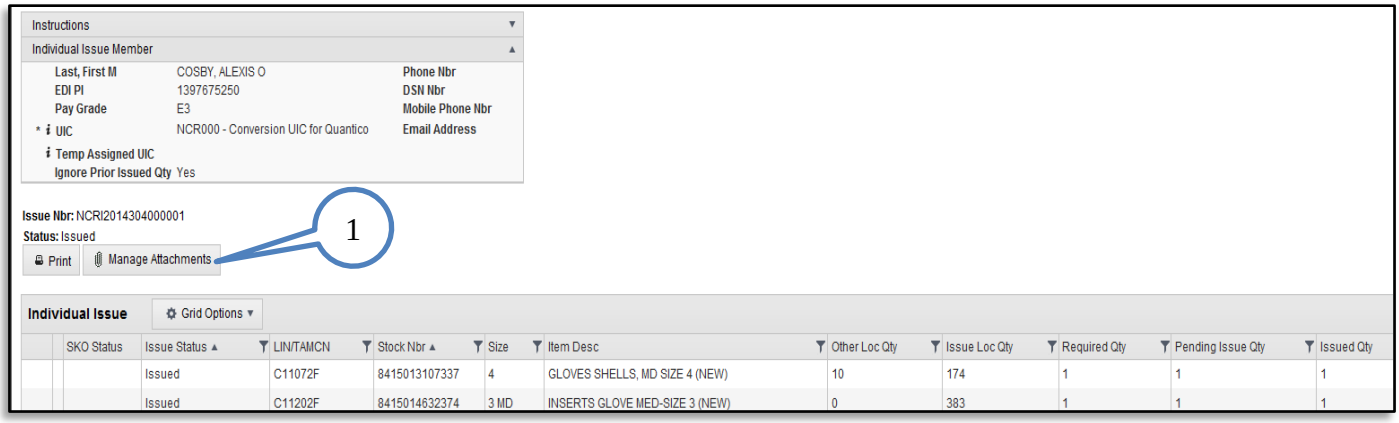
Attachment Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Click Manage Attachments

(2) Click Attach...



Attachment Process

Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

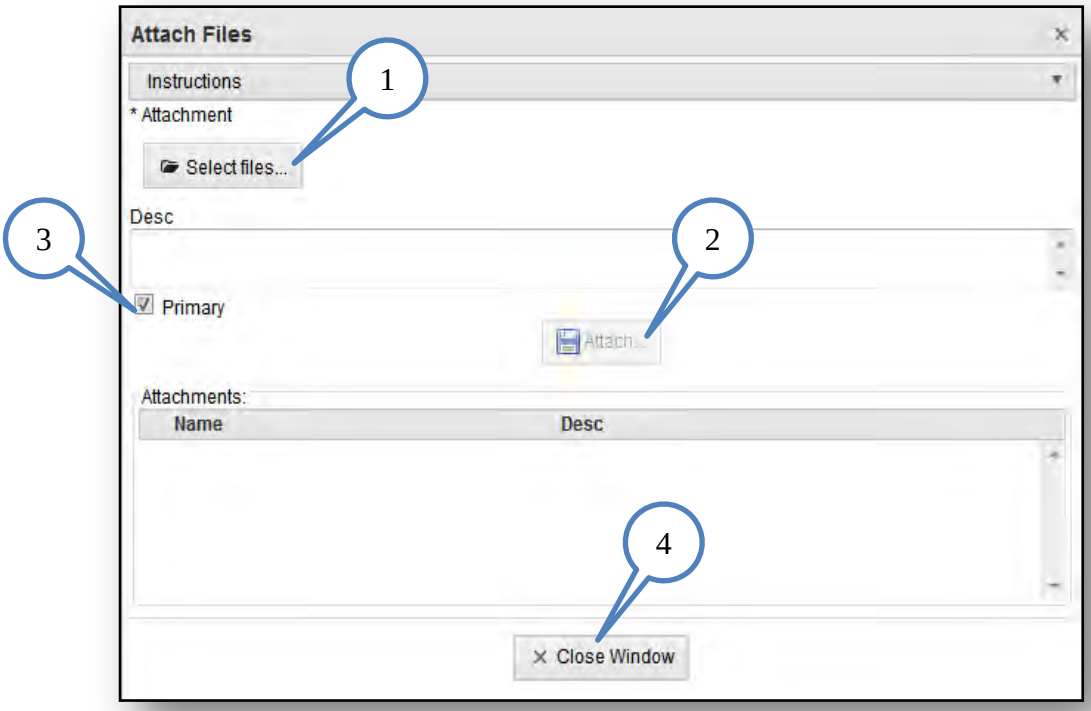
Reference Guide

(1) Click Select files... . The receipt will appear in the Select files box.

(2) Click Attach... . The file will appear in the Attachments box.

(3) Click the Primary box.

(4) Click Close Window



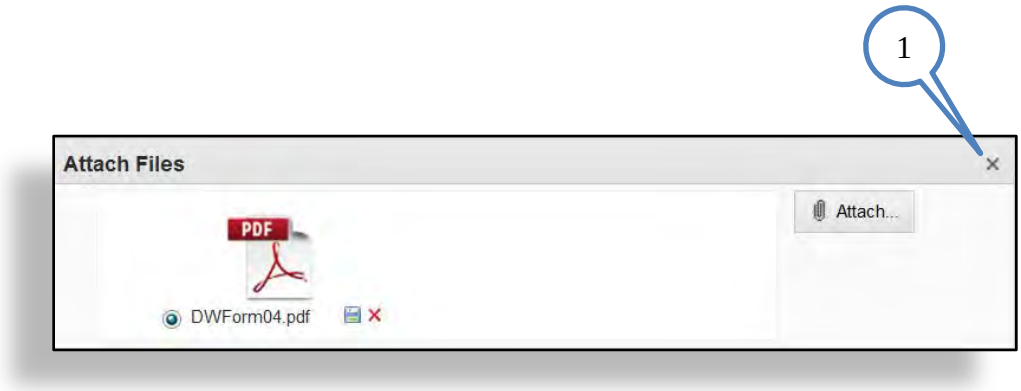
Attachment Process

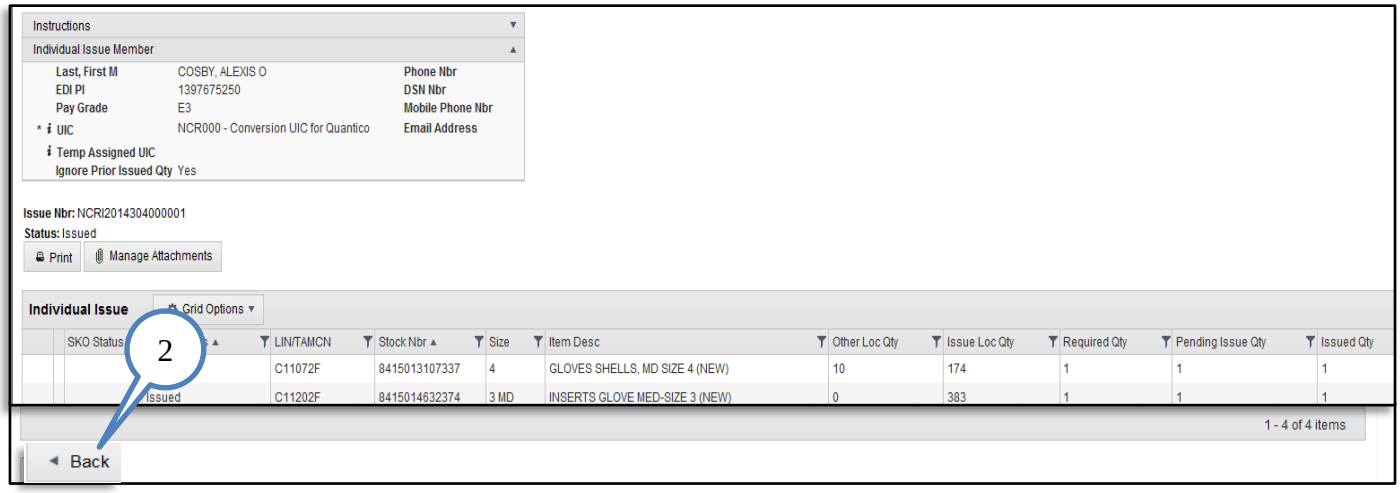
Roles: Site Managers, Site Coordinators, Line Clerks, Facility Clerks

Reference Guide

(1) Click the **X** to close the Attach Files page.

(2) The Member Individual Issue page displays, click Back to start a new issue.





MATERIEL MOVEMENT PROCESS

Materiel Movement Process

Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

Reference Guide

Purpose

The Materiel Movement process is used to move equipment around the warehouse, i.e. sort, laundry, repair, DRMO, or to replenish the issue line. This guide does not illustrate these individual actions; however, each one can be performed in the same manner as outlined below. The Materiel Movement section is divided into two functions:

Plan – Used to identify specific equipment being picked for movement

Pick – Records and updates the physical movement of equipment based on the execution of the **Plan**

Note: A Pick contains two different types of requests:

Stock Nbr Picks (Soft Picks) - Specifies the Stock Number, Condition Code, Owning, and Project Code of the assets being picked. This is generic equipment based on its Type.

Inventory Picks (Hard Picks) - Specifies the Inventory Control Number (ICN), Condition Code, Owning DODAAC, Project Code, and Location/Container of the assets being picked. A Hard Pick is directed to an exact location in the warehouse.

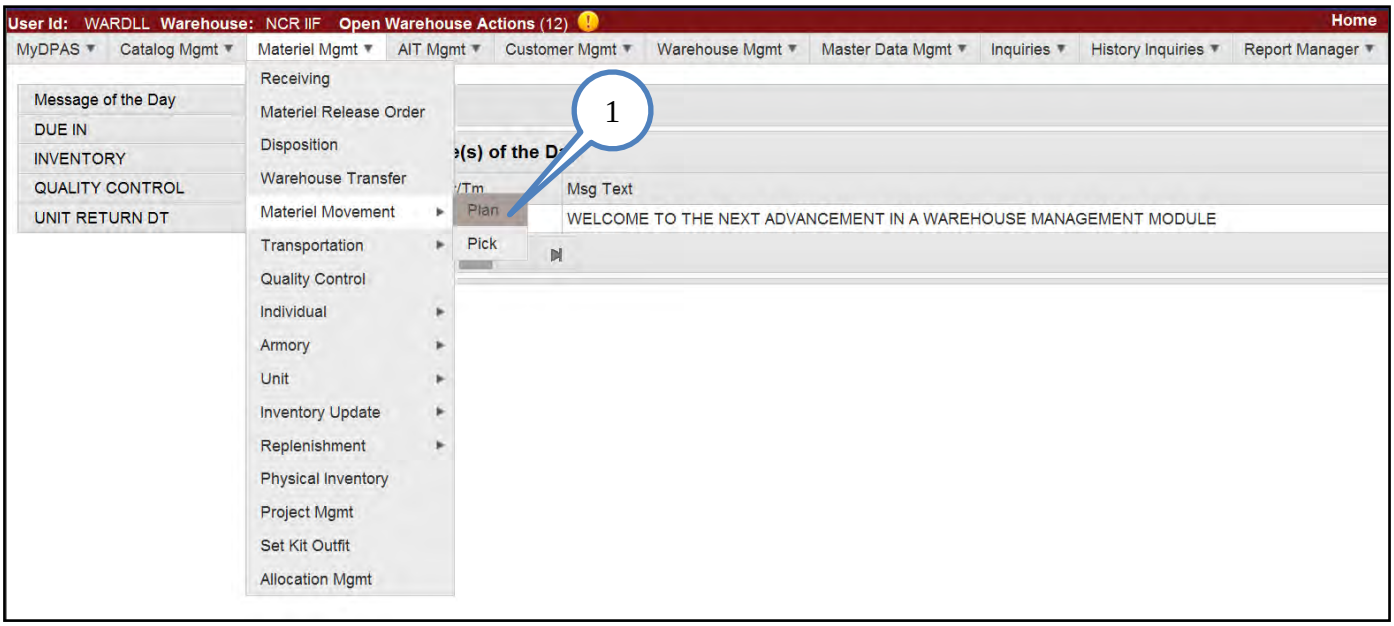
Materiel Movement Process

Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

Reference Guide

Navigate to the Materiel Mgmt tab, scroll to Materiel Movement then:

(1) Click ▸ Plan



Materiel Movement Process

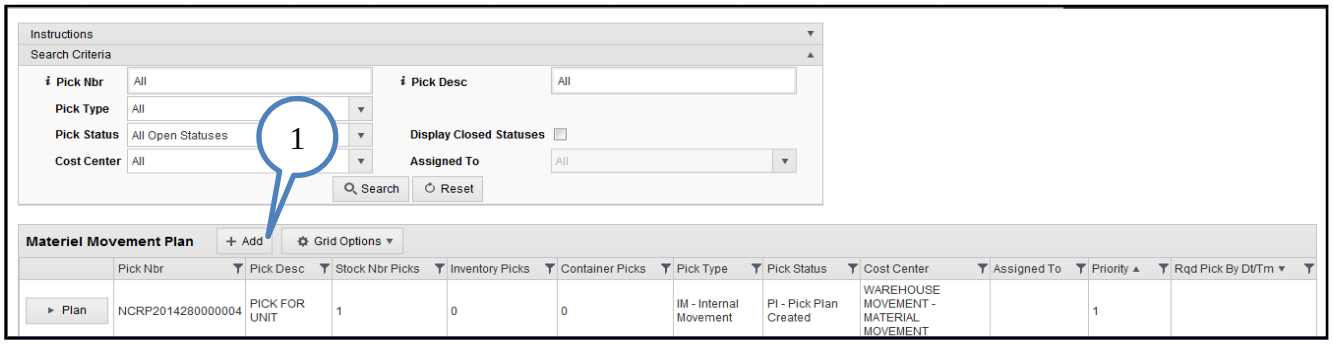
Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

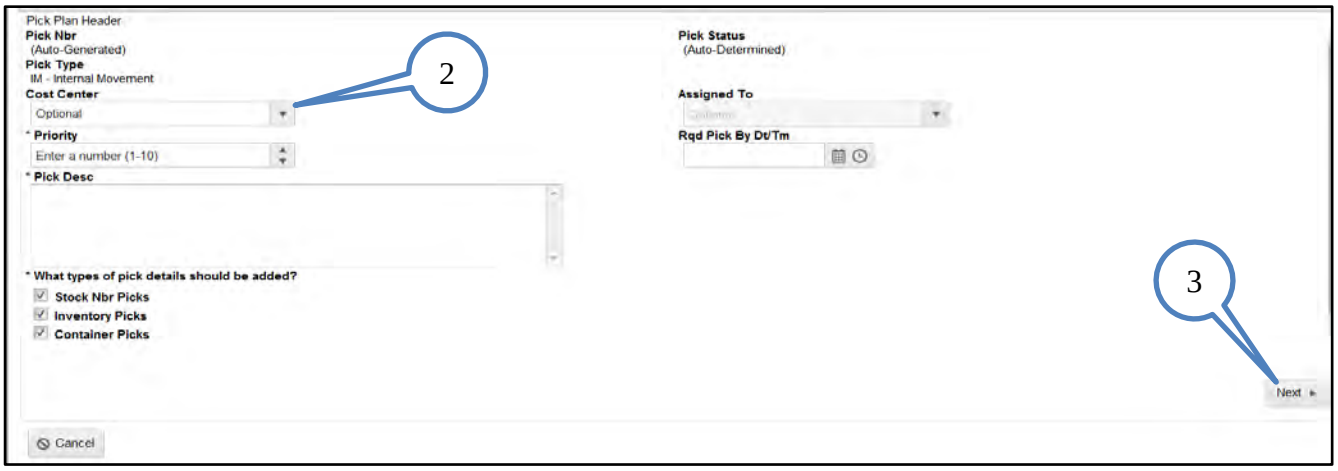
Reference Guide

(1) Click [+ Add], the Pick Plan Header displays.

(2) On the Pick Plan Header page, fill in the mandatory fields, (*) asterisk.

(3) Click [Next ▸] and the Inventory Picks page displays.





Materiel Movement Process

Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

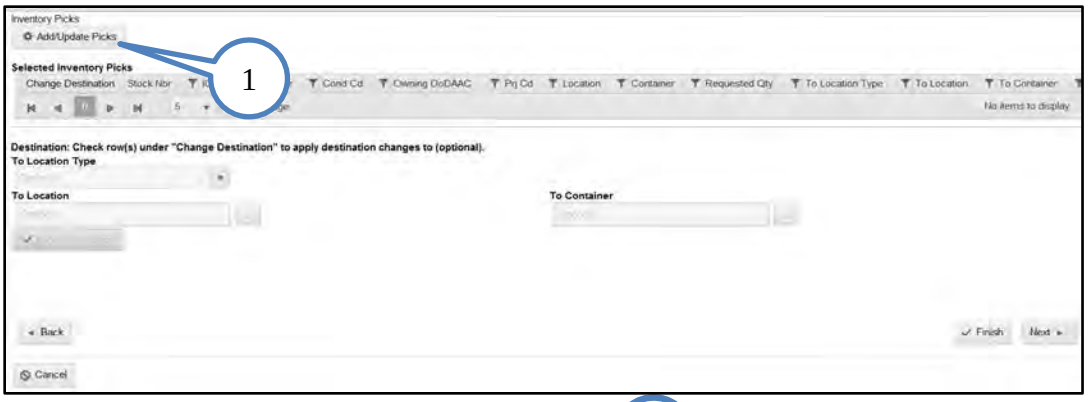
Reference Guide

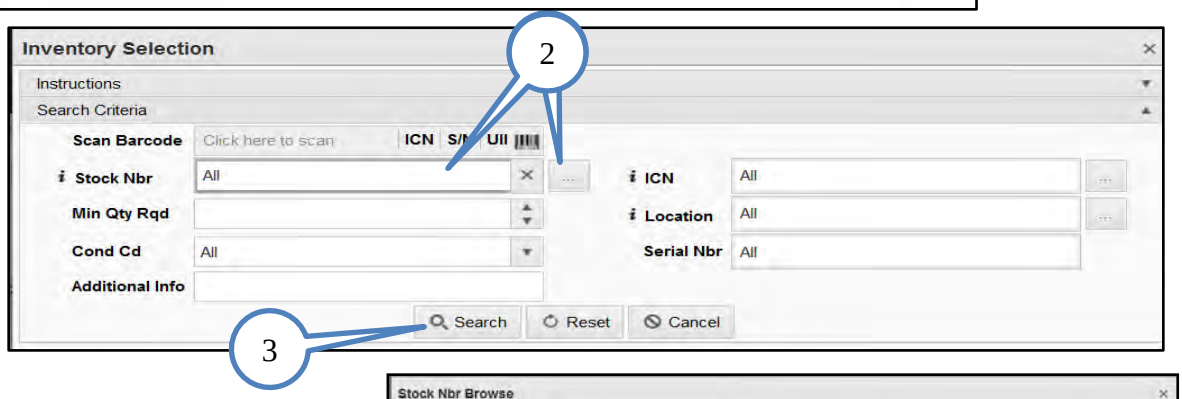
(1) Click the Add/Update Picks to select the equipment to move.

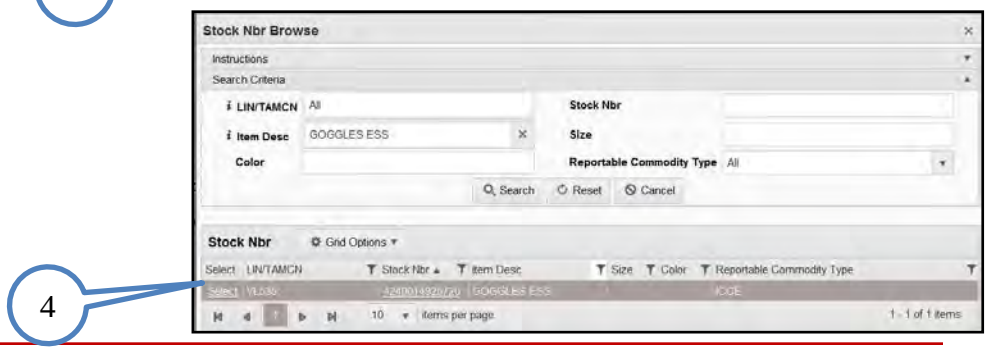
(2) Enter stock number or click the ... to search by item description.

(3) Click Search

(4) Stock number page displays, click Select for the appropriate equipment.







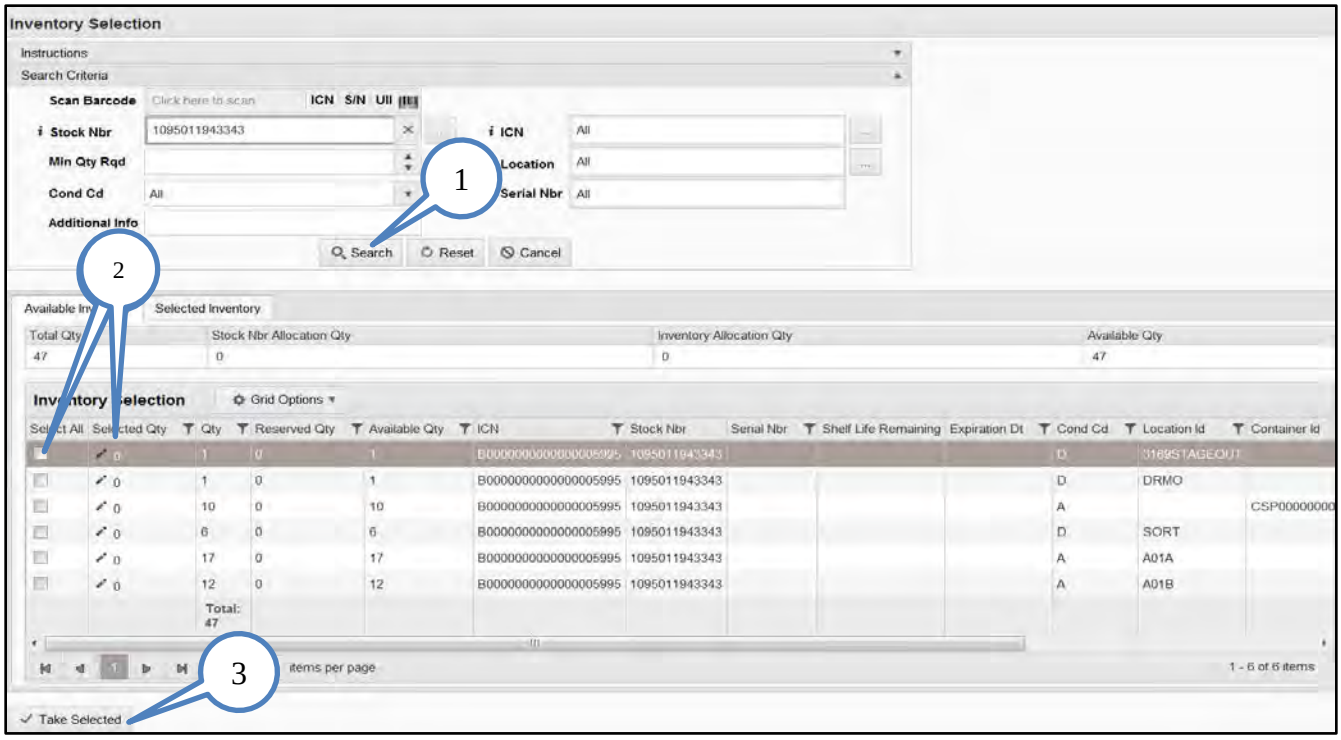
Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

Reference Guide

(1) **Inventory Selection** displays, click Search.

(2) Under the **Select All** column, check the if moving all the equipment from selected location or under the **Selected Qty** column click the to move a certain quantity from selected location.

(3) Click Take Selected and the **Selected Inventory Picks** page is displayed.



Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

Reference Guide

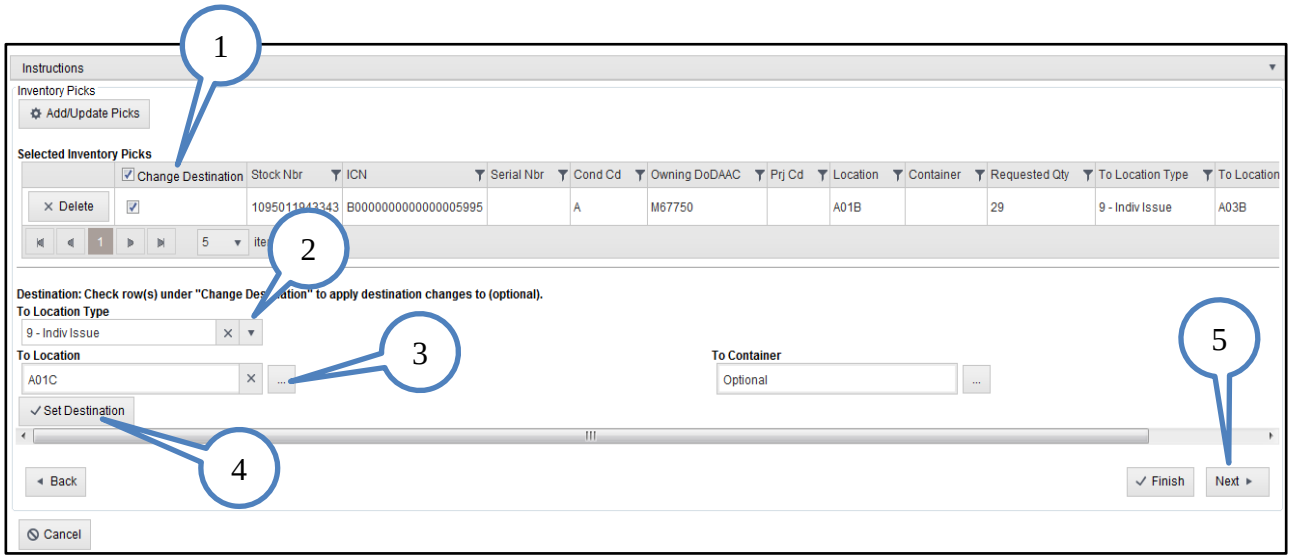
(1) Check the **Change Destination** box to select a location to send the equipment to.

(2) Click ▼ to display the To Location Type choices.

(3) Click ... to display the To Location choices.

(4) Click ✓ Set Destination to accept choices.

(5) Click Next ▸



Materiel Movement Process

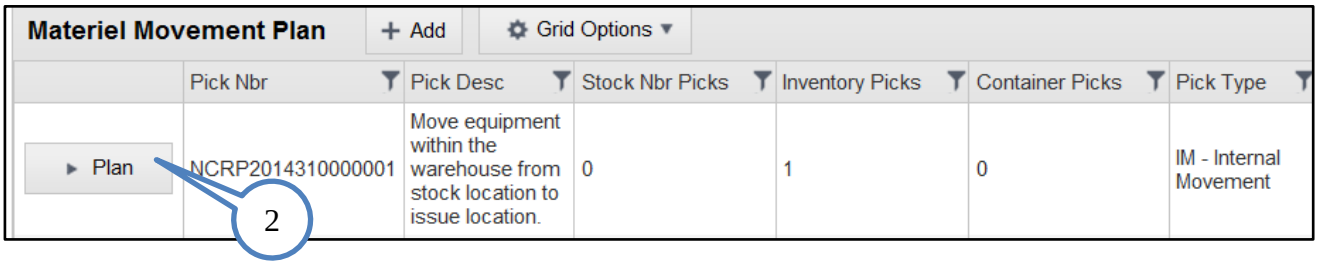
Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

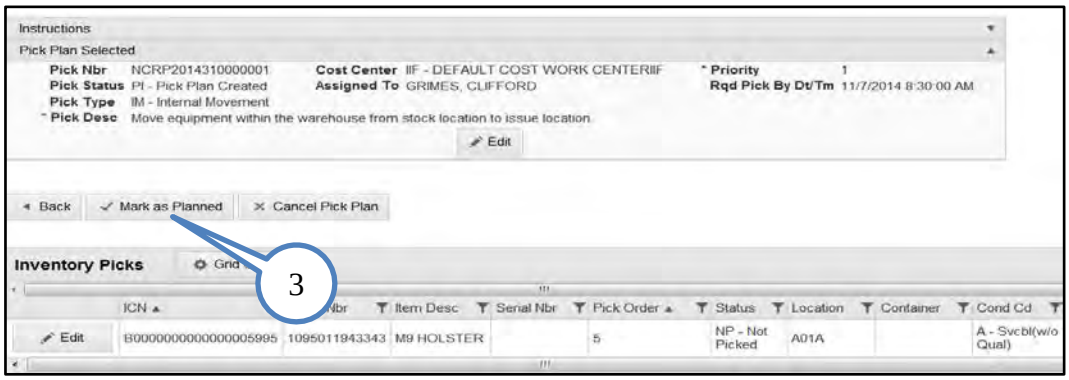
Reference Guide

(1) Click ✓ Finish to create and plan the Pick.

(2) Click ▸ Plan

(3) Click ✓ Mark as Planned. Now the Plan is ready to be Pick.





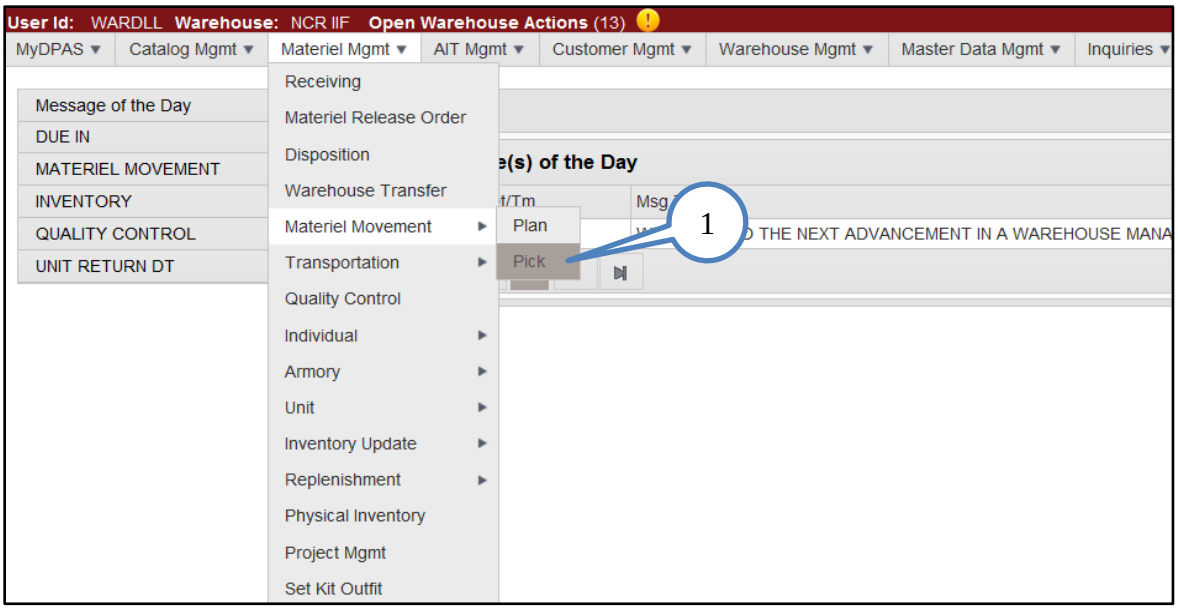
Materiel Movement Process

Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

Reference Guide

Navigate to the Materiel Mgmt tab, scroll to Materiel Movement then:

(1) Click Pick.



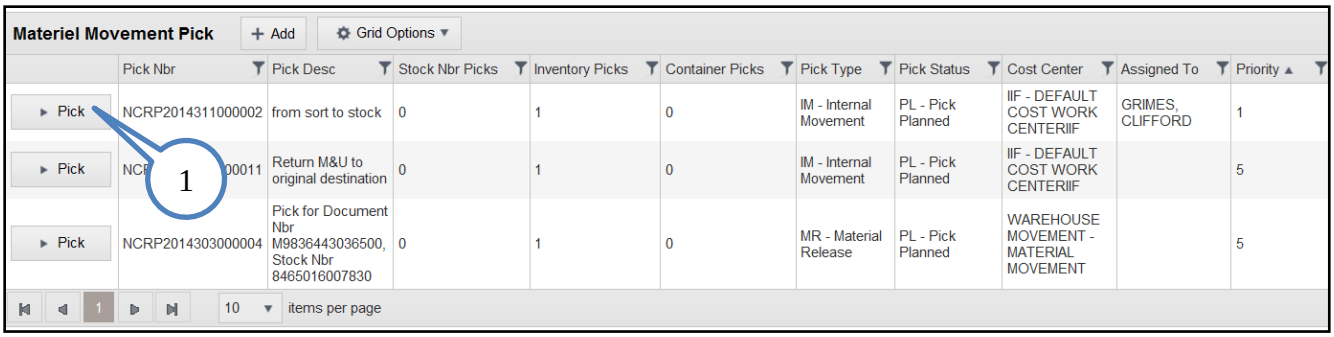
Materiel Movement Process

Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

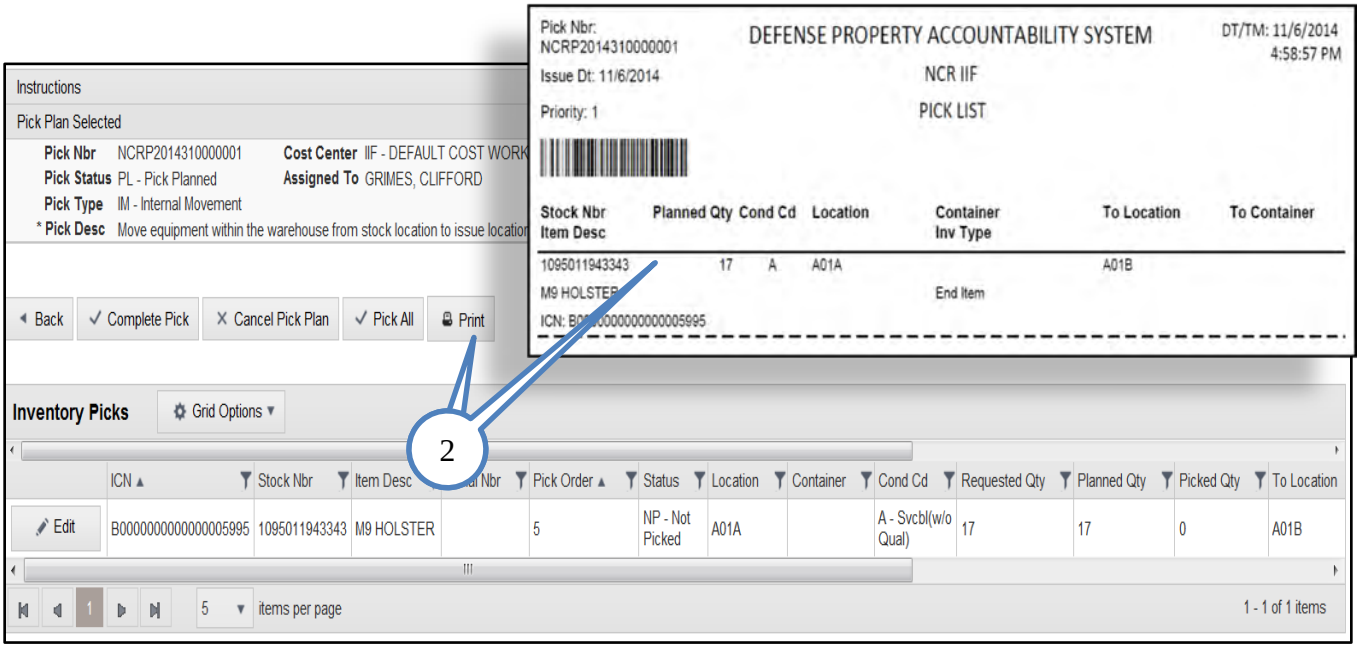
Reference Guide

(1) Click ▸ Pick to pick the planned equipment to be moved.

(2) Click Print for the **Pick List**. Give Clerk the list to pick the equipment. After equipment has been picked and moved to its location, clerk return list for information to be recorded into DPAS.



	Pick Nbr	Pick Desc	Stock Nbr Picks	Inventory Picks	Container Picks	Pick Type	Pick Status	Cost Center	Assigned To	Priority
▸ Pick	NCRP2014311000002	from sort to stock	0	1	0	IM - Internal Movement	PL - Pick Planned	IIF - DEFAULT COST WORK CENTERIIF	GRIMES, CLIFFORD	1
▸ Pick	NCR[illegible]00011	Return M&U to original destination	0	1	0	IM - Internal Movement	PL - Pick Planned	IIF - DEFAULT COST WORK CENTERIIF		5
▸ Pick	NCRP2014303000004	Pick for Document Nbr M9836443036500, Stock Nbr 8465016007830	0	1	0	MR - Material Release	PL - Pick Planned	WAREHOUSE MOVEMENT - MATERIAL MOVEMENT		5



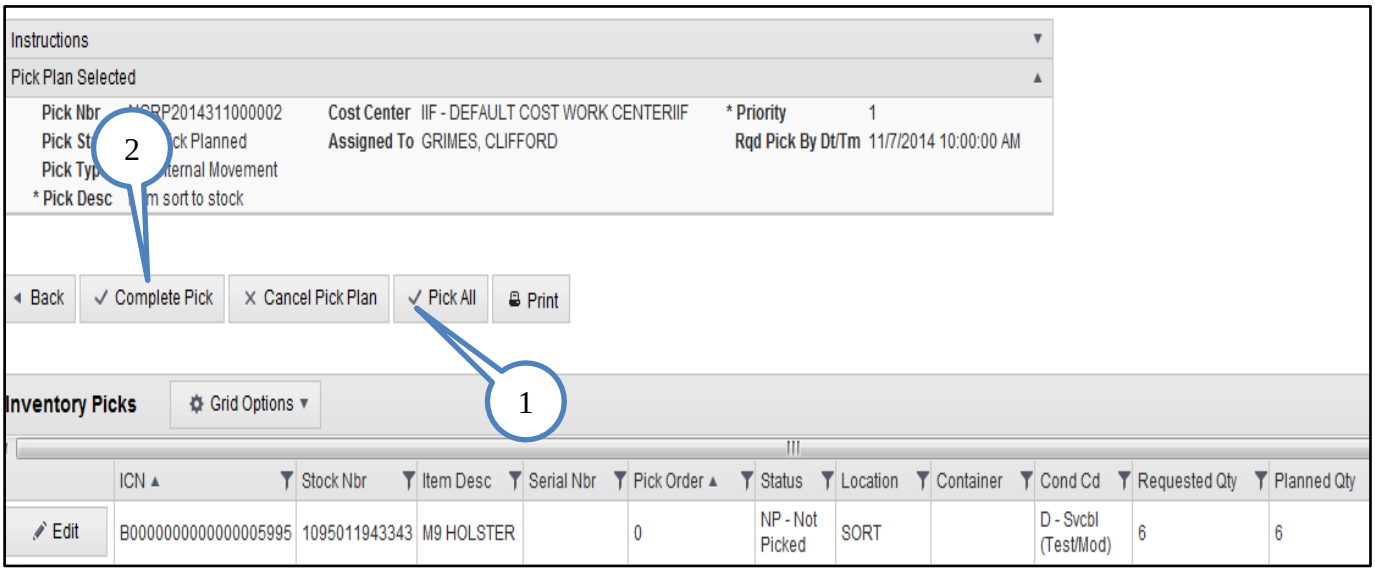
Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

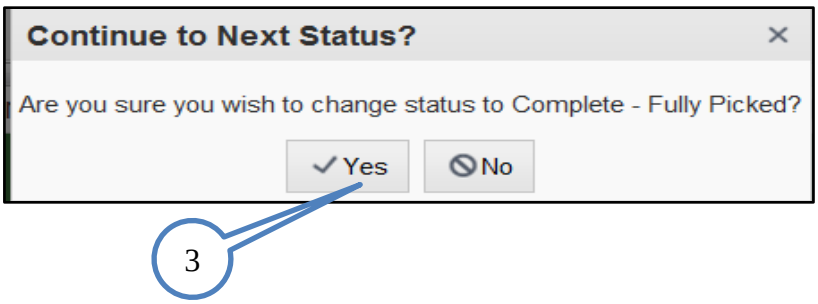
Reference Guide

(1) Click [✓ Pick All].

(2) Click [✓ Complete Pick].

(3) Click [✓ Yes] this completes the Plan & Pick Materiel Movement Process.





PHYSICAL INVENTORY BLIND PROCESS BY LOCATIONS

Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

Purpose

Physical Inventories are management tools for ensuring effective control, accounting, and physical security of materiel. All material maintained on hand will be inventoried at a minimum annually, unless otherwise stated.

There are three types of Physical Inventories that can be conducted:

- **Physical Inventory Visible (PIV)** – Allows the person conducting the inventory to see the on hand quantity.
- **Physical Inventory Blind (PIB)** – Does not provide the on hand quantity.
- **Survey (SVY)** – Used to conduct an inspection outside of a physical inventory.

There are three types of Inventory Modes. The selection of the Inventory Mode determines what criteria(s) is used within the inventory. Many different combinations can be selected depending on the inventory's requirements.

- **Inventory Segment Code (SEG)** – Sorts by Segment Codes which are assigned to Stock Item entries at the stock number level.
- **Stock Number (STK)** – Sorts by a specific LIN/TAMCN, Stock Number(s), Facility(s), Zone(s), Location and/or Container ID
- **Location (LOC)** – Sorts by Facility(s), Zone(s), Location and/or Container ID

Physical Inventory Process

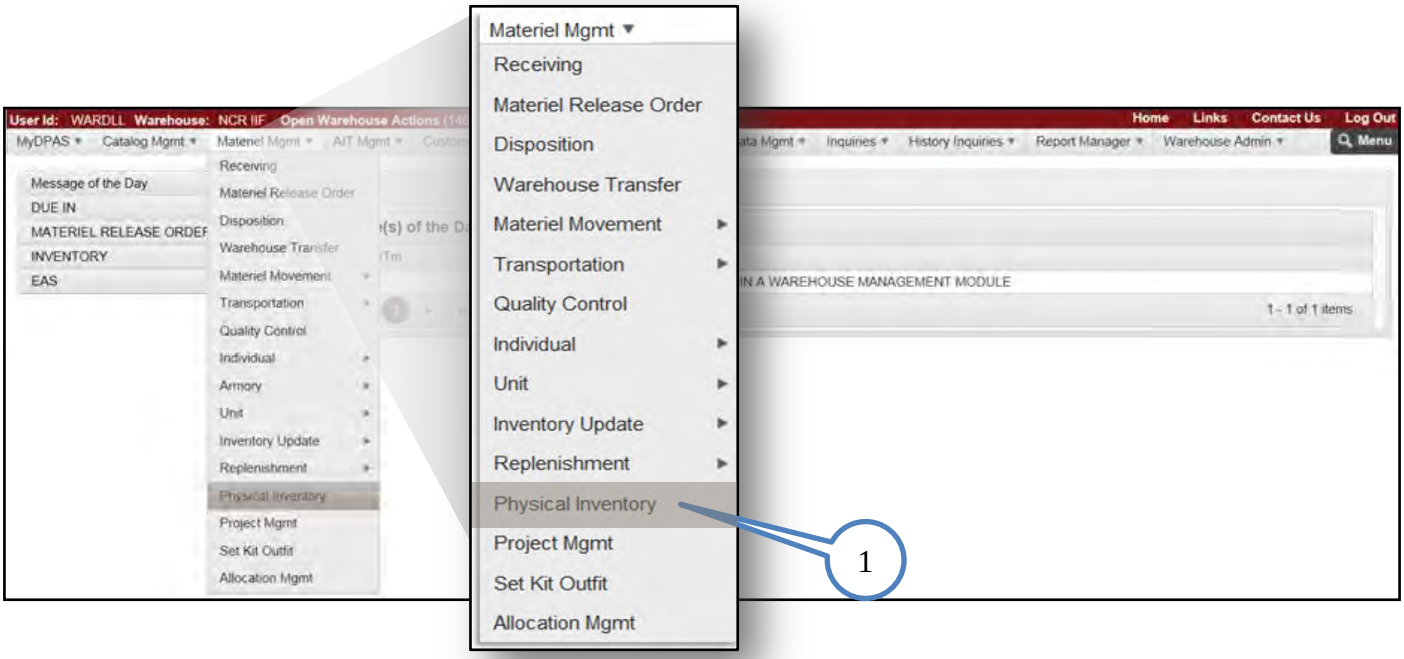
Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

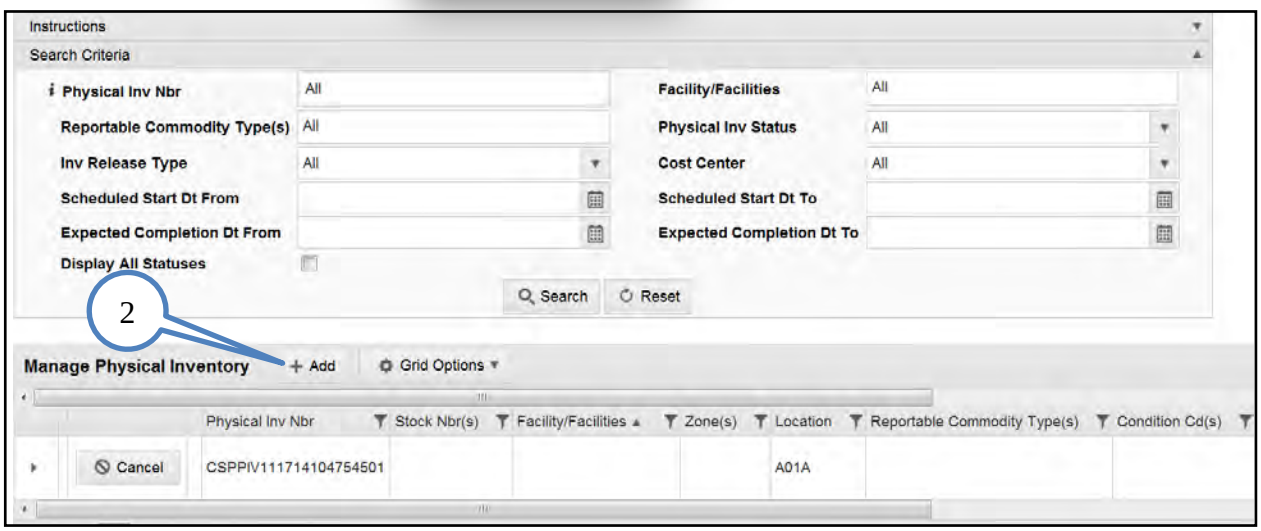
Reference Guide

To create a Physical Inventory Blind by location(s), navigate to the **Materiel Mgmt** tab scroll down then:

(1) Click **Physical Inventory**.

(2) Manage Physical Inventory menu displays, click + Add .





Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

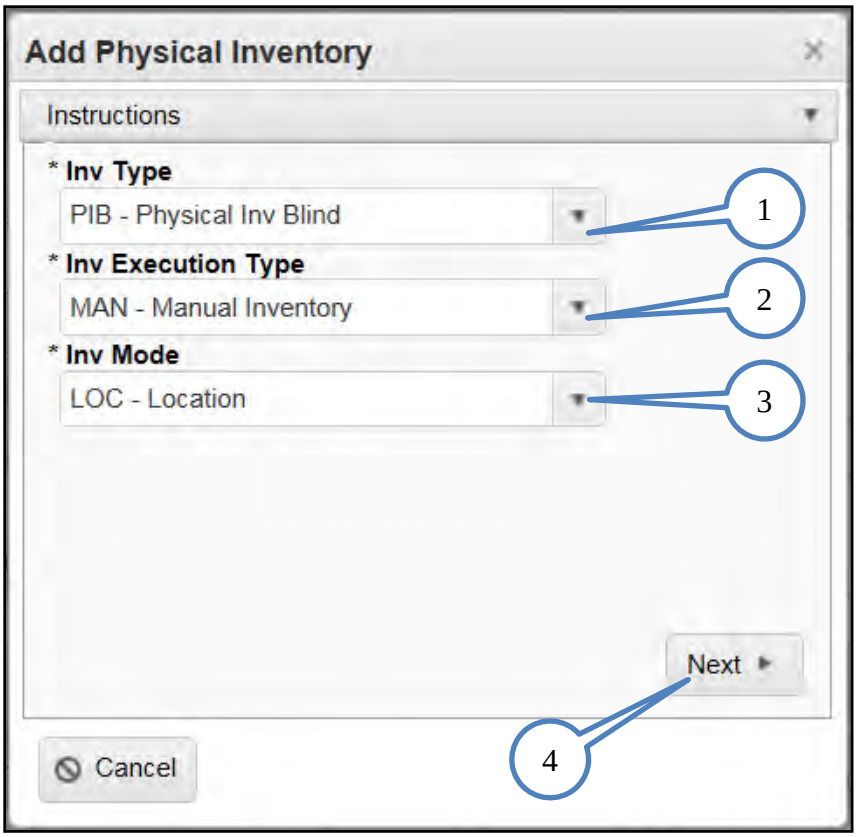
The *Inv Type, *Inv Execution Type and *Inv Mode menus display.

(1) Click the ***Inv Type** select "PIB – Physical Inv Blind".

(2) Click the ***Inv Execution Type** select "MAN – Manual Inventory".

(3) Click the ***Inv Mode** select "LOC – Location" .

(4) Click Next to continue.

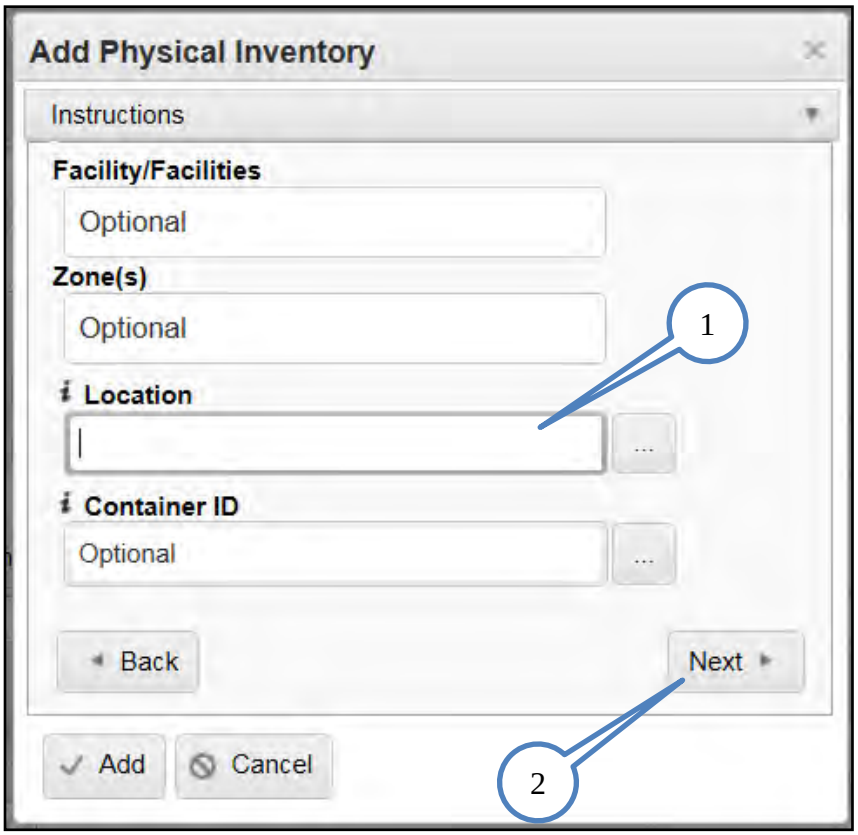


Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

(1) Skip the **Facility/Facilities**, **Zone(s)** and **Container ID**. In the **Location** field, enter the location to be inventoried.

(2) Click Next ▸ to continue.



Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

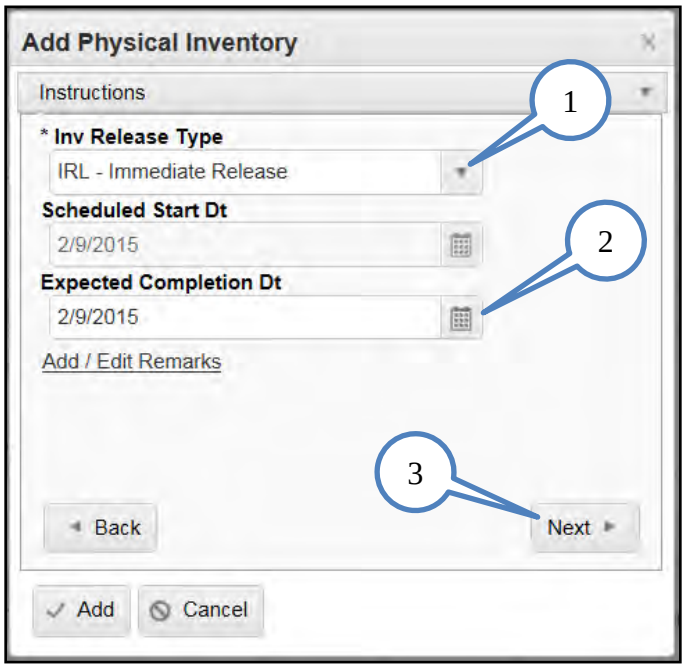
(1) Click the ***Inv Release Type** select "IRL – Immediate Release".

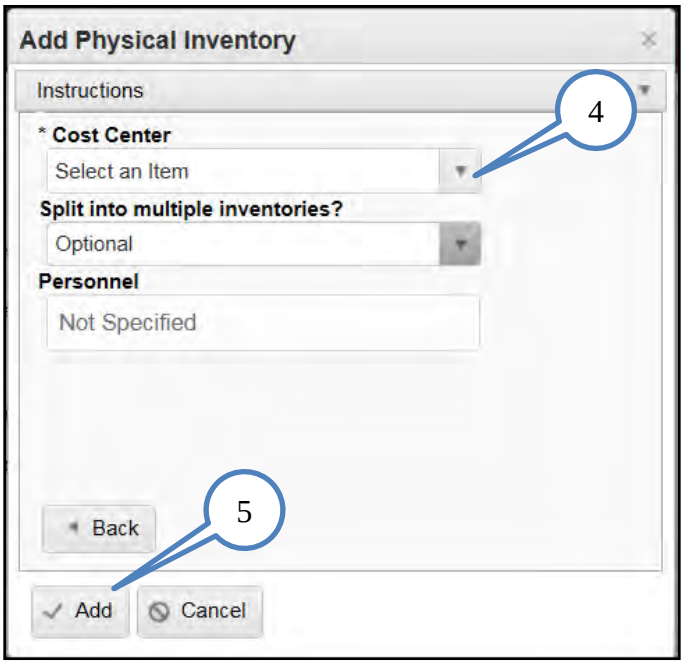
(2) Click select an Expected Completion Dt.

(3) Click Next ▸ to continue.

(4) Click the ***Cost Center** select "98 – INVENTORY".

(5) Click ✓ Add to add the Physical Inventory.





Physical Inventory Process

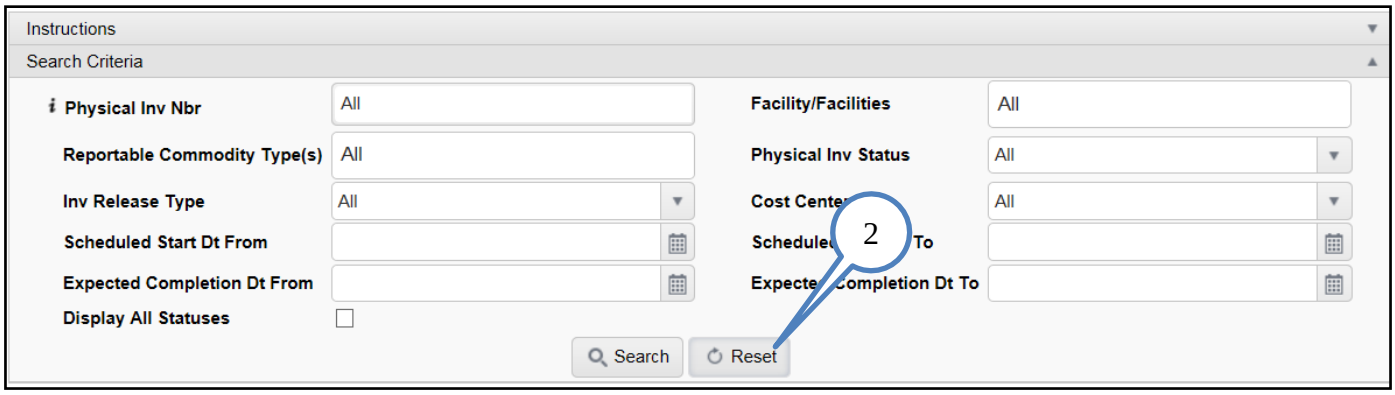
Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

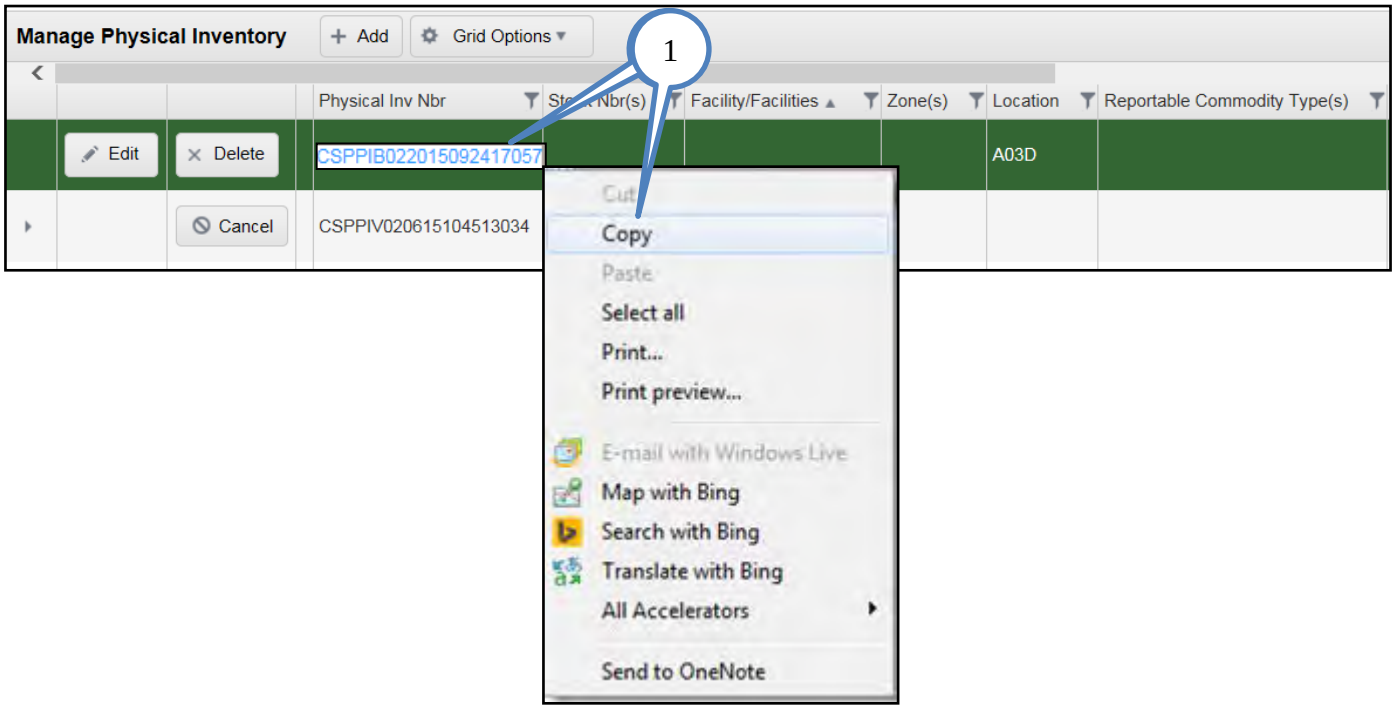
Reference Guide

Write down the Physical Inv Nbr that you have just created OR,

(1) Highlight the Physical Inv Nbr, right click on it and select "Copy".

(2) Click Reset to refresh the page.





Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

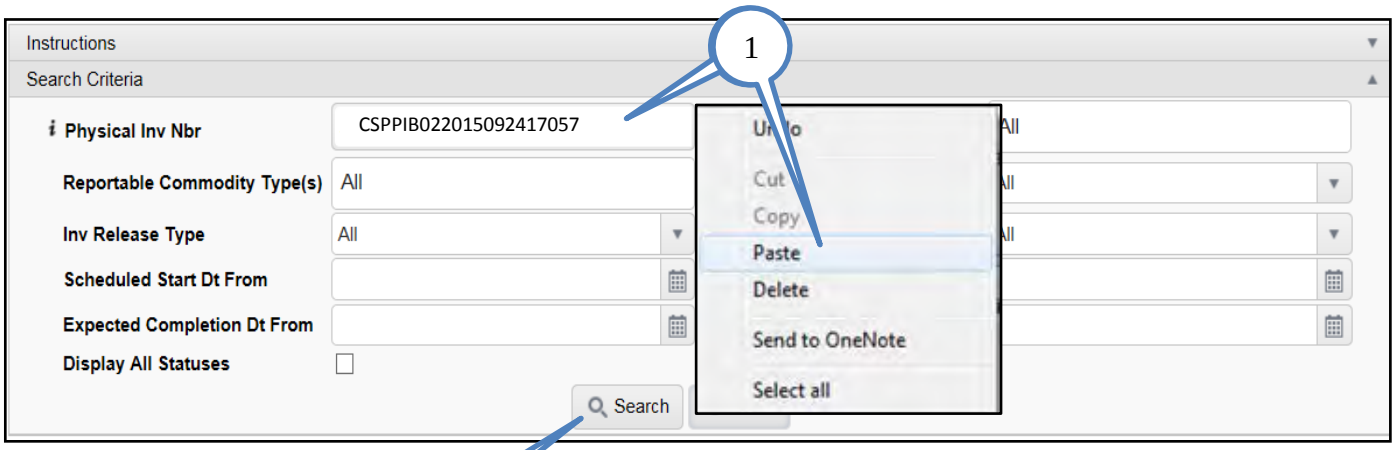
Reference Guide

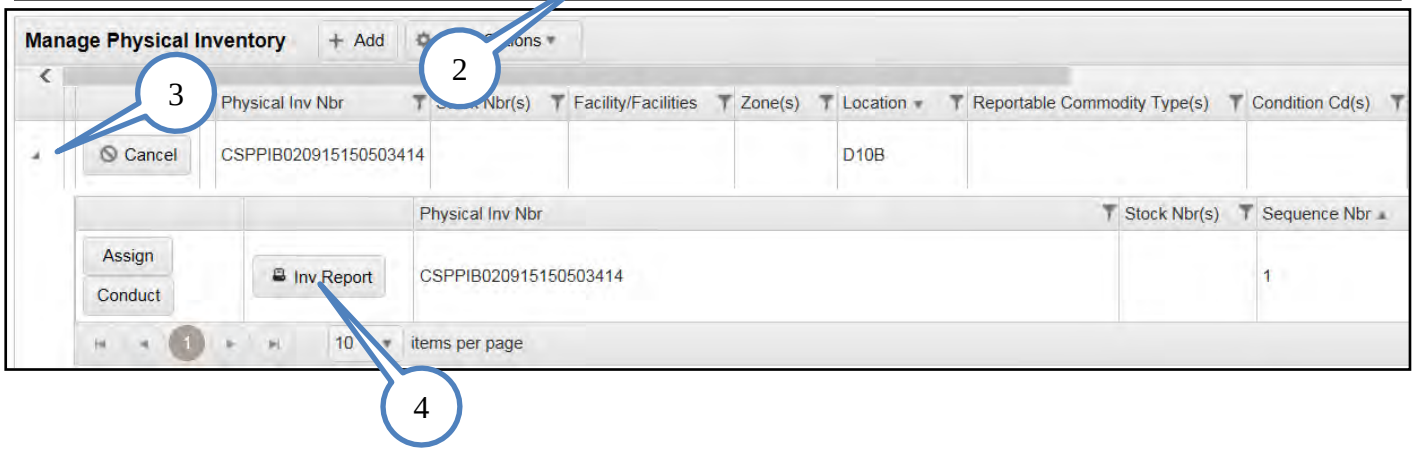
(1) Enter the Physical Inv Nbr or right click in the cell and select "Paste"

(2) Click Search

(3) Click ▸ to display the Inv Report.

(4) Click Inv Report to view and print the Physical Inventory Report.





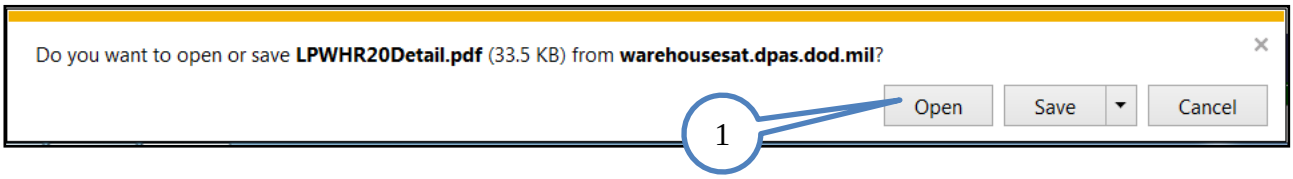
Physical Inventory Process

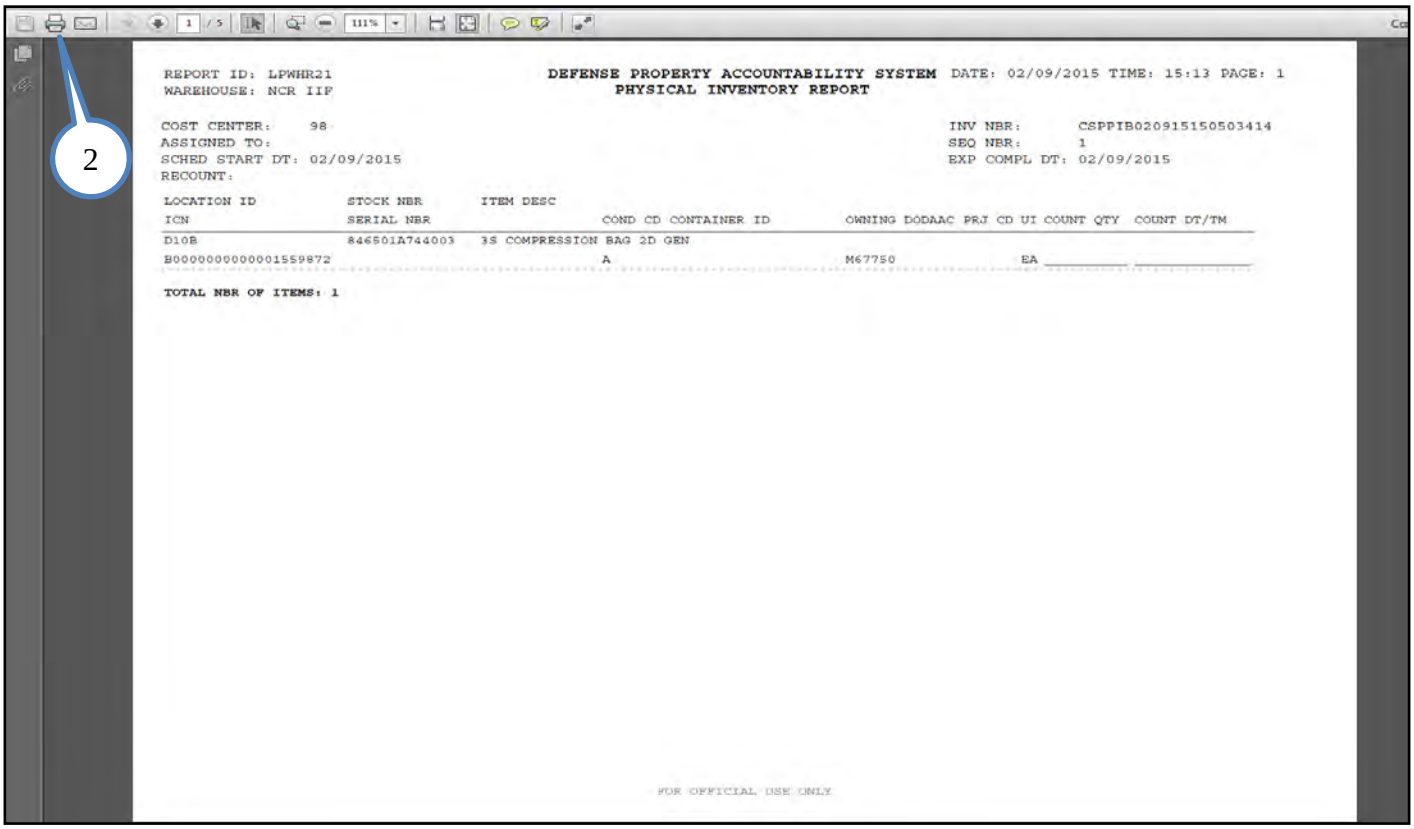
Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

(1) Click Open

(2) Click ; print the Physical Inventory Report.





Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

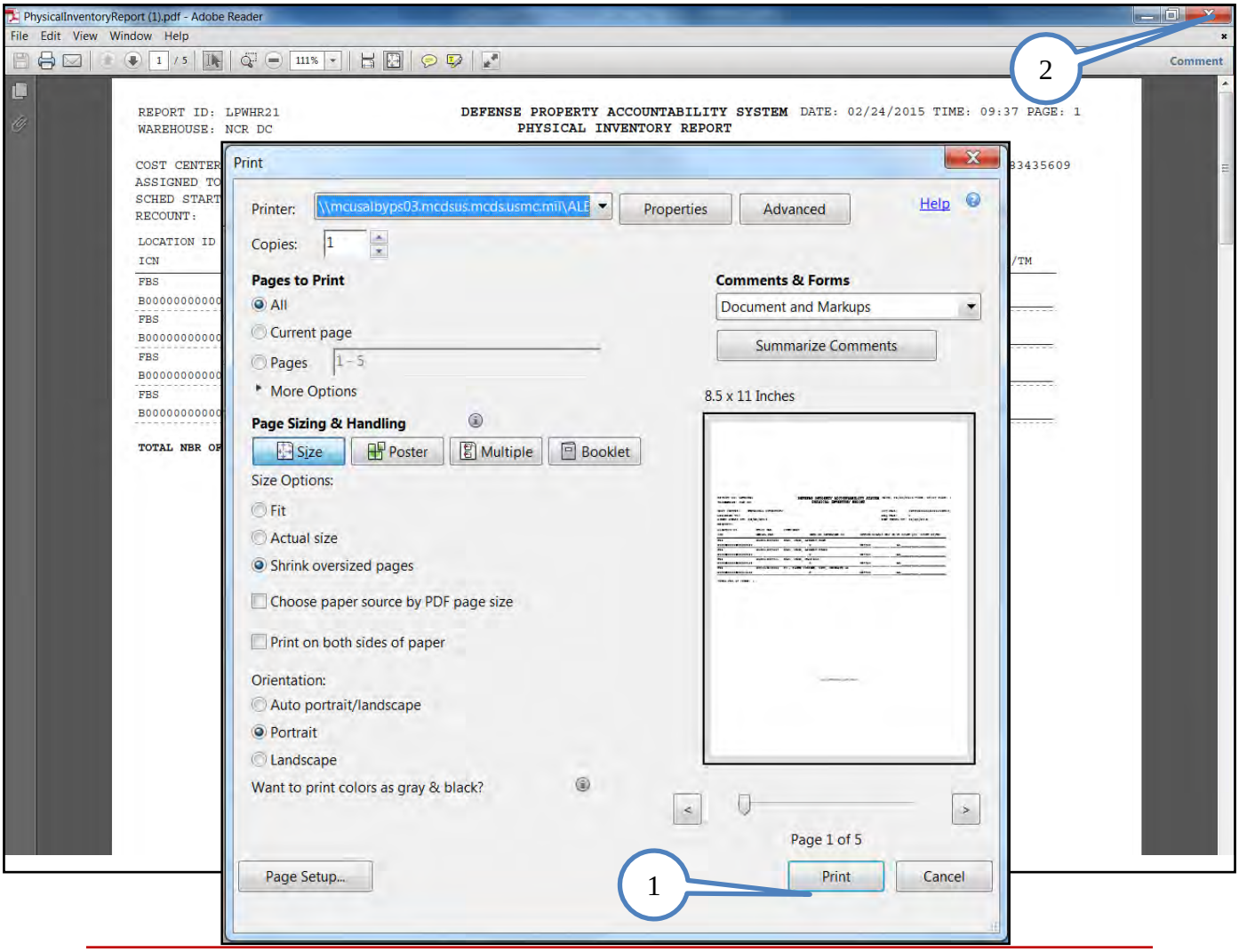
Reference Guide

(1) Click Print

(2) Click X

NOTE: Before giving the clerks the Physical Inventory Report(s), freeze location(s).

Repeat slide 3 step 2 thru slide 10 to continue creating the Physical Inventory(ies).



Freeze Location

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

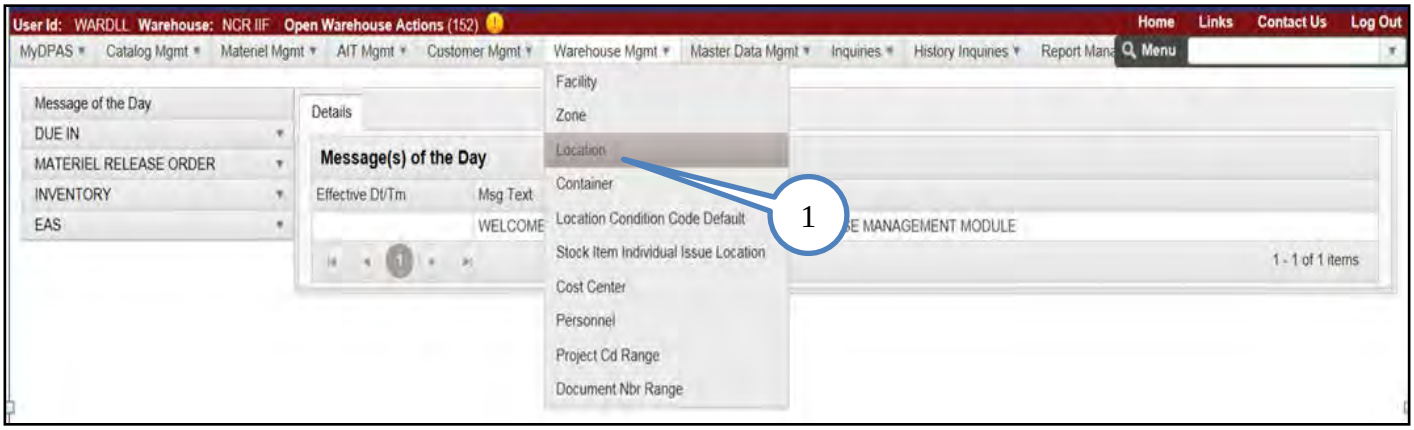
Reference Guide

Purpose

The purpose of this process is to provide you the capability to freeze a location prior to conducting a Physical Inventory. By freezing a location, it prevents inventory from being received, moved or issued from that location.

NOTE: Before giving the clerks the Physical Inventory Report(s), freeze location(s).

To freeze a location within a warehouse, navigate to the **Warehouse Mgmt** tab scroll down then:
(1) Click **Location**.



Freeze Location

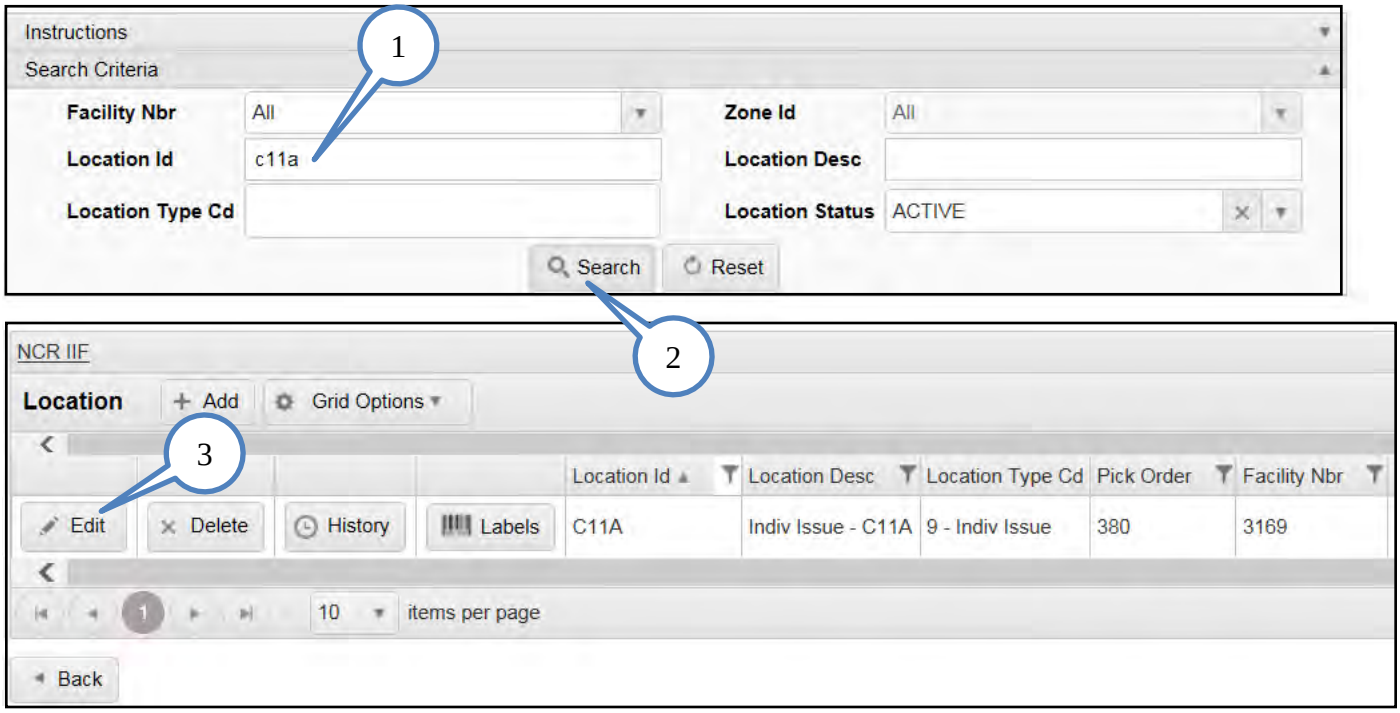
Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

(1) Enter the Location Id.

(2) Click [Search] to display in the grid.

(3) Click [Edit] to freeze the location.



Freeze Location

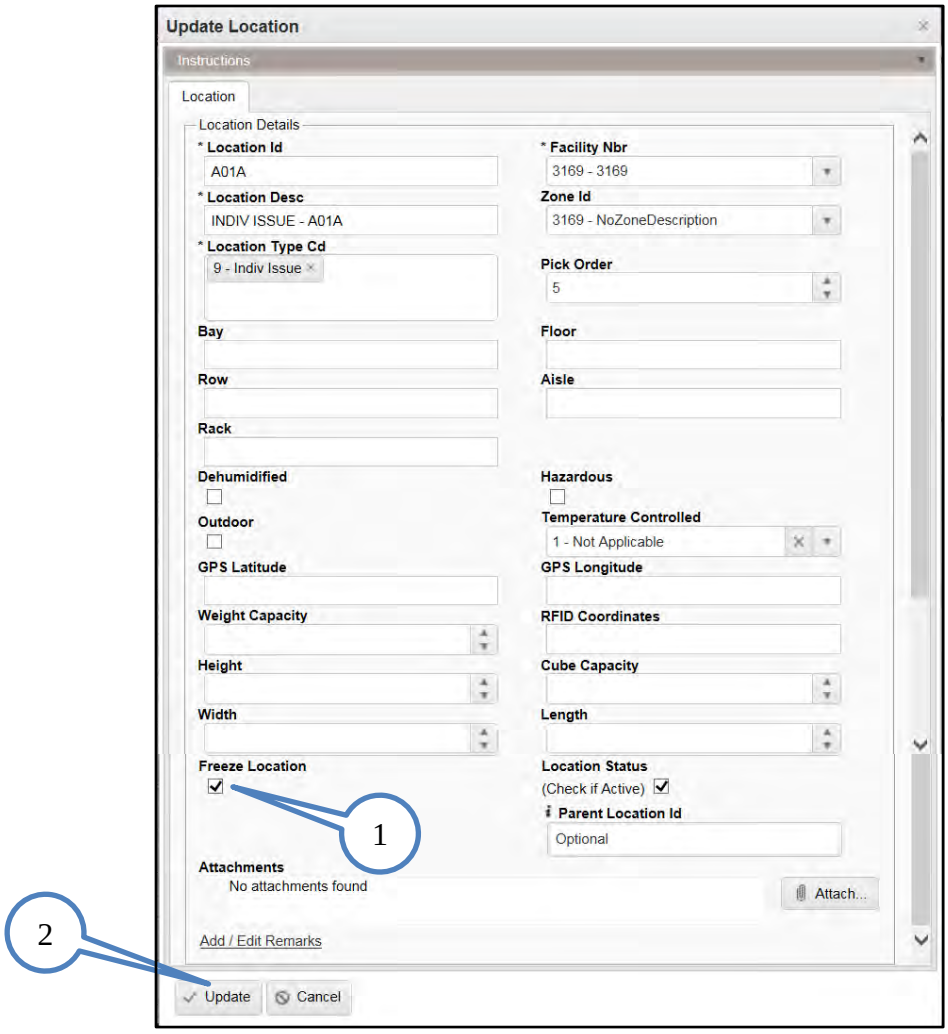
Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

(1) The Update Location menu opens; scroll down, click the **Freeze Location** ☐ to freeze the location.

(2) Click ✓ Update to accept the changes. Give printed Physical Inventory Report(s) to the clerk(s) to perform the Physical Inventory.

Repeat slides 12-13 until all assigned locations are frozen.



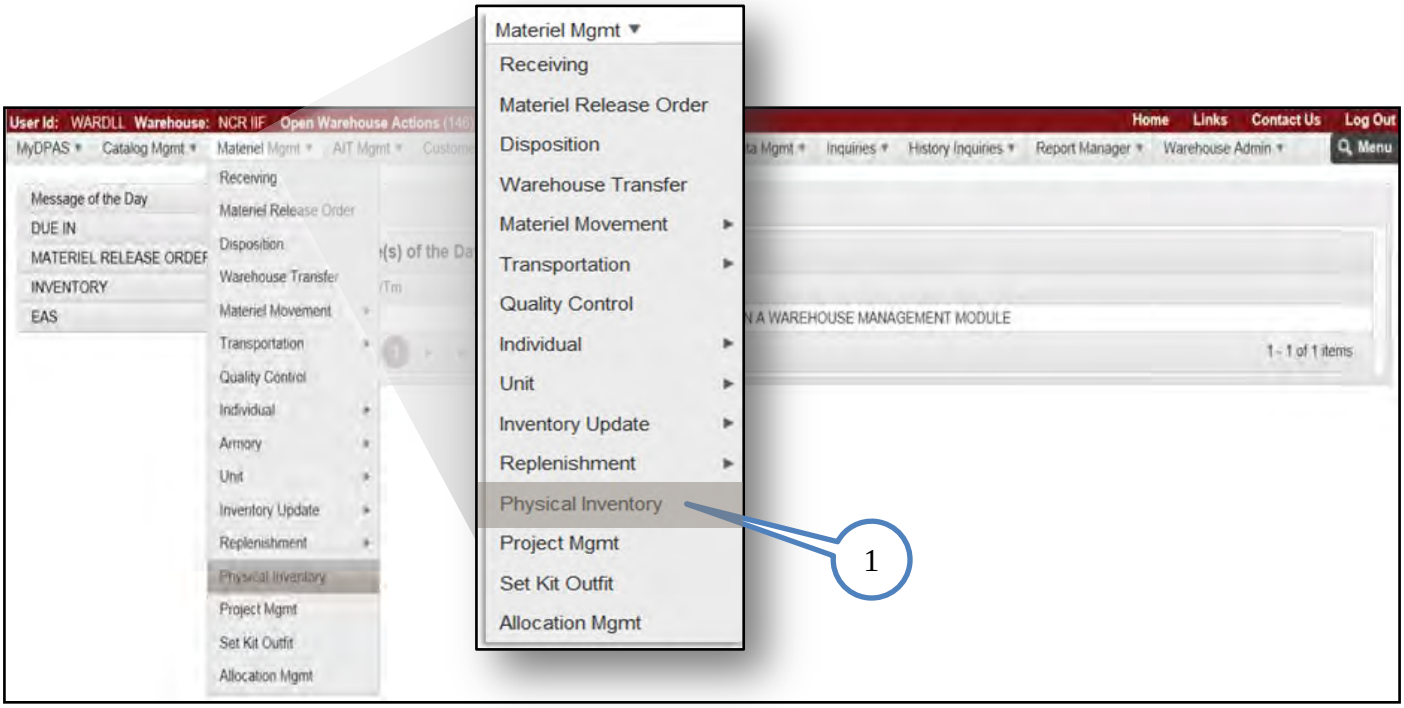
Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

After clerk finishes the Physical Inventory, return the Physical Inventory Report(s) to the Site Manager. Site Manager will navigate to the **Materiel Mgmt** tab, scroll down then:

(1) Click **Physical Inventory**.



Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

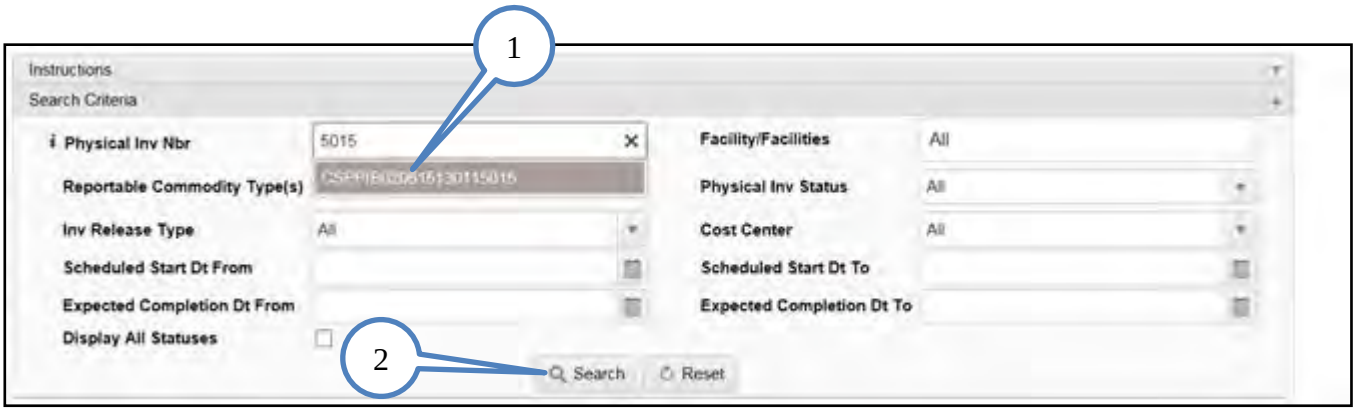
Reference Guide

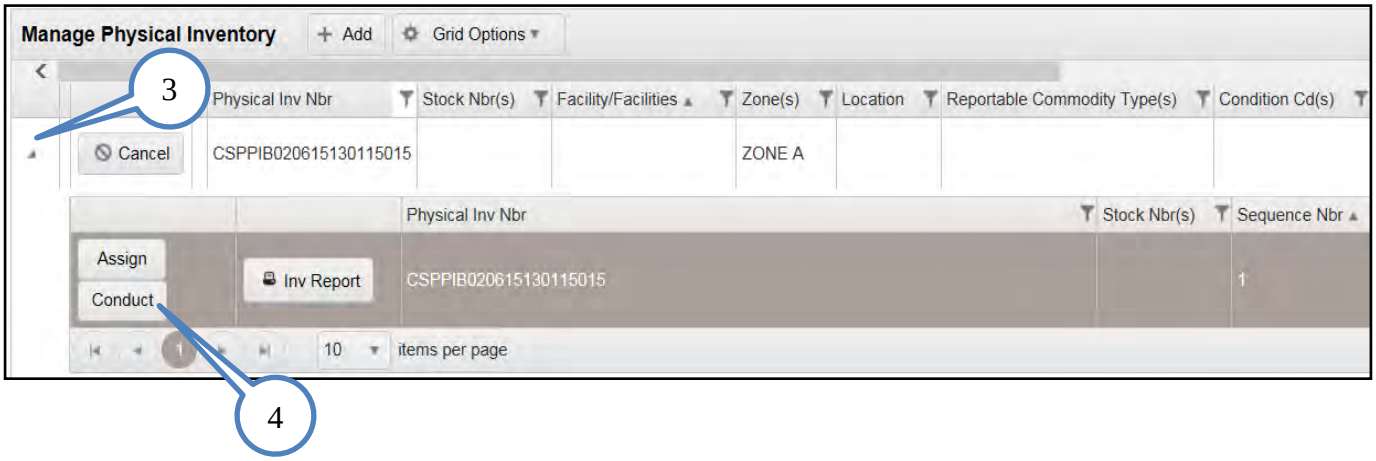
(1) Enter the last four digits found on the Physical Inventory Report to auto populate the Physical Inventory Number, press the Enter key on the keyboard to select the Physical Inv Nbr.

(2) Click [Search] to display the Physical Inv Nbr in the grid.

(3) Click [›]

(4) Click [Conduct]





Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

Using the clerk's Physical Inventory Report, the Site Manager will:

(1) Check the **Apply All**

(2) Click on the to adjust to the appropriate time the inventory(ies) were performed.

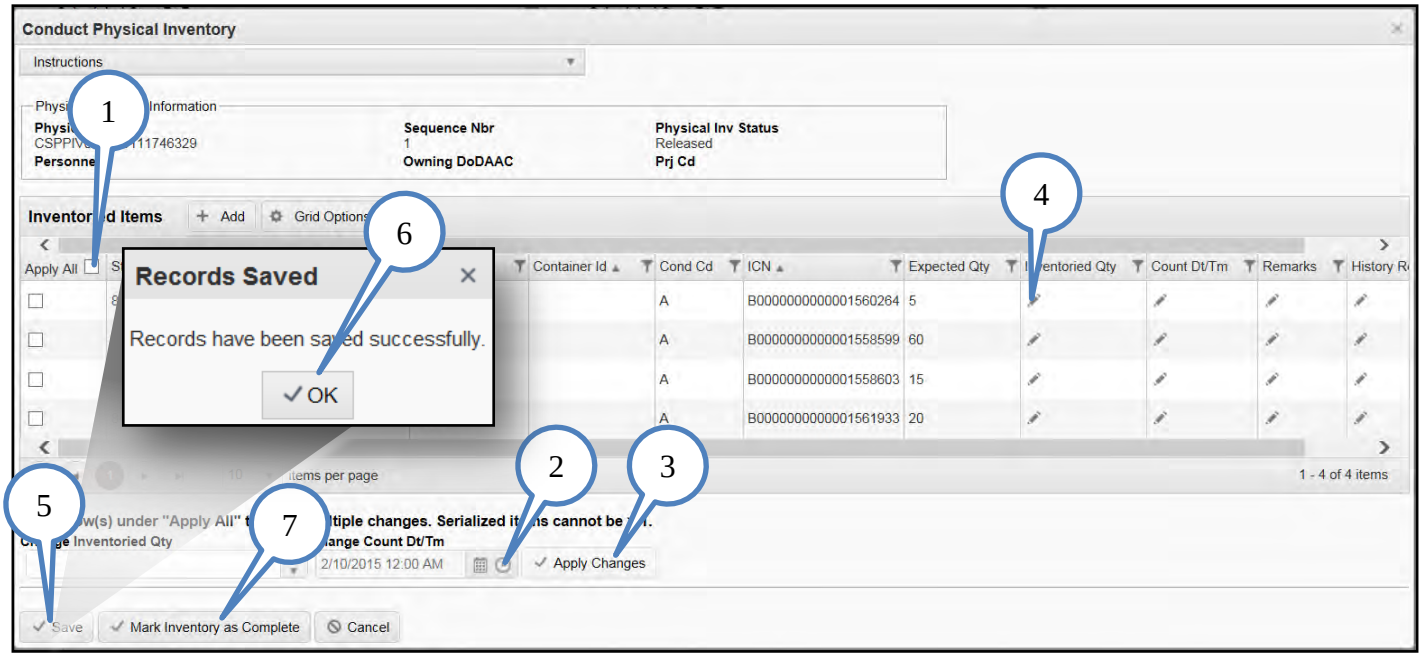
(3) Click Apply Changes (This will update every Count Dt/Tm for each NSN).

(4) Enter the **Inventoried Qty** by clicking on the for each NSN.

(5) Click Save

(6) Click OK (Repeat steps 1-6 for multiple pages until complete).

(7) Click Mark Inventory as Complete. ***Repeat slides 15-16 until all Physical Inventory(ies) are conducted.***



Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

To Reconcile a Physical Inventory Report, Site Manager will:

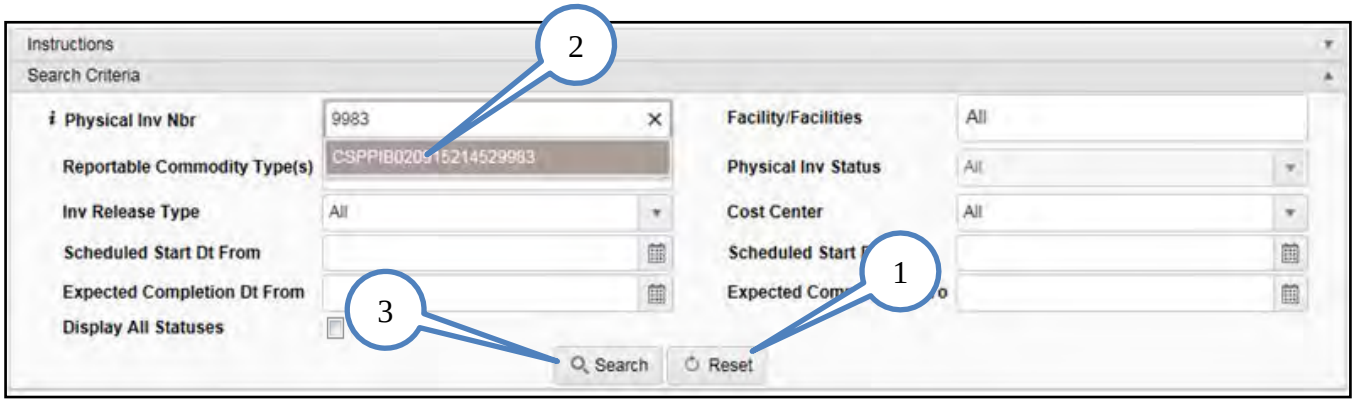
(1) Click Reset to refresh the page. ***It could take up to 15 minutes for the Reconcile Report to generate.***

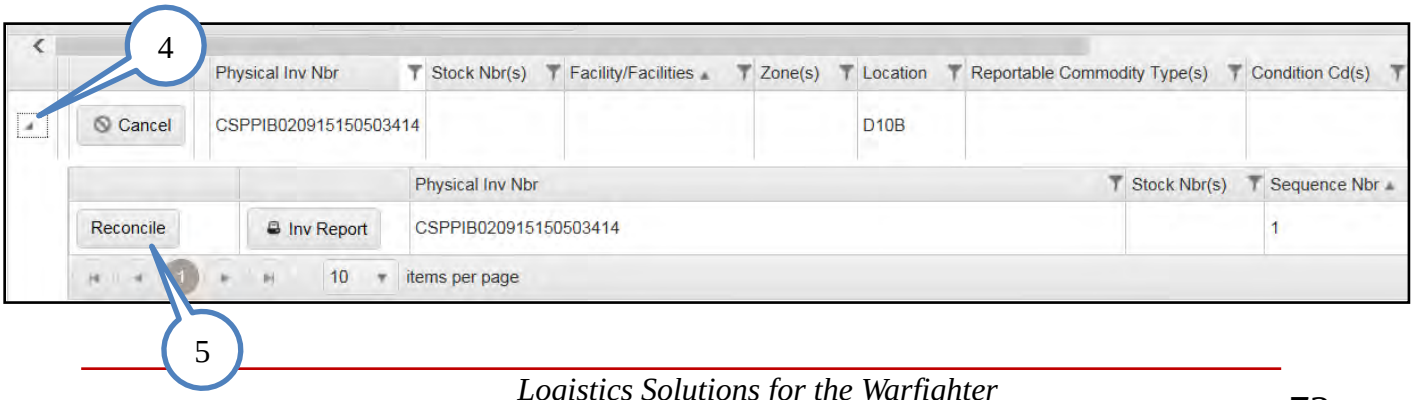
(2) Enter the Physical Inv last four digits to auto populate the Physical Inventory Number and click the appropriate Physical Inv Nbr.

(3) Click Search

(4) Click ▸ to expand the grid to perform the Reconciliation.

(5) Click on Reconcile





Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

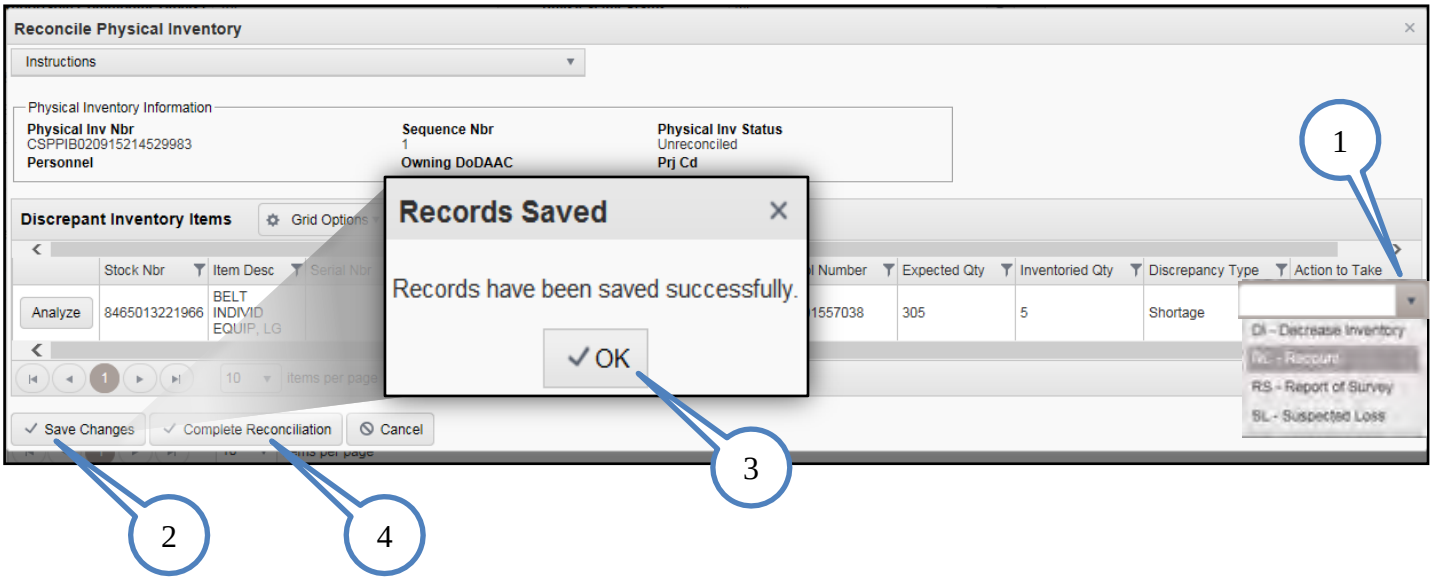
Reference Guide

(1) Scroll to the right using the bottom scroll bar, under "**Action to Take**" click ▾ to select the action for any gain and loss.

(2) Click ✓ Save Changes

(3) Click ✓ OK

(4) Click ✓ Complete Reconciliation



Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

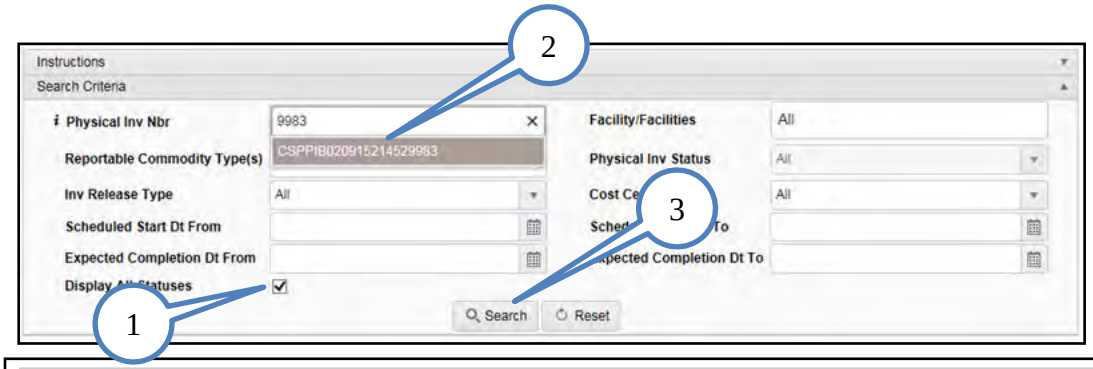
Reference Guide

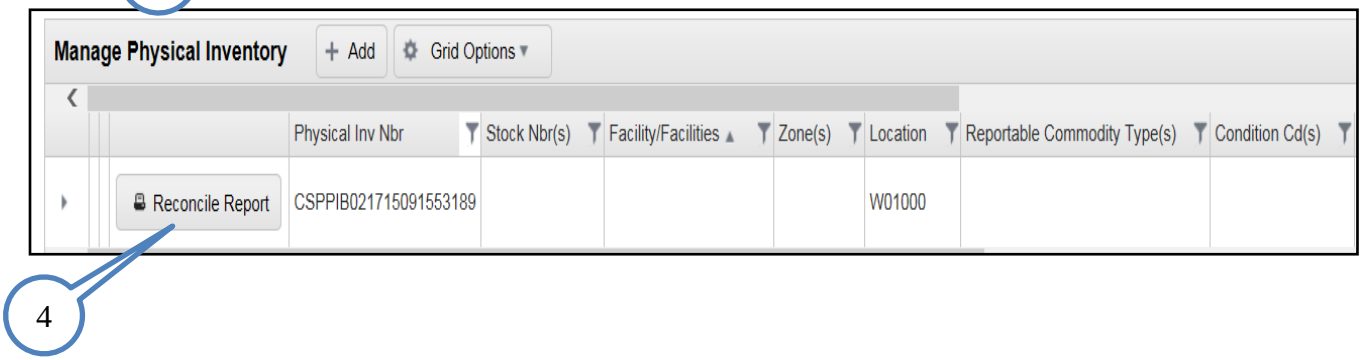
(1) Be sure to check the **Display All Statuses** ☐.

(2) Enter the Physical Inv last four digits to auto populate the Physical Inventory Number and click the appropriate Physical Inv Nbr.

(3) Click Search

(4) Click Reconcile Report





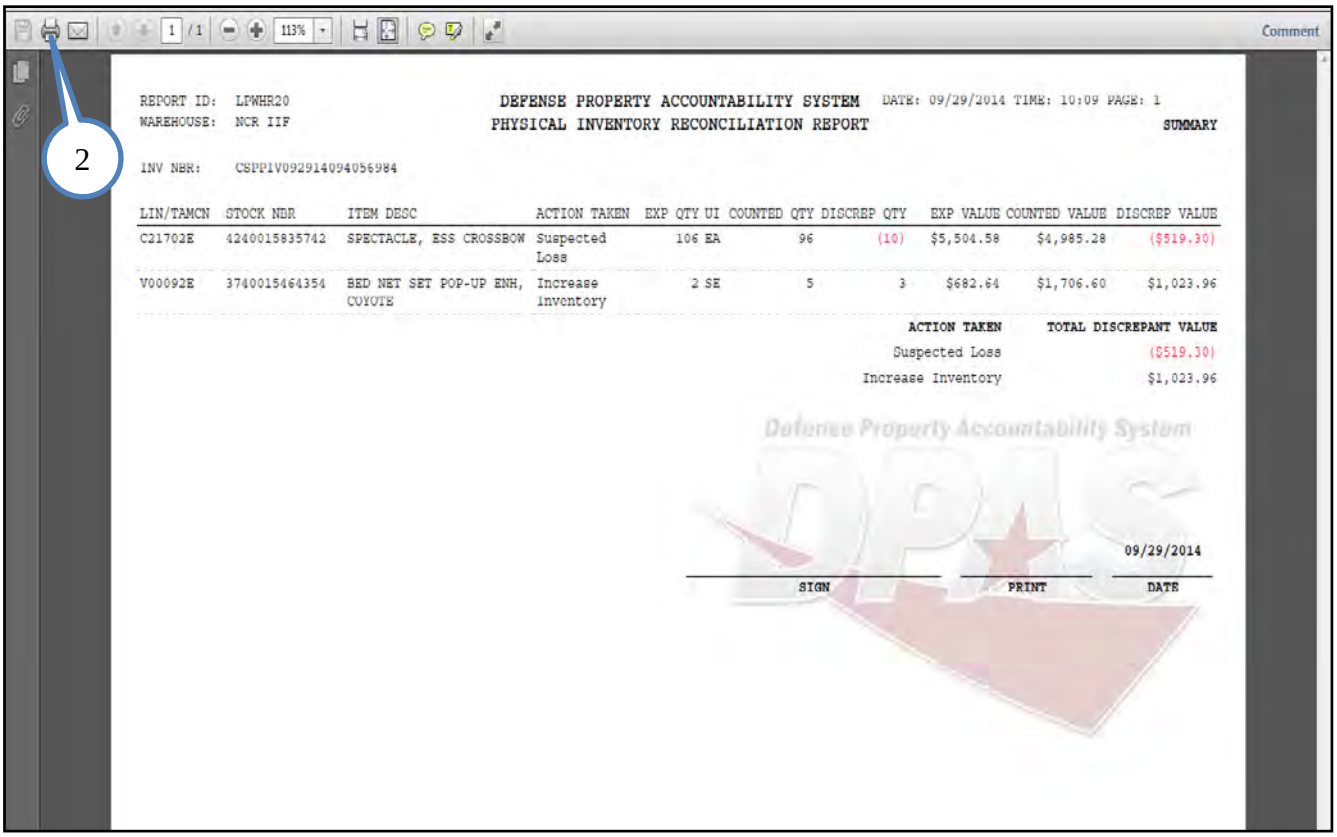
Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

(1) Click Open

(2) Click to print the Physical Inventory Reconciliation Report. Review and forward to the appropriate CSP personnel.



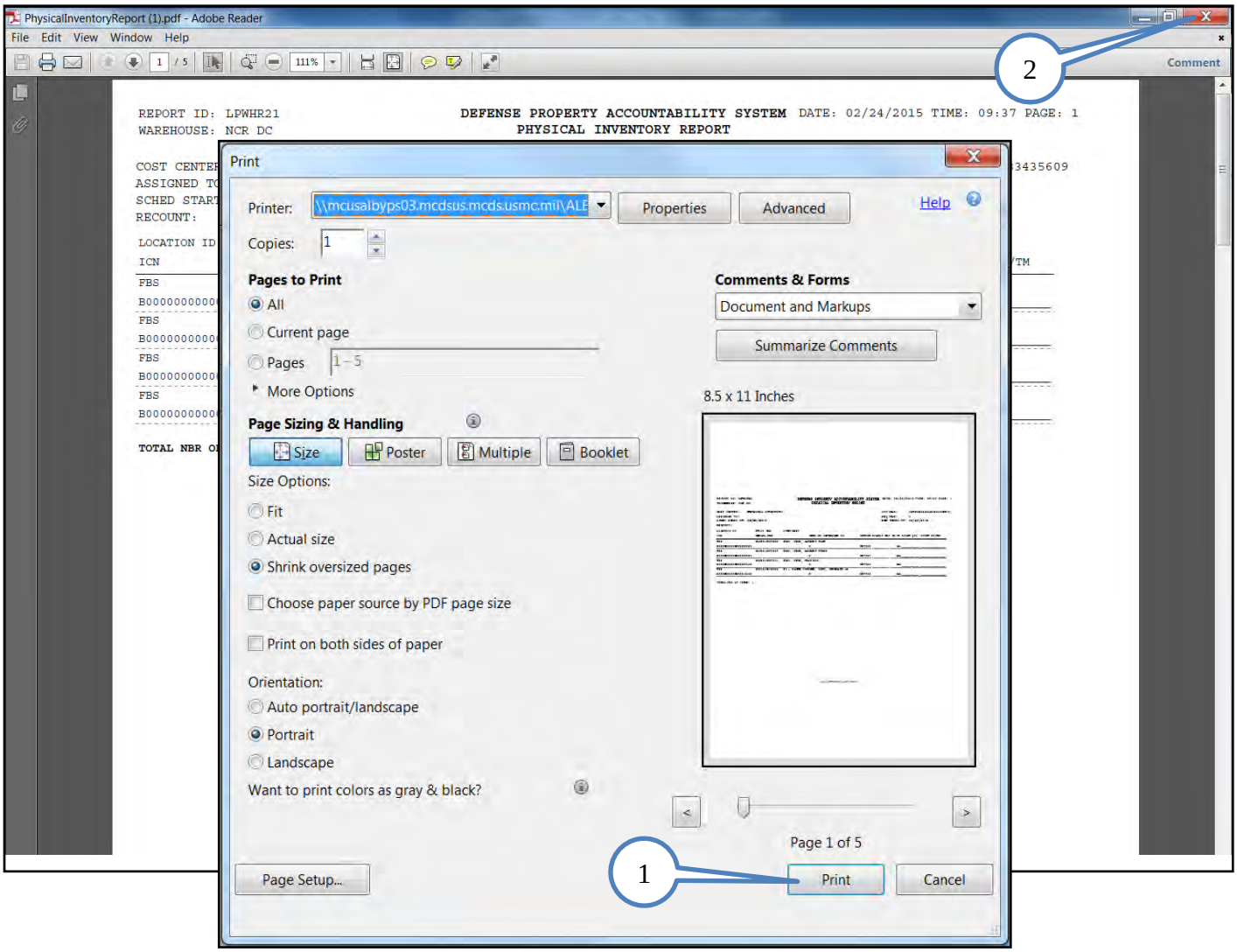
Physical Inventory Process

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

(1) Click Print

(2) Click X



Unfreeze Location

Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

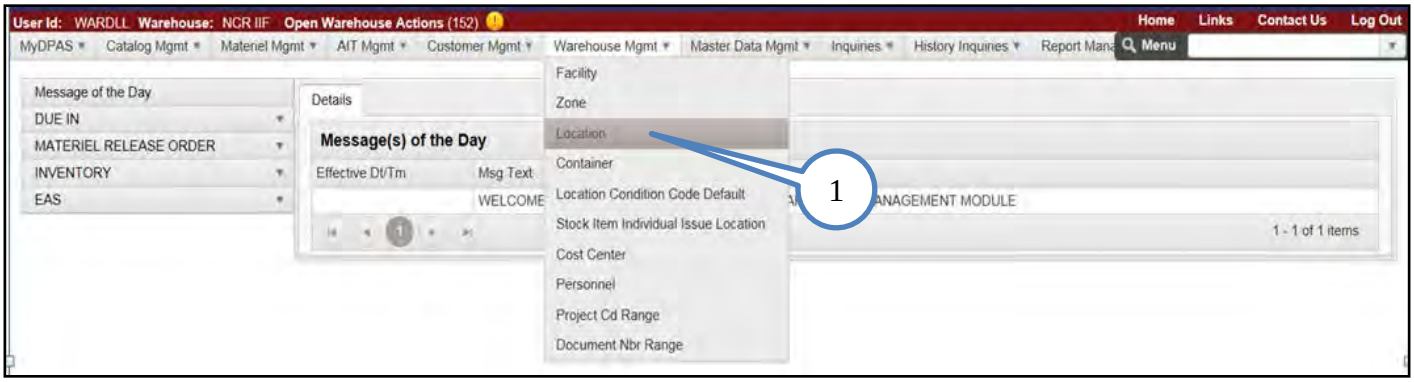
Reference Guide

Purpose

The purpose of this process is to provide you the capability to unfreeze a location after conducting a Physical Inventory. Unfreezing a location allows for inventory to be received, moved or issued from that location.

To unfreeze a location within a warehouse, navigate to the **Warehouse Mgmt** tab scroll down then:

(1) Click **Location**.



Unfreeze Location

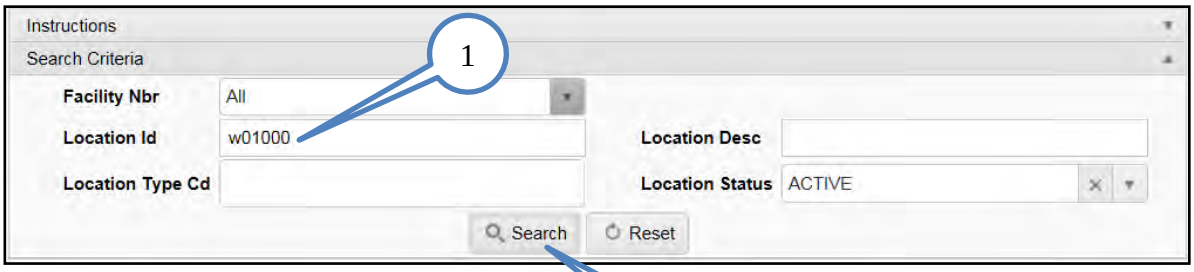
Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

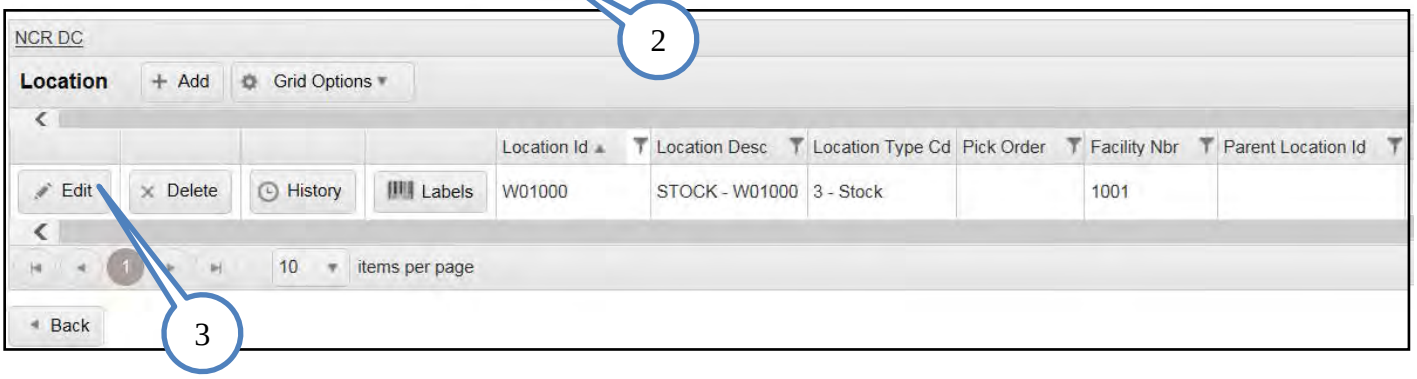
Reference Guide

(1) Enter the Location Id.

(2) Click Search, the requested information will display in the grid.

(3) Click Edit





Unfreeze Location

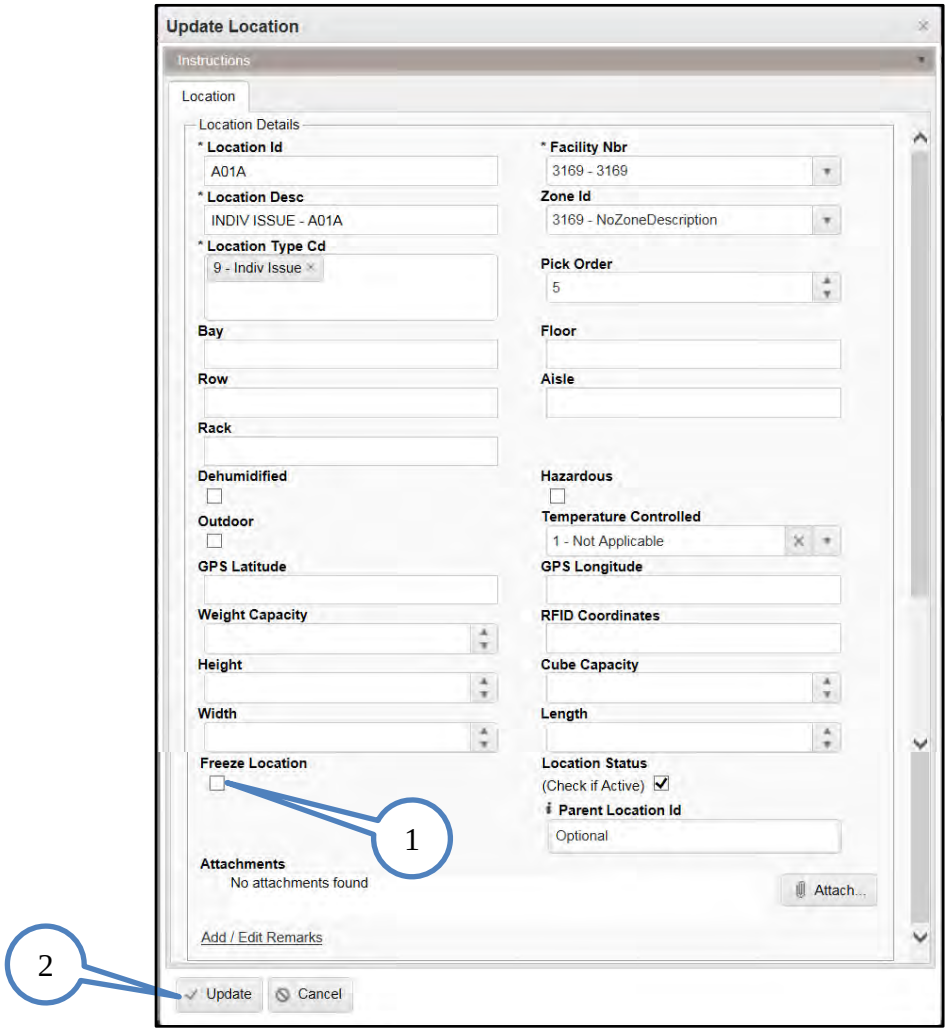
Roles: Warehouse Officer, Warehouse Administrator, Site Manager, Site Coordinator, Facility Clerk, Logistics Clerk

Reference Guide

(1) The Update Location menu opens, scroll down, click the **Freeze Location** ☐ to unfreeze the location.

(2) Click [✓ Update] to accept the changes.

Repeat slides 17 -24 until all Physical Inventory(ies) are reconciled and assigned locations are unfrozen.



RECEIVING PROCESS

Receiving Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

Reference Guide

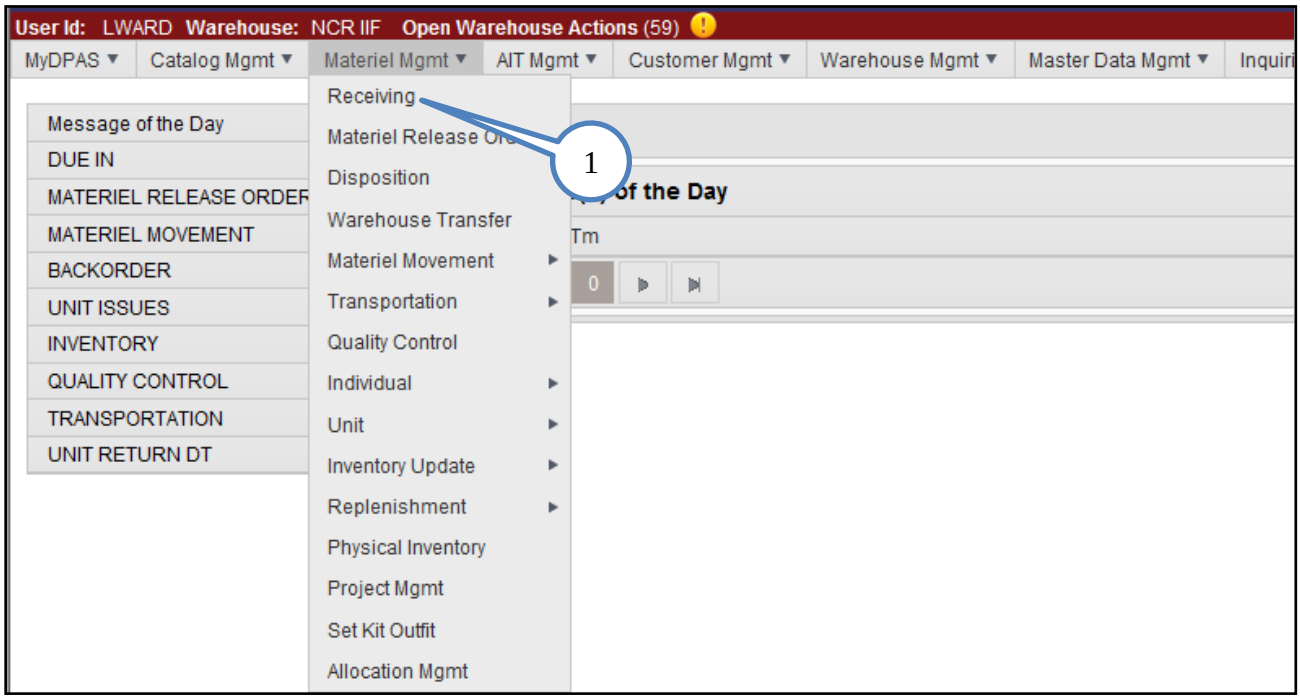
Purpose

The Receiving process allows the receipt/acceptance of equipment process from a due-in record or create a new receipt record with noted discrepancies. This process uses a automated interface type sequence of dialog boxes that lead through a series of well-defined steps.

The warehouse has 7 days from the initial receipt is entered until the item is accepted. The indicates within the time frame acceptance. The indicates nearing the end of the described time frame. The indicates a past due time frame.

Navigates to Materiel Mgmt then:

(1) Click on Receiving to start the process.

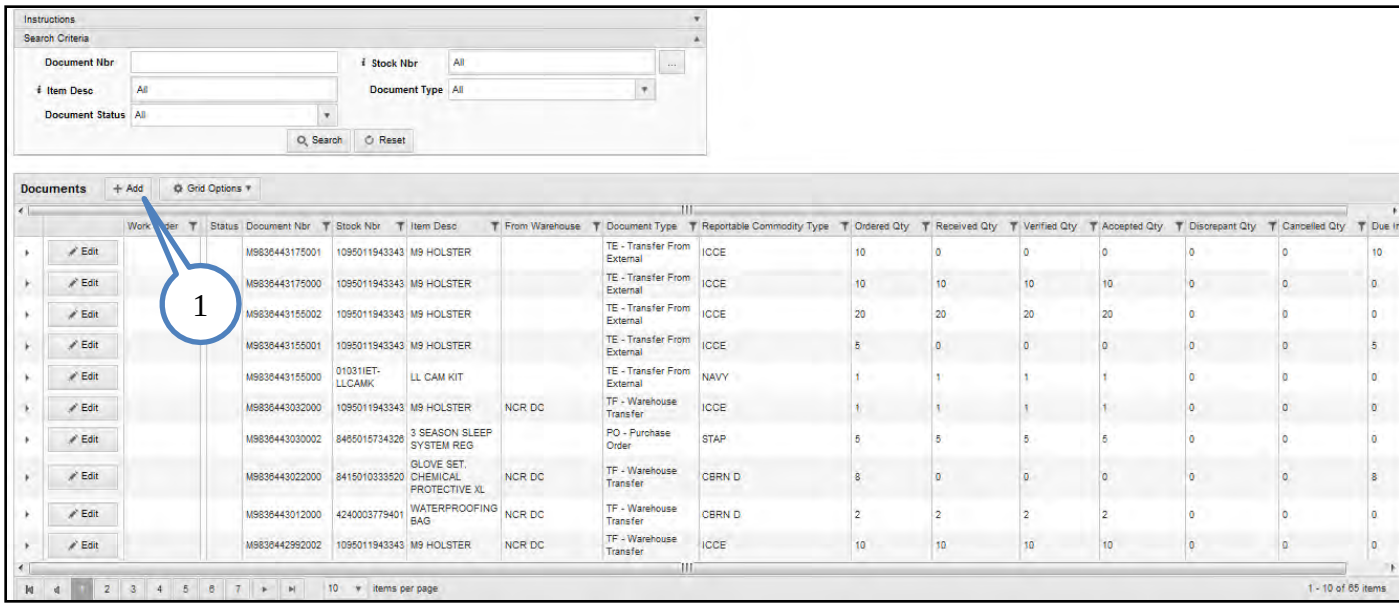


Receiving Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

Reference Guide

(1) To create a document, click **+ Add**.



Work Order	Status	Document Nbr	Stock Nbr	Item Desc	From Warehouse	Document Type	Reportable Commodity Type	Ordered Qty	Received Qty	Verified Qty	Accepted Qty	Discrepant Qty	Cancelled Qty	Due In
		M9836443175001	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	10	0	0	0	0	0	10
		M9836443175000	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	10	10	10	10	0	0	0
		M9836443155002	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	20	20	20	20	0	0	0
		M9836443155001	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	5	0	0	0	0	0	5
		M9836443155000	01031IET-LLCAMK	LL CAM KIT		TE - Transfer From External	NAVY	1	1	1	1	0	0	0
		M9836443032000	1095011943343	M9 HOLSTER	NCR DC	TF - Warehouse Transfer	ICCE	1	1	1	1	0	0	0
		M9836443030002	8485015734326	3 SEASON SLEEP SYSTEM REG		PO - Purchase Order	STAP	5	5	5	5	0	0	0
		M9836443022000	8415010333520	GLOVE SET, CHEMICAL PROTECTIVE XL	NCR DC	TF - Warehouse Transfer	CBRN D	8	0	0	0	0	0	8
		M9836443012000	4240003779401	WATERPROOFING BAG	NCR DC	TF - Warehouse Transfer	CBRN D	2	2	2	2	0	0	0
		M9836442992002	1095011943343	M9 HOLSTER	NCR DC	TF - Warehouse Transfer	ICCE	10	10	10	10	0	0	0

Receiving Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

Reference Guide

(1) On the Add Documents page, click the ▼ at the *I Want To… field, there are 3 types of receiving documents that can be created:

a. Due In

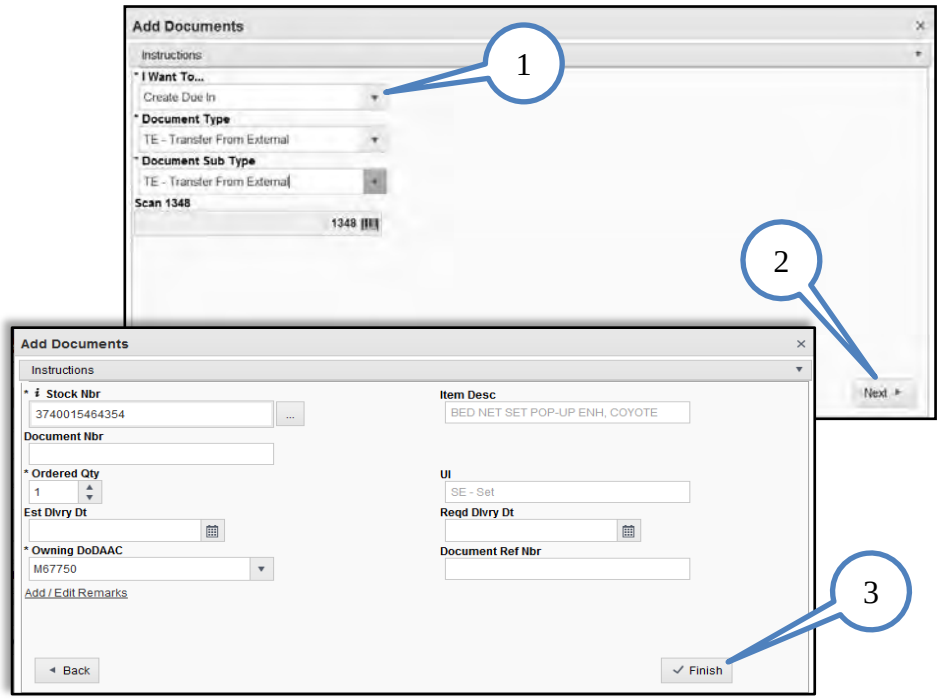
b. Receive/Accept

c. Manage Discrepancies

The selection determines the sequences of pages that follows to complete the process. Asterisks (*) are mandatory fields that must be filled in order to move forward.

(2) Click Next ▸

(3) Enter the stock number and quantity, click ✓ Finish.



Receiving Process

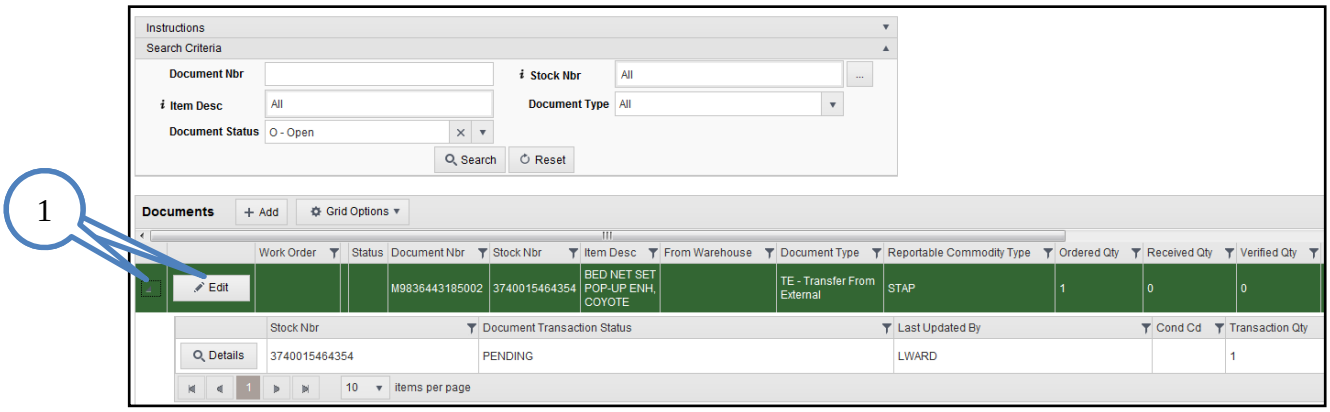
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

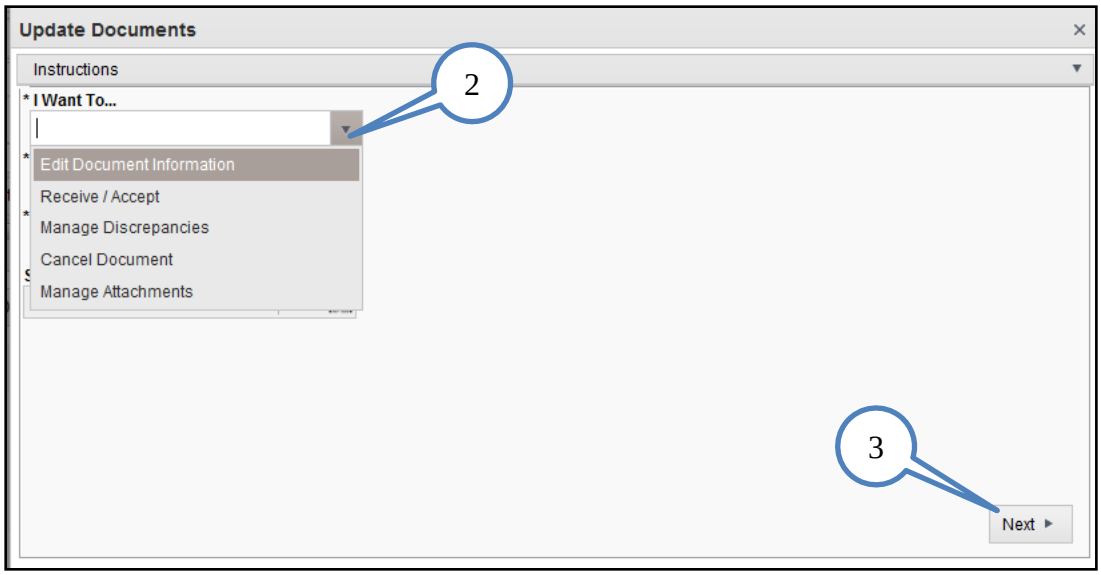
Reference Guide

(1) Click the expansion arrow to display the details, then/or click Edit to continue, the Update Document page displays.

(2) Click the ▼ to select the appropriate *I Want To…

(3) Click Next ►.





Receiving Process

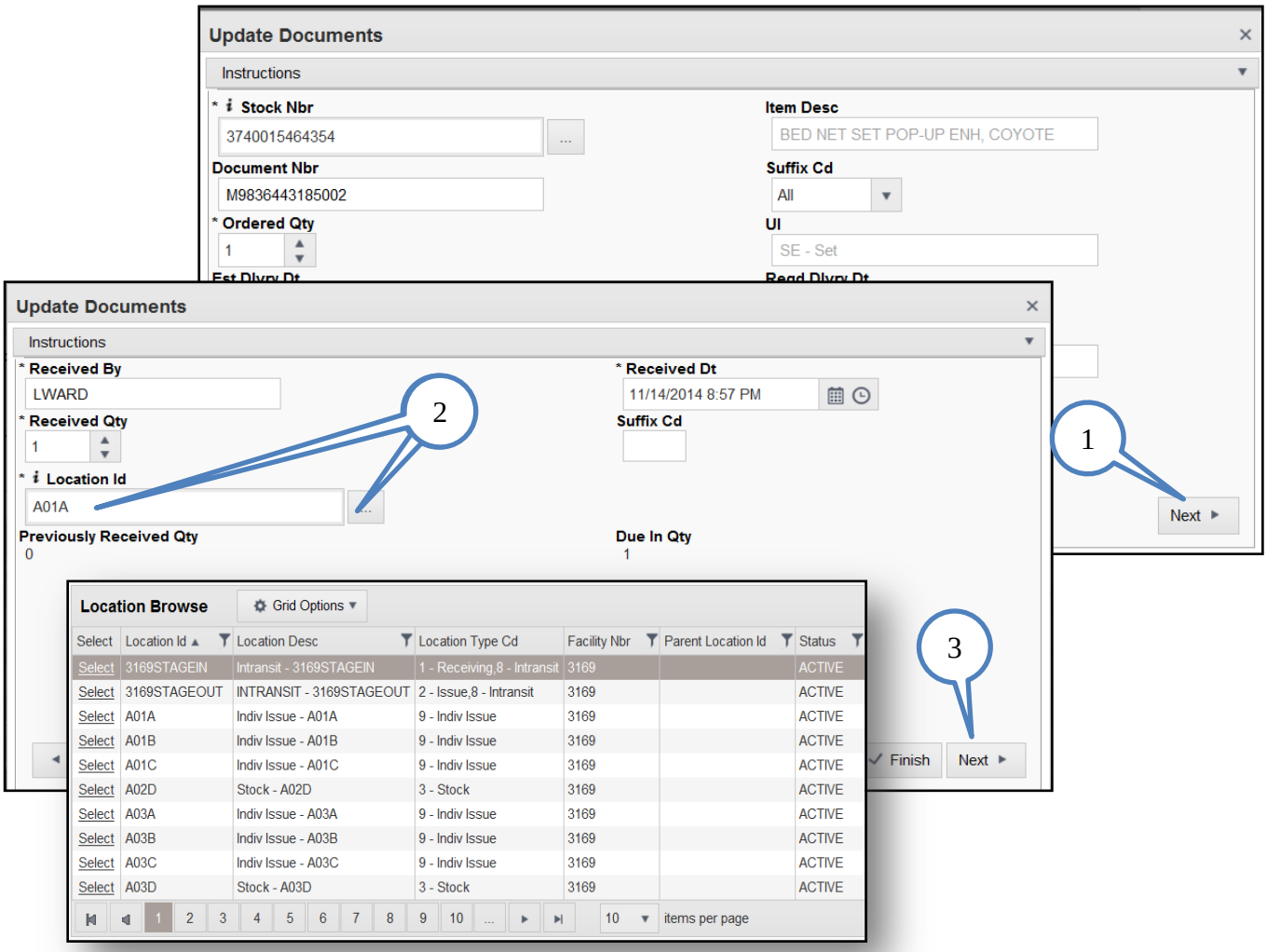
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

Reference Guide

(1) The Stock Nbr information displays, click Next ▸.

(2) Enter the location or click ... to select a location from the **Location Browse** window.

(3) Click Next ▸



Receiving Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

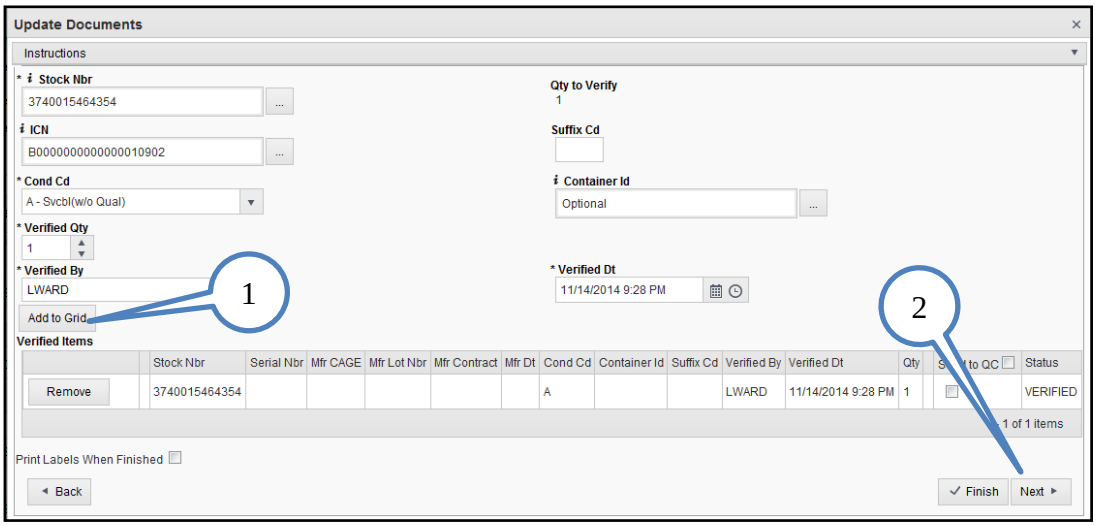
Reference Guide

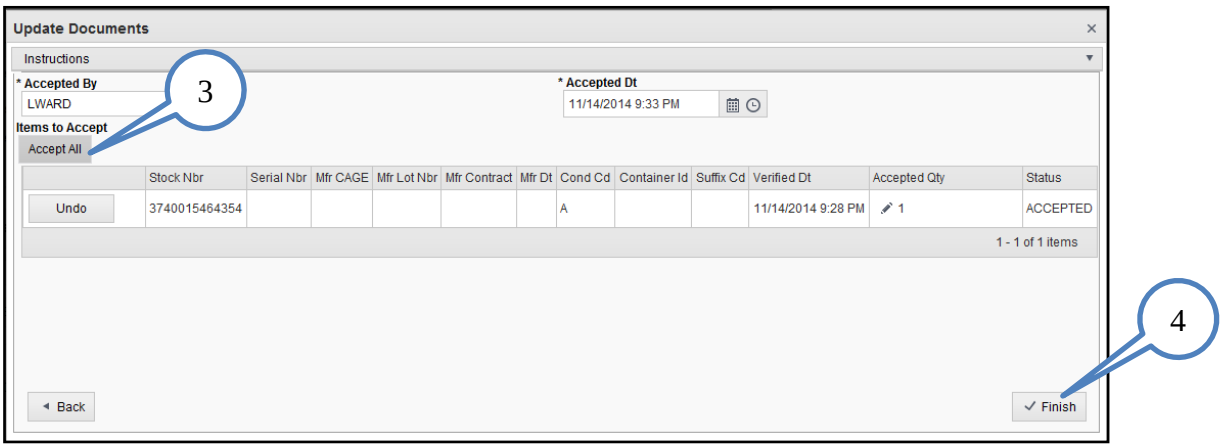
(1) Click Add to Grid to verify document.

(2) Click Next

(3) Click Accept All

(4) Click Finish





WAREHOUSE TRANSFER PROCESS

Warehouse Transfer Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

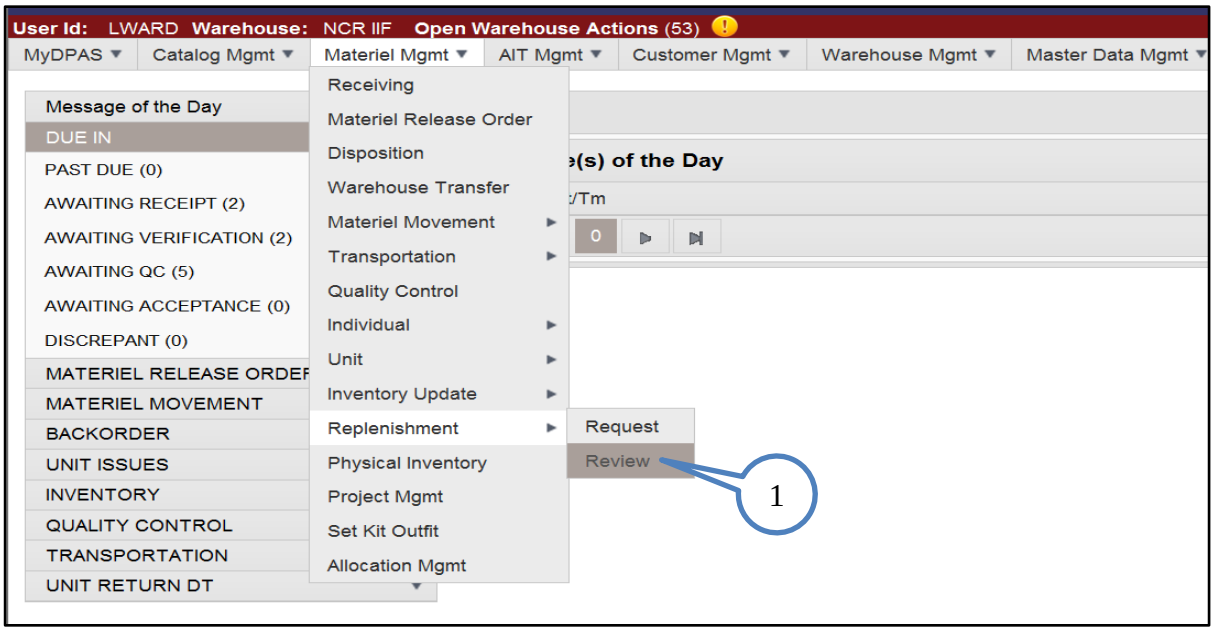
Purpose

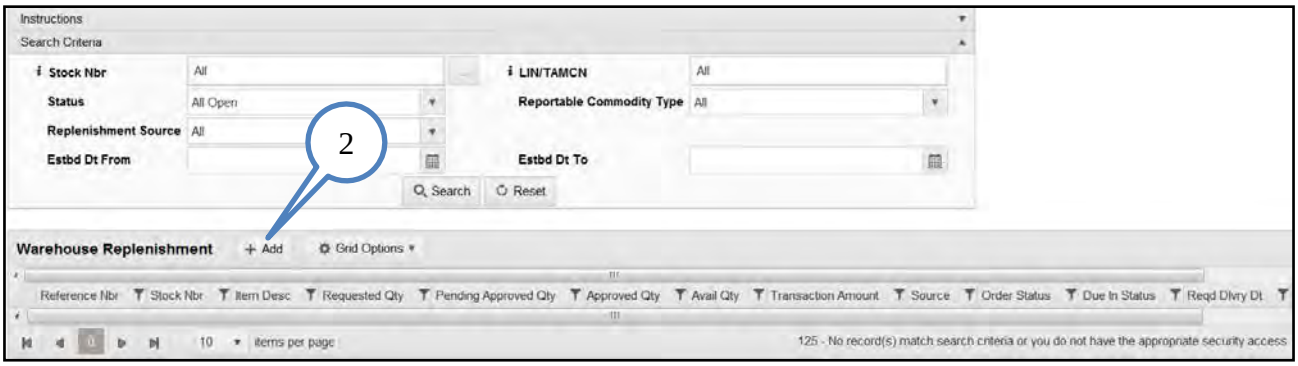
Warehouse Transfers are a management tool for ensuring effective forecasting, planning and executing the transfer of inventory.

Navigate to Materiel Mgmt, scroll to Replenishment then:

(1) Click on Review, the Warehouse Replenishment displays.

(2) On the Warehouse Replenishment page, click + Add.





Warehouse Transfer Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

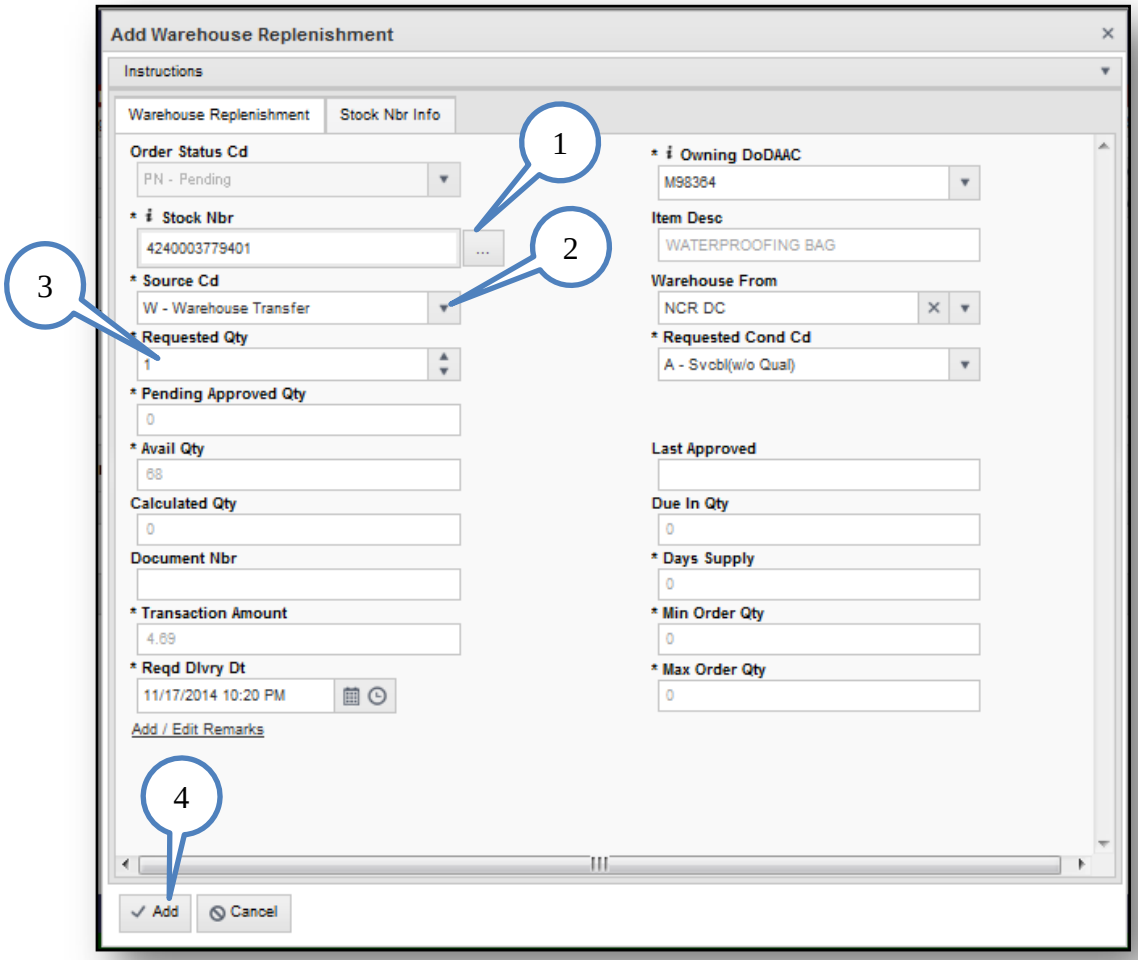
Reference Guide

(1) Enter the Stock Nbr or click ... to open the browser to select the stock number; some information will auto populate.

(2) Click ▼ to select Source Cd.

(3) Enter the requested quantity.

(4) Click + Add



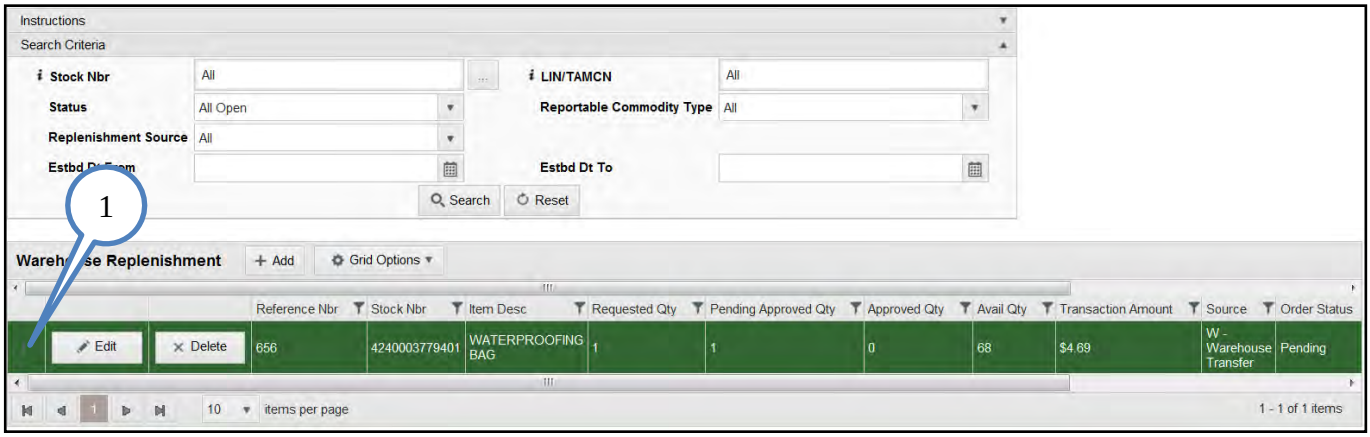
Warehouse Transfer Process

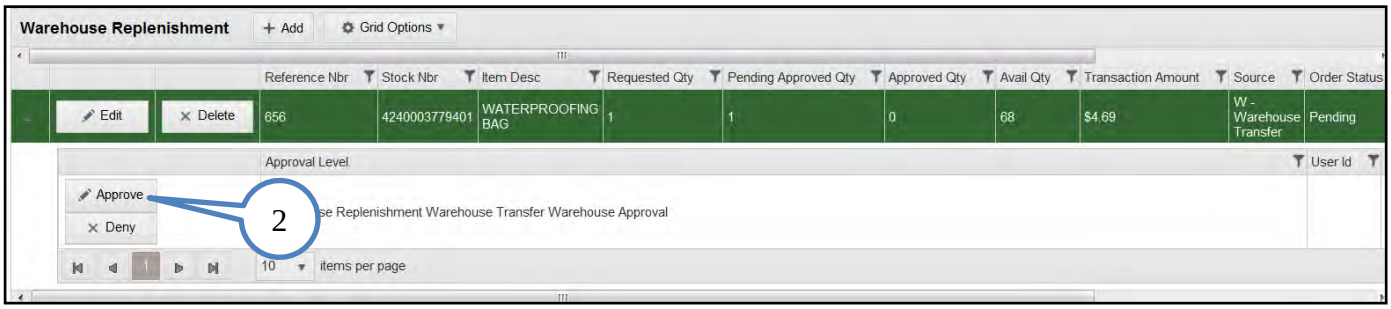
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

(1) Replenishment request displays green on the Warehouse Replenishment grid, click the ▶ to expand the view.

(2) Click Approve to send request to the Supplying/Losing Warehouse.





Warehouse Transfer Process

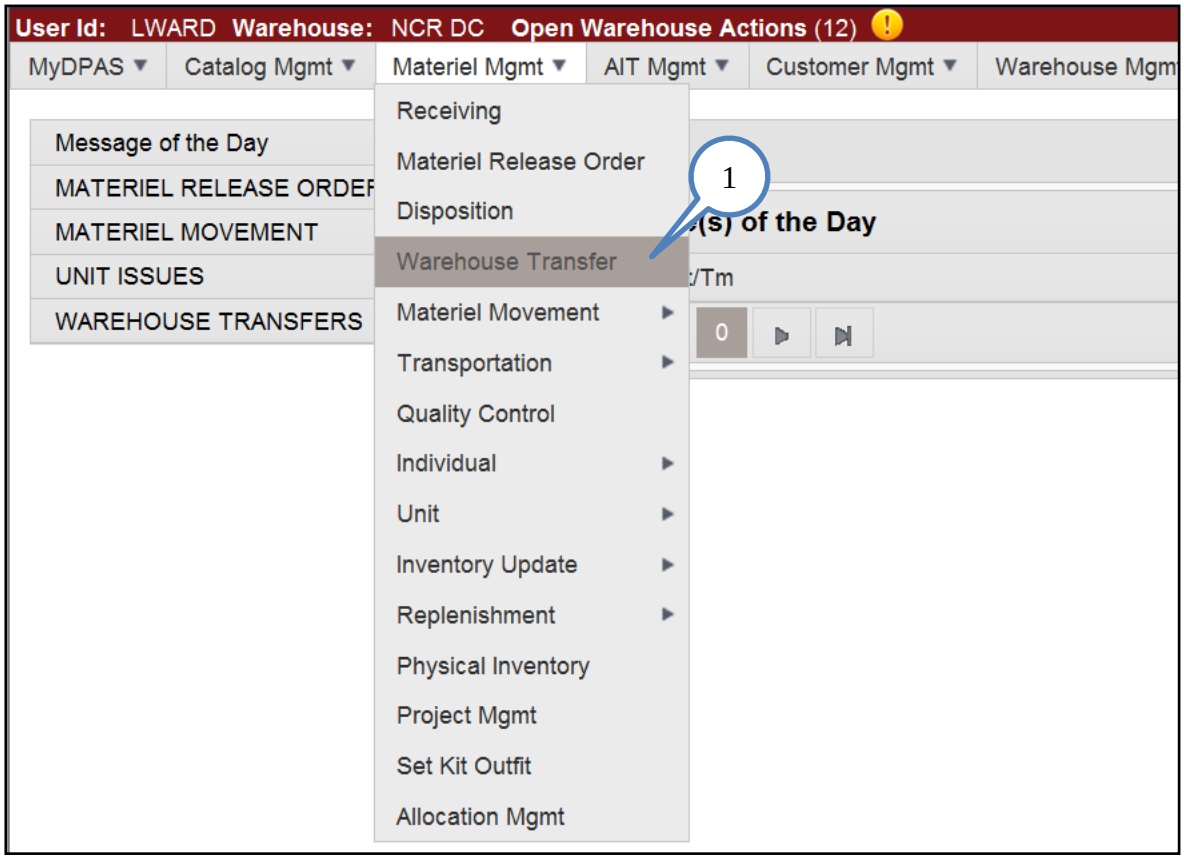
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

Supplying/Losing Warehouse receives the alert in Open Warehouse Actions.

Navigate to Materiel Mgmt

(1) Click on Warehouse Transfer.



Warehouse Transfer Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

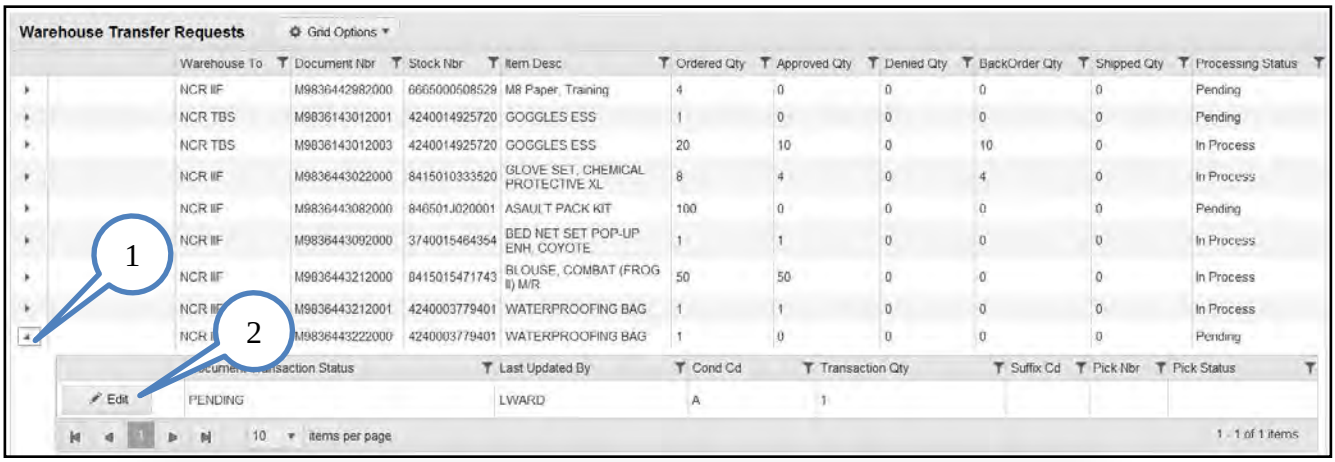
Reference Guide

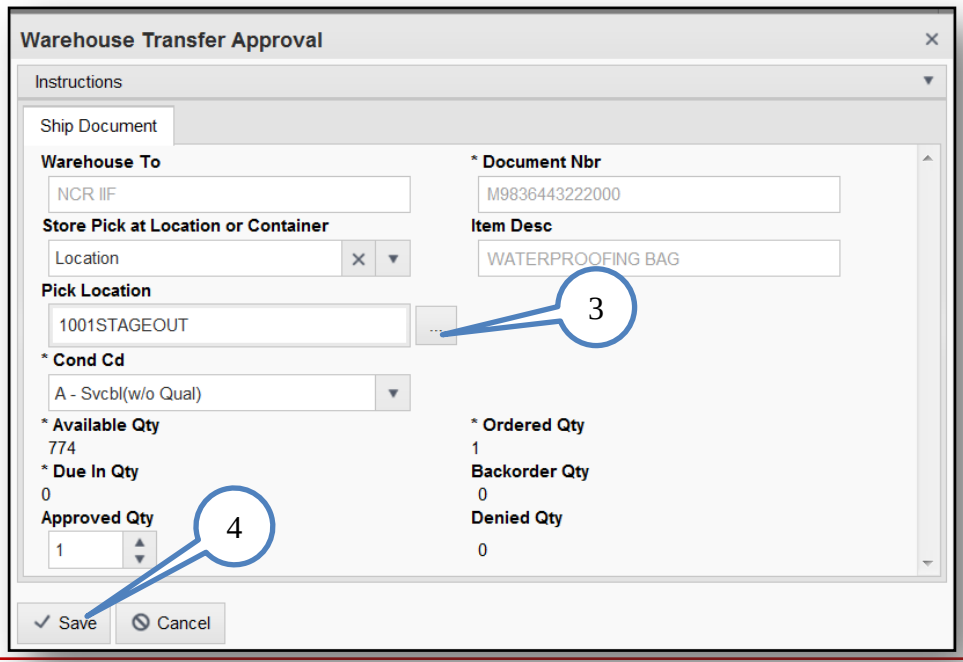
(1) Warehouse Transfer Requests displays, click the ▶ to edit the request.

(2) Click Edit, to open the Warehouse Transfer Approval page.

(3) At the Warehouse Approval page, click the ... to select Pick Location

(4) Click Save



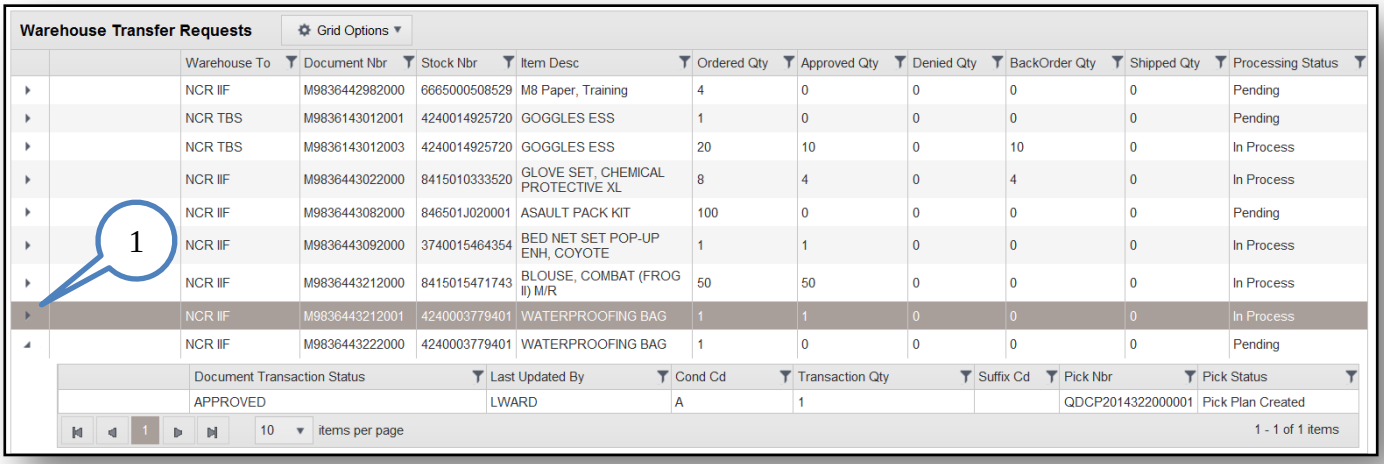


Warehouse Transfer Process

Roles: Site Managers & Site Coordinators, Logistics, Facility & Warehouse Clerks and Warehouse Specialist

Reference Guide

(1) Click the ▸ to display the request status. The Request then moves to the Materiel Movement process within the Supplying/Losing Warehouse.



Warehouse Transfer Requests

Grid Options

	Warehouse To	Document Nbr	Stock Nbr	Item Desc	Ordered Qty	Approved Qty	Denied Qty	BackOrder Qty	Shipped Qty	Processing Status
▸	NCR IIF	M9836442982000	6665000508529	M8 Paper, Training	4	0	0	0	0	Pending
▸	NCR TBS	M9836143012001	4240014925720	GOGGLES ESS	1	0	0	0	0	Pending
▸	NCR TBS	M9836143012003	4240014925720	GOGGLES ESS	20	10	0	10	0	In Process
▸	NCR IIF	M9836443022000	8415010333520	GLOVE SET, CHEMICAL PROTECTIVE XL	8	4	0	4	0	In Process
▸	NCR IIF	M9836443082000	846501J020001	ASAULT PACK KIT	100	0	0	0	0	Pending
▸	NCR IIF	M9836443092000	3740015464354	BED NET SET POP-UP ENH, COYOTE	1	1	0	0	0	In Process
▸	NCR IIF	M9836443212000	8415015471743	BLOUSE, COMBAT (FROG II) M/R	50	50	0	0	0	In Process
▸	NCR IIF	M9836443212001	4240003779401	WATERPROOFING BAG	1	1	0	0	0	In Process
◢	NCR IIF	M9836443222000	4240003779401	WATERPROOFING BAG	1	0	0	0	0	Pending

Document Transaction Status	Last Updated By	Cond Cd	Transaction Qty	Suffix Cd	Pick Nbr	Pick Status
APPROVED	LWARD	A	1		QDCP2014322000001	Pick Plan Created

1 10 items per page 1 - 1 of 1 items

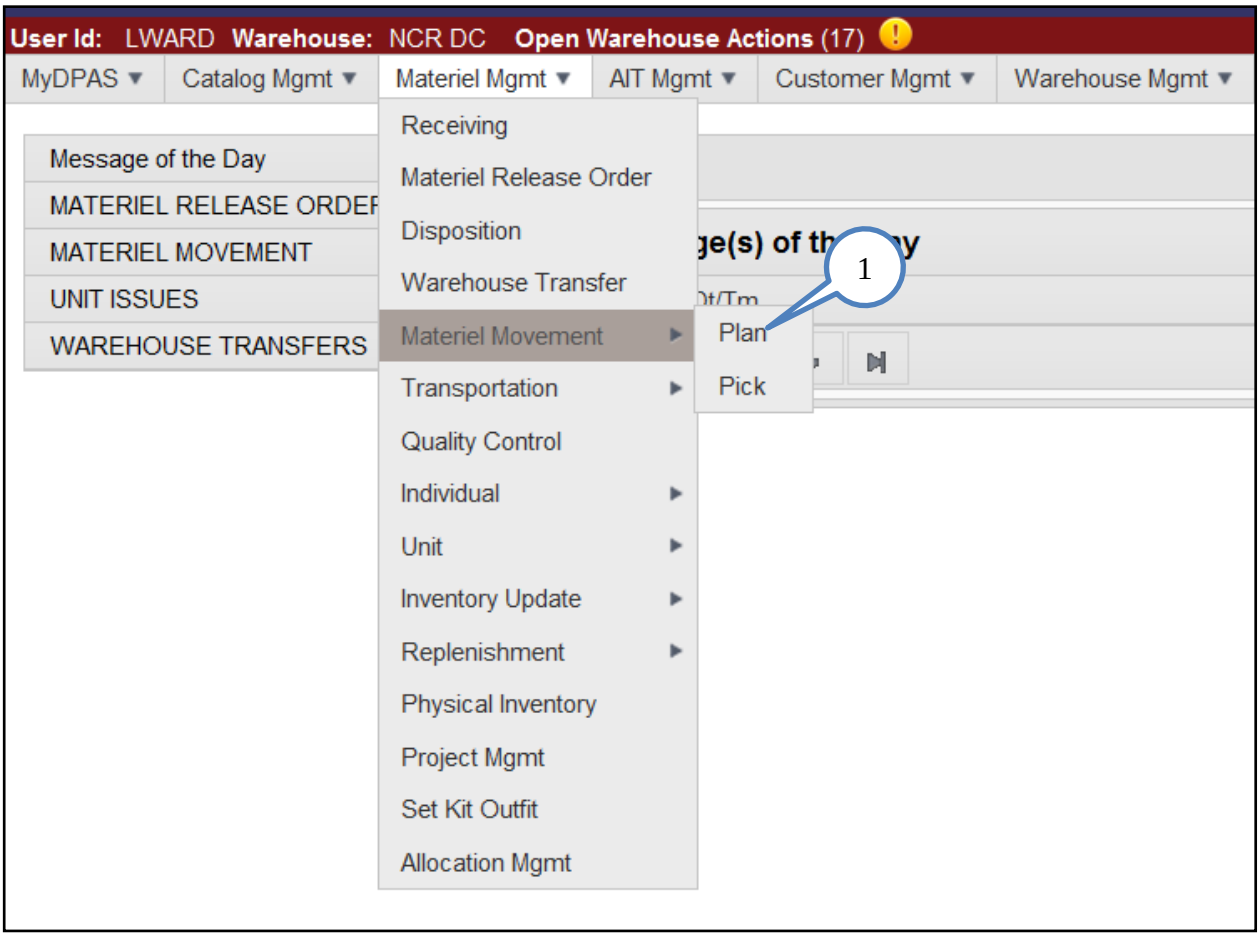
Warehouse Transfer Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

After Supply/Losing Warehouse approve the request, then the Supplying/Losing warehouse would navigate to Materiel Movement to plan and pick the equipment for transfer.

(1) Click Plan.



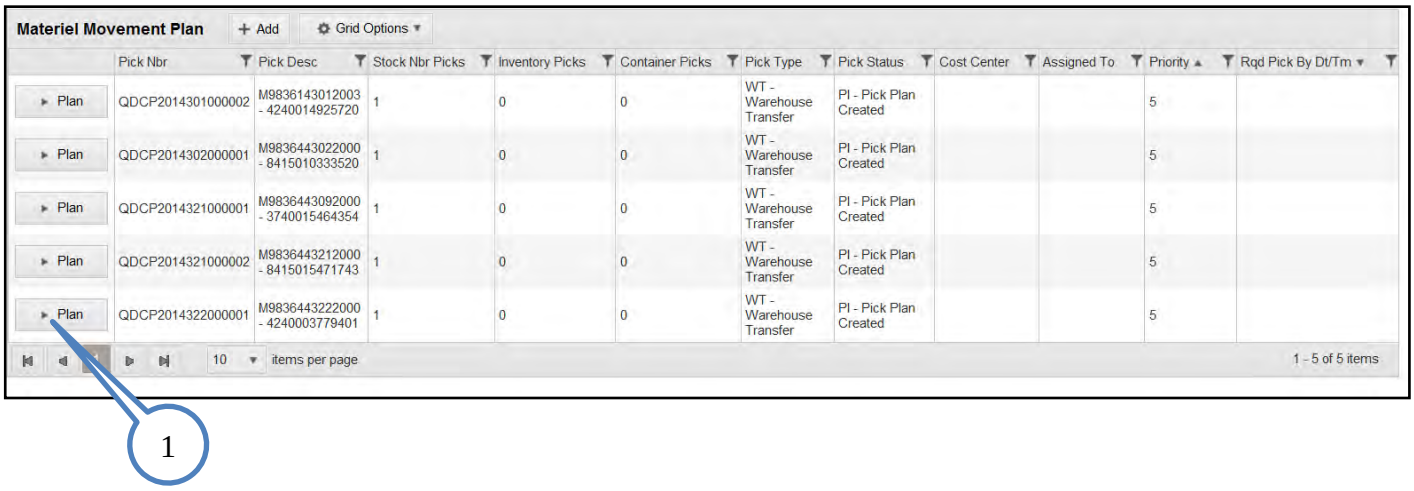
Warehouse Transfer Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

(1) Click [Plan], the Stock Nbr Picks page displays the pick.

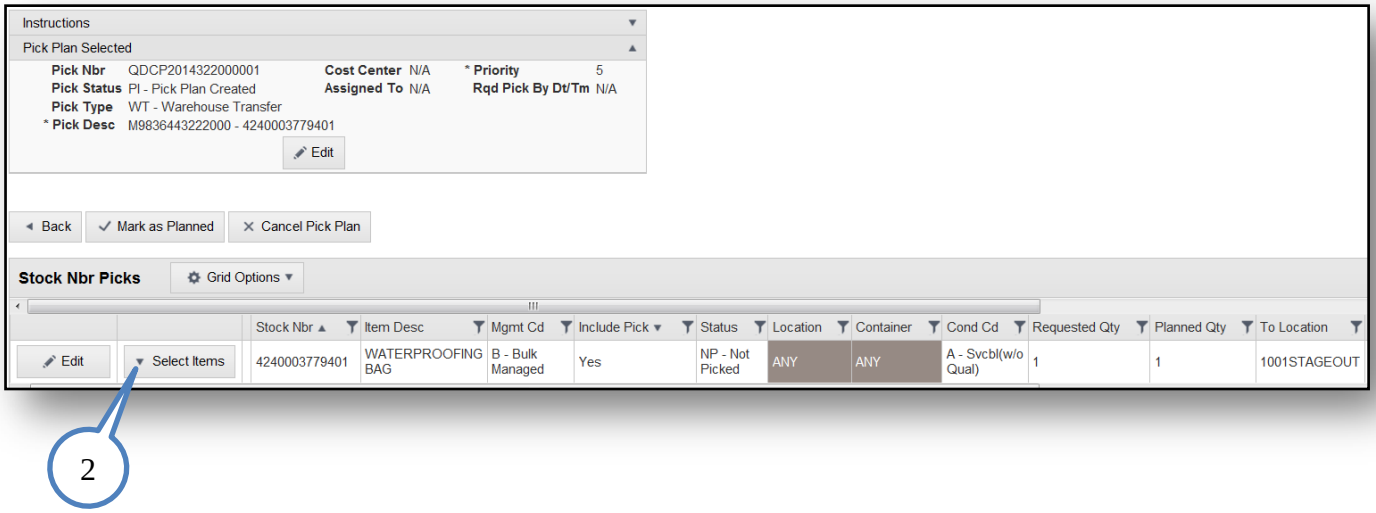
(2) Click [Select Items]



Materiel Movement Plan

	Pick Nbr	Pick Desc	Stock Nbr Picks	Inventory Picks	Container Picks	Pick Type	Pick Status	Cost Center	Assigned To	Priority	Rqd Pick By Dt/Tm
Plan	QDCP2014301000002	M9836143012003 - 4240014925720	1	0	0	WT - Warehouse Transfer	PI - Pick Plan Created			5	
Plan	QDCP2014302000001	M9836443022000 - 8415010333520	1	0	0	WT - Warehouse Transfer	PI - Pick Plan Created			5	
Plan	QDCP2014321000001	M9836443092000 - 3740015464354	1	0	0	WT - Warehouse Transfer	PI - Pick Plan Created			5	
Plan	QDCP2014321000002	M9836443212000 - 8415015471743	1	0	0	WT - Warehouse Transfer	PI - Pick Plan Created			5	
Plan	QDCP2014322000001	M9836443222000 - 4240003779401	1	0	0	WT - Warehouse Transfer	PI - Pick Plan Created			5	

1



Instructions

Pick Plan Selected

Pick Nbr QDCP2014322000001 Cost Center N/A * Priority 5
Pick Status PI - Pick Plan Created Assigned To N/A Rqd Pick By Dt/Tm N/A
Pick Type WT - Warehouse Transfer
* Pick Desc M9836443222000 - 4240003779401

Edit

Back | Mark as Planned | Cancel Pick Plan

Stock Nbr Picks

		Stock Nbr	Item Desc	Mgmt Cd	Include Pick	Status	Location	Container	Cond Cd	Requested Qty	Planned Qty	To Location
Edit	Select Items	4240003779401	WATERPROOFING BAG	B - Bulk Managed	Yes	NP - Not Picked	ANY	ANY	A - Svcbl(w/o Qual)	1	1	1001STAGEOUT

2

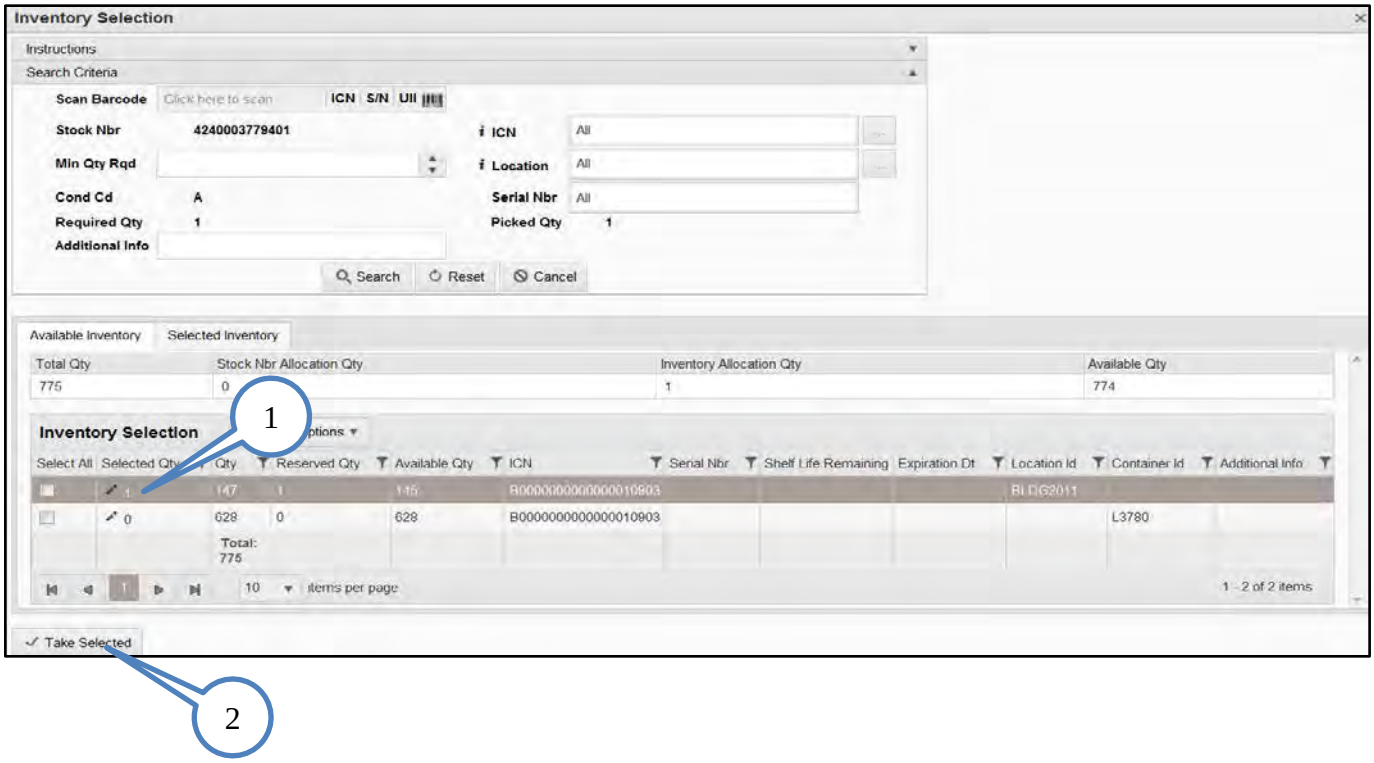
Warehouse Transfer Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

(1) Click the to enter requested quantity.

(2) Click



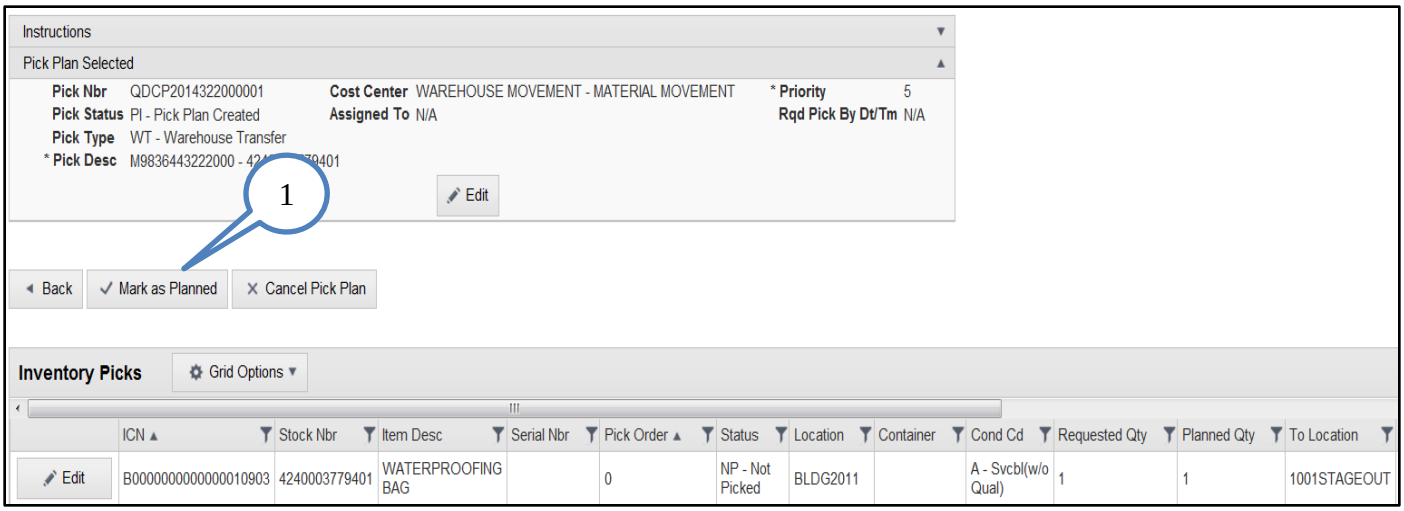
Warehouse Transfer Process

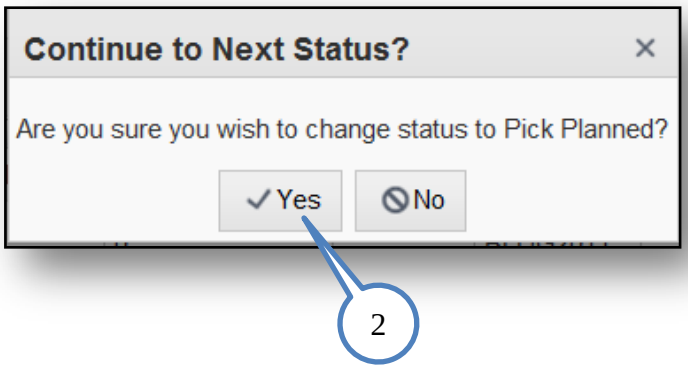
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

(1) Click ✓ Mark as Planned

(2) Click ✓ Yes





Warehouse Transfer Process

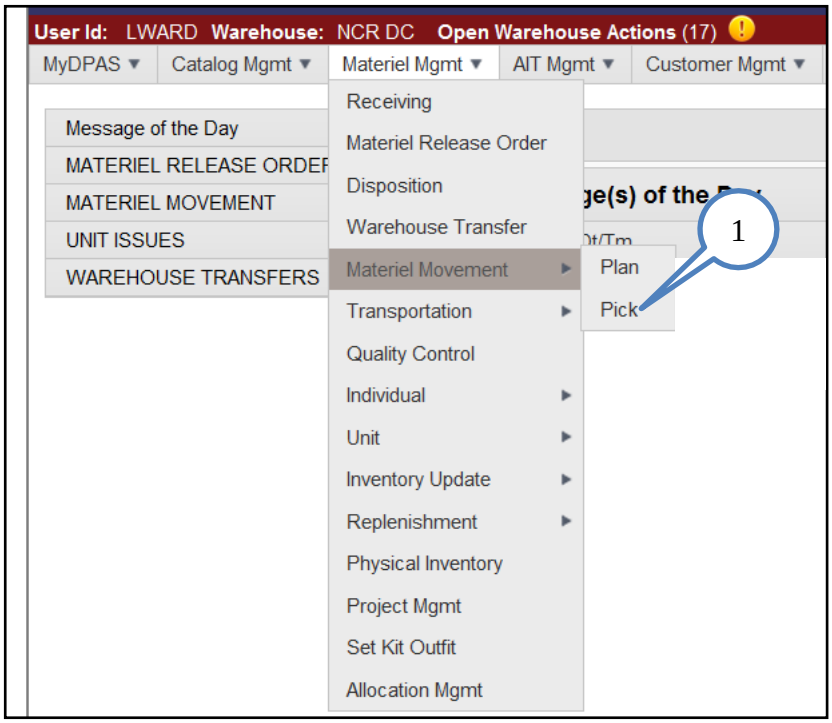
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

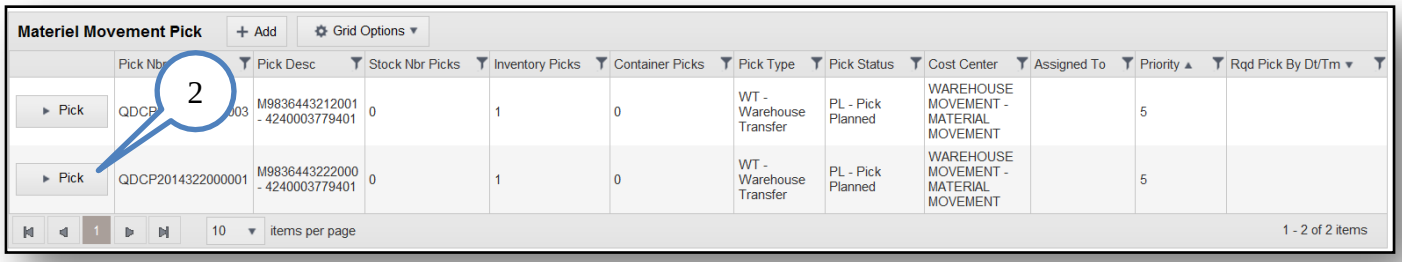
Reference Guide

After the Supplying/Losing Warehouse plan the movement of the equipment, the next step is to pick the equipment for transfer.
Navigate to Materiel Mgmt, scroll to Materiel Movement then:

(1) Click Pick, the Materiel Movement Pick page displays the pick.

(2) Click ▸ Pick .





Warehouse Transfer Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

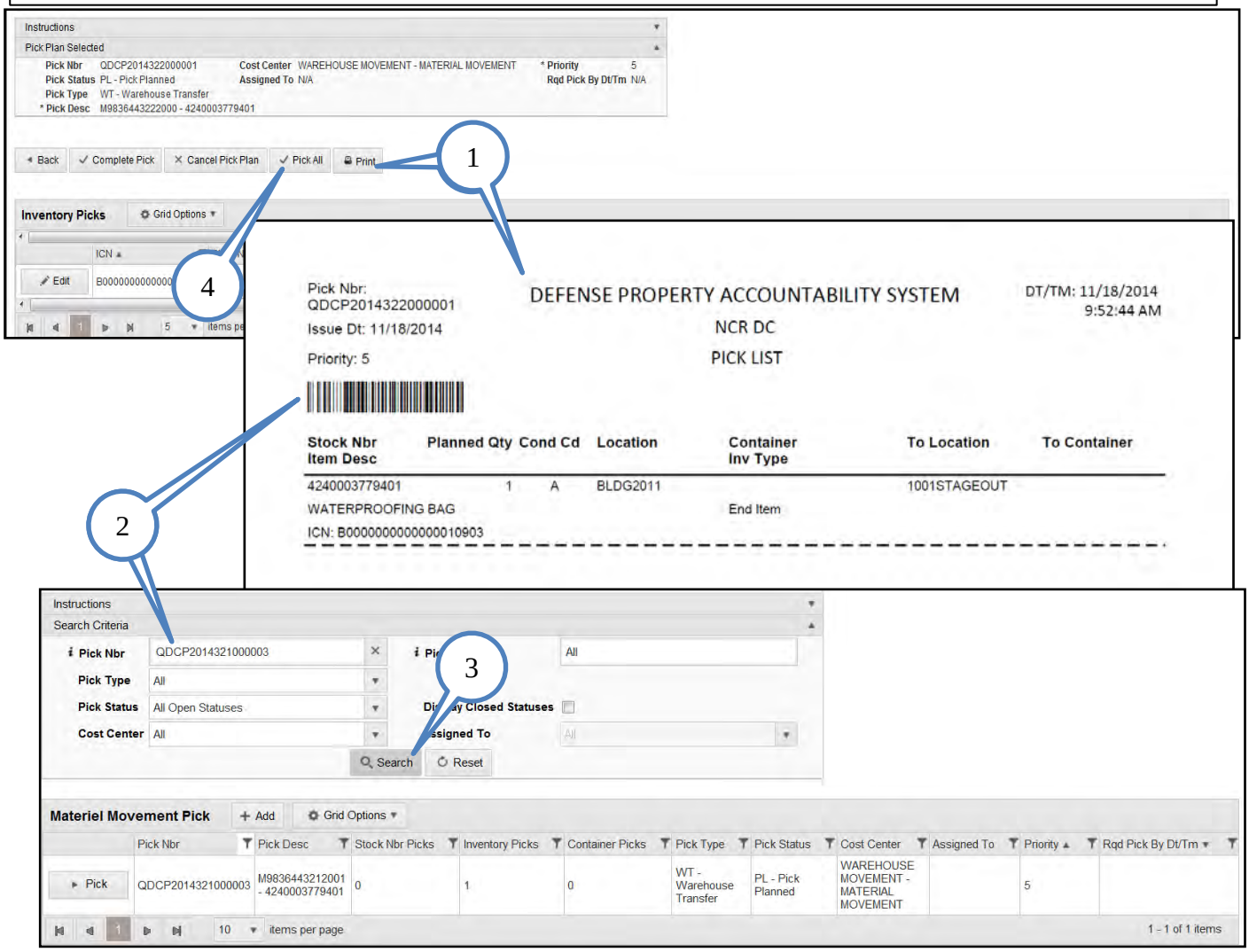
Reference Guide

(1) At the Inventory Picks page, click Print to print the pick list for Clerk to go pick the equipment. After Clerk returns with pick list noted as complete, log back into DPAS Materiel Movement Pick.

(2) Enter Pick Nbr or scan the Pick Nbr Bar Code on the Pick List to retrieve the pick.

(3) Click Search

(4) Click Pick All



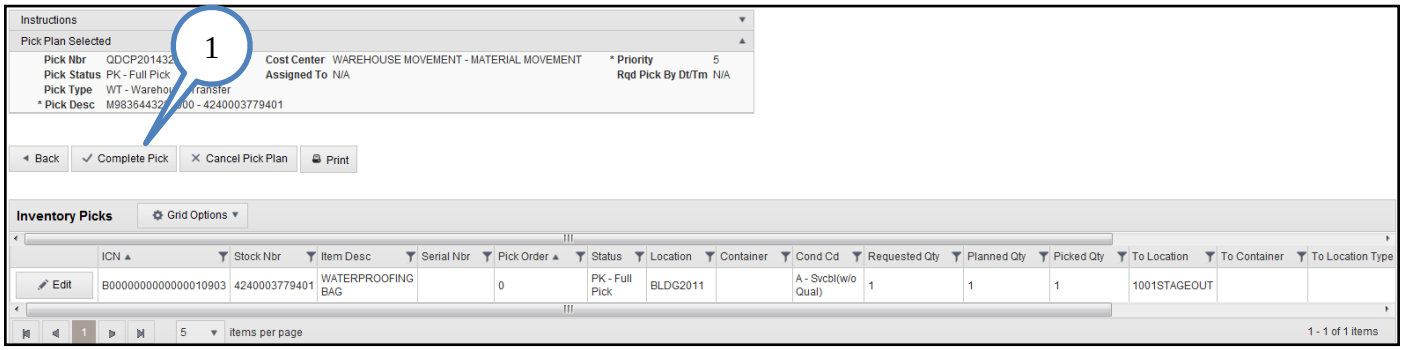
Warehouse Transfer Process

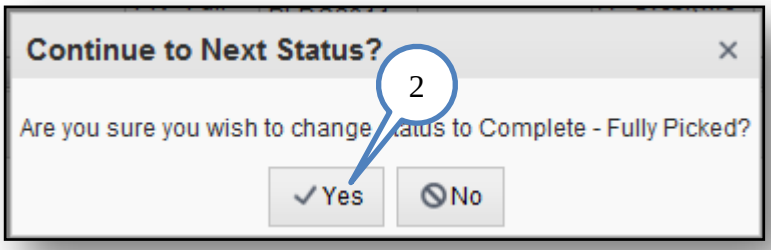
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

(1) Click ✓ Complete Pick

(2) Click ✓ Yes to complete the pick. The Graining/Requesting Warehouse will receive an alert to receipt for the equipment.





DISPOSITION PROCESS

Purpose

The Disposition process is the means by which equipment is removed from service/Warehouse inventory. This process will eliminate equipment using one of three disposal methods:

- **Local Disposals** – Disposed of via incinerator or trash
- **Excess** – Sent to DLA Disposition Services for disposal or redistribution
- **Warehouse Turn-In** – Transfer equipment to a Parent or another Warehouse for restocking

Each disposal may go through a series of steps depending on the disposal method:

- Local Disposition
  - Requested
  - Warehouse Manager Approved/Denied
  - Contracting Officer Representative (COR) Approved/Denied
  - Disposed
- Excess
  - Requested
  - Warehouse Manager Approved/Denied
  - COR Approved/Denied
  - Disposed
- Warehouse Turn-In
  - Requested
  - Warehouse Manager Approved/Denied
  - Shipped

Attention!

For Warehouse Turn-Ins when the receiving Warehouse is a Parent Warehouse, the Turn-In does not require an approval. Once a Request is established, it progresses directly to a status of Shipped.

Disposition Process

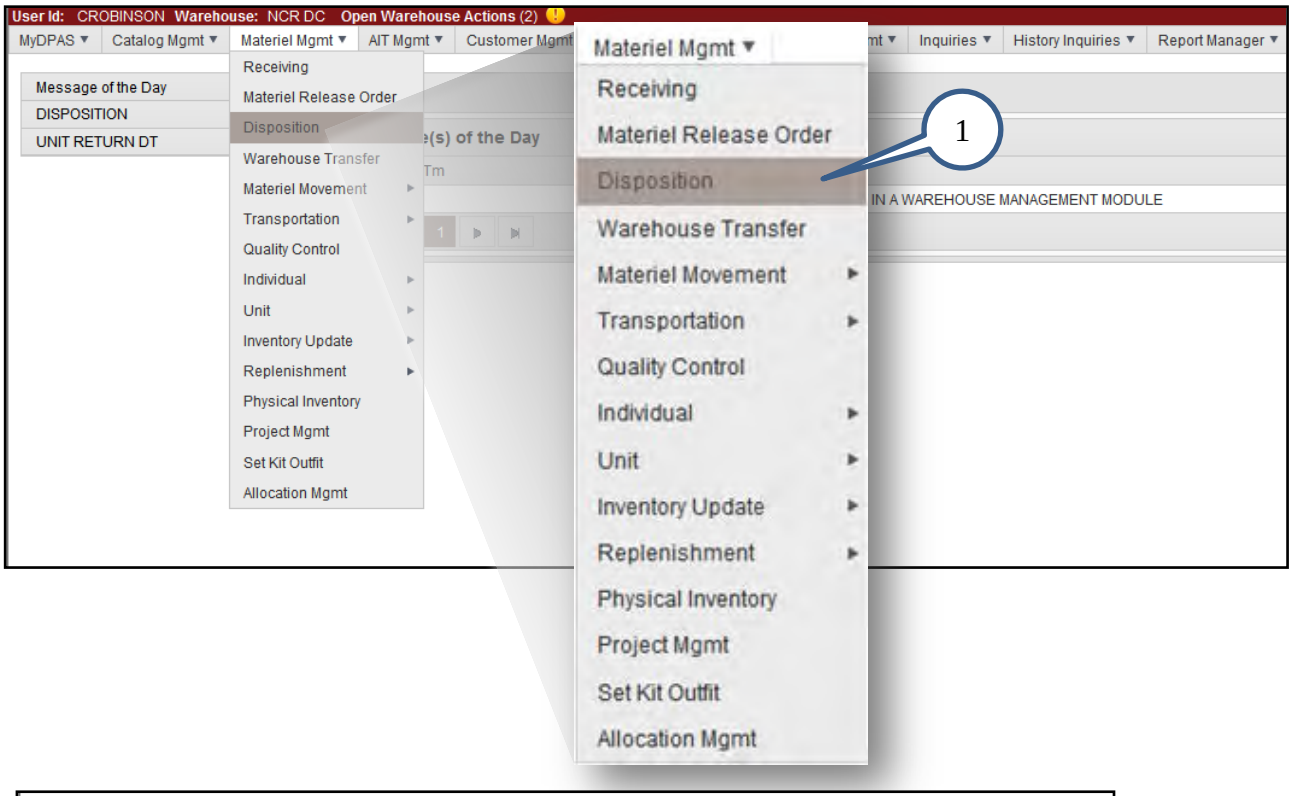
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

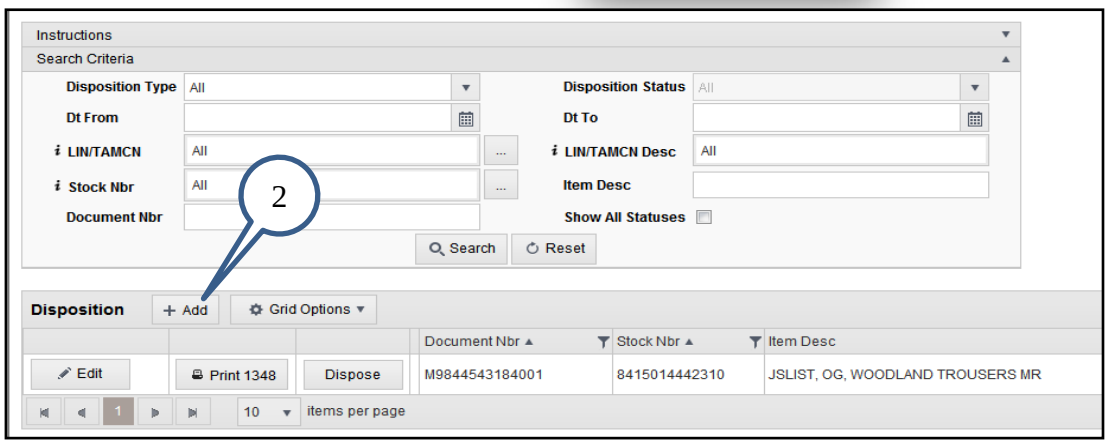
Reference Guide

Navigate to Materiel Mgmt then:

(1) Stroll and click on Disposition.

(2) Click the + Add to create a Disposition.





Disposition Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

Reference Guide

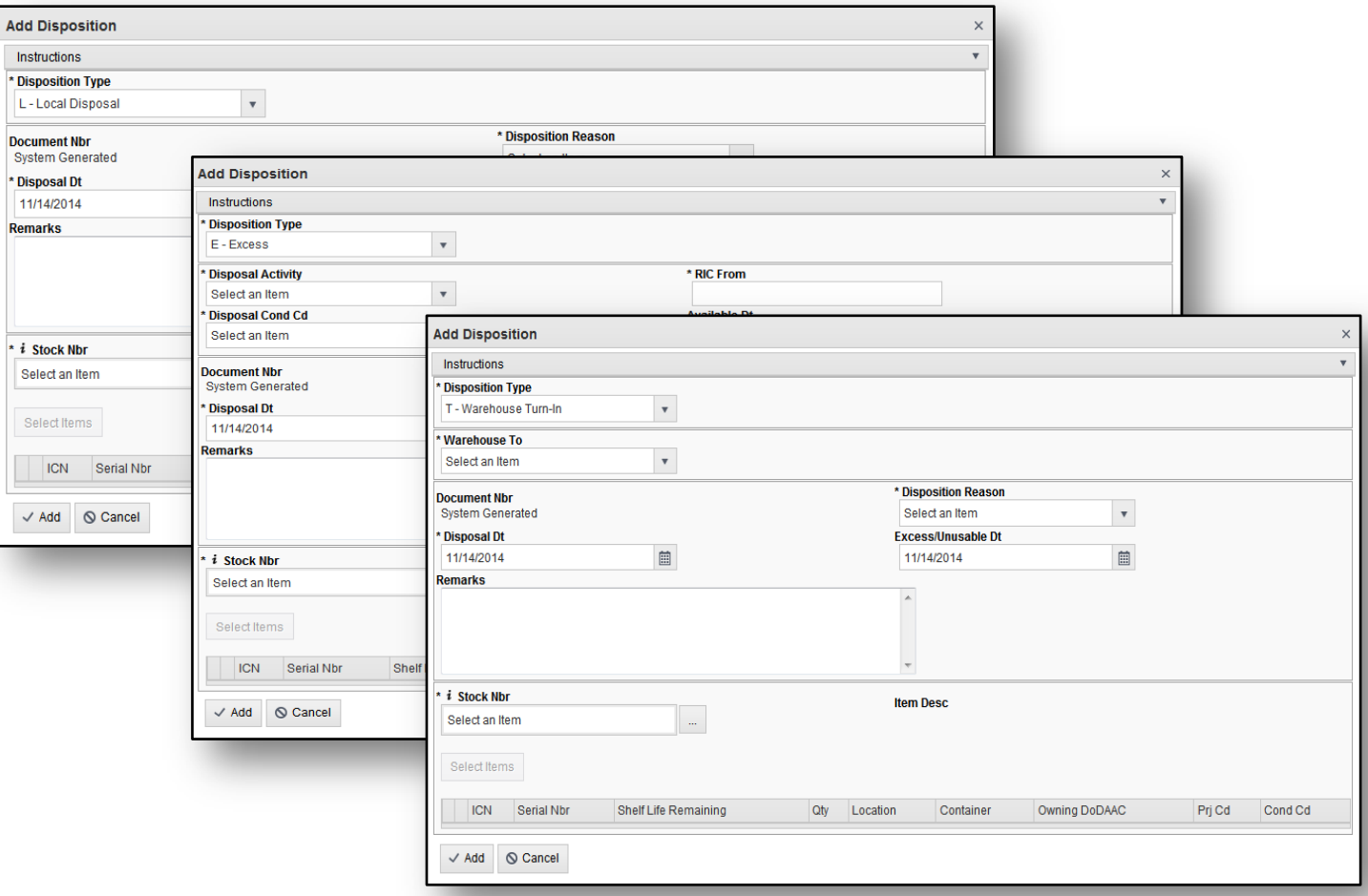
The Clerk will have 3 Disposition Types to choose from:

L - Local Disposition

E - Excess

T - Warehouse Transfer

(Note: Depending on which Disposal Type is selected, there will be different fields to choose from then fill in all required/appropriate fields.



Disposition Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

Reference Guide

(1) Enter the Stock Nbr

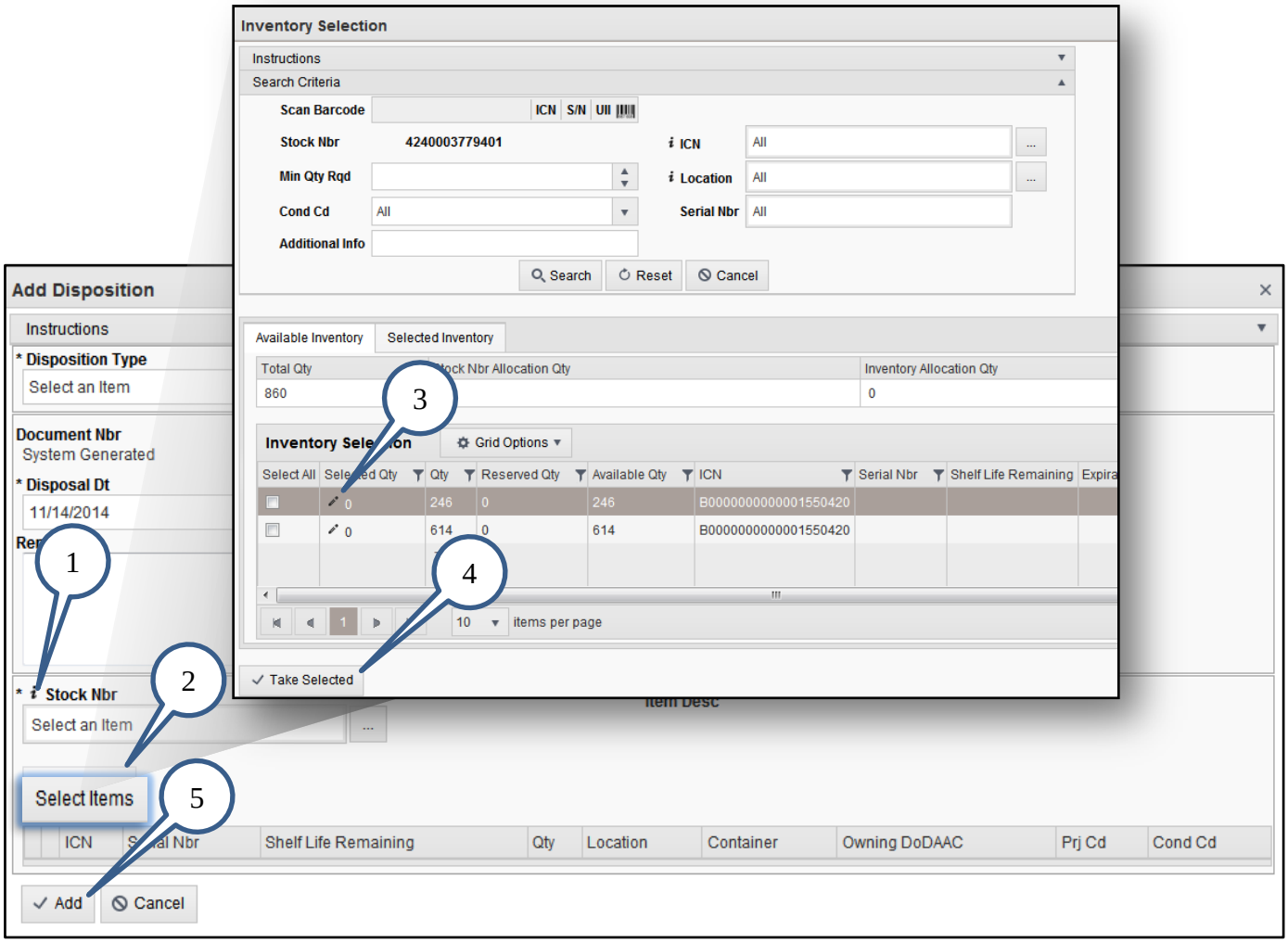
(2) Click Select Items, the Inventory Selection screen appears.

(3) Click on the to enter the quantity you are selecting from each location.

(4) Click Take Selected once you are finished.

(5) Click Add

(Note: You may add multiple Stock Numbers to Disposition by following steps 1-3.)



Disposition Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

Reference Guide

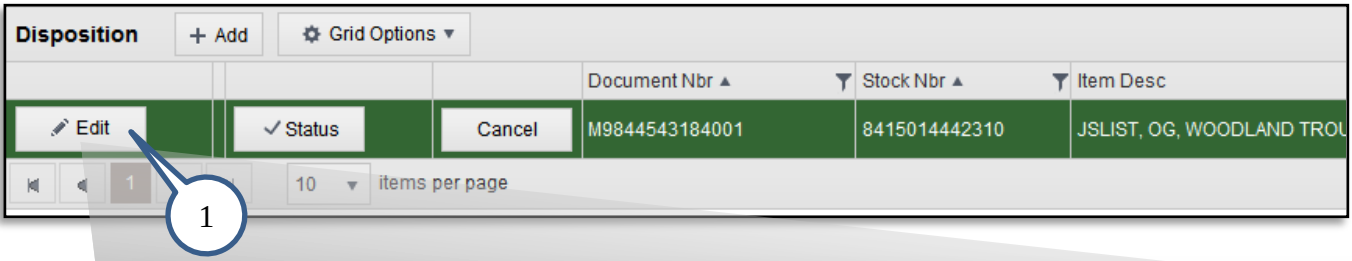
The Disposition is now ready for Warehouse Manager Approval. Before the Disposition can be approved, the appropriate personnel needs to schedule a DLA Disposition request and wait for the Approval Letter before approving the Disposition.

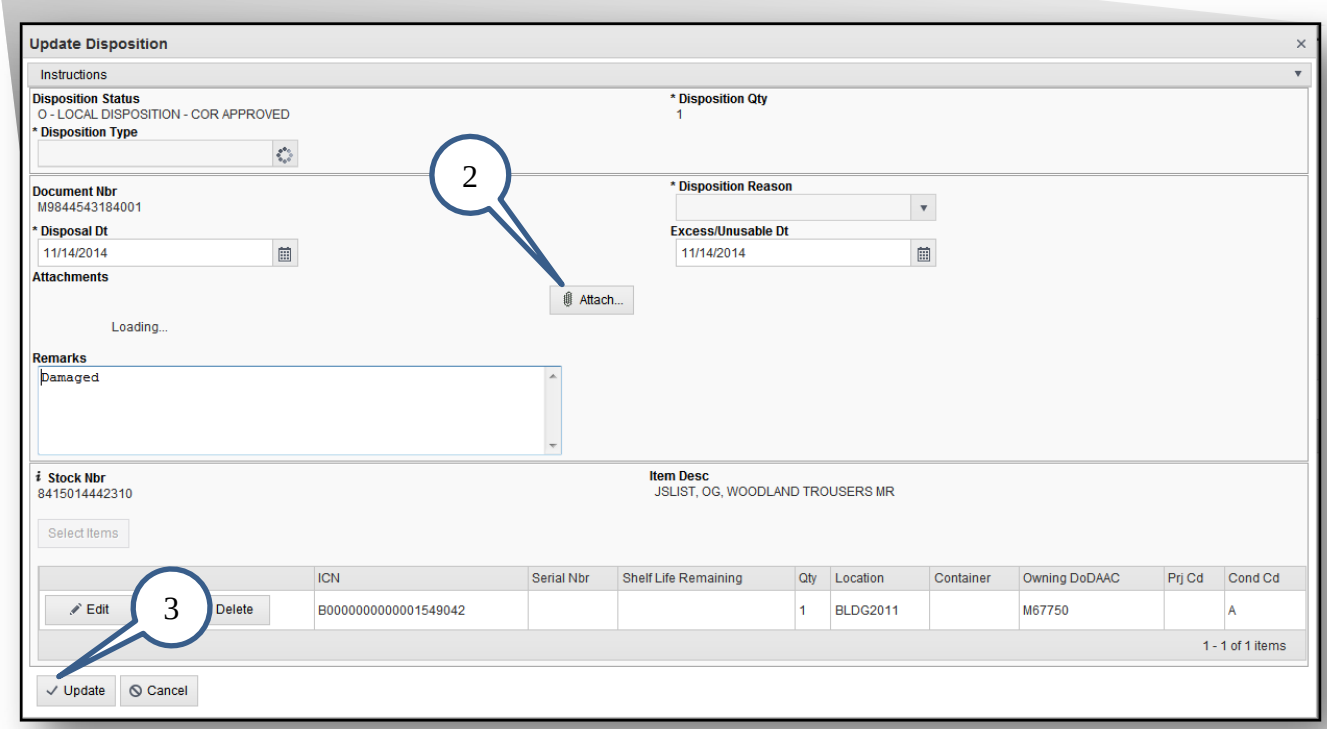
(1) Click Edit

(2) Click Attach... to attach a copy of the DLA Disposition Letter of Approval.

(3) Click Update

(Note: Once the Disposition is Approved, you can NOT delete/cancel the transaction.)





Disposition Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

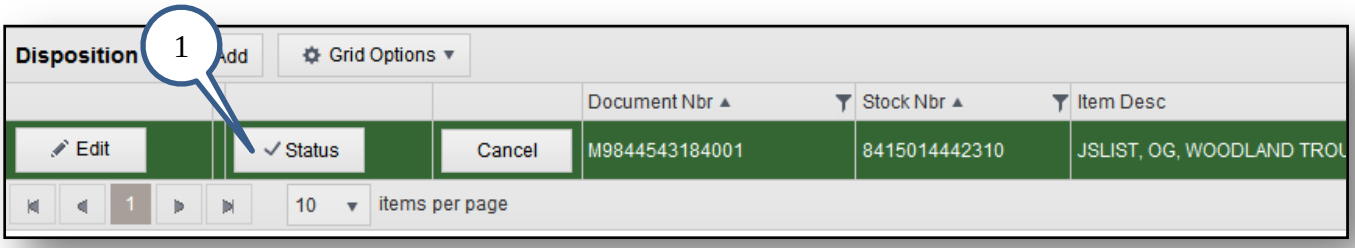
Reference Guide

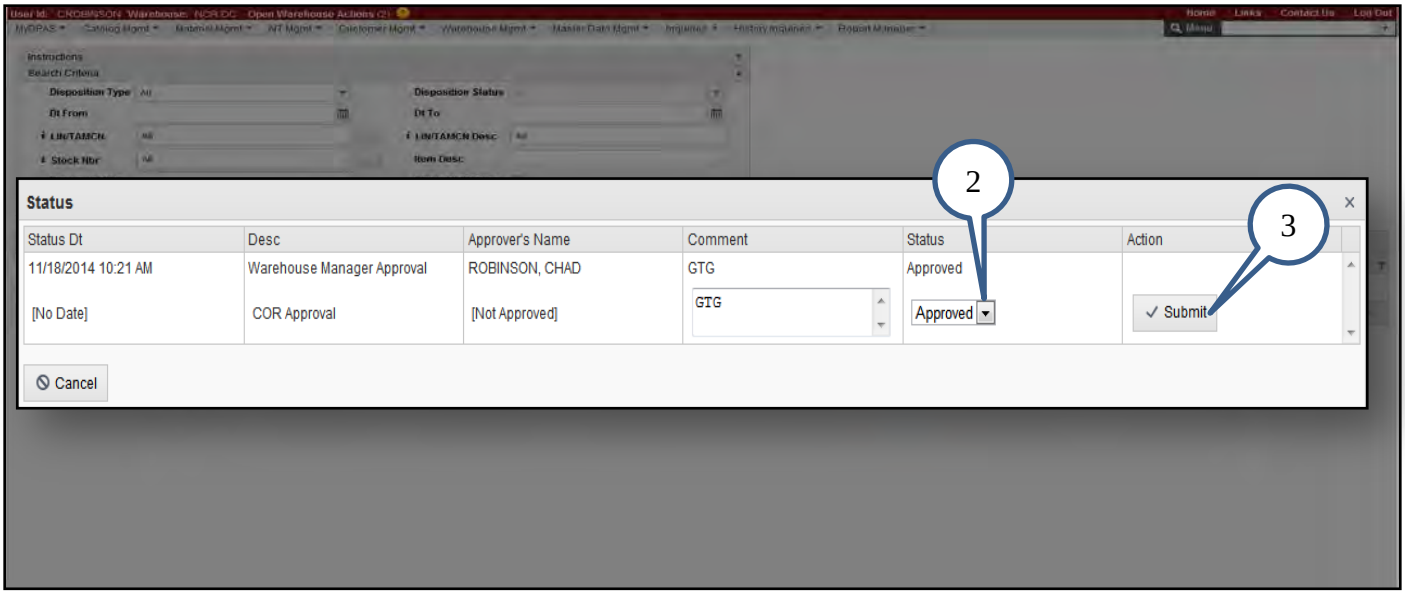
The following steps allow the Warehouse Manager and the COR to Approve or Deny a Disposition.
(Note: For a Local Disposition, the COR does not have to Approve the Disposition.)

(1) Click on ✓ Status and the **Status** window displays.

(2) The Manager may include a comment and then click the ▼ to select Approved or Denied .

(3) Then click on ✓ Submit





Disposition Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks, Warehouse Specialist

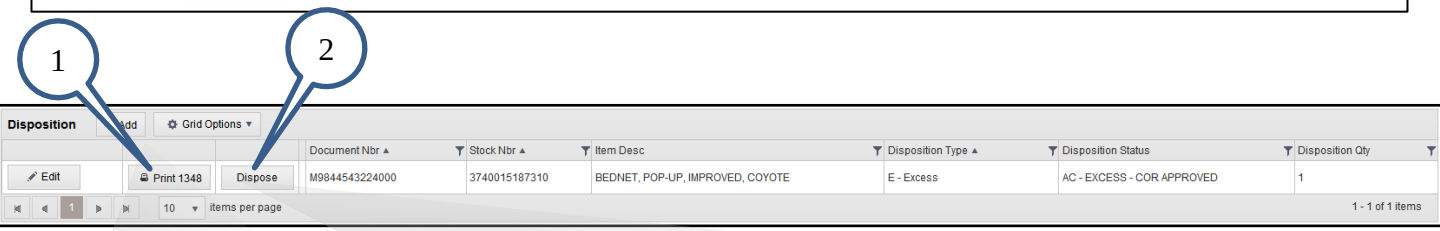
Reference Guide

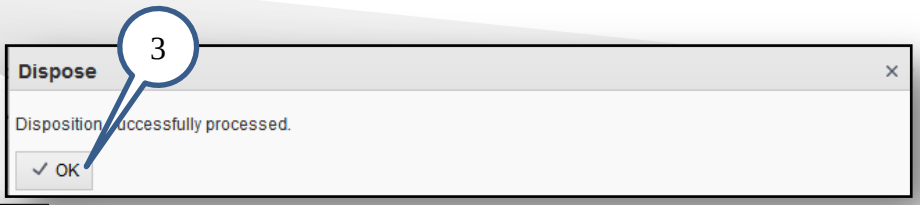
(1) The Clerk can choose to print the 1348 by clicking [Print 1348]

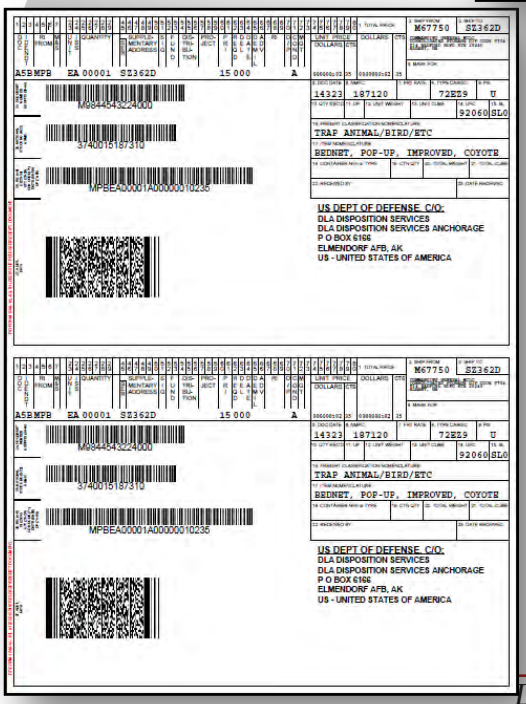
(2) Click [Dispose] to complete the Disposition.

(Note: Once you click on [Dispose] the equipment and quantities from the selected locations will be removed from the inventory.)

(3) Click [✓ OK]







CREATING COST CENTERS

Cost Center

Roles: Regional Manager, Site Managers, Site Coordinators

Reference Guide

Purpose

The purpose of this process is to provide the ability to add Cost Centers. Cost Centers are used to associate work load within a warehouse to an organization. When the Cost Center is created, personnel can be assigned to perform specific duties with established Start Date and/or End Date.

Cost Center Work Types are:

- Inventory
- Quality Control
- Transportation
- Pick

Cost Center

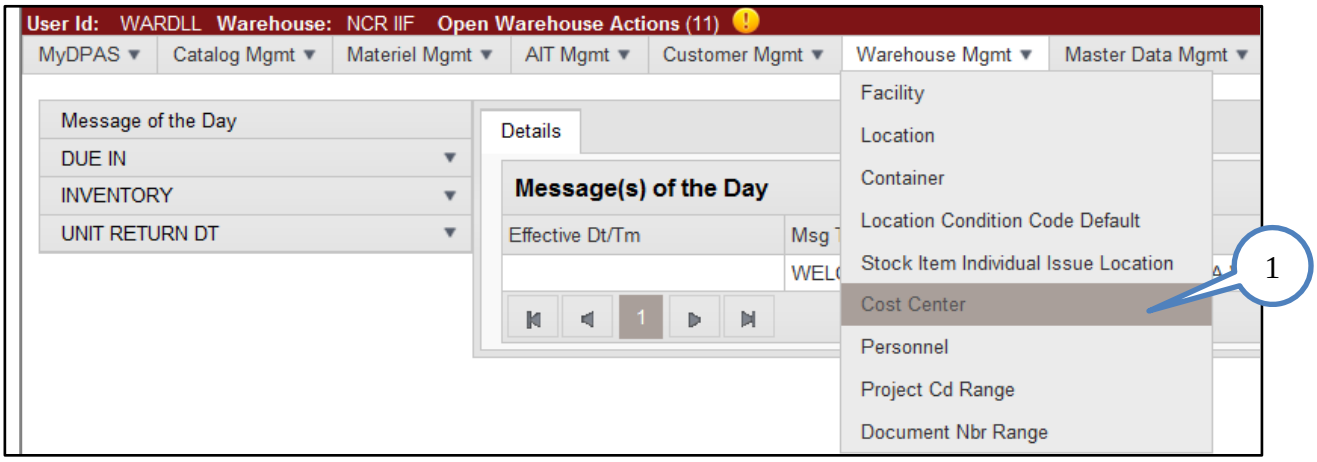
Roles: Regional Managers, Site Managers, Site Coordinators

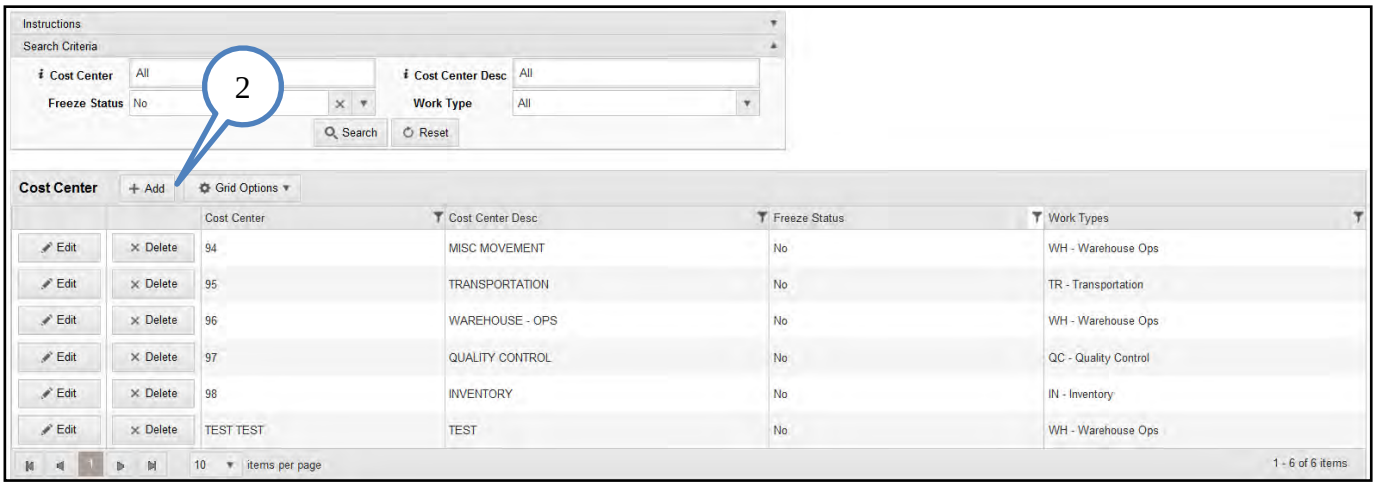
Reference Guide

Navigate to Warehouse Mgmt, then

(1) Stroll to and click on Cost Center.

(2) Cost Center page displays, click + Add.





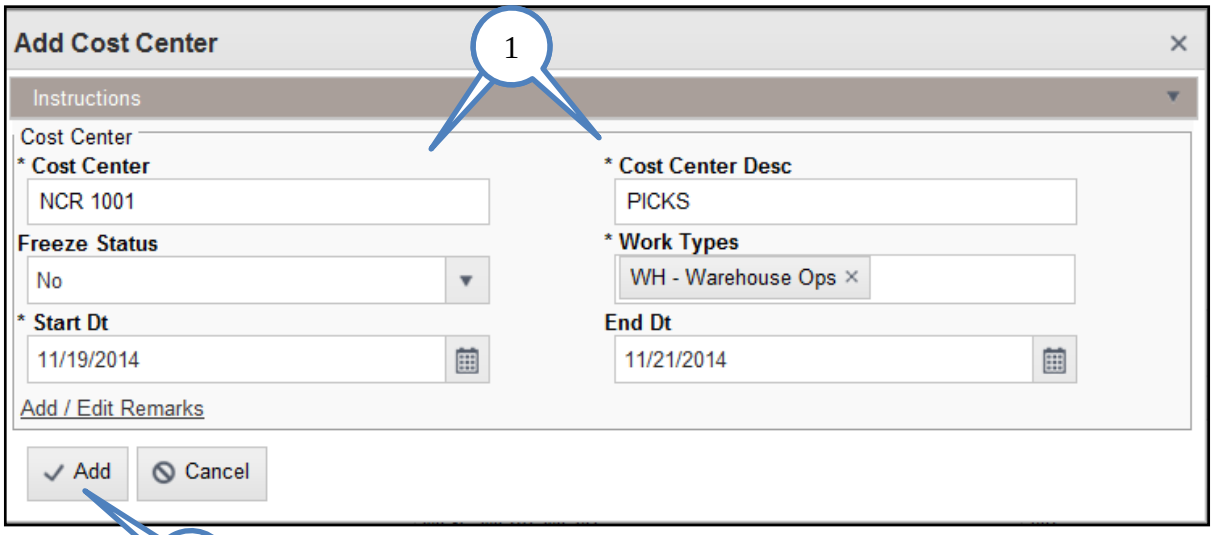
Cost Center

Roles: Regional Managers, Site Managers, Site Coordinators

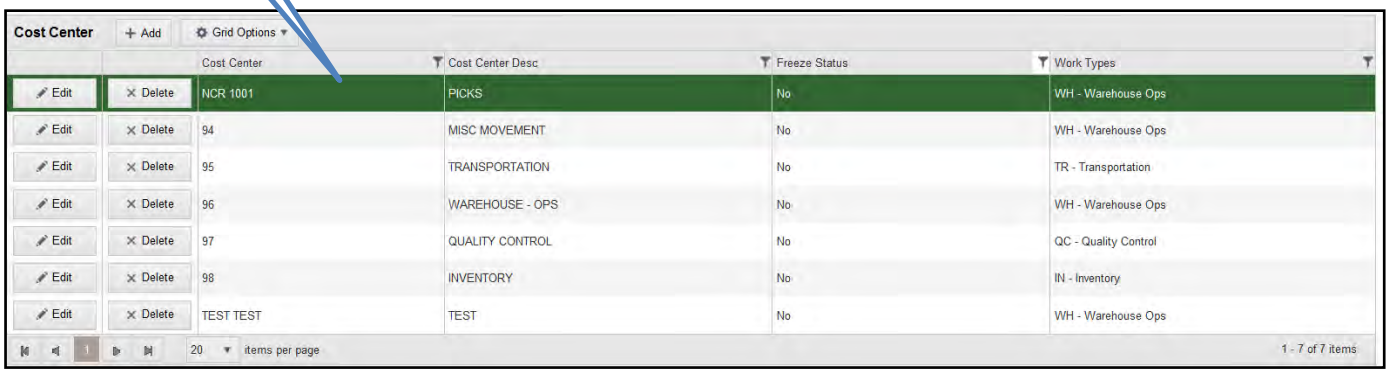
Reference Guide

(1) On the Add Cost Center page, enter the required information.

(2) Click Add to save it, the added cost center displays in green on the grid.



2



INVENTORY UPDATE PROCESS

Inventory Update Process

Roles: Site Managers, Site Coordinators, Facility Clerk, Warehouse Clerks

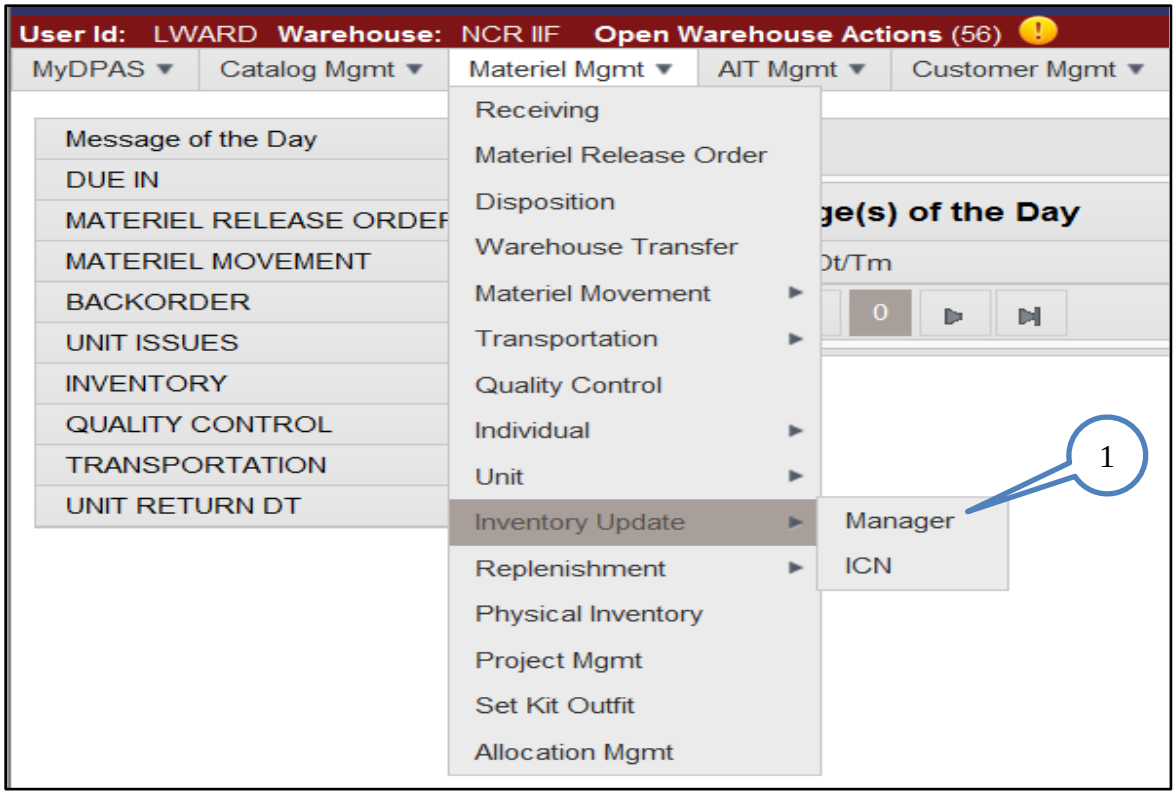
Reference Guide

Purpose

The Inventory Update Manager Update process has full access to modifying equipment warehouse location, container ID, or other characteristic.

Navigate to Materiel Mgmt, scroll to Inventory Update then:

(1) Click Manager



Inventory Update Process

Roles: Site Managers, Site Coordinators, Facility Clerk, Warehouse Clerks

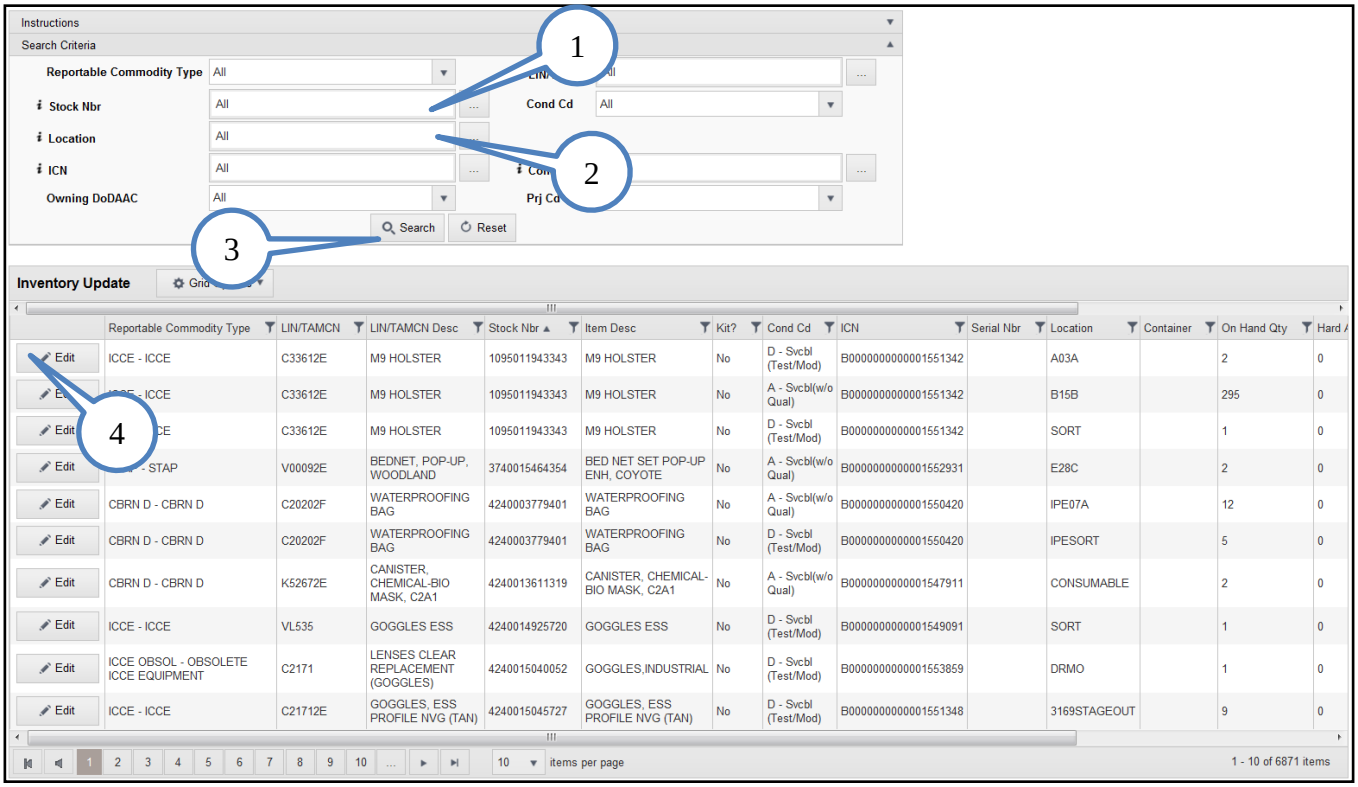
Reference Guide

(1) Inventory Update displays the list of equipment. Enter the Stock Nbr

(2) Enter the Location information

(3) Click Search

(4) Click Edit



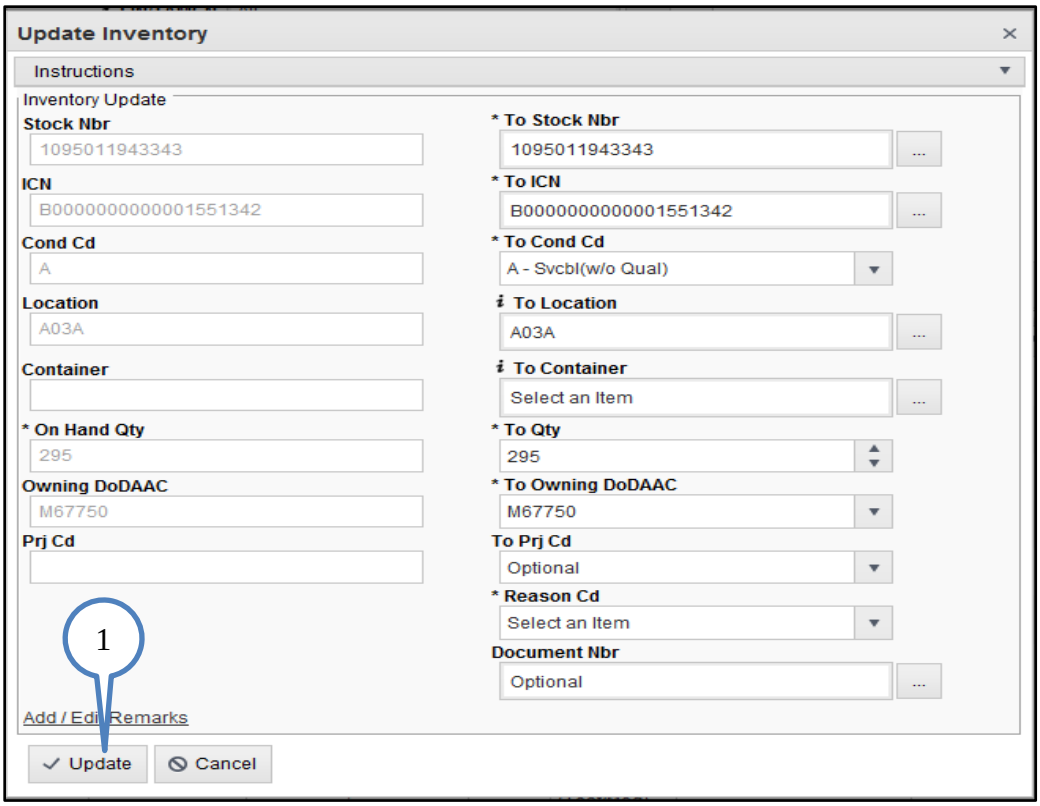
	Reportable Commodity Type	LIN/TAMCN	LIN/TAMCN Desc	Stock Nbr	Item Desc	Kit?	Cond Cd	ICN	Serial Nbr	Location	Container	On Hand Qty	Hard
Edit	ICCE - ICCE	C33612E	M9 HOLSTER	1095011943343	M9 HOLSTER	No	D - Svcbl (Test/Mod)	B0000000000001551342		A03A		2	0
Edit	ICCE - ICCE	C33612E	M9 HOLSTER	1095011943343	M9 HOLSTER	No	A - Svcbl(w/o Qual)	B0000000000001551342		B15B		295	0
Edit	CE	C33612E	M9 HOLSTER	1095011943343	M9 HOLSTER	No	D - Svcbl (Test/Mod)	B0000000000001551342		SORT		1	0
Edit	- STAP	V00092E	BEDNET, POP-UP, WOODLAND	3740015464354	BED NET SET POP-UP ENH, COYOTE	No	A - Svcbl(w/o Qual)	B0000000000001552931		E28C		2	0
Edit	CBRN D - CBRN D	C20202F	WATERPROOFING BAG	4240003779401	WATERPROOFING BAG	No	A - Svcbl(w/o Qual)	B0000000000001550420		IPE07A		12	0
Edit	CBRN D - CBRN D	C20202F	WATERPROOFING BAG	4240003779401	WATERPROOFING BAG	No	D - Svcbl (Test/Mod)	B0000000000001550420		IPESORT		5	0
Edit	CBRN D - CBRN D	K52672E	CANISTER, CHEMICAL-BIO MASK, C2A1	4240013611319	CANISTER, CHEMICAL-BIO MASK, C2A1	No	A - Svcbl(w/o Qual)	B0000000000001547911		CONSUMABLE		2	0
Edit	ICCE - ICCE	VL535	GOGGLES ESS	4240014925720	GOGGLES ESS	No	D - Svcbl (Test/Mod)	B0000000000001549091		SORT		1	0
Edit	ICCE OBSOL - OBSOLETE ICCE EQUIPMENT	C2171	LENSES CLEAR REPLACEMENT (GOGGLES)	4240015040052	GOGGLES,INDUSTRIAL	No	D - Svcbl (Test/Mod)	B0000000000001553859		DRMO		1	0
Edit	ICCE - ICCE	C21712E	GOGGLES, ESS PROFILE NVG (TAN)	4240015045727	GOGGLES, ESS PROFILE NVG (TAN)	No	D - Svcbl (Test/Mod)	B0000000000001551348		3169STAGEOUT		9	0

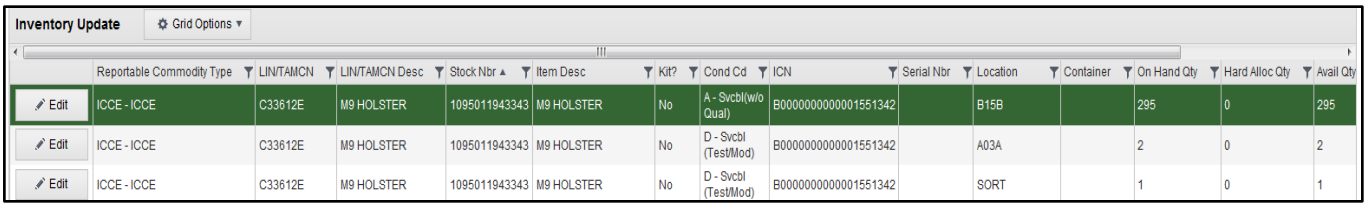
Inventory Update Process

Roles: Site Managers, Site Coordinators, Facility Clerk, Warehouse Clerks

Reference Guide

(1) Update Inventory page displays, enter the required information, then click ✓ Update to save it. The updated equipment will appear in green on the Inventory Update page.





Inventory Update — Grid Options

	Reportable Commodity Type	LIN/TAMCN	LIN/TAMCN Desc	Stock Nbr	Item Desc	Kit?	Cond Cd	ICN	Serial Nbr	Location	Container	On Hand Qty	Hard Alloc Qty	Avail Qty
Edit	ICCE - ICCE	C33612E	M9 HOLSTER	1095011943343	M9 HOLSTER	No	A - Svcbl(w/o Qual)	B0000000000001551342		B15B		295	0	295
Edit	ICCE - ICCE	C33612E	M9 HOLSTER	1095011943343	M9 HOLSTER	No	D - Svcbl (Test/Mod)	B0000000000001551342		A03A		2	0	2
Edit	ICCE - ICCE	C33612E	M9 HOLSTER	1095011943343	M9 HOLSTER	No	D - Svcbl (Test/Mod)	B0000000000001551342		SORT		1	0	1

REPLENISHMENT PROCESS

Replenishment Process

Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

Reference Guide

Purpose:

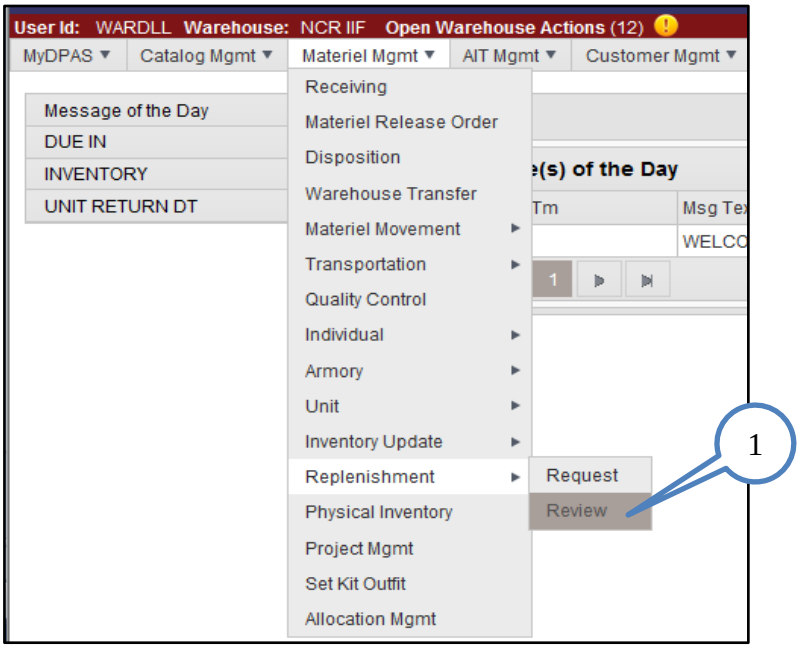
The purpose of this process is to provide the ability to manage stock levels by submitting a replenishment request manually. When reorder points are establish, automated replenishment requests can be generated for all stock items within a specific commodity type.

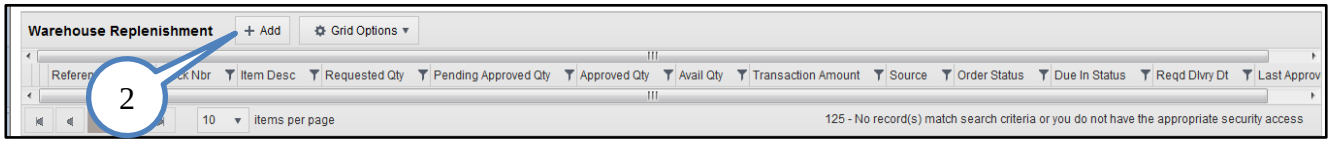
There are two types or replenishment request: Warehouse Transfer and Requisition.

Navigates to Materiel Mgmt and scroll to Replenishment then:

(1) Click **Review.**

(2) Click + Add.





Replenishment Process

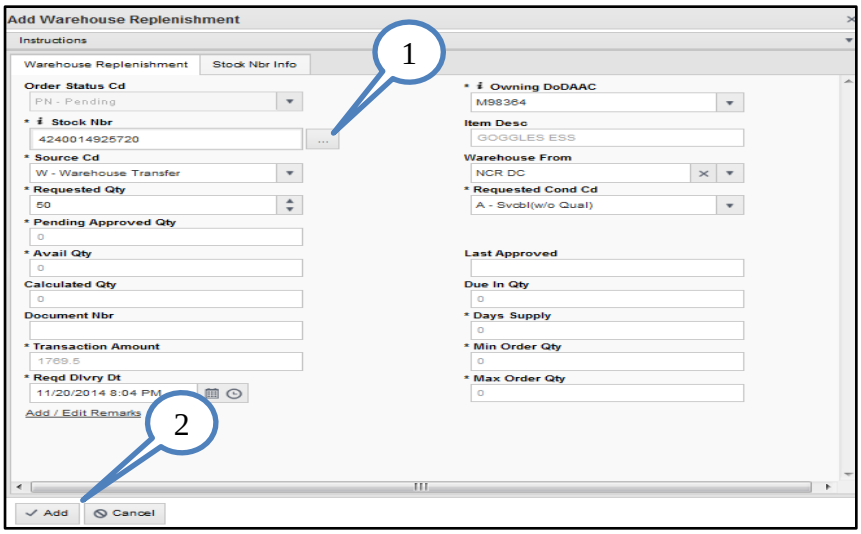
Roles: Site Managers, Site Coordinators, Logistics Clerk, Facility Clerk, Warehouse Clerks and Warehouse Specialist

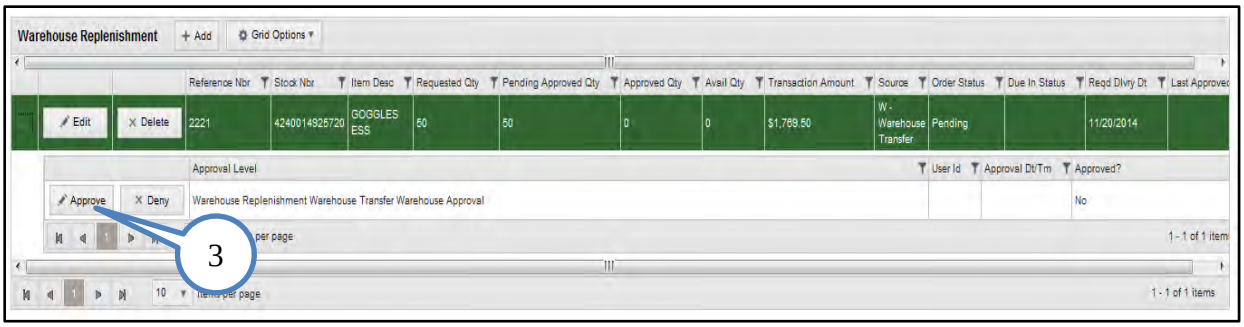
Reference Guide

(1) On the Add Warehouse Replenishment page, enter the stock number or click ... to select from the Stock Nbr Browse. Enter the required information that did not auto populate when the stock number was entered.

(2) Click ✓ Add

(3) Click Approve to save and send request to the supplying warehouse. When supplying warehouse ship the equipment to the requesting warehouse, the requesting warehouse will follow the Receiving Processing to receipt for the equipment.





QUALITY CONTROL PROCESS

Quality Control Process

Roles: Regional Managers, Site Managers, Site Coordinators

Reference Guide

Purpose:

The Quality Control purpose is to allow the Quality Control Manager to assign Cost Center and personnel to have task perform that are placed in a queue to be inspected.

There are 5 Quality Control Type Requests:

- Receipt
- Issue
- COSIS (Care of supplies in storage)
- Kit Assemble
- Other

Quality Control Process

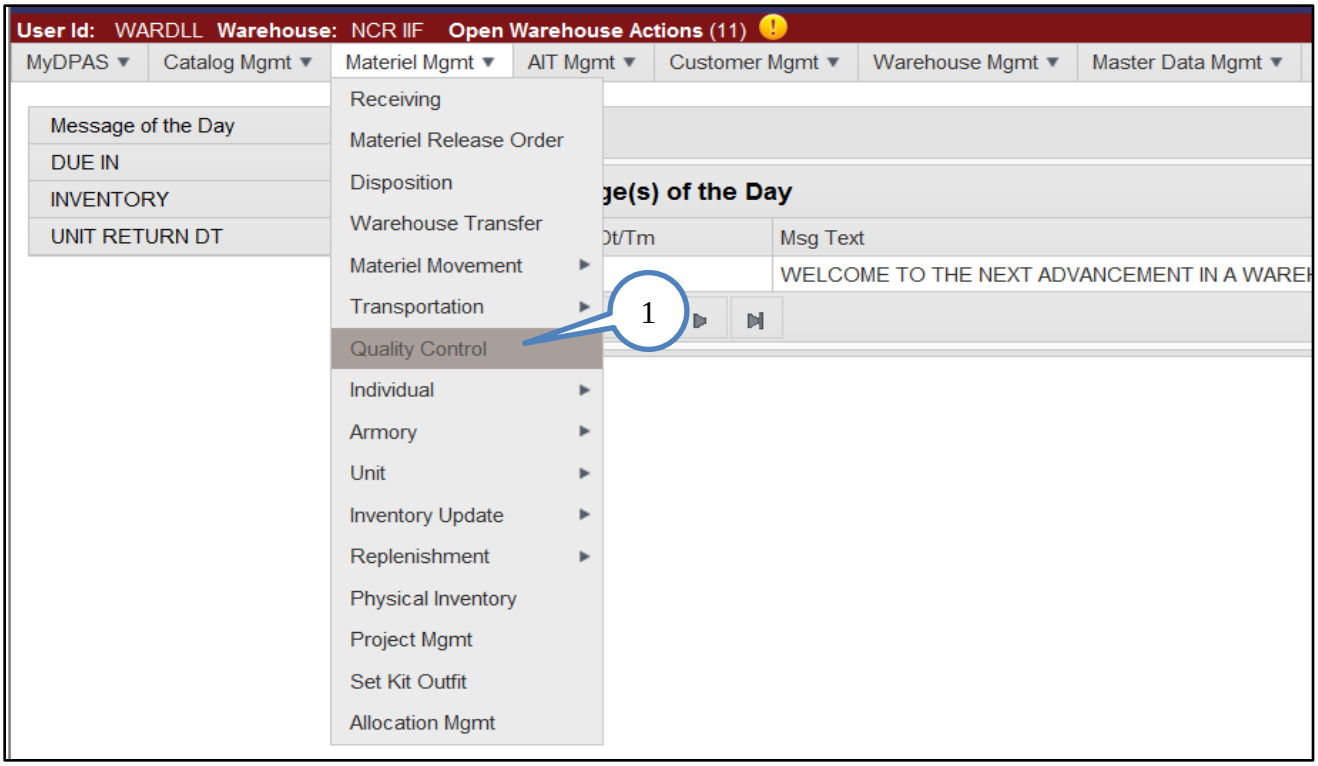
Roles: Regional Managers, Site Managers, Site Coordinators

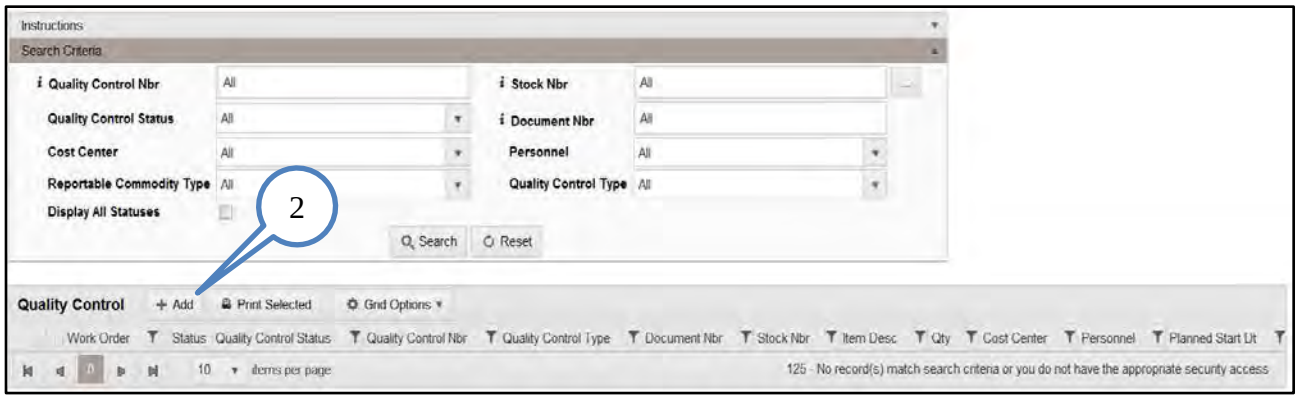
Reference Guide

Navigate to Materiel Mgmt then:

(1) Click on Quality Control, the Quality Control page displays.

(2) Click + Add





Quality Control Process

Roles: Regional Managers, Site Managers, Site Coordinators

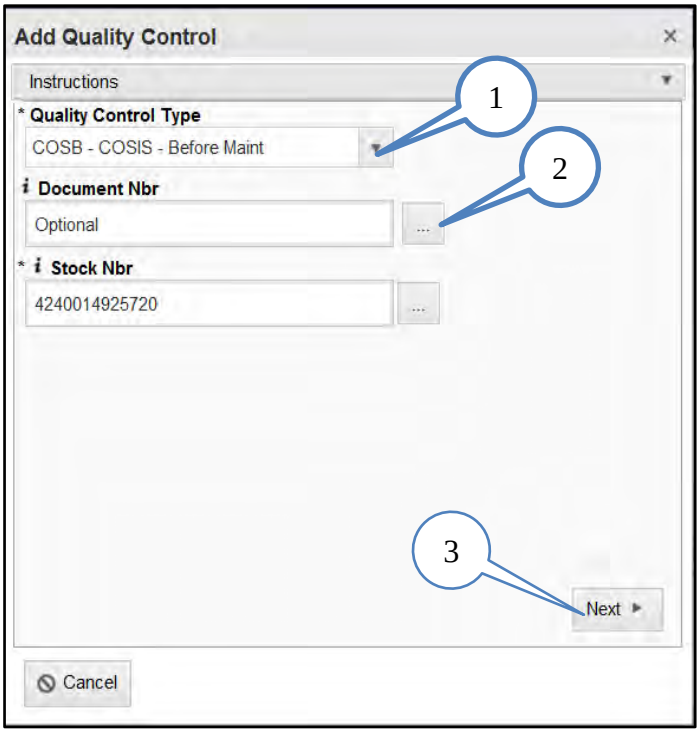
Reference Guide

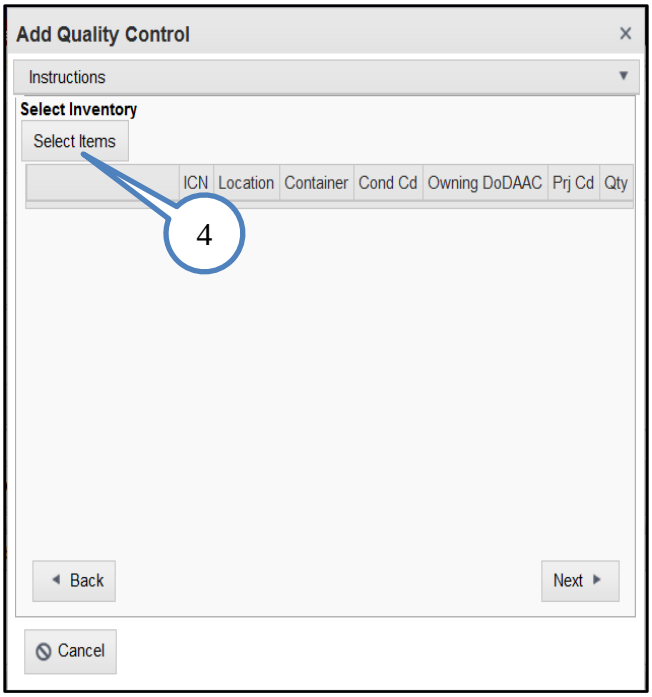
(1) On the Add Quality Control page, click ▼ to select the Quality Control Type.

(2) Enter the Stock Nbr or click ... to select from stock number list.

(3) Click Next ▸.

(4) Click Select Items.





Quality Control Process

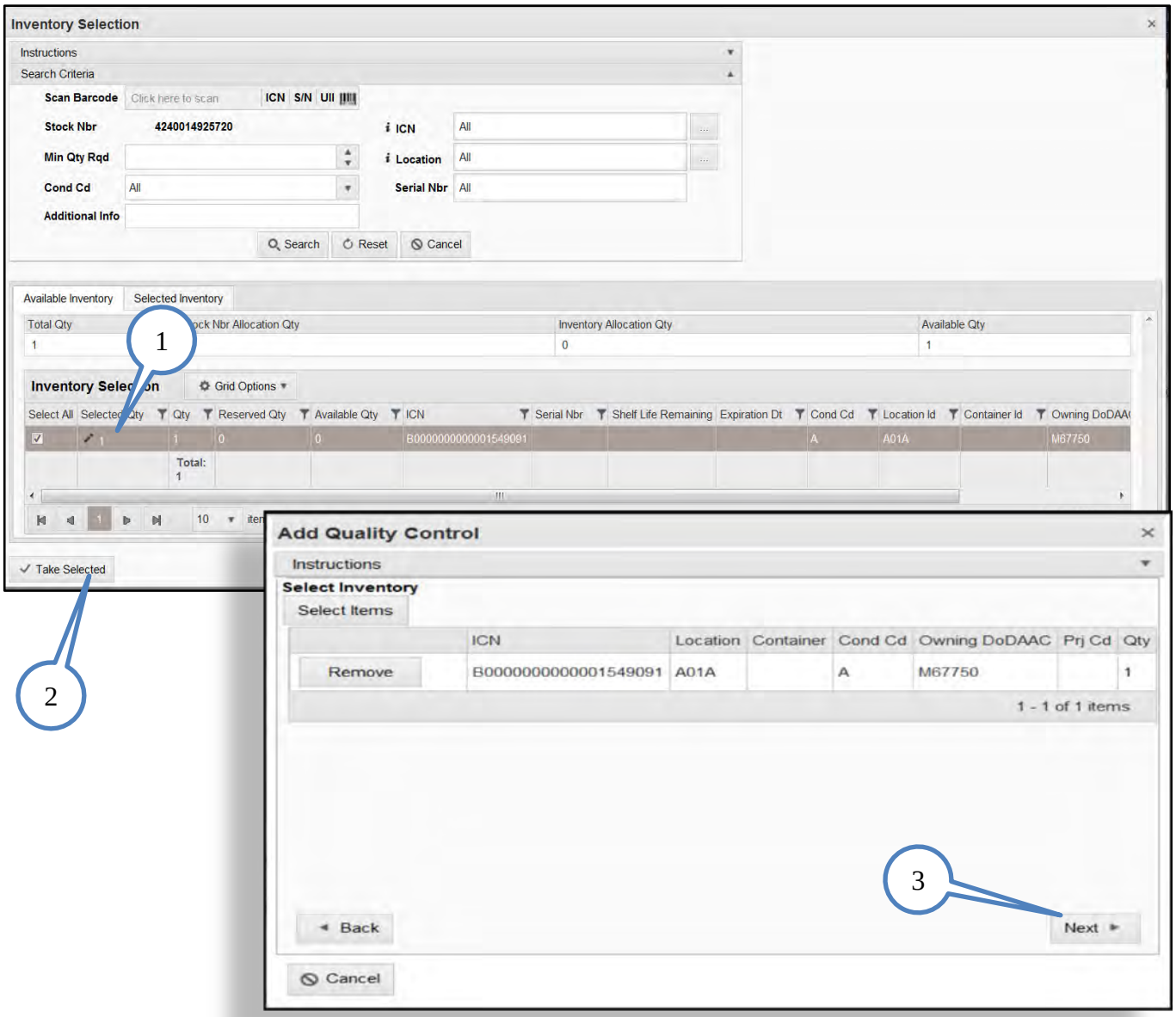
Roles: Regional Managers, Site Managers, Site Coordinators

Reference Guide

(1) Click to enter the quantity if not accepting all.

(2) Click ✓ Take Selected, the Add Quality Control displays.

(3) Click Next ▸.

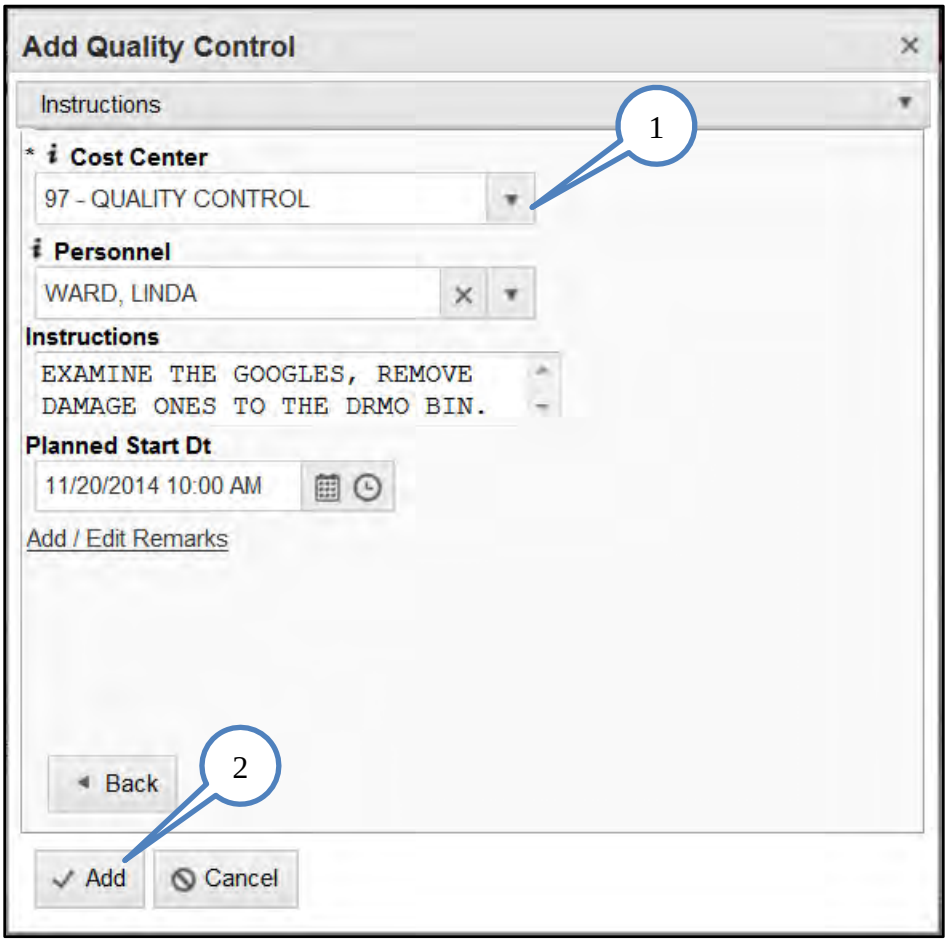


Roles: Regional Managers, Site Managers, Site Coordinators

Reference Guide

(1) On the Add Quality Control page, click ▼ to select the Cost Center information. A personnel can also be assigned and instructions given for the task.

(2) Click ✓ Add.



Quality Control Process

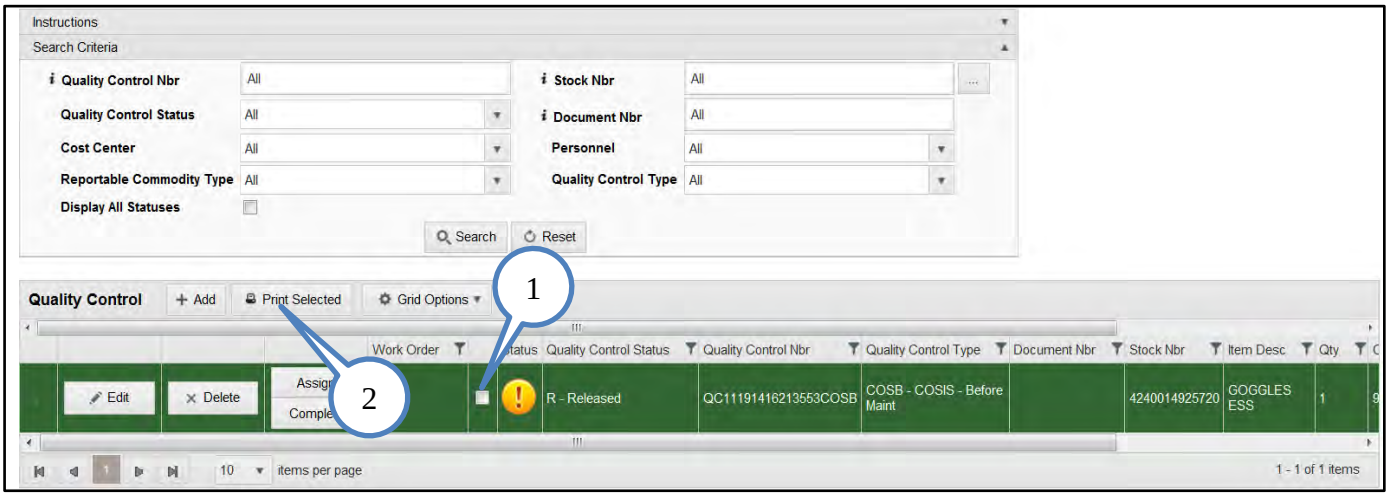
Roles: Site Managers, Site Coordinators, Facility Clerk, Warehouse Clerks

Reference Guide

(1) The Quality Control task appears green on the grid, click the to select the task to print.

(2) Click

to print the Quality Control Inspection sheet and give it to the Inspector (personnel listed on sheet) to conduct the inspection. Inspector records results to sheet and provide results to be recorded into DPAS.



Quality Control Process

Roles: Site Managers, Site Coordinators, Facility Clerk, Warehouse Clerks

Reference Guide

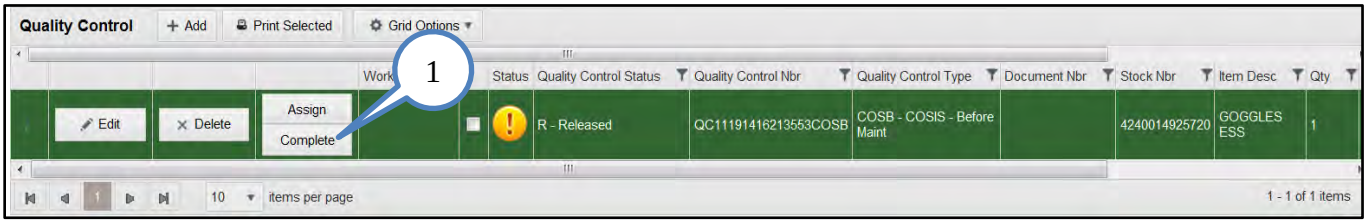
(1) Click Complete, the Complete Quality Control page displays.

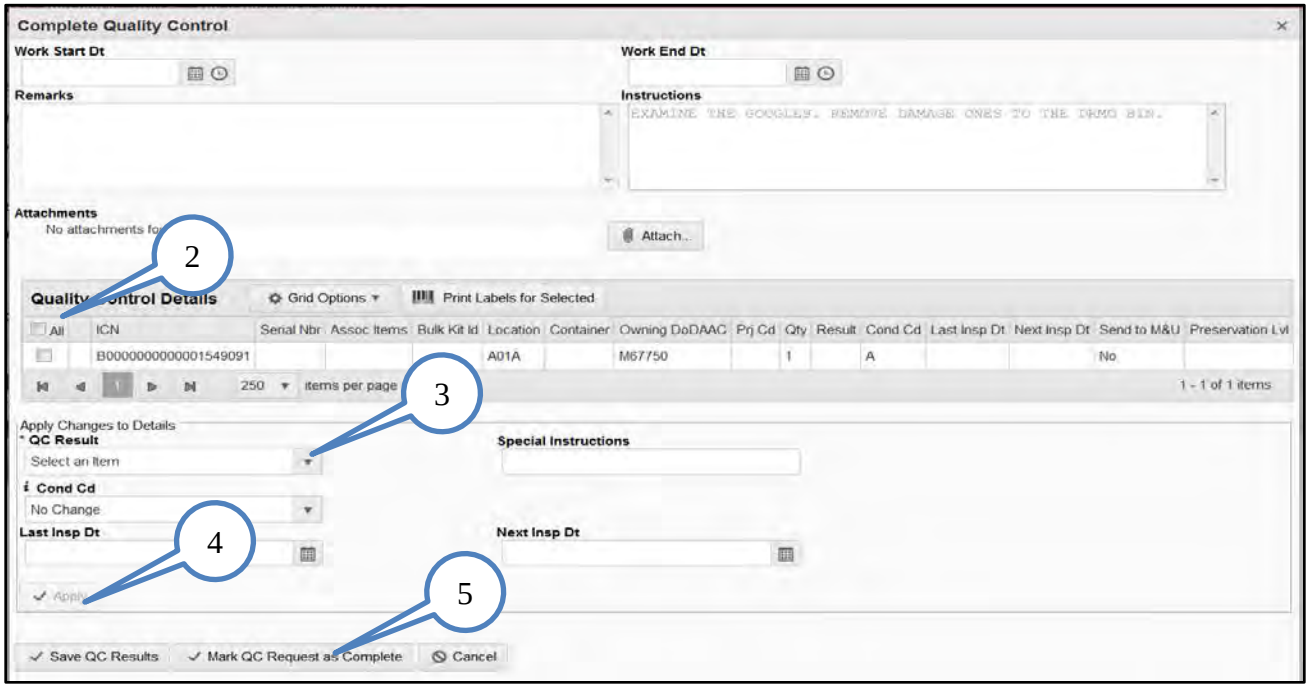
(2) Click the All box if selecting all or click only the box for the selected equipment.

(3) Enter the Inspector's results, click ▼.

(4) Click Apply

(5) Click Mark QC Request as Complete





MATERIAL RELEASE ORDER

Material Release Order

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

Purpose

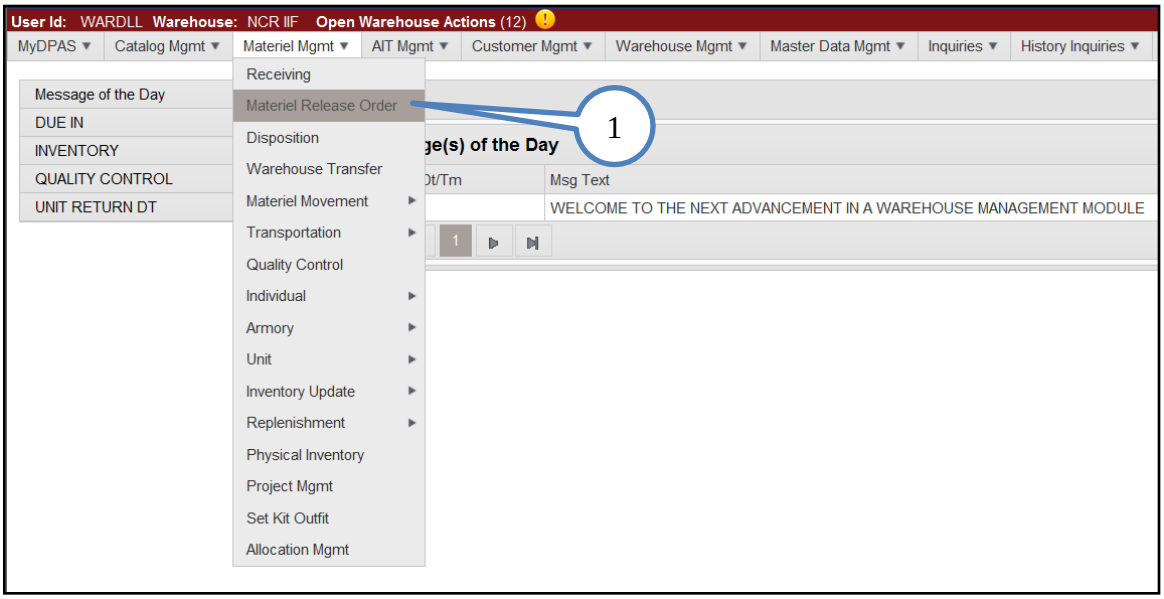
Material Release Order (MRO) is a program within the DPAS Warehousing Application that is used to release/issue material from the system.

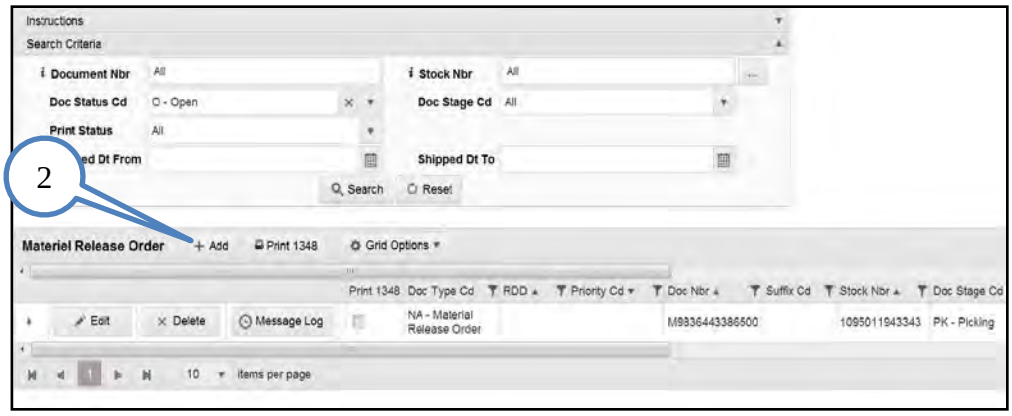
Navigate to Material Mgmt tab.

(1) Click on Material Release Order. There several steps to successfully prepping an MRO for release, which are:

a. MRO Planning
b. Picking
c. Release & Shipment

(2) To create an MRO, select the + Add.





Material Release Order

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

(1) Under the **Document** tab of the **Add Material Release Order Screen**, the following fields must be completed:

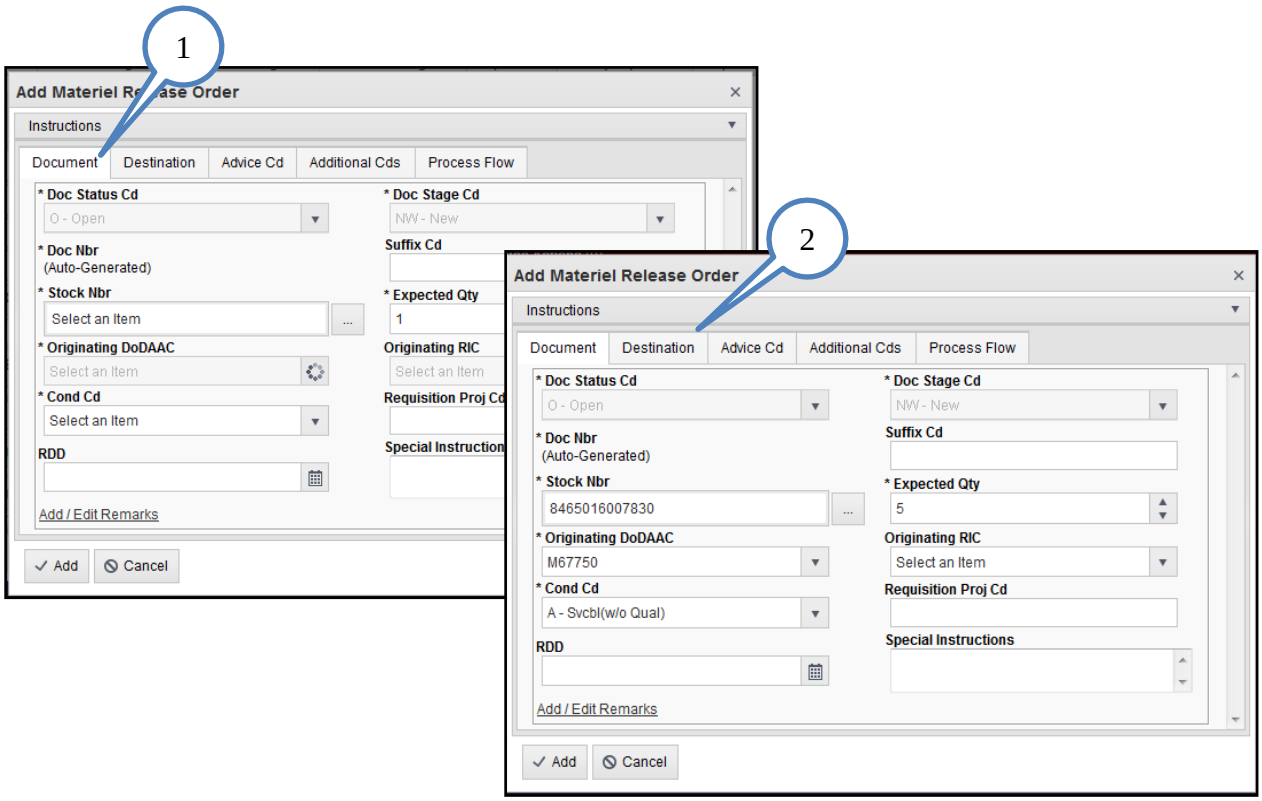
a. Stock Number – input the stock number of the item that is being issued.

b. Expected Quantity – input the quantity of items being issued.

c. Originating DoDAAC – Input the owning DoDAAC of the material you with to issue. For CSP owned material, this will normally be M67750.

d. Condition Code – Input the condition of the material you wish to issue.

(2) Upon completion of a – d above, select the **Destination** tab.



Reference Guide

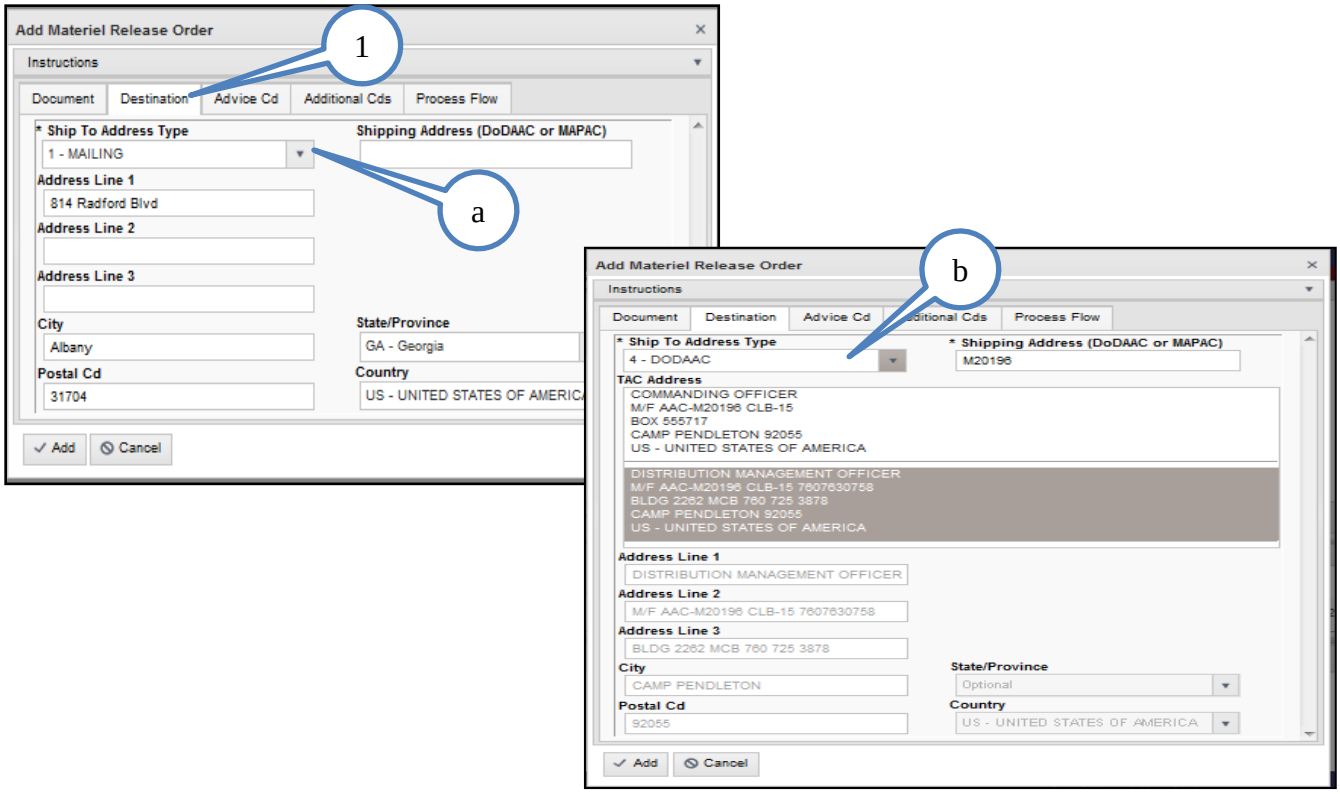
(1) Under the **Destination** tab perform the following:

a. Select an appropriate **Ship to Address Type:**

- 1 – Mailing: Used for issuing/shipping to non-DoD agencies. For mailing, input Address Line 1, City, State, Postal Cd, Country.
- 2 – RIC
- 3 – MAPAC
- 4 – DODAAC: Used for issuing/shipping to DOD agencies. For DODAAC selections, input the proper DODAAC in the **Shipping Address (DoDAAC or MAPAC)** field. DPAS will search for that DODAAC against the DODAAF and return the TAC 1 & 2 shipping addresses. Select the appropriate TAC.

Note: For CSP, options 1 & 4 are the primary options to use.

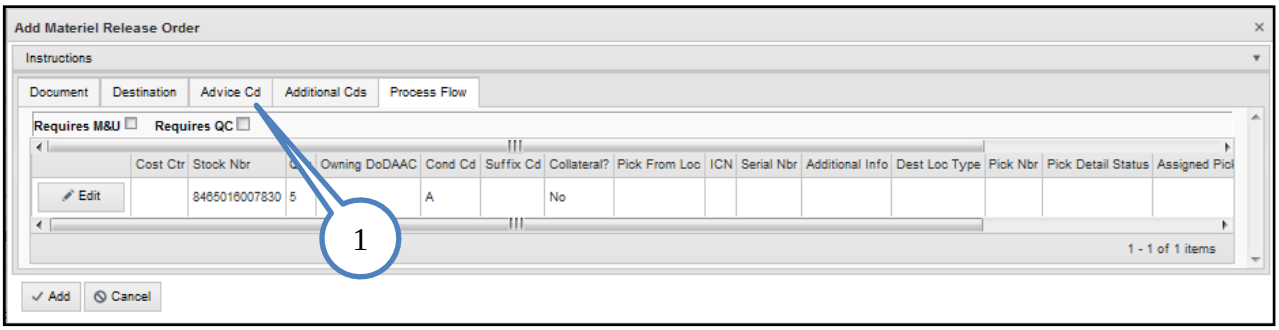
b. Once complete with selecting either your mailing address or DODAAC, select the **Advice Code** tab at the top of the **Add Material Release Order Screen**.

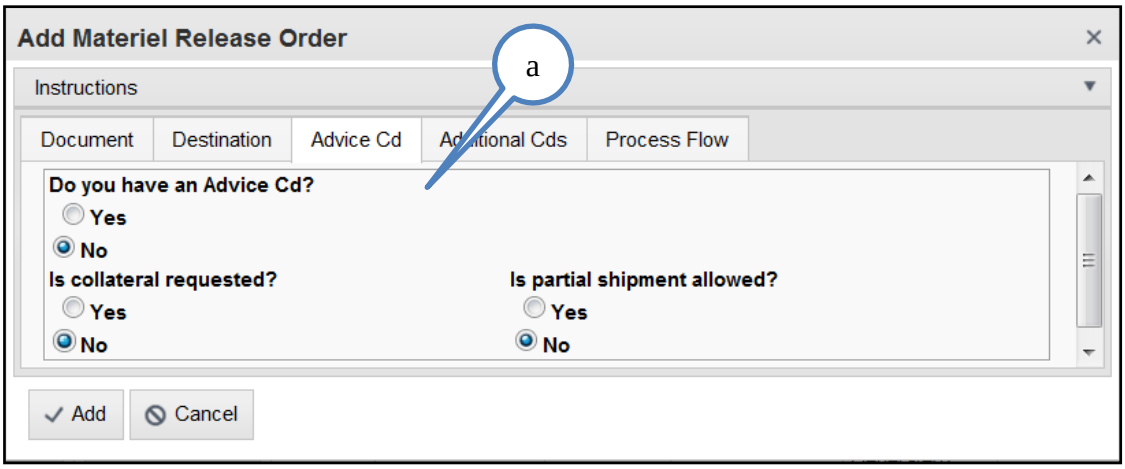


(1) On the **Advice Cd** tab complete the following steps:

a. Answer the question, " **Do you have an Advice Cd?"**

Note: For CSP, this functionality will not be used. Enter **No** for all entries and then select the **Process Flow** tab.





Material Release Order

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

(1) On the process flow tab, we will select what assets/locations to pull from, and what cost work center should pull the item(s). To complete the **process flow** tab, perform the following:

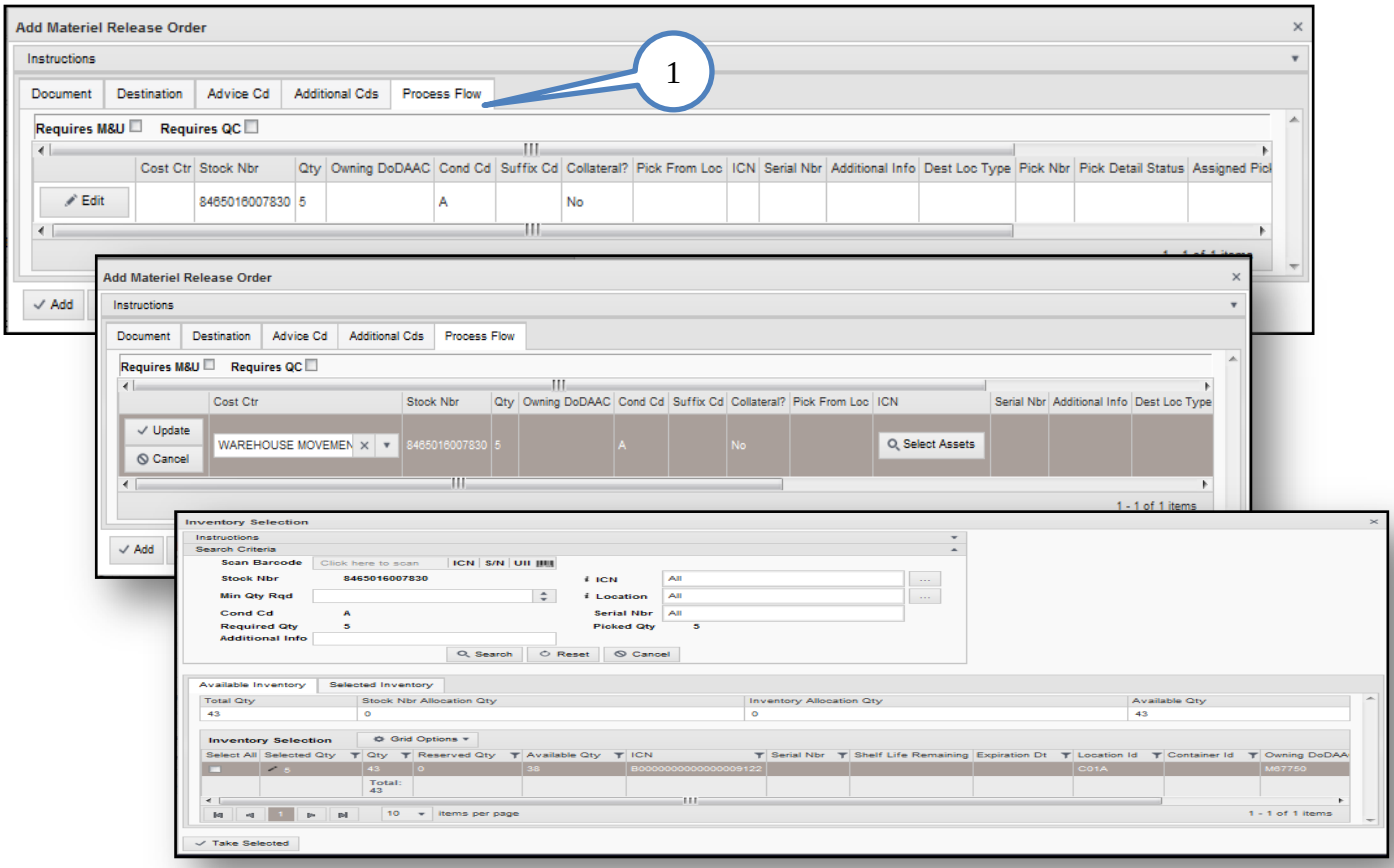
a. Select the **Edit** button from the NSN gridline.

b. Select a **Cost Center.**

c. Select the **ICN** hyperlink

- ➢ Select the select all from the available location.
- ➢ Once complete, hit the **Take Selected** button.

d. Select the + Add button to complete the MRO Planning Step.

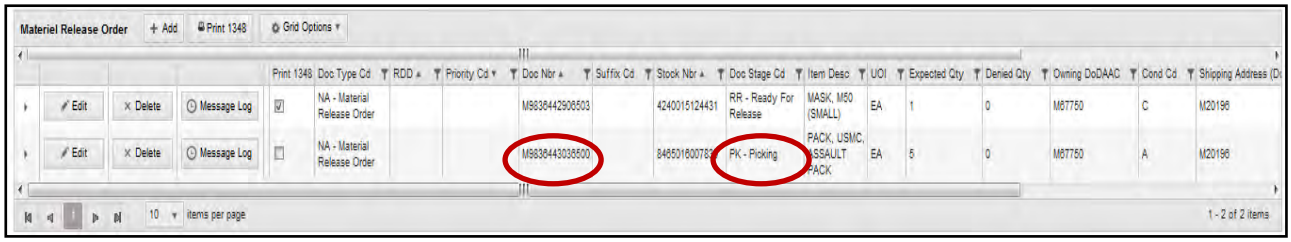


Material Release Order

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

Upon completion of MRO Planning, take note of the **Doc Nbr** of the item you just planned. The MRO process is an interactive process for releasing material to another warehouse/agency. You will always be able to tell what needs to be done a MRO by looking at the **Doc Stage Cd**.



Materiel Movement

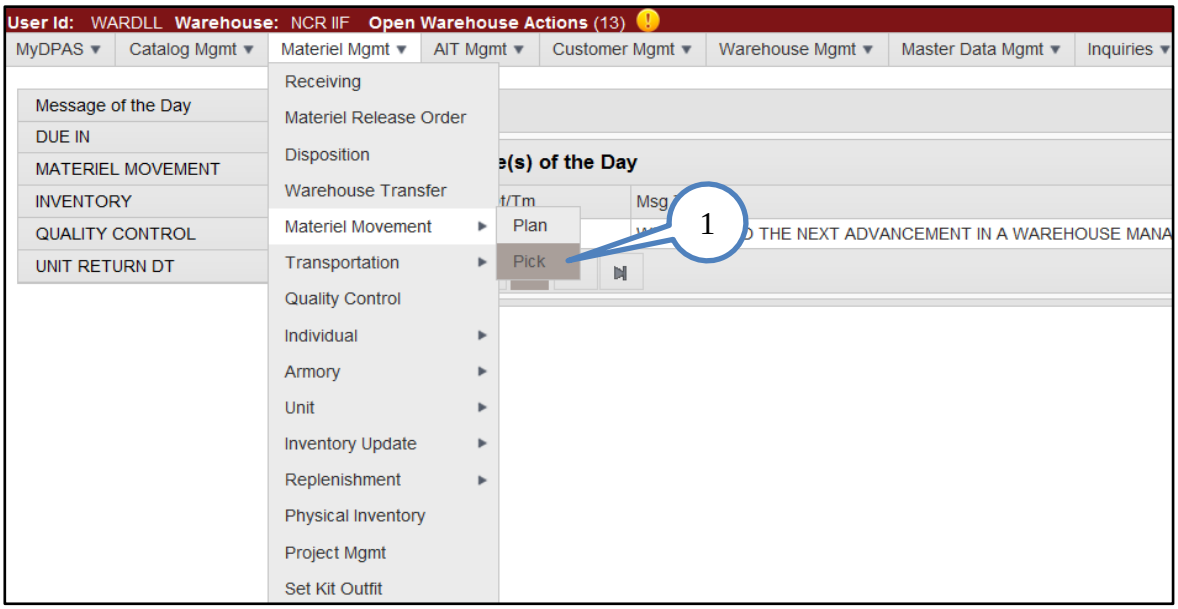
Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

The Material Movement and Transportation processes within DPAS are used to direct the movement of material from point A to point B. In the case of an MRO, the directed material movement pulls material from it's stock location to an "issue" or staging location.

Navigate to the Materiel Mgmt tab, scroll to Materiel Movement.

(1) Click Pick



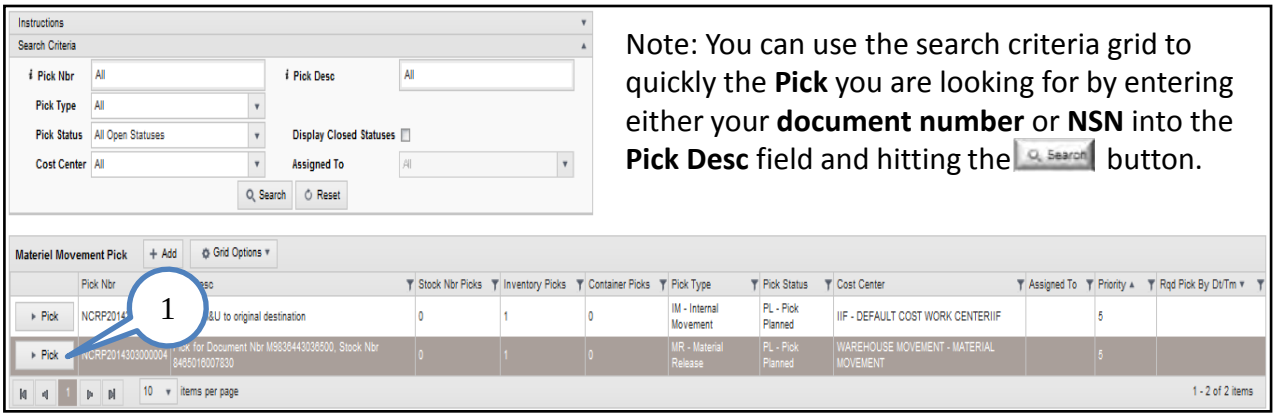
Materiel Movement

Roles: Warehouse Officer, Site Managers, Site Coordinators

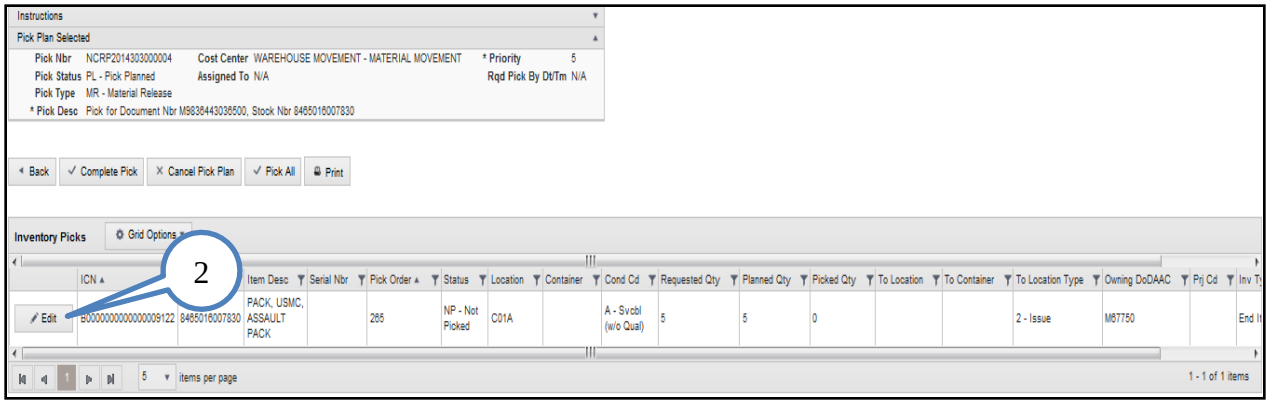
Reference Guide

(1) To complete a Material Movement **Pick**, select the Pick next to the item you want to pick and deliver.

(2) Select the Edit, and choose the location you want to stage/issue the material from.



Note: You can use the search criteria grid to quickly the **Pick** you are looking for by entering either your **document number** or **NSN** into the **Pick Desc** field and hitting the Search button.



Reference Guide

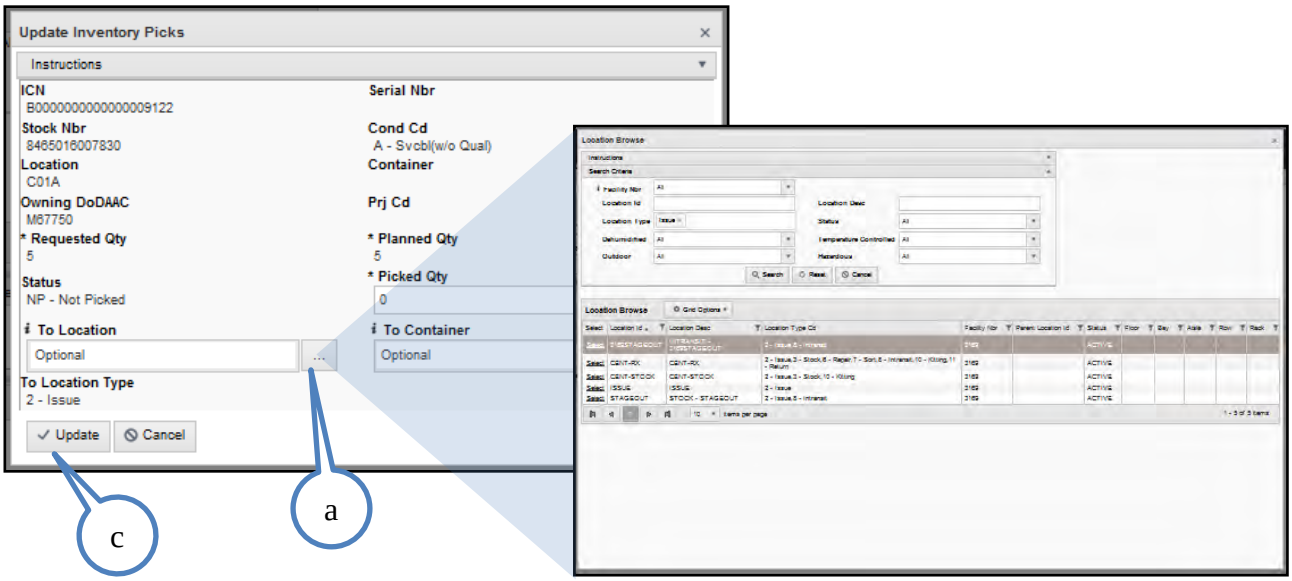
(1) Within the Update Inventory Picks Browse, select the **To Location** or **To Container** you want to deliver the item to. There are two ways to complete the location or container selection, which are;

a. Using the List of Values (LOV) Button ... or;

- Select the LOV Button
- Search for the desired location, and hit the **Select** hyperlink.

b. Using Intellisense – The DPAS Warehouse Module has an intellisense feature in any fillable field with an ℹ symbol next to it. If you know the name of the desired location, simply type the info into the field and DPAS will pull up the location or container.

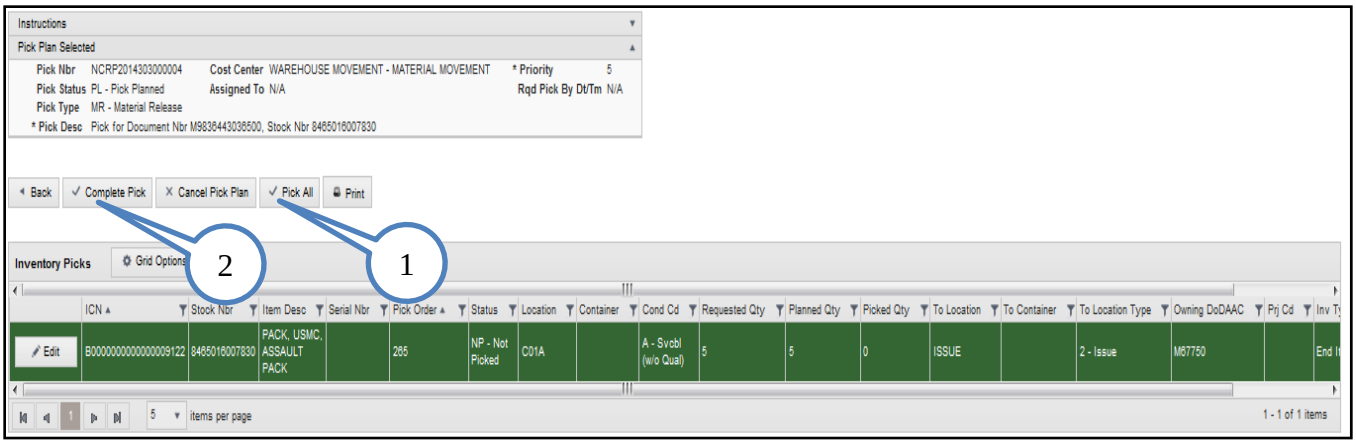
c. Once your **To Location** is selected, click ✓ Update.



Reference Guide

(1) Complete the pick – After selecting the shipping location, complete the pick by selecting ✓ Pick All.

(2) Once the pick quantity field has been updated, complete the pick by selecting ✓ Complete Pick. This will close the pick browser. Upon completion of this step, your item(s) will be ready to release and ship.



Material Release Order

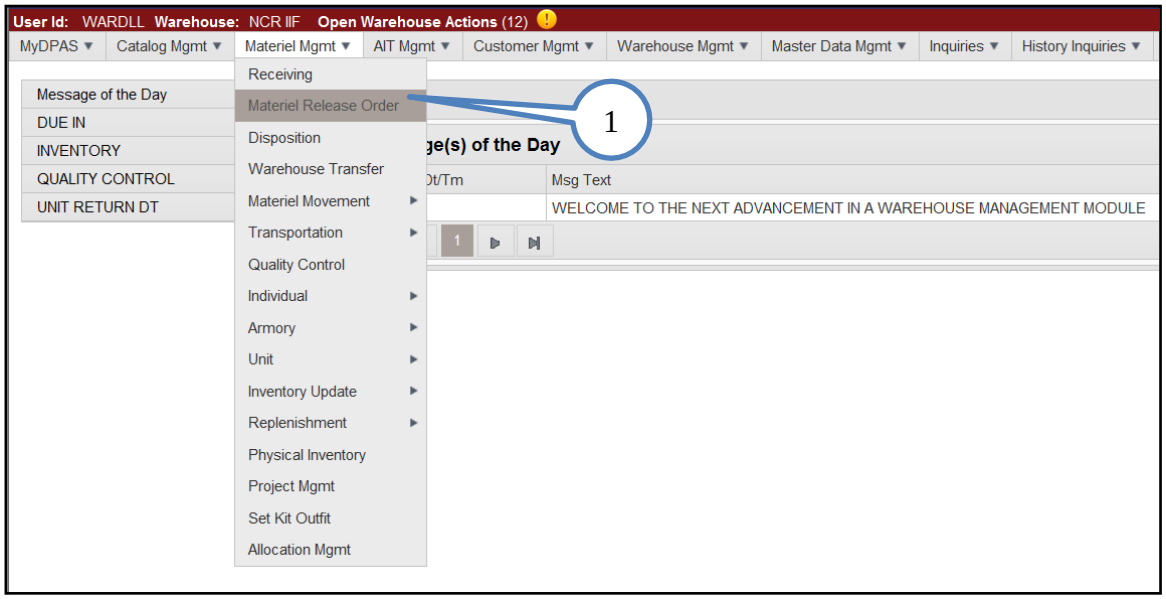
Roles: Warehouse Officer, Site Managers, Site Coordinators

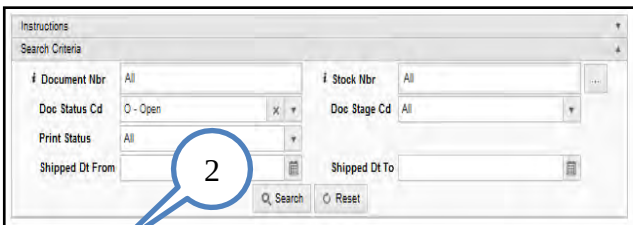
Reference Guide

The final step in shipping an item from the Warehouse is to release and ship the item(s). To release items from the warehouse, navigate to Material Mgmt tab.

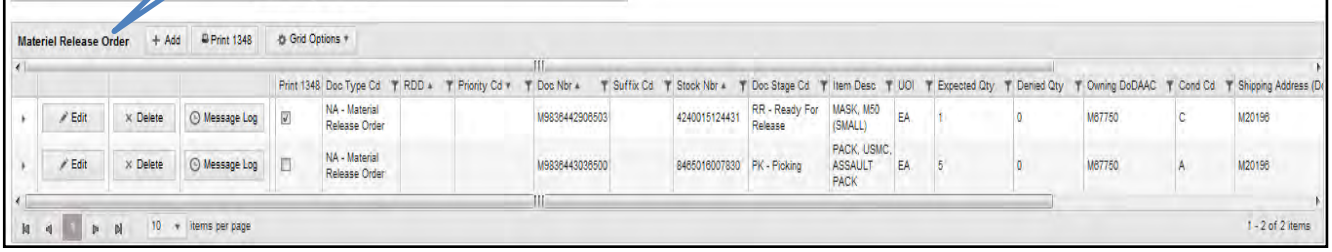
(1) Click on Material Release Order.

(2) At the MRO Screen search for the document you need to release using the search criteria. Note: Sometimes there will not be many entries on the screen, and you will not need to use the search function.





Note: If you have a large number of documents to filter through, it is best to use the search criteria to narrow your search. Enter the document number you are looking for in the **Document Nbr** field and hit the Search button .

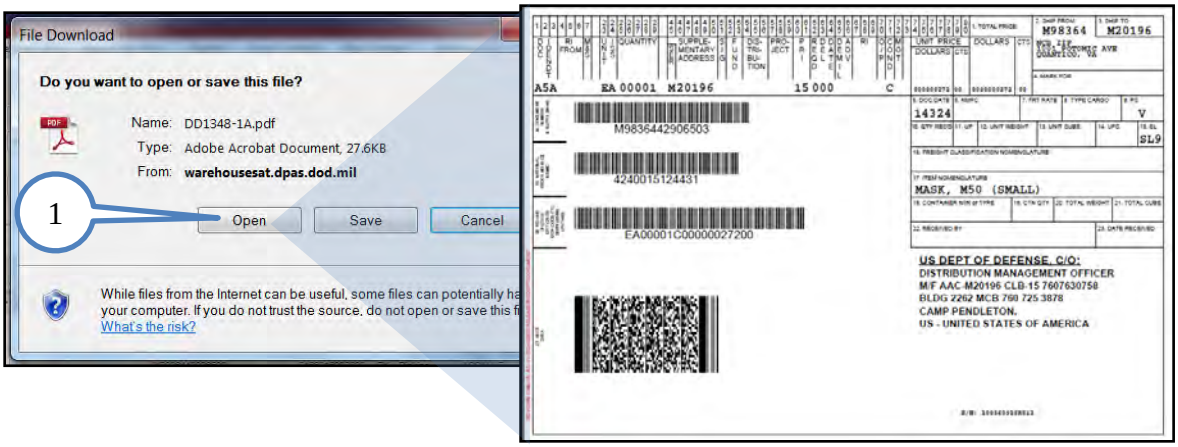


Material Release Order

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

(1) Print the 1348(s) for the material being issued. Note that once an item is marked as ready for release, the Print 1348 Check Box will be populated. To print the 1348, select the Print 1348 button. A browser will pop up when this is done. Select Open. DPAS will bring up a PDF 1348 for the material you are preparing to ship. Once Printed, return to the MRO Screen in DPAS by selecting the appropriate internet explorer tab.



Material Release Order

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

(1) To Release the Item(s) select [Edit] next to the Document Number you are looking to release.

The **Update Material Release Order** Browser will popup.

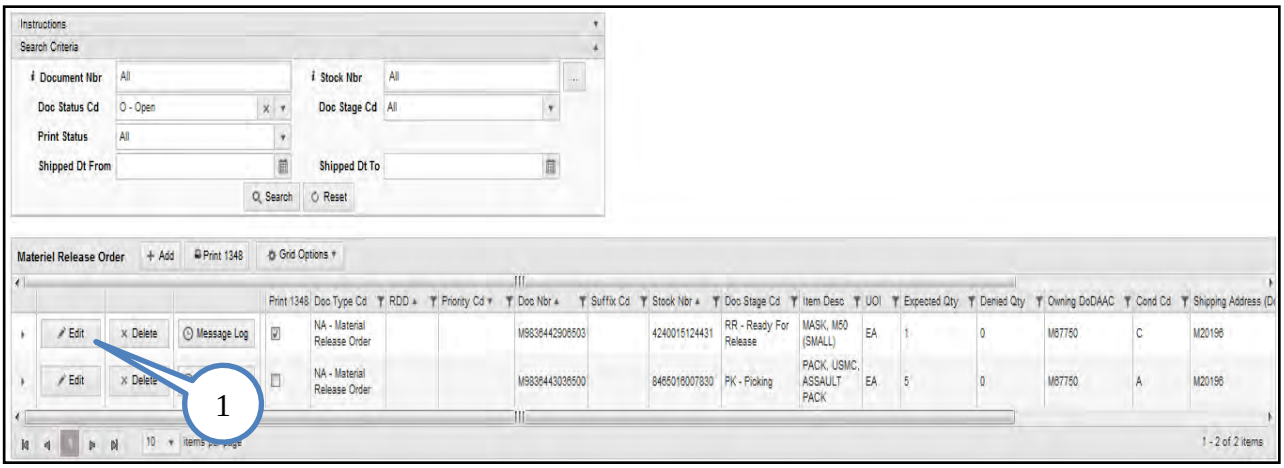
(2) On the **Update Material Release Order** screen, select the **Release** checkbox.

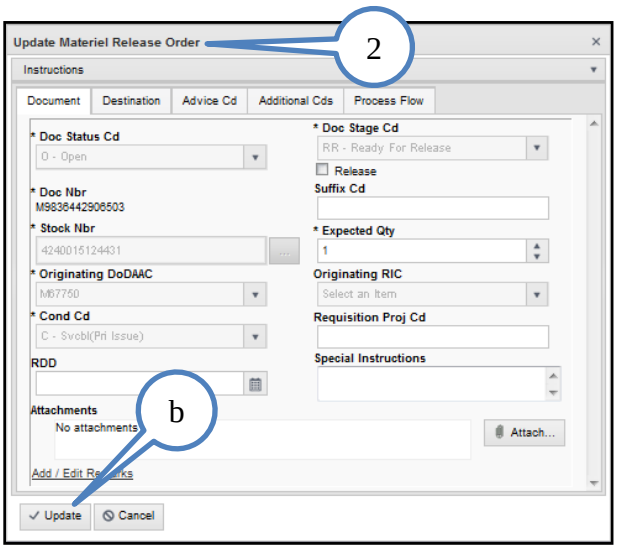
a. Input the following mandatory fields:

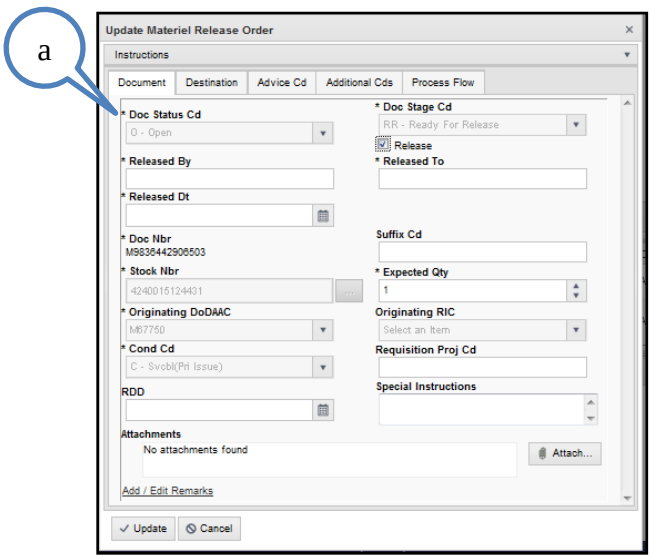
- **Released By**: The name of the Clerk who released the item.
- **Released To**: The Last Name, First Name of who the material was signed over to.
- **Released Dt**: The actual date the material was released should be input here.

b. Upon completing the entries above, select the [✓ Update] button.

Note: once the update is complete, the item will be removed from the warehouse.







Material Release Order

Roles: Warehouse Officer, Site Managers, Site Coordinators

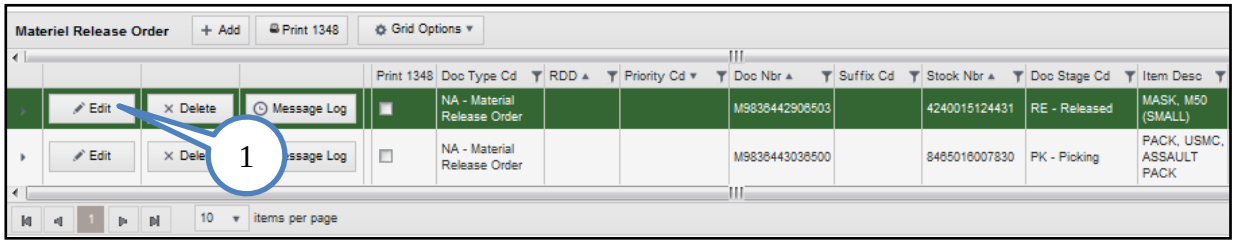
Reference Guide

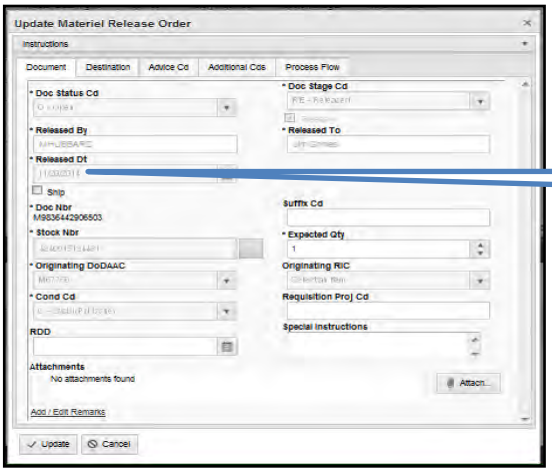
(1) The final step in completing and MOR is to input the shipment information for the MRO into the system. DPAS will not close the MRO until shipment details have been applied to the record. To Release your material from the system select [Edit] next to the document you want to record shipment info for. This will open the **Update Material Release Order** screen.

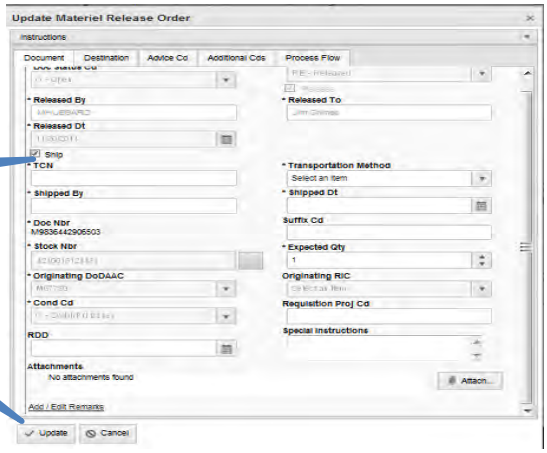
(2) On the **Update Material Release Order** screen, select the **Ship** checkbox. This will bring up several mandatory field that must be populated, which are:

- **TCN**: The TCN will typically be the 14 character Document Number followed by XXX, however; if you are sending an item via FEDEX or DHL, enter the tracking info into this field instead of the normal TCN. You must have 17 characters, so always fill spaces with X's as required.
- **Transportation Method**: Enter the appropriate mode of shipment here.
- **Shipped By**: The name of the transportation entity delivering the item(s).
- **Shipped Dt**: The actual date the item was shipped on.

(3) Once complete inputting the mandatory data elements, select the [Update] button. This will close the MRO, and the document number you just worked will be stripped from the MRO Screen.







2

3

PERSONNEL

Personnel

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

Purpose

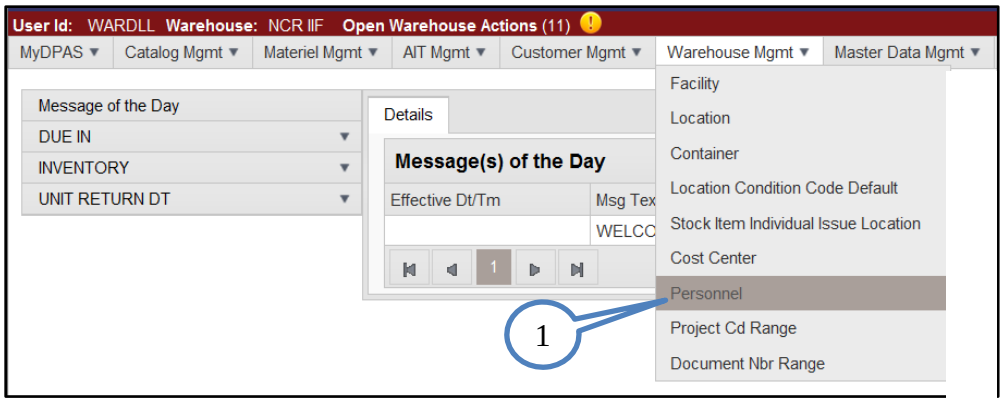
The purpose of this process is to provide the capability to add, update and delete warehouse personnel information including name, job title, phone number and Email.

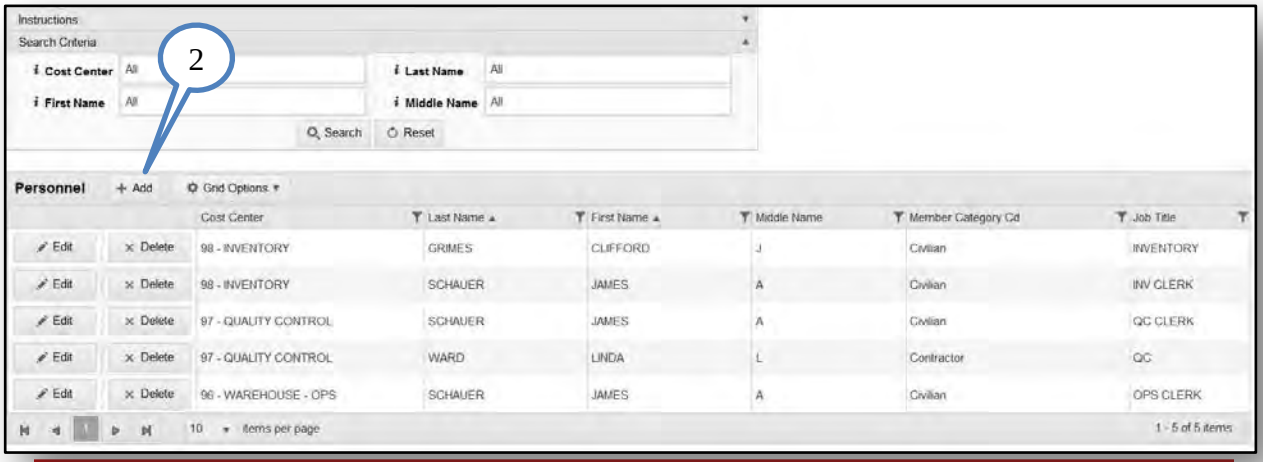
Once added, personnel can be associated to a Cost Center which allows the assignment of specific tasks to individual workforce Members.

Navigate to Warehouse Mgmt then:

(1) Click Personnel, the Personnel page displays.

(2) Click + Add to add personnel to the warehouse cost centers to assign work details.





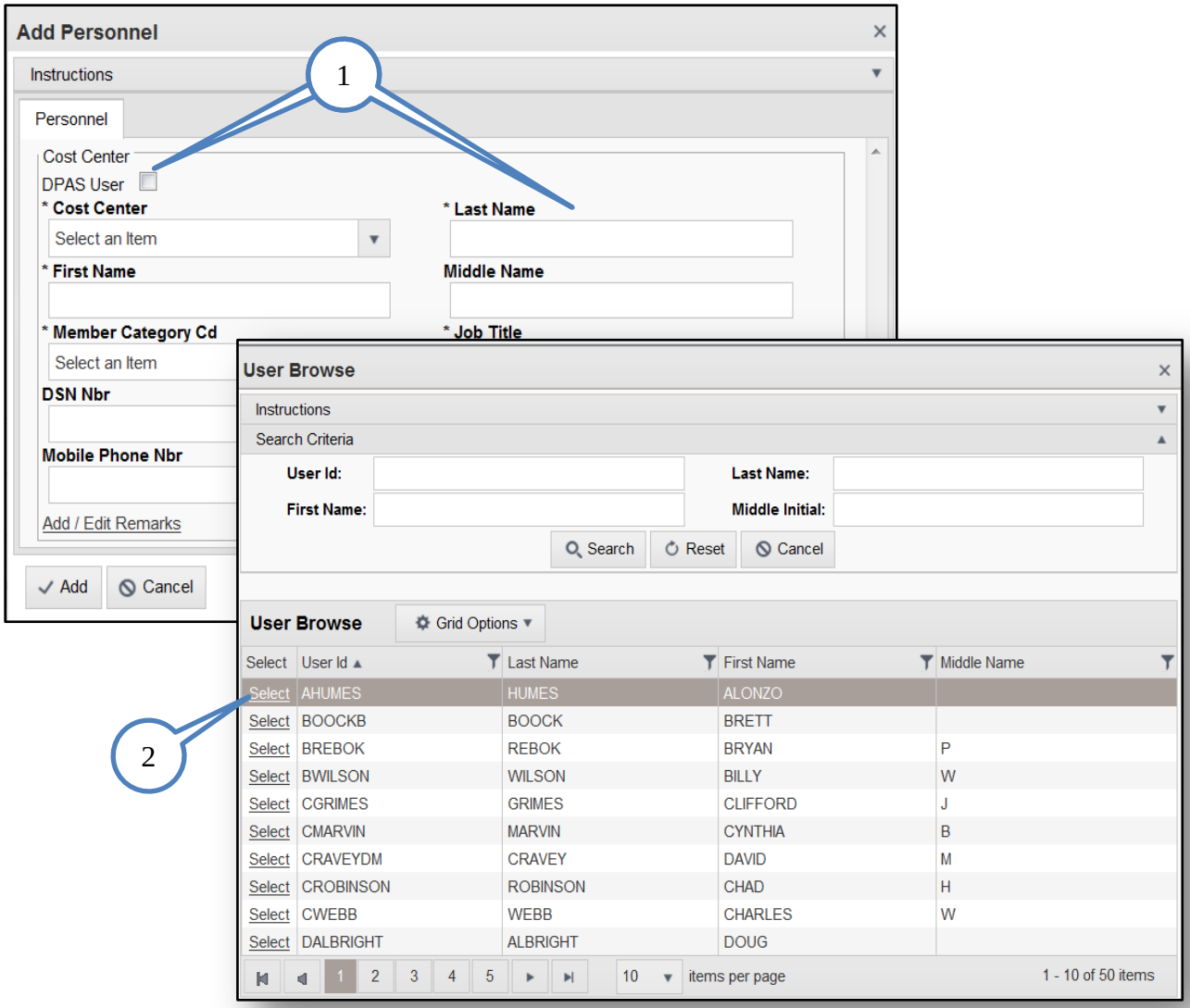
Personnel

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

(1) Click the **DPAS User** to open the **User Browse window** to select personnel from the list, or enter personnel information. Only personnel who has a DPAS account will appear. Non- account holders are entered manually.

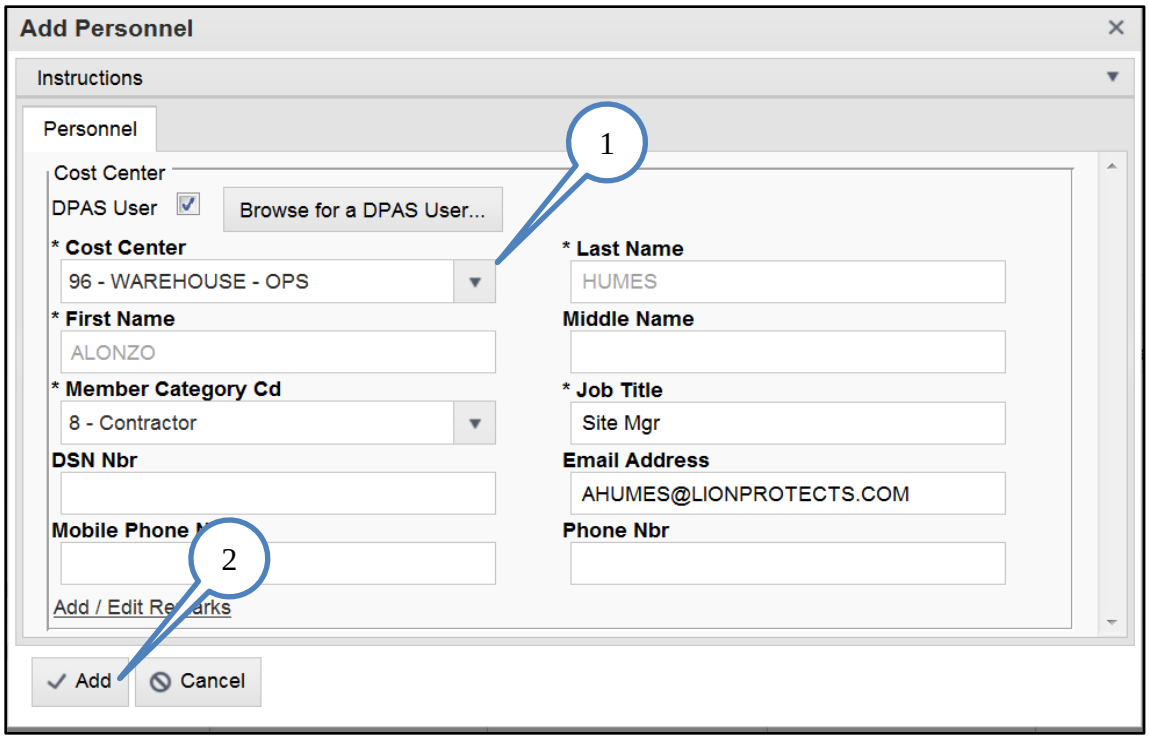
(2) Upon opening the browser, click on **Select** , next to the personnel name.



Reference Guide

(1) Enter the required personnel's information that did not auto populate; use the ▼ to select information.

(2) Click ✓ Add to save information. The personnel is added, it is displayed in green on the Personnel page.



MANUAL PROCESSES

Refer to LVI's standard operating procedures for manual processes.

DISCONNECTED ENVIRONMENT

Issue in a Disconnected Environment

1. In case of network outage/loss of connectivity: Contact C-4. Submit a mission critical trouble ticket.

2. In case of a power outage: Use laptops with air cards to access the DPAS site. There is approximately 5 hours of battery life if fully charged . Once in DPAS, Clerk will process a Member's Individual Issue as per this Reference Guide.

3. In case of full system and connectivity outage: Use the below templates to conduct a manual Individual Issue of all required equipment. On the form the Member will fill out all information legibly; Circle sizes for all sized items and only initial for equipment they are drawling. Once the system and connectivity is restored, Clerk will then be able to induct all required information into DPAS to complete the transaction.

CONTRACTOR

Contractor

Roles: Warehouse Officer, Site Managers, Site Coordinators

Reference Guide

Purpose

The Warehouse Management Module provides a means for you to add, update or delete contractor information. The contractor information will be stored at the Logistics Program level.

The Warehouse Management Module provides a means for you to add, update or delete contract information. The contract information will be stored at the Logistics Program level; therefore, you must have Logistics Program update to manage contracts.

Contracts must be associated with a contractor. Contractor information must be entered before any contracts can be entered in application. Contractors must be built before a contract can be entered in the system.

•When the Contract Use Cd is “G – Govt Furn Prop”, the contract Start Date and contract Expiration Date are mandatory.

Contractor

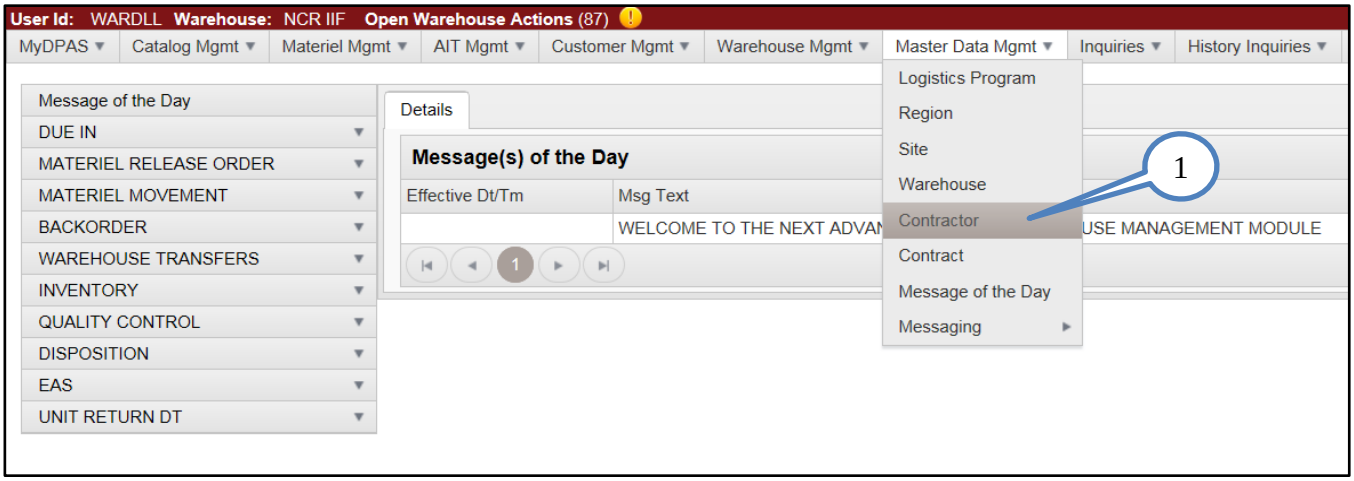
Roles: Warehouse Officer, Site Managers, Site Coordinators

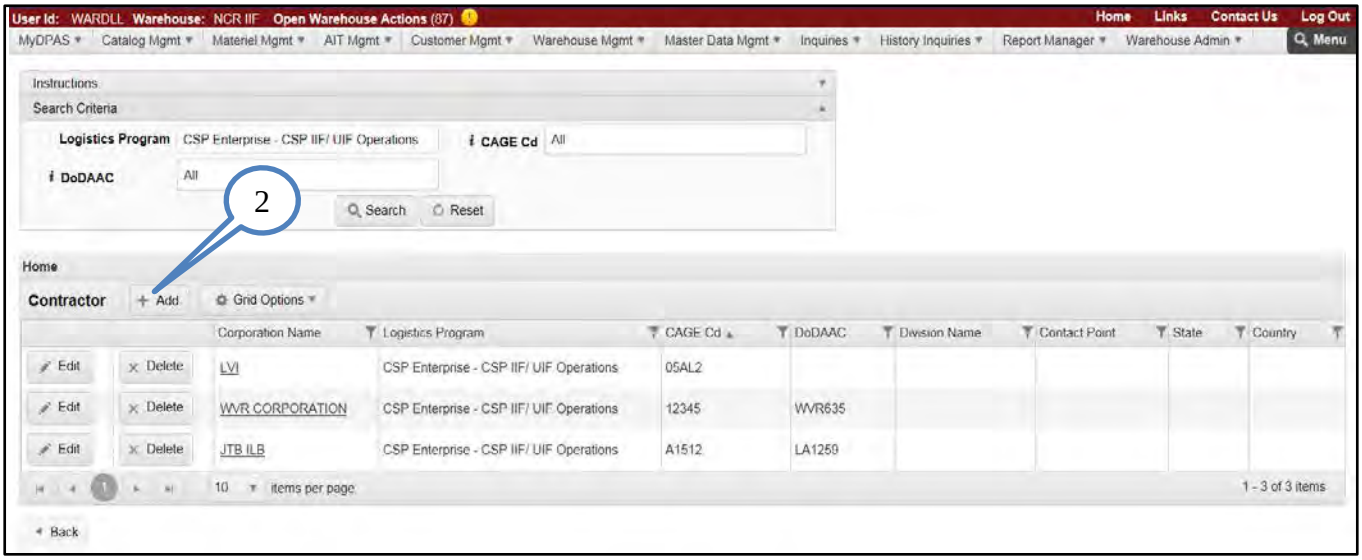
Reference Guide

Navigate to Master Data Mgmt then:

(1) Click Contractor.

(2) Click + Add.





Roles: Warehouse Officer, Site Managers, Site Coordinators

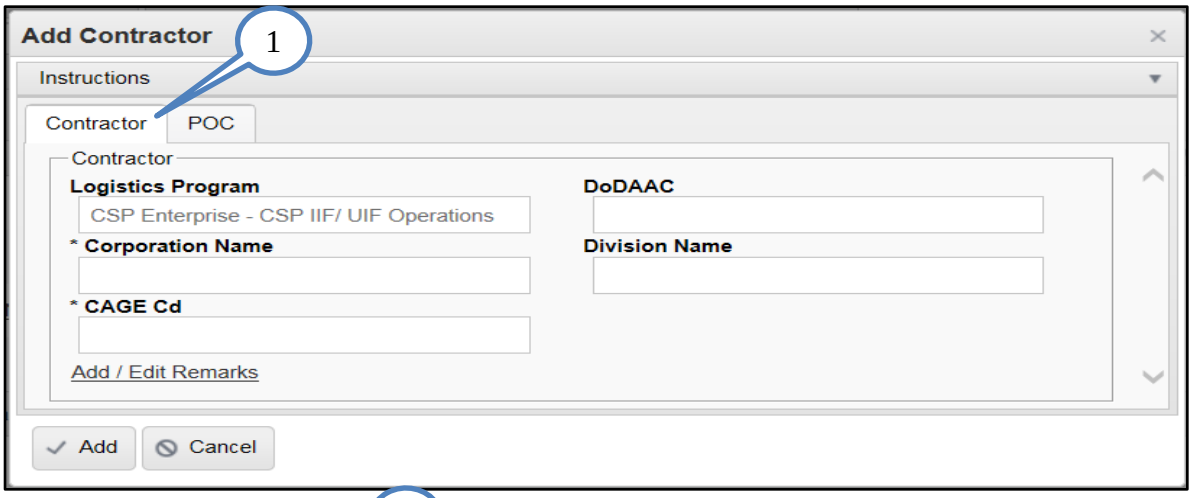
Reference Guide

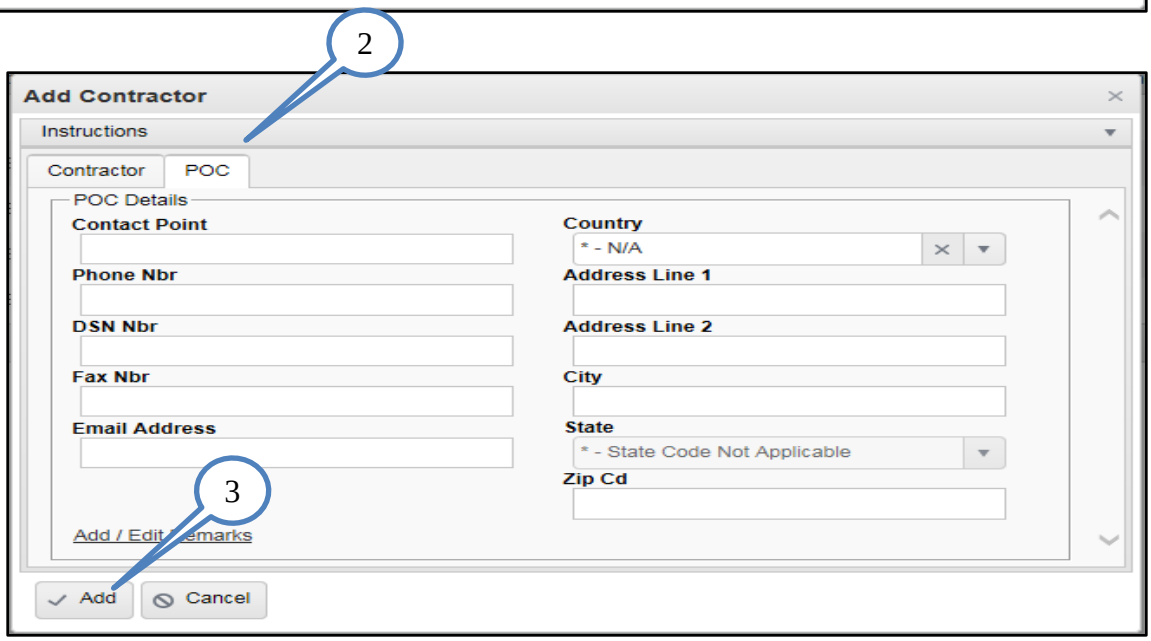
On the Add Contractor page:

(1) Enter the Contractor information.

(2) Click on the POC tab, add the POC information.

(3) Click Add





GLOSSARY

Unit Identification Code (UIC) Custodian: DPAS allows you to identify Unit Custodians. The Unit Custodian is appointed by the Commanding Officer with the authority to accept, issue, and manage materiel transfers for custody to the unit. The assignment is provided to a primary and alternate within the unit. Within DPAS, the Unit Identification Code (UIC) is used to manage all unit roles, assignments, and data. The UIC Custodian at the unit level is known as the unit Responsible Officer (RO). DPAS will provide for Unit Custodians (primary and alternate) by commodity type.

Owning Department of Defense Activity Address Code (DoDAAC): Identifies the DoDAAC where the stock currently resides. Organizational unit (e.g. command, directorate, branch, and unit) is a unit of the organization from a costing perspective, used to collect costs and to track and manage costs.

Unit Identification Code: The UIC is a code that uniquely identifies a unit, organization or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator and positions 5-6 are the descriptive designator. For real property, this is the UIC of the funding organization.

Stock Number: Building a catalog record for specific equipment. National Stock Number (NSN) are define in DPAS as Stock Number.

Stock Item: Determining maximum and minimum stock requirements for the entire Warehouse per stock number. National Stock Number (NSN) are define in DPAS as Stock Item.

Stock Item Individual Issue Location: Determining maximum and minimum stock requirements for an Individual Issuing Location per stock number.

Receiving: Adding equipment to the Warehouse.

Deployment Location: Destinations where individuals are deployed.

UIC Issue Profile: Assigning unique Deployment Location and Master Issue List combinations to a Unit Identification Code (UIC).

Master Issue List: Creating requirements for what equipment is needed per Commodity Type and Occupation using Line Item Number/Table of Authorized Materiel Control Numbers (LIN/TAMCN).

Set Kit Outfit (SKO): Assembles the items to create the kit by selecting the specific inventory.

SKO Catalog: Defines the Master Stock Number for the SKO and the Item Stock Numbers for the parts that make up the assembly.

TERMINOLOGY TRANSLATION

Customers define as Members

Front Line/Front Shopping define as Individual Issue

Return define as Individual Return

Memorandum Receipt (IMR) define as Individual Receipt DW Form 02

KIT define as Set Kits and Outfits (SKO)

RO define as UIC Custodian

Nomenclature define as Stock Item

National Stock Number (NSN) define as Stock Number

REFERENCE

References

Reference Guide

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- https://ousddpas.leidos.com/next/wm/
- https://sp.logcom.usmc.mil/sites/lsmc/csp/Work%20Processes/Forms/AllItems.aspx
    - Randall L Barfield Warehouse Processes Flowcharts
- DPAS Warehouse Management Module Online Help