

**DRAFT**

# **AIR FORCE MATERIEL COMMAND**



**CAV II  
Users Guide  
VERSION 4.0**

**August 2002**



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## Introduction

CAV II is a web-based application that allows you, the user, to report transactions on a daily basis. These transactions automatically update the CAV II WEBCAV database.

CAV II WEBCAV is located at the Defense Information Services Agency (DISA), Oklahoma City. The connection between the DISA and your facility will be via the internet through a direct connection from your facility or through a commercial internet service provider.

Netscape is the web browser selected due to the 128-bit encryption capabilities and because it is DoD certified.

The user should be familiar with navigating the Windows 95, 98, 2000 or Windows NT operating systems and be able to use a mouse. This manual assumes you are familiar with Windows terms such as drag, click, open, program group, minimize, etc. If these terms are unfamiliar, please consult the Microsoft Windows documentation before continuing. Experience using a Web browser program is also helpful, but not required.

Maintenance and upgrades of the application is accomplished by the Navy. Users will not have to take any unusual actions for these changes to take effect. As soon as they access the CAV II WEBCAV Web site, they will have access to the changes.

Although the CAV II WEBCAV system is rather complex, actual transaction processing is simple. The basic conventions are listed below, and must be kept in mind at all times and be included in any internal procedure.

CAV II WEBCAV assigns a unique document number to each repairable when the receipt occurs. This number or Repair Cycle Document Number (RCDN) **must** be used when reporting all subsequent transactions affecting that repairable.

Material Movement Documents (MMDs) can be created for each repairable received. An MMD contains the RCDN, the contractor's unique reference/tracking number (if loaded when received), and the National Item Identification Number (NIIN). An MMD can be tagged to the appropriate repairable, allowing the contractor to maintain visibility of the RCDN. Whenever a transaction affecting that repairable is input, the very first entry in the CAV II WEBCAV processing screens will require the RCDN or contractor's reference number.

RCDNs are generated sequentially. For example, if the contractor receives three repairables from Ogden ALC, the receipt transaction would generate three RCDNs. One RCDN will be printed on each of the three MMDs generated. For example:

EZ999920020001

EZ999920020002

EZ999920020003

The last four characters of the RCDN are the sequentially assigned serial numbers (from 0001 to 9999). In this example, they are 0001, 0002, and 0003.

Whenever a partial or total reversal of a receipt transaction is accomplished, reducing the number of MMDs and assigned RCDNs generated, CAV II WEBCAV will delete the reversed RCDNs from the system

For instance, in the above example, you discover that one unit was received instead of three. When you reverse the two appropriate RCDNs, the software will eliminate those

two RCDNs and the MMDs must be discarded. The remaining repairables must maintain the identity of the assigned RCDN that was not reversed.

An item must be received before it is inducted.

An item must be inducted before it can be completed.

The following conventions were used in building this manual:

Any required entry will be in bold text.

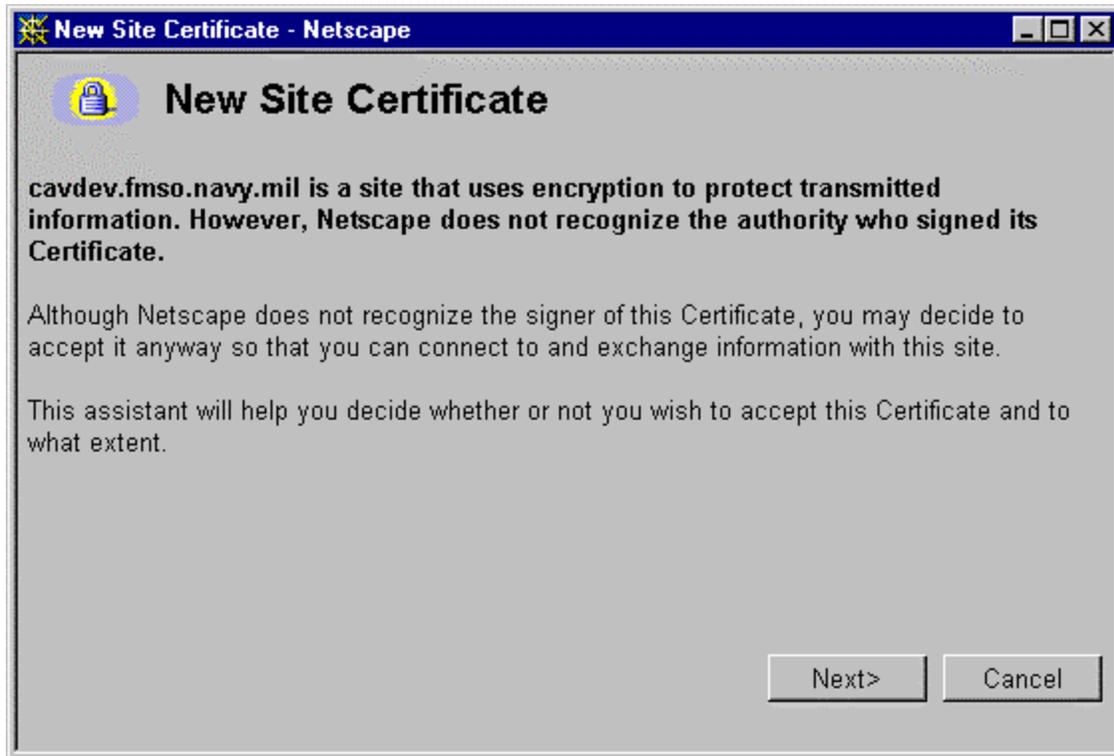
Any optional entry will be italicized.

Any required field is annotated on the screens with an \*.

Only use the Netscape Back command when instructed. If you use the Back command, it may cause you to lose screen data or duplicate actions.

The website is [\(https://\(TBD\)\)](https://(TBD)) (Note the “s” for secured socket). If you have any questions, contact your CAV POC.

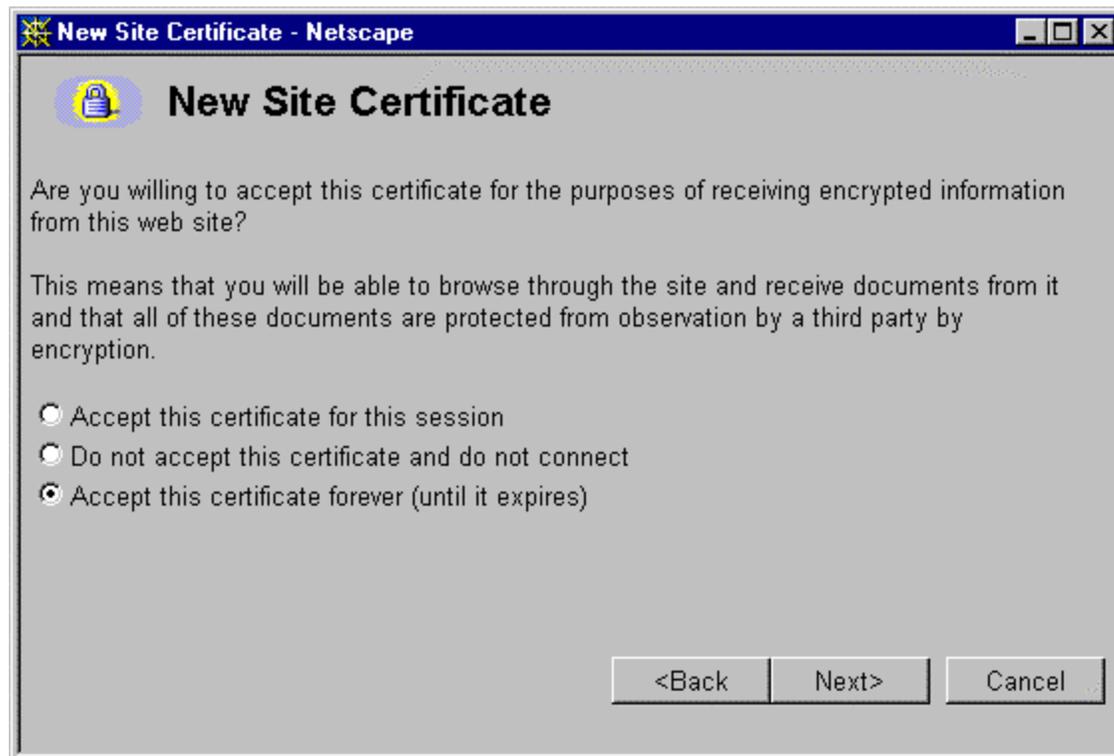
What you will experience is a series of dialog boxes on your next attempt to connect to the server. The following outlines these:



Click Next.



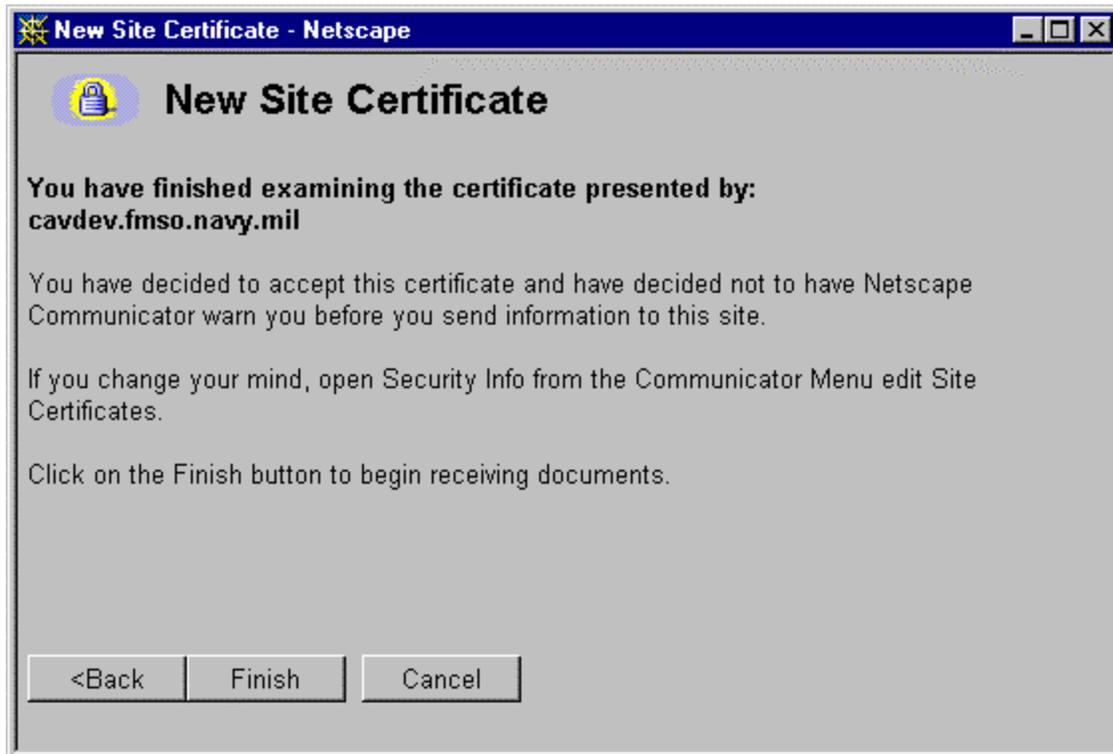
Click Next.



Select "Accept this certificate forever (until it expires)". Then click Next.



Click Next.



Click Finish.

FYI... We've noticed that a network error message is displayed at this point, but only happens once. Please refresh your screen or reselect your bookmark to access the CAV II login page.



# Commercial Asset Visibility (v4.0)



**DoD Warning**

## Login

ICP:  \*

User ID:  \*

Password:  \*

Enter

Reset

[CAV Information Site](#)

\* Asterisk indicates a required entry.

Best viewed with Display Property setting of 800 by 600. Netscape 4.0 or above is required.

## Getting Started

Logon to **Netscape** with the website **https://(TBD)**

**NOTE:** An \* on any screen, indicates a mandatory field.

Enter the following information:

**ICP:** Use the pull down menu to select the ICP that you report to.

**User ID:** Enter your User ID.

**Password:** Enter your Password.

**(User Ids and Passwords are not case sensitive)**

Click **“Enter”** to advance to the Main Menu screen.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
[Bulk Shipment](#)  
[Proof of Shipment](#)  
[BER / MEL](#)  
[Survey / Scrap \(H\)](#)  
[Reverse](#)

**Repair Reports**

[DD1348](#)  
[MMD Report](#)  
[Inventory Labels](#)  
[Repair Item-Action](#)  
[Repair History](#)  
[Condition Counts](#)  
[Awaiting Parts](#)  
[Proof of Shipment](#)  
[RTAT Reports](#)

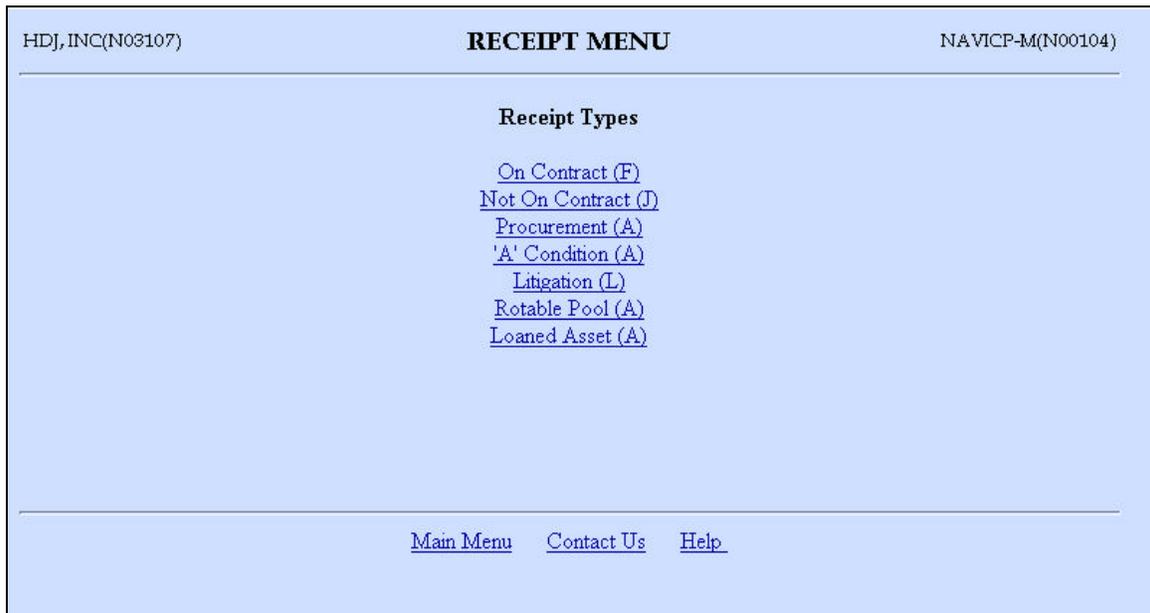
**Utilities**

[Download Report Plugin](#)  
[Item Maintenance](#)  
[Report of Discrepancy](#)  
[Maintain Carriers](#)  
[Set Default for Pick Lists](#)  
[DAASC DODAAC Lookup](#)  
[AEPS](#)

[Contact Us](#)   [Help](#)

## To Report a Receipt

From the Main Menu Screen, the Repair Status column, click **“Receive”**.



The Receipt Menu screen displays the different types of available receipts based on the variables assigned.

Click on the action you wish to complete:

**On Contract** – if the material is on contract (F Condition)

**Not on Contract** – if the material is not on contract (J Condition)

**Procurement** – if the material is a procurement received on a DD250 (A Condition)

**'A' Condition** – if the material is A Condition

**Litigation** – if the material is in L Condition

**Rotable Pool** – if the material is rotatable pool (Not all users will show this option)

**Loaned Asset** – if the material is a loaned asset (Not all users will show this option)

**NOTE:** See page 144 for definitions of each Condition Code.

HDJ, INC(N03107)		<b>Receipt On Contract</b>		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207012345"/>	*	NIIN:	<input type="text" value="012925555"/>	*
Quantity:	<input type="text" value="2"/>	*	Received From:	<input type="text" value="N35"/>	*
Receipt Date:	<input type="text" value="03/11/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="N0010402GA999"/>	*	CLIN:	<input type="text"/>	
Award/Order Dt:	<input type="text"/>		Order Nr:	<input type="text"/>	
FSC:	<input type="text"/>		Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>	
COG:	<input type="text"/>		SMIC:	<input type="text"/>	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>					

### To Report a Receipt on Contract

From the Receipt Menu click “**On Contract**”

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Document Nr:** The value is alphanumeric and must be fourteen positions.

**NIIN:** The value is alphanumeric and must be nine positions and may be the EIID for items without a NIIN.

**Quantity:** A number from 1 to 9999.

**Received From:** The value is alphanumeric and must be three positions

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Unit of Issue:** Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**CLIN:** The value is alphanumeric and must be six positions (right fill with 00, if req'd).

**Award/Order Dt:** It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

**Order Nr:** If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**COG:** Not used for Air Force.

**SMIC:** For Air Force, enter MMAC, if applicable. If entered, the value must be two positions.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ, INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

---

Reference Nr	Serial Nr
87426	0987498
74368	9847298

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data, click **“Reset”** and enter the correct information

**Receipt Successful. Don't click the Back button. To continue, click a link below...**

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 2 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720700001	87426	0987498
2.	N0310720700002	74368	9847298

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt on Contract was accomplished, the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 117)

Return to the **Main Menu** (see Main Menu on page 2)

**Print MMDs** for the RCDNs just created (see Print MMDs on pages 87-89)

**Print Labels** for the RCDNs just created (see Print Labels on pages 90-92)

HDJ, INC(N03107)	<b>Receipt Not On Contract</b>	NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207046456"/> *	NIIN:	<input type="text" value="017683098"/> *
Quantity:	<input type="text" value="1"/> *	Received From:	<input type="text" value="N35"/> *
Receipt Date:	<input type="text" value="03/11/2002"/> *	Unit of Issue:	<input type="text" value="EA"/> *
FSC:	<input type="text"/>	Unit Price:	<input type="text" value="0"/> . <input type="text" value="00"/>
COG:	<input type="text"/>	SMIC:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>			

### To Report a Receipt Not on Contract

From the Receipt Menu click “**Not On Contract**”

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the field unless otherwise indicated.

**Document Nr:** The value is alphanumeric and must be fourteen positions.

**NIIN:** The value is alphanumeric and must be nine positions. If NIIN unknown, refer to attachment B.

**Quantity:** A number from 1 to 9999.

**Received From:** The value is alphanumeric and must be three positions

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Unit of Issue:** Click the down arrow and select the Unit of Issue from the list, which applies to the NIIN received.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**COG:** Not used for Air Force.

**SMIC:** For Air Force, enter MMAC, if applicable. If entered, the value must be two positions.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ, INC(N03107) **Reference Nr - Serial Nr** NAVICP-M(N00104)  
**Input**

---

Reference Nr	Serial Nr
6580932	28763

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

Receipt Successful. **Don't** click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720700003	6580932	28763

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt Not on Contract was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

**Print MMDs** for the RCDNs just created (see Print MMDs on pages 74-77)

**Print Labels** for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)		Receipt Procurement		NAVICP-M(N00104)	
NIIN:	<input type="text" value="016593465"/>	*	Quantity:	<input type="text" value="1"/>	*
Receipt Date:	<input type="text" value="03/11/2002"/>	*	Received From:	<input type="text" value="QQQ"/>	*
Contract Nr:	<input type="text" value="N0010402GA544"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
CLIN:	<input type="text" value="001AAB"/>	*	DD250 Nr:	<input type="text" value="4750943Z"/>	*
DD250 Dt:	<input type="text" value="03/08/2002"/>	*	Order Nr:	<input type="text"/>	
FSC:	<input type="text"/>		Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>	
COG:	<input type="text"/>		SMIC:	<input type="text"/>	
Award/Order Dt:	<input type="text"/>				
		<input type="button" value="Submit"/>	<input type="button" value="Reset"/>		
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>					

## To Report a Receipt from a Procurement

From the Receipt Menu click “**Procurement**”

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**NIIN:** The value is alphanumeric and must be nine positions.

**Quantity:** A number from 1 to 9999.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Received From:** The value is alphanumeric and must be three positions.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**Unit of Issue:** Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

**CLIN:** The value is alphanumeric and must be six positions (right fill w/ 00, if req'd).

**DD250 Nr:** Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The

value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter ‘Z’.

**DD250 Dt:** The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date.

**Order Nr:** If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**COG:** Not used for Air Force

**SMIC:** For Air Force, MMAC is entered here. If entered, the value must be two positions.

**Award/Order Dt:** It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ, INC(N03107) **Reference Nr - Serial Nr** NAVICP-M(N00104)  
**Input**

---

<b>Reference Nr</b>	<b>Serial Nr</b>
<input type="text" value="87499"/>	<input type="text" value="652.6"/>

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

**Receipt Successful. Don't click the Back button. To continue, click a link below...**

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720700004	87499	6526

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of a Procurement was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 1171)

Return to the **Main Menu** (see Main Menu on page 2)

**Print MMDs** for the RCDNs just created (see Print MMDs on pages 87-89)

**Print Labels** for the RCDNs just created (see Print Labels on pages 90-92)

HDJ, INC(N03107)		Receipt 'A' Condition		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="N00104207098776"/>	*	NIIN:	<input type="text" value="012924545"/>	*
Quantity:	<input type="text" value="1"/>	*	Received From:	<input type="text" value="n35"/>	*
Receipt Date:	<input type="text" value="03/11/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="N0010402GA999"/>	*	CLIN:	<input type="text"/>	
Award/Order Dt:	<input type="text"/>		Order Nr:	<input type="text"/>	
FSC:	<input type="text"/>		Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>	
COG:	<input type="text"/>		SMIC:	<input type="text"/>	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>					

### To Report an 'A' Condition Item

From the Receipt Menu click "A Condition"

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Document Nr:** The value is alphanumeric and must be fourteen positions.

**NIIN:** The value is alphanumeric and must be nine positions.

**Quantity:** A number from 1 to 9999.

**Received From:** The value is alphanumeric and must be three positions

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Unit of Issue:** Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**CLIN:** The value is alphanumeric and must be six positions (right fill w/ 00, if req'd).

**Award/Order Dt:** It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

**Order Nr:** If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**COG:** Not used for Air Force

**SMIC:** For Air Force enter MMAC, if applicable. If entered, the value must be two positions

If the data entered is correct, click "Submit" to submit the receipt, or click "Reset" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click "MAIN MENU".

HDJ, INC(N03107) **Reference Nr - Serial Nr** NAVICP-M(N00104)  
**Input**

---

<b>Reference Nr</b>	<b>Serial Nr</b>
846	8451954

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

**Receipt Successful.** Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720710005	846	8451954

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of an 'A' Condition item was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

**Print MMDs** for the RCDNs just created (see Print MMDs on pages 74-77)

**Print Labels** for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)	<b>Receipt Litigation</b>	NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207184975"/> *	NIIN:	<input type="text" value="017659830"/> *
Quantity:	<input type="text" value="1"/> *	Received From:	<input type="text" value="n35"/> *
Receipt Date:	<input type="text" value="03/12/2002"/> *	Unit of Issue:	EA <input type="button" value="v"/> *
Contract Nr:	<input type="text" value="n0010402ga888"/> *	CLIN:	<input type="text"/>
Award/Order Dt:	<input type="text"/>	Order Nr:	<input type="text"/>
FSC:	<input type="text"/>	Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>
COG:	<input type="text"/>	SMIC:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>			

### To Report a Litigation

From the Receipt Menu click **“Litigation”**

**NOTE:** An \* on any screen, indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Document Nr:** The value is alphanumeric and must be fourteen positions.

**NIIN:** The value is alphanumeric and must be nine positions.

**Quantity:** A number from 1 to 9999.

**Received From:** The value is alphanumeric and must be three positions

**Receipt Date :** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Unit of Issue :** Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**CLIN:** The value is alphanumeric and must be six positions (right fill w/ 00, if req'd).

**Award/Order Dt:** It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

**Order Nr:** If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**COG:** Not used for Air Force.

**SMIC:** For Air Force, enter MMAC, if applicable. If entered, the value must be two positions.

If the data entered is correct, click **"Submit"** to submit the receipt, or click **"Reset"** to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click **“MAIN MENU”**.

HDJ, INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

---

Reference Nr	Serial Nr
9827609	72760172

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

**Receipt Successful. Don't click the Back button. To continue, click a link below...**

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

**You received 1 item(s):**

	RCDN	Reference Nr	Serial Nr
1.	N0310720710006	9827609	72760172

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of Litigation was accomplished, the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

**Print MMDs** for the RCDNs just created (see Print MMDs on pages 74-77)

**Print Labels** for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)		<b>Receipt Rotable Pool</b>		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="N00104207176211"/>	*	NIIN:	<input type="text" value="019876439"/>	*
Quantity:	<input type="text" value="1"/>	*	Received From:	<input type="text" value="n35"/>	*
Receipt Date:	<input type="text" value="03/12/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="n0010402ga777"/>	*	Unit Price:	<input type="text" value="0"/> . <input type="text" value="00"/>	
FSC:	<input type="text"/>		SMIC:	<input type="text"/>	
COG:	<input type="text"/>				
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>					

### To Report a Rotable Pool Receipt

From the Receipt Menu click **“Rotable Pool”**

**NOTE:** An \* on any screen, indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Document Nr:** The value is alphanumeric and must be fourteen positions.

**NIIN:** The value is alphanumeric and must be nine positions.

**Quantity:** A number from 1 to 9999.

**Received From:** The value is alphanumeric and must be three positions

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Unit of Issue :** Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**SMIC:** MMAC for Air Force. If entered, the value must be two positions.

**COG:** Not used for Air Force.

If the data entered is correct, click **"Submit"** to submit the receipt, or click **"Reset"** to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click **“MAIN MENU”**.

HDJ, INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

---

Reference Nr	Serial Nr
<input type="text" value="7637698"/>	<input type="text" value="39800-3e2"/>

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

**Receipt Successful. Don't click the Back button. To continue, click a link below...**

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

**You received 1 item(s):**

	RCDN	Reference Nr	Serial Nr
1.	N0310720710007	7637698	39800-3E2

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of a Rotable Pool item was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

**Print MMDs** for the RCDNs just created (see Print MMDs on pages 74-77)

**Print Labels** for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)		<b>Receipt Loaned Asset</b>		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207109865"/>	*	NIIN:	<input type="text" value="019887643"/>	*
Quantity:	<input type="text" value="1"/>	*	Received From:	<input type="text" value="qaz"/>	*
Receipt Date:	<input type="text" value="03/12/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="n0010402ga999"/>	*	Unit Price:	<input type="text" value="0"/> . <input type="text" value="00"/>	
FSC:	<input type="text"/>		SMIC:	<input type="text"/>	
COG:	<input type="text"/>				
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>					

### To Report a Loaned Asset Receipt

From the Receipt Menu click “**Loaned Asset**”

**NOTE:** An \* on any screen, indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Document Nr:** The value is alphanumeric and must be fourteen positions.

**NIIN:** The value is alphanumeric and must be nine positions.

**Quantity:** A number from 1 to 9999.

**Received From:** The value is alphanumeric and must be three positions

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Unit of Issue :** Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**SMIC:** If entered, the value must be two positions.

**COG:** Not used for Air Force.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ, INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

---

Reference Nr	Serial Nr
<input type="text" value="0984793284"/>	<input type="text" value="8487260"/>

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

**Receipt Successful. Don't click the Back button. To continue, click a link below...**

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

**You received 1 item(s):**

	RCDN	Reference Nr	Serial Nr
1.	N0310720710008	0984793284	8487260

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of a Loaned Asset was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

**Print MMDs** for the RCDNs just created (see Print MMDs on pages 74-77)

**Print Labels** for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)	<b>MAIN MENU</b>	NAVICP-M(N00104)
<p><b>Repair Status</b></p> <p><a href="#">Receive</a></p> <p><a href="#">Induct (M)</a></p> <p><a href="#">Await Parts (G)</a></p> <p><a href="#">Reinduct (M)</a></p> <p><a href="#">Complete (A)</a></p> <p><a href="#">Ship</a></p> <p><a href="#">Bulk Shipment</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">BER / MEL</a></p> <p><a href="#">Borrow/Payback</a></p> <p><a href="#">Survey / Scrap (H)</a></p> <p><a href="#">Reverse</a></p>	<p><b>Repair Reports</b></p> <p><a href="#">DD1348</a></p> <p><a href="#">MMD Report</a></p> <p><a href="#">Inventory Labels</a></p> <p><a href="#">Repair Item-Action</a></p> <p><a href="#">Repair History</a></p> <p><a href="#">Condition Counts</a></p> <p><a href="#">Awaiting Parts</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">RTAT Reports</a></p>	<p><b>Utilities</b></p> <p><a href="#">Download Report Plugin</a></p> <p><a href="#">Item Maintenance</a></p> <p><a href="#">Report of Discrepancy</a></p> <p><a href="#">Maintain Carriers</a></p> <p><a href="#">Set Default for Pick Lists</a></p> <p><a href="#">DAASC DODAAC Lookup</a></p> <p><a href="#">AEPS</a></p>
<p><a href="#">Contact Us</a>   <a href="#">Help</a></p>		

### To Report an Induction

Only items on contract that are currently in F-condition or received in A-condition can be inducted.

From the Main Menu, Repair Status column, click **“Induct”**.

This transaction will move the asset to M-condition code.

**NOTE:** See page 144 for definitions of each Condition Code.

HDJ, INC(N03107) NAVICP-M(N00104)

---

**Select Item**

---

**To Induct an Item, Select One From the List Below ...**

RCDN    
 NIIN    
 CC    
 Ref Nr    
 Ser Nr    

N0310720700002	012925555	F	74368	9847298
----------------	-----------	---	-------	---------

OR

**Enter the RCDN, Reference Nr or Serial Nr ...**

RCDN (pos 7-14):     
RefNr:     
SerNr:

---

[Main Menu](#)    
[Contact Us](#)    
[Help](#)

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Induct:

1. The drop-down box will be displayed containing all RCDNs available for induction.  
**NOTE:** This option will not display if there are more than 200 items available for induction.  
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)	<b>Induct</b>	NAVICP-M(N00104)								
<table border="1"> <tr> <td>RCDN: N0310720700002</td> <td>Document Nr: N00104207012345</td> </tr> <tr> <td>Reference Nr: 74368</td> <td>Contract Nr: N0010402GA999</td> </tr> <tr> <td>Serial Nr: 9847298</td> <td>NIIN: 012925555</td> </tr> <tr> <td>Unit of Issue: EA</td> <td>Receipt Date: 03/11/2002</td> </tr> </table>			RCDN: N0310720700002	Document Nr: N00104207012345	Reference Nr: 74368	Contract Nr: N0010402GA999	Serial Nr: 9847298	NIIN: 012925555	Unit of Issue: EA	Receipt Date: 03/11/2002
RCDN: N0310720700002	Document Nr: N00104207012345									
Reference Nr: 74368	Contract Nr: N0010402GA999									
Serial Nr: 9847298	NIIN: 012925555									
Unit of Issue: EA	Receipt Date: 03/11/2002									
Induct Date:	<input type="text" value="03/29/2002"/>	*								
Order Nr:	<input type="text" value="0001"/>	*								
Award/Order Date:	<input type="text" value="03/29/2002"/>	*								
CLIN:	<input type="text"/>									
Est Completion Date:	<input type="text"/>									
New NIIN:	<input type="text"/>									
<input type="button" value="Submit"/> <input type="button" value="Reset"/>										
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>										

At the top of the Induct Screen, read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen, indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Induct Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was inducted. **NOTE:** The value cannot be a future date.

**Order Nr:** A value is required if the ninth position of the Contract Nr is A, D, or G. If entered, the value is alphanumeric and must be four positions. **NOTE:** If an Order Nr. was entered at receipt, it will carry forward to the Induct Screen as the default.

**Award/Order Date:** The default date is the current date. If necessary, change this date to reflect the actual date of the order. **NOTE:** The value cannot be a future date.

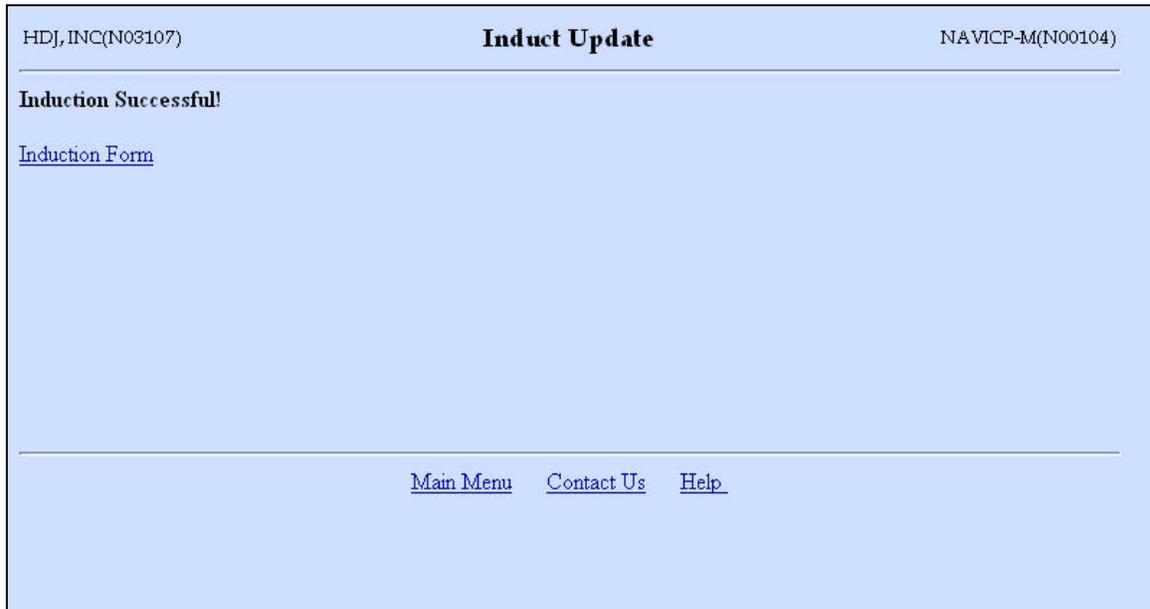
**CLIN:** The value is alphanumeric and must be six positions (right fill w/ 00, if req'd).

**Est Completion Date:** If entered, the value must not precede the Award/Order date.

**New NIIN:** Enter a value if the repair will result in a NIIN change. If entered, the value is alphanumeric and must be nine positions.

If the data entered is correct, click "**Submit**" to submit the induction, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the induction, click "**MAIN MENU**".



If a successful Induction was accomplished the Induct Update Screen appears indicating a successful induction.

You have the option to:

- Return to the **Induction Form** to induct a different item

- Return to the **Main Menu**

HDJ, INC(N03107)	<b>MAIN MENU</b>	NAVICP-M(N00104)
<b>Repair Status</b> <a href="#">Receive</a> <a href="#">Induct (M)</a> <a href="#">Await Parts (G)</a> <a href="#">Reinduct (M)</a> <a href="#">Complete (A)</a> <a href="#">Ship</a> <a href="#">Bulk Shipment</a> <a href="#">Proof of Shipment</a> <a href="#">BER / MEL</a> <a href="#">Borrow/Payback</a> <a href="#">Survey / Scrap (H)</a> <a href="#">Reverse</a>	<b>Repair Reports</b> <a href="#">DD1348</a> <a href="#">MMD Report</a> <a href="#">Inventory Labels</a> <a href="#">Repair Item-Action</a> <a href="#">Repair History</a> <a href="#">Condition Counts</a> <a href="#">Awaiting Parts</a> <a href="#">Proof of Shipment</a> <a href="#">RTAT Reports</a>	<b>Utilities</b> <a href="#">Download Report Plugin</a> <a href="#">Item Maintenance</a> <a href="#">Report of Discrepancy</a> <a href="#">Maintain Carriers</a> <a href="#">Set Default for Pick Lists</a> <a href="#">DAASC DODAAC Lookup</a> <a href="#">AEPS</a>
<a href="#">Contact Us</a> <a href="#">Help</a>		

### To Report Awaiting Parts

From the Main Menu, Repair Status column, click “**Await Parts**”.

Only items that have been inducted and are currently in M-condition code can be updated to Await Parts.

This transaction will move the item from M-condition code to G-condition code.

**NOTE:** See page 144 for definitions of each Condition Code.

G-condition code does not stop the RTAT clock.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)				
<b>To Report Awaiting Parts, Select an Item From the List Below ...</b>						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
		<input type="radio"/> Ser Nr				
		<input type="button" value="Re-Sort"/>				
<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">N0310720700002</td> <td style="width: 25%;">012925555</td> <td style="width: 25%;">74368</td> <td style="width: 25%;">9847298</td> </tr> </table>			N0310720700002	012925555	74368	9847298
N0310720700002	012925555	74368	9847298			
<b>OR</b>						
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>						
RCDN (pos 7-14):	Ref Nr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to report Awaiting Parts:

1. The drop-down box will be displayed containing all RCDNs available for Await Parts.  
**NOTE:** This option will not display if there are more than 200 items available for Await Parts. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these three options.

Click **“Submit”**.

HDJ, INC(N03107)	<b>Await Parts</b>	NAVICP-M(N00104)																												
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720700002</td> <td>Document Nr:</td> <td>N00104207012345</td> </tr> <tr> <td>Reference Nr:</td> <td>74368</td> <td>Contract Nr:</td> <td>N0010402GA999</td> </tr> <tr> <td>Ser Nr:</td> <td>9847298</td> <td>Order Nr:</td> <td>0001</td> </tr> <tr> <td>NIIN:</td> <td>012925555</td> <td>Award/Order Date:</td> <td>03/29/2002</td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>Receipt Date:</td> <td>03/11/2002</td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td>Induct Date:</td> <td>03/29/2002</td> </tr> <tr> <td>CLIN:</td> <td></td> <td></td> <td></td> </tr> </table>			RCDN:	N0310720700002	Document Nr:	N00104207012345	Reference Nr:	74368	Contract Nr:	N0010402GA999	Ser Nr:	9847298	Order Nr:	0001	NIIN:	012925555	Award/Order Date:	03/29/2002	NIIN (Previous):		Receipt Date:	03/11/2002	Unit of Issue:	EA	Induct Date:	03/29/2002	CLIN:			
RCDN:	N0310720700002	Document Nr:	N00104207012345																											
Reference Nr:	74368	Contract Nr:	N0010402GA999																											
Ser Nr:	9847298	Order Nr:	0001																											
NIIN:	012925555	Award/Order Date:	03/29/2002																											
NIIN (Previous):		Receipt Date:	03/11/2002																											
Unit of Issue:	EA	Induct Date:	03/29/2002																											
CLIN:																														
Await Parts Date:	<input type="text" value="03/29/2002"/>	*																												
Furnished By:	<input type="text" value="Awaiting Definitization"/>	*																												
Est Completion Date:	<input type="text"/>																													
Remarks:	<input type="text"/>																													
Number of Part(s) Needed:	<input type="text" value="3"/>																													
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																														
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>																														

At the top of the Await Parts screen, read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Await Parts Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was determined to be awaiting parts. **NOTE:** The value cannot be a future date.

**Furnished By:** Accept the default value, or click the down arrow and select a Furnished By option from the list: Awaiting Definitization, Both Gov't & Contractor, Contractor, or Government.

**Est Completion Date:** If an established Completion Date was entered at induction, it will carry forward to the Await Parts Screen and cannot be cleared, but can be revised. If entered, the value must not precede the Award/Order Date.

**Remarks:** Type any additional information that applies. This field allows twenty characters.

**Number of Part(s) Needed:** You have the option to choose the number of parts you are awaiting. If you choose to do so, click the down arrow and select the correct number from the drop-down menu.

If the data entered is correct, click "**Submit**" to submit the Await Parts, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Await Parts, click "**MAIN MENU**".

HDJ, INC(N03107)		Part Information		NAVICP-M(N00104)	
CAGE	Part Nr	Est Delivery Date	Remarks		
<input type="text" value="98454"/>	<input type="text" value="879846"/>	* <input type="text" value="04/15/2002"/>	<input type="text" value="pump"/>		
<input type="text" value="89565"/>	<input type="text" value="213298789"/>	* <input type="text" value="04/08/2002"/>	<input type="text" value="belt"/>		
<input type="text"/>	<input type="text" value="12378"/>	* <input type="text"/>	<input type="text"/>		

[Main Menu](#)
[Contact Us](#)
[Help](#)

This screen will appear if you chose to report the number of parts you are awaiting.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Cage:** If entered, the value is alphanumeric and must be five positions.

**Part Number:** The value is alphanumeric and can be up to thirteen positions.

**Est Delivery Date:** If entered, it must follow the mm/dd/yyyy date format.

**Remarks:** Type any additional information that applies. This field can be up to 45 positions.

If the data entered is correct, click **“Submit”** to submit the Parts Information, or click **“Reset”** to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Parts Information, click **“Main Menu”**.

**Awaiting Parts Successful!****You entered 3 part(s):**

	CAGE	Part Nr	Est Delivery Date	Remarks
1.	98454	879846	04/15/2002	PUMP
2.	89565	213298789	04/08/2002	BELT
3.		12378		

[Awaiting Parts Form](#)[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Awaiting Parts was accomplished the Awaiting Parts Update Screen appears indicating a successful update.

You have the option to:

Return to the **Awaiting Parts Form** to move a different item to Await Parts

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<b>Repair Status</b>	<b>Repair Reports</b>	<b>Utilities</b>
<a href="#">Receive</a>	<a href="#">DD1348</a>	<a href="#">Download Report Plugin</a>
<a href="#">Induct (M)</a>	<a href="#">MMD Report</a>	<a href="#">Item Maintenance</a>
<a href="#">Await Parts (G)</a>	<a href="#">Inventory Labels</a>	<a href="#">Report of Discrepancy</a>
<a href="#">Reinduct (M)</a>	<a href="#">Repair Item-Action</a>	<a href="#">Maintain Carriers</a>
<a href="#">Complete (A)</a>	<a href="#">Repair History</a>	<a href="#">Set Default for Pick Lists</a>
<a href="#">Ship</a>	<a href="#">Condition Counts</a>	<a href="#">DAASC DODAAC Lookup</a>
<a href="#">Bulk Shipment</a>	<a href="#">Awaiting Parts</a>	<a href="#">AEPS</a>
<a href="#">Proof of Shipment</a>	<a href="#">Proof of Shipment</a>	
<a href="#">BER / MEL</a>	<a href="#">RTAT Reports</a>	
<a href="#">Borrow/Payback</a>		
<a href="#">Survey / Scrap (H)</a>		
<a href="#">Reverse</a>		
<a href="#">Contact Us</a> <a href="#">Help</a>		

### To Reinduct an Item

From the Main Menu, Repair Status column, click “**Reinduct**”.

This action reports the reinduction of material into the repair process after being delayed awaiting parts.

Only items currently in G-condition code (Awaiting Parts) can be Reinducted.

This transaction will move the item from G-condition code to M-condition code.

**NOTE:** See page 144 for definitions of each Condition Code.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)				
<b>To Reinduct an Item, Select One From the List Below ...</b>						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310720700002</td> <td>012925555</td> <td>74368</td> <td>9847298</td> </tr> </table>			N0310720700002	012925555	74368	9847298
N0310720700002	012925555	74368	9847298			
<b>OR</b>						
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>						
RCDN (pos 7-14):	RefNr:	SerNr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Reinduct:

1. The drop-down box will be displayed containing all RCDNs available for reinduction.  
**NOTE:** This option will not display if there are more than 200 items available for reinduction. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)	<b>Reinduct</b>	NAVICP-M(N00104)
------------------	-----------------	------------------

RCDN:	N0310720700002	Document Nr:	N00104207012345
Reference Nr:	74368	Contract Nr:	N0010402GA999
Serial Nr:	9847298	Order Nr:	0001
NIIN:	012925555	Award/Order Date:	03/29/2002
NIIN (Previous):		Receipt Date:	03/11/2002
Unit of Issue:	EA	Induct Date:	03/29/2002
CLIN:		Await Parts Date:	03/29/2002
Furnished By:	Awaiting Definitization		

Reinduct Date:  \*

Est Completion Date:

---

[Main Menu](#)
[Contact Us](#)
[Help](#)

At the top of the Reinduct screen read only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

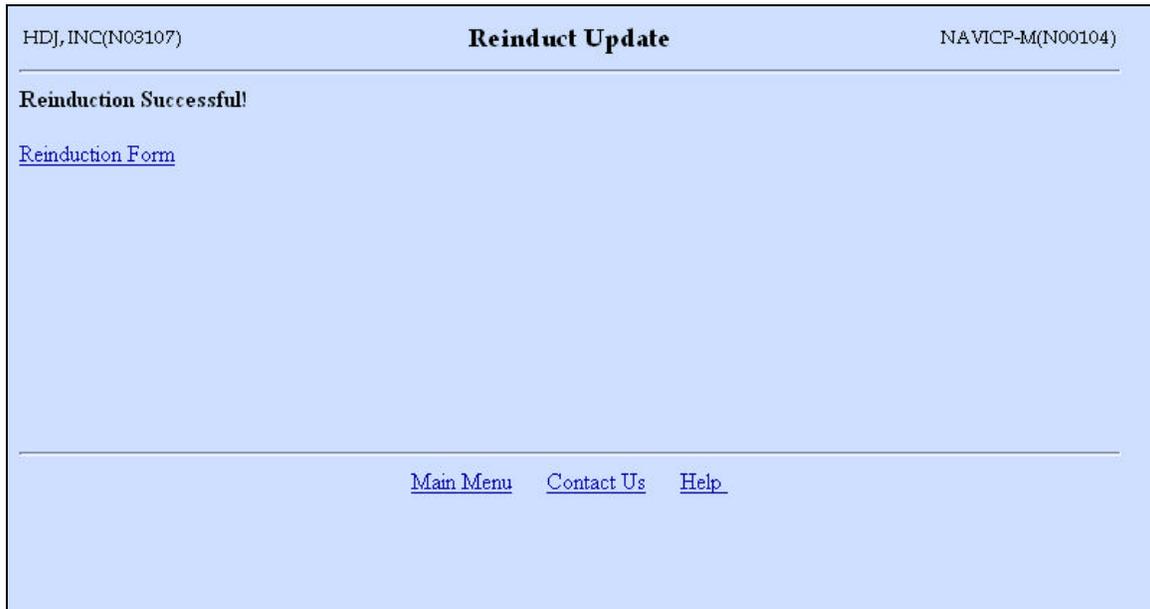
**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Reinduct Date:** The default value is the current date. If necessary, change this date to reflect the actual date the item was reinducted. **NOTE:** The value cannot be a future date.

**Est Completion Date:** If an Est Completion Date was entered at Induction or Awaiting Parts, it will carry forward to the Reinduct Screen and cannot be cleared, but can be revised. If entered, the value must not precede the Award/Order Date.

If the data entered is correct, click "**Submit**" to submit the reinduction, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the reinduction, click "**MAIN MENU**".



If a successful Reinduction was accomplished the Reinduct Update Screen appears indicating a successful update.

You have the option to:

Return to the **Reinduction Form** to reinduct a different item

Return to the **Main Menu**

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
[Bulk Shipment](#)  
[Proof of Shipment](#)  
[BER / MEL](#)  
[Borrow/Payback](#)  
[Survey / Scrap \(H\)](#)  
[Reverse](#)

**Repair Reports**

[DD1348](#)  
[MMD Report](#)  
[Inventory Labels](#)  
[Repair Item-Action](#)  
[Repair History](#)  
[Condition Counts](#)  
[Awaiting Parts](#)  
[Proof of Shipment](#)  
[RTAT Reports](#)

**Utilities**

[Download Report Plugin](#)  
[Item Maintenance](#)  
[Report of Discrepancy](#)  
[Maintain Carriers](#)  
[Set Default for Pick Lists](#)  
[DAASC DODAAC Lookup](#)  
[AEPS](#)

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## To Report a Completion

From the Main Menu, Repair Status column, click “**Complete**”.

This action reports the completion of the repair.

Only items currently in M-condition code (Inducted) can be completed.

This transaction will move the item from M-condition code to A-condition code.

**NOTE:** See page 144 for definitions of each Condition Code.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)				
<b>To Complete an Item, Select One From the List Below ...</b>						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310720700002</td> <td>012925555</td> <td>74368</td> <td>9847298</td> </tr> </table>			N0310720700002	012925555	74368	9847298
N0310720700002	012925555	74368	9847298			
<b>OR</b>						
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>						
RCDN (pos 7-14):	Ref Nr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Complete:

1. The drop-down box will be displayed containing all RCDNs available for completion.  
**NOTE:** This option will not display if there are more than 200 items available for completion. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)	<b>Complete</b>	NAVICP-M(N00104)
------------------	-----------------	------------------

RCDN:	N0310720700002	Document Nr:	N00104207012345
Reference Nr:	74368	Order Nr:	0001
Serial Nr:	9847298	Award/Order Date:	03/29/2002
Contract Nr:	N0010402GA999	Receipt Date:	03/11/2002
NIIN:	012925555	Induct Date:	03/29/2002
NIIN (Previous):		Await Parts Date:	03/29/2002
CLIN:		Reinduct Date:	03/29/2002
Unit of Issue:	EA		

Complete Date:  \*

DD250 Nr:

DD250 Date:

New NIIN:

Return to Rotable Pool

[Main Menu](#)
[Contact Us](#)
[Help](#)

At the top of the Complete screen read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen, indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Complete Date:** The default date is the current date. If necessary, change this date to reflect the actual date the item was completed.

**DD250 Nr:** Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

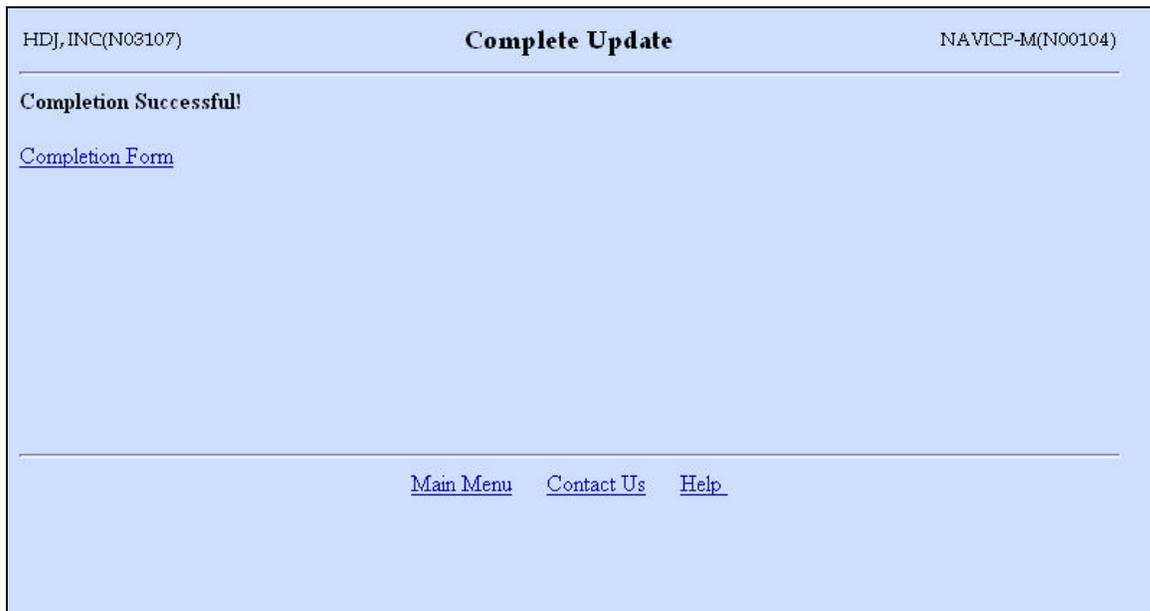
**DD250 Dt:** The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous repair action.

**New NIIN:** Enter a value if the repair will result in a NIIN change. If entered, the value is alphanumeric and must be nine positions.

**Return to Rotable Pool:** This field is visible only if the administrator has enabled the administrative option for Rotable Pool/Loaned Asset Reporting. If it is visible, check the box to indicate if the item is returning to rotatable pool ('x' indicates a Yes and a blank indicates a No).

If the data entered is correct, click "**Submit**" to submit the completion, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the completion, click "**MAIN MENU**".



If a successful Completion was accomplished the Complete Update Screen appears indicating a successful update.

You have the option to:

Return to the **Completion Form** to complete a different item

Return to the **Main Menu**

HDJ, INC(N03107)	<b>MAIN MENU</b>	NAVICP-M(N00104)
<p><b>Repair Status</b></p> <p><a href="#">Receive</a></p> <p><a href="#">Induct (M)</a></p> <p><a href="#">Await Parts (G)</a></p> <p><a href="#">Reinduct (M)</a></p> <p><a href="#">Complete (A)</a></p> <p><a href="#">Ship</a></p> <p><a href="#">Bulk Shipment</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">BER / MEL</a></p> <p><a href="#">Borrow/Payback</a></p> <p><a href="#">Survey / Scrap (H)</a></p> <p><a href="#">Reverse</a></p>	<p><b>Repair Reports</b></p> <p><a href="#">DD1348</a></p> <p><a href="#">MMD Report</a></p> <p><a href="#">Inventory Labels</a></p> <p><a href="#">Repair Item-Action</a></p> <p><a href="#">Repair History</a></p> <p><a href="#">Condition Counts</a></p> <p><a href="#">Awaiting Parts</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">RTAT Reports</a></p>	<p><b>Utilities</b></p> <p><a href="#">Download Report Plugin</a></p> <p><a href="#">Item Maintenance</a></p> <p><a href="#">Report of Discrepancy</a></p> <p><a href="#">Maintain Carriers</a></p> <p><a href="#">Set Default for Pick Lists</a></p> <p><a href="#">DAASC DODAAC Lookup</a></p> <p><a href="#">AEPS</a></p>
<p><a href="#">Contact Us</a>   <a href="#">Help</a></p>		

**To Report a Shipment**

From the Main Menu, Repair Status column, click “**Ship**”.

Shipment action will generate a D7\_transaction for transmission to the ICP.

Items currently in F, J, H, or A-condition code can be shipped.

**NOTE:** See page 144 for definitions of each Condition Code.

This transaction will close the RCDN on the Active File so it is no longer counted on the current inventory.

HDJ, INC(N03107)
**Select Item**
NAVICP-M(N00104)

---

**To Ship an Item, Select One From the List Below ...**

RCDN
 NIIN
 Ref Nr
 Ser Nr

N0310721000033 888888888 1234 9876

OR

**Enter the RCDN, Reference Nr or Serial Nr ...**

RCDN (pos 7-14): 
RefNr: 
SerNr:

---

[Main Menu](#)   [Contact Us](#)   [Help](#)

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Ship:

1. The drop-down box will be displayed containing all RCDNs available for shipment.  
**NOTE:** This option will not display if there are more than 200 items available for shipment.  
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**".

**A DD1348 Shipping Document Has Not Been Created. It Is Required Prior To Shipping The Item.**

DD1348 Input

[Shipment Form](#)

[Main Menu](#)

If a DD1348 has not been printed, a screen will appear with the message "A DD1348 Shipment Document has not been created. It is required before Shipment." Click "DD1348 Input". Otherwise, the Ship screen will display.

HDJ, INC(N03107)		<b>DD1348 Input</b>		NAVICP-M(N00104)																																											
<table border="1" style="width: 100%;"> <tr> <td>RCDN:</td> <td>N0310721000033</td> <td>CLIN:</td> <td></td> <td>Receipt Date:</td> <td>04/10/2002</td> </tr> <tr> <td>Reference Nr:</td> <td>1234</td> <td>Unit of Issue:</td> <td>EA</td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Serial Nr:</td> <td>9876</td> <td>DD250 Nr:</td> <td></td> <td>Await Parts Date:</td> <td></td> </tr> <tr> <td>Document Nr:</td> <td>N00104210000009</td> <td>DD250 Date:</td> <td></td> <td>Reinduct Date:</td> <td></td> </tr> <tr> <td>Contract Nr:</td> <td></td> <td>Condition Cd:</td> <td>J</td> <td>Survey/Scrap Date:</td> <td></td> </tr> <tr> <td>Order Nr:</td> <td></td> <td>NIIN:</td> <td>888888888</td> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Award/Order Date:</td> <td></td> <td>NIIN (Previous):</td> <td></td> <td>Shipment Type:</td> <td>Mis-Directed</td> </tr> </table>						RCDN:	N0310721000033	CLIN:		Receipt Date:	04/10/2002	Reference Nr:	1234	Unit of Issue:	EA	Induct Date:		Serial Nr:	9876	DD250 Nr:		Await Parts Date:		Document Nr:	N00104210000009	DD250 Date:		Reinduct Date:		Contract Nr:		Condition Cd:	J	Survey/Scrap Date:		Order Nr:		NIIN:	888888888	Complete Date:		Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed
RCDN:	N0310721000033	CLIN:		Receipt Date:	04/10/2002																																										
Reference Nr:	1234	Unit of Issue:	EA	Induct Date:																																											
Serial Nr:	9876	DD250 Nr:		Await Parts Date:																																											
Document Nr:	N00104210000009	DD250 Date:		Reinduct Date:																																											
Contract Nr:		Condition Cd:	J	Survey/Scrap Date:																																											
Order Nr:		NIIN:	888888888	Complete Date:																																											
Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed																																										
Ship To DODAAC:	<input type="text" value="N00104"/>	*	Project Cd:	<input type="text" value="Z17"/>	*																																										
Mark For:	<input type="text" value="SPCC MECHNC SBG PA"/>	*	Signal Cd:	<input type="text" value="K"/>	*																																										
Ship To Document:	<input type="text" value="N0310721000033"/>	*	Fund Cd:	<input type="text" value="26"/>	*																																										
DD1348 Date:	<input type="text" value="04/10/2002"/>	*	Nomenclature:	<input type="text" value="pump"/>	*																																										
Distribution Cd:	<input type="text"/>		Remarks:	<input type="text"/>																																											
Ship To Condition Cd:	<input type="text" value="F"/>	*																																													
<input type="button" value="Submit"/>			<input type="button" value="Reset"/>																																												
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>																																															

At the top of the DD1348 Input screen read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Ship To DODAAC:** Accept the default value or enter a different Ship To DODAAC. Value is alphanumeric and must be six positions.

**Project Code :** Accept the default value unless you are provided a different Project Code.

**Mark For:** Accept the default value or enter a different Mark For. Value must not be all spaces.

**Signal Code:** Enter the one digit code which identifies the "ship to" and "bill to" activity.

**Ship To Document:** Value is alphanumeric and must be fourteen positions. The default value is the RCDN. If shipment is a reconsignment, enter the TCN number. If shipment is GFM, change the 11<sup>th</sup> position of the RCDN to 'M'.

**NOTE:** If the item is being shipped to

Rotable Pool, the 11<sup>th</sup> position of the Ship to Document must be changed to 'P' only if these three fields match:

- 1) Contractor DODAAC
- 2) Ship to DODAAC
- 3) First six positions of Ship to Document

**Fund Code:** Enter the two-digit code which identifies the source of funding

**DD1348 Date:** The default value is the current date. **NOTE:** The value cannot be a future date or pre-date the previous repair action.

**Nomenclature:** A value is required if the administrative option "ATAC Reporting Enabled" has been set by the administrator. If entered, the value cannot be all spaces.

**Distribution Code:** This is an optional field.

**Remarks:** This is an optional field.

If the data entered is correct, click "**Submit**" to submit the DD1348, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

**NOTE:** If the item was misdirected ('J' Condition Code), a **Ship to Condition Code** drop-down box will appear. You must choose either '**F**' Condition Code or "**A**" Condition Code according to the asset.

**NOTE:** See page 144 for definitions of each Condition Code.

If you want to return to the Main Menu without processing the DD1348, click "**MAIN MENU**".



HDJ, INC(N03107)		Shipment		NAVICP-M(N00104)	
RCDN:	N0310721000033	Contract Nr:		Receipt Date:	04/10/2002
Reference Nr:	1234	Order Nr:		Induct Date:	
Serial Nr:	9876	Award/Order Date:		Await Parts Date:	
Condition Cd:	J	Unit of Issue:	EA	Reinduct Date:	
Ship To Condition Cd:	F	Ship To DODAAC:	N00104	Survey/Scrap Date:	
NIIN:	888888888	Ship To Document:	N0310721000033	Complete Date:	
NIIN (Previous):		DD1348 Date:	04/11/2002		

Shipment Date:	<input type="text" value="04/11/2002"/> *	DD250 Nr:	<input type="text"/>	Shipping Weight:	<input type="text" value="3"/>	<input type="text" value="5"/> *
Warranty Exp Date:	<input type="text"/>	DD250 Date:	<input type="text"/>	Shipping Cube:	<input type="text" value="4"/>	<input type="text" value="75"/> *
CLIN:	<input type="text"/>	Pickup DODAAC:	<input type="text" value="N03107"/> *			

[Main Menu](#)
[Contact Us](#)
[Help](#)

At the top of the Ship screen, read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Shipment Date:** The default value is the current date. If necessary, change this date to reflect the actual date of shipment.

**NOTE:** The value cannot be a future date or precede the previous action.

**DD250 Nr:** Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

**Shipping Weight:** Enter the weight of the packaged item to be shipped.

**Warranty Exp Date:** Type the date the warranty will expire for the item being shipped.

If you want to return to the Main Menu without processing the shipment, click "MAIN MENU".

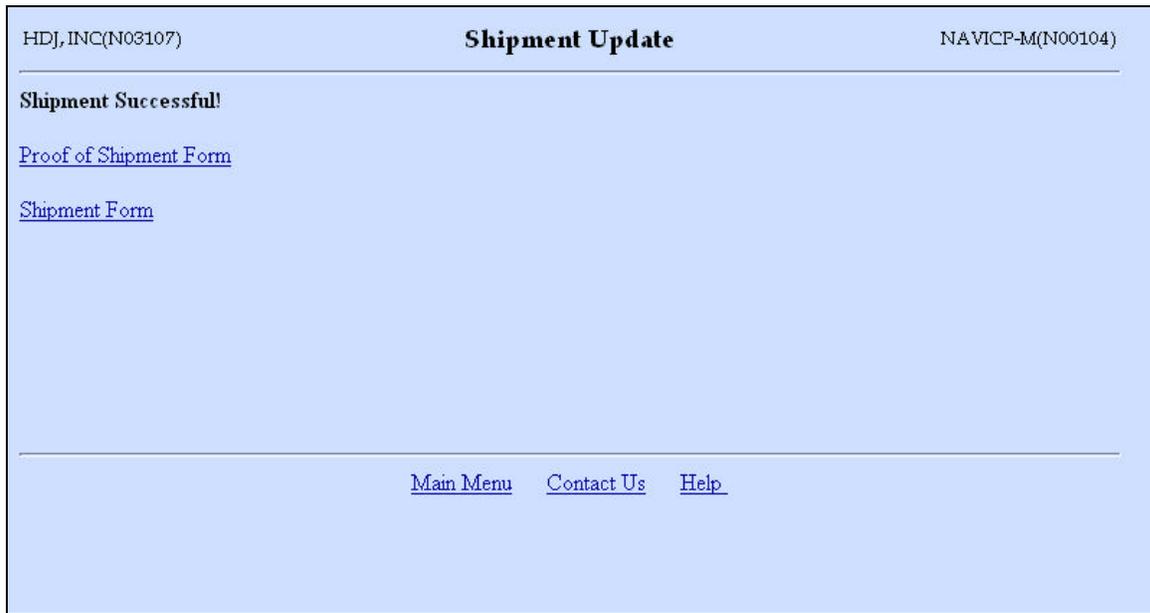
**DD250 Dt:** The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous action.

**Shipping Cube:** Enter the total volume of the package of the item you are shipping.

**CLIN:** Accept the default value or type in the CLIN. This field is sometimes mandatory depending on previous entries.

**Pickup DODAAC:** Type the Pickup DODAAC. A value is required if the administrator has selected the administrative option "ATAC Reporting Enabled". If entered, the value is alphanumeric and must be six positions.

If the data entered is correct, click "Submit" to submit the shipment, or click "Reset" to clear the data you entered and return all fields to the defaults.



If a successful Shipment was accomplished the Shipment Update Screen appears indicating a successful update.

You have the option to:

Enter **Proof of Shipment** for the item just shipped

Return to the **Shipment Form** to ship a different item

Return to the **Main Menu**

HDJ, INC(N03107)	<b>MAIN MENU</b>	NAVICP-M(N00104)
<p><b>Repair Status</b></p> <p><a href="#">Receive</a></p> <p><a href="#">Induct (M)</a></p> <p><a href="#">Await Parts (G)</a></p> <p><a href="#">Reinduct (M)</a></p> <p><a href="#">Complete (A)</a></p> <p><a href="#">Ship</a></p> <p><a href="#">Bulk Shipment</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">BER / MEL</a></p> <p><a href="#">Borrow/Payback</a></p> <p><a href="#">Survey / Scrap (H)</a></p> <p><a href="#">Reverse</a></p>	<p><b>Repair Reports</b></p> <p><a href="#">DD1348</a></p> <p><a href="#">MMD Report</a></p> <p><a href="#">Inventory Labels</a></p> <p><a href="#">Repair Item-Action</a></p> <p><a href="#">Repair History</a></p> <p><a href="#">Condition Counts</a></p> <p><a href="#">Awaiting Parts</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">RTAT Reports</a></p>	<p><b>Utilities</b></p> <p><a href="#">Download Report Plugin</a></p> <p><a href="#">Item Maintenance</a></p> <p><a href="#">Report of Discrepancy</a></p> <p><a href="#">Maintain Carriers</a></p> <p><a href="#">Set Default for Pick Lists</a></p> <p><a href="#">DAASC DODAAC Lookup</a></p> <p><a href="#">AEPS</a></p>
<p><a href="#">Contact Us</a>   <a href="#">Help</a></p>		

### To Report a Bulk Shipment

From the Main Menu, Repair Status column, click “**Bulk Shipment**”.

Bulk Shipments must all have the same NIIN and Condition Code.

**For Bulk Shipment, Select a NIIN From the List Below ...**

NIIN	CC
444444444	A

Submit

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Click the down arrow to select the applicable NIIN and Condition Code.

Click "**Submit**"

HDJ, INC(N03107) NAVICP-M(N00104)

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**Select Item**

---

**Select the Items Below For Bulk Shipments ...**

For random selections, hold down the Control key and click on items to Ship.  
To select all items, hold down the Shift key and click the last item.

Qty	<input type="radio"/> RCDN	<input type="radio"/> Receipt Date/Time	<input checked="" type="radio"/> Ref Nr	<input type="radio"/> Doc Nr	<input type="radio"/> Ser Nr	Re-Sort
1	N0310720950028	04/05/2002*08:17:15		231432435436546		
1	N0310720950029	04/05/2002*08:17:15		231432435436546		
1	N0310720950030	04/05/2002*08:17:15		231432435436546		
1	N0310720950031	04/05/2002*08:17:15		231432435436546		
1	N0310720950032	04/05/2002*08:17:15		231432435436546		

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Select the individual items to be included in the bulk shipment.

To select more than one item:

- 1) Click and drag to select consecutive items.
- 2) Click on the first item, hold down the SHIFT key, and click on the last item in a series to select consecutive items.
- 3) Click on the first item, hold down the CTRL key and click on each remaining item to select random items.

Click "**Submit**".

HDJ, INC(N03107)	<b>Confirm Quantity</b>	NAVICP-M(N00104)
<hr/>		
<p>You have selected 3 item(s) to Ship for NIIN 444444444 in 'A' Condition (listed below). Click Submit to continue or the Back button to reselect item(s).</p>		
<p>N0310720950028 N0310720950029 N0310720950030</p>		
<p><input type="button" value="Submit"/></p>		
<hr/>		
<p><a href="#">Main Menu</a>   <a href="#">Contact Us</a>   <a href="#">Help</a></p>		

The **“Confirm Quantity”** Screen will appear for you to verify the quantity and the RCDNs you will be bulk shipping.

When you have verified the data, click **“Submit”**.

HDJ, INC(N03107)	<b>Bulk DD1348</b>	NAVICP-M(N00104)		
<table border="1"> <tr> <td>NIIN: 44444444</td> <td>Condition Cd: A</td> </tr> </table>			NIIN: 44444444	Condition Cd: A
NIIN: 44444444	Condition Cd: A			
Ship To DODAAC:	<input type="text" value="N00104"/> *	Project Cd:	<input type="text" value="Z17"/> *	
Mark For:	<input type="text" value="SPCC MECHNCSEBG PA"/> *	Signal Cd:	<input type="text" value="K"/> *	
Ship To Document:	<input type="text" value="N0310720950028"/> *	Fund Cd:	<input type="text" value="26"/> *	
DD1348 Date:	<input type="text" value="04/11/2002"/> *	Nomenclature:	<input type="text" value="pump"/> *	
Distribution Cd:	<input type="text"/>	Remarks:	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>				
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>				

At the top, the NIIN and Condition Code for the items you have chosen will be displayed as read-only information.

**NOTE:** An \* on any screen, indicates a mandatory field.

Enter the information below as needed:

**Ship To DODAAC:** Accept the default value or enter a different Ship To DODAAC to reflect where the items are to be shipped. Value is alphanumeric and must be six positions.

**Project Code :** Accept the default value unless you are provided a different Project Code.

**Mark For:** Accept the default value or enter a different Mark For. Value must not be all spaces.

**Signal Code :** One digit code which identifies the "ship-to" and, if applicable, "bill-to" activities.

**Ship To Document:** Value is alphanumeric and must be fourteen positions. If shipment is a reconsignment, enter the TCN number; if shipment to stock, use the lead RCDN in the series of items being shipped.

**Fund Code :** Two-digit code which identifies the source of funding.

**DD1348 Date:** The default value is the current date. Value must not be a future date and must not precede any previous action.

**Nomenclature :** A value is required if the administrative option "ATAC Reporting Enabled" has been set by the administrator. If entered, the value cannot be all spaces. This is an optional field and allows thirty-four characters.

**Distribution Code:** This is an optional field.

**Remarks:** This is an optional field and allows sixty characters.

If the data entered is correct, click "**Submit**" to submit the Bulk DD1348, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Bulk DD1348, click "**MAIN MENU**".



HDJ, INC(N03107)	<b>Bulk Shipment</b>	NAVICP-M(N00104)		
<table border="1"> <tr> <td>NIIN: 44444444</td> <td>Condition Cd: A</td> </tr> </table>			NIIN: 44444444	Condition Cd: A
NIIN: 44444444	Condition Cd: A			
Shipment Date:	<input type="text" value="04/11/2002"/>	*		
DD250 Nr:	<input type="text"/>			
DD250 Date:	<input type="text"/>			
CLIN:	<input type="text"/>			
Pickup DODAAC:	<input type="text" value="N03107"/>	*		
Shipping Weight:	<input type="text" value="4"/>	<input type="text" value="75"/>		
Shipping Cube:	<input type="text" value="8"/>	<input type="text" value="25"/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>				
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>				

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Shipment Date:** The default value is the current date. If necessary change this date to reflect the actual date of shipment. **NOTE:** The value cannot be a future date, precede the previous repair, or precede the DD1348.

**DD250 Nr:** Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

**DD250 Dt:** The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous repair action.

**CLIN:** Accept the default value or type in the CLIN.

**Pickup DODAAC:** Type the Pickup DODAAC. A value is required if the administrator has selected the administrative option "ATAC Reporting Enabled". If entered, the value is alphanumeric and must be six positions.

**Shipping Weight:** Enter the weight of the packaged item to be shipped.

**Shipping Cube:** Enter the total volume of the package of the item you are shipping.

If the data entered is correct, click "**Submit**" to submit the shipment, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the shipment, click "**MAIN MENU**".



If a successful Bulk Shipment was accomplished the Bulk Shipment Update Screen appears indicating a successful update.

You have the option to:

Return to the **Bulk Shipment Form**

Return to the **Main Menu**

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
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## To Report Proof of Shipment

From the Main Menu, Repair Status column, click **“Proof of Shipment”**.

This is an information only transaction and does not affect the status of the item.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)				
<b>To Report Proof of Shipment, Select an Item From the List Below ...</b>						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310720710008</td> <td>019887643</td> <td>0984793284</td> <td>8487260</td> </tr> </table>			N0310720710008	019887643	0984793284	8487260
N0310720710008	019887643	0984793284	8487260			
<b>OR</b>						
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>						
RCDN (pos 7-14):	Ref Nr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need for Proof of Shipment:

1. The drop-down box will be displayed containing all RCDNs available for Proof of Shipment. **NOTE:** This option will not display if there are more than 200 items available for Proof of Shipment. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**"

HDJ, INC(N03107) **Select Item** NAVICP-M(N00104)

---

**For Proof of Shipment, Select a Carrier From the List Below ...**

Carrier	City	ID
OTHER ...		

---

[Main Menu](#) [Contact Us](#) [Help](#)

Select a carrier from the drop-down list box and click "**Submit**".

If the appropriate carrier is not listed, choose OTHER...

Carriers are loaded by using the Maintain Carriers option under Utilities on the Main Menu.  
(see Maintain Carriers on pages 124-135)

HDJ, INC(N03107)	<b>Proof of Shipment</b>	NAVICP-M(N00104)
------------------	--------------------------	------------------

RCDN:	N0310720710008	Ship To Document:	N031072071L008
Reference Nr:	0984793284	Document Nr:	N00104207109865
Serial Nr:	8487260	Contract Nr:	N0010402GA999
NIIN:	019887643	Order Nr:	
NIIN (Previous):		Award/Order Date:	
CLIN:		Condition Cd:	A
Unit of Issue:	EA	Shipment Date:	03/29/2002
Ship To DODAAC:	N03107		

Mode of Shipment:	<input type="text" value="Q Commercial Air Freight"/>
GBL/Tracking Nr:	<input type="text" value="2A2094X2224568781358"/>
Pro/Account Nr:	<input type="text" value="2093V2"/>
Carrier:	<input type="text" value="ABCD Trucking"/>
Address:	<input type="text" value="555 Main St"/>
City:	<input type="text" value="Nowhere"/>
State:	<input type="text" value="North Carolina"/>
Zip:	<input type="text" value="55555"/>

[Main Menu](#)
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[Help](#)

At the top of the Proof of Shipment screen read-only information relating to the item you chose will be displayed.

Enter the following information as needed:

**Mode of Shipment:** Click the down arrow and select the mode of shipment.

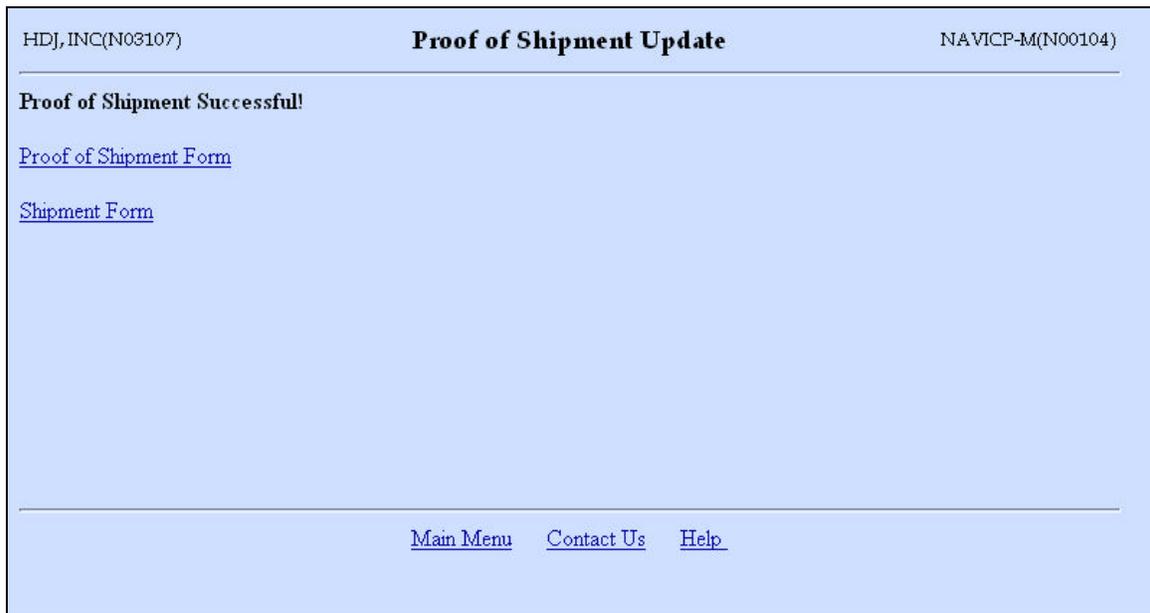
**Gov't Bill of Lading/TrackingNr:** Enter the Government Bill of Lading or the Tracking Number.

**Pro/Account Nr:** Enter the Account Number.

**NOTE:** If a specific carrier was chosen on the previous screen, the carrier name and address will automatically be entered; if you chose OTHER, the edit boxes will appear for you to fill in the applicable information.

If the data entered is correct, click "**Submit**" to submit the Proof of Shipment, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Proof of Shipment, click "**MAIN MENU**".



If a successful Proof of Shipment was accomplished the Proof of Shipment Update Screen appears indicating a successful update.

You have the option to:

Return to the **Proof of Shipment Form** to enter POS for a different item

Return to the **Shipment Form** to enter a shipment for a different item

Return to the **Main Menu**

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
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**To Report BER/MEL**

From the Main Menu, Repair Status column, click “**BER/MEL**”.

This is an information only transaction and does not affect the status of the item.

HDJ, INC(N03107) NAVICP-M(N00104)

---

**Select Item**

---

**To Report BER/MEL, Select an Item From the List Below ...**

RCDN   
 NIIN   
 CC   
 Ref Nr   
 Ser Nr   

N0310720700001	012925555	F	87426	0987498
----------------	-----------	---	-------	---------

OR

**Enter the RCDN, Reference Nr or Serial Nr ...**

RCDN (pos 7-14):    
RefNr:    
SerNr:

---

[Main Menu](#)   
[Contact Us](#)   
[Help](#)

The Select Item Screen will be displayed giving you **four** options for choosing the item you need for BER:

1. The drop-down box will be displayed containing all RCDNs available for BER. **NOTE:** This option will not display if there are more than 200 items available for BER. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**"

HDJ, INC(N03107)	<b>BER/MEL</b>	NAVICP-M(N00104)																								
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720700001</td> <td>Document Nr:</td> <td>N00104207012345</td> </tr> <tr> <td>Reference Nr:</td> <td>37426</td> <td>Contract Nr:</td> <td>N0010402GA999</td> </tr> <tr> <td>Serial Nr:</td> <td>0987498</td> <td>Condition Cd:</td> <td>F</td> </tr> <tr> <td>NIIN:</td> <td>012925555</td> <td>Receipt Date:</td> <td>03/11/2002</td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td></td> <td></td> </tr> </table>			RCDN:	N0310720700001	Document Nr:	N00104207012345	Reference Nr:	37426	Contract Nr:	N0010402GA999	Serial Nr:	0987498	Condition Cd:	F	NIIN:	012925555	Receipt Date:	03/11/2002	NIIN (Previous):		Induct Date:		Unit of Issue:	EA		
RCDN:	N0310720700001	Document Nr:	N00104207012345																							
Reference Nr:	37426	Contract Nr:	N0010402GA999																							
Serial Nr:	0987498	Condition Cd:	F																							
NIIN:	012925555	Receipt Date:	03/11/2002																							
NIIN (Previous):		Induct Date:																								
Unit of Issue:	EA																									
BER/MEL Date:	<input type="text" value="03/29/2002"/>	*																								
Order Nr:	<input type="text"/>																									
Award/Order Date:	<input type="text"/>																									
CLIN:	<input type="text"/>																									
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																										
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>																										

At the top of the BER/MEL screen read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**BER/MEL Date:** The default value is the current date. If necessary, change this date to reflect the actual date the item was determined BER. **NOTE:** The value cannot be a future date or precede the previous action.

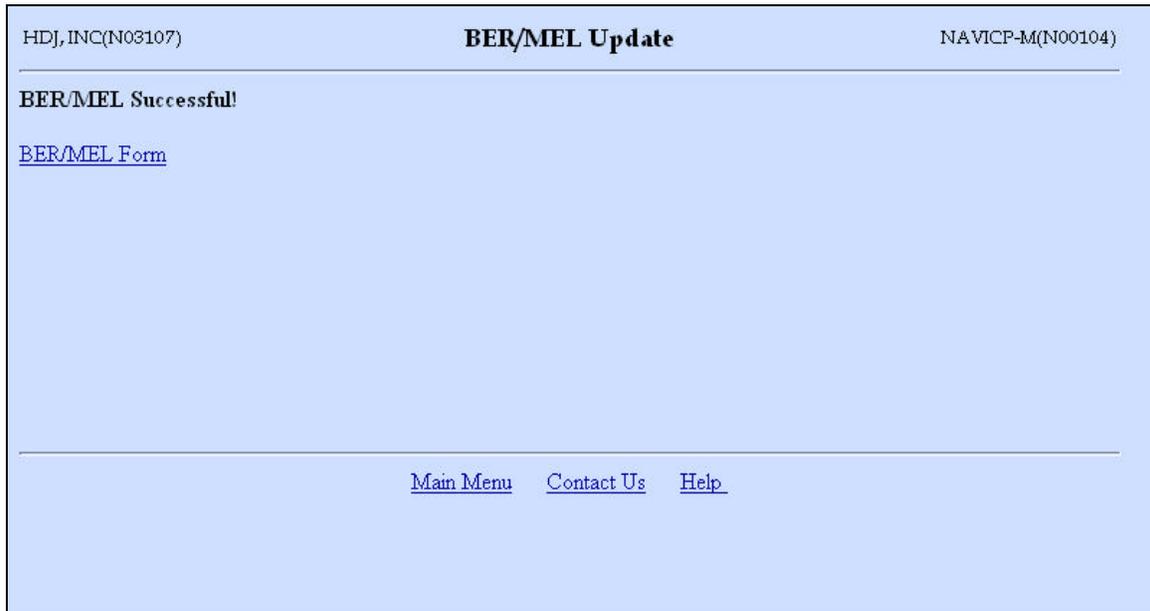
**Order Nr:** If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered. If an Order Nr was entered on a previous transaction, it will carry forward to the BER screen as the default.

**Award/Order Dt:** The default value is the current date. If necessary, change this date to reflect the actual date of the order.

**CLIN:** Accept the default value, or enter a different CLIN. If entered, the value is alphanumeric and must be six positions (right fill w/ 00, if req'd).

If the data entered is correct, click "**Submit**" to submit the BER/MEL, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the BER/MEL, click "**MAIN MENU**".



If a successful BER/MEL was accomplished the BER/MEL Update Screen appears indicating a successful update.

You have the option to:

Return to the **BER/MEL Form** to enter BER/MEL for a different item

Return to the **Main Menu**

**Repair Status**

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[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
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**To Report a Borrow**

From the Main Menu, Repair Status column, click “**Borrow**”.

This transaction will create a D8\_ Doc ID.

---

[Borrow \(D8\)](#)  
[Payback \(D9\)](#)

---

[Main Menu](#)   [Contact Us](#)   [Help](#)

From the Borrow/Payback Menu click **“Borrow (D8)”**

HDJ, INC(N03107)		<b>Borrow</b>		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n87450926508743"/> *	NIIN:	<input type="text" value="012926616"/> *	Quantity:	<input type="text" value="1"/> *
Quantity:	<input type="text" value="1"/> *	Received From:	<input type="text" value="HDJ"/>	Receipt Date:	<input type="text" value="04/03/2002"/> *
Receipt Date:	<input type="text" value="04/03/2002"/> *	Unit of Issue:	<input type="text" value="EA"/> *	Contract Nr:	<input type="text" value="n0010402ga999"/> *
Contract Nr:	<input type="text" value="n0010402ga999"/> *	CLIN:	<input type="text"/>	Award/Order Dt:	<input type="text"/>
Award/Order Dt:	<input type="text"/>	Order Nr:	<input type="text"/>	FSC:	<input type="text"/>
FSC:	<input type="text"/>	Unit Price:	<input type="text" value="0"/> . <input type="text" value="00"/>	COG:	<input type="text"/>
COG:	<input type="text"/>	SMIC:	<input type="text"/>	Condition Code:	<input type="text" value="A"/> *
Condition Code:	<input type="text" value="A"/> *	Purpose Code:	<input type="text" value="A"/>	<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

[Main Menu](#)
[Contact Us](#)
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**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Document Nr:** The value is alphanumeric and must be fourteen positions.

**NIIN:** The value is alphanumeric and must be nine positions.

**Quantity:** A number from 1 to 9999.

**Received From:** The value is alphanumeric and must be three positions

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. **NOTE:** The value cannot be a future date.

**Unit of Issue:** Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**CLIN:** The value is alphanumeric and must be six positions (right fill w/ 00, if req'd).

If you want to return to the Main Menu without processing the borrow, click "**MAIN MENU**".

**Award/Order Dt:** It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

**Order Nr:** If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

**FSC:** If entered, it is the first four elements of the National Stock Number (NSN).

**Unit Price:** The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

**COG:** Not used for Air Force.

**SMIC:** If entered, the value must be two positions.

**Condition Code:** From the drop-down menu, choose the Condition Code of the asset being borrowed. You must choose either 'F' Condition Code or 'A' Condition Code. **NOTE:** See page 144 for definitions of each Condition Code.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

HDJ, INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

---

<b>Reference Nr</b>	<b>Serial Nr</b>
<input type="text" value="123456"/>	<input type="text" value="987654"/>

---

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data click **“Reset”** and enter the correct information.

**Borrow Successful.** Don't click the Back button. To continue, click a link below...

[Borrow](#) - to report another Borrow

[Item Maintenance](#) - to update a Reference/Serial Nr

[Borrow/Payback Menu](#) - to return to Borrow/Payback Menu

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720930021	123456	987654

[Main Menu](#)   [Contact Us](#)   [Help](#)

If a successful Borrow was accomplished the Borrow Update Screen appears indicating a successful borrow, listing the assigned RCDNs, corresponding Ref #, and Serial #s.

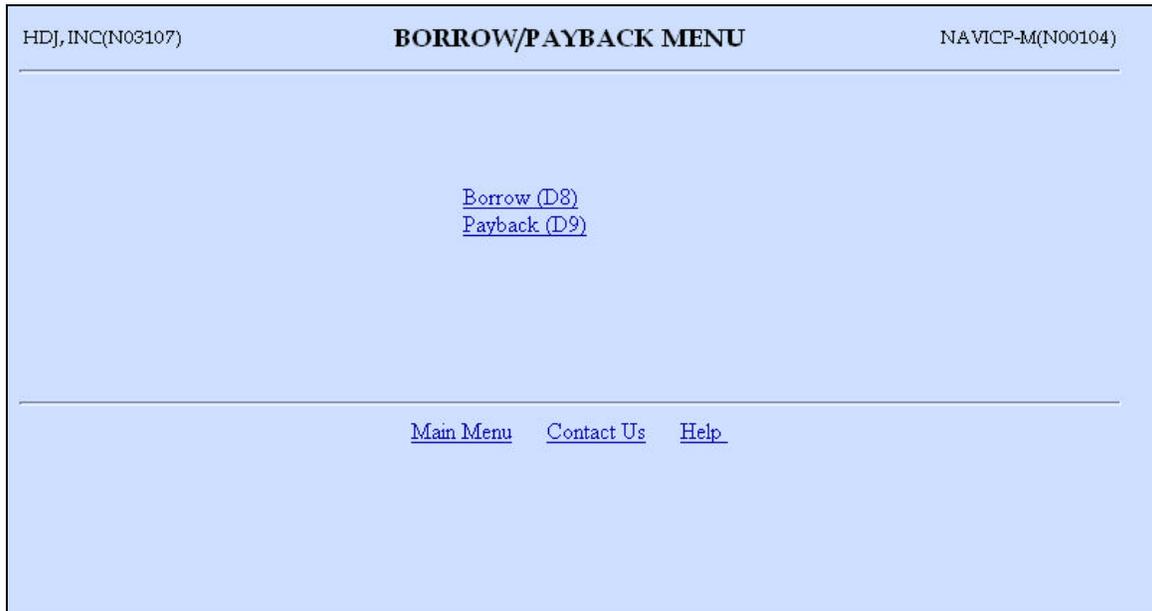
You have the option to:

Return to **Borrow** (see Borrow screen on page 68)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to **Borrow/Payback Menu** (see Borrow/Payback on page 67)

Return to the **Main Menu** (see Main Menu on page 2)



### **To Report a Payback**

From the Main Menu, Repair Status column, click "**Payback**".

This transaction will create a D9\_ Doc ID.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)				
<b>To Payback an Item, Select One From the List Below ...</b>						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310720930021</td> <td>012926616</td> <td>123456</td> <td>987654</td> </tr> </table>			N0310720930021	012926616	123456	987654
N0310720930021	012926616	123456	987654			
<b>OR</b>						
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>						
RCDN (pos 7-14):	Ref Nr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Payback an asset:

1. The drop-down box will be displayed containing all RCDNs available for payback.  
**NOTE:** This option will not display if there are more than 200 items available for payback. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.  
Click "**Submit**".

HDJ, INC(N03107)	<b>Payback</b>	NAVICP-M(N00104)																																								
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720930021</td> <td>Contract Nr:</td> <td>N0010402GA999</td> </tr> <tr> <td>Reference Nr:</td> <td>123456</td> <td>Order Nr:</td> <td></td> </tr> <tr> <td>Serial Nr:</td> <td>987654</td> <td>Award/Order Date:</td> <td></td> </tr> <tr> <td>NIIN:</td> <td>012926616</td> <td>Receipt Date:</td> <td>04/03/2002</td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Condition Cd:</td> <td>A</td> <td>Await Parts Date:</td> <td></td> </tr> <tr> <td>Ship To Condition Cd:</td> <td></td> <td>Reinduct Date:</td> <td></td> </tr> <tr> <td>Ship To DODAAC:</td> <td></td> <td>Survey/Scrap Date:</td> <td></td> </tr> <tr> <td>Ship To Document:</td> <td></td> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td></td> <td></td> </tr> </table>			RCDN:	N0310720930021	Contract Nr:	N0010402GA999	Reference Nr:	123456	Order Nr:		Serial Nr:	987654	Award/Order Date:		NIIN:	012926616	Receipt Date:	04/03/2002	NIIN (Previous):		Induct Date:		Condition Cd:	A	Await Parts Date:		Ship To Condition Cd:		Reinduct Date:		Ship To DODAAC:		Survey/Scrap Date:		Ship To Document:		Complete Date:		Unit of Issue:	EA		
RCDN:	N0310720930021	Contract Nr:	N0010402GA999																																							
Reference Nr:	123456	Order Nr:																																								
Serial Nr:	987654	Award/Order Date:																																								
NIIN:	012926616	Receipt Date:	04/03/2002																																							
NIIN (Previous):		Induct Date:																																								
Condition Cd:	A	Await Parts Date:																																								
Ship To Condition Cd:		Reinduct Date:																																								
Ship To DODAAC:		Survey/Scrap Date:																																								
Ship To Document:		Complete Date:																																								
Unit of Issue:	EA																																									
Shipment Date:	<input type="text" value="04/03/2002"/> *	CLIN:	<input type="text"/>																																							
DD250 Nr:	<input type="text"/>	Warranty Exp Date:	<input type="text"/>																																							
DD250 Date:	<input type="text"/>																																									
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																																										
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>																																										

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Shipment Date:** The default value is the current date. If necessary, change this date to reflect the actual date of shipment. **NOTE:** The value cannot be a future date or precede the previous action.

**CLIN:** Accept the default value or type in the CLIN. This field is sometimes mandatory depending on previous entries.

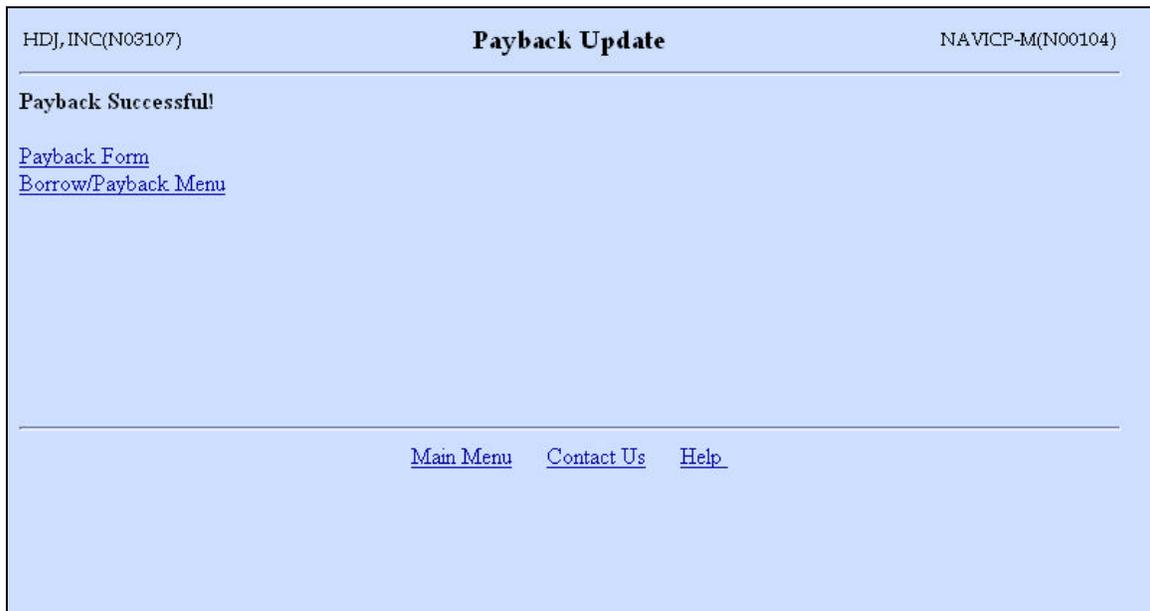
**DD250 Nr:** Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. **If eight, the eighth position must contain a space or the letter 'Z'.**

**DD250 Dt:** The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous action.

**Warranty Exp Date:** Type the date the warranty will expire for the item being shipped.

If the data entered is correct, click "**Submit**" to submit the payback, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the payback, click "**MAIN MENU**".



If a successful Payback was accomplished the Payback Update Screen appears indicating a successful payback.

You have the option to:

Return to the **Payback Form** (see Payback Form on page 73)

Return to the **Borrow/Payback Menu** (see Borrow/Payback Menu on page 67)

Return to the **Main Menu** (see Main Menu on page 2)

**Repair Status**

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[Induct \(M\)](#)  
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[Complete \(A\)](#)  
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[MMD Report](#)  
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### To Report Survey/Scrap

From the Main Menu, Repair Status column, click “**Survey/Scrap**”.

Items currently in F, J, or M-condition code can be scrapped.

This transaction will move the item into H-condition code.

**NOTE:** See page 144 for definitions of each Condition Code.

HDJ, INC(N03107)
**Select Item**
NAVICP-M(N00104)

**To Survey/Scrap an Item, Select One From the List Below ...**

RCDN    
 NIIN    
 Ref Nr    
 Ser Nr    

N0310720950027 484884848
▼

OR

**Enter the RCDN, Reference Nr or Serial Nr ...**

RCDN (pos 7-14):     
RefNr:     
SerNr:

---

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The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Scrap:

1. The drop-down box will be displayed containing all RCDNs available for Scrap.  
**NOTE:** This option will not display if there are more than 200 items available for Scrap.  
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**".

HDJ, INC(N03107)	<b>Survey/Scrap</b>	NAVICP-M(N00104)																				
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720950027</td> <td>Condition Cd:</td> <td>M</td> </tr> <tr> <td>Reference Nr:</td> <td></td> <td>Document Nr:</td> <td>231432435436546</td> </tr> <tr> <td>Serial Nr:</td> <td></td> <td>Contract Nr:</td> <td>7098317422604</td> </tr> <tr> <td>NIIN:</td> <td>484884848</td> <td>Receipt Date:</td> <td>02/12/2002</td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td>Induct Date:</td> <td>04/11/2002</td> </tr> </table>			RCDN:	N0310720950027	Condition Cd:	M	Reference Nr:		Document Nr:	231432435436546	Serial Nr:		Contract Nr:	7098317422604	NIIN:	484884848	Receipt Date:	02/12/2002	Unit of Issue:	EA	Induct Date:	04/11/2002
RCDN:	N0310720950027	Condition Cd:	M																			
Reference Nr:		Document Nr:	231432435436546																			
Serial Nr:		Contract Nr:	7098317422604																			
NIIN:	484884848	Receipt Date:	02/12/2002																			
Unit of Issue:	EA	Induct Date:	04/11/2002																			
Survey/Scrap Date:	<input type="text" value="04/11/2002"/>	*																				
DD250 Nr:	<input type="text"/>																					
DD250 Date:	<input type="text"/>																					
Order Nr:	<input type="text"/>																					
Award/Order Date:	<input type="text" value="04/11/2002"/>																					
CLIN:	<input type="text"/>																					
<i>This NIIN Was Reidentified</i> <input checked="" type="radio"/> Current: 484884848 <i>Select One To Scrap:</i> <input type="radio"/> Original: 444444444																						
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>																						

At the top of the Survey/Scrap screen read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Survey/Scrap Date:** The default value is the current date. If necessary, change this date to reflect the actual date the item was determined to be a scrap candidate. **NOTE:** The value cannot be a future date or precede the previous action.

**DD250 Nr:** Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

**DD250 Dt:** The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a

future date or precede the previous repair action.

**Order Nr:** If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered. **NOTE:** If an Order Nr. was entered on a previous transaction, it will carry forward to the Induct Screen as the default.

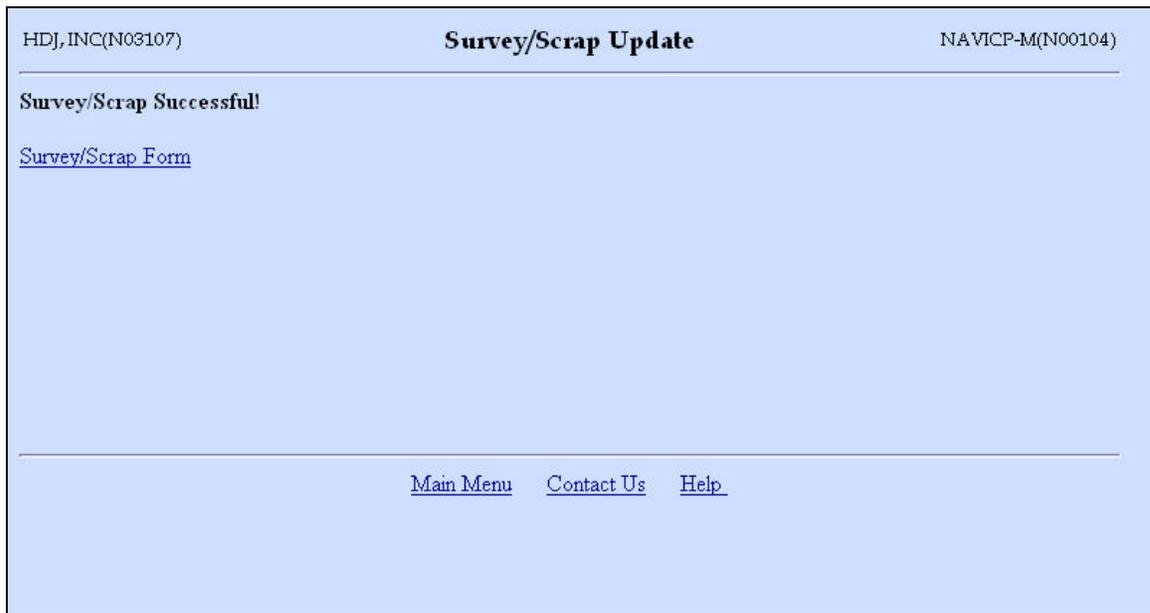
**Award/Order Date:** The default date is the current date. If necessary, change this date to reflect the actual date of the order. **NOTE:** The value cannot be a future date.

**CLIN:** If entered, the value is alphanumeric and must be six positions.

**NOTE: NIIN:** The message ***“This NIIN was re-identified – select one to scrap”*** will appear if the NIIN for this item was changed at Induction. Select the NIIN you wish to scrap.

If the data entered is correct, click **"Submit"** to submit the scrap, or click **"Reset"** to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the scrap, click **“MAIN MENU”**.



If a successful Survey/Scrap was accomplished the Survey/Scrap Update Screen appears indicating a successful update.

You have the option to:

Return to the **Survey/Scrap Form** to survey/scrap a different item

Return to the **Main Menu**

HDJ, INC(N03107)	<b>MAIN MENU</b>	NAVICP-M(N00104)
<p><b>Repair Status</b></p> <p><a href="#">Receive</a></p> <p><a href="#">Induct (M)</a></p> <p><a href="#">Await Parts (G)</a></p> <p><a href="#">Reinduct (M)</a></p> <p><a href="#">Complete (A)</a></p> <p><a href="#">Ship</a></p> <p><a href="#">Bulk Shipment</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">BER / MEL</a></p> <p><a href="#">Borrow/Payback</a></p> <p><a href="#">Survey / Scrap (H)</a></p> <p><a href="#">Reverse</a></p>	<p><b>Repair Reports</b></p> <p><a href="#">DD1348</a></p> <p><a href="#">MMD Report</a></p> <p><a href="#">Inventory Labels</a></p> <p><a href="#">Repair Item-Action</a></p> <p><a href="#">Repair History</a></p> <p><a href="#">Condition Counts</a></p> <p><a href="#">Awaiting Parts</a></p> <p><a href="#">Proof of Shipment</a></p> <p><a href="#">RTAT Reports</a></p>	<p><b>Utilities</b></p> <p><a href="#">Download Report Plugin</a></p> <p><a href="#">Item Maintenance</a></p> <p><a href="#">Report of Discrepancy</a></p> <p><a href="#">Maintain Carriers</a></p> <p><a href="#">Set Default for Pick Lists</a></p> <p><a href="#">DAASC DODAAC Lookup</a></p> <p><a href="#">AEPS</a></p>
<p><a href="#">Contact Us</a>   <a href="#">Help</a></p>		

### To Reverse a Previously Reported Action

From the Main Menu, Repair Status Reporting column, click **“Reverse”**.

This transaction will reverse the most recent transaction for the item chosen and move it to its previous status.

If a receipt is reversed, the RCDN will be deleted from the database.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)				
<b>To Reverse an Action, Select an Item From the List Below ...</b>						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">N0310720710008</td> <td style="width: 25%;">019887643</td> <td style="width: 25%;">0984793284</td> <td style="width: 25%;">8487260</td> </tr> </table>			N0310720710008	019887643	0984793284	8487260
N0310720710008	019887643	0984793284	8487260			
<b>OR</b>						
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>						
RCDN (pos 7-14):	RefNr:	SerNr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Reverse:

1. The drop-down box will be displayed containing all RCDNs available for Reversal. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.

**NOTE:** This option will not display if there are more than 200 items available for Reversal.

2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**".

To reverse the **Proof of Shipment**, click the Reverse button.

RCDN:	N0310720710008
Reference Nr:	0984793284
Serial Nr:	8487260
Receive Date:	03/12/2002
Induct Date:	
Await Parts Date:	
Reinduct Date:	
Complete Date:	
Ship Date:	03/29/2002
Proof of Shipment Date:	03/29/2002
BER/MEL Date:	
Survey/Scrap Date:	

Reverse

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The RCDN, Reference Nr, and Serial Nr will be displayed as well as all applicable action dates.

The specific action to be reversed will be displayed in red on the “To reverse” line.

To reverse the indicated action, click “**Reverse**”.

If you want to return to the Main Menu without processing the reversal, click “**MAIN MENU**”.



If a successful Reversal was accomplished the Reversal Update Screen appears indicating a successful update.

You have the option to:

Return to the **Reversal Form** to reverse a different transaction

Return to the **Main Menu**

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
[Bulk Shipment](#)  
[Proof of Shipment](#)  
[BER / MEL](#)  
[Borrow/Payback](#)  
[Survey / Scrap \(H\)](#)  
[Reverse](#)

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## To Print a DD1348

From the Main Menu, Repair Reports column, click “**DD1348**”.

The DD1348-1 is the shipping document. It replaces the DD250 as the shipping document only; the DD250 is still used for payment purposes. You must print out a valid DD1348-1 before you ship an item.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)				
<b>To Print a DD1348, Select an Item From the List Below ...</b>						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">N0310721000033</td> <td style="width: 33%;">8888888888</td> <td style="width: 33%;">1234</td> <td style="width: 33%;">9876</td> </tr> </table>			N0310721000033	8888888888	1234	9876
N0310721000033	8888888888	1234	9876			
<b>OR</b>						
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>						
RCDN (pos 7-14):	RefNr:	SerNr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to do a DD1348:

5. The drop-down box will be displayed containing all RCDNs available for DD1348.  
**NOTE:** This option will not display if there are more than 200 items available for DD1348.  
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
6. Type in the last eight digits of the RCDN.
7. Type in the complete Reference Nr.
8. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)		<b>DD1348 Input</b>		NAVICP-M(N00104)																																											
<table border="1" style="width: 100%;"> <tr> <td>RCDN:</td> <td>N0310721000033</td> <td>CLIN:</td> <td></td> <td>Receipt Date:</td> <td>04/10/2002</td> </tr> <tr> <td>Reference Nr:</td> <td>1234</td> <td>Unit of Issue:</td> <td>EA</td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Serial Nr:</td> <td>9876</td> <td>DD250 Nr:</td> <td></td> <td>Await Parts Date:</td> <td></td> </tr> <tr> <td>Document Nr:</td> <td>N00104210000009</td> <td>DD250 Date:</td> <td></td> <td>Reinduct Date:</td> <td></td> </tr> <tr> <td>Contract Nr:</td> <td></td> <td>Condition Cd:</td> <td>J</td> <td>Survey/Scrap Date:</td> <td></td> </tr> <tr> <td>Order Nr:</td> <td></td> <td>NIIN:</td> <td>888888888</td> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Award/Order Date:</td> <td></td> <td>NIIN (Previous):</td> <td></td> <td>Shipment Type:</td> <td>Mis-Directed</td> </tr> </table>						RCDN:	N0310721000033	CLIN:		Receipt Date:	04/10/2002	Reference Nr:	1234	Unit of Issue:	EA	Induct Date:		Serial Nr:	9876	DD250 Nr:		Await Parts Date:		Document Nr:	N00104210000009	DD250 Date:		Reinduct Date:		Contract Nr:		Condition Cd:	J	Survey/Scrap Date:		Order Nr:		NIIN:	888888888	Complete Date:		Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed
RCDN:	N0310721000033	CLIN:		Receipt Date:	04/10/2002																																										
Reference Nr:	1234	Unit of Issue:	EA	Induct Date:																																											
Serial Nr:	9876	DD250 Nr:		Await Parts Date:																																											
Document Nr:	N00104210000009	DD250 Date:		Reinduct Date:																																											
Contract Nr:		Condition Cd:	J	Survey/Scrap Date:																																											
Order Nr:		NIIN:	888888888	Complete Date:																																											
Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed																																										
Ship To DODAAC:	<input type="text" value="N00104"/>	*	Project Cd:	<input type="text" value="Z17"/>	*																																										
Mark For:	<input type="text" value="SPCC MECHNC SBG PA"/>	*	Signal Cd:	<input type="text" value="K"/>	*																																										
Ship To Document:	<input type="text" value="N0310721000033"/>	*	Fund Cd:	<input type="text" value="26"/>	*																																										
DD1348 Date:	<input type="text" value="04/11/2002"/>	*	Nomenclature:	<input type="text" value="pump"/>	*																																										
Distribution Cd:	<input type="text"/>		Remarks:	<input type="text"/>																																											
Ship To Condition Cd:	<input type="text" value="F"/>	*																																													
<input type="button" value="Submit"/>			<input type="button" value="Reset"/>																																												
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>																																															

At the top of the DD1348 Input screen read-only information relating to the item you chose will be displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Ship To DODAAC:** Accept the default value or enter a different Ship To DODAAC. Value is alphanumeric and must be six positions.

**Project Code :** Accept the default value unless you are provided a different Project Code.

**Mark For:** Accept the default value or enter a different Mark For. Value must not be all spaces.

**Signal Code:** Enter the one digit code which identifies the "ship to" and "bill to" activity.

**Ship To Document:** Value is alphanumeric and must be fourteen positions. The default value is the RCDN. If shipment is a reconsignment, enter the TCN number. If shipment is GFM, change the 11<sup>th</sup> position of the RCDN to 'M'.

**NOTE:** If the item is being shipped to

If you want to return to the Main Menu without processing the DD1348, click "MAIN MENU".

Rotable Pool, the 11<sup>th</sup> position of the Ship to Document must be changed to 'P' only if these three fields match:

- 1) Contractor DODAAC
- 2) Ship to DODAAC
- 3) First six positions of Ship to Document

**Fund Code:** Enter the two-digit code which identifies the source of funding

**DD1348 Date :** The default value is the current date. **NOTE:** The value cannot be a future date or pre-date the previous repair action.

**Nomenclature :** A value is required if the administrative option "ATAC Reporting Enabled" has been set by the administrator. If entered, the value cannot be all spaces.

**Distribution Code:** This is an optional field.

**Remarks:** This is an optional field.

If the data entered is correct, click "Submit" to submit the DD1348, or click "Reset" to clear the data you entered and return all fields to the defaults.

**NOTE:** If the item was misdirected ('J' Condition Code), a **Ship to Condition Code** drop-down box will appear. You must choose either 'F' Condition Code or "A" Condition Code according to the asset.

**NOTE:** See page 144 for definitions of each Condition Code.



**Repair Status**

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[Await Parts \(G\)](#)  
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**To Execute an MMD Report**

From the Main Menu, Repair Reports column, click “**MMD Report**”.

HDJ, INC(N03107) MMD Select NAVICP-M(N00104)

---

Sort Criteria:

RCDN

RefNr

SerNr

Filter Criteria:

RCDN (pos 7-14):

RefNr:

SerNr:

(List similar items? )

**Select the Repair Items for the report ...**

RCDN	Ref Nr	Ser Nr
N0310720700001	87426	0987498
N0310720700002	74368	9847298
N0310720700003	6580932	28763
N0310720700004	87499	6526
N0310720710005	846	8451954

---

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**If you have less than 200 items you will be given a drop-down box.**

Select the individual item(s) to be included in the MMD Report.

To select more than one item:

- 1) Click and drag to select consecutive items.
- 2) Click on the first item, hold down the SHIFT key, and click on the last item in a series to select consecutive items.
- 3) Click on the first item, hold down the CTRL key and click on each remaining item to select random items.

Click "**Submit**"

**NOTE:** If you have more than 200 items you will not be given a drop-down box to choose from. You will need to choose a Sort or Filter criteria and enter the necessary information for your selection. Click "**Refresh List**". Choose the repair item of your choice and click "**Submit**". You will be taken to the next screen.

Right Mouse Click on Report to Print [Return to MMD Select](#) [Main Menu](#)

**CAV**  
**MATERIAL MOVEMENT DOCUMENT**  
04/03/2002

RCDN:	N0310720700001
NIIN:	012925555
Date Received:	03/11/2002
Source Document:	N00104207012345
Contract Number:	N0010402GA999
Condition Cd:	H

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To print, place your cursor within the report, and click the right mouse button, then click **“Print”**. When the print dialogue box is displayed, click **“OK”**. If multiple RCDNs were chosen, choosing one copy will print one copy of each RCDN chosen.

To view the reports, click within the report to make it active.

Use the scroll bars to move up and down on the same page.

If more than one item was chosen, hit the page up/page down keys on the keyboard to move between the MMDs for each RCDN.

Click **“Main Menu”** to return to the Main Menu.

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### To Print Inventory Labels

Load Avery 5164 Laser Labels into printer.

From the Main Menu, Repair Reports column, click “**Inventory Labels**”.

HDJ, INC(N03107) Label Select NAVICP-M(N00104)

---

Sort Criteria:

RCDN

RefNr

Ser Nr

Filter Criteria:

RCDN (pos 7-14):

RefNr:

Ser Nr:

(List similar items? )

Refresh List

**Select the Repair Items for which you need labels ...**

RCDN	Ref Nr	Ser Nr
N0310720700001	87426	0987498
N0310720700002	74368	9847298
N0310720700003	6580932	28763
N0310720700004	87499	6526
N0310720710005	846	8451954

Start Printing on Label Nr:  [Click for Help](#)

---

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**If you have less than 200 items you will be given a drop-down box.**

Select the individual item(s) to be included in the Inventory Labels.

To select more than one item:

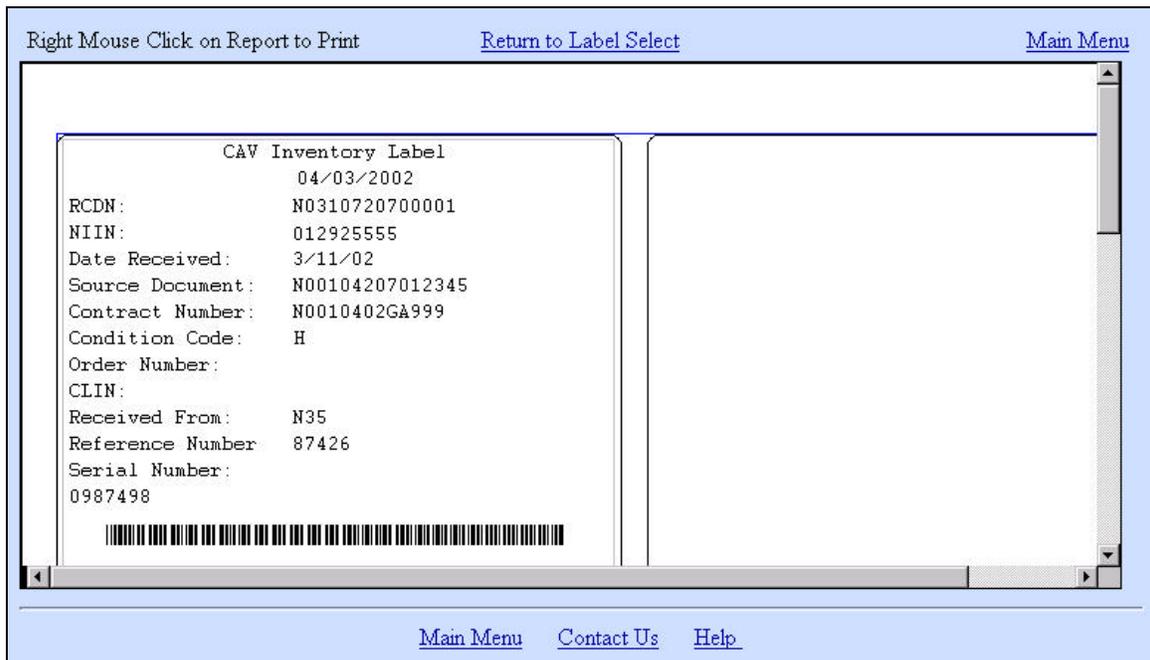
- 1) Click and drag to select consecutive items.
- 2) Click on the first item, hold down the SHIFT key, and click on the last item in a series to select consecutive items.
- 3) Click on the first item, hold down the CTRL key and click on each remaining item to select random items.

Click "**Submit**"

**NOTE:** If you have more than 200 items you will not be given a drop-down box to choose from. You will need to choose a Sort or Filter criteria and enter the necessary information for your selection. Click "**Refresh List**". Choose the repair item of your choice and click "**Submit**". You will be taken to the next screen.

**Start Printing on Label Nr:** You have the option to choose which label position you wish to start printing on. Select the number of the position from the drop-down box and click "**Submit**".





Six labels can be printed on one page.

To view the labels, click within the report to make it active.

Use the vertical scroll bar to move up and down on the same page.

Use the horizontal scroll bar to move left and right on the same page.

If more than six RCDNs were chosen, hit the page up/page down keys on the keyboard to move between pages.

To print the labels, place your mouse cursor within the label page, click the right mouse button, click **Print**. Click **OK** to print or **Cancel** to cancel the print.

Click **Main Menu** to return to the main menu.

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### To Execute Repair Item-Action Report

From the Main Menu, Repair Reports column, click “**Repair Item-Action**”.

This file contains all the active repair items in the database and all items that have been shipped within the last six months.

HDJ, INC(N03107)	<b>Active File Inquiry</b>		NAVICP-M(N00104)
<u>Enter Filter Criteria:</u>			
RCDN (pos 7-14):	<input type="text"/>	Reference Number:	<input type="text"/>
NIIN:	<input type="text"/>	Contract Nr:	<input type="text"/>
Order Nr:	<input type="text"/>	Condition Cd:	<input type="text"/>
Purpose Code:	<input type="text"/>	Source Document Nr:	<input type="text"/>
Display Option:	<input type="text" value="ALL"/>	Serial Nr:	<input type="text"/>
CLIN:	<input type="text"/>		
Criteria		From Date	To Date
<input type="text"/>		<input type="text"/>	<input type="text"/>
<u>Enter Sort Criteria:</u>			
Primary		Secondary	
<input type="text" value="RCDN"/>		<input type="text" value="NIIN"/>	
<input checked="" type="checkbox"/> Remove Page Breaks?	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>			

You can enter as many or as few filter criteria that you need to generate a report for your specific needs. Only the records that match **all** entered criteria will be returned in the report. To see all data in file, leave all fields blank and click **“Submit”**.

By default, the report is sorted primarily by RCDN, and secondly by NIIN. To change the sort criteria, click the down arrow and select a criteria for each primary and secondary.

If you intend to print the report and want more than one RCDN per page, click on the **“Remove Page Breaks?”** box and click **“Submit”**.

If the data entered is correct, click **“Submit”** to submit the inquiry request, or click **“Reset”** to clear the data you entered.

Click **“Main Menu”** to return to the Main Menu.

Right Mouse Click on Report to Print       Remove Page Breaks?        [Filter Criteria](#)    [Main Menu](#)

REPAIR ITEM - ACTIONS REPORT			APRIL 03, 2002
<b>RCDN:</b>	N0310720700001	<b>Reference Number:</b>	87426
<b>NIIN:</b>	012925555	<b>Contract Nr:</b>	N0010402GA999
<b>Old NIIN:</b>		<b>Order Nr:</b>	
<b>Receipt Type:</b>	ON CONTRACT	<b>Award/Order Date:</b>	00/00/0000
<b>Source Document Nr:</b>	N00104207012345	<b>CLIN:</b>	
<b>Received from:</b>	N35	<b>Est Completion Date:</b>	00/00/0000
<b>Unit of Issue:</b>	EA	<b>Furnished by Code:</b>	
<b>COG:</b>		<b>Unit Price:</b>	\$0.00
<b>FSC:</b>		<b>DD1348 Date:</b>	00/00/0000
<b>SMIC:</b>		<b>Ship To DODAAC:</b>	
<b>Serial Nr:</b>	0987498	<b>Shipment Doc Nr:</b>	
<b>DD250 Nr:</b>		<b>DD250 Date:</b>	00/00/0000
<b>Contractor:</b>	N03107	<b>Contract DODAAC:</b>	
<b>Condition Cd:</b>	H	<b>Purpose Code:</b>	A
<b>Warranty Exp Date:</b>	00/00/0000		

ACTION TYPE	ACTION DATE	REMARKS
Receipt	03/11/2002	
BER	03/29/2002	
Scrap	04/03/2002	

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Actual Pages Printed May Vary.  
[Enter Filter Criteria:](#)

RCDN (pos 7-14):	<input type="text"/>	Reference Number:	<input type="text"/>
NIIN:	<input type="text"/>	Contract Nr:	<input type="text"/>
Order Nr:	<input type="text"/>	Condition Cd:	<input type="text"/>
Purpose Code:	<input type="text"/>	Source Document Nr:	<input type="text"/>
Display Option:	ALL <input type="button" value="v"/>	Serial Nr:	<input type="text"/>
CLIN:	<input type="text"/>		

Criteria      From Date      To Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

[Enter Sort Criteria:](#)

Primary	Secondary
RCDN <input type="button" value="v"/>	NIIN <input type="button" value="v"/>

       [Clear Criteria](#)

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This report is organized with the repair item data at the top and the list of repair actions below. Each RCDN is displayed on its own page. After clicking within the report to make it active, use the vertical scroll bar or the page up/page down keys on the keyboard to move to the next/previous pages.

If you clicked on “Remove Page Breaks?” on the previous screen, it will be carried forward and if you issue a print command, more than one RCDN will print per page.

If the “Remove Page Breaks?” box is blank and you want to print more than one RCDN per page, click on the box **and** click the “Submit” button beside the “Remove Page Break?” box, then issue your print command.

To print the report, place your cursor within the report, click the right mouse button, click “Print”. Click “OK” to print or “Cancel” to cancel the print.

To request a report with different filter criteria, click on “Filter Criteria” or use the far right vertical scroll bar. The data displayed in the fields will be from the previous request and apply to the current report. These fields can be changed to request different filter criteria.

Click on “Submit” to generate a new report. Click on “Reset” to set the filter/sort criteria back to the original request. Click on “Clear Criteria” to set all filter/sort criteria to the defaults.

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## To Execute Repair History Report

From the Main Menu, Repair Reports column, click “**Repair History**”.

Enter Filter Criteria:

Doc Id:	<input type="text"/>
RCDN (pos 7-14):	<input type="text"/>
Display Option:	ALL <input type="button" value="v"/>
From Transaction Date:	<input type="text"/>
To Transaction Date:	<input type="text"/>

Enter Sort Criteria:

Primary	Secondary
<input type="text" value="TRANSACTION DATE"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

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You can enter as many or as few filter criteria that you need to generate a report for your specific needs. Only the records that match **all** entered criteria will be returned in the report. To see all data in file, leave all fields blank and click "**Submit**".

By default, the report is sorted primarily by Transaction Date. To change the sort criteria, click the down arrow and select criteria for each primary and secondary.

If the data entered is correct, click "**Submit**" to submit the report, or click "**Reset**" to clear the data you entered.

Click "**Main Menu**" to return to the Main Menu.

Right Mouse Click on Report to Print [Filter Criteria](#) [Main Menu](#)

REPAIR HISTORY REPORT		APRIL 03, 2002	
Doc Id:	D6A	Reversal:	N
RCDH:	N0310720700001	DAC Type:	
Contractor:	N03107	Unit Price:	\$0.00
Cntrct DODAAC:		CLIII:	
Revd From:	N35	COG:	
Source Doc Hr:	N00104207012345	FSC:	
Contract Hr:	N0010402GA999	SMIC:	
Rcpt Type:	ON CONTRACT	Order Hr:	
Action Type:	RECEIPT	Awd/Ord Dt:	00/00/0000
Action Dt:	03/11/2002	Ul:	EA
Action Rmrks:		Frnshd By:	
Reference Hr:	87426	Mgt Cd:	
Ship Doc Hr:		Est Divry Dt:	00/00/0000
GBL/Trckng Hr:		Del Rcpt Auth Hr:	
Pro/Acnt Hr:		Cmpltn Type:	
Carrier:		Est Cmpltn Dt:	00/00/0000
Carrier Add:		IIIII:	012925555
City:		Old IIIII:	
State:		DD250 Hr:	
ZIP:		DD250 Dt:	00/00/0000
SCAC:		Transaction Dt:	03/11/2002
Serial Hr:	0987498	Transmit Dt:	03/12/2002
Ship Ind:		Ship To DODAAC:	
To Cond Cd:	F	Shipping Weight:	.00
To Purp Cd:	A	Shipping Cube:	.0000
From Cond Cd:	F	Project Cd:	
From Purp Cd:	A	Rcpt Qty:	1
Wrnty Exp Dt:	00/00/0000	ROD Qty:	
Pickup DODAAC:		F Cond Qty:	
Ship Mode:		M Cond Qty:	
Ship To DODAAC:		G Cond Qty:	
Shipping Weight:	.00	H Cond Qty:	
Shipping Cube:	.0000	A Cond Qty:	
Project Cd:		J Cond Qty:	
Rcpt Qty:	1	Rotable A Qty:	
ROD Qty:		L Cond Qty:	
F Cond Qty:			
M Cond Qty:			
G Cond Qty:			
H Cond Qty:			
A Cond Qty:			
J Cond Qty:			
Rotable A Qty:			
L Cond Qty:			

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[Enter Filter Criteria:](#)

Doc Id:

RCDN (pos 7-14):

Display Option:

From Transaction Date:

To Transaction Date:

[Enter Sort Criteria:](#)

Primary Secondary

[Clear Criteria](#)

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Click within the report to make it active. Use the vertical scroll bar or the page up/page down keys on the keyboard to move forward/back between pages/records.

To print the report, place your cursor within the report page, click the right mouse button, click **Print**. Click **OK** to print or **Cancel** to cancel the print.

To request a report with different filter criteria, click on **Filter Criteria** or use the far right vertical scroll bar. The data displayed in the fields will be from the previous request and apply to the current report. These fields can be changed to request different filter criteria.

Click on **Submit** to generate a new report. Click on **Reset** to set the filter/sort criteria back to the original request. Click on **Clear Criteria** to set all filter/sort criteria to the defaults.

HDJ, INC(N03107)	<b>MAIN MENU</b>	NAVICP-M(N00104)
<b>Repair Status</b> <a href="#">Receive</a> <a href="#">Induct (M)</a> <a href="#">Await Parts (G)</a> <a href="#">Reinduct (M)</a> <a href="#">Complete (A)</a> <a href="#">Ship</a> <a href="#">Bulk Shipment</a> <a href="#">Proof of Shipment</a> <a href="#">BER / MEL</a> <a href="#">Borrow/Payback</a> <a href="#">Survey / Scrap (H)</a> <a href="#">Reverse</a>	<b>Repair Reports</b> <a href="#">DD1348</a> <a href="#">MMD Report</a> <a href="#">Inventory Labels</a> <a href="#">Repair Item-Action</a> <a href="#">Repair History</a> <a href="#">Condition Counts</a> <a href="#">Awaiting Parts</a> <a href="#">Proof of Shipment</a> <a href="#">RTAT Reports</a>	<b>Utilities</b> <a href="#">Download Report Plugin</a> <a href="#">Item Maintenance</a> <a href="#">Report of Discrepancy</a> <a href="#">Maintain Carriers</a> <a href="#">Set Default for Pick Lists</a> <a href="#">DAASC DODAAC Lookup</a> <a href="#">AEPS</a>
<hr/>		
<a href="#">Contact Us</a> <a href="#">Help</a>		

### For Contractor Condition Counts

From the Main Menu, Repair Reports column, click “**Condition Counts**”.

This report displays a list of NIINs currently in the Repair Item-Action file. For each NIIN, the report shows the quantity in each condition code, for both active items and items shipped within the last six months. NIIN totals and report totals are also displayed.

Right Mouse Click on Report to Print [Bar/Pie Chart](#) [Main Menu](#)

N03107 CONDITION CODE COUNTS (BY NIIN)									
NIIN	STATUS	Not Ready for Issue (F)	Under Repair (M)	Awaiting Parts (G)	Scrap (H)	Ready for Issue (A)	A-Cond Receipt (A)	Procurement (A)	Rotable (VA)
012924545									
	Active	0	0	0	0	0	0	0	0
	Shipped - Not On Contract	0			0	0	0	0	0
	Shipped - On Contract	0			0	0	1	0	0
012924654									
	Active	0	0	0	0	0	0	5	0
	Shipped - Not On Contract	0			0	0	0	0	0
	Shipped - On Contract	0			0	0	0	5	0

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Actual Pages Printed May Vary.

List of NIINs

- 012924545
- 012924654
- 012925555
- 012926616
- 016593465
- 017659830
- 017683098
- 019876439
- 019887643
- 111111111

BAR CHART  
 PIE CHART

Submit Reset

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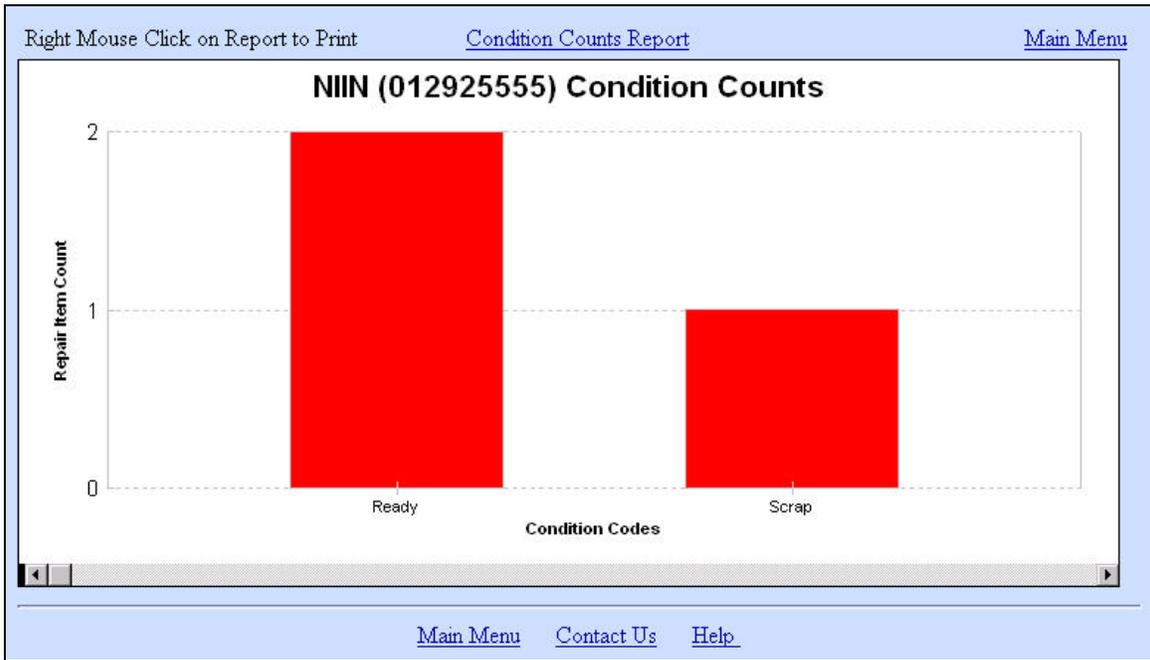
Click within the report to make it active. Use the vertical and horizontal scroll bars to scan the data.

To print the report, place your cursor within the report, click your right mouse button, then click **Print**. Click **OK** to print or **Cancel** to cancel the print.

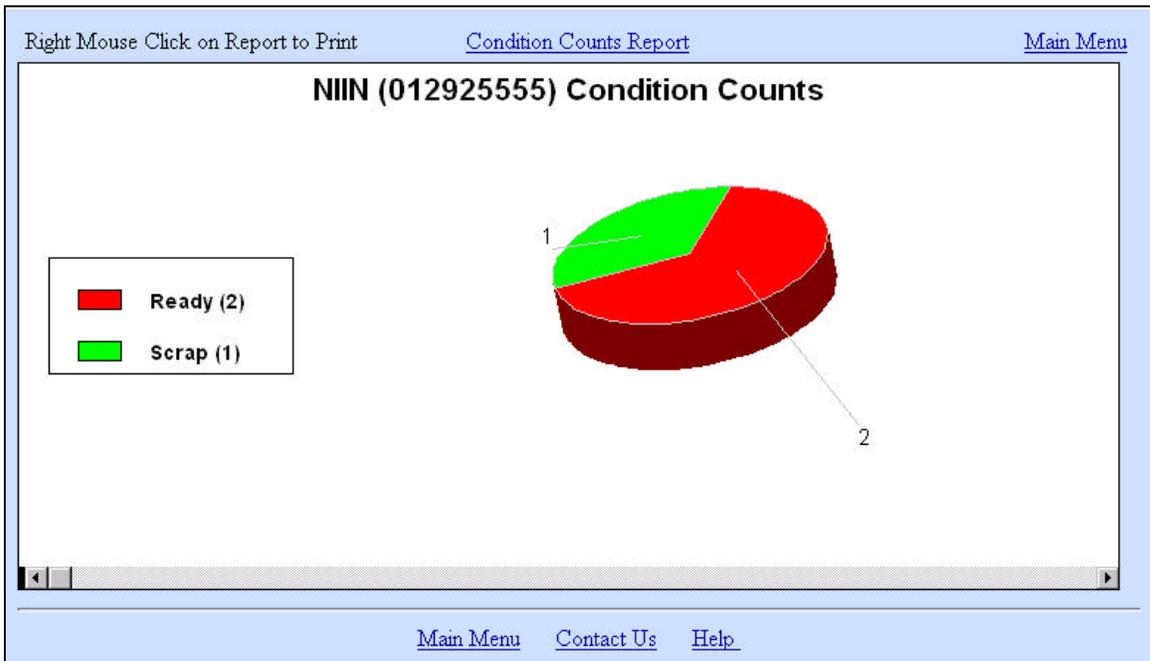
This report allows you to display/print Bar or Pie charts for individual NIIN counts. Use the far right vertical scroll bar to move below the Condition Count Report and display the chart selections.

Select the NIIN and type of chart you want and click **Submit**.

Examples of the charts are on the following page. To print the charts, place your cursor within the chart, click your right mouse button, then click **Print**. Click **OK** to print or **Cancel** to cancel the print.



**BAR CHART**



**PIE CHART**

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**To Execute Awaiting Parts Reports**

From the Main Menu, Repair Reports column, click “**Awaiting Parts**”.  
This report displays all repair items that are currently awaiting parts.

Right Mouse Click on Report to Print [Filter Criteria](#) [Main Menu](#)

AWAITING PARTS REPORT			APRIL 03, 2002
<b>RCDN:</b>	N0310720910020	<b>Contractor:</b>	N03107
<b>NIIN:</b>	012926616	<b>Contract DODAAC:</b>	
<b>Furnished by:</b>	AWAITING DEFINITIZATION	<b>Condition:</b>	G
<b>Est Complete Date:</b>	04/10/2002		
<b>Serial Nr:</b>	8709860765		
ACTION TYPE	ACTION DATE	REMARKS	
Receipt	04/01/2002	BORROW	
Induct	04/03/2002		
Await Parts	04/03/2002	ORDER PLACED	

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This report may be sorted in the following order:

First:  Second:

This report may be filtered where:

Column:  Operator:  Value:

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The report is organized with the repair item data at the top, and the list of repair actions below.

Click within the report to make it active. Use the vertical scroll bar or the page up/page down keys on the keyboard to move to the next/previous page.

To print the report, place your cursor within the report, click your right mouse button, then click **"Print"**. Click **"OK"** to print or **"Cancel"** to cancel the print.

To access Sort and Filter options, use the far right vertical scroll bar to move below the report.

Click the down arrow and select the primary sort order.

Click the next down arrow and select the secondary sort order.

Click **"Sort"**.

The report will redisplay in the order you have selected.

To return to the Main Menu, click **"Main Menu"**

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### To Execute Proof of Shipment Report

From the Main Menu, Repair Reports column, click “**Proof of Shipment**”.

This report displays all repair items which have a Proof of Shipment action reported for the item.

Right Mouse Click on Report to Print [Filter Criteria](#) [Main Menu](#)

PROOF OF SHIPMENT REPORT		
<b>RCDN:</b> N0310720710008	<b>Ship To DODAAC:</b> N03107	
<b>Contractor:</b> N03107	<b>Shipping Weight:</b> .00	
<b>Contract DODAAC:</b>	<b>Shipping Cube:</b> .0000	
<b>Reference Nr:</b> 0984793284	<b>Carrier Name:</b> CARRIER, INC	
<b>NIIN:</b> 019887643	<b>Address:</b> 555 MAIN ST	
<b>Condition Cd:</b> A	<b>City:</b> NOWHERE	
<b>GBL/Tracking Nr:</b>	<b>State:</b> CA	
<b>Shipment Mode:</b>	<b>ZIP:</b> 55555	
<b>Shipment Doc Nr:</b> N031072071L008	<b>SCAC:</b>	
<b>Warranty Exp Date:</b> 00/00/0000		
<b>Pro/Account Nr:</b> 2093V2		
<b>Serial Nr:</b> 8487260		

ACTION TYPE	ACTION DATE	REMARKS
Receipt	03/12/2002	
Shipment	03/29/2002	
POS	04/04/2002	

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Actual Pages Printed May Vary.

This report may be sorted in the following order:

First:  Second:

This report may be filtered where:

Column:  Operator:  Value:

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The report is organized with the repair item data at the top, and the Shipment/POS repair actions below.

Click within the report to make it active. Use the vertical scroll bar or the page up/page down keys on the keyboard to move forward/back between pages/records.

To print the report, place your cursor within the report, click your right mouse button, then click **"Print"**. Click **"OK"** to print or **"Cancel"** to cancel the print.

Click on the far right vertical scroll bar to display sort and filter options.

To change the First and Second sort criteria, click on the down arrow and select a field.

Click **"Sort"**.

The report will redisplay in the order you have selected.

To only view specific records, enter filter criteria by choosing the field, the operator, and typing in the value for the records you want to see and then click **"Filter"**. A new report will be displayed containing only those records that match the filter criteria entered.

To change sort and filter options back to the defaults, click **"Reset"**.

To return to the Main Menu, click **"Main Menu"**.

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
[Bulk Shipment](#)  
[Proof of Shipment](#)  
[BER / MEL](#)  
[Borrow/Payback](#)  
[Survey / Scrap \(H\)](#)  
[Reverse](#)

**Repair Reports**

[DD1348](#)  
[MMD Report](#)  
[Inventory Labels](#)  
[Repair Item-Action](#)  
[Repair History](#)  
[Condition Counts](#)  
[Awaiting Parts](#)  
[Proof of Shipment](#)  
[RTAT Reports](#)

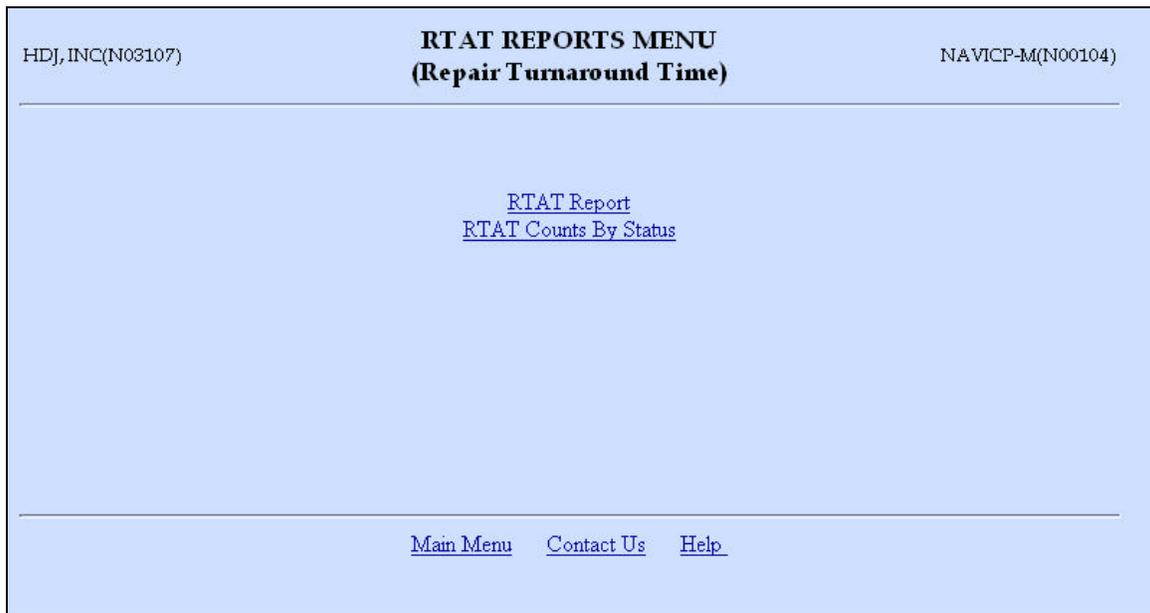
**Utilities**

[Download Report Plugin](#)  
[Item Maintenance](#)  
[Report of Discrepancy](#)  
[Maintain Carriers](#)  
[Set Default for Pick Lists](#)  
[DAASC DODAAC Lookup](#)  
[AEPS](#)

[Contact Us](#)   [Help](#)

### To Execute RTAT Reports

From the Main Menu, Repair Reports column, click “**RTAT Reports**”.  
This file contains all of the RTAT computations for the last six months.



The "RTAT Reports Menu" gives you three options:

- 1) Go to **RTAT Report**
- 2) Go to **RTAT Counts by Status**
- 3) Return to the **Main Menu**

Select a 'From Action' and a 'To Action' to compute the report ...

From Action	To Action
Receipt ▾	Completion ▾

Submit

[RTAT Reports Menu](#) [Contact Us](#) [Help](#)

If you chose "**RTAT Report**", you are given several options for RTAT computations. Choose a "**From Action**" and a "**To Action**" and click "**Submit**".

If you want to return to the RTAT Reports Menu without processing the RTAT Report, click "**RTAT Reports Menu**".

HDJ, INC(N03107) **Select RTAT Report** NAVICP-M(N00104)

[Change Actions](#)

TOTAL ITEMS FROM RECEIPT TO COMPLETION	AVERAGE RTAT DAYS
1	18

**View RTAT Report ...**

012925555 - 0001 item(s)  **OR**

[RTAT Reports Menu](#) [Contact Us](#) [Help](#)

The "**Select RTAT Report**" Screen will appear. It gives you the number of items that fit your selection.

You have the option to:

- 1) View **RTAT Report by NIIN**
- 2) View **RTAT Report by All Items**
- 3) Return to **RTAT Reports Menu**

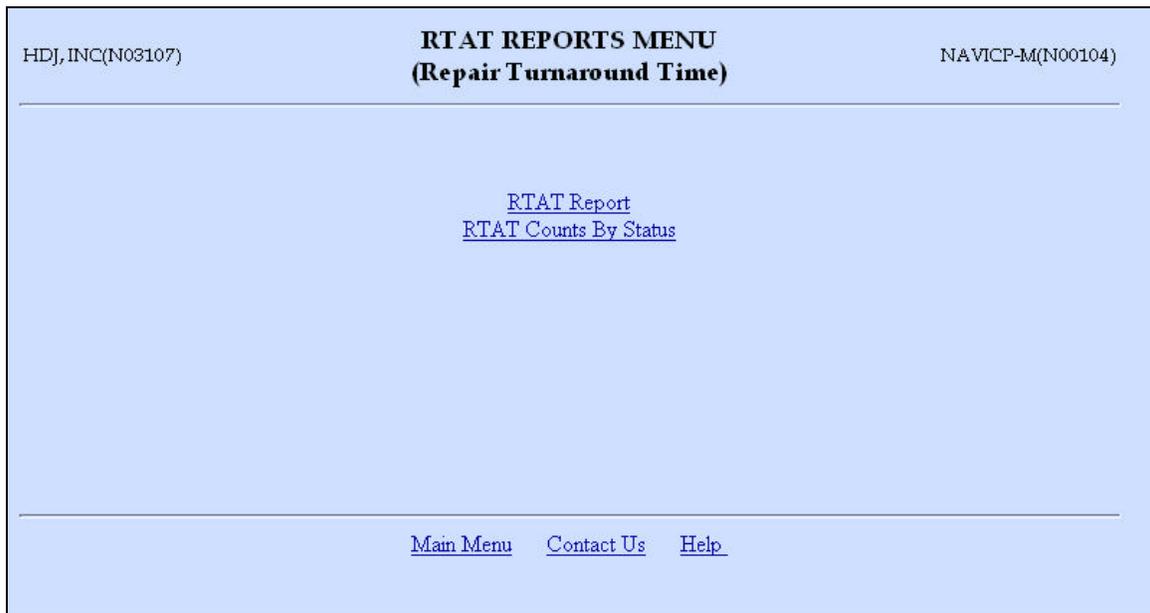
Right Mouse Click on Report to Print		<a href="#">Change Actions</a>	<a href="#">RTAT Reports Menu</a>
<b>RTAT REPORT</b>			<b>APRIL 03, 2002</b>
<b>NIH</b>	<b>RCDH NR</b>	<b>REC DATE</b>	<b>CMP DATE</b> <b># DAYS</b>
012925555	N0310720700002	03/11/2002	03/29/2002    18
TOTAL RCDNs: 1		AVERAGE # DAYS: 18	
Page 1 of 1			
Actual Pages Printed May Vary.			
<a href="#">RTAT Reports Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>			

The "**RTAT Report**" will display the information you chose.

To print the report, place your cursor within the report, click the right mouse button, click "**Print**". Click "**OK**" to print or "**Cancel**" to cancel the print.

You have the option to:

- 1) **Change Actions**
- 2) Return to the **RTAT Reports Menu**
- 3) Return to the **Main Menu**



The "RTAT Reports Menu" gives you three options:

- 1) Go to **RTAT Report**
- 2) Go to **RTAT Counts by Status**
- 3) Return to the **Main Menu**

HDJ, INC(N03107) **RTAT Select** NAVICP-M(N00104)

---

Count items currently in  Status  
for more than  days.

---

[RTAT Reports Menu](#) [Contact Us](#) [Help](#)

If you chose "**RTAT Counts by Status**" you are given several different options for RTAT computations.

Choose a Status and number of days from the drop-down boxes that fit your RTAT criteria.

Click "**Submit**".

If you want to return to the RTAT Reports Menu without processing the RTAT Report, click "**RTAT Reports Menu**".

HDJ, INC(N03107) **Select RTAT Report** NAVICP-M(N00104)

---

[Change Counts](#)

TOTAL ITEMS IN RECEIPT STATUS FOR MORE THAN 30 DAYS
6

**View RTAT Report ...**

444444444 - 0006 item(s)  OR

---

[RTAT Reports Menu](#) [Contact Us](#) [Help](#)

The "**Select RTAT Report**" Screen will appear. It gives you the number of items that fit your selection.

You have the option to:

- 1) View **RTAT Report by NIIN**
- 2) View **RTAT Report by All Items**
- 3) Return to **RTAT Reports Menu**
- 4) **Change Counts**

Right Mouse Click on Report to Print [Change Counts](#) [RTAT Reports Menu](#)

RTAT REPORT					APRIL 05, 2002
(Receipts Longer Than 30 Days)					
NIIN	RCDN NR	COND CD	REC DATE	# DAYS	
444444444	N0310720950027	A	02/12/2002	52	
	N0310720950028	A	02/12/2002	52	
	N0310720950029	A	02/12/2002	52	
	N0310720950030	A	02/12/2002	52	
	N0310720950031	A	02/12/2002	52	
	N0310720950032	A	02/12/2002	52	
TOTAL RCDNs:		6			

Page 1 of 1

Actual Pages Printed May Vary.

[RTAT Reports Menu](#) [Contact Us](#) [Help](#)

The "RTAT Report" will display the information you chose.

To print the report, place your cursor within the report, click the right mouse button, click "Print". Click "OK" to print or "Cancel" to cancel the print.

You have the option to:

- 1) **Change Counts**
- 2) Return to the **RTAT Reports Menu**
- 3) Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<b>Repair Status</b>	<b>Repair Reports</b>	<b>Utilities</b>
<a href="#">Receive</a>	<a href="#">DD1348</a>	<a href="#">Download Report Plugin</a>
<a href="#">Induct (M)</a>	<a href="#">MMD Report</a>	<a href="#">Item Maintenance</a>
<a href="#">Await Parts (G)</a>	<a href="#">Inventory Labels</a>	<a href="#">Report of Discrepancy</a>
<a href="#">Reinduct (M)</a>	<a href="#">Repair Item-Action</a>	<a href="#">Maintain Carriers</a>
<a href="#">Complete (A)</a>	<a href="#">Repair History</a>	<a href="#">Set Default for Pick Lists</a>
<a href="#">Ship</a>	<a href="#">Condition Counts</a>	<a href="#">DAASC DODAAC Lookup</a>
<a href="#">Bulk Shipment</a>	<a href="#">Awaiting Parts</a>	<a href="#">AEPS</a>
<a href="#">Proof of Shipment</a>	<a href="#">Proof of Shipment</a>	
<a href="#">BER / MEL</a>	<a href="#">RTAT Reports</a>	
<a href="#">Borrow/Payback</a>		
<a href="#">Survey / Scrap (H)</a>		
<a href="#">Reverse</a>		
<a href="#">Contact Us</a> <a href="#">Help</a>		

### To Download Plugins for Reports

From the Main Menu, Utilities column, click **“Download Report Plugin”**.

In order to retrieve CAV II Reports, including DD1348s, from the Repair Reports Menu, you must use this option to download the necessary plugins to your hard drive. Therefore, it will only need to be done once to each machine. However, it must be done to every machine that you need to report capability on.

# CAV Report Plug-In

This page allows you to download the Plug-In to view CAV reports.

Please Read and/or Print these instructions before downloading.

Follow these easy steps...

1. Click the appropriate [Download Plug-In Now \(857KB\)](#) link below.
2. The Save As... window is displayed. Save the download file `cav_xx_dwld7.exe` (where xx=NT or WIN) to C:\
3. Click the Windows **Start** button; click **Run...**; type in `c:\cav_xx_dwld7.exe`; Click **OK**.
4. The WinZip Self-Extractor window is displayed. Type `C:\` in the editbox; click **Unzip**.
5. Restart your browser.
6. If bar codes don't appear (DD1348 or Labels Report) and instead you see large numbers, then click [here](#) for additional suggestions.

**For Windows 95 or 98:**[Download Plug-In Now \(857KB\)](#)

**For Windows NT:**[Download Plug-In Now \(857KB\)](#)

**If you experience problems, click Back from your browser and send an e-mail by clicking the 'Contact Us' link on the bottom of the page.**

**Additional support hints:**

**Barcode Fonts not visible.**

- **Windows 95/98** - Open Windows Explorer (Start >> Programs >> Windows Explorer) then navigate to the font folder C:\Windows\Fonts. By simply navigating to this folder, your computer should recognize the fonts and automatically register them in your operating system. Close Windows Explorer.
- **Windows NT** - Open Windows Explorer (Start >> Programs >> Windows Explorer) then navigate to the font folder C:\Windows\Fonts. By simply navigating to this folder, your computer should recognize the fonts and automatically register them in your operating system. Close Windows Explorer.
- **Windows 2000** - This OS behaves differently. To get the system to recognize the fonts, you must run the Font utility. Click Start >> Settings >> Control Panel, then doubleclick on the Fonts utility. With the utility open, you'll need to Add the fonts by first navigating to the Font directory (C:\Windows\Fonts), then select the *BC C39xxxx* fonts. Once this is done, your system should recognize the fonts. Close the Font utility.

**Note:** If you had to do either of these, then you should reload you current page, or navigate back to the Main Menu and re-retrieve your report. The fonts should then show up as bar codes.

**NOTE:** There is no on-line help screen for this process.

Follow the on-screen directions.

If you need assistance, contact your ALC CAV IIPOC.

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<b>Repair Status</b>	<b>Repair Reports</b>	<b>Utilities</b>
<a href="#">Receive</a>	<a href="#">DD1348</a>	<a href="#">Download Report Plugin</a>
<a href="#">Induct (M)</a>	<a href="#">MMD Report</a>	<a href="#">Item Maintenance</a>
<a href="#">Await Parts (G)</a>	<a href="#">Inventory Labels</a>	<a href="#">Report of Discrepancy</a>
<a href="#">Reinduct (M)</a>	<a href="#">Repair Item-Action</a>	<a href="#">Maintain Carriers</a>
<a href="#">Complete (A)</a>	<a href="#">Repair History</a>	<a href="#">Set Default for Pick Lists</a>
<a href="#">Ship</a>	<a href="#">Condition Counts</a>	<a href="#">DAASC DODAAC Lookup</a>
<a href="#">Bulk Shipment</a>	<a href="#">Awaiting Parts</a>	<a href="#">AEPS</a>
<a href="#">Proof of Shipment</a>	<a href="#">Proof of Shipment</a>	
<a href="#">BER / MEL</a>	<a href="#">RTAT Reports</a>	
<a href="#">Borrow/Payback</a>		
<a href="#">Survey / Scrap (H)</a>		
<a href="#">Reverse</a>		
<a href="#">Contact Us</a> <a href="#">Help</a>		

## Item Maintenance

From the Main Menu, Utilities column, click “**Item Maintenance**”.

This allows the capability to modify certain fields for an RCDN.

HDJ, INC(N03107)	<b>Select Item</b>	NAVICP-M(N00104)					
<b>To Maintain Item Data, Select One From the List Below ...</b>							
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr					
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>						
<table border="1"> <tr> <td>N0310720930025</td> <td>222222222</td> <td>444</td> <td>555</td> <td align="right">▼</td> </tr> </table>			N0310720930025	222222222	444	555	▼
N0310720930025	222222222	444	555	▼			
<b>OR</b>							
<b>Enter the RCDN, Reference Nr or Serial Nr ...</b>							
RCDN (pos 7-14):	Ref Nr:	Ser Nr:					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Submit"/>							
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>							

These Item Data Maintenance actions update the Repair Item table.

The Select Item Screen will be displayed giving you **four** options for choosing the item you need for Item Maintenance:

1. The drop-down box will be displayed containing all RCDNs available for Item Maintenance. **NOTE:** This option will not display if there are more than 200 items available for Item Maintenance. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)	<b>Item Maintenance</b>	NAVICP-M(N00104)																
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720930025</td> <td>Document Nr:</td> <td>11111111111111</td> </tr> <tr> <td>Reference Nr:</td> <td>444</td> <td>NIIN:</td> <td>22222222</td> </tr> <tr> <td>Serial Nr:</td> <td>555</td> <td>Receipt Date:</td> <td>04/03/2002</td> </tr> <tr> <td>Contract Nr:</td> <td>333333333333</td> <td>Award/Order Date:</td> <td>04/03/2002</td> </tr> </table>			RCDN:	N0310720930025	Document Nr:	11111111111111	Reference Nr:	444	NIIN:	22222222	Serial Nr:	555	Receipt Date:	04/03/2002	Contract Nr:	333333333333	Award/Order Date:	04/03/2002
RCDN:	N0310720930025	Document Nr:	11111111111111															
Reference Nr:	444	NIIN:	22222222															
Serial Nr:	555	Receipt Date:	04/03/2002															
Contract Nr:	333333333333	Award/Order Date:	04/03/2002															
Reference Nr:	<input type="text" value="444"/>	FSC:	<input type="text"/>															
Serial Nr:	<input type="text" value="555"/>	Unit Price:	<input type="text" value="500"/> <input type="text" value="00"/>															
Unit of Issue:	<input type="text" value="EA"/> *	Est Completion Date:	<input type="text" value="04/10/2002"/>															
COG:	<input type="text"/>	SMIC:	<input type="text"/>															
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																		
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>																		

At the top of the Item Maintenance Screen, read-only information relating to the Repair Item you chose is displayed.

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Reference Nr:** Accept the current value or type the Reference Nr.

**FSC:** Accept the current value or type the FSC. If entered, the value must be four positions.

**Serial Nr:** Accept the current value or type the Serial Nr.

**Unit Price:** Accept the current value or type the Unit Price. If the value is entered it can be a number up to 99999.99.

**Unit of Issue :** Click the down arrow to select a Unit of Issue from the list.

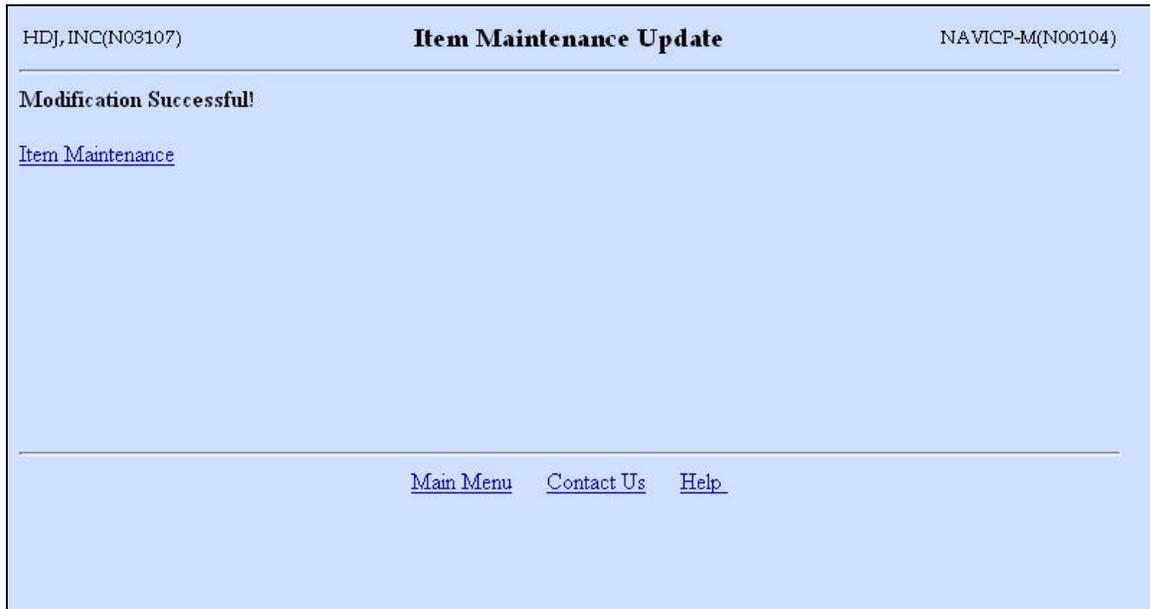
**Est Completion Date:** If entered, the value must not precede the Award/Order date.

**COG:** Not used for Air Force.

**SMIC:** Accept the current value or type the MMAC. If entered, the value must be two positions.

If the data entered is correct, click "**Submit**" to submit the item maintenance, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the item maintenance, click "**MAIN MENU**".



If a successful Modification was accomplished the Item Maintenance Update Screen appears indicating a successful update.

You have the option to:

Return to **Item Maintenance**

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<b>Repair Status</b>	<b>Repair Reports</b>	<b>Utilities</b>
<a href="#">Receive</a>	<a href="#">DD1348</a>	<a href="#">Download Report Plugin</a>
<a href="#">Induct (M)</a>	<a href="#">MMD Report</a>	<a href="#">Item Maintenance</a>
<a href="#">Await Parts (G)</a>	<a href="#">Inventory Labels</a>	<a href="#">Report of Discrepancy</a>
<a href="#">Reinduct (M)</a>	<a href="#">Repair Item-Action</a>	<a href="#">Maintain Carriers</a>
<a href="#">Complete (A)</a>	<a href="#">Repair History</a>	<a href="#">Set Default for Pick Lists</a>
<a href="#">Ship</a>	<a href="#">Condition Counts</a>	<a href="#">DAASC DODAAC Lookup</a>
<a href="#">Bulk Shipment</a>	<a href="#">Awaiting Parts</a>	<a href="#">AEPS</a>
<a href="#">Proof of Shipment</a>	<a href="#">Proof of Shipment</a>	
<a href="#">BER / MEL</a>	<a href="#">RTAT Reports</a>	
<a href="#">Borrow/Payback</a>		
<a href="#">Survey / Scrap (H)</a>		
<a href="#">Reverse</a>		
<a href="#">Contact Us</a> <a href="#">Help</a>		

### To Enter a Report of Discrepancy (ROD)

From the Main Menu, Utilities column, click “**Report of Discrepancy**”.

Report of Discrepancy (ROD) notifications are used to reconcile ICP files from discrepant shipments made to the Contractor. The skeletonized ROD process reports NIIN and quantity differences between what is listed on the receipt paperwork and what is actually received.

This information - only transaction does not replace the requirement for a paper ROD form **SF364** to be submitted.

HDJ, INC(N03107)	<b>ROD</b>	NAVICP-M(N00104)
NIIN Listed:	<input type="text" value="222222222"/>	*
Quantity Listed:	<input type="text" value="1"/>	*
Document Nr:	<input type="text" value="11111111111111"/>	*
NIIN Received:	<input type="text" value="121212121"/>	*
Quantity Received:	<input type="text" value="3"/>	*
Date Received:	<input type="text" value="04/03/2002"/>	*
Received From:	<input type="text" value="QAZ"/>	*
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		
<a href="#">Main Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>		

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**NIIN Listed:** Type the NIIN listed on the receipt paperwork. This is an alphanumeric field and must be nine positions.

**Quantity Listed:** The default value is one. If necessary, change the quantity to reflect the quantity listed on the receipt paperwork.

**Document Nr:** Type in the Document Number from the receipt paperwork. This is an alphanumeric field and must be fourteen positions.

**NIIN Received:** Type the actual NIIN received. This is an alphanumeric field and must be nine positions.

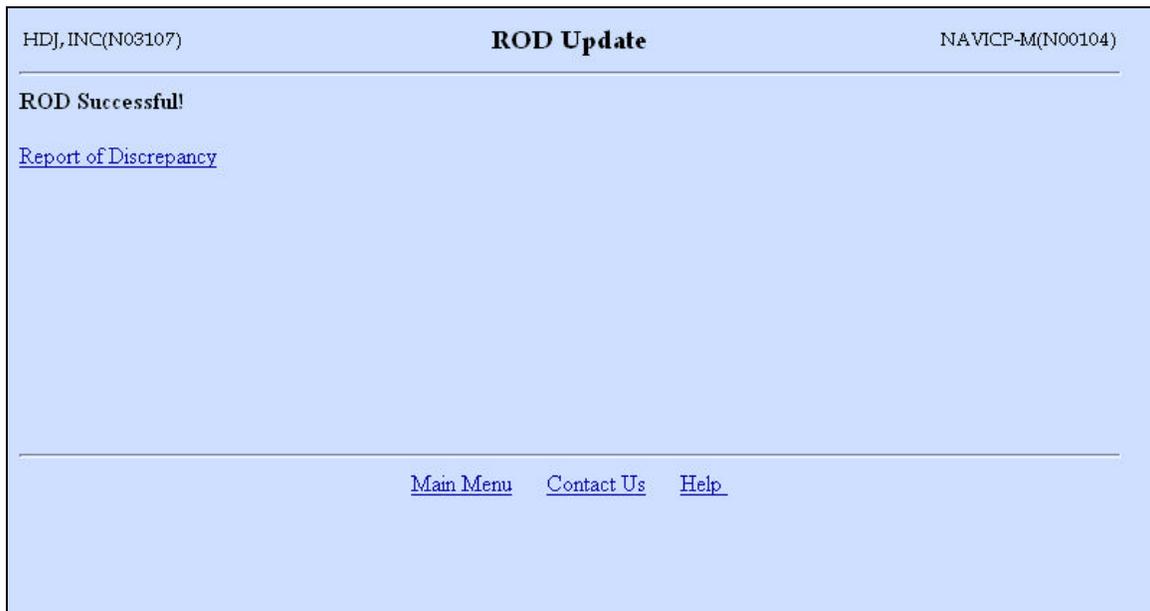
**Quantity Received:** The default value is one. If necessary, change the quantity to reflect the actual quantity received.

**Date Received:** The default value is the current date. If necessary, change the date to reflect the actual date the material was received.

**Received From:** Type the Received From RIC from the receipt document.

If the data entered is correct, click "**Submit**" to submit the ROD, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the ROD, click "**MAIN MENU**".



If a successful ROD was accomplished the ROD Update Screen appears indicating a successful update.

You have the option to:

Return to **Report of Discrepancy**

Return to the **Main Menu**

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
[Bulk Shipment](#)  
[Proof of Shipment](#)  
[BER / MEL](#)  
[Borrow/Payback](#)  
[Survey / Scrap \(H\)](#)  
[Reverse](#)

**Repair Reports**

[DD1348](#)  
[MMD Report](#)  
[Inventory Labels](#)  
[Repair Item-Action](#)  
[Repair History](#)  
[Condition Counts](#)  
[Awaiting Parts](#)  
[Proof of Shipment](#)  
[RTAT Reports](#)

**Utilities**

[Download Report Plugin](#)  
[Item Maintenance](#)  
[Report of Discrepancy](#)  
[Maintain Carriers](#)  
[Set Default for Pick Lists](#)  
[DAASC DODAAC Lookup](#)  
[AEPS](#)

[Contact Us](#)   [Help](#)

## To Maintain Carriers

From the Main Menu, Utilities column, click “**Maintain Carriers**”.

This function allows you to add new carriers, update information on existing carriers, and delete carriers. The Carrier information is used when reporting the Proof of Shipment

HDJ, INC(N03107)	<b>CARRIER MENU</b>	NAVICP-M(N00104)
<hr/>		
<a href="#"><u>Add a Carrier</u></a>		
<a href="#"><u>Update a Carrier</u></a>		
<a href="#"><u>Delete a Carrier</u></a>		
<hr/>		
<a href="#"><u>Main Menu</u></a> <a href="#"><u>Contact Us</u></a> <a href="#"><u>Help</u></a>		

Click on the desired option:

**Add a Carrier** (see page 126-127)

**Update a Carrier** (see page 128-131)

**Delete a Carrier** (see page 132-135)

HDJ, INC(N03107)	<b>Add a Carrier</b>	NAVICP-M(N00104)
Carrier:	<input type="text" value="Carrier, Inc"/> *	
Street Address:	<input type="text" value="555 Main st"/>	
	<input type="text"/>	
City:	<input type="text" value="Nowhere"/>	
State:	<input type="text" value="California"/>	
Zip Code:	<input type="text" value="55555"/>	
Phone:	<input type="text" value="555-555-5555"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		
<a href="#">Carrier Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>		

**To Add a Carrier:**

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Carrier:** Enter the carrier name.

**Street Address:** Enter the carrier's street address.

**City:** Enter the carrier's city.

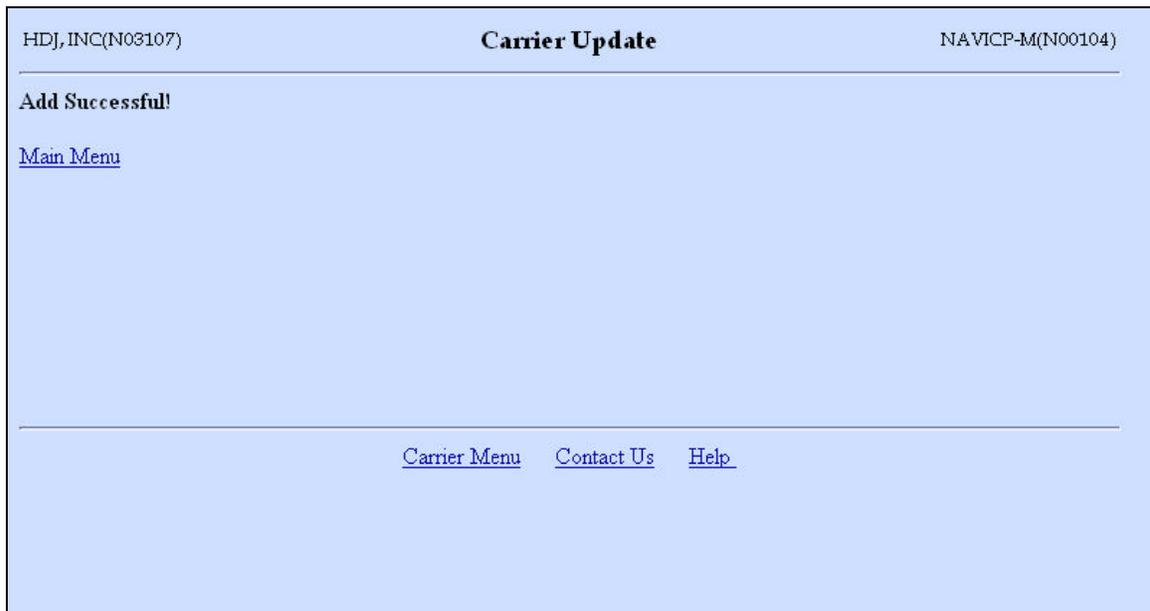
**State:** Enter the Carrier's state.

**ZIP Code:** Enter the carrier's zip code.

**Phone:** Enter the carrier's phone number.

If the data entered is correct, click "**Submit**" to submit the Carrier Record, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Carrier Menu without processing the carrier, click "**Carrier Menu**".



If a successful Add was accomplished, the Carrier Update Screen appears indicating a successful update.

You have the option to:

Return to the **Carrier Menu**

Return to the **Main Menu**

HDJ, INC(N03107)	<b>CARRIER MENU</b>	NAVICP-M(N00104)
<hr/>		
<a href="#"><u>Add a Carrier</u></a>		
<a href="#"><u>Update a Carrier</u></a>		
<a href="#"><u>Delete a Carrier</u></a>		
<hr/>		
<a href="#"><u>Main Menu</u></a> <a href="#"><u>Contact Us</u></a> <a href="#"><u>Help</u></a>		

Click on the desired option:

**Add a Carrier** (see page 126-127)

**Update a Carrier** (see page 128-131)

**Delete a Carrier** (see page 132-135)

HDJ, INC(N03107) **Select a Carrier** NAVICP-M(N00104)

---

**Select a Carrier From the List Below ...**

Carrier	City	ID
ABCD TRUCKING	NOWHERE	0539 <input type="button" value="v"/>

---

[Carrier Menu](#) [Contact Us](#) [Help](#)

**To Update a Carrier:**

Click the down arrow and select an existing carrier to update.

Click **“Submit”**.

If you want to return to the Carrier Menu without continuing with the update, click **“Carrier Menu”**.

HDJ, INC(N03107) **Update a Carrier** NAVICP-M(N00104)

---

Carrier:  \*

Street Address:

City:

State:

Zip Code:

Phone:

---

[Carrier Menu](#) [Contact Us](#) [Help](#)

**NOTE:** An \* on any screen indicates a mandatory field.

Enter the following information as needed:

**NOTE:** No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

**Carrier:** Enter the carrier name.

**Street Address:** Enter the carrier's street address.

**City:** Enter the carrier's city.

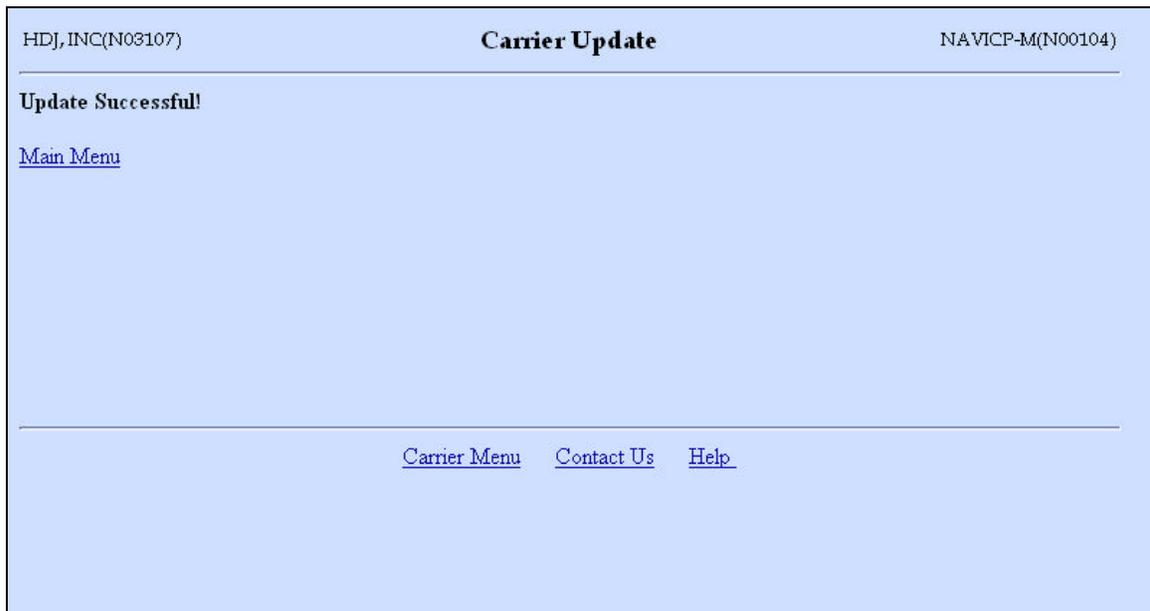
**State:** Enter the carrier's state.

**ZIP Code:** Enter the carrier's zip code.

**Phone:** Enter the carrier's phone number

If the data entered is correct, click "**Submit**" to submit the update, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Carrier Menu without processing the update, click "**Carrier Menu**".

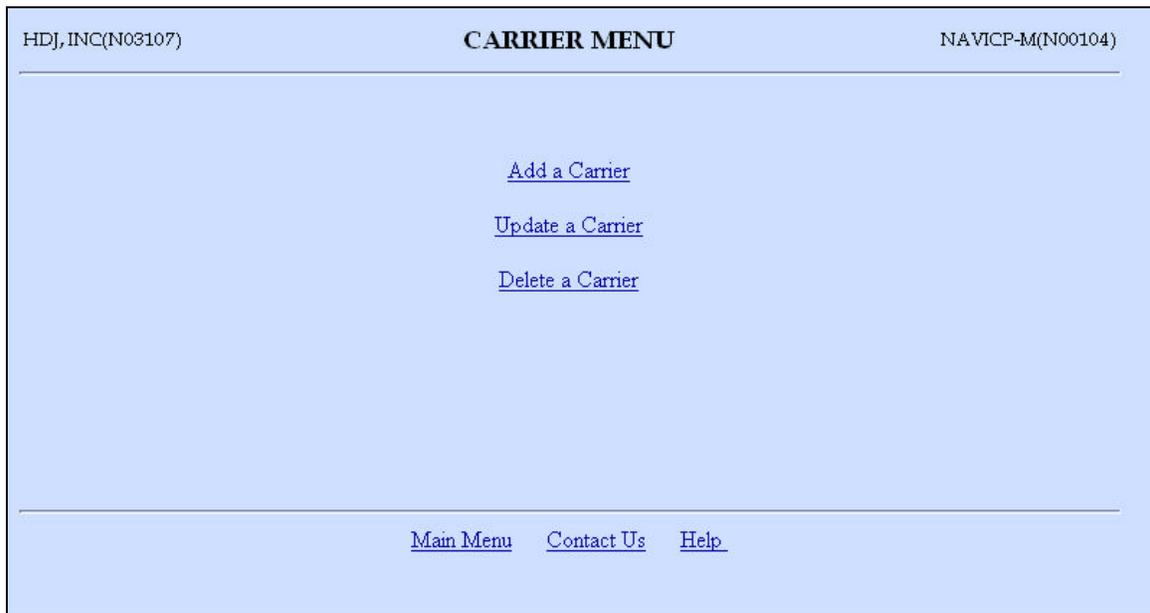


If a successful Update was accomplished the Carrier Update Screen appears indicating a successful update.

You have the option to:

Return to the **Carrier Menu**

Return to the **Main Menu**



Click on the desired option:

**Add a Carrier** (see page 126-127)

**Update a Carrier** (see page 128-131)

**Delete a Carrier** (see page 132-135)

HDJ, INC(N03107) **Select a Carrier** NAVICP-M(N00104)

---

**Select a Carrier From the List Below ...**

Carrier	City	ID
ABCD TRUCKING	NOWHERE	0539 <input type="button" value="v"/>

---

[Carrier Menu](#) [Contact Us](#) [Help](#)

**To Delete a Carrier:**

Click the down arrow and select a carrier to delete.

Click **“Submit”**.

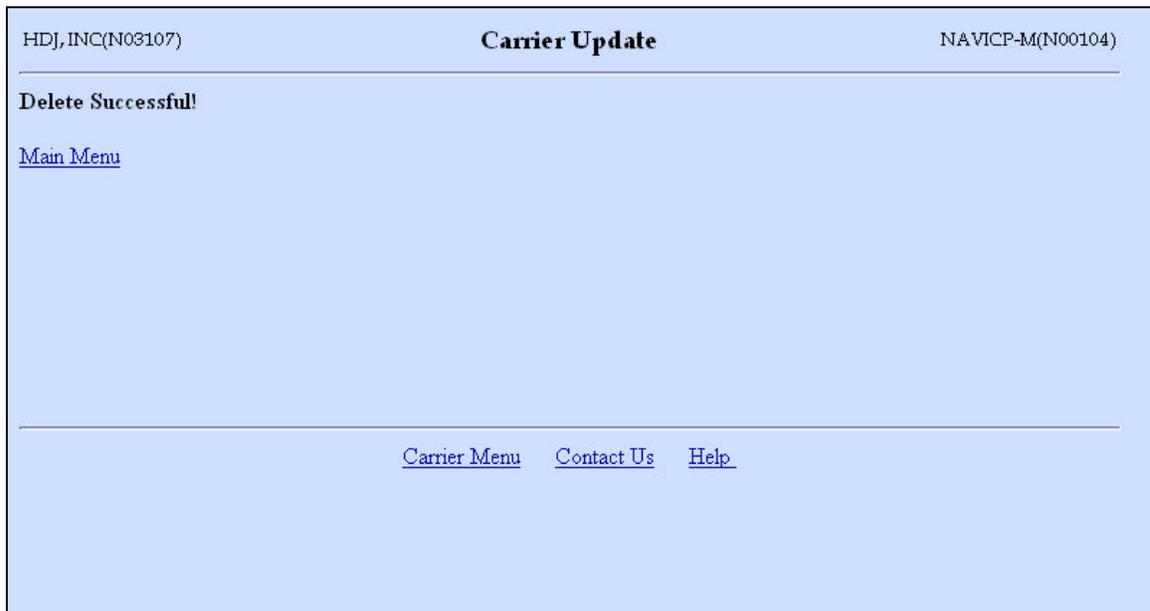
If you want to return to the Carrier Menu without continuing with the deletion, click **“Carrier Menu”**.

HDJ, INC(N03107)	<b>Delete a Carrier</b>	NAVICP-M(N00104)												
<hr/>														
<table border="1"><tr><td>Carrier:</td><td>ABCD TRUCKING</td></tr><tr><td>Street Address:</td><td>555 MAIN ST</td></tr><tr><td>City:</td><td>NOWHERE</td></tr><tr><td>State:</td><td>NC</td></tr><tr><td>Zip Code:</td><td>55555</td></tr><tr><td>Phone:</td><td>111-111-1111</td></tr></table>			Carrier:	ABCD TRUCKING	Street Address:	555 MAIN ST	City:	NOWHERE	State:	NC	Zip Code:	55555	Phone:	111-111-1111
Carrier:	ABCD TRUCKING													
Street Address:	555 MAIN ST													
City:	NOWHERE													
State:	NC													
Zip Code:	55555													
Phone:	111-111-1111													
<input type="button" value="Submit"/>														
<hr/>														
<a href="#">Carrier Menu</a> <a href="#">Contact Us</a> <a href="#">Help</a>														

Ensure the carrier you selected is correct.

Click "**Submit**" to delete the carrier.

If you want to return to the Carrier Menu without processing the deletion, click "**Carrier Menu**".



If a successful Delete was accomplished the Carrier Update Screen appears indicating a successful delete.

You have the option to:

Return to the **Carrier Menu**

Return to the **Main Menu**

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
[Bulk Shipment](#)  
[Proof of Shipment](#)  
[BER / MEL](#)  
[Borrow/Payback](#)  
[Survey / Scrap \(H\)](#)  
[Reverse](#)

**Repair Reports**

[DD1348](#)  
[MMD Report](#)  
[Inventory Labels](#)  
[Repair Item-Action](#)  
[Repair History](#)  
[Condition Counts](#)  
[Awaiting Parts](#)  
[Proof of Shipment](#)  
[RTAT Reports](#)

**Utilities**

[Download Report Plugin](#)  
[Item Maintenance](#)  
[Report of Discrepancy](#)  
[Maintain Carriers](#)  
[Set Default for Pick Lists](#)  
[DAASC DODAAC Lookup](#)  
[AEPS](#)

[Contact Us](#)   [Help](#)

**To Set Default for Pick Lists**

From the Main Menu, Utilities column, click “**Set Default for Pick Lists**”.

HDJ, INC (N03107) **Set Default for Pick Lists** NAVICP-M (N00104)

---

Default for Pick Lists:  Reference Number  
 RCDN

---

[Main Menu](#) [Contact Us](#) [Help](#)

The Default for Pick Lists will determine how assets will be sorted in the various drop-down boxed and reports within CAV.

Select either Reference Number or RCDN and click "**Submit**".

If you want to return to the Main Menu without processing the default pick list, click "**MAIN MENU**".

---

**Set Default for Pick Lists Successful!**

---

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If a successful Set Default for Pick Lists was accomplished the Set Default for Pick Lists Successful Screen appears indicating a successful set default for pick lists.

You have the option to:

Return to the **Main Menu**

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
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[BER / MEL](#)  
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**Repair Reports**

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**To Execute a DAASC DODAAC Lookup**

From the Main Menu, Utilities column, click “**DAASC DODAAC Lookup**”.

**DAASINQ**  
*Defense Automatic Addressing System Center Inquiry*

**DOWNLOAD DoDAAF**

- [COMMRI](#)
- [Distribution Code](#)
- [DoDAAC](#)
- [DoDAAC By BILL RI](#)
- [DoDAAC By COMMRI](#)
- [MAPAC](#)
- [NIM](#)
- [RIC](#)
- [ZIP](#)

**DoDAAC**

DoDAAC:

**Scan Query** **Help**

**Required: 6 Chars of DoDAAC**

**GY/GZ SERIES AACs DESIGNATE GSA ADVANTAGE CUSTOMERS AND ARE NOT AUTHORIZED FOR USE WITHIN DOD REQUISITIONING/ORDERING PROCESS**

You are taken to the DAASINQ website where you can perform a DODAAC Query. You are also given additional query options from the DAASINQ menu. Close the DAASINQ website to return to CAV.

**Repair Status**

[Receive](#)  
[Induct \(M\)](#)  
[Await Parts \(G\)](#)  
[Reinduct \(M\)](#)  
[Complete \(A\)](#)  
[Ship](#)  
[Bulk Shipment](#)  
[Proof of Shipment](#)  
[BER / MEL](#)  
[Borrow/Payback](#)  
[Survey / Scrap \(H\)](#)  
[Reverse](#)

**Repair Reports**

[DD1348](#)  
[MMD Report](#)  
[Inventory Labels](#)  
[Repair Item-Action](#)  
[Repair History](#)  
[Condition Counts](#)  
[Awaiting Parts](#)  
[Proof of Shipment](#)  
[RTAT Reports](#)

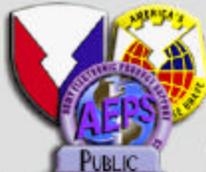
**Utilities**

[Download Report Plugin](#)  
[Item Maintenance](#)  
[Report of Discrepancy](#)  
[Maintain Carriers](#)  
[Set Default for Pick Lists](#)  
[DAASC DODAAC Lookup](#)  
[AEPS](#)

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**To Link To The AEPS Website**

From the Main Menu, Utilities column, click “**AEPS**”.



# U.S. Army Materiel Command Logistics Web Portal

- [HOME](#)
- [AUTH. ASSISTANCE](#)
- [PUBLIC APPLICATIONS](#)
- [TRAINING](#)
- [LINKS](#)
- [HELP](#)

Army Electronic Product Support Network

Public Site Search:

Go

[Change Location](#)

Common Links:

- [Enter AEPS](#)
- [Access Request Form](#)
- [Auth. Assistance](#)
- [Public Applications](#)
- [Help](#)
- [Army Knowledge Online \(AKO\)](#)
- [General Web User Tips](#)

AMC Cmd's & Activities:

- [AMC Headquarters](#)
- [AMCOM](#)
- [AMSAA](#)
- [CECOM](#)
- [DSC](#)
- [LAISO](#)
- [LOGSA](#)
- [SECROM](#)
- [STRICOM](#)
- [TACOM-Rock Island](#)
- [TACOM-Warren](#)

[AMC Logistics Web Portal Policy](#)

**AEPS Public Update:** [Answers to common AEPS access problems are now available!](#) - Click this AD to "Ask The AEPS"!

### AEPS Common Tasks

- [Enter AEPS \(Restricted Access\)](#)
- [Access Request Form](#)
- [About AEPS Video](#)
- [AEPS HELP](#)

## Public Applications

Click Below To Select

- [AEPS Application Documents](#)
- [AEPS Help Online](#)
- [Authentication Assistance](#)
- [Everyday Resources](#)
- [Lessons Learned](#)
- [Public Videos](#)
- [Public Web University](#)
- [SMART Online](#)
- [Sets, Kits, & Outfits](#)
- [Submit Quality Deficiency Reports](#)
- [Submit Supply Discrepancy Reports](#)

### Public DoD Links

- [U.S. Department Of Defense](#)
- [U.S. Army](#)
- [U.S. Air Force](#)
- [U.S. Navy](#)
- [U.S. Marine Corps](#)
- [U.S. Coast Guard](#)
- [Defense Logistics Agency](#)
- [Army Knowledge Online](#)
- [Army Materiel Command \(AMC\)](#)
- [Aviation and Missile Command \(AMCOM\)](#)
- [Communications, Electronics Command \(CECOM\)](#)
- [Operations Support Command \(OSC\)](#)
- [Security Assistance Command \(SAC\)](#)
- [Soldier and Biological Chemical Command \(SBRCCOM\)](#)
- [Simulation, Training, and Instrumentation Command \(STRICOM\)](#)
- [Tank, Automotive and Armaments Command \(TACOM Rock Island\)](#)
- [Tank, Automotive and Armaments Command \(TACOM Warren\)](#)
- [Logistic Support Activity \(LOGSA\)](#)
- [U.S. Army Test and Evaluation Command \(ATEC\)](#)
- [AMC Fil Sets, Kits, Outfits and Tools](#)
- [Electronic Resource Center](#)
- [U.S. Army Maintenance Support Center \(MANSEREN\)](#)
- [U.S. Joint Force Command](#)
- [Office of the Chief, Army Reserve \(OCAR\)](#)



## **Glossary of Terms, Abbreviations, and Acronyms**

**A Condition Quantity** - The quantity of "A" Condition (non Rotable Pool) items for a Contractor.

**Action Date** - The date the action was performed.

**Action Remarks** - Miscellaneous information about the repair action.

**Action Type** - The Action Type Identifier specifies the repair action type.

**Administrator** - A person who has "administrator" access to the CAV database.

An "administrator" can:

- a. Update information for the ICP
- b. Perform maintenance on Contractors, NIINs/Contracts, DODAACs, and CAV users
- c. Delete receipts
- d. View reports

**Asset Balance** - Number of items on hand at the Contractor's plant. Assets are reported in categories based on condition code.

**ATAC** - Advanced Traceability and Control

**ATAC Reporting Enabled** - Indicates whether ATAC reporting is available for this Contractor.

**Awaiting Parts** - Hold status of the repair of an asset due to parts being required.

**Awaiting Parts Date** - The date the repair item was placed in Awaiting Parts status. This date cannot be dated before the previous repair action.

**Award/Order Date** - The date of the Order Number

**Beyond Economical Repair (BER)** - A term to describe when it costs more to repair an item than it does to buy one new, or repair cost is greater than 100% of replacement cost. If a repairable is identified as BER, the contractor will request disposition instructions from the ICP.

**Beyond Economical Repair/Maintenance Expenditure Limit** - The item costs more to repair than it does to buy one new, or to repair the item would cost greater than 100% of the replacement cost. If material is identifier BER/MEL, the DOP must request disposition instructions via a letter to the Contracting Officer.

**BER/MEL Date** - The date the repair item was placed in BER/MEL status.

**Beyond Repair (BR)** - A term used to describe an item that cannot be repaired.

**Carcass** - A term used to describe a repair unit that needs to be restored to useable or good as new condition.

**Card Column (CC)** - Describes a specific location on mechanized forms.

**Carrier** - A transporting agency that ships assets.

**Carrier City** - The city of the Carrier that will ship the repair unit from the Contractor.

**Carrier Name** - The name of the Carrier that ships the unit from the Contractor.

**Carrier State** - The two character abbreviation of the State (address) of the Carrier that ships the unit from the Contractor.

**Carrier Telephone Number** - The telephone number of the Carrier that ships the unit from the Contractor.

**CLIN** - Contract Line Item number. The specific number of an item on a repair contract to distinguish it from other items on the same contract.

**CLIN Requirement** - Indicates whether the CLIN is required at Receipt, required at Induction, or not required.

**COG** - A two position numeric-alpha code prefix to Navy stock numbers to identify and designate the Bureau, Office, or Supply Demand Control Point which exercises supply management over specified categories of material.

**Cognizance Symbol** - A two position numeric-alpha code prefix to Navy stock numbers to identify and designate the Bureau, Office, or Supply Demand Control Point which exercises supply management over specified categories of material.

**Commercial Asset Visibility (CAV)** - Used to describe a DoD policy requiring contractors to report receipt, repair status and shipment of DoD owned items.

**Complete Date** - The date the repair was completed.

**Completion Type** - Identifies if the completed item is returned to rotatable pool.

**Condition Code** - A DoD term to describe the condition of repairable items as follows:

"F" - Not ready for issue, in need of repair.

"M" - Repairable has been inducted for repair.

"G" - Repairable that is in a hold status awaiting piece parts to complete repair. The contractor expects delivery to exceed 30 days. "G" condition does not stop RTAT clock.

"A" - Repairable has been repaired and is like new condition or ready for issue.

"H" - Repairable is beyond repair. Authority has been given by the ICP to dispose, or repairable was reported previously as BER and the ICP has given instructions to dispose.

"J" - Repairable was shipped and received at contractor's plant in error. The contractor either does not repair that item or the ICP has not established a contract with the company to repair the item.

**Contract Number** - The unique identifier assigned to the legally binding agreement between the Commercial Contractor and the Government Component.

**CONUS** - Continental United States

**D6A** - The code for a Material Receipt - Other Than Procurement Instrument Source - Returns transaction.

**D6X** - The code for a Material Receipt - Other Than Procurement Instrument Source (Decapitalization) transaction.

**D7** - The code for an Issue transaction.

**DAAS** - Defense Automated Addressing System

**DAC** - The code for an Inventory Adjustment - Dual (Condition Transfer) transaction.

**DAC Type Code** - Formerly CC80. Identifies the type of DAC transaction (i.e., the action that triggered the DAC).

**DAD** - The code for an Inventory Adjustment - Dual (Purpose Transfer) transaction.

**Date Received** - The date the item was received. NOTE: This date defaults to the current date unless changed by the contractor. It cannot be later than the current date or earlier than any action date for the preceding action.

**DCMAO** - Defense Contract Management Area Operation

**DD 1348-1** - A form used by the Government to ship material, and replaces the DD 250 as the shipping document.

**DD1348 Date** - The date of the DD1348 Shipping Document attached to the shipped material.

**DD 1348 Distribution Code** - Designates the Activity to receive additional supply status on the DD1348 Shipping Document.

**DD 1348 Item Nomenclature** - The item nomenclature from the DD1348 Shipping Document.

**DD 1348 Mark For** - Identifies to whom the material is being shipped on the DD1348 Shipping Document.

**DD 1348 Print Indicator** - Identifies if the DD1348 Shipping Document was printed.

**DD 1348 Print Option Code** - Identifies when the DD1348 Shipping Document is required to be printed. The options are before Completion or before Shipment.

**DD 1348 Remarks** - Remarks for the DD1348 Shipping Document.

**DD 1348 Ship Condition Code** - The Ship To Condition Code from the DD1348 shipping Document.

**DD 250** - A form used by the Government to receive and inspect material provided by a contractor; also used for billing purposes only.

**DD 250 Date** - The date the DCMAO confirmed that the material referred to on the transaction was completed as reported. The Army and Air Force use this for a completion date; the Navy uses this as an inspection date.

**DD 250 Date Code** - Identifies if the DD250 Date is required at completion.

**DD 250 Number** - The number assigned to the DD250 document by the DCMAO for the material referred to in the transaction as confirmation that the repair was completed as reported.

**Default DD 1348 Ship Document Identifier** - Indicates whether the value of the Document Number on the DD1348 Shipping Document will be Blank (B), RCDN (R), or Source Document (S).

**Default Material Movement Document Print Indicator** - Indicates whether or not the MMD should automatically be printed.

**Default Ship to Department of Defense Activity Address Code** - The default Ship To DODAAC.

**Default Shipment Document** - The default document used when shipping an asset.

**Defense Reutilization and Marketing Office (DRMO)** - Government activity dedicated to salvaging and scrap or reutilizing obsolete or damaged items that cannot be economically repaired.

**Department of Defense Activity Address Code (DODAAC)** - A six character code, consisting of the Service Code and the Unit Identification Code, which is assigned to the Contractor Site by the Government to distinguish one Contractor Site from another.

**Designated Overhaul Point (DOP)** - For our purpose, the overhaul point is the contractor's repair facility.

**Designated Stock Point (DSP)** - The DoD facility designated to receive and store repairable items. Items repaired by a commercial facility may be shipped to a specific DSP after the item has been repaired or held for other shipping instructions.

**DIDS** - Defense Integrated Data System

**Disposal** - A term used to describe the discarding of material or a generic name for Government activities dedicated to salvaging scrap or reutilizing obsolete or damaged items that cannot be economically repaired.

**Disposition Instructions** - Direction provided by the ICP or designated Government Representative when an item is excess, surveyed, obsolete, misdirected or misidentified.

**Distribution Code** - A code that designates the Service Point or Activity to receive additional supply status.

**DLA** - Defense Logistics Agency

**Document Identifier Code** - A three position code that designates the type of document.

**Document Number** - A 14 character number used to uniquely identify a supply transaction. The number is constructed from a 6 digit UIC, 4 digit Julian date and a 4 digit serial number.

**DOD** - Department of Defense

**DWK** - The code for a Pre-Positioned Material Receipt transaction.

**DZA** - The code for an Asset Status transaction.

**DZH** - The code for a Location Reconciliation Request transaction.

**EDS** - European Distribution System

**Erroneous Receipt** - See condition code "J" definition. Used interchangeably with misdirected material, misrouted material, material not on contract, misidentified material, or "J" condition material.

**Estimated Completion Date** - The date by which the Contractor estimates that the unit will be repaired.

**F Condition Quantity** - The quantity of "F" Condition (non- Rotable Pool) items for a Contractor.

**Federal Supply Classification Code (FSC)** - A code used to group or classify items of supply into categories by their use. The FSC is the first four characters of the NSN.

**FISC** - Federal Supply Class - First four elements of the National Stock Number (NSN) which identifies commodity group and class of NSN.

**From Condition Code** - The Condition Code from which the material referred to on the transaction was transferred.

**From Purpose Code** - The Purpose Code of the repair item before the action was taken.

**Fund Code** - Two digit code which identifies the source of funding.

**Furnished By** - The Furnished By Code identifies the Organization providing piece parts to the Contractor for the repair process. This field is used when an item has been placed in "G" Condition (Awaiting Piece Parts).

**G Condition Quantity** - The quantity of "G" Condition (non Rotable Pool) items for a Contractor.

**GBL** - Government Bill of Lading

**Government Bill of Lading Identifier** - The identifier assigned to the GBL.

**H Condition Quantity** - The quantity of "H" Condition (non Rotable Pool) items for a contractor.

**ICP** - Inventory Control Point. The organizational element within a distribution system which is assigned responsibility for system-wide direction and control of material. In a centralized inventory system, the ICP may also perform the functions of a Stock Control Activity. ALSO a person who has "ICP" access to the CAV database. A person with "ICP" access can view reports of the contractors working for the ICP.

**ICP DODAAC** - Identifies the DODAAC of the ICP.

**Induct Date** - The date the asset was inducted.

**Induction** - A reparable is considered inducted when the contractor actually starts to repair the reparable.

**Inquiry** - A processing option available on CAV II processing frames. This option is used to seek information regarding the status of RCDNs, order, date ranges, inventories, and "G" condition and history.

**Inventory Control Point Department of Defense Activity Address Code** - Identifies the DODAAC of the ICP.

**Inventory Control Point Name** - The name of the ICP.

**J Condition Quantity** - The quantity of "J" Condition (non Rotable Pool) items for a Contractor.

**Julian Date** - A four position numeric date used in Columns 36 through 39 (Block 11). Column 36 will indicate the last numeric digit of the calendar year in which the document was originated, e.g., "8" for 1968. Columns 37 through 39 will indicate the numeric consecutive day of the year, e.g., "002" for 2 January.

**LAN** - Local Area Network

**Litigation** - Material held pending litigation or negotiation with contractors or common carriers.  
"L" Condition Code

**Loaned Asset** - Government furnished property may be either special tools and/or special test equipment, laid in by the Government to a repair facility to assist during the repair process. Loaned assets do not apply to all contractor sites therefore reporting of this type may not be necessary.

**M Condition Quantity** - The quantity of "M" Condition (non Rotable Pool) items for a Contractor.

**MAC** - Military Airlift Command

**Management Code** - Provides supplemental detail about a receipt, issue or adjustment transaction and the effect of the transaction on supply/financial data.

**Management Control Activity (MCA)** - Department of Defense component activity designated to initially receive and effect control over service initiated and contractor initiated requisitions for GFM which would be supplied from the wholesale supply system.

**MAP/MASE** - Military Assistance Program/Military Assistance Support Fund

**Mark For** - Identifies on the DD1348 Shipping Document to whom the material is being shipped.

**Material Management Aggregation Code (MMAC)** - An Air Force code used to identify specific items (National Stock Numbers) to be managed by a specific manager.

**Material Movement Document (MMD)** - A document which contains identifying information, includes NIIN and RCDN and is a specific name tag. The MMD may be attached to a specific reparable and be referred to when inputting and CAV II transactions which affect the reported condition of the reparable.

**MEL** - Maintenance Expenditure Limit

**MILSTRAP** - Military Standard Transaction Reporting and Accounting Procedures

**Misdirected Receipt** - See condition code "J" definition. This term is used interchangeably with misrouted receipt, material received not on contract, erroneous receipt, or "J" condition material.

**Misidentified Receipt** - An asset received at your facility that was incorrectly identified and your Activity is not contractually authorized to repair.

**Mode of Shipment** - The Shipment Mode Code specifies the manner in which the material referred to on the transaction was shipped.

**MOM** - Military Official Mail

**MSC** - Military Sealift Command

**National Item Identification Number (NIIN)** - A 9 character numeric code which identifies a specific type of material and is the 5<sup>th</sup> through 13<sup>th</sup> position of the NSN.

**NIIN Validation** - The NIIN Validation Code identifies the level of NIIN validation against the NIIN/Contract Table.

**National Stock Number (NSN)** - A 13 character numeric code identifying the category of material and the specific item with that category. Position 1 through 4 identify the category (class) and positions 5 through 13 are the NIIN.

**Nomenclature** - The item nomenclature from the DD1348 Shipping Document.

**OCONUS** - Outside the Continental United States

**Old Condition Code** - The previous Condition Code.

**Old National Item Identification Number (NIIN)** - The previous NIIN of the repair unit prior to induction resulting in NIIN modification of the unit. Used during the induction or completion actions only.

**Old Purpose Code** - The previous Purpose Code.

**Order Date** - The date of the Order Number.

**Order Number** - A number which identifies the specific order or call issued against a particular contract.

**Part Number** - The identifier assigned by the manufacturer of the requested material to distinguish it from other material provided or produced by the manufacturer.

**Password** - A unique word used to gain access to shared resources. If you assign a password to a shared resource, others must know the password to use the resource.

**PDS** - Pacific Distribution System

**Pickup DODAAC** - The default Pick-up Location DODAAC.

**Pool Asset** - Critical shortage items laid in at the contractor's site to improve RTAT.

**Proof of Shipment Date** - The date a Proof of Shipment request was made for an item.

**Purge Interval (Days)** - The number of days after a repair item record goes to History that it will be purged from the CAV II database.

**Purpose Code** - A Purpose Code is used to identify the purpose or reason for which the related material is reserved or held. Purpose Codes, which are mandatory elements on all MILSTRAP transactions, are directly relatable to all quantities of stock held on inventory records.

**Quantity** - The number of items.

**Quantity Listed** - The quantity that was listed on the incoming supply document.

**Quantity Received** - The actual quantity received on the ROD Transaction.

**Receipt** - An asset received for repairs.

**Receipt Date** - The date the item was received. NOTE: This date defaults to the current date unless changed by the Contractor Employee. It cannot be later than the current date or earlier than any action date for the preceding action.

**Receipt of Material on Contract** - This option processes receipt of material which is listed in the contract for repair at the Contractor's Facility. The material may have been shipped from the Supply System or directly from an end user. A unique RCDN will be created from the receipt transaction for each asset received. At the same time, an MMD may optionally be generated for each RCDN. The RCDN will be used in all subsequent transaction reporting for the asset.

**Receipt of Material Not on Contract** - Receipt of Material Not On Contract will be processed similarly to Material Received On Contract except Contract Number, Order Number, Award/Order Date, and CLIN will not be available. The ICP or its designated Representative will need to provide disposition instructions for this type of material.

**Receipt Quantity** - The quantity of the item being received.

**Receipt of Rotable Pool/Loaned Assets** - Rotable Pool assets are "A" Condition, "V" Purpose assets, reserved at a repair Facility, to be used in support of repair of an end item or next higher assembly. These assets are maintained on the ICPs Wholesale Inventory records and may be used for issue as required. Receipt of Rotable Pool/Loaned Assets will be processed similarly to Receipt of Material On Contract ("A" Condition, "A" Purpose) except that the Award/Order Date and Order Number are not available. This will then generate a Purpose Code Transfer ("A" to "V" Purpose).

**Receipt Type** - The Receipt Type Code identifies if the repair item was received On Contract, Not On Contract, Rotable Pool, Loaned Asset, A Condition, or Procurement.

**Received From** - Specifies from what Activity (Item Manager, ICP or designated Storage Facility) a supply document was received.

**Reference Number** - Unique tracking number assigned by your Activity to identify a specific asset.

**Reinduct Date** - The date the repair item was reinducted.

**Reinduction** - The reinitiation of repair of an asset that had been awaiting parts.

**Remarks** - Information about the repair action.

**Repair Cycle Document Number (RCDN)** - A sequentially number, unique document number that has been CAV II assigned for each reparable received by the contractor.

**Repair Turnaround Time (RTAT)** - An acronym to describe how long it takes a reparable to be repaired, from the time it is inducted to the time it is reported as complete.

**Return to Rotable Pool** - Found on the Complete screen. Indicates whether the item being completed is being returned to Rotable Pool.

**Reversal Indicator** - Indicates the transaction as a reversal of a previously transmitted identical transaction.

**Reverse Record** - A processing option on same CAV II processing frames, which is used to make corrections. Instead of correcting your original transactions by simply changing a field, you would reverse or cancel your original transaction and re-input a transaction with the correct information. Although this may seem harder than it should be, we reverse records to maintain an audit trail.

**ROD** - Report of Discrepancy

**Rotable A Quantity** - The quantity of "A" Condition Rotable Pool items for a Contractor.

**Rotable Pool Asset** - Assets laid-in by the Government to a repair facility to be used in support of repair. Rotable pools do not apply to all contractors, therefore, reporting of this type may not be necessary.

**Rotable Pool/Loaned Asset Reporting** - Indicates whether or not the Contractor can report Rotable Pool and Loaned Assets.

**Routing Identifier** - The Routing Identifier Code (RIC) is a three-digit code used to represent the address of the intended recipient of the document; to denote the actual consignor or material; or to identify the supply activity originating the action.

**SECDEF/JCS** - Secretary of Defense/Joint Chiefs of Staff

**Serial Number** - Usually describes a unique number, assigned by the manufacturer, to identify a specific item. When used in reference to document numbers, a serial number is a sequential number appearing in the 11<sup>th</sup> through 14<sup>th</sup> positions of the document number. This serial number helps make the document number unique.

**Service** - Indicates whether the ICP is associated with the Army, Navy, Air Force, or Marines.

**Ship Indicator** - Found on the Repair History Report. Indicates the condition code of the material that was shipped.

**Ship Option** - Found on the Add a Contractor and Update a Contractor screens. There are two Ship Options: Generate a DWK if the Ship To DODAAC is in the database, or Always generate a DWK.

**Shipping Document (DD 1348-1)** - A standard government issue/receiving form that contains coded information, making it easier to process at the DSP. A DD 1348-1 acts as both a packing slip and shipping label.

**Ship to Condition Code** - The Ship To Condition Code from the DD1348 Shipping Document.

**Ship to Document** - The Document Number that should be assigned to the DD1348 Shipping Document when the material is shipped because of disposition instructions.

**Ship to DODAAC** - The identification code assigned to the Organization to which the material is to be shipped on the DD1348 Shipping Document.

**Shipment Date** - The date the item was shipped.

**Shipment Document Number** - A 14 character number that should be assigned to the Shipping Document when the material is shipped because of disposition instructions.

**Shipment Mode** - The Shipment Mode Code specifies the manner in which the material referred to on the transaction was shipped.

**Shipment Number** - The Vendor Shipment Number shown on the Shipping Document (DD1348).

**SICA** - Secondary Inventory Control Activity

**Signal Code** - One digit code which identifies the "ship to" and "bill to" activity.

**Special Material Identification Code (SMIC)** - Positions 14 and 15 on a NSN field if applicable. For the Air Force see Material Management Aggregation Code (MMAC).

**Source Document Number** - A term used in CAV II to describe the document on the paperwork that accompanied the reparable when it was received at the contractor's site. The reparable has an identity before it arrives at the contractor's site. This is the source document number. Once it is reported as received at the contractor's site, CAV II gives the reparable a new identity called RCDN.

**SRA** - Secondary Repair Assembly

**Survey** - A term used to describe the authorized write-off of material. Only the DoD ICP or its designated representative can authorize the write-off of material and disposal. CAV II has a survey request processing frame.

**Survey/Scrap Date** - The date the item was put into Survey/Scrap status.

**Transaction Item Report (TIR)** - Describes reporting changes in status to the ICP. When CAV II daily transactions are transmitted to the ICP, each transaction reported is considered a TIR.

**To Condition Code** - To Condition Code is a single alphabetic character code used to identify the condition code to which the material referred to on the transaction was transferred.

**To Purpose Code** - The Purpose Code of the repair item after the action was taken.

**Transmit Date** - The date the TIR transaction was successfully sent to the ICP.

**Unit Identification Code (UIC)** - A six digit alpha/numeric Department of Defense (DoD) assigned code. The first position of the UIC is a letter indicating; V = East coast, R = West coast, N = Land based, P = Foreign Military Sales (FMS), F = Air Force, W = Army. Every activity is given a six digit UIC by the DoD. This code uniquely identifies the activity and depending on how it is used can identify who issues, receives, and pays for material, or who the material has been shipped to.

**Unit of Issue (UI)** - An abbreviation which represents an amount or quantity, and serves as a unit of measurement when issuing an item. EXAMPLE: Each (EA), Pair (PR), Assembly (AY).

**Unit Price** - The cost of an item for a single transaction quantity of one unit.

**User** - A person who has "Contractor" access to the CAV database. A Contractor is able to update information about repair items, view reports, and perform some maintenance functions.

**User Type** - Identifies the category of CAV user. There are three user types: Contractor, ICP, and Administrator.

**Web Browser** - A software application used to locate and display Web pages. The two most popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers, which means that they can display graphics as well as text.

**Zip Code** - The Post Office mailing code assigned to the Carrier that ships the unit from the Contractor.  
NOTE: ZIP Codes in the United States will be either five numbers followed by five blanks or five numbers followed by a hyphen and four numbers. ZIP Codes for foreign countries can be any combination of numbers, letters, and symbols up to ten characters long.

## **System Requirements**

WebCAV is designed to be accessed using Netscape Navigator or Communicator V4.0 or higher on a Windows 95, 98, or Windows NT, 2000 platform.

For Windows 95 or 98:

- IBM compatible PC (486-DX66 or higher)
- 16 MB RAM
- 540 MB hard drive
- VGA monitor
- 28.8 K BPS or faster data transmission modem, or connection to Local Area Network
- Mouse
- Laser Printer, 4 PPM or faster, 300 DPI resolution
- Surge suppresser or UPS with built in surge protection

For Windows NT or 2000:

- IBM compatible PC (66 MHz Pentium)
- 32 MB RAM
- 540 MB hard drive
- VGA monitor
- 28.8 K BPS or faster data transmission modem, or connection to Local Area Network
- Mouse
- Laser Printer, 4 PPM or faster, 300 DPI resolution
- Surge suppresser or UPS with built in surge protection