



CPAC PROGRAM CORROSION ASSESSMENT TOOL & DATABASE



USERS MANUAL Last Updated: 10/28/2020

Compatible Operating Systems:

- Samsung Galaxy Tab (Galaxy Tab A, Galaxy Tab E-Lite)
- Microsoft Operating System (Windows 7 or higher)
- Microsoft Access (2007 or higher)
- Microsoft Excel (2007 or higher)
- Web Browser (Internet Explorer, Chrome, Firefox)

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SECTION I: DOWNLOADING AND OPENING THE FILE

STEP 1: Go to the CPAC website: <https://www.marcorsyscom.marines.mil/Portfolios-and-Programs/Logistics-Combat-Element-Systems/Corrosion-Prevention-and-Control/Setup/> Select “Corrosion Assessment Tool” under “TOOLS & TRAINING” on the right-hand menu bar. Click on the “Corrosion-Assessment-Tool-vX.X.zip” hyperlink and save the file to your computer (your computer may warn you this is a harmful file, if so, ensure you select “Continue” or “Keep” from the warning). Extract the file.

STEP 2: Double-click on the “Corrosion Assessment Tool” file.

You may get a security warning on top of your screen as shown below. (See right above USMC CPAC emblem.) Click the “Enable Content” button.



SECTION II: USER TOOL BUTTON DESCRIPTIONS



Corrosion Assessment Tool

Version
Released:

User Tools

- Conduct Assessment
- Transfer Data
- Verification and Validation
- Export Assessment Data
- Archive Records



[CORROSION ASSESSMENT CHECKLIST](#)

[USER'S MANUAL](#)

Administrator Tools

- Install CPAC Checklist on Device
- Link Tables to Program Management Database
- Unit Complete
- Inventory
- GFE Inventory

User Tools:

- **Conduct Assessment:** Conduct and save assessments directly to the database.
- **Transfer Data:** Transfers the assessments from the Device to the computer.
- **Verification and Validation (V&V):** Used to perform V&V on the assessments that have been transferred to this database per CPAC Policy Clarification Letter 8-09.
- **Export Assessment Data:** Creates the Info Query Excel file that will be e-mailed to the CPAC Program Office per CPAC Policy Clarification Letter 4-08.
- **Archive Records:** Places current assessments in an archived state, which can be no longer exported and will be used for reconciliation upon completion of the unit.

Administrator Tools:

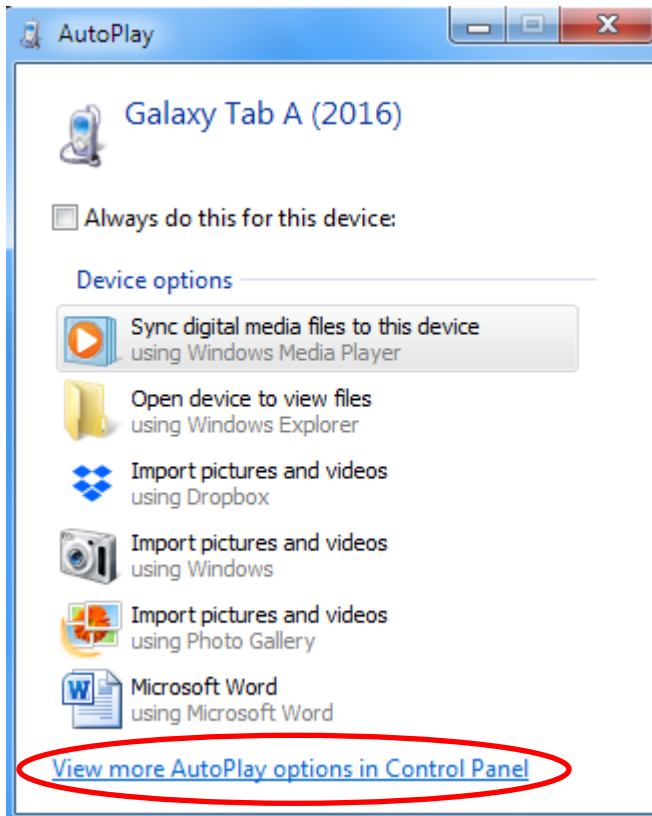
- **(Tablet Only) Install CPAC Checklist on Device:** Installs the CPAC Checklist on the Device.
- **Link Tables to CPAC Program Management Database:** Connects Corrosion Assessment Tool to the CPAC Program Management Database. This is required to perform V&V and reconciliation.
- **Unit Complete:** Allows user to create the FSR Reconciliation Report and complete the unit, which will also delete all assessments in the database for the selected unit.
- **GFE Inventory:** Used to conduct monthly GFE inventory.

SECTION III: CONNECTING TO EXTERNAL DEVICES

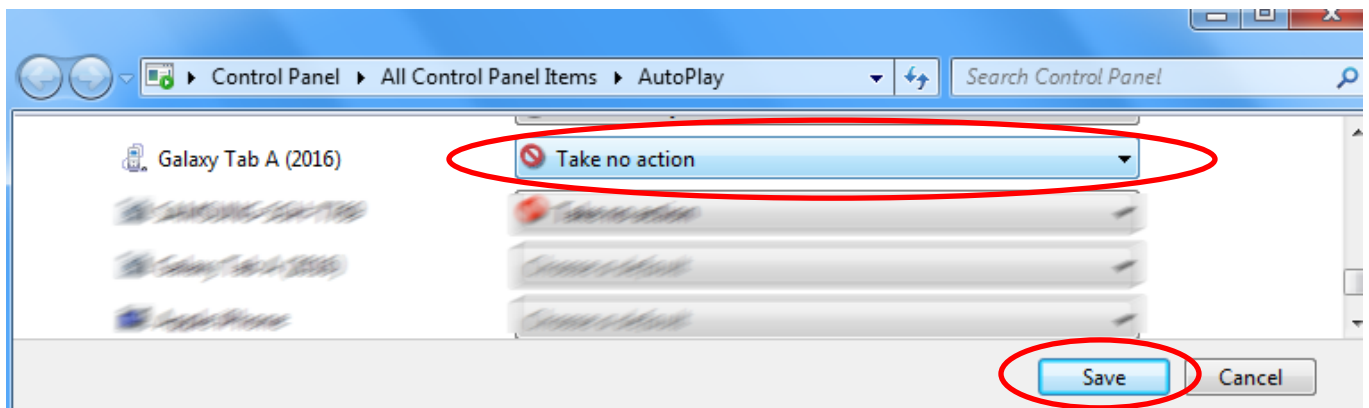
Devices are provided by the CPAC Program Office and are intended for official use only and should not be used for any other reasons. The current device that is compatible with the system is the Samsung Galaxy Tablet. Instructions for installing the Samsung Galaxy Tablet are provided below.

STEP 1: Connect the tablet to your PC.

STEP 2: If the AutoPlay dialog appears, select “View more AutoPlay options in Control Panel”

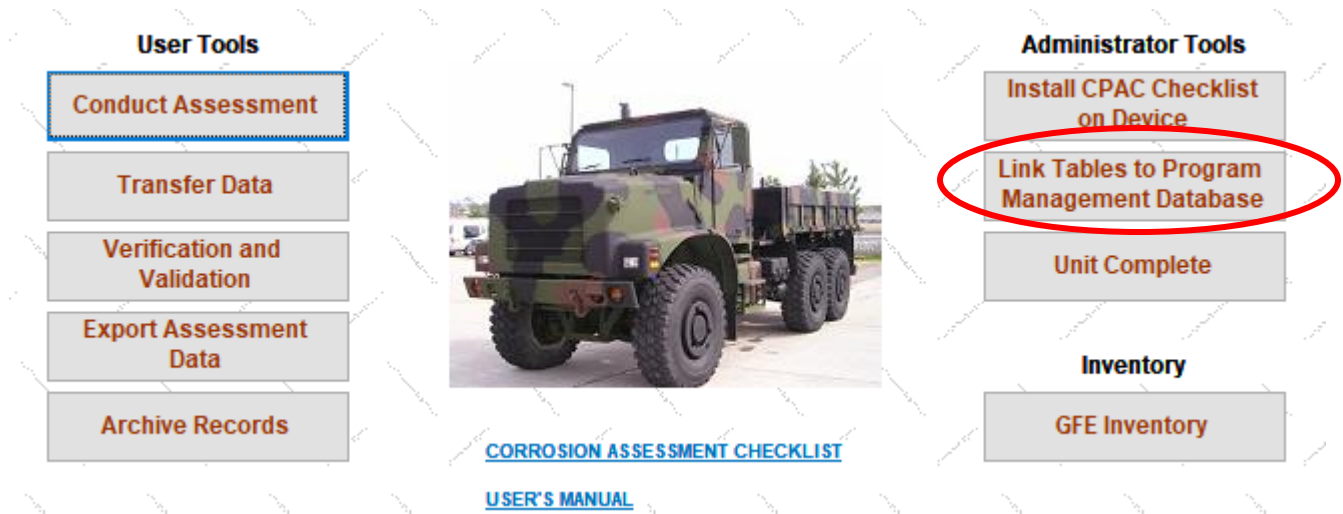


STEP 3: Locate the “Galaxy Tab A” entry and select “Take no action”, then select “Save”. Close the AutoPlay dialog if still open.

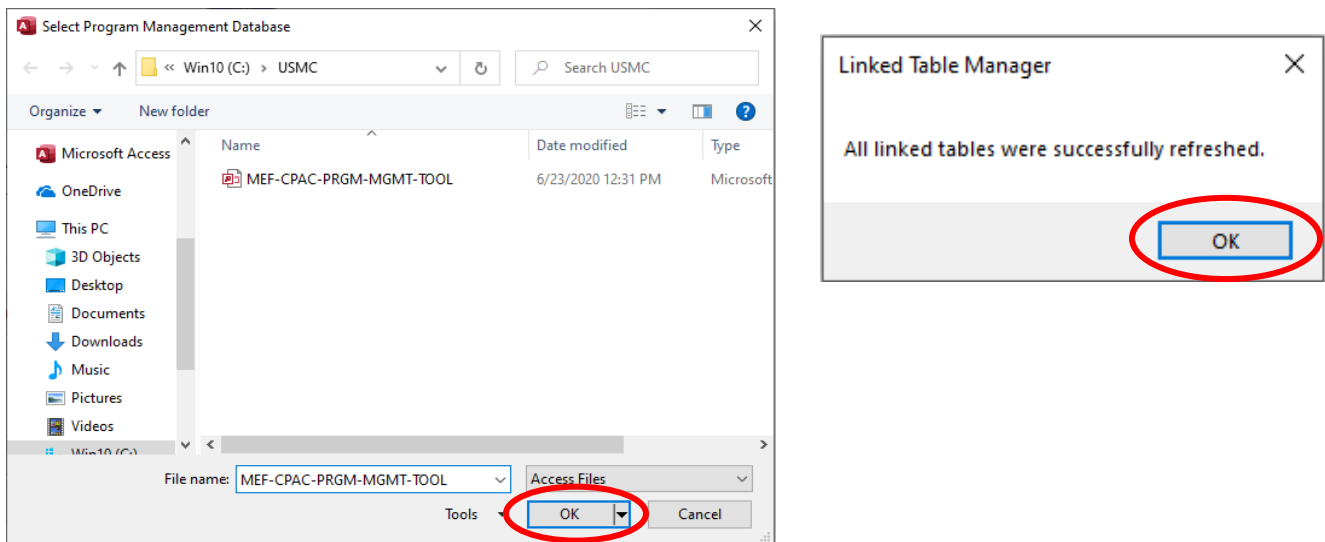


SECTION IV: LINKING TABLES TO THE CPAC PROGRAM MANAGEMENT DATABASE

STEP 1: Press the “Link Tables to Program Management Database” button located under “Administrator Tools”.



STEP 2: Scroll to the location of the MEF-CPAC-PRGM-MGMT-TOOL, then double-click on the file. You will see a message box that states “All linked tables were successfully refreshed.”



Press “OK”. The Corrosion Assessment Tool is now connected to the Program Management Database.

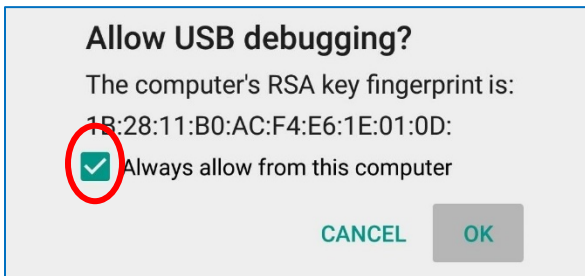
SECTION V: HOW TO INSTALL THE CORROSION ASSESSMENT TOOL ON THE DEVICE

Instructions for the Samsung Galaxy Tablet are provided below.

SAMSUNG GALAXY TABLET:

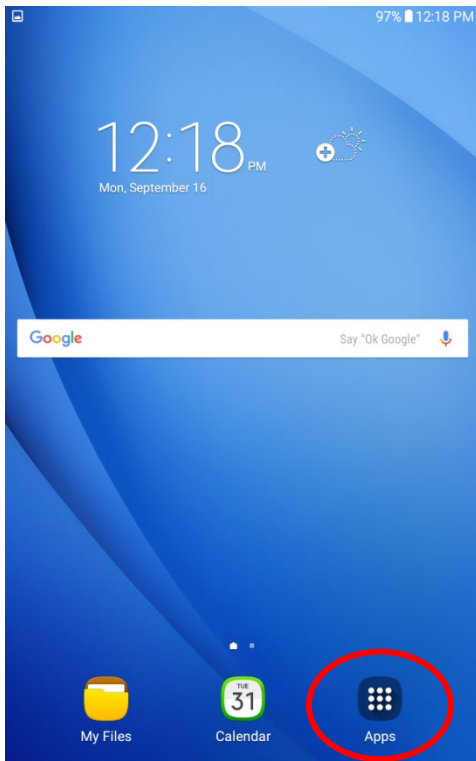
STEP 1: Connect your tablet to your PC.

STEP 2: You may see a dialog on your device asking to “Allow USB debugging?” - Check “Always allow from this computer” and hit OK.

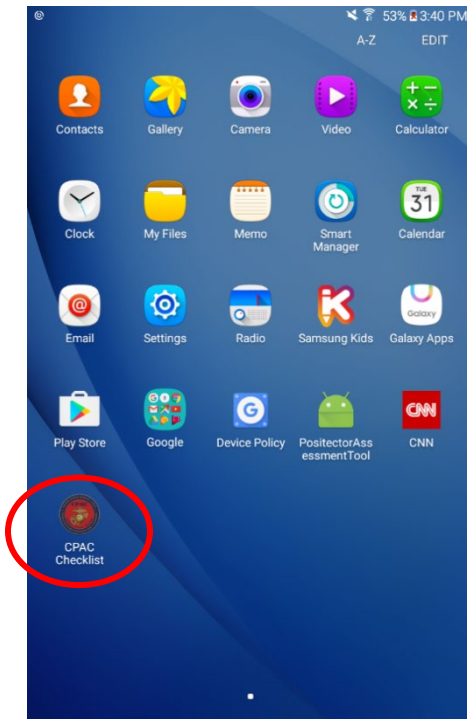


STEP 3: While your tablet is connected to your computer, select the “Install CPAC Checklist on Device” button located under “Administrator Tools”.

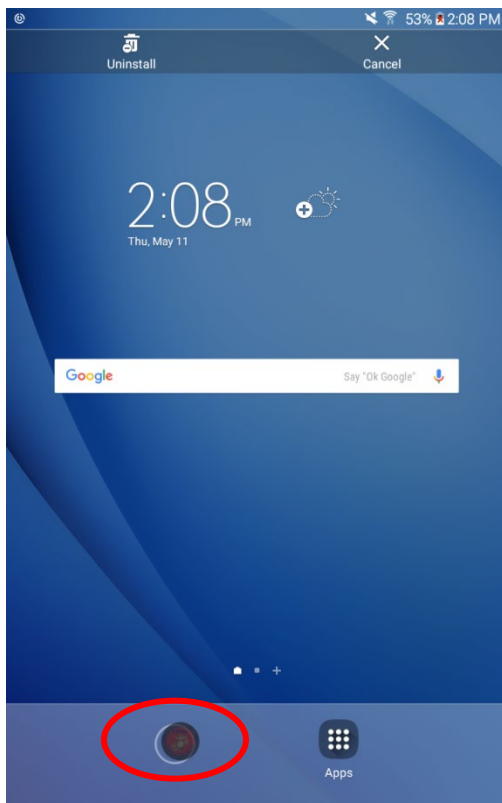
STEP 4: Once installed, you can access the CPAC Checklist App by selecting your “Apps” folder indicated below:



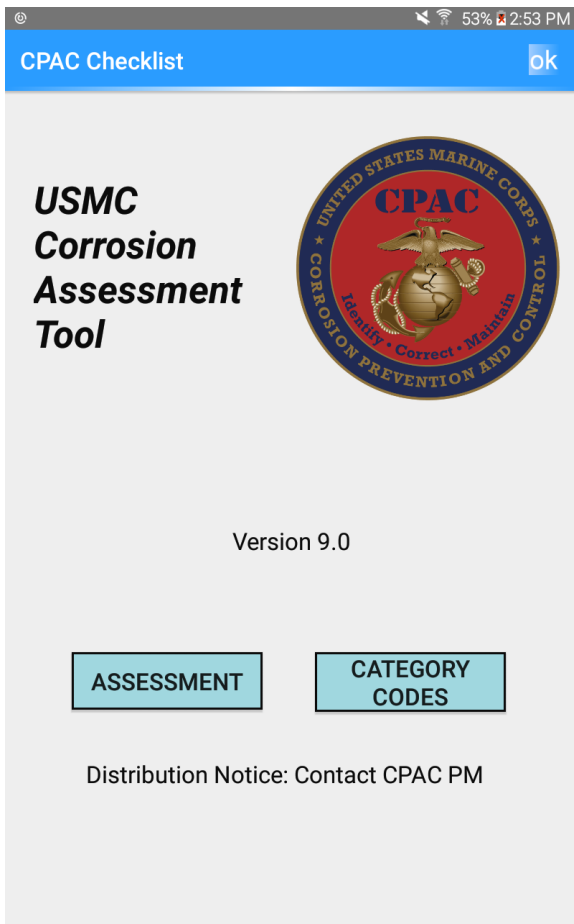
STEP 5: You will see the CPAC Checklist App listed in your Apps as shown below:



STEP 6 (optional): Press down & hold the CPAC Checklist App icon in your Apps folder. This will bring you back to your home page where you can drag it onto the quick access bar. Once complete, you will be able to access the application from your home page.



STEP 7: Tap on the CPAC Checklist App to start it, opening the screen below.

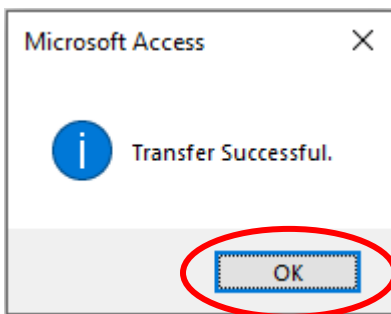


STEP 8: Tap the Assessment button to conduct an assessment.

STEP 9: Close out of the Corrosion Assessment Tool.

STEP 10: Re-connect the tablet and laptop.

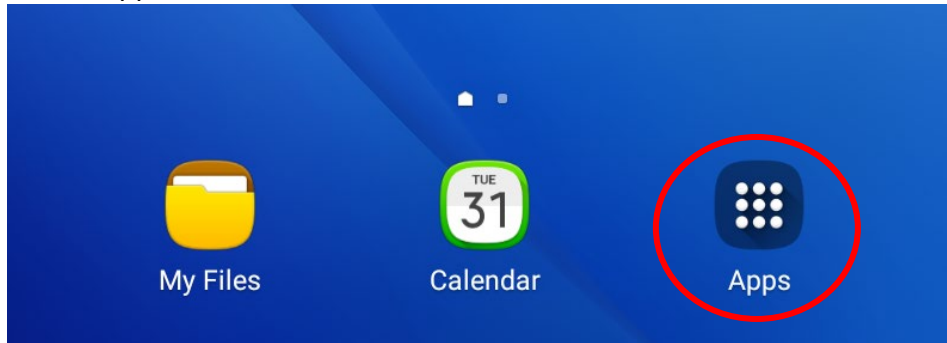
STEP 11: Select "Transfer Data" located under "User Tools". This transfers the records from the tablet to the Corrosion Assessment Tool and removes the data from the tablet, then click "OK".



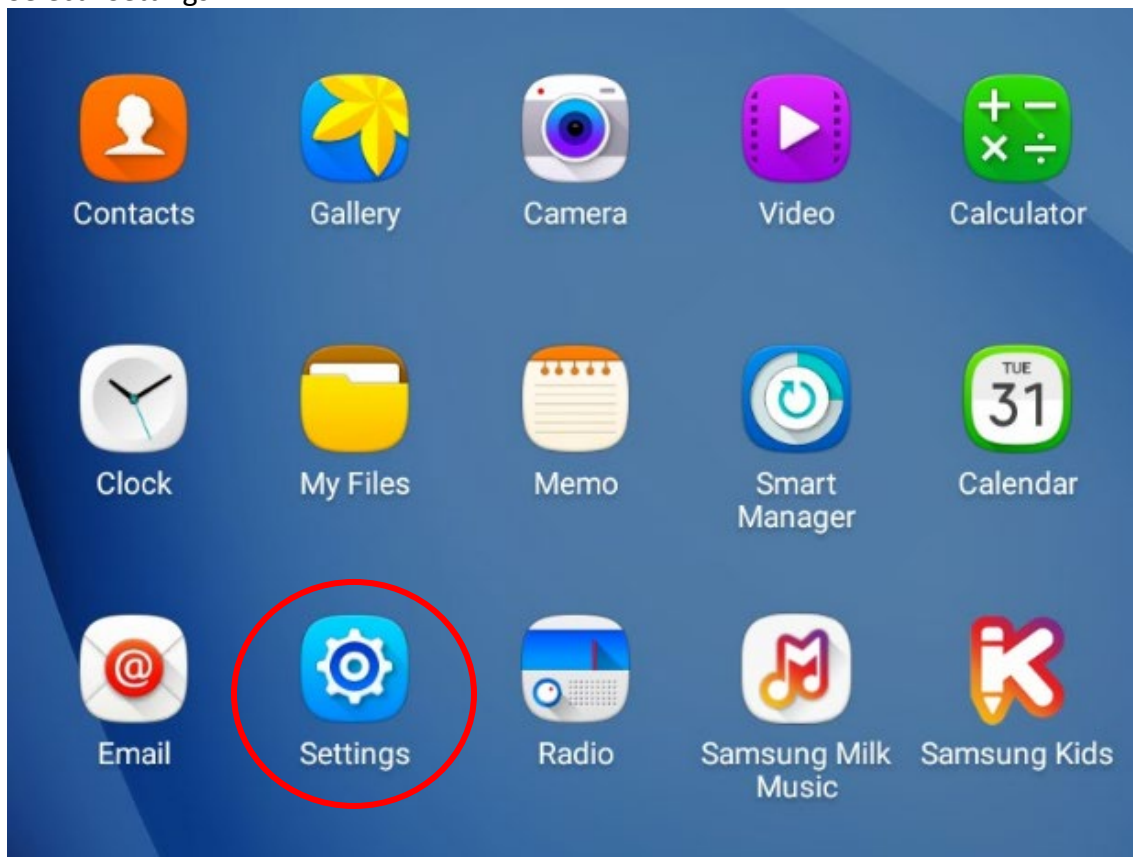
TABLET DATES

If the tablet date has changed and does not reflect today's date (on the front screen of the tablet), the date should be updated using the following procedures:

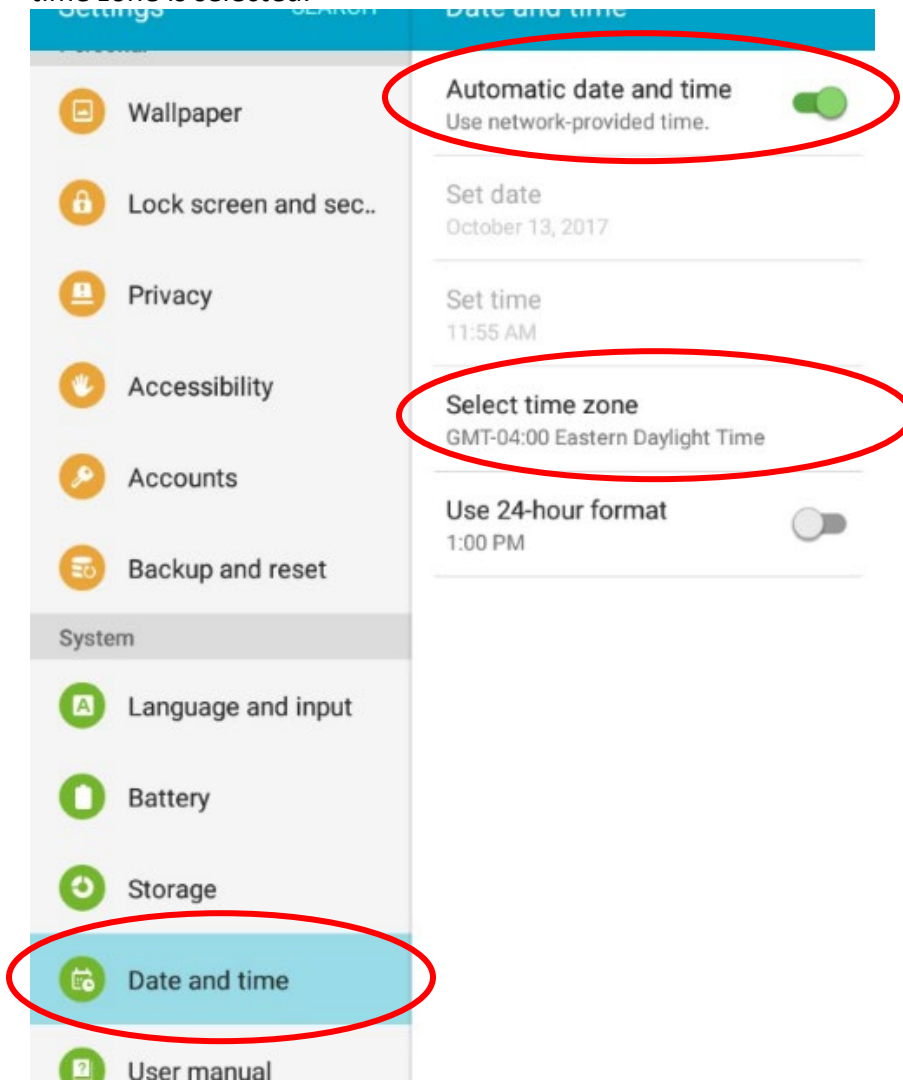
1. Go to "Apps"



2. Select "Settings"



3. Select "Date & Time" and ensure "Automatic date and time" is turned on and the appropriate time zone is selected.



SECTION VI: VERIFICATION AND VALIDATION

Press the “Verification and Validation” button under “User Tools”.

User Tools

- Conduct Assessment
- Transfer Data
- Verification and Validation**
- Export Assessment Data
- Archive Records

Administrator Tools

- Install CPAC Checklist on Device
- Link Tables to Program Management Database
- Unit Complete

Inventory

- GFE Inventory

[CORROSION ASSESSMENT CHECKLIST](#)

[USER'S MANUAL](#)

Once selected, the following screen will appear. In this screen, you have the option to navigate to the following error forms: NSN, AAC, Duplicate Records, Miles/KM/Hours, CSC, Verification and Validation, and Date Painted.

V&V Form

Select the buttons on the right to correct errors and conduct verification & validation. Verification and validation must be completed on each record before exporting your information.

Description		1 Count	2 View/Correct	3 Print
NSN Errors	Records do not match with TAMCN table	1	<input type="checkbox"/>	<input type="checkbox"/>
AAC Errors	Records do not match with UNIT table	1	<input type="checkbox"/>	<input type="checkbox"/>
Duplicate Records	Records contain duplicate information	0	<input type="checkbox"/>	<input type="checkbox"/>
Miles/KM/Hours Errors	Records do not match M/K/H requirements	0	<input type="checkbox"/>	<input type="checkbox"/>
CSC Errors	Records are inconsistent with requirements	0	<input type="checkbox"/>	<input type="checkbox"/>
Verification and Validation	Records require reconciliation with MEF MASTER	1	<input type="checkbox"/>	<input type="checkbox"/>
Date Painted Errors	Records are inconsistent with MEF MASTER	0	<input type="checkbox"/>	<input type="checkbox"/>

Close

1. Displays the number of records that need to be corrected or verified.
2. View and correct errors by clicking on these buttons.
3. The print function allows you to print the file for use in correcting the information.

STEP 1: View/Correct NSN Errors

Follow the instructions shown on the top of the form.

NSN Errors

If a PEI NSN and/or COMP NSN are highlighted below then either the NSN is incorrect or is a new NSN. To correct the error you must:

1. If the NSN in the error box is correct and needs to be added to the TAMCN table then click the box provided, or
2. Correct the collected NSN using the drop down box below

ASSESSMENT INFORMATION:	AAC:	M0000
DATE OF ASSESSMENT:	ASSESSED BY:	SMITH
PEI USMC SERIAL:	COMP SERIAL:	
1/1/2020		
12345		

PEI NSN ERROR:	5411012066070	COMP NSN ERROR:	
If PEI NSN is correct then check here:	<input type="checkbox"/>	If COMP NSN is correct then check here:	<input type="checkbox"/>

PROVIDE CORRECTED INFORMATION IN THE FIELDS BELOW:

CORRECT PEI NSN:		CORRECT COMP NSN:	
PEI NOMENCLATURE:		COMPONENT NOMENCLATURE:	

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1 NSN error(s) remaining

Close

Press the "Close" button to exit this form when completed. If you do not have any NSN errors, then skip to **STEP 2**.

STEP 2: View/Correct AAC Errors

Follow the instructions shown on the top of the form.

AAC Errors

If an AAC appears in the "AAC ERROR" box below then it's either incorrect or a new AAC. To correct the error you must:

1. If the AAC in the error box is correct and needs to be added to the UNIT table then click the box provided, or
2. Correct the collected AAC using the drop down box below

AAC ERROR:

ADDITIONAL ASSESSMENT INFORMATION FROM INFO QUERY:

ASSESSED BY:	<input type="text" value="SMITH"/>	PEI SERIAL:	<input type="text" value="12345"/>
DATE OF ASSESSMENT:	<input type="text" value="1/1/2020"/>	PEI NSN:	<input type="text" value="5411012066070"/>

If AAC ERROR is a correct AAC then check here:

PROVIDE CORRECTED INFORMATION IN THE FIELDS BELOW:

CORRECT AAC:
NAME:

1 AAC error(s) remaining

Press the "Close" button to exit this form when completed. If you do not have any AAC Errors, then skip to **STEP 3**.

STEP 3: View/Correct Duplicate Records

If the database contains multiple records with the same “NSN” and “Serial Number”, one or more of the records needs to be deleted. Follow the instructions shown on the top of the form.

Duplicate Record Errors

The records appear below due to duplicate assessments on the same NSN and Serial Number.
1. In the checkboxes below, select the record(s) that need to be deleted.
2. Select the delete button.

NSN:

SERIAL NUMBER:

TAMCN:

ASSESSED BY	DATE OF ASSESSMENT	AAC	CCC	COMP?	DELETE?
SMITH	1/1/2020	M0000	5	N	<input type="checkbox"/>
SMITH	1/1/2020	M0000	5	N	<input type="checkbox"/>

1 duplicate record set remaining

Press the “Close” button to exit this form when completed. If you do not have any duplicate records, then skip to **STEP 4**.

STEP 4: View/Correct Miles/KM/Hours (M/K/H) errors

The database contains miles, kilometers and hours definitions for certain NSNs.

- If the M/K/H reading of your assessment does not match the M/K/H definition for a particular NSN in the database, you will get an error.
- If the M/K/H reading of your assessment is less than what was previously collected, you will get an error

Miles, Kilometers, and Hours Errors

The current meter readings collected do not match the required information for this NSN or M/K/H are less than previously collected. Review the current assessment information below and either indicate that the assessment readings are correct or change the readings in applicable sections below.

CURRENT ASSESSMENT INFORMATION:

DATE OF ASSESSMENT:	1/1/2020	PEI NSN:	5411012066079
ASSESSED BY:	SMITH	NOMENCLATURE:	SHELTER, NONEXPANDABLE
PEI SERIAL:	12345		
CURRENT READINGS:	MILES/KM: NR	HOURS:	1300

METER READINGS DO NOT MATCH REQUIRED INFORMATION:

1 MILES/KM: HOURS:

IF CURRENT ASSESSMENT READINGS ARE CORRECT THEN CHECK HERE:

M/K/H LESS THAN PREVIOUSLY COLLECTED:

2 MILES/KM: IF M/KM READING IS CORRECT THEN CHECK HERE:

HOURS: IF HOURS READING IS CORRECT THEN CHECK HERE:

2 error(s) remaining

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Close

1. If your current reading is correct, you can indicate it by selecting the checkbox to alert the CPAC Program Office to review the M/K/H definition for that NSN. If your current reading is not correct, the areas which need to be corrected will be highlighted in yellow. Multiple scenarios are possible:
 - a) If you collected M/K/H reading but Hours was not required – you will be able to amend your reading by selecting the drop down and indicating NA.
 - b) If a reading was required and you indicated NA during the assessment, you will be able to type in the correct reading.

2. If your M/K/H reading is less than the previously collected reading for the asset, you will have an opportunity to provide an updated reading or indicate the reading is correct
 - a) You may enter a new reading in the appropriate box if required
 - b) To indicate that the current reading is correct for either M/K/H, select the “Reading is Correct” checkbox next to each item

Press the “Close” button to exit this form when completed. If you do not have any M/K/H errors, then skip to **STEP 5**.

STEP 5: CSC Errors

The database requires an input of the CSC (Convention for Safe Container) Date for certain NSNs. If the NSN requires a CSC Date and none was provided, you will get an error.

CSC Date Errors

The CSC Date is required for this assessment. Review the assessment information below and enter the CSC Date or indicate that the CSC Date is not available.

CURRENT ASSESSMENT INFORMATION:

DATE OF ASSESSMENT:	<input type="text" value="1/1/2020"/>	PEI NSN:	<input type="text" value="5411012066079"/>
ASSESSED BY:	<input type="text" value="SMITH"/>	NOMENCLATURE:	<input type="text" value="SHELTER, NONEXPANDABLE"/>
PEI SERIAL:	<input type="text" value="12345"/>		
CSC DATE READING:	MONTH: <input type="text" value="NA"/>	YEAR:	<input type="text" value="2022"/>

1 **IF CURRENT ASSESSMENT READINGS ARE CORRECT THEN CHECK HERE:**

ENTER THE CSC DATE FOR THIS RECORD:

2 CSC DATE: MONTH:
YEAR:

1 error(s) remaining

1. If your current reading is correct, you can indicate it by selecting the checkbox. This will alert the CPAC Program Office to review the CSC requirement for that NSN.
2. If your current reading is not correct, you can indicate the current reading using the MONTH and YEAR drop downs.

Press the “Close” button to exit this form when completed. If you do not have any CSC errors, then skip to **STEP 6**

STEP 6: Verification and Validation

The left panel shows current assessment record/s that need to be verified and validated against the record/s in the MEF Master panel to the right. Follow the instructions shown on the top of the form.

VERIFY ASSESSMENT INFO

VERIFICATION AND VALIDATION of current Assessment data:

1. Utilizing the MEF Master Record Information on the right, V&V must be conducted against the Current Assessment Record Information on the left.
2. If changes are required to the Current Assessment as a result of V&V, use the update buttons to request your change.
3. Once completed, check the "Asset Reconciled against MEF Master" box.
4. Once "Asset Reconciled against MEF Master" is checked the next record requiring V&V will appear.
5. Continue this process until V&V has been completed on all the Current Assessment Records.

CURRENT ASSESSMENT RECORD INFORMATION	MEF MASTER RECORD INFORMATION
DATE OF ASSESSMENT: 7/30/2019	DATE OF ASSESSMENT: 2/12/2018
COMP TAMCN: E0071	COMP TAMCN: E0071
COMP SERIAL: GPK617735 <input type="button" value="UPDATE"/>	COMP SERIAL: GPK617735
COMP NSN: 2540015464267 <input type="button" value="UPDATE"/>	COMP NSN: 2540015464267
PEI TAMCN: D0030	PEI TAMCN: D0030
PEI SERIAL: 617735 <input type="button" value="UPDATE"/>	PEI SERIAL: 617735
PEI NSN: 2320014133739 <input type="button" value="UPDATE"/>	PEI NSN: 2320014133739
MANUFACTURER DATE: JUL 1997 <input type="button" value="UPDATE"/>	MANUFACTURER DATE: JUN 1997
AAC: M20380	AAC: M20380
CATEGORY CODE: 1	CATEGORY CODE: 2
CSC DATE: NA NA <input type="button" value="UPDATE"/>	CSC DATE: NA NA
NOTES: <input type="text"/> <input type="button" value="UPDATE"/>	
ASSET RECONCILED AGAINST MEF MASTER: <input type="checkbox"/>	

7 record(s) remaining

Click on the "UPDATE" buttons to request changes to information for the current assessment. For example, click on the "UPDATE" button next to PEI Serial textbox under Assessment Information. You will see the screen below. Type the correction in the textbox, then press the "Close" button.

UPDATE DATA

Enter the desired update in the applicable box below:

PEI SERIAL:

PEI NSN:

COMP SERIAL:

COMP NSN:

MANUFACTURER DATE (MMM YYYY):

CSC DATE (MMM YYYY):

NOTES:

Validate information by clicking on the checkboxes. When the "ASSET RECONCILED AGAINST MEF MASTER" checkbox is checked, you will automatically move to the next record.

VERIFY ASSESSMENT INFO

VERIFICATION AND VALIDATION of current Assessment data:

1. Utilizing the MEF Master Record Information on the right, V&V must be conducted against the Current Assessment Record Information on the left.
2. If changes are required to the Current Assessment as a result of V&V, use the update buttons to request your change.
3. Once completed, check the "Asset Reconciled against MEF Master" box.
4. Once "Asset Reconciled against MEF Master" is checked the next record requiring V&V will appear.
5. Continue this process until V&V has been completed on all the Current Assessment Records.

CURRENT ASSESSMENT RECORD INFORMATION	MEF MASTER RECORD INFORMATION
DATE OF ASSESSMENT: 7/30/2019	DATE OF ASSESSMENT: 2/12/2018
COMP TAMCN: E0071	COMP TAMCN: E0071
COMP SERIAL: GPK617735	COMP SERIAL: GPK617735
COMP NSN: 2540015464267	COMP NSN: 2540015464267
PEI TAMCN: D0030	PEI TAMCN: D0030
PEI SERIAL: 617735	PEI SERIAL: 617735
PEI NSN: 2320014133739	PEI NSN: 2320014133739
MANUFACTURER DATE: JUL 1997	MANUFACTURER DATE: JUN 1997
AAC: M20380	AAC: M20380
CATEGORY CODE: 1	CATEGORY CODE: 2
CSC DATE: NA NA	CSC DATE: NA NA
NOTES:	
ASSET RECONCILED AGAINST MEF MASTER: <input type="checkbox"/>	

7 record(s) remaining

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Close

The Left and Right scroll buttons allow movement from one record to another without completing validation; however, scrolling through the records does not eliminate the requirement to complete validation of each record.

Asset Reconciled

This assessment has been reconciled. Would you like to move to the next record?

Yes No

V&V Completed

Verification and Validation is complete.

OK

Once V&V has been completed on all records move to **STEP 7** if required.

STEP 7: View/Correct Date Painted Errors

The left panel shows current assessment record/s that need to be verified and validated against the record/s in the MEF Master panel to the right. Follow the instructions shown on the top of the form.

VERIFY ASSESSMENT INFO

Current assessment record:

- Using the information from the MEF Master record, validate the accuracy of the CCC in the current assessment below.
- If the current CCC is accurate, then click "No" for re-assessment required.
- If the current CCC is inaccurate, then click "Yes" for re-assessment required. If "Yes" is selected, the asset must be re-assessed before the info query will process.
- Continue this process until validation is completed on all the current assessment records that appear below.

MEF Master record:

Current assessment data is inconsistent with the MEF MASTER record below and must be validated for one of the following reasons:

- The Date Painted field has been updated and the CCC has worsened or remained the same.
- The Date Painted field has not been updated and the CCC has improved.
- No Date Painted entered in the new record.

You must verify accuracy of new record information.

- Press the "View Hits" button below to view details on the assessment.
- Follow steps on the left screen.

ASSESSMENT INFORMATION

DATE OF ASSESSMENT:

PEI SERIAL

TAMCN:

PEI NSN

ASSESSED BY:

CATEGORY CODE:

DATED PAINTED:

RE-ASSESSMENT REQUIRED?

2 error(s) remaining

MEF MASTER INFORMATION

DATE OF ASSESSMENT:

PEI SERIAL

TAMCN:

PEI NSN

ASSESSED BY:

CATEGORY CODE:

DATE PAINTED:

You may click on the “View Hits” button on the right screen to view details on the MEF Master record. This is provided to assist in validating accuracy of the new assessment.

VERIFY ASSESSMENT INFO

Current assessment record:

1. Using the information from the MEF Master record, validate the accuracy of the CCC in the current assessment below.
2. If the current CCC is accurate, then click "No" for re-assessment required.
3. If the current CCC is inaccurate, then click "Yes" for re-assessment required. If "Yes" is selected, the asset must be re-assessed before the info query will process.
4. Continue this process until validation is completed on all the current assessment records that appear below.

MEF Master record:

Current assessment data is inconsistent with the MEF MASTER record below and must be validated for one of the following reasons:

1. The Date Painted field has been updated and the CCC has worsened or remained the same.
2. The Date Painted field has not been updated and the CCC has improved.
3. No Date Painted entered in the new record.

You must verify accuracy of new record information.

1. Press the "View Hits" button below to view details on the assessment.
2. Follow steps on the left screen.

ASSESSMENT INFORMATION		MEF MASTER INFORMATION	
DATE OF ASSESSMENT:	04/23/2017	DATE OF ASSESSMENT:	5/6/2018
PEI SERIAL	623219	PEI SERIAL	623219
TAMCN:	D0030	TAMCN:	D0030
PEI NSN	2320015402038	PEI NSN	2320015402038
ASSESSED BY:	JOHN	ASSESSED BY:	MORRIS
CATEGORY CODE:	5	CATEGORY CODE:	1
DATED PAINTED:	NONE 2010	DATE PAINTED:	
RE-ASSESSMENT REQUIRED?	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="View Hits"/>	

2 error(s) remaining

If re-assessment is required, click the “Yes” button on the left panel – Another screen pops up and you will be prompted to save this info as an Excel file for use in listing the assets that require re-assessment.

If re-assessment is not required, then click the “No” button.

Record Verified

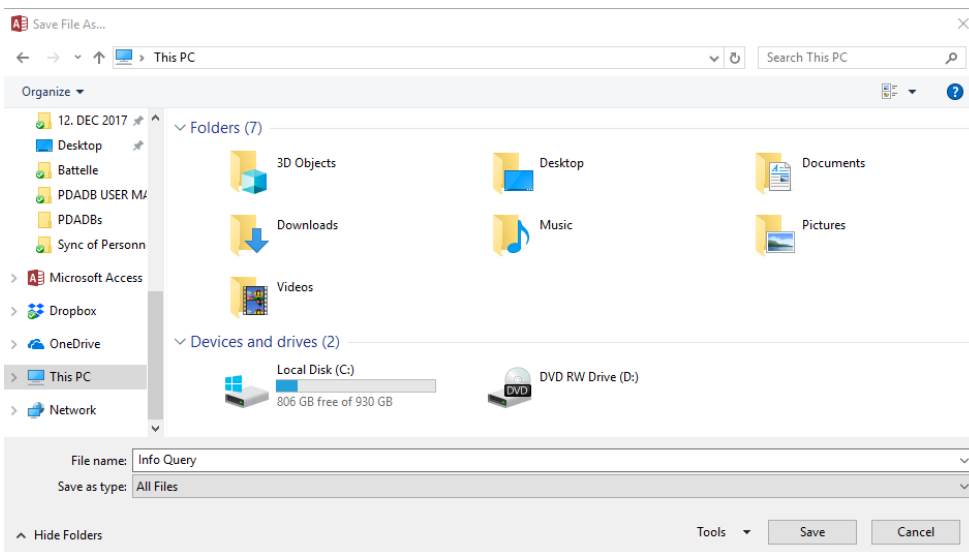
This record has been verified. Press "OK" to confirm and move to the next record

SECTION VII: EXPORT ASSESSMENT DATA

After all assessment records have been downloaded for the week and V&V is completed, you must select “Export Assessment Data” found under the “User Tools”.



When selected, the window below will be displayed.



STEP 1: Save the Excel file within the desired folder with the format used below per CPAC Policy Clarification Letter 4-08: “INFO QUERY I MEF CAMP PENDLETON 08-12 SEP 09.xlsx”

STEP 2: Once saved as an Excel file, your info query for the week or period is completed. This is the file that you will provide to the CPAC Program Office per CPAC Policy Clarification Letter 4-08.

STEP 3: The next step is to clean the database prior to importing next weeks’ records. Press the “Archive Records” button and then click “OK”. If you have not saved your information as an Excel file, you will be warned and cannot archive the records – click “OK” and click “Export Assessment Data”.

User Tools

Conduct Assessment

Transfer Data

Verification and Validation

Export Assessment Data

Archive Records



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Administrator Tools

Install CPAC Checklist on Device

Link Tables to Program Management Database

Unit Complete

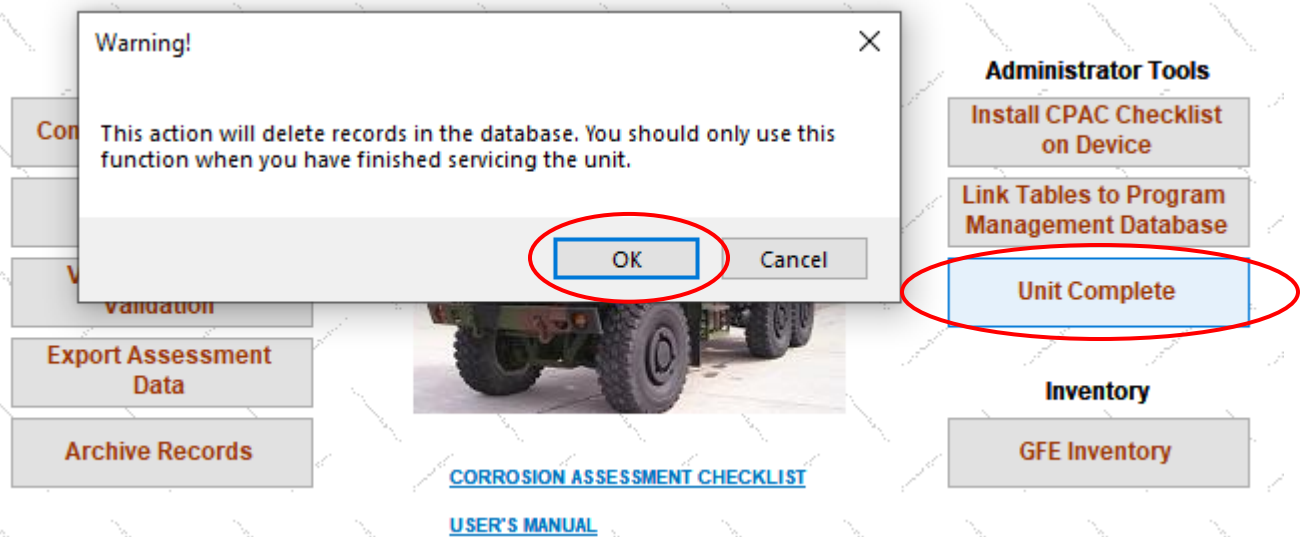
Inventory

GFE Inventory

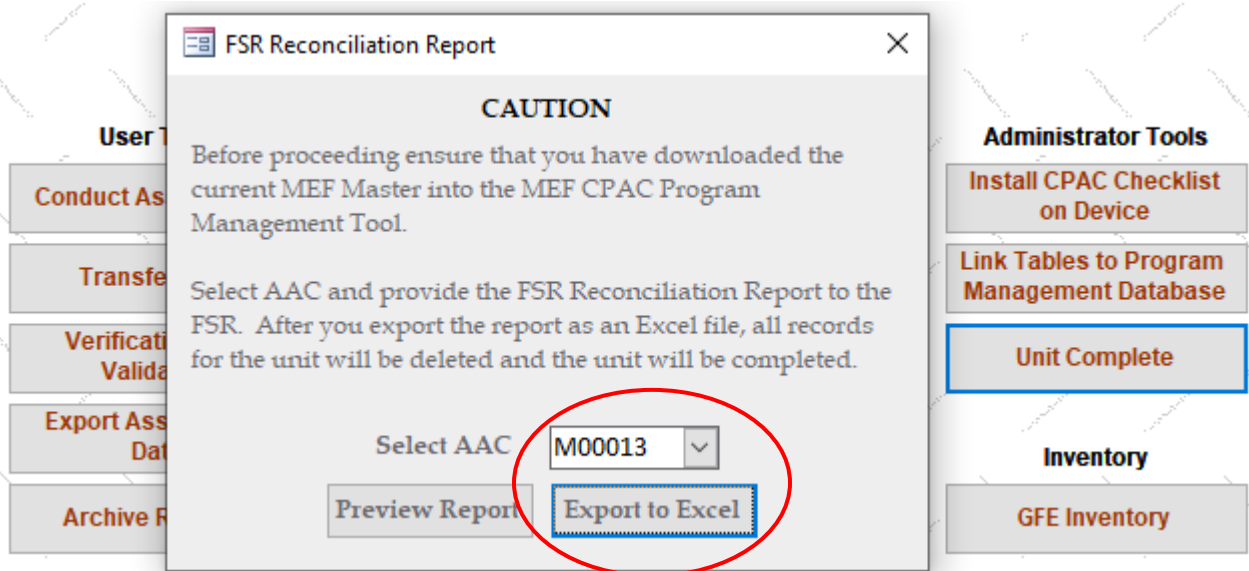
Note: The records being archived are placed in an archive state that will be used for creating the FSR Reconciliation Report, which is required upon completion of the unit.

SECTION VIII: UNIT COMPLETE

Once you have completed servicing the unit, you may now select “Unit Complete”.



Select the ACC you wish to complete and select “Export to Excel”. The FSR Reconciliation Report will be exported as an Excel file and all records for the selected AAC will be permanently deleted. The FSR Reconciliation Report may optionally be previewed before exporting by selecting “Preview Report”.



SECTION IX: GFE INVENTORY MODULE

The purpose of this section is to provide users with an understanding of the Government Furnished Equipment (GFE) Inventory module. The GFE Inventory module was created by the CPAC Program Office to provide users an automated tool to conduct, view, and report inventory metrics. The GFE Inventory module provides the user with the following functionalities:

- Blank inventory forms to conduct inventory
- Electronic input of current month on hand inventories
- Automated 1-click reporting to the CPAC Program Office
- Data quality checks to reduce manual errors

The operator is responsible for understanding the module features, providing accurate inputs, and completing the inventory in a timely manner. The GFE Inventory is due to the CPAC Program Office no later than the 5th of each month.

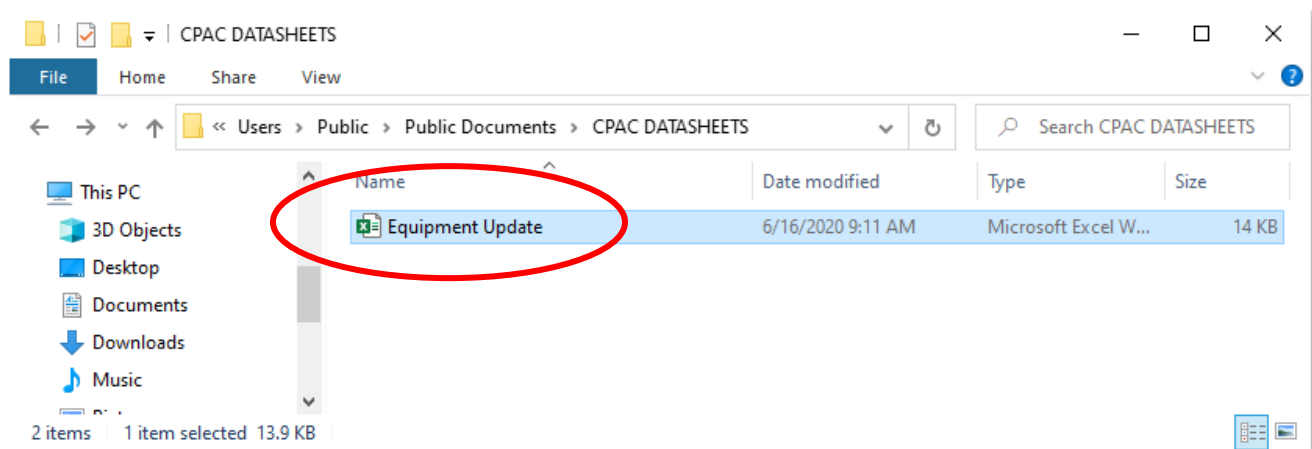
Importing Inventory History/File

The CPAC Program Office will provide you with the following file:

- “Equipment Update.xlsx” which contains historical inventory for your location and will import inventory history into your database

To begin the inventory process, this file **MUST** be included in the folder:

C:\Users\Public\Public Documents\CPAC DATASHEETS



This step **ONLY** needs to be done if:

- You are using the inventory module for the first time
- You have recently installed or re-installed a blank Corrosion Assessment Tool database and there is no CAT BACKUP in your CPAC DATASHEETS folder
- You have requested updates be made to historical inventory information and the CPAC Program Office has provided you with a new Equipment Update file

Once you save this file to the CPAC DATASHEETS folder, you may access the inventory module.

Accessing the GFE Inventory Module

This module is located in the Corrosion Assessment Tool distributed by the CPAC Program Office. To access the GFE Inventory module – open the Corrosion Assessment Tool and select “GFE Inventory”.

Note: Upon opening the Corrosion Assessment Tool, either for the first time or when provided an Equipment Update file, a message will appear notifying you that inventory has been imported.

The screenshot displays the Corrosion Assessment Tool interface. On the left, under the heading "User Tools", there is a vertical stack of five buttons: "Conduct Assessment" (highlighted with a blue border), "Transfer Data", "Verification and Validation", "Export Assessment Data", and "Archive Records". In the center, there is a photograph of a green and black military truck. Below the photo are two blue links: "CORROSION ASSESSMENT CHECKLIST" and "USER'S MANUAL". On the right, under the heading "Administrator Tools", there is a vertical stack of four buttons: "Install CPAC Checklist on Device", "Link Tables to Program Management Database", "Unit Complete", and "GFE Inventory". The "GFE Inventory" button is circled in red. Above the "GFE Inventory" button, the word "Inventory" is written in red text.

Inventory Form Overview

When the GFE Inventory button is selected, an Inventory Form will appear. Below is a listing of the key components of the form.

User Tip: Use the 'Tab' key to navigate between the entry fields.

A Okinawa **Inventory Sheet - June 2020** **B**

Select Inventory Tab: Binks Maint/Repair Kit **C**

NOTE: An asterisk (*) denotes Auth Qty's unique to a team location

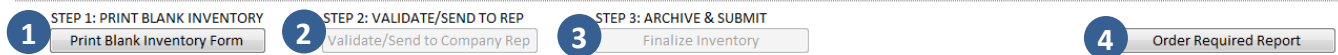
Line Item Description	Part No/Serial No	NSN/CAGE	Non-GFE U/I	Auth Qty	Adj Qty	Historical Serviceable Monthly Inventory												Current Month Qty			Not Required	Update/Delete (Non-GFE Only)		
						Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Svcble	Unsvcble	Missing							
1 BINKS AA 1600M MAINTENANCE/REPAIR KIT	-	-	<input type="checkbox"/> KT	F	G	1	1	1	1	1	1	1	1	1	1	1	1	1	H	I	J	K	L	
a PARTS STORAGE BOX	2HFT1	00Q14	<input type="checkbox"/> EA																					
b BAFFLE PLATE (KIT OF 5)	SPA-71-K5	0XBPF6	<input type="checkbox"/> KT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
c FLUID SEAT (FLUID NOZZLE ASSY)	54-5811-K	0XBPF6	<input type="checkbox"/> EA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
d GASKET (BOX OF 5 KITS)	SPA-98-K5	0XBPF6	<input type="checkbox"/> KT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
e AIR VALVE ASSY	SN-402-K	0XBPF6	<input type="checkbox"/> EA	4	4	2	4	1	4	4	3	3	4	1										

A. LOCATION	Inventory location will automatically be displayed in the title and cannot be changed.
B. PERIOD	Reflects the current month for which inventory will be conducted.
C. INVENTORY TAB	Reflects the various items at the location. Inventory tabs correspond to the “tabs” located in the excel files originally used by the CPAC Program Office. To select a specific tab, use this drop down; all tabs must be completed.
D. ADD NON-GFE INVENTORY	Used to add Non-GFE inventory; this feature is provided for company tracking purposes only. Non-GFE inventory is not required to be reported to the CPAC Program Office, however once inputted it is included in the monthly inventories.
E. LINE ITEMS	Displays item details: Item Description, Part No/Serial No, NSN/CAGE, U/I. Contact the CPAC Program Office to make changes/edits to this information.
F. AUTH QTY	Established by the CPAC Program Office.
G. ADJUSTED QTY (ADJ QTY)	Established by the CPAC Program Office (determined by taking the sum of (SVCBLE + UNSVCBLE+ MISSING) and subtracting items indicated as NOT REQUIRED in previous submissions). If the CURRENT MONTH Serviceable input is less or greater than ADJ QTY, additional input will be required.
H. SERVICEABLE (SVCBLE)	Insert the current month on hand serviceable amount (if 0, must enter 0). If serviceable qty input is less than ADJ QTY, additional input will be required.
I. UNSERVICEABLE (UNVCBLE)	Input amount of unserviceable items. If an item is worn but still operational, it is NOT considered unserviceable.
J. MISSING	Input amount of missing items.
K. NOT REQUIRED	An input here will indicate to the CPAC Program Office the quantity of items no longer required at your site. The ADJ QTY will be decreased (during final submission) by the amount indicated as Not Required. NOT REQUIRED should not be indicated when only ordering parts for an item.
L. UPDATE/DELETE	Used to update/delete asset information (Part No/Serial No, Item Description, NSN/CAGE, U/I, Auth Qty, Adj Qty) for Non-GFE inventory only.

Note: The sum of current month SERVICEABLE, UNSERVICEABLE and MISSING must be at least equal to the ADJ QTY.

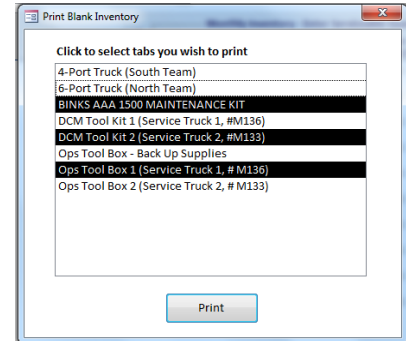
Inventory Reporting Process

Outlined below is the Inventory Reporting Process as required by the CPAC Program Office. All processes (1-3) must be completed in order; Buttons will remain deactivated unless the appropriate order is followed.



1. STEP 1: PRINT BLANK INVENTORY

When selected, either a specific tab or multiple tabs can be selected to print (see image on right). These forms are provided for the user to walk around, complete the inventory and then input results in the database.



2. STEP 2: VALIDATE/SEND TO REP

Once **Step 1** is completed and the inventory for all tabs has been inputted, the database will conduct quality checks to ensure all tabs/line items are completed and accurate which will then enable **Step 2**. Once **Step 2** has been enabled, the following actions will be completed in the following sequence:

- Open Microsoft Outlook
- Select **Step 2** (Validate/Send to Company Rep), once selected an email will be generated with the Current Month Inventory (a PDF document named after the location and inventory month), and when required the Order Required Form. Additionally, if any gear is identified as missing during the inventory, the Team Lead is required to provide a Missing Gear Statement(s) to their Company Rep.
- Upon receipt, the Company Rep will review the submitted files for accuracy. If any discrepancies are noted, the Company Rep will inform the Team Lead(s) to make required corrections. This process will continue between the Team Lead(s) and Company Rep until the Company Rep has reviewed and accepted the submitted files.

Note: During the review process above, the CPAC Program Office will not be included in the email correspondence between the Team Lead(s) and Company Rep.

- Once all files have been accepted by the Company Rep, they will consolidate the Current Month Inventories, Order Required Forms, and Missing Gear Statements for all teams into one email and submit the consolidated monthly GFE Inventory Forms to the CPAC Program Office for review.

Note 1: No other actions will be completed by the Team Leads until the CPAC Program Office has reviewed all of the submitted Inventories and Order Required Forms and provided instructions back to the Company Rep.

Note 2: Items listed on the Order Required Form that have already been placed on Order but not received should be annotated as “Previously on order” in the Comments section on the current consolidated Order Required Form.

Note 3: Unit and Shipping Costs will be populated on the Order Required Forms for all identified items. The current Contracted Company G&A rate will be required to be entered one time in the header which will automatically populate the G&A column.

- Once the CPAC Program Office has reviewed the submitted Inventories and Order Required Forms, the results will be provided back to the Company Rep.
 - If no corrections are required, the Company Rep will instruct the Team Lead(s) to complete **STEP 3: Archive and Submit**.
 - If corrections are required, the Company Rep will ensure corrections are made to the inventories and **STEP 2** repeated until the submission is accepted by the CPAC Program Office at which time **STEP 3** could then be completed.

3. STEP 3: ARCHIVE & SUBMIT

Once the Company Rep informs the Team Lead(s) to finalize the inventory, the Team Lead(s) select Finalize Inventory. Once selected, changes CANNOT be made and the current month inventory will be archived. An email message will be generated which will be sent to the CPAC Program Office for consolidation into the Master Database (the CPAC Program Office email addresses are provided in the Outlook email message generated).

4. ORDER REQUIRED REPORT

The Order Required Form generated earlier by the Team Lead(s) can be reproduced at any time and may be needed upon request. Once the “Order Required Form” button is selected, you will be prompted to save the excel file to your computer. If the file is being generated from a request to resend the Order Required Form, all of the information must be populated as described in **Note 3** under **STEP 2**.

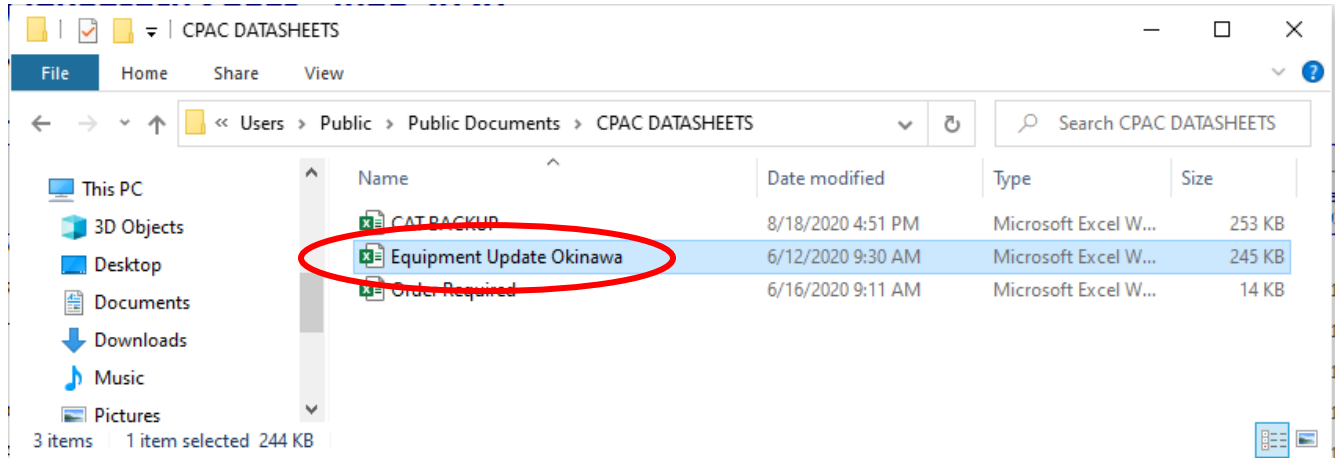
Updating Inventory Information

To maintain data integrity, the following items are restricted and cannot be updated:

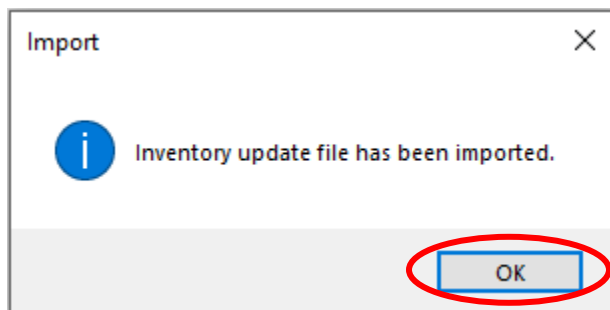
- Past month inventory numbers
- Authorized Quantity
- Line Item, Description, Part No/Serial No, NSN/CAGE
- GFE Designation
- Addition/Deletion of GFE Inventory

If you notice an error or if an update is needed to this information, please contact the CPAC Program Office who will validate and initiate the change if required.

If your updates are accepted, the CPAC Program Office will provide you with a file called “Equipment Update *Location*.xlsx” (*Location* will correspond to your location) which will need to be saved in your CPAC DATASHEETS folder and imported to your database.



This file will import once you open the Corrosion Assessment Tool. You should see the following message box to indicate that the necessary changes have been imported.



Error Checks/Logic Explained

General

Authorized Quantity of each unique item carried by the CST is assigned by the CPAC Program Office and can't be changed by the user. Adjusted Quantity is a result of items reported on previous inventories as "Not Required" and approved by the CPAC Program Office. Entries are made into the current month quantity fields. *At minimum, the sum of the Serviceable, Unserviceable, and Missing must equal Adjusted Quantity prior to moving on to the next line item.*

Example 1

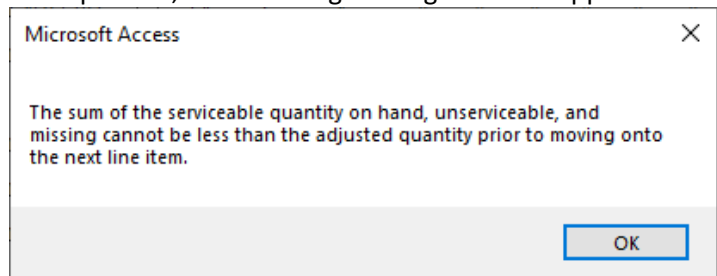
Suppose an Item has an Adjusted Qty of 4 and of those 4, 2 are serviceable.

First: Enter the serviceable quantity on hand:

Line Item Description	Part No/Serial No	NSN/CAGE	Non-GFE	U/I	Auth Qty	Adj Qty	Historical Serviceable Monthly Inventory												Current Month Qty			Not Required				
							Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Svcble	Unsvcble	Missing								
b Postiv-Loc Holder	-	4130-01-459-5183	<input type="checkbox"/>	EA	2	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	2				

Serviceable Qty	2
+Unserviceable	0
+Missing	0
<hr/> Total	2
-Adj Qty	4
Variance	-2

If you attempt to move to the next record when a variance is present, the following message box will appear:



Second: Account for variance by entering the quantity of items which are unserviceable/missing.

Line Item Description	Part No/Serial No	NSN/CAGE	Non-GFE	U/I	Auth Qty	Adj Qty	Historical Serviceable Monthly Inventory												Current Month Qty			Not Required			
							Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Svcble	Unsvcble	Missing							
b Postiv-Loc Holder	-	4130-01-459-5183	<input type="checkbox"/>	EA	2	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	2	1	1	

Serviceable Qty	2
+Unserviceable	1
+Missing	1
<hr/> Total	4
-Adj Qty	4
Variance	0

Now all requirements have been satisfied and you can move to the next line item.

Note: When assets are indicated as Unserviceable or Missing, they are automatically populated on the Order Required Form and reviewed by the Company Rep.

Example 2

Using the same scenario in Example 1, say you additionally want to indicate one or more of the Unserviceable or Missing items as Not Required, you may do so by entering that amount in the “Not Required” column.

Line Item Description	Part No/Serial No	NSN/CAGE	Non- GFE	U/I	Auth Qty	Adj Qty	Historical Serviceable Monthly Inventory										Current Month Qty			Not Required	
							Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Svcble	Unsvcble	Missing			
b Postiv-Loc Holder	-	4130-01-459-5183	<input type="checkbox"/>	EA	2	4	4	4	4	4	4	4	4	4	4	4	4	2	1	1	1

By indicating an asset as “Not Required”, your Adjusted Quantity will be decreased from 4 to 3 in the following month (assuming the Not Required entry is approved by the CPAC Program Office).

SECTION X: CRF MATERIAL INVENTORY

The purpose of this section is to provide users with an understanding of the CRF Material Inventory which was designed to assist CRF Managers and Staff with management of materials critical to the corrosion repair process.

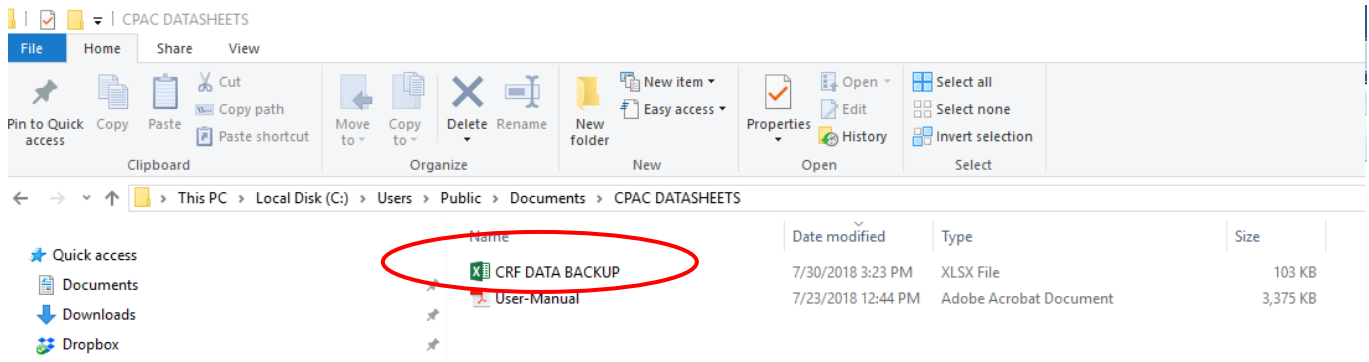
The CRF Material Inventory is located within the CRF Module under CRF Manager Tools and is used to create, track, and receipt for material orders, track material usage by batch number and expiration date and can be used for fiscal management of CRF material expenses.

The operator is responsible for understanding the module features, providing accurate inputs and completing the inventory in a timely manner. The CRF Material Inventory is due to the CPAC Program Office no later than 0900, the first work day of each week.

Importing Inventory Files

The CPAC Program Office will provide you with a “CRF Data Backup.xlsx” file which contains the inventory for your location. This file will import automatically upon opening a blank CPAC Program Management Database.

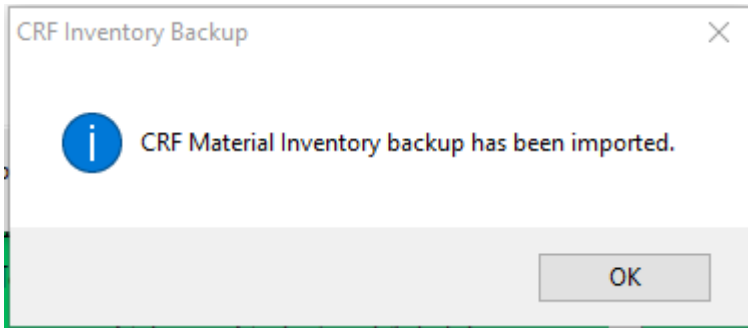
To begin the inventory process, save the “CRF Data Backup.xlsx file in your CPAC DATASHEETS folder located in directory C:\Users\Public\Public Documents\CPAC DATASHEETS as depicted below.



This step **ONLY** needs to be done if:

- You are using the inventory module for the first time.
- You have recently installed or re-installed a blank CPAC Program Management Database and there is no CRF Data Backup file in your CPAC DATASHEETS folder.

The message in the dialog box below will appear upon initially entering the CPAC database for the first time after saving the CRF Data Backup file to alert you that the file is present and available for use.



If an update has been requested, the CPAC Program Office will provide you with a CRF DATA UPDATE file. Follow the steps listed below to process the update file:

- 1) Close your CPAC Program Management Database
- 2) Go to your CPAC DATASHEETS folder
- 3) Save the CRF DATA UPDATE file to your CPAC DATASHEETS folder
- 4) Open your CPAC Program Management Database (you will not need to download a new database)

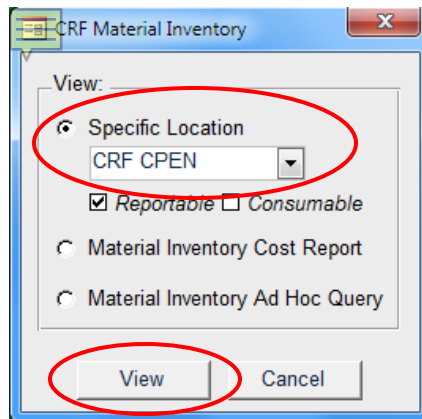
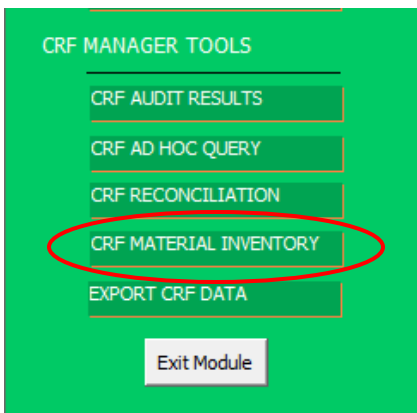
You will receive a message saying the file has been imported and the CRF DATA UPDATE file will be deleted from your CPAC DATASHEETS folder.

Note: Pause all input into the module when updates are requested. If you continue input into the module after an update is requested, that information will be overwritten when an update file is processed.

See Inventory Modifications section below for full details on requesting updates.

Accessing the CRF Material Inventory

This module is located within the CPAC Program Management Database distributed by the CPAC Program Office. To access the CRF Material Inventory – open the CPAC Program Management Database, select “**CRF Module**” once the module opens, select “**CRF Material Inventory**” under CRF Manager Tools. Select the “**Specific Location**” radio button, select “**View**”.



CRF Material Inventory Form Overview

CRF CPEN Material Inventory for Jul 2018

Use the form below to input the weekly material usage by Batch under the "Current Period" section. If Months Avail is red, it indicates material is under its Re-order Point and an order is required. Once an order is placed, it will turn yellow. Once the expiration date of your material is past, the EXP DATE will highlight red and require action. An "" after the EXP DATE indicates Program approval to use expired material. Additional inventory actions are available below via the buttons provided.

ITEM DESCRIPTION				ITEM COST			HISTORICAL USAGE				MATERIAL ON HAND (O/H)				CURRENT PERIOD					
ITEM	NOMENCLATURE	NSN/PART #	U/I	U/P	12 MOS USAGE	O/H VALUE	MONTHLY AVG	Apr 2018	May 2018	Jun 2018	MONTHS AVAIL	STOCK POINT	CRF	TOTAL AVAIL	BATCH NUMBER	EXP DATE	Jul 2018	REPORT QTY		
																	USED	O/H		
1	Green Type IV	8010-01-582-7300	GL	\$105	\$34,428	\$2,423	32	24	34	28	1	0	23	23			40			
												0	6	6	115684	5/31/2019	40			
												0	17	17	104597	6/30/2019	0			
2	Brown Type IV	8010-01-582-7298	GL	\$228	\$2,964	\$684	2	5	1	4	2	0	3	3	102737	4/30/2019	0			
3	Black Type IV	8010-01-582-7301	GL	\$225	\$16,448	\$6,985	9	12	6	15	3	0	31	31	108614	10/31/2019	6			
4	Tan Type IV	8010-01-582-7282	GL	\$96	\$8,261	\$3,438	11	14	9	6	3	0	36	36			0			
												0	24	24	115033	3/31/2019	0			
												0	12	12	115974	5/31/2019	0			
9	Heat Resisting Paint	8010-MC-001-1995	GL	\$265	\$3,350	\$796	1	3	2	2	2	0	3	3	K01-00160	2/20/2020	1			
15	Zinc Primer	8010-MC-001-4437	KT	\$99	\$88,857	\$9,103	75	52	76	105	1	0	92	92			40			
		Part A										0	7	7	AN3197A	11/15/2018	39			
		Part A										0	72	72	AN0798A	3/19/2019	0			
		Part A										0	13	13	AN0608A	3/30/2019	1			
		Part B										0	7	7	AN3177A	11/13/2018	39			
		Part B										0	13	13	AN0268A	1/26/2019	1			
		Part B										0	72	72	AN0788B	3/20/2019	0			
17	Epoxy Primer	8010-01-309-0328	KT	\$73	\$49,796	\$5,346	57	44	54	79	1	0	73	73			34			
		Part A										0	73	73	LM1198PC	4/29/2020	22			
		Part B										0	73	73	VT2897A	10/16/2018	22			
21	Tectyl 2423	8030-MC-000-0897	DR	\$2,744	\$49,220	\$10,975	1	1	2	1	3	0	4	4			1			
												0	3	3	m270065	12/13/2018	1			
												0	1	1	M267679	10/11/2019	0			
24	Tough Coat	8010-MC-001-5843	KT	\$725	\$53,677	\$14,507	6	3	6	6	3	0	20	20			1			
		Part A										0	10	10	R102317	7/23/2018	1			
		Part A										0	10	10	R81706	12/25/2018	0			
				TOTAL	\$354,443	\$61,077	<i>(archived items are also included in totals)</i>													

Above is the CRF Material Inventory Form. Line items (1, 2, 3, etc.) represent the materials used by the CRF (Each CRF may have a unique materials listing and certain line items may be skipped)

- **ITEM DESCRIPTION:** displays the **ITEM, NOMENCLATURE, NSN/PART NUMBER** and **UNIT OF ISSUE (U/I)**.
- **ITEM COST:** displays **UNIT PRICE (U/P), 12 MOS USAGE** and **ON HAND (O/H) VALUE**
- **HISTORICAL USAGE:** displays **MONTHLY AVERAGE** use of the line item based on historical usage data and the usage for the last 3 months.
- **MATERIAL ON HAND (O/H):** displays **MONTHS AVAIL** of each line item based on average monthly usage, **STOCK POINT** lists qty available at the Stock Point, **CRF** lists qty available at the CRF and **TOTAL AVAIL** provides total qty available at both the Stock Point and CRF.
- **CURRENT PERIOD:** displays **BATCH NUMBER** and **EXPIRATION DATE** of each line item, **CURRENT MONTH USAGE** which is a roll-up of total material used in current month. **REPORT QTY** is an input field used to enter material usage on a weekly basis either by how much was **USED** in the week or how much is **O/H** (On Hand) at the end of the week.

Note: Buttons located at the bottom of the form will be described in detail in the following sections.

CONDUCTING CRF MATERIAL INVENTORY

CRF CPEN Material Inventory for Jul 2018

Use the form below to input the weekly material usage by Batch under the "Current Period" section. If Months Avail is red, it indicates material is under its Re-order Point and an order is required. Once an order is placed, it will turn yellow. Once the expiration date of your material is past, the EXP DATE will highlight red and require action. An "" after the EXP DATE indicates Program approval to use expired material. Additional inventory actions are available below via the buttons provided.

ITEM DESCRIPTION				ITEM COST			HISTORICAL USAGE				MATERIAL ON HAND (O/H)				CURRENT PERIOD				
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																	USED	O/H	
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												0	6	6	115684	5/31/2019	40		
												0	17	17	104597	6/30/2019	0		
2	Brown Type IV	8010-01-582-7298	GL	\$228	\$2,964	\$684	2	5	1	4	2	0	3	3	102737	4/30/2019	0		
3	Black Type IV	8010-01-582-7301	GL	\$225	\$16,448	\$6,985	9	12	6	15	3	0	31	31	108614	10/31/2019	6		
4	Tan Type IV	8010-01-582-7282	GL	\$96	\$8,261	\$3,438	11	14	9	6	3	0	36	36			0		
												0	24	24	115033	3/31/2019	0		
												0	12	12	115974	5/31/2019	0		
9	Heat Resisting Paint	8010-MC-001-1995	GL	\$285	\$3,350	\$796	1	3	2	2	2	0	3	3	K01-00160	2/20/2020	1		
15	Zinc Primer	8010-MC-001-4437	KT	\$99	\$88,857	\$9,103	75	52	76	105	1	0	92	92			40		
		Part A										0	7	7	AN3197A	11/15/2018	39		
		Part A										0	72	72	AN0798A	3/19/2019	0		
		Part A										0	13	13	AN0608A	3/30/2019	1		
		Part B										0	7	7	AN3177A	11/13/2018	39		
		Part B										0	13	13	AN0268A	1/26/2019	1		
		Part B										0	72	72	AN0788B	3/20/2019	0		
17	Epoxy Primer	8010-01-309-0328	KT	\$73	\$49,796	\$5,346	57	44	54	79	1	0	73	73			34		
		Part A										0	73	73	LM1198PC	4/29/2020	22		
		Part B										0	73	73	VT2897A	10/16/2018	22		
21	Tectyl 2423	8030-MC-000-0897	DR	\$2,744	\$49,220	\$10,975	1	1	2	1	3	0	4	4			1		
												0	3	3	m270065	12/13/2018	1		
												0	1	1	M267679	10/11/2019	0		
24	Tough Coat	8010-MC-001-5843	KT	\$725	\$53,677	\$14,507	6	3	6	6	3	0	20	20			1		
		Part A										0	10	10	R102317	7/23/2018	1		
		Part A										0	10	10	R81706	12/25/2018	0		

TOTAL \$354,443 \$61,077 (archived items are also included in totals)

Print Inventory

Add/Modify/Delete Item(s)

Order Management

Save & Exit

STEP 1: Select the "Print Inventory Form" button on the CRF Material Inventory Form. The user will be prompted to print (1) All Inventory Materials, (2) Material on Hand Only, or (3) Location. Once determined and selected the CRF Material Inventory and Usage Report will appear.

STEP 2: Select "Print" icon from the upper left corner of the task bar to print the inventory. **Note:** Your computer may have other print options; print the form as you would any other report in the CPAC Program Management Database.

STEP 3: Complete the inventory using the printed copy of the CRF Material Inventory and Usage Report.

INPUT OF CRF MATERIAL INVENTORY RESULTS

STEP 1: Open CRF Material Inventory Form

CRF CPEN Material Inventory for Jul 2018

Use the form below to input the weekly material usage by Batch under the "Current Period" section. If Months Avail is red, it indicates material is under its Re-order Point and an order is required. Once an order is placed, it will turn yellow. Once the expiration date of your material is past, the EXP DATE will highlight red and require action. An "*" after the EXP DATE indicates Program approval to use expired material. Additional inventory actions are available below via the buttons provided.

ITEM DESCRIPTION				ITEM COST			HISTORICAL USAGE				MATERIAL ON HAND (O/H)				CURRENT PERIOD		REPORT QTY		
ITEM	NOMENCLATURE	NSN/PART #	U/I	U/I P	12 MOS USAGE	O/H VALUE	MONTHLY AVG	Apr 2018	May 2018	Jun 2018	MONTHS AVAIL	STOCK POINT	CRF	TOTAL AVAIL	BATCH NUMBER	EXP DATE	Jul 2018	USED	O/H
1	Green Type IV	8010-01-582-7300	GL	\$105	\$34,428	\$2,423	32	24	34	28	1	0	23	23			40		
												0	6	6	115684	5/31/2019	40	4	2
												0	17	17	104597	6/30/2019	0	10	7
2	Brown Type IV	8010-01-582-7298	GL	\$228	\$2,964	\$684	2	5	1	4	2	0	3	3	102737	4/30/2019	0		
3	Black Type IV	8010-01-582-7301	GL	\$225	\$16,448	\$6,985	9	12	6	15	3	0	31	31	108614	10/31/2019	6		
4	Tan Type IV	8010-01-582-7282	GL	\$96	\$8,261	\$3,438	11	14	9	6	3	0	36	36			0		
												0	24	24	115033	3/31/2019	0		
												0	12	12	115974	5/31/2019	0		
9	Heat Resisting Paint	8010-MC-001-1995	GL	\$265	\$3,350	\$796	1	3	2	2	2	0	3	3	K01-00160	2/20/2020	1		
15	Zinc Primer	8010-MC-001-4437	KT	\$99	\$88,857	\$9,103	75	52	76	105	1	0	92	92			40		
		Part A										0	7	7	AN3197A	11/15/2018	39		
		Part A										0	72	72	AN0798A	3/19/2019	0		
		Part A										0	13	13	AN0608A	3/30/2019	1		
		Part B										0	7	7	AN3177A	11/13/2018	39		
		Part B										0	13	13	AN0268A	1/26/2019	1		
		Part B										0	72	72	AN0788B	3/20/2019	0		
17	Epoxy Primer	8010-01-309-0328	KT	\$73	\$49,796	\$5,346	57	44	54	79	1	0	73	73			34		
		Part A										0	73	73	LM1198PC	4/29/2020	22		
		Part B										0	73	73	VT2897A	10/16/2018	22		
21	Tectyl 2423	8030-MC-000-0897	DR	\$2,744	\$49,220	\$10,975	1	1	2	1	3	0	4	4			1		
												0	3	3	m270065	12/13/2018	1		
												0	1	1	M267679	10/11/2019	0		
24	Tough Coat	8010-MC-001-5843	KT	\$725	\$53,677	\$14,507	6	3	6	6	3	0	20	20			1		
		Part A										0	10	10	R102317	7/23/2018	1		
		Part A										0	10	10	R81706	12/25/2018	0		
				TOTAL	\$354,443	\$61,077	<i>(archived items are also included in totals)</i>												

STEP 2: A usage quantity must be entered for all line items that have an on hand quantity ("0" must be entered when material is on hand but none is used). For inventory items where multiple locations have been indicated (see "UPDATE LOCATIONS" section), usage must be entered by location (a sub form will automatically pop up to allow user to indicate usage by location).

- You may enter material usage two ways:
- (1) USED: Enter the amount of material used in the current week.
 - (2) O/H: Enter the amount of material ON HAND at the end of the week.

To select how you will enter usage, use the toggle buttons (USED and O/H) which are below the REPORT QTY header. Populating one column will automatically populate the other. For example, if you have 6 on hand, and indicate 4 are used, the O/H will auto populate with 2 (since now you should have two on hand). If you were to enter 2 O/H, USED would auto populate with 4. You may toggle between the two entry options as you complete your form.

User Tip: Use the "Tab" button to quickly go to the next line item when entering data.

STEP 3: Once a usage has been input for all line items with an on hand quantity, select the **“Save & Exit”** button. **Note:** The user can complete partial inventories throughout the work week and save the input by selecting the **“Save & Exit”** option. However, the user must complete the entire inventory for all line items with and on hand quantity in order to export the required file to the CPAC Program Office on a weekly basis.

EXPORT OF CRF MATERIAL INVENTORY

Once the inventory is complete for the week it can be exported separately if required or delayed until exporting all the CRF data for delivery to the CPAC Program Office.

STEP 1: Select **“EXPORT CRF DATA”** under **“CRF MANAGER TOOLS”** within the CRF Module.

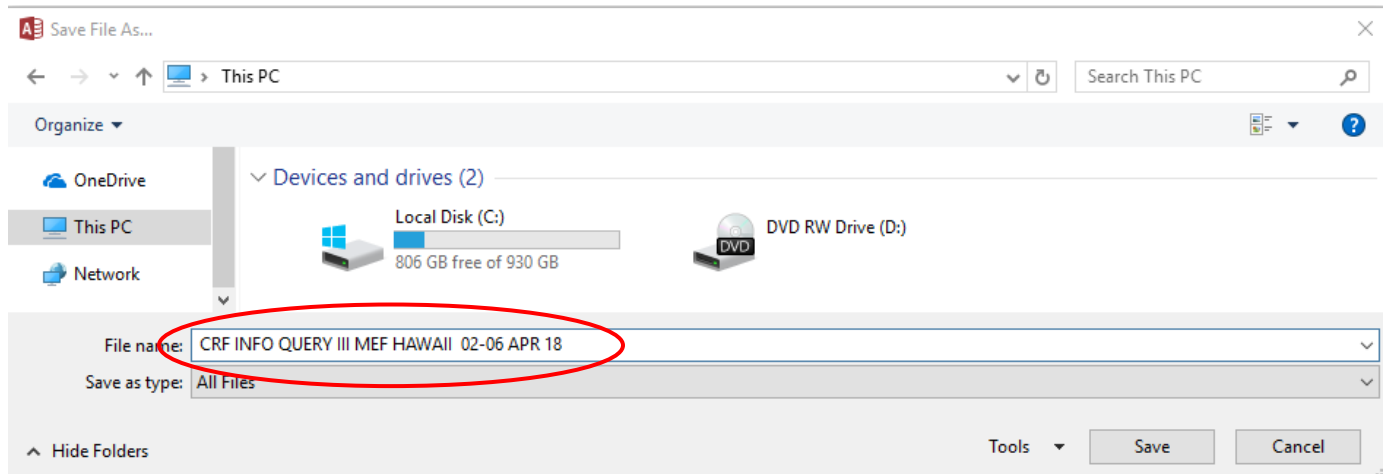
NOTE: User will receive warnings if there are actions required prior to exporting. Currently, the following items are reviewed prior to Exporting:

- 1) Ensure usage is indicated for all items which have on hand qty (even if it's 0)
- 2) Ensure all items below the re-order point are either ordered or indicated as **“Not Required”**

ORDER REQ.	ITEM DESCRIPTION				MATERIAL ON HAND / USAGE			ORDER DETAILS		
	NOT REQUIRED	ITEM NOMENCLATURE	NSN/PART #	UI	TOTAL AVAIL	MONTHS AVAIL	MONTHLY AVG	QTY REQUIRED	QTY ORDERED	JUSTIFICATION
<input type="checkbox"/>	3 Black Type IV	8010-01-582-7301	GL	10	1	10	3			
<input type="checkbox"/>	7 Tectyl 2423	8030-01-A13-2752	DR	3	3	1	3			
<input type="checkbox"/>	14 Epoxy Primer	8010-MC-001-5151	GL	0	0	11	33			
<input type="checkbox"/>	15 Epoxy Primer Catalyst	8010-MC-001-5390	GL	0	0	14	42			

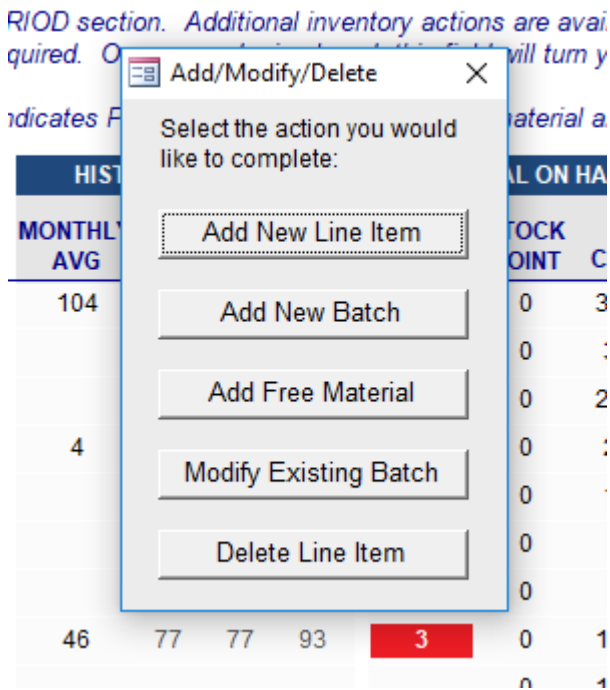
- 3) Open Orders without a **“Date Submitted”** can be reviewed and updated prior to export

STEP 2: Once the **“Save File As”** option box (below) is displayed, rename the file for your CRF location in the format displayed and email to the CPAC Program Office (CRF INFO QUERY X MEF LOCATION DATE START-DATE END-DATE MON YY)



INVENTORY MODIFICATIONS (ADD/MODIFY/DELETE)

STEP 1: Select the “Add/Modify/Delete Item(s)” button from the CRF Material Inventory main page.



STEP 2: When the “Add/Modify/Delete” option box displays, select desired action.

ADDING LINE ITEM

The Add Line Item option is used to establish an initial inventory to include on hand quantities or add new line items to an already established inventory.

The image shows the "Add Line Item" form. The form has a title "Add New Line Item" and a description: "Enter the information for the line item you would like to add. If you have material on hand for the new line item, you must provide the required information by Batch # below. You may enter information for multiple batches (for the same line item) if needed." The form contains several input fields: "NOMENCLATURE", "NSN/PART #", "U/I" (with a "U/P" label), and "JUSTIFICATION". Below these fields is a question: "Do you have material on hand for the new line item?" with radio buttons for "Yes" and "No". At the bottom of the form is a table with columns: "BATCH #", "MANUFACTURER", "EXP DATE #", and "QTY". The "QTY" column has a value of "0". At the bottom of the form are two buttons: "Save & Exit" and "Close Form".

STEP 1: Once “Add Line Item” form appears enter all required information for the new item. For add requests where material is already on hand, follow instructions on the form and enter the quantity of materials by batch number. Select “Save and Exit” to save the information or “Close Form” to exit without saving.

ADDING NEW BATCH

The Add New Batch option is used to add new batches to EXISTING orders under current line items.

Add New Batch

Add New Batch

To add a new Batch # to O/H inventory, select the Existing Line Item and current Batch # you are attempting to modify. Then proceed by entering the new Batch # information below.

EXISTING LINE ITEM

BATCH #

BATCH #	PART	MANUFACTURER	EXP DATE	STOCK POINT	CRF
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0

Save & Exit

Close Form

Step 1: Select the Existing Line Item and Batch # you would to modify.

Step 2: Enter all remaining information needed on the new batch you would like to add. Select “Save and Exit” to save the information or “Close Form” to exit without saving.

ADDING FREE MATERIAL(S)

This option directs the user to a form that allows input for all order and receive/update information for Free Issue Material.

Add Free Material

To add free material, select the Existing Line Item, and then proceed by entering the QTY and batch information below.

EXISTING LINE ITEM

ORDER DETAILS					
DOCUMENT NUMBER	QTY	BATCH NUMBER	EXPIRATION DATE	MANUFACTURER	COMMENTS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save & Exit

Close Form

Step 1: Select the Existing Line Item that you are receiving free material for.

Step 2: Enter all remaining fields by entering the qty and batch information below. Select **“Save and Exit”** to save the information or **“Close Form”** to exit without saving.

MODIFYING LINE ITEM(S)

You may modify certain fields related to existing batches on hand using the form below.

Modify Form

Modify Existing Batch

Select Item and Batch #, then indicate the update you would like to request on the right. Provide a justification for each request prior to saving indicating why the information is being updated (i.e. administrative error). General comments may also be provided.

ITEM Black Type IV BATCH # 108614

	CURRENT	UPDATE	JUSTIFICATIONS
BATCH #:	108614		
EXP DATE:	10/31/2019		
CRF:	31		
STOCK POINT:	0		
COMMENTS:			

Save Request Cancel

STEP 1: Select the item and Batch # you would like to Modify

STEP 2: Indicate what aspects of the Batch you would like to update and provide justifications for the update (multiple update requests for a batch can be made at once). For example, for a particular batch, you may request to update the Exp Date, CRF On Hand Qty, and Batch Number all at once.

DELETING LINE ITEM(S)

Delete Line Item(s)

Delete Line Item(s)

Using the "Delete" checkbox provided below, select the line item(s) you would like to delete and provide the appropriate comments. Only line item(s) where no inventory is on hand can be deleted. To dispose materials, go to Order Management and select Dispose Materials.

ITEM DESCRIPTION				MATERIAL ON HAND			USER INPUT	
ITEM	NOMENCLATURE	NSN/PART #	U/I	STOCK POINT	CRF	TOTAL AVAIL	DELETE	JUSTIFICATION
11	SC100J	6850-01-474-1273	CO	0	0	0	<input type="checkbox"/>	

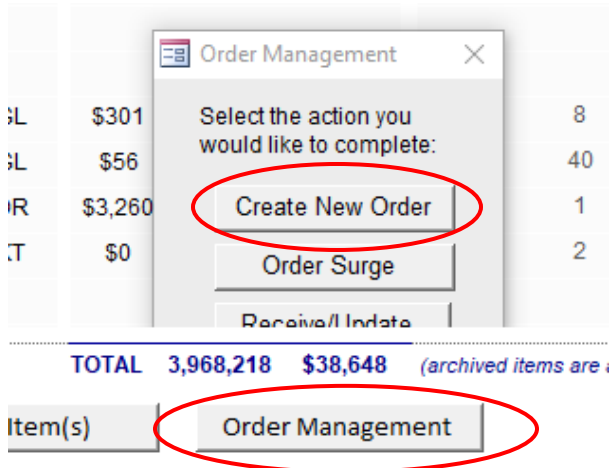
Save & Exit Close Form

STEP 1: Once “Delete Line Item(s)” form appears follow the instructions provided in the header. Select “Save and Exit” to save the information or “Close Form” to exit without saving. Note: Only items where no material is on hand and no orders are open can be requested for deletion. You may dispose of material on hand using the “Dispose Materials” button on the “Order Management” menu.

ORDER MANAGEMENT

CREATE NEW ORDER

STEP 1: Select the “Order Management” button lower center of the CRF Material Inventory Form. Once the “Order Management” dialog box appears select “Create New Order”. Each button on the order management form below will be explained in the following sections.



STEP 2: Once the “Create New Orders” form opens enter all required information (Ordering Agency and Part #/Stock # are not required but may be entered for tracking and reporting). Select “Save & Exit” to save this information to the database or “Close Form” to exit without saving.

From this form you can only order materials for which stock levels are below the required 3-month available stock. To order stocked materials not listed on this form you must make a “Surge Order” by selecting the “Order Surge” materials button. The ordering of surge materials will be discussed in the next section of this manual.

Note: This order must still be sent to a purchasing section to place the order.

Create New Orders

Create New Orders

This form displays all materials which are currently at or below the Re-order Point. You may indicate the Ordering Agency and a unique Part # / Stock # if needed. To order materials not listed below, select the "Order Surge Materials" button.

ORDER REQ.	ITEM DESCRIPTION				MATERIAL ON HAND / USAGE			ORDER DETAILS				
	NOT REQUIRED	ITEM NOMENCLATURE	NSN / PART #	UI	TOTAL AVAIL	MONTHS AVAIL	MONTHLY AVG	QTY REQUIRED	QTY ORDERED	JUSTIFICATION	ORDERING AGENCY	PART # / STOCK #
<input type="checkbox"/>	17	Epoxy Primer	8010-01-309-0328	KT	73	1	57	51				
<input type="checkbox"/>	21	Tectyl 2423	8030-MC-000-0897	DR	4	3	1	3				
<input type="checkbox"/>	28	Acetone	6810-00-264-8955	GL	191	1	164	292				

CREATE SURGE ORDER

STEP 1: Select the “**Order Management**” button lower center of the CRF Material Inventory Form described previously, and then select “**Order Surge**”. Surge Materials can also be ordered while in the “**Create New Order**” form above by selecting the “**Order Surge Materials**” button in the bottom right corner of the form.

STEP 2: Once the “**Input Surge Order Information**” form opens enter all required information, then select “**Save & Exit**” to save this information to the database or “**Close Form**” to exit without saving.

Note: This order must still be sent to a purchasing section to place the order.

Create New Orders

Input Surge Order Information

This form should be used to order surge materials (materials required in excess of established allowances). Provide a justification such as project name or program effort for each order (i.e. MK593 Trailer Project). You may indicate the Ordering Agency and a unique Part # / Stock # if needed.

ITEM DESCRIPTION				MATERIAL ON HAND / USAGE			SURGE ORDER DETAILS				
ITEM	NOMENCLATURE	NSN / PART #	U/I	TOTAL AVAIL	MONTHS AVAIL	MONTHLY AVG	QTY ORDERED	JUSTIFICATION	ORDERING AGENCY	PART # / STOCK #	
1	Green Type IV	8010-01-582-7300	GL	9	0	33					
2	Brown Type IV	8010-01-582-7298	GL	3	2	2					
3	Black Type IV	8010-01-582-7301	GL	31	3	9					
4	Tan Type IV	8010-01-582-7282	GL	36	3	11					
9	Heat Resisting Paint	8010-MC-001-1995	GL	3	2	1					
15	Zinc Primer	8010-MC-001-4437	KT	92	1	75					

RECEIVE/UPDATE ORDERS

STEP 1: Select the “**Order Management**” button lower center of the CRF Material Inventory Form described previously, and then select “**Receive/Update Orders**”.

STEP 2: To update “**ORDER DETAILS**”, enter “**DATE SUBMITTED**” which is the date that the ordering section acknowledged the order, then enter the “**DOCUMENT NUMBER**” and “**DATE ORDERED**”. All this information, except “**U/P**”, will be required once the order is received.

Update Order Information

Receive/Update Order(s)

This form displays all open orders, the following actions can be completed:

(1) When an order is submitted, enter Date Submitted.

(2) When a Document Number is received enter the Document Number, then using the Julian Date from the Document Number as the Date Ordered, enter the Date Ordered.

(3) When an order is received, enter the required information under Order Receipt Details by Batch Number.

If an order consists of multiple Batch Numbers, enter Order Receipt Details for a batch, select “Save & Exit”, then re-enter the form to indicate the receipt of another batch.

Surge materials ordered outside of their normal cycle are marked with an “” under QTY ORDERED.*

ITEM DESCRIPTION				ORDER DETAILS						ORDER RECEIPT DETAILS					
ITEM	NOMENCLATURE	NSN/PART #	U/I	DATE CREATED	DATE SUBMITTED	DOCUMENT NUMBER	DATE ORDERED	QTY ORDERED	QTY REMAINING	U/P	QTY RECEIVED	DATE RECEIVED	BATCH NUMBER	EXPIRATION DATE	MANUFACTURER
1	Green Type IV	8010-01-582-7300	GL	7/3/2018	7/3/2018	M93636-8109-0537	7/20/2018	64	64						
9	Heat Resisting Pai	8010-01-235-4166	GL	6/4/2018	6/4/2018	M93636-8201-0537	7/20/2018	6*	6						

NOTE: “U/P” can be provided after an order has been received using the “Open Invoices” form (“**Order Management**” >> “**Open Invoices**”).

STEP 3: To receive an order, enter receipt information under “**ORDER RECEIPT DETAILS**”. If the material has no batch number enter “none”, if the material requires a batch number (i.e. all coatings require a batch number) but it is unknown enter “unknown”. If the manufacturer isn’t listed in the dropdown box, the manufacturer can be entered manually. To indicate a partial receipt, enter the “**ORDER RECEIPT DETAILS**” for the partial order and then enter receipt information for the remaining quantity once received.

CANCEL ORDERS

STEP 1: Select the “**Order Management**” button lower center of the CRF Material Inventory Form described previously, and then select “**Cancel Orders**”.

STEP 2: To “**Cancel**” orders, check the “**Cancel Order**” checkbox for the item that is being cancelled and then enter “**Cancel Comments**”. Select the “**Save & Exit**” button to save information entered to the database or “**Close Form**” to exit without saving.

Cancel Order(s)

Cancel Order(s)

Select Cancel Order and enter the required comments. You can no longer receive materials against an order which has been cancelled.

ITEM DESCRIPTION				ORDER DETAILS					ORDER CANCEL DETAILS		
ITEM	NOMENCLATURE	NSN/PART #	UI	DATE CREATED	DATE SUBMITTED	DOCUMENT NUMBER	DATE ORDERED	QTY ORDERED	QTY REMAINING	CANCEL ORDER	CANCEL COMMENTS
13	SC1000	6850-01-474-1311	DR	9/28/2017				3	3	<input type="checkbox"/>	
6	Epoxy Primer 1 GA	8010-01-309-0328	GL	9/28/2017				84	84	<input type="checkbox"/>	
5	Zinc Primer	8010-01-515-2468	GL	9/22/2017				36	36	<input type="checkbox"/>	

PRINT OPEN ORDERS

STEP 1: Select the “Order Management” button lower center of the CRF Material Inventory Form described previously, and then select “Print Open Orders”.

CRF MATERIAL INVENTORY OPEN ORDERS - USMC CPAC Program Management Database

CRF MATERIAL INVENTORY - NEW ORDERS

This report displays all orders that have not been submitted. Orders must be submitted in a timely manner to prevent outages and loss of production. Surge materials ordered outside of their normal cycle are marked with an "*" under ORDER QTY. To enter a date submitted go to the "Order Management" button on the main form and select "Receive/Update Orders".

ITEM DESCRIPTION			ORDER DETAILS				ESTIMATED COST		
ITEM NOMENCLATURE	NSN/PART #	UI	DATE CREATED ¹	DATE SUBMITTED ²	DOC NUMBER	ORDER QTY	QTY REMAINING	U/P	ORDER COST
6 Epoxy Primer 1 GAL	8010-01-309-0328	GL	9/28/2017			84	84	\$56	\$4,681
13 SC1000	6850-01-474-1311	DR	9/28/2017			3	3	\$1,632	\$4,895
5 Zinc Primer	8010-01-515-2468	GL	9/22/2017			36	36	\$301	\$10,834
OPEN ORDER TOTAL									\$20,411
FY SUMMARY OF EXPENDITURES									

¹ DATE CREATED: The date that the order was created in the database
² DATE SUBMITTED: The date the order was forwarded by the CRF to the Ordering Agency

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STEP 2: Select “Print” from the upper left corner of the screen to print the inventory. **Note:** Your computer may have other print options; print the form as you would any other report in the CPAC Program Management Database. You can also save the report as a **PDF** to share via email, if needed.

TRANSFER ORDER

STEP 1: Select the “**Order Management**” button lower center of the CRF Material Inventory Form described previously, and then select “**Transfer Order**”.

STEP 2 Requesting a Transfer of Materials: Once the “**Transfer Order(s)**” form opens enter the requested quantities to be transferred from the Stock Point to the CRF Inventory under the column “**TRANSFER QTY**”. The transfer request can then be saved in the database and printed/saved electronically by selecting the “**Print Transfer Request**” button, then the request can be submitted to the stock point for processing.

The screenshot shows a software window titled "Transfer Order(s)" with a sub-header "Transfer Materials from Stock Point to CRF". Below the header is a table with columns for "ITEM DESCRIPTION" and "MATERIAL ON HAND". The table lists 13 items with their respective stock points and current CRF quantities. A "TRANSFER QTY" column is present but empty. At the bottom of the window, there are three buttons: "Print Transfer Request" (circled in red), "Complete Transfer", and "Close Form".

This form displays all inventory which is available at the Stock Point for transfer to the CRF.
(1) Enter the desired Transfer Qty
(2) Print Transfer Request for your records
(3) Once Transfer is finalized, select Complete Transfer and the CRF on hand qty will be updated.

ITEM DESCRIPTION				MATERIAL ON HAND				
ITEM	NOMENCLATURE	NSN/PART #	U/I	BATCH NUMBER	EXPIRATION DATE	STOCK POINT	>> TRANSFER QTY	>> CURRENT CRF QTY
1	Green Type IV	8010-01-582-7300	GL	90397	5/18/2017	72		28
3	Brown Type IV	8010-01-582-7298	GL	105780	3/1/2017	26		16
				105780	3/1/2017	6		0
4	Zinc Primer	8010-01-515-2468	GL	105073	1/1/2017	18		13
5	T-236 Solvent	8010-01-212-1704	CN	95452	3/1/2017	55		3
6	Tectyl 2423	8030-01-A13-2752	DR	M246868	7/31/2018	2		0
7	Sealing Compound	8030-00-753-5004	CS	11345	8/1/2017	2		0
8	Heat Resisting Paint	8010-01-235-4166	GL	LM1186ZJ	4/27/2017	12		0
9	Non-Skid Coating	8010-00-641-0427	GL	84312	11/30/2017	4		3
11	Isopropyl Alcohol	6810-00-286-5435	GL	NONE	8/1/2017	68		6
13	Epoxy Primer 1 GAL	8010-01-309-0328	GL	A-107924	9/1/2017	30		10

Print Transfer Request Complete Transfer Close Form

STEP 3 Completing a Transfer: The Transfer Orders form lists all pending transfers, before selecting the “**Complete Transfer**” button remove any transfer quantities for material(s) that **were not** received from the Stock Point to prevent inventory errors. Then, for the requested quantities that have been physically transferred from the Stock Point to the CRF, select the “**Complete Transfer**” button to update the material inventory.

Transfer Order(s)

Transfer Materials from Stock Point to CRF

This form displays all inventory which is available at the Stock Point for transfer to the CRF.
 (1) Enter the desired Transfer Qty
 (2) Print Transfer Request for your records
 (3) Once Transfer is finalized, select Complete Transfer and the CRF on hand qty will be updated.

ITEM DESCRIPTION				MATERIAL ON HAND				
ITEM	NOMENCLATURE	NSN/PART #	U/I	BATCH NUMBER	EXPIRATION DATE	STOCK POINT	>> TRANSFER QTY <<	>> CURRENT CRF QTY <<
1	Green Type IV	8010-01-582-7300	GL	90397	5/18/2017	72	<input type="text"/>	28
3	Brown Type IV	8010-01-582-7298	GL	105780	3/1/2017	26	<input type="text"/>	16
				105780	3/1/2017	6	<input type="text"/>	0
4	Zinc Primer	8010-01-515-2468	GL	105073	1/1/2017	18	<input type="text"/>	13
5	T-236 Solvent	8010-01-212-1704	CN	95452	3/1/2017	55	<input type="text"/>	3
6	Tectyl 2423	8030-01-A13-2752	DR	M246868	7/31/2018	2	<input type="text"/>	0
7	Sealing Compound	8030-00-753-5004	CS	11345	8/1/2017	2	<input type="text"/>	0
8	Heat Resisting Paint	8010-01-235-4166	GL	LM1186ZJ	4/27/2017	12	<input type="text"/>	0
9	Non-Skid Coating	8010-00-641-0427	GL	84312	11/30/2017	4	<input type="text"/>	3
11	Isopropyl Alcohol	6810-00-286-5435	GL	NONE	8/1/2017	68	<input type="text"/>	6
13	Epoxy Primer 1 GAL	8010-01-309-0328	GL	A-107924	9/1/2017	30	<input type="text"/>	10

Print Transfer Request **Complete Transfer** Close Form

DISPOSE MATERIALS

STEP 1: Select the “**Order Management**” button lower center of the CRF Material Inventory Form described previously, and then select “**Dispose Materials**”.

STEP 2: Once the “**Disposal Form**” opens enter all required information under the “**DISPOSAL DETAILS**” section. Then select “**Save & Exit**” to save entered information or “**Close Form**” to exit without saving.

Disposal Form

Dispose Material(s)

Provide information by entering the Disposal Qty, Inventory Source, and Justification for disposal by Batch.

ITEM DESCRIPTION				MATERIAL ON HAND			DISPOSAL DETAILS			
ITEM	NOMENCLATURE	NSN/PART #	U/I	STOCK POINT	CRF	TOTAL AVAIL	BATCH NUMBER	DISPOSAL QTY	INVENTORY SOURCE	JUSTIFICATION
1	Green Type IV	8010-01-582-7300	GL	72	28	100	90397			
2	Black Type IV	8010-01-582-7301	GL	0	9	9	106736			
3	Brown Type IV	8010-01-582-7298	GL	26	16	42	105780			
				6	0	6	105780			
4	Zinc Primer	8010-01-515-2468	GL	18	13	31	105073			
5	T-236 Solvent	8010-01-212-1704	CN	55	3	58	95452			
6	Tectyl 2423	8030-01-A13-2752	DR	2	0	2	M246868			
				0	2	2	M246869			
7	Sealing Compound	8030-00-753-5004	CS	0	2	2	11307			
				2	0	2	11345			
8	Heat Resisting Paint	8010-01-235-4166	GL	0	8	8	104855			
				0	5	5	104855			
				12	0	12	LM11867J			

Save & Exit **Close Form**

UPDATE LOCATIONS

STEP 1: Select the “**Order Management**” button lower center of the CRF Material Inventory Form described previously, and then select “**Update Location(s)**”. This form can be used to indicate if a particular Batch has multiple locations.

STEP 2: Select the “**ITEM**” & “**BATCH #**” of the item you’d like to indicate multiple locations for. Once a batch is selected, multiple locations can be indicated (sum of all locations must equal the “**TOTAL AVAILABLE QTY**”)

Add/Update Location

Add/Update Location

Select item and batch number, then input/update location information.

ITEM Green Type IV

BATCH # 98785

TOTAL AVAILABLE QTY: 13

LOCATION	QTY	
Location A	3	X
Location B	5	X
Location C	5	X

Save & Exit Cancel

STEP 3: Select “**Save & Exit**” once all locations have been indicated. Once a line item has locations indicated, usage must be provided by location. See “**INPUT OF CRF MATERIAL INVENTORY RESULTS**” section for more details.

OPEN INVOICES

STEP 1: Select the “**Order Management**” button lower center of the CRF Material Inventory Form described previously, and then select “**Open Invoices**”. This form can be used to indicate the “**U/P**” of an order which was previously closed.

STEP 2: Enter the “**U/P**” of an order when available. After entering, select “**Save & Exit**”.

Update Order Information

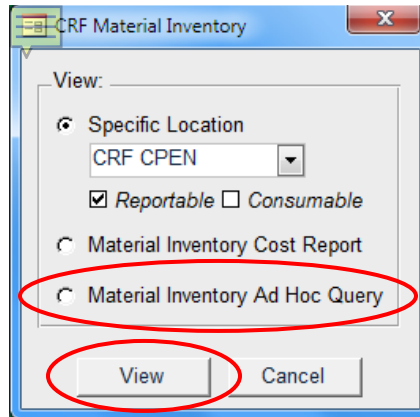
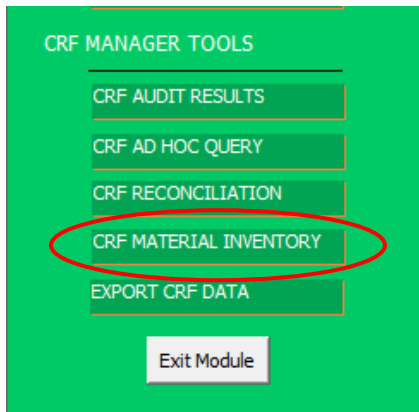
Open Invoices

*This form displays all fulfilled orders that do not have an associated cost.
Surge materials ordered outside of their normal cycle are marked with an "*" under QTY ORDERED.*

ITEM DESCRIPTION			ORDER DETAILS							
ITEM	NOMENCLATURE	NSN/PART #	U/I	DATE CREATED	DATE SUBMITTED	DOCUMENT NUMBER	DATE ORDERED	QTY ORDERED	DATE RECEIVED	U/P
1	Green Type IV	8010-01-582-7300	GL	11/2/2017	11/2/2017	M936367311PJD0	11/2/2017	84*		<input type="text"/>
4	Tan Type IV	8010-01-582-7282	GL	11/2/2017	11/2/2017	M936367311PJD1	11/2/2017	48*		<input type="text"/>

Accessing the CRF Material Inventory Ad Hoc Query

This module is located within the CPAC Program Management Database distributed by the CPAC Program Office. To access the CRF Material Inventory Ad Hoc Query – open the CPAC Program Management Database, select “**CRF Module**” once the module opens, select “**CRF Material Inventory**” under CRF Manager Tools. Select the “**Material Inventory Ad Hoc Query**” radio button, select “**View**”.



CRF Material Inventory Adhoc Query

Saved Queries: [X!] []

Available Fields

- LINE ITEM
- SURGE ORDER
- DATE CREATED
- DATE SUBMITTED
- DATE ORDERED
- FY FUNDED
- ORDER QTY
- ORDER COST
- ORDERING AGENCY
- ORDER COMMENTS
- ORDER SUB-NSN/PART #

Selected Fields

- CRF LOCATION
- NOMENCLATURE
- NSN/PART #
- U/I
- U/P
- BATCH #
- DOC NUMBER

Filter Query By:

- Specific Location Roll-up: []
- View Query By NOMECLATURE: []
- Surge Order: []

Built-In Adhoc Queries

- EXPIRED MATERIAL
- ZERO MATERIAL O/H TIME PERIODS
- FREE ISSUE ORDERS
- MATERIAL USAGE

Export Preview

CRF LOCATION	NOMENCLATURE	NSN/PART #	U/I	U/P	BATCH #	DOC NUMBER
CRF CL	Green Type IV	8010-01-582-7300	GL	\$68.84	91728	M94700-6349-PBCE
CRF CL	Green Type IV	8010-01-582-7300	GL	\$68.84	93766	M94700-7058-PBCG
CRF CL	Green Type IV	8010-01-582-7300	GL	\$68.84	97262	M947007159PBCG
CRF CL	Green Type IV	8010-01-582-7300	GL	\$68.84	99273	M94700-7208-PBCD
CRF CL	Green Type IV	8010-01-582-7300	GL	\$68.84	89739	manually added

Record: 1 of 624 | No Filter | Search

Export to Excel | Save Query | Reset Query | CLOSE FORM