Inventory Control Point Management Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Inventory Control Point (ICP) Management process provides the ability to view, create, edit, or delete an ICP header record, as well as view, create, edit, or delete a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA).

The Materiel Management module is set up into three tiers:

- **Program Management**
  — displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
  — displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
  — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, and AGENCY CDs.
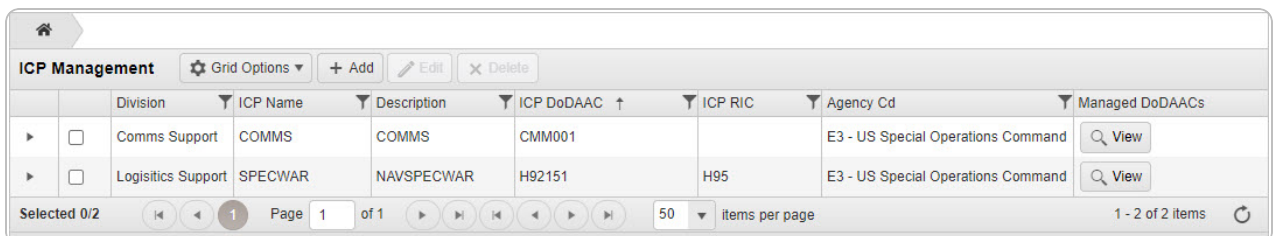
Navigation

MASTER DATA MGMT > ICP Management > ICP Management page

Procedures

View an ICP

Selecting 🚫 Cancel at any point of this procedure removes all revisions and closes the page. Selecting ‹ Back retains the information and returns to the previous page. **Bold** numbered steps are required.

1. *View the default information in the ICP Management Grid.*

		Division	ICP Name	Description	ICP DoDAAC ↑	ICP RIC	Agency Cd	Managed DoDAACs
▶	☐	Comms Support	COMMS	COMMS	CMM001		E3 - US Special Operations Command	🔍 View
▶	☐	Logistics Support	SPECWAR	NAVSPECWAR	H92151	H95	E3 - US Special Operations Command	🔍 View

ICP Management | ⚙ Grid Options ▾ | + Add | ✎ Edit | ✖ Delete

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

2.   Select [🔍 View] . *The* ***Managed DoDAACs*** *pop-up window appears.*

Managed DoDAACs ✕

RSA ↑	DoDAAC ↑	RIC	Appropriation	Agency Cd	Major Command Cd	Tariff	Billable?	External Registry Reporting
AH64 Recon	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	
BPG Test	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	
CENTER	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	

|◄ ◄ **1** Page 1 of 1 ► ►| |◄ ◄ ► ►| 50 ▼ items per page   1 - 3 of 3 items ↻

View a CICP / RSA

1.   Select ▸ next to the desired ICP entry. *The RSA grid appears.*

RSA   ⚙ Grid Options ▼   + Add   ✏ Edit   ✕ Delete   🔍 View Managed DoDAACs

	CICP/RSA Type	CICP/RSA Name	CICP/RSA Name ID	CICP/RSA DoDAAC ↑	CICP/RSA RIC
☐	D - DPAS	CENTER COMMS		CMMCEN	
☐	D - DPAS	MCT-1 COMMS		CMMCT1	
☐	D - DPAS	NSWG-11 COMMS		CMMG11	
☐	D - DPAS	WARCOM COMMS		CMMWCM	

|◄ ◄ 1   1 of 1 ► ►| |◄ ◄ ► ►| 50 ▼ items per page

Add an ICP Header Record

Navigation
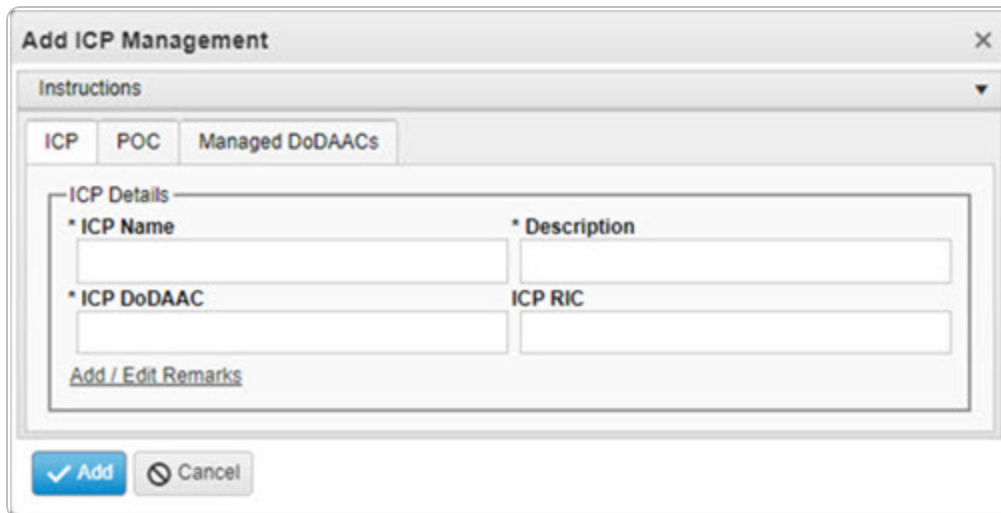
Procedures

Add an ICP Header Record

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

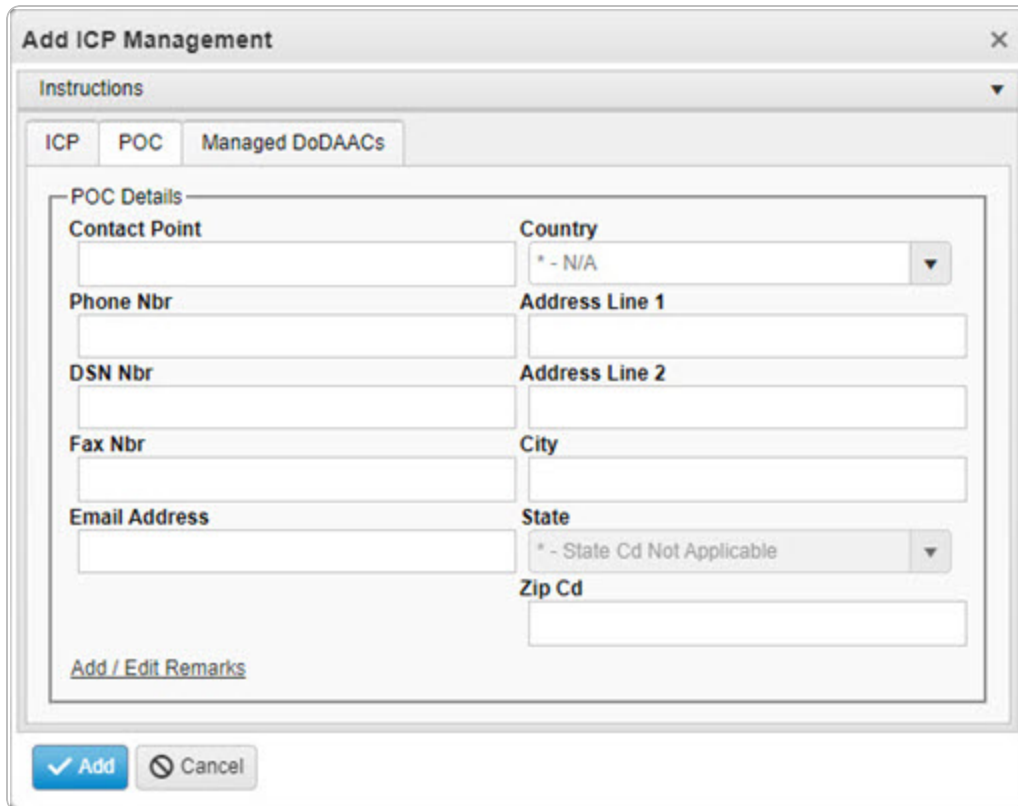1. Select [+ Add]. *The* **Add ICP Management** *pop-up window displays, with the ICP Tab available.*
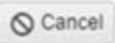

   A. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*

   B. Enter the ICP DODAAC in the field provided. *This is a 6 alphanumeric character field.*

   C. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*

2. Select the POC Tab.

Add ICP Management ✕

Instructions ▼

ICP | POC | Managed DoDAACs

─POC Details─

Contact Point

Country
* - N/A ▼

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2
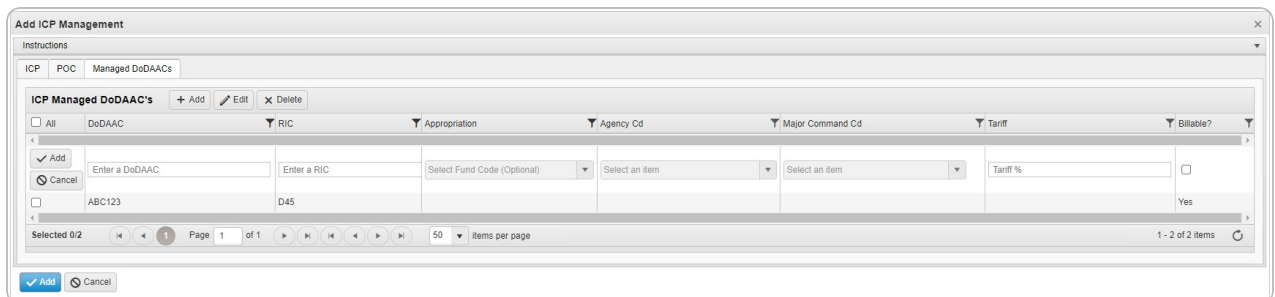
Fax Nbr

City

Email Address

State
* - State Cd Not Applicable ▼

Zip Cd

Add / Edit Remarks

✔ Add   ⊘ Cancel

3. Select the Managed DoDAACs Tab.

Add ICP Management ✕
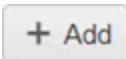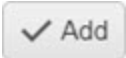
Instructions ▼

ICP | POC | Managed DoDAACs

ICP Managed DoDAAC's + Add   ✎ Edit   ✕ Delete

☐ All	DoDAAC	▼ RIC	▼ Appropriation	▼ Agency Cd	▼ Major Command Cd	▼ Tariff	▼ Billable? ▼
✔ Add ⊘ Cancel	Enter a DoDAAC	Enter a RIC	Select Fund Code (Optional) ▼	Select an item ▼	Select an item ▼	Tariff %	☐
☐	ABC123	D45					Yes

Selected 0/2   ⏮ ◀ ① Page 1 of 1 ▶ ⏭ ⏮ ◀ ▶ ⏭   50 ▼ items per page   1 - 2 of 2 items ↻

✔ Add   ⊘ Cancel

A. Select **+ Add** . *The ICP Managed DoDAAC's grid expands, with empty fields available.*

B. Select **✔ Add** . *The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.*
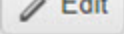
4. Select ✔ Add . *The new ICP Management record is saved, and appears in the ICP Management Grid in green.*

Update an ICP Header Record
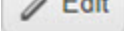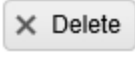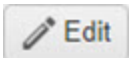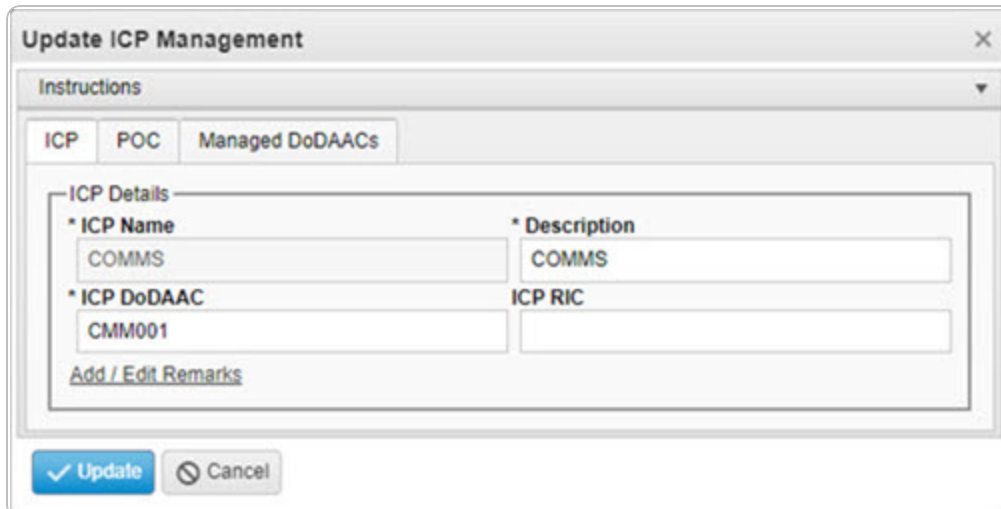
Navigation

MASTER DATA MGMT > ICP Management > ☐ (desired ICP) > [✎ Edit] > Update ICP Management pop-up window

Procedures

Update an ICP Header Record

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Click ☐ to select the desired entry. *The ICPHeader Record is highlighted, and* [✎ Edit] *and* [✕ Delete] *become available.*

2. Select [✎ Edit]. *The **Update ICP Management** pop-up window displays, with the ICP Tab available.*

Update ICP Management	✕
Instructions	▼

ICP | POC | Managed DoDAACs

ICP Details

* ICP Name

COMMS

* Description

COMMS

* ICP DoDAAC

CMM001

ICP RIC

Add / Edit Remarks

[✓ Update] [⊘ Cancel]
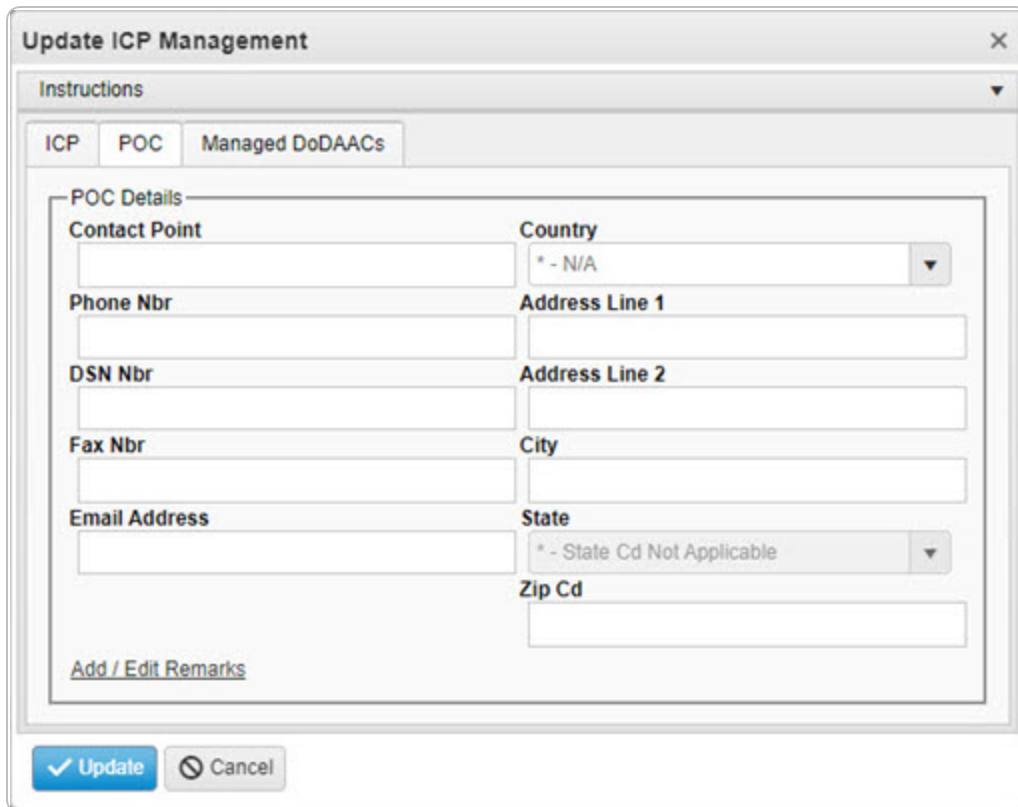
A. *Verify the ICP Name.*

B. Update the ICP DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

C. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

3. Select the POC Tab.
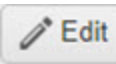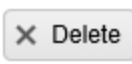

4. Select the Managed DoDAACs Tab.

Update the ICP Managed DoDAAC

a. Click ☐ to select the desired DoDAAC. *The ICP Managed DoDAAC is high-lighted, and* 🖊 Edit *and* ✕ Delete *become available.*

b. Select 🖊 Edit . *The ICP Managed DoDAAC's grid expands, with editable fields available.*
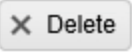
c. Select ✓ Update . *The revised DoDAAC is saved to the ICP Header Record.*

Delete the ICP Managed DoDAAC

a. Click ☐ to select the desired DoDAAC. *The ICP Managed DoDAAC is high-lighted, and* 🖊 Edit *and* ✕ Delete *become available.*

b. Select ✕ Delete . *The* **Delete ICP Managed DoDAAC's** *pop-up window appears.*

      c.   Select ☒ Delete . *The D0DAAC is removed from the ICP Header Record.*

5.   Select ✓ Update . *The revised ICP Management record is saved.*

Delete an ICP Header Record
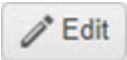
Navigation

MASTER DATA MGMT > ICP Management > ☐ (desired ICP) > [✕ Delete] > Delete ICP Management pop-up window
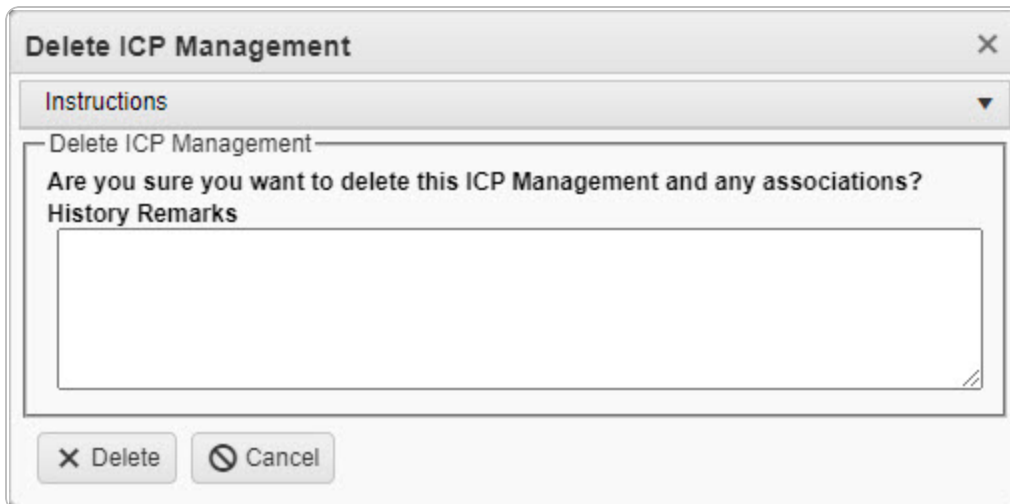
Procedures

Delete an ICP Header Record

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Click ☐ to select the desired entry. *The ICP Header Record is highlighted, and* [✎ Edit]
   and [✕ Delete] *become available.*

2. Select [✕ Delete]. *The* **Delete ICP Management** *pop-up window appears.*

Delete ICP Management	✕

   Instructions ▼

   ┌─ Delete ICP Management ─
   Are you sure you want to delete this ICP Management and any associations?
   History Remarks

   [✕ Delete] [⊘ Cancel]
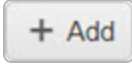
3. Select [✕ Delete]. *The ICP Header Record is removed.*

ODASD (Logistics)
under A&S Sustainment

ELMS Helpdesk
1-844-843-3727
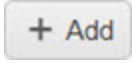
Add a CICP / RSA

Navigation
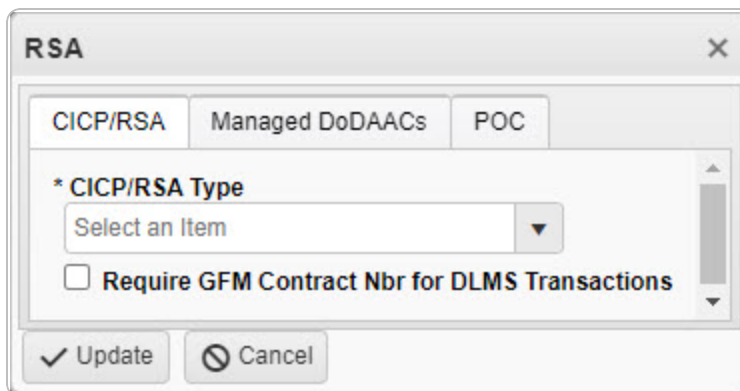
MASTER DATA MGMT > ICP Management > ▶ (desired ICP) > [+ Add] > RSA pop-up window

Procedures

Add a CICP / RSA

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ▶ next to the desired ICP entry. *The RSA grid appears.*

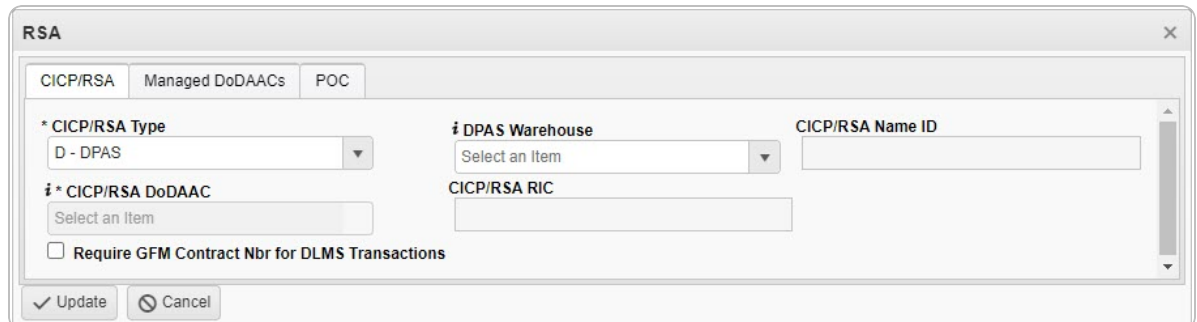2. Select [+ Add]. *The* **RSA** *pop-up window displays, with the CICP/RSA Tab available.*

```
RSA                                    ×

  CICP/RSA    Managed DoDAACs    POC

  * CICP/RSA Type
  [ Select an Item           ▼ ]
  ☐ Require GFM Contract Nbr for DLMS Transactions

  ✓ Update    ⊘ Cancel
```

3. Use [▼] to select the CICP / RSA Type. *The choices include:*
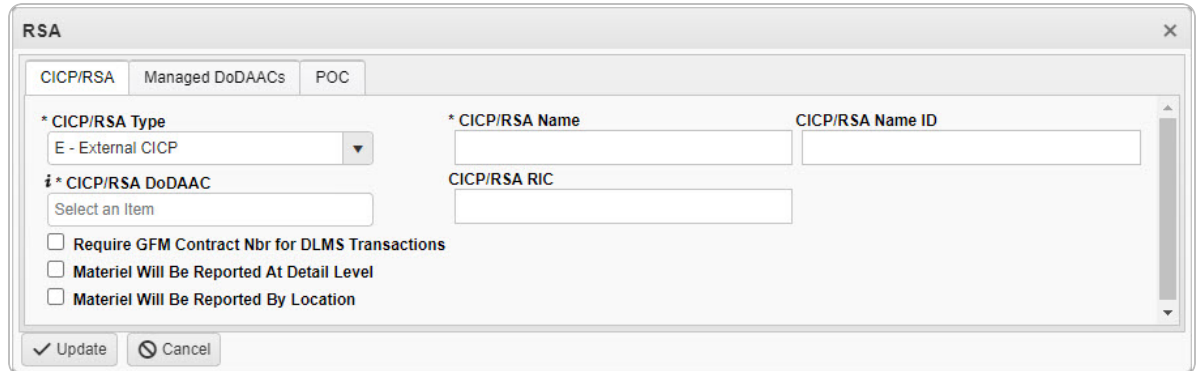
- **D - ELMS**

A. *The CICP/RSA DoDAAC automatically populates and is not editable.*
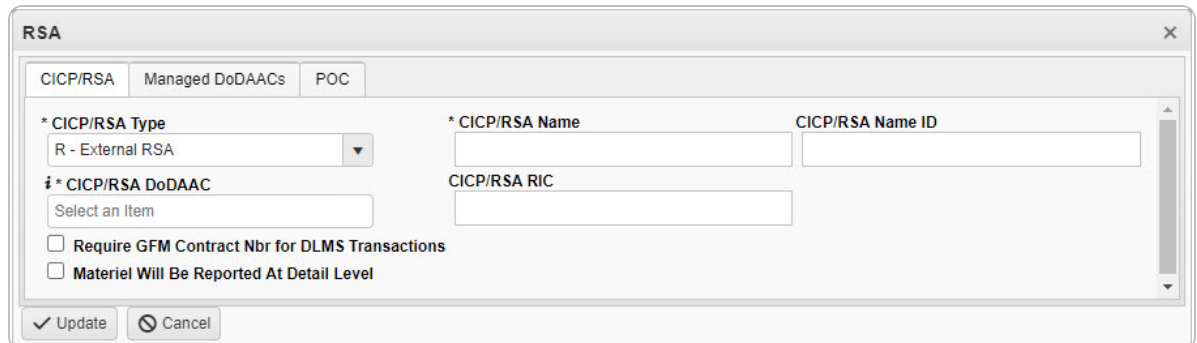
- **E - External CICP**

A. Enter the CICP / RSA DoDAAC, using i to assist with the entry. *This is a 6 alphanumeric character field.*

B. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
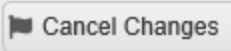
- **R - External RSA**
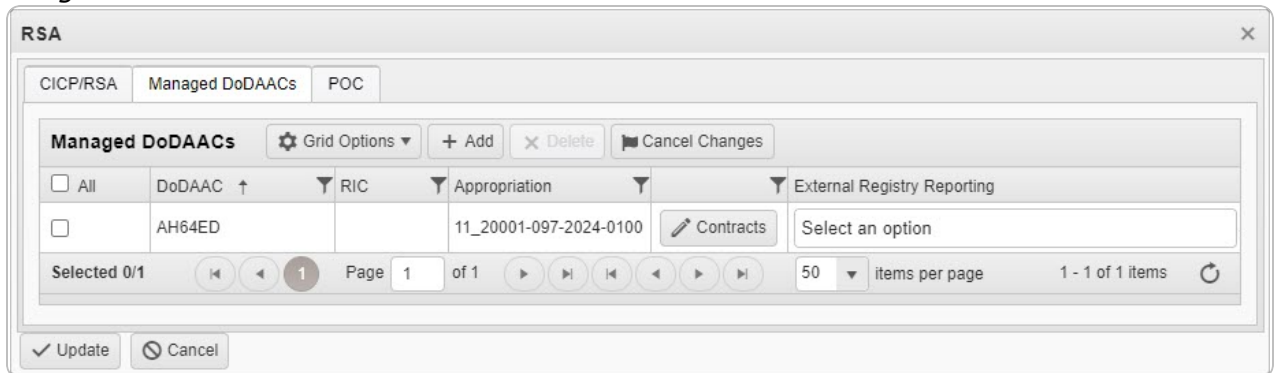
A. Enter the CICP / RSA DoDAAC, using **𝑖** to assist with the entry. *This is a 6 alphanumeric character field.*

B. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*

4. Select the Managed DoDAACs Tab.

Selecting [**▐ Cancel Changes**] *at any point of this procedure removes all revisions and closes the grid.*

A. Select [**✎ Contracts**]. *The **Contracts** pop-up window appears.*

Selecting [**⊘ Cancel**] *at any point of this procedure removes all revisions and closes the page.* ***Bold** numbered steps are required.*

a. Use [**▼**] or [**...**] to select the desired Contract Nbr.

b. Select [**+ Add**]. *The information appears in the Contracts grid.*

    c.   Click ☐ to select the desired Contract. *The row is highlighted.*

    d.   Select [✓ Update]. *The* **Contracts** *pop-up window closes, and the* **RSA** *pop-up window reappears.*

  B.   Select the External Registry Reporting field. *A drop-down appears with options to choose.*

5.   Select the POC Tab.

6.   Select [✓ Update]. *The CICP / RSA is added to the ICP header record.*

Update a CICP / RSA

Navigation

MASTER DATA MGMT > ICP Management > ▶ (desired ICP) > ☐ (desired RSA) >
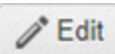
[✏ Edit] > Update RSA pop-up window

Procedures

Update a CICP / RSA

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ▶ next to the desired ICP entry. *The RSA grid appears.*
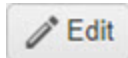
2. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* [✏ Edit] ,
   [✕ Delete] *, and* [🔍 View Managed DoDAACs] *become available.*

3. Select [✏ Edit]. *The* **RSA** *pop-up window displays, with the CICP/RSA Tab available.*

4. Depending upon the CICP / RSA Type, the fields change:
   - **D - ELMS**
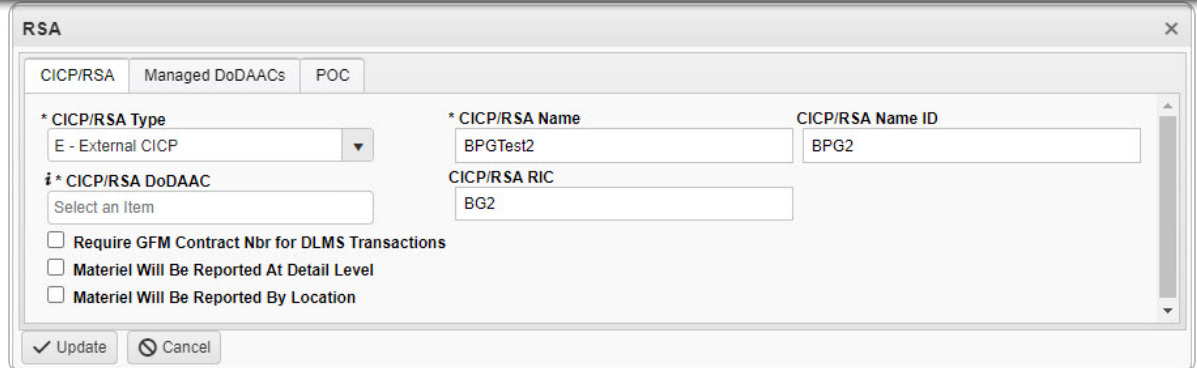
   - **E - External CICP**

A. Update the CICP / RSA DoDAAC, using to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*

B. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

- **R - External RSA**
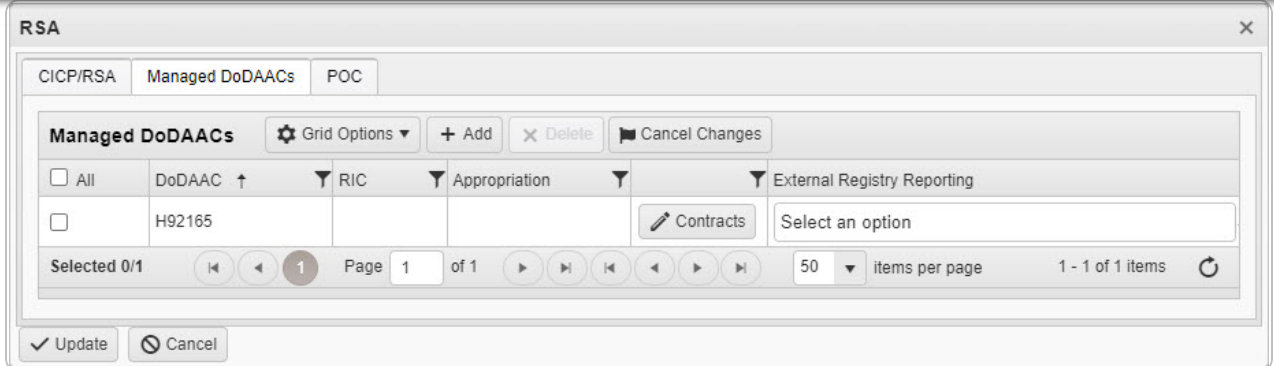
A. Update the CICP / RSA DoDAAC, using to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*

B. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

5. Select the Managed DoDAACs Tab.
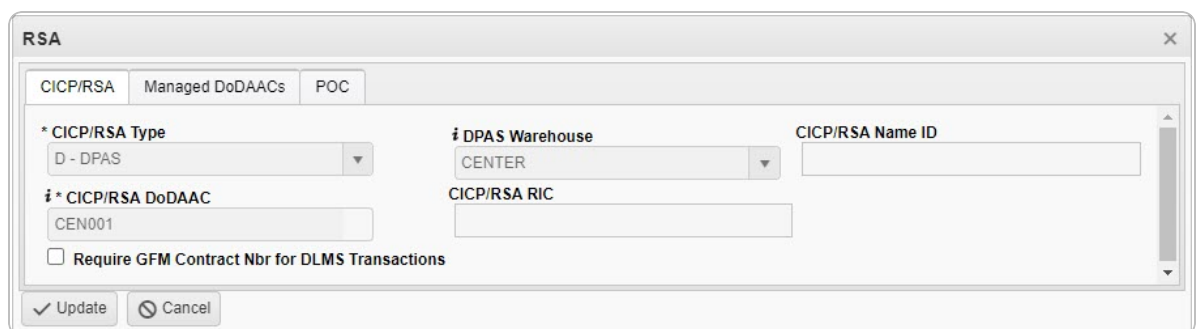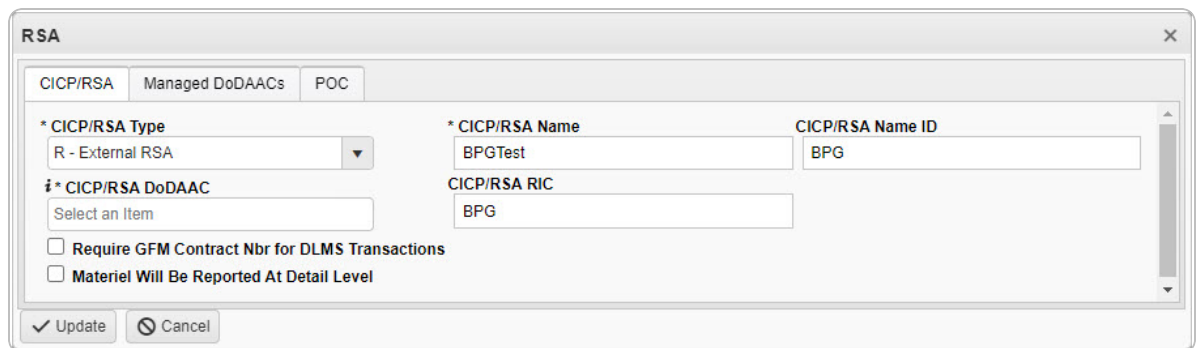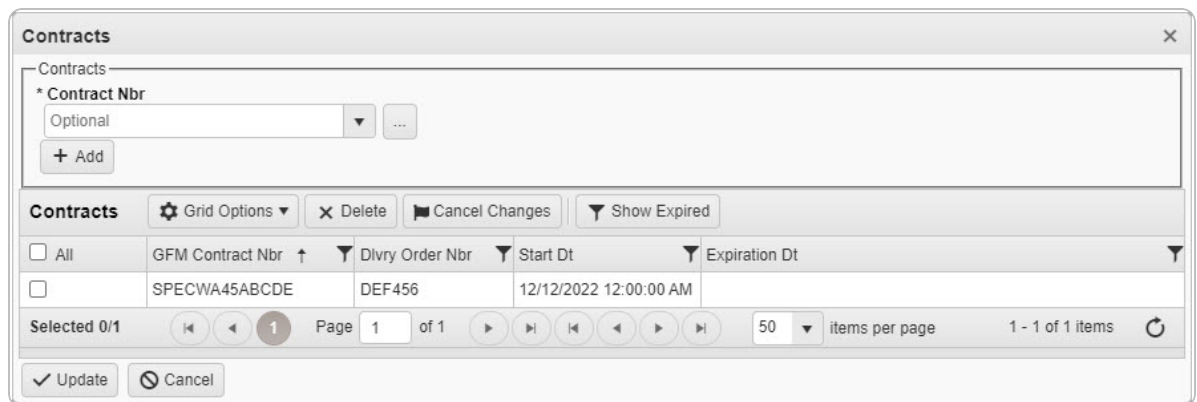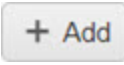
A. Select ![Contracts] . *The **Contracts** pop-up window appears.*

Selecting ![Cancel] *at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

a. Use ![▼] or ![...] to select the desired Contract Nbr.

b. Select ![+ Add] . *The information appears in the Contracts grid.*

c. Click ☐ to select the desired Contract. *The row is highlighted.*

d. Select ![✓ Update] . *The **Contracts** pop-up window closes, and the **RSA** pop-up window reappears.*

B. Select the External Registry Reporting field. *A drop-down appears with options to choose.*
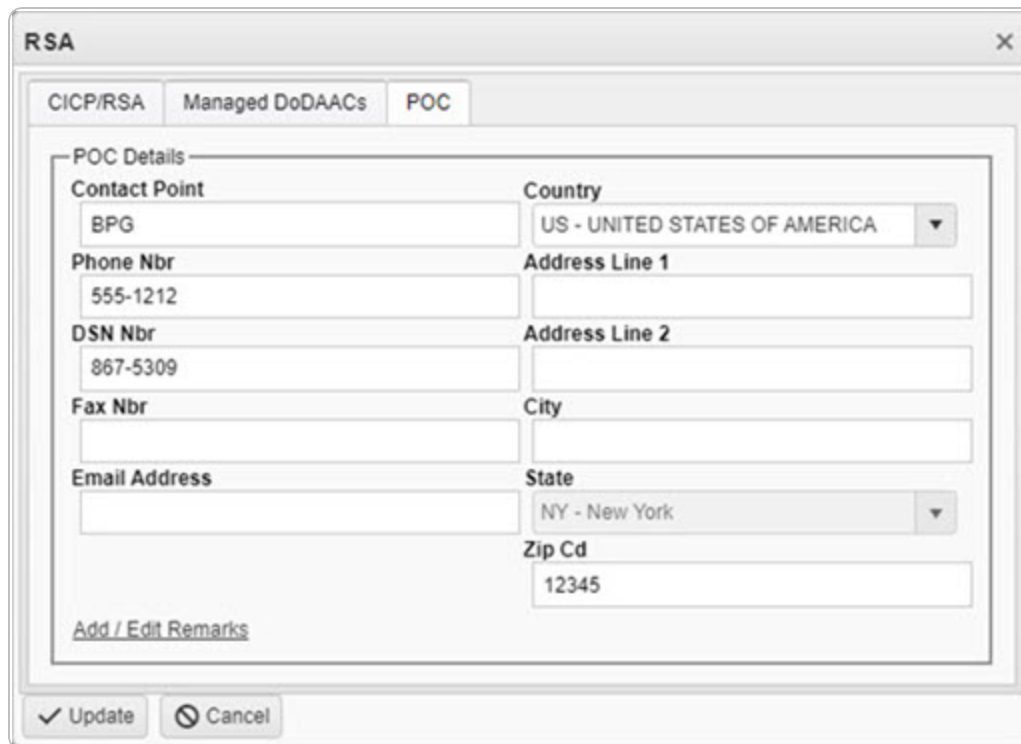
Delete the ICP Managed DoDAAC

Delete Selected ✕

Do you want to delete the selected data? You will no longer be able to manage inventory for the selected DoDAAC(s).

✓ Yes   ⊘ No

   a.   Click ☐ to select the desired DoDAAC.

   b.   Select ✕ Delete . *The **Delete ICP Managed DoDAAC's** pop-up window appears.*

   c.   Select ✓ Yes . *The DoDAAC is removed from the ICP Header Record.*

6.   Select the POC Tab.

RSA ✕

CICP/RSA   Managed DoDAACs   POC

POC Details

Contact Point	Country
BPG	US - UNITED STATES OF AMERICA ▼

Phone Nbr	Address Line 1
555-1212	

DSN Nbr	Address Line 2
867-5309	

Fax Nbr	City

Email Address	State
	NY - New York ▼

Zip Cd
12345

Add / Edit Remarks

✓ Update   ⊘ Cancel

7.   Select ✓ Update . *The revised CICP/RSA record is saved.*

Delete an RSA

Navigation

MASTER DATA MGMT > ICP Management > ▶ (desired ICP) > ☐ (desired RSA) >

[✕ Delete] > Delete RSA pop-up window

Procedures

Delete an RSA

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Select ▶ next to the desired ICP entry. *The RSA grid appears.*

2. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* [✎ Edit] *,*
   [✕ Delete] *, and* [🔍 View Managed DoDAACs] *become available.*

3. Select [✕ Delete] *. The **Delete RSA** pop-up window appears.*

Delete RSA ✕

Instructions ▼

┌─ Delete RSA ──────────────────────────────────────
│ Are you sure you want to delete this RSA and any associations?
│ History Remarks
│ ┌──┐
│ │   │
│ │   │
│ │   │
│ │   │
│ └──┘
│
│ ✕ Delete   ⊘ Cancel

4. Select   ✕ Delete   *The CICP/RSA is removed.*