



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:

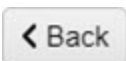
- **Program Management**
 - displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
 - displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
 - displays all available Division Names, ICP Names, ICP Descriptions,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

Navigation

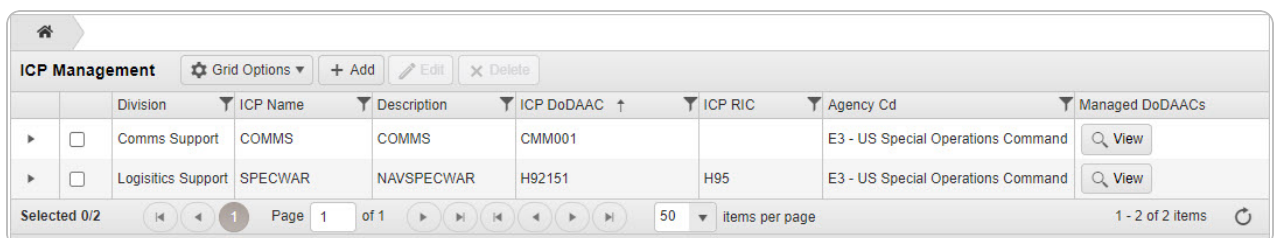
MASTER DATA MGMT > ICP Management > ICP Management page

Procedures

View an ICP

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

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



ICP Management							
	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

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





2. Select . The **Managed DoDAACs** pop-up window appears.

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	

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.

	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	

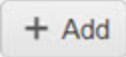
1 of 1 50 items per page





Add an ICP Header Record

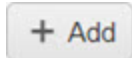
Navigation

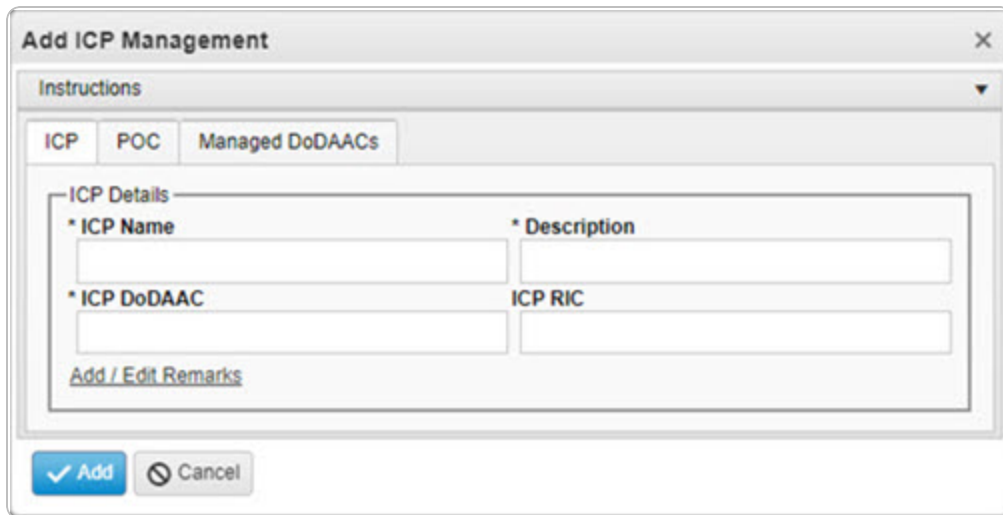
MASTER DATA MGMT > ICP Management >  > Add ICP Management pop-up window

Procedures

Add an ICP Header Record

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

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

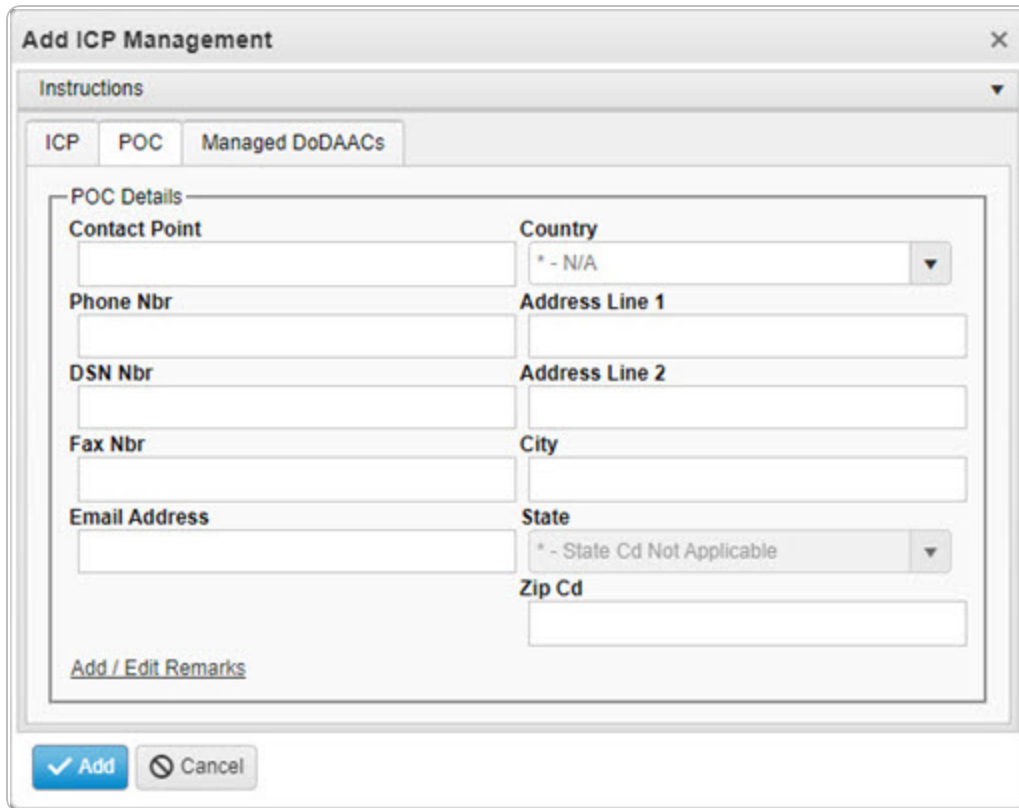


- A. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the ICP DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- C. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*





2. Select the POC Tab.



Add ICP Management

Instructions

ICP POC Managed DoDAACs

POC Details

Contact Point Country

Phone Nbr Address Line 1

DSN Nbr Address Line 2

Fax Nbr City

Email Address State

Zip Cd

[Add / Edit Remarks](#)

3. Select the Managed DoDAACs Tab.



Add ICP Management

Instructions

ICP POC Managed DoDAACs

ICP Managed DoDAAC's

DoDAAC	RIC	Appropriation	Agency Cd	Major Command Cd	Tariff	Billable?
ABC123	D45					Yes

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

- A. Select . The ICP Managed DoDAAC's grid expands, with empty fields available.
- B. Select . The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.





Help Reference Guide

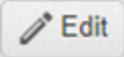
4. Select . The new ICP Management record is saved, and appears in the ICP Management Grid in green.





Update an ICP Header Record

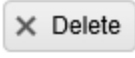
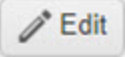
Navigation

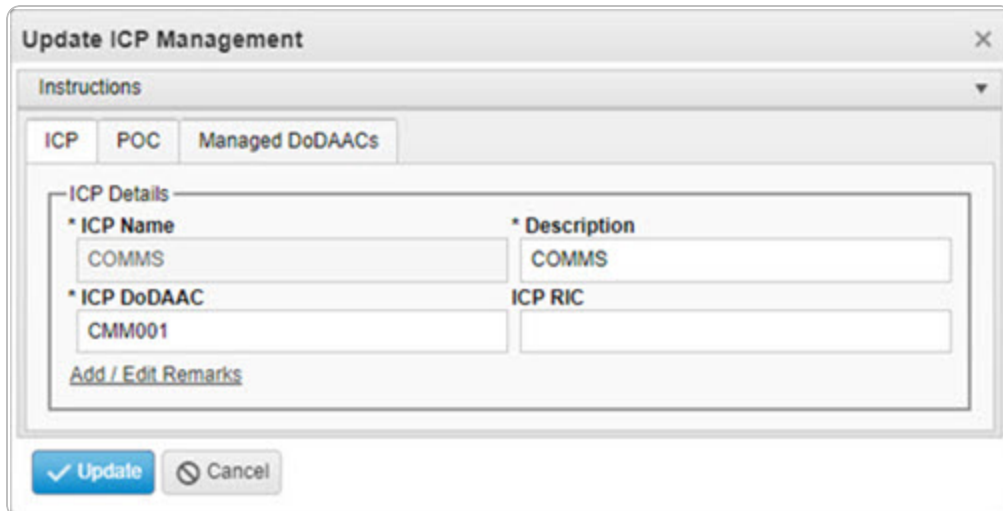
MASTER DATA MGMT > ICP Management > ☐ (desired ICP) >  > Update ICP Management pop-up window

Procedures

Update an ICP Header Record

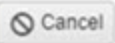
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click ☐ to select the desired entry. *The ICP Header Record is highlighted, and  become available.*
2. Select . *The **Update ICP Management** pop-up window displays, with the ICP Tab available.*



The screenshot shows the 'Update ICP Management' window with the 'ICP' tab selected. The 'ICP Details' section contains the following fields:

* ICP Name	* Description
COMMS	COMMS
* ICP DoDAAC	ICP RIC
CMM001	

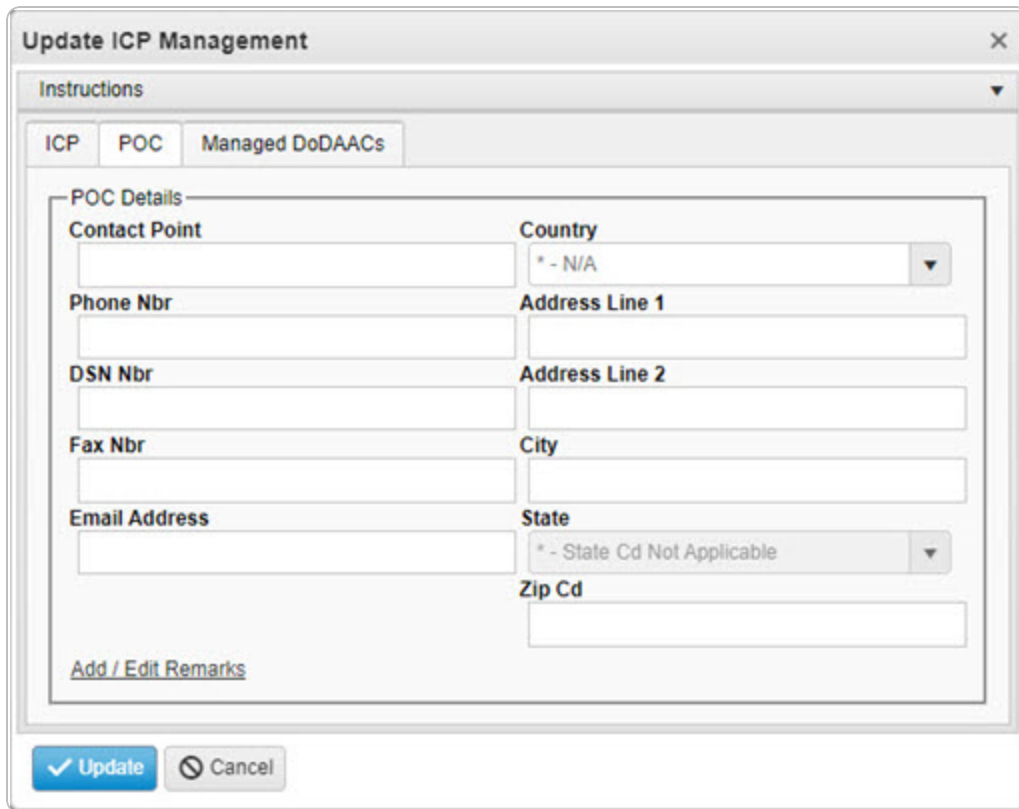
Below the fields is a link: [Add / Edit Remarks](#). At the bottom are two buttons:  and .





Help Reference Guide

- 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.



Update ICP Management

Instructions

ICP POC Managed DoDAACs

POC Details

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

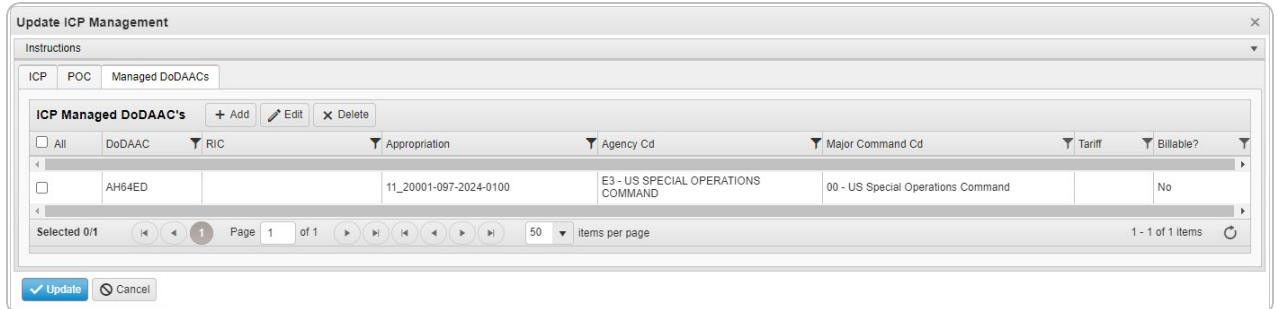
Email Address

State

Zip Cd

[Add / Edit Remarks](#)

4. Select the Managed DoDAACs Tab.



Update ICP Management

Instructions

ICP POC Managed DoDAACs

ICP Managed DoDAAC's

☐ All	DoDAAC	RIC	Appropriation	Agency Cd	Major Command Cd	Tariff	Billable?
☐	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No

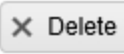
Selected 0/1 Page 1 of 1 50 Items per page 1 - 1 of 1 items

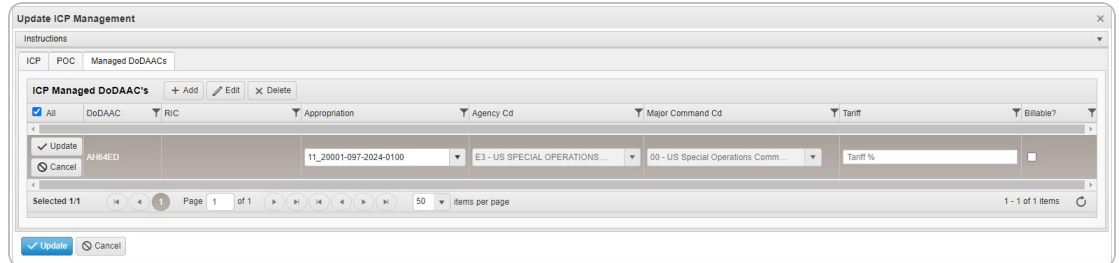




Help Reference Guide

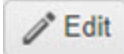
Update the ICP Managed DoDAAC

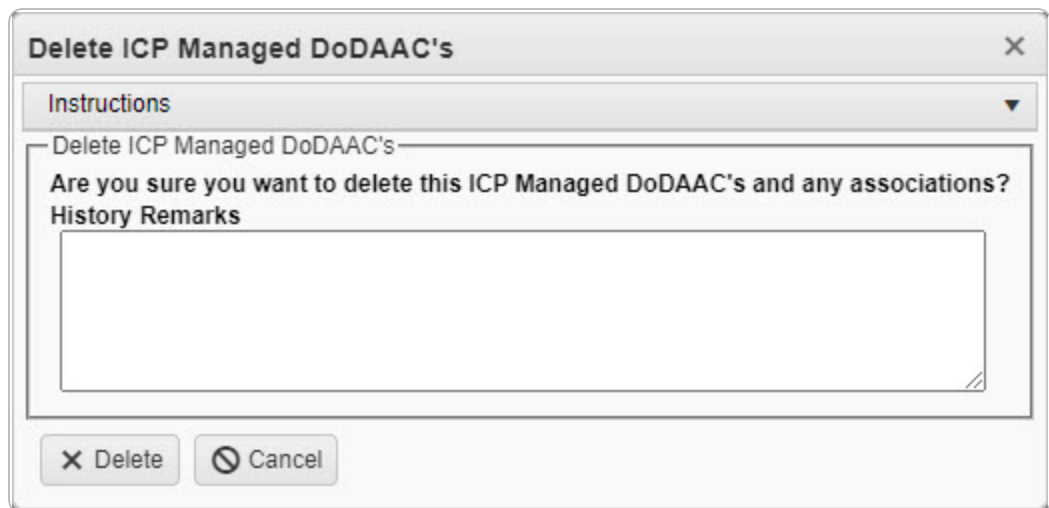
- Click  to select the desired DoDAAC. *The ICP Managed DoDAAC is highlighted, and  and  become available.*
- Select . *The ICP Managed DoDAAC's grid expands, with editable fields available.*



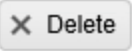
- Select . *The revised DoDAAC is saved to the ICP Header Record.*

Delete the ICP Managed DoDAAC

- Click  to select the desired DoDAAC. *The ICP Managed DoDAAC is highlighted, and  and  become available.*
- Select . *The **Delete ICP Managed DoDAAC's** pop-up window appears.*






- c. Select . *The DoDAAC is removed from the ICP Header Record.*
5. Select . *The revised ICP Management record is saved.*





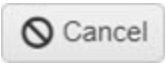
Delete an ICP Header Record

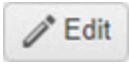
Navigation

MASTER DATA MGMT > ICP Management > ☐ (desired ICP) >  > Delete ICP Management pop-up window

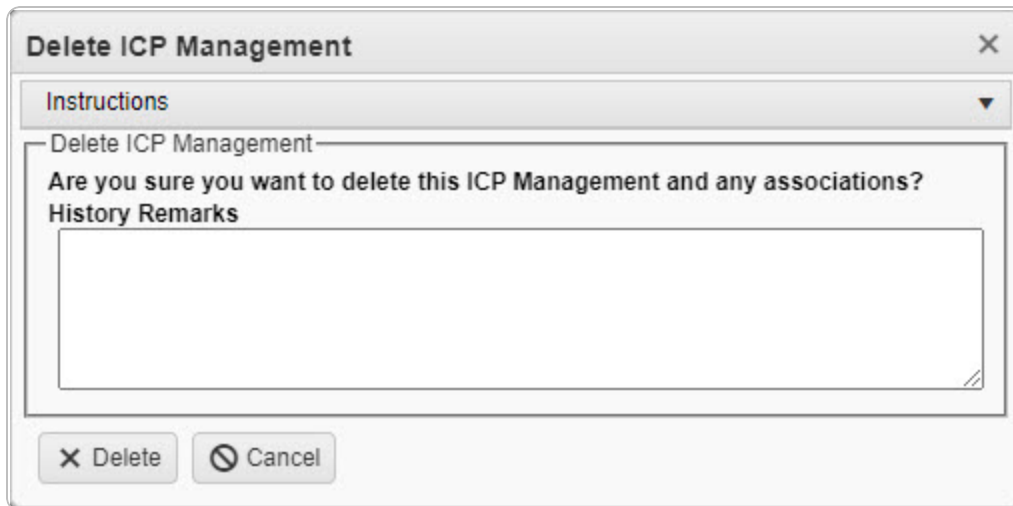
Procedures

Delete an ICP Header Record

Selecting  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  and  become available.*

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



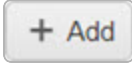
3. Select . *The ICP Header Record is removed.*





Add a CICP / RSA

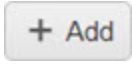
Navigation

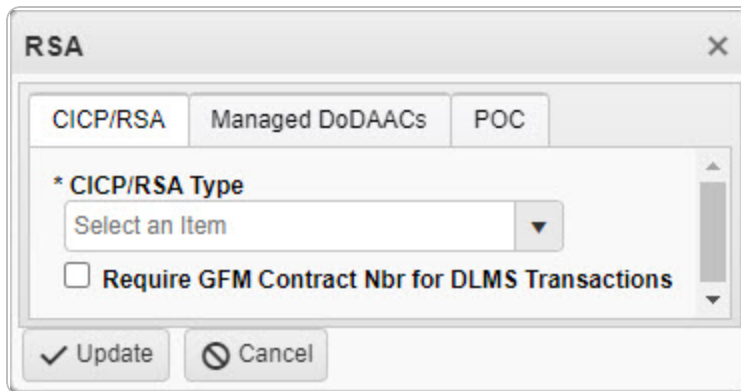
MASTER DATA MGMT > ICP Management >  (desired ICP) >  > RSA pop-up window

Procedures

Add a CICP / RSA

Selecting  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 . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*

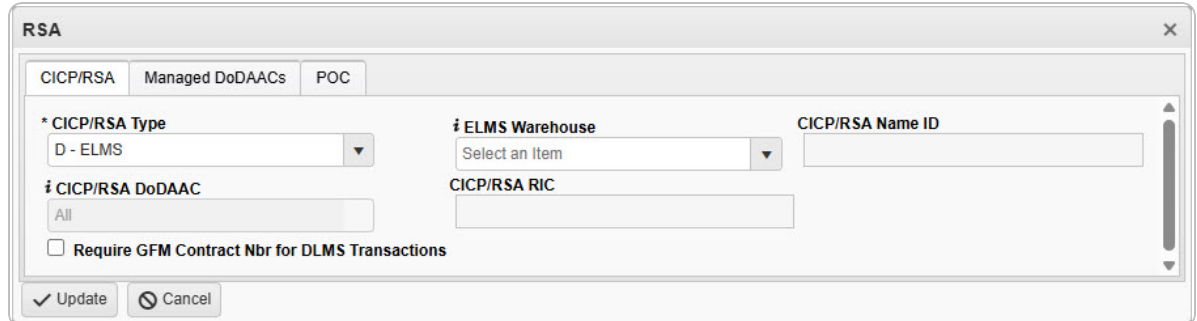


3. Use  to select the CICP / RSA Type. *The choices include:*



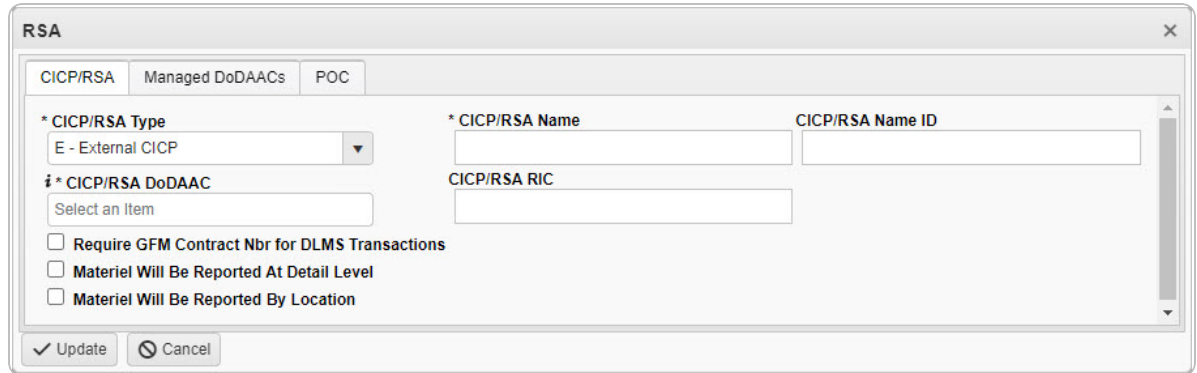


- D - ELMS**



A. The CICP/RSA DoDAAC automatically populates and is not editable.

- E - External CICP**

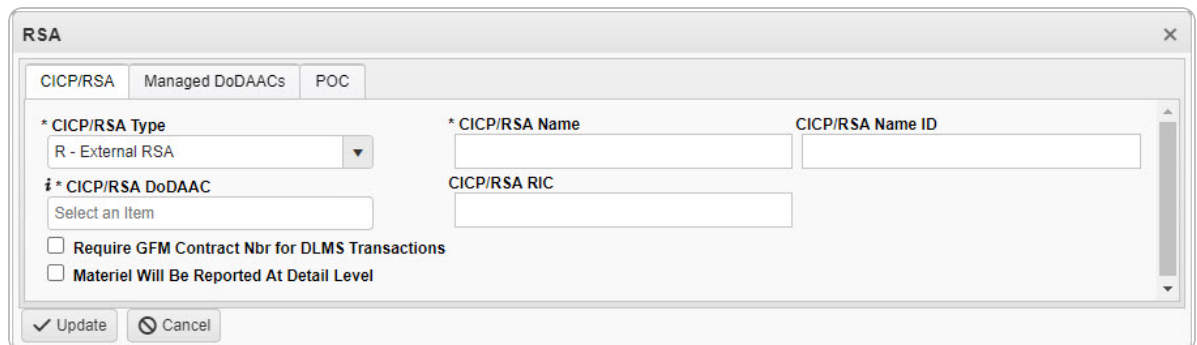


A. Enter the CICP / RSA DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*

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

C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*

- R - External RSA**

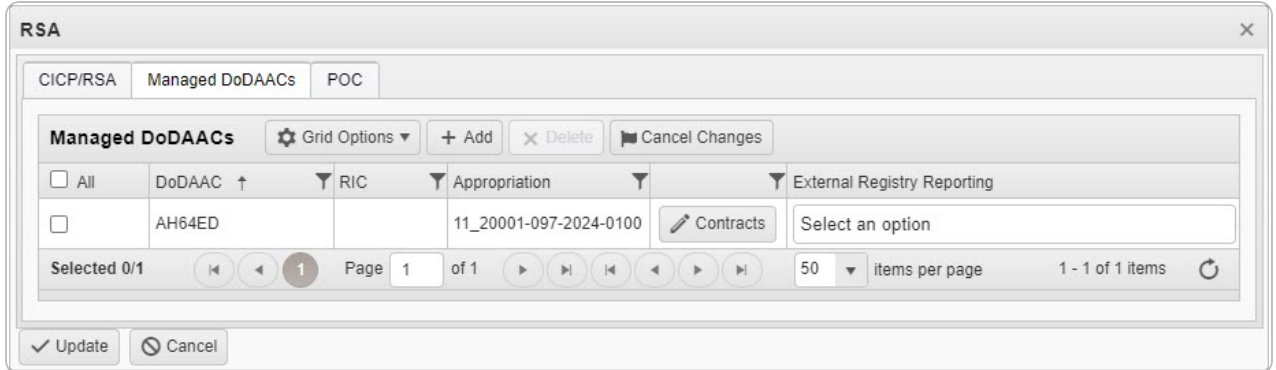





Help Reference Guide

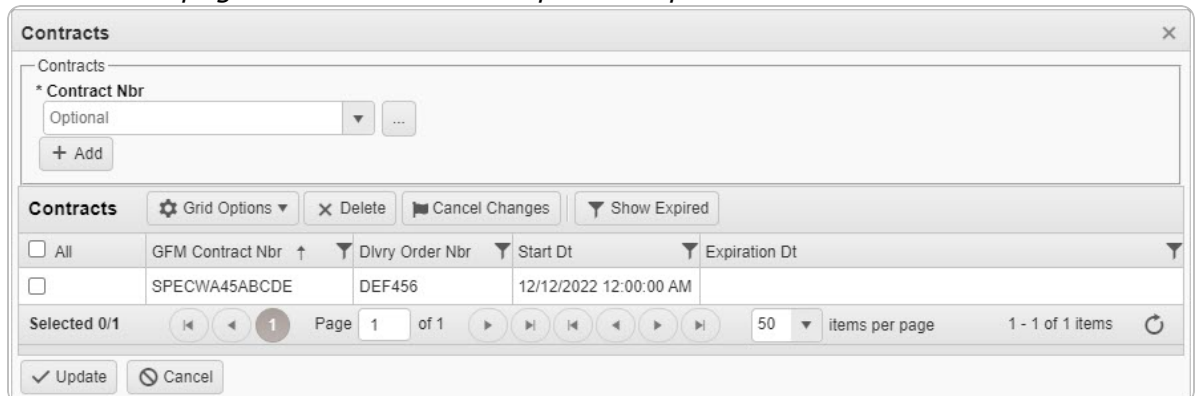
- A. Enter the CICP / RSA DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
 - B. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
 - C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*
4. Select the Managed DoDAACs Tab.

Selecting  at any point of this procedure removes all revisions and closes the grid.



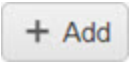
- A. Select . The **Contracts** pop-up window appears.

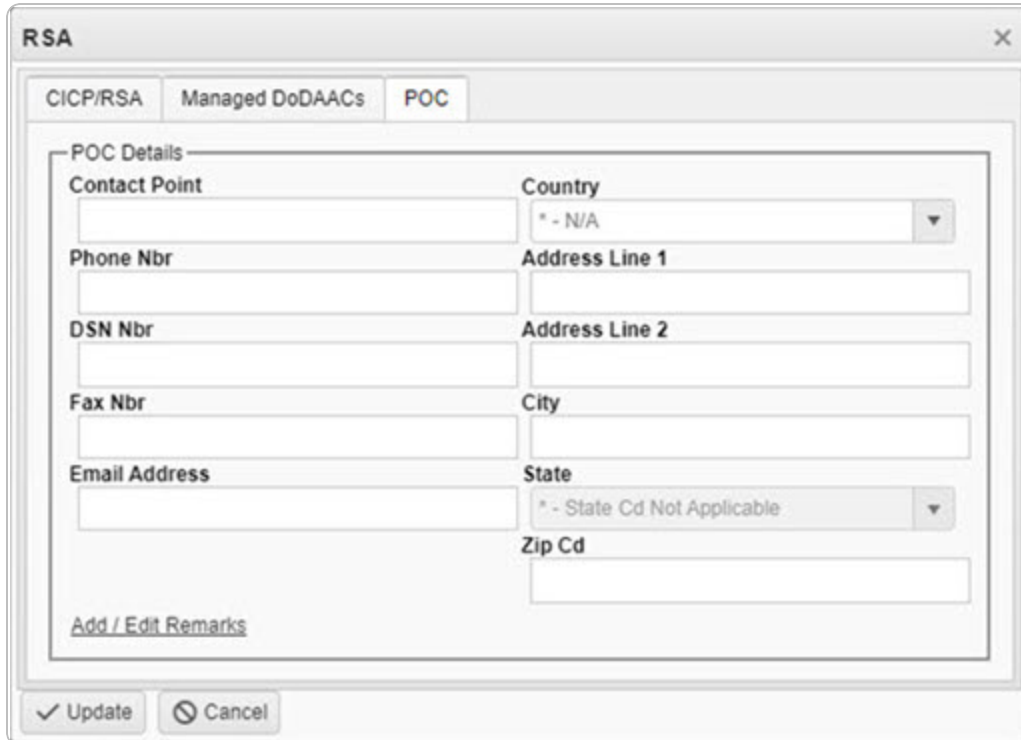
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.






Help Reference Guide

- a. Use  or  to select the desired Contract Nbr.
 - b. Select . *The information appears in the Contracts grid.*
 - c. Click  to select the desired Contract. *The row is highlighted.*
 - d. Select . *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 . *The CICP / RSA is added to the ICP header record.*

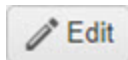




Update a CICP / RSA

Navigation

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

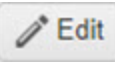
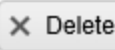
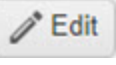


> Update RSA pop-up window

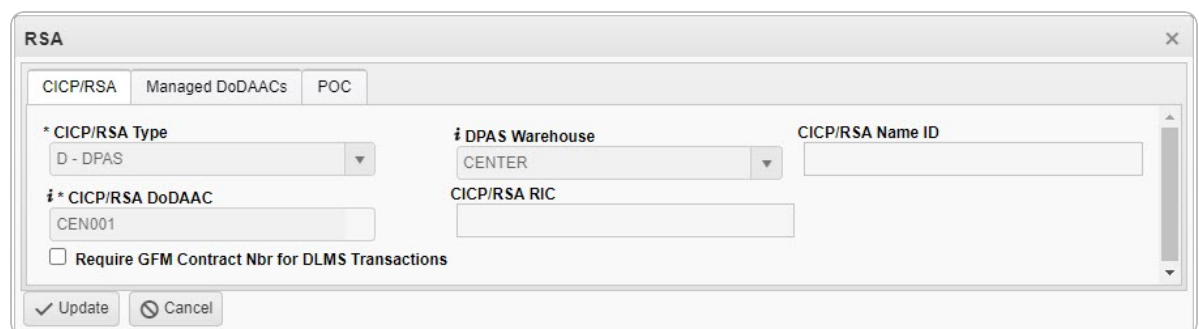
Procedures

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 , , and  become available.*
3. Select . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*
4. Depending upon the CICP / RSA Type, the fields change:

- **D - ELMS**

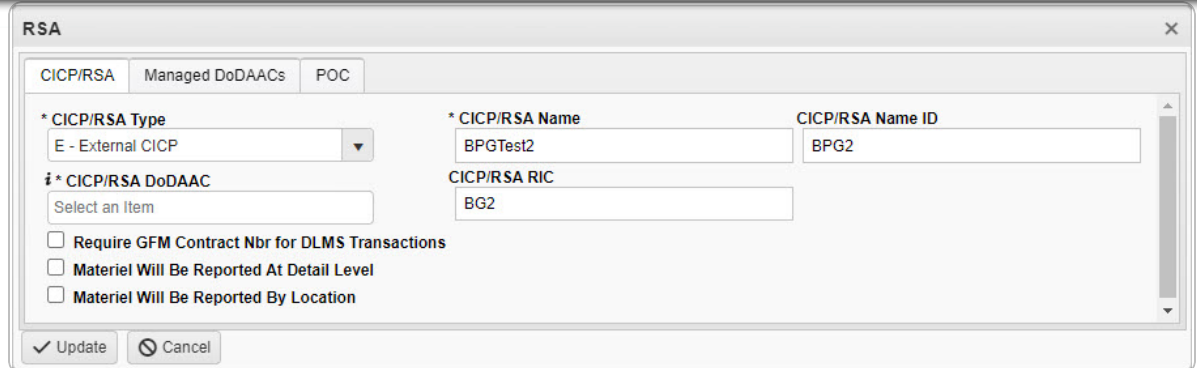


- **E - External CICP**





Help Reference Guide

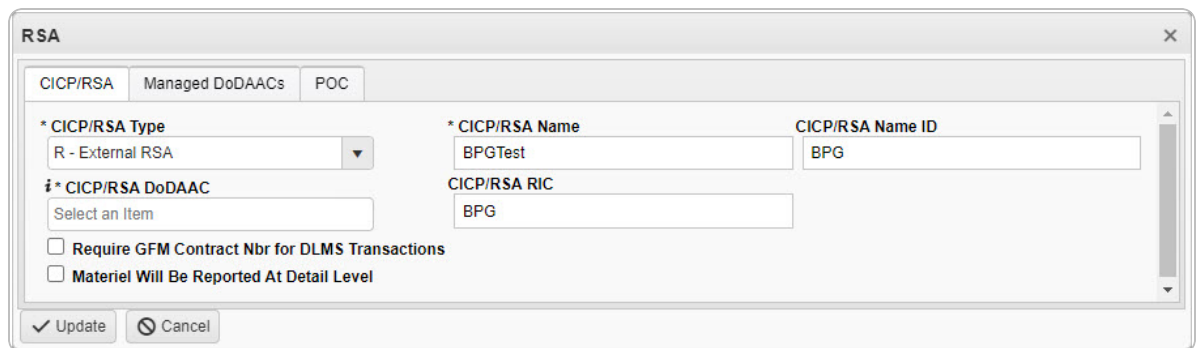


The screenshot shows the 'RSA' dialog box with the 'CICP/RSA' tab selected. The fields are as follows:

- * CICP/RSA Type:** E - External CICP
- * CICP/RSA Name:** BPGTest2
- CICP/RSA Name ID:** BPG2
- * CICP/RSA DoDAAC:** Select an Item
- CICP/RSA RIC:** BG2
- ☐ Require GFM Contract Nbr for DLMS Transactions
- ☐ Materiel Will Be Reported At Detail Level
- ☐ Materiel Will Be Reported By Location

Buttons at the bottom: Update, Cancel.

- 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**



The screenshot shows the 'RSA' dialog box with the 'CICP/RSA' tab selected. The fields are as follows:

- * CICP/RSA Type:** R - External RSA
- * CICP/RSA Name:** BPGTest
- CICP/RSA Name ID:** BPG
- * CICP/RSA DoDAAC:** Select an Item
- CICP/RSA RIC:** BPG
- ☐ Require GFM Contract Nbr for DLMS Transactions
- ☐ Materiel Will Be Reported At Detail Level

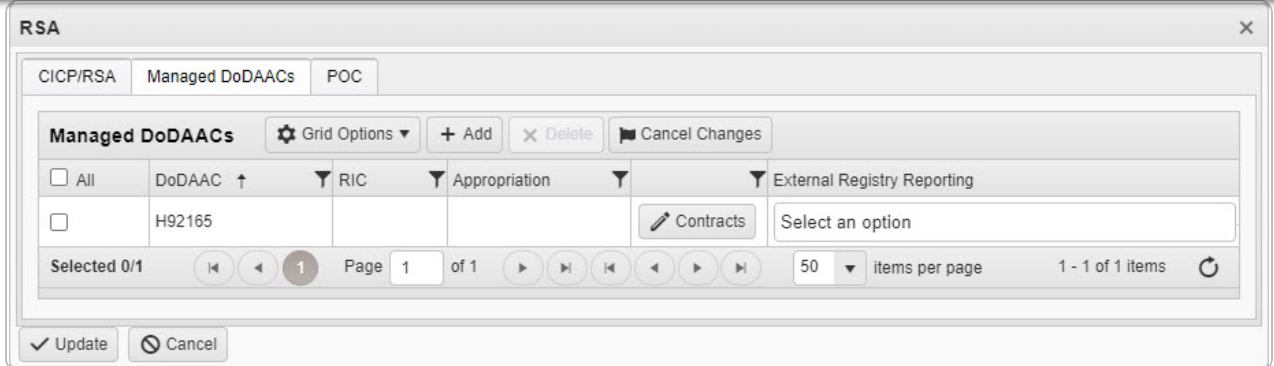
Buttons at the bottom: Update, Cancel.

- 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.

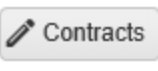


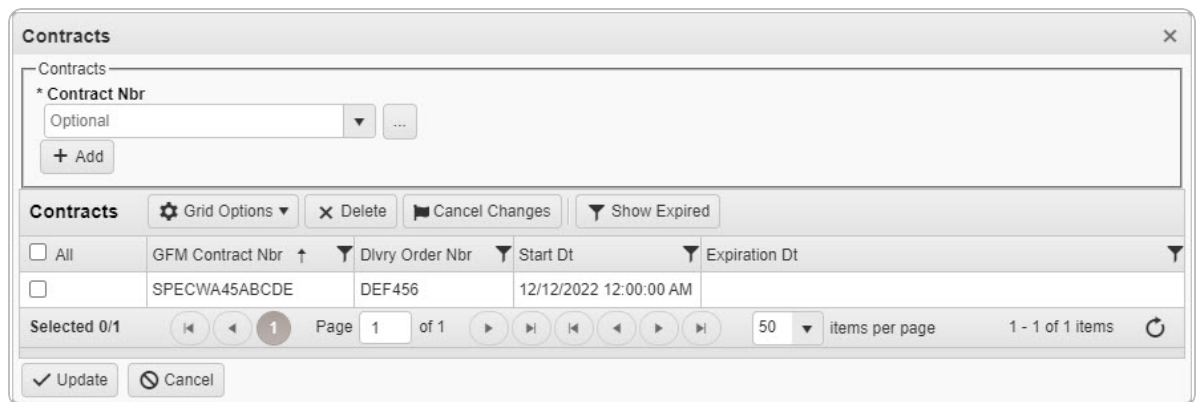


Help Reference Guide

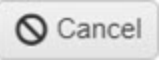


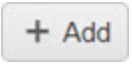
The screenshot shows the RSA window with the 'Managed DoDAACs' tab selected. The window has a header with 'CICP/RSA', 'Managed DoDAACs', and 'POC'. Below the header is a toolbar with 'Grid Options', '+ Add', 'X Delete', and 'Cancel Changes'. The main area contains a table with columns: 'DoDAAC', 'RIC', 'Appropriation', and 'External Registry Reporting'. The first row shows 'H92165' in the 'DoDAAC' column. To the right of the table is a 'Contracts' button and a 'Select an option' dropdown. At the bottom, there are 'Update' and 'Cancel' buttons.

- A. Select . The **Contracts** pop-up window appears.



The screenshot shows the 'Contracts' pop-up window. It has a header with 'Contracts' and a close button. Below the header is a section for '* Contract Nbr' with a dropdown menu and an '+ Add' button. The main area contains a table with columns: 'GFM Contract Nbr', 'Divry Order Nbr', 'Start Dt', and 'Expiration Dt'. The first row shows 'SPECWA45ABCDE', 'DEF456', '12/12/2022 12:00:00 AM', and an empty 'Expiration Dt' field. To the right of the table is a 'Show Expired' button. At the bottom, there are 'Update' and 'Cancel' buttons.

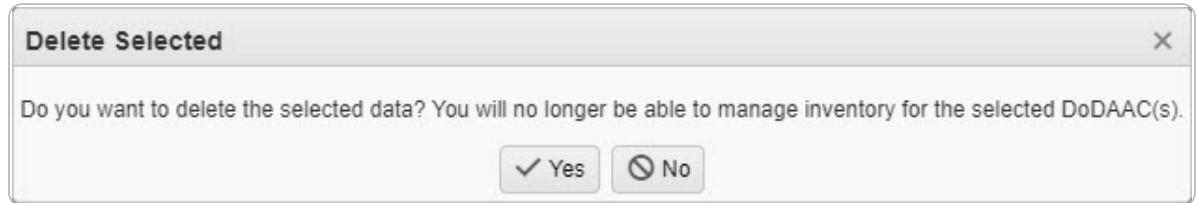
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- a. Use  or  to select the desired Contract Nbr.
 - b. Select . The information appears in the Contracts grid.
 - c. Click  to select the desired Contract. The row is highlighted.
 - d. Select . 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.





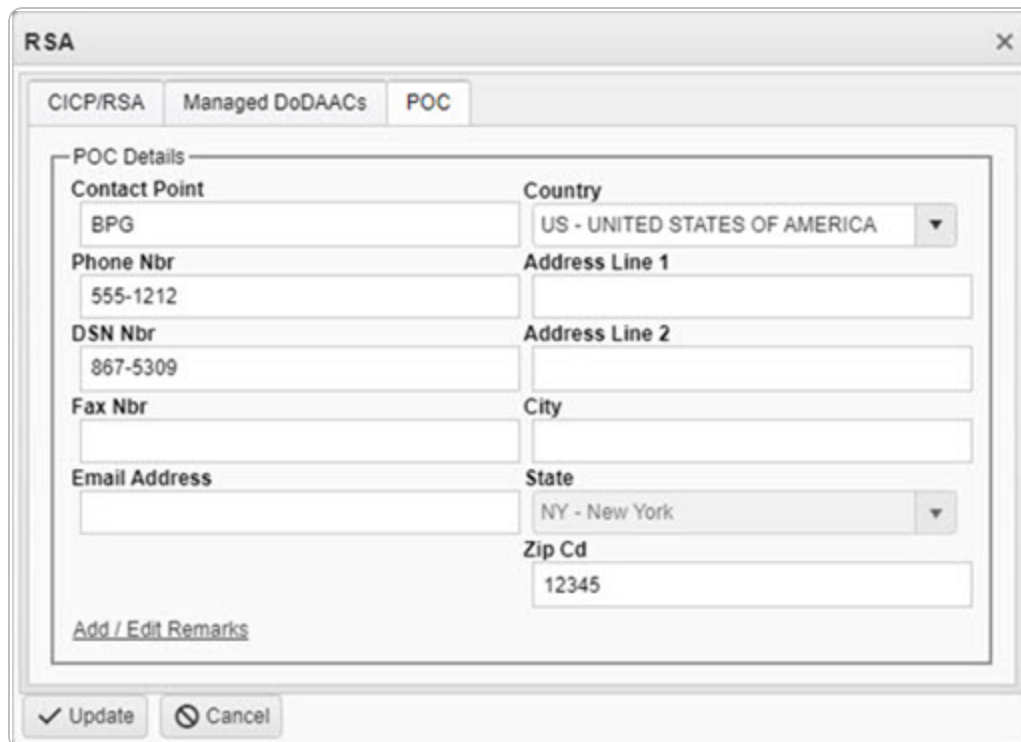
Delete the ICP Managed DoDAAC



Delete Selected [X]

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

- a. Click ☐ to select the desired DoDAAC.
 - b. Select . The **Delete ICP Managed DoDAAC's** pop-up window appears.
 - c. Select . The DoDAAC is removed from the ICP Header Record.
6. Select the POC Tab.



RSA [X]

CICP/RSA Managed DoDAACs **POC**

POC Details

Contact Point BPG	Country US - UNITED STATES OF AMERICA ▼
Phone Nbr 555-1212	Address Line 1
DSN Nbr 867-5309	Address Line 2
Fax Nbr 	City
Email Address 	State NY - New York ▼
	Zip Cd 12345

[Add / Edit Remarks](#)

7. Select . The revised CICP/RSA record is saved.





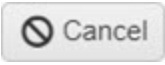
Delete an RSA

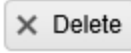
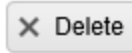
Navigation

MASTER DATA MGMT > ICP Management >  (desired ICP) >  (desired RSA) >  > Delete RSA pop-up window

Procedures

Delete an RSA

Selecting  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* , , and  *become available.*
3. Select . *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

X Delete

Cancel

4. Select  *The CICIP/RSA is removed.*

