



Search for a NMC Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module NMC Inquiry process provides the ability to search for NMC records.

Navigation

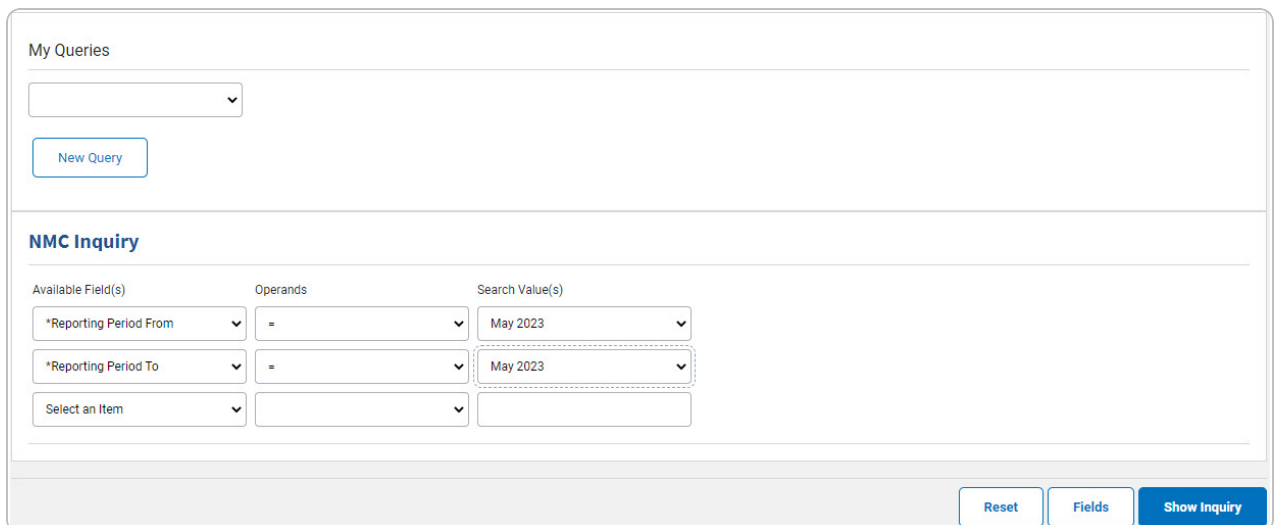
Inquiries > Maintenance > NMC > NMC Inquiry Search Criteria page

Procedures

Search for a NMC Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'NMC Inquiry' search interface. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'NMC Inquiry' section, which contains a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The table has three rows. The first row has '*Reporting Period From' in the first column, '=' in the second, and 'May 2023' in the third. The second row has '*Reporting Period To' in the first column, '=' in the second, and 'May 2023' in the third. The third row has 'Select an Item' in the first column, and empty fields in the second and third columns. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (Reporting Period From) automatically populates and is not editable.






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- B.** The first Available Field(s) option (Reporting Period To) automatically populates and is not editable.


Note



Adding another Available Field  automatically populates an additional search criteria row.


Note




Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*


3. Choose which Operands to use in the search.

A. Use  to select the first Operands.

B. Use  to select the second Operands.

4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.

B. Use  to select the second Search Value.

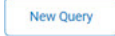
Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . *The desired row is removed.*

5. Select . *The **NMC Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





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My Queries

Add Query
Cancel Query


NMC Inquiry

Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item		

Reset
Fields
Show Inquiry

- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select [Add Query](#). The Query and the information entered in the Search Criteria grid are added to My Queries. Select [Cancel Query](#) to disregard the Query.
- Select [Fields](#). The **NMC Inquiry — Select Fields** page appears.
- OR
- Select [Show Inquiry](#). The **NMC Inquiry — Results** page appears.

Select a My Queries Inquiry

- Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

[New Query](#)

NMC Inquiry


Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **NMC Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **NMC Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.





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My Queries




Test 2 ▼

New Query Update Query Delete Query


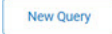
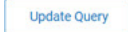

NMC Inquiry

Available Field(s)	Operands	Search Value(s)
*Reporting Period From ▼	= ▼	May 2023 ▼
*Reporting Period To ▼	= ▼	May 2023 ▼
Select an Item ▼	▼	▼

Reset Fields Show Inquiry

2. Select  . The query information is updated.
- Select  . The **NMC Inquiry — Select Fields** page appears.
3. OR
- Select  . The **NMC Inquiry — Results** page appears.

Delete a My Queries Inquiry

- A. Use  to select the desired saved query. The page refreshes, and  is joined by  and  . The selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

Test 2

New Query Update Query Delete Query

NMC Inquiry

Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item		

Reset Fields Show Inquiry

B. Select [Delete Query](#). The query information is removed.

Revise the Fields for the Inquiry

Select [Fields](#). The **NMC Inquiry — Select Fields** page appears.





Search for a NMC Inquiry — Results


Navigation

Inquiries > Maintenance > NMC > Search Criteria > [Show Inquiry](#) > NMC Inquiry Search Results page

Procedures

Export the NMC Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

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Note



To reach the optional fields, refer to the NMC Inquiry — Field Selection page.

2. Select [Cancel](#). The **NMC Inquiry — Criteria** page appears.

Search the Results

1. Select the empty field [Find | Next](#).
2. Enter the characters or words to search. Entries are not case sensitive.
3. Select [Find](#) to search for the entry. The entry appears highlighted in the file.





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4. Select to find the next matching value. *This feature is available if multiple results are found.*





Select Fields for the NMC Inquiry

Navigation

Inquiries > Maintenance > NMC > Search Criteria > > NMC Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.





1. Select [Fields](#). The **NMC Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

Selections

New Selection List

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/>	Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/>	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.
<input checked="" type="checkbox"/>	Maintenance Activity	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Equip Pool ID	The identification assigned to the maintenance equipment pool.
<input checked="" type="checkbox"/>	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
<input checked="" type="checkbox"/>	Asset ID	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/>	Asset LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
<input checked="" type="checkbox"/>	Total FMC Hours %	Total Fully Mission Capable Hours percentage, identifies the total up-time hours percentage.
<input checked="" type="checkbox"/>	Total NMC Hours %	Non Mission Capable Hours percentage, identifies the percentage of total down-time in hours.
<input checked="" type="checkbox"/>	NMCM Hours %	Non Mission Capable Maintenance Hours percentage, identifies the percentage of total maintenance down-time in hours.
<input checked="" type="checkbox"/>	NMCS Hours %	Non Mission Capable Supply Hours percentage, identifies the percentage of total supply down-time in hours.
<input type="checkbox"/>	Accountable UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input type="checkbox"/>	Agency	The name assigned to the agency.
<input type="checkbox"/>	Authn Prop Type Cd	Identifies the type of Authorization, TDA, CTA, MTE, etc.
<input type="checkbox"/>	Authn Remarks Cd	Provides guidance for distribution and restricted issue and usage for certain authorized equipment.
<input type="checkbox"/>	Authorization Number	Authorization Number
<input type="checkbox"/>	Custodian ID	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
<input type="checkbox"/>	Force Element	The name of the Force.





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<input type="checkbox"/>	GSA Lease Code	Indicates the lease status of a particular asset.
<input type="checkbox"/>	Major Command Code	A code used to identify the Major Command or Agency of assignment for units and their administrative structure.
<input type="checkbox"/>	NMC Site Reporting Cd	Non-Mission Capable Site Reporting Code selection from the NMC Site Report Setting screen.
<input type="checkbox"/>	NMCM Days	Non-Mission Capable Maintenance Days, identifies the total number of maintenance days.
<input type="checkbox"/>	NMCM Hours	Non-Mission Capable Maintenance Hours, identifies the total number of maintenance hours.
<input type="checkbox"/>	NMCS Days	Non-Mission Capable Supply Days, identifies the total number of supply days.
<input type="checkbox"/>	NMCS Hours	Non-Mission Capable Supply Hours, identifies the total number of supply hours.
<input type="checkbox"/>	Paragraph Nbr	Identifies a specific organization within a specific Unit Identification Code (UIC).
<input type="checkbox"/>	Serial Number	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
<input type="checkbox"/>	Total FMC Days	Total Fully Mission Capable Days, identifies the total up-time in days.
<input type="checkbox"/>	Total FMC Hours	Total Fully Mission Capable Hours, identifies the total up-time in hours.
<input type="checkbox"/>	Total NMC Days	Total Non-Mission Capable Days, identifies the total down-time in days.
<input type="checkbox"/>	Total NMC Hours	Total Non-Mission Capable Hours, identifies the total down-time in hours.
<input type="checkbox"/>	UIC Auth Setting	Unique Identification Code Authorization Setting, can be stock number, LIN/TAMCN or None.

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

- Enter an unique identifier in the Extract Id field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
- Use  to select the Privacy Type.

Add a Selection List

- Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*





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Selections:

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/>	Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/>	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

Note



Selecting at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . The page refreshes, and the selected list is added. is replaced by and .
3. Select for small volumes of data. The **NMC Inquiry — Results** page appears.

OR

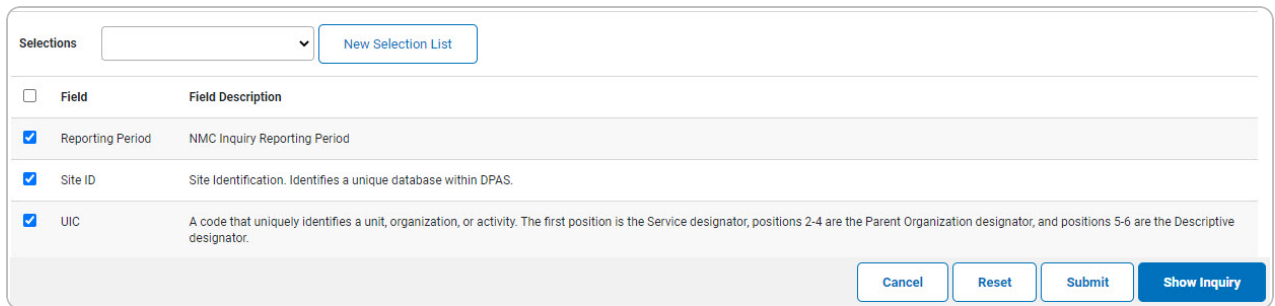
Select for large volumes of data. The **NMC Inquiry Transaction Status** page appears.






Use a Predetermined Field Selection List

1. Use  to display the Selection List.


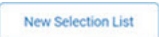
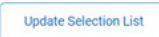
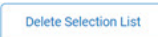


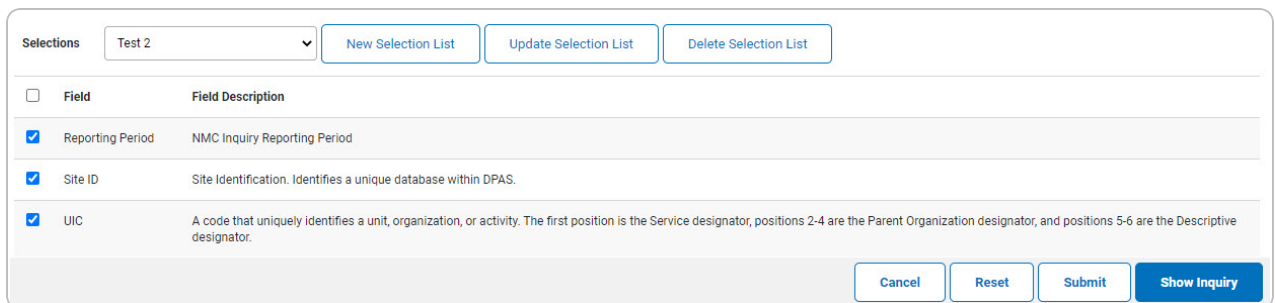
Field	Field Description
<input checked="" type="checkbox"/> Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/> Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/> UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

2. Select  for small volumes of data. *The **NMC Inquiry — Results** page appears.*
- OR**



Select  for large volumes of data. *The **NMC Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*



Field	Field Description
<input checked="" type="checkbox"/> Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/> Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/> UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

2. Select . *The page refreshes.*
3. Select  for small volumes of data. *The **NMC Inquiry — Results** page appears.*







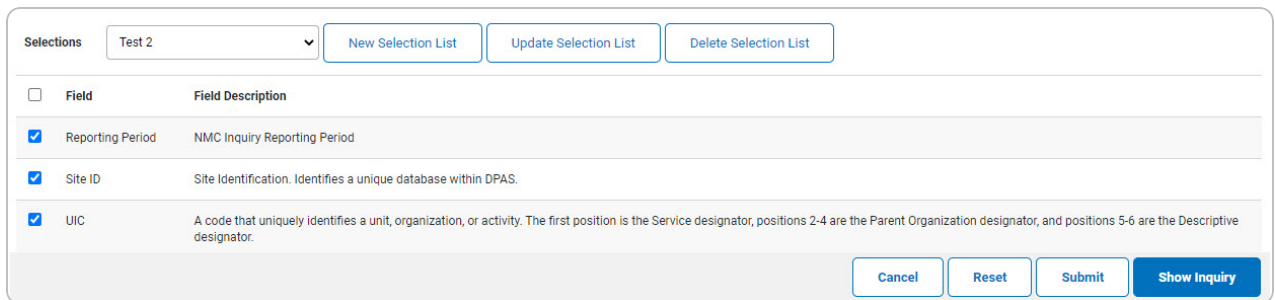


OR

Select  for large volumes of data. *The **NMC Inquiry Transaction Status** page appears.*

Delete a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*





The screenshot shows a web interface with a 'Selections' dropdown menu set to 'Test 2'. To the right of the dropdown are three buttons: 'New Selection List', 'Update Selection List', and 'Delete Selection List'. Below these is a table with search criteria fields. The table has two columns: 'Field' and 'Field Description'. The first row is a header. The subsequent rows are 'Reporting Period', 'Site ID', and 'UIC', each with a checked checkbox in the 'Field' column and a description in the 'Field Description' column. At the bottom right of the table are four buttons: 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

Field	Field Description
<input checked="" type="checkbox"/> Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/> Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/> UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

2. Select . *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

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

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





1. Select [Fields](#). The **NMC Inquiry** page appears.

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

Selections

New Selection List

<input type="checkbox"/>	Field	Field Description
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<input type="checkbox"/>	Agency	The name assigned to the agency.
<input type="checkbox"/>	Authn Prop Type Cd	Identifies the type of Authorization, TDA, CTA, MTE, etc.
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<input type="checkbox"/>	Authorization Number	Authorization Number
<input type="checkbox"/>	Custodian ID	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
<input type="checkbox"/>	Force Element	The name of the Force.





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<input type="checkbox"/>	GSA Lease Code	Indicates the lease status of a particular asset.
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<input type="checkbox"/>	NMCM Hours	Non-Mission Capable Maintenance Hours, identifies the total number of maintenance hours.
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<input type="checkbox"/>	Total NMC Days	Total Non-Mission Capable Days, identifies the total down-time in days.
<input type="checkbox"/>	Total NMC Hours	Total Non-Mission Capable Hours, identifies the total down-time in hours.
<input type="checkbox"/>	UIC Auth Setting	Unique Identification Code Authorization Setting, can be stock number, LIN/TAMCN or None.

2. Select the fields required for the inquiry. *The first 12 fields are automatically selected.*

Note



The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

3. Select for small volumes of data. *The **NMC Inquiry — Results** page appears.*

OR

Select for large volumes of data. *The **NMC Inquiry Transaction Status** page appears.*

