Search for a Sensitive Inventory Request — Criteria

Overview

The Property Accountability module Request Sensitive Inventory process provides the ability to request a Sensitive Inventory.

A Sensitive Item Inventory is the physical count of items identified by a specific service as sensitive (e.g., firearms, ammunition, night vision devices navigation systems (GPS, and some items that are identified as pilferable). The inventory process is completed by manual or automated inventories. The Controlled Inventory Item Code (CIIC) indicates the security classification of assets. When an inventory is initialized, an Inventory Number is created to track the process from "cradle to grave" to help manage the inventory.

> **Note**
>
> Sensitive assets are determined by CIIC = 1, 2, 3, 4, 5, 6, 8, 9, P, N, Q, R, Y, $. The UIC Inventory Management Plan designates Pilferable assets to be included in the Inventory. Pilferable assets are determined by a CIIC = I, J, M, V, W, X, Z or identified as Pilferable on asset record. Contact the Agency Coordinator for additional information regarding the Inventory Management Plan created for sensitive assets.

Navigation

Inventory > Generate Inventory > Sensitive > Request Sensitive Inventory Search Criteria page

Procedures

Search for a Sensitive Inventory Request — Criteria

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 panel, narrow the results by entering one or more of the following fields.

- Use ⌄ to select the Type Action.

- Use *i* or 🔍 to assist with the MAJ CUSTODIAN NBR entry. *This is a 6 alphanumeric character field.*

- Click ☐ to select the Include SUB CUST. *Selecting indicates the inclusion of the sub-ordinate custodian.*

> **Note**
>
> Entering the Type Action and MAJ CUSTODIAN NBR fields and selecting **Search** bypasses the Search Results page and opens the Update page.
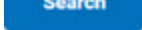
2. Select **Search**. *The Request Sensitive Inventory Search Results page appears.*

Search for a Sensitive Inventory Request — Results

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > [Search] > Request Sensitive Inventory Search Results page

Procedures

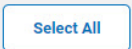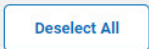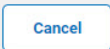### Search for a Sensitive Inventory Request — Results

Selecting [Cancel] at any point of this procedure removes all revisions and closes the page. Selecting [Deselect All] deselects the checked entries. Selecting [Select All] selects all present entries.

1. Select [Search]. *The Request Sensitive Inventory Search Results page appears.*

Select	Cust Nbr	Last Inv Dt	Next Initlzn Dt
☐	BPG123		
☐	LN0411		
☐	NL2204		
☐	NLTEST		
☐	STRIK2		
☐	STRIK2 TEST56		
☐	STRIKE		
☐	STRIKE TEST30		

[Cancel] [Deselect All] [Select All] [Continue]

2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*

> **Note**
>
> 🔴❓ LAST INV DT and NEXT INIT DT does not display if there is no Sensitive Inventory Plan for the UIC. Contact the Agency Coordinator if no plan exists for the UIC.

3. Select **Continue**. *The* **Request Sensitive Inventory Request Update** *page appears.*

View the Selected Sensitive Inventory Rows

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > [Search] > Search Results > ☐ (desired record) > [Continue] > Request Sensitive Inventory Selected Rows page

Procedures

View the Selected Sensitive Inventory Rows

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

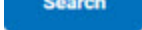| Selected Rows		
Cust Nbr	**Last Inv Dt**	**Next Initlzn Dt**
BULK		
DOTEST		

[Cancel] [Continue]

1. Select [Continue]. *The* **Request Sensitive Inventory Update** *page appears.*

Update a Sensitive Inventory Request

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > [Search] > *VARIOUS PROCEDURAL STEPS* > Request Sensitive Inventory Update page
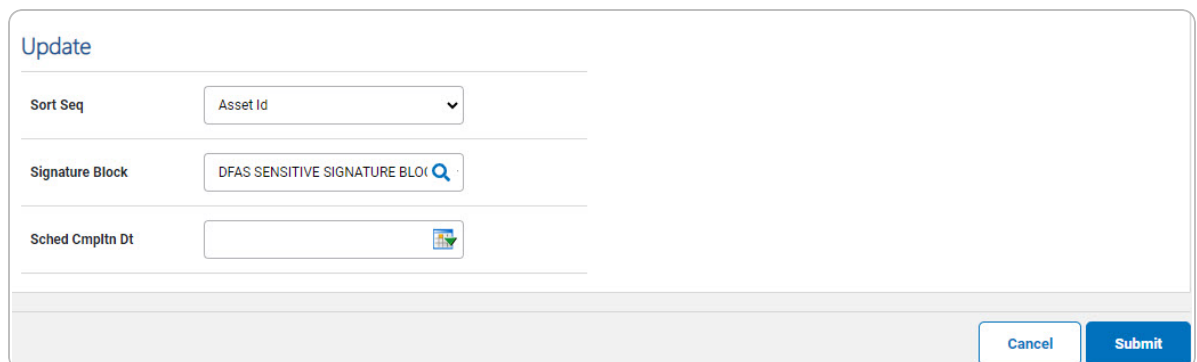
Procedures

Update a Sensitive Inventory Request

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

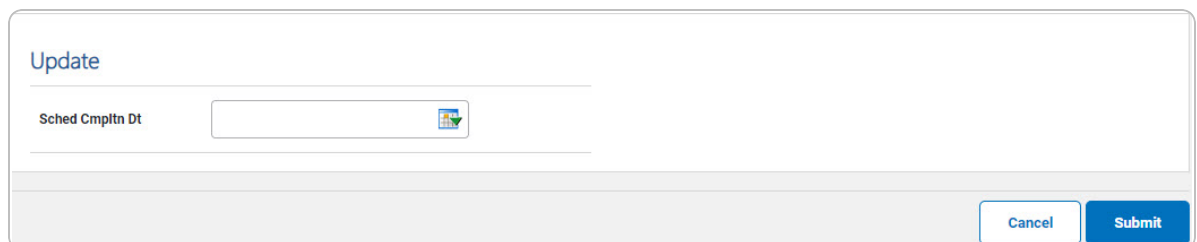1. Select [Continue]. *The* ***Request Sensitive Inventory Update*** *page appears.*

   • Init Inventory and Gen Report

   Update

Sort Seq	Asset Id ▾
Signature Block	DFAS SENSITIVE SIGNATURE BLO(🔍
Sched Cmpltn Dt	📅

   [Cancel] [Submit]

   A. Update the SCHED CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   • Init Inventory

   Update
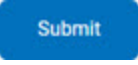
Sched Cmpltn Dt	📅

   [Cancel] [Submit]

        A.   Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

2.   Select **Submit**. *The Request Sensitive Inventory Transaction Status page appears.*