

Help Reference Guide

Update a SITE ID /Accountable Unit Identification Code (UIC)

Overview

The Property Accountability module SITE ID/Accountable UIC Update process specifies the managed UIC. The options available were determined from the ELMS Security Roles Request form.

Navigation

My ELMS > Site/ACTBL UIC UPDT > SITE ID/Accountable UIC Update page

Procedures

Change the SITE ID and/or Accountable UIC/UIC

O Cancel

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

1. In the My ELMS menu, select Site/ACTBL UIC UPDT. *The SITE ID/Accountable UIC Update page appears.*

Instructions	1
Search for tier Q + -	
ARMY - DEPARTMENT OF THE ARMY	
DECA - DEFENSE COMMISARY AGENCY	
DLA - DEFENSE LOGISTICS AGENCY	
MDA - MISSILE DEFENSE AGENCY	
NAVY - DEPARTMENT OF THE NAVY	
USAF - DEPARTMENT OF THE AIR FORCE	

2. Select

• Update . The SITE ID, Accountable UIC combination changes.



