



Armory Issue Overview

Overview

The Warehouse Management module Armory Issue process provides the ability to search existing issues and to begin the process of issuing equipment and gear. The Armory Issue process is a form of the Individual Issue process, and it is specifically designed for use in an Armory environment, or any environment where it is important for a member to be issued the exact same piece of inventory on a consistent basis. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

Helpful Tip



A member's CAC can streamline the Armory Issue process. When the member first arrives, scanning the CAC performs the search automatically. If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Armory Issue. Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Armory Issue.

The Armory Issue process uses six different statuses, or phases, to track the progress of an issue:

- **Issued** —
A completed issue; All assets have been assigned to the member.
- **Canceled** —
An issue has been initiated, but is no longer needed.
- **Exchange** —
An issue where the member has exchanged previously issued assets.
- **In Process** —
An issue has been initiated, but no assets have been picked.
- **Picked** —
The member has picked assets and the user has recorded what was picked; If all assets are picked, the Sign procedure moves the issue to Issued status; If some assets are not picked, the Sign procedure moves the issue to Backorder.
- **Backorder** —
Following the Picked status, an issue where some assets were not available for issue.






Navigation

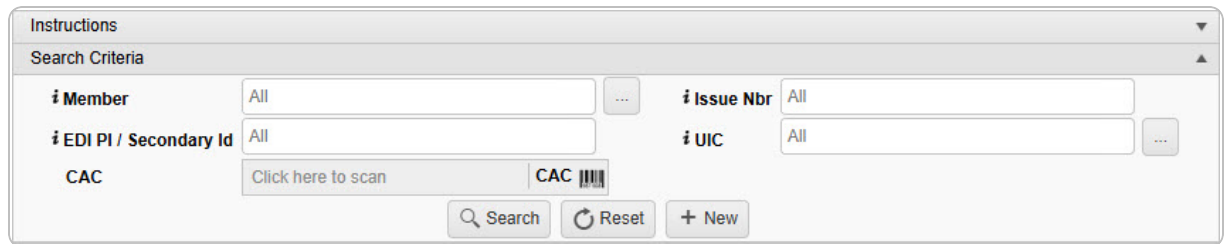
Matériel MGMT > Armory > Issue > Armory Issue page

Procedures

Search for An Armory Issue

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.


- In the Search Criteria box, narrow the results by entering one of the following optional fields.



- Click . The results display in the Armory Search Results Grid.

Armory		Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	BAGGINS	FRODO			ID87655084	JMN123	06/19/2024	MCHA2024171000002		MECHANICSBURG	4	0	In Process
	GROCE	PIDGE	P		ID12345678	JMN123	05/27/2016	WHCA2016148000001		COLUMBUS	0	0	Picked
	KENOBI	OBI-WAN	B		9632587415	JMN123	06/21/2024	MCHA2024173000001		MECHANICSBURG	4	0	In Process

Create an Issue or Re-Issue From Scanning the Member's CAC

- Scan the member's CAC.
 - If the member is not in the system:
 - Select  in the Search Criteria section. The **Enter the EDI PI** pop-up window appears.









Enter the EDIPI ✕


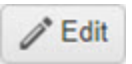

Instructions ▼

Enter the EDIPI of the member for whom to add an Issue.

- B. Select  . The **Add a Member Profile** pop-up window appears.
- C. Select  . The **Armory Issue Process** page appears.
- If the member is in the system with previous issues:
 - A. The member's results display in the Armory Search Results Grid.

Armory												
Grid Options ▼												
	Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	BARTON	CLINT	H	6547893211	CLE003	06/09/2016	WHCA201615900001		COLUMBUS	1	0	BackOrder
	BARTON	CLINT	H	6547893211	CLE003	08/24/2016	WHCA2016237000003		COLUMBUS	1	0	Picked

50 Items per page 1 - 33 of 38 Items

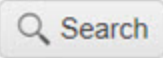

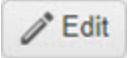

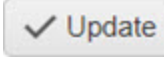
- a. Select  . The **Armory Issue Process** page appears, open to the Issued section.
- b. Select  . The **Armory Issue Process** page appears, open to the Picked, Backorder, or In Process section.
- c. Select  . The **Armory Issue Process** page appears, open to the Entry section.
- If the member is in the system with no previous issues:
The **Armory Issue Process** page appears.






Armory Issue Process



Navigation

Materiel MGMT > Armory >  Search > Armory Issue >  New or  Edit or
 View > Individual Issue Member >  Update > Armory Issue Grid

Procedures

Process an Armory Issue

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

Armory												
	Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	BARTON	CLINT	H	6547893211	CLE003	06/09/2016	WHCA2016159000001		COLUMBUS	1	0	BackOrder
	BARTON	CLINT	H	6547893211	CLE003	08/24/2016	WHCA2016237000003		COLUMBUS	1	0	Picked

1. Select  View . The Armory Issue Process page appears, open to the Issued section.

Instructions

Individual Issue Member

Last, First M	GROCE, PIDGE P	Phone Nbr	1-717-555-1212
EDI PI	ID12345678	DSN Nbr	
Pay Grade	O2E	Mobile Phone Nbr	555-2121
* UIC	JMN123 - CORUSCANT	Email Address	PIDGE@NONUSER.COM
Temp Assigned UIC		Loan Return Dt	
Include Previous Issued Qty in Calculation	No		
Secondary Id			
Cash Issue	No		
Class Year		Duty Status	

Issue Nbr: WHCA2017355000001

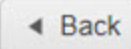
Status: Issued

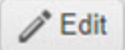


Help Reference Guide

SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty	Picked Quantity
	Picked		1005000179547	PIN FIRING		10	1	1	1	1

1 - 1 of 1 Items

Select  . The View screen closes, and the Armory Issue page appears.

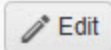
- Select  . The Armory Issue Process page appears, open to the Picked, Backorder, or In Process section.

Picked

Instructions

Individual Issue Member

Last, First M	BABY, YODA	Phone Nbr
EDI PI	ID87654772	DSN Nbr
Pay Grade	RCT	Mobile Phone Nbr
i * UIC	MANDO1 - THIS IS THE WAY	Email Address
i Temp Assigned UIC		Loan Return Dt
Include Previous Issued Qty in Calculation	No	
Secondary Id		
Cash Issue	No	
Class Year		Duty Status



Select  . The Member panel becomes editable.

Instructions

Individual Issue Member

Last, First M	BABY, YODA	Phone Nbr	<input type="text"/>
EDI PI	ID87654772	DSN Nbr	<input type="text"/>
Pay Grade	RCT	Mobile Phone Nbr	<input type="text"/>
i * UIC	MANDO1 <input type="text"/>	Email Address	<input type="text"/>
i Temp Assigned UIC	Optional <input type="text"/>	Loan Return Dt	<input type="text"/>
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	i Service Center	Please Select an Item <input type="text"/>
Secondary Id			
Cash Issue	<input type="checkbox"/>		

A. Use  or  to assist with the UIC entry. This is a 6 alphanumeric character field.

Select  . The Member panel becomes uneditable.





Help Reference Guide

Issue Nbr: MCHA2024171000001

Status: Picked

Scan Barcode:

ICN S/N UII

RFID

QR

SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty	Picked Quantity
	Picked		1005000179547	PIN,FIRING		10	1	1	1	1

1 - 1 of 1 Items

Select . The Picked screen closes, and the Armory Issue page appears.

OR

Backorder

Instructions ▼

Individual Issue Member ▲

Last, First M	BARTON, CLINT H	Phone Nbr
EDI PI	6547893211	DSN Nbr
Pay Grade	O9	Mobile Phone Nbr
i * UIC	CLE003 - TEAM CAP	Email Address
i Temp Assigned UIC		Loan Return Dt
Include Previous Issued Qty in Calculation	No	
Secondary Id		
Cash Issue	No	
Class Year		Duty Status

Select . The Member panel becomes editable.





Help Reference Guide

Instructions

Individual Issue Member

Last, First M	BARTON, CLINT H	Phone Nbr	<input type="text"/>
EDI PI	6547893211	DSN Nbr	<input type="text"/>
Pay Grade	O9	Mobile Phone Nbr	<input type="text"/>
i * UIC	<input type="text" value="CLE003"/> <input type="button" value="..."/>	Email Address	<input type="text"/>
i Temp Assigned UIC	<input type="text" value="Optional"/> <input type="button" value="..."/>	Loan Return Dt	<input type="text"/> <input type="button" value="Calendar"/>
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	i Service Center	Please Select an Item <input type="button" value="v"/>
Secondary Id			
Cash Issue	<input type="checkbox"/>		

A. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

Select . *The Member panel becomes uneditable.*

Issue Nbr: WHCA2016159000001A
Status: BackOrder

SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty	Picked Quantity	Issued Qty	BackOrder Qty
			2540002317481	BOW,VEHICULAR TOP		0	1	0	1	<input type="button" value="Select Assets"/>	0	1

1 - 1 of 1 Items

OR

In Process

Instructions

Individual Issue Member

Last, First M	BAGGINS, FRODO	Phone Nbr	(800) 555-1212
EDI PI	ID87655084	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
i * UIC	JMN123 - CORUSCANT	Email Address	
i Temp Assigned UIC		Loan Return Dt	
Include Previous Issued Qty in Calculation	Yes		
Secondary Id			
Cash Issue	No		
Class Year		Duty Status	







Select  . The Member panel becomes editable.

Instructions

Individual Issue Member

Last, First M	BAGGINS, FRODO	Phone Nbr	(800) 555-1212
EDI PI	ID87655084	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
i * UIC	JMN123	Email Address	
i Temp Assigned UIC	Optional	Loan Return Dt	
Include Previous Issued Qty in Calculation	<input checked="" type="checkbox"/>	i Service Center	Mechanicsburg Service Center
Secondary Id			
Cash Issue	<input type="checkbox"/>		

A. Use  or  to assist with the UIC entry. This is a 6 alphanumeric character field.

Select  . The Member panel becomes uneditable.

Issue Nbr: MCHA2024171000002
Status: In Process

Armory Issue

	SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
		Pending		1005003368608	LEAF,REAR SIGHT		0	1	0	1
		Pending		1005005336562	SAFETY,GUN GRIP		0	1	0	1
		Pending		1005011671177	STRAP		0	1	0	1
		Pending		4240000222946	PROTECTOR,HEARING		0	1	0	1

1 - 4 of 4 Items

3. Select  . The Armory Issue Process page appears, open to the Entry section.

Instructions



Individual Issue Member

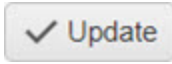
Last, First M	BAGGINS, FRODO	Phone Nbr	
EDI PI	ID87654774	DSN Nbr	
Pay Grade	E3	Mobile Phone Nbr	
i * UIC	000001	Email Address	
i Temp Assigned UIC	Optional	Loan Return Dt	
Master Issue Lists			
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	i * Service Center	CJL Test
Secondary Id			
Cash Issue	<input type="checkbox"/>		





Help Reference Guide

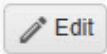
A. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*

Select . *The Member panel becomes uneditable.*

Instructions ▼


Individual Issue Member ▲

Last, First M	GOGGINS, WALTON	Phone Nbr	717-555-1212
EDI PI	ID87654400	DSN Nbr	
Pay Grade	E6	Mobile Phone Nbr	
i * UIC	HC1001 - UNIT ISSUE 1	Email Address	
i Temp Assigned UIC		Loan Return Dt	
Include Previous Issued Qty in Calculation	Yes		
Secondary Id			
Cash Issue	No		
Class Year		Duty Status	



Issue Nbr: MCHA2024330000002

Status: In Process

A. Click  to expand the Stock Number selection.

Print Attachments

Armory Issue + Add X Cancel Issue ✓ Save and Continue ⚙ Grid Options ▼

	SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
		Pending		1005004387321	BARREL,EXTENSION		0	1	0	1
		Pending	E12502M	1005011182640	PISTOL,9 MILLIMETER		21	1	0	1

Select from items that have been previously issued, or newly added items:

✓ Save Changes ✕ Cancel

Issue	SKO Status	ICN	Serial Nbr	Location	Location Status	Freeze Location	Previously Issued
<input type="checkbox"/>		A000000000000523805	1133858	AR ISSUE	ACTIVE	No	Yes

1 - 1 of 1 Items

		Pending		1305014399717	CARTRIDGE,9 MILLIME		0	100	0	100
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1 - 3 of 3 Items

B. Check the Issue to re-issue the same asset. A  appears.

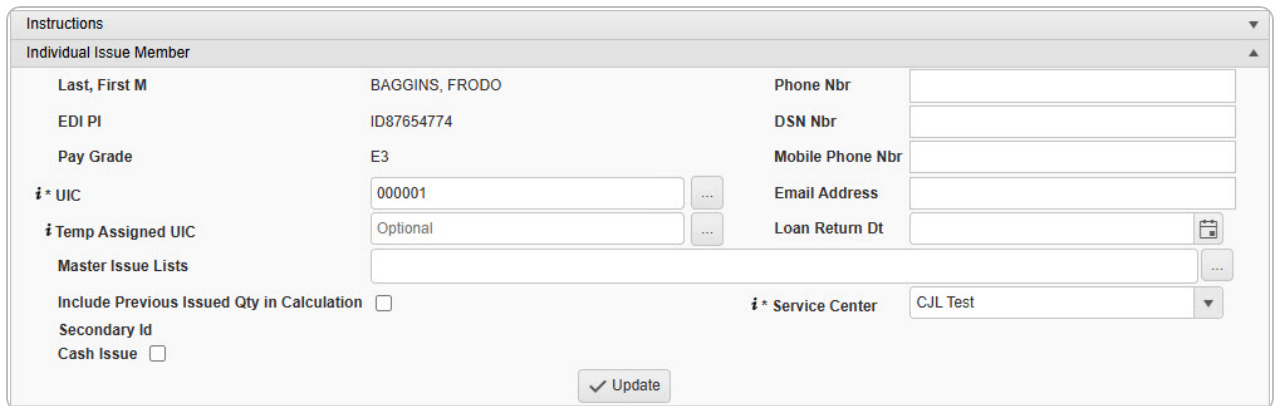
C. Select . *The serially managed asset is assigned to the issue.*





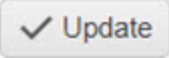
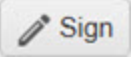
Process a Quick Issue

1. Select  . The *Armory Issue Process* page appears, open to the *Entry* section.



Instructions
Individual Issue Member

Last, First M	BAGGINS, FRODO	Phone Nbr	
EDI PI	ID87654774	DSN Nbr	
Pay Grade	E3	Mobile Phone Nbr	
† * UIC	000001	Email Address	
† Temp Assigned UIC	Optional	Loan Return Dt	
Master Issue Lists			
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	† * Service Center	CJL Test
Secondary Id			
Cash Issue	<input type="checkbox"/>		

2. Select  . The *Armory Issue* grid appears, and the status of the *Quick Armory Issue* is "Picked".
3. Select  . The **Individual Issue Electronic Signature** pop-up window appears.

Sign an Armory Issue

- Select  . The **Individual Issue Electronic Signature** pop-up window appears.



Individual Issue Electronic Signature

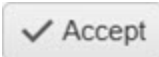


I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

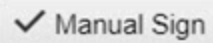




-  **eSign** displays the **Signature Pad Form pop-up window**.



1. Use either the mouse or the stylus to sign the Signature Pad.
2. Select either:
 -  **Accept** to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
 -  **Clear** to erase the signature and reattempt.
 -  **Cancel** to close the window and return to the previous page.

-  **Manual Sign** displays the **pop-up window of the document for printing with a Print dialog box**.





Help Reference Guide

Print

ISS NBR: WHCI2026138000002



NORCOTT, JOHN M, CIV
EDIPI: ID87655274

**ENTERPRISE LOGISTICS
MANAGEMENT SYSTEM**

WAREHOUSE: COLUMBUS
INDIVIDUAL ISSUE RECEIPT
UIC: CLE001 - ASGARD

DT/TM PRINTED: 5/18/2026 12:51:21 PM
DT/TM ISSUED: 5/18/2026 12:51:19 PM

LIN/TAMCN STOCK NBR (SKO) SERIAL NBR	ITEM DESC IDN	ICN COND CD SIZE COLOR	CAGE CNTRCT LOT NBR	MFR DT EXP DT	ISSUE QTY RETURNABLE	UNIT COST EXT COST
1260011264478	BACKPACK		B0000000000000274569 A		1 Yes	\$469.61 \$469.61
6230001616422	FLASHLIGHT		B0000000000000274412 A		1 No	\$17.76 \$17.76
B0001 8430011981327	BOOTS,COMBAT		B0000000000000271983 A 11 GREEN		1 Yes	\$181.91 \$181.91
8465001324053	CANTEEN,WATER		B0000000000000274493 A	01/01/2020	1 Yes	\$3.74 \$3.74
8470014762519	HELMET,GROUND TROOP		B000000000000000021 A		1 Yes	\$301.85 \$301.85
C11072F GLOVES003	GLOVES - L		B0000000000000274410 A L		2 Yes	\$0.00 \$0.00
HATS001	HATS		B0000000000000274411 A		1 Yes	\$0.00 \$0.00

GRAND TOTALS:

Items/Kits: 8 \$974.87
Components: 0

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.




SKO TYPE CODES


MG: MANAGED
UM: UNMANAGED





Print From an Armory Issue

1. Click . Choose which document to print.

2.  appears. It is replaced by



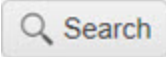
3. The **Windows Save As** pop-up appears, ready to save the form chosen for printing.






Add an Attachment to an Armory Issue


Navigation

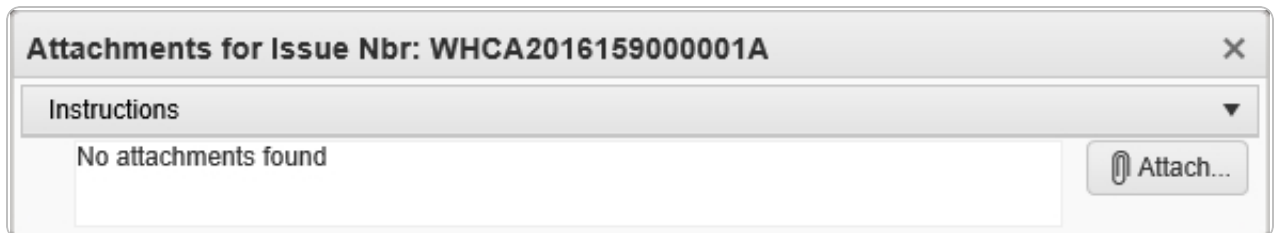
MATERIEL MGMT > Armory > Issue >  Search >  Edit >  Attachments
> Attachments for Issue NBR pop-up window

Procedures

Attach a Document to an Issue

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

1. Select  **Attachments** to add any additional files to the record. The **Attachments for Issue NBR** pop-up window appears.



2. Select  **Attach...**. The **Attach Files** pop-up window appears.







Attach Files ✕

Instructions ▼

* Attachment

 Browse...

Desc

Primary  Attach...

Attachments:

Name	Desc
------	------

✕ Close Window

3. Select  Close Window . The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.

