Inventory Control Point Management Overview

Overview

The Materiel Management/Inventory Control Point 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, Agency Cds, and Financial System Interfaces.
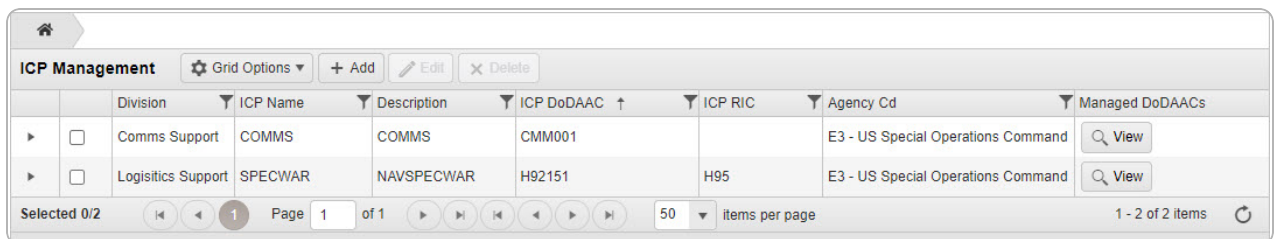
Navigation

MASTER DATA MGMT > ICP Management > ICP Management page

Procedures

View an ICP

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

		Division	ICP Name	Description	ICP DoDAAC ↑	ICP RIC	Agency Cd	Managed DoDAACs
▶	☐	Comms Support	COMMS	COMMS	CMM001		E3 - US Special Operations Command	🔍 View
▶	☐	Logisitics Support	SPECWAR	NAVSPECWAR	H92151	H95	E3 - US Special Operations Command	🔍 View

ICP Management   ⚙ Grid Options ▼   + Add   ✏ Edit   ✕ Delete

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

- Select ⌕ View . *The Managed DoDAACs pop-up window appears.*

Managed DoDAACs   ✕

RSA ↑	DoDAAC ↑	RIC	Appropriation	Tariff	Billable?	External Registry Reporting
CENTER COMMS	N68869				No	
MCT-1 COMMS	N57100				No	
MCT-2 COMMS	N0031A				No	
NSWG-1 COMMS	N57100				No	
NSWG-10 COMMS	N58063				No	
NSWG-2 COMMS	N0031A				No	
NSWG-3 COMMS	N55446				No	
NSWG-4 COMMS	N52738				No	
WARCOM COMMS	N00074				No	

Page 1 of 1 — 50 ▼ items per page — 1 - 9 of 9 items

2. Select 🔧 Grid Options ▼ . *The Grid Options expanded menu appears.*

3. Select ▥ Columns ▶ . *The optional information in the ICP Management Grid appears.*

View a CICP / RSA

1. Select ▶ next to the desired ICP entry. *The RSA grid appears.*

RSA — 🔧 Grid Options ▼ — ✚ Add — ✎ Edit — ✕ Delete — ⌕ View Managed DoDAACs

	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

2. Select 🔧 Grid Options ▼ . *The Grid Options expanded menu appears.*

3. Select ▥ Columns ▶ . *The optional information in the RSA Grid appears.*

	CICP/RSA Type	CICP/RSA Name	CICP/RSA Name ID	CICP/RSA DoDAAC ↑	CICP/RSA RIC	Program Id	Established Dt/Tm	Established By	Last Transaction Dt/Tm	Last Updated By	Remarks
☐	D - DPAS	CENTER COMMS		CMMCEN		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	
☐	D - DPAS	MCT-1 COMMS		CMMCT1		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	
☐	D - DPAS	NSWG-11 COMMS		CMMG11		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	
☐	D - DPAS	WARCOM COMMS		CMMWCM		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	

RSA   Grid Options ▼   + Add   Edit   ✕ Delete   View Managed DoDAACs

Page 1 of 1   50 items per page

ODASD (Logistics)
under A&S Sustainment

DPAS Helpdesk
1-844-843-3727

Add an ICP Header Record

Navigation
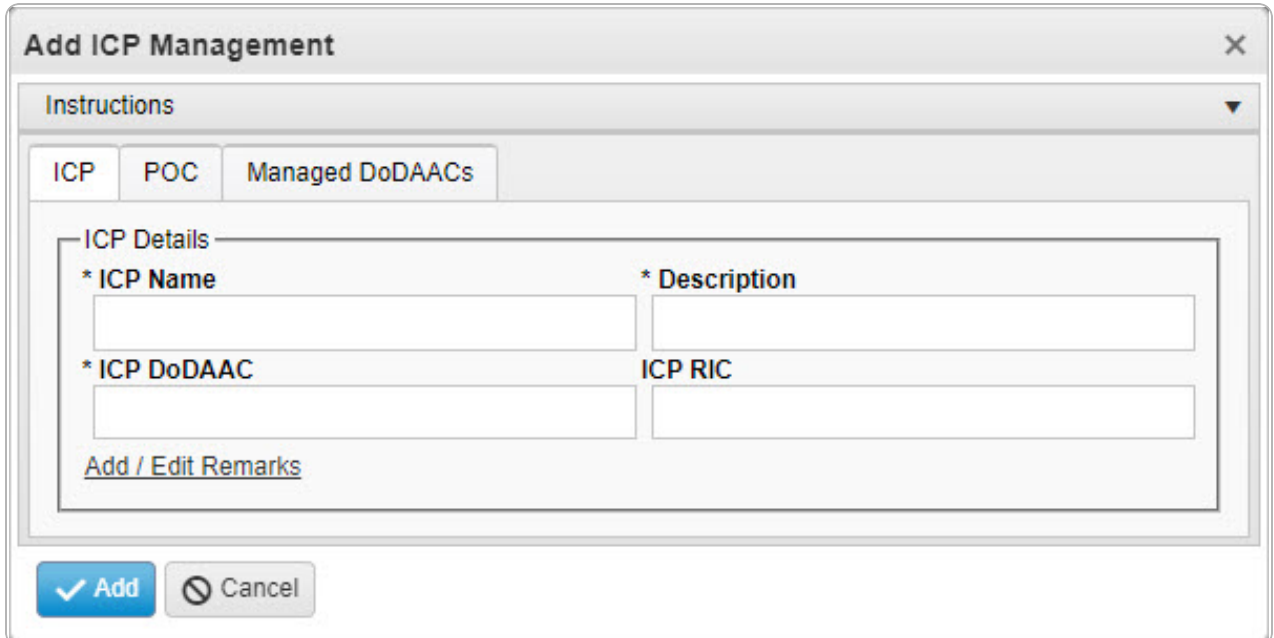
MASTER DATA MGMT > ICP Management > [+ Add] > Add ICP Management pop-up window

Procedures

Add an ICP Header Record

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

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

2. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*
3. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*

4.   Enter the ICP DODAAC in the field provided. *This is a 6 alphanumeric character field.*

5.   Select the POC Tab.

Add ICP Management   ✕

Instructions   ▼

| ICP | POC | Managed DoDAACs |

POC Details

Contact Point   Country
[   ]   [* - N/A   ▼]

Phone Nbr   Address Line 1
[   ]   [   ]

DSN Nbr   Address Line 2
[   ]   [   ]

Fax Nbr   City
[   ]   [   ]

Email Address   State
[   ]   [* - State Cd Not Applicable   ▼]

                                                 Zip Cd
                                                 [   ]

Add / Edit Remarks

✔ Add   ⊘ Cancel

6.   Select the Managed DODAACs Tab.

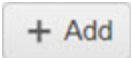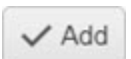**Add ICP Management**   ✕

Instructions   ▼

| ICP | POC | Managed DoDAACs |

ICP Managed DoDAAC's   + Add   ✏ Edit   ✕ Delete

☐ All	DoDAAC	▼ RIC	▼ Fund Cd	▼ Tariff	▼ Billable?	▼
☐	ABC123	ABC	68	5.000 %	Yes	

Selected 0/1   ⏮ ◀ ① Page 1 of 1 ▶ ⏭ ⏮ ◀ ▶   50 ▼ items per page   1 - 1 of 1 items ↻
⏭

✔ Add   ⊘ Cancel
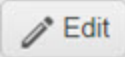
A.   Select [+ Add]. *The ICP Managed DoDAAC's grid expands, with empty fields available.*

B.   Select [✔ Add]. *The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.*

7.   Select [✔ Add]. *The new ICP Management record is saved, and appears in the ICP Management Grid in green.*
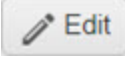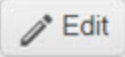
Update an ICP Header Record

Navigation

MASTER DATA MGMT > ICP Management > ☐ (desired ICP) > [🖉 Edit] > Update ICP Management pop-up window

Procedures

Update an ICP Header Record

Selecting [🚫 Cancel] *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* [🖉 Edit]
   and [✕ Delete] *become available.*

2. Select [🖉 Edit] . *The* **Update ICP Management** *pop-up window displays, with the ICP Tab available.*

ODASD (Logistics)
under A&S Sustainment

DPAS Helpdesk
1-844-843-3727

Update ICP Management ✕

Instructions ▼

| ICP | POC | Managed DoDAACs |

ICP Details

* ICP Name
COMMS

* Description
COMMS

* ICP DoDAAC
CMM001

ICP RIC

Add / Edit Remarks

✓ Update   ⊘ Cancel

3. *Verify the ICP Name.*

4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

5. Update the ICP DODAAC, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*

6. Select the POC Tab.

7. Select the Managed DoDAACs Tab.

Delete the ICP Managed DoDAAC

a.   Click ☐ to select the desired DoDAAC.

b.   Select ✕ Delete . *The **Delete ICP Managed DoDAAC's** pop-up window appears.*

Delete ICP Managed DoDAAC's   ✕

Instructions   ▼

┌─Delete ICP Managed DoDAAC's──────────────────────────────────────┐
│ Are you sure you want to delete this ICP Managed DoDAAC's and any associations? │
│ History Remarks   │
│ ┌───┐   │
│ │   │   │
│ │   │   │
│ │   │   │
│ │   │   │
│ └───┘   │
│   │
│ ✕ Delete   ⊘ Cancel   │
└───┘
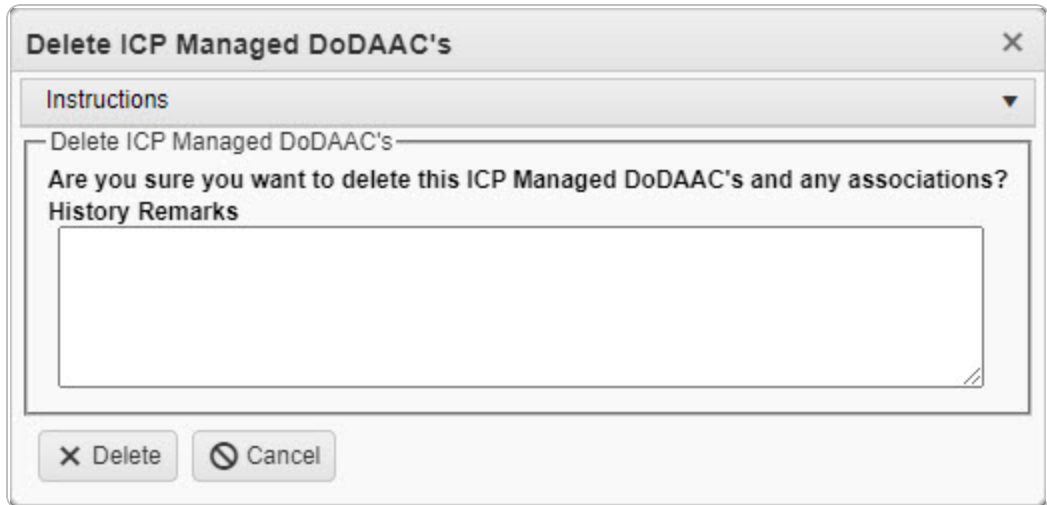
c.   Select ✕ Delete . *The DoDAAC is removed from the ICP Header Record.*

8.   Select ✓ Update . *The revised ICP Management record is saved.*
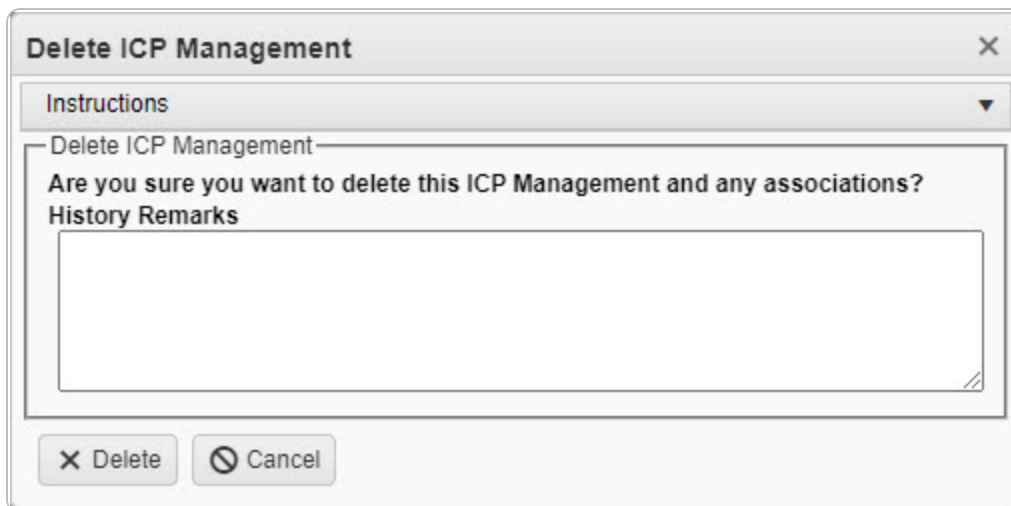
Delete an ICP Header Record

Navigation

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

Procedures

Delete an ICP Header Record

Selecting [⊘ Cancel] *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* [✎ Edit] *and* [✕ Delete] *become available.*

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

   Delete ICP Management   ✕

   Instructions   ▼

   ─Delete ICP Management─
   Are you sure you want to delete this ICP Management and any associations?
   History Remarks

   ┌──┐
   │   │
   │   │
   │   │
   │   │
   │   │
   └──┘

   [✕ Delete] [⊘ Cancel]
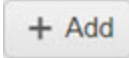
3. Select [✕ Delete]. *The ICP Header Record is removed.*

Add a CICP / RSA

Navigation
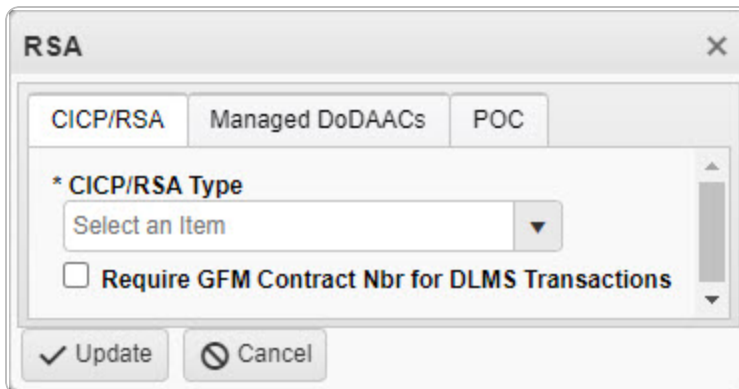
MASTER DATA MGMT > ICP Management > ▶ (desired ICP) > [+ Add] > RSA pop-up window

Procedures

Add a CICP / RSA

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*
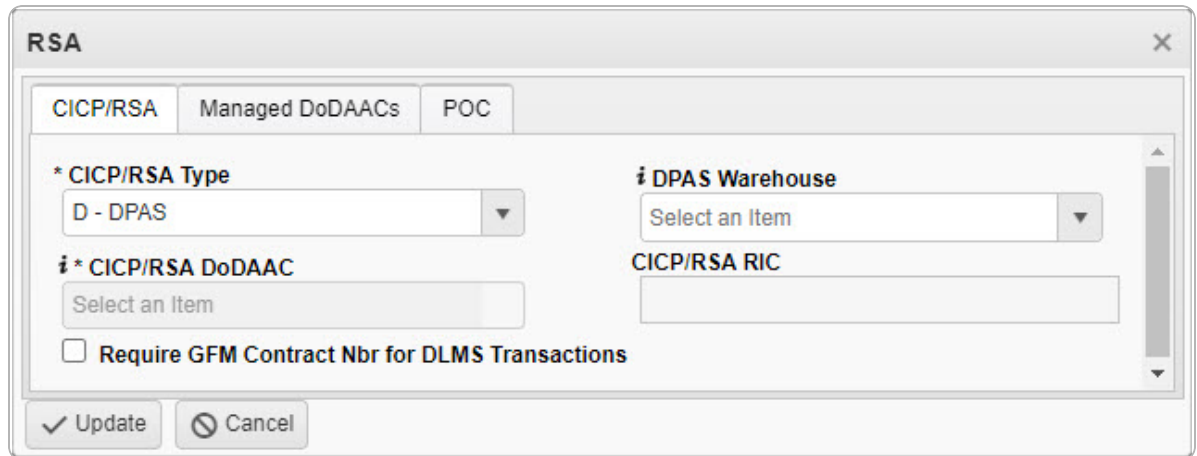
1. Select ▶ next to the desired ICP entry. *The RSA grid appears.*

2. Select [+ Add]. *The* **RSA** *pop-up window displays, with the CICP/RSA Tab available.*

   RSA   ✕

   | CICP/RSA | Managed DoDAACs | POC |

   * CICP/RSA Type

   [Select an Item ▼]

   ☐ Require GFM Contract Nbr for DLMS Transactions

   ✓ Update   ⊘ Cancel

3. Use [▼] to select the CICP / RSA Type. The choices include:

- **D - DPAS**

RSA   ✕

| CICP/RSA | Managed DoDAACs | POC |

* CICP/RSA Type
D - DPAS ▼

i **DPAS Warehouse**
Select an Item ▼

i *** CICP/RSA DoDAAC**
Select an Item

CICP/RSA RIC

☐ Require GFM Contract Nbr for DLMS Transactions

✓ Update   ⊘ Cancel
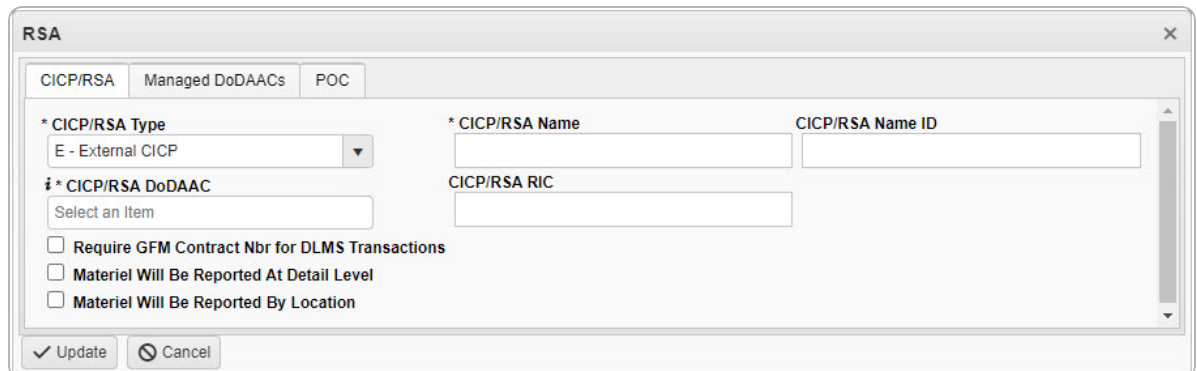
A.   *The CICP/RSA DODAAC automatically populates and is not editable.*

- **E - External CICP**

RSA   ✕

| CICP/RSA | Managed DoDAACs | POC |

* CICP/RSA Type
E - External CICP ▼

* CICP/RSA Name

CICP/RSA Name ID

i *** CICP/RSA DoDAAC**
Select an Item

CICP/RSA RIC

☐ Require GFM Contract Nbr for DLMS Transactions
☐ Materiel Will Be Reported At Detail Level
☐ Materiel Will Be Reported By Location

✓ Update   ⊘ Cancel

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

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

- **R - External RSA**

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

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

4. Select the Managed DoDAACs Tab.

Selecting **⚑ Cancel Changes** *at any point of this procedure removes all revisions and closes the grid.*

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

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

Contracts   ✕

┌─ Contracts ───┐
│ * Contract Nbr   │
│ ┌─────────────────────────────┐ ▼ ┌───┐   │
│ │ Optional   │   │ ..│   │
│ └─────────────────────────────┘   └───┘   │
│ ┌───────┐   │
│ │ + Add │   │
│ └───────┘   │
└───┘

Contracts   ⚙ Grid Options ▼   ✕ Delete   🏳 Cancel Changes   ▼ Show Expired

☑ All	GFM Contract Nbr ↑	▼ Dlvry Order Nbr	▼ Start Dt	▼ Expiration Dt	▼

Selected 0/0   ⏮ ◀ 0 Page 0 of 0 ▶ ⏭ ⏮ ◀ ▶ ⏭   50 ▼ items per page   No items to display   ↻

┌──────────┐ ┌──────────┐
│ ✓ Update │ │ ⊘ Cancel │
└──────────┘ └──────────┘

    a.   Use ▼ or ... to select the desired Contract Nbr.

    b.   Select [✓ Add] . *The information appears in the Contracts grid.*

    c.   Click ☐ to select the desired Contract. *The row is highlighted.*

    d.   Select [✓ Update] . *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.

RSA ✕

| CICP/RSA | Managed DoDAACs | POC |

POC Details

Contact Point

Country
* - N/A ▼

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State
* - State Cd Not Applicable ▼

Zip Cd

Add / Edit Remarks

✓ Update   ◯ Cancel

6.   Select ✓ Update . *The CICP / RSA is added to the ICP header record.*
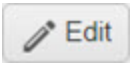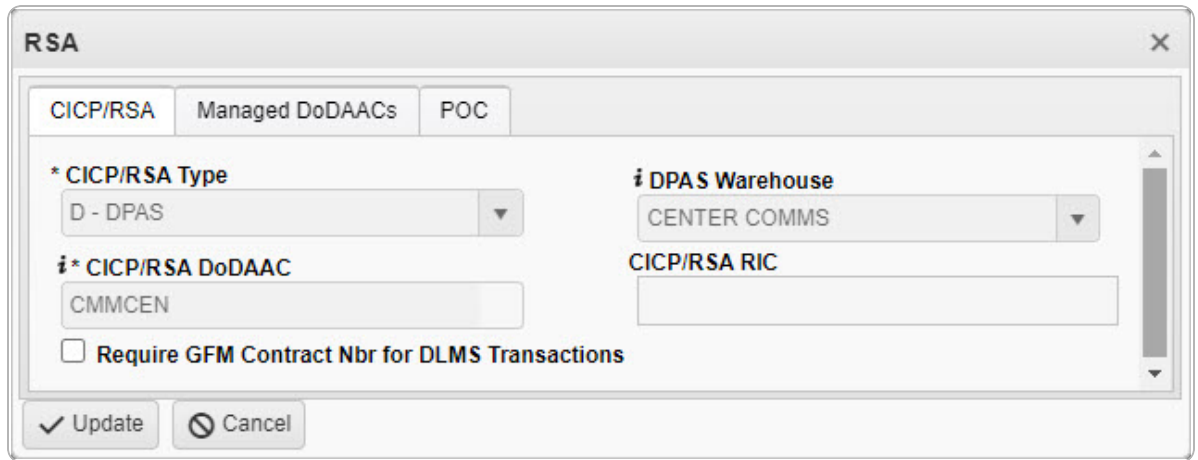
Update a CICP / RSA
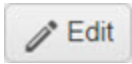
Navigation

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

[✎ Edit] > 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.*
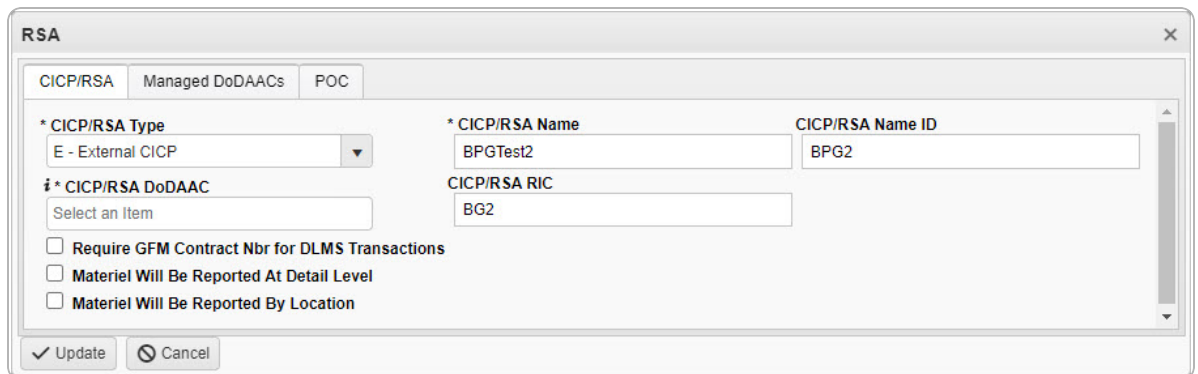***Bold** numbered steps are required.*

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* [✎ Edit] ,
   [✗ Delete] *, and* [🔍 View Managed DoDAACs] *become available.*

3. Select [✎ Edit] . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*

4. Depending upon the CICP / RSA Type, the fields change:
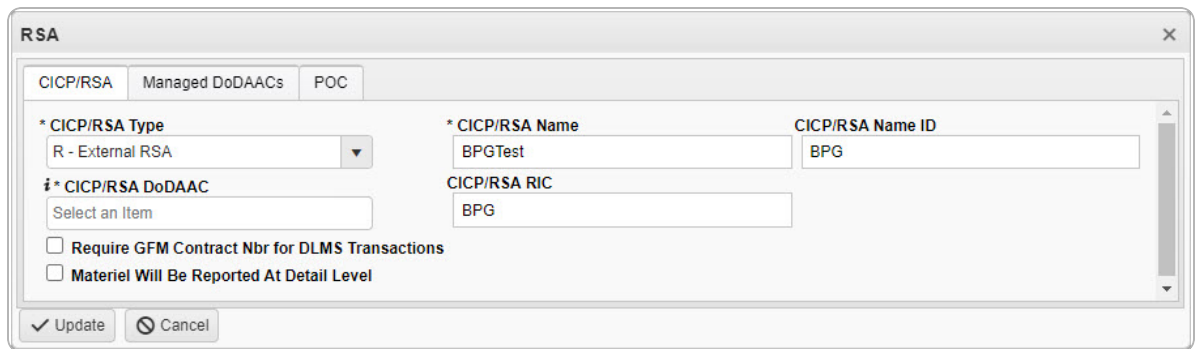
- **D - DPAS**
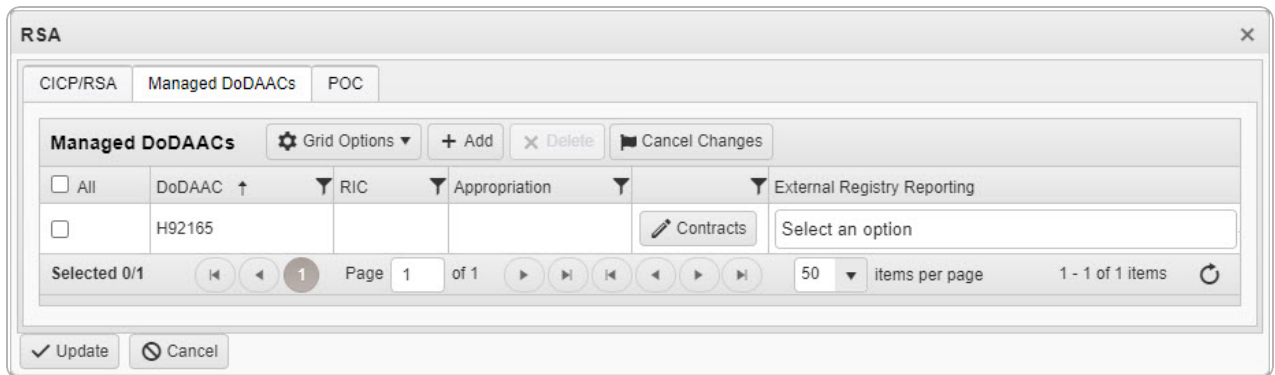

- **E - External CICP**

A. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

B. Update the CICP / RSA DoDAAC, using *i* to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*
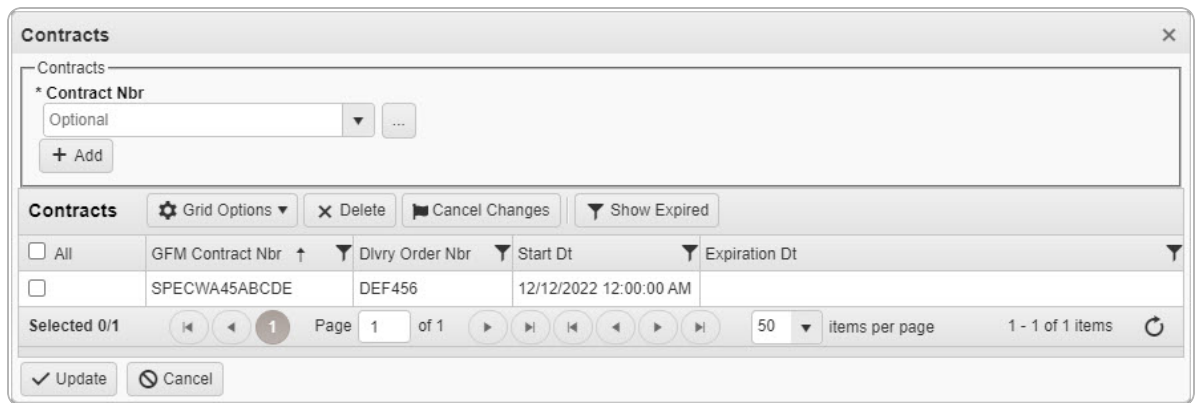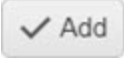
- **R - External RSA**

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      A. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

      B. Update the CICP / RSA DoDAAC, using $\mathbf{i}$ to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*

5. Select the Managed DoDAACs Tab.

RSA						✕
CICP/RSA	Managed DoDAACs	POC				

Managed DoDAACs   ⚙ Grid Options ▾   ➕ Add   ✕ Delete   🏳 Cancel Changes

☐ All	DoDAAC ↑	▼ RIC	▼ Appropriation	▼	▼ External Registry Reporting
☐	H92165			🖉 Contracts	Select an option

Selected 0/1 |◄ ◄ ①   Page 1   of 1   ► ►| |◄ ◄ ► ►| 50 ▾ items per page   1 - 1 of 1 items ↻

✓ Update   ⊘ Cancel

A. Select [🖉 Contracts]. *The **Contracts** pop-up window appears.*

Contracts	✕

┌─ Contracts ───┐

* Contract Nbr

| Optional | ▾ | ... |

➕ Add

└──┘

Contracts   ⚙ Grid Options ▾   ✕ Delete   🏳 Cancel Changes   ▼ Show Expired

☐ All	GFM Contract Nbr ↑	▼ Dlvry Order Nbr	▼ Start Dt	▼ Expiration Dt	▼
☐	SPECWA45ABCDE	DEF456	12/12/2022 12:00:00 AM		

Selected 0/1 |◄ ◄ ①   Page 1   of 1   ► ►| |◄ ◄ ► ►| 50 ▾ items per page   1 - 1 of 1 items ↻

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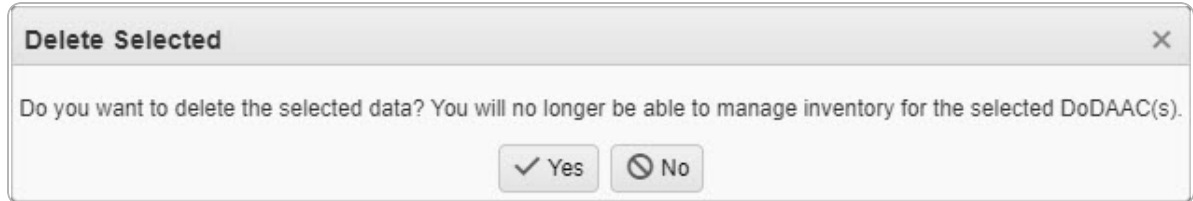
      Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

    a. Use [▾] or [...] to select the desired Contract Nbr.

    b. Select [✓ Add]. *The information appears in the Contracts grid.*

    c. Click ☐ to select the desired Contract. *The row is highlighted.*

      d.   Select [✓ Update]. *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	✕
Do you want to delete the selected data? You will no longer be able to manage inventory for the selected DoDAAC(s).	
✓ Yes ⊘ No	

      a.   Click ☐ to select the desired DoDAAC.

      b.   Select [✕ Delete]. *The **Delete ICP Managed DoDAAC's** pop-up window appears.*

      c.   Select [✕ Delete] to remove the DoDAAC from the ICP Header Record.

  6.   Select the POC Tab.

RSA ✕

| 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

✓ Update   ⊘ Cancel

7. Select ✓ Update . *The revised CICP/RSA record is saved.*
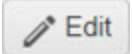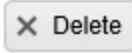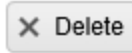
Delete an RSA

Navigation

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

✕ Delete > Delete RSA pop-up window

Procedures

Delete a Division

Selecting ⊘ Cancel *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* ✎ Edit *,*
    ✕ Delete *, and* 🔍 View Managed DoDAACs *become available.*

3. Select ✕ Delete . *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

✕ Delete   ⊘ Cancel

4.   Select ✕ Delete *The CICP/RSA is removed.*