

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, and AGENCY CDs.

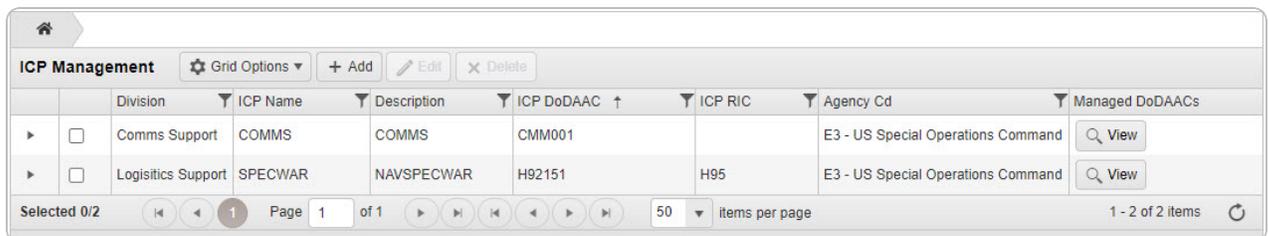
Navigation

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
<input type="checkbox"/>	Comms Support	COMMS	COMMS	CMM001		E3 - US Special Operations Command	View
<input type="checkbox"/>	Logistics Support	SPECWAR	NAVSPECWAR	H92151	H95	E3 - US Special Operations Command	View

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

2. Select . The **Managed DoDAACs** pop-up window appears.

Managed DoDAACs

RSA ↑	DoDAAC ↑	RIC ↓	Appropriation	Agency Cd	Major Command Cd	Tariff	Billable?	External Registry Reporting
AH64 Recon	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	
BPG Test	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	
CENTER	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	

Page 1 of 1 50 items per page 1 - 3 of 3 items

View a CICP / RSA

- 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
<input type="checkbox"/>	D - DPAS	CENTER COMMS		CMMCEN	
<input type="checkbox"/>	D - DPAS	MCT-1 COMMS		CMMCT1	
<input type="checkbox"/>	D - DPAS	NSWG-11 COMMS		CMMG11	
<input type="checkbox"/>	D - DPAS	WARCOM COMMS		CMMWCM	

1 of 1 50 items per page

Add an ICP Header Record

Navigation

MASTER DATA MGMT > ICP Management >  > Add ICP Management pop-up window

Procedures

Add an ICP Header Record

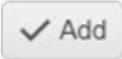
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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

- A. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the ICP DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- C. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*

2. Select the POC Tab.

3. Select the Managed DoDAACs Tab.

- A. Select  . The ICP Managed DoDAAC's grid expands, with empty fields available.
- B. Select  . The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.



Help Reference Guide

4. Select . The new ICP Management record is saved, and appears in the ICP Management Grid in green.





Update an ICP Header Record

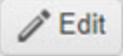
Navigation

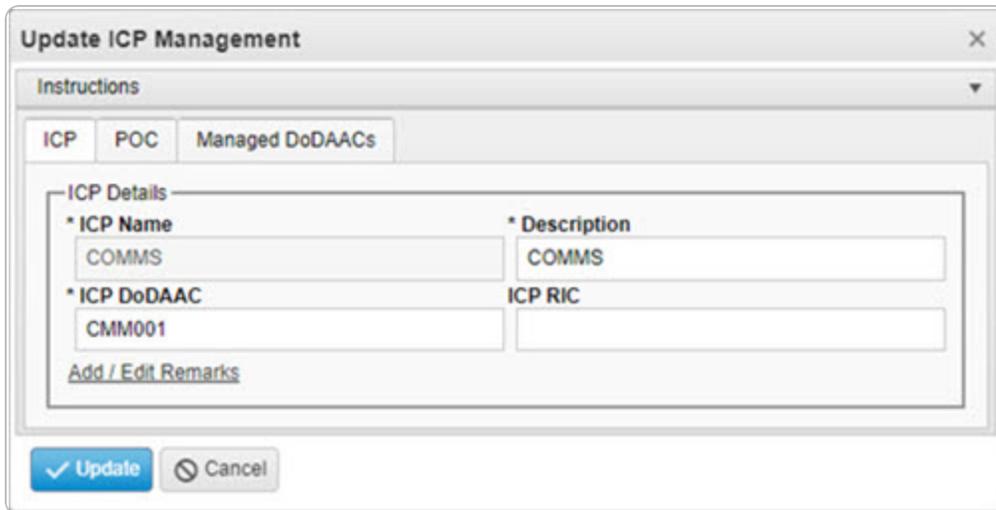
MASTER DATA MGMT > ICP Management > (desired ICP) >  > Update ICP Management pop-up window

Procedures

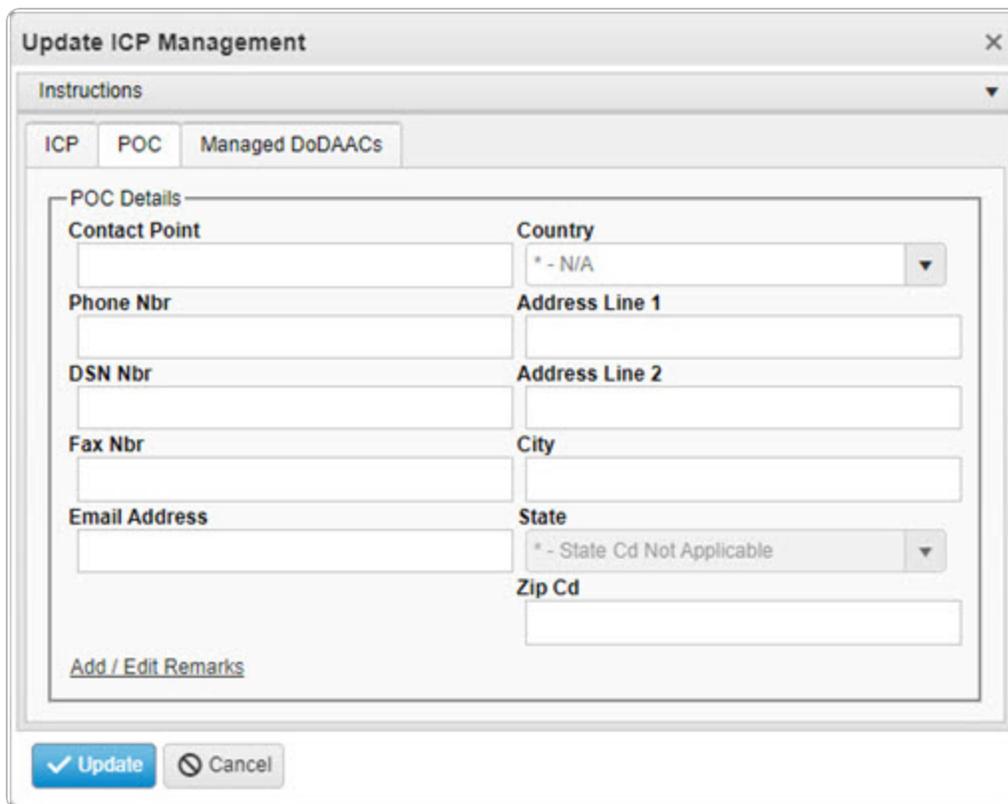
Update an ICP Header Record

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

- Click to select the desired entry. *The ICP Header Record is highlighted, and  and  become available.*
- Select . *The **Update ICP Management** pop-up window displays, with the ICP Tab available.*




- A. Verify the ICP Name.
 - B. Update the ICP DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
 - C. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
3. Select the POC Tab.

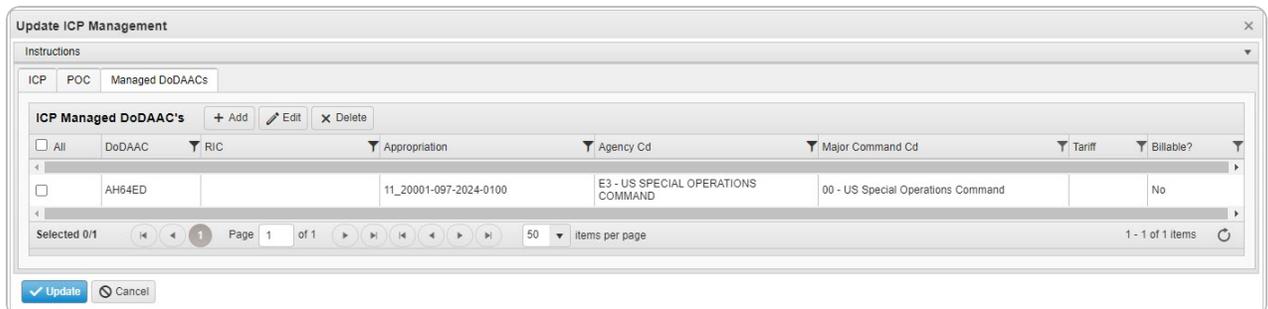


The screenshot shows the 'Update ICP Management' window with the 'POC' tab selected. The 'POC Details' section contains the following fields:

- Contact Point
- Phone Nbr
- DSN Nbr
- Fax Nbr
- Email Address
- Country (dropdown menu, currently showing '* - N/A')
- Address Line 1
- Address Line 2
- City
- State (dropdown menu, currently showing '* - State Cd Not Applicable')
- Zip Cd

At the bottom of the form, there is an 'Add / Edit Remarks' link and two buttons: 'Update' and 'Cancel'.

4. Select the Managed DoDAACs Tab.

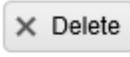
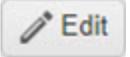


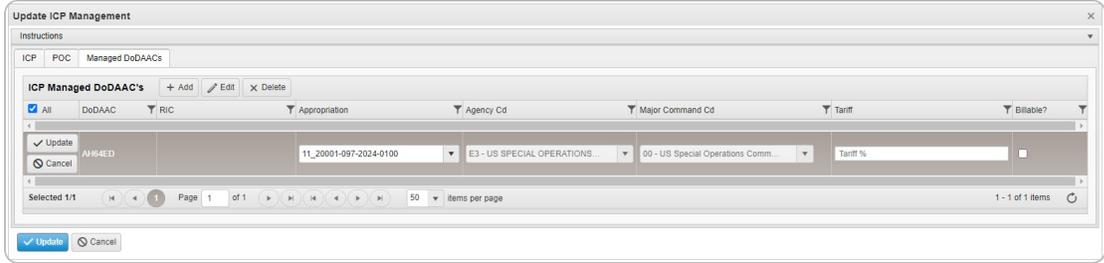
The screenshot shows the 'Update ICP Management' window with the 'Managed DoDAACs' tab selected. It displays a table of managed DoDAACs with the following columns:

All	DoDAAC	RIC	Appropriation	Agency Cd	Major Command Cd	Tariff	Billable?
<input type="checkbox"/>	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No

Below the table, there is a pagination control showing 'Page 1 of 1' and '50 Items per page'. At the bottom, there are 'Update' and 'Cancel' buttons.

Update the ICP Managed DoDAAC

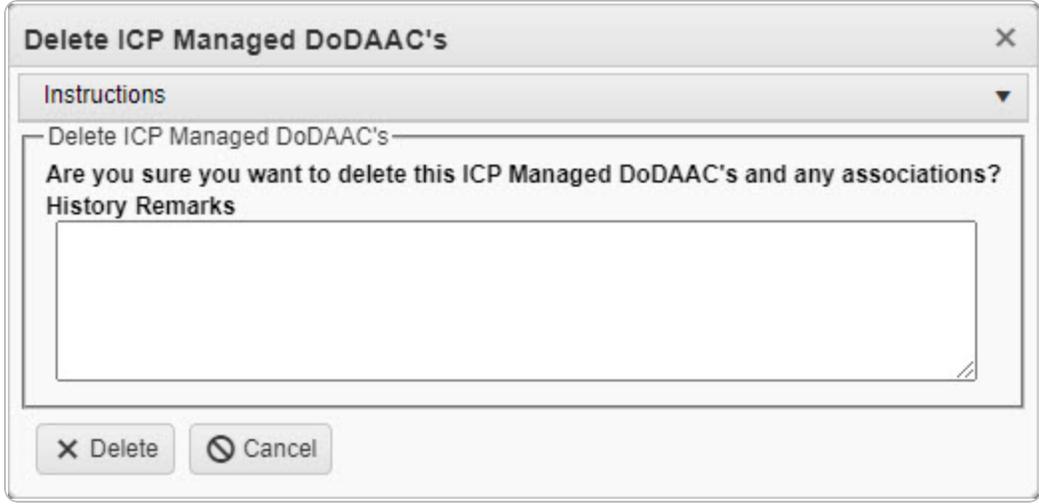
- a. Click to select the desired DoDAAC. *The ICP Managed DoDAAC is highlighted, and  and  become available.*
- b. Select . *The ICP Managed DoDAAC's grid expands, with editable fields available.*



- c. Select . *The revised DoDAAC is saved to the ICP Header Record.*

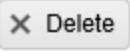
Delete the ICP Managed DoDAAC

- a. Click to select the desired DoDAAC. *The ICP Managed DoDAAC is highlighted, and  and  become available.*
- b. Select . *The **Delete ICP Managed DoDAAC's** pop-up window appears.*





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- c. Select . *The DoDAAC is removed from the ICP Header Record.*
5. Select . *The revised ICP Management record is saved.*





Delete an ICP Header Record

Navigation

MASTER DATA MGMT > ICP Management > (desired ICP) > > Delete ICP Management pop-up window

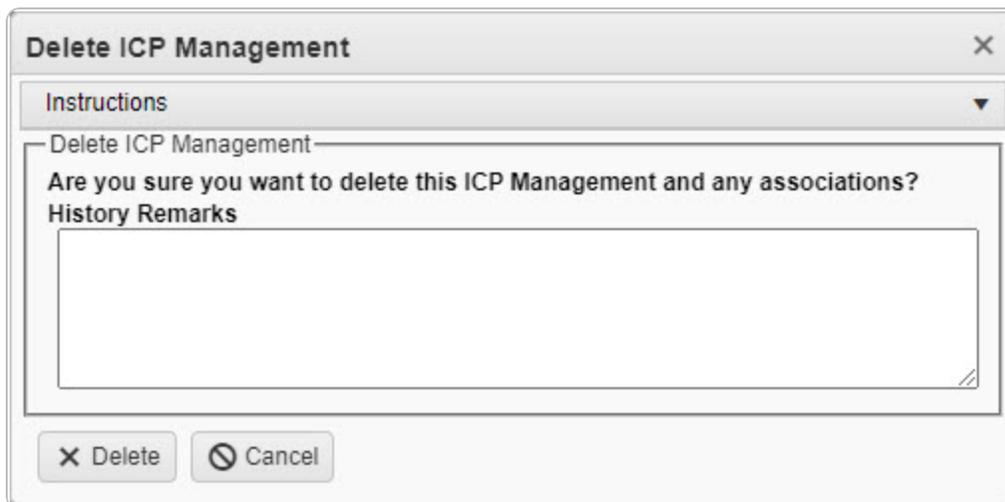
Procedures

Delete an ICP Header Record

Selecting 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* *and* *become available.*

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



3. Select . *The ICP Header Record is removed.*





Add a CICP / RSA

Navigation

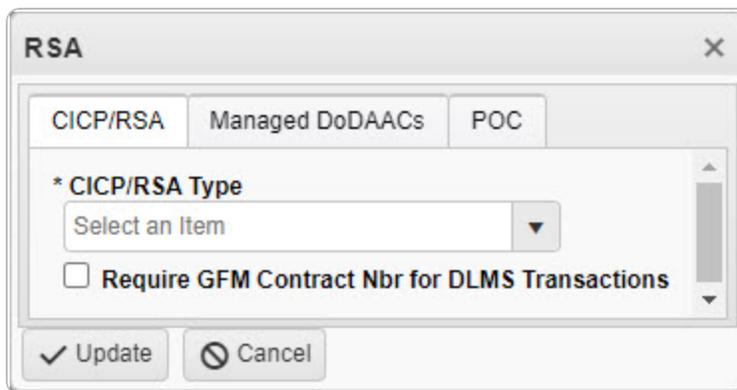
MASTER DATA MGMT > ICP Management > (desired ICP) >  > RSA pop-up window

Procedures

Add a CICP / RSA

Selecting  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 . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*



3. Use  to select the CICP / RSA Type. *The choices include:*



- **D - DPAS**

The screenshot shows the 'RSA' form with the 'CICP/RSA' tab selected. The 'CICP/RSA Type' dropdown is set to 'D - DPAS'. The 'DPAS Warehouse' dropdown is set to 'Select an Item'. The 'CICP/RSA DoDAAC' dropdown is also set to 'Select an Item'. The 'CICP/RSA Name ID' and 'CICP/RSA RIC' fields are empty. There is a checkbox for 'Require GFM Contract Nbr for DLMS Transactions' which is unchecked. At the bottom, there are 'Update' and 'Cancel' buttons.

A. The CICP/RSA DoDAAC automatically populates and is not editable.

- **E - External CICP**

The screenshot shows the 'RSA' form with the 'CICP/RSA' tab selected. The 'CICP/RSA Type' dropdown is set to 'E - External CICP'. The 'CICP/RSA DoDAAC' dropdown is set to 'Select an Item'. The 'CICP/RSA Name' field is empty. The 'CICP/RSA Name ID' field is empty. The 'CICP/RSA RIC' field is empty. There are three checkboxes: 'Require GFM Contract Nbr for DLMS Transactions', 'Materiel Will Be Reported At Detail Level', and 'Materiel Will Be Reported By Location', all of which are unchecked. At the bottom, there are 'Update' and 'Cancel' buttons.

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

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

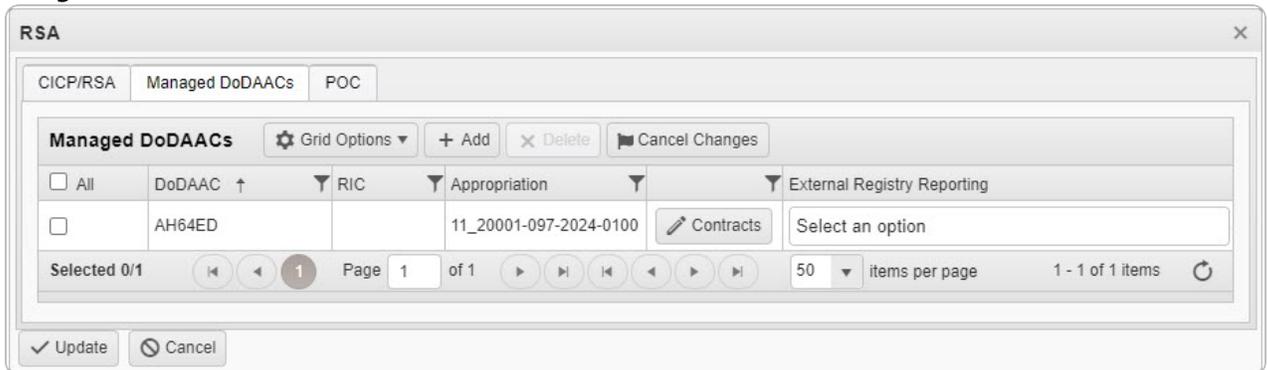
- **R - External RSA**

The screenshot shows the 'RSA' form with the 'CICP/RSA' tab selected. The 'CICP/RSA Type' dropdown is set to 'R - External RSA'. The 'CICP/RSA DoDAAC' dropdown is set to 'Select an Item'. The 'CICP/RSA Name' field is empty. The 'CICP/RSA Name ID' field is empty. The 'CICP/RSA RIC' field is empty. There are two checkboxes: 'Require GFM Contract Nbr for DLMS Transactions' and 'Materiel Will Be Reported At Detail Level', both of which are unchecked. At the bottom, there are 'Update' and 'Cancel' buttons.

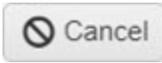
- A. Enter the CICP / RSA DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- B. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*

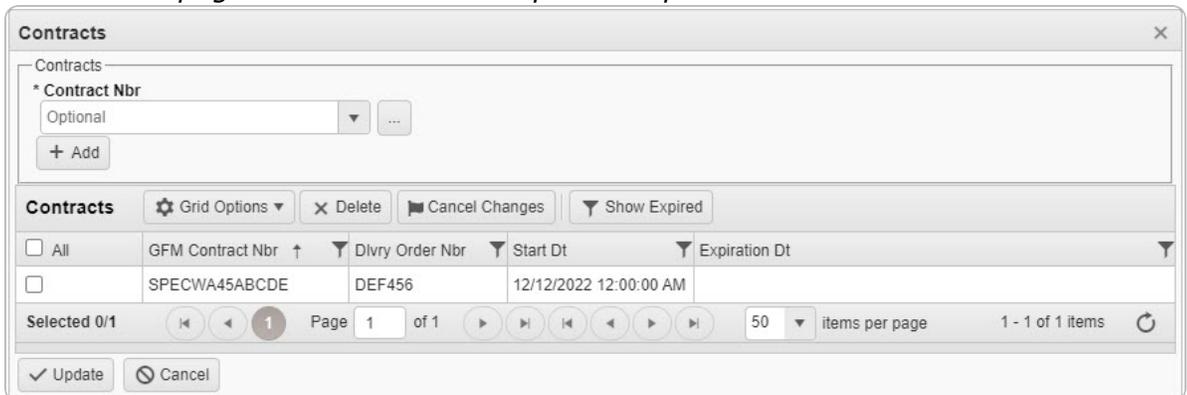
4. Select the Managed DoDAACs Tab.

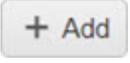
Selecting  at any point of this procedure removes all revisions and closes the grid.



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

Selecting  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 . *The information appears in the Contracts grid.*

- c. Click to select the desired Contract. *The row is highlighted.*
 - d. Select . *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

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

Zip Cd

[Add / Edit Remarks](#)

6. Select . *The CICP / RSA is added to the ICP header record.*

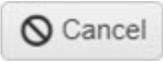
Update a CICP / RSA

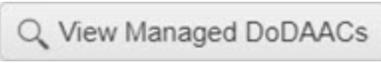
Navigation

MASTER DATA MGMT > ICP Management > ▾ (desired ICP) > (desired RSA) >  > Update RSA pop-up window

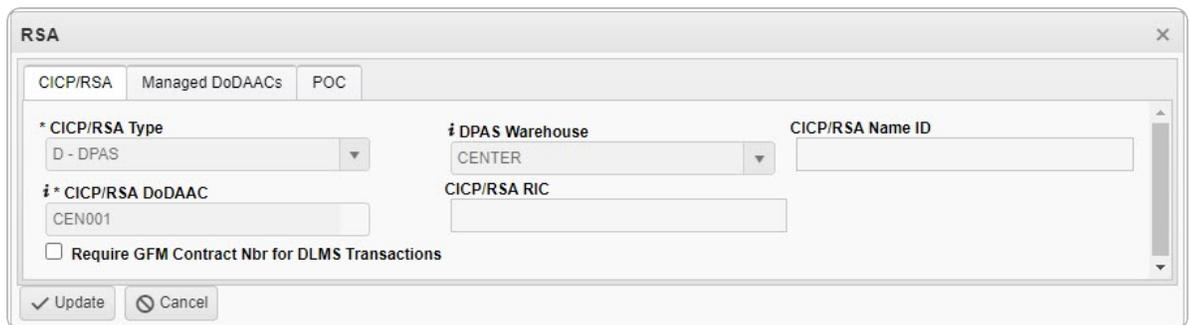
Procedures

Update a CICP / RSA

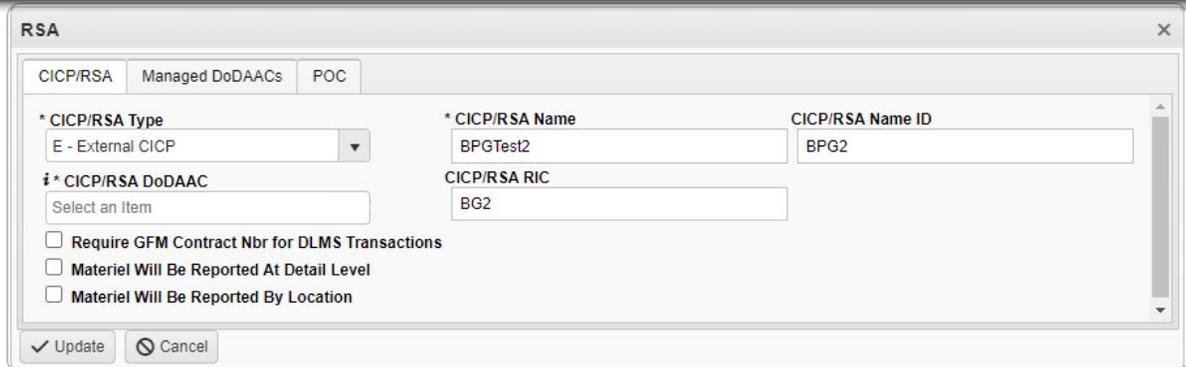
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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 , , and  become available.*
3. Select . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*
4. Depending upon the CICP / RSA Type, the fields change:

- **D - DPAS**

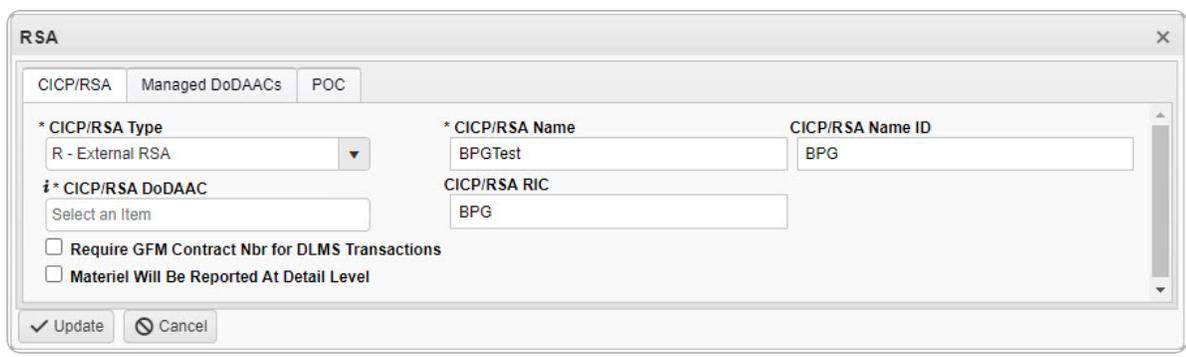


- **E - External CICP**



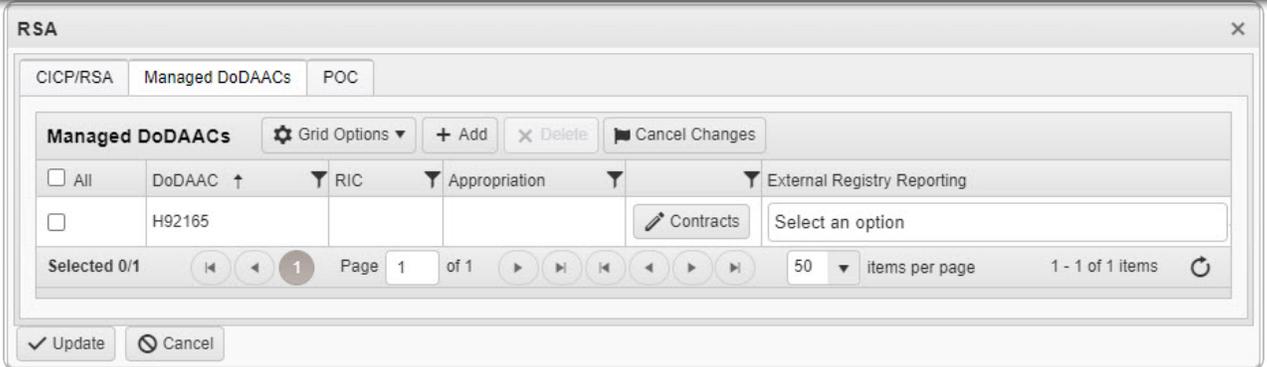
- A. Update the CICP / RSA DoDAAC, using  to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*
- B. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

• **R - External RSA**

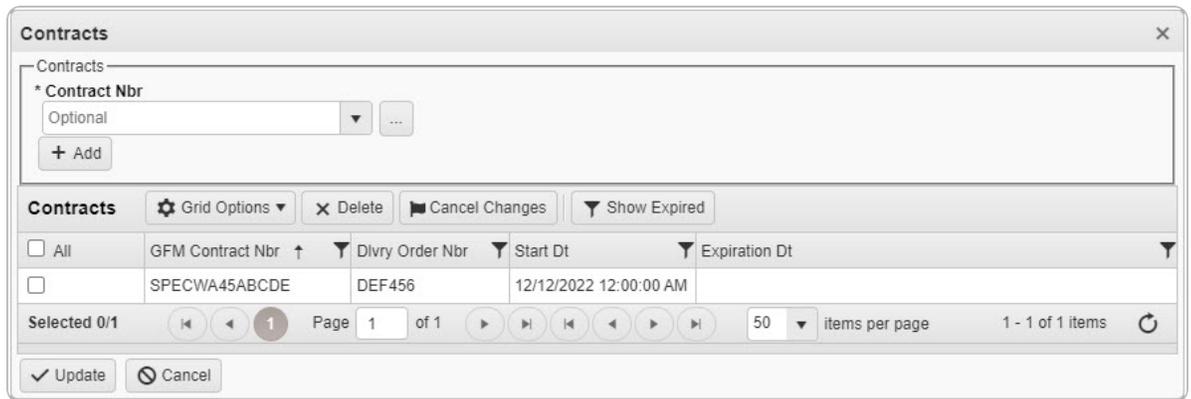


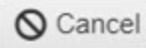
- A. Update the CICP / RSA DoDAAC, using  to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*
- B. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

5. Select the Managed DoDAACs Tab.



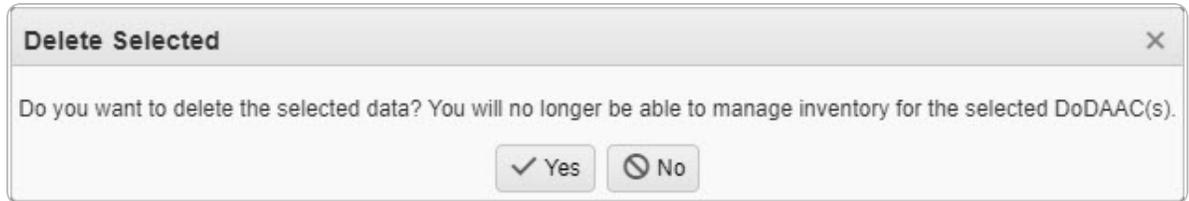
- A. Select . The **Contracts** pop-up window appears.

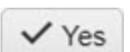


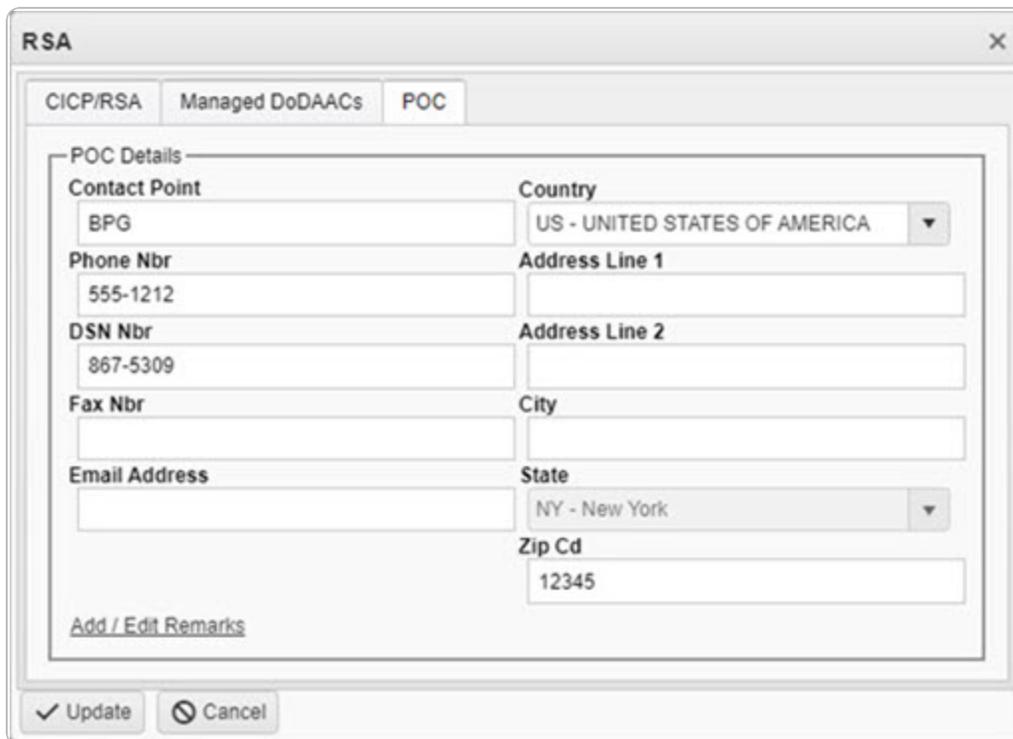
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- a. Use  or  to select the desired Contract Nbr.
 - b. Select . The information appears in the Contracts grid.
 - c. Click to select the desired Contract. The row is highlighted.
 - d. Select . 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



- a. Click to select the desired DoDAAC.
 - b. Select . The **Delete ICP Managed DoDAAC's** pop-up window appears.
 - c. Select . The DoDAAC is removed from the ICP Header Record.
6. Select the POC Tab.



7. Select . The revised CICP/RSA record is saved.



Delete an RSA

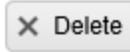
Navigation

MASTER DATA MGMT > ICP Management >  (desired ICP) > (desired RSA) >  > Delete RSA pop-up window

Procedures

Delete an RSA

Selecting  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 , , and  become available.*
3. Select . *The **Delete RSA** pop-up window appears.*





Help Reference Guide

Delete RSA [X]

Instructions [v]

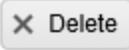
Delete RSA

Are you sure you want to delete this RSA and any associations?

History Remarks

[Text Area]

[X] Delete [O] Cancel

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

