

# Search for a NMC Inquiry – Criteria

## Overview

The Maintenance and Utilization (M&U) module NMC Inquiry process provides the ability to search for NMC records.

## Navigation

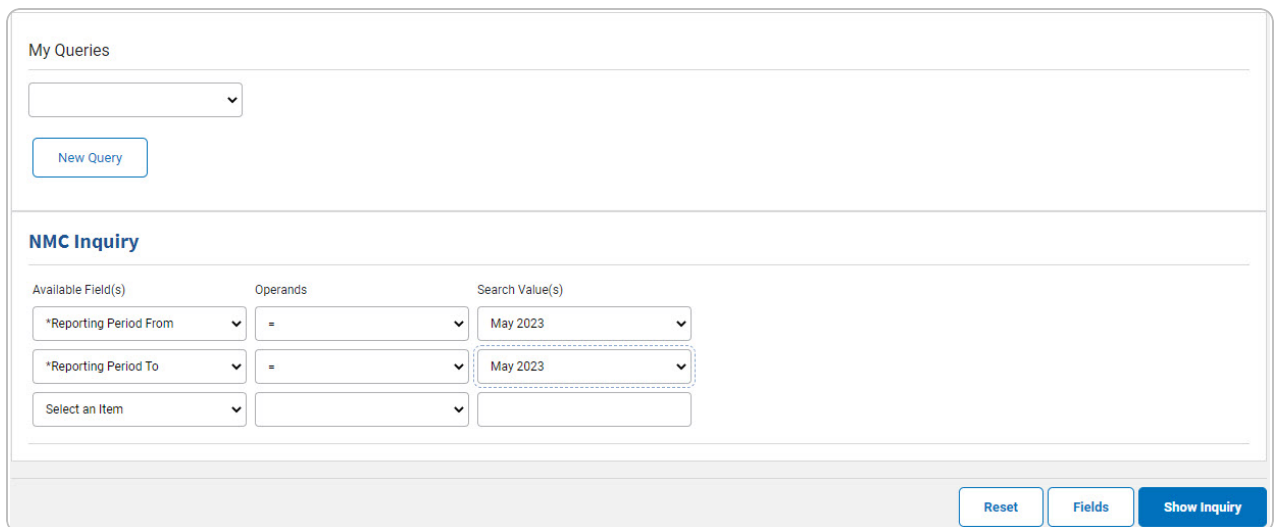
Inquiries > Maintenance > NMC > NMC Inquiry Search Criteria page

## Procedures

### Search for a NMC Inquiry

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, choose which available field to use in the search.



Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item	=	

- Choose which Available Field(s) to use in the search.
  - The first Available Field(s) option (Reporting Period From) automatically populates and is not editable.



## Help Reference Guide

- B.** The first Available Field(s) option (Reporting Period To) automatically populates and is not editable.

### Note



Adding another Available Field  automatically populates an additional search criteria row.

### Note



Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.

**A.** Use  to select the first Operands.

**B.** Use  to select the second Operands.

4. Choose which Search Value(s) to use in the search.

**A.** Use  to select the first Search Value.

**B.** Use  to select the second Search Value.

### Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . *The desired row is removed.*

5. Select . *The **NMC Inquiry – Results** page appears.*

## Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*



My Queries


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**NMC Inquiry**

Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
  3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select  to disregard the Query.*
  4. Select . *The **NMC Inquiry – Select Fields** page appears.*
- OR
- Select . *The **NMC Inquiry – Results** page appears.*

**Select a My Queries Inquiry**

1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*

My Queries

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**NMC Inquiry**

Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item		

2. Select  . The **NMC Inquiry – Select Fields** page appears.
- OR

Select  . The **NMC Inquiry – Results** page appears.

### Update a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, the search criteria fields change, and  is joined by  and .* The selected query information appears in the search criteria grid.

My Queries

Test 2

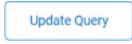


New Query Update Query Delete Query

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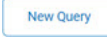
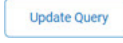
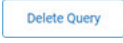
**NMC Inquiry**

Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item		

Reset Fields Show Inquiry

2. Select  . The query information is updated.
  3. Select  . The **NMC Inquiry – Select Fields** page appears.
- OR
- Select  . The **NMC Inquiry – Results** page appears.

**Delete a My Queries Inquiry**

- A. Use  to select the desired saved query. The page refreshes, and  is joined by  and  . The selected query information appears in the search criteria grid.

My Queries

Test 2

New Query Update Query Delete Query

**NMC Inquiry**

Available Field(s)	Operands	Search Value(s)
*Reporting Period From	=	May 2023
*Reporting Period To	=	May 2023
Select an Item		

Reset Fields Show Inquiry

B. Select **Delete Query**. The query information is removed.

**Revise the Fields for the Inquiry**

Select **Fields**. The **NMC Inquiry – Select Fields** page appears.

# Search for a NMC Inquiry — Results


## Navigation

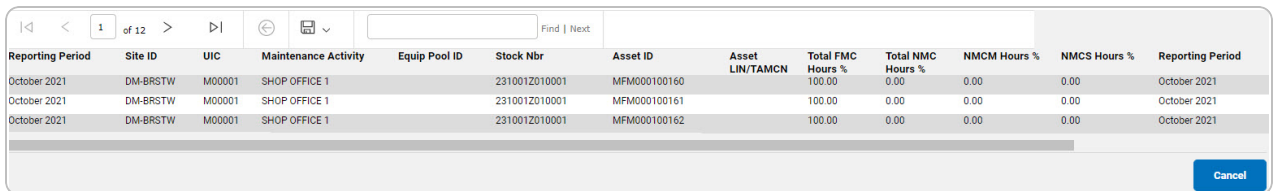
Inquiries > Maintenance > NMC > Search Criteria >  > NMC Inquiry Search Results page

## Procedures


### Export the NMC Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*





Reporting Period	Site ID	UIC	Maintenance Activity	Equip Pool ID	Stock Nbr	Asset ID	Asset LIN/TAMCN	Total FMC Hours %	Total NMC Hours %	NMCM Hours %	NMCS Hours %	Reporting Period
October 2021	DM-BRSTW	M00001	SHOP OFFICE 1		231001Z010001	MFM000100160		100.00	0.00	0.00	0.00	October 2021
October 2021	DM-BRSTW	M00001	SHOP OFFICE 1		231001Z010001	MFM000100161		100.00	0.00	0.00	0.00	October 2021
October 2021	DM-BRSTW	M00001	SHOP OFFICE 1		231001Z010001	MFM000100162		100.00	0.00	0.00	0.00	October 2021

**Note**  
 To reach the optional fields, refer to the NMC Inquiry — Field Selection page.

2. Select . *The **NMC Inquiry — Criteria** page appears.*

### Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*



## Help Reference Guide

4. Select  to find the next matching value. *This feature is available if multiple results are found.*







## Select Fields for the NMC Inquiry

### Navigation

Inquiries > Maintenance > NMC > Search Criteria >  > NMC Inquiry Fields Selection page

### Procedures

#### Choose the Extracted Inquiry File Details

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting.



1. Select Fields . The **NMC Inquiry** page appears.

Extract Excel File <input checked="" type="radio"/>	Extract Text, Comma Separated File <input type="radio"/>
Extract Id <input type="text"/>	Privacy Type <span>Private</span> ▼
Selections <span>▼</span> <span>New Selection List</span>	
<input type="checkbox"/> Field	Field Description
<input checked="" type="checkbox"/> Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/> Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/> UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.
<input checked="" type="checkbox"/> Maintenance Activity	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Equip Pool ID	The identification assigned to the maintenance equipment pool.
<input checked="" type="checkbox"/> Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
<input checked="" type="checkbox"/> Asset ID	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/> Asset LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
<input checked="" type="checkbox"/> Total FMC Hours %	Total Fully Mission Capable Hours percentage, identifies the total up-time hours percentage.
<input checked="" type="checkbox"/> Total NMC Hours %	Non Mission Capable Hours percentage, identifies the percentage of total down-time in hours.
<input checked="" type="checkbox"/> NMCM Hours %	Non Mission Capable Maintenance Hours percentage, identifies the percentage of total maintenance down-time in hours.
<input checked="" type="checkbox"/> NMCS Hours %	Non Mission Capable Supply Hours percentage, identifies the percentage of total supply down-time in hours.
<input type="checkbox"/> Accountable UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
<input type="checkbox"/> Agency	The name assigned to the agency.
<input type="checkbox"/> Authn Prop Type Cd	Identifies the type of Authorization, TDA, CTA, MTE, etc.
<input type="checkbox"/> Authn Remarks Cd	Provides guidance for distribution and restricted issue and usage for certain authorized equipment.
<input type="checkbox"/> Authorization Number	Authorization Number
<input type="checkbox"/> Custodian ID	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
<input type="checkbox"/> Force Element	The name of the Force.

<input type="checkbox"/>	GSA Lease Code	Indicates the lease status of a particular asset.
<input type="checkbox"/>	Major Command Code	A code used to identify the Major Command or Agency of assignment for units and their administrative structure.
<input type="checkbox"/>	NMC Site Reporting Cd	Non-Mission Capable Site Reporting Code selection from the NMC Site Report Setting screen.
<input type="checkbox"/>	NMCM Days	Non-Mission Capable Maintenance Days, identifies the total number of maintenance days.
<input type="checkbox"/>	NMCM Hours	Non-Mission Capable Maintenance Hours, identifies the total number of maintenance hours.
<input type="checkbox"/>	NMCS Days	Non-Mission Capable Supply Days, identifies the total number of supply days.
<input type="checkbox"/>	NMCS Hours	Non-Mission Capable Supply Hours, identifies the total number of supply hours.
<input type="checkbox"/>	Paragraph Nbr	Identifies a specific organization within a specific Unit Identification Code (UIC).
<input type="checkbox"/>	Serial Number	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
<input type="checkbox"/>	Total FMC Days	Total Fully Mission Capable Days, identifies the total up-time in days.
<input type="checkbox"/>	Total FMC Hours	Total Fully Mission Capable Hours, identifies the total up-time in hours.
<input type="checkbox"/>	Total NMC Days	Total Non-Mission Capable Days, identifies the total down-time in days.
<input type="checkbox"/>	Total NMC Hours	Total Non-Mission Capable Hours, identifies the total down-time in hours.
<input type="checkbox"/>	UIC Auth Setting	Unique Identification Code Authorization Setting, can be stock number, LIN/TAMCN or None.

2. Choose the desired file type:

- Click  to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

**OR**

Click  to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

3. Enter an unique identifier in the Extract Id field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*

4. Use  to select the Privacy Type.

**Add a Selection List**

1. Select  . *The page refreshes, and Selections changes from a drop-down field to a text field.*



## Help Reference Guide

Selections:

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/>	Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/>	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

### Note



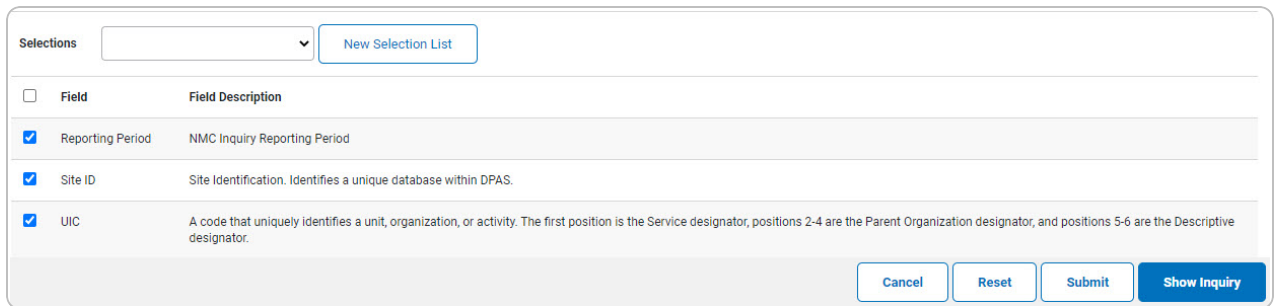
Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . *The page refreshes, and the selected list is added.*  is replaced by  and .
  3. Select  for small volumes of data. *The **NMC Inquiry — Results** page appears.*
- OR**
- Select  for large volumes of data. *The **NMC Inquiry Transaction Status** page appears.*




## Use a Predetermined Field Selection List

1. Use  to display the Selection List.







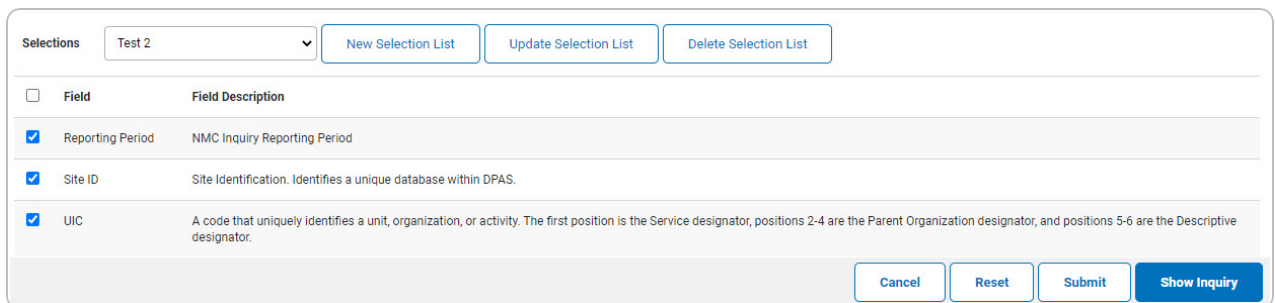
Field	Field Description
<input checked="" type="checkbox"/>	Reporting Period NMC Inquiry Reporting Period
<input checked="" type="checkbox"/>	Site ID Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/>	UIC A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

2. Select  for small volumes of data. *The **NMC Inquiry — Results** page appears.*
- OR**



Select  for large volumes of data. *The **NMC Inquiry Transaction Status** page appears.*

## Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*



Field	Field Description
<input checked="" type="checkbox"/>	Reporting Period NMC Inquiry Reporting Period
<input checked="" type="checkbox"/>	Site ID Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/>	UIC A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

2. Select . *The page refreshes.*
3. Select  for small volumes of data. *The **NMC Inquiry — Results** page appears.*

OR

Select  for large volumes of data. *The **NMC Inquiry Transaction Status** page appears.*

### Delete a Selection List

- Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*

The screenshot shows a web interface with a 'Selections' dropdown menu set to 'Test 2'. To the right of the dropdown are three buttons: 'New Selection List', 'Update Selection List', and 'Delete Selection List'. Below this is a table with search criteria:

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Reporting Period	NMC Inquiry Reporting Period
<input checked="" type="checkbox"/>	Site ID	Site Identification. Identifies a unique database within DPAS.
<input checked="" type="checkbox"/>	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.

At the bottom right of the table are four buttons: 'Cancel', 'Reset', 'Submit', and 'Show Inquiry'.

- Select . *The page refreshes and the list is immediately deleted.*

### Modify the Fields Used for the Inquiry

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

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.


1. Select Fields . The **NMC Inquiry** page appears.

Extract Excel File <input checked="" type="radio"/>	Extract Text, Comma Separated File <input type="radio"/>
Extract Id <input type="text"/>	Privacy Type <span>Private</span> ▼
Selections <span>▼</span> <span>New Selection List</span>	
<input type="checkbox"/> Field	Field Description
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<input checked="" type="checkbox"/> Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
<input checked="" type="checkbox"/> Asset ID	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/> Asset LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
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<input checked="" type="checkbox"/> Total NMC Hours %	Non Mission Capable Hours percentage, identifies the percentage of total down-time in hours.
<input checked="" type="checkbox"/> NMCM Hours %	Non Mission Capable Maintenance Hours percentage, identifies the percentage of total maintenance down-time in hours.
<input checked="" type="checkbox"/> NMCS Hours %	Non Mission Capable Supply Hours percentage, identifies the percentage of total supply down-time in hours.
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<input type="checkbox"/> Agency	The name assigned to the agency.
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<input type="checkbox"/> Authn Remarks Cd	Provides guidance for distribution and restricted issue and usage for certain authorized equipment.
<input type="checkbox"/> Authorization Number	Authorization Number
<input type="checkbox"/> Custodian ID	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
<input type="checkbox"/> Force Element	The name of the Force.

<input type="checkbox"/>	GSA Lease Code	Indicates the lease status of a particular asset.
<input type="checkbox"/>	Major Command Code	A code used to identify the Major Command or Agency of assignment for units and their administrative structure.
<input type="checkbox"/>	NMC Site Reporting Cd	Non-Mission Capable Site Reporting Code selection from the NMC Site Report Setting screen.
<input type="checkbox"/>	NMCM Days	Non-Mission Capable Maintenance Days, identifies the total number of maintenance days.
<input type="checkbox"/>	NMCM Hours	Non-Mission Capable Maintenance Hours, identifies the total number of maintenance hours.
<input type="checkbox"/>	NMCS Days	Non-Mission Capable Supply Days, identifies the total number of supply days.
<input type="checkbox"/>	NMCS Hours	Non-Mission Capable Supply Hours, identifies the total number of supply hours.
<input type="checkbox"/>	Paragraph Nbr	Identifies a specific organization within a specific Unit Identification Code (UIC).
<input type="checkbox"/>	Serial Number	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
<input type="checkbox"/>	Total FMC Days	Total Fully Mission Capable Days, identifies the total up-time in days.
<input type="checkbox"/>	Total FMC Hours	Total Fully Mission Capable Hours, identifies the total up-time in hours.
<input type="checkbox"/>	Total NMC Days	Total Non-Mission Capable Days, identifies the total down-time in days.
<input type="checkbox"/>	Total NMC Hours	Total Non-Mission Capable Hours, identifies the total down-time in hours.
<input type="checkbox"/>	UIC Auth Setting	Unique Identification Code Authorization Setting, can be stock number, LIN/TAMCN or None.

2. Select the fields required for the inquiry. *The first 12 fields are automatically selected.*

**Note**



The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

3. Select  for small volumes of data. *The **NMC Inquiry – Results** page appears.*

**OR**

Select  for large volumes of data. *The **NMC Inquiry Transaction Status** page appears.*