



Search for a Sensitive Inventory Request – Criteria

Overview

The Property Accountability module Request Sensitive Inventory process provides the ability to request a Sensitive Inventory.

A Sensitive Item Inventory is the physical count of items identified by a specific service as sensitive (e.g., firearms, ammunition, night vision devices navigation systems (GPS, and some items that are identified as pilferable). The inventory process is completed by manual or automated inventories. The Controlled Inventory Item Code (CIIC) indicates the security classification of assets. When an inventory is initialized, an Inventory Number is created to track the process from "cradle to grave" to help manage the inventory.

Note



Sensitive assets are determined by CIIC = 1, 2, 3, 4, 5, 6, 8, 9, P, N, Q, R, Y, \$. The UIC Inventory Management Plan designates Pilferable assets to be included in the Inventory. Pilferable assets are determined by a CIIC = I, J, M, V, W, X, Z or identified as Pilferable on asset record. Contact the Agency Coordinator for additional information regarding the Inventory Management Plan created for sensitive assets.

Navigation

Inventory > Generate Inventory > Sensitive > Request Sensitive Inventory Search Criteria page

Procedures

Search for a Sensitive Inventory Request – Criteria

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. In the Search Criteria panel, narrow the results by entering one or more of the following fields.







Help Reference Guide

Search Criteria

*Type Action	Select an Item	▼
i Maj Custodian Nbr	Select A Custodian	🔍
Include Sub Cust	<input type="checkbox"/>	
Next Initlzn Dt From		📅
Next Initlzn Dt To		📅

- Use ▼ to select the Type Action.
- Use  or  to assist with the MAJ CUSTODIAN NBR entry. *This is a 6 alphanumeric character field.*
- Click to select the Include SUB CUST. *Selecting indicates the inclusion of the subordinate custodian.*

Note



Entering the Type Action and MAJ CUSTODIAN NBR fields and selecting

bypasses the Search Results page and opens the Update page.

2. Select . The **Request Sensitive Inventory Search Results** page appears.



Search for a Sensitive Inventory Request — Results

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > > Request Sensitive Inventory Search Results page

Procedures

Search for a Sensitive Inventory Request — Results

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

Selecting deselects the checked entries. Selecting selects all present entries.

1. Select . The **Request Sensitive Inventory Search Results** page appears.

Search Results

Select	Cust Nbr	Last Inv Dt	Next Initzn Dt
<input type="checkbox"/>	BPG123		
<input type="checkbox"/>	LN0411		
<input type="checkbox"/>	NL2204		
<input type="checkbox"/>	NLTEST		
<input type="checkbox"/>	STRIK2		
<input type="checkbox"/>	STRIK2 TEST56		
<input type="checkbox"/>	STRIKE		
<input type="checkbox"/>	STRIKE TEST30		

2. Select on the desired row(s). appears, indicating the row(s) is selected.



Help Reference Guide

Note



LAST INV DT and NEXT INIT DT does not display if there is no Sensitive Inventory Plan for the UIC. Contact the Agency Coordinator if no plan exists for the UIC.

3. Select . The **Request Sensitive Inventory Request Update** page appears.





View the Selected Sensitive Inventory Rows

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > > Search Results > (desired record) > > Request Sensitive Inventory Selected Rows page

Procedures

View the Selected Sensitive Inventory Rows

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

Selected Rows


Cust Nbr	Last Inv Dt	Next Initlzn Dt
BULK		
DOTEST		

1. Select . The **Request Sensitive Inventory Update** page appears.




Update a Sensitive Inventory Request

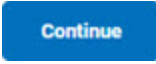
Navigation

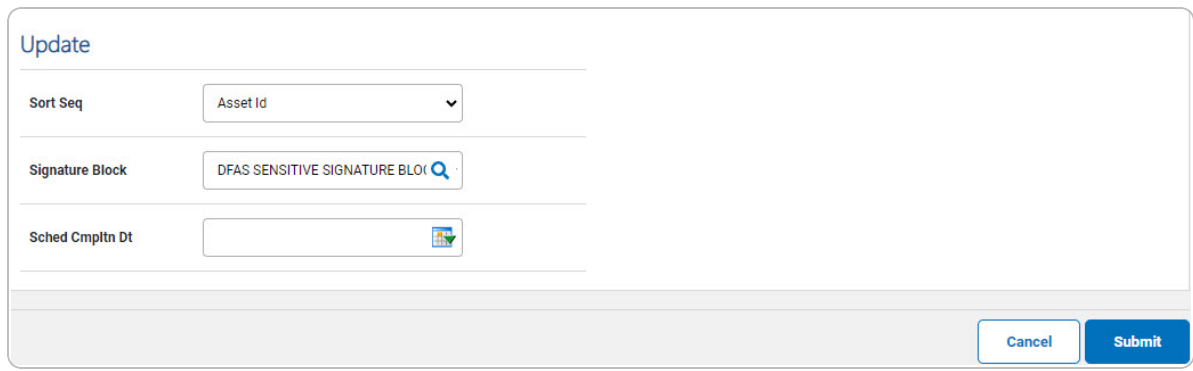
Inventory > Generate Inventory > Sensitive > Search Criteria >  > *VARIOUS PROCEDURAL STEPS* > Request Sensitive Inventory Update page

Procedures

Update a Sensitive Inventory Request

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


- Select . The **Request Sensitive Inventory Update** page appears.
 - Init Inventory and Gen Report



Update

Sort Seq: Asset Id

Signature Block: DFAS SENSITIVE SIGNATURE BLOC

Sched Cmpltn Dt: 

Cancel Submit

- Update the SCHED CMLPTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

- Init Inventory




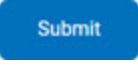
Update

Sched Cmpltn Dt: 

Cancel Submit



Help Reference Guide

- A.** Update the SCHED CMLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.
2. Select . The **Request Sensitive Inventory Transaction Status** page appears.

