Search for a UIC Realignment

Overview

The UIC Realignment Search process provides the ability to search for a UIC and realign the UIC to a new site or Accountable UIC. The process also allows changes to the UIC ID or the Major Command Code. Access to the process is role-based. The role required for access is the UIC Realignment role.

Navigation

Master Data > UIC Realignment > UIC Realignment Search page

Procedures

Search for a UIC Realignment

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search grid, narrow the results by entering one or more of the following optional fields.

Search Criteria

Site Id	Select a Site Id	UIC	Select a UIC
Accountable UIC	Select an Accountable UIC	Major Command Code	Select a Major Command Co...

[Reset] [Search]

Search Results

Enter criteria and select "Search" to view results.

2. Click [Q Search] . *The results display in the **UIC Realignment Search Results** grid.*

Search Results ^

Options ▾ | ✥ Realign

	UIC ↑	Agency Code	Accountable UIC	Site Id	Major Command Code	DoDAAC
○	TRAINL	D2	TRAINL	NJ-ME	00 - Def Fin & Acctng Agy	DPASTE
○	W59CV6	D2	NS1234	NC-SEA	00 - Def Fin & Acctng Agy	W59CV6

Selected 0/2 |◀ ◀ 1 ▶ ▶| 10 ▾ items per page   1 - 2 of 2 items

Realign a UIC

1. Click [ ] to select the entry. *The UIC is highlighted, and* [✥ Realign] *becomes available.*

2. Select [✥ Realign] . *The **Realign UIC** pop-up window appears.*

Realign a UIC

Navigation

Master Data > UIC Realignment > UIC Realignment Search > **Q Search** > ⚪ (desired record) > **⁑ Realign** > Realign UIC pop-up window

Procedures

Realign a UIC

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

1. Select [⚙ Realign] . *The **Realign UIC** pop-up window appears.*

Realign UIC

> ⚠ The UIC realignment will generate transfer accounting transactions if applicable.

> ⚠ This is a "lead" UIC, meaning its UIC matches its Accountable UIC. Changing the UIC will also change the Accountable UIC to match.

Site Id

	From		To	
	NC-SEA		NC-SEA	▼

Accountable UIC

	From		To	
	A215AA		A215AA	▼

UIC

	From		* To	
	A215AA		A215AA	

Major Command Code

	From		To	
	1M - USAF Materiel Cmd		1M - USAF Materiel Cmd ✕ ▼	

Attachments

Drop files here... 🔍

Remarks

[   ]

❌ Cancel   💾 Save

> **Note**
>
>
>
> The UIC Transfer-generated message appears with all realignments.
>
> The "Lead" UIC message appears when the selected UIC is a match of the Accountable UIC.

2. *Complete the S*ITE *I*D *section.*

> **Note**
>
>
>
> The data fields become available based on the level of access.
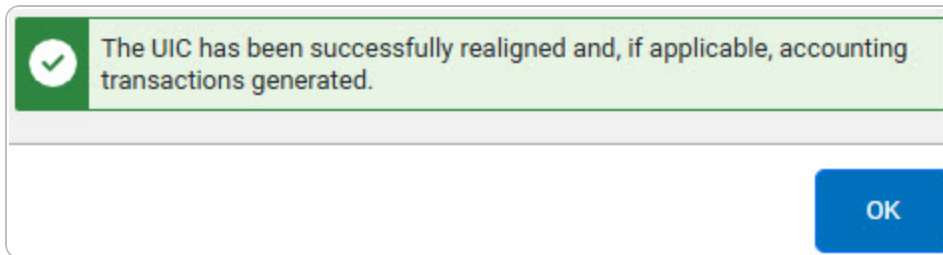
Example: If access is only granted to one SITE ID, then the SITE ID field is not editable. If access is granted to multiple SITE IDs, then the SITE ID field becomes editable with the available SITE IDs.

This applies to all SITE ID, Accountable UIC, UIC, and Major Command Code fields.

3. *Complete the Accountable UIC section.*

4. *Complete the UIC section.*

   A. Enter the To in the field provided. *This is a 6 alphanumeric character field.*

5. *Complete the Major Command Code section.*

6. *Complete the Attachments section.*

7. *Complete the Remarks section.*

8. Select [🖫 Save] . *The*

> ✓ The UIC has been successfully realigned and, if applicable, accounting transactions generated.
>
>   [OK]

pop-up window appears.

9. Select [OK] . *The **UIC Realignment Search** page appears.*

> **Helpful Tip**
>
> To confirm the Realignment, select [🔍 Search] . *The available and realigned UICs display in the Search Results grid.*