



# Armory Issue Overview

## Overview

The Warehouse Management module Armory Issue process provides the ability to search existing issues and to begin the process of issuing equipment and gear. The Armory Issue process is a form of the Individual Issue process, and it is specifically designed for use in an Armory environment, or any environment where it is important for a member to be issued the exact same piece of inventory on a consistent basis. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

### Helpful Tip



A member's CAC can streamline the Armory Issue process. When the member first arrives, scanning the CAC performs the search automatically. If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Armory Issue. Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Armory Issue.

The Armory Issue process uses six different statuses, or phases, to track the progress of an issue:

- **Issued** —  
A completed issue; All assets have been assigned to the member.
- **Canceled** —  
An issue has been initiated, but is no longer needed.
- **Exchange** —  
An issue where the member has exchanged previously issued assets.
- **In Process** —  
An issue has been initiated, but no assets have been picked.
- **Picked** —  
The member has picked assets and the user has recorded what was picked; If all assets are picked, the Sign procedure moves the issue to Issued status; If some assets are not picked, the Sign procedure moves the issue to Backorder.
- **Backorder** —  
Following the Picked status, an issue where some assets were not available for issue.





## Navigation

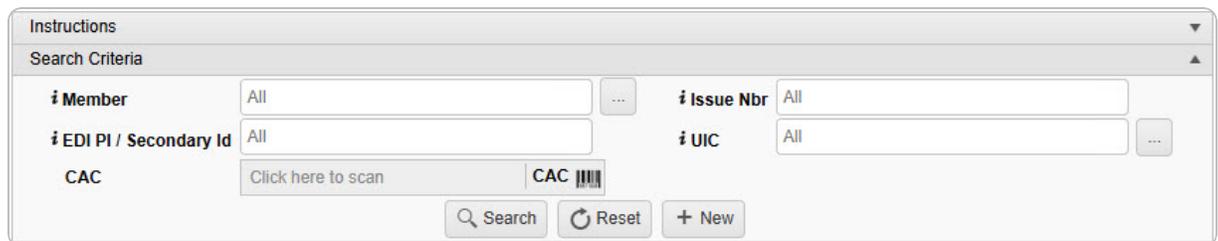
Matériel MGMT > Armory > Issue > Armory Issue page

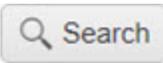
## Procedures

### Search for An Armory Issue

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, narrow the results by entering one of the following optional fields.



- Click . The results display in the Armory Search Results Grid.

Armory		Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	BAGGINS	FRODO			ID87655084	JMN123	06/19/2024	MCHA2024171000002		MECHANICSBURG	4	0	In Process
	GROCE	PIDGE	P		ID12345678	JMN123	05/27/2016	WHCA2016148000001		COLUMBUS	0	0	Picked
	KENOBI	OBI-WAN	B		9632587415	JMN123	06/21/2024	MCHA2024173000001		MECHANICSBURG	4	0	In Process

### Create an Issue or Re-Issue From Scanning the Member's CAC

- Scan the member's CAC.
  - If the member is not in the system:
    - Select  in the Search Criteria section. The **Enter the EDI PI** pop-up window appears.





**Enter the EDIPI** ✕

Instructions ▼

Enter the EDIPI of the member for whom to add an Issue.

- B. Select  . The **Add a Member Profile** pop-up window appears.
- C. Select  . The **Armory Issue Process** page appears.
- If the member is in the system with previous issues:
  - A. The member's results display in the Armory Search Results Grid.

Armory		Grid Options ▼											
		Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
		BARTON	CLINT	H	6547893211	CLE003	06/09/2016	WHCA2016159000001		COLUMBUS	1	0	BackOrder
		BARTON	CLINT	H	6547893211	CLE003	08/24/2016	WHCA2016237000003		COLUMBUS	1	0	Picked

50 Items per page 1 - 38 of 38 Items

- a. Select  . The **Armory Issue Process** page appears, open to the Issued section.
- b. Select  . The **Armory Issue Process** page appears, open to the Picked, Backorder, or In Process section.
- c. Select  . The **Armory Issue Process** page appears, open to the Entry section.
- If the member is in the system with no previous issues:  
The **Armory Issue Process** page appears.





## Armory Issue Process

### Navigation

Materiel MGMT > Armory >  Search > Armory Issue >  New or  Edit or  
 View > Individual Issue Member >  Update > Armory Issue Grid

### Procedures

#### Process an Armory Issue

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

Armory												
	Last Name	First Name	Middle Initial	EDI PI	UIC	Last Issue Dt	Last Issue Nbr	Loan Return Dt	Last Warehouse	Stock Number Qty	Total Qty	Status
	BARTON	CLINT	H	6547893211	CLE003	06/09/2016	WHCA2016159000001		COLUMBUS	1	0	BackOrder
	BARTON	CLINT	H	6547893211	CLE003	08/24/2016	WHCA2016237000003		COLUMBUS	1	0	Picked

1. Select  View . The Armory Issue Process page appears, open to the Issued section.

**Instructions** ▼

**Individual Issue Member** ▲

Last, First M	BOWMAN, MICHELLE	Phone Nbr
EDI PI	1530288346	DSN Nbr
Pay Grade	O3E	Mobile Phone Nbr
<b>i</b> * UIC	F00042 - ELEARNING	Email Address
<b>i</b> Temp Assigned UIC		Loan Return Dt
Include Previous Issued Qty in Calculation	No	
Secondary Id		
Cash Issue	No	
Class Year		Duty Status

**Issue Nbr:** WHCA2017355000001

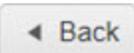
**Status:** Issued

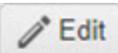


## Help Reference Guide

SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty	Picked Quantity
	Picked		1005000179547	PIN FIRING		10	1	1	1	1

1 - 1 of 1 Items

Select  . The View screen closes, and the Armory Issue page appears.

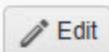
- Select  . The Armory Issue Process page appears, open to the Picked, Backorder, or In Process section.

### Picked

**Instructions**

**Individual Issue Member**

<b>Last, First M</b>	BABY, YODA	<b>Phone Nbr</b>
<b>EDI PI</b>	ID87654772	<b>DSN Nbr</b>
<b>Pay Grade</b>	RCT	<b>Mobile Phone Nbr</b>
<b>i * UIC</b>	MANDO1 - THIS IS THE WAY	<b>Email Address</b>
<b>i Temp Assigned UIC</b>		<b>Loan Return Dt</b>
<b>Include Previous Issued Qty in Calculation</b>	No	
<b>Secondary Id</b>		
<b>Cash Issue</b>	No	
<b>Class Year</b>		<b>Duty Status</b>



Select  . The Member panel becomes editable.

**Instructions**

**Individual Issue Member**

<b>Last, First M</b>	BABY, YODA	<b>Phone Nbr</b>	<input type="text"/>
<b>EDI PI</b>	ID87654772	<b>DSN Nbr</b>	<input type="text"/>
<b>Pay Grade</b>	RCT	<b>Mobile Phone Nbr</b>	<input type="text"/>
<b>i * UIC</b>	MANDO1 <input type="text"/>	<b>Email Address</b>	<input type="text"/>
<b>i Temp Assigned UIC</b>	Optional <input type="text"/>	<b>Loan Return Dt</b>	<input type="text"/>
<b>Include Previous Issued Qty in Calculation</b>	<input type="checkbox"/>	<b>i Service Center</b>	Please Select an Item <input type="text"/>
<b>Secondary Id</b>			
<b>Cash Issue</b>	<input type="checkbox"/>		

A. Use  or  to assist with the UIC entry. This is a 6 alphanumeric character field.

Select  . The Member panel becomes uneditable.





## Help Reference Guide

**Issue Nbr:** MCHA2024171000001

**Status:** Picked

**Scan Barcode:**

ICN S/N UII

RFID

QR

SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty	Picked Quantity
	Picked		1005000179547	PIN FIRING		10	1	1	1	1

1 - 1 of 1 Items

Select . The Picked screen closes, and the Armory Issue page appears.

**OR**

### Backorder

**Instructions** ▼

**Individual Issue Member** ▲

<b>Last, First M</b>	BARTON, CLINT H	<b>Phone Nbr</b>
<b>EDI PI</b>	6547893211	<b>DSN Nbr</b>
<b>Pay Grade</b>	O9	<b>Mobile Phone Nbr</b>
<b>i * UIC</b>	CLE003 - TEAM CAP	<b>Email Address</b>
<b>i Temp Assigned UIC</b>		<b>Loan Return Dt</b>
<b>Include Previous Issued Qty in Calculation</b>	No	
<b>Secondary Id</b>		
<b>Cash Issue</b>	No	
<b>Class Year</b>		<b>Duty Status</b>

Select . The Member panel becomes editable.





## Help Reference Guide

**Instructions**

**Individual Issue Member**

Last, First M	BARTON, CLINT H	Phone Nbr	<input type="text"/>
EDI PI	6547893211	DSN Nbr	<input type="text"/>
Pay Grade	O9	Mobile Phone Nbr	<input type="text"/>
<b>i</b> * UIC	<input type="text" value="CLE003"/> <input type="button" value="..."/>	Email Address	<input type="text"/>
<b>i</b> Temp Assigned UIC	<input type="text" value="Optional"/> <input type="button" value="..."/>	Loan Return Dt	<input type="text"/> <input type="button" value="Calendar"/>
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	<b>i</b> Service Center	Please Select an Item <input type="button" value="v"/>
Secondary Id			
Cash Issue	<input type="checkbox"/>		

A. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

Select . *The Member panel becomes uneditable.*

**Issue Nbr:** WHCA2016159000001A  
**Status:** BackOrder

SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty	Picked Quantity	Issued Qty	BackOrder Qty
			2540002317481	BOW,VEHICULAR TOP		0	1	0	1	<input type="button" value="Select Assets"/>	0	1

1 - 1 of 1 Items

**OR**

### In Process

**Instructions**

**Individual Issue Member**

Last, First M	BAGGINS, FRODO	Phone Nbr	(800) 555-1212
EDI PI	ID87655084	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
<b>i</b> * UIC	JMN123 - CORUSCANT	Email Address	
<b>i</b> Temp Assigned UIC		Loan Return Dt	
Include Previous Issued Qty in Calculation	Yes		
Secondary Id			
Cash Issue	No		
Class Year		Duty Status	





Select  **Edit** . The Member panel becomes editable.

**Instructions**

**Individual Issue Member**

Last, First M	BAGGINS, FRODO	Phone Nbr	(800) 555-1212
EDI PI	ID87655084	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
i * UIC	JMN123 	Email Address	
i Temp Assigned UIC	Optional 	Loan Return Dt	
Include Previous Issued Qty in Calculation	<input checked="" type="checkbox"/>	i Service Center	Mechanicsburg Service Center
Secondary Id			
Cash Issue	<input type="checkbox"/>		

A. Use  or  to assist with the UIC entry. This is a 6 alphanumeric character field.

Select  **Update** . The Member panel becomes uneditable.

**Issue Nbr: MCHA2024171000002**

**Status: In Process**

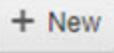
 Print  Attachments

**Armory Issue**  Add  Cancel Issue  Save and Continue  Grid Options

	SKO Status	Issue Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
		Pending		1005003368608	LEAF,REAR SIGHT		0	1	0	1
		Pending		1005005336562	SAFETY,GUN GRIP		0	1	0	1
		Pending		1005011671177	STRAP		0	1	0	1
		Pending		4240000222946	PROTECTOR,HEARING		0	1	0	1

1 - 4 of 4 Items

[Back](#)

3. Select  **New** . The Armory Issue Process page appears, open to the Entry section.

**Instructions**

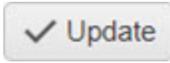
**Individual Issue Member**

Last, First M	BAGGINS, FRODO	Phone Nbr	
EDI PI	ID87654774	DSN Nbr	
Pay Grade	E3	Mobile Phone Nbr	
i * UIC	000001 	Email Address	
i Temp Assigned UIC	Optional 	Loan Return Dt	
Master Issue Lists			
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	i * Service Center	CJL Test
Secondary Id			
Cash Issue	<input type="checkbox"/>		





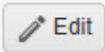
A. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*

Select . *The Member panel becomes uneditable.*

**Instructions** ▼

**Individual Issue Member** ▲

Last, First M	GOGGINS, WALTON	Phone Nbr	717-555-1212
EDI PI	ID87654400	DSN Nbr	
Pay Grade	E6	Mobile Phone Nbr	
<b>i</b> * UIC	HC1001 - UNIT ISSUE 1	Email Address	
<b>i</b> Temp Assigned UIC		Loan Return Dt	
Include Previous Issued Qty in Calculation	Yes		
Secondary Id			
Cash Issue	No		
Class Year		Duty Status	



**Issue Nbr:** MCHA2024330000002

**Status:** In Process

A. Click  to expand the Stock Number selection.

Print ▼ Attachments

**Armory Issue** + Add X Cancel Issue ✓ Save and Continue ⚙ Grid Options ▼

	SKO Status	Issue Status ↑	LIN/TAMCN	Stock Nbr ↑	Item Desc	Size	Available Qty	Required Qty	Prior Issued Qty	Pending Issue Qty
		Pending		1005004387321	BARREL,EXTENSION		0	1	0	1
		Pending	E12502M	1005011182640	PISTOL,9 MILLIMETER		21	1	0	1

Select from items that have been previously issued, or newly added items:

✓ Save Changes ✕ Cancel

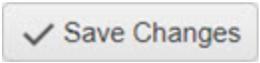
Issue	SKO Status	ICN ↑	Serial Nbr	Location	Location Status	Freeze Location	Previously Issued
<input type="checkbox"/>		A000000000000523805	1133858	AR ISSUE	ACTIVE	No	Yes

50 items per page 1 - 1 of 1 items

		Pending		1305014399717	CARTRIDGE,9 MILLIME		0	100	0	100
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1 - 3 of 3 items

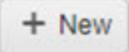
B. Check the Issue  to re-issue the same asset. A  appears.

C. Select . *The serially managed asset is assigned to the issue.*





## Process a Quick Issue

1. Select  . The *Armory Issue Process* page appears, open to the *Entry* section.

Instructions

Individual Issue Member

Last, First M	BAGGINS, FRODO	Phone Nbr	<input type="text"/>
EDI PI	ID87654774	DSN Nbr	<input type="text"/>
Pay Grade	E3	Mobile Phone Nbr	<input type="text"/>
† * UIC	<input type="text" value="000001"/> ...	Email Address	<input type="text"/>
† Temp Assigned UIC	<input type="text" value="Optional"/> ...	Loan Return Dt	<input type="text"/>
Master Issue Lists	<input type="text"/> ...		
Include Previous Issued Qty in Calculation	<input type="checkbox"/>	† * Service Center	<input type="text" value="CJL Test"/> ▼
Secondary Id	<input type="text"/>		
Cash Issue	<input type="checkbox"/>		

2. Select  . The *Armory Issue* grid appears, and the status of the *Quick Armory Issue* is "Picked".
3. Select  . The **Individual Issue Electronic Signature** pop-up window appears.

## Sign an Armory Issue

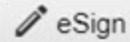
- Select  . The **Individual Issue Electronic Signature** pop-up window appears.

Individual Issue Electronic Signature ✕

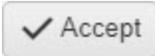
I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

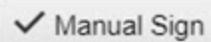




-  **eSign** displays the **Signature Pad Form pop-up window**.



1. Use either the mouse or the stylus to sign the Signature Pad.
2. Select either:
  -  **Accept** to confirm the signature. *The pop-up window closes, and the DW Form 04I generates for printing.*
  -  **Clear** to erase the signature and reattempt.
  -  **Cancel** to close the window and return to the previous page.

-  **Manual Sign** displays the **pop-up window of the document for printing with a Print dialog box**.





## Help Reference Guide

Print

ISS NBR: HC100172791001



Bunny, Bugs , CIV  
EDIPI: ID87654487

**DEFENSE PROPERTY  
ACCOUNTABILITY SYSTEM**

WAREHOUSE: COLUMBUS  
INDIVIDUAL ISSUE RECEIPT  
UIC: F00042 - ELEARNING

DT/TM PRINTED: 10/6/2017 4:07:22 PM  
DT/TM ISSUED: 10/06/2017

LIN/TAMCN	ITEM DESC	ICN	CAGE	MFR DT	ISSUE QTY	UNIT COST
STOCK NBR (SKO) IDN		COND CD	CNTRCT	EXP DT	RETURNABLE EXT COST	
SERIAL NBR		SIZE	LOT NBR			
		COLOR				
	GRAPPLING HOOK,COLL	B0000000000000260076			2	\$188.44
2040014990035		A			Yes	\$376.88

**GRAND TOTALS:** Items/Kits: 2      \$376.88  
Components: 0

I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.

Defense Property Accountability System



10/06/2017  
Bugs Bunny , ID87654487      Dt

**SKO TYPE CODES**

**MG:** MANAGED

**UM:** UNMANAGED

DW FORM 04I, FEB 2016

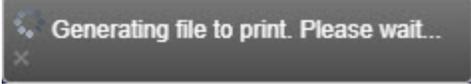
For Official Use Only





### Print From an Armory Issue

1. Click . Choose which document to print.

2.  appears.

3. Then it is replaced by .

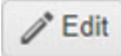
4. The Windows Save As pop-up appears, ready to save the form chosen for printing.





## Add an Attachment to an Armory Issue

### Navigation

MATERIEL MGMT > Armory > Issue >  Search >  Edit >  Attachments  
> Attachments for Issue NBR pop-up window

### Procedures

#### Attach a Document to an Issue

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

1. Select  to add any additional files to the record. The **Attachments for Issue NBR** pop-up window appears.



2. Select . The **Attach Files** pop-up window appears.





**Attach Files** ✕

Instructions ▼

**\* Attachment**

 Browse...

Desc

Primary  Attach...

Attachments:

Name	Desc
------	------

✕ Close Window

3. Select ✕ Close Window . The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.

