



Armory Return Overview

Overview

The Warehouse Management module Armory Return process provides the ability to search Armory gear that is returned to the warehouse by service members, civilians, foreign military members and contractors. In order to close out an issue, each returnable item must be returned to a Warehouse within the Logistics Program.

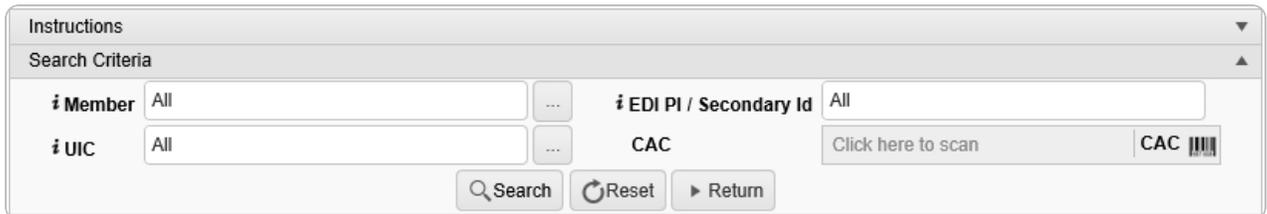
Navigation

MATERIEL MGMT > Armory > Return > Armory Return Member Page

Procedures

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.



Instructions

Search Criteria

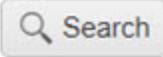
Member: All

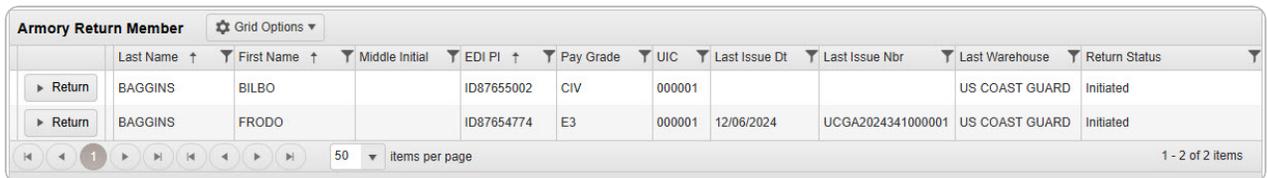
UIC: All

EDI PI / Secondary Id: All

CAC:

Buttons: Search, Reset, Return

- Click . The results display in the Armory Return Member grid.



	Last Name	First Name	Middle Initial	EDI PI	Pay Grade	UIC	Last Issue Dt	Last Issue Nbr	Last Warehouse	Return Status
Return	BAGGINS	BILBO		ID87655002	CIV	000001			US COAST GUARD	Initiated
Return	BAGGINS	FRODO		ID87654774	E3	000001	12/06/2024	UCGA2024341000001	US COAST GUARD	Initiated

50 items per page | 1 - 2 of 2 items





Create a First-time Return for a New Member (without a CAC)

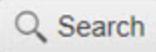
1. Select . The **Enter the EDI PI** pop-up window appears.



Enter the EDIPI of the member for whom to add a Return...

2. Click . The **Add Member Profile** pop-up window appears, with the **Browse Member Profile** pop-up window in the background.
3. Select  to add member's information to the system. The **Add an Armory Return** screen appears.

Create a Return for an Existing Member (without a CAC)

1. Use  or  to assist with the Member entry. This is a 50 alphanumeric character field.
2. Click . The results display in the Armory Return Member grid.

Armory Return Member		Grid Options									
	Last Name	First Name	Middle Initial	EDI PI	Pay Grade	UIC	Last Issue Dt	Last Issue Nbr	Last Warehouse	Return Status	
	BAGGINS	BILBO		ID87655002	CIV	000001			US COAST GUARD	Initiated	
	BAGGINS	FRODO		ID87654774	E3	000001	12/06/2024	UCGA2024341000001	US COAST GUARD	Initiated	

50 items per page | 1 - 2 of 2 items

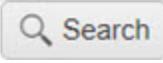
3. Select  next to the member's record. The **Add an Armory Return** screen appears.

Create a Return From Scanning the Member's CAC

1. Select  . Using the ELMS supported tethered scanner, scan the CAC's barcode. The EDI PI appears in the CAC field.





2. Click . The results display in the Armory Return Member grid.

Armory Return Member		Grid Options								
	Last Name ↑	First Name ↑	Middle Initial	EDI PI ↑	Pay Grade	UIC	Last Issue Dt	Last Issue Nbr	Last Warehouse	Return Status
	BAGGINS	BILBO		ID87655002	CIV	000001			US COAST GUARD	Initiated
	BAGGINS	FRODO		ID87654774	E3	000001	12/06/2024	UCGA2024341000001	US COAST GUARD	Initiated

50 items per page 1 - 2 of 2 items

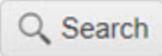
3. Select  next to the member's record. The **Add an Armory Return** screen appears.





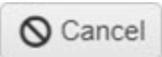
Add an Armory Return

Navigation

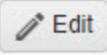
MATERIEL MGMT > Armory > Return >  Search >  Return > Armory Return Member page

Procedures

Add an Armory Return for Items Issued to a Member

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

1. Select  Return next to the member's record. The **Individual Return Member** screen appears.

Instructions			
Individual Return Member			
Last, First M	BAGGINS, BILBO	Phone Nbr	555-1212
EDI PI	ID87655002	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
i UIC	000001 - ONE UIC TO RULE THEM ALL	Email Address	
i Temp Assigned UIC			
Secondary Id			
Class Year		Duty Status	
 Edit			

Note



If the member's issue is still pending and is not ready to be returned, the Open Issue Exists pop-up window appears:





An Open Issue Exists ✕

Member has an open issue that must be completed before a return can be created.
Do you want to go to the issue?

- A. Select  **Edit** . Some of the fields become editable.

Instructions

Individual Return Member

Last, First M	BAGGINS, BILBO	Phone Nbr	555-1212
EDI PI	ID87655002	DSN Nbr	
Pay Grade	CIV	Mobile Phone Nbr	
i* UIC	<input type="text" value="000001"/>	Email Address	<input type="text"/>
i Temp Assigned UIC	<input type="text" value="Optional"/>		
i*** Service Center	<input type="text" value="CJL Test"/>		
Secondary Id			

- a. Use  or  to assist with the UIC entry. This is a 6 alphanumeric character field.
- b. Use  or  to select the Service Center.

- B. Select  **Update** . The editable fields close, and the revised information is saved.

Return Nbr: UCGR2024341000002

Status: Initiated

Scan Barcode: **ICN** **S/N** **UII** 

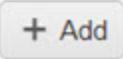
2. Select **ICN** **S/N** **UII**  . Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.





Help Reference Guide

Stock Nbr	Item Desc	Size	ICN	Mfr Serial Nbr	Card Cd	Location Id	Container Id	Location Status	Freeze Location	Owing DoDAAC	Qty Ret	Qty Issued	Qty Returning	Qty Not Ret	Not Ret Reason Cd	Not Ret Remarks
100000342817	PSTON CRVVE			00000000000270313	A - Stock/Invo Que					W00001	0	0	0	0		
70201RFP10203	SWTCH			A00000000001192014	A - Stock/Invo Que					N00019	0	1	1	0		
70201RFP10203	SWTCH			A00000000000010206	A - Stock/Invo Que					N00019	0	1	1	0		

3. Select . A new row opens, with some of the fields open for editing.

Stock Nbr	Item Desc	Size	ICN	Mfr Serial Nbr	Card Cd	Location Id	Container Id	Location Status	Freeze Location	Owing DoDAAC	Qty Ret	Qty Issued	Qty Returning	Qty Not Ret	Not Ret Reason Cd	Not Ret Remarks
NEW																
100000342817	PSTON CRVVE			00000000000270313	A - Stock/Invo Que					W00001	0	0	0	0		
70201RFP10203	SWTCH			A00000000001192014	A - Stock/Invo Que					N00019	0	1	1	0		
70201RFP10203	SWTCH			A00000000000010206	A - Stock/Invo Que					N00019	0	1	1	0		

- A. Enter the STOCK NBR, or use  to browse for the identifier. *This is a 15 alphanumeric character field.*
- B. Enter the ICN, or use  to browse for the revised number. *This is a 20 alphanumeric character field.*
- C. Use  to select the Cond Cd.
- D. Enter the LOCATION ID, or use  to browse for the place. *This is a 20 alphanumeric character field.*
- E. Enter the CONTAINER ID, or use  to browse for the place. *This is a 25 alphanumeric character field.*
- F. Use  to select the Owing DoDAAC.
- G. Use  to choose the QTY RETURNING.
- H. Use  to choose the QTY NOT RET. *When this is above 0, the next field becomes editable.*
- I. Use  to select the Not Ret. Reason Cd.
- J. Enter the NOT RET. REMARKS in the field provided. *This is a 1,024 alphanumeric character field.*

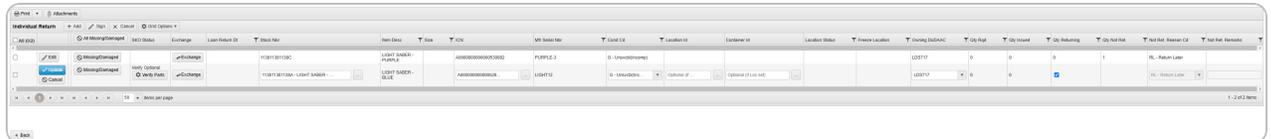




4. Select . *The new Armory Return Item appears in green at the top of the grid.*

Update an Armory Return for Items Issued to a Member

1. Select . *The row opens, with some of the fields open for editing.*



- A. Select . *The NOT RET. REASON CD field changes to "MD - Missing/Damaged Gear Statement".*
- B. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
- C. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*
- D. Update the Cond Cd, using  to select the desired code.
- E. Update the LOCATION ID, using  to browse for the revised place. *This is a 20 alphanumeric character field.*
- F. Update the CONTAINER ID, using  to browse for the revised place. *This is a 25 alphanumeric character field.*
- G. Update the Owing DoDAAC, using  to select the desired code.
- H. Update the QTY RETURNING, using  to choose the revised amount.
- I. Update the QTY NOT RET., using  to choose the revised amount.
- J. Update the Not Ret. Reason Cd, using  to select the desired code.
- K. Update the NOT RET. REMARKS, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*





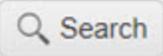
2. Select . *The revised Individual Return Item appears in green at the top of the grid.*





Armory Return Process

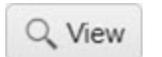
Navigation

MATERIEL MGMT > Armory >  Search > Armory Return >  Return or  View > Individual Return Member > Armory Returns Grid

Procedures

Process an Armory Return

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

1. Select  Return . This returns the issued Stock Numbers.
2. Select  View . This views the issued Stock Numbers, waiting to be returned.
 - A. Verify the Individual Return Member grid.

Instructions		
Individual Return Member		
Last, First M	BOND, JAMES	Phone Nbr
EDI PI	ID87654505	DSN Nbr
Pay Grade	CIV	Mobile Phone Nbr
i UIC	W6ECAA - PEO STRI	Email Address
		JAMES.BOND.007@MI6.UK.MIL
i Temp Assigned UIC		
Secondary Id		
Class Year		Duty Status

- B. Verify the middle grid.

Return Nbr: WHCR201721600001
Status: Returned





C. Verify the Armory Return Grid.

Loan Return Dt	Stock Nbr	Item Desc	Size	ICN	MP Serial Nbr	Cond Cd	Location Id	Container Id	Location Status	Freeze Location	Owning DoDAAC	Qty Returning	Qty Not Ret.	Not Ret. Reason Cd	Not Ret. Remarks
	100500179547	PVALFRING		A000000000000264266	WH-8001		A - Svcs(Wo Qual)	LC123	ACTIVE	No	HC1001	1	0		

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Add Attachments to an Armory Return

Navigation

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

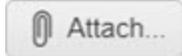
Procedures

Attach a Document to a Return

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

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



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





Attach Files ✕

Instructions ▼

*** Attachment**

 Browse...

Desc

Primary  Attach...

Attachments:

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

✕ Close Window

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

