

NROTC Unit Supply Binder - Tab 3-8

SUBJECT: NROTC Online Supply System (NOSS) User Guide

PURPOSE: To provide NROTC Unit staff with a User Guide for NOSS in order to properly manage the inventory of government property assigned to the unit.

OVERVIEW: NOSS is a web-based, automated system of record used by NROTC Units to order military uniforms and properly account for them and other government property.

ACTION REQUIRED: NROTC Unit staff shall utilize NOSS for the management of military uniforms and other government property assigned to the unit. The NROTC Unit shall maintain the contents of NOSS up to date for the proper accountability of government property assigned to the unit.

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2. Property Inventory Requirements

REF: REGULATIONS FOR OFFICER DEVELOPMENT NSTC M-1533.2A 17 Jul 15
(refer to the ROD for complete instructions)

The paragraphs below are copied from the ROD CHAPTER 8 Supply Procedures

8-5 Property Accountability

2. Minor Property

d. Sub-custody of Material/Supplies. All property shall be signed for by using a NOSS custody record (PROPERTY CUSTODY RECORD). All property shall be returned by the sub-custodian prior to transfer from NROTC unit. Any property not signed for on NOSS SUBCUSTODY RECORD is the responsibility of the CO or his designated person(s). The NOSS user information and instructions on how to use the system are located at <https://app.nrotc.navy.mil/nrotc.aspx>.

8-6 Inventory Requirements.

The NROTC unit shall inventory all clothing and equipment (INVENTORY SUMMARY) to include computers, printers, audiovisual (AV), all other Government-owned equipment, including sail equipment, during the 6-month period prior to 1 November. The unit shall forward a copy of the memorandum only (not the automated inventory listing) signed by the responsible officer to NSTC OD54 by 10 November every calendar year.

Property Inventory Instructions

1. **Supply Tech.** Take the following actions prior to the inventory:

(a) Make sure all completed receipts, turn-ins, and adjustment documents have been posted to NOSS.

(b) Make sure that ALL equipment is issued to a custodian. If any equipment is not issued it will show on the *NO CUSTODIAN record.

(c) Make sure that all custodians are current at the unit.

(d) Print all the CUSTODY RECORDS, give each of the custodians their custody card and instruct them to inventory the property in their area of responsibility.

2. Inventory the items as follows:

- (a) Check all items to make sure the item and their description, model and serial number in NOSS match. Make a list of any differences.
- (b) Make a visual check of the condition of the property. Make a list of any damaged property.
- (c) Count all items not issued on custody card. Make a list of any overages or shortages.
- (d) Check items for completeness. Use the proper Tech Manual or Supply Catalog to identify components. Make a list of any component shortages or overages.
- (e) If items are in maintenance, make sure the maintenance request is valid. Verify open maintenance requests with the supporting maintenance facility.
- (f) Conduct causative research for items missing. Causative research includes but is not limited to:
 - 1. Compare all postings to the applicable NOSS property listing page against documents that support those postings,
 - 2. Verify all custody card change documents.
 - 3. Search storage areas controlled by any one. And ensuring that the item identity was not destroyed by consolidation, disassembly or mislabeling.
- (g) When no conclusive findings are made, Fill out OPNAV 5580/2 Department Of The Navy Voluntary Statement. Include a true and accurate statement of the searches and attempts made to recover property.
- (h) Sign the custody card with the corrections. Return the documents to the Supply Tech. Upon completion of the corrections in NOSS the Supply Tech will print an updated custody card for signature
- (i) The supply tech will update the custody card with the corrections needed, reprint and get signature. Custody cards will be filed at unit.

3. Supply Tech.

- a. Create a Report of Survey from NOSS for each of the missing items.
- b. Attached the OPNAV 5580/2 from the CUSTODIAN and any supporting documents.
- c. Get the CO signature for approval.
- d. Post to the Document Register.
- e. Print the **Property Gain Loss History Report**.
- f. For the dates:
 - 1. Enter from date: date on MEMO for last year inventory.
 - 2. Enter to date: the date the New MEMO is signed. Have CO sign.

4. Inventory Completion, When the inventory is completed for Clothing, Property and Instructional Materials.

- 1. Go into NOSS and create a Wall To Wall Report for each supply group, Clothing, Property and Instructional Materials.

(a) Prepare a Memorandum For The Record for the CO's signature. One MEMO for all supply types. The memorandum will state that the inventory was conducted, state when, and who conducted it, and the differences have been accounted for according to: REGULATIONS FOR OFFICER DEVELOPMENT NSTC M-1533.2A 17 Jul 15

(b) File the original of the memorandum at unit level with the inventory listing and reports. Send a copy of the memorandum to the OD54.

3. Clothing Inventory Requirements

REF: REGULATIONS FOR OFFICER DEVELOPMENT NSTC M-1533.2A 17 Jul 15
(refer to the ROD for complete instructions)

The paragraphs below are copied from CHAPTER 8 Supply Procedures

8-6 Inventory Requirements.

The NROTC unit shall inventory all clothing and equipment (INVENTORY SUMMARY) to include computers, printers, audiovisual (AV), all other Government-owned equipment, including sail equipment, during the 6- Month period prior to 1 November. The unit shall forward a copy of the memorandum only (not the automated inventory listing) signed by the responsible officer to NSTC OD54 by 10 November every calendar year.

1. Clothing.

a. Annual Inventory. The annual inventory requirement for the current year is considered to be satisfied when a wall-to-wall inventory of all clothing has been taken during the 6-month period prior to 1 November. The responsible officer shall review and sign the LOSS/GAIN History report for clothing. The report shall be printed from NOSS and dated from the last inventory to present and filed with the Inventory Record.

b. Inventory Record. A Memorandum for the Record will be maintained stating that the unit supply technician maintains a computerized uniform inventory via the NOSS Inventory Module.

7. **Inventory reconciliation.** The NROTC unit shall ensure that the NOSS Midshipmen Database is up-to-date, that the midshipmen alpha roster is current. Post issues, graduations, lateral transfers and turn-ins; account for as much inventory as possible. After all transactions have been posted, the unit shall account for any differences from the NOSS balance by using the NOSS SURVEY [DD Form 200](#). After the DD 200 is approved, the unit shall post the transaction to NOSS.

8-7 Clothing

6. Accountability of Uniform Clothing by Student. All items of government property shall be accounted for. Uniform articles can be issued on uniform issue forms in order to save time during events like fall uniform issue. The form shall contain the following: Printed Name; a list of all articles of uniform issued; accountability statement (see 8-7.10); student's signature; signature of Supply Rep For issue or turn in. This form is authorized for use for a maximum of 30 days. All clothing and equipment information shall be transferred from this form into NOSS as soon as possible, but in less than 30 working days. The NROTC unit supply technician shall maintain an electronic (NOSS) uniform issue form for each student in a separate record folder. Electronic uniform issue forms can be printed for signatory purposes. Uniform articles that are lost, mutilated, or destroyed through negligence or carelessness shall be replaced in kind or paid for by the student with a money order or certified check. Personal checks are not accepted. The NROTC unit CO shall make collections using Collection Vouchers [DD Form 1131](#), cite MPN accounting data, and indicate the purpose of collection, date, student's name, and amount of each collection. The Collection Voucher shall be forwarded to NETPDTC N811.

Clothing Inventory Instructions

1. **Supply Tech.** Take the following actions prior to the inventory:

(a) Complete pending Surveys and Transfers:

1. On the Clothing Supply Survey page Click Survey Category Not Reimbursable and Reimbursable.
2. Create a Report of Survey from NOSS for each of the missing items.
3. Enter the true and accurate statement, include a true and accurate statement of the searches and attempts made to recover property.
4. Enter the names of the Midn that the items were issued to. Example issued to Midn Test Monkey drop from program, clothing items used and could not be reissued.
5. Get the CO signature for approval.
6. Post to the Document Register.

(b) Make sure all receipts, invoices, turn-ins, issues and adjustment documents have been posted to NOSS. Account for as much inventory as possible.

(c) Print the **Cadet Items By Tag and Description** This report displays all issued items to Midshipman by Description, size, Tag, Issue Date and Returned Date. See Tab 11

(d) On the Select Midshipman page set the filter for Status to **ALL** from the drop down box. Then click Search.

(e) On the header line for the list click the ADD box to move ALL names to the selected area. Click **Continue**, Export to PDF, Print this report. This shows all clothing issued.

(f) Select the current Midshipman, these records will be retained.

(g) For the **2017 annual inventory ONLY** all outdated records will written off.

(h) Click the Midshipman Tab. Set the status to ALL. Delete all names that are not current.

(i) Print ALL custody cards. See tab 17. On the Select Midshipman page set the filter for Status to **ALL** from the drop down box. Then click Search.

(j) Set dates for Midshipman to have their clothing inventory.

(k) Select and train personnel to inspect and inventory clothing items.

2. **Inventory the clothing items as follows:**

(a) On the start date of the inventory give the inventory team the custody cards. If custody cards are not printed, an issue sheet may be used see 8-7 of the ROD above.

(b) If a Midshipman has lost or destroyed an item, instruct them that they must it.

(c) As the inventories are completed the custody cards will be returned back in to the Supply Tech., if corrections are needed they will be made at this time. All updated custody cards must be signed.

3. **Post all issue sheets in NOSS**, when the shelf quantity is not enough to issue, more must be added:
 - a. Go to Supply,
 - b. Post,
 - c. Gain/Loss, add enough to allow for all items to be issued.
4. **Print new custody cards.**
5. **And get them signed.**

6. Shelf Inventory. Inventory the shelf quantity. For the **2017 annual inventory ONLY** adjust NOSS to reflect the shelf balance by using the gain loss adjustment. For years after any shortages will have to be surveyed.

7. **Print the Clothing Gain Loss History Report.** For the dates:
 - a. Enter from date: date on MEMO for last year inventory.
 - b. Enter the to date: the date the new MEMO is signed.
 - c. Have CO sign.

8. Inventory Completion, When the inventory is completed for: Clothing, Property and Instructional Materials

- a. Go into NOS
- b. Create a Wall To Wall Report for each supply group. Clothing, Property and Instructional Materials.

8. Prepare a Memorandum For The Record for the CO's signature. One MEMO covers all supply types. The memorandum will state that the inventory was conducted. As well as, when, who conducted the inventory, that differences have been accounted for according to: REGULATIONS FOR OFFICER DEVELOPMENT NSTC M-1533.2A 17 Jul 15

File the original of the memorandum at unit level with the inventory listing and reports. Send a copy of the memorandum to the OD54.

4. NOSS CDMIS TROUBLE TICKET Trouble tickets are required to correct errors or problems in the NOSS system.

When submitting a Trouble Ticket through the helpdesk, please include the following on the CDMIS Trouble Reporting Form:

UIC/Unit Name

Midshipman in question (if applicable)

Steps taken to produce problem **MUST** be documented (more detail is better)

Values entered into form fields (where applicable)

CLEAR definition of the problem

What is occurring/not occurring?

Explanation of the **CORRECT** behavior

Examples:

Supply Related Problem

Supply Type (CL, IM or PR)

Stock # (if CL or IM)

Report Related Problem

Report Name/Category

Parameter values supplied to the report (if applicable)

Contact the NETC helpdesk to create a new request at 850-452-1001 option 1 or Toll Free 1-877-253-7122 option 2, then option 1, email:

netc.helpdesk@navy.mil

SPAWAR.ITCHelpdesk@navy.mil

CDMIS Trouble Ticket Reporting Form

1. General Information		
Title:		
Submitted Date:	Name: Phone: Email: UIC: Name of school:	
Defect Area: NETFOCUS Gateway: _____ CDMIS Login: _____ CDMIS Program: _____	Computer Browser:	CDMIS Screen/Report name:
2. Trouble Description		
<p>The following information is required in order to process this form and initiate system troubleshooting.</p> <p>a. Description of problem:</p> <p>b. Steps taken before issue took place:</p> <p>c. Data used for input:</p> <p>d. Screen shot or copy and paste errors (if possible):</p>		
3. Resolution		
(this area used by NETC N613)		
4. Distribution		
Email this document and supporting attachments to: netc.helpdesk@navy.mil		

5. ALPHA LIST (Alpha Roster) The Alpha List features alphabetically every Midshipman assigned to the unit.

1. On the main menu toolbar, click Reports
2. On the Reports page, from the Category drop down box select MIDSHIPMAN.
3. Select the name of the report: e.g.
 - Alpha List show all names only.
 - Cadets Missing Clothing Records. (No clothing items issued)
4. On the Select Midshipman page set the filter for the Midshipman Status for **ALL**. Click Search.
5. 'Note' above the list of Names the number of Available Names. This must match the current count from OPMIS.
 - a. If there are names listed with School Name and School Code, these names have been added manually or were transferred from JUMS.

6. CURRENT UNIT BALNCES There are two ways to veiw the current balance of your MPN funds.

From Reports:

1. On the main menu toolbar, click **Reports**
2. On the Reports page, from the Category drop down box select **BUDGET**
3. Select **CURRENT UNIT BALANCES**
4. Select the **UNIT** to move to the selected area,
5. Click on the right arrow to move
5. Click OK

From Supply:

1. On the main menu toolbar, click **Supply**.
2. Select **Clothing** from the Category drop down box.
3. Select **Create Order** from the Options box.
4. Current Balance is displayed on right side of page

NROTC Supply
NETFOCUS

System School Midshipman Supply Reports Support Messages

DANIEL T ISHAM - ARIZONA (68725)

Create Order

[Return to Clothing Shelf](#)

Orderable Items

Filters: Manage Search: Equals Go

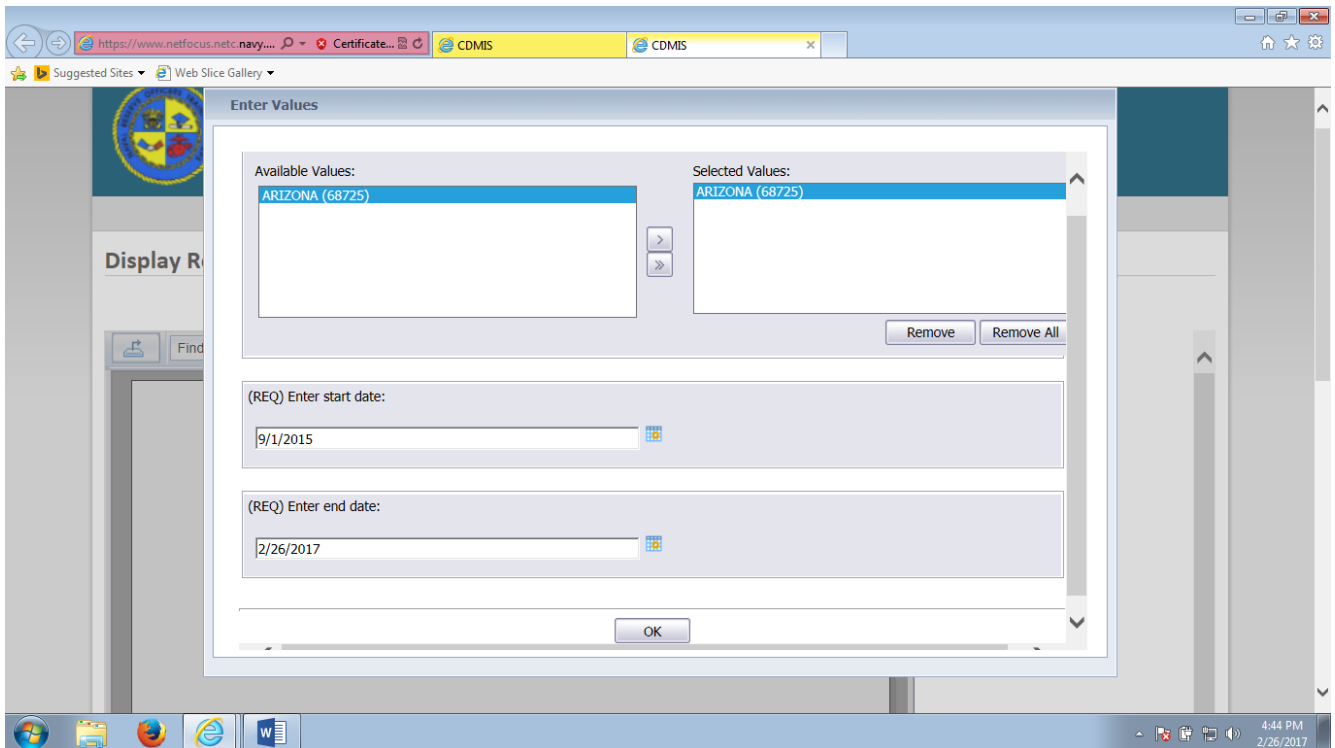
ITEM	CAT	SIZE	PRICE	SHELF	SCH QTY	COL QTY	Add
BAG DUFFEL	U	N/A	24.23	60	<input type="text" value="1"/>	<input type="text"/>	Add
BELT BLK GLD TIP	M	45"	3.86	10	<input type="text" value="1"/>	<input type="text"/>	Add
BELT SLK KHA P/W ANOD TIP	F	48"	7.63	76	<input type="text" value="1"/>	<input type="text"/>	Add
BELT SLK WHT CNT ANOD TIP	F	42 "	5.39	18	<input type="text" value="1"/>	<input type="text"/>	Add
BELT SWORD LTHR	O	<input type="text" value="24"/>	94.25	0	<input type="text" value="1"/>	<input type="text"/>	Add
BELT TROUS KHA P/W ANOD TIP	M	55"	8.00	66	<input type="text" value="1"/>	<input type="text"/>	Add
BELT TROUS KHA WEB BRASS TIP	M	48"	5.15	109	<input type="text" value="1"/>	<input type="text"/>	Add
BELT TROUS WHT CNT ANOD TIP	M	44"	5.39	48	<input type="text" value="1"/>	<input type="text"/>	Add
BELT USMC KHA WEB	U	45"	5.75	22	<input type="text" value="1"/>	<input type="text"/>	Add

	Available	Cart	Remaining	Overdraft
PUR	31758.77	0.00	31758.77	NO

Cart

7. FUNDING TRANSACTIONS REPORT This will show the transactions during the time range entered for the report. Transfers And Rollups By Unit, Date, Fund Category

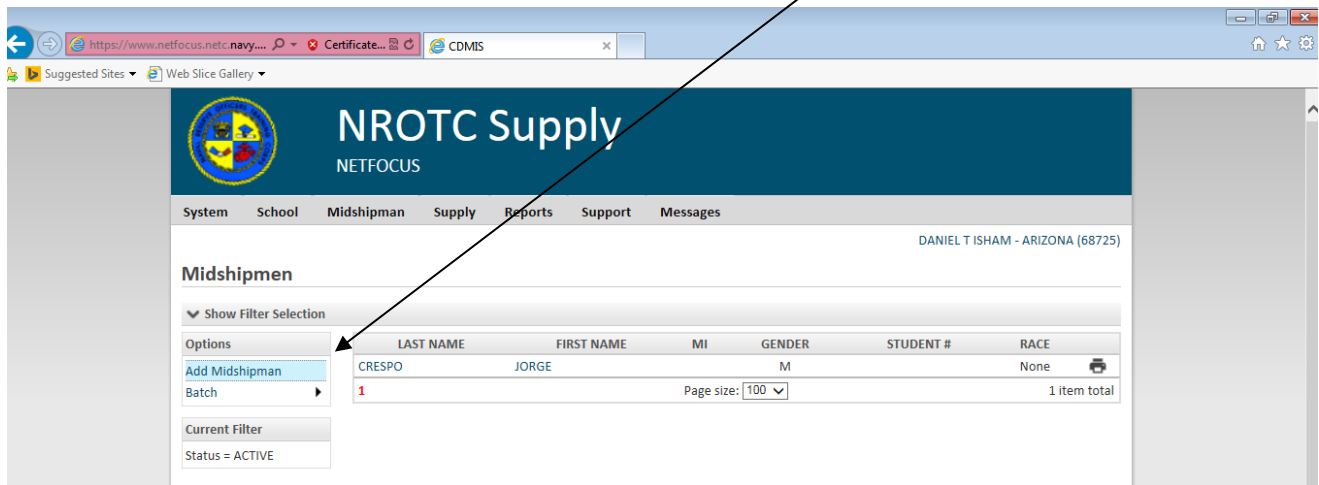
1. On the main menu toolbar, click **Reports**
2. On the Reports page, from the Category drop down box select **BUDGET**.
3. Select **FUNDING TRANSACTIONS**
4. Select the **UNIT** to move to the selected area,(center of page)
5. Click on the right arrow to move
6. **Enter Start Date**, Click on calendar on right side of box to select date.
7. **Enter end Date**, Click on calendar on right side of box to select date.
8. **Enter end Date**
9. Click **OK**



8. MIDSHIPMAN tab is for manually entered midshipman. (or from JUMS).

1. Add New Midshipmen, Normally Midshipmen will be added in OPMIS. If there is a special need to add a midshipman:

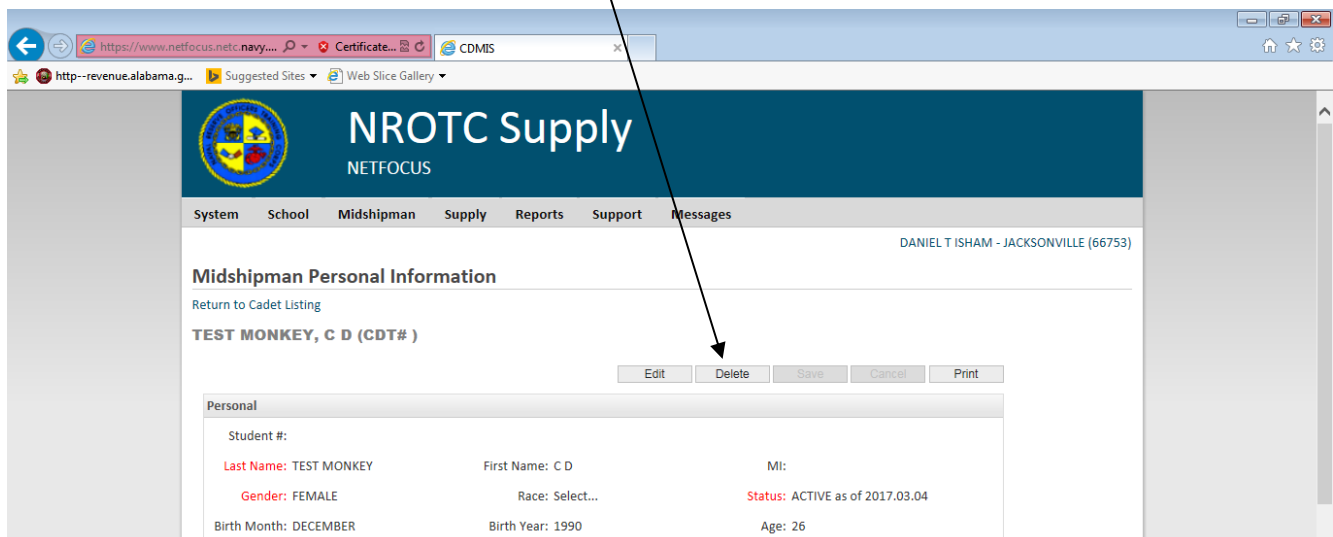
1. On the Main Menu, tool bar click on the Midshipmen Menu.
2. On the Midshipman page, click on Add Midshipmen.



3. Enter the data. Required data fields are displayed in Red.
4. Click **Save**.

2. Delete (added by hand) Midshipman

1. On the Main Menu, tool bar click on the Midshipmen Menu.
2. On the Midshipman page, select the Midshipman then click on it.
3. Select the delete button, click on it.



9. ADD NEW CLOTHING ITEM(S) TO THE SHELF or Add additional clothing found during inventor

1. In NOSS, select **Supply** and then **Clothing** from the Main Menu.
2. On the Clothing Shelf page click highlight **Post**, then click Gain/Loss.

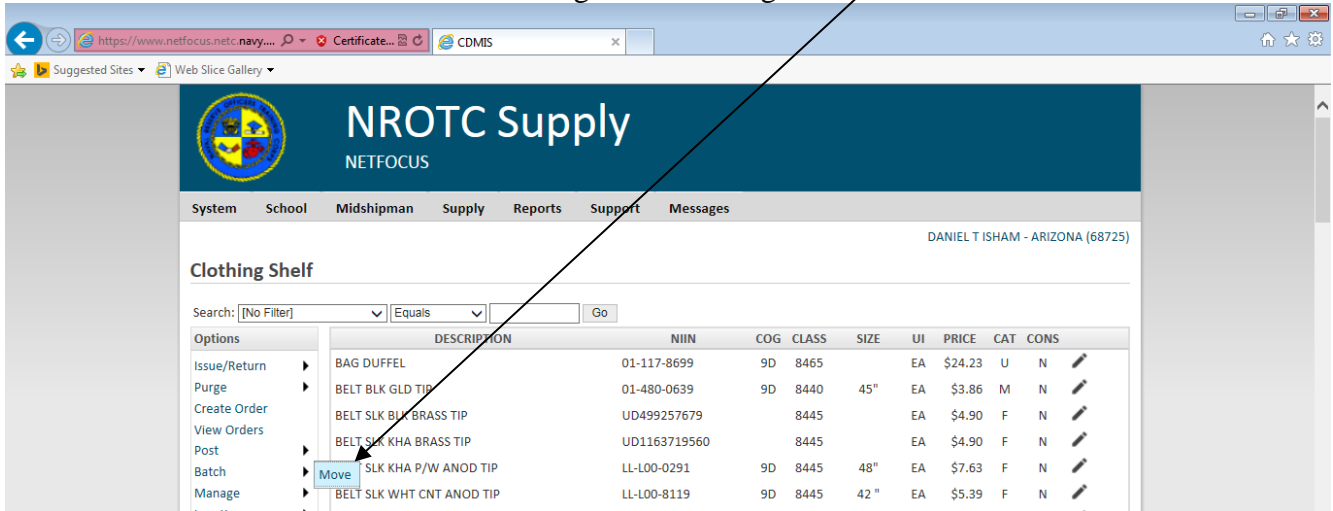
The screenshot shows the NROTC Supply NETFOCUS interface. The 'Clothing Shelf' page is active, displaying a table of items. A context menu is open over the table, with 'Post' and 'Gain/Loss' highlighted. The 'Gain/Loss' option is further expanded to show 'From Invoice' and 'Gain/Loss'.

Options	DESCRIPTION	NIIN	COG	CLASS	SIZE	UI	PRICE	CAT	CONS
Issue/Return	BAG DUFFEL	01-117-8699	9D	8465		EA	\$24.23	U	N
Purge	BELT BLK GLD TIP	01-480-0639	9D	8440	45"	EA	\$3.86	M	N
Create Order	BELT SLK BLK BRASS TIP	UD499257679		8445		EA	\$4.90	F	N
View Orders	BELT SLK WHT BRASS TIP	UD1163719560		8445		EA	\$4.90	F	N
Post	From Invoice								
Batch	Gain/Loss								
Manage	BELT SLK WHT CNT ANOD TIP	LL-L00-0291	9D	8445	48"	EA	\$7.63	F	N
Locations	BELT SWORD LTHR	LL-L00-8119	9D	8445	42"	EA	\$5.39	F	N
Reports	BELT SWORD LTHR	LL-L00-0563	9D	8455	28	EA	\$94.25	O	N
	BELT SWORD LTHR	LL-L00-0564	9D	8455	30	EA	\$94.25	O	N
Quantities	BELT SWORD LTHR	LL-L00-0565	9D	8455	32	EA	\$94.25	O	N
On Hand:	BELT SWORD LTHR	LL-L00-0566	9D	8455	34	EA	\$94.25	O	N
On Order:	BELT SWORD LTHR	LL-L00-0567	9D	8455	36	EA	\$94.25	O	N
Shelf:	BELT TROUS KHA P/W ANOD TIP	LL-L00-0290	9D	8440	55"	EA	\$8.00	M	N
Issued:	BELT TROUS KHA WEB BRASS TIP	LL-L00-0027	9D	8440	48"	EA	\$5.15	M	N
Returned:	BELT TROUS WHT CNT ANOD TIP	LL-L00-8117	9D	8440	44"	EA	\$5.39	M	N

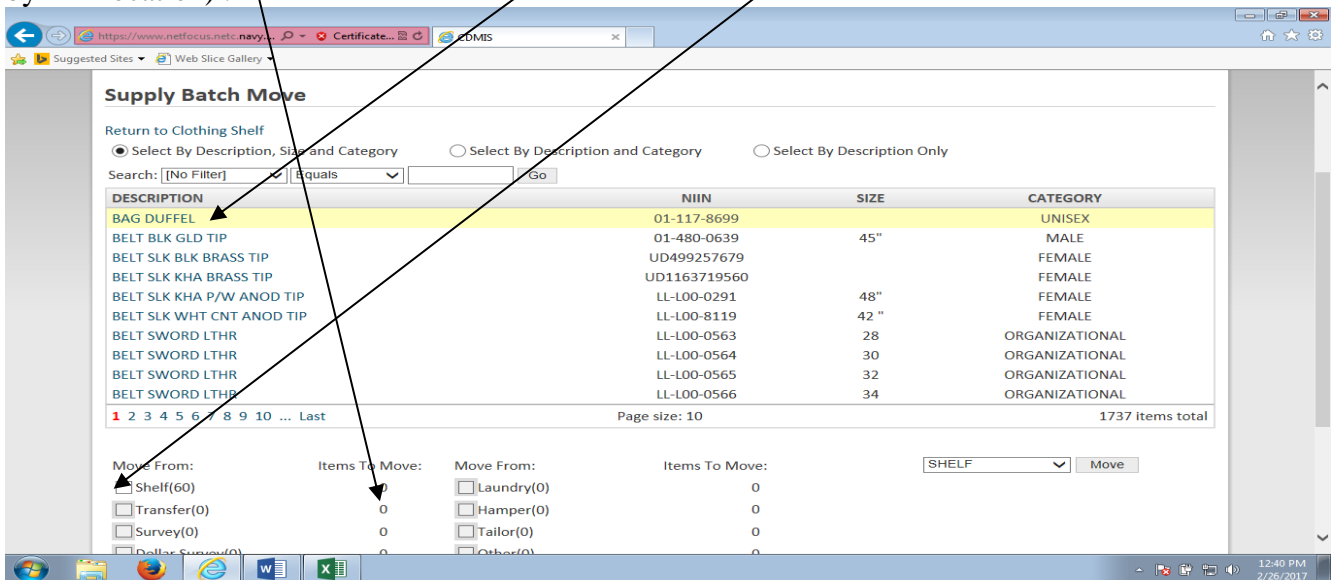
3. Type in the **NIIN**, or click the **Find** button to display the NIIN page.
4. Or use the search tool to search for **NIIN** or **Description**.
5. Select / Highlight the item from the available items. Click **Continue**.
6. If the NIIN/NSN is not on the Predefined Item list, the system will consider it user-defined and automatically insert the letters **UD** preceding the NIIN/NSN entered, indicating user-defined item. (contact OD54 to determine if the item can be added to available items).
7. Enter the item details for the user-defined item.
8. Enter the amount received or gained in the **Gain By Inventory** field.
9. Enter the appropriate **Low/High Level** amount to have in stock. This data is used to produce a report that will indicate items that are below or above the desired level.
10. Click **Post** after each new item.

10. BATCH MOVE - move items from one location or status to another. (Shelf, Hamper, Laundry, Tailor, Other, Survey, Transfer). The **Supply Batch Move** page is provided to manage clothing items in the selected location (Hamper, Survey, Laundry, etc.). and is utilized to move clothing items from the **Shelf** to any other valid location (**Hamper, Survey, Transferred, Laundry, etc.**).

1. On the main menu toolbar, click **Supply**, Click **Clothing**
2. On the **Clothing Shelf** page point at Batch, then click **Move**.
3. On the **Supply Batch Move** page, Click a column header to sort or search the selected column. A column can be sorted in ascending or descending order.



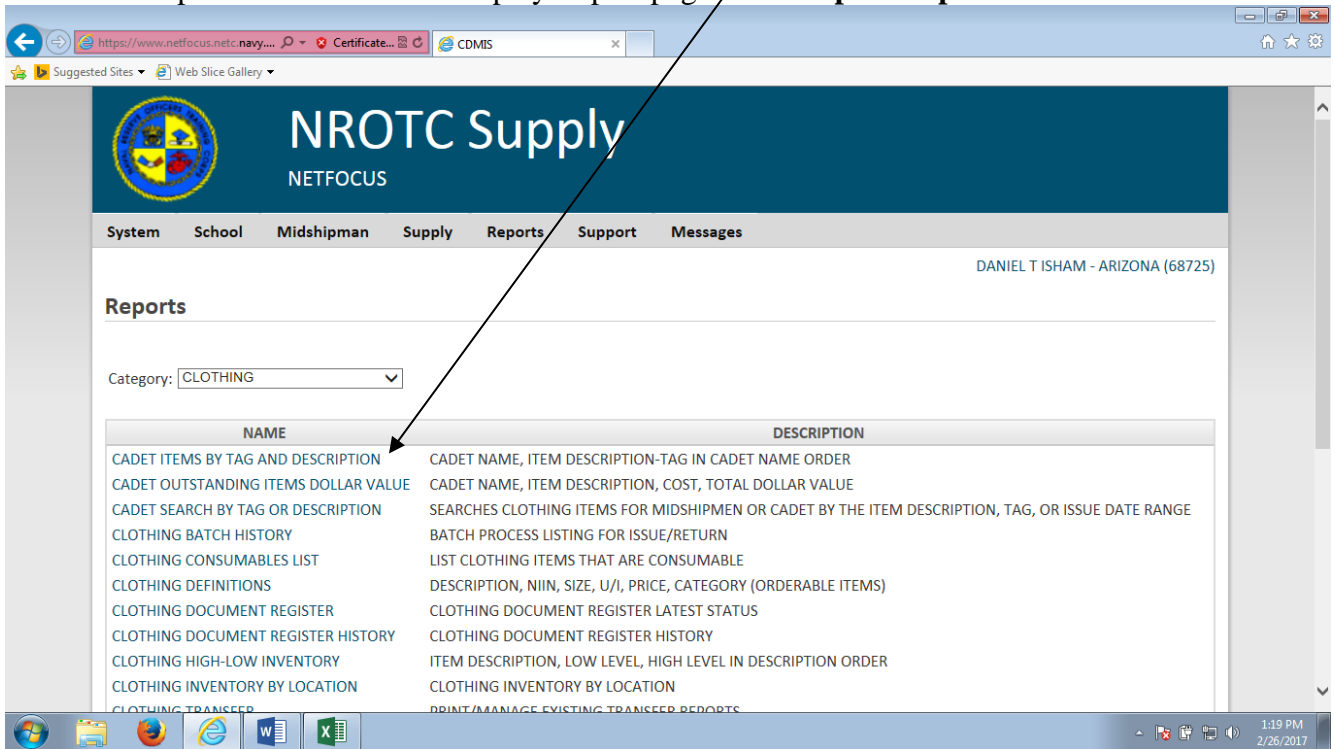
4. Click on the selected item, Click **Move From** (Locations with QTY will show in () by location) .



5. Enter the qty of **Items To Move**:
6. Select the location from drop down box to move to.
7. Click **Move**

11. CADET ITEMS BY TAG AND DESCRIPTION This report displays all issued items to Midshipman by Description, size, Tag, Issue Date and Returned Date.

1. On the main menu toolbar, click **Reports**,
2. On the Reports page, Select **Clothing** from the Category drop down box.
3. Select **Cadet Items By Tag and Description**.
4. Select the **Midshipman** to move to the selected area.
5. Click **Continue to report**
6. To print or save: On the Display Report page Click **Export Report**



7. Documents can now be printed or saved on your computer

12. CADET OUTSTANDING ITEMS DOLLAR VALUE REPORT

This report displays all issued items to Midshipman by Description, size, NSN/NIIN, Category, Tag, Issue Date, Unit Price and total Dollar Value.

1. On the main menu toolbar, click **Reports**
2. On the Reports page, Select **Clothing** from the Category drop down box.
3. Select **Cadet Outstanding Items Dollar Value**.
4. Select the **Midshipman** to move to the selected area.
5. Click **Continue to report**

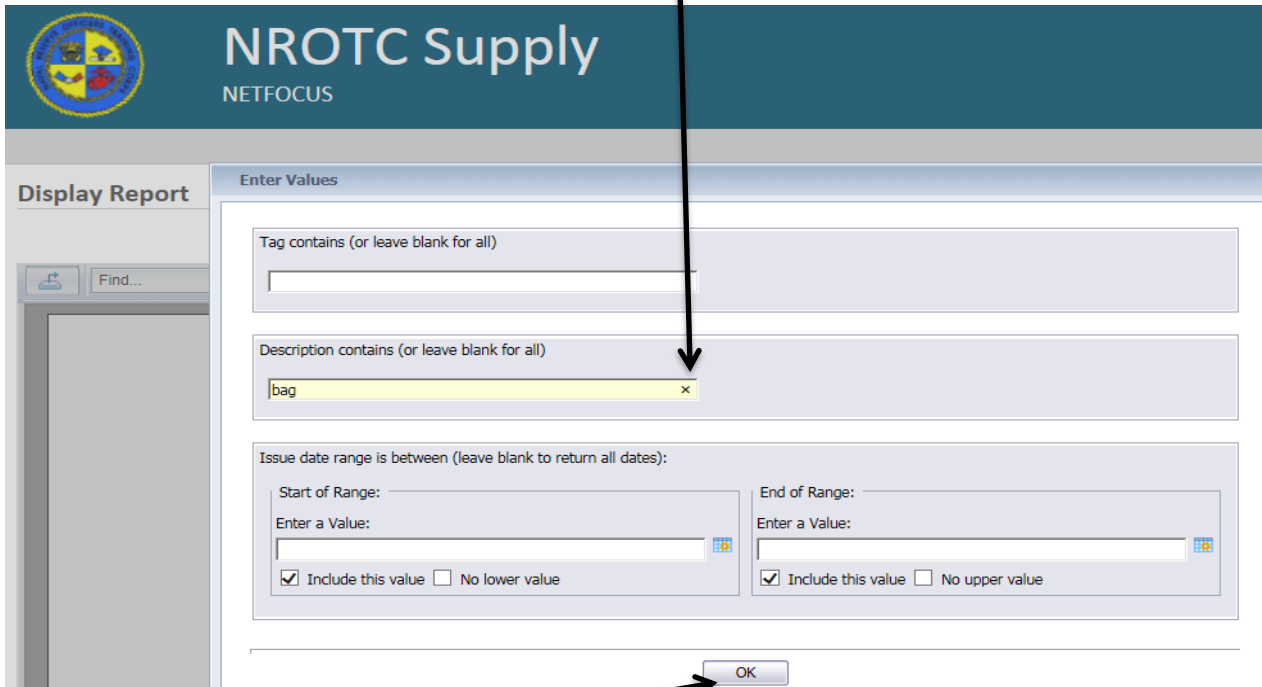
The screenshot shows a web browser window displaying the NROTC Supply NETFOCUS application. The page title is "Display Report". Below the title, there is a search bar and a "Find..." button. The main content area displays a report titled "OUTSTANDING ITEMS DOLLAR VALUE" for "ALEXANDER, JASON". The total value is listed as "\$ 169.72". The report is presented as a table with the following columns: DESCRIPTION, SIZE, NSN/NIIN, CAT, TAG, ISSUE DATE, and PRICE. The table lists several items, including shirts, shoes, socks, and sweat pants, with their respective details.

DESCRIPTION	SIZE	NSN/NIIN	CAT	TAG	ISSUE DATE	PRICE
INSIG SLEEVE STAR (LACE)		LL-L00-0416	CL-U		2009.10.19	\$7.55
PTU SHIRT NAVY S/S	LRG	LL-L00-2657	CL-U		2009.09.18	\$14.99
PTU SHORT NAVY 8"	LRG	LL-L00-2667	CL-U		2009.09.18	\$19.99
SHIRT WHT P/C U/S	15 1/2 X 34/35	LL-L00-2104	CL-M		2009.10.19	\$30.90
SHOE DRS BLK LTHR OXF MALE	9.5D	01-456-2308	CL-M		2009.09.18	\$50.31
SOCKS DRS COTN/NYLN BLACK	M	00-543-7774	CL-U		2009.09.18	\$0.66
SOCKS DRS COTN/NYLN BLACK	M	00-543-7774	CL-U		2009.09.18	\$0.66
SOCKS DRS COTN/NYLN BLACK	M	00-543-7774	CL-U		2009.09.18	\$0.66
SWEAT PANTS NAVY	M	LL-L00-1824	CL-U		2009.09.18	\$21.00

6. To print or save: On the Display Report page Click **Export Report**
7. Documents can now be printed or saved on your computer

13. Cadet Search By Tag Or Description Report Searches clothing items for midshipmen or cadet by the item description, tag, or issue date range

1. On the main menu toolbar, click **Reports**,
2. On the Reports page, Select **Clothing** from the Category drop down box.
3. Select **Cadet Search By Tag Or Description**.
4. **Enter a Search Value:** (One of the prompts must be entered or no data will be returned). e.g. in Description Contains: Bag

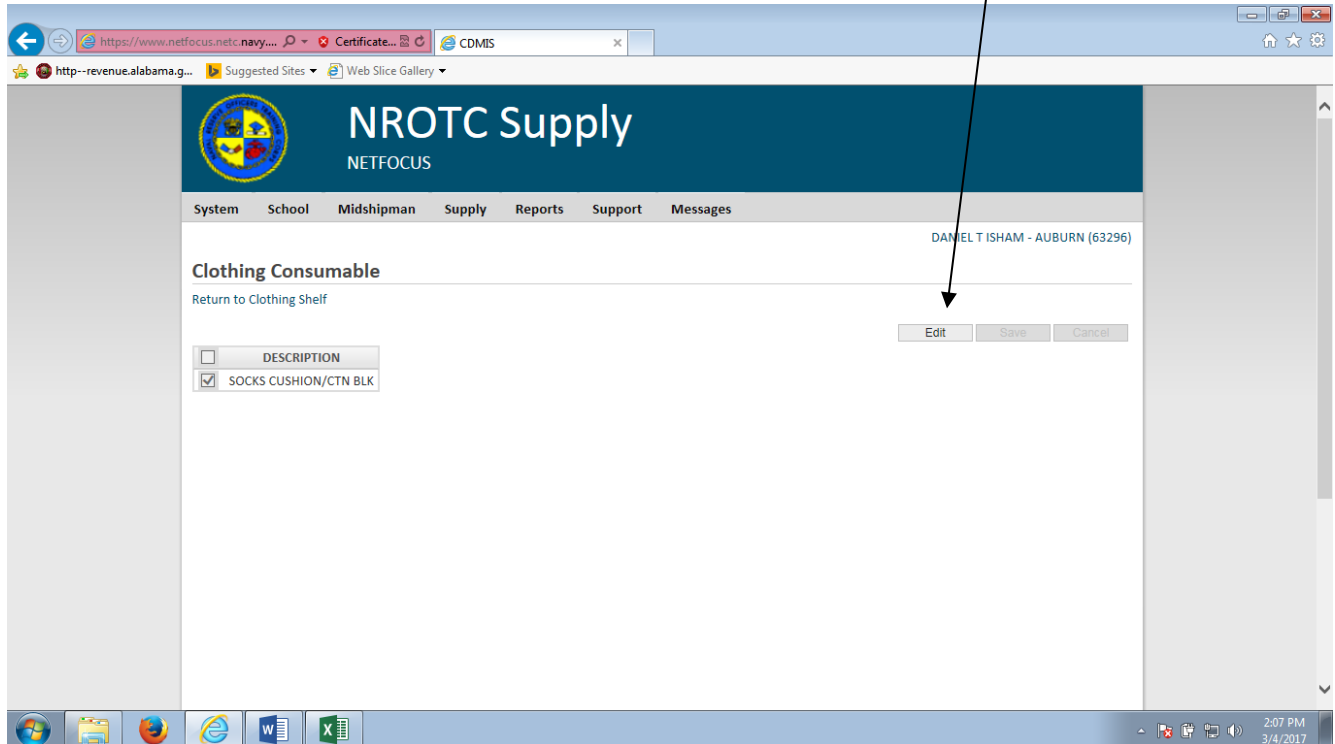


5. Click **OK**
6. To print or save: On the Display Report page Click **Export Report**
7. Documents can now be printed or saved on your computer

14. Consumable/Expendable CLOTHING MANAGEMENT

The Clothing Consumable/Expendable Item Designations window is utilized to define clothing items that are considered consumable/expendable. Consumable/Expendable Items that are returned from the Midshipman are automatically returned to **Survey** by the system.

1. On the main menu toolbar, click **Supply**, from the drop down box Click **Clothing**
2. On the **Clothing Shelf** page point at Manage, then click Clothing Consumable.
3. On the **Clothing Consumable** page, click EDIT to add all items
4. Click the corresponding check box to designate an item as consumable/expendable.



15. Clothing Consumable/Expendable Item List Report

The Clothing Consumable/Expendable Item Designations window is utilized to define clothing items that are considered consumable/expendable. Consumable/Expendable Items that are returned from the Midshipman are automatically returned to **Survey** by the system.

1. Select Reports and then **Clothing** from the Main Menu.
2. On the Reports page Select **CLOTHING**.
3. Select **Clothing Consumable List**.
4. Click the corresponding check box to designate an item as consumable/expendable.
5. Click **Save** to designate selected items as Consumable/Expendable.
6. To print or save: On the Display Report page Click **Export Report**
7. Documents can now be printed or saved on your computer

The screenshot displays a web browser window with the URL <https://www.netfocus.netc.navy...>. The page header features the NROTC Supply logo and the text "NETFOCUS". The main content area is titled "Display Report" and contains a search bar with the text "Find..." and a "1 of 6" indicator. Below the search bar is a table titled "CLOTHING CONSUMABLE ITEMS" with a single column labeled "DESCRIPTION". The table lists the following items:

DESCRIPTION
BAG DUFFEL
BELT BLK GLD TIP
BELT SLK BLK BRASS TIP
BELT SLK KHA BRASS TIP
BELT SLK KHA CNT ANOD TIP
BELT SLK KHA PIW ANOD TIP
BELT SLK WHT CNT ANOD TIP
BELT SLKS KHAKI BRASS TIP
BELT TROUS BLK BRASS TIP
BELT TROUS KHA CNT ANOD TIP
BELT TROUS KHA PIW ANOD TIP

The browser's taskbar at the bottom shows the Windows logo, several application icons, and the system clock indicating 5:21 PM on 3/4/2017.

16. CUSTODY CARD INSTRUCTOR Report. Instructors are issued clothing and equipment the same way as midshipman.

1. On the main menu toolbar, click **Reports**, in drop down list Click **Clothing**,
2. On the reports page, Click Instructor **Custody Card**.
3. On the **Select Instructor** page, check the **ADD** box for the Instructor Name from the list. To print all records click on the ADD box at the header row **NAME**.
4. Click **Continue to report**.
6. On the **Issued Items Custody Card** page, select the **Custody Card User Preferences** from the drop down boxes.

The screenshot shows a web interface for 'Issued Items Custody Card'. At the top right, it says 'DANIEL T ISHAM - MICHIGAN'. Below that is a header 'Issued Items Custody Card' and a sub-header 'TEST MONKEY'. The main section is titled 'Custody Card User Preferences' and contains several dropdown menus: 'Returned Items' (set to INCLUDE), 'Consumable Items' (set to INCLUDE), 'CL and IM Materials' (set to CL AND IM), 'Name Display Order' (set to LAST, FIRST MI), and 'Supplemental Text' (set to INCLUDE). There is a large empty rectangular box to the right of these menus.

Print

Click print.

7.

8. On the **Display Report** page, click **Export Report**.
9. On the **Custody Card** page in Microsoft Word or Excel format, click Print.

17. CUSTODY CARD MIDSHIPMAN

1. On the main menu toolbar, click **Reports**, Click **Clothing**,
2. On the reports page, Double Click **Custody Card**.

NROTC Supply
NETFOCUS

System School Midshipman Supply Reports Support Messages

DANIEL T ISHAM - JACKSONVILLE (66753)

Reports

Category: CLOTHING

NAME	DESCRIPTION
CADET ITEMS BY TAG AND DESCRIPTION	CADET NAME, ITEM DESCRIPTION-TAG IN CADET NAME ORDER
CADET OUTSTANDING ITEMS DOLLAR VALUE	CADET NAME, ITEM DESCRIPTION, COST, TOTAL DOLLAR VALUE
CADET SEARCH BY TAG OR DESCRIPTION	SEARCHES CLOTHING ITEMS FOR MIDSHIPMEN OR CADET BY THE ITEM DESCRIPTION, TAG, OR ISSUE DATE RANGE
CLOTHING BATCH HISTORY	BATCH PROCESS LISTING FOR ISSUE/RETURN
CLOTHING CONSUMABLES LIST	LIST CLOTHING ITEMS THAT ARE CONSUMABLE
CLOTHING DEFINITIONS	DESCRIPTION, NIIN, SIZE, U/I, PRICE, CATEGORY (ORDERABLE ITEMS)
CLOTHING DOCUMENT REGISTER	CLOTHING DOCUMENT REGISTER LATEST STATUS
CLOTHING DOCUMENT REGISTER HISTORY	CLOTHING DOCUMENT REGISTER HISTORY
CLOTHING HIGH-LOW INVENTORY	ITEM DESCRIPTION, LOW LEVEL, HIGH LEVEL IN DESCRIPTION ORDER
CLOTHING INVENTORY BY LOCATION	CLOTHING INVENTORY BY LOCATION
CLOTHING TRANSFER	PRINT/MANAGE EXISTING TRANSFER REPORTS
CUSTODY CARD	MIDSHIPMAN NAME, ISSUED ITEMS DESCRIPTION AND QUANTITY
GAIN LOSS HISTORY	GAIN LOSS HISTORY
INSTRUCTOR CUSTODY CARD	INSTRUCTOR NAME, ISSUED ITEMS DESCRIPTION AND QUANTITY
UNCONFIRMED CLOTHING REQUISITIONS	CLOTHING ORDER REQUISITIONS WITHOUT A CURRENT PROCESSING STATUS

3. On the **Select Midshipmen** page, click **ADD** for the Midshipman Name from the list.
To print all records click on the box at the header **NAME**.
4. To remove a Name from the print list click the delete button at the far right of the name.
5. Click **Continue**
6. On the **Issued Items Custody Card** page, select the **Custody Card User Preferences** from the drop down boxes.

DANIEL T ISHAM - MICHIGAN

Issued Items Custody Card

TEST MONKEY

Custody Card User Preferences

Returned Items: INCLUDE

Consumable Items: INCLUDE


CL and IM Materials: CL AND IM

Name Display Order: LAST, FIRST MI

Supplemental Text: INCLUDE

Print

7. Click **Print**.

8. On the **Display Report** page, click  **Export Report**.


9. On the Export page from the drop down format box select the format.


- 10 The report can now be saved or printed.

7.

18. CLOTHING DEFINITIONS REPORT

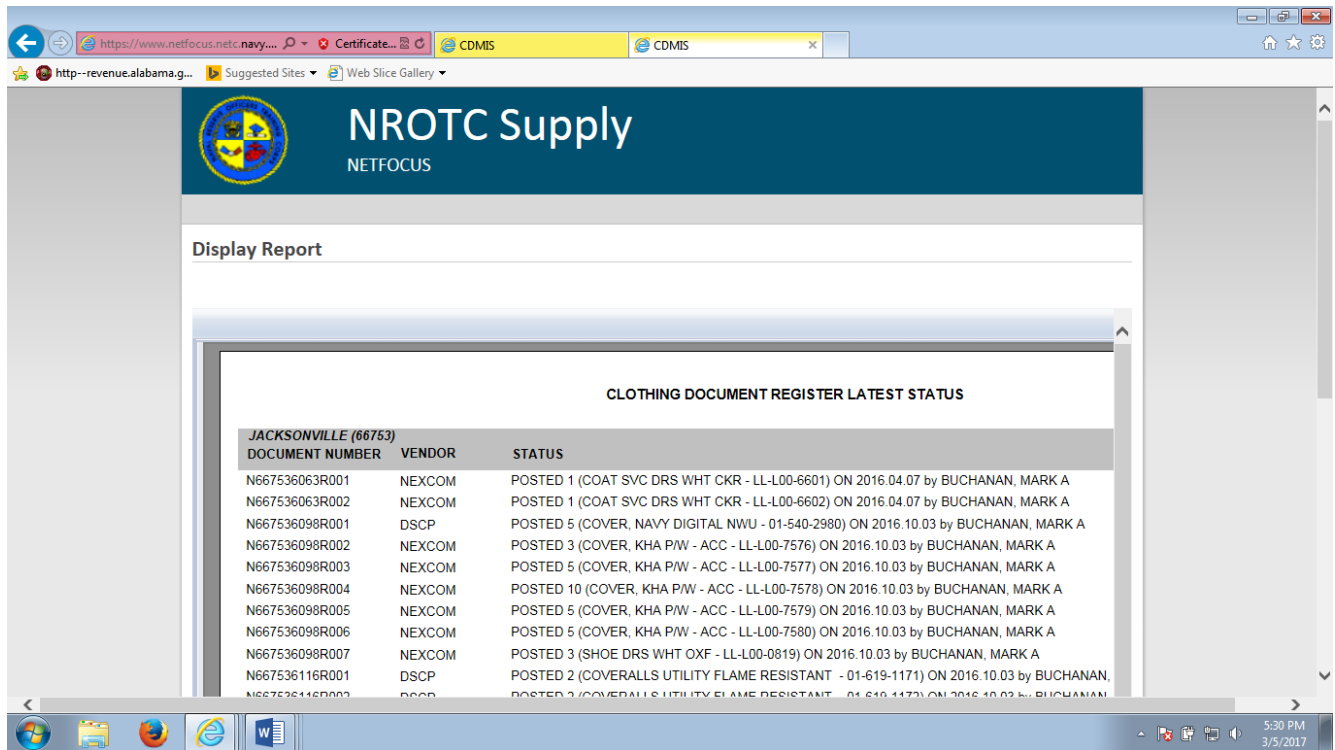
The Clothing Definitions report is utilized to define all Orderable Items Description, NIIN, Size, U/I, Price, Category

1. On the main menu toolbar, click **Reports**
2. On the Reports page, from the Category drop down box select CLOTHING.
3. Select **Clothing Definitions**.
4. To print or save: On the Display Report page Click  Export Report
5. Documents can now be printed or saved on your computer

19. DELETE CURRENT RECORD If an item was entered incorrectly when it was added it will have to be surveyed to remove it. If any item has a zero balance on the shelf or issued. then a trash can will appear  at the right end of the item. By clicking the trash can it will be removed

20. DOCUMENT REGISTER A document register is a list of every item that was ordered, with open, latest status and completed documents,

1. On the main menu toolbar, click **Reports**
2. On the Reports page, from the Category drop down box select **CLOTHING**.
3. Select **CLOTHING DOCUMENT REGISTER**
4. Select and move your unit to the right in the selected Value area.
5. Enter from date (required) and Enter to date (required)
6. Enter other data as needed.
7. On the center of the bottom of the page Click **OK**



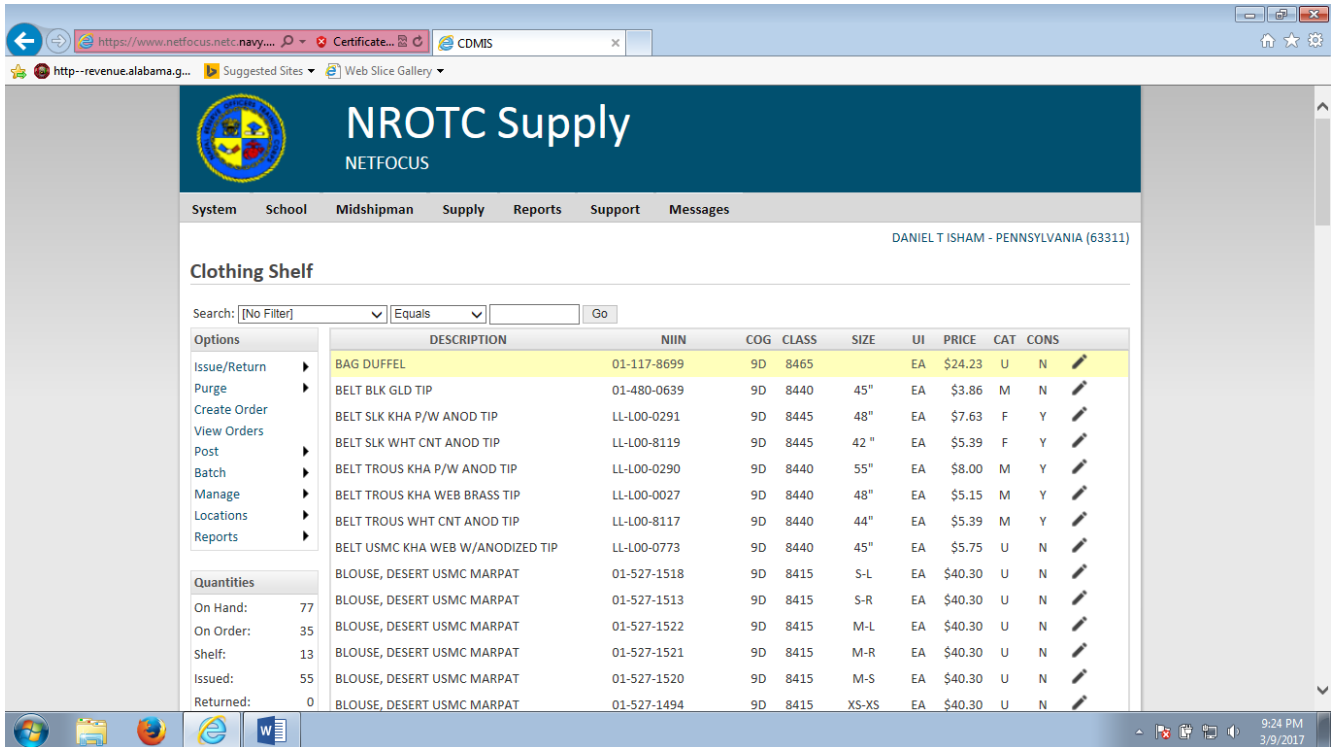
21. DOCUMENT REGISTER HISTORY document register History is a list of every item that was ordered, with open, all status and completed documents,

1. On the main menu toolbar, click **Reports**
2. On the Reports page, from the Category drop down box select **CLOTHING**.
3. Select **CLOTHING DOCUMENT REGISTER HISTORY**
4. Select and move your unit to the right in the selected Value area.
5. Enter from date (required) and Enter to date (required)
6. Enter other data as needed.
7. On the center of the bottom of the page Click **OK**

22. EDIT CLOTHING RECORD Only the fields for: **Shelf Tag, Low Level, High Level** and Remarks may be changed with a standard NSN NIIN.

* The items with a UD number for a NIIN will allow NIIN and size changes also.

1. On the main menu toolbar, click **Supply**, from the drop down box Click **Clothing**
2. On the **Clothing Shelf** page point at the item needed, then click pencil at the right side of page.

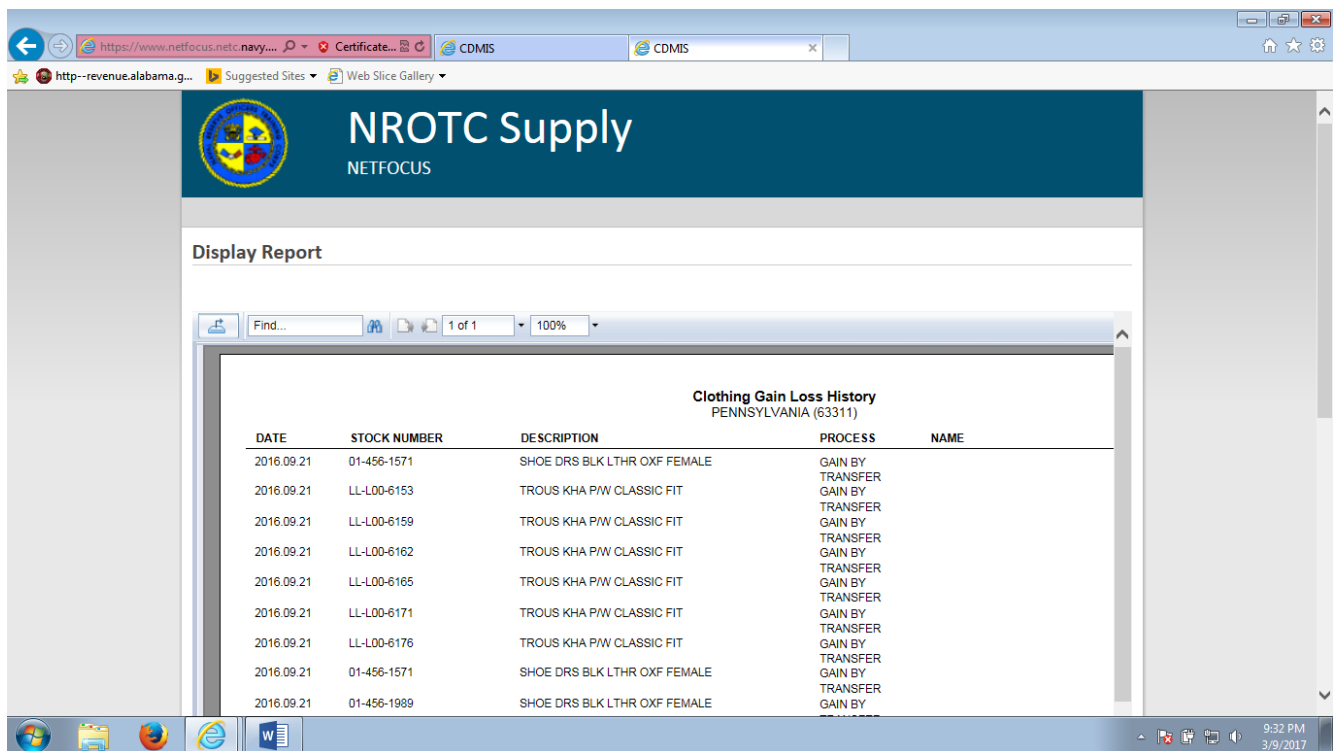


3. On the edit Item page, edit the items needed
4. Click Save

23 blank

24. GAIN LOSS HISTORY REPORT This report displays all GAINS and LOSSES for a given time period.

1. On the main menu toolbar, click **Reports**
2. On the Reports page, Select **Clothing** from the Category drop down box.
3. Select **GAIN LOSS HISTORY**.
4. Select the **UNIT** and move right to selected value.
5. From the drop down box fSelect Supply Group Click
6. Enter from date: select from calendar at right end of box
7. Enter to date: select from calendar at right end of box
8. Click OK at bottom of page



25. HISTORICAL REPORT.

1. On the main menu toolbar, click Reports,
2. On the Reports page, in the **Category:** drop box select **SUBMITTED HISTORY.**
3. Select from the list (Clothing, IM or Property)
4. On the **HISTORICAL Reports** page, in the Select drop box, select the report.

NAVJROC

CDMIS

NETFOCUS - Citizenship Development Management Information Subsystem

DANIEL T ISHAM - MICHIGAN

Historical Reports

Select...

- PROPERTY TRANSFER
- INSTRUCTIONAL MATERIALS TRANSFER
- INSTRUCTIONAL MATERIALS WALL TO WALL
- INSTRUCTIONAL MATERIALS SURVEY
- PROPERTY SURVEY
- CLOTHING SURVEY
- INSTRUCTIONAL MATERIALS ORDER
- INSTRUCTIONAL MATERIALS BATCH
- CLOTHING BATCH
- CLOTHING TRANSFER

are no items to display

5. Click print  button for the desired report.
6. Now this report can Exported then printed

26. GAINS FROM INVENTORY, TRANSFERS OR PURCHASES

are posted to the clothing shelf. Gain/Loss transactions are maintained by the system for ten years. See par 1 Add new clothing instructions.

27. GRADUATE MIDSHIPMEN. Return the items from the midshipmen to the shelf that are required, e.g. organizational property, 782 FIELD GEAR, shoulder boards, and Instructional Materials.

1. On the main menu: point at **Supply**, then click **Clothing**.
2. On the Clothing Shelf page, point at Issue/Return, click **Write Off**,
3. On the Select Midshipman page, Click the ADD box for the Midshipmen to Graduate.

NROTC Supply
NETFOCUS

System School Midshipman Supply Reports Support Messages

DANIEL T ISHAM - OHIO STATE (63309)

Select Midshipman

Return to Clothing Shelf
^ Hide Filter Selection

Search Reset

Gender NS Year Branch Program Student Type School Status
 ALL ALL ALL ALL ALL ALL ALL

Continue

Available (5 items)

Add	NAME	GENDER	SCHOOL	ID
Add	BAILEY, KYLEN H.	M	OHIO	121006
Add	CHAMBERS, GRACE C.	F	OHIO	121007
Add	CHOE, DYLAN S.	M	OHIO	122778
Add	KINKAID, MICHAEL A.	M	OHIO	88231
Add	NORMAN, KENNETH E.	M	OHIO	108971

Selected (0 items)

NAME	GENDER	SCHOOL	ID
No Selected Items			

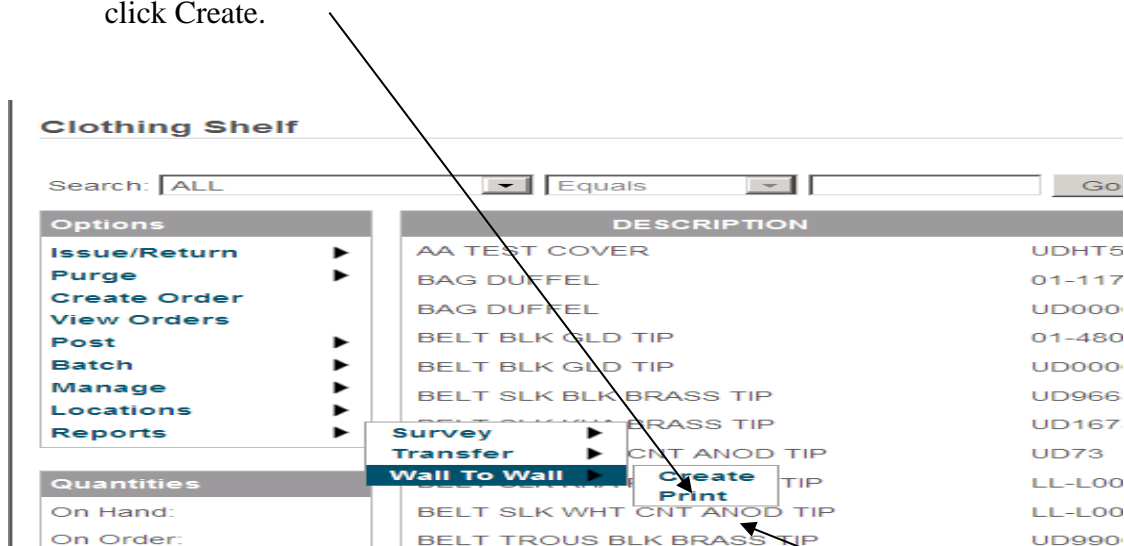
4. Click Continue.
5. Check the boxes for the items to be written off, Click WRITE OFF

28. INVENTORY HIGH – LOW CLOTHING REPORT

29. INVENTORY ANNUAL CLOTHING WALL TO WALL REPORT.

The annual inventory requirement for the current year is considered to be satisfied when a wall-to-wall inventory of all clothing has been documented. Ensure that CDMIS Midshipmen database is up-to-date, midshipmen alpha roster is current, post issues, post graduations, post surveys, post transfers and turn-ins. After all transactions have been posted. Account for as much inventory as possible. Account for the differences from the balance on hand in CDMIS and the inventory balance by use of Survey report in CDMIS and gain by inventory. After completion of the inventory the wall to wall report must be sent. This is a report that is a copy of all items accounted for.

1. On the main menu: click **Supply**, then click **Clothing**.
2. On the **Clothing Shelf** page, Point/highlight **Reports**, then highlight **Wall to Wall**, then click Create.

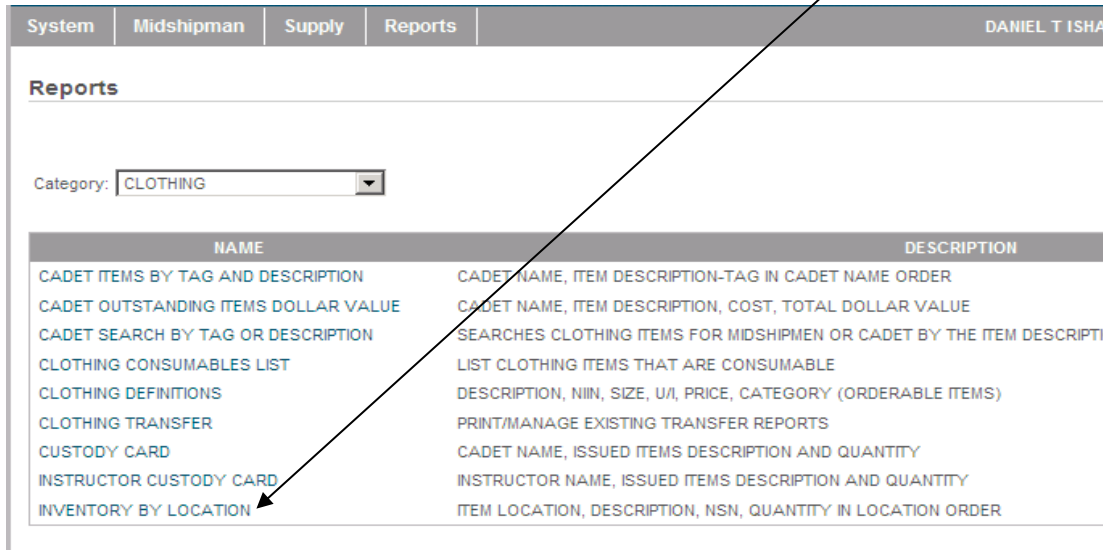


3. To print the Clothing Wall to Wall Report, On the **Clothing Shelf** page, Point/highlight **Reports**, then highlight **Wall to Wall**, then click **Print**.

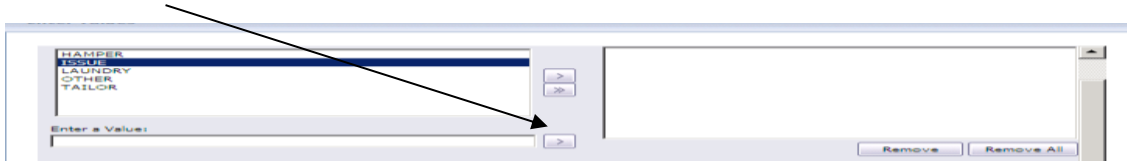
30. INVENTORY BY LOCATION REPORT

List all clothing by Item Description, Location, Quantity in Location, NSN

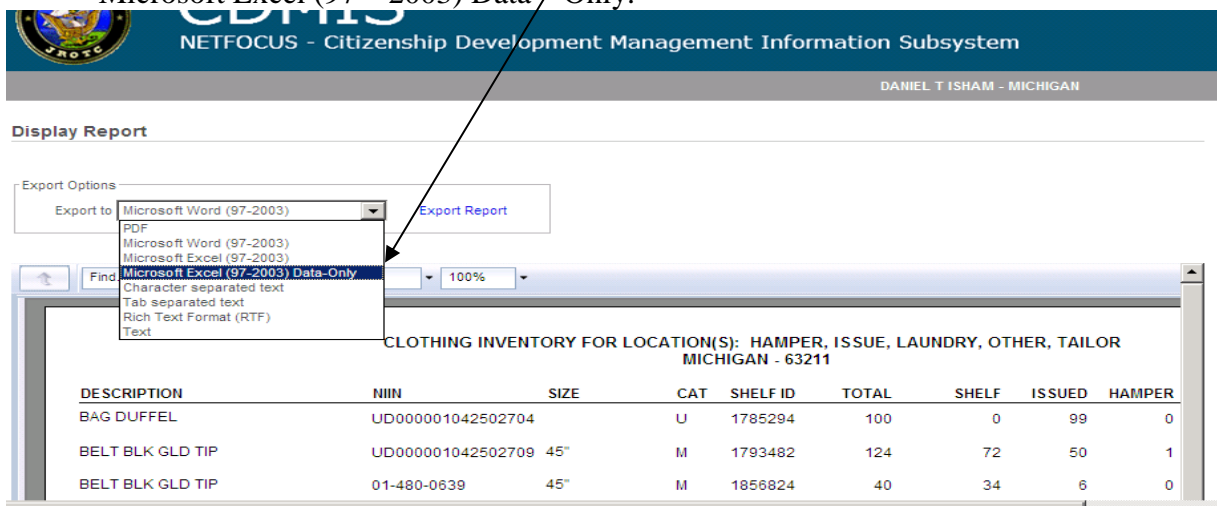
1. On the main menu: click Reports, then in the drop down box click **Clothing**.
2. On the **Reports** page, Click **Inventory By Location**.



3. On the Enter Values page, select the location or click the double to move all to the right



4. Move the slide on the right side to display the **OK** button.
5. Click **OK**.
6. To print, on the **Display Report** page, in the Export Options box drop down select Microsoft Excel (97 – 2003) Data Only.

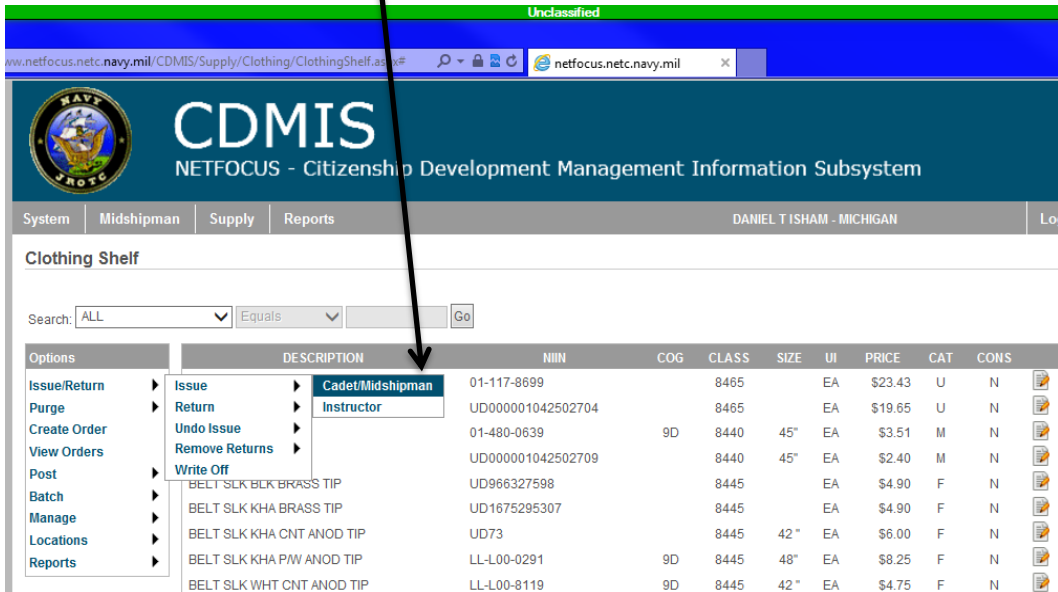


7. Click **Export Report**

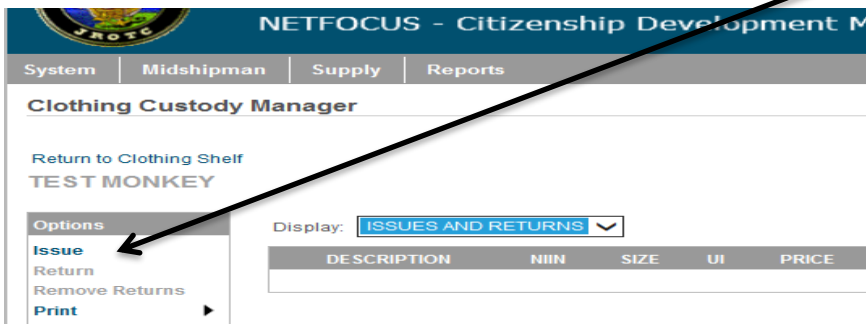
31. ISSUE CLOTHING TO MIDSHIPMEN/INSTRUCTOR .

The Clothing Midshipmen window is provided to Issue and Return clothing items, view issued and returned clothing items on a Midshipman record, and to print the Midshipman Clothing/IM Record.

1. On the main menu: click **Supply**, then click **Clothing**.
2. On the Clothing Shelf page, Point/highlight **Issue/Return**, highlight **Issue**, click Cadet/Midshipman.



3. In the Search window, enter the desired Midshipmen or select from the list.
4. Click the Select box to highlight the record.
5. Click ➡ to move records to the right in the selected area.
6. Click **Continue to CL custody manager**.
7. On the **Clothing Custody Manager** page, click **Issue**



8. On the Clothing Issue page, Select items from the **Available Items**. If the item has sizes select it from the size box below.
9. click **Add to Pending Items**.

10. Click on Issue Items

Clothing Issue

Return to CL Custody Manager
TEST MONKEY

Return to Filter Show/Hide Filter val

Display: ALL ITEMS Edit

Default Tag:

Issue Date: 2015.03.27

Issue Items Ca

Search: ALL Equals Go

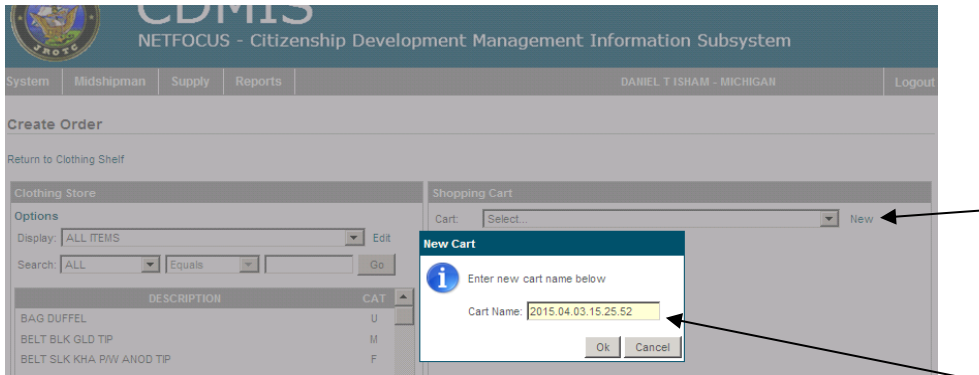
SHELF DESCRIPTION

CAT

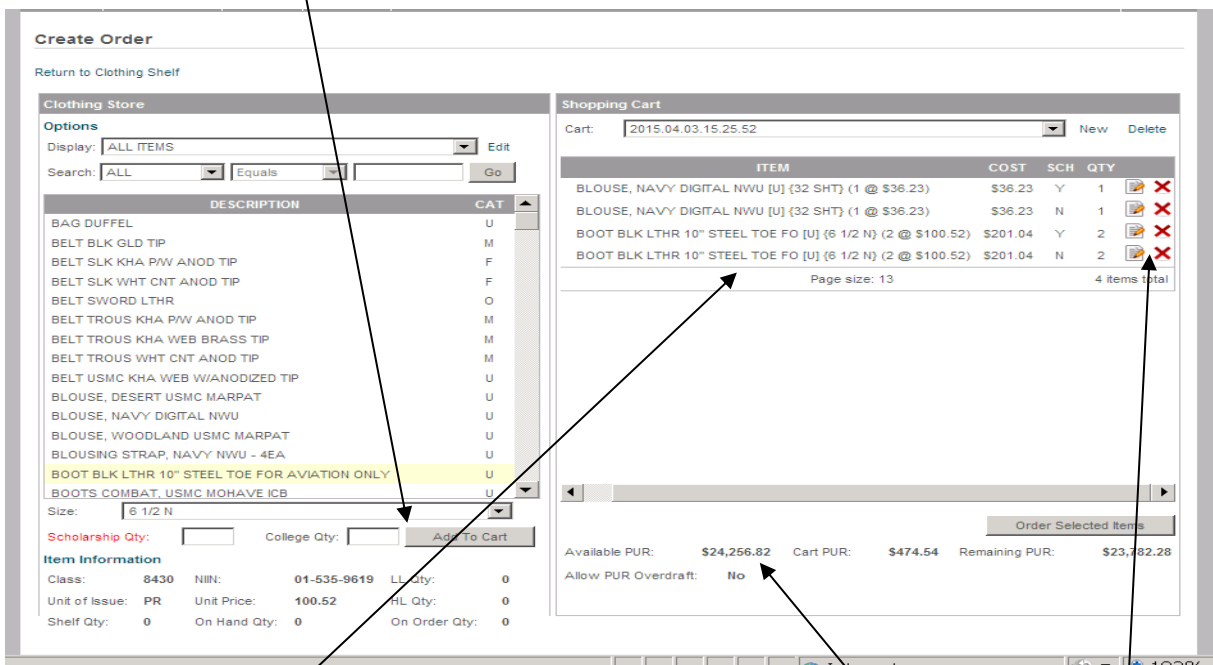
32. MOVE ITEMS FROM ONE LOCATION TO ANOTHER

33. ORDER (CREATE ORDER) CLOTHING

1. On the main menu: click **Supply**, then click **Clothing**.
2. On the Clothing Shelf page, Click **Create Order**,
3. On the **Create Order** page, in the **Shopping Cart** box Click **New**.



4. In the **New Cart Box**, Enter new cart name or Click **OK** for current date as name.
5. On the **Create Order** page, in the **Clothing Store** box select the Options to search by.
6. On the **Create Order** page, Select from the **DESCRIPTION** box the item to order.
7. If the item has multiple sizes select from the size box drop down **click the size**.
8. Enter the **Scholarship Qty** and **College Qty**.
9. click **Add To Cart**



10. Repeat steps 7, 8 and 9 for all items to order.
11. Review the cart. If corrections needs to be made select the Edit or Delete button.
(you may have to move the slide bar to veiw edit or delete button.
12. Click **Order Selected Items**
13. *Notice your Balance* Available PUR: Cart PUR: Remaining PUR:

34 ORDER CLOTHING APPROVING

35. ORDERING NAME TAPES

36. POST GAIN FROM INVENTORY

37. Post Receipts or Invoices

1. On the main menu: click **Supply**, then click **Clothing**.
2. On the Clothing Shelf page, Highlight **Post**, Click **From Invoice**,
3. On the **Clothing Post**, Select the **ORDER DATE** from the drop down.

CDMIS
NETFOCUS - Citizenship Development Management Information Subsystem

System Midshipman Supply Reports DANIEL T ISHAM - MICHIGAN Logout

Clothing Post

Return to Clothing Shelf

Order Date: 2014.01.09 00:00:00 JD: 4009

Search: [] Go

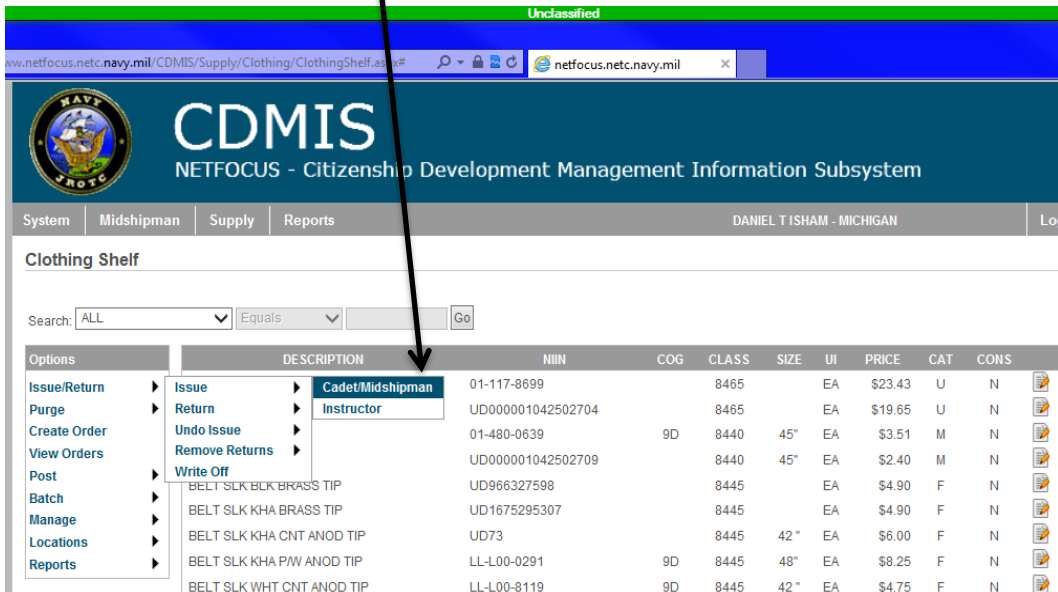
	DESCRIPTION	SIZE	CAT	CLASS	PRICE	UOI	SHELF	SER#	DUE IN	POST
<input type="checkbox"/>	LL-L00-0464 RIBBON HOLDER (METAL)	7R	U	8455	\$7.55	PR	89		30	Partial Post Full Post
<input type="checkbox"/>	LL-L00-0464 RIBBON HOLDER (METAL)	8R	U	8455	\$2.30	EA	32		6	Partial Post Full Post
<input type="checkbox"/>	LL-L00-0464 RIBBON HOLDER (METAL)	8R	U	8455	\$2.40	EA	12		5	Partial Post Full Post
<input type="checkbox"/>	LL-L00-0560 INSIG COLLAR DEVICE USMC GOLD W/CLUTCH		U	8455	\$2.40	EA	12		4	Partial Post Full Post
<input type="checkbox"/>	LL-L00-0560 INSIG COLLAR DEVICE USMC GOLD W/CLUTCH		U	8455	\$6.25	PR	38		10	Partial Post Full Post
<input type="checkbox"/>	LL-L00-1536 INSIG PLATOON PO2		U	8455	\$23.00	EA	28		10	Partial Post Full Post

Page size: 25 6 items total

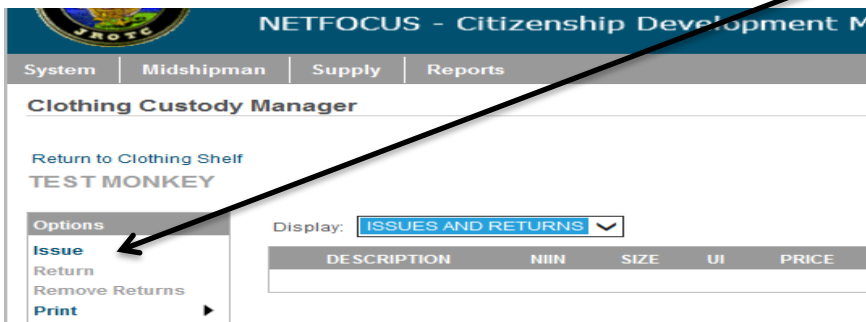
4. Locate and select the Julian Date of the receipt, Highlight the document being received. Select **Partial Post** if only part of request was received and enter Qty, or **Full Post** if all request was received
5. Select **Auto Post** for all request for that day was received.

38. RETURN CLOTHING FROM MIDSHIPMEN. The Clothing Midshipmen window is provided to Issue and Return clothing items, view issued and returned clothing items on a Midshipman record, and to print the Midshipman Clothing/IM Record.

1. On the main menu: click **Supply**, then click **Clothing**.
2. On the Clothing Shelf page, Point/highlight **Issue/Return**, highlight **Issue**, click Cadet/Midshipman.



3. In the Search window, enter the desired Midshipmen or select from the list.
4. Click the Select box to highlight the record.
5. Click ➡ to move records to the right in the selected area.
6. Click **Continue to CL custody manager**.
7. On the **Clothing Custody Manager** page, click **Issue**



8. On the Clothing Issue page, Select items from the **Available Items**. If the item has sizes select it from the size box below.
9. click **Add to Pending Items**.
10. Click on **Issue Items**

Clothing Issue

[Return to CL Custody Manager](#)

TEST MONKEY

[Return to Filter](#) [Show/Hide Filter val](#)

Display: Default Tag: Issue Date:

Search:

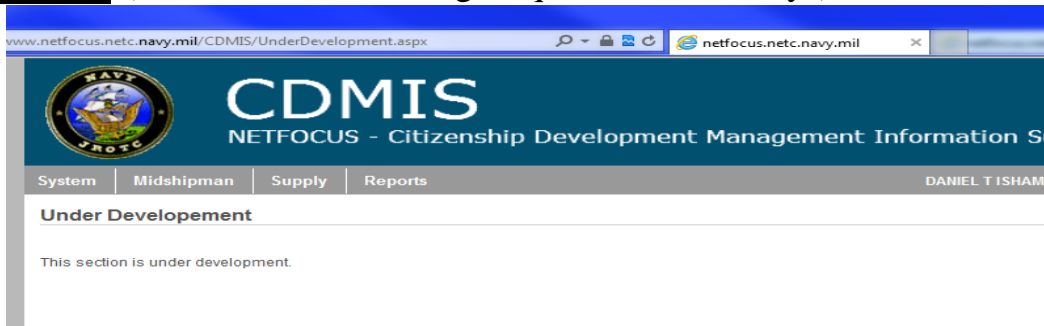
SHELF DESCRIPTION	CAT
-------------------	-----

38 Issue /

Return Clothing to Midshipmen. The Clothing Midshipmen window is provided to Issue and Return clothing items, view issued and returned clothing items on a Midshipman record, and to print the Midshipman Clothing/IM Record.

1. On the main menu: click Supply, then click Clothing.
2. On the Clothing Shelf page, Point/highlight Issue/Return, highlight issue, click Cadet/Midshipman.
3. In the Search window, enter the desired Midshipmen or select from the list.
4. Click the Select box to highlight the record.
5. Click to move records to the right in the selected area.
6. Click Continue to CL custody manager.
7. On the Clothing Custody Manager page, click Issue
8. On the Clothing Issue page, Select items from the Available Items. If the item has sizes select it from the size box below.
9. click Add to Pending Items.
10. Click on Issue Items

39. STATUS NO STATUS FOR REQUEST OVER 15 DAYS REPORT (No Status for Clothing Request Over 15 Days)



This In Development Stage 2 April 2015

40 Status document Reg

42. SUPPLY STOCK NUMBER CONSOLIDATION: The NIIN Consolidation window is utilized to combine like items when there are more than one NSN. e.g. User Defined UD NIIN and standard NIIN.

1. Select **Supply** and then **Clothing** from the Main Menu.
2. On the Clothing Shelf page click highlight **Manage**, then click **NIIN Consolidation**.
3. On the **Supply Stock Number Consolidation** page Click the corresponding check box to the Clothing shelf stock numbers to consolidate:

Return to Clothing Shelf

Search: ALL Equals Go

	DESCRIPTION	SIZE	NIIN	CAT	PRICE
<input type="checkbox"/>	BAG DUFFEL		01-117-8699	U	23.43
<input checked="" type="checkbox"/>	BAG DUFFEL		UD000001042502704	U	19.65
<input type="checkbox"/>	BELT BLK GLD TIP	45"	01-480-0639	M	3.51
<input type="checkbox"/>	BELT BLK GLD TIP	45"	UD000001042502709	M	2.40
<input type="checkbox"/>	BELT SLK BLK BRASS TIP		UD966327598	F	4.90

Clothing shelf stock number/s to consolidate:
[UD000001042502704 - BAG DUFFEL](#)

4. Stroll down and select the corresponding check box for the NIIN to Consolidate to.

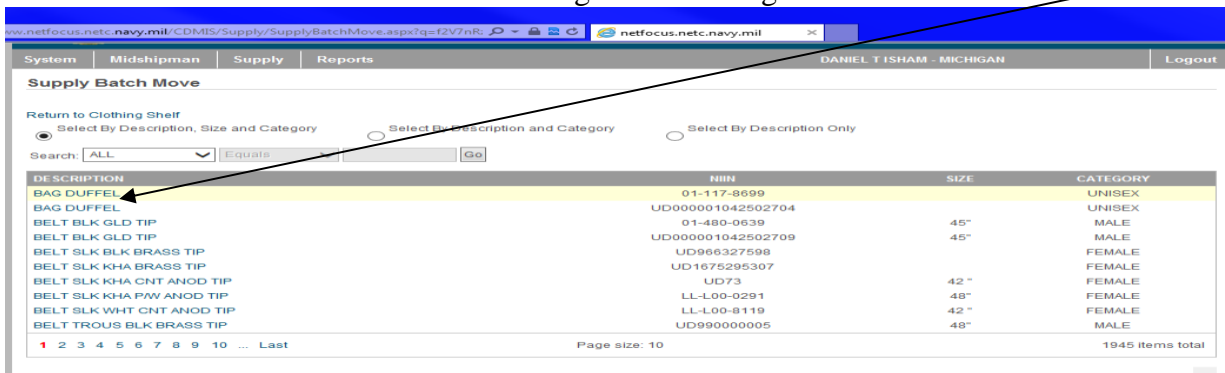
NOTE All items MUST be on shelf to change NIIN

5. Click **Consolidate Stock Number/s**. Clothing shelf stock numbers to consolidate:

43. Survey Clothing. A report of survey documents the circumstances concerning the loss, damage, or destruction of Government property and serves as, or supports a voucher for adjusting the property from accountable records. It also documents a charge of financial liability assessed against an individual or entity, or provides for relief from financial liability. This systems provides two types of surveys, reimbursable (dollar survey) and non-reimbursable.

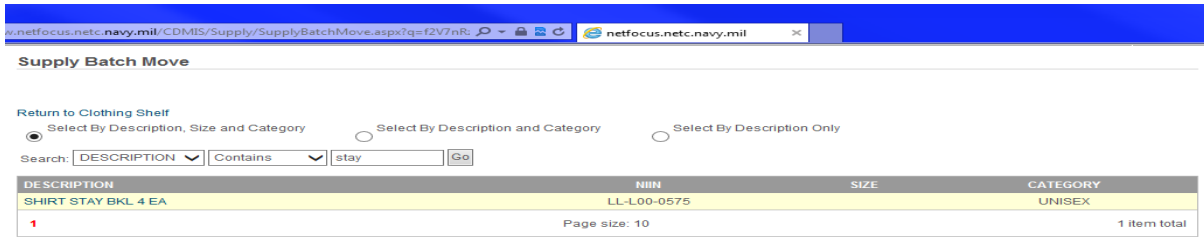
In order to generate a **Supply** Survey in any category (Clothing, Property, or Instructional Materials), you must have at least one item in a Survey. Selected items are automatically purged from the system and a copy of the Survey Report is stored for printing at a later date.

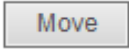
1. On the main menu toolbar, click **Supply**, Click **Clothing**
2. On the **Clothing Shelf** page point at Batch, then click **Move**.
3. On the **Supply Batch Move** page, Click a column header to sort or search the selected column. A column can be sorted in ascending or descending order.

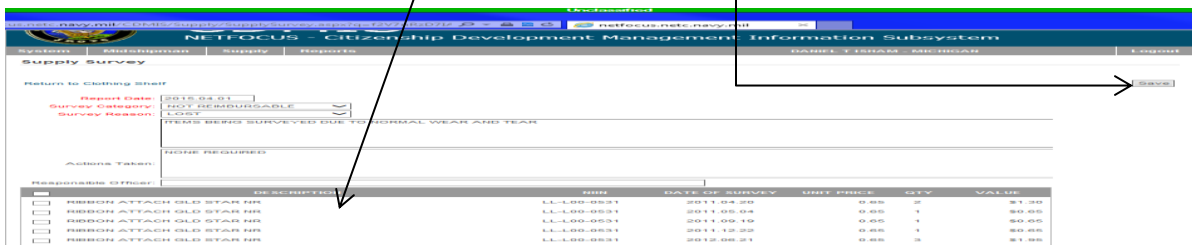


4. Click on the selected item, then Click Move From (Locations with QTY will show in (1) by location) .

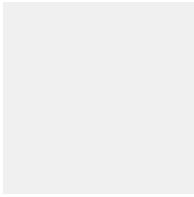




5. Enter the qty of **Items To Move**:
6. Select Survey from drop down box.
7. Click 
8. Repeat steps 4 – 7 for all items to survey.
9. To complete the Survey of the items in Survey status, On the main menu toolbar, click **Supply**, Click **Clothing**.
10. On the **Clothing Shelf** page point at **Reports**, then **Survey** and then click **Create**.
11. On the **Supply Survey** page Enter the **Report Date**. A date can be selected from the calendar object or entered by the user.
12. Select the **Survey Category**
13. Select the **Survey Reason**
14. Enter reasons this survey.
16. Enter corrective Actions Taken to prevent further loses.
17. Enter Responsible Officer for approval.
14. From the **Supply Survey** list, select the item boxes to be included in this report.
15. Click **Save**



16. On the main menu toolbar, click **Supply**, then Click **Clothing**.
17. On the **Clothing Shelf** page point at **Reports**, then **Survey** and then click **Print**.

18. On the Historical Reports page, Select the  print button for the desired report.

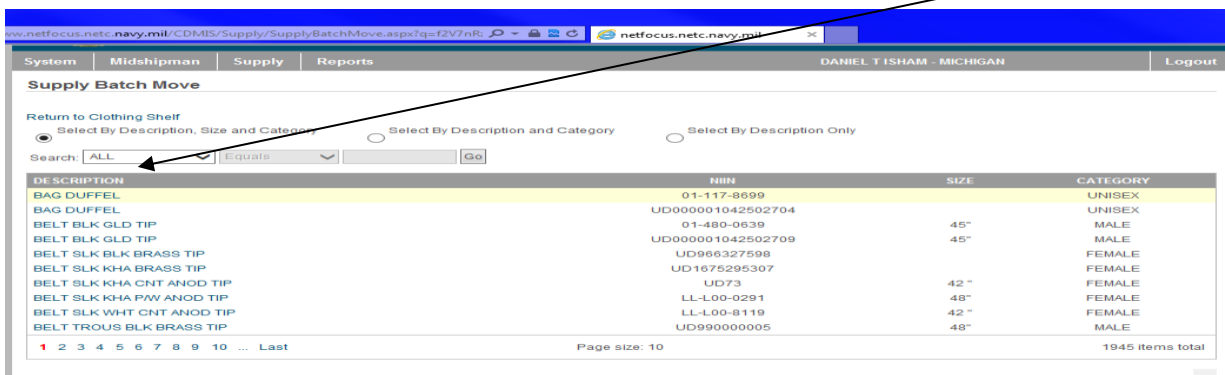
19. Post Document Number in Document Register as pending.

20. When signed survey is received back, Enter completion date in document register.

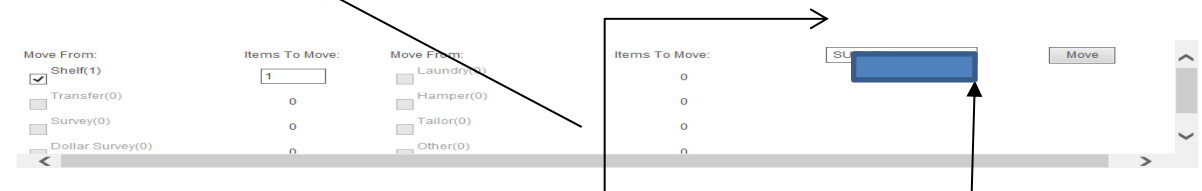
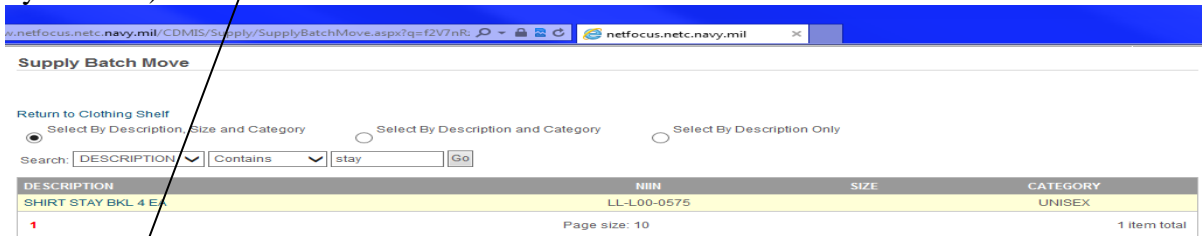
21. File Survey in Document support file.

47. TRANSFER CLOTHING. The purpose of the Supply Transfer report is to provide the documentation for items that will be transferred (i.e., items that are issued to a Midshipman that will transfer to another Unit). The Clothing Transfer window is utilized to select items to be included in the report. The **Comments** is provided to indicate the recipient of the transfer, and/or, explain the reason for the transfer. In order to generate a **Supply Transfer** in any category (Clothing, Property, or Instructional Materials), you must have at least one item in a Transfer status. Selected items are automatically purged from the system and a copy of the Transfer Report is stored for printing at a later date.

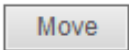
1. On the main menu toolbar, click **Supply**, Click **Clothing**
2. On the **Clothing Shelf** page point at Batch, then click **Move**.
3. On the **Supply Batch Move** page, Click a column header to sort or search the selected column. A column can be sorted in ascending or descending order.

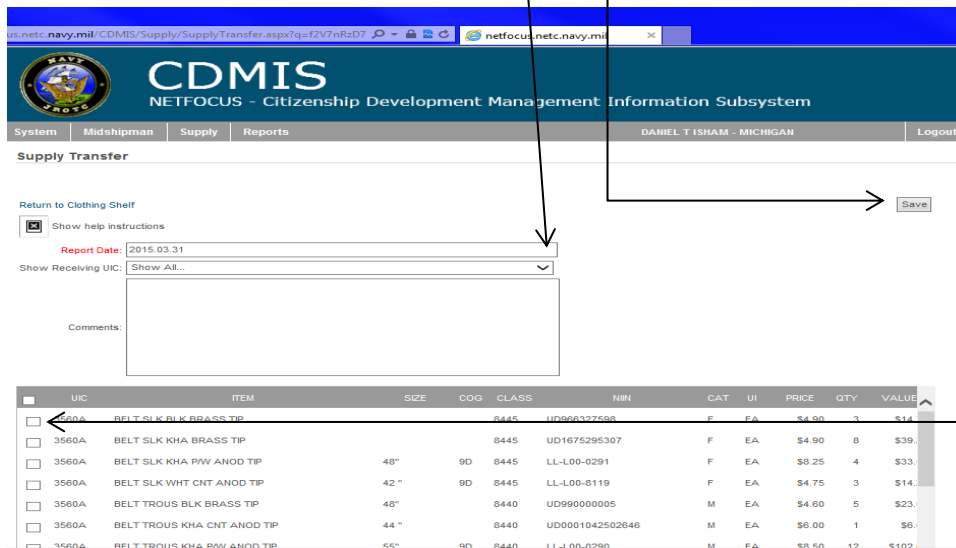


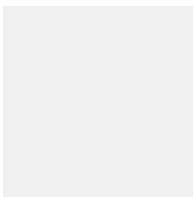
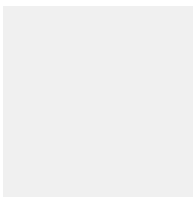
4. Click on the selected item, then Click Move From (Locations with QTY will show in (1) by location) .



5. Enter the qty of **Items To Move**:
6. Select **Transfer** from drop down box. A box will appear for **Receiving UIC**
7. Select the School Code or DRMO from the **Find Box**. (Transfers require a valid UIC).

8. Click 
9. Repeat steps 4 – 7 for all items to transfer.
10. To complete the transfer of the items in Transfer status, On the main menu toolbar, click **Supply**, Click **Clothing**.
11. On the **Clothing Shelf** page point at **Reports**, then **Transfer** and then click **Create**.
12. On the **Supply Transfer** page Enter the **Report Date**. A date can be selected from the calendar object or entered by the user.
13. Select the **Receiving UIC**.
14. Enter Comments for this Transfer. (e.g. to fill shortages at the gaining unit)
15. From the Supply Transfer list, select the item boxes to be included in the report.
16. Click **Save** ←



17. On the main menu toolbar, click **Supply**, then Click **Clothing**.
 18. On the **Clothing Shelf** page point at **Reports**, then **Transfer** and then click **Print**.
- 
19. On the Historical Reports page, Select the  print button for the desired report.
 20. Post Document Number in Document Register as pending.
 21. Send Transfer with items to gaining unit.
 22. When signed transfer is received back, Enter completion date in document register.
 23. File Transfer in Document support file.

48. TRANSFER CLOTHING CREATE

49. TRANSFER PRINT

50. UNCONFIRMED REQUISTIONS

51. UNIT ORDER EXPENDITURES

52. VIEW ORDERS

1. On the main menu: click **Supply**, then click **Clothing**.
2. On the Clothing Shelf page, Click **View Orders**,
3. On the **Clothing Order Review** page, Select the **ORDER DATE**

System	Midshipman	Supply	Reports	DANIEL T. ISHAM - MICHIGAN			Logout
Clothing Order Review							
Return to Clothing Shelf							
ORDER DATE	SUBMIT DATE	APPROVE DATE	PUR AMT	ORG AMT	STATUS		
2015.03.23 09:26:01	2015.03.23 09:26:01	2015.03.23 09:26:02	109.35	0.00	APPROVED		
2015.03.19 13:37:25	2015.03.19 13:37:25	2015.03.19 13:37:26	127.99	0.00	APPROVED		
2015.03.16 10:04:01	2015.03.16 10:04:01	2015.03.16 10:04:01	351.04	705.18	APPROVED		
2015.03.09 12:44:41	2015.03.09 12:44:41	2015.03.09 12:44:41	826.29	2899.98	APPROVED		
2015.03.06 09:17:31	2015.03.06 09:17:31	2015.03.06 09:17:31	488.84	0.00	APPROVED		
2015.03.04 12:55:26	2015.03.04 12:55:26	2015.03.04 12:55:26	2829.55	0.00	APPROVED		
2015.02.12 13:57:01	2015.02.12 13:57:01	2015.02.12 13:57:01	1836.17	0.00	APPROVED		
2015.01.09 13:03:04	2015.01.09 13:03:04	2015.01.09 13:03:04	468.79	0.00	APPROVED		
2014.09.17 00:00:00	2014.09.17 00:00:00	2014.09.17 00:00:00	3439.83	0.00	APPROVED		
2014.09.16 00:00:00	2014.09.16 00:00:00	2014.09.16 00:00:00	930.43	0.00	APPROVED		
Page size: 10			15 items total				
NIIN	DESCRIPTION	UOI	SIZE	PRICE	CAT	QTY	TOTAL
00-261-4409	BUTTON INSIG BODKIN GOLD	EA		\$0.58	U	100	\$58.00
00-281-3214	MEDAL NATL DEFENSE SERV	EA		\$2.66	U	30	\$79.80
01-220-2559	COAT ALL WEATHER	EA	42 R	\$87.76	M	3	\$263.28
01-220-2564	COAT ALL WEATHER	EA	44 L	\$87.76	M	1	\$87.76
Page size: 25			4 items total				

4. In the bottom box view the items ordered on that date.

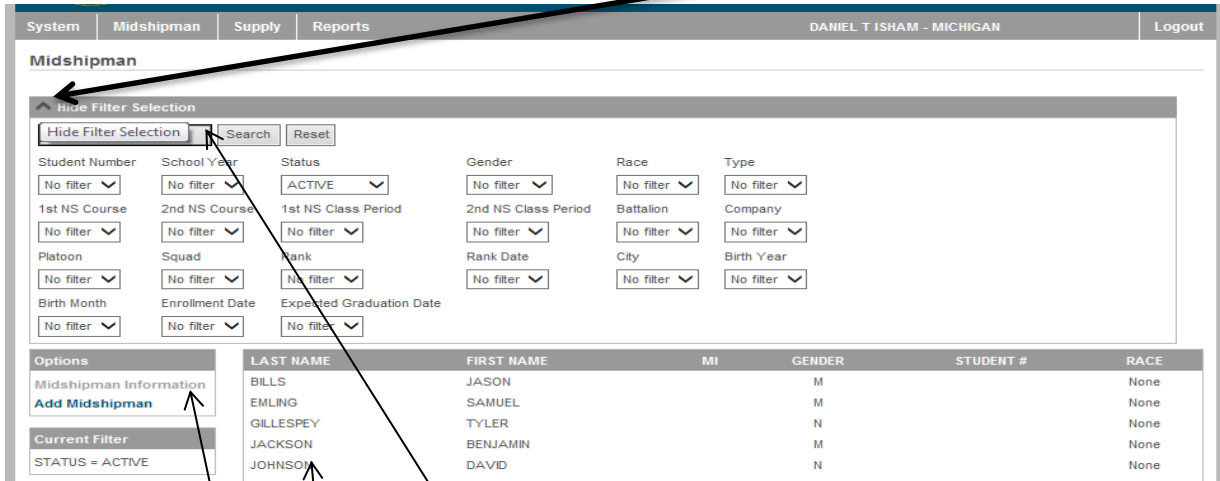
53. View Orders on Document Register Report



The screenshot shows a web browser window with the address bar displaying `www.netfocus.netc.navy.mil/CDMIS/UnderDevelopment.aspx`. The page header features the Navy JROTC logo on the left, the text "CDMIS" in large white letters, and "NETFOCUS - Citizenship Development Management Information S" below it. A navigation menu contains the items "System", "Midshipman", "Supply", and "Reports". The user name "DANIEL T ISHAM" is visible in the top right corner. The main content area is titled "Under Development" and contains the text "This section is under development."

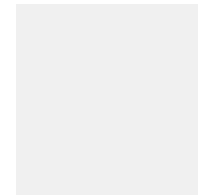
54. Delete Midshipman – Midshipman are added and removed thru OPMIS. If a midshipman was added manually in CDMIS then he can be deleted.

1. On the main menu toolbar, click **Midshipman**,
2. On the Midshipman page, the list defaults to Current Filter ACTIVE, to change the filter Click the down arrow left of **Show Filter Selection**.



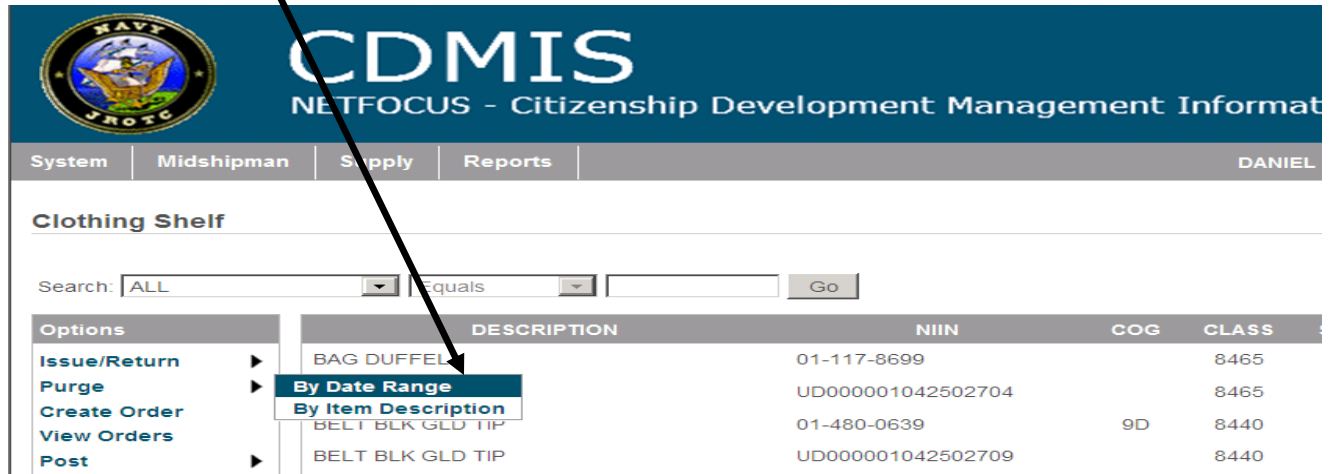
2. Set filter settings as needed. E.g. Status change from active to no filter.
3. Click on Apply filter settings
4. Click on name,
5. Click on Midshipman Information

6. On the **Midshipman Personal Information** page click **Delete**



55. Purge Obsolete Clothing Records.

1. From the Main Menu select **Supply** and then **Clothing**.
2. On the Clothing Shelf page click highlight **Purge**, then select Date Range or Item Description.



NAVY JROTC

CDMIS

NETFOCUS - Citizenship Development Management Information System

System | Midshipman | Supply | Reports | DANIEL

Clothing Shelf

Search: ALL | Equals | Go

Options	DESCRIPTION	NIIN	COG	CLASS
Issue/Return	BAG DUFFEL	01-117-8699		8465
Purge		UD000001042502704		8465
Create Order	BELT BLK GLD TIP	01-480-0639	9D	8440
View Orders				
Post	BELT BLK GLD TIP	UD000001042502709		8440

3. On the **Purge Obsolete Clothing Records** page, check the boxes for the type of records and date range.
4. Click Save