NROTC Unit Supply Binder – Tab 3-8

Date: August 2025

SUBJECT: NETFOCUS User Guide

1. PURPOSE

To provide NROTC Unit Supply Technicians and Staff with a User Guide for NETFOCUS in order to properly manage the inventory of government property assigned to the unit.

2. OVERVIEW

NETFOCUS is a web-based, automated system of record used by NROTC Units to order military uniforms and Instructional Media Material and properly account for those items and other government property.

3. REFERENCES

- (a) NSTC M-1533.2F Regulations for Officer Development (ROD)

4. ACTION REQUIRED

NROTC Unit Supply Technicians and staff shall utilize NETFOCUS for the management of military uniforms, Instructional Medial Material and other government property assigned to the unit. The NROTC Unit shall maintain the contents of NETFOCUS up to date for the proper accountability of government property assigned to the unit.

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6. PROPERTY INVENTORY REQUIREMENTS

6.1 Property Inventory Requirements

- The NROTC unit shall inventory all general equipment (to include computers, printers, audiovisual (AV), all other Government-owned equipment, including sail equipment) (INVENTORY SUMMARY) during the 6-month period prior to 1 November. The unit shall forward a copy of the completed Inventory Memorandum (sample memorandum found in Example 8-N in Reference (a) Regulations for Officer Development (ROD)) signed by the Commanding Officer to NSTC N4 by 10 November every calendar year. Additionally, a 100% equipment inventory will be conducted upon change/relief of the unit APO. A minimum 95% physical inventory accuracy rate will be maintained in all cases.

- Sub-custody of Material/Supplies. All property shall be signed for by using a NETFOCUS custody record (PROPERTY CUSTODY RECORD). All property shall be returned by the sub-custodian prior to transferring from the NROTC unit. Any property not signed for on NETFOCUS SUBCUSTODY RECORD is the responsibility of the CO or his designated person(s).

6.2 Property Inventory Procedures

(a) The NROTC Unit Supply Technician will take the following actions prior to the inventory.

- Ensure all completed receipts, turn-ins, and adjustment documents have been posted to NETFOCUS.
- Ensure that ALL equipment is issued to a custodian. If any equipment is not issued it will be shown on the ***NO CUSTODIAN** record.
- Ensure that all custodians are current at the unit.
- Print all Custody Cards, give each of the custodians their custody card and instruct them to inventory the property in their area of responsibility.

(b) The NROTC Unit Supply Technician will take the following actions during the inventory.

- Verify all items to make sure the item and their description, model and serial number in NETFOCUS match. Make a list of any differences.
- Conduct a visual check of the condition of the property. Create a list of any damaged property.
- Count all items not issued on custody card. Create a list of any overages or shortages.
- Verifying all items are complete (all components accounted for). Use the proper Tech Manual or Supply Catalog to identify components. Make a list of any component shortages or overages.
- If items are undergoing maintenance, ensure the maintenance request is valid. Verify open maintenance requests with the supporting maintenance facility.
- Conduct causative research into missing items. Causative research includes but is not limited to comparing all postings to the applicable NETFOCUS property listing page against documents that support those postings, verifying all custody card change documents, searching storage areas controlled by anyone and ensuring that the item identity was not destroyed by consolidation, disassembly or mislabeling.
- If no conclusive findings for loss 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.

(c) The NROTC Unit Supply Technician will take the following actions upon completion of the inventory.

- Update all custody cards with the appropriate corrections. Upon completion of the corrections in NETFOCUS the Supply Technician will print an updated custody card for signature
- Conduct any Surveys as required. Any Surveys exceeding $10,000 in total will be referred to the NSTC N4 Supply Management Team, and the N4 Logistics Director.

- Upon completion of the Inventory, the Supply Technician will create a Wall To Wall Report in NETFOCUS.
- Create a **Wall-to-Wall** report for Property.
- The Supply Technician will 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 Reference (a).
- The Supply Technician will file the original memorandum at unit level with the inventory listing and reports.

7. CLOTHING INVENTORY REQUIREMENTS

7.1 Clothing Inventory Requirements

- The NROTC unit shall inventory and account for all clothing (to include items issued on Midshipmen Custody Cards) during the 6-month period prior to 1 November.
- The NROTC unit shall ensure that the NETFOCUS Midshipmen Database is up to date, and that the Midshipmen alpha roster is current. Post all orders, issues, graduations, lateral transfers and turn-ins to 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.
- A Memorandum for the Record will be maintained stating that the unit supply technician maintains a computerized uniform inventory via the NETFOCUS Inventory Module.
- The unit shall forward a copy of the completed Inventory Memorandum (sample memorandum found in Example 8-N in Reference (a) Regulations for Officer Development (ROD)) signed by the Commanding Officer to NSTC N4 by 10 November every calendar year. Additionally, a 100% clothing inventory will be conducted upon change/relief of the unit APO. A minimum 95% physical inventory accuracy rate will be maintained in all cases.

7.2 Clothing Accountability

- The NROTC Unit Supply Technician shall maintain an electronic (NETFOCUS) uniform issue form for each student, as well as a physical copy of the form in an individual record folder for each Midshipmen. Physical copies of the electronic uniform issue forms will be signed by the Midshipmen.

- Uniform articles that are lost, mutilated, or destroyed through negligence or carelessness shall be replaced in kind or paid for by the student. Instructions for payment can be located in Reference (a).

7.3 Clothing Inventory Procedures

(a) The NROTC Unit Supply Technician will take the following actions prior to the inventory.

- Ensure all orders, receipts, turn-ins, and adjustment documents have been posted to NETFOCUS. Halt all ordering of clothing during the inventory process.
- Ensure all clothing that is issued to a Midshipman is accounted for on a verified and signed Midshipmen Custody Card. Any clothing that is not issued should be reflected in the on-shelf status. Print all Custody Cards.
- Ensure that all Midshipmen with active Custody Cards are current at the unit.
- Print the **Cadet Items By Tag and Description** Report. This report displays all issued items to Midshipman by Description, size, Tag, Issue Date and Returned Date.

(b) The NROTC Unit Supply Technician will take the following actions during the inventory.

- Verify all clothing items to make sure the item and their description, model and serial number in NETFOCUS match. Make a list of any differences.
- Conduct a visual check of the condition of the property. Create a list of any damaged / shopworn clothing.
- Count all clothing items not issued on custody card. Create a list of any overages or shortages. Print the **Clothing Gain Loss History Report**. For the dates, enter “from date” the date on MEMO for last year inventory, enter the “to” date the date the new MEMO is signed, and have the CO sign the report.
- Conduct causative research into missing items. Causative research includes but is not limited to comparing all postings to the applicable NETFOCUS property listing page against documents that support those postings, verifying all custody card change documents, searching storage areas controlled by anyone and ensuring that the item identity was not destroyed by consolidation, disassembly or mislabeling.
- If no conclusive findings for loss 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.

(c) The NROTC Unit Supply Technician will take the following actions upon completion of the inventory.

- Update all Midshipmen custody cards and Shelf Quantities with the appropriate corrections. Upon completion of the corrections in NETFOCUS the Supply Technician will print updated Midshipman custody cards for signature.
- Conduct any Surveys as required. Any Surveys exceeding $10,000 in total will be referred to the NSTC N4 Supply Management Team, and the N4 Logistics Director.
- Upon completion of the Inventory, the Supply Technician will create a Wall To Wall Report in NETFOCUS.
- Create a **Wall-to-Wall** report for Clothing.
- The Supply Technician will 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 Reference (a).
- The Supply Technician will file the original memorandum at unit level with the inventory listing and reports.

8. SUBMITTING A NETFOCUS / NROTC SUPPLY TROUBLE TICKET

- Open the NETFOCUS website (https://netfocus.ncdc.navy.mil/gateway/sso.aspx?auth_type=sas) but do not log in to the site. To the right of the log in screen will be three selections. Choose "Contact Us".

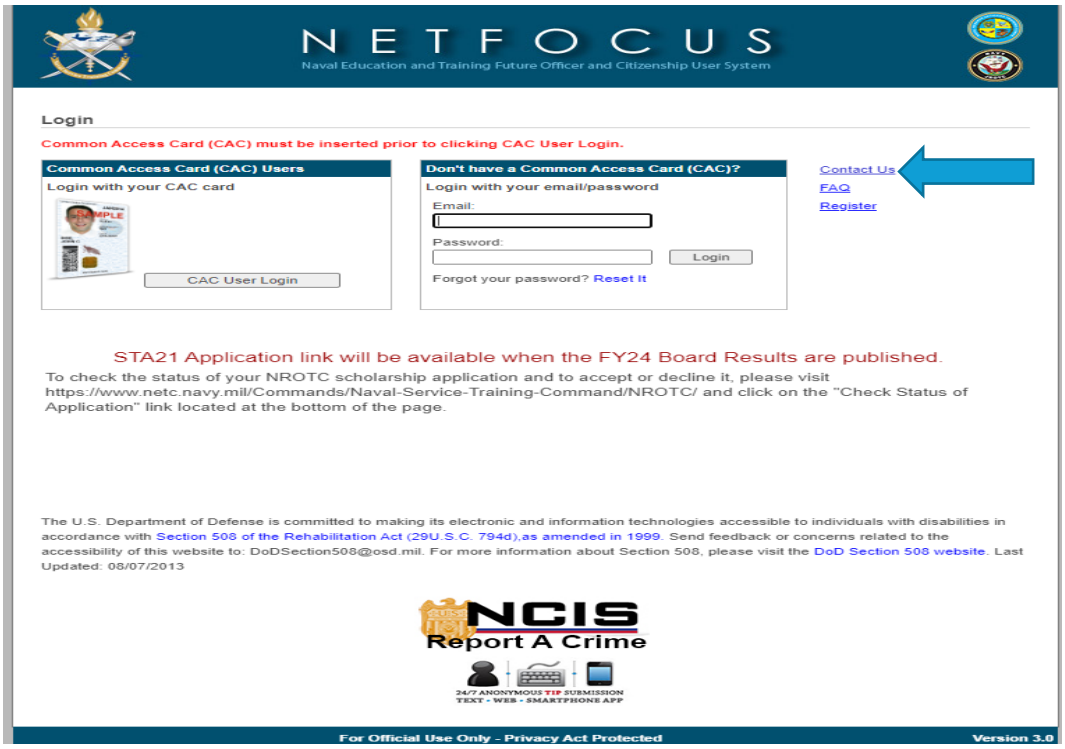

Figure 8.1. NETFOCUS Home Page.

- The ‘Contact Us” page will open. There will be several phone numbers to call for technical assistance. There are also several fields that must be populated for a Trouble Ticket to be submitted. Ensure all the noted fields are populated.

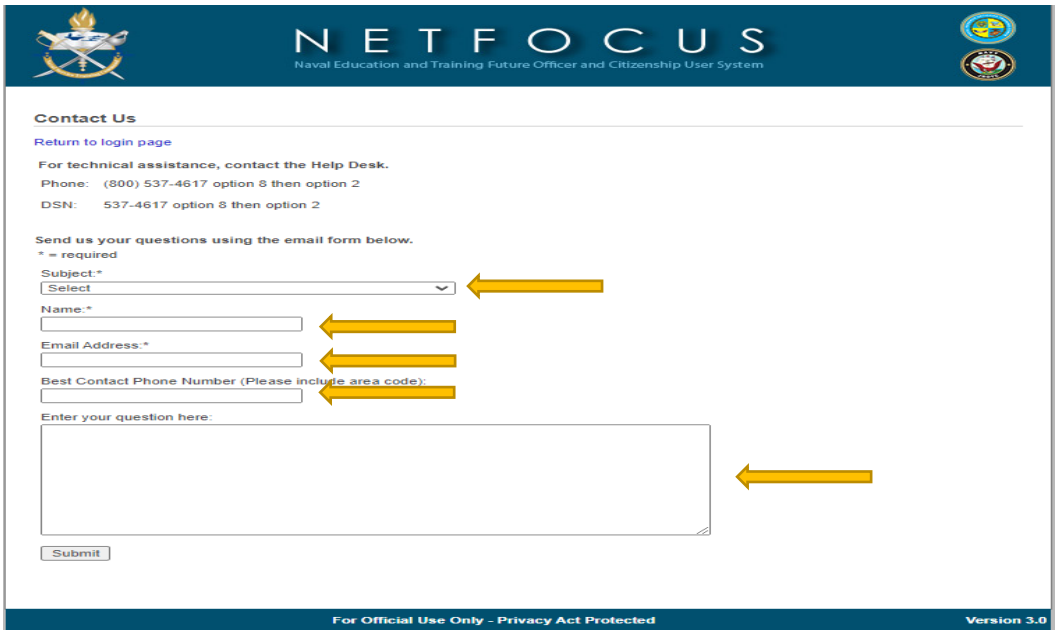

Figure 8.2. Trouble Ticket Information Page.

- Ensure the fields are filled out as below.
  - Subject – Typically this will be “NROTC Supply”.
  - Name.
  - Email Address.
  - Best Contact Phone Number.
  - Enter Your Question Here – Be as descriptive as possible. If certain items are not visible in NROTC Supply, ensure you provide all pertinent information.
  - Select “Submit”.

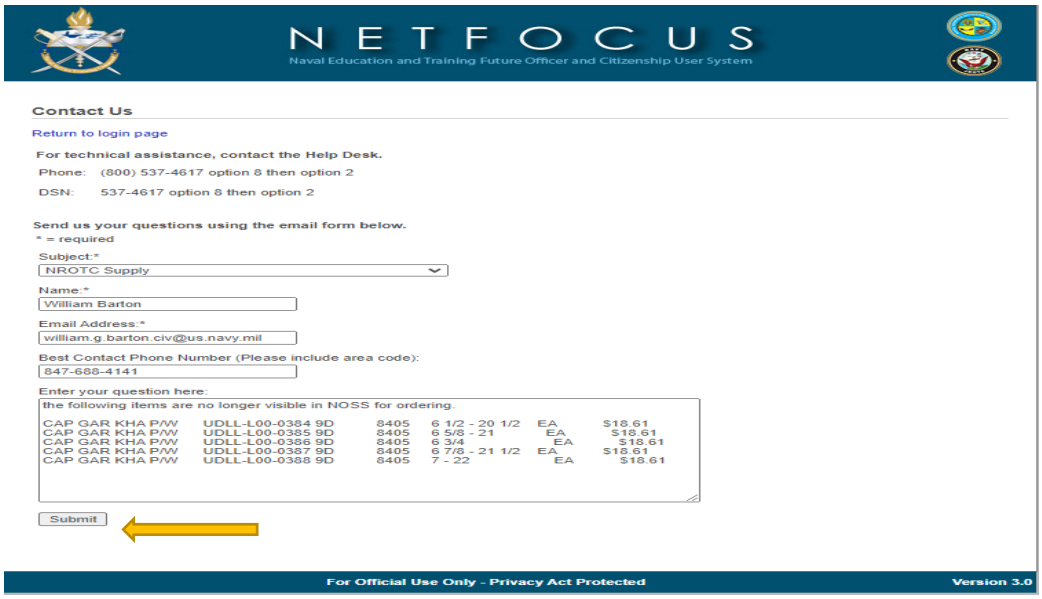

Figure 8.3. Submit Trouble Ticket Information.

- Once Submitted, send all pertinent information to the Supply Management Specialists.

9. MIDSHIPMEN REPORT – ALPHA LIST

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

10. BUDGET REPORT - CURRENT UNIT BALANCE

There are two primary ways to view the current balance of the Unit MPN funds in NETFOCUS, from the "Reports" function or from the "Supply" function.

10.1 Reports Function

- On the main menu toolbar, click "Reports"
- On the "Reports" page, use the category drop down box and select "Budget"
- Select "Current Unit Balances"
- Select the "Unit" to move to the selected area

- Click on the right arrow to move
- Select “Ok”.

10.2 Supply Function

- On the main menu toolbar, click “Supply”.
- Select “Clothing” from the Category drop down box.
- Select “Create Order” from the Options box.
- The Current Balance is displayed on the right side of the page.

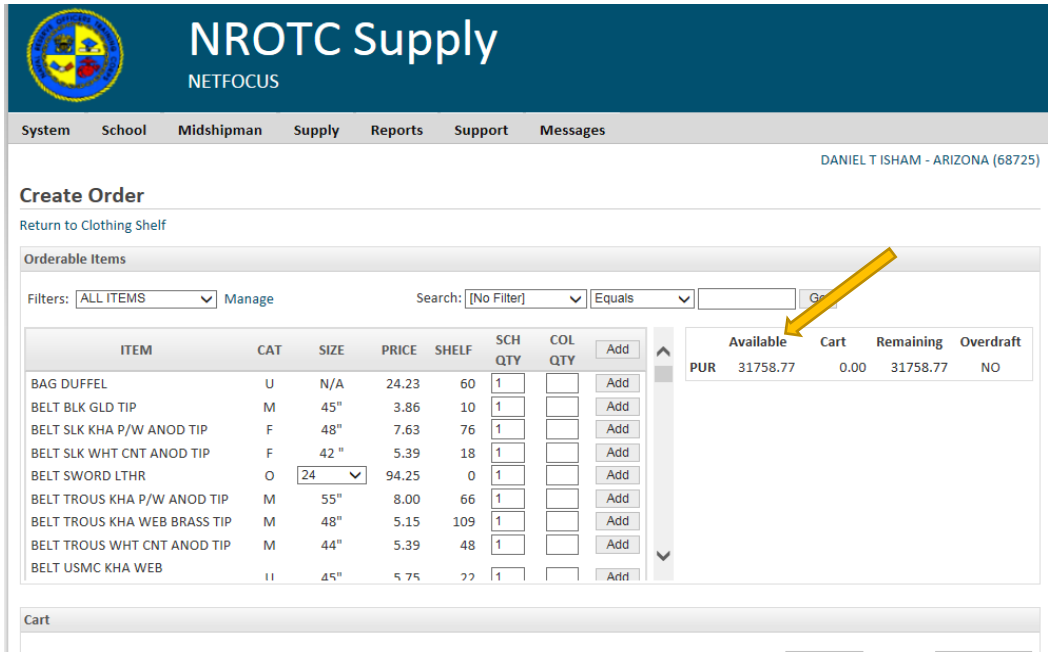

Figure 10.1. Current Unit Balance.

11. BUDGET REPORT – FUNDING TRANSACTIONS REPORT

The Funding Transaction Report will show the transactions during the time range entered for the report. Transfers And Rollups By Unit, Date, Fund Category.

- On the main menu toolbar, click “Reports”.
- On the “Reports” page, from the Category drop down box select “Budget”.
- Select “Funding Transactions”.
- Select the Unit to move to the selected area, (center of page).
- Click on the right arrow to move.
- Enter Start Date, click on calendar on right side of box to select date.
- Enter End Date, click on calendar on right side of box to select date.
- Enter End Date.
- Select “Ok”.

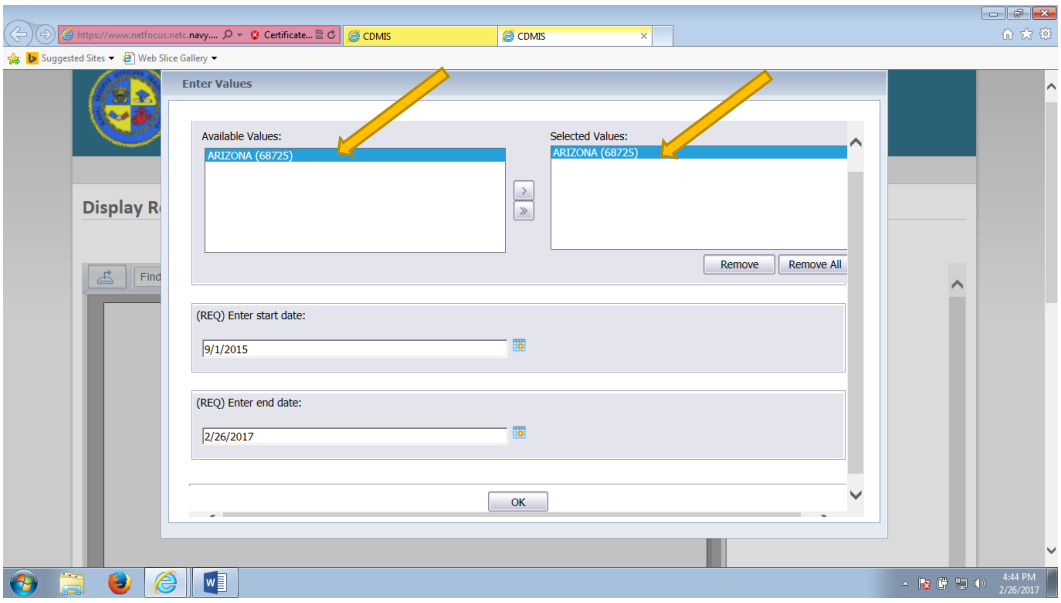

Figure 11.1. Funding Transaction Report.

12. MIDSHIPMAN – ADD / DELETE MIDSHIPMAN

This function is to manually enter or remove a Midshipman record into NETFOCUS. Normally Midshipman will be added or removed via OPMIS by the unit HRA, so ensure that the need is confirmed prior to entering a new record.

12.1 Add New Midshipman

- On the main menu toolbar, click the “Midshipman” menu.
- Once on the Midshipman page, select the “Add Midshipman” function.
- Fill in all appropriate data, as annotated by items displayed in red.
- Select “Save” upon completion.

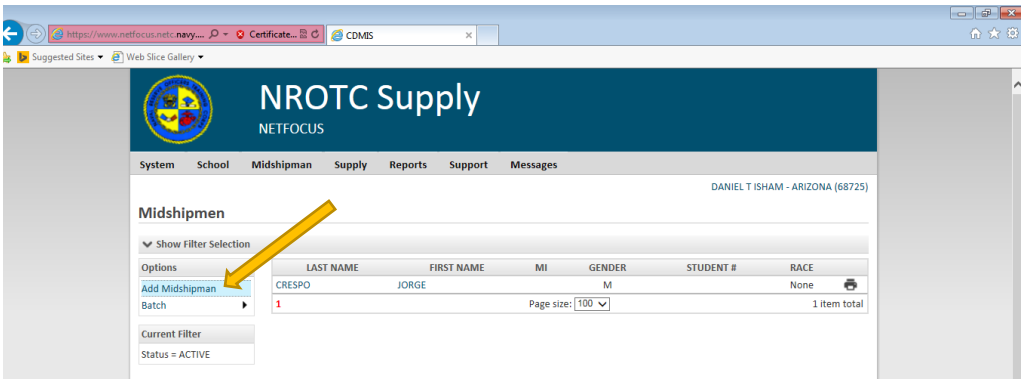

Figure 12.1. Add Midshipman.

12.2 Delete Midshipman

- On the main menu toolbar, click the “Midshipman” menu.
- Once on the Midshipman page, select the name of the appropriate Midshipman to remove.
- Select the “Delete” button.

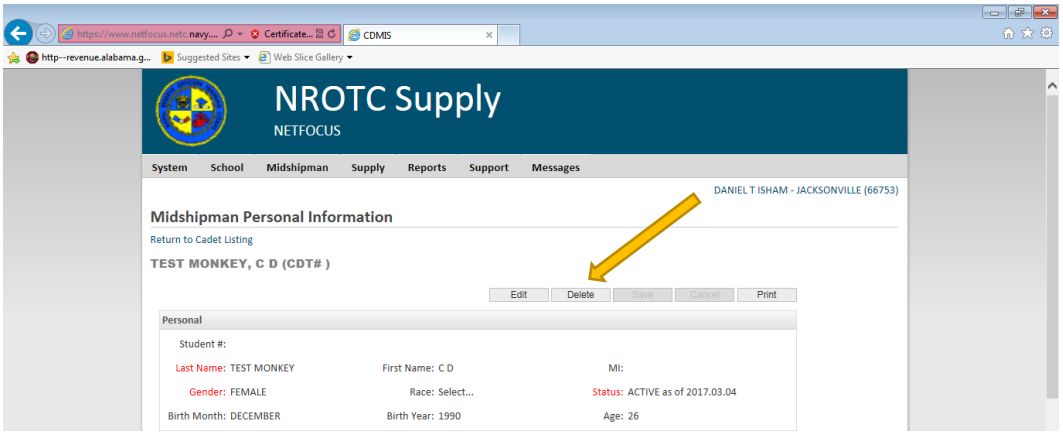

Figure 12.2. Delete Midshipman.

13. SUPPLY CLOTHING – ADD NEW CLOTHING ITEM(S) TO SHELF VIA GAIN/LOSS FUNCTION

This function is to manually add an addition item(s) of clothing located during the course of an iventory.

- In the NETFOCUS Unit main menu, select “Supply” and then “Clothing”.
- On the “Clothing Shelf” page, select “Post” and then from the sub-menu select “Gain/Loss”.

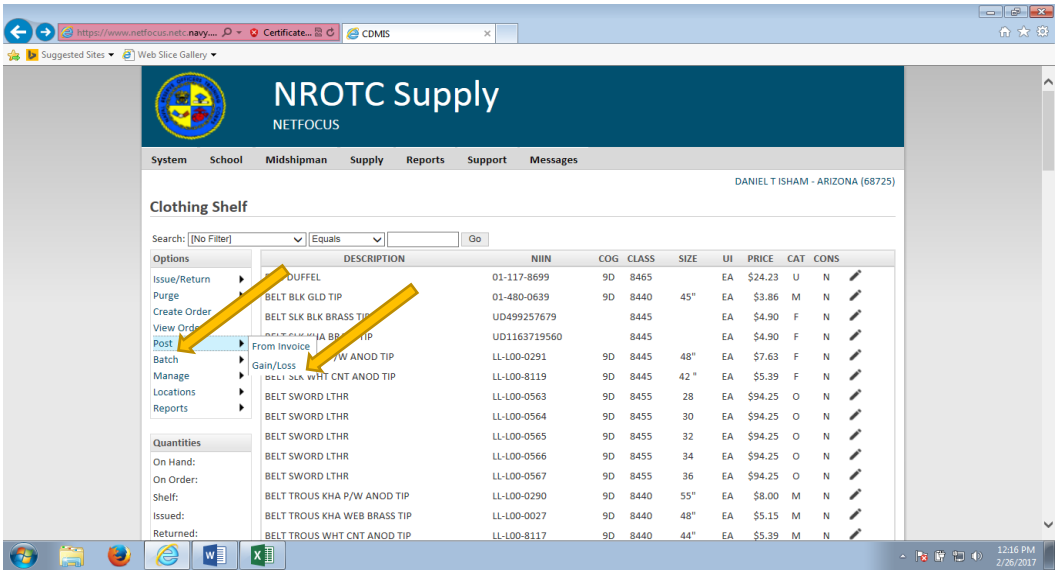

Figure 13.1. Add New Clothing Item.

- Enter the NSN/NIIN or select “Find” to display the NIIN page. You can also use the “Search” tool to search NIIN or Description.
- Select / highlight the item from the available items. Click “Continue”.
- Enter the amount received or gained in the “Gain By Inventory” field.
- 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.
- Select “Post” after each new item.

14. SUPPLY CLOTHING – BATCH MOVE.

The “Supply Batch Move” page is provided to manage clothing items in a selected location (Hamper, Survey, Laundry, etc.) and can be used to move clothing items from the Shelf to any other valid location (Hamper, Survey, Transferred, Laundry, etc.).

- On the main menu toolbar, select “Supply” and then “Clothing”.
- On the “Clothing Shelf” page select “Batch” and then select the sub-menu “Move”.
- On the “Supply Batch Move” page, select a column header to sort or search the selected column. A column can be sorted in ascending or descending order.

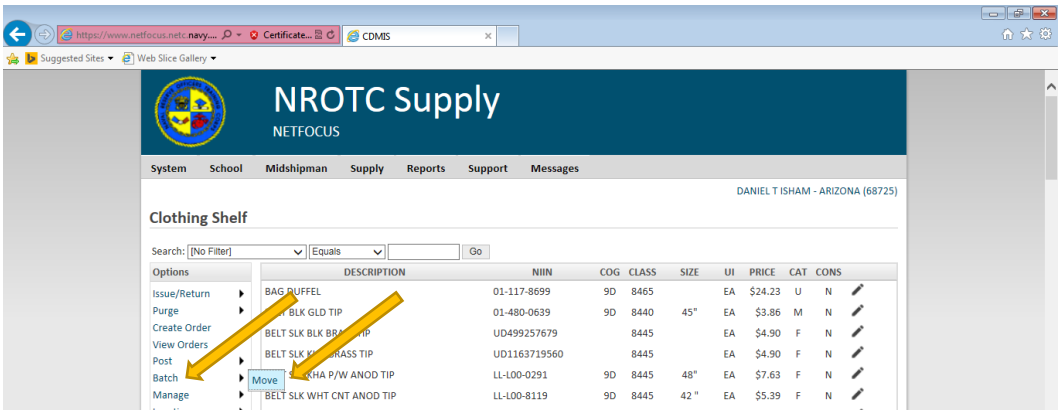

Figure 14.1. Batch Move Select Function.

- Select selected item, select “Move From” (Locations with QTY will show in “()” by location).
- Enter the quantity of items that will be move in the “Items To Move” section.
- Select “Move”.

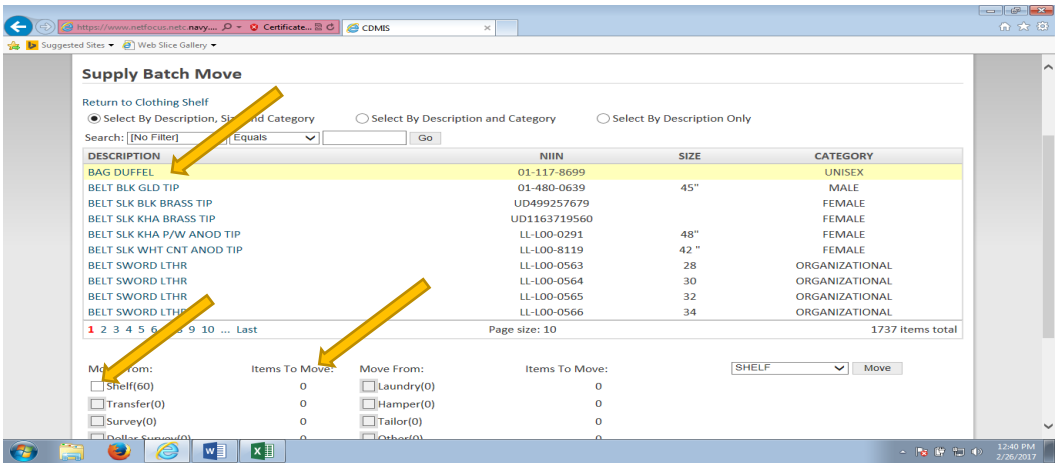

Figure 14.2. Batch Move Select Items and move.

15. REPORTS CLOTHING – CADET ITEMS BY TAG AND DESCRIPTION.

This report is used to display all issued items to Midshipman by description, size, Tag, Issue date and returned date.

- On the Main Menu toolbar, select “Reports”.
- On the “Reports” page, select “Clothing” from the “Category” drop down box.
- Select “Cadet Items By Tag and Description”.
- Select the Midshipman to move to the selected area.
- Click “Continue to report”.
- To print or save the report, on the “Display Report” page select “Export Report”. The report can now be printed or saved to your computer.

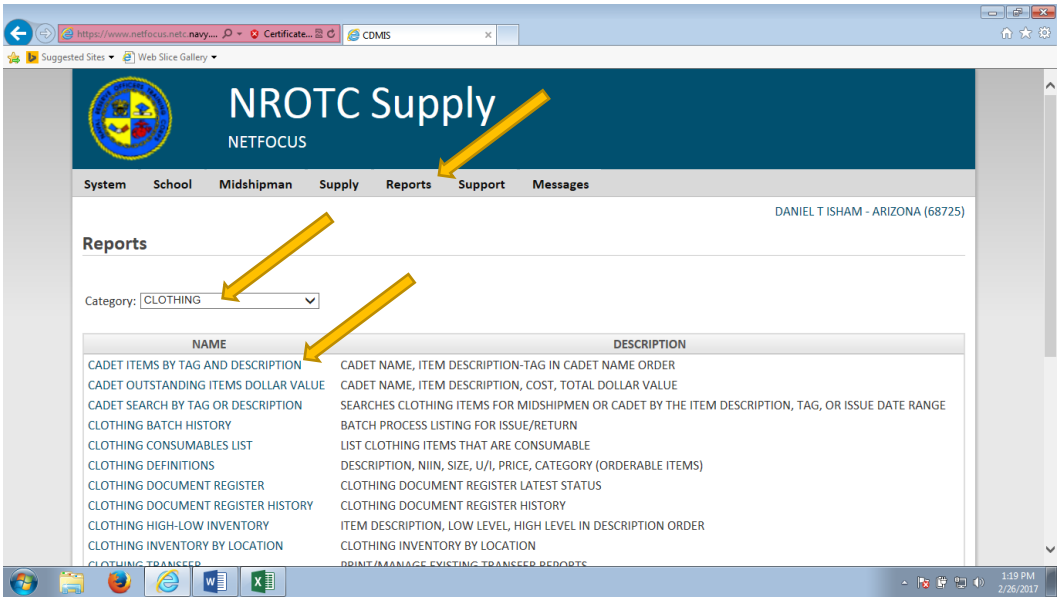

Figure 15.1. Cadet Items by Tag and Description.

16. REPORTS CLOTHING – CADET OUTSTANDING ITEMS DOLLAR VALUE.

This report displays all issued items to Midshipman by Description, size, NSN/NIIN, Category, tag, issue date, unit price and total dollar value.

- On the Main Menu toolbar, select “Reports”.
- On the “Reports” page, select “Clothing” from the “Category” drop down box.
- Select “Cadet Outstanding Items Dollar Value”.
- Select the Midshipman to move to the selected area.
- Click “Continue to report”.
- To print or save the report, on the “Display Report” page select “Export Report”. The report can now be printed or saved to your computer.

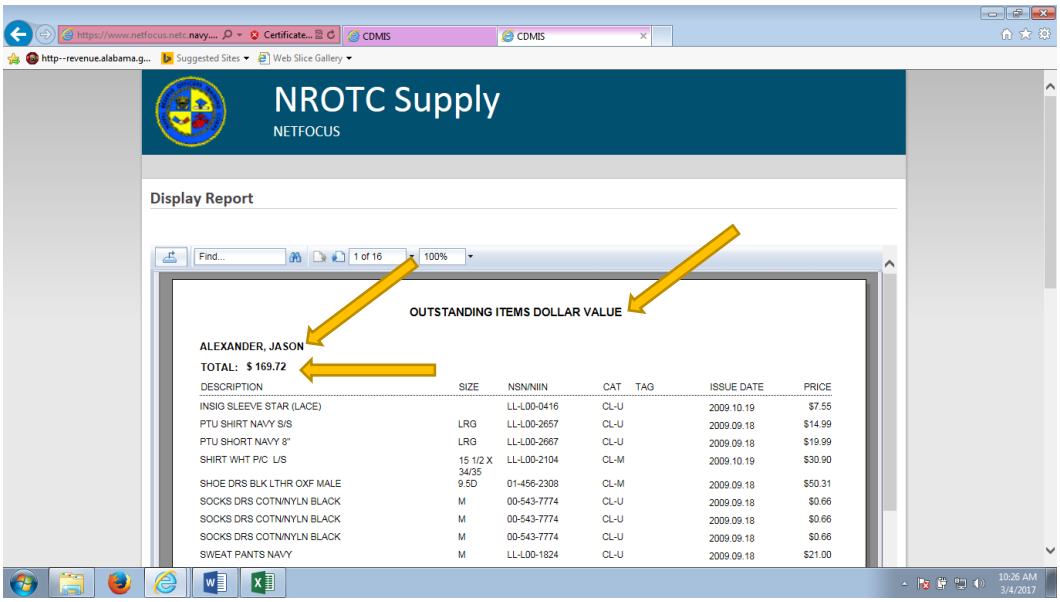

Figure 16.1. Cadet Outstanding Items Dollar Value.

17. REPORTS CLOTHING – CADET SEARCH BY TAG OR DESCRIPTION.

This report searches clothing items for Midshipmen or Cadet by the item description, tag, or issue date range.

- On the Main Menu toolbar, select “Reports”.
- On the “Reports” page, select “Clothing” from the “Category” drop down box.
- Select “Cadet Search By Tag Or Description”.
- Enter a Search Value. One of the prompts must be entered or no data will be returned. Be sure to enter the appropriate items in the “Description Contains” field.
- Select “OK”.

- To print or save the report, on the “Display Report” page select “Export Report”. The report can now be printed or saved to your computer.

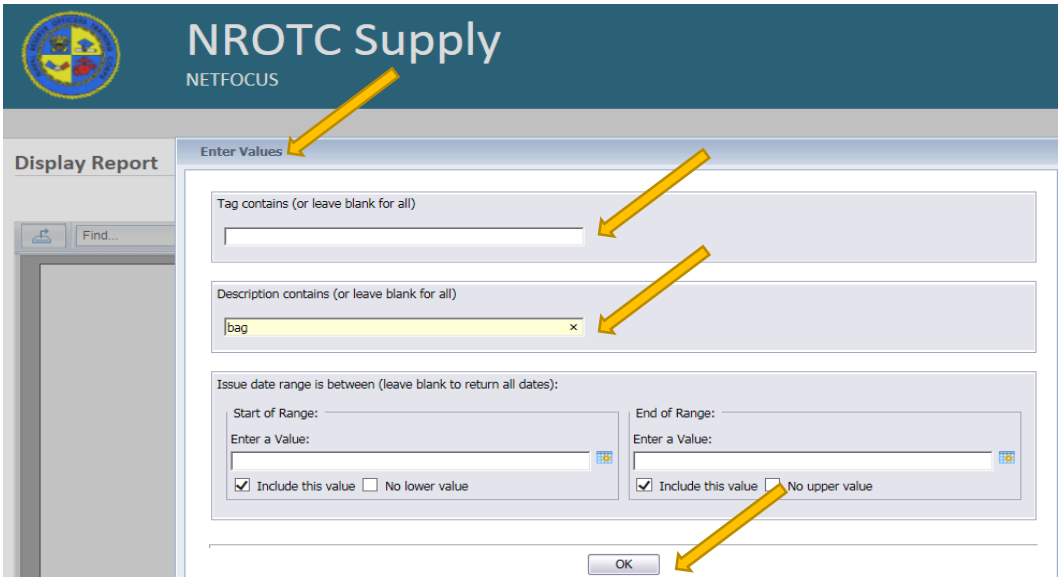

Figure 17.1. Cadet Search by Tag or Description.

18. REPORTS SUPPLY – 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.

- On the Main Menu toolbar, select “Supply” and from the drop down select “Clothing”.
- On the “Clothing Shelf” page, select “Manage” and then “Clothing Consumable”.
- On the “Clothing Consumable” page, select “Edit” to add all items.
- Select the corresponding check box to designate an item as consumable/expendable.

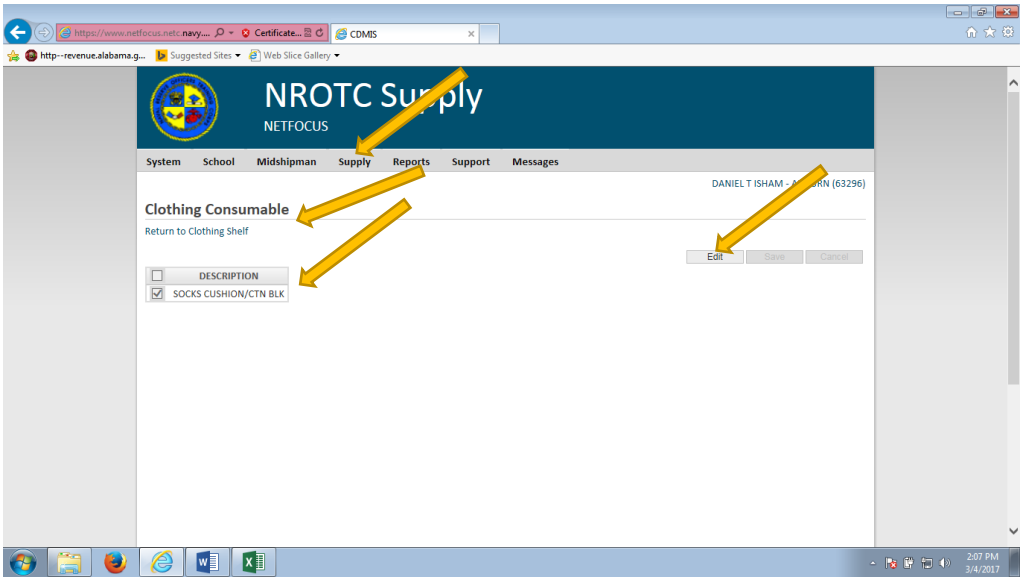

Figure 18.1. Consumable/Expendable Clothing Management.

19. REPORTS 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.

- Select "Reports" and then "Clothing" from the main menu.
- On the "Reports" page select "Clothing".
- Select the "Clothing Consumable List".
- Select the corresponding check box to designate an item as consumable / expendable.
- Click "Save" to designate selected items as Consumable/Expendable.
- To print or save: On the Display Report page Click "Export Report". Documents can now be printed or saved on your computer.

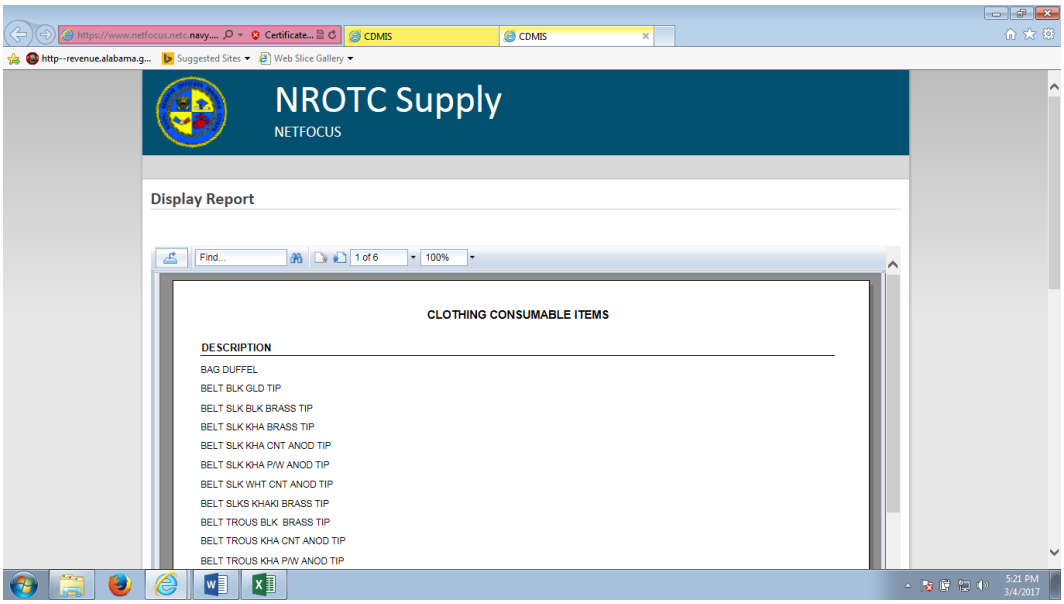

Figure 19.1. Consumable/Expendable Items List Report.

20. REPORTS CLOTHING – CUSTODY CARD INSTRUCTOR REPORT.

NROTC Unit Instructors are issued clothing and equipment the same way as Midshipman. This report allows items to be added or removed to an Instructor Custody Card.

- On the main menu toolbar, select "Reports", then in drop down list select "Clothing".
- On the reports page select "Instructor Custody Card".
- On the "Select Instructor" page, select the "Add" box for the Instructor Name from the list. To print all records, select the "Add" box at the header row "name".
- Select "Continue to Report".
- On the "Issued Items Custody Card" page, select the "Custody Card User Preferences" from the drop-down boxes.
- Select "Print"
- On the "Display Report" page, click "Export Report".
- On the "Custody Card" page in Microsoft Word or Excel format, select "Print".

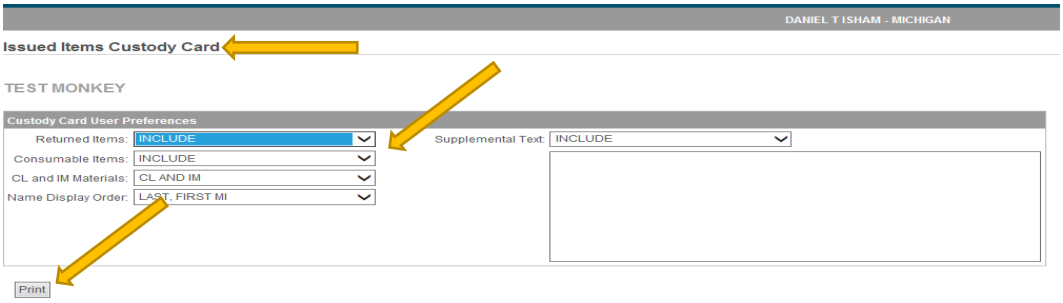

Figure 20.1. Custody Card Instructor Report.

21. REPORTS CLOTHING – CUSTODY CARD MIDSHIPMAN.

- On the main menu toolbar, select “Reports”, then in drop down list select “Clothing”.
- On the main reports page select “Custody Card”.

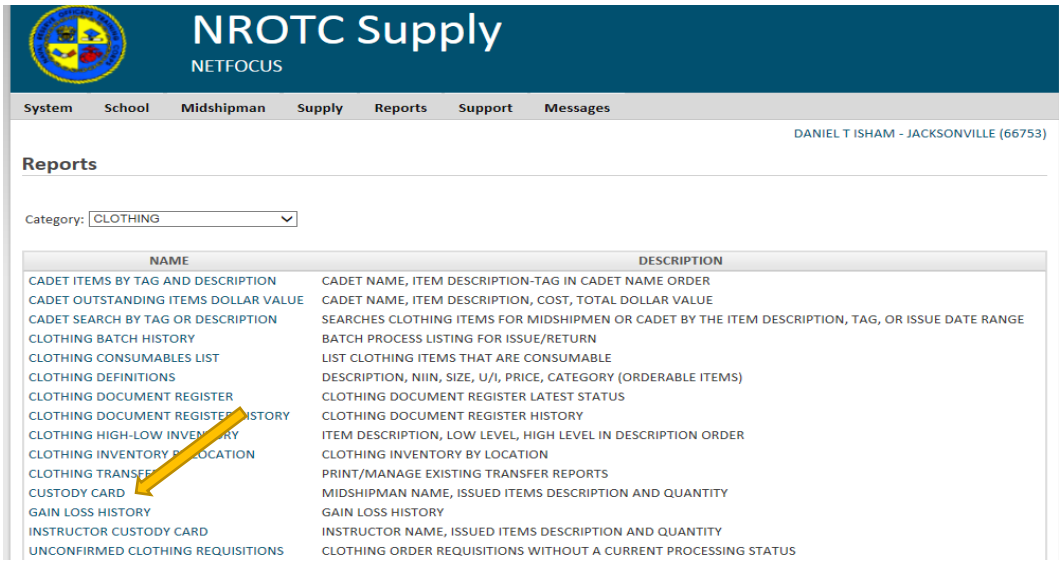

Figure 21.1. Midshipman Custody Card.

- On the “Select Midshipmen” page, select “Add” for the Midshipman Name from the list. To print all records, click on the box at the header “Name”.
- To remove a Name from the print list, click the delete button at the far right of the name.
- Select “Continue”
- On the “Issued Items Custody Card” page, select the “Custody Card User Preferences” from the drop-down boxes.
- Select “Print”
- On the “Display Report” page, select “Export Report”.
- On the Export page from the drop-down format box select the format. The report can now be saved or printed.

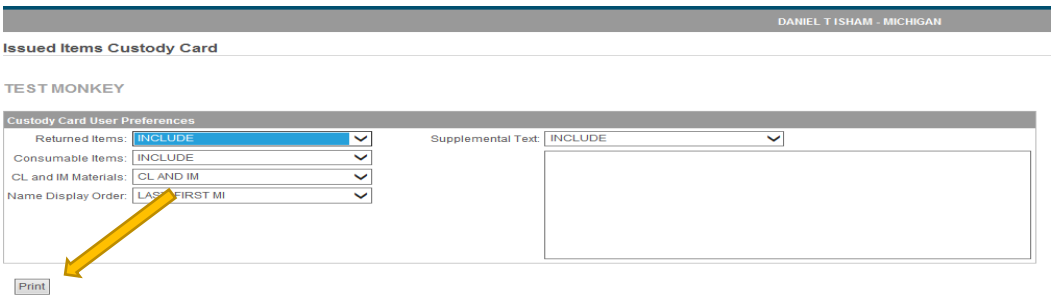

Figure 21.2. Midshipman Custody Card.

22. REPORTS CLOTHING – CLOTHING DEFINTIONS REPORT.

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

- On the main menu toolbar, select “Reports”.
- On the “Reports” page, from the category drop down box and select “Clothing”.
- Select “Clothing Definitions”.
- To print or save the report, on the “Display Report” page select “Export Report”. Documents can now be printed or saved on your computer.

23. SUPPLY CLOTHING – DELETE CURRENT RECORD.

If an item was entered incorrectly when it was added, a Survey will need to be conducted to remove it from the inventory. If any item has a zero (0) balance on the shelf or issued, then a trash can icon will appear at the right-hand side of the item. By clicking the trash can icon it will be removed.

24. REPORT CLOTHING – DOCUMENT REGISTER.

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

- On the main menu toolbar, select “Reports”.
- On the “Reports” page, from the “Category” drop down box select “Clothing”.
- Select “Clothing Document Register”
- Select and move your unit to the right in the selected value area.
- Enter from date (required) and Enter to date (required).
- Enter other data as needed.
- On the center of the bottom of the page select “Ok”.

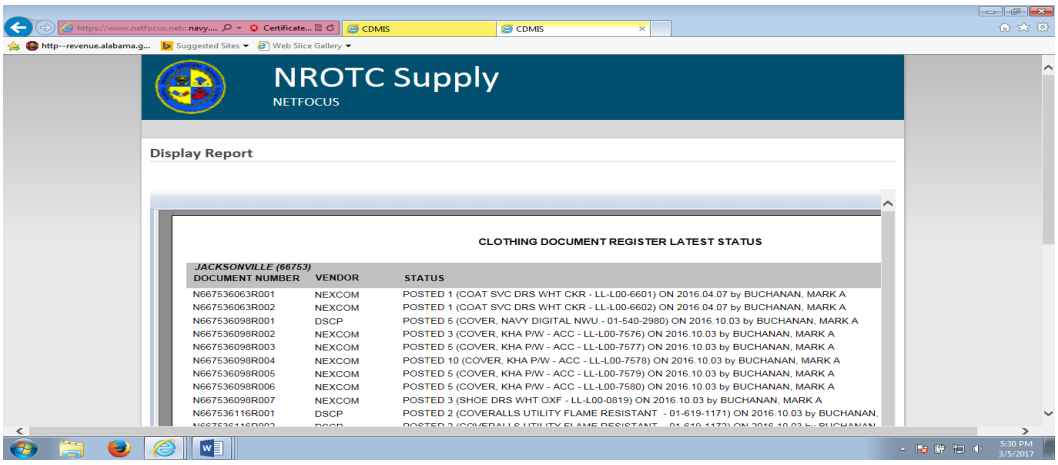

Figure 24.1. Midshipman Custody Card.

25. REPORT CLOTHING – DOCUMENT REGISTER HISTORY.

The Document Register History is a list of every item ordered by a Unit, with status on all open and completed documents.

- On the main menu toolbar, select “Reports”.
- On the “Reports” page, from the “Category” drop down box select “Clothing”.
- Select “Clothing Document Register History”.
- Select and move your unit to the right in the selected value area.
- Enter “from” date (required) and enter “to” date (required).
- Enter other data as needed.
- On the center of the bottom of the page select “Ok”.

26. SUPPLY CLOTHING – 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.

- On the main menu toolbar, select “Reports”.
- On the main menu toolbar, select “Supply”, and from the drop-down box select “Clothing”.
- On the “Edit Item” page, edit the items information as needed.
- Select “Save” to save any changes.

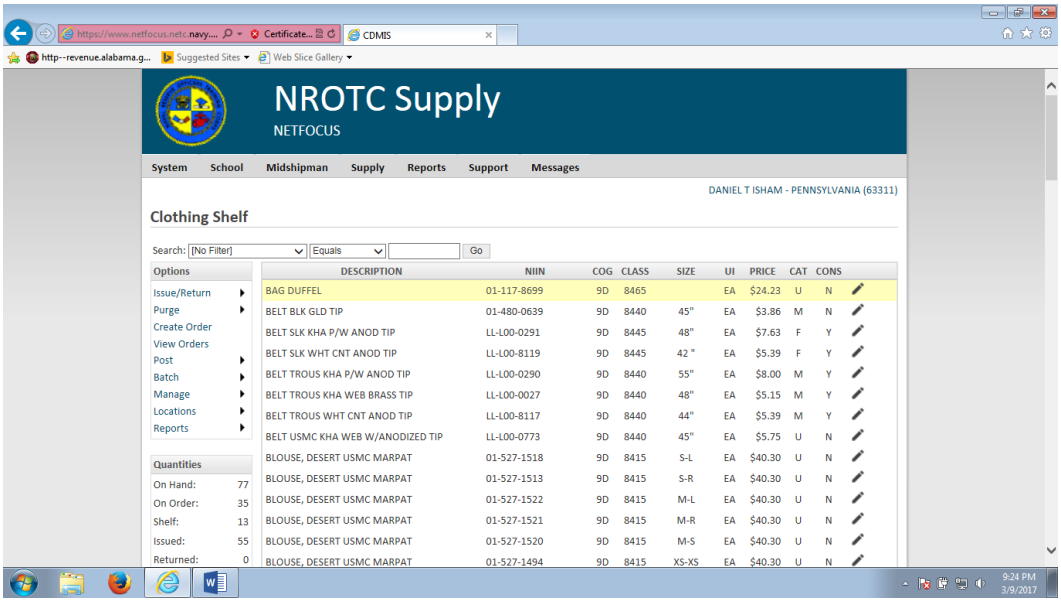

Figure 26.1. Edit Clothing Record.

27. SUPPLY CLOTHING – GAIN LOSS HISTORY REPORT.

This report displays all gains and losses for a unit during a selected time period.

- On the main menu toolbar, select “Reports”.
- On the Reports page, Select “Clothing” from the “Category” drop down box.
- Select “Gain Loss History”.
- Select the unit and move right to the selected value.
- From the drop-down box, select “Supply Group”.
- Enter the “From” date from the calendar at the right side of the box.
- Enter the “To” date from the calendar at the right side of the box.
- Select “Ok” at the bottom of the page.

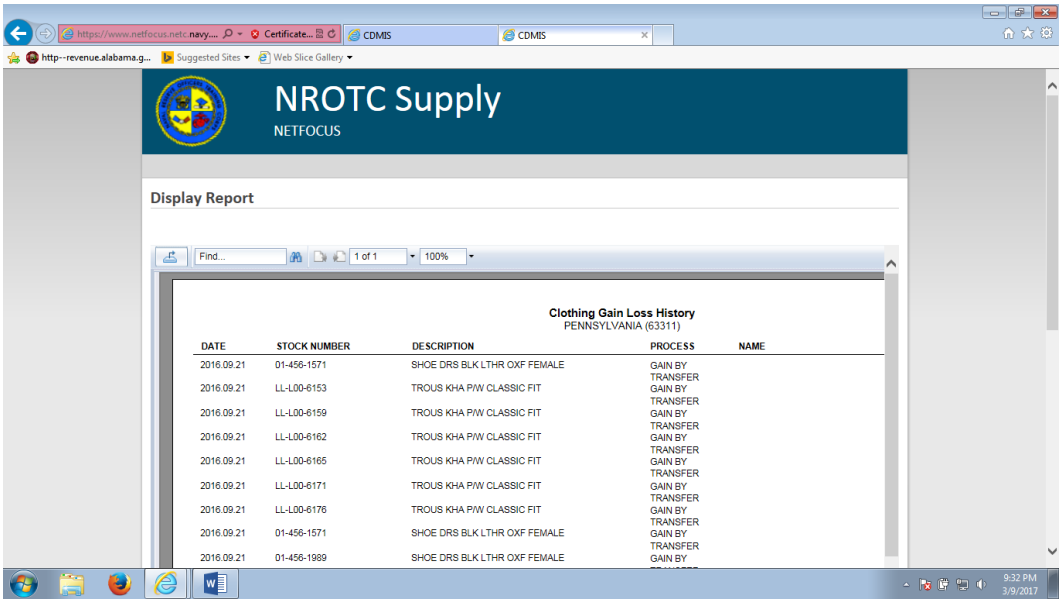

Figure 27.1. Gain Loss History Report.

28. REPORTS CLOTHING – HISTORICAL REPORTS.

- On the main menu toolbar, select “Reports”.
- On the “Reports” page, in the “Category” drop box select “Submitted History”.
- Select the required category from the list (Clothing, IM or Property).
- On the “Historical Reports” page, in the “Select” drop box, select the report.
- Select the “Print” button to print the desired report. Now this report can Exported then printed.

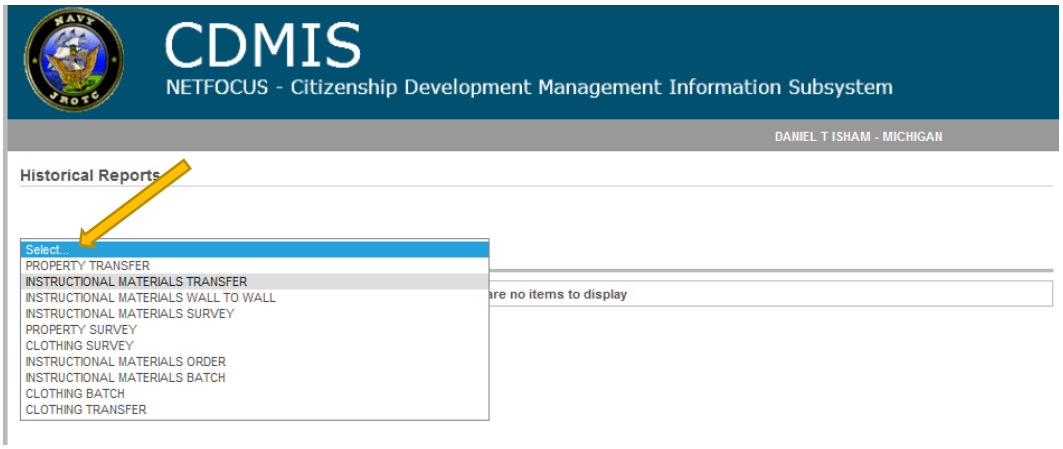

Figure 28.1. Historical Reports.

29. SUPPLY CLOTHING – GAINS FROM INVENTORY, TRANSFERS OR PURCHASES.

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.

30. SUPPLY CLOTHING – GRADUATE MIDSHIPMEN.

Upon a Midshipman graduating, certain items are required to be returned to the shelf inventory (Organizational Property, field gear, shoulder boards, Instructional Materials).

- On the main menu select “Supply”, then select “Clothing”.
- On the “Clothing Shelf” page select “Issue/Return” then select “Write Off”.
- On the “Select Midshipman” page, select the “Add” box for the Midshipmen to Graduate.
- Select “Continue”.
- Select the boxes for the items to be written off, then select “Write Off”.

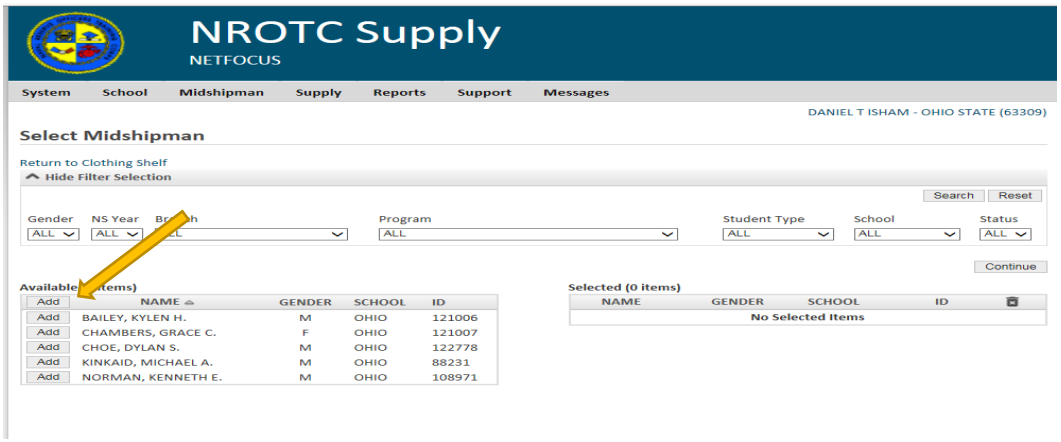

Figure 30.1. Graduate Midshipman.

31. REPORT CLOTHING – INVENTORY ANNUAL CLOTHING WALL TO WALL REPORT.

The annual inventory requirement for the current year is satisfied when a wall-to-wall inventory of all clothing has been documented. Ensure that the CDMIS Midshipmen database is up to date, the midshipmen alpha roster is current, post issues, post graduations, post surveys, post transfers and turn-ins. After all the 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.

- On the main menu select “Supply”, then select “Clothing”.
- On the “Clothing Shelf” page, select “Reports”, then select “Wall to Wall”, then select “Create”.
- To print the Clothing Wall to Wall Report, on the “Clothing Shelf” page, select “Reports”, then select “Wall to Wall”, then select “Print”.

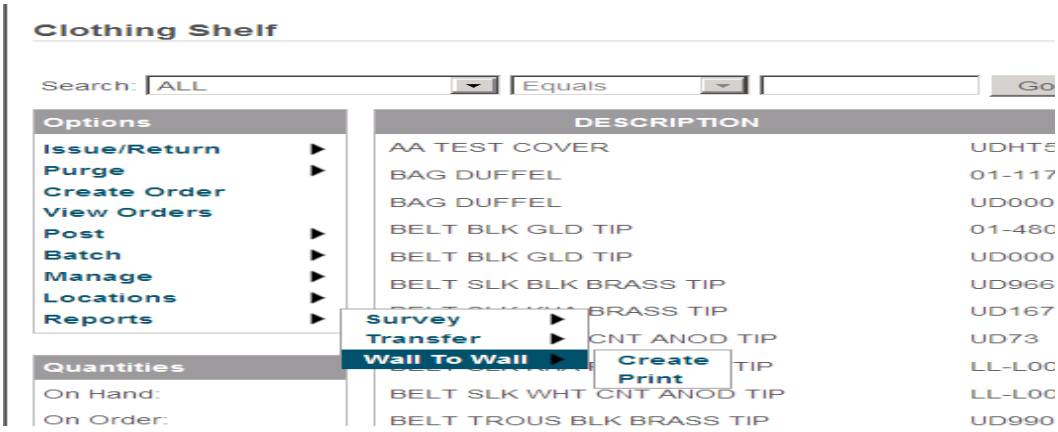

Figure 31.1. Annual Clothing wall to wall.

32. CLOTHING SUPPLY– INVENTORY BY LOCATION REPORT.

This report lists all clothing by item description, location, quantity in location and NSN.

- On the main menu select “Reports”, then in the dropdown select “Clothing”.
- On the “Reports” page, Click “Inventory By Location”.

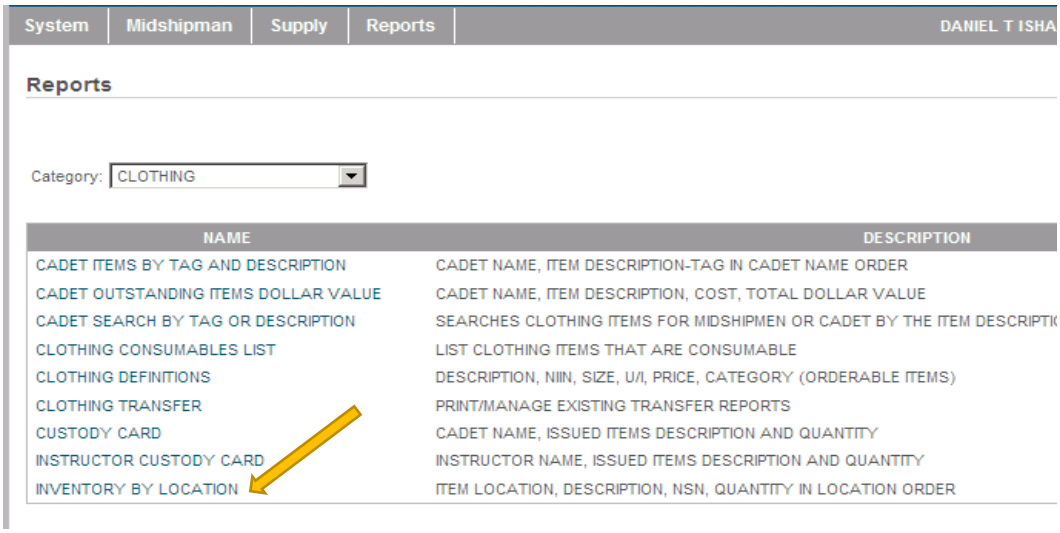

Figure 32.1. Inventory by Location Report.

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

Figure 32.2. Inventory by Location Report Enter Values.

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

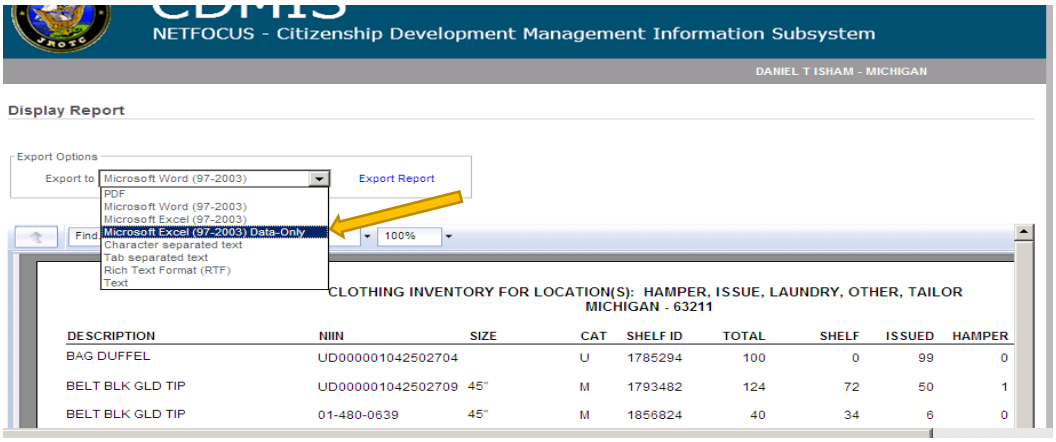

Figure 32.3. Inventory by Location Report select export.

- Select "Export" to generate the report.

33. CLOTHING SUPPLY– ISSUE CLOTHING TO MIDSHIPMEN.

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

- On the main menu select “Supply” and then “Clothing”.
- On the Clothing Shelf page, Point/highlight “Issue/Return”, highlight “Issue”, then select “Cadet/Midshipman”.

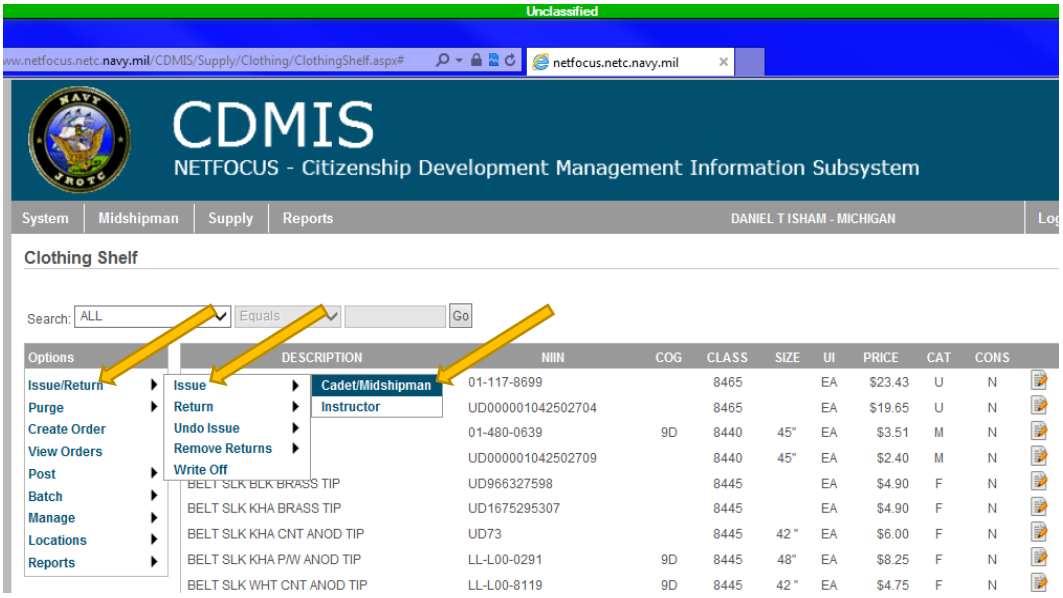

Figure 33.1. Select Midshipmen.

- In the Search window, enter the desired Midshipmen / Instructor or select from the list.
- Click the Select box to highlight the record.
- Select the arrow to move records to the right of the selected area.
- Select “Continue to CL custody manager”.
- On the Clothing Custody Manager page, select “Issue”.

Figure 33.2. Issue.

- On the Clothing Issue page, Select items from the "Available Items". If the item has sizes, select them from the size box below.
- Select "Add to Pending Items".
- Select "Issue Items".

Figure 33.3. Issue Items.

34. CLOTHING SUPPLY– ORDER (CREATE ORDER) CLOTHING.

- On the main menu: select "Supply", then select "Clothing".
- On the Clothing Shelf page, select "Create Order".
- On the "Create Order" page, in the Shopping Cart box select "New"
- In the "New Cart" Box, Enter new cart name or select "OK" for current date as name.
- On the "Create Order" page, in the "Clothing Store" box select the "Options" to search by.
- On the "Create Order" page, Select from the "Description" box the item to order.
- If the item has multiple sizes, select from the size box drop down select the appropriate sizes needed.
- Enter the Scholarship Qty and College Qty.

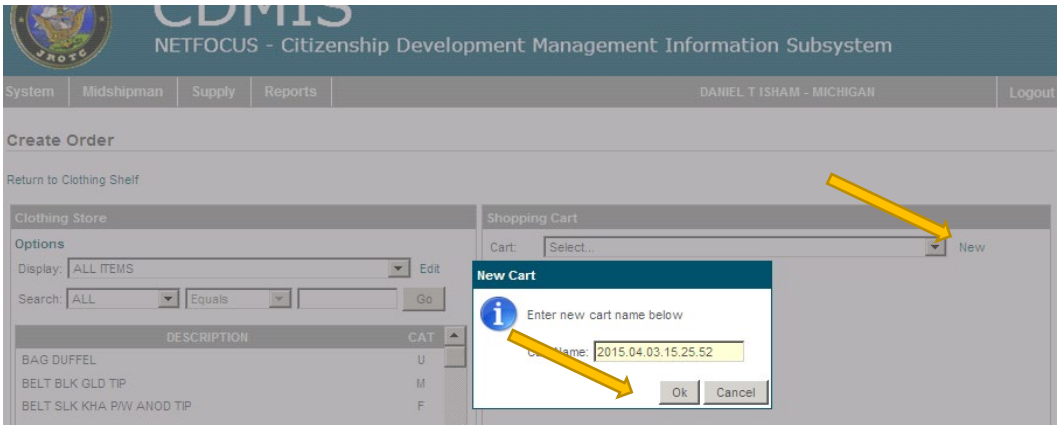

Figure 34.1. Creating the Order.

- Enter the Scholarship Qty and College Qty.
- Select "Add to Cart".
- Repeat steps 7, 8 and 9 for all items to order.
- 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.
- Click "Order Selected Items"
- *Notice your Balance* Available PUR: Cart PUR: Remaining PUR:

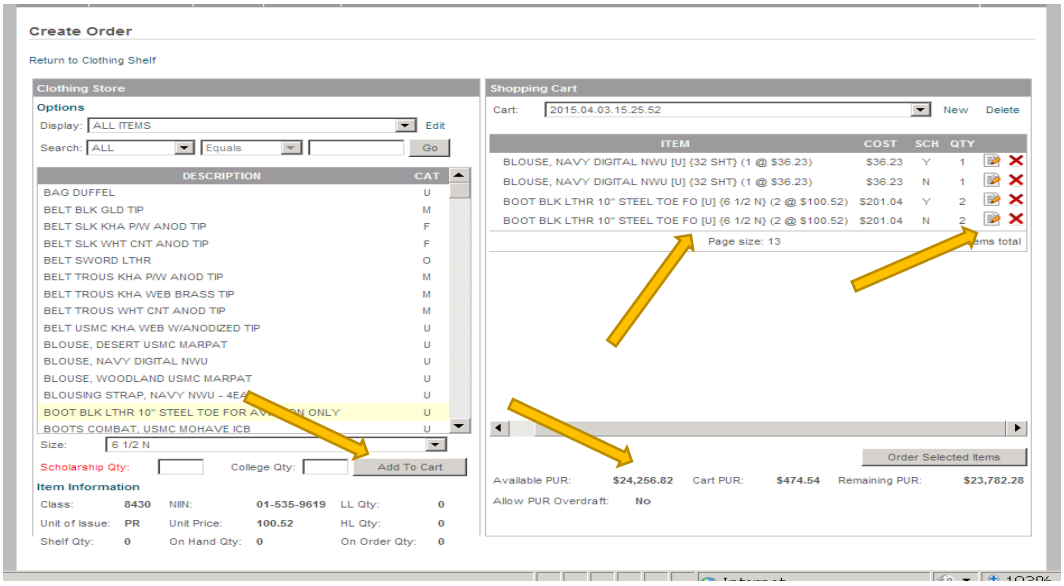

Figure 34.2. Order Selected Items.

35. CLOTHING REPORT– POST RECEIPTS OR INVOICE.

- On the main menu select "Supply" then select "Clothing".
- On the Clothing Shelf page, select "Post" and select "From Invoice".
- On the Clothing Post, Select the "Order Date" from the drop down.

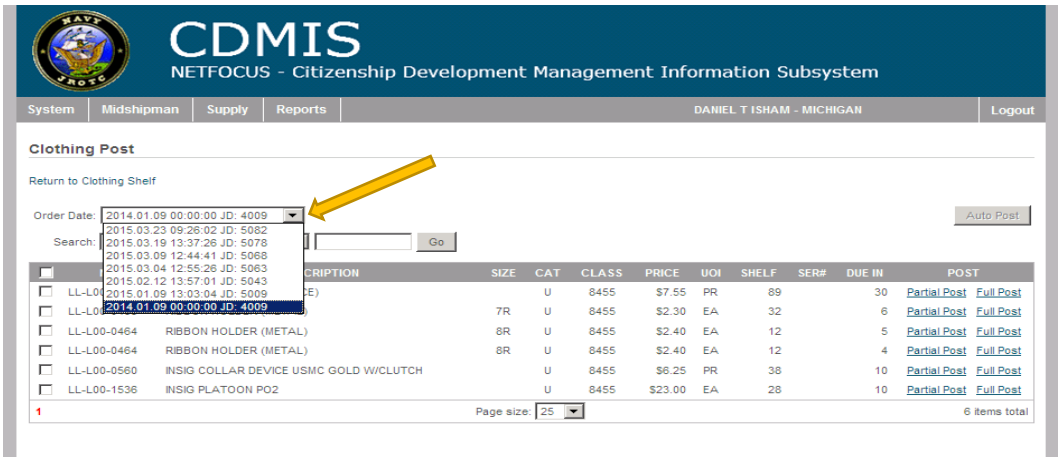

Figure 35.1. Select Order Date.

- On the Clothing Post, Select the "Order Date" from the drop down.
- Locate and select the Julian Date of the receipt, Highlight the document being received. Select "Partial Post" if only a portion of the order has been received and then enter the quantity. If a full order has been received, select "Full Post". The "Auto Post" function can also be used to post all orders if all items and quantities have been received.

36. CLOTHING REPORT– ISSUE / 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.

- On the main menu select "Supply" then select "Clothing".
- On the Clothing Shelf page select "Issue/Return", highlight "Issue" and select "Cadet/Midshipman".

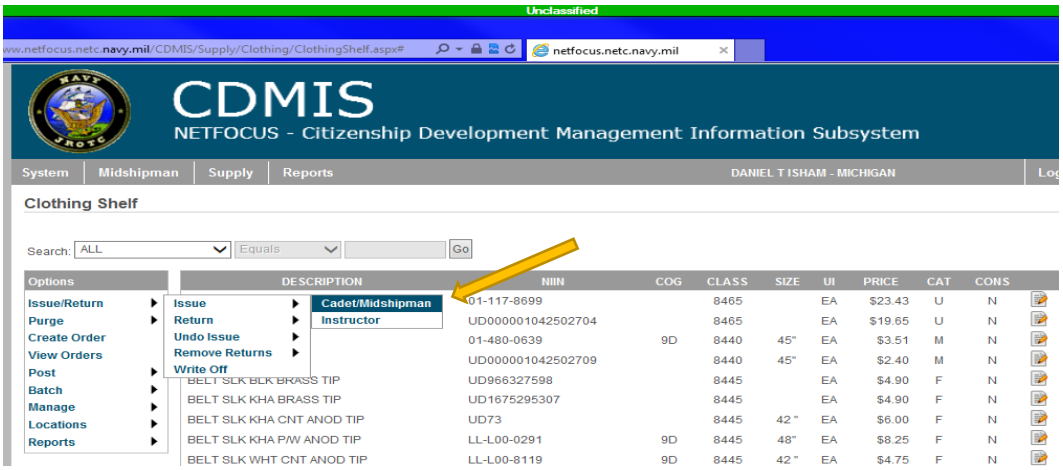

Figure 36.1. Select Cadet/Midshipmen.

- In the Search window, enter the desired Midshipmen or select from the list.
- Select the “Select” box to highlight the record.
- Select the Arrow to move records to the right in the selected area.
- Select “Continue to CL custody manager”.
- On the “Clothing Custody Manager” page, select “Issue”.

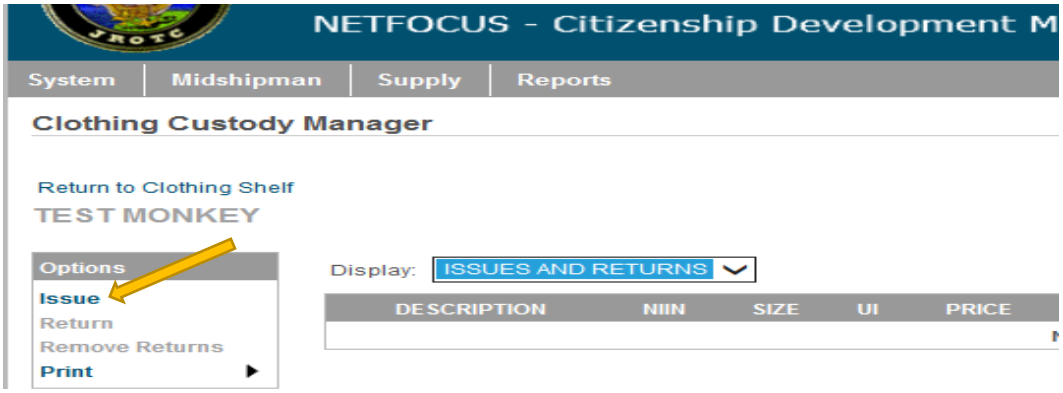

Figure 36.2. Select Issue.

- On the Clothing Issue page, Select items from the Available Items. If the item has sizes, select the appropriate size from the box below.
- Select “Add to Pending Items”.
- Select “Issue Items”.

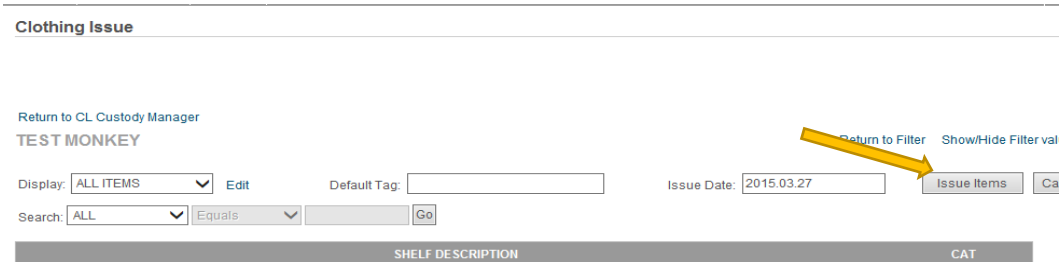

Figure 36.3. Issue Items.

The Clothing Midshipmen window is also used to Return clothing items.

- On the main menu select “Supply”, then select “Clothing”.
- On the Clothing Shelf page, select “Issue/Return”, highlight “issue”, select “Cadet/Midshipman”.
- In the Search window, enter the desired Midshipmen or select from the list.
- Click the “Select” box to highlight the record.
- Select the arrow to move records to the right in the selected area.
- Select “Continue to CL Custody Manager”
- On the Clothing Custody Manager page, select “Issue”.

- On the Clothing Issue page, Select items from the Available Items. If the item has sizes, select it from the size box below.
- Select “Add to Pending Items”
- Select “Issue Items”.

37. CLOTHING REPORT– SUPPLY STOCK NUMBER CONSOLIDATION.

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

- On the main menu: select “Supply”, then select “Clothing”.
- On the Clothing Shelf page select “Manage”, then select “NIIN Consolidation”.
- On the “Supply Stock Number Consolidation” page select the corresponding check box to the Clothing shelf stock numbers to consolidate:

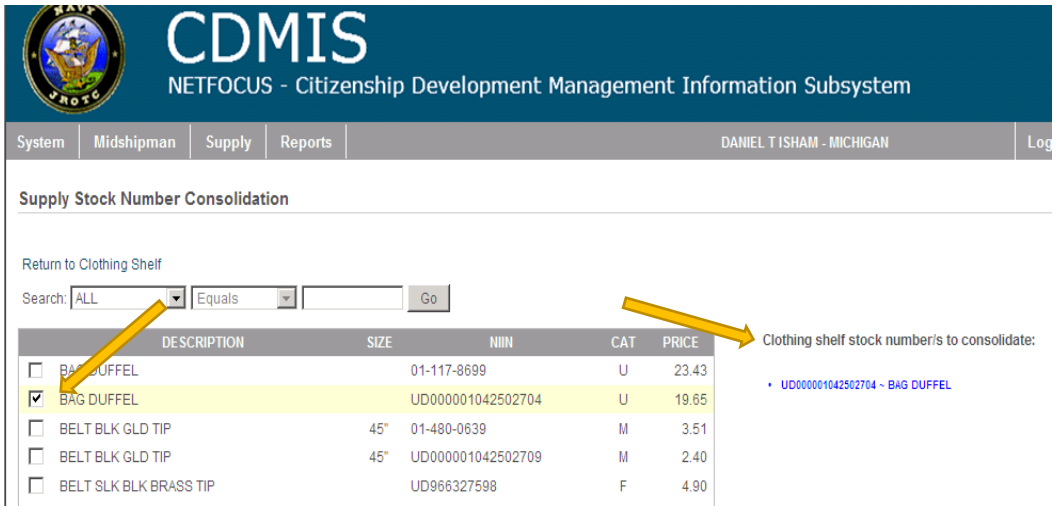

Figure 37.1. Select NIIN’s.

- Scroll to select the corresponding box for the NIIn to consolidate. All items must be in a “On Shelf” status to consolidate.
- Select “Consolidate Stock Number/s”. Clothing shelf stock numbers to consolidate.

38. CLOTHING REPORT– 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 system provides two types of surveys, reimbursable (dollar survey) and non-reimbursable.

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.

- On the main menu toolbar, click “Supply”, Click “Clothing”.
- On the “Clothing Shelf” page select “Batch”, then click “Move”.
- 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.

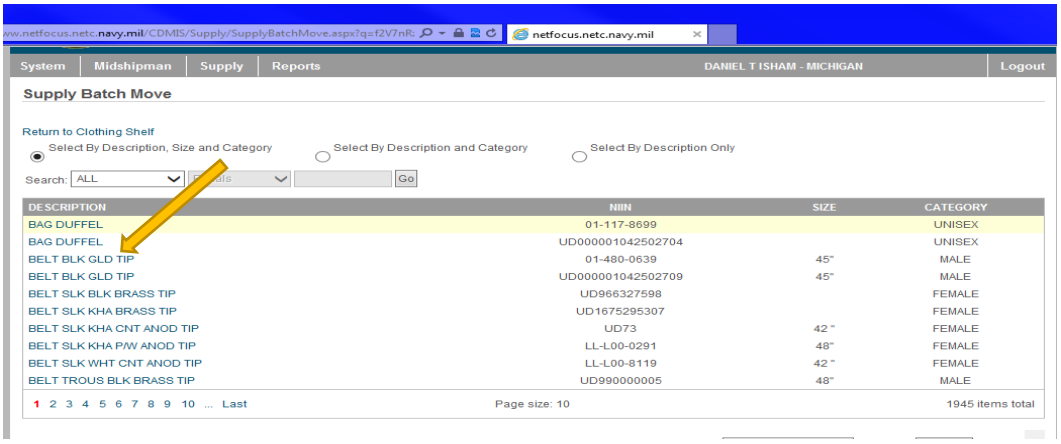

Figure 38.1. Sort or Search.

- Click on the selected item, then select “Move From” (Locations with QTY will show in (1) by location)
- Enter the quantity of items to move.
- Select “Survey” from the drop-down box.
- Select “Move”.
- Repeat steps for all items to be surveyed.

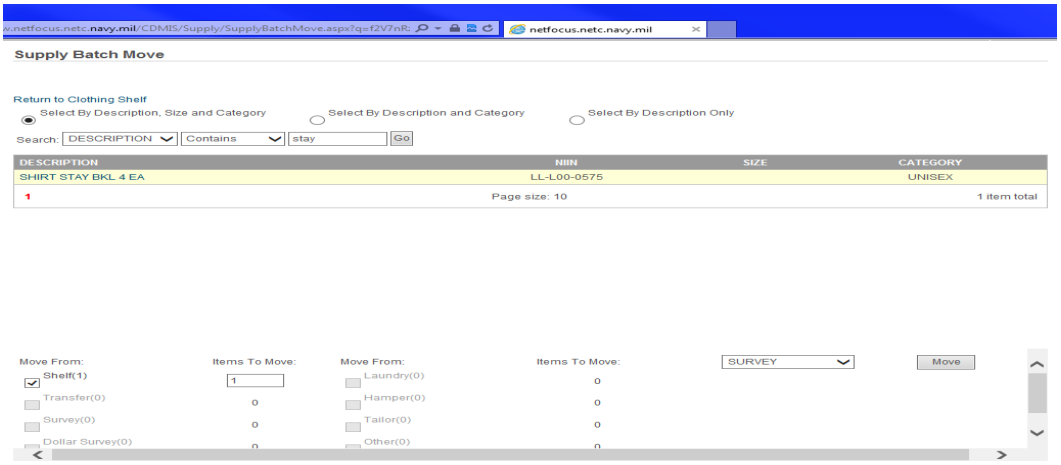

Figure 38.2. Move Items.

- Repeat steps for all items to be surveyed.
- To complete the Survey of the items in Survey status, On the main menu toolbar, select “Supply”, then select “Clothing”.
- On the “Clothing Shelf” page select “Reports”, then “Survey” and then select “Create”.
- On the “Supply Survey” page Enter the Report Date. A date can be selected from the calendar object or entered by the user.
- Select the Survey Category.
- Select the Survey Reason.
- Enter in text the reasons this survey.
- Enter Corrective Actions Taken to prevent further loses.
- Enter the Responsible Officer for approval.
- From the “Supply Survey list”, select the item boxes to be included in this report.
- Select “Save”.

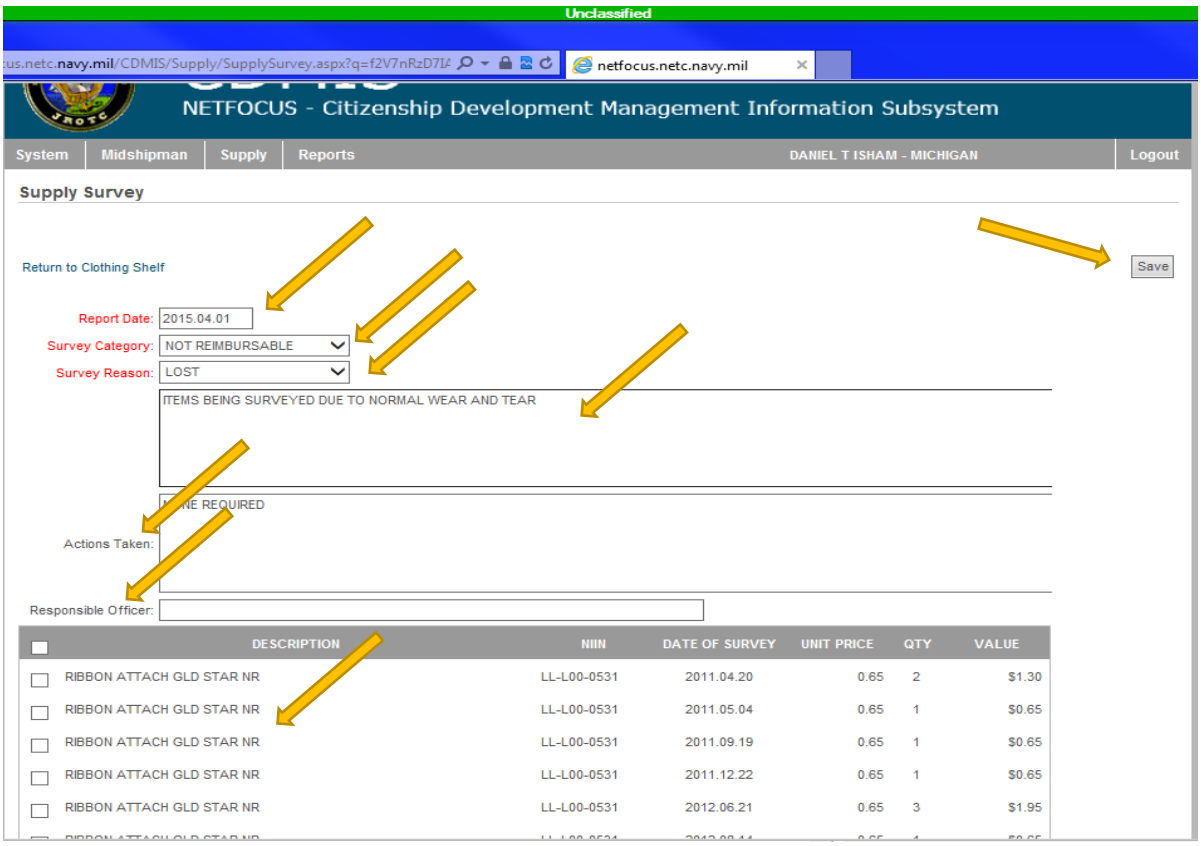

Figure 38.3. Enter Survey fields and Save.

- On the main menu toolbar, select “Supply”, then select “Clothing”.
- On the “Clothing Shelf” page select “Reports”, then “Survey” and then select “Print”.
- On the “Historical Reports” page, select the “Print” button for the desired report.

- Post the document number in the document register as pending.
- When the signed survey is returned, enter the completion date in the document register.
- File the survey in the Document Support File.

39. CLOTHING REPORT– TRANSFER CLOTHING.

The purpose of the Supply Transfer report is to provide the documentation for items that will be transferred (i.e., Items of Clothing, Property, or Instructional Materials that will transferred to another Unit for use). The Clothing Transfer window is utilized to select items to be included in the report. The Comments are 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.

- On the main menu toolbar, click “Supply”, Click “Clothing”.
- On the “Clothing Shelf” page point at Batch, then click “Move”.
- 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.

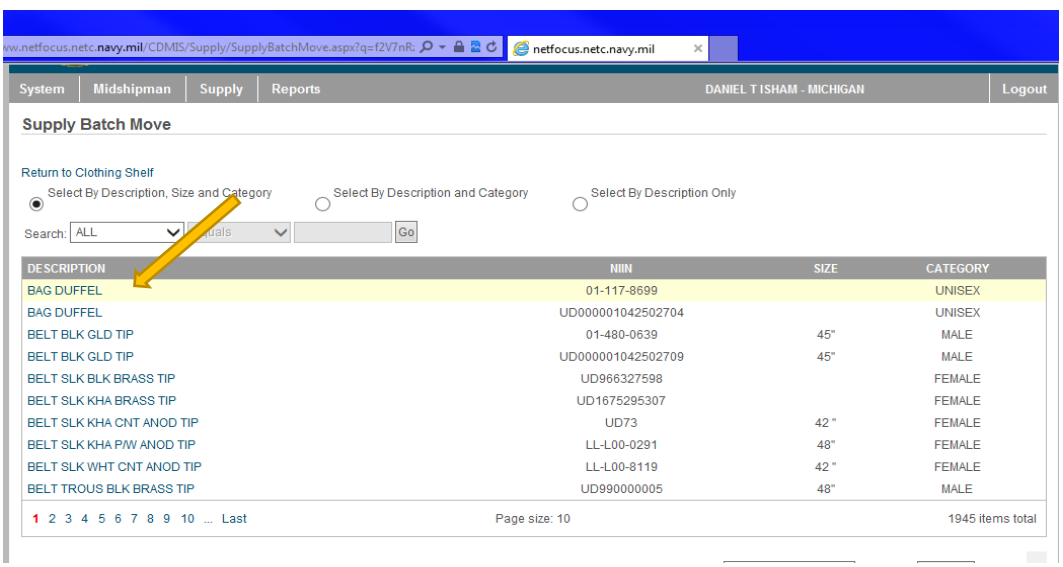

Figure 39.1. Search and sort column.

- Select the items, then select “Move From”. Locations with a quantity will show (1) by location.
- Enter the quantity of items to move.
- Select “Transfer” from the drop-down box. A box will appear for “Receiving UIC”.

- Select the appropriate DODAAC / UIC from the “Find” box. A transfer requires a valid DODAAC / UIC. DRMO can also be selected for items that are disposed of via DLA Disposition Services.
- Select “Move”.
- Repeat steps for all items that are to be transferred.

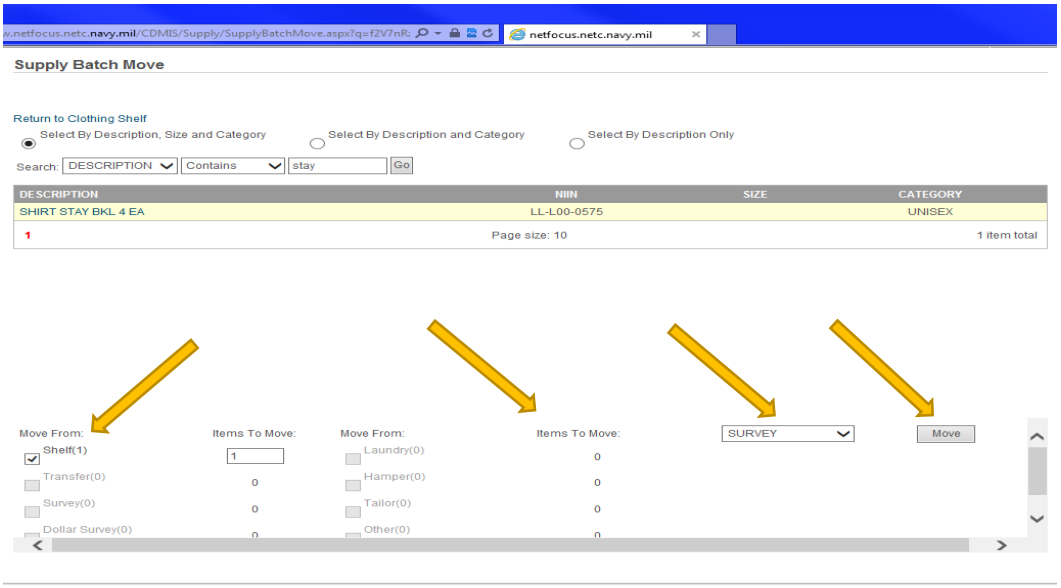

Figure 39.2. Select location to transfer, Move.

- To complete the transfer of the items in Transfer status, On the main menu toolbar, select “Supply”, and then select “Clothing”.
- On the Clothing Shelf page select “Reports”, then “Transfer” and then select “Create”.
- On the “Supply Transfer” page enter the Report Date. A date can be selected from the calendar object or entered by the user.
- Select the Receiving DODAAC / UIC.
- Enter Comments for this Transfer. (e.g. to fill shortages at the gaining unit).
- From the “Supply Transfer” list, select the item boxes to be included in the report.
- Select “Save”.

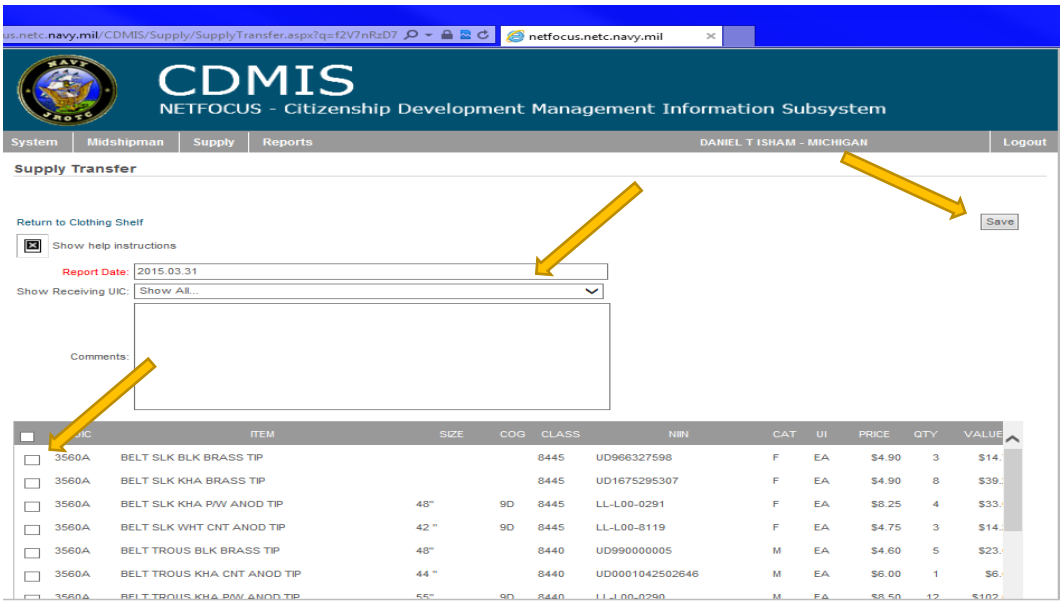

Figure 39.3. Save transfer selections.

- On the main menu toolbar, select “Supply”, then Click Clothing.
- On the Clothing Shelf page select “Reports”, then “Transfer” and then select “Print”.
- On the “Historical Reports” page, select the “Print” button for the desired report.
- Post the Document Number in “Document Register” as pending.
- Send the Transfer with items to the gaining unit.
- When the signed transfer is received back, enter completion date in “document register”.
- File Transfer in Document support file.

40. CLOTHING REPORT– VIEW ORDERS.

- On the main menu toolbar, click “Supply”, Click “Clothing”.
- On the “Clothing Shelf” page, select “View Orders”.
- On the “Clothing Order Review page”, Select the “Order Date”.
- In the lower section, the items ordered on that date can be viewed.

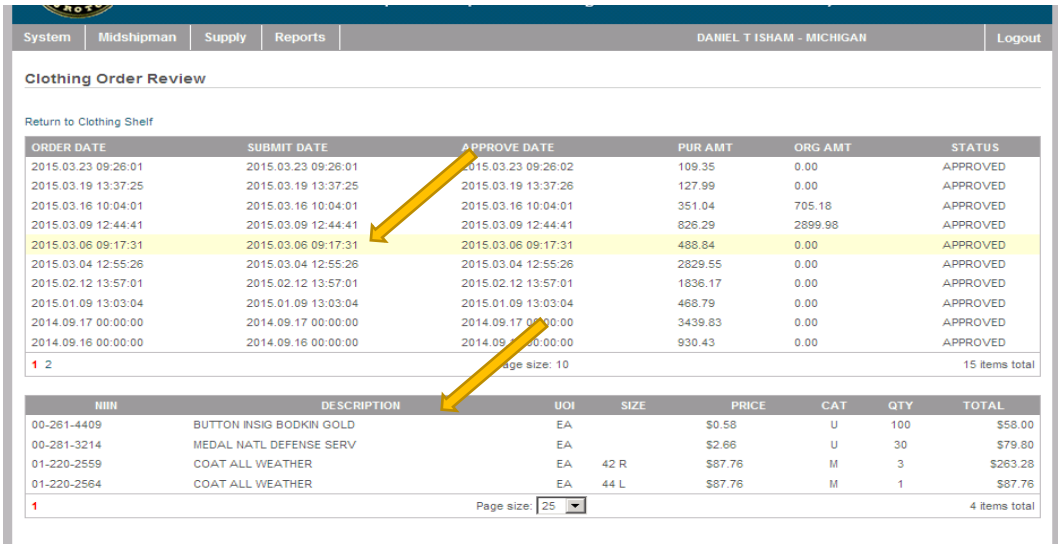

Figure 40.1. View Orders.

41. MIDSHIPMAN REPORT – DELETE MIDSHIPMAN.

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

- On the main menu toolbar, select “Midshipman”.
- On the Midshipman page, the list will default to Current Filter “ACTIVE”, to change the filter Click the down arrow left of “Show Filter Selection”.
- Set the filter settings as needed. E.g. Status change from “active” to “no filter”.
- Select “Apply filter” settings.
- Select “Name”.
- Select “Midshipman Information”.
- Once on the “Midshipman Personal Information” page select “Delete”.

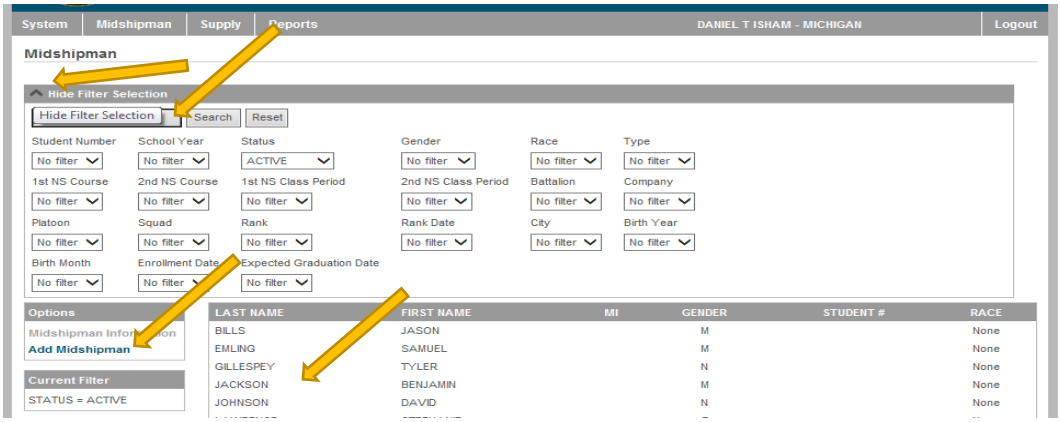

Figure 41.1. Delete Midshipman.

42. MIDSHIPMAN REPORT – PURGE OBSELETE CLOTHING RECORDS.

- On the main menu toolbar, click “Supply”, Click “Clothing”.
- On the Clothing Shelf page select “Purge”, then select Date Range or Item Description.
- On the “Purge Obsolete Clothing Records” page, check the boxes for the type of records and date range.
- Select “Save”.

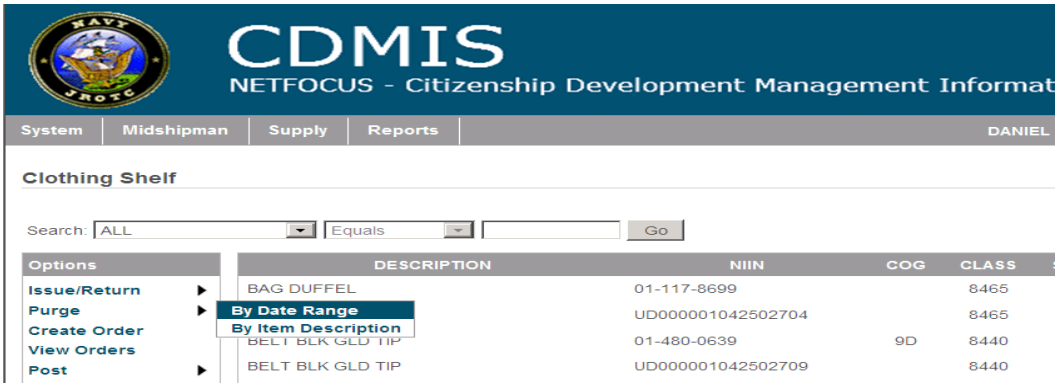

Figure 42.1. Purge Obsolete Clothing Records.

In conclusion, this NETFOCUS User Guide serves as a resource for NROTC Unit Supply Technicians and staff, providing the necessary information and step-by-step instructions to effectively execute certain processes pertaining to government property, military uniforms, and Instructional Media Material within the NETFOCUS system. Consistent and accurate application of these guidelines will ensure proper inventory accountability, streamlined ordering processes, and compliance with NSTC regulations.

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