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NAVMC 4000.3

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NAVMC 4000.3

From: Commandant of the Marine Corps
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Subj: MARINE CORPS MEDICAL INFORMATION SYSTEMS HANDBOOK

Ref: (a) MCO 6700.5, Medical and Dental (Class VIII) Materiel
Support of the Marine Operational Forces
(b) NAVMC 4000.2, Class VIII Management Handbook

1. Purpose. The Marine Corps Medical Information Systems Handbook provides guidance to medical logistics personnel for the effective use of designated information systems to manage Class VIII materiel in accordance with MCO 6700.5, Medical and Dental (Class VIII) Materiel Support of the Marine Operational Forces.

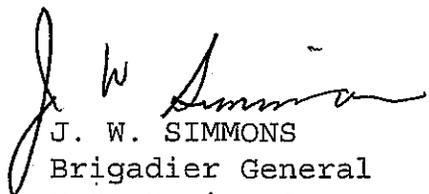
2. Background. The Marine Corps is responsible for fulfilling a capability for Class VIII materiel equivalent to 60 Days of Supply (DOS). To support the execution of this responsibility the Marine Corps has designated the Defense Medical Logistics Standard Support (DMLSS) as the inventory system for line item inventory management. DMLSS is an inventory control and item accounting system used to maintain data related to the assets of medical logistics accounts, including in-use and stored equipment.

3. Action. Utilize the Medical Information Systems Handbook to execute the roles and responsibilities as defined in MCO 6700.5 and NAVMC 4000.2.

4. Reserve Applicability. This NAVMC applies to the Marine Corps Total Force.

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Subj: MARINE CORPS MEDICAL INFORMATION SYSTEMS HANDBOOK



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**Marine Corps
Medical Information Systems
Handbook**

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General Information

The objective of this NAVMC 4000.3 is to provide medical logistics personnel with general information necessary to use Defense Medical Logistics Standard Support (DMLSS) effectively. DMLSS is an inventory control and item accounting system used by the Marine Expeditionary Forces (MEF) to maintain data related to the assets of medical logistics accounts, including in-use and stored equipment.

DMLSS is not classified; however, the system processes classified and unclassified sensitive information and requires Controlled Access Protection. An individual must have a unique username and password to gain access to DMLSS. Your DMLSS System Administrator (SA) is responsible for assigning a username and initial password to each user; each user is then responsible for modifying his or her individual password during initial login. After three consecutive, unsuccessful login attempts, the username will be disabled, and the user will need to contact his or her SA in order to reset the user password.

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DMLSS Basics

Chapter 1

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A. DMLSS Basics

1. Logging on to DMLSS

Once your System Administrator (SA) has installed DMLSS on your computer, double-click the DMLSS icon to open the program. Click "Yes" to accept. The **DMLSS Logon** window will appear, and the cursor will default to the username field. Type your username, which may only be lower case letters and numbers, and your password. (Note: Your DMLSS SA is also responsible for assigning a username and initial password for each user). Click "OK," and the **DMLSS System Navigation** window will appear. Click on the application you want to open.

If this is your first time logging in, the system will prompt you to change your password. To change your password at any other time, select the "Change Password" check box.



Figure 1.1 DMLSS Login Screen

Password Rules

- Do not use a username as a password
- A new password must differ from the old password by at least three (3) characters
- The last ten (10) passwords cannot be reused

- No password can be reused from the past 365 days
- A password must consist of at least ten (10) characters
- A password must contain at least two (2), but no more than five (5), numeric characters
- A password must contain at least two (2), but no more than five (5), alphabetic characters, at least one (1) of which must be uppercase
- A password must contain at least one (1), but no more than four (4) of the following printable special characters: ~ ' | ; / \ : ^ { } , [] ` ? _ ! + < > "

Passwords will be locked after thirty (30) days of inactivity; if this happens, contact your SA. You will be required to change your password every ninety (90) days.

2. Navigating Through an Application

Most DMLSS application windows have two toolbars: a horizontal toolbar and a vertical toolbar. The horizontal toolbar (also called the Navigation toolbar) is application-wide. You can use this toolbar to open a different module within an application. The vertical toolbar applies only to the particular window that is open.

3. Customizing Your Toolbar

Log on to DMLSS, and launch the application you want to use. Click on the **"Window"** tab, and then click **"Customize Toolbars."** In order to add icons to the toolbar, go to the **Customize Toolbars** window, and in the **Available Toolbar** section, select the icon(s) you want to add. Click **"Add."** In order to remove icons from the toolbar, use the **Current Toolbar** section to select the icon(s) you want to remove. Click **"Remove."**

If you check the **"Show Text"** box, the icons will appear with a brief text description.

If you check the **"Show Tooltips"** box, a brief description of the icon's purpose will appear when the mouse moves over the icon.

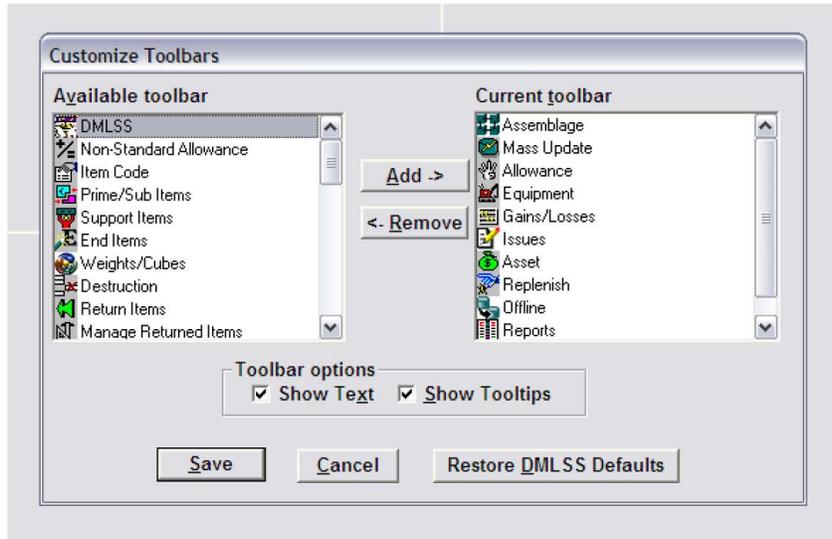


Figure 1.2 Customization Toolbar

4. DMLSS Help

Your first step should be to check the **"Help"** tab on the toolbar or the **"Help Topics"** icon. If the **Help** tab or the **Help Topics** icon do not answer your question or concern, contact your SA.



Figure 1.3 DMLSS Help Toolbar

**Helpdesk information (to be used at discretion of your SA):*

CONUS: 1-800-600-9332 or 1-210-767-5250

OCONUS: 1-866-637-8725

Fax: 1-210-767-0449

Website: www.MHS-helpdesk.com

Additional Information: *DMLSS is role-specific. Accordingly, if you do not see some applications, it may be because you are not authorized to use these applications at the time.*

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Basic Duties of the System Administrator (SA)

Chapter 2

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A. Basic Duties of the System Administrator (SA)

Basic duties of the System Administrator (SA) include:

Daily Activities

- Review DMLSS In-Box
- Monitor DMLSS System Status Summary
- Monitor system errors and messages (view server logs)
- Manage Backup/Restore Administration
- Access the DMLSS Communications Management (DCM) monitor module within the System Services (SS) application
- Review Pending Actions and/or Reports in order to determine if there are DCM connection issues
- Data tape replacement

Weekly Activities

- Clean tape drives
- Monitor disk usage

Monthly Activities

- Maintain PC Host Administration
- Maintain Printer Administration
- Manage DMLSS Communication Administration
- Manage Software Administration
- Reboot the DMLSS server
- System Recovery Backup
- Audit Backup

"As Needed" Activities

- Add users
- Change (Reset) a user's password
- Change existing passwords
- Create passwords
- Delete user accounts
- Reactivate a disabled user account
- Add a group of hosts
- Add a PC Host
- Delete a PC Host

For additional information regarding SA responsibilities, please see the "System Administration (SA) Guide for DMLSS, Version 1.7, June 2007 (501-011-001)."

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Assemblage Management (AM)

Chapter 3

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A. Assemblage Management (AM)

Of note, materiel cannot be transferred between standard and non-standard AMALs. If working with more than one assemblage at a time, use the Shift and Ctrl keys to select multiple assemblages. Remember that all fields marked with a * (red asterisk) are mandatory fields and must be filled in.

1. Adding a Standard Assemblage

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Standard Assemblage Add."** Select the following information: organization/sub organization ID; branch of service; assemblage ID; assemblage increment and sub assemblage; operation status; and number required. (Of note, WRM code is for Air Force users only). Click **"Save."** In the **Print Exception Report** prompt window, click **"Yes."** The Exception Report lists any requirement(s) to be addressed before an item can be accepted. In the **Create Assemblage Confirmation** window, click **"OK."**

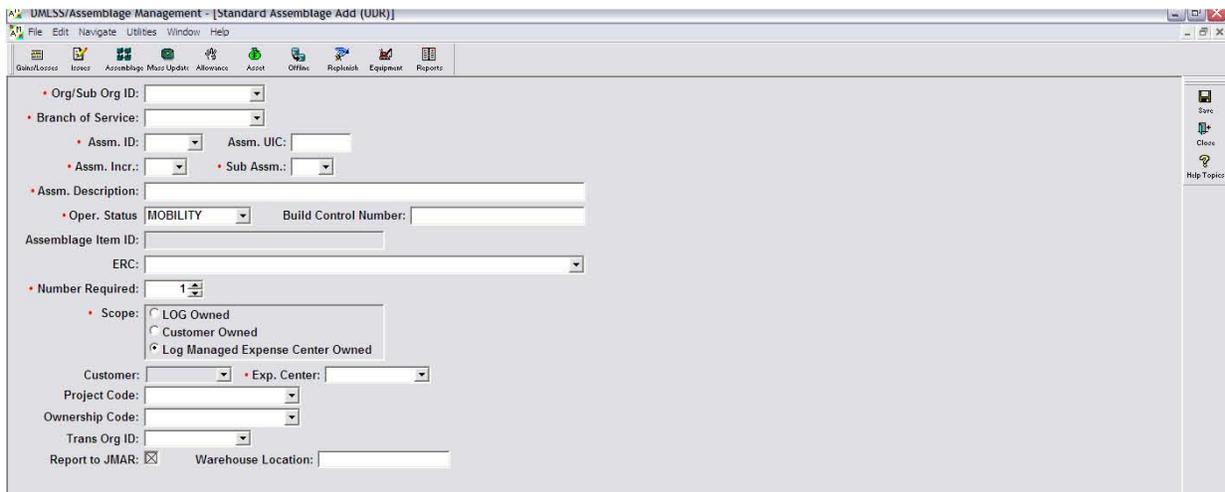


Figure 1.4 Adding a Standard Assemblage

2. Duplicate Existing Assemblage

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate,"** and then click on **"Duplicate Existing Assemblage."** Select the organization, receiving organization, and number of new instances. Then, highlight the assemblage you want, and click **"Save."**

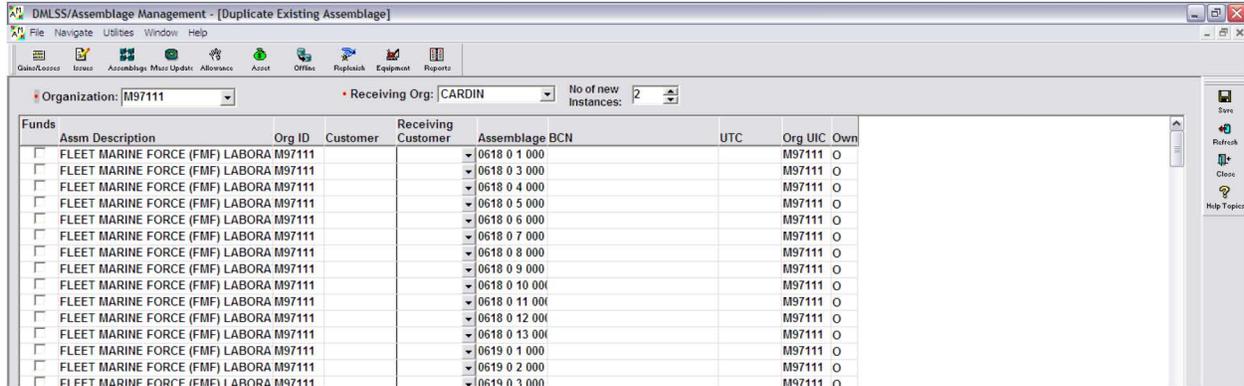


Figure 1.5 Duplicate Existing Assemblage

3. Transferring an Assemblage into Your Organization (Gain)

In the **Navigation** window, click on "**Assemblage Management.**" Next, click on "**Navigate**" followed by "**Transfers.**" Click "**Assemblage Gain.**" Select the folder containing the organization you wish to gain. Click "**OK.**" In the **Assemblage Gain** verification window, verify the assemblage you wish to gain and the organization from which you are obtaining it. Click "**Save.**"

4. Transferring an Assemblage Out of Your Organization (Loss)

In the **Navigation** window, click on "**Assemblage Management.**" Next, click on "**Navigate,**" followed by "**Transfers**" and then "**Assemblage Loss.**" Select an organization from the drop down list, and then highlight the assemblage you want. Select the assemblage(s) you want to transfer from your organization. Click "**Save.**"

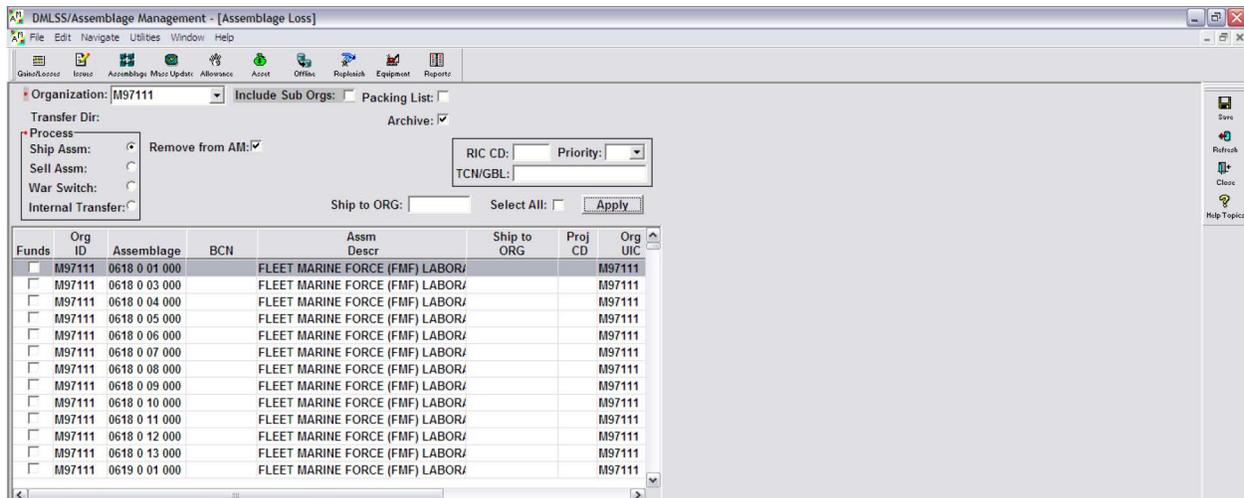


Figure 1.6 Assemblage Loss

In the **Assemblage Loss** verification window click "**OK.**" In the **Locate Drive/Directory** window, select the appropriate drive. Click "**Save.**"

5. Transferring an Assemblage Internally

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate,"** followed by **"Transfers"** and then **"Assemblage Loss."** Select an organization from the drop down list, and highlight the assemblage you want. Click **"Internal Shipment."** The **Receiving Organization** field will appear. Click **"Save."**

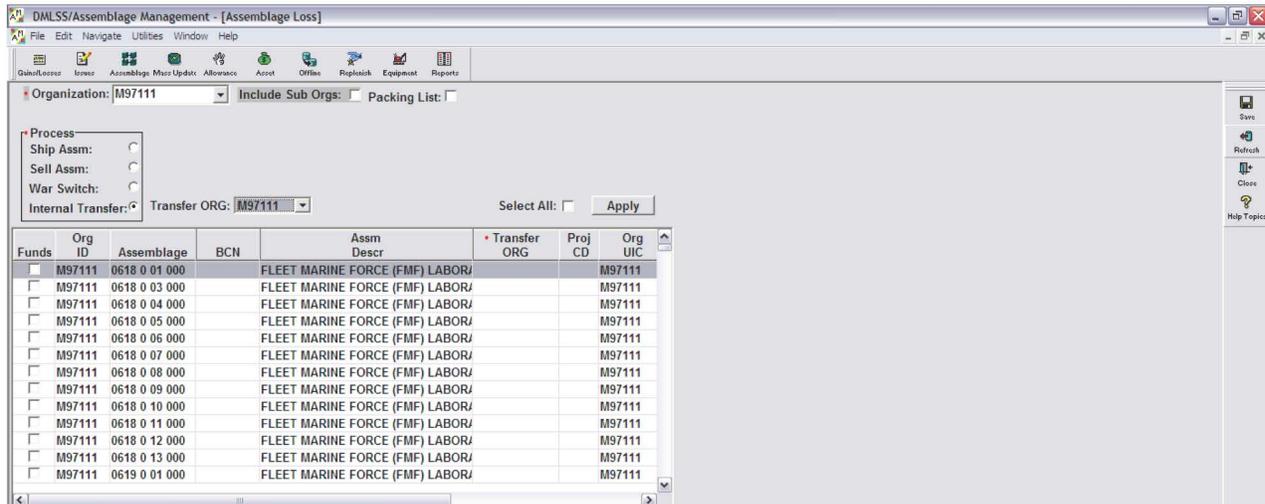


Figure 1.7 Assemblage Loss

6. Standard Assemblage Update

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Standard Assemblage Update."** In the Standard Assemblage Update window, select an organization from the drop down list. Click **"Include Sub Orgs,"** as applicable.

- If you want the current quantity to go into the old quantity and the UDR update to go into the current quantity, click **"Maintain Old and New Allowance Quantities."**
- If you want to update the current quantity with the Universal Data Repository (UDR) quantity, click **"Update Current Allowance Quantity."**
- If you want to zero out all old quantities, click **"Delete Old Allowance Quantity."**
- If you want to zero out the current quantity, click **"Delete Current Allowance Quantity."**

Select the assemblage(s) to be updated.

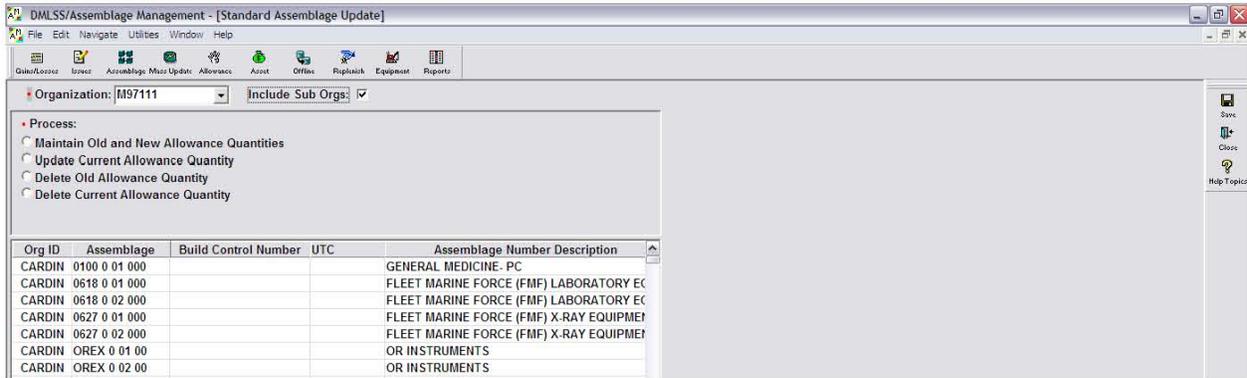


Figure 1.8 Standard Assemblage Update

7. Searching for Replenishment Items

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate,"** followed by **"Order"** and then **"Replenishment List."** In the **Organization** field, select an organization from the drop down list. Then, highlight the assemblage you want to search. Under **Stock Target Criteria**, select and type either percentage values or dollar amounts. Under **Select Allow Quantity**, select an option. Click **"Search."**

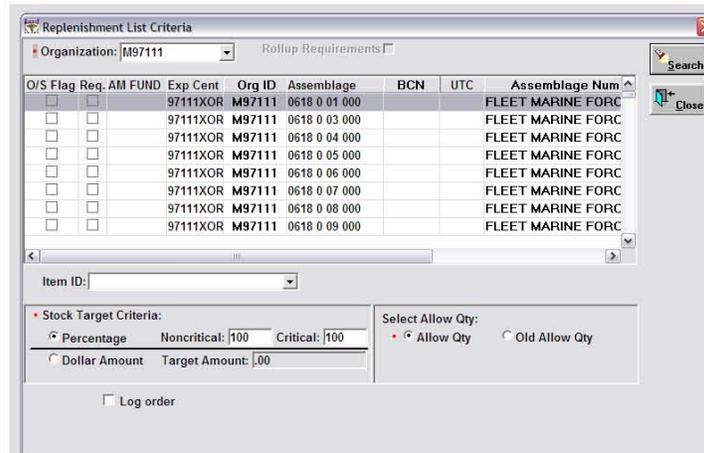


Figure 1.9 Replenishment List Criteria

8. Build Default Location

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Build Default Location."** Select an organization, and highlight the assemblage you want. Click **"Save,"** and then click **"OK."**

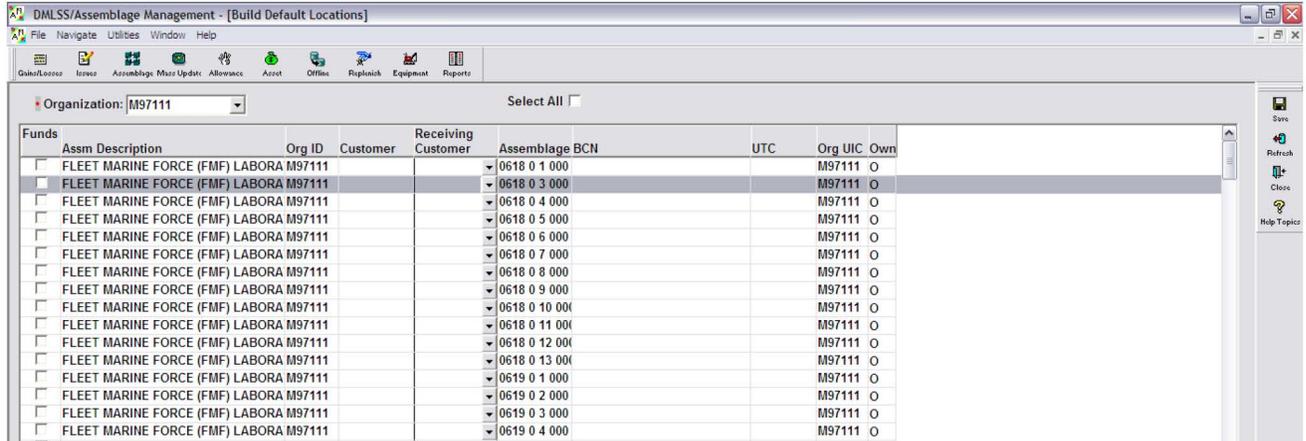


Figure 1.10 Build Default Locations

9. Adding Weights and Cubes (Size)

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Weights/Cubes."** In order to provide weight and size information for an assemblage, highlight the assemblage for which you want to add information. Select the location and sub-location, and click **"Search."** In the **Weight and Cube List** window, type the weight in pounds and the cube in cubic feet. Click **"Save."**

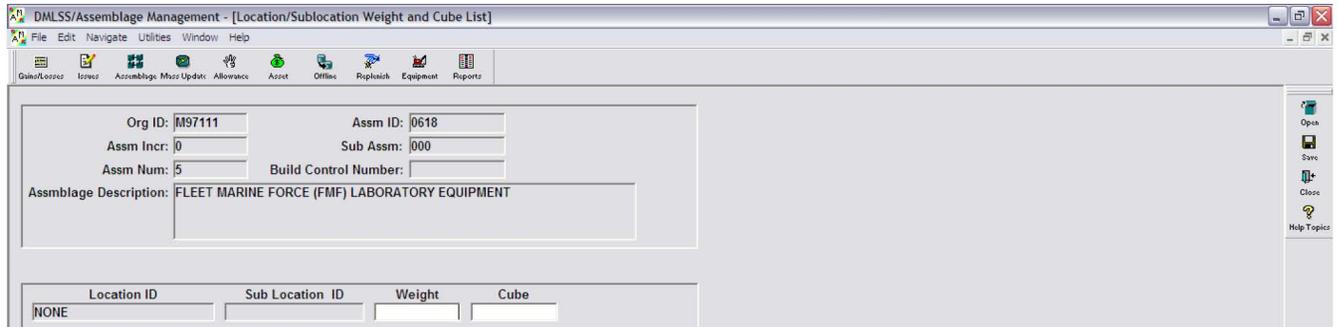


Figure 1.11 Location/Sub-location Weight and Cube List

10. Asset Review

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate,"** then on **"Orders,"** and then on **"Asset Review."** Select an organization. Then, from the drop down list, select the search criteria. Highlight the assemblage for which you want to search. Click **"Search."**

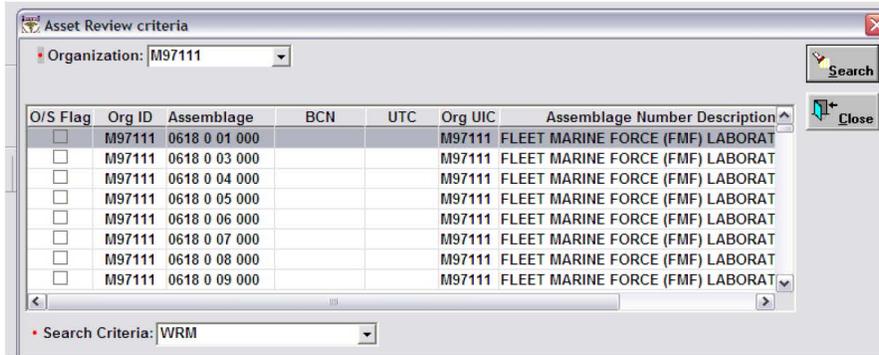


Figure 1.12 Asset Review Criteria

11. Issue Non-Routine

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Issue Non-Routine."** Enter an organization and an assemblage from the assemblage list. If the location record will be deleted when the on-hand quantity is zero, click the appropriate ratio button. Click **"Search"** to view all items in an assemblage.

If all items in the assemblage will be issued to one select customer, click **"Select All."** This will highlight all records in the window. Enter the customer ID, or select the customer from the drop down list. Enter the issue quantity for each line item in the quantity field, and click **"Save"** to process the issues. Next, enter the item ID of the item to be issued. Then, enter the receiving customer, and click **"Save"** to process the issue. Click **"Yes"** to save changes. (Note: the issue process for line items follows these same steps).

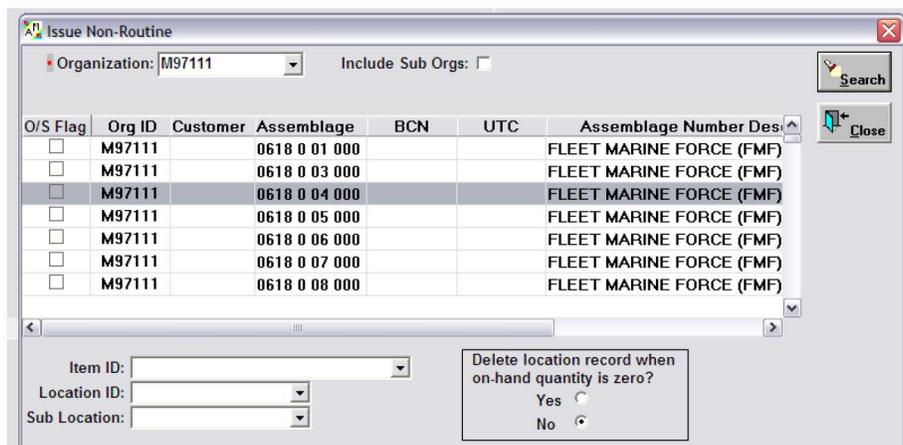


Figure 1.13 Issue Non-Routine

12. Assemblage ID Change

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate,"** then on **"Transfers,"** and then on **"Assemblage ID**

Change. Highlight the assemblage you wish to change; then, highlight the assemblage you wish to change it to, and click **Save.**

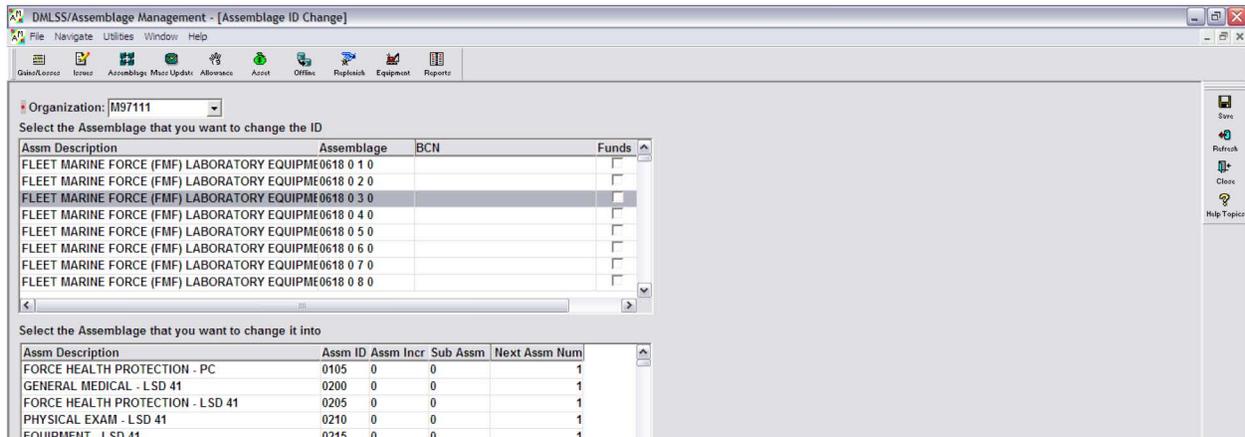


Figure 1.14 Assemblage ID Change

13. Adding a Source of Supply (SOS) (Type: Memorandum of Record (MOR))

In the **Navigation** window, click on **Inventory Management.** Next, click on **Navigate,** followed by **SOS** and then **Search SOS.** Then, click on the **New Tab.**

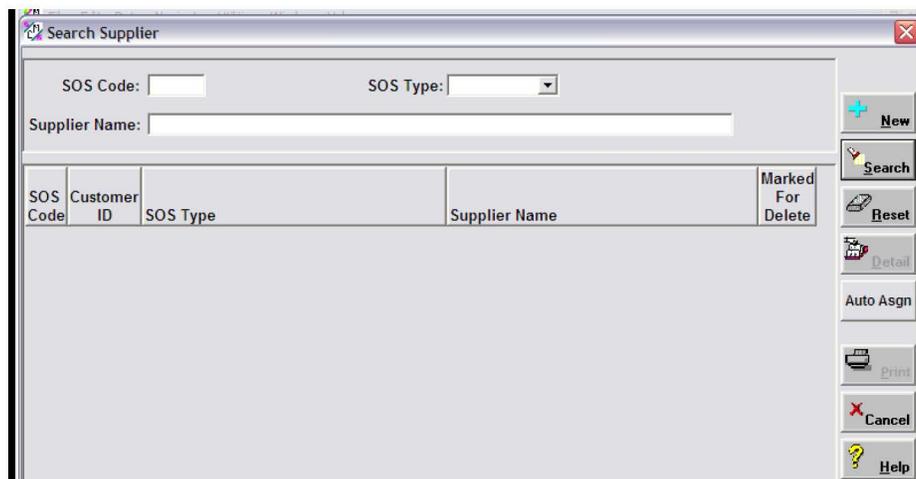


Figure 1.15 Search Supplier

Complete all mandatory entries on the **Basic** tab ("red dot" fields). Ensure that the SOS Type is MOR. On the **Submission** tab, select **Print** as the default submission method. Click **Save.**

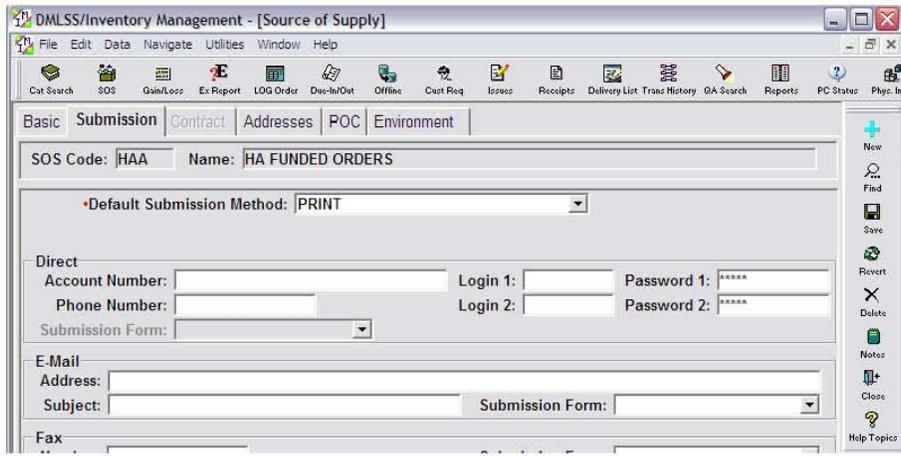


Figure 1.16 Source of Supply

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Line Items

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A. Line Items

If working with more than one assemblage at a time, use the Shift and Ctrl keys to select multiple assemblages. Remember that all fields marked with a * (red asterisk) are mandatory fields and must be filled in.

1. Searching for Assemblage Record Data

In the **Navigation** window, click on "**Assemblage Management.**" Next, click on "**Navigate**" followed by "**Assemblage Record Data.**" Select an organization from the drop down list. Select an assemblage from the displayed list. Select an item ID from the drop down list. Click "**Search.**" The **Assemblage Record Data** window will display your search results.

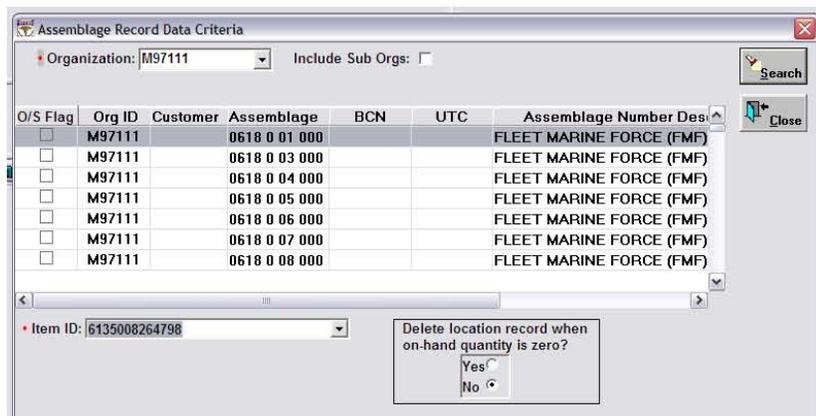


Figure 1.17 Assemblage Record Data Criteria

2. Adding a Location to the Assemblage Record Data

In the **Navigation** window, click on "**Assemblage Management.**" Next, click on "**Navigate**" followed by "**Assemblage Record Data.**" Select an organization from the drop down list. Select an assemblage from the displayed list. Select an item ID from the drop down list. Click "**Search.**" The **Assemblage Record Data** window will display your search results.

Next, click on "**Add Location.**" Type the quantity you are gaining, and select the location from the drop down list. Click "**Save.**" In the **Gain Type Select** window, highlight the reason for the change. Click "**OK.**" In the **Assemblage Record Data** window, enter your ext. document number, and click "**OK.**" In the **Enter Equipment Item Serial Number(s)** window, enter the manufacturer name, model, and serial number(s), and then click "**OK.**"

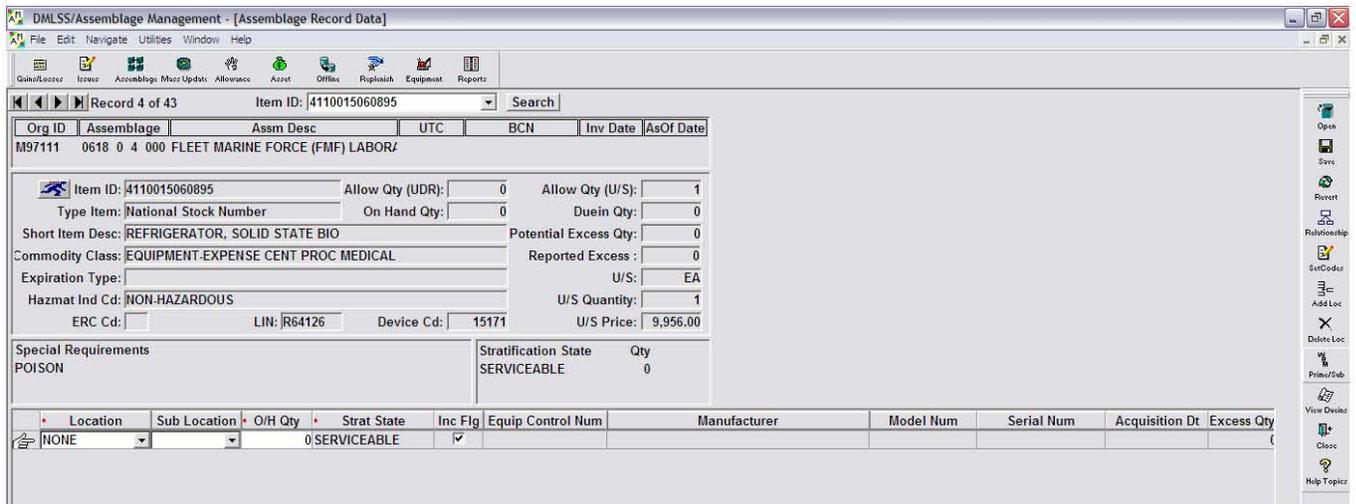


Figure 1.18 Assemblage Record Data

3. Creating an Assemblage Record Data Gain or Loss

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Assemblage Record Data."** Select an organization from the drop down list. Select an assemblage from the displayed list. Select an Item ID from the drop down list. Click **"Search."** The **Assemblage Record Data** window will display your search results.

Next, click on **"Gains/Losses."** Select the appropriate organization from the drop down list, and choose the assemblage. In the **DMLSS/Assemblage Management [Item Gains/Losses]** window, select the reason for the gain or loss from the drop down list. Click **"Apply."**

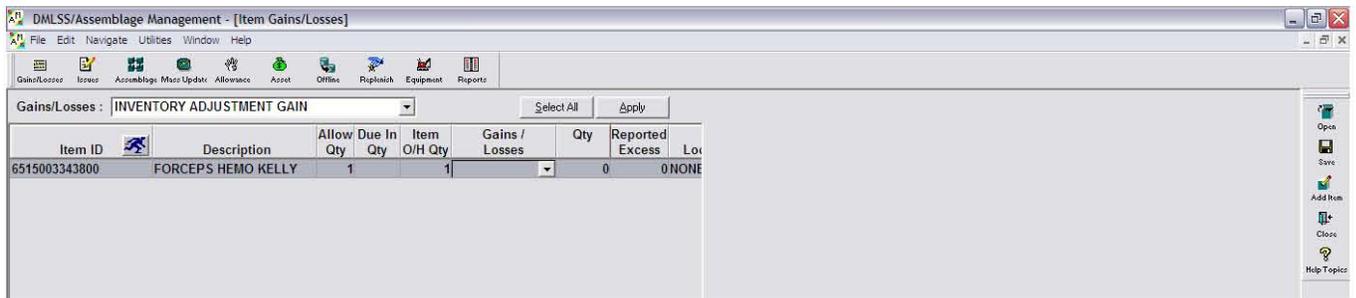
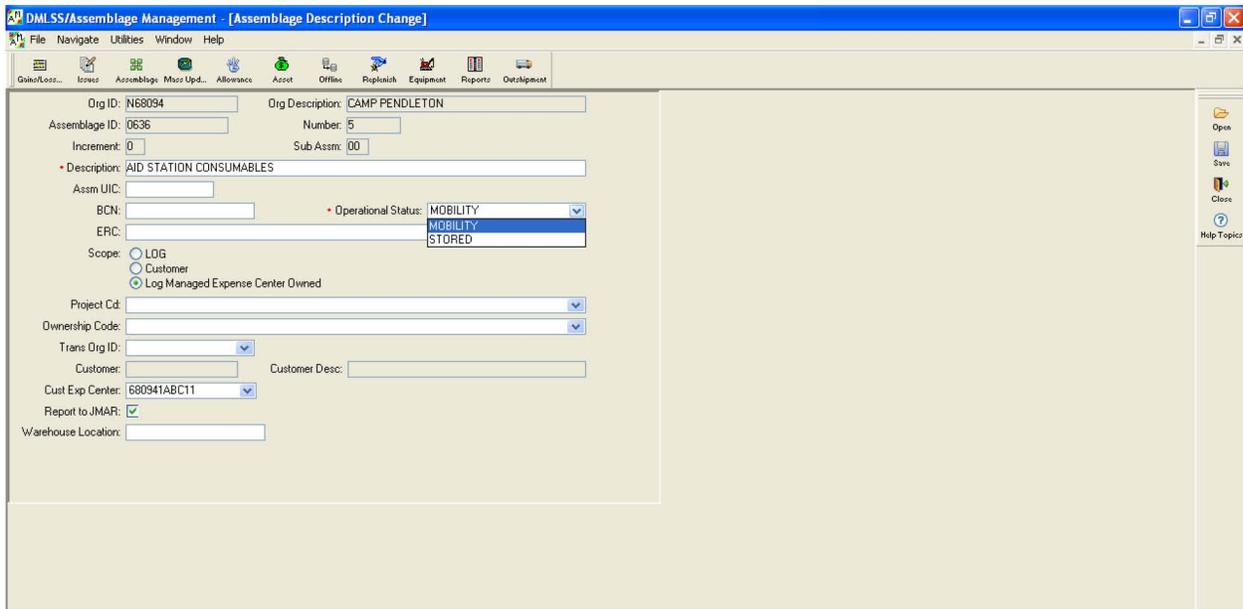


Figure 1.19 Items Gains/Losses

4. Mark Assemblage in a Deployed or Stored Status

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Assemblage Description Change."** Select an assemblage. **"Change Operational Status"** to deployed or stored. This change will hold any pending action(s) for the designated assemblage.



5. Searching for Items in an Assemblage

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Item Gains/Losses."** Select an organization from the drop down list. Select an assemblage from which you want to search. Click **"Search."** The **Item Gains/Losses** window will appear with your search results.

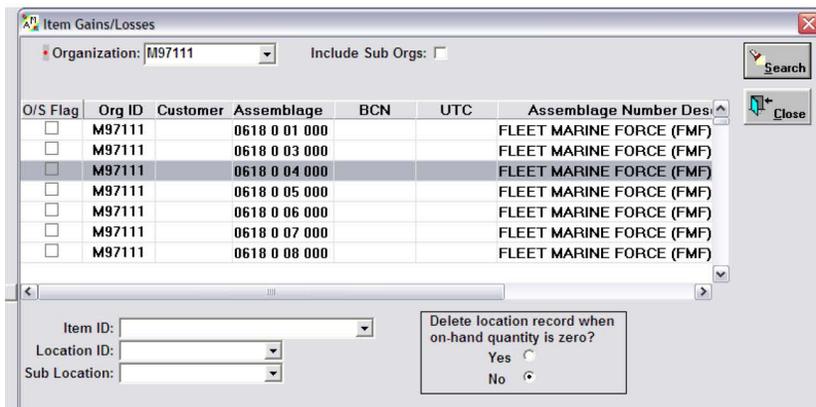


Figure 1.20 Items Gains/Losses

6. Changing the Item Allowance for an Assemblage

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Item Allowance Change."** The **Item Allowance Changes Criteria** window will appear with **"No Change"** selected in the **Locally Managed** indicator. In the **Item ID** field, type the ID of the item for which you want to change the allowance. Press **"Tab."** View the list of the assemblages that contain the item, or click on **"Assemblages Not Containing Item"** to view those assemblages. Type the number in the **New Allowance** field. Select an assemblage, or

use the Shift and Ctrl keys to select multiple assemblages. Click "Save."

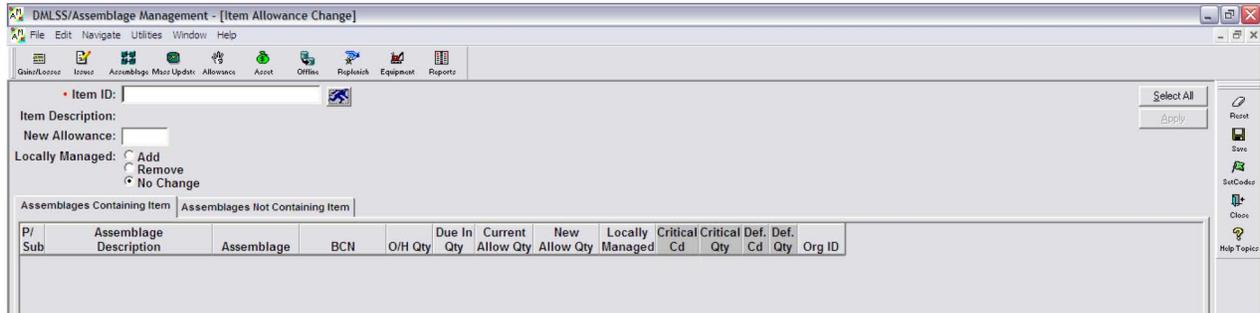


Figure 1.21 Item Allowance Change

7. Updating an Assemblage Record

In the **Navigation** window, click on "Assemblage Management." Next, click on "Navigate" followed by "Mass Update Assemblage Record." Select an organization from the drop down list. Select assemblage(s) from the list. Click "Search." Update information in available fields for each line of the record, as necessary. Select the record(s) to be updated. Click "Apply" to accept all updates. Click "Set to Complete" or "Set to Incomplete" to change the status of a single item or of multiple items. Click "Save."

**Note: This process excludes equipment.*

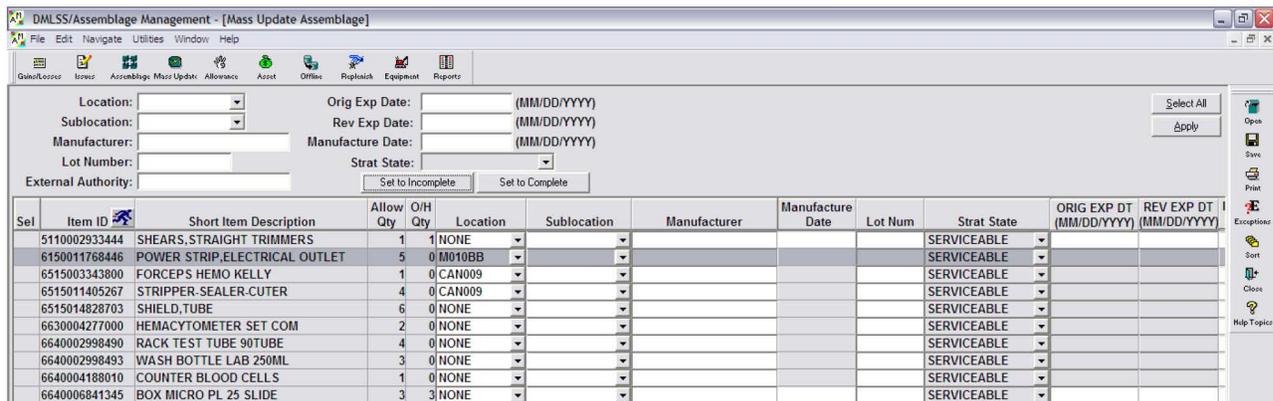


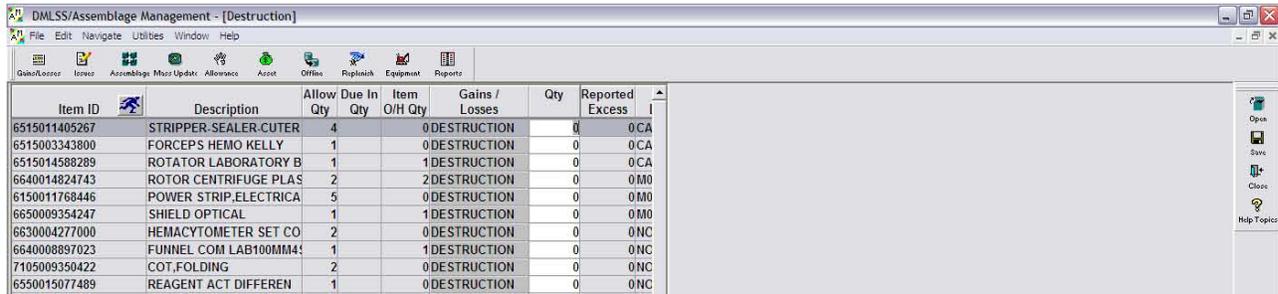
Figure 1.22 Mass Update Assemblage

8. Search for Support Items

In the **Navigation** window, click on "Assemblage Management." Next, click on "Navigate," followed by "Maintain Assemblages" and then "End/Support Items." Click "Support Items" or "End Items." Select an organization from the drop down list. Select an assemblage. Select an item ID from the drop down list. Click "Search." In the **Support Items** window, view the item and associated end items.

9. Destruction

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate"** followed by **"Destruction."** From the organization drop down list, select the organization containing the assemblage with the item(s) you wish destroyed. Then, select the assemblage containing the items you want destroyed. Select the item ID of the item you wish destroyed. Select the location and sub-location, if applicable. Click **"Search."** Enter the quantity of the item to be destroyed, and click **"Save."** Next, select a **"Destruction Code."** Enter the reason(s) for the destruction of the item. Click **"Save."**



Item ID	Description	Allow Qty	Due In Qty	Item O/H Qty	Gains / Losses	Qty	Reported Excess
6515011405267	STRIPPER-SEALER,CUTER	4			0 DESTRUCTION	0	0 CA
6515003343800	FORCEPS HEMO KELLY	1			0 DESTRUCTION	0	0 CA
6515014588289	ROTATOR LABORATORY B	1			1 DESTRUCTION	0	0 CA
6640014824743	ROTOR CENTRIFUGE PLAS	2			2 DESTRUCTION	0	0 M0
6150011768446	POWER STRIP,ELECTRICA	5			0 DESTRUCTION	0	0 M0
6650009354247	SHIELD OPTICAL	1			1 DESTRUCTION	0	0 M0
6630004277000	HEMACYTOMETER SET CO	2			0 DESTRUCTION	0	0 NC
6640008897023	FUNNEL COM LAB100MM4	1			1 DESTRUCTION	0	0 NC
7105009350422	COT,FOLDING	2			0 DESTRUCTION	0	0 NC
6550015077489	REAGENT ACT DIFFEREN	1			0 DESTRUCTION	0	0 NC

Figure 1.23 Destruction

10. Resolving a Pending Action

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Utilities"** followed by **"In Box."** (Note: If an action is already pending, the **In Box** window will appear automatically). In the **In Box** window, select the pending action to be resolved. Click the **"Jump To"** button, and perform the required action(s). In the window in which you resolved the pending action, click **"Close."** The **In Box** window will reappear, and the pending action will be removed from the list. (Note: If the pending action is still on the list, click **"Refresh"**). In most cases, after the pending action is resolved, AM will automatically delete the action from the **In Box**. If AM does not automatically delete the pending action, a message prompt will appear asking you to delete the pending action from the **In Box**.



Figure 1.24 In Box

11. Process Failed AM Orders

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Utilities"** followed by **"In Box."** (Note: If an action is already pending the **In Box**, the window will appear automatically). In the **In Box** window, select the pending action **"AM Failed Orders."** Then, click the **"Jump To"** button. Select the failed order(s) that need to be resubmitted. Edit the submit code, if necessary. Click **"Remove"** to remove the order from the **Resubmit Order** list. Click **"Detail"** to view detailed order information for the selected order. Click **"Re-Submit."** Click **"Exception."** Review the exception description to obtain the information on resolving the exception. Click **"Close."**

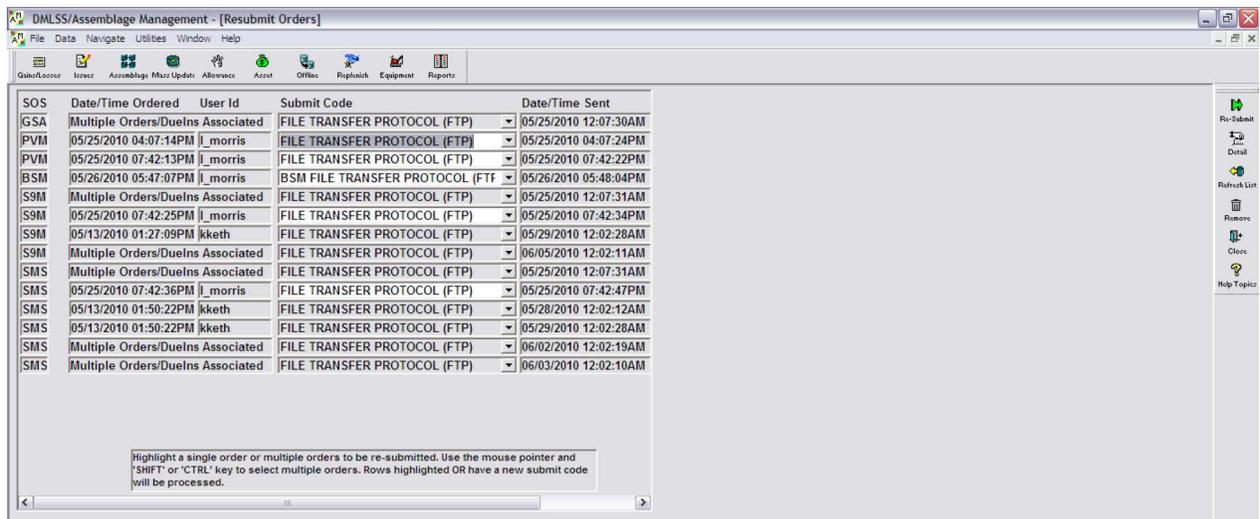


Figure 1.25 Resubmit Orders

12. Process Catalog Exceptions

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Utilities"** followed by **"In Box."** Select the pending action **"Catalog Exception Processing."** Click the **"Jump To"** button. Select a valid commodity class from the drop down list to correct the exception. Click **"Save"** and **"Close."** After you have resolved the catalog exception(s), the pending action will be automatically removed from the **In Box**.

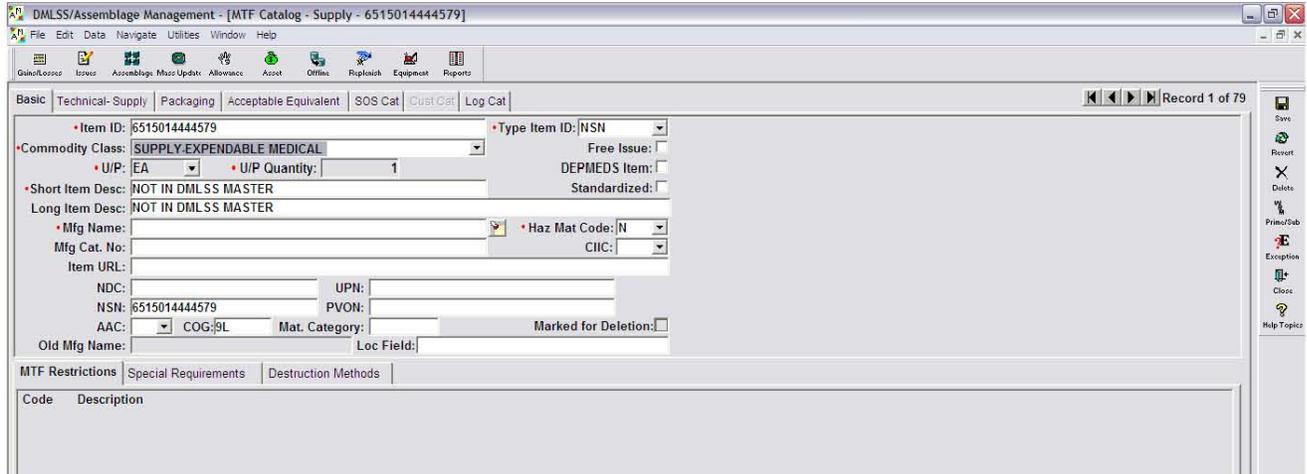


Figure 1.26 MTF Catalog - Supply

13. Process Quality Assurance (QA) Alert

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Utilities"** followed by **"In Box."** Select the pending action **"QA Delinquency Notice Supply Item Qty WRM."** Click the **"Jump To"** button. Select the item whose quantity you want to update. Type a **"Notify Quantity."** Click **"Save."** (Note: After you click **"Save,"** ensure the **"Notify Quantity"** has been updated for the selected item). Click **"Close."** Once all **QA Delinquency Notice Supply Item Qty WRM** actions have been resolved, the action pending notice will be automatically deleted from the **In Box**.

14. Physical Inventory

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate,"** followed by **"Physical Inventory"** and then **"Select Assemblages."** Use the drop down list to select the primary organization. Then, select the assemblage(s) to inventory. Click **"Search."** Click **"OK."** Click **"Search."** Click **"Process Inventory."** Click **"OK."** Select a count list. Select a location and a sub-location to set how the count list will be sorted. Click **"OK."** Then, click either **"Regenerate"** or **"Statistics."** Click **"OK."**

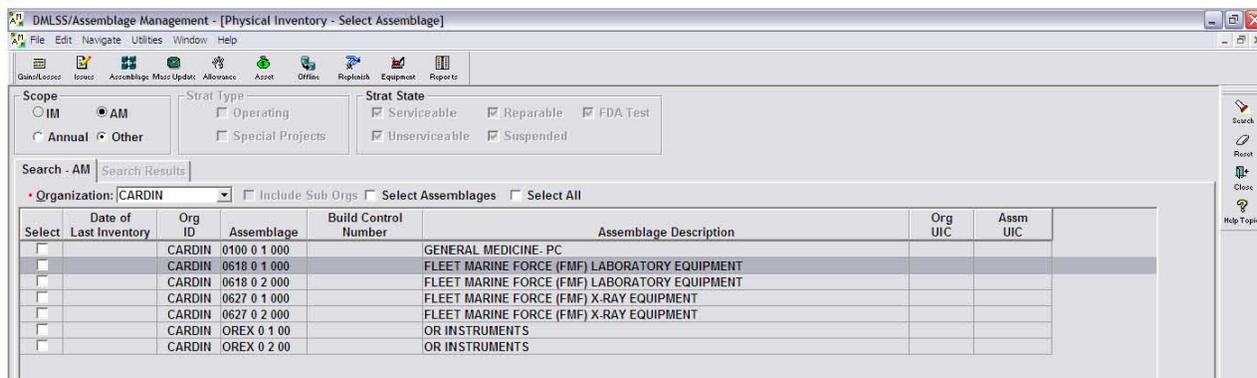


Figure 1.27 Physical Inventory - Select Assemblage

15. Reconstitution

In the **Navigation** window, click on **"Assemblage Management."** Next, click on **"Navigate,"** followed by **"Transfers"** and then **"AM Reconstitution."** Select **"AM Sales"** or **"War Switch."** Select an organization from the drop down list. Select an assemblage to search, and click **"Search."** Select a gain quantity. Select items to process. Click **"Save"** and **"OK."** After the assemblage is processed, you must load Allowance Standard (AS) data from the DMLSS Extract or download AS data from the Air Force Medical Logistics (AFML) website. Your local business practice determines how and where this data is obtained. Once the AS data is updated, you will be able to view readiness percentages on the **Assemblage Status Report.**

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Procurement

Chapter 5

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A. Procurement

If working with more than one assemblage at a time, hold down the Ctrl button and right click to highlight more than one assemblage. Remember that all fields marked with a * (red asterisk) are mandatory fields and must be filled in.

1. Prime/Substitute Items

In the **Navigation** window, click on "**Assemblage Management.**" Next, click on "**Navigate**" followed by "**Prime/Sub Items.**" Select an organization from the drop down list. Select an assemblage and then an item ID from the drop down list. Press "**Search,**" and the **Prime Sub Items** menu will appear.

2. Return Items

In the **Navigation** window, click on "**Assemblage Management.**" Next, click on "**Navigate**" followed by "**Returns.**" Enter an organization and an assemblage from the assemblage list. Click "**Search**" to view all items in an assemblage, or enter additional search criteria to minimize the search. Enter the specific item ID, or select the stock number from the drop down list. Select a location and a sub-location. You can also delete the location record when on-hand quantities equal zero. Select "**Yes**" if you are processing a loss of an item that will not be replaced.

After you have selected an assemblage and entered additional search criteria information, click the "**Search**" button to open the Returns window to view your search results. In the **Returns** window, enter the quantity returned into the **Quantity** field of the corresponding item ID. Click "**Save**" to process the return. Complete all mandatory fields to include the reason for the return. The reason annotated in this field will print on the return report. Enter a check mark in the "**Issue Credit for this Item**" box if credit will be given for the item. Click "**OK.**" Select "**Yes**" to continue processing the return, or select "**No**" to re-evaluate credit determination.

3. Commercial Return Item

In the **Navigation** window, click on "**Assemblage Management.**" Next, click on "**Navigate,**" followed by "**Commercial Returns**" and then "**Commercial Items.**" Click "**Search,**" or enter an item ID, location, and sub-location, if applicable. Indicate if the item is serviceable, unserviceable, repairable, suspended, and/or FDA tested, and click "**Search.**" Enter the return quantity, and click "**Process.**" Click "**OK.**" In the **Navigate** menu, point to "**Commercial Returns.**" Click "**Manage Return Item(s).**" Click "**Search,**" or enter the search parameters, and click "**Search.**" Select from the icons: "**Pickup,**" "**Call Cost,**" "**Destroyed,**" "**Check,**" "**Credit,**" or "**PV Credit.**" Enter

the required information, and use the > or >> icons to move items. Click "Save."

In the **Navigation** window, click on "Assemblage Management." Next, click on "Navigate," followed by "Commercial Returns" and then "Manage PV Credit." Select the source of supply from the drop down list. Enter the credit either being added or lost, as well as the reason for the gain or loss. Enter a credit account number, and click "Save."

In the **Navigation** window, click on "Assemblage Management." Next, click on "Navigate," followed by "Commercial Returns" and then "Reprint Vouchers." Enter one of the search criteria, and click "Search." Click "Print" to reprint the cash collection voucher. Enter the return quantity, and click "Process."

4. Offline Non-Submit

In the **Navigation** window, click on "Assemblage Management." Next, click on "Navigate," followed by "Orders" and then "Offline Non-Submit." Select an organization from the drop down list. Select an assemblage. Click "Search." From the drop down list, search for the item ID number. Select a demand code, and then enter a document number project code, refund code, and priority and fund code. Click "Execute" to create an internal record that does not actually transmit to the vendor. Click "Yes" to print.

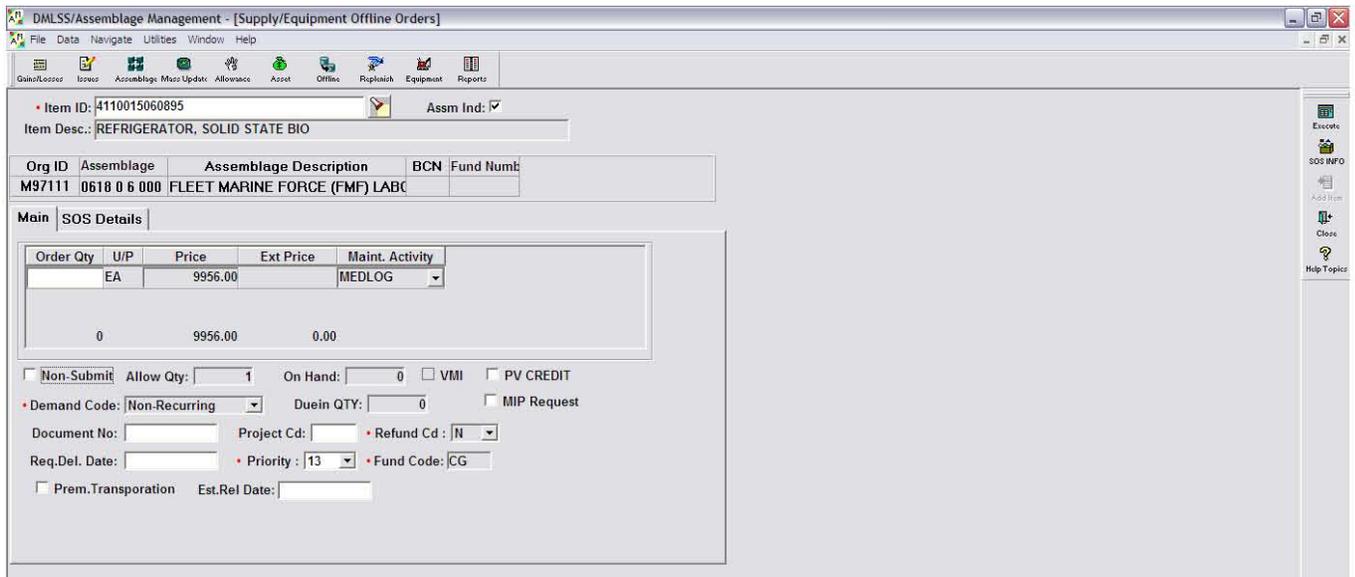


Figure 1.28 Supply/Equipment Offline Orders

5. Resubmit Orders/Follow-Up Requests/Cancellations

In the **Navigation** window, click on "Assemblage Management." Next, click on "Navigate," followed by "Orders" and then "Re-Submit Orders/Follow-Up Requests/Cancellations." Select an organization and an assemblage from the drop down list. Click "Search." Highlight an

order or multiple orders. Click **"Resubmit."** Click **"Details"** for information on the order.

The screenshot shows a web application window titled "DMLSS/Assemblage Management - [Resubmit Orders]". The window contains a table with the following columns: SOS, Date/Time Ordered, User Id, Submit Code, and Date/Time Sent. The table lists various orders, many of which are highlighted in grey. A "Resubmit" button is visible on the right side of the window. Below the table, there is a text box with instructions: "Highlight a single order or multiple orders to be re-submitted. Use the mouse pointer and 'SHIFT' or 'CTRL' key to select multiple orders. Rows highlighted OR have a new submit code will be processed."

SOS	Date/Time Ordered	User Id	Submit Code	Date/Time Sent
GSA	Multiple Orders/DuelIns Associated		FILE TRANSFER PROTOCOL (FTP)	05/25/2010 12:07:30AM
PVM	05/25/2010 04:07:14PM	l_morris	FILE TRANSFER PROTOCOL (FTP)	05/25/2010 04:07:24PM
PVM	05/25/2010 07:42:13PM	l_morris	FILE TRANSFER PROTOCOL (FTP)	05/25/2010 07:42:22PM
BSM	05/26/2010 05:47:07PM	l_morris	BSM FILE TRANSFER PROTOCOL (FTF)	05/26/2010 05:48:04PM
IS9M	Multiple Orders/DuelIns Associated		FILE TRANSFER PROTOCOL (FTP)	05/25/2010 12:07:31AM
IS9M	05/25/2010 07:42:25PM	l_morris	FILE TRANSFER PROTOCOL (FTP)	05/25/2010 07:42:34PM
IS9M	05/13/2010 01:27:09PM	kketh	FILE TRANSFER PROTOCOL (FTP)	05/29/2010 12:02:28AM
IS9M	Multiple Orders/DuelIns Associated		FILE TRANSFER PROTOCOL (FTP)	06/05/2010 12:02:11AM
IS9M	Multiple Orders/DuelIns Associated		FILE TRANSFER PROTOCOL (FTP)	06/08/2010 12:04:13AM
SMS	Multiple Orders/DuelIns Associated		FILE TRANSFER PROTOCOL (FTP)	05/25/2010 12:07:31AM
SMS	05/25/2010 07:42:36PM	l_morris	FILE TRANSFER PROTOCOL (FTP)	05/25/2010 07:42:47PM
SMS	05/13/2010 01:50:22PM	kketh	FILE TRANSFER PROTOCOL (FTP)	05/28/2010 12:02:12AM
SMS	05/13/2010 01:50:22PM	kketh	FILE TRANSFER PROTOCOL (FTP)	05/29/2010 12:02:28AM
SMS	Multiple Orders/DuelIns Associated		FILE TRANSFER PROTOCOL (FTP)	06/02/2010 12:02:19AM
SMS	Multiple Orders/DuelIns Associated		FILE TRANSFER PROTOCOL (FTP)	06/03/2010 12:02:10AM
SMS	05/05/2010 10:05:05AM	orodrigu	FILE TRANSFER PROTOCOL (FTP)	06/10/2010 12:02:11AM

Figure 1.29 Resubmit Orders

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Inventory Standardization

Chapter 6

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A. Inventory Standardization

In order to convert Purchase Card buys to Prime Vendor (PV), perform the following steps:

In the **Navigate** menu, select "**Business Objectives**," and then click on "**Materiel Management**." Select "**Launch BO**," then "**File**," and then "**Open**." Open the old "**Business Objects (BO)**" file, and then click "**Refresh Data**."

Date/Time	Item Description	UOP Code	Item Id	UOP Price	Supplier Name
10/2/2009	PREGNANCY TEST, FIRST RESPONSE, 2EA/CT		002260090125	9.02	COMMISSARY STORE, IWAKUNI

Figure 1.30 Purchase Card Buys Report

Type in the dates for running the BO Report*, **mm/dd/yyyy**, and then click "**OK**." Once the report appears, select "**File**" followed by "**Save As**," and save the report in MS Excel. The file name should be saved with the dates of the Report Review. (Name example: *Purchase Card Buys Report FY09 01Oct08-30Sep09.xls*).

**Recommend pulling all orders for last calendar year or entire prior fiscal year – this will help you know what your proposed consumption will be for the next year.*

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Useful Reports

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A. Useful Reports

1. Assemblage Management Reports

In the **Navigate** menu, point to "**Assemblage Management**," and then click on the "**Report tab**." Once in the **Report** tab, choose which report you would like to run by double clicking on the report name.

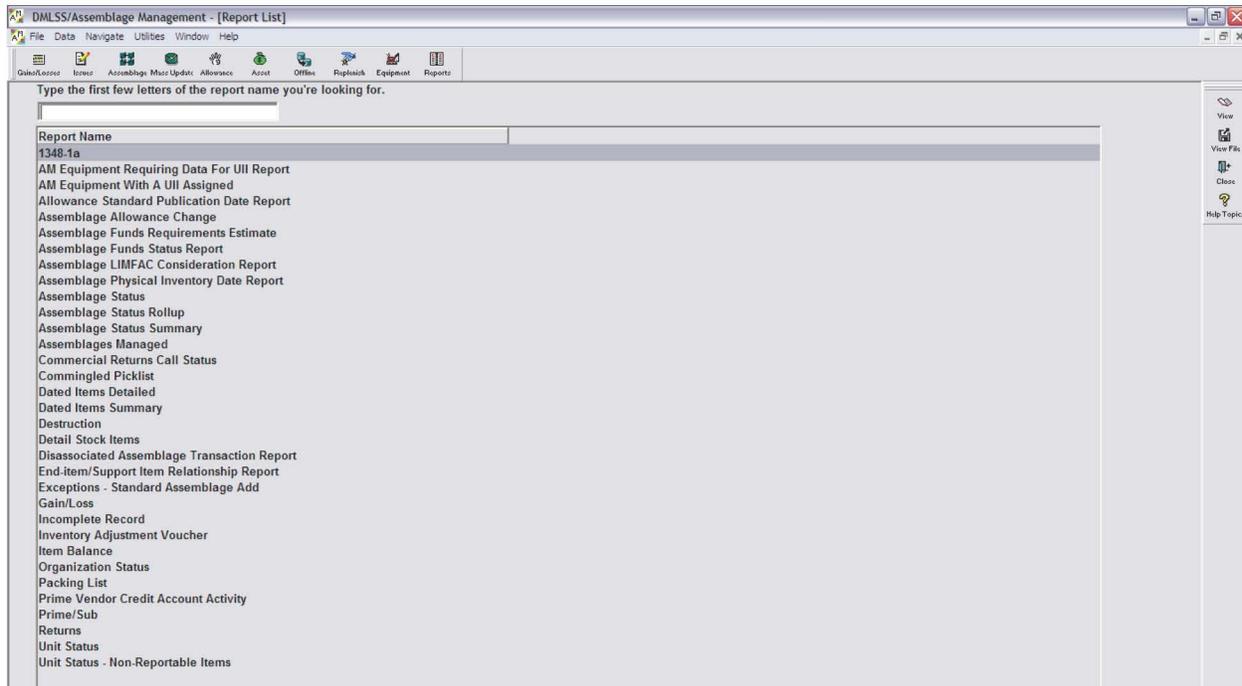


Figure 1.31 Report List

Some useful reports include:

- Organizational Status
 - Displays "Due-IN" and current allowance quantities
- LIMFAC Consideration
 - Important to run this report pre-LTI; while it can be used at other times, pre-LTI will show maintenance and expiration dates
- Assemblage Status
- Assemblage Status Roll-Up
- Unit Status
 - Displays replenishment times, which are useful when ordering

All of these reports, plus any of the others, can be exported into MS Excel.

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**Authorized Medical and
Dental Allowance List
(AMALs/ADAL)**

Chapter 8

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**A. Authorized Medical and Dental Allowance List
(AMALs/ADAL)**

AMAL 618/619	Laboratory Equipment and Supply
AMAL 627	X-Ray Equipment
AMAL 631/632	Shock Surgical Team/Triage Equipment and Supply
AMAL 633/634	Ward Equipment and Supply
AMAL 635/636	Aid Station Equipment and Supply
AMAL 637	Preventative Medicine Maneuver
AMAL 638	Preventative Medical Technician
AMAL 639/640	Operation Room Equipment and Supply
AMAL 645/646	Forward Resuscitative Surgery System and Re-Supply
AMAL 647	En Route Care System
AMAL 648	Casualty Evacuation System
AMAL 650	Preventative Medicine Entomology
AMAL 651	Preventative Medicine Occupational & Environmental Health Surveillance
AMAL 652	Chemical Biological Incident Response Force
AMAL 653	Corpsman Assault Pack
AMAL 660	MARSOC - Marine Special Operations Command
AMAL 684	Geographic Supplement
AMAL 685	Cold Weather Supplement
AMAL 686	Hot Weather Supplement
AMAL 687	NBC Individual
AMAL 688	NBC Unit
AMAL 691/692	Medical Logistics Company Test/Repair Equipment and Supply
AMAL 699	Sick Call
ADAL 662	Field Dental Operatory

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Acronym List

Chapter 9

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A. Acronym List

ACN	Asset Control Number
ADAL	Authorized Dental Allowance List
AFML	Air Force Medical Logistics
AM	Assemblage Management
AMAL	Authorized Medical Allowance List
AS	Allowance Source
BO	Business Objective
CAT	Catalog
CONUS	Continental United States
DCM	DMLSS Communications Management
DFAS	Defense Finance and Accounting Service
DMLSS	Defense Medical Logistics Standard Support
ECN	Equipment Control Number
EM	Equipment Management
FDA	Federal Drug Administration
FY	Fiscal Year
IM	Inventory Management
JBAID	Joint Biological Agent Identification and Diagnostic System
LTI	Limited Technical Inspection
MARSOC	Marine Special Operations Command
MEF	Marine Expeditionary Force
MHS	Military Health System
MOR	Memorandum of Record
MTF	Medical Treatment Facility
O/H	On Hand
OCONUS	Outside Continental United States
OP	Other Procurement (refers to fund type)
POC	Point of Contact
PV	Prime Vendor
QA	Quality Assurance
SA	System Administrator
SOS	Source of Supply
SS	System Services
TRIMEDS	Tri-Service Medical Excess Distribution System
U/P	Unit of Purchase
UDR	Universal Data Repository
WRM	War Reserve Materiel