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NAVMC 4000.3A

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Subj: MARINE CORPS MEDICAL LOGISTICS INFORMATION SYSTEMS
HANDBOOK

Ref: (a) MCO 4400.201, VOL 12, CH 1 Class VIII
Management and Sustainment
(b) NAVMC 4000.2, Class VIII Management Handbook

1. Purpose. The Marine Corps Medical Logistics Information Systems Handbook provides guidance to medical logistics personnel in the effective use of designated medical logistics information systems to manage Class VIII materiel in accordance with references (a) and (b).

2. Cancellation. NAVMC 4000.3

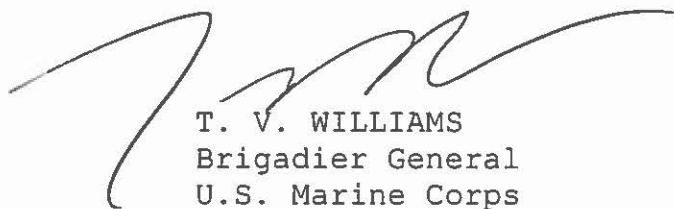
3. Background. The Marine Corps is responsible for fulfilling a capability for Class VIII materiel equivalent to 60 Days of Supply (DOS). To support the execution of this responsibility the Marine Corps has designated the Defense Medical Logistics Standard Support (DMLSS) and the Global Combat Support System - Marine Corps (GCSS-MC) to accomplish this task. 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. GCSS-MC provides accountability at the Table of Authorized Materiel Control Numbers (TAMCN) level.

4. Action. Utilize the Medical Logistics Information Systems Handbook to execute the roles and responsibilities as defined in references (a) and (b).

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

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

Subj: MARINE CORPS MEDICAL INFORMATION SYSTEMS HANDBOOK



T. V. WILLIAMS
Brigadier General
U.S. Marine Corps
Assistant Deputy Commandant
Installations & Logistics (LP)

DISTRIBUTION: PCN 10040000200

NAVMC 4000.3A

**Marine Corps
Medical Logistics
Information Systems
Handbook**

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General Information

The objective of this NAVMC 4000.3A is to provide Medical Logistics Company (MEDLOGCO) personnel with general information necessary to use the Defense Medical Logistics Standard Support (DMLSS) effectively, as well as provide a general overview of Global Combat Support System-Marine Corps (GCSS-MC). DMLSS is the Accountable Property System of Record (APSR) for medical equipment, an inventory control 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. While GCSS-MC provides accountability at the Table of Authorized Materiel Control Numbers (TAMCN)-level. GCSS-MC is the APSR for all Military Equipment (ME).

DMLSS and GCSS-MC are not classified; however, the systems processes sensitive information and requires Controlled Access Protection Profile. Your DMLSS Administrator (DA) and GCSS-MC Help Desk are responsible for creating your account. DoD Policy Joint Task Force-Global Network Operations (JTF-GNO) CTO 07-15 Rev 1 requires smartcard login.

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DMLSS Basics

Section 1.0

DMLSS Basics

1. Logging on to DMLSS

Once your DMLSS Administrator (DA) 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 screen will default to Smart Card Login. Click "OK" button and your Smart Card certificate will appear for you to confirm. Click "OK", then type in PIN. (Note: Your DMLSS administrator is also responsible for associating Smart Card Credentials to a username). 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 input your personal information.



Figure 1.1 DMLSS Login Screen

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.

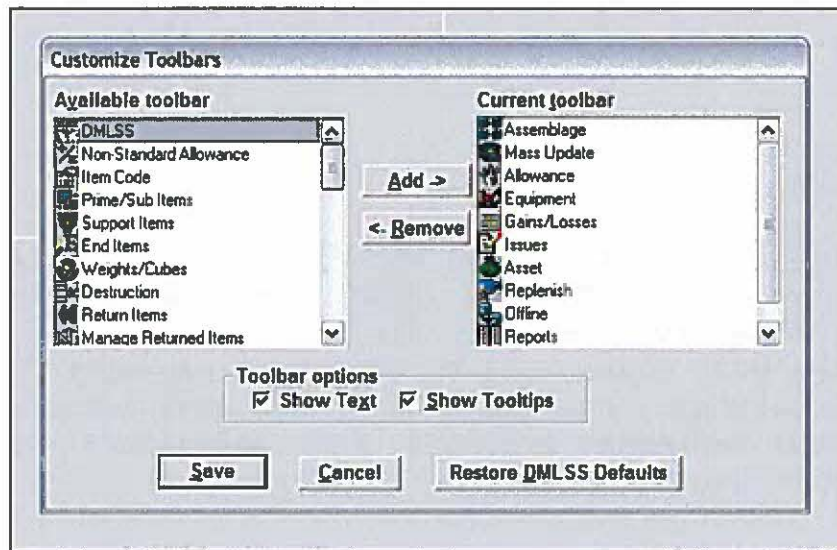


Figure 1.2 Customization Toolbar

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 does not answer your question or concern, contact your DA.

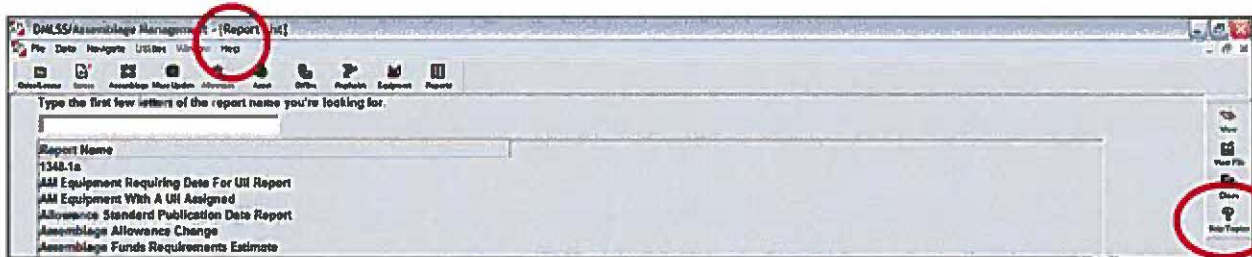


Figure 1.3 DMLSS Help Toolbar

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

CONUS: 1-703-432-3263 or 1-703-432-3360

OCONUS:

Link to DMLSS DMLSS Administrator Website:

<https://eis.usmc.mil/sites/mefkb/dmlssadmin/default.aspx>

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.

5. DMLSS Authorization Letter

A DMLSS authorization and acceptance letters must be signed by the Theater Medical Information Program Marine Corps (TMIP-MC) and the person being authorized access to the system, to identify the privileges, roles and responsibilities of each DMLSS user.

6. Annual Refresher Training

DMLSS Administrator will receive annual refresher training from the Marine Corp Systems Command (MCSC) System Administrator by 30 September of every year. This will occur during the yearly visit from the MCSC Class VIII Enterprise Management Team and the monthly meetings. Once the local DMLSS Administrator has received annual refresher training, that individual will train the local DMLSS users.

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Basic Duties of the DMLSS Administrator (DA)

Section 2.0

Basic Duties of the DMLSS Administrator (DA)

Basic duties of the DMLSS Administrator (DA) 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

Weekly Activities

- Clean tape drives
- Monitor disk usage
- Data tape replacement

Monthly Activities

- Perform Catalog Break Packs
- Loading AMAL/ADAL Packing List Updates
- Maintain PC Host Administration
- Maintain Printer Administration
- Manage DMLSS Communication Administration
- Manage Software Administration
- System Recovery Backup
- Audit Backup
- Load Windows Service Packs to PC

"As Needed" Activities

- Add users
- Associate Smart Card Credentials to usernames
- Manage user accounts
- Inventory Stocking Level (ISL) Updates
- Assign user roles and responsibilities
- Add a group of hosts
- Add a PC Host
- Delete a PC Host
- Update DMLSS application

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Assemblage Management (AM)

Section 3.0

Assemblage Management (AM)

Of note, 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."**

The screenshot shows a web browser window titled "Standard Assemblage Add (CON)". The form contains the following fields and options:

- * Org/Sub Org ID: [Dropdown]
- * Branch of Service: [Dropdown]
- * Assem. ID: [Dropdown] Assem. UIC: [Text]
- * Assem. Incr.: [Dropdown] * Sub Assem.: [Dropdown]
- * Assem. Description: [Text]
- * Oper. Status: [Dropdown] (ACTIVITY) Build Control Number: [Text]
- Assemblage Item ID: [Text]
- ERC: [Dropdown]
- * Number Required: [Text] (1)
- * Scope: [Radio buttons] (LDG Owned, Customer Owned, Log Managed Expense Center Owned)
- Customer: [Dropdown] Exp. Center: [Dropdown]
- Project Code: [Dropdown]
- Ownership Code: [Dropdown]
- Trans Org ID: [Dropdown]
- Report to JSMAR: Warehouse Location: [Text]

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."**

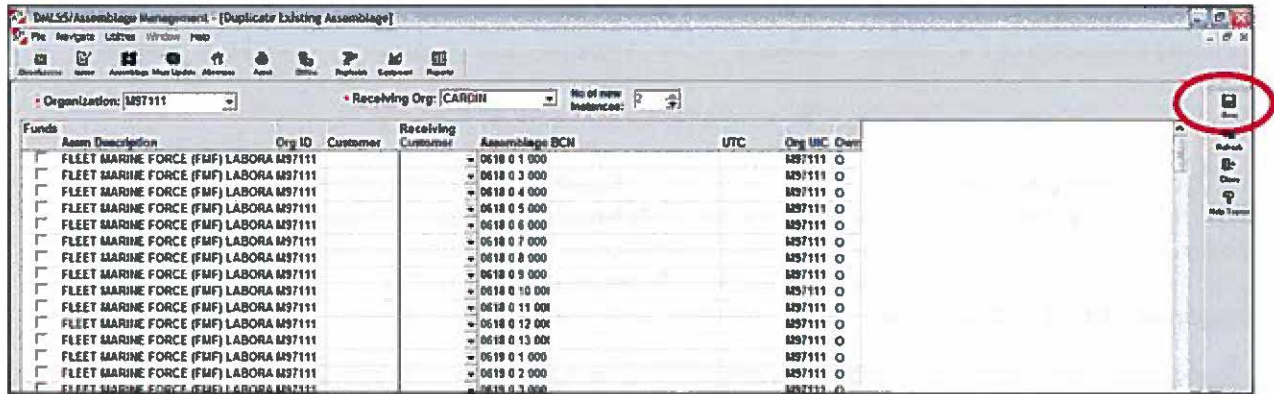


Figure 1.5 Duplicate Existing Assemblage

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.**"

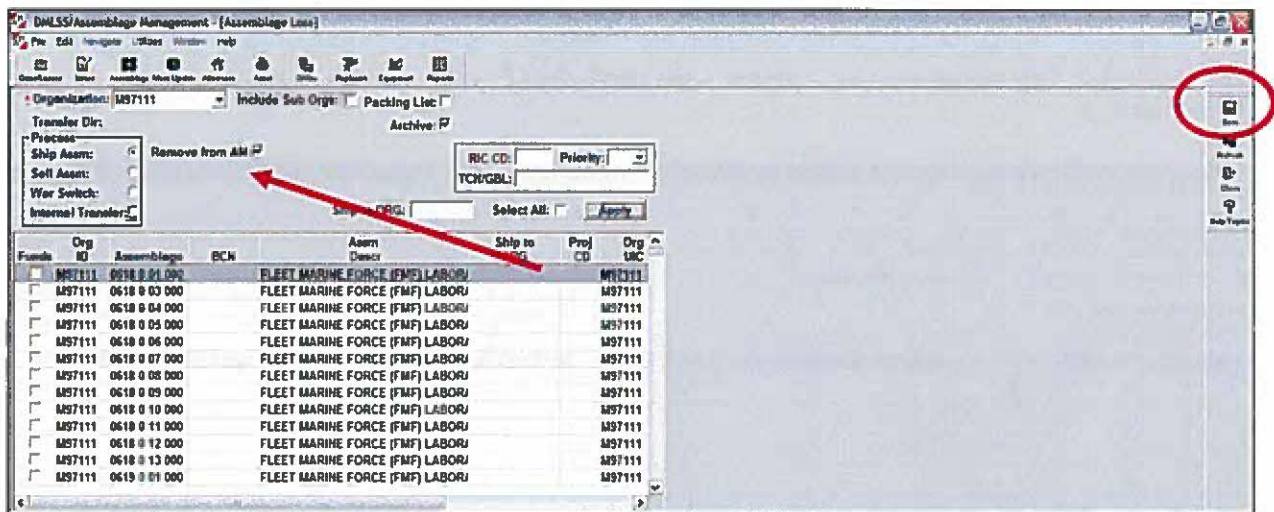


Figure 1.6 Assemblage Loss

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 Transfer." The **Receiving Organization (Transfer ORG)** field will appear. Click "Save."

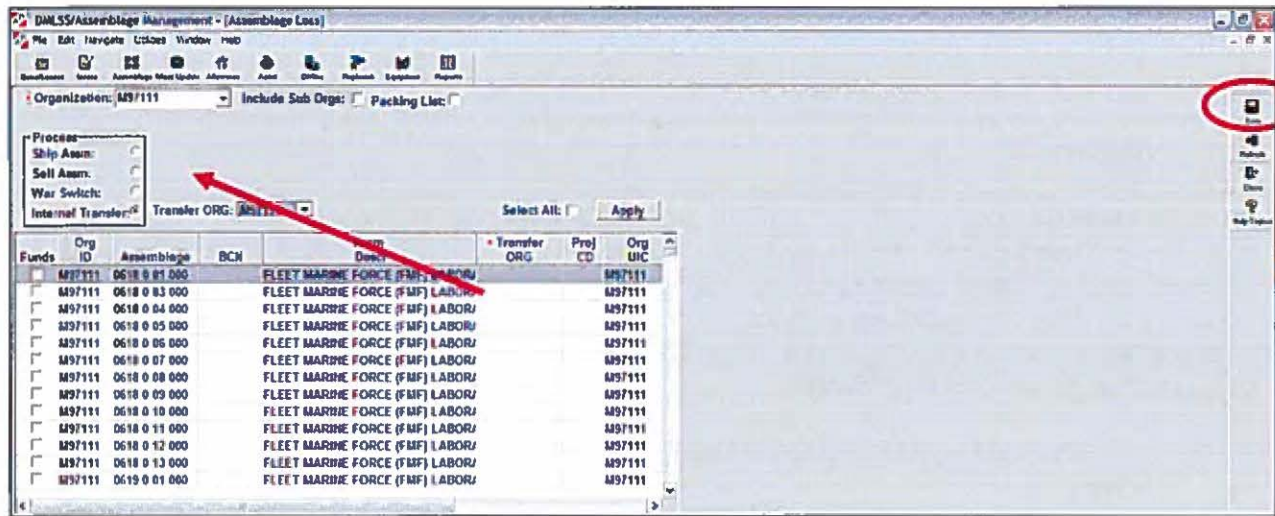


Figure 1.7 Assemblage Loss

6. Standard Assemblage Update

In the **Navigation** window, click on "Assemblage Management." Next click on "Navigate" followed by "Assemblage Allowance Update File." The **Select File to Import** window will open. You will choose the most recent update file followed by "Open". Select each Assemblage that is to be updated or check "Select All" checkbox. Then click "Process."

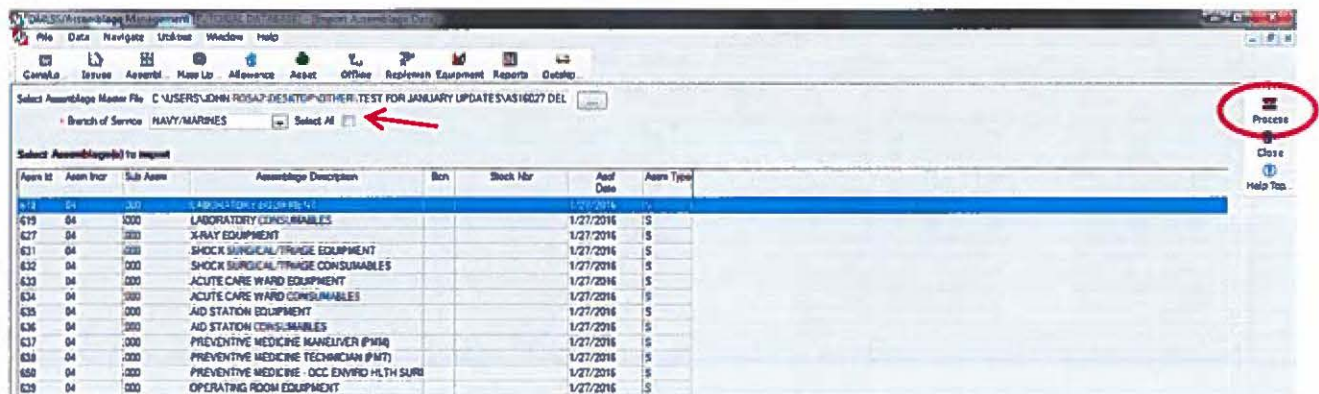


Figure 1.8 Assemblage Allowance Update File

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.

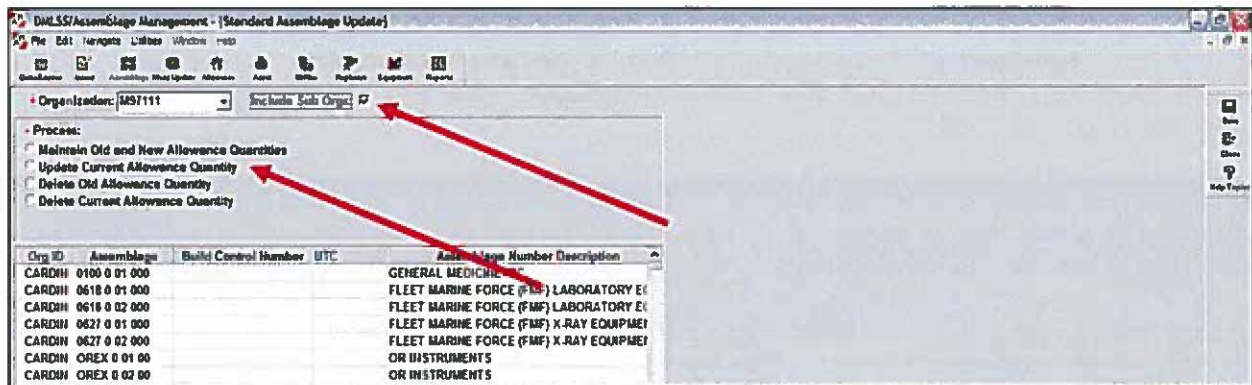


Figure 1.9 Standard Assemblage Update

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. Under Select Allow Quantity, select an option. Click "Search."

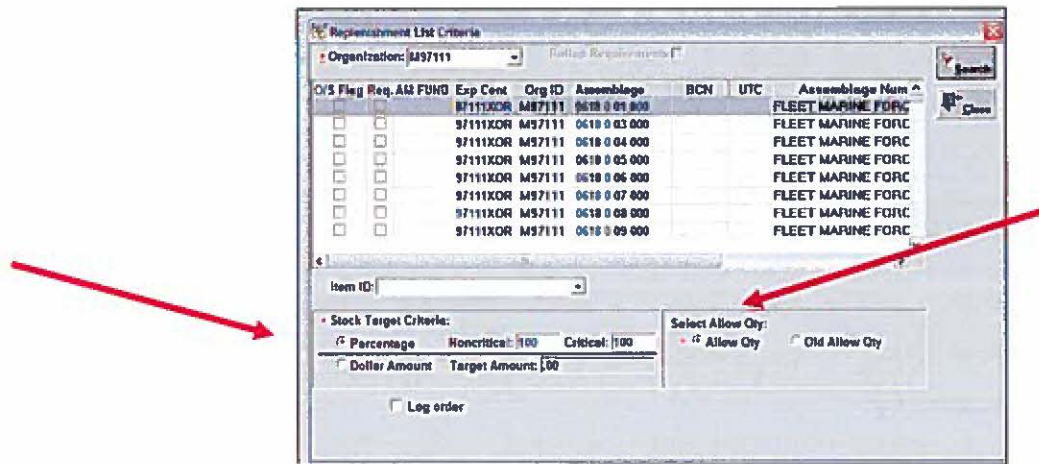


Figure 1.10 Replenishment List Criteria

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."**

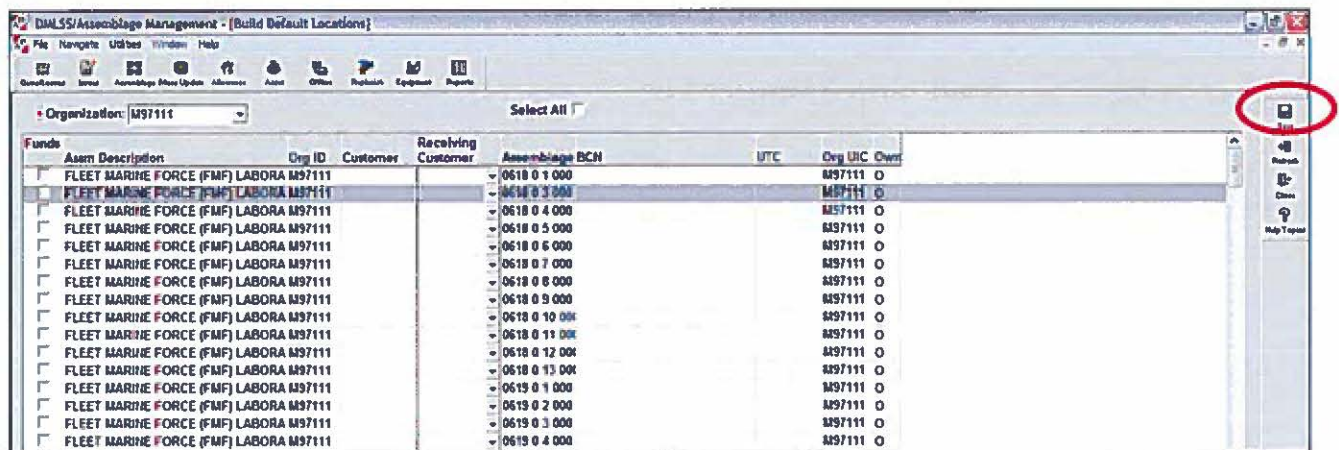


Figure 1.11 Build Default Locations

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."**

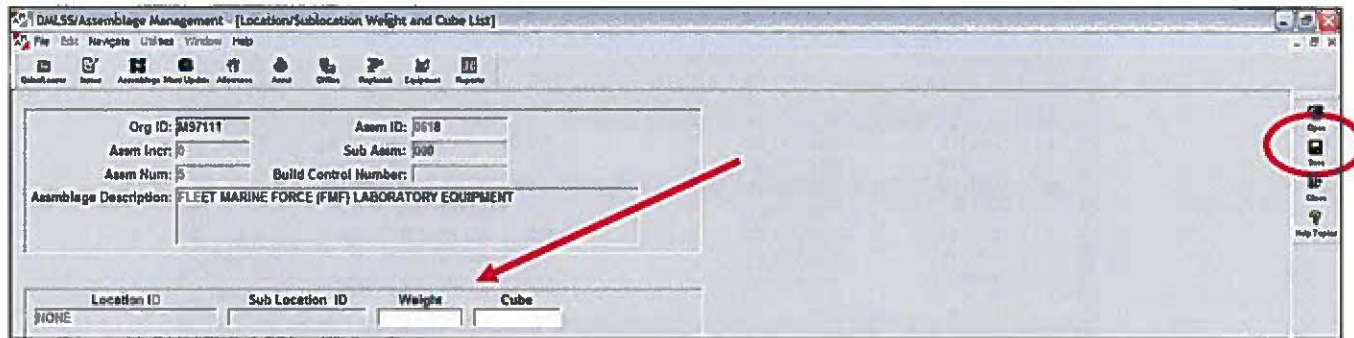


Figure 1.12 Location/Sub-location Weight and Cube List

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."**

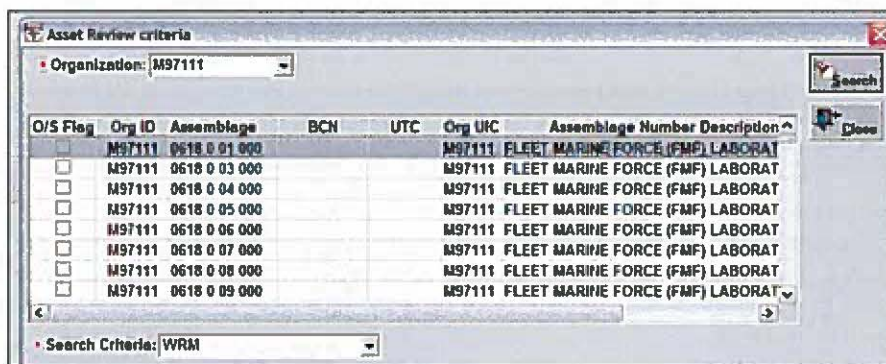


Figure 1.13 Asset Review Criteria

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).

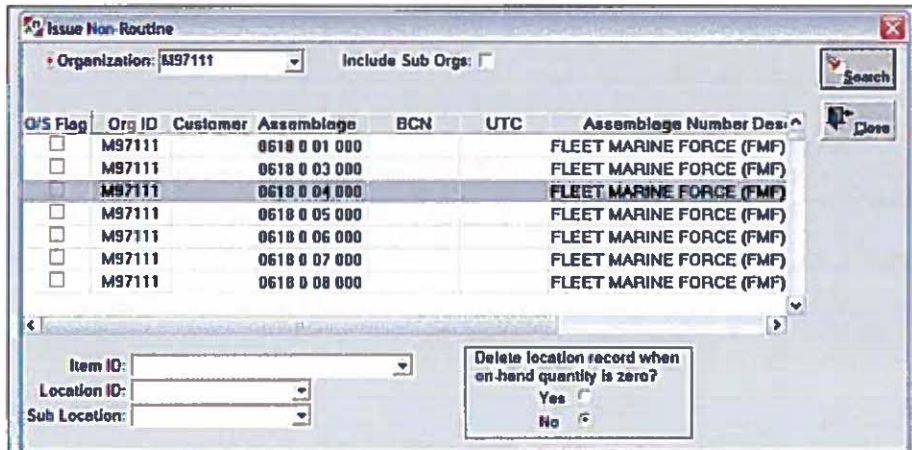


Figure 1.14 Issue Non-Routine

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."**

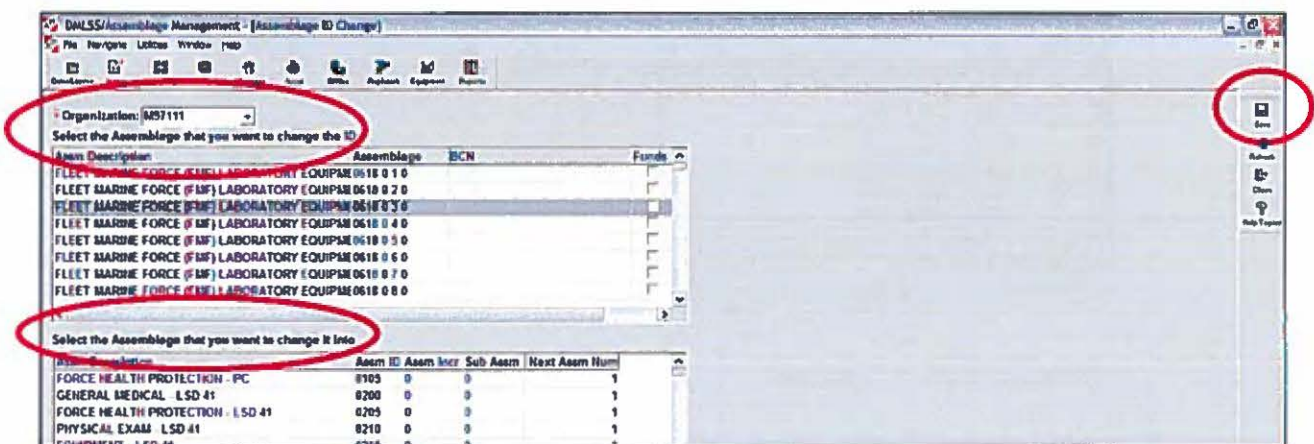


Figure 1.15 Assemblage ID Change

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."**

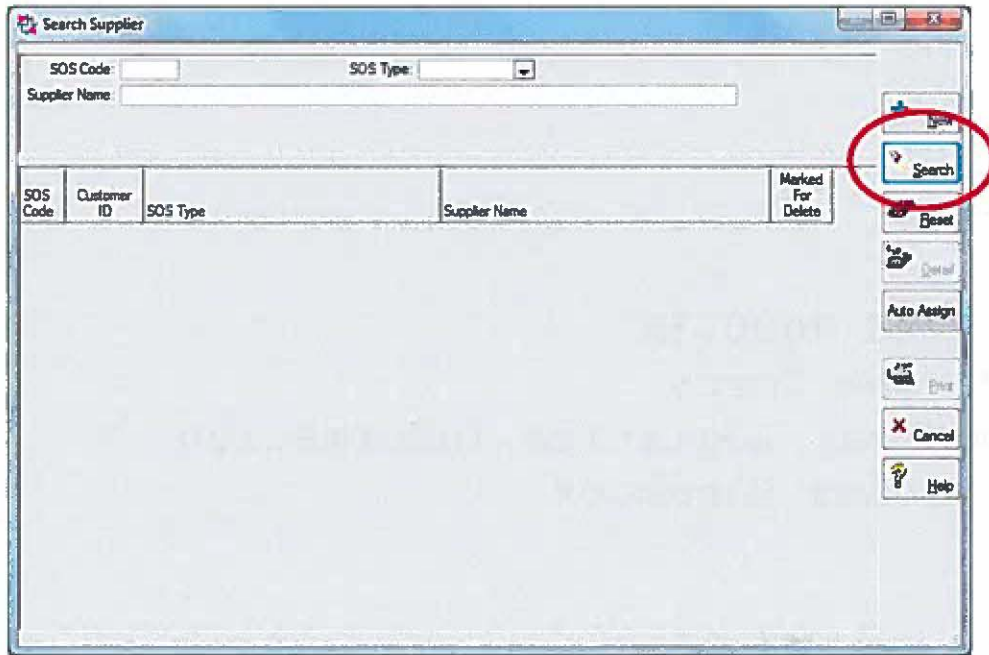


Figure 1.16 Search Supplier

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."

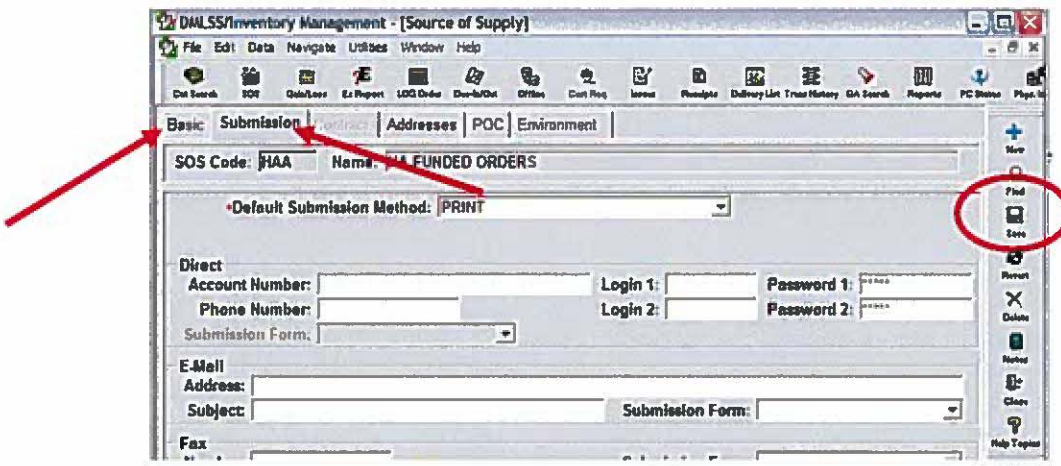


Figure 1.17 Source of Supply

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Line Items

Section 4.0

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.

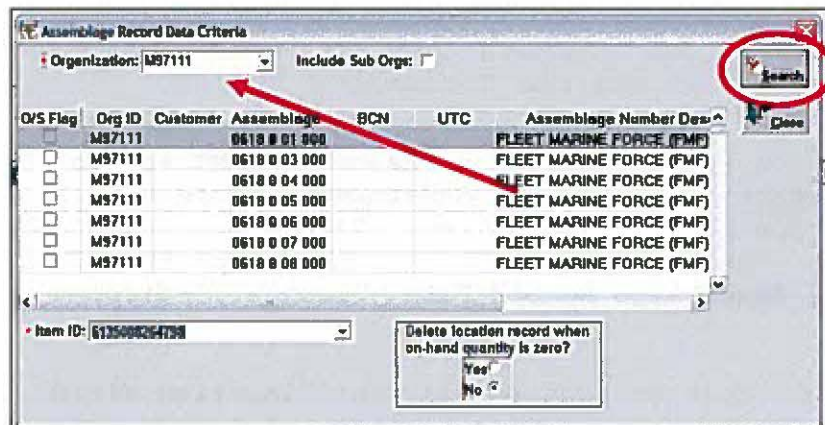


Figure 1.18 Assemblage Record Data Criteria

2. Adding a Location, Lot number and Expiration Date 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, lot number, and expiration date 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."**

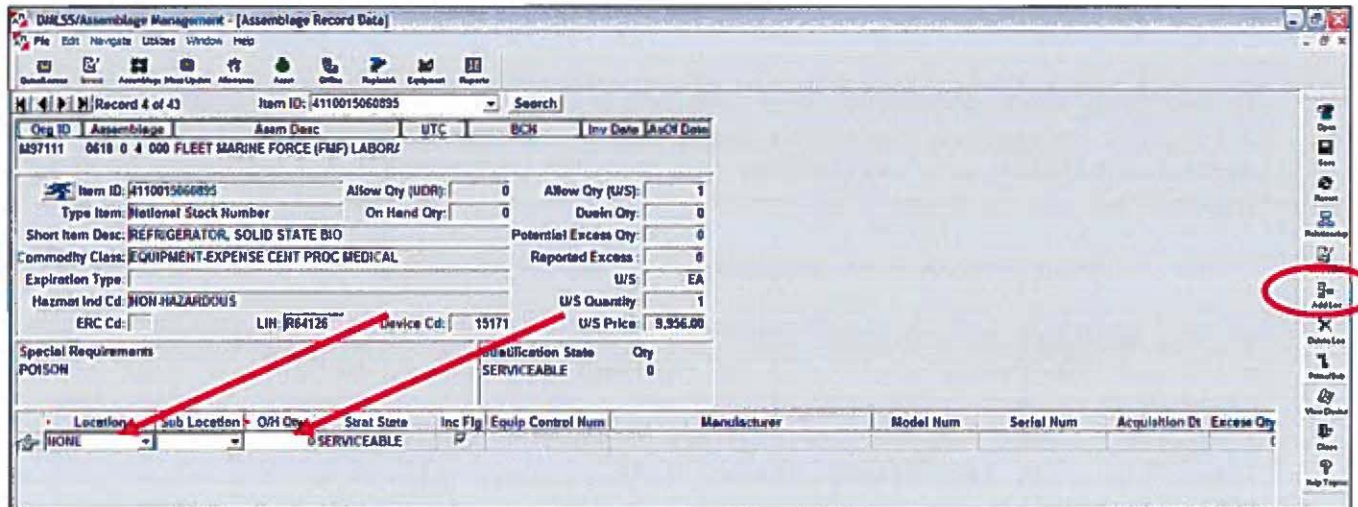


Figure 1.19 Assemblage Record Data

2a. Adding a Sub-Location for Pharmaceuticals, Serviceable Excess and Consumable Storage

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.

To create a sub-location double-click the **"location field"**. The **"Location/Sub location Maintenance"** window will open. Within this window you can create sub-locations associated to already established locations.

Next, click on **"Add Location."** Type the quantity you are gaining, and select the location from the drop down list. Once you select the primary location you will select from the Sub Location drop down list. Click **"Save."** This must be done to identify which AMALs a pharmaceutical and consumable item is associated with if stored outside of an AMAL.

Note: Sub-locations will also be utilized for excess inventories to show AMAL association.

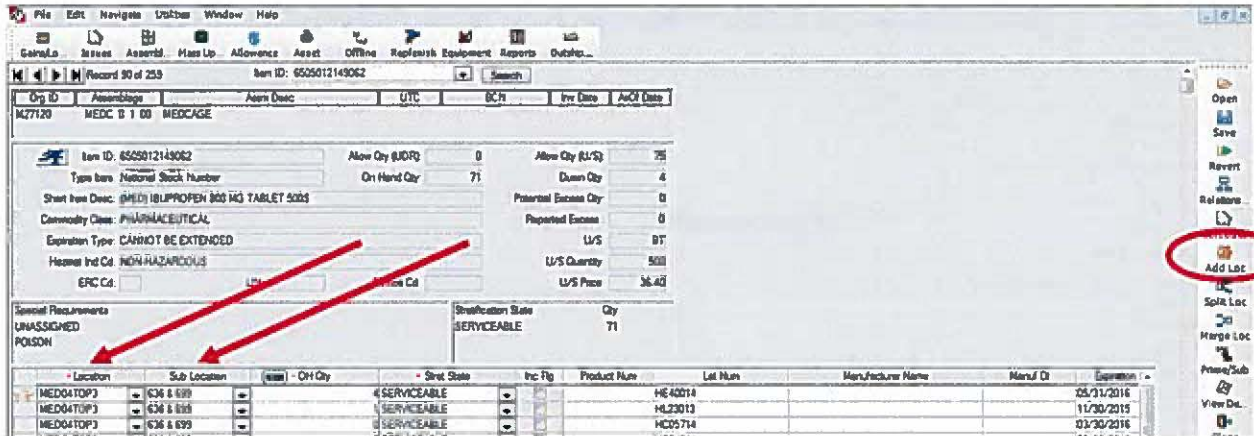


Figure 1.19a Assemblage Record Data

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. Within this screen enter quantity, lot number and expiration date changes.

Alternatively 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."**

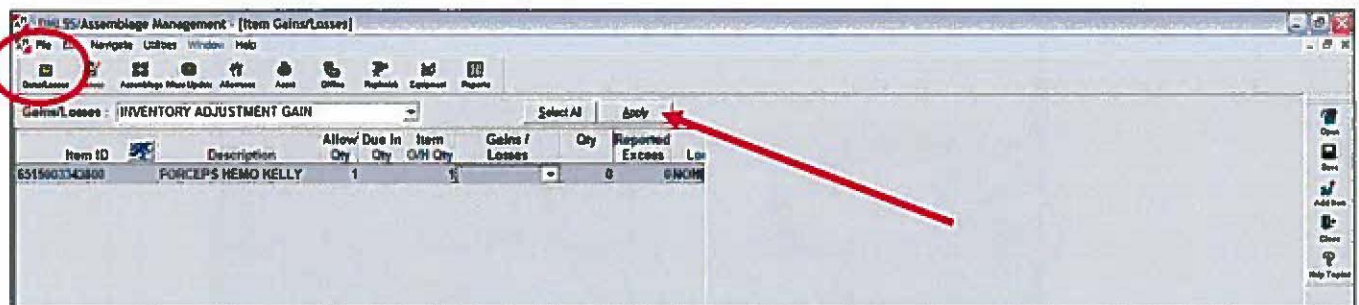
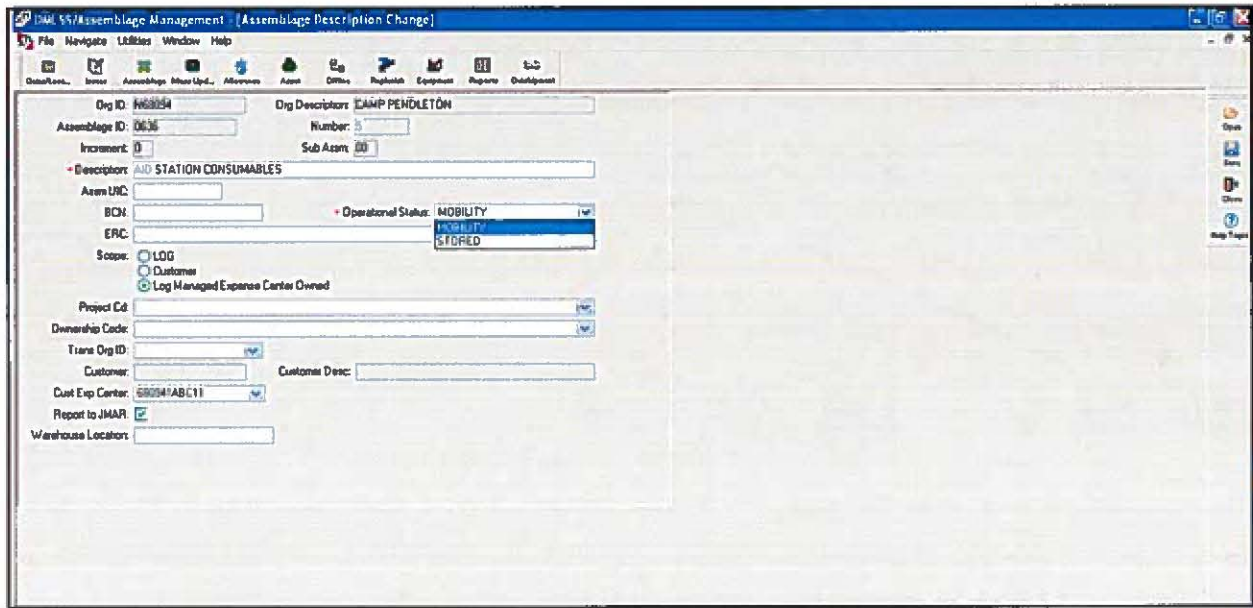


Figure 1.20 Items Gains/Losses

4. Mark Assemblage in a Mobility 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.

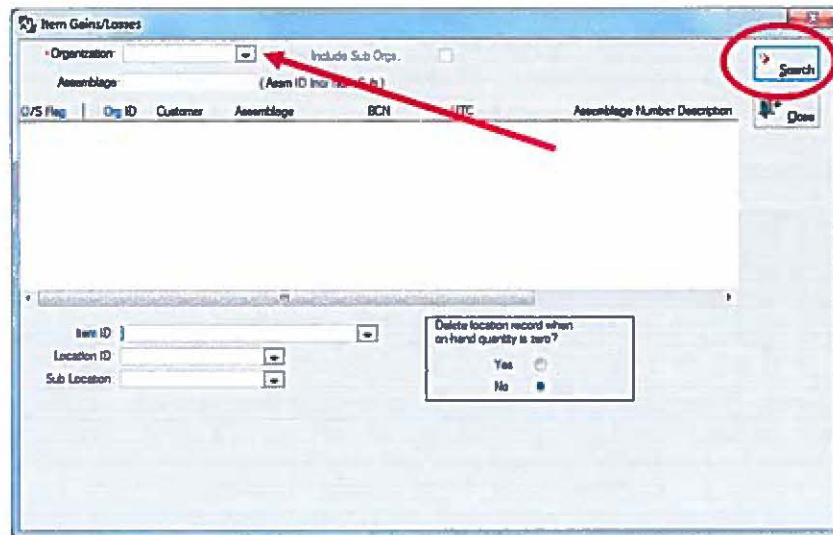


Figure 1.21 Items Gains/Losses

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."

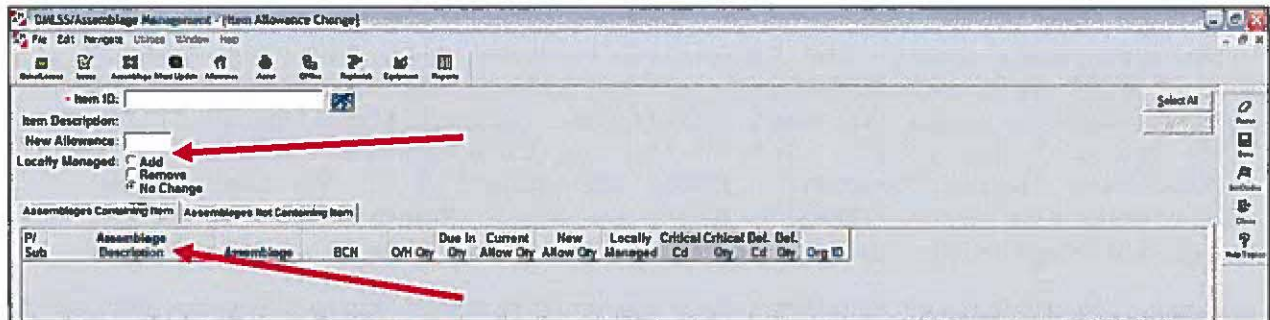


Figure 1.22 Item Allowance Change

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.*

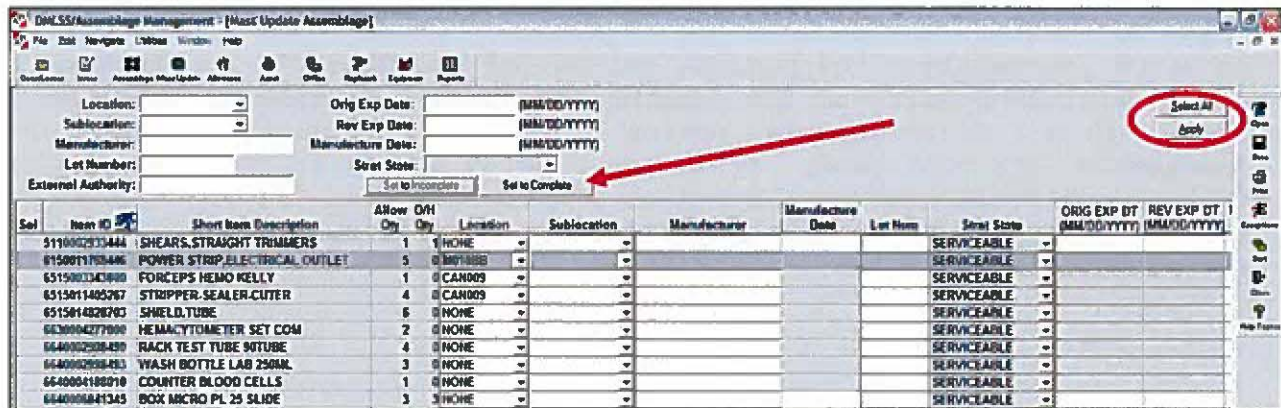


Figure 1.23 Mass Update Assemblage

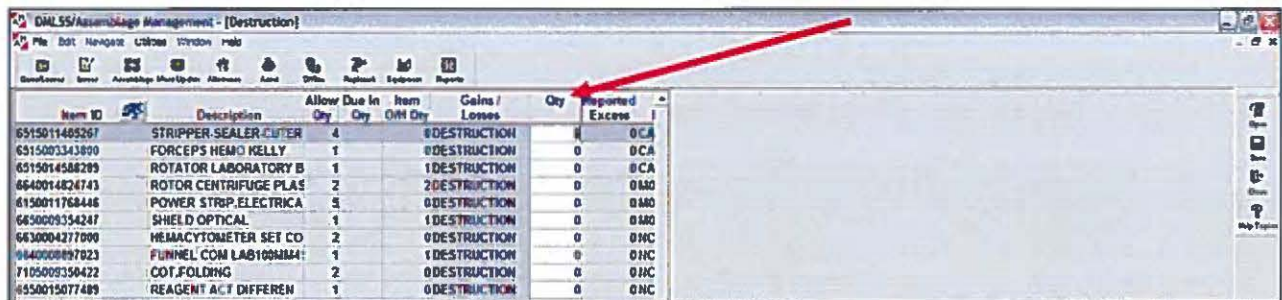
8. Search for Support Items

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 Qty	Item Off Qty	Gains / Losses	Qty	Reported Excess
6515011485267	STRIPPER-SEALER CUTTER	4		0	0	DESTRUCTION	0	0 CA
6515003343800	FORCEPS HEMO KELLY	1		0	0	DESTRUCTION	0	0 CA
6515014588289	ROTATOR LABORATORY B	1		1	0	DESTRUCTION	0	0 CA
6640014824743	ROTOR CENTRIFUGE PLAS	2		2	0	DESTRUCTION	0	0 MA
6150011768448	POWER STRIP ELECTRICA	5		0	0	DESTRUCTION	0	0 MA
6650009354247	SHIELD OPTICAL	1		1	0	DESTRUCTION	0	0 MA
6630004277000	HEMACYTONETER SET CO	2		0	0	DESTRUCTION	0	0 MC
6640008997923	FUNNEL COM LAB109MM4	1		1	0	DESTRUCTION	0	0 MC
7105009356422	COT.FOLDING	2		0	0	DESTRUCTION	0	0 MC
6550015077489	REAGENT ACT DIFFEREN	1		0	0	DESTRUCTION	0	0 MC

Figure 1.24 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**.

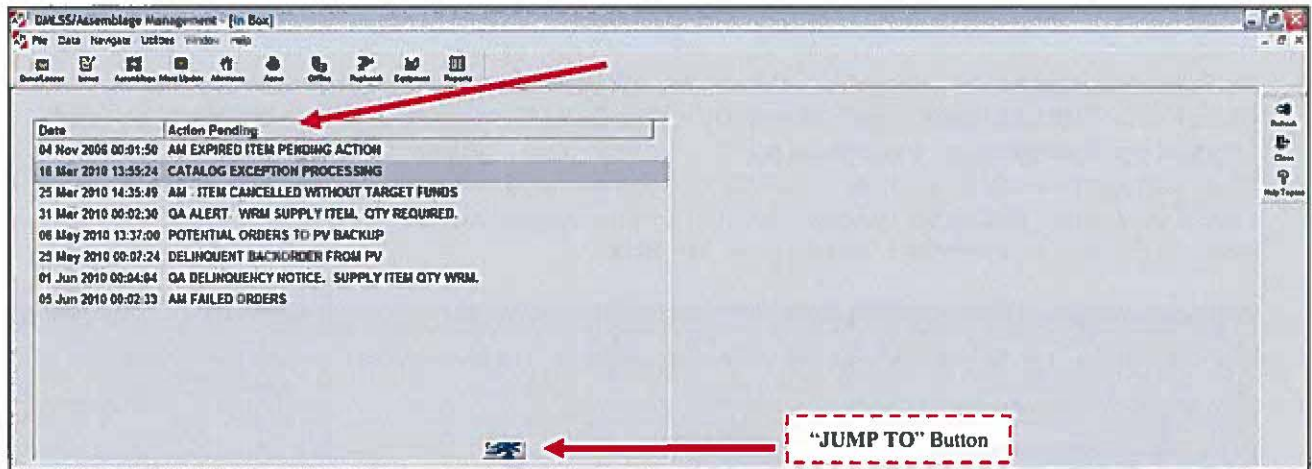


Figure 1.25 In Box

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."**

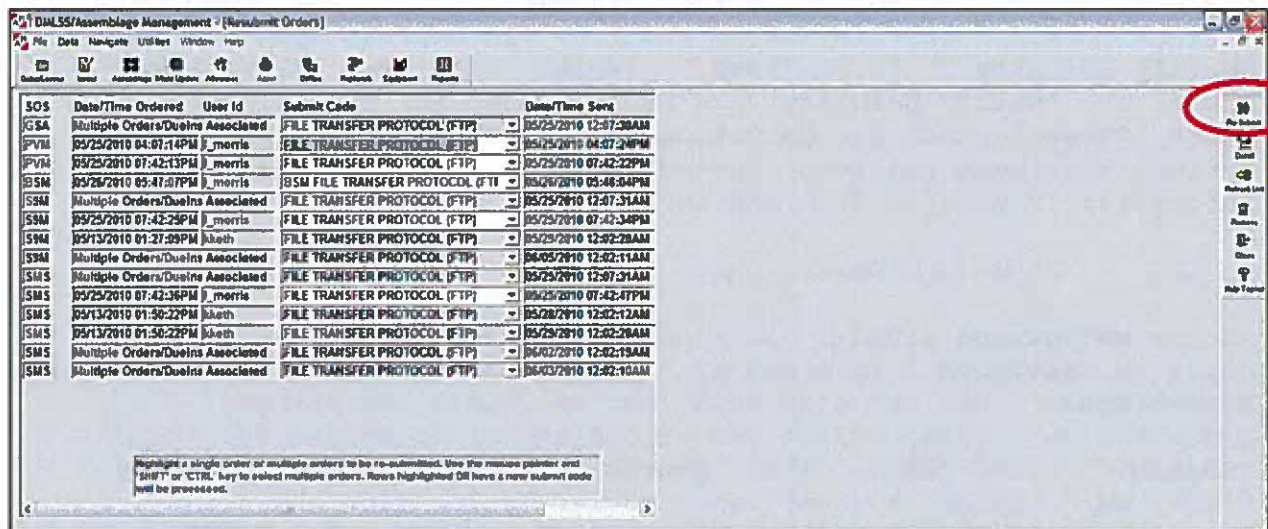


Figure 1.26 Resubmit Orders

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. Correct the pending exception(s). Click **"Save"** and **"Close."** After you have resolved the catalog exception(s), the pending action will be automatically removed from the **In Box.**

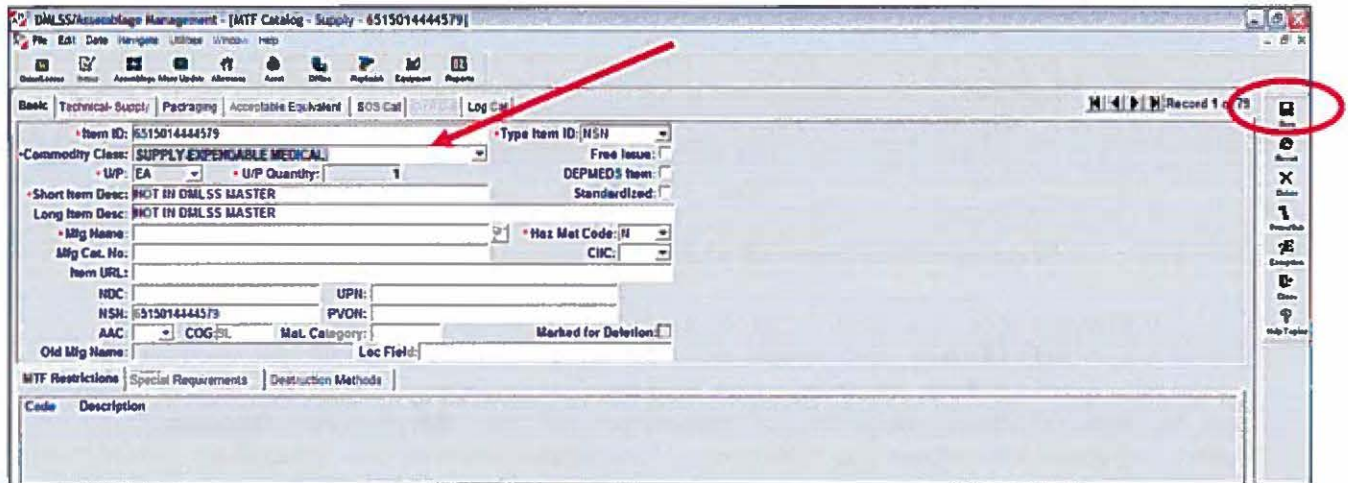


Figure 1.27 MTF Catalog - Supply

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 **"Save"** followed by **"Close."** Once you click **"Close"** there will be a pop-up window warning once you have saved and exited the Count List breaks cannot be changed. Click **"OK."**

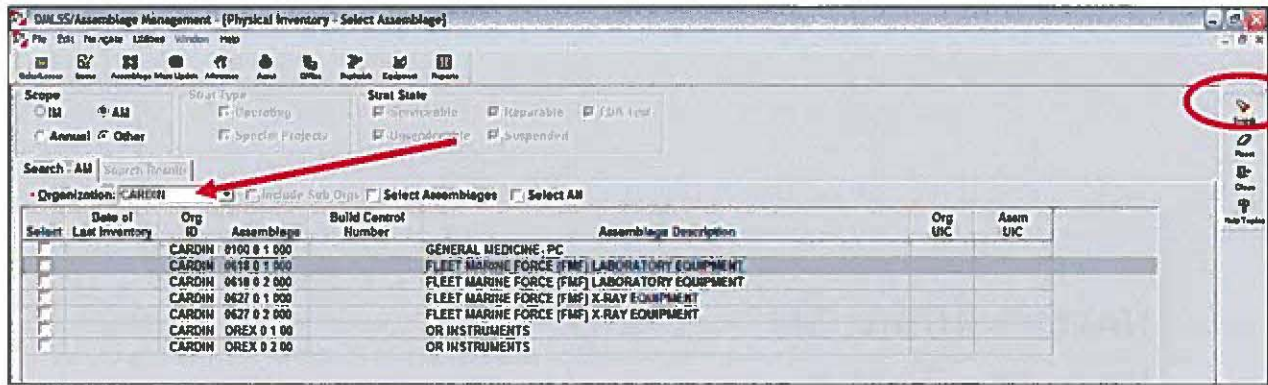


Figure 1.28 Physical Inventory - Select Assemblage

Once you have completed your count click on "Navigate," followed by "Physical Inventory" and then "Enter Counts." Choose the "Inventory Control Number" from the drop-down menu then click "Search". Next input your counts from the inventory conducted and click "Save."

If there are discrepancies another count list will be generated. If this occurs a second time the items with discrepancies will go into the "Research Discrepancies" section. This will be under "Navigate", followed by "Physical Inventory" and then "Research Discrepancies." Once you have corrected the discrepancies you will finalize the inventory. This will be under "Navigate", followed by "Physical Inventory" and then "Finalize Inventory."

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. 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

Section 5.0

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.

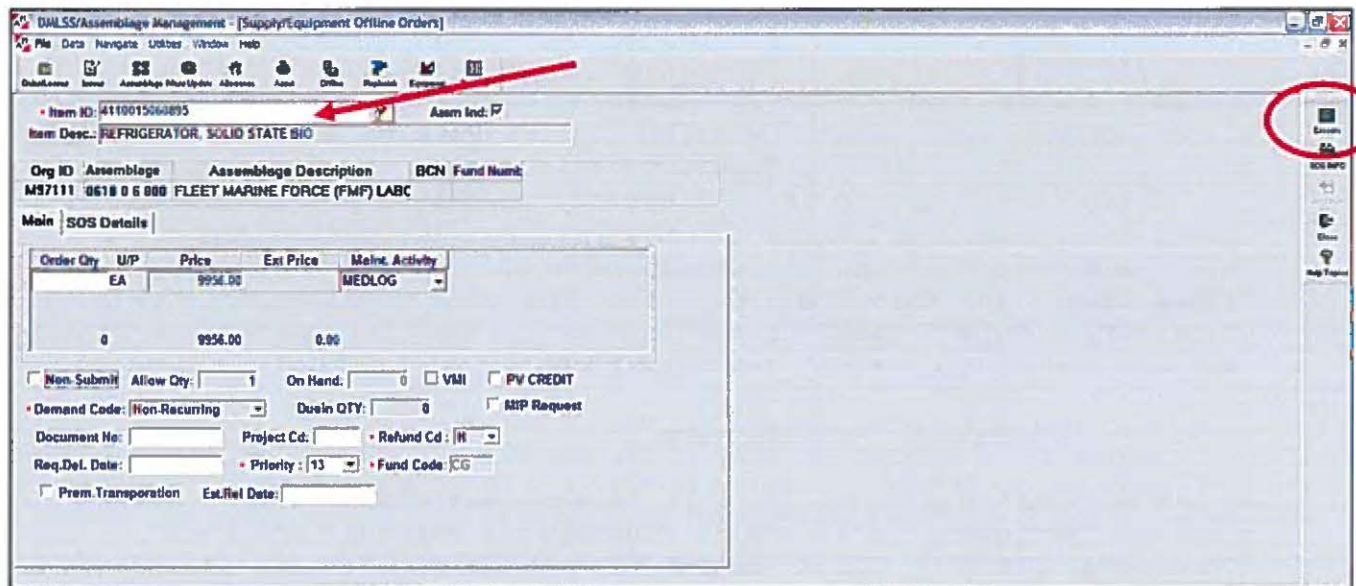


Figure 1.29 Supply/Equipment Offline Orders

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.

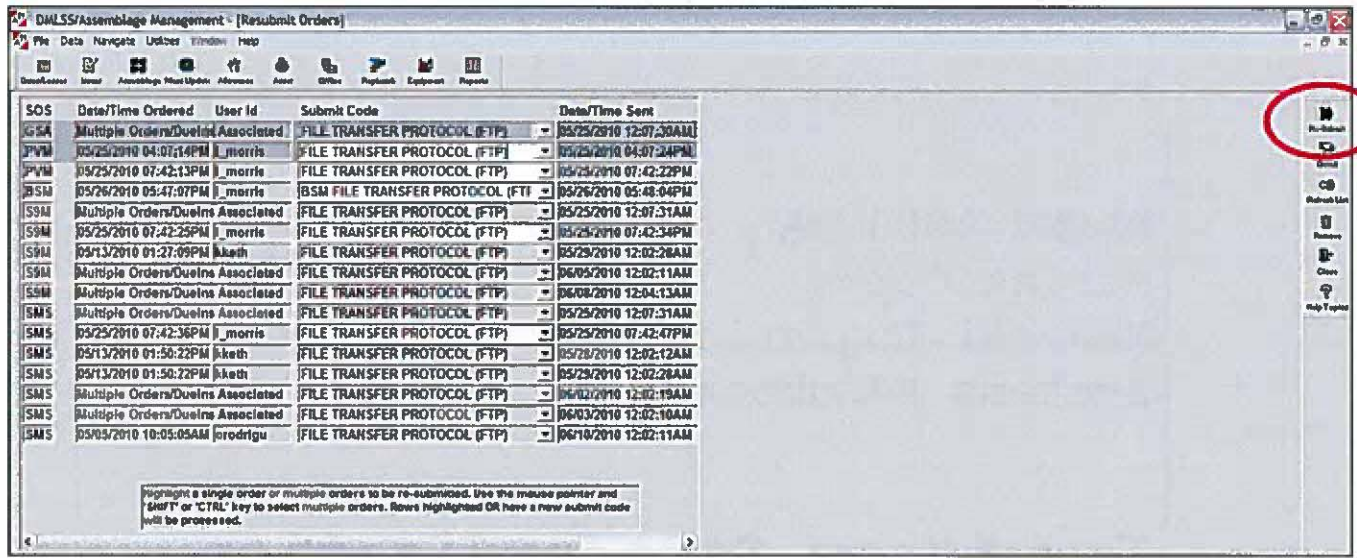


Figure 1.30 Resubmit Orders

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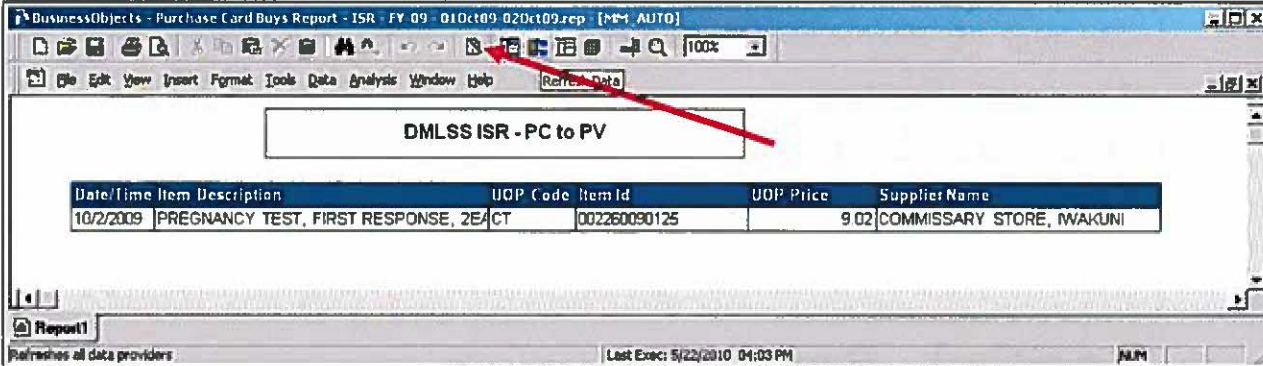
Inventory Standardization

Section 6.0

Inventory Standardization

In order to convert Purchase Card buys to Prime Vendor (PV), you will have to manually create an ad-hoc report through "Business Objects."

The process will require choosing the data elements required for your desired output.



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

Figure 1.31 Example of BO Report

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Useful Reports

Section 7.0

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.

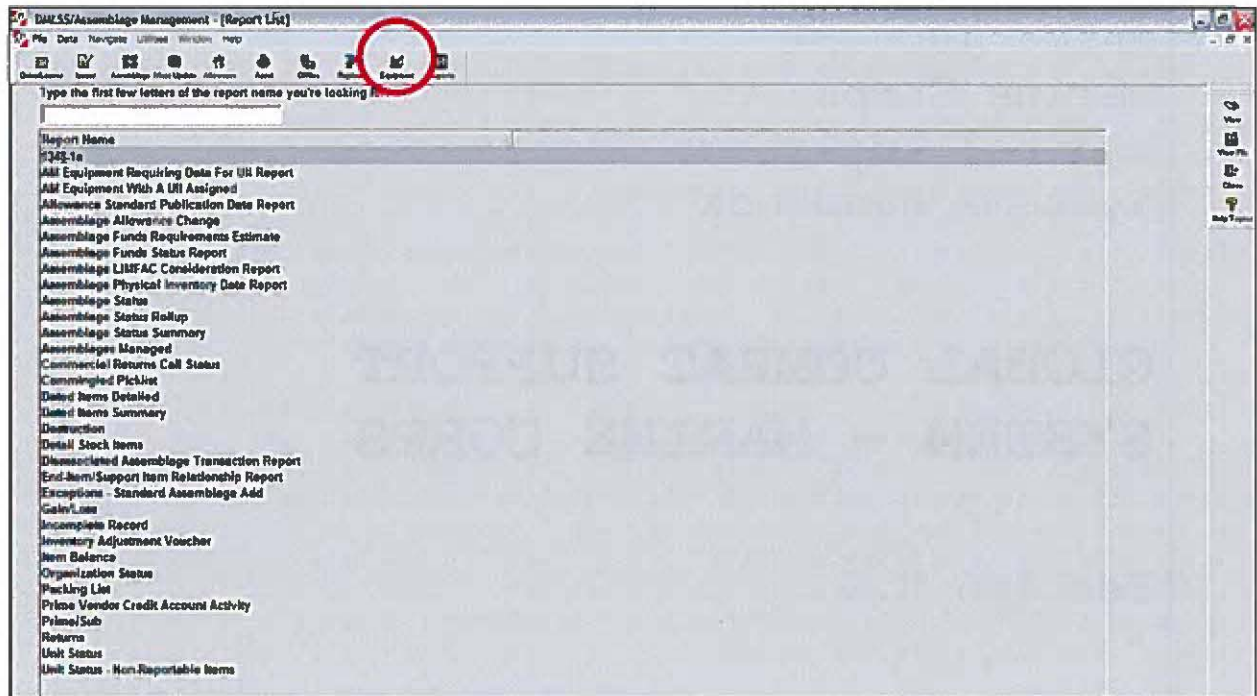


Figure 1.32 Report List

Some useful reports include:

- Organizational Status
 - Displays data overview per AMAL in one consolidated report
- 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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**GLOBAL COMBAT SUPPORT
SYSTEM - MARINE CORPS**

Section 8.0

GCSS-MC Guidance

When centrally managed by the MEDLOGCO, AMALS/ADALS are retail /intermediate level stocks per the Intermediate-Level Supply Management Policy Manual. When held by the final element in an established supply chain's distribution system for the sole purpose of internal consumption, AMALS/ADALS is considered consumer level stocks. On hand accountability are managed at the table of authorized materiel control number (TAMCN) level within the install base of each MEDLOGCO's intermediate-level GCSS-MC account, as well as at each consumer-level account when issued for supporting operations or training.

MEDLOGCO will not perform command adjustments due to system limitations within GCSS-MC and the Enterprise Inventory Optimization Model. Per the Consumer Level Supply Management Policy Manual, consumer level units will not induct negative command adjustments for the transfer of AMALS/ADALS to the MEDLOGCOs. The MEDLOGCO will utilize DMLSS for assemblage management at the line item level and account for the kits/sets as a complete TAMCN. The national stock numbers (NSN) or National Item Identification Number (NIIN) for AMALS/ADALS will have the serial number flag removed and will be reported as a non-serialized item within GCSS-MC. MEDLOGCOs will use DMLSS in support of warehousing AMAL/ADAL assemblages.

1. Requirements

Tables of organization (T/O) and equipment (T/E) contain organizational mission statements, manpower, and equipment requirements/authorization for organizations to perform missions. These requirements are used to determine the Approved Acquisition Objective (AAO) for each TAMCN. The AAO represents requirements categorized across the pillars of the MARFORs (Active and Reserves), supporting establishment, Depot Maintenance Float Allowance (DMFA), Maritime Prepositioning Force (MPF), Marine Corps Pre-positioning Program-Norway (MCPN), and War Reserve Material Requirements-in Stores.

Requirements for AMALS/ADALS are listed in the unit T/E within the Total Force Structure Management System (TFSMS), as well as reflected on the property records within the Accountable Property Systems of Record (APSR). AMALS/ADALS are assigned as a general supply (i.e., 'C') TAMCN. The requirement to provide accountability and auditability in an APSR is the same as any other type of Marine Corps property. AMALS/ADALS are considered war reserve/continuance stocks to be held and managed by the MARFORs per War Reserve Materiel Policy. MEDLOGCOs will account for, issue, receive, maintain physical custody, sustain, and conduct modernization of the AMALS/ADALS for their supported units while those units are in garrison.

Units T/E requirements in TFSMS will not change unless a TOECR is submitted to justify the adjustment. Each MARFOR will have approved inventory stocking levels (ISL) per the Marine Corps Class VIII Inventory Stocking Level and Deferred Items Plan. The ISL establishes an optimization model that synchronizes construction capabilities with operational requirements to determine inventory positioning. The ISL results in the MEF only stocking that portion of the T/E that it will need for training, routine deployments, and initial response to contingency operations. The on-hand quantities within the MEF and MARFORRES should not exceed the approved ISL. If MEF and MARFORRES exceeds the ISL, HQMC Installations and Logistics (HQMC I&L LPC-2) and/or Marine Corps System Command (MCSC) will not provide resources to replenish or replace shortfalls.

2. Table of equipment management/allowance management.

Due to the approved ISL applied to the management of AMALS/ADALS, as well as system limitations within GCSS-MC, each MEDLOGCO will not perform positive command adjustments. Secondly, in accordance with the Consumer Level Supply Management Policy Manual, units with an AAO and T/E allowance in TFSMS, will not conduct a negative command adjustment for AMALS/ADALS being centrally managed by the MEDLOGCO.

Per the set Marine Corps ISL, each MARFOR is not authorized to exceed their ISL without prior approval via official message traffic to MCSC and HQMC I&L LPC-2. The ISL will be reviewed biennially and updates/recommendations will be provided via official correspondence.

3. Accountability and Auditability

All elements of the MAGTF will account for on-hand quantities of each AMALS/ADAL at the TAMCN-level via an APSR. AMALS/ADALS are consumer level stocks when possessed for the purpose of internal consumption (e.g., on hand at a Battalion/Squadron with a T/E requirement in TFSMS or an approved equipment density list). AMALS/ADALS are retail /intermediate-level stocks when centrally managed at a MEDLOGCO.

AMALS/ADALS will not be tracked by serial number within GCSS-MC. Serial number tracking will be performed by DMLSS. As a result, the serial number flag within GCSS-MC will be unchecked.

Each MEDLOGCO will account for all on-hand quantities within DMLSS and GCSS-MC. MEDLOGCOS will account for all line items associated with their corresponding AMAL/ADAL within DMLSS by the appropriate assemblage type. Each MEDLOGCO and supported units will maintain auditability of each transaction, through retention of receipts, in the appropriate voucher files. Additionally, the Electronic Catalog System (ECAT) within DMLSS will only be used by the MEDLOGCO.

Supported units requiring support of AMALS/ADALS, will utilize GCSS-MC to request blocks for training and deployments. Upon completion of the training or deployment, units will return the AMALS/ADALS back to the supporting MEDLOGCO. The using unit will conduct the appropriate pick, pack, and ship transaction to return the item back to MEDLOGCO and adjust the APSR. Joint limited technical inspections (JLTI) will be conducted for each transfer of AMAL/ADAL between (to and from) supported unit and the MEDLOGCO. All records for each JLTI are to be maintained until the next issuance of that assemblage.

4. Transactions.

Each MEDLOG Company Commander should be the Accountable Officer (AO) for their account. Additionally each of the MEDLOGCO accounts should be loaded with the MEDLOG on-hand quantities, which should be reconciled against the ISL that is loaded into DMLSS.

If and when the ISL changes, the following transactions should be utilized to adjust your on-hand quantities within GCSS-MC:

Three Part Shipping Process (PICK/PACK/SHIP) - would be used for all daily transactions and to decrease the on-hand quantities and rollback stock to MCSC or another MEDLOG, as directed.

D7J - would be used to decrease the on-hand quantities.

D6T - would be used to increase the on-hand quantities after there has been an increase to the ISL.

Note: The above transactions should only be used to adjust the on-hand quantities within GCSS-MC.

5. Material returns.

Excess supplies and materials will be managed through MCSC. Movement and disposition of excess Class VIII line items will be completed through appropriate Marine component commands to MCSC with concurrence from HQMC I&L LPC-2.

6. Further Guidance.

For additional information regarding GCSS-MC, refer to the GCSS-MC User's Manual 4000.

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

Section 9.0

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 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

Section 10.0

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
ECAT	Electronic Catalog System
ECN	Equipment Control Number
EM	Equipment Management
FDA	Federal Drug Administration
FY	Fiscal Year
GCSS-MC	Global Combat Support System-Marine Corps
IM	Inventory Management
ISL	Inventory Stocking Level
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
DA	DMLSS Administrator
SOS	Source of Supply
SS	System Services
TFSMS	Total Force Structure Management System
TRIMEDS	Tri-Service Medical Excess Distribution System
U/P	Unit of Purchase
UDR	Universal Data Repository
WRM	War Reserve Materiel

