

## How to Conduct and Log Inventories

This guide applies to Aircraft, Communications Gear, Equipment and Supplies, and Vehicles. Where there are differences, they will be noted.

**IMPORTANT NOTE: MAKE SURE TRANSFERS OR ISSUES HAVE BEEN COMPLETED IN ORMS OR YOU WILL **NOT** BE ABLE TO ENTER YOUR INVENTORY!**

This guide presumes you know how to get into ORMS. If you do not, contact your mentor or commander.

### 1. Generating the Inventory Worksheet.

The Inventory Worksheet is a report found in ORMS. It will list all the appropriate inventory items for the type you select.

- In ORMS, click on “Reports” under the “Reports” section on the left column.

Type	Full Name	CAPID	Org	Days To Expire/From
Expired Members	Jeffrey J Poland	334277	CO-143	
Expires in next 30 Days	Jan C Carman	345220	CO-001	
Expires in next 30 Days	Mark D Weiss	417432	CO-015	
Expires in next 30 Days	Katherine E Mikevich	486436	CO-136	
Expires in next 30 Days	Carl J McPhail	524129	CO-147	
Expires in next 30 Days	Amy M Griswold	539358	CO-030	
Expires in next 30 Days	Jason E Ross	555072	CO-068	
Expires in next 30 Days	Ryan P Holland	572188	CO-173	
Expires in next 30 Days	Wayne H Mackirdy Jr	607429	CO-805	

- Select the module you are conducting the inventory for:

\*Select Module:   
\*Select Report:   
Submit

For this guide, we will be generating the “Equipment” report for wing.

- Select the “Supplies and Equipment Inventory Worksheet”, your organization (if not pre-selected), check the “View Unit Only” box for Group or higher units. If you don’t your report will list everything in your unit and all your subordinate units. Select the format (PDF, Word doc, or Excel spreadsheet). The default ins PDF, which works fine.

When everything is selected, click “Submit”.

- Print out the report and physically check everything. Record the status on the worksheet as you go. You can do this over multiple days, if necessary.
  - S – Serviceable (ready to use, may need to be plugged in)
  - SNR – Serviceable, Needs repair (Can be used after repair, i.e. radio missing a knob)
  - U – Unserviceable (unusable or uneconomical to repair. Needs to be retired)
  - M – Missing or Damaged (If you can’t find it, it’s missing. Selecting this initiates the Report of Survey process)
- Everything means EVERYTHING. Equipment that is issued to members must be checked.
  - Physically checking is preferred
  - Proof of Life can be used if equipment is installed at a member’s home, such as an HF radio
  - Serviceable means you’ve tested it and the equipment works.
    - This specifically includes radios. The Communications staff has found a significant percentage of radios listed as “Serviceable” that did not work.

## Completing the Inventory in ORMS.

- After filling out your Inventory Worksheet, go into ORMS and select “Conduct Inventory” under the appropriate section.

The screenshot shows the ORMS homepage. On the left is a navigation menu with several sections. Red arrows point to the following links:

- Aircraft**: Search Aircraft, Conduct Inventory, Search Checklists
- Comm Gear**: Search Comm Gear, Conduct Inventory, Revalidate Ind. Issues, Add New Comm Gear
- Supplies and Equipment**: Search Supplies and Equipment, Conduct Inventory, Revalidate Ind. Issues, Add New Supplies and Equipment
- Vehicles**: Vehicle Search, Conduct Inventory, Vehicle Usage Entry

The main content area displays a table titled "Expiring/Expired/Transferred Members who have issued property that may need to be recovered." The table has columns for Type, Full Name, CAPID, and Days To Expire/From Transfer.

Type	Full Name	CAPID	Days To Expire/From Transfer
Expired Members	Jeffrey J Poland	334277	CO-143
Expires in next 30 Days	Jan C Carman	345220	CO-001
Expires in next 30 Days	Mark D Weiss	417432	CO-015
Expires in next 30 Days	Katherine E Mikevich	486436	CO-136
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Expires in next 30 Days	Ryan P Holland	572188	CO-173
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- Select your unit from the drop down, if not already selected.

The screenshot shows the "ORMS - Supplies and Equipment - Conduct Inventory" page. The "Organization" dropdown menu is open, showing a list of units: CO-000, CO-001, and CO-999. The page contains instructions for users, including a list of steps to follow before starting the inventory process.

**Before you continue, you must do the following steps in the order shown:**

1. Print your Inventory Worksheet for each Inventory that you are going to complete. (This is the first report in the drop down list in the reports module)
2. Complete any Issue Acceptances or Transfers into or out of your organization.
3. Complete your inventory physical count and each Individual Validation on the worksheet PRIOR to starting your inventory in ORMS.

**ONLY after you have done this should you start the Inventory in ORMS. Once you have started the Inventory it will freeze any transactions that you may need to do in ORMS.**

- You will get a pop-up dialog box to remind you to complete your inventory worksheet. Once you check the status of an item and submit it, you cannot change the status until the entire inventory is complete.

The screenshot shows the "ORMS - Supplies and Equipment - Conduct Inventory" page with a pop-up dialog box. The dialog box contains the following text:

BEFORE you continue with the inventory, please make sure you have completed the Inventory Worksheet.  
Once inventory is started in ORMS, transactions will be locked for these items.

There is an "OK" button at the bottom right of the dialog box.

- After clicking “OK”, enter the type of inventory you are completing -
  - Annual – your big inventory, done once a year. Everything assigned to your unit needs to be checked.
  - Changeover – conducted when there is a change of command or change of Logistics, Communications, or Supply Officers.

- The Inventory list will come up.

Inventory for CO-001 Count of Items: 71

Count	Item	Make	Model	Serial Number	Property Tag	Issued To/Assigned To	Location (ICAO)	Condition	Verified	Reset Item
1	Computer, Laptop	Dell	E5530	63ZCSY1	153617	Deborah E McAllister		--Select--	<input type="checkbox"/>	
2	Computer, Laptop	Dell	E5530	8JZCSY1	153620	Ian P Jaeger		--Select--	<input type="checkbox"/>	
3	Scanner	Fujitsu	Scansnap 1500	210710	155383		PAPB- Wing Admi	--Select--	<input type="checkbox"/>	
4	Scanner	HP	Laserjet pro 200	CND1H34717	155384		PAPB- Wing Admi	--Select--	<input type="checkbox"/>	
5	Scanner	Fujitsu	Snapscon	236495	155385		BAFB Finance	--Select--	<input type="checkbox"/>	
6	Computer, Laptop	Dell	E6540	63FHL12	155806	Meredith L Lyons		--Select--	<input type="checkbox"/>	
7	Computer, Laptop	Dell	E6540	93FHL12	155810		BAFB Supply Desi	--Select--	<input type="checkbox"/>	
8	Computer, Laptop	Dell	E6540	FCFHL12	155813	Tammy R Peoples		--Select--	<input type="checkbox"/>	

It will tell you how many items you have to inventory.

- You will need to select the “Condition” from the drop down list for each item.
  - Serviceable
  - Needs Repair
  - Unserviceable
  - Missing/Damaged
- You can also change the location on this screen.
- When you’ve finished changing the condition and checking the “Verified” box for all items you are entering at this time, click on the “Update Inventory” button at the top or bottom.
- Once you update the inventory for an item, you cannot change the status of that item until you’ve completed inventorying everything on the list.
- Once you’ve updated everything, you’ll get a pop-up asking you to certify the inventory is correct. Once you click OK, ORMS will log your inventory as completed.

Congratulations! You’re done!

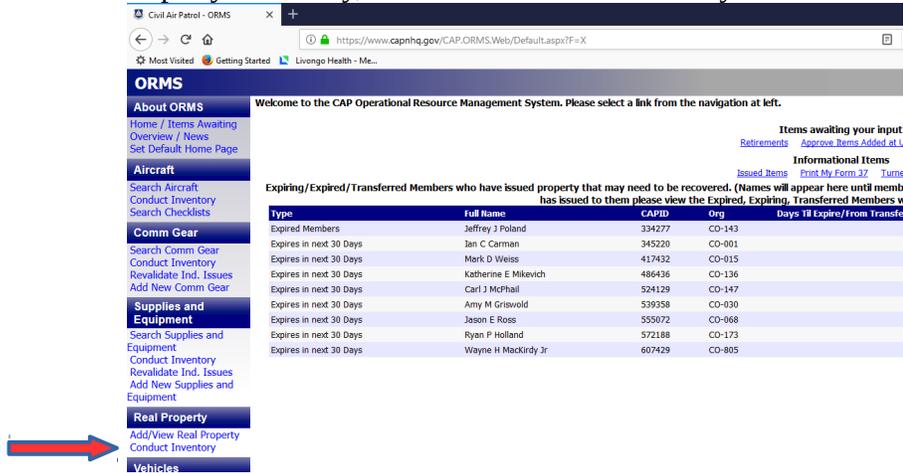
ORMS will automatically complete inventories that do not apply to units. For example, if your unit does not have a vehicle assigned to it, ORMS will show “Annual Inventory completed by Inventory Completion Script on 01 Oct 2018”, if you try to complete an inventory that you no items in.

Repeat process for Communications Gear, Supplies and Equipment, Vehicles, and Aircraft. Real Property is the next section.

## Inventorying Real Property.

For Real Property, there is no Inventory Worksheet. Instead, there is a “Real Property Report”. This report lists the Real Property your unit has listed in ORMS.

To conduct the Real Property Inventory, click on “Conduct Inventory” under Real Property.



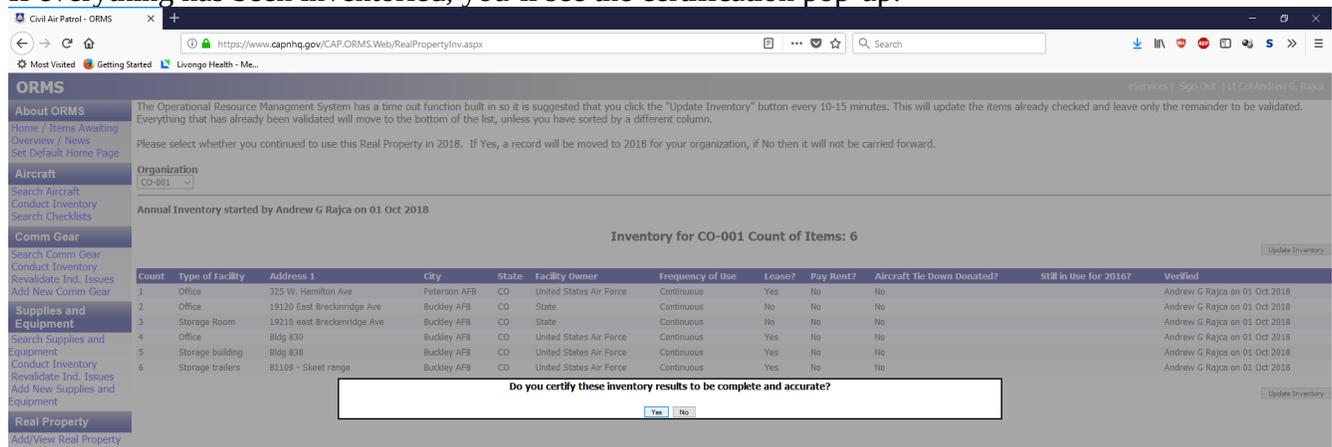
The screenshot shows the ORMS website interface. On the left is a navigation menu with sections: About ORMS, Aircraft, Comm Gear, Supplies and Equipment, Real Property, and Vehicles. Under the 'Real Property' section, the 'Conduct Inventory' link is highlighted with a red arrow. The main content area displays a table of expiring/expired/transferred members with columns for Type, Full Name, CAPID, Org, and Days Till Expire/From Transfer.

Type	Full Name	CAPID	Org	Days Till Expire/From Transfer
Expired Members	Jeffrey J Poland	334277	CO-143	
Expires in next 30 Days	Ian C Carman	345220	CO-001	
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Select your organization, if not already selected.

Under “Still in Use for 2016”, check “Yes” or “No”. When finished, check “Verified”, then click “Update Inventory”.

If everything has been inventoried, you’ll see the certification pop-up:



The screenshot shows the 'Inventory for CO-001 Count of Items: 6' report. The table lists 6 items with columns for Count, Type of Facility, Address 1, City, State, Facility Owner, Frequency of Use, Lease?, Pay Rent?, Aircraft Tie Down Donated?, Still in Use for 2016?, and Verified. A certification pop-up is displayed at the bottom with the text 'Do you certify these inventory results to be complete and accurate?' and 'Yes' and 'No' buttons.

Count	Type of Facility	Address 1	City	State	Facility Owner	Frequency of Use	Lease?	Pay Rent?	Aircraft Tie Down Donated?	Still in Use for 2016?	Verified
1	Office	225 W. Hamilton Ave	Peterson AFB	CO	United States Air Force	Continuous	Yes	No	No		Andrew G Rajca on 01 Oct 2018
2	Office	19120 East Breckenridge Ave	Buckley AFB	CO	State	Continuous	No	No	No		Andrew G Rajca on 01 Oct 2018
3	Storage Room	19210 east Breckenridge Ave	Buckley AFB	CO	State	Continuous	No	No	No		Andrew G Rajca on 01 Oct 2018
4	Office	Bldg 820	Buckley AFB	CO	United States Air Force	Continuous	Yes	No	No		Andrew G Rajca on 01 Oct 2018
5	Storage building	Bldg 838	Buckley AFB	CO	United States Air Force	Continuous	Yes	No	No		Andrew G Rajca on 01 Oct 2018
6	Storage trailers	81109 - Skeet range	Buckley AFB	CO	United States Air Force	Continuous	Yes	No	No		Andrew G Rajca on 01 Oct 2018

Click “Yes” and ORMS will log your inventory as completed.

The author does not know why National has not updated the Still In Use header, but it saves the information for 2018, not 2016.