

# **CIVIL AIR PATROL WEB APPLICATION REUTILIZATION GUIDE**

Scheduled Implementation Date: **25 April 2007**

This guide is for DLA Disposition Services Civil Air Patrol (CAP) Customers using DLA Disposition Services as a source of supply as well as DLA Disposition Services Field Activity personnel working in Reutilization and Receiving.

The CAP is the official auxiliary of the USAF and is eligible to receive excess and Foreign Excess Personal Property without reimbursement. Title to the property is transferred to CAP upon the condition that the property be used by CAP to support valid mission requirements. Receipt of excess property by CAP is subject to the approval and control of CAP-USAF, the Air Force organization providing oversight for Air Force Auxiliary activities.

The CAP must return items when no longer needed to fulfill mission requirements to the DLA Disposition Services Field Activity. CAP and its members are strictly prohibited from selling, donating, or bartering property previously obtained from the DoD disposal system under any circumstances. CAP shall remain accountable for all property acquired from the DLA Disposition Services Field Activities and shall maintain and safeguard the property from loss or damage.

DLA Disposition Services Shall:

1. Provide visibility of DoD excess property through a Civil Air Patrol Web Application, which requires a USER ID and PASSWORD.
2. Process CAP requisitions in a timely manner
3. Track and report on program's progress
4. Pull MILSTRIPs for automated requests and process to include walk-in requests if approved by CAP-USAF Liaison Region, Director of Logistics (CAP-USAF LR/LG), CAP-USAF State Director, or HQ CAP-USAF, Director of Logistics (CAP-USAF/LG).

What you need to know before getting started:

- CAP Customers may screen and order during the Accumulation, DoD, and RTD 2 day cycles, as well as during the Expedited Processing Excess Screening period.
- CAP authorized Federal Supply Classes and CAP-USAF DoDAAC:
  - Federal Supply Codes list is loaded in the DoDAAC Validation Table
  - Primary DoDAAC is: **FG3301**  
HQ CAP-USAF/LG  
BLDG 714 CML PHN 334 953 4234  
105 S HANSEL ST  
MAXWELL AFB AL 36112-6332
  - Each CAP Screener has been provided a unique **Supplementary Activity Address Code (AAC)** which is posted on the CAP Web Application. The CAP-USAF LR/LG, and HQ CAP-USAF/LG POCs have access to the AACs.

CAP MILSTRIPs:

- **Priority Code = 15**
- There are **no FSC restrictions on this customer**
- **“Do not ship Property, Contact Customer for Transportation Instructions”** must be placed on the DD Form 1348-1A. This should automatically appear on the DD Form 1348-1As; however, the change in DAISY may not have taken effect initially. Regardless, DLA Disposition Services Field Activity staff should contact the customer to schedule pickup. Note: HQ CAP-USAF/LG requires their customers to pickup.
- Customer must return items, when no longer needed, to the DLA Disposition Services Field Activity.

NOTE: Screening for items on line and getting HQ CAP/LGS/NTC, CAP-USAF State Director, and CAP –USAF LR/LG approval is no guarantee that the CAP Screener will get the items. Reutilization screening and ordering is a very competitive process and the DLA Disposition Services system honors requests for the same items/same day based on Priority of the Requisition and time of day the request was submitted.

All CAP levels have access to various reports.

See the next page for the start of the Screening and approval/disapproval process

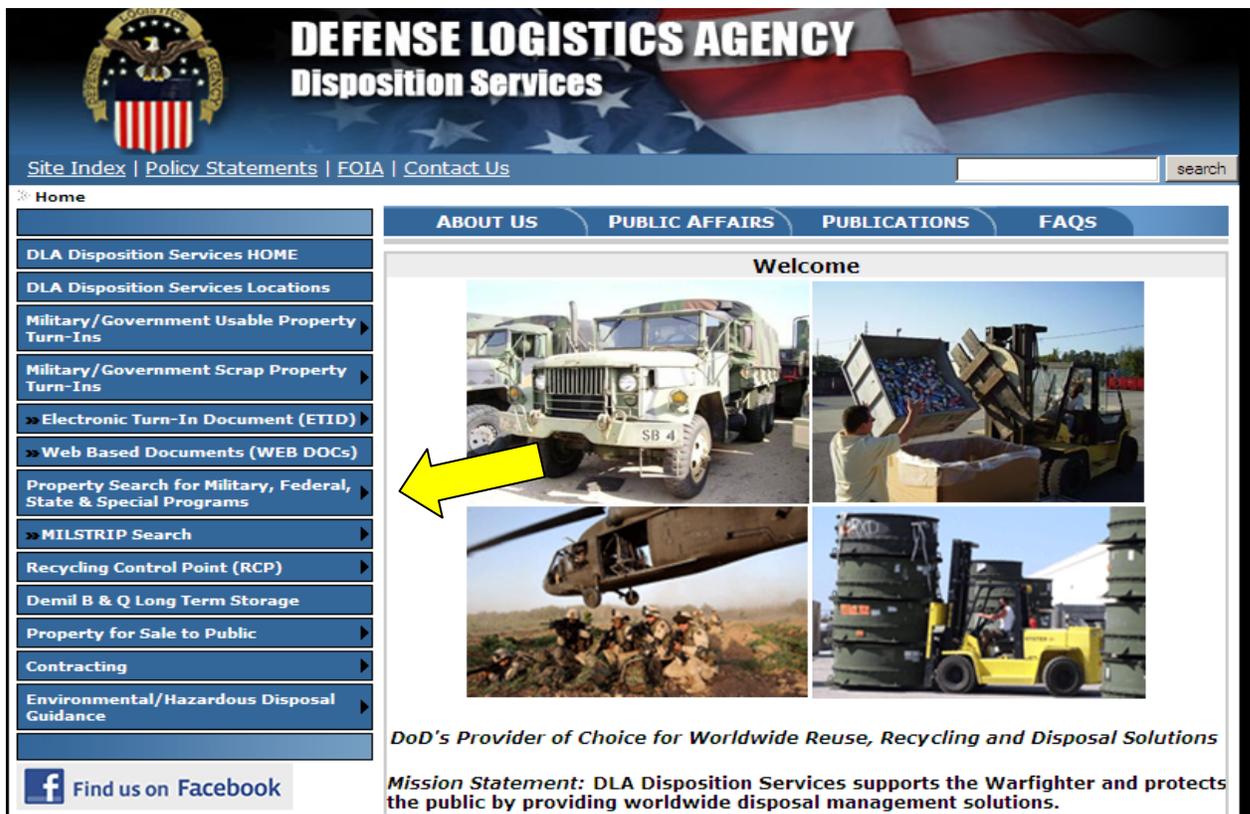
## CAP Web Application Procedures

Step 1

Go to [www.drms.dla.mil](http://www.drms.dla.mil)

Click on Property Search for Military, Federal, State & Special Programs

If you can't see the DLA Disposition Services Home Page, hit your 'Refresh' button to bring the picture into view.



**DEFENSE LOGISTICS AGENCY**  
**Disposition Services**

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Welcome

DoD's Provider of Choice for Worldwide Reuse, Recycling and Disposal Solutions

**Mission Statement:** DLA Disposition Services supports the Warfighter and protects the public by providing worldwide disposal management solutions.

Step 2  
Select CIVIL AIR Patrol Property Search

The screenshot shows the RTD website interface. On the left is a navigation menu with items: DLA Disposition Services Home, Reutilization/Transfer/Donation Home, Reutilization, Transfer, Donation, Program Guidance, Misc Programs, Links, and Help FAQs. The main content area has a top navigation bar with 'ABOUT US', 'PUBLIC AFFAIRS', 'PUBLICATIONS', and 'FAQS'. Below this is the 'Reutilization Transfer Donation (RTD)' header. The page contains several search buttons: 'Build a WANTLIST', 'CIVIL AIR Patrol Property Search', 'FIRE FIGHTER PROGRAM Property Search', 'LESO CUSTOMERS', 'AOR/SW ASIA Property Search', 'Range Training Material Property Search', 'DOD Letter of Authorization', 'TRANSFER CUSTOMERS Property Search', 'DONATION CUSTOMERS Property Search', 'COMPUTERS FOR LEARNING (CFL) Property Search', and 'Property Available for Disaster Relief'. A central image of a green tractor is highlighted with a yellow arrow pointing to the 'CIVIL AIR Patrol Property Search' button. A yellow box above the tractor says 'Property Shown is Available Click on Photo to View/Order'. A grey callout box with an arrow points to the 'ACCESS GUIDANCE' link, containing the text 'Click here if you need a password'. Other links include 'Reutilization Customer Property Search - CAC enabled', 'ACCESS GUIDANCE', 'Reutilization Customer Property Search - non CAC enabled', and 'Track The History Of Your Requisition' and 'Track The History Of Your DODAAC' at the bottom.

**THIS SECTION IS FOR CAP SCREENERS & DLA DISPOSITION SERVICES FIELD ACTIVITY STAFF (WALK-INS)**

Step 3  
Select Screeners



**DRMS Civil Air Patrol Application**

[DRMS Home Page](#)

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For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 661-4999

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You must have a USER ID / Password prior to logging in. Instructions on acquiring a password can be located on the RTD Page under Access Guidance (see page 4). Requests must be routed through your LG Officer.

 **DRMS Civil Air Patrol Application Login** [DRMS Home Page](#)

**Civil Air Patrol Login Screen**

Username:

Password:

[CAP Home](#)

CAP Screeners will be provided a USER ID and Password from DLA Disposition Services prior to screening.

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 661-4999

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## DRMS Civil Air Patrol Application

[DRMS Home Page](#)

Welcome Carol Fix.

Step 4  
Select 'Request Items'

[Request items](#)

[Modify/Resubmit Requested Items](#)

[Walkin Page](#)

[Item History Form](#)

Click [here](#) to change your password.

[Log Out](#)

24 Hour Status:

No action in the last 24 hours.

The CAP screener's main page allows access to create new requests, modify previously submitted requests, process walk-in requests when visiting a DLA Disposition Services Field Activity (must be approved by HQ CAP/LGS/NTC, CAP-USAF State Director, and CAP-USAF LR/LG) and run history on the screener's actions

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 661-4999

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## Civil Air Patrol Search Form

[DRMS Home Page](#)

[Back to Screeners Page](#)

**Item Name:**

Includes  Equals  Starts With

**DTID:**

**NIIN:**

**FSC:**

[Click Here](#)

**to Select FSCs to Search for by Keyword.**

**Supply condition code:**  A  B  C  D  E  F  G  H

**Disposal condition code:**  1  4  7

The CAP screener submits info about the item(s) he/she needs either by Item name, NSN, FSC, etc.

Uncheck Condition Codes not wanted

Since CAP customers arrange transportation it is wise to search by location

**State:**  Search States

All States ▲  
AK  
AL  
AR  
AZ  
CA ▼

**DRMO:**  Search Drmos

All DRMOs ▲  
**Mountain Zone**  
All in the Mountain Zone  
Anchorage , AK  
Bliss , TX  
Cannon , NM  
Colorado Springs , CO  
Fairbanks , AK  
Fairchild , WA  
Great Falls , MT  
Hill , UT  
Holloman , NM ▼

In order to select multiple States or Zones/DRMOs hold down the "Ctrl" key while you click. To select a group of States or Zones/DRMOs, click on the first one and hold down the "Shift" key while you click the last one.

Show only items that have Photos.

results per page.

Submit Search

Clear Form



# Civil Air Patrol Requisition Page

[DRMS Home Page](#)

Watch the DEMIL codes when ordering

[Reload](#) [New Search](#) [Revise Search](#) [Screeners Page](#)



<u>Item Name</u>	<u>Qty avail</u>	<u>Condition Code</u>	<u>Demil Code</u>	<u>Acquisition Value</u>	<u>Item Location</u>	<u>Item Location State</u>	<u>NIIN</u>	<u>DISPOSAL TURN-IN DOCUMENT</u>
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	3		B4	A \$46,000.00	FT CAMPBELL, KY <a href="#">(CAMPBELL, KY)</a>	KY	<a href="#">014614279</a>	W34XC510880013A
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	1		F7	Q \$15,037.00	<a href="#">BARSTOW, CA</a>	CA	<a href="#">012856403</a>	FE48871083BP01
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	1		H7	A \$48,836.00	<a href="#">WRIGHT PATTERSON, OH</a>	OH	<a href="#">013894127</a>	FE635210810016
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	3		H7	Q \$30,000.00	<a href="#">STOCKTON, CA</a>	CA	<a href="#">014080399</a>	N443210049B901
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	1		H7	A \$48,836.00	<a href="#">BARSTOW, CA</a>	CA	<a href="#">013894127</a>	FE485210530530
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	1		F7	A \$37,000.00	<a href="#">WARNER ROBINS, GA</a>	GA	<a href="#">014614279</a>	W81NW910622315
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	1		H7	Q \$47,174.00	<a href="#">BARSTOW, CA</a>	CA	<a href="#">011629947</a>	FE280510760073
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	1		H7	Q \$29,724.00	<a href="#">OKLAHOMA CITY, OK</a>	OK	<a href="#">013894119</a>	FE203710350037
<a href="#">Add</a> <a href="#">TRACTOR, WHEELED, AIR</a>	1		F7	Q \$29,250.00	<a href="#">BARSTOW, CA</a>	CA	<a href="#">004147150</a>	N5524202930001

9 items found.

Results of the CAP screener's query will appear.  
CAP Screeners click on 'ADD' if they want to place item(s) in the shopping cart  
Multiple queried items can be placed in the same shopping cart



# Civil Air Patrol Requisition Page

[DRMS Home Page](#)

## Shopping Cart

[Reload](#)

Qty Avail Product Name  
1 1 TRUCK CARGO Del

Save Changes Reset

Checkout

Clear Shopping Cart

	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼
	<a href="#">Add TRUCK CARGO</a>	1	H7	A	\$1,000.00	EGLIN, FL (EGLIN, FL)	FL
	<a href="#">Add TRUCK CARGO</a>	1	H7	A	\$1,000.00	EGLIN, FL (EGLIN, FL)	FL
	<a href="#">Add TRUCK CARGO</a>	1	H7	A	\$1,000.00	EGLIN, FL (EGLIN, FL)	FL
	<a href="#">Add TRUCK CARGO</a>	1	H7	A	\$1,000.00	EGLIN, FL (EGLIN, FL)	FL
	<a href="#">Add TRUCK CARGO</a>	1	H7	Q	\$56,500.00	TOPEKA, KS (RILEY, KS)	KS
	<a href="#">Add TRUCK CARGO</a>	1	F7	Q	\$56,500.00	LETTERKENNY, PA	PA
	<a href="#">Add TRUCK CARGO</a>	1	F7	Q	\$56,500.00	LETTERKENNY, PA	PA
	<a href="#">Add TRUCK CARGO</a>	1	F7	Q	\$56,500.00	LETTERKENNY, PA	PA

Once items are in the Shopping cart, Save Changes and Checkout



# Civil Air Patrol Requisition Page

[DRMS Home Page](#)



Item Name	TRUCK,CARGO
Supply Condition Code	F7
Demil Code	Q
DRMO Name	LETTERKENNY
DRMO State	PA
Item Location:	
DTID	SXX2931089D469
NSN	<a href="#">2320013832047</a>
Qty Available	1
Qty on Hand	1
Original Price	\$56,500.00

Photographs are clickable and provide additional information about the item(s)

	<a href="#">Add TRUCK</a>					\$1,000.00	EGLIN, FL <a href="#">(EGLIN, FL)</a>
	<a href="#">Add TRUCK CARGO</a>	1	H7	A		\$1,000.00	EGLIN, FL <a href="#">(EGLIN, FL)</a>
	<a href="#">Add TRUCK CARGO</a>	1	H7	A		\$1,000.00	EGLIN, FL <a href="#">(EGLIN, FL)</a>
	<a href="#">Add TRUCK CARGO</a>	1	H7	A		\$1,000.00	EGLIN, FL <a href="#">(EGLIN, FL)</a>
	<a href="#">Add TRUCK,CARGO</a>	1	H7	Q		\$56,500.00	TOPEKA, KS <a href="#">(RILEY, KS)</a>
	<a href="#">Add TRUCK,CARGO</a>	1	F7	Q		\$56,500.00	<a href="#">LETTERKENNY, PA</a>
	<a href="#">Add TRUCK,CARGO</a>	1	F7	Q		\$56,500.00	<a href="#">LETTERKENNY, PA</a>
	<a href="#">Add TRUCK,CARGO</a>	1	F7	Q		\$56,500.00	<a href="#">LETTERKENNY, PA</a>

Civil Air Patrol Requisition Completion Form - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

**Civil Air Patrol Requisition Completion Form**

[Go to Search Page](#) [Back to State Screeners Page](#)

QTY * Required	QTY Avail	Product Name	Request Justification
1	1	TRUCK,CARGO	Replace wrecked truck
1	1	TRUCK,CARGO	For training purposes

\* You may change quantity to a value less than or equal to the quantity available..

The CAP Screener will be given an opportunity to justify the request prior to selecting Submit Requisition.

Once submitted, the request is automatically made available to the HQ CAP/LGS/NTC, CAP-USAF State Director, and CAP-USAF LR/LG for review and approval/disapproval.

Done Trusted sites

Civil Air Patrol Submitted Requisition - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

**Civil Air Patrol Submitted Requisition**

Requests Submitted on 01/11/2007 08:39

Tracking Number	Name	Quantity	DRMO	DTID
89	TRUCK,CARGO	1	DULUTH,MN W80YTN62560506A	
90	TRUCK,CARGO	1	DULUTH,MN W57TAX62260560A	

2 items were requested.

\* You can query the status of your items by using the tracking numbers.

[Back to Screener Page](#) [Back to Search Page](#)

The CAP Screener will receive confirmation when successfully submitting requests

Done Trusted sites



## DRMS Civil Air Patrol Application

[DRMS Home Page](#)

Welcome Carol Fix.

The CAP screener may modify the original request: change original quantity requests or cancel the request

[Request items](#)

[Modify/Resubmit Requested Items](#)

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[Item History Form](#)

Click [here](#) to change your password.

[Log Out](#)

24 Hour Status:

No action in the last 24 hours.

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 661-4999

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Modify/Resubmit Requested Items - Microsoft Internet Explorer provided by Proxy Consolidation USE6

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**Modify/Resubmit Requested Items**

[Back to Screens Page](#)

Quantity (Available)	Comments	Product Name	Request Date	DRMO	DTID	Last Action
1 (1)	<input type="text"/>	TRUCK,CARGO	01/11/2007	DULUTH	<a href="#">W80YTN62560506A</a>	Request submitted by Screener.
1 (1)	<input type="text"/>	TRUCK,CARGO	01/11/2007	DULUTH	<a href="#">W57TA X62260560A</a>	Request submitted by Screener.

[Back to Screens Page](#)

The quantity can be modified by simply changing the quantity and adding a comment

Cancel by clicking on the DTID

Trusted sites

Civil Air Patrol Detail for DTID: W80YTN62560506A  
 Civil Air Patrol Sequence Number: 89

Click here to cancel this requisition. ← Select to cancel

**Detail Information**

Product Name	TRUCK,CARGO
RIC	SVKD
DRMO Name	DULUTH
National Stock Number	2320000771617

**Civil Air Patrol History**

Trans Date	Quantity	Action	Approver	Comments
01/11/2007 08:39:09	1	Request submitted by Screener.	YF0128	Replace wrecked truck.

[Back to Screeners Page](#) [Back to Modify/Resubmit Requested Items](#)

After the CAP Screener cancels the request the screener will be given an opportunity to reaffirm the cancellation request.  
 This acts as a security measure!

Civil Air Patrol Detail for DTID: W80YTN62560506A  
 Civil Air Patrol Sequence Number: 89

Click here to cancel this requisition.

**Detail Information**

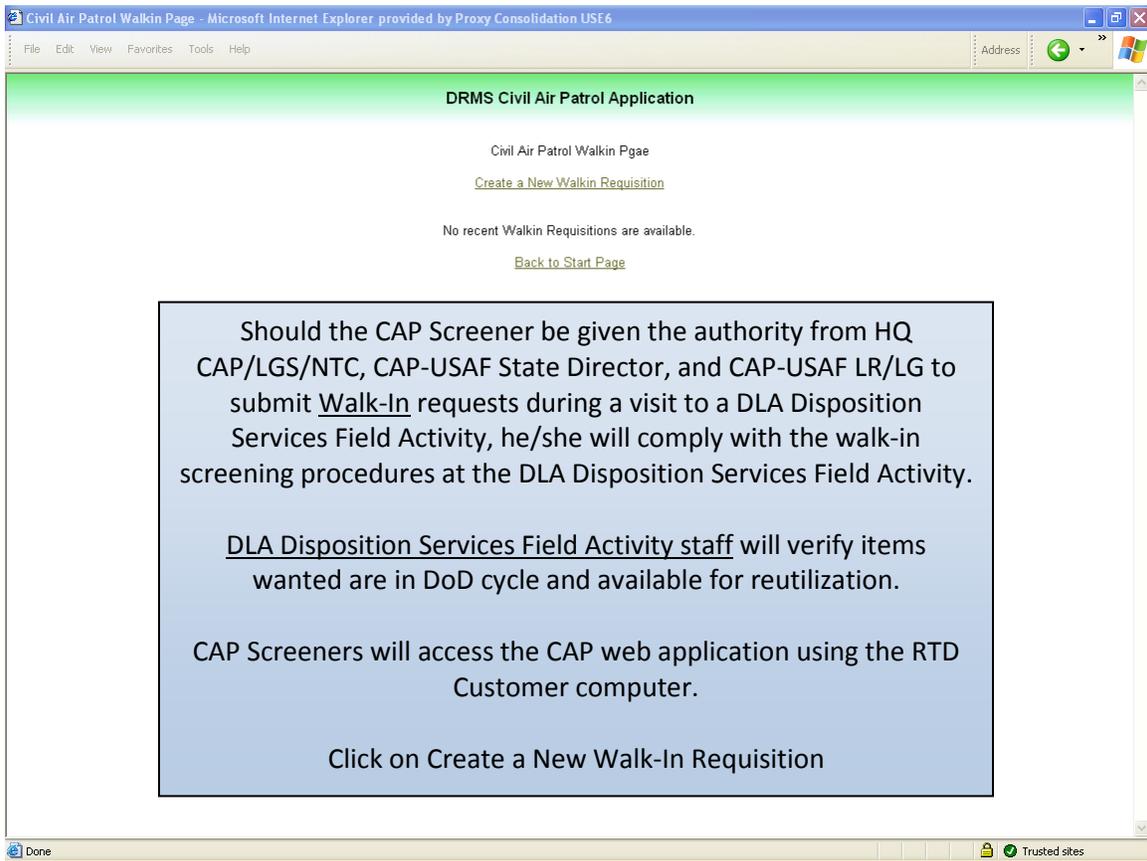
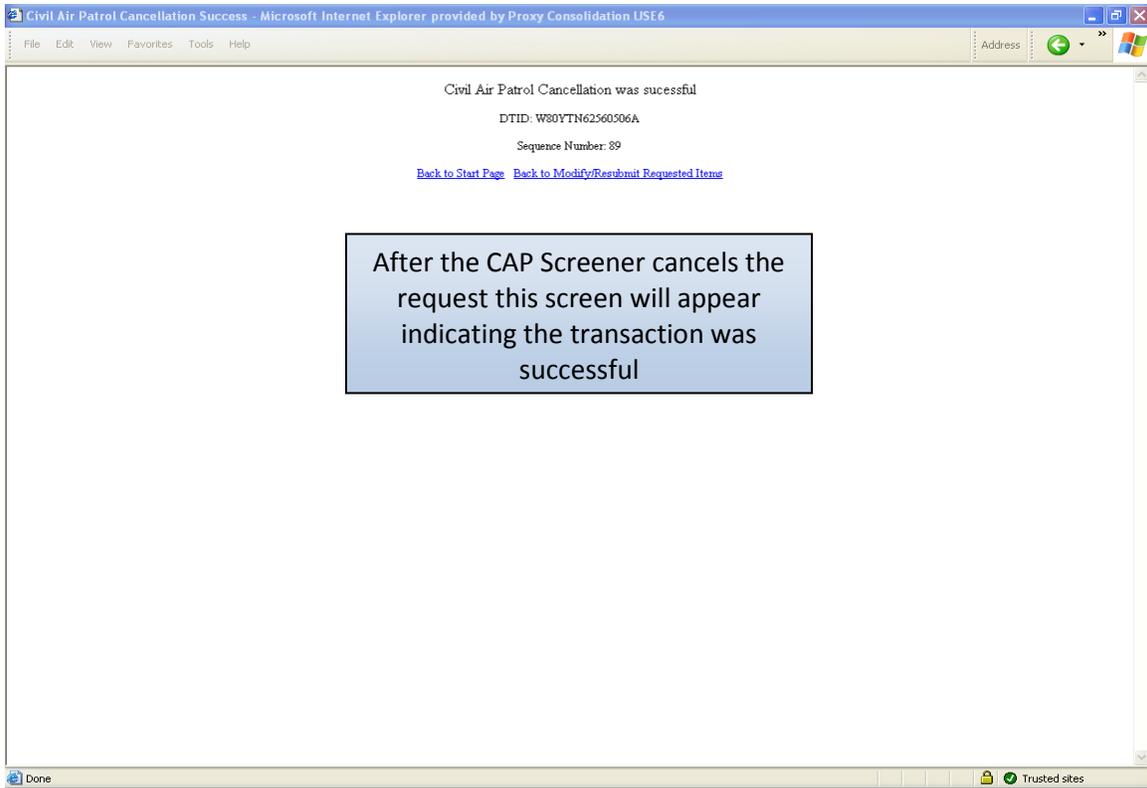
Product Name	TRUCK,CARGO
RIC	SVKD
DRMO Name	DULUTH
National Stock Number	2320000771617

**Civil Air Patrol History**

Trans Date	Quantity	Action	Approver	Comments
01/11/2007 08:39:09	1	Request submitted by Screener.	YF0128	Replace wrecked truck.

Microsoft Internet Explorer  
 Are you SURE you want to cancel this requisition?  
 OK Cancel

The CAP screener will again be asked if he/she wants to cancel the request



Civil Air Patrol Walkin Form - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help

Address

### DRMS Civil Air Patrol Application

Civil Air Patrol Walkin Form

Search for information for a selected DTID.

DTID:

Quantity Requested:

[Back to Start Page](#)

The CAP Screener will enter the DLA Disposition Services Field Activity approved DTID and Quantity on this screen

The Walk-in request will automatically become available for HQ CAP/LGS/NTC, CAP-USAF State Director, and CAP-USAF LR/LG review and approval

Once approved by HQ CAP/LGS/NTC, CAP-USAF State Director, and CAP-USAF LR/LG it will be posted on the DLA Disposition Services eWorkplace under Administrative Services - Reports/Statistics and RTD

Done

Civil Air Patrol Walkin 1348 Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Go

### Civil Air Patrol Walkin 1348 Files

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Requisition Number	DRMO RIC	Creation Date and Time	DTID	Item Description	Item Quantity
<a href="#">EG330170680202</a>	SY8A	3/09/07 15:04	N001646313LC37	AMPLIFIER,RADIO FRE	1 EA
<a href="#">EG330170680199</a>	SY8A	3/09/07 15:04	N001646319AE29	AMPLIFIER DUEL MODE	1 EA
<a href="#">EG330170680200</a>	SY8A	3/09/07 15:04	FE649270300050	AMPLIFIER,AUDIO FRE	1 EA
<a href="#">EG330170680201</a>	SY8A	3/09/07 15:04	FE230070290028	AMPLIFIER,AUDIO-RAD	1 EA
<a href="#">EG330170680197</a>	SY8A	3/09/07 15:04	N001286352F226	ALUMINUM TRAY CART	1 EA
<a href="#">EG330170680198</a>	SY8A	3/09/07 15:04	N001646319AE02	AMMETER	1 EA

This is an example of a Walk-In request report for the Civil Air Patrol for DLA Disposition Services Field Activity action

The CAP Walk-Ins will state Civil Air Patrol at the top of the page & requisitions will be posted with the CAP-USAF DoDAAC

The requisition will be posted within minutes of the CAP electronic approval; therefore, the Screener must be sure the HQ CAP/LGS/NTC, CAP-USAF State Director, and CAP-USAF LR/LG personnel are available to approve the request before submitting a Walk-in Request

1. ORG 14500	2. FROM 14500	3. QUANTITY 1	4. SUPPLY ADDRESS EA00001	5. DTL YX0001L	6. DTL FAY	7. DTL 3F7	8. UNIT PRICE DOLLARS 50000	9. DOLLARS 50000	10. CTS	11. TOTAL PRICE	12. SHIP FROM SXI1715 WRIGHT PATTERSON MEO	13. SHIP TO YX0001		
14. DOCUMENT NUMBER FG330170680202														
15. NATIONAL STOCK NUMBER & ADDRESS 5996014931858														
16. DOC DATE 068			17. RMFC			18. FRT RATE			19. TYPE CARGO			20. PS		
21. QTY. RECD			22. UP			23. UNIT WEIGHT			24. UNIT CUBE			25. UPC		
26. FREIGHT CLASSIFICATION NOMENCLATURE														
27. ITEM NOMENCLATURE AMPLIFIER, RADIO FRE														
28. TR CONT			29. NO CONT			30. TOTAL WEIGHT			31. TOTAL CUBE			32. RECEIVED BY		
33. DATE RECEIVED			34. DTID			35. WAREHOUSE LOCATION			36. TOTAL ADJUSTED VALUE			37. DTID		

DLIS  
(123) 456-7890  
Washington St SW  
Battle Creek, OH 49048

DTID: N001646313LC37  
WAREHOUSE LOCATION: POA061710B1  
TOTAL ADJUSTED VALUE: 0.00

Civil Air Patrol (CAP) Walkin Requisition  
\*\*\* DO NOT SHIP THIS REQUISITION \*\*\*

This is a DRMS generated document.

Here is an example of a CAP Walk-in DD Form 1348-1A. DLA Disposition Services Field Activity staff will get the removal notification email from the CAP-USAF LR/LG or HQ CAP-USAF/LG and then issue the item(s)

Civil Air Patrol Screeners Start Page - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help

Address

### DRMS Civil Air Patrol Application

Welcome to CAP 1.0

[Request Items](#) [Go To Cart Checkout](#)  
[Modify/Resubmit Requested Items](#)  
[Walkin Page](#)

24 Hour Status:  
No action in the last 24 hours.

Get History of Requested Items  
Enter any of the following

Starting date:  in MM/DD/YY format or mnemonic  
Ending date:  in MM/DD/YY format or mnemonic  
DTID:   
NSN:   
Requisition Number:   
Sequence Number:   
Last Item Action:

[DRMS Password Change Function](#)

Trusted sites

CAP Screeners may run a number of reports by date, by report name, or date & report name combination

Civil Air Patrol Screeners Start Page - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help

Address

### DRMS Civil Air Patrol Application

Welcome to CAP 1.0

[Request Items](#)   [Go To Cart Checkout](#)  
[Modify/Resubmit Requested Items](#)  
[Walkin Page](#)

24 Hour Status:

Any Action

Request assigned for LG approval.

Request deassigned for LG approval..

Request approved by LG or Director.

Request rejected by LG or Director.

Request cancelled by LG or Director.

Request modified by LG or Director.

Request rejected by Milstrip.

Request approved by Milstrip.

Request shipped or picked up.

Request cancelled by Milstrip.

Request modified by Screener.

Request deleted by Screener.

Request submitted by Screener.

Request cancelled by Screener.

Walk-in request submitted by Screener.

Request expired due to lack of Milstrip activity.

Request expired Xcess Xpress time limit

Starting date: \_\_\_\_\_

Ending date: \_\_\_\_\_

DTID: \_\_\_\_\_

NSN: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

Sequence Number: \_\_\_\_\_

Last Item Action: Any Action

[DRMS Password Change Function](#)

monic  
monic

Listing of Report Options under drop down arrow

**THIS SECTION IS FOR: HQ CAP/LGS/NTC**



## DRMS Civil Air Patrol Application

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[Walkin 1348 List](#)

[User Manual](#)

Once a CAP Screener submits a request, it becomes visible to the HQ CAP/LGS/NTC for review

Must have User ID/Password

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For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 661-4999

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Civil Air Patrol HQ CAP/LG Start Page - Microsoft Internet Explorer

DRMS Civil Air Patrol Application

Welcome Civil Air Patrol HQ CAP/LG.

Welcome to CAP 1.0

2 requests are awaiting approval.

[Item Approval Form](#)  
[Item History Form](#)

Click [here](#) to change your password.

24 Hour Status:  
2 Requests were submitted by Screener.

HQ CAP/LGS/NTC selects Item Approval Form to approve or deny Screeners' requests

All CAP web application users have access to various reports similar to those available for the Screeners.  
Select: Item History Form to review the reports

The HQ CAP/LGS/NTCHQ will immediately see how many requests are awaiting approval, as well as activity that has occurred during the past 24 hours

Civil Air Patrol LG Approval - Microsoft Internet Explorer

DRMS Civil Air Patrol Application

Civil Air Patrol Item Approval

Quantity (Available)	Approve	DTID Product Name NSN	Current Cycle	Days Left	DRMO Name	Item Location	Request Date	Last Action	Agency	Condition Code	Item DMIL Code	Comments
1 (1)	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">W31LPT7081G504</a> TRUCK M35A2 00-077-1617 232000RESIDUE	DOD	2	ANNISTON	AL	04/18/2007 12:00:06	Request submitted by Screener.	<a href="#">DRMS- BBR, Battle Creek, MI</a>	H	Q	
1 (1)	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">W31LPT7081G517</a> TRK M1009 01-123-2665 232000RESIDUE	DOD	2	ANNISTON	AL	04/18/2007 12:00:06	Request submitted by Screener.	<a href="#">DRMS- BBR</a>			

Approve All Items

Note: check No to reject selected items as needed and then select Approve All Items to

Submit    Reset Form

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The HQ CAP/LGS/NTC may select a single line item to review or approve all items on the list.

Civil Air Patrol LG Approval - Microsoft Internet Explorer

### DRMS Civil Air Patrol Application

#### Civil Air Patrol Item Approval

Quantity (Available)	Approve	DTID Product Name NSN	Current Cycle	Days Left	DRMO Name	Item Location	Request Date	Last Action
1 (1)	<input type="radio"/> Yes <input checked="" type="radio"/> No	W31LPT7081G504 TRUCK M35A2 00-077-1617 232000RESIDUE	DOD	2	ANNISTON, AL		04/18/2007 12:00:06	Request submitted by Screener. Battle Creek, MI
1 (1)	<input checked="" type="radio"/> Yes <input type="radio"/> No	W31LPT7081G517 TRK M1009 01-123-2665 232000RESIDUE	DOD	2	ANNISTON, AL		04/18/2007 12:00:06	Request submitted by Screener. DRMS- BBR, Battle Creek, MI

Approve All Items  
 Note: check No to reject selected items as needed and then select Approve All Items to approve the rest.

Submit    Reset Form

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Select: Submit

In this case the HQ CAP/LGS/NTC has opted to disapprove the first line item and approve the second

Civil Air Patrol Item Approval Update - Microsoft Internet Explorer

### Civil Air Patrol Item Approval Update

#### Items Approved

Tracking Number	DTID	Name	Quantity	DRMO
395	W31LPT7081G517	TRK M1009 01-123-2665	1	ANNISTON, AL

#### Items Rejected

Tracking Number	DTID	Name	Quantity	DRMO
394	W31LPT7081G504	TRUCK M35A2 00-077-1617	1	ANNISTON, AL

2 items were updated.  
 1 approval 1 rejection

[Return to Approval Page](#)    [Return to Start Page](#)

The HQ CAP/LGS/NTC has received notice of the successful rejection  
 The CAP Screeners Page will be updated to reflect the rejection and will be posted on the CAP Screeners main page

**CAP-USAF STATE DIRECTOR (May be approved by CAP-USAF LR/LG if State Director is not available):**



## DRMS Civil Air Patrol Application

[DRMS Home Page](#)

VERSION 1.0  
DRMS [Notice](#)

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[Screeners](#)

[HQ CAP/LGs](#)

[State Directors](#)

[Logistics Officers](#)

[Walkin 1348 List](#)

[User Manual](#)

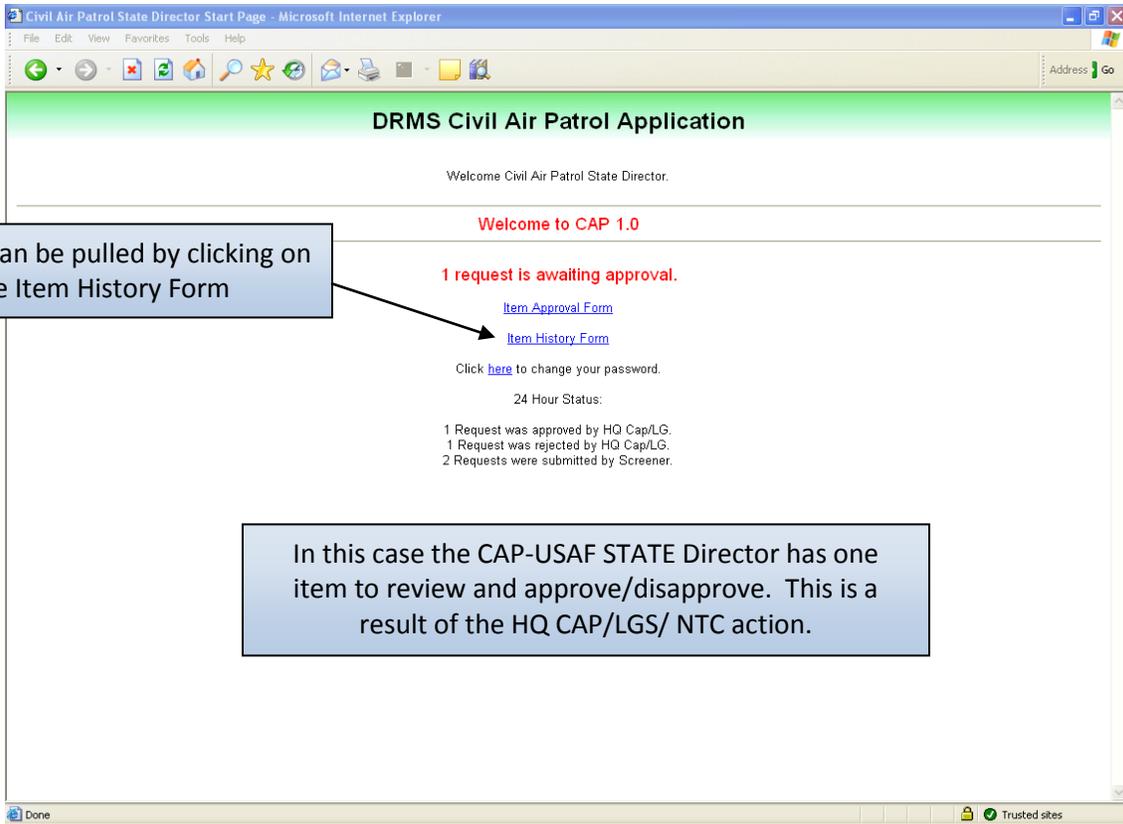
---

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 661-4999

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Once HQ CAP/LGS/NTC approves a request, it becomes visible to the CAP-USAF State Director  
Must have User ID/Password



Reports can be pulled by clicking on the Item History Form

In this case the CAP-USAF STATE Director has one item to review and approve/disapprove. This is a result of the HQ CAP/LGS/ NTC action.

Civil Air Patrol LG Approval - Microsoft Internet Explorer

DRMS Civil Air Patrol Application

Civil Air Patrol Item Approval

Quantity (Available)	Approve	DTID Product Name NSN	Current Cycle	Days Left	DRMO Name	Item Location	Request Date	Last Action	Agency	Condition Code	Item DMIL Code	Comments
1 (1)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<a href="#">W31LPT7081G517</a> TRK M1009 01-123-2665 232000RESIDUE	DOD	2	ANNISTON	AL	04/18/2007 12:00:06	Request approved by HQ Cap/LG.	<a href="#">DRMS- BBB Battle Creek, MI</a>	H	A	

Approve All Items  
 Note: check No to reject selected items as needed and then select Approve All Items to approve the rest.

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In this example the CAP-USAF State Director has approved the request

Civil Air Patrol Item Approval Update - Microsoft Internet Explorer

Civil Air Patrol Item Approval Update

Items Approved

Tracking Number	DTID	Name	Quantity	DRMO
395	W31LPT7081G517	TRK M1009 01-123-2665	1	ANNISTON, AL

1 item was updated.  
 1 approval 0 rejections

[Return to Approval Page](#)
[Return to Start Page](#)

The CAP-USAF State Director immediately receives feedback of the action

Done Trusted sites

**The Final review is completed by the CAP-USAF LR/LG**  
**(May be approved by HQ CAP-USAF/LG if LR/LG is not available)**

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[Screeners](#)  
[HQ CAP/LGs](#)  
[State Directors](#)  
[Logistics Officers](#)  
[Walkin 1348 List](#)  
[User Manual](#)

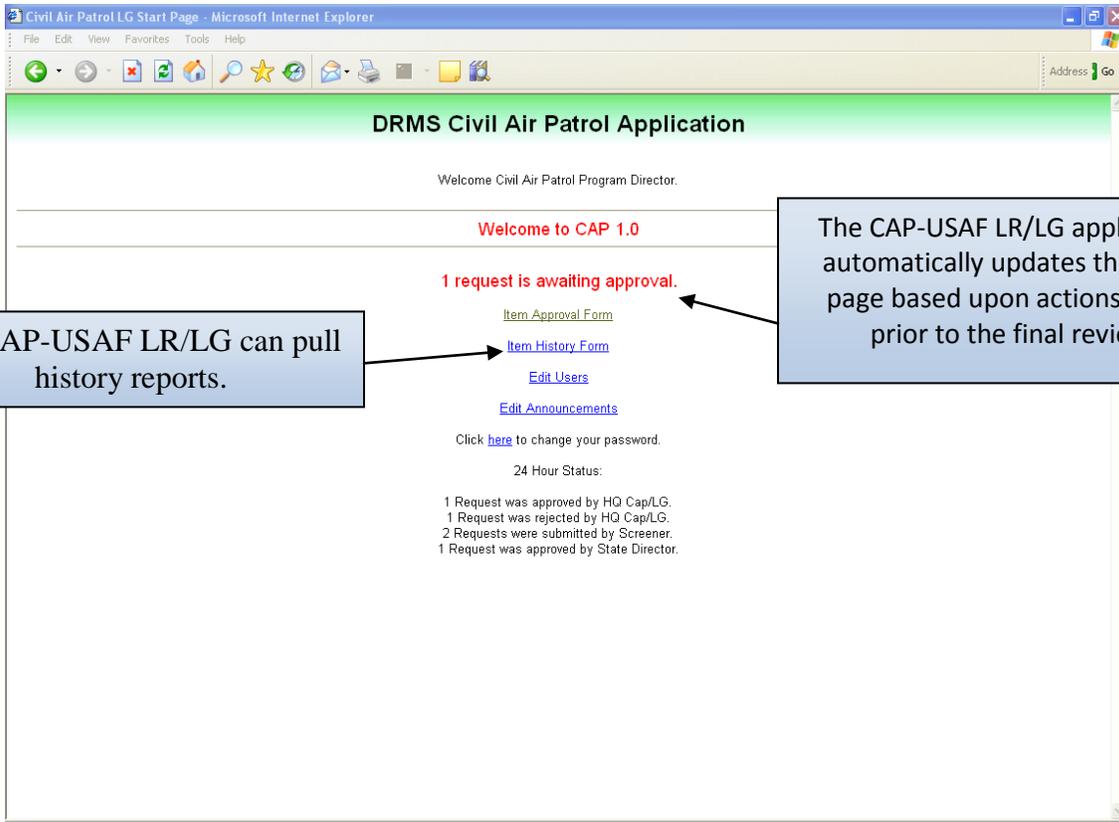
The CAP-USAF LR/LG will complete the final review and approve/disapprove the request(s)

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For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 661-4999

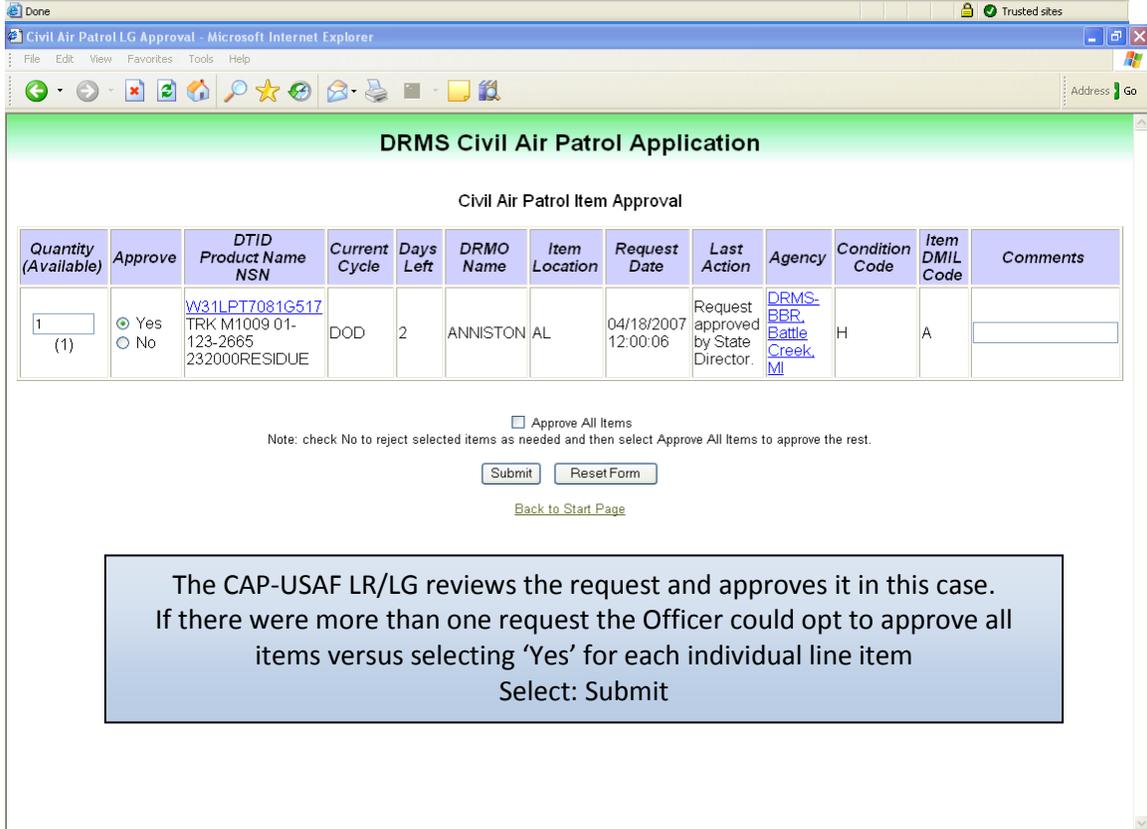
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The CAP-USAF LR/LG can pull history reports.

The CAP-USAF LR/LG application automatically updates the main page based upon actions taken prior to the final review



The CAP-USAF LR/LG reviews the request and approves it in this case. If there were more than one request the Officer could opt to approve all items versus selecting 'Yes' for each individual line item  
 Select: Submit

Civil Air Patrol Item Approval Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: Go

### Civil Air Patrol Item Approval Update

Items Approved

Tracking Number	DTID	Name	Quantity	DRMO
395	W31LPT7081G517	TRK M1009 01-123-2665	1	ANNISTON, AL

1 item was updated.  
1 approval 0 rejections

[Return to Approval Page](#) [Return to Start Page](#)

The CAP-USAF LR/LG immediately receives feedback of the action

Civil Air Patrol LG Start Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: Go

### DRMS Civil Air Patrol Application

Welcome Civil Air Patrol Program Director.

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Welcome to CAP 1.0

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[Item Approval Form](#)  
[Item History Form](#) ← History of all actions for the past 24 hours is visible  
[Edit Users](#)  
[Edit Announcements](#)

Click [here](#) to change your password.

24 Hour Status:

- 1 Request was approved by HQ Cap/LG.
- 1 Request was rejected by HQ Cap/LG.
- 1 Request was approved by LG or Director.
- 2 Requests were submitted by Screener.
- 1 Request was approved by State Director.

Civil Air Patrol History Search Form - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

### DRMS Civil Air Patrol Application

Civil Air Patrol History Search Form

Specify any of the following to get a History Report on requested items.

Starting date:  in MM/DD/YY format or mnemonic  
 Ending date:  in MM/DD/YY format or mnemonic  
 DTID:   
 NSN:   
 Requisition Number:   
 Sequence Number:   
 Approver Id:   
 Screener Id:   
 State: Any State  
 Last Item Action: Any Action

Get

- Request assigned for LG approval.
- Request deassigned for LG approval.
- Request approved by LG or Director.
- Request rejected by LG or Director.
- Request cancelled by LG or Director.
- Request modified by LG or Director.
- Request rejected by Milstrip.
- Request approved by Milstrip.
- Request shipped or picked up.
- Request cancelled by Milstrip.
- Request modified by Screener.
- Request deleted by Screener.
- Request submitted by Screener.
- Request cancelled by Screener.
- Walk-in request submitted by Screener.
- Request expired due to lack of Milstrip activity.
- Request expired Xcess Xpress time limit

There are many report options available for all

Civil Air Patrol History - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

### Civil Air Patrol History

Results for Last Item Action = "Request rejected by LG or Director."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Item Location	Action	User Id	Comments
84	OH	130	CPU	N6609763450319	1	01/10/2007 13:33:38	LEWIS MEO	WA	Request submitted by Screener.	YX0130	
					1	01/11/2007 08:47:11			Request assigned for LG approval.		Assigned to S9D4021 by S9D4021
					1	01/11/2007 08:48:05			Request rejected by LG or Director.	S9D4021	

[Back to History Page](#) [Back to Start Page](#)

Example: Requests rejected by the CAP-USAF State Director or CAP-USAF LR/LG history

Done Trusted sites

Civil Air Patrol History - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

**Civil Air Patrol History**  
Results for Last Item Action = "Request approved by LG or Director."  
62 items found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Item Location	Action
5	MI	128	TRUCK,CARGO	W56LU862900002A	1	12/27/2006 10:30:33	SELRIDGE	MI	Request submitted by Screener.
						12/27/2006 13:46:37			Request assigned for LG approval.
						12/27/2006 13:47:08			Request approved by LG or Director.
6 <i>Walk-in Request</i>	MI	128	TRUCK,CARGO	FE282362970119	1	12/27/2006 10:42:55	EGLIN MEO	FL	Walk-in request submitted by Screener.
						12/27/2006 12:17:14			Request assigned for LG approval.
						12/27/2006 12:17:24			Request deassigned for LG approval.
						12/27/2006 13:46:56			Request assigned for LG approval.
						12/27/2006 14:49:35			Request approved by LG or Director.
						12/27/2006 10:43:04	EGLIN MEO	FL	Walk-in request submitted by Screener.
						12/27/2006 13:46:57			Request assigned for LG approval.
12/27/2006 14:49:35			Request approved by LG or Director.						
1					1	12/27/2006 13:38:04	ANNISTON	AL	Request submitted by Screener.
						12/27/2006 13:41:24			Request assigned for LG approval.
						12/27/2006 13:41:57			Request deassigned for LG approval.
						12/27/2006 13:46:42			Request assigned for LG approval.
						12/27/2006 13:46:42			Request assigned for LG approval.
						12/27/2006 13:46:42			Request assigned for LG approval.
						12/27/2006 13:46:42			Request assigned for LG approval.

Example of requests approved by CAP-USAF State Director or CAP-USAF LR/LG

Approved requests are processed overnight and are routed to the DLA Disposition Services Field Activity.

Note: It isn't unusual for a higher priority request to process first, which will automatically cancel the CAP request.

Done Trusted sites

Civil Air Patrol LG Start Page - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

**DRMS Civil Air Patrol Application**

Welcome Civil Air Patrol Program Director.

---

Welcome to CAP 1.0

---

4 requests are awaiting approval.

[Item Approval Form](#)  
[Item History Form](#)  
[Edit Users](#)  
[Edit Announcements](#)  
[DRMS Password Change Function](#)

24 Hour Status:

5 Requests were assigned for LG approval.  
 1 Request was deassigned for LG approval.  
 2 Requests were approved by LG or Director.  
 1 Request was rejected by LG or Director.  
 1 Request was cancelled by Screener.  
 7 Requests were submitted by Screener.  
 1 Walk-in request was submitted by Screener.

The HQ CAP-USAF/LG may edit User information by selecting Edit Users

Civil Air Patrol User Edit - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

### Civil Air Patrol User Edit

[Back to Start Page](#)

Name ▲▼	Organization ▲▼	State ▲▼	Login ID ▲▼	Type ▲▼	Supp Addr ▲▼	
<a href="#">Add New User</a>						
Paul Adams	CAP Minnesota Wing	MN	PADAMS	Screener	YX0054	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
		NV	NAKERSON	Screener	YX0066	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
		AR	BALLISON	Screener	YX0010	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
		PA	AAPPLEBAUM	Screener	YX0097	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
		GA	LARNOLD	Screener	YX0026	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
	Region	CA	ABALOGI	LG		<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Roger Bennett	CAP West Virginia Wing	WV	RBENNETT	Screener	YX0121	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Eddy Billman	CAP Texas Wing	TX	EBILLMAN	Screener	YX0116	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Charles Bishop	CAP Arkansas Wing	AR	CBISHOP	Screener	YX0013	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
David Bluske	CAP-USAF North Central Liaison Region	MN	DBLUSKE	LG		<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Michael Bower	CAP Ohio Wing	OH	MBOWER	Screener	YX0087	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Thomas Brehm	CAP Hawaii Wing	HI	TBREHM	Screener	YX0031	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Matthew Brewer	CAP Oregon Wing	Or	MBREWER	Screener	YX0093	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Bob Brindle	CAP Indiana Wing	IN	BBRINDLE	Screener	YX0039	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
William Brown	CAP Oregon Wing	Or	WBROWN	Screener	YX0095	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Carl Brown	CAP Alaska Wing	AK	CBROWN	Screener	YX0006	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Frank Buethe	CAP New Mexico Wing	NM	FBUETHE	Screener	YX0080	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>
Don Burand	CAP Alaska Wing	AK	DBURAND	Screener	YX0000	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>

The HQ CAP-USAF/LG may delete a screener by selecting "Delete" or update Screener info by selecting "Edit"

Civil Air Patrol User Edit - Microsoft Internet Explorer provided by Proxy Consolidation USE6

File Edit View Favorites Tools Help Address

### Civil Air Patrol User Edit

[Back to Start Page](#) [Back to Edit Users Page](#)

The HQ CAP-USAF/LG has the authority to update the address, telephone number or email address

User Information	
First Name:	Nancy
Last Name:	Akerson
Title:	Screener
Organization:	CAP Nevada Wing
Address Line 1:	1980 Kleppe Lane
Address Line 2:	
City:	Sparks
State:	NV
Zip Code:	89432
Phone Number:	(775) 358-3700
Extension:	
Fax Number:	
E-mail Address:	afauxcapflyer@juno.com
Type:	Screener
Login ID:	NAKERSON

Civil Air Patrol Announcements Edit - Microsoft Internet Explorer provided by Proxy Consolidation USE 6

File Edit View Favorites Tools Help Address Trusted sites

### DRMS CAP Announcements Edit

[Back to LG Start Page](#)

Announcement	Start Date	End Date	Users	Font Size	
<a href="#">Add a New Announcement</a>					
Welcome to CAP 1.0	03/22/06 07:39	09/18/07 07:39	All	1	<a href="#">Edit</a> <a href="#">Delete</a>

DLA Disposition Services and the HQ CAP-USAF/LG are authorized to post new announcements for Users related to the DLA Disposition Services Field Activity business

Trusted sites

The CAP Web Application is easy to use. All transactions are automatically made visible from one level to another.

HOURS: CAP Screeners should call DLA Disposition Services Field Activity's staff prior to visiting. All DLA Disposition Services Field Activities have minimum Reutilization **hours of operation**: Tuesday, Wednesday, and Thursday (0800 hours to 1400 hours Local Time).

PROPERTY REMOVAL: The CAP customers are required to email a **removal notice (CAP-USAF approval)** to the DLA Disposition Services Field Activity prior to the property removal from the DLA Disposition Services Field Activity.

- The email must be addressed to the DLA Disposition Services Field Activity
- From .gov or other appropriate non-commercial email address
  - cc: to the individual who approved the request unless the confirming email is from that POC
- Email (CAP-USAF approval) authorizes the person picking up the property to remove specific items
- Item(s) will not be released until email arrives
- Printed copy of email will be retained with requisition document

ENTIRE BATCHLOTS: CAP screeners should check with DLA Disposition Services at Battle Creek Reutilization Office or the DLA Disposition Services Field Activity to determine what the latest status is regarding the screening and requisitioning of **entire batchlots**.

TRANSACTION REPORTS: DLA Disposition Services at Battle Creek Reutilization Office will provide HQ CAP-USAF/LG a monthly listing of their requests submitted (RADs), cancellations (RCNs), and actual reutilization transactions processed (STRs).