Security Cooperation Information Portal (SCIP)

EUM Customer Assistance Handbook

Defense Security Cooperation Agency (DSCA)

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Table of Contents

1. EUM Background	**Page 3**
2. EUM User Groups	**Pages 4-5 (Table 1)**
3. EUM Navigation	**Pages 6-12 (Figures 1-7)**
4. EUM Business Process Logic	**Pages 13-17 (Table 2, Figure 8)**
5. EUM Administration (Accessible to DSCA Only)	**Page 18 (Figure 9)**
6. EUM Reports	**Pages 19-31 (Figures 10-22)**
7. EUM Ad Hoc	**Pages 32-46 (Figures 23-38)**
8. Inventory Reports	**Pages 47-52 (Figures 39-44)**
9. EUM Inputs	**Pages 53-69 (Figures 45-61)**

1. End Use Monitoring (EUM) Background

Section 4 of the Arms Export Control Act (AECA) and Section 505 of the Foreign Assistance Act (FAA) of 1961, as amended, requires that defense articles and services can only be transferred to countries and international organizations for purposes of internal security, legitimate self defense, civic action, or regional/collective arrangements. The U.S. Government has a continual responsibility (from the time of transfer until eventual disposal) to ensure defense articles/services transferred under these authorities are being used for these purposes.

In 1996, Section 40A of the AECA [22 U.S.C. 2785] was amended to require "to the extent practicable, a program shall be designed to provide reasonable assurances that the recipient is complying with the requirements imposed by the United States Government with respect to the use, transfers, and security of defense articles and monitoring of U.S. arms transfers, and security of defense articles and services."

DSCA established the "Golden Sentry" End Use Monitoring (EUM) program to ensure proper end use monitoring of government-to-government transfers. EUM's objectives are to minimize security risks to the U.S. Government, friends and allies, and assure compliance with established technology control requirements. EUM oversees actions throughout the security cooperation community to prevent violation of the AECA, FAA, and other conditions of sale.

SCIP has been enhanced to provide an EUM application that tracks government-to-government defense article items. Items are tracked at the Serial Number level on a country by country basis. All items are categorized under a specific Defense Article and MASL identifier. SCIP provides not only tracking information for all items, but provides inventory management controls. Items can be added, edited, removed from the system, and transferred, and inspected. Inspections record inventory data about a particular item or group of items. All inspection data is stored in history records to permit appropriate personnel to monitor item control requirements. The EUM application within SCIP provides inventory reports that will help inspectors plan for upcoming inventories and isolate items that are considered 'delinquent'. Delinquent items are those that have not been inspected or inventoried within a pre-determined amount of time.

Access to the EUM application is governed through the use of a new community and sub-communities within SCIP. The SAO Toolbox Community contains sub-communities that house the EUM application. Users must have appropriate permissions set up in order to access EUM.

2. EUM User Groups

Access to the EUM application is restricted to the following EUM User Groups:

1. EUM Program Administrators (DSCA/DSADC)
2. EUM Combatant Commanders (CC)
3. EUM Host Nation Users (HN)
4. EUM Implementing Agencies (IAs)
5. EUM SAO Users (SAO)

The EUM application has 5 sub-communities:

1. EUM Administration
2. EUM Reports
3. EUM Ad-Hoc
4. EUM Inventory Reports
5. EUM Inputs

The 5 sub-communities listed above are accessible to the EUM User Groups listed below:

1. EUM Administration — DSCA/DSADC only
2. EUM Reports:
   a. Canned Reports — CC, SAO, HN, IA
   b. View an Item Note — CC, SAO, IA

3. EUM Ad Hoc:
   a. Ad Hoc Item (USG only) — CC, SAO, HN, IA
   b. Ad Hoc Item History (USG Records) — CC, SAO, IA,
   c. Ad Hoc Item History (HN Records) — CC, SAO, HN, IA

   4. EUM Inventory Reports:
   a. EUM Planned Inventory Reports — CC, SAO
   b. EUM Delinquent Reports — CC, SAO

5. The following EUM Inputs can be accomplished by the EUM User Groups listed below:
   a. The CC, SAO, HN and IA groups can add Items
   b. The CC, SAO, and IA groups can add Item Notes
   c. The CC, SAO, and IA groups can view Item Notes
   d. Only DSCA can delete items
   e. The CC, SAO, and HN groups can dispose of Items
   f. The CC, SAO, and IA groups can edit Items
   g. The CC, SAO, and HN groups can mark Items as Expended
   h. The CC, SAO, and HN groups can perform inventories
   i. The CC, SAO, and HN groups can mark Items as Inventory Losses
   j. Only DSCA can transfer items among items among countries and organizations
   k. Only DSCA and the CC group can modify the frequency of inspections

The EUM Program Administrators at DSADC have the highest level of access and special administrative control of functions a. through k. above.

Refer to the Table 1 for a summary of the above EUM User Group relationships mentioned above. This table lists the main functions within the EUM application in the first column. The remaining columns represent EUM User Groups that may or may not have access to a specific function. If the cell entry is green and indicates 'Access', then this particular User Group has permission to access the function listed in the first column.

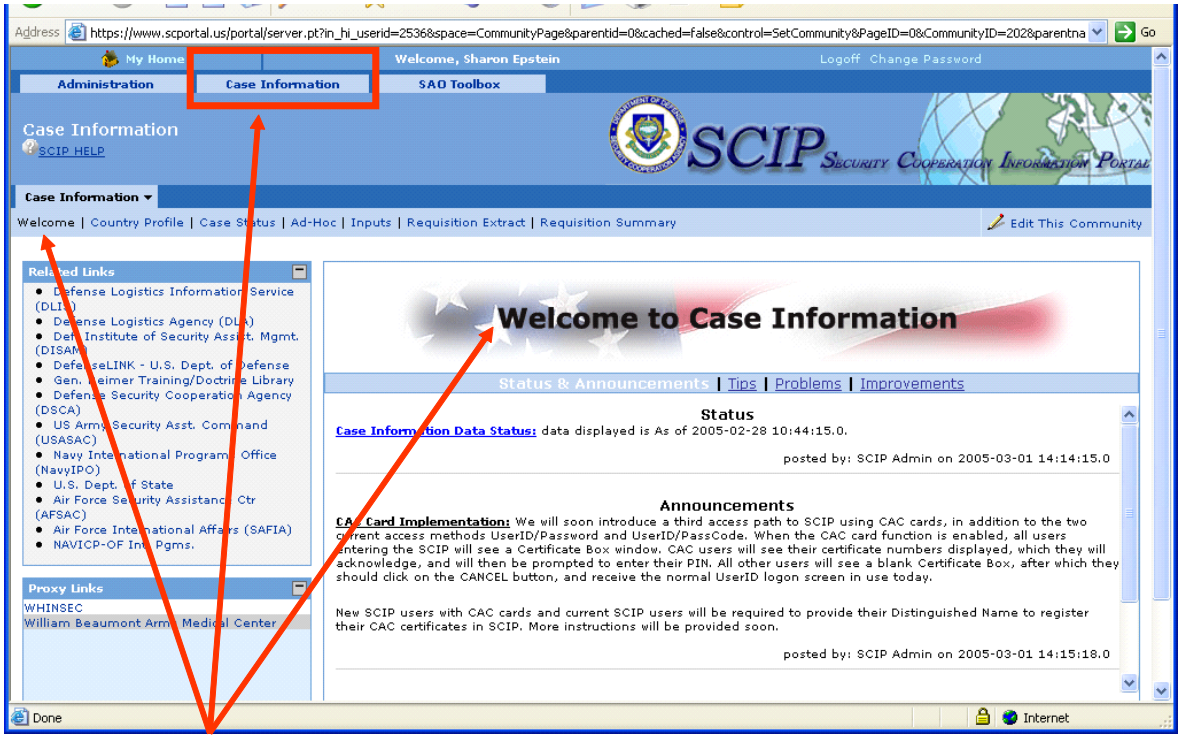
Table 1

Function	EUM Admin DSCA	EUM Combatant Command	EUM SAO	EUM Host Nation	EUM IA	Case Information (SCIP)
SCIP Case Information Community						Access
SAO Toolbox Community	Access	Access	Access	Access	Access	
Welcome (SCIP) Community						Access
Welcome (EUM) Community	Access	Access	Access	Access	Access	
Add an Item	Access	Access	Access	Access	Access	
Add Item Note	Access	Access	Access		Access	
View an Item Note	Access	Access	Access		Access	
Delete an Item	Access					
Dispose of an Item	Access	Access	Access	Access		
Edit an Item	Access	Access	Access		Access	
Mark Item as Expended	Access	Access	Access	Access		
Perform Inventory	Access	Access	Access	Access		
Mark an Item as Inventory Loss	Access	Access	Access	Access		
Transfer an Item	Access					
Modify Frequency (portlet)	Access	Access				
Canned Reports	Access	Access	Access	Access	Access	
Modify Default Planned Inspection Timeframe	Access					
Modify Default Next Inspection Date Timeframe	Access					
Modify Default New Item Inspection Timeframe	Access					
Planned Inspection Reports	Access	Access	Access			
Delinquent Inspection Reports	Access	Access	Access			
Ad-Hoc Item	Access	Access	Access	Access	Access	
Ad-Hoc Item History (US Gov records)	Access	Access	Access		Access	
Ad-Hoc Item History (Host Nation records)	Access	Access	Access	Access	Access	

3. EUM Navigation

As of August 2005, SCIP has three communities: Administration, Case Information, and the SAO Toolbox. After logging on, you will default to the SCIP Case Information Welcome Page if you are a member of that community. Figure 1 below shows the Case Information Welcome Page, with sub-community tabs. EUM navigation was designed to be similar to Case Information navigation.

Figure 1



You will default to the SCIP Case Information Welcome Page, if you are a member of that community

Refer to Figure 2 below. Click on the "SAO Toolbox" tab to enter the SAO Toolbox Community. Please note that you will reach the SAO Toolbox community immediately after log on <u>if</u> you are a member of only that community.

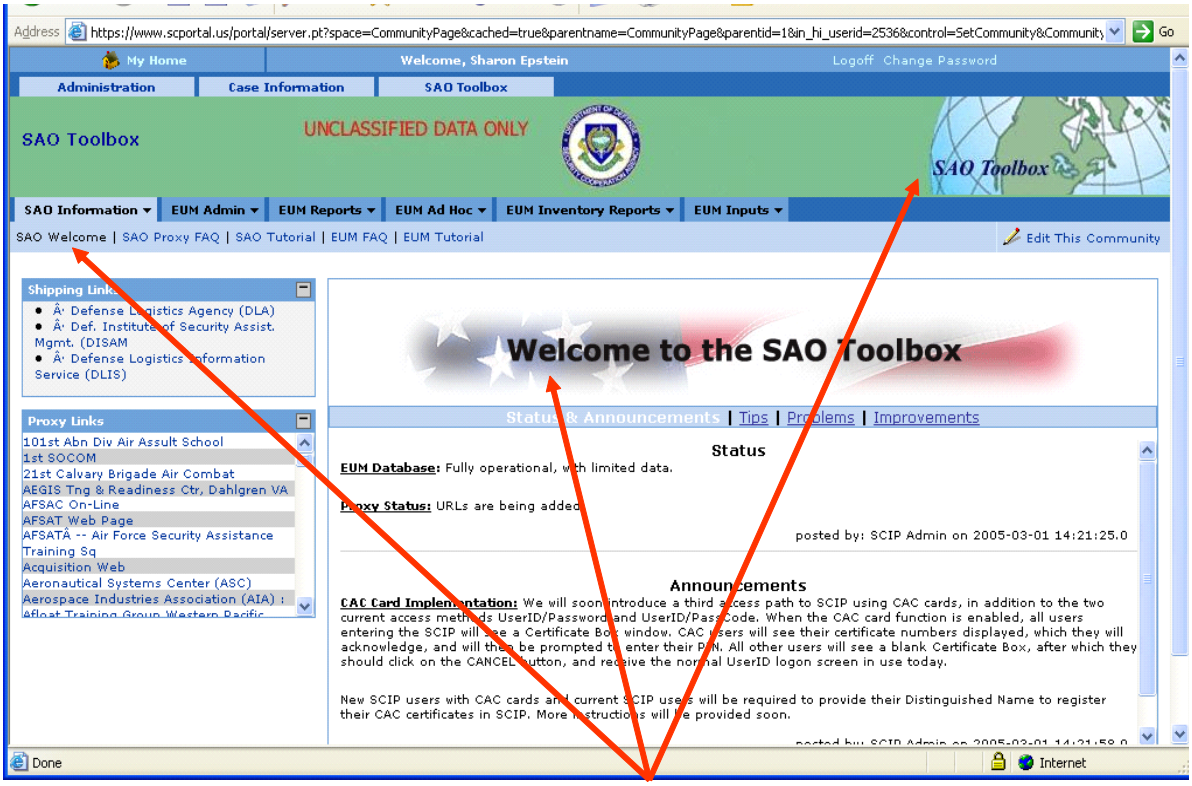
Figure 2

Figure 3 displays the SAO Toolbox Community Welcome Page. The following sub-communities are listed as tabs directly under the banner:

1. SAO Information – SAO Welcome, SAO Proxy FAQ, SAO Tutorial, EUM FAQ, EUM Tutorial.
2. EUM Admin – permits administrators to alter report configuration settings (only accessible to DSCA)
3. EUM Reports – "canned" reports grouped by Country, Combatant Command, or Defense Article.
4. EUM Ad Hoc – permits users to query EUM Items and EUM Item History records.
5. EUM Inventory Reports – Planned and Delinquent Reports.
6. EUM Inputs – permits users to establish or update EUM Item data.

In order to navigate among sub-communities, click on the sub-community tab at any time.

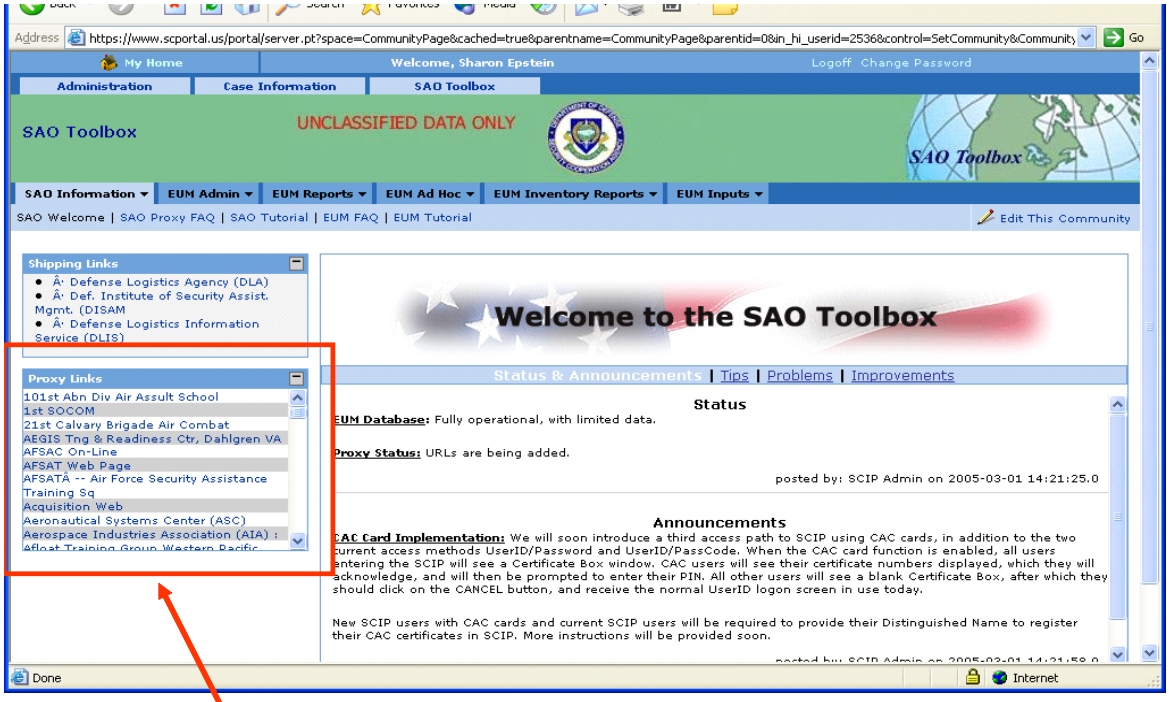
Figure 3



This is the SAO Toolbox Community Welcome Page, or Main Menu.
Note that the Page Banner has turned to a green color.

Refer to Figure 4 below. Authorized users from non-.MIL addresses can access selective but previously restricted .MIL websites by clicking on the links in the Proxy Links box on the left side of the SAO Toolbox Welcome Page.

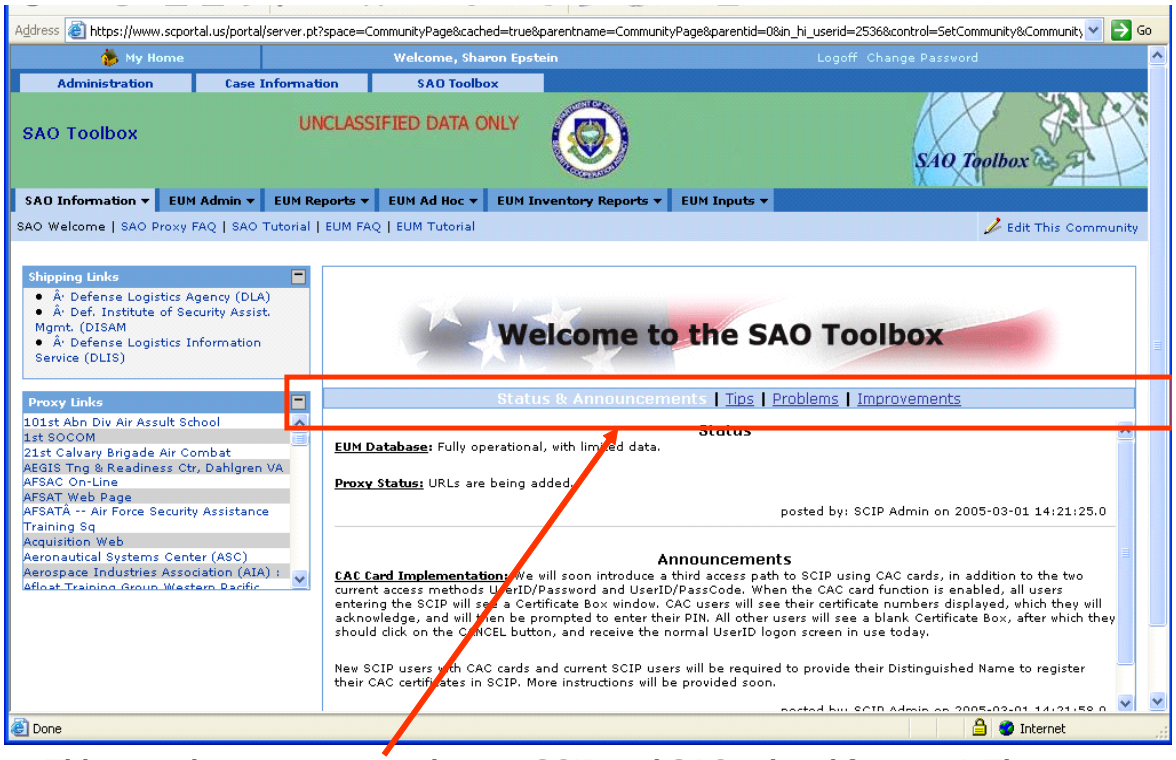
Figure 4



The Selective Proxy Links feature allows authorized users to reach specific .MIL websites from non-.MIL addresses.

Refer to Figure 5 below. On the right side of the SAO Toolbox Welcome Page, you can view “Status & Announcements”, “Tips”, “Problems” or “Improvements” by clicking on the appropriate tab.

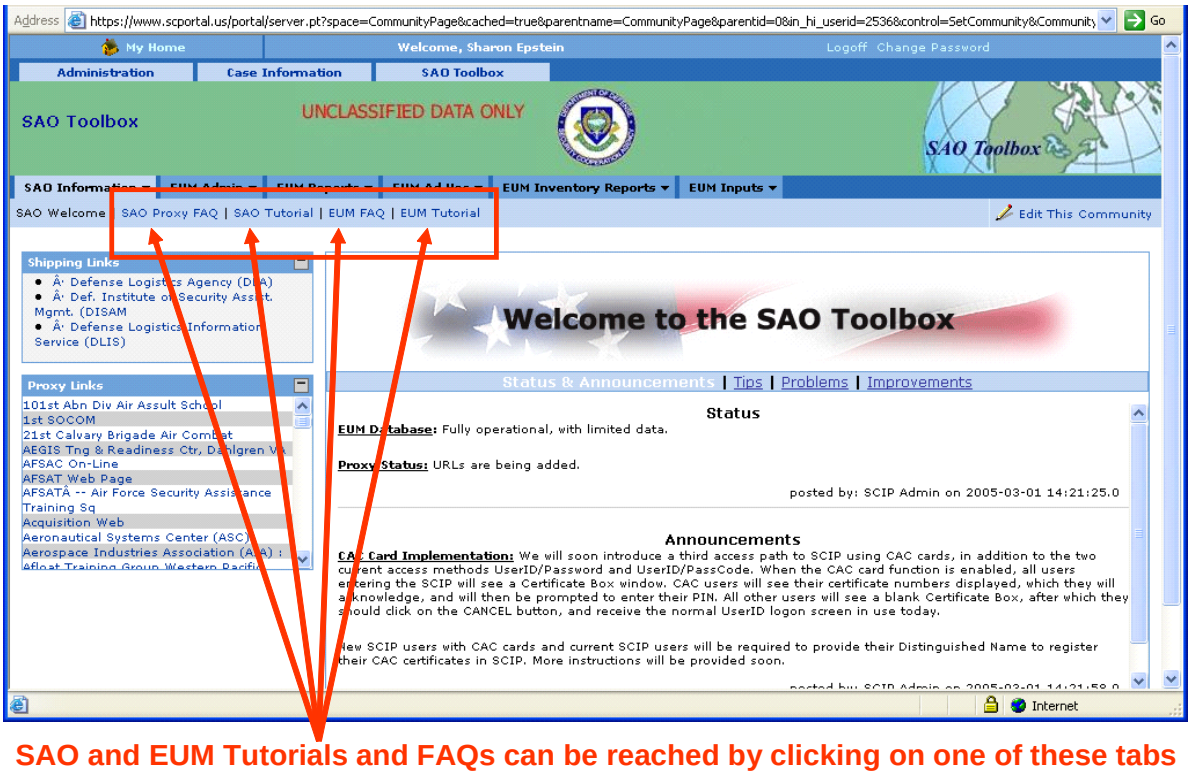
Figure 5



This page keeps you up to date on SCIP and SAO-related features! There are separate tabs for Status & Announcements, Tips, Problems and Improvements.

Refer to Figure 6. You can also select the “SAO Proxy FAQ”, “SAO Tutorial”, “EUM FAQ” and “EUM Tutorial” tabs under the “SAO Information” tab on the SAO Toolbox Welcome Page.

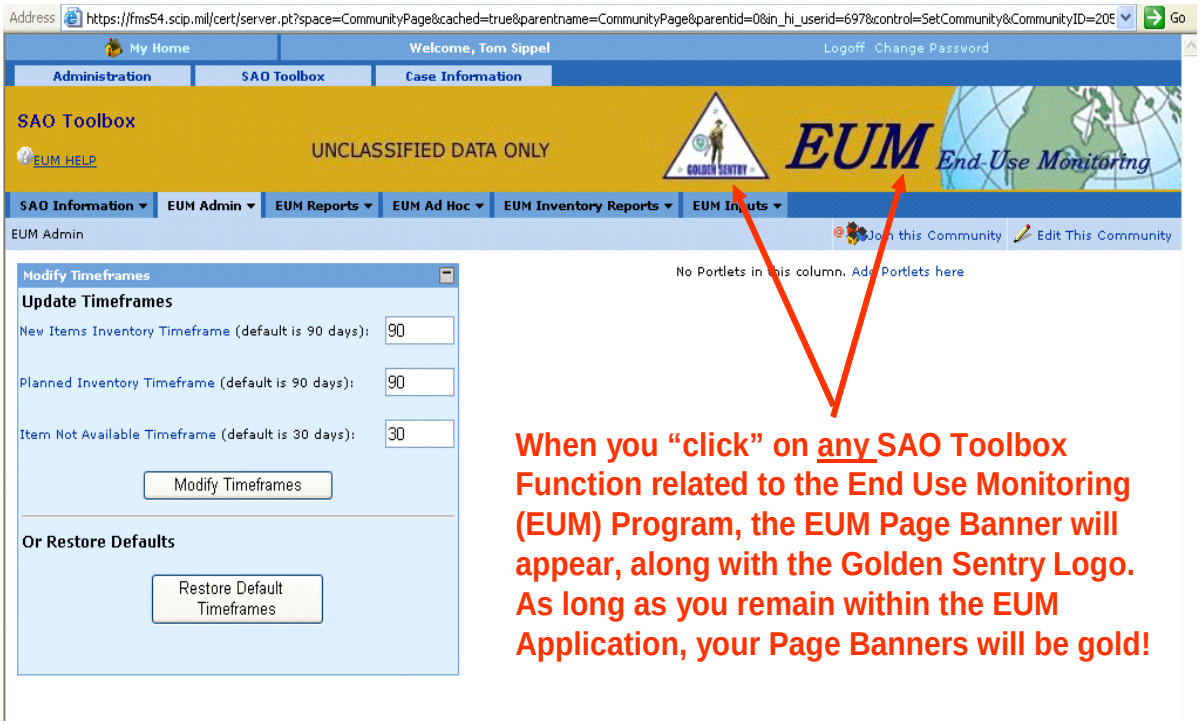
Figure 6



SAO and EUM Tutorials and FAQs can be reached by clicking on one of these tabs

Refer to Figure 7. Whenever you select any EUM-related function, the EUM Page Banner will appear with the Golden Sentry logo, and the Page Banner will be gold.

Figure 7



4. EUM Business Process Logic

This section briefly discusses some basic EUM processes and scenarios for which the EUM applications were developed. Each EUM User Group has uniquely tailored access to various Defense Article data, views, reports, queries, inputs and other transactions within the SCIP EUM application. All EUM User Groups can add Defense Articles and view reports of these articles within SCIP EUM. Each individual item in the HN's inventory (i.e., population) of a specific Defense Article (for instance, the Stinger Missile system) is identified in SCIP EUM by a number of fields, including:

1. Country/Customer Code, a 2-position code corresponding to a particular country, program, or organization name of the item user

2. Military Articles and Services List (MASL), a 13-position alpha/numeric code which identifies the type of defense article

3. Serial Number, a unique 30-character alpha/numeric code placed on each defense article by the manufacturer

4. Generic Code, a 3-character code assigned to each item in the MASL to categorize articles, services, and training for reporting and management purposes

5. Acquisition Record Type, a 3-digit code that identifies the method by which the item was acquired (i.e., GAP = Grant Assistance Programs, FMS = Foreign Military Sales, COP = Cooperative Production Program, OTH = Other)

6. Grant Assistance Acquisition Type, a 3-digit code used for items acquired through Grant Assistance Programs to distinguish between the different types of Grant Assistance Acquisition Programs (i.e., MAP = Military Assistance Program, DRW = Drawdown, EXA = EXA, EDA = EDA, KST = Korea Transfer, FMF = Foreign Military Financing, DCC = Direct Commercial Contract).

Authorized users can process transactions into the SCIP EUM application to record that serial numbered items for a particular Defense Article have been accounted for after USG shipment, received in country, inventoried, and otherwise observed with disposition status noted. The following brief scenarios illustrate transaction processing within SCIP EUM of Host Nation serial numbered items for specific Defense Articles from cradle (i.e., initial receipt) to grave (final disposition):

1. After the USG initiated shipment of a serial numbered item to the customer, the IA can process a transaction to record the anticipated receipt of the item into a particular country inventory. If the IA enters individual serial numbers and shipment dates for the items to be delivered into SCIP EUM, then the system will establish a 90-day window for the initial inventory of those items by the SAO.

2. The HN can process the initial receipt of due-in items into inventory and record additional inventory actions and disposition status changes updating SCIP EUM historic inventory records. Upon receipt of the serial numbered items shipped from the USG and/or through the Freight Forwarder, the HN can in-process the shipments, validate any serial numbers previously entered by the IA, and input the receipt date into SCIP EUM

3. If the SAO observes serial numbered items not previously recorded by an IA and/or HN, then the SAO can process these items in SCIP EUM as receipts into each HN's inventory of Defense Articles for which the SAO is responsible.

4. For those Defense Articles known to be unrecorded and requiring initial population into SCIP EUM, the SAO will in-process these articles and their associated serial numbers into EUM inventory for those countries for which the SAO is responsible**.**

5. For additions to inventory that trigger the 90-day window for a preliminary review, the SAO inspector must perform his initial inspection and record observations within the SCIP EUM or the system will generate a delinquency report for the items that have not been inspected and recorded.

6. Once an initial inventory is performed and recorded in SCIP EUM by an SAO inspector, the system resets the clock for the next inspection based on minimum default inventory percentages and time frames set by DSCA, and maximum current inventory percentages and time frames set by either the Combatant Commander (CC). Please note the following:

    a. Inventory percentage refers to the predetermined portion of each total HN population of a specific Defense Article to be inventoried.
    b. Inventory time frame refers to the predetermined frequency (e.g., once a year, etc.) for which each total HN population of a specific Defense Article is to be inventoried.
    c. DSCA sets both default inventory percentages and time frames which are equal to or less stringent than both the current inventory percentages and time frames set by a CC. When the CC adjusts current inventory percentages and time frames, these changes are applicable to all countries in a specific region or to a single country within a Combatant Command.

7. Inspectors will perform periodic inventories of serial numbered items within each total HN population of a specific Defense Article. When the inspectors process the results of their inventories in SCIP EUM, then the availability/unavailability, activity/inactivity, observations, and disposition statuses of reviewed items are updated to EUM *history* inventory records by HN inspectors and EUM *active* inventory records by SAO inspectors.

8. Only DSCA can process the following transactions in EUM SCIP:

    a. The setting and resetting of default timeframes for planned inspection, next inspection, and new item inspections.
    b. The transfer of item *from* the USG *to* a Host Nation or Customer Organization such as NATO**;** **OR** *from* a Host Nation or Customer Organization back *to* the USG *or to* another Host Nation or Customer Organization. Please note that for a transfer of an item to take place, the SAO will need State Department approval in a message or a memo that will be generated with a Date Time Group (DDTTTTZ MMM YY). The SAO will e-mail DSCA with the pertinent information and DSCA in turn will validate the transfer in EUM SCIP.
    c. Only DSCA ADMIN authorized users can process item record deletions in SCIP EUM. Entries "D = Duplicate Entry" and "E = Erroneous Entry" are the only two reasons for record deletions that are entered into SCIP EUM.

SCIP EUM provides *authorized users* with the functionality to account for active defense articles from their initial shipment and receipt to their final disposition when they are no longer active. Active defense articles may be unavailable or available for future inventory. *Authorized users* observe whether Active defense articles are available or determine that the articles are not available and record these conditions in SCIP with the below codes after taking the following actions:

1. Observe an item and confirm the item's serial number (**OBSERV**)

2. Observe an item but not confirm the item's serial number (code **OBVUNC**)

3. Determine that an item is not available for observation (**NOBNAV**)

4. Determine that an item is unavailable but confirm that unavailability is due to deployment (**NOBDPL**)

Codes **OBSERV** and **OBVUNC** indicate that the observed items are *available* in inventory and *active*. Codes **NOBNAV** and **NOBDPL** indicate that the unobserved items are *unavailable* for current inventory but are considered *active* for future inventory until proven otherwise. These *active* but *unavailable* items become *available* again when the items are observed later and one of codes **OBSERV** or **OBVUNC** is input into the SCIP EUM. Active items, whether they are available or unavailable, later may be proven to be *no longer active and not available* for further use when a future determination is made that the items are in an *inactive and unavailable disposition status*. Authorized users may determine items to be both inactive and unavailable which were previously recorded in SCIP EUM as *active* and *available* with code **OBSERV** or **OBVUNC**, or as *active* but *unavailable* with code **NOBNAV** or **NOBDPL**. This happens when *authorized users* observe and determine that the following disposition statuses have become applicable to Defense Articles and record these statuses in SCIP EUM:

1. Items are observed as expended in testing (**EXPTST**)

2. Items are observed/confirmed as expended in combat (**EXPCOM**)

3. Items are determined to be disposed but demilitarization status is unconfirmed (**DSPDUN**)

4. Items are Observed/Documented as Disposed and demilitarization status and demilitarization status is confirmed (**DSPDCF**)

5. Items are authorized/documented as transferred to the USG (**TRNUSG**)

6. Items are authorized/documented as transferred to a Third Party Country or Organization such as NATO (**TRNCTY**)

7. Items cannot be accounted for and an inventory loss is determined (**INVLOS**).

8. Refer to Table 2 for a summary of the above codes and their associated definitions.

Table 2

CODE	DEFINITION	ON HAND	ACTIVE
OBVSER	Observed, Serial Number Confirmed	YES	YES
OBVUNC	Observed, Serial Number NOT Confirmed	YES	YES
None	Item Not Inventoried to Date	YES	YES
NOBDPL	Item Determined NOT Available for Observation due to Deployment	NO	YES
NOBNAV	Item Determined NOT Available for Observation	NO	YES
EXPTST	Item Observed/Confirmed as Expended in Testing	NO	NO
EXPCOM	Item Observed/Confirmed as Expended in Combat	NO	NO
DSPDUN	Item Determined to be Disposed, Demilitarization Unknown	NO	NO
DSPDCF	Item Observed/Documented as Disposed, Demilitarization Confirmed	NO	NO
TRNUSG	Item Authorized/Documented as Transferred to USG	NO	NO
TRNCTY	Item Authorized/Documented as Transferred to Third Country	NO	NO
INVLOS	Inventory Loss Determined	NO	NO

Refer to Figure 8 for an example of a Combined Active Summary sorted by Combatant Command and displaying within the CC those countries for which the CC is responsible. SCIP EUM can display total active, total inactive and total items in a Combined Summary format by Country, Combatant Command or Defense Article. For a Country summary, it is important to note that item balances are listed by HN for each Defense Article in the HN's inventory. For each Defense Article belonging to a single HN or each HN under the cognizance of a CC or SAO, please note the following:

1. *Available and Active* Items (including *Not Inventoried To Date* Items) equal *On Hand Total* Items.

2. *Not Available but Active* Items plus *Not Available and Inctive* Items equal *Not Available Total* Items.

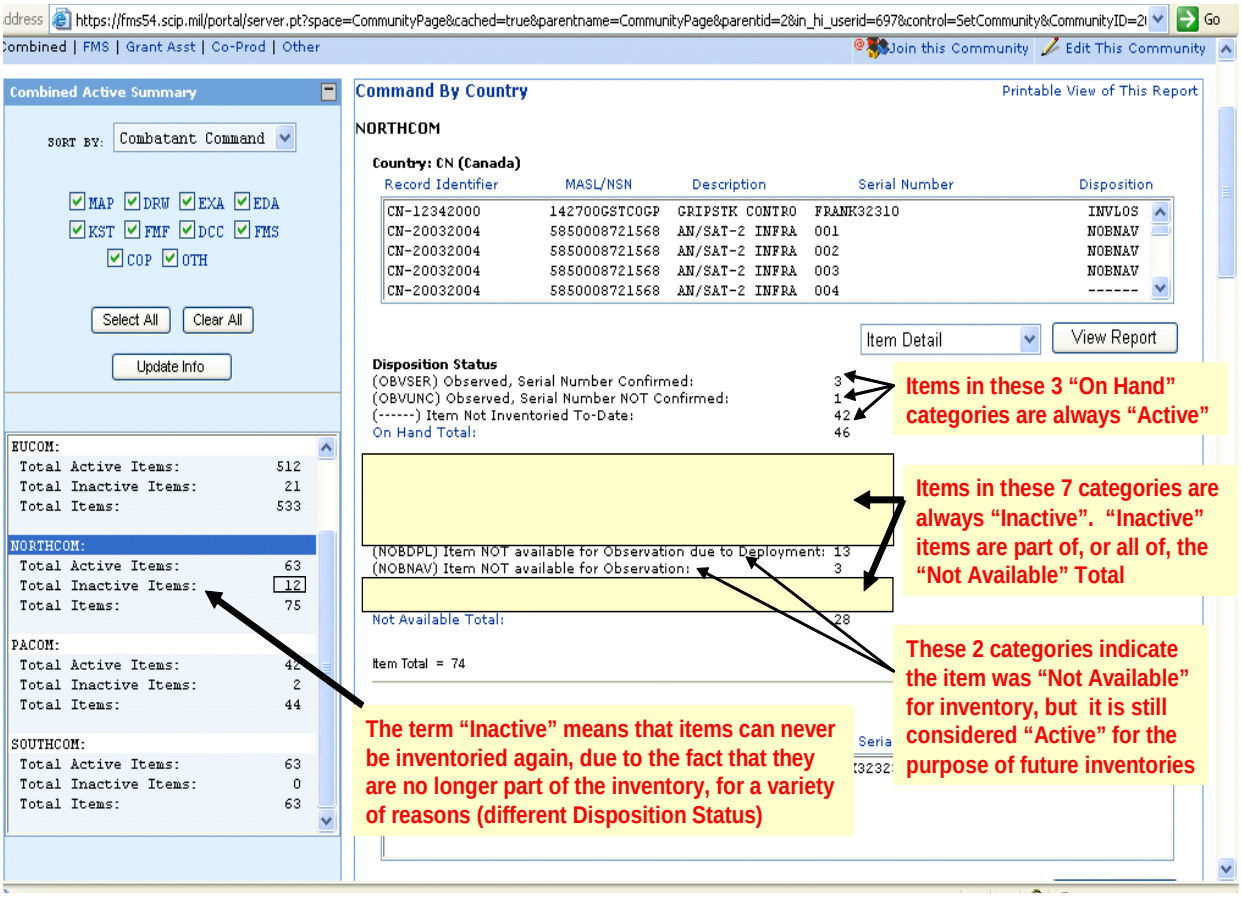
3. The *Total Items* count is displayed in the Combined Summary on the left and is derived for HNs, CCs, and SAOs by cumulating together the sum of each *On Hand Total* and *Not Available Total* for each Defense Article in a HN's inventory.

The *Total Items* count in the Combined Summary is also calculated by adding both *Total Active Items* and *Total Inactive Items* as displayed on the left hand side of the combined summary. For each Defense Article belonging to single HN or each HN under the cognizance of a CC or SAO, please note the following:

1. *Available and Active* (including *Not Inventoried To Date*) and *Not Available but Active* items, when added together on the right hand side of the combined summary, equal *Total Active Items* on the left hand side of the combined summary.

2. All *Not Available and Not Active* items, when added together on the right hand side of the combined summary, equal *Total Inactive Items* on the left hand side of the combined summary

Figure 8



<u>For each defense article belonging to a HN:</u>

OBSERV + OBVUNC + Item Not Inventoried to Date = On Hand Total

NOBDPL + NOBNAV + EXPTST + EXPCOM + DSPDUN + DSPDCF + INVLOS + TRNUSG + TRNCTY = Not Available Total

OBSERV + OBVUNC + Item Not Inventoried to Date + NOBDPL + NOBNAV = Active Items

EXPTST + EXPCOM + DSPDUN + DSPDCF + TRNUSG + TRNCTY + INVLOS = Inactive Items

<u>For each HN and for each HN's defense articles:</u>

Active Items + Inactive Items of each of HN's Defense Articles = Total Items

<u>For all HNs and HN Defense Articles under a cognizant SAO or CC:</u>

On-Hand Total + Not Available Total for all Defense Articles for each HN, or
Active Items + Inactive Items for each HN = <u>Total Items</u>

5. EUM Administration (Accessible to DSCA Only)

1. Only the EUM Program Administrators at DSADC have access to the EUM Administration sub-community. Refer to Figure 9 for a view of the EUM Administration sub-community screen.

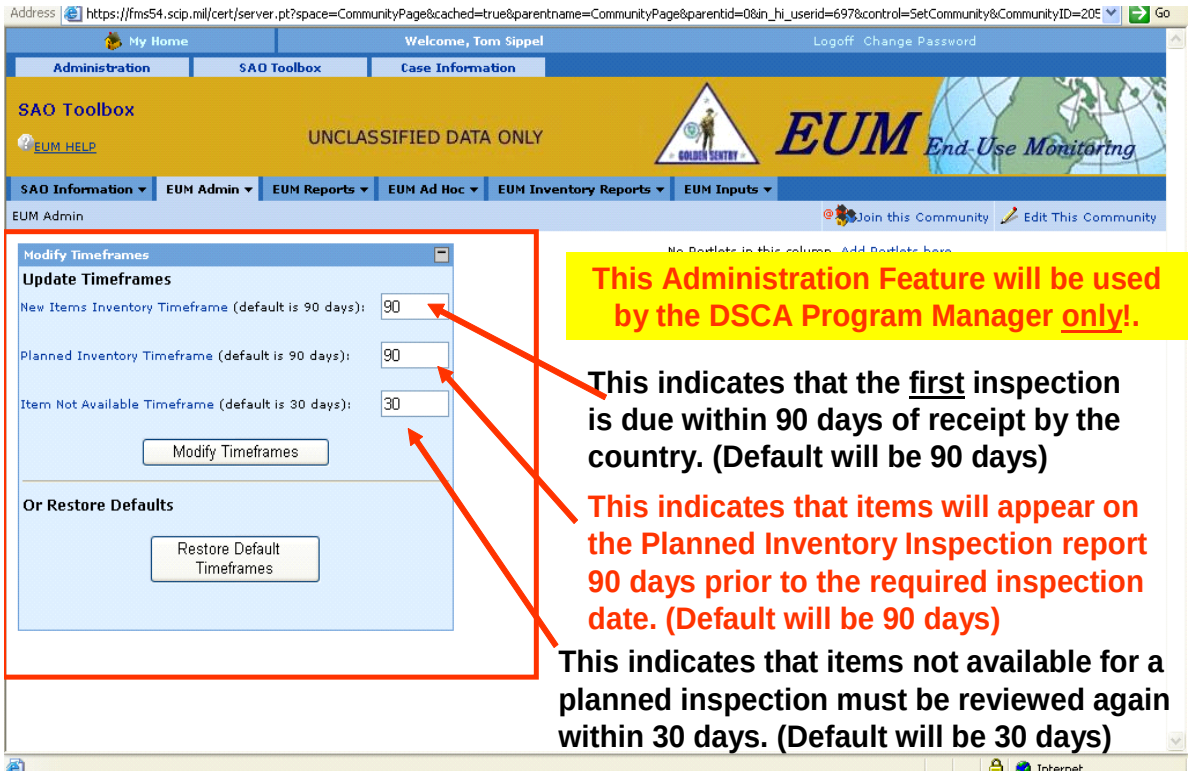
2. The EUM Program Administrator can take the following actions to update timeframes by changing the number of days and then clicking on the "Modify Timeframes" button:

a. Modify the number of days displayed in the "New Items Inventory Timeframe" box, which is set with a default (first) inspection date of 90 days from the date of receipt by the country or the date of establishment on the EUM database.

b. Modify the number of days in the "Planned Inventory Timeframe" box that items appear on the Planned Inventory Inspection Report prior to the required inspection date. This provides the SAO with a "heads up" on upcoming inspections.

c. Modify the number of days in the "Items Not Available Time Frame" box that items unavailable for planned inspection must be reviewed again. In other words, if an active item is not available for immediate inventory, the attempt to locate it is documented, and an additional "grace" period (usually 30 days by default) is provided before the item is reported "delinquent".

Figure 9



6. EUM Reports

The EUM Reports sub-community has 5 options within it: The “Combined”, “FMS”, “Grant Asst, “Co-Prod” and “Other” tabs are displayed on the left side of the screen when you select the “EUM Reports” tab. Use these tabs to access reports of EUM item data grouped by ***Program Acquisition*** type.

Refer to Figure 10. Click on the “EUM Reports” tab. Then select the “Combined” tab to bring up the Combined Active Summary. The Combined Active Summary displays high-level summary information on the left side of the screen. You can select or de-select the Program Acquisition type checkboxes, and click on the Update Info button, to filter item data. Using the “Sort By” drop down menu, you can sort the report by Combatant Command, Defense Article or Country.

Figure 10

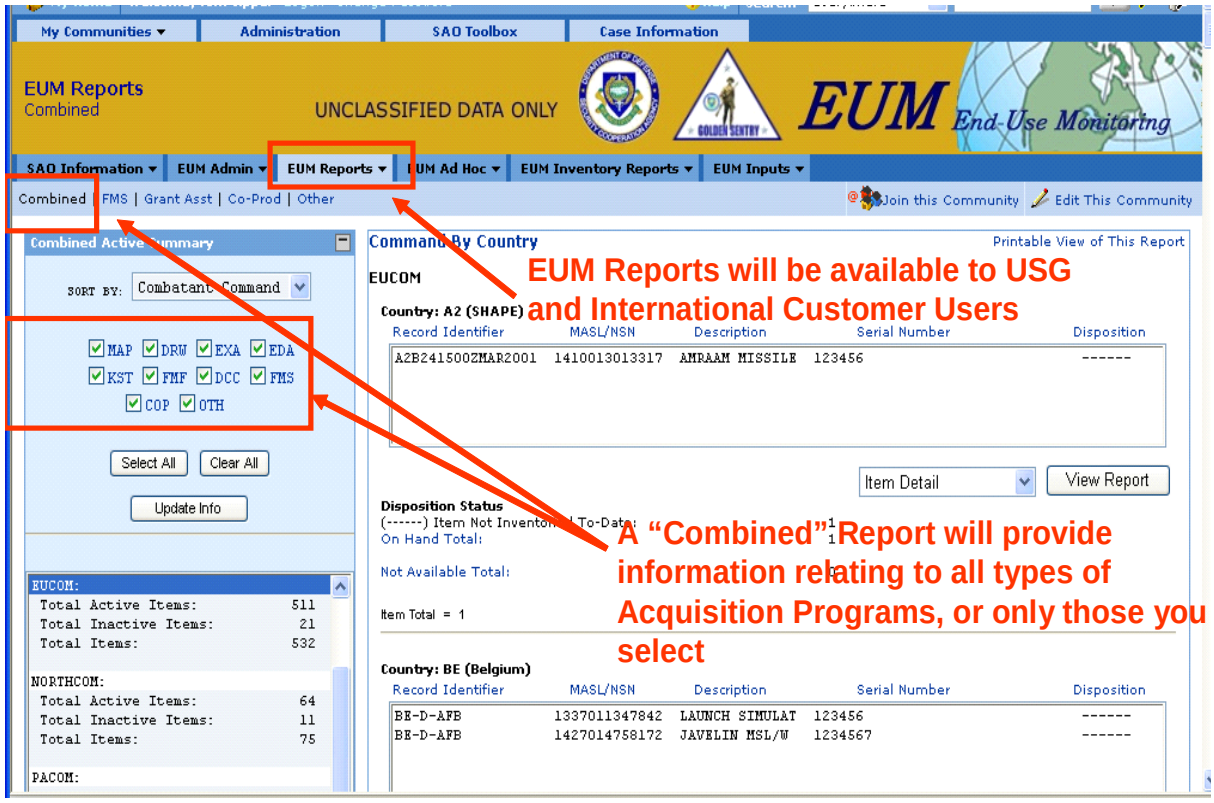
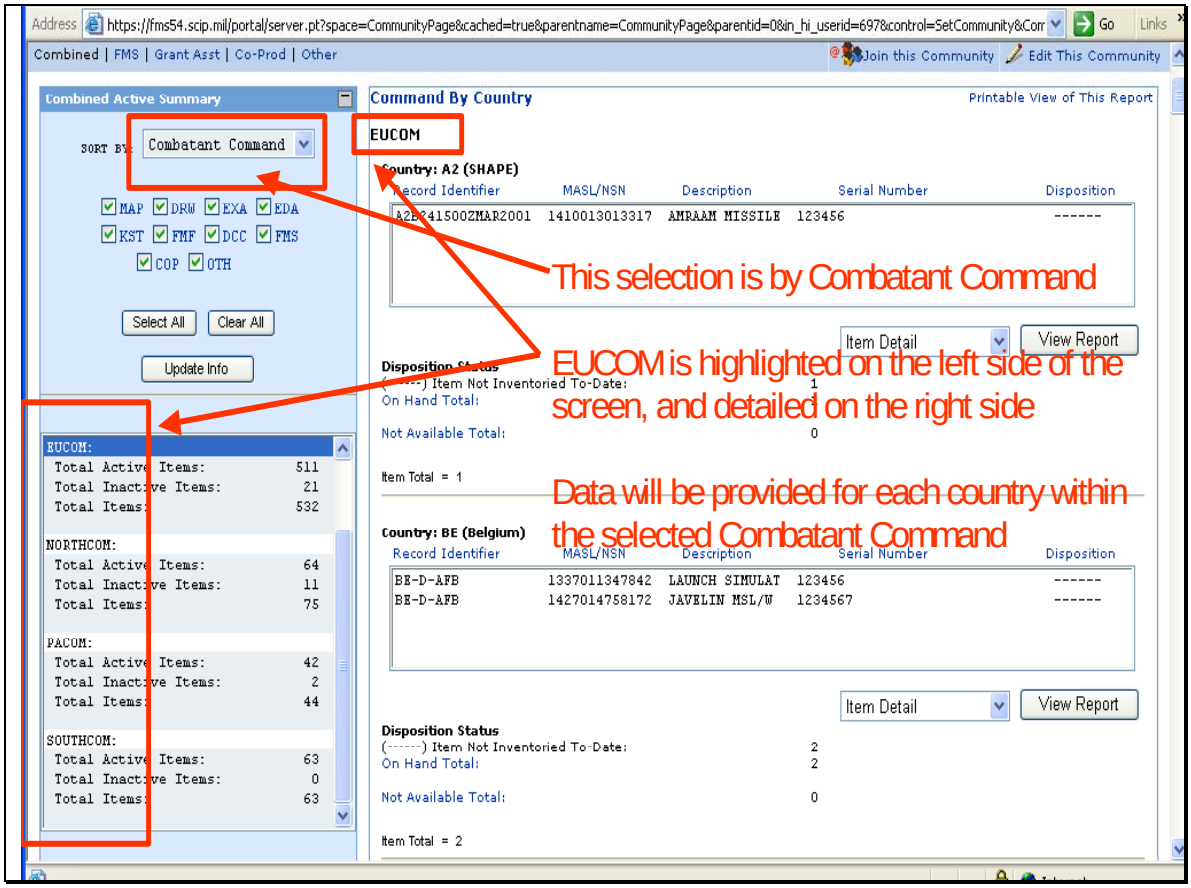


Figure 11 provides a sample of a Combined Active Summary sorted by Combatant Command. Please note that ***CC, SAO, HN, and IA users*** also have the option of sorting the report by either Country or Defense Article.

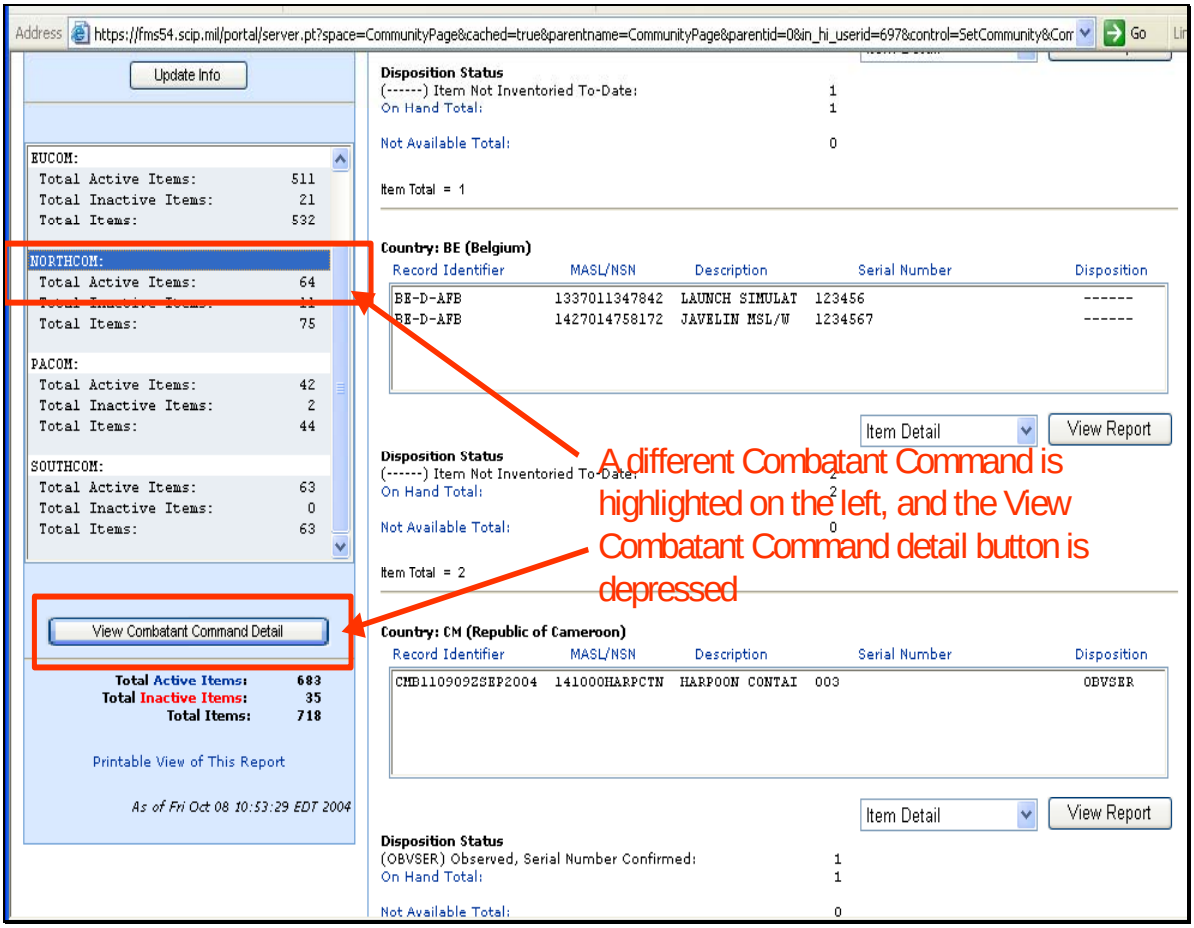
The left side of the screen displays the Combatant Command options available for selection. In the below figure, EUCOM is the Combatant Command selected. EUCOM is both highlighted on the lower left side of the screen and detailed on the screen's right side. Data is provided for each country within the selected Combatant Command.

Figure 11



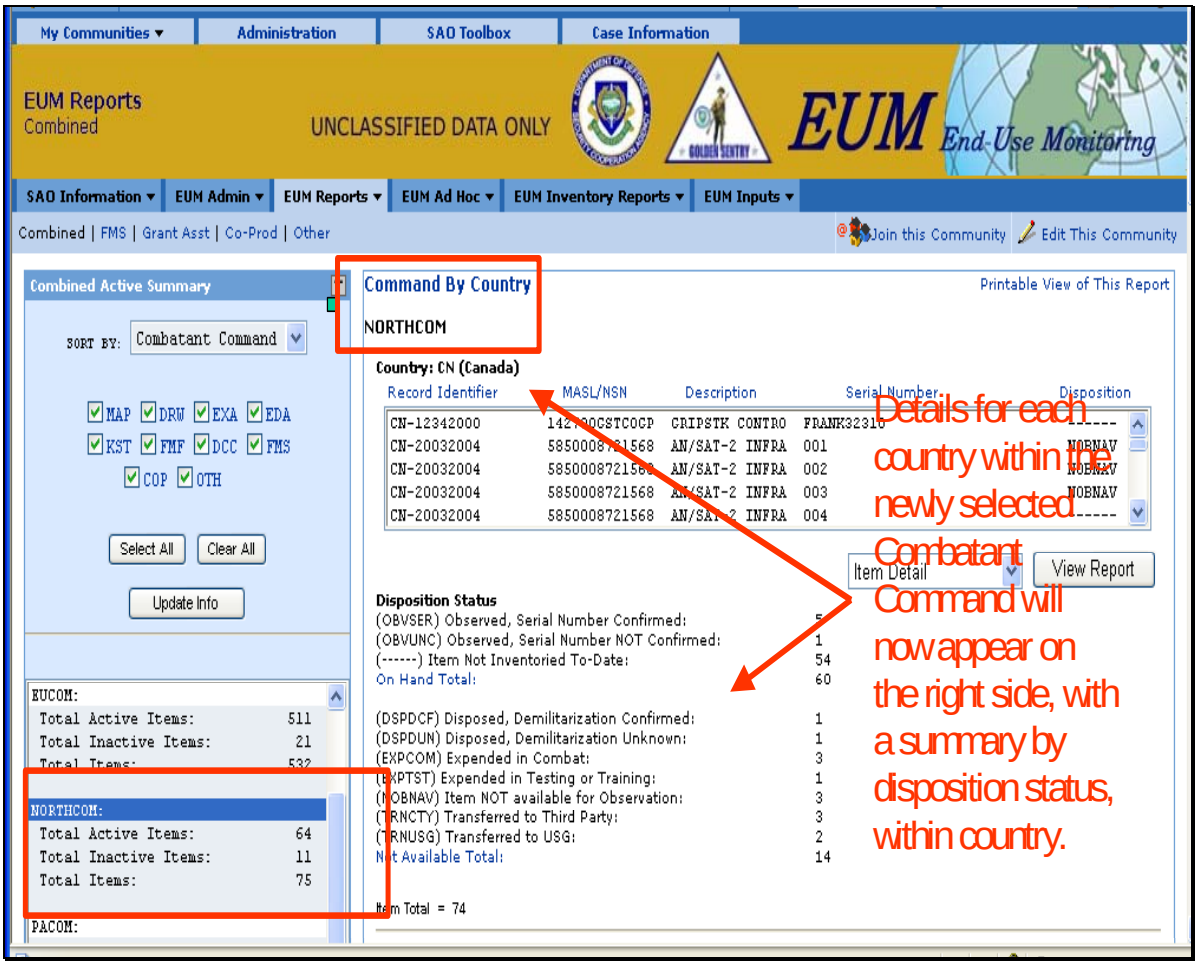
Refer to Figure 12. In order to view data for a different Combatant Command, highlight a different command on the left side of the screen. Then click the "View Combatant Command Detail" button to display the data for the selected command, which in this case is NORTHCOM.

Figure 12



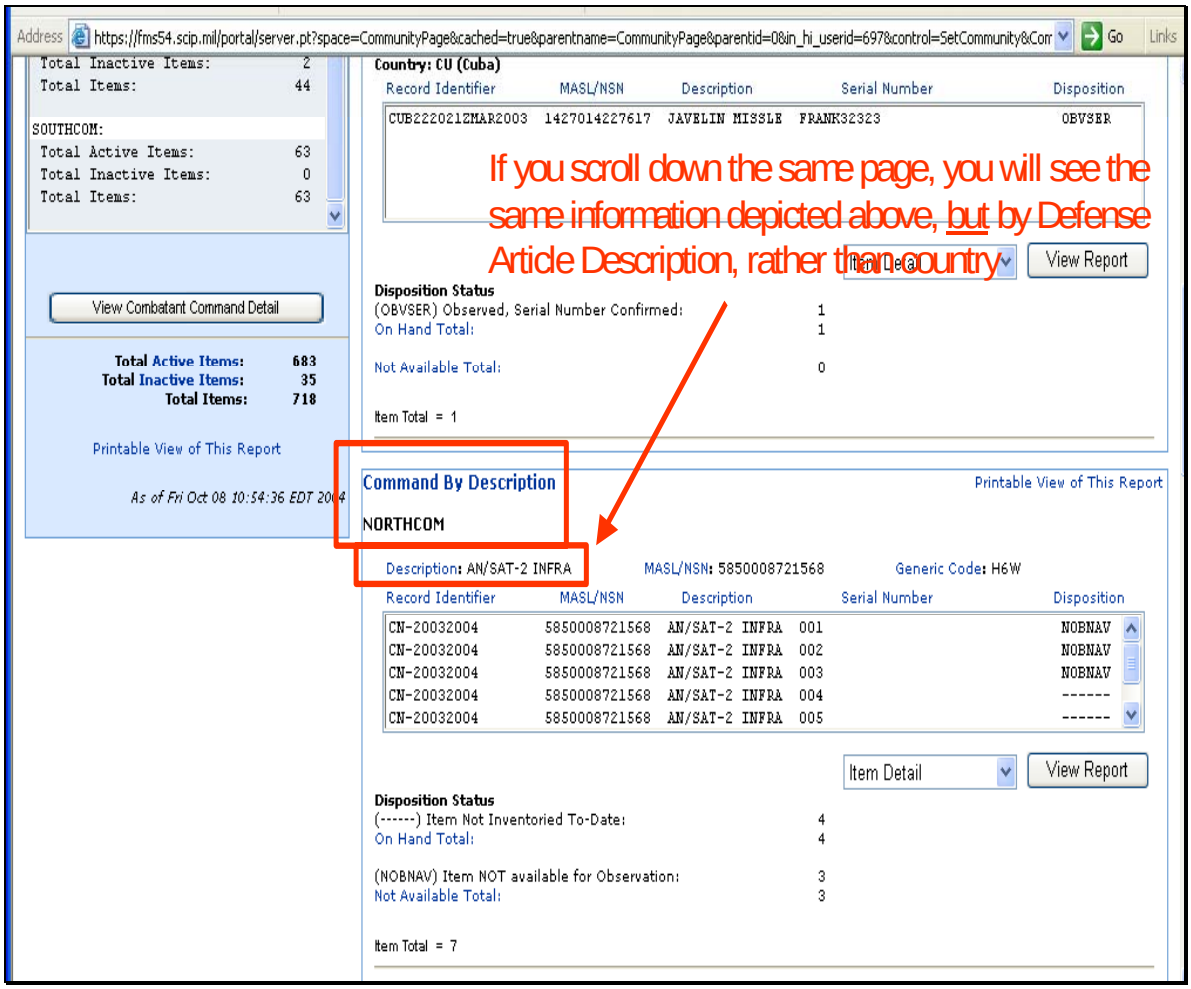
Refer to Figure 13. Details for each country in the newly selected Combatant Command will now appear under the "Command by Country" header on the right side of the screen. Detail data will be displayed under each country within the Combatant Command, with a summary by Disposition Status within each individual country.

Figure 13



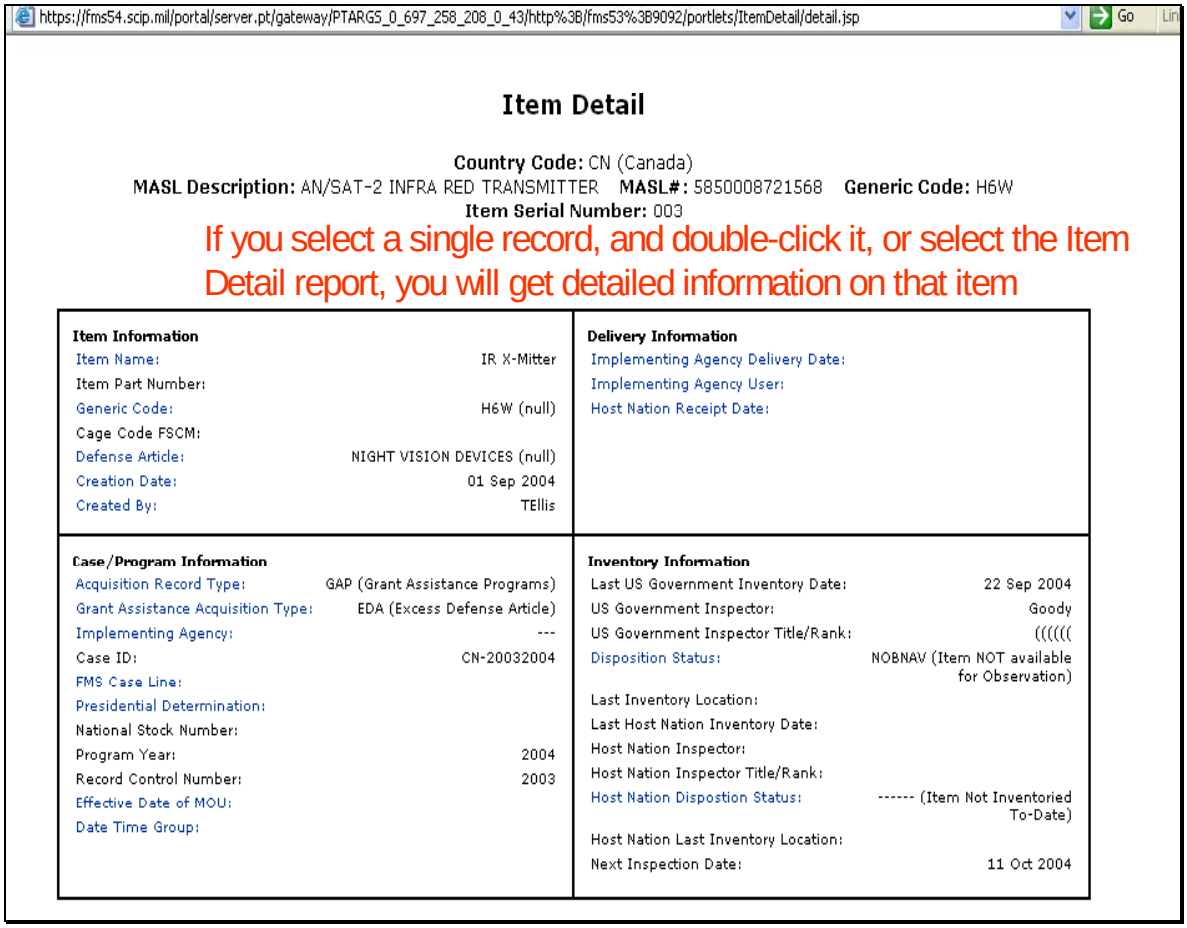
Under the “Command By Description” header, the same information will be displayed, but by Defense Article Description, rather than country. In Figure 14, NORTHCOM is the “Command By Description” and AN/SAT-2 INFRA is the description.

Figure 14



Refer to Figure 15. You can highlight any single item record and double click on it, or you can select the “Item Detail” option from the drop down menu and click the “View Report” button to display an Item Detail report on an individual item.

Figure 15

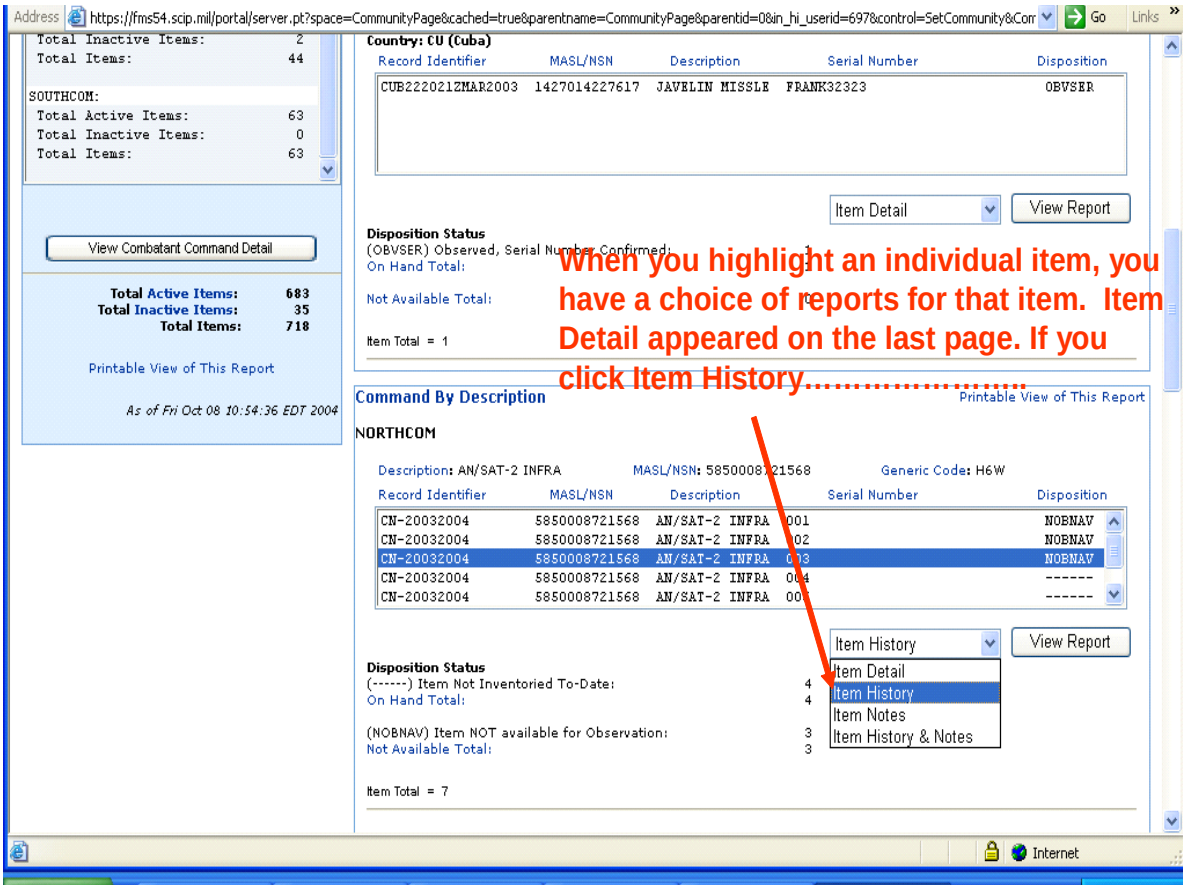


In addition to the “Item Detail” option, you can select from among the “Item History”, “Items Notes”, and “Item History and Notes” options on the drop down menu.

Refer to Figure 16. Highlight an individual record (for instance Serial Number 003), select the “Item History” option and click to view the Item History report.

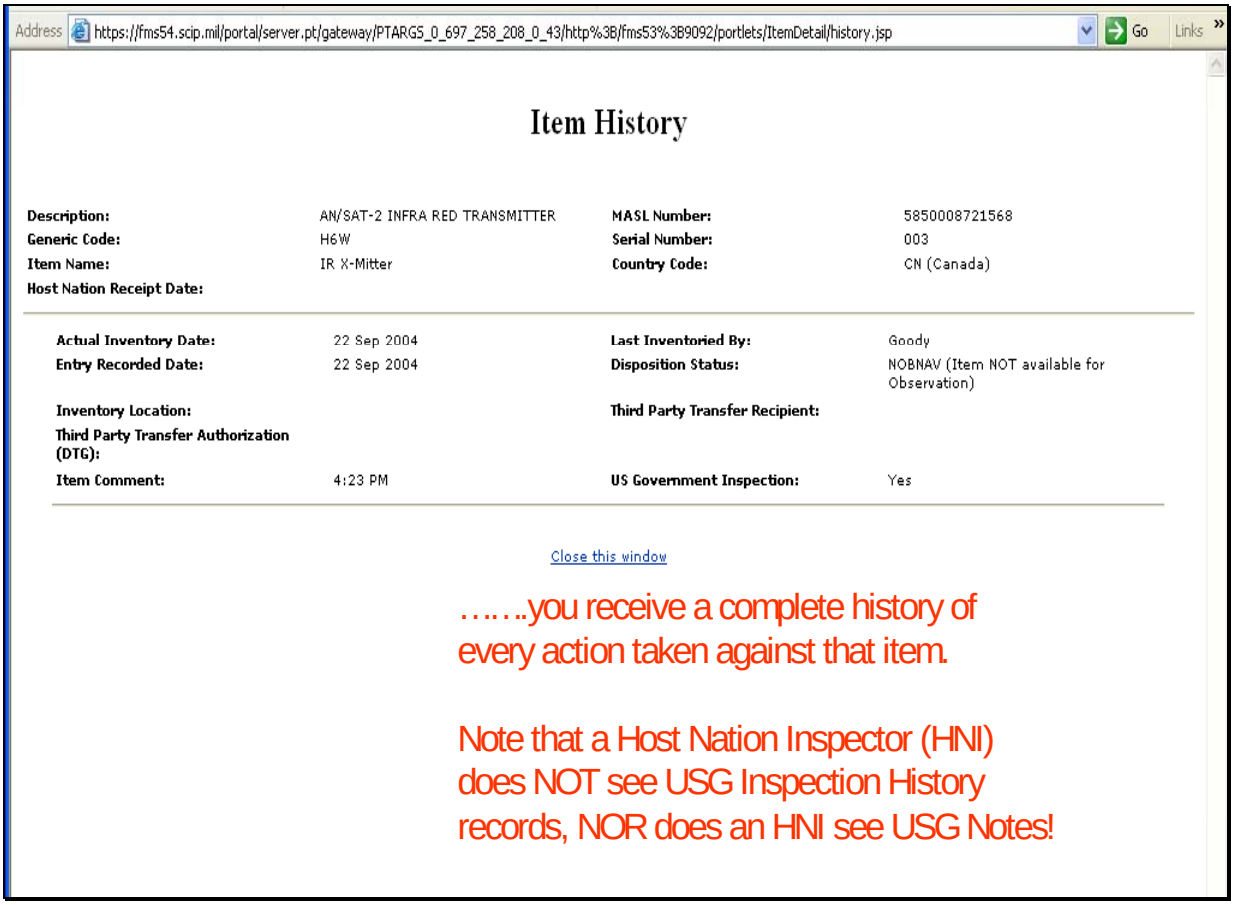
Please note that reports with Item Notes can be selected and viewed only ***by CC, SAO, and IA users.***

Figure 16



An Item History report is displayed in Figure 17 below. The report shows a complete history of every action taken against that item. Please note that a Host Nation Inspector does not see USG Inspection History records and USG notes.

Figure 17



Address https://fms54.scip.mil/portal/server.pt/gateway/PTARGS_0_697_258_208_0_43/http%3B/fms53%3B9092/portlets/ItemDetail/history.jsp Go Links

Item History

Description:	AN/SAT-2 INFRA RED TRANSMITTER	**MASL Number:**	5850008721568
Generic Code:	H6W	**Serial Number:**	003
Item Name:	IR X-Mitter	**Country Code:**	CN (Canada)
Host Nation Receipt Date:			

Actual Inventory Date:	22 Sep 2004	**Last Inventoried By:**	Goody
Entry Recorded Date:	22 Sep 2004	**Disposition Status:**	NOBNAV (Item NOT available for Observation)
Inventory Location:		**Third Party Transfer Recipient:**	
Third Party Transfer Authorization (DTG):			
Item Comment:	4:23 PM	**US Government Inspection:**	Yes

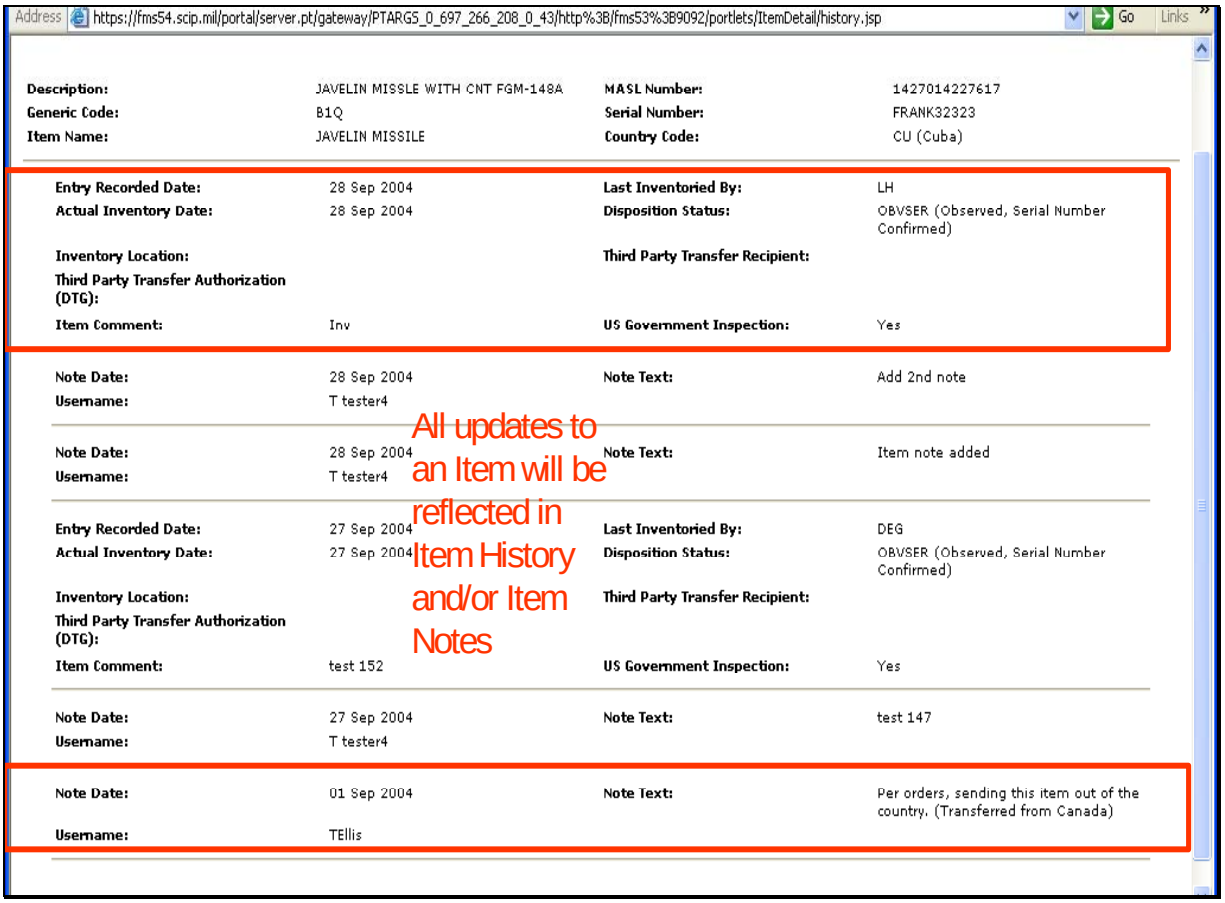
Close this window

……..you receive a complete history of every action taken against that item.

Note that a Host Nation Inspector (HNI) does NOT see USG Inspection History records, NOR does an HNI see USG Notes!

An example of an Item History and Notes Report is displayed in Figure 18. The report shows a complete history of every action taken against that item. It includes a view of the notes that can be entered. Please note that a Host Nation Inspector does not see USG Inspection History records and USG notes.

Figure 18



Refer to Figure 19. The “Combined”, “FMS”, “Grant Assistance”, “Co-Production” and “Other” tabs are displayed under the “EUM Reports” tab. Select the “FMS” tab to display FMS acquisition program type information only. Using the “Sort By” drop down menu, you have the option of sorting the report by Combatant Command, Defense Article or Country.

Figure 19

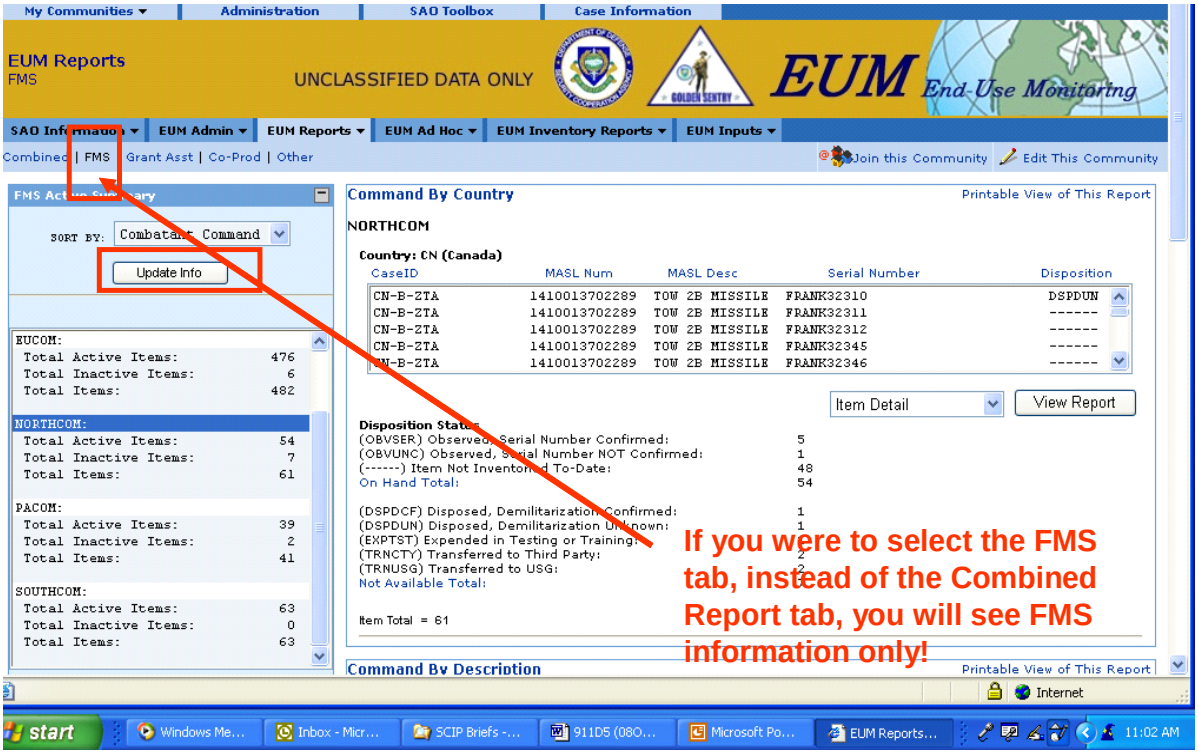
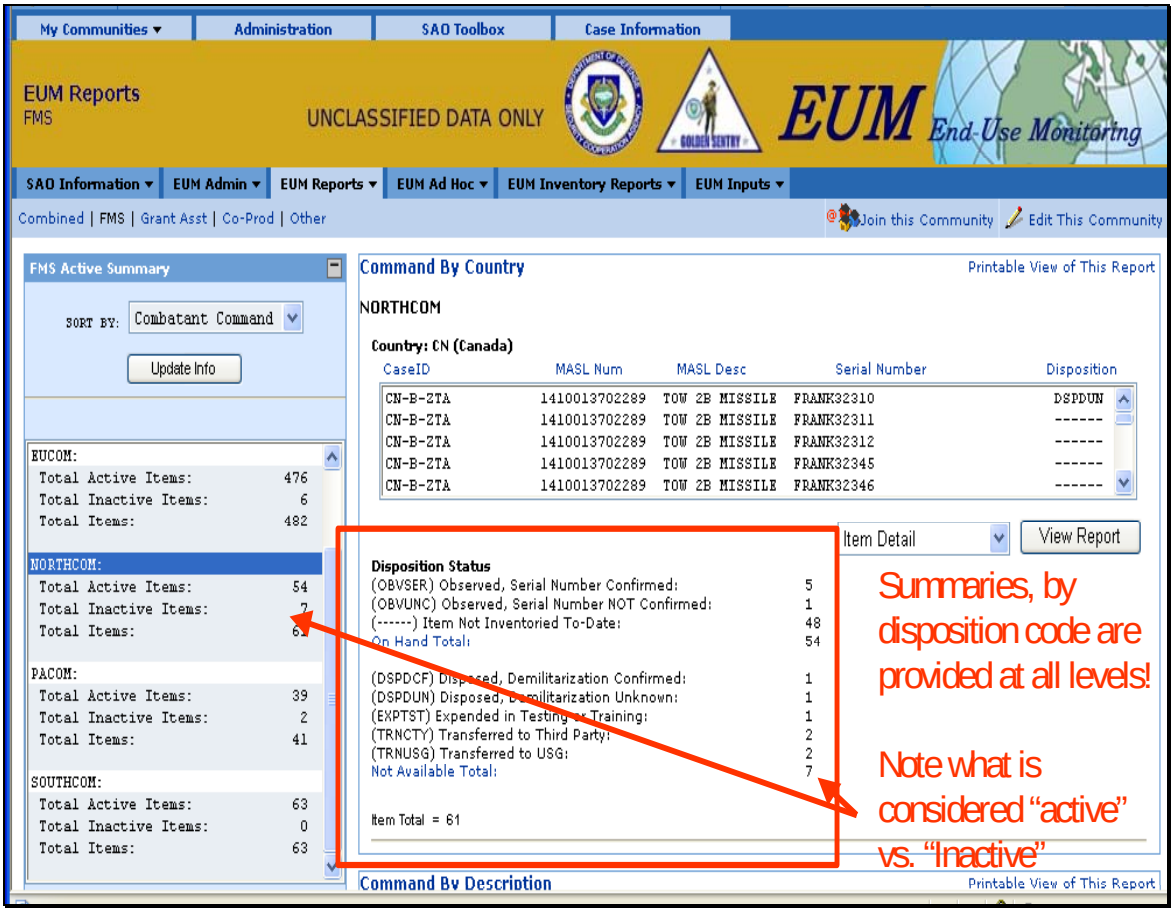


Figure 20 displays FMS EUM Data for each country in the Combatant Command, in this case NORTHCOM, under the "Command by Country" header on the right side of the screen. Summaries of only FMS Items are provided by disposition code for NORTHCOM, the selected Combatant Command.

Please note that under the "Disposition Status" header, an "On-Hand Total" of those FMS items with "active" disposition codes is provided followed by a "Not Available Total" of FMS items with "inactive" disposition codes.

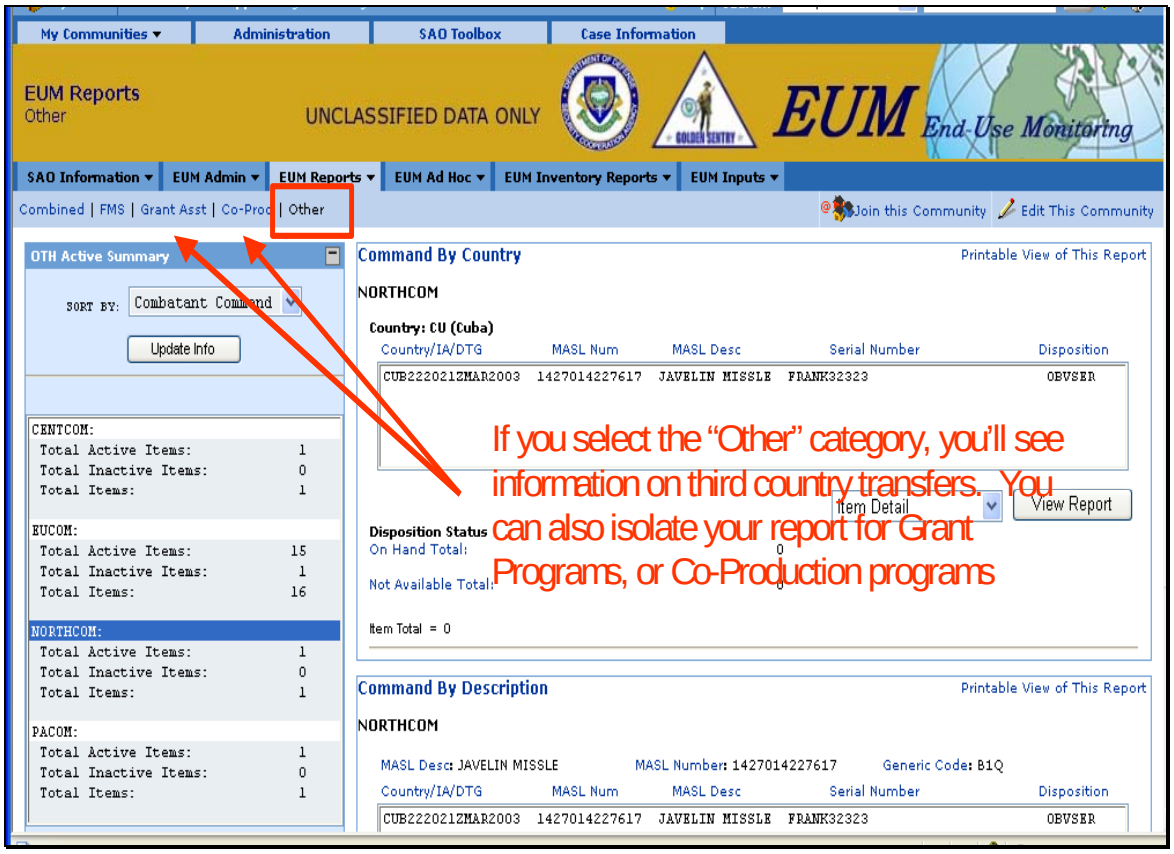
Figure 20



You can click on the “Other” tab to bring up the OTH Active Summary. Then, you can sort by Combatant Command, Defense Article or Country.

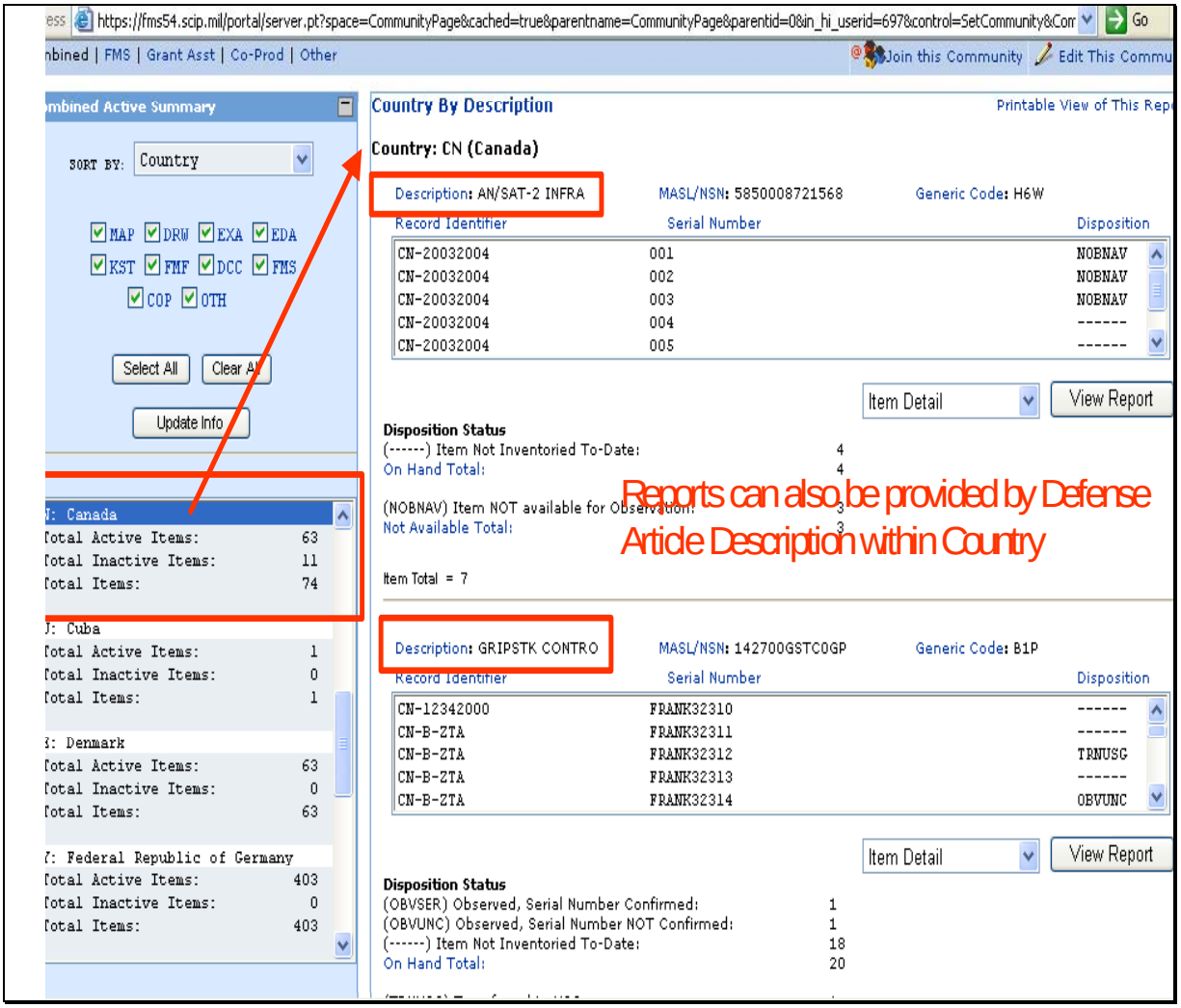
Figure 21 displays OTH EUM data for each country in the Combatant Command, in this case NORTHCOM, under the “Command by Country” header on the right side of the screen. Summaries of only EUM items are provided by disposition code for NORTHCOM, the selected Combatant Command.

Figure 21



Refer to Figure 22. Reports can also be generated by Defense Article Description. Under the "Combined Active Summary", select "Country" from the "Sort By" drop down menu to view reports provided by Defense Article Description within Country.

Figure 22



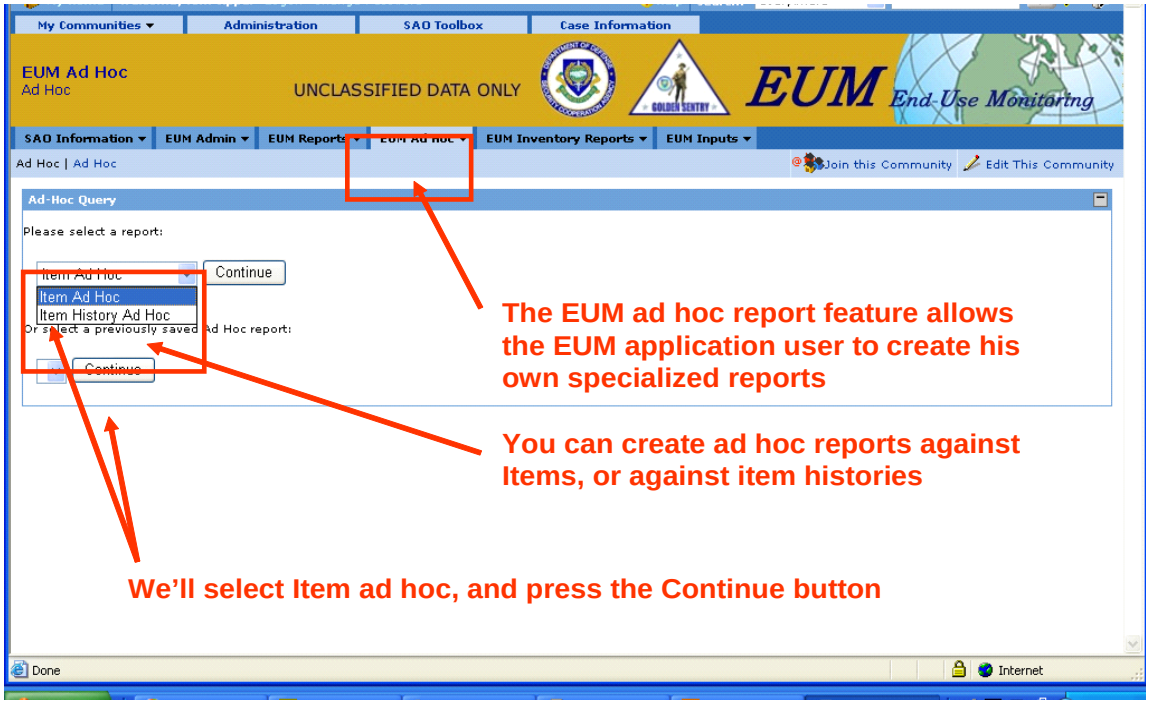
7. EUM Ad Hoc

Refer to Figure 23. Click on the "EUM Ad Hoc" tab to access the Ad Hoc sub-community. From here, you can generate individual unique reports.

Below the "Ad Hoc Query" header, you can select ad hoc reports against Items and Item Histories. CC, SAO, IA users can query USG Item and USG Item History records in addition to HN Item History records. HN users can query USG Item and HN Item History records.

Please note that EUM ad hoc queries operate the same as Case Information queries within SCIP. The user can choose to create a new ad hoc query or reuse an existing query.

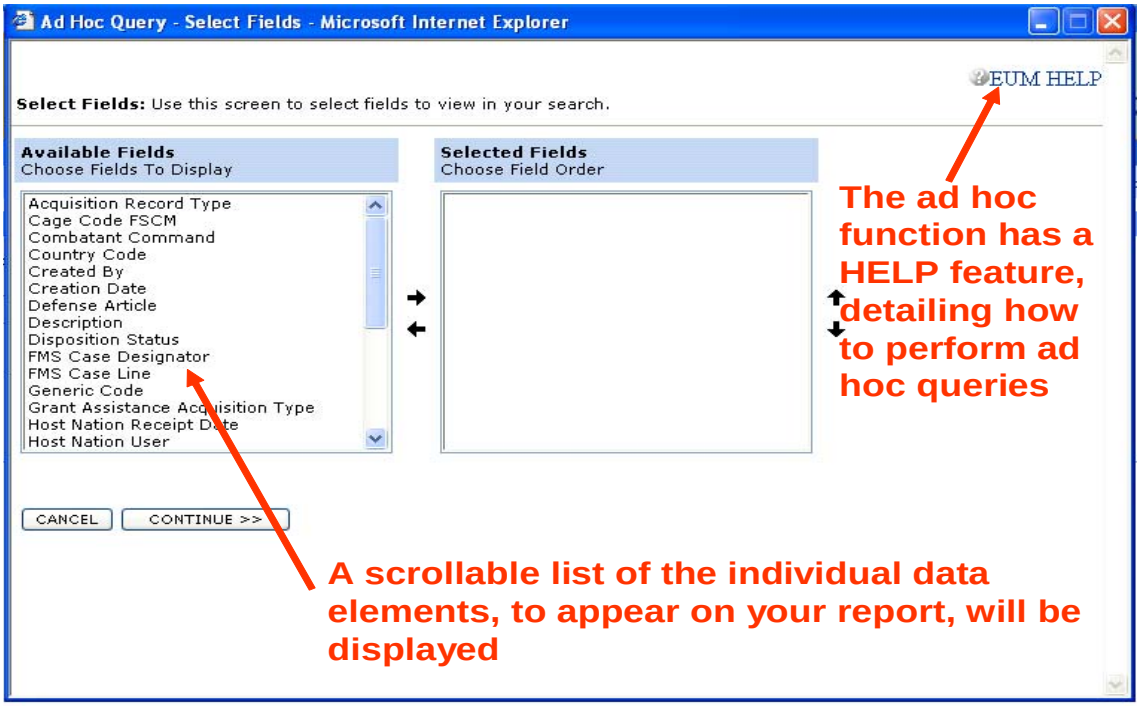
Figure 23



After selecting the “Item Ad Hoc” option, the screen in Figure 24 is displayed. A scrollable list of individual data elements is displayed under the “Available Fields” header. From this you list, you can select the data elements you want to appear on your report.

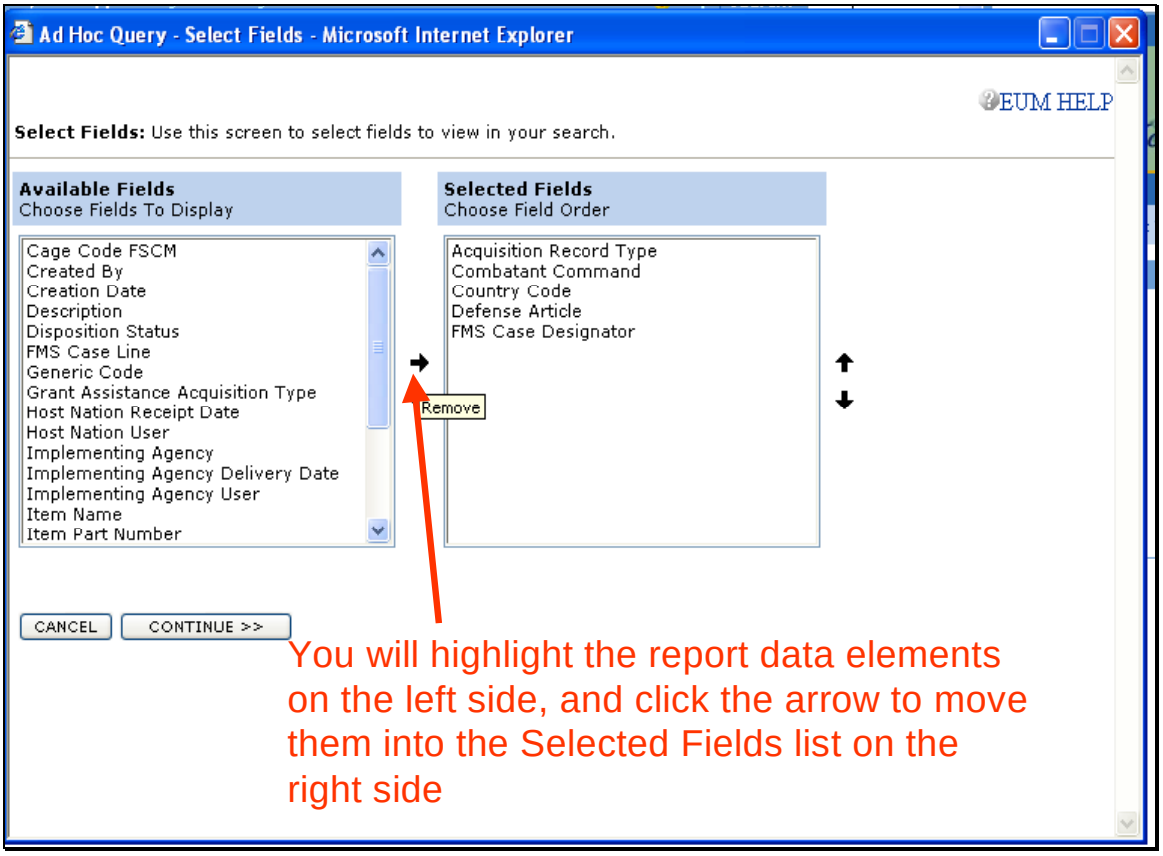
Please note the “EUM HELP” link that appears on the upper right corner of the screen. The ad hoc function has a Help feature which details how to perform ad hoc queries.

Figure 24



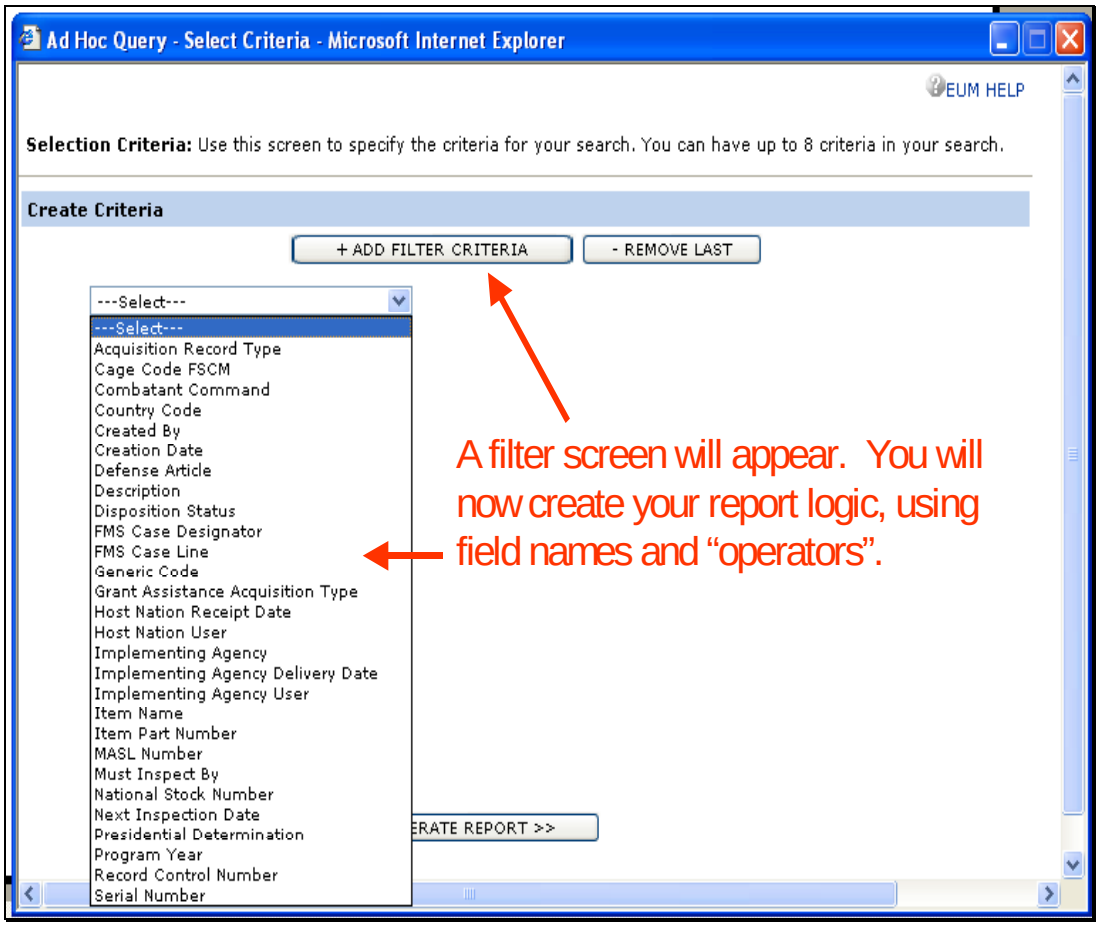
Refer to Figure 25. For each data element that you highlight on the left side in the box under "Available Fields", click on the right hand arrow to move the highlighted elements into the box under "Selected Fields". Each highlighted element will disappear from the "Available Fields" box and appear in the "Selected Fields" box. You can select multiple fields at once by holding the "Shift" (for sequential fields) or "Ctrl" (for non-sequential fields) keys as you highlight them. Then click on the "Continue" button.

Figure 25



Refer to Figure 26. Click on the "+ADD FILTER CRITERIA" button to select the desired ad hoc report filters from the list of field names.

Figure 26

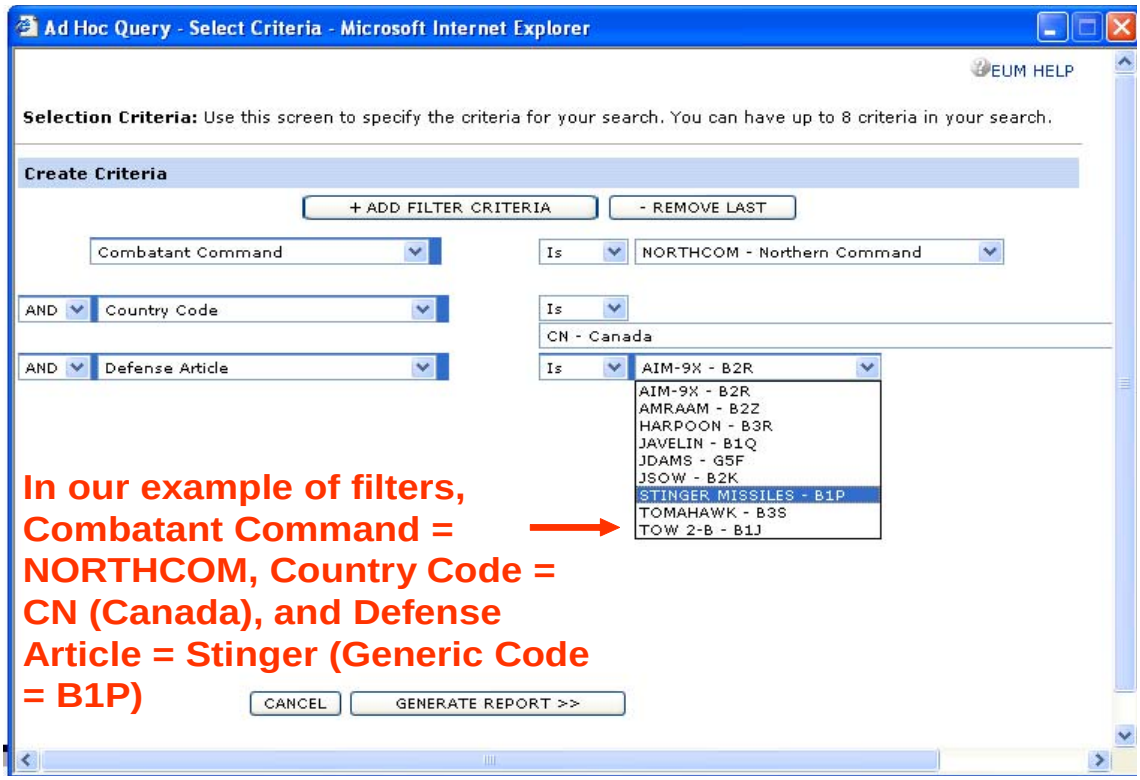


Then choose logic “operators” and entries for the previously selected field names, which together will act as filters for defining the desired ad hoc report logic.

In the example below, “Combatant Command” is “NORTHCOM = Northern Command” and “Country Code” is “CN = Canada” and “Defense Article” is “Stinger = B1P” are the filter criteria.

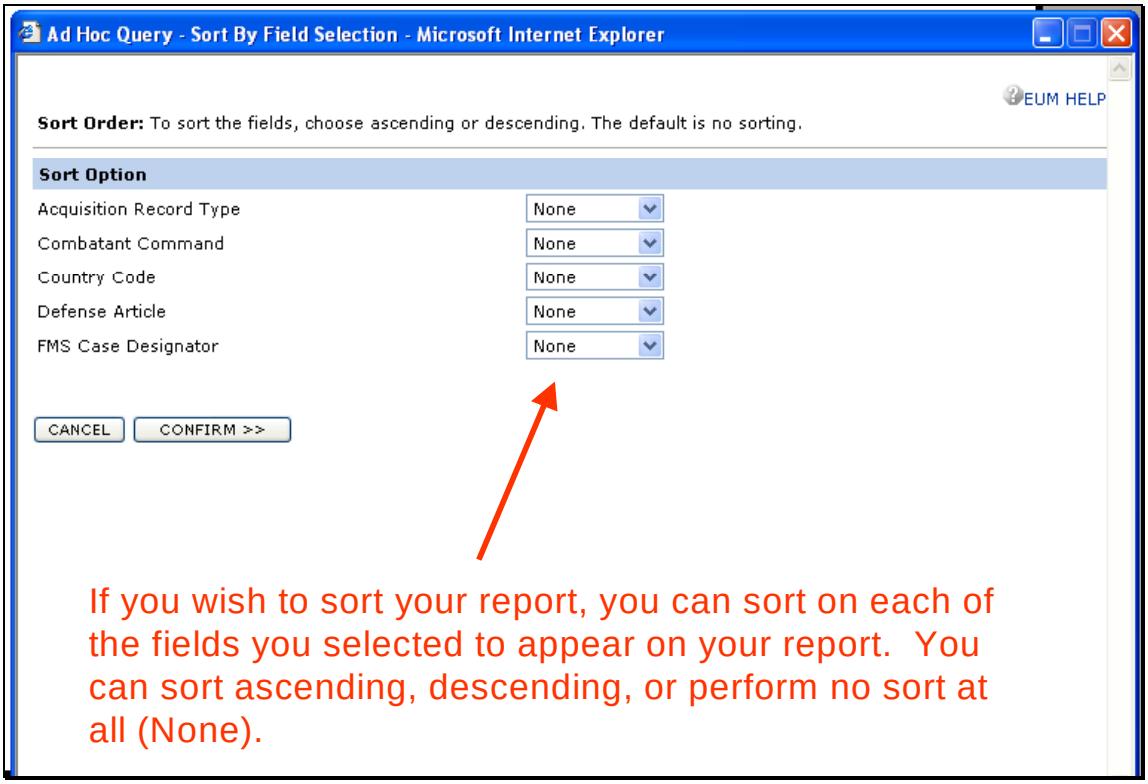
Click on the “Generate Report” button to set up the running of the report.

Figure 27



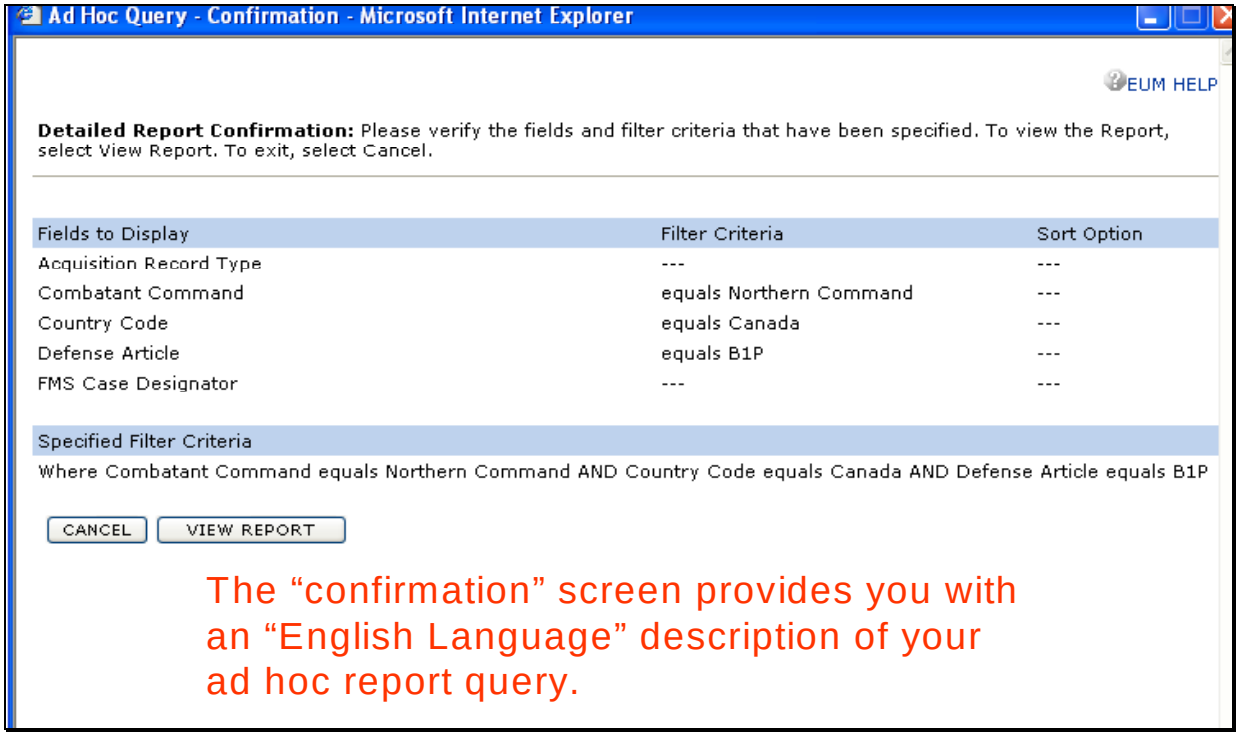
Refer to Figure 28. A “Sort Option” box will be displayed which prompts you to sort the previously selected report fields in ascending, descending, or no particular order. You may choose one of these options and then click on the “Confirm” button.

Figure 28



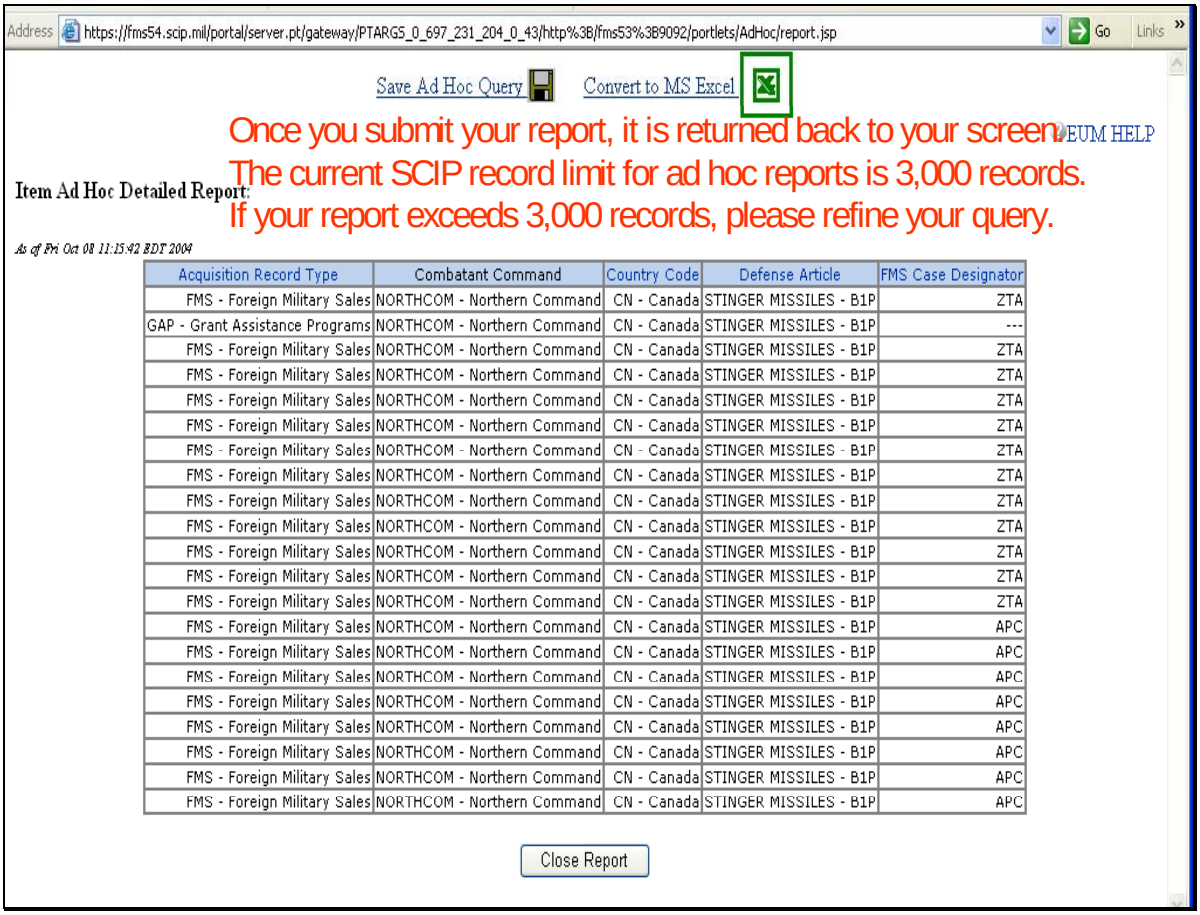
Refer to Figure 29. A “Detailed Report Confirmation” screen will be displayed for you to verify the previously selected fields and filter criteria. After you review this “English Language” description of your ad hoc report query, select the “VIEW REPORT” button to run your report.

Figure 29



The report in Figure 30 below is the result of the sample selections of the previous pages. The size of most SCIP Ad Hoc reports is limited to 3000 records. In you need to view more than 3000 records, you will have to request separate queries and limit the scope of each query by using more narrowly focused logic "operators" and entries for each selected field name. Likewise, you can also reduce the number of records in just a single query by using more narrowly focused logic "operators" and entries for each selected field name.

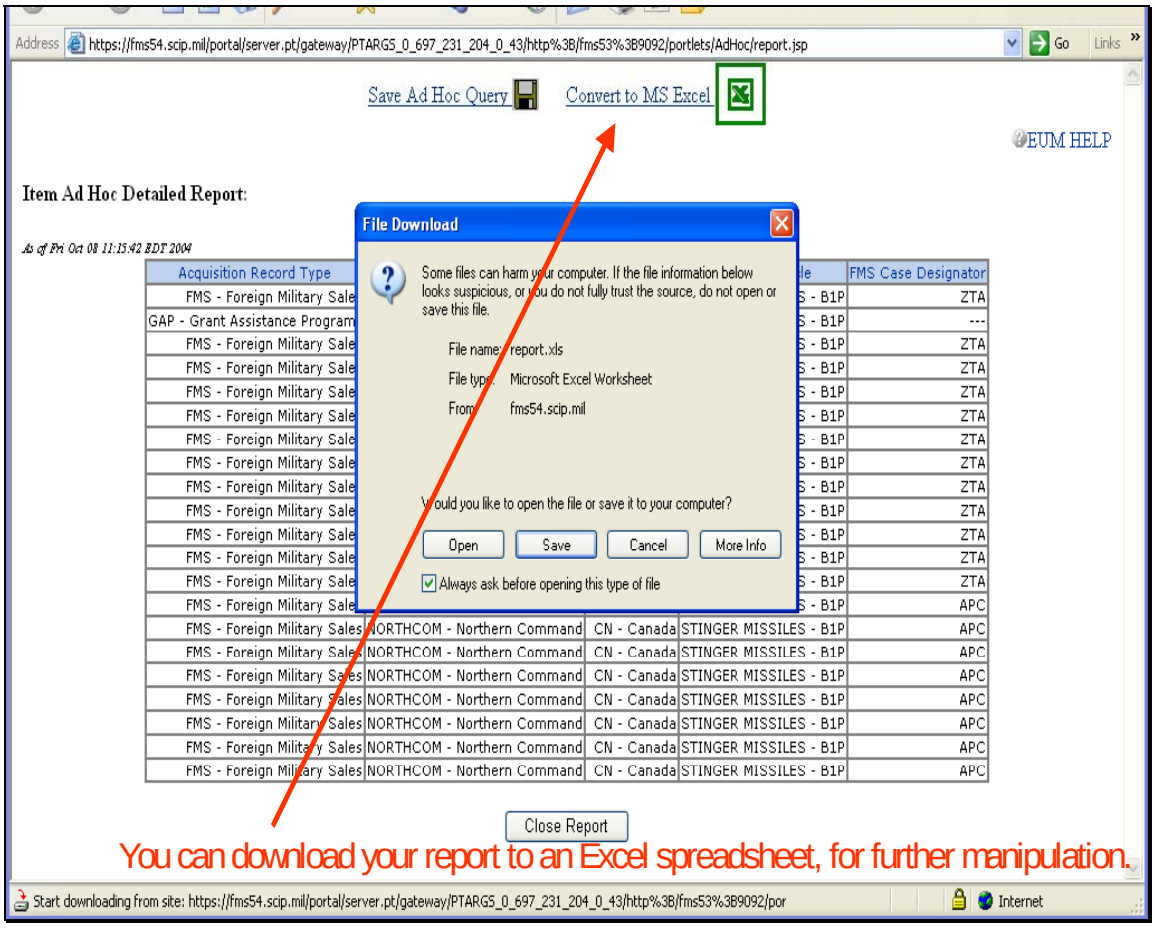
Figure 30



Acquisition Record Type	Combatant Command	Country Code	Defense Article	FMS Case Designator
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
GAP - Grant Assistance Programs	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	---
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	ZTA
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC
FMS - Foreign Military Sales	NORTHCOM - Northern Command	CN - Canada	STINGER MISSILES - B1P	APC

Refer to Figure 31. You can open or save the displayed report in Excel spreadsheet format by clicking on the “Convert to Excel” link at the top of the screen.

Figure 31



If you click on the “Convert to Excel” link, the “File Download” box appears.

Click on the “Open” button to open the report in Excel spreadsheet format.

Figure 32

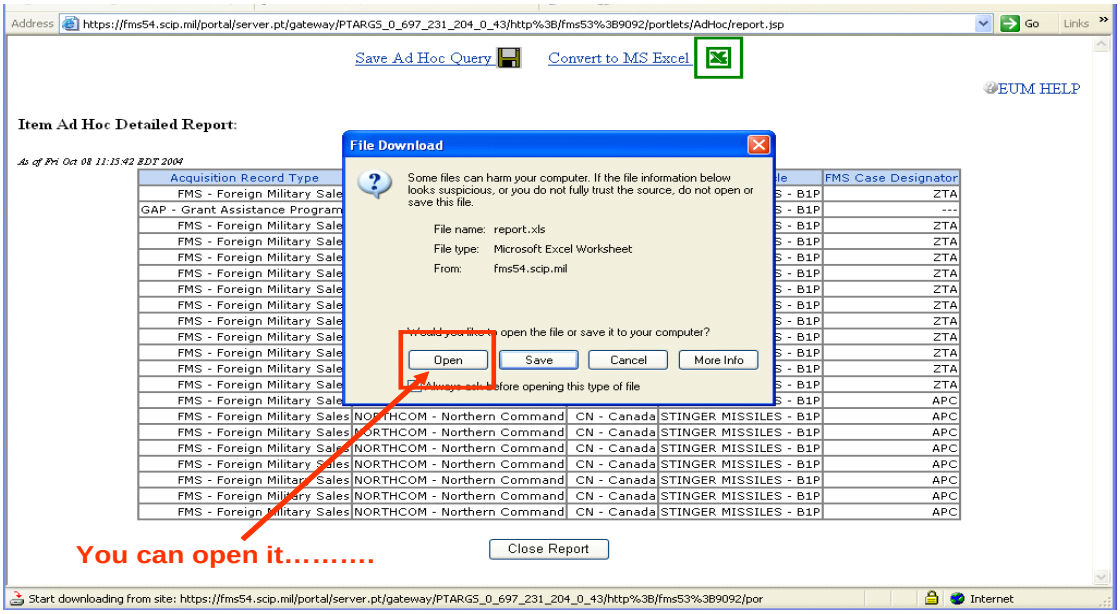
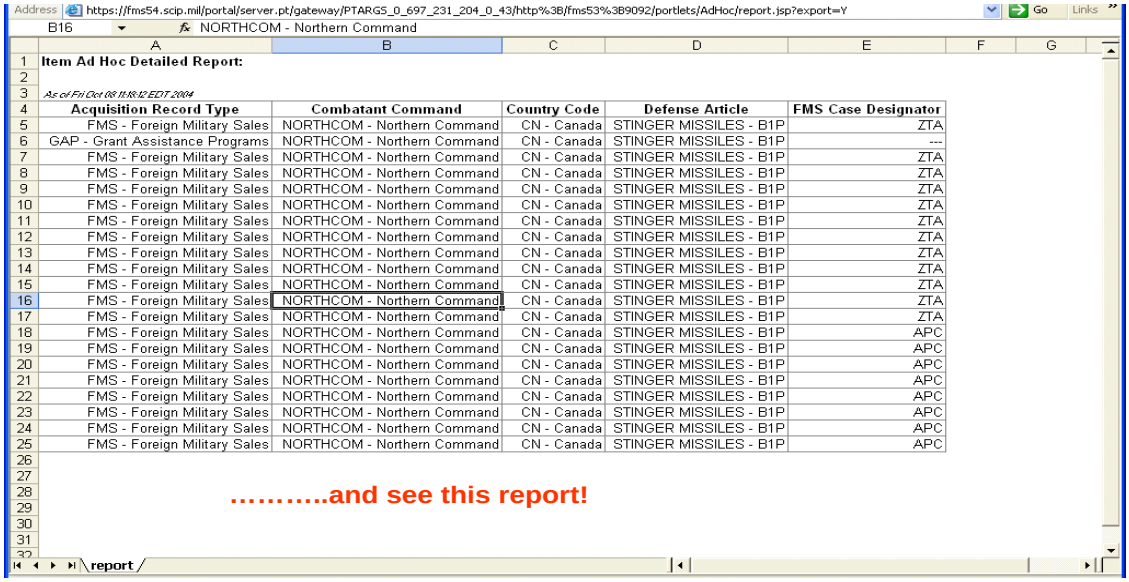
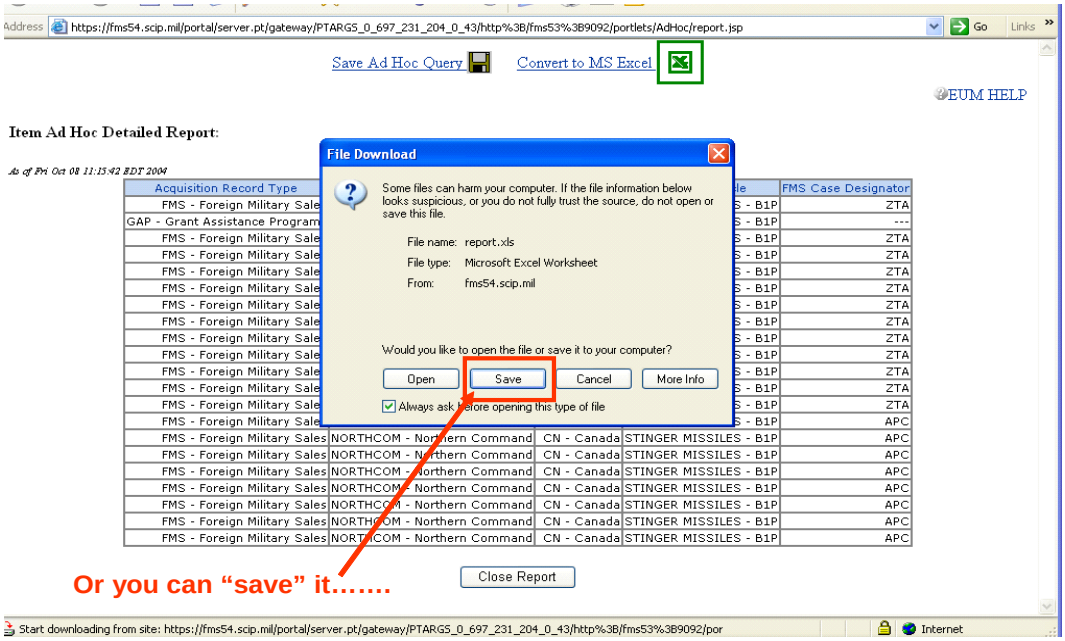


Figure 33



Or, click on the “Save” button to save the report in Excel spreadsheet format.

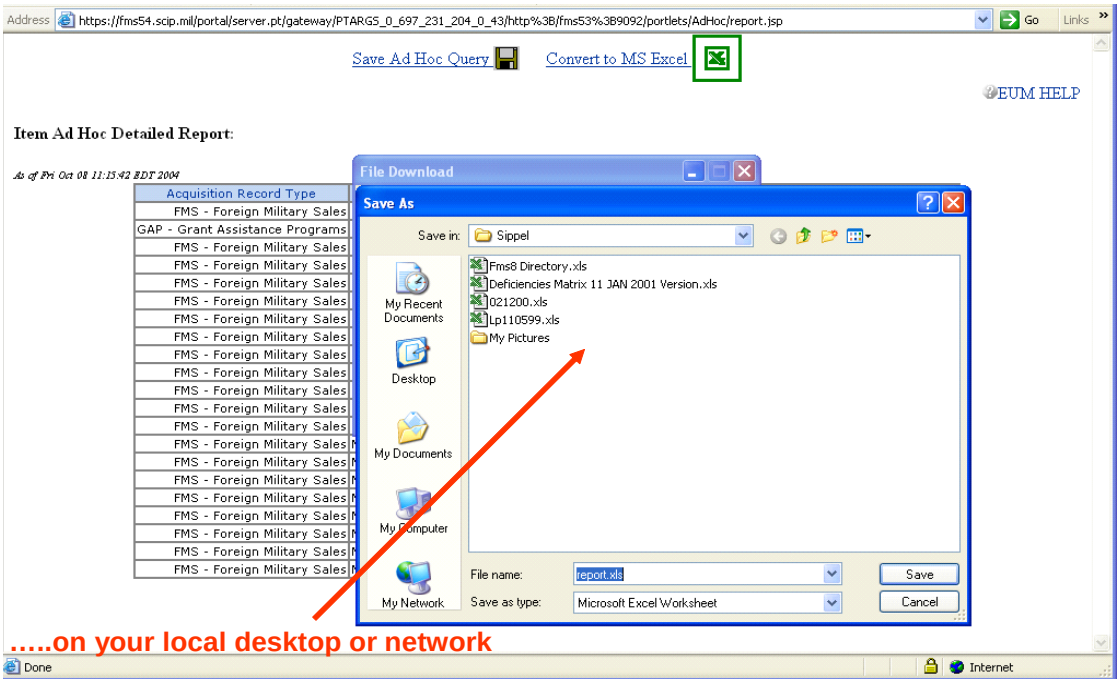
Figure 34



If you click on the “Save” button, the “Save As” box will be displayed.

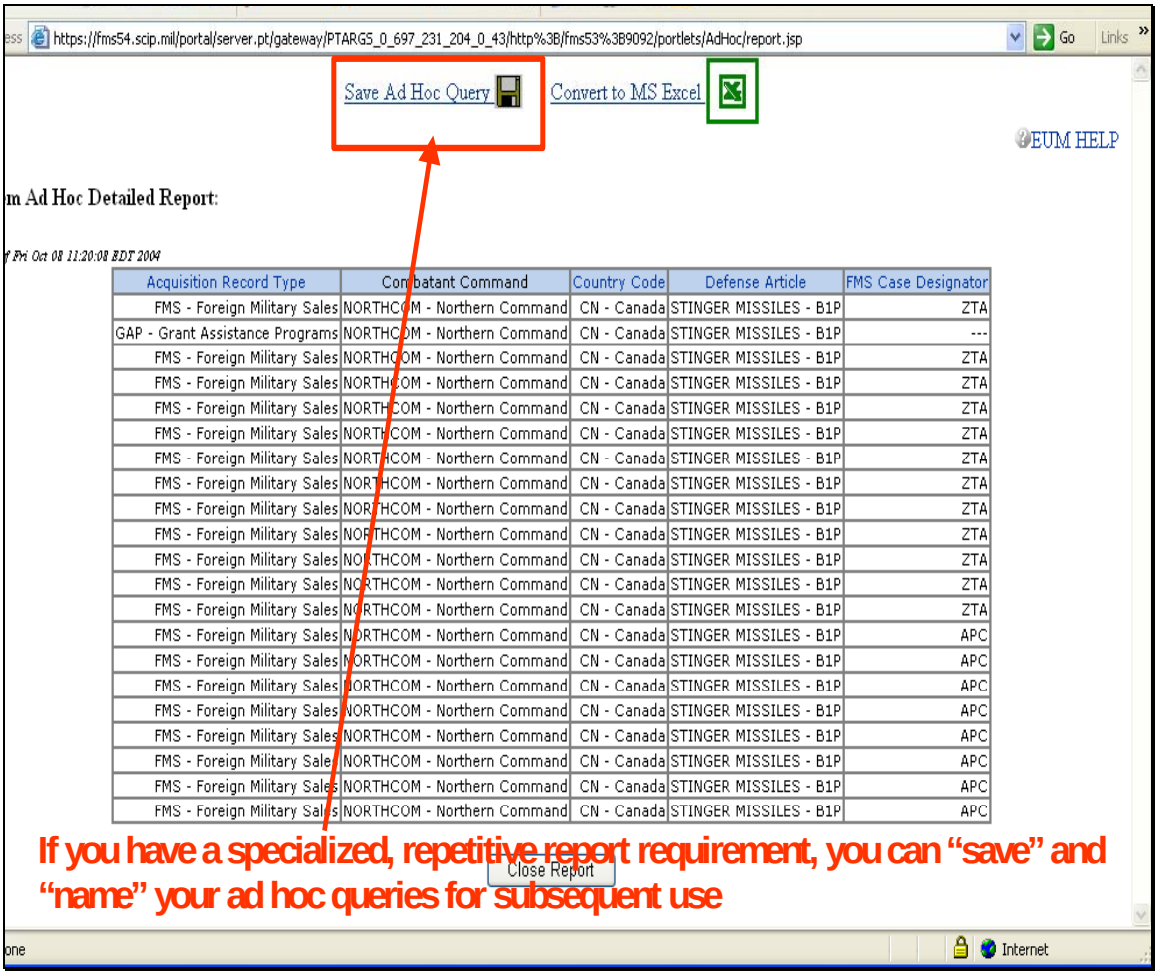
Enter a name for the report and select “Microsoft Excel Worksheet” as the file type. Then click on the “Save” button to save the report in Excel spreadsheet format on your local desktop or network.

Figure 35



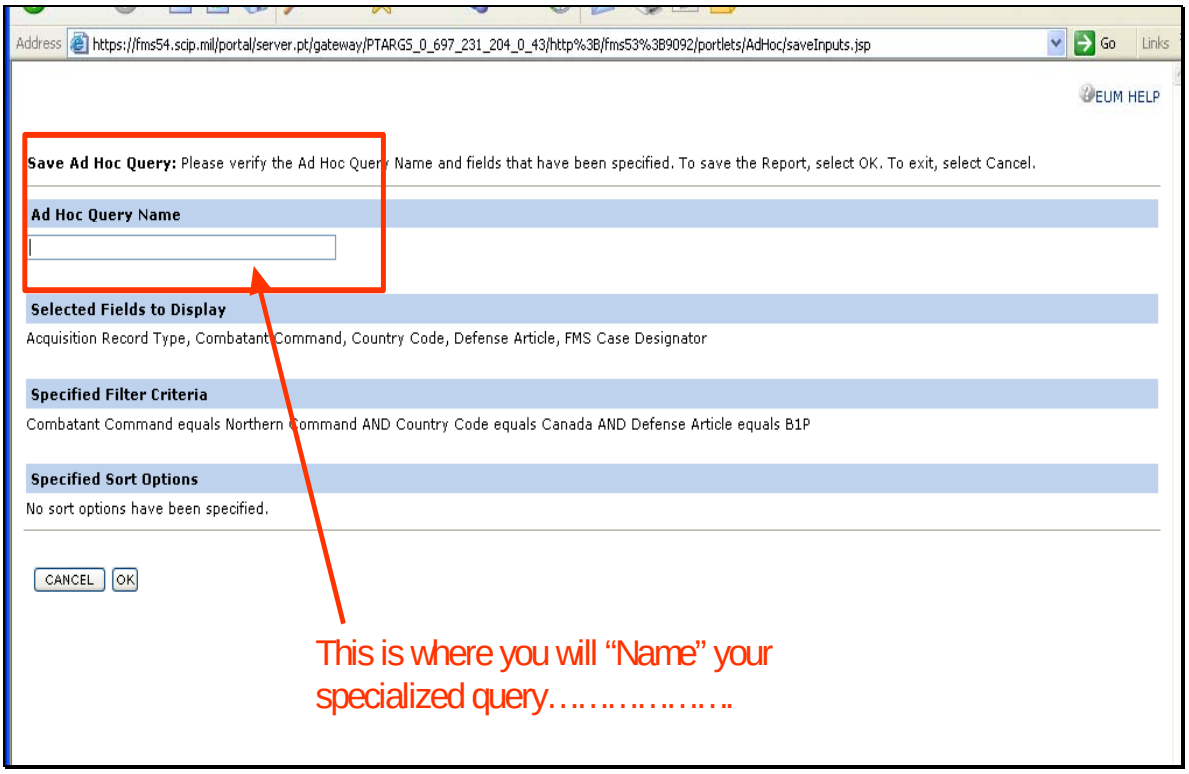
You can also select the “Save Ad Hoc Query” link at the top of the screen to save the report criteria for further reuse.

Figure 36



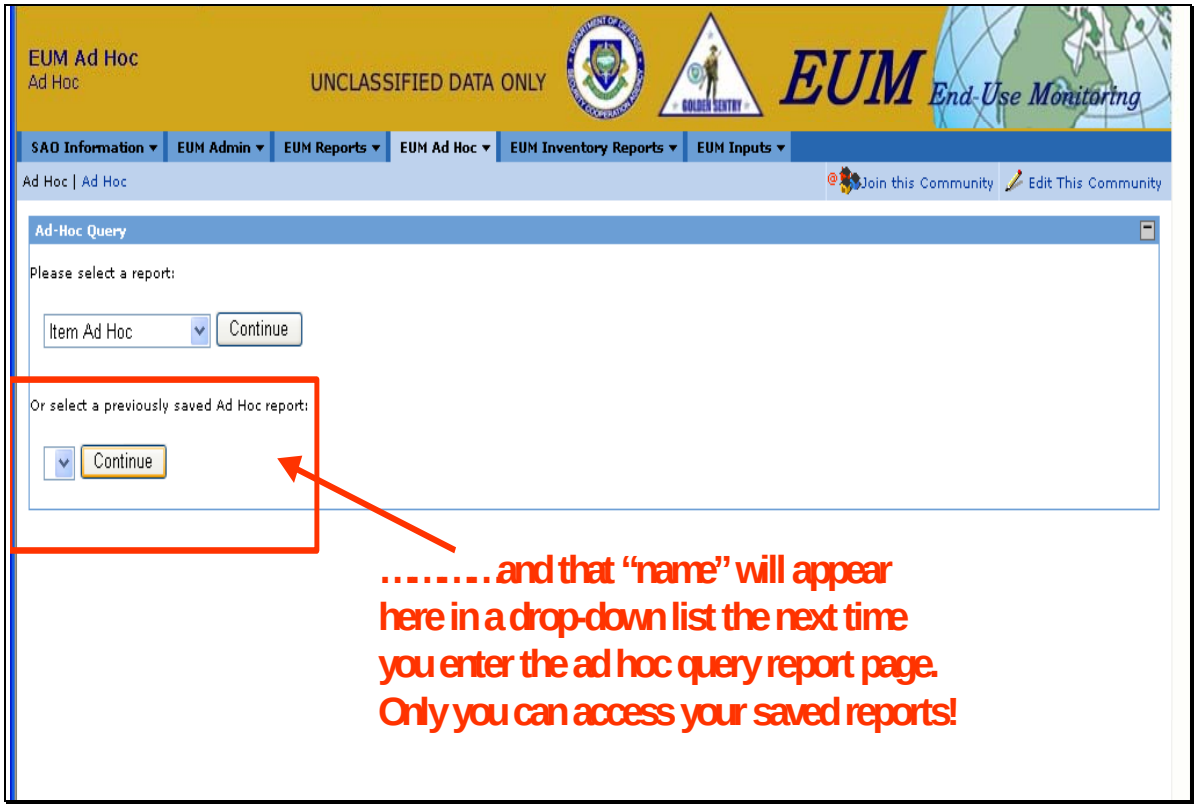
A “Save Ad Hoc Query” screen will appear. Enter the name for your query, and then click on the “OK” button at the bottom of the screen to save the report.

Figure 37



The next time you enter on the "EUM Ad Hoc" sub-community, you can select a previously saved Ad Hoc report. Select by title any report that you previously saved, and change the filter criteria if necessary. Please note that you can only access those reports that you saved.

Figure 38

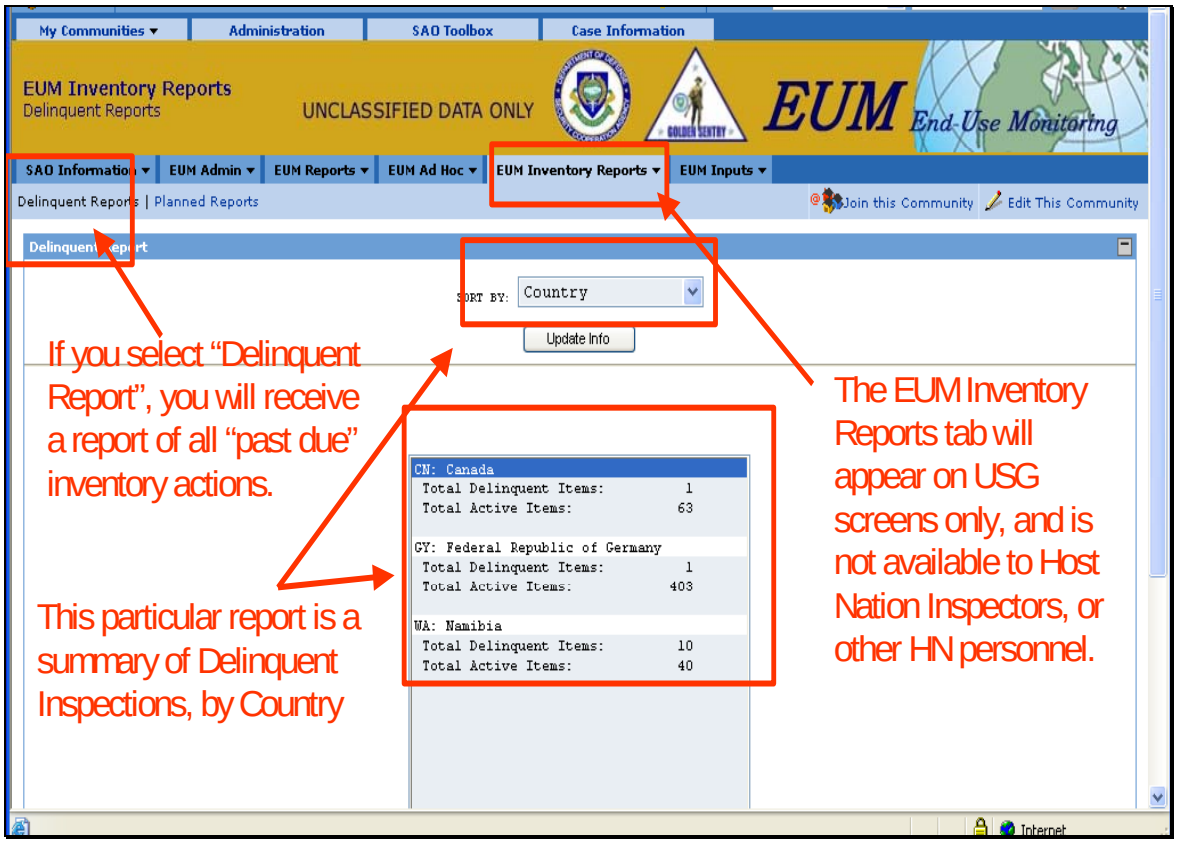


8. Inventory Reports

Authorized USG users can access Planned and Delinquent inventory reports from the "EUM Inventory Reports" tab. Summary reports list item totals by Country, Combatant Command or Defense Article.

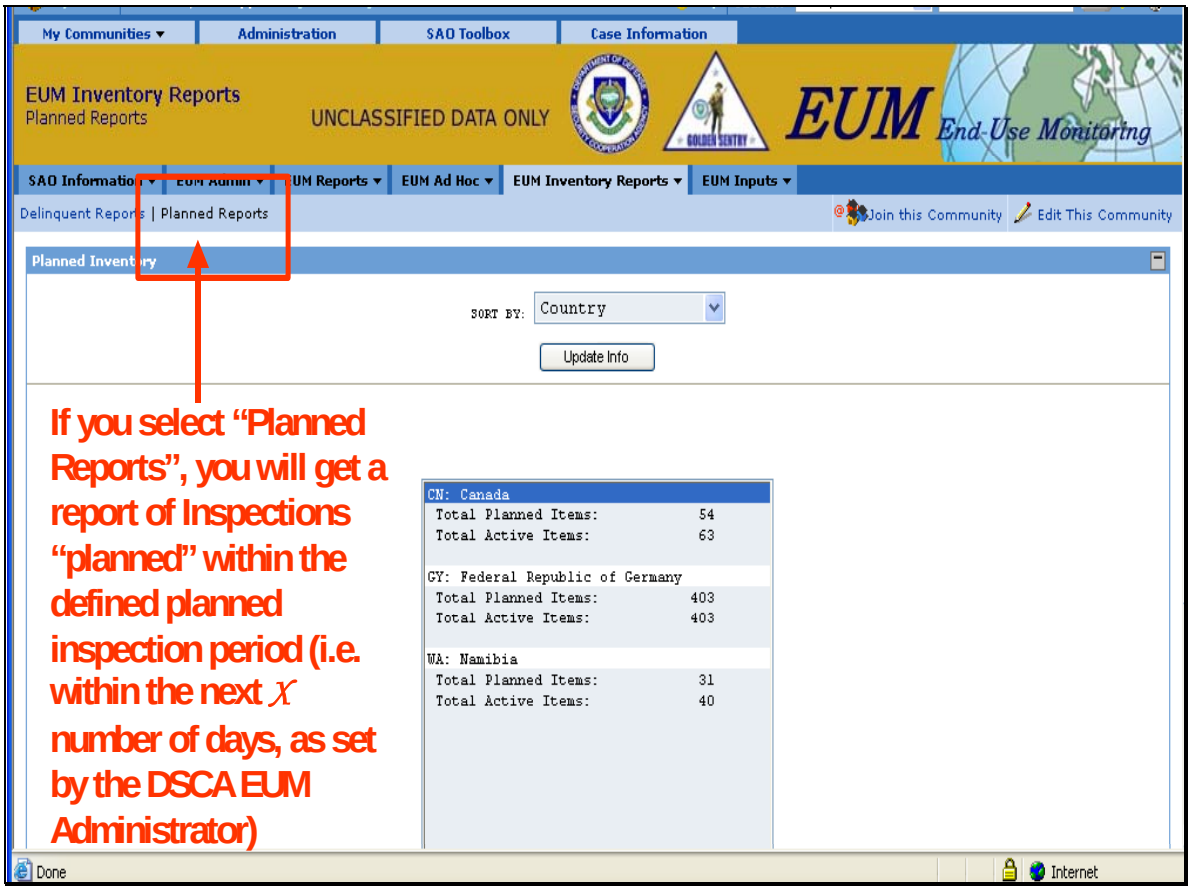
Refer to Figure 39. Click on the "Delinquent Reports" tab to display the "Delinquent Report" summary. You can sort the "Delinquent Report" summary by Country, Combatant Command or Defense Article. A "Delinquent Report" summary, sorted by Country, is shown below. Note that, if there are no delinquent items for the countries you are authorized to see, the screen will be blank.

Figure 39



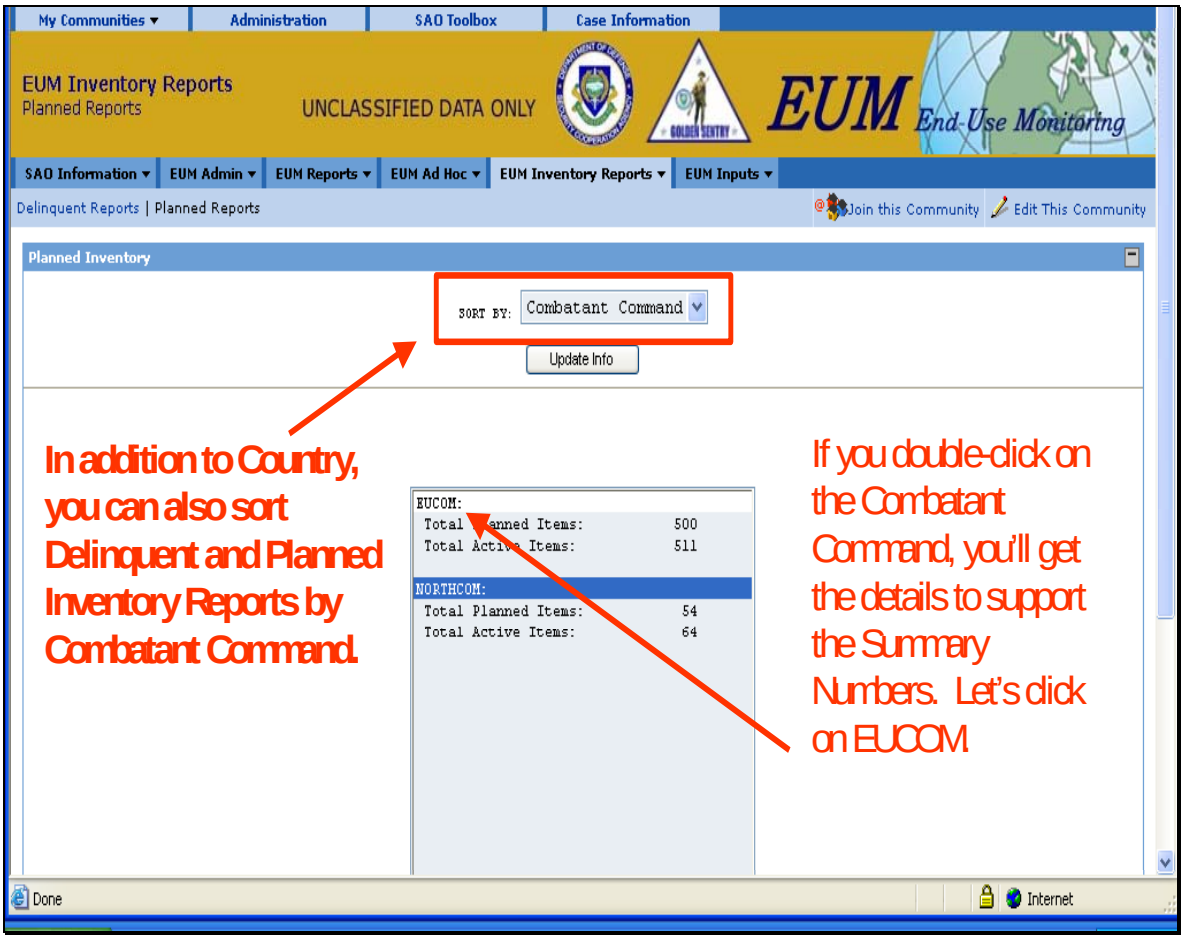
Refer to Figure 40. Click on the "Planned Reports" tab to display the "Planned Report" summary. You can sort the "Planned Report" summary by Country, Combatant Command or Defense Article. A "Planned Report" summary of inspections scheduled within the defined plan inspection period (i.e., within the next *X* number of days as set by the EUM Administrators at DSCA), sorted by Country, is shown below.

Figure 40



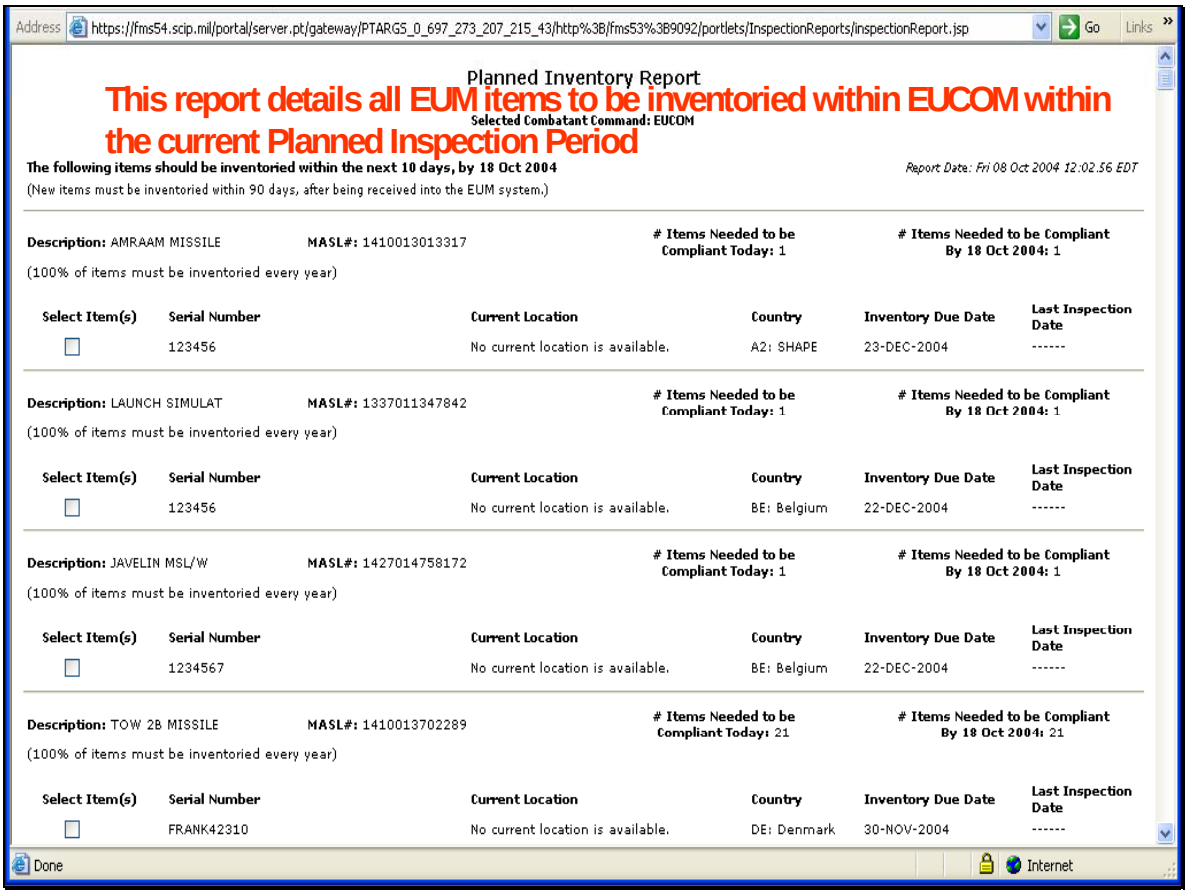
Refer to Figure 41. A "Planned Report" summary, sorted by Combatant Command, is displayed below. You can highlight the Combatant Command and double click on it, or click on the "View Report" button, to display the report details.

Figure 41



Refer to Figure 42. The "Planned Inventory Report" displayed below details all EUCOM EUM items to be inventoried within the current Planned Inspection Period.

Figure 42



Address https://fms54.scip.mil/portal/server.pt/gateway/PTARGS_0_697_273_207_215_43/http%3B/fms53%3B9092/portlets/InspectionReports/inspectionReport.jsp

Planned Inventory Report

This report details all EUM items to be inventoried within EUCOM within the current Planned Inspection Period

Selected Combatant Command: EUCOM

The following items should be inventoried within the next 10 days, by 18 Oct 2004

Report Date: Fri 08 Oct 2004 12:02.56 EDT

(New items must be inventoried within 90 days, after being received into the EUM system.)

Description: AMRAAM MISSILE **MASL#:** 1410013013317 **# Items Needed to be Compliant Today:** 1 **# Items Needed to be Compliant By 18 Oct 2004:** 1

(100% of items must be inventoried every year)

Select Item(s)	Serial Number	Current Location	Country	Inventory Due Date	Last Inspection Date
☐	123456	No current location is available.	A2: SHAPE	23-DEC-2004	------

Description: LAUNCH SIMULAT **MASL#:** 1337011347842 **# Items Needed to be Compliant Today:** 1 **# Items Needed to be Compliant By 18 Oct 2004:** 1

(100% of items must be inventoried every year)

Select Item(s)	Serial Number	Current Location	Country	Inventory Due Date	Last Inspection Date
☐	123456	No current location is available.	BE: Belgium	22-DEC-2004	------

Description: JAVELIN MSL/W **MASL#:** 1427014758172 **# Items Needed to be Compliant Today:** 1 **# Items Needed to be Compliant By 18 Oct 2004:** 1

(100% of items must be inventoried every year)

Select Item(s)	Serial Number	Current Location	Country	Inventory Due Date	Last Inspection Date
☐	1234567	No current location is available.	BE: Belgium	22-DEC-2004	------

Description: TOW 2B MISSILE **MASL#:** 1410013702289 **# Items Needed to be Compliant Today:** 21 **# Items Needed to be Compliant By 18 Oct 2004:** 21

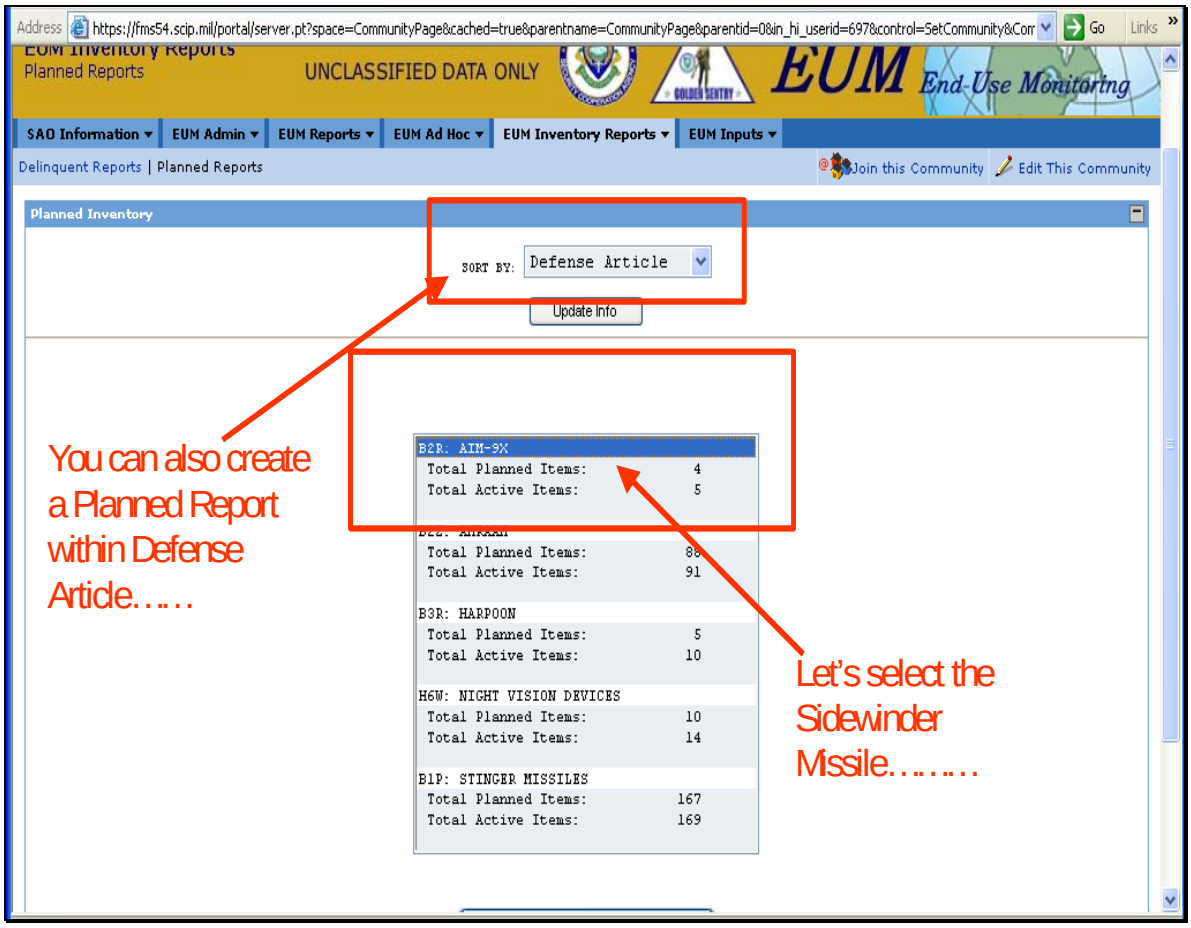
(100% of items must be inventoried every year)

Select Item(s)	Serial Number	Current Location	Country	Inventory Due Date	Last Inspection Date
☐	FRANK42310	No current location is available.	DE: Denmark	30-NOV-2004	------

Done Internet

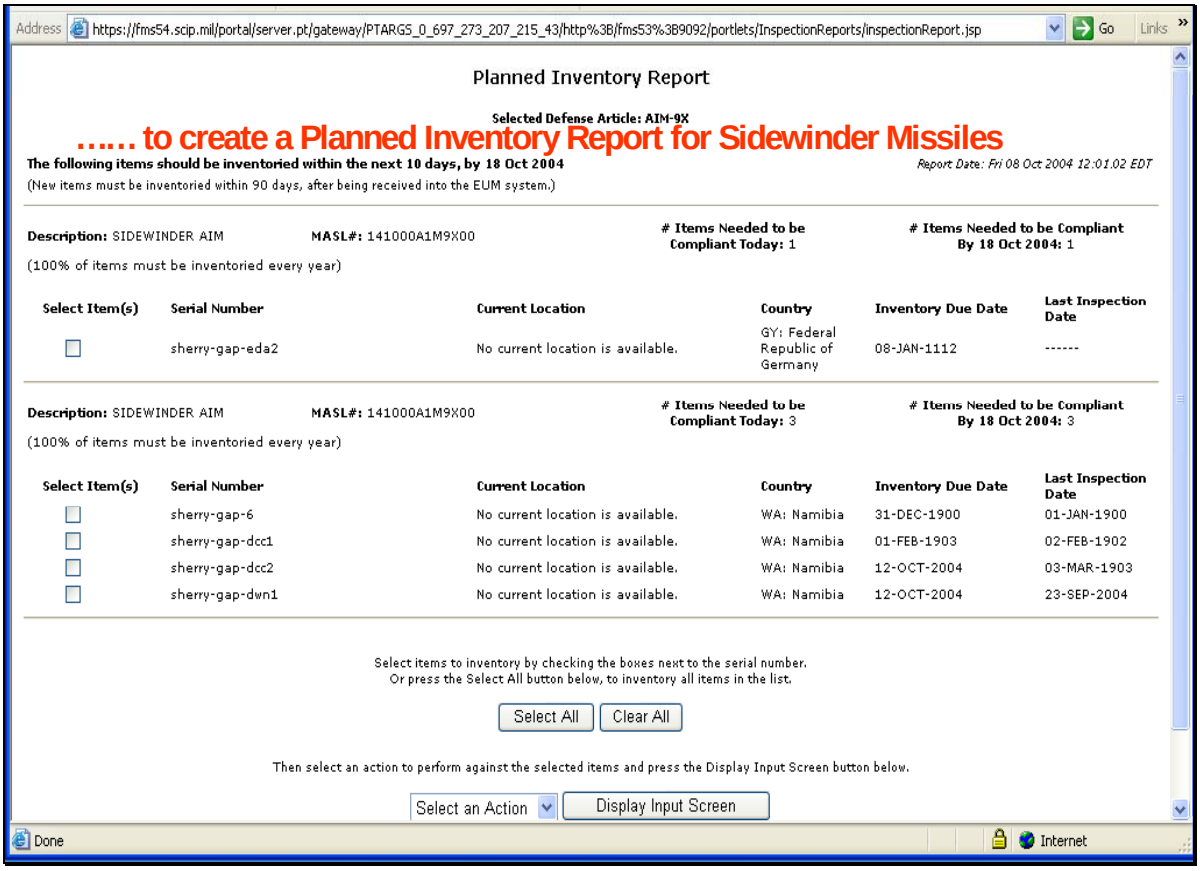
Refer to Figure 43. A "Planned Report" summary, sorted by Defense Article, is displayed below. You can highlight the Defense Article and double click on it, or click on the "View Report" button, to display the report details.

Figure 43



Refer to Figure 44. The Planned Inventory Report provided below details all “AIM-9X” items to be inventoried within the current Planned Inspection Period. The item’s “Description” and “MASL” are displayed at the top of each country and international organization report detail. Please note that report details are generated in alphabetical order by the country or international organization code for each country and organization that possesses the defense article (i.e., AIM-9X)

Figure 44

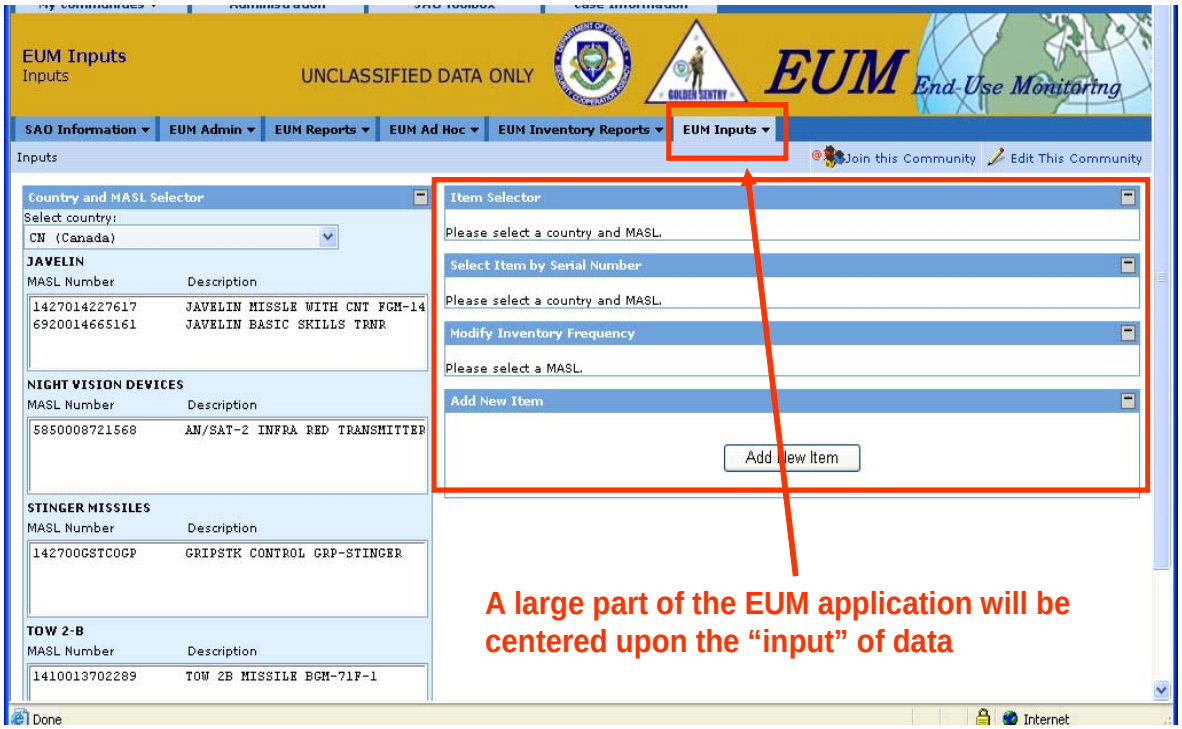


9. EUM Inputs

Refer to Figure 45. Select the "EUM Inputs" tab to display this sub-community. Please note that a large portion of the EUM Community's functionality is based on the input of data. EUM database tables are altered (add, delete, modify records) through the use of functions accessible through the EUM Inputs sub-community.

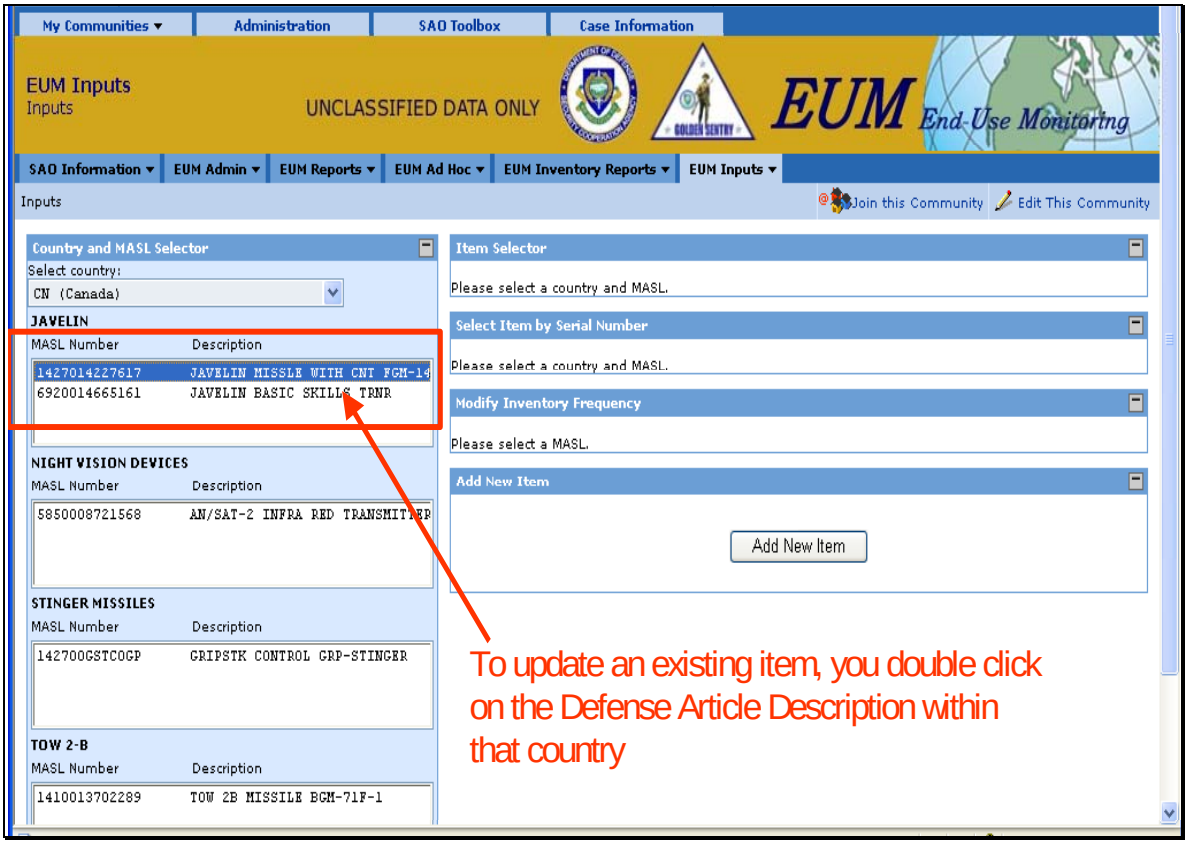
The "Country and MASL Selector" portlet on the left side of the EUM Inputs screen lists a specific Country (available via a drop down menu box) with all Defense Articles that are associated with the given country. On the right side of the screen, you will see four portlets with the following headers: "Item Selector", "Select Item by Serial Number", "Modify Inventory Frequency" and "Add New Item".

Figure 45



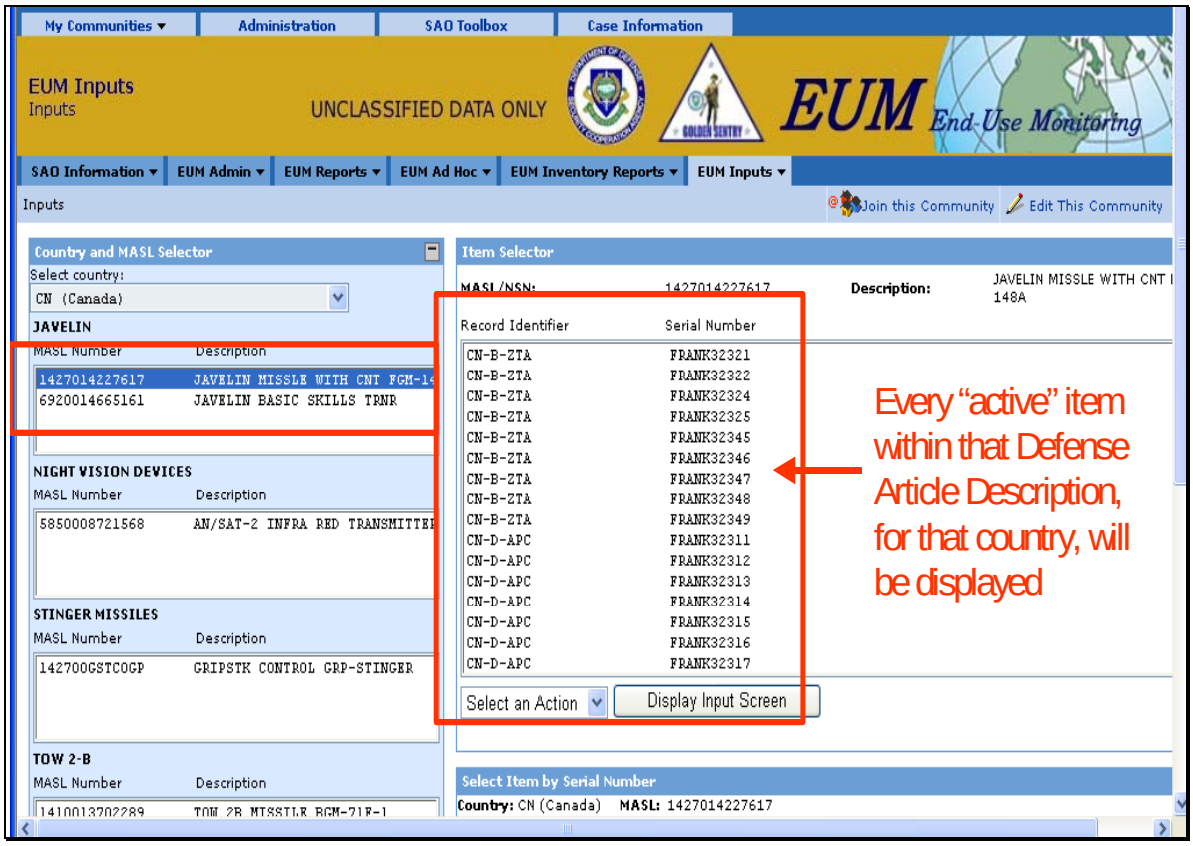
Refer to Figure 46. First, select the Country from the “Select country” drop down menu under the “Country and MASL Selector” header on the left side of the screen. Then, select the specific MASL Number and Defense Article Description and double click on it, or click on the “Select MASL” button. Information about the selected item, in this case “JAVELIN”, will be displayed under the “Item Selector” header on the right side of the screen.

Figure 46



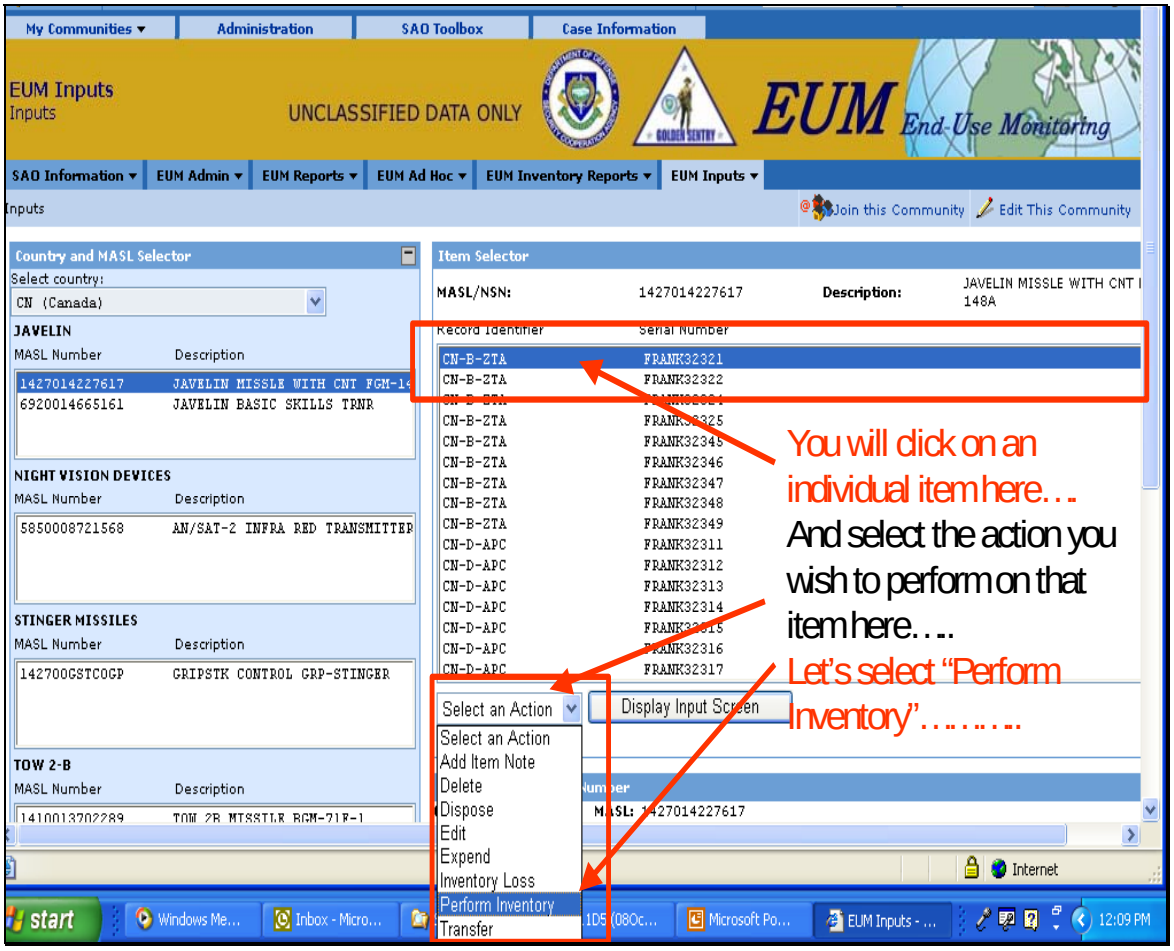
Refer to Figure 47. Displayed under the "Item Selector" header is a list of all "active" items by Record Identifier and Serial Number for the given Country/MASL/Defense Article Description combination.

Figure 47



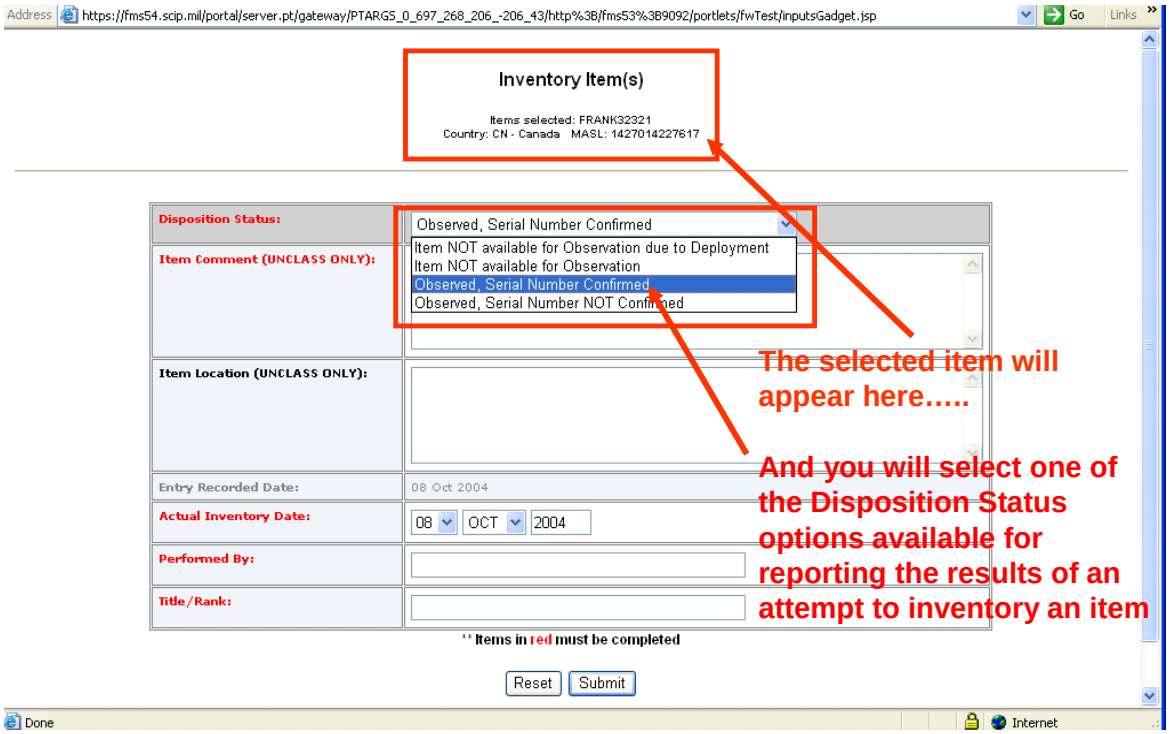
Refer to Figure 48. Select an item from the list of all "active" items by Record Identifier and Serial Number for the country, in this case Canada. Click on the selected item and then click on the "Select an Action" drop down menu at the bottom of the list. This will display a list of actions you can perform. In this example, the "Perform Inventory" option was selected. **Please note that the "Add Item Note" option can be selected and used only by the CC, SAO, and IA EUM User Groups.**

Figure 48



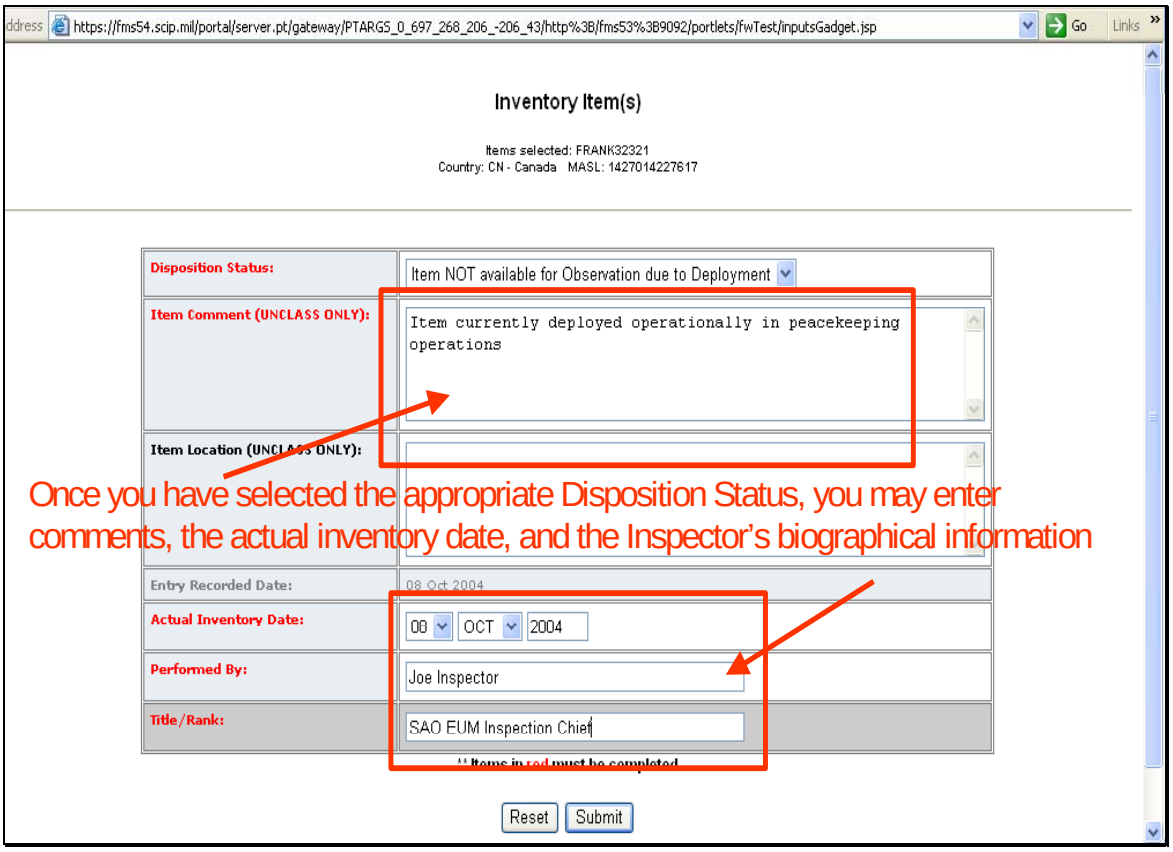
Refer to Figure 49. Selecting the "Perform Inventory" option displays a screen with the header "Inventory Item(s)" in addition to the selected Serial Number, Country, and MASL data for the item. Available Disposition Status options to select for reporting the results of an attempted item inventory will appear below this. In this example, "Observed, Serial Number Confirmed" Disposition Status was selected.

Figure 49



Refer to Figure 50. In the example below, “Item NOT available for Observation due to Deployment” Disposition Status was selected. Enter unclassified comments on the item inventoried, the actual date of inventory, the name of the inspector who accomplished the inventory, and the title and rank of the inspector in the boxes provided. Click on the “Submit” button at the bottom of the screen to complete the Inventory Item update transaction.

Figure 50

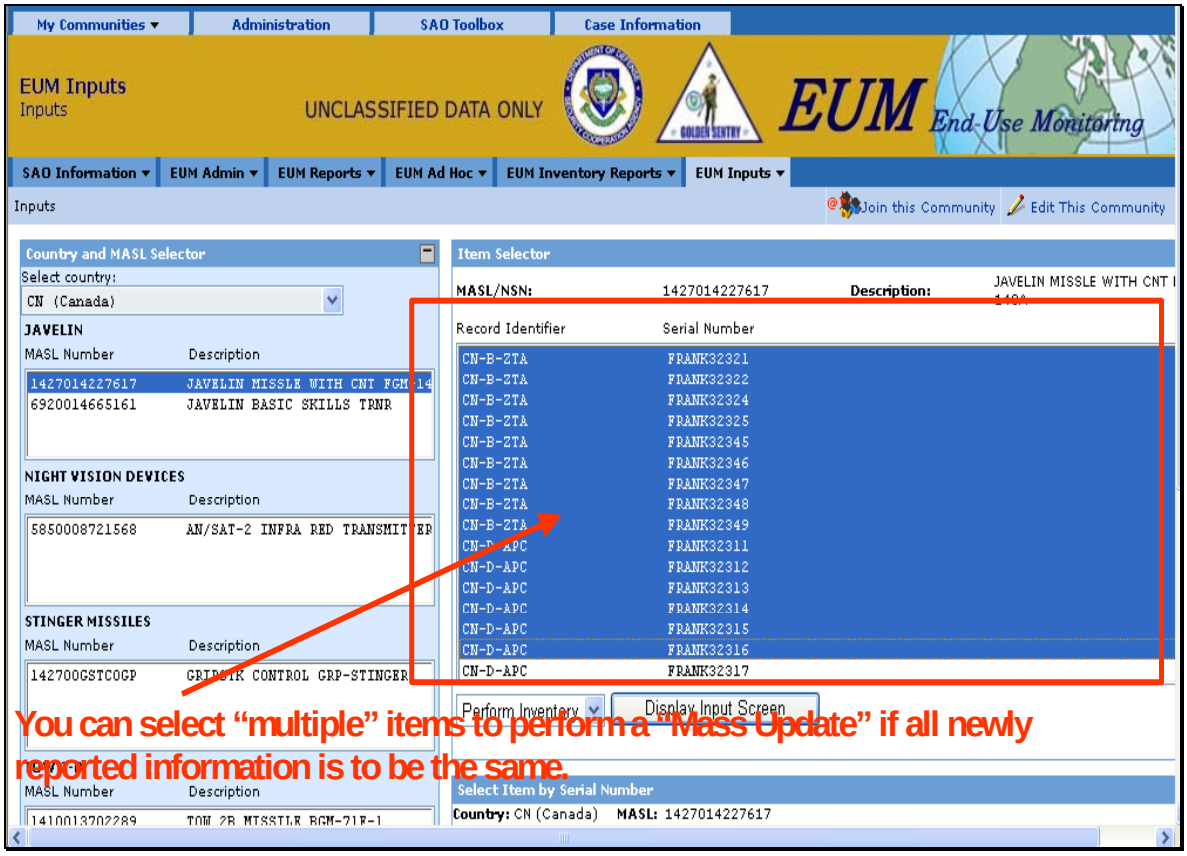


Refer to Figure 51. You will receive confirmation that your update was successful.

Figure 51

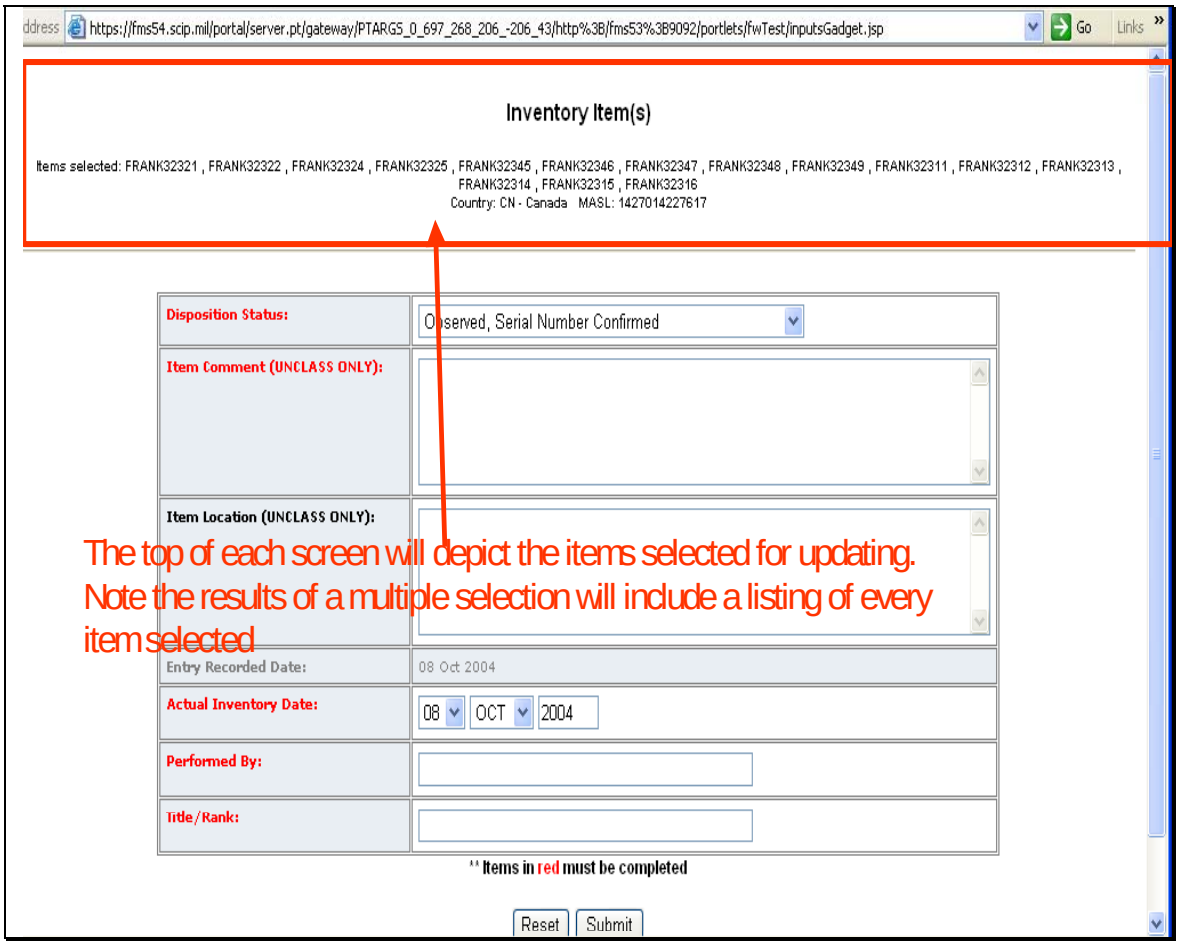
Refer to Figure 52. You can select multiple "active" items by Record Identifier and Serial Number for a particular country in order to perform a "Mass Update" if all the newly reported information is to be the same. Under the "Item Selector" header, you could have selected every item from the list. Click on the selected items and then click on the "Select an Action" drop down menu (not shown here) at the bottom of the list. This will display a list of actions (not shown here) from which you can select. This example shows that the "Perform Inventory" option was selected.

Figure 52



Refer to Figure 53. The “Perform Inventory” option displays a screen with the header “Inventory Item(s)” in addition to all the previously highlighted Serial Numbers, Country, and MASL data for all the items previously selected. A drop down menu of available Disposition Status options for reporting the results of an attempted item inventory of all items appears below this. In this example, “Observed, Serial Number Confirmed” Disposition Status was applicable to all the selected items. Please note that a separate “Mass Updates” would be done for each set of items with a different Disposition Status but with identical entries in the “Disposition Status:”, “Item Comment (UNCLASS ONLY):”, “Actual Inventory Date:”, “Performed By:”, and “Title/Rank:” boxes.

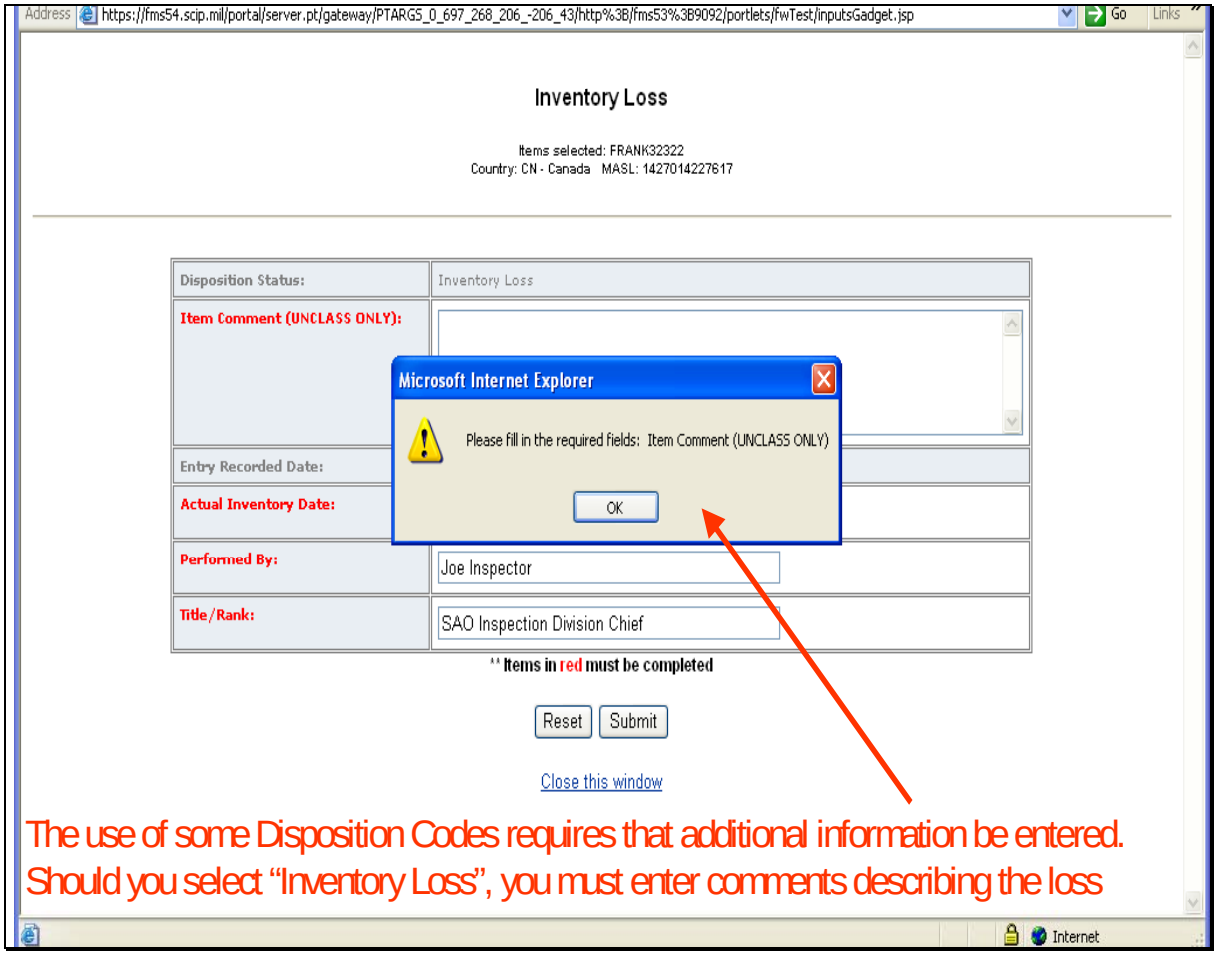
Figure 53



Refer to Figure 54. In the example below, the “Inventory Loss” option for an item with serial number “FRANK32322” and MASL “1427014227617” for Canada was selected. This displays a screen with the Header “Inventory Item(s)” in addition to the selected Serial Number, Country, and MASL data for the item. “Inventory Loss” Disposition Status was automatically filled in.

The use of “Inventory Loss” and some other Disposition Status options require that you fill in additional information in the “Item Comment (UNCLASS ONLY)”, “Actual Inventory Date”, “Performed By”, and “Title/Rank” entry boxes. In this case, you have to enter comments describing the inventory loss. **Please note that the “Inventory Loss” option can be selected and used only by the CC, SAO and, HN EUM User Groups**.

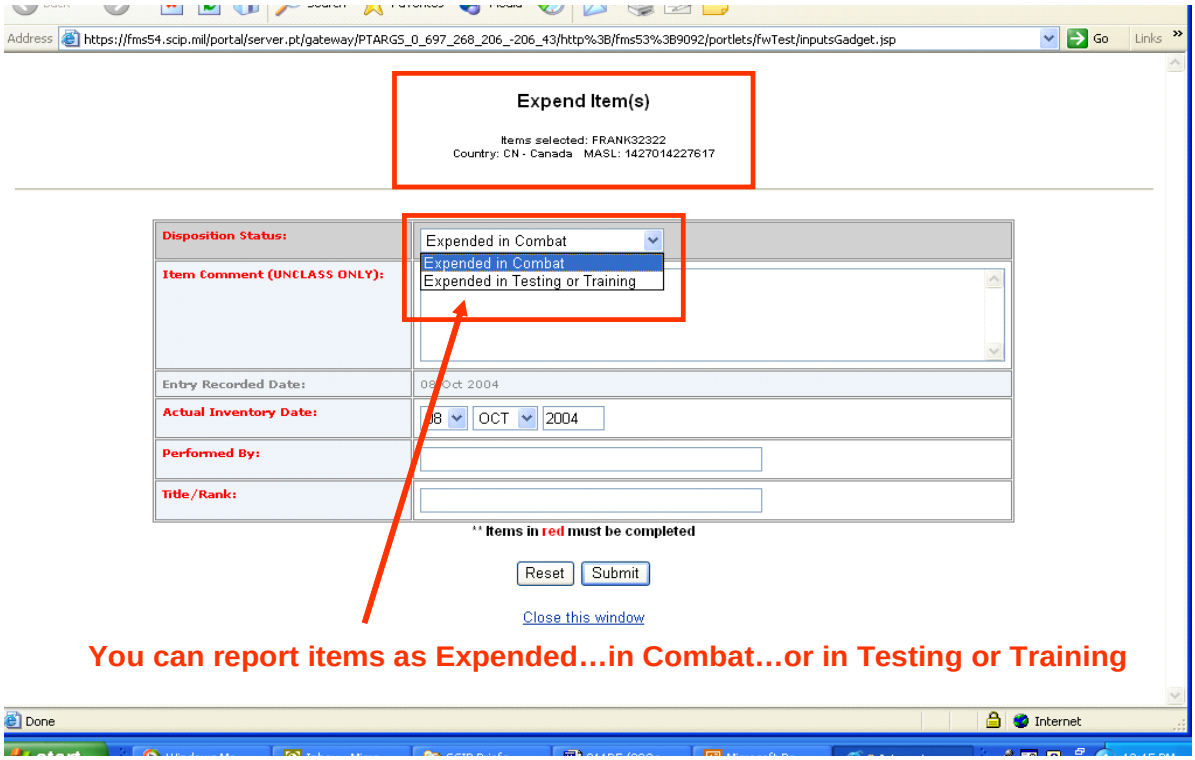
Figure 54



Refer to Figure 55. In the example below, the "Expend Item(s)" option for an item with serial number "FRANK32322" and MASL "1427014227617 for Canada was selected. This displays a screen with the header "Inventory Item(s)" in addition to the selected Serial Number, Country, and MASL data for the item. A drop down menu of available Disposition Status options for reporting the results of an attempted item inventory of all items appears below this. In this example, "Expended in Combat" Disposition Status was selected.

Please note that you could have selected "Expended in Testing or Training" instead of "Expended in Combat" Disposition Status. Selection of either of these two disposition status options requires that you fill in additional information in the "Item Comment (UNCLASS ONLY)", "Actual Inventory Date", "Performed By" and "Title/Rank" entry boxes. In this case, you have to enter comments describing the circumstances under which the item was expended. **Please note that the "Inventory Loss" option can be selected and used only by the CC, SAO and, HN EUM User Groups**.

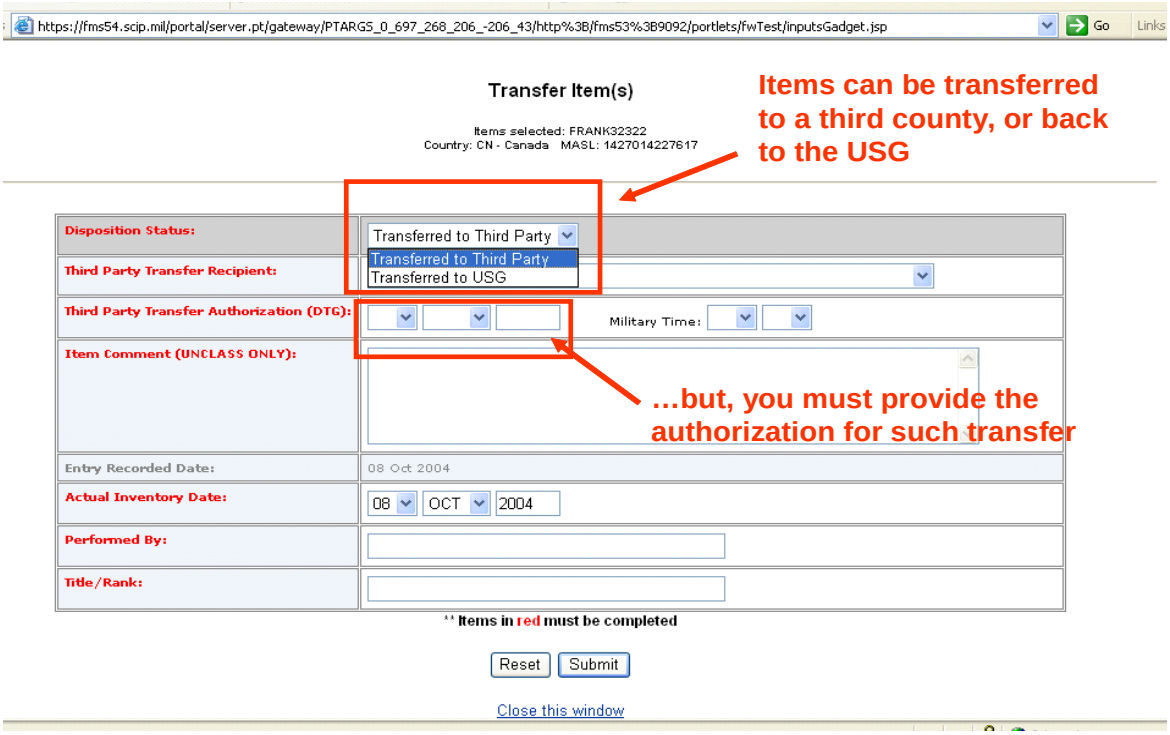
Figure 55



Refer to Figure 56. In the example below, the "Transfer Item(s)" option is chosen for a previously selected item with serial number "FRANK32322" and MASL "1427014227617" for Canada. **Please note that only the DSCA EUM Administrator can select and use the "Transfer Item(s)"Option.** This displays a screen with the header "Inventory Item(s)" in addition to the selected Serial Number, Country, and MASL data for the item. A drop down menu of available Disposition Status options for reporting an item transfer by the DSCA EUM Administrator appears below this. In this example, the EUM Administrator selected the "Transfer to a Third Party" Disposition Status option but could have selected "Transfer to the USG" Disposition Status instead.

The selection of either of these two transfer status options requires that you fill in additional information in the "Third Party Transfer Recipients", "Third Party Transfer Authorization (DTG)", "Item Comment (UNCLASS ONLY)", "Actual Inventory Date", "Performed By", and "Title/Rank" entry boxes. The administrator will make the most appropriate Third Party Transfer Recipients selection from the drop down menu. The administrator also will make the most appropriate Date Time Group and Military Time selections from the drop down box choices. The EUM Administrator must enter unclassified comments describing the circumstances under which the item was transferred.

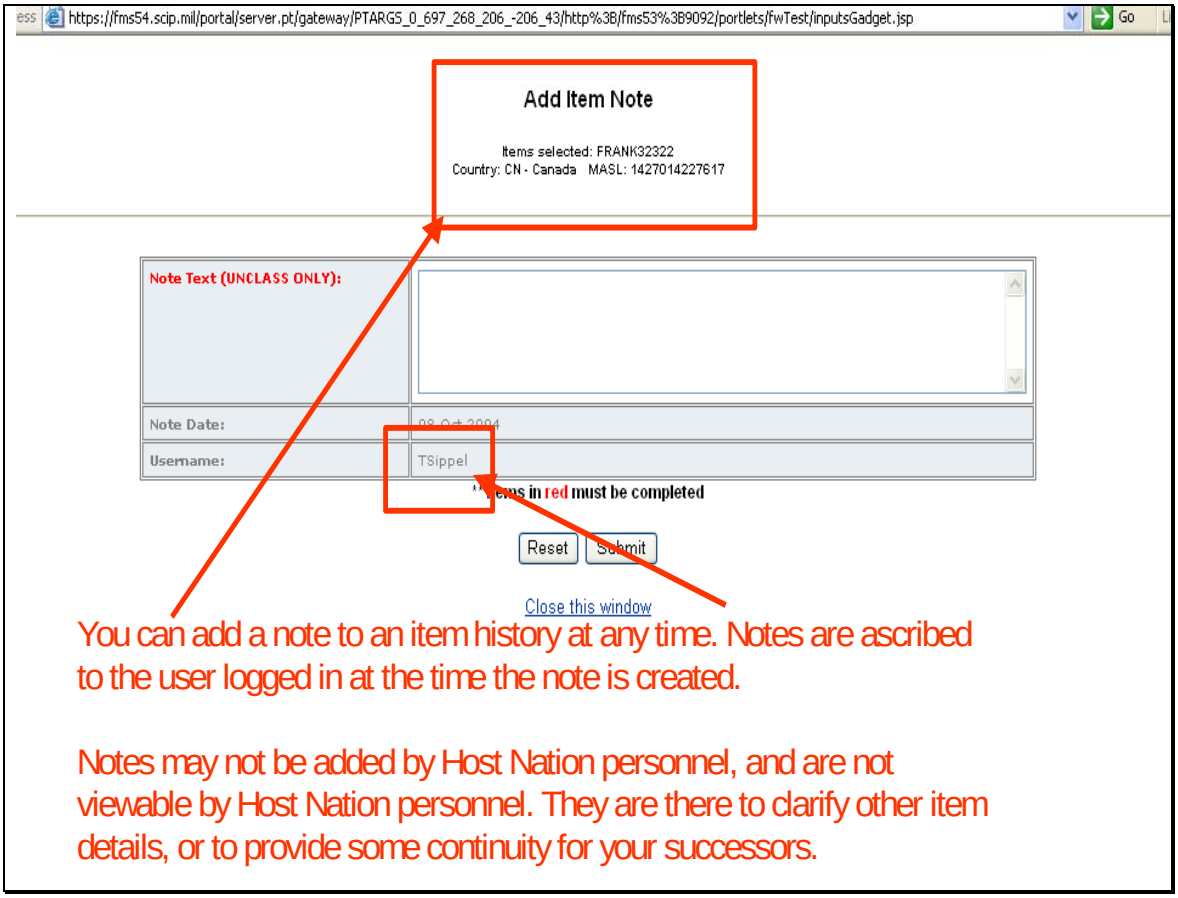
Figure 56



Refer to Figure 57. In the example below, the “Add Item Note” option for a previously selected item with serial number “FRANK32322” and MASL “1427014227617” for Canada was selected. This displays a screen with the header “Add Item Note” in addition to the Serial Number, Country, and MASL data for the item. Below this is a “Note Text (UNCLASS ONLY)” entry box.

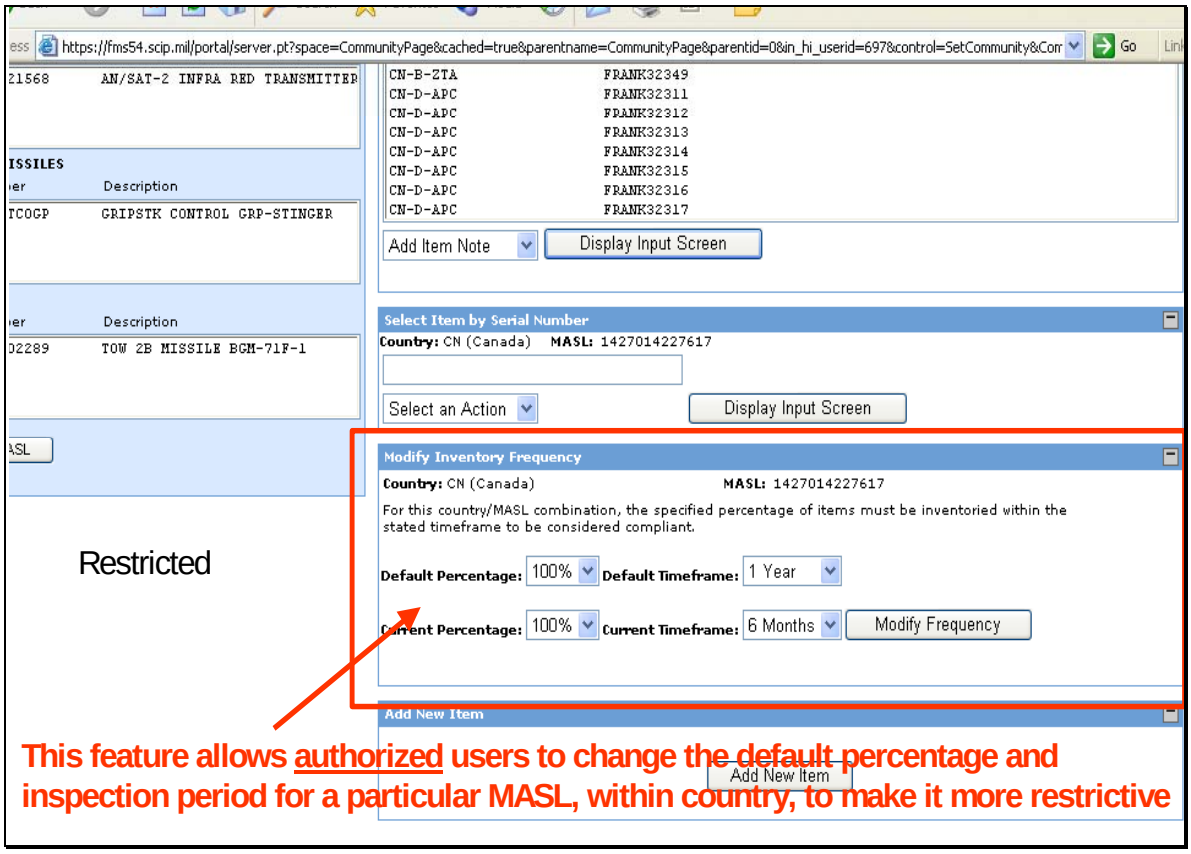
You can add a note to this box at anytime. The date of the note input is displayed in the “Note Date” box. The “Username” box will display the user name identifier of the person logged on at the time of the notes input. **Please note that the “Add Item Note” option can be selected and used only by the CC, SAO, and IA EUM User Groups.**

Figure 57



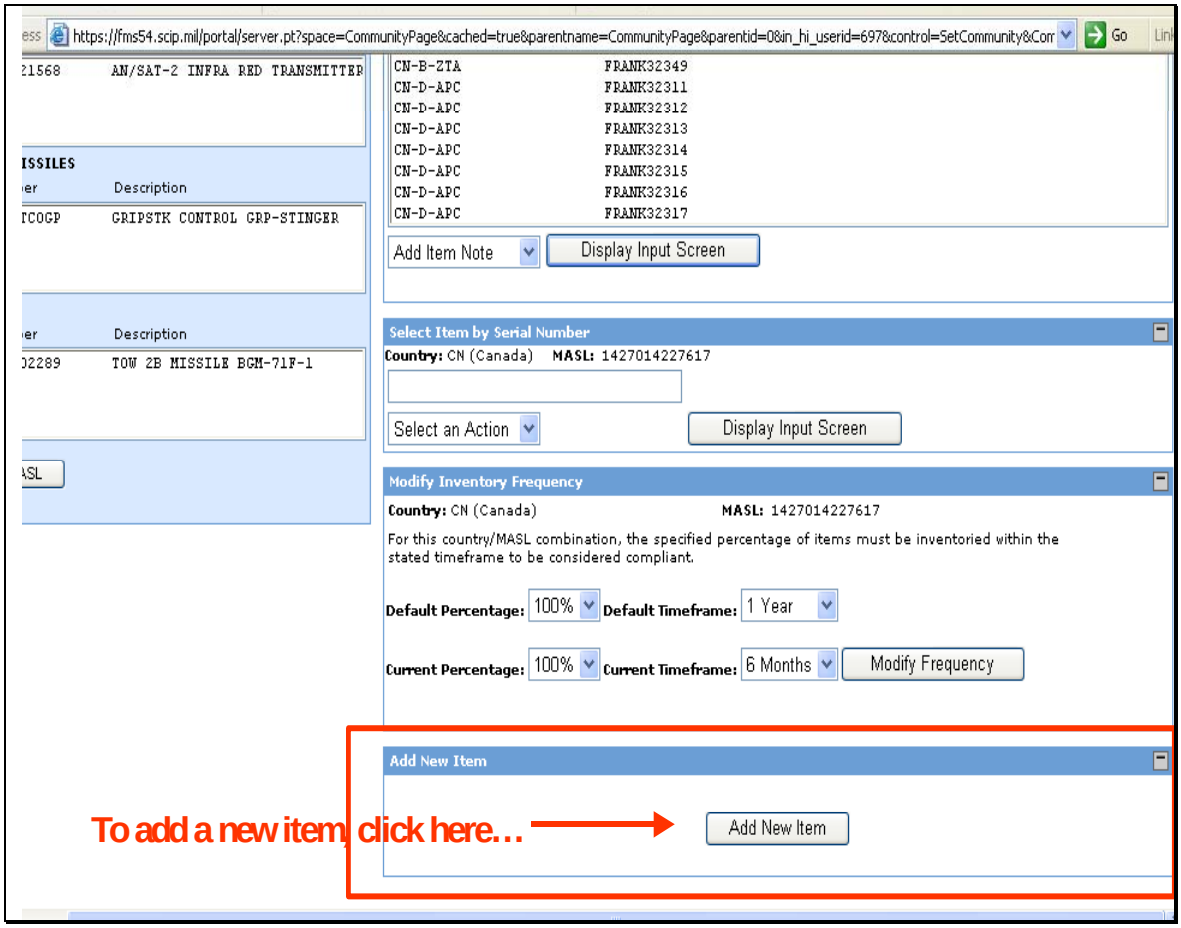
Refer to Figure 58. For a selected MASL, **the DSCA EUM Administrator** can alter the default percentage of items to be inventoried and the default time frame for completing the inventory by selecting the options under "Modify Inventory Frequency"**.** In addition, for a selected MASL**, the DSCA EUM Administrator or a CC EUM user** can alter the current percentage of items to be inventoried and the current time frame for completing the inventory. A CC EUM user can only modify the Current Default Percentage to a figure greater than the Default Percentage set by DSCA and the Current Time Frame to a figure smaller than the Current Default Time Frame set by DSCA.

Figure 58



Refer to Figure 59. For a selected MASL, you can add a new Item record using the "Add New Item" option. **Please note that the "Add New Item" option can be selected and used only by the CC, SAO, HN, and IA EUM User Groups**.

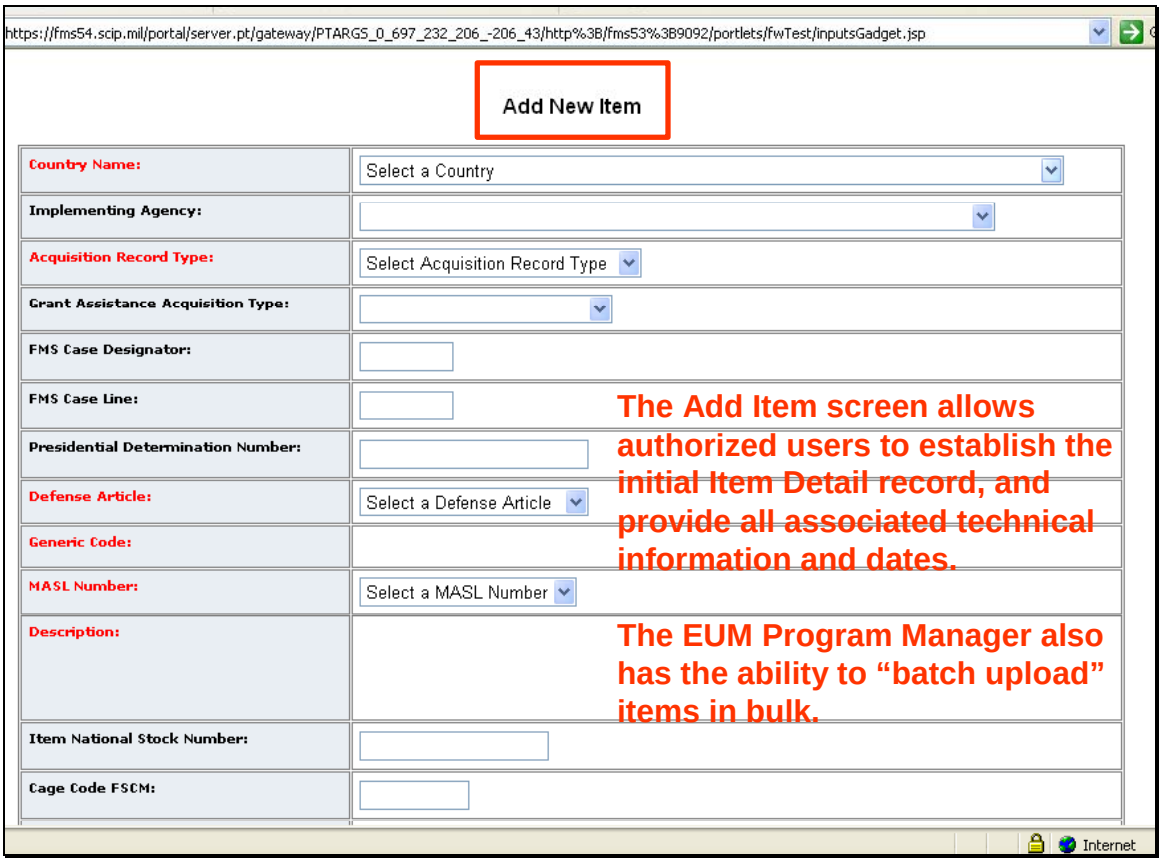
Figure 59



Refer to Figure 60. “Add New Item” input screen displayed below allows authorized user groups to establish the initial Item Detail record, and provide all associated technical information and dates. The EUM Program manager also has the ability to “batch upload” items in bulk.

You can add a New Item by filling in the information requested in the “Country Name”, “Acquisition Record Type”, “Defense Article”, “Generic Code”, “MASL Number” and “Description” entry boxes. You should make the most appropriate selection from the drop down menu choices. In addition, you should try to fill in the information requested in the “Implementing Agency”, “Grant Assistance Acquisition Type”, “FMS Case Designator” “FMS Case Line”, “Presidential Determination Number”, “Item National Stock Number”, and “Cage Code FSCM” entry boxes if applicable and known. Then click on the “Submit” button (not shown) at the bottom of the screen to stage your completed “Add New Item” input.

Figure 60



Refer to Figure 61. You can easily close a window and/or log off after you are finished processing your inputs, reports, queries, and other transactions. You should always remember to log off after you have completed all of your intended activities in order to safeguard your information. Upon successfully logging off, you will see the below screen with a message confirming that you have successfully logged out.

Figure 61