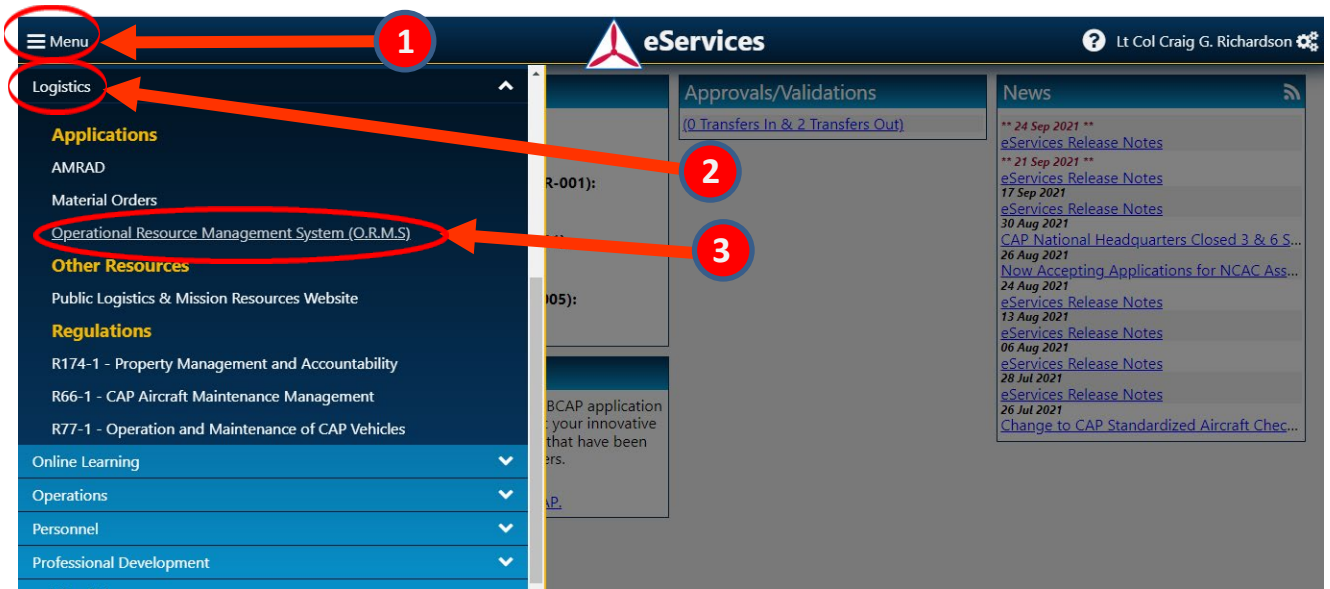


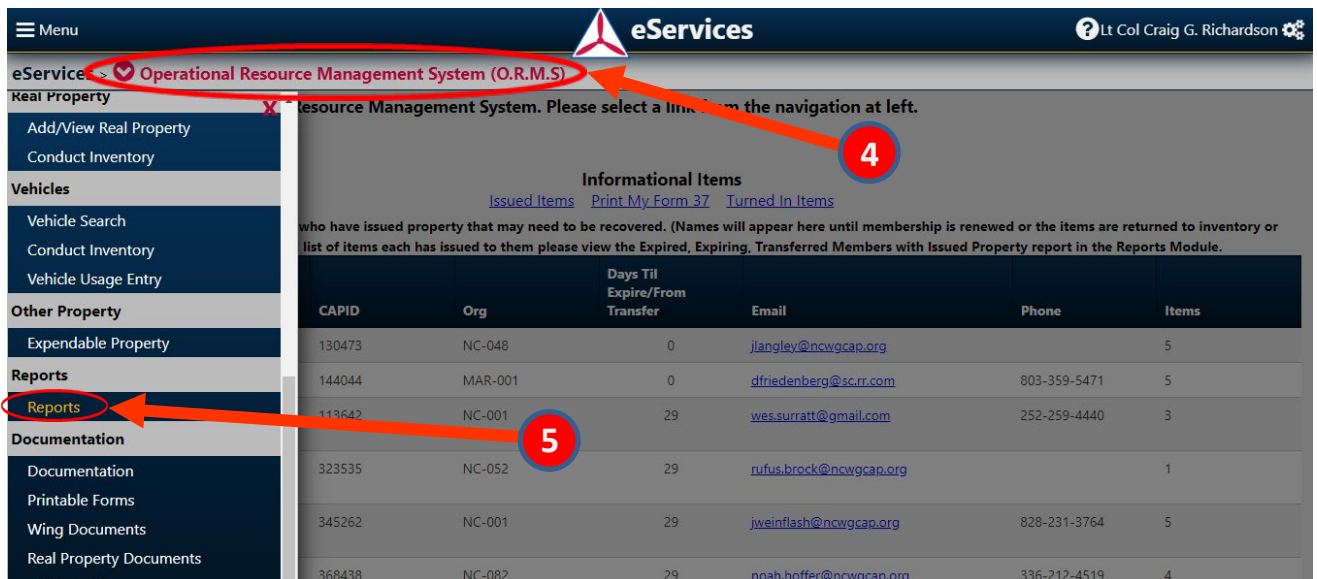
# How-to-Conduct CAP Annual Physical Inventory



Step 1: Click “Menu” after logging into “eServices”


Step 2: Click “Logistics”

Step 3: Click “Operational Resource Management System” (O.R.M.S)



Step 4: Click “Operational Resource Management System” (O.R.M.S) again after webpage refreshes

Step 5: Click “Reports”

Menu  eServices Lt Col Craig G. Richardson

eServices > Operational Resource Management System (O.R.M.S) > Reports > Reports

\*Select Module  
Vehicles

\*Organization  
NC-007

\*Select Report  
Vehicle Inventory Worksheet

\*Sort By  
Default

\*Select Format  
☒ PDF ☐ Word ☐ Excel

Submit

**Vehicle Reports**  
Vehicle Inventory Worksheet - Shows all Vehicles for the selected Organization and where it stands in the current inventory.  
Vehicle Usage Annually - Shows the amount of vehicle usage annually.  
Vehicle Usage Monthly - Shows the amount of vehicle usage by month.  
Vehicle Usage Averages - Shows the averages of vehicle use by given dates.

S2\_Inventory\_Wor....pdf

Show all

Step 6: Select from drop down box “Select Module” of category (i.e. vehicles) that is applicable


Step 7: Select from drop down box “Select Report” of report that is applicable

Step 8: Select from drop down box “Organization” of unit that is applicable

Step 9: Select Appropriate “Format” PDF, Word or Excel

Step 10: Click “Submit”

Step 11: Open applicable (i.e. vehicles) “S? - Inventory Worksheet” after download is complete

 **S2 - Vehicle Inventory Worksheet**

Total Vehicles - 2  
This report prints at 8.5" x 11"

Count	Unit	PCN	Noun	Make	Model	CAP Veh ID	Serial Number	Location	S	SNR	U	M
1	MAR-NC-007	145933	Trailer, Utility	Blazer	CARGO UTILITY TRAILER	32030	5NHUBL0178T419 413	BUY, NC				
2	MAR-NC-007	84879	Van, 11/12 Pass	Ford	E350 1 Ton	32011	1FBSS31L17DB31 815	Bldg 588, Ammo Rd., Pope AAF, NC				

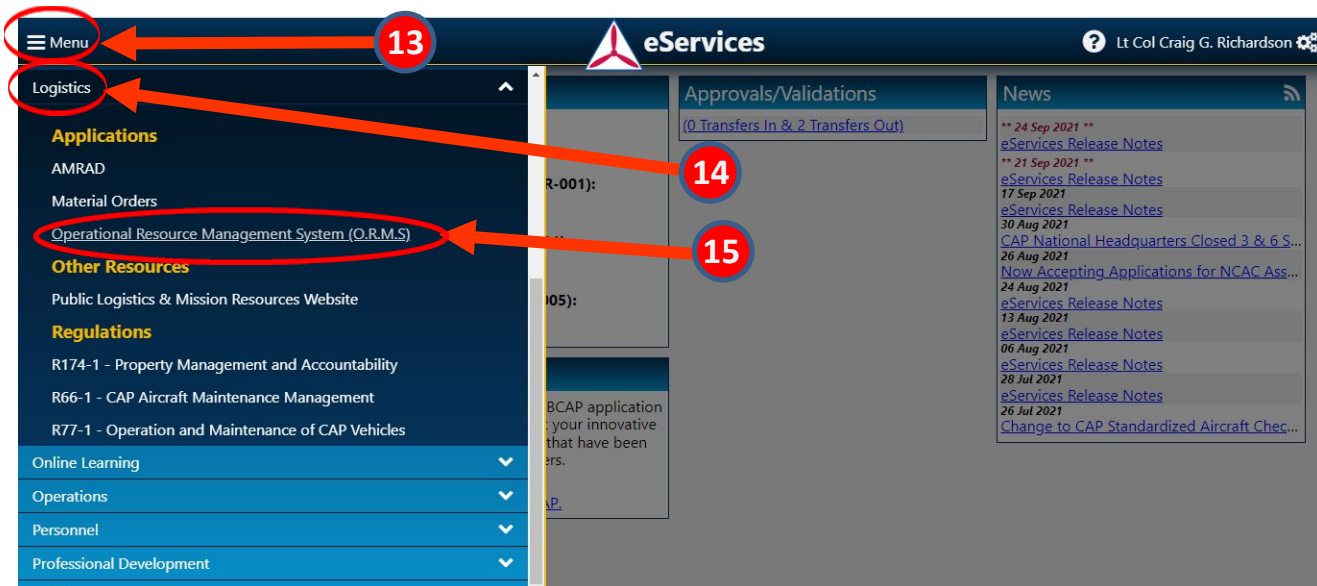
Warning: The information you are receiving is protected from interception or disclosure. Any person who intentionally distributes, reproduces or discloses its contents is subject to the penalties set forth in 18 United States Code Section 2511 and/or related state and federal laws of the United States.

Results as of: 02 Oct 2021

S - Serviceable, SNR - Serviceable Needs Repair, U - Unserviceable Beyond Repair, M - Missing

Page 1 of 1

Step 12: Print “S? - Inventory Worksheet” for each module from the Reports Module to record physical counts of property located at the unit. Visually inspect each item to verify its existence, condition, location and the accuracy of the data in ORMS.

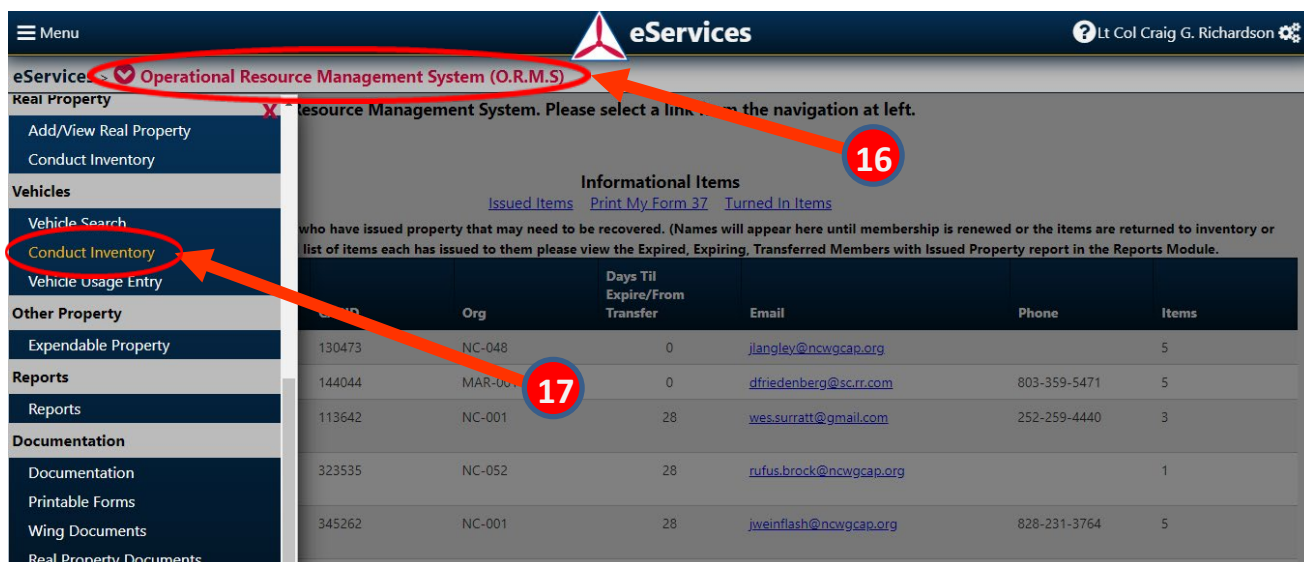


Note: After visual inspection of each item is complete, the next step is ready which is to record the physical count results in ORMS (inventory completion) starting by logging back into “eServices” if needed.

Step 13: Click “Menu”



Step 14: Click “Logistics”


Step 15: Click “Operational Resource Management System” (O.R.M.S)



Step 16: Click “Operational Resource Management System” (O.R.M.S) again after webpage refreshes

Step 17: Select & Click “Conduct Inventory” of category (i.e. vehicles) that is applicable

Menu  eServices ? Lt Col Craig G. Richardson 

 **Operational Resource Management System (O.R.M.S)**

The Operational Resource Management System has a time out function built in so it is suggested that you click the "Update Inventory" button every 10-15 minutes. This will update the items already checked and leave only the remainder to be validated. Everything that has already been validated will move to the bottom of the list, unless you have sorted by a different column.


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

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

Organization

--Select--

--Select--  
MAR-001  
NC-001  
NC-005  
**NC-007**  
NC-031



18

Step 18: Select from dropdown list "Organization" of the unit that being inventory  
Note: Any pending transactions will prevent you from proceeding. A list of pending items will be displayed which must be resolved before you may continue.

www.capnhq.gov says

BEFORE you continue with the inventory, please make sure you have completed the Inventory Worksheet.

Once inventory is started in ORMS, transactions will be locked for these items.

19

OK

Step 19: Select "OK" after reading statement

Note: reminder that you will not be able to perform any transactions in the current module in ORMS until inventory results have been recorded and submitted will appear on the screen.

Menu
eServices
Lt Col Craig G. Richardson

Operational Resource Management System (O.R.M.S.)

The Operational Resource Management System has a time out function built in so it is suggested that you click the "Update Inventory" button every 10-15 minutes. This will update the items already checked and leave only the remainder to be validated. Everything that has already been validated will move to the bottom of the list, unless you have sorted by a different column.

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3. Complete your inventory physical count and each Individual Validation on the worksheet PRIOR to starting your inventory in ORMS.

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

Organization  
NC-007

Year	Date Completed	Completed By
2015	03 Sep 2015 - 12:53:53	Craig G Richardson
2017	05 Oct 2017 - 01:07:33	Craig G Richardson
2019	26 Oct 2019 - 03:48:56	Travis D Pope
2021	24 Jun 2021 - 06:28:53	Craig G Richardson

Inventory Type  
☐ Annual
☒ Changeover

## Step 20: Select "Annual" under Inventory Type

Menu
eServices
Lt Col Craig G. Richardson

Operational Resource Management System (O.R.M.S.)

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

Organization  
NC-007

Reset Inventory

Year	Date Completed	Completed By
2015	03 Sep 2015 - 12:53:53	Craig G Richardson
2017	05 Oct 2017 - 01:07:33	Craig G Richardson
2019	26 Oct 2019 - 03:48:56	Travis D Pope
2021	24 Jun 2021 - 06:28:53	Craig G Richardson

Annual Inventory started by Lt Col Craig G. Richardson

Inventory for NC-007 Count of Items: 2
Update Inventory

Show 25 entries

Count	Vehicle ID	Noun	Make	Model	Serial Number	Property Tag	Location (ICAO)	Condition	Verified	Reset Item
1	32011	Van, 11/12 Pass	Ford	E350 1 Ton	1FB5S31L17DB31815	32011	Bldg 568, Ammo Rd., Pope	--Select--	<input type="checkbox"/>	
2	32030	Trailer, Utility	Blazer	CARGO UTILITY TRAILER	5NHUBL0178T419413	32030	BUY, NC	--Select--	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries

Previous 1 Next

Update Inventory

Note: After webpage refreshes the following or similar example will appear. For each item, update the "location" type in field if it differs from your worksheet, select a condition from the dropdown list. Selection of "missing/damaged" will automatically initiate a report of survey for that item.

Annual Inventory started by Craig G Richardson on 03 Oct 2021

**Inventory for NC-007 Count of Items: 2**

Show 25 entries

Search:

Update Inventory

Count ↑	Vehicle ID ↑	Noun ↑	Make ↑	Model ↑	Serial Number ↑	Property Tag ↑	Location (ICAO) ↑	Condition ↑	Verified ↑	Reset Item ↑
1	32011	Van, 11/12 Pass	Ford	E350 1 Ton	1FBSS31L17DB31815	32011	Bldg 568, Ammo Rd., Pope	Serviceable ▼	<input checked="" type="checkbox"/>	
2	32030	Trailer, Utility	Blazer	CARGO UTILITY TRAILER	5NHUBL0178T419413	32030	BUY, NC	Serviceable ▼	<input checked="" type="checkbox"/>	

Showing 1 to 2 of 2 entries

Previous
1
Next

Update Inventory

Step 21: Select from drop down box “Condition” of asset that is applicable

Step 22: Click on the “Verified” box until a check mark is displayed

### Step 23: Click on “Update Inventory”

www.caphq.gov says  
Inventory has been updated

ACT Secure Log Off | BB...

» Reading list

Lt Col Craig G. Richardson

**Operational Resource Management System (O.R.M.S)**

The Operational Resource Management System has a time out function... suggested that you click the "Update Inventory" button every 10-15 minutes. This will update the items already checked and leave only the remainder to be validated. Everything that has already been validated will move to the bottom of the list, unless you have sorted by a different column.

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

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3. Complete your inventory physical count and each Individual Validation on the worksheet PRIOR to starting your inventory in ORMS.

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

**Organization**

NC-007

Reset Inventory

### Step 25: Click “OK”

Menu

eServices

Lt Col Craig G. Richardson

Operational Resource Management System (O.R.M.S)

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

Organization

NC-007

Reset Inventory

Do you certify these inventory results to be complete and accurate?

Yes

No

### Step 26: Click “YES”

**Operational Resource Management System (O.R.M.S)**

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

Organization

--Select--

After webpage refreshes the following or similar example will appear to indicate that the annual inventory is completed. Double check that the annual inventory is complete or to check status of the progression of the annual inventory process.

**Operational Resource Management System (O.R.M.S)**

The Operational Resource Management System has a time out function built in so it is suggested that you click the "Update Inventory" button every 10-15 minutes. This will update the items already checked and leave only the remainder to be validated. Everything that has already been validated will move to the bottom of the list, unless you have sorted by a different column.

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

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2. Complete any Issue Acceptances or Transfers into or out of your organization. 3. Complete your inventory physical count and each Individual Validation on the worksheet PRIOR to starting your inventory in ORMS.

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

Organization

NC-007

Annual Inventory completed by Craig G Richardson on 03 Oct 2021

OR

**ORMS - Annual Inventory Status Report**

Completed Col	Organization	Module	Date Completed
Not Complete	MAR-NC-007 - FAYETTEVILLE COMPOSITE SQDN	Comm Gear	1900-01-01
Not Complete	MAR-NC-007 - FAYETTEVILLE COMPOSITE SQDN	Real Property	1900-01-01
Not Complete	MAR-NC-007 - FAYETTEVILLE COMPOSITE SQDN	Supplies and Equipment	1900-01-01
Completed	MAR-NC-007 - FAYETTEVILLE COMPOSITE SQDN	Aircraft	2021-10-01
Completed	MAR-NC-007 - FAYETTEVILLE COMPOSITE SQDN	Vehicle	2021-10-03

By going back into ORMS, under the "Conduct Inventory" module or ORMS "Reports" module by repeating Steps 6 through 11 ensuring under "Select Reports" (Step 7) select "Annual Inventory Status Report" and download the report to display the annual inventory status of applicable unit or units assigned.