

eRMS Desk Guide – Section 11 – Combat Logistics Forces (CLF)

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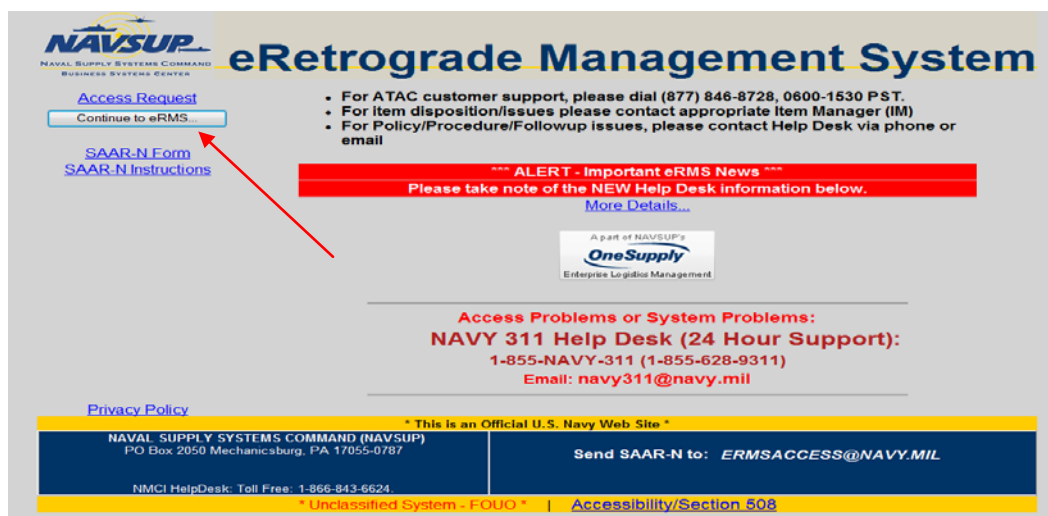
Combat Logistics Forces (CLF) Introduction

The Military Sealift Command (MSC) has implemented eRMS aboard all primary CLF ships for processing own ship DLRs and to provide transshipment In Transit Visibility (ITV) for DLRs/SECREPs to be delivered to the nearest ATAC Node/Hub or other authorized activity ashore.

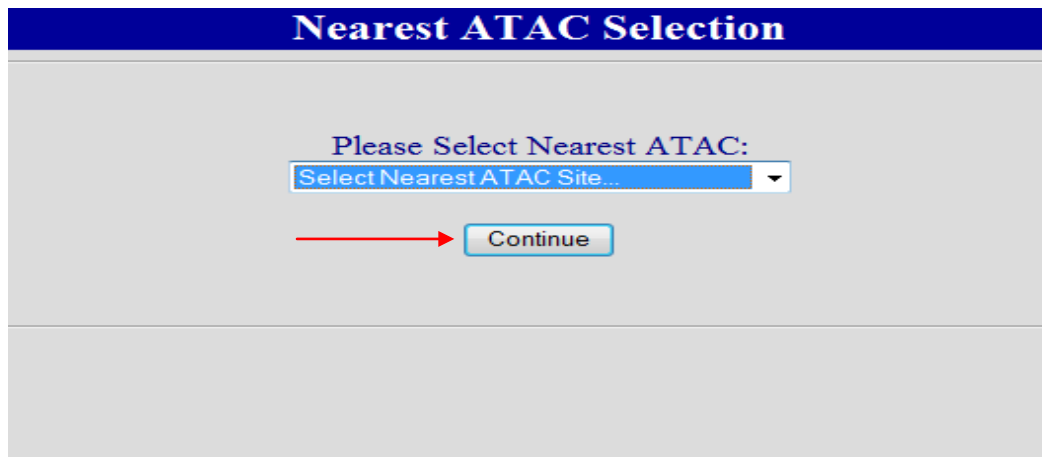
This guide will focus on the functions related to receiving, processing, and subsequent offloading of repairables from the sending activity to the nearest ATAC Node/Hub or other authorized activities using the eRMS program.

eRMS Web Site: Go to the eRMS web site at <https://erms.navsup.navy.mil/erms/>

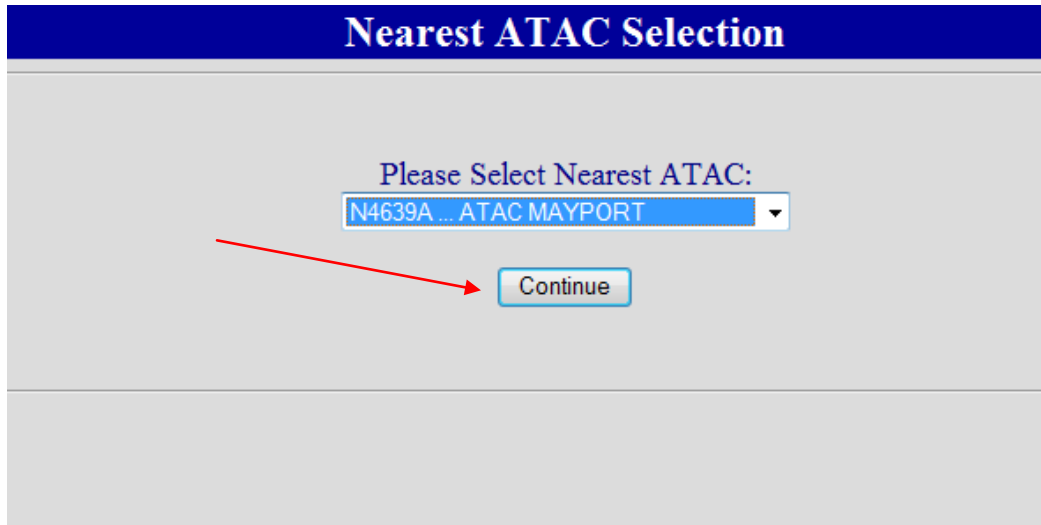
eRMS Log In Procedure: CLF eRMS users must have separate UserIDs and passwords for 1) Other Processing (Pack Up Kit (PUK) management only) and 2) processing shipboard generated DLRs and transshipments (transfers to ATAC from customer ships.) To log in, select appropriate user account and select "Continue to eRMS". (eRMS Desk Guide Section 2 "Carcass Turn-In Module" for ship's own DLRs and Section 5 "OP Module" for PUK DLRs). The remainder of this Section addresses transshipments.



Select Nearest ATAC: At login, select the nearest ATAC as depicted in the following screen.



From the drop down screen, select the next **anticipated** ATAC offload Site and select “Continue”.



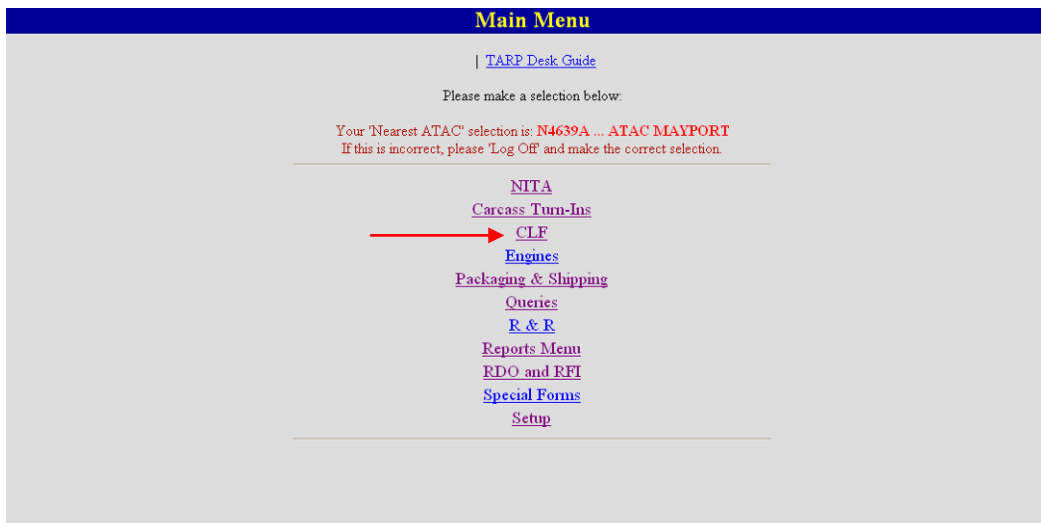
Nearest ATAC Selection

Please Select Nearest ATAC:

N4639A ... ATAC MAYPORT

Continue

Select “CLF” from the Main Menu.



Main Menu

[TARP Desk Guide](#)

Please make a selection below:

Your 'Nearest ATAC' selection is: N4639A ... ATAC MAYPORT
If this is incorrect, please 'Log Off' and make the correct selection.

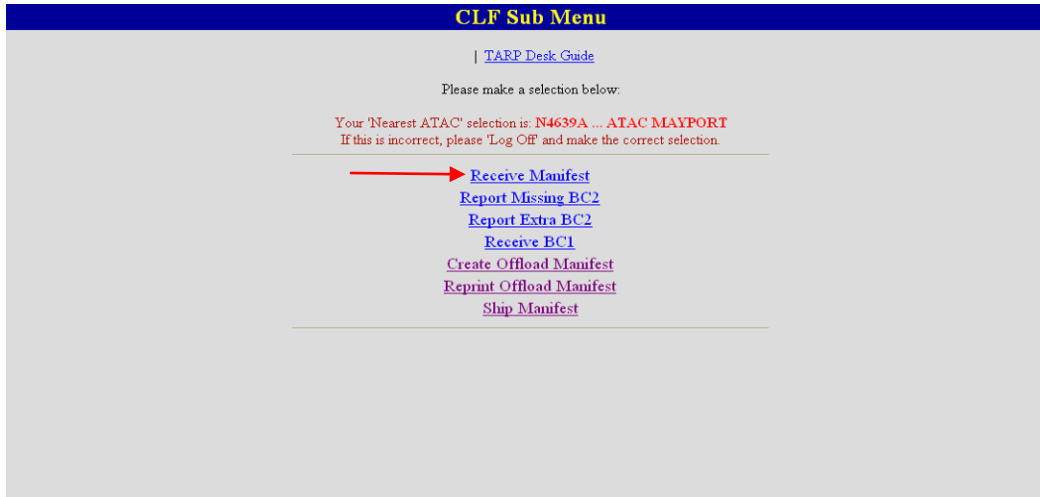
[NITA](#)
[Carcass Turn-Ins](#)
[CLF](#)
[Engines](#)
[Packaging & Shipping](#)
[Queries](#)
[R & R](#)
[Reports Menu](#)
[RDO and RFI](#)
[Special Forms](#)
[Setup](#)

The following options will display:

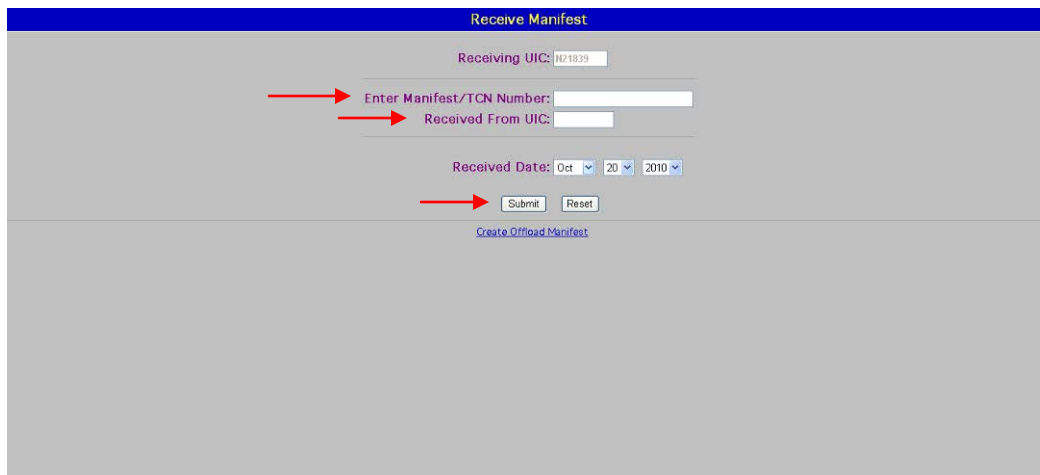
- A. Receive Manifest
- B. Report Missing BC2
- C. Report Extra BC2
- D. Receive BC1
- E. Create Offload Manifest
- F. Reprint Offload Manifest
- G. Ship Manifest

This function is used to receive material from eRMS-capable ships. Select **“Receive Manifest”**.

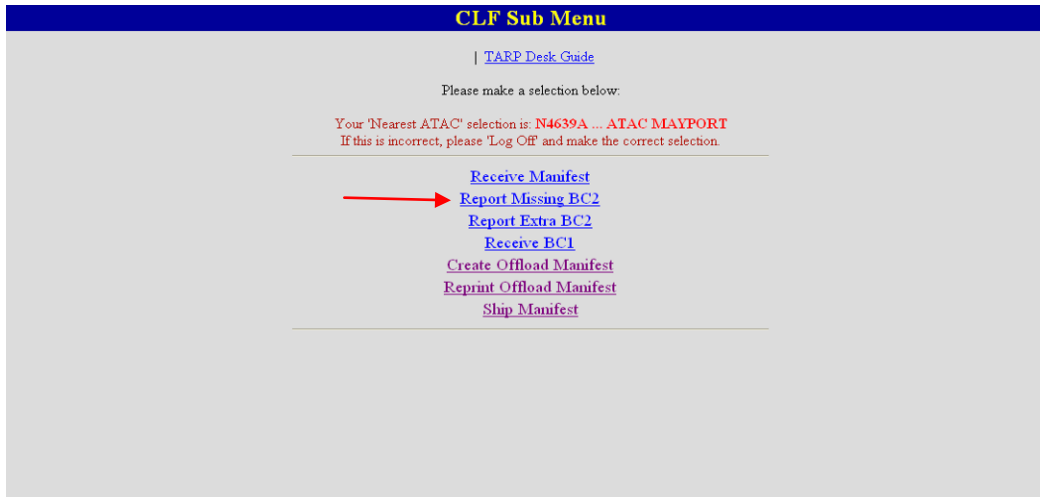
NOTE: The CLF Module cannot be used to receive CLF Offload Manifests created by other CLF ships. If a CLF-to-CLF Transfer is necessary, coordinate with the other CLF Supply Officer, info NAVSUP WSS (alex.sanchez.ctr@navy.mil).



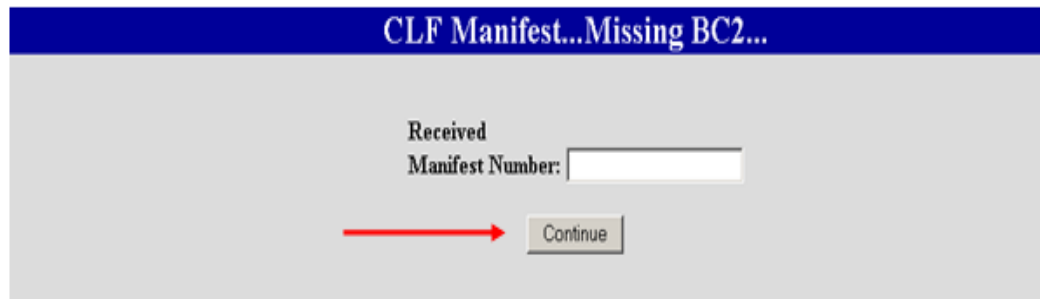
Scan or manually enter the Transportation Control Number (TCN) of the shipment into the “Enter Manifest/TCN Number” entry field. Enter the UIC of the transferring ship into the “Received from UIC” entry field. The “Received Date” defaults to the current Julian Date. This date can be modified to report the correct date received. Select “Submit”.



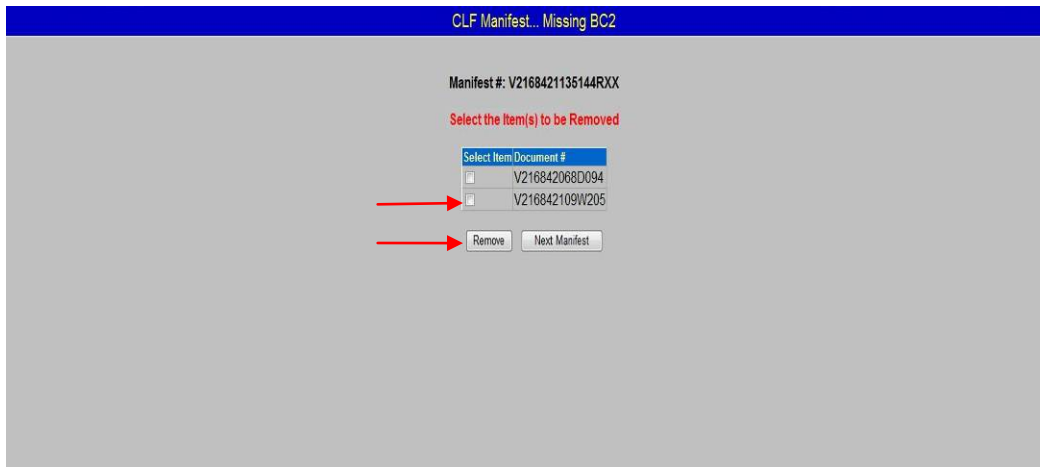
This function is used to report a missing document. Select **“Report Missing BC2”** (includes other DOCIDs, *e. g.*, BMDs, A5_s, etc.). Electronically notify the transferring ship in the event of a missing document as there is no automatic feedback.



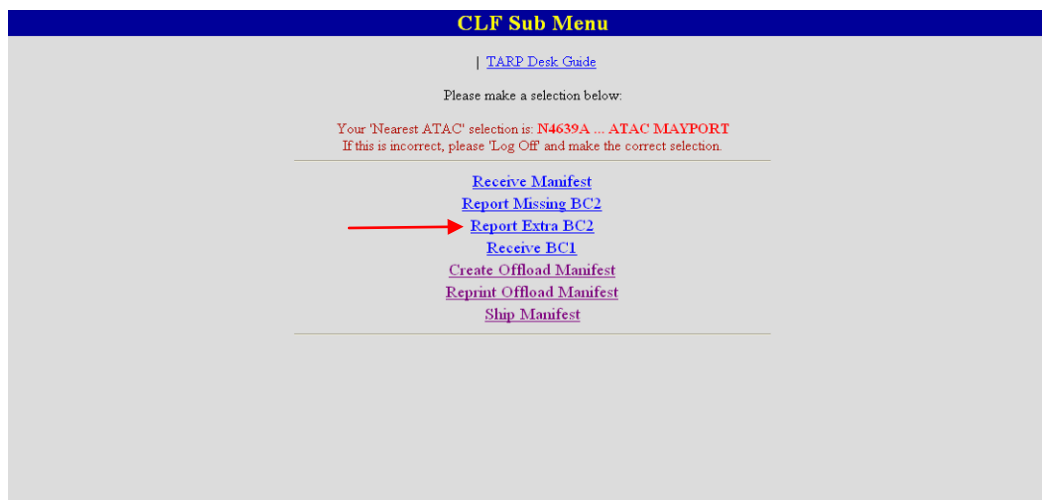
Enter the manifest that was received, and select the document number that was not included in the shipment. This will remove the document number from the queue of documents visible in “Create Offload Manifest.” Select “Continue”.



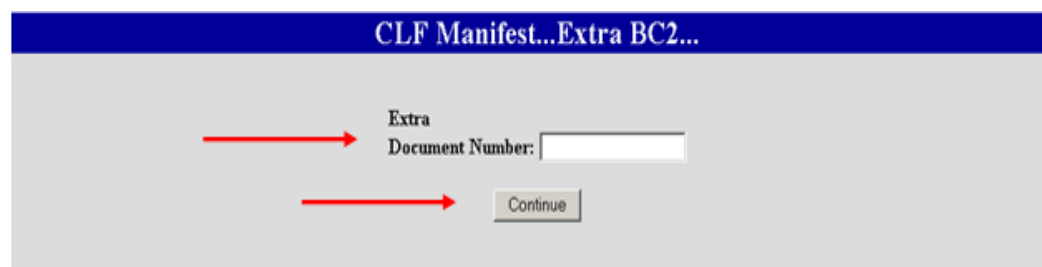
Select the missing document number(s) to be removed. This will delete the document number(s) from the transferring ship’s TCN/Manifest and also reverse their posted Proof of Shipment.



This function is used to report the receipt of un-manifested documents. Select **“Report Extra BC2”** (includes other DOCIDs, e.g., BMDs, A5_s, etc.). This will add the document to the queue in **“Create Offload Manifest.”**

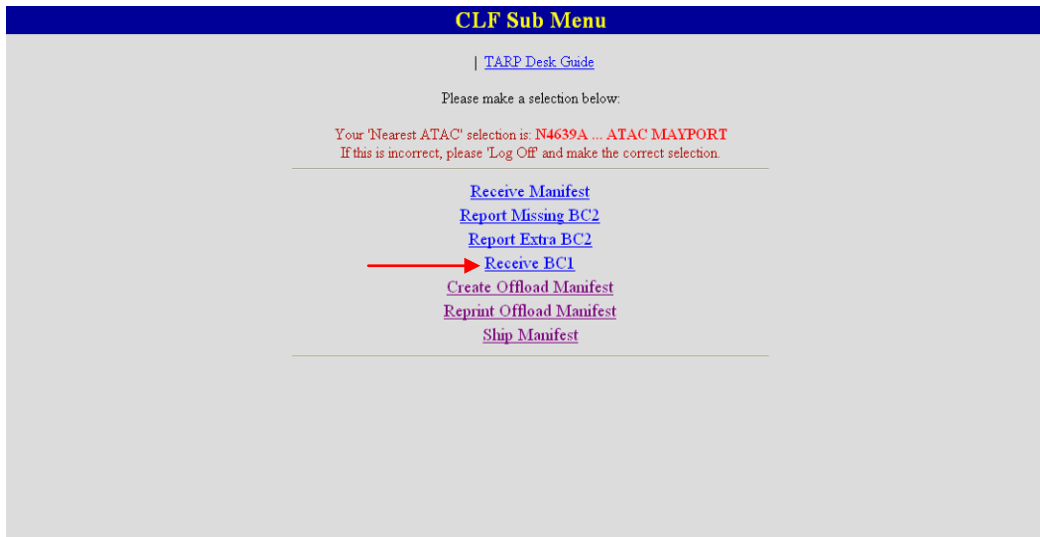


Enter the extra document number into the **“Extra Document number”** entry field, select **“Continue”**, and the document is now available to include in any subsequent offload manifest.

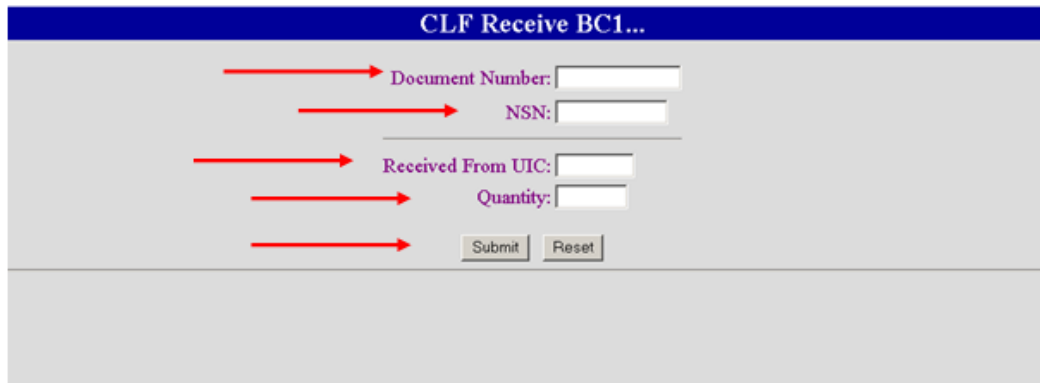


NOTE: Prior to performing this function, query the document number to determine if the transferring ship manifested the item and check the transportation data to see if the ship assigned a TCN. If a TCN was assigned, select **“Packaging & Shipping”** on the Main Menu and select **“Correct/Reprint Manifest Menu”**. Enter the ship’s manifest number in the **“Reprint Manifest”** entry field. Electronically advise the transferring ship of action taken. This function will be detailed in a pending **“Packaging & Shipping Module”** section of the eRMS Desk Guide.

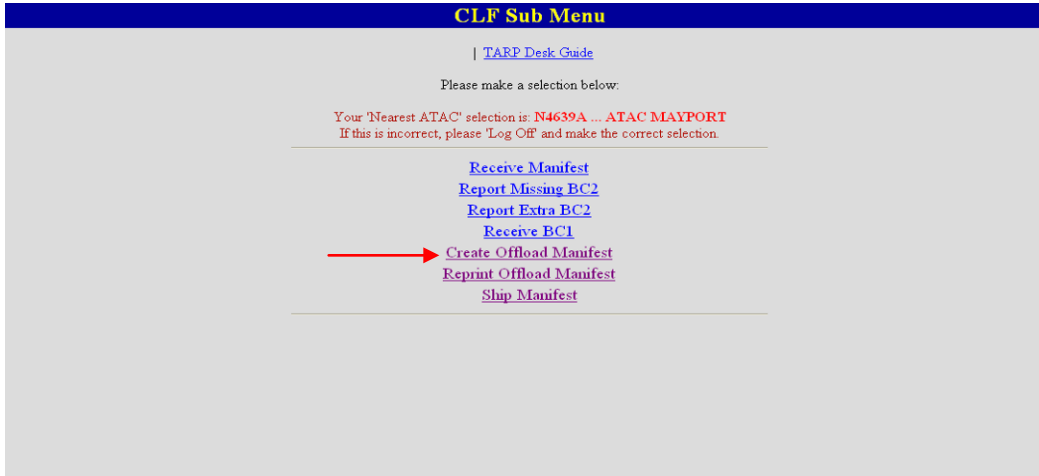
When a non-eRMS generated document is received, select “**Receive BC1**”.



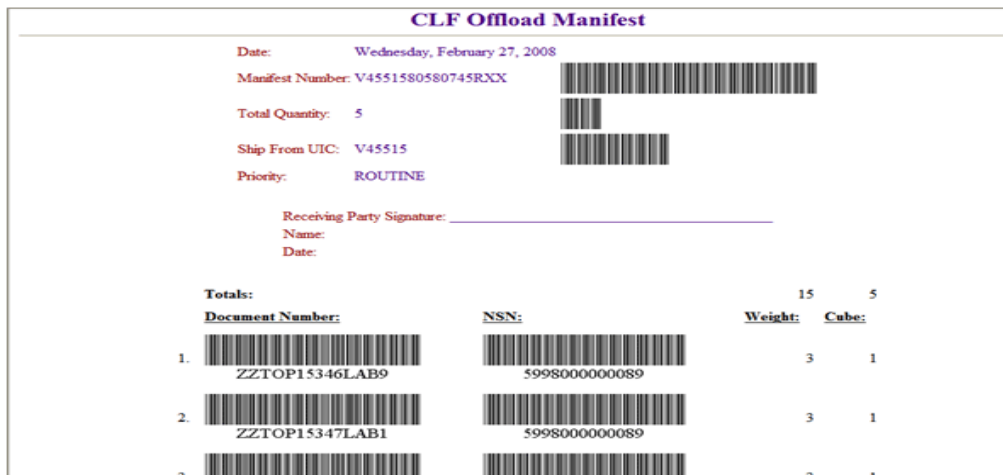
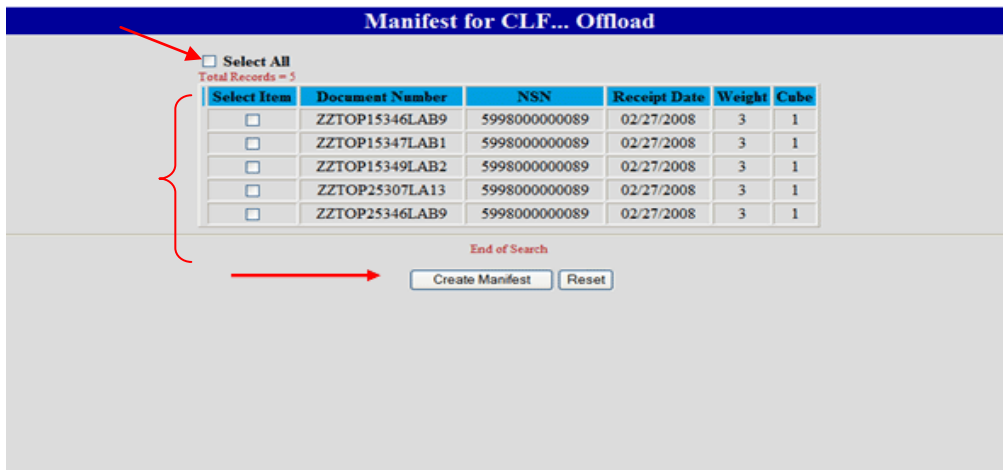
Enter the BC1 document number in the “Document Number” entry field, enter the National Stock Number (NSN) into the “NSN” entry field, enter the UIC for the transferring unit into the “Received From UIC” entry field, enter the number of items in the “Quantity” entry field, and select “Submit”.



To create an offload manifest, select **“Create Offload Manifest”**.



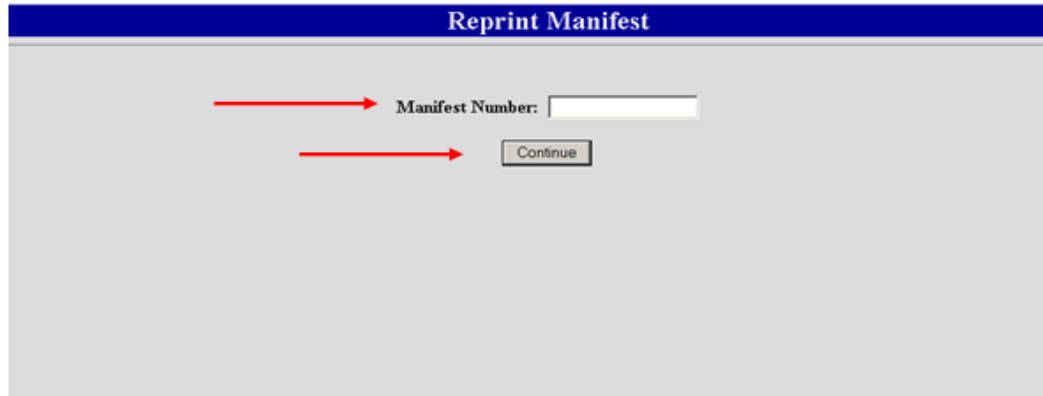
Select the document number(s) included with the shipment or select the “Select All” field to create a single manifest to offload all accumulated material. Once the manifest is created, it will be used to turn over material to the ATAC Hub/Node or other authorized site.



If necessary to reproduce an offload manifest, select **“Reprint Offload Manifest”**.



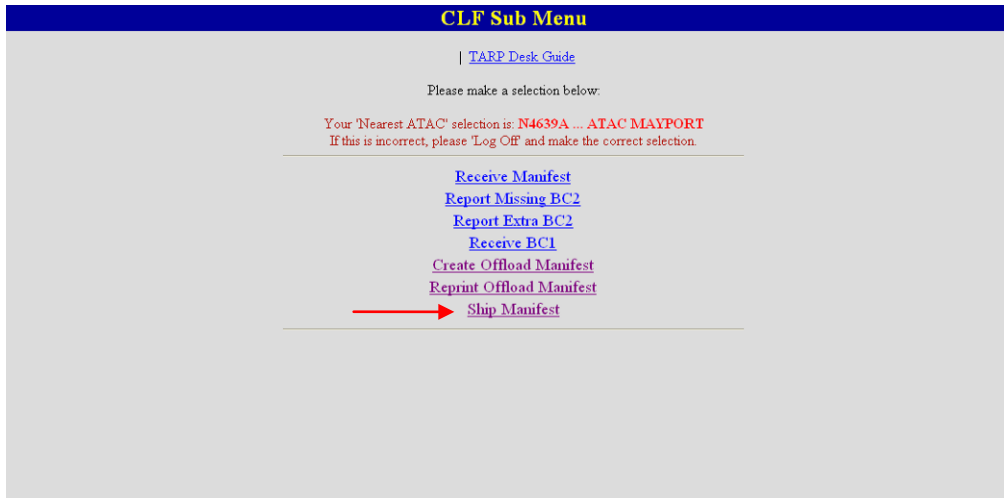
Enter the relevant Manifest Number and select continue.



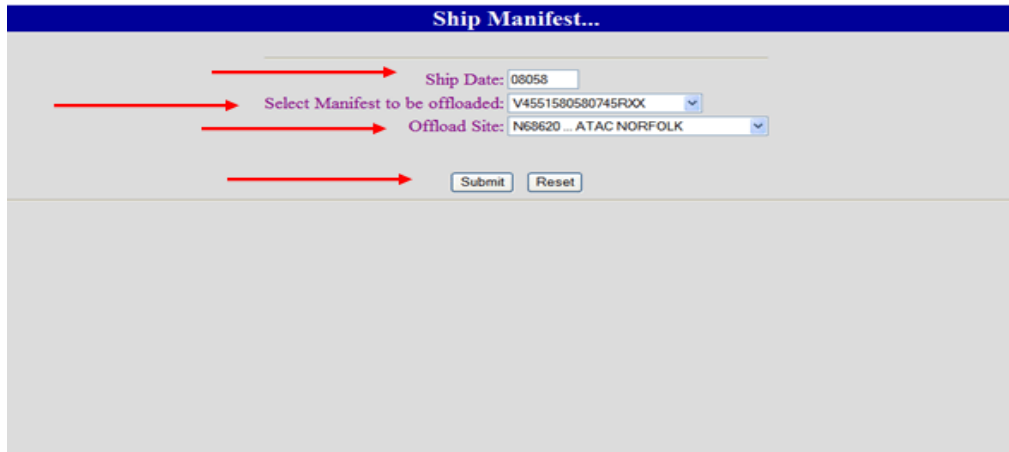
When the manifest is opened, print as many copies as necessary.



This function is used to create a shipping manifest for items to be offloaded. Select **“Ship Manifest”**.



To finalize the shipment process, the “Ship Date” defaults to the current Julian Date. If the actual shipping date is different, change the information to the correct Julian Date. Enter relevant manifest data, and ATAC offload site, and “Submit”.



THIS CONCLUDES THE CLF SECTION.