



DEPARTMENT OF NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS IN REPLY REFER TO
47123 BUSE ROAD, UNIT # _____
PATUXENT RIVER, MD 20670-1547

NASC ACC NOTE 13650
AIR-5.0D42-SECA-01-007/2114
31 January 2001

NASC ACC SECA PROCEDURE NOTE, SECA 01-007

From: Assistant Commander for Test and Evaluation (AIR-5.0D42)
To: Distribution

Subj: LOCAL ASSET MANAGEMENT SYSTEM (LAMS) PROCEDURES

Ref: (a) NAVAIRINST 13650.1C 16 Jan 92
(b) Local Asset Manager User's Manual

Encl: (1) Reconcile and Aircomp downloads
(2) ATR Procedures and Practices

1. Purpose. To provide SECA procedures for using LAMS in conjunction with the Individual Material Readiness List (IMRL) and Ref.(b).
2. Supersedure. This NASC ACC SECA Procedure Note supersedes NASC SECA PROCEDURE NOTE, SECA 005-98/1015 10 April 1998.
3. Scope. The provisions of this SECA Procedure Note apply to all IMRL activities supported by NASC ACC SECA.
4. Background. In accordance with reference (a) LAMS is the only automated system recognized for inventory management of an activity's IMRL. Reference (b) LAMS user manual gives guidance/direction to user activities.
5. Policy. Activities under the cognizance of this SECA are to maintain IMRL inventory using LAMS. The LAMS ATR process will be used to report all changes to their inventory.
6. Action. Activities under the cognizance of this SECA will use LAMS software to manage IMRL inventories and provide required reports in accordance with enclosure (1), (2).
7. Cancellation. This NASC ACC SECA Procedure Note is effective until superseded by a revision, or is otherwise canceled.

C.E.Neeley
By direction

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RECONCILE, AIRCOMP and AAI DOWNLOADS

Reconcile, Aircomp and AAI downloads will be E-Mailed to the activity according to the following schedule.

Reconcile: Reconcile files (AAI _6.ZIP) will be sent on a monthly basis, to implement the monthly supplement changes into the activities LAMS files.

Aircomp: Aircomp files (AAI _5.ZIP) will be sent Quarterly. If the activity is not 100% for both Aircomps (Inventory and Status), the file will be sent monthly until the activity returns to 100% accuracy. It is the responsibility of the activity to ensure their ATR files arrive at the SECA with sufficient lead-time to be processed before the Aircomp download is extracted from the system. Aircomps will be forwarded following the 3rd weekend of the month. Note; Ensure that all ATR file are exported to the SECA no later than the Thursday prior to the 3rd weekend. Do not process any additional TR's until the Aircomp has been received and processed.

AAI: AAI.TXT files will be sent as needed to reflect recent changes in the IMRL activity address listing.

These downloads will be in one of the formats recognized by LAMS software. The following distribution schedule will be used for Reconcile (IMRL) downloads:

- 1) When a new IMRL is printed.
- 2) When LAMS software is updated.
- 3) When a major change to employment is made.

The activity's IMRL Manager will take the appropriate actions to implement these downloads. Within 1 week of receiving the file from the SECA the activity's IMRL Manager will E-mail the saved report to the SECA. The naming convention for your AIRCOMP Report will be AC(AAI).TXT: i.e....AC39782.TXT or ACDC130.TXT. The activity also needs to print the report and resolve the problems listed.

RECONCILE AND AIRCOMP PROCESS

Upon receipt of a new Reconcile download from the SECA (in most cases the Reconcile and AIRCOMP will be in a single E-mail from the SECA), do the following.

- 1) Save the attachments from the E-mail
- 2) Ensure they are un-zipped and in one location
- 3) **BACKUP YOUR DATA!!!**
- 4) Run the Reconcile IAW instructions in Chapter 7 of the LAMS Users Manual.
- 5) Run the AIRCOMP reports IAW Chapter 5 of the LAMS Users Manual.
- 6) Send the SECA a saved copy of the Aircomp Discrepancy Report (using the naming format above) via email. Don't forget to print the report.

7) Correct/resolve the errors that are listed in the report.

ATR PROCEDURES AND PRACTICES

THE ACTIVITY:

The activity will ensure TR's being uploaded to the SECA are ready to be loaded to SERMIS. This means no further changes will be needed before the file is sent to SERMIS. All SECA N activities are required to use LAMS to maintain their IMRL and to submit ATR's to the System.

EXPORT FILE NAMES:

All export files will use the following naming convention:

- 1) Your AAI.
- 2) The date (MMDDYY)
- 3) The file extension will be ". XPT" to annotate the file as an export file.

Example 00421V012501.xpt

- 4) Attach the file to E-mail to your SECA Rep.
- 5) E-mail addresses for your SECA Rep can be found in your LAMS under your AAI.

EQUIPMENT TRANSFERS WITH OUT AUTHORIZATION NUMBERS

Changes of custody codes often cause a requirement to transfer SE between the I & O levels. LAMS requires an authorization number to be used for all equipment transfers between two IMRL activities. SERMIS does not require authorization numbers for items transferred within a SECA. To simplify matters, use an Authorization Number of "UA" to satisfy LAMS. SECA Tools has been set up to automatically remove 'UA' from the Authorization field while it loads the data. There will be other situations, where at the direction of the SECA, this authorization number will be used.

THE SECA:

The SECA is tasked with processing ATR's and returning the results as quickly as possible. The SECA ATR process includes the following steps:

- 1) Review the TR's for obvious errors.
- 2) Upload the TR's to SERMIS.
- 3) Print the ATR reports.
- 4) Check the ATR reports for possible TECH DATA items and correct them.
- 5) Use the transactions accepted by SERMIS, during the upload, to update the SECA copies of the activities AIR.
- 6) E-mail the ATR reports back to the Activity for resolution of all the other errors.

The SECA is restricted in what can be changed or corrected on ATR's. Without this restriction, errors would be created in the AIRCOMP report and inventory accuracy would be reduced. The following fields cannot be changed by the SECA:

PART NUMBER	CAGE
SERIAL NUMBER	TR QTY
TRANSACTION CODE	RE-ID PART NUMBER OR CAGE
TR DATE	TR SERIAL NUMBER
AAI's	REWORK CONTROL NUMBERS
TOTAL ON HAND QUANTITIES	