At the direction of the United States Transportation Command (USTRANSCOM), Department of Defense (DOD) ISO container inventory data will be captured in the Army Container Asset Management System (ACAMS). (Exceptions for reporting the biennial inventory will be arranged directly with the Army Intermodal and Distribution Platform Management Office (AIDPMO).) Instructions to access ACAMS can be found in attachment 1.

In order to capture a 100% inventory of all DOD owned (and leased Intermodal distribution platform) assets there are two categories of equipment that require verification and/or reconciliation, assets that are owned and assets that are on location. All updates and/or adjustments to the inventory and related data elements will be processed in ACAMS, detailed instructions follow.

The first part of the inventory validation requires verification of your sites “Owned” distribution platform equipment that is ISO configured (20’ and 40’ containers, flatracks, TRICONS, QUADCONS, and BICONS) This validation is mandatory IAW Defense Transportation Regulation 4500.9R, Chapter 6 and AR 56-4. Other platform assets such as Container Roll in/Roll out Platforms (CROPs), and Internal Airlift/Helicopter Slingable-Container Unit (ISUs) can be included in the inventory; regulation does not require it since they are not included in the DOD ISO register. The assets that are registered to your site are identified in the ACAMS field “Owner DODAAC”. It is important to maintain accurate ownership data for each piece of equipment to ensure AIDPMO can update the DOD ISO register and to enable proper disposition of assets if they are received at a location other than the owners.

The second part of the inventory is the location validation. These assets were reported as on-hand at your site and are identified in the ACAMS field “Location DODAAC” regardless of ownership. Prior to conducting location verification, a 100% wall-to-wall inventory must be completed at the location. The containers inventoried must be received to the location in ACAMS. Sites must use the results of this inventory to update CSC Inspection Date, asset type/description, asset condition, use code and inspection grade. AIDPMO recommends sites update manufacturer serial number, physical location and others as appropriate. While these data elements are not mandatory and are typically maintained during routine daily business, the inventory process provides an opportunity to review and update the entire asset record. The inventory process is critical in ensuring DOD has accurate container information.

ACAMS can be accessed at: https://eta.sddc.army.mil/ETASSOPortal/default.aspx
ACAMS Help Desk  618-220-5120
Email:  USARMY Scott AFB SDDC Mailbox ACAMS Helpdesk
usarmy.scott.sddc.mbx.acams-helpdesk@mail.mil
DOD Inventory Using ACAMS

Summary and General Instructions

ACAMS users can easily access the containers registered to them as the owner and the assets reported as located at their site. The following instructions are provided to aid the user in completing the ownership and location inventories.

Please follow the instructions step by step. There are two main parts of the inventory and both parts should be completed separately, step by step. Always feel free to contact the AIDPMO ACAMS Help Desk with any questions.

1. First verify your “Owned assets”. This permits the user to acknowledge ownership of assets reported in ACAMS. The method of reporting within ACAMS will be to select a “Yes” to concur with the ownership or a “No” if you do not concur. In order to complete this part, every container asset reported as owned by your Owner DODAAC in ACAMS should be reported by a “Yes” or a “No”. For any “No” reports, AIDPMO will contact the CCO to reconcile the ownership.

   NOTE: If you own assets that are not recorded in ACAMS as owned by you, please contact the AIDPMO ACAMS Help Desk to have them added or corrected.

2. The second part is to update and verify your “On-hand balance”. This task is divided into 3 subtasks:
   
   a. **Conduct Wall-to-Wall Inventory** - This step gathers the necessary data to update your ISO Equipment inventory in ACAMS.

   b. **Receive inventoried containers to record and update these records using the modify function in ACAMS** - This step ensures that data pertaining to the ISO Equipment at your location is current and correct.

   c. **Conduct On - Hand Verification** - This permits the ACAMS user to acknowledge assets that are or are not located at their site as reported in ACAMS. The method of reporting within ACAMS will be to select a “Yes” if it is on location or a “No” if an asset is not on location. In order to complete this part, every asset reported on your Location DODAAC in ACAMS should be reported with a “Yes” or a “No”. For any “No” reports, AIDPMO will contact the CCO to reconcile the location of the assets.
STEP by STEP Part 1 Owner Verify

*The “Steps” are in the left column and an explanation is provided in the right column.

1. **Login into ACAMS to access your owned asset inventory list.**
   a) Hover over “Container Functions”
   b) Hover over “Find Assets”
   c) Hover over “Find My Owned Assets”
   d) Hover over and select a DODAAC or “All My DODAACs”

The Container Control Officer should login to ACAMS and select the “Container Functions” module, “Find Assets” and then “Find My Owned Assets” (select DODAAC). This list provides all assets that are registered to the DODAAC selected. CCOs; may have multiple DODAAC(s) assigned to their responsibility, in that case each DODAAC list must be accessed separately or select “All My DODAACs” to produce a master Inventory list for multiple DODAACs.
2. Select “Inventory Owner Verify” Grid
   a) Hover over “Setup”
   b) Hover over “Select Column View from the Global Views List”
   c) Select “Inventory Owner Verify”

   NOTE: Confirm Clipboard is empty.

   After selecting “Inventory Owner Verify” the next screen will produce a grid that displays all assets related to your Owner DODAAC (s).

   Check to make sure the “Owner DODAAC” is yours!
3. Verifying owned assets  
   a) Check assets under “Clipboard” you agree you own

Moving assets to the clipboard is the method used for verifying. Begin with nothing in the clipboard. Check assets from under “Clipboard” box for each asset record that is correctly registered to your DODAAC for ownership.

NOTE: “Checking” the Clipboard box itself will place all assets on the displayed page in the clipboard.

NOTE: From the “Clipboard” dropdown menu all assets (up to 5000) can go in the clipboard at once.

REMINDER: Assets per page can be increased to 200 a page.
b) Hover over “Clipboard”
c) Select “View Assets in Clipboard”

After all selections are made (clipboard box has check mark) open the clipboard list by selecting “View Assets in Clipboard”.
d) Hover over “Container Functions”

e) Hover over “Inventory Verification of Owned Assets”

f) Select “Yes” which indicates that you concur ownership of all those in the clipboard

g) “Number Verified” can be used at any time to keep track of inventory progress

Check to make sure you have hovered over “Inventory Verification of Owned Assets”

Selecting “Yes” indicates concurrence of ownership. After completing this step, those container assets you haven’t verified ownership of will be able to be displayed.
h) Select “OK” if you are sure you want to verify selected assets as Owned

This gives you one more chance to select “Owned” and “Yes”.
i) Check totals

Two totals are included above the clipboard after selecting “OK”. The first total equals what was currently submitted. The second total equals the total submitted in comparison to all assets associated to DODAACs registered with you. *The intent of the totals is to give you an idea of what has been done and what still must be verified in order to complete this part of the inventory.*

**NOTE:** ERRORS can be fixed by placing assets with the incorrect response back in the clipboard and verifying again.

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7 of 7 Owner verified “Yes”; All My DODAACs, 144 out of 289563 assets were owner verified.

The total amount submitted compared to the total assets related to the DODAAC(s) registered to you.
j) Hover over Clipboard
k) Clear clipboard

Make sure you clear the clipboard before moving onto either responding with a “No” or part 2, on-hand verification.
l) Continue verifying ownership

NOTE: If you own assets that are not in ACAMS as owned by you please contact the AIDPMO ACAMS Help Desk to have them added to your DODAAC.

REMINDER: If you have assets you need to non-concur ownership, after completing the “Yes” responses, empty the clipboard and return to Step 3a. Respond this time with “No”.

Once returned to the Asset Grid, continue to verify ownership until all are recorded with a “Yes” or “No”. For any “No” reports, AIDPMO will be in contact to reconcile the ownership.

Steps 3a through 3h should be repeated until all assets associated to your Owner DODAACs are completed with either a “Yes” or a “No” response.

NOTE: You can “A-Z” sort by selecting on “Owner Verify” to find blanks.
STEP by STEP Part 2 On-hand Verify

Subtask 1-Conduct Wall-to-Wall Inventory

- Inventory all ISO Equipment in area regardless of ownership.
- Collect the following Data Points:
  - ISO Number - Must be complete (11 Characters) & accurate
  - Category Name – 0609, 0507, 0608, 20G1, 22G1, 42G1, 45G1, etc.
  - Next Inspection Date - Expiration date of CSC
  - Use Code - Empty or Loaded
  - Condition-Serviceable, BER, Needs Repair, etc.
  - Physical Location - Specific location of container within storage area.
  - Other Data Points as directed by local leadership
- Compare numbers stenciled on containers to numbers stamped on Line 3 of the CSC Safety Approval Plate. Report any discrepancies to AIDPMO.
- Personnel selected for this task must have legible handwriting and an ability to identify ISO equipment

Subtask 2- Update asset records for all containers inventoried.

NOTE: Be sure to receive containers that have not been recorded at your Location DODAAC.

- Run Inventoried Container Numbers thru ACAMS and display assets
- From the “Setup” menu; hover over “Select Column View From the Global Views List” and select “Inventory On-Hand Verify”
- Receive any assets inventoried (on-hand) in Subtask 1, that do not show as at your location in ACAMS, to the appropriate Location DODAAC in ACAMS
- Use the modify function to update the container records with data collected during in subtask 1.
  - Category Name - 20G1, 22G1, 42G1, 45G1, etc.
  - TRICON 0609/QUADCON 0507/BOH less than 20’ 0608
  - Next Inspection Date - Expiration date of CSC
  - Use Code - Empty or Loaded
  - Condition-Serviceable, BER, Needs Repair, etc.
  - Physical Location - Specific location of container within storage area.
  - Other Data Points as directed by local leadership
  - “Site_Inv_Date”

NOTE: Updating “Site_Inv_Date” allows the end user to visually recognize containers that are at their location according to ACAMS, but not on their physical inventory, by
date. Containers with a “Site_Inv_Date” prior to the inventory, or blank, will be the containers that were not physically inventoried.
Subtask 3 - STEP by STEP Part 2 On-hand Verify

***NOTE: Prior to accessing ACAMS to record inventory results, a wall to wall inventory should be conducted at your location. This is critical to identify assets at your site which have a location not at your site. Getting the location updated to your site is key to a successful inventory.***

1) Access your on-hand asset inventory list.
   a) Hover over “Container Functions”
   b) Hover over “Find Assets”
   c) Hover over “Find My On-hand balance”
   d) Hover over and select a DODAAC or “All My DODAACs”

Return to “Assets” or ACAMS Home and “Container Function” module, “Find Assets,” and then “Find My On-hand balance” (select DODAAC). This list provides all assets that are registered to the DODAAC selected. CCOs may have multiple DODAACs assigned to their responsibility, in that case each DODAAC list must be accessed separately or select “All My DODAACs” to produce a master Inventory list for multiple DODAACs.
2) Pull up “Inventory On-hand Verify” Global Grid
   a) Hover over “Setup”
   b) Select Column View from the Global Views List”
   c) Select “Inventory On-hand Verify”

NOTE: Confirm Clipboard is empty.

REMINDER: Verifying “On-hand” does not relate to “Owner” verification. It is simply acknowledging that the reported location is correct. (The user has sighted the assets.)

After selecting “Inventory On-hand Verify” the next screen will produce a grid that displays all assets related to your Location DODAAC(s).

Check to make sure the “Location DODAAC” is yours!
3. Verifying on-hand assets  
   a) Check Assets under “Clipboard” you agree are On-hand at your Location DODAAC

Moving assets to the clipboard is the method used for verifying. Begin with nothing in the clipboard. Check assets from under “Clipboard” box for each asset record that is correctly recorded to your DODAAC for location.

NOTE: “Checking” the Clipboard box itself will place all assets on the displayed page on the clipboard.

NOTE: From the “Clipboard” dropdown menu all assets (up to 5000) can go in the clipboard at once.

REMINDER: Assets per page can be increased to 200 a page.

All assets from displayed page (1 out of 1)  

Begin verifying with zero balance in the clipboard. Check assets from under “Clipboard” box for each asset record. Number of assets checked will appear in “Assets in Clipboard” box.
b) Hover over “Clipboard”
c) Select “View Assets in Clipboard”

After all selections are made (clipboard box has check mark) open the clipboard list by selecting “View Assets in Clipboard”.

![Image of ACAMS interface with selected assets in clipboard]
d) Hover over “Container Functions”

e) Hover over “Inventory Verification of On-hand Assets”

f) Select “Yes”, which indicates that you concur the location of all those in the clipboard

g) “Number Verified” can be used at any time to keep track of inventory progress.

Check to make sure you have hovered over “Inventory Verification of On-hand Assets”.

Selecting “Yes” indicates concurrence of the location. You will be able to indicate assets you do not concur location after completing all concurs.
h) Select “OK” if you are sure you want to verify selected assets as on-hand

This gives you one more chance to select “On-hand” and “Yes”.
i) Check totals

Two totals are included above the clipboard after selecting “OK”. The first total equals what was currently submitted. The second total equals the total submitted in comparison to all assets associated to DODAACs registered with you. The intent of the totals is to give you an idea of what has been done and what still must be verified in order to complete this part of the inventory.

NOTE: ERRORS can be fixed by placing assets with the incorrect response back in the clipboard and re-verifying.

- The total amount submitted compared to the total assets related to the DODAAC(s) registered to you.
- The amount just submitted.
j) Hover over clipboard
k) Select “Clear”  

Make sure you clear the clipboard before moving onto either responding with a “No” or returning to Part 1, owner verification.
1) Continue verifying on-hand

NOTE: Assets that are currently at your site but are not yet reported at your location DODAAC in ACAMS should be received in ACAMS using the normal receipt methods as soon as possible.

REMINDER: If you have assets you need to non-concur location, after completing the “Yes” responses, empty the clipboard and return to Step 3.a. Respond this time with “No”.

Once returned to the Asset Grid continue to verify on-hand until all are filled either by “Yes” or “No”. For any “No” reports, AIDPMO will be in touch to reconcile the location.

Steps 3.a through 3.g should be repeated until all assets identified as located at your DODAAC (s) are completed with either a “Yes” or a “No” response.

NOTE: You can “A-Z” sort by selecting “Onhand Verify” to find blanks.