

Transportation Equipment Management Center's *eToolBox*

Client Inventory Objective/Lease
Authorization/Alternative Fuel Vehicle
Waiver Web-Based Request Procedures

**Inventory Objective
Management/Alternative Fuel
Vehicle Waiver/Vehicle Lease
Authorization/Queries/Reports**

Client Guide and TEMC Administrative
Manual

October 2003 – *Manual revision LANT 02*





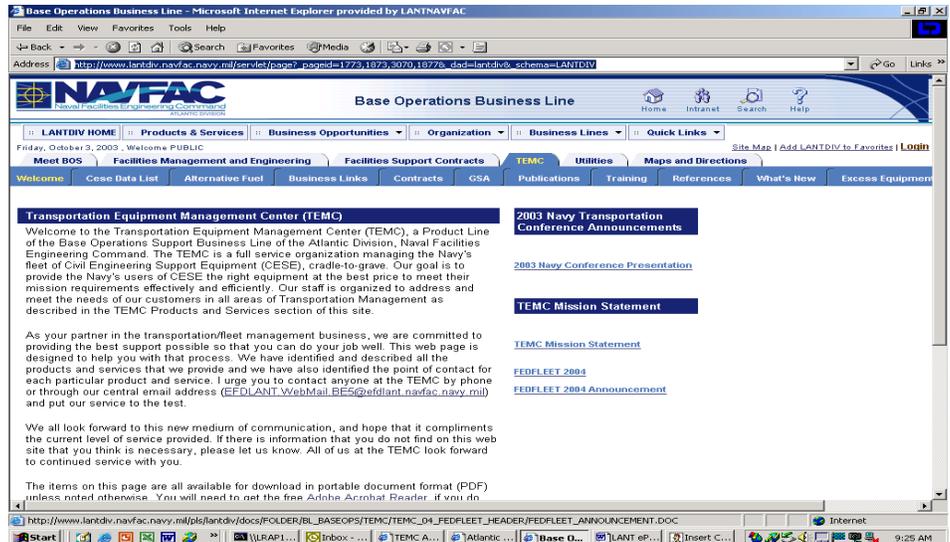
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1. ACCESSING THE TEMC HOMEPAGE

TEMC Homepage

Accessing Site



Bookmark

Open a web browser, type in the TEMC URL:

http://www.lantdiv.navy.mil/servlet/page?_pageid=1773,1873,3070,1877&_dad=lantdiv&_schema=LANTDIV



Select the **References** tab located on the screen. After you click on the **References** tab, look in the middle of the screen and you will see **Forms**. Look for **Vehicle Lease Authorization Request**. Click here.

Request Form

IO/AFV Waiver/Lease Authorization Request Form

The screenshot shows a web browser window titled "IO/AFV Waiver/Vehicle Lease Authorization - Microsoft Internet Explorer provided by LANTNAVFAC". The address bar shows "http://www.lantdiv.navy.mil/BE_WAIVER/index.jsp". The page content includes the NAVFAC Atlantic Division logo and the title "IO/AFV Waiver/Vehicle Lease Authorization Request". The form is divided into several sections:

- General:** Fields for Activity Name, Activity UIC, Activity POC, POC Email, and POC Phone.
- Section 1 - Inventory Objective(s):** Fields for "Select the IO Action Requested", "Have you completed the Procurement vs. Lease Economic Analysis Sheet?", GCPM, CCPM, "Provide quantity and equipment code. If an AFV, select type of fuel. Do not use this form to request fire fighting equipment." (with sub-fields for Quantity of Vehicles, Equipment Code, and Alternative Fuel Type), "Select appropriate reason for request", "Select a category that best describes the application (use) for this vehicle.", and "Projected Annual Mileage Per Vehicle".
- Section 2 AFV Waiver:** Includes a note "If this request is from an activity outside conus, skip this section", a question "Do you need an AFV waiver?" (with a note: "An AFV waiver is required for all non-AFV vehicle requests. Requirement is for non-tactical light duty vehicles less than 8501 pounds(GVM)."), "Select appropriate reason for request.", and fields for "If an AFV waiver is already assigned, please provide TEMC waiver number, date and who issued. And then skip to section 3." (with sub-fields for Waiver Number, Date, and Issued By).
- Section 3 Lease Authorization:** Fields for "Select the applicable reason for Leasing", "Length of Anticipated Use", "Select Appropriate Vehicle Lease Contract", and "Bid Item Number".
- Section 4 Certification:** A certification statement: "I certify that the above information is accurate and true to my knowledge. All required documents and justification are in accordance with the applicable policy and are available for review upon request." with a checkbox "Check here if you agree with this statement".

At the bottom of the form are "Submit", "Reset", and "Cancel" buttons, and a note "*Denotes required field".

After accessing the **Vehicle Lease Authorization Request** link, you are connected to the new request application. The form includes a General Area and 4 Sections. Each Section is intended to gather pertinent data required to validate a request to (1) identify the requesting activity and point of contact (2) update/change an inventory objective (IO) status, (3) request an Alternative Fuel Vehicle (AFV) waiver, (4) request a vehicle lease authorization and (5) certify an activity has documented and maintain auditable records for this request. The 5 Sections are titled:

- General
- Inventory Objective
- Alternative Fuel Vehicle (AFV) Waiver

- Vehicle Lease Authorization
- Certification

Note: All data fields marked with a **RED** asterisk * are required fields when creating a new request.

Each of these Sections is described below.

Request Form Sections

General Area

General

The General section gathers data to establish the name of the activity, the individual making the request, and individual contact information. All fields are required. Please ensure the information is accurate the e-mail is used to send a Notification Notice upon submission of this form.

Inventory Objective(s)

Inventory Objective

The Inventory Objective section updates and/or changes an IO status, confirms a Lease Economic Analysis Sheet has been completed for commercially leased vehicle requests, documents reason for a request, establishes best description of application and identifies projected mileage usage.

Alternative Fuel Vehicle (AFV) Waiver

AFV Waiver

The AFV Waiver section ensures an Activity's compliance with CNO policy regarding the Navy Alternative Fuel Vehicle program. This form confirms existing AFV Waivers, exemptions (i.e. overseas) and issues Waiver Authorizations based on CNO criteria.

Note: An activity **MUST** have a waiver for each new or replacement vehicle request when a non-AFV vehicle is requested.

Vehicle Lease Authorization

Lease Authorization

The Lease Authorization section establishes the reason for requesting to lease, length of contract period and identifies the leasing method .

Certification

Certification

The Certification section is critical. This confirmation acknowledges that you comply with Navy policy and regulations in submitting your request. Your confirmation and the information you submitted in this form activates an electronic notification system. You will receive an Approval Notification Notice or a Rejection Notice dependent on accuracy of your data.

2. NEW REQUEST

Creating a New – System Generated Request

Completing Your Request

You must complete all the fields in the General Section. Please ensure the information accurate. Your e-mail is extremely critical because the program will send you a Notification Response upon submission of this form.

Note: All data fields marked with a **RED** asterisk * are required fields when creating a new request.

Inventory Objective Request

Inventory Objective

List of Value (LOV) Options

IO Action

Inventory Objective

This electronic form indicates when a data field has an acceptable list of values (LOV) by using a drop down list . Highlight your selection by placing cursor on the value and the value will populate the data field. A decision is required as to your IO action. Select the appropriate action: Increase, Decrease or No Change.

Section 1 - Inventory Objective(s)	
Select the IO Action Requested	<input type="text"/> *
Have you completed the Procurement vc. Lease Economic Analysis Sheet?	<input type="text"/>
GCPM	<input type="text"/>
CCPM	<input type="text"/>
Provide quantity and equipment code. If an AFV, select type of fuel. Do not use this form to request fire fighting equipment.	<input type="text"/> Quantity of Vehicles *
	<input type="text"/> Equipment Code *
	<input type="text"/> Alternative Fuel Type
Select appropriate reason for request	<input type="text"/> *
Select a category that best describes the application (use) for this vehicle.	<input type="text"/> *
Projected Annual Mileage Per Vehicle	<input type="text"/> *
Section 2 AFV Waiver	
<i>If this request is from an activity outside conus, skip this section</i>	

**Lease Economic
Analysis for
Commercial
Leasing only**

If you are requesting to commercially lease a vehicle you must select “Yes” and complete Total Cost Per Mile Fields: Government Cost Per Mile (GCPM) and Commercial Cost Per Mile (CCPM).

**Quantity and Type
of Vehicle**

Please enter the quantity and type (six-digit equipment code). Also indicate the fuel type for AFV selections, if applicable.

**Reason for Request
and Vehicle
Application**

Please select the appropriate reason for you requesting this action. The LOV contains acceptable reasons for your request to the TEMC, however detailed justification by the vehicle end user is required to be on record at the activity.

Select a category that best describes the application for your vehicle from the LOV.

**Projected Annual
Mileage**

Select the appropriate projected mileage from the list.

AFV Waiver Request

Section 2 AFV Waiver

If this request is from an activity outside conus, skip this section

Do you need an AFV waiver?
(An AFV waiver is required for all non-AFV vehicle requests. Requirement is for non-tactical light duty vehicles less than 6501 pounds(GVM)).

Yes ▾

Select appropriate reason for request.

Non-availability of vehicle type size
Lack of requisite infrastructure
Law enforcement/security vehicles
Overseas Activity

Issued by

AFV Waiver

If you are an overseas activity, skip this section.

If you are CONUS activity and require an AFV Waiver please select “Yes” and select the appropriate reason..

If you have an existing AFV Waiver for the type of vehicle(s) requested select “No” and enter the information in the section for existing waivers.

Vehicle Lease Authorization Request

Vehicle Lease Authorization

Section 3 Lease Authorization

Select the applicable reason for Leasing

Length of Anticipated Use

Select Appropriate Vehicle Lease Contract

Bid Item Number

Section 4 Certification

I certify that the above information is accurate and true to my knowledge. All required documents and justification are in accordance with the applicable policy and are available for review upon request.

Check here if you agree with this statement

Submit Reset Cancel

*Denotes required field

Reason for Leasing and Length of Use

Select the reason for requesting a vehicle lease authorization from the LOV provided. Also, select the how long you intend to lease the vehicle(s).

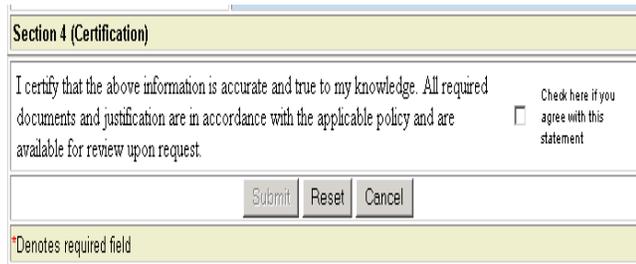
Vehicle Lease Contract

Select from the LOV the appropriate contract type for this request. For GSA Fleet leases select “GSA Fleet”. Locally developed lease contracts select “Other Contract Source”.

If you selected a NAVFAC Contract you are required to identify the Bid Item Number (BIN) otherwise leave blank.

Certification Acknowledgement

Certification



The screenshot shows a web form titled "Section 4 (Certification)". The main text reads: "I certify that the above information is accurate and true to my knowledge. All required documents and justification are in accordance with the applicable policy and are available for review upon request." To the right of this text is a checkbox with the label "Check here if you agree with this statement". Below the text and checkbox are three buttons: "Submit", "Reset", and "Cancel". At the bottom of the form, there is a legend: "*Denotes required field".

Submitting your Request

Certification is required. By clicking the certification statement you are acknowledging you are in full compliance with current Navy policy and regulations and have on-hand the required documents for any auditing official.

You will also notice the "Submit" button is not activated until you certify your request.

Notification Notices

Notification Notice

After you have filled in all the **required fields** and any other data fields necessary for your new request, click the “Submit” button to save your work and generate a new request.

If you did not fill out all the required fields properly, you will get an message indicating what field was in error. You will not be able to proceed until you make the correction.

Two types of Notification Notices are generated based on the data submitted for evaluation by the system: Approved or Rejected. Approved Notifications will contain the necessary information for you to obtain the vehicles you, and/or update the TEMC Inventory Management System for your activity.

Add New Request

Creating a New Request



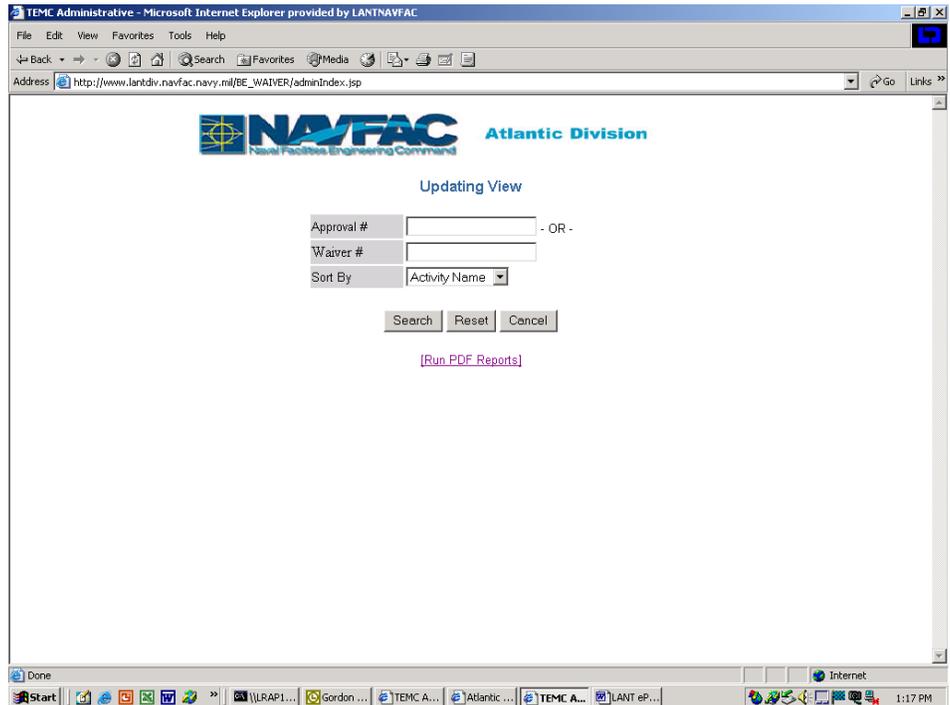
Next, a dialogue box will appear asking if you want to enter another request. Answer accordingly. If you select “**Yes**”, a new Request Add screen will appear, giving you the opportunity to create another request. If you answer “**No**”, then the request you will return to the TEMC Homepage.

Note: At the present the continual request function isn’t working therefore you must start a new form request.

3. ADMINISTRATIVE UPDATING CLIENT'S REQUEST

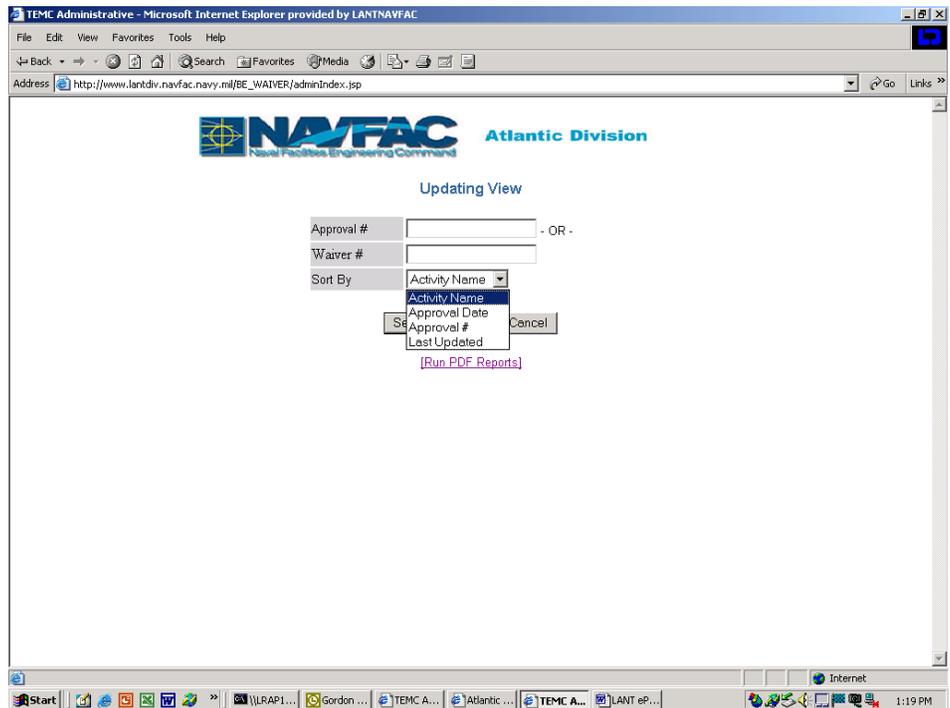
TEMC Personnel Only

Update View Screen



After a request has been created, you will have the ability to update the information if you have the proper security rights to the request.

Update View Screen



If you know the Approval Number or the Waiver Number you can retrieve a specific request to update or change the information but if you don't know you can retrieve a list of requests by the following filters:

- Activity Name
- Approval Date
- Approval Number (Summary)
- Last Updated

Update View Summary Report

Update Summary List

APPROVAL #	APPROVAL DATE	POINT OF CONTACT	ACTIVITY NAME	ACTIVITY UIC	BIN#	LAST UPDATED
03-0007	10/03/03	JULIE CARPENTER	COMNAVACTUK	N62385	No Value	No Value
03-0003	09/29/03	EOC Keith Legler	NAMRU3 CAIRO	N61751	No Value	No Value
03-0006	10/01/03	Joseph W. Pryor	NAS JRB Willow Grove, PA.	N00158	A00201	No Value
03-0001	09/29/03	Nicole Beasley	Strategic Weapons Station, Atlantic	68733	A00210	No Value
03-0002	09/29/03	Nicole Beasley	Strategic Weapons Station, Atlantic	68733	A00219	No Value
03-0004	09/30/03	Nicole Beasley	Strategic Weapons Station, Atlantic	N68733	A00307	No Value

By clicking on the Approval #, indicated in blue you will be able to drill down to the specific request.

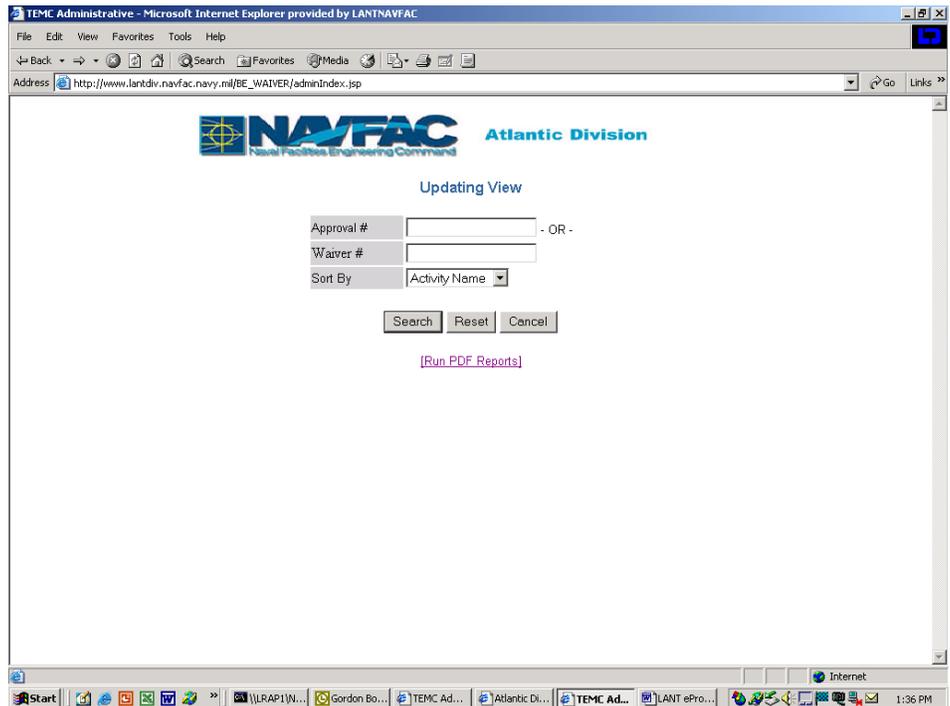
Update Screen

The TEMC representative can update the data here. Click on the “Save Changes” button to update and save changes to the database.

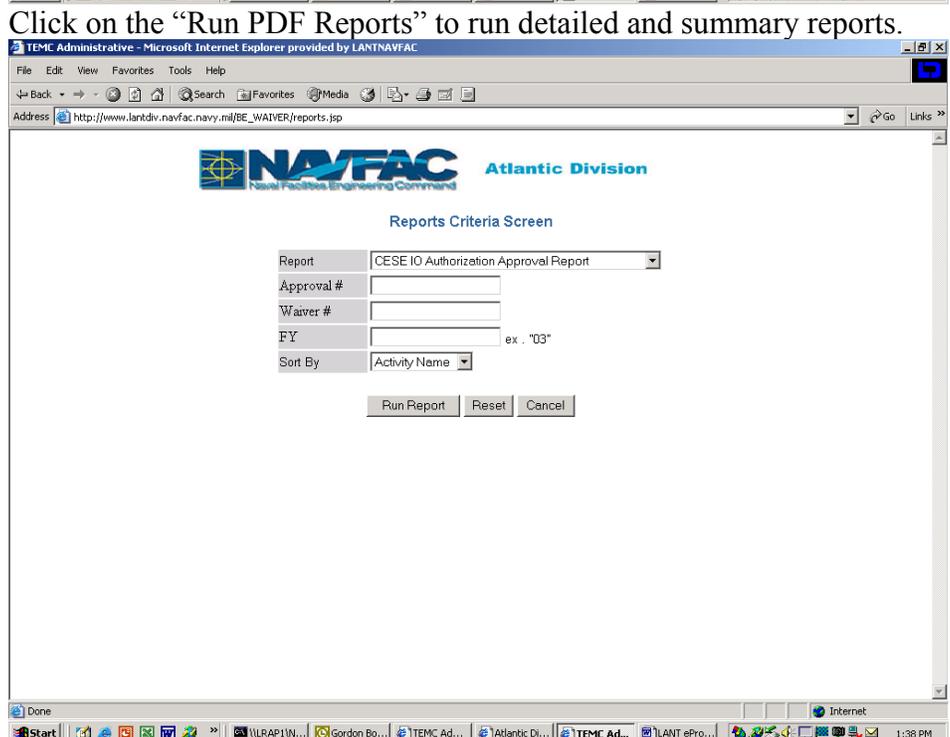
4. REPORTS

Creating Detailed and Summary Level Reports

Update View Screen



Reports Screen



Run Reports

The screenshot shows a web browser window titled "TEMC Administrative - Microsoft Internet Explorer provided by LANTRAVFAC". The address bar shows the URL "http://www.lantdiv.navy.mil/BE_WAIVER/reports.jsp". The page content includes the NAVFAC Atlantic Division logo and the title "Reports Criteria Screen". Below the title are several input fields: "Report" (a dropdown menu with three options: "CESE IO Authorization Approval Report", "CESE IO Authorization Approval Report", and "CESE APV Waiver Authorization Approval Report"), "Approval #", "Waiver #", "FY" (with a text input field and "ex. '03" next to it), and "Sort By" (a dropdown menu with "Activity Name" selected). At the bottom of the form are three buttons: "Run Report", "Reset", and "Cancel". The browser's taskbar at the bottom shows several open applications and the system clock indicating 1:39 PM.

By clicking on the down button you can select from three different types of reports. You can use any or a combination of the filtering criteria list on this page to tailor your reports