

15 Mar 24

From: Naval Ophthalmic Readiness Activity, Material Manager

To: Customer Service/ Clinics Optometry Departments

Subject: Ordering Frame of Choice (FOC) to Outfit Fitting Kits

This memo outlines the procedures and guidance on how to order frames for clinical fitting kits and frame displays via ECAT. This memo will aid in securing frame needs and meet mission demands. Becoming familiar with your Resource Management (RM) and Material Management Departments (MATMAN/Supply) will be necessary as they are two focal points in the process.

Please follow the sequence of events below:

- Determine the clinical need and initiate a Purchase Request (PR) per local procedures.
- Route to Resource Management for approval and confirmation for funds availability.
- Upon approval, route to MATMAN for approval and assignment to an ordering officer (usually the supply technician). Please ensure the ordering officer has the inventory sheet to assist in DMLSS data download via ECAT.
- Ordering officer should log onto the "Inventory Management" module in DMLSS.
- Choose "Catalog Search" from the top menu.
- Select the "Advanced Search" button.
- On the right of the screen select the button which displays "Sourced Items".
- Return to the left search area and in the "Item Description" box enter a search item such as "MAVERICK" for the new Maverick frame and hit the enter key. A list of matching records will appear, highlight the record you wish to add to DMLSS and on the right of the screen select "Add MTF", then click "Save".
- Also, the ordering officer can also search by manufacturer part number in the appropriate field catalog search field.
- On the left middle select the "Cust Cat" tab and then the add button to add an ordering customer.
- Once this is complete, the ordering officer can then enter the "Customer Area Inventory Management" module and place an order for the item.

Should you have any questions please contact me, Mr. Bernard Walters, (757) 887-4261
ernest.b.walters.civ@health.mil.