CAD/PAD International Logistics Meeting
(2018 ILM)
Web Ordering & Fleet Returns
Web Ordering Overview

- Ordering Timeframes
- Virtual Fleet System (VFS) Registration
- Unit Administrator
- Point of Contact (PoC) Update
- Emergency Orders
- Tracking Shipments
- Excess “A” Material
- Back Orders/Service Life Extensions (SLEs)
Ordering Timeframes

- NAVAIR 11-100-1.1 CAD/PAD Technical Manual
  - CAD Ordering Timeframes can be found in the Technical Manual
- PAD Ordering Timeframes (1.3 Hazard Class)
  - Scheduled timeframes allow consolidated shipments and transportation dollars saved
  - Ordering schedule is established by location
    - Monthly Orders & Quarterly Orders
• Register or Edit Registration at https://cadpad.navair.navy.mil
• Edit personal information via User Tools then click on Edit User Profile
  • Useful for updating Rank/Title, phone number, email address
Unit Administrator (UA)

- Each Activity, Squadron, Weapons/Ordnance Department, etc requiring access to VFS **MUST** register a Unit Administrator (UA)

- UA Roles/Responsibilities
  - Certifying/managing activity’s users
  - Approving new users’ requests
  - Closing out users no longer requiring access

- More than one UA may be assigned to an activity
Group emails can be added to each activity
- Benefit: Allows more people to be aware of an order being placed and to receive follow on information relating to order (status, shipment)
- You can add those who aren’t registered in VFS to group email

Activity is responsible for establishing, managing, and informing NAVSUP Ammunition Logistics Center (NALC) of email address
- This allows easy update on user’s end whenever a PoC joins or leaves an activity
Emergency Orders

• To replace CADs and PADs that have been:
  • damaged, fired, or inadvertently actuated

• Before placing an order, you must check with Weapons/MALS/Station Ordnance to determine if the needed CAD or PAD is available on-station

• 1.4 CADs will Direct Ship to your squadron

• Any emergency order with oversized CADs or PADs will be shipped to Weapon Station/MALS
Emergency Orders

- What information you will need:
  - BUNO (aircraft tail number)
  - Justification for why you are placing order, to include CODR number
  - Two PoCs for Direct Ship
- Conventional Ordnance Discrepancy Reports (CODR) **MUST** be submitted to NSWC, Indian Head EOD Technology Division for each emergency order submitted
- You will receive a confirmation email when your order is processed and tracking information will be available once order ships
Emergency with Restock Orders

• If the damaged, fired, or inadvertently actuated item is available locally, VFS will generate a local document number.

• This document number can be used to immediately pick up the item from Weapons Station/MALS.

• Local inventory will be replenished from Indian Head as long as inventory can support.
Order status can be checked at any time through VFS

- From the main menu, select Order Status
- Choose Order ID, Doc Number, BUNO
- Enter information
Excess “A” Condition Material

• All condition code “A” material that is not going to be immediately used needs to be turned in to Station Ordnance/MALS

• Please contact NAVSUP Ammunition Logistics Center (NALC) and provide order/document number so we can annotate that this was turned in and not used
Back Orders/SLEs

• If you place an order for a backordered item, please submit an SLE
  • SLEs are not currently automatically submitted
Fleet Returns Overview

- Purpose
- How It Works
- Future Plan & Goals
- #1 Fleet Question
- #1 Fleet Request
- Things to Remember
- Questions
Fleet Returns Purpose

• Saves hundreds of hours annually by streamlining the handling, reporting, stowing and dispositioning of used/expired CAD/PAD items.

• Reduces the turn-in process workload and authorizes Squadrons and Maintenance activities to ship designated CAD/PADs by express carriers such as Federal Express (FedEx).
New CADs/PADs arrive at the ordering activity with disposition instructions for the used assets to be removed from the aircraft. The box/packaging is reusable and includes return labels and paperwork for express carrier shipment or for local turn-in of used assets. This approach is referred to as "bundle out = bundle back" and is designed to optimize the reverse logistics or Fleet Returns process.
Fleet Returns Future Plan & Goals

• Upgraded training program
  • Interactive videos and demonstrations to assist the Fleet’s understanding of Fleet Returns process.

• Make the Fleet more efficient when it comes to Fleet Returns and their needs.

• Bringing the Navy onto the Fleet Return Process in FY19.
  • Which includes providing an accelerated -2 HAZMAT training to fleet members.
How to Remove Fleet Return Asset from the VFS Virtual Ready Service Locker (RSL)

(All the following examples were made with fictitious numbers)
Select “Fleet Returns” Tab
After highlighting desired Tracking Number, click transfer arrow.
Once submit is selected, the item will be removed from RSL.
Replacement Paper Work for Fleet Returns
(All the following examples were made with fictitious numbers)
Select “Return Paperwork” Tab
For this screen you can search by specific Order, Tracking ID, BUNO or select “Search Orders” to view all Fleet Return orders for your Squadron.
Fleet Form for Replacement Return Paperwork

<table>
<thead>
<tr>
<th>Order</th>
<th>TrackingID</th>
<th>BUNO</th>
</tr>
</thead>
<tbody>
<tr>
<td>16219-N1234-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16219-N1234-56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16219-N1234-56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16219-N1234-56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16219-N1234-56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16219-N1234-56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16219-N1234-56</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select desired Order

Select desired Order
Select Needed replacement paperwork, reason and Preview Request
Verify Information add any notes, comments or POC’s and Submit.
Fleet Returns
Mandatory Elements to Remember

• If you have condition “A” assets to turn-in do **NOT** use the Fleet Return paperwork that came with the asset, contact CAD/PAD.

• When the order has shipped from CAD/PAD you will receive a Shipment Notification Email. Hit the hyperlink in the subject line to bring up the “push button” which will populate the auto RSL, and complete receipt of the order.

• Perform Fleet Returns training in the training modules on the VFS training site (located on https://cadpad.navair.navy.mil under Training List tab).

• Do not throw away or damage boxes, ammo cans and dunnage which are to be re-used for Fleet Returns. Squadrons are responsible for all packaging materials

• Review and save all labels received in the Fleet Returns pouch.
Questions

Please contact If you have any issues or questions:
Email: cpvfsFleetReturns@navy.mil