



**NAVSEA**

**WARFARE CENTERS**

Indian Head EOD Technology Division

NAVAL SURFACE WARFARE CENTER

**INDIAN HEAD EXPLOSIVE ORDNANCE DISPOSAL TECHNOLOGY DIVISION**

# VFS Modules/Training

**June 2018**



# VFS Updates to Better Assist Fleet



- Return Paperwork
- Expired Critical DODICS (WB15, MT29)
- User Management updates
- Edit User Profiles
- Streamlining the UA application process
- Activities without a UA now have a grace period
- Future Fixes

# Return Paperwork



CAD/PAD VIRTUAL FLEET SUPPORT  
Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD)



VFS LOG-OUT

- ▼ MODULE MENU
  - Backorders
  - CoreData LSA
  - Eng CM
  - Trace CAD/PAD
  - Quality Evaluation
  - ProcData (Old)
  - SLE Requests
  - Web Ordering
  - Tech Manual
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- ▼ USER MANAGEMENT
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  - CAD/PAD Web Training
- ▶ USER TOOLS
- ▶ VFS INFORMATION
- ▶ ADMINISTRATION

Welcome to CAD/PAD's Web Site



SPECIAL VFS NOTICES AND UPDATES

### DISCLAIMER

For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Before continuing, [please read](#) the important conditions, restrictions, and disclaimers that apply.



Last LogOn: May 2 2018 11:46AM

# Return Paperwork



https://cadpadtest.navair.navy.mil/VFSApps/WebOrderingNET/Requisitioner/Default.aspx

File Edit View Favorites Tools Help

Requisitioner Verification for Web Ordering

Friday, April 20 ,2018 - 10:04:18 AM

Place Order  
Cancel Order  
Order Status  
Notes/Comments  
Welcome Page

Manager Screen  
Exit

About

### Personal Information

This is your personal information that will be used for ordering CADs/PADs in Web Ordering. If necessary the information can be updated from the registration page.

**Attention! Attention! F-18 ORDERERS**

If you are ordering and need to replace expiring SR94's, The following procedures must be strictly followed to generate an order to receive a SQ03 and SQ04. Uncheck the expiring SR94's and check the SQ03 and SQ04. Not unchecking the SR94's Will cause the system to ship you 2 SQ04's and you will need To place another order for the SQ03. If you have any questions or require additional information call

Title/Rank:	First:	Middle:	Last:
DSN Phone: Ext:		Commercial Phone:	Ext:
Commercial FAX:			
Email:			

Caller's Date Format Preference: MM/DD/YY

Read Notices and verify personal information is correct. If not correct, please send email to [cpvfsWebOrderProblemsGroup@navy.mil](mailto:cpvfsWebOrderProblemsGroup@navy.mil) If correct, choose OK

# Return Paperwork



## CAD/PAD Web Ordering System

Friday, April 20, 2018 - 10:31:45 AM

- Order Status
- Place Order
- Back Orders
- Order Utilities
- System Utilities
- Change Tracking

- Fleet Returns
- Return Paperwork

- Access Shipping
- Access Processor
- Notes/Comments

- Fleet Returns
- Return Paperwork**
- Exit
- About

Good Morning  
Welcome Aboard

\*\*\* Click on Order Number (blue) to view status page

Outstanding orders for activity:				
Awaiting Processing	Processing	Shipped	Completed Within Last 14 Days	Backorder
<a href="#">15156-n00174-01</a>	<a href="#">17339-N00174-02</a>	<a href="#">03035-N00174-01</a>		
<a href="#">15160-N00174-01</a>	<a href="#">18029-V23027-01</a>	<a href="#">03169-R20993-02</a>		
<a href="#">15257-FV3029-01</a>		<a href="#">05167-N00174-01</a>		
<a href="#">15257-FV6061-01</a>		<a href="#">07171-FV3365-02</a>		
<a href="#">15258-FV2067-01</a>		<a href="#">08233-N00174-01</a>		
<a href="#">15258-fv5000-02</a>		<a href="#">08268-N00174-02</a>		
<a href="#">15258-fv5000-04</a>		<a href="#">10167-N00174-01</a>		
<a href="#">16063-fv2805-01</a>		<a href="#">10209-N00174-02</a>		
<a href="#">16201-N09442-01</a>		<a href="#">11049-FV3022-01</a>		
<a href="#">16201-N09442-04</a>		<a href="#">11049-FV3022-02</a>		
<a href="#">16201-N09442-05</a>		<a href="#">11049-FV3022-03</a>		
<a href="#">16201-N09442-06</a>		<a href="#">11049-FV3022-04</a>		
<a href="#">16201-N09442-07</a>		<a href="#">11049-FV3022-05</a>		
<a href="#">16201-N09442-08</a>		<a href="#">11049-FV3029-01</a>		
<a href="#">16201-N09442-09</a>		<a href="#">11049-FV3029-02</a>		
<a href="#">16201-N09442-10</a>		<a href="#">11049-FV3029-03</a>		
<a href="#">16204-N09442-01</a>		<a href="#">11049-FV3029-04</a>		
<a href="#">16209-N00174-01</a>		<a href="#">11049-FV3029-05</a>		
<a href="#">16211-N09442-01</a>		<a href="#">11049-FV3089-01</a>		

# Return Paperwork



## Fleet Form for Replacement Return Paperwork

Squadron:   Order:  TrackingID:  BUNO:

## Fleet Form for Replacement Return Paperwork

Squadron:   Order:  TrackingID:  BUNO:

Please choose an order from below to view paperwork

Select	Order
Select	16228-V09582-01
Select	16200-V09582-04
Select	16200-V09582-03
Select	16200-V09582-02
Select	16200-V09582-01
Select	16131-V09582-02
Select	16131-V09582-01

# Return Paperwork



## Fleet Form for Replacement Return Paperwork

Squadron:  Order:  TrackingID:  BUNO:

Please choose an order from below to view paperwork

Select	Order
Select	16228-V09582-01
Select	16200-V09582-04
Select	16200-V09582-03
Select	16200-V09582-02
Select	16200-V09582-01
Select	16131-V09582-02
Select	16131-V09582-01
Select	16089-V09582-01
Select	16076-V09582-01
Select	16013-V09582-02
Select	16013-V09582-01
Select	15342-V09582-05
Select	15342-V09582-04
Select	15342-V09582-03
Select	15342-V09582-02
Select	15342-V09582-01

Paperwork to Select From:

Select	Order	Batch	Box	BUNO	
NRA: <input checked="" type="checkbox"/> IHaz: <input type="checkbox"/> IOP: <input type="checkbox"/> IIP: <input type="checkbox"/> IMIL: <input type="checkbox"/>	16228-V09582-01	1	1		<input type="button" value="Clear Line"/>

Reason For Order:

**Paperwork Key:**  
NRA = New Return Airbill (FEDEX)  
IHaz = Inbound Hazdec Sheet  
IOP = Inbound Outer Pack Label  
IIP = Inbound Inner Pack Label  
IMIL = Inbound MILSTRIP

# Return Paperwork



## Fleet Form for Replacement Return Paperwork

Squadron:

Search Orders

Please Review the below Order

=====

Order: 16228-V09582-01

Shipping To:

-----

Paperwork for Box 1:  
Inbound Airbill

Please add any comments here/Updated shipping address

Please verify your address before submitting.

**Submit**   Submit - Return to VFS Main

Select	15342-V09582-02
Select	15342-V09582-01

Paperwork to Select From:

Select	Order	Batch	Box	BLUNO
NRA: <input type="checkbox"/> IHaz: <input type="checkbox"/> IOP: <input type="checkbox"/> IP: <input type="checkbox"/> IMIL: <input type="checkbox"/>	16228-V09582-01	1	1	162522

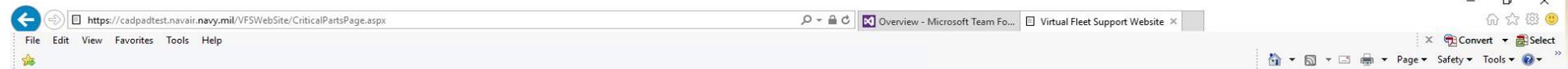
Reason For Order: Choose

Preview Request

**Paperwork Key:**

- NRA = New Return Airbill (FEDEX)
- IHaz = Inbound Hazdec Sheet
- IOP = Inbound Outer Pack Label
- IP = Inbound Inner Pack Label
- IMIL = Inbound MILSTRIP

# Expired Critical DODICs



NAVAL AIR SYSTEMS COMMAND

VFS Trace - CAD/PAD

[Print](#)

### Expired Critical Assets Report

BU/SER	LOCATION	DODIC	PARTNUMBER	LOT	SERIAL	Manufacture	OPEN	INSTALL	EXPIRE	REVISE
P06	MT29		46190	1B005-034	005732	11/02/28	16/02/02	16/02/02	18/02/28	
C07	MT29		46190	1B005-034	005861	11/02/28	16/02/02	16/02/02	18/02/28	
P03	WB15		48144-1	3F121-006	007107	13/06/30	16/01/25	16/01/25	18/01/31	
C04	WB15		48144-1	3F121-006	007128	13/06/30	16/01/25	16/01/25	18/01/31	
P06	MT29		46190	C005-027F	3787	07/03/31	15/01/26	15/01/26	17/01/31	
C07	MT29		46190	C005-027F	4187	07/03/31	15/01/26	15/01/26	17/01/31	
P03	WB15		48144-1	1B121-003	006033	13/02/28	15/01/26	15/01/26	17/01/31	
C04	WB15		48144-1	1B121-003	006045	13/02/28	15/01/26	15/01/26	17/01/31	

Failure to comply with removing the MT29/WB15 within 30 days of expiration places personnel and equipment at risk of injury or damage. Acknowledgement of this caution will be recorded and provided to the TYCOM.

I Acknowledge Above

If your activity has expired critical DODICs, when you log into VFS, this screen will appear. You must acknowledge by checking the box and clicking OK. This will only show once in the calendar month. If you have expired critical DODICs in the following calendar month, this will show up once during that month

# Expired Critical DODICs



Browser address bar: <https://cadpadtest.navair.navy.mil/VFSWebSite/CriticalPartsPage.aspx>

NAV AIR  
NAVAL AIR SYSTEMS COMMAND

VFS Trace - CAD/PAD



Print

### Expired Critical Assets Report

BU/SER	LOCATION	DODIC	PARTNUMBER	LOT	SERIAL	Manufacture	OPEN	INSTALL	EXPIRE	REVISE
P06	MT29	146190		5-034	005732	11/02/28	16/02/02	16/02/02	18/02/28	
C07	MT29	146190		5-034	005861	11/02/28	16/02/02	16/02/02	18/02/28	
P03	WB15	48144-1		1-006	007107	13/06/30	16/01/25	16/01/25	18/01/31	
C04	WB15	48144-1		1-006	007128	13/06/30	16/01/25	16/01/25	18/01/31	
P06	MT29	146190		5-027F	3787	07/03/31	15/01/26	15/01/26	17/01/31	
C07	MT29	146190		5-027F	4187	07/03/31	15/01/26	15/01/26	17/01/31	
P03	WB15	48144-1		1-003	006033	13/02/28	15/01/26	15/01/26	17/01/31	
C04	WB15	48144-1		1-003	006045	13/02/28	15/01/26	15/01/26	17/01/31	

**Failure to comply with removing the MT29/WB15 within 30 days of expiration places personnel and equipment at risk of injury or damage. Acknowledgement of this caution will be recorded and provided to the TYCOM.**

Acknowledge Above

OK

NAVSEA  
INDIAN HEAD  
Surface Warfare Center Division

If you have expired critical DODICs, you will see this when you go into trace. Acknowledge and choose OK

# Expired Critical DODICs





NAVAL AIR SYSTEMS COMMAND

DADMS Id: 45064

**NOTICE**

You have missing or overdue inspection date(s)!

CONTINUE

VFS TRACE - CAD/PAD

## EXPIRED ASSETS FOR SQUADRON:]

Print

BU/SER	LOC CODE	DODIC	PART NUMBER	LOT NUMBER	SERIAL NUMBER	MFG DATE	OPEN DATE	INSTALL
Custody:								
001		MT23	C2783-1-1	07M007-001	030326	07/12/31	10/03/04	14/01/23
002		MT23	C2783-1-1	07M007-001	030327	07/12/31	10/03/04	14/01/23
003		MT23	C2783-1-1	07M007-001	030337	07/12/31	10/03/04	14/01/23
004		MT23	C2783-1-1	07M007-001	030341	07/12/31	10/03/04	14/01/23
005		MT23	C2783-1-1	09E008-001	010328	09/05/31	11/01/20	14/01/23
006		MT23	C2783-1-1	09E008-001	010340	09/05/31	11/01/25	14/01/23
007		M363	2838195	4L002-001	161183L-08	04/11/30	16/08/01	16/08/01
008		M363	2838195	4L002-001	161183R-08	04/11/30	16/08/01	16/08/01
011		M190	1283661	3F002-001	161183L-08	03/06/30	16/08/01	16/08/01
012		M190	1283661	3F002-001	161183R-08	03/06/30	16/08/01	16/08/01
001		MT23	C2783-1-1	09E008-001	010374	09/05/31	11/11/28	15/06/17
002		MT23	C2783-1-1	06M006-001	0156	06/12/31	10/09/01	15/06/17
003		MT23	C2783-1-1	06M006-001	0212	06/12/31	10/09/01	15/06/17
004		MT23	C2783-1-1	07M007-001	030499	07/12/31	09/04/03	15/06/17
005		MT23	C2783-1-1	07M007-001	030497	07/12/31	09/04/03	15/06/17
006		MT23	C2783-1-1	07M007-001	030491	07/12/31	09/04/03	15/06/17
007		M363	2838195	4L002-001	161252-L01	04/11/30	16/12/22	16/12/28
008		M363	2838195	4L002-001	161252-R01	04/11/30	16/12/22	16/12/28
011		M190	1283661	3F002-001	161252-L002	03/06/30	16/12/22	16/12/28
012		M190	1283661	3F002-001	161252-R002	03/06/30	16/12/22	16/12/28
011		M190	1283661	3F002-001	161385-L001	03/06/30	17/01/31	17/01/31
012		M190	1283661	3F002-001	161385-R002	03/06/30	17/01/31	17/01/31
002		MT23	C2783-1-1	11G010-003	020313	11/07/31	13/01/23	17/08/08
004		MT23	C2783-1-1	10L009-002	010122	10/11/30	12/11/30	17/08/08
006		MT23	C2783-1-1	07M007-001	030128	07/12/31	12/03/30	17/08/08
007		M363	2838195	4L002-001	161541-L01	04/11/30	16/12/22	16/12/29
008		M363	2838195	4L002-001	161541-R01	04/11/30	16/12/22	16/12/29
011		M190	1283661	3F002-001	161541-L002	03/06/30	16/12/22	16/12/29
012		M190	1283661	3F002-001	161541-R002	03/06/30	16/12/22	16/12/29
001		MT23	876561-3	09E008001	010229	09/05/31	10/10/09	17/06/12
002		MT23	876561-3	09E008001	010235	09/05/31	10/10/09	17/06/12
003		MT23	876561-3	09E008001	010242	09/05/31	10/10/09	17/06/12
004		MT23	876561-3	09E008001	010243	09/05/31	10/10/09	17/06/12

After you choose ok, you will see the expired assets list for your activity. This screen allows you to print. Choose continue.

# Expired Critical DODICs



Browser address bar: [https://cadpadtest.navair.navy.mil/VFSApps/icapsWeb/\(S\(tnetiqsjsjuk0bzqdcstnl\)\)/default.aspx?Guid=4d60ac76-b23d-474b-a8a9-866e73f32a6&ModeTwo=true](https://cadpadtest.navair.navy.mil/VFSApps/icapsWeb/(S(tnetiqsjsjuk0bzqdcstnl))/default.aspx?Guid=4d60ac76-b23d-474b-a8a9-866e73f32a6&ModeTwo=true)

Browser tabs: Overview - Microsoft Team Fo..., Virtual Fleet Support Website, VFS TRACE

Browser menu: File, Edit, View, Favorites, Tools, Help

Browser status bar: Page, Safety, Tools



NAVAL AIR SYSTEMS COMMAND

BADMS ID: #5064

- ▶ DODICS
- ▶ BU/SERS
- ▶ INSTALLS
- ▶ RSL/MAGAZINE
- ▶ SQUADRONS
- ▶ REPORTS
- ▶ HELP
- ▶ ABOUT



INDIAN HEAD  
Surface Warfare Center Division

VFS TRACE - CAD/PAD

## Missing or Overdue Inspection Date Report Print

Request the following aircraft to be updated in TRACE CADPAD, BUSER Screen, with the next inspection cycle due date. This date will enable the Fleet Support Team to improve the support provided to CADPAD users. This data is being used when issuing service life extensions, performing quality evaluation testing on return assets, direct shipment of assets to commands, and requirements planning for replacements.

**Quote: NAVAIR 11-100-1.1-CD, Technical Manual for Cartridges and Propellant Actuated Devices, Chapter 1: Introduction, Periodic/Scheduled Maintenance Cycle folder.**

**Periodic/Scheduled Maintenance Cycle**

NOTE

CAD/PADS installed in escape systems with major calendar-based inspection cycles shall be ordered and replaced during the scheduled inspection to minimize the number of times escape system integrity is broken to facilitate maintenance.

1. Before installation of any CAD/PAD in an aircraft subjected to periodic maintenance cycles, the service life expiration date shall be checked. CAD/PADS that become over age prior to the next periodic maintenance cycle shall be replaced. All CAD/PADS shall remain serviceable until the next periodic maintenance cycle (e.g., 224/448/728-728 day inspection, annual inspection, Standard Depot Level Maintenance [SDLM] due date, etc.), regardless of location in the aircraft with the following exceptions:

- a. Stores release CADS can remain installed until the computed service life expires.
- b. CADS assigned to the depot level for maintenance, which are replaced by field modification teams, can remain installed until the computed service life expires.
- c. During periods of stock shortages when not replacement assets are available.

BU/SER	INPECT .DATE	TYPE ACFT	CUSTODY	INPECT .CYCLE
	18/01/22	FA-18F		728
	17/01/20	FA-18F		728
	16/07/28	FA-18F		728
	18/04/05	FA-18F		728

Once you choose continue, you will receive the trace menu in the left window with the selections your access level allows

# Expired Critical DODICs



-----Original Message-----

From: cpvfsWeb@navy.mil [mailto:cpvfsWeb@navy.mil]

Sent: Sunday, April 01, 2018 12:05 AM

To: IHMD\_CPVFS\_Trace <IHMD\_CPVFS\_Trace@navy.mil>

Cc: [REDACTED]

Subject: At risk expired MT29/WB15 currently showing installed in TRACE

The attached data is being provided to bring attention that the CAD/PAD VFS TRACE system is indicting BUNOs which have at risk MT29/WB15 currently installed past their expiration date. MT29/WB15 are at risk of auto ignition if left installed in an aircraft past its Service Life. Failure to comply with removing the MT29/WB15 within 30 days of expiration places personnel and equipment at risk of injury or damage.

The following personnel have acknowledged the critical expired parts installed on their aircraft (listed by squadron and date).

[REDACTED]  
01/03/2018 12:43 - E6/  
01/03/2018 13:07 - E6/  
01/03/2018 13:26 - E6/  
01/03/2018 15:13 - E6/  
01/03/2018 18:18 - E6/  
01/03/2018 18:19 - E6/  
01/09/2018 15:40 - E6/  
01/11/2018 13:54 - E6/  
01/22/2018 03:21 - AM  
01/22/2018 03:23 - AM  
01/23/2018 17:21 - E6/  
01/24/2018 04:20 - AM  
01/29/2018 15:06 - E6/  
01/29/2018 18:22 - E6/

On the first of every month your TYCOM will receive an email with an attached spreadsheet that has a list of activities reporting and the day/time and user name of each login to VFS with expired critical parts

# User Management Updates



- Users can now make changes to their Supervisor and Unit Administrator information by clicking on the “User Management” tab on the VFS Main Page, then click on the “Edit User Registration” tab.
- ❖ Please note: any edits made in this tab will require approval by your supervisor and/or UA.

NAV AIR  
Naval Air System Command

CAD/PAD VIRTUAL FLEET SUPPORT  
Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD)

VFS LOG-OUT

▼ MODULE MENU

- Backorders
- CoreData LSA
- Eng CM
- Trace CAD/PAD
- Quality Evaluation
- ProcData (Old)
- SLE Requests
- Web Ordering
- Tech Manual
- LoIFolders
- CoreData (New)
- Procurement Tracking
- Metrics
- Production Mgmt
- ▼ USER MANAGEMENT
- Edit User Registration
- ▼ TRAINING LIST
- CAD/PAD Web Training
- ▶ USER TOOLS
- ▼ VFS INFORMATION

Welcome to CAD/PAD's Web Site

SPECIAL VFS NOTICES AND UPDATES

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# Edit User Profiles



- Users may edit their personal information without supervisor approval by clicking on the “User Tools” button and then clicking on the “Edit User Profile” button.
  - ❖ This will streamline the process of making changes to your Rank / Title, telephone number, fax number, and email address.

The screenshot shows the web application interface. At the top, the NAV AIR logo is on the left, and the title 'CAD/PAD VIRTUAL FLEET SUPPORT' is centered, with the subtitle 'Naval Surface Warfare Center Indian Head Explosive Ordnance Disposal Technology Division (NSWC IHEODTD)' below it. A question mark icon is on the right. The left sidebar contains a 'MODULE MENU' with categories: 'VFS LOG-OUT', 'MODULE MENU', 'USER MANAGEMENT', 'TRAINING LIST', 'USER TOOLS', 'VFS INFORMATION', and 'ADMINISTRATION'. The 'USER TOOLS' category is circled in red, and 'Edit User Profile' is highlighted within it. The main content area displays 'Welcome to CAD/PAD's Web Site' with a logo, followed by 'SPECIAL VFS NOTICES AND UPDATES' and a 'DISCLAIMER' section. The disclaimer text reads: 'For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Before continuing, please read the important conditions, restrictions, and disclaimers that apply.'

# Edit User Profiles



Personal Information	
Rank/Title:	<input type="text"/>
Legal First Name:	<input type="text"/>
Legal Middle Name:	A <input type="text"/>
Legal Last Name:	<input type="text"/>
Email Address:	Name@navy.mil <input type="text"/> x
Telephone Information (You must enter at least 1 phone number)	
Commercial Phone:	<input type="text"/> <input type="checkbox"/> International
Commercial Fax:	<input type="text"/> <input type="checkbox"/> International
DSN Phone:	<input type="text"/>
DSN Fax:	<input type="text"/>

NOTE: If you can't see your changes [click here](#) to refresh.



▶ Limit Profile change does not require Supervisor and UA approval.

[About](#)

# Streamlining the Unit Administrator (UA) Application Process



- Applying for UA? You now have access to your application after you submit it.
- UA Applications can now be signed electronically. However, signatures must either be all wet or all electronic.
- Activities without a UA shall be granted a 14 day grace period to have another UA approved in VFS. **On the 15th day users shall be set to Locked/Supervisor Approval.**
  - ❖ It is our suggestion that all activities have 2 or more UAs to ensure uninterrupted VFS access

# Future Fixes



## VFS Changes I can Look Forward To:

- Continuous Connection
- Error Reporting (Button/Automated Capturing)
- Simplified Changes To User Transfer-Out-Date



## VFS Changes That Will Help Increase Productivity

Questions?