



Marine Corps DPAS User Manual Volume I



Garrison Property, Non-Tactical Vehicles, Other Property & Equipment

April 2023



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Headquarters Marine Corps
Installations & Logistics
ADC I&L LF

Three years ago, the Assistant Deputy Commandant (Facilities) directed the development of a Defense Property Accountability System User's Manual. Since publication, this tool has served as a reference guide to assist users' in navigating the system. The Defense Property Accountability System has changed for the better since we originally drafted the manual. To reflect and capture these improvements, I tasked the Supply Services section to update this document from cover to cover.

What you hold in your hands is the final product the Supply Services team produced. Tab it, highlight it, and ensure the manual occupies a corner on your desk. I am confident this manual will answer your questions. However, if the solutions you seek remain elusive, don't hesitate to contact our supply experts

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1.0 General Overview

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system. It is the Accountable Property System of Record (APSR) for the four Military Services and over 55 DoD Agencies. DPAS contains six modules, Property Accountability, Maintenance & Utilization, Warehouse Management, Materiel Management, Force Systems Management, and Registry Small Arms/Light Weapons. Detailed instructions and information are found at: <https://dpasupport.golearnportal.org/>

For assistance contact the Assistant Deputy Commandant Installations and Logistics Facilities and Service Division (ADC I&L (LF)) DPAS Administrator, 703-604-4688.

Provides accountability for:

- Display Assets
- General Property (GP) and Non Tactical Vehicle (NTV)
- Government Furnished Property (GFP)
- Internal Use Software (IUS)

Provides asset management capabilities for:

- Life cycle management
- Inventory management
- Redistribution/Asset visibility – Maintenance
- Authorized allowances
- Provides property financial reporting information
- Calculates depreciation based on asset type

Benefits for:

- Accurate and compliant financial reporting of property
- Accountability and asset management capability
- Elimination of redundant systems and costs
- Greater accuracy and reduced labor with interfaced systems
- Total asset visibility and redistribution by database
- Global customer support

System features such as:

- Maintenance & Utilization tracking
- Authorization tracking
- Automated document register and printed forms
- Historical record of all transactions
- Automated inventory capabilities (interfaces with scanners/printers)
- Ability to generate custom reports for asset management, financial management, asset accountability
- On-line help and drop-down menus
- Security features limit user access to “need to know” only

2.0 Requesting DPAS Access

DPAS access is controlled by user roles and security access levels. All users must follow specific procedures to set up a new account, re-activate a deleted account, and/or update roles and access levels in the system. DPAS is a Common Access Card (CAC) enabled system. The user must have a CAC prior to requesting DPAS access. All users are required to complete and submit the documents listed below when requesting a new account and when the account has been disabled due to inactivity. Ensure the latest forms from DPAS support site are used, no other versions of the DPAS access request forms will be accepted. All user access forms must be digitally signed by all parties and are required to be the original PDF documents. The digital signatures should be completed with your DoD CAC and should include the EDIPI as part of the signature.

- DD Form 2875 System Authorization Access Request (SAAR) May 2022
- DPAS Roles Request Form — Property Accountability
- New User Agreement
- Completion Certificate for the DoD or Marine Corps Cyber Awareness Challenge with a completion date within the last 11 months

Note: Ensure to download the original form to be saved on your desktop or folder as a pdf and open the PDF from your desktop or folder to complete. Do not download the “Safe Download” as it will not allow the user to complete form in Adobe. The “Download Original” does take a minute to appear and it’s just above the Safe Download. No scanned copies will be accepted.

Forms are located on the DPAS Support website at: <https://dpassupport.golearnportal.org/>

All users must enroll and complete the required training for their role assignment within DPAS. To enroll in training, you need to select the module your Role belongs to. The required classes are:

- 1140 - Forms and Reports Generation
- 1130 - Data Inquiry
- 1024 - Property Administrative for Navy

Note: DPAS 1024 role not required if user is requesting view only access.

Training can be found at: <https://dpaselearning.golearnportal.org/>

2.1 SAAR DD Form 2875 (Appendix A)

The DD Form 2875 must be completed and reviewed by the user, the supervisor, and the site security officer prior to submitting to the Information Owner Deputy Commandant, Installations and Logistics (Facilities) (ADC I&L (LF))/Marine Corps Installations Command, Assistant Chief of Staff Logistics (MCICOM G-4).

User must complete all fields located in Part I to include field [13], field [20], and field [21]

- Type of Request: Select "Initial" for new access requests. Select "Modification" for a name change or any reason other than a new account. Leave User ID blank, ID will be automatically provided by DPAS.
- Date: Enter the "Date" of request. Date must be in the proper YYYYMMDD format.
- System Name: DPAS
- Location: DLA Cloud
- Field [1] Name: Enter the last name, first name, and middle initial of the user.
- Field [2] Organization: Provide the user's current organization (USMC).
- Field [3] Office Symbol/Department: Provide the office symbol within the current organization (i.e., MCB Lejeune Base Property, WTNB Supply, MCAS Miramar Station Property).
- Field [4] Telephone Number/DSN: The Defense Switched Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- Field [5] Official E-mail Address: The user's official e-mail address.
- Field [6] Job Title and Grade/Rank: The civilian job title (Example: Systems Analyst, GS-14; Pay Clerk GS-5)/military rank (Capt, United States Marine Corps, SupO USMC) or "CONT" if user is a contractor.
- Field [7] Official Mailing Address: Provide the user's official mailing address.
- Field [8] Citizenship: US, Foreign National, or Other.
- Field [9] Designation of Person: Military, Civilian, or Contractor.
- Field [10] Cyber Awareness Training Certification Requirements: The training date provided must be within the past 11 months. This will allow 30 days for the completion of the form and processing. If the date has expired before the form is processed, proof of course completion will be required.
- Field [11] User Signature: Digitally sign DD Form 2875.
- Field [12] Date: User must digitally sign and date the DD Form 2875 with the understanding that they are responsible for their password and access to the system(s). The user's digital signature must be the first digital signature on the form.
- Field [13] Justification for Access: Include a brief description of why access is required;
 - DPAS User, Accountable UIC: M00027, Site-ID: MC-USMC, UIC: MXXXXX
 - Requires access to DPAS to manage property assigned and daily tasks
- Field [21] Optional Information: Used to identify the Electronic Data Interchange/Personal Identification (EDIPI).
 - DPAS User, Accountable UIC: M00027, Site-ID: MC-USMC, UIC: MXXXXX
This user has been issued a Common Access Card (CAC)
EDI personal Identifier: XXXXXXXXXXXX

- I am in compliance with the Status of Forces Agreement (SOFA). Country of Citizenship: (enter country). This statement is only required for foreign nationals (i.e., Japanese employees).
- The DD Form 2875 must be completed and reviewed by the user candidate, the supervisor, and the site security officer prior to submitting it to the Information Owner (HQMC I&L/MCICOM G-4).

Once the user has reviewed, completed, digitally signed, and dated the DD Form 2875 it must be sent to the supervisor to complete Part II of DD Form 2875. The supervisor will verify that all fields up to and including field [13] and field [21] are completed and accurate. The supervisor will complete fields [14 – 17e] in Part II of DD Form 2875.

- Field [14] Type of Access Required: Place an "X" in the Authorized box.
- Field [15] User Requires Access To: Place an "X" in the Unclassified box.
- Field [16] Verification of Need to Know: To verify that the user requires access as requested. Must not be left blank.
- Field [16a] Access Expiration Date: Required for Contractors ONLY. The user must specify expiration date if the user is a contractor, the Company Name, Contract Number, and Expiration Date (YYYYMMDD format) must be provided. Use field [21] if additional space is needed.
- Field [17] Supervisor's Name (Print Name): The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- Field [17a] Supervisor's E-mail: Supervisor's email address.
- Field [17b] Supervisor's phone number: Supervisor's telephone number.
- Field [17c] Supervisor's organization/department: Supervisor's organization and department.
- Field [17d] Supervisor's Signature: Digitally sign DD Form 2875.
- Field [17e] Date: The date must match the date included in the digital signature in field [17d] The date must be in the proper YYYYMMDD format. The supervisor must sign the form after the user but before the Security Manager and Information Owner. If digital signatures occur on the same day, the time stamp included in the digital signature will be used to ensure compliance.

Once the supervisor has reviewed, completed, digitally signed, and dated Part II of DD Form 2875, the supervisor sends the DD Form 2875 to the Security Manager to complete Part III.

The Security Manager verifies and validates the user's background investigation and/or the security level and completes fields [22 — 26].

- Field [22] Type of Investigation: The user's last type of background investigation (i.e., NAC, NACI, or SSBI).
- Field [22a] Date of Investigation: The date of last investigation.
- Field [22b] Continuous Evaluation Deferred Investigation.
- Field [22c] Continuous Evaluation Enrollment Date: YYYYMMDD.

- Field [22d] Access Level, Clearance Level: The user's current security clearance level (Secret or Top Secret). The Security Manager will enter the determined clearance from the investigation. If the user does not have a clearance, "NONE" should be indicated.
- Field [23] Verified By: The Security Manager prints his/her name to indicate that the above clearance and investigation information has been verified.
- Field [24] Security Manager Telephone Number: The telephone number of the Security Manager.
- Field [25] Security Manager Signature: Digitally sign DD Form 2875.
- Field [26] Date: The date in field [26] must match the date included in the digital signature in field [25]. The date must be in the proper YYYYMMDD format. The Security Manager's digital signature must be present prior to sending the form to the Information Owner (IO) or Alternate Information Owner (AIO) for final signature. The date and time in the digital signature must be after the user and the supervisor but before the DPAS appointed IO or AIO. If digital signatures occur on the same day, the time stamp included in the digital signature will be used to ensure compliance.

Once the Security Manager has reviewed, completed, digitally signed, and dated Part III of DD Form 2875, the form is sent back to the user to prepare required documents to be submitted to the Information Owner.

The Information Owner is located at ADC I&L (LF)/MCICOM G-4, and serves as the gate keeper for the requested Site Id.

Note: Do not complete Fields [18-19c]. This section is for ADC I&L (LF)/MCICOM G-4 and DPAS use only.

2.2 DPAS Roles Request Form (Appendix B)

The DPAS Roles Request Form is completed by the user and is used to identify worker roles for all candidates. Ensure the latest Roles Request Form is submitted.

User Info: The user provides required information to create a new account and identifies required access level.

- Complete required fields with appropriate information. User Last Name, First Name, Middle Initial.
- EDIPI: This is an optional field to be completed only if DPAS user's signature is not present at the bottom of the page.
- Agency: M00027.
- Site-ID: Access may be requested for one or more valid Site-ids; however, only one Site Id is permitted per form. Two Roles Request are required if user is requesting access to both GP and NTV Site-ID.
 - MC-USMC: GP Site-ID.
 - MC-GME: NTV Site-ID.
- Environment: Production must be selected.
- Form Type: Select the purpose of the form.
 - New User: All new users need to select.
 - Update: To be used by existing users requesting to update roles and access.
- Manager: Leave blank.

Access Levels: New user must indicate Level of Access required for Updates, Reports, and Inquiries. If "View Only" access is required, user needs to select Report and Inquiries only.

- UIC: Installation level access allows the user to see all assets assigned to the installation.
- Custodian: Installation level access, limited access to the user. Allows only for the view of assets assigned to the custodian.

Assignment: Establishes what information the user will be able to see. Installation level access allows the user to see all assets assigned to the installation.

- Accountable UIC (Actbl UIC): All forms will display M00027, this is a mandatory field.
- UIC: Identify the UIC to which the user needs access. This is a mandatory field. Access may be requested for one or more valid UIC(s) per Associated Site-id/Accountable UIC Combination. If multiple UICs are requested for a specific Actbl UIC, list each on a separate line.
- Custodian: Lowest level of access. At the Custodian level, a user can only see property or assets assigned to their account. Must be the Custodian number NOT the Custodian name. If Level of Access for updates is UIC level, then check the ALL checkbox for Custodian. If Level of Access for updates is equal to Custodian, then enter a valid Actbl UIC/UIC/ Custodian combination in the corresponding fields.

Note: All users, regardless of level of access, will receive a 1140 Report/Forms Generation and 1130 Data Inquiry worker roles.

System Role Selection: Determines the types of transactions or functions that a user can perform or will be removed by selecting "Add this Role" or "Delete this Role" and then selecting necessary role(s) from the drop-down menu. Please add any additional Information that may assist the Account Management team in processing the request.

Signatures: Signature of Information Owner and CCB Member should be left blank.

2.3 New User Agreement and Completion Certificate

The New User Agreement is an acknowledgement that the new user understands and agrees to follow a certain set of rules as a condition of being granted system access. The new user must read the full statement and sign the form. This form is a required piece of the DPAS application package (Figure 2.1).

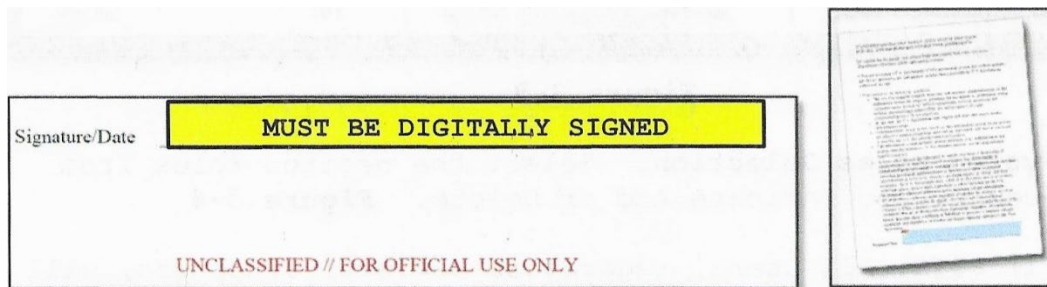


Figure 2.1 – New User Agreement

Proof of completion of DoD or Marine Corps Cyber Awareness Challenge Training certificate with a completion date within the last 11 months (Figure 2.2).

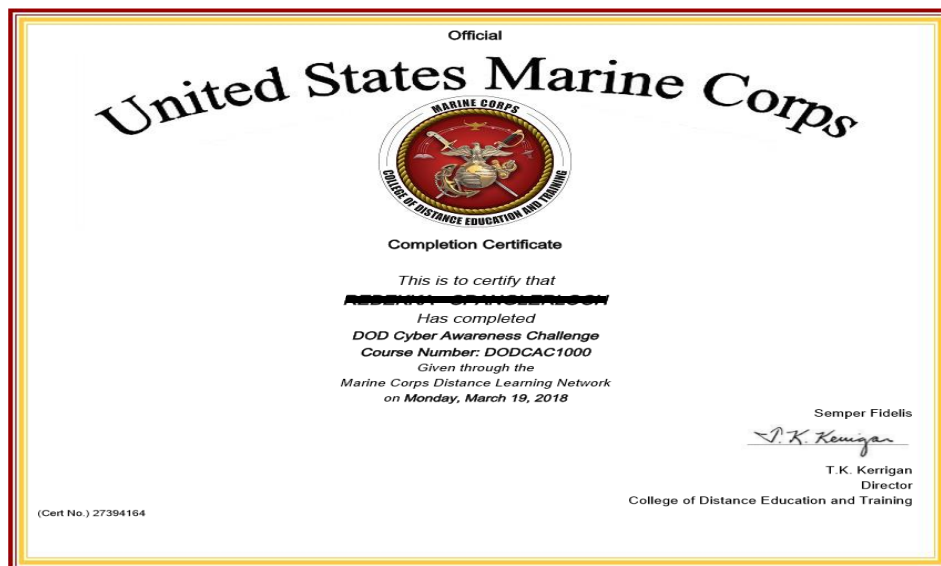


Figure 2.2 – Marine Corps Cyber Awareness Challenge Training Certificate

2.4 File Naming Convention and Package Submission

User needs to ensure the proper naming convention of the file is being used (user's last name, user's first name, user's middle initial and the type of file). Refrain from including commas in the file name. Do not submit any additional forms other than those listed in these instructions. Only submit one user package per email. All digital signature, dates, and time stamp must not exceed 60 days from day of submission. Forms must be saved using the following naming convention:

- SAAR DD Form 2875: Smith Jane L 2875
- DPAS Roles Request: Smith Jane L RR
- User Agreement Form: Smith Jane L UA
- Cyber Training Certificate: Smith Jane L CA Cert MM—DD—YY USMC

Submit new request with all four required documents in one email to:

MCICOM_G4_DPAS@usmc.mil

Note: Please ensure that the latest forms are downloaded, saved, and digitally signed from the DPAS Support site. No scanned copies will be accepted.

3.0 Asset Inquiry

3.1 Asset Inquiry Listing

Used to obtain information about selected asset(s) using specific search criteria.

1. On the DPAS toolbar locate **Inquires**
2. Select **Inquires** → **Asset Management** → **Asset**
3. Select the appropriate status code from the *Search Value(s)* drop-down menu (Figure 3.1).

Note: Options are Active and Deleted.

Asset Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

Figure 3.1 – Asset Inquiry Search Criteria

Note: Search will only populate asset(s) in your UIC.

- 3.1. Click the **Fields** button (Figure 3.2).

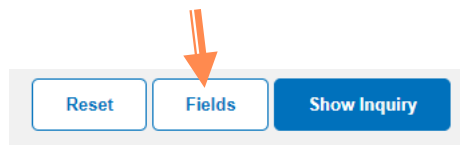


Figure 3.2 – Asset Inquiry Functional Actions

- 3.2. Check or uncheck the attribute fields to designate search criteria.
- 3.3. Select **Show Inquiry** to populate the results in DPAS. (up to 5000 lines)

NOTE: Find and select the asset for which you are searching. The screen shows asset information by category. Navigate through categories to find information. (Basic, Catalog, Excess, Inventory, Accounting, Depreciation, Ancillary, Improvement, Agency, Warranty, Attachments, Component, Attributes, or All)

For inquiries that exceed the 5000-line maximum, you will be required to extract an Excel or .csv format to generate your report and view the data.

4. After clicking the **Fields** button select your file type, Excel or .csv, from the *Fields Selection* menu.

Note: File extract is automatically defaulted to Excel format.

5. Click the **Submit** button.
6. Click the **Refresh** button until the process is complete.
7. To view your Inquiry, go to **Inquires** → **View Inquiry Extract** on the DPAS toolbar.

8. Select desired report and choose option to open, save, or save as (Figure 3.3).

Select

Data View	My Reports	▼
-----------	------------	---

Delete	Download	Extract Date	User Id Owner
Delete	Asset Inquiry	02/28/2023 09:45:23	RSPANGLERLOCH
Delete	Asset Inquiry	02/28/2023 09:42:54	RSPANGLERLOCH
Delete	Asset Inquiry	10/28/2022 10:01:35	RSPANGLERLOCH

Figure 3.3 – Submitted Asset Inquiries

– Process Complete –

3.2 Single Asset Inquiry

To obtain information about selected asset(s) using specific search criteria.

1. On the DPAS toolbar locate **Inquires**.
2. Select **Inquires** → **Asset Management** → **Asset**.
3. Select the status code from the *Available Field(s)* drop-down menu.
4. Select the Operands value from the *Operands* drop-down menu.
5. Select Active or Deleted from the Active drop-down *Search Value(s)* menu (Figure 3.4).

Asset Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

Figure 3.4 – Asset Inquiry Search Criteria

Note: Search will only populate asset(s) in your UIC.

6. Select the appropriate attribute from the *Select an Item* drop-down menu, for example Serial Nbr (Figure 3.5).
7. Enter the search parameter in the *Available Field(s)* field.

Asset Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

Last Updtd By
 Loan Cd
 Lot Nbr
 Maint Activity Name
 Major Cmd Cd
 Non-Actbl
 Rcl Last Inv Dt
 RPUIID
 RPUIID Awaiting Assignment
Serial Nbr
 Site Id
 Site Name
 Stock Nbr
 Sub Custodian Nbr
 Sys Id
 Total Cost
 Tran Doc Nbr
 Type Asset Cd
 UIC
 UII Sts Cd

Figure 3.5 – Asset Inquiry Search Criteria

8. Click **Show Inquiry** (Figure 3.6).

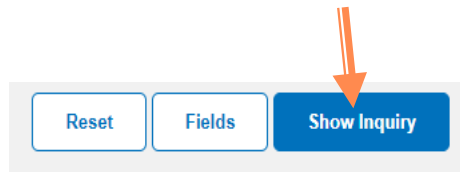


Figure 3.6 – Asset Inquiry Functional Actions

9. Click on the asset.
10. Screen shows asset information by category. Navigate through categories to find information. (Basic, Catalog, Excess, Inventory, Accounting, Depreciation, Ancillary, Improvement, Agency, Warranty, Attachments, Component, Attributes, or All)

– Process Complete –

3.3 Catalog Inquiry

DPAS uses a series of pre-defined inquiries to help one find assets and associate information. The user can also search for data based on user-specified requirements.

1. On the DPAS toolbar locate **Inquires**.
2. Select **Inquires** → **Catalog** → **Manufacturer**.
3. Select the appropriate attribute from the *Select an Item* drop-down menu, for example Mfr Name (Figure 3.7)..

Note: Operands are used to specify the search criteria. The search results will be filtered based on the Operand value specified.

Figure 3.7 – Manufacturer Inquiry Search Criteria

4. Enter the search parameter in the *Search Value(s)* field.
5. Click the **Fields** button (Figure 3.8).

Figure 3.8 – Manufacturer Inquiry Functional Actions

- 5.1. Check or uncheck the attribute fields to search for criteria.
- 5.2. Select **Show Inquiry** to populate the results in DPAS. (up to 5000 lines)
- 5.3. Assets will appear, approximately 40 lines per page of results. Find and select the asset for which you are searching.

Note: For inquiries that exceed the 5000-line maximum, you will be required to extract an Excel spreadsheet or .csv format to generate your report to view the data.

6. After clicking the **Fields** button select your file type, Excel or .csv, from the *Fields Selection* menu.

Note: File extract is automatically defaulted to Excel format.

7. Click the **Submit** button.
8. Click the **Refresh** button until the process is complete.

9. To view your Inquiry Select **Inquires** → **View Inquiry Extract**.

10. Select desired report and chose option to open, save, or save as (Figure 3.9).

Select

Data View My Reports ▼

Delete	Download	Extract Date	User Id Owner
Delete	Manufacturer Inquiry	02/28/2023 10:27:43	RSPANGLERLOCH
Delete	Asset Inquiry	02/28/2023 09:45:23	RSPANGLERLOCH
Delete	Asset Inquiry	02/28/2023 09:42:54	RSPANGLERLOCH
Delete	Asset Inquiry	10/28/2022 10:01:35	RSPANGLERLOCH

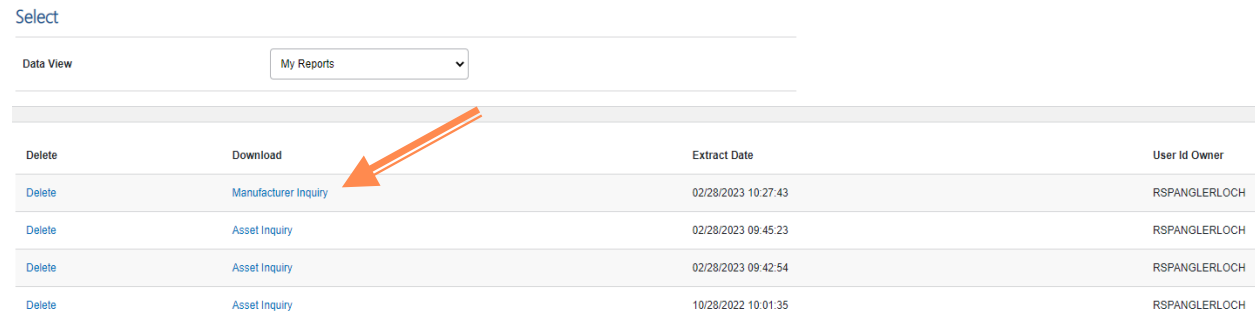


Figure 3.9 – Submitted Manufacturer Inquiries

– Process Complete –

3.4 Pending Transactions

Provides the user the ability to view transactions that are waiting to be accepted or transferred in the user's UIC.

1. On the DPAS toolbar locate **Inquires**.
2. Select **Inquires** → **Pending Tran** → **Due-in**.
3. Select the appropriate status code from the *Search Values* drop-down menu (Figure 3.10).

Note: Options are Receipt, Transfer, Loan within DPAS, and Loan Return.

Pending Transactions Due-In Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
*Type Action	=	Receipt
Select an Item		Receipt Transfer Loan within DPAS Loan Return

Figure 3.10 – Pending Transactions Due-In Inquiry Search Criteria

Note: Search will only populate asset(s) in your UIC.

4. Select the appropriate attribute from the *Select an Item* drop-down menu, for example Doc Nbr (Figure 3.11).

Pending Transactions Due-In Inq Search Criteria

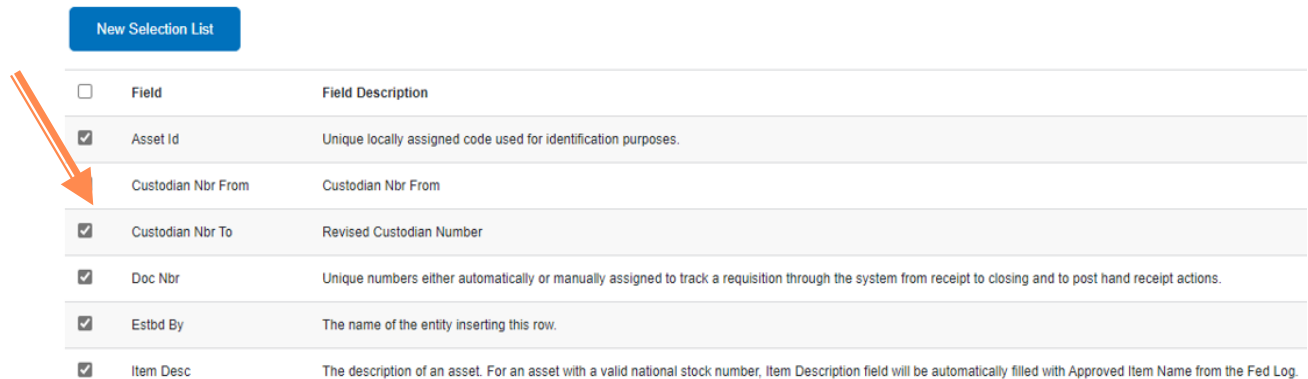
Available Field(s)	Operands	Search Value(s)
*Type Action	=	Receipt
Select an Item		
Select an Item Process Action UIC Doc Nbr Stock Nbr Custodian Nbr Asset Id		

Figure 3.11 – Pending Transactions Due-In Inquiry Search Criteria

5. Enter the search parameter in the *Search Value(s)* field.
6. Click the **Fields** button (Figure 3.12).

Figure 3.12 – Pending Transactions Due-In Inquiry Search Criteria

6.1. Check or uncheck the attribute fields to determine search criteria (Figure 3.13).



<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Asset Id	Unique locally assigned code used for identification purposes.
<input type="checkbox"/>	Custodian Nbr From	Custodian Nbr From
<input checked="" type="checkbox"/>	Custodian Nbr To	Revised Custodian Number
<input checked="" type="checkbox"/>	Doc Nbr	Unique numbers either automatically or manually assigned to track a requisition through the system from receipt to closing and to post hand receipt actions.
<input checked="" type="checkbox"/>	Estbd By	The name of the entity inserting this row.
<input checked="" type="checkbox"/>	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.

Figure 3.13 – Field Criteria Selection

6.2. Select **Show Inquiry** to populate the results in DPAS. (up to 5000 lines)

6.3. Find and select the asset for which you are searching.

Note: For inquiries that exceed the 5000-line maximum, you will be required to extract an Excel or .csv format to generate your report to view the data.

7. After clicking the **Fields** button, select your file type, Excel or .csv from the *Fields Selection* menu.
8. Click the **Submit** button.
9. Click the **Refresh** button until the process is complete.
10. To view your Inquiry Select **Inquires** → **View Inquiry Extract** (Figure 3.14).

Select

Data View My Reports

Delete	Download	Extract Date	User Id Owner
Delete	Due In Pending Transactions Inquiry	02/28/2023 10:40:50	RSPANGLERLOCH
Delete	Manufacturer Inquiry	02/28/2023 10:27:43	RSPANGLERLOCH
Delete	Asset Inquiry	02/28/2023 09:45:23	RSPANGLERLOCH
Delete	Asset Inquiry	02/28/2023 09:42:54	RSPANGLERLOCH
Delete	Asset Inquiry	10/28/2022 10:01:35	RSPANGLERLOCH

Figure 3.14 – Submitted Pending Due-In Inquiries

11. Select desired report and chose option to open, save, or save as.

– Process Complete –

4.0 Receiving Property

4.1 Receiving Minor and Sub-Minor Property

Receiving assets that are under the \$100k threshold. If an asset needs to be rejected, follow the same procedures to search for the asset and, click the reject button. Reference Appendix G for Action Codes/Action Type Codes.

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Receiving**.
3. Select the appropriate attribute from the *Type Action* drop-down menu, for example INPR – New Procurement.
4. Enter or use the **Browse** button to populate the *Stock Nbr* field.
5. Enter the Acquisition Cost in the *Acq Cost* field (Figure 4.1).

Note: Use the Mass Upload Assets option to download an Excel template that allows the entering of up to 500 serially managed assets. This is a quick substitute to manually keying assets on the Asset Entry Tab of the receiving process (last tab). Reference Appendix J.

Asset Receiving

Figure 4.1 – Asset Receiving Stock Number Selection Form

6. Click the **Continue** button.

Note: This action transitions to the **Basic** tab of the Asset Receiving section. Each tab must have all required fields completed before proceeding to the subsequent tab in the Asset Receiving section.

- **Basic tab**

7. Click the **Browse** button to generate a Document Number in the *Doc Nbr* field.
8. Enter the DoDAAC in the *DoDAAC* field.
9. Select the Range for the Document Number using the *Range Desc* drop-down menu.
10. Click the **Add** button to generate a new Document Number.
11. Select the Document Number (Figure 4.2).

Select	Doc Nbr	Doc Nbr Typ	User Id
Select	M87843080003	Increase	RSPANGLERLOCH
Select	M87843080002	Increase	RSPANGLERLOCH
Select	M87843080001	Increase	RSPANGLERLOCH

Figure 4.2 – Asset Receiving Data Entry Fields (Basic Tab)

12. Enter the Acquisition Date in the *Acq Dt* field.
13. Select the Asset Code from the drop-down menu.
14. Enter the Local Receipt Date in the *Local Rcpt Dt* field.
15. Enter the Original In-Service Date in the *Origl In Svc Dt* field.
16. Click the **Add** button to load attachments (Figure 4.3).

Asset Receiving

Figure 4.3 – Asset Receiving Data Entry Fields (Basic Tab)

17. Attach PDF or JPEG documentation.

Note: Recommend attaching receiving document (DD Form 250, 1149, 1348-1 etc.) first.

18. Select **Choose File** to select a file to load and attach.
19. Enter a description in the *Desc* field (Figure 4.4).

Note: Name of document should match content.

Attachment Add

Figure 4.4 – Asset Receiving Data Entry Fields (Basic Tab)

20. Click the **Add** button.

21. Click the **Attach** button to attach file to the asset record.

- Select the **Catalog** tab at the top of the toolbar.
1. Enter or use the **Browse** button to populate the Mfr Data field.
 2. Enter the Manufacture Year in the *Mfr Yr* field.
 3. Select the appropriate UII Status Code from the *UII Sts Cd* drop-down menu (Figure 4.5).

Asset Receiving

Figure 4.5 – Asset Receiving Data Entry Fields (Catalog Tab)

4. Select the **Accounting** tab at the top of the toolbar.
5. Select the appropriate Fund Cd/A SN from drop-down menu (Figure 4.6).

Asset Receiving

Figure 4.6 – Asset Receiving Data Entry Fields (Accounting Tab)

- Select the **Contract** tab at the top of the toolbar.
1. Enter the Contract/Purchase Order Number in the *Cntr/PO Nbr* field.
 2. Enter the CLIN in the *CLIN* field, if applicable (Figure 4.7).

Asset Receiving

Figure 4.7 – Asset Receiving Data Entry Fields (Contract Tab)

Note: The **Depreciation** tab and **Agency** tab are read only.

- Select the **Asset Entry** tab at the top of the toolbar.
1. Check the *Inv by Serial Nbr* box.
 2. Select the appropriate Asset Id Prefix from the drop-down menu.
 3. Enter or use the **Browse** button to locate the Custodian Number.
 4. Enter the Serial Number in the *Serial Nbr* field.
 5. Enter the DoD Serial Number in the *DoD Serial Nbr* field.

Note: For NTV assets, use the License Plates the DoD Serial Number and use the Vehicle Identification Number (VIN) or vehicle serial number as the actual Serial Number.

6. Enter or use the **Browse** button to search for the Location.
7. Click the **Save** button (Figure 4.8).

Asset Receiving

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Asset Entry													
Stock Nbr	10352040001			/*Custodian Nbr									
UI	EA			UII									
Item Desc	HULL POWER DISTRIBUTION U			*Serial Nbr			1						
Type Action	INPR - New Procurement			DOD Serial Nbr									
Inv by Serial Nbr	<input type="checkbox"/>			/*Loc			Select A Location						
Auto Assign	<input checked="" type="checkbox"/>			Sub Loc									
Asset Id Prefix	Select an Item												
Save													
Cancel Reset Add													

Figure 4.8 – Asset Receiving Data Entry Fields (Asset Entry Tab)

Note: If additional assets need to be added, repeat steps under the **Asset Entry** tab.

8. Click the **Add** button to complete transaction.

– Process Complete –

4.2 Receiving Capital Property

Receiving assets that are over the \$100k threshold.

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Receiving**.
3. Select the appropriate attribute from the *Type Action* drop-down menu, for example INPR – New Procurement.

Note: Reference Appendix G for Action Codes/Action Type Codes.

4. Enter or use the **Browse** button to populate the *Stock Nbr* field.
5. Enter the Acquisition Cost in the *Acq Cost* field (Figure 4.9).

Asset Receiving

Figure 4.9 – Asset Receiving Stock Number Selection Form

6. Click the **Continue** button.

Note: This action transitions to the **Basic** tab of the Asset Receiving section. Each tab must have all required fields completed before proceeding to the subsequent tab in the Asset Receiving section.

7. Enter or use the **Browse** button to search for a Doc Nbr.
8. Enter the Acquisition Date in the *Acq Dt* field.
9. Select the Asset Code from the *Asset Cd* drop-down menu.
10. Enter the Local Receipt Date in the *Local Rcpt Dt* field.
11. Enter the Original In-Service Date in the *Origl In Svc Dt* field (Figure 4.10).

Asset Receiving

Figure 4.10 – Asset Receiving Data Entry Fields (Basic Tab)

12. Click the **Add** button to load attachments.

Note: Attachments are mandatory for Capital Assets.

12.1. Attach PDF or JPEG documentation.

12.2. Select **Browse** to choose a file to load and attach.

12.3. Enter a description in the *Desc* field.

12.4. Click the **Add** button.

12.5. Click the **Attach** button to attach files to the asset record (Figure 4.11).

Attachment Add

Figure 4.11 – Upload File Attachment Form

- Select the **Catalog** tab at the top of the toolbar.
1. Enter or use the **Browse** button to search for Mfr Data Entry.
 2. Enter the Manufacture Year in the *Mfr Yr* field.
 3. Select the appropriate UII Sts Cd from the drop-down menu (Figure 4.12).

Asset Receiving

Figure 4.12 – Asset Receiving Data Entry Fields (Catalog Tab)

- Select the **Accounting** tab at the top of the toolbar.
1. Select the appropriate Fund Cd/A SN from drop-down menu.
 2. Ensure that the Document Number is in the *Oblign Doc Nbr* field (Figure 4.13).

Asset Receiving

The screenshot shows the 'Accounting' tab in the Asset Receiving interface. It contains two columns of input fields. The left column includes: Stock Nbr (10352040001), UI (EA), Item Desc (HULL POWER DISTRIBUTION U), Type Action (INPR - New Procurement), *Fund Cd/A SN (a dropdown menu with 'Select an item' and an arrow pointing to it), Oblign Doc Nbr, Owng Cost Center, Owng Cost Center Desc, and Finding Cost Center. The right column includes: Finding Cost Center Desc, Task Cd, Job Order Nbr, LOA, Exp Cd (1-Funded), Divy Ord Nbr, Loan Cd (G-Government Owned), and Lease Cd (N-Government Owned). At the bottom right are 'Cancel' and 'Reset' buttons.

Figure 4.13 – Asset Receiving Data Entry Fields (Accounting Tab)

3. Enter or use the **Browse** button to search for the LOA.
4. Verify LOA information and select **Build** button.
5. Select the generated LOA (Figure 4.14).

The screenshot shows the 'Line Of Accounting' interface. It has a top section with input fields: Dept Cd (017-Dept of the Navy), Pgm Yr (20232023), Basic Symbol (1100), Subhead (DPAS), A SN, and Obj Class Cd (3100). Below these is a table with a 'Select' button and a 'Build' button. An arrow points to the 'Select' button, and another arrow points to the 'Build' button. At the bottom right are 'Reset' and 'Build' buttons.

Figure 4.13 – Line of Accounting (Accounting Tab)

- Select the **Contract** tab at the top of the toolbar.
1. Enter the Contract/Purchase Order Number in the *Cntr/PO Nbr* field.
 2. Enter the CLIN in the *CLIN* field, if applicable (Figure 4.14).

Asset Receiving

Figure 4.14 – Asset Receiving Data Entry Fields (Contract Tab)

- Select the **Depreciation** tab at the top of the toolbar.
1. Check the *Activate Depreciation* box.
 2. Enter the Activation Date in the *Activation Dt* field.
 3. Enter Depreciation Period in the *Deprn Period* field (Period is in months) (Figure 4.15).

Note: Reference Appendix I for the depreciation period.

Asset Receiving

Figure 4.15 – Asset Receiving Data Entry Fields (Depreciation Tab)

Note: The **Agency** tab is read only.

- Select the **Asset Entry** tab at the top of the toolbar.
1. Check the *Inv by Serial Nbr* box.
 2. Select the appropriate Asset Id Prefix from the drop-down menu.
 3. Enter or use the **Browse** button to search for the Custodian Number.
 4. Enter the Serial Number in the *Serial Nbr* field.
 5. Enter the DoD Serial Number in the *DoD Serial Nbr* field.

Note: For NTV assets, use the License Plate as the DoD Serial Nbr. Asset ID number – UIC + License Plate number. Serial number – VIN/serial number. DoD Serial number – USMC License Plate

6. Enter the UII, if known, in *UII* field.
7. Enter or use the **Browse** button to search for the Location.
8. Click the **Save** button (Figure 4.16).

Asset Receiving

Asset Entry

Stock Nbr	123TRUCK123	/*Custodian Nbr	
UI	EA	UII	
Item Desc	4X4 TRUCK	*Serial Nbr	
Type Action	INPR - New Procurement	DOD Serial Nbr	
Inv by Serial Nbr	<input checked="" type="checkbox"/>	/*Loc	Select A Location
Auto Assign	<input type="checkbox"/>	Sub Loc	
*Asset Id			

Save Cancel Reset Add

Figure 4.16 – Asset Receiving Data Entry Fields (Asset Entry tab)

Note: If additional similar assets need to be added, repeat steps under the **Asset Entry** tab.

9. Click the **Add** button to complete transaction (Figure 4.17).

Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv by Serial Nbr	Auto Assign	UII	DOD Serial Nbr
23232	21312	8888	BLDG 10	K3M1001	Y	N	A125333	

Cancel Reset Add

Figure 4.17 – Assets Pending Submission Prior Clicking Add Button

– Process Complete –

4.3 Updating Asset Record

When the attributes of an asset are incomplete or need to be updated using the update module will allow one to make changes to the elements of an asset(s). Whenever updating an asset ensure that one leaves notes/attachments to justify the change.

1. On the DPAS toolbar locate **Asset Management**.
2. Select over **Asset Management** → **Update**.
3. Enter or use the **Browse** button to populate the *Asset Id* number (Figure 4.18).

Asset Update

Figure 4.18 – Search Criteria for Asset Update

4. Click the **Search** button.
5. Select the appropriate action type.
6. Click the **Continue** button to continue to the Asset Update tabs to make required changes to the selected asset (Figure 4.19).

Asset Update

Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Item Desc	Piffertable	Non Actbl	Utl	Cptl	Prdg	Loan Cd	Utl Sts Cd	Utl Verif	Fund Cd/ASN	ntfr Sys Cd
6275800006	1		2320014473883	5555	9999		EI	ROOM 1		TRUCK, CARGO	Yes	No	No	No	No	G	NDT	NO	99 /	

Figure 4.19 – Asset Update Options

- Basic Update (Figure 4.20).

Asset Update

Basic		Accounting		Contract		Agency	
Asset Id	927500006	Lot Nbr					
Stock Nbr	2320014473583	Expt Dt					
Asset Id Prefix		*Local Rpt Dt	8/2/2016				
Auto Assign	<input type="checkbox"/>	Rcvl By					
Asset Id	627500006	*Orig In Svc Dt	8/2/2016				
Serial Nbr	5555	DOD Serial Nbr					
Inv By Serial Nbr	<input checked="" type="checkbox"/>	Attachments	Add				
Chg Qty		No Attachments Available					
Loc	ROOM 1	Remarks					
Sub Loc		History Remarks					
* Cond Cd	B-SvcB(With Qual)						
Sys Id							
Doc Nbr							
		Cancel Update					

Figure 4.20 – Basic Update Options

- Accounting Update (Figure 4.21).

Asset Update

Basic		Accounting		Contract		Agency	
Asset Id	627500000	Fndng Cost Center					
Stock Nbr	2320014473583	Fndng Cost Center Desc					
* Cptl Cd	A-Dod Threshold	Yess Cd					
Acq Dt	8/2/2016	Job Order Nbr					
Rpt Doc Nbr	N818162100001	LOA					
* Asset Cd	T-Military Equipment	* Transfer Type Cd	3-Within DOD - In Fund				
* Asset Bn Cd	U-In Use	Trading Partner Nbr	000087884				
Orig Doc Nbr	N818162100001	Trading Dept Cd	017-Dept of the Navy				
* Fund Cdr/NS	99-	Trading Basic Symbol	XXXX				
Owng Cost Center		Trading Subhead	XXXX				
Owng Cost Center Desc							
Loan							
Loan Cd	0						
Lease							
* Lease Cd	N-Government Owned						
		Cancel Update					

Figure 4.21 – Price Update Options

- Contract Update (Figure 4.22).

Asset Update

The screenshot shows the 'Asset Update' form with the 'Contract' tab selected. The form is divided into two main sections. The left section contains fields for 'Stock Nbr' (2320014473883), 'UI' (SA), 'Item Desc' (TRUCK CARGO), 'Type Action' (TRI - Transfer In - within DPAS), and 'Create PO Nbr' (empty). The right section contains fields for 'SPIN', 'CLIN', 'SLIN', and 'ACRN', each with an empty input box. At the bottom right, there are 'Cancel' and 'Update' buttons.

Figure 4.22 – Price Update Options

- Agency Update (Figure 4.23).

Asset Update

The screenshot shows the 'Asset Update' form with the 'Agency' tab selected. A red banner at the top states 'Agency has no user defined fields'. Below this, the 'Agency' section is visible. The form contains fields for 'Asset M' (5378800006) and 'Stock Nbr' (2320014473883). At the bottom right, there are 'Cancel' and 'Update' buttons.

Figure 4.23 – Stock Nbr Update

– Process Complete –

5.0 Custodian Inventory

5.1 Custodian Inventory Report

Used to initiate custodian inventory reports.

1. On the DPAS toolbar locate **Inventory**.
2. Select **Inventory** → **Generate Inventory** → **Custodian**.
3. Click on the **Browse** button to locate the Major Custodian Number
4. Click the **Search** button (Figure 5.1).

Request Custodian Inventory

Figure 5.1 – Custodian Inventory Search Criteria

5. Select appropriate custodian.
6. Click the **Search** button.
7. Select Init Inventory and Gen Report from the *Type Action* drop-down menu (Figure 5.2).

Request Custodian Inventory

Figure 5.2 – Custodian Inventory Search Criteria

8. Select the report method from the *Sort Seq* drop-down menu

Note: Options include Asset Id, Location, Item Description, or Stock Number.

9. Enter the Completion Date in the *Schedule Compltn Dt* field.
10. Click the **Submit** button (Figure 5.3).

Request Custodian Inventory

Figure 5.3 – Custodian Inventory Search Criteria

11. Click the **Refresh** button until the process is complete.
12. On the DPAS toolbar locate **Forms-Reports → Schedule Reports**.
13. Click the **View** tab at the top of the toolbar.
14. Click the **Search** button.
15. Locate the Custodian Inventory Report (CIR) that you created by clicking on the Rpt Id.
16. Download and Print CIR.

Note: Provide CIR via e-mail or in person to Responsible Officer.

– Process Complete –

5.2 Close out Custodian Inventory Report

Closing an inventory will update the inventory date for all reconciled assets. Any asset that was marked as a suspected loss will not have an inventory date posted.

1. On the DPAS toolbar locate **Inventory**.
2. Select **Inventory** → **Manage Inventories**.

Note: The inventory can be searched by the custodian number or the inventory number.

3. Click the **Browse** button to search by custodian.
4. Click the **Search** button.
5. Select the appropriate custodian (Figure 5.2).

Manage Inventories

Figure 5.2 – Inventory Management Search Criteria

6. Click the **Search** button.
7. Put a check mark in the box to select your inventory (Figure 5.3).
8. Click the **Continue** button.

Select	Inv Prc Cd	Inv Nbr	Inv Desc	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt	Open Resolve
<input checked="" type="checkbox"/>	CMU	20190M678540001	7-8-20 INV TEST	9999	Yes		CUT	7/23/2020		No
<input type="checkbox"/>	CMU	20189M678540010	Inventory TEST #2 7-7-2020	9999	Yes		CUT	7/21/2020		No
<input type="checkbox"/>	CMU	20189M678540001	Inventory Test 7-7-2020	9999	Yes		CUT	7/22/2020		No

Figure 5.3 – Inventory Management Search Results

9. Select Close Inventory from the *Action* drop-down menu.
10. Click the **Continue** button (Figure 5.4).

Inv Prc Cd	Inv Nbr	Inv Desc	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt	UIC	Open Resolve
CMU	20190M678540001	7-8-20 INV TEST	9999	Yes		CUT	7/23/2020		M67854	No

Figure 5.4 – Inventory Management Functional Actions

11. Enter the name of the person who is completing the inventory in the *Inv User Id* field.
12. Enter today's date in the *Last Inv Dt* field.
13. Enter the next inventory date in the *Next Initilz Dt* field.

Note: Use 3 months intervals, quarterly.

14. Click the **Update** button (Figure 5.5).

The screenshot shows a web form titled 'Inventory Closure Data Entry Fields'. It is divided into two main sections: 'Inventory Criteria' and 'Report Criteria'.
In the 'Inventory Criteria' section, there are three input fields:

- '*Inv User Id' with the value 'Rebekka Spanglerloch'. An orange arrow points to this field.
- '*Last Inv Dt' with the value '03/07/2023'. An orange arrow points to this field.
- '*Next Initilz Dt' with the value '03/08/2023'. An orange arrow points to this field.

In the 'Report Criteria' section, there are three input fields:

- 'Sort Seq' with a dropdown menu showing 'Asset ID'. An orange arrow points to this field.
- 'Optional Sections' with a dropdown menu showing 'All-optional sections'. An orange arrow points to this field.
- 'Remarks' with an empty text box.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Update'. An orange arrow points to the 'Update' button.

Figure 5.5 – Inventory Closure Data Entry Fields

15. Click the **Refresh** button until the process is complete.

– Process Complete –

5.3 Reconcile Custodian Inventory Report

Reconcile both manual (paper report) and automated (scanned) inventories. The type of inventory reconciliation depends on the Inventory Process Code that was generated when the inventory was initialized. This code changes as the inventory progresses.

1. On the DPAS toolbar locate **Inventory**.
2. Select **Inventory** → **Manage Inventories**.

Note: The inventory can be searched by the custodian number or the inventory number.

3. Click the **Browse** button to search by custodian.
4. Click the **Search** button.
5. Select the appropriate custodian (Figure 5.6).

Manage Inventories

Figure 5.6 – Inventory Management Search Criteria

6. Click the **Search** button.
7. Put a check mark in the box to select your inventory.
8. Click the **Continue** button (Figure 5.7).

Select	Inv Prc Cd	Inv Nbr	Inv Desc	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initizn Dt	Open Resolve
<input checked="" type="checkbox"/>	CMU	20190M678540001	7-8-20 INV TEST	9999	Yes		CUT	7/23/2020		No
<input type="checkbox"/>	CMU	20189M678540010	Inventory TEST #2 7-7-2020	9999	Yes		CUT	7/21/2020		No
<input type="checkbox"/>	CMU	20189M678540001	Inventory Test 7-7-2020	9999	Yes		CUT	7/22/2020		No

Figure 5.7 – Inventory Management Search Results

9. Select **Reconcile Inv Data** from the **Action** drop-down menu.
10. Click the **Continue** button (Figure 5.8).

Inv Prc Cd	Inv Nbr	Inv Desc	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initizn Dt	UIC	Open Resolve
CMU	20190M678540001	7-8-20 INV TEST	9999	Yes		CUT	7/23/2020		M67854	No

Action
 Reconcile Inv Data
 Update Inv Hdr Dates
 Generate Inv Report
 Generate Rpt Report
 Export Inventory
 Close Inventory
 Cancel Inventory
 Delete Inventory

Figure 5.8 – Inventory Management Functional Actions

12. Enter Asset Id, if known, if not, click the **Search** button.

Note: You can update multiple assets by selecting multiple boxes. By doing this it will change all locations regardless if locations are different.

13. Select all Assets that need to be reconciled.

14. Click the **Continue** button (Figure 5.9).

Serial Assets Search Results

Number to Display: 20

Select	Asset Id	Stock Nbr	Serial Nbr	Inv Asset Sts	Suspt Loss Sts Cd	Asset Lvl Cd	Loan Cd	Lease Cd	Excs Actn Cd	Inv Loc	Inv Sub Loc	Utl
<input checked="" type="checkbox"/>	TOW12345	4910013659204	TOWBAR67899	Initialized	N/A	EI	G	N				
<input checked="" type="checkbox"/>	MS7854000939	3930000939900	7	Initialized	S	EI	G	N				

Buttons: Cancel, Deselect All, Select All, Continue

Figure 5.9 – Inventory Management Functional Actions

15. Verify the asset(s) and click the **Update** button.

Note: You can reconcile the location for asset(s) that have been chosen by entering a new inventory location.

16. Click the **Browse** button next to the *Inv Loc* field.

17. Click the **Search** button.

18. Select the appropriate location.

19. Enter the Inventory Date in the *Inv Dt* field

20. Enter inventory user ID in the *Inv User Id* field.

21. Select the appropriate Condition Code from the *Cond Cd* drop-down menu.

22. Click the **Update** button (Figure 5.10).

Serial Shortage Update

Initial Qty	1	*Inv User Id	<input type="text"/>
Inv Qty	1	Cond Cd	Select a condition
Initial Loc	WAREHOUSE 1	Inv Crnps	<input type="checkbox"/>
*Inv Loc	WAREHOUSE 1 <input type="button" value="Browse"/>	Suspt Loss Sts Cd	N/A - Non Applicable
Initial Sub Loc	WAREHOUSE 1	Resolution Cd	
Inv Sub Loc	WAREHOUSE 1		
*Inv Dt	<input type="text"/>		

Buttons: Cancel, Update

Figure 5.10 – Inventory Reconciliation Data Entry Fields

– Process Complete –

5.4 Update Inventory for Specific Asset

Update the inventory without creating a report. For those commands that use a CAR to complete inventories they can still update their inventories. To update for a specific inventory

1. On the DPAS toolbar locate **Inventory**.
2. Select **Inventory** → **Update Inventory**.
3. Enter Asset Id, if known, if not, click the **Search** button (Figure 5.11).

Note: All fields on the page are optional; you can leave all fields blank to return all results.

Search Criteria

Asset Management Type: ☒ End Item Serial, ☐ Component, ☐ Bulk

Accountable Type: ☐ Non-Accountable, ☐ Accountable, ☒ Both

Asset Id: 67854M000052

Stock Nbr: []

Serial Nbr: []

Custodian Nbr: []

Loc: []

Lot Nbr: []

Buttons: Reset, Search

Figure 5.11 – Update Inventory Data Entry Fields

4. Put a check mark in the box to select the Asset that needs to be updated.
5. Click the **Continue** button (Figure 5.12).

Search Results

Select	Asset Id	Serial Nbr	Lot Nbr	Loan Cd	Lease Cd	Suspt Loss Sts Cd	Excs Actn Cd	Cond Cd	Stock Nbr	Item Desc	Cust Nbr	Non-Actbl	Mfr Part Nbr	Mfr Model Nbr	Mfr Name	Loc	Sub Loc	Qty
<input checked="" type="checkbox"/>	67854M000052	00052		G	N	N/A		A	611502M000006	GENERATOR, 350KW, DIESEL	YSC3	No		C13	CATERPILLAR	CAMP J SCHOOL HOUSE	BUILDING 35 RM 101	1

Buttons: Cancel, Deselect All, Select All, Continue

Figure 5.12 – Update Inventory Data Entry Fields

6. Click the **Continue** button.
7. Update *Inv User ID* field and the *Inv Dt* field and any other relevant fields.
8. Click the **Update** button (Figure 5.13).

Update

Inv Dt	03/23/2023
Inv Qty	
Inv User Id	RSpangler@h
Inv Loc	
Cond Cd	A-Best (w/o Qual)
Inv Sub Loc	
Incl Organ	<input type="checkbox"/>
Suspt Loss Sls Cd	N/A-Non Applicable
Suspt Loss Dt	

Cancel Update

Figure 5.13 – Update Inventory Data Entry Fields

– Process Complete –

5.5 Update Custodian Inventory Report

Used to update asset fields and records. Custodians are limited in the number of fields they can update. Updating Inv Hdr Dates allows you to change the date of completion or initiation date.

9. On the DPAS toolbar locate **Inventory**.

10. Select **Inventory** → **Manage Inventories**.

Note: The inventory can be searched by the custodian number or the inventory number.

11. Click the **Browse** button to search by custodian (Figure 5.10).

Manage Inventories

Figure 5.10 – Inventory Management Search Criteria

12. Click the **Search** button.

13. Select the appropriate custodian.

14. Click the **Search** button.

15. Put a check mark in the box to select your inventory.

16. Click the **Continue** button (Figure 5.11).

Figure 5.11 – Inventory Management Search Results

17. Select Update Inv Hdr Date from the **Action** drop-down menu.

18. Click the **Continue** button (Figure 5.12).

Figure 5.12 – Inventory Management Functional Actions

19. Enter the new inventory header dates.
20. Click the **Update** button (Figure 5.13).

The screenshot shows a web-based form titled "Update". It is divided into two columns of input fields. The left column contains: "Inv Nbr" (2309BM578540001), "Custodian Nbr" (FRSLFT), "Inv Process Cd" (OIH), and "Loc" (empty). The right column contains: "Inv Type Cd" (CUS), "Sched Complet Dt" (3/7/2023), and "Next Initiat Dt" (3/7/2023). At the bottom right, there are two buttons: "Cancel" and "Update". Three orange arrows point from the date fields in the right column towards the "Update" button.

Inv Nbr	2309BM578540001	Inv Type Cd	CUS
Custodian Nbr	FRSLFT	Sched Complet Dt	3/7/2023
Inv Process Cd	OIH	Next Initiat Dt	3/7/2023
Loc			

Cancel Update

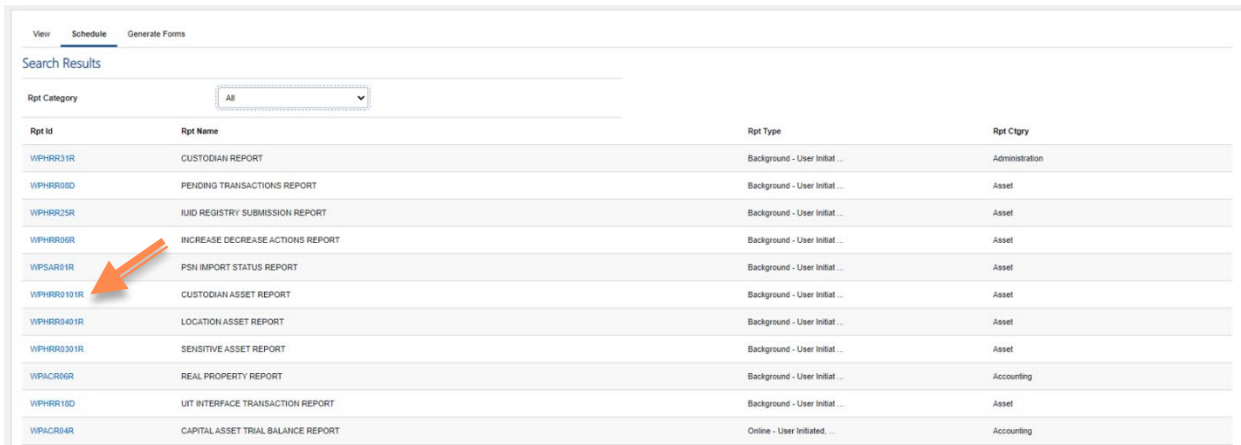
Figure 5.13 – Inventory Update Data Entry Fields

– Process Complete –

6.0 View Custodian Asset Report

Used for asset visibility, financial reporting, and proper auditing. User can create various reports and forms including Asset Management, Inventory, and Accounting reports. These reports and forms can be generated and printed in different formats.

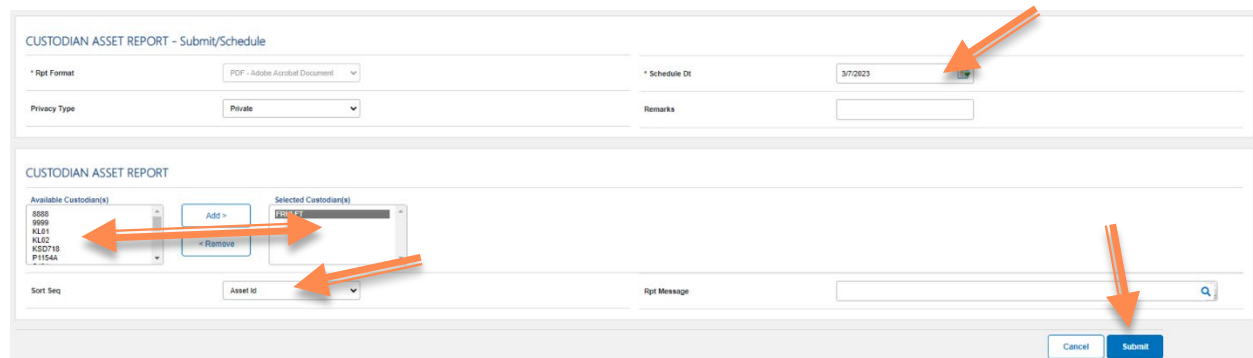
1. On the DPAS toolbar locate **Forms-Reports**.
2. Select **Forms-Reports** → **Schedule Reports**.
3. Select the Custodian Asset Report (CAR), Rpt Id "WPHRR0101R" (Figure 6.1).



Rpt Id	Rpt Name	Rpt Type	Rpt Clgry
WPHRR31R	CUSTODIAN REPORT	Background - User Initiat ...	Administration
WPHRR08D	PENDING TRANSACTIONS REPORT	Background - User Initiat ...	Asset
WPHRR25R	IUD REGISTRY SUBMISSION REPORT	Background - User Initiat ...	Asset
WPHRR06R	INCREASE DECREASE ACTIONS REPORT	Background - User Initiat ...	Asset
WPSAR01R	PSN IMPORT STATUS REPORT	Background - User Initiat ...	Asset
WPHRR0101R	CUSTODIAN ASSET REPORT	Background - User Initiat ...	Asset
WPHRR0401R	LOCATION ASSET REPORT	Background - User Initiat ...	Asset
WPHRR0301R	SENSITIVE ASSET REPORT	Background - User Initiat ...	Asset
WPACR06R	REAL PROPERTY REPORT	Background - User Initiat ...	Accounting
WPHRR18D	UIT INTERFACE TRANSACTION REPORT	Background - User Initiat ...	Asset
WPACR04R	CAPITAL ASSET TRIAL BALANCE REPORT	Online - User Initiated, ...	Accounting

Figure 6.1 – Report Scheduling Options

4. Select which Available Custodian report you want to pull and **Add** it to the Selected Custodian(s) box.
5. Select today's date in the *Sched Dt* field to pull the most current report.
6. Select the desired Sort Sequence using the *Sort Seq* drop-down menu.
7. Click the **Submit** button (Figure 6.2).



CUSTODIAN ASSET REPORT - Submit/Schedule

* Rpt Format: PDF - Adobe Acrobat Document

Privacy Type: Private

* Schedule Dt: 3/7/2023

Remarks:

CUSTODIAN ASSET REPORT

Available Custodian(s): 8088, 8099, KL01, KL02, KSD718, P1104A

Selected Custodian(s):

Sort Seq: Asset Id

Rpt Message:

Cancel Submit

Figure 6.2 – Custodian Asset Report – Submit/Schedule Details

8. Click the **Search Criteria** button.
9. Select the **View** tab at the top of the toolbar.
10. Select Asset from the *Rpt Category* drop-down menu.
11. Click the **Search** button (Figure 6.3).

Figure 6.3 – Custodian Asset Report – Submit/Schedule Details

12. Look for CAR, Rpt Id “WPHRR0101R.”

Note: If pulling more than one CAR then click on the report name and select exact custodian.

13. Click on Rpt Id (Figure 6.4).

Rpt Id	Rpt Name	Rpt Level	Rpt Ctry	Rpt File Size	Rpt DtTime	Rpt Owner	Rpt Status	Remarks
DA4849	DA Form 4849 ADMINISTRATIVE ADJUSTMENT REPORT	UIC - M67854	ASST	81 KB	03/02/2023 13:07	EJEANBAPTISTE	Complete	
DD1348-ASJ	DD Form 1348 DRMO TURN-IN	UIC - PMM116	ASST	2 MB	02/15/2023 15:06	LMCASTILLO	Complete	ASSET ID
DD1348-TRF	DD Form 1348 ASSET TRANSFER	UIC - PMM111	ASST	2 MB	03/02/2023 13:34	SMSTUKAS	Complete	
WPACR0591R	CAPITAL ASSET REPORT PERSONAL AND REAL PROPERTY	ACTEL UIC - M67854	ASST	99 KB	03/03/2023 9:50	SMSTUKAS	Complete	
WPACR0591RXL	CAPITAL ASSET REPORT PERSONAL AND REAL PROPERTY	UIC - PMM114	ASST	11 KB	02/16/2023 9:11	SWITTE	Complete	WITTE TEST 2-16-2023
WPOLR01D	BACKGROUND TRANSACTION RESULTS	UIC - M67854	ASST	3 KB	03/07/2023 10:34	RSPANGLERLOCH	Complete	50032
WPHRR0101R	CUSTODIAN ASSET REPORT	UIC - M67854	ASST	4 KB	03/07/2023 11:47	RSPANGLERLOCH	Complete	
WPHRR06RXL	INCREASE DECREASE ACTIONS REPORT - EXCEL	UIC - M67854	ASST	10 KB	03/03/2023 9:58	EJEANBAPTISTE	Complete	
WPHRR08D	PENDING TRANSACTIONS REPORT	UIC - M67854	ASST	3 KB	03/03/2023 10:03	EJEANBAPTISTE	Complete	

Figure 6.4 – Custodian Asset Report – Submit/Schedule Details

14. Download or Print CAR.

Note: Select the Rpt Name if pulling more than on CAR of the same Rpt Id type.

– Process Complete –

7.0 Disposition

Disposition is a way to remove assets from a user's inventory. A properly prepared disposal in DPAS results in the generation of a DD Form 1348-1A.

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Disposition**.
3. Check the Designate box.
4. Select Turn-In from the *Type Action* drop-down menu (Figure 7.1).

Note: Reference Appendix G for Action Codes/Action Type Codes

Figure 7.1 – Asset Disposition Search Criteria

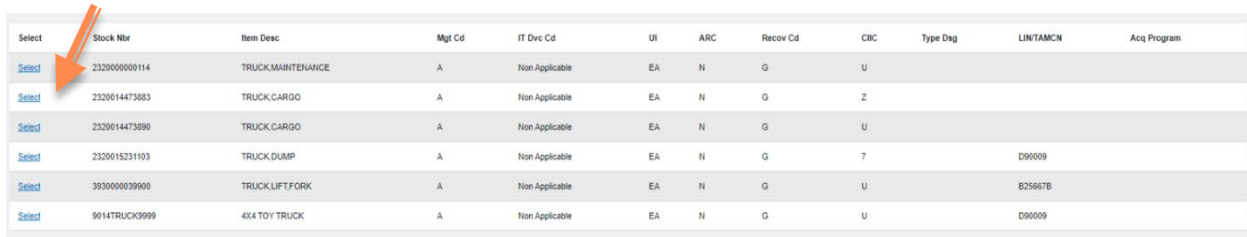
5. Select your asset by inputting the Asset Id or clicking the **Browse** button to search for the desired attribute.

Note: Searchable options include: Stock Nbr, Item Desc, FSC, NIIN.

6. Click the **Search** button (Figure 7.2).

Figure 7.2 – Asset Search Criteria

7. Select the *Select* beside the populated search results to select stock number (Figure 7.3).



Select	Stock Nbr	Item Desc	Mgt Cd	IT Dvc Cd	UI	ARC	Recov Cd	CIRC	Type Dsg	LIN/TAMCN	Acq Program
Select	232000000114	TRUCK, MAINTENANCE	A	Non Applicable	EA	N	G	U			
Select	2320014473883	TRUCK, CARGO	A	Non Applicable	EA	N	G	Z			
Select	2320014473890	TRUCK, CARGO	A	Non Applicable	EA	N	G	U			
Select	2320015231103	TRUCK, DUMP	A	Non Applicable	EA	N	G	7		D90009	
Select	3930000039900	TRUCK, LIFT FORK	A	Non Applicable	EA	N	G	U		B25667B	
Select	90147TRUCK9999	4X4 TOY TRUCK	A	Non Applicable	EA	N	G	U		D90009	

Figure 7.3 – Asset Search Results

8. Click the **Search** button.

9. Put a check mark in the *Select* box to select an asset.

10. Click the **Continue** button (Figure 7.4).

Search Results

Number to Display20

Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Sub Loc	Lot Nbr	Suspt Loss Sta Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Imprv Activated	Cptl Cmpn Activated	Loan Cd	UI Sta Cd	Owng Cost Center	LIN/TAMCN	Fund Cbl/ASN	Asset Cd
<input type="checkbox"/>	1	M67954000045	232000000114	VN17821	TRUCK, MAINTENANCE	TRUCK1	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000103	232000000114	DIOTEST04181960	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input checked="" type="checkbox"/>	1	M67954000104	232000000114	DIOTEST04181961	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000105	232000000114	DIOTEST04181962	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000106	232000000114	DIOTEST04181963	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000107	232000000114	DIOTEST04181964	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000108	232000000114	DIOTEST04181965	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000109	232000000114	DIOTEST04181966	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000110	232000000114	DIOTEST04181967	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000111	232000000114	DIOTEST04181968	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	
<input type="checkbox"/>	1	M67954000112	232000000114	DIOTEST04181969	TRUCK, MAINTENANCE	8888	EI	TEST					No	No				G	NDT		99/	G	

Cancel

Deselect All

Select All

Continue

Figure 7.3 – Asset Search Results

11. Verify the asset(s) and click the **Continue** button.

12. Click the **Browse** button to generate a Document Number in the *Doc Nbr* field.

13. Enter the DoDAAC in the *DoDAAC* field.

14. Select the Range for the Document Number using the *Range Desc* drop-down menu.

15. Click the **Add** button to generate a new Document Number.

16. Select the Document Number.

17. Select the appropriate Condition Code using the *Cond Cd* drop-down menu.

Note: Reference Appendix D for Condition Codes

18. Click the **Browse** button next to the *Ship to Address* field.

Note: All *Ship to Addresses* must be pre-populated within DPAS for that specific UIC.

19. Click the **Search** button.

20. Select the Ship to Address.

21. Enter the date of shipment in the *Shipment Dt* field.

22. Select the shipment method from the *Mode of Shipment* drop-down menu.
23. Select the fund code from the *Fund Cd* drop-down menu.
24. Enter history remarks in the *History Remarks* field.

Note: Every time you dispose of an asset, a History Remark is required.

25. Attach supporting documentation by clicking the **Add Attachment** button.
26. Click the **Submit** button (Figure 7.4).

The screenshot shows a web form titled "Disposition" with two columns of input fields. The left column includes fields for *Doc Nbr, R/C From (DODAAC/RIC), *Cont Cd, *Fund Cd, *Ship To Address, *Ship To POC, DIN, *Phone Nbr, FAX Nbr, *E-Mail Address, *Ship To (DODAAC/CAGE Cd), Ship To Name, and Ship To RIC. The right column includes fields for *Address, *City, *State, *ZIP Cd, *Country Cd, Shipment Dt, Est Shipment Dt, TCN, Mode of Shipment, *History Remarks, Attachment, and No Attachments Available. At the bottom right are "Cancel" and "Submit" buttons. Orange arrows point to the *Doc Nbr field, the *Fund Cd dropdown, the *Ship To Address field, the Shipment Dt field, the Mode of Shipment dropdown, the *History Remarks text area, the "Add Attachment" button, and the "Submit" button.

Figure 7.4 – Disposition Data Entry Fields

27. Click the **Refresh** button until the process is complete.

– Process Complete –

8.0 Transfers

8.1 UIC to UIC Transfers

UIC transfers only occur within the same Site Id. With a change in UICs, there is a possibility of a change in Accounting systems; therefore, an Accounting tab will display for the Gaining side. UIC transfers are similar to Custodian Transfers, however, financial information is required for UIC transfers.

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Transfer**.
3. Enter the appropriate Asset Id or Serial Number in the corresponding field (Figure 8.1).

Note: If Asset Id or Serial Nbr is not known you can browse by Stock Nbr, Custodian Nbr, or Loc.

Figure 8.1 – Asset Transfer Search Criteria

4. Click the **Search** button.
5. Put a check-mark beside the Asset record that is being transferred.
6. Click the **Continue** button (Figure 8.2).

Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Sub Loc	Lot Nbr	Suspt Loss Str Cd	Non-Acctbl	Loan Cd	Utl	Fund Cd/ASIN
1	M07854K00104	222000000114	D10TEST04181001	TRUCK MAINTENANCE	8888	E1	TEST			N/A	No	0	No	88

Figure 8.2 – Asset Management Search Results

7. Verify the asset(s) and click **Continue**.
8. Select the UIC to which you are transferring from the *UIC To* drop-down menu.
9. Ensure that the *Designate Only* box is checked.
10. Click the **Browse** button to generate a Document Number in the *Doc Nbr* field (Figure 8.3).

Figure 8.3 – Asset Transfer Data Entry Fields

11. Enter the DoDAAC in the *DoDAAC* field.
12. Select the Range for the Document Number using the *Rang Desc* drop-down menu.
13. Click **Add** to generate a new Document Number.
14. Select Document Number (Figure 8.4).

Select	Doc Nbr	Doc Nbr Type	User Id
Select	M078430720004	Update	RSPANGLERLOCH
Select	M078430720003	Update	RSPANGLERLOCH
Select	M078430720002	Update	RSPANGLERLOCH
Select	M078430720001	Update	RSPANGLERLOCH

Figure 8.4 – Document Number Browse Form

15. Click the **Continue** button.
16. Click the **Refresh** button until transaction is complete.

– Process Complete –

8.2 Approving UIC to UIC Transfer

Before the UIC to UIC transfer can be processed the transfer needs to be approved by the designated approving official.

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Pending Tran.**
3. Select Pending from the *Process* drop-down menu.
4. Select Pending Approval Lateral UIC-UIC Transfer from the *Process Action* drop-down menu.
5. Input the Document Number, if known, in the *Doc Nbr* field.
6. Click the **Search** button (Figure 8.5).

Search Criteria

Process	Pending	Serial Nbr	
Process Action	Pending Approval Lateral UIC-UIC	Stock Nbr	
Doc Nbr	M8785430720004	/ Custodian Nbr	Select A Custodian
Asset Id			

Reset Search

Figure 8.5 – Pending Asset Transfer Search Criteria

7. Put a check-mark beside the Asset record that is being transferred.
8. Click the **Continue** button (Figure 8.6).

Search Results

Select	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Qty	Item Desc	UIC Fr	UIC To	Cust Nbr Fr	Cust Nbr To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Pending IRAPT Approval
<input checked="" type="checkbox"/>	M8785430720000	M87854300104	23200000000114	DIOTEST04181901		1	TRUCK, MAINTENANCE	M87854	M00318	0000		MC-MCAQ	MC-MCAQ			No	False

Cancel Deselect All Select All Continue

Figure 8.6 – Asset Management Search Results

9. Verify and Approve.
10. Click the **Approve** button.

– Process Complete –

8.3 Accepting UIC to UIC Transfers

The process of equipment or materials being accepted into an organization or facility is the point at which an organization's obligations, liability, and accountability begin. The Transfer initiates the accounting process to one of the interfaces. Users can receive assets one at a time or receive up to fifty assets of the same type in a single transaction.

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Pending Tran.**
3. Select Transfer from the *Process* drop-down menu.
4. Select UIC Transfer from the *Process Action* drop-down menu.
5. Type in Document Number, if known, in the *Doc Nbr* field.
6. Click the **Search** button (Figure 8.7).

Figure 8.7 – Pending Asset Transfer Search Criteria

7. Put a check-mark beside the Asset record that is being received.
8. Click the **Continue** button (Figure 8.8).

Select	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Lot Nbr	Qty	Item Desc	UIC Fr	UIC To	Cust Nbr Fr	Cust Nbr To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status	Acq Cost	Pending iRAPT Approval
<input checked="" type="checkbox"/>	M8785430720008	M8785430720008	2320000000114	DIOTES04181981		1	TRUCK, MAINTENANCE	M87854	M00318	9999		MC-MCAQ	MC-MCAQ			TEST	CC	\$0.00	False

Figure 8.8 – Asset Management Search Results

9. Verify asset(s) and click the **Continue** button.
10. Click the **Continue** button.
11. Select appropriate custodian from the *Custodian Nbr* drop-down menu.
12. Click the **Continue** button (Figure 8.9).

Figure 8.9 – Asset Transfer Destination Data Entry Fields

13. Click the **Browse** button to generate a Document Number in the *Doc Nbr* field.
14. Enter the DoDAAC in the *DoDAAC* field.
15. Select the Range for the Document Number using the *Rang Desc* drop-down menu.
16. Click **Add** to generate a new Document Number.
17. Select the Document Number.
18. Click the **Browse** button next to the *Loc* field to search by location.
19. Click the **Search** button.
20. Select the appropriate location.
21. Enter the date of effect in the *Eff Dt* field (Figure 8.10).

Figure 8.10 – Asset Transfer Data Entry Fields (Accounting tab)

22. Click the **Agency** tab on the toolbar.
23. Click **Accounting** tab on the toolbar.
24. Select appropriate Fund Code from the *Fund CD/ASN* drop-down menu.
25. Click the **Update** button (Figure 8.11).

Figure 8.11 – Asset Transfer Data Entry Fields (Accounting tab)

– Process Complete –

8.4 Generating Transfer Documents

The Marine Corps requires reports and forms for asset visibility, financial reporting and proper auditing. The Generate Forms process allows you to generate a DD Form 1348-1A (Issue Release/Receipt Document), DD Form 1150 (Request for Issue or Turn- In) and a DD Form 1149 (Requisition and Invoice/Shipping Document).

1. On the DPAS toolbar locate **Forms-Reports**.
2. Select **Forms-Reports** → **Generate Forms**.
3. Select UIC Transfer from the *Action* drop-down menu.
4. Select All from the *Printed* drop-down menu.
5. Type in Document Number, if known, in the *Doc Nbr* field.
6. Type in the Date Range From and To, if known, in the *Date Range From* and *Date Range To* field.
7. Click the **Search** button (Figure 8.12).

Figure 8.12 – Form Generation Search Criteria

8. Select the appropriate Doc Nbr.
9. Click the **Continue** button (Figure 8.13).

Select	Doc Nbr	Doc Title	Doc Type	Expiry Dt
<input checked="" type="checkbox"/>	M0785430720008	M07854	M00318	3/13/2023
<input type="checkbox"/>	M0785490807000	M07854	PMW203	3/21/2019

Figure 8.13 – Form Generation Search Results

10. Enter all known information in the fields provided (Figure 8.14).

Note: The more information provided will result in improved KSD documentation.

11. Click the **Submit** button (Figure 8.15).

Figure 8.15 – DD Form 1348-A Data Entry Fields

12. On the DPAS toolbar locate **Forms-Reports**.
13. Select **Forms-Reports** → **View Forms/Reports**.
14. Click the **Search** button.
15. Select appropriate Report by selecting the Rpt Id (Figure 8.16).

Search Results

Rpt Id	Rpt Name	Rpt Level	Rpt Ctry	Rpt File Size	Rpt DtTime	Rpt Owner	Rpt Status	Remarks
DA4949	DA Form 4949 ADMINISTRATIVE ADJUSTMENT REPORT	UIC - M87854	ASST	81 KB	03/02/2023 13:07	EJEANBAPTISTE	Complete	
DD1348-ASJ	DD Form 1348 DRMO TURN-IN	UIC - PMM116	ASST	2 MB	02/16/2023 15:08	LMCASTILLO	Complete	ASSET ID
DD1348-TRF	DD Form 1348 ASSET TRANSFER	UIC - M87854	ASST	2 MB	03/13/2023 12:10	RSPANGLERLOCH	Complete	
WPACR01M	MONTHLY DEPRECIATION REPORT	UIC - MDC004	ACCT	4 KB	03/12/2023 15:35	WPACN13	Complete	
WPACR001R	CAPITAL ASSET REPORT PERSONAL AND REAL PROPERTY	ACTBL UIC - M87854	ASST	90 KB	03/03/2023 9:50	SMSTUKAS	Complete	
WPACR001RXL	CAPITAL ASSET REPORT PERSONAL AND REAL PROPERTY	ACTBL UIC - TRAIN2	ASST	19 KB	03/12/2023 15:35	WPACN13	Complete	
WPACR002RXL	CAPITAL ASSET REPORT MILITARY EQUIPMENT	ACTBL UIC - TRAIN2	ASST	8 KB	03/12/2023 15:35	WPACN13	Complete	
WPGUR01D	BACKGROUND TRANSACTION RESULTS	UIC - KM1001	ASST	3 KB	03/13/2023 11:37	RSPANGLERLOCH	Complete	50081
WPHRR010R	CUSTODIAN ASSET REPORT	UIC - M87854	ASST	4 KB	03/07/2023 11:47	RSPANGLERLOCH	Complete	
WPHRR0102R	CUSTODIAN INVENTORY REPORT	UIC - M87854	INVT	4 KB	03/07/2023 10:34	RSPANGLERLOCH	Complete	FRK1FT

1 2

Cancel Refresh

Figure 8.16 – Submitted Forms and Reports

16. View the DD Form 1348-A (Figure 8.17).

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

24. DOCUMENT NUMBER & SUFFIX (30-44)
M6785430720006

25. NATIONAL STOCK NO. & SUFFIX (30-44)
2320000000114

26. RIC (4-6)
UIC (23-24)
CON CODE (71)
DIST (55-56)
UP (74-80)
EA00001A0000005000000

27. ADDITIONAL DATA

1. TOTAL PRICE
UNIT PRICE
DOLLARS CTS
50000.00 000050000.00

2. SHIP FROM
M67854

3. SHIP TO
TRAN41

4. MARK FOR

5. DOC DATE
23072

6. NMFC

7. FRT RATE

8. TYPE CARGO

9. PS
UA

10. QTY. RECD

11. UP

12. UNIT WEIGHT

13. UNIT CUBE

14. UFC

15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE
TRUCK, MAINTENANCE

18. TY CONT

19. NO CONT

20. TOTAL WEIGHT

21. TOTAL CUBE

22. RECEIVED BY

23. DATE RECEIVED

CIIC: Unclassified
Type Action: Transfer
TAC:

SN/LOT NBR: DIOTEST04181961

FormFlow (DLA)

Figure 8.17 – Sample DD Form 1348-A

17. Download and or print DD Form 1348-A.

– Process Complete –

9.0 Add or Update Custodian Information

User can add or update custodian information under their assigned UIC.

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Custodian**.
3. To create a new custodian number enter a major custodian number in the *Maj Custodian Nbr* field.
4. To update an existing custodian click the Search button (Figure 9.1).

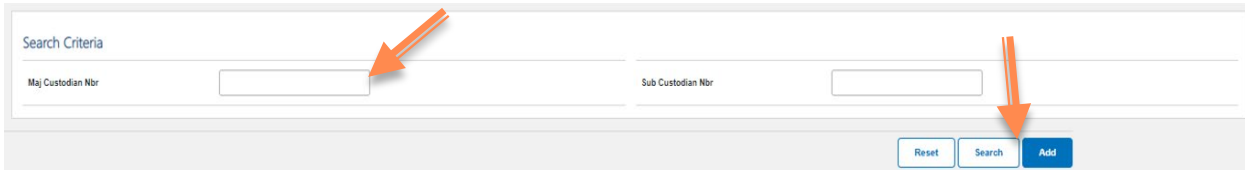
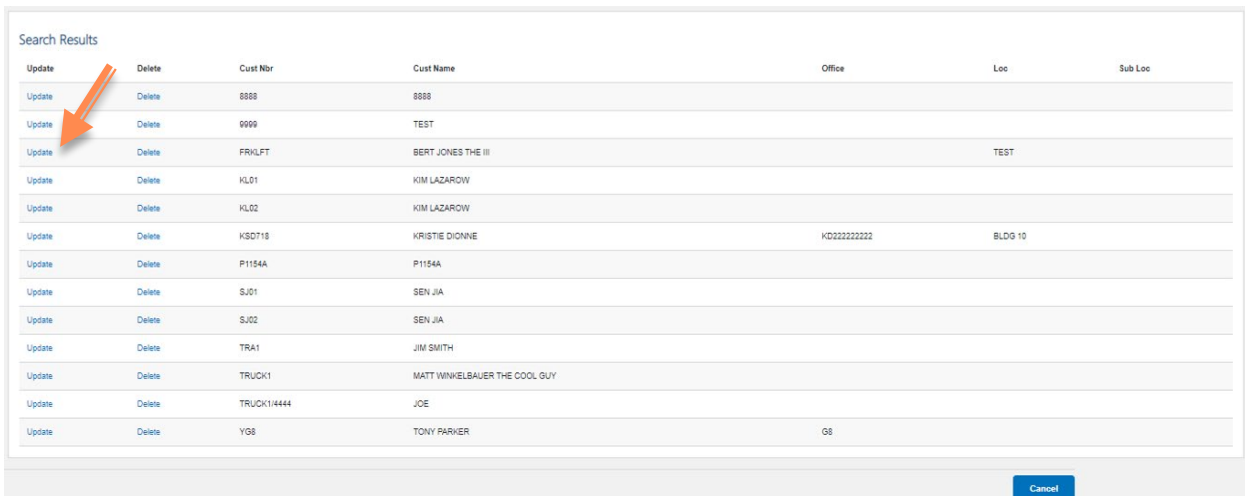


Figure 9.1 – Custodian Management Search Criteria

5. Click **Update** to edit existing custodian record.



Update	Delete	Cust Nbr	Cust Name	Office	Loc	Sub Loc
Update	Delete	8888	8888			
Update	Delete	9999	TEST			
Update	Delete	PRVLFT	BERT JONES THE III		TEST	
Update	Delete	KL01	KIM LAZAROW			
Update	Delete	KL02	KIM LAZAROW			
Update	Delete	KSD718	KRISTIE DIONNE	KD22222222	BLDG 10	
Update	Delete	P1154A	P1154A			
Update	Delete	SJ01	SEN JIA			
Update	Delete	SJ02	SEN JIA			
Update	Delete	TRA1	JIM SMITH			
Update	Delete	TRUCK1	MATT WINELBAUER THE COOL GUY			
Update	Delete	TRUCK14444	JOE			
Update	Delete	Y08	TONY PARKER	G8		

Figure 9.2 – Custodian Management Search Results

6. Update all desired fields except for the Major Custodian Number.
7. Click the **Update** button.

– Process Complete –

10.0 AIT Label

10.1 AIT Label Formatting

Formatting and printing standardized IUID labels. Labels can be customized for your UIC specific needs.

The 4" x 1" (four inches by one inch) label includes the following information (Figure 10.1):



Figure 10.1 4" x 1" Label

The 3.5" x 1" (three and a half inches by one inch) label includes the following information (Figure 10.2):



Figure 10.2 3.5" x 1" Label

1. On the DPAS toolbar locate **AIT**.
2. Select **AIT** → **Label Format**.
3. Select your UIC from the *UIC* drop-down menu.
4. Click the **Add** button (Figure 10.3).

Figure 10.3 shows the Label Format Search Criteria form. It includes a search criteria section with a UIC dropdown menu (selected: M67854) and a Label Purpose field. The Add button is highlighted with an orange arrow.

Figure 10.3 – Label Format Search Criteria

5. Enter a unique label purpose in the *Label Purpose* field.

Note: Label purpose must be unique within the UIC, this is the name that will populate from the print label section.

6. Check the *Serial Nbr* box.
7. Check the *Item Desc* box.
8. Check the *UUI* box.

Note: If using a Logo additional continue to step 9, if not continue to step 10.

9. Check the *Logo* box.

10. Choose the printer from the *Printer* drop-down menu.

11. Click the **Add** button (Figure 10.4).

The screenshot shows a web form titled "Add" for entering new label data. The form is organized into three main sections: Text, Graphics, and Defaults. The "Text" section contains fields for UIC (dropdown), Label Purpose (dropdown), Label Text (checkbox), Stock Nbr (checkbox), Serial Nbr (checkbox), and Item Desc (checkbox). The "Graphics" section contains fields for UIC (checkbox), UPI (checkbox), Logo (checkbox), and Printer (dropdown). The "Defaults" section contains fields for Default Asset (checkbox) and Default Loc (checkbox). Orange arrows point to the "Label Purpose" dropdown, the "Label Text" checkbox, the "Serial Nbr" checkbox, the "UPI" checkbox, the "Logo" checkbox, the "Printer" dropdown, and the "Add" button at the bottom right.

Figure 10.4 – New Label Data Entry Fields

– Process Complete –

10.2 AIT Label Printing

Labels can be printed using previously formatted layouts for a variety of purposes.

1. On the DPAS toolbar locate **AIT**.
2. Select **AIT → Print Labels**.

Note: Label formats include **Asset ID**, **Location**, and **Requested**.

3. Select the **Asset ID** tab to print Asset ID labels.
4. Select the appropriate label format from the *Label Purpose* drop-down menu.
5. Select the printer from the *Printer* drop-down menu.
6. Verify the number of copies in the *Number of Copies* field.
7. Click the **Print** button (Figure 10.5).

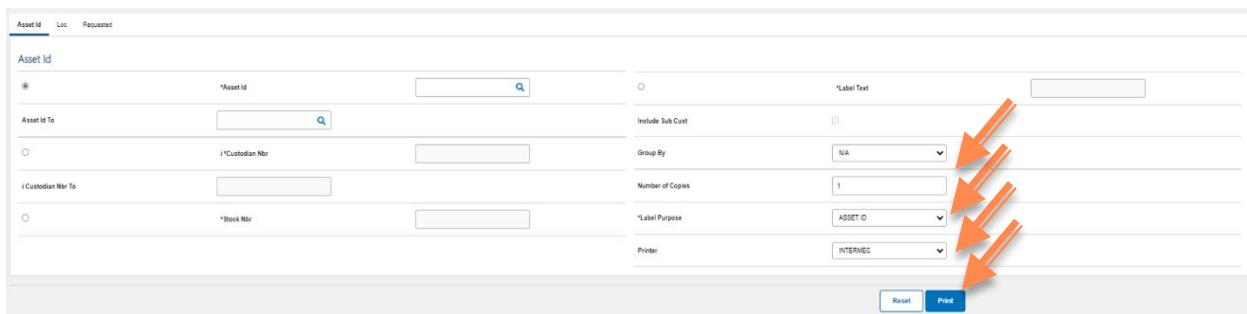


Figure 10.5 – Asset ID Label Printing Data Entry Fields

– Process Complete –

11.0 Government Furnished Property Master Data Updates

Government Furnished Property (GFP) are assets in the possession of, or directly acquired by the government and subsequently furnished to the contractor for performance of a contract. These assets continue to be tracked within in DPAS, however are adjusted to reflect their physical location/ownership by updating the contracting information and changing the loan code to "C."

1. On the DPAS toolbar locate **Asset Management**.
2. Select **Asset Management** → **Update**.
3. Enter or use the browse button to populate the *Asset Id* number.
4. Click the **Search** button (Figure 11.1).

Figure 11.1 – Search Criteria for Asset Update

5. Select the appropriate action type, *Loan Update*.
6. Click the **Continue** button (Figure 11.2).

Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pillerable	Non-Actbl	UII	Cptl	Pndg	Loan Cd	UII Sts Cd	UII Ver	Fund Cd/ASN	Infr Sys Cd
8275800008	1		2320014473883	5555	0000		EI	ROOM 1		TRUCK,CARGO	Yes	No	No	Yes	No	G	NDT	NO	00 /	AY

Figure 11.2 – Asset Update Options

7. Select the loan code from the *Loan Cd* drop-down menu.
8. Select the contract number from the *Cntr Nbr/Dlvry Ord Nbr* drop-down menu.

Note: Verify the loan start/end date.

9. Enter or use the **Browse** button to update the *Loan Address* field.
10. Enter the date of shipment in the *Shipment Dt* field.
11. Enter or use the **Browse** button to update the *Loc* field.
12. Click the **Update** button (Figure 11.3).

The screenshot shows the 'Asset Update - Loan Change' form. It is divided into two main sections. The left section contains fields for loan identification and dates, while the right section contains activity and shipment details. Orange arrows point to the following fields:

- * Loan Cd (Dropdown menu)
- * DDBA/CAGE Cd (Dropdown menu)
- * Asset Site Cd (Dropdown menu)
- * Ctr North/East Grid No. (Dropdown menu)
- Contract Established date (Text field)
- Contract Expiration date (Text field)
- Loan Address (Text field)
- Activity Name (Text field)
- Loan Start Dt (Date field)
- Loan End Dt (Date field)
- Loc (Text field)
- * Shipment Dt (Date field)
- Mode of Shipment (Dropdown menu)

Buttons for 'Cancel' and 'Update' are located at the bottom right of the form.

Figure 11.3 – Asset Update – Loan Change

– Process Complete –

Appendix A

DD Form 2875

UNCLASSIFIED

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		OMB No. 0704-0630 OMB approval expires: 20250331
The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
PRIVACY ACT STATEMENT		
AUTHORITY: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form ROUTINE USE(S): None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.		
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD) 20230228
SYSTEM NAME (Platform or Applications) DPAS		LOCATION (Physical Location of System) DLA Cloud
PART I (To be completed by Requester)		
1. NAME (Last, First, Middle Initial) Last Name, First Name		2. ORGANIZATION Use Current Organization
3. OFFICE SYMBOL/DEPARTMENT Government Office Symbol		4. PHONE (DSN or Commercial) XXX-XXX-XXXX
5. OFFICIAL E-MAIL ADDRESS officialgovemail@usmc.mil		6. JOB TITLE AND GRADE/RANK Rank or "Cont" for Contractor
7. OFFICIAL MAILING ADDRESS 1234 Example Blvd. Stafford, VA 22556		8. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
9. DESIGNATION OF PERSON <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR		
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed the Annual Cyber Awareness Training. DATE (YYYYMMDD) 20230228		
11. USER SIGNATURE 		12. DATE (YYYYMMDD) 20230228
PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR		
(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS DPAS User, Accountable UIC, M00027, Site-ID: MC-USMC; UIC: MXXXXXX Requires access to DPAS to manage property assigned and daily tasks		
14. TYPE OF ACCESS REQUESTED <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW <input checked="" type="checkbox"/> I certify that this user requires access as requested.		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)
17. SUPERVISOR'S NAME (Print Name) First Name Last Name		17a. SUPERVISOR'S EMAIL ADDRESS supervisorsemail@usmc.mil
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT Government Office Symbol		17b. PHONE NUMBER XXX-XXX-XXXX
18. INFORMATION OWNER/OPR PHONE NUMBER		17d. SUPERVISOR SIGNATURE
19. ISSO ORGANIZATION/DEPARTMENT		17e. DATE (YYYYMMDD)
19a. PHONE NUMBER		18a. INFORMATION OWNER/OPR SIGNATURE
19b. ISSO OR APPOINTEE SIGNATURE 		18b. DATE (YYYYMMDD)
19c. DATE (YYYYMMDD)		18c. DATE (YYYYMMDD)

Type of Request:
Mark Initial

Field 11:
Digitally sign.
Signature is valid for 60 days

Field 17:
Digitally sign.
Signature is valid for 60 days

Field 18a:
Leave Blank

Field 19b:
Leave Blank

Field 8: Check appropriate citizenship status

Field 9: Check appropriate work status

Field 10: Date must match "CA" certificate date

DD FORM 2875, MAY 2022

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Figure A-1 – Sample DD Form 2875

UNCLASSIFIED

20. NAME (Last, First, Middle Initial) Last Name, First Name			
21. OPTIONAL INFORMATION DPAS User, Accountable UIC, M00027, Site-ID: MC-USMC; UIC: MXXXXXX This user has been issued a Common Access Card (CAC) EDI Personnel Identifier: 1234567890 (If foreign national: I am in compliance with the Status of Forces Agreement (SOFA). Country of citizenship: Japan)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
22. TYPE OF INVESTIGATION		22a. INVESTIGATION DATE (YYYYMMDD)	22b. CONTINUOUS EVALUATION (CE) DEFERRED INVESTIGATION
22c. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)		22d. ACCESS LEVEL	
23. VERIFIED BY (Printed Name)	24. PHONE NUMBER	25. SECURITY MANAGER SIGNATURE	26. VERIFICATION DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)		DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)		DATE (YYYYMMDD)

Part III:
Required to
be completed
by Security
Manager

DD FORM 2875, MAY 2022

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Figure A-2 – Sample DD Form 2875

Appendix B

DPAS Roles Request Form

Level of Access:
Will be UIC or Custodian

User Info:

RESET INFO

User's Last Name:	Last Name	First Name:	First Name	Middle Initial:	Suffix:
*User's EDIPI:	1234567890	*Only REQUIRED if [Signature of DPAS User] is not present.			

Enter Agency, Site-ID, Select the Environment Requested and Form Type.

Agency	Site-ID	Environment	Form Type
M00027	MC-USMC	Production	New User

Manager: Only Required for UICs with Assets with No Owner Inquiry (For Navy Use Only)	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

Access Levels:

RESET ACCESS

*Provide Level of Access as it will determine where the roles are assigned

UPDATE Level of Access	REPORT Level of Access	INQUIRY Level of Access
Select One	Select One	Select One

Assignment:

RESET ASSG.

*One per field or can select ALL box

Actbl UIC	UIC	Custodian
M00027	XXXXXX	
All <input type="checkbox"/>	All <input type="checkbox"/>	All <input type="checkbox"/>

Actbl UIC	UIC	Custodian
All <input type="checkbox"/>	All <input type="checkbox"/>	All <input type="checkbox"/>

System Role Selection:

RESET ROLES

I want to...	Role Selections	I want to...	Role Selections
Add this Role	Property Administrator For Navy	Select One	
Add this Role	Data Inquiry	Select One	
Add this Role	Report and Forms Generation	Select One	
Select One		Select One	
Select One		Select One	

Additional Information:

Signatures:

*User Signature only required if EDIPI is not listed above *If IO & CCB are the same, only one signature is required in IO field.

Signature of DPAS User:	Date:
	Today
Signature of Information Owner:	Date:
	Today
Signature of CCB Member:	Date:
	Today

Add this Role:
Choose appropriate role and select Role Selection

Custodian: If UIC Level check the "All" box

Signature:
Digitally Sign and date, valid for 60 days

Figure B-1 – DPAS Roles Request Form

Appendix C

Catalog Request

Catalog requests are submitted to MCICOM G4 using a Microsoft Excel template (Figure Appendix C-1). Submit catalog request to: MCICOM G4 DPAS@USMC.MIL.

[illegible]

Figure C-1 – Microsoft Excel Catalog Request Template

The Microsoft Excel Template can be downloaded from the Regional Assistance SharePoint site:

https://usmc.sharepoint-mil.us/sites/mcicom_g4_rap/SitePages/Home.aspx

There are two tabs, the first tab for Catalog Requests and the second tab is Code Descriptions including: FEDERAL SUPPLY CLASS, Demilitarization Code, Type Asset Code-Asset Category Code, Management Code, Control Item Inventory Code (CIIC), Information Technology (IT) Device Class Code.

Required Information:

1. FSC – Federal Supply Code.
2. Stock Number – Number assigned to each asset that is unique to a specific catalog within each logistics program. Must be alphanumeric with valid special character(s) \$, -, /, #, &, comma, and period.
3. Nomenclature - The long identifier of an asset.
4. CAGE Code – Commercial and Government Entity code provides a standardized method of identifying a given facility at a specific location.
5. Manufacturer Name (Required) – Name of the entity that made/produced the asset.
6. Manufacturer Model Number (Required, not to be confused with Serial Number) – A series of numbers and/or letters that is assigned to the asset by the manufacturer.
7. Manufacturer Part Number (Required for all weapons, identify Caliber) – Created by either the manufacturer or at the local level.
8. Type Asset Code-Asset Category Code – The category of an asset, notated as a single digit code.
9. Demil Code - The code that represents instructions for removal of functional or military characteristics of a material item.
10. CIIC - A one position code that indicates the security classification, security risk or pilferage controls required for storage and transportation of DoD assets.

11. IT Device Code (REQUIRED for all NEW IT Asset Category Code) - The code that identifies a specific class of IT asset.
12. Management Code - Indicates the type of property book management maintained for specific stock numbers. This code significantly affects the DPAS fields available and the management of the property. Serialized management requires management by single asset identification, while bulk assets can have multiple assets assigned to a single bulk asset identification.
13. Unit Cost - Cost of asset requesting to be catalogued.
14. Comments/additional information – Include any additional information that may be helpful to the cataloging process.

Steps to Completing a Catalog Request:

1. Download Catalog Request Excel template.
2. Fill out catalog request.
3. Annotate instances that may be unique. Such as corrections or updates in the comments/additional information cell and reference specifics in the e-mail submission
4. E-mail catalog request to the MCICOM G4 inbox: [MCICOM G4 DPAS@usmc.mil](mailto:MCICOM_G4_DPAS@usmc.mil)
5. Follow up with MCICOM G4 about catalog request.

Please provide all information needed to complete the catalog request to ensure completion in a timely manner. Do not copy and paste into a new excel workbook. Utilize the provided Microsoft Excel template.

Appendix D

Condition Codes

Supply condition codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. The Condition Code must accurately describe the materiel physical condition. The supply condition codes will constitute the Federal condition codes for utilization program screening and review purpose.

Code	Value	Description
A	Serviceable	Issuable without qualifications. New, used, repaired or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions. Includes material with more than six months shelf life remaining.
B	Serviceable	Issuable with qualifications. New, used, repaired, or reconditioned material, which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with three to six months shelf life.
C	Serviceable	Priority issue. Items which are serviceable and issuable to selected customers, but which must be issued before Condition Code A and B material to avoid loss as a useable asset. Includes material with less than three months shelf life remaining.
D	Serviceable	Test/modification. Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
E	Unserviceable	Limited restorations. Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
F	Unserviceable	Reparable. Economically reparable material which requires repair, overhaul or reconditioning. Includes reparable items which are radioactively contaminated.
G	Unserviceable	Incomplete. Material requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable	Condemned. Material which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated, Type I shelf life material that has passed the expiration date, and Type II shelf life material that has passed the expiration date and cannot be extended. Do not classify material in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.
J	Suspended	In stock. Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test or restoration.
K	Suspended	Returned. Materiel returned from customers or users and awaiting condition classification.
L	Suspended	Litigation. Materiel held pending litigation with contractor or common carrier.
M	Suspended	In work. Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	Suspended	Ammunition emergency. Ammunition stocks suspended from issue except for emergency combat use.
P	Unserviceable	Reclaim. Materiel determined to be unserviceable, uneconomically reparable as a result of physical inspection, tear down or engineering decision, item contains serviceable components or assemblies to be reclaimed.
R	Suspended	Reclaim-condition. Assets turned in by reclamation activities which do not have the capability (e.g. skills, manpower or test equipment) to determine materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.

S	Unserviceable	Scrap. Material that has no value except for its basic material content. No stock will be recorded as on hand in condition S. This code is used only on transactions involving shipments to Defense Reutilization and Marketing Office (DRMO). Materiel will not be transferred to condition code S prior to turn-in to DRMO if materiel is recorded in a supply condition code A through H at the time materiel is determined excess. Materiel identified by National Stock Number (NSN) will not be identified by this supply condition code.
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Appendix E

Unique Item Identifier (UII) Codes

All serial accountable assets must be assigned a UII within DPAS. The manufacturer can assign the UII or DPAS assigns the UII. A UII is a permanent two-dimensional data matrix that is encoded with data elements necessary to construct a UII that is globally unique. A commercial UII follows construct standards which are constructed according to approved DoD methods.

UII Code	Description
ART	UII is assigned and exists in the IUID Registry, recorded in DPAS and asset is tagged with UII label
ANN	UII is assigned and exists in the IUID Registry, not recorded in DPAS and asset is not tagged with UII label
ARN	UII is assigned and exists in the IUID Registry, recorded in DPAS and asset is not tagged with UII label
NNN	Meets criteria, UII is not assigned, not recorded in DPAS, and asset is not tagged with UII label (should not appear on Search Criteria)
ANT	UII is assigned and exists in the IUID Registry, not recorded in DPAS and asset is tagged with a UII label
DMC	Asset does not meet criteria for UII labeling (Important: By Default NO UII record is created)
NDT	Not Determined

NOTE: To review all codes associated with assets within DPAS use the Glossary found in the HELP function within DPAS.

Appendix F

Asset Codes

A code used to identify the type of asset purchase or transferred into DPAS.

Asset Code	Description
A	Internal use software
A1	Internal use software in development
B	Buildings, Improvements and Renovations
C	Construction In Progress
D	Land and Land Rights
E	Improvements to Land
G	Assets under capital lease
H	Leasehold improvements
K	Equipment
N	Other Natural Resources
S	Other structures and facilities
T	National Defense
V	Heritage
W	Work In Process
Y	Other General PP&E

NOTE: To review all codes associated with assets within DPAS use the Glossary found in the HELP function within DPAS.

Appendix G

Action Codes/Action Type Codes

The Action Code represents the type of action that occurred. The Action Type Code represents the area of DPAS where the action took place. The table below lists the Action Codes and Action Type Codes used in the system.

Action Code	Action Type Code	Description
DTNI	DISP	Turn-In
DTRO	DISP	Transfer Out – Outside DPAS
DSPL	DISP	Disposal
DLDD	DISP	Report of Survey/Lost, Damaged, Destroyed
DSAL	DISP	Sales
DDNT	DISP	Donated (Disposal)
DAAR	DISP	AAR
DIAJ	DISP	Inventory Adj (Disposal)
EPRE	EXCS	Prenotification
EXCS	EXCS	Excess
EWIT	EXCS	Withdrawal
ITRO	RCPT	Transfer In – Outside DPAS
INPR	RCPT	New Procurement
IAAR	RCPT	Administrative Adjustment
IIAJ	RCPT	Inventory Adj (Receipt)
IFOI	RCPT	Found on Installation
ICFT	RCPT	Centrally Funded/Transfer In
IDNT	RCPT	Donated (Receipt)
ILOI	RCPT	In on Loan
ILDI	RCPT	Create Local Due In
ITRI	TRNS	Transfer In – within DPAS
DTRI	TRNS	Transfer Out – within DPAS
DTRO	TRNS	Depreciation Change
IDNT	UPDT	Donated – Update
ICFT	UPDT	Centrally Funded/Transfer In - Update
IIAJ	UPDT	Inventory Adj-Update
IAAR	UPDT	Administrative Adjustment - Update
IFOI	UPDT	Found On Installation – Update
INPR	UPDT	New Procurement - Update
ITRO	UPDT	Transfer In – Outside DPAS - Update
ITRI	UPDT	Transfer In – Within DPAS - Update
CAAR	UPDT	Administrative Adjustment – Price Correction
CCFT	UPDT	Centrally Funded/Transfer – Price Correction
CDNT	UPDT	Donated – Price Correction
CFOI	UPDT	Found on Installation – Price Correction
CIAJ	UPDT	Inventory Adjustment – Price Correction
CNPR	UPDT	New Procurement – Price Correction
CTRI	UPDT	Transfer In – within DPAS – Price Correction
CTRO	UPDT	Transfer In – outside DPAS – Price Correction

RAAR	UPDT	Administrative Adjustment – Price Revaluation
RCFT	UPDT	Centrally Funded/Transfer In – Price Revaluation
RDNT	UPDT	Donated – Price Revaluation
RFOI	UPDT	Found On Installation – Price Revaluation
RIAJ	UPDT	Inventory Adjustment – Price Revaluation
RNPR	UPDT	New Procurement – Price Revaluation
RTRI	UPDT	Transfer In – within DPAS – Price Revaluation
RTRO	UPDT	Transfer In – outside DPAS – Price Revaluation
CLOI	UPDT	In On Loan – Price Correction
RLOI	UPDT	In On Loan – Price Revaluation
DPRN	UPDT	Depreciation Change
DPRN	CMPT	Compute Depreciation
DPGN	UPDT	Depreciation with Gain
DPTR	UPDT	Depreciation with Transfer

Appendix H

DPAS <--> GCSS-MC Gain/Loss Transaction Crosswalk

Gain/loss adjustment transactions may be inventory, administrative, or miscellaneous in nature and can be processed within approval thresholds. The table below indicates equivalent action codes for gain/loss functions in both DPAS and Global Combat Support System-Marine Corps (GCSS-MC).

DPAS Type Action Code Equivalent	GCSS-MC Transaction Code	Clarified Definition
IIAJ - Inventory Adjustment (Receipt)	D8A - Inventory Gain Transaction	Establishing/adding a new record for an asset discovered while conducting a physical inventory resulting in a Inventory Adjustment Receipt. For successful record establishment, an Inventory Report Number is required.
IAAR - Administrative Adjustment (Receipt)	D8B - Administrative Gain Transaction	Establishing/adding a new asset record to perform administrative correction action to DPAS. (e.g. as a result of a policy update/change)
IFOI - Found On Installation (Receipt)	D8Z - Miscellaneous Gain Transaction	Establishing/adding a new record for assets Found On Installation without original KSDs. (Not as a result of conducting a physical inventory)
IDNT - Donated (Receipt)	D8Z - Miscellaneous Gain Transaction	Establishing/adding a new record for an asset Donated from another organization (DoD/Federal, Non-Gov't agency, etc.)
DIAJ - Inventory Adjustment (Disposal)	D9A - Inventory Loss Transaction	Transaction used after conducting Physical Inventory to indicate that the asset is not located on site but is listed on DPAS generated Inventory Report. This action will book a Loss to make a correction found during Inventory process. To successfully book a Loss, an Inventory Number will be needed.
DAAR - Administrative Adjustment (Disposal)	D9B - Administrative Loss Transaction	Transaction used to make corrective action to the property book (e.g. a policy change impacting DPAS)
DLDD - Report of Survey/Lost, Damaged or Destroyed (Disposal)	D9L - Lost Shipment	Transaction used when as asset is surveyed, or deemed Lost, Stolen or Missing. (i.e. DD 200/FLIPL Processed)
DDNT - Donated (Disposal)	D9Z - Miscellaneous Loss Transaction	Transaction used to when an asset is Donated to organization. (Normally, this should be done through Turning in the asset to DLA Disposition Services)

Appendix I

Depreciation Period

Sample Asset Type	Recovery Period	Elaboration
<ul style="list-style-type: none"> • Ariel Boom Trucks (Cherry Pickers) • Buses • Dump Truck • P-19 Fire Trucks • Suction Trucks • Tractor Trailer • Trash Trucks • Vans • Telecommunication Equipment 	5 - year depreciation schedule	Vehicles and Heavy Trucks are depreciated over 5 years
<ul style="list-style-type: none"> • VTC Equipment • Digital Cameras • Security Cameras/Systems • Installation Communications Equipment 	5 - year depreciation schedule	Computers, ADP Systems and Hardware, Radio and Television Broadcasting Equipment and Software depreciate over 5 years
<ul style="list-style-type: none"> • Balers, Tie • Bulldozers • Carousel, Warehouse • Excavators • Forklifts • Hydraulic Platforms • Snow Blowers • Sweeper (Street/Runway) • Tractors • Storage Tanks (above/below ground) • Boats: Dive and Rescue, Patrol, Utility, Oil Skimmers 	10 – year depreciation schedule	Machines & Equipment are depreciated over 10 -year periods
<ul style="list-style-type: none"> • Vessels • Tugs • Barges • Similar Water Transportation Equipment (Non-ME Vessels/Ships) 	20 – year depreciation schedule	Generally reserved for real property

Appendix J

DPAS Mass Asset Receiving Upload Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Row	Asset ID	Asset ID Prefix	Serial Nbr	Custodian Nbr	Sub Custodian Nbr	Location	Sub Location	Authn LIN/TAMCN	Paragraph Nbr	DOD Serial Nbr	Inv by Serial Nbr	UII	
2	1											N		
3	2											N		
4	3											N		
5	4											N		
6	5											N		
7	6											N		
8	7											N		
9	8											N		
10	9											N		

This form can be utilized to upload multiple assets in one step. Complete the required information and return section 4.1 to continue receiving for minor/sub-minor property:

- Asset ID
- Asset ID Prefix *
- Serial Nbr *
- Custodian Nbr * (only one custodian can be added per upload)
- Sub Custodian Nbr
- Location *
- Sub Location
- Authn LIN/TAMCN
- Paragraph Nbr
- DOD Serial Nbr
- Inv by Serial Nbr
- UII

Required fields *

Appendix K

DPAS Acronyms/Abbreviations Listing

Abbreviation/Acronym	Definition
AIO	Alternate Information Owner
ASN	Allotment Serial Number
Acq Cost	Acquisition Cost
Acq Dt	Acquisition Date
Acq Price	Acquisition Price
Actbl UIC	Accountable Unit Identification Code
ADC I&L (LF)	Assistant Deputy Commandant Installation and Logistics Facilities and Services Division
Asset Cd	Asset Code
Asset Sts	Asset Status
CAC	Common Access Card
CAGE Cd	Commercial and Government Entity Code
CAR	Custodian Asset Report
CIIC	Control Item Inventory Code
CIR	Custodian Inventory Report
CLIN	Contract Line Item Number
Cntr/PO Nbr	Contract/Purchase Order Number
Cond Cd	Condition Code
Cptl Cd	Capital Code
Custodian Nbr	Custodian Number
Deprn Period	Depreciation Period
DISA	Defense Information Systems Agency
Doc Nbr	Document Number
Doc Nbr Typ	Document Number Type
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DPAS	Defense Property Accountability System
DSN	Defense Switched Network
EDI/PI	Electronic Data Interchange Personal Identifier
Eff Dt	Effective Date
Estbd Dt	Established Date
Estimated Dlvty Dt	Estimated Delivery Date
Exp Cd	Expense Code
FSC	Federal Supply Code
Fund Cd	Fund Code
GCSS-MC	Global Combat Support System-Marine Corps
Gen Rpt	Generate Report

GFP	Government Furnished Property
GME	Garrison Mobile Equipment
GP	Garrison Property
IT	Information Technology
IO	Information Owner
Inv	Inventory
Init Inventory	Initial Inventory
Inv Loc	Inventory Location
Inv Nbr	Inventory Number
Inv User Id	Inventory User Identification
Item Desc	Item Description
IUS	Internal Use Software
KSD	Key Supporting Documentation
Last Inv Dt	Last Inventory Date
Last Tran Dt	Last Transaction Date
LOA	Line of Accounting
Loc	Location
Loc Field	Location Field
Local Rcpt Dt	Local Receipt Date
Lot Nbr	Lot Number
Maj Custodian Nbr	Major Custodian Number
Mfr Data	Manufacturer Data
Mfr Model Nbr	Manufacturer Model Number
Mfr Name	Manufacturer Name
Mfr Part Nbr	Manufacturer Part Number
Mfr Yr	Manufacturer Year
NAC	National Agency Check
NACI	National Agency Check with Inquiries
NAVMC	Navy Marine Corps
Next Initilz Dt	Next Initialization Date
NIIN	National Item Identification Number
Non-Actbl	Non-Accountable
OM&S	Operating Materials and Supplies
Origl In Svc dt	Original In-Service Date
PDF	Portable Document Format
Pending Tran	Pending Transaction
Qty	Quantity
Range Desc	Range Description
Rcvd By	Received By
Rpt Category	Report Category
Rpt Format	Report Format

Rpt Id	Report Identification
SAAR	System Authorization Access Request
Sched Cmpltn Dt	Scheduled Completion Date
Schedule Cmpltn Dt	Schedule Completion Date
Serial Nbr	Serial Number
Shipment Dt	Shipment Date
Sort Seq	Sort Sequence
SSBI	Single Scope Background Investigation
Stock Nbr	Stock Number
Sub Loc	Sub Location
Svc Dt	Service Date
Sys Id	System Identification
Tran Qty	Transaction Quantity
UIC	Unit Identification Code
UIC	Unit Identification Code
UII	Unique Item Identifier
UII Sts Cd	Unique Item Identifier Status Code
Update Inv Hdr Dates	Update Inventory Header Dates
User Id	User Identification
USMC	Unite States Marine Corps
VIN	Vehicle Identification Number