Marine Corps

DPAS User Manual

Volume I

Garrison Property (GP), Garrison Mobile Equipment (GME),

Other Property, Plant & Equipment (PP&E)

February 28, 2020

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Headquarters Marine Corps
Installations & Logistics
Marine Corps Installation Command (MCICOM G-4)

The audit has revealed multiple challenges we will overcome with respect to internal controls over equipment accountability and financial reporting. I am confident our steady approach will result in a continuous audit ready posture. Our Corps has made significant strides over the last several fiscal years to improve, but there is more to accomplish.

Marines have an innate duty to account for and accurately manage the resources provided for our use. Our country expects this from her Marines. This applies to the smallest of budgets to the millions of dollars spent on programs. We must, at all times, demonstrate accountability to maintain our promise. Equipment accountability and visibility are central to sustaining our operational readiness. Our shared responsibility is to maintain the nation's trust by managing our resources according to existing policy, good order, and discipline.

Effective and efficient resource allocation results in disciplined asset accountability and financial reporting. Strong internal controls over processes and procedures will ensure we are consistent in meeting our financial reporting goals and influencing asset accountability, visibility, and operational readiness. We will continue our endeavors to assess, scrutinize and update policies and procedures relating to accountability. Efforts will remain focused on the assessment of our internal controls, key supporting documentation, data reconciliation and validity.

It is in this line of thinking that I directed the Facility Service Division to develop a Defense Property Accountability System (DPAS) User's Manual. This tool is designed to be a reference guide occupying a corner of each user's desk to assist them in their daily duties. It is an additional resource to achieve accountability and visibility of our assets.

E. D. BANTA
Major General, U.S. Marine Corps
Assistant Deputy Commandant
Installations and Logistics Facilities

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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 over 55 DoD Agencies and Military Services. DPAS contains four modules, Property Accountability, Maintenance & Utilization, Warehouse Management, and Materiel Management. Detailed instructions and information are found at:
https://dpaselearning.golearnportal.org/login/index.php.
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:

- Heritage Assets
- General Property (GP) and Garrison Mobile Equipment (GME)
- Government Furnished Equipment (GFE)
- Internal Use Software (IUS)

Provides asset management capabilities:

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

Benefits:

- 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:

- 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:

- DD Form 2875 System Authorization Access Request (SAAR)
- DPAS Roles Request Form — Property Accountability
- New User Agreement
- Completion Certificate for the DoD or Marine Corps Cyber Awareness Challenge

Note: *All user access forms must be digitally signed by all parties and are required to be the original PDF documents. No other versions of the DPAS access request forms will be accepted. All user access forms are located on the DPAS Support website at:* https://dpassupport.golearnportal.org/. *On the toolbar locate Support →Request Access → Property Accountability.*

2.1 SAAR DD 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 Box 13 and Box 27.

- Type of Request: Select "Initial" for new access requests. Select "Modification" for a name change or any reason other than a new account. Date: Enter the "Date" of request. Date must be in the proper YYYYMMDD format. System Name: Prefilled with "DPAS". Location: Pre-filled with "DISA – DECC".
- Box (1) Name: Enter the last name, first name, and middle initial of the user.
- Box (2) Organization: Provide the user' s current organization (i.e. DISA, SDI, DOD and government agency or commercial firm).
- Box (3) Office Symbol/Department: Provide the office symbol within the current organization (i.e. SDI). Enter your Government Office Symbol.
- Box (4) Telephone Number/DSN: The Defense Switched Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- Box (5) Official E-mail Address: The user's official e-mail address.
- Box (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.
- Box (7) Official Mailing Address: Provide the user's official mailing address.
- Box (8) Citizenship: US, Foreign National, or Other.
- Box (9) Designation of Person: Military, Civilian, or Contractor.
- Box (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.
- Box (11) User Signature: Digitally sign DD 2875.
- Box (12) Date: User must digitally sign and date the DD 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.
- Box (13) Justification for Access: Include a brief description of why access is required, the Site Id, and Accountable Unit Identification Code (UIC).
- Box (27) Optional Information: Used to identify the Electronic Data Interchange/ Personal Identification (EDIPI).

Once the user has reviewed, completed, digitally signed, and dated the DD 2875 it must be sent to the supervisor to complete Part II of DD 2875. The supervisor will verify that all boxes up to and including Box 13 and Box 27 are completed and accurate. The supervisor will complete Boxes 14 – 20b in Part II of DD 2875.

- Box (14) Type of Access Required: Place an "X" in the Authorized box.
- Box (15) User Requires Access To: Place an "X" in the Unclassified box.
- Box (16) Verification of Need to Know: To verify that the user requires access as requested. Must not be left blank.
- Box (16a) Access Expiration Date: The user must specify expiration date if the user is a contractor, the Company Name, Contract Number, and Expiration Date must be provided. Use Block 27 if additional space is needed.
- Box (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.
- Box (18) Supervisor's Signature: Digitally sign DD 2875.
- Box (19) Date: The date must match the date included in the digital signature in block (18). 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.
- Box (20) Supervisor's Organization/Department: Supervisor's organization and department.
- Box (20a) Supervisor' s Email address: Supervisor's email address.
- Box (20b) Phone Number: Supervisor's telephone number.

Once the supervisor has reviewed, completed, digitally signed, and dated Part II of DD 2875, the supervisor sends the DD 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 Boxes 28 — 32.

- Box (28) Type of Investigation: The user's last type of background investigation (i.e., NAC, NACI, or SSBI).
- Box (28a) Date of Investigation: The date of last investigation.
- Box (28b) 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.
- Box (28c) IT Level Designation: The user's IT designation (Level I, Level Il, or Level Ill). The Security Manager will enter only one IT level designation resulting from the investigation.
- Box (29) Verified By: The Security Manager prints his/her name to indicate that the above clearance and investigation information has been verified.
- Box (30) Security Manager Telephone Number: The telephone number of the Security Manager.
- Box (31) Security Manager Signature: Digitally sign DD 2875.
- Box (32) Date: The date in Block (32) must match the date included in the digital signature in block (31). The date must be in the proper YYYYMMDD format. The Security Manger's digital signature must be present prior to sending the form to the AIO, FDO, or AFDO for final signature. The date and time in the digital signature must

be after the user and the supervisor but before the DPAS appointed AIO, FDO, or AFDO. 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 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 Boxes 21-25. 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 From 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 if UIC's are not similar.
    - MC-USMC: GP Site-ID.
    - MC-GME: GME 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.

- Re-Establish 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).

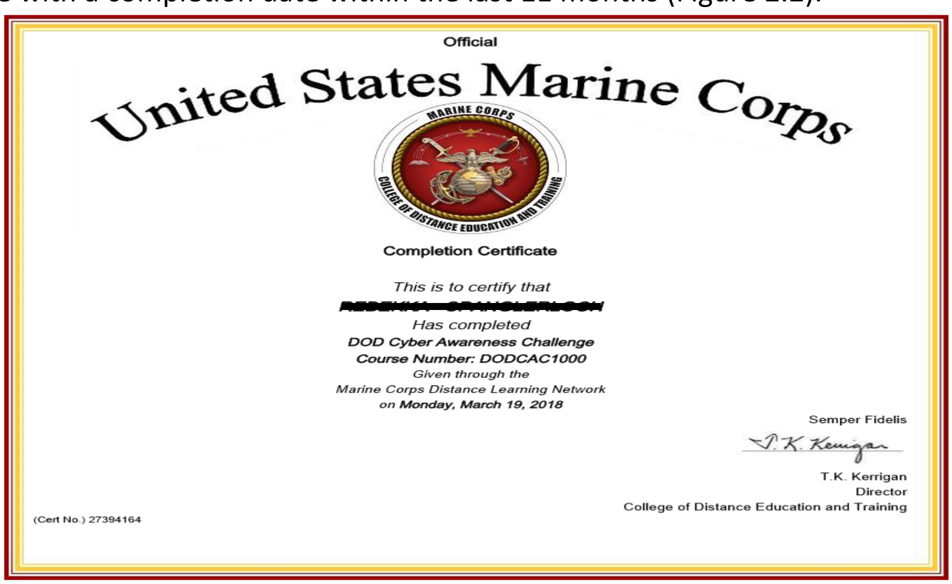


Figure 2.2 – Marine Corps Cyber Awareness Challenge Training Certificate

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. All digital signature, dates, and time stamp must not exceed 60 days from day of submission. Forms must be saved as follow:

- SAAR DD 2875: Smith Jane L 2875
- DPAS Roles Request: Smith Jane L RR
- User Agreement Form: Smith Jane L UA
- Cyber training cert: 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. Only submit one user package per email.

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. Hover over **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, Deleted, and All.*

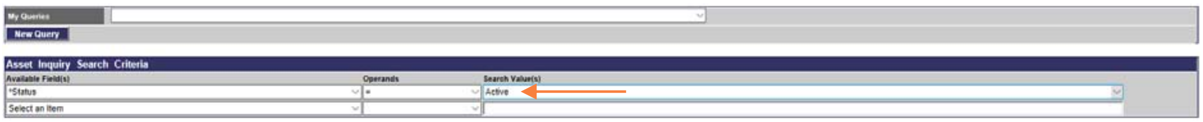


Figure 3.1 – Asset Inquiry Search Criteria

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

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

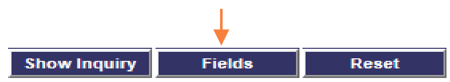


Figure 3.2 – Asset Inquiry Functional Actions

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)

- End process.

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.

1. 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.*

2. Click the **Submit** button.
3. Click the **Refresh** button until the process is complete.
4. To view your Inquiry, go to **Inquires → View Inquiry Extract** on the DPAS toolbar.
5. Select desired report and chose option to open, save, or save as (Figure 3.3).

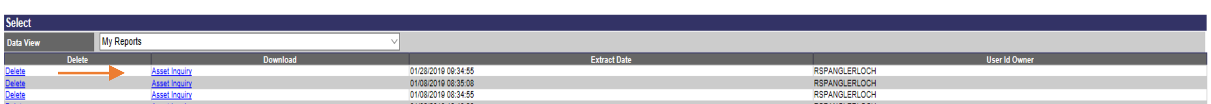


Figure 3.3 – Submitted Asset Inquiries

- End process.

3.2 Single Asset Inquiry

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

1. On the DPAS toolbar locate **Inquires**.
2. Hover over **Inquires → Asset Management → Asset**.
3. Select the appropriate status code from the *Search Value(s)* drop-down menu (Figure 3.4).

Note: *Options are Active, Deleted, and All.*

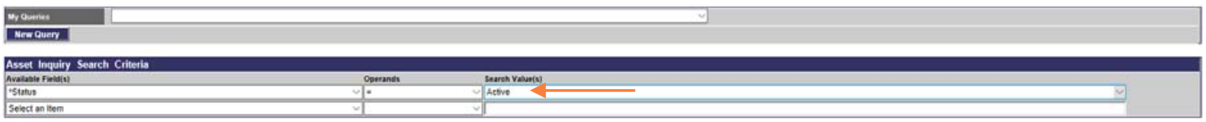


Figure 3.4 – Asset Inquiry Search Criteria

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 Serial Nbr (Figure 3.5).
5. Enter the search parameter in the *Search Value(s)* field.

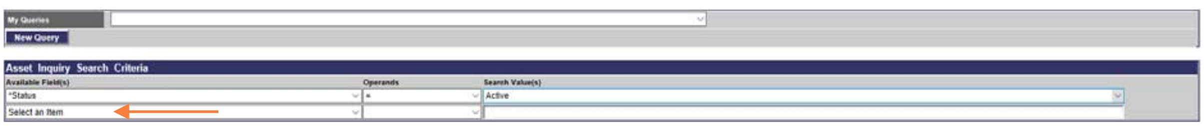


Figure 3.5 – Asset Inquiry Search Criteria

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

Figure 3.6 – Asset Inquiry Functional Actions

7. Click on the desired asset. If more than one, select all required assets.
8. 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)

- End process.

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. Hover over **Inquires → Catalog → Manufacturer**.
3. Select the appropriate attribute from the *Select an Item* drop-down menu, for example Mfr Name (Figure 3.7).

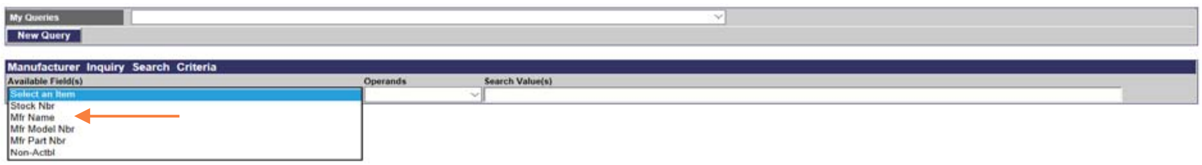


Figure 3.7 – Manufacturer Inquiry Search Criteria

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

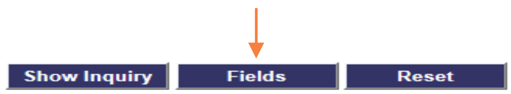


Figure 3.8 – Manufacturer Inquiry Functional Actions

   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.
   - End Process.

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.*

1. 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.*
2. Click the **Submit** button.
3. Click the **Refresh** button until the process is complete.
4. To view your Inquiry hover over **Inquires → View Inquiry Extract**.
5. Select desired report and chose option to open, save, or save as (Figure 3.9).

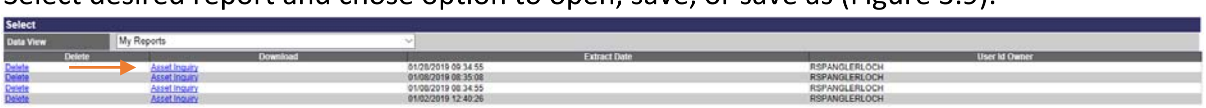


Figure 3.9 – Submitted Manufacturer Inquiries

- End process.

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. Hover over **Inquires → Asset Management → 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.*

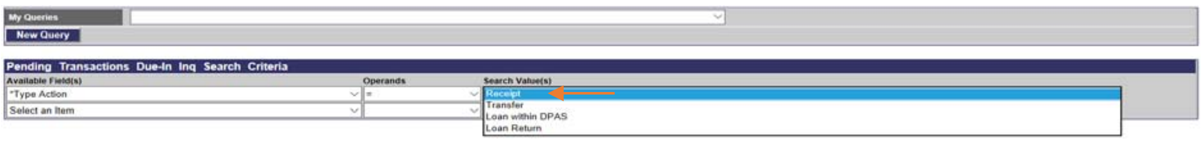
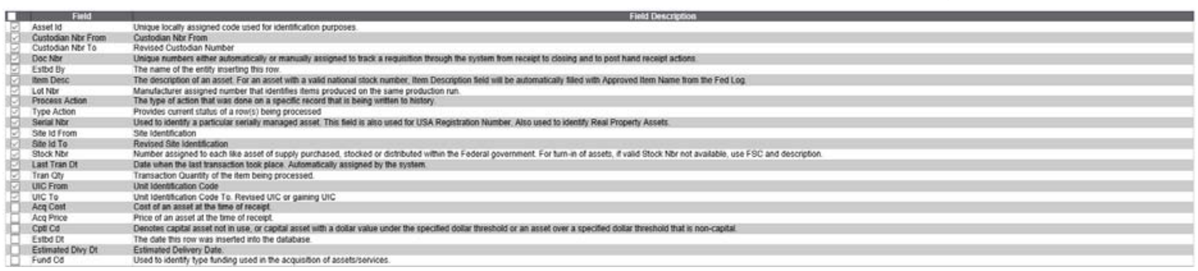


Figure 3.10 – Pending Transactions Due-In Inquiry Search Criteria

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.
5. Enter the search parameter in the *Search Value(s)* field.
6. Click the **Fields** button.
   6.1. Check or uncheck the attribute fields to determine search criteria (Figure 3.11).



Field	Field Description
Asset Id	Unique locally assigned code used for identification purposes.
Custodian Nbr From	Custodian Nbr From
Custodian Nbr To	Revised Custodian Number
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.
Estbd By	The name of the entity inserting this row.
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.
Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
Process Action	The type of action that was done on a specific record that is being written to history.
Type Action	Provides current status of a row(s) being processed
Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
Site Id From	Site Identification
Site Id To	Revised Site Identification
Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Nbr not available, use FSC and description.
Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
Tran Qty	Transaction Quantity of the item being processed.
UIC From	Unit Identification Code
UIC To	Unit Identification Code To. Revised UIC or gaining UIC
Acq Cost	Cost of an asset at the time of receipt.
Acq Price	Price of an asset at the time of receipt.
Cptl Cd	Denotes capital asset not in use, or capital asset with a dollar value under the specified dollar threshold or an asset over a specified dollar threshold that is non-capital.
Estbd Dt	The date this row was inserted into the database.
Estimated Dlvy Dt	Estimated Delivery Date.
Fund Cd	Used to identify type funding used in the acquisition of assets/services.

Figure 3.11 – 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.

- End Process.

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.*

1. After clicking the **Fields** button, select your file type, Excel or .csv from the *Fields Selection* menu.
2. Click the **Submit** button.
3. Click the **Refresh** button until the process is complete.
4. To view your Inquiry hover over **Inquires → View Inquiry Extract** (Figure 3.12).

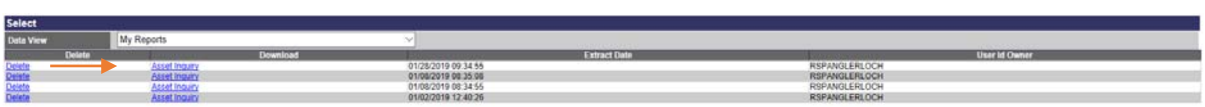


Figure 3.12 – Submitted Pending Due-In Inquiries

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

- End process.

4.0 Receiving Property

4.1 Receiving Minor and Sub-Minor Property

Receiving assets that are under the $100k threshold.

Note: *If an asset needs to be rejected, follow the same procedures to search for the asset and, click the reject button. Reference Appendix I for Action Codes/Action Type Codes.*

1. On the DPAS toolbar locate **Asset Management**.
2. Hover over **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).*

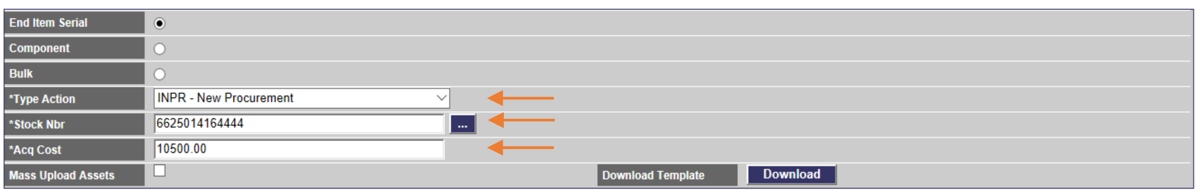


Figure 4.1 – Asset Receiving Stock Number Selection Form

6. Click the **Continue** button.
7. Enter the Acquisition Date in the *Acq Dt* field.
8. Select the Asset Code from the drop-down menu.
9. Enter the Local Receipt Date in the *Local Rcpt Dt* field.
10. Enter the Original In-Service Date in the *Origl In Svc Dt* field.
11. Click the **Add** button to load attachments (Figure 4.2).

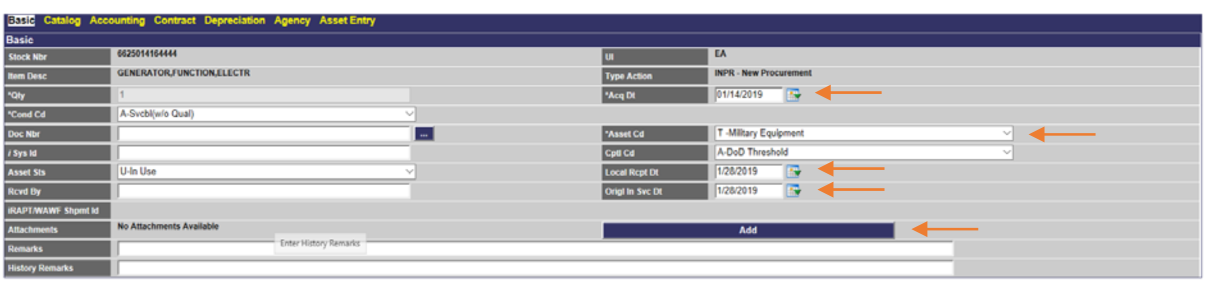


Figure 4.2 – Asset Receiving Data Entry Fields (Basic Tab)

11.1. Attach PDF or JPEG documentation, documentation cannot exceed 10 mb.

Note: *Recommend attaching receiving document (DD250, 1149, 1348-1 etc.) first.*

11.2. Select **Browse** to choose a file to load and attach.
11.3. Enter a description in the *Desc* field.

Note: *Name of document should match what document is.*

11.4. Click the **Add** button (Figure 4.3).

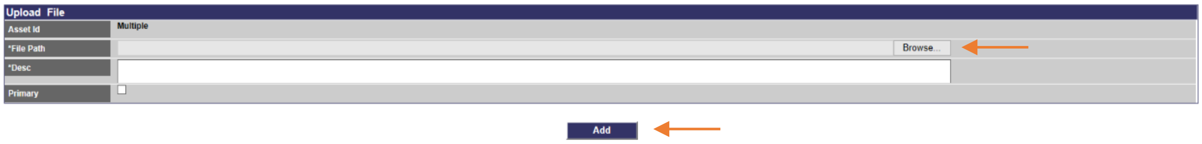


Figure 4.3 – Upload File Attachment Form

11.5. 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 4.4).

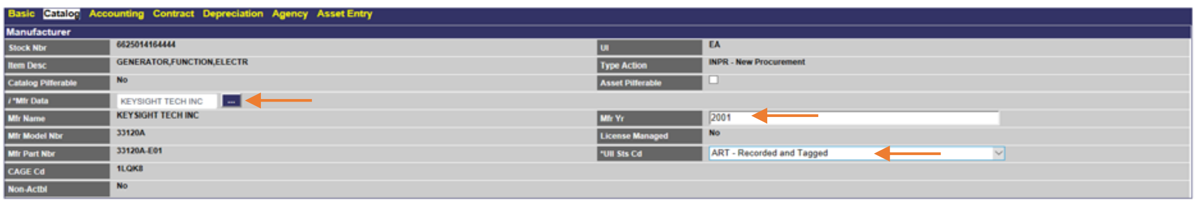


Figure 4.4 – Asset Receiving Data Entry Fields (Catalog Tab)

- Select the **Accounting** tab at the top of the toolbar.
  1. Select the appropriate Fund Cd/A SN from drop-down menu (Figure 4.5).

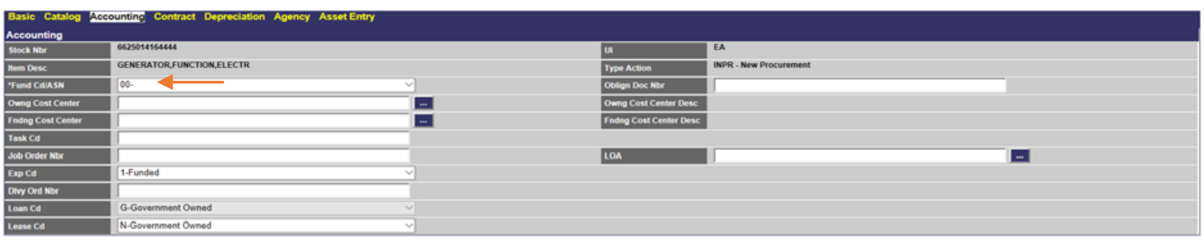


Figure 4.5 – Asset Receiving Data Entry Fields (Accounting Tab)

- 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 4.6).

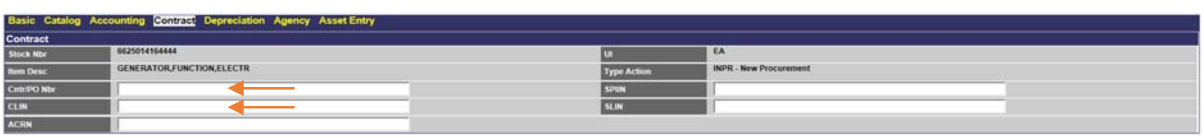


Figure 4.6 – Asset Receiving Data Entry Fields (Contract Tab)

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 GME assets, use the License Plate as the DoD Serial Number.
6. Enter or use the **Browse** button to search for the Location.
7. Click the **Save** button (Figure 4.7).

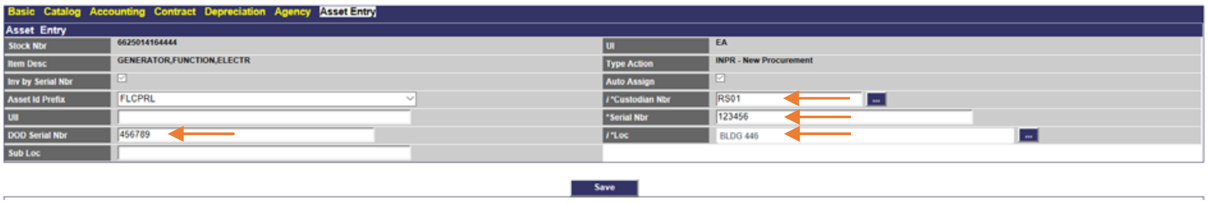


Figure 4.7 – Asset Receiving Data Entry Fields (Asset Entry Tab)

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

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

- End process.

4.2 Receiving Capital Property

Receiving assets that are over the $100 k threshold.

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

   Note: *Reference Appendix I 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 4.8).

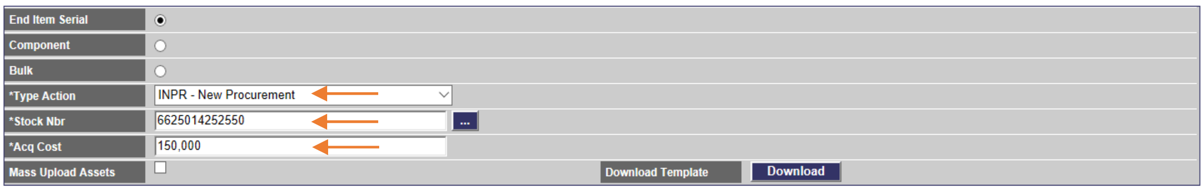


Figure 4.8 – Asset Receiving Stock Number Selection Form

6. Click the **Continue** button.
7. Enter the Acquisition Date in the *Acq Dt* field.
8. Enter or use the **Browse** button to search for a Doc Nbr.
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 4.9).

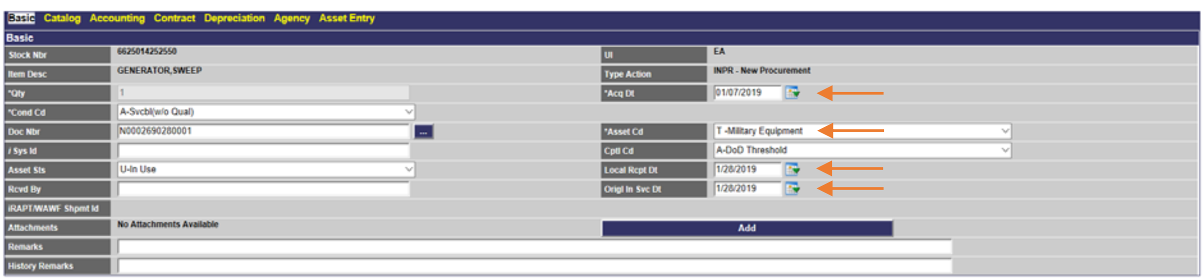


Figure 4.9 – Asset Receiving Data Entry Fields (Basic Tab)

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

Note: *Attachments are mandatory for Capital Assets.*

   12.1. Attach PDF or JPEG documentation, documentation cannot exceed 10 mb.
   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.=10).

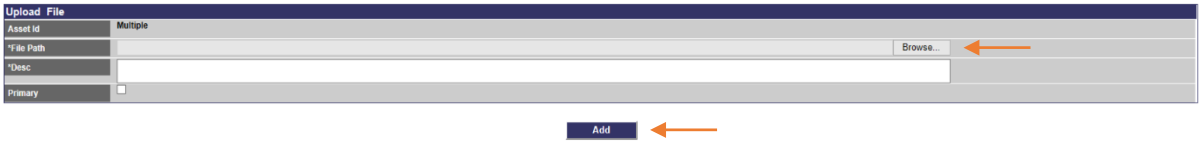


Figure 4.10 – Upload File Attachment Form

- 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 4.11).

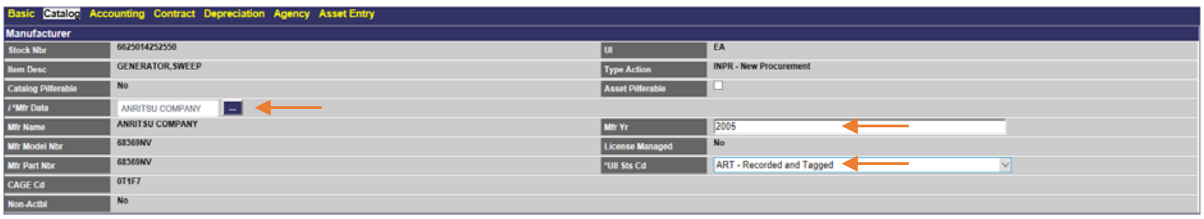


Figure 4.11 – Asset Receiving Data Entry Fields (Catalog Tab)

- 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.
  3. Enter or use the **Browse** button to search for the LOA (Figure 4.12).

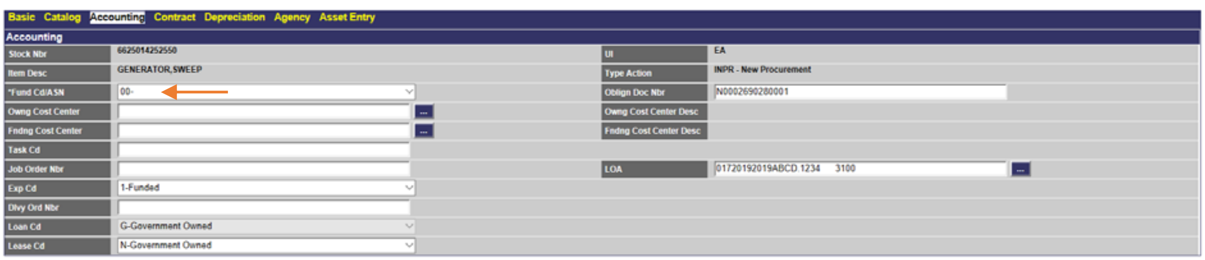


Figure 4.12 – Asset Receiving Data Entry Fields (Accounting Tab)

- 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 4.13).

Figure 4.13 – 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 4.14).

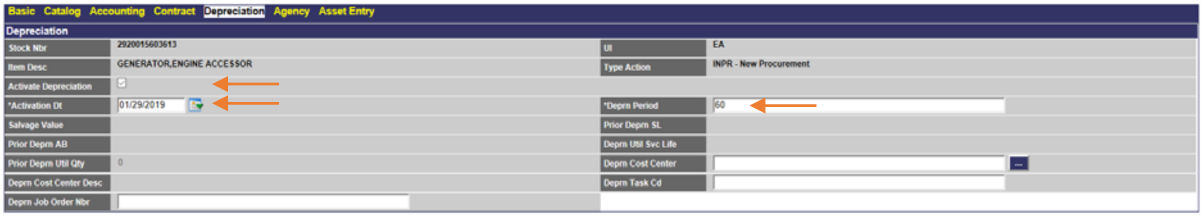


Figure 4.14 – Asset Receiving Data Entry Fields (Depreciation Tab)

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 GME assets, use the License Plate as the DoD Serial Nbr. Asset ID number – UIC + License Platen 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 (Figure 4.15).

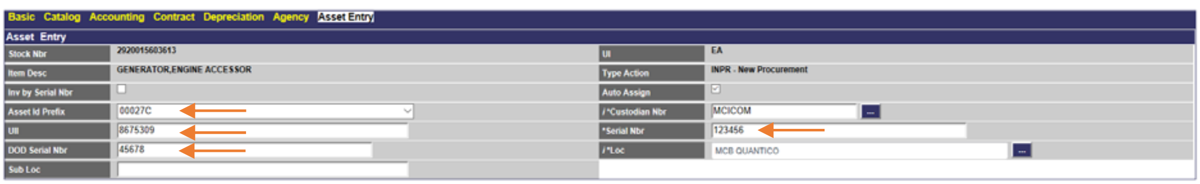


Figure 4.15 – Asset Receiving Data Entry Fields (Asset Entry tab)

8. Click the **Save** button (Figure 4.16).

Figure 4.16 – Assets Pending Submission Prior Clicking Add Button

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

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

- End process.

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. Hover over **Asset Management → Update**.
3. Enter or use the browse button to populate the *Asset Id* number (Figure 4.17).

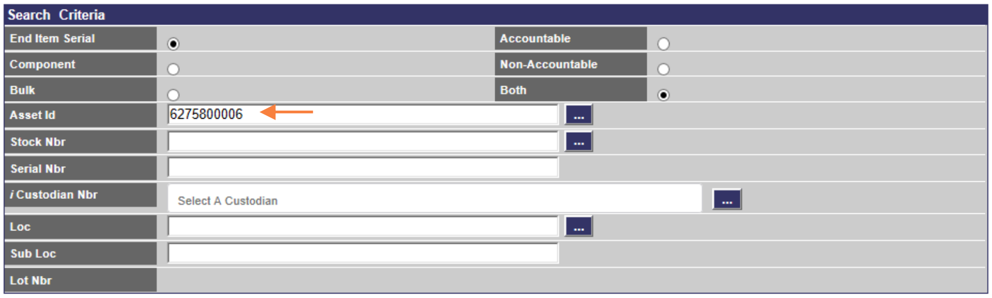


Figure 4.17 – Search Criteria for Asset Update

4. Click the **Search** button.
5. Select the appropriate action type that (Figure 4.18).

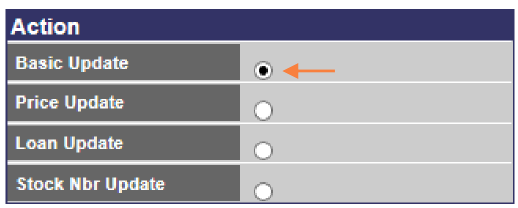


Figure 4.18 – Asset Update Options

- Basic Update (Figure 4.19).

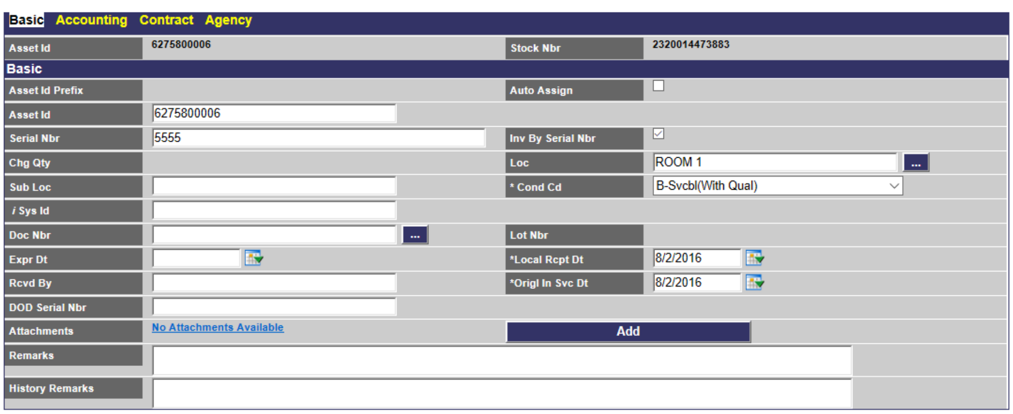


Figure 4.19 – Basic Update Options

- Price Update (Figure 4.20).

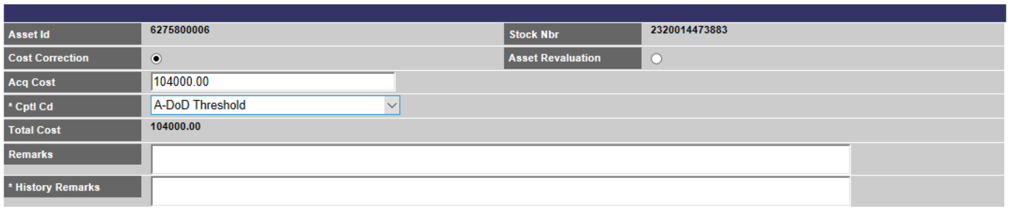


Figure 4.20 – Price Update Options

- Loan Update (Figure 4.21).

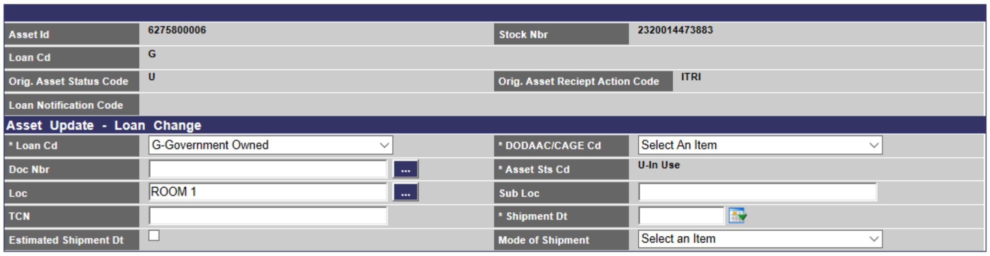


Figure 4.21 – Price Update Options

- Stock Nbr Update (Figure 4.22).

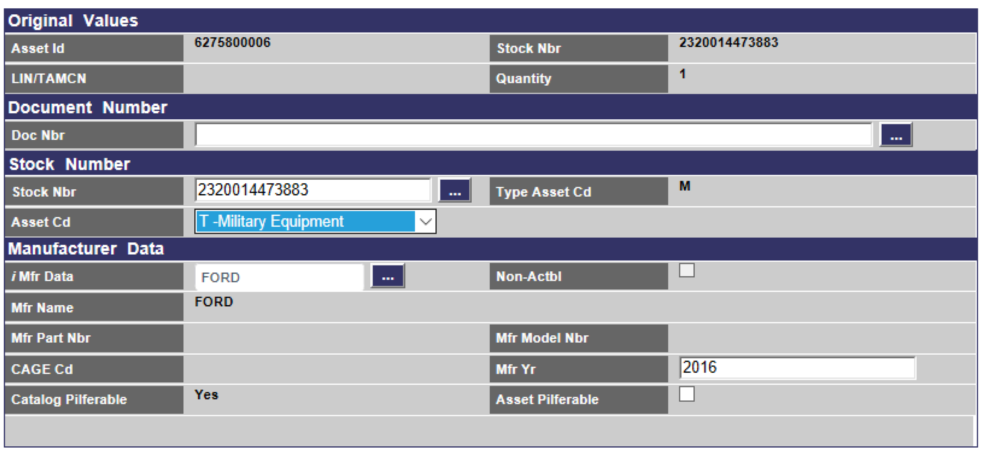


Figure 4.22 – Stock Nbr Update

5.0 Custodian Inventory

5.1 Custodian Inventory Report

Used to initiate custodian inventory reports.

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

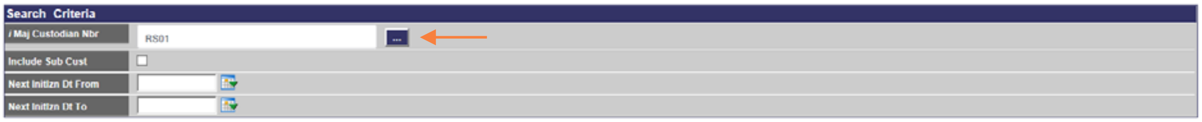


Figure 5.1 – Custodian Inventory Search Criteria

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

- End process.

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. Hover over **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).

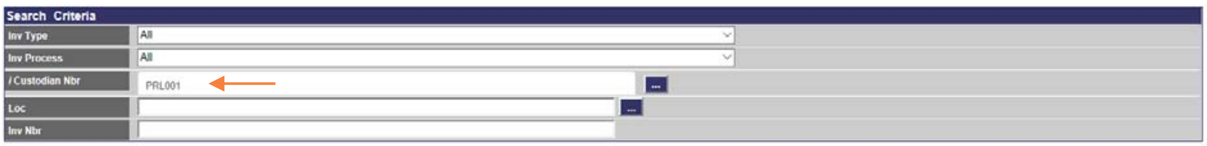


Figure 5.2 – Inventory Management Search Criteria

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

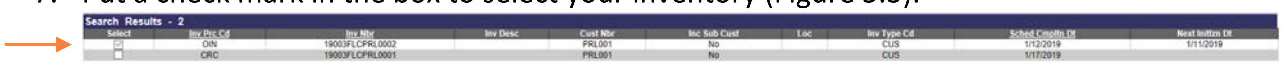


Figure 5.3 – Inventory Management Search Results

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

Figure 5.4 – Inventory Management Functional Actions

10. Click the **Continue** button.
11. Enter the name of the person who is completing the inventory in the *Inv User Id* field.
12. Enter todays date in the *Last Inv Dt* field.
13. Enter the next inventory date in the *Next Initilz Dt* field (Figure 5.5).

Note: *Use 3 months intervals, quarterly.*

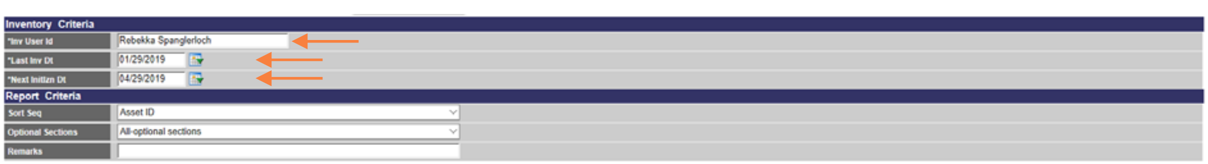


Figure 5.5 – Inventory Closure Data Entry Fields

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

- End process.

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. Hover over **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).

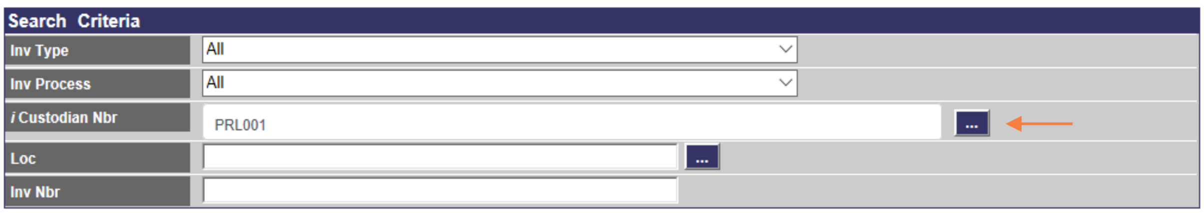
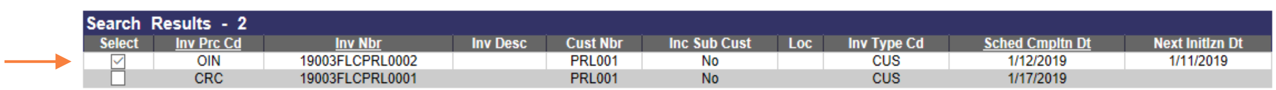


Figure 5.6 – Inventory Management Search Criteria

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



Search Results - 2

Select	Inv Prc Cd	Inv Nbr	Inv Desc	Cust Nbr	Inc Sub Cust	Loc	Inv Type Cd	Sched Cmpltn Dt	Next Initlzn Dt
☑	OIN	19003FLCPRL0002		PRL001	No		CUS	1/12/2019	1/11/2019
☐	CRC	19003FLCPRL0001		PRL001	No		CUS	1/17/2019	

Figure 5.7 – Inventory Management Search Results

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

Figure 5.8 – Inventory Management Functional Actions

10. Click the **Continue** button.
11. 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.*

12. Select all Assets that need to be reconciled.
13. Click the **Continue** button.
14. 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.*

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

17. Select the appropriate location.
18. Enter the Inventory Date in the *Inv Dt* field
19. Enter inventory user ID in the *Inv User Id* field.
20. Select the appropriate Condition Code from the Cond Cd drop-down menu (Figure 5.9).

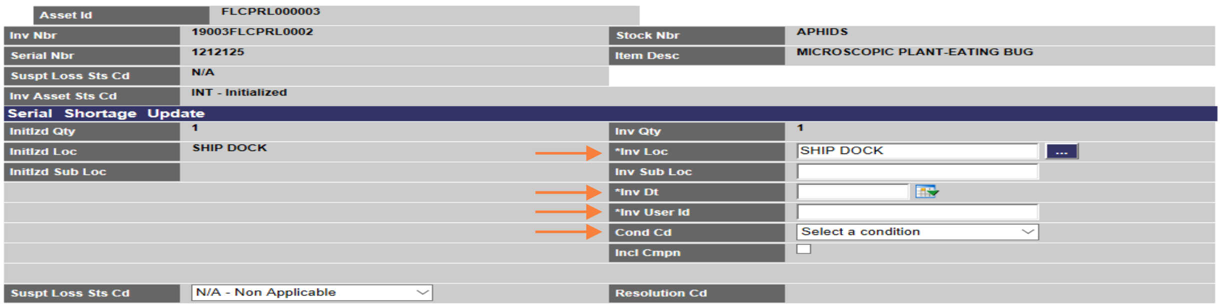


Figure 5.9 – Inventory Reconciliation Data Entry Fields

21. Click the **Update** button.

- End process.

5.4 Update Custodian Inventory Report

Used to update asset fields and records. Custodians are limited in the number of fields they can update.

1. On the DPAS toolbar locate **Inventory**.
2. Hover over **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 (Figure 5.10).

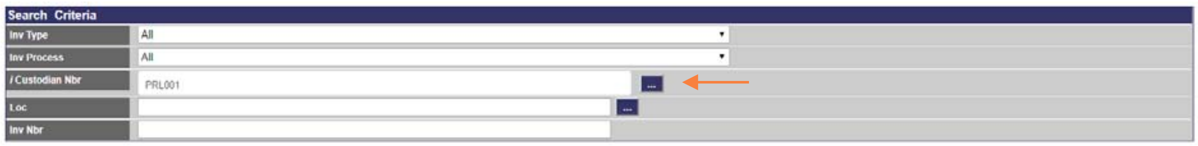


Figure 5.10 – Inventory Management Search Criteria

4. Click the **Search** button.
5. Select the appropriate custodian.
6. Click the **Search** button.
7. Put a check mark in the box to select your inventory (Figure 5.11).

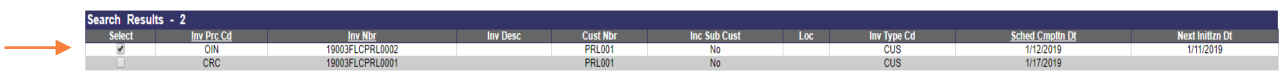


Figure 5.11 – Inventory Management Search Results

8. Click the **Continue** button.
9. Select Update Inv Hdr Date from the *Action* drop-down menu (Figure 5.12).

Note: *Updating Inv Hdr Dates, allows you to change the date of completion or initiation date.*

Figure 5.12 – Inventory Management Functional Actions

10. Click the **Continue** button.
11. Enter the new dates (Figure 5.13).

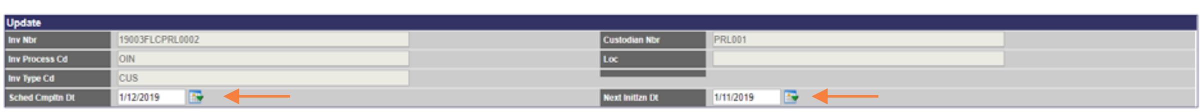


Figure 5.13 – Inventory Update Data Entry Fields

12. Click the **Update** button.

- End process.

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. Hover over **Forms-Reports** → **Schedule Reports**.
3. Select the Custodian Asset Report (CAR), Rpt Id "WPHRR0101R" (Figure 6.1).

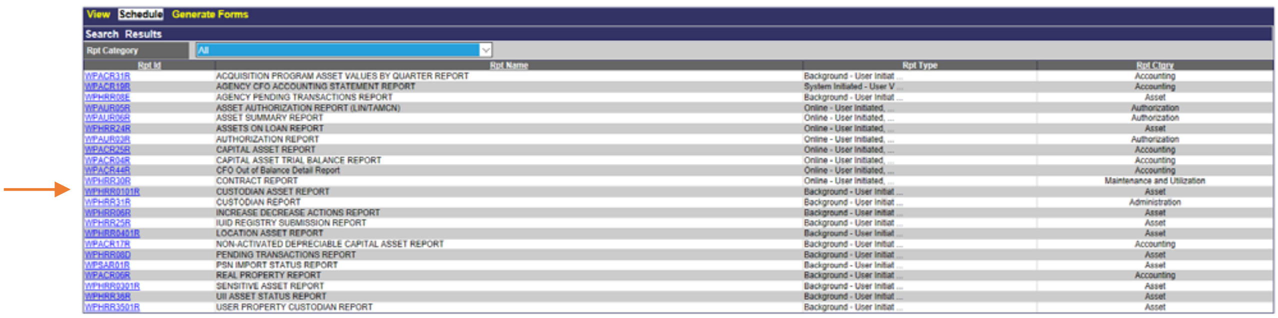


Figure 6.1 – Report Scheduling Options

4. Select which Available Custodian report you want to pull and **Add** it to the Selected Custodian(s) box.
5. Select todays 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 (Figure 6.2).

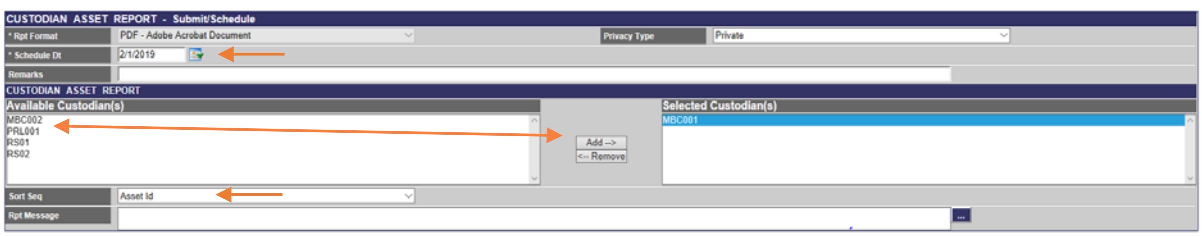


Figure 6.2 – Custodian Asset Report – Submit/Schedule Details

7. Click the **Submit** button.
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.
12. Look for CAR, Rpt Id "WPHRR0101R."
13. Click on Rpt Id.
14. Download or Print CAR.

- End process.

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. Hover over **Asset Management** → **Disposition**.
3. Select Turn-In from the *Type Action* drop-down menu (Figure 7.1).

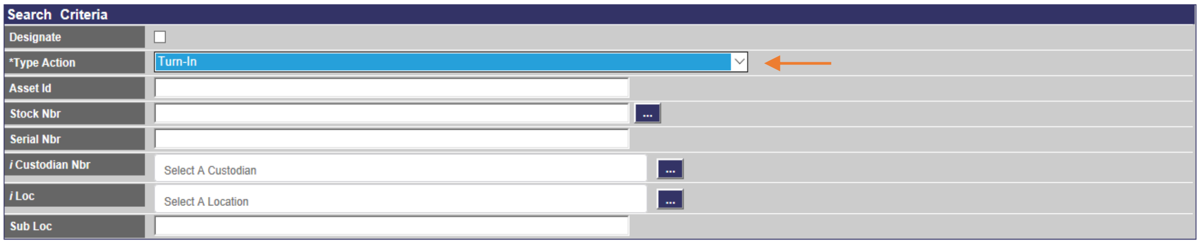


Figure 7.1 – Asset Disposition Search Criteria

4. Select your asset by inputting the Asset Id or clicking the **Browse** button to search for the desired attribute (Figure 7.2).

Note: *Options include: Stock Nbr, Item Desc, FSC, NIIN.*

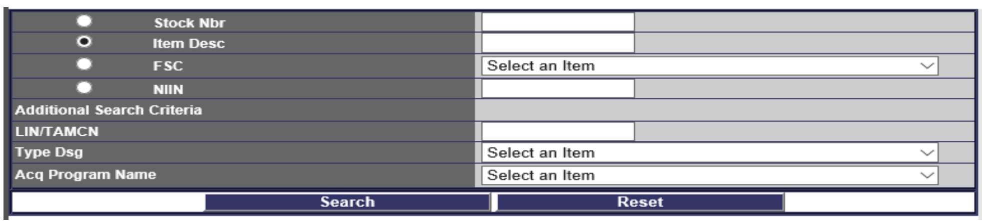


Figure 7.2 – Asset Search Criteria

5. Click the **Search** button.
6. Put a check mark in the *Select* box to select an asset (Figure 7.3).

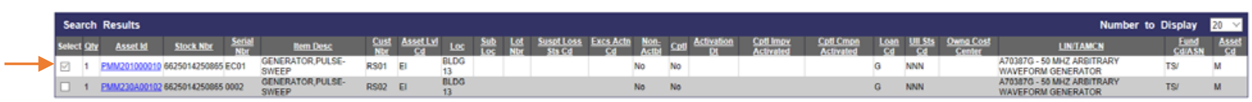


Figure 7.3 – Asset Search Results

7. Click the **Continue** button.
8. Verify the asset(s) and click the **Continue** button.
9. Click the **Browse** button to generate a Document Number in the *Doc Nbr* field (Figure 7.4).

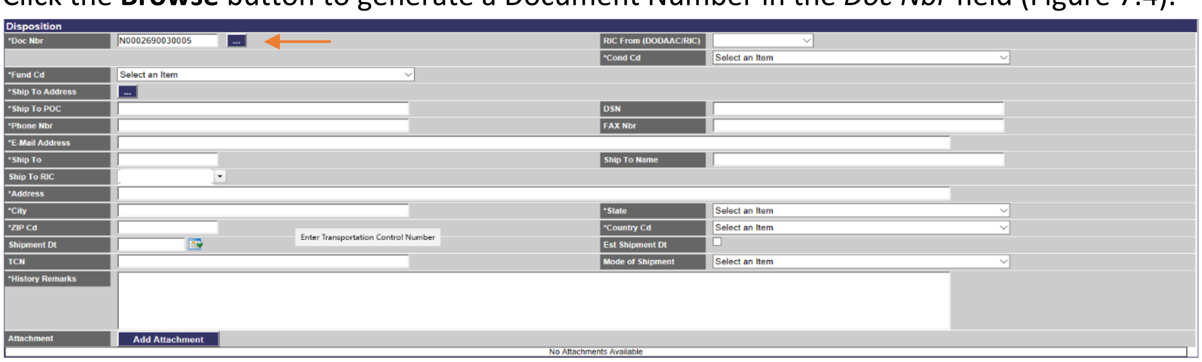
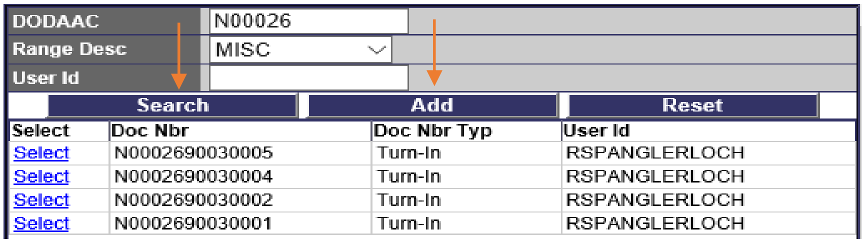


Figure 7.4 – Disposition Data Entry Fields

10. Enter the DoDAAC in the *DoDAAC* field.
11. Select the Range for the Document Number using the *Range Desc* drop-down menu.
12. Click the **Search** button.
13. Click the **Add** button to generate a new Document Number (Figure 7.5).


DODAAC N00026
Range Desc MISC
User Id
Search Add Reset

Select	Doc Nbr	Doc Nbr Typ	User Id
Select	N0002690030005	Turn-In	RSPANGLERLOCH
Select	N0002690030004	Turn-In	RSPANGLERLOCH
Select	N0002690030002	Turn-In	RSPANGLERLOCH
Select	N0002690030001	Turn-In	RSPANGLERLOCH

Figure 7.5 – Document Number Browse Form

14. Select the Document Number.
15. Select the appropriate Condition Code using the *Cond Cd* drop-down menu.
16. Click the **Browse** button next to the *Ship to Address* field.
17. Click the **Search** button.
18. Select the Ship to Address.
19. Enter the date of shipment in the *Shipment Dt* field.
20. Select the shipment method from the *Mode of Shipment* drop-down menu.
21. Select the fund code from the *Fund Cd* drop-menu.
22. Enter history remarks in the *History Remarks* field.

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

23. Attach supporting documentation by clicking the **Add Attachment** button.
24. Click the **Submit** button.
25. Click the **Refresh** button until the process is complete.

- End process.

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. Hover over **Asset Management → Transfer**.
3. Enter the appropriate Asset Id or the Serial Number in the corresponding field.

Note: *If Asset Id or Serial Nbr is not known you can browse by Stock Nbr, Custodian Nbr, or Loc (Figure 8.1).*

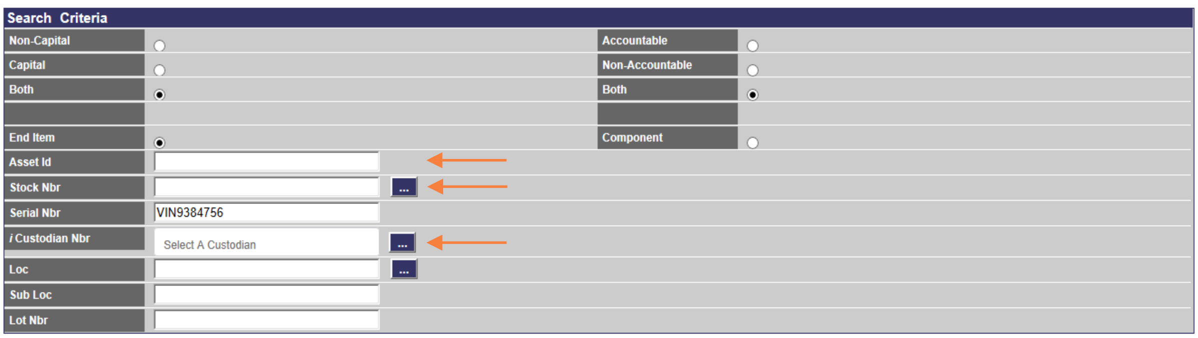


Figure 8.1 – Asset Transfer Search Criteria

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

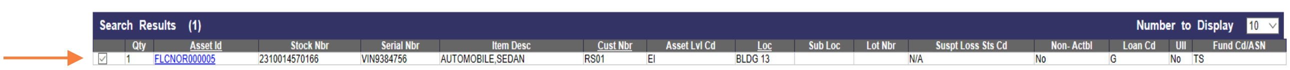


Figure 8.2 – Asset Management Search Results

6. Click the **Continue** button.
7. Verify the asset(s) and click **Continue**.
8. Select the UIC to which you are transferring from the *UIC To* drop-down menu (Figure 8.3).

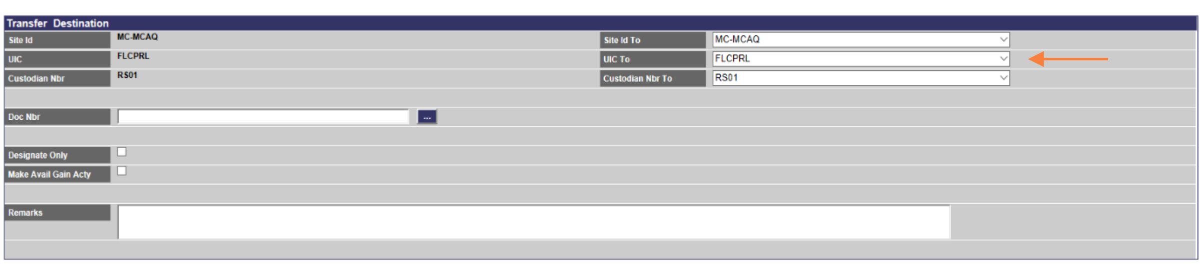
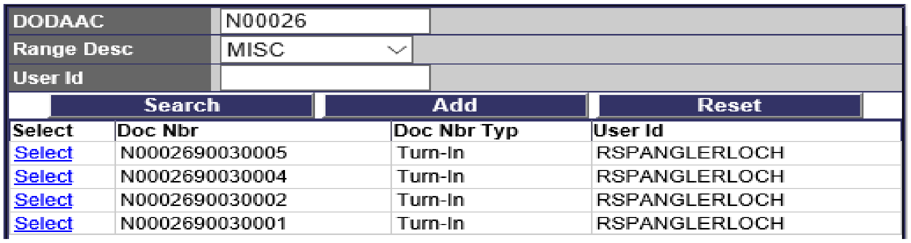


Figure 8.3 – Asset Transfer Data Entry Fields

9. Click the **Browse** button to generate a Document Number in the *Doc Nbr* field.
10. Enter the DoDAAC in the *DoDAAC* field.
11. Select the Range for the Document Number using the *Rang Desc* drop-down menu.
12. Click **Add** to generate a new Document Number.

13. Select Document Number (Figure 8.4).



DODAAC	N00026
Range Desc	MISC
User Id	

Search Add Reset

Select	Doc Nbr	Doc Nbr Typ	User Id
Select	N0002690030005	Turn-In	RSPANGLERLOCH
Select	N0002690030004	Turn-In	RSPANGLERLOCH
Select	N0002690030002	Turn-In	RSPANGLERLOCH
Select	N0002690030001	Turn-In	RSPANGLERLOCH

Figure 8.4 – Document Number Browse Form

14. Ensure that the *Designate Only* box is checked.

Note: *The Designate Only box is required for all UIC to UIC transfers.*

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

- End process.

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. Hover over **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 (Figure 8.5).

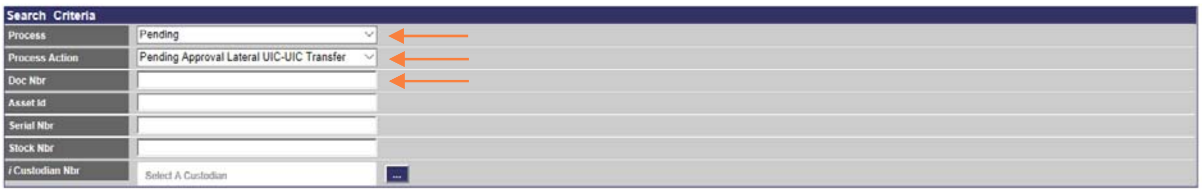


Figure 8.5 – Pending Asset Transfer Search Criteria

5. Input the Document Number, if known, in the *Doc Nbr* field.
6. Click the **Search** button.
7. Put a check-mark beside the Asset record that is being transferred (Figure 8.6).

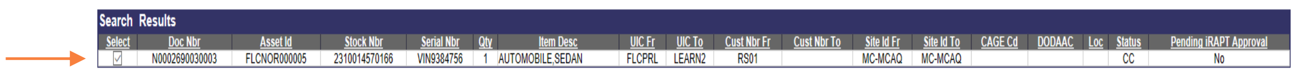


Figure 8.6 – Asset Management Search Results

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

- End process.

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. Hover over **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 (Figure 8.7).

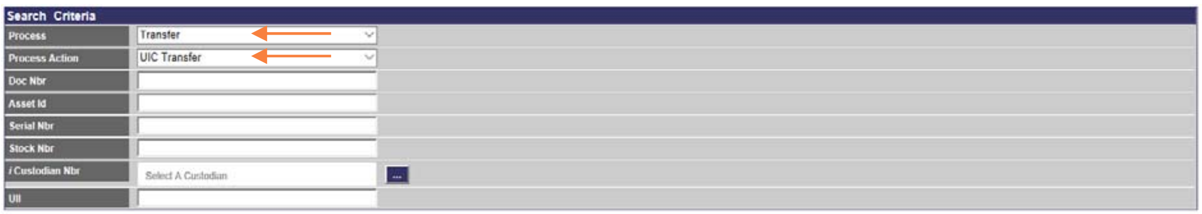


Figure 8.7 – Pending Asset Transfer Search Criteria

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

Figure 8.8 – Asset Management Search Results

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

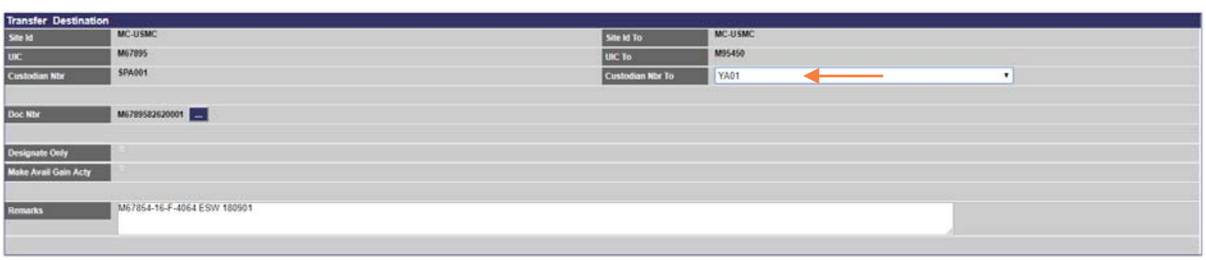


Figure 8.9 – Asset Transfer Destination Data Entry Fields

11. 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 *Rang Desc* drop-down menu.
15. Click **Add** to generate a new Document Number.
16. Select the Document Number.
17. Click the **Browse** button next to the *Loc* field to search by location.
18. Click the **Search** button.

19. Select the appropriate location.
20. Enter the date of effect in the *Eff Dt* field.
21. Click the **Agency** tab on the toolbar.
22. Click **Accounting** tab on the toolbar.
23. Select appropriate Fund Code from the *Fund CD/ASN* drop-down menu (Figure 8.10).

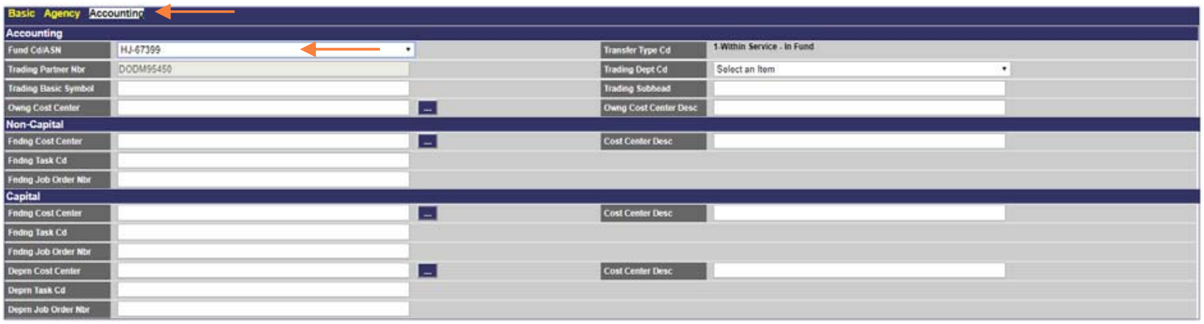


Figure 8.10 – Asset Transfer Data Entry Fields (Accounting tab)

24. Click the **Update** button.

- End process.

8.4 Generating a DD1149 for Transfers

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. Hover over **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 (Figure 8.11).

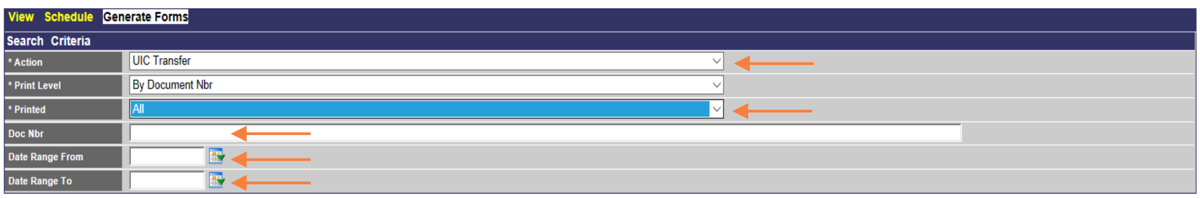


Figure 8.11 – Form Generation Search Criteria

7. Click the **Search** button.
8. Select the appropriate Doc Nbr (Figure 8.12).

Figure 8.12 – Form Generation Search Results

9. Click the **Continue** button.
10. Enter all known information in the fields provided (Figure 8.13).

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

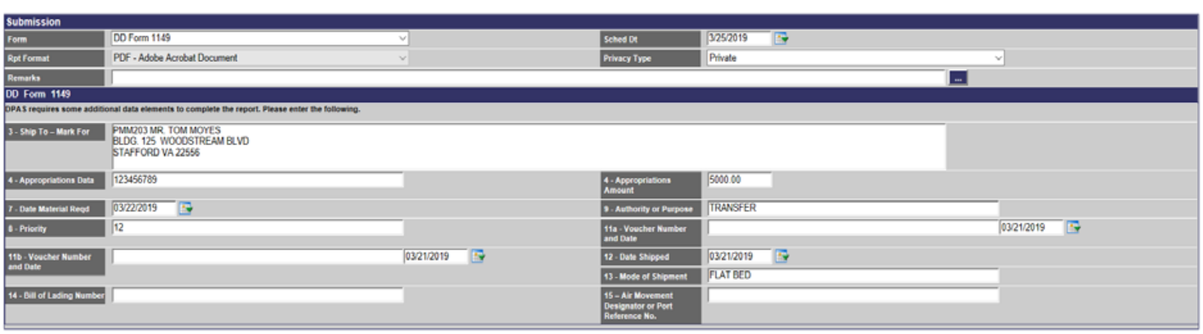


Figure 8.13 – DD1149 Form Data Entry Fields

11. Click the **Submit** button.
12. On the DPAS toolbar locate **Forms-Reports**.
13. Hover over **Forms-Reports →View Forms/Reports**.

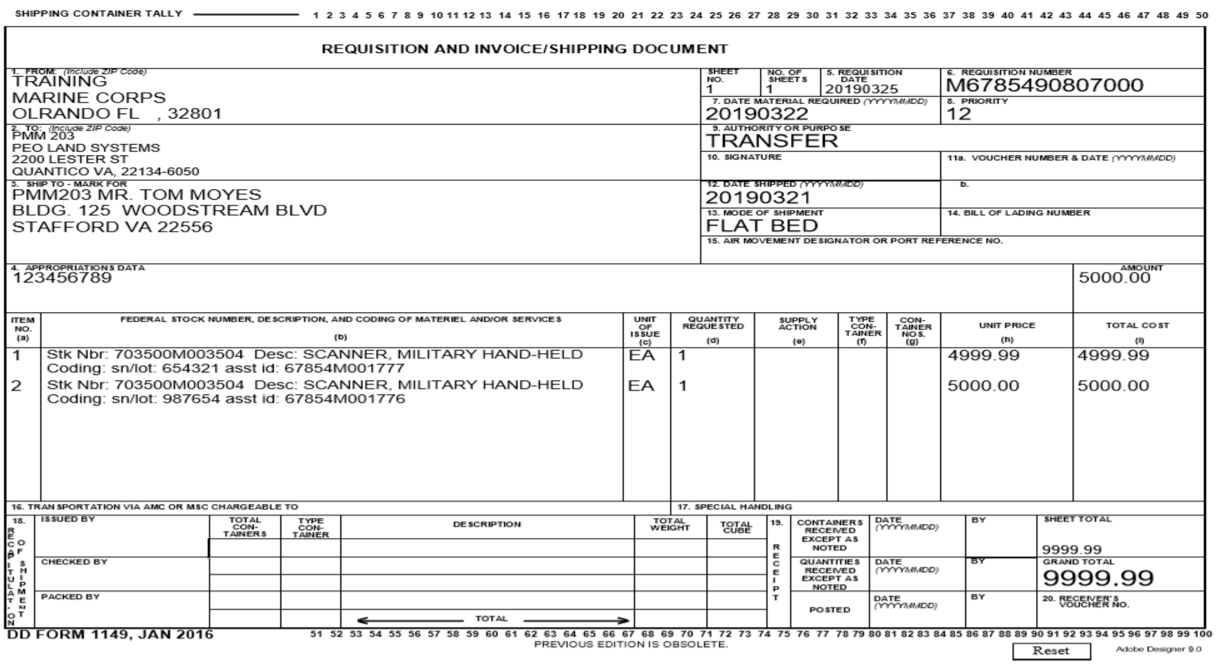
14. Select appropriate Report (Figure 8.14).

Search Results

Rpt Id	Rpt Name	Rpt Level	Rpt Ctgry	Rpt File Size	Rpt Dt/Time	Rpt Owner	Rpt Status	Remarks
DD1149	DD Form 1149	UIC - M67854	ASST	99 KB	03/25/2019 11:23	RSPANGLERLOCH	Complete	
WPACR01M	MONTHLY DEPRECIATION REPORT	UIC - LEARN2	ACCT	4 KB	06/18/2018 16:24	WPACN13	Complete	
WPGLR01D	BACKGROUND TRANSACTION RESULTS	UIC - PMM203	ASST	3 KB	03/21/2019 13:55	TMOYES	Complete	39887
WPHRR0101R	CUSTODIAN ASSET REPORT	UIC - M67854	ASST	4 KB	02/19/2019 10:27	RSPANGLERLOCH	Complete	
WPHRR0102R	CUSTODIAN INVENTORY REPORT	UIC - M67854	INVT	4 KB	02/19/2019 10:14	RSPANGLERLOCH	Complete	FRKLFT
WPHRR05R	RECONCILIATION REPORT	UIC - M67854	INVT	13 KB	02/19/2019 10:23	RSPANGLERLOCH	Complete	19050M678540001:AM U

Figure 8.14 – Submitted Forms and Reports

15. View the DD1149 (Figure 8.15).



SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code)
TRAINING
MARINE CORPS
OLRANDO FL , 32801

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 20190325 | 6. REQUISITION NUMBER M6785490807000

7. DATE MATERIAL REQUIRED (YYYYMMDD) 20190322 | 8. PRIORITY 12

2. TO: (Include ZIP Code)
PMM 203
PEO LAND SYSTEMS
2200 LESTER ST
QUANTICO VA, 22134-6050

9. AUTHORITY OR PURPOSE TRANSFER

10. SIGNATURE | 11a. VOUCHER NUMBER & DATE (YYYYMMDD) | b.

3. SHIP TO - MARK FOR
PMM203 MR. TOM MOYES
BLDG. 125 WOODSTREAM BLVD
STAFFORD VA 22556

12. DATE SHIPPED (YYYYMMDD) 20190321

13. MODE OF SHIPMENT FLAT BED | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA 123456789 | AMOUNT 5000.00

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1	Stk Nbr: 703500M003504 Desc: SCANNER, MILITARY HAND-HELD Coding: sn/lot: 654321 asst id: 67854M001777	EA	1				4999.99	4999.99
2	Stk Nbr: 703500M003504 Desc: SCANNER, MILITARY HAND-HELD Coding: sn/lot: 987654 asst id: 67854M001776	EA	1				5000.00	5000.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO | 17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT: ISSUED BY | TOTAL CONTAINERS | TYPE CONTAINER | DESCRIPTION | TOTAL WEIGHT | TOTAL CUBE

CHECKED BY

PACKED BY

TOTAL

19. RECEIPT: CONTAINERS RECEIVED EXCEPT AS NOTED | DATE (YYYYMMDD) | BY

QUANTITIES RECEIVED EXCEPT AS NOTED | DATE (YYYYMMDD) | BY

POSTED | DATE (YYYYMMDD) | BY

SHEET TOTAL 9999.99

GRAND TOTAL 9999.99

20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE.

Reset Adobe Designer 9.0

Figure 8.15 – Sample DD Form 1149

16. Download and or print DD1149.

- End Process

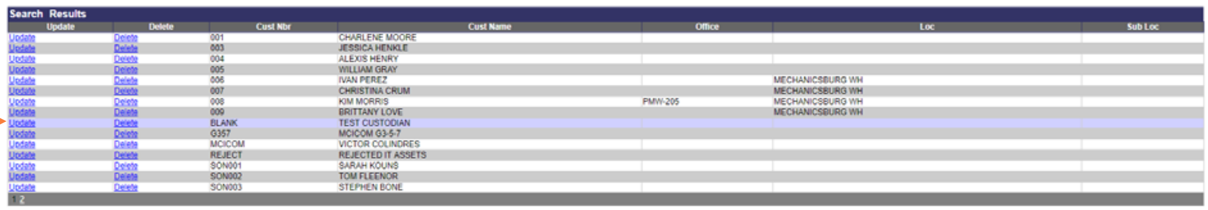
9.0 Add or Update Custodian Information

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

1. On the DPAS toolbar locate **Asset Management**.
2. Hover over **Asset Management → Custodian**.
3. Enter a major custodian number in the *Maj Custodian Nbr* field (Figure 9.1).

Figure 9.1 – Custodian Management Search Criteria

4. Click the **Search** button (Figure 9.2).



Search Results

Update	Delete	Cust Nbr	Cust Name	Office	Loc	Sub Loc
Update	Delete	001	CHARLENE MOORE			
Update	Delete	003	JESSICA HENKLE			
Update	Delete	004	ALEXIS HENRY			
Update	Delete	005	WILLIAM GRAY			
Update	Delete	006	IVAN PEREZ		MECHANICSBURG WH	
Update	Delete	007	CHRISTINA CRUM		MECHANICSBURG WH	
Update	Delete	008	KIM MORRIS	PMW-205	MECHANICSBURG WH	
Update	Delete	009	BRITTANY LOVE		MECHANICSBURG WH	
Update	Delete	BLANK	TEST CUSTODIAN			
Update	Delete	G357	MCICOM G3-5-7			
Update	Delete	MCICOM	VICTOR COLINDRES			
Update	Delete	REJECT	REJECTED IT ASSETS			
Update	Delete	SON001	SARAH KOUNS			
Update	Delete	SON002	TOM FLEENOR			
Update	Delete	SON003	STEPHEN BONE			

1 2

Figure 9.2 – Custodian Management Search Results

5. Click the **Update** link in the custodian record.
6. Update all desired fields.
7. Click the **Update** button.

Note: *To add custodian click “Add” instead of “Search” and enter appropriate information.*

- End process.

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. Hover over **AIT → Label Format**.
3. Select your UIC from the *UIC* drop-down menu (Figure 10.3).

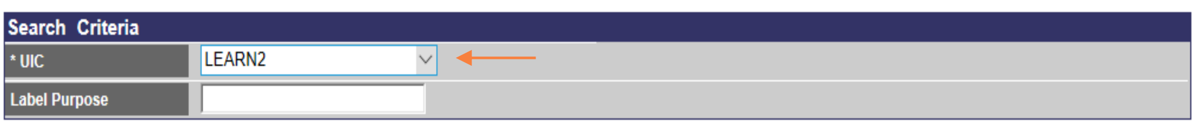


Figure 10.3 – Label Format Search Criteria

4. Click the **Add** button
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 *UII* 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 (Figure 10.4).

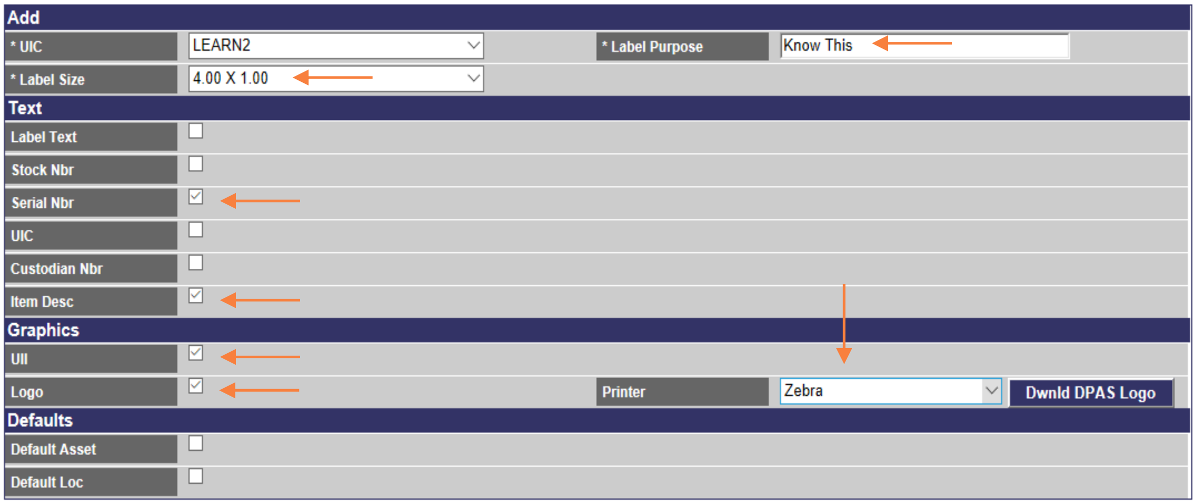


Figure 10.4 – New Label Data Entry Fields

11. Click the **Add** button.

- End Process.

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. Hover over **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 (Figure 10.5).

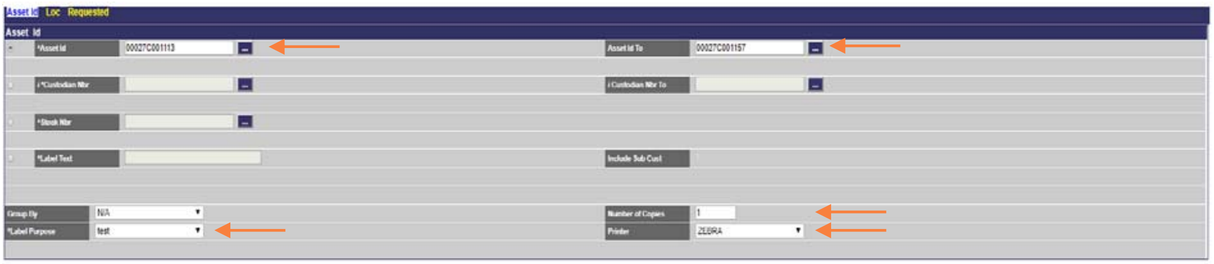


Figure 10.5 – Asset ID Label Printing Data Entry Fields

7. Click the **Print** button.

- End Process.

NOTE: The DPAS Support website has a full list of all supported scanners and printers:

https://dpassupport.golearnportal.org/index.php/support/software-hardware/155-ait-dpas-scanners-and-printers?highlight=WyJwcmludGVyIl0=

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. Hover over **Asset Management → Update**.
3. Enter or use the browse button to populate the *Asset Id* number (Figure 11.1).

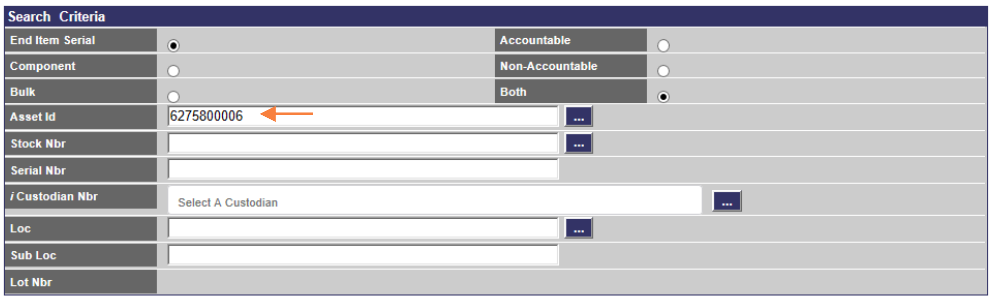


Figure 11.1 – Search Criteria for Asset Update

4. Click the **Search** button.
5. Select the appropriate action type that (Figure 11.2).

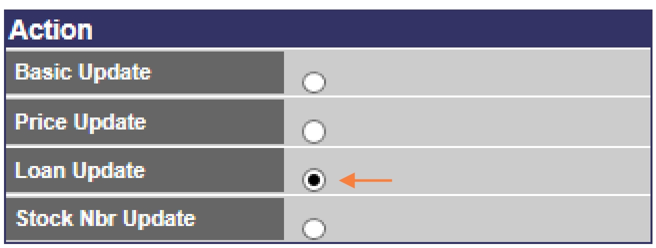


Figure 11.2 – Asset Update Options

6. Update the Loan Start Date, Loan End Date, Loan Address, Shipment Date, Contract Number, and Loan Code (Figure 11.3).

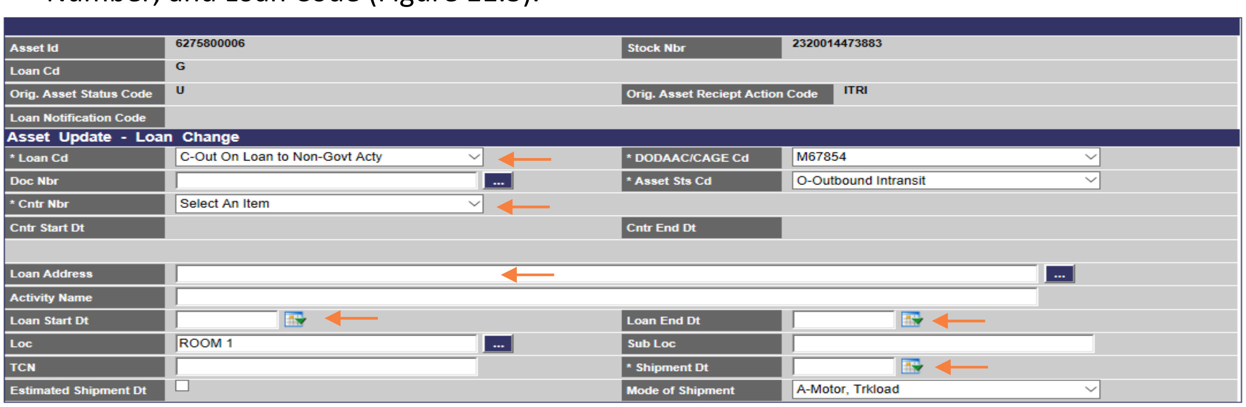


Figure 11.3 – Loan Code Update Options

7. Click the **Update** button.

- End Process.

DD 2875 **Appendix A**

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

PRINCIPAL PURPOSE: 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 USES: 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 ☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID | DATE (YYYYMMDD) YYYYMMDD

SYSTEM NAME (Platform or Applications) DPAS | LOCATION (Physical Location of System) DISA - DECC

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial) Last Name, First Name
2. ORGANIZATION Users current organization
3. OFFICE SYMBOL/DEPARTMENT Government Office Symbol
4. PHONE (DSN or Commercial) ☐ DSN xxx-xxx-xxxx
5. OFFICIAL E-MAIL ADDRESS firstname.lastname@usmc.mil
6. JOB TITLE AND GRADE/RANK Rank or "CONT" for contractor
7. OFFICIAL MAILING ADDRESS 1234 Example Blvd. Stafford, VA 22554
8. CITIZENSHIP ☒ US ☐ FN ☐ OTHER
9. DESIGNATION OF PERSON ☒ MILITARY ☐ CIVILIAN ☐ CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) ☐ I have completed Annual Information Awareness Training. DATE (YYYYMMDD)
11. USER SIGNATURE
12. DATE (YYYYMMDD) YYYYMMDD

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: MXXXXX.

REQUIRES ACCESS TO DPAS TO MANAGE PROPERTY ASSIGNED AND DAILY TASKS

14. TYPE OF ACCESS REQUIRED: ☒ AUTHORIZED ☐ PRIVILEGED
15. USER REQUIRES ACCESS TO: ☒ UNCLASSIFIED ☐ CLASSIFIED (Specify category) ☐ OTHER
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. ☒
16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)
17. SUPERVISOR'S NAME (Print Name) Last Name, First Name
18. SUPERVISOR'S SIGNATURE
19. DATE (YYYYMMDD) xxxx/xx/xx
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT Government Office Symbol
20a. SUPERVISOR'S E-MAIL ADDRESS firstname.lastname@usmc.mil
20b. PHONE NUMBER xxx-xxx-xxxx
21. SIGNATURE OF INFORMATION OWNER/OPR
21a. PHONE NUMBER
21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE
23. ORGANIZATION/DEPARTMENT
24. PHONE NUMBER
25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2009 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

Box 8: Check appropriate citizenship status

Box 9: Check appropriate work status

Box 10: Date must match "CA" certificate date

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

Box 18: Digitally sign. Signature is valid for 60 days

Box 21: Leave Blank

Box 22: Leave Blank

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Figure A-1 – Sample DD Form 2875

26. NAME *(Last, First, Middle Initial)*
Last Name, First Name

27. OPTIONAL INFORMATION *(Additional information)*
DPAS USER, ,ACCOUNTABLE UIC, M00027, SITE-ID: MC-USMC; UIC: MXXXXX.

THIS USER HAS BEEN ISSUED A COMMON ACCESS CARD (CAC)

EDI PERSONAL 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

Box 28: Required to Complete

28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION *(YYYYMMDD)*	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION ☐ LEVEL I ☐ LEVEL II ☐ LEVEL III	
29. VERIFIED BY *(Print name)*	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE *(YYYYMMDD)*

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:	SYSTEM	ACCOUNT CODE
	DPAS	
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED *(YYYYMMDD)*	PROCESSED BY *(Print name and sign)*	DATE *(YYYYMMDD)*
DATE REVALIDATED *(YYYYMMDD)*	REVALIDATED BY *(Print name and sign)*	DATE *(YYYYMMDD)*

DD FORM 2875 (BACK), AUG 2009

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Figure A-2 – DD Form 2875

Appendix B

DPAS Roles Request Form

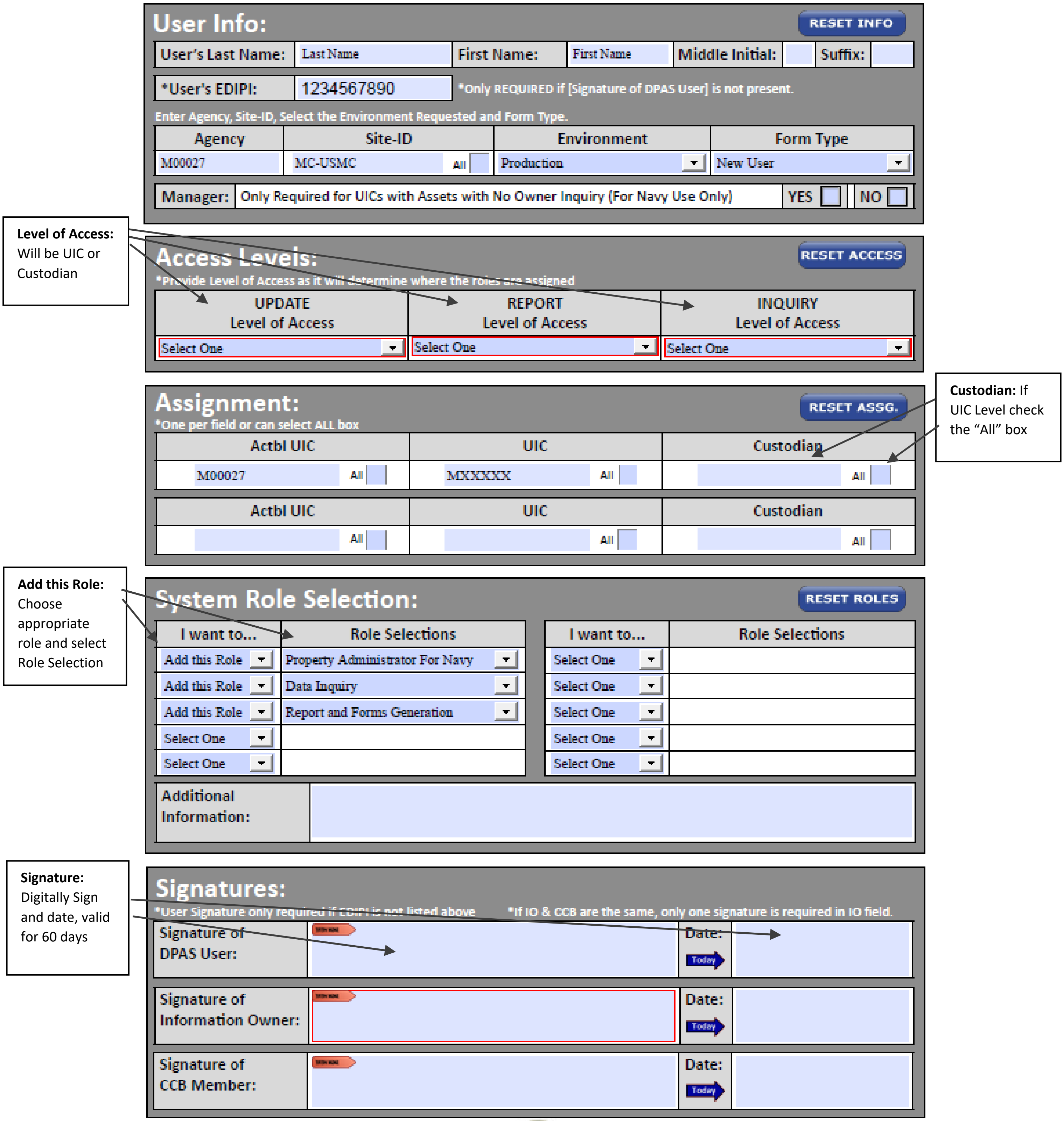


Figure B-1 – DPAS Roles Request Form

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.

	A	B	C	D	E	F	G	H	I
1	FSC	Stock Nbr	Item Description	CAGE Cd	Mfr Name (Required)	Mfr Model Nbr (Required)	Mfr Part Nbr (required for all weapons, identify Caliber)	Unit Cost	Comments/additional informaiton
2	If known	705000M011008	EXTERNAL HARD DRIVE, 800-1.199TB	If known	PQI	H568V	N/A	$ 155.99	As required
3									
4									
5									
6									
7									
8									
9									
10									

Figure C-1 – Microsoft Excel Catalog Request Template

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

https://eis.usmc.mil/sites/mcicomrap/SitePages/Home.aspx

There are two tabs, the first tab for Catalog Requests and the second tab is FSC listing and Demilitarization Codes.

Required Information:

1. FSC (if known) – 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. Item Description – 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. Unit Cost – Cost of asset requesting to be catalogued.
9. 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
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.

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

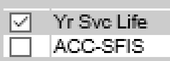
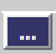
A code used to identify the type of asset purchase or transferred into DPAS.

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

DPAS Symbols

Symbol	Description
	(*) Asterisk identifies mandatory fields
	An ellipsis indicates that there is more than one set of pages of results that can be viewed
	(*i*) The italicized *i* in front of a term means that when one begins typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine your search. Select a value from the list when you can identify the value you are looking for.
	Radio buttons are mutually exclusive; when you select one option, any other option is automatically deselected. A selected radio button is indicated by a filled circle. A deselected radio button is indicated by an empty circle.
	Select a checkbox to check or uncheck it. You can select one or more checkboxes to enable or disable a feature or option. Hover your mouse over a checkbox that is not selected. An orange square appears within the checkbox to indicate that it can be selected. Hover your mouse over a checkbox that has been previously selected. It will contain a green checkmark. Use the Select All and Deselect All action buttons to select or deselect all checkboxes on all pages of the Search Results.
	The Calendar tool aids in selected the proper date to be used.
	The Browse button opens an additional Search page. When you select the Browse button (...), a search page appears over the current page, which is blacked out. In this new area, you can search for data that will be automatically entered into a field.

Appendix H
Terms

Term	Description
Button	An object on the screen that performs an action when selected.
Dialog Box	Appears in a new window and requires an action by you.
Field	Displayed as a white or gray box, data can be entered into a field by entering information from the keyboard or selecting with the mouse. You can move from one field to the next by clicking in the field entry area or by using the Tab key on your keyboard.
Hyperlink	Underlined words that, when selected, navigate to a related page.
Icon	A pictorial representation of a function or tool, such as a calendar.
Menu Path	The path from the main menu item to an associated menu option. Hover over the menu item to highlight it. Left click to select the menu option or hover over the sub menu item and select the sub menu option in the path.
Page	Any visual information from the Web DPAS application. A page may scroll vertically and sometimes horizontally.
Pop-up Window	Appears in a new window and may provide messages or additional information.
Scroll Bar	Used in both Web DPAS and the browser, this allows you to scroll the entire page or information within a page.
Tab	Groups information into several sub-pages.
Table	Labeled columns and rows of information.
Window	The browser program (such as Internet Explorer) and its associated buttons and menus.

Buttons

Button Name	Description
Add	Stores new data into Web DPAS, or to include a new entry in the field (rather than selecting the Search button for an existing value)
Cancel	Returns you back one page (sometimes returns you to the Web DPAS Home Page)
Continue	Moves forward one page
Delete	Removes an existing entry
Deselect All	Removes the check mark from all possible choices
Fields	Lists the data elements available for selection
Print	Opens the **Printer** dialog box where you can select print options or print directly to your default printer
Refresh	Displays system process updates (i.e. "in progress", "completed")
Reject	Clears selected requests
Reset	Returns fields to default values
Search	Processes your request and obtains information in a **Search Results** page
Select All	Selects every available check box in the **Search Results**. Even items that are not in the visual display are marked for action
Show Inquiry	Displays the detailed results of your inquiry
Submit	Processes your actions
Update	Processes changes entered

Appendix I

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 J

DPAS Acronyms/Abbreviations Listing

Abbreviation/Acronym	Definition
A SN	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
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 Dlvy Dt	Estimated Delivery Date
Exp Cd	Expense Code
FSC	Federal Supply Code
Fund Cd	Fund Code
Gen Rpt	Generate Report
GFP	Government Furnished Property
GME	Garrison Mobile Equipment
GP	Garrison Property

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
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 Compltn 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