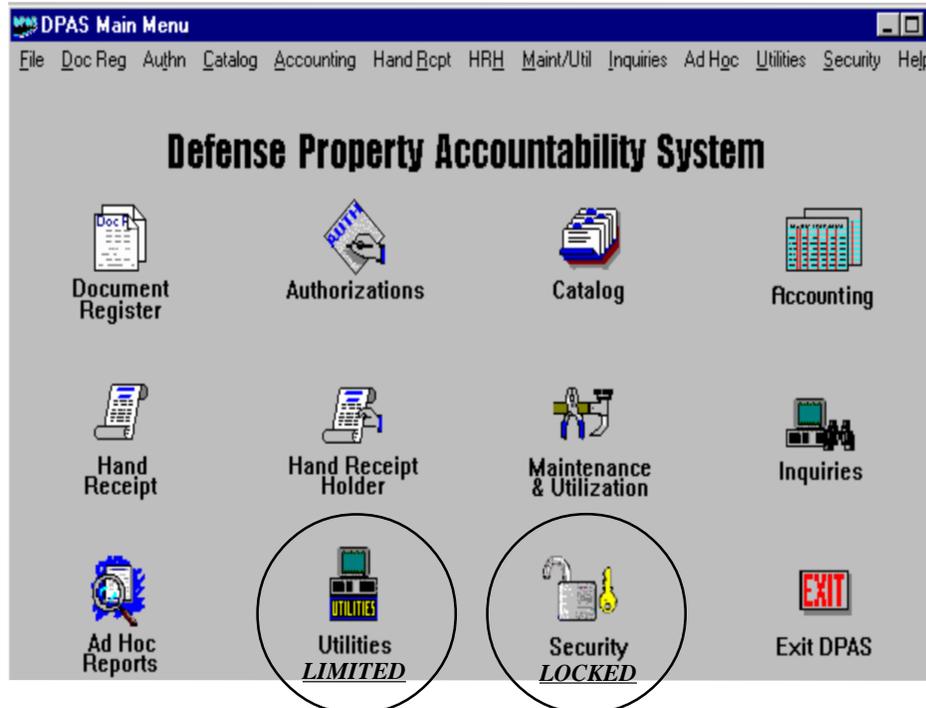


# Department of the Navy U.S. Marine Corps

## DPAS Desktop Reference



The DON DPAS Desktop Reference should be used along with the Department of the Navy Personal Property Policies and Procedures, SECNAV Instruction 7320.10 and the DPAS User/Training Manual.

Refer to the table of contents for a listing of common actions included in the Desktop Reference.

USMC DPAS Help Desk  
Headquarters, U.S. Marine Corps  
Code LFS-1  
2 Navy Annex  
Washington, DC 20380-1775  
Voice: (703) 695-7034 (DSN 225)  
FAX: (703) 695-7453 (DSN 225)

March 01, 2002

# DPAS Modules and USMC User Access



## **Catalog**

Reports  
Inquiries  
Help

## **Accounting**

Depreciation Changes  
Capital Improvement Actions  
Real Property Actions  
CIP/WIP  
Reports (Selected)  
Inquiries  
Help

## **Inquiries**

Catalog  
Accounting  
Hand Receipt  
Hand Receipt Holders  
Maintenance and Utilization  
Utilities  
Help

## **Utilities**

Batch Transaction Review  
Bar Code Actions  
Print Reports  
Inquiries  
Help

## **Document Register**

Add/Change/Delete Doc Nbr  
Print Reports  
Inquiries  
Help

## **Maintenance & Utilization**

Service Record Update  
Generate Work Orders

## **Hand Receipt**

End Item Actions  
Components Actions  
Bar Code/ Serial No. Change  
HRH Pending Turn-in/Transfer  
Database/UIC Transfer Actions  
Mass Changes  
Maj/Sub Hand Receipt Holder  
Warranty/Service/Loan/Lease  
SKO/BII/AAI/Inventory  
Excess Actions  
ADP Reporting  
Automated Inventory Actions  
Interfaces  
Reports  
Inquiries  
Help

## **Hand Receipt Holder**

HRH Actions  
Reports  
Inquiries  
Help

## **Ad Hoc Reports**

My Eureka

## **Authorizations**

Add/Change/Delete Approved-  
Authorizations

## **Exit DPAS**

The bold headings listed above are the DPAS modules and their associated action items that the Department of the Navy utilizes for personal property management.

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# USMC DPAS Desktop Reference



## Inquiring Catalog Numbers

Module:Catalog

Inquiries, Catalog

### Step 1

❶ Selection Fields - Select Generic Nomen from the list of Selection Fields.

❷ Click the right arrow.

### Step 2

❶ Generic Nomen - Enter an asterisk (\*) followed by the Generic Nomen followed by another asterisk.

# USMC DPAS Desktop Reference



## Inquiring Catalog Numbers (continued)

Module: Catalog

Inquiries, Catalog

### Step 3

MSD Catalog Inquiry

Stock Nbr: 580000F008266      Basic    ADP    Maint

Basic

Stock Item Cd: J                      Mgt Cd: A                      FSC: 5800

Generic Nomen: CAMERA, VCR

Nomen: CAMERA, VCR

Prev Stock Nbr:

RICC: 0                                  Class Cd:

CMC:                                      CIC: 0

CIIC: U                                  UI: EA

LCC:                                      ARC: N

Unit Price:

Ref Cd:                                    Sply Cat Mat Cd:

Spec Cat Item Cd:                      DOPIC:

Record 1 of 40      Previous    Next    New Inquiry    Exit

**NOTE:** Once you have located the desired stock number, write it down so that you have it readily available for later functions.

# USMC DPAS Desktop Reference



## Adding an Approved Authorization Module: Authorizations

Authorization Actions, Approved Authorization

### Step 1

Key Data

UIC: ① M33333

Authn Ctl Nbr: ②

Leave Authn Ctl Nbr blank on an add

OK Clear Cancel

- ① **UIC** - Mandatory. Enter your activity's UIC.
- ② **Authn Ctl Nbr** - Leave this field blank for adding an Approved Authorization.

### Step 2

Approved Authorization Add/Change/Delete

Key Data

Authn Ctl Nbr: UIC: M33333  LOGTAADS Id:

LIN: ①

Stock Nbr: 580000F008266 ② Retrieve Nomen

Generic Nomen:

Authn Doc Nbr: M022069169002 ③ Prop Type Cd: ④ 9 -Instl Prop [Non-Deploy]

TDA Para Nbr: ... ERC:

TDA Remarks Cd: ...

Req Qty: Aut Qty:

Authn Eff Dt: Authn Expr Dt:

Local Use:  RICC Exempt:

Delete Add Clear Exit

- ① **LIN** - Optional. Enter the Line Item Number. (i.e., same as Table of Authorize Material (TAM) Control Number).
- ② **Stock Nbr** - Mandatory. Enter the appropriate stock number from the USMC Standard Catalog. If you are unable to locate the appropriate catalog number, contact the USMC DPAS Help Desk (HQMC Code LFS-1) and request a new catalog number.
- ③ **Authn Doc Nbr** - Mandatory. Enter the Authorization Document Number.
- ④ **Prop Type Cd** - Mandatory. Use the browse button to select the Property Typy Code, which will correspond with the supply code.



## Adding an Approved Authorization (continued)

### Module: Authorizations

Authorization Actions, Approved Authorization



### Step 3

Approved Authorization Add/Change/Delete

Key Data  
 Authn Ctl Nbr: 000001 UIC: M33333  LOGTAADS Id:

LIN:   
 Stock Nbr: 580000F008266   
 Generic Nomen: CAMERA, VCR

Authn Doc Nbr: M022069169002 Prop Type Cd: 9 -Instl Prop (Non-Deploy)

TDA Para Nbr: ① ERC: ②

TDA Remarks Cd: ③

Req Qty: 1 ④ Aut Qty: 1 ⑤

Authn Eff Dt: 20020101 ⑥ Authn Expr Dt: 20020101 ⑦

Local Use: OPTIONAL ⑧  RICC Exempt: ⑨

- ① TDA Para Nbr - Optional. Leave blank. Not used by DON activities.
- ② ERC- Optional. Enter the Equipment Readiness Code.
- ③ TDA Remarks Cd - Optional. Enter the TDA Remarks Cd.
- ④ Req Qty - Mandatory. Enter the total Required Quantity needed to perform the assigned functions.
- ⑤ Aut Qty - Mandaatory. Enter the Authorized Quantity of a specific type of equipment that is authorized to be on hand or on requisition.
- ⑥ Authn Eff Dt - Mandatory. Enter the Authorization Effective Date.
- ⑦ Authn Expr Dt - Mandatory. Enter the Authorization Expiration Date.
- ⑧ Local Use - Optional. Available for additional tracking information and comments.
- ⑨ RICC Exempt - Leave blank.



## Issuing a Document Number Module: Document Register

Supply Requests, Issue



### Step 1

- ❶ **UIC** - Mandatory. Enter your activity's UIC.
- ❷ **DIC** - Mandatory. Use the drop down menu to select the appropriate Document Indicator Code.
- ❸ **Stock Nbr** - Mandatory. Use the browse button to select a stock number from the USMC Standard Catalog. If you are unable to locate an applicable catalog number, contact the USMC DPAS Help Desk (HQMC Code LFS-1) and request a new catalog number.
- ❹ **Document Number Assignment** - Mandatory. Select the appropriate radio button for Automated or Manual Document Number Assignment.

### Step 2

- ❶ **Doc Nbr** - Mandatory. Enter the Document Number for manual assignment.
- ❷ **Block** - This field is grayed out. Block is only mandatory if the Automated Document Number Assignment was selected in Step 1.
- ❸ **HRH Nbr** - Mandatory. Use the browse button to select the Hand Receipt Holder Number assigned to the individual who is accountable for the asset. *If that number does not exist, follow the procedures for Adding a New HRH on page 17.*
- ❹ **RIC** - Mandatory. Enter the Routing Identifier Code.
- ❺ **Media Sts Cd** - Optional. Use the drop down menu to select the appropriate Media Status Code.
- ❻ **Qty** - Mandatory. Enter the applicable quantity found on the receipt documentation.
- ❼ **Demand Cd** - Mandatory. Use the drop down menu to select the appropriate Demand Code.
- ❽ **Supp Address** - Optional. Leave blank unless the ship/bill address is different than the address of record.
- ❾ **Signal Cd** - Mandatory. Use the drop down menu to select the appropriate Signal Code.
- ❿ **Fund Cd/Appn** - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the type of funding used to acquire the asset. If necessary, contact the comptroller. If the appropriate codes are not listed in DPAS, contact the USMC DPAS Help Desk (HQMC code LFS-1).



## Issuing a Document Number (continued)

### Module: Document Register

Supply Requests, Issue

### Step 3

**Request for Issue**

**Key Data**  
 UIC: M33333  
 DIC: ZOD  
 Stock Nbr: 580000F008266

**Document Register**  
 Doc Nbr: 12345678901234  
 Block:

HRH Nbr: N041 RIC: UMC  
 Media Sts Cd: 0 -No Status to Rqnr Stock Nbr: 580000F008266  
 UI: EA -Each Qty: 1  
 Demand Cd: 0 -No Demand Supp Address: PENDLT  
 Signal Cd: A -Ship/Bill Rqnr Fund Cd/Appn: MC  
 Dstrn Cd: 1 DP1 Prj Cd: 3 MC1  Postpost  
 PD: 2 04 -Hi-Pri UND=B,FAD=I RDD: 4 333

Page 1 of 2

- 1 **Dstrn Cd** - Mandatory. Enter the delivery point, distribution/end item, or type requirement code.
- 2 **PD** - Optional. Use the drop down menu to select the appropriate Priority Designator.
- 3 **Prj Cd** - Mandatory. Enter the Project Code.
- 4 **RDD** - Optional. Enter today's 3-position Julian Date.

### Step 4

**Request for Issue**

Advice Cd: -N/A 1 Acq Cost: \$500.00 2  
 Cond Cd: A -Svcb1 (w/o Qual) 3 Authn Ctl Nbr: 000001 4  
 Nomen: CAMERA, VCR

Expt Id Cd: B -General Supplies 5 Strat Cd: A -Stocked/Nonstocked It 6  
 Acct Process Cd: EOR Ind: Office: PENDLETON 7  
 Ref Text: Task Cd: 21413241343141 8  
 Repairable Cd: Job Order Nbr: M32314321453214 9  
 Site Cd: MC 10 Local Use: OPTIONAL  
 Remarks: OPTIONAL

Page 2 of 2

- 1 **Advice Cd** - Optional. Use the drop down menu to select the appropriate Advice Code.
- 2 **Acq Cost** - Optional. This figure is automatically filled in from previously entered data.
- 3 **Cond Cd** - Mandatory. Use the drop down menu to select the appropriate Condition Code.
- 4 **Authn Ctl Nbr** - Mandatory. Use the browse button to select the appropriate Authorization Control Number.
- 5 **Expt Id Cd** - Optional. Use the drop down menu to select the appropriate Expenditure Identification Code.
- 6 **Strat Cd** - Optional. Use the drop down menu to select the appropriate Stratification Code.
- 7 **Office** - Mandatory. Enter your Office name.
- 8 **Task Cd** - Optional. Enter the plant account number or task code based on local instructions.
- 9 **Job Order Nbr** - Optional. Enter the Job Order Number assigned by your Finance or Accounting Office.
- 10 **Site Cd** - Optional. Use the browse button to select the appropriate Site Code.



## Adding an Asset to Your Personal Property Book

### Module: Hand Receipt

End Item Actions, Increase

#### Step 1

- 1 **Type Action** - Mandatory. Defaults to "New Procurement." Select the method used to acquire the item.
- 2 **Bulk Asset** - Check this box if asset will be bulk managed.
- 3 **UIC** - Mandatory. Enter your activity's UIC.
- 4 **Doc Nbr** - Mandatory. Use the browse button to select the appropriate Document Number.
- 5 **Bar Cd** - Mandatory. Enter a 10 digit bar code in the following format: UIC minus the service code + Type property designator (i.e., C-capital, M-minor, S-Sub-minor) + 4 numeric digits.
- 6 **Stock Nbr** - Mandatory. Use the browse button to select the stock number from the USMC Standard Catalog. If you are unable to locate the appropriate catalog number, contact the USMC DPAS Help Desk (HQMC code LFS-1) and request a new catalog number.
- 7 **Serial Nbr** - Mandatory. Enter the serial number located directly on the asset.
- 8 **Multiple Entries** - Optional. Check this box to add multiple assets with the same stock number.

#### Step 2

- 1 **HRH Nbr** - Mandatory. Use the browse button to select the Hand Receipt Holder Number assigned to the individual who is accountable for the asset. If that number does not exist, follow the procedures for *Adding a New HRH* on page 17.
- 2 **Acq Cost** - Mandatory. Enter the Recorded Cost (Acquisition Cost + Ancillary Costs) of the asset. Reference the vendor invoice or purchase order for the cost.
- 3 **Fund Cd/Appn** - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the type of funding used to acquire the asset. If necessary, contact the comptroller. If the appropriate codes are not listed in DPAS, contact the USMC DPAS Help Desk (HQMC code LFS-1).
- 4 **Mfr Yr** - Mandatory. Defaults to the current year or enter the year that the asset was manufactured. The year may be printed on the asset or documented on the vendor invoice.
- 5 **Mfr Key** - Mandatory for ADP (Automated Data Processing) assets. Use the browse button to select the code that represents the asset's manufacturer. If the applicable code is not listed, contact the USMC DPAS Help Desk (HQMC code LFS-1) to have a manufacturer key added.
- 6 **Acq Dt** - Mandatory. Defaults to the current date. Enter the date of receipt.
- 7 **Eff Dt** - Mandatory. Defaults to the current date. Can equal the Acq Dt or can use the date the asset was put into use.
- 8 **Mfr Serial Nbr** - Optional. Enter the number assigned by the manufacturer (e.g., VIN Number).
- 9 **Qty** - This field automatically defaults to "1" for serially managed assets.

# USMC DPAS Desktop Reference



## Adding an Asset to Your Personal Property Book (continued)

### Module: Hand Receipt

#### End Item Actions, Increase

### Step 3

**Key Data**  
 Bar Cd: 6273554321 UIC: N62735  
 Serial Nbr: 343HK-345 Doc Nbr: 12345678  
 Stock Nbr: 7010012329362 Nomen: COMPUTER

HRH Nbr: RSH Acq Cost: \$100,000.00  
 Fund Cd/Appn: 99 0000 Mfr Yr: 2001 Mfr Key: 1  
 Authn Ctl Nbr: Acq Dt: 20011107 Eff Dt: 20011107  
 Mfr Serial Nbr: OPTIONAL Qty: 1

Asset Cd: 1 K -Non-Military Equip Office: 5 SUPPLY  
 Cptl Cd: 2 -N/A Task Cd: 6 234  
 Exp Cd: 3 1 -Funded Job Order Nbr: 4567 7  
 Lo/Le Cd: 4 N/A -Government Owned Cntr/PO Nbr: OPTIONAL 8

Page 1 of 2 Related Data Next Page Save Clear Exit

**NOTE:** The following DPAS data fields have an impact on the financial statements:

- Asset Code
- Lo/Le Code
- Cptl Code

**1 Asset Cd** - Mandatory. This field is automatically populated by the USMC Standard Catalog, but may be adjusted by selecting the appropriate asset code from the drop down menu. The majority of DON personal property items is "non-military" equipment ("K"). Select "T," if adding National Defense Equipment (NDE).

**2 Cptl Cd** - Mandatory. Defaults to "N/A." Use for non-capital and capital assets or use the drop down menu to select an alternate code for capital assets with unique characteristics.

**3 Exp Cd** - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded." The majority of DON purchases are "funded."

**4 Lo/Le Cd** - Mandatory. Defaults to "N/A." Use the drop down menu to select the appropriate loan/lease code. Use "C" when adding GFE assets, "M" for assets loaned out to another activity, "L" for assets in-on-loan from another activity. Note: if adding a lease agreement, refer to page 4.

**5 Office** - Mandatory. Enter the department that will use the asset (e.g., SUPPLY, IT).

**6 Task Cd** - Mandatory for *capital assets*. If your activity does not assign task codes, enter any locally assigned tracking number. If necessary, contact the Comptroller's office.

**7 Job Order Nbr** - Mandatory for *capital assets*. Enter a number that links the asset to a particular project. This number is usually assigned by the Comptroller's office. If your activity does not assign job order numbers, enter any locally assigned number.

**8 Cntr/PO Nbr** - Optional. Enter the control or purchase order number assigned to the procurement of the item.

### Step 4

Loc: 1 SERVER ROOM Site Cd: 2 PBIC: 3  
 Lot Nbr: 4 Expr Dt: 5  
 Cond Cd: A -SUCBL (W/O QUAL) 6 Intrns Cd: -N/A 7  
 Sys Id: 8 Local Use: 10  
 IPE Nbr: 9 Sending DODAAC:  
 Remarks: 10  
 Ref File Name ...

ADP Sys Id: Monthly  
 ADP Owner Cd: Maint Cost:  
 Acq Cd: A -Not Reported Rental Cost:  
 Maint Type Cd: X -None of the Above

Page 2 of 2 Related Data Prev. Page Save Clear Exit

**NOTE:** If adding a capital asset, proceed to Step 6 on page 9 for instructions on how to activate depreciation.

**1 Loc** - Mandatory. Enter the physical location of the asset.

**2 Site Cd** - Leave blank.

**3 PBIC** - Leave blank.

**4 Lot Nbr** - Grayed out.

**5 Expr Dt** - Leave blank.

**6 Cond Cd** - Optional. Defaults to "Serviceable Without Qualifications" or use the drop down menu to select another condition code. This code is used to classify the degree of serviceability, condition, or completeness of an asset.

**7 Intrns Cd** - Optional. Defaults to N/A. Use the drop down menu to track assets in transit between activities.

**8 Sys Id** - Optional. Enter a locally assigned system identification code to designate an asset as part of a system. **Note:** leave blank for ADP assets.

**9 IPE Nbr** - Optional. If applicable, enter an Industrial Plant Equipment (IPE) identification number.

**10 Local Use and Remarks** - Optional. Available for additional tracking information and comments.



## Adding an Asset to Your Personal Property Book (continued)

### Module: Hand Receipt

└ End Item Actions, Increase

#### Step 5 - Adding ADP (Automated Data Processing) assets to your property book

Data fields ❶ - ❹ are only available for items that are assigned ADP stock numbers.

- ❶ **ADP Sys Id** - Optional. Enter a locally assigned ADP system identification code that designates the ADP asset as part of a system.
- ❷ **ADP Owner Cd** - Mandatory. Use the drop down menu to select the appropriate ADP asset owner code.
- ❸ **Acq Cd** - Optional - Defaults to "Not Reported." Use the drop down menu to select the appropriate acquisition code. This code is used to identify how the ADP asset was acquired.
- ❹ **Maint Type Cd** - Optional. Use the drop down menu to select to identify maintenance that ADP asset requires.
- ❺ **Maint Cost** - Optional. Defaults to "None of the Above." Enter the monthly amount that your activity plans to expend to maintain the ADP asset.
- ❻ **Rental Cost** - Optional. If applicable, enter the monthly amount that your activity expends to rent the ADP asset located on rental agreement.

NOTE: NMCI owned assets are NOT recorded in DPAS.

#### Step 6 - Activating depreciation for a capital asset

All capital assets are depreciated. Therefore, after you add a capital asset to your personal property book you must activate depreciation.

Immediately after you record the capital asset in DPAS you will see a "Transaction Processed" screen where you can check to activate depreciation for capital assets. After you check the box, you will be taken into the Dialog box and the following screen will be displayed. Verify the "Key Data" information to ensure that you are working with the correct item.

NOTE: A depreciation change can also be performed by selecting the Accounting Module and then selecting "Depreciation Change."

- ❶ **Activation Dt** - Mandatory. Enter the date of receipt. Same as Acquisition and Effective date.
- ❷ **Deprn Period** - Mandatory. Field is automatically populated by the USMC Standard Catalog. It can be overridden if it is necessary.
- ❸ **Prior Deprn** - If the item was transferred-in from another DOD or DON activity, enter the total accumulated depreciation taken by the previous owner(s).
- ❹ **Residual Value** - Mandatory. Enter "\$0" if you expect to send the item to DRMO or if the item's net estimated realizable value is < 10% of its recorded cost. Note: the residual value of 99% of DON personal property items is \$0.
- ❺ **Deprn Office** - Select or enter "M00027".
- ❻ **Deprn Task Cd** - Select or enter "4".
- ❼ **Deprn Job Order Nbr** - Optional. Use the drop down menu to select the number that links the depreciation of the asset to a particular project.



## Adding a Lease Agreement to Your Personal Property Book - Capital and Operating Leases

### Module: Hand Receipt

End Item Actions, Increase

#### Step 1 -

Record the "Lease Agreement" (NOT the leased assets) as an End Item Increase.

- 1 **Type Action** - Mandatory. Select "New Procurement."
- 2 **Bulk Asset** - Leave blank. Each lease agreement must be recorded individually.
- 3 **UIC** - Mandatory. Enter your activity's UIC.
- 4 **Doc Nbr** - Mandatory. Enter a document number to track the lease agreement. For example, record the requisition or financial obligation number.
- 5 **Bar Cd** - Mandatory. Enter a 10 digit bar code in the following format: UIC minus the service code + Type property designator (i.e., C-capital, M-minor, S-Sub-minor) + 4 numeric digits.
- 6 **Stock Nbr** - Mandatory. Use the browse button to select a lease stock number from the USMC Standard Catalog. If you are unable to locate an applicable catalog number, contact the USMC DPAS Help Desk (HQMC code LFS-1) to request a new catalog number created. The format is:
- 7 **Serial Nbr** - Mandatory. Enter a serial number for the agreement. Do NOT enter the serial number of the leased asset. You may enter the bar code or a locally assigned unique number.
- 8 **Multiple Entries** - Optional. Check this box to add multiple lease agreements with the same stock number. After the initial agreement is processed, you will be prompted to enter a bar code and serial number for each additional agreement.

**Note:** To record a lease, first record the lease agreement as stated above using a lease stock number (LEA). After recording the lease agreement, you will add all components of lease as shown on pg. 7.

# USMC DPAS Desktop Reference



## Adding a Lease Agreement to Your Personal Property Book - Capital and Operating Leases (continued)

### Module: Hand Receipt

└─ End Item Actions, Increase

### Step 2

End Item Increase

Key Data  
Bar Cd: 6273577777 UIC: N62735  
Serial Nbr: 12789 Doc Nbr: 98372140124  
Stock Nbr: 720000LEA0001 Nomen: LEASE-COMPUTER

HRH Nbr: 1234 Acq Cost: \$100,000.00  
Fund Cd/Appn: 99 0004 Mfr Yr: 2001 Mfr Key:  
Authn Ctl Nbr: Acq Dt: 20011108 Eff Dt: 20011108  
Mfr Serial Nbr: Qty: 1

Asset Cd: Office:  
Cptl Cd: -N/A Task Cd:  
Exp Cd: 1 -Funded Job Order Nbr:  
Lo/Le Cd: N/A -Government Owned Cntr/PO Nbr:

Page 1 of 2 Related Data Next Page Save Clear Exit

- ① **HRH Nbr** - Mandatory. Use the browse button to select the Hand Receipt Holder Number assigned to the individual who is accountable for the lease. If a number does not exist for the responsible individual, follow the procedures for *Adding a New HRH* on page 17.
- ② **Acq Cost** - Mandatory. Enter the net present value (NPV) of the total minimum lease payments for the entire lease. Complete the lease calculator which will compute this value in the "Annual Payments and Imputed Interest" spreadsheet.
- ③ **Fund Cd/Appn** - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the funding used for the lease payments. If necessary, contact the Comptroller. If the appropriate codes are not available, contact the USMC DPAS Help Desk (HQMC code LFS-1).
- ④ **Mfr Yr** - Mandatory. Defaults to the current year. Enter the year that the lease begins. The initial year of the lease should be located on the lease agreement.
- ⑤ **Mfr Key** - Leave blank when recording lease agreements.
- ⑥ **Authn Ctl Nbr** - Field will be grayed out.
- ⑦ **Acq Dt** - Mandatory. Defaults to current date. Enter the date of the lease agreement.
- ⑧ **Eff Dt** - Mandatory. Defaults to current date. Enter the date the lease begins.
- ⑨ **Mfr Serial Nbr** - Leave blank when recording lease agreements.
- ⑩ **Qty** - The field will automatically default to "1" for serially managed assets.

# USMC DPAS Desktop Reference



## Adding a Lease Agreement to Your Personal Property Book - Capital and Operating Leases (continued)

### Module: Hand Receipt

└ End Item Actions, Increase

#### Step 3

- 1 **Asset Cd** - Mandatory. Use the drop down menu to select the appropriate asset code. The majority of operating lease agreements are for "non-military" equipment. Identify capital lease agreements in this data field by selecting "G."
- 2 **Cptl Cd** - Mandatory. Defaults to "N/A." Use the drop down menu to select the appropriate code if you are recording a capital lease with a unique characteristic. For example, you can designate a lease above the capitalization threshold that does not meet any of the other capitalization criteria.
- 3 **Exp Cd** - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded;" The majority of DON leases are "funded."
- 4 **Lo/Le Cd** - Mandatory for operating leases. Defaults to "N/A" Government Owned" or select the appropriate loan/lease code from the drop down menu. Use "C" to record GFE (Government Furnished Equipment), "L" to record a leased asset that your activity has in-on-loan from another activity, "M" to record a leased asset that your activity has loaned to another activity or "R" to record an operating lease.
- 5 **Office** - Mandatory. Enter the department that will use the leased asset (e.g., SUPPLY, IT).
- 6 **Task Cd** - Mandatory for capital leases. If your activity does not assign task codes, enter any locally assigned tracking number. If necessary, contact the Comptroller's office.
- 7 **Job Order Nbr** - Mandatory for capital leases. Enter a number that links the asset to a particular project. This number is usually assigned by the comptroller's office. If your office does not assign job order numbers, enter a locally assigned number.
- 8 **Cntr/PO Nbr** - Optional. Enter the control or purchase order number assigned to the procurement of the asset.

#### Step 4

- 1 **Loc** - Mandatory. Enter the physical location of the lease agreement.
- 2 **Site Cd** - Leave blank.
- 3 **PBIC** - Leave blank.
- 4 **Lot Nbr** - Leave blank.
- 5 **Expr Dt** - Leave blank.
- 6 **Cond Cd** - Leave blank for lease agreements.
- 7 **Intrns Cd** - Leave blank for lease agreements.
- 8 **Sys Id** - Optional - Enter a locally assigned system identification code to designate a lease as part of a system.
- 9 **IPE Nbr** - Leave blank for lease agreements.
- 10 **Local Use and Remarks** - Optional - Available for additional tracking information and comments.

# USMC DPAS Desktop Reference



## Adding a Leased Asset to Your Personal Property Book

### Module: Hand Receipt

#### Component Actions, Increase

### Step 1

- ❶ **Type Action.** Mandatory. Select the method by which the asset was acquired. Defaults to "New Procurement."
- ❷ **Bulk Asset** - Check this box if asset will be bulk managed.
- ❸ **Cost Embedded** - Check this box if the cost of the component has already been included in the cost of the original asset that was recorded in your personal property book. (This box must be checked when recording the individual assets under a capital lease.)
- ❹ **Higher Assemblage Bar Cd** - Mandatory. ALL assets in your property book must be assigned a bar code. Enter the bar code number of the lease agreement. Entering the bar code will automatically populate the higher assemblage "Stock Nbr" and "Serial Nbr" data fields.
- ❺ **Higher Assemblage Stock Nbr** - If the bar code is not available, enter the stock number from the USMC Standard Catalog.
- ❻ **Higher Assemblage Serial Nbr** - If the bar code is not available, enter the serial number. The serial number can be obtained directly from the asset.
- ❼ **Component Doc Nbr** - Mandatory. Enter a locally assigned document number to track the acquisition of the leased asset. For example, the requisition or financial obligation number (e.g., purchase order number) may be recorded.
- ❽ **Component Bar Cd** - Mandatory. Enter a 10-digit bar code in the following format: UIC minus the service code + Type property designator (i.e., C-capital, M-minor, S-Sub-minor) + 4 numeric digits.
- ❾ **Component Stock Nbr** - Mandatory. Use the browse button to select the stock number from the USMC Standard Catalog for the asset being added. If you are unable to locate the appropriate catalog number, contact the USMC DPAS Help Desk and request a new catalog number.
- ❿ **Component Serial Nbr** - Mandatory. Enter the serial number. The serial number can be obtained directly from the asset.

# USMC DPAS Desktop Reference



## Adding a Leased Item to Your Personal Property Book (continued)

### Module: Hand Receipt

#### Component Actions, Increase

### Step 2

- ❶ Qty - The field will automatically default to "1" for serially managed assets.
- ❷ Acq Cost - Mandatory. Enter the Recorded Cost of the asset (Acquisition Cost + Ancillary Costs).
- ❸ Fund Cd/Appn - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the type of funding used to acquire the asset. If necessary, contact the Comptroller. If the appropriate codes are not available, contact the USMC DPAS Help Desk (HQMC code LFS-1).
- ❹ Mfr Key - Mandatory for ADP assets. Use the browse button to select the code that represents the asset's manufacturer. If the applicable code is not available, contact the Navy DPAS Help Desk to have the manufacturer added.
- ❺ Acq Dt - Mandatory. Defaults to the current date. Enter the date of receipt, which should be located on the receiving report.
- ❻ Eff Dt - Mandatory. Defaults to the current date. Can enter the date of receipt or the date that the asset was put into use.

### Step 3

- ❶ Asset Cd - Mandatory. Use the drop down menu to select the appropriate asset code. The majority of DON personal property is "non-military" equipment.
- ❷ Cptl Cd - Mandatory. Defaults to "N/A." Use the drop down menu to select an alternate code for capital assets with unique characteristics.
- ❸ Exp Cd - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded." The majority of DON purchases are "funded."
- ❹ Office - Mandatory. Enter the department that will use the personal property (e.g., SUPPLY, IT).
- ❺ Task Cd - Mandatory for *capital items*. If your activity does not assign tasks codes, enter any locally assigned tracking number. If necessary, contact the Comptroller's office.
- ❻ Job Order Nbr - Mandatory for *capital assets*. Enter a number that links the asset to a particular project. This is usually assigned by the comptroller's office. If your activity does not assign job order numbers, enter any locally assigned number.
- ❼ Cntr/PO Nbr - Optional. Enter the control or purchase order number assigned to the procurement of the asset.

# USMC DPAS Desktop Reference



## Adding a Leased Item on Your Personal Property Book (continued)

### Module: Hand Receipt

Component Actions, Increase

#### Step 4

Component Increase

Loc: BUILDING 5    Intrns Cd: -N/A

Local Use: OPTIONAL    Req Kit Qty:

Remarks: OPTIONAL

Ref File Name ...

ADP Sys Id:    Monthly

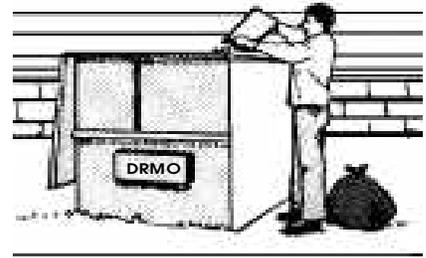
ADP Owner Cd:    Maint Cost:

Acq Cd: A -Not Reported    Rental Cost:

Maint Type Cd: X -None of the Above

Page 2 of 2    Related Data    Prev. Page    Save    Clear    Exit

- ❶ **Loc** - Mandatory. Enter the physical location of the asset.
- ❷ **Intrns Cd** - Optional. Defaults to N/A. Use the drop down menu to track assets in transit between activities.
- ❸ **Local Use and Remarks** - Optional - Available for additional tracking information and comments.
- ❹ **Req Kit Qty** - Leave blank for lease component assets.



## Removing an Item from Your Personal Property Book Module: Hand Receipt

└ End Item Actions, Decrease

### Step 1

**Key Data**

**Type Action** ❶

- Turn-In
- Transfer Out
- Admn Adj Rpt [AAR]
- Reversal
- Ammunition
- Report of Survey
- Statement of Charges
- Cash Collection
- Mass Transfer Out
- Mass Turn-In

Bulk Asset ❷

Bar Cd: 6273512345 ❸

Stock Nbr: 7010012329362 ❹

Serial Nbr: 343HK-345 ❺

HRH Nbr: ❻

UIC: ❼

Doc Nbr: ❽

Buttons: OK, Clear, Cancel

- ❶ **Type Action** - Mandatory. Defaults to "Turn-In." Select the method used to dispose the item. Assets sent to DRMO should be marked "Turn-In." The "Type Action" selected will determine the data fields that *must* be populated.
- ❷ **Bulk Asset** - Check this box if the asset is bulk managed.
- ❸ **Bar Cd** - Enter the bar code assigned to the asset. Entering the bar code will automatically populate the "Stock Nbr" and "Serial Nbr" data fields.
- ❹ **Stock Nbr** - If the Stock Nbr does not automatically populate, enter the appropriate stock number from the USMC Standard Catalog.
- ❺ **Serial Nbr** - If the Serial Nbr does not automatically populate, enter the serial number located on the asset.
- ❻ **HRH Nbr** - This field is grayed out.
- ❼ **UIC** - This field is grayed out.
- ❽ **Doc Nbr** - This field is grayed out.

### Step 2

**End Item Decrease**

Bar Cd: 6273512345      UIC: KPMG14

Serial Nbr: 3017746942      HRH Nbr: AL

Stock Nbr: 7032716917      Nomen: 5 TON TRUCK

Doc Nbr: 21321421421 ❶      Resource Id: ❷

Qty: ❸ 1      Acq Cost: \$55,000.00 ❹

Eff Dt: ❺ 20011108      Receiving DODAAC:

Remarks: OPTIONAL ❻

Qty on Hand: 1      Cmpn Cd:

Buttons: Related Data, Save, Clear, Exit

- ❶ **Doc Nbr** - Mandatory. Enter a unique document number to represent the action of removing the asset from your personal property book. UIC + Julian Date + sequential number. The requisition number on the DD 1348-1A or the DD 1149 (block No. 8) can be used as the document number.
- ❷ **Resource Id** - Optional. This field is only available when removing ADP (Automated Data Processing) assets. It is a code assigned by DISA and can be found on the disposition document.
- ❸ **Qty** - This field may be automatically populated. Quantity should be "1" for serially managed personal property.
- ❹ **Acq Cost** - If the Acq Cost does not automatically populate, enter the "Recorded Cost" (historical cost) of the asset.
- ❺ **Eff Dt** - Mandatory. Defaults to the current date. Enter the date the asset was disposed.
- ❻ **Remarks** - Optional. This field is available for additional comments. For example, activities may document the reason for the asset's removal from the activity's personal property book. These remarks can only be viewed via a history query.



## Adding a New Hand Receipt Holder (HRH)

### Module: Hand Receipt

#### Maj/Sub Hand Receipt Holder

### Step 1

- ❶ **UIC** - Mandatory. Enter your activity's UIC.
- ❷ **HRH Nbr** - Mandatory. To add a new HRH, enter the alpha/numeric code (the Hand Receipt Holder Number) that will represent the individual who will be held responsible for the asset. This number must represent an individual NOT a department, however, the number may be a department code. To change or delete the HRH number, use the browse button to select the HRH number that you intend to modify.
- ❸ **Optional**. Enter the alpha/numeric code that represents the Sub Hand Receipt Holder. Some activities choose to record end users as Sub HRHs. The number must represent an individual. The Sub HRH number can not represent an office or desk.

### Step 2

- ❶ **TDA Para Nbr** - Leave blank. Not used by DON activities.
- ❷ **HRH Loc** - Mandatory. Enter the physical location where the HRH is located (i.e., room/office number).
- ❸ **Office** - Optional. Enter the HRH's office code or department (i.e., S-3, S-4, etc.)
- ❹ **Office Name** - Optional. Enter the office name of the HRH (i.e., Admin, Supply).
- ❺ **HRH Name** - Mandatory. Enter the HRH's name. Must be an individual, NOT a department name.
- ❻ **HRH Transfer Authority** - This field is not used by DON activities.
- ❼ **HRH Phone Nbr** - Mandatory. Enter the HRH's telephone number.
- ❽ **Alt HRH Name** - Optional. Enter the name of an alternate HRH.
- ❾ **Alt Phone Nbr** - Optional. Enter the alternate HRH's telephone number.

# USMC DPAS Desktop Reference



## Adding a New Hand Receipt Holder (HRH) (continued)

### Module: Hand Receipt

Maj/Sub Hand Receipt Holder

### Step 3

Maj/Sub Hand Receipt Holder Add/Change/Delete

Key Data  
UIC: N62735 HRH Nbr: H236

TDA Para Nbr: HRH Loc: ROOM 216  
Office: N4 Office Name: SUPPLY  
HRH Name: DAVID SMITH  HRH Transfer Authority  
HRH Phone Nbr: 703-555-1212  
Alt HRH Name: OPTIONAL  
Alt Phone Nbr: OPTIONAL

Last Inv Dt: 20011108 Order Dt:  
Inv Due Dt: 20041108 Updt Due Dt:  
Remarks: OPTIONAL

Delete Add Clear Exit

- 1 **Last Inv Dt** - Mandatory. Enter the date that the personal property was last inventoried.
- 2 **Order Dt** - Mandatory. Enter the effective date for the HRH.
- 3 **Inv Due Dt** - Mandatory. Enter the date that the next triennial inventory is due.
- 4 **Updt Due Dt** - Optional. Enter the date another HRH is required to submit an updated physical inventory of the assets assigned to him/her.
- 5 **Remarks** - Optional. Available for additional comments or tracking information.  
(i.e., John Day does not work on Friday.)

# USMC DPAS Desktop Reference



## Reporting an Asset as Excess

### Module: Hand Receipt

Excess Actions, Asset Reporting

#### Step 1

The 'Key Data' dialog box contains the following fields and controls:

- Radio buttons for 'End Item' (selected) and 'Component'.
- Checkbox for 'Bulk Asset' (unchecked).
- Text field for 'Bar Cd' with value '6273545455'.
- Text field for 'Stock Nbr'.
- Text field for 'Serial Nbr'.
- Text field for 'HRH Nbr'.
- 'OK', 'Clear', and 'Cancel' buttons.

Indicate whether the asset being excessed is an "End Item" or a "Component Item."

- 1 Bulk Asset** - Check this box if the asset is bulk managed.
- 2 Bar Cd** - Enter the bar code assigned to the asset. Entering the bar code will automatically populate the "Stock Nbr," "Serial Nbr," and "HRH Nbr" data fields.
- 3 Stock Nbr** - If the Stock Nbr does not automatically populate, enter the appropriate stock number from the USMC Standard Catalog.
- 4 Serial Nbr** - If the Serial Nbr does not automatically populate, enter the serial number located on the asset.
- 5 HRH Nbr** - This field is grayed out.

#### Step 2

The 'Excess Asset Reporting Add/Change' dialog box contains the following fields and controls:

- Buttons for 'Excess', 'Reporting Address', 'Location Address', and 'Transfer Designee'.
- 'Key Data' section with fields for Bar Cd (6273545455), UIC (N62735), Address Key (01), Serial Nbr (SERE098F0ED90E), HRH Nbr (ACL 01), and Stock Nbr (3930012130936). Nomen is TRUCK.
- 'Withdrawal Action' dropdown menu (1) with value -N/A.
- 'Avail Dt' (2) date field with value 20011108.
- 'Excess Remv Dt' field.
- 'Excess Qty' (3) field with value 1.
- 'Excess Cond Cd' (4) dropdown menu with value A -SUCBL(W/O QUAL).
- 'Obsolete Sts' (5) dropdown menu.
- 'Related Data', 'Add', 'Clear', and 'Exit' buttons.

- 1 Withdrawal Action** - Optional. This data field is only active if the asset was previously reported as Excess. Use the drop down menu to select the appropriate withdrawal action.
- 2 Avail Dt** - Mandatory. Defaults to today's date. Enter the date when your activity will cease using the asset. The asset will appear on an excess table and it will be available to other activities on that date.
- 3 Excess Qty** - This data field will be automatically populated with "1" and grayed out if item is serially manage.
- 4 Excess Cond Cd** - Mandatory. Select the appropriate condition code from the drop down menu.
- 5 Obsolete Sts** - This field is grayed out. Not normally used by the DON.



### Step 1

Key Data

**Type Action** ①
 

New Procurement  
 Transfer In     Admn Adj Rpt (AAR)  
 Reversal         Ammunition

Bulk Asset ②  
 Cost Embedded ③

**Higher Assemblage**

Bar Cd:  ④  
 Stock Nbr:  ⑤  
 Serial Nbr:  ⑥

**Component**

Doc Nbr:  ⑦  
 Bar Cd:  ⑧  
 Auto Assign  
 Stock Nbr:  ⑨   
 Serial Nbr:  ⑩

- ① **Type Action.** Mandatory. Defaults to "new procurement." Select the method used to acquire asset.
- ② **Bulk Asset** - Check this box if the asset is bulk managed.
- ③ **Cost Embedded** - Check this box if the cost of the component has already been included in the cost of the original asset that was recorded in your personal property book. (This box must be checked when recording the individual assets under a capital lease.)
- ④ **Higher Assemblage Bar Cd** - Mandatory. ALL items in your personal property book must be assigned a bar code. Enter the bar code number of the original item. Entering the bar code will automatically populate the higher assemblage "Stock Nbr" and "Serial Nbr" data fields.
- ⑤ **Higher Assemblage Stock Nbr** - If the bar code is not available, enter the stock number from the USMC Standard Catalog.
- ⑥ **Higher Assemblage Serial Nbr** - If the bar code is not available, enter the serial number. The serial number can be obtained directly from the asset.
- ⑦ **Component Doc Nbr** - Mandatory. Enter a locally assigned document number to track the acquisition of the component item(s). For example, the requisition or financial obligation number (e.g., purchase order number) may be recorded.
- ⑧ **Component Bar Cd** - Mandatory. Enter a 10-digit bar code in the following format: UIC minus the service code + Type property designator (i.e., C-capital, M-minor, S-Sub-minor) + 4 numeric digits.
- ⑨ **Component Stock Nbr** - Mandatory. Use the browse button to select the stock number from the USMC Standard Catalog. If you are unable to locate the appropriate catalog number, contact the USMC DPAS Help Desk and request a new catalog number.
- ⑩ **Component Serial Nbr** - Mandatory. Enter the serial number, which can be obtained directly from the asset.



## Adding a Component to an Item on Your Personal Property Book (continued)

### Module: Hand Receipt

#### Component Actions, Increase

### Step 2

**Component Increase**

**Key Data**  
 Bar Cd: 6273512346 UIC: KPMG14 HRH Nbr: AL  
 Serial Nbr: 343HK-345-C Doc Nbr: 43425235  
 Stock Nbr: 7010012329362 Nomen: COMPUTER

Qty: 1 Acq Cost: \$50,000.00  
 Fund Cd/Appn: 99 0001 Mfr Key: 1  
 Acq Dt: 20011109 Eff Dt: 20011109

Asset Cd: K -Non-Military Equip Office:   
 Cptl Cd: -N/A Task Cd:   
 Exp Cd: 1 -Funded Job Order Nbr:   
 Cntr/PO Nbr:

Page 1 of 2 Related Data Next Page Save Clear Exit

- 1 Qty - Enter "1" for serially managed assets.
- 2 Acq Cost - Mandatory. Enter the recorded cost (acquisition cost + ancillary costs) of the asset.
- 3 Fund Cd/Appn - Mandatory. Use the browse button to select the fund code and appropriation allotment number for the type of funding used to acquire the asset. If necessary, contact the Comptroller. If the appropriate codes are not listed in DPAS, contact the USMC DPAS Help Desk (HQMC code LFS-1).
- 4 Mfr Key - Mandatory for ADP assets. Use the browse button to select the code that represents the asset's manufacturer. If the applicable code is not available, contact the USMC DPAS Help Desk (HQMC code LFS-1) to have the manufacturer added.
- 5 Acq Dt - Mandatory. Defaults to the current date. Enter the date of receipt.
- 6 Eff Dt - Mandatory. Enter the date of receipt or current date.

### Step 3

**Component Increase**

**Key Data**  
 Bar Cd: 6273512346 UIC: KPMG14 HRH Nbr: AL  
 Serial Nbr: 343HK-345-C Doc Nbr: 43425235  
 Stock Nbr: 7010012329362 Nomen: COMPUTER

Qty: 1 Acq Cost: \$50,000.00  
 Fund Cd/Appn: 99 0001 Mfr Key: 1  
 Acq Dt: 20011109 Eff Dt: 20011109

Asset Cd: K -Non-Military Equip 1 Office: SUPPLY 4  
 Cptl Cd: -N/A 2 Task Cd: 2131 5  
 Exp Cd: 1 -Funded 3 Job Order Nbr: 3434 6  
 Cntr/PO Nbr: OPTIONAL 7

Page 1 of 2 Related Data Next Page Save Clear Exit

- 1 Asset Cd - Mandatory. Use the drop down menu to select the appropriate asset code. The majority of DON personal property items are "non-military" equipment. Select "1" if recording National Defense Equipment (NDE.)
- 2 Cptl Cd - Mandatory. Defaults to "N/A." Use the drop down menu to select an alternate code for capital assets with unique characteristics. For example, you must identify capital assets that are not currently in use.
- 3 Exp Cd - Mandatory. Use the drop down menu to select the appropriate expense code; "funded" or "unfunded." The majority of DON purchases are "funded."
- 4 Office - Mandatory. Enter the department that will use the property (e.g., SUPPLY, IT).
- 5 Task Cd - Mandatory for *capital assets*. If your activity does not assign tasks codes, enter any locally assigned tracking number. If necessary, contact the Comptroller's office.
- 6 Job Order Nbr - Mandatory for *capital assets*. Enter a number that links the asset to a particular project. This number is usually assigned by the Comptroller's office. If your activity does not assign job order numbers, enter any locally assigned number.
- 7 Cntr/PO Nbr - Optional. Enter the control or purchase order number assigned to the procurement of the asset.



## Adding a Component to an Asset on Your Personal Property Book (continued)

### Module: Hand Receipt

#### Component Actions, Increase

### Step 4

The screenshot shows the 'Component Increase' window with the following fields and values:

- Loc: BUILDING 5 (1)
- Intrns Cd: -N/A (2)
- Local Use: (3)
- Req Kit Qty: (4)
- Remarks: OPTIONAL (5)
- ADP Sys Id: (1)
- ADP Owner Cd: (2)
- Acq Cd: A -Not Reported (3)
- Maint Type Cd: X -None of the Above (4)
- Monthly Maint Cost: (5)
- Rental Cost: (6)

- 1 **Loc** - Mandatory. Enter the physical location of the asset.
- 2 **Intrns Cd** - Optional. Defaults to N/A. Use the drop down menu to track assets in transit between activities.
- 3 **Local Use** - Optional. Available for any additional comments or tracking information.
- 4 **Req Kit Qty** - Leave blank.
- 5 **Remarks** - Optional. Available for any additional comments or tracking information.

### Step 5 - ADP (Automated Data Processing) Assets

Data fields 1 - 6 are only available for assets that are assigned ADP stock numbers.

The screenshot shows the 'Component Increase' window with the following fields and values:

- Loc: BUILDING 5
- Intrns Cd: -N/A
- Local Use: (3)
- Req Kit Qty: (4)
- Remarks: OPTIONAL
- ADP Sys Id: 23 (1)
- ADP Owner Cd: 1 -Gov Owned (2)
- Acq Cd: A -Not Reported (3)
- Maint Type Cd: X -None of the Above (4)
- Monthly Maint Cost: (5)
- Rental Cost: (6)

- 1 **ADP Sys Id** - Optional. Enter a locally assigned ADP system identification code that designates the ADP asset as part of an ADP system.
- 2 **ADP Owner Cd** - Mandatory. Use the drop down menu to select the appropriate ADP Owner code. The majority of DON ADP assets are "government owned."
- 3 **Acq Cd** - Optional. Use the drop down menu to select the appropriate acquisition code. This code is used to identify how the ADP asset was acquired.
- 4 **Maint Type Cd** - Optional. Use the drop down menu to select to identify maintenance that the ADP asset requires.
- 5 **Maint Cost** - Optional. Enter the monthly amount that your activity plans to expend to maintain the ADP asset.
- 6 **Rental Cost** - Optional. If applicable, enter the monthly amount that your activity expends to rent the ADP asset.

# USMC DPAS Desktop Reference



## Activating Service Records Module: Maintenance & Utilization

### Step 1

The 'Key Data' dialog box contains the following fields and buttons:

- Local Id Nbr: [ ] 1
- Bar Cd: 0007210000 2
- Stock Nbr: [ ] 3
- Serial Nbr: [ ] 4
- Buttons: OK, Clear, Cancel

- 1 Local Id Nbr - Leave blank.
- 2 Bar Cd - Mandatory. Enter a 10 digit bar code in the following format: UIC minus the service code + Type property designator (i.e., C-Capital, M-Minor, S-Sub-minor) + 4 numeric digits.
- 3 Stock Nbr - Leave blank.
- 4 Serial Nbr - Leave blank.

### Step 2

The 'Update Basic (Activate)' form contains the following fields and controls:

- Key Data section:
  - Local Id Nbr: [ ] 1
  - Bar Cd: 0007210000
  - Stock Nbr: 231000N000088
  - Serial Nbr: 123
  - Nomen: TRUCK, AMBULANCE TACT
- End Mtr Rdg: 5000 2
- User Office: SUPPLY 5
- Local Use: [ ] 7
- Util Cd: M -Miles 10
- Rcpt Dt: 20020226 3
- Min Pct Util: 50 6
- Obj Pct Util: 85 8
- Mfr Serial Nbr: [ ]
- Meter Code section:
  - Metered 4
  - Non Metered
  - New Mtr 9

Page 1 of 2 | Related Data | Next Page | Save | Clear | Exit

- 1 Local Id Nbr - Leave blank.
- 2 End Mtr Rdg - Mandatory if meter code is M. Enter the most recent reading for this equipment.
- 3 Rcpt Dt - Mandatory. Enter the date the equipment is received for maintenance or repair.
- 4 Meter code - Mandatory. Select the appropriate radio button for metered or non-metered meter code.
- 5 User Office - Mandatory. Enter the code for the office using the equipment.
- 6 Min Pct Util - Mandatory. This field is automatically populated by the USMC Standard Catalog, but this field can be changed.
- 7 Local Use - Optional. Available for additional tracking information and comments.
- 8 Obj Pct Util - Mandatory. This field is automatically populated by the USMC Standard Catalog, but this field can be changed.
- 9 New Mtr - Optional. Check if the item has not been metered yet.
- 10 Util Cd - Mandatory. Select the appropriate Utilization Code from the drop down menu.



### Step 3

**Update Basic (Activate)**

Vehicle Grp Cd:

Vehicle Use Cd: **A - Gov't Operated** ①

Fuel Cd: **U - Unleaded Gasoline** ②

Pool Dispatch Nbr: **12** ③

**Psbl Days** ④

4 Days

5 Days

**Dispatch Cd** ⑤

Daily

Weekly

Recurring

None

**Storage Cd** ⑥

Admin

Spring/Summer

Fall/Winter

None

**Del / Waiver Cd** ⑦

Request for Waiver

Approved Waiver

None

Page 2 of 2

[Related Data](#) [Prev. Page](#) [Save](#) [Clear](#) [Exit](#)

- ① **Vehicle Use Cd** - Mandatory. Select the appropriate code for the purpose of the vehicle.
- ② **Fuel Cd** - Mandatory. Select the appropriate code for the type of fuel used in a particular asset.
- ③ **Pool Dispatch Nbr** - Optional. Enter the location of the dispatch.
- ④ **Psbl Days** - Mandatory. Select 4 or 5 days based on the number of days per week the item is used.
- ⑤ **Dispatch Cd** - Mandatory. Select the appropriate radio button for the frequency the item is being used.
- ⑥ **Storage Cd** - Mandatory. Select the appropriate radio button if the item is removed from service during specific times fo the year or for administrative purposes.
- ⑦ **Del/Waiver Cd** - Mandatory. Select the appropriate code if a waiver was requested for the item.

# USMC DPAS Desktop Reference



## Schedule Service

### Module: Maintenance & Utilization

#### Step 1

**Key Data**

Local Id Nbr:  ①

Bar Cd:  ②

Stock Nbr:  ③

Serial Nbr:  ④

OK Clear Cancel

- ① Local ID Nbr - Leave blank.
- ② Bar Cd - Mandatory. Enter a 10 digit bar code in the following format: UIC minus the service code + Type property designator (i.e., C-Capital, M-Minor, S-Sub-minor) + 4 numeric digits.
- ③ Stock Nbr - Leave blank.
- ④ Serial Nbr - Leave blank.

#### Step 2

**Update Schedule**

**Key Data**

Local Id Nbr: Bar Cd: 0007210000

Stock Nbr: 231000N000088 Serial Nbr: 123

Nomen: TRUCK, AMBULANCE TACT

	① Last Dt	② Freqn Days	③ Freqn Mi/Hr	④ Last Mtr Rdng	⑤ Maint Loc
Annual:			15000	120	GAR12
Semi-annual:			7500	120	GAR12
Quarterly:			3750	120	GAR12
Monthly:					
Lube:			3750	120	GAR12
Load Test:			15000	120	GAR12
Oil Analysis:			7500	120	GAR12

Apply to lower levels Related Data Save Clear Exit

- ① Last Dt - Optional. Enter the last date maintenance items were performed.
- ② Freqn Days - Optional. Enter the number of days to identify the frequency of performing maintenance items.
- ③ Freqn Mi/Hr - Optional. Enter the number of miles or hours between performing maintenance items.
- ④ Last Mtr Rdng - Optional. Enter the last meter reading of the items.
- ⑤ Maint Loc - Optional. Enter the location where the maintenance occurs for this item.



# USMC DPAS Desktop Reference



## Generate Work Orders Module: Maintenance & Utilization

### Step 1

The 'Key Data' dialog box contains the following fields and controls:

- Local Id Nbr:  (1)
- Bar Cd:  (2)
- Stock Nbr:  (3)
- Serial Nbr:  (4)
- Non-Property Book (5)
- Nomen:  (6)
- Buttons: OK, Print Rpts, Clear, Cancel

- 1 Local Id Nbr - Leave blank.
- 2 Bar Cd - Mandatory. Enter a 10 digit bar code in the following format: UIC minus the service code + Type property designator (i.e., C-Capital, M-Minor, S-Sub-minor) + 4 numeric digits.
- 3 Stock Nbr - Leave blank.
- 4 Serial Nbr - Leave blank.
- 5 Non-Property Book - Leave blank.
- 6 Nomen - Leave blank.

### Step 2

The 'Generate Work Order' main form contains the following fields and controls:

- Key Data:**
  - Local Id Nbr:
  - Bar Cd:
  - Stock Nbr:
  - Serial Nbr:
  - Nomen:
- Type Maint Cd:**  (1)
- Maint Loc:**  (2)
- Pri Cd:**  (3)
- Work Desc:**  (4)
- Work Order Nbr:**  (5)
- CmrC Repair Cd (6)
- Local Use:**  (7)
- Remarks:**  (8)
- User Office:**  (9)
- Phone Ext:**  (10)
- Submitter:**
- Loc:**
- Qty:**
- Print Work Order
- Buttons: Related Data, Info, Save, Clear, Exit

- 1 Type Maint Cd - Mandatory. Select the maintenance type which most closely matches the type of work to be done.
- 2 Maint Loc - Mandatory. Enter the location where the maintenance is performed.
- 3 Pri Cd - Mandatory. Enter the code for the priority of the work request, as identified by the Work Order Requestor initiator.
- 4 Work Desc - Mandatory. Enter a brief narrative of the problem.
- 5 Work Order Nbr - Mandatory. Enter the work order number.
- 6 CmrC Repair Cd - Optional. Check if the repair is being done by a commercial shop or company.
- 7 Local Use - Optional. Available for additional tracking information and comments.
- 8 Remarks - Optional. Available for additional tracking information and comments.
- 9 User Office - Mandatory. Enter the office code for the person who submitted the work order request.
- 10 Phone Ext - Mandatory. Enter the extension of the person who submitted the Work Order Request.

# USMC DPAS Desktop Reference



## Generate Work Orders (continued) Module: Maintenance & Utilization

### Step 3

**Key Data**

Local Id Nbr:                      Bar Cd: 0007210000  
Stock Nbr: 231000N000088      Serial Nbr: 123  
Nomen: TRUCK, AMBULANCE TACT

Type Maint Cd: Q -Quarterly    Maint Loc: GAR12    Pri Cd: 02  
Work Desc: QUARTERLY MAINTENANCE  
Work Order Nbr: 0111111111     Cmrc Repair Cd

Local Use:                      Remarks:                        
User Office: SUPPLY            Phone Ext: 4910  
Submitter: A. SUNG ①          Loc: BLDG. 123 ②          Qty: 1

Print Work Order

Related Data   Info   Save   Clear   Exit

- ① **Submitte** - Mandatory. Enter the name of the person who submitted the Work Order Request.
- ② **Loc** - Mandatory. Enter the location of the person who submitted the Work Order Request.

## List of Frequently Used DPAS Fields

Data Element	Frequently Used Action	Other Possible Actions
<i>Asset Cd-</i> Identifies the type of equipment purchased at the time of obligation and the manner of depreciation of the equipment through the Reutilization and Marketing Office as scrap or non-scrap sales	K= Non-Military Equipment	T= National Defense
<i>Captl Cd-</i> Denotes capital assets not in use, or capital assets with a dollar value under the specific dollar threshold or an asset over a specific dollar threshold, which is non-capital	Mandatory for all capital assets. N/A= Accepts Default	
<i>Cond Cd-</i> Used to classify material for degree of serviceability, condition and completeness in terms of readiness for issue, and to identify actions underway to change status of material.	A= Svcbl (w/o Qual)	
<i>Exp Cd-</i> Identifies whether depreciation should be considered funded or unfunded	2= Unfunded	1= Funded
<i>Task Cd-</i> Indicates the function/task against which costs, including time, are charged	Plant Account Number	
<i>Lo/Le Cd-</i> Used for managing single or group of STK	Blank= Government Owned	M= Loaned Out