



Search for an Excess Asset Inquiry — Criteria

Overview

The Property Accountability module Excess Asset Inquiry process provides the ability to search for Excess Asset records.

Navigation

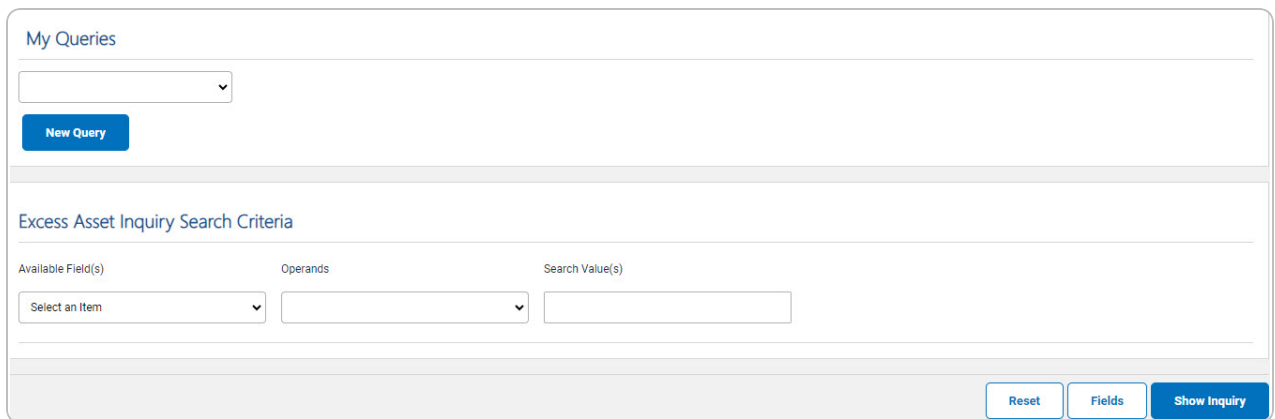
Inquiries > Asset Management > Excess Asset > Excess Asset Inquiry Search Criteria page

Procedures

Search for an Excess Asset Inquiry — Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'Excess Asset Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the main search criteria section. It has three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item' as the current selection. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.
 - A. Use  to select the first Available Field.





Note



Adding another Available Field  automatically populates an additional search criteria row.

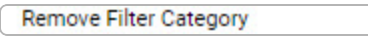
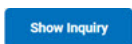
Note



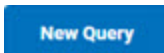
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
4. Choose which Search Value(s) to use in the search.
 - A. Use  to select the first Search Value.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Excess Asset Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide

My Queries

Excess Asset Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

Select an Item

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.
 4. Select . The **Excess Asset Inquiry – Select Fields** page appears.
- OR
- Select . The **Excess Asset Inquiry – Results** page appears.

Select a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.

My Queries

Excess Asset Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

Select an Item

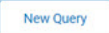
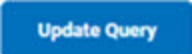


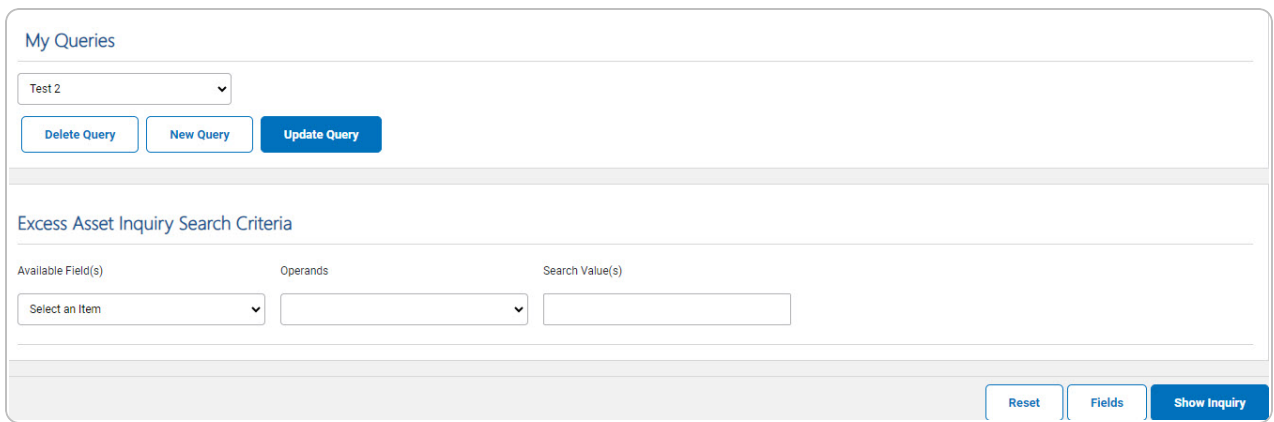


2. Select . The **Excess Asset Inquiry — Select Fields** page appears.
- OR

Select . The **Excess Asset Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and  is joined by  and . The selected query information appears in the search criteria grid.

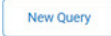
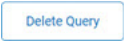


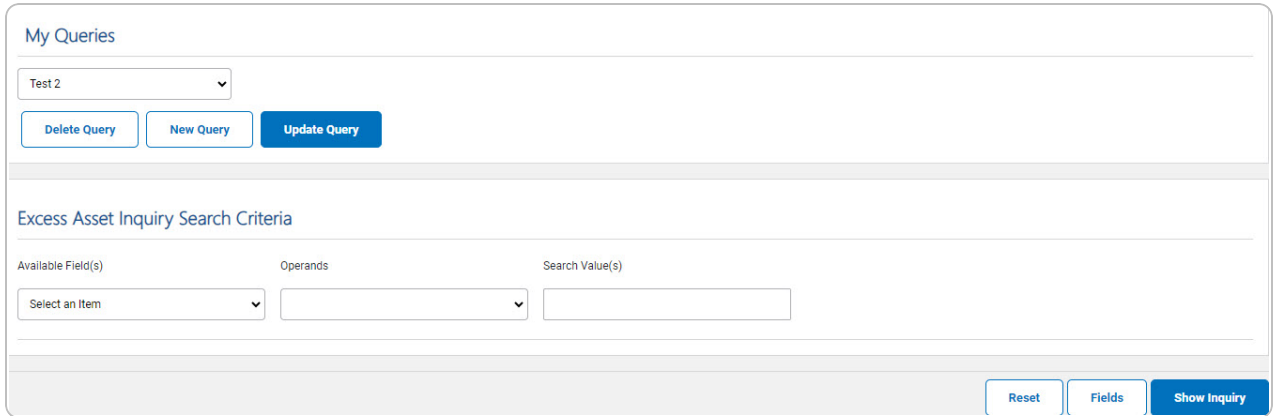
2. Select . The query information is updated.
- Select . The **Excess Asset Inquiry — Select Fields** page appears.
3. OR
- Select . The **Excess Asset Inquiry — Results** page appears.





Delete a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and  is joined by  and .* The selected query information appears in the search criteria grid.



2. Select . *The query information is removed.*

Revise the Fields for the Inquiry

- Select . *The **Excess Asset Inquiry — Select Fields** page appears.*





Search for an Excess Asset Inquiry — Results

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > [Show Inquiry](#) > Excess Asset Inquiry Search Results page

Procedures

Export the Excess Asset Inquiry Results

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

Rows Retrieved = 5

Asset Id	Custodian Nbr	Disposition Stock Nbr	Doc Id	Doc Nbr	Excess Dt	Item Desc	Mfr Name	Non-Actbl	Serial Nbr	Site Id	Stock Nbr	UI	UIC	Unit Price
BROOK000210	TLH001	AE1			10/18/2023	AIRPLANE	BOEING	NO	ABC123DEF	FUNC-2	155000A010084	EA	BROOKS	100.00
BROOK000212	BULK	AE1			10/18/2023	XXXX	UNASSIGNED	NO	ABC01234	FUNC-2	555009675454	EA	BROOKS	100.00
BROOK000282	RFD2	AE1			10/18/2023	FLAT PANEL MONITOR	DELL	NO	ABC123DEF	FUNC-2	7025015679288	EA	BROOKS	100.00
TA0123	GRCE1	AE1			10/18/2023	TEST RIFLE	BOEING	NO	ABC123	FUNC-2	005000739411	EA	BROOKS	1500.00
TESTING01016	JCH001	AE1			10/18/2023	AIRPLANE	BOEING	NO	ABC123	FUNC-2	155000A010084	EA	BROOKS	100.00

08/20/2024 12:24
Controlled Unclassified Information

1 of 1

[Cancel](#)

Note



To reach the optional fields, refer to the Excess Asset Inquiry — Field Selection page.

2. Select [Cancel](#). The **Excess Asset Inquiry Search Criteria** page appears.





Search the Results

1. Select the empty field **Find | Next**.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select **Find** to search for the entry. *The entry appears highlighted in the file.*
4. Select **Next** to find the next matching value. *This feature is available if multiple results are found.*

View the Excess Asset Inquiry Detail

Select the desired ASSET ID row. The **Excess Asset Inquiry Detail — Basic** page appears.





Select Fields for the Excess Asset Inquiry

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > > Excess Asset Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.





1. Select [Fields](#). The **Excess Asset Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Disposition Stock Nbr	Disposition Catalog Stock Number. Identifies the asset marked as "Excess"
☒	Doc Id	Document Identifier Code (DIC). Identifies the type of action.
☒	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.
☒	Excess Dt	Date an asset is documented as excess.
☒	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.
☒	Mfr Name	The full name of a specific manufacturer.
☒	Non-Actbl	Non Accountable is displayed Yes or No.
☒	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	Site Identification. Identifies a unique database within DPAS
☒	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.
☒	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☒	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☒	Unit Price	The cost of an asset for the quantity shown by the unit of issue code.





Help Reference Guide

☐	Avail Dt	Estimated Availability Date. Estimated date that the asset will be available for redistribution
☐	CAGE Cd	Controlling activities including manufactures, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☐	Cond Cd	Identifies the degree of condition in terms of readiness for issue
☐	Designee Cd	The Designee Cd indicating where the excess equipment is being transferred. The Designee Cd must match a designee code on the Disposal Designee Table.
☐	Disposition Cd	A unique column that holds the code used by the lookup table which coincides with the associated disposition description
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Excess In Place	Flag is set if Excess in Place. Yes or No
☐	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☐	FAX Nbr	The commercial fax number of the Point of Contact
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	Haz Mat Id Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Holding DODAAC	A distinctive code assigned to identify units, activities, organizations, non-DoD, and contract activities engaged in the requisitioning, receiving, and billing of material.
☐	Holding Loc	Description of the physical location of an asset.
☐	Holding POC	For Holding Location, the name of the individual who is holding the asset marked as excess
☐	Holding Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	IT Device Desc	Description of the IT Asset
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.





Help Reference Guide

☐	Mat Doc Nbr	DPAS assigned identifier for an item being reported as excess to DISA. This number is used to obtain status of excessed equipment in the ADP and appears on the DISA disposition document.
☐	Media Sts Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspL_desc - description
☐	Mfr Cd	Code that identifies the Manufacturer of the asset that is available for redistribution
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	NIIN	NIIN-National Item Identification Number. The second part of the NSN (National Stock Number). The NIIN consists of a 2 position NATO/Country Code, and a 7 position nbr serially assigned without regard to the kind of item or its classification
☐	Piferable Sensitive Cd	Code that identifies any piferable or sensitive information for asset available for redistribution
☐	Precious Mtl Cd	A one position alphanumeric code used to identify items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable. Use this code to make sure that precious metal is recover
☐	Printed	Printed Flag indicates that the transaction has been printed on a report (No indicates not printed, Yes indicates printed)
☐	Prj Cd	Project Code. Used to define specific uses or projects for which the asset is intended
☐	Process Cycle Id	An identifier used for restarting a program from the point of failure. The processing cycle id is stored in the sys_parm_header and detail table. The processing cycle is usually the YYYYMMDD HHMMSS
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Process Sts Cd	Provides current status of a row(s) being processed
☐	Prop	Identifies asset as being property managed or Not property managed.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RIC	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	RIC From	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	Rpt Address1	The primary address name of a particular activity, agency or facility. When used, a second address area (Address2) is available to enter additional address information.
☐	Rpt Address2	Used in conjunction with Address1, Address2 provides additional address information for a particular activity, agency or facility.





Help Reference Guide

☐	Rpt City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For School Donation, the name of the School and city address where the excess asset is being donated.
☐	Rpt Country Cd	Identifies the country of the DRMO site.
☐	Rpt DODAAC	DODAAC of site reporting asset for redistribution
☐	Rpt E-Mail Address	Electronic mail address of POC at site reporting asset for redistribution
☐	Rpt POC	Individual to contact at site reporting asset for redistribution
☐	Rpt POC DSN	Reporting POC DSN Phone Number. DSN phone number of POC at site reporting asset for redistribution
☐	Rpt POC Phone Nbr	Reporting POC Commercial Phone Number. Commercial phone number of POC at site reporting asset for redistribution
☐	Rpt ZIP Cd	Zip Code of a particular activity.
☐	Shelf Life Cd	A code assigned to a shelf life item to identify the period of time beginning with the date of manufacturer/assembly/pack and terminated by the date which an item must be used like expiration date or subjected to inspection/test/restoration/disposal action.
☐	Signal Cd	Designates the fields that contain the intended consignee (Ship to) and the Activity to receive and pay the bills, when applicable.
☐	Spci Ctl Item Cd	Indicates assets that require special controls, including sensitive, regulated, principal, explosive or hazardous
☐	State	State where site reporting asset for redistribution is physically located
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Suffix Cd	Used to identify partial shipment until the shipment is received.
☐	Supp Address	Identifies an address if the bill to/ship to user identifier is other than the one depicted in the register document number. Enter Job Order Number, DODAAC, etc. based on the supply support requirements.
☐	Svcg DODAAC	Servicing DODAAC. Identifies the Disposal Activity that services the generator of the "Excess" action
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Type Action	Identifies the type of action taken against the asset being reported for redistribution
☐	Ull	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Unit Cube	A data field indicating the maximum cube of the unit pack.
☐	Unit Wt	Data field indicating the maximum gross weight of the unit pack.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

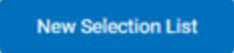
3. Enter an unique identifier in the Extract Id field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*

4. Use to select the Privacy Type.





Add a Selection List

1. Select . The page refreshes, and Selections changes from a drop-down field to a text field.

My Selections

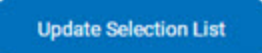
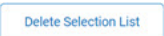
☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

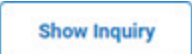
Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . The page refreshes, and the selected list is added.

 is replaced by  and .

Select  for small volumes of data. The **Excess Asset Inquiry — Results** page appears.

- 3.

OR

Select  for large volumes of data. The **Excess Asset Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

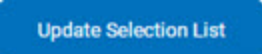
Select  for small volumes of data. *The **Excess Asset Inquiry — Results** page appears.*

- 2.

OR

Select  for large volumes of data. *The **Excess Asset Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*

My Selections

Test 2

Delete Selection List

New Selection List

Update Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.





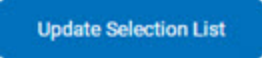
2. Select . The page refreshes.

Select  for small volumes of data. The **Excess Asset Inquiry — Results** page appears.

3. **OR**

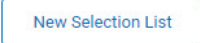
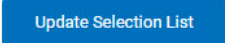
Select  for large volumes of data. The **Excess Asset Inquiry Transaction Status** page appears.

Delete a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .

My Selections

Test 2

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

2. Select . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





1. Select Fields . The **Excess Asset Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type

Private ▼

My Selections

▼

New Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Disposition Stock Nbr	Disposition Catalog Stock Number. Identifies the asset marked as "Excess"
☒	Doc Id	Document Identifier Code (DIC). Identifies the type of action.
☒	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.
☒	Excess Dt	Date an asset is documented as excess.
☒	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.
☒	Mfr Name	The full name of a specific manufacturer.
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☒	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.
☒	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☒	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☒	Unit Price	The cost of an asset for the quantity shown by the unit of issue code.





Help Reference Guide

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☐	Cond Cd	Identifies the degree of condition in terms of readiness for issue
☐	Designee Cd	The Designee Cd indicating where the excess equipment is being transferred. The Designee Cd must match a designee code on the Disposal Designee Table.
☐	Disposition Cd	A unique column that holds the code used by the lookup table which coincides with the associated disposition description
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Excess In Place	Flag is set if Excess in Place. Yes or No
☐	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
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☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	IT Device Desc	Description of the IT Asset
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.





Help Reference Guide

☐	Mat Doc Nbr	DPAS assigned identifier for an item being reported as excess to DISA. This number is used to obtain status of excessed equipment in the ADP and appears on the DISA disposition document.
☐	Media Sts Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspL_desc - description
☐	Mfr Cd	Code that identifies the Manufacturer of the asset that is available for redistribution
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	NIIN	NIIN-National Item Identification Number. The second part of the NSN (National Stock Number). The NIIN consists of a 2 position NATO/Country Code, and a 7 position nbr serially assigned without regard to the kind of item or its classification
☐	Piferable Sensitive Cd	Code that identifies any piferable or sensitive information for asset available for redistribution
☐	Precious Mtl Cd	A one position alphanumeric code used to identify items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable. Use this code to make sure that precious metal is recover
☐	Printed	Printed Flag indicates that the transaction has been printed on a report (No indicates not printed, Yes indicates printed)
☐	Prj Cd	Project Code. Used to define specific uses or projects for which the asset is intended
☐	Process Cycle Id	An identifier used for restarting a program from the point of failure. The processing cycle id is stored in the sys_parm_header and detail table. The processing cycle is usually the YYYYMMDD HHMMSS
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Process Sts Cd	Provides current status of a row(s) being processed
☐	Prop	Identifies asset as being property managed or Not property managed.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RIC	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	RIC From	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	Rpt Address1	The primary address name of a particular activity, agency or facility. When used, a second address area (Address2) is available to enter additional address information.
☐	Rpt Address2	Used in conjunction with Address1, Address2 provides additional address information for a particular activity, agency or facility.





Help Reference Guide

☐	Rpt City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For School Donation, the name of the School and city address where the excess asset is being donated.
☐	Rpt Country Cd	Identifies the country of the DRMO site.
☐	Rpt DODAAC	DODAAC of site reporting asset for redistribution
☐	Rpt E-Mail Address	Electronic mail address of POC at site reporting asset for redistribution
☐	Rpt POC	Individual to contact at site reporting asset for redistribution
☐	Rpt POC DSN	Reporting POC DSN Phone Number. DSN phone number of POC at site reporting asset for redistribution
☐	Rpt POC Phone Nbr	Reporting POC Commercial Phone Number. Commercial phone number of POC at site reporting asset for redistribution
☐	Rpt ZIP Cd	Zip Code of a particular activity.
☐	Shelf Life Cd	A code assigned to a shelf life item to identify the period of time beginning with the date of manufacturer/assembly/pack and terminated by the date which an item must be used like expiration date or subjected to inspection/test/restoration/disposal action.
☐	Signal Cd	Designates the fields that contain the intended consignee (Ship to) and the Activity to receive and pay the bills, when applicable.
☐	Spci Ctl Item Cd	Indicates assets that require special controls, including sensitive, regulated, principal, explosive or hazardous
☐	State	State where site reporting asset for redistribution is physically located
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Suffix Cd	Used to identify partial shipment until the shipment is received.
☐	Supp Address	Identifies an address if the bill to/ship to user identifier is other than the one depicted in the register document number. Enter Job Order Number, DODAAC, etc. based on the supply support requirements.
☐	Svcg DODAAC	Servicing DODAAC. Identifies the Disposal Activity that services the generator of the "Excess" action
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Type Action	Identifies the type of action taken against the asset being reported for redistribution
☐	Ull	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Unit Cube	A data field indicating the maximum cube of the unit pack.
☐	Unit Wt	Data field indicating the maximum gross weight of the unit pack.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

2. Select the fields required for the inquiry. *The first 15 fields are automatically selected.*

Note



The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

[Show Inquiry](#)

Select [Show Inquiry](#) for small volumes of data. *The **Excess Asset Inquiry — Results** page appears.*

- 3.

OR





Help Reference Guide

Select for large volumes of data. The **Excess Asset Inquiry Transaction Status** page appears.





View the Excess Asset Inquiry Detail — Basic

Navigation

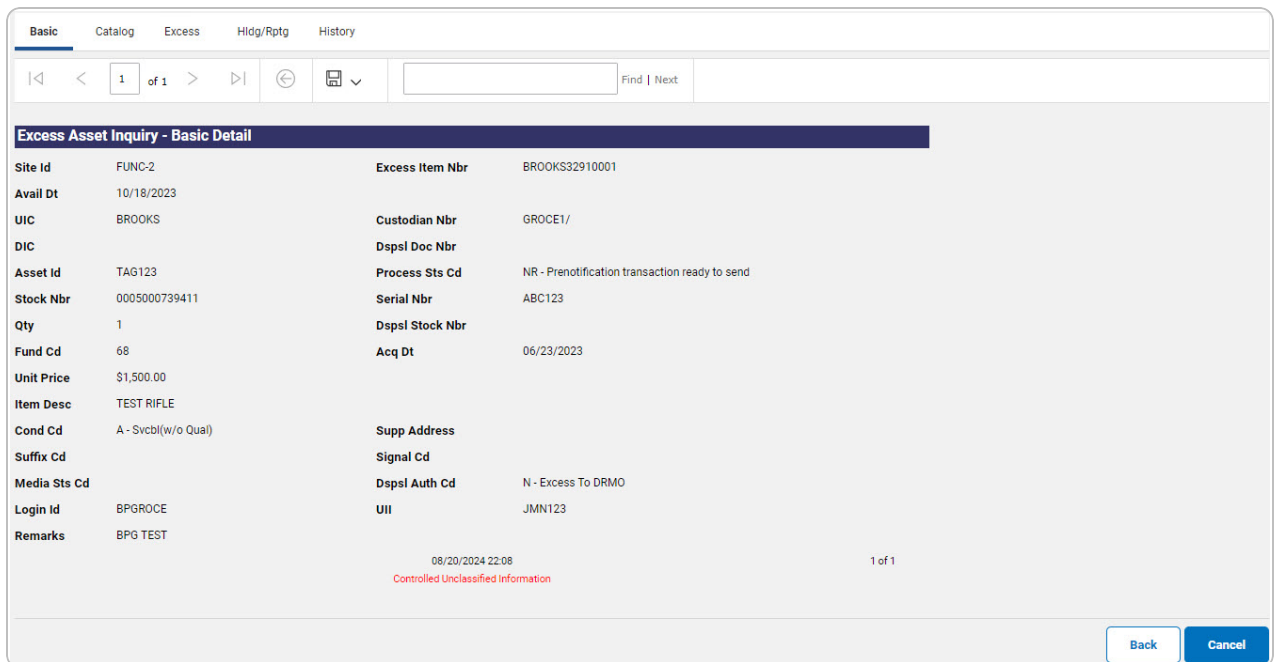
Inquiries > Asset Management > Excess Asset > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — Basic page

Procedures

Export the Excess Asset Inquiry Detail — Basic

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. **Verify the Basic tab.**



Excess Asset Inquiry - Basic Detail			
Site Id	FUNC-2	Excess Item Nbr	BROOKS32910001
Avail Dt	10/18/2023		
UIC	BROOKS	Custodian Nbr	GROCE1/
DIC		Dpsl Doc Nbr	
Asset Id	TAG123	Process Sts Cd	NR - Prenotification transaction ready to send
Stock Nbr	0005000739411	Serial Nbr	ABC123
Qty	1	Dpsl Stock Nbr	
Fund Cd	68	Acq Dt	06/23/2023
Unit Price	\$1,500.00		
Item Desc	TEST RIFLE		
Cond Cd	A - Svcbl(w/o Qual)	Supp Address	
Suffix Cd		Signal Cd	
Media Sts Cd		Dpsl Auth Cd	N - Excess To DRMO
Login Id	BPGROCE	UII	JMN123
Remarks	BPG TEST		

08/20/2024 22:08
Controlled Unclassified Information

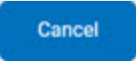
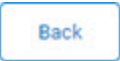
1 of 1

[Back](#) [Cancel](#)

2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.





4. Select . The **Excess Asset Inquiry — Criteria** page appears.
- OR
- Select the Catalog tab. The **Excess Asset Inquiry Detail — Catalog** page appears.
- OR
- Select the Excess tab. The **Excess Asset Inquiry Detail — Excess** page appears.
- OR
- Select the HLDG/RPTG tab. The **Excess Asset Inquiry Detail — Hldg/Rptg** page appears.
- OR
- Select the History tab. The **Excess Asset Inquiry Detail — History** page appears.
- OR
- Select . The **Excess Asset Inquiry — Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Excess Asset Inquiry Detail — Catalog

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — Catalog page

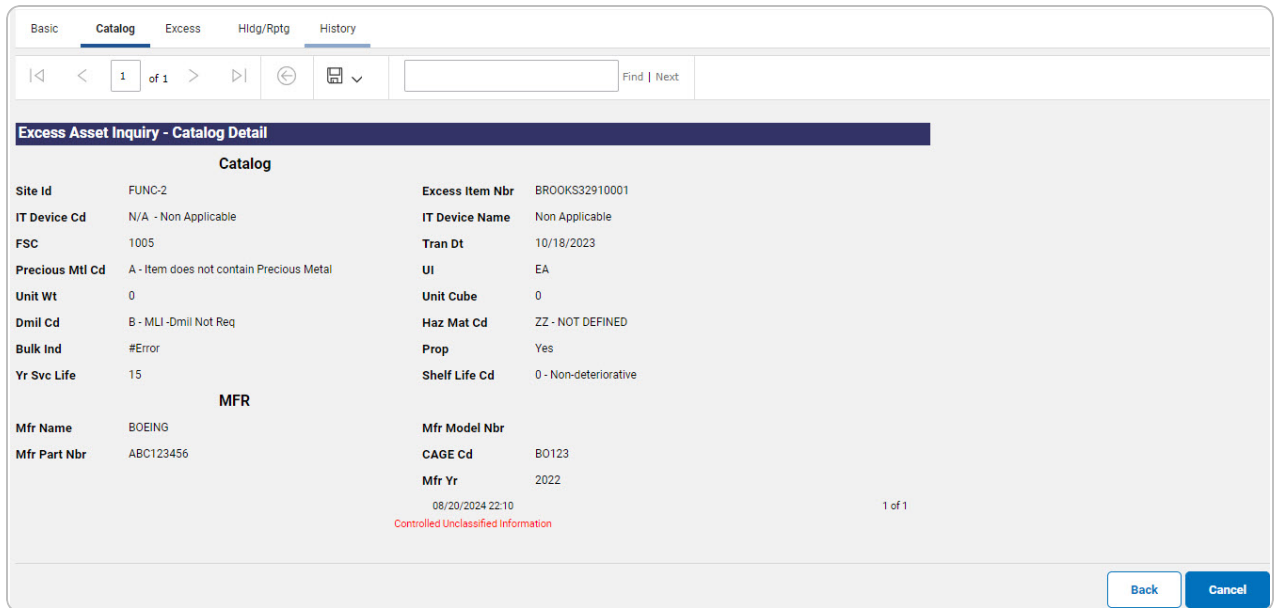
Procedures

Export the Excess Asset Inquiry Detail — Catalog

[Cancel](#)

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

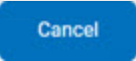
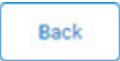
1. **Verify the Catalog tab.**



2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.





4. Select . The **Excess Asset Inquiry — Criteria** page appears.
- OR
- Select the Basic tab. The **Excess Asset Inquiry Detail — Basic** page appears.
- OR
- Select the Excess tab. The **Excess Asset Inquiry Detail — Excess** page appears.
- OR
- Select the HLDG/RPTG tab. The **Excess Asset Inquiry Detail — Hldg/Rptg** page appears.
- OR
- Select the History tab. The **Excess Asset Inquiry Detail — History** page appears.
- OR
- Select . The **Excess Asset Inquiry — Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Excess Asset Inquiry Detail — Excess

Navigation

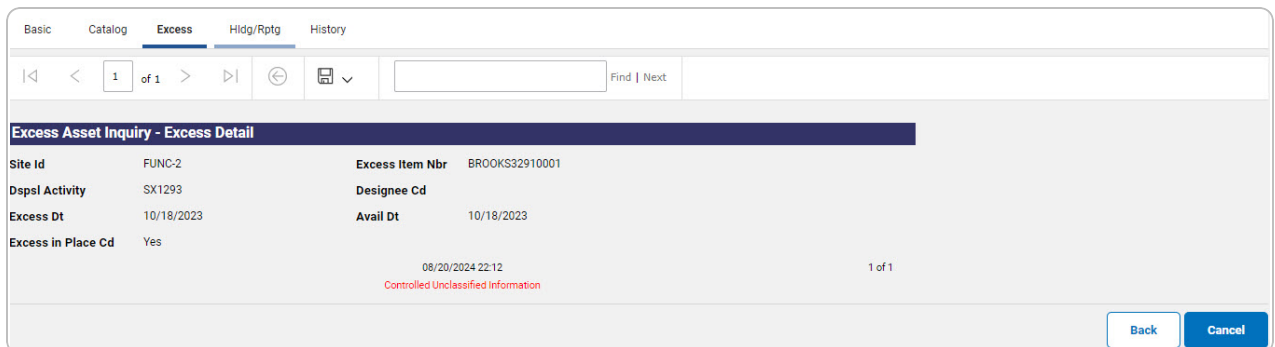
Inquiries > Asset Management > Excess Asset > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — Excess page

Procedures

Export the Excess Asset Inquiry Detail — Excess

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. **Verify the Excess tab.**



2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Excess Asset Inquiry — Criteria** page appears.

OR

Select the HLDG/RPTG tab. The **Excess Asset Inquiry Detail — Hldg/Rptg** page appears.





OR

Select the History tab. The **Excess Asset Inquiry Detail — History** page appears.

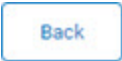
OR

Select the Basic tab. The **Excess Asset Inquiry Detail — Basic** page appears.

OR

Select the Catalog tab. The **Excess Asset Inquiry Detail — Catalog** page appears.

OR

Select . The **Excess Asset Inquiry — Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Excess Asset Inquiry Detail — HLDG/RPTG

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — HLDG/RPTG page

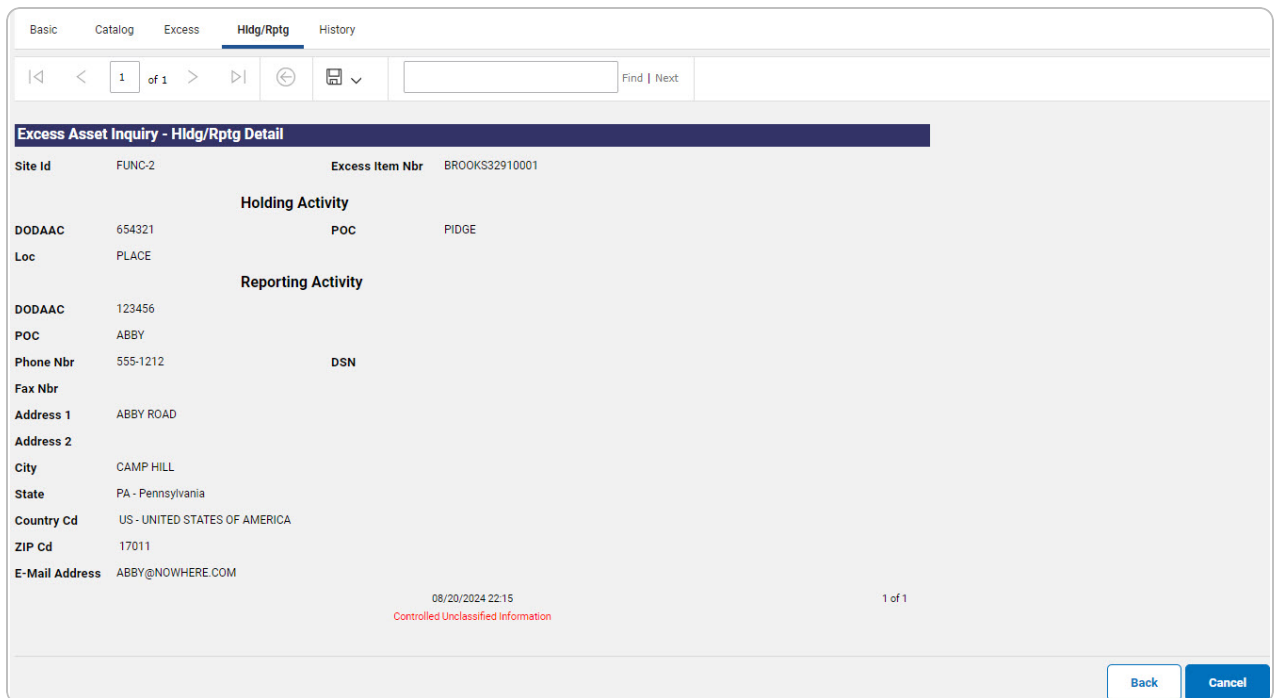
Procedures

Export the Excess Asset Inquiry Detail — HLDG/RPTG

[Cancel](#)

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

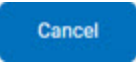
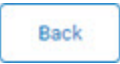
1. Verify the HLDG/RPTG tab.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.





3. Follow the prompts provided by the computer.
Select . The **Excess Asset Inquiry — Criteria** page appears.
4. OR
Select the Basic tab. The **Excess Asset Inquiry Detail — Basic** page appears.
OR
Select the Catalog tab. The **Excess Asset Inquiry Detail — Catalog** page appears.
OR
Select the Excess tab. The **Excess Asset Inquiry Detail — Excess** page appears.
OR
Select the History tab. The **Excess Asset Inquiry Detail — History** page appears.
OR
Select . The **Excess Asset Inquiry — Results** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Excess Asset Inquiry Detail — History

Navigation

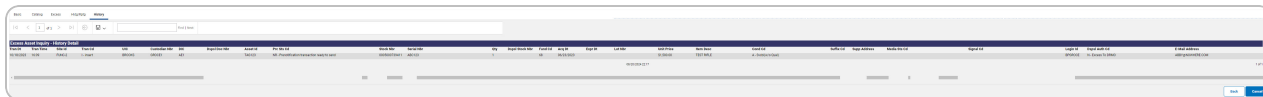
Inquiries > Asset Management > Excess Asset > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — History page

Procedures

Export the Excess Asset Inquiry Detail — History

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. **Verify the History tab.**



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Excess Asset Inquiry — Criteria** page appears.

OR

Select the Basic tab. The **Excess Asset Inquiry Detail — Basic** page appears.

OR

Select the Catalog tab. The **Excess Asset Inquiry Detail — Catalog** page appears.

OR

Select the Excess tab. The **Excess Asset Inquiry Detail — Excess** page appears.





OR

Select the HLDG/RPTG tab. The **Excess Asset Inquiry Detail — Hldg/Rptg** page appears.

OR

Select . The **Excess Asset Inquiry — Results** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

