



Search for an ACTBL UIC/UIC — Criteria

Overview

The Property Accountability module Accountable Unit Identification Code (ACTBL UIC)/Unit Identification Code (UIC) process provides the ability to create, view, update, and delete a UIC specific to the agency currently being accessed.

Note



Any role with Master Data access can create a new Accountable UIC. However, when creating a new Accountable UIC, a new matching UIC (with the same 6 characters) must be created at the same time.

Navigation

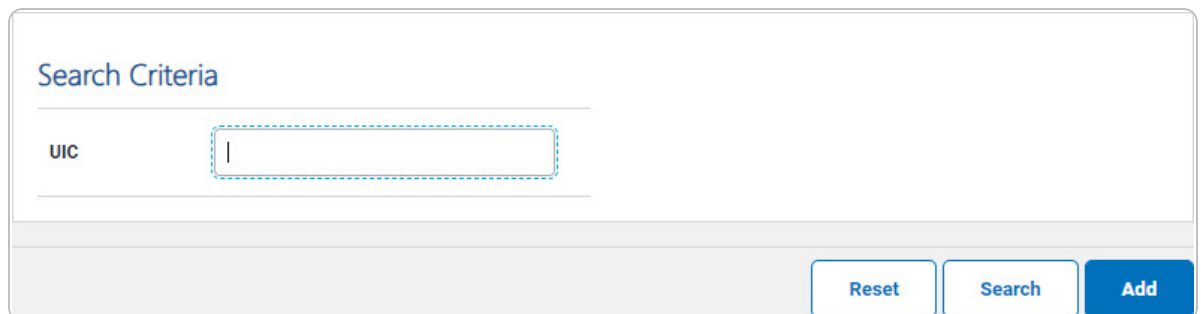
Master Data > ACTBL UIC/UIC > ACTBL UIC/UIC Search Criteria page

Procedures

Search for an ACTBL UIC/UIC — Criteria

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. In the Search Criteria panel, narrow the results by entering the following optional field.



- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
2. Select . The **Actbl UIC/UIC Search Results** page appears.





Help Reference Guide

Search Criteria

UIC
BROOKS

Search Results (1)

Number to Display ▼

Update	UIC	UIC Name	Actbl UIC	Primary DODAAC	Agcy Cd	Status	APO Name
Update	BROOKS	BROOKS TEST UIC	N00018	BR00KS	D2	True	DAVE BROOKS

Cancel





Add an ACTBL UIC/UIC

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > > ACTBL UIC/UIC Add page

Procedures

Add an ACTBL UIC/UIC

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Select . The **ACTBL UIC/UIC Add page** appears and opens to the Basic tab.

Basic
APO

Add

*Actbl UIC	N00018	*Excess Interface	N/A
UIC	ATRY41	*UIT Interface	NO
*UIC Name		*Authn Mgt	NONE
Force Managed	☐	*Military Asset Reporting	MANUAL
Force Element		Transfer via PIEE	☒
*Status	ACTIVE	Transfer via DAAS	☐
*Asset Id Assignment	AUTO W/MANUAL OPTION	FAD	2
APSR ID	FUNC-2/ATRY41	Project Code	
*Primary DODAAC		RP Inst Cd	
*Agency Cd	D2 - DEFENSE FINANCE AND ACCO	TMO RIC	
*Major Cmd Cd	00 - DEF FIN & ACCTNG AGY	Remarks	
*Activity Cd		History Remarks	
Installation Cd			
*Real Property Org Cd			

Cancel

- A. Update the ACTBL UIC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

Note



To create a new Accountable UIC, enter a brand new 6-character code.

- B. Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*
- C. *The Status automatically populates and is not editable.*
- D. Use  to select the Asset Id Assignment.





Help Reference Guide

- E.** Enter the Primary DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- F.** Use  to select the Agency Cd.
- G.** Use  to select the Major Cmd Cd.
- H.** Enter the ACTIVITY Cd in the field provided. *This is a 4 alphanumeric character field.*
- I.** Use  to select the Real Property Org Cd.
- J.** Use  to select the Excess Interface.
- K.** Use  to select the UIT Interface.
- L.** Use  to select the Authn Mgt.
- M.** Use  to select the Military Asset Reporting.
- N.** Select the APO tab. *The **APO** tab appears.*





Help Reference Guide

Basic APO

Add

Actbl UIC

N00018

UIC

BPG123

*APO Office Id

*APO Office Name

*APO Name

Phone Nbr

E-Mail Address

*Address 1

Address 2

*City

*State

*ZIP Cd

*Country Cd

Cancel

Add

- a. Enter the APO Office Id in the field provided. *This is an 11 alphanumeric character field.*
- b. Enter the APO Office Name in the field provided. *This is a 25 alphanumeric character field.*





Help Reference Guide

- c. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- d. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- e. Use  to select the State.
- f. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- g. Use  to select the Country Cd.

Select . The **Actbl UIC/UIC Transaction Status** page appears.

h.

OR

Select the FM tab. The **FM** tab appears.

Basic APO FM	
Add	
ORG ID	
Unit Kind CD	
Phasing Cd	Select a Phasing Cd 
Phasing Fiscal Qtr	Select a Fiscal Qtr 
Phasing Fiscal Yr	YYYY
BPU	
ASL	
 	

1. Select . The **Actbl UIC/UIC Transaction Status** page appears.





Update an ACTBL UIC/UIC

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > > Search Results > Update hyperlink > Update Accountable UIC/UIC page

Procedures

Update an ACTBL UIC/UIC

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

Bold numbered steps are required.

1. Select the Update hyperlink. The **ACTBL UIC/UIC Update** page appears and opens to the Basic tab.





Help Reference Guide

Basic		APO	
Update			
*Actbl UIC	N00018	*Real Property Org Cd	01 - USAR - Army Reserve
UIC	BG1234	*Excess Interface	N/A
*UIC Name	BG1234	*UIT Interface	NO
Force Managed	☐	*Authn Mgt	NONE
Force Element		*Military Asset Reporting	MANUAL
*Status	ACTIVE	Transfer via PIEE	☒
*Asset Id Assignment	AUTO W/MANUAL OPTION	Transfer via DAAS	☐
APSR ID	FUNC-2/BG1234	FAD	2
*Primary DODAAC	BG1234	Project Code	
*Agency Cd	D2 - DEFENSE FINANCE AND ACCOUNTING SERVICE	RP Inst Cd	
*Major Cmd Cd	00 - DEF FIN & ACCTNG AGY	TMO RIC	
*Activity Cd	BG	Remarks	
Installation Cd		History Remarks	

- A. Verify the **ACTBL UIC**.
- B. Update the **UIC Name**, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- C. Update the **Status**, using ▼ to select the desired status.
- D. Update the **Asset Id Assignment**, using ▼ to select the desired identification.
- E. Update the **Primary DoDAAC**, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- F. Verify the **AGENCY CD**.
- G. Verify the **MAJOR CMD CD**.
- H. Update the **ACTIVITY CD**, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*
- I. Update the **Real Property Org Cd**, using ▼ to select the desired code.





Help Reference Guide

- J.** Update the Excess Interface, using  to select the desired choice.
 - K.** Update the UIT Interface, using  to select the desired choice.
 - L.** Update the Authn Mgt, using  to select the desired stock type.
 - M.** Update the Military Asset Reporting., using  to select the desired type.
- Select . The **Actbl UIC/UIC Transaction Status** page appears.

N.

OR

Select the APO tab. *The APO tab appears.*

Basic

APO

Update

Actbl UIC	N00018	*Address 1	1 ORIOLE WAY
UIC	BG1234	Address 2	
*APO Office Id	ORIOLES	*City	BALTIMORE
*APO Office Name	ORIOLES GROUP	*State	MARYLAND
*APO Name	BUCK SHOWALTER	*ZIP Cd	21201
Phone Nbr	555-555-5555	*Country Cd	US - UNITED STATES OF AMERICA
E-Mail Address	BUCK.SHOWALTER@ORIOLESGROUP.O		

Cancel

Update

- A.** Update the APO Office ID, entering the revised identifier in the field provided. *This is an 11 alphanumeric character field.*
- B.** Update the APO Office Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- C.** Update the APO Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- D.** Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- E.** Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*





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- F. Update the City, entering the revised place in the field provided. *This is a 22 alpha-numeric character field.*
- G. Update the State, using  to select the desired state.
- H. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- I. Update the Country Cd, using  to select the desired code.

Select . The **Actbl UIC/UIC Transaction Status** page appears.

J.

OR

Select the FM tab. *The FM tab appears.*

Basic APO FM	
Update	
ORG ID	
Unit Kind CD	NIS - NATIONAL AIR AND SPACE IN 
Phasing Cd	M-Move 
Phasing Fiscal Qtr	3 
Phasing Fiscal Yr	2025
BPU	
ASL	
 	

- a. Select . The **Actbl UIC/UIC Transaction Status** page appears.





View the ACTBL UIC/UIC Details

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > > Search Results > UIC hyperlink > ACTBL UIC/UIC Details page

Procedures

View the ACTBL UIC/UIC Details

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
2. Select . The **Actbl UIC/UIC Search Results** page appears. Results display in the Search Results grid.
3. Select the UIC hyperlink. The **ACTBL UIC/UIC Details** page appears and opens to the Basic tab.





Help Reference Guide

Basic		APO	
Details			
*Actbl UIC	N00024	*Real Property Org Cd	06 - Navy - Navy Active
UIC	ABC123	*Excess Interface	EXCESS IN PLACE
*UIC Name	BPG TRIAL 2	*UIT Interface	NO
Force Managed	☐	*Authn Mgt	LIN/TAMCN
Force Element		*Military Asset Reporting	DPAS
*Status	ACTIVE	Transfer via PIEE	☒
*Asset Id Assignment	AUTO W/MANUAL OPTION	Transfer via DAAS	☐
APSR ID	NJ-ME/ABC123	FAD	2
*Primary DODAAC	AAAAAA	Project Code	
*Agency Cd	DN - DEPARTMENT OF THE NAVY	RP Inst Cd	
*Major Cmd Cd	12 - ADMN ASST UNDR SEC NAVY/N00012	TMO RIC	
*Activity Cd	01	Remarks	BPG TEST
Installation Cd		History Remarks	

[Cancel](#)

4. Review the Basic tab.
 - A. Verify the ACTBL UIC.
 - B. Verify the UIC Name.
 - C. Verify the Status.
 - D. Verify the ASSET ID Assignment.
 - E. Verify the Primary DoDAAC.
 - F. Verify the AGENCY CD.
 - G. Verify the MAJOR CMD CD.





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- H.** *Verify the Activity CD.*
 - I.** *Verify the Real Property ORG CD.*
 - J.** *Verify the Excess Interface.*
 - K.** *Verify the UIT Interface.*
 - L.** *Verify the AUTHN MGT.*
 - M.** *Verify the Military Asset Reporting.*
5. *Review the fields on the APO tab.*

Basic		APO	
Details			
Actbl UIC	N00024	*Address 1	123 456TH STREET
UIC	ABC123	Address 2	
*APO Office Id	ABCDE123456	*City	MECHANICSBURG
*APO Office Name	BPG TRIAL 1	*State	PENNSYLVANIA
*APO Name	BPG	*ZIP Cd	17055
Phone Nbr		*Country Cd	US - UNITED STATES OF AMERICA
E-Mail Address			

Cancel

- A.** *Verify the APO Office ID.*
 - B.** *Verify the APO Office Name.*
 - C.** *Verify the APO Name.*
 - D.** *Verify the Address 1.*
 - E.** *Verify the City.*
 - F.** *Verify the State.*
 - G.** *Verify the ZIP CD.*
 - H.** *Verify the COUNTRY CD.*
6. *Review the fields on the FM tab.*





Help Reference Guide

Basic APO FM

Details

ORG ID	
Unit Kind CD	NIS - NATIONAL AIR AND SPACE INTELLIGENCE CENTER
Phasing Cd	M-Move
Phasing Fiscal Qtr	3
Phasing Fiscal Yr	2025
BPU	
ASL	

Cancel

