



# Add Agency/Acquisition Program

1. Navigate to the **Master Data > Agency Acq Pgm** menu path.
2. Select your Agency.
3. Select the **Add** button (or **Search** when updating or deleting).

Search Criteria	
Agency	NAVY
Acq Program Name	Select an Item
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

You can manage your Agency's acquisition programs using the **Agency/Acquisition Program** process. This is used primarily for Military Equipment Accounting (MEA) projects.

4. Select the **Acquisition Program**. To add new acquisition programs to the **Acq Program Name** drop-down list in Web DPAS, contact your Agency POC or Configuration Control Board (CCB) Member to have it added to the system.
5. Select the **Status**.
6. Complete the process. This associates the Acquisition Program with the agency.

Add	
*Agency	NAVY
*Acq Program Name	MA - SAFETY BOATS
*Status	Active
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

If you make the Status inactive, it does not delete the acquisition program from the **Acq Program Name** drop-down list on the **Add** page. The association can be recreated if needed.

