



Asset Disposition

Disposition is a way to remove assets from your inventory. Use Asset Disposition to remove assets when your Agency or Site does not use the automated interface to the Defense Reutilization and Marketing Office (DRMO).

1. Navigate to the **Asset Management > Disposition** menu path.
2. Select if you want to designate the assets for disposition. Designate limits the selection of **Type Action**.

Search Criteria	
Designate	<input type="checkbox"/>
*Type Action	Turn-In
Asset Id	<input type="text"/>
Stock Nbr	703000F001737
Serial Nbr	<input type="text"/>
Custodian Nbr	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

3. Select the type of disposal action you are performing.
 - The *Turn-In* and *Disposal* action types process the same. The difference is the Disposal will report Write off amounts to the accounting system and the Turn-in does not.
 - If *Inventory Adj (Disposal)* is selected, an Inventory Number is required to complete the process.
 - *AAR* should only be selected to remove an asset that was added in error.
 - Select the *Loan Return* action type when you want to process a loan return from a contract or contractor.
 - *Transfer Out -outside DPAS* - is used when transferring an asset to an organization outside Web DPAS. **Disposition** removes the asset while Transfer keeps the asset within the system. The Shipping Address that you select must be a *TD-Disposition Transfer*.

4. Enter your search criteria, if desired.
5. Select the **Search** button.





Asset Disposition Continued

Search Criteria																
Designate		NO					Type Action		TURN-IN							
Asset Id							Stock Nbr		703000F001737							
Serial Nbr							Custodian Nbr									

Search Results																		
Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impv Activated	Cptl Cmpn Activated	Loan Cd	Ull Sts Cd
<input type="checkbox"/>	1	0534A80352	703000F0017376DTYA85845		NOTEBOOK	USR005003	EI	BLDG 8				No	No				G	NDT
<input checked="" type="checkbox"/>	1	0534A80354	703000F0017376DTYA85840		NOTEBOOK	USR005002	EI	BLDG 7				No	No				G	NDT
<input checked="" type="checkbox"/>	1	0534A80355	703000F0017376DTYA85828		NOTEBOOK	USR005	EI	BLDG 5				No	No				G	NDT
<input type="checkbox"/>	1	0534A80356	703000F0017376DTYA85820		NOTEBOOK	USR004005	EI	BLDG 4				No	No				G	NDT
<input checked="" type="checkbox"/>	1	0534A80357	703000F0017376DTYA85869		NOTEBOOK	USR006	EI	BLDG 1				No	No				G	NDT
<input type="checkbox"/>	1	0534A80358	703000F0017376DTYA85850		NOTEBOOK	USR005004	EI	BLDG 9				No	No				G	NDT
<input type="checkbox"/>	1	0534A80359	703000F0017376DTYA85835		NOTEBOOK	USR005001	EI	BLDG 6				No	No				G	NDT

6. Select the asset(s) you are disposing.

- Assets with a Ull Status Code of Assigned-Recorded-Not tagged (ARN) or Assigned-Not Recorded-Not Tagged (ANN) will be displayed, but not available to select.
- If you select multiple assets with different stock numbers, you can only generate a *DD Form 1150*. The *DD Form 1348* requires a single stock number for all disposed assets.

7. Select the **Continue** button.

Search Criteria																
Designate		NO					Type Action		TURN-IN							
Asset Id							Stock Nbr		703000F001737							
Serial Nbr							Custodian Nbr									

Selected Row(s)																		
Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impv Activated	Cptl Cmpn Activated	Loan Cd	Ull Sts Cd
1		0534A80354	703000F0017376DTYA85840		NOTEBOOK	USR005002	EI	BLDG 7				No	No				G	NDT
1		0534A80355	703000F0017376DTYA85828		NOTEBOOK	USR005	EI	BLDG 5				No	No				G	NDT
1		0534A80357	703000F0017376DTYA85869		NOTEBOOK	USR006	EI	BLDG 1				No	No				G	NDT

8. If the record is bulk, enter the quantity being disposed in the Disposal Quantity (**Disp Qty**) field.

9. Select the **Continue** button.





Asset Disposition Continued

Search Criteria	
Designate	NO
Type Action	TURN-IN
Asset Id	Stock Nbr 703000F001737
Serial Nbr	Custodian Nbr

Disposition	
*Doc Nbr	CQ000111173001
*Cond Cd	H-Unsvcl(Condemned)
*Fund Cd	AA
*Ship To Address	...
*Ship To POC	JOHN SMITH
DSN	
*Phone Nbr	6142351700
FAX Nbr	
*E-Mail Address	JOHN.SMITH@DFS.MIL
*Ship To	SG4102
Ship To Name	
*Address	151 5TH AVENUE
*City	COLUMBUS
*State	OH-Ohio
*ZIP Cd	43215
*Country Cd	US-United States of America
Shipment Dt	04/27/2011
Est Shipment Dt	<input type="checkbox"/>
TCN	
Mode of Shipment	Select an Item
*History Remarks	ITEMS ARE BROKEN BEYOND REPAIR
Attachment	Add Attachment
No Attachments Available	

Note: The fields on this page will change depending on the Type Action selected.

10. Enter or browse for the disposal Document Number.
11. Select the condition of the asset.
12. Select the **Fund Cd**.
13. Select the **Ship To Address** browse and select the address where the asset(s) is being shipped. This must be established in the **Address Directory** as a DE-Destination address type.
14. Enter a remark in the mandatory **History Remarks**.
15. Select the **Submit** button.

