Adding Paragraph Numbers

A Paragraph Number (Nbr) is used to define the asset available to a Custodian through a LIN/TAMCN Authorization.

1. Navigate to the **Authorization / Paragraph Nbr** menu.
2. Select the **Add** button.
3. Enter the Paragraph Number in the **Paragraph Nbr** field.
4. Enter a Paragraph Description in the **Para Desc** field.
5. Select the **Add** button to complete the process.

Search Criteria

Para Nbr	
Status	Select an Item

Add | Search | Reset

Add

*Para Nbr		*Para Desc	
Status	ACTIVE		
History Remarks			

Add | Cancel

Anatomy of a Paragraph Number

421A

Para Nbr   Sub Para

A Paragraph Nbr is a three digit numeric value or a three digit numeric value plus a one digit alpha value. When the fourth character is present, it represents a Sub Paragraph to the three digit Paragraph Nbr.

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DPAS Website
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Updating/Deleting Paragraph Numbers

1. Navigate to the **Authorization / Paragraph Nbr** menu.
2. Leave the **Para Nbr** field blank to search for all Paragraph Nbrs or enter a Paragraph Nbr or part of a Paragraph Nbr and the percent (%) symbol.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise a Paragraph Nbr, or the *Delete* hyperlink to remove a Paragraph Nbr.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify the Paragraph Nbr data to delete and select the **Delete** button.

Search Criteria				
Para Nbr	%		Status	

Search Results

Update	Delete	Para Nbr	Para Desc	Status
Update	Delete	001D	JUDGE ADVOCATE OFC	ACTIVE
Update	Delete	002A	DIR OF CIV PERS	ACTIVE
Update	Delete	002B	DIR/MP & COMM ACT	ACTIVE
Update	Delete	004	DIR OF RES MGT	ACTIVE
Update	Delete	004A	FORCE MGT & MGT ANAL	ACTIVE
Update	Delete	004B	MGT & ANAL BR	ACTIVE
Update	Delete	004C	BUDGET DIV	ACTIVE
Update	Delete	004D	FIN & ACCT DIV	ACTIVE
Update	Delete	004E	ACCT BRANCH	ACTIVE
Update	Delete	004F	EXAM BRANCH	ACTIVE

1 2 3 4 5 6 7 8 9 10 ...

Add   **Cancel**

Paragraph Nbrs that are associated with a LIN/TAMCN Authorization cannot be deleted. The **Delete** hyperlink will not be available.

The Paragraph Nbr **Status** cannot be changed to *Inactive* if it is associated with a LIN/TAMCN Authorization.

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