



Creating Accountable UIC/UICs

1. To access the Accountable UIC/UIC process, navigate to the **Master Data > Actbl UIC/UIC** menu path.
2. Enter the **Accountable UIC** or **UIC**.
3. Select the **Add** button (or **Search** if you are updating or deleting).

When creating a new Actbl UIC, you must wait until DPAS Security grants access . Your first UIC must match the Actbl UIC.

Search Criteria

UIC 2

3 Add
 Search
 Reset

Basic **APO** 10

Add

*Actbl UIC	NM1234	UIC	E10222
*UIC Name	NAVAL SUPPLY SUPPORT ACTIVITY 4		
*Status	ACTIVE 6	*Asset Id Assignment	AUTO W/MANUAL OPTION 5
*Primary DODAAC	E10222 6	*Agency Cd	DN - DEPARTMENT OF THE NAVY 7
*Activity Cd	AA 8	Installation Cd	
*Major Cmd Cd	23 - NVL SPLY SYS CMD/N00023 9	Excess Interface	N/A
*UIT Interface	NO	*Authn Mgt	YES
*Military Asset Reporting	MANUAL	Transfer via WAWF	NO
Remarks			
History Remarks			

Cancel

4. Enter the name of the UIC.
5. Select the appropriate **Asset Id Assignment**.
6. Enter the **Primary DODAAC**.
7. Select the appropriate Agency.
8. Enter your Activity Code.
9. Select, from the remaining fields, any interface information.
10. Select the **APO** tab.





Creating Accountable UIC/UICs Continued

- 10. Enter information about the APO.
- 11. Complete the process.

10

Basic APO

Add

Actbl UIC	NM1234	UIC	E10222
*APO Office Id	CODE 1244	*APO Office Name	SUPPLY
*APO Name	SK1 JOHN SMITH		
Phone Nbr		E-Mail Address	
*Address 1	1692 CARLISLE PK		
Address 2			
*City	MECHANICSBURG	*State	PENNSYLVANIA
*ZIP Cd	44901	*Country Cd	US - UNITED STATES OF AMERICA

11

Add

Cancel

