



## Asset Disposition Types

The Defense Property Accountability System (DPAS) has nine types of Asset Disposition. Their purposes are described below:

**Administrative Adjustment Report (AAR):** Corrects minor discrepancies in the inventory/property book. Examples include: discrepancy in make, model or size; incorrect stock number between what was ordered and what was received; an incorrectly recorded asset; change from accountable to non-accountable asset; changes due to Agency documentation changes, e.g., new regulation. (The AAR is not to be used for serial number changes, and should not be used in place of more specific disposal actions such as a Report of Survey or Inventory Adjustment.)

**Disposal:** Removing assets from use and placing them out of service with the appropriate activity or agency, e.g., the Defense Logistics Agency Disposition Services. (The *Turn-In* and *Disposal* action types can be used interchangeably. Check with your Agency Coordinator to determine which action your site should use.)

**Donated:** Giving an asset away with no consideration in return. Assets can be donated to other Federal agencies, to state, city or other local authority, or to certain authorized programs.

**Inventory Adjustment:** Corrects a discrepancy found by inventory of items missing from the accountable property record. An inventory number is required on the DPAS screen to document why the asset is being disposed. This is a method of correction when others have failed – no disposal or turn-in records can be found, no one is found at fault, and the asset simply cannot be found.

**Loan Return:** Borrowed assets are the responsibility of the receiver, who also assumes liability for them. The receiving Agency is expected to return loaned assets in acceptable condition, or repair, replace or reimburse for lost or damaged items. There is usually a loan agreement which states the borrowing Agency's responsibilities. The lender can be either contractor or another Government Agency. Note: you may want to enter "RETURNING LOANED ASSET" in History Remarks.

**Report of Survey (ROS):** Documents the circumstances concerning the loss, damage, or destruction of Government property and serves as, or supports a voucher for adjusting the property from accountable records. It also documents a charge of financial liability assessed against an individual or entity, or provides for relief from financial liability. (From AR 735-5)

**Sales:** Conveying ownership or title to property to another for a price. In DPAS terms, this includes having the right to do direct sales to the public, usually by auction, to recoup some of the original cost of the asset. It also includes what used to be called Cash Collection, when an employee was held liable for the loss, damage or destruction of an asset and was directed to reimburse the agency for the fair market price of the asset.



**Turn-In:** DPAS uses this term to differentiate from disposal. A disposal goes directly to the Agency in charge of disposition, e.g., DLA Disposition Services or General Services Administration (GSA). An asset that is turned in goes to an intermediate agency or activity, such as the IT department, or the National Capital Region, who reutilizes or otherwise distributes the asset, or documents the asset and disposes of it to the appropriate agency. It can be considered an intermediate step to disposal. (The *Turn-In* and *Disposal* action types can be used interchangeably. Check with your Agency Coordinator to determine which action your site should use.)

**Transfer Out (out of DPAS):** Conveys the right or title of property to another. In DPAS terms, this means the ownership of an asset changes to an agency or activity that is not on DPAS. It could be to another Federal agency not on DPAS, or to a state, city or local authority, or another authorized program.