



Web Defense Property Accountability System (DPAS) Disposal Type Action Codes

When the **Designate** checkbox is selected, the following are the only valid Type Action codes:

- **Turn-In (DTNI)** – Return an asset to an intermediate activity and they decide how the asset will be turned in. For example, the asset can go to an Agency’s Central Receiving Activity and that organization decides if there is use for the asset within the agency, or returns it directly to the Defense Reutilization and Marketing Office (DRMO).
- **Transfer Out - outside DPAS (DTRO)**
- **Disposal (DSPL)** – Return an asset directly to the DRMO without using an automated interface or dispose of it locally.
- **Loan Return (DLNR)** – The asset was loaned to UIC. This action type records the return of the property, the contact information and the condition of the asset.

When the **Designate** checkbox is not selected, the following Type Action codes will also display:

- **Report of Survey / Lost, Damaged, Destroyed (DLDD)**
- **Sales (DSAL)**
- **Donated (Disposal) (DDNT)**
- **AAR (DAAR)**
- **Inventory Adj (Disposal) (DIAJ)**

This Reference Document will only discuss the Transfer Out-outside DPAS, Report of Survey/Lost, Damaged/Destroyed, Donated, and AAR and Inventory Adjustment type actions.

Keep in mind that the Search Criteria, Search Results, and Selected Rows pages are the same for all disposal types, so this document will only discuss the Disposition page.



TRANSFER OUT – OUTSIDE DPAS (DTRO)

Why would you do this type of disposal? Transfer an asset to an organization that does not use Web DPAS.

This type of transfer is NOT to be confused with transferring assets within the Web DPAS application. Once you have selected the asset(s) you are transferring, the Disposition page displays:

Search Criteria		Disposition	
Destination	NO	Type Address	TRANSFER OUT - OUTSIDE DPAS
Account Id		Stock Nbr	
Serial Nbr		Custom Nbr	

Disposition			
*Doc Nbr	23426002850555	*Fund Cd	99
*Cond Cd	B-Svcbl(With Qual)	*DSN	440-3300
*Ship To Address	...	*FAX Nbr	
*Ship To POC	JANICE JOPLIN	*Ship To Home	JACKSONVILLE NAVAL SUPPORT DEPOT
*Phone Nbr		*State	FL-Florida
*E-Mail Address	JANICE.JOPLIN@NAVY.MIL	*Country Cd	US-UNITED STATES OF AMERICA
*Ship To	E4444	*Est Shipment Dt	<input type="checkbox"/>
*Address	303 SEA ST	*Mode of Shipment	Select an item
*City	JACKSONVILLE		
*ZIP Cd	32209		
*Shipment Dt			
*TCN			
*History Remarks	Transfer to NAVSUP JAX		
*Attachment	Add Attachment		
	No Attachments Available		

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
3. Select the funding from the **Fund Cd/ASN** drop-down list.
4. Select the **Ship To Address** browse button and select the address to where you will ship the asset(s). These addresses are built from the **Master Data / Address** using the Destination type. If any required fields (from **Ship To** to **Country Cd**) were not populated, you will need to enter them now.
5. If known, select the date the item is to be shipped in the **Shipment Dt**. You can use the Calendar tool to select the date or enter the date in DD/MM/YYYY format.
6. If this is an estimated date, select the **Est Shipment Dt** checkbox.
7. If known, enter the Transportation Control Number in the **TCN** field.
8. If known, select the appropriate **Mode of Shipment**.
9. Enter the justification in the **History Remarks**.
10. Select the **Submit** button.



REPORT OF SURVEY/LOST, DAMAGED, DESTROYED (DLDD)

Why would you do this type of disposal? The asset is no longer physically available because it was stolen, user lost the item or it was damaged or destroyed. This action documents the loss.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Search Criteria		REPORT OF SURVEY / LOST, DAMAGED, DESTROYED	
Designate	NO	Title Action	DESTROYED
Asset ID		Stock Nbr	
Serial Nbr		Custodian Nbr	

Disposition			
*Doc Nbr	23485902650555	*Retirement/Dispsl Dt	10/12/2010
*Cond Cd	H-Unsvcb(Condemned)	*Fund Cd	99
Event	DESTROYED-ACCIDENT		
*History Remarks	ITEM DESTROYED		
Attachment	Add Attachment		
No Attachments Available			

Submit Cancel

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dispsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Select the cause of the action from the **Event** drop-down list. The choices are:
 - DESTROYED-ACCIDENT
 - DESTROYED-COMBAT
 - LOST
 - STOLEN
6. Enter details of the event in the **History Remarks** field.
7. Select the **Submit** button.



SALES (DSAL)

Why would you do this type of disposal? This process records the sale of an asset. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer. Once you have selected the asset(s) you sold, the Disposition page displays:

Search Criteria	NO	Type Action	SALES
Document		Event Date	
Item No		Condition No	

Disposition			
*Doc Nbr	234890265055	*Retirement Dspsl Dt	10/12/2010
*Cond Cd	A-Svcbl(w/o Qual)	*Fund Cd	99
*Ship To Address	[Browse]		
*Ship To POC	JOHN DOE	DSN	850-0000
*Phone Nbr	602-1111	FAX Nbr	
*E-Mail Address	JD@WE.DOD		
*Ship To	11K09	*Ship To Name	DPAS
*Address	2900 EAST BROAD		
*City	COLUMBUS	*State	OH-Ohio
*ZIP Cd	43213	*Country Cd	US-UNITED STATES OF AMERICA
*Write Off	<input checked="" type="checkbox"/>		
*Selling Price	75000		
*Shipment Dt		*Est Shipment Dt	<input type="checkbox"/>
*TCN		*Mode of Shipment	Select an Item
*History Remarks	SOLD TO ANOTHER DOD AGENCY		
Attachment <input type="button" value="Add Attachment"/>			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dspsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Select the **Ship To Address** browse button and select the address to where you will ship the asset(s). These addresses are built from the **Master Data / Address** using the Destination type. If any required fields (from **Ship To** to **Country Cd** were not populated, you will need to enter them now.
6. The **Write Off** checkbox is already selected and cannot be unselected. This field will only display for Capital Assets.
7. Enter the selling price of the item in the **Selling Price** field.
8. If known, select the date the item is to be shipped in the **Shipment Dt**. You can use the Calendar tool to select the date or enter the date in DD/MM/YYYY format.
9. If this is an estimated date, select the **Est Shipment Dt** checkbox.
10. If known, enter the Transportation Control Number in the **TCN** field.
11. If known, select the appropriate **Mode of Shipment**.
12. Enter the justification in the **History Remarks**.
13. Select the **Submit** button.



DONATION (DDNT)

Why would you do this type of disposal? The contact information of the enterprise receiving the property, the condition of the property and the financial impact for the donating activity is recorded.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Disposition Criteria		NO	Disposition		DONATED (DISPOSAL)
Asset Id			Block Nbr		
Serial Nbr			Custom Nbr		

Disposition					
*Doc Nbr	23485002650555	*Retirement/Disposal Dt	10/12/2010		
*Cond Cd	A-Svcbl(w/o Qual)	*Fund Cd	99		
*Ship To Address	...				
*Ship To POC	JOHN DOE	DSN	950-0000		
*Phone Nbr	992-1111	FAX Nbr			
*E-Mail Address	JO@WE DDD				
*Ship To	01K09	Ship To Name	DPAS		
*Address	9900 EAST BROAD				
*City	COLUMBUS	*State	OH-Ohio		
*ZIP Cd	43213	*Country Cd	US-UNITED STATES OF AMERICA		
W/In Off	<input type="checkbox"/>				
Shipment Dt	10/12/2010	Est Shipment Dt	<input type="checkbox"/>		
TCN		Mode of Shipment	C-Van		
*History Remarks	ASSET DONATED TO MUSEUM				
Attachment	Add Attachment				
No Attachments Available					

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dspsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Select the **Ship To Address** browse button and select the address to where you will ship the asset(s). These addresses are built from the **Master Data / Address** using the Destination type. If any required fields (from **Ship To** to **Country Cd** were not populated, you will need to enter them now.
6. If known, select the date the item is to be shipped in the **Shipment Dt**. You can use the Calendar tool to select the date or enter the date in DD/MM/YYYY format.
7. If this is an estimated date, select the **Est Shipment Dt** checkbox.
8. If known, enter the Transportation Control Number in the **TCN** field.
9. If known, select the appropriate **Mode of Shipment**.
10. Enter the justification in the **History Remarks**.
11. Select the **Submit** button.



ADMINISTRATIVE ADJUSTMENT REPORT (DAAR)

Why would you do this type of disposal? The action records administrative disposal of property.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Search Criteria			
Designate	NO	Type Action	AAR
Asset Id		Stock Nbr	
Serial Nbr		Custodian Nbr	

Disposition			
*Doc Nbr	23465902650555	*Retirement/Dspsl Dt	10/12/2010
*Cond Cd	H-Unsvcb(Condemned)	*Fund Cd	99
Write Off	<input checked="" type="checkbox"/>		
*History Remarks	AAR Report		
Attachment	<input type="button" value="Add Attachment"/>		
No Attachments Available			

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dspsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Enter the justification in the **History Remarks**.
6. Select the **Submit** button.



INVENTORY ADJUSTMENT (DIAJ)

Why would you do this type of disposal? The asset was recorded as missing during an inventory, removed from the system and documented by this action.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Search Criteria		Type Action	
Display Info	NO	Inventory Adj	INVENTORY ADJ (DISPOSAL)
Search Id		Stock Nbr	
Search Nbr		Customs Nbr	

Disposition			
*Doc Nbr	73489802850565	*Retirement/Dispsl Dt	11/12/2010
*Cond Cd	A-Svcbl(w/o Qual)	*Fund Cd	99
Write Off	<input type="checkbox"/>		
Inv Nbr	10041UIC0030003		
*History Remarks	Making Adjustment due to Inventory		
Attachment	Add Attachment		
No Attachments Available			

[Submit](#) [Cancel](#)

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dispsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Enter the inventory number that was associated for the asset in the **Inv Nbr** field.
6. Enter the reason for the inventory adjustment in the **History Remarks** field.
7. Select the **Submit** button.