Arlington, VA Property and Equipment (P&E) Policy Office OUSD AT&L

Background: The CCB meeting was convened by the Defense Property Accountability System (DPAS) Program Manager (PM) and hosted by the P&E Policy Office. The purpose of the meeting was to discuss the:

- Account Management Best Practices
- Virtual Training
- AIT/RFID
- Releases 2.1, 2.2 and 2.3
- Release 2.0
- Vehicle Reporting

Participants:
Cory McLeary (DAU)
Daryl Hanchok (DISA)
Rodney Felder (MDA)
Rodeny DeMarre (DCMA)
Mike Butler (WHS)
Deric Sims (Marine Corp)
Joe Villazon (DMA)

Via DCO
MicheleBodt (DSS)
Isaac Kelipio (MEPCOM)
Tom Boone (NAVY)
Brenda Barba (NAVY)
Randy Reed (NAVSUP)
Christine Donovan (NAVSUP)
Eric Nimtz (NAVSUP)
Linda Erb (NAVSUP)
Jeff Oxendine (DFAS-COLUMBUS)
Tina Frazier (DFAS-COLUMBUS)
Pat Scott (DFAS-COLUMBUS)
Wendy Bormann (DFAS-COLUMBUS)
David Brooks (DFAS-COLUMBUS)
Scott Milewski (DFAS-COLUMBUS)

Welcome/DPAS Program Update: The DPAS Program Manager (PM) opened the meeting by thanking the members for attending and reviewing the purpose as identified above. He welcomed everyone and introduced the presenters of the DPAS team.

Account Management

The Account Management lead, Wendy Bormann, presented a briefing on the three forms that are required for access to web DPAS.

The question was asked if they need to re-submit the paperwork to re-activate an account.
From 30-120 days of inactivity the users' account is placed in an inactive status. A system generated email is sent on a daily basis to confirm inactivation. When this occurs, the user or the Information Owner simply needs to contact the Columbus Call Center (CCC) or DPAS Account Management for a reset. There is no need to submit new paperwork. Once the reset is complete, the Account Management team will send email to the user to let them know they must log in before midnight on the day of the reset. If this requirement is not met, the account will default back to inactive status. At this point, another reset is required. If the account remains inactive for 120 days it is automatically deleted and new paperwork is required for account creation.

New users who do not log into their account in the first 60 days are automatically deleted by the system. When this occurs, new paperwork is required for an account to be recreated.

Notes in the Security briefing:
- To change an existing users' access, submit a Roles Request form. Include the User Name, Site-Id and Date. Keep all areas left unchanged blank and only indicate what is being changed. In the Additional Information field, summarize the change and include a brief statement to indicate remaining access should remain unchanged.

- Due to a Notice of Finding from last year, the Information Owners are not required to review the following inquiries on a biannual basis:

  - **User Account Inquiry** – This inquiry shows all users by Site-Id, the status of the account, their contact information and last log in date. This should be used to determine if the user still requires access.

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o **User Training Status Inquiry** – This inquiry lists all users and the roles they have been assigned within DPAS. This is used to verify proper role assignment. In order to see the inquiry, you must have the Agency Pre-Defined Inquiry role.

o **The User UIC Inquiry** – New to Release 2.0. This validates the Actbl UIC, UIC and Custodians assigned to each user. In order to see the inquiry, you must have the Agency Pre-defined Inquiry role.

- These inquiries are sent to the Information Officer for each Agency bi-annually. These will be sent in Feb/Mar and July/August timeframes each year.

- The Account Management team is planning to go digital with the required access forms. The date for all agencies converting to digital is May 14, 2012.

- Action: Wendy to send an email out to the CCB concerning the new guidance of going digital.

Virtual Training:

The DPAS virtual training lead, Pat Scott, presented the new DPAS training initiative. There was a virtual training pilot held and she explained the process and the feedback.

The students used the training database to perform hands-on exercises. The students used the email and the DCO chat to discuss with the instructors.

The users asked about the size and frequency of the class. They requested the Virtual classes be more often and allow more students. This would require significant resources and would depend on the availability of training rooms. We do not want the class to get too big, and the students not receive the attention they require. Larger classes and additional students may be accommodated in the future. At this time, we are gathering lessons learned from the pilot class.

AIT/RFID Briefing
Scott Milewski and David Brooks briefed the users on the most current AIT and RFID technology supported by DPAS.

Since the implementation of Windows 7, DPAS had to find an alternative to the Zebra Universal driver (ZUD) used in Windows XP. Zebra discontinued support of the ZUD driver and it is no longer available for download.

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The new driver is from the ZDesigner series which supports the Pass-Through mode needed to print from DPAS.

The Navy and USMC are planning to upgrade to Windows 7. DPAS explained to the CCB that the new ZDesigner driver would have to be certified for use in their agency. Also, they were advised to use Windows Mobile Device Center in place of Microsoft ActiveSync when upgraded to Windows 7.

A new method of encoding third party Radio Frequency (RFID) tags was introduced. The Defense Media Agency (DMA) is currently using the solution.

A document about the differences on setting up the Zebra R110Xi compared to the newest R110Xi4 version was provided.

Questions were asked about the use of Zdesigner. If you have to quickly duplicate bar codes, you could use DPAS. DMA pre-makes them as a way to mark assets before they are put on the Property books. Essentially, they are "temporary" tags.

DD 1150 Form
This discussion brought up the fact the users would like an 1150 form that resembles the 3160. Others expressed they have problems with the 1348s and the DRMS.

DECA provided the following requirement; there is a need for a 1348 for non standard equipment. There cannot be any commas or periods. Currently DECA has to go into the Catalog and make changes to make the form work. Then they have to go back to the Catalog and change things back after the form is printed

DMA stated they created an SCR to expand the 1150 to multi page or bring it in line to the 3161 which is 15 items per page. Currently 20 assets creates four 1150s that have to be signed.

2.0, 2.1, 2.2 and 2.3 Releases' Functionality

Randy Reed presented the new functionality scheduled for each release and answered questions. The users were concerned about whether their Stock Number data would be compared to the User's catalog. The Account requirement Code will come from the FLIS. The Army records come from the FLIS.
Mr. Reed advised the users if they would like to use the SB700-20 as their agency Catalog, they should submit a ticket to the CCC. If a site does use the SB700-20, they will have an Attributes tab available.

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The Owning Cost Center is new to the 2.1 release. All agencies Owning Cost Center setting will be set to Optional. The Funding and Depreciation Cost Centers have tables built.

There will be a new role in 2.2, called Equipment Pool manager. The Maintenance Group Ids are associated with a Stock Number. A Stock Number can only have one. The question was asked whether you can assign different Maintenance Group Ids to different Maintenance Activities. The answer is yes. They are based on UIC, and they can be routed to different Maint Group Ids. NAVSUP urged the users to keep their Maint Activities to a minimum. The FEMS interface may have one stock number associated with a truck. The user can create another MA for the Stock Number to use internally.

Highlights from the Release Presentation:

- 2.0 included the following:
    - New M&U Application – Own Menu / Security
    - Certification / Licensing Identification
    - Technicians – Certifications
    - Operators – Licenses
    - Work Plans – Tasks / Parts / Tools / Certifications
    - Preventative Maintenance (PM) Schedule
    - Auto PM Work Order Generation
    - Work Order Mgmt
    - Warranty / Service Contracts tracking
    - Linked to DPAS Supply Room for Parts Mgmt / Identification
- Highlights from the 2.0 discussion:
    - There are quick Links to take User directly to Search Results in key processes. In Release 2.0, you can mark the Preventative Maintenance as Urgent or an Emergency and it shows up on the Dashboard on the Home page.
    - Work Orders are automatically created based on the reoccurrence of the Preventative Maintenance Schedule.
    - There is the capability to do a work order for an asset that is not in the PA module.
    - When you browse for the Work Plan, you will have the option to choose "Service By". If you select the "internal" option in the Service By, you will get an additional tab called "Serviced By".
    - On the Parts tab, you can click the Edit Hyperlink to bring data in.
    - You cannot edit the Certifications, you can only view them.
    - On Updates, you get an Attachment tab.
    - You cannot delete a Work Order but you can Close or Void one. You have to close all of the sub work orders on it before closing the WO.

- You can scan a bar code on the WO with the tethered scanner and it will populate data for update.
- 2.1 included the following:
    - Agency Catalog Data – SB700-20
    - Utilization Form / Inspection List
    - Dispatch Master Data
    - UII Management
    - Cost Center
    - New User Fielding Updates
- 2.2 will include the following:
    - LIN/TAMCN Authorization Mgmt
    - Dispatch
    - CBS-X Reporting
    - LMP Accounting Interface
- 2.3 will include the following:
    - Maintenance Reports
    - CBS-X Reconciliation
    - Substitute Reporting
    - Asset Attributes
    - New User Fielding Updates - Maybe for Attributes

Vehicle Discussion

Agencies' data must be "approved" by them prior to GSA accepting the data for each report. Though the equipment belongs to GSA, the data must be managed and approved by the agency. DPAS collects the agency's authoritative data and feeds the GSA systems electronically. Property & Equipment Policy Office was asking for CCB Approval to pursue interfaces with the GSA systems. DPAS would expand the M&U Module to collect the additional usage data required for GSA reporting. Property & Equipment Policy Office would continue to function as Defense Agencies/Field Activities' central communication point; continue to work with GSA to reduce data calls and streamline reporting requirements.

Action Items:

1. Columbus to try and find out if the Zebra drivers will be approved by NMCI.
2. Account Management to send CCB members an email with guidance on the Security forms "Going Digital" initiative.

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