

Welcome

Overview – DPAS

Welcome to the Defense Property Accountability System (DPAS) Force System Management Help System.

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.


This online system is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).

Overview – Force System Management (FSM) Help

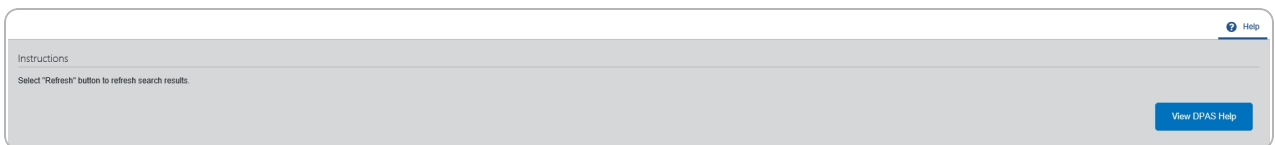
This online help is designed to provide access to detailed information and instructions about the various processes contained within the FSM module.

The help topics provide assistance with managing the comprehensive solution to military storage and distribution needs.

Navigation

DPAS Force System Management (FSM) Module > Any Process Page >  Help >

[View DPAS Help](#)



Instructions
Select "Refresh" button to refresh search results.

[View DPAS Help](#)

Defense Property Accountability System (DPAS) Force System Management (FSM) Module

Welcome to the Defense Property Accountability System (DPAS) Force System Management (FSM) Help System.

DPAS Summary

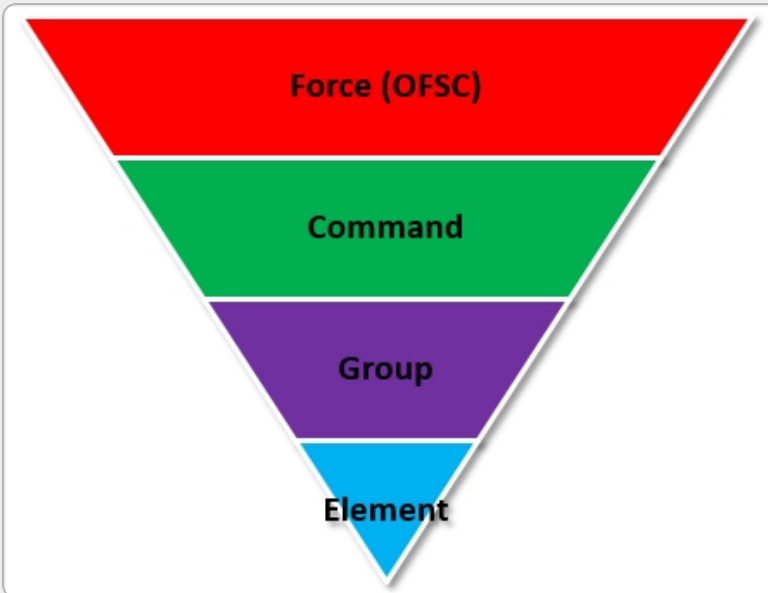
The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system. It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services. This online system is administered by the Office of the Under Secretary of Defense for Acquisition & Sustainment/Office of Assistant Secretary of Defense for Sustainment/Logistics (OUSD (A&S) / OASD Sustainment / Logistics), a branch of the Office of the Secretary of Defense (OSD).

FSM Summary

The DPAS Force System Management (FSM) module is designed to provide integrated functionality between the Property Accountability (PA) Module and the Force System Management (FSM) module, using the PA SITE ID Catalog to connect to FSM. This is to create processes, policies, organizational information, and tools, to assist senior leadership with their decision making.

FSM Structure

The Force System Management module is set up in a hierarchy type model:



Force (Organization Force Structure Construct) — created by the DPAS User Account Team (UIC) managing UIC.

Force Command — created by the DPAS User Account Team
Roll-up of all the groups.

Force Group — created by the DPAS User Account Team
Roll-up for all the elements.

Force Element — initially created by the DPAS User Account Team, then maintained in all aspects by DPAS USER.

Builds Allowance Accounts and Allowance Managers. This is where the connection is - each element can connect to a different catalog in PA.



FSM Key Functions

There are several key functions within the Force System Management:

- **My DPAS** — all of the user centric functionality
 - Queue
- **Master Data Management** — all of the FSM setup applications
 - Force Management
 - Force Command Management
 - Force Group Management
 - Force Element Management
 - Assignment
 - Platform
 - Authorization Manager
- **Authorization Management** — all of the processes applications
 - Authorization Management
 - Authorization Detail
 - Apply Authorization
 - Review Authorization
- **Utilities** —
 - File Upload
- **Inquiries** —
 - Authorization Review Inquiry

FSM User

Force System Management (FSM) is role-based, similar to all other DPAS modules. Those roles include:

- **Force Officer** — the overarching role
- **FSM Data Coordinator** — the utility role
- **FSM Inquiry** — the inquiry role
- **Authorization Manager** — the processes (but not setup) role





Help Reference Guide

The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**





Defense Property Accountability System (DPAS) Force System Management (FSM) Module Home Page

Overview


The Force System Management module Home Page process provides the ability to access the Pending Tasks, Message of the Day, and My Queue panels, as well as all the FSM menus.

Navigation

Force System Management (FSM) > FSM Home Page

Procedures

View the FSM Home Page

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





Help Reference Guide

1. View the FSM Home Page.

Help

FSM Home Page

Pending Tasks

Pending Assignment	3
Authorizations	12

Last Updated:
10/20/2020 5:17:12 PM

Refresh

Message of the Day

6/22/2012 1:34:40 PM
Property & Equipment Policy is announcing the signature of the USD/AT&L memorandum, Standard Equipment Data Elements for Government Furnished Property Baseline Establishment. This establishes the Department level approach to collecting data from contractors regarding Government furnished property GFP and reconciling the information to the DoD accountable property systems of record APSR. For complete details including upcoming deadlines and to view the memorandum, please visit the News and Updates area of the DPAS Support website <http://dpasupport.golearnportal.org/>.

1/18/2011 11:17:08 AM
When you have access to more than one DPAS application e.g. Property Accountability and Supply Store, an additional menu will be displayed above the DPAS process menu which permits the change from one application to another. The application that is currently being accessed will be the left most application displayed, the application title will be bold and the background of the text will be of a different color.

12/7/2009 9:01:25 AM
testing 12-02-09 GOOD NOW - deleting the previous entry containing 9-18.

9/8/2009 9:44:06 AM
Another Test Enterprise MOD for 9/8/09.

9/8/2009 9:41:27 AM
Test Enterprise Message for September 8, 2009.

My Queue

There are no queued items.



- a. Select the Pending Assignment panel.

Pending Tasks

Pending Assignment	3
Pending Approval	2
Postponed	0
Authorizations	17

Last Updated: 10/20/2020 5:21:25 PM

Refresh

- b. Select the Authorizations panel.

Pending Tasks

Pending Assignment	3
Authorizations	17
Not Applied	17

Last Updated: 10/20/2020 5:21:25 PM

Refresh

- A. View the Message of the Day panel. This information comes directly from the IO / Agency Coordinator.



Message of the Day

2/19/2020 2:51:52 PM

Testing Message of the Day in Ext Test

3/25/2015 6:59:05 AM

When you have access to more than one DPAS application e.g. Property Accountability or Maintenance and Utilization, an additional menu will be displayed above the DPAS process menu which permits the change from one application to another. The application that is currently being accessed will be the left most application displayed, the application title will be bold and the background of the text will be of a different color.

- B. View the My Queue panel. *This information comes from the **Import Queue** page.*

Queue ^

Grid Options Refresh

Target	Queue Time	Queue Status	Process Begin	Process End	Message	Download
No items to display						

◀ 0 ▶ 20 items per page



Defense Property Accountability System (DPAS) Force System Management (FSM) Module Navigation


Overview


This page describes the primary features found on the FSM pages:

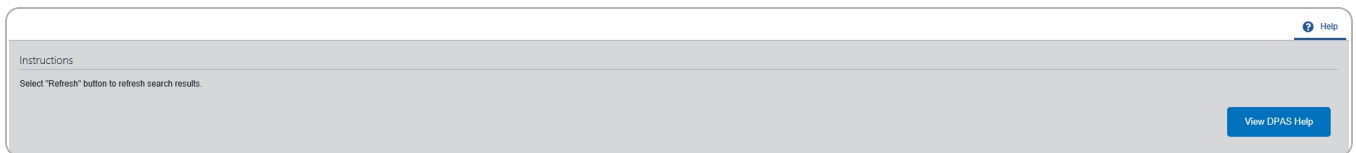
- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Standard Buttons

Additional information about DPAS can be found at the DPAS Support Site.

Navigation


DPAS Force System Management (FSM) Module > Any Process Page >  >





Instructions



Select "Refresh" button to refresh search results.



Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The items on the left side are:

- **DPAS logo**  —
Returns to the home page.
- **Module Name**  —
Shows where the user is currently working. Opens to a drop-down list of available

modules; select to open a different module.

The items on the right side are:

- **Element** —
Opens the Active Tier pop-up window. Shows the Forces available to the user.
- **User ID** —
Opens the Log Out menu item.


Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

1. Click on a Menu item drop-down list. The drop-down list of the processes in that Menu item appears.
2. Select a process from the drop-down list. The Process page appears.

Instructions


At the top of each Process page is a  link.

- Select . The **Instructions** drop-down panel appears.
- A basic overview and terms on the page appears.

Help

At the bottom right of the Instructions panel is the Help button .

View the Help System


- Select . The Help System opens in a separate tab.
- The Help System is context-specific, and opens to the Overview topic for the current Process page.


Search Criteria




Most FSM Processes have a Search Criteria panel. Use it to narrow the number of records in the Results Grid.



Use the Search Criteria panel

1. Enter the available information in the fields.
2. Use the field assistance available:
 - Use the drop-down  to select the field entry.
 - Start entering characters in the fields with **i**.

Note
 Some search fields provide **Intellisense** **i**, which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry. This is identified by a lowercase italic **i** preceding the field name.

- Use  to open the Browse pop-up window.
3. Select  to perform the search, or select  to clear the fields.

Search Results Grid

Each Process page displays the corresponding data in a Search Results Grid. Each Search Results Grid has basic properties that are always the same. *Those include:*

• **Title Bar —**



• **Column Header —**



• **Individual Records —**







Standard Buttons



Each FSM process page has some basic buttons that are always the same.

Those include:



Search Criteria

- **Search**  —
Searches the data within the process results grid.
- **Reset**  —
Erases the entered fields and starts over.

Results Grid

- **Add**  —
Creates a new record in the process results grid.
- **Grid Options**  —
Changes the way information appears in the Results Grid. See Grid Options Overview for additional information.

Individual Records

- **Edit**  —
Revises a record in the process.
- **Delete**  —
Erases a record in the process.



Defense Property Accountability System (DPAS) Force System Management (FSM) Module Grid Options

Overview

This page describes the features of the Grid Options within the Search Results Grid in the Force System Management module:

- Clear Filters
- Columns

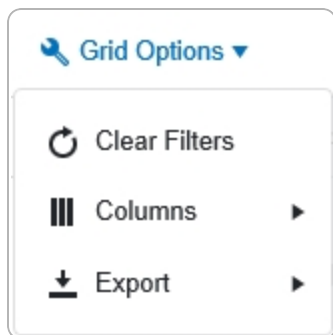
Navigation

DPAS Force System Management (FSM) Module > Any Process Page > Search Results Grid >



Grid Options

Select . The Grid Options drop-down menu appears:



Note



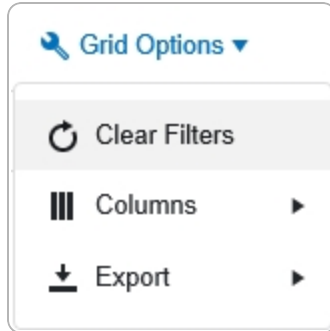
The Export option **only appears** in the Inquiry menu items.

These options change the way information appears in the Results Grid. They include:



Clear Filters

Erases any filters used within the Results Grid columns.



Columns

Changes what columns are viewed in the Results Grid.





Help Reference Guide

Grid Options ▾

🔄 Clear Filters

☰ Columns ▶

⬇ Export ▶

—

Official Use Only

AS Support

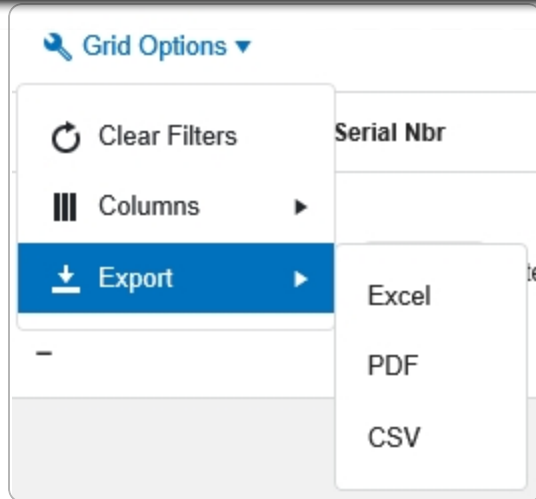
ASSupport@leidos.com

Serial Nbr	Item Desc
Columns	
<input type="checkbox"/> Show/Hide All	<input type="checkbox"/> Established By
<input checked="" type="checkbox"/> Show/Hide Defaults	<input type="checkbox"/> Established Dt/Tm
Defaults	
<input checked="" type="checkbox"/> Stock Nbr	L
<input checked="" type="checkbox"/> Serial Nbr	<input type="checkbox"/> Last Reconciled With
<input checked="" type="checkbox"/> Item Desc	<input type="checkbox"/> Last Reconciliation Dt
<input checked="" type="checkbox"/> DoDAAC	N
<input checked="" type="checkbox"/> State Cd	<input type="checkbox"/> Next Reconciliation Dt
<input checked="" type="checkbox"/> Status Cd	R
<input checked="" type="checkbox"/> Last Trans Dt/Tm	<input type="checkbox"/> Received Dt
B	S
<input type="checkbox"/> Born On Dt	<input type="checkbox"/> Stock Item Cd
E	U
<input type="checkbox"/> Entry Method	<input type="checkbox"/> UII

Export

Saves the Inquiry Grid in a different format.





The format choices are:

- **Excel** - editable spreadsheet
- **PDF** (Portable Document Format) - non-editable document
- **CSV** (Comma Separated Values) - editable text

