Search for an Authorization Request — Criteria

Overview

The Property Accountability module Authorization Request process provides the ability to search for Authorization Request records. The two types of Authorizations are Command Authorization and Local Authorization. The process allows a Local Authority to request a Command Authorization and attaches the Authority Documentation to the request. The types of Authority Documentation include a DD250, DD1342, or Modification of Allowance (MOA) letter.

Requests are for the establishment of a new authorization, the removal of an existing authorization, or the modification of an allowance for an existing authorization. When submitting an Authorization Request or a Change in Request, the Approving Official is notified by email, which contains a subject line (Request for Authorization) and a body (A Request for Authority is submitted for (Append UIC, Stock Number, requested quantity, Request Remarks, and Authn Ref Nbr).

Navigation

Asset Management > Authorization Rqst > Authorization Request Search Criteria page

Procedures

Search for an Authorization Request — Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

Search Criteria

UIC	BROOKS
Stock Nbr	🔍
Authn Rqst Sts	All

Reset Search Add

2. Select [Search]. *The **Authorization Request Search Results** page appears.*

Search for an Authorization Request — Results

Navigation

Asset Management > Authorization RQST > Search Criteria > [Search] > Authorization Request Search Results page

Procedures

View the Authorization Request Details

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Select [Search]. *The **Authorization Request Search Results** page appears.*

Note

The deletion or modification of a request is not available. Requests requiring correction are disapproved and must be resubmitted. Submit a new request prior to the disapproval of an old request.

2. Select the STOCK NBR hyperlink. *The **Authorization Request Details** page appears.*

Add an Authorization Request

Navigation

Asset Management > Authorization RQST > Search Criteria > **Add** > Authorization Request Add page

Procedures

Add an Authorization Request

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.*

1. Select **Add** . *The* **Authorization Request Add** *page appears.*

   Search Criteria

UIC	Item Desc	On-Hand Qty	Authn Qty
BROOKS	TESTING DPAS/BEIS EXP...	0	0

   Stock Nbr
   DPAS/BEIS001111

Add

Rqstd Qty	0
Rqst Remarks	
Authn Ref Nbr	
Attachment	Add Attachment

Cancel   Add

2. *Verify the Search Criteria grid.*

3. *Complete the Add grid.*

> **Note**
>
> The Requested Quantity is the total number of items needed for this UIC and Stock Number.

A. Select Add Attachment. *The **Attachment Add** page appears.*

> **Helpful Tip**
>
> The attached documents include the DD250, DD1342, or other forms related to the requested transaction in the form of a Portable Document Format (.PDF).

4. Select Add. *The **Authorization Request Transaction Status** page appears.*

> **Note**
>
> Once a request is submitted, deletions or modifications of the request are not available. Notification of authorization request or change in request status is accomplished by

email. When you submit a request, the Approving official is notified by email. The email contains the following:

- Subject Line: Request for Authorization

- Body: A request for authority is submitted for (Append UIC, Stock Number, requested quantity, Request Remarks, and AUTHN REF NBR

View the Authorization Request Details

Navigation

Asset Management > Authorization RQST > Search Criteria > [Search] > Search Results > STOCK NBR hyperlink > Authorization Request Details page

Procedures

View the Authorization Request Details

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Select the STOCK NBR hyperlink . *The **Authorization Request Details** page appears.*

Search Criteria

UIC
BROOKS

Item Desc
TESTING DPAS/BEIS EXP...

On-Hand Qty
0

Authn Qty
4

Stock Nbr
DPAS/BEIS001111

Details

Rqstd Qty	4
Rqst Remarks	HELP TEST
Authn Ref Nbr	HELPTESTNL
Authn Rqst Status	Requested
Approval Remarks	

Cancel

2. *Verify the Search Criteria grid.*
3. *Verify the Details grid.*