



Asset Disposition

1. To Dispose an Asset, navigate to the **Asset Management > Disposition** menu path.
2. The **Designate** check box is checked and grayed out. This field is not accessible because a Custodian may only designate; therefore, the APO/PA must approve the disposition action.
3. Select the **Type Action**:
 - Turn-In
 - Transfer Out – outside DPAS
 - Disposal
 - Loan Return
4. Enter data in one or more of the **Search Criteria** fields, or leave blank to return all assigned assets.
5. Select the **Search** button.
6. Select the asset(s) you wish to dispose.

Disposition is a way to remove assets from your inventory. Use Asset Disposition to remove assets when your Agency or Site does not use the automated interface to the Defense Reutilization and Marketing Office (DRMO).

Search Criteria

Designate	<input checked="" type="checkbox"/>	2
*Type Action	Turn-In	
Asset Id		
Stock Nbr		...
Serial Nbr		
Custodian Nbr		...

5 Search Reset

If the UII Status Code (**UII Sts Cd**) of an asset is either "ARN" or "ANN", the asset will be displayed but cannot be selected for disposition. This means that the asset has not been tagged with a UII 2D Matrix. Contact your Accountable Property Officer (APO) or Property Administrator (PA) for further assistance.

7. Select the **Continue** button.

Search Criteria

Designate	YES	Type Action	TURN-IN
Asset Id		Stock Nbr	7110009199214
Serial Nbr		Custodian Nbr	

Search Results

Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impr Activated	Cptl Cmpn Activated	Loan Cd	UII Sts Cd
<input checked="" type="checkbox"/>	1	MC000300702	7110009199214	MC1002-51	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT
<input type="checkbox"/>	1	MC000300703	7110009199214	MC1002-52	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT
<input checked="" type="checkbox"/>	1	MC000300704	7110009199214	MC1002-53	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT
<input type="checkbox"/>	1	MC000300705	7110009199214	MC1002-54	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT
<input type="checkbox"/>	1	MC000300706	7110009199214	MC1002-55	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT
<input type="checkbox"/>	1	MC000300707	7110009199214	MC1002-56	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT

Select All

Deselect All

Continue

Cancel



Asset Disposition Continued

8. Review the assets on the **Selected Rows** page.
9. Select the **Continue** button.

Search Criteria																	
Designate										YES							
Asset Id										Type Action							
Serial Nbr										Stock Nbr							
										7110009199214							
										Custodian Nbr							

Selected Row(s)																		
Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Cptl Impv Activated	Cptl Cmpn Activated	Loan Cd	Utl Sts Cd
1	1	MC000300702	7110009199214	MC1002-51	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT
1	1	MC000300704	7110009199214	MC1002-53	FILING CABINET	MC0003 SUB007	EI	BLDG 41				No	No				G	NDT

For bulk-managed assets, enter the quantity to be disposed in the **Disp Qty** field.

10. Enter or browse for a **Doc Nbr**.
11. Select the appropriate **Cond Cd** for the asset.
12. Select a valid **Fund Cd**.

Disposition			
*Doc Nbr	CL100211533001	...	10
*Cond Cd	A-Svcb(w/o Qual)		
*Fund Cd	97		
*Ship To Address	...	13	
*Ship To POC	WILLIE FALLS		
*Phone Nbr	6146921548		
*E-Mail Address	WILLIE FALLS@DLA.MIL		
*Ship To	SX1465		
*Address	3990 EAST BROAD ST		
*City	COLUMBUS		
*State	OH-Ohio		
*ZIP Cd	43213		
*Country Cd	US-UNITED STATES OF AMERICA		
*History Remarks	Assets no longer required		
Attachment	Add Attachment		
No Attachments Available			
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

13. Select a **Ship To Address** using the browse button to retrieve the destination address.
 - If the browse results are blank, please contact your APO to create this address.
 - The selected address populates the shipping address on the DD Form 1348-1a and the DD Form 1150.
14. Enter the reason for disposal in the **History Remarks**.
15. Select the **Submit** button.

Once the disposition has been generated, you will need to generate the appropriate form (DD Form 1348 or DD Form 1150) from the **Reports and Forms** on the main menu in accordance with your Site's business process. Set the **Privacy Type** to *Shared* so that the APO or PA can view and print the form.