



Asset Disposition

1. Navigate to the **Asset Management > Disposition** menu path.
2. Select if you want to designate the assets for disposition. Designate limits the selection of **Type Action**.

Search Criteria	
Designate	<input type="checkbox"/>
*Type Action	Turn-In ▼
Asset Id	<input type="text"/>
Stock Nbr	703000F001737 ...
Serial Nbr	<input type="text"/>
Custodian Nbr	<input type="text"/> ...
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

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).

3. Select the type of disposal action you are performing.
 - The *Turn-In* and *Disposition* action types process the same. The difference is the Disposal will report Write off amounts to the accounting system and the Turn-in does not.
 - If *Inventory Adj (Disposition)* is selected, an Inventory Number is required to complete the process.
 - AAR should only be selected to remove an asset that was added in error.
 - Select the *Loan Return* action type when you want to process a loan return from a contract or contractor.
 - *Transfer Out -outside DPAS* - is used when transferring an asset to an organization outside Web DPAS. **Disposition** removes the asset while Transfer keeps the asset within the system. The Shipping Address that you select must be a *TD-Disposition Transfer*.
4. Enter your search criteria, if desired.
5. Select the **Search** button.



Asset Disposition Continued

Search Criteria																	
Designate		NO										Type Action		TURN-IN			
Asset Id												Stock Nbr		703000F001737			
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 Impv Activated	Cptl Cmpn Activated	Loan Cd	Ull Sts Cd
<input type="checkbox"/>	1	0534A80352	703000F001737	6DTYA85845	NOTEBOOK	USR005003	EI	BLDG 8				No	No				G	NDT
<input checked="" type="checkbox"/>	1	0534A80354	703000F001737	6DTYA85840	NOTEBOOK	USR005002	EI	BLDG 7				No	No				G	NDT
<input checked="" type="checkbox"/>	1	0534A80355	703000F001737	6DTYA85828	NOTEBOOK	USR005	EI	BLDG 5				No	No				G	NDT
<input type="checkbox"/>	1	0534A80356	703000F001737	6DTYA85820	NOTEBOOK	USR004005	EI	BLDG 4				No	No				G	NDT
<input checked="" type="checkbox"/>	1	0534A80357	703000F001737	6DTYA85869	NOTEBOOK	USR006	EI	BLDG 1				No	No				G	NDT
<input type="checkbox"/>	1	0534A80358	703000F001737	6DTYA85850	NOTEBOOK	USR005004	EI	BLDG 9				No	No				G	NDT
<input type="checkbox"/>	1	0534A80359	703000F001737	6DTYA85835	NOTEBOOK	USR005001	EI	BLDG 6				No	No				G	NDT

6. Select the asset(s) you are disposing.

- Assets with a Ull Status Code of Assigned-Recorded-Not tagged (ARN) or Assigned-Not Recorded-Not Tagged (ANN) will be displayed, but not available to select.
- If you select multiple assets with different stock numbers, you can only generate a *DD Form 1150*. The *DD Form 1348* requires a single stock number for all disposed assets.

7. Select the **Continue** button.

Search Criteria																	
Designate		NO										Type Action		TURN-IN			
Asset Id												Stock Nbr		703000F001737			
Serial Nbr												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	Ull Sts Cd
1	<input type="text"/>	0534A80354	703000F001737	6DTYA85840	NOTEBOOK	USR005002	EI	BLDG 7				No	No				G	NDT
1	<input type="text"/>	0534A80355	703000F001737	6DTYA85828	NOTEBOOK	USR005	EI	BLDG 5				No	No				G	NDT
1	<input type="text"/>	0534A80357	703000F001737	6DTYA85869	NOTEBOOK	USR006	EI	BLDG 1				No	No				G	NDT

8. If the record is bulk, enter the quantity being disposed in the Disposal Quantity (**Disp Qty**) field.

9. Select the **Continue** button.



Asset Disposition Continued

Search Criteria			
Designate	NO	Type Action	TURN-IN
Asset Id		Stock Nbr	703000F001737
Serial Nbr		Custodian Nbr	

Disposition			
*Doc Nbr	CQ000111173001 ...		
*Cond Cd	H-Unsvcl(Condemned) v	*Fund Cd	AA v
*Ship To Address	...		
*Ship To POC	JOHN SMITH	DSN	
*Phone Nbr	6142351700	FAX Nbr	
*E-Mail Address	JOHN.SMITH@DFS.MIL		
*Ship To	SG4102	Ship To Name	
*Address	151 5TH AVENUE		
*City	COLUMBUS	*State	OH-Ohio v
*ZIP Cd	43215	*Country Cd	US-United States of America v
Shipment Dt	04/27/2011	Est Shipment Dt	<input type="checkbox"/>
TCN		Mode of Shipment	Select an Item v
*History Remarks	ITEMS ARE BROKEN BEYOND REPAIR		
Attachment	<input type="button" value="Add Attachment"/>		
No Attachments Available			
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Note: The fields on this page will change depending on the Type Action selected.

10. Enter or browse for the disposal Document Number.
11. Select the condition of the asset.
12. Select the **Fund Cd**.
13. Select the **Ship To Address** browse and select the address where the asset(s) is being shipped. This must be established in the **Address Directory** as a DE-Destination address type.
14. Enter a remark in the mandatory **History Remarks**.
15. Select the **Submit** button.