



## Adding a Disposition Request

The **Disposition** process is the means by which equipment is removed from service/Warehouse inventory.

1. In the DPAS Warehouse Management module, navigate to **Disposition** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Dispositions.
2. Select the **Add** button - The **Add Disposition** pop-up displays.
3. Select the **Disposition Type** from the drop-down list. *(See the list of Disposal Types on page 2.)*
4. Select a **Disposition Reason** from the drop-down list.
5. Verify or enter the **Disposal Dt.**
6. Verify or enter the **Excess/Unusable Dt.**
7. Browse for and select the **Stock Nbr** to dispose.
8. Choose the **Select Items** button - The **Inventory Master Selection** pop-up displays.
9. Use the **Selected Quantity** field to identify how many items to dispose from the available row.
10. Select the **Take Selected** button - The **Add Disposition** pop-up redisplay.
11. Select the **Add** button to process the transaction - The new Disposition Request displays highlighted at the top of the Results Grid.

For serial managed stock numbers, each asset which is being disposed of will have to be individually identified by its serial number within the **Inventory Master Selection** pop-up.

When equipment is selected, it is allocated to be disposed and cannot be selected by any other process such as **Issue** or **Set Kit Outfit**.

**Add Disposition** [Close]

Instructions [Dropdown]

\* **Disposition Type** L - Local Disposal **3**

Document Nbr System Generated

\* **Disposition Reason** 14 - Damaged **4**

\* **Disposal Dt** 11/10/2014 **5**

**Excess/Unusable Dt** 11/10/2014 **6**

Remarks

\* **Stock Nbr** 6850009857166 **7**      Item Desc: WATER PURIFICATION

Select Items **8**

ICN	Serial Nbr	Shelf Life Remaining	Qty	Location	Container	Owning DoDAAC	Prj Cd	Cond Cd

**11** [Add] [Cancel]





## Disposition Types

There are three **Disposition Types**. Each has a unique list of available fields to complete:

- The **Local** Disposition Type has no additional fields
- The **Excess** Disposition Type offers the following fields:
  - **Disposal Activity**
  - **RIC** (Routing Identification Code) **From**
  - **Disposal Cond Cd** (Condition Code)
  - **Available Dt**
- The **Warehouse Turn-In** Disposition Type requires the **Warehouse To** field

## Approving a Disposition

The **Approval** process can be used to complete both the Warehouse Manager and COR approvals.

1. In the DPAS Warehouse Management module, navigate to **Disposition** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Dispositions.
2. Select the **Status** button for the Disposition to approve - The **Status** pop-up displays.
3. Verify *Approved* displays in the **Status** drop-down list.
4. Select the **Submit** button.

The **Disposition Qty** may be changed after the approval process but only if the item(s) has not been shipped and the quantity adjustment is a reduction. If there is a need to add more items, a new disposition request must be created.

Status Date	Description	Approver's Name	Comment	Status	Action
7/30/2013 1:44 PM	Warehouse Manager Approval	OSBORNE, WALTER		Approved <b>3</b>	
[No Date]	COR Approval	[Not Approved]		Approved	✓ Submit <b>4</b>

Edit	Delete <b>2</b>	Status	Cancel	CLMB0132110326	2320000508902	TRUCK,CARGO	L - Local Disposal
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## Denying a Disposition

1. In the DPAS Warehouse Management module, navigate to **Disposition** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Dispositions.
2. Select the **Status** button for the Disposition to deny – The **Status** pop-up displays.
3. Verify *Denied* displays in the **Status** drop-down list.
4. Select the **Submit** button.

When a disposition request has been initiated, but should not be approved for any reason, the transaction can be denied. A denial indicates the transaction should not continue at that time and leaves an audit trail showing the request was considered but rejected.

Status Date	Description	Approver's Name	Comment	Status	Action
7/30/2013 1:44 PM	Warehouse Manager Approval	OSBORNE, WALTER		Approved	
[No Date]	COR Approval	[Not Approved]		Denied	Submit

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After the denial has been submitted, the equipment allocation is released and the equipment can be allocated by other processes.





## Canceling a Disposition

1. In the DPAS Warehouse Management module, navigate to **Disposition** from the **Materiel Mgmt** menu - The Results Grid displays a list of all currently available Dispositions.
2. Select the **Cancel** button for the Disposition to cancel – The **Confirm Cancel Disposition** pop-up displays.
3. Select the **Yes** button - The Disposition is now labeled *Cancelled*.

There are times when a planned Disposition must be halted as if it had not been initiated. Canceling a disposition will free up the assets that were allocated for disposal and they can then be issued or transferred as necessary.

Disposition		+ Add	Grid Options	Document Nbr ▲	Stock Nbr ▲	Item Desc ▼	Disposition Type ▲	Disposition Status ▼
Edit	✓ Status	Cancel	M9844550337001	4240003779401	WATERPROOFING BAG	L - Local Disposal	G - LOCAL DISPOSITION - WAREH APPROVED	

After the cancellation has been confirmed, the equipment allocation is automatically released and the equipment can be allocated by other processes.

