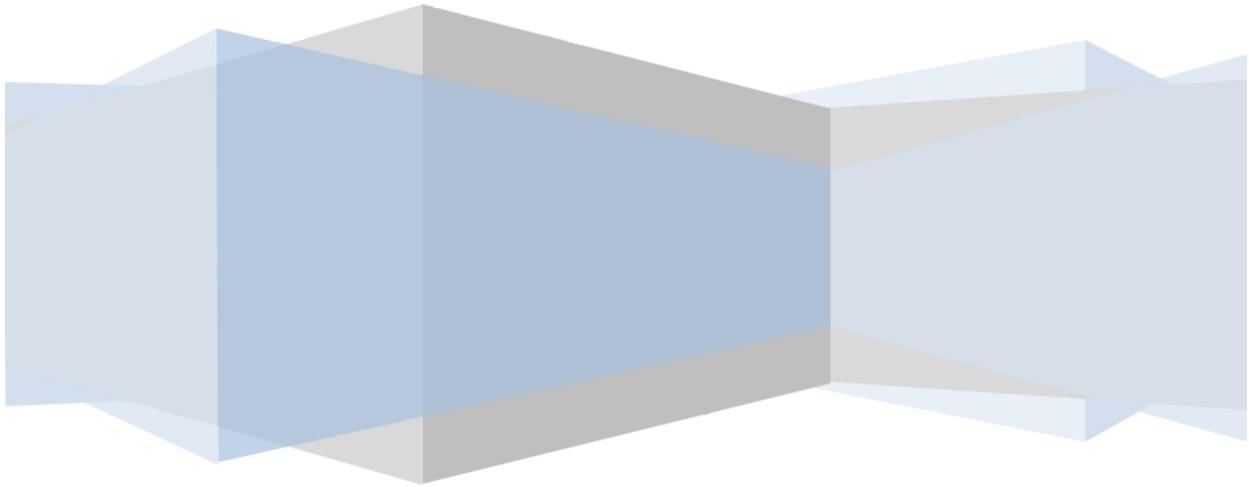

Force System Management

Defense Property Accountability System



Printed Manual

Version 05 Feb 2021

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

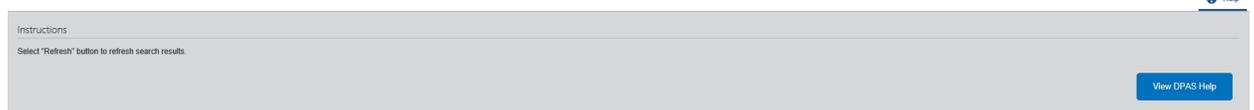
This online help is designed to provide access to detailed information and instructions about the various processes contained within the FSM module.

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 > 

> 



Related Topics

- [Contact Us](#)
- [DPAS FSM Overview](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)
- [Using DPAS Help Overview](#)
- [Using DPAS Help Toolbar](#)
- [Using DPAS Help Topics](#)
- [Using DPAS Help Menus](#)

Import Queue

Overview

The Force System Management module Import Queue process provides the ability to view the long-running processes within the Property Accountability (PA) and the Force System Management (FSM) modules.

Navigation

My DPAS > Queue > Import Queue page

Page Fields

The following fields display on the **Import Queue** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Queue

[Target](#)

[Queue Time](#)

[Queue Status](#)

[Process Begin](#)

[Process End](#)

[Message](#)

[Download](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

View a Queue

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Queue page.
 - *Verify the Target.*
 - *Verify the Queue Time.*
 - *Verify the Queue Status.*
 - *Verify the Process Begin.*
 - *Verify the Process End.*
 - *Verify the Message.*
2. Click the [hyperlink](#) to Download the matching documentation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Assignment

Overview

The Force System Management module Assignment process provides the ability to view, approve, or reject pending connections (the handshake) between FSM and PA. The connection process starts in PA on the ACTBL UIC/UIC screen, and sends the connection for approval to the FSM Assignment screen.

Navigation

MASTER DATA MGMT > Assignment > Assignment page

Page Fields

The following fields display on the **Assignment** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Force Elements

Pending Approval Fields

[Site](#)

[Actbl UIC](#)

[UIC](#)

[UIC Name](#)

[State](#)

[Remarks](#)

Optional

[DoDAAC](#)

[Org Id](#)

[Major Command Cd](#)

Completed Fields

[Site](#)

[Actbl UIC](#)

[UIC](#)

[UIC Name](#)

[State](#)

[Actions](#)

[Remarks](#)

Optional

[DoDAAC](#)

[Org Id](#)

[Major Command Cd](#)

UIC Detach

[Remarks](#)

[History Remarks](#)

Procedure

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Search For an Assignment

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select the desired Force Element [hyperlink](#) in the Force Elements panel. *The Pending Approval and Completed panels appear and populate.*
2. View the [Pending Approval](#) panel.
 - *The Site automatically populates and is not editable.*
 - *The ACTBL UIC automatically populates and is not editable.*
 - *The UIC automatically populates and is not editable.*
 - *The UIC Name automatically populates and is not editable.*
 - Select  in the State field. *The field becomes editable.*
 - Use  to select the [State](#).
 - Select  in the Remarks column. *An empty text field appears.*
 - Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

- The DoDAAC automatically populates and is not editable.
 - The ORG ID automatically populates and is not editable.
 - The Major Command Code automatically populates and is not editable.
3. View the [Completed](#) panel.
- The Site automatically populates and is not editable.
 - The ACTBL UIC automatically populates and is not editable.
 - The UIC automatically populates and is not editable.
 - The UIC Name automatically populates and is not editable.
 - The State automatically populates and is not editable.
- Select . The **UIC Detach** pop-up window appears.
 1. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 3. Select . *The record is removed from the Completed panel.*
 - The Remarks automatically populates and is not editable.
 - The DoDAAC automatically populates and is not editable.
 - The ORG ID automatically populates and is not editable.
 - The Major Command Code automatically populates and is not editable.

Detach a UIC

1. Select . The **UIC Detach** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select . *The record is removed from the Completed panel.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Force Management](#)
- [Force Update](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Authorization Manager

Overview

The Force Systems Management module Authorization Manager process provides the ability to view or update the Authorization Manager's information. The Force Officer assigns the Platform to the Authorization Manager, giving the manager access to the different authorization applications.

Navigation

MASTER DATA MGMT > AUTH MGR AUD > Authorization Manager page

Page Fields

The following fields display on the **Authorization Manager** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

Authorization Manager Search Criteria

[User Id](#)

[Last Name](#)

[First Name](#)

[Platform](#)

Search

[User Id](#)

[Last Name](#)

[First Name](#)

[Middle Name](#)

Search Results

[Platform](#)

[Platform Desc](#)

[User Id](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Search for an Authorization Manager

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the USER ID in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*
2. Select . *The Authorization Manager(s) appears below the Search Criteria.*
3. Select the desired USER ID. *The Search Results panel opens, showing the Authorization Manager's list of Platforms.*

Add an Authorization Manager

1. Select . *The **Platform Browse** pop-up window appears.*
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the Platform in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the Platform DESC in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select . *The Search Results panel opens, open to the Available tab with the entire list of Platforms.*

4. Select in front of the desired platform(s). *The row(s) are highlighted, and  appears.*
5. Choose the Selected tab. *The tab shows all the Platforms selected.*
6. Select . *The **Platform Browse** pop-up window closes, and the selected Platform(s) appear in the Search Results grid.*
7. Select . *The Platform(s) are associated to the USER ID.*

Delete an Authorization Manager

1. Select in front of the desired platform. *The row is highlighted, and  appears.*
2. Select . *The **Delete Platform User Association** pop-up window appears.*
3. Select . *The **Delete Platform User Association** pop-up window closes, and the Platform is disassociated from the USER ID.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
350 — Must be alphanumeric with supported special characters \$, —, /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Force Management](#)
- [Platform Management](#)

- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Force Command Management

Overview

The Force Systems Management module Force Command Management process provides the ability to view or update Force Command information. Force Command is the second tier of the structure.

Navigation

MASTER DATA MGMT > Force Command Management > Force Command Management page

Page Fields

The following fields display on the **Force Command Management** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Force Command Management Results Grid

[Force](#)

[Command](#)

[Force Command Description](#)

[Contact](#)

[Phone Nbr](#)

[DSN](#)

[Email](#)

Optional

[Address 1](#)

[Address 2](#)

[Address 3](#)

[City](#)

[Country Cd](#)

[Fax Nbr](#)

[POC Office](#)

[State Cd](#)

[Zip](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

View a Force Command

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force system in the Force Command grid.
 - Verify the Force.
 - Verify the Command.
 - Verify the Force Command Description.
 - Verify the Contact.
 - Verify the PHONE NBR.
 - Verify the DSN.
 - Verify the E-MAIL.

Update a Force Command

1. Select the desired record.
2. Select . The [Update the Force Command System](#) page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, -, /, #, &.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Spe-

comma, period, and space.

323 — E-Mail Address structure is incorrect.

1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).

cial characters like ! or @ are prohibited.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Update the Force Command System](#)
- [Force Management](#)
- [Update the Force Management System](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Update a Force Command System

Overview

The Force Command Update process allows editing of the force command details.

Navigation

MASTER DATA MGMT > Force Command Management >  > Force Command Details page

Page Fields

The following fields display on the **Force Command Details** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

Command Tab

[Command](#)

[Description](#) *

[Force](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

Contact Tab

[Contact](#) *

[Country Cd](#)

[Address 1](#)

[POC Office](#)

[Address 2](#)

[DSN](#)

[Address 3](#)

[Phone Nbr](#)

[City](#)

[FAX Nbr](#)

[ZIP Cd](#)

[Email](#)

[State Cd](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Update a Force Command



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

1. Select the desired entry. *The Force Command is highlighted.*
2. Select . *The **Force Command Details** page displays.*
3. *View the Command tab.*
 - A. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
 - B.** Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
 - C. Update the Force, entering the revised name in the field provided. *This is a 100 alphanumeric character field.*
 - D. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*
 - A. Update the Contact, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
 - B. Update the [Country Cd](#), using to select the desired code.
 - C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is a 25 alphanumeric character field.*
 - D. Update the POC Office, entering the revised rank in the field provided. *This is a 30 alphanumeric character field.*
 - E. Update the Address 2, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
 - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - G. Update the Address 3, entering the revised residence in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - M. Update the [State Cd](#), using to select the desired code.
 - N. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . *The **Force Command Details** page closes, and the **Force Command Management** page displays the updated information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character (s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: Description.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 — Mandatory Entry: Contact.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- [Force Command](#)

Force Element Management

Overview

The Force Systems Management module Force Element Management process provides the ability to view or update Force Element information. Force Element is the bottom tier of the structure.

Navigation

MASTER DATA MGMT > Force Element Management > Force Element Management page

Page Fields

The following fields display on the **Force Element Management** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
21	Select "Add" button to create a new record.

Force Element Management Results Grid

[Group](#)

[Force Element Name](#)

[Force Element Description](#)

[Agency Cd](#)

[Catalog](#)

Optional

[Force](#)

[Command](#)

[Contact](#)

[Address 1](#)

[Address 2](#)

[Address 3](#)

[City](#)

[Country Cd](#)

[Fax Nbr](#)

[POC Office](#)

[State Cd](#)

[Zip](#)

[Active](#)

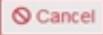
Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

View a Force Element

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force system in the Force Element grid.
 - Verify the Group.
 - Verify the Force Element Name.
 - Verify the Force Element Description.
 - Verify the Agency Cd.
 - Verify the Catalog.

Add a Force Element

Select . The [Add a Force Element](#) page appears.

Update a Force Element

1. Select the desired record.
2. Select . The [Update the Force Element System](#) page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and

appropriate security access.

try the Search again.

161 — Remarks must be alphanumeric with supported special character (s) \$, — , /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Update the Force Element System](#)
- [Add the Force Element System](#)
- [Force Management](#)
- [Force Command](#)
- [Force Group](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Add a Force Element System

Overview

The Force Element Add process allows the creation of the force element details.

Navigation

MASTER DATA MGMT > Force Element Management >  > Force Element Details page

Page Fields

The following fields display on the **Force Element Details** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Element Tab

[Name](#) *

[Description](#) *

[Agency Cd](#) *

[Auth Level](#)

[Catalog](#) *

[Manage PA Auth](#)

[Group](#) *

[Status](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

Contact Tab

[Contact](#) *

[Country Cd](#)

[Address 1](#)

[POC Office](#)

[Address 2](#)

[DSN](#)

[Address 3](#)

[Phone Nbr](#)

[City](#)

[FAX Nbr](#)

[ZIP Cd](#)

[Email](#)

[State Cd](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

Configuration Tab

[Item Title](#)

[Use I&S Data](#)

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Add a Force Element

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

1. Select . The **Add a Force Element** page appears.
2. View the Element tab.
 - A. Enter the Name in the field provided. *This is a 25 alphanumeric character field.*
 - B. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*
 - C. Use to select the [Agency Cd](#).
 - D. Use to select the [Auth Level](#).

- E. Use to select the [Catalog](#).
 - F. Use to select the [Manage PA Auth](#).
 - G. Use to select the [Group](#).
 - H. Use to select the [Status](#).
 - I. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select the Contact Tab. *The Element tab closes and the Contact tab opens.*
- A. Enter the Contact in the field provided. *This is a 50 alphanumeric character field.*
 - B. Use to select the [Country Cd](#).
 - C. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
 - D. Enter the POC Office in the field provided. *This is a 30 alphanumeric character field.*
 - E. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
 - F. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
 - G. Enter the Address 3 in the field provided. *This is a 25 alphanumeric character field.*
 - H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
 - I. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
 - J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
 - K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - L. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*

- M. Use to select the [State Cd.](#)
- N. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select the Configuration Tab. *The Contact tab closes and the Configuration tab opens.*
 - A. Use to select the [Item Title](#).
 - B. Select Use I&S Data if the item can be replaced with an equal item. *The slider changes to and the substitute is acceptable.*
- 5. Select . *The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Description.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Contact.	

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.

Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Force Element](#)
- [Update the Force Element System](#)

Update a Force Element System

Overview

The Force Element Update process allows editing of the force element details.

Navigation

MASTER DATA MGMT > Force Element Management >  > Force Element Details page

Page Fields

The following fields display on the **Force Element Details** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Element Tab

[Name](#) *

[Description](#) *

[Agency Cd](#) *

[Auth Level](#)

[Catalog](#) *

[Manage PA Auth](#)

[Group](#) *

[Status](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

Contact Tab

[Contact](#) *

[Country Cd](#)

[Address 1](#)

[POC Office](#)

[Address 2](#)

[DSN](#)

[Address 3](#)

[Phone Nbr](#)

[City](#)

[FAX Nbr](#)

[ZIP Cd](#)

[Email](#)

[State Cd](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

Configuration Tab

[Item Title](#)

[Use I&S Data](#)

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Update a Force Element

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

1. Select the desired entry. *The Force Element is highlighted.*
2. Select . *The **Force Element Details** page displays.*
3. *View the Element tab.*
 - A.** *Verify the Name.*
 - B.** *Update the Description, entering the revised information in the field provided. This is an 250 alphanumeric character field.*
 - C.** *Update the [Agency Cd](#), using  to select the desired code.*
 - D.** *Verify the Auth Level.*

- E. Update the [Catalog](#), using to select the desired code.
 - F. Update the [Manage PA Auth](#), using to select the desired code.
 - G. *Verify the Group.*
 - H. Update the [Status](#), using to select the desired code.
 - I. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Element tab closes and the Contact tab opens.*
- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
 - B. Update the [Country Cd](#), using to select desired code.
 - C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
 - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
 - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - M. Update the [State Cd](#), using to select desired code.

- N. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select the Configuration Tab. *The Contact tab closes and the Configuration tab opens.*
 - A. Update the [Item Title](#), using to select desired identification.
 - B. Verify the Use I&S Data contains the appropriate or . *When green, the item can be replaced with an equal item.*
6. Select . *The **Force Element Details** page closes, and the **Force Element Management** page displays the updated information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: Description.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Contact.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a

Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.

323 — E-Mail Address structure is incorrect.

1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).

minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Force Element](#)
- [Add the Force Element System](#)

Force Group Management

Overview

The Force Systems Management module Force Group Management process provides the ability to view or update Force Group information. Force Group is the third tier of the structure.

Navigation

MASTER DATA MGMT > Force Group Management > Force Group Management page

Page Fields

The following fields display on the **Force Group Management** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Force Group Management Results Grid

[Command](#)

[Group](#)

[Force Group Description](#)

[Contact](#)

[Phone Nbr](#)

[DSN](#)

[Email](#)

Optional

[Address 1](#)

[Address 2](#)

[Address 3](#)

[City](#)

[Country Cd](#)

[Fax Nbr](#)

[POC Office](#)

[State Cd](#)

[Zip](#)

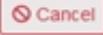
Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

View a Force Group

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force system in the Force Group grid.
 - Verify the Command.
 - Verify the Group.
 - Verify the Force Group Description.
 - Verify the Contact.
 - Verify the PHONE NBR.
 - Verify the DSN.
 - Verify the E-MAIL.

Update a Force Group

1. Select the desired record.
2. Select . The [Update the Force Group System](#) page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, -, /, #, &.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Spe-

comma, period, and space.

323 — E-Mail Address structure is incorrect.

1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).

cial characters like ! or @ are prohibited.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Update the Force Group System](#)
- [Force Management](#)
- [Force Command](#)
- [Force Element](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Update a Force Group System

Overview

The Force Group Update process allows editing of the force group details.

Navigation

MASTER DATA MGMT > Force Group Management >  > Force Group Details page

Page Fields

The following fields display on the **Force Group Details** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

Group Tab

[Group](#)

[Description](#) *

[Command](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

Contact Tab

[Contact](#) *

[Country Cd](#)

[Address 1](#)

[POC Office](#)

[Address 2](#)

[DSN](#)

[Address 3](#)

[Phone Nbr](#)

[City](#)

[FAX Nbr](#)

[ZIP Cd](#)

[Email](#)

[State Cd](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Update a Force Group

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

1. Select the desired entry. *The Force Group is highlighted.*
2. Select . *The **Force Group Details** page displays.*
3. *View the Group tab.*
 - A. Update the Group, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
 - B.** Update the Description, entering the revised information in the field provided. *This is an 250 alphanumeric character field.*
 - C. Update the Command, entering the revised name in the field provided. *This is an 100 alphanumeric character field.*
 - D. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Group tab closes and the Contact tab opens.*

- A. Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*
 - B. Update the [Country Cd](#), using to select the desired code.
 - C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
 - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
 - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - M. Update the [State Cd](#), using to select the desired code.
 - N. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . *The **Force Group Details** page closes, and the **Force Group Management** page displays the updated information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>13 — Mandatory Entry: Description. 13 — Mandatory Entry: Contact.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- [Force Group](#)

Force Management

Overview

The Force Systems Management module Force Management process provides the ability to view or update Force information.

Force is the top tier of the structure.

Navigation

MASTER DATA MGMT > Force Management > Force Management page

Page Fields

The following fields display on the **Force Management** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).

Force Management Results Grid

[Force](#)

[Force Description](#)

[Contact](#)

[Phone Nbr](#)

[DSN](#)

[Force \(E-mail\)](#)

Optional

[Address 1](#)

[Address 2](#)

[Address 3](#)

[City](#)

[Country Cd](#)

[Fax Nbr](#)

[POC Office](#)

[State Cd](#)

[Zip](#)

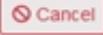
Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

View a Force System

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. View the Force systems in the Force Management grid.
 - Verify the Force.
 - Verify the Force Description.
 - Verify the Contact.
 - Verify the PHONE NBR.
 - Verify the DSN.
 - Verify the Force (E-MAIL).

Update a Force System

1. Select the desired record.
2. Select . The [Update the Force Management System](#) page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Spe-

comma, period, and space.

323 — E-Mail Address structure is incorrect.

1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).

cial characters like ! or @ are prohibited.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Update the Force Management System](#)
- [Force Command](#)
- [Force Group](#)
- [Force Element](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Update a Force Management System

Overview

The Force Management Update process allows editing of a force system.

Navigation

MASTER DATA MGMT > Force Management >  > Force Details page

Page Fields

The following fields display on the **Force Details** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).

Force Tab

[Force](#)

[Description](#) *

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

Contact Tab

[Contact](#) *

[Country Cd](#)

[Address 1](#) *

[POC Office](#)

[Address 2](#)

[DSN](#)

[Address 3](#)

[Phone Nbr](#)

[City](#)

[FAX Nbr](#)

[ZIP Cd](#)

[Email](#)

[State Cd](#)

[Show Remarks](#)

[Remarks](#)

[History Remarks](#)

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Update a Force System

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select the desired entry. *The Force System is highlighted.*
2. Select . *The **Force Details** page displays.*
3. *View the Force tab.*
 - A. Update the Force, entering the revised name in the field provided. *This is a 100 alphanumeric character field.*
 - B.** Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
 - C. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select the Contact Tab. *The Force tab closes and the Contact tab opens.*
 - A.** Update the Contact, entering the revised name in the field provided. *This is an 50 alphanumeric character field.*

- B. Update the [Country Cd](#), using to select the desired code.
 - C. Update the Address 1, entering the revised primary residence of the Contact in the field provided. *This is an 25 alphanumeric character field.*
 - D. Update the POC Office, entering the revised rank in the field provided. *This is an 30 alphanumeric character field.*
 - E. Update the Address 2, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - F. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
 - G. Update the Address 3, entering the revised residence in the field provided. *This is an 25 alphanumeric character field.*
 - H. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - J. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - M. Update the [State Cd](#), using to select the desired code.
 - N. Select the Show Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . *The **Force Details** page closes, and the **Force Management** page displays the updated information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: Description.

13 — Mandatory Entry: Contact.

Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: Address 1.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.

Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Force Management](#)

Platform

Overview

The Force Systems Management module Platform process provides the ability to view, create, or update the platform information. The Platform is at the Force level, which means each of the Force Elements see the same platforms.

Navigation

MASTER DATA MGMT > Platform > Platform page

Page Fields

The following fields display on the **Platform** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

Platform Search Criteria

[Platform](#)

[Description](#)

Search Results

[Platform Name](#)

[Platform Description](#)

[Remarks](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Search for a Platform

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use  to select the [Platform](#).
 - Enter the Description in the field provided. *This is a 1,024 alphanumeric character field.*
2. Select . *The Search Results panel opens, showing the list of Platforms.*

Add a Platform

1. Select . *A new Search Results row appears.*
2. Select  in the Platform Name column. *An empty text field appears.*
3. Enter the Platform Name in the field provided. *This is a 30 alphanumeric character field.*
4. Select  in the Platform Description column. *An empty text field appears.*
5. Enter the Platform Description in the field provided. *This is a 1,024 alphanumeric character field.*
6. Select  in the Remarks column. *An empty text field appears.*
7. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select . *The new Platform saves, and is no longer editable.*

Update a Platform

1. Select in front of the desired platform. *The row is highlighted, and  appears.*
2. Select  in the Platform Name column. *The Platform Name appears in an editable text field.*
3. Update the Platform Name, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
4. Select  in the Platform Description column. *The Platform Description appears in an editable text field.*
5. Update the Platform Description, entering the revised information in the field provided. *This is a 1,024 alphanumeric character field.*

6. Select  in the Remarks column. *The Remarks appears in an editable text field.*
7. Update the Remarks, entering the revised information in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select . *The revised Platform saves, and is no longer editable.*

Delete a Platform

1. Select in front of the desired platform. *The row is highlighted, and  appears.*
2. Select . *The [Delete Platform](#) pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character (s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 — ZIP Code is not in valid format (12345, 12345 — 1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- [Force Management](#)
- [Delete a Platform](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Apply Authorization

Overview

The Force System Management module Apply Authorization process provides the ability to associate a UIC to an Authorization, or an Authorization to a UIC.

Navigation

Authorization MGMT > Apply Authorization > Apply Authorization page

Page Fields

The following fields display on the **Apply Authorization** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
530	Select "Delete" to remove the selected {0} record(s).
548	Select "Save" to save the changes made to the Record(s).
552	Select "Details" to view the Review Authorization page for the selected UIC or Authorization ID value.

Search Criteria

Authorization ID

[Authorization Id](#)

UIC

[UIC](#)

Search Results

Authorization ID

[Authorization Id](#)

[Authorization Description](#)

[Platform](#)

[Mission Description](#)

Search Results Grid

[Site Id](#)

[Accountable UIC](#)

[UIC](#)

[UIC Name](#)

[Major Command Code](#)

[Organization Id](#)

[DoDAAC](#)

UIC

[UIC](#)

[UIC Name](#)

[Organization Id](#)

[DoDAAC](#)

Search Results Grid

[Authorization Id](#)

[Authorization Desc](#)

[Platform](#)

[Mission Description](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Search for an Authorization ID

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

1. Select the Authorization ID tab.

- Enter the Authorization ID, or use  to browse for the entry. This is a 4-7 alphanumeric character field.

[Authorization Browse help](#)

2. Select . The results appear in the **Authorization Id Search Results** panel.

Add a UIC

1. Select . The **UIC Browse** pop-up window appears.
2. The selected UIC appears at the top of the Search Results panel.
3. Select . The fields close and the record is permanently added to the **Authorization Id Search Results** panel.

Delete a UIC

1. Click to select the desired entry. The UIC record is highlighted, and  and  become available.
2. Select . The **Delete UIC From Authorization** pop-up window appears.

View the Details of a UIC

1. Click to select the desired entry. The UIC record is highlighted, and  and  become available.
2. Select . The **Review Authorization** page appears.

Search for a UIC

1. Select the UIC tab.
 - Enter the UIC, or use  to browse for the entry. This is a 6 alphanumeric character field.

[Unit Identification Code Browse help](#)

2. Select . The results appear in the **UIC Search Results** panel.

Add an Authorization Id

1. Select . The **Authorization Browse** pop-up window appears.
2. The selected Authorization ID appears at the top of the Search Results panel.

3. Select . The fields close and the record is permanently added to the **UIC Search Results** panel.

Delete an Authorization ID

1. Click  to select the desired entry. The Authorization ID record is highlighted, and  and  become available.
2. Select . The **Delete UIC From Authorization** pop-up window appears.

View the Details of a Authorization ID

1. Click  to select the desired entry. The UIC record is highlighted, and  and  become available.
2. Select . The **Review Authorization** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - One or more of the selected UICs are already applied to this Authorization.	Invalid Entry. A duplicate record exists. Check the entry again and re-enter the UIC.
xxxx - One or more of the selected authorizations already has this UIC applied.	Invalid Entry. A duplicate record exists. Check the entry again and re-enter the Authorization ID.

Related Topics

- [Review Authorization](#)
- [Delete a UIC from an Authorization](#)
- [Delete an Authorization from a UIC](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)

Delete an Authorization from a UIC

Overview

The Apply Authorization Delete process allows removal of an Authorization from a UIC record.

Navigation

Authorization MGMT > Apply Authorization > (desired record) >  >
Delete an Authorization from a UIC pop-up window

Page Fields

The following fields display on the **Delete an Authorization from a UIC** pop-up window. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Delete an Authorization from a UIC

[History Remarks](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Delete an Authorization from a UIC

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. *The Authorization ID record is highlighted, and  and  become available.*
2. Select . *The **Delete Authorization from a UIC** pop-up window appears.*
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric*

character field.

4. Select . *The Authorization ID is removed from the UIC.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Apply an Authorization Overview](#)
- [Delete a UIC from an Authorization](#)

Delete a UIC from an Authorization

Overview

The Apply Authorization Delete process allows removal of a UIC from an Authorization record.

Navigation

Authorization MGMT > Apply Authorization > (desired record) >  >
Delete a UIC from an Authorization pop-up window

Page Fields

The following fields display on the **Delete a UIC from an Authorization** pop-up window. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Delete UIC From Authorization

[History Remarks](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Delete a UIC from an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. *The UIC record is highlighted, and  and  become available.*
2. Select . *The **Delete UIC From Authorization** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . *The UIC is removed from the Authorization.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Apply an Authorization Overview](#)

Authorization Details

Overview

The Force Systems Management module Authorization Details process provides the ability to create, view, update, or delete an authorization.

Navigation

Authorization MGMT > Authorization Detail > Authorization Detail page

Page Fields

The following fields display on the **Authorization Detail** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
548	Select "Save" to save the changes made to the Record(s).
530	Select "Delete" to remove the selected {0} record(s).

Authorization Search

[Authorization Type](#)

[Authorization Id](#)

[Platform](#)

[Stock Nbr](#)

[UTC](#)

Results

[Authorization Id](#)

[Authorization Desc](#)

Authorization Details

[Stock Number](#)

[Item Description](#)

[Readiness Code](#)

- [UTC](#)
- [Justification](#)
- [Match Qty](#)
- [FReq Qty](#)
- [FAuth Qty](#)
- [Unit Edit](#)

Procedure

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Search for the Authorization Details

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  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:
 - Use  to select the [Authorization Type](#).
 - Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alphanumeric character field.*
[Authorization Browse help](#)
 - Use  to select the [Platform](#).
 - Enter the Stock Number, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
[Stock Number Browse help](#)
 - Use  to select the [UTC](#).
2. Select . *The Results panel fills with records.*
3. Select the desired Authorization ID. *The record is highlighted, and the Authorization Details panel fills with records.*

Add an Authorization Detail

1. Select . The [Stock Number Browse](#) page appears.

Note



The Select [hyperlink](#) does not appear. Instead, click to select the desired entries. Select as many as needed.

2. Select . The chosen stock numbers appear at the top of the Authorization Details grid.

Update an Authorization Detail

1. Click to select the desired entry. The Authorization Detail record is highlighted, and , , and  become available.
2. Select  in the Readiness Code column. A drop-down field appears.
3. Update the [Readiness Code](#), using  to select the desired code.
4. Select  in the UTC column. The field becomes editable.
5. Update the UTC, entering the revised code in the field provided. This is a 6 alphanumeric character field.
6. Select  in the Justification column. The field becomes editable.
7. Update the Justification, entering the revised explanation in the field provided. This is a 1,024 alphanumeric character field.
8. Select  in the Match QTY column. A slider appears.
9. Verify the Match QTY contains the appropriate  or . When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.
10. Select  in the FREQ QTY column. The field becomes editable.
11. Update the FREQ QTY, entering the revised amount in the field provided. This is a 4 numeric character field.
12. Select  in the FAUTH QTY column. The field becomes editable.
13. Update the FAUTH QTY, entering the revised amount in the field provided. This is a 4 numeric character field.

14. Select  in the Unit Edit column. *A slider appears.*
15. Verify the Unit Edit contains the appropriate  or . *When green, the user is able to set Unit specific Authorization and Required Quantity values.*
16. Select . *The fields close and the record returns to the beginning of the Authorization Details grid.*

Delete an Authorization Detail

1. Click  to select the desired entry. *The Authorization Detail record is highlighted, and , , and  become available.*
2. Select . *The **Delete Authorization Detail** pop-up window appears.*
3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select . *The record is removed from the Authorization Details panel.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Authorization Management Overview](#)
- [Add an Authorization Management](#)
- [Update the Authorization Management](#)

- [Delete the Authorization Management](#)

Authorization Management

Overview

The Force Systems Management module Authorization Management process provides the ability to create, view, update, or delete a platform authorization.

Navigation

Authorization MGMT > Authorization Management > Authorization Management page

Page Fields

The following fields display on the **Authorization Management** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.
529	Select "Edit" to update the selected {0} record(s).
530	Select "Delete" to remove the selected {0} record(s).

Search Criteria

[Authorization Id](#)

[Platform](#)

Search Results Grid

[Authorization Id](#)

[Authorization Type](#)

[Authorization Desc](#)

[Platform](#)

[Mission Description](#)

[Match Qty](#)

[Unit Edit](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Search For an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  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:

- Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alphanumeric character field.*

[Authorization Browse help](#)

- Use  to select the [Platform](#).

2. Select . The results appear in the **Authorization Management Search Results** panel.

Add an Authorization

Select . The [Add an Authorization Management](#) page appears.

Update an Authorization

1. Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.

2. Select . The [Update the Authorization Management](#) page appears.

Delete an Authorization

1. Click  to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.

2. Select . The [Delete the Authorization Management](#) page appears.

View the Details of an Authorization

1. Click to select the desired entry. *The Authorization Management record is highlighted, and , , and  become available.*
2. Select . *The [Authorization Details](#) page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Add an Authorization Management](#)
- [Update the Authorization Management](#)
- [Delete the Authorization Management](#)
- [View the Authorization Details](#)

Add an Authorization Management

Overview

The Authorization Management Add process provides the ability to create new authorizations.

Navigation

Authorization MGMT > Authorization Management >  > Add an Authorization page

Page Fields

The following fields display on the **Add an Authorization** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).
550	Select "Browse" to Add an Attachment.
551	Select "x" to Delete an Attachment.
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

Authorization Tab

[Authorization Type](#) *

[Date Last Reviewed](#)

[Authorization Id](#) *

[Reviewer](#)

[Platform](#)

[Authorization Desc](#)

[Match Qty](#)

[Mission Desc](#)

[Unit Edit](#)

Attachments Tab

[Primary](#)

[Name](#)

[Description](#)

Remarks Tab

[Remarks](#)

[History Remarks](#)

(* Asterisk identifies mandatory fields.

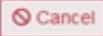
Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Add an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The **Add an Authorization** page appears.
2. Use  to select the [Authorization Type](#).
3. Use  to select the Date Last Reviewed, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter the Authorization ID in the field provided. *This is a 4-7 alphanumeric character field.*
5. Enter the Reviewer in the field provided. *This is a 30 alphanumeric character field.*
6. Use  to select the [Platform](#).
7. Enter the Authorization DESC in the field provided. *This is a 250 alphanumeric character field.*
8. Click  to select the Match QTY. *The slider changes to  and the value of the Force Authorization Quantity matches the value of the Force Required Quantity.*
9. Enter the Mission DESC in the field provided. *This is a 125 alphanumeric character field.*

10. Click  to select the Unit Edit. *The slider changes to  and the user is able to set Unit specific Authorization and Required Quantity values.*
11. Select  in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*
 - A. Choose the file to attach, and select it.
 - B. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.*
 - C. Click to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
 - D. Select  in the Description field. *The field becomes editable.*
 - E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*
12. Select the Show remarks [hyperlink](#) in the Remarks panel. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. Select . *The **Add an Authorization** page closes, and the **Authorization Management** page displays the new information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Spe-

comma, period, and space.

cial characters like ! or @ are prohibited.

Related Topics

- [Authorization Management Overview](#)
- [Update the Authorization Management](#)
- [Delete the Authorization Management](#)

Delete an Authorization Management

Overview

The Authorization Management Delete process allows removal of an Authorization record.

Navigation

Authorization MGMT > Authorization Management > (desired record) >



> Delete Authorization pop-up window

Page Fields

The following fields display on the **Delete Authorization** pop-up window. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Delete Authorization

[History Remarks](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Delete an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. *The Authorization Management record is highlighted, and , , and  become available.*
2. Select . *The **Delete Authorization** pop-up window appears.*
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric*

character field.

4. Select . *The Authorization is removed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Authorization Management Overview](#)
- [Add an Authorization Management](#)
- [Update the Authorization Management](#)

Update an Authorization Management

Overview

The Authorization Management Update process allows editing of the authorization details.

Navigation

Authorization MGMT > Authorization Management > (desired record) >



> Authorization Edit page

Page Fields

The following fields display on the **Authorization Edit** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
548	Select "Save" to save the changes made to the Record(s).
550	Select "Browse" to Add an Attachment.
551	Select "x" to Delete an Attachment.
207	"Remarks" must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

Authorization Tab

[Authorization Type](#) *

[Date Last Reviewed](#)

[Authorization Id](#) *

[Reviewer](#)

[Platform](#)

[Authorization Desc](#)

[Match Qty](#)

[Mission Desc](#)

[Unit Edit](#)

Attachments Tab

[Primary](#)

[Name](#)

[Description](#)

Remarks Tab

[Remarks](#)

[History Remarks](#)

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

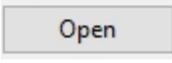


Click the following link to display [FSM Navigation Tips](#).

Update an Authorization

Selecting  at any point of this procedure removes all revisions and closes the page. Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. The Authorization Management record is highlighted, and , , and  become available.
2. Select . The **Update the Authorization Management** page appears.
3. Update the [Authorization Type](#), using  to select the desired authorization.
4. Update the Date Last Reviewed, using  or entering the date (MM/DD/YYYY) in the field provided.
5. Verify the Authorization ID.
6. Update the Reviewer, entering the revised name in the field provided. This is a 30 alphanumeric character field.
7. Update the [Platform](#), using  to select the desired platform.
8. Update the Authorization DESC, entering the revised explanation in the field provided. This is a 250 alphanumeric character field.
9. Verify the Match QTY contains the appropriate  or . When green, the value of the Force Authorization Quantity matches the value of the Force Required Quantity.

10. Update the Mission DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*
11. Verify the Unit Edit contains the appropriate  or . *When green, the user is able to set Unit specific Authorization and Required Quantity values.*
12. Select  in the Attachments panel. *The **Choose File to Upload** pop-up window appears.*
 - A. Choose the file to attach, and select it.
 - B. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Name field.*
 - C. Click to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
 - D. Select  in the Description field. *The field becomes editable.*
 - E. Enter the Description in the field provided. *This is an 250 alphanumeric character field.*
13. Select the Show remarks [hyperlink](#) in the Remarks panel. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select . *The **Authorization Edit** page closes, and the **Authorization Management** page displays the new information.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks

alphanumeric with supported special character (s) \$, — , /, #, &, comma, period, and space.

field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Authorization Management Overview](#)
- [Add an Authorization Management](#)
- [Delete the Authorization Management](#)

Review Authorization

Overview

The Force Systems Management module Review Authorization process provides the ability to view platform authorizations.

Navigation

Authorization MGMT > Review Authorization > Review Authorization page

Page Fields

The following fields display on the **Review Authorization** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
548	Select "Save" to save the changes made to the Record(s).
529	Select "Edit" to update the selected {0} record(s).
553	Select "Details" to view the Apply Authorization page for the selected Authorization Id value.

Search Criteria

[Authorization Type](#)

[Site Id](#)

[Authorization Id](#)

[DoDAAC](#)

[Platform](#)

[UIC](#)

[Stock Number](#)

[Org Id](#)

[UTC](#)

Search Results Grid

[UIC](#)

[Org Id](#)
[DoDAAC](#)
[Authorization Id](#)
[Platform](#)
[Stock Number](#)
[Readiness Code](#)
[UTC](#)
[FReq Qty](#)
[FAuth Qty](#)
[Match Qty](#)
[OReq Qty](#)
[OAuth Qty](#)

Procedures

DPAS Navigation Helpful Tips



Click the following link to display [FSM Navigation Tips](#).

Search For an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  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:
 - Use  to select the [Authorization Type](#).
 - Use  to select the [Site Id](#).
 - Enter the Authorization ID, or use  to browse for the entry. *This is a 4-7 alphanumeric character field.*
[Authorization Browse help](#)
 - Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - Use  to select the [Platform](#).
 - Enter the UIC, or use  to browse for the entry. *This is a 6 alphanumeric character field.*

[Unit Identification Code Browse help](#)

- Enter the Stock Number, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

[Stock Number Browse help](#)

- Use  to select the [Org Id](#).
- Use  to select the [UTC](#).

2. Select . The results appear in the **Review Authorization Search Results** panel.

View the Details of an Authorization

1. Click  to select the desired entry. *The Authorization record is highlighted, and  become available.*
2. Select . The [Apply Authorization](#) page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Add an Authorization Management](#)
- [Update the Authorization Management](#)
- [Delete the Authorization Management](#)
- [View the Authorization Details](#)

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

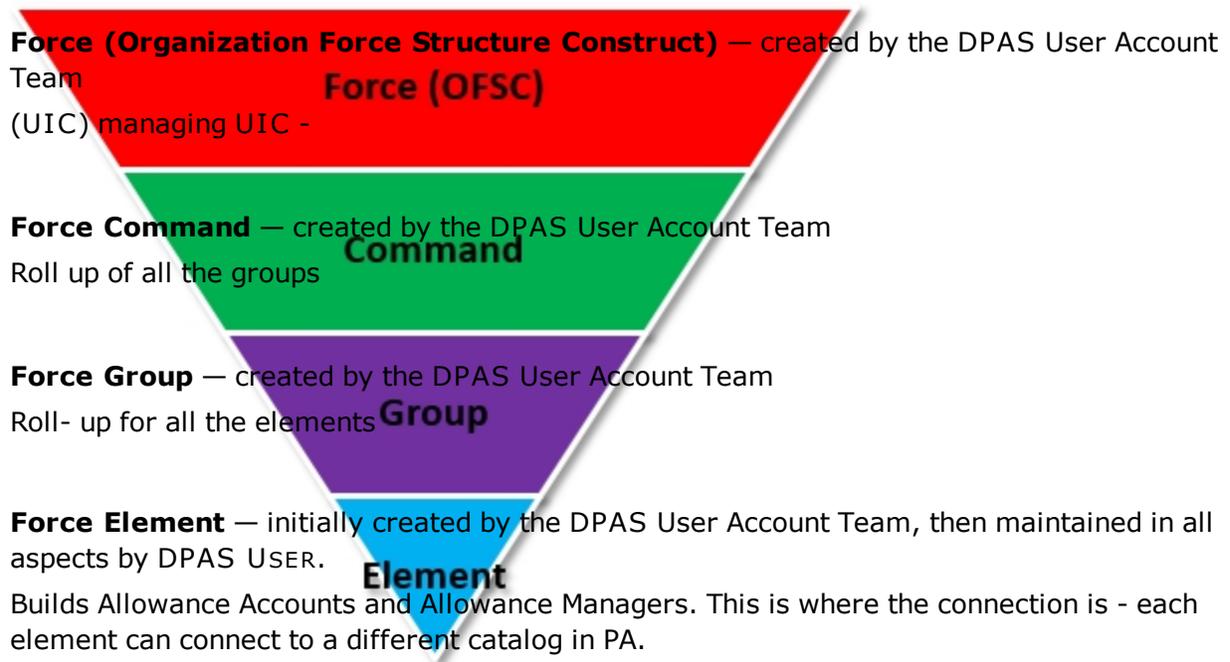
The DPAS Force System Management (FSM) module is designed to provide integrated functionality between the Property Accountability (PA) Module and the Force System Management (FSM) module, using the PA SITE ID Catalog to connect to FSM.

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:

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



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** —

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

- 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

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

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

Related Topics

- [Welcome](#)
- [Contact Us](#)
- [DPAS FSM Navigation Tips](#)
- [DPAS FSM Results Grid Options Overview](#)
- [Using DPAS Help Overview](#)
- [Using DPAS Help Toolbar](#)
- [Using DPAS Help Topics](#)
- [Using DPAS Help Menus](#)

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

Overview

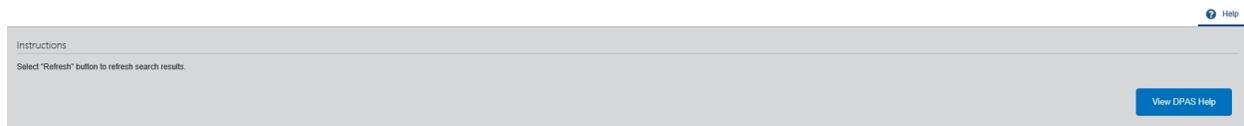
This page describes the primary features found on the FSM pages:

- Blue Menu Bar
- Menu Bar
- Instructions / Help
- Search Criteria
- Results Grid
- Standard Buttons

Additional information about DPAS can be found at the [DPAS Support Site](#).

Navigation

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



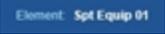
Blue Menu Bar

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 between the Blue Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

1. Select 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.*

Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the FSM processes appears.*
2. Select a process from the drop-down list. *The Process page appears.*

OR

1. Start entering characters in the Process name in the Search field. *Using [Intel-lisense](#), the Process names with those characters appear.*

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.

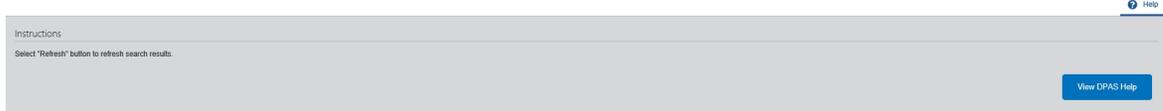
2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a collapsed Instructions panel.

View the Instructions

- Select . The Instructions panel expands.
- The Instructions panel assists with various options on the Process page:



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** —



Shows the overall Results Grid buttons.

- **Column Header** —



Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records** —



Shows the rows of data in the Results Grid.

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.

Related Topics

- [Welcome](#)
- [Contact Us](#)
- [DPAS FSM Overview](#)
- [DPAS FSM Results Grid Options Overview](#)
- [Using DPAS Help Overview](#)
- [Using DPAS Help Toolbar](#)
- [Using DPAS Help Topics](#)
- [Using DPAS Help Menus](#)

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

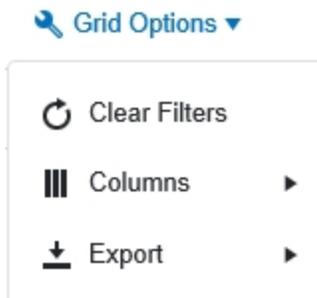
Navigation

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



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.

 Grid Options ▾

 Clear Filters

 Columns ▶

 Export ▶

Columns

Changes what columns are viewed in the Results Grid.

 Grid Options ▾

 Clear Filters

 Columns ▶

 Export ▶

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	<input type="checkbox"/> Next Reconciliation With
<input checked="" type="checkbox"/> Last Trans Dt/Tm	R
B	<input type="checkbox"/> Received Dt
<input type="checkbox"/> Born On Dt	S
E	<input type="checkbox"/> Stock Item Cd
<input type="checkbox"/> Entry Method	U
	<input type="checkbox"/> UII

Official Use Only

AS Support

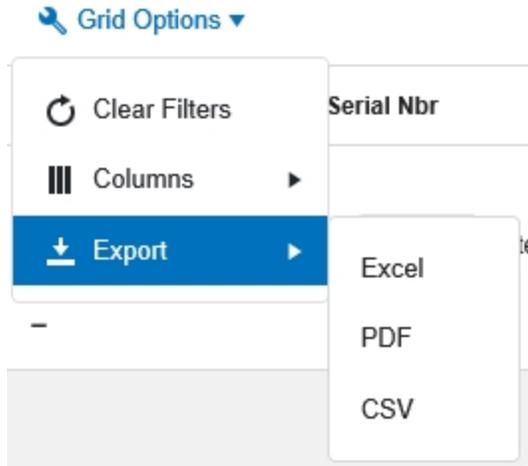
ASSupport@leidos.com



— — — 90 — — — 05 Feb 2021

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

Related Topics

- [Welcome](#)
- [Contact Us](#)
- [DPAS FSM Overview](#)
- [DPAS FSM Navigation Tips](#)
- [Using DPAS Help Overview](#)
- [Using DPAS Help Toolbar](#)
- [Using DPAS Help Topics](#)
- [Using DPAS Help Menus](#)

Contact Us

Contact Name

DPAS Support Team

POC



Leidos, Inc.

DPASSupport

Address

[4640 Trindle Rd; Camp Hill, PA 17011 USA](#)

E-Mail Address

DPASSupport@Leidos.com

Toll-Free Phone Number:

Primary:

[1-844-THE-DPAS](tel:1-844-THE-DPAS)

Alternate:

[1-888-759-4851](tel:1-888-759-4851)

Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as [worldwide accessibility standards](#).

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the [Contact Us](#) page.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.

For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations.

All links are provided consistent with the Mission of the Defense Property Accountability System (DPAS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.

Such communications and work product are private and confidential. See User Agreement for details.