



Web Defense Property Accountability System (DPAS) Disposal Type Action Codes

When the **Designate** checkbox is selected, the following are the only valid Type Action codes:

- **Turn-In (DTNI)** – Return an asset to an intermediate activity and they decide how the asset will be turned in. For example, the asset can go to an Agency's Central Receiving Activity and that organization decides if there is use for the asset within the agency, or returns it directly to the Defense Reutilization and Marketing Office (DRMO).
- **Transfer Out - outside DPAS (DTRO)**
- **Disposal (DSPL)** – Return an asset directly to the DRMO without using an automated interface or dispose of it locally.
- **Loan Return (DLNR)** – The asset was loaned to UIC. This action type records the return of the property, the contact information and the condition of the asset.

When the **Designate** checkbox is not selected, the following Type Action codes will also display:

- **Report of Survey / Lost, Damaged, Destroyed (DLDD)**
- **Sales (DSAL)**
- **Donated (Disposal) (DDNT)**
- **AAR (DAAR)**
- **Inventory Adj (Disposal) (DIAJ)**

This Reference Document will only discuss the Transfer Out-outside DPAS, Report of Survey/Lost, Damaged/Destroyed, Donated, and AAR and Inventory Adjustment type actions.

Keep in mind that the Search Criteria, Search Results, and Selected Rows pages are the same for all disposal types, so this document will only discuss the Disposition page.



TRANSFER OUT – OUTSIDE DPAS (DTRO)

Why would you do this type of disposal? Transfer an asset to an organization that does not use Web DPAS.

This type of transfer is NOT to be confused with transferring assets within the Web DPAS application. Once you have selected the asset(s) you are transferring, the Disposition page displays:

Search Criteria		Disposition	
Doc Nbr	NO	Type Action	TRANSFER OUT - OUTSIDE DPAS
Doc Nbr		Doc Nbr	
Doc Nbr		Doc Nbr	

Disposition	
*Doc Nbr	23426002050555
*Cond Cd	B-Sect(With Qual)
*Fund Cd	99
*Ship To Address	...
*Ship To POC	JANICE JOPLIN
*Phone Nbr	
*E-Mail Address	JANICE.JOPLIN@NAVY.MIL
*Ship To	E4444
*Address	303 SEA ST
*City	JACKSONVILLE
*ZIP Cd	32209
*State	FL-Florida
*Country Cd	US-UNITED STATES OF AMERICA
*Shipment Dt	
*Est Shipment Dt	<input type="checkbox"/>
*TCN	
*Mode of Shipment	Select an item
*History Remarks	Transfer to NAVSUP JAX
*Attachment	Add Attachment
No Attachments Available	

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
3. Select the funding from the **Fund Cd/ASN** drop-down list.
4. Select the **Ship To Address** browse button and select the address to where you will ship the asset(s). These addresses are built from the **Master Data / Address** using the Destination type. If any required fields (from **Ship To** to **Country Cd** were not populated, you will need to enter them now.
5. If known, select the date the item is to be shipped in the **Shipment Dt**. You can use the Calendar tool to select the date or enter the date in DD/MM/YYYY format.
6. If this is an estimated date, select the **Est Shipment Dt** checkbox.
7. If known, enter the Transportation Control Number in the **TCN** field.
8. If known, select the appropriate **Mode of Shipment**.
9. Enter the justification in the **History Remarks**.
10. Select the **Submit** button.



REPORT OF SURVEY/LOST, DAMAGED, DESTROYED (DLDD)

Why would you do this type of disposal? The asset is no longer physically available because it was stolen, user lost the item or it was damaged or destroyed. This action documents the loss.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Search Criteria		REPORT OF SURVEY / LOST, DAMAGED, DESTROYED	
Designate	NO	Type Action	DESTROYED
Asset ID		Stock Nbr	
Serial Nbr		Custom Nbr	

Disposition			
Doc Nbr	23405802600555	Retirement/Disposal Dt	10/12/2010
Cond Cd	H-Unavcbl(Condemned)	Fund Cd	99
Event	DESTROYED-ACCIDENT		
History Remarks	ITEM DESTROYED		
Attachment	Add Attachment		
No Attachments Available			

Submit Cancel

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Disposal Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Select the cause of the action from the **Event** drop-down list. The choices are:
 - DESTROYED-ACCIDENT
 - DESTROYED-COMBAT
 - LOST
 - STOLEN
6. Enter details of the event in the **History Remarks** field.
7. Select the **Submit** button.



SALES (DSAL)

Why would you do this type of disposal? This process records the sale of an asset. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer. Once you have selected the asset(s) you sold, the Disposition page displays:

The screenshot shows the DPAS Disposition form with the following fields and values:

- Doc Nbr:** 2348902050555
- Cond Cd:** A-Swch(wfo Qual)
- Ship To Address:** JOHN DOE
- Retirement Dspsl Dt:** 10/12/2010
- Fund Cd:** 99
- ASN:** 850-0000
- FAX Nbr:**
- Ship To:** 111-09
- Address:** 2900 EAST BROAD
- City:** COLUMBUS
- State:** OH-Ohio
- Country Cd:** US-UNITED STATES OF AMERICA
- Write Off:** ☒
- Selling Price:** 75000
- Shipment Dt:**
- Est Shipment Dt:** ☐
- TCN:**
- Mode of Shipment:** Select an Item
- History Remarks:** SOLD TO ANOTHER DOD AGENCY

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dspsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Select the **Ship To Address** browse button and select the address to where you will ship the asset(s). These addresses are built from the **Master Data / Address** using the Destination type. If any required fields (from **Ship To** to **Country Cd**) were not populated, you will need to enter them now.
6. The **Write Off** checkbox is already selected and cannot be unselected. This field will only display for Capital Assets.
7. Enter the selling price of the item in the **Selling Price** field.
8. If known, select the date the item is to be shipped in the **Shipment Dt**. You can use the Calendar tool to select the date or enter the date in DD/MM/YYYY format.
9. If this is an estimated date, select the **Est Shipment Dt** checkbox.
10. If known, enter the Transportation Control Number in the **TCN** field.
11. If known, select the appropriate **Mode of Shipment**.
12. Enter the justification in the **History Remarks**.
13. Select the **Submit** button.



DONATION (DDNT)

Why would you do this type of disposal? The contact information of the enterprise receiving the property, the condition of the property and the financial impact for the donating activity is recorded.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Search Criteria		Type Action	
Disposal	NO	DONATED (DISPOSAL)	
Asset Id		Stock Nbr	
Serial Nbr		Custom Nbr	

Disposition			
*Doc Nbr	23485002650555	*Retirement/Disposal Dt	10/12/2010
*Cond Cd	A-Svcbl(w/o Qual)	*Fund Cd	99
*Ship To Address	...		
*Ship To POC	JOHN DOE	DSN	950-0000
*Phone Nbr	992-1111	FAX Nbr	
*E-Mail Address	JOE@WE.DDD	*Ship To Name	DPAS
*Ship To	01K09		
*Address	3990 EAST BROAD		
*City	COLUMBUS	*State	OH-Ohio
*ZIP Cd	43213	*Country Cd	US-UNITED STATES OF AMERICA
*VWU Off	IS		
*Shipment Dt	10/12/2010	*Est Shipment Dt	<input type="checkbox"/>
*TCN		*Mode of Shipment	C-Van
*History Remarks	ASSET DONATED TO MUSEUM		
Attachment	Add Attachment		
No Attachments Available			

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dspsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Select the **Ship To Address** browse button and select the address to where you will ship the asset(s). These addresses are built from the **Master Data / Address** using the Destination type. If any required fields (from **Ship To** to **Country Cd** were not populated, you will need to enter them now.
6. If known, select the date the item is to be shipped in the **Shipment Dt**. You can use the Calendar tool to select the date or enter the date in DD/MM/YYYY format.
7. If this is an estimated date, select the **Est Shipment Dt** checkbox.
8. If known, enter the Transportation Control Number in the **TCN** field.
9. If known, select the appropriate **Mode of Shipment**.
10. Enter the justification in the **History Remarks**.
11. Select the **Submit** button.



ADMINISTRATIVE ADJUSTMENT REPORT (DAAR)

Why would you do this type of disposal? The action records administrative disposal of property.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Search Criteria		Designate		Type Action	
		NO		AAR	
Asset Id		Stock Nbr			
Serial Nbr		Custodian Nbr			

Disposition			
*Doc Nbr	23405902850555	*Retirement/Dspsl Dt	10/12/2010
*Cond Cd	H-Unsvcb(Condemned)	*Fund Cd	99
Write Off	<input checked="" type="checkbox"/>		
*History Remarks	AAR Report		
Attachment	Add Attachment		
No Attachments Available			

Submit Cancel

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dspsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Enter the justification in the **History Remarks**.
6. Select the **Submit** button.



INVENTORY ADJUSTMENT (DIAJ)

Why would you do this type of disposal? The asset was recorded as missing during an inventory, removed from the system and documented by this action.

Once you have selected the asset(s) you are reporting, the Disposition page displays:

Search Criteria		Type Action	
Doc Nbr	NO	Doc Nbr	INVENTORY ADJ (DISPOSAL)
Asset Id		Doc Nbr	
Asset Nbr		Doc Nbr	

Disposition	
*Doc Nbr	23489802850565
*Cond Cd	A Svch(w/o Qual)
*Retire Dt	10/12/2010
*Fund Cd	99
*Inv Nbr	100411UC0030003
*History Remarks	Making Adjustment due to Inventory
Attachment	Add Attachment
No Attachments Available	

[Submit](#) [Cancel](#)

1. Enter or browse/select a **Doc Nbr**. You will not be able to print a DD Form 1150 or DD Form 1348 unless you have a Document Number.
2. Enter the date of Retirement or Disposal in the **Retirement/Dspsl Dt**.
3. Select the condition of the asset from the **Cond Cd** drop-down list. This may be the last known condition of the item.
4. Select the funding from the **Fund Cd/ASN** drop-down list.
5. Enter the inventory number that was associated for the asset in the **Inv Nbr** field.
6. Enter the reason for the inventory adjustment in the **History Remarks** field.
7. Select the **Submit** button.