



Presented by  
**Michael Tucci**

## **Maintenance & Utilization Master Data**



**Office of the Under Secretary of Defense for Acquisition & Sustainment**  
**Office of Assistant Secretary of Defense for Sustainment/Logistics**





## **Presenter**

*Michael Tucci, DPAS Technical Trainer*

## **Q&A**

*Lisa Peters, DPAS Training Manager*

## **Ground Rules**

- **Submit questions** through the Q/A pod – we will discuss them throughout the session
- **Turn your volume Up** and let the presentation team know if you have trouble hearing the presentation (through the question pod)
- You can maximize the presentation pod (**toggle Full Screen**)
- Download the presentation from the **Files pod**

- **Master Data Background**
  - Flow of Assets into M&U
  - M&U Roles
  - Master Data by Task
- **Master Data Processes**
  - Process Overview
  - Master Data Setup
- **Questions**



# ASSET FLOW PA TO M&U

- **Property Accountability**
  - **Maint Group ID**
  - **Stock Number**
  - **Maint Mngmt Assign**



1. DPAS    **2. Property Book**

### Property Book

All fields marked with an asterisk are required.

<b>*Athrzn Cd</b>	<input type="text" value="L - Local authorization"/>	<b>Type Dsg</b>	<input type="text"/>
			<input type="button" value="Q"/>
			<a href="#">Clear Type Dsg</a>
<b>*ECC</b>	<input type="text"/>	<b>* Maint Grp Id</b>	<input type="text" value="MU - MAINTUTIL"/>
	<input type="button" value="Q"/>		<input type="button" value="x"/>
	<a href="#">Clear ECC</a>		
<b>Min Percent Util</b>	<input type="text" value="25"/>	<b>Obj Percent Util</b>	<input type="text" value="25"/>
<b>Calibration Cd</b>	<input type="text" value="N - Not Applicable"/>	<b>Equivalence</b>	<input type="text"/>
<b>Attribute(s) Template</b>	<input type="text"/>		



Update	
*UIC	DPAS01
*Maint Grp Id	MU - MAINTUTIL
External Maint Sys	<input type="checkbox"/>
Maint Activity	GSA FAST MAINT / M67854 <span>▼</span>
History Remarks	

- **M&U Officer**
  - Full access to the M&U module
- **M&U Specialist**
  - Create and manage Work Plans, Work Orders, Maint Teams
  - Track utilization data for profiled assets
- **M&U Dispatch Officer**
  - Full access to M&U module for dispatching
- **M&U Dispatch Specialist**
  - Create and manage operators, addresses, dispatches
  - Track utilization data for profiled assets
- **M&U Data Inquiry**
- **M&U Reports and Forms**



Master Data Processes are the foundation for other M&U procedures.  
They must be created prior to completing other M&U tasks.

Process	W/S/S	Work Orders	Dispatch
Address	✓		✓
Contractor	✓		
Contract	✓		
Cert/License		✓	✓
Labor Category		✓	
Operator/Technician		✓	✓
Maintenance Team		✓	
Equipment Pool			✓
Dispatch Category			✓
Dispatch Rate			✓

- **M&U Master Data Processes Demo**



User Id: TUCCIMICHAEL Activity Nm: TRAIN MA 03 Open Actions (101) ▲

Contact Us Home Help Logout

Maint and Util Warehouse Property Accountability

Maintenance Utilization **Master Data** Accounting Forms-Reports Utilities Inquiries

▲ 101 Open Action

Last Updated on 04/19/2021

- Work Order (52)
- Asset (48)
- Dispatch (0)
- FAST (1)

- Address
- Equip Pool
- Cert/License
- Labor Category
- Operator/Technician
- Maintenance Team
- Contractor
- Contract
- Dispatch Category
- Dispatch Rate
- Maintenance Activity
- Maint Sched Id Prefix

## Maintenance and Utilization

Property & Equipment Policy is announcing the signature of the USD/AT&L memorandum, Standard Equipment Data Elements for Government Furnished Property Baseline Establishment. This establishes the Department level approach to collecting data from contractors regarding Government furnished property GFP and reconciling the information to the DoD accountable property systems of record APSR. For complete details including upcoming deadlines and to view the memorandum, please visit the News and Updates area of the DPAS Support website <http://dpasupport.gsaexternal.org/>

[View History](#)

Report Name	Report Date
<a href="#">WPMAR04R</a> WORK ORDER	3/22/2021 2:58:22 PM
<a href="#">WPMAR10R</a> EQUIPMENT UTILIZATION	2/25/2021 12:39:12

[View History](#)

Report ID	Report Name	Report Date
<a href="#">WPMAR25R</a>	<a href="#">WORK ORDER STATUS REPORT</a>	3/22/2021 2:53:50 PM
<a href="#">WPMAR20R</a>	<a href="#">UPCOMING WORK REPORT</a>	3/22/2021 11:06:38

- The Address Process provides the option to add and edit locations for different types of addresses
  - DE - For a government funded or unfunded external maintenance location (not our MA)
  - DN - Maintenance location for warranty/service/subscription providers
  - MO - Address of Maint Officer in charge of your MA
  - MC - The address of the customer whose operator is using the equipment



**DPAS** Address Add/Update/Delete

User Id: TUCCIMICHAEL Activity Nm: TRAIN MA 03 Open Actions (101) ▲ Contact Us Home Help Logout

Maint and Util Warehouse Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

☐ Instructions

Search Criteria	
UIC	DT1003
Address Type	Select an Item
	Select an Item
	DE - Destination
	DN - Destination Other
	MO - Maintenance Officer
	EP - Equipment Pool
	MC - Maintenance Customer

Add Search Reset



Address Add/Update/Delete

User Id: TUCCIMICHAEL Activity Nm: TRAIN MA 03 Open Actions (101) ▲

Contact Us Home Help Logout

Maint and Util Warehouse Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

☐ Instructions

Update			
*UIC	DT1003	*Address Type	EP - Equipment Pool ▼
*POC	NATE THOMPSON	DSN	
Phone Nbr		*Activity Name	T3
FAX Nbr		*Address 1	4640 TRINDLE RD
E-Mail Address		Address 2	
*City	CAMP HILL	*State	PA-Pennsylvania ▼
ZIP Cd	17011	Country Cd	US-UNITED STATES OF AMERIC ▼
Loc		FAST Report Long/Lat	<input type="checkbox"/>
Longitude	0	Latitude	0

Update Reset Cancel

- A Maintenance Activity must have one or more Equipment Pool(s) associated with it
- The Equipment Pool Process does provide the ability to add a new equipment pool address within the process



**DPAS** Equipment Pool Add/Update/Delete

User Id: TUCCIMICHAEL Activity Nm: TRAIN MA 03 Open Actions (101) Contact Us Home Help Logout

Maint and Util Warehouse Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

☒ Instructions

Update	
*Equip Pool Id	CT
*Equip Pool Name	CAMP HILL TRAIN
*Equip Pool Desc	CAMP HILL TRAIN
Address Search	...
Hrs Of Operation	
Latitude	
*Country Cd	US-UNITED STATES OF AMERICA
Phone Nbr	
*Address 1	4640 TRINDLE RD
Address 2	
Loc	
*City	CAMP HILL
State Cd	PA-Pennsylvania
ZIP Cd	17011
Longitude	
*POC	NATE THOMPSON
*Activity Name	T3



- **Certifications can be associated with technicians responsible for maintenance tasks**
- **Licenses can be associated with operators of machinery**
- **Adding and tracking certs/licenses is optional**



Certification/License Add/Update/Delete

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) ▲

Contact Us Home Help Logout

Maint and Util Property Accountability

- Maintenance
- Utilization
- Master Data
- Accounting
- Forms-Reports
- Utilities
- Inquiries

☐ Instructions

Update			
*Cert Type Cd	C-Certification	*Cert/License Name	BASIC DIESEL MECHANIC
Cert/License Desc	ENTRY LEVEL DIESEL MECHANIC		

Update Reset Cancel

- Labor Categories are set up to track different hourly labor rates
  - There are two rate types
    - Civilian rates
    - Military rates



**DPAS** Labor Category AUD

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) [Contact Us](#) [Home](#) [Help](#) [Logout](#)

Maint and Util Property Accountability

[Maintenance](#) [Utilization](#) [Master Data](#) [Accounting](#) [Forms-Reports](#) [Utilities](#) [Inquiries](#)

Instructions

**Add/Update**

Labor Category

Labor Category Desc

Remarks

History Remarks

Rates

Edit	Delete	Rate Type	Base Rate	Overtime Rate
<a href="#">Edit</a>	<a href="#">Delete</a>	CV - CIVILIAN	\$35.00	\$50.00
<a href="#">Edit</a>	<a href="#">Delete</a>	MI - MILITARY	\$25.00	\$40.00



- Operators and Technicians are added for the Maintenance Activity
- Operator/Techs can be associated with appropriate certs/licenses (optional)
- Operator/Techs are assigned Labor Categories



**DPAS** Operator/Technician Add/Update/Delete

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) Contact Us Home Help Logout

Maint and Util Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

Instructions  Personnel Info

**Update**

*Opr/Tech Cd	B-Operator & Technician	*Opr/Tech Id	JDOE01
DPAS User Id		Tour of Duty	
*Last Name	DOE	*First Name	JANE
Loc		/ Cost Center	
DSN		Phone Nbr	
Mobile Phone Nbr		E-Mail Address	
Rate Type Assoc	<input checked="" type="checkbox"/> CV - CIVILIAN <input checked="" type="checkbox"/> MI - MILITARY		
Remarks			
History Remarks			

Available Certificate(s)/License(s) Labor Categories

Select	Cert Type	Cert/License Name	Issued By	Expr Dt	Error(s)
<input checked="" type="checkbox"/>	C	BASIC DIESEL MECHANIC	Army Tech School	04/30/2023	
<input checked="" type="checkbox"/>	L	STATE LICENSE	Pennsylvania	04/01/2022	

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All](#)



Operator/Technician Add/Update/Delete

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) ▲
Contact Us Home Help Logout

Maint and Util Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

Instructions Personnel Info

**Update**

*Opr/Tech Cd	B-Operator & Technician	*Opr/Tech Id	JDOE01
DPAS User Id		Tour of Duty	
*Last Name	DOE	*First Name	JANE
Loc		i Cost Center	
DSN		Phone Nbr	
Mobile Phone Nbr		E-Mail Address	
Rate Type Assoc	<input checked="" type="checkbox"/> CV - CIVILIAN <input checked="" type="checkbox"/> MI - MILITARY		
Remarks			
History Remarks			

Available Certificate(s)/License(s)
Labor Categories

Edit	Labor Category	Rate Type	Base Rate	Overtime Rate
Delete	Labor Cost	Civilian	\$1.00	\$1.00
Delete	Labor Cost	Military	\$1.00	\$1.00
Add	Select an Item	Select an Item		

Update
Reset
Cancel

- **Maintenance Teams can be setup to help organize work (optional)**
- **Technicians can be assigned to more than one team**
- **A Team Lead is assigned on each team**





**DPAS** Maintenance Team Add/Update/Delete

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) [Contact Us](#) [Home](#) [Help](#) [Logout](#)

Maint and Util Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

Instructions

**Add**

\* Team Id:  \* Team Name:

Available Personnel			
Add	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	JOHN	SMITH

Assigned Team Members			
Remove	Team Lead	First Name	Last Name
<input type="checkbox"/>	<input type="checkbox"/>	JANE	DOE

- Adding Contractors is optional
- Contractors are added at the UIC level
- Contractors added in other DPAS modules will be visible



User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) ▲

[Contact Us](#) [Home](#) [Help](#) [Logout](#)

Maint and Util Property Accountability

[Maintenance](#) [Utilization](#) [Master Data](#) [Accounting](#) [Forms-Reports](#) [Utilities](#) [Inquiries](#)

☒ Instructions

Update	
Maint Activity / Owning UIC	CLASS01 MA 01 / DT1001
*CAGE Cd	12347
*Contractor	ACME IT SOLUTIONS
*Address 1	11111 NORTH SOUTH STREET
Address 2	
*City	MECHANICSBURG
*State	PA-Pennsylvania ▼
*ZIP Cd	17050
*Country Cd	US-UNITED STATES OF AMERICA ▼
Remarks	JUST FOR TESTING
History Remarks	BUILT JUST FOR TESTING

Update

Cancel

- Adding Contracts is optional
- Contracts can be updated to attach the actual contract documents once in the system



**DPAS** Contract Add/Update/Delete

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6)

[Contact Us](#) [Home](#) [Help](#) [Logout](#)

Maint and Util [Property Accountability](#)

[Maintenance](#) [Utilization](#) [Master Data](#) [Accounting](#) [Forms-Reports](#) [Utilities](#) [Inquiries](#)

☒ Instructions

Update			
Contract Use Cd	W - EXTENDED WARRANTY	*Contract Type Cd	DCF - DOD Contract (FAR)
*Contract Nbr	<input type="text" value="11ABCD21W1001"/>	Divy Ord Nbr	<input type="text"/>
*Contractor	1RBC2 - TRANSMISSION SPECIALTY SERVICE ▾		
Issuing Ofc DoDAAC	<input type="text"/>	Issuing POC	<input type="text"/>
Issuing Phone Nbr	<input type="text"/>	Admn Ofc	<input type="text"/>
Admn Ofc Phone Nbr	<input type="text"/>	Contract Admn DoDAAC	<input type="text"/>
Attachment	<a href="#">Add Attachment</a>	Attachment(s)	<a href="#">No Attachments Available</a>
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

No Attachments Available



- **Must have at least one Dispatch Category and Subcategory in order to dispatch assets**



# Dispatch Category Process

**DPAS** Dispatch Category Add/Update/Delete

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) ▲ Contact Us Home Help Logout

Maint and Util Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

### Instructions

**Add**

*Dispatch Ctgry Id	Trucks	*Dispatch Ctgry Desc	All Trucks
Dispatch Ctgry Long Desc			
History Remarks			

**Sub Ctgry**

Delete	*Sub Ctgry Id	*Sub Ctgry Desc
<a href="#">Delete</a>	HMMWV	Hummers
<a href="#">Delete</a>	5 Ton	5 Ton Trucks
<a href="#">Delete</a>	LVS	Heavy Movers

[New Row](#)

[Add](#) [Cancel](#)

- Dispatch rates are optional
- Dispatch rates are tied to a stock number and lease code
- Two types of rates
  - Daily Rate
  - Utilization rate (rate per meter code, e.g. cost per mile)





**DPAS** Dispatch Rate AUD

User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) ▲ Contact Us Home Help Logout

Maint and Util Property Accountability

Maintenance Utilization Master Data Accounting Forms-Reports Utilities Inquiries

Add	
*Stock Nbr	2320000088242 <span style="float: right;">...</span>
Item Desc	TRUCK,MAINTENANCE
Ctlg Nm	CLASS01
*Lease Cd	N-Government Owned ▼
*Daily Rate	25.00
Utilization Rate	0.55
History Remarks	

- Shows the UIC the Maintenance Activity is tied to



User Id: TUCCIM Activity Nm: CLASS01 MA 01 Open Actions (6) ▲

[Contact Us](#) [Home](#) [Help](#) [Logout](#)

Maint and Util Property Accountability

[Maintenance](#) [Utilization](#) [Master Data](#) [Accounting](#) [Forms-Reports](#) [Utilities](#) [Inquiries](#)

☐ Instructions

Search Criteria	
Agency	DFAS
Site Id	CLASS01
UIC	DT1001
Maint Activity	CLASS01 MA 01

Update

- Printer Preferences for printing work orders
- Team Preferences
  - Choose lead Team
  - Choose Primary Team Member/Team Lead
- Misc Preferences
  - Select Primary Equipment Pool
  - Select Maintenance Location
  - Utilization on Base/off Base
  - Non-mission capable check box
- Roles



The screenshot shows the DPAS application interface. A central dialog box titled 'MaintActivityChange' is open, with tabs for 'Activity Change', 'Current Preferences', and 'Roles'. The 'Current Preferences' tab is active, showing a tree view with 'Printer Preferences', 'Team Preferences', and 'Misc. Preferences' (selected). Under 'Misc. Preferences', there are three fields: 'Primary Equipment Pool Id' (a dropdown menu), 'Primary Maint Loc' (a text input field), and 'Utilize On Base' (a dropdown menu). Below these fields is a checkbox for 'Non-Mission Capable'. A 'Save Preferences' button is located at the bottom of the dialog. The background shows the DPAS main screen with a user header (User Id: TUCCIM, Activity Nm: CLASS01 MA 01), navigation tabs (Maintenance, Utilization, Master Data), and a 'Field Selection' table.

Field	Description
<input checked="" type="checkbox"/> Actbl UIC	Accountable Unit Identif grouped under an Accou
<input checked="" type="checkbox"/> Site Id	The active Site Id the us
<input checked="" type="checkbox"/> Agency Cd	Indicates the agency co
<input checked="" type="checkbox"/> Agency Name	The name assigned to th
<input checked="" type="checkbox"/> CAGE Cd	Controlling activities incl control the specifications
<input checked="" type="checkbox"/> Phone Nbr	Contractor Phone Numb
<input checked="" type="checkbox"/> Division Name	Contractor Division Narr
<input checked="" type="checkbox"/> DODAAC	A distinctive six-position
<input checked="" type="checkbox"/> Cntrr Name	The name of the Contra
<input checked="" type="checkbox"/> Address 1	Address of the Contract
<input checked="" type="checkbox"/> Address 2	Second Address of the C
<input checked="" type="checkbox"/> City	The name of the City w/
<input checked="" type="checkbox"/> State Cd	The State where the cor
<input checked="" type="checkbox"/> ZIP Cd	The Zip Cd where the co
<input checked="" type="checkbox"/> Country Cd	The name of the Countr
<input checked="" type="checkbox"/> DSN	Defense Switched Netw
<input checked="" type="checkbox"/> E-Mail Address	Electronic Mail Address



# Questions / Survey

Defense Property Accountability System

**DPAS**

Support Team

# For More Information

**Support Help Desk Email**

[dpassupport@leidos.com](mailto:dpassupport@leidos.com)

**Call Support Toll Free**

1-844-THE-DPAS or 1-844-843-3727

**DPAS eLearning**

<http://dpaselearning.golearnportal.org>

**DPAS Support Site**

<http://dpassupport.golearnportal.org>



Office of the Under Secretary of Defense for Acquisition & Sustainment  
Office of Assistant Secretary of Defense for Sustainment/Logistics

