






Presented by
Jordan McCauley

Warehouse – Unit Issue & Return



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

Introduction

Presenter
Jordan McCauley, Technical Trainer


Q&A
Michelle Bowman, Technical Trainer

Ground Rules

- **Submit questions** through the question 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 **File Sharing pod**


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Agenda

- **Unit Issue & Return Processes**
 - Provide overview and purpose of the Unit Issue Request process and how it coincides with other processes within DPAS
 - Discuss the data needed before performing these actions
 - Demonstrate how to perform both an Issue and Return
- **Upcoming Webinar Details**
- **Questions / Survey**



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Unit Issue & Return

- **Unit Issue & Return – Overview**
 - **Introduced in Release 3 which went live 5 years ago next month, August 2015.**
 - The Unit Issue and Return processes were developed as a way to manage the incoming and outgoing flow of assets in the warehouse – specific to a UIC.
 - A custodian or responsible officer assigned to that UIC will be able to document what assets are being issued to or returned by a UIC, and will do so in conjunction with the Pick Plan process, should they decide to stage the assets.
 - The Return process will showcase the assets that are eligible to be placed back among the on-hand inventory and allow you to return them as such into a specified location. You can also utilize the Inspection process should an asset require that sort of handling upon return.


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DPAS

Pre-Requisite Data

- Pre-requisite Data
 - Stock Number(s)
 - 'Returnable' component added to stock number properties
 - Inspection Trigger added to the stock number properties
 - Master Issue List
 - UIC
 - UIC Custodian




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DPAS

Unit Issue & Return

- The Many Faces of the Issue
 - Add the Stock Number(s) or LIN/TAMCNs manually in the Details Grid
 - Use the Import/Export spreadsheet feature
 - Streamline the process further by incorporating the use of a Master Issue List

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Unit Issue & Return

- **The Return**
 - Look for available returns via UIC or Custodian
 - Indicate quantities being returned or not being returned
 - Edit each item or in bulk to indicate the location to which the item(s) will be returned
 - Consult the Inspection process if need be

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**Warehouse
Unit Issue & Return
Live Demo**


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Next Upcoming Webinar

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Upcoming Webinar

- **DPAS Property Accountability – Asset Disposition**
 - Tuesday, August 11, 2020 @ 1:00 PM – 2:00 PM EST
 - Register on the DPAS Support Site



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Questions / Survey

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For More Information

Support Help Desk Email
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1-844-THE-DPAS or 1-844-843-3727

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