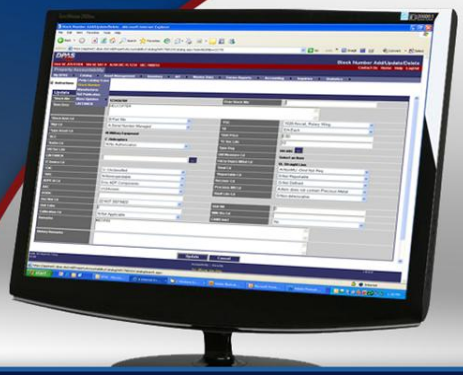
Defence Property Accountability System

DPAS



Presented by

Wendy Bormann

Gaining Access to Web DPAS

OUSD (AT&L) Acquisition Resources and Analysis (ARA)
Property and Equipment Policy

KNOWLEDGE. CONFIDENCE. TRUST.

May 23, 2012

DPAS

Introductions

Presenter

Wendy Bormann, Lead - User Account Management

Q&A

Jud Crook, IT Training Specialist

Duane Gore, IT Training Specialist

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

OUSD (AT&L) Acquisition Resources and Analysis (ARA)
Defense Property Accountability System

May 23, 2012

Agenda

- User Access Forms
- On-Line Training
- Account Creation Emails
- DPAS Login Process
- Automated Account Ageing
- Important Information
- Questions

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Defense Property Accountability System
May 23, 2012

User Access Forms

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User Access Forms

- Three forms required for access to web DPAS
  - System Authorization Access Request Form (SAAR) better known as DD Form 2875
  - User Agreement
  - DPAS Security Roles Request Form for Property Accountability, the Supply Store or Maintenance and Utilization
- All user access forms are located on the DPAS Support Website: http://dpassupport.golearnportal.org/
  - Once on the page, go to Support>Getting Access
  - The forms are located under "Step-2 Get the most recent forms"

Proper Completion of the DD Form 2875

- Use the wizard to ensure proper completion
  - Populated fields can be edited
- Refer to the instructions for proper completion
- All fields in Part I, II and III must be completed with the exception of 16a and 22-25
- All signatures must follow the proper date sequence
  - User first, Supervisor second, Security Manager third and Information Owner (IO) last
- Forms must be completed digitally by all parties
- Faxed or scanned copies of the forms will only be accepted on a case-by-case basis

User Access Forms

- **DD Form 2875 Part I**
  - Using the wizard will populate most fields
  - The IA training date in box 10 must be within the last 12 months
  - The date in the digital signature in box 11 must match the date in box 12

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST: [X] INITIAL [ ] MODIFICATION [ ] DEACTIVATE [ ] USER ID	DATE (YYYYMMDD): 20120515
SYSTEM NAME (Platform or Applications): DPAS	LOCATION (Physical Location of System): DECC-Ogden

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial): USER, JOE	2. ORGANIZATION: DFAS-CO
3. OFFICE SYMBOL/DEPARTMENT: ZTECD / DPAS	4. PHONE (DSN or Commercial): [ ] DSN 614-555-1111
5. OFFICIAL E-MAIL ADDRESS: JOE.USER@DFAS.MIL	6. JOB TITLE AND GRADE/RANK: ACCOUNTABLE PROPERTY OFFICER
7. OFFICIAL MAILING ADDRESS: 3900 E BROAD STREET, COLUMBUS OH 43213	8. CITIZENSHIP: [X] US [ ] FN [ ] OTHER; 9. DESIGNATION OF PERSON: [ ] MILITARY [X] CIVILIAN [ ] CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)
[X] I have completed Annual Information Awareness Training. DATE (YYYYMMDD): 20120312

11. USER SIGNATURE	12. DATE (YYYYMMDD): 20120515

User Access Forms

- **DD Form 2875 Part II**
  - Box 13 must contain a brief statement regarding why access is required
  - Box 16 must be checked
  - Box 16a only applies to contractors or accounts with an expiration date
  - Boxes 22-25 must remain blank

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS
User requires access to Web DPAS to perform job duties.

14. TYPE OF ACCESS REQUIRED: [X] AUTHORIZED [ ] PRIVILEGED

15. USER REQUIRES ACCESS TO: [X] UNCLASSIFIED [ ] CLASSIFIED (Specify category) [ ] OTHER

16. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. [X]	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)

17. SUPERVISOR'S NAME (Print Name): SAM SUPERVISOR	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD): 20120515
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT: DFAS-CO ZTECD	20a. SUPERVISOR'S E-MAIL ADDRESS: SAM.SUPERVISOR@DFAS.MIL	20b. PHONE NUMBER: 614-555-2222
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER: 624-555-4444	21b. DATE (YYYYMMDD): 20120515

22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

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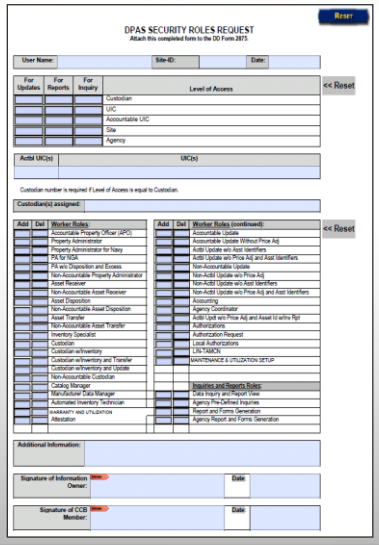
- DD Form 2875 Part III
  - Completed by the Security Manager at the users installation
  - The date in the digital signature in box 31 must match the date in box 32
  - All fields are mandatory

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION NACLC		28a. DATE OF INVESTIGATION *(YYYYMMDD)* 20101105	
28b. CLEARANCE LEVEL NONE		28c. IT LEVEL DESIGNATION ☐ LEVEL I ☒ LEVEL II ☐ LEVEL III	
29. VERIFIED BY *(Print name)* SUSIE SECURITY	30. SECURITY MANAGER TELEPHONE NUMBER 614+-555-3333	31. SECURITY MANAGER SIGNATURE	32. DATE *(YYYYMMDD)* 20120515

- User Agreement
  - Read, digitally sign and save the form
  - Return with the DD Form 2875

User Access Forms

- DPAS Security Roles Request Form (DSRRF)
  - The user to complete: User Name, Site Id and Date fields
  - The Accountable Property Officer indicates required access
  - The Information Owner reviews and signs


DPAS SECURITY ROLES REQUEST

Attach this completed form to the DD Form 2875

User Name: Site-ID: Date:

For Updates	For Reports	For Inquiry	Level of Access
			Custodian
			UIC
			Accountable UIC
			Site
			Agency

Actbl UIC(s) | UIC(s)

Custodian number is required if Level of Access is equal to Custodian.

Custodian(s) assigned:

Add	Del	Worker Roles:
		Accountable Property Officer (APO)
		Property Administrator
		Property Administrator for Navy
		PA for NSA
		PA w/o Disposition and Excess
		Non-Accountable Property Administrator
		Asset Receiver
		Non-Accountable Asset Receiver
		Asset Disposition
		Non-Accountable Asset Disposition
		Asset Transfer
		Non-Accountable Asset Transfer
		Inventory Specialist
		Custodian
		Custodian w/Inventory
		Custodian w/Inventory and Transfer
		Custodian w/Inventory and Update
		Non-Accountable Custodian
		Catalog Manager
		Manufacturer Data Manager
		Automated Inventory Technician
		WARRANTY AND UTILIZATION
		Attestation

Add	Del	Worker Roles (continued):
		Accountable Update
		Accountable Update Without Price Adj
		Actbl Update w/o Asset Identifiers
		Actbl Update w/o Price Adj and Asset Identifiers
		Non-Accountable Update
		Non-Actbl Update w/o Price Adj
		Non-Actbl Update w/o Asset Identifiers
		Non-Actbl Update w/o Price Adj and Asset Identifiers
		Accounting
		Agency Coordinator
		Actbl Upd w/o Price Adj and Asset Id w/inv Rpt
		Authorizations
		Authorization Request
		Local Authorizations
		LTA TAMCN
		MAINTENANCE & UTILIZATION SETUP
		Inquiries and Reports Roles:
		Data Inquiry and Report View
		Agency Pre-Defined Inquiries
		Report and Forms Generation
		Agency Report and Forms Generation

Additional Information:

Signature of Information Owner: Date:

Signature of CCB Member: Date:

User Access Forms

- Submitting User Packet to DPAS
  - The digitally completed DD Form 2875, User Agreement and DPAS Security Roles Request forms must be emailed to DPAS User Account Management in the same email
  - Scanned, faxed or hand signed forms will only be accepted on a case-by-case basis
  - Forms requiring correction will be returned to the IO. Incomplete forms are not kept. Once corrected all forms must be returned in the same email.

Contact Information for DPAS User Account Management

- Email: cco-dpas2875@dfas.mil
- Columbus Call Center
  - Toll Free: 866-498-8687
  - DSN: 869-0888
  - Commercial: 614-693-0888

On-Line Training

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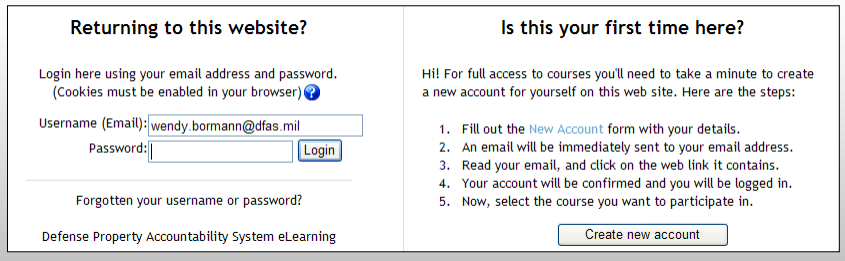
- DPAS eLearning
  - On-line training available at: http://dpaselearning.golearnportal.org
  - Create a new account by using the "New Account" hyperlink or "Create new account" button located under "Is this your first time here?"



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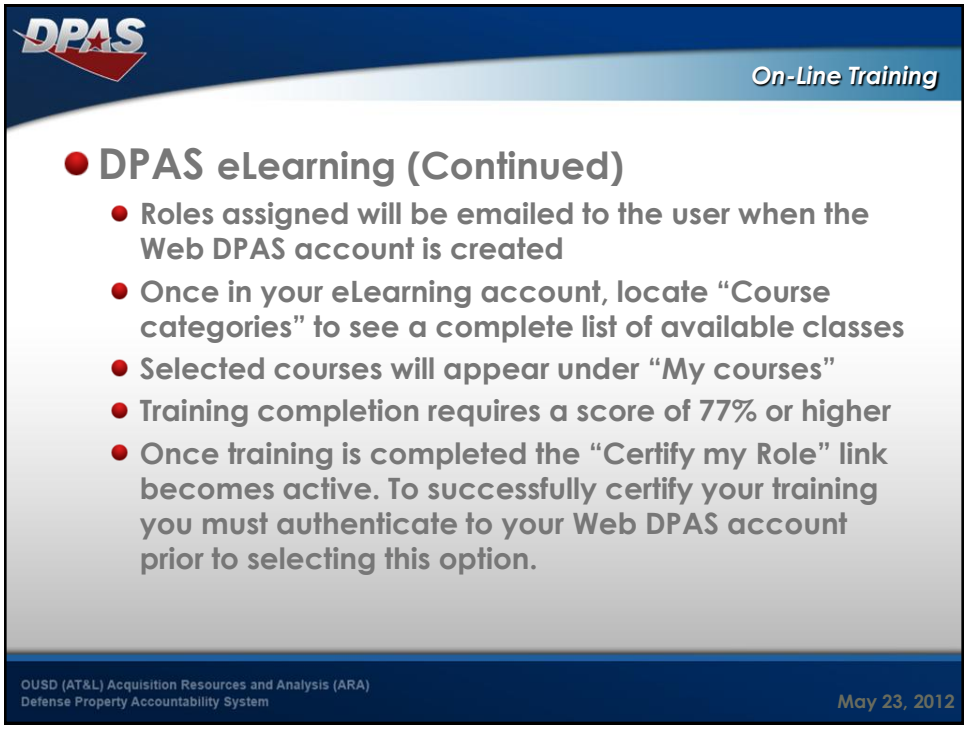
Defense Property Accountability System

May 23, 2012


DPAS
On-Line Training
DPAS eLearning (Continued)
Roles assigned will be emailed to the user when the Web DPAS account is created
Once in your eLearning account, locate "Course categories" to see a complete list of available classes
Selected courses will appear under "My courses"
Training completion requires a score of 77% or higher
Once training is completed the "Certify my Role" link becomes active. To successfully certify your training you must authenticate to your Web DPAS account prior to selecting this option.
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Defense Property Accountability System
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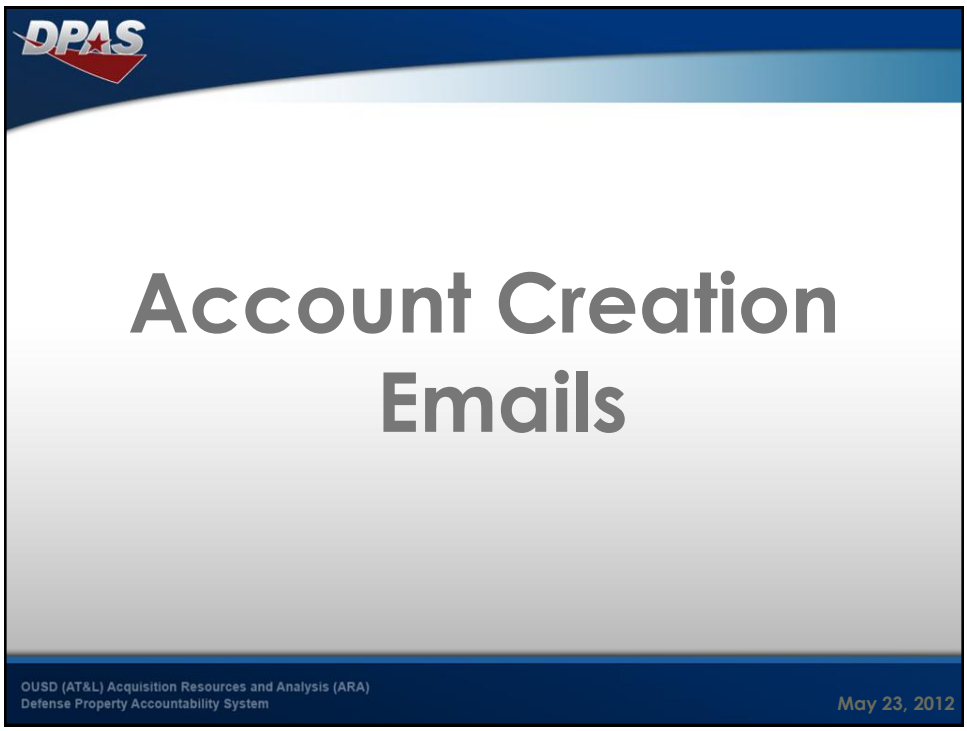

DPAS
Account Creation Emails
OUSD (AT&L) Acquisition Resources and Analysis (ARA)
Defense Property Accountability System
May 23, 2012

Account Creation Emails

- Email #1 – Subject Line: DPAS Account Registration Authentication Code
  - Sent from DPAS PROD01-08 SERVER MAIL
  - Contains the Web DPAS URL
  - The equal sign is not part of the Authentication Code

From: DPAS PROD01-08 SERVER MAIL [dpasPROD01-08Mail@navy.mil] Sent: Tue 5/15/2012 11:40 AM
To: BORMANN, WENDY CIV DFAS
Cc:
Subject: DPAS Account Registration Authentication Code

An account containing your email address has been established in the Defense Property Accountability System.
Using the User Id provided by your DPAS Security Officer and this Authentication Code, you will be able to complete the account registration.
The account registration must be completed before any DPAS Course completion, or within 60 days of this email.

The URL is: https://App.dpas.dod.mil

Your Authentication Code = T3vo0M*%R

Account Creation Emails (Continued)

- Email #2 – Subject Line: (U//FOUO) DPAS Role Assignment
  - Sent from DoNotReply@disa.mil
  - Contains role assignments

From: DoNotReply@disa.mil Sent: Tue 5/15/2012 1:43
To: BORMANN, WENDY CIV DFAS
Cc:
Subject: (U//FOUO)DPAS Role Assignment

Classification: UNCLASSIFIED//FOR OFFICIAL USE ONLY

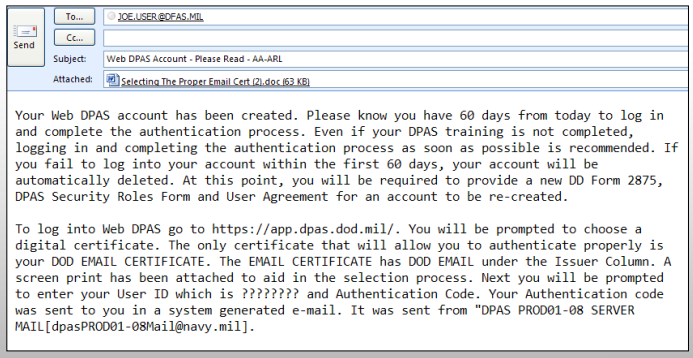
You have been granted the following DPAS roles for the site: OS-JTFCS.

Data Inquiry - Course Number: DPAS1130
Report and Forms Generation - Course Number: DPAS1140

If the role includes a Course Number (such as DPAS1010), you must first complete this course online before you can access the role in DPAS. If the role(s) states "no training is required", or if you have previously completed the course and certified your role with the DPAS application, you may begin using the role(s) immediately.

Account Creation Emails (Continued)

- Email #3 – Subject Line: Web DPAS Account – Please Read
  - Sent from DPAS User Account Management
  - Contains login instructions and User Id



To... JOE.USER@DPAS.MIL
Cc...
Send
Subject: Web DPAS Account - Please Read - AA-ARL
Attached: Selecting The Proper Email Cert (2).doc (63 KB)

Your Web DPAS account has been created. Please know you have 60 days from today to log in and complete the authentication process. Even if your DPAS training is not completed, logging in and completing the authentication process as soon as possible is recommended. If you fail to log into your account within the first 60 days, your account will be automatically deleted. At this point, you will be required to provide a new DD Form 2875, DPAS Security Roles Form and User Agreement for an account to be re-created.

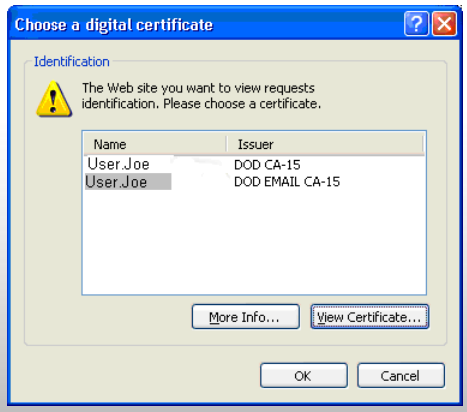
To log into Web DPAS go to https://app.dpas.dod.mil/. You will be prompted to choose a digital certificate. The only certificate that will allow you to authenticate properly is your DOD EMAIL CERTIFICATE. The EMAIL CERTIFICATE has DOD EMAIL under the Issuer Column. A screen print has been attached to aid in the selection process. Next you will be prompted to enter your User ID which is ???????? and Authentication Code. Your Authentication code was sent to you in a system generated e-mail. It was sent from "DPAS PROD01-08 SERVER MAIL[dpasPROD01-08Mail@navy.mil].

DPAS Login Process

DPAS Login Process

Account Authentication

- Use the URL provided
- User will be prompted to choose a digital certificate
  - Only the DoD Email certificate will work with DPAS



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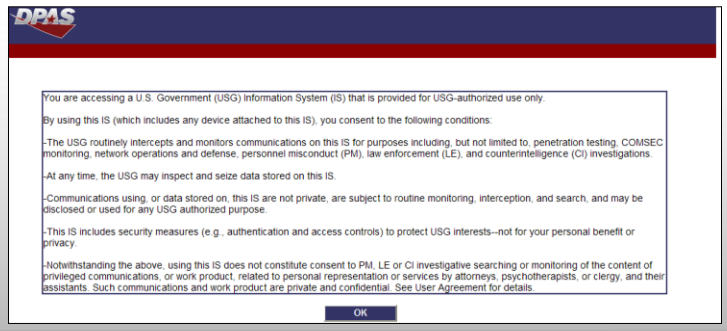
DPAS Login Process

Account Authentication (Continued)

- The DPAS Consent to Monitor page displays
  - Use Internet Explorer to save the website as a Favorite
  - Click OK to continue



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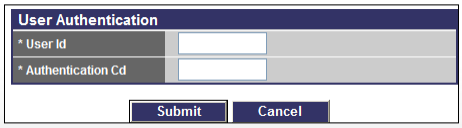
DPAS Login Process

Account Authentication (Continued)

- User will be required to enter a User Id and Authentication Code.



- Refer to the DPAS User Account Management Email for the User Id. The User Id is NOT case sensitive.
- Refer to the email sent from DPAS PROD01-08 SERVER MAIL for the Authentication Code. The Authentication Code must be exactly how it appears. If using the copy/paste feature be careful not to include any spaces.

DPAS Login Process

Account Authentication (Continued)

- User accounts will initially be created without the UICs. This is because the UICs won't be available until the data is converted from Legacy. Users should expect the error below to display.
- Users will need to complete the authentication process and then log into their eLearning account and select the "Certify my Role" link. Users will not have menu options or be able to complete transactions until the "Go Live" date.

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DPAS Login Process

Account Authentication (Continued)

- After the data has been converted from Legacy to Web DPAS, users again will need to log into their DPAS account. At this time, they will be prompted to select a Site-Id and Actbl UIC/UIC.

- Select Submit and the Message of the Day displays.
- Users will have menu options based on the training completed and certified.

Automated Account Ageing

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- Account Ageing Parameters
  - System generated emails are used to notify users of account benchmarks
    - 15-29 days of inactivity – email states account is approaching the suspension and/or deletion date
    - 30-119 days of inactivity – email states account is inactive
    - 120 days of inactivity – email states account deleted
  - Users who have not completed the authentication process
    - 15-29 days of inactivity – email states account is approaching the suspension and/or deletion date
    - 60 days of inactivity – email states account deleted

Automated Account Ageing

- Account Ageing Parameters (Continued)
  - If account is inactive
    - Contact the Columbus Call Center (CCC) for a reset (CCC contact information is on the last slide)
    - User must log in before 12 AM EST on the day of the reset or the account will revert back to inactive status
    - Deleted accounts must submit all new paperwork
    - Automated process - no exceptions can be made

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Defense Property Accountability System
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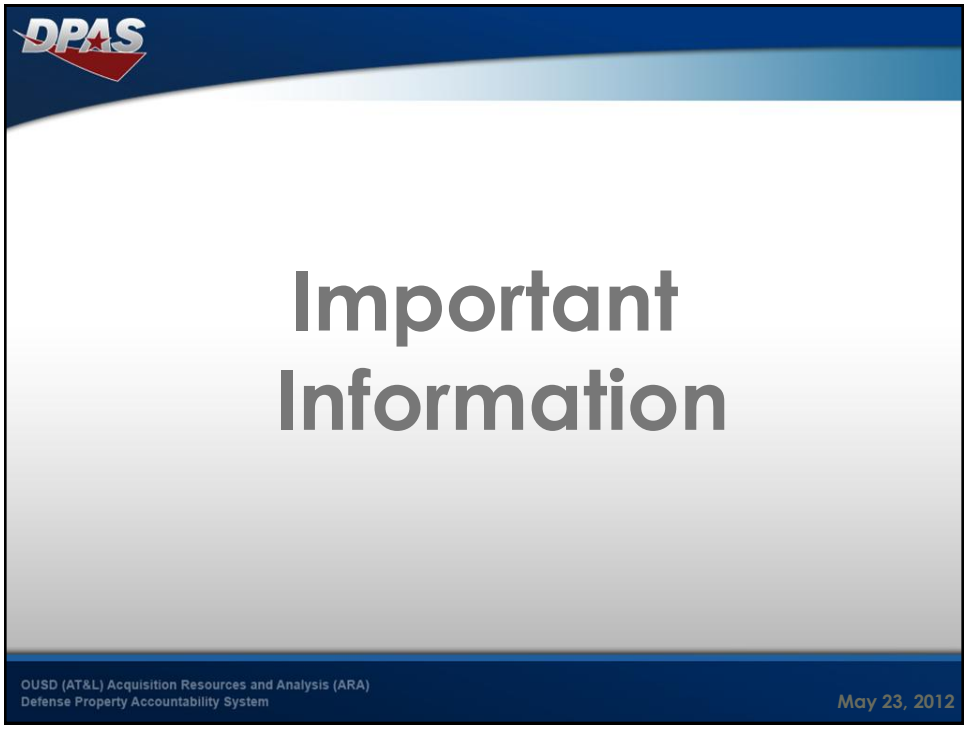
DPAS
Important Information
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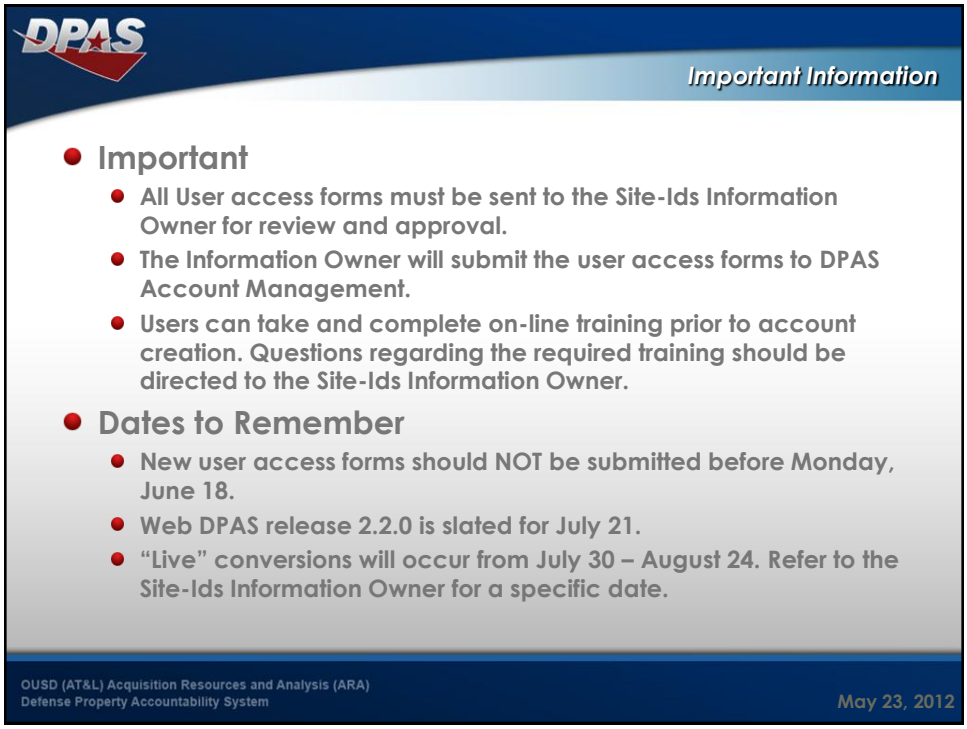
DPAS
Important Information
Important
All User access forms must be sent to the Site-Ids Information Owner for review and approval.
The Information Owner will submit the user access forms to DPAS Account Management.
Users can take and complete on-line training prior to account creation. Questions regarding the required training should be directed to the Site-Ids Information Owner.
Dates to Remember
New user access forms should NOT be submitted before Monday, June 18.
Web DPAS release 2.2.0 is slated for July 21.
"Live" conversions will occur from July 30 – August 24. Refer to the Site-Ids Information Owner for a specific date.
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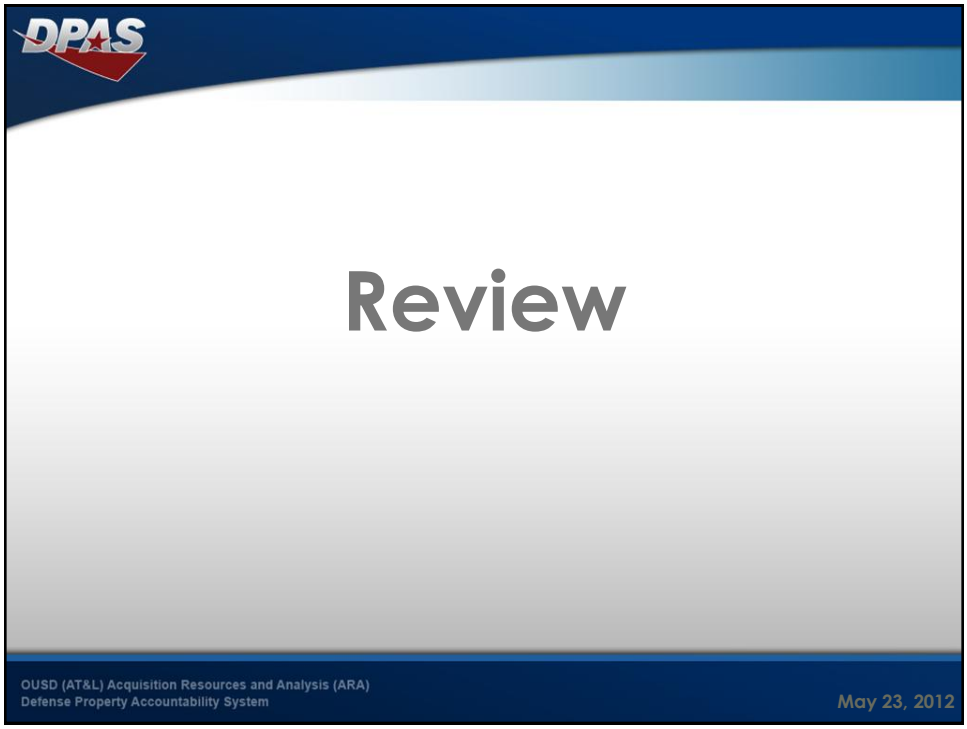
DPAS
Review
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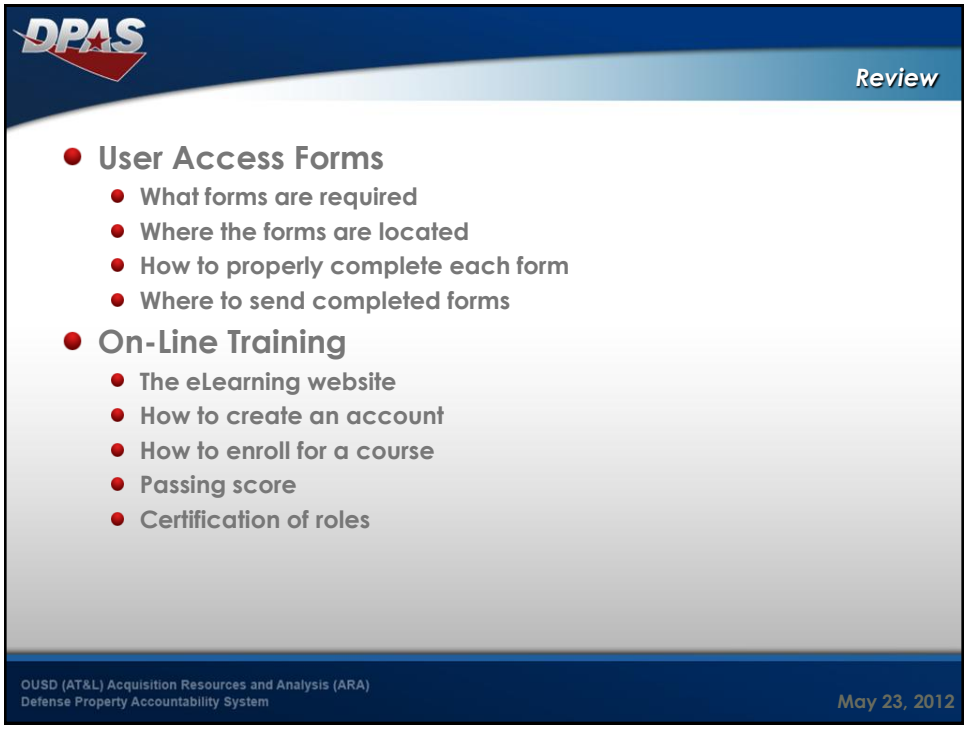
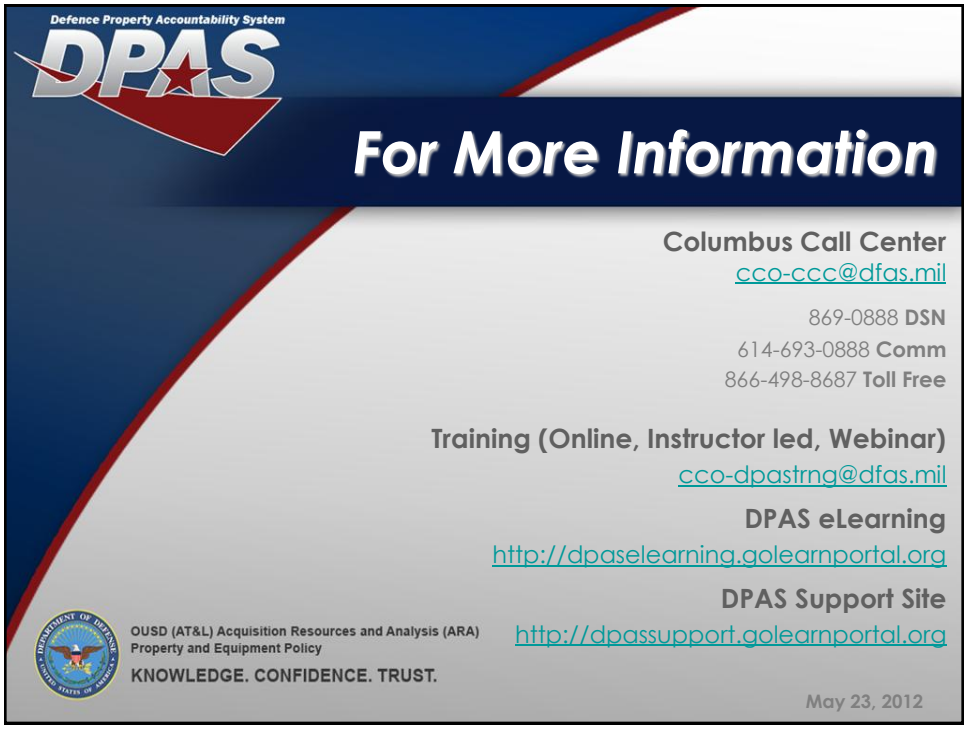

DPAS
Review
User Access Forms
What forms are required
Where the forms are located
How to properly complete each form
Where to send completed forms
On-Line Training
The eLearning website
How to create an account
How to enroll for a course
Passing score
Certification of roles
OUSD (AT&L) Acquisition Resources and Analysis (ARA)
Defense Property Accountability System
May 23, 2012

- Account Creation Emails
  - Users will receive three emails
  - Emails will include User Id, required training, eLearning URL, Authentication Code and Web DPAS URL
- DPAS Login Process
  - The proper certificate for DPAS
  - User Id and Authentication Code requirements
  - The error received until UICs are added
  - Logging into DPAS after the "Go Live" date
  - Menu options in DPAS are based on training completed and certified
- Automated Account Ageing
  - Account benchmarks and system generated emails
  - Account resets
  - Automated account deletions

Questions


Defence Property Accountability System
DPAS
For More Information
Columbus Call Center
cco-ccc@dfas.mil
869-0888 DSN
614-693-0888 Comm
866-498-8687 Toll Free
Training (Online, Instructor led, Webinar)
cco-dpastrng@dfas.mil
DPAS eLearning
http://dpaselearning.golearnportal.org
DPAS Support Site
http://dpassupport.golearnportal.org
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