

Defense Property Accountability System



Presented by Matt Winkelbauer

Implementation Process



Presenter

Presenter Name, *Matt Winkelbauer*

Q&A

Q&A Team Member Name, *Lisa Peters*

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**

- Implementation Overview
- Training
- Information Owner/Alternate Information Owner
- User Accounts
- Data Conversion Sheets
- Q&A



- Training Requirements

- Every DPAS User must complete training for their assigned role
 1. eLearning
 2. Monthly classes at Leidos in Camp Hill, PA
 3. DPAS instructor led host-site classes

- eLearning
- <https://dpassupport.golearnportal.org/>

- Monthly Classes
 - Held at Leidos in Camp Hill, PA (Harrisburg/Mechanicsburg)
 - Topic changes each month between PA, M&U and WH
 - From the DPAS Support site:
 - Hover over 'Training' to see upcoming classes
 - Click 'Register for Training' to sign up

- Host Site Classes
 - Held at requestor's location
 - Must pay for instructor's travel costs
 - Must be approved by Program Manager
 - Begin request by emailing Susan Schirmer at Susan.K.Schirmer@leidos.com or emailing the helpdesk at DPASSupport@leidos.com

- Information Owner/Alternate Information Owner
 - IO/AIO
 - Required for each Site-ID
1. Must use appropriate Leidos provided template and be signed by the Command's Director or above
 2. IOs/AIOs are required to have a DPAS Production account and maintain active status
 3. Responsible for signing off on DPAS User accounts for Site Id (PA) or Logistics Program/Region (WM) they are appointed for
 4. Responsible for performing Biannual audits of their users
 5. Questions/requests can be sent to: DPASSecurity@leidos.com

- DPAS Support Site
- Request Access
- <https://dpassupport.golearnportal.org/index.php/support/request-access>
- Choose which module you need
- 4 Forms for initial account creation
 - SAAR – DD 2875
 - User Agreement
 - DPAS Roles Request Form
 - Valid proof of completing Information Assurance Awareness or Cyber Awareness Challenge Training
- DPAS Training must be completed and match role requested (or above) for the account to fully work

- Begin by requesting through the DPAS Help Desk
- Implementation will be assigned to a member of the Leidos Implementation/Training Team staff
- Set of three excel workbooks
 1. New User Conversion Spreadsheet Templates
 2. New User Conversion Spreadsheet Definitions
 3. New User Conversion Valid Lookup and Association Values

- Primary TABs
 - Addr – Address
 - Appr – Appropriation
 - Asst – Assets
 - AUIC – Accountable UIC
 - Cat – Catalog
 - Cust – Custodian
 - LinTam – LIN/TAMCNs
- Secondary TABs
 - Cont – Contract
 - Cstcntr – Cost Center
 - Ctr – Contractor
 - Authlin – Authorization LINS
 - Authpara – Authorization Paragraph
 - Authstk – Authorization Stock Number

Rarely used: Construction in Progress (CIP) group, Improvement, mjcmdproj/mjcmdtask

Switch to Workbook View

- Primary TABs

- Dsptctgy – Dispatch Category
- Eqpl – Equipment Pool
- Mam – Maintenance Asset Master
- Mntact – Maintenance Activity
- Mntgrp – Maint Group Id
- Mntsched – Maint Schedule
- Maintmgmtassgn – Maint Management Assignment
- Wrkpln – Work Plan

- Secondary TABs

- All others

Switch to Workbook View

- Alternate Sheet

- Maintenance Activity Creation Requirements
- Used to more quickly create a Maintenance Activity
- Will result in “shell” only being created
- Also on the DPAS Support Site
- Resource Center
 - Downloads
 - Reference Library
 - DPAS Access Documents

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DPAS

Questions?



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

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Defense Property Accountability System

DPAS

For More Information

Support Help Desk Email

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>



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