




Presented by  
**Brenda Kateluzos**

## Property Accountability - Dispositions



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



## Introductions

**Presenter**  
Brenda Kateluzos, *Customer Support Specialist / 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

- **Property Accountability – Dispositions**
  - **Data Prerequisites**
    - Address Types – DE/TD
    - Document Nbr Range
  - **Understanding the Different Types**
    - Turn-In / Disposals / Transfer Outs / Adjustments
  - **Live Disposition Demonstrations**
    - Turn-In/Disposals
    - Transfer Outs – Outside of DPAS
    - Generating and Viewing 1348's
    - Inquiries
    - Reversals
- **Survey & Questions**



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# Property Accountability Dispositions

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Transfers

- **Data Prerequisites**
  - **Data Elements –**
    - Address Types DE and TD Exists in Master Data - Address
    - Document Number range Exists in the Master Data – doc nbr range.

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Dispositions

- **Disposition Types**
  - Turn-In / Disposals – Both may be used interchangeably with minor differences. Turn-Ins do not go directly to DRMO and do not write off amounts to the accounting system. Disposals go directly to DRMO and will write off amounts to the account system. Both use Address Type DE.
  - Transfer Out – outside DPAS – is used when transferring an asset to an organization outside DPAS. Disposition will remove the asset from the property book, while Transfer keeps the asset with the systems. Address Type TD.
  - Report of Survey / Lost, Damaged, Destroyed – Used as a way to document the circumstances concerning the loss, damage or destruction of Government property. Address type AO.
  - Sales – Conveying ownership or title or property to another for a price. Address type DE.
  - Donated (Disposal) – Giving an asset away with no consideration of return. Assets can be donated to other Federal agencies, to State, City or other local authority, or to certain authorized programs. Address Type DE.

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Dispositions

- **Disposition Types - continued**
  - AAR – Administrative Adjustment Report – AAR correct minor discrepancies in the inventory or property book. No address required.
  - Inventory Adj (Disposal) – Correct a discrepancy found by inventory of items missing from the accountable property record. An inventory number is required for this transaction. No address required.
  - Loan Returns – This transaction allows for the return of an asset that was loaned to the UIC. No predetermined address required.

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# Dispositions Live Demo


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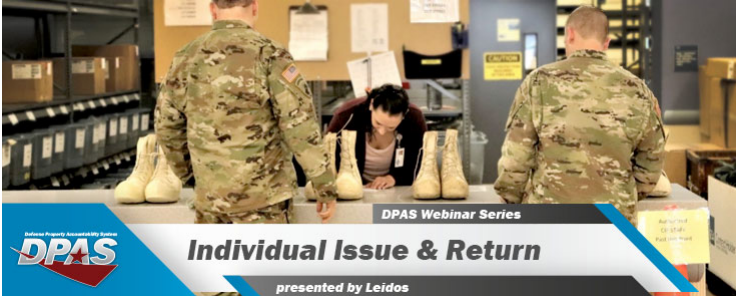
# Next Upcoming Webinar

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Upcoming Webinar

- Upcoming Webinar
  - Individual Issue & Return
  - Tuesday August 25, 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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