

DPAS PA Asset Disposition Webinar – Post Session Report

Join us for an hour long webinar as we discuss the different Asset Disposition methods available within the Property Accountability module. We will review the different Address Types, process Turn-Ins, perform a Transfer outside of DPAS, and Reversals.

Presented by:

Brenda Kateluzos, Technical Trainer

Q&A:

Michelle Bowman, Technical Trainer

Recording Location:

Adobe Connect: <https://dpas.adobeconnect.com/pgucflalym81/>

Screenshot:



Session Statistics:

Session Date	8/11/2020
Number of Invited Users	5216
Number of Users Registered	500 (Registration Limit Reached)
Number of Attendees	250
Number of Internal Attendees	5

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Participant Questions and Answers:

Question: I thought disposals go directly to DLA according to DOD regs, and NOT DRMO.

Answer: In 1985, its name was changed to the Defense Reutilization and Marketing Service (DRMO), and then in 2010, it was given DLA Disposition Services. We will work to get stuff updated.

Question: Will the step by step instructions be in the DPAS site?

Answer: Yes, this webinar is being recorded and will be available for the public on the DPAS Support Website one week from today.

Question: The instructions and demo are off not matching instructions

Answer: If you are experiencing a lag in the video and audio - try to exit the webinar and rejoin. Generally this means that your internet connection is not strong. If you continue to experience a lag, this webinar is being recorded and will be available on the dpas support website one week post today. The video and audio will be in sync when posted for the public.

Question: Should our units already have an address for DLA or do we have to create one?

Answer: Each UIC should check to see if they were part of your DPAS implementation or if not then they will have to add them to the Address AUD under master data.

Question: Can the user add a address in the master data

Answer: Yes, majority of the DPAS roles have the ability to add an Address since they are at the UIC level.

Question: So it appears an item needs to be approved three times before it is removed from inventory?

Answer: When the designate checkbox is selected, the disposal process will be a three step process. Generate the disposition, APO/PA needs to approve or reject the disposal request, and then the last step would be to finalize the disposition in order to remove the inventory completely.

Question: why can i not add an asset that is not similar to one another agency has because we have the same asset id. The assets in question are a blackberry that was disposed of and a forklift. Why can't i use an asset ID that another agency has used but theirs is disposed of?

Answer: DPAS uses the Asset ID as unique identifier. If the asset is serial it is part of the history tables even is it has been disposed of and used for accountability

Question: If we manage multiple UICs, does it matter which one we are in when we go to make a disposal?

Answer: Yes, you need to be logged into the UIC that the asset exists in in order to dispose

Question: Can I get the slides from this training?

Answer: the slides for the ppt are available above in the Files pod. The live demo is being recorded and will be available on the DPAS Support Website one week post today.

Question: I have not conducted an inventory within DPAS yet. What is an 'Inventory Number'? Different from Asset ID or Document Number?

Answer: An inventory number is generated against a physical inventory transaction. This number will represent a physical inventory - it does not represent an asset.

Question: Which disposition type would you recommend for a warranty exchange?

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Answer: It depends on what your agency wants to use. Some use dispositions and other just do an asset update and document the change.

Question: What will I need to do if I didn't have address populated when trying to do a turn in?

Answer: You will have to add it to the Address AUD under master data and then process the turn in

Question: Can equipment be donated to schools, such as computers/laptops?

Answer: DPAS will allow you to donate assets to whatever address you specify for the "Ship To" address. We always recommend reviewing your agency's policies before performing any actions in DPAS.

Question: i see how we return a loaned item. how do we get back a loaned item?

Answer: Loan updates are performed in the Asset Management > Update process. you must locate the asset that was flagged as "out on loan" and perform a loan update on it to bring it back.

Question: Can you provide a link to the many processes

Answer: What links are you looking for?

Question: Generating 1348's and 1150's. Also for dispositions for turn-in of equipment.

Answer: Yes, 1348s, 1149s, and 1150s can be generated on several types of dispositions.

Question: Can closed captioning be turned on? :(

Answer: it is turned on - sorry you are having issues - the recording will display it just fine.... we also have a url we can send you but we are about done.

<https://www.captionedtext.com/client/event.aspx?EventID=4535496&CustomerID=321>

Question: Will these demo's be accessible after training ends?

Answer: Yes, this webinar is being recorded and will be available for the public on the DPAS Support Website one week post today

Question: Is it considered good business practice to have different sets of document numbers for different actions (adding, disposing, transfer...)

Answer: We recommend using them but its based on your Agencies SOPs.

Question: can i ask a question not related to dispositions?

Answer: We are only covering Dispositions, please send your question to the DPAS Help Desk for any other assistance.

Question: When generating a 1348-1A thru DPAS-does it link into DLA for automatic review and approval by DLA?

Answer: Currently, DPAS doesnt not directly connect to DLA.

Question: is there a way to mass update AssetIDs?

Answer: Currently, there is no mass update of Asset IDs. You will have to update them individually.

Question: Not sure if I missed something. Where does the address type go in DPAS for disposals?

Answer: Address types are built thru Master Data - Address.

Question: I am confused over your answer of yes,. Can I create 1348 outside of the DPAS program?

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Answer: Yes - DPAS does not require you to use our generated 1348s - please refer to your agency's policies to determine if you want to use an external 1348 or the ones available from DPAS

Question: There are 2 address loaded in DPAS but not the location that we want to use. How do we add another location?

Answer: You would add another address under the Master Data-> Address AUD. You can utilize the online reference material on the DPAS Support Site or contact the DPAS help desk

Question: Where can we find the survey for the training please?

Answer: on the web link pod

Question: There are 2 address loaded in DPAS but not the location that we want to use. How do we add another location?

Answer: Master Data > Location - add in a new location within that process

Question: Does DPAS and G-Army interface when doing dispositions?

Answer: At this time no, DPAS and GArmy are actively working to make this connection live and available for use.

Question: How is data in DPAS integrated with GCSS-Army

Answer: At this time, the two systems are still working to get their connections to work properly - more to come in the future with this interface

Question: Is there a breadcrumb I can follow to specifically only the DLA Turn-In disposition of Assets?

Answer: There are quick reference guides available on the DPAS Support Website that provide step by step directions on how to perform a disposition transaction. Navigate to dpas support > resource center > QRGs & Ref Docs > Property Accountability > asset disposition.

Question: Do you have to create the 1348 in DPAS or can I create them in another program?

Answer: 1348s are available to be generated after a transactions has taken place in DPAS. Please refer to your specific agencies policies & procedures to determine where to print your 1348.

Question: Could you elaborate a bit on the origination of the document #?

Answer: Document Numbers can be generated in DPAS or can be manually entered into the Document Number field. If you are generating a document number out of DPAS, Document Number Ranges are required in the Master Data Mgmt > Doc Nbr process. When generating a document number out of DPAS, the number construct is designed to format the document numbers with the UIC's DoDAAC, Julian Date, and the next available serial range.

Question: My apologies I was pulled away from my desk real quick. did you cover why you would get an error 13 - Mandatory Entry: Trading Partner

Answer: The trading partner number is related to an agency setting & is not a part of the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: Is there a way to enter an inventory date and then pull a report of who is due each month?

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Answer: The inventory date & reporting is not a part of the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: Error 264 - Trading Partner Nbr must begin DOD Followed by gaining DODAAC

Answer: The trading partner number is related to an agency setting & is not a part of the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: I had heard that DPAS is going to switch to ERP? Any idea when this is going to take place?

Answer: This question is not directly related to the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: This isn't DPAS but a question in general. In the old AFMAN33-153 P:1.2.11 and 1.2.11.1 gave guidance as to a PECO being a PEC. Is there anything in the AFI o 17-210, AF I17-110 or AFMAN 17-1203 that anyone is aware of? I can't seem to find anything.

Answer: This question is not directly related to the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: Does DPAS interFACE WITH G-army? If so how

Answer: This question is not directly related to the disposition process webinar. However, DPAS is actively working towards a successful interface with the GCSS Army system. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: We have being doing 1348s in ETIDS wasn't aware you can do them in DPAS; I guess tht is something I can ask about

Answer: DD1348s are available out of DPAS in addition to DD1149s, DD1150s, and DD200. It is always important to refer back to your Agency's policies and procedures to determine which forms you are required to use inside/outside of DPAS.

Question: Where do we get the inventory number?

Answer: The inventory number is not a part of the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: What documentation we need for school donations?

Answer: DPAS does not have any required documentation for donations. However, it is always important to refer back to your Agency's policies and procedures to determine required documentation.

Question: Will DPAS in the future communicate with other sites like GCSS(GArmy)?

Answer: This question is not directly related to the disposition process webinar. However, DPAS is actively working towards a successful interface with the GCSS Army system. The DPAS Support team will reach out

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individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: I have another questions about Trading Partner Numbers. I am adding equipment to DPAS, it is asking for the Trading Partner Number, but I found the equipment on station.

Answer: The trading partner number is related to an agency setting & is not a part of the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: Can I generate a DD Form 1354 in DPAS

Answer: The only forms available out of DPAS are DD1348, DD1149, DD1150, and DD200.

Question: What do you do if you are exchanging an inventory item for replacement exact same item item with supplier?

Answer: This question is not directly related to the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: Where will the recording for these webinars be located?

Answer: The webinars can be found on the DPAS Support Website within the Webinar Archive @ <https://dpassupport.golearnportal.org/index.php/training/webinar-archive>

Question: When turning in laptops have been informed that i have to use the specific NSN for each model of laptop vice the generic LSN

Answer: These are requirements either determined by your agency or by DLA. DPAS does not have any stock number requirements when performing turn ins.

Question: for my doc number drop down, if i click to see drop down there is nothing there, and if i add it only gives me just one doc nnumber. how can i fix that

Answer: The values displayed in the Doc Number drop down field are established/updated in the Master Data > Doc Nbr Range process. Navigate to that process in order to add/update/delete available document number ranges – this will fix your issue.

Question: It was mentioned once bulk and two other items were deleted, you are not able to retrieve the documents. Are the deleted documents still visible in another file?

Answer: Once Bulk assets are disposed of out of DPAS, all information and attachments are no longer available for inquiry.

Question: how do we move assets from one person to another when custodians are no longer there

Answer: This question is not directly related to the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

Question: Will DPAS connect with DAI?

Answer: This question is not directly related to the disposition process webinar. The DPAS Support team will reach out individually to users for all unrelated questions. In the meantime, please refer to the online elearning lesson or utilize the online reference material on the DPAS Support Site.

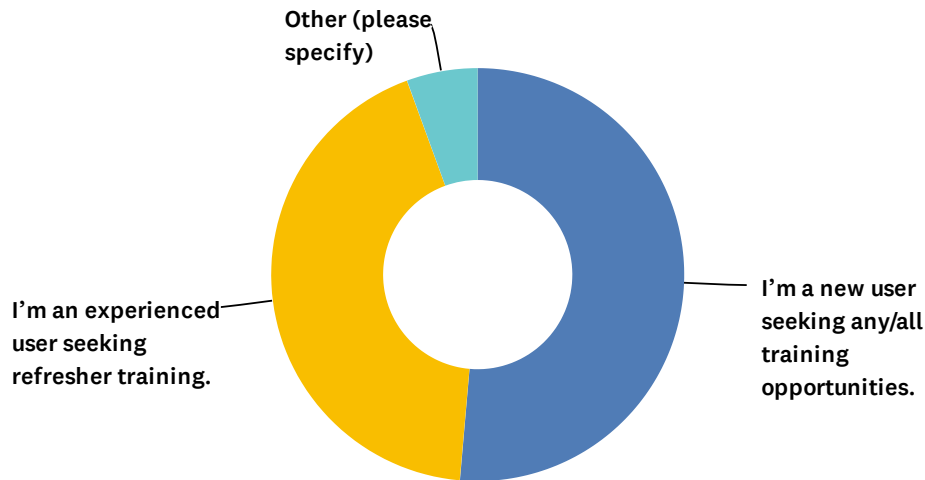
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Webinar Survey Results to follow on next page

Q3 Which of the following best describes your reason for attending the webinar?

Answered: 72 Skipped: 1

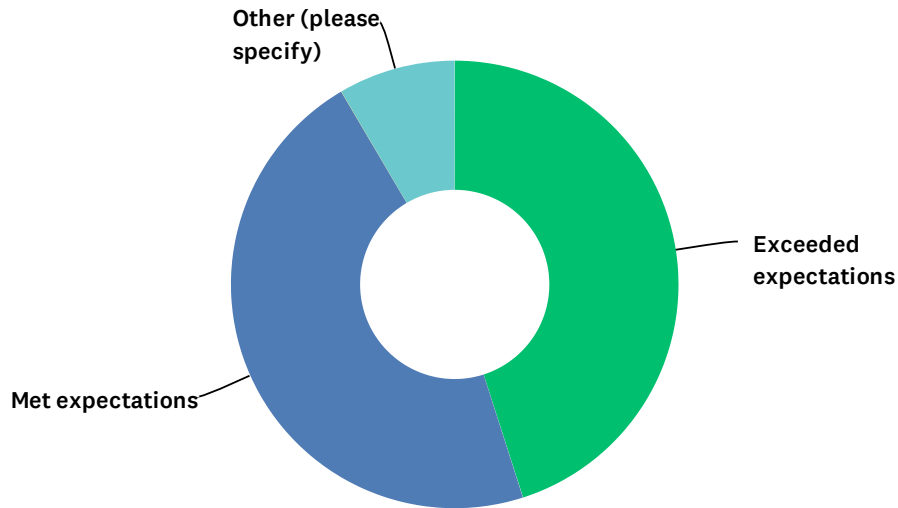


ANSWER CHOICES	RESPONSES
I'm considering implementing DPAS and wanted to see how it works.	0.00% 0
I'm a new user seeking any/all training opportunities.	51.39% 37
I'm an experienced user seeking refresher training.	43.06% 31
Other (please specify)	5.56% 4
TOTAL	72

#	OTHER (PLEASE SPECIFY)	DATE
1	I want to learn more about Disposal issues.	8/11/2020 1:45 PM
2	Looking for any potential changes to our standard DPAS practices	8/11/2020 1:41 PM
3	To obtain awareness of the capabilities of the system to support the asset management team.	8/11/2020 1:40 PM
4	I'm a new user seeking any/all training opportunities	8/11/2020 1:39 PM

Q4 How would you rate your instructor (subject matter knowledge, pace of instruction, organization, etc...)?

Answered: 71 Skipped: 2

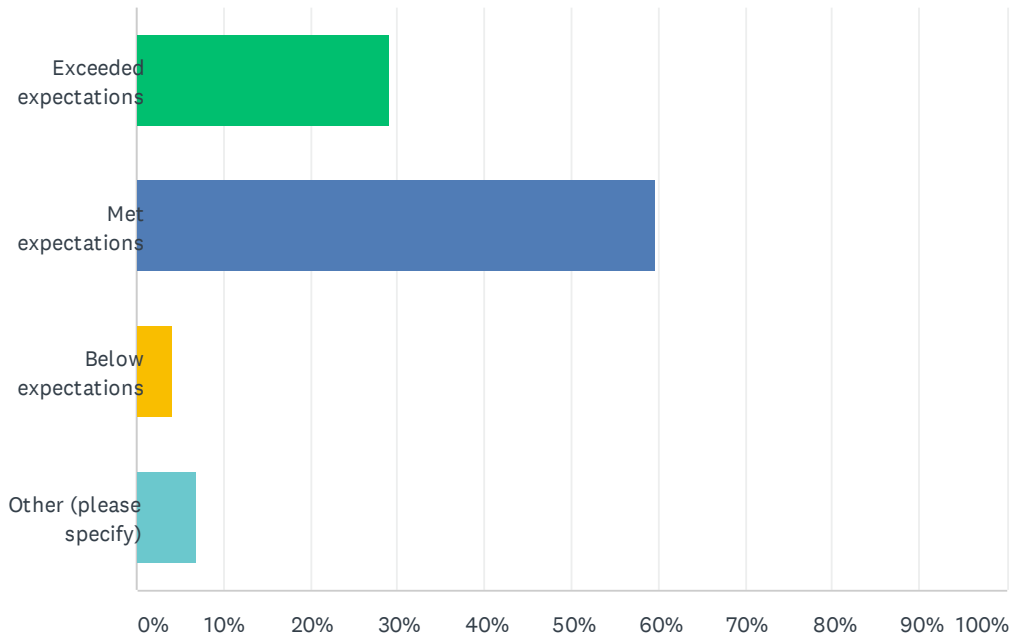


ANSWER CHOICES	RESPONSES	
Exceeded expectations	45.07%	32
Met expectations	46.48%	33
Below expectations	0.00%	0
Other (please specify)	8.45%	6
TOTAL		71

#	OTHER (PLEASE SPECIFY)	DATE
1	pace is to fast	8/12/2020 10:39 AM
2	Had trouble getting in. Once in had no sound for a while. Missed most of the training.	8/11/2020 1:46 PM
3	I don't think the verbal direction matched the demonstration	8/11/2020 1:45 PM
4	Exceeded expectations	8/11/2020 1:39 PM
5	She went through the material to quickly.	8/11/2020 1:39 PM
6	moved a littel fast	8/11/2020 1:37 PM

Q5 How would you rate the usefulness of the webinar?

Answered: 72 Skipped: 1

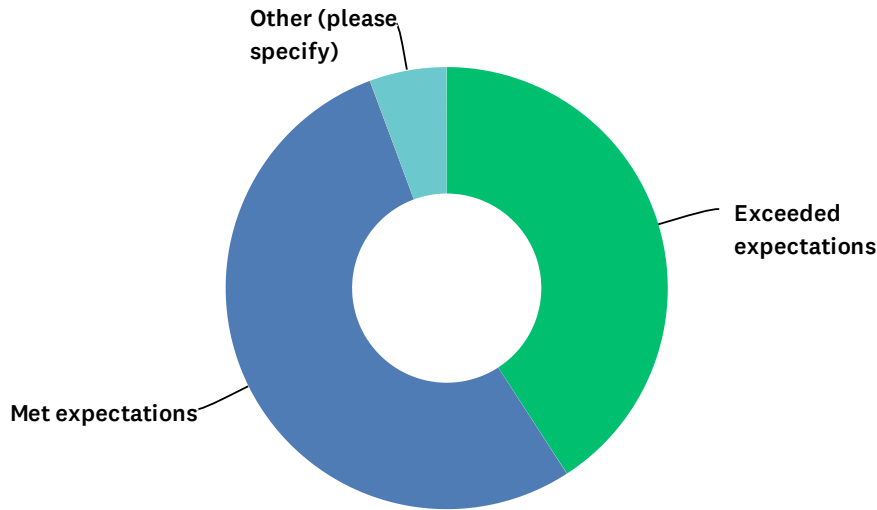


ANSWER CHOICES	RESPONSES	
Exceeded expectations	29.17%	21
Met expectations	59.72%	43
Below expectations	4.17%	3
Other (please specify)	6.94%	5
TOTAL		72

#	OTHER (PLEASE SPECIFY)	DATE
1	It would be useful if the pace was slower and you could follow along with her	8/12/2020 10:39 AM
2	I had to contact DPAS support for the link to get in. Once in had no sound for a while. Missed most of the training	8/11/2020 1:46 PM
3	not ready for all this information	8/11/2020 1:41 PM
4	met expectatiions	8/11/2020 1:39 PM
5	USEFUL INFO	8/11/2020 1:39 PM

Q6 How would you rate the registration and login process?

Answered: 71 Skipped: 2

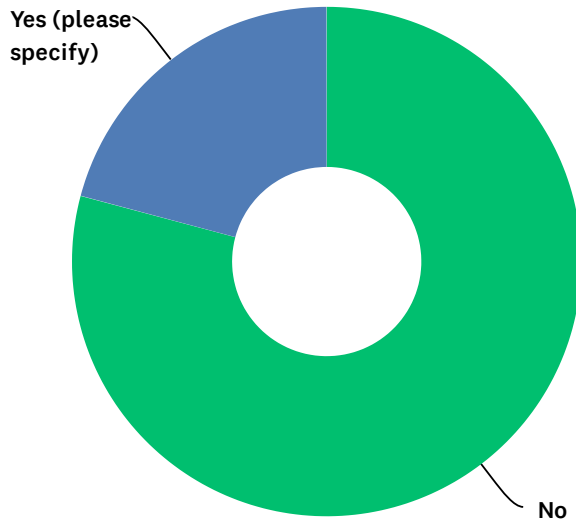


ANSWER CHOICES	RESPONSES	
Exceeded expectations	40.85%	29
Met expectations	53.52%	38
Below expectations	0.00%	0
Other (please specify)	5.63%	4
TOTAL		71

#	OTHER (PLEASE SPECIFY)	DATE
1	seemed confusing since I registered some time ago and never received an email with the link for the actual webinar so had to call the helpdesk to get it	8/11/2020 3:05 PM
2	Registration was good. Login was a problem because I never received the login link via email. I had to contact DPAS support for the link.	8/11/2020 1:46 PM
3	IT WOULD NOT LET ME REGISTER IF THERE IS A LIMIT	8/11/2020 1:43 PM
4	met expectations	8/11/2020 1:39 PM

Q7 Did you experience any technical difficulties?

Answered: 72 Skipped: 1



ANSWER CHOICES	RESPONSES	
No	79.17%	57
Yes (please specify)	20.83%	15
TOTAL		72

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#	YES (PLEASE SPECIFY)	DATE
1	needed to open in multiple browsers to see which one worked. Chrome seemed to work best.	8/12/2020 8:29 AM
2	connection issues	8/11/2020 1:47 PM
3	No link to get in initially, then no sound. Finally got in and fixed sound problem. However I missed most of the training session.	8/11/2020 1:46 PM
4	There was static/buzzing periodically throughout the webinar	8/11/2020 1:46 PM
5	Audio and Video did not match up. Believe Video was advanced.	8/11/2020 1:45 PM
6	The Closed Caption didn't work and I didn't know how to turn it on.	8/11/2020 1:45 PM
7	AUDIO	8/11/2020 1:43 PM
8	had sound when I logged into the webinar but when the presentation started, the sound went away	8/11/2020 1:42 PM
9	Teleworking. Government VPN caused delay and missing sound at times. The onscreen was 2 pages ahead of voice. Probably should make that known prior to the webinar	8/11/2020 1:41 PM
10	VPN got disconnected	8/11/2020 1:41 PM
11	no	8/11/2020 1:39 PM
12	there was an echo when the presenter was speaking	8/11/2020 1:39 PM
13	Echo	8/11/2020 1:39 PM
14	Audio was not great	8/11/2020 1:39 PM
15	i had to keep logging back on/refreshing - may have been an issue on my side?	8/11/2020 1:38 PM

Q8 What other DPAS topics would you like to see offered in webinar format in the future?

Answered: 45 Skipped: 28

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#	RESPONSES	DATE
1	Inventories	8/12/2020 12:47 PM
2	Warehouse mod	8/12/2020 12:27 PM
3	verification forms accounts when assets are moved into or out of their accounts	8/12/2020 8:29 AM
4	Asset Receiving	8/12/2020 8:27 AM
5	can't think of something at the moment but will likely think of something later	8/11/2020 3:05 PM
6	At this point all training is beneficial to me!	8/11/2020 2:20 PM
7	Loans and FOI	8/11/2020 1:57 PM
8	How to update acquisition date, activation date, etc	8/11/2020 1:47 PM
9	Adding a New DPAS asset that has no supporting doc's	8/11/2020 1:46 PM
10	Transfers	8/11/2020 1:46 PM
11	The real world use of DAPS in relationship with ITAM assets	8/11/2020 1:45 PM
12	I would like more detail on how to do ROS and how to print dump on the account.	8/11/2020 1:45 PM
13	DAI/DPAS setup and FC set up for Capital assets	8/11/2020 1:44 PM
14	Any we can so we can stay sharp!	8/11/2020 1:43 PM
15	Asset additions, etc.	8/11/2020 1:43 PM
16	Adding equipment	8/11/2020 1:43 PM
17	Adding an asset	8/11/2020 1:42 PM
18	INVENTORY PROCEDURES AND ASSET MGTS	8/11/2020 1:42 PM
19	Adding assets and personnel	8/11/2020 1:42 PM
20	None at this time	8/11/2020 1:42 PM
21	Inventories! and how to setup and use the darn scanners	8/11/2020 1:41 PM
22	How DPAS is/will be tied to NMAC	8/11/2020 1:41 PM
23	Creation of stock numbers/manufacturers	8/11/2020 1:41 PM
24	components, transfers	8/11/2020 1:41 PM
25	How to add asset and remove asset, etc.	8/11/2020 1:41 PM
26	I would like to see topics going through the different functions of DPAS	8/11/2020 1:41 PM
27	Inventory process	8/11/2020 1:40 PM
28	Transfer to other Sites/ACTbl UICs	8/11/2020 1:40 PM
29	N/A (RETIRING)	8/11/2020 1:40 PM
30	all available.	8/11/2020 1:39 PM
31	Inventories	8/11/2020 1:39 PM
32	I am Not familiar enough to form opinions	8/11/2020 1:39 PM
33	N/A	8/11/2020 1:39 PM
34	Transfers	8/11/2020 1:39 PM
35	Forms, Key Documents, and Related Subjects for Asset Entries	8/11/2020 1:39 PM
36	Creating inventories and reports	8/11/2020 1:38 PM
37	General Information on DPAS as a new user	8/11/2020 1:38 PM

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38	ANY	8/11/2020 1:38 PM
39	UIC creation, ability to view all UIC assets for BECOs	8/11/2020 1:37 PM
40	n/a	8/11/2020 1:37 PM
41	Adding Assets, Transferring Assets within agency	8/11/2020 1:37 PM
42	Inventories	8/11/2020 1:37 PM
43	Lateral Transfers	8/11/2020 1:37 PM
44	N/A	8/11/2020 1:37 PM
45	Inventory procedures	8/11/2020 1:37 PM