

Defence Property Accountability System



Presented by  
Scott Milewski

# DPAS M&U Work Order



OUUSD (AT&L) Acquisition Resources and Analysis (ARA)  
Property and Equipment Policy  
KNOWLEDGE. CONFIDENCE. TRUST.

12/12/2012



## Agenda



- DPAS and Maintenance and Utilization (M&U) Module
- M&U Roles
- Bridging Property Accountability (PA) and M&U
- Master Data Processes
- M&U Work Order Process

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**DPAS** DPAS Maintenance & Utilization



The DPAS Maintenance & Utilization module provides a place within DPAS to seamlessly:

- Identify, setup and track work performed on an asset.
- Record asset utilization information.
- Control access to a group of assets.

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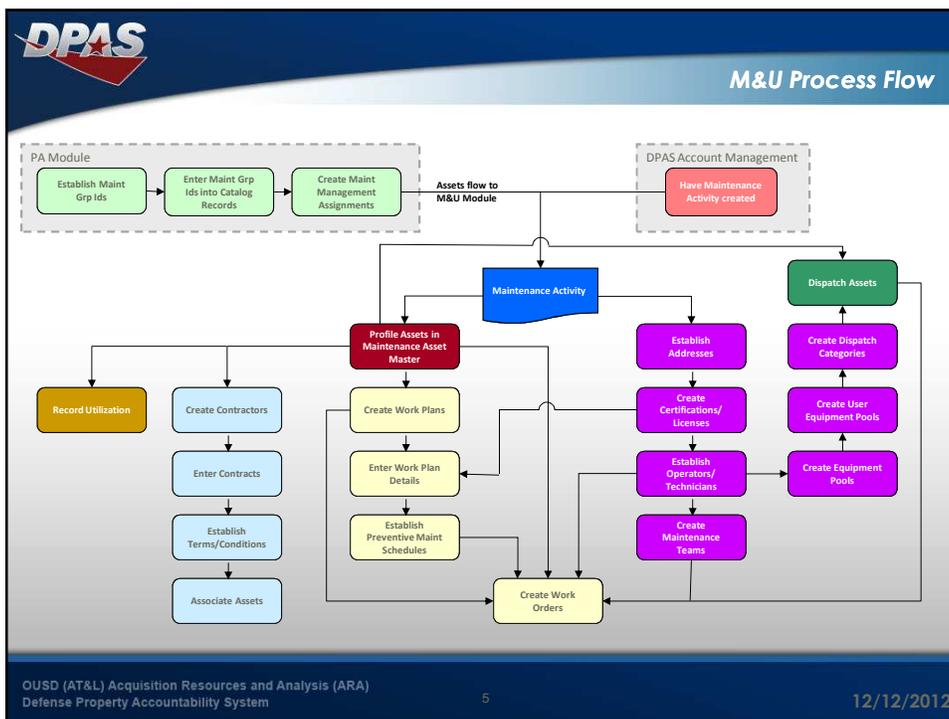
**DPAS** M&U Advantages



The M&U module addresses:

- Poor documentation of costs, tasks and parts used for repair of assets.
- Lack of standard or routine work plans to follow.
- Missed opportunities to take advantage of a current warranty status.
- Inconsistent way of tracking utilization.

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**DPAS** New M&U Roles

### Property Accountability Module

- **M&U Setup**
  - Maintenance Group Id and Maintenance Management Assignment

### Maintenance and Utilization Module

- **M&U Officer**
  - Full access to the M&U module
- **M&U Specialist**
  - Create and manage Work Plans, Work Orders and Maintenance Teams
  - Track utilization data for profiled assets
- **M&U Data Inquiry**
- **M&U Reports and Forms Generation**



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# Bridging PA and M&U

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**DPAS** Bridge from PA to M&U

**Inside DPAS PA Module**





UTMA (UTILITY TRUCK  
Maintenance Activity)



The Maintenance Group Id is assigned to the stock number, and along with the UIC, is associated with the Maintenance Activity (MA) which will service the asset

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**DPAS** Linking Assets to a Maint Activity

- 1. Create Maintenance Group Ids**
- 2. Associate Maintenance Group Ids to Stock Numbers**
- 3. Use the Maintenance Management Assignment process to link the Maintenance Group Id with a Maintenance Activity**

★ All assets tied to the Stock Number will flow to the Maintenance Activity

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# Stock Number

210CK 1401UBEL

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## Setting Up the Stock Number

Some key fields for M&U are **Maint Grp Id** and **Util Measure Cd**.

**Update**

Basic Agency Attributes

|                  |                                 |                     |                                |
|------------------|---------------------------------|---------------------|--------------------------------|
| *Stock Nbr       | 231000F001254                   | Prev Stock Nbr      | 23100CN001254                  |
| *Item Desc       | BUS                             |                     |                                |
| *Stock Item Cd   | J MCN                           | *FSC                | 2310 Passenger Motor Vhcls     |
| *Mgt Cd          | A-Serial Number Managed         | *UI                 | EA-Each                        |
| *Type Assat Cd   | G-Gen PP&C                      | *Unit Price         | 0.00                           |
| *ACC             | P-Commercial Vehicle            | *Yr Svc Life        | 10                             |
| *Authn Cd        | L-Local authorization           | Type Dsg            | ...                            |
| Util Svc Life    | 10                              | Util Measure Cd     | M-Miles                        |
| LIW/TAMCN        | ...                             | Fdcry Deprn Mthd Cd | SL-Straight Line               |
| *Maint Grp Id    | SB-SCHOOL BUS                   | FCC                 | VL -Passenger Carrying Vehides |
| Vehicle Group Cd | 3215 -School, Conventional - 42 | Min Percent Util    | 45                             |
| Obj Percent Util | 65                              | IT Device Cd        | ...                            |
| *Dmil Cd         | A-NonMLI -Dmil Not Req          | *CIC                | U -Unclassified                |
| *Reportable Cd   | 0-Not Reportable                | ...                 | N-Nonexpendable                |

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# Maintenance Management Assignment

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## Completing the Maintenance Mgmt Assign

| Search Criteria             |                                |
|-----------------------------|--------------------------------|
| UIC                         | UIC001 - CO-LEARN HEADQUARTERS |
| Maint Grp Id                | SB - SCHOOL BUS                |
| Maint Activity / Owning UIC | MIDWEST MAINT / UIC003         |
| External Maint Sys Id       | Select an Item                 |

Navigate to **Master Data > Maint Mgmt Assign** and complete the first three fields. Select the **Add** button.

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**DPAS** *Completing the Maintenance Mgmt Assign*

| Add                |                                |
|--------------------|--------------------------------|
| *UIC               | UIC001 - CO-LEARN HEADQUARTERS |
| *Maint Grp Id      | SB - SCHOOL BUS                |
| External Maint Sys | <input type="checkbox"/>       |
| Maint Activity     | MIDWEST MAINT / UIC003         |
| History Remarks    |                                |

**Add**   **Cancel**

Verify the information is correct and select **Add**.

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# Master Data Processes

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**DPAS** *M&U Master Data*

**Master Data Processes are the foundation for other M&U Procedures. They must be created prior to completing other M&U tasks.**

| Process             | W/S/S | Work Orders | Dispatch |
|---------------------|-------|-------------|----------|
| Contract            | ✓     |             |          |
| Contractor          | ✓     |             |          |
| Address             | ✓     | ✓           | ✓        |
| Operator/Technician |       | ✓           | ✓        |
| Maintenance Team    |       | ✓           |          |
| Cert/License        |       | ✓           | ✓        |
| Equipment Pool      |       |             | ✓        |
| User Equipment Pool |       |             | ✓        |
| Dispatch Category   |       |             | ✓        |

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# M&U Processes

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**DPAS** Work Plan and Work Plan Detail



### Work Plan and Work Plan Detail

- A Work Plan standardizes procedures. Preventive Maintenance, Calibration and Warranty are among those offered.
- The Work Plan Detail provides a more specific and itemized way of documenting data such as tasks, parts, tools and certifications recommended.

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**DPAS** Work Plan

| Search Criteria   |  |
|---|--|
| *Plan Id  | TIREREPAIR <span style="float: right;">...</span>      |
| Copy Plan Id  | <input type="checkbox"/>                               |
| Plan Type Cd  | MINR-Minor Repair <span style="float: right;">v</span> |
| Plan Name   | TIRE REPAIR  |
| <span style="margin: 0 10px;">Add</span> <span style="margin: 0 10px;">Search</span> <span style="margin: 0 10px;">Reset</span> |  |

Navigate to **Maintenance > Work Plan**, complete the fields and choose **Add**.

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Work Plan

| Add             |                          |                    |                   |
|-----------------|--------------------------|--------------------|-------------------|
| *Plan Id        | TIREREPAIR               | *Plan Type Cd      | MINR-Minor Repair |
| *Plan Name      | TIRE REPAIR              | Est Hours          | 1                 |
| Est Labor Cost  | 14.25                    | Est Non-Labor Cost | 7.75              |
| *Plan Desc      | TIRE REPAIR              |                    |                   |
| Public          | <input type="checkbox"/> |                    |                   |
| Remarks         |                          |                    |                   |
| History Remarks |                          |                    |                   |

Add
Cancel

Complete the **Plan Desc** field.

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Work Plan Details

| Search Criteria   |   |
|-------------------|---|
| *Plan Id          | TIREREPAIR <span style="float: right;">...</span> |
| Task(s)           | <input checked="" type="radio"/>                  |
| Part(s)           | <input type="radio"/>                             |
| Tool (s)/Equip    | <input type="radio"/>                             |
| Certification (s) | <input type="radio"/>                             |

Search
Reset

Navigate to **Maintenance > Work Plan Detail** and search for the Work Plan to document.

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Work Plan Details

**Task(s)**

|                  |                      |              |                     |
|------------------|----------------------|--------------|---------------------|
| Plan Id          | TIREREPAIR           | Plan Type Cd | MINR - Minor Repair |
| Plan Name        | TIRE REPAIR          | Plan Desc    | TIRE REPAIR         |
| *Step Desc       | <input type="text"/> |              |                     |
| Allowable Result | <input type="text"/> |              |                     |

[Save](#)

| Edit/Delete                                 | Step Desc             | Allowable Result                 |
|---|-----------------------|----------------------------------|
| <a href="#">Edit</a> <a href="#">Delete</a> | REMOVE DAMAGED TIRE   | TIRE REMOVED FROM VEHICLE        |
| <a href="#">Edit</a> <a href="#">Delete</a> | RELEASE AIR FROM TIRE | ALL TIRE PRESSURE IS PURGED      |
| <a href="#">Edit</a> <a href="#">Delete</a> | REMOVE TIRE FROM RIM  | TIRE IS SEPERATED FROM RIM       |
| <a href="#">Edit</a> <a href="#">Delete</a> | REPAIR TIRE           | CONDUCT REPAIR                   |
| <a href="#">Edit</a> <a href="#">Delete</a> | REMOUNT TIRE          | TIRE IS REPLACED BACK ON RIM     |
| <a href="#">Edit</a> <a href="#">Delete</a> | REFILL TIRE           | FILL TIRE TO RECOMMENED PRESSURE |
| <a href="#">Edit</a> <a href="#">Delete</a> | BALANCE TIRE          | ENSURE TIRE IS BALANCED          |
| <a href="#">Edit</a> <a href="#">Delete</a> | REPLACE TIRE          | PLACE TIRE BACK ON VEHICLE       |

[Update](#)   [Reset](#)   [Cancel](#)

You can document the **Task(s)** for the Work Plan.

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Work Plan Details

**Part(s)**

|            |                      |              |                          |
|------------|----------------------|--------------|--------------------------|
| Plan Id    | TIREREPAIR           | Plan Type Cd | MINR - Minor Repair      |
| Plan Name  | TIRE REPAIR          | Plan Desc    | TIRE REPAIR              |
| *Part Qty  | <input type="text"/> | Required     | <input type="checkbox"/> |
| *Part Desc | <input type="text"/> |              |                          |
| Mfr Name   | <input type="text"/> | Mfr Part Nbr | <input type="text"/>     |
| SKU        | <input type="text"/> | SKU Desc     | <input type="text"/>     |

[Save](#)

| Edit/Delete                                 | Qty | Part Desc             | Reqd | Mfr Name | Mfr Part Nbr | SKU | SKU Desc |
|---|-----|-----------------------|------|----------|--------------|-----|----------|
| <a href="#">Edit</a> <a href="#">Delete</a> | 1   | TIRE BALANCING WEIGHT | N    |          |              |     |          |

[Update](#)   [Reset](#)   [Cancel](#)

You can document the **Part(s)** needed to complete the Work Plan.

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Work Plan Details

**Tool(s)/Equip**

|                     |                          |                    |                      |
|---------------------|--------------------------|--------------------|----------------------|
| Plan Id             | TIREREPAIR               | Plan Type Cd       | MINR - Minor Repair  |
| Plan Name           | TIRE REPAIR              | Plan Desc          | TIRE REPAIR          |
| *Tool(s)/Equip Desc | <input type="text"/>     |                    |                      |
| Required            | <input type="checkbox"/> | *Tool(s)/Equip Qty | <input type="text"/> |

[Save](#)

| Edit/Delete                                 | Tool(s)/Equip Desc | Req | Qty |
|---|--------------------|-----|-----|
| <a href="#">Edit</a> <a href="#">Delete</a> | AIR COMPRESSOR     | Y   | 1   |
| <a href="#">Edit</a> <a href="#">Delete</a> | IMPACT WRENCH      | Y   | 1   |

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An option to document the necessary **Tool(s) and Equipment** is available.

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Work Plan Details

**Certification(s)**

|                     |   |              |                     |
|---------------------|---|--------------|---------------------|
| Plan Id             | TIREREPAIR  | Plan Type Cd | MINR - Minor Repair |
| Plan Name           | TIRE REPAIR   | Plan Desc    | TIRE REPAIR         |
| *Certification Name | Select an Item <span style="float: right;">▼</span> |              |                     |
| Certification Desc  | <input type="text"/>                                |              |                     |

[Save](#)

| Edit/Delete                                 | Certification Name | Certification Desc                         |
|---|--------------------|--|
| <a href="#">Edit</a> <a href="#">Delete</a> | ASE-AUTO TECH      | ASE-CERTIFIED MASTER AUTOMOBILE TECHNICIAN |

[Update](#)   [Reset](#)   [Cancel](#)

Recommended **Certification(s)** can be documented for the Work Plan.

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**DPAS** Maintenance Asset Master



### Maintenance Asset Master (MAM)

- “Profile” the asset in the M&U module
- Asset and owner information is brought over from the PA module
- Assign Equipment Pool and Certifications to asset

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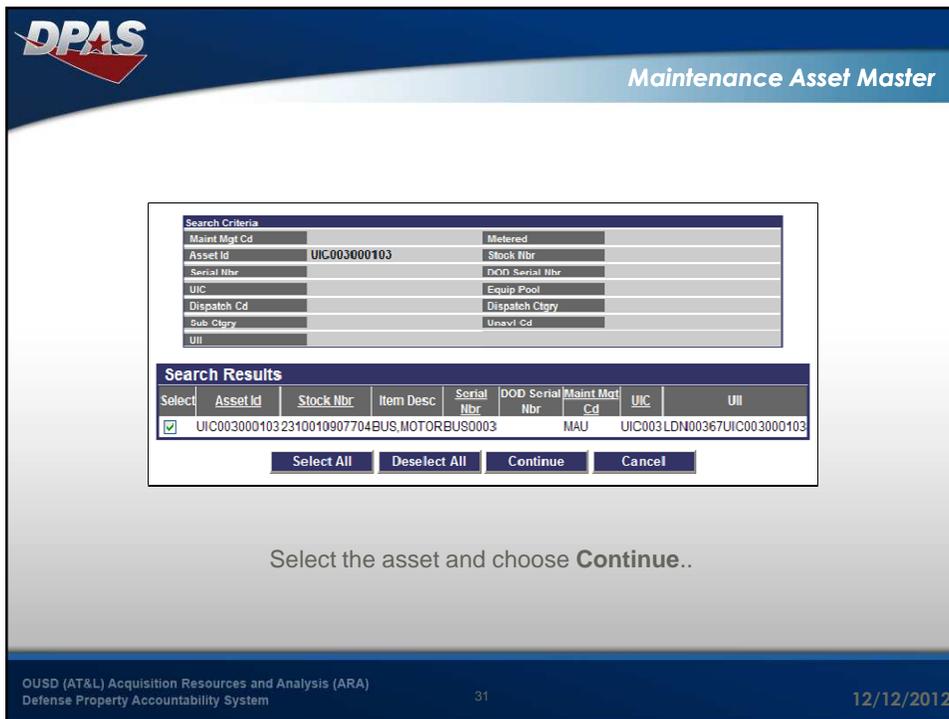
**DPAS** Maintenance Asset Master

**Search Criteria**

|                |                |     |
|----------------|----------------|-----|
| Metered        | Select an Item | ▼   |
| Asset Id       | UIC003000103   | ... |
| Maint Mgr Cd   | Select an Item | ▼   |
| UIC            | Select an Item | ▼   |
| Dispatch Cd    | Select an Item | ▼   |
| Equip Pool     | Select an Item | ▼   |
| Dispatch Ctgr  | Select an Item | ▼   |
| Sub Ctgr       | Select an Item | ▼   |
| Unavl Cd       | Select an Item | ▼   |
| Stock Nbr      |                | ... |
| Serial Nbr     |                |     |
| DOD Serial Nbr |                |     |
| Ull            |                |     |

Navigate to **Maintenance > Maint Asset Master** to profile assets for use within the M&U module. Search for the asset to be profiled.

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**DPAS** Maintenance Asset Master

**Search Criteria**

|              |              |                |  |
|--------------|--------------|----------------|--|
| Maint Mgt Cd |              | Metered        |  |
| Asset Id     | UIC003000103 | Stock Nbr      |  |
| Serial Nbr   |              | DOD Serial Nbr |  |
| UIC          |              | Equip Pool     |  |
| Dispatch Cd  |              | Dispatch Clgry |  |
| Sub Clgry    |              | Unavl Cd       |  |
| Ull          |              |                |  |

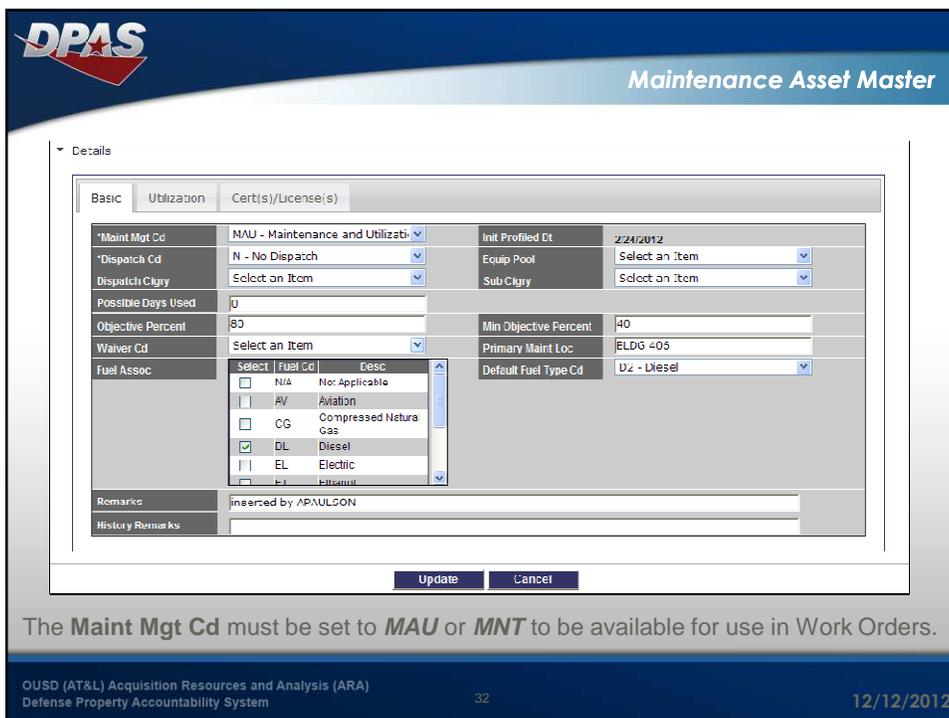
**Search Results**

| Select                              | Asset Id     | Stock Nbr     | Item Desc         | Serial Nbr | DOD Serial Nbr | Maint Mgt Cd | UIC            | Ull          |
|-------------------------------------|--------------|---------------|-------------------|------------|----------------|--------------|----------------|--------------|
| <input checked="" type="checkbox"/> | UIC003000103 | 2310010907704 | BUS, MOTORBUS0003 |            |                | MAU          | UIC003LDN00367 | UIC003000103 |

Select All   Deselect All   Continue   Cancel

Select the asset and choose **Continue..**

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**DPAS** Maintenance Asset Master

Details

Basic   Utilization   Cert(s)/License(s)

| *Maint Mgt Cd                       | MAU - Maintenance and Utilizati   | Init Profiled Dt      | 2/21/2012      |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
|-------------------------------------|---|-----------------------|----------------|------|--------------------------|-----|----------------|--------------------------|----|----------|--------------------------|----|-----------------------|-------------------------------------|----|--------|--------------------------|----|----------|--------------------------|----|---------|----------------------|-------------|
| *Dispatch Cd                        | N - No Dispatch   | Equip Pool            | Select an item |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| Dispatch Clgry                      | Select an Item  | Sub Clgry             | Select an item |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| Possible Days Used                  | 0   |                       |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| Objective Percent                   | 80  | Min Objective Percent | 40             |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| Waiver Cd                           | Select an Item  | Primary Maint Loc     | ELDG 405       |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| Fuel Assoc                          | <table border="1"> <thead> <tr> <th>Select</th> <th>Fuel Cd</th> <th>Desc</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>N/A</td> <td>No: Applicable</td> </tr> <tr> <td><input type="checkbox"/></td> <td>AV</td> <td>Aviation</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CG</td> <td>Compressed Natura Gas</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>DL</td> <td>Diesel</td> </tr> <tr> <td><input type="checkbox"/></td> <td>EL</td> <td>Electric</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ET</td> <td>Ethanol</td> </tr> </tbody> </table> | Select                | Fuel Cd        | Desc | <input type="checkbox"/> | N/A | No: Applicable | <input type="checkbox"/> | AV | Aviation | <input type="checkbox"/> | CG | Compressed Natura Gas | <input checked="" type="checkbox"/> | DL | Diesel | <input type="checkbox"/> | EL | Electric | <input type="checkbox"/> | ET | Ethanol | Default Fuel Type Cd | Dz - Diesel |
| Select                              | Fuel Cd   | Desc                  |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| <input type="checkbox"/>            | N/A   | No: Applicable        |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| <input type="checkbox"/>            | AV  | Aviation              |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| <input type="checkbox"/>            | CG  | Compressed Natura Gas |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| <input checked="" type="checkbox"/> | DL  | Diesel                |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| <input type="checkbox"/>            | EL  | Electric              |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| <input type="checkbox"/>            | ET  | Ethanol               |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| Remarks                             | inserted by APALUSON  |                       |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |
| History Remarks                     |   |                       |                |      |                          |     |                |                          |    |          |                          |    |                       |                                     |    |        |                          |    |          |                          |    |         |                      |             |

Update   Cancel

The Maint Mgt Cd must be set to **MAU** or **MNT** to be available for use in Work Orders.

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**DPAS** Schedule Preventive Maintenance



### Schedule Preventive Maintenance (PM)

- Automatically generate a Work Order based on selected criteria (e.g., every 3,000 miles or every 6 months)
- Process is optimized with timely updates of usage information

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**DPAS** Schedule Preventive Maintenance

| Search Criteria   |   |
|-------------------|---|
| Asset Id          | <input type="text" value="UIC003000015"/> ... |
| Stock Nbr         | <input type="text"/> ...                      |
| Serial Nbr        | <input type="text"/>                          |
| DOD Serial Nbr    | <input type="text"/>                          |
| UJI               | <input type="text"/>                          |
| Plan Name         | <input type="text"/> ...                      |
| Team Id           | Select an Item                                |
| Maint Sched Exist | Select an Item                                |

Navigate to **Maintenance > Sched Prevent Maint** to establish Work Orders based on Preventive Maintenance criteria. Search for the asset to be maintained.

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## Schedule Preventive Maintenance

|             |             |                  |               |
|-------------|-------------|------------------|---------------|
| Asset Id:   | UC003000015 | Stock Nbr:       | 2310010907704 |
| Serial Nbr: | BUS003      | COG Serial Nbr:  |               |
| Item Desc:  | BUS,MOTOR   | Util Measure Cd: | M - Miles     |
| Util:       |             |                  |               |

**Add**

|                     |                      |                       |   |                      |
|---------------------|----------------------|-----------------------|---|----------------------|
| *Plan Name          | <input type="text"/> | ...                   | Plan Id                                     | <input type="text"/> |
| Plan Desc           | <input type="text"/> |                       |   |                      |
| Plan Type           |                      | *Occurrence           | One Time                                    |                      |
| Team Id             | Select an item       | Schedule              | <input type="checkbox"/> f Asset Not In Use |                      |
| Priority            | Routine 1 - 5 days   | Schedule              | <input type="checkbox"/> f Saturday/Sunday  |                      |
| *Main Loc           | <input type="text"/> |                       |   |                      |
| Susp Until DT       | <input type="text"/> | Days Before Sched DT  | <input type="text"/>                        |                      |
| Susp Until Util Qty | <input type="text"/> | Set Sched Dt          | <input type="text"/>                        |                      |
|                     |                      | Set Sched Util Qty    | <input type="text"/>                        |                      |
|                     |                      | Sched Before Util Qty | <input type="text"/>                        |                      |

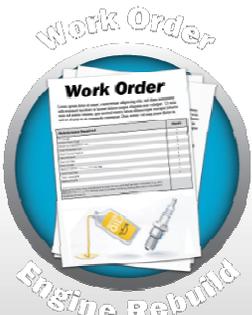
| Update/Delete          | Plan Type              | Plan Id | Plan Desc             | Occurrence | Recurring Mthd | Frequency  | Set Sched Dt | Last Main Dt | Sched Eff Dt | Set Sched Util Qty | Last Util Qty | Priority           |
|------------------------|------------------------|---------|-----------------------|------------|----------------|------------|--------------|--------------|--------------|--------------------|---------------|--------------------|
| <a href="#">Delete</a> | Preventive Maintenance | DJSSPW  | BUS SERVICE (RETRCON) | One Time   | Nct            | Applicable | 10/24/2012   |              |              | 1                  | 0             | Routine 1 - 5 days |

Select an existing **Plan Name** and choose an **Occurrence** to begin to establish criteria.

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## Work Order (WO)



### Work Order (WO)

The Work Order is the heart of the M&U process

- Tracks work performed on an asset with a uniquely assigned number
- Uses Work Plans or existing Work Orders to streamline build of WO
- Integrates with DPAS Supply Store

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**DPAS** Work Order

**Message of the Day**

**My Queries**

- WORK ORDER
- AWTNG ASGMT(5)**
- OPEN(17)
- PAST DUE(17)
- REQUESTED(7)

ASSET

DISPATCH

| Action Item   | Status | Asset Id     | Description          | Date       | Add Info             |
|---------------|--------|--------------|----------------------|------------|----------------------|
| 2012062700001 | ✖      | UIC003000016 | BUS.MOTOR            | 06/30/2012 | EXPEDITED I - 3 DAYS |
| 2012073100001 | ✖      | UIC003000008 | TRUCK, UTILITY, CLOT | 08/05/2012 | ROUTINE I - 5 DAYS   |
| 2011110300001 | ✖      | UIC003000013 | BUS.MOTOR            | 11/08/2011 | ROUTINE I - 5 DAYS   |
| 2011110300002 | ✖      | UIC003000014 | BUS.MOTOR            | 11/08/2011 | ROUTINE I - 5 DAYS   |
| 2011110300003 | ✖      | UIC003000015 | BUS.MOTOR            | 11/08/2011 | ROUTINE I - 5 DAYS   |

Many existing Work Orders can be accessed from the **M&U Dashboard** and are sorted by category.

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**DPAS** Work Order

**Maint and Util Prop**

- Maintenance > Utilizati
- Maint Asset Master
- Sched Prevent Maint
- Work Order**
- Wmty/Svc/Subscrip >
- Work Plan
- Work Plan Detail

**Search Criteria**

Work Order

Work Order Has Asset

Asset Id

Work Order Status Cd

Work Order Statc Cd

Priority Cd

Work Plan Type Cd

Created By (Dispatch)

Utl

Stock Nbr

Serial Nbr

CCD Serial Nbr

Team Id

Primary Tech

Customer Name

Estbd Dt From

Estbd Dt To

Navigate to **Maintenance > Work Order** to begin a new Work Order. Select the **Add** button to begin.

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**Work Order**

**Add Criteria**

\*Add: Work Order

**Add Work Order**

New Work Order

Using Work Order

Continue Cancel

You can add either a Work Order or Sub Work Order and can create them from scratch or base them on exiting Work Orders and Sub Work Orders.

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**Work Order**

Basic Customer Asset Info Publication(s) Wrnty/Svc/Sub

Work Order id: 0

Asset Id: JIC003000015

Item Desc: DUS\_MOTOR

\*Work Order Status Cd: O-Open

\*Priority Cd: 5-Routine 1 - 5 days

\*Work Order Reason: PMNT-Preventive Maintenc

Avail Dt: 10/18/2012

Receipt Dt: 10/18/2012

Approval Dt: 10/18/2012

Est Service End Dt: 10/23/2012

Return Dt: [Empty]

Job Order Nbr: [Empty]

Remarks: [Empty]

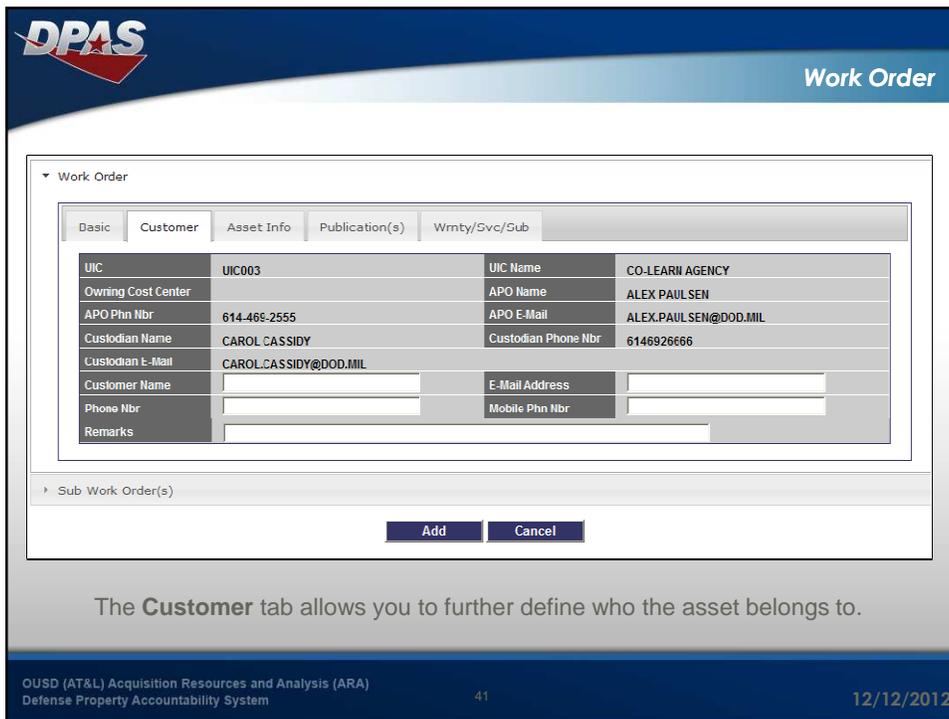
History Remarks: [Empty]

Sub Work Order(s)

Add Cancel

The **Work Order – Basic** tab details the overall work to be done.

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**DPAS** Work Order

Work Order

Basic Customer Asset Info Publication(s) Wrnty/Svc/Sub

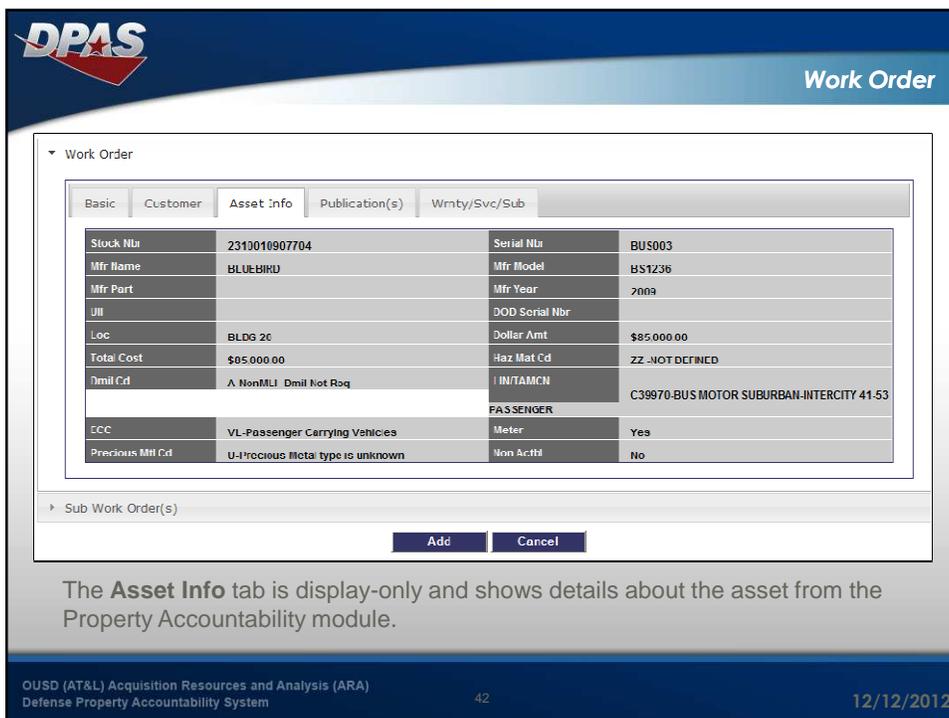
|                    |                       |                     |                      |
|--------------------|-----------------------|---------------------|----------------------|
| UIC                | UIC003                | UIC Name            | CO-LEARN AGENCY      |
| Owring Cost Center |                       | APO Name            | ALEX PAULSEN         |
| APO Phn Nbr        | 614-468-2555          | APO E-Mail          | ALEX.PAULSEN@DOD.MIL |
| Custodian Name     | CAROL CASSIDY         | Custodian Phone Nbr | 6146926666           |
| Custodian E-Mail   | CAROL.CASSIDY@DOD.MIL |                     |                      |
| Customer Name      |                       | E-Mail Address      |                      |
| Phone Nbr          |                       | Mobile Phn Nbr      |                      |
| Remarks            |                       |                     |                      |

Sub Work Order(s)

Add Cancel

The **Customer** tab allows you to further define who the asset belongs to.

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**DPAS** Work Order

Work Order

Basic Customer Asset Info Publication(s) Wrnty/Svc/Sub

|                 |                                  |                |   |
|-----------------|----------------------------------|----------------|---|
| Stock Nbr       | 2310010907704                    | Serial Nbr     | BUS003                                    |
| Mfr Name        | BLUEBIRD                         | Mfr Model      | BS1236                                    |
| Mfr Part        |                                  | Mfr Year       | 2009                                      |
| UIC             |                                  | DOD Serial Nbr |   |
| Loc             | BLDG 2C                          | Dollar Amt     | \$85,000.00                               |
| Total Cost      | \$85,000.00                      | Haz Mat Cd     | ZZ -NOT DEFINED                           |
| Dmil Cd         | A NonMLU Dmil Not Req            | I IN/TAMCN     | C39970-BUS MOTOR SUBURBAN-INTERCITY 41-53 |
| ECC             | VL-Passenger Carrying Vehicles   | PASSENGER      |   |
| Previous Mfr Cd | U-Indecius Metal type is unknown | Meter          | Yes                                       |
|                 |                                  | Non Actl       | No  |

Sub Work Order(s)

Add Cancel

The **Asset Info** tab is display-only and shows details about the asset from the Property Accountability module.

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**DPAS** Work Order

▼ Work Order

Basic | Customer | Asset Info | **Publication(s)** | Wrnty/Svc/Sub

| Publication Dt | Publication TI | Publication Nbr |
|----------------|----------------|-----------------|
| 12/15/2011     | MAINT MANUAL   | MFBUS45336      |

► Sub Work Order(s)

If the asset's Stock Number has Reference Publications associated with it, they will display on the **Publication(s)** tab.

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**DPAS** Work Order

▼ Work Order

Basic | Customer | Asset Info | Publication(s) | **Wrnty/Svc/Sub**

No contract line details associated with the selected asset(s) were found.

► Sub Work Order(s)

If an asset has Warranty/Service/Subscriptions associated, they will display on the **Wrnty/Svc/Sub** tab for reference.

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The **Sub Work Order – Basic** tab details the actual work to be done.

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Defense Property Accountability System 45 12/12/2012

The **Labor** tab is used to document the Labor Costs for the Sub Work Order.

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Defense Property Accountability System 46 12/12/2012

**Sub Work Order**

Work Order

Sub Work Order(s) 01 New Delete

Basic Labor Task(s) Part(s) Tool(s)/Equipment Cert(s)

\*Step Desc  
 Allowable Result  
 Actual Result

Save Reset

| Edit | Delete | Task Desc   | Allowable Result                                 | Actual Result |
|------|--------|---|--|---------------|
| Edit | Delete | BREAK PADS THICKNESS ON ALL 4 TIRES                   | ACCEPTABLE THICKNESS FOR SPECIFIC VEHICLE        |               |
| Edit | Delete | BRAKE ROTOR INSPECTION ON ALL 4 TIRES                 | ACCEPTABLE THICKNESS FOR SPECIFIC ROTOR          |               |
| Edit | Delete | TIRE TREAD DEPTH ON ALL 4 TIRES                       | GREATER THAN 3/32                                |               |
| Edit | Delete | FRONT UPPER AND LOWER BALL JOINTS ON BOTH FRONT TIRES | SHOWS NO WEAR                                    |               |
| Edit | Delete | BEARING CHECK   | PROPERLY LUBRICATED                              |               |
| Edit | Delete | CV JOINT CHECK  | MINIMAL WEAR                                     |               |
| Edit | Delete | LUBE JOB FOR SUSPENSION AND STEERING COMPONENTS       | LUBRICATE ALL SUSPENSION AND STEERING COMPONENTS |               |

Add Cancel

The Task(s) to be performed for the Sub Work Order are documented on the **Task(s)** tab.

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**Sub Work Order**

Work Order

Sub Work Order(s) 01 New Delete

Basic Labor Task(s) Part(s) Tool(s)/Equipment Cert(s)

Required  \*Parts Required Qty

Parts Ordered Qty Parts Received Qty

\*Part Desc

Mfr Name Mfr Part Nbr

\*Unit Cost Parts Warranty

Save Reset

| Edit | Delete | Req | Qty Req | Qty Ord | Qty Rcv | Part Desc               | Mfr Name | Mfr Part Nbr | SKU | SKU Desc | Unit Cost | Total Cost |
|------|--------|-----|---------|---------|---------|-------------------------|----------|--------------|-----|----------|-----------|------------|
| Edit | Delete | Yes | 1       | 0       | 1       | TUDE, CIASQI... GRABBER |          |              |     |          | \$0.40    | \$0.40     |

Add Cancel

The **Part(s)** tab is used to document the Non-Labor Costs associated with the Sub Work Order.

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The **Tool(s)/Equipment** tab allows you to document those items needed to perform the Task(s) for the Sub Work Order.

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The **Cert(s)** tab displays Certifications specified from a Work Plan as recommended for personnel completing the Sub Work Order Task(s).

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Defense Property Accountability System 50 12/12/2012

**DPAS** Completed Work Order

| Transaction Status      |                 |                    |                                      |
|-------------------------|-----------------|--------------------|--------------------------------------|
| Process Queue Id: 23079 |                 |                    |                                      |
| Status                  | Action Required | Details            |                                      |
| Success                 | None            | Work Order         | 2012101800001                        |
| Success                 | None            | Sub Work Order     | 2012101800001-01 Inserted            |
| Success                 | None            | Management Message | Message for 2012101800001-01 created |
| Success                 | None            | Asset Master       | Asset Updated                        |

Once a Work Order is submitted, the **Transaction Status** page will display the Work Order Id. You may also see the **Work Order Report** by selecting the **View** button.

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 Defense Property Accountability System
 
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**DPAS**

# Closing a Work Order

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 Defense Property Accountability System
 
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Return to the **Work Order Search Criteria** page and enter the **Work Order Id**. Select **Search**.

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Defense Property Accountability System

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Select the **Update** hyperlink if closing only one Work Order.

| Sub Work Order(s) | Select/Deselect          | Update                 | Work Order Id | Work Order Status Cd | Priority Cd          | Asset Id     | Item Desc | Stock Nbr     | Serial Nbr | DOD Serial Nbr |
|-------------------|--------------------------|------------------------|---------------|----------------------|----------------------|--------------|-----------|---------------|------------|----------------|
| ↩                 | <input type="checkbox"/> | <a href="#">Update</a> | 201210180001  | O-Open               | 5-Routine I - 5 days | UIC003000015 | BUS,MOTOR | 2310010907704 | BUS003     |                |

Print Continue Cancel

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

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Work Order

Work Order

| Basic                 |                             | Customer           | Asset Info               | Publication(s)       | Attachment(s) | Wnty/Svc/Sub |
|-----------------------|-----------------------------|--------------------|--------------------------|----------------------|---------------|--------------|
| Work Order Id         | 201210180001                |                    |                          |                      |               |              |
| Asset Id              | J1CC0300015                 |                    | Item Desc                | BUS MOTOR            |               |              |
| *Work Order Status Cd | C-Closed                    |                    | *Priority Cd             | 5-Routine 1 - 5 days |               |              |
| *Work Order Reason    | PMNI-Preventive Maintenance |                    |                          |                      |               |              |
| Avail Dt              | 10/18/2012                  | Receipt Dt         | 10/18/2012               |                      |               |              |
| Approval Dt           | 10/18/2012                  | Est Service End Dt | 10/23/2012               |                      |               |              |
| Return Dt             | 10/18/2012                  | Job Order Nbr      |                          |                      |               |              |
| Unavail Maint Days    |                             | Unavail Sply Days  |                          |                      |               |              |
| Total Util Qty        |                             | Replacement        | <input type="checkbox"/> |                      |               |              |
| Current Mtr Reading   | 1500                        |                    |                          |                      |               |              |
| Remarks               |                             |                    |                          |                      |               |              |
| History Remarks       |                             |                    |                          |                      |               |              |

Sub Work Order(s)

Change the **Work Order Status Cd** to **C-Closed**. Complete the remaining required fields such as **Current Mtr Reading**.

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Defense Property Accountability System
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Work Order

Work Order

Sub Work Order(s)

| Sub Work Order(s)     |                           | 01    | New                | Delete                      |                   |         |
|-----------------------|---------------------------|-------|--------------------|-----------------------------|-------------------|---------|
| Basic                 |                           | Labor | Task(s)            | Part(s)                     | Tool(s)/Equipment | Cert(s) |
| *Work Order Status Cd | CMP - Work Order complete |       | *Sub Priority Cd   | 5-Routine 1 - 5 days        |                   |         |
| *Work Order Desc      | 2CPTINSPECTION            |       | *Work Plan Type Cd | PREV-Preventive Maintenance |                   |         |
| *Serviced By          | INTRNL-Internal           |       | Team               | TEAMA-TEAM ALPHA            |                   |         |
| *Primary Tech         | WHITAMB1-WHITE, AMBER     |       | *Maint Loc         | BAY 3                       |                   |         |
| *Requested Service    | 2C POINT INSPECTION       |       | Service Performed  | INSPECTED                   |                   |         |
| Est Hours             | 3.00                      |       | Actual Hours       | 1.50                        |                   |         |
| Est Labor Cost        | \$5.00                    |       | Labor Cost         | 27.00                       |                   |         |
| Est Non-Labor Cost    | \$5.00                    |       | Non-Labor Cost     | 3.48                        |                   |         |
| Service Start Dt      | 10/18/2012                |       | Service End Dt     | 10/18/2012                  |                   |         |
| Remarks               |                           |       |                    |                             |                   |         |

Update the **Work Order Status Cd** for each Sub Work Order. Enter a **Service Performed** and **Service End Dt**. Choose **Update** to close the Work Order.

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Defense Property Accountability System
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DPAS M&U Work Order

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# Inquiries

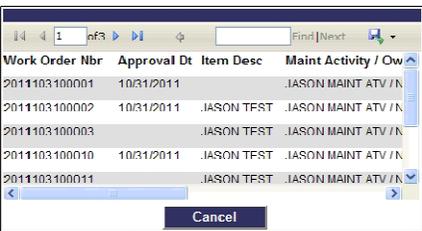
DUPLICATE?

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 Defense Property Accountability System

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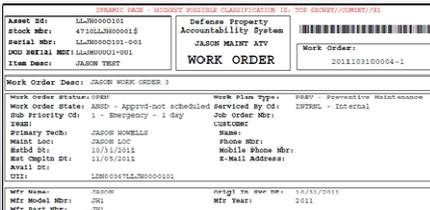
## Inquiries and Reports



| Work Order Nbr | Approval Dt | Item Desc   | Maint Activity / Ow  |
|----------------|-------------|-------------|----------------------|
| 2011103100001  | 10/31/2011  |             | .JASON MAINT ATV / N |
| 2011103100002  | 10/31/2011  | .JASON TEST | .JASON MAINT ATV / N |
| 2011103100003  |             | .JASON TEST | .JASON MAINT ATV / N |
| 2011103100010  | 10/31/2011  | .JASON TEST | .JASON MAINT ATV / N |
| 2011103100011  |             | .JASON TEST | .JASON MAINT ATV / N |

### Inquiries and Reports

- Within DPAS, all maintenance inquires are user initiated which allows you to define your search criteria.
- Reports provide predefined output based on your WO and Utilization data.



**Asset Id:** LLS00000101  
**Stock Nbr:** 4710LJ0000010  
**Serial Nbr:** LLS00000101-001  
**POD SERIAL NBR:** LLS000001-001  
**Item Desc:** JASON TEST

**Defense Property Accountability System**  
**JASON MAINT ATV**  
**WORK ORDER**

**Work Order Desc:** JASON WORK ORDER 3  
**Work Order Status:** OPEN  
**Work Plan Type:** PRVY - Preventive Maintenance  
**Work Order Status:** APPD - Approved scheduled services by Cdr  
**Sub Priority Cd:** 1 - Emergency - 1 day  
**Job Order Nbr:** 2011103100004-1  
**PRVY:** CUSTOM  
**PRIMARY TECH:** JASON SCHELLS  
**MAINT LOC:** JASON LOC  
**Start Dt:** 10/31/2011  
**Est Opclin Dt:** 11/05/2011  
**Avail Dtl:** LSS0-0347LSJ00000101  
**UFI:** LSS0-0347LSJ00000101  
**WFR Nbr:** JASON  
**MFR Model Nbr:** 001  
**MFR Part Nbr:** 001  
**origl to aw Nbr:** 10/31/2011  
**MFR Year:** 2011

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 Defense Property Accountability System

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**DPAS** Conclusion

Defense Property Accountability System  
**DPAS**  
Maint. & Util.



**Conclusion**

- Benefits of the DPAS M&U module
- Introduced the M&U Roles
- Bridging the PA and M&U modules
- Master Data Processes
- M&U Work Order Process

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Defense Property Accountability System  
**DPAS**

## For More Information

**Columbus Call Center**  
[cco-ccc@dfas.mil](mailto:cco-ccc@dfas.mil)  
580-6975 DSN  
216-522-6975 Comm  
866-498-8687 Toll Free

**Training (Online, Instructor led, Webinar)**  
[cco-dpastrng@dfas.mil](mailto:cco-dpastrng@dfas.mil)

**DPAS eLearning**  
<http://dpaselearning.golearnportal.org>

**DPAS Support Site**  
<http://dpasupport.golearnportal.org>



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Property and Equipment Policy  
KNOWLEDGE. CONFIDENCE. TRUST.

12/12/2012