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Subject: DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS)//

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SUBJ/DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS)//
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NARR/REF A DESIGNATED DPAS AS THE MIGRATORY SYSTEM FOR ALL DOD REAL AND PERSONAL PROPERTY. REF B PROMULGATED THE NAVY STRATEGY IN IMPLEMENTING DPAS. REF C, FINANCIAL MANAGEMENT REGULATION (FMR) 7000.14-R, VOL 4 CHAPTER 6, REQUIRES DOD COMPONENTS TO CONDUCT 100 PER CENT PHYSICAL INVENTORIES OF PERSONAL PROPERTY EVERY THREE YEARS.
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RMKS/1. THIS MSG SHOULD BE WIDELY DISTRIBUTED TO ALL LOWER ECHELON COMMANDS AND ALL PERSONNEL WITHIN MAJOR CLAIMANT STAFFS IN LOGISTICS, COMPTROLLER AND INFO TECHNOLOGY FUNCTIONS WHO HAVE COGNIZANCE/DUTIES INVOLVING FINANCIAL REPORTING, ACCOUNTABILITY, AND SYSTEMS MANAGEMENT OF PERSONAL PROPERTY (CAPITAL AND MINOR PROPERTY).

2. THIS MSG IS THE SECOND IN A SERIES OF CONTINUING DPAS UPDATES TO PROVIDE INFORMATION AND STATUS CONCERNING THE IMPLEMENTATION OF DPAS WITHIN THE U.S. NAVY. PER REFS A AND B, DON HAS SELECTED DPAS, AN AUTOMATED MANAGEMENT SYSTEM FOR ACCOUNTABILITY AND FINANCIAL REPORTING OF PERSONAL PROPERTY ASSETS, AS ITS STANDARD PERSONAL PROPERTY ACCOUNTABILITY SYSTEM. ALL NAVY ACTIVITIES ARE REQUIRED TO CONVERT EXISTING PERSONAL PROPERTY MANAGEMENT SYSTEMS TO DPAS.

3. FY 2000 DPAS FIELDING SCHEDULE. THE NAVY'S ORIGINAL FY 2000 SCHEDULE LIMITED DPAS CONVERSION TO ONLY A FEW CLAIMANTS. THIS SCHEDULE WAS SUBSEQUENTLY EXPANDED TO REQUIRE CONVERSION OF ACTIVITIES ACROSS MOST CLAIMANCIES, FOCUSING INITIALLY ON THOSE GENERAL FUND COMMANDS/ACTIVITIES THAT HOLD CAPITAL ASSETS. BOTH CAPITAL ASSETS (\$100K OR MORE) AND MINOR PROPERTY (\$2.5K TO \$99K)
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WILL BE LOADED INTO DPAS AT THESE ACTIVITIES. THE REVISED SCHEDULE CAPTURES ESSENTIALLY 92 PERCENT OF THE NAVY'S GENERAL FUND CAPITAL ASSET INVENTORY ON DPAS IN FY 2000. BY SEPTEMBER 2000, DPAS IS EXPECTED TO INTERFACE WITH STARS AND AUTOMATICALLY POST TO THE STANDARD GENERAL LEDGER. NAVY'S IMPLEMENTATION PLAN HAS BEEN BRIEFED AND APPROVED UP THROUGH THE UNDER SECRETARY OF DEFENSE LEVEL AND ITS DPAS FIELDING SCHEDULE HAS BEEN PROMULGATED TO RESPECTIVE COMPTROLLERS OF MAJOR CLAIMANTS VIA EMAIL. CLAIMANTS HAVE BEEN ASKED TO PROVIDE SELECTED INFORMATION NEEDED BY THE DPAS IMPLEMENTATION TEAM INCLUDING: ACTIVITY ADDRESS, DPAS POC, POC PHONE NUMBER, POC EMAIL ADDRESS, CURRENT PROPERTY SYSTEM, AND DATE OF LAST WALL-TO-WALL INVENTORY.

4. DPAS INVENTORY. PER REF C, PHYSICAL INVENTORIES OF PERSONAL PROPERTY ARE REQUIRED EVERY THREE YEARS. HOWEVER, TO ENSURE DPAS

DATA FIDELITY, IT IS IMPERATIVE THAT EACH ACTIVITY CONDUCT A COMPLETE WALL-TO-WALL INVENTORY (FLOOR TO BOOK: BOOK TO FLOOR) OF ALL PERSONAL PROPERTY AND RECONCILE THAT INVENTORY WITH THEIR RESPECTIVE OPLOC WITHIN THE 6 MONTH PERIOD PRIOR TO DPAS CONVERSION. DETAILED INVENTORY AND OPLOC RECONCILIATION PROCEDURES WILL BE PROVIDED SEPARATELY BY EMAIL WITHIN THE NEXT 30 DAYS.

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5. REPORTING REQUIREMENT. COMMANDS WITH DPAS CONVERSION DATES FROM 1 JAN 1999 THROUGH 31 DEC 2000 ARE REQUIRED TO REPORT SCHEDULED/ACTUAL INVENTORY AND OPLOC RECONCILIATION DATES VIA LETTER OR MSG TO THEIR MAJOR CLAIMANTS. MAJOR CLAIMANTS ARE REQUIRED TO SUMMARIZE THIS INFORMATION AND PROVIDE A MONTHLY STATUS REPORT TO THE DIRECTOR, FINANCIAL OPERATIONS (FMO) IN THE OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY (FINANCIAL, MANAGEMENT & COMPTROLLER) COPY TO CHIEF OF NAVAL OPERATIONS (N41D). THOSE SITES CONVERTED IN FY99 THAT DID NOT PERFORM AN INVENTORY AND/OR OPLOC RECONCILIATION, SHOULD ACCOMPLISH BOTH AS SOON AS POSSIBLE AND PREFERABLY IN THE NEXT SIX MONTHS. THE FIRST REPORT IS DUE ON 15 JAN 2000 AND MONTHLY THEREAFTER ON THE 15TH.

6. DPAS BAR-CODING POLICY. ALL CAPITALIZED PROPERTY, MINOR PROPERTY AND PILFERABLE PROPERTY SHOULD BE BAR-CODED. THE MAXIMUM BAR-CODE FIELD LENGTH ALLOWED BY DPAS IS 10 CHARACTERS/NUMBERS. CURRENTLY NAVY IS IN THE PROCESS OF ESTABLISHING A STANDARD NAVY BAR-CODE POLICY FOR PERSONAL PROPERTY AND EQUIPMENT. THIS POLICY WILL PROVIDE STANDARD PROCEDURES FOR BAR-CODING, ADDRESS HARDWARE/SOFTWARE COMPATIBILITY AND SPECIFY BAR-CODE FORMAT. ALTHOUGH OFFICIAL POLICY HAS NOT BEEN RELEASED, IT IS ANTICIPATED THAT STANDARD BAR-CODE

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FORMAT WILL BE 10 DIGITS IN LENGTH (FIVE DIGIT UIC PLUS FIVE ALPHA/NUMERIC CHARACTERS). DOD IS COMMITTED TO ADOPTING BEST COMMERCIAL PRACTICES AND WE WILL CONTINUE TO RESEARCH THIS TO ENSURE ANY BAR-CODE STRATEGY IS CONSISTENT WITH DOD POLICY.

7. NAVY ACTIVITIES THAT HAVE IMPLEMENTED DPAS. ONCE AN ACTIVITY IMPLEMENTS DPAS, IT IS IMPERATIVE THAT DPAS BE THE SOLE SYSTEM FOR TRACKING PERSONAL PROPERTY FOR ASSETS \$2500 AND ABOVE TO ENSURE FULL ACCOUNTABILITY AND SUSTAINABILITY OVER THE LONG TERM. PERIODIC FOLLOW-UP BY THE MAJOR CLAIMANT TO LOWER ECHELON COMMANDS TO ENSURE THAT DPAS IS BEING UTILIZED IS CRITICAL.

8. DPAS WEB HOMEPAGE. THE DPAS DOD WEB HOMEPAGE ADDRESS IS: WWW.DPASWEB1.DAY.DISA.MIL. THIS IS AN EXCELLENT SOURCE FOR DPAS INFORMATION. ALL PERSONNEL INVOLVED IN THE MANAGEMENT AND ADMINISTRATION OF PERSONAL PROPERTY SHOULD BECOME FAMILIAR WITH THIS SITE.

9. YOUR COOPERATION AND ASSISTANCE ARE NEEDED TO ENSURE ACCURATE AND TIMELY IMPLEMENTATION OF DPAS THROUGHOUT THE NAVY. ADDITIONALLY, YOUR HELP IN ENSURING THAT PRELIMINARY INVENTORIES, DPAS OPLOC RECONCILIATIONS, AND OVERALL DATA CLEAN-UP ARE EXECUTED ACCURATELY AND TIMELY IS EXTREMELY IMPORTANT.//

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