



# Property and Equipment Policy

## Defense Property Accountability System Maintenance and Utilization Module

OUUSD(AT&L)/ARA  
Property and Equipment  
Policy

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# DPAS Maintenance & Utilization

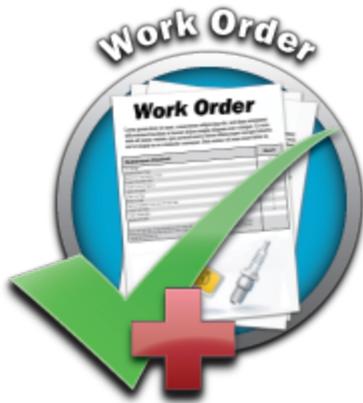


The DPAS Maintenance & Utilization module provides a place within DPAS to seamlessly:

- Identify, setup and track work performed on an asset.
- Record asset utilization information.
- Accurately maintain Dispatch records.



# 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.



# 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 Dispatch Officer
  - Full access to the M&U module for dispatching assets
- M&U Dispatch Specialist
  - Create and manage Operators and Addresses
  - Track utilization data for profiled assets
  - Dispatch assets
- M&U Data Inquiry
- M&U Reports and Forms Generation





# Establishing Work Plans



# 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.



# Work Plan Details

Task(s)			
Plan Id	TIRERPAIR	Plan Type Cd	MINR - Minor Repair
Plan Name	TIRE REPAIR	Plan Desc	TIRE REPAIR
*Step Desc	<input type="text"/>		
Allowable Result	<input type="text"/>		
<input type="button" value="Save"/>			
<a href="#">Edit</a>	<a href="#">Delete</a>	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>	REPALCE TIRE	PLACE TIRE BACK ON VEHICLE
<input type="button" value="Update"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

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



# 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"/>	<input type="button" value="..."/>	SKU Desc		<input type="text"/>			
<input type="button" value="Save"/>								
<a href="#">Edit</a>	<a href="#">Delete</a>	Qty	Part Desc	Req	Mfr Name	Mfr Part Nbr	SKU	SKU Desc
<a href="#">Edit</a>	<a href="#">Delete</a>	1	TIRE BALANCING WEIGHT	N				
<input type="button" value="Update"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>								

You can document the **Part(s) and Cost of parts** needed to complete the Work Plan.



# Work Plan Details

Tool(s)/Equip			
Plan Id	TIRERPAIR	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"/>
<a href="#">Save</a>			
<a href="#">Edit</a>   <a href="#">Delete</a>	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
<a href="#">Update</a> <a href="#">Reset</a> <a href="#">Cancel</a>			

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



# Work Plan Details

Certification(s)			
Plan Id	TIREREPAIR	Plan Type Cd	MINR - Minor Repair
Plan Name	TIRE REPAIR	Plan Desc	TIRE REPAIR
*Certification Name	<input type="text" value="Select an Item"/>		
Certification Desc			

[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.



# Schedule Preventive Maintenance

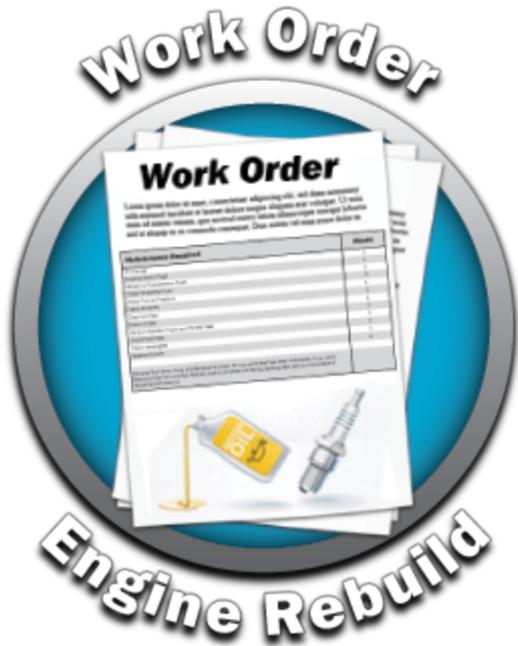


## Schedule Preventive Maintenance (PM)

- 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



# 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



# 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	Addl Info
<a href="#">2012062700001</a>	✘	UIC003000016	BUS,MOTOR	06/30/2012	EXPEDITED I - 3 DAYS
<a href="#">2012073100001</a>	✘	UIC003000008	TRUCK, UTILITY, CLOT	08/05/2012	ROUTINE I - 5 DAYS
<a href="#">2011110300001</a>	✘	UIC003000013	BUS,MOTOR	11/08/2011	ROUTINE I - 5 DAYS
<a href="#">2011110300002</a>	✘	UIC003000014	BUS,MOTOR	11/08/2011	ROUTINE I - 5 DAYS
<a href="#">2011110300003</a>	✘	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.



# Work Order

▼ Work Order

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

Work Order Id	0		
Asset Id	UIC003000015	Item Desc	BUS,MOTOR
*Work Order Status Cd	O-Open	*Priority Cd	5-Routine I - 5 days
*Work Order Reason	PMNT-Preventive Maintenanc		
Avail Dt	10/18/2012	Receipt Dt	10/18/2012
Approval Dt	10/18/2012	Est Service End Dt	10/23/2012
Return Dt		Job Order Nbr	
Remarks			
History Remarks			

► Sub Work Order(s)

Add Cancel

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



# Sub 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 State Cd	AIPR - Apprvd-in progress	*Sub Priority Cd	5-Routine I - 5 days
*Work Order Desc	20PTINSPECTION	*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	20 POINT INSPECTION	Service Performed	
Est Hours	3.00	Actual Hours	0.00
Est Labor Cost	55.00	Labor Cost	0.00
Est Non-Labor Cost	5.00	Non-Labor Cost	0.00
Service Start Dt	10/18/2012	Service End Dt	
Remarks			

[Add] [Cancel]

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



# Sub Work Order

Work Order

Sub Work Order(s)

Sub Work Order(s) 01

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

\*Tech

\*Labor Rate  \*Labor Hours

Edit	Delete	Tech	Labor Hours	Labor Rate	Labor Cost
<a href="#">Edit</a>	<a href="#">Delete</a>	LEWIS, ROBERT	1.50	\$18.00	\$27.00

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



# 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

Cancel

## Inquiries and Reports

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

DYNAMIC PAGE - HIGHEST POSSIBLE CLASSIFICATION IS: TOP SECRET//COMINT//X1

Asset Id: LLJH0000101	Defense Property Accountability System	
stock Nbr: 4710LLJH00001\$	JASON MAINT ATV	Work Order: 2011103100004-1
Serial Nbr: LLJH0000101-001	<b>WORK ORDER</b>	
DoD Serial Nbr: LLJH00001-001		
Item Desc: JASON TEST		

Work Order Desc: JASON WORK ORDER 3

Work order Status: OPEN	Work Plan Type: PREV - Preventive Maintenance
Work Order State: ANSD - Apprvd-not scheduled	Serviced By Cd: INTERNL - Internal
Sub Priority Cd: 1 - Emergency - 1 day	Job Order Nbr:
Team:	Customer:
Primary Tech: JASON HOWELLS	Name:
Maint Loc: JASON LOC	Phone Nbr:
Estbd Dt: 10/31/2011	Mobile Phone Nbr:
Est Cmpltn Dt: 11/05/2011	E-Mail Address:
Avail Dt:	
UII: LD800367LLJH0000101	

Mfr Name: JASON	origl in svc Dt: 10/31/2011
Mfr Model Nbr: JH1	Mfr Year: 2011
Mfr Part Nbr: JH1	



# Recording Utilization



# Work Order

▼ Work Order

Basic	Customer	Asset Info	Attachment(s)	Wrnty/Svc/Sub
Work Order Id	2012071600003			
Asset Id	MAR238678		Item Desc	VEHICLE - MAR MAINT TEST
*Work Order Status Cd	C-Closed		*Priority Cd	3-Expedited I - 3 days
*Work Order Reason	PRST-Preservation - Storage			
Avail Dt			Receipt Dt	07/16/2012
Approval Dt	12/11/2012		Est Service End Dt	07/19/2012
Return Dt	12/11/2012		Job Order Nbr	
Unavl Maint Days			Unavl Sply Days	
Total Util Qty	20.00		Replacement	<input type="checkbox"/>
Current Mtr Rdng	20.00			
Remarks				
History Remarks				

▶ Sub Work Order(s)

The **Current Meter Rdng** field must be entered when completing a Work Order.



# Dispatch Return

Basic		Utilization		Customer		Asset Info		Attachment(s)	
Dispatch Id	AA2012102500006			Equip Pool	AA - SAT				
*Dispatch Sts Cd	RC-Return - Closed								
*Dispatch Ctgr	UTILITY - UTIL VEH			*Sub Ctgr	GPS - WITH GPS				
Est Issue Dt/Tm	10/25/2012		7:00 AM	Est Return Dt/Tm	12/25/2012		5:00 PM		
Asset Id	MAMAUA323006			Item Desc	TRUCK,CARGO				
*Dispatch Purpose	TR-Training			Dispatch Desc					
*Issue Dt/Tm	11/26/2012		7:00 AM	*Return Dt/Tm	11/28/2012		5:00 PM		
*Dispatcher	KDOLEMAN - DOLEMAN, KEITH			*Dispatched To	SMITRON - SMIT, RON				
Cost Center				Trip Cost	0.00				
Loc	WAREHOUSE			Sub Loc					
Dispatch Unavl Cd	6-N/A								
Remarks									
				Update		Cancel			

When an asset is returned, you have the option to record the final meter reading.



# Dispatch Return

Basic	Utilization	Customer	Asset Info	Attachment(s)
Last Mtr Rdng	6600.00			
Create New	<input checked="" type="checkbox"/>			
*Start Mtr Rdng	<input type="text" value="6600.00"/>			
*Util On Base	<input type="text" value="12.00"/>		*Util Off Base	<input type="text" value="0.00"/>
*End Mtr Rdng	<input type="text" value="6935.00"/>			
*Util On Base	<input type="text" value="335.00"/>		*Util Off Base	<input type="text" value="0.0"/>
Days Used	<input type="text"/>		Days Idle	<input type="text"/>
Days Unaval	<input type="text"/>			

The **Utilization** tab allows data entry for Utilization (and Fuel Usage).



# Record Utilization - Multiple

Mass Rptd Dt Change:

History Remarks:

**Report Util - Multiple**

Asset Id	Item Desc	*Rptd Dt	*Current Mtr Rdng	Util On Base	Util Off Base	Days Used	Days Not Used	Days Unavl	Replacement Mtr Rdng	Tran Ref
<a href="#">MAMAUA323002</a>	TRUCK,CARGO	11/27/2012	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0.00"/>	
<a href="#">MAMAUA323003</a>	TRUCK,CARGO	11/27/2012	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0.00"/>	
<a href="#">MAMAUA323004</a>	TRUCK,CARGO	11/27/2012	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0.00"/>	
<a href="#">MAMAUA323005</a>	TRUCK,CARGO	11/27/2012	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0.00"/>	
Total Util Qty = 4699.00		12	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="0.00"/>	

Ull =  
LIN/TAMCN = T62044  
Loc = WAREHOUSE  
Ohi Percent = 35

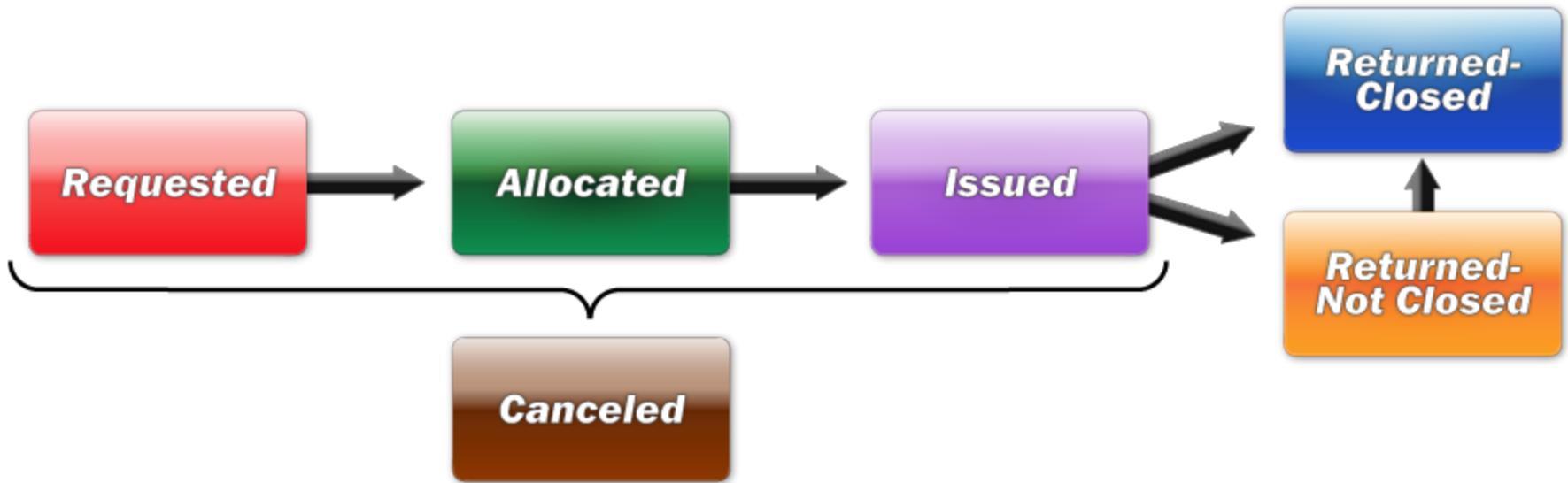
Hovering the mouse over the **Asset Id** displays a pop-up of its basic information.



# Dispatching Assets



# Steps of a Dispatch





# M&U Dashboard

Message of the Day

My Queries

- WORK ORDER
- ASSET
- DISPATCH
  - UNAVAILABLE ASSETS(1)
  - PENDING RETURN(3)**
  - REQUESTED(1)
  - PENDING DISPATCHES(1)
  - OVER DUE RETURNS(2)
  - OVER DUE REQUESTS(1)

Refresh

Actions | Calendar

### PENDING RETURN

Action Item	Status	Asset Id	Description	Date	Add Info
<a href="#">TR2012070300004</a>	✖	UIC003000030	TRUCK,CARGO	05/17/2012	DISPATCHED TO: WILLIAM SCOTT
<a href="#">UT2012100300001</a>	✔	DONW00000305	TRUCK, UTILITY, 4X4	10/31/2012	DISPATCHED TO: WILLIAM SCOTT
<a href="#">U...</a>			TRUCK, UTILITY		DISPATCHED TO:

Actions | Calendar

### PENDING RETURN

October 2012

Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

You may use the M&U Dashboard as an easy way to manage your Dispatched assets using either the Actions or Calendar view.



# Dispatch - Issue

Basic		Customer		Asset Info		Attachment(s)		License(s)	
Dispatch Id	UT2012101900001			Equip Pool	UT - UTILITY TRUCKS				
*Dispatch Sts Cd	IS-Issued								
*Dispatch Ctgr	UTILITY - TRUCK, UTILITY			*Sub Ctgr	CARGO - TRUCK, UTILITY, CARGO				
Est Issue Dt/Tm	10/22/2012	7:00 AM		Est Return Dt/Tm	10/25/2012	5:00 PM			
Asset Id	UIC003000012			Item Desc	TRUCK, UTILITY, CLOT				
*Dispatch Purpose	BS-Base Support			Dispatch Desc	EQUIP MOVE				
*Issue Dt/Tm	10/22/2012	7:00 AM							
*Dispatcher	MOBRIAN - O'BRIAN, MOLLY			*Dispatched To	KNOTJEF1 - KNOTT, JEFFREY				
Cost Center				Trip Cost	0.00				
Loc	BLDG 10			Sub Loc					
Remarks									
				Update	Cancel				

Once an individual takes possession of the Dispatched asset, the **Dispatch Status Code** is change to *Issued* and an **Issue Date** and **Time** are required.



# Equipment Utilization Form

Asset Id:		DEFENSE PROPERTY ACCOUNTABILITY SYSTEM <b>EQUIPMENT UTILIZATION          FORM</b>				Dispatch Id:					
Stock Nbr:											
Serial Nbr:											
DoD Serial Nbr:											
Item Desc:											
UUI:											
LIN/TAMCN:				Dispatched To:							
Dispatch Ctgr:				Cost Center:							
Sub Ctgr:				Phone Nbr:							
Equip Pool:				Mobile Nbr:							
DSPH/SUPV SIGNATURE INDICATES OPERATOR IS AUTHORIZED TO USE EQUIPMENT. OPERATOR SIGNATURE INDICATES ACCEPTEANCE OF RESPONSIBILITY FOR PM CHECKS AND EQUIPMENT.							<b>Check Appropriate Box:</b> U - Day In Use I - Day Not Used N - Day Unavailable				
Date Util	Starting		Ending		Operator's Signature	U	I	N	Fuel Qty	Fuel Type	Off Base
	Time	Mtr Rdg	Time	Mtr Rdg							

The Equipment Utilization Form can be used to manually track utilization for a Dispatched asset.



# Questions? Comments?

Contact us at:

[Deric.Sims@osd.mi](mailto:Deric.Sims@osd.mi)

For general questions  
and information,  
visit our website:

[http://www.acq.osd.mil/pepolicy/accountability/accountability\\_fleet.html](http://www.acq.osd.mil/pepolicy/accountability/accountability_fleet.html)

# Thank You!

