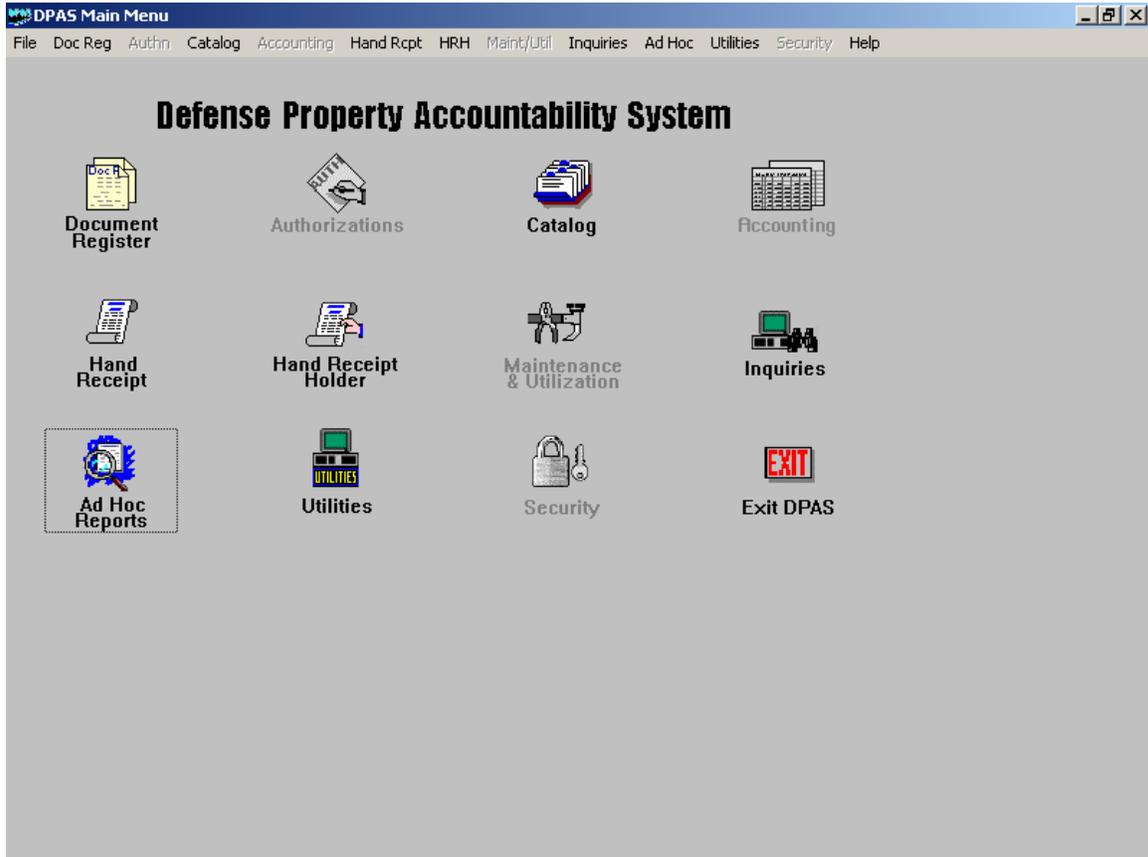


# DPAS

## Defense Property Accountability System



## HAND RECEIPT HOLDER & PROPERTY CUSTODIAN MANUAL July 2006

# DEFENSE PROPERTY ACCOUNTABILITY SYSTEM

## TABLE OF CONTENTS

### INTRODUCTION TO DPAS

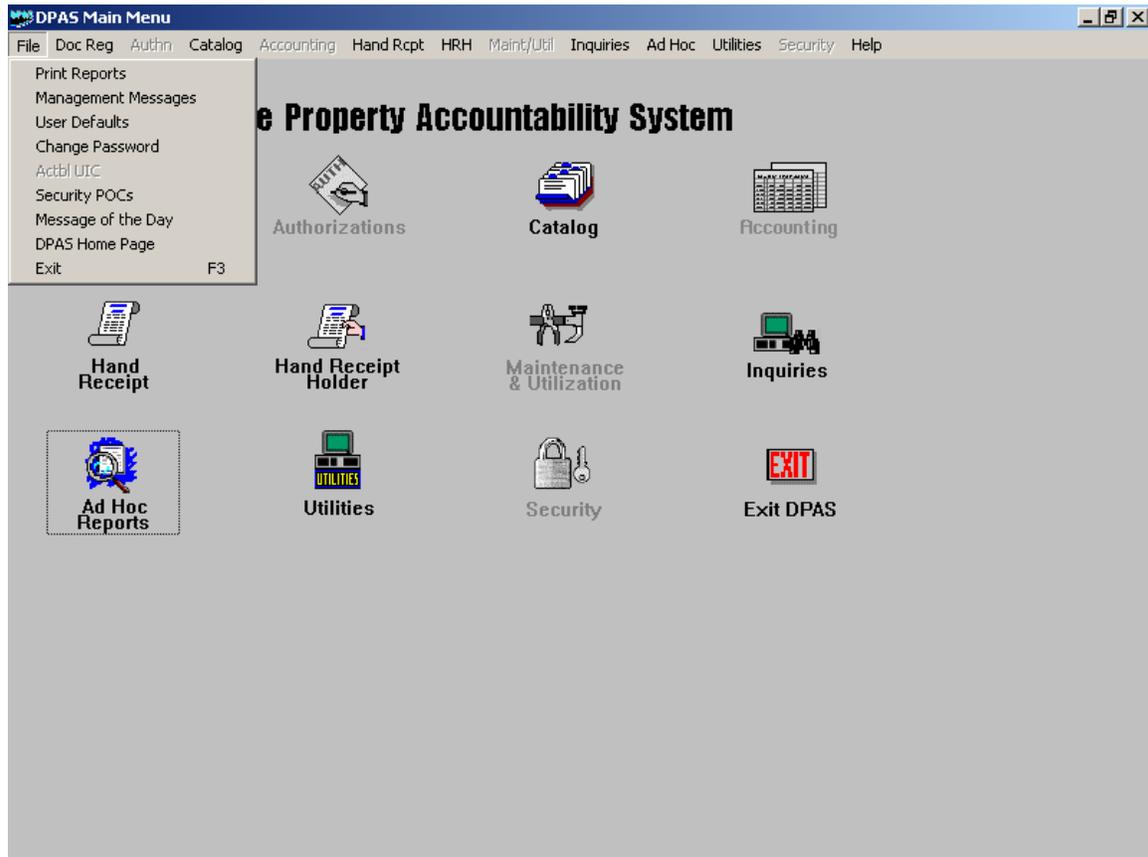
Changing Your Password .....	3
Changing Your Eureka Password .....	5
Setting User Defaults .....	7
Creating Sub-Hand Receipt Holders .....	9
Generate a Sub-Hand Receipt Report .....	12
Assigning Property to Sub-Hand Receipt Holder .....	16
DRMO Turn-In Procedures .....	19
Generate a Turn-In Document Form .....	29
Transfer of Accountable Property .....	35
New Acquisition of Government Property .....	37

## Changing Your Password

This process will show you the procedures used to change your password in DPAS. **You must change your password every 90 day.** DPAS will prompt you to change your password.

1. The new password must have a minimum of six (6) and a maximum of twelve (12) alphanumeric characters.
2. Must contain two (2) number embedded inside.
3. Must have two (2) capital letter and two (2) symbols (#@).
4. No double letters or numbers (LL, RR, DD, 55, 88, etc.)
5. The password cannot be the same as the user ID.

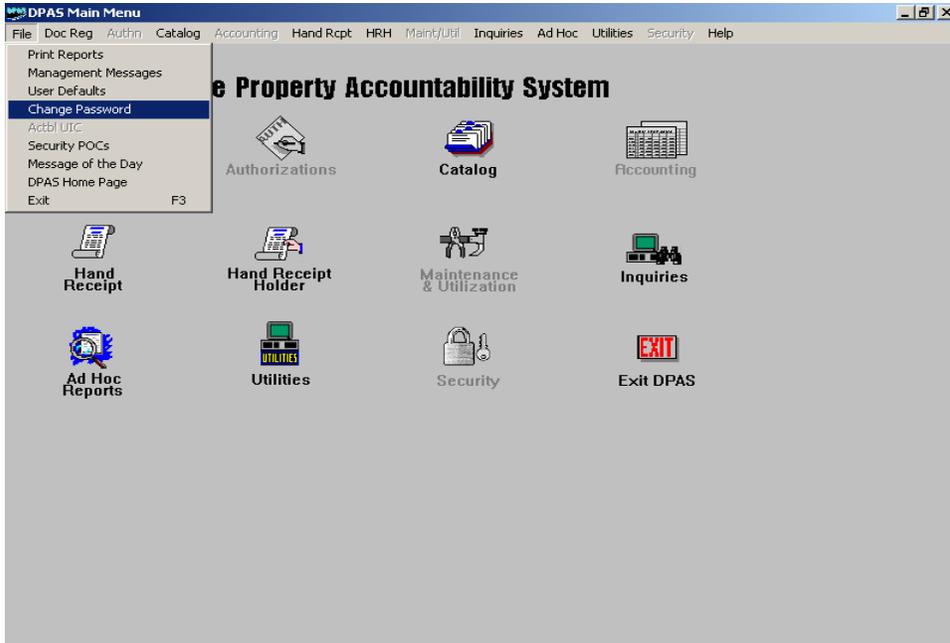
Select **F**ile from the DPAS Main Menu.



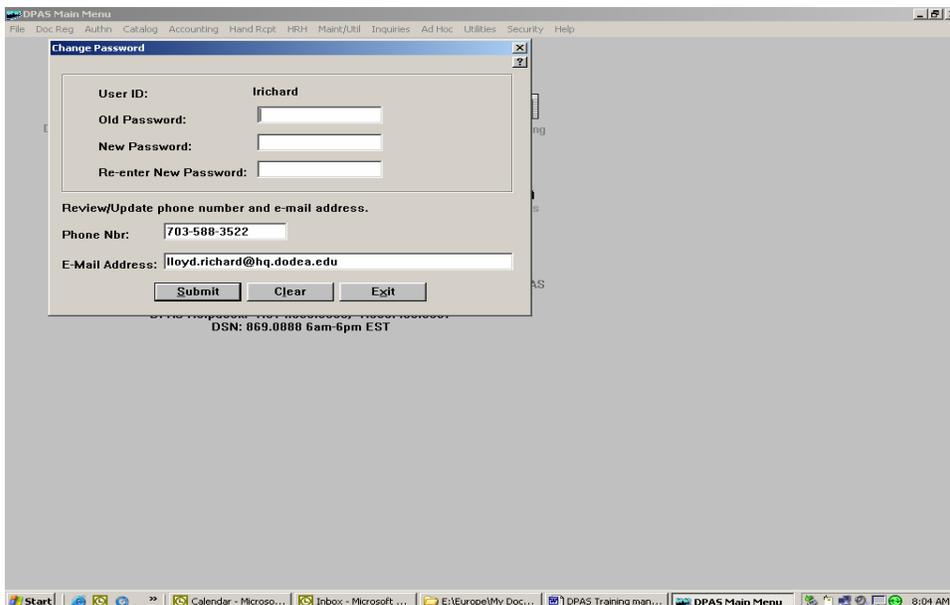
**Note.** You must also change your Password in MyEureka.

# Changing Your Password

## Select Change Password



1. Enter the password you are changing.
2. Enter your **New** password.
3. Enter your **New** password again to verify.

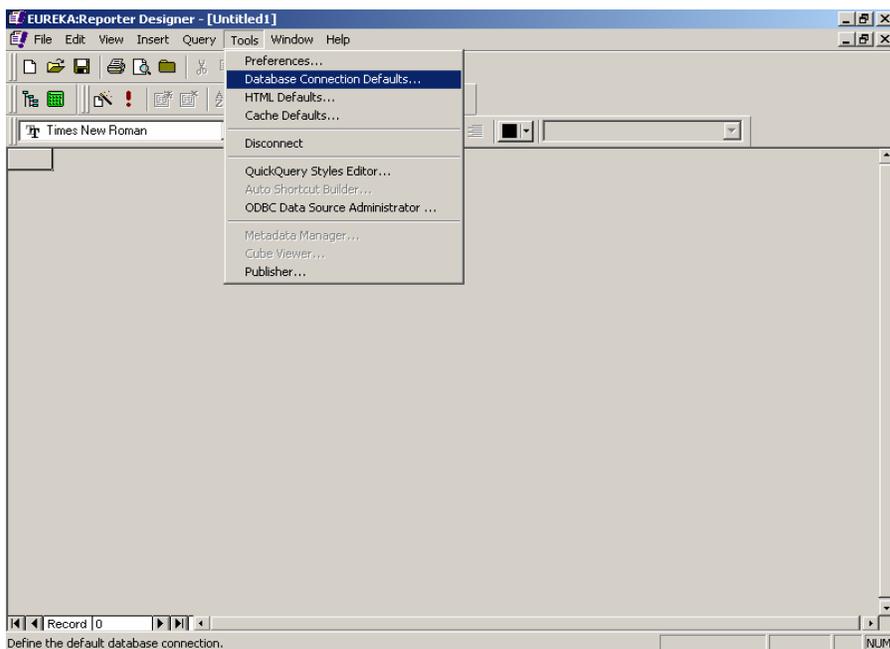
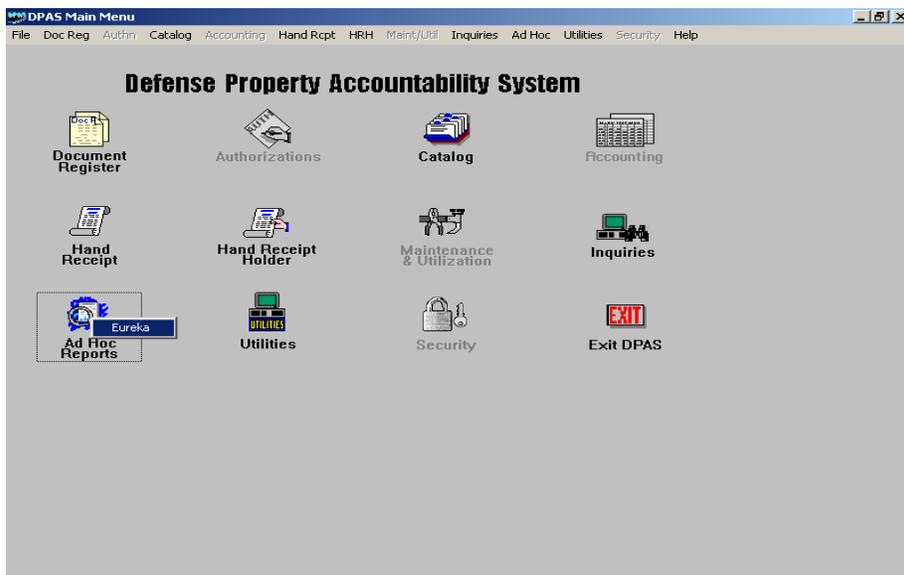


4. Click **Submit**.

## Changing Your MyEureka! Password

This process will show you the procedures used to change your password in MyEureka!

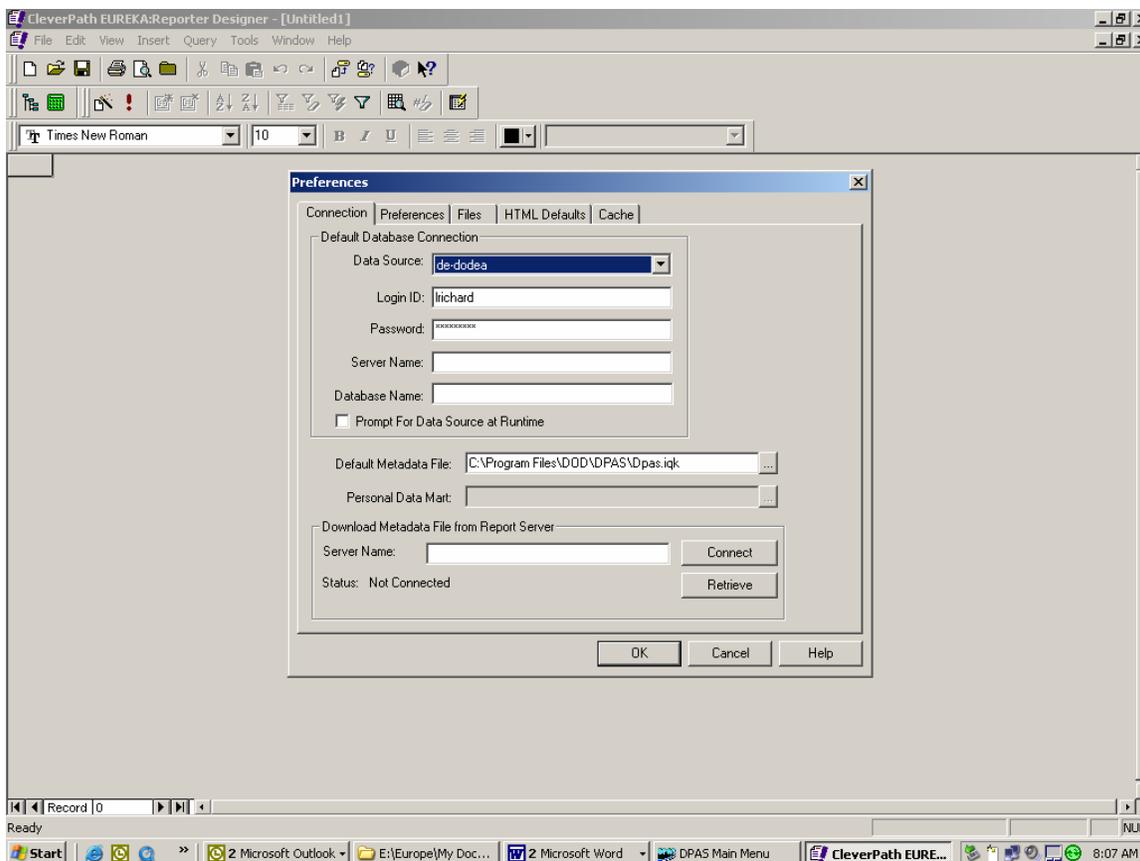
1. Select **Ad Hoc Reports** icon or on the menu bar.
2. Select **MyEureka** from the program group.



3. From the menu bar, select **T**ools.
4. Select **D**atabase **C**onnection **D**efaults...

## Changing Your MyEureka! Password

1. In the **Data Source** field, make sure that your DPAS database name is displayed (**de-dodea**).
2. In the **Login ID** field, make sure your DPAS user ID is displayed.
3. Enter your new DPAS password.
4. If your screen is grayed out or not as shown, you **must** contact you AT.

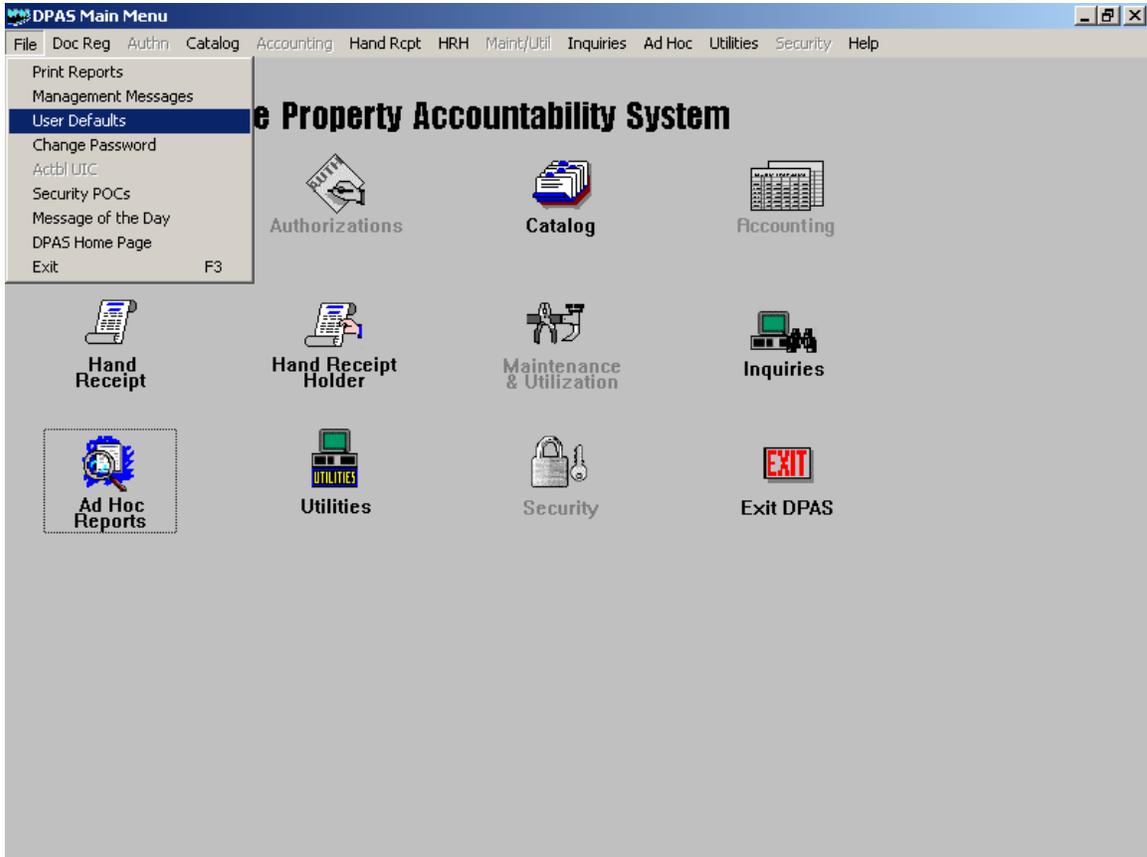


Click **OK**.

## Setting User Defaults

The DPAS **User Defaults** screen allows you to enter and store commonly used information. The information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

1. Select **File** from the menu bar.
2. Select **User Defaults** from the program group.



## Setting User Defaults

Set **User Defaults** to avoid manual entry and data.

1. Enter the information as listed below.
2. **UIC:** HE1254; **HRH Nbr:** enter your School DoDAAC (**Leave Sub HR blank**); **Fund Cd/Appn:** 01 49451 or select from drop down box.

The screenshot shows a Windows application window titled "User Defaults". The window has a menu bar with the following options: Basic, Doc Register, Catalog, Bar Code, Excess, Maintenance, File Locations, and Report. The "Basic" tab is selected. The main area contains four input fields: "UIC" (containing "HE1254"), "Office" (empty), "HRH Nbr" (empty), and "Fund Cd/Appn" (empty). Below the input fields are three buttons: "OK", "Clear", and "Exit". The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "8:22 AM".

The defaults are NOT stored on your database, but on your computer. Therefore, if you sign on to DPAS using a different computer, then you will need to change the pertinent information.

Once all desired default information has been entered click **OK**.

## Creating Sub Hand Receipt Holders

1. The Sub Hand Receipt Holder Number (Sub HRH) is a **MANDATORY** DPAS entry and IAW DoDEA Pamphlet 4100.5. This area will be reviewed and evaluated during the biennial property validation visit. A three position NUMERIC assigned to an individual responsible for accountable property. The Sub HRH Nr identifies a responsible person **NOT A LOCATION**. It is strongly suggested that the numbering system begin with 001 until all staff members are identified.
2. The Sub Hand Receipt number identifies individuals. If applicable, use the Alternate Sub-Hand field to identify a second individual. The alternate will have also been assigned a Sub HRH Nr. Each name entered should be consistent in structure using the last name first then the first name.
3. Accountable property submitted to the property section for entry to the DPAS will not be assigned to sub-hand receipt holders by the property technician. **This action occurs at the school level.**
4. It is mandatory that all accountable property is assigned to an individual. This action creates the sub-hand receipt reports that every school staff member is required to sign that acknowledges his or her responsibility to safeguard government property.
5. If accountable items are assigned to individuals beyond the hand receipt holder and property custodian, a separate sub-hand receipt number is created. This account ensures that individuals have been briefed on the requirement to safeguard government property under their control and may be assessed liability in case property is lost or stolen.

**Note: Sub-hand Receipt numbers must be created in order to assign each accountable property item to the individual account.**

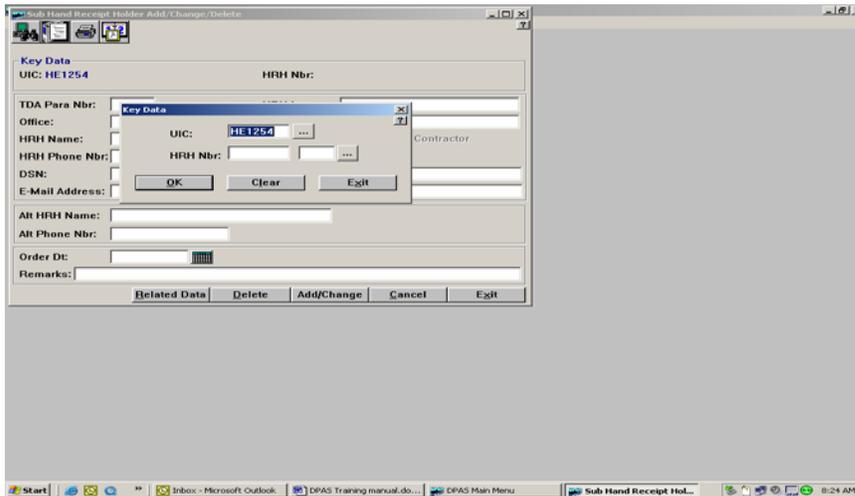
## Creating Sub Hand Receipt Holders

### STEP 1:

1. Select the Hand Receipt Holder icon.
2. Select **Sub HRH** from the program group.



### STEP 2:



1. In the **HRH Nbr:** field, enter Major Hand Receipt Holder Number (DoDAAC).
2. In the next field, enter the new Sub Hand Receipt Holder Number (001, 002, etc.). Click **OK**.

## Creating Sub Hand Receipt Holders

### STEP 3:

1. In the **HRH Loc:** field, enter the location of the sub-hand receipt holder (room number).
2. Enter the office of the sub-hand receipt holder.
3. In the **Office Name:** field, enter your division named (Logistics, Human Resource Management, Procurement, etc.).
4. Enter the **HRH Name:** be consistent in the structure of the last name, and first.
5. Enter the telephone number of the sub-hand receipt holder (optional).
6. All other fields are optional.

The screenshot shows a software window titled "Sub Hand Receipt Holder Add/Change/Delete" within the "DPAS Main Menu". The window contains a form with the following fields and values:

- Key Data:** UIC: HE1280, HRH Nbr: EU1605 024
- TDA Para Nbr:** (empty)
- HRH Loc:** 405
- Office:** DODEA
- Office Name:** TRAINING ES
- HRH Name:** TRAINER, JOHN
- HRH Phone Nbr:** 555-5555
- Alt HRH Name:** (empty)
- Alt Phone Nbr:** (empty)
- Order Dt:** (empty)
- Remarks:** (empty)

At the bottom of the form, there are five buttons: "Related Data", "Delete", "Add", "Cancel", and "Exit".

Click **Add**.

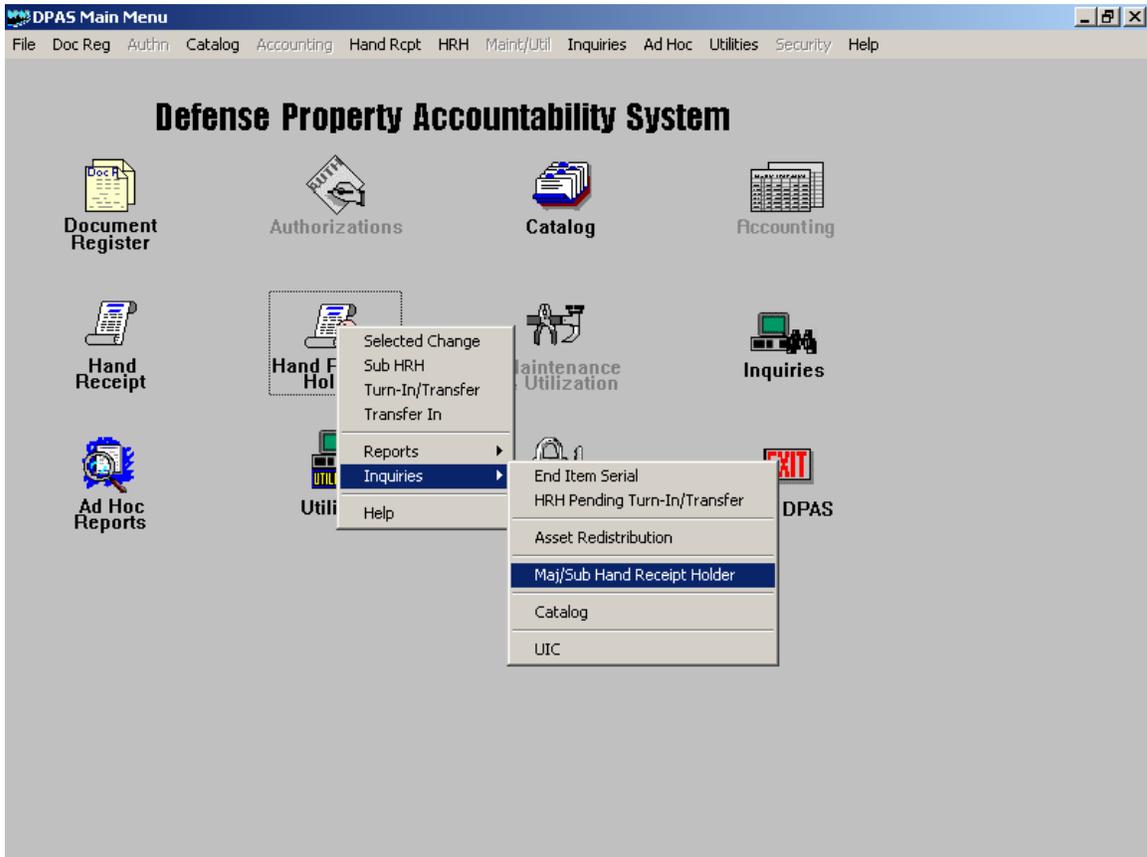
When you click **Add**, you will return to **STEP 2:** screen. Continue with the next sub-hand receipt holder or click on **Cancel** to exit.

To **Change** Sub-hand Receipt Holder information or **Delete** a Sub HRH from the system, type in the entire existing number. If a Sub HRH is being deleted, all assets assigned to the Sub must first be transferred or turned in prior to a deletion. DPAS will not allow individuals to be removed from the system with property assigned to a sub-hand receipt holder.

# Generate a Sub Hand Receipt Report

## STEP 1:

1. Select **Hand Receipt Holder** icon.
2. Select **Inquiries** from the program group.
3. Select **Maj/Sub-Hand Receipt Holder** from the program list.



## Generate a Sub Hand Receipt Report

### STEP 2:

1. Select **UIC** from the **Selection Fields:** (UIC is always HE1254).
2. Select **HRH Major Nbr** from the **Selection Fields:** (In this field, enter your DoDAAC).
3. Select **Report Format** at the bottom.

Maj/Sub Hand Receipt Holder Inquiry

Selection Fields:

- HRH Inv Due Dt
- HRH Last Inv Dt
- HRH Name
- HRH Sub Nbr
- HRH Transfer Authority
- Loc
- Name of Gov Plant
- Office
- Office Name
- Order Dt
- Phone Nbr
- Property Admn
- Property Admn E-Mail A
- Property Admn Phn Nbr
- Remarks
- Sensitive A Inv Due Dt
- Sensitive A Last Inv Dt
- Sensitive O Inv Due Dt
- Sensitive O Last Inv Dt
- TDA Para Nbr

Selected Fields and Values:

UIC = HE1254

HRH Major Nbr = HQ1300

View

Card

Report

Menu Favorites OK Clear Exit

Start | Inbox - Microsoft Outlook | DPAS Training manual.do... | DPAS Main Menu | 8:27 AM

4. Click **OK**.

## Generate a Sub Hand Receipt Report

### STEP 3:

1. Select **HRH Name** from the **Selection Field**.
2. Select **additional fields as required**.

The screenshot shows a software dialog box titled "Maj/Sub Hand Receipt Holder Inquiry". It is divided into several sections:

- Selection Field:** A list of fields including Alt HRH Name, Alt Phone Nbr, Authn Inv Due Dt, Authn Last Inv Dt, Crypto Inv Due Dt, Crypto Last Inv Dt, HRH Cd, HRH Last Inv Dt, HRH Last Inv Due Dt, HRH Transfer Authority, Inv Due Dt, Last Inv Dt, Loc, Office, Office Name, Order Dt, Phone Nbr, Remarks, Sensitive A Inv Due Dt, Sensitive A Last Inv Dt, Sensitive O Inv Due Dt, Sensitive O Last Inv Dt, and TDA Para Nbr.
- Fields to be viewed:** This section is further divided into:
  - Key Fields:** A list containing HRH Major Nbr, HRH Sub Nbr, and UIC.
  - Selected Fields:** A list containing HRH Name.
- Navigation:** Two arrows (right and left) are positioned between the Selection Field and Fields to be viewed sections.
- Buttons:** At the bottom, there are four buttons: Favorites, OK, Clear, and Cancel.

3. Click **OK**.

## Generate a Sub Hand Receipt Report

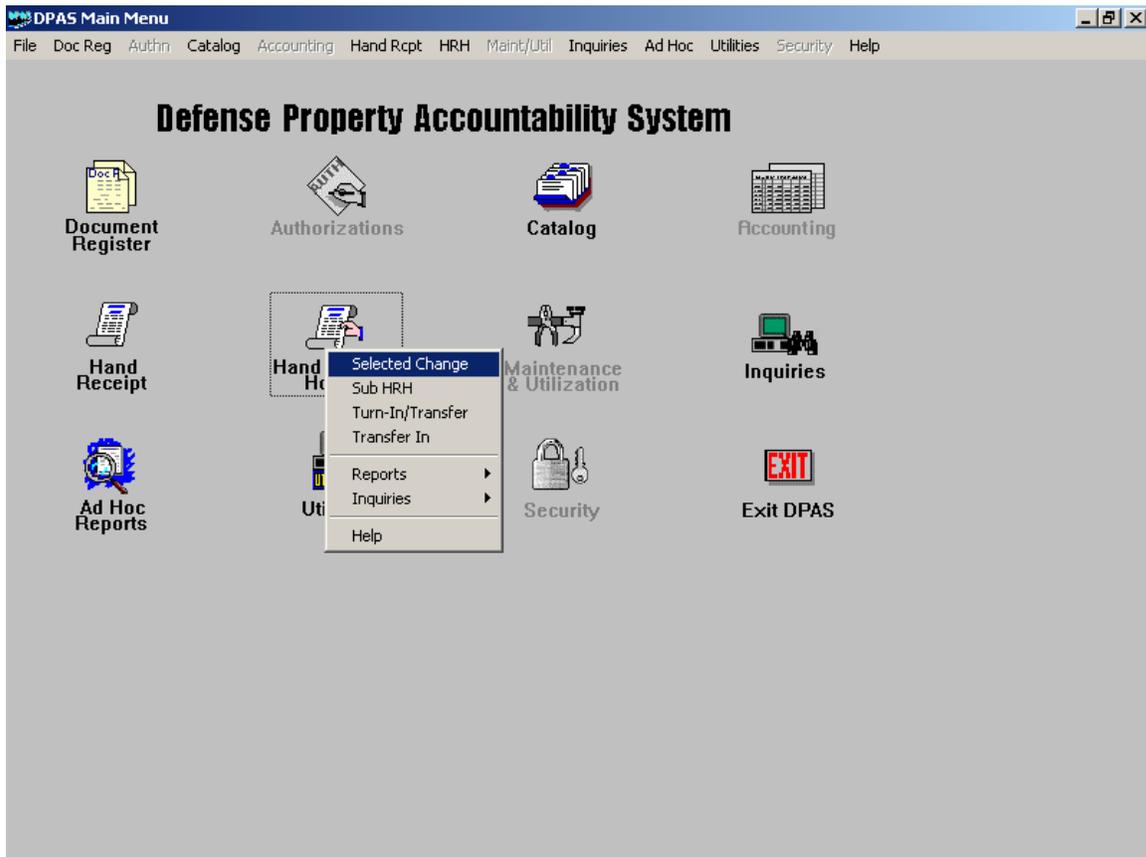
### STEP 4:

1. Select **Print**.

**Note:** If you have more than 25 sub-hand receipt holders, click on **Retrieve All** and then **Print**. You may also export this data to an EXCEL or Word document by selecting **Export**.

## Assigning Property to Sub Hand Receipt Holder

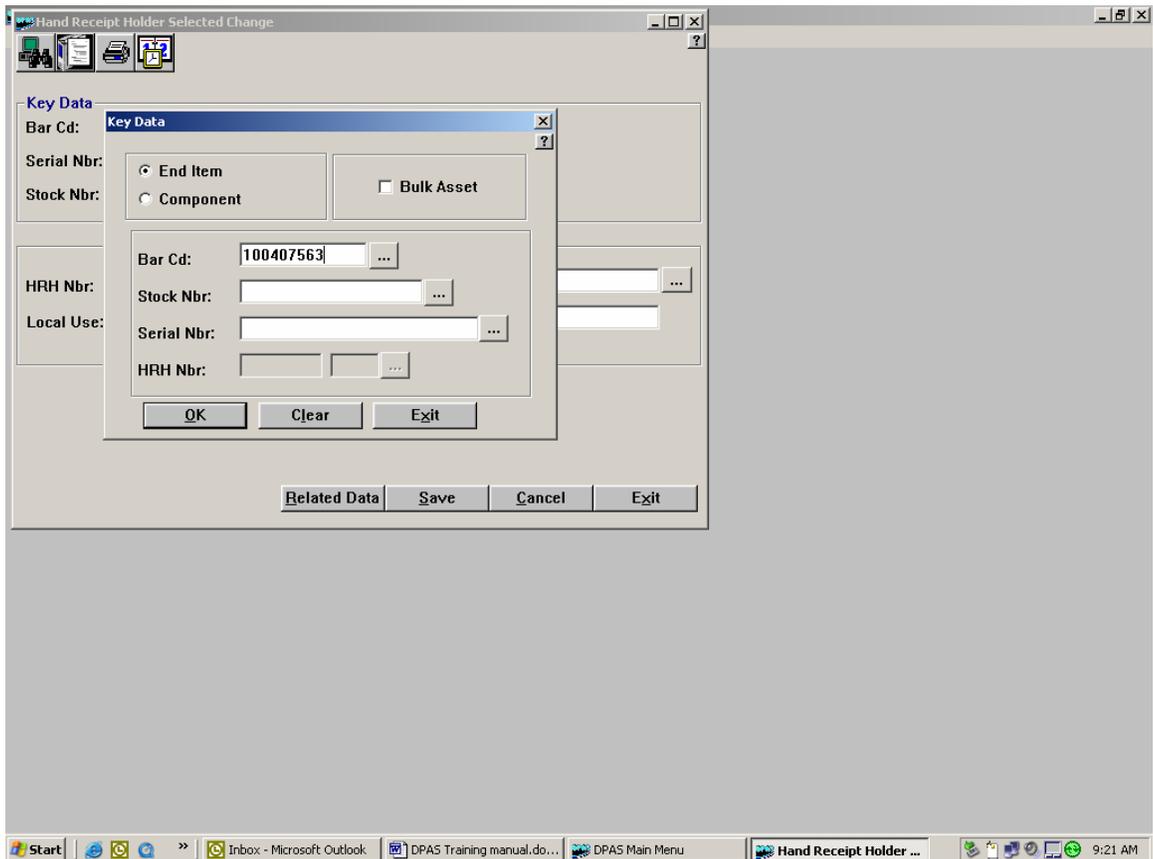
1. Select the **Hand Receipt Holder** icon.
2. Select **Selected Change** from the program list.



## Assigning Property to Sub Hand Receipt Holder

## STEP 1:

1. Select **End Item** on the Key Data Screen.
2. Enter the **Bar Code** number of the item
3. Click **OK**.



## Assigning Property to Sub Hand Receipt Holder

## STEP 2:

1. In the **HRH Nbr:** field, enter the Sub HRH number of the individual you are assigning the accountable property to.
2. In the **Loc:** field, enter the location of the accountable property building and room number. Do not use *BLDG*, *Building*, *Room*, *RM*, use the number only.
3. **Local Use** is available for the name of your area. Enter the name of your area in this field.

Hand Receipt Holder Selected Change

Key Data

Bar Cd: 100407563      UIC: HE1254

Serial Nbr: C100J11      HRH Nbr: HQ1300

Stock Nbr: 702100P041030      Nomen: CPU DESKTOP P4

HRH Nbr: HQ1300     ...      Loc: HQ DODEA     ...

Local Use:       Sub Loc:

Related Data    Save    Cancel    Exit

Start    <img alt="Taskbar icons: Internet Explorer, Outlook, etc.">    >>    Inbox - Microsoft Outlook    DPAS Training manual.do...    DPAS Main Menu    Hand Receipt Holder ...    <img alt="System tray icons: volume, network, etc.">    9:22 AM

4. Select **S**ave.
5. You will return to **STEP 1**: Enter the next bar code number and click **O**K, repeat until all barcodes have been entered.
6. **C**ancel to exit.