

**Disposal Service Representatives (DSR) are a direct link between our customers and the DLA Disposition Services.**

**They provide customer service via phone, email, in person, and make disposal decisions at the turn-in customer's activity location.**

**DLA DSRs can provide assistance in the following ways:**

- Property identification training
- Assist with identification of DEMIL property
- Provide information on local scrap removal as necessary
- Training on proper documentation for turning in property to Disposition Services
- Provide coordination with DLA Disposition Services sites
- Scrap segregation training

**[www.dla.mil/ddsr](http://www.dla.mil/ddsr)**

**This pamphlet is intended as a basic introduction into the world of property disposal with DLA Disposition Services. To contact a customer support specialist, or browse through an easy to use site with more comprehensive information, please visit:**

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# **Property Turn In 3 DSRs**

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**Disposal Service Representative**



**DLA Disposition Services**

The main goal of a Disposal Service Representative is to drastically improve the success rate for a turn-in to DLA Disposition Services. The disposal services they provide are varied and diverse, but their mission is to help you part with your property.

The main tool for a DSR to use is a site visit, where one of our personnel can come and review the property a unit wishes to dispose of.

During a visit, DSRs communicate with customers to review their proposed property to turn-in, and offer guidance before an attempted turn-in.

Additionally, DSRs provide guidance to generators on how to sort and segregate property into acceptable categories for turn-in. This can also include scrap material and hazardous property.

Lastly, they review property to ensure that paperwork is properly complete and that property has the applicable documents attached to it.

This greatly reduces the chances of a rejection when items are turned into a location.

As subject matter experts of the disposal process, DSRs help walk new customers through the process and guide them through the online programs.

Moreover, DSRs assist new customers through the application process and ensure that they are able to submit paperwork online correctly.

DSRs often provide routine classroom instruction to help new property book officers and logisticians establish or renew their familiarity with DLA Disposition Services.

Contact your nearest location to find out more information.

[www.dla.mil/dispositionservices/contact/findlocation](http://www.dla.mil/dispositionservices/contact/findlocation)

