

The Final step in the turn-in process is to schedule an appointment with your servicing DLA Disposition Services location.

We have developed two tools that can be utilized to help assist your turn-in, the ETID system and the Transportation Scheduler application.

To locate your servicing DLA Disposition Services site, complete with an interactive map and contact information for each of our 100+ locations, please visit:

www.dla.mil/ddsr
Contact US button



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:

Property Turn In 5 Schedule



DLA Disposition Services

Prepare the turn-in

- Ensure you have at a minimum, **three** copies of each DD Form 1348-1a, attach **two** copies on property.
- Ensure all certifications (i.e. DEMIL, MPPEH, Hard drive, Inert Cert, etc.) are physically attached to property.
- Regulations require a completed DLA Form 2500 be attached to each computer and/or hard drive when turned in and accompanied by a completed DD Form 1348-1a.
- Ensure items are properly palletized, if possible placed in tri-walls, banded, and safe for transportation.
- Ensure property is separated according to each DD Form 1348-1a.



Properly palletized turn-in

Schedule the turn-in

Electronic Turn-in Document (ETID)

Customers have the ability to create and upload turn-in documents on your computer and have them reviewed automatically with the ETID tool.

ETID eliminates the hand written preparation of the DD Form 1348-1A, making it easier to turn property in to DLA Disposition Services.

ETID allows electronic submission of turn-in documentation to the servicing DLA Disposition Services site. ETID will pre-populate many of the fields for NSN items, nomenclature, DEMIL code, unit price, etc. It includes drop down menus for other fields for quick reference. ETID will also provide the required DEMIL certification for the property. In addition to electronically preparing turn-in documentation, the program can print a completed DD Form 1348-1A, shipping paper, required DEMIL certifications, and bar code labels on the DD 1348-1A.

Find more information about ETID here:

www.dla.mil/DispositionServices/Business/TurnInProperty

Transportation

Customers are able to schedule transportation of their property to the servicing DLA Disposition Services location free of charge.

Transportation can be scheduled online with the Scheduler tool:

<https://vsm.distribution.dla.mil/Scheduler/>

This site is CAC enabled, so it must be used from a government computer.

To schedule an appointment:

- Click the box on the left that says SCHEDULE PROPERTY TURN IN
- Then click LOCAL CUSTOMERS TO DSFO (CONUS)
- Select the servicing Disposition Services location from the drop down, and continue from there.