

**DLA Disposition Services** is responsible for the disposal of excess DOD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and property requiring demilitarization. Our personnel are prepared to assist you in completing necessary documents, arranging for disposal solutions, and training your personnel in disposal turn-in procedures. We can dispose of large items in-place, that are not transportable to a DLA storage area, or property that is held in remote locations.

**DLA Disposition Services may NOT accept the following property**

- **Radioactive material or waste**
- **Cryptographic equipment**
- **Ammunition or MPPEH**
- **Classified COMSEC Material**
- **Privacy Act Data**
- **Refuse and trash**
- **Articles from any Foreign Service**
- **Pressurized cylinders (Must be easily identified as unpressurized)**
- **Inspection stamps**
- **Consecrated religious items**

**[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:**

# **Property Turn In 1 Identify**



**DLA Disposition Services**

**DLA Disposition Services** will accept accountability, but NOT physical custody of the following: (DODM 4160.21, Vol 4, Encl. 3)

**These categories are able to be received in place**

- **Live animals**
- **Material Potentially Presenting an Explosive Hazard (MPPEH (formerly AEDA)) residue (includes incendiary products)**
- **Drugs, biological and controlled substances**
- **Nitrate base film**
- **Used psych diagnostic test sets**

Acceptance of physical custody of hazardous property shall be determined based upon the guidelines in DODM 4160.21, Volume 2 Encl. 3.

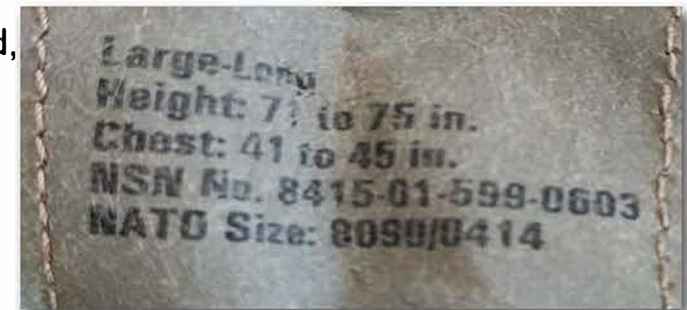
Accurately identifying and categorizing property is the most important step in the turn-in process. Property to be turned in can generally fall into three categories:

**Usable Property** - Commercial and military type property other than scrap and waste. Usable property can be any excess/surplus property turned in with a supply condition code of A-H, other than property in DEMIL codes G or P.

**Scrap Property** - Recyclable waste and discarded materials derived from items that have been rendered useless beyond repair, such that the item's original function has been destroyed.

**Hazardous Property (HP)** - A composite term to describe property which may be hazardous to human health, human safety, or the environment.

Property needs to be turned in as individual line items with their assigned, valid National Stock Number (NSN). Several items can be turned in under one line item, however they must be the same NSN. NSNs can usually be located on a serial plate or stamped on property.



**WebFLIS** <https://fp.logisticsinformationservice.dla.mil/>

Provides essential information about supply items including the NSN, the item name, manufacturers and suppliers (including part numbers). Utilizing WebFLIS is invaluable in filling out the turn-in document, the DD Form 1348-1A.

The DD Form 1348-1A the most important document when interacting with DLA Disposition Services. It serves as the receipt for property turned in, and is an important record for auditability. Properly filled out documents will expedite your time with our site, but will also help ensure your turn-in is accepted.

This guide demonstrates and explains a properly filled out DD Form 1348-1A.

Sample and form-fillable 1348's along with property-specific information can be found online through the Digital DSR site.

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

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# Property Turn In 2

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## DD 1348



DLA Disposition Services

**DLA Disposition Services is responsible for the disposal of all DOD-generated excess, surplus property that is authorized for turn-in**

## Unit of Issue

EA for each is most common, but largely depends on the type of property turned in

**DEMIL Code**

Demilitarization code  
that can be found in  
WebFLIS or FEDLOG

### Condition Code

Determines the serviceability or general condition of the property

### Unit Price

Original  
acquisition value  
of the property

## Ship From DoDAAC

Original owning  
DoDAAC of the turn-in  
generator

## Ship to Location

Disposition Services  
location that  
property is turned  
into

Quantity

Exact quantity of items to be turned in,  
that corresponds to the appropriate unit  
of issue

## DTID

Disposal turn-in document (DTID) is a 14 character value that consists of the property book DoDAAC, followed by the julian date, and a four digit serial number. This DTID is unique to a specific transaction

## National Stock Number

Enter the national stock number for the property to be turned in. Only one NSN per document

### Item Nomenclature

Provide the corresponding item name  
that is assigned to the NSN

### Point of Contact Information

Provide a reliable name, phone number and email address

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4. NATIONAL STOCK NO & ADD (8-22)										5. SUPPLIER ADDRESS										6. DIS-TIN-GUISH-ING										7. PROJECT										8. PRI										9. D D E A L T E										10. A										11. RI										12. CM / OG / PNT D										13. UNIT PRICE										14. DOLLARS/CTS										15. W81UBU										16. DRMO Anniston																																																																																																																																																																																																																																																																																																																																									
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**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

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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)



Knowing the ins and outs of property disposal can often be daunting. Determining what form needs to accompany a turn-in can often be just as intimidating.

This pamphlet attempts to familiarize and simplify common types of property with their corresponding required documents

Questions concerning what form or document is required for a turn-in can be answered by a Disposal Service Representative.

“By failing to prepare, you are preparing to fail.”

-Benjamin Franklin

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

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# Property Turn In 4 Preparation



DLA Disposition Services





**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](http://www.dla.mil/ddsr)  
Contact US button



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

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# 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](http://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.