



LESSON NUMBER: 3B Electronic Turn-In Documents (ETIDs)

COURSE OBJECTIVES: Administrative Requirements, Course Overview, Student Expectations

CONDITION: Classroom environment

OVERVIEW:

CONTENTS:

1. Introduction to ETIDs
2. Obtaining Access to ETIDs
3. Utilizing ETIDs

STANDARDS: Demonstrate master of course subject matter by duplication of processes

ESTIMATED COURSE LENGTH: 1 Hour

MEDIA: www.dla.mil/dispositionservices

<https://business.dla.mil>

Handout

PART I. Introduction to ETIDS

DLA Disposition Services has developed a Web-based Electronic Turn-in Document (ETID). It is an electronic method for preparing a disposal turn-in document (DD Form 1348-1A). The intent of the web-based document is to simplify and improve the turn-in process and designed for those generators who manually prepare the DD Form 1348-1A. ETID is a major step towards DLA's goal of moving information, not property.

ETID eliminates the hand scribed/typewritten preparation of the DD Form 1348-1A, making it easier to turn property in to DLA Disposition Services. It reduces the time required to complete a DD Form 1348-1A. ETID also pre-populates a large portion of the required information automatically when there is a National Stock Number (NSN) item. This saves generators time from looking up codes and information about the item when processing it for turn-in. ETID also helps reduce property rejections. It enables DLA Disposition Services to review the information about the property and contact the generator to resolve discrepancies prior to actual acceptance of the turn-in. ETID will also help assist generators in meeting in-transit accountability requirements. ETID is flexible and used for either physical turn-in or receipt in place turn-in.

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 your turn-in documentation, the program allows you to print a completed DD 1348-1A, shipping paper, required DEMIL certifications, and bar code labels on the DD 1348-1A

PART II. Obtaining Access to ETIDs

Step 1. Log into AMPS and create an account.

- Go to: <https://amps.dla.mil/oim>
- First Time User - No CAC Select Link: "First Time User? Click Here to Register"
- DOD employee, DOD Contractor, or US Military personnel select "Federal Agency User/ Contractor" Select "Public" if you are other and require ETID access.
- Complete AMPs User Registration



Step 2. Request AMPS ETID DDS-514 role for External Portal Access.

- Go to: <https://amps.dla.mil/oim>
- Enter User ID/Password or Select CAC certificate
- Select "Request Role" in the left hand column under the "Requests" Tab
- Fill in the information highlighted by the red asterisk* then select "Next"
- In the "Search Roles" block, type "ETID in "Role Name"
- Select "Production" and click search
- Select the ETID Customer DDS-514 Role and Click on the → button
Only select the DDS-514 Role. Do Not Select any other Role.
- On the following screen, enter a justification in the appropriate block and select next.
- Select "submit" on the summary screen

You will be granted the ETID Customer - DDS-514 role immediately.

Step 3. Access the DLA Portal and Register for ETID

- Go to <https://business.dla.mil> . Click on Yellow Box "Registered Users Login Here"
- Select the Disposition Services Tab in the top navigation row
 - The ETID Link Will Appear in the left hand navigation. Select ETID.
When you access ETID the first time, you will need to register
- On the next screen, choose either the FORMER or NEW user link
- New users need to create an ETID profile during registration. The account must be activated before you can use the ETID system.
- New users must establish their DoDAAC Associations for Turn In as part of their profile. This establishes the "Ship From" DoDAAC and the "Ship To" DoDAAC. You may enter multiple associations.
- Enter your activity's DoDAAC and the turn in Disposition Services Site DoDAAC in your profile. Use the drop down. Click Add. Profiles can be updated anytime. Click Submit at bottom when finished.

PART III. Utilizing ETIDs

Creating a new ETID

- To create a new ETID, select ETID type and click the "New ETID" button or "Create ETID Link".
- On the following screen, enter DTID information, General Item Information, Certifications, and add any attachments.
 - Choose Property Type
 - Create DTID Number (Create unique 4 digit serial number)
 - Enter Stock Number (must have a valid FSC, NIIN and/or LSN)
- NSN characteristics will pre-populate many of the data fields. Complete remaining information. Any field with a * is a required field
- Standardized LSNs have been incorporated into ETID.
- Enter FSC. Enter "DS" in the NIIN field to obtain list of LSNs to choose
 - Additional LSN information will be required for critical FSCs.
- Certifications are required for some property types. To attach a certification, Click "Add Certifications".
- Check the box to the left of the certification title. Click "Save Cert Selection". To view a certification, click on the certification title.



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- After viewing a certification, select “Close Window” to go back to the ETID.
- To attach a document or image to an ETID, click on “Attach Images/Documents”
- An ETID can be Saved or Submitted. An ETID can be saved unfinished and then finished later or saved finished and submitted later.
- Error messages will be given by the field and at the top for any information entered that is not correct when submitted.
- Message after successful submittal of an ETID to a Disposition Services Site for review.

If you have any questions regarding the information presented in this lesson, please contact your nearest Disposal Service Representative for assistance.

