



LESSON NUMBER: 3C: Introduction to the Transportation Scheduler

COURSE OBJECTIVES: Administrative Requirements, Course Overview, Student Expectations

CONDITION: Classroom environment

OVERVIEW:

CONTENTS:

1. Introduction to the Transportation Scheduler
2. Utilizing the Transportation Scheduler

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

ESTIMATED COURSE LENGTH: .5 Hours

MEDIA: www.dla.mil/dispositionservices
<https://vsm.distribution.dla.mil/Scheduler/>
Handout

PART I. Introduction to the Transportation Scheduler

DLA Disposition Services' Transportation Scheduler is the primary method for electronically scheduling a turn-in appointment with a Field Office, or scheduling a commercial truck to pick up a turn-in from a customer's location and deliver it to a Field Office.

The Scheduler tool was designed specifically to work hand-in-hand with the Electronic Turn-In Documents (ETIDs) application. Turn-Ins created in ETIDS are fed to the Scheduler and can be selected from within the tool and transportation arranged to complete the turn-in.

The tool is divided into two main segments, a section for local customers to drop off property at a nearby Disposition Services Field Office and a section for non-local customers to arrange for a direct shipment of their items to a site.

PART II. Utilizing the Transportation Scheduler

The Transportation Scheduler can be found by navigating to the Disposition Services homepage and selecting "Doing Business with Disposition Services" in the left hand navigation menu. Then, a drop down accordion will be displayed and "Schedule a Turn-In" should be clicked.

Local Customers needing to create a turn-in appointment at a local site should select from the "Local Customer" Options:

- Local Customer CONUS (Generator arranged transportation to Field Activity)
- Local Customer OCONUS (Generator arranged transportation to Field Activity)

Click the drop box arrow and select the DLA Disposition Services site that is closest to your locale, then click the "Next" button

Use the check boxes to select the types of property to be turned in

- Select the date / time you want to turn in the property
- The date shown is the next available
- If next available does not work for you there is a link to the calendar, click that link and select the next available date



Dates shown in white are available dates. Dates that are shown in light grey are unavailable. Dates in dark grey are from Previous or upcoming months.

After selecting a date, complete all of the required fields marked with an asterisk and click next.

On the following page, information (if available) is fed from ETIDs. If you have completed an ETID, select your turn-in and click next. The scheduler will assign that property to your new shipment.

Finally, conduct a review of your transportation requisition for any errors. Once completed select submit. You will then receive a confirmation email.

Non-Local (Direct Shipment) Customers should click the “Request CONUS Direct-Shipment/Cross-Dock Appointment” link.

Click the drop box arrow and select the DLA Disposition Services site that is closest to your locale, select a requested pick-up time, and then click the “Next” button.

On the following page, completed the primary and secondary points of contact information. A secondary POC is **mandatory** for all non-local shipments. Once this has been completed click next.

Enter the number of 1348-1a’s required for the shipment. Next, click any boxes for property requiring special handling requirements. Property requiring special handling will provide additional requirements prior to shipping the material. Next enter a description of the property and any other information that is necessary in the box provided. Lastly, provide any driving directions to the pick-up location. Click Next.

On the next screen, select the package type from the drop down menu. Available types are: Pallets, Tri-walls, Rolling Stock, and Other. Enter the length, width, and height in **inches**, and the weight in **pounds**. Mark the annotation if the shipment is stackable and fill in the requested quantity. Select Add Package to Enter more lines, click the Select box and click Remove Selected to remove, or click Copy Selected to duplicate a line. Click next to continue to the select DTID page.

On the following page, information (if available) is fed from ETIDs. If you have completed an ETID, select your turn-in and click next. The scheduler will assign that property to your new shipment. If no DTID is present on this screen, one will have to be created in ETIDs prior to the completion of this scheduling. Once a DTID has been selected, click next.

Review the entire scheduling request on the following page for accuracy. Once it has been completely verified, click Submit. Your request will then be submitted and a confirmation number will be displayed. Additionally you will receive and email with the confirmation.

A Disposition Services employee will contact you if there are any issues with your property turn-in. Once your request has been reviewed and approved, you will receive a commercial bill of lading (CBL) at least 48 hours prior to scheduled arrival.

Please note that the minimum requirement for a direct shipment is 24 pallets, 1400 cubic feet of property, or 25,000 lbs. of property.

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