



LESSON NUMBER: 3A Property Turn-In Instructions

COURSE OBJECTIVES: Administrative Requirements, Course Overview, Student Expectations

CONDITION: Classroom environment

OVERVIEW:

CONTENTS:

1. Turn-In Overview
2. Documentation

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

ESTIMATED COURSE LENGTH: .25 Hours

MEDIA: www.dla.mil/dispositionservices

1348-1a Form

(http://www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Scrap/DISP_dd1348-1a_09232015.pdf)

Handout

PART I. Turn-In Overview

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.

DLA Disposition Services personnel are prepared to assist you in completing necessary documents, arranging for disposal contracts, and training your personnel in DLA disposal turn-in procedures.

We can dispose of, in-place, large items that are not readily transportable to a DLA storage area, property that is held in remote locations and property that DLA Disposition Services is unable to accept due to lack of facilities, technical expertise, or available resources.

PART II. Documentation

All property turned in to DLA Disposition Services requires a properly prepared DD Form 1348-1A DTID, to include the original and three copies.

Please review the chart below to determine what sections to complete in the 1348-1a Form for property turn-in.

Property requiring special handling requirements may require additional documentation. Please refer to the DoDM 4160.21 Volume 4 for further instruction.

(http://www.dtic.mil/whs/directives/corres/pdf/416021_vol4.pdf)

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



(Excerpted from DLM 4000.25-1):

| <u>FIELD LEGEND</u> | <u>RECORD POSITION</u> | <u>ENTRY AND INSTRUCTIONS</u> |
|---|-------------------------------|---|
| Document Identifier | 1-3 | Perpetuate from the source document. For locally determined excesses generated at a Base, Post, Camp, or station, assign a DI code as determined by Service/Agency (S/A) procedures. |
| Stock Number (NSN) | 8-22 | Enter the stock number being turned-in. For subsistence items, enter the type of pack in RP 21. If LSNs are the only option, the number must contain the FSC, NATO Code, and noun/nomenclature and/or part number. The official NSN is required for Critical FSCs. Official NSNs are also necessary for MLI/CCLI and Hazardous Property See Block 25. |
| Unit of Issue | 23-24 | Enter unit of issue of the stock or part number being turned in. |
| Quantity | 25-29 | Enter the quantity being turned in to the DLA Disposition Services. See Block 26. (If necessary quantity should be indicated by zeros.) Quantities for DEMIL required property must be reported to the DLA Disposition Services in readily verifiable quantities to preserve the integrity of the audit trail for the item. |
| Document Number (Must be unique) | 30-43 | Perpetuate from source document. This cannot be the same document number that was used to receive the material. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24. |
| Disposal Authority | 64 | Enter applicable code from Section 4, this handbook. |
| Demilitarization | 65 | Enter code assigned as required by DOD 4160.21-M-1 (Section 4). NOTE: When demilitarization has been accomplished prior to transfer to the DLA Disposition Services, the appropriate DEMIL certification, as required by DOD 4160.21-M-1, must be reflected in Block 27, or as an attachment to the form. |
| Supply Condition | 71 | Enter applicable code from Section 4, this handbook. |
| Unit Price | 74-80 | Enter the unit price for the NSN or part number in RP 8-22. |