

**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.

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.

**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

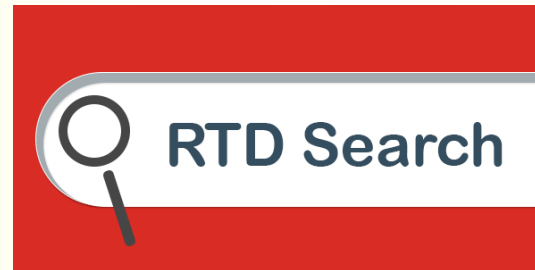
## Quick Tips & Reminders

Need a Quick Reference or a Disposition Services DSR is unavailable for immediate assistance? Please visit the Digital DSR webpage for Property Turn in guidance: [www.dla.mil/ddsr](http://www.dla.mil/ddsr)



### Property Turn-In

Learn how to turn in over 30 different types of specialized property, each with sample documents



### Search for Property

Learn how to search and request available property from the DLA Disposition Services RTD Web.

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



## DEFENSE LOGISTICS AGENCY EUROPE AND AFRICA



## DLA Disposition Services Property Turn In Guide



Created by:

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# PROPERTY TURN-IN PROCESS

## Property Turn In Process

- Request Disposition Service Representative (DSR) Support if Unit has Questions or Requires Guidance about the Property Being Turn-In for Disposition
- Segregate Property by National Stock Number (NSN)/Local Stock Number (LSN)
- Manually Complete a 1348-1A or use Electronic Turn-In Document (ETID) On-line Application for each NSN/LSN Being Turned-in
- Complete Certification if Required (Unsure Contact DSR for Guidance)
- Packing/Palletizing Property in a Safe to Load/Unload Manner (shrink wrap/banding, pallets/triwalls, etc.)
- Ensure Three Copies of the DD Form 1348-1A are Physically Attached to each NSN/LSN via a Packing Slip
- Schedule Transportation of Turn-In Property to Disposition Services through the local Transportation Management Office (TMO) or by your unit
- Load Transportation Truck. When the Property is Processed as Received by the Field Activity, the 1348-1A will be Signed, Scanned into EDOCs for Customer Access to Clear Property Book

## Turn-In Requirements

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.

## Property that can be turned-In:

- Furniture
- Hardware
- Vehicles
- Appliances
- Automation Equipment
- Communication Equipment
- “True” Scrap
- Weapon parts
- OCIE
- Vehicular parts

DLA Disposition Services **will 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
- Bio-Hazard materials
- Drugs,
- CRRN-E

## DLA DISPOSITION SERVICES EUROPE & AFRICA CONTACTS:

Operations Mailbox: [dladispsvcseuropeafrica\\_ops@dla.mil](mailto:dladispsvcseuropeafrica_ops@dla.mil)

DSN 324-206-9868

DSN 324-206-9747

DSN 324-273-3004

CELL +49 172-136-5009

Site Hours and Locations:

<https://www.dla.mil/DispositionServices/Find-Location/>



## Scrap Removal Support in the AOR

### TRUE SCRAP

Germany	Italy	Spain	UK
Kosovo	Netherlands	Djibouti	Turkey
Greece	Cyprus	Morocco	Liberia
Norway	Latvia	Romania	Portugal

\* Scrap is defined as recyclable waste and discarded materials derived from items that have been rendered useless beyond repair, rehabilitation, or restoration such that the item's original identity, utility, form, fit and function have been destroyed. Items can be classified as scrap if processed by cutting, tearing, crushing, mangling, shredding, or melting. Intact or recognizable United States Munitions List or Commerce Control List items, components, and parts are not scrap.

### HAZARDOUS WASTE REMOVAL SERVICES

- DLA provides contracts and contract oversight duties for the removal of DoD's hazardous property
- DLA acts as the “middleman” between the contractor and the unit
- Military units are responsible for the securing and storing of their waste, and funding for the disposal.
- Disposition Services receives the request for a removal from the Unit, then processes the request, while coordinating the removal with the contractor
- Contractor arrives at Unit's location to physically remove the waste at a prearranged date and time
- Disposition Services tracks the waste through final disposal

### HAZARDOUS WASTE

Belgium	Bulgaria	Djibouti	Germany
Greece	Hungary	Israel	Italy
Kosovo	Netherlands	Niger	Poland
Portugal	Romania	Spain	Turkey
UK			