

NROTC Unit Supply Binder - Tab 3-30

Date: August 2025

SUBJECT: Property Disposal / DLA Disposition Services / Truck Scheduling

1. PURPOSE

This document provides NROTC Supply Technicians and Staff with the process for the accountable disposal of government property, ensuring a clear audit trail of its disposition.

2. OVERVIEW

This document outlines the procedures for disposing of government property, emphasizing turn-in to Defense Logistics Agency Disposition Services (DLA DS) as the primary method. For IT equipment (CPU, laptops, hard drives, etc.), prior approval must be obtained from NSTC N-6.

- ****Note on disposal authority**** Authority to dispose of government property is delegated to the General Services Agency (GSA). GSA has delegated disposal authority for the military services to the Department of Defense (DOD). DOD has delegated disposal authority to DLA DS. All Department of Navy (DON) property turn in begins with DLA DS. There is no existing authority to directly transfer material from an NROTC to an educational institution without first working through DLA DS and then GSA.

3. ACTION REQUIRED: PROPERTY DISPOSAL PROCEDURES

NROTC staff shall follow the procedures below to dispose of government property.

3.1 DLA DS TURN IN PROCEDURES:

- Step 1: Navigate to <http://www.dla.mil/DispositionServices/DDSR/TurnIn/>
- Step 2: Follow the prompts to turn-in property, fill out the turn-in documents or create an on-line turn-in document using Electronic Turn-in Document (ETID):
 - ETID: Allows you to submit, update and review documents for turn in and schedule appointments. During this process, an expenditure number will be created for each item being transferred to DLA (UIC/Julian Date/Unit Number). Once registered, click “Scheduler” to request an appointment to bring property to a nearby DLA DS Field Office (DSFO).
 - Property needs to be turned in as individual line items with assigned valid National Stock Numbers (NSN) or DLA Local Stock Numbers (LSN). DLA LSNs can be located at: <http://www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/Forms.aspx> under “Use the following to help identify the correct National Stock Number (NSN).” Several items can be turned in under one-line items; however, they must be the same NSN or same item description. NSNs are located on a serial plate or stamped on property. FedMall also has NSNs listed within FedLog

- Contact your DLA DSFO and prepare documents and property in accordance with their procedures, each DLA DSFO may be slightly different.
- A listing of DLA DS disposal condition codes can be found at the following link: www.dla.mil/Portals/104/Documents/DispositionServices/RTD/DISP_ConditionCodes_150820.docx
- A listing of DEMIL codes can be found at the following link: <http://www.dla.mil/DispositionServices/Offers/Customersupport/Library/Handbooks.aspx>
- Step 3: The DLA DS Customer Handbook and DLA DS Turn-in Smart book can be located at the : <http://www.dla.mil/DispositionServices/Offers/Customersupport/Library/Handbooks.aspx>
- Step 4: Prior to turning in your property, ensure there are a minimum of three copies of each DD Form 1348-1A, with two copies attached to the property (always maintain one copy for your records).
- Step 5: You may be eligible to schedule transportation of your property to your DLA DSFO free of charge if you are located more than 60 miles from the turn-in site. Additional guidance is located at the following link: <http://www.dla.mil/DispositionServices/DDSR/Schedule/>

3.2 CREATING AN ETID

NOTE: If you do not have an account with AMPS/DLA, Navigate to <https://amps.dla.mil/> and register.

- Step 1: Log into the DLA Business Portal: <https://business.dla.mil/landing/index.html>



Figure 3.2.1

- Step 2: Click on “Disposition Services”, and then click “ETID”.



Figure 3.2.2

- Step 3: Click on “New ETID”.



Figure 3.2.3

- Step 4: Enter all required information (required fields will have a red star). Use Comment lines 1 through 4 for serial numbers and any other information.

Figure 3.2.4

- Step 5: The ETID Home page will show the status of your 1348's. Once approved you can print the 1348's and place 3 copies on each pallet, and you are ready to request a truck to pick up the pallets. NOTE: It can take up to 5 business days for approval.

Select	No	Active	ETID	MIN	QTY	DESCRIPTION	DATE	CURRENT STATUS
	1		80253A23LX1304	751005VACUUMES	2	VACUUM	11/7/2022 9:50:55 AM	Pending

Figure 3.2.5

3.3 SCHEDULING A TRUCK

NOTE: Use this link to request a truck. <https://vsm.distribution.dla.mil/Scheduler/Home/Index>

- Step 1: Click “Request CONUS Direct Shipment – Cross Dock Appointment” to schedule a truck.



Figure 3.3.1

- Step 2: Select “Columbus” from the drop-down menu.

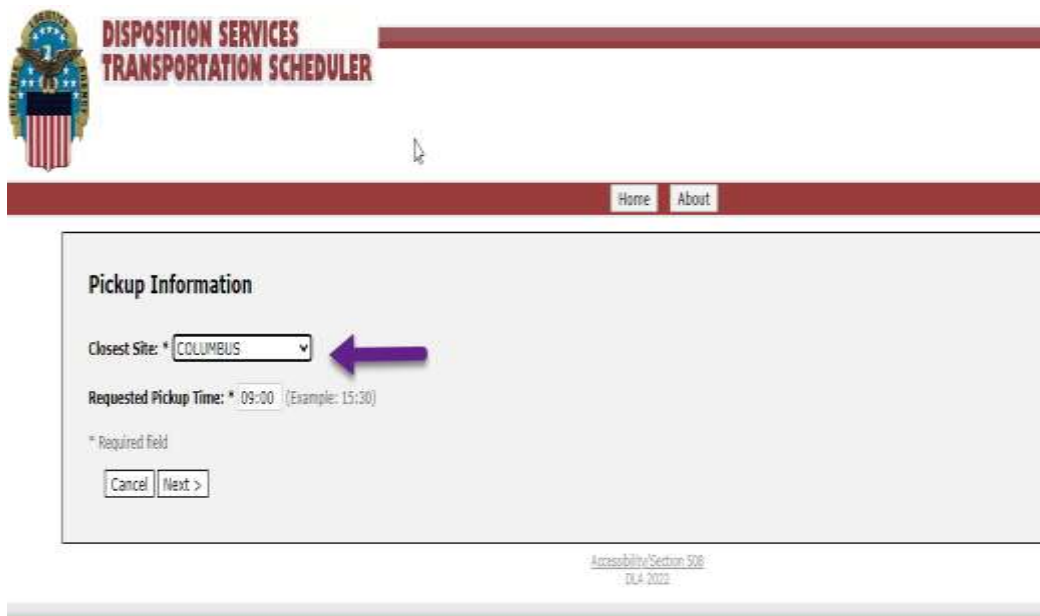


Figure 3.3.2

- Step 3: Enter POC information and click “next”.



DISPOSITION SERVICES TRANSPORTATION SCHEDULER

Contact Information

Customer DoDAAC: * NO763A (From DD1348-1A, Block 2)

Primary Point of Contact

First Name: * BUZZ
 Last Name: * Lightyear
 Email Address: * bz@navy.mil
 Commercial Phone: * 8476880000
 DSN:
 Mobile:

Secondary Point of Contact


First Name: * Leather
 Last Name: * Neck
 Email Address: * LN@navy.mil
 Commercial Phone: * 8476880000
 DSN:
 Mobile:

* Required Field

< Back Cancel Next >

Figure 3.3.3

- Step 4: Enter property description and pick up address.



Special Handling

Number of 1348s in this shipment: * 1

Special Requirements

☐ -- Hazardous Material
☐ -- Computers (CPU, Laptop, etc.)
☐ -- Air Conditioners/Refrigerators
☐ -- Ammo Pouches/Bandoliers/Holsters/Small Arms Parts
☐ -- Radio Sets/Compasses/Tubes
☐ -- Items Requiring Demilitarization
☐ -- Metalworking Machines

Property Description/Special Instructions/Notes: (2000 characters maximum) *

Vacuum

Address/Driving Instructions from Nearest Highway: (2000 characters maximum)

1775 Chesty Puller Ave

* Required field

< Back Cancel Next >

Figure 3.3.4

- Step 5: Insert dimensions and weight for each pallet to be picked up.

**DISPOSITION SERVICES
TRANSPORTATION SCHEDULER**

Assign Packages to Request

Use this page to describe the contents of your shipment.

Packages that exceed 102 inches in width and/or 144 inches in height must be explained in the pro

Select	Package Type	Length (in.)	Width (in.)	Height (in.)	Weight (lbs.)	Stackable?	Requested Quantity
<input type="checkbox"/>	Pallet	48	48	36	200	<input type="checkbox"/>	1

Figure 3.3.5

- Step 6: Select the DTIDS to be picked up.

Select DTIDS for Destination DoDAAC

To search, enter up to 20 DTIDS, separated by commas and/or line-breaks

Check the DTIDS to be assigned to this turn-in.

You are viewing records 1 through 8 of 8 available DTIDS

	DTIDS Number	NSN	Quantity
<input type="checkbox"/>	N0763A2256T745	7110DSOFFICEL	0
<input type="checkbox"/>	N0763A2256T737	7110DSSHELF00	0
<input type="checkbox"/>	N0763A2256T741	7110DSDESKTOP	0

Figure 3.3.5

- Step 7: Review the information and click “Submit”. You will receive email confirmation for your request in 5 to 10 business days. DLA will call the POC’s listed to schedule a pickup date.

Request Review

Site: Columbus, OH (SK3488)
 Customer DODAC: R0763A
 Requested Pickup Time: 09:00

Primary Point of Contact

Name: Buzz Lightyear
 Email: buzznavy.mil
 Phone: 8476880000
 ODN:
 Notes:

Secondary Point of Contact

Name: Leather Neck
 Email: lmnavy.mil
 Phone: 8476880000
 ODN:
 Notes:

DTIC Information

Are DTICs have been assigned to this turn-in:

Special Handling

Hazardous: No
 Computers: No
 Refrigerants: No
 Ammo: No
 Radio: No
 Requires Derrill: No
 ASWH: No

Package Information (Pallets, Trivalls, etc.)

Type	Length (in.)	Width (in.)	Height (in.)	Weight (lbs)	Stackable?	Quantity
Optical	40	40	30	200	No	1
Total Cubic:				48 ft.		
Total Weight:				200 lbs. lbs.		

Property/Description/Special Instructions/Notes: Vacuum
 Address/Driving Instructions: 1775 Chesley Puller Ave
 Number of 1355's: 1

[Back](#) [Cancel](#) [Submit](#)

Figure 3.3.7

- Step 8: Scheduler POC Information:
 - Jeremy Hines: Email: Jeremy.hines@dla.mil PH: 269-961-7179
- Step 9: A CBL will be provided by DLA once the pick-up has been scheduled. The CBL will show the scheduled date and time, as well as the transportation company and POC information. Provide a copy to the driver and have the driver sign your copy showing the pallets that have been picked up.

22563340 COMMERCIAL BILL OF LADING		ORIGINAL B/L NO. 220TT0DP	
1. TRANSPORTATION COMPANY TENDERED TO CIRCLE LOGISTICS INC	2. SCAC CLIM	3. DATE B/L PREPARED 220525 (YYMMDD)	4. ROUTE ORDER/RELEASE NUMBER 7YBB94547A
5. DESTINATION (Name, Address and ZIP code) DLA DISPOSITION SERVICES RILEY BLDG 1950 STREET L CAMP FUNSTON FORT RILEY KS 66442-2490	6. SPLC (Dest.) 585234250	8. ORIGIN (Name, Address and ZIP code) GREAT LAKES BLDG 7260 3355 ILLINOIS ST BLDG 7260 GATE 6 GREAT LAKES IL 60088-0000	
9. CONSIGNEE (Name, Address and ZIP code of installation) DLA DISPOSITION SERVICES RILEY BLDG 1950 STREET L CAMP FUNSTON FORT RILEY KS 66442-2490	7. SPLC (Orig.) 381702290	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION SUSQUEHANNA NEW CUMBERLAND, PA 17070-5002	
10. GBLOC (Cons.) IOOI	12. APPROPRIATION CHARGEABLE S4AA		
14. VIA (Route shipment when advantageous to the Government) CLIM TERMS: MILEAGE: 652		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) US BANK USBANK: BOX 790428 ST LOUIS MO 63179	
15. MARKS AND ANNOTATIONS APPOINTMENTS CAN ONLY BE CHANGED BY CALLING 800-468-8289. NO ONE ELSE IS AUTHORIZED TO CHANGE APPT TIMES. PICKUP & DELIVERY SITES CAN CONFIRM OR CLARIFY DRIVING DIRECTIONS.		TP-3 DDD-220601 (YYYYDDD) 204997M, 53FT VAN, PU 5/31@1000 POC C SMITH 228-235-6920 DEL 6/2 @0800, POC M. METZ, 785-560-3778. US CITIZEN/REAL ID ACT	

Figure 3.3.8

3.4 NOSS UPDATE PROCEDURES

Contact NSTC N4 for NOSS guidance on transferring property recorded within NOSS to DLA DS. Listed below is some general guidance:

- Step 1: Initiate Transfer in NOSS:
 - From the main NOSS menu, navigate to "Supply" then "Property."
 - Locate the asset being transferred.
 - Select "Change Status." The asset line will highlight yellow.
 - In the drop-down menu, select "Transfer."
 - Enter "DRMO" in the UIC box.
 - Save the changes (click the computer disk icon).
 - Verify the asset "Status" has changed to "Transfer."
- Step 2: Generate Transfer Report:
 - From the Property Shelf page, navigate to "Reports," then "Transfers," then "Create."
 - In the drop-down box, select "DRMO."
 - Select the checkbox next to the asset(s) being transferred to DRMO.
 - In the "Comments" box, provide the reason for the transfer, including applicable information such as: Minor Property Number(s), Serial Number(s), Model Number(s) (e.g., "This asset is damaged beyond economical repair and is being transferred to [DLA DS Address]. DLA DS POC: [Contact Name]. Fed-Ex Ground tracking number: [Tracking Number]").
- Step 3: Record Keeping:
 - Maintain a printed copy of the NOSS Property Transfer document and DD Form 1348-1A in your expenditure file (Transfer, Survey, DLA DS (DRMO)). Retain the file for 10 years.

In conclusion, this document serves as a comprehensive guide for NROTC Supply Technicians and Staff, outlining the essential procedures for properly disposing of government property through DLA Disposition Services. By adhering to the outlined steps for DLA DS turn-in, ETID creation, truck scheduling, and NOSS updates, the NROTC unit can ensure accountability, maintain a clear audit trail, and remain compliant with regulations regarding property disposal.

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