

## NROTC Unit Supply Binder - Tab 3-30

**SUBJECT:** Property Disposal / DLA Disposition Services / Truck Scheduling

**PURPOSE:** To inform NROTC Supply Technicians and Staff of the process for disposal of government property.

**OVERVIEW:** The process included here provides an accountable method for disposal of government property. The disposal process, when completed, should provide a clear audit trail of the property's disposition. In most instances, property shall be turned into Defense Logistics Agency Disposition Services (DLA DS). For IT equipment (CPU, laptops, hard-drives, etc.) approval must first be obtained from NSTC N611, phone: 847-688-3456 ext. 233.

**\*\*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.

**ACTION REQUIRED:** NROTC staff shall follow the below procedures to dispose of government property.

### DLA DS TURN IN PROCEDURES:

1. Navigate to <http://www.dla.mil/DispositionServices/DDSR/TurnIn/>
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):
  - a. 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).
  - b. 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 item; 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

c. Contact your DLA DSFO and prepare documents and property in accordance with their procedures, each DLA DSFO may be slightly different.

d. 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](http://www.dla.mil/Portals/104/Documents/DispositionServices/RTD/DISP_ConditionCodes_150820.docx). A listing of DEMIL codes can be found at the following link: [www.dla.mil/Portals/104/Documents/DispositionServices/ddsr/userguide/demilcodes.html](http://www.dla.mil/Portals/104/Documents/DispositionServices/ddsr/userguide/demilcodes.html)

3. The DLA DS Customer Handbook and DLA DS Turn-in Smartbook can be located at: <http://www.dla.mil/DispositionServices/Offers/Customersupport/Library/Handbooks.aspx>

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).

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/>

## CREATING AN ETID

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

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



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



3. Click on “New ETID”.



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.



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.



## SCHEDULING A TRUCK

NOTE: Use this link to request a truck.

<https://vsm.distribution.dla.mil/Scheduler/Home/Index>

1. Click "Request CONUS Direct Shipment – Cross Dock Appointment" to schedule a truck.



2. Select "Columbus" from the drop down menu.



3. Enter POC information and click "next".



## DISPOSITION SERVICES TRANSPORTATION SCHEDULER

### Contact Information

Customer DoDAAC: \* H0762A (From DDJ348-1A, Block 2)

Primary Point of Contact	Secondary Point of Contact
First Name: *	First Name: *
Buzz	Leather
Last Name: *	Last Name: *
Lightyear	Neck
Email Address: *	Email Address: *
LN@navy.mil	LN@navy.mil
Commercial Phone: *	Commercial Phone: *
8476880000	8476880000
DSN: *	DSN: *
Mobile: *	Mobile: *

\* Required Field

< Back Cancel Next >

4. Enter property description and pick up address.

### Special Handling

Number of CBIRs in this shipment: \* 1

Special Requirements

- Hazardous Material
- Computer (CPU, Laptop, etc.)
- Air Conditioned/Refrigerated
- Arms/Pistols/Sandblasters/Infrared/Small Arms Parts
- Radio Sets/Compasses/Tools
- Items Requiring Identification
- Retaining Devices

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

Address/Shipping Instructions from Recipient (Highways) (2000 characters maximum) \*

2775 Shady Hollow Blvd

\* Required Field

< Back Cancel Next >

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

< Back Cancel Add Package Remove Selected Copy Selected Next >

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	NSI	Quantity
<input type="checkbox"/> N0763A2256T745	7110DSOFFICE	0
<input type="checkbox"/> N0763A2256T737	7110DSSHELF00	0
<input type="checkbox"/> N0763A2256T741	7110DSDeskTOP	0

7. Review the information and click "Submit". You will receive an email confirmation for your request in 5 to 10 business days. DLA will call the POC's listed to schedule a pick up date.

### Request Review

Site: Columbus, OH (2014401)

Customer Account: 402624  
Requested Pickup Date: 08/08/09

**Primary Point of Contact**

Name: Jeremy Hines  
Email: Jeremy.Hines@DLA.Mil  
Phone: 269-961-7179

**Secondary Point of Contact**

Name: Jeremy Hines  
Email: Jeremy.Hines@DLA.Mil  
Phone: 269-961-7179

**DTID Information**

No DTIDs have been assigned to this request.

**Special Handling**

Fragile  
 High Priority  
 Hazardous  
 Perishable  
 Priority  
 Restricted  
 Temperature Sensitive  
 Other

**Package Information (Pallets, Trays, etc.)**

Type	Length (in.)	Width (in.)	Height (in.)	Weight (lbs)	Stackable	Quantity
Pallet	48	48	36	2000	Yes	1
Total Cubic:				48 Ft.		
Total Weight:				2000 lbs.		

Address/Shipping Instructions: 43775 Chestnut Pallet Ave  
Number of Pallets: 1

7. Scheduler POC Information: Jeremy Hines, [Jeremy.hines@dla.mil](mailto:Jeremy.hines@dla.mil), 269-961-7179

8. 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 have been picked up.

22563340 COMMERCIAL BILL OF LADING		ORIGINAL B/L NO. 220TTSDP	
1. TRANSPORTATION COMPANY TENDERED TO CIRCLE LOGISTICS INC		2. SIC# CLIM	3. DATE B/L PREPARED 220525 (YYYYMMDD)
4. DESTINATION (Name, Address and ZIP code) DLA DISPOSITION SERVICES RILEY BLDG 1950 STREET L CAMP FUNSTON FORT RILEY KS 66442-2490		5. EPLC (Dist.) 583234250	6. ROUTE ORDER/RELEASE NUMBER 7YBB94547A
7. EPLC (Ship) 381702290		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		10. CBLOC (Cont.) 1000	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION SUSQUEHANNA NEW CUMBERLAND, PA 17070-5002
12. APPROPRIATION CHARGEABLE 54AA		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) US BANK USBANK; BOX 790428 ST LOUIS MO 63179	
14. VIA (Route shipment when advantageous to the Government) CLIM TERMS: MILEAGE: 652		15. MARKS AND ANNOTATIONS TP-3 DDO-220601 (YYYYDDDD) 204997M, 53FT VAN, PU 5/31@1000 POC C SMITH 228-235-6920 DEL 6/2 @0800, POC M. METZ, 785-560-3378. US CITIZEN/REAL ID ACT	
16. 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.			

## NOSS UPDATE PROCEDURES

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

1. In the main NOSS menu select "Supply", then (click on) "Property." Find the Government asset that is being transferred and (click on) "Change Status," the asset line will be highlighted in yellow. In the drop down select "Transfer" and type "DRMO" in the UIC box, then (click on) the picture of computer disk and save. Then verify the asset "Status" changed to "Transfer".
2. From the Property Shelf page (click on) "Reports," then "Transfers," then "Create." In the drop down box (click on) DRMO. Click on the box to the left of the asset(s) being transferred to DRMO. In the 'Comments' box type in the reason property is being transferred to DRMO, Minor Property #(s), Serial #(s), Model #(s) (example: "This government asset is damaged beyond economical repair and being transferred to the area DLA DS, Address, DLA DS POC, and if being shipped Fed-Ex Ground include the tracking number).
3. Maintain printed copy of the NOSS Property Transfer document and DD Form 1348-1A in your expenditure file (Transfer, Survey, DLA DS (DRMO)) which is maintained for 10 years.

### Points of Contact:

William Barton  
NROTC Supply Management Specialist  
GAM  
847-688-4141x176  
[william.g.barton.civ@us.navy.mil](mailto:william.g.barton.civ@us.navy.mil)

Sidney Coleman  
GPC Level IV Agency Program Coordinator  
847-688-4141 x 187  
[sidney.e.coleman.civ@us.navy.mil](mailto:sidney.e.coleman.civ@us.navy.mil)



Jason Sheets  
NROTC Supply Management Specialist  
847-688-4509x330  
[jason.d.sheets.civ@us.navy.mil](mailto:jason.d.sheets.civ@us.navy.mil)

Jerry Long  
N4 Logistics Director  
847-688-4509 x 388  
[jerry.e.long.civ@us.navy.mil](mailto:jerry.e.long.civ@us.navy.mil)