# NROTC Unit Supply Binder - Tab 3-30

**SUBJECT:**  Property Disposal

**PURPOSE:**  To inform NROTC 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/](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](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.

e.  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: 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/

**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:

**Step 1**:

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".

**Step 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).

**Step 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.

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