

Electronic Turn In Document (ETID)

1. What is ETID?

The Defense Reutilization and Marketing Service has developed a Web-based Electronic Disposal Turn-in Document (ETID). It is an electronic method for preparing a disposal turn-in document (DD Form 1348-1A). The intent of the web-based document is to simplify and improve the turn-in process and is designed for those generators who manually prepare the DD Form 1348-1A. ETID is a major step towards DRMS' goal of moving information, not property.

2. Who is ETID designed for?

Designed to assist generators who manually create the DD Form 1348-1A turn-in documentation.

3. Eligibility for ETID

Any employee working for an activity that has a valid DoDAAC can utilize ETID.

- DoD employees
- Foreign national employees
- DoD contractors

4. What are the benefits to using ETID?

ETID eliminates the handscribed/typewritten preparation of the DD Form 1348-1A, making it easier to turn property into DRMS. It reduces the time required to complete a DD Form 1348-1A. ETID also pre-populates a large portion of the required information automatically when there is a National Stock Number (NSN) item. This saves generators time from looking up codes and information about the item when processing it for turn-in. ETID also helps reduce property rejections. It enables a DRMO to review the information about the property and can contact the generator to resolve discrepancies prior to actual acceptance of the turn-in. ETID will also help assist generators in meeting intransit accountability requirements. ETID is flexible and can be used for either physical turn-in or receipt in place turn-in.

5. How do you obtain access to ETID?

A login and password for ETID is required. Registering on-line at ETID website: www.drms.dla.mil/etid.html. Users will be prompted to follow screen instructions. For minimum system requirements-recommend Windows 95 / Microsoft Internet Explorer 5.0 or Netscape Communicator 4.76 & Adobe Acrobat Reader 4 (Print Forms)

6. What are some other features of ETID?

ETID allows you to electronically submit your turn-in documentation to your servicing DRMO. The ETID program will pre-populate many of the fields for NSN items, nomenclature, demil code, unit price, etc. It includes drop down menus for other fields for quick reference. ETID will also provide the required DEMIL certification for the property. In addition to electronically preparing your turn-in documentation, the program allows you to print a completed DD 1348-1A, shipping paper, required DEMIL certifications, and bar code labels on the 1348-1A.