

Guidance for Using ETID

- a. The DRMO will identify an ETID point of contact(s) to their generator.
- b. Generators will use ETID to prepare an accurate Electronic Turn-In Document for Usable Property. Generators must use an authorized valid DoDAAC(s) that have been identified during the access request process.
- c. The DRMO will review ETID daily to determine incoming workload and to identify potential problems with property destined for turn-in. DRMOs will utilize the status flags in ETID to communicate approval/rejected/redirected decisions about the ETID. DRMOs will contact generators to discuss ETIDs as necessary.
 - DRMOs will notify the generator whether their property is accepted and schedule turn-in (if being physically received).
 - The DRMO will upon receipt, either in place or received at the DRMO scan the ETID and input the data into the Defense Reutilization and Marketing Service Automated Information System (DAISY) for property accountability. For acceptable (XR1/XR3) receipt documents the DRMO may process by scanning the barcode on the label or DTID.
 - Property will be rejected according to DoD 4160.21-M. For unacceptable documents, the DRMO will use DRMS 917, Disposal Turn-In Document Reject Form and process the CLR transaction to clear the intransit and PMR files.
 - The Generator is required to provide at least one hard copy of the DD 1348-1A upon physical receipt or DRMO can print hardcopy upon turn-in.
 - The DRMO will accept as documentation the generator Electronic Turn-in document and associated certifications as applicable.
 - The DRMO may print or make copies of additional DTIDs (i.e., to provide receipt copies), and labels as necessary.
- d. Reimbursable property must have appropriate fund citation on the printed ETID until the capability is added for electronic capability.
- e. TID will be used for usable property only. Scrap or hazardous property will be added in later revisions to ETID.
- f. If the property is being received in place, the generator will fix a copy of the electronically generated Turn-In Document and/or barcoded label on the property. If the generator has the capability to print barcode labels, the generator will place a barcode label on each item of the turn-in. If the generator does not have the capability to print barcode labels, one copy of the ETID will be fixed to the property.

- g. LSN items must have valid NATO Codification Code.
- h. The ETID for items in critical FSCs turned-in under a LSN must contain the critical FSC LSN information.
- i. Users turning in non-critical FSC items under LSNs should also provide the additional LSN information being asked for, whenever possible. This requirement is optional.
- j. Generator batchlots are acceptable. "BA" will be used in lieu of the NATO Codification Code.
- k. Small Arms weapons (Accountability) are acceptable. "LL" will be used in lieu of the NATO Codification Code.
- l. Weight and cube are optional now. Will become a requirement later.
- m. Suffix documents are not accepted in ETID.
- n. If property will be received in place under ETID, the DRMO and generator will have a Memorandum of Agreement (MOA) as required in DRMS-I 4160.14, Vol. I, Supplement 3. The MOA should address on-site screening procedures if applicable, and trouble shooting for customer
- o. Accountability. For in-place receipts, DRMS will accept generator count. Losses and Gains will be processed according to DoD 4160.21-M, Chapter II, paragraph I. (For property held at generator site.)
- p. Service Managers will take the lead in introducing and training ETID to DRMS customers. They will work with generators as necessary to help them obtain access and become familiar with the ETID program. Service Managers will be responsible for follow-on visits and reports of status/problems as required. DRMOs will participate as necessary.
- q. The Logistics Business Unit (LBU) will be responsible for all coordination with Defense Logistics Agency (DLA) and military services levels. This may include program intervention and policy coordination due to ETID.