

**DRMO
STANDARD OPERATING PROCEDURES (SOP)
ELECTRONIC TURN-IN DOCUMENT (ETID)**

GENERAL

DRMS has developed a Web-based Electronic Disposal Turn-in Document (DD Form 1348-1a), hereafter referred to as ETID. The intent of the web-based document is to simplify the turn-in process and move DRMS towards its goal of moving information, not property. ETID eliminates the hand-scribed/typewritten documents and provides greater visibility of DoD excess property being turned in for disposal (improves intransit accountability). ETID will assist generators in preparing and printing (DD Form 1348-1A) documentation and label(s) electronically.

ETID also pre-populates a large portion of the required information automatically when there is a NSN item being turned-in. This will save generators time looking up codes and information on the item when processing it for turn-in. It will also help reduce property rejections.

Using ETID will also save a DRMO time receiving property. Turn-in information is electronically submitted and when approved by a DRMO, entered into the PMR file. When the property is actually received, the receipt information can then be scanned into DAISY. ETID enables the DRMO to review the information about the property before it is actually received. If needed, the DRMO can contact the generator to resolve any discrepancies prior to actual turn-in or the DRMO can reject an ETID back to the generator to be revised or deleted. It will also help identify property that may be able to be redirected to another DRMO, thus reducing the amount of handling required.

This SOP provides guidance to DRMOs for receiving and processing property received using ETID. **DRMOs may also need to refer to the ETID User Manual for additional instruction on using the ETID program for property turn-ins.** The User Manual can be found at the ETID Welcome Page.

ETID will be developed and deployed in phases. Additional ETID program enhancements will be added as they become available. DRMS will keep DRMOs and generators apprised of changes to ETID through the ETID web site as they occur.

For training purposes, a demo web site is available where data can be entered without affecting the actual ETID program. Use the following web address: www.drms.dla.mil/demo/etid.html for the demo site. Contact your DRMO Service manager or DRMS National/International ETID POCs for demo login and password.

For actual electronic turn-in of property, please use the address: www.drms.dla.mil/etid.html.

DRMOs/generators should contact their Service Manager for questions or assistance in using ETID. If further assistance is needed, please contact the following national and international representatives

DRMS National ETID Points of Contact:

- Mr. Al Meyer, DRMS-NPI (DSN) 932-5077/(Comm) 269-961-5077
- Mr. Bill Fox, DRMS-NOS (DSN) 932-4060/(Comm) 269-961-4060.

DRMS International ETID Point of Contact:

- Mr. Larry Williams DRMSI (DSN) 932-5090/(Comm) 269-961-5090

