

TURN-INS TO DEFENSE REUTILIZATION AND MARKETING OFFICES
ON DD FORM 1348-1A

(SINGLE LINE ITEM TURN-INS)
Excerpted from DoD 4000.25-1-M, MILSTRIP
Reference: Paragraphs A3 and C1

<u>FIELD LEGEND</u>	<u>RECORD POSITION</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Perpetuate from the source document. For locally determined excesses generated at a base, post, camp, or station, assign a DI code as determined by S/A procedures.
Routing Identifier	4-6	Enter the RI of the shipping activity or leave blank when the shipping activity is not assigned an RI.
Media and Status	7	Leave blank.
Stock or Part Number	8-22	Enter the stock or part number being turned-in. For subsistence items, enter the type of pack in rp 21. If an NSN is not used, FSC and NCB code must be used with part number and/or noun/nomenclature. See Block 25.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned-in.
Quantity	25-29	Enter the quantity being turned-in to DRMO. See Block 26.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24.

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Suffix	44	Leave blank. See Block 24.
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DRMO.
Signal	51	For hazardous material and waste turn-ins, enter Signal Code L; otherwise, leave blank.
Fund	52-53	For hazardous material and waste turn-ins, enter the MILSBILLS fund code designating the funds to be charged. For those activities not users of MILSBILLS, (i.e., Corps of Engineers, USCG), enter "XP."
Distribution	54	Perpetuate from source document or leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave blank.
Precious Metals	62	Enter applicable code from appendix B28.
Automated Data Processing Equipment Identification	63	Enter applicable code from appendix B29.
Disposal Authority	64	Enter applicable code from appendix B26.
Demilitarization	65	Enter code assigned as required by DoD 4160.21-M-1. NOTE: When demilitarization has been accomplished prior to transfer to DRMO, the appropriate demilitarization certification, as required by DoD 4160.21-M-1 must be reflected in Block 27.
Reclamation	66	Enter code "Y" if reclamation was performed prior to release to a DRMO. Enter "R" if reclamation is to be performed after turn-in to DRMO. Enter code "N" if reclamation is not required.
Routing Identifier	67-69	Perpetuate from Disposal Release Order.

Ownership	70	Enter applicable code or leave blank.
Supply Condition	71	Enter applicable code from appendix B18.
Management	72	Perpetuate from source document or leave blank.
Screening	73	Leave blank.
Unit Price	74-80	Enter the unit price for the NSN or part number in rp 8-22.

BLOCK ENTRIES

- 1 Enter the extended value of the transaction.
- 2 Enter the shipping point identified by DoDAAC; if reduced printing is used, in-the-clear address may be entered in addition to the DoDAAC.
- 3 Enter the consignee DRMO by DoDAAC. This will be the predesignated DRMO and will be entered by the shipping activity; if reduced printing is used, the in-the-clear address may be entered in addition to the DoDAAC.
- 4 Insert HM, if the turn-in is hazardous materiel or HW, if the turn-in is hazardous waste.
- 5 Enter the date of document preparation, if required by the shipper.
- 6 Enter the national motor freight classification (NNFC), if required by the shipper.
- 7 Enter the freight rate, if required by the shipper.
- 8 Enter coded cargo data, if required by the shipper.
- 9 Enter applicable controlled inventory item code which describes the security/pilferage classification of the shipment from DoD 4100.39-M, volume 10, Chapter 4, table 61.
- 10 Enter the quantity actually received by the DRMO, if different from positions 25-29.
- 11 Enter the number of units of issue in a package, if required by the shipper.
- 12 Enter the unit weight applicable to the unit of issue, if required by the shipper.

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- 13 Enter the unit cube applicable to the unit of issue, if required by the shipper.
- 14 Enter the uniform freight classification, if required by the shipper.
- 15 Enter the shelf life, if appropriate; otherwise, leave blank.
- 16 Enter in-the-clear freight classification nomenclature, if required by the shipper.
- 17 Enter the item nomenclature. For non-NSN items; enter as much descriptive information as possible. Specified additive data or certification from the generating source for specific types of property should be entered.
- 18 Enter type of container, if required by the shipper.
- 19 Enter number of containers that makes up the shipment, if required by the shipper.
- 20 Enter total weight of shipment, if required by the shipper.
- 21 Enter total cube of shipment, if required by the shipper.
- 22 Received By - Enter the signature of person receiving the materiel.
- 23 Date Received - Enter date materiel was received and signed for.
- 24 Document Number - Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excesses generated at base, post, camp, or station, assign a document number as determined by Service/Agency procedures. Suffix Code - Leave blank.
- 25 National Stock Number - Enter the stock or part number being turned-in. For subsistence items, enter the type of pack in rp 21. If an NSN is not used, FSC and NCB code must be used with part number and/or noun/nomenclature.
- 26 For turn-in to DRMO - This block will not contain bar code data, it is reserved for internal DRMO/DRMS.
- 27 This block may contain additional data including bar coding for internal use. Enter data in this block as required by the shipping activity or the DRMO receiving the materiel. When data is entered in this block, it will be clearly identified. For hazardous material and waste turn-ins, enter the DoDAAC of the bill-to office, the contract line item number (CLIN) for the item, and the total cost of the disposal, (that is, CLIN cost times quantity in pounds equals cost of disposal).