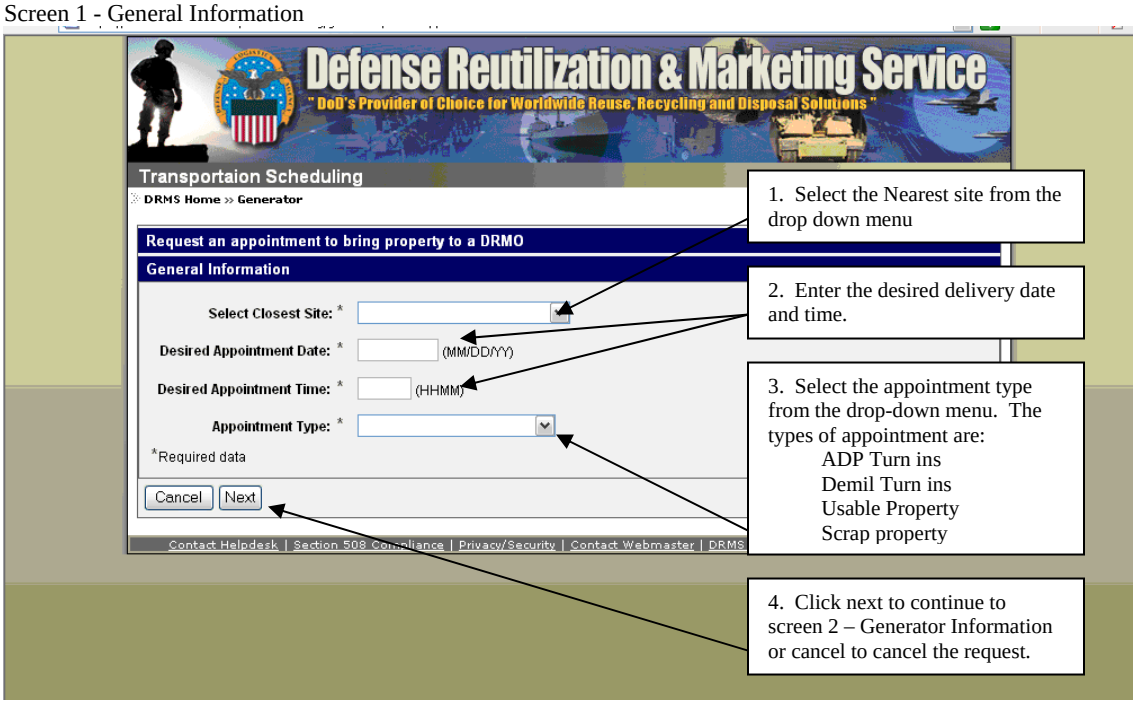
Section 1 – Generating the turn-in request

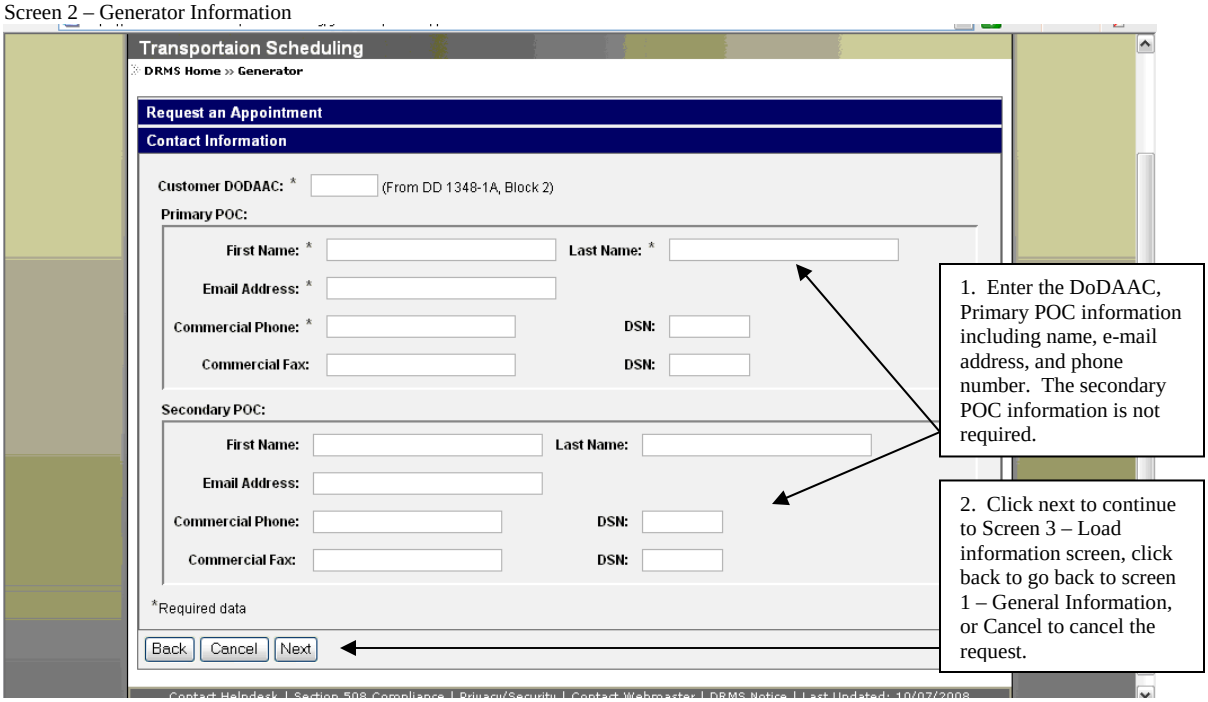
The turn in request will be required before an actual schedule can take place. Either the generator will have to go out to the website and fill out the request, or they will call and the Local Scheduler will have to fill out the request when they open the appointment on the Calendar. The request form has been split up into five separate pages. The generator information screen, the Contact Information screen, the Load information screen, the Review screen, and the conformation screen.

Screen 1 - General Information



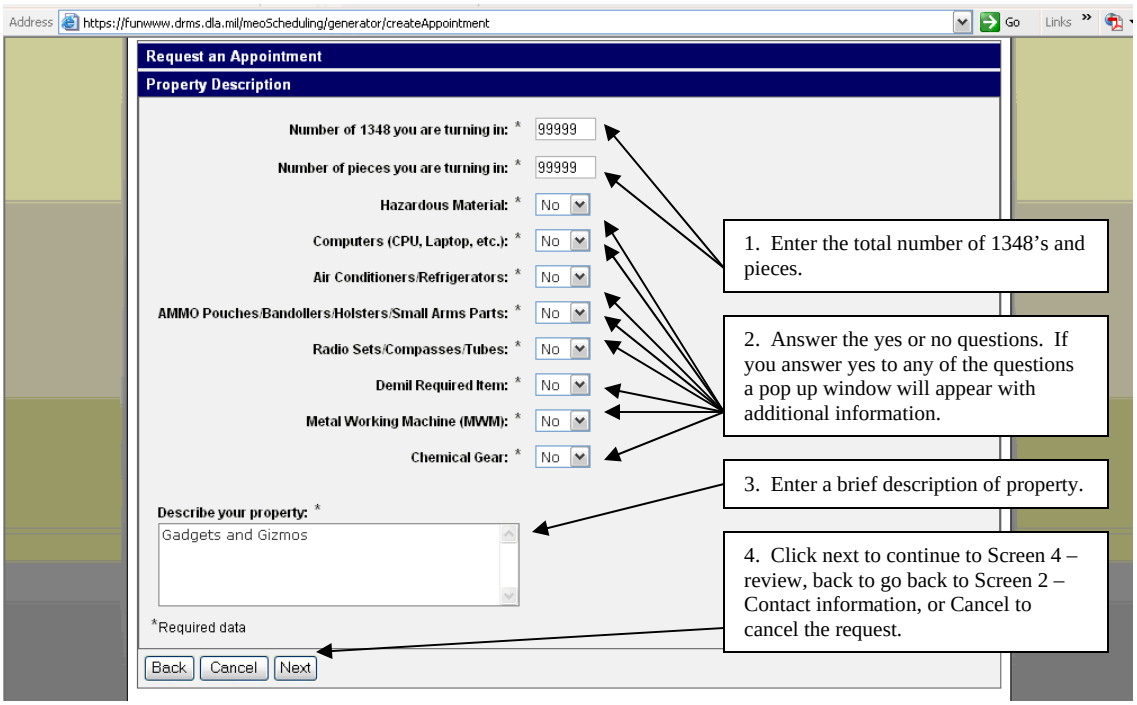
1. Select the nearest site from the drop down menu.
2. Enter the desired delivery date and time. Please note the times may change pending local schedule.
3. Select the appointment type from the dropdown menu. The types of appointments that are available are:
   ADP Turn in
   Demil Property turn in
   Unusable Property
   Scrap Property
4. Click next to continue to Screen 2 – Generator Information or Cancel to cancel the request.

Screen 2 – Generator Information



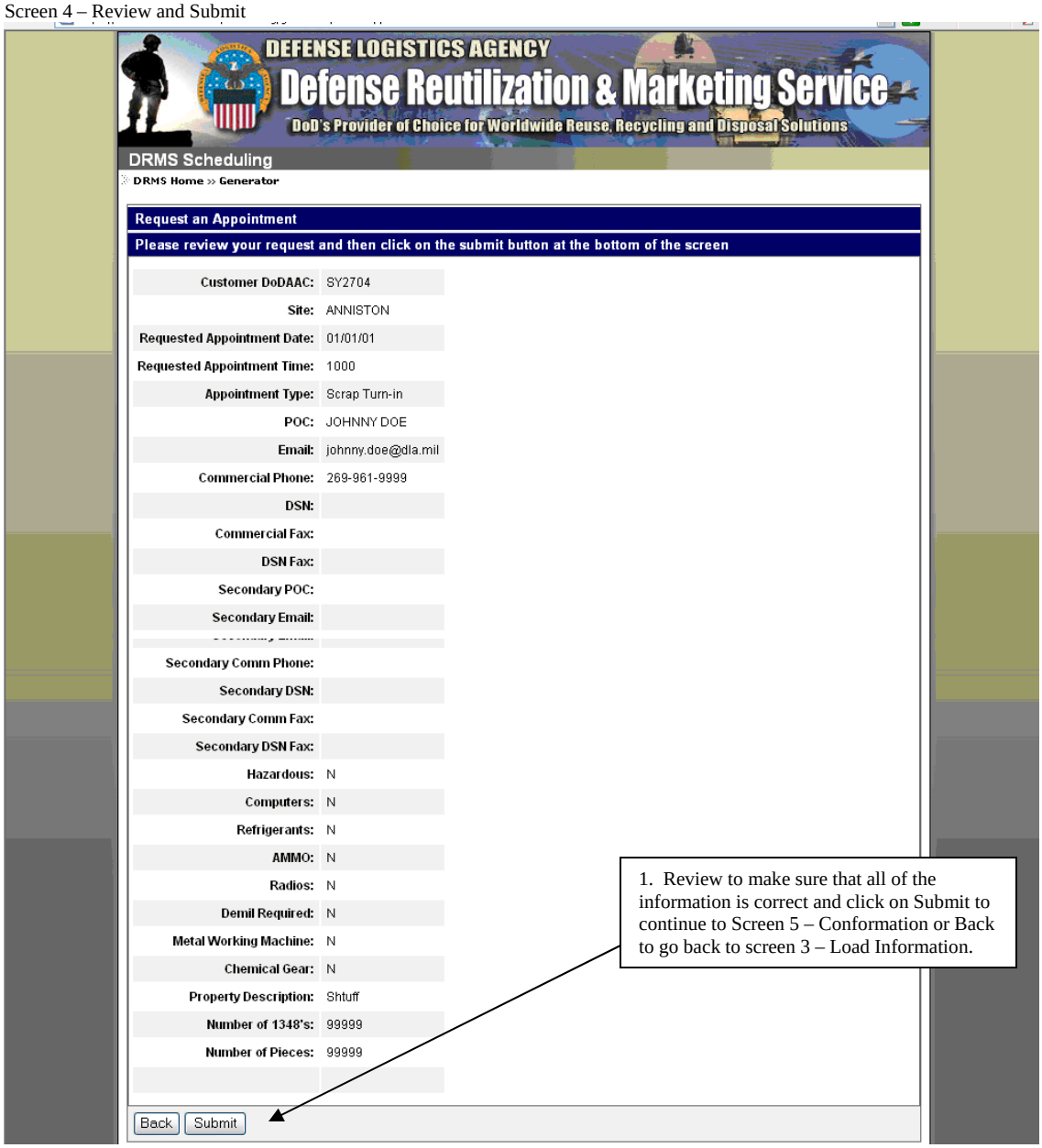
1. Enter the POC information including the Department of Defense Activity Address Code (DoDAAC), first name, last name, e-mail address, and phone number.
2. Click next to continue to Screen 3 – Load Information Screen, back to go back to screen 1 – General Information, or cancel to cancel the request.

Screen 3 – Load Information



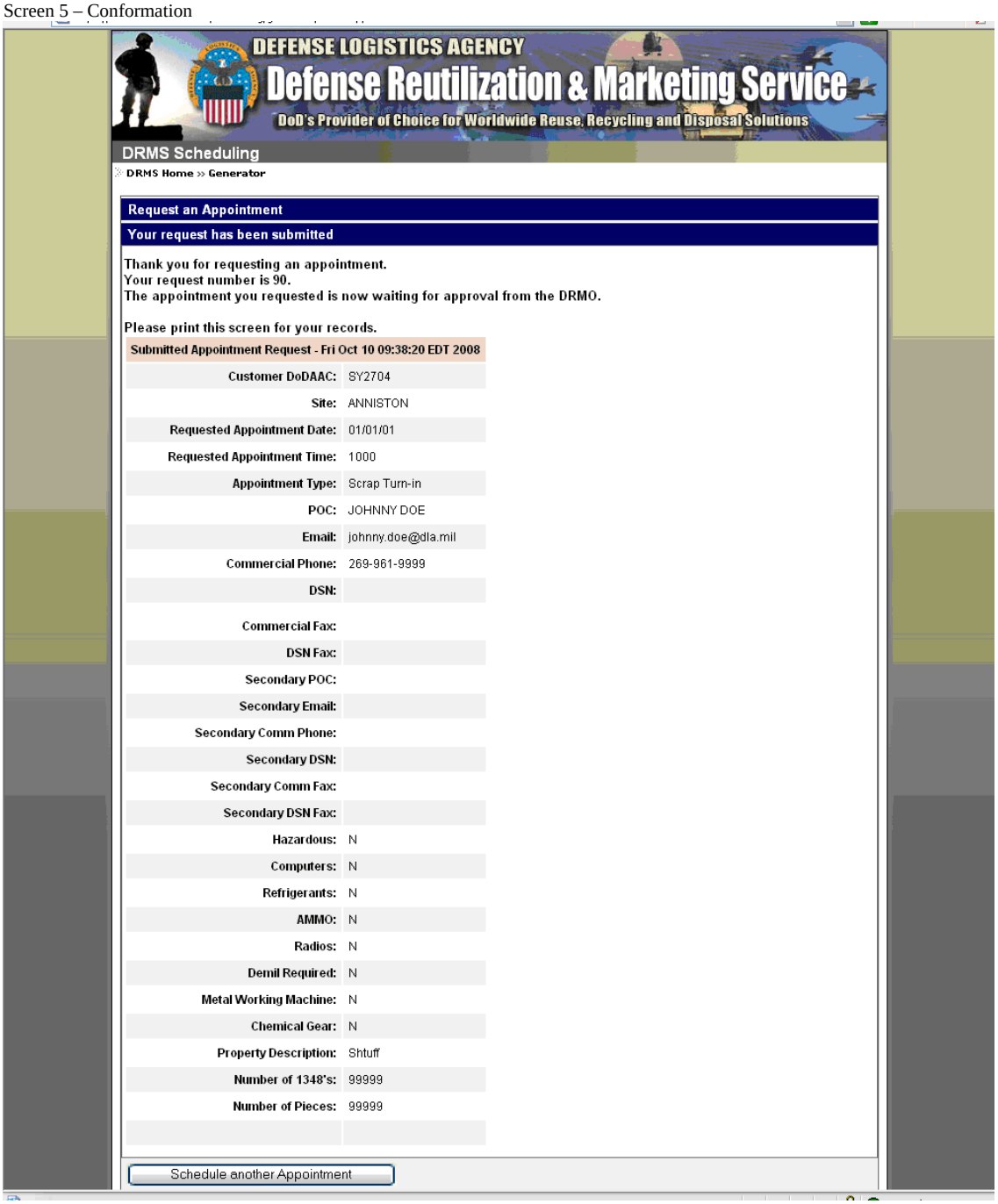
1. Enter the Total number of 1348's and pieces to be turned in.
2. Answer the Yes or No questions. If you answer yes to any of the questions a pop up window will appear with additional information.
3. Enter a brief description of property.
4. Click next to continue to Screen 4 – Review, back to go back to Screen 2 Contact Information, or Cancel to cancel the request.

Screen 4 – Review and Submit



1. Review to make sure that all of the information is correct and click on Submit to continue to Screen 5 – Conformation or Back to go back to screen 3 – Load Information.

Screen 5 – Conformation



Please print this page for your records. The conformation number you receive is given by the system means that this request has been received in our system. With it, we can track the order from beginning to end and can let you know where it is in the process.