



Disposition

Overview


The Warehouse Management module Disposition process provides the ability to create, edit, and cancel Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need.

Navigation

MATERIEL MGMT > Disposition > Disposition page

Procedures


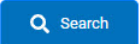
Search for a Disposition

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Search Criteria

Disposition Type	All	Disposition Status	All
Dt From	month/day/year	Dt To	month/day/year
Stock Nbr		DTID Nbr	All
Document Number	All	Item Desc	All
LIN/TAMCN	All	LIN/TAMCN Desc	All





- Select . The results display in the Disposition grid.

Search Results

Options + Add Edit Approve Cancel Dispose Attachments Print Forms


Document Nbr	Attachments	DTID Nbr	Stock Nbr	Item Desc	Disposition Type	Disposition Status	Disposition Qty	Container ID
M9836482274000	-	-	8465011150026	CANTEEN, WATER	E - Excess	Z - EXCESS - REQUEST	5	-
M9836480124001	-	-	8465015987693	PACK, USMC, SYSTEM, ASSEMBLED	T - Warehouse Turn-In	J - WAREHOUSE TURN-IN - SHIPPED	59	-
M9836472414004	-	-	8415015811037	SHIRT, IWCS, W/D MARPAT F/R, S/R	E - Excess	AC - EXCESS - COR APPROVED	5	-
M9836471144000	-	-	8465011150026	CANTEEN, WATER	E - Excess	AC - EXCESS - COR APPROVED	2	-



Selected 0/4 10 Items per page 1 - 4 of 4 items

Cancel a Disposition

- Click  to select the desired entry. The Disposition row is highlighted, and , , , , , and  become available.

- Select . The

 Are you sure you want to cancel the selected disposition(s)?

appears.

- Select . The Disposition record is removed from the results.

Print a Disposition


The DD Form 1348-1A provides details on the selected Disposition record.

- Click  to select the desired entry. The Disposition row is highlighted, and , , , , , and  become available.

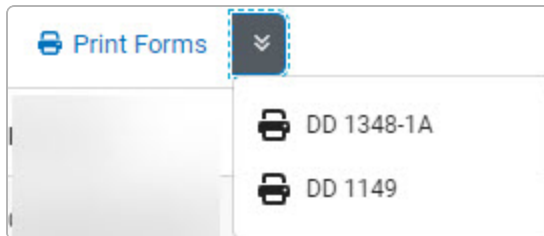


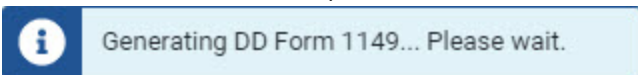


Help Reference Guide

2. Select . Select the main button to automatically save the DD Form 1348-1A. Select the down arrow to choose which form to print.

3. Select . Choose which form to save:



4. Once the form is clicked, either the  or the  appears.

5. Once that pop-up disappears, the  or the  appears, and the Windows **Choose File to Upload** pop-up window appears.

6. Select . The form is saved and ready for printing.






Add a Disposition

Navigation

MATERIEL MGMT > Disposition >  > Add Disposition slide-out window

Procedures

Add a Disposition

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Disposition** slide-out window appears.



The screenshot shows a slide-out window titled "Add Disposition" with a close button (X) in the top right corner. Below the title is a link for "Instructions / Help". There are two expandable sections: "Details" and "Materiel", both with downward-pointing chevrons. At the bottom left is a "Cancel" button with a red X icon, and at the bottom right is a "Save" button with a floppy disk icon.






2. Open the Details panel.

Add Disposition ✕

▶ [Instructions / Help](#)

Details ⬆

Document Nbr	<input type="text"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value=""/>
* Disposition Reason	<input type="text" value=""/>
Excess/Unusable Dt	<input type="text" value="3/14/2024"/> 
Remarks	<input type="text"/>

Materiel ⬇





- A. Use to select the desired Disposition Type.

L – Local Disposal:

Details ▲

Document Nbr
System generated if empty

DTID Nbr

* Disposition Type ▼

* Disposition Reason ▼

Excess/Unusable Dt

Remarks



- a. Use to select the Disposition Reason.







E — Excess:

Details ↑

Document Nbr	<input type="text"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="E - Excess"/>
* Disposition Reason	<input type="text"/>
* Disposition Activity	<input type="text"/>
Available Dt	<input type="text" value="month/day/year"/> 
Excess/Unusable Dt	<input type="text" value="3/19/2024"/> 
Remarks	<input type="text"/>

- a. Use  to select the Disposition Reason.
- b. Use  to select the Disposition Activity.

3. Open the Materiel panel.





Add Disposition
✕

▸ [Instructions / Help](#)

Details
▼

Materiel
▲

Options ▾
+ Add
Edit
Delete

	ICN	Stock Nbr	Item Desc	Serial Nbr	Qty	Container
i	No Data					

Selected 0/0 ◀ ◁ ▷ ▶ 10 items per page 0 - 0 of 0 items

Container ID

✖ Cancel
💾 Save


- A. Select + Add. The **Inventory Select Browse** pop-up window appears.
 - B. Verify the materiel entries.
 - C. Enter the CONTAINER ID, or use 🔍 to browse for the entry. This is a 20 alpha-numeric character field.
4. Select 💾 Save. The ✔ Disposition was successfully added. appears, with the new disposition record at the top of the results in green.






Edit a Disposition

Navigation

MATERIEL MGMT > Disposition > (desired record) >  Edit > Edit Disposition slide-out window

Procedures

Edit a Disposition

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the desired entry. The Disposition row is highlighted, and , , , , , and  become available.
2. Select . The **Edit Disposition** slide-out window displays.



The screenshot shows the 'Edit Disposition' slide-out window. At the top, it says 'Edit Disposition' with a close button (X). Below that is a link for 'Instructions / Help'. There are two expandable sections: 'Details' and 'Materiel', both with downward arrows. At the bottom, there is a 'Cancel' button on the left and an 'Update' button on the right.

3. Open the Details panel.






Edit Disposition ✕

[▶ Instructions / Help](#)

Details ⬆

Document Nbr	<input type="text" value="LD071740391209"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="L - Local Disposal"/>
* Disposition Reason	<input type="text" value="15 - Obsolete"/>
Excess/Unusable Dt	<input type="text" value="2/8/2024"/> 
Remarks	<input type="text"/>

Material ⬇


4. *Verify the Disposition Type.*





L - Local Disposal

Details ▲

Document Nbr	<input type="text" value="LD071740391209"/> <small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="L - Local Disposal"/>
* Disposition Reason	<input type="text" value="15 - Obsolete"/>
Excess/Unusable Dt	<input type="text" value="2/8/2024"/> 
Remarks	<input type="text"/>



- A.** Update the Disposition Reason, using  to select the desired explanation.





E -Excess

Details ▲

Document Nbr	<input type="text" value="M9836440794000"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="E - Excess"/>
* Disposition Reason	<input type="text" value="23 - Damaged"/>
* Disposition Activity	<input type="text" value="SXD102"/>
Available Dt	<input type="text" value="3/22/2024"/> 
Excess/Unusable Dt	<input type="text" value="3/19/2024"/> 
Remarks	<input type="text" value="BPG Test"/>

- A. Update the Disposition Reason, using  to select the desired explanation.
 - B. Update the Disposal Activity, using  to select the desired placement.
5. Open the Materiel panel.





Edit Disposition
✕

▸ [Instructions / Help](#)

Details
▼

Materiel
▲

Options ▾
+ Add
✎ Edit
🗑 Delete

	ICN	Stock Nbr	Item Desc	Serial Nbr	Qty	Container
<input type="checkbox"/>	B0000000000007009879	8465011150026	CANTEEN, WATER	--	5	--

Selected 0/1

⏪
⏩

Container ID

✖ Cancel
✔ Update

A. Click to select the desired entry. *The Disposition row is highlighted, and* , , and become available.

B. Select . *The QTY field becomes editable, and the* *changes to* .

C. Update the QTY, using to choose the revised amount.

D. Select . *The QTY field becomes read only, and the Disposition QTY is updated.*

6. Select . The appears, with the revised disposition record in the results in green.





Approve a Disposition

Navigation

MATERIEL MGMT > Disposition > (desired record) > > Approve Disposition slide-out window

Procedures

Approve a Disposition

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

- Click to select the desired entry. The Disposition row is highlighted, and , , , , , and become available.
- Select . The **Approve Disposition** slide-out window appears.

Approve Disposition
✕

▶ Instructions / Help

Details
▼

Materiel
▼

Approval
▼


- Open the Details panel.



Approve Disposition ✕

[▶ Instructions / Help](#)

Details ⬆

Document Nbr	<input type="text" value="LD071740391209"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="L - Local Disposal"/>
* Disposition Reason	<input type="text" value="15 - Obsolete"/>
Excess/Unusable Dt	<input type="text" value="2/8/2024"/> 
Remarks	<input type="text"/>

Material ⬇

Approval ⬇


4. *Verify the Disposition Type.*





L - Local Disposal

Details ↑

Document Nbr	<input type="text" value="LD071740391209"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="L - Local Disposal"/>
* Disposition Reason	<input type="text" value="15 - Obsolete"/>
Excess/Unusable Dt	<input type="text" value="2/8/2024"/> 
Remarks	<input type="text"/>



A. *Verify the Disposition Reason.*





E -Excess

Details ^

Document Nbr	<input type="text" value="M9836440794000"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="E - Excess"/>
* Disposition Reason	<input type="text" value="23 - Damaged"/>
* Disposition Activity	<input type="text" value="SX0102"/>
Available Dt	<input type="text" value="3/22/2024"/> 
Excess/Unusable Dt	<input type="text" value="3/19/2024"/> 
Remarks	<input type="text" value="BPG Test"/>

- A. *Verify the Disposition Reason.*
 - B. *Verify the Disposal Activity.*
5. Open the Materiel panel.





Approve Disposition ✕

▸ [Instructions / Help](#)

Details ▾

Matériel ▴

[Options](#) ▾ | [+ Add](#) | [✎ Edit](#) | [🗑 Delete](#)

<input type="checkbox"/>	ICN	Stock Nbr	Item Desc	Serial Nbr	Qty	Container
<input type="checkbox"/>	B0000000000007009879	8465011150026	CANTEEN, WATER	--	5	--

Selected 0/1 ◀ ▶

Container ID

Approval ▾

- A. *Verify the Disposition record(s).*
6. Open the Approval panel.





Approve Disposition ✕

▸ [Instructions / Help](#)

Details ▾

Materiel ▾

Approval ▴


[Options](#) ▾

Status Dt	Description	Approver's Name	Comment	Status
<div>i No Data</div>				

* Status

Comment


✕ Cancel ✓ Approve

- A. Update the Status, using  to select the desired status.
- B. *The Approval grid changes.*





Approval ↑

 Options ▾

Status Dt	Description	Approver's Name	Comment	Status
03/20/2024 05:49 PM	Warehouse Manager Approval	PIDGE GROCE	--	Approved

* Status

Comment


7. Select . The Disposition record changes status in the results.






Dispose of a Disposition

Navigation

MATERIEL MGMT > Disposition > (desired record) >  > Dispose Disposition slide-out window

Procedures

Dispose of a Disposition

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the desired entry. The Disposition row is highlighted, and , , , , , and  become available.
2. Select . The **Dispose Disposition** slide-out window displays.

Dispose Disposition ✕



▸ Instructions / Help

Details ▾

Materiel ▾

Approval ▾

Shipment Details ▾






3. Open the Details panel.

Dispose Disposition ✕

▸ [Instructions / Help](#)

Details ⤴

Document Nbr	<input type="text" value="LD071740391211"/> <small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="L - Local Disposal"/>
* Disposition Reason	<input type="text" value="14 - Damaged"/>
Excess/Unusable Dt	<input type="text" value="2/8/2024"/> 
Remarks	<input type="text"/>

Materiel ⤵

Approval ⤵

Shipment Details ⤵


4. Verify the Disposition Type.





L - Local Disposal

Details ↑

Document Nbr	<input type="text" value="LD071740391211"/> <small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="L - Local Disposal"/>
* Disposition Reason	<input type="text" value="14 - Damaged"/>
Excess/Unusable Dt	<input type="text" value="2/8/2024"/> 
Remarks	<input type="text"/>



A. *Verify the Disposition Reason.*





E -Excess

Details ^

Document Nbr	<input type="text" value="LD071740261210"/>
	<small>System generated if empty</small>
DTID Nbr	<input type="text"/>
* Disposition Type	<input type="text" value="E - Excess"/>
* Disposition Reason	<input type="text" value="26 - Worn Out"/>
* Disposition Activity	<input type="text" value="SGP180"/>
Available Dt	<input type="text" value="1/30/2024"/> 
Excess/Unusable Dt	<input type="text" value="1/29/2024"/> 
Remarks	<input type="text"/>

- A. *Verify the Disposition Reason.*
 - B. *Verify the Disposal Activity.*
5. Open the Materiel panel.





Dispose Disposition ✕

▸ Instructions / Help

Details ▼

Materiel ▲

Options ▾ |

<input type="checkbox"/>	ICN	Stock Nbr	Item Desc	Serial Nbr	Qty	Container
<input type="checkbox"/>	B0000000000007009879	8465011150026	CANTEEN, WATER	--	2	--

Selected 0/1 ◀ ◁ ▷ ▶ 10 items per page 1 - 1 of 1 items

Container ID

Approval ▼

Shipment Details ▼

6. Open the Approval panel.





Dispose Disposition
✕

▶ Instructions / Help

Details
▼

Materiel
▼

Approval
▲

🔗 Options ▾

Status Dt	Description	Approver's Name	Comment	Status
04/24/2017 11:11 AM	Warehouse Manager Approval		--	Approved
04/24/2017 11:11 AM	COR Approval		--	Approved

* Status

Approved ▾

Comment

Shipment Details
▼

✕ Cancel

🗑 Dispose

- A.** *Verify the Status.*
7. Open the Shipment Details panel.





Dispose Disposition ✕

► Instructions / Help

Details ▼

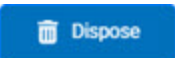

Materiel ▼

Approval ▼

Shipment Details ▲

Mode of Shipment	CE - Customer Pickup / Cust... ▼
Shipped Dt	5/12/2026 📅
Transportation Control Nbr	<input type="text"/>
SCAC	<input type="text"/> ✕ ▼
Tracking Nbr Type	<input type="text"/> ▼
Tracking Nbr	<input type="text"/>

✕ Cancel 🗑 Dispose


8. Select . The  appears, with the Disposition record removed from the grid.






Add Attachments to a Disposition Record

Navigation

MATERIEL MGMT > Disposition >  >  (desired record) > 
> Add / Edit Attachments slide-out window

Procedures

Attach a Document to a Disposition Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. The Disposition row is highlighted, and , , , , , and  become available.
2. Select . The **Add / Edit Attachments** slide-out window appears.





Add/Edit Attachments ✕

▸ [Instructions / Help](#)


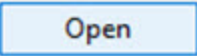


Details ▲

Doc Nbr	M9836482274000	Stock Nbr	8465011150026
Type	E - Excess	Status	Z - EXCESS - REQUEST

Attachments ▲

Attachments

✕ Cancel

- Use  to browse for the attachment. *The Windows **Choose File to Upload** pop-up window appears.*
 - Choose the file to attach, and select it.
 - Select . *The **Choose File to Upload** pop-up window closes, and the file name appears next to the .*
3. Select  at the top left of the slide-out. *The **Add / Edit Attachments** slide-out closes, and the files are attached to the record.*

