

Logistics

Management Office

Supply Branch

Frequently Asked Questions

PROPERTY TURN INS:

Q. What do I do with excess equipment?

A. Prepare a ENG Form 4900 (Property Control Receipt) transferring excess property to the Property Book Officer, hand receipt account 511. Excess property is picked up on Thursdays. Eng Form 4900 for pick up must be in Logistics by Tuesday for Thursday pick up.

(Fort Worth Field Offices)

- For those designated to turn in at the Federal Center Warehouse. Make appointment for turn in. Bring completed ENG Form 4900 transferring excess to hand receipt account 511.
- For those designated to turn in excess at DRMO, DD Form 1348's must be prepared for transfer. Appointments should be made with DRMO prior to turn in. Provide copy of DD Form 1348's signed by DRMO personnel to the Property Book Officer for posting.