

CHAPTER 1 - INTRODUCTION

PLEASE NOTE:

a. This instruction supplements DoD 4160.21-M and DoD 4160.21-M-1. DRMO must maintain hardcopy publications if required by local authority or Host Country. All DoD/DLA/DRMS publications are accessible through World Wide Web (WWW) see Supplement 1.

b. Frequently used acronyms/terms are defined in Supplement 2.

c. Forms can be found on the LAN or Internal Web page under Tech Support { HYPERLINK <http://techweb.drms.dla.mil/> }. See supplement 3 for a listing of form numbers and titles used within this instruction.

d. See Supplement 4 for examples and samples of forms used in this instruction.

e. To locate a specific word/subject in any publication use the find feature on the website.

f. See supplement 6 for a listing of all the screen samples used within this instruction.

g. Several chapters are divided into two sections - Section one is procedures, Section two is systems.

h. If a process affects both a Central/Satellite DRMO it will be referred to in the instruction as "DRMO". If a process is performed only by the Central DRMO it will be referred to as "DRMO Central" or " the Central DRMO". Or if a process is performed only at the satellite it will be referred to as "DRMO Satellite" or "Satellite DRMO". OCONUS DRMOs should refer to themselves as DRMO or Central DRMO.

A. GENERAL

1. Central/Satellite DRMO personnel: RTD is our first mission responsibility. Encourage reutilization, transfer or donation of excess, surplus and foreign equity property, especially those items requiring demilitarization (DEMIL), to satisfy requirements. The goal of RTD is to redistribute goods bought with taxpayer money to defray the cost of federal, state and local government. Another RTD goal is to benefit other authorized donees. Seek to satisfy requirements, which provide these benefits.

2. Means of RTD promotion

- Use customer visits.
- Use flyers or other E-mail communication.
- Use of Internet (users with access to World Wide Web can access Internet through www.drms.dla.mil. Web guidance can be found in Supplement 4).
- Use special screening events.
- Schedule briefings for DoD supply personnel.
- Use want lists.
- LSN Photos that are entered in FLIS PLUS (See DRMS-I 4160.14, Volume II, Chapter 2, paragraph B1a.

3. DRMO personnel may use the DRMO Pre-Receipt Data Application to help match property with a known RTD customer prior to Receipt. Customers submit electronic Want Lists, which are matched against electronic Pre-Receipt notifications. Customers determine if they want the items or not. If yes, the DRMO RTD specialist will be notified. RTD Specialist must coordinate the receipt and redistribution efforts with their DRMO's Receiving Section. [DRMS Employee Want List Pre-Receipt Guide <http://www.drms.dla.mil/rtda/guide-wantlists-against-pre-receipts.pdf>](http://www.drms.dla.mil/rtda/guide-wantlists-against-pre-receipts.pdf) and the [RTD Customer Want List Pre-Receipt Guide <https://www.drms.dla.mil/rtda/want-list-pre-receipt-sop.pdf>](https://www.drms.dla.mil/rtda/want-list-pre-receipt-sop.pdf) should be used for step-by-step procedures. 23 April 04

B. CENTRAL/SATELLITE DRMO RTD/OPERATIONS

While the specialized RTD methods listed above are used, the practice of screening by the customer remains the major method for RTD. Screening is a continuing process from the receipt of property into the accumulation cycle until ESD. Do not downgrade property until after ESD; place it within a current accumulation to ensure it receives the same screening. Under the Central/Satellite concept, it is up to the discretion of the Chief to determine if a satellite or the central site performs the RTD administrative duties, i.e. issuance of SF97s, processing requisitions/transfer orders, etc. DRMS-O will work with the Chief if problems arise.

a. Screening/Issue

b. Holds and requisitions

- You may place a "hold" on an item for up to 14 days by tagging the property (see Chapter 2, paragraph B5e for further tagging guidance). If you do not receive a requisition within 14 days after the property is tagged, release the hold and make the property available for another customer.
- More than one tag may be placed on property. If the hold expires for the first customer, the second customer's tag becomes effective for 14 days from the date of the expiration of the first tag. Notify the second customer immediately that the property is being held for them and that they have 14 days to provide a requisition.
- Tags and Requests awaiting pickup are good for 14 calendar days each or until the "blue light" period whichever is first, at which time the hold expires.

c. Accumulation Period. Physical screening at the Central/Satellite DRMO begins upon receipt when the property is entered on the accountable record and the accumulation period begins. DoD and other Federal Agencies (OFA) have priority over donees during this period.

- During the accumulation period DoD, OFA and Donees may screen the property for RTD. Only DoD and OFAs may requisition and have property issued to them. All property is issued on a first come first served basis. OFA tags may not be overridden by DoD screeners. **Exception:** DoD requests of priority 3 or higher (GSA and OFA must be notified and GSA must approve prior to issue).
- Donation screeners may screen the property and tag it any time during the screening period, but may not requisition and remove the property until the 21 day donation period of the 42 day formal screening period (day 22 through 42).
- If an RTD customer calls and requests a previously identified item be tagged, tag it, then inform the customer that:
 - A requisition must be presented within 14 days.
 - Advise the customer if the property has already been tagged and verify date.

d. Formal Screening Period (FSP)

- DoD and OFA have a priority for the first 21 days of the FSP to request and remove property. Donees may screen during this period; however, they may not submit Transfer Order or remove during the first 21 days of Formal Screening unless the Federal Disaster approval plan.
- During the last 21 days of the FSP, donees, DoD and OFAs may tag, request and remove property.

e. Donation Screening Period

- Donee tags cannot be overridden by DoD/OFA screeners. (Exception: See paragraph 2c above.)

f. Final Removal

- Property destined for competitive sale (zone or national). RTD customers may continue to remove property which has been tagged or requisitioned until the end of the 7 day final removal period at which time all holds expire. The 3 day Blue Light period is a final chance for all screeners to requisition and remove property on a first come first serve basis. DRMS-I 4160.14, Volume II, Chapter 1, on a case-by-case basis, provides procedures for Expedited Processing.

g. SF 97, Certificate to Obtain Title to a Vehicle should not be issued to DoD or Federal Agencies. The only quasi-DoD customers authorized to receive SF 97s are REC and LESO upon request. SF 97s may be issued to donees.

NOTES:

1. If Hazardous waste (HW) and used hazardous material (HM), including unused HM which has the appearance of being tampered with or opened, do not put through formal screening. Only unused HM receives formal screening.

2. MLI/CCLI and other property requiring DEMIL may be transferred and donated as long as the required DEMIL statements are provided with the transfer orders (see *Supplement 4 for a sample DEMIL Form for Transfers/ Donations and DRMS-I 4160.14 Volume VII, Chapter 3.*

C. RTD RESTRICTIONS

1. RTD Restrictions. The following categories of property are not authorized for RTD:

a. FSC 6505 drugs and biologicals. {For exceptions to this please see DRMS-I 4160.14, Volume II, Chapter 4, paragraph B, subparagraph titled Drugs, Biologicals and Reagents [including Controlled Substances] [FSC 6505]}

b. Designated hazardous property prohibited items (see DoD 4160.21-M, Chapter 10, ATT 1, and DRMS-I 6050.1).

2. Donation Restrictions. The following categories of property, in addition to those identified in paragraph C1 above, are not authorized for issue.

a. Foreign equity property.

b. Non-appropriated fund property.

c. Abandoned, privately owned property.

d. Military Assistance Property (MAP).

e. Commissary Surcharge Property.

f. Base Realignment and Closure (BRAC) Property. Excess personal property that does not qualify for transfer to a community or local redevelopment authority (LRA) for economic redevelopment of the installation will be turned into the Central/Satellite DRMO for standard receipt processing and screening. Once the items enter Donation Screening Cycle, Surplus property requested by the community or LRA may be donated to the community or LRA through the Central/Satellite DRMO. Donations to the affected community or LRA will:

- Have priority over donations for other purposes.
- Be at the request of the closing base commander or authorized DoD official, through the appropriate State Agency for Surplus Property (SASP).
- Meet the usage and control requirements of the applicable SASP. Dispose of property subsequently not needed by the community or LRA as required by the SASP.

g. Computers with Hard Drives may not be donated.

3. RTD of Hazardous Material (HM)

a. Unless specifically designated in writing by DRMS-O, your Central/Satellite DRMO is not authorized to pack or crate Hazardous Property (HP) shipped from the Central/Satellite DRMO. HP not packed/crated

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properly for transportation must be packed/crated by host installations (or contractors engaged by the host) through the ISA. Designate in writing, persons qualified to certify/release HP for shipment.

b. The following requirements apply for the RTD of HM (see Supplement 4 for HM identification requirements).

- For unused/unopened HM, provide a copy of the generator-provided MSDS to all transfer and donation recipients. Provide an MSDS to reutilization recipients only when an MSDS is not available in the HMIS. If the MSDS is available in HMIS, advise the DoD recipient of the specific MSDS serial number.
- For opened, usable HM (which remains HM if redistributed by RTD) ensure that in addition to the MSDS, a hazardous waste profile sheet is also available to the RTD customer. This applies to opened, usable HM (e.g., bulk items such as paints, solvents) which if not reused or recycled might be discarded as an HW because of being listed or exhibiting the characteristics of an HW as defined at 40 CFR Part 261 Subpart C and D (**NOTE**): **Also see DoD 4160.21-M, Chapter 10, ATT 1, paragraph 21, Opened Containers.**
- Used/opened RCRA HM that does not become HW if discarded by service contract (e.g., asbestos, most PCBs, some paints) does not require a waste profile sheet. Do not RTD these items unless you can provide an MSDS to the customer in addition to the chemical name of any hazardous contaminants and the noun name of any non-hazardous contaminants. The information on contaminants is required because an MSDS is not always valid for items that have been opened, as they may have become contaminated with constituents not reflected on the MSDS. Provide a lab analysis for PCB items to the RTD customer only for those PCB items that require a lab analysis for turn in (see DRMS-I 6050.1, Chapter XVIII, Enclosure 3, Processing of PCBs and PCB Item Summary).
- SF123 Certification Statement

c. Occupational Safety and Health Administration (OSHA) compliant labels, tags or markings must be affixed to all HM issued through RTD by DRMS. There is no requirement for a specific label; however, the container must indicate the identity of the hazardous chemicals, the appropriate hazard warnings and include the name and address of the chemical manufacturer, importer or other responsible party.

NOTE: Exceptions to MSDS and OSHA labeling requirements are listed at 29 CFR 1910.1200. These exceptions are also described in DRMS-I 4160.14, Volume V, chapter 1, paragraph E 2).

4. RTD of Hazardous Waste (HW). Use DRMS Form 1930, or an approved alternate form (see DRMS-I 6050, Chapter 2) Enclosure 4, upon HW RTD release. Complete a HW manifest (see DRMS-I 6050.1, Chapter 6, Enclosure 6 for preparation) and provide to the customer for all HW RTD releases. Manifest tracking is required.

5. RTDS Releases that Involve Movement of Hazardous Property (HP) Off Government Facilities. Certify all HP RTDS issues (except as noted) regulated by 49 CFR prior to release using the Hazardous Property Release checklist -DRMS Form 1943(see DRMS-I 4160.14, Volume II, Supplement 4 for checklist). File completed checklist with requisition/sales documents.

NOTE: Checklist is not required for on-base releases, unless HP is transported on public roads (vehicles may cross a public road, but may not turn on to the road).

a. Prior to RTDS release notify the customer of the release requirements.

b. 49 CFR 172.602, 172.603 and 172.604 require that emergency response information be provided to transporters, carried on transport vehicles and maintained at facilities where HP is received, stored or handled during transportation. Prior to releasing HP:

- Require the carrier to have a current copy of the Emergency Response Guide (ERG) in the vehicle or provide copies of appropriate information to the carrier.
- Ensure that technical names are entered on shipping papers as required by 49 CFR 172.202, 172.203 and 172.602. The name should be entered in parentheses in association with the basic description. For example, "Corrosive Liquid N.O.S. (Caprylyl Chloride)." (N.O.S. - not otherwise specified.)

- Provide the RTDS carrier (non-GBL) with the host 24 hour emergency response telephone number.
- Ensure GBL shipping papers for GBL shipments contain the host's 24 hour emergency response telephone number.
- Ensure the host's 24 hour emergency response telephone number is contained on shipping papers of other release types unless the transporter offers to use another 24 hour emergency response telephone number.

c. Only personnel who have successfully completed DoT training requirements for hazardous materials employees, as required by 40 CFR Part 172 Subpart H, or an equivalent course of study, within the past 24 months, may certify the RTDS Hazardous Property Release.

- Complete a refresher course, or equivalent every 24 months per DLAR 4500.3, paragraph 33-7. If qualified personnel are not available to certify HP for shipment, request host assistance. Questions concerning personnel authorized to release shipments or concerning DoT training requirements may be addressed to DRMS-O.
- The DRMS-O Director determines, on a case-by-case basis, if a course of study other than the DoT course is acceptable.

6. Processing requisitions

a. Identification of Screeners. Identify all screeners. DoD screeners must display a current employee or military identification card; Federal Civil Agency screeners must present a current agency employee card or, if such cards are not issued, accept authorization to screen on original letterhead of the sponsoring agency, which identifies the bearer. Donees must present GSA Form 2946 or a letter of authorization and driver's license.

NOTE: When a DoD activity or Federal Civil Agency requests reimbursable property on your accountable records, provide the requesting activity the name of the generating activity. The requesting activity and the generating activity must agree to the appropriate amount and method of funds to be transferred (if any) for the property. When this is accomplished, the generating activity must provide a letter to you stating the DTID of the property is to be released and to whom. File a copy of this letter with the release document (DD 1348-1A or SF 122) to provide an audit trail.

- b. DoD Activities. These activities will requisition property from your DRMO according to DoD 4000.25-1-M.
- c. Where personnel resources permit, DRMO individuals responsible for signing release documents for issued property will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO Chief/Site Manager will document the reasons for deviating from it and place it in the official office administrative files. The DRMO Chief/Site Manager will review and update this documentation annually or when personnel changes impact this policy. Do not consider the accountable property officer for this deviation.

D. Packaging, Crating, Handling and Transportation Instructions. (New 1 June 04)

1. Packaging, Crating and Handling (PC&H)

a. PC&H will be completed as required for the shipment, by DRMO personnel, by the servicing base, or by contractors. Payments will be made in accordance with the established ISSA or by DRMS MIPRs. In most cases, DRMO should contact their FST to arrange for issuance of a MIPR.

b. DRMO personnel are encouraged to pack, crate and load authorized DoD requisitioner's property at no charge, when they possess the proper equipment, are properly trained for the task and can accomplish the task safely. However, DRMO personnel should not block, brace, tie-down or otherwise secure the load to the vehicle.

c. While DRMS is authorized to recover packing, crating and loading costs from requisitioner's

not authorized to use the DRMS fund citation, common sense in billing customers should prevail. If the administrative cost of billing the requisitioner is likely to exceed the recovery, do not bill the requisitioner.

d. Consolidated property shipments preparation for DEMAN, DEMIL, CV shipment, and shipment from DRMO to DRMO (e.g. from RIPL to Central DRMO) requires that each line item be counted and placed in the tri-wall/shipping container. Prepare an inventory listing using the barcode program. Sign and date the printed listing and attach a copy to the inside and outside of the tri-wall. The outside copy will be used when performing inventories.

E. Transportation (New 1 June 04)

1. General.

a. Program Cost Codes. DRMS funds transportation for the following types of property: reutilization, P521.01; CV sales, P534.03; DEMIL, P562.01; precious metals, P582.02; Central/Satellite DRMO to Central/Satellite DRMO transfer of DRMS owned property, P551.01; Humanitarian Assistance Program, P521.03.

NOTE: Ultimately the military services/defense agencies reimburse these costs under the service level billing. Keep this in mind when requisitioners want DRMS to 'pay any cost' to ship property. It must be cost effective to ship the property. If it appears that the shipment may not be cost effective to ship, the DRMO Chief may request a cost estimate from the host transportation office. All cost estimates will be in writing.

b. DRMOs are responsible to ensure the correct program cost code is used for the billing of transportation charges. In most cases, the cost code will be included in the line of accounting printed on the DD Form 1348/1A. Operational questions should be addressed to DRMS-BA.

NOTE: The use of the centralized fund citation relieves the DRMO from assuming the cost of transportation as an operating expense. Any other payment form will most likely result in the DRMO account being charged for transportation.

c. When property is requisitioned through a military service Accountable Supply Office, DRMS is responsible for payment of transportation costs. This includes Army, Navy, Marine, Air Force, all Defense agencies, MARS, CAP, DoD contractors and MWRA. Coast Guard is responsible for transportation charges. If no fund citation is printed out on Coast Guard Requisitions, the DRMO should inquire as to the correct fund citation. Jun 7, 2004.

NOTE: When a MWRA submits a requisition through a military accountable property officer, DRMS must pay transportation. However, if the MWRA requisitions property using its own Activity Address Code (AAC), the MWRA is responsible for payment of transportation costs and must provide a fund citation prior to shipment of the property.

d. Transportation for property requiring shipment by organizations not authorized use of the DRMS fund citation (Transferees/Donees, etc.) must be funded by the receiving agency or unit. When an organization not authorized DRMS transportation funding requests shipment of property DRMOs should secure the agency's or unit's account number with whichever commercial carrier the customer has an account with. Complete the 'ship to' and 'bill to' addresses on the requisition and forward a cost of the requisition with the property to the host's transportation office. Inform the transportation office to bill the requisitioner directly.

e. LESO customers are responsible for removing or making arrangements for shipment.

Provide a copy of the DD Form 1348-1A and GBL information to the applicable LESO when shipment is complete.

f. For property received in-place, not stored at the DRMO, arrangements for transportation should be from the property's location, and not the DRMO. Notify the property custodian of the shipment details to include shipping date, carrier, and required documentation. The property custodian will ensure that all documents are attached to the property and sign for release to the carrier for shipment.

g. DRMOs overseas may use the APO/FPO system if it meets their requirements.

h. DRMOs should attempt to arrange for no cost transportation whenever possible. Examples of no cost or low cost transportation are organic (in-house) transportation services provided by National Guard or reserve units and unit pick-up.

i. DRMS-BA will download and review all transportation billing monthly, listed by US Bank's PowerTrack, Defense Distribution Centers' (DDCs) Net Landing Cost, Surface Deployment & Distribution Command's Cargo and Billing system (CAB), and the Air Mobility Command's (AMC) billing site. DRMS-BA will forward copies of the spreadsheets to the CV Sales Contracting Office, DRMS Budget Office, and DRMS Financial Office. Shipment discrepancies, incorrect billing charges, or shipments that appear not to be cost effective to DoD will be managed and tracked by the DRMS Transportation Office.

j. DRMS-BA will approve all shipments where the transportation cost exceeds the present value of the property, in writing. The DRMS Form 1836 will be used to request shipment of property. Data required on the form includes NSN, dimensions, destination, requisition number and estimate of transportation cost. Approvals will be kept on file by the DRMO.

2. Reutilization

a. Prudence in ordering transportation services benefits both DRMS and our customers. While DRMS directly funds transportation costs associated with reutilized property, reutilization customers should be reminded that yearly Service Level Billings (SLB) recoup these costs. In other words, while individual units do not pay for reutilization transportation, their Service eventually pays the entire bill.

b. In cases where the cost of the transportation exceeds the acquisition value of the property, DRMOs will evaluate the actual value and commodity; make a judgment as to the true condition of the commodity and the priority of the requisition.

To assist DRMOs in determining the actual cost of the property, use the following guidelines:

*Condition Code A = 95% of the acquisition value
Condition Code B = 90% of the acquisition value
Condition Code C = 85% of the acquisition value
Condition Code D = 80% of the acquisition value
Condition Code F = 70% of the acquisition value
Condition Code H = 65% of the acquisition value*

1) Contact the requisitioner and provide the estimated transportation cost to ship the property and the property's value.

(a) If a lower cost transportation mode is available and this meets the requirements of

the requisition and the customer and DRMO agree, the DRMO will make the arrangements for the alternate shipment mode. If it would not be cost effective to ship the property as requested, the customer will be asked to cancel the requisition.

(b) If the customer and DRMO disagree, and the customer insists he/she still requires the property, the customer will provide, the following certification:

"I understand that the shipment of Requisition No. _____ is not cost effective to DoD, however, the requested property is still required as mission essential.

Signature

Date

Name (Type/Print)

Title

Activity/Unit

Grade/Rank"

c The decision to transport reutilized property at U.S. Government expense must be documented on a DRMS Form 1836 and approved by the DRMO Chief if transportation estimates exceed \$500.00. A hard copy of the approval will be kept on file.

1) DRMS Form 1836 must be placed in DRMO file 640.70 and maintained for 12 months after the end of the fiscal year.

2) Shipments weighing over 10,000 pounds or property to be used as targets (or otherwise destroyed) must be approved by DRMS-BA

3) Commercial shipments transported by U.S. mail or FED-EX service do not require a DRMS Form 1836.

4) Signature service, Guards, or other specialized transportation services should only be used when approved by DRMS-BA.

5) The DRMO Chief will approve all shipments being transported by military air, regardless of the transportation cost. This approval will be in writing and a hard copy kept on file.

d. The procedure for requesting commercial shipments is as follows:

1) DRMOs locate property and match it against the requisition.

2) DRMO interrogates DAISY to ensure that like property in like or better condition is not available closer to the requisitioner.

3) DRMO requests transportation cost estimate from the local Traffic Management Office (TMO) if needed.

4) DRMO obtains appropriate signature on the DRMS Form 1836 for those items requiring approval.

a) If transportation funding is approved, tender property and DRMS reutilization fund citation to the TMO for shipment to the reutilization customer. Request a copy of the Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL) from the TMO. File the GBL copy with the DRMS Form 1836.

b) If transportation funding is disapproved DRMO should contact the requisitioner, advise the customer of the decision and attempt to arrive at a mutually acceptable solution.

1. Acceptable solutions include customer pickup, reserve or National Guard transportation, customer funding, or cancellation of the reutilization action. All negotiations should be documented on the DRMS Form 1836.

2. If the requisitioner insists that DRMS fund transportation, the Central/Satellite DRMO staff should refer him/her to the DRMO chief and/or DRMS-BBR for resolution.

e. The DRMO may use FedEx ground services for the movement of reutilization property. This is only an option of service, and not a requirement for DRMOs to use. After the establishment of a FedEx Ground account number, DRMOs can input shipment data, arrange for the pickup, and trace the property if required.

1) The following guidelines must be followed when using FedEx ground service:

a) DRMS-BA will liaison with the FedEx government representative and establish account numbers for DRMOs who have requested to use FedEx ground service.

b) DRMS-BA will provide procedures to ship, track, and review reports using FedEx ground. As this system is web based, the instructions are also listed on the FedEx web sit, which is: www.fedex.com.

1. DRMOs can only use FedEx ground services and not any other express services (i.e., Overnight, Standard Express).

2. The use of the FedEx Ground service is restricted to reutilization property only.

3. The weight cannot exceed 150 pounds per package.

4. The condition codes of the property are limited to A through D

5. The priority of the property are limited to 1 through 8.

6. There can be no hazardous material shipped.

7. The DRMO must prepare, package, and label the shipment.

2) All FedEx invoices for service will be forwarded to DRMS-BA. DRMS-BA will manage the FedEx billing for all DRMOs. All DRMOs using FedEx ground will forward to DRMS-BA shipment data for each piece of property shipped. This data will include requisition number, weight, destination, and estimated shipping cost. Reports are due weekly. Forward the information NLT the Monday following the reporting period (Monday through Friday). Transportation issues, concerns, and discrepancies can be forwarded to DRMS-BA, Mr. Charles E. Morgan, DRMS Transportation Specialist, DSN 661-5846, email { [HYPERLINK "mailto:Charles.Morgan@dla.mil"](mailto:Charles.Morgan@dla.mil) }.

3. SALES SHIPMENTS.

a. All surplus RCP sales property will be transported to the Commercial Venture contractor's locations at DRMS expense. Materiel will be turned over to the local transportation office or defense depot for shipment.

b. RCPs will only ship to one of the two CV contractors' warehouses as directed by the Sales Contracting Officer.

c. RCPs will ensure that the correct line of accounting is annotated on the DD Form 1348-1A/2 for RCP property.

4. PRECIOUS METALS

a. The Precious Metals Recovery Program reimburses DRMS for costs incurred to recover precious metals. All transportation costs, including expedited parcel post shipments are funded by DRMS.

b. Precious metals will be held on site for PM contractor pick-up. Requests for shipment from DRMO to DRMO must be forwarded to DRMS-O for approval.

1) DRMO to DRMO shipments from Europe to DRMO Jacksonville, FL.

2) DRMO to DRMO shipments from Pacific Theatre to DRMO Lewis, WA.

c. Property approved for shipment will have transportation cost charged to the PM fund cite.

d. Forward copies (signed for by the transportation office) of all DD Forms 13481A/2 to the destination DRMO.

1) For shipment receipt validation, see Vol. VIII, Chapter 4, para. H

5. HAZARDOUS PROPERTY

a. DOD Customers:

1) If a requisition for hazardous property/waste is received, DRMS may fund transportation if the cost of the shipment is equal to, or less than, the cost of ultimate disposal. All cost comparisons should be documented on the DRMS Form 1836, regardless of the weight or intended use.

2) If a request for HP is communicated to the DRMO by a donee or a transferee, but a requisition is never submitted, DRMS may consider paying transportation costs if the sale is unsuccessful and the cost of transportation is equal to or less than the disposal cost.

b. Procedure for non-DoD customers.

1) If the customer cannot provide transportation, DRMOs must contact DRMS-BBR and provide written cost/benefit information. DRMS-BBR must approve the shipment at DRMS cost.

2) If the customer can provide transportation but requests reimbursement, the DRMO must obtain prior approval from DRMS-BBR.

3) The billing charges must be submitted to the DRMO. The DRMO Chief should forward the bill, with the justifications attached, to DRMS-RF for payment. If required, verification will be made with the Transportation Officer, DRMS-BA.

c. Return To Manufacturer (RTM)

Instructions for the Packaging, Crating and Handling of Hazardous Materiel for RTM can be found in DRMS-I 6050.1, Chapter V, Attachment 1, (Operating Instruction, RTM/Recycler/Reuse)

6. SHIPMENTS TO DEMIL CENTERS.

a. DRMS funds transportation costs for the shipment of DEMIL property to DEMIL Centers. The DEMIL fund citation will be used for transportation charges.

b. DRMOs will contact the local transportation office to coordinate shipment of DEMIL property to DEMIL Centers. This includes property located at the DRMO and property received in-place.

c. For oversized property, i.e., aircraft, tanks, etc., DRMOs will obtain prior approval for shipment from DRMS-BCD.

7. MEDICAL ITEMS.

a. Property will be prepared and turned over for movement as requested.

b. DRMO should use the HAP line of accounting for payment of all transportation charges unless directed differently by DRMS-BA.

c. For shipments of HAP property within CONUS, the GSA signature on the SF 122/123, required by the 41 CFR, Chapter 101, will serve as authorization to release medical devices to transfer and donations customers.

d. GSA has no authority for OCONUS DRMOs receiving FEPP.

8. Shipments from DRMO to DRMO.

a. RIPLs and Satellite DRMOs shipping to Central DRMOs will use the correct program cost code. This cost code will also be used for special projects (i.e., DRMS or higher directed issues, such as IR Property) and consolidation shipments (i.e., non-BRAC storage impacts, etc).

b. DRMO Equipment Movement

1) When a requirement exists to ship DRMS operating equipment/property from one DRMO to another, the DRMO shipping the equipment/property will contact the local Traffic Management Office (TMO) and request a transportation cost estimate. Submit a written request

for transportation funding along with the estimated cost to transport to DRMS-RW. Take the written authorization, the appropriate fund citation and the dollar amount allocated for that shipment provided by DRMS-RW to the servicing TMO with the shipment request.

2) The DRMO will file a copy of the DD Form 1348-1/1A and the Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL). A copy of Bill of Lading will be supplied to DRMS-RW.

9. MIS-SHIPMENTS.

a. Occasionally, unique transportation requests arise for which DRMS may fund transportation. An example would be rectifying a mistake that occurred during the sales process. Once the facts of the discrepancy have been obtained, reviewed and approved by the appropriate office, forward the information to DRMS-O for action. Requests for transportation funding must be approved by DRMS-O.

b. DRMS-O will provide the shipping or disposition instructions and line of accounting.

c. Once the instructions for re-shipment have been obtained, the DRMO will contact the local transportation office (Same comment as paragraph C2.17.6.2) to arrange movement.

d. Validation for shipment may be obtained, if required.

10. FOREIGN MILITARY SALES.

a. FMS customers are responsible for transportation costs and FMS shipments are sent out on a collect payment basis. Transportation arrangements will be made by the DRMO or by the supporting Transportation Office.

b. The DRMS Foreign Military Sales Office will identify exceptions to this rule as they arise. Transportation of sensitive and other critical FMS shipments will be coordinated between the DRMS Foreign Military Sales Office and the purchasing country. For these shipments the DRMS Foreign Military Sales Office will provide separate instructions and funds citations. In case of doubt, contact DRMS-FMS for instructions. Transportation arrangements will be made with the depot or local transportation office.

1) Send small items on collect basis via FedEx or other parcel service to designated freight Forwarder, unless otherwise directed by the DRMS Foreign Military Sales Office.

2) Send less than truckload shipments on collect basis via common carrier to designated freight Forwarder, unless otherwise directed by the DRMS Foreign Military Sales Office.

3) For larger than truck load shipments fax Notice of Availability (NOA), DD Form 1348-5, to freight forwarder or other designated address, unless otherwise directed by the DRMS Foreign Military Sales Office. NOA recipient will provide shipping instructions or advise of pick-up date.

NOTE: If shipping instructions are not received within 15 days after NOA is faxed, follow-up with freight forwarder and notify the DRMS Foreign Military Sales Office.

4) For sensitive property and HAZMAT property DRMO must ensure that property is released in accordance with all applicable regulatory requirements. Preferred option is to let the supporting Transportation Office accomplish Notice of Availability and property shipment processes.

c. Arrange shipment with the Transportation Office. Ensure a copy of the DD Form 1348-1A and the DD Form 1348-5, if appropriate, is included with the property when it leaves the DRMO for inclusion with the shipment. The "Ship To" block on the DD Form 1348-1A will normally provide shipping instructions, unless otherwise provided the DRMS Foreign Military Sales Office via e-mail.

1) Receive copy of the DD Form 1348-1A signed and dated by the transportation office.

2) Receive copy of completed shipping documents (DD Form 1348-1A) plus a copy of the Bill of Lading from Transportation Office. Distribute copies as follows:

a) One copy to the DRMS Foreign Military Sales Office(fax to DSN 661-4213).

b) One copy for source document.

d. On rare occasions, property may be transferred on a no-fee basis. The DRMS Foreign Military Sales Office will provide appropriate instructions on a case-by-case basis

3. OTHER PROGRAMS

a. DRMS also directly funds transportation costs for the DEMIL, P562.01 and DRMO to DRMO transfer of DRMS owned property, P952.01.

DRMS-I 4160.14, Volume III, Chapter 1

- b. The reutilization transportation approval process, criteria for shipment approval, and reporting requirements are operative for the above listed programs.
- c. Occasionally, unique transportation requests arise for which DRMS may fund transportation. An example would be rectifying a mistake that occurred during the sales process. All unique requests for transportation funding must be approved by DRMS-O.

4. MEDICAL ITEMS

The GSA signature on the SF122/123, required by the Code of Federal Regulations (CFR) 41, Chapter 101, will serve as authorization to release medical devices to Transfer and Donation customers.