

CHAPTER 4 - SPECIAL PROCESSES

This chapter is directed to DEMIL special processes. Follow these special processes as closely as possible. If these special processes cannot be followed, deviations may be granted by DRMS on a case-by-case basis. Document and submit deviations from these procedures with a full justification **through DRMS-O** to THE DRMS DEMIL BUSINESS UNIT for approval. DRMS DEMIL CENTERS ARE required to develop SOPs for specialized DEMIL tasks not covered in this section.

A. INVENTORY MANAGEMENT OF MUNITIONS LIST ITEMS (MLIs)/COMMERCE CONTROL LIST ITEMS (CCLIs)

1. Review, at least monthly, all systems output management products relating to MLI items for inventory management and control. REFER TO DRMS-I 4160.14, VOLUME IV, FOR ADDITIONAL INFORMATION ON SYSTEMS OUTPUT MANAGEMENT PRODUCTS AND THEIR USES.
 - a. The RESI I report (items to be demilitarized over 35 days since ESD) is generated weekly in DRMO Reports.
 - b. You may check on property in record status code (RCS) "W" (DEMIL item pending disposition - screening completed) by using the Consolidated Inquiry.
2. Note corrective actions required/taken on each management product as a result of paragraph A 1 above.
3. Advise THE DRMO Chief of MLI/CCLI inventory management improvement required.
4. Direct and document corrective actions relevant to MLI/CCLI inventory management.

B. DISPOSITION OF MUNITIONS LIST ITEMS (MLI) REQUIRING DEMIL

1. Review DAISY Items Requiring DEMIL listing/DEMIL cards and material in DEMIL area.
2. Identify DEMIL requirements for all items in record status "W" (see DoD 4160.21-M-1, Appendix 4). If required, obtain/review Military Service publications and technical instructions and/or contact THE DRMS DEMIL CENTER OR THE DEMIL BUSINESS UNIT (**coordinate through DRMS-NPI**).
3. Insure written approval is obtained from THE DRMS DEMIL BUSINESS UNIT for DEMIL of small arms (see Chapter 3, paragraph N). THIS APPLIES TO DRMS DEMIL CENTERS ONLY.
4. Determine method of DEMIL (REFERENCE THIS INSTRUCTION, Chapter 3, paragraphs E and F):
 - a. By the DRMS DEMIL CENTER (see paragraph C below).
 - b. By the generating activity, host or other military support activity (see paragraph D below).
 - c. By the contractor, as a condition of sale (see paragraph E below).
 - d. By the contractor, under a service contract (see paragraph F below).
 - e. BY THE DEMANUFACTURING CONTRACTOR (SEE PARAGRAPH G BELOW).

NOTE: DEMIL determinations must be documented when deviating from normal techniques. DEVIATION FROM ESTABLISHED DEMIL TECHNIQUES MAY BE JUSTIFIED BY FACTORS SUCH AS COST EFFECTIVENESS AND/OR EFFICIENCY. The determination of cost effectiveness will be supported by a DEMIL economic analysis (see Supplement 4 for a DEMIL economic analysis).

C. DEMIL AT THE DRMS DEMIL CENTERS

SEE CHAPTER 3, PARAGRAPH H, THIS INSTRUCTION, FOR PROCEDURES FOR (1) FEEDER SITE REFERRAL OF DEMIL-REQUIRED PROPERTY TO DRMS DEMIL CENTERS FOR PROCESSING AND (2) DEMILITARIZATION OPERATIONS AT THE DRMS DEMIL CENTERS.

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1. DEMIL Coordinator (DC): Schedule DEMIL performance.

2. DRMO Chief: Appoint QUALIFIED PERSONNEL TO PERFORM DEMILITARIZATION (APPLIES TO DRMS DEMIL CENTERS ONLY) AND TO CERTIFY AND VERIFY DEMIL ACCOMPLISHMENT (REFERENCE DOD 4160.21-M-1 AND CHAPTER 1, PARAGRAPH F, THIS INSTRUCTION).

The DRMO DC will:

3. Obtain DEMIL cards.

4. Reconcile DEMIL cards to MLI property.

5. Inspect material and identify any safety considerations, such as pressure cylinders/chambers, springs, explosive devices, etc.

6. Review DTID to insure the inert certification is contained on OR ATTACHED TO the DTID or that the DTID is annotated "inert certification on file" (see DoD 4160.21-M-1, Chapter 2, paragraph D).

7. Select and pre-position safety and personal protective equipment.

8. Direct movement of MLI to DEMIL performance area.

9. Select and pre-position appropriate performance equipment.

10. Review written local DEMIL procedures with personnel selected to perform DEMIL. Instruct personnel on required performance (see DoD 4160.21-M-1) or specified military/agency directives, and on proper safety considerations. Provide DEMIL cards/DAISY Items Requiring DEMIL listing and copies of DTIDs (see Supplement 4 for a sample certification document).

11. DEMIL Verifier: Verify quantity to be demilitarized.

12. DEMIL Certifier: Perform DEMIL (see DoD 4160.21-M-1, Appendices 4 and 7, or special instructions for items not listed).

13. DC: Monitor DEMIL performance.

14. Certifier: Certify quantity demilitarized. Sign DEMIL card.

15. Verifier: Witness or inspect residue from DEMIL performance (as directed by DEMIL coordinator).

16. Verify quantity demilitarized. Countersign DEMIL cards.

The DC will:

17. Annotate DEMIL cards as follows:

a. New scrap code.

b. Residue weight.

c. If item retains identity for sales (key point DEMIL) or for donation purposes after DEMIL, see DRMS-I 4160.14, Volume IV, Chapter 5.

d. New location code.

18. Annotate DEMIL performance on "DAISY Items Requiring DEMIL listing".

19. Coordinate movement of residue as follows:

a. MLI and non-MLI scrap residue to scrap yard.

b. MLI usable residue to sales area or store in site location designated for mutilation, if further mutilation is required.

c. Insure any DEMIL required property not demilitarized during the workday is returned to a suitable storage area.

20. Forward annotated DEMIL cards and completed DEMIL certification with all backup documentation to the Accountable Records Area.

D. DEMIL BY GENERATING ACTIVITY, HOST, OR OTHER MILITARY SUPPORT ACTIVITY

The DRMO DC will:

1. Verify capability of support activity to perform DEMIL.

2. Determine support available:

a. Agreement in-place (i.e., IF current MOU or ISA is sufficient for reimbursement and description of performance requirements), go to paragraph D 10 BELOW.

b. No support in place. An agreement must be formally established.

3. Develop performance requirements (include method and degree of DEMIL for all items, period of performance, cost of operation and DEMIL site.)

4. Verify availability of funds.

5. DRMO Chief: Prepare DLA Form 1365, or other locally authorized form. Incorporate performance requirements developed in paragraph D 3 above into service order instructions. Use block 5 of DLA Form 1365 (see Supplement 4 for a sample DLA Form 1365).

6. DC: Request service order approval from Zone Resource Office AND FAX DLA Form 1365 to DRMS TO commit funds.

7. Complete block 9 of service order and forward original and one copy to activity designated to perform DEMIL for formal acceptance.

8. Receive acceptance of service order from activity designated to perform DEMIL and forward acceptance copy to DRMS.

9. DRMO Chief: Obtain names (with authorized signatures) of DEMIL certifier/verifier from performing activity and forward to the DRMO DEMIL coordinator.

10. DC: Make liaison visit to activity performing DEMIL.

a. Discuss importance of proper performance; i.e., method and degree.

b. Discuss DEMIL certificates with those appointed in paragraph 9 above.

c. Discuss safety and security precautions.

11. Transfer MLI to be demilitarized to the activity designated to perform DEMIL.

12. Verify quantity to be demilitarized with activity designee(s). As a minimum, involve the DEMIL verifier.

13. Insure inertness of MLI.

14. Monitor DEMIL performance periodically.

15. Obtain completed DEMIL certificate (verified/certified by activity performing DEMIL).

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16. Annotate DEMIL cards for items downgraded to scrap (see DRMS-I 4160.14, Volume IV, Chapter 5 for systems input and downgrade approval).

17. Annotate DEMIL performance on DAISY Items Requiring DEMIL listing.

18. Receive residue and coordinate disposition as follows:

a. Non-MLI and MLI residue to scrap yard.

b. MLI usable residue to sales area or store in site location designated for mutilation if further mutilation is required.

19. Forward annotated documentation and completed DEMIL cards to the Accountable Records Area.

E. DEMIL AS A CONDITION OF SALE

The DRMO DC will:

1. Process referral according to DRMS-I 4160.14, Volume V AND CHAPTER 3, THIS INSTRUCTION.

2. Coordinate general/specific DEMIL instructions, terms and conditions input to sales referral.

3. Coordinate all ON-SITE/OFF-SITE DEMIL and prepare A SUPPORTING DEMIL Surveillance Plan (see Supplement 4 for instructions and sample surveillance plan).

a. Forward a copy of THE PROPOSED surveillance plan to DRMS-O for review and approval (REFERENCE CHAPTER 3, PARAGRAPH G 1 b).

b. Receive approved DEMIL Surveillance Plan.

(1) If approved, go to next step.

(2) If disapproved, go to paragraph B 4 ABOVE to determine ALTERNATE method of DEMIL.

4. Review repro copy of IFB; verify all DEMIL requirements, and provide appropriate comments.

5. Receive IFB.

6. Identify the work site for purchasers DEMIL.

7. Brief purchaser on DEMIL requirements.

8. Establish a schedule for performance of DEMIL.

9. Provide Letter of Appointment for DEMIL certifier/verifier.

10. Brief DEMIL certifier and verifier on certification and verification process.

11. Verify quantity to be demilitarized.

12. Transfer material to work site, if required.

13. Certifier will witness DEMIL, certify adequacy of performance and quantity demilitarized and sign DEMIL certificates.

14. Verifier will witness DEMIL or inspect residue and verify adequacy of performance and quantity demilitarized and sign certificates/DEMIL cards.

15. Annotate DEMIL performance on DAISY Items Requiring DEMIL listing.

16. Forward a copy of the DEMIL certificate to the Sales Contracting Officer.

17. Forward original DEMIL certificate and any remaining documentation to Accountable Records Area.

F. DEMIL UNDER A SERVICE CONTRACT

1. DRMO DC/Chief: Forward request to **DRMS-OI (coordinate with DRMS-BCD)**. Provide the following with the request:

a. PROPOSED DEMIL surveillance plan.

b. Pictures/illustrations of required DEMIL performance.

c. DEMIL economic analysis and/or other justification, i.e., considerations for safety/security. (Required if deviating from activity normally employed for DEMIL.)

d. Request for off-site DEMIL (if nature of the item requires a contractor's facility processing).

e. Military Service surveillance agreement (required for AEDA).

f. Stability inspection report, i.e., report by generating activity indicating the condition and current stability of the explosive at the time of turn in (required for AEDA.)

2. **If DRMS-O with DEMIL DRMS-BCD concurrence.**

a. Approves request - go to paragraph 3 below.

b. Disapproves request - go to paragraph B 4 above TO DETERMINE ALTERNATE METHOD OF DEMILITARIZATION.

3. Provide requirement to installation/service contracting officer and obtain estimate for DEMIL performance.

4. Determine if contract can be established and request verification of funds.

5. Prepare service order, DLA Form 1365, or other local authorized form (see Supplement 4 for a sample DLA Form 1365).

6. Request service order approval. Forward original and two copies to DRMS, as appropriate.

7. Receive service order request from DRMS resource manager.

8. Complete block 9 and forward to installation/servicing contracting officer.

9. Appoint DEMIL certifier/verifier. Provide briefing on responsibilities and importance of proper performance in DEMIL. (Review DEMIL Surveillance Plan.)

10. Coordinate and schedule performance with contractor.

11. Transfer material to site designated in contract.

12. Review DEMIL requirements with contractor.

13. Verify quantity to be demilitarized.

14. Review safety considerations. INSURE inertness.

15. Monitor DEMIL performance periodically.

16. Certifier: witness DEMIL and certify adequacy of performance and quantity demilitarized. Sign DEMIL certificate(s).

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17. Verifier: witness DEMIL or inspect residue and verify adequacy of performance and quantity demilitarized. Sign DEMIL certificate(s).

18. Annotate DEMIL cards (see DRMS-I 4160.14, Volume IV, Chapter 5 for systems input).

a. Downgraded to scrap (see DRMS-I 4160.14, Volume IV, Chapter 5 for required systems input and downgrade approval levels).

b. If item retains identity for sales or for donation purposes after DEMIL (see DRMS-I 4160.14, Volume IV, Chapter 5 for input).

19. Coordinate disposition of residue as follows:

a. Scrap residue to scrap yard.

b. Usable residue to sales area.

20. Forward documentation with completed DEMIL certificates to the Accountable Records Area.

G. DEMILITARIZATION VIA DEMANUFACTURING

Refer to DRMS DEMANUFACTURING contract work instructions (obtain at The DRMS WEBSITE, <http://www.drms.dla.mil> access by selecting Internal, Scrap, and Demanufacturing).

H. SURVEILLANCE OF CONTRACTOR DEMIL

1. Upon appointment to perform surveillance of contractor DEMIL, certifier and verifier will receive briefing from DRMO DEMIL coordinator, to become familiar with the terms and conditions of sale, DEMIL methods authorized, etc.

2. Research items requiring DEMIL to determine and locate key points to be rendered ineffective. (Review DoD 4160.21-M-1, Service/Agency regulations and, if necessary, contact the generating activity and/or **DRMS-O**).

3. If off-site:

a. Review approved DEMIL Surveillance Plan (see Supplement 4 for a sample DRMO DEMIL surveillance plan and DRMO DEMIL surveillance plan letter).

b. Prepare travel orders if DEMIL is to be performed outside commuting area.

c. Determine accommodations and make reservations.

d. Make other necessary travel arrangements.

e. Obtain travel advance.

4. Inventory all property requiring DEMIL. Brief the contractor regarding DEMIL requirements and methods. INSURE that the contractor is aware of any safety and security requirements listed in the contract.

NOTE: If property was shipped in sealed conveyance, INSURE seals are still intact and seal numbers are the same.

5. INSURE that the contractor demilitarizes the property according to the terms and conditions of the contract.

6. Provide periodic reports to **DRMS-O** and the SCO to identify progress of DEMIL operations, any problems encountered, and changes in completion dates, etc. **DRMS-O will forward reports to DRMS-BCD**

7. When contractor completes required DEMIL, finalize and sign the necessary DEMIL certificates and provide a copy to the contractor, if requested. Forward the original copy of all DEMIL certificates to the SCO, and original to accountable records area.

8. Upon return from surveillance assignment, prepare and submit travel vouchers to the finance office. Attach appropriate DEMIL certificates and photos to the trip report (see Supplement 4 for a sample trip report).