

## CHAPTER 1 - ADMINISTRATION

### 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 spelled out in Supplement 2.
- c. Forms can be found on the LAN or Internal Web page under Tech Support <http://techweb.drms.dla.mil/>.
- d. To locate a specific word/subject in any publication use the find feature on your website.
- e. 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. Purpose and Scope

a. Purpose. This instruction provides guidance for the administrative functions at Defense Reutilization and Marketing Service (DRMS) and Defense Reutilization and Marketing Offices (DRMOs, Central and Satellites). This instruction also gives uniform application of policies and a procedure established and assigns responsibilities for the receipt and disposal of excess and surplus property at the DRMO.

b. Scope. This instruction is not intended to change or replace existing DoD/DLA regulatory publications governing the operation of property disposal activities. Where conflicts exist, the guidance in DoD/DLA directives applies. If your DRMO finds conflicts, notify DRMS-BA, DSN 661-7645 or email [DRMS Waivers](mailto:smt:drms_waivers@mail.drms.dla.mil) [smt:drms\\_waivers@mail.drms.dla.mil](mailto:smt:drms_waivers@mail.drms.dla.mil) immediately.

#### 2. Objectives. The objectives of this instruction are to:

- a. Standardize administrative operations at DRMS and the DRMOs.
- b. Ensure that the methods and procedures enclosed herein are adaptable to DRMS and the DRMOs.
- c. Increase productivity through improved methods.
- d. Reduce DRMS/DRMO operating expenses.
- e. Maintain organizational efficiency during periods when personnel changes occur.
- f. Ensure an orderly flow of work.

**3. WAIVERS: Waivers to establish disposal operating procedures may be granted on a case-by-case basis. Waivers will be processed by e-mail to speed the decision process.**

**a. HQ DRMS is the official point of contact for processing and monitoring all waivers (initiated by either HQ or field activity employees). If the waiver request results in an operational change, the appropriate DRMS-I 4160.14 Volume(s) will be updated. DRMS-BA will also serve as liaison for all waiver requests that impact higher headquarters directives (e.g., DLA One Book, joint DLARs, DLAs, DoD Manuals, Handbooks etc.).**

*b. If a waiver request results in an operational deviation for all DRMOs, a contracting officer will work the details (any required contract modifications) with the contractor(s) at A-76 sites.*

*c. Procedures by DRMOs.*

*The Satellite DRMO/RIPL will fill out Waiver Form DRMS 2017 and forward to the Central DRMO. The Central DRMO will review and forward to the appropriate Forward Support Team for review, comments (Block 10) and submission to: [mailto:DRMS\\_Waivers@mail.drms.dla.mil](mailto:DRMS_Waivers@mail.drms.dla.mil)*

**NOTE**

*Waivers requests, not submitted on this form, will be returned un-processed.*

*d. Procedures for DRMS Approval/Disapproval*

*(1) DRMS will forward valid requests to DRMS-Operations/DispositionProcess Management.*

*(2) Within three (3) working days, the appropriate office(s) will review, request further clarification/information, if necessary, and provide an approval/disapproval recommendation to DRMS-BA.*

*(3) DRMS-BA will forward the information to the appropriate approving office.*

*(4) Within three (3) workdays, the appropriate office will approve or disapprove the waiver, coordinating their response with DRMS-Operations/Disposition Process Management.*

*(5) Justification for the decision will be provided to DRMS-BA.*

*(6) DRMS-BA will prepare the decision to the requester and make across the board notifications, if appropriate.*

*(7) For A-76 Sites, as appropriate, DRMS-OLA will prepare a modification request and submit to the contracting officer to negotiate a modification to the logistics contract.*

**NOTE**

*DRMS Offices reviewing and/or transferring the individual waiver to another office will provide comments on page 2 & 3 of the waiver form.*

*e. Valid waivers requiring DLA or higher headquarters approval will be processed as follows:*

*(1) DRMS-BA will forward the waiver to DRMS- Disposition Process Management/Operations for their recommendations. Recommendations must be provided to DRMS within three (3) workdays.*

*(2) DRMS-BA will ensure all prior background information and/or recommendations are provided to DLA. If needed and appropriate, DRMS may grant an interim approval, pending DLA approval.*

*(3) DRMS-BA will disseminate the approving agency's decision to the requester with a courtesy copy to DRMS- Disposition Process Management/Operations.*

*(4) For A-76 Sites, as appropriate, DRMS-OLA will prepare a modification request and submit to the contracting officer to negotiate a modification to the logistics contract.*

*f. DRMS-BA will maintain the official files in accordance with the DLA One Book Process Chapter, Files Maintenance and Disposition.*

*g. Electronic versions of approved/disapproved or pending waivers can be viewed in the spreadsheet found on the DRMS Internal Waivers Web Page.*

**NOTE**

*Requests for Expedited Screening Processing are not considered operational "waivers". They will be processed in accordance with DRMS-I 4160.14, Volume II, Chapter 1, paragraph D2. 30 March 2004*

4. A Memorandum of Agreement (MOA) is required for receipt of property in place when the DRMO is physically unable to accept the receipt or if a special circumstance creates a requirement. (See Supplement 3 for a sample MOA) See DoD 4160.21-M, Chapter 3; paragraph B1a (1) for authoritative guidance.

5. DRMO Chiefs/Site Managers, especially new assignments, will at a minimum:

a. Accept property accountable record or request a wall-to-wall inventory to resolve any discrepancies within 30 days of report date.

b. Review and maintain responsibility assignment listings.

c. Transfer personnel records.

d. Ensure Chain of Command pictures are current.

e. Submit AURA request through local TASO for all-appropriate automated systems, for example DAISY, SITREP Access, DNSP, MIDAS, EMACs, T & A, etc.

f. Maintain DRMOs Briefing charts found at [http://www.drms.dla.mil/rtda/Help\\_Definitions/DEMIL\\_Codes/Pubs\\_Regs/pubs\\_regs.html](http://www.drms.dla.mil/rtda/Help_Definitions/DEMIL_Codes/Pubs_Regs/pubs_regs.html) scroll down and find, Standardized DRMO Briefing, click on that and it will take you to PowerPoint charts that can be used as a template

g. Ensure key control is in accordance with Chapter 2, Physical Security.

h. Complete/update mandatory written appointments at Central/Satellite sites as required.

i. Review ISA/MOAs/MOUs, update as appropriate.

j. Review DRMO assigned property list (see paragraph I below).

k. Review Generator Assistance Guidance site found at <http://www.drms.dla.mil/turn-in/> and provide generators support as needed.

l. Manage reports Control File (see paragraph Q, below).

m. Review DRMS-I 4155.1, DRMS Compliance Assistance Program. Obtain schedule of Self-Assessment and required inventory reports.

***6. Facility and outside area inspections are required to mitigate industrial accidents and assure a safe workplace. The DRMS Form 2000 has replaced the DRMS Forms 352, 1840 and the unnumbered DRMO Usable /Scrap yard Inspection Checklist. The DRMS Form 2000 can be separated by area, when more than one employee will be performing the inspection. Frequencies are noted on the form.***

***a. This form is used for all facilities, including the 90-day HW storage facilities, with the exception of RCRA-permitted facilities (see DRMS-I 6050.1, Environmental Compliance for the DRMS Hazardous Property Program, Chapter 4, Paragraph H – use DRMS Form 1713).***

***b. In the DATE/TIME block, only the date is required if the inspection is for usable warehouses or scrap facilities. Indicate time when inspecting 90-day HW storage facilities.***

***c. The inspector must initial in one of three boxes, satisfactory, unsatisfactory or not applicable. If only one inspector is performing the inspection, a check mark is sufficient with one***

*signature/initial by that inspector in the upper right hand box of each page.*  
**d. File under 160.60, Reports and Inspection Facilities (three-year retention). 3 Jun 04**

#### 7. DTID Coding Aids

a. DRMOs may use a DTID coding aid, such as a rubber stamp(s) or template, to assist in the preparation of input to the system. Stamps for signatures are not authorized.

b. These aids are not intended to take the place of information entered on the DTID. They are to be used only as aids to provide uniform information for preparation of receipts input to the system.

### **B. DRMS-I 5100.1, DRMS ORGANIZATION, MISSION AND FUNCTIONS**

DRMS-I 5100.1 includes the official policies, mission responsibilities and guidance of the Defense Reutilization and Marketing Service (DRMS). This instruction represents the organizational structure and functional statements, as set forth by DLA policies and guidance, for the implementation of the personal property disposal mission.

### **C. SAFETY, HEALTH AND FIRE PREVENTION.**

The Property Disposal Officer (PDO) is responsible for ensuring the following:

#### 1. Occupational Safety:

a. Accident Prevention. The DLA Safety Program administers the DRMS-wide safety program according to OSHA, DoD, DLA and DRMS requirements.

b. Mishap Reporting. Report all mishaps (personal injury, motor vehicle, or property damage) using the SITREP program, DRMS-I 3020.1 and according to DLAD 6055.1, Chapter VII.

c. Personal Protective Equipment. DRMO Chiefs/Site Managers and first line supervisors will ensure appropriate personal protection equipment is provided. Contact the Engineering/Equipment Services (DRMS-K) when additional guidance is required regarding personal protective equipment.

d. Minimum Safety Standards. The minimum safety standards applicable to DRMS employees are prescribed by DoD/DLA/DRMS 6055 series publications. It is DLA policy that when a conflict exists between the DLA Safety Program requirements and the safety requirements of a host activity, the more stringent requirement shall apply.

e. Supervisors. It is DRMS policy that DRMO Chiefs/Site Managers instruct employees on how to perform a job safely. Ensure that all employees use the personal protective equipment prescribed by DRMS-KH and employ other safety equipment as necessary. Investigate all accidents to determine how similar accidents can be prevented and take appropriate action to eliminate unsafe acts and conditions or notify the next higher level of supervision of the acts and conditions that cannot be corrected locally.

f. Safety Training. No employee is required to perform any task until the supervisor has personally ensured that the employee has the technical skills and is physically capable of performing the task.

g. Utilization of Equipment. Supervisors: ensure that property, equipment, and/or tools are safe to use.

h. Each DRMS/DRMO activity will assign a safety and health representative to make periodic checks of work areas to prevent accidents.

2. Occupational Health. DRMOs will make every effort to provide employees with those occupational health services authorized by DLAD 6055.1. The most practical way to provide such services is through existing ISAs with military dispensaries or other Federal health facilities, or by contract from private sources. If these efforts fail to provide required services, then forward full documentation of efforts to obtain subject services to DRMS-KH. DRMS-KH will elevate to HQ DLA for resolution.

3. Fire Prevention and Protection. Central DRMO Chiefs will appoint a fire marshal at all sites. Make every effort to provide fire protection and prevention services (*see DLAD 4100.5, DLA Fire and Emergency Services Program*) by ISA with the host or other locally available Federal agencies; or by contract from private sources or municipalities.

4. Industrial Hygiene. Central DRMOs expend efforts to ensure that the necessary controls for and/or improvements to the working environment are provided so that the environment does not adversely affect the health of either employees or visitors. These actions include, but are not limited to:

- a. Control of exposures to ionizing radiation.
- b. Adequate lighting and ventilation.
- c. Prevention of employee exposure to toxic substances.
- d. Reduced exposure to noise.
- e. Training necessary to comply with state and Federal regulations.

When such controls and/or improvements are required, compliance with paragraph I1, this Chapter, is mandatory.

5. Environmental Protection. Central DRMOs will ensure that assigned activities are provided environmental protection-related contingency plans. Include, as a minimum, emergency and evacuation plans encompassing catastrophic fires, explosions, radiological exposures, chemical and munitions disasters, extreme weather warnings and other cataclysmic events in these plans (see DLAM 6050.1 for guidance).

6. Minimizing Hazardous Contamination at DRMOs. No spills or leaks of any kind are to be considered insignificant. If any leaks or spills are noticed, ensure that prompt corrective action is taken. If necessary, contact your Distribution Branch and host activity for assistance. DRMO Chief/Site Managers will check all storage areas for hazardous contamination at least weekly. DRMO Chief/Site Managers will assign a designee to conduct daily inspections.

**7. Weekly inspections of the DRMO will be made using DRMS 2000. 22 Jan 03**

## **D. SECURITY.**

The DRMO has the overall responsibility for administering the physical security program for their particular activity (see Chapter 2 to this instruction for specific guidance).

## **E. RESOURCE MANAGEMENT INFORMATION AND REPORTING.**

Direct questions relating to resource management information (budgeting) to DRMS-RF. Issues related to Accounting & Finance procedures, rules and regulations should be directed to DRMS-RF. All employees are required to report labor hours according to the most recently published Activity Based Costing (ABC) Dictionary and the associated DLA Subsidiary Cost Codes (SCCs) within. Any issues related to ABC reporting (for both labor and non-labor) should be directed to DRMS-R.

## **F. WRITTEN APPOINTMENTS**

1. Written Appointments. There are a number of written appointments and designations that must periodically be made. A Centralized listing will be used to identify all appointments listed in paragraph F5 below to include sample signatures of appointee/designee when required by a specific authoritative document; e.g., DoD 4160.21-M. OCONUS and Central DRMOs will assign personnel to these various responsibilities, as appropriate. When personnel vacate these responsibilities for whatever reason, make new appointments. When a new employee is appointed update computerized spreadsheet. Distribute to appropriate offices when any updates are made. Annotate changes in pen throughout the year on the listing. Review and update annually. Updates will be made annually (calendar year). To ensure adequate coverage for absences, appoint primary and alternate positions at each site as necessary.

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2. **DRMO Central Chief:** Except for the Sales Contracting Officer and Delivery Officer the Central DRMO Chief makes all appointments. The DRMO chiefs will verify/certify appointments are valid by signing and dating the spreadsheet/listing.

NOTE: Anytime a new DRMO Chief comes on board written appointments will be updated and new DRMO Chief will verify/certify appointments are valid by signing and dating the spreadsheet/listing.

3. The selection of chiefs at OCONUS and Central DRMOs is not an appointment, as such, but in overseas DRMOs, personnel assigned to those positions will be U.S. citizens, either military or civilian, unless exception is provided by DLA.

4. For standardization and paper reduction, written appointment will be made on a spreadsheet/listing with all the required information and all required sample signatures. Once the listing is prepared, have required individuals provide their signature in a designated column, then scan the document into a computer. The listing can then be provided electronically to organizations needing it to verify appointments/signatures.

Spreadsheet columns should include:

DRMO                                      WRITTEN APPOINTMENTS

Individual Name    Vice/Replacing Position    Signature    Appointment Date    Authoriative Document

5. Appointments:

a. Abandonment or Destruction Officer/alternates (see DoD 4160.21-M, Chapter 8, paragraph B1a and DRMS-I 4160.14, Volume II, Chapter 2).

b. Accountable Property Officer/Alternate (APO). The APO is responsible for overseeing the account and correcting any errors in the DRMO inventory. Accept property accountable record or request a wall to wall inventory to resolve any discrepancies within 30 days of report date. The APO and the RPO cannot be the same person. And neither the APO nor the RPO will approve adjustments. The APO/RPO/Alternates are authorized to complete receiving responsibilities, if required. DRMS-I 4160.14, Volume IV, Chapter 7, Attachment 6 has detailed APO duties.

c. Cashier (See DRMS-I 4160.14, Volume VI)

d. Delivery Officer - the Unit Commander or the Base Commander (see DRMS-I 4160.14, Volume V, Chapter 9, paragraph A6), makes Appointment

**NOTE:** A Delivery Officer appointment is required only when property is released by other than DRMO personnel (such as property received in place, which will be released by a generating activity).

e. DEMIL Certifier/Verifier (see DRMS-I 4160.14, Volume VII, Chapter 1).

f. DEMIL Coordinator, Primary and Alternate; DRMS-O and all DRMOs (see DRMS-I 4160.14, Volume VII, Chapter 1).

g. Downgrade Designee when appropriate (see DRMS-I 4160.14, Volume IV, Chapter 6).

h. DRMO Security Coordinator (see Chapter 2, this instruction)

i. Fire Marshall (see paragraph C3 above).

j. Hand Receipt Holders/Alternate Hand Receipt Holders (overhead operating equipment – assets used to perform daily mission).

k. Key Control Officer (see Chapter 2, this instruction).

l. Mail Pick Up and Receipt (see paragraph S).

m. Precious Metals Monitor (see DRMS-I 4160.14, Volume VIII)

n. Releasing Personnel. Where personnel resources permit, DRMO individuals responsible for signing release documents for sold 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 reason for deviating from it and place it in the official 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. (see DRMS-I 4160.14, Volume V, Chapter 9).

o. Responsible Property Officer (RPO). The RPO is responsible for exercising care, physical custody and safekeeping of property entrusted in their possession or under their supervision. The APO and the RPO cannot be the same person. And neither the APO nor the RPO will approve adjustments. (See DRMS-I 4160.14, Volume IV, Chapter 6, paragraph B1).

p. Safety Monitor (see paragraph C1h)

q. Sales Contracting Officer (SCO) - SCO must have completed SCO course and have a SCO warrant. (DRMS-I 4160.14, Volume V)

r. Weighmaster (see DRMS-I 4160.14, Volume V)

s. Mutilation certifier/verifier (see DRMS-I 4160.14, Volume VII, Chapter 1)

## **G. CHAIN OF COMMAND PHOTOS.**

Each Central DRMO/Satellite/RIPL will ensure that chain of command photos are prominently displayed at the public entrance, inside the Central DRMO/Satellite/RIPL. The DLA/DRMS logo will also be displayed in this area. (Color 8x10 photos of the DRMS logo are available from the Public Affairs Office (DRMS-J)).

1. Protocol for display is highest to lowest, left to right. Each photo will be an 8x10 head shot and displayed in identical frames. Contents of display is as follows, no additional pictures are to be included.

- a. President of the United States
- b. Secretary of Defense
- c. Director, Defense Logistics Agency
- d. Commander, Defense Reutilization and Marketing Service
- e. Commander, or Director, DRMS-O
- f. Forward Support Team
- g. DRMO Chief

2. For photos listed in paragraphs G1a through e contact the DRMS Public Affairs office, DRMS-J. For International photos contact DRMS Public Affairs Officer (DRMS-O-X). Forward Support Team chiefs and DRMO chiefs are responsible for providing their own photos.

## **H. PERSONNEL ADMINISTRATION**

Please contact DLA Human Resources Operations Center (HROC) at DSN 850-0200 for guidance in the following areas: Worker's Compensation; Retirements; Disability and Death Benefits; Thrift Saving Plan; Federal Employees Group Life Insurance; Name Changes; Processing Personnel Actions; Official Personnel Folders; Within Grade Increases; Veteran's Preference; Permanent Change of Station; Job Information; Overseas Benefits and Entitlements.

Please contact DRMS-KM (Human Resources Customer Service Unit) for the following: Classification/Staffing - DSN 661-7154; Training/Employee Relations (to include Awards, Performance Management and Worker's Comp) - DSN 661-7176; Labor Relations - DSN 661-7155; Leave Transfer Program - DSN 661-7189.

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Additional information/points of contact may be found on the HRO Web page at <http://www.hroc.dla.mil>

1. Standards of Conduct and Irregularities. (See DoD Joint Ethics Regulation, DoD 5500.7 for further guidance.) Send questions on specific situations to DRMS, Office of Counsel (DRMS-G).

### 2. Fiscal Year Operational Planning Offsites

a. The purpose of a Operational Planning Offsite is to exchange views; develop and promote understanding among the participants; discuss problem areas, their causes, effects, and avoidance in the best interests of the Government; and to promote improved disposal solutions for the agency. The offsite will focus on the state of the command and new and ongoing initiatives to improve the agency. Make each offsite, to the maximum extent possible, a workshop with a broad exchange of information.

b. DRMS-DX: Establish the dates and locations for the Operational Planning Offsite to be held twice a year. Full size (approximate 100 attendees) offsite to be held at the beginning of each fiscal year (Oct) and a mid-size (approximate 50 attendees) offsite to be held midway through the fiscal year (Mar/Apr).

c. At least 60 days before the Operational Planning Offsite, DRMS-DX notifies all subordinate field activities involved by letter. Include the following: location; dates; attendee list; a tentative schedule of topics and events, a request to submit items of interest, questions or problem areas.

d. Do not schedule tours (on military installations or at industrial sites) in connection with the Operational Planning Offsites unless directly connected with the disposal program and approved by the Commander of that installation. Forward recommendations for such tours to DRMS-O for consideration on a case-by-case basis.

### 3. Staff Duty Officer System, DRMS

a. Policy. DRMS is responsive to the demands of official business on a 24-hour basis. This demand is met outside normal duty hours by DLIS Directorate of Requirements Control and Management, Communications Division (DLIS-BT), shift supervisor, as the single staff duty officer (SDO). The SDO is the point of contact for calls, visits, messages, and incidents, as required by the personal representative of the Commander. The SDO system is supplemented by the LRC for emergency plans exercise traffic. The SDO may call upon any staff member of DRMS at any time, if required, for the solution of a problem.

b. Telephone numbers for the SDOs (hours are Eastern Time):

1630-0745 Monday through Friday; and 1630 Friday to 0745 Monday; and holidays:  
COMMERCIAL (Area Code) 269-961-4233; DSN 661-4233

4. Excused Absences. Refer to DLAD 1424.1, Absence & Leave.

5. Performance Ratings. Refer to DLAD 1434.1 and DLAI 1434.1, Performance Management System (PMS).

## **I. FACILITIES, EQUIPMENT AND SUPPLIES**

### 1. Physical Facilities

a. The provisions of physical facilities, their maintenance and improvement, and their layout are integral parts of operations and management of the Engineering/Equipment Services (DRMS-RW). Program for facility deficiencies (see DRMS-I 4270.1 and 4270.2, for specific guidance).

b. DRMS-RW: Ensure that the management, including maintenance and repair, of facilities occupied by their field activities under ISAs is according to applicable directives.

c. Report facilities identified as being inconsistent with Occupational Safety and Health Act (OSHA) Standards (see DLAD 6055.1 for additional guidance).

d. DRMS will not plan for the construction of storage tanks as part of the conforming storage program. Further, DRMS activities will not be involved with operation of storage tanks that hold material for disposal.

DRMS will provide "in place" processing of contents of storage tanks, as has been done historically, when the contents are a DRMS responsibility (see DoD 4160.21-M, Chapter 10, Attachment 1, for specific guidance).

e. Visual identification of the DRMOs is very important to customers. Faded, peeling, and sloppy signs should be repaired or replaced. Assure that subject signs are as follows:

- Compatible with the architecture (i. e. size, color, configuration) of the host installation signage system. The idea is that our signage should not look any different than the hosts'. Many installations no longer use emblems on their signage due to cost considerations and to reduce confusion to the passing motorist during the brief time they have to assimilate the information while driving past signs.
- If the host no longer uses emblems, then we shouldn't use any either. If host signage still uses emblems, then ascertain what height in inches their standard allows.
- Neither DLA, DRMS, etc., names are to appear on the sign. Elements for subject sign are authorized DRMO name, DRMS emblem, and building number.
- For DRMOs located on a DLA installation, the DRMO name is predominate in size on the sign.
- Locate the sign adjacent to or in the vicinity of the DRMO Admin office.
- Only one sign per site. Identification signs of this size and detail are not to be located at remote areas. Smaller size signs, without the DRMS emblem, could be considered in those cases.

If a DRMS emblem is required for subject sign, request it via e-mail addressed to [S9D3452@drms.dla.mil](mailto:S9D3452@drms.dla.mil). Include the quantity as well as the height in inches, required by the host standard. The emblems are centrally ordered and distributed by DRMS-RW.

## 2. Administrative Use of Motor Vehicle Transportation

a. DRMS-O and their field activities are users of administrative use motor vehicles on an "as required" basis under inter-service or inter-agency agreement and allowances will not be established. Authority for rental on a continuing basis is not delegated to DRMS-O; however, they may authorize rental of vehicles on a one-trip basis.

b. Basic policies and procedures to be followed by DRMS-O are prescribed in Joint Travel Regulation (JTR), Volume 2, and DoD 4500.36-R, Management, Acquisition and Use of Motor Vehicles. Particular attention is invited to the following JTR paragraphs: C610I Temporary Duty Status; C6157 Use of Privately Owned Automobile in Lieu of Government-Owned Automobile for Temporary Duty Travel; and C8200 Mileage Allowances (see DLAR 5000.1).

c. Establish approved requirements according to this instruction for host activity motor vehicle services on recurring dispatch (full-time use) when negotiating or reviewing administrative and logistic support agreements. DRMS-O contacts with GSA are restricted to obtaining rates and determining availability of vehicles until such time as rental has been approved by the DRMS-RW. Full-time-use vehicles are considered only after all criteria established in DoD 4500.36-R fails to satisfy transportation requirements. When it has been determined that rental authority is necessary to provide adequate and economical transportation, submit requests to DRMS-RW for approval.

d. Work to home/home to work use of Government owned vehicles, including situations immediately before or after temporary duty is not authorized for DLA employees without the approval of the Secretary of Defense (see DoD 4500.36-R, Chapter 4).

3. Base Operating Supplies. Obtain support for operating supplies from the host activity under ISA, or if more feasible, acquire materials in the most cost-effective manner available.

## 4. Property Accountability and Responsibility (DRMS Property)

a. Each DRMS field activity is responsible for the safeguarding and proper use of accountable property within their control. In compliance with DLAM 5335.1, the DRMS APM/APO appoints each DRMO Central Chief as the Accountable Property Officer Representative (APOR) for their assigned DRMO (this authority CANNOT be delegated). The Central DRMO Chief in turn will appoint a Hand Receipt Holder (HRH) and alternate

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(AHRH), and forward a copy of the Memorandum for Record and signature card (DD Form 577) to DRMS-RW, ATTN: APM/APO, 74 Washington Avenue North, Battle Creek, Michigan. A signature card is also required for the Central DRMO Chief. The DRMO APOR has restricted authority to approve equipment transactions effecting his/her local internal inventory listing only. The DRMO APOR may only approve pickup, turn-in and transfer of equipment on his/her local inventory list and this list must be maintained with complete accuracy and audit trail (document register). This authority does not include major Information Technology (IT) hardware.

### **b. HAND RECEIPT HOLDER (HRH):**

(1) Maintain a record (hand receipt file) of all property assigned to the activity as follows:

(2) Maintain a copy of the last signed inventory and an audit trail of addition and deletion transactions affecting the hand receipt file.

(3) Maintain a DRMO internal property listing with supporting documentation, for all minor non-expendable equipment not controlled by the RPO responsible for DRMO equipment.

(4) Use DRMO DoDAAC to withdraw and turn-in expendable supplies and equipment not controlled by the DRMS APM/APO.

(5) Conduct a 100 percent joint inventory (DLAD 4160.9, F5h) any time there is a change in the primary or alternate HRH. Validate, sign and return the annual inventory received from the DRMS APM/APO.

(6) Ensure all capital/real property is listed on the DRMS Hand Receipt and the cost/value and year are correct.

(7) Submit requests to DRMS APM/APO to purchase non-expendable equipment with the IMPAC Credit Card. Send the DRMS APM/APO confirmation receipt/information within 2 business days of purchase.

c. Do not at any time withdraw property from the disposal account, turned-in to the disposal account or transferred between hand receipt holders (DRMO) without prior approval of the DRMS APM/APO (or appointed representative).

d. Report any loss or damage of accountable property to the DRMS APM/APO according to DoD 7000.14-R, Volume 12, Chapter 7. Report any and all damage to DRMS operating equipment on DLA Form 1591 according to prescribed procedures. Provide a copy of this form to DRMS-RW.

### **5. Equipment Management**

a. DLAD and DLAI 4500.36 provide guidance for the effective management of all DRMS operating equipment, as implemented. Equipment data is reported monthly through the EMAC system.

b. Do not transfer property that is in a DRMO Disposal Inventory account to the DRMO operating account using a hand receipt. A requisition (DD Form 1348-1A/2) must be processed with DRMS APM approval and DRMS-R concurrence before the property is withdrawn from the inventory account.

- Do not issue property on either the inventory or operating account of the DRMO for personal use by any DRMO employee.
- DRMO employees who are also members of morale, welfare and recreation non-appropriated fund activities will not withdraw property from the inventory or operating account of the DRMO for themselves or the activity by hand receipts, DD Form 1348-1A/2, or in any other manner.

c. Submit operating equipment requirements (with justifications) to DRMS-RW for review and authorization.

1. Submit equipment requiring HQ DLA approval and/or funding requirements according to DLAD 4500.36 and DLAI 4500.36. Report equipment required by OSHA Standards and equipment on hand, not in conformance with OSHA Standards, according to DLAD 6055.1.

2. Submit PMRP equipment requirements (with justifications) to DRMS-O according to DRMS-I 4160.14, Volume VIII.

d. Excluding shipments from Base Realignment and Closure sites, when a requirement exists to ship DRMS operating equipment/property from one DRMO to another, the DRMO shipping the equipment/property will contact their local Traffic Management Office (TMO) and request a transportation cost estimate. Then, 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 along with the shipment request. Report all costs associated with transportation of equipment/property from one DRMO to another on the required monthly transportation report (RCS #DRMS-O-90-2 (m)) to DRMS-O. (See Supplement 4 to DRMS-I 4160.14, Volume III).

e. BRAC funds for tenant DRMO requirements: Guidance in paragraph d above applies with the exception of obtaining funds. If your DRMO is a BRAC-affected DRMO then provide the transportation cost estimate in writing to DRMS-RB BRAC budget analyst with a copy to DRMS-RW. The DRMS BRAC budget analyst will request BRAC funds from the appropriate host/major command and provide guidance to your DRMO. Take the completed shipment request to your servicing TMO for processing.

f. BRAC mission essential equipment: DRMS BRAC policy identifies certain MHE, storage racks and computers (Hewlett Packard's, 486s and higher) and other items, as mission essential which should be included on the BRAC installation's inventory for screening by the local community for possible reuse. DRMS-RF correspondence to the BRAC-affected DRMO will identify BRAC mission essential equipment upon BRAC implementation and within 6 months after BRAC Congressional approval. DRMS-RF will provide specific disposition instructions approximately 1 year prior to DRMO disestablishment date.

#### 6. Requisitioning and Disposing of Minor (non-controlled) Equipment

a. DRMO Central will for itself and its satellite DRMOs determine the need for additional/replacement of non-controlled equipment or identify equipment excess to the DRMO requirement (see DLAD 4500.36 and DLAI 4500.36).

b. If additional/replacement equipment is required:

- 3 copies of DLA Form 1312 will be prepared and submit 1 copy of request according to DRMS-R (Office of Comptroller) and 1 copy along with other documentation to DRMS-RB.
- File copy in suspense.

c. If equipment is identified as excess to DRMO needs

- Prepare DD Form 1348-1A or use alternate form as directed by DRMS-RB.
- Forward DD Form 1348-1A/other documentation to DRMS-RB.
- File a suspense copy.
- If IMPAC card is to be used, use established procedures or calls the DRMS Accountable Property Manager, DSN 661-7282

d. Receive the transfer or disposal approval/disapproval from DRMS-RB.

e. Proceed with transfer or disposal of equipment as directed by DRMS-RB.

f. Pull suspense copy and file.

#### 7. Requisitioning Minor Equipment through Host Base Supply Officer

a. DRMO Central will for itself and its satellite DRMOs coordinate with host base supply to determine local ordering procedures and to ascertain availability and access to GSA catalogs and Federal Supply Schedule.

b. Coordinate with host finance and accounting office to determine procedures for local fund certification on order documents.

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- c. Negotiate applicable ISAs.
- d. Research GSA catalogs and Federal Supply Schedule for required equipment and request minor equipment, with a line item value of less than \$5,000, according to host base supply office procedures.
- e. Review and consolidate equipment requirements including any unfunded equipment requests from previous year.
- f. Develop DRMO funding authorization levels.
- g. Provide funding levels to DRMS-RB for inclusion in budget data call and distribution for the following fiscal year.
- h. Provide funding authority, to include appropriate object class (see DLAD 4500.36) to host finance office.
- i. Forward info copy of fund certification to DRMO Chief.
- j. Requisition minor equipment/supplies using fund certification provided.
- k. Submit a copy of all equipment receiving documentation to base supply office upon receipt to clear their document requester and a copy to the DRMS Accountable Property Manager/Accountable Property Officer.
- l. Maintain accountability of the equipment according to DRMS-RB policies.
- m. Confirm charges with 500E ISA report and submit a monthly funds status report to DRMS-R no later than the 5th working day of the month.
- n. Forward information copy of funds status report, submitted by the DRMO to DRMS-R.
- o. Review monthly information copy of Funds Status Report from DRMS-R to ensure that minor equipment requests are within the guidelines established by this procedure.
- p. Do not exceed funding authority without prior coordination and approval from DRMS-R.

## **J. VISITORS**

1. For the purposes of this paragraph, the "public" is defined as consisting of civic and business organizations and their representatives, and all citizens including military and Federal employees, their dependents, families, and friends. Areas of consideration, which may be adopted to provide service to the public are, but are not limited to, a central reception and one-stop service; office hours suited to the needs of the public being served (example: coverage by qualified personnel during lunch period); and selection of persons with appropriate aptitudes for assignment to positions with the responsibility of dealing directly with the public (see paragraph L, this chapter, for customer service).

2. Use the following guidelines to report incoming visitors

a. Visits by DoD IG, auditors, and investigative agencies conducting inspections/audits/surveys and General Accounting Office (GAO) representatives. Any DRMO employee having direct communication with the DoD IG or other audit/inspection type agency is required to notify DRMS-RP immediately of the contact at DSN 661-5844. After notifying DRMS-RP, follow up with a SITREP.

b. Visits by News Media

(1) Clear all visits by news media through HQ DRMS Public Affairs Officer (PAO) prior to the visit. Follow host procedures for media.

(2) Escort the media at all times. Do not allow the media to interfere with normal operations of the DRMO. Video and photography of sales activities is generally permitted to accompany an article. Anyone may decline

photographs and video taping. Requests for interviews with DRMO personnel must be approved by HQ DRMS PAO.

(3) At no time may media have access to the DEMIL, hazardous waste or other restricted areas of the DRMO without specific authorization by HQ DRMS.

(4) Advise your DRMO personnel of these procedures.

c. DRMS-DD visitor control will notify DRMOs of impending visits, unless such notification would impede the mission of the visitors. When the head of a visited activity is notified in advance of an important visit (higher headquarters personnel and other VIPs, military 0-6/GS-14 above), promptly notify DRMS-DD of the visit. DRMO offices will submit a visitor notice by going to <https://techweb.drms.dla.mil/VisitorNotice>.

d. Central DRMOs are to prepare a SITREP when the visit results in information that is of command interest, particularly if the visitor was in any way displeased with any operational aspect of the mission/organization. Notify the Forward Support Team who will notify the DRMS Command Section when, in their judgment, the results of the visit should receive command attention. EXCEPTION: When the DLA Director or Deputy visits a DRMO, call the Forward Support Team and notify of the visit and outcome. The Forward Support Team chief will notify the DRMS Command Section with a summary provided to DRMS-O (Central DRMOs will prepare SITREP for Satellite sites.)

e. Children under the age of 18 must be accompanied and under the control of an adult at all times when in a DRMO (e.g., warehouse, recyclable materials yard, loading areas, etc.). Ask visitors to leave the area when you note children are not under control. Post a sign or notify the visitors verbally of this requirement prior to entering the DRMO.

f. Central DRMO Chiefs or his/her representatives will notify the DRMS Office of Command Security in a timely manner regarding all security/investigative related visits, by security/investigative agencies. (Central DRMOs will make notification for satellites.)

3. On occasion, installation commanders may order certain individuals to be excluded from military installations under their command pursuant to the provisions of 18 U.S.C. 1382 and 1383. It is the policy of DLA to recognize and comply with all such restrictions. Do not attempt to influence the imposition or lifting of such restrictions unless they adversely affect disposal operations and then only with the prior approval of DRMS-BA. Refer appeals to the local base commander for his consideration.

4. Visitors who enter designated and posted hazard areas must wear the required protective clothing/equipment. Deny anyone declining or refusing to wear the required protective devices access to the area.

5. All visitors entering DRMOs will register legibly on DRMS Form 147, Visitor/Vehicle Register or DRMS Form 1581, Bidder Registration, and all visitors are to be positively identified by valid identification.

## **K. RELEASE OF INFORMATION, DOCUMENTS OR DATA**

1. Immediately report to the Office of the Counsel (DRMS-G) DSN 661-5998, all contacts from investigative agencies. DRMS-G Fraud Counsel will coordinate the appropriate response with DRMS-DDS. After reporting to DRMS-G, prepare a corresponding SITREP.

2. For other than investigative agencies, prepare a SITREP. If it is sensitive/sufficiently important, in nature, also notify the office of interest immediately.

## **L. CUSTOMER SERVICE**

1. Customer Care. Exercise care to ensure publications, property lists, item descriptions, etc., are complete and accurate. DRMS goals are to:

a. Establish a professional reputation with all generating activities and RTDS customers.

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b. Review customer inquiries to obtain additional information, curtail instances in which customers must expend time and money to physically inspect property, and discourage complaints and claims against the Government.

c. Explore all methods available to pass on appropriate information to potential customers.

2. Generators Assistance Handbook. The Generators assistance handbook to instruct generating activities for the turn-in of both hazardous material/waste and non-hazardous property is located on the World Wide Web. To access (Click Address) <http://www.drms.dla.mil/turn-in/> or at DRMS home page click on "I am a Generator of Government Excess Personal Property for Turn-In to the DRMO <http://www.drms.dla.mil>.

### **M. COMPLIANCE ASSISTANCE PROGRAM (CAP)**

(See DRMS-I 4155.1.) CAP is a command wide program to assess field activity operational compliance with all DoD/DRMS regulatory guidance. Direct questions relating to the CAP to DRMS-OP/DRMS-O. Findings resulting from compliance reviews will be resolved immediately.

### **N. STATISTICAL QUALITY CONTROL (SQC)**

SQC is a program for evaluating the efficiency of management for DRMS and its field activities. DRMS goals are established through analysis of statistical quality control key indicators. Information pertaining to this program can be obtained from DRMS-RP.

### **O. TELECOMMUNICATIONS SUPPORT**

1. Technical Visits. Telecommunications management specialists will visit the DRMOs when requested by DRMS. Technical support will be provided for evaluating telecommunications for regular and special communications requirements such as:

- a. Public Address Systems.
- b. Administrative Radio Systems.
- c. Radio Frequencies.
- d. Paging Systems.
- e. Closed Circuit Television.
- f. Other special voice and digital communications equipment.
- g. DSN service.

2. Administrative Visits. Telecommunications management specialists will visit DRMOs periodically for the purpose of reviewing telecommunications costs. These visits are used for introducing new and revised communications policies and procedures.

#### **3. Long Distance Telephone Service**

- a. Use of long distance telephone services is outlined in the DLSC-D 4640.1.
- b. Make most long distance telephone calls to all DoD activities using the DSN system. Make most calls to non-DoD and other activities not having DSN service using Federal Telephone System (FTS). If the DSN and FTS long distance telephone services are not available, or when urgent conditions preclude their use, make long distance commercial toll calls. Make such calls direct-distance-dialed station-to-station if possible.
- c. DRMOs are responsible for:
  - Ensuring that only authorized official telephone calls are made using Government telephone facilities, that the duration of all telephone calls is kept to a minimum, and that commercial toll calls are made

- only under conditions listed in paragraph 3b above.
- Maintaining a record on DLA Form 633 of all commercial long distance toll calls to reconcile charges and confirm necessity.

4. Administrative Telephones. Use of administrative telephones is prescribed in DLSC-D 4640.1.

## P. SITUATION REPORTING (SITREP)

1. Situation reporting is the medium that is used to inform DRMS officials of emergencies or urgent incidents around the clock. A SITREP is to be provided for a significant event, which has a negative impact on mission accomplishment, may require headquarters assistance, or may cause embarrassment to the Agency. DRMS Instruction 3020.1 sets forth clearly defined reporting criteria.

2. The DRMO is required to submit a SITREP, within 8 hours of the incident, for the following:

- a. ADP/System Failure
- b. Adverse Publicity
- c. AEDA/MLI
- d. Break-In/Theft/**Bomb Threat**
- e. **Classified**
- f. **Facility/Equipment/Fire/Natural Disaster**
- g. **Hazardous/Discovery of HM**
- h. **Injury/Death**
- i. **Radioactivity**
- j. **Special Situation**
- k. **Temporary Closure**
- l. Utility Outage
- l. Visitors/**Environmental Inspection**                      **27 Jan 03**

**3. Users will access the new system, which is web based, at <http://drmsweb.drms.dla.mil/SitRep> 22 Jan 03**

4. Unusual incidents, not specified in the above, will be reported using the Special Situation report format.

5. The DRMO will utilize the DRMS Automated Situation Reporting System to submit SITREP unless the incident precludes access to the automated system. If a DRMO is unable to submit a SITREP-elevate to the ZM. The ZM will enter the report into the Automated Situation Reporting System. SITREP matters such as questions, requests to reopen CLOSED SITREP(s) and input problems should be emailed to the SITREP Program Manager at [sitrep\\_prog\\_mgr@drms.dla.mil](mailto:sitrep_prog_mgr@drms.dla.mil) 29 April 2003

## Q. REPORTS CONTROL

1. On reoccurring data collection all HQ DRMS Directorate/Office will contact DRMS-R. DRMS-R will assign a Report Control Symbol (RCS) to be referenced on the reoccurring request. Data collection request will be forwarded to the Central DRMOs from DRMS-O.

2. A RCS will be established for use as a ready reference of all information at the Central DRMO. The system should be maintained in "dispatch date" sequence. The following information is mandatory for the Reports Control File:

- RCS.
- Title.
- Preparing activity.
- Recipient(s).
- Directive.
- "As of" date.
- "Due on/due out" date prescribed by report recipient.
- Dispatch date.
- Remarks.

3. DRMO Central POC will:

- Review the RCS file daily for actions and/or suspense.
- Forward reporting material to activity/person determined to have reporting responsibility.
- Provide reminder 10 days prior to dispatch date.
- Notify DRMS-O information management liaison officer of anticipated late report as soon as possible.
- Forward report to recipient when due.

## **R. PUBLICATIONS REQUIREMENT**

(See DLAM 5025.1, Publications and Forms Distribution Manual and DLSC-I 5000.1, Forms/Visual Information/Publications/Forms Procedures) The Central DRMO will appoint an ORC for publications and forms in writing. ORC responsibilities include maintaining and updating the DRMO publication library for those publications required by local authority or Host Country, including accessibility of required DoD, DLA and DRMS publications as well as changes, amendments or modifications. All other publications are on the World Wide Web (WWW).

1. Requisitioning Host Publications

- ORC: Determine need for local host publications or host country publications.
- Request host publication according to Inter-service Support Agreement (ISA).
- Maintain a suspense file of requests until orders are filled.

2. Requisitioning Forms

a. Majority of the forms used by DRMS/DRMO are located in FormFlow or on the WWW, internal web page, tech support, [http://www.drms.dla.mil/drms/internal/Support/CIO/Tech\\_Support/Software/software.html](http://www.drms.dla.mil/drms/internal/Support/CIO/Tech_Support/Software/software.html), however there will be exceptions that must be ordered, i.e. SF97. According to DLSC-I 5000.1, DRMS field activities will not contract for, or request from the host activity, any commercial printing or procurement of commercial forms. DRMOs are required to use existing numbered forms, including overprinting of existing forms, to the maximum extent possible. This includes use of local installation forms when appropriate.

- Emergency requests are processed by DLIS-RW, DSN 661-5335 or 661-4975 FAX: 661-4237.
- Problems encountered with the forms program should be e-mailed to forms@dlis.dla.mil or call DSN 661-4867.

b. Order serialized forms by e-mail through: formsodr@dlis.dla.mil. E-mail message must include your PAN number, DRMO name and address, and the form number, title and quantities required. Furnish courtesy copy of the email to the requester. Place one copy of e-mail message in a suspense file pending receipt of the order. DD Form 1348, Issue Release/Receipt Document, will be shipped with the forms ordered to include any information of back orders, partial orders or if the complete order has been filled. Forward forms to requester and discard any suspense copies.

## **S. PROCESSING INCOMING/OUTGOING MAIL**

1. Mail Pickup and Receipt Record

a. The Head of each disposal entity. DRMO must pick up mail in person versus postal delivery, designate, by letter, the appropriate names of personnel authorized to pick up mail. To ensure prompt delivery, two regular mail pickups should be made daily. Send the designation letter to the postmaster of that post office, (superintendent of the substation) servicing the activity. This is required to identify the persons authorized to sign for registered, certified, or insured mail. Satellite DRMOs will forward controlled mail to DRMO Central for processing.

b. Make arrangements and establish procedures in overseas liaison offices for delivery or pickup of mail. (Use an acceptable form for registering certified, insured, or registered mail.)

2. Receive all incoming mail (see DoD 5200.1-R). Refuse to accept classified mail or documents unless directed to do so by DRMS-O.
3. Record certified, registered and insured mail on DLA Form 1789.
4. Date stamp on a selective basis, e.g., bids, claims, contracts and other mail on which the time of receipt and/or dispatch may have a legal or monetary significance.
5. Sort as follows:
  - a. Controlled mail (mail requiring action from a higher authority, containing suspense date, or requiring other action/information by a specified time).
  - b. Uncontrolled mail.
6. Prepare a DLA Form 258 with appropriate suspense date, and attach to each piece of controlled mail. Establish a 14-day suspense file, filed in due date sequence, for communications requiring an answer, but without a specified due date, and additional 7-day suspense file, filed in due date sequence, for overseas.
7. Annotate/write appropriate office symbols on uncontrolled mail or attaches a DLA Form 524 (or other appropriate routing slip) when additional remarks/ guidance must be included.
8. Route all controlled mail through the Central DRMO Chief.

NOTE: Process Congressional mail according to paragraph U below.

9. Routes uncontrolled mail to the action office and proceed to paragraph 13 below.
10. Determine action needed and office or individual required to take action and forward.
11. Complete internal action if no answer is required.
12. Place copy of DLA Form 258 in suspense if answer is required.
13. Request extension of due date from originator if suspense cannot be met. Notify administrative office/clerk of any extension in suspense date.
14. Prepare correspondence; accomplish the appropriate coordination and forward to DRMO Chief/Site Manager/ZM.
15. Review, sign and return correspondence to secretary/administrative clerk.
16. Date stamp original correspondence, clear suspense files and accomplish appropriate disposition of the correspondence.
17. Official Mail, Congressional Inquiries (see paragraph U below for processing Congressional inquiries), Other Correspondence and Mail.
  - a. DLAR 5325.I assigns responsibilities and prescribes procedures governing the use and transmission of official mail.
  - b. Printing services are available at DRMS for all official mail. Forward requisitions for such printing services and supplies to DRMS-R.
18. Forwarding correspondence and mail between DRMS and its field activities is as follows:

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a. Identify each separate piece of correspondence (incoming envelope attached) for routing to the intended recipient.

b. Use DRMS letterhead for transmittal of official documents.

19. Comply with DLAR 5325.I Paragraph VI, regarding the use of ZIP codes on mailing addresses, letterhead stationery and publications.

20. When the substance of correspondence and electrical messages, originated by DRMS activities at any level and addressed to non-DRMS activities, is likely to be escalated to HQ DLA, forward an information copy of the correspondence or electrical message to DLA-CAAG.

### **T. PROCESSING INSPECTOR GENERAL (IG) REPORTS**

1. Receive pertinent IG observations (see DRMS-D 7600.1).
2. Develop a comment for each recommendation within each observation. Each comment will include:
  - a. A statement of concurrence, partial concurrence or non-concurrence.
  - b. Reason for partial or non-concurrence.
  - c. Corrective action taken and date of completion, or action planned and an estimated completion date.
3. Forward observation comments to DRMS-O within 15 workdays after receipt.
4. File one copy of each observation and comments, and establish suspense system for reporting requirements.
5. Continue to report status of each recommendation to DRMS-O:
  - a. Every 6 months, or
  - b. Within 5 days after estimated completion date, or
  - c. Upon completion of corrective action, whichever is soonest.
6. Review the inspection report periodically to ensure corrective actions have remained effective.

### **U. PROCESSING CONGRESSIONAL INQUIRIES**

1. Document receipt of congressional inquiry.
2. Within 1 workday, notify DRMS-DX by telephone (DSN 661-5980) in CONUS (by facsimile elsewhere (269) 961-5907) and provide the following information:
  - a. Name, address and telephone number of the Member of Congress.
  - b. Point of contact on the congressional member's staff.
  - c. Date, subject and short explanation of inquiry; include constituent's name if available.
3. Forward acknowledgment to Member of Congress within 2 days of receipt of inquiry. Explain that this request was forwarded to DRMS Headquarters for reply (see DRMS-I 5000.3. See Supplement 3 for sample letter).
4. Forward by facsimile all telephone conversations, records of inquiries and/or written correspondence including any related documents by transmittal letter to DRMS-DD (DSN 661-5907 or commercial (269) 961-5907) within 2 workdays of receipt (see Supplement 3 for sample letter).

5. Receive information copy of final reply to Member of Congress from DRMS-D.
6. Review final reply and implement actions as required then file.

NOTE: When the substance of correspondence and electrical messages addresses non-DRMS activities is likely to be escalated to HQ DLA, furnish an information copy of the correspondence or electrical message to DLA-CAAG.

## V. PROCESSING FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

1. Forward FOIA requests to DLIS-VSS by facsimile to DSN 661-7607/4143, or cover letter with the request attached.
2. Questions may be directed to DLIS-VSS, DSN 661-5729/4955/4958.

## W. DRMO BASE REALIGNMENT AND CLOSURE (BRAC) PROCEDURES

This provides DRMS internal instructions for DRMOs that are tenants located at a BRAC installations (U.S. owned) that must either close or relocate due to base realignment and closure. Overseas U.S. base closures and realignments are as a result of DoD foreign policy and handled differently than BRAC actions since the bases are owned by Host countries and must be implemented according to country to country agreements such as base lease agreements, Treaties, etc. Overseas DRMO realignments and closures are usually totally funded by DRMS. Any operational problems with regard to DRMO BRAC actions or overseas realignments, closures, and draw-downs should be addressed to DRMS-O, or the appropriate HQ DRMS functional area for assistance. Any BRAC policy and procedures questions should be addressed to the DRMS BRAC Program Manager, DSN 661-7216.

1. DoD Base Reuse Implementation Manual (BRIM) December 1997 (DoD 4165.66-M): For detailed DoD BRAC guidance as to DoD implementation of "Revitalizing Base Closure Communities and Community Assistance (32 CFR Parts 174, 175, and 176)" see the following web site: <http://emissary.acq.osd.mil/bccr/brim.nsf>. Chapter 4 Personal Property provides guidance to BRAC affected bases on disposition of personal property. This guidance is mandatory for use by all the DoD Components.

### a. Military Department Consultation with Local Redevelopment Authority (LRA) (U.S. bases)

(1) Inventory Requirement. The installation commander at a closing or realigning base must conduct an inventory of all personal property owned by the DoD on the installation, including any non-contiguous parcels of property to be disposed of in conjunction with the main site within 6 months after the approval date of closure or realignment. To facilitate this process, the installation commander, with input from tenant commanders (to include the DRMO), if applicable, is required to identify items of personal property that are: needed to support a military mission (e.g., DRMO mission essential equipment such as forklifts and computers); needed to support the LRA's redevelopment plans; ordinary fixtures; and available for redistribution within or outside of the DoD. The DRMO must provide an inventory of all the DRMO personal property (accountable and non-accountable) and identify items that are DRMS mission essential items as identified per HQ DRMS -- see paragraph Q7b. The inventory will be taken in consultation with LRA officials. Based on these consultations, the base commander will determine the items or category of items that have the potential to enhance reuse of the real property. There is no DRMO involvement in the base and LRA consultation process. However, in order to preclude potential problems, the DRMO may want to monitor turn ins from BRAC activities to ensure that the LRA has screened the property. Some bases have used a stamp to certify that excess property has been screened by the LRA before turn in to the DRMO.

(2) Not applicable to remaining or off-site activities. The Military Department-LRA consultation process does not pertain to excess personal property generated by DoD activities that are remaining at the BRAC installation, off-site activities, and/or the DRMO excess/surplus personal property inventory on the DRMO's accountable record. Personal property located on real property to be disposed of by the Military Department or DoD component as a result of BRAC decisions is the only personal property eligible for LRA consultation and potential reuse.

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### 2. Sale and donation of surplus personal property (see also DoD 4165.66-M, Chapter 4.4.11) (U.S. bases)

a. Personal property not needed by the LRA in support of its redevelopment plan can be redistributed within the Military Department. If it is not claimed by the Military Department, it will be reported to the DRMO for disposal processing according to 41 CFR parts 101-43-101-45, "Federal Property Management Regulations," and DoD 4160.21-M.

b. Useful personal property determined to be surplus to the needs of the Federal government by the DRMO and not qualifying for transfer to the LRA under an economic development conveyance (EDC) may be donated to the community or LRA through the State Agency for Surplus Property (SASP). Such community or LRA requests for property must be made through the closing base commander or other authorized official to the SASP. Personal property donated under this procedure must meet the usage and control requirements of the applicable SASP. Property subsequently not needed by the community or LRA shall be disposed of as required by its SASP.

c. BRAC General Practice Flow Chart. See the DoD Base Reuse and Implementation Manual (BRIM) DoD 4165.66-M, Chapter 4 Personal Property at: <http://emisary.acq.osd.mil/bccr/brim.nsf> which provides a flow chart reflecting how personal property is identified for reuse and subsequently disposed of at a closing base.

3. BRAC Memorandum of Understanding (MOU). An informal agreement or formal MOU may be initiated by the DRMO to obtain base support (personnel, facilities, and equipment) on a non-reimbursable basis to process anticipated BRAC workload increases. A formal DRMO-Base MOU is not a requirement, but is recommended to ensure adequate support to complete disposal actions by DRMO/base closure date (see Supplement 4 for a sample DRMO-Base MOU). If property is received in place, a separate MOA between the generator and the base is still a requirement per DoD 4160.21-M.

a. Train and use base personnel. The MOU should indicate the number of base personnel needed and the timeframe. Once both parties have informally agreed or signed the MOU, the DRMO should train base personnel in operations to augment existing DRMO staff to process BRAC workload increases.

b. Use of base facilities, storage space and equipment. The DRMO may need additional covered and/or open storage space and equipment to process BRAC workload increases. The DRMO requirements should be addressed in the MOU to include the building number(s), amount of outside storage space, the number and type of equipment (e.g., 1-2 forklifts), and the timeframe that the DRMO will need the support, usually until DRMO closure date.

4. BRAC Milestone Plan. BRAC actions must be complete within a 6-year implementation timeframe after DoD and congressional approval. Some BRAC actions are accelerated for completion within 2 years and other bases take the full 6-year implementation timeframe.

5. BRAC Workload Increases. DRMOs should use expedited processing procedures, receive property in place, and other management techniques such as TDY support from other DRMOs or contract labor.

### 6. Closure Timeframes

a. DRMOs affected by BRAC 95 with a few exceptions will plan to close at base closure date or before with the residual workload realigned to the next closest DRMOs due to loss of host support prior to base closure date. For overseas DRMOs, the DRMO closure date is usually the same as the base closure date. The DRMS HRO CSU will use the DRMO closure date in planning personnel actions. All disposal processing must be accomplished before the DRMO closure date. A General Order (G.O.) announcing DRMO disestablishment or relocation is usually issued 1 year prior to DRMO closure/relocation date. If DRMO closure/relocation date is accelerated after the G.O. is issued, DRMS-J approval is required and another General Order will be issued announcing the revised date. The following provides deadlines and cut-off dates for turn-ins, final sales, and removal. These are suggested timeframes and may vary based on installation, type of mission, type of property (i.e., hazardous), workload, support, staffing, and other factors.

#### b. Deadlines and Cut-off Dates

(1) Final date for excess turn-ins:

- (a) For off-site generators at CONUS DRMOs, final date is 120 days before DRMO closure date.
- (b) For on-site generators at CONUS DRMOs, final date is 90 days before DRMO closure date.
- (c) For overseas activities, final date is 60 days before the DRMO base closure date.

(2) Notification of Cut-Off Dates: The Forward Support Team chief or appropriate DRMO chief shall:

(a) Notify off-site generators of cut-off dates in writing and identify DRMOs that will assume the residual workload, any restrictions on type of property received, etc.

(b) Notify the host of DRMOs gaining the residual workload of potential impact, e.g., minimal or significant increase in traffic (seven additional trucks per day), types of property, hazardous, usable, etc.

(3) Final date for sale and sales removal:

- (a) For CONUS activities, final date is 20-30 days before DRMO closure date.
- (b) For overseas activities, final date is 20-30 days before the DRMO base closure date.

7. Realignment/Closure Issues. When a DRMO is scheduled for realignment or closure, the following areas of concern must be addressed: communication, DRMO personal property inventory, equipment, facilities, accountable property inventory (to include hazardous and non-hazardous), personnel, records/files (to include financial/accounting documents), safety and security, support services, transportation, and workload.

a. Communication and Coordination

(1) Forward Support Team chief and DRMO Chief: You should maintain good communication with base personnel to ensure efficient and timely coordination. Maintain telephone contact to ensure that you are advised about scheduled meetings on closure issues. When a representative attends a meeting for the DRMO, the DRMO Chief should be briefed on the issues discussed. Also, review the ISA support to ensure that you will have uninterrupted support throughout the closure period. The DRMO Chief should coordinate with the zone budget analyst and DRMS-RB, (DSN) 661-5775, if the base/installation cannot guarantee support.

(2) Maintain communication with DRMS to ensure that DRMO disestablishment/relocation milestones are accomplished timely and efficiently. DRMS-J will provide BRAC DRMO disestablishment/relocation milestones approximately one year prior to DRMO closure/relocation date upon DLA approval and issuance of a G. O. announcing the DRMO closure/relocation date.

(3) DRMO Chief: Coordinate with the assigned GSA office to eliminate problems with the transfer or donation of property. Request that a GSA Area Utilization Officer (AUO) be present weekly to assist DRMOs with customers to allow direct removal of property (same day service). Scheduling for screening may provide better customer service.

(4) Publicize the closure with flyers (free publicity). Request that GSA send out flyers to all their customers.

b. DRMO Personal Property Inventory:

(1) DRMOs will provide a DRMO personal property inventory to the base commander for screening by the LRA in support of base reuse. Within 6 months after approval of BRAC legislation, DRMOs, as tenants at closing BRAC installations, are required to complete a personal property inventory.

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(2) The DRMS Accountable Property Manager/Officer (APM/APO), DRMS-RB, has the responsibility for monitoring equipment and identifying mission essential equipment that is required for the operation of DRMOs at other installation(s) and approval of all actions effecting DRMS operating equipment and assets. DRMS-RB will provide the DRMO with an inventory list of the DRMO personal property (e.g., material handling equipment (MHE), ADPE, AIT equipment (bar code, scanners, etc.) with DRMS mission essential equipment identified. DRMS-RW will identify mission essential MHE and which DRMOs will receive the equipment and then provide this information to the DRMS APM/APO. DRMS-C will identify mission essential ADPE and telecommunication equipment, and also provide this information to the DRMS APM/APO.

(3) Complete an inventory list of items NOT on the DRMO inventory --e.g., office furniture (non-accountable) etc. This inventory list will be added to the DRMO personal property inventory furnished by DRMS-RB and provided to the base commander for screening by the LRA. The letter to the base commander should also request approval to remove DRMS mission essential equipment up to 90 days prior to DRMO closure date. The DRMO should transfer mission essential equipment to gaining DRMO as directed by DRMS-RB when the mission essential equipment is no longer needed to complete disposal actions prior to DRMO closure/relocation. See also paragraphs H5e and H5f, this chapter, for further information.

(4) Work with the base to conduct a "walk-thru" of DRMO facilities with the LRA, as required.

(5) Determine if substituting a similar item is an option if DRMS mission essential equipment becomes an issue with the LRA; elevate through the base and DRMS BRAC Program Manager to resolve, if necessary.

(6) Transfer and/or move any DRMO non-mission essential items to the installation for possible reuse by the LRA, as necessary. Contact the DRMS-RB APM/APO for specific guidance.

(7) Contact the DRMS APM/APO in DRMS-RB, DSN 661-7282 for guidance on the disposition of non-essential property that the LRA does not want, as well as mission essential property.

### c. Equipment (MHE and AR) and Telecommunications

(1) If additional MHE is needed to process the increased turn-ins of property, include this item when negotiating the non-reimbursable MOU or MOA. Attempt to negotiate for more equipment at no cost to you by advising the base personnel that the DRMO will be providing the base invaluable support during the closure process. Consideration should also be given to realigning equipment from other DRMOs, if cost effective, or leasing MHE using BRAC funds if the base is unable to provide additional MHE Contact DRMS-RW, DSN 661-7300 for guidance.

(2) DRMS-C has responsibility for monitoring the communication lines at the DRMO (telephones, faxes and computers). When a DRMO is closed, DRMS-CCS ensures that the telecommunications lines, cables, etc., used for DRMS programs are taken out of service. DRMS-CCS should ensure that the telecommunications equipment is shipped to the gaining DRMO or HQ DRMS, as appropriate. Ensure that new lines are installed (if needed) before the current service is lost. Inform customers, DRMS and GSA if new numbers are installed. BRAC funds should be used for the cost of installation and transportation costs. Provide a cost estimate to the DRMS BRAC budget analyst, DSN 661-5775 or e-mail: krogers@drms.dla.mil.

(3) Leased equipment should be turned back to AT&T or appropriate company.

d. Facilities - If the DRMO needs additional facilities for storage, the DRMO chief should include this item in the MOU requesting base support. The DRMO should attempt to obtain the best inside/outside overflow storage facilities from the base by stressing that this would eliminate the need for the base to haul property to another DRMO because of insufficient storage space.

### e. Excess/Surplus Property on DRMO Inventory (DAISY Accountable Record)

(1) Trouble Items. Inventory items that require special attention e.g., items on the RESI B Reports, items that are undergoing DEMIL challenge, hazardous property or white goods, should be identified and resolved as early as possible.

(2) DRMO Inventory - If the DRMO is closing or relocating, the DRMO chief should begin to schedule turn-ins and establish receipt cut-off dates as needed (usable, scrap, HM/HW). Letters should be sent to all generating activities to indicate receipt cut-off dates and the DRMOs that will provide disposal service after the cut-off date. The DRMO should attempt to RTD or sell all the property in the inventory. If any property remains in the inventory, the DRMO should issue it to the gaining DRMO. See DRMS-I 4160.14, Volume IV, Chapter 3, to accomplish.

(3) If your DRMO has a large volume of property that must be transferred to another DRMO, the DRMO Chief should contact DRMS-CC to request that the inventory be transferred through the automated system. Submit the request at least 3 weeks in advance of the required transfer date.

f. Hazardous property turn-ins:

(1) For turn in of hazardous property (HP), or hazardous material and hazardous waste (HM/HW), the turn-in activity must provide a valid DoDAAC and MILSBILLS fund code. In the event the HM/HW is not RTDS, the DRMO must contact the turn-in activity to ensure funds are obligated within 5 days for direct disposal.

(2) Ensure that the service contract expiration date for HP is not in jeopardy during the closure process.

g. Commissary/Exchange Property

(1) Contact the installation commissary and exchange 60-90 days before the DRMO closure date and advise that special auctions can be conducted on site. If refrigeration units are offered request Commissary/Exchange personnel to disconnect the entire refrigerant. Advise that all property is sold "as is" and will be included as condition of sales. Tell them you can help them to dispose of their assets through the DRMO sales program. Special auctions can be held at the site to remove their property. If the DRMO is asked to sell refrigeration units, dairy cases, etc., require commissary/exchange personnel to disconnect all equipment and drain the refrigerant (freon) before sale to ensure the highest sales dollar return.

(2) If the DRMO is not adequately staffed 60-90 days before closure date, the commissary/exchange should be encouraged to sell their own property or use zone resources to support. The DRMO could help dispose of any assets commissary/exchange cannot sell. The DRMO shall bill the generator for direct cost of any contract disposal costs for any unserviceable assets, which cannot be sold or donated in lieu of abandonment.

h. Retail Sale - After compliance with R/T/D screening requirements, retail sale is a method to reduce your inventory without having your DRMO personnel physically handle the property. Request that base personnel be assigned to this effort. Request that a building close to supply be furnished specifically for retail sales where base personnel can stock the building with turn-ins and prepare the sales area for the DRMO. Pre-price all items using current market value and produce price listings of property in the sale for customers. If your DRMO is under expedited processing, ensure concurrent screening takes place prior to retail sale.

i. Personnel

(1) DRMO Chiefs/Site Managers should keep their personnel well informed of progress on the closure with regular staff meetings. An awards ceremony should also be held to give recognition to the DRMO employees for their accomplishments.

(2) DRMS-K (Office of Human Resources) is responsible for notifying the DRMO staff of the personnel actions affecting that particular staff. This includes such measures as the freezing of personnel actions, a letter of notification to individual DRMO personnel, etc.

(3) For Career Transition Information contact DRMS-K, DSN 661-7274, or <http://www.hroc.dla.mil>

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(4) If temporary base personnel are needed to handle the increased workload, the DRMO Chief should include this item when negotiating an MOU with base personnel. If temporary base personnel are used, training in disposal processing must be provided by the DRMO. An MOU on temporary personnel from the base must state the timeframe that this group of personnel will be available.

j. Records/Files - Coordinate shipment of administrative files and source document files with the host and the gaining DRMO, per guidance below. You should transfer your DRMO files no later than one week before DRMO closure date. The closing/relocating DRMO (U.S. BRAC installations only) should obtain a transportation cost estimate from the closest DoD traffic management office at least 30 days prior to shipment and provide to the BRAC budget analyst, DSN 661-5775 or krogers@drms.dla.mil. The BRAC budget analyst will obtain funds from the host or host major command and provide the DRMO with a fund cite for the transportation documents or increase the Zone budget accordingly.

### (1) Financial/accounting documents

(a) The DRMO employee assigned International Merchant Purchase Authorization Card (IMPAC) credit card will cancel the privileges in writing to DRMS-RB. Approving official will ensure the card is destroyed and include a statement on the cancellation letter stating that the card has been destroyed.

(b) The DRMO resource manager will work closely with DRMS-RF to resolve funding discrepancies, remove or obligate outstanding commitments, and clear outstanding documents.

### (2) Hazardous files

(a) Disposition of DRMO operating hazardous files, not including RTDS documentation, should be coordinated with the host, HQ DRMS and their respective Federal/state regulatory agency. The DRMO should ascertain from the regulatory agency with oversight for these records, as to where the repository is for both the original records and the copies of these records.

(b) Contracting Officer Representatives (CORs) retain working files for each contract they are the CORs for. Upon expiration of the contract, these files are sent to the contract specialist administering the contract for closeout. While some of the data may already be resident in the administration file, the COR file should contain additional data, i.e., telephone conversation records, not found in the administrative file. Based upon this additional data, COR files are not considered duplicate and should be retained for disposition.

### (3) Accountable record files

(a) Transfer accountable record files to the DRMO that will assume the remaining mission (usually the next closest DRMO geographically). If storage space is a problem, the gaining DRMO WILL obtain records holding support through the DRMO Host ISA.

(b) Gaining DRMO will maintain accountable record files for 3 years on a fiscal year basis with a yearly cutoff on September 30th, until eligible for disposal (See DRMS-I 4160.14, Vol. IV and Part 3, DLAI 5015.1, for further guidance).

k. Safety and Security. The DRMO must include security and safety when negotiating an MOU or MOA with base personnel to ensure that adequate safety and security is maintained for personnel, facilities and inventory. This includes police protection, combating terrorism measures under DoD 2000.16, building surveillance, fire safety; sales escort and traffic control, as needed. If an adequate level of support is not possible or commercial service contracts are cost prohibitive, strong consideration should be given to closing the DRMO when the host terminates the ISA support. Coordinate with DRMS Office of Command Security personnel on these matters. The following provides recommended safety and security related actions:

(1) Safety and occupational health support is required by 29 CFR and E.O. 12196. If the host is unable to provide this support, the DRMO chief shall call DRMS-KH for assistance at DSN 661-5866.

(2) DRMS will conduct an economic analysis to determine if it is cost effective to continue operations at the BRAC site, (given increased security risks and costs), or would it be better to simply operate a drop off point for

the host and haul the property elsewhere.

(3) As soon after closure notification as possible conduct a thorough review of your physical security, (fences, lights, locks, alarms, etc.), and request the host to correct all deficiencies. This is to ensure that the DRMO is not left with vulnerabilities after the host departs. It is important to do this early because the closer you get to the closure date the less likely the host will be to fix physical plant problems.

(4) Determine who has legal jurisdiction over the DRMO. It will either be exclusive federal jurisdiction or some combination of concurrent or local jurisdiction. This is an important issue if the DRMO is to remain after the host security forces depart. If it is concurrent or local jurisdiction then you can contact the local/state police to respond to emergencies. If it is exclusive federal jurisdiction you may be able to contract with a private security firm for protection when you lose host support.

(5) DRMOs are still expected to comply with all aspects of DRMS-I 4160.14, Volume III, Chapter 5 (Physical Security). In the event that your unique situation precludes such compliance, contact the Command Security Office to obtain guidance or to request a waiver.

I. Inter-service Support Agreement (ISA) Services. The Host may terminate ISA services prior to base realignment and closure date or DRMO closure/relocation date. The DRMO Chief may obtain the following services via local contract or source or obtain these services through the caretaker. Before proceeding with a local contract, advise your zone budget analyst and the DRMS BRAC budget analyst, Kathy Rogers, DRMS-RB, DSN 661-5775 or [krogers@drms.dla.mil](mailto:krogers@drms.dla.mil). Begin coordination as soon as possible and before host support is removed to ensure continuous support during the closure or realignment process. All agreements for services should be in writing. However, the DRMO may find that agreements made in advance of base closure date may not be honored by the Base Closure Caretaker and may need to be re-negotiated.

(1) Accounting/banking.

(2) Contracting. If host-contracting support is terminated prior to DRMO closure, contact the Zone resource analyst to "piggy-back" on existing interservice agreements (ISAs) at other DRMOs in the zone or the next closest DRMO. In some cases, the base caretaker may also be able to provide contracting support. If further assistance is needed, contact DRMS-O.

(3) Electric power.

(4) Environmental support for spill control, on reimbursable basis. The base/installation normally provides this support via the local inter-service support agreement (ISA) and DRMS is billed for any services rendered. After termination of Host support, the caretaker force may provide these services via local contract.

(5) Ground maintenance/weed control.

(6) Heating and cooling maintenance.

(7) Janitorial services, pest control and trash disposal (to include A & D).

(8) Mail services (incoming/outgoing) and mail expense (postage). To obtain a post office box, request funding from your zone budget analyst. This request may take up to a month or longer to complete. On some installations, you can have your mail sent to the Base Closure Office or Caretaker General Delivery. You should review outgoing postage expenses (next day, 2 day, priority mail, etc.). If the Base Closure/Caretaker Office cannot provide mail service, your DRMO needs to request funding from DRMS-RB.

(9) Maintenance/repair contracts for the following:

(a) Office equipment, to include computers, typewriters, calculators, fax machines, credit card equipment, and copiers.

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(b) Material Handling Equipment (MHE). Increased use of the MHE means an increase in maintenance requirements. Ensure that the host can provide maintenance. If support cannot be guaranteed, you should contract with a local company for support. Coordinate this effort with your zone budget analyst and the DRMS BRAC budget analyst in DRMS-RB before base support is removed.

(c) MHE Fuel. If MHE fuel support is terminated prior to DRMO closure date, the DRMO should consider the following alternatives:

- Obtain a commercial contract for fuel service. Provide a cost estimate to the DRMS BRAC budget analyst to obtain BRAC funds.
- Enter into a MOA with the caretaker force and the base environmental coordinator to use the base operated fuel tanks no longer required by the base.
  - Duties and responsibilities should be clearly established regarding the use, maintenance and management of potential spills or releases since underground storage tanks (UST) are regulated under 40 CFR 280, even for tanks holding petroleum products. There are management requirements for the operation of these tanks along with corrective action requirements in the event of a release. Enforcement of the UST requirements is expressly placed upon owners and operators under RCRA Section 9006 should there be a failure to comply with the requirements of the UST regulations.
  - The host should sample soils in the immediate vicinity before the DRMO takes over the base operational fuel tank site. A report of site conditions should be filed with the host and a copy forwarded to the gaining DRMO.
  - The DRMO should put their own locks on the tanks for security purposes.
  - The DRMO should ensure tank(s) are filled prior to termination of base POL services.

(10) Personal protective equipment.

(11) Ensure that new lines are installed (if needed) before the current service is lost. Inform customers, DRMS and GSA if new numbers are installed. BRAC funds should be used for the cost of installation. Provide a cost estimate via e-mail to the DRMS BRAC budget analyst, Kathy Rogers, DSN 661-5775, krogers@drms.dla.mil.

(12) Publication/printing services.

(13) Safety and Security.

(14) Supplies acquisition.

(15) Water supply.

m. Transportation. DRMO Chief: ensure that the MOU contains provisions for transporting and shipping property in support of DoD, up to and after the base closure date. If host transportation support is canceled prior to DRMO closure date, the following options are provided:

(1) Negotiate with the requisitioner to provide own PCH&T.

(2) Utilize parcel post services.

(3) Add BRAC DRMO location as a pickup site for PCH&T by the gaining DRMO's host transportation office.

(4) Contract for PCH&T locally. DRMOs have been resourced for reutilization PCH through their budget authority.

n. Workload - If the DRMO has exceptional workload increases, specific measures can be taken to provide relief. Refer to DRMS-I 4160.14, Volume I, Chapter 1 for guidance for the DRMO to request a waiver to use expedited procedures.

8. BRAC Funds:

a. It is DoD policy that the host military department or DRMS budget office (DRMS-RB) funds for tenant closure or relocation at a BRAC installation. The DRMS BRAC office in conjunction with the DRMS budget office (DRMS-RB) has estimated BRAC one-time implementation costs for programming and funding by the appropriate command. These one time costs include PCS and separation costs, transportation of equipment, commercial contracts due loss of host support, TDY, and temporary or contract labor, in some cases.

b. If the DRMO has a requirement for a one-time cost due to BRAC implementation, a justification must be submitted in writing (e-mail) to the BRAC budget analyst, DRMS-RB, [krogers@drms.dla.mil](mailto:krogers@drms.dla.mil) or Voice: DSN 661-5775; FAX: 661-5783. A 2-week lead- time is required, as DRMS must contact the major command or base for funds. The justification should include an explanation of why it is a BRAC one-time cost, the estimated cost, supporting calculation, and the timeframe. If it is a TDY requirement the names of travelers, the social security number of at least one in the group and the dates are needed.

c. Unless the DRMO has coordinated in advance with the DRMS-RB BRAC budget analyst, all BRAC funding received at the DRMO will only come through DRMS-RB.

(1) If the DRMO receives a BRAC related MIPR, send the MIPR to DRMS-RB for acceptance and further processing. DRMS-RB will add the amount funded on the MIPR to the zone budget with the funds "fenced" for the purpose specified on the MIPR. The fenced amount must not be exceeded. Should additional funds be required, the DRMO must contact the DRMS BRAC budget analyst for assistance.

(a) Funding received via a MIPR may be assigned a JON by DRMS-R. If a JON is assigned to track the expenditure of BRAC funds, the DRMO will be notified by DRMS-RB.

(b) The DRMO must make an additional copy of any funding document it prepares based on BRAC funding and forward the copy to DRMS-RB, attention: BRAC budget analyst.

(2) If the DRMO receives a BRAC related direct fund cite from other than DRMS, it must send a copy of the fund cite to DRMS-RB, Attention BRAC budget analyst.

(a) Amounts specified on a direct fund cite are not to be exceeded. If your DRMO requires additional funds, contact the DRMS BRAC budget analyst for assistance.

(b) Make an additional copy of any funding document your DRMO prepares based on BRAC funding, and forward the copy to DRMS-RB, attention: BRAC budget analyst.

9. Final Closure Actions: The DRMO chief/Site Manager should develop a checklist to include the following items and any additional unresolved items.

a. Terminate telephone service.

b. Transport all MHE to the gaining DRMOs.

c. Transport all files and records to the gaining DRMO with inventory list with copy provided to DRMS-R.

d. Turn keys used by DRMO personnel during closure over to caretaker personnel after base closure personnel make their final walk through the facilities.

e. Ensure all SF 1080 billings for ISA support, utilities, MHE maintenance, supplies, POL, telephone, printing services, etc., are current and not past due. Provide appropriate mailing addresses for the final billings.

f. Review all sales contracts (including hazardous) for final actions i.e., collections and termination notices for term contracts.

g. Notify DRMS to terminate the warrants of the Sales Contracting Officers (SCOs).

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- h. Discontinue Post Office (P.O.) box service.
- i. Relieve all affected appointed positions (i.e., cashiers) in writing, with a courtesy copy sent to DRMS-R.
- j. The DRMO primary cashier must:
  - (1) Immediately contact DFAS-CO to close the Treasury General Account (TGA) after the last collection date.
  - (2) Request confirmed copies of any outstanding vouchers.
  - (3) Request the termination of the change fund in writing to DFAS-CO-FPDD. A certified check for the amount of the change fund will accompany the request.
  - (4) Clear the DFAS-CO suspense account of all funds pertaining to that DRMO.
  - (5) Address other issues to DRMS-R for resolution.
- k. The timekeeper should forward a copy of the SF-52 for each employee to DRMS-RF payroll so that separation dates can be input in the DCPS payroll system.