

SUPPLEMENT 4 - EXAMPLES/SAMPLES

{ TOC \o "1-3" }

ACTIVITY LETTERHEAD

(See Chap 2, para A)

In Reply

Refer To: DRMO _____

SUBJECT: Assistance to DoD Activities in Obtaining Excess Personal
Property From the Central/Satellite DRMO

TO: _____

The information contained in the enclosure to this letter is provided to help your activity acquire excess personal property. The information will also help commanding officers and accountable supply officers in conducting day-to-day business with this office.

Please feel free to request assistance if you need it.

1 Encl w/ATT

Chief, Central Defense Reutilization and
Marketing Office

SAMPLE

ASSISTANCE TO DOD ACTIVITIES SCREENING AND REQUISITIONING DECLARED EXCESS PERSONAL PROPERTY FROM CENTRAL/SATELLITE DRMO

I. REFERENCE Defense Manual, DoD 4160.21-M.

II. DEFINITIONS

A. Accountable Supply Officer (ASO). The ASO (or Army Supply Support Accountable Officer; Air Force Chief of Supply/Chief of Material Management; Marine Corps Unit Supply Officer; Navy Accountable Officer) is an individual appointed in writing by the director/commander/commandant of a Headquarters-type unit. The ASO is responsible to the appointing authority for maintaining and administering the stock record account according to prescribed procedures. The ASO is responsible for accuracy of the supply data pertinent to the account, documenting all transactions affecting the account, and is the individual authorized to authenticate requisitions for direct removal of excess property. The ASO may designate other individuals to authenticate requisitions.

B. Excess Personal Property. Excess property is defined as:

1. Military Service/Defense Agency Excess. Items of Military Service/defense agency owned property that are not required for its needs and the discharge of its responsibilities as determined by its head.

2. DoD Excess. Items that survive screening within DoD and are not needed to carry out the responsibilities of any DoD activity.

C. Foreign Equity Property. Inventory Control Point (ICP) controlled assets owned by an allied foreign country under the terms of a cooperative logistics supply support agreement.

F. Screening. The review of excess personal property by military, Federal and non-federal agencies.

III. SCREENING

A. Identification of DoD Screeners. It is essential that persons who visit Central/Satellite DRMO and FRAs to screen excess property be identified as authorized representatives of a valid receiving activity. DoD screeners will identify themselves by using a current employee/military personnel ID card. Visitors will be required to sign in.

B. Listings of most available property that has been processed into the Central/Satellite DRMO are located in the Central/Satellite DRMO Reutilization Office. New unprocessed property will be shown to the screener by a member of the Central/Satellite DRMO staff.

C. DoD and other Federal agency (OFA) screeners have equal priority. As property continues through the screening cycle, donation screeners become eligible to obtain property.

IV. SPECIALIZED SCREENING SERVICES

A. Internet Web Site. (Address: <http://www.drms.dla.mil>) Allows searches in the entire DRMS inventory base by FSG, FSC, NIIN, NSN, or Nomenclature.

B. Want List. A locally compiled list of item requirements submitted by DoD activities. Central DRMO RTD Marketing personnel actively monitor property that has been turned in and offer items that satisfy the requesting activity's needs.

V. REQUISITIONING

A. General Instructions. Requests for property on Central/Satellite DRMO accountable records will be prepared according to Military Standard Requisitioning and Issue Procedures (MILSTRIP), DoD 4000.25-1-M. Requisitions will normally be routed by AUTODIN through the Defense Automatic Addressing System (DAAS) to DRMS for processing. This includes requisitions submitted on the internet with the Property Officer's approval.

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B. Local Requisitioning. The customer may handcarry a requisition to the Central/Satellite DRMO when property is to be picked up. All handcarried requisitions will be prepared in an original and three copies on a DD Form 1348-1/1348-1, as prescribed in DoD 4000.25-1-M.

C. Property for Shipment. Property not picked up at a DRMO Central/Satellite or FRA must be requisitioned by MILSTRIP A0_ transactions, which will be submitted by AUTODIN, message, letter, or phone when required. Requisitions will be prepared according to the format in DoD 4000.25-1-M, page 5-2, paragraph 5C and the format in appendix C45, as changed by Approved MILSTRIP Change Letter (AMCL) 139A.

VI. DAYS AND HOURS OF OPERATION. Unless otherwise scheduled, screening and pickup will be accomplished from 0800-1500, Monday through Friday.

VII. DRMO ASSISTANCE. Personnel are available to give advice in screening property and requisitioning procedures. Assistance is also available to locate property at other Central/Satellite DRMO Stores by interrogation of assets at DRMS. Contact us at telephone number (DSN_____ , or commercial_____).

VIII. PROPERTY PICKUP. Any individual picking up property at the Central/Satellite DRMO and FRAs must have proper identification, a completed and authenticated DD Form 1348-1A and must sign in.

IX. SECURITY. Security procedures established to ensure the safeguarding of disposal assets are strictly enforced. All property located within the DRMO Central/Satellite and FRAs, regardless of condition, is accountable property of the Government. The property is destined for reutilization, transfer, donation or sale, and is not available for personal use. To avoid any possible misunderstanding, it is essential that all personnel designated to screen property at a DRMO Central/Satellite and FRAs be made fully aware of these conditions. They must comply with guidance published by their respective service and with DRMO visitor controls and instructions while screening property.

DEMILITARIZATION CODES

DEFINITION: A code assigned to an item by the item manager to identify the required demilitarization.

<u>CODE</u>	<u>DESCRIPTION</u>
A	Non-MLI – Demilitarization not required
B	MLI (Non-Significant Military Non-SME) – Demilitarization not required. Trade Security Controls (TSCs) required at disposition.
C	MLI (SME) – Remove and/or demilitarize installed key point(s) as prescribed in the Defense Demilitarization Manual, or lethal parts, components and accessories.
D	MLI (SME) – Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As an alternate, burial or deep water dumping may be used when coordinated with the DoD Demilitarization Program Office).
E	MLI (Non-SME) – Additional critical items/material determined to require demilitarization, either key point or total destruction. Demilitarization instructions to be furnished by the DoD Demilitarization Program Office.
F	MLI (SME) – Demilitarization instructions to be furnished by the Item/Technical Manager.
G	MLI (SME) – Demilitarization required. AEDA. Demilitarization, and if required, declassification and/or removal of sensitive markings or information, will be accomplished prior to physical transfer to a DRMO. This code will be used for all AEDA items, including those which also require declassification and/or removal of sensitive markings or information. (Special Handling Code 3 applies).
P	MLI (SME) – Security Classified Item – Declassification and any additional demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.

NOTE: Any item received at the Central/Satellite DRMO or FRA with DEMIL P will not be processed for disposal declassification and a certificate of demilitarization. If the required certificates cannot be provided by the generator, the DRMO Chief and host security must be notified immediately. Place the item(s) in a secured area until host security Arrives to return the property to the generator. If the required certificates are provided, the DRMO may Process the item(s) with DEMIL Performed Code 6 (MLI residue) or 7 (non-MIL residue).

<u>CODE</u>	<u>DESCRIPTION</u>
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- Q SLI – Strategic List Item – Demilitarization not Required. SLI are non-MLI and are controlled by the U.S. Department of Commerce through the Export Administration Regulations (EAR) and indicated on the Commerce Control List (CCL). Each CCL entry is preceded by a four-digit Export Control Classification Number (ECCN) and those ECCNs ending in the letter A or B are Defined as Strategic List Items. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls.

- X Indicates that demilitarization requirements or MLI applicability not determined by the ICP; local determination necessary prior to disposal action. Not a valid code for accountability acceptance or for system input. The system will require you to input a challenge.

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(See Chap 6, para A10a)

PROPERTY REUTILIZATION COMMUNIQUE (Prescribing Authority: DRMS-H 4160.3)		DATE
FROM:		SUBJECT
TO:		REFERENCE
		EPPL NO.
		NOUN NAME
		NSN
		QUANTITY
DTID NO.	DIPEC ID	GSA CONTROL NO.
ATTACHED DOCUMENT PERTAINING TO YOUR ACTIVITY IS FORWARDED FOR APPROPRIATE ACTION.		COMPLETED SHIPPING DOCUMENT ENCLOSED
		FURNISH SHIPPING INSTRUCTIONS IAW DRMS FORM 559.
CONFIRMATION OF RECEIPT DOCUMENT.		IF RELEASE TO COMMERCIAL CARRIER IS AUTHORIZED, FURNISH _____ LABELS.
PROPERTY NOT AVAILABLE. SEE REMARKS.		
CONFIRMATION COPY OF ISSUE DOCUMENT.		
FURNISH CURRENT FISCAL YEAR TRANSPORTATION APPROPRIATION		REMOVAL HOURS _____ A.M. TO _____ P.M. MONDAY THRU FRIDAY, EXCEPT LEGAL HOLIDAYS
TRANSPORTATION APPROPRIATION INCOMPLETE.		PROPERTY READY FOR PICKUP AT DEFENSE REUTILIZATION AND MARKETING OFFICE, BLDG. _____.
FURNISH CURRENT FISCAL YEAR PACKING, CRATING AND HANDLING APPROPRIATION.		
YOUR GOVERNMENT BILL OF LADING RETURNED. SEE REMARKS.		THE PROPERTY MUST BE PICKED UP BY _____ P.M., ON OR BEFORE _____. PROPERTY NOT PICKED UP BY THE DESIGNATED TIME AND DATE WILL BE REPORTED FOR SALE OR OTHERWISE DISPOSED OF AND WILL NO LONGER BE AVAILABLE.
SF-97 (CERTIFICATE OF MOTOR VEHICLE RELEASE) IS FORWARDED HERewith. CONTROL NUMBER _____		PLEASE FURNISH THIS OFFICE LETTER(S) OF AUTHORIZATION FOR: (1) SCREENING, (2) FREEZING, AND (3) SIGNATURE AUTHORIZATION FOR RECEIPTING/REMOVAL OF PROPERTY. IF DIFFERENT INDIVIDUALS ARE AUTHORIZED TO SCREEN/FREEZE AND PICK-UP, LETTER MUST SO INDICATE.
DESIGNATE CARRIER OF YOUR CHOICE. FURNISH THIS OFFICE LETTER OF AUTHORITY FOR RELEASE TO CARRIER.		
REQUISITION NOT RECEIVED. IF NOT RECEIVED WITHIN 10 DAYS, PROPERTY WILL BE REALLOCATED.		PROPERTY NOT AUTHORIZED FOR DONATION.
REQUISITION RETURNED – SEE REMARKS.		EXECUTE DEMILITARIZATION AGREEMENT.
		YOUR FREEZE HAS BEEN CANCELLED – SEE REMARKS.
REMARKS		
ENCLS	COPY FURNISHED	SIGNATURE (Chief, Defense Reutilization and Marketing Office)
DRMS Form 58 Apr 90 NSN 754600L000058		(Previous edition can be used until exhausted.)

INSTRUCTIONS FOR COMPLETING DRMS FORM 58

DRMS Form 58, Property Reutilization Communique, a multiple purpose form, will be used at the Central/Satellite DRMO for the purpose of advising requesters/requisitioners that property is not available for issue. When used, the form will be completed as follows:

1. Date: Self-explanatory
2. Subject: Non-availability of property
3. References: Insert request number.
4. To: Indicate name and address of requesting agency.
5. From: Central/Satellite DRMO- _____ (include address).
6. Blank.
7. GSA Control Number: Self-explanatory.
8. NSN: Self-explanatory.
9. Complete remaining blocks as applicable.
10. Check block "Property Not Available. See remarks."
11. Remarks: State specific reason for the DRMS Form 58 and for return of the request.
12. Enclosure: Original property request.
13. Copy Furnished: **DRMS-TS** (if approved by HQ DRMS), GSA (if approved by that agency).
14. Signature: Self-explanatory.

DRMS FORM 73
(See Chap 8, para G2)

WITHDRAWAL OF PROPERTY REPORTED FOR SALES PRIOR TO AWARD AND PROPERTY STATUS <small>(Prescribing Directives: DoD 4160.21-M & DRMS-H 4160.3, Vol. I)</small>									
TO				FROM (Location Code)					
PART 1									
1. WITHDRAWAL REQUESTED IN FONECON/WRITING BETWEEN: _____ and _____ Date									
IFB ITEM NO.	LIST ITEM NO.	SUB ITEM NO.	NOUN DESCRIPTION, NSN, P/N	QUANTITY	WEIGHT	ACQ COST	RECOMMEND. DISPOSITION (See Below)		
							(1) (2)		
DISPOSITION ACTION CODES		(1) REASON 7 - Withdrawn - Other than Utilization (i.e., Misdescription) 8 - Sale Cancelled 9 - Alternate Bid Item Not Awarded A - Withdrawn - Util. - Requested by H/A B - Withdrawn - Util. - Requested by DRMS			C - Withdrawn - Util. - Requested by H/A after Cataloging D - Withdrawn - Utilization by DRMS after Cataloging E - Withdrawn - Util. After Award F - Withdrawn - Request for Donation			(2) RECOMMENDATION **a - Scrap b - Relot with Similar Property c. Redescribe d. Resegregate e. Local Sale f. Destroy/Abandon g. Other (Explain on page 2)	
**PROPERTY OVER \$50,000. With the signature of the Comander or DRMR designee in Part II, Block 4, a copy of this form will be used as an approving authority to downgrade property to scrap.									
2. REFERENCES				3. LOCATION OF PROPERTY					
PROP LIST NO. _____ BOD _____ IFB NO. _____ <input type="checkbox"/> PARTIAL W/D <input type="checkbox"/> COMPLETE W/D <input type="checkbox"/> WAIVER REQUEST									
4. JUSTIFICATION (Include statement that property is needed to satisfy authorized requirement, donation, MLI coding change, mis-description, etc.)				5. NAME AND ADDRESS OF REQUESTING ACTIVITY					
6. SIGNATURE OF REQUESTING OFFICIAL						DATE			
PART II									
1. WITHDRAWAL REQUEST/WAIVER REQUEST				2. STATUS OF ITEM(S) - SALE					
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				<input type="checkbox"/> NOT CATALOGED <input type="checkbox"/> CATALOGED, IFB REPRO AT: <input type="checkbox"/> IFB PRINTED AND DISTRIBUTED <input type="checkbox"/> REGION <input type="checkbox"/> PRINTER					
3. ACTION TAKEN BY DRMO/DRMR/DRMS									
<input type="checkbox"/> WITHDRAWAL AT DRMR PRIOR TO FORWARDING TO PRINTER <input type="checkbox"/> REQUESTED ITEM WITHDRAWN, BALANCE OF LOT TO REMAIN ON SALE <input type="checkbox"/> OTHER				<input type="checkbox"/> WITHDRAWN AT BID OPENING <input type="checkbox"/> SCO SEEK A WAIVER <input type="checkbox"/> REQUEST DENIED					
4. SIGNATURE OF APPROVING OFFICIAL						DATE			

(See Chap 8 Para G2)

WITHDRAWAL OF PROPERTY REPORTED FOR SALES PRIOR TO AWARD AND PROPERTY STATUS CONTINUATION SHEET								
IFB ITEM NO.	LIST ITEM NO.	SUB ITEM NO.	NOUN DESCRIPTION, NSN, P/N	QUANTITY	WEIGHT	ACQ COST (See Below)	RECOMMEND. DISPOSITION	
							(1) (2)	
DISPOSITION ACTION CODES		(1) REASON 7 - Withdrawn - Other than Utilization (i.e., Misdescription) 8 - Sale Cancelled 9 - Alternate Bid Item Not Awarded A - Withdrawn - Util. - Requested by H/A B - Withdrawn - Util. - Requested by DRMS			C - Withdrawn - Util. - Requested by H/A after Cataloging D - Withdrawn - Utilization by DRMS after Cataloging E - Withdrawn - Util. After Award F - Withdrawn - Request for Donation		(2) RECOMMENDATION **a - Scrap b - Relot with Similar Property c. Redescribe d. Resegregate e. Local Sale f. Destroy/Abandon g. Other (Explain on page 2)	
COMMENTS								
DRMS FORM 73, SEP 96 (EF)								

DRMS FORM 176

See Chap 8, para A8)

DEFENSE LOGISTICS AGENCY
 DEFENSE REUTILIZATION AND MARKETING SERVICE
 ATTN: DRMS-USD
 BATTLE CREEK, MI 49017-3092

ORDER FOR TRANSFER OF EXCESS PROPERTY FOR FOREIGN MILITARY SALES (FMS)

FMS CASE DESIGNATOR AT-R-DQB	DATE September 3, 1997	REQUIRED DELIVERY DATE: IMMEDIATE AS APPROPRIATE
TO: (Name and Address of DRMO) Defense Reutilization and Marketing Office DRMO No One 3636 Valley View Drive Bldg 75 No Town, No Where 00000-0000 Telephone (xxx) xxx-xxxx Point of Contact: Johnny Arrowfoot		SHIP TO: <u>SHIP COMMERCIAL BILL OF LADING COLLECT (YELLOW FREIGHT TO:</u> Australian Material Depot c/o MSAS Cargo International 485 Valley Drive Some Where, MI 00000-0000
FINANCIAL ARRANGEMENTS For this transaction, DRMS-Australia Blanket Order Case AT-R-DQB will be charged the total cost reflected on the last page of this document (HW DRMS Form 176-1).		SPECIAL INSTRUCTIONS
INSTRUCTIONS TO DRMO: a. Packages and papers relating to this order must bear the FMS Case Designator and purchaser's requisition number according to DoD 5105.38M. b. Authorized Shipping document is DD 1348-1A. c. MILSTRIP Priority Designator "9" applies. <u>ATTN DRMO:</u> Forward one legible copy of each DD Form 1348-1A to DRMS-USR/FMS after completion of proeprty shipment. The dollar value in column entitled "Total Cost" is to be used on issue entry into DAISY. The DD Form 1348-1A should contain the following information: <u>Name of Commercial Carrier, Shipper's or Pro No., Bill of Lading and date shipped.</u>		
APPROVING AUTHORITY/TITLE DAVID A. FOX FMS PROGRAM MANAGER, DSN 661-5927, Com (616) 961-5927 Disposal Operations Reutilization Branch		SIGNATURE

MATERIAL DATA		FED	UNIT	QTY	UNIT	ACQ	% OF	FAIR/MKT	PC7H	ADM	ASSET USE	POSTAGE
ITEM	DESCRIPTION	C/C	ISSUE		PRICE	COST	ACQ COST	VALUE		CHARGE	CHARGE	
001	NSN 4920-00-489-9110 Test Set, Pressure DTID N62995 4269 SE17 DEMIL Code J Req.No. TATD43 5184 J001 Precious Metals Content: NONE Sup Add: DZ4DQB Est Wt: 100 lbs. Est Cu Ft: 2	F7	EA	1	\$38,110.00	\$38,110.00	FY	\$3,811.00	\$133.39	\$114.33	\$0.00	\$0.00
	TOTAL NO. COST											

DRMS FORM 227
(See Chap 2, para B5a)

SCREENER'S GUIDE "DO"

1. Do - Sign the Visitor/Vehicle Register.
2. Do - Submit identified requirements on DRMS Form 103.
To designated DRMO personnel.
3. Do - Annotate local area screening list.
4. Do - Ensure approved property request transfer orders/
requisitions arrive at DRMO 3 days prior to inspection.
5. Do - Remove property immediately to ensure priority status.
6. Do - Notify DRMO immediately of property no longer desired.

DRMS Form 227 (Previous edition is obsolete)
June 91
NSN 754600L000227

SCREENERS GUIDE "DON'T"

1. DON'T - Enter controlled areas without signing the Visitor/Vehicle Register.
2. DON'T - Screen unauthorized areas.
3. DON'T - Remove any documentation from property.
4. DON'T - Move any property from its original location.
5. DON'T - Open any box or container without specific
permission from DRMO representative.
6. DON'T - Forget to sign out on Visitor/Vehicle
Register.
7. DON'T - Forget DoDAAC or in-the-clear address.

DRMS FORM 1836
(See Chapter 4, para B1b)

DATA SHEET FOR APPROVAL/DISAPPROVAL OF TRANSPORTATION COSTS								DATE	
NSN/LSN	NOMENCLATURE	DIMENSIONS INCHES			WEIGHT (EA)	QTY	UNIT PRICE EXTENDED	OPER	DATE REQ'D
		L	W	H					
8120-00-200-1095									
1. ESTIMATED SHIPMENT CHARGE					2. REQUISITIONER PORTION OF PAYMENT (IF NONE, SO STATE)				
3. OTHER METHODS PURSUED <input type="checkbox"/> NONE <input type="checkbox"/> NAT'L GUARD <input type="checkbox"/> MILITARY TRAINING GROUP <input type="checkbox"/> OTHER (Specify)					4. SHIPPED FROM DRMO _____ RIC _____				
					5. RECEIVING ACTIVITY/DESTINATION (Camp, Post, Station)				
6. ACCOUNTABLE SUPPLY OFFICER (Name)					TELEPHONE		WAS REQUIREMENT VERIFIED BY ACCOUNTABLE SUPPLY OFFICER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
7. WAS IRIS INTERROGATED? <input type="checkbox"/> YES <input type="checkbox"/> NO			IF YES, RESULTS (if N/A, so state)						
8. CONDITION CODE <input type="checkbox"/> ACCURATE <input type="checkbox"/> INACCURATE			IF INACCURATE, WAS IT CHALLENGED UPON RECEIPT? (if N/A, so state) <input type="checkbox"/> NO <input type="checkbox"/> YES, RESULTS						
10. HOW IS PROPERTY TO BE USED?									
10. COST SAVINGS TO REQUISITIONER				11. IS ITEM FOR DOD CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO			IF YES, Contract No. and exp. Date (if N/A, so state)		
12. CONTRACTING OFFICER (Name)				TELEPHONE			DID CONTRACTING OFFICER VERIFY USE FOR CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
13. <input type="checkbox"/> DRMS <input type="checkbox"/> DRMR CONTACT (Name)				14. <input type="checkbox"/> DRMR/			<input type="checkbox"/> DRMO CONTACT (Name)		
TELEPHONE _____ DATE OF CONTACT _____				TELEPHONE _____ DATE OF CONTACT _____					
10. DECISION									
15a. LEVEL OF DECISION <input type="checkbox"/> DRMS <input type="checkbox"/> DRMR <input type="checkbox"/> DRMO					15b. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
15c. SIGNATURE OF APPROVING OFFICIAL					15d. DATE OF APPROVAL				
10. NOTIFICATION OF DECISION									
16a. POINT OF CONTACT AT <input type="checkbox"/> DRMR <input type="checkbox"/> DRMO				16b. SIGNATURE OF NOTIFIER			16c. DATE OF NOTIFICATION		

REGIONAL EQUIPMENT CENTER/EQUIPMENT REQUIREMENTS

(See Chap 8, para C1)

Vacuum truck
Truck tractor
Low-boy trailers
Industrial tractors
20-ton dump trucks
Road graders
Cranes wheeled mounted
Truck drill mounted
Tractors John Deere
Rollers
Compressors

Sewer cleaning trucks
Aerial bucket trucks
Dozers full tracked
Tractors
Backhoes
Scoop loaders rubber tire
Backhoe attachments
Crushers and screens
Water trucks with pumps
Asphalt pavers
Shop equipment

Refuse trucks
Dump trucks
Clark tractors
Sweepers
Gradalls
Scoop loaders tracked
Pumps
Brush clippers
Salt spreaders
Forklifts

REQUISITION/TRANSFER ORDER NOTIFICATION

Final Due Date For
Your Requisition/
Transfer Order is

Failure to Furnish
Documentation May
Result in Denial/
Cancellation

Inquiries May be
Directed to:
437-7185
429-0171
951-7185 (DSN)
Bus. Hours 0715-1545

STANDARD FORM 123 CODING SYSTEM FOR PROPERTY REQUIRING SPECIALIZED PROCESSING

(See Chap 6, para A5e)

Processing Certification

Category of Property Code

Bedding and upholstered furniture 01-Bedding

DEFINITION: The agency certifies that the material will be treated According to applicable state law and regulations before reuse.

Franked and penalty envelopes and paper official letterhead 02-Stationery

DEFINITION: The state agency certifies that the indicia and all other Federal Government markings on the envelope or paper will be completely obliterated before they are used.

Certified and Noncertified 03-Electronics

DEFINITION: The state agency certifies that (a) they are aware of the potential danger in using the product without a radiation test to determine the acceptability for use and/or modification to bring it into compliance with the radiation safety performance standard prescribed for the item under 21 CFR 1000, and agrees to accept the item from the holding agency for donation under those conditions, (b) agrees the Government shall not be liable for personal injuries to, disabilities of, or death of the donee, the donee's employees, or to any other person arising from or incident to the donation of the item, its use, or final disposition, and (c) agrees to hold the Government harmless from any or all debts, liabilities, judgements, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the item, its use, or final disposition.

Sports cars and luxury-type vehicles 04-Vehicles

DEFINITION: The state agency certifies that the vehicles will be used only by vocational training schools for education or instructional purposes.

Stills or distilling apparatus 05-Stills

DEFINITION: The state agency certifies that if the distilling apparatus listed is intended to be used for distillation or recovery of the distilled spirits or alcohol, it will be registered with the Bureau of Alcohol, Tobacco and Firearms (BATF), Department of the Treasury, according to Title 26, Code of Federal Regulations, Part 196.

M-151 Vehicles 06-M-151s

DEFINITION: After mutilation, the state agency certifies that the M-151 components and parts transferred will not be reassembled as a vehicle.

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Body armor

07-Gas Masks

DEFINITION: The state agency certifies that the body armor transferred will be safeguarded, dispensed, and controlled under competent supervision, and that adequate facilities are available to effect full accountability and proper storage of the property. The state agency further certifies that any property not distributed to eligible donees will be reported to the appropriate GSA region office for disposition instructions.

Aircraft and combat vehicle crew helmets

08-Helmets

DEFINITION: The state agency will write the following statement on all copies of its distribution documents and on a warning tag which will be affixed to each helmet before donation:

“WARNING: This device has been designed to be used as headgear in the operation of aircraft/combat vehicles. It does not meet the requirements for the American National Standard Specifications for Protective Headgear for Vehicular Users, Z90-1-1971. As such, it is NOT recommended as a substitute for approved motorcycle helmets.”

Munitions List Items

09-MLI

DEFINITION: The recipient agrees that required demilitarization (DEMIL) will be done according to DoD 4160.21-M-1, Defense Demilitarization Manual. All donations will be subject to a condition that prohibits further disposition of the items without prior approval of GSA and DLA. If the initial recipient receives approval for further disposition of Munitions List Item property, the DEMIL requirement will be perpetuated on the transfer documentation. Upon completion of the donation needs and in preparation for ultimate disposal, the recipient will request DEMIL instructions from GSA.

Disposition that requires the regional office of GSA and the central office of DLA (DLA-SMP) approval includes transfers between state agencies for surplus property, service educational activities and public airports.

a. For MLI demilitarized by donee, a certification of DEMIL will be required and will read as follows:

“I, (name of authorized donee representative), on behalf of (name of eligible donee), certify that (identify items) were demilitarized according to (cite specific instructions included on the SF 123, or SASP distribution document).”

The certification will be signed by the authorized donee representative doing the DEMIL and countersigned by the state agency representative who inspected and completed DEMIL. DEMIL includes mutilation, cutting, crushing, melting, burning, or alteration designed to prevent further use of MLI for the original intended military or lethal purpose. The certification will be made part of the state agencies’ official records.

b. When it is determined that the donee is not capable of effectively demilitarizing a MLI, the donee, through the state agency, will be instructed by GSA to turn in the MLI to the nearest Defense Reutilization and Marketing Office Central/Satellite or FRA.

c. For applicable DEMIL codes for MLI requiring DEMIL that shall be perpetuated on all property records and reports see DoD 4160.21-M-1{c "DoD 4160.21-M-1" \f C \l 5}, Appendix 3, Demilitarization Codes to be Assigned to Federal Supply Items and Coding Guidance.

Paint

10-Paint

DEFINITION: The state agency acknowledges and certifies that the surplus paint requested under this instrument may contain lead and further certifies that the property requested herein shall be used only as specified in 16 CFR 303.3 and in no case shall be contacted by children. The state agency agrees the Government shall not be liable for personal injuries to, disabilities of or death to the recipient’s employees, or any other person arising from or incident to the donation of this property, its use, or its final disposition; and to hold the Government harmless from any or all debts, liabilities, judgements, costs, demands, suits, actions or claims of any nature arising from or incident to the donation of this property, its use, or its final disposition.

Radioactive materials not controlled by 11-Radioactive

the Nuclear Regulatory Commission

DEFINITION: The state agency acknowledges that the items transferred hereunder such as, but not limited to switches, circuit breakers, knobs, controls, pointers, instrument dials, markers, electron tubes, etc., may be capable of emitting ionizing radiation in varying degrees. The state agency further certifies that any subsequent recipient will be so informed. The Government of the United States assumes no liability for damages to the state agency, the donee, or their employees, or to any other person arising from, or incident to, the donation of this material, its use or disposition by the donee. Acceptance of this property means that the donee will hold the Government harmless from any and all such claims.

State agencies will obtain the advice and concurrence of the regional program representative for radiological health in their respective regions before requesting radium or radioactive isotopes. Radium or radioactive isotopes will not be received in the state agency distribution centers. It will be released from holding activity directly to the donee institution.

Wooden Ammunition Boxes

12-Ammo Boxes

The state agency acknowledges the following warning and certifies that the warning will be made known to any subsequent recipient of the property: "WARNING: The wood in the ammunition boxes of the items listed above has been (or may have been) treated with varying amounts of chemical preservatives. The amount of residual pentachlorophenol (PCP) will vary because of the porosity of wood. The following precautions should be taken while handling the boxes to minimize the possibility of allergic reactions such as skin rashes. Gloves and aprons of rubber vinyl, or other nonporous materials should be worn. Because of the vaporization potential of PCP, treated wood should not be burned. Cutting, sanding and planing of treated wood are not recommended. However, when disturbing the wood in any way such as this, the following precautions should be taken: (1) Protective clothing such as gloves, aprons, coveralls, eye protection and boots should be worn; (2) adequate ventilation should be made available so as to remove particles away from the operator's breathing zone; (3) respirators of the type to capture and remove pentachlorophenol fumes should be available at all work stations; and (4) a vacuum system should be available to pick up wood particles. Recipients agree to include the above warning in any subsequent resale or transfer of ownership of these boxes."

SIGNED _____ DATE _____ (Authorized Donee Representative)

Parachutes

13-Parachutes

DEFINITION: The state agency acknowledges the following statement and certifies that subsequent recipients will also be required to sign the statement:

"The Government assumes no liability for damages to property distributed by this document or to the consignee's employees, or to any other person arising from or incidental to the donation of this material or its use or disposition. The donee will hold the Government harmless from any and all claims.

"SIGNED _____ DATE _____ (Authorized Donee Representative)

Hazardous Materials Donated

14-HM

State agencies shall not acquire hazardous materials without first ensuring that there are eligible known donees for such property. Surplus property identified as hazardous may be donated provided the donee:

- a. Is informed, via MSDS, HMIS data, or written narrative, that the item is hazardous and is furnished specific handling and/or other appropriate information; and
- b. Signs the following certification:
I (We) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or

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incident to the donation of the hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition.

UMMIPS PRIORITY TIMEFRAMES

(See Chap 4, para B1d)

TIME SEGMENT	TIME STANDARDS FOR STOCKED ITEMS IN CALENDAR DAYS BY PRIORITY DESIGNATOR		
	01-03	04-08	09-15
A. Requisition Submission	1 1	2	
B. Passing Action	1 1	2	
C. DSC Processing	1 1	3	
D. Storage Site Processing, DRMO Time	1 2	8	
E. Transportation Hold/CONUS and Canada Intransit	3 6	13	
F. Overseas Shipment/Delivery	-----	-----	-----
10. Alaska, Hawaii, Central and South America, Caribbean, North Atlantic, Canal Zone	4 4	38	
10. British Isles, Northern Europe, Azores, Mediterranean, Africa	4 4	43	
10. Persian Gulf-Red Sea Area, Pacific Ocean Islands, Burma, India, China Sea	5 5	53	
G. Receipt Take-Up by Requisitioner	1 1	3	

HAZARDOUS MATERIAL IDENTIFICATION REQUIREMENTS FOR RTD

(See Chapter 1, para C3b)

<u>Type of Property</u>	<u>Identifying Documentation</u>	<u>Type of Label</u>
Unused, unopened HM	MSDS	OSHA Label
Used/opened HM that meets HW definition by RCRA or state regulation when discarded	HW profile sheet	OSHA Label
Used/opened HM that does NOT meet HW definition by RCRA or state regulation when discarded	MSDS and chemical name of hazardous contaminants/ noun name of non-hazardous contaminants	OSHA Label



VISITING DRMS ON THE INTERNET

The DRMS Web Site can be accessed 24 Hours Every Day from any location in the World. The DRMS Web Site provides customers with a varied menu of options. It provides comprehensive information on the reutilization, transfer, and donation of excess/surplus property, as well as, saves the customer time and money.

From the DRMS Web Site customers will be able to:

- Search the property inventory database
- Download files of hundreds or thousands of NIINs to search the database
- View and download current inventory that is of interest
- View photos of selected property
- Identify the property's condition and where it is located
- View a complete list of the Federal Supply Classes (FSC)
- Electronically tag property (hold placed on property for 14 days) allowing customers to prepare and submit his/her requisition
- Submit MILSTRIP requisitions electronically
- Obtain Central/Satellite DRMO and FRA Site information for telephone, fax, and email numbers

The DRMS Web Site also gives customers convenient access to a wide section of "Other" services that DRMS performs, including:

- Information on hazardous property/waste mission, disposal services, and other DoD web links on environmental issues
- Access to DRMS Publications on-line dealing with the disposal of property
- Public Sales information to include upcoming sales and catalogs and on-line bidding

How does one get to the DRMS Web Site? First, click on the internet browser such as Microsoft Internet Explorer or Netscape. Next, input the address of the DRMS site. For those on a .mil or .gov system: <http://www.drms.dla.mil> and for others: www.drms.com in the "Address" or "Location" search bar, and press "ENTER". The DRMS Homepage will open and customers begin surfing.

Next, select "I AM A GOVERNMENT, NON-PROFIT, OR PUBLIC SERVICE AGENCY"

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What Specific Areas to Search First.

At the site home page, <http://www.drms.dla.mil> or www.drms.com the customer has selected "I am a Government, Non-Profit, or Public Service Agency". This will take the customer to the Reutilization Government Page. Click on the topic of interest. For those customers familiar with the R/T/D program, it is recommended to select the "Property Search" web page listed below.

http://www.drms.dla.mil/newrtd/assets/images/auto_generated_images/Property_Search_CartButtonOn.gif
"Property Search"

Property Search – Here you can search the DRMS property database by Commodity, NSN, NIIN, FSC, or nomenclature. You can select to view Worldwide assets or narrow your search to a Selected geographic area or a particular DRMO. Just complete the inventory search form with your inventory requirement information. (See sample below)

Customers may select from the area below that best suits their requirements. Those on a .mil or .gov system should page down and go to the RESTRICTED SEARCH AREA.

- FSC, National Stock Number (NSN), or Item Name, Sites Listed Alphabetically (worldwide to include RCP)
- FSC, National Stock Number (NSN), or Item Name, Sites Listed Geographically
- Commodity Groups Sites Listed Geographically
- Special Photos & Text Photos and additional descriptions of property

Then type in either the FSC, NIIN, or Nomenclature of a combination for the required item. The Product Name may be left blank. The following is an example:

Federal Supply Class (FSC) (2 or 4 digits):

NIIN (Last 9 digits of NSN):

NIIN File (Requires file upload capability): Reuse previous entered File

Product Name: (example: truck, utility truck)

Entered Inventory within past # days:
Supply condition code: A B Other
Disposal condition code: 1 1-3 Other
Search All Sites: All Sites

SAMPLE INVENTORY SEARCH: Note: When items are highlighted you can click for additional information).

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SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN IN DOCUMENT	DEMIL QTY	ORIGINAL PRICE	UNIT	COND	DATE ENTERED
INVENTORY								
COLUMBUS OH	TRUCK, UTILITY	2320011232665	W24MBM80420003A	A 1	17,018.00	EA	L HX	18MAR99
SECKENHEIM	TRUCK, UTILITY	2320011232665	W81GF8068J500	A 1	17,018.00	EA	L HX	12MAR99
JACKSON SC	TRUCK, UTILITY	2320011232665	W37HEH80440038	A 1	17,018.00	EA	L HX	17MAR99

Using the Prototype Search for large numbers of NIINs with results within seconds from the time submitted.

A 9-digit number which identifies a more specific type of property; the last part of the NSN (National Stock Number). These may be entered in the same way as FSCs, except that there are 9 digits instead of 4 digits. To include all NIINs, leave this input blank.

NIIN File:

This allows the customer to upload a list of NIINs from a plain text file on his/her computer. Note: If the Browse button is not available, it means the customer's browser does not support this feature. Netscape Navigator 3, Netscape Communicator 4, and Microsoft Internet Explorer 4, are known to work. Microsoft Internet Explorer 3.02 needs the HTTP File Upload Add-On.

Instructions for the Prototype Search on under DRMS Experimental Search Users Guide, which is found on the top of the Property Search Page.

Additional Areas of Importance: Try the below web pages for additional areas.

http://www.drms.dla.mil/newrtd/assets/images/auto_generated_images/RCP_CartButton.gif

RCP (Recycling Control Point) – is a new concept for offering excess and surplus property first for reused within the R/T/D program customers and then to sale for buyers. It includes almost all of the FSC's such as electrical and electronic hardware, industrial parts and supplies, aircraft parts, etc. The material turn-ins of the Supply Depots lends itself to being offered electronically for RTD and then Sale. Under this concept property is not moved to the DRMO, but left in place. There is no physical inspection, but the material will be shipped to DoD and Federal customers and Donees will arranged transportation through the RCP liaison.

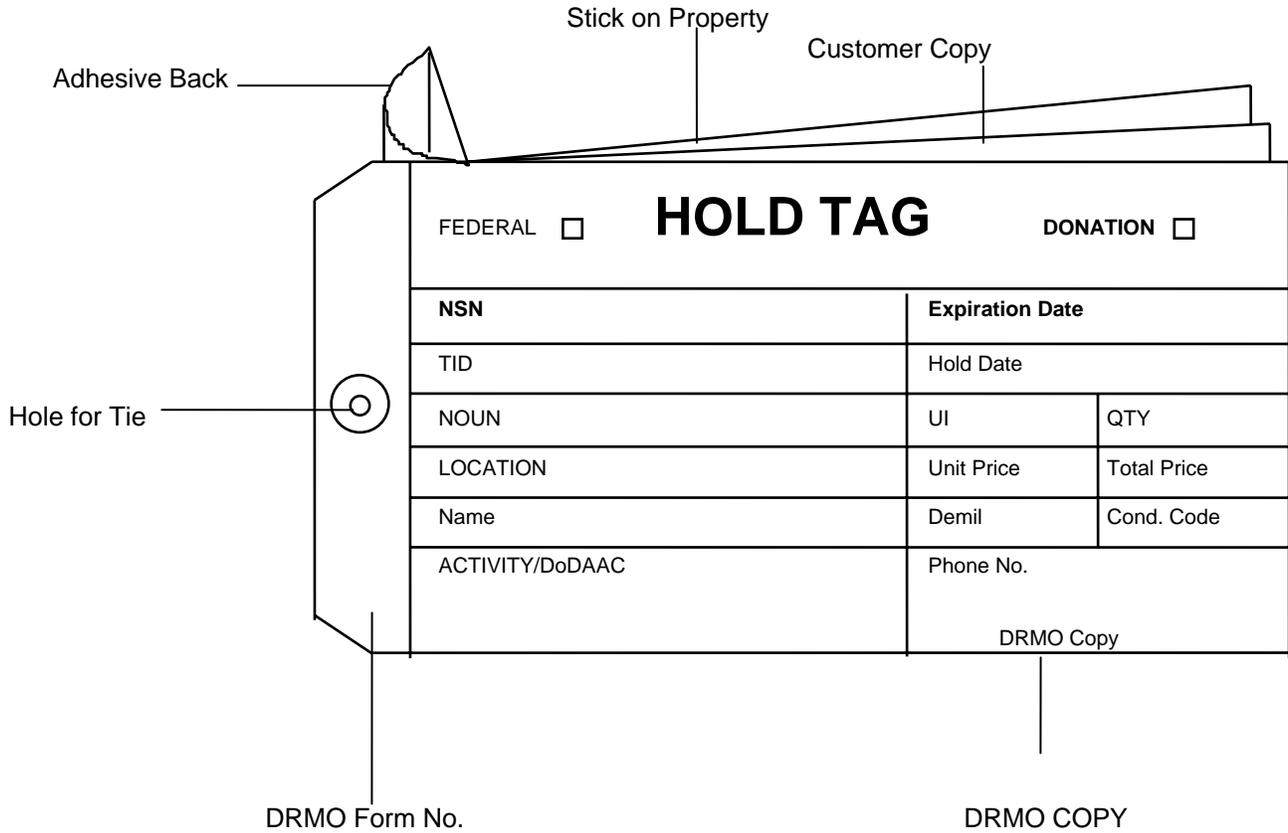
http://www.drms.dla.mil/newrtd/assets/images/auto_generated_images/Pubs_Regs_CartButton.gif

MILSTRIP/Tagging – MILSTRIP electronic requisitioning is available on-line for you to complete your order requests from DRMS assets. Material will then be shipped to you. OR you can choose to "Tag" property up to 14 days. This allows time to prepare the requisition (especially if the customer is not the Accountable Supply Officer and needs approval).

Customers needing additional information should:

- * Send emails to: rtd@drms.dla.mil or
- * Dial the Call Center at 1-888-352-9333

SAMPLE HOLD TAG
 (SEE Chapter 2, paragraph B5e, NOTE 2)



The hold tags developed by the DRMO for local printing should include the same type of information as shown on this sample.

DEMILITARIZATION FORM FOR TRANSFERS/DONATIONS

Attach to Transfer Request
(Usage is Optional)
(See Chapter 6, para A)

TID#: _____

NSN:

DEMIL CODE: _____

NOUN: _____

LOCATION: _____

QUANTITY: _____

AGENCY: _____

DATE:

DEMIL AGREEMENT

The recipient agrees by date and signature below that required demilitarization will be accomplished as prescribed by the Department of Defense (DoD 4160.21-M-1, to a condition which prohibits further disposition (including retransfer/re-donation) of the items without prior approval of the Defense Logistics Agency (DLA). If the initial recipient receives approval for further disposition of Munitions List Item (MLI) property (including retransfer/re-donation) the demilitarization requirement will be perpetuated on the transfer documentation. Upon completion of utilization/donation needs and in preparation for ultimate disposal through sale, the Federal Civil Agencies and donees will request the General Services Administration (GSA) to advise method of demilitarization required.

*Date and signature of Transferee/Donee
(as it appears on approval transfer request)*

LOCAL DoDAAC ADDRESS FILE INSTRUCTIONS

(May be used in the Receiving and R/T/D Sections)

At the time of receipt, if you have not previously received property from a particular generator, DAISY will prompt you with a screen to fill in the generator's DoDAAC and address. There is an edit in DAISY which requires that you enter an address along with DoDAAC. Prior to this change you only had to input the DoDAAC and were able to leave the address blank.

If you create a Generator DoDAAC Label/Report through the Interactive Report process, you will receive a list of the DoDAACs currently in the Local DoDAAC File, which have something in the address field. If the address is completely blank the DoDAAC will not be listed on the report. The only way to find DoDAACs, which have blank addresses.

CLEANUP OF ADDRESS FILE:

1. Sign onto DAISY at your Central/Satellite DRMO.
2. Select the Warehousing Menu.
3. Select the Special Functions Menu.
4. Select Local DoDAAC Addresses option (You will be entering the program in update mode).
5. To find a particular DoDAAC, press **F13 (Shift F3)**, the purpose of pressing **F13** is to shift from update to find mode. Type in the DoDAAC and press **F3**.
6. DAISY will bring up the DoDAAC and any address that has previously been entered.
If you need to delete the DoDAAC, press **F18 (Shift F8)**. If there are no records tied to the DoDAAC the record will be deleted. If you receive an error message, it is due to the DTIDs being attached to the DoDAAC. You will only be able to delete the DoDAAC after all DTIDs containing that DoDAAC have been purged.
7. To find all addresses in this file, press **F13 (Shift F3)** and then press **F3** with a blank screen. This will find all of the records in the file.
 - a. Once the find is completed and the first address record is displayed you can scroll through the file using **F4** to move forward and **F3** to move backward.
 - b. As you find DoDAACs with blank addresses, you can update the record by typing the address. Once you get to the end of the address a message will prompt you "Are all entries correct? Y or N". If the address is correct answer Y and press return. Press return a second time and then press **F9** to update. The screen will not move to the next record so you will need to press **F9** to update. The screen will not move to the next record so you will need to press **F4**.
 - c. If you answered N to "Are all entries correct?", you will need to go back through the address and make the corrections.

If you type in a DoDAAC, DAISY will either give you the message the record exists or if the record does not exist the system will allow you to type in the address and add the new record.

Once you have cleaned up the Local DoDAAC File by deleting any DoDAACs no longer needed and by ensuring that an address is entered for each DoDAAC in the file; you can run a new Generator DoDAAC Report by going through the Interactive reports.