

CHAPTER 3 -MLI/CCLI - DISPOSAL PROCESSING AND DEMILITARIZATION

A. REUTILIZATION/TRANSFER/DONATION

1. Policy. See DoD 4160.21-M-1, Chapter I, paragraph C3, and Chapter II, paragraph B.

2. General.

a. See DRMS-I 4160.14, Vol III, Instructions for R/T/D for DRMS and the DRMOs, for guidance on R/T/D of property requiring DEMIL.

b. Timing of DEMIL. After you accept physical custody and accountability of property, do not perform DEMIL until the completion of required R/T/D screening and the Blue Light Special.

c. Special Identity of MLIs/CCLIs. Advise screeners who visit the DRMO facilities of the special identity of MLIs/CCLIs and that the MLIs/CCLIs may be subject to certain controls, including DEMIL or restrictions on import to and export from the United States.

d. NSN/LSN Identification. MLI/CCLI issue documentation must identify one of the following:

(1). A National Stock Number.

(2). An FSC, valid part number and manufacturer's name, nomenclature which accurately describes the item, the end item application, and the applicable DEMIL code if the item meets the criteria contained in Chapter 2, paragraph A1c of this instruction.

(3). LSNs that do not meet the criteria in the preceding paragraph must have an extended description, preferably as much of the information contained in the preceding paragraph as is available, to enable validation of the assigned DEMIL code.

3. Reutilization (DoD Transfers). Your DRMO may transfer MLIs requiring DEMIL to DoD activities pursuant to established procedures without DEMIL performance.

a. Law Enforcement Support Office (LESO) -- With the exception of Gas Masks (Chromium Filter) and Night Vision Equipment (Radioactive Components), any item coded as DEMIL required will be clearly marked on the requisition document with the annotation that the item will be reported to the LESO for return to disposal when no longer required by the using Drug Law Enforcement Agency (DLEA).

4. Non-DoD Transfers

a. Transfers to Another Federal Agency. Your DRMO may transfer MLIs requiring DEMIL to non-DoD agencies of the Federal Government without DEMIL being accomplished. Prior to transfer, you must receive a written agreement from the requesting agency to the effect that they will DEMIL the MLI according to DoD 4160.21-M-1 before releasing the MLI outside the agency. The representative of the transferee whose signature appears on the approved transfer request will also be required to sign the DEMIL agreement. Assure that, prior to the release of such MLI, the agreement is typed or stamped on the transfer document or otherwise made a permanent part thereof. The agreement will read as follows:

The recipient agrees by date and signature below that required DEMILITARIZATION (DEMIL) will be accomplished as prescribed by DoD 4160.21-M-1, Defense Demilitarization Manual (*see Vol III, S4-36*). All transfers will be subject to a condition that prohibits further disposition (including retransfer or donation) of the items without prior approval of the Defense Logistics Agency. If the recipient receives approval for further disposition of Munitions List Item property (including retransfer or donation), the DEMIL requirement will be perpetuated on the transfer documentation. Upon completion of utilization needs and in preparation for ultimate disposal through sale, the Federal Civil Agencies

DRMS-I 4160.14, Volume VII, Chapter 3

will request the General Services Administration to advise method and degree of DEMIL required.

b. Sales or Transfers to Friendly Foreign Governments. Your DRMO may sell/transfer MLIs requiring DEMIL to friendly foreign governments without required DEMIL being performed provided such sales/transfers are conducted according to established Foreign Military Sales procedures. Requests for exception to this requirement must be fully justified and should be sent to **the Waiver email address**. For FMS AEDA, see Chapter 2, paragraph A 5, this instruction, for guidance regarding acceptance of physical custody/accountability of AEDA.

5. MLI may be issued to donees without required DEMIL being performed, except as noted below. Prior to issue, a written agreement will be obtained from the requesting agency to the effect that they will DEMIL the MLI according to DoD 4160.21-M-1 before releasing the MLI outside the agency. The representative of the donee whose signature appears on the approved SF 123 will also be required to sign the DEMIL agreement (**see Vol III, S4-36**). Assure that, prior to the release of such MLI, the agreement is typed or stamped on the SF 123 or otherwise made a part of the permanent record, and a copy is furnished the donee. The agreement will read as follows:

The recipient agrees by date and signature below that required Demilitarization (DEMIL) will be accomplished as prescribed by DoD 4160.21-M-1, Defense Demilitarization Manual. All donations will be subject to a condition that prohibits further disposition (including redonation or barter) of the items without prior approval of the Defense Logistics Agency. If the recipient receives approval for further disposition of Munitions List Item property (including redonation or barter), the DEMIL requirement will be perpetuated on the transfer documentation. Upon completion of donation needs and in preparation for ultimate disposal through sale, donees will request the General Services Administration to advise method and degree of DEMIL required.

a. Property may be donated as authorized by 10 U.S.C. 2572, 10 U.S.C. 7456 or other similar statutes.

(1). These authorities provide for the donation or loan of condemned or obsolete combat material, books, manuscripts, works of art, drawings, plans, and models for historical, ceremonial and display purposes to municipal corporations, posts of recognized war veterans' organizations, etc.

(2). Donations under these authorities are released by the DRMO to the cognizant Military Service; in no case will property be directly issued to the donee by the DRMO.

(3). Modified demilitarization of such items will be accomplished by the cognizant Military Service to render them unserviceable in the interest of public health or safety.

b. Items may be donated without demilitarization to public agencies or eligible nonprofit institutions or organizations acting by and through the State Agency for Surplus Property as long as there is compliance with paragraph 5a above.

B. DOWNGRADING AFTER RECEIPT.

See Chapter 2, paragraphs C and D3, this instruction.

C. SALE. SEE THIS CHAPTER AND DRMS-I 4160.14, VOLUME V, FOR GUIDANCE ON THE SALE OF MLI/CCLI.

D. MUTILATION. REFERENCE DRMS-I 4160.14, VOLUME II, CHAPTER 2, PARAGRAPH D AND DRMS-I 4160.14, VOLUME II, CHAPTER 4, PARAGRAPH B 37, RESPECTIVELY, FOR GUIDANCE ON MUTILATION OF USABLE PROPERTY IN THE CRITICAL CLASSES THAT HAS BEEN DOWNGRADED TO SCRAP AND MUTILATION OF UNDOCUMENTED FLIGHT SAFETY CRITICAL AIRCRAFT PARTS (FSCAP). MUTILATION OF THESE ITEMS MAY BE ACCOMPLISHED AT THE DRMS DEMIL CENTERS. SEE PARAGRAPHS G AND H, THIS CHAPTER, FOR MUTILATION PROCEDURES.

E. DEMIL POLICY AND TIMING

1. Policy. See DoD 4160.21-M-1, Chapters I and II.

a. DRMO Determination of DEMIL. Determine the most appropriate and economical means to properly DEMIL MLIs. It is imperative that DEMIL, including necessary controls and surveillance for the protection of national security, be accomplished in the most cost-effective manner consistent with safety and security requirements.

b. Maximize Monetary Recovery. See DoD 4160.21-M-1 to accomplish DEMIL by the method and degree required to assure maximum monetary recovery from sales of residual material.

c. DEMIL Methods. Accomplish DEMIL by:

- (1). As a condition of sale.
- (2). The DRMS DEMIL Center.
- (3). The generating activity, host or other military support activity.
- (4). A service contract.
- (5). DEMANUFACTURING.

2. Timing of DEMIL Actions. Accomplish DEMIL as soon as feasible after the ESD and Blue Light Special. The following timeframes are recommended:

a. DEMIL As a Condition of Sale. Refer the material for sale within thirty (30) days after the Blue Light Special. Referrals must include complete DEMIL instructions, e.g., method and degree, in the item description (see Chapter IV, this instruction, and DRMS-I 4160.14, Volume V).

b. DEMIL AT DRMS DEMIL CENTERS. FEEDER SITES WILL REFER MATERIAL TO BE DEMILITARIZED AT THE DRMS DEMIL CENTERS NO LATER THAN FIVE (5) DAYS FOLLOWING THE END OF the Blue Light Special.

c. Generator, Host or Military Activity DEMIL. When DEMIL is to be performed by the generator, host or other military support activity, complete all preliminary actions (negotiations, preparation/submission of DLA Form 1365, Service Order, release of material to generator or designated Military Service for DEMIL, etc.) within thirty (30) days following the Blue Light Special. Approval will be requested from the DRMS DEMIL BUSINESS UNIT. To meet this requirement, specify on DLA Forms 1365 that the generating host or other military support activity will complete DEMIL within thirty (30) days following receipt of the items.

d. Service Contract DEMIL. Forward requests for accomplishment of DEMIL under a service contract to DRMS-O with coordination with DRMS-BCD. Provide justification with each request (i.e., rationale or circumstances involved) AND A PROPOSED SURVEILLANCE PLAN.

e. DEMANUFACTURING. Refer to DRMS DEMANUFACTURING contract work instructions (OBTAIN AT THE DRMS WEBSITE, <http://drms.dla.mil>; access by selecting INTERNAL, ENVIRONMENTAL, AND DEMANUFACTURING).

3. DEMIL Challenged Material. Do not DEMIL any items/material undergoing DEMIL code challenge until the challenges have been resolved (see Chapter 2, THIS INSTRUCTION).

F. DEMIL DETERMINATIONS

1. Economical. DEMIL is to be accomplished in the most appropriate and economical manner.

2. Factors to consider in making determinations:

DRMS-I 4160.14, Volume VII, Chapter 3

- a. Adequacy/Cost Effectiveness. What is the adequacy/cost effectiveness of on-site versus off-site DEMIL? Document all determinations on DRMS Form 240 and use sample analysis format found in Supplement 4, Demilitarization Economic Analysis (DEA) Preparation Instructions.
- b. Safety/Security. What are the actual or potential safety/security problems inherent in each alternative?
- c. Technical Expertise/Resources. Does the DRMS DEMIL CENTER, the generator, host or military support activity possess the technical expertise and resources (facilities, equipment, etc.)? (See Supplement 4 for a complete listing of technical manuals.)
- d. Sales. Does history on the item(s) indicate sales as the most cost effective-method?
- e. Written Agreements. Is there an ISA/MOU or other agreement between the generator, host or other military support activity and the respective DRMO?
- f. Total Resource Costs. What are the direct and indirect operating, surveillance and technical assistance costs (including labor, equipment, material and transportation) related to on-site and off-site DEMIL?
- g. Service Contract. Does the nature of the property warrant a service contract?
- h. DOES THE PROPERTY MEET CRITERIA FOR DEMILITARIZATION AT THE DRMS DEMIL CENTERS (REFERENCE PARAGRAPH H, THIS CHAPTER)?
- i. DOES THE PROPERTY MEET CRITERIA FOR DEMANUFACTURING (REFERENCE PARAGRAPH E 2 e, THIS CHAPTER)?

G. DEMIL AND MUTILATION AS A CONDITION OF SALE

1. General. DRMOs WILL E-MAIL OR FAX (DSN 661-4759) **DRMS-O** REQUESTS TO OFFER PROPERTY PROPOSED TO BE SOLD AT A FEEDER SITE WITH DEMIL AS A CONDITION OF SALE, OR CRITICAL FSG/FSC ITEM(S) AND FSCAP ITEMS TO BE SOLD WITH MUTILATION AS A CONDITION OF SALE TO **DRMS-O** FOR APPROVAL. REQUESTS WILL INCLUDE THE NSN, NOMENCLATURE, QUANTITY, DEMIL CODE, DEMIL OR MUTILATION INSTRUCTIONS AND WHERE DEMILITARIZATION/MUTILATION IS PROPOSED TO BE PERFORMED (DRMO OR OFF-SITE). **DRMS-O** WILL COORDINATE WITH THE **DEMIL BU**, DEMIL CENTER AND THE SCRAP BUSINESS UNIT TO DETERMINE THE BEST METHOD OF DEMIL/MUTILATION PERFORMANCE—EITHER BY THE DEMIL CENTER OR AS A CONDITION OF SALE IN PLACE AT THE DRMO.

- a. Control/Surveillance. THERE MUST BE APPROPRIATE controls and surveillance for the SALE ACTION.
- b. On-Site/Off-Site (on-site DEMIL Preferred). DEMIL, except for combatant ships and conventional ammunition, will normally be performed on military installations unless otherwise authorized. For example, unless off-site DEMIL is insisted upon by the host government (overseas areas only), use on-site DEMIL.

(1). ON-SITE: Proposed demil surveillance plans for on-site demilitarization will be forwarded to DRMS-O (thru the Forward Support Team (FST) Europe or Pacific) for approval and coordination with DRMS-DDS. OFF-SITE: Proposed off-site demilitarization surveillance plans will be forwarded to DRMS-O for review and approval and coordination with DRMS-DDS. 15 Jan 2003

(2). FST EUROPE AND PACIFIC DEMIL COORDINATORS ARE AUTHORIZED TO APPROVE ON-SITE DEMIL SURVEILLANCE PLANS AND OFF-SITE DEMIL SURVEILLANCE PLANS FOR SPECIFIC COMMODITIES SUCH AS FIRED BRASS AND CARTRIDGE CASES, ALUMINUM CARTRIDGE CASES WITH STEEL LINKS, AND TANK TRACK. ASIA AND PACIFIC ZONE DRMOs WILL FORWARD COPIES OF THEIR SURVEILLANCE PLANS FOR THE COMMODITIES LISTED ABOVE TO THE FST ASIA AREA OFFICE DEMIL COORDINATOR FOR REVIEW AND AND APPROVAL. FST EUROPE DRMOs WILL FORWARD COPIES OF THEIR SURVEILLANCE PLANS FOR THE COMMODITIES LISTED ABOVE TO THE FST EUROPE DEMIL COORDINATOR FOR REVIEW AND APPROVAL. THE COORDINATORS WILL BE RESPONSIBLE FOR INSURING THAT THE PLANS INCLUDE ALL THE SECURITY RESPONSIBILITIES AND

THAT THEY ARE REVIEWED FOR ACCURACY. INFORMATION COPIES OF PLANS WILL BE FORWARDED TO THE DRMS DEMIL BUSINESS UNIT FOR REVIEW AND APPROVAL.

c. Accomplishment of DEMIL requires that DRMO DEMIL Coordinators identify general/specific DEMIL instructions, terms and conditions input as a part of the sales referral. Requirements must be written in a clear, concise manner to insure that DEMIL requirements are clearly communicated to the bidder. These requirements should be accompanied with illustrations/pictures that depict specific cut marks, whenever possible. This is essential to insure that the bidder has a clear understanding of the DEMIL requirement and can take these requirements into consideration when submitting his/her bid; and certifier/verifier can match the DEMIL performance of the purchaser against the DEMIL requirements in the IFB sales terms and conditions. This information will be submitted by memorandum and signed by the DRMO Chief (see paragraph E2a, this chapter).

d. Supervisor of certifier/verifier is responsible to ensure that employees performing surveillance have been briefed on applicable safety procedures as outlined in DRMSI 6055.1, Safety and Occupational Health Instruction, Chapter 4, Paragraph N2. This must also be added as part of the surveillance plan submitted to DRMS-BCD. 6 Oct 2004

e. Surveillance of DEMIL Performed on Tank Track (overseas only) has been modified under permanent waiver. The conditions are:

- (1). Surveil no less than 10 percent of the total weight sold.
- (2). Perform the surveillance at random points in the process.

(3). Requirements for certification, Trade Security Controls and applicable conditions of sale remain in effect. The DEMIL certificate will read as follows: "I certify that (identify items) were demilitarized in accordance with DoD 4160.21-M-1, Appendix 4, Category VII, and waiver conditions as stated in OASD memorandum, 19 Oct 88, subject: Modified DEMIL Surveillance."

2. DEMIL By Sales Contracts

a. Sales Referral Information. Include the following information in the sales referral when DEMIL is to be performed as a condition of sale:

- (1). Noun name of item/material requiring DEMIL.
- (2). NSN, if applicable.
- (3). Manufacturer and manufacturer's part/drawing number(s), if available.
- (4). Serial number(s), if applicable/available.
- (5). Quantity (include estimated weight of residue expected to result from DEMIL).
- (6). Unit of issue.
- (7). Method and degree of DEMIL required. The following prohibition will be included:

"The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize mutilation is forbidden."

See DRMS-M 4160.14, VOLUME V for additional sales referral information.

b. DEMIL Surveillance Plans. REFERENCE PARAGRAPH G 1 B, THIS CHAPTER, FOR GUIDANCE ON ON-SITE AND OFF-SITE DEMILITARIZATION SURVEILLANCE PLANS. DRMOs will insure that DEMIL surveillance plans are prepared, coordinated, reviewed AND APPROVED AS OUTLINED IN PARAGRAPH G, THIS CHAPTER.

DRMS-I 4160.14, Volume VII, Chapter 3

c. General/Special Instructions, Terms and Conditions. All appropriate general/special instructions, terms and conditions applicable to DEMIL as a condition of sale MUST BE contained in IFBs. IFBs should contain pictures/diagrams depicting where cuts are to be made for DEMIL purposes. Locations at which cuts are to be made should be marked, on the items/materials to be demilitarized, with a grease pencil or tape to serve as a guide to personnel performing DEMIL.

d. IN THE EVENT A DEMIL CODE CHANGES FROM NON-DEMIL REQUIRED TO DEMIL REQUIRED CODING AFTER AN ITEM HAS BEEN SOLD AND REMOVED, THE FOLLOWING ACTIONS WILL BE TAKEN:

(1). THE PURCHASER WILL BE NOTIFIED OF THE CHANGE, ADVISED OF THE PROHIBITION TO EXPORT DEMIL-REQUIRED PROPERTY, AND REQUESTED TO RETURN THE PROPERTY.

(2). ATTEMPTS WILL ONLY BE MADE TO RETRIEVE PROPERTY THAT WAS REMOVED WITHIN THE PAST NINETY (90) DAYS.

(3). THE DLA TSCRO (DLA TRADE SECURITY CONTROL RESIDENT OFFICE) WILL BE PROVIDED COURTESY COPIES OF ALL CORRESPONDENCE PERTAINING TO EACH CASE.

(4). IF PROPERTY IS RETURNED, APPROPRIATE DEMILITARIZATION ACTIONS WILL BE ACCOMPLISHED, CONSISTENT WITH THE PROVISIONS OF THIS CHAPTER, AND ANY REIMBURSEMENTS OR COMPENSATION AGREEMENTS WITH THE BUYER WILL BE FINALIZED.

(5). IF NOT RETURNED WITH THE TIME AGREED UPON ON A CASE-BY-CASE BASIS, THE DLA TSCRO WILL NOTIFY THE DEPARTMENTS OF CUSTOMS AND COMMERCE, WHO WILL FOLLOW THROUGH ON ANY ADDITIONAL REQUIREMENTS. THE DLA TSCRO WILL WORK WITH THESE ORGANIZATIONS AS APPROPRIATE.

(6). DOCUMENTATION OF UNSUCCESSFUL ATTEMPTS AND DLA TSCRO NOTIFICATIONS/ACCEPTANCE OF RETRIEVAL RESPONSIBILITY WILL BE PLACED IN THE SOURCE DOCUMENT FILE.

H. DEMIL AND MUTILATION BY DRMS DEMIL CENTERS

1. THE FOLLOWING CATEGORIES OF PROPERTY, WITH THE EXCEPTION OF MATERIAL IDENTIFIED IN PARAGRAPH H 2 a THROUGH d, WILL BE DEMILITARIZED/MUTILATED BY THE DRMS DEMIL CENTERS. DRMS DEMIL CENTERS ARE LOCATED AT DRMOs ANNISTON, CRANE, TEXARKANA, AND TUCSON. DRMOs THAT FEED PROPERTY TO THE DRMS DEMIL CENTERS FOR PROCESSING ARE DESIGNATED AS "FEEDER SITES". SPECIFIC INSTRUCTIONS FOR PROCESSING EACH CATEGORY OF PROPERTY LISTED BELOW ARE CONTAINED IN PARAGRAPH 3 BELOW.

a. CATEGORY 1: DEMIL-REQUIRED ITEMS.

b. CATEGORY 2: NON-DEMIL REQUIRED ITEMS WITH A CRITICAL FSG/FSC REQUIRING MUTILATION.

c. CATEGORY 3: UNDOCUMENTED FSCAP ITEMS.

2. EXCEPTIONS TO CENTRALIZED DEMIL. THE FOLLOWING TYPES OF PROPERTY WILL NOT BE , SHIPPED TO OR PROCESSED BY THE DRMS DEMIL CENTERS UNLESS PRIOR APPROVAL IS RECEIVED FROM THE DEMIL CENTER AND **DRMS-O**:

a. ALL DEMIL REQUIRED AND CRITICAL/SENSITIVE ELECTRONIC EQUIPMENT WILL BE SENT TO THE APPROPRIATE DEMANUFACTURING CONTRACTOR. THOSE DRMOs THAT DO NOT ACCUMULATE THE MINIMUM QUANTITY OF ELECTRONIC EQUIPMENT MAY CONSOLIDATE THEIR SHIPMENT WITH ANOTHER DRMO OR DRMS DEMIL CENTER WITH PRIOR APPROVAL BY THAT DRMO OR DEMIL CENTER (SEE PARAGRAPH b BELOW FOR INFORMATION ON CIRCUIT CARDS). ANY QUESTIONS REGARDING WHETHER CERTAIN ELECTRONIC PROPERTY QUALIFIES FOR THE DEMANUFACTURING CONTRACT SHOULD BE FORWARDED TO **DRMS-BCP and DRMS-NPI**.

b. PRECIOUS METALS BEARING CIRCUIT CARDS ARE TO BE DEMILITARIZED VIA THE PRECIOUS METALS RECOVERY CONTRACT. THESE CIRCUIT CARDS WILL BE ACCUMULATED SEPARATELY FROM NON-DEMIL REQUIRED CIRCUIT CARDS AND MUST REMAIN ON INVENTORY UNTIL THE RETURN COPY OF THE SHIPPING DOCUMENT HAS BEEN RECEIVED FROM THE PRECIOUS METALS RECOVERY CONTRACTOR. THE DESIGNATED DRMS DEMIL CENTER WILL BE CONTACTED FOR INSTRUCTIONS FOR SMALL QUANTITIES OF THIS TYPE OF MATERIAL TO DETERMINE IF THEY MAY BE SENT TO THE DRMS DEMIL CENTER FOR CONSOLIDATION.

c. ITEM(S) CONTAINING HAZARDOUS COMPONENTS.

d. PROPERTY PROPOSED TO BE SOLD AT A FEEDER SITE WITH DEMIL AS A CONDITION OF SALE OR CRITICAL FSG/FSC ITEM(S) AND FSCAP ITEMS TO BE SOLD WITH MUTILATION AS A CONDITION OF SALE. DRMOs WILL E-MAIL OR FAX **DRMS-O**. REQUESTS TO OFFER THIS PROPERTY FOR SALE WITH DEMIL OR MUTILATION TO BE PERFORMED AS A CONDITION OF SALE TO THE DEMIL BUSINESS UNIT FOR APPROVAL. THE REQUEST WILL INCLUDE THE NSN, NOMENCLATURE, QUANTITY, DEMIL CODE, DEMIL OR MUTILATION INSTRUCTIONS AND WHERE DEMIL OR MUTILATION IS PROPOSED TO BE PERFORMED (DRMO OR OFF-SITE). THE DEMIL BUSINESS UNIT WILL COORDINATE WITH THE DEMIL CENTER AND THE SCRAP BUSINESS UNIT TO DETERMINE THE BEST METHOD OF DEMIL OR MUTILATION PERFORMANCE—EITHER BY THE DEMIL CENTER OR AS A CONDITION OF SALE IN PLACE AT THE FEEDER SITE DRMO SITE.

3. DRMOs THAT ARE FEEDER SITES TO DRMS DEMIL CENTERS WILL ACCOMPLISH THE FOLLOWING RESPONSIBILITIES FOR PROCESSING THE CATEGORIES OF PROPERTY IDENTIFIED IN PARAGRAPH H 1 ABOVE:

a. CATEGORY 1: DEMIL-REQUIRED ITEMS

(1). RECEIPT PROCESSING: All feeder site DRMOs will process XR1 receipt documents for all Demil Required items onto their own inventory vice using telnet procedures to the Demil Center's account. All items will be identified by either a DTID attached to the item or by the use of the latest version of the barcode label. However, if any certification (i.e., inert, radiation, classified, etc.) is on the DTID, the DTID must be attached to the property. 10/23/02

b. RCP PROPERTY RECEIVED WITH MULTIPLE DTIDS THAT CONTAIN THE SAME DTID NUMBER.

(1) THE DEPOT MAY USE THE SAME DTID NUMBER WHEN PULLING STOCK FROM MULTIPLE LOCATIONS TO SHIP TO THE DRMO/DEMIL CENTER. WHEN THIS PROPERTY ARRIVES AT THE DRMO/DEMIL CENTER WITH DUPLICATE DTID NUMBERS, TO PROCESS THIS PROPERTY CONSOLIDATE THE QUANTITIES ON ONE DOCUMENT AND ATTACH ALL COPIES OF THE DD1348-1A.

(2) TO VALIDATE THE QUANTITY THAT YOU ARE TO RECEIVE, GO TO DLA DSS MRO TRACKING ([HTTP://WEGAL.OGDEN.DISA.MIL/MROSTATUS/](http://WEGAL.OGDEN.DISA.MIL/MROSTATUS/)), INPUT THE DTID AND LOOK AT ALL SCREENS. DETERMINE THE QUANTITY THAT SHOULD HAVE BEEN RECEIVED. IF THE ENTIRE QUANTITY IS NOT RECEIVED, INPUT THE PARTIAL QUANTITY. WHEN THE REMAINING QUANTITY IS RECEIVED, PROCESS INTO DAISY ALLOWING A COMPUTER GENERATED UNIQUE CONTROL NUMBER (UCN). 15 Jun 2004

(3). STORAGE. DEMIL REQUIRED ITEMS WILL BE PHYSICALLY STORED AT THE FEEDER SITE DRMO UNTIL THE END OF SCREEN DATE. 10/23/02

43). R/T/D PROCESSING: ALL VALID REQUESTS FOR ISSUE WILL BE PROCESSED BY THE DRMO. 10/23/02

(5). PREPARE FOR SHIPMENT. AT THE END OF SCREENING DATE FOR XCESS XPRESS DEMIL REQUIRED PROPERTY SHOULD BE PALLETIZED, BOXED, OR SHRINK WRAPPED, IN PREPARATION FOR SHIPMENT TO THE CENTRALIZED DEMIL CENTER, AN INVENTORY LIST SHOULD BE ATTACHED ON THE OUTSIDE INDICATING PROPERTY LOCATED WITHIN, AND LOCATION CHANGES IN DAISY MUST BE COMPLETED. AS AN OPTION, DRMOs CAN PLACE A BRIGHTLY COLORED SELF ADHESIVE PLACARD/STICKER ON DEMIL REQUIRED PROPERTY FOR BETTER AND

DRMS-I 4160.14, Volume VII, Chapter 3

EASIER IDENTIFICATION. DRMOS ARE AUTHORIZED TO SHIP DEMIL REQUIRED PROPERTY TO THE CENTRALIZED DEMIL CENTER ON AT LEAST A MONTHLY BASIS, OR SOONER, IF A FULL TRUCK LOAD IS ACCUMULATED. DRMOS SHOULD COORDINATE A MONTHLY SHIPPING SCHEDULE WITH THE CENTRALIZED DEMIL CENTER SO ALL DRMOS ARE NOT SENDING TO THE CENTRALIZED DEMIL CENTER ON THE SAME DATE. 10/21/02

(a). ITEMS WILL BE PALLETIZED, BANDED AND/OR SHRINK-WRAPPED OR PLACED IN TRIWALLS. EACH PALLET, BOX, AND TRIWALL CONTAINER WILL BE ASSIGNED A CONTAINER NUMBER.

(b). A LISTING WILL BE PREPARED OF THE CONTENTS OF EACH CONTAINER IDENTIFYING EACH LINE ITEM AND QUANTITY BY CONTAINER NUMBER. THE ITEMS AND QUANTITY BEING SHIPPED WILL BE VERIFIED BY THE EMPLOYEE(S) PREPARING THE SHIPMENT. ONCE VERIFIED, THE EMPLOYEE WILL SIGN THE LISTING STATING ALL ITEMS IN THE CONTAINER/ON THE PALLET HAVE BEEN ACCOUNTED FOR. ALL DISCREPANCIES WILL BE CORRECTED PRIOR TO SHIPMENT.

(c). FORWARD (BY FAX OR E-MAIL) A COPY OF THE VERIFIED LISTING TO THE DEMIL CENTER. INCLUDE A COPY OF THE LISTING WITH THE SHIPMENT. ANOTHER COPY WILL BE PLACED IN A PACKING SLIP AND ATTACHED TO EACH PALLET/TRIWALL.

(d). ANY ACCOMPANYING DOCUMENTATION FOR AN ITEM (E.G., INERT CERTIFICATION) WILL BE ANNOTATED WITH THE DTID NUMBER AND ATTACHED TO THE CORRESPONDING TURN-IN DOCUMENT. A COPY OF THE DTID AND ANY ATTACHED DOCUMENTATION WILL BE MAINTAINED FOR THE FEEDER SITE'S RECORD. 10/23/02

(e). ARRANGE FOR SHIPMENT OF THE PROPERTY THROUGH THE SERVICING TMO USING THE CURRENT FISCAL YEAR FUND CITE. THE DEMIL CENTER WILL PROVIDE THEIR SHIPPING ADDRESSES TO ALL FEEDER SITES. 11/14/02

NOTE: DO NOT SHIP TO TRANSPORTATION OFFICER OR "CENTRAL RECEIVING".

(f). IF SHIPPING DEMIL-REQUIRED PROPERTY IN THE SAME SHIPMENT AS NON-DEMIL-REQUIRED FSCAP AND NON-DEMIL-REQUIRED CRITICAL FSGs/FSCs, EACH CONTAINER/PALLET MUST BE IDENTIFIED AS DEMIL-REQUIRED OR NON-DEMIL-REQUIRED.

(g). AFTER THE PROPERTY HAS BEEN SHIPPED (NO LATER THAN ONE DAY FOLLOWING SHIPMENT), THE FEEDER SITE WILL REMOVE THE ITEMS FROM THEIR ACCOUNTABLE RECORD SHIPPED TO THE DEMIL CENTER FOLLOWING THE PROCEDURES IN DRMS-I 4160.14, VOLUME IV, CHAPTER 3, PARAGRAPH G 6.

c. CATEGORY 2: NON-DEMIL REQUIRED CRITICAL FSGs/FSCs REQUIRING MUTILATION. MUTILATION OF THE PROPERTY WILL BE PERFORMED AT THE DEMIL CENTER OR AS A CONDITION OF SALE AT THE FEEDER SITE DRMO.

(1). RECEIPT PROCESSING. THE FEEDER SITE WILL PROCESS THE RECEIPT OF CRITICAL FSGs/FSCs ONTO THEIR OWN DRMO'S ACCOUNTABLE RECORD.

(2). STORAGE AND R/T/D SCREENING. THESE LINE ITEMS WILL BE STORED, SCREENED, AND ISSUED AS USUAL.

(3). DOWNGRADE TO SCRAP. WHEN THIS PROPERTY IS ELIGIBLE FOR DOWNGRADE, THE ITEMS WILL BE DOWNGRADED TO SCL MUT (A SPECIFIC SCL CODE ESTABLISHED FOR CRITICAL FSGs/FSCs TO BE PROCESSED BY THE DEMIL CENTER).

(4). STORAGE OF SPECIFIED SCRAP ACCUMULATION. THIS SPECIFIC SCRAP ACCUMULATION WILL BE STORED SEPARATELY FROM OTHER SCRAP ACCUMULATIONS.

(5). PREPARE FOR SHIPMENT. ONCE A TRUCKLOAD QUANTITY IS REACHED, CLOSE THAT SCL ACCUMULATION AND ARRANGE FOR SHIPMENT TO THE DEMIL CENTER. THE ACCUMULATION

WILL BE WEIGHED AND ANY ADJUSTMENTS TO THE WEIGHT WILL BE INPUT PRIOR TO SHIPMENT. PREPARE A CONSOLIDATED LISTING OF ALL DOWNGRADES TO THAT ACCUMULATION AND ATTACH THE LISTING TO THE DD 1348-1A (XR2) PROVIDED TO THE CENTER.

(a). PROVIDE THE DEMIL CENTER A DD 1348-1A (XR2) SHOWING THE WEIGHT BEING SHIPPED. FOR THOSE SITES THAT DO NOT REACH TRUCKLOAD QUANTITIES IN A TIMELY MANNER, ARRANGE TO SHIP WHATEVER IS GENERATED MONTHLY.

(b). ITEMS REQUIRING MUTILATION WILL BE SHIPPED SEPARATELY FROM DEMIL-REQUIRED PROPERTY, IDENTIFIED ON THE CONTAINERS AS SCL MUT. THIS PROPERTY MAY BE PLACED ON THE SAME SHIPMENT AS DEMIL-REQUIRED ITEMS, BUT EACH PALLET/CONTAINER MUST BE IDENTIFIED AS DEMIL-REQUIRED OR SCL MUT.

(c). THE DEMIL CENTER WILL WEIGH THE PROPERTY ON RECEIPT AND NOTIFY THE FEEDER SITE OF THE WEIGHT RECEIVED.

(6). DAISY TRANSACTION. THIS SCL MUT ACCUMULATION WILL BE INPUT INTO DAISY BY THE FEEDER SITE AS A TRANSFER/ISSUE TO ANOTHER DRMO AS OUTLINED IN DRMS-I 4160.14, VOLUME IV, CHAPTER 3, PARAGRAPH G 6. THE DEMIL CENTER WILL PROCESS AN XR2 TRANSACTION SHOWING THE WEIGHT OF THE SCL MUT RECEIVED.

d. CATEGORY 3: UNDOCUMENTED FSCAP.

(1). UNDOCUMENTED FSCAP, DEMIL-REQUIRED. THESE ITEMS WILL BE DEMILITARIZED EITHER AS A CONDITION OF SALE OR BY THE DEMIL CENTER.

(a). RECEIPT PROCESSING: ITEMS IN THIS CATEGORY TURNED IN WITHOUT HISTORICAL/MAINTENANCE DOCUMENTS WILL BE PROCESSED BY INPUTTING THE RECEIPT OF THOSE ITEMS DIRECTLY TO SALES STATUS (TO PRECLUDE THOSE ITEMS GOING THROUGH SCREENING). THE RECEIPTS WILL BE PROCESSED ONTO THE FEEDER SITE'S INVENTORY VICE USING TELNET PROCEDURES TO THE DEMIL CENTER'S ACCOUNT.

(b). STORAGE: UNDOCUMENTED, DEMIL-REQUIRED FSCAP PROPERTY WILL BE STORED IN THE DEMIL-REQUIRED STORAGE AREA OF THE DRMO.

(c). R/T/D PROCESSING: UNDOCUMENTED FSCAP PROPERTY WILL NOT BE PROCESSED FOR R/T/D.

(d). PREPARE FOR SHIPMENT: UNDOCUMENTED, DEMIL-REQUIRED FSCAP ITEMS WILL BE PREPARED FOR SHIPMENT AND SHIPPED TO THE DEMIL CENTER FOLLOWING THE INSTRUCTIONS ABOVE FOR CATEGORY 1, DEMIL-REQUIRED ITEMS. THE FEEDER SITE WILL INSURE THE PALLETS/BOXES/CONTAINERS ARE MARKED TO INDICATE THE ITEMS CONTAINED THEREIN/ON ARE FSCAP, DEMIL-REQUIRED.

(2). UNDOCUMENTED FSCAP, NON-DEMIL REQUIRED. THESE ITEMS WILL BE MUTILATED EITHER AS A CONDITION OF SALE OR BY THE DEMIL CENTER.

(a). RECEIPT PROCESSING: ITEMS THAT ARE TURNED IN WITHOUT HISTORICAL/MAINTENANCE DOCUMENTS WILL BE DOWNGRADED TO SCL MFS. SCL MFS IS A SPECIFIC SCL AND SITE CODE DESIGNATED FOR FSCAP PROPERTY REQUIRING MUTILATION TO BE PROCESSED BY THE DEMIL CENTER.

(b). STORAGE: THIS SPECIFIC SCRAP ACCUMULATION WILL BE STORED SEPARATELY FROM OTHER SCRAP ACCUMULATIONS.

(C). PREPARE FOR SHIPMENT ONCE A TRUCKLOAD QUANTITY IS REACHED, CLOSE THAT SCL ACCUMULATION AND ARRANGE FOR SHIPMENT TO THE DEMIL CENTER. THE ACCUMULATION WILL BE WEIGHED AND ANY ADJUSTMENTS TO THE WEIGHT WILL BE INPUT PRIOR TO SHIPMENT.
11/15/02

DRMS-I 4160.14, Volume VII, Chapter 3

○ PROVIDE THE DRMS DEMIL CENTER A DD 1348-1 (XR2) SHOWING THE WEIGHT BEING SHIPPED. FOR THOSE SITES THAT DO NOT REACH TRUCKLOAD QUANTITIES IN A TIMELY MANNER, ARRANGE TO SHIP WHATEVER IS GENERATED MONTHLY.

○ ITEMS REQUIRING MUTILATION WILL BE PACKED SEPARATELY FROM DEMIL-REQUIRED PROPERTY, IDENTIFIED ON THE CONTAINERS AS SCL MFS. THIS PROPERTY MAY BE PLACED IN THE SAME SHIPMENT AS DEMIL-REQUIRED ITEMS, BUT EACH PALLET/CONTAINER MUST BE IDENTIFIED AS DEMIL-REQUIRED OR SCL MFS.

○ THE DRMS DEMIL CENTER WILL WEIGH THE PROPERTY ON RECEIPT AND NOTIFY THE FEEDER SITE OF THE WEIGHT RECEIVED.

(d). DAISY TRANSACTION: THIS SCL MFS ACCUMULATION WILL BE INPUT TO DAISY BY THE FEEDER SITE AS A TRANSFER/ISSUE TO ANOTHER DRMO AS OUTLINED IN DRMS-I 4160.14, VOLUME IV, CHAPTER 3, PARAGRAPH G 6. THE DRMS DEMIL CENTER WILL PROCESS AN XR2 TRANSACTION SHOWING THE WEIGHT OF THE SCL MFS RECEIVED.

4. FURTHER INSTRUCTIONS ARE PROVIDED BELOW.

a. DEMIL-REQUIRED ITEMS, CRITICAL FSG/FSC ITEMS, AND FSCAP ITEMS GENERATED AT RECYCLING CONTROL POINT (RCP) SITES WILL BE TURNED IN TO THE CO-LOCATED/SERVICING DRMO TO INSURE THAT THE EXCEPTED ITEMS IDENTIFIED IN PARAGRAPH H 2 A THROUGH D ARE NOT SHIPPED TO THE DESIGNATED DRMS DEMIL CENTER.

b. DRMOS ARE REMINDED TO INSURE ITEMS ARE CHALLENGED UPON RECEIPT (OR WHENEVER A DEMIL CODE IS SUSPECTED TO BE IN ERROR). FEEDER SITE DRMOS ARE NOT TO SHIP ITEMS THAT ARE UNDERGOING A DEMIL CHALLENGE UNTIL THE CHALLENGE IS RESOLVED.

c. INSTRUCTIONS FOR DEMIL CODE F PROPERTY MUST BE FORWARDED WITH THE PROPERTY.

d. DEMIL E ITEMS THAT DO NOT REQUIRE DEMILITARIZATION IN CONUS WILL NOT BE SHIPPED TO THE DRMS DEMIL CENTER UNLESS THE ITEM IS IN A CRITICAL FSG/FSC REQUIRING MUTILATION.

e. FEEDER SITES WILL FORWARD COPIES OF CURRENT LETTERS OF PERSONNEL AUTHORIZED TO CERTIFY AND VERY AEDA INERT CERTIFICATIONS TO THE DRMS DEMIL CENTER. INSURE THAT THE GENERATOR LETTERS WITH SAMPLE SIGNATURES ARE KEPT CURRENT AT ALL TIMES. TWO SIGNATURES ARE REQUIRED IN ACCORDANCE WITH DOD 4160.21-M, DEFENSE MATERIEL DISPOSITION MANUAL (CHAPTER 4, PARAGRAPH B 3).

f. ANY DIRECT SHIPMENTS TO A DRMS DEMIL CENTER FROM A GENERATOR MUST BE COORDINATED AND APPROVED BY THE DRMS DEMIL BUSINESS UNIT AND THE DRMS DEMIL CENTER PRIOR TO THESE SHIPMENTS BEING ARRANGED.

g. GENERATOR REQUESTS FOR THE TURN-IN AND DISPOSAL OF WEAPONS WILL BE COORDINATED WITH **DRMS-O**.

h. INSURE PROPER TIME REPORTING IS CAPTURED THROUGH ACTIVITY BASED COSTING (ABC).

i. FEEDER SITE DRMO CHIEFS WILL RESPOND TO THE DRMS DEMIL CENTER, NATIONAL COMMAND, AND THE DRMS DEMIL BUSINESS UNIT TO ASSIST IN RESOLVING ANY DISCREPANCIES AS IDENTIFIED IN PARAGRAPHS 5 B AND 5 C BELOW.

5. DRMS DEMIL CENTER RESPONSIBILITIES:

a. ONCE A SHIPMENT IS RECEIVED, THE DRMS DEMIL CENTER WILL INVENTORY ALL DEMIL-REQUIRED ITEMS AND INPUT AN XR1 TRANSACTION USING THE ACCOUNTING CODE "F" IN ACCORDANCE WITH DRMS-I 4160.14, VOLUME IV, CHAPTER 3, PARAGRAPH G 6. **THE DEMIL CENTER WILL WEIGH THE SCRAP PROPERTY REQUIRING MUTILATION UPON RECEIPT AND NOTIFY THE**

FEEDER SITE OF THE WEIGHT RECEIVED. THE DEMIL CENTER WILL PROCESS AN XR2 TRANSACTION FOR THE SCRAP PROPERTY REQUIRING MUTILATION USING THE ACCOUNTING CODE "F". 2 May 03

b. ANY DISCREPANCIES IN QUANTITY WILL BE IMMEDIATELY REPORTED VIA E-MAIL TO THE FEEDER SITE WITH A COPY TO THE NATIONAL COMMAND AND THE DRMS DEMIL BUSINESS UNIT. THE DRMS DEMIL CENTER WILL INPUT THE XR1 WITH THE QUANTITY ACTUALLY RECEIVED. IF THERE IS A QUANTITY/ITEM VARIANCE, THE DRMS DEMIL CENTER WILL FOLLOW A TWO-PERSON RULE IN CERTIFYING/VERIFYING THE COUNT. FOLLOWING THE IMMEDIATE E-MAIL NOTIFICATION, A CORRESPONDING 917 WILL BE COMPLETED AND FAXED/E-MAILED TO THE ORIGINATING DRMO CHIEF IDENTIFYING THE DISCREPANCY WITH COPIES OF ANY APPLICABLE DOCUMENTATION. ESTABLISHED SITREP PROCEDURES WILL ALSO BE FOLLOWED.

c. ANY OTHER DISCREPANCIES WITH ITEMS FOUND BY THE CENTER (E.G., AEDA PROPERTY WITH NO INERT CERTIFICATION OR INCOMPLETE CERTIFICATION; CLASSIFIED PROPERTY; RADIOACTIVE PROPERTY; ETC.) WILL REQUIRE IMMEDIATE NOTIFICATION VIA E-MAIL TO THE FEEDER SITE WITH A COPY TO THE NATIONAL COMMAND AND THE DRMS DEMIL BUSINESS UNIT. ESTABLISHED SITREP PROCEDURES WILL ALSO BE FOLLOWED FOR THIS TYPE PROPERTY.

d. PROCESS AN XR2 RECEIPT TRANSACTION FOR SCL MUT AND SCL MFS PROPERTY TRANSFERRED TO THE CENTER FOR MUTILATION FOLLOWING THE PROCEDURES IN DRMS-I 4160.14, VOLUME IV, CHAPTER 3, PARAGRAPH G 6.

e. INSURE PROPER DEMIL/MUTILATION IS ACCOMPLISHED. Complete the mutilation certification and retain in the source document file. 11/14/02

f. INSURE DEMIL/MUTILATION CERTIFICATIONS ARE COMPLETED AS REQUIRED.

g. INPUT DEMIL ACCOMPLISHED AND DOWNGRADE TRANSACTIONS INTO DAISY.

h. FILE DEMIL CERTIFICATIONS IN APPROPRIATE 4 YEAR FILES MAINTENANCE FILE EXCEPT FOR SMALL ARMS DOCUMENTS, WHICH ARE KEPT INDEFINITELY.

I. DEMIL CENTER OPERATING PROCEDURE FOR RCP PROPERTY 2 Apr 04

1. **RCP DEMIL required property will be sent to DEMIL Center from the Depot with the DoDAAC "SC4402"**
2. **RCP is not a generator; therefore, if there is a need to locate the original generator, the DRMO RCP Liaison or DEMIL POC will furnish that information from DAISY ROSE or DEPOT system.**
3. **RCP property will be received onto the DEMIL Center's inventory using Accounting Code F (to indicate a receipt from another DRMO) and Action Code A so that the items will not go through screening again.**
4. **At time of receipt at the DEMIL Center, if there is a discrepancy (quantity shortage or gain, wrong material, etc.) DEMIL Center Receiver will initiate a Report of Discrepancy (ROD) SF364 and fax to DRMS Battle Creek (269-961-7287) ATTN: Sue Thompson.**
5. **Property will be placed in a "HOLDING AREA" at the DEMIL Center until a response to the ROD is received.**
6. **EXCEPTION: RODS submitted with quantity discrepancy may be input into DAISY, with Additional Data "DESC" field stating 'ROD submitted quantity short/over. Once DEPOT response is received back in Battle Creek and the DEMIL Spreadsheet updated, TOD will be forwarded to DEMIL Center for their records.**

DRMS-I 4160.14, Volume VII, Chapter 3

- 7. If DEPOT responds to ROD as bookkeeping error a comment will be added to the RCP DAISY history record by HQ RCP Production personnel.**
- 8. HQ DRMS RCP Production personnel will maintain spreadsheet with status of property and will follow-up with DEPOT on ROD responses and close actions as appropriate.**
- 9. Problem resolution will be coordinated through the RCP Program manager and the DEMIL Office.**

COMPLETING THE REPORT OF DISCREPANCY

- 1. Block 1 – Date prepared**
- 2. Block 2 – Report number – DTID Number**
- 3. Block 3 – Depot name and address**
- 4. Block 4 – Demil Center name and address**
- 5. Block 9 – NSN, unit of issue, quantity shipped, quantity received**
- 6. Block 10 – Discrepancy data information and discrepancy data code**
- 7. Block 11 – Action Code**
- 8. Block 12 – Describe discrepancy**
- 9. Block 14 – The Preparers Name, phone, fax, and signature**
- 10. Block 15 – Defense Reutilization and Marketing Service**

J. DEMIL BY THE GENERATOR, HOST OR OTHER MILITARY SUPPORT ACTIVITY

When DEMIL is to be performed by the generator, host or other military activity, define the terms for performance in a Memorandum of Understanding (MOU) THAT both parties will sign.

K. DEMIL BY SERVICE CONTRACT.

Applicable contractual requirements/conditions and terms for service contracts must parallel requirements delineated for sales contracts.

L. DEMANUFACTURING.

Refer to DRMS demanufacturing contract work instructions (obtain at the DRMS website, <http://drms.dla.mil> ; access by selecting Internal, Scrap, and Demanufacturing).

M. ABANDONMENT.

1. Burial. Burial and deep water dumping are authorized DEMILITARIZATION alternatives. THESE METHODS of DEMIL must be authorized by the DoD DEMIL PROGRAM MANAGEMENT OFFICE, through **DRM-O**.

2. Overseas. DRMOs are authorized to abandon MAP property requiring DEMIL to the possessing country when there is no market value. The possessing country must agree to accomplish the DEMIL, and apply Trade Security Controls required. Accomplish DEMIL certification, surveillance and any other necessary agreements/arrangements through MAP or the U.S. Embassy in the country possessing the property.

N. MANHOUR REPORTING.

DEMIL/MUTILATION and associated functions are time consuming and usually performed as an "extra duty" outside of assigned duties. For this reason, it is imperative that all personnel involved in DEMIL/MUTILATION functions (e.g., actual performance, surveillance, meetings, etc.) ACCURATELY REPORT THEIR MANHOURS TO THE ACTIVITY BASED COSTING (ABC) SYSTEM.

O. SMALL ARMS WEAPONS AND RELATED PARTS, COMPONENTS AND ACCESSORIES.

See DoD 4000.25-2-M, Chapter 12, DoD 4160.21-M-1, Chapters II and III and Appendix 4, Category 1; DoD 4160.21-M, Chapter IV, Paragraph B63; AND DRMS-I 4160.14, VOLUME II, CHAPTER 2, PARAGRAPH N .

NOTE: THE DEPARTMENT OF DEFENSE APPROPRIATIONS ACT FOR FY 2003, SECTION 8019, CONTINUES RESTRICTIONS ON THE DEMILITARIZATION AND DISPOSAL OF CERTAIN SMALL ARMS. THE ACT STATES THAT NO DOD FUNDS MAY BE USED TO DEMILITARIZE OR DISPOSE OF M-1 CARBINES, M-1 GARAND RIFLES, M-14 RIFLES, .22 CALIBER RIFLES, .30 CALIBER RIFLES, OR M-1911 PISTOLS. DRMOs WILL NOT ACCEPT OR DEMILITARIZE THESE ITEMS. 18 Feb 2003

1. Receipt Processing. See DRMS-I 4160.14, Volume II, Chapter 2, paragraph M.

2. SASP. All small arms in DoD control are registered and tracked through the Small Arms Serialization Program (SASP). Input DRMO-demilitarized small arms/receivers (to include confiscated, privately owned (claim property) and nonappropriated fund weapons turned in for disposal) to the SASP (see DRMS-I 4160.14, Volume IV, Chapter 10 for DRMS SASP procedures).

3. R/T/D/S. See DoD 4160.21-M and DoD 4160.21-M-1 for R/T/D/S guidance of small arms/small arms parts.

4. Rock Island Arsenal. CONUS DRMOs are authorized to use Rock Island Arsenal (RIA) as a source of DEMIL. If, after economic analysis, RIA is the most cost effective method, see DoD 4160.21-M-1, Chapter II and Appendix 4, Category 1, for further guidance.

NOTE: DRMOs that intend to use RIA for smelting of small arms or parts are required to submit a forecast of tonnage to RIA. The forecast is done on a fiscal year basis and is due by September 15. Negative responses not be submitted.

5. Local Expanded DEMIL. THE DRMS DEMIL BUSINESS UNIT, IS authorized to approve local expanded DEMIL of small arms/parts AT THE DRMS DEMIL CENTERS. Approval authority is by letter, and specifies quantity/weight limits based on THE CENTER'S capability. If THE DRMS DEMIL CENTER has a need to DEMIL more than IS authorized, request authorization on a case-by-case basis. Do not exceed your written authorized quantity.

6. Approved Weapons Storage Facilities. DRMOs with approved weapons storage facilities can accept physical custody as well as accountability of small arms.

7. Accomplish DEMIL. DRMS DEMIL CENTERS WILL accomplish DEMIL of small arms/receivers and associated DEMIL-required parts as follows:

a. Receive from the weapons storage facility, AS APPLICABLE, only the quantity that can be demilitarized that day.

b. Verify small arms/receivers by serial number. Verify parts by count. Verify any undemilitarized property returned to the weapons storage facility.

NOTE: Do not at any time, leave undemilitarized or demilitarized but not certified small arms/receivers unattended.

c. Prior to DEMIL inspect all ammunition chambers for live cartridges. If any live cartridges are found, follow AEDA SITREP procedures. If the bolt is present, put it in the forward position to assure proper DEMIL.

d. Remove all stocks, fore grips and non-metallic parts.

e. Accomplish DEMIL by torch cutting, shearing or crushing. Torch cutting must displace at least one-half inch of metal. (See DoD 4160.21-M-1, Chapter III, paragraph B2, and Appendix 4, Category 1 for further guidance.)

8. DEMIL Certification. DEMIL certification for small arms/receivers differs from normal certification as follows:

a. Both the certifier and verifier will be present during the DEMIL process.

b. The certifier will perform or supervise the DEMIL.

DRMS-I 4160.14, Volume VII, Chapter 3

c. The verifier will reverify serial numbers prior to DEMIL, and witness the DEMIL performance. Whenever practical, you are encouraged to request the local military security, investigative or weapons storage personnel to serve as verifier.

d. Accomplish certification the same day as the DEMIL.

e. The serial number for serialized small arms weapons or serialized small arms parts will be included on the DEMIL Certification or a list of the serial numbers will be securely affixed to the DEMIL Certification. 18 Sep 03