

SUBJECT: DRMS Letter Number 98-1-7, Property Transfers to the DRMO

TO: Recipients of DRMS Numbered Letters

This letter is directive in nature and expires May 30, 1999 unless sooner updated, supplemented or superseded.

1. The purpose of this letter is to inform DRMS employees of changes that provide the capability to process transfers accurately. The provisions of this numbered letter are applicable to all DRMS activities.

2. DRMS-I 4160.14, Volume VIII, Chapter 4, paragraph B2, has been revised. Make the following page changes:

<u>Remove Page</u>	<u>Insert Page</u>
4-1	4-1
4-2	4-2

3. File a copy of this numbered letter in front of each publication for reference purposes.

4. In order to maintain a current index of changes to DRMS guidance, add this numbered letter to enclosure one of the current DRMS letter number index.

Encl

(s) Roland V. Johnson  
 ROLAND V. JOHNSON  
 LTC, OD, ARNG  
 Executive Officer

DISTRIBUTION:

NL  
 DRMS-USP (10)  
 DRMS-C (5)

## CHAPTER 4 - DRMO PROCESSING

**A. GENERAL.** DoD generating activities and participating Federal agencies normally turn in all precious metals and precious metals bearing property to their servicing DRMO. Irrespective of the precious metals properties of the material, all other requirements, e.g., demilitarization, inert certification, hazardous/toxic precautions, etc., must be met.

### B. RECEIPT

1. Accept accountability for precious metals bearing property/scrap turned in or reported by DoD and participating Federal agencies, except where acceptance is precluded by law or regulation. If appropriate storage or security facilities are not available at your DRMO, you should make arrangements with the generating activity to retain custody, or with the host installation to accept custody, until such time as appropriate disposition can be offered.

2. Process receipt of precious metals bearing property and scrap according to DRMS-I 4160.14, Volume II, Chapter 2. DRMOs receiving property from another DRMO **will process the precious metals bearing property using accounting code F (Receipts from other DRMOs).**

#### a. NSN /LSN:

(1) **If any precious metals bearing commodities are received, stored, and handled as NSNs/LSNs due to environmental requirements, then the DRMO should also keep a tally of the items by net pounds for the purpose of reporting for the recovery contracts.**

(2) NSN-identified items containing precious metals should be identified in the PMMF (see Chapter 3, paragraph B). Property containing precious metals is also identified in the NSN Characteristic File (udwrnsnc) located in the DAISY Tables, Part 1. The field name is: prec\_metl\_ind\_cd, which stands for precious metals indicator code (PMIC). (See the DAISY CAT handbook and Supplement 4 to this instruction for a definition of PMIC codes.) The PMIC codes identify the precious metals content of an item. They are presented on the DAISY NSN characteristic file as a result of a NSN characteristic search from DLSC's Federal Logistics Information System (FLIS) **when a valid NSN is entered.** They have been approved for use in DoD 4000.25-1-M and must appear on the DTIDs.

b. Record receipt of precious metals **bearing** scrap by the appropriate Scrap Classification List (SCL) code identified in DRMS-I 4160.14, Volume IV, Supplement 1.

(1) Immediately process generations of V-coded SCLs upon receipt and provide the generating activity a proof-of-delivery copy.

(2) Weighing of precious metals bearing scrap

(a) Weigh all receipts, downgrades and shipments of V-coded precious metals bearing material/scrap by a DRMO-assigned precious metals weighmaster or alternate. The person weighing the precious metals cannot be the same person **who is** doing the receiving, downgrading or packing for shipping. If suitable scales are not available or operative and it is not economically feasible to use other scales, waiver may be granted by the DRMS-DE/DW/DRMSI Deputy Commander for a period not to exceed 6 months. If generations cannot be weighed immediately upon receipt, place in a secure storage area according to Chapter 5, paragraph C, pending receipt processing.

(b) Weigh generations of SCLs P8A, P8B, P8C, VCS, VGM, VPM, VSF and VSM in the presence of a disinterested person who will verify the weight and countersign the receipt document. A disinterested person is a DRMO employee not directly involved in the receipt, storage, issue and accounting for precious metals bearing material or scrap. The disinterested person cannot verify receipts more than 2 consecutive days within a week. In the event personnel constraints preclude adherence to this requirement, a waiver may be granted by the DRMS-DE/DW/DRMSI Deputy Commander for an indefinite period subject to review for justification every 6 months.

(3) Receipt of material in sealed containers

(a) A sealed container is any container which has been secured with twist-ties, tape, sealing wax, staples, wire seals, or any other means of closure to preclude spillage/leakage or to increase security of material. Banded tri-walls, secured wooden boxes or drums without wire seals are not considered sealed containers.

(b) Weigh sealed containers as received, i.e., without removal of any tape, seals, etc., and the gross weight entered on the DTID. Then open containers for verification of contents and proper classification.

(c) Leave generations of all V-coded SCLs, and any other SCL which cannot be removed from the container intact, in the original container and resecured following receipt processing. Enter the gross weight into the system and annotate the DTID accordingly. An exception to this requirement is when the container and/or DTID reflect a tare weight (e.g., sealed drums containing film ash). In this situation, compute the net weight by subtracting the listed tare weight from the DRMO-derived gross weight. Annotate this computed net weight on the DTID and enter into the system.

(d) Remove generations of material which can be removed from the container without potential loss and obtain a net weight to enter into the system. If the material is returned to the original container, annotate the DTID to reflect that material was received as net weight.

(4) Process electronic scrap which has been identified as a cost effective candidate for precious metals recovery into the system as SCL P24 pending subsequent segregating and sorting. Do not offer SCL P24 for sale without the approval of HQ DRMS.

(5) Process receipts of SCL VSF to retain individual integrity. Attach one copy of the DTID to each receipt of SCL VSF; annotate DTID as to wet or dry weight upon receipt.

(6) DTIDs for SCL P06 must identify the serial number and weight for each cartridge.

(7) Generations of SCL P02, expended hypo solution, must be manifested by the generator if applicable under RCRA regulations. Do not process generations of SCL P02 received by the DRMO for the silver. Instead, offer for national sale or place on a disposal contract.

(8) Do not accept classified film and other precious metals bearing classified material (either usable or scrap) at your DRMO unless the DTID contains generating activity certification of declassification. However, residue from declassification by burning or other means of destruction may be accepted.

3. Perform any repackaging of SCLs VCS, VGM, VPM, VSF and VSM in the presence of a disinterested person. Add a statement to the file copy of the generator's DD Form 1348-1A (for repackaging at receipt) or to the DRMO's DD Form 1348-1A (for repackaging after receipt) stating that "material was repackaged" and initialed by both the person performing the repackaging and the witness.

### C. REQUEST FOR ASSAY

