

DRMS-US

July 14, 1998

SUBJECT: DRMS Letter Number 98-1-9, DEMIL Change Notices

TO: Recipients of DRMS-I 4160.14, Vol. VII

This letter is directive in nature and expires September 30, 1999 unless sooner updated, supplemented or superseded.

1. The purpose of this letter is to update guidance contained in DRMS-I 4160.14, Vol. VII, Instructions for Demilitarization for DRMS and the Defense Reutilization and Marketing Offices, December 96 edition. This numbered letter provides policy guidance for "Maintaining DEMIL Code Change Notices" (DCC). The provisions of this numbered letter are applicable to all DRMS activities worldwide and compliance by all DRMS activities is mandatory.

2. DRMS-I 4160.14, Volume VII, Chapter 1, paragraph D2, is changed as follows:

Delete last sentence that states: "Change notices need to be
filed with the source documents after actions are taken".

3. The requirement to maintain hardcopy DCCs is redundant since a systematic audit trail currently exists. Once the DCCs are worked, they are no longer required to be attached and/or filed with the source documents.

4. Readers are advised to make the page corrections as indicated above. This letter will be filed in front of the instruction for future reference.

5. 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.

Enclosure

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