

CHAPTER 2

DISPOSITION PROCESS MANAGEMENT DIRECTORATE (DRMS-B)

2000 DIRECTOR (B)

MISSION: Acts as the principal advisor to the DRMS Commander regarding the ultimate disposition of excess and surplus property. Is responsible for determining the optimum, risk-free disposition of excess and surplus property worldwide and ensuring that contract vehicles are in place to effect that disposition. This includes processes for reutilization, transfer, donation, sale, and abandonment/destruction of usable materials as well as the proper disposition of controlled property such as hazardous materials and wastes, precious metals, and property requiring demilitarization. Promotes maximum reutilization of DoD excess property to the Military Services, as a cost avoidance in lieu of new procurement to fulfill their supply needs.

2100 BUSINESS SUPPORT OFFICE (BA)

MISSION: Supports the Director by accomplishing those functions affecting the entire Directorate such as data analysis, policy coordination and budget execution. Oversees the Transportation Management effort and provides administrative support for the Directorate.

RESPONSIBILITIES:

1. Manages a Transportation Program to ensure that all DRMS shipments are moved using the most cost effective mode while meeting the customers' needs. Assists DRMOs in the movement of property, and tracks and monitors transportation charges billed to DRMS fund citations. Provides transportation solutions and develops initiatives to optimize the transportation of excess and surplus property.
2. As a member of the DLA Disposal Policy Working Group, maintains the DoD 4160.21-M, Defense Materiel Disposition Manual, to reflect current policy guidance of the Secretary of Defense. Meets with Military Service and GSA representatives to review and coordinate proposed changes.
3. Acts as liaison between DLA and DRMS in the maintenance of all DRMS regulatory publications. Coordinates requests for waivers from DLA and DRMS policy.
4. Provides centralized administrative support.
5. Gathers and analyzes data on programs and processes under the Directorate's purview.
6. Develops Systems Change Requests related to the programs and processes under the purview of the Directorate.

2200 CONTROLLED PROPERTY DIVISION (BC)

MISSION: To prevent the unauthorized release of military unique, dangerous or environmentally sensitive property. Acts as the principal advisor to the Director, Disposition Process Management, for the compliant handling of controlled property as well as the processing and final disposition of that property.

2210 HAZARDOUS WASTE DISPOSAL PROCESSING BRANCH (BCE)

RESPONSIBILITIES:

1. Prepares Statements of Work for hazardous waste disposal contracts.
2. Acts as the primary point of contact on non-contractual issues relating to disposal service contracts of hazardous waste.
3. Provides technical assistance to contracting officers and contracting officer representatives.
4. Arranges and/or conducts regulatory evaluations, to include permitting, compliance, and financial acceptability of TSDFs, transporters, purchasers of hazardous material, and A-76 contractors, in relation to disposal/sales/A-76 contract requirements.
5. Provides expertise to teams performing environmental compliance visits, such as pre-award/post-award performance checks and follow-up inspections to survey environmental compliance by DRMOs, hazardous property sales customers, and disposal contractors.

2220 HAZARDOUS AND SCRAP POLICY BRANCH (BCP)

RESPONSIBILITIES:

1. Develops policies and procedures for the worldwide disposal of hazardous property, scrap, precious metals, and solid waste.
2. Serves as program manager for the DRMS Environmental Protection Program.
3. Performs DRMS program management for National Environmental Policy Act (NEPA) matters.
4. Ensures overseas operations comply with applicable controlled property standards and regulations.
5. Develops initiatives to improve the efficiency, effectiveness and compliance of the Environmental, Scrap and Precious Metal Recovery Programs.
6. Prepares Statements of Work for precious metals recovery.

7. Incorporates provisions of the Final Governing Standards (FGS), the Overseas Environmental Baseline Guidance Document (OEBGD), and other applicable U.S. and international requirements for the proper disposition of hazardous property in host nations and third world countries.
8. Develops procedures to facilitate hazardous property disposal in unusual circumstances or in response to generator requests for special forms of contract support.
9. Develops training/periodic refresher training for the environmental program. Conducts training not available from outside sources.
10. Acts as focal point for the Abandonment and Destruction Program. Develops initiatives to reduce the amount and costs associated with Abandonment and Destruction (A&D) actions.
11. Determines the eligibility of hazardous property for reutilization, transfer, donation or sales.
12. Maintains the Environmental Management System (EMS).
13. Manages the Return to Manufacturer (RTM) Program.
14. Provides functional expertise on environmental issues in the development of automated systems.
15. Manages the DRMS Greening Program to reduce the cost of contracted removal for solid waste, to improve the solid waste diversion rate, and to protect the environment.
16. Acts as focal point for the Qualified Recycling Program and Resource Recovery and Recycling Programs.
17. Advises the Demilitarization Branch on the environmental regulatory controls associated with the Demanufacturing Program.
18. Ensures environmental compliance aspects of scrap property management.

2230 DEMILITARIZATION (DEMIL) BRANCH (BCD)

RESPONSIBILITIES:

1. Manages the worldwide DRMS Demilitarization (DEMIL) Program and Demanufacturing Program.
2. Develops and monitors the implementation of policy and standardized operating procedures for proper demilitarization.
3. Establishes goals and objectives and develops strategic initiatives for the DEMIL Program, while monitoring the program's effectiveness through established milestones/metrics.

4. Coordinates and assists in resolving operational problems affecting the DEMIL Program with DLA, DoD components, other Federal agencies, state and local governments, and the private sector.
5. Maintains liaison with DoD and governmental and industrial representatives to stay abreast of innovative methods and techniques to enhance the DRMS DEMIL Program.
6. Maintains and administers the Safety and Latent Defect (SALD) notification program.
7. Collaborates/coordinates with the other internal offices, DoD components, Federal, state and local agencies in the development of future initiatives, plans, procedures, and operating requirements for the demilitarization program.
8. Develops, coordinates, evaluates and initiates all contract requirements in support of DEMIL Program enhancements to be made to improve DEMIL operations and ensure compliant contractual surveillance.
9. Evaluates requirements for, and initiates the acquisition of, equipment in support of the DEMIL Program.
10. Interfaces with the DLIS coding office as appropriate in managing the DEMIL Challenge Program. Conducts required interfaces with DoD item managers to ensure accuracy of assigned DEMIL codes.
11. Develops and ensures that DEMIL training is provided to all DRMS personnel in support of the DEMIL Program, including providing training to DoD generating activities.
12. Oversees the DEMIL Program automation systems to ensure optimum responsiveness to program requirements.
13. Develops DRMS policy and procedures relating to Trade Security Controls (TSC) on excess and surplus property.
14. Determines the eligibility of non-hazardous controlled property for reutilization, transfer, donation or sales.
15. Oversees the operation of the Centralized DEMIL Centers (CDCs).
16. Coordinates and reviews DEMIL surveillance plans for demilitarization that will be accomplished as a condition of sale either on-site or off-site for feeder sites.
17. Maintains liaison with generators and advises on DRMS requirements for identifying and reporting excess MLI/CCLI to the DRMO for disposal. Coordinates with feeder DRMOs to resolve discrepancies related to the transfer of MLI/CCLI to the DRMO for accomplishment of demilitarization and disposal.
18. Oversees MLI/CCLI inventories to ensure that there is a complete audit trail and that timely demilitarization is accomplished either at the DEMIL Center or by condition of sale.

19. Ensures compliance with DoD/DLA/DRMS directives/instructions related to management of MLI/CCLI, and provides technical guidance on MLI/CCLI identification and processing to the DEMIL Centers.
20. Conducts annual refresher DEMIL training and ensures compliance with the DRMS Corporate Training Plan as it pertains to DEMIL.
21. Reviews surveillance plans for DEMIL as a condition of sale from feeder DRMOs and/or assists in the development of surveillance plans to ensure adequate demilitarization and oversight is included.
22. Initiates DEMIL code challenges via the Challenge Program.

2231 CENTRALIZED DEMIL CENTERS (BCD_) (organization codes vary by Center)

1. Coordinates pre-receipt and shipment actions with generators and feeder sites.
2. Accomplishes proper receipt action for property sent to the CDC for destruction.
3. Reviews DEMIL coding assigned to receipts to ensure that it is correct. Initiates challenges of DEMIL coding suspected to be erroneous.
4. Warehouses property in accordance with established criteria for storage.
5. Accesses DEMIL Code Change Notices on a daily basis, and initiates action consistent with the nature of the change in DEMIL coding.
6. Accomplishes required demilitarization or mutilation of property, including certification and verification of destruction.

2300 REUTILIZATION AND SALES DIVISION (BB)

MISSION: Acts as principal advisor to the Director, Disposition Process Management, for the Reutilization, Transfer, Donation and Sales Programs to include Commercial Venture and Scrap Venture. Strives to maximize the reutilization of DoD excess property to the Military Services as a cost avoidance in lieu of new procurement to fulfill their supply needs. Assures transfer and donation policies and procedures are effectively and efficiently carried out.

2310 REUTILIZATION BRANCH (BBR)

RESPONSIBILITIES:

1. Serves as program manager for the DRMS Reutilization, Transfer and Donation Programs
2. Develops policy and procedures and provides technical advice and assistance surrounding worldwide aspects of Reutilization, Transfer and Donation Programs.
3. Promotes maximum reuse of excess, surplus, and foreign excess personal property.

4. Manages the assigned DoD screening systems for screening excess personal property within the Military Services, Defense Agencies, and eligible foreign countries.
5. Supports disposal of Military Assistance Program (MAP) property and other foreign-owned property in compliance with the DoD guidance.
6. Provides asset visibility and processing of customer requirements for reutilization, transfer and donation in accordance with DoD 4160.21-M.
7. Resolves conflicts with reutilization, transfer, and donation customers.
8. Provides technical support to reutilization, transfer and donation specialized programs.
9. Manages the direct excess property grants under the Humanitarian Assistance Program (HAP) for domestic and foreign excess personnel property.
10. Manages direct excess property grants to eligible non-profit organizations.
11. Manages and promotes Computers for Schools Program.
12. Promotes and administers the DRMS Foreign Military Sales Program.
13. Coordinates with foreign countries through the U.S. State Department to obtain approvals, clearances, and limits on the acceptance of foreign currency as required by country-to-country agreements.

2320 SALES BRANCH (BBS)

RESPONSIBILITIES:

1. Manages the sale of surplus personal property, foreign excess property, and the Exchange Sale Program.
2. Administers the Commercial Venture contract.
3. Administers and oversees the Scrap Venture contract and/or similar scrap sale initiatives.
4. Administers and maintains the Bidders Master File.
5. Executes the appointment of DRMS Sales Contracting Officers (SCOs). Maintains a consolidated list of all appointments. Ensures SCOs have received proficiency updates in accordance with regulatory guidance.
6. Processes sales referrals; prepares Invitations for Bid (IFBs); solicits, receives and evaluates bids; and awards and administers sales contracts for property in CONUS not referred to the Commercial Venture or Scrap Venture. This includes usable property requiring demil as a condition of sale, hazardous property and scrap located in the controlled area, as well as property sold under the Exchange or Sale authority.

7. Evaluates and provides information and/or documents to answer inquiries from private individuals/organizations or government agencies, congressionals, and others related to particular sales or to requests for information regarding how to participate in those sales.
8. Administers the issuance and dissemination of information and operating requirements on Annual Bid Deposit Bonds.
9. Prepares and submits anti-trust paperwork to the Department of Justice for any proposed award in excess of \$3,000,000.
10. Prepares, awards and administers sales authorized by federal legislation that are performed as an exception to the Federal Property Management Regulation (FPMR), such as the Commercial Space Launch Act, Wildfire Supression Aircraft Transfer Act, and the Oil Spill Containment Act.
11. Accomplishes withdrawals from sale based on requests from reutilization customers in accordance with DoD policy.
12. Develops policy and procedures for the sale of excess and surplus property worldwide as well as property sold under the Exchange or Sale sales authority.
13. Develops initiatives to lower costs and/or increase proceeds from the sale of property.
14. Works with the appropriate offices to obtain sales authority in foreign countries.
15. Develops sales strategies for hard to sell items. Conducts negotiated sales for property abandoned by the Commercial Sales partner.
16. Provides clearance packages to the Trade Security Control Office.