



# **DEFENSE MATERIEL DISPOSITION MANUAL**

**DEPARTMENT OF DEFENSE  
OFFICE OF THE DEPUTY UNDER SECRETARY OF DEFENSE  
(LOGISTICS)**



ACQUISITION AND  
TECHNOLOGY

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

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DoD 4160.21-M

### FOREWORD

This manual is issued under the authority of DoD 4140.1-R, "Department of Defense Materiel Management Regulation." Its purpose is to set forth DoD policy and prescribe uniform procedures for the disposition of DoD personal property. Except where otherwise indicated, this manual is applicable to all elements of the DoD and their subordinate commands, installations, and activities.

DoD 4160.21-M is retitled "Defense Materiel Disposition Manual." It is a total revision and is restructured to reflect the sequence of disposition processes for personal property of DoD Components.

Recommended revisions to this manual should be submitted through proper DoD Component channels to:

Defense Logistics Agency  
ATTN: MMLC  
8725 John J. Kingman Road, Suite 4133  
Fort Belvoir, VA 22060-6221

DoD Components may obtain copies of this manual through their publication channels. Other Federal agencies may obtain hard copies by submitting a DLA Form 173 to: Defense Logistics Agency, Administrative Support Center East, ATTN: ASCE-WS, 14 Dedication Drive, Suite 3, POD 43, New Cumberland, PA 17070-5011 or by calling 1-888-352-7827, DSN 977-6034. Requests for DLAPS CD-ROM may be submitted to: DLA Administrative Support Center, ATTN: DASC-VC, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, VA 22060-6220. This manual is also available on the INTERNET at the Defense Reutilization and Marketing Service (DRMS) World Wide Web Site ([www.dlaps.hq.dla.mil](http://www.dlaps.hq.dla.mil)).

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This manual supersedes DoD 4160.21-M, March 1990, Change 1, and numbered letters through 96-01.



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**ABBREVIATIONS AND ACRONYMS**

A/D	Abandonment or Destruction (or abandoned or destroyed)
AAO	Approved Requisition Objective
AAP	Army Ammunition Plant
ADA	American Dental Association
AE	Automation Equipment
AECA	Arms Export Control Act
AEDA	Ammunition, Explosives, and other Dangerous Articles
AFMC	Air Force Materiel Command
AMARC	Aerospace Maintenance and Regeneration Center
AMC	Army Materiel Command
AR	Automation Resources
ARD	Automatic Release Date
ARMS	Automation Resources Management System
ASD(ISP)	Assistant Secretary of Defense (International Security Policy)
BATF	Bureau of Alcohol, Tobacco, and Firearms
BCE	Base Civil Engineer
CAP	Civil Air Patrol
CAT	Category (refers to Defective Property only)
CCI	Controlled Cryptographic Item
CD	Compact Disk
CDD	Complete Discharge Device
CDE	Chemical Defense Equipment
CD-ROM	Compact Disk-Read Only Memory
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CINCPAC	Commander-in-Chief Pacific Command
CLIN	Contract Line Item
CMM	Consolidated Materiel Manager
CONUS	Continental United States
COTS	Commercial Off-the -Shelf
CSLA	Commercial Space Launch Act
DAISY	Defense Reutilization and Marketing Automated Information System
DASD(DEP&S)	Deputy Assistant Secretary for Drug Law Enforcement Policy
DCC	Disposal Condition Code

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DCST	Defense Logistics Agency Contingency Support Team
DEMIL	Demilitarize/demilitarization
DEPRA	Defense Program for Redistribution of Assets
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Systems Agency
DISC	Defense Industrial Supply Center
DLA	Defense Logistics Agency
DLAD	Defense Logistics Agency Directive
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DLSC	Defense Logistics Services Center
DNA	Defense Nuclear Agency
DNSC	Defense National Stockpile Center
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoE	Department of Energy
DoJ	Department of Justice
DoS	Department of State
DoT	Department of Transportation
DPWG	Disposal Policy Working Group
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DRMSI	Defense Reutilization and Marketing Service International
DRWG	Defense Reclamation Work Group
DSAA	Defense Security Assistance Agency
DSCR	Defense Supply Center Richmond
DTID	Disposal Turn In Document
DUSD(L)	Deputy Under Secretary of Defense (Logistics)
DUSD(TSP)	Deputy Under Secretary of Defense (Trade Security Policy)
DWCF	Defense Working Capital Fund
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPU	Excess Property Unit
ESD	End of Screening Date
EUC	End Use Certificate
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation

FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FEPP	Foreign Excess Personal Property
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FGS	Final Governing Standards
FMS	Foreign Military Sales
FOUO	For Official Use Only
FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification Class (Four-digit)
FSCAP	Flight Safety Critical Aircraft Parts
FSG	Federal Supply Classification Group (Two-digit)
GBL	Government Bill of Lading
GFM	Government Furnished Material
GOCO	Government-Owned Contractor Operated (Industrial Plant)
GOER	Go Ability With Overall Economy and Reliability
GSA	General Services Administration
HAP	Humanitarian Assistance Program
HCA	Head of Contracting Activity
HM	Hazardous Material
HMIS	Hazardous Materials Information System
HMTC	Hazardous Materials Technical Center
HP	Hazardous Property
HQ	Headquarters
HS	Hazardous Substance
HTIS	Hazardous Technical Information Services
HMMWV	High Mobility Multi-Purpose Wheeled Vehicle
HW	Hazardous Waste
HWPS	Hazardous Waste Profile Sheet
I&R	Integrity and Reliability
ICP	Inventory Control Point
IM	Item Manager
IMD	Installation Military Affiliated Radio System Director
IMDG	International Maritime Dangerous Goods
IMM	Integrated Materiel Manager
INTA	Iranian Non-Titled Assets
IRIS	Interrogation Requirements Information System
ISA	Interservice Support Agreement
JCP	Joint Committee on Printing

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JROTC	Junior Reserve Officer Training Corps
LDR	Land Disposal Restrictions
LESO	Law Enforcement Support Office
LOA	Letter of Offer and Acceptance (United States)
LTI	Limited Technical Inspection
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MAPEX	Military Assistance Program Address Directory Excess
MARS	Military Affiliate Radio System
MCA	Management Control Activity
MDE	Major Defense Equipment
MDS	Model-Design-Series
MI	Military Institute
MIDI	Military Item Disposal Instructions
MILSBILLS	Military Standard Billing System
MILSTRAP	Military Standard Transaction Reporting & Accounting Procedures
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MJC	Military Junior College
MLI	Munitions List Items
MM	Metalworking Machines
MOU	Memorandum of Understanding
MPM	Military Affiliated Radio System Property Manager
MRC	Materiel Release Confirmation
MRD	Materiel Release Denial
MRO	Materiel Release Order
MSDS	Material Safety Data Sheet
MWRA	Morale, Welfare, and Recreation Activity
NAF	Nonappropriated Fund
NATO	North Atlantic Treaty Organization
NAVMARCORMARS	Navy-Marine Corps Military Affiliate Radio System
NAVSEAINST	Naval Sea Systems Command Instruction
NDCC	National Defense Cadet Corps
NHS	Naval Honor Schools
NICAD	Nickel Cadmium
NICP	National Inventory Control Point
NSA	National Security Agency
NSN	National Stock Number
NVR	Naval Vessel Register

ODC	Office of Defense Cooperation
ODS	Ozone Depleting Substances
OEBGD	Overseas Environmental Baseline Guidance Document
OMC	Office of Military Cooperation
ONDCP	Office of National Drug Control Policy
OSHA	Occupational Safety and Health Act
PAR	Program Administrator's Report
PCB	Polychlorinated Biphenyl
PCH&T	Packing, Crating, Handling, and Transportation
PCP	Pentachlorophenol
PMIC	Precious Metals Indicator Code
PMRP	Precious Metals Recovery Program
POL	Petroleum, Oil, and Lubricants
PPM	Parts Per Million
PSC	Passive Silver Cell
QRP	Qualified Recycling Program
RCRA	Resource Conservation and Recovery Act
REC	Regional Equipment Center
RIC	Routing Identifier Code
ROTC	Reserve Officer Training Corps
RRRP	Resource Recovery and Recycling Program
R/T/D	Reutilization, Transfer, and/or Donation
R/T/D/S	Reutilization, Transfer, Donation, and/or Sale
SAO	Security Assistance Office
SASP	State Agency for Surplus Property
SCC	Supply Condition Code
SCO	Sales Contracting Officer
SDO	Staff Duty Officer
SDPDA	Special Defense Property Disposal Account
SEA	Service Educational Activity
SF	Standard Form
SFP	State Focal Point
SLI	Strategic List Items
SMA	State Maritime Academies
SPCCINST	Ships Parts Control Center Instruction
SWOP	Special Weapons Operating Procedure
TD	Treasury Department (Department of the Treasury)

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TM	Technical Manual
TO	Technical Order
TP	Technical Publication
TSC	Trade Security Controls
TSCA	Toxic Substances Control Act
TTPI	Trust Territory of the Pacific Islands (PL 99-239 revised term)
UHWM	Uniform Hazardous Waste Manifest
UMMIPS	Uniform Material Movement and Issue Priority System
UN	United Nations
USAISC	United States Army Information System Command
USAF	United States Air Force
USAFE	United States Air Force Europe
USAREUR	United States Army Europe
USC	United States Code
USCG	United States Coast Guard
USMC	United States Marine Corps
USP&FO	United States Property and Fiscal Officer
USPS	United States Postal Service
UST	Underground Storage Tank
WWW	World Wide Web
ZI	Zone of Interior

## DEFINITIONS

Definitions contained in this manual are used in the areas of defense materiel disposition. The list is not all inclusive. For additional definitions, interested persons should contact the applicable Military Service, Defense Agency, Federal civil agency, or Executive Agent.

1. Accessorial Costs. Expenses of packing, handling, and crating; transportation; port loading and unloading, and positioning.
2. Accountability. The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping.
3. Accountable Officer. Comparative terms: Army--Supply Support Accountable Officer; Navy--Accountable Officer; Air Force--Accountable/Chief of Supply/Chief of Material Management; Marine Corps--Unit Supply Officer.
4. Acquisition Cost. The amount paid for property, including transportation costs, net any trade and cash discounts. Also see Standard Price.
5. Amalgam. Silver-mercury alloy used for dental purposes.
6. Ammunition. A device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in connection with defense or offense, including demolitions. Certain ammunition can be used for training, ceremonial, or non-operational purposes. (For Conventional Ammunition, see DoD 4160.21-M-1, Appendix 2.)
7. Ammunition, Explosives, and Dangerous Articles. Any substance that, by its composition and chemical characteristics, alone or when combined with other substance(s), is or becomes an explosive or a propellant, or is hazardous or dangerous to personnel, animal, or plant life, structures, equipment, or the environment as a result of blast, fire, fragmentation, radiological, or toxic effects.
8. Asbestos
  - a. Friable Asbestos Material (as defined in 40 CFR 61.141). Any material containing more than 1 percent asbestos as determined by using the method specified in appendix A, subpart F, 40 CFR 763 section 1, Polarized Light Microscopy (PLM), that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. If the asbestos



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content is less than 10 percent as determined by a method other than point counting by PLM, verify the asbestos content by point counting using PLM.

b. Non-friable Asbestos-Containing Material (as defined in 40 CFR 61.141). Any material containing more than 1 percent asbestos as determined using the method specified in appendix A, Subpart F, 40 CFR 763, section 1, PLM, that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

9. Automatic Data Processing Equipment. Also referred to as Automation Equipment. See paragraph 11.

10. Automatic Release Date. The date established by the Defense Information Systems Agency or the Defense Reutilization and Marketing Service to indicate the completion of the formal Federal removal priority period. (This is synonymous with "Surplus Release Date" used by other Government agencies.)

11. Automation Equipment. General purpose, commercially available, mass-produced automatic data processing devices, i.e., components and the equipment systems configured from them, together with commercially available software packages that are provided and are not priced separately, and all documentation and manuals relating thereto, regardless of use, size, capacity, or price, that are designed to be applied to the solution or processing of a variety of problems or applications and are not specially designed (as opposed to configured) for any specific application.

### **12. Automation Resources (AR)**

a. A comprehensive phrase for Automation Equipment, and Commercial-Off-The-Shelf Software.

b. AR is a GSA term used in its official publications that includes both hardware and software. The hardware is referred to as Automation Equipment, equipment, machines, or Automation Equipment. The software is referred to as computer software, programs, or Commercial -Off-The-Shelf Software. AR may also be equated to other government terms such as: information technology, or Federal Information Processing terms. Also includes associated firmware and related documentation.

13. Cannibalize. To remove serviceable parts from one item of equipment in order to install them on another item of equipment. The removed item shall be replaced.

14. Care and Handling. The term includes packing, storing, handling, and conserving excess, surplus, and foreign excess property, and, in the case of property which is dangerous to public health, safety, or the environment, destroying or rendering innocuous such property.

15. **Civil Works Property.** Property under control of the Civil Works Program of the Chief of Engineers, Department of the Army.

16. **Classified Item.** An item which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Applicable standards of handling, storage, and dissemination shall be applied.

17. **Clean Air Act of 1990.** A law enacted by Congress authorizing the regulation of chemicals, Ozone Depleting Substances, and other air pollutants.

18. **Code of Federal Regulations.** A publication which contains the codified implementing regulations for compliance with Federal laws.

19. **Combat Material.** See Significant Military Equipment. For purposes of Chapter 6, Donations, Loans, and Exchanges:

a. **Condemned Combat Material.** Individual items of military equipment, cited on the U.S. Munitions List (22 CFR 121), utilized in a primary combat role, but no longer usable for its original intended purpose due to the deterioration of its physical condition by use, age or design. Similar items may still be in use in the active operational inventory, but specific items may be condemned due to circumstances such as damage or wear and tear.

b. **Obsolete Combat Material.** Military equipment utilized in a primarily combat role that has been phased out of operational use; if replaced, the replacement items are of a more current design or capability.

20. **Commercial-Off-The-Shelf Software (COTS).** Software that is available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the software. Included in COTS is the operating system software that runs on the Automation Equipment, and other significant software purchased with a license that supports system or customer requirements.

21. **Commercial Type Property.** Property generally considered not to be unique/peculiar to DoD and possessing commercial marketability.

22. **Component.** An integral constituent of a complete (end) item. A component may consist of a part, assembly or subassembly.

23. **Comprehensive Environmental Response Compensation and Liability Act.** The law that regulates hazardous substances encountered at inactive or abandoned sites, or where release of a hazardous substance requires an environmental response action. This is sometimes

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referred to as "Super Fund."

24. **Community Planning and Emergency Right-to-Know Act.** The law that establishes a nationwide program of emergency planning involving extremely hazardous substances and hazardous chemicals and expands the spill reporting program established by the Comprehensive Environmental Response Compensation and Liability Act. Any facility handling extremely hazardous substances and hazardous chemicals above thresholds set by the EPA must comply with the notification provisions described in EPA regulations.

25. **Conforming Storage.** A facility or location which conforms to regulations of the EPA and other regulatory authorities governing the storage of hazardous waste.

26. **Containers**

a. **Container.** Any portable device in which a material is stored, transported, disposed of, or otherwise handled, including those whose last content was a hazardous or an acutely hazardous material, waste, or substance.

b. **Inner Liner.** Any continuous layer of material (i.e., plastic) placed inside a container which protects the construction materials of the container from its contents.

c. **Hazardous Containers**

(1) A container or inner liner removed from a container that has held any hazardous material/hazardous waste, except a material that is a compressed gas or that is identified in 40 CFR 261.33(e) and/or 40 CFR 261.31 and 261.32 as an acute hazardous waste, is empty if:

(a) All wastes have been removed that can be removed using the practices commonly employed to remove materials from that type of container; e.g., pouring, pumping, or aspirating, and

(b) No more than 2.5 centimeters (1 inch) of residue remain on the bottom of the container or inner liner or,

(c) No more than 3 percent by weight of the total capacity of the container remains in the container or inner liner if the container is less than or equal to 110 gallons in size, or

(d) No more than 0.3 percent by weight of the total capacity of the container remains in the container or inner liner if the container is greater than 110 gallons in size.

(2) A container or an inner liner removed from a container that has held an acute hazardous waste listed in 40 CFR 261.31, 261.32, or 261.33(e) is empty if:

(a) The container or inner liner has been triple rinsed using a solvent capable of removing the commercial chemical product or manufacturing chemical intermediate;

(b) The container or inner liner has been cleaned by another method that has been shown in the scientific literature, or by tests conducted by the generator, to achieve equivalent removal or;

(c) In the case of a container, the inner liner that prevented contact of the commercial chemical product or manufacturing chemical intermediate with the container has been removed.

(3) A container that has held a hazardous waste that is a compressed gas shall be processed in accordance with DLAR 4145.25/AR 700-68/NAVSUPINST 4440.128C/MCO 10330.2C/AFR 67-12.

#### **27. Contractor Inventory**

a. Any property acquired by and in the possession of a contractor or subcontractor (including Government-furnished property) under a contract, terms of which vest title in the U.S. Government and in excess of the amounts needed to complete full performance under the entire contract.

b. Any property for which the U.S. Government is obligated to or has an option to take over under any type of contract resulting from changes in the specifications or plans or termination of such contract (or subcontract) before completion of the work, for the convenience of or at the option of the U.S. Government.

#### **28. Controlled Substances**

a. Any narcotic, depressant, stimulant, or hallucinogenic drug or any other drug or other substance or immediate precursor included in Schedules I, II, III, IV, or V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) except exempt chemical preparations and mixtures and excluded substances listed in 21 CFR 1308.

b. Any other drug or substance which the Attorney General determines to be subject to control under Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

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c. Any other drug or substance which by international treaty, convention, or protocol is to be controlled by the United States.

29. **Controlled Cryptographic Item (CCI).** A secure telecommunications or information handling equipment, or associated cryptographic component, containing a cryptologic algorithm. Such items are unclassified but governed by separate National Security Agency control requirements. They are conspicuously marked, "CONTROLLED CRYPTOGRAPHIC ITEM," or where space is limited, "CCI."

30. **Continental United States.** Continental United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico. (Comprises 48 states and the District of Columbia.)

31. **Debarred Bidders List.** A joint publication containing a consolidated list of names of individuals or firms to whom contracts may not be awarded and from whom bids or proposals may not be solicited.

32. **Decontamination.** The process of making any object safe for use or handling by unprotected personnel and harmless to all properties and surroundings by absorbing, destroying, neutralizing, or removing any chemical, biological, or radiological agent within the object or clinging to or around it.

33. **Defense Program for Redistribution of Assets.** A mechanized materiel redistribution system to provide a central system for screening and redistributing DoD assets among European/Pacific activities.

34. **Defense Reutilization and Marketing Automated Information System.** The software employed by the standardized and centralized property control and property accounting system used by DRMS activities.

35. **Defense Reutilization and Marketing Office.** The Defense Logistics Agency organizational entity having accountability for and control over disposable property.

36. **Defense Reutilization and Marketing Property Accounting System.** The standardized and centralized property control and property accounting system used by DRMS activities.

37. **Defense Reutilization and Marketing Service.** The organization vested with operational command and administration of the Defense Reutilization and Marketing Program.

38. **Demilitarization.** The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or material. The term includes mutilation,

dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and material for its originally intended military or lethal purpose and applies equally to material in unserviceable or serviceable condition that has been screened through an Inventory Control Point and declared excess or foreign excess.

39. **Denied Areas.** A term related to Trade Security Controls encompassing locales that may be designated by Deputy Under Secretary of Defense, Trade Security Policy.

40. **Disposable Property.** Personal property (usable and scrap) classified as excess, surplus, and foreign excess.

41. **Disposal.** The process of reutilizing, transferring, donating, selling, destroying, or other ultimate disposition of personal property.

42. **Disposal Authority Code.** An alpha code entered in record position (rp) 64 of the Disposal Turn In Document to indicate that the transfer of an item to a DRMO is authorized because of instructions of the Integrated Materiel Manager/Inventory Control Point relayed through the Materiel Returns Program or other proper authority.

43. **Disposal Condition Code.** See Federal Condition Code.

44. **DoD or Service Museum.** An appropriated fund entity that is a permanent activity possessing a historical collection, open to both the military and civilian public at regularly scheduled hours, and is in the care of a professionally qualified staff that performs curatorial and related historical duties full time.

45. **DoD Precious Metals Focal Point.** The individual designated by a DoD component to represent that component in matters pertaining to the Precious Metals Recovery Program.

46. **Donable Property.** Property under the control of a Military Service/Defense Agency (including surplus personal property in working capital funds established under 10 U.S.C. 2208 or in similar management-type funds) authorized for donation by statute. (Note: Items not donable, or requiring special handling incident to donation, are designated in Chapter 4, Property Requiring Special Processing; Chapter 6, Donations, Loans, and Exchanges; Chapter 8, Abandonment or Destruction; and Chapter 9, Disposal of Foreign Excess Personal Property.)

47. **Donee.** A Service Educational Activity; a State, political subdivision, municipality, or tax-supported institution acting on behalf of a public airport; a public agency using surplus personal property in carrying out or promoting for the residents of a given political area one or more public purposes such as conservation, economic development, education, parks and

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recreation, public health, and public safety; an eligible nonprofit tax-exempt educational or public health institution or organization; a public body; a charitable institution; or any State or local government agency, and any nonprofit organization or institution, which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under Title IV or Title XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964, and the Community Services Block Grant Act.

48. Drugs and Biologicals (FSC 6505). RESERVED.

49. Educational Institution. An approved, accredited, or licensed public or nonprofit institution or facility, entity, or organization conducting educational programs, including research for any such programs, such as a child care center, school, college, university, school for the mentally retarded, school for the physically handicapped, or an educational radio or television station.

50. Electrolytic Recovery Unit. An item of equipment designed to recover silver, in the form of high purity, silver-bearing flake, from spent hypo solution by electrolysis.

51. Electronic Commerce. The integration of Electronic Data Interchange, E-mail, electronic funds transfer, and internal automated processing, into a comprehensive system supporting all business functions.

52. Electronic Data Interchange. The computer-to-computer exchange of inter-organizational business documents using a public standard.

53. End of Screening Date. The date when formal reutilization, transfer, and donation screening time expires.

54. End-Use Certificate. This document indicates the intended destination and disposition of sensitive, controlled items released from DoD control in accordance with the Export Administration Act. For transfers under the Foreign Assistance Act or Arms Export Control Act, see DoD 5105.38-M. As applied to all sales of Munitions List Items/Strategic List Items by DoD, the certificate is to be included in the sale solicitation executed by all bidders of such property and submitted with their bid. The certificate, when properly completed, becomes a part of the bid and ultimately part of the sale contract. Execution of the certificate may be a requirement in other instances (such as, sale of aircraft, hazardous property) when considered necessary by the Deputy Under Secretary of Defense (Logistics), DLA, or DRMS.

55. End Use Check. An inquiry made by the U.S. Diplomatic Mission or other U.S. Agency to verify that the final destination and ultimate use of DoD surplus personal property and DoD Foreign Excess Personal Property conforms to the destination and use stated in the

End-Use Certificate and approved by the U.S. Government.

56. **Excess Personal Property.** The following terms and definitions are provided for clarity and use throughout this manual:

a. Excess is defined based upon point in time as follows:

(1) **Military Service/Defense Agency Excess.** That quantity of an item of Military Service/Defense Agency owned property that is not required for its needs and the discharge of its responsibilities as determined by the head of the Service/Agency (this property shall be screened by a DoD activity for DoD reutilization).

(2) **DoD Excess.** That quantity of an item that has completed screening within DoD and is not required for the needs and the discharge of the responsibilities of any DoD activity. (This screening may have been accomplished by DRMS, Special Defense Property Disposal Accounts, Defense Information Systems Agency, and other designated DoD agencies. This property is subject to Federal civil agency screening by the GSA.)

b. Excess is defined based upon location as follows:

(1) **Domestic Excess.** Both the terms Military Service/Defense Agency Excess and DoD Excess relate to domestic excess; that is, property located in the United States, American Samoa, Guam, Puerto Rico, Trust Territory of the Pacific Islands, and the Virgin Islands. When all reutilization screening is completed on domestic excess property, it becomes surplus and eligible for donation and sale.

(2) **Foreign Excess Personal Property.** Any U.S.-owned excess personal property located outside the United States, American Samoa, Guam, Puerto Rico, Trust Territory of the Pacific Islands, and the Virgin Islands. (This property is subject to screening and sale as indicated in Chapter 5, Reutilization/Transfer Screening and Issue; Chapter 7, Sales/Resource, Recovery and Recycling Program, and Chapter 9, Disposal of Foreign Excess Personal Property.)

57. **Exchange.** As it pertains to Chapter 6, Donations, Loans, and Exchanges, "Exchange" means to replace a historical artifact with another historical artifact by trade; or, to exchange an item of historical property or goods for services based on the fair market value of the artifact.

58. **Federal Civil Agency.** Any nondefense executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).



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59. Federal Condition Code. This is a two-digit code consisting of an alpha Supply Condition Code in the first digit, and a numeric or alpha Disposal Condition Code in the second digit. A combination of the Supply Condition Code and the Disposal Condition Code, which most accurately describes the materiel's physical condition, constitutes the Federal Condition Code for reutilization program screening and review purposes.

a. Supply Condition Codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. These codes are assigned by the Military Services/Defense Agencies.

b. Disposal Condition Codes are assigned by the DRMO based upon inspection of materiel at time of receipt.

60. Federal Insecticide, Fungicide, and Rodenticide Act. The law that regulates the manufacture and use of pesticides.

61. Final Governing Standards. Environmental protection standards for U.S. installations in foreign countries established by Executive Agents appointed in accordance with DoD Instruction 4715.5.

62. Finite Life. A term generally used to describe aircraft and their components which, due to safety of flight considerations, are replaced or retired from further service after reaching an established maximum allowable operating time since new.

63. Firearm. The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term does not include an antique firearm.

64. Flight Safety Critical Aircraft Part. Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.

65. Foreign Military Sales. A process through which eligible foreign governments and international organizations may purchase defense articles and services from the U.S. Government. A government-to-government agreement, documented in accordance with DoD 5105.38-M.

66. Foreign Purchased Property. Property paid for by foreign countries, but where ownership is retained by the United States.

67. Friendly Foreign Government. For purposes of Trade Security Controls, governments of countries other than those designated as denied areas.

68. Government Furnished Material. Material that the U.S. Government provides to contractors for use on U.S. Government contracts.

69. Government Personal Property. Property other than real property (buildings/lands) and records (files/documents) of the Federal Government.

70. Hazardous Material (HM). In the United States, the definition of HM is the Department of Transportation definition which is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101. For overseas installations, HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document.

71. Hazardous Property (HP)

a. A composite term used for the purposes of this manual to describe DoD excess, surplus, and foreign excess personal property, which may be hazardous to human health and the environment, and is therefore regulated, for use or when discarded, by various federal, state and/or local safety and environmental laws.

b. In more technical terms, HP includes property which has one or more of the following characteristics:

(1) Has a flashpoint below 200° F (93° C) closed cup, or is subject to spontaneous heating or is subject to polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control.

(2) Has a Threshold Limit Value<sup>R</sup> equal to or below 1,000 ppm for gases and vapors, below 500 mg/m<sup>3</sup> for fumes, and equal to or less than 30 mppcf or 10 mg/m<sup>3</sup> for dusts (less than or equal to 2.0 fibers/cc greater than 5 micrometers in length for fibrous materials).

(3) A single oral dose that will cause 50 percent fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weight.

(4) Is a flammable solid as defined in Department of Transportation 49 CFR 173.150, or is an oxidizer as defined in DoT 49 CFR 173.151, or is a strong oxidating or reducing agent with a half cell potential in acid solution of greater than ±1.0 volt as specified in Latimer's table on the oxidation-reduction potential.

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(5) Causes first-degree burns to skin in short-time exposure, or is systematically toxic by skin contact.

(6) In the course of normal operations, may produce dust, gases, fumes, vapors, mists, or smoke with one or more of the above characteristics.

(7) Produces sensitizing or irritating effects.

(8) Is radioactive.

(9) The item has special characteristics which in the opinion of the manufacturer could cause harm to personnel if used or stored improperly.

(10) The item is hazardous in accordance with Occupational Health and Safety Administration 29 CFR 1910.

(11) The item is hazardous in accordance with DoT 49 CFR 171-179 or the International Maritime Dangerous Goods Code of the International Maritime Organization or the Dangerous Goods Regulations of the International Air Transport Association.

(12) Is regulated by the EPA under 40 CFR.

72. Hazardous Substance. A substance as defined by section 101(14) of the Comprehensive Environmental Response Compensation and Liability Act. This definition is in 40 CFR 300.5. A list of hazardous substances and reportable quantities, which must be reported to the National Response Center if released, is in 40 CFR 302.4. Reportable quantities are also listed in Appendix A to 49 CFR 172.101.

73. Hazardous Waste (HW). An item that is regulated under Resource Conservation and Recovery Act or by state regulation as an HW. HW is regulated by 40 CFR Subpart C and Subpart D of Part 261. From a practical standpoint, if an EPA or state Hazardous Waste code can be assigned, the item is an HW.

74. Historical Artifact. Items are considered to be historical artifacts (includes books, manuscripts, works of art, drawings, plans, and models), if they are identified by the museum director or curator as significant to the history of that department, acquired from approved sources, and suitable for display in a military museum. Generally, such determinations are based on the item's association with an important person, event, or place; because of traditional association with an important person, event, or place; because of traditional association with a military organization; or because it is a representative example of military equipment, or because it represents a significant technological contribution to military science or equipment.

75. **Hypo Solution.** Acid fixing solution that has been used in photographic developing process to stabilize the exposed image and wash away unexposed silver particles, and which through such use becomes a relatively rich source of silver.

76. **Industrial Scrap.** Consists of short ends, machinings, spoiled materials, and similar residue generated by an industrial funded activity.

77. **Information Systems Security Equipment.** Equipment approved by the National Security Agency, for protecting National Defense Information. It includes both classified and unclassified communications security equipment, including controlled cryptographic items, and computer security equipment; both of which perform a cryptographic function, and are subject to National Security Agency doctrine, policy, safeguards, and configuration control.

78. **Installation.** A military facility together with its buildings, building equipment, and subsidiary facilities such as piers, spurs, access roads, and beacons.

79. **Integrity and Reliability Check.** A check made by a U.S. diplomatic mission to establish or confirm the integrity of an individual or organization as a prospective purchaser of Foreign Excess Personal Property.

80. **International Organizations.** For Trade Security Control purposes, this term includes the following: Columbo Plan Council for Technical Cooperation in South and Southeast Asia; European Atomic Energy Community; Indus Basin Development; International Atomic Energy; International Red Cross; NATO; Organization of American States; Pan American Health Organization; United Nations (UN); UN Children's Fund; UN Development Program; UN Educational, Scientific, and Cultural Organization; UN High Commissioner for Refugees Programs; UN Relief and Works Agency for Palestine Refugees in the Near East; World Health Organization; and other international organizations approved by a U.S. diplomatic mission.

81. **Interrogation.** A communication between two or more Inventory Control Points, other DoD activities, and U.S. Government agencies to determine the current availability of an item or suitable substitute for a needed item before procurement or repair.

82. **Interservice Support.** Action by one Military Service or Defense Agency Inventory Control Point (ICP) to provide materiel and directly related services to another Military Service or Defense Agency ICP (either on a recurring or nonrecurring basis).

83. **Inventory Adjustments.** Changes made in inventory quantities and values resulting from inventory recounts and validations.

84. **Inventory Control Point.** An organizational unit or activity within a DoD supply

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system which is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the DoD as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction.

85. **Inventory Value.** The dollar value at which material is carried on inventory records for monetary accounting purposes. It is established on the basis of standard prices, or actual or estimated acquisition cost of items when standard prices are not used. This is applicable to all property regardless of condition, except for unidentifiable scrap and privately-owned abandoned personal property.

86. **Lienholder.** A financial institution (e.g., bank, credit union, etc.) which may become the owner of the property, if there is a lien against it. Several factors may influence who is awarded custody of the property. The owner may have incorporated insurance into a loan and named a benefactor. A co-owner may be involved or the heirs, next of kin, or legal representative of the owner may still retain rights unless payments stop and the lienholder calls for final payments. (Legal assistance shall be solicited to resolve such issues.)

87. **Line Item.** A single line entry on a reporting form or sale document which indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

88. **Line Item Value (for reporting and other accounting and approval purposes).** Quantity of a line item multiplied by the standard price.

89. **Local Screening.** The onsite review for reutilization, transfer, and donation of excess, surplus, and foreign excess personal property.

90. **Lost, Abandoned or Unclaimed Private Property.** Privately-owned personal property which has come into the possession, custody, or control of any agency or activity of DoD through loss or abandonment, and which is unclaimed by the owner.

91. **Lotting.** The physical grouping of property for sale taking into consideration the type, condition, and value of the property and the commercial market practices commonly followed for that property.

92. **Manifest.** The document used to track shipments from point of origin to final destination. In shipments of hazardous waste, it is the shipping document originated and signed by the generator which contains the information required by 40 CFR 262.20 (such as, track hazardous waste from generation to ultimate disposal).

93. **Marketing.** The function of directing the flow of surplus and foreign excess

personal property to the buyer, encompassing all related aspects of merchandising, market research, sale promotion, advertising, publicity, and selling.

**94. Medical Waste**

a. **Infectious Medical Waste.** A solid waste produced by medical, dental, and veterinary treatment facilities which is specially managed because it has the potential for causing disease in man and may pose a risk to both individuals or community health if not managed properly, and includes the following classes: microbiology waste, pathology waste, human blood and blood products, infectious body fluids, sharps and needles, and infectious waste from isolation rooms which has been contaminated with infectious agents or pathogens.

b. **Noninfectious Medical Waste.** A solid waste created in medical, dental, and veterinary treatment facilities that does not require special management because it has been determined to be incapable of causing disease in man or which has been managed and treated to render it noninfectious.

c. **Regulated Medical Waste.** State regulated medical waste, including hospital-generated infectious waste, which is generated in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals.

**95. Merchandising.** The employment of the best means of item identification, segregation, lotting, description, display, planning and promotion, advertising and publicity, to sell surplus or foreign excess personal property.

**96. Metalworking Machinery.** A category of plant equipment consisting of power-driven nonportable machines in Federal Supply Class 3411 through 3419 and 3441 through 3449, which are used or capable of use in the manufacture of supplies or equipment, or in the performance of services, or for any administrative or general plant purpose.

**97. Military Assistance Program (MAP) Property.** U.S. security assistance property provided under the Foreign Assistance Act, generally on a nonreimbursable basis.

**98. Munitions List Item.** Export Control Listed in the International Traffic in Arms Regulation published by the U.S. Department of State (see DoD 4160.21-M-1).

**99. Mutilation.** The act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc. A form of demilitarization.

**100. Narcotics.** (See Controlled Substances.)

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101. **National Item Identification Number.** The nine-digit number assigned to an individual item of supply which differentiates it from all other items of supply. It consists of the two-digit National Codification Bureau Code combined with seven other digits.

102. **National Stock Number (NSN).** The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number. Each NSN is assigned to identify an item of supply within the materiel management functions. The term NATO Stock Number is also abbreviated NSN and is used as a synonym to National Stock Number in logistics matters involving NATO Headquarters or the individual NATO or friendly countries.

103. **Nonappropriated Fund Property.** Property purchased with nonappropriated funds, by religious or morale welfare or recreational activities, post exchanges, ships stores, officer and noncommissioned officer clubs, and similar nonappropriated fund activities.

104. **Nonappropriated Funds.** Funds generated by DoD military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building, welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and their dependents.

105. **Nonprofit Institution.** An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.

106. **Nonsalable Material.** Material which has no reutilization, transfer, donation, or sale value as determined by the DRMO, but is not otherwise restricted from disposal by U.S. law or Federal or military regulations.

107. **Nuclear Ordnance Items.** Those items defined in Technical Manual, Glossary of Nuclear Weapons Materiel and Related Terms, DoE-DNA TP 4-1, Army TM 39-4-1, Navy SWOP 4-1, Air Force T.O. 11N-4.1.

108. **Overseas Environmental Baseline Guidance Document.** A DoD document promulgated in accordance with DoD Instruction 4715.5 which provides specific environmental criteria to be used by Executive Agents for establishing Final Governing Standards for U.S. installations overseas.

109. **Ozone Depleting Substances.** Substances regulated under Title VI of the Clean Air Act of 1990. They are divided into Class I and Class II substances. Each class has different regulatory requirements. Congress mandated the list but EPA can add to the list.

The group designations were assigned under the Montreal Protocol. A Class I substance is any substance designated as Class I in 40 CFR Part 82, Appendix A to subpart A, including chlorofluorocarbons, halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the EPA at a later date. A Class II substance is any substances designated as Class II in 40 CFR Part 82, Appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the EPA at a later date.

110. Parts Per Million. Unit of concentration by volume of a specific substance.

111. Personal Property. Property of any kind or any interest except real property and records of the Federal Government.

112. Pesticide. Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any pest, and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant, including fungicides, herbicides, insecticides, and rodenticides.

113. Polychlorinated Biphenyls. A member of a class of chlorinated aromatic compounds which have been determined to be hazardous to health and the environment, and are regulated under the Toxic Substances Control Act by 40 CFR 761.

114. Precious Metals. Gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).

115. Precious Metals Master File. A DRMS property accounting system file containing National Item Identification Numbers (NIINs) known to have precious metal content.

116. Precious Metals Recovery Program. A DoD program for identification, accumulation, recovery, and refinement of precious metals from excess and surplus end items, scrap, hypo solution, and other precious metal-bearing materials.

117. Printing Equipment. Items set forth in "The Government Printing and Binding Regulations" published by the Joint Committee on Printing, Congress of the United States.

118. Privately-Owned Personal Property. Personal effects of DoD personnel (military or civilian) that are not, nor will ever become, Government property unless the owner (or heirs, next of kin, or legal representative of the owner) executes a written and signed release document unconditionally giving the U. S. Government all right, title and interest in the privately-owned property.

119. Property Disposal Officer (Chief of the DRMO). The individual within the



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DRMO who is charged with responsibility for disposable personal property and who controls its receipt, care, handling, and disposition (see also Special Accounts Property Disposal Officer).

120. **Public Agency.** Any State, political subdivision thereof, including any unit of local Government or economic development district; or any department, agency, instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions, multi jurisdictional substate districts established by or under State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation. (Refers to donations made through State Agencies; see Chapter 6, Donations, Loans, or Exchanges.)

121. **Public Body.** Any State, territory, or possession of the United States, any political subdivision thereof, the District of Columbia, the Commonwealth of Puerto Rico, and any agency or instrumentality of any of the foregoing, any Indian tribe, or any agency of the Federal Government. (Refers to donations instead of destruction or ultimate disposal; see Chapter 6, Donations, Loans, or Exchanges; Chapter 8, Abandonment or Destruction; and Chapter 9, Disposal of Foreign Excess Personal Property.)

122. **Public Health Institution.** An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting a public health program or programs such as a hospital, clinic health center, or medical institution, including research for any such program, the services of which are available to the public at large.

123. **Qualified Recycling Program.** An organized operation requiring concerted efforts to divert or recover scrap or waste, as well as efforts to identify, segregate, and maintain the integrity of recyclable materials in order to maintain or enhance its marketability.

124. **Radioactive Material.** Any material or combination of materials which spontaneously emits ionizing radiation.

125. **Range Residue.** Material including, but not limited to, practice bombs, expended artillery, small arms and mortar projectiles, aircraft bombs and missiles, rockets and rocket motors, hard targets, grenades, incendiary devices, experimental items, demolition devices, berms, and any other material fired on, or upon a military range.

126. **Real Property.** Lands, buildings, structures, utilities systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

127. **Reclamation.** The process of reclaiming required serviceable and economically repairable components and material from excess or surplus property as authorized. This does

not include inspection, classification, disassembly, and cleaning. As a result of reclamation, serviceable and economically repairable items shall be returned to the proper supply activity and the residue shall be processed as disposable property.

128. **Reclamation Program Control Officer.** A representative designated by and responsible for an Inventory Control Point (ICP)/Integrated Materiel Manager (IMM) Commander to promote, guide, and coordinate all phases of reclamation for the command.

129. **Related Personal Property.** Any personal property:

a. Which is located on, or is an integral part of real property, as used, or useful with such property or its productive capacity.

b. Determined by the Administrator of General Services to be otherwise related to real property.

130. **Repair Part.** Any part, assembly, or component needed to repair or maintain an end item.

131. **Reserved Materials.** Uranium, thorium, and all other materials determined under the Atomic Energy Act of 1954, (68 Stat. 919), to be peculiarly essential to the production of fissionable material.

132. **Resource Conservation and Recovery Act.** The law that provides for solid waste management of both household and municipal type wastes as well as establishes a system for controlling Hazardous Waste from the time it is generated until it's ultimate disposal, in effect, from "cradle to grave."

133. **Responsibility for Property.** The obligation of an individual for the proper management, custody, care, and safeguarding of property entrusted to his or her possession or under his or her supervision.

134. **Reutilization Screening.** The act of reviewing, either by automated or physical means, available excess, surplus, or foreign excess personal property, to meet known or anticipated requirements.

135. **Sales Contract.** An agreement between two parties, binding upon both parties, to transfer title of specified property for a consideration.

136. **Sales Contracting Officer.** An individual who has been duly appointed and granted the authority conferred by law and this manual to sell surplus and foreign excess personal property by any of the authorized and prescribed methods of sale.

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137. **Salvage.** Personal property which has some value in excess of its basic material content, but is in such condition that it has no reasonable prospect of use as a unit for the purpose for which it was originally intended, and its repair or rehabilitation for use as a unit is impracticable.

138. **Save List.** A document prepared by an inventory manager which identifies end items or assemblies that are returnable to inventory from reclamation activity. The quantity of parts or components that are needed and the related technical item data, control numbers, and the condition inspection criteria are contained in the save list.

139. **Scrap.** Materiel that has no value except for its basic material content.

140. **Service Educational Activity.** Any educational activity which meets specified criteria and is formally designated by DoD as being of special interest to the armed services. Includes educational activities such as Maritime Academies or Military, Naval, Air Force preparatory schools, junior colleges, and institutes; senior high school-hosted Junior Reserve Officer Training Corps and; nationally organized youth groups. The primary purpose of such entities is to offer courses of instruction devoted to the military arts and sciences.

141. **Sharps.** Used and unused hypodermic needles, used and unused suture needles, used and unused syringes (with or without attached needles), used and unused scalpel blades, used Pasteur pipettes, used blood vials, used needles with attached tubing (e.g., intravenous kits), used culture dishes, broken and unbroken glassware that were in contact with infectious agents, such as used slides and cover slips, and any kit or item containing any of the above.

142. **Shelf-Life Item.** An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.

143. **Significant Military Equipment.** Those articles for which special export controls are warranted because of their capacity for substantial military utility or capability. See also DoD 4160.21-M-1.

144. **Small Arms.** Hand guns; shoulder fired weapons; light automatic weapons up to and including 50 caliber machine guns; recoilless rifles up to and including 106mm, mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft. (NOTE: This includes all weapons meeting this criteria regardless of origin including foreign, commercial, and nonappropriated funds weapons as well as museum pieces, regardless of whether or not the weapons have a National Stock Number.)

145. **Solid Waste.** Includes garbage, refuse, and other discarded materials, including solid waste materials resulting from industrial, commercial, and agricultural operations, and from community activities. Mining and agricultural solid wastes, hazardous wastes, sludges, construction and demolition wastes, and infectious wastes are not included in this category.

146. **Special Accounts Property Disposal Officer.** An individual within the Military Service who is charged with responsibility for property on a Special Defense Property Disposal Account.

147. **Special Defense Property Disposal Account.** An authorized Military Service disposal account established to do limited disposal functions on specific types of property; such as Arms, Explosives, Dangerous Articles, small arms, aircraft, ships, aircraft engines, and major ordnance items.

148. **Standard Price.** The price customers are charged for a DoD managed item (excluding subsistence), which remains constant throughout a fiscal year. The standard price is based on various factors which include the latest acquisition price of the item plus surcharges or cost recover elements for transportation, inventory loss, obsolescence, maintenance, depreciation, and supply operations.

149. **State Agency.** The agency in each State or territory designated under State law as responsible for the fair and equitable distribution within the State of all donations of surplus property to public agencies to be used for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, public safety, and programs for older individuals, and to eligible nonprofit tax-exempt activities for education and public health purposes, including research for any such purposes, and for use in programs for older individuals.

150. **State or Local Government.** A State, territory, or possession of the United States, the District of Columbia, and any political subdivision or instrumentality thereof.

151. **Strategic List.** Property subject to Trade Security Controls. This list is comprised of the Department of Commerce Commodity Control List, suffix "A" items, and controlled for reasons to include national security, nuclear nonproliferation, crime control, technology transfer, and scarcity of materials.

152. **Substantial Benefits.** Nonmonetary benefits that are in the overall interests of the United States. The benefits must be tangible and appreciable in relation to the value of foreign excess personal property being transferred. For Arms Export Control Act Transfers, benefits must be paid in U.S. dollars.

153. **Sulfiding.** A chemical change that takes place in hypo solution if the current

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setting of the recovery unit is too high or if current is allowed to continue to flow through the solution after all silver is removed. Sulfiding can be detected by the formation of a whitish-yellow substance on either the disk or on the bottom of the tank and the emitting of a strong odor resembling the smell of rotten eggs.

154. Supply Condition Code. See Federal Condition Code.

155. Surplus Personal Property. Personal property located in the United States, American Samoa, Guam, Puerto Rico, Trust Territory of the Pacific Islands, and the Virgin Islands, which is not needed for the discharge of responsibilities of any Federal agency.

156. Toxic Substances Control Act. The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary.

157. Trade Security Controls. Policy and procedures designed to prevent the sale or shipment of U.S. Government materiel to any person, organization, or country whose interests are unfriendly or hostile to those of the United States. These controls are also applicable to other selected entities as may be designated by the Deputy Under Secretary of Defense (Trade Security Control).

158. Transfer Order. Document issued by DRMS or the headquarters or regional office of GSA directing issue of excess personal property.

159. Triple Rinsing. The act of rinsing a container three times with a solvent capable of removing the hazardous residue from the container. A volume of solvent equal to at least 10 percent of the container capacity should be used for each rinse. The solvent used for rinsing must be managed as a hazardous waste.

160. Trust Territory of the Pacific Islands (TTPI). For the purpose of distinguishing between domestic and foreign excess property in this manual, TTPI is defined as Palau, the Commonwealth of the Northern Mariana Islands, the Marshall Islands, and the Federated States of Micronesia.

161. Uniform Material Movement Issue Priority System. System to ensure that requirements are processed in accordance with the mission of the requiring activity and the urgency of need, and to establish maximum uniform requisition and material movement standard.

162. Unsalable Material. Material for which sale or other disposal is prohibited by U.S. law or Federal or military regulations.

163. **Urgent Requirement.** A requirement to fill needs of Uniform Material Movement Issue Priority System priorities 04-08.

164. **Usable Property.** Commercial and military type property other than scrap and waste.

165. **Veterans' Organization.** An organization composed of honorably discharged soldiers, sailors, airmen, and marines, which is established as a veterans' organization and recognized as such by the Veterans Administration.

166. **“Wash Post.”** A methodology for transfer of accountability to the DRMO whereby the DRMO only accepts accountability at the time they also document a release from the account, through reutilization, transfer, donation, sales, or ultimate disposal.

167. **Wholesale Stock.** Stock, regardless of funding sources, over which the inventory manager at the Inventory Control Point level has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

168. **Zone of Interior.** For the purposes of this manual, a term used to designate the United States and its territories and possessions, applicable to areas covered by GSA and where excess property is considered domestic excess. Includes the 50 States, District of Columbia, American Samoa, Guam, Puerto Rico, U.S. Virgin Islands, and Trust Territories of the Pacific.

## CHAPTER 1

### INTRODUCTION

A. **GENERAL.** This manual, authorized by DoD 4140.1-R, Department of Defense (DoD) Materiel Management Regulation, implements the requirements of the Federal Property Management Regulation (FPMR), and other laws and regulations as appropriate, as they apply to the disposition of excess, surplus, and foreign excess personal property (FEPP). It takes precedence over conflicting instructions within the DoD. The Federal Property and Administrative Services Act of 1949, as amended (Act of 30 June 1949, 63 Stat. 377, 40 United States Code [USC] 471), hereafter referred to as the "Act", and the FPMR shall take precedence over this manual, unless otherwise provided by statute.

#### B. SCOPE AND APPLICABILITY

1. The contents of this manual are applicable to all elements of the DoD, their subordinate commands, installations and activities, worldwide, except as otherwise indicated. It applies to the disposition of excess, surplus and FEPP, and other property as authorized. Provisions of this manual affecting Defense Reutilization and Marketing Service (DRMS) operations are also applicable to Federal civil agency excess and surplus property turned-in to a Defense Reutilization and Marketing Office (DRMO), for disposition under applicable Interagency Agreements.

2. Specific guidance for property identified as Munitions List Items (MLI)/Strategic List Items (SLI) is found in DoD 4160.21-M-1, Defense Demilitarization and Trade Security Control Manual.

3. Unless otherwise stated, this manual is not applicable to:

a. Items under management control of the Defense Nuclear Agency (DNA), in Federal Supply Group (FSG) 11; all Department of Energy (DoE) special design and quality controlled items; and all DoD items designed specifically for use on or with nuclear weapons (identified by manufacturers' codes 57991, 67991, 77991, and 87991 in the Defense Logistics Services Center [DLSC] master item file). These items shall be processed in accordance with Technical Publication, Supply Management of Nuclear Weapons Materiel, DoE-DNA Technical Publication (TP) 100-1, Navy Special Weapons Operating Procedure (SWOP) 100-1, Army Technical Manual (TM) 39-100-1, Air Force Technical Order (TO) 11N-100-1.

b. Cryptologic/cryptographic Materiel. This materiel shall be processed in accordance with NSTISSI 4008 (For Official Use Only [FOUO] and National Security Agency (NSA) Circular 60-5(C)).

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c. Naval Nuclear Propulsion Plant Materiel. This materiel shall be processed in accordance with Naval Sea Systems Command Instruction (NAVSEAINST) C5511.32 and Ships Parts Control Center Instruction (SPCCINST) 4440.376H as stated in, Chapter 4, Property Requiring Special Processing, paragraph B44.

d. Army Corps of Engineers Civil Works Property. The DRMS may be utilized on a reimbursable basis.

e. Automation Resources (AR) items under the management control of the Defense Information Systems Agency (DISA), Chief Information Officer, Defense Automation Resources Management Program Division.

f. Property provided to foreign governments under security assistance programs.

4. Suggested revisions and/or requests for waivers to this manual should be submitted through DoD component channels (see Chapter 2, Attachment 1), to the Defense Logistics Agency (DLA), for consideration.

### **C. OBJECTIVES**

1. Personal property (including scrap) shall be disposed of in a manner that ensures maximum use to satisfy valid needs, permits authorized donations, obtains optimum monetary return to the U.S. Government for property sold, protects the environment, and minimizes the need for abandonment or destruction (A/D).

2. The procedures, codes and uniform formats of the DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), etc., shall be used to the maximum extent possible in all property disposition transactions.

3. Precious metals bearing scrap and end items containing precious metals shall be disposed of in a manner that assures cost effective disposition and recovery of precious metals when economically feasible under the Precious Metals Recovery Program (PMRP).

4. Military Service excess containing components required to offset buy, budget, and repair needs shall be reclaimed before disposal.

5. The development and use of electronic capabilities (e.g., Electronic Commerce/Electronic Data Interchange [EC/EDI]) is encouraged throughout all aspects of the Defense Materiel Disposition Program.

6. Coordination. Coordination shall be made with:



a. The Military Services, other DoD components, and Federal civilian agencies when the proposed change affects their areas of responsibility or operation; refer to the DUSD (L) with pertinent comments any unresolved nonconcurrency with the proposed changes

b. The Department of State (DoS), or the U.S. Diplomatic Missions in the country or countries concerned, regarding the disposition of personal property in foreign countries, to assure conformance with U.S. foreign policy.

c. The Department of the Treasury (TD), relative to the acceptance of foreign currencies in payment for personal property.

d. The Department of Justice (DoJ) to obtain antitrust advice on certain sales as prescribed in this manual. Instances of suspected collusion shall be referred to the DoJ or the DoS representative as appropriate.

#### D. FOREIGN LIAISON

##### 1. Visits

a. Continental United States (CONUS) DRMOs. Authority for granting visit to CONUS DRMOs by foreign nationals and representatives of foreign governments rests with the Assistant Executive Director, International Programs, Headquarters (HQ) Defense Logistics Agency (DLA). Prospective foreign visitors to DRMO's must submit visit requests through their embassy according to procedures in Department of Defense Directive (DoDD) 5230.20, Visits and Assignments of Foreign Representatives. Furthermore, visit requests to DRMOs must include a request for a security clearance from the host Military Service. HQ DLA receives the visit requests through channels, processes the requests according to DLA Instruction (DLAI) 5205.21, DLA Foreign Liaison/Disclosure Program, and provides written authority to cognizant primary level field activity commanders and/or DRMO Chiefs. Visit requests must be submitted 30 days in advance. Unclassified visits by foreign nationals can be approved for the purpose of inspection prior to acquiring through security assistance programs and other programs authorized by statute.

b. Outside CONUS DRMOs. By authority of the Commander of a DoD activity, foreign nationals and representatives of friendly foreign governments or international organizations may be admitted to the DRMO or DRMS for the purpose of inspecting items of excess (for foreign military sales (FMS)), surplus, or FEPP available for sale, or obtaining information relative to such sales. (See definitions for Denied Areas, Friendly Foreign Governments, and International Organizations.)

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### **2. Release of Unclassified Information**

a. Release to representatives or nationals of denied areas. All written requests for information from foreign nationals or representatives of denied areas shall be referred to the assigned security office.

b. Release to representatives of friendly foreign governments organizations. Unclassified information which is normally furnished to the general public may be released by any DoD field activity directly to representatives of friendly foreign governments when such information is requested.

c. Release to Nationals of Friendly Foreign Governments or representatives of International Organizations.

(1) Unclassified information relating to the sale of surplus or FEPP which is normally furnished to the general public may be released by any DoD field activity directly to individuals or business concerns in friendly foreign countries (or representatives in the United States of such foreign business concerns).

(2) Release of technical data (as defined in the DoD 4160.21-M-1) relative to MLI/SLIs, to any individual, requires established Trade Security Controls (TSC) procedures.

### **E. PERSONNEL AND TRAINING**

1. Selection of Key Personnel. The magnitude of the Defense Materiel Disposition Program and its effects on public relations require that only qualified personnel be assigned. The duties and responsibilities require that key personnel be trained in DoD materiel disposition policy, regulations, and procedures.

#### **2. Training of DoD Personnel with Responsibilities in the Materiel Disposition Program.**

a. The importance of this program requires that personnel receive training in the field of defense material disposition and related technical areas, such as safety, environmental protection, Demilitarization (DEMIL), Trade Security Controls (TSC), accounting, administration, and management.

b. Formal training in the area of property disposition (Reutilization and Marketing) is covered in DoDD 5010.16, Defense Management Education and Training Program and applicable Service and DLA training directives.

**CHAPTER 2**  
**RESPONSIBILITIES**

**A. GENERAL**

1. The Act assigned the responsibility for the supervision and direction over the disposition of excess and surplus property to the Administrator of General Services. The Act further assigned the responsibility for supervision and direction over the disposition of DoD FEPP to the Secretary of Defense.

2. The Administrator of General Services delegated to the Secretary of Defense the responsibility for the sale and final disposition of surplus personal property which the Administrator determines is not needed for transfer as excess to other Federal agencies or for donation as surplus to authorized donees. The Secretary of Defense also has the responsibility, under the "Act," for internal screening and redistribution of DoD property among the services and defense agencies and for reporting such property as excess to the General Services Administration (GSA).

3. The Secretary of Defense has assigned to the Director, Defense Logistics Agency (DLA), responsibility for the administration of the Defense Materiel Disposition Program, to include the PMRP and the Defense DEMIL Program.

4. In addition to the responsibilities addressed below, specific responsibilities in both the environmental program and the PMRP are delineated in Chapter 10, Environmentally Regulated and Hazardous Property, and Chapter 11, PMRP, respectively.

**B. RESPONSIBILITIES OF THE DEFENSE LOGISTICS AGENCY (DLA)**

1. Administer the Defense Materiel Disposition Program worldwide in the role of Integrated Program Manager.

2. Administer and monitor the PMRP.

3. Establish, coordinate and approve policy, system concepts and requirements, resource management, program guidance, budgeting and funding, training and career development, management review and analysis, internal control measures, and schedule crime prevention surveys pertaining to the Defense Materiel Disposition Program.

4. Maintain the DoD 4160.21-M in a current status to reflect policy guidance prescribed by the Deputy Under Secretary of Defense (Logistics) (DUSD [L]), or other organizational elements

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of the Office of the Secretary of Defense. To accomplish this objective, a Disposal Policy Working Group (DPWG) is established. Not less than semi-annually, DLA will chair a meeting of the DPWG to maintain this manual in a current status. Changes shall be coordinated by the DPWG with each Military Service, DLA, DUSD (L), the United States Coast Guard (USCG) and GSA. DRMS may also be a member of this working group. Attachment 1 is a listing of DPWG members.

5. Promote maximum reuse of excess, surplus, and FEPP.
6. Establish/disestablish disposal organizations (DRMOs) under the control of the DLA and coordinate such action with the Military Services and other DoD components when it will affect the disposal support currently being provided to their activities. With respect to overseas locations, coordination should also include the regional combatant commander, U. S. Chief of Mission, and the in-country security assistance office (SAO). In all cases, coordinate such establishment/disestablishment with DUSD(L).
7. Assure maximum compatibility between documentation procedures, codes, and formats used in materiel disposition systems and the military services supply systems.
8. Program, budget, fund, account, allocate, and control personnel spaces and other resources for its respective activities.
9. Prepare and distribute reports, as prescribed.
10. Assume the worldwide disposal of all DoD hazardous property (HP) except for those categories specifically designated in paragraph B1, Chapter 10, Environmentally Regulated and Hazardous Property.
11. Conduct property disposal training courses, as appropriate.

### **C. RESPONSIBILITIES OF THE MILITARY SERVICES/DEFENSE AGENCIES**

1. Recommend to the Director, DLA, policy and procedural changes pertaining to the disposition program. Information copies of such recommendations shall be furnished to the DUSD(L).
2. Provide assistance to the Director, DLA, upon request, to resolve matters of mutual concern.
3. Furnish to the Director, DLA, mutually agreed upon data necessary to administer the Defense Materiel Disposition Program.

4. Promote maximum reutilization of excess, surplus, and FEPP and fine precious metals for internal use or as Government Furnished Material (GFM).

5. Nominate national organizations in the United States, American Samoa, Guam, Puerto Rico, the Trust Territory of the Pacific Islands (TTPI), and the Virgin Islands, to the DUSD(L) for special interest consideration as Service Educational Activities (SEAs) and approve schools (non-national organizations) as SEAs.

a. Recommend to DUSD(L) categories of property considered usable by, and necessary for, SEAs.

b. Inspect annually the property administration of SEAs (non-national) sponsored by the Military Service to assure compliance with the donation agreement and the FPMR, and specifically to review categories and quantities of property received to assure that only that type and quantity of property actually needed is obtained. National organizations are exempt from this annual inspection requirement, unless otherwise deemed necessary and appropriate.

6. Provide support, including appropriate facilities for the operations of tenanted DRMS field activities under applicable Interservice Support Agreements (ISAs).

a. A suitable, location, separate and apart from host installation active stocks, shall be established. This area shall be of sufficient size to permit proper segregation of materiel and should be convenient to a road network and railroad siding.

b. All DRMO facilities are owned by the host and shall be identified in an ISA. Host site approval must be obtained for all facility improvement projects. Non-reimbursable host maintenance and repair support, not exceeding that prescribed by the regulations of the host activity, shall be included in the ISA.

c. The DRMO yard shall be fenced or otherwise protected to ensure that materials are safeguarded against theft, pilferage, or unauthorized withdrawals. Support to DRMOs on security matters is covered in ISAs among investigative agencies and implementing security regulations of the DoD components.

7. Accomplish the disposal of property not authorized by this manual for transfer to a Special Defense Property Disposal Account (SDPDA).

8. Participate in the DoD PMRP.

9. Conduct property disposition (Reutilization and Marketing) training courses (U.S. Army Logistics Management College).

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10. Administer reclamation programs and accomplish reclamation of needed items from Military Service excess material.

11. Store and reclaim excess complete aircraft (U. S. Air Force [USAF] is the DoD executive agent).

12. Administer the reclamation and removal of equipment and spare parts from stricken naval vessels (U.S. Navy only).

13. Establish and administer disposal accounts, as jointly agreed to by DLA and the Military Services, to support the DEMIL and reclamation functions to be performed by the Military Services.

14. Report surplus merchant vessels or vessels of 1500 gross tons or more, capable of conversion to merchant use, to the Office of Management Services (Code MAR-310), Maritime Administration, U.S. Department of Transportation, 400 Seventh Street SW., Washington, DC 20590.

15. Dispose of HP specifically designated in paragraph B1, Chapter 10, Environmentally Regulated and Hazardous Property.

16. Ensure all property turned-in to DRMOs is safe to handle and non-leaking to ensure environmental compliance during transport to the DRMO and storage during the disposal process.

17. Implement DoD Resource Recovery and Recycling Program (RRRP), as directed by DoD Instruction 4715.4, Pollution Prevention.

18. Funding for hazardous waste disposal.

### **D. RESPONSIBILITIES OF THE DRMS**

1. Exercise program management and staff supervision of the *Defense Materiel Disposition Program*.

2. Manage the assigned DoD screening systems for screening excess personal property within the Military Services, Defense Agencies and eligible foreign countries.

3. Promote maximum reuse of excess, surplus, and FEPP.

4. Assure transfer and donation policies and procedures are carried out.

5. Administer the DoD donable surplus personal property program as it applies to approved SEAs. This includes such actions as prescribing procedures, developing donation agreements, and processing requests to higher authority for deviation from formal agreements.
6. Carry out policies and develop procedures and techniques for publication here or in other approved media after coordination by DLA with the Military Services.
7. Obtain optimum monetary return to the Government for all property sold.
8. Maintain and control the consolidated DoD bidders list and serve as the DoD focal point for inquiries pertaining to the sale of disposable property.
9. Develop and administer a system for controlling, in consonance with DLA system requirements and accounting for excess, surplus and FEPP.
10. Develop, compile, and publish pertinent data relating to the Defense Materiel Disposition Program.
11. Implement DLA programs for physical, AR, personnel, and information security.
12. Develop programs for surveillance of disposable property and related operations to assure optimum reutilization, proper DEMIL, environmentally sound disposal practices, and performance of functions for which DRMS is responsible under pertinent regulations.
13. Prepare sale solicitations, conduct sales, and execute and administer all sales contracts including the processing of disputes, protests, and claims pertaining to sales and sales contracts.
14. Operate the PMRP.
15. Maintain effective liaison and take coordinated actions, through proper channels, to assist in resolving, eliminating, or reducing operating problems.
16. Prepare and distribute reports as prescribed.
17. Prepare changes to, and be the office of primary responsibility for, Chapter 10 (Environmentally Regulated and Hazardous Property) of this manual.
18. Exercise operational supervision of DRMOs.
19. Perform centralized support service functions needed for operational control, coordination, and administrative support to include coordination of civilian personnel administration and training, and coordination of the ISAs.

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20. Perform surveillance and give technical assistance to DRMOs to assure performance of functions in accordance with applicable policies and regulations. In addition, review DRMO operations to ensure proper identification of Munitions List Items (MLI) and Strategic List Items (SLI) and that related DEMIL functions are properly accomplished.

21. Monitor property accountability, and approve adjustments/corrections to property accounts for assigned DRMOs.

22. Comply with implementing guidance relative to relationships with Commanders of Unified Commands as prescribed in DoDD 5105.22, Defense Logistics Agency, enclosure 2.

23. Support disposal of Military Assistance Program (MAP) property and other foreign-owned property (see DoD 5105.38-M, Security Assistance Manual).

24. Monitor DRMO operational aspects of the PMRP and provide support to DoD and participating Federal civil agencies.

### **E. RESPONSIBILITIES OF THE DRMOs**

1. Provide assistance and disposal service to DoD components and other authorized customers.

a. Explain turn-in procedures, train generating activities in scrap segregation practices, consistent with this manual.

b. Maintain adequate liaison with generating activities to ensure visibility of generations to avoid unmanageable fluctuations in workload.

c. Receive excess, surplus, foreign excess, nonsalable materiel, and other authorized turn-ins from generating activities.

d. Inspect and classify property; verify identity and quantity; determine disposal condition code and process for disposal.

e. Maintain property accountability and control of excess, surplus, and FEPP and furnish input for establishment and updating of centralized accounting record.

f. As appropriate, provide or arrange for adequate covered storage space for protection from the elements to maintain the value and condition of property. Property shall be stored to prevent contamination or mixing, be properly identified and segregated for disposal processing, and be readily accessible for inspection.



(1) Ensure property segregation bins or areas are prominently marked, labeled, or tagged so as to be readily identifiable with the property locator record. Property should, to the extent practicable, be baled, boxed, bundled, bagged, binned, or otherwise stored to prevent mixing and to facilitate easier handling and accessibility.

(2) Establish separate storage locations when sufficient space, covered and open, is available for property while undergoing screening. Sale of property should be conducted from these locations to avoid double handling of property.

g. Operate hazardous waste (HW) storage facilities (based on host installation and DRMS' agreements), meeting all applicable environmental standards and requirements, including the Resource Conservation and Recovery Act (RCRA), as amended.

2. Represent their parent agency in matters pertaining to established ISAs and coordinate with local installation personnel in resolving matters of mutual concern.

3. Promote and ensure maximum conservation of strategic and critical materials and precious metals.

4. Conduct periodic physical inventory of disposable property on hand; prepare inventory adjustment documents, as required.

5. Provide for screening of property to promote the maximum reutilization, transfer, and donation (RTD) of excess, surplus, and FEPP.

6. Provide technical and management assistance to all authorized screeners, donees, and other interested persons.

7. Process authorized RTD requests.

8. Perform market research to determine market potential of property available for sale and to optimize monetary return to the Government for property sold.

9. Coordinate with the DRMS to promote effective marketing techniques in the sale of property.

10. Prepare and submit listings of property for sale and recommend the method of sale, when pertinent. Recommend special conditions for unusual requirements or restrictions for inclusion in the sale, as applicable.

11. Conduct sales of property, as authorized.

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12. Provide technical assistance to prospective purchasers.
13. Release property to buyers upon receipt of proper documentation.
14. Provide assistance to Sales Contracting Officers (SCOs), as required, to administer the terms of the sale.
15. Deposit sale proceeds and other funds received, including storage charges.
16. Supervise operations of any subordinate offices.
17. Ensure DEMIL and appropriate TSC of MLI/SLI, in accordance with DoD 4160.21-M-1.
18. Where local DEMIL is not feasible, prepare, package, and crate small arms weapons and parts for shipment to Rock Island for DEMIL in accordance with DoD 4160.21-M-1, and DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.
19. Process precious metals bearing property under the DoD PMRP.

### **F. RESPONSIBILITIES OF THE INVENTORY CONTROL POINTS (ICPs)**

1. Assure maximum reutilization of property located at the DRMOs.
2. Process other ICP interrogations/requisitions (fill/kill) for requirements assigned a Uniform Material Movement and Issue Priority System (UMMIPS) Priority Designator falling within Issue Priority Group 1 (Priorities 01-03) considering on-hand assets to the same extent as it would to satisfy its own Service requisitions.
3. Prepare data, reports, and recommendations as prescribed here and maintain backup materiel for audit review.
4. Provide DRMS with points of contact for operational matters, such as: Reutilization, Donation, DEMIL, Precious Metals, HP. (See additional PMRP responsibilities for the Defense Industrial Supply Center [DISC] in Chapter 11, PMRP.)
5. Identify items that must be DEMIL'd and accomplish DEMIL of those items which cannot be physically accepted by a DRMO, in accordance with DoD 4160.21-M-1..
6. Assure the submission of available technical data needed in preparing specialized

offers and reclamation requirements, when requested.

7. Identify items that need reclamation and, as applicable, advise Military Service/Defense Agency ICPs/Integrated Materiel Managers (IMMs) of items considered to have reclamation potential.

8. Prepare and forward reclamation transactions for the interservice interchange of data for component parts with reclamation potential.

9. Process reclamation notifications/data interchange transactions of other ICPs.

10. Participate in all other programs specified in this manual, as applicable.

#### **G. DISPOSAL REPORT RESPONSIBILITIES**

1. This section contains the disposal report requirements pertaining to the disposal of excess, surplus, and FEPP by the DoD and the DLA.

2. The Military Services are responsible for providing input to the Program Administrator's Report (PAR), RCS DD-M (A) 891 by reporting disposal actions performed directly by the Military Services. This data will be consolidated within each Military Service and reported to DRMS within each Military Service and reported to DRMS within 10 calendar days after the end of each fiscal year. The disposal report is contained in Attachment 2. The Military Services should report only applicable data.

3. DRMS is responsible for providing input to RCS: 891, by reporting disposal actions performed by DRMS and incorporating disposal data provided by the Military Services. The consolidated data will be reported to DLA within 20 calendar days after the end of each fiscal year. This data will be made available to internal and external entities.

4. DLA is responsible for providing RCS: 891 to DUSD (L) within 30 days following the end of each fiscal year. DLA is also responsible for developing and providing data for the Report of Property Transferred to Non-federal recipients, IRC 0154-GSA-AN. This annual report is required by GSA and includes property provided by DoD to other than federal activities. The report includes acquisition value of line items provided to each recipient. This report will be provided (in narrative format) to GSA within 45 days following the end of each fiscal year.

5. DUSD (L), and DLA will independently develop secondary item information from RCS: 891 data to DRMS regarding the disposition of excess, surplus and/or FEPP that was performed directly by the Military Services. The report must also contain data relevant to

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direct sales of recyclable materials. The data will be reported to DRMS within 10 calendar days after the close of the fiscal year in the format contained in Attachment 2.

H. *CUSTOMER SERVICE.* The DoD serves the public by defending American interests; by ensuring that the lives of Americans supplying this defense and the dollars used to furnish this service, are used wisely; and by being perceived as a “good neighbor” in all dealings with the public. All DoD components shall comply with the spirit and intent of Executive Order 12862 “Setting Customer Service Standards.” Organizations should seek to enhance their effectiveness by setting the following results-oriented goals: delivery of ever-improving value to customers, resulting in mission success; and improvement of overall organizational performance and capabilities.

**DISPOSAL POLICY WORKING GROUP REPRESENTATIVES**

Army           HQDA (DALO-SMP)  
                  Office of the Deputy Chief of Staff for Logistics  
                  500 Army Pentagon  
                  Washington, DC 20310-0500  
                  DSN 225-1059  
                  Commercial (703) 695-1059

Navy           Naval Supply Systems Command  
                  Code 41243A  
                  5450 Carlisle Pike  
                  P.O. Box 2050  
                  Mechanicsburg, PA 17055-0791  
                  DSN 430-7029  
                  Commercial (717) 790-7029

Air Force       Air Force Materiel Command  
                  HQ AFMC/LGID  
                  4375 Chidlaw Road, Suite 6  
                  Wright-Patterson AFB, OH 45433-5006  
                  DSN 787-5496  
                  Commercial (937) 257-5496

Marine Corps   Commandant of the Marine Corps  
                  LPP-2  
                  2 Navy Annex  
                  Washington, DC 20380-1775  
                  DSN 426-1061/1062/1051/1052  
                  Commercial (703) 696-1061/1062/1051/1052

Coast Guard    Commandant, Headquarters, US Coast Guard  
                  HQ USCG/G-CFM-3  
                  2100 Second Street, SW  
                  Washington, DC 20593-0001  
                  Commercial (202) 267-0654

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Defense Logistics Agency	Headquarters, Defense Logistics Agency MMLC 8725 John J. Kingman Road, Suite 4133 Fort Belvoir, VA 22060-6221 DSN 427-1529/1534 Commercial (703) 767-1529/1534
Office of Secretary Of Defense	Office of Deputy Under Secretary for Logistics DUSD/L The Pentagon (Room 3B740) Washington, DC 20301-8000 DSN 223-5716 Commercial (703) 693-5716
General Services Administration	Property Management Division GSA/FSS/FBP Washington, DC 20406 Commercial (703) 308-0000

**DISPOSAL DATA REPORT REQUIREMENTS**

**Reference : Paragraph G**

**A. DISPOSAL OF DECLARED EXCESS PROPERTY**

1. **USEABLE PROPERTY** -- Provide inventory value (acquisition value) of property, broken out by type; aircraft, ships; ammunition, explosives and dangerous articles (AEDA), and other declared excess property. Indicate amount of generations, dispositions and ending inventory.

2. **SCRAP** - provide weight (tonnage) of property, broken out by type; ferrous, nonferrous, and other scrap & waste. Indicate amount of generations, dispositions & ending inventory.

SAMPLE FORMAT:

	GENERATIONS FY__	DISPOSITION FY__	ENDING INVENTORY FY__
USABLE PROPERTY (IN MILLIONS)			
AIRCRAFT	_____	_____	_____
SHIPS	_____	_____	_____
AEDA	_____	_____	_____
OTHER DECLARED EXCESS	_____	_____	_____
TOTAL	_____	_____	_____
SCRAP (TONNAGE)			
FERROUS	_____	_____	_____
NONFERROUS	_____	_____	_____
OTHER SCRAP & WASTE	_____	_____	_____
TOTAL	_____	_____	_____

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**B. PROPERTY TYPE AND DISPOSITION METHOD.** Provide inventory value (millions) of useable property by property type: aircraft. AEDA and other declared excess property. Indicate how property was disposed; intra & interservice utilization within DoD, security assistance, transfers to other Federal agencies, donations, sales, expended to scrap, and other disposals.

Secondary items to be reported in Section A.2., are the same as reported in the Supply System Inventory Report in Chapter 4, Section F of DoD 4140.1-R, DoD Materiel Management Regulation. Aircraft parts (principle items), as opposed to aircraft, is an example of a secondary item.

**SAMPLE FORMAT:**

	OTHER DECLARED EXCESS FY _____	AIRCRAFT FY _____	SHIPS FY ____	AEDA FY ____	TOTAL FY ____
<u>DISPOSITION METHOD</u>					
UTILIZATION WITHIN DoD	_____	_____	_____	_____	_____
SECURITY ASSISTANCE	_____	_____	_____	_____	_____
TRANSFERS TO OTHER FEDERAL AGENCIES	_____	_____	_____	_____	_____
DONATIONS	_____	_____	_____	_____	_____
SALES	_____	_____	_____	_____	_____
EXPEND TO SCRAP	_____	_____	_____	_____	_____
OTHER	_____	_____	_____	_____	_____
TOTALS					



C. PROCEEDS FROM SALES OF DECLARED EXCESS

- 1. Usable Property - Provide proceeds from sale of property, broken out by type; aircraft, ships, AEDA, and other declared excess property.
- 2. Scrap - Provide proceeds from sale of scrap (including recyclable materials), broken out by type; ferrous, nonferrous and other scrap and waste.

Sample Format:

	PROCEEDS (\$)
	FY _____
<u>USABLE PROPERTY</u>	
Other Declared Excess	_____
Aircraft	_____
Ships	_____
AEDA	_____
 TOTAL	
<u>SCRAP</u>	
Ferrous	_____
Nonferrous	_____
other	_____
TOTAL	
 TOTAL PROCEEDS	 _____

D. PRECIOUS METALS RECOVERY PROGRAM (PMRP)

- 1. Recovery. Provide weight (troy oz) recovered, market value of metals recovered cost incurred by type of precious metal (silver, gold, platinum, palladium).
- 2. Issues. Provide weight (troy oz) issues market value if issues, stock fund value, and estimated cost avoidance (savings from issues) by type of precious metal (silver, gold, platinum, palladium).
- 3. Inventory. Provide weight (troy) inventory available for issue by type of precious metal silver, gold, platinum palladium).

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**SAMPLE FORMAT:**

		Silver	Gold	Platinum	Palladium	Total
RECOVERY	RECOVERED	_____	_____	_____	_____	_____
	MARKET VALUE	_____	_____	_____	_____	_____
	RECOVERY COST	_____	_____	_____	_____	_____
ISSUES	ISSUES					
	EXT MARKET VALUE	_____	_____	_____	_____	_____
	EXT ISSUE VALUE	_____	_____	_____	_____	_____
	EST COST AVOID	_____	_____	_____	_____	_____
INVENTORY	INVENTORY AVAIL. FOR ISSUE	_____	_____	_____	_____	_____

**E. HAZARDOUS PROPERTY (HP)**

1. GENERATIONS. Identify number of line items and acquisition value of hazardous property.
2. DISPOSITIONS. Indicate number of line items of hazardous property disposed by reutilization/transfer/donation sold or other dispositions.
3. Sale proceeds. Identify proceeds of hazardous property sold.
4. Contract Cost. Identify costs of hazardous property disposal contract (DRMS, DLA or DoD Activities).

SAMPLE FORMAT:

DISPOSAL OF HAZ WASTE/MAT'L PROPERTY  
FY \_\_\_\_\_

GENERATIONS	
ACQUISITION VALUE (\$)	_____
DISPOSITIONS	
R/T/D	_____
SOLD	_____
ULTIMATE DISPOSAL	_____
OTHER DISPOSITIONS	_____
SALES PROCEEDS (\$)	_____
ULTIMATE DISPOSAL	
CONTRACT COSTS (\$)	_____
DLA(\$)	_____
DoD ACTIVITIES (\$)	_____

(FIGURES ARE IN LINE ITEMS EXCEPT WHERE NOTED)

F. DRMS expenses - Provide expenses by budget project/account to include net operations and maintenance expenses and PMRP reimbursable from stock fund.

DRMS EXPENSES  
FY \_\_\_\_\_

BUDGET PROJECT/ACCOUNT	
OPERATIONAL ACTIVITIES	_____
MAINTENANCE EXPENSES	_____
PRECIOUS RECOVERY	_____
(Reimbursable from stock fund)	
TOTAL EXPENSES	_____

## CHAPTER 3

### RECEIPT, HANDLING AND ACCOUNTING

#### A. GENERAL

1. Excess and FEPP, except for wholesale stocks described below, will be transported to a DRMO for disposal processing. Additional guidance for FEPP is in Chapter 9, Disposal of FEPP.

2. Excess wholesale stocks stored in DLA Distribution Depots, will be disposed of through an automated disposal system (when fully deployed). Property processed through this system does not require transport to a DRMO.

3. Excess, surplus, or FEPP turned in or reported to the DRMO/SDPDA shall be accompanied by the specified number of copies of the Disposal Turn-In Document (DTID), DD Form 1348-1A, Issue Release/Receipt Document, or DD Form 1348-2, Issue Release/Receipt Document with Address Label (see paragraph C, this chapter), prepared in accordance with DoD 4000.25-M-1, MILSTRIP Manual (excerpted in Attachment 1 to this chapter). The DTID number must include an official DoDAAC listed in the DoD Activity Address File. All further references to DD Form 1348-1A also include DD Form 1348-2.

**NOTE:** Additional guidance for turn-in of property requiring specialized processing can be found in Chapter 4, Property Requiring Special Processing and Chapter 10, Environmentally Regulated and Hazardous Property.

#### B. TURN-IN TO THE DRMO

1. Generating activities shall comply with this manual, MILSTRIP, and their Service/Agency retention and disposal policies and procedures when preparing property for turn-in.

a. DoD components shall physically turn in their property to the nearest DRMO when economically feasible and permitted by HW regulations. The generating activity should schedule all turn-ins prior to delivery and are encouraged to provide the DRMO advance notification (i.e., electronic data on DTID/property on a turn-in).

(1) Property will be processed as “receipt in place” when the DRMO is physically unable to accept property either by regulation or other restrictions. Requests for withdrawal after the DRMO accepts accountability shall be coordinated with the DRMO. DRMOs shall arrange for such support with the local host installation or the generating activity, e.g., ISA, MOU, etc.

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(2) Sales referrals for property received in place will include the name and address of the agency at which the property is located.

b. The DRMO, as a service to the Department of Transportation (DoT), shall process USCG excess, surplus and FEPP. The principles outlined below shall apply in these processing actions. (See paragraph P2, Chapter 7, Sales/Resource Recovery and Recycling Program (RRRP), for sale proceeds accounting instructions for USCG owned property).

(1) USCG excess personal property (except Yard Fund property located in the USCG Yard, Curtis Bay, Maryland) shall be transferred to the nearest DRMO after internal USCG screening is complete. If size or economics prevent physical transfer of property, the USCG shall transfer accountability but retain custodial responsibility.

(2) The USCG district office or the unit having custody of excess property shall advise the DRMO of a proposed transfer of excess property. No shipments shall be made to DRMOs without notification unless local arrangements to the contrary have been made.

(3) Aircraft and vessels may be reported by the USCG direct to DRMS for sale provided all RTD screening is accomplished by the USCG. Where this option is exercised, the USCG shall perform those functions relating to sales (i.e., descriptions, releases, etc.).

(4) Documents covering turn in of property to DRMOs shall contain the information listed in paragraph C, this chapter. Transportation of material to the DRMO shall be arranged by the USCG.

(5) Requests for on site inspection or shipment of property retained in USCG custody shall be mutually agreed to by the DRMO and the USCG representative.

(6) USCG aircraft may be transferred to the Aerospace Maintenance and Regeneration Center (AMARC), Davis-Monthan Air Force Base, Arizona, in accordance with the ISA between the USCG and the USAF.

2. DRMS is responsible for the disposition of all DoD generated excess, surplus, FEPP and other personal property authorized for turn-in.

a. To the extent possible, the DRMO shall physically accept and process property for which it has responsibility.

b. The following types of property may not be physically accepted by any DRMO regardless of its resources or technical expertise, unless specifically authorized.

- (1) Live animals
- (2) Ammunition, explosives, and dangerous articles (includes incendiary products)
- (3) Drugs, biologicals, and controlled substances
- (4) Nitrate base film
- (5) Used Psychodiagnostic Test Sets

c. Acceptance of physical custody of HP shall be determined based upon the guidelines in paragraph C, Chapter 10, Environmentally Regulated and Hazardous Property.

d. The DRMO may not accept (either physically or on its account) the following categories of property and no reutilization or sale service shall be given.

(1) Radioactive waste, and unsalable material of a nonhazardous nature. This category includes, but is not limited to DoD inspection stamps and devices, consecrated religious items, and classified cryptographic equipment.

(2) HP designated for disposal by the Military Services as stated in Chapter 10, Environmentally Regulated and Hazardous Property.

(3) Classified Material.

(4) Classified and unclassified information systems security materiel

(5) Property containing information covered by the Privacy Act. (See Chapter 4, Property Requiring Special Processing, B52.)

(6) Refuse and trash; that is, post consumer waste material such as litter and rubbish. The collection of refuse and trash is the responsibility of the installation engineer.

(a) Some refuse and trash, when properly segregated, may possess RTD or sales (RTDS) potential. The DRMO shall assist the host installation by advising the commander, designee, or the installation Qualified Recycling Program (QRP) coordinator of any known methods to dispose of segregated property through DRMS channels, including the established RRRP. Proper segregation action shall be performed and monitored by personnel of the host installation, prior to turn-in.

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(b) Sale of this property through the RRRP will be conducted in accordance with the guidelines established in Chapter 7, Sales/RRRP.

3. The DRMO is responsible for accepting and processing nonsalable material and shall ensure that disposition is by the most economical and practical method possible. The following methods should be considered:

- a. The possibility of sale if the property were re-lotted and re-advertised.
- b. The possibility of donation under the criteria of paragraph B3, Chapter 8, A/D.
- c. The disposal of property in a sanitary fill. Small volumes of some types of property may be disposed of through refuse and trash collection service under the existing ISA.
- d. Service contract. This method should be applied as a last resort when all other alternatives are not possible or are not economically practicable.

4. Accountability of property which is not disposed of through RTDS may not be returned to the generating activity, except as specified in Chapter 4, Property Requiring Special Processing. HP shall be processed on HW disposal service contracts. Other property shall be downgraded to scrap, processed for A/D, or disposed by a DRMS service contract.

5. Usable property shall be turned in as individual line items with their assigned, valid National Stock Number (NSN), except as indicated below (unless authorized for batch lotting as stated in paragraph 6 below).

- a. Property may be turned-in without a valid NSN when the material cannot be identified to a valid NSN in FED LOG, is considered lost, abandoned, or unclaimed privately owned personal property, confiscated, or captured enemy material. At a minimum, record positions 8 through 22 of the DTID (DD 1348-1A) will contain the Federal Supply Class (FSC), NATO Codification Bureau Code, and noun/nomenclature and/or part number.

- b. Due to national security concerns, the FSCs listed in Attachment 2 require a higher degree of documentation. When these items are not assigned an NSN, the DTID must include the appropriate FSC, the valid part number and manufacturers name, nomenclature which accurately describes the item, the end item application, and a clear text statement explaining why the NSN is not included. This information may be annotated directly on the DTID or securely attached to the DTID.

c. The DTID for any property turned in without a DEMIL code must include the clear text DEMIL statement, as required by DoD 4160.21-M-1, Chapter 2, Paragraph A1. Generating activities may request assistance of the DRMO, DRMS, DLA, or the Integrated Manager for the FSC to determine the appropriate statement required. DRMOs will assist the generating activity in developing the clear text statement and assignment of the appropriate DEMIL Code. DRMOs may reject the turn-in of material which does not meet the above criteria.

6. **Batchlotting.** The objective of batch lotting is to reduce the cost, physical handling, and administrative time needed to process property through the disposal system. Generating activities are encouraged to batch lot low dollar value property for turn in on a single DTID which will indicate the supply condition code and the total acquisition value of the property. See paragraph C4 for documentation requirements.

a. The following categories of property are not eligible for batch lotting:

(1) All MLI/SLI identified in DoD 4160.21-M-1, 22 CFR 121, and 15 CFR 799.1.

(2) Property that needs special handling as defined in Chapter 4, Property Requiring Special Processing.

(3) Items designated as critical by the wholesale inventory manager.

(4) Items determined to be pilferable or sensitive in accordance with DoD 4100.39-M, Federal Logistics Information System Procedures Manual, Volume 10, Chapter 4, Table 61 and Table 104; and Joint Regulation on Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply, DLAR 4145.11/AR 740-7/ NAVSUPINST 4440.146L/MCO 4450.11.

(5) HP

b. Batch lotted property shall be collected, by condition code, in a standard tri-wall container, box pallet, or other suitable container. The total acquisition value of the entire batch lot may not exceed \$2500. Below are options for building generator batch lots:

(1) Option 1 - Collect by FSC, unit price of \$100 or less. Each container shall bear only those items of the same FSC. This is the most desirable method of batching. Retention of FSC integrity through planned stock picking will be beneficial during later DRMO processing by improving RTD, or increasing sale proceeds.

(2) Option 2 - Collect by FSG, unit price of \$50 or less. Each container shall bear only those items of the same FSG. This option is less desirable than Option 1 for DRMO processing. However, generating activities may use this option when storage problems or processing constraints override RTDS considerations.



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(3) Option 3 - Collect without regard to FSC or FSG, unit price of \$35 or less. This is the least desirable option because of the potential for reduced RTD or sales proceeds due to the nonhomogeneous nature of the items in the batch lot. As in Option 2, however, operational conditions may dictate selection of this option.

**NOTE:** Because of special processing needs, eligible Navy Supply Operations Assistance Program (SOAP) and Intra Fleet Supply Support Operation Team (ISSOT) items shall be batched under this option in individual ship lots regardless of the number of containers/pallets involved.

### **7. Scrap**

a. The segregation of scrap materials is simplified and the cost of handling is kept to a minimum if materials are separated at the source. Commingling materials considerably reduces and, in some instances, destroys the value of the scrap material.

(1) In the best interest of the U.S. Government, segregation of scrap will not be carried beyond the minimum point necessary to facilitate RTDS.

(2) Initial segregation of scrap is the responsibility of the generator.

(3) The DRMO shall furnish guidance, and, where feasible, containers to the scrap generator at the source.

(4) The activity collecting the scrap or waste shall maintain segregation to the delivery point. (See DoD 4160.21-H, Defense Scrap Yard Handbook.)

b. Scrap material generated from explosive and incendiary items and chemical ammunition is considered to be dangerous property and may not be commingled with other types of property. This property shall be processed in accordance with DoD 4160.21-M-1, and Chapter 4, Property Requiring Special Processing, paragraph B3.

### **8. Delivery to a DRMO**

a. The responsibility for expenses incurred in RTDS of excess/surplus and FEPP is defined as the point at which accountability is transferred from the generating activity to a DRMO/SDPDA.

(1) All expenses incurred before acceptance of accountability by a DRMO/SDPDA shall be borne by the generating activity.

(2) All expenses incurred after acceptance of accountability by a DRMO shall be borne by DLA, and expenses for SDPDAs shall be borne by the respective Military Service.

(3) Exceptions to this policy may be negotiated at the department level. This policy applies to all generations; such as, appropriated fund property, non-appropriated fund property, Defense Working Capital Fund (DWCF) funded property, and contractor inventory property.

b. Property capable of spilling or leaking may not be transferred to a DRMO/SDPDA in open, broken, or leaking containers. All property shall be non-leaking and safe to handle (see Chapter 2, paragraph C17).

### C. DOCUMENTATION FOR TURN IN

1. Property shall be turned in to the DRMO in accordance with DoD 4000.25-1-M, appendix C46A (excerpt at Attachment 1, this chapter).

2. In addition to the data elements required by MILSTRIP, the DTID must clearly indicate:

a. Category of property (such as foreign purchased, MAP) and reimbursement data, if applicable. DTID which do not contain reimbursement data will be processed as nonreimbursable.

b. Value and list of component parts that have been removed from major end items of equipment or a copy of the Limited Technical Inspection (LTI) form showing the nature and extent of repair required.

3. Generating activities are responsible to ensure that proper Supply Condition Codes (SCCs) are assigned.

4. If the generating activity has batch lotted property as described in paragraph B6b, the following data must be included on the DTID for each lot. The required data is based upon the option selected:

a. FSC/FSG followed by the word BATCH. When Option 3 is selected, the FSC field must be "9999."

b. Generating Activity Assigned DTID Number.

c. Quantity is optional. If blank, DRMO shall estimate.

d. Total acquisition value of the lot.

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- e. Shipping point, DoD Activity Address Code (DoDAAC), or activity in-the-clear address.
- f. Ship to DRMO, DoDAAC, or activity in-the-clear address.
- g. Certification as follows: "I certify that this lot is in compliance with current disposal policy" followed by the date, signature, and printed or typed name of the certifying individual.

5. If scrap is turned-in, the DTID will include:

- a. Basic material content
- b. Estimated weight
- c. Reimbursement data, if applicable
- d. Precious metals indicator code, if applicable

6. A minimum of four legible copies of the DTID must be furnished the DRMO and accompany the property. The DRMO shall return to the turn in activity one copy of the DTID as a valid receipt document, see paragraph D4d, below.

**D. RECEIPT OF PROPERTY.** This paragraph gives uniform procedures for the receipt, handling, and storage of excess, surplus, and FEPP turned in to a DRMO.

1. *One of the most critical and important stages in the flow of property through the disposition system is the initial receipt of property at the DRMO. The DRMOs are responsible for the receipt, classification, processing, safeguarding, storing, and shipping of all property physically received at the DRMO. This includes property to be accounted for as items, and properly segregated scrap and waste having RTDS value, and material destined for ultimate disposal.*

2. The DRMO shall give assistance, when requested, in tracing DTID where an in transit control follow-up has been received by the generating or shipping activity.

3. The DRMO must maintain close liaison with the generating activities to ensure:

- a. Scheduling for turn-in at the DRMO will take into consideration the DRMO's receiving capability and the volume of property to be turned in.

b. Assistance is given to the generating activity when needed to assure proper segregation of scrap and waste material before turn in to the DRMO. If the quantities generated, market conditions, or local trade practices warrant, further segregation shall be made as outlined in DoD 4160.21-H.

c. DRMO developed written guidance on disposal turn ins is given to generating activities. Such guidance shall be of an assistance type rather than directive in nature.

d. Inspection of the property is performed in place if it is more advantageous to do so because of the size, weight, or category of the property. Excess property not transferred physically to the DRMO shall be tagged with a status tag indicating the DTID number, Federal Condition Code and DRMO accountability.

e. Property classified as "condemned" by the generating activity is processed for disposition in accordance with the circumstances on which the classification is based. Material "condemned" solely due to its degree of unserviceableness or age (shelf life) may have some use potential and should be processed accordingly.

f. All property (except unsalable), including scrap and refuse and trash with a RTDS value, is processed as set forth in this manual.

g. Salable property, refuse or trash with RTDS potential, is not being disposed of by dumping in landfills.

(1) DRMOs shall apprise generating activities of their (the generating activities') responsibility to assure that all salable material is turned in to the DRMO.

(2) If the DRMO has knowledge that salable material is being dumped in a sanitary fill, the DRMO Chief shall initiate a letter to the installation commander regarding the matter.

h. Property has received proper protection and care in handling before it is transferred to a DRMO, preventing damage from unnecessary exposure to the elements. Property turned in as condemned may still be usable and its preservation may benefit the Defense Materiel Disposition Programs.

(1) Instances of apparent improper handling of Government property shall be brought to the attention of the generating activity or installation commander for remedial action.

(2) Recurrent instances of improper care or handling of property shall be documented for referral to HQ DLA and the disposal focal points of the Military Services/Defense Agencies.

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### **4. The receiving and storage segment of the DRMO shall:**

a. Assure that all property, including scrap, turned in to the DRMO is accompanied by the required number of copies of the DTID (see paragraph C6) and that special handling requirements, identified in Chapter 4, Property Requiring Special Processing, have been addressed.

b. To the maximum extent possible, the DRMO will validate items at the time of turn-in, if the turn-in is accompanied by a representative of the generating activity. The generating activity representative should assist in the validation process. A receipt copy of the DTID will be provided to the generator's representative at that time. If the turn-in is not accompanied by a representative of the generator, official receipt documentation will be provided as stated in paragraph D4d, below.

(1) Inspection shall consist of verifying property description and quantity and assuring that a valid SCC (Attachment 3, this chapter) was assigned by the generating activity. A Disposal Condition Code (DCC) (Attachment 4, this chapter) shall be assigned by the DRMO to form a two-digit Federal Condition Code that must be perpetuated throughout the screening process (examples: A2, D9, G7).

(2) DRMO personnel may exercise discretionary authority to change and challenge SCCs.

(a) For items in the general hardware, clothing, tools, furniture, and other "nontechnical" type FSCs, DRMOs are authorized to use their best knowledge, judgement, and discretion to change and assign the appropriate SCC when it is determined, through physical inspection and examination, an obvious error in condition coding exists. DRMOs are responsible for any SCC changes made upon turn-in of property and will document the change on the DTID.

(b) For specialized items such as avionics, or items that require test, measurement, or diagnostic to determine serviceability, DRMOs should challenge the SCC back to the generating activity if the assigned SCC appears incorrect. Items in their original pack and unopened containers that are coded "condemned" or "unserviceable" upon turn-in, should be viewed with guarded skepticism and challenged back to the generating activity.

(3) If a discrepancy is detected during receipt:

(a) If the generator representative is present, accountability and physical custody of the property will remain with the generator until reconciled. DRMOs, at their discretion, may retain custody until reconciled, otherwise;

(b) Discrepancies noted during the DRMO receiving process, which may be discovered after provision of the receipt copy, will be processed in accordance with DLMSO guidance on "Reporting of Supply Discrepancies," DLAI 4140.55/AR 735-11-2/SECNAVINST 4335.18A/AFJMAN 23-215.

c. Tag the property for identification purposes. If the property is received in place, the tagging must include identification as property on the account of the DRMO. (Property should be consolidated physically in a designated area, but may be left in place if this action is determined locally to be justified for economic or other valid reasons ). The activity having physical custody shall be responsible for care and protection of this property until it is disposed of or moved to the DRMO.

d. The DRMO shall return to the turn in activity one copy of the DTID as receipt document.

(1) For turn-ins made by the generating activity, DRMOs will provide the receipt copy at time of delivery (see paragraph D4b above). Receipt copies provided upon delivery are "conditional" acceptance, pending completion of DRMO inspection and verification of the turn-in. If a supply discrepancy report is not received within 7 days, this becomes the official receipt document.

(2) For turn-ins made by common carrier, parcel post, etc., DRMOs will provide receipt copies no later than 5 days after delivery to the DRMO.

(3) DRMS and DoD components are encouraged to develop a method to provide electronic receipt documentation.

5. Batch lotting of property may also be accomplished by a DRMO after receipt, in accordance with DRMS operating guidance.

a. Normally, property with an extended line item value of \$800 or less will be batchlotted. Property with high potential for RTDS may be excluded from batchlotting. Once the determination to batchlot is made, the DRMO is bound by this decision.

(1) Notwithstanding the above, RTD customers may request individual items within a batchlot. DRMOs will honor these requests.

(2) Once entered in a batchlot, items will not be removed for the purposes of enhancing sales value. In coordination with GSA, exceptions may be made for property to be sold through retail sale.

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b. Property not eligible for batchlotting, cited in paragraph B6 above, apply to DRMO built batchlots as well as generator batchlots.

c. When a DRMO elects to batchlot property, it retains responsibility to ensure an official receipt copy is returned for each DTID received and that assistance is provided in tracing any DTID for which the receipt copy has not been received by the generating activity.

E. IDENTIFICATION OF PROPERTY. Property, whether usable or scrap, which is transferred to the DRMO, must be clearly identified, to relate it to property accounting records, from the time of receipt until final removal. Current status of the property will also be identified, which should minimize, if not eliminate, confusion on the part of RTD screeners and inspecting bidders. Storage areas shall be set aside and the current status of the property shall be shown.

## F. ACCOUNTING FOR PROPERTY AT THE DRMO

1. General. Accounting records shall be maintained so that an item of property can be traced from receipt to final disposition. DRMS' accounting system will be designed to incorporate the requirements of DoD 4000.25-S-2, MILSTRAP, and DLAR 7500.1, Accountability and Responsibility for Government Property in the Possession of the Defense Logistics Agency. These records will provide the necessary data for the quarterly report prescribed in Chapter 2, Responsibilities.

2. Segregation and Classification. DRMS' property accounting records must be maintained in sufficient detail to support the reimbursement accounting procedures set forth in Chapter 7, Sales/RRRP.

a. Material may be combined in sale lots regardless of the original financing appropriation or stock fund source from which the material was transferred.

(1) The following categories of property must be lotted separately for reimbursement:

(a) Foreign purchased property

(b) Non-appropriated fund property

(c) USCG aircraft, vessels, boats, and vehicles, and property located at the USCG Yard, Curtis Bay, Maryland.

(d) Commissary Surcharge/Trust fund property

(2) The identity of these exceptions must be maintained throughout the system to ensure reimbursement to the local or departmental account as designated by the Military Services/Defense Agencies.

b. DWCF funded scrap may be physically combined with other scrap when considered advantageous; however, accounting records shall be maintained to substantiate prorating of the proceeds.

### 3. Usable/Scrap Determination and Accounting

a. When DCC X (salvage) property, that does not require DEMIL, is determined by the DRMO to have scrap value only, it may be classified and processed as scrap upon receipt.

b. Personal property, which, in the opinion of the DRMO, has no commercial value other than for basic material content, may be downgraded to scrap after the End of Screening Date (ESD) and completion of any required DEMIL.

c. When an item of specific nomenclature has been offered on a competitive sale and no bid has been received, or bids received are less than the scrap value of the item, the property may then be re-offered for scrap and the records adjusted accordingly. Similar items later received within a 12-month period, may be considered as scrap for sale purposes, after screening.

d. When obsolete printed materials are turned in to the DRMO as usable items with acquisition value, and it is determined that they have no RTD potential and only scrap market value, these items shall be expended to scrap upon receipt.

e. When end-items are turned in to the DRMO as scrap and the end items are reclaimed or disassembled for the usable components having further RTDS value, the records of the DRMO shall be adjusted to reflect the acquisition cost (estimated, if not known) of the components removed.

4. Scrap Accounting. Estimated weight may be used for receiving scrap if scales are not available or if weighing is impractical. The degree of accuracy considered acceptable is 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and shortages discovered on release of property which exceed allowable tolerances shall be adjusted.

## G. PHYSICAL INVENTORY AND LOCATION SURVEYS

1. DRMOs will conduct physical inventories in accordance with DRMS instructions. As a minimum, an inventory will be conducted at each DRMO on an annual basis. Inventory accuracy



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of at least 90 percent is to be maintained; all discrepancies will be corrected in accordance with paragraph H below. If results of a sample inventory are less than 90 percent accurate, a wall-to-wall inventory will be conducted.

2. Usable property remaining on the DRMO account in excess of 12 months shall be inventoried not later than the end of the 13<sup>th</sup> month of accountability and reviewed monthly thereafter.

3. Discrepancies disclosed by inventories shall be researched as a normal part of the inventory process. Corrections to the inventory will be documented as inventory adjustments (see paragraph H2).

### **H. DISCREPANCIES AND ADJUSTMENTS**

1. Discrepancies in item identification, quantity, condition, or price data which are disclosed before acceptance of accountability shall be resolved and corrected during the receipt process.

2. Discrepancies which are discovered after acceptance of accountability; that is, differences between recorded balances and quantities on hand, shall be processed as inventory adjustment actions. The procedures for processing inventory adjustment actions are contained in DoD 7000.14-R, Financial Management Regulation, Volume 12, Special Accounts Funds and Programs, Chapter 7, Financial Liability for Government Property Lost, Damaged, or Destroyed, and DLAR 7500.1.

#### **3. Property not in DRMO Custody**

a. When property for which the DRMO has accountability but has not assumed custodial responsibility becomes lost, damaged, or destroyed, the custodial activity having responsibility for the property shall investigate the circumstances surrounding the discrepancy.

b. The DRMO shall provide the investigating custodial activity with requested item identification number such as NSN and DTID number or copies of documentation pertinent to the item lost, damaged, or destroyed.

(1) If the custodial activity's investigation determines the discrepancy is due to a record keeping error, it shall inform the DRMO which shall prepare the proper inventory adjustment document.

(2) If the discrepancy is not due to a record keeping error, the custodial activity having responsibility for the property lost, damaged, or destroyed must prepare a DD Form 200, Financial Liability Investigation of Property Loss, according to criteria contained in DoD 7000.14-R, Volume 12, Chapter 7.

(3) The responsible custodial activity must provide the DRMO a completed copy of the DD Form 200 as supportive documentation for the DRMO to adjust the discrepancy off its accountable records. This action shall be completed within 30 days after notification by the DRMO of the loss of the property.

## **I. AUDITS**

1. When it is desired to obtain or confirm data on material transferred to or from disposal accounts, and this involves crossing command lines, the policy in DoD Directive 7600.2, Audit Policies, shall govern.

2. This directive is further implemented by the Military Services and DLA in:

a. AR 36-5, Processing Internal and External Audit Reports and Follow-up on Findings and Recommendations

b. SECNAVIST 7510.7C, Department of the Navy Audit Manual for Management

c. AFPD 65-3, Internal Auditing

d. DLAR 7000.13, Internal Review

**TURN-INS TO DEFENSE REUTILIZATION AND MARKETING OFFICES  
ON DD FORM 1348-1A**

**(SINGLE LINE ITEM TURN-INS)  
Excerpted from DoD 4000.25-1-M, MILSTRIP  
Reference: Paragraphs A3 and C1**

<u>FIELD LEGEND</u>	<u>RECORD POSITION</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Perpetuate from the source document. For locally determined excesses generated at a base, post, camp, or station, assign a DI code as determined by S/A procedures.
Routing Identifier	4-6	Enter the RI of the shipping activity or leave blank when the shipping activity is not assigned an RI.
Media and Status	7	Leave blank.
Stock or Part Number	8-22	Enter the stock or part number being turned-in. For subsistence items, enter the type of pack in rp 21. If an NSN is not used, FSC and NCB code must be used with part number and/or noun/nomenclature. See Block 25.
Unit of Issue	23-24	Enter the unit of issue of the stock or part number being turned-in.
Quantity	25-29	Enter the quantity being turned-in to DRMO. See Block 26.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24.

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Suffix	44	Leave blank. See Block 24.
Supplementary Address	45-50	Enter DoDAAC of predesignated consignee DRMO.
Signal	51	For hazardous material and waste turn-ins, enter Signal Code L; otherwise, leave blank.
Fund	52-53	For hazardous material and waste turn-ins, enter the MILSBILLS fund code designating the funds to be charged. For those activities not users of MILSBILLS, (i.e., Corps of Engineers, USCG), enter "XP."
Distribution	54	Perpetuate from source document or leave blank.
Retention Quantity	55-61	Enter the quantity to be retained in inventory or leave blank.
Precious Metals	62	Enter applicable code from appendix B28.
Automated Data Processing Equipment Identification	63	Enter applicable code from appendix B29.
Disposal Authority	64	Enter applicable code from appendix B26.
Demilitarization	65	Enter code assigned as required by DoD 4160.21-M-1. <b>NOTE:</b> When demilitarization has been accomplished prior to transfer to DRMO, the appropriate demilitarization certification, as required by DoD 4160.21-M-1 must be reflected in Block 27.
Reclamation	66	Enter code "Y" if reclamation was performed prior to release to a DRMO. Enter "R" if reclamation is to be performed after turn-in to DRMO. Enter code "N" if reclamation is not required.
Routing Identifier	67-69	Perpetuate from Disposal Release Order.

Ownership	70	Enter applicable code or leave blank.
Supply Condition	71	Enter applicable code from appendix B18.
Management	72	Perpetuate from source document or leave blank.
Screening	73	Leave blank.
Unit Price	74-80	Enter the unit price for the NSN or part number in rp 8-22.

**BLOCK ENTRIES**

- 1 Enter the extended value of the transaction.
- 2 Enter the shipping point identified by DoDAAC; if reduced printing is used, in-the-clear address may be entered in addition to the DoDAAC.
- 3 Enter the consignee DRMO by DoDAAC. This will be the predesignated DRMO and will be entered by the shipping activity; if reduced printing is used, the in-the-clear address may be entered in addition to the DoDAAC.
- 4 Insert HM, if the turn-in is hazardous materiel or HW, if the turn-in is hazardous waste.
- 5 Enter the date of document preparation, if required by the shipper.
- 6 Enter the national motor freight classification (NNFC), if required by the shipper.
- 7 Enter the freight rate, if required by the shipper.
- 8 Enter coded cargo data, if required by the shipper.
- 9 Enter applicable controlled inventory item code which describes the security/pilferage classification of the shipment from DoD 4100.39-M, volume 10, Chapter 4, table 61.
- 10 Enter the quantity actually received by the DRMO, if different from positions 25-29.
- 11 Enter the number of units of issue in a package, if required by the shipper.
- 12 Enter the unit weight applicable to the unit of issue, if required by the shipper.

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- 13 Enter the unit cube applicable to the unit of issue, if required by the shipper.
- 14 Enter the uniform freight classification, if required by the shipper.
- 15 Enter the shelf life, if appropriate; otherwise, leave blank.
- 16 Enter in-the-clear freight classification nomenclature, if required by the shipper.
- 17 Enter the item nomenclature. For non-NSN items; enter as much descriptive information as possible. Specified additive data or certification from the generating source for specific types of property should be entered.
- 18 Enter type of container, if required by the shipper.
- 19 Enter number of containers that makes up the shipment, if required by the shipper.
- 20 Enter total weight of shipment, if required by the shipper.
- 21 Enter total cube of shipment, if required by the shipper.
- 22 Received By - Enter the signature of person receiving the materiel.
- 23 Date Received - Enter date materiel was received and signed for.
- 24 Document Number - Perpetuate from source document. This cannot be the same document number that was used to receive the materiel. For locally determined excesses generated at base, post, camp, or station, assign a document number as determined by Service/Agency procedures. Suffix Code - Leave blank.
- 25 National Stock Number - Enter the stock or part number being turned-in. For subsistence items, enter the type of pack in rp 21. If an NSN is not used, FSC and NCB code must be used with part number and/or noun/nomenclature.
- 26 For turn-in to DRMO - This block will not contain bar code data, it is reserved for internal DRMO/DRMS.
- 27 This block may contain additional data including bar coding for internal use. Enter data in this block as required by the shipping activity or the DRMO receiving the materiel. When data is entered in this block, it will be clearly identified. For hazardous material and waste turn-ins, enter the DoDAAC of the bill-to office, the contract line item number (CLIN) for the item, and the total cost of the disposal, (that is, CLIN cost times quantity in pounds equals cost of disposal).

**FEDERAL STOCK CLASSES REQUIRING TURN-IN BY VALID NSN**

**Reference: Paragraph B6b**

GROUP 10 ALL FSCs	GROUP 23 FSC 2305 FSC 2330 FSC 2350	GROUP 58 FSC 5810* FSC 5811* FSC 5821 FSC 5825 FSC 5826 FSC 5840 FSC 5841 FSC 5845 FSC 5850 FSC 5855 FSC 5860 FSC 5865	* Disposal of FSC 5810/5811 equipment which is classified or designated CCI is the responsibility of the owning military service.
GROUP 11 ALL FSCs	GROUP 28 FSC 2840 FSC 2845		
GROUP 12 ALL FSCs	GROUP 29 FSC 2915		
GROUP 13 ALL FSCs	GROUP 36 FSC 3690		
GROUP 14 ALL FSCs	GROUP 42 FSC 4230	GROUP 59 FSC 5963 FSC 5985 FSC 5998 FSC 5999	
GROUP 15 FSC 1560	GROUP 44 FSC 4470		
GROUP 16 FSC 1670	GROUP 49 FSC 4921 FSC 4923 FSC 4925 FSC 4927 FSC 4931 FSC 4933 FSC 4935 FSC 4960	GROUP 66 FSC 6615	
GROUP 17 FSC 1710 FSC 1720		GROUP 69 FSC 6920 FSC 6930 FSC 6940	
GROUP 18 FSC 1810 FSC 1820 FSC 1830 FSC 1840		GROUP 84 FSC 8470 FSC 8475	
GROUP 19 FSC 1905			

**SUPPLY CONDITION CODES**

**Reference: Paragraph D4b(1)**

<b>Code</b>	<b>Title</b>	<b>Definition</b>
A	Serviceable (Issuable without Qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months of shelf life remaining.
B	Serviceable (Issuable with Qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months' shelf life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss or as a usable asset. Includes material with less than 3 months shelf life remaining.
D	Serviceable (Test/ Modification)	Serviceable material which requires test, alteration, modification, conversion, or disassembly. (This does not include items which must be inspected or tested immediately prior to issue.)
E	Unserviceable (Limited Restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.



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F	Unserviceable (Reparable)	Economically reparable material which requires repair, overhaul, or reconditioning (includes reparable items which are radioactively contaminated).
G	Unserviceable (Incomplete To Issue)	Material requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Material which has been determined to be unserviceable and does not meet repair criteria (includes condemned items which are radioactively contaminated).
S	Unserviceable (Scrap)	Material that has no value except for its basic material content. No stock will be recorded as on hand in Condition Code S. This code is used only on transactions involving shipments to DRMOs. Material may not be transferred to Condition Code S prior to turn-in to DRMOs if material is recorded in Condition Code A through H at the time material is determined excess. Material identified by NSN may not be identified by this Condition Code.

**NOTE:** For a complete listing of Supply Condition Codes (including those codes not used in reutilization and marketing) see DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).

**DISPOSAL CONDITION CODES**

**Reference: Paragraph D4b(1)**

Code	Title	Definition
1	Unused-good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply source.
2	Unused-fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused-poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	Used-good	Used property that is usable without repairs and most of its useful life remains.
5	Used-fair	Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.
6	Used-poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	Repairs Required-good	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
8	Repairs Required-fair	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
9	Repairs Required-poor	Required repairs are major because the property is badly damaged, worn, or deteriorated, and are

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estimated to range from 41 percent to 65 percent of original acquisition cost.

X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
S	Scrap	Material that has no value except for its basic material content.

## CHAPTER 4

### PROPERTY REQUIRING SPECIAL PROCESSING

A. **GENERAL.** Some property, because of its peculiar nature, its potential influence on public health, safety, the environment, security, or private industry, must be disposed of in other than a normal fashion. This chapter sets forth those items or categories of property, explains their peculiarities and furnishes guidance for their disposal. Environmentally regulated and hazardous commodities are addressed in Chapter 10, Environmentally Regulated and Hazardous Property, Attachment 1, Special Turn-In Requirements.

**NOTE:** The following categories were removed from this chapter and moved to Chapter 10, Environmentally Regulated Property, Attachment 1:

- Asbestos
- Batteries
- Chemical Defense Equipment
- Composite Fiber Material
- Compressed Gas Cylinders
- Containers
- Fluorescent Lamps
- Hospital Generated Infectious Wastes
- Lab Packs for Small Quantity Chemical Items
- Liquid Rocket Propellants
- Polychlorinated Biphenyl
- Protective Masks and Filters (Gas Masks)
- Spill Residues

B. **LIST OF ITEMS REQUIRING SPECIAL PROCESSING.** Applicable to excess, surplus, and, where applicable, FEPP.

#### 1. **Agricultural Commodities, Foods Processed therefrom, and Cotton and Woolen Goods**

a. Surplus agricultural commodities, surplus foods processed from agricultural commodities, and surplus cotton or woolen goods may be processed with no special handling when:

(1) The quantity of the commodity or product in any one location has an acquisition cost of \$5000 or below.

(2) The commodity or product must be disposed of immediately to prevent spoilage.

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b. When surplus agricultural commodities, surplus foods processed from agricultural commodities, and surplus cotton or woolen goods meet the conditions specified below, DRMS shall obtain from the Administrator, Agricultural Stabilization and Conservation Service, Department of Agriculture, 1400 Independence Ave. SW, Washington, DC 20013, a determination on how best to proceed with the proposed transfer or sale.

(1) The quantity of the commodity or product in any one location has an acquisition cost in excess of \$5,000.

(2) The commodity or product does not require immediate disposal to prevent spoilage.

(3) The quantity to be sold during any month has an acquisition cost in excess of:

(a) Raw cotton, wheat and other grains, flour, leaf tobacco, and cotton and woolen goods--\$300,000.

(b) Meat, poultry and poultry products, peanuts and other fats and oil--\$50,000.

(c) All other agricultural commodities and foods processed from them--\$25,000.

c. When quantities of surplus agriculture commodities, surplus foods processed from them, and surplus cotton or woolen goods, exceed the amounts specified in subparagraph B1b, DRMS shall obtain from the Department of Agriculture Farm Service Agency, P.O. Box 2415, Washington, DC 20013-2415:

(1) A determination, with pertinent instructions, that the commodities or products should be transferred to the Department of Agriculture for disposition as provided by the Act.

(2) A statement setting forth the conditions and prices which should be used by the holding agency in the disposition of the commodities or products.

d. Transfers, if directed, shall be made without charge to the Department of Agriculture.

## **2. Aircraft**

### **a. General**

(1) DRMOs shall not screen or report aircraft. The owning Military Service shall screen aircraft with the other Military Services and DoD activities, and then report excess to GSA Region 9 for Federal civil agency and donation screening.

(2) This policy applies to all aircraft; however, processing procedures may vary for aircraft located at AMARC, Davis Monthan AFB, Arizona.

(3) Categories of aircraft used in this paragraph are defined as follows:

(a) Category "A." Aircraft authorized for sale and exchange for commercial use. This includes fixed wing (FSC 1510) and rotary wing (FSC 1520) aircraft which do not require DEMIL as defined by DoD 4160.21-M-1, and have been identified by the Military Services as available for commercial sale or exchange as in Attachment 1, this chapter.

(b) Category "B." Aircraft used for ground instructional and static display purposes. These aircraft generally have not been maintained to airworthiness standards, precluding their use as a flyable aircraft.

(c) Category "C." Aircraft that are combat configured as determined by the Services.

b. Aircraft with Commercial Flight Application. This section applies to Category "A" aircraft which may be sold or exchanged for commercial use as determined by the Military Services.

(1) Screening of Category "A" aircraft

(a) DoD Screening. The Military Services shall screen with other Service and DoD activities to determine needs for complete aircraft or parts reclamation. Screening shall be in written form agreeable to the Military Services and other DoD activities. This screening shall be to determine needs for complete aircraft or parts reclamation.

(b) GSA Screening. The Military Services shall report excess aircraft to GSA on Standard Form (SF) 120, Report of Excess Personal Property, for Federal and donation screening for the period of time prescribed by FPMR 101-43 and 101-44. The SF120 shall list all major systems (such as engine, electronics) missing from the aircraft at the time of reporting. The report shall also indicate whether the data plate, log books and historical/modification records are available, and if additional parts will be removed from the aircraft at the time of release to the transferee. Data plates for aircraft transferred or donated for non-flight purposes shall be removed prior to issuance.

(2) Priority for allocation shall be:

(a) Issue to another Military Service as complete aircraft.

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(b) Issue to another DoD activity (includes Civil Air Patrol [CAP]) as complete aircraft.

(c) Use of aircraft for parts reclamation to satisfy DoD supply system needs with the needs of the owning Military Service taking precedence.

(d) Issue of excess aircraft to Federal & State law enforcement activities (see Chapter 5, Attachment 1, paragraph 2).

(e) Issue for Security Assistance needs.

(f) Transfer of excess aircraft to a Federal civil agency through GSA.

(g) Donation of surplus aircraft to authorized recipients through GSA.

**NOTE:** GSA may, on a case-by-case basis, request transfer of an aircraft to a Federal civil agency for continued flight use prior to issues under (c) above. The request shall specify the recipient agency and intended use. Such requests shall, when feasible, be honored by the owning Military Service instead of parts reclamation.

(3) Issues

(a) Issues to CAP. If flyable non-AMARC aircraft are selected by HQ CAP-USAF for issue to CAP, the following procedures apply:

1 The losing Military Service shall issue the aircraft to the AFX account specified by HQ CAP-USAF, ensuring that data plates and all available historical/modification records accompany the aircraft.

2 Should CAP-USAF elect to use the aircraft for reclamation of parts, CAP should contact the owning Service for arrangements concerning reclamation of parts. Should CAP elect not to reclaim parts and components from the aircraft, HQ CAP-USAF shall make arrangements for issue and delivery of the aircraft, data plates, and historical/modification records to AMARC. CAP aircraft received at AMARC shall be reported to GSA for use by Federal civil agencies and by authorized donees.

(b) Issues to Law Enforcement Activities (See Chapter 5, Attachment 1, paragraph 2.) The DLA Law Enforcement Support Office (LESO) shall prioritize Federal & State requests, in coordination with the Deputy Assistant Secretary for Drug Law Enforcement Policy (DASD [DEP&S]), the owning Military Service, DoJ, and the Office of National Drug Control Policy (ONDCP).

(c) Issues to Federal civilian agencies and donation customers. The Military Services shall release aircraft upon receipt of fully executed issue documents, SF 122, Transfer Order-Excess Personal Property, or SF 123, Transfer Order-Surplus Personal Property. The issue document shall indicate the name of the recipient and the intended use of the aircraft. Data plates and historical, modification & maintenance records shall be furnished along with the aircraft to the federal civil agency or authorized donee. For aircraft issued or donated for ground use only, the data plates shall be removed prior to release to the authorized recipient.

**(4) DRMS Processing**

(a) Prior to the transfer of accountability to the DRMS, the Military Services will ensure that all required screening has been completed. The transfer to a DRMO shall be accomplished by using an individual DD Form 1348-1A for each aircraft. The generator shall include on the DTID, the adjusted dollar value of the aircraft, a list of parts or components that have been removed, and an indication if the data plates are/are not available on the DTID. Data plates and records may not be tampered with nor removed before or at the time of turn-in.

(b) All available aircraft log books, historical/modification/ maintenance records shall be transferred to the DRMO with the aircraft. If these records are not available, a statement to this effect shall be included on the DTID.

(c) DRMOs shall safeguard the historical/modification/maintenance records at all times prior to final disposition.

(d) DRMOs shall offer aircraft for sale on an "each" basis except those aircraft that are completely in scrap condition or that require airframe DEMIL. The sale offering shall include, at a minimum, the following information, if available:

1 Military Model-Design-Series (MDS) and the manufacturer's model (when available) of the aircraft; serial number(s); total airframe and engine time; total engine time since last overhaul; time since last Inspection, Repair As Necessary (IRAN); other pertinent information considered necessary to properly advertise the aircraft to the buying public.

2 Special sale condition "Federal Aviation Administration Flight Certification" shall be included in each sale solicitation. This sale condition requires the purchaser to comply with all Federal Aviation Administration (FAA) regulations concerning the airworthiness certifications for aircraft flown in civil operations, as well as certain disclaimers and liability issues.

3 When appropriate, a statement that it is the responsibility of the purchaser to obtain a one-time ferry permit from FAA if flight from the DRMO holding area is



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contemplated. Those purchasers desiring to obtain special flight permits should contact their local FAA Flight Standards, General Aviation, or Engineering and Manufacturing District Offices for registration applications and for information relative to issuance of these permits.

4 A statement that indicates the purchaser is responsible to make arrangements with FAA for all inspections needed to obtain airworthiness certification. FAA provides guidance and instructions to establish eligibility for civilian airworthiness certification for surplus Military aircraft and aircraft assembled from spare and surplus spare parts. Before an Airworthiness Certificate is issued, the assembled aircraft must be in conformity with the approved data forming the basis for that FAA-type certificate. The responsibility to satisfy FAA requirements lies entirely with the purchaser.

5 The sale solicitation shall contain a statement to advise interested bidders that they may review a copy of DoT, FAA Advisory Circular, AC No. 21-13, "Standard Airworthiness Certification of Surplus Military Aircraft and Aircraft Built From Spare and Surplus Parts", and AC No. 20-96, "Surplus Military Aircraft - A Briefing for Perspective Buyers" at the FAA field district office or obtain a free copy from:

U.S. Department of Transportation  
Subsequent Distribution Office  
Ardmore East Business Center  
3341 Q 75<sup>th</sup> Ave  
Landover, MD 20785

6 Transfer of Title of Government owned aircraft to a purchaser must be evidenced by a Bill of Sale. The acknowledgment of the Bill of Sale must be executed by a duly appointed Notary Public or the SCO. Data plate and historical/modification records shall be furnished to the purchaser.

7 End Use Certificate (EUC). Sale of aircraft shall be accomplished only after the bidder has filed an EUC with the SCO. The EUC shall be included in every sale solicitation, completed by the bidder, and submitted with the bid, and a copy retained in the pertinent sales office.

8 Sale solicitations shall provide for the purchaser to remove, destroy, or obliterate distinctive markings on aircraft.

**c. Aircraft Having No Established Commercial Flight Application**

**(1) Category "B" aircraft**

(a) Category "B" aircraft have no commercial flight application based upon their safety characteristics. Generally, they have been subjected to extensive assembly and disassembly procedures for ground training purposes, or subjected to repeated burning for fire-fighting training.

(b) The owning Military Services shall be responsible for screening of Category "B" aircraft in accordance with paragraph B(1)(a). Such aircraft shall be reported to GSA for Federal and donation screening in accordance with B(1)(b). Category "B" aircraft offered, transferred, or donated, shall be identified as suitable for ground use only, such as static display or ground instructional training.

(c) Aircraft historical/modification/maintenance records for life-limited and/or Flight Safety Critical Aircraft Parts (FSCAP) parts/components may accompany the aircraft on transfer, donation, and sales actions. However, data plates shall be removed and destroyed by the military service generating activity and the data plate destruction recorded on the DTID.

(d) DRMOs may offer Category "B" aircraft for sale for ground use only or as scrap. Category "B" aircraft of a type/model not listed in Attachment 1 of this chapter (Category "A") will also require DEMIL of the airframe. If applicable, sales terms and conditions containing DEMIL instructions set forth in DoD 4160.21-M-1 shall be included in the sale solicitation and DEMIL shall be performed as a condition of sale. Sales proceeds from aircraft scrap as a result of DEMIL are not eligible for the RRRP.

A note, substantially as follows, shall be inserted in the item description:

"This aircraft has been subjected to abnormal assembly and disassembly of structural and/or other components in ground instructional training of Military personnel, and is unsafe for flight. It is being offered for sale for ground use only, e.g., static display or ground training. No Bill of Sale for this aircraft will be furnished the purchaser."

**(2) Category "C" Aircraft**

(a) Category "C" aircraft have no commercial flight application based upon their Military design characteristics, e.g., combat/tactical application.

(b) The Military Services shall be responsible for reutilization screening of these aircraft. Excess aircraft shall be reported to GSA for Federal and donation screening in accordance with B(1)(b). Except in very rare instances, issues to Federal or donation customers will be for ground use only, e.g., static display, ground training, etc.

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(c) DEMIL for Category "C" aircraft

1 The Military Services are responsible for the DEMIL of required parts and components that include weapons, armament, military communication items, etc. Military Services internal procedures for processing complete aircraft for disposal cover these types of DEMIL required items, and generally these items are removed by the Military Services prior to transfer to the DRMO.

2 The DRMOs are responsible for the DEMIL of the airframe of Category "C" aircraft in accordance with DoD 4160-21-M-1, appendix 4, Category VIII. All classified and radioactive property shall be removed by the Military Services prior to transfer of Category "C" aircraft to the DRMO.

(d) Surplus Military aircraft, as designated in DOD 4160.21-M-1, or Military aircraft which do not appear in Attachment 1, this chapter, must be challenged as to the proper method of DEMIL. For those aircraft that require DEMIL, the generating activity shall annotate the DTID with the following information:

1 That DEMIL must be accomplished.

2 A statement that DEMIL of the aircraft has been, or has not been accomplished. This statement shall be in the form of a certificate signed by a responsible individual of the military service generating activity as stated in DoD 4160.21-M-1.

3 A list of any items, parts or components that require DEMIL that remain on the aircraft at the time of turn-in. This list may be annotated on, or attached to, the DTID.

(e) DRMOs shall sell Category "C" aircraft as scrap only, with DEMIL, (if not already accomplished), as a condition of sale. Historical records and data plates shall be destroyed by the DRMO prior to transfer to the buyer. Bills of Sale will not be issued for these aircraft.

d. Aircraft for Historical Purposes. Provisions under this section are applicable to donations under the authority of 10 USC 2572, 10 USC 7308, 10 USC 7541 and 10 USC 7545. Requests for aircraft to be used for historical purposes (museums, static display, etc.) shall be referred to the proper office of the Military Service as outlined in Chapter 6, Donations, Loan or Exchange, paragraph H. All such requests shall be processed and documented by the Military Service. Any necessary DEMIL of aircraft before donation shall be accomplished as stated in DoD 4160.21-M-1.

e. Aircraft Built from Spare Parts. There is no prohibition that prevents a purchaser from building or rebuilding a commercial type (Category A) aircraft sold for the recovery of surplus parts. FAA provides guidance and instructions to establish eligibility for civilian airworthiness

certification for surplus Military aircraft and aircraft assembled from surplus spare parts. Before an Airworthiness Certificate is issued, the assembled aircraft must be in conformity with the approved data forming the basis for that FAA-type certificate. The responsibility to satisfy FAA requirements lies entirely with the purchaser.

f. Residue of Wrecked or Damaged Aircraft. If not feasible to transport to a DRMO, residue of wrecked or damaged aircraft shall be offered for sale (as scrap only) after assurance that any lethal, hazardous, or classified items have been removed and properly disposed. If DEMIL is necessary, arrangements shall be made for DEMIL to be performed by the purchaser or the U.S. Government, whichever is considered to be most economical. Because of the remote location of this residue, it may be offered on a "Lot" basis. Sale solicitations shall state that the U.S. Government does not grant authority to enter upon private property for the purpose of inspection or removal of the residue and that all arrangements of this nature must be made by individuals interested in the purchase. When the sale of this residue cannot be accomplished after advertising, it shall be processed for abandonment in accordance with Chapter 8, A/D. The time required for the public notice of intent to abandon the property in place shall be in addition to the time used to advertise the property for sale.

g. Foreign Excess Aircraft. FEPP shall be made available for screening by GSA-approved Federal or state representatives for possible return to the U.S. for federal transfer or donation. Overseas DRMOs (except Panama) who receive aircraft shall, regardless of condition, report such aircraft to DRMS International for disposition instructions.

**3. Ammunition, Explosives, and Dangerous Articles (AEDA) (RESERVED)**  
(Contact applicable Military Service representative, chapter 2, attachment 1.)

**4. Animals and Animal Enclosures**

a. Live animals which become unsuitable for military use shall normally be euthanized by proper authorities under the following conditions:

- (1) To terminate suffering from diseases, injury, or permanent physical disability.
- (2) To prevent spread of contagious disease.
- (3) When they are not fit to work because of incurable disease.
- (4) When they are fractious, vicious, or unmanageable.

b. Live animals (except sentry and scout dogs) that become excess to military needs, or which become unsuitable for military use for reasons not listed in subparagraph B4a may be disposed of by:

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- (1) Transfer to other Military Services or Federal Government agencies
  - (2) Donation or sale
  - (3) Other disposition
- c. Sentry and scout dogs excess to military needs may be disposed of by:
- (1) Transfer to other Military Services or Federal Government agencies.
  - (2) Donation to law enforcement agencies (State or municipal) through the State Agency for Surplus Property (SASP).
  - (3) Euthanasia by proper authorities
- d. Deceased animals shall be disposed of by the generating activity.
- e. Any cage or other holding device associated with animals must be cleaned and sanitized before turn in.

### **5. Automation Resources (AR)**

#### **a. General**

(1) The Paperwork Reduction Act of 1995, the Information Technology Management Reform Act of 1996, and implementing DoD Directives and guidance as disseminated by the Assistant Secretary of Defense (Command, Control, Communications and Intelligence) apply. Excess AR is not normally subject to the reporting or RTD policies and procedures outlined in this manual.

(2) Used Automatic Data Processing (ADP) computer magnetic tape, although no longer suited for ADP operations, is of such a high quality that it can be reconditioned and used for other recording purposes. A market is available for this tape, ranging from one-half inch width and up, of any length, if it is on spools or on reels and it is relatively free from dust and moisture.

b. AR Identification. AR means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. The term "AR" includes computers, ancillary equipment, and commercial off-the-shelf (COTS) software.

(1) Included are:

- (a) Mainframe, mini, and micro digital, analog, or hybrid central processing units.
- (b) Auxiliary or accessorial equipment, such as plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices), computer performance evaluation equipment; etc., designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.
- (c) Punch card accounting machines that can be used in conjunction with or independently of computers.
- (d) Devices used to control and transfer data and instructions to and from a CPU, including data transmission terminals, batch terminals, display terminals, modems, sensors, multiplexors, and concentrators.
- (e) Storage devices that are designed to be cable connected for use on line in which data can be inserted, retained, and retrieved for later use.
- (f) General purpose mini or microcomputers used as control mechanisms where computer technology is essential in controlling, monitoring, measuring, and directing processes, devices, instruments, or other equipment.
- (g) Equipment used in office automation applications that is designed to be controlled by a general purpose data processing language primarily to be applied through the internal execution of a series of instructions, not limited to specific key stroke functions, and designed to process a variety of applications.

(2) Excluded are:

- (a) Automation Equipment (AE) systems and components specially designed.
- (b) AE that is modified at the time of production to the extent that:
  - 1 It no longer has a commercial market.
  - 2 It cannot be used to process a variety of applications.
  - 3 It can be used only as an integral part of a non-AE system.
- (c) Classified or unclassified computer security equipment

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**c. Screening for RTD**

(1) DoD activities shall process reports of excess as prescribed by DISA, Chief Information Officer, Defense Automation Resources Management Program Division, for all serviceable excess Government-owned or Government-leased AR.

(2) DoD activities will also report to DISA unserviceable AR identified for donation to schools under Executive Order 12999, "Educational Technology: Ensuring Opportunity for all Children in the Next Century."

(3) DoD components outside CONUS are only required to report for screening excess AR which has an original unit acquisition cost of \$1 million or more and is not outdated. Outdated, in this case, means that the equipment is over 8 years old, based on initial commercial installation date, and is no longer in production.

(4) The following categories of AR are exempt from DISA redistribution screening, regardless of serviceability:

(a) Leased punch card accounting machines.

(b) Repair parts held by the activity or in the supply system with a unit original acquisition value of less than \$5000.

(c) Automation supplies including magnetic tapes, disk packs, diskettes, and similar consumable items used in an automation environment which are screened through the Automation Resources Management System (ARMS) bulletin board.

(d) Commercial Off-the-Shelf (COTS) Software which meets one of the following criteria:

1 Provides direct security protection to automation or telecommunications equipment or systems that process classified information, or is designated under DoD Regulation 5200.1-R.

2 Is integral to a weapons, intelligence, command and control, or tactical data system.

3 Is not eligible for upgrade or maintenance by a commercial vendor.

4 Has been modified beyond the specifications of the commercially available version.

5 Is licensed under provisions that restrict use to a specified machine/system, site, or otherwise restricts the right to redistribute within the DoD.

d. Turn-in to a DRMO

(1) After Reporting to DISA

(a) All turn-ins, which require screening by DISA as stated in paragraph B5c above, must be accompanied by an acknowledgment letter from DISA indicating one of the following:

- 1 The DoD case number and Automatic Release Date (ARD).
- 2 A waiver of screening.

(b) As a minimum, the DoD case number will be annotated on each DTID if the DISA letter covers more than one line item. A copy of the DISA letter is not required with each DTID.

(c) Property turned in after DISA screening does not require additional DRMS screening and may be processed direct to sale.

(2) Without Reporting to DISA

(a) Property which is unserviceable, as well as that property listed in paragraphs B5c(4) above, is exempt from DISA screening. Property which is not screened by DISA will be subject to donation screening prior to sales processing by the DRMO.

(b) Disposal instructions for leased punch card machines and COTS software are available from DISA.

(3) All AE and magnetic media must have all COTS software removed when turned in to a DRMO. This includes disk packs, and all other AE media intended for the purpose of data storage. DTID must contain a certification by the accountable officer that any remaining information is unclassified or has been declassified and does not contain data unauthorized for release. By his/her certification, the accountable officer ensures:

(a) Classified media is now unclassified or has been declassified under the procedures contained in DoD 5200.28-M, ADP Security Manual, Section VII, 1973, and NCSC TG-025 Version-2, Sep 91, "A Guide to Understanding Data Remnants in Automated Information Systems", and that any record indicating the previous classification level has been deleted.



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(b) Any information exempt from the Freedom of Information Act (for example, proprietary, criminal investigation reports), or any personal data, has been removed.

(4) COTS Software

(a) COTS software not requested for redistribution through DISA will be destroyed by the holding activity or returned to the vendor unless the license agreement does not prohibit transfer (to include R/T/D for purposes of disposal) or resale.

(b) The license/registration numbers of COTS software and method of disposal shall be recorded for audit purposes.

(5) Identification of HM. The DTID for AE containing HM within its components must include the identity and location of the hazardous material contained therein, as required by Chapter 10, Environmentally Regulated and Hazardous Property.

(6) Due to their toxic characteristics, compact disks (CDs) are not authorized for turn-in to a DRMO.

e. DRMO Processing

(1) All AR receipts will be received as surplus property.

(a) AR will be processed to donation status if it has not been screened by DISA.

(b) AR will be processed direct to sale if it has been screened by DISA.

(2) For any issues of AR, DRMOs will provide a copy of the issue document, by mail or fax, to DISA. Requisitions must include:

(a) Model number

(b) Type of equipment

(c) Serial number

(d) Manufacturer

(e) DoD Case Number assigned by DISA, if applicable

(f) In-the-clear address of the requisitioning activity.

(3) Sales referrals of AR and magnetic media will include copies of DTID with applicable certification statements.

6. **Baby Cribs.** Only those cribs received in good usable condition that are marked with the consumer product safety statement and meet consumer product specifications for both the crib and mattress may be offered for RTDS. All other cribs and mattresses will be downgraded to scrap upon receipt.

7. **Base Closures (CONUS Only).** Personal property at closing military installations is subject to Section 2909 of Public Law 103-160 and the procedures in 32 CFR 90 and 91. The commander of the closing installation is responsible for determining which items of personal property will be transferred to the Local Redevelopment Authority or will be transferred to other installations. All other personal property at the closing installation will be subject to normal disposal processing.

#### 8. **Chapel and Chaplain's Equipment**

a. Surplus Chapel and Chaplain's Equipment (FSC 9925 items) such as candlesticks, vases, candelabra, and candle lighters, that has no definite religious significance and cannot be transferred or donated may be sold to the general public as items in accordance with established procedures.

b. Disposition of surplus or foreign excess consecrated articles peculiar to each religion shall be made in accordance with the instructions furnished by the Chief of Chaplains of the generating Military Department.

9. **Claims Settlement Property.** Material formerly of private ownership and acquired by DoD/Federal Government as the result of claims settlement action shall be turned in on a separate DTID and subjected to normal DRMO processing.

#### 10. **Clothing and Individual Equipment**

a. **Distinctive Outer Clothing.** Distinctive outer clothing is that clothing such as overcoats, blouses, jackets, shirts with epaulets, headgear and band uniform which definitely associate the wearer with a particular Military Service and in some instances a specific military rank or grade. Clothing marked with a prisoner designation is, for the purpose of this paragraph, considered as distinctive. The Military Services may elect to render such items nondistinctive to preclude their unauthorized use. The DRMO will receive distinctive clothing and process through normal RTDS.

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### **b. Impregnated Clothing**

(1) Impregnated clothing which has been chemically treated to protect the wearer against toxicological chemical agents contains CC3 as a chloramide decontaminant, chlorinated paraffin as a binder, and zinc oxide as a stabilizer. Laundering will only destroy the CC3 chloramide as a decontaminant but will not remove the chlorinated paraffin. The chlorinated paraffin, which is a skin irritant, is not water soluble and shall be removed only by a dry cleaning type solvent. This clothing must not be transferred, donated or sold without assurance of the removal of the chlorinated paraffin by dry cleaning processes. Burial in a sanitary landfill may be considered a proper alternate disposition in some states. Caution should be exercised to prevent burning during the disposal process since the residual material from combustion will include zinc oxide which is a defoliant that could destroy plant life in adjacent areas.

(2) If deimpregnation by use of available local U.S. Government laundry facilities is considered economical, deimpregnated clothing shall be processed in accordance with procedures which apply to clothing which has never been impregnated.

(3) Impregnated clothing may not be made available to any foreign government without specific approval of the owning Military Service/Defense Agency or DoD.

c. Items of clothing and individual equipment may not be mutilated by cutting, painting, tearing, etc. To prevent reentry into the supply system and to preserve the sale value, items of clothing and individual equipment may be marked by the generating activity when markings are required by the Military Service regulation before turn in to a DRMO. Such markings shall be limited to methods specified in Attachment 2, this chapter.

## **11. Commercial Recovery of Chemical Materials**

a. When it is uneconomical to process chemical solutions containing infinitesimal quantities of recoverable materials, arrangements may be made with commercial firms which offer a recovery service for processing the material on a share basis. Payment may be based upon a specified percentage of the value of the recovered material or may exceed the value of recovered material when the payment is less than the Government's cost to dispose of HP. No charge, rental, or deposit shall be paid for this service over and above the share retained by the purchaser.

b. Bids on the sale of materials of unknown value, content, weight, or analysis may be accepted on a share and share basis. Bids shall be evaluated on the basis of the service rendered and the percentage of the share to be paid to the U.S. Government.

c. When materials of unknown value, content, weight, or analysis are sold to recognized firms whose unverified findings become the basis of payment, such findings may be accepted if it is determined to be uneconomical or impracticable to verify their authenticity and if it has been determined that discard of the material would otherwise be necessary.

d. Instructions for the recovery of silver from used hypo solution are contained in Chapter 11, PMRP.

12. **Concertina Wire, Barbed Tape, and Wire.** These items shall be banded or boxed before turn in to the servicing DRMO. Banding or boxing is necessary to prevent disabling or painful injury during loading, unloading operations, and any later handling which may be necessary.

13. **Confiscated Property.** Property confiscated by the TD, Bureau of Customs, or other competent U.S. Government authority, primarily related to military type equipment, except ammunition and dangerous property, may be turned in to a DRMO for processing. This property shall be processed by the DRMO in the same manner as Military Service/Defense Agency excess.

14. **Contractor Inventory**

a. The disposal of contractor inventory is generally the responsibility of the contractor (see Federal Acquisition Regulation [FAR] Sub Part 45.6). However, DRMS' disposal services may be utilized when determined by the Contracting Officer to be in the best interests of the Government. DRMS' disposal services may be provided on a cost reimbursable basis. Property physically transferred to a DRMO shall lose its identity as contractor inventory and will be processed as normal excess. The DTID must contain the name of the contractor, accountable contract number, and where applicable, the accounting classification of the referring contract administration activity.

b. The proceeds of any sale are to be credited in accordance with DoDI 7310.1, Disposition of Proceeds From DoD Sales of Surplus Personal Property.

c. Where only service contract disposal assistance is required, the documents referring the property for disposal must reflect the contract number under which the material was acquired, location of the property, the name of the contractor, and fund cite for billing service contract costs.

15. **Decorations, Badges, Service Awards, Medals, Ribbons, Distinctive (metal) Buttons and Other Insignia**

a. Legal Restrictions

(1) 18 USC 704 governs the wear, manufacture, and sale of military decorations, medals, badges, and their components and appurtenances, or their colorable imitations.

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(2) 18 USC 701 governs the manufacture, sale, possession, and reproduction of badges, identification cards, insignia, or other designs prescribed by the head of a U.S. department or agency, or colorable limitations of them.

(3) The statutory provisions are codified in 32 CFR 507.

b. Sewn on or embroidered insignia (i.e., stripes) and metal or plastic buttons need not be removed from uniforms. Such clothing may be processed for RTDS with the insignia and/or buttons left intact,.

c. Service medals, badges, ribbons or other decorations.

(1) Those attached to military clothing shall be removed prior to turn in.

(2) Medals of Honor (and Service Ribbon) shall be destroyed by the generator.

(3) Individual turn-ins may be reutilized by DoD components but not transferred or donated. Sales to the general public are permitted with terms and conditions incorporating the aforementioned legal restrictions.

### **16. Defective Items, Parts, and Components Containing Latent Defects**

a. Category 1 (CAT 1) defective property

(1) Is identified as military/Federal Government specification property intended for use in safety critical areas of systems, as determined by the user, and reported to the item manager.

(2) Does not meet commercial specifications.

(3) If used, would create a public health and/or safety concern; RTDS as usable property is prohibited.

(4) Must be mutilated by the generating activity, according to specific instructions provided by the item manager.

b. Category 2 (CAT 2) defective property

(1) Does not meet military/Federal Government specifications but may meet commercial specifications.

(2) Cannot be used for its intended military purpose and , therefore, must not be redistributed within DoD, as directed by the Item manager.

(3) May be used for commercial purposes; and may be transferred, donated, or sold as usable property.

(4) Requires special terms or conditions in sale solicitations warning purchasers that the property is CAT 2 defective and is not acceptable for resale back to DoD.

c. DRMOs shall store CAT 1 and CAT 2 property in separate locations to prevent commingling with nondefective property.

d. Item Managers (IMs) shall assure that defective property is listed with the Government/Industry Data Exchange Program (GIDEP).

**17. Defense Working Capital Fund (DWCF) Activity Property (formerly Industrial Fund Property)**

a. When DWCF property is turned in to the DRMO by a DWCF activity, its identity as such shall be indicated on the DTID along with the DWCF account to which sale proceeds should be deposited.

(1) If the DTID does not contain this annotation, the property shall be processed as non-DWCF and no portion of the proceeds from sale may be returned to the generating DWCF activity.

(2) When requested, this property may be transferred or donated without reimbursement.

b. For sale purposes, the DRMO may commingle DWCF scrap with non-DWCF scrap. Percentage estimates must be maintained for the purpose of prorata reimbursement to the generating DWCF activity. Proceeds of sale shall be deposited as indicated in Chapter 7, Sales/RRRP, paragraph P2.

**18. Dental Material**

a. Dental Amalgam (RESERVED)

(Contact applicable Military Service representative, chapter 2, attachment 1.)

b. Dental Scrap. Precious Metals bearing scrap, excluding used and unused amalgam, derived from the practice of dentistry (bench grindings, sweepings, polishing residue, restorations, bridges, etc.) shall be accumulated and processed for precious metals recovery in accordance with Chapter 11, PMRP.

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19. **Desalting Kits.** Some sea water desalting kits contain reclaimable silver. These kits shall be processed as prescribed in Chapter 11, PMRP, paragraph C3.

20. **Distinctive Markings.** Distinctive markings shall be removed or obliterated in such a manner as to prevent reappearance as originally designated. Such markings include "U.S.," the designation and emblem of a Military Service/Defense Agency, or Federal Emergency Management Agency, the registration number, or serial number assigned to a military vehicle. Any markings on military vehicles that relate back to the Military Services (such as, "Join the Marines," "Marine Recruiting,") shall be regarded as distinctive. DRMO personnel shall accomplish the necessary removal or obliteration before delivery unless:

- a. To remove or obliterate the distinctive markings would destroy the use of the property.
- b. The cost of removal or obliteration is disproportionate in relation to the value of the property.
- c. The item is donated for display.

## **21. Distress Signaling Devices**

a. Aircraft signaling kits contain projectors and explosive-loaded flares and smoke signals which are considered dangerous if used improperly. The projector, capable of firing a 10-gauge shotgun shell, is classified as a firearm by Federal law enforcement agencies.

b. Surplus explosives and explosive-loaded distress signaling devices shall be removed from kits and shall be reported for disposal or processing instructions to the pertinent Military Service. If the material is authorized for disposal by sale, it shall first be mutilated to the extent that it is incapable of being rehabilitated for use as originally intended or, in the case of projectors, as a firearm. Other internationally recognized distress signals, such as dye markers, shall also be destroyed, and may not be sold to the general public under any circumstances.

## **22. Drugs, Biologicals, and Reagents (including Controlled Substances) (RESERVED)** (Contact applicable Military Service representative, chapter 2, attachment 1.)

## **23. Electron Tubes**

a. Spent Magnetrons. Magnetrons contain a variety of critical metals such as cobalt, gold, silver, and platinum. When practicable, these metals shall be recovered and sold or issued as such rather than as part of spent magnetrons. Spent classified magnetrons should be declassified in accordance with pertinent Military Service instructions before turn in to a DRMO

for disposal. Recovered precious metals shall be segregated by metal type and processed in accordance with applicable accumulation and reporting instructions contained in Chapter 11, PMRP, paragraph C3e.

b. Many other types of electron tubes used in telecommunication applications contain small quantities of radioactive material. These tubes and/or equipment may contain small quantities of radioactive material classified as License Exempt or unimportant quantities as defined by 10 CFR, 30.70 and 30.71, Schedules A and B respectively. Individually, these tubes present little or no hazards, if the integrity of the subassembly remains intact. In quantity, however, a potential hazard may exist depending upon the radio nuclide in the tube, the radioactivity of the radio nuclide, its physical and chemical form, and method of disposal. License Exempt and unimportant quantities of certain radio nuclides are not regulated by 10 CFR, however, Federal regulations do not relieve the generator from complying with other appropriate State and local laws and regulations governing the possession, use, transfer, and disposal of such items.

c. The generating activity shall determine if the electron tubes to be turned in contains radioactive material (radioactivity) in amounts less than, equal to or in excess to or in excess of the radioactivity listed in 10 CFR, 30.70 and 30.71, Schedules A and B respectively, and/or qualify as unimportant quantities as prescribed in the 10 CFR. If the amount of radioactive material (radioactivity), as defined by 10 CFR, 30.70 and 30.71 Schedules A and B respectively, and/or radioactive material qualifies as unimportant quantities as defined by 10 CFR 40.13. DRMOs will accept accountability but not physical custody of these items. The generator shall include the following statement in block 27 of the DTID, DD 1348-1A, and signed by the Health Physicist and/or Radiation Protection Officer:

"These electron tubes contain radioactive material (radioactivity) less than, equal to, in excess of, or unimportant quantities as listed in 10 CFR."

d. All sale offerings containing electron tubes shall include the article "Radioactive Material." (See also Radioactive Material, paragraph B54, this chapter.)

#### **24. Film and Photographic Paper**

a. Nitrate Base Films. The DRMO shall be advised by the generating organization of the availability for disposal action of exposed, unexposed, or date expired, nitrate base film.

(1) Although nitrate base film may not be physically transferred to the DRMO, nor processed for silver recovery, the DRMO shall accept accountability. Accumulations of this film shall be retained in authorized film storage vaults by the generating organization awaiting sale or other disposition. Expedious action shall be taken by the DRMO to accomplish disposition of the film.



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(2) Transfer to other agencies or donation is authorized, if the shipping document contains the statement that nitrate motion picture film is susceptible to instant fire or explosion with resultant toxic fumes if not properly handled.

(3) All sale offerings shall describe the film in detail and shall include the article, "Motion Picture Film."

b. Motion Picture Film (other than Nitrate Base). DRMOs shall exercise particular care in the disposal of training film since some film carries copyright encumbrances or rights of privacy. Training film or film strips may not be transferred outside the DoD, donated, or sold for projection purposes, and exposed motion picture film may not be accepted unless:

(1) The DTID contains a certifying statement that the film is not sensitive to copyright encumbrances or the Privacy Act.

(2) The film has been removed from the reels and reduced to 6-inch strips or burned. The film shall then be processed for silver recovery in accordance with Chapter 11, PMRP, paragraph C3e.

### **c. X-Ray Film**

(1) Usable, outdated medical x-ray film which is not transferred or donated to an eligible recipient shall be processed for silver recovery instead of sale.

(2) Usable industrial x-ray film which is not transferred or donated to an eligible recipient shall be offered for sale to the general public without mutilation. However, film may not be sold unless it is more cost effective to do so than to process the film for silver recovery.

d. Outdated and Unexposed Film (other than x-ray). After RTD screening, outdated or unexposed film shall be offered for sale. However, sale should be made only if the sale would be cost effective (see Chapter 11, PMRP, paragraph C3d).

e. Exposed Film and Photographic Paper (including silver-bearing microfiche and microfilm). This property shall be processed for silver recovery. Exposed scrap microfiche and microfilm masters contain recoverable silver and may not be offered for sale. Microfiche and microfilm copies do not contain silver and need not be reported for recovery.

## **25. Flags (including Foreign Flags, Pennants, Streamers, and Guidons)**

a. Items no longer considered to be fitting emblems for display must not be used or disposed of in a manner that might be viewed as disrespectful.

(1) Those items having a particular historical or sentimental value by reason of association with a significant event, place, or person shall be referred to the owning Military Service or Defense Agency and retired from active use and preserved as historical property. However, when a U.S. flag having a historical or sentimental value to a city, or other public body, museum, or veterans' organization, is requested for display in museums or other collections, it may be donated to an authorized donee in accordance with Chapter 6, Donations, Loans and Exchanges.

(2) Items not possessing particular historical or sentimental significance shall be destroyed by the generator, privately, preferably by burning, in such a manner as not to suggest disrespect.

b. Items in serviceable condition shall be turned in to a DRMO for normal RTDS action. Any items remaining after normal processing shall be destroyed by the DRMO, privately, preferably by burning, in such a manner as not to suggest disrespect.

## **26. Flight Safety Critical Aircraft Parts (FSCAP)**

a. It is the responsibility of the Military Service generating activity to ensure all available historical records/documentation are included at the time reparable FSCAP are turned in to DRMOs. FSCAP items lacking appropriate records/documentation, or which are unusable, will be mutilated. Normally, FSCAP items will be mutilated by the owning Service prior to turn-in to a DRMO. Unused FSCAP, in original, undamaged packaging must be marked with NSN, Contract Number, CAGE Code(s) and part number.

b. When an FSCAP item is transferred to DRMS for disposal, block 27 of the DTID will cite the appropriate Criticality Code for FSCAP items from those listed in Attachment 3, this chapter. The letters "FSCAP" shall be inserted in the remarks section of the DTID.

c. Serviceable or reparable FSCAP may be reutilized, transferred, donated, or sold, subject to DEMIL requirements, provided the historical records and documentation are furnished along with the parts. At a minimum, the terms and conditions of sales contracts must notify the buyer that the parts:

(1) Cannot be used on commercial aircraft in absence of specific FAA approval (usually granted by an FAA Repair Shop), and

(2) Cannot be sold back to the DoD or to foreign governments/military without the appropriate records/documentation.

d. DoD makes no representation as to a part's conformance with FAA requirements. As

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a condition of transfer, donation, or sale of an FSCAP, and prior to installing the parts, the receiving persons or organizations must subject the parts to safety inspection, repair, and/or overhaul by a competent manufacturer or other entity certified by the FAA to perform such inspection and repair. The aircraft parts may not meet FAA design standards, and/or may have been operated outside the limitations required under the Federal Aviation Regulations. Inspections and FAA approvals will be needed to determine an aircraft part condition for safe operation, or a parts eligibility for installation on a civil aircraft. Failure to comply with FAA requirements can result in unacceptable safety risks and also subject the purchaser to enforcement actions.

**NOTE:** See also paragraph 32, Helicopter Blades and Rotors

### **27. Food (other than Food Waste and Refuse)**

a. **General.** This paragraph does not apply to garbage, bones, greases, fats, or food waste material generated by the preparation of meals (see paragraph B28, this chapter).

#### **b. Usable Foodstuffs**

(1) Usable foodstuffs may not be offered for sale as surplus without approval of the Subsistence Office of the Military Service having jurisdiction over the generating source at which the foodstuff is located. Food items (such as, items in broken or damaged packaging, or rejected for nonconformance with U.S. Government specifications but authorized for sale) may be reported to DRMS.

(2) The description shall include a statement as to reason for its rejection, expressed in specific terms. However, before transfer of title, the generating activity shall remove or obliterate U.S. Government identification such as contract numbers, NSNs, and any other printing that would identify the item with the U.S. Government. The sale solicitation shall include a statement to this effect.

c. Meals or rations, including survival packets, that have been prepared and packaged in advance of the anticipated time or date of consumption may be turned in to DRMOs.

(1) The DTID must be accompanied by a document which indicates a determination of the veterinary service/medical officer that the subsistence is fit or unfit for human or animal consumption. In the event of any possible question regarding its suitability, it shall be destroyed instead of transfer, donation, or sale.

(2) Some food packages may contain tax-free cigarettes. State laws affecting sale, donation to penal institutions, etc., shall be examined and the manner of disposal of cigarettes shall be based upon such findings.

d. Condemned Foodstuffs (CONUS only)

(1) Before sale of condemned food material through commercial channels, the authorized DRMO shall notify the nearest office of the Food and Drug Administration (FDA) of the proposed sale. The notification shall indicate the point of origin, quantity, type, condition and location of the property.

(2) A warranty shall be included as a special condition of all sales for condemned subsistence items. The fact that the materials have been denatured, or should be denatured before delivery, shall be specifically stated in the listing and description of each item. The statement shall also appear on all copies of the document furnished the buyer with delivery of the material.

(3) Condemned foodstuffs shall be denatured before delivery by the use of denaturants recommended by the local representative of the FDA. Unless the requirement is specifically waived in writing by the FDA, delivery shall be made under restrictions prescribed by that agency. Condemned foodstuffs may not be delivered to the buyer until the authorized selling activity has advised the local office of the FDA and the public health authorities of the State in which the material is located, of the sale, and the name and address of the buyer or consignee of the property.

e. Waiver of Denaturing Requirement (CONUS only)

(1) Under certain circumstances when the cost of denaturing condemned subsistence items would exceed the expected proceeds of sale or when there is no reasonable prospect of sale subject to the condition outlined in subparagraph B27d, selling activities may advertise condemned subsistence items for sale to manufacturers of soap, candles, etc., if it is specifically stated in the listing that the purchaser warrants and certifies to the United States that the material shall be used in the manufacturing of such products and not for human consumption. The sale solicitation shall further state that a representative of the SCO shall accompany the material at the time it is delivered to the purchaser to ensure that it is physically placed in a vat or other container normally used in the manufacturing of soap, candles, etc., and made unfit for human consumption.

(2) In all cases, selling activities shall advise the local office of the FDA and the public health authorities of the State in which the material is located of the proposed sale. After award, the authorities shall be further advised of the name and address of the purchaser or consignee of the property.

f. Destruction or Abandonment. When there is no reasonable prospect of sale under the conditions outlined in subparagraphs B27c and B27d, the property shall be destroyed or disposed of in such a manner as to safeguard public health, safety, and the environment, and in such manner as to be consistent with EPA requirements.

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**28. Food Waste and Refuse**

**a. Bones, Fats, and Meat Trimmings Generated by Commissary Stores**

(1) Bones, fats, and meat trimmings shall be reported as three separate line items to the designated selling activity by the DRMO servicing the military installation on which the commissary store is located. Bones, fats, and meat trimmings are defined as follows:

(a) Bones. Consists predominantly of clean bones. May contain some meat shavings but no hunks of meat.

(b) Fats. Consists of suet (no red meat) derived from processing carcasses.

(c) Meat Trimmings. Consists primarily of meat residue derived from the processing of prepared meats. May contain some fat and gristle, but no bones.

(2) If generations are small or market conditions are such that proceeds would not offset the cost of segregation, bones, fats, and meat trimmings may be commingled. For reimbursement purposes, the identity of these items shall be maintained throughout the sale transaction.

(3) The referral to the DRMS shall cite the applicable commissary stock fund activity account to which reimbursement is to be made in accordance with Chapter 7, Sales/RRRP, paragraph P2. No reimbursement shall be made to the commissary stock fund activity account from proceeds received from sale of "Other Edible Waste."

**b. Other Food Waste or Refuse**

(1) Segregation. Mess and commissary officers shall enforce the proper segregation and storage of food waste. The DRMO shall make frequent inspections of the generating points to ensure that proper segregation is being made. Where food waste is accumulated by nonappropriated fund activities; such as, post exchanges, service clubs, DRMOs should make agreements with responsible persons to accomplish segregation and collection in the following groups:

(a) Cooked grease, both clear and rough, including spent frying fats.

(b) Bones and meat trimmings, including cracklings, that result from kitchen rendering of fats. Fish heads and chicken entrails may be included in this group..

(c) Fats, uncooked and unrendered.

(d) Edible garbage suitable for animal consumption, including edible table refuse, melon rinds, etc., and natural refuse or inedible matter resulting from food preparation or decay, high in protein content. This type of refuse is normally sold to farmers or commercial hog feeders.

(2) Collection. As a general rule, the purchaser shall be required to make collections of food waste, using his or her own transportation and personnel. Where collection is made by the U.S. Government, the food waste collected shall be delivered to a central transfer point, where the purchaser shall take delivery. The designated transfer point must be concurred in by the post engineer and stated in the sale solicitation. Facilities shall be furnished at the transfer point for sterilization, before return of garbage cans or other food containers.

(3) Control of diseases of livestock

(a) A number of serious diseases of livestock can be spread by uncooked meat scraps in garbage. Required cooking of garbage in the United States has aided in the complete eradication of vesicular exanthema and hog cholera. Proper garbage cooking eliminates direct transmission of trichinosis of swine by infective meat when contained in garbage. Trichinosis-infected swine may transmit the disease to humans who eat undercooked pork. Garbage cooking also helps to prevent introduction of foreign diseases to livestock. Therefore, in those States and territories where garbage feeding is not entirely prohibited, cooking of garbage fed to swine is necessary. Some States may also require the cooking of garbage to be fed to other livestock species or poultry.

(b) All sale solicitations and contracts for the disposal of edible garbage shall contain pertinent conditions of sale.

29. **Foreign Purchased Property.** To be disposed of in accordance with DoD 5105.38-M or guidance provided by security assistance implementing agencies on a case-by-case basis.

30. **Forms.** Forms are assigned to two FSCs: 7530 for forms used within individual U.S. Government activities (DoD components) and 7540 for standard forms used U.S. Government wide (U.S. Bureau of the Budget, U.S. General Accounting Office, GSA Standard Forms, etc.).

a. Controlled forms; that is, forms which are prenumbered and accounted for by number, may not be turned in to a DRMO. This applies to forms in FSC 7530 and FSC 7540. When not acceptable in publication depots or activities for return or reissue, controlled forms shall be disposed of by the generating activity under Military Service/Defense Agency instructions.

b. Excess forms (other than controlled forms) in FSC 7530 and FSC 7540 shall be

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reported to the Military Service publications depots or activities in accordance with applicable Military Service/Defense Agency regulations. When not acceptable in publications depots or activities for return or reissue, excess forms shall be administratively condemned and assigned SCC H and turned in to the DRMO.

### **31. Franked Envelopes**

a. Franked envelopes must not be sold regardless of quantity, value, or condition. An attempt shall be made to use these envelopes by overprinting the return address or redistribution to other activities or Federal civil agencies for such use.

b. Donation of franked envelopes is authorized. However, donees must furnish the following certification, together with the donation request (SF 123):

"The undersigned certifies that the indicia and all other marking on Federal Government envelopes shall be completely obliterated before further donation or use for mailing purposes.

Signature (Representative of Public Airport, SEA,  
or SASP, Federal Property Assistance, Program)"

c. All franked envelopes which cannot be used shall be destroyed by burning, maceration, or shredding. On a case-by-case basis, DRMS may authorize the destruction as a condition of sale.

**32. Helicopter Blades and Tail Rotors** (See Paragraph B26, FSCAP, and Paragraph B54, Radioactive Material.)

**NOTE:** Due to finite life requirements, these procedures are more stringent than those required for FSCAP.

a. All helicopter blades and tail rotors turned in to DRMOs must be accompanied by a pertinent historical/maintenance record and a certification as to whether they contain depleted uranium. DRMOs will not accept physical custody of property containing depleted uranium. Historical records must contain, as a minimum.

- (1) Part identification--NSN--part number and serial number.
- (2) Date of manufacture and manufacturer.
- (3) Record of all maintenance and alteration.
- (4) Date work was accomplished.

- (5) Work authentication.
- (6) Total time in service.
- (7) Time since last overhaul.

b. DRMOs may not accept turn ins of any helicopter blades or tail rotors in a nonmutilated condition without the historical record.

c. Helicopter blades and tail rotors that have exceeded their finite life, are condemned for any other reason, or do not have an adequate historical/maintenance record shall be mutilated by the owning Military Service before turn in to a DRMO.

d. All helicopter blades and tail rotors shall be tagged by the DRMO with the statement: "It is the responsibility of the recipient to determine if the helicopter blade or tail rotor as designed and manufactured can be put to the use intended by the recipient since there may be usages that may not be met by military specifications or serviceability criteria. Each item has an accompanying historical record with which the further use of the item for its designed purpose can be determined."

**33. High Mobility Multi-Purpose Wheeled Vehicles (HMMWV)** (See Paragraph B74, Vehicles.)

**34. High Temperature and Critical Alloy Scrap**

a. Ferrous and nonferrous scrap items which contain high temperature and critical alloys shall be identified and segregated to conform as closely as possible to standard classifications used by industry. Whenever possible, metals shall be identified and segregated at the source of generation. "High Temperature Alloy Scrap Segregation Groups," contained in DoD 4160.21-H, shall be used as a guide for segregation in addition to individual Service publications.

b. High temperature and critical alloy scrap containing precious metals shall be turned in to DRMOs for precious metals recovery in accordance with Chapter 11, PMRP.

**35. Hypodermic Needles and Syringes ("Sharps").** Any product defined as a sharp is considered a regulated medical waste and its disposal is the responsibility of the generating DoD activity. Exception; unused sharps, as defined by 40 CFR 259.30, may be turned in to the DRMO for normal disposal processing. If these efforts are unsuccessful, they will be returned to the generator for ultimate disposal. Hypodermic needles and syringes turned in to DRMOs shall be protected against pilferage or theft.



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**NOTE:** See Chapter 10, Environmentally Regulated and Hazardous Property, Attachment 1, paragraph 12, for instructions on disposal of Epinephrine Sharps.

**36. RESERVED**

**37. Inspection Approval Stamps and Devices.** Excess or surplus DoD inspection approval stamps and devices, regardless of condition or material content (rubber, metal, or stencil) shall be disposed of in accordance with applicable instructions provided by the cognizant Contract Administration Office. These items may not be accepted by the DRMO for disposal.

**38. Iranian Non-Titled Assets (INTA).** INTA are items purchased by Iran under Security Assistance Programs for which title never passed.

a. DoD components holding INTA must refer each proposed disposition to the Defense Security Assistance Agency (DSAA) for review and approval. DSAA will furnish DLA a copy of all approvals. The generating activity must indicate on the DTID that the items are "IRANIAN NON-TITLED ASSETS." The DRMO will receive the item(s) as reimbursement required property. Property will undergo normal disposal processing. Prospective RTD customers will be advised that reimbursement is required.

b. Records of the disposition of INTA materiel are to be retained in an identifiable location and will include all support documentation for recording receipts, obligations, proof of deliveries or shipments, contractor/vendor invoices, etc. **NOTE:** See DoD 5105.38-M, paragraphs 20304 and 70402.A.2.o, for information concerning suspensions and retention of documentation.

**39. Life Preservers and Life Rafts**

a. Life preservers which are condemned (except solely on the basis of age control criteria) or are in unserviceable condition may not be offered for donation or sale. Such life preservers shall be processed as follows:

(1) Accessorial items (such as flashlights or kits) shall be removed and processed as usable individual items; controlled substances, to include dye markers, contained in removed kits shall be processed in accordance with Chapter 10, Environmentally Regulated and Hazardous Property.

(2) Bladders shall be removed and cut in a manner as to prevent repair or restoration. Floats on Kapok-filled or other non-inflatable life preservers shall be severed into three pieces.

b. Life rafts and inflatable boats which are condemned (except solely on the basis of age control criteria) or are in unserviceable condition may not be offered for donation or sale. They shall be subjected to processing as follows:

(1) Accessorial items (oars, carbon dioxide cylinders, kits, etc.) shall be processed as prescribed at subparagraph B39a(1).

(2) Floats and bottoms shall be mutilated. Floats of inflatable rafts and boats shall be slashed in three places; each slash shall be at least 12 inches long. Floats on noninflatable rafts shall be severed into three pieces; bottoms shall be completely slashed diagonally.

c. Excess serviceable life preservers, life rafts, and inflatable boats, including those which are overage but are in good condition, may be reutilized and transferred in accordance with normal procedures. When determined to be surplus, such items in serviceable and overage but otherwise good condition may be offered for donation and sale.

(1) Controlled substances shall be removed from kits accompanying such items and shall be processed in accordance with Chapter 10, Environmentally Regulated and Hazardous Property.

(2) Before physical release of the property, donees shall be advised in writing that the further use of the items shall be at their own risk and that the U.S. Government is relieved from any and all claims which may result from further use of the property.

(3) Before sale action, all accessorial items (carbon dioxide cylinders, kits, etc.) must be removed and processed as separate usable items.

(4) Sale solicitations shall include a condition that the U.S. Government assumes no liability for damages to the property of the purchasers, or for personal injuries or disabilities to the purchaser or the purchaser's employees, or to any other person arising from or incident to the purchase of this material, or its use, or disposition of the purchases.

#### **40. Lost, Abandoned, or Unclaimed Privately-Owned Personal Property**

a. Disposal of lost, abandoned, or unclaimed privately-owned personal property, especially privately-owned vehicles, is based on amendments to 10 USC 2575 and waivers thereto. 10 USC 2575 established mandatory notification requirements and time limits associated with the identification and return of lost, abandoned, or unclaimed privately-owned personal property to the owner (or the heirs, next of kin, or legal representative of the owner) and the lienholder, if applicable/known.

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b. Return of subject property to the owner (or the heirs, next of kin, or legal representative of the owner) and/or the lienholder is required in accordance with the provisions and guidance contained herein.

c. Installation and activity/unit commanders must view the abandonment of personal property as a personnel management issue and be diligent in deterring occurrences. Fostering personal responsibility during familiarization and indoctrination training; i.e., when personnel check-in, it is necessary to stress the consequences of abandoning property. Upon permanent change-of-station orders and check-out procedures should ensure that personal effects are cleared prior to departing. This approach is more cost effective than funding disposal costs subsequent to personnel departure.

d. Intentional abandonment of privately-owned property resulting in subsequent cost to the U.S. Government for disposal will not be tolerated. Personnel must be knowledgeable of the consequences associated with intentional abandonment, such as:

- (1) Reimbursing the Government for incurred costs.
- (2) Repossession by lienholder.
- (3) Garnishment of pay.
- (4) Internal Revenue Service withholding of income tax refunds for indebtedness to the U. S. Government.
- (5) Violation of articles under the Uniform Code of Military Justice.

e. Installation and activity/unit commanders, not the DRMS, are responsible for the disposal of privately-owned personal property. However, DRMS is an avenue for disposal.

f. When privately-owned personal property, such as, personal effects, household goods, and vehicles, is found on or comes into custody or control of a military installation and has apparently been lost, abandoned, or left unclaimed for any reason by the owner, the installation commander shall appoint a board of one or more commissioned or noncommissioned officers or civilians to complete the following:

- (1) Examine the property and prepare a written and dated inventory of the property, including its estimated current fair market value.
- (2) Conduct diligent inquiries to ascertain or locate the owner or owners or their heirs, next of kin, or legal representatives.

(3) Ensure the property is kept in safekeeping by the activity having physical custody to prevent theft, pilferage, or unwarranted deterioration.

(4) Segregate and tag, with the name of the person believed to be the owner, property which the board has been able to identify as belonging to an individual; by name, service number or other identification.

(5) Ensure that items such as toilet articles, cosmetics, used/soiled personal items, undergarments having no value, except to the original owner, are excluded from the expanded processing for lost, abandoned or unclaimed property. These items shall be listed on the property inventory, but shall be discarded by the generating activity with such action annotated in the remarks portion of the inventory listing.

(6) Where other regulations under which the Board functions specifically provide a form of findings, such form shall be followed. In the absence of specific guidelines, the finding shall be a clear and concise statement of the facts established, and the conclusions of the Board. In either case, the finding should show that the requirements herein have been obtained and accompany the finding. Any notification to a lienholder/release of a lien (if furnished) shall be included with any finding.

g. If the owner is determined, the property may be claimed by him/her, his or her heirs, or next of kin, or his or her legal representative at any time before disposition. If the property is claimed by anyone other than the owner, the transmittal letter or document shall contain the following statement: "The action of this installation in transmitting the property does not vest title in the recipient. Such property is forwarded to you to be retained or disposed of as custodian, in accordance with the laws of the state of the owner's residence."

h. If the property is not claimed, or if the owner, his or her heirs, or next of kin, or his or her legal representative, is not found, the installation will ensure the following or a similar notice is sent by certified or registered mail to the owner, at his or her last known address:

"Under the law, 10 USC 2575, you are hereby advised that the property described above shall be sold or otherwise disposed of at (location, on [approximate date]). A request for the return of the property shall be honored, if received before the time specified. Request for return of the property after the specified time shall be honored, only if disposition has not been made."

This statement will be sent at least 45 days before any disposal actions are taken. The Board of Officers shall determine the method of disposal and if appropriate, coordinate disposal with the local DRMO.

**NOTE:** If the Board of Officers determines that packing, handling, transportation, or other charges are not a responsibility of the U. S. Government, the above statement shall be modified

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to so advise the prospective recipient. The statement shall indicate the manner in which payment for these charges shall be made.

i. The Board of Officers may, at its discretion, include with the notice specified above, a release document substantially in the format shown in Attachment 4, this chapter. If the release document, properly executed, is returned by the owner (or the heirs, next of kin, or legal representative of the owner), the material listed thereon becomes the property of the U. S. Government and shall be processed through normal disposal channels. This procedure may not be used, however, when the property in question is subject to a lien (such as an abandoned vehicle purchased through a finance company), unless the release on the lien is obtained (see paragraphs o, p, and q, below).

j. The Board of Officers, with the assistance of the installation security police, is responsible for determining if an abandoned vehicle has a lien. This may be accomplished by contacting the State office of motor vehicles where the vehicle is registered to obtain the name and address of the lienholder on the vehicle title. Lienholders shall be given a notice as stated in paragraph i above.

k. If after 45 days of diligent effort to identify the owner (which is chronologically documented) proves unsuccessful, the installation commander may dispose of the property immediately. The installation commander may elect to turn the property in to the DRMO for disposal or to dispose of the abandoned property by other means. The Installation Commander may waive this requirement in the event base closure timeframes will not allow the full 45 days. Examples of "other dispositions" include:

(1) Transfers to a nonappropriated fund (NAF) instrumentality for use as part of its program (i.e., the auto hobby shop).

(2) Independent sales, providing proceeds are deposited in the appropriate accounts for owners or their representatives to file claims within 5 years of the disposal action, as required by 10 USC 2575.

l. The Board may reclaim the property for return to the legal owner at any time prior to disposal. If this occurs, after property has been turned in to a DRMO a properly completed requisition document must be furnished to the DRMO, certifying that the return of the property to the legal owner is intended.

m. When lost, abandoned, or unclaimed privately-owned personal property is transferred to a DRMO, it must be accompanied by a copy of the inventory, for use in establishing accountability (determination of the fair market value of this property shall be made according to its original purpose, as opposed to its scrap value), and name of owner, if

known. If the DRMO is chosen to dispose of the property, it will be completed as a sales service and proper funding is required. The funding is accomplished via a Military Interdepartmental Purchase Request (MIPR). The MIPR should be initiated for a year and the DRMO will draw on it as abandoned property is received. The MIPR should cover an estimated amount for turn-ins of property to the DRMO and for disposal costs of property that fails sales. There will always be an overhead charge, even if the property sells. The overhead charge will be reviewed annually by DRMS. This figure will be used for activities to plan budgets for the next fiscal year. The estimate for the MIPRs will cover the overhead cost for each expected DTID plus the possible cost for disposal of the property on each expected DTID.

n. If abandoned property has only scrap value and contains petroleum, oil, lubricants; refrigerant (e.g., ozone depleting substances); coolants (e.g., anti-freeze, water) and other fluids (e.g., windshield washer, etc.), they should be recovered by the generator prior to disposal. The recovered items should be reclaimed, recycled or disposed of in an environmentally compliant manner, in accordance with Federal/state/local regulations or in accordance with the DoD Overseas Environmental Baseline Guidance Document (OEBGD) and DoD Instruction 4715.5 for overseas DoD activities.

o. Owner's/lienholder's release of property converts that property to U. S. Government property. Disposal processing shall then be completed according to the condition of the property; i.e., as usable or scrap government property.

p. Denial of release by the lienholder will result in the Board of Officers assisting the lienholder in the repossession of the property. The Board will determine if an item has a lien and whether the lienholder is, in fact, the legal claimant.

q. If the property is not released to the owner and the lienholder positively cannot be determined as the claimant, the property remains in the category of abandoned privately owned personal property and disposal actions must be completed as such.

r. Proceeds from sales of abandoned privately owned property will be deposited in accordance with Chapter 7, Sales/RRRP, paragraph P2.

s. If none of the actions from intentional abandonment apply, the owner(s) of lost, abandoned, or unclaimed personal property may claim 80 percent of the proceeds from the sale of that property within 5 years of the date of the sale by providing proof of ownership to the U.S. Government. If intentional abandonment occurred, any part of the 80 percent that remains after appropriate requirements listed in paragraph d, above, have been satisfied may be claimed by the owner, within 5 years. After 5 years from the date of the sale, any unclaimed net proceeds shall be transferred from the \_\_X6001 account to the General Fund Miscellaneous Receipt Account \_1060, Forfeiture of Unclaimed Money and Property.

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t. Like items can be turned in on one DTID as long as complete descriptions for each item are attached. The descriptions are to include all the information that is available pertaining to the owner of the property. Personal clothing, belts, shoes, etc., can be on one DTID, by individual.

u. Disposition of abandoned privately-owned personal property in foreign countries shall be in the manner required by existing agreements between the United States and foreign governments concerned.

### **41. MAP and FMS Property (See also DoD 5105.38-M.)**

a. Following the country decision to dispose through DRMS, the country and Security Assistance Office will determine, in coordination with DRMS, the proper disposal method.

b. Provision shall be made for in-country U.S. personnel, with assistance from local personnel, as appropriate, to act as DRMS agent where turn-in by the generating activity and physical handling by the DRMO is impractical. In addition to the information provided in Chapter 3, Receipt, Handling and Accounting, the generating activity shall include the following data on the DTID for MAP items.

(1) Country

(2) DTID number (to include at a minimum in the first position a service code, second and third positions, a country or activity code in accordance with DoD 5105.38-M, Security Assistance Management Manual, and Julian date).

(3) Identification of MAP Address Directory (MAPAD) SAO initiating turn-in.

(4) The MAP account number.

c. Disposable MAP property shall be screened for FMS needs and shall be made available for transfer to fill known Federal needs. Disposable MAP property surviving reutilization, FMS screening, and other transfers shall be processed directly to sale.

d. MAP property used for any purpose other than to meet approved DoD needs, including transfers initiated after turn in to disposal, shall be transferred on a reimbursable basis. Disposable MAP property is not donable.

### **42. Medical Equipment and Nonconsumable Medical Supplies**

a. Any proposed destruction of medical equipment and nonconsumable supplies shall be coordinated with local health and sanitation officials of the Military Services.

b. Used Excess Test Sets, Psychodiagnostic

(1) Accountability shall be transferred to the DRMO for RTD screening. These test sets may not be physically delivered to the DRMO.

(2) When notified by the generating activity, by a DTID, of the availability of excess test sets, screening shall be accomplished in accordance with Chapter 5, Reutilization/Transfer Screening and Issue. Accountability for test sets not issued through RTD shall be returned to the generating activity for destruction of the test sets.

c. All medical equipment shall be cleaned and sanitized before turn in.

**43. Metalworking Machines (MM) FSG 34**

a. Reporting Excess MM. The Defense Supply Center Richmond (DSCR) is the Consolidated Materiel Manager (CMM) for FSG 34 (Metalworking Machines). Service excess MM shall be identified by NSN or Commodity Code and identification/Government tag number. The originator of the report shall assign a document number to the DD Form 1342, DoD Property Record, and, when applicable, perpetuate this document number on the DTID later forwarded to the DRMO. DSCR shall accomplish DoD reutilization screening and determine disposition. If DoD requirements do not exist, DSCR will advise the generating activity to transfer accountability for the excess MM to the DRMO where it will undergo normal disposal processing. Requests by DoD activities for MM on the accountable record of the DRMO do not need DSCR approval.

(1) NSN assigned MM. DoD components will submit standard DIC-FTE transaction, along with a DD 1342, to DSCR in accordance with the Materiel Returns Program procedures in Chapter 9 and appendices C30, C34, or C35 of DoD 4000.25-1-M (MILSTRIP manual).

(2) Non NSN assigned MM. MM, identified by plant equipment code/manufacturers part number only, shall be reported excess to DSCR in accordance with Chapter 9, paragraph C3 of DoD 4000.25-1-M.

(3) Computer Numerically Controlled MM. At least 30 days prior to the anticipated date of this type of MM becoming excess, the responsible DoD Component shall submit advance notice of report of excess to DSCR.

b. Exceptions/Restrictions/Special Requirements

(1) Service-reported excess MM designated in SCC "H" and "S" shall not be reported to DSCR and shall be directly turned-in to the DRMO.



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(2) Service-reported excess MM that is contaminated with HM of any kind must be decontaminated to conform to current Federal, State and local regulatory standards prior to excess reporting to DSCR or turn-in to the DRMO. In accordance with 40 CFR 761.50 (g), the report of excess will include the following:

(a) The generating activity will provide a certification statement to the effect that "I certify that this metalworking machine has been tested for Polychlorinated Biphenyl (PCB) and found to be contaminated with less than 50 Parts Per Million (PPM) and, to the best of my knowledge, this concentration level is not the result of dilution."

(b) A copy of the certified laboratory test results shall be attached to the above certification statement and the equipment labeled accordingly.

(3) Accessories should be reported and turned-in concurrently with the MM.

(4) When determining the operating condition of the item(s), the necessary inspection data will be obtained by operational testing of the item(s) while connected to power, whenever possible.

**c. DRMO Turn-in**

(1) When authorized for disposal by the CMM, the document number assigned to either format of the original report of excess, will be perpetuated on the DTID for turn-in to the DRMO.

(2) A copy of the disposition instructions received from DSCR and two copies of the DD Form 1342, when applicable, shall be attached to the DTID. DRMO will then process the MM as normal excess.

(3) A copy of the PCB laboratory analysis and certification statement shall be attached to the DTID.

**d. The PCB testing and certification requirements are applicable to ICP stocks shipped to DSCR for maintenance.**

**e. Planned Phase-Downs of Production Operation.** When a phase down will result in a substantial number of Service excess MM, at the earliest practical date, the responsible DoD component will notify the DSCR with the estimated number of MM's, name and location of the facility, and approximate date the MM will become excess.

**44. Naval Nuclear Propulsion Plant Materiel**

a. This property includes Naval nuclear propulsion plants, their land prototypes, and special facilities for their construction, support, and maintenance, including any machinery, device, component, or equipment specifically developed for use in such plants or facilities. Navy generating activities must comply with the instructions contained in NAVSEAINST C5511.32 and SPCCINST 4440.376H.

b. DRMOs may not accept from Navy generating activities items identified in FSC 4470.

**45. Nonappropriated Fund (NAF)/Surcharge Property.** At the option of the generator, DRMS will process excess property (to include, expense items and NAF resale goods) that was procured with NAF by activities such as the commissaries, military exchanges and Morale, Welfare, and Recreation Activity (MWRA)/Services. NAF property shall be processed for Federal screening only; it is not eligible for donation. NAF property is eligible for reutilization or transfer provided the NAF activity waives reimbursement or negotiates reimbursement with the requisitioning activity. Reimbursement will not exceed the estimated gross proceeds that would be derived from the sale on a competitive basis.

a. NAF Property

(1) The generator shall certify that the property was procured with NAF, citing the applicable funds account number for identification for reimbursement. Should the DTID not contain the certification, the property shall be processed as normal DoD excess. DRMS will not process property typically reclaimed from customers by the military exchanges such as batteries, tires, oil., etc., as a part of their normal business.

(2) The documentation shall also contain the unit cost that is recorded in the financial and accounting records of the NAF; this value shall be used by DRMOs for inventory, reporting, and sale purposes. This property may be made available for transfer with reimbursement. Reimbursement may not exceed the estimated gross proceeds from sale on a competitive bid basis. This property is not donable. NAF property shall be lotted separately and proceeds from sales of such property shall be handled as set forth in Chapter 7, Sales/RRRP, paragraph P2.

b. Surcharge property

(1) The DTID shall specify in bold letters: "SURCHARGE PROPERTY" instead of the certificate specified in subparagraph B45a. If the DTID does not contain this statement, the property shall be processed as normal DoD excess.

(2) Surcharge property consists of commissary operating equipment. DRMOs shall

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process surcharge property in the same manner as NAF property; sale proceeds shall be handled as set forth in Chapter 7, Sales/RRRP, paragraph P2.

(3) Disposal of food and food wastes can be found in paragraph B28 of this chapter.

### **46. Nuclear Weapons Materiel**

a. Disposal instructions pertaining to nuclear weapons materiel are covered by the technical publication, "Supply Management of Nuclear Weapons Materiel," DoE-DNA TP 100-1, Army TM 39-100-1, Navy SWOP 100-1, USAF TO 11N-100-1. Specific information or clarification of contents shall be requested through service nuclear ordnance supply channels.

b. Generating activities shall state on DTID for nuclear ordnance materiel that the materiel being transferred for disposal action meets established DEMIL and declassification criteria. DRMOs shall accept such nuclear ordnance materiel for processing and disposal in accordance with this manual.

### **47. Oxygen Masks**

a. Excess oxygen masks, including those which are over age but otherwise in serviceable condition, may be transferred within DoD and to Federal civil agencies.

b. Surplus serviceable oxygen masks including those which are over age but in otherwise good condition may be released to authorized customers. Before physical release of this property, donees shall be advised in writing that further use of the property shall be at their own risk and that the U.S. Government is relieved from any and all claims which may result from further use of the property.

c. Serviceable oxygen masks including those which are over age but in otherwise good condition may be offered for sale. The U.S. Government assumes no liability for damages to the property of the purchasers, or for the personal injuries or disabilities to the purchaser or the purchaser's employees, or to any other person arising from or incident to the purchase of this material, or its use, or disposition of the purchases. The purchaser shall hold the U.S. Government harmless from any and all such claims.

d. Oxygen masks which are condemned or over age in unserviceable condition may not be donated or sold. These oxygen masks shall be mutilated by:

- (1) Removal of the mouthpiece from the face piece and destroying the former, or
- (2) Slashing the face piece.

**49. Postal Equipment**

a. Items of a strictly postal nature, such as a carrier satchel embossed "U.S. Mail," postal scales, or other equipment so similar in nature or design to official U.S. Postal Service (USPS) equipment as to cause confusion may not be sold or disposed of to the general public until the USPS has been notified of the intended disposition and has been accorded an opportunity to inspect the equipment. DRMOs shall notify local post office inspectors of the existence of this property and shall arrange for its inspection if the USPS advises that it desires to have the equipment for its own use or to prevent it from falling into the hands of unauthorized persons.

b. Transfers to the USPS shall be with fair market value reimbursement to DoD.

c. With respect to property not transferred, markings which would tend to confuse this property with official USPS equipment shall be removed before disposition.

d. Excess postal equipment which was loaned to Military Services/Defense Agencies by the USPS shall be returned to the USPS.

**50. Prescription Safety and Surgical Devices**

a. General. Military Service/Defense Agency regulations may require that prescription devices; that is, safety goggles, safety glasses, and surgical telescopes, prepared and issued to an employee be turned in by the employee upon termination of his or her service. In such cases, the employee may purchase the specially fabricated device.

b. Prescription Safety Goggles. When required to be turned in to a DRMO for disposal, the departing employee may purchase goggles from the DRMO through the retail method of sale. The sale price shall be established by the DRMO based upon a fair market value of the goggles. This policy is also applicable to the disposition of prescription safety glasses. Purchasers of prescription devices by the retail sale method shall be furnished one copy of the sale receipt to evidence right of ownership. Prescription safety and surgical devices not purchased by departing employees shall be processed under normal disposal methods.

c. Prescription Surgical Telescopes. Surgical telescopes must first be subjected to RTD screening. When the screening has been completed, the departing employee may purchase the telescope through the retail method of sale. The unit acquisition cost limitation for retail sale is exempted in this instance. The medical activity shall provide notice of a pending turn in of the telescope to the servicing DRMO 60 days before the individual's termination of service. Accountability, but not physical custody, shall be transferred to the DRMO for immediate processing of the prescription surgical telescope for the RTD screening. Maintaining physical custody of the telescope by the medical activity should maximize its usefulness to the individual

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and the medical activity before final disposition. The DRMO shall establish a fair market value which shall be the basis for the retail sale of the prescription surgical telescope. In any sale of this property, the purchaser shall certify and assure in writing that the item will not be used or resold in contravention of the Federal Food, Drug, and Cosmetic Act and the applicable regulations concerning labeling and branding of the item, or of any state, local, or other applicable law.

### **51. Printing Equipment**

#### **a. Excess**

(1) Printing equipment, as defined in paragraph B2 of Title II of the U.S. Government Printing and Binding Regulations, after being processed under pertinent Military Service/Defense Agency regulations and determined to be Service/Agency excess, shall be transferred to a DRMO.

(2) The DTID, in addition to the data listed in Chapter 3, Receipt, Handling and Accounting, shall be clearly marked "PRINTING EQUIPMENT."

(3) Within 30 days after transfer to/receipt by the DRMO, excess printing equipment shall be reported to the Joint Committee on Printing (JCP), a Congressional Committee, on JCP Form 7 by the Central Printing and Publications Management Office of the Military Services/Defense Agencies. Preparation and processing of the JCP Form 7 under procedures established by internal Military Service/Defense Agency regulations constitute notification to the JCP of disposal action.

#### **b. Processing**

(1) The DRMO shall process printing equipment through the normal disposal process.

(2) If an item of printing equipment is desired by a DoD activity or Federal agency, the requiring Central Printing and Publications Management Office shall obtain, by established means, transfer authority as required from the JCP. One copy of the request to JCP shall be forwarded to DRMS or GSA as notification to hold the equipment for that department pending receipt of the authority. When the necessary authority is received from the JCP, the requesting Military Service/Defense Agency shall forward a copy of the letter of authority, showing the JCP Document Number, accompanied by shipping instructions and all other pertinent information, to DRMS or GSA.

**52. Privacy Act Materials** (Also see Chapter 3, paragraph B2d(5).) A massive release for disposal of computer cards and printouts is not a disclosure of personal information which would

be prevented by the Privacy Act of 1974. In view of the volume of the "records" and the coding of information, it is unlikely that comprehensible information about a specific individual can be readily obtained. Therefore, the computer products may be turned in to DRMOs for sale as scrap, or recycling, as appropriate, without deleting the names or other individual identifying data. The achievement of anonymity through mass also may be achieved by commingling of lesser quantities (such as in the hundreds) of cards/lists by the DRMO after receipt.

**53. Radiation-Emitting Electronic Products (Certified and Noncertified)**

a. The Radiation Control for Health and Safety Act of 1968, as amended (42 USC 263b-263n), assigns to the Department of Health and Human Services responsibility for policy and procedures governing the safety of electronic products which produce radiation when energized. Among the principal radiation-emitting electronic products are television receivers, microwave ovens, X-ray systems, lasers and cold-cathode gas discharge tubes. All radiation-emitting equipment or products shall be treated as noncertified unless the seal on the manufacturer's original shipping container has never been broken.

(1) Transfers of these electronic products to DoD activities or Federal civil agencies shall contain the "caution" cited in subparagraph B53b, unless the item is in A1 condition and is specifically labeled as certified.

(2) Donations of these electronic products shall be accomplished by including the "caution" statement cited in subparagraph B53b. In addition, the "caution" must be signed by the recipient and a copy of the shipping document furnished the pertinent State Radiation Control Agency, for the State in which the donee is located, for the following property:

- (a) Noncertified microwave ovens.
- (b) Certified and noncertified diagnostic X-ray systems and their major components.
- (c) Certified and noncertified diagnostic X-ray systems.
- (d) Noncertified laser products.

(3) Award documentation for sales containing the items listed below shall be provided the State Radiation and Control Agency for the State in which the buyer is located.

- (a) Noncertified color and black and white television receivers.

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- (b) Noncertified microwave ovens.
- (c) Certified and noncertified diagnostic x-ray systems and their major components.
- (d) Certified and noncertified cabinet x-ray systems.
- (e) Noncertified laser products.
- (f) Noncertified cold-cathode gas discharge tubes under conditions of scrap or salvage.
- (g) Any other noncertified electronic product for which FDA may issue a performance standard.

b. CAUTION: RADIATION-EMITTING ELECTRONIC PRODUCT. Transferees and donees are warned that item(s) \_\_\_\_\_ may not be in compliance with FDA, radiation safety performance standards prescribed under 21 CFR 1000, and use may constitute a potential for personal injury unless modified. The transferee/donee agrees that the U.S. Government shall not be liable for personal injuries to, disabilities to, or death of the transferee/donee, the transferee's/donee's employees, or to any other person arising from or incident to the transfer or donation of this item, its use, or final disposition. The transferee/donee shall 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 transfer or donation of this item.

c. Exempted Lasers. Subparagraphs B53a and B53b apply to laser products intended primarily for indoor classroom training and demonstration, industrial operations, scientific investigation, or medical application. Certain other lasers used exclusively by DoD components are exempt from the radiation safety performance standards. The exempted lasers are designed for actual combat or combat training operation, or are classified in the interest of national security. Disposal of exempted lasers shall be accomplished as follows:

(1) Generating activities shall identify excess exempted lasers by annotating on the DTID: "EXEMPTED LASER." Any necessary security classification assigned to the DTID shall be perpetuated in screening. The generating activity shall maintain physical custody during the screening period. Reutilization/transfer of excess exempted lasers shall be made only after notification of, and approval by, the DUSD (L). The gaining DoD organization shall be responsible for obtaining the approval. The DUSD (L) shall coordinate the proposed transfer with the FDA.

(2) Upon completion of reutilization/transfer screening, generating activities shall identify supply system needs for usable parts, and remove and return needed parts to the system.

Unclassified residual parts of exempted lasers shall be DEMIL'd as specified in DoD 4160.21-M-1. Classified residual parts must be rendered unclassified or, when that is not feasible, destroyed in accordance with applicable security regulations. Disassembly for needed parts and proper DEMIL of residual parts shall constitute final disposition action of the exempted laser for the generating activity's record and report purposes.

(3) Residue from the actions specified in subparagraph B53c(2) may be physically accepted by DRMOs as scrap. The scrap, however, must not be identified to its initial source of generation; that is, the exempted laser. It shall be commingled with other scrap and disposed of following normal scrap procedures.

(4) Should a desire be expressed for usable exempted lasers or laser parts by other than a DoD organization, it shall be referred to DUSD (L) for security consideration and, if pertinent, coordination with FDA, before passing to GSA for final approval for release. Except where such staffing and approvals are obtained in advance, disposal of usable exempted lasers or laser parts outside DoD through transfer, donation, or sale is prohibited.

#### **54. Radioactive Material**

a. Property containing radioactive material shall be managed and disposed of in accordance with license requirements or DoD policy as contained in DLAM 4145.8, "Radioactive Commodities in the Supply System", and AR 700-64/NAVSUPINST 4000.34B/AFR 67-8/MCO P4400.105C.

(1) DRMOs shall accept accountability, on a "wash-post" basis, of non licensed radioactive commodities but not physical custody, and provide RTDS processing. Radioactive items which are not released through RTDS must be disposed by the Military Services/Defense Agencies.

(2) Electron tubes and major items of equipment containing installed license-exempt items shall be disposed of in accordance with normal transfer, donation, or sale procedures.

b. All commodities, including rotor blades and aircraft subassemblies, containing depleted uranium counterweights shall be identified by the generating activity and pertinent documentation shall be furnished the DRMO with the DTID. DRMOs may accept accountability but not physical custody, and may provide RTDS processing. Prospective buyers of rotor blades or other aircraft subassemblies containing depleted uranium counterweights shall be made aware of regulations issued by the Nuclear Regulatory Commission.

c. Radioactive items may not be mutilated as a condition of sale. If DEMIL is necessary on a radioactive item, the generating activity shall be requested to accomplish this action if



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salable residue would result. If the generating activity cannot safely accomplish the DEMIL action, or if salable residue would not be realized, the item shall be considered and processed as radioactive waste.

d. Whenever there is a possibility that an item offered for sale may contain levels of radioactivity, pertinent cautionary statement(s) shall be included in the sale solicitation.

e. The following are those persons or organizations within the Military Services/Defense Agencies having overall knowledge and responsibility for disposal of radioactive material within their respective Services/Agencies.

(1) Army--Commander, U.S. Army Material Command, ATTN: AMCSF, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

(2) Navy--Commander, U.S. Naval Sea Systems Command, ATTN: Radiological Affairs Office, Code SEA-06GN, Washington, DC 20362-5101.

(3) USAF--AL/OEBZ (AFRMW), Armstrong Laboratory, 2402 E Street, Brooks AFB, TX 78235-5114.

(4) Marine Corps (USMC)--Commandant of the Marine Corps, ATTN: SDO-3, 2 Navy Annex, Washington, DC 20380-1775.

(5) DLA--Pertinent Defense Logistics Center initiating the procurement contract.

f. For related property, refer to Reserved Materials, paragraph B57, and Thermal Batteries, Chapter 10, Environmentally Regulated and Hazardous Property, Attachment 1, paragraph 3i.

**55. Radio frequency Devices.** Radio frequency devices marketed and used by the general public or non-Federal agencies must comply with the rules and regulations of the Federal Communications Commission. Marketing of Radio frequency devices which do not comply with the Commission's rules is a violation of Federal law, 47 USC 302, and is punishable under 47 USC 501 and 502. A special condition of sale shall appear in all sale solicitations issued within CONUS for these items. Documents releasing these items outside DoD for transfer or donation shall be annotated by the DRMO with a warning statement: "FAILURE TO COMPLY WITH FEDERAL LAW 47 USC 302 IN OPERATION OF THIS EQUIPMENT IS PUNISHABLE UNDER 47 USC 501 and 502."

**56. Red Cross Property.** Property which was processed or donated by the American National Red Cross to a Military Department of the United States and becomes excess to the needs of that department may not be disposed of without notice to and consultation with the

American National Red Cross. This property shall be returned without reimbursement to the American National Red Cross upon request, if that organization will pay all costs of packing and shipping.

57. **Reserved Materials.** Excess reserved materials, defined as uranium, thorium, and all other materials determined under Section 81 of the Atomic Energy Act of 1954 (42 USC 2111) to be peculiarly essential to the production of fissionable material, shall be reported, through designated military channels, by letter to the DoE. The report shall indicate the nature of the material, quantity, uranium, or thorium content, locations, and ownership. This material may not be disposed of except on instructions received from the pertinent Military Service/Defense Agency or DoE (see also paragraph B54 Radioactive Material, this chapter).

58. **Safes and Related Equipment and Combination Padlocks.** Safes, filing cabinets, or similar equipment having a locking device may not be turned in to a DRMO unless the equipment is empty and unlocked. After ascertaining that the equipment is empty, the locking device shall be reset to a combination of 50-25-50 and properly tagged or marked by the generating activity before turn in to the DRMO. Combination padlocks shall be reset to 10-20-30 and tagged or marked by the generating activity before turn in to the DRMO. For guidance on disposal of safes containing asbestos, see Chapter 10, Attachment 1, paragraph 2, Environmentally Regulated and Hazardous Property.

59. **Shelf-Life Property** (excluding Property in FSC 6505)

a. Shelf-life items possess deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure satisfactory performance in service. Excess ICP-controlled shelf-life stocks located in the United States, Guam, American Samoa, TTPI, and the Virgin Islands (except items requiring special processing as prescribed elsewhere in this chapter) shall be turned in to the DRMO. Additional guidance is contained in DoD 4140.27-M, Shelf Life Management Manual.

b. Turn In and Processing of Shelf-Life Items

(1) The generating activity shall identify an item as "SHELF LIFE" on the DTID and indicate whether it is a Type I or Type II. If the item is a Type II extendable, the generator will indicate an extension date, if applicable.

(2) The DRMO shall ensure expeditious processing of shelf-life materials in the following sequence:

(a) SCC "C": Items which have a life expectancy of less than 3 months.

(b) SCC "B": Items which have a life expectancy of 3 to 6 months.

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(c) SCC "A": Items which have a life expectancy of more than 6 months.

(3) State law may impact disposal (RTDS) of shelf life HP; laws may include exceptions for sale as HW to legitimate recyclers/reprocessors/manufacturers.

### 60. Ships, Boats, and Craft

a. DRMS is responsible for the consolidated sale of surplus and foreign excess ships, boats, and craft generated by the DoD, except those which must be reported to the Maritime Administration, DoT (see paragraph B60c).

(1) Navy ships listed in the Naval Vessel Register (NVR) (see Attachment 5, this chapter), when determined excess by the Navy, shall be reported in accordance with instructions furnished by the Chief of Naval Operations, Department of the Navy, to DRMS. The Department of the Navy is responsible for DoD internal screening for these vessels. Federal civil agency screening shall be accomplished in accordance with procedures established between the Department of the Navy and GSA. Accountability for these ships and craft shall remain with the Department of the Navy until transferred, donated, or sold.

(2) All other excess or foreign excess ships, boats, and craft (including Naval boats and craft listed on Attachment 6, this chapter) shall be transferred by the generating Military Service directly to the servicing DRMO.

(3) Foreign excess ships, boats, and craft located in a country where a bilateral agreement is in effect requiring the sale be conducted by a specifically designated office shall be offered for sale by the office indicated in the agreement.

b. Engines, spares, and Marine accessories considered a component part of the ship, boat, or craft shall be reported as part of the pertinent vessel. Other supportive equipment shall be processed as normal excess/surplus property.

c. Merchant vessels/ships or vessels/ships capable of conversion to merchant use, of 1500 gross tons or more, when determined to be surplus shall be reported by the owning Service for disposal to: Director, Office of Ships Operations, U.S. Department of Transportation, Maritime Administration, 400 Seventh Street, SW., Washington, DC 20590.

d. Transfer of title of U.S. Government-owned ships, boats, or craft to private purchasers must be evidenced by a Builder's Certificate, a Certificate in lieu of a Builder's Certificate, or a quasi-title to document the ship, boat or craft with the Customs Service, Department of the Treasury. A Bill of Sale shall be executed in behalf of the U.S. Government by the SCO executing and administering the sales contract, or his or her duly authorized successor. The Bill of Sale shall be prepared on a single page. The acknowledgment of the Bill of Sale must be executed by an appointed SCO or a duly appointed Notary Public.

(1) Builder's Certificates or Certificates in Lieu thereof for noncombatant ships, boats, or craft shall be requested by the selling activity directly from the Naval Sea Systems Command, Department of the Navy, Washington, DC 20362-5101; U.S. Army Aviation Troop Support Command, ATTN: AMSTR, St. Louis, MO 63120-1798; San Antonio Air Logistics Center, ATTN: LDE, Kelly AFB, TX 78241-5000; or the Commandant (G-CFM), U.S. Coast Guard, 2100 Second St SW, Washington, DC 20593-0001, as applicable.

(2) The U.S. Army Aviation Troop Support Command furnishes quasi-titles instead of Builder's Certificates.

e. Sale solicitations shall indicate the appraisal value for Naval vessels in the following categories which are disposed of under 10 USC 7305: Battleships, cruisers, aircraft carriers, destroyers and submarines. The indicated appraisal value shall be followed by a statement that "This appraisal represents the U.S. Government's best estimate as to the market value of this vessel; however, the U.S. Government reserves the right to accept the high responsive bid without regard to this appraisal."

61. **Ship's Seals, Wax Seals, and Hand Press Seals.** Broken or obsolescent ship's seals and hand press seals shall be destroyed and disposed of by the generator to prevent misuse. Broken or obsolete seals may not be forwarded to or turned in to a DRMO.

#### 62. **Silver Recovered from Used Hypo Solution**

a. In the processing of photographic and x-ray film, significant amounts of pure silver are generated in the fixing baths as a result of chemical action. Recovery of silver from the solution can be accomplished by chemical precipitation, metals displacement, or electrolytic methods. Potential sources of silver recovery at DoD installations are hospitals, dispensaries, dental clinics, photographic laboratories, printing plants, and hobby craft shops.

b. Used hypo solutions as well as sludges, spent recovery cartridges, electrolytic flake, and other products of silver recovery from hypo will be processed in accordance with Chapter 11, PMRP, paragraph C3e.

63. **Small Arms.** All transfers of small arms to and from DRMO accounts shall be as prescribed in DoD 4000.25-2-M, MILSTRAP, and Military Service/ Defense Agency implementing instructions to ensure compliance with small arms registration and documentation procedures. Turn-in of small arms shall be made separately according to the SCC. The DTID for complete weapons shall bear the appropriate SCC designated by the generator. Turn-ins for other than reparable complete weapons shall be made as follows:

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a. The DTID for partial weapons which are repairable shall be marked for turn-in using SCC "F" (unserviceable - repairable) or "G" (unserviceable - incomplete). Individual DTID for each weapon are recommended, although a single DTID with an attached list may be used if the conditions below are met.

(1) Separate DTID must be used when different SCCs are involved (that is, all items in SCC "G" are listed against one DTID, and all items in SCC "F" are listed against a separate DTID).

(2) The weapons being turned in must be listed in serial number order with the missing components listed under the serial of the weapon to which they apply.

(3) Each weapon shall be packaged individually. Each package shall be marked with the serial number identifying the weapon, and include a list of all missing or removed parts, which correlates back to the DTID list.

(4) The DRMO shall reject turn-ins of multiple weapons in SCCs "F" or "G" when the turn-in is on the same DTID.

b. Condemned weapons may be DEMIL'd by the owning Military Service or turned in to DRMS using SCC "H." The reason for condemnation shall be annotated on the DD Form 1577, Unserviceable (Condemned) Tag Materiel, or DD Form 1577-1, Unserviceable (Condemned) Label Materiel. The DRMO shall reject any turn-in of condemned weapons when the annotations are missing from the tag or label for SCC "H" assets. When missing or removed parts contribute to the condemnation action of multiple quantity turn-ins, a listing must be provided as stated in paragraph B63a, above.

c. DRMS shall ensure that:

(1) DoD and Federal civil agency requisitions originate from, or bear the approval of, the Service designated control point. Chapter 5, Reutilization Transfer Screening and Issue, Attachment 3, contains a list of Military Service/Defense Agency designated approving authorities for this purpose.

(2) Transfer documents (SF 122s) to Federal civil agencies bear the signature of the GSA Regional Utilization Section Chief, or authorized representative, approving the release.

(3) DRMS shall review and authenticate releases for all transfers and donations.

d. Donations are prohibited, except to those SEAs authorized to receive surplus small arms when approved by the sponsoring Military Service. Designated control points (Chapter 5, Reutilization Transfer Screening and Issue, Attachment 3), shall screen and validate requisitions based upon the coordinated decisions of the sponsoring Military Service. SF 123s, approved by the GSA Regional Office, must be routed to the GSA Central Office and DRMS for further review and authentication before release by DRMOs is authorized.

e. Small arms received by DRMOs shall be accounted for and transactions input into the Defense Reutilization and Marketing Automated Information System (DAISY) and the Small Arms Serialization Program.

f. Small arms requests from DoD MWRA/Services must originate from servicing accountable officers only, not the accountable officer of the MWRA/Service; be approved by the designated Military Service/Defense Agency control point listed in Chapter 5, Reutilization Transfer Screening and Issue, Attachment 3; and be further authenticated by DRMS before release action by DRMOs. (Also see Chapter 5, Attachment 3, Issues to Special Programs and Activities, paragraph 8.)

g. Authorized recipients may screen and inspect small arms on DRMO accountable records.

h. Major components of small arms shall not be requisitioned for the purpose of assembling complete weapons, circumventing the controls imposed here for acquisition of small arms and serialized control.

i. As indicated in DoD 4160.21-M-1, small arms, weapons, and parts are not authorized for sale to the general public except as scrap after necessary DEMIL is completed. DEMIL instructions for total destruction to be performed in a manner to assure that firearms are rendered completely inoperable and to prevent their being made operable are contained in DoD 4160.21-M-1.

j. The sale prohibition is not applicable to those sales authorized by DoD 4160.21-M-1 or law.

#### **64. Sodium Filled Valves**

a. A distinct hazard exists in attempting to mutilate sodium filled valves. These valves, aircraft engines, assemblies, or receptacles containing sodium valves, received in DRMOs shall be segregated from all other property and tagged: "Warning--Sodium Filled Valves" before any disposal action. The tag shall remain with the property through ultimate disposal actions:

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b. Applicable special condition(s) of sale shall be included in sale solicitations for all aircraft engines, assemblies, or receptacles containing sodium valves.

**65. Spark Plugs and Magneto Breaker Assemblies Containing Precious Metals.** Nonusable and nonrebuildable spark plugs and magneto breaker assemblies (contact points) shall be accumulated and reported for precious metals recovery in accordance with instructions contained in Chapter 11, PMRP. Spark plugs shall be reported by manufacturer and type as follows: AC281, RE39, AC286, RB53, etc. Magneto points need not be separated by manufacturer but shall be segregated from spark plugs and documented to total quantity.

**66. Strategic and Critical Materials**

a. This paragraph describes the procedures for issuing property excess to DoD needs to the national stockpile as strategic and critical materials. Strategic and critical materials are those materials which have been designated by the Federal Emergency Management Agency under the Strategic and Critical Materials Stockpiling Revision Act of 1979 (PL 96-41).

b. Reporting. Platinum family items do not become excess to DoD needs and shall be processed in accordance with Chapter 11, PMRP. Subject to minimum quantity and form requirements reflected in Attachment 7, this chapter, all other strategic and critical materials determined to be DoD excess shall be reported by the DRMO to the Defense National Stockpile Center (DNSC), 8725 John J. Kingman Road, Suite 3339, Fort Belvoir, VA 22060-6223, for a decision as to whether the material should be transferred to the DNSC.

(1) The DRMS report to the DNSC, in letter form, shall include the location and amount and describe the material in sufficient detail as to the chemical or other composition, specification, size, etc., to indicate its nature. Complete purchase specifications of material content analysis shall be included when available (Report control number 0120-GSA-AR applies).

(2) The DNSC shall review the notification letter from DRMS and, if the material is determined to conform to stockpile needs, shall furnish the DRMO with instructions for transferring the materials to a stockpile site.

c. Less than minimum specified quantities. DRMOs having excess strategic and critical materials at any one location in lots less than the minimum quantities specified in Attachment 7, this chapter, shall retain these materials until the specified minimum is accumulated and thereafter report to the DNSC as indicated in subparagraph B66b(1). However, if the DRMO determines that there is no reasonable prospect of accumulating within 12 months the specified minimum, those small accumulations shall be disposed of in accordance with normal procedures.

d. **Transfers to the Stockpile.** DoD excess materials reported under these procedures shall be transferred to the national stockpile following notification by the DNSC to DRMS that they are acceptable and needed for the stockpile.

e. **Unsuitable Items.** If materials reported under these procedures are unsuitable for stockpiling or cannot be economically converted to meet stockpiling specifications, the DNSC shall advise the DRMO, and the material shall be disposed of in accordance with normal procedures, except that later referrals to the DNSC shall include the advice that the property was previously reported for stockpile purposes and was rejected.

f. **Withdrawals.** Subject to the approval of the DNSC, generating activities may withdraw materials reported under this procedure, through the DRMO, if the shipment to the national stockpile has not already been made. After shipment, requests for return must be directed to the DNSC.

g. **Reimbursement.** Issues of materials to the DNSC shall be made without reimbursement or transfer of funds except that, once the material has been accepted by DNSC, all expenses of preparation for shipment, all shipping and conversion expenses, and all expenses after the date of shipment (including transportation, maintenance, and storage) which are incident to the issues shall be borne by DNSC.

**67. Submarine Escape Appliances.** Surplus submarine escape appliances (Momsen Lungs) shall be sold as scrap for material content only. Mutilation must be completed to the extent that use is impossible.

**68. Survival and Protective Equipment.** Because of possible malfunction or improper application of survival and protective equipment, this property shall be disposed of as follows:

a. Excess items, including overage items in good condition, may be transferred within the DoD or to Federal civil agencies in accordance with normal transfer procedures.

b. Surplus serviceable items, including overage items in good condition, may be released to authorized donees. Before physical release of this property, donees shall be advised in writing that further use of the property shall be at their own risk and that the U.S. Government is relieved from any and all claims which may result from further use of the property.

c. Surplus serviceable items, including overage items in good condition, may be offered for sale. The U.S. Government assumes no liability for damages to the property of the purchasers, or for personal injuries or disabilities to the purchaser or the purchaser's employees, or to any other person arising from or incident to the purchase of this material, or its use, or disposition. The purchaser shall hold the U.S. Government harmless from any and all such claims.



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d. Condemned or unserviceable surplus and foreign excess survival and protective equipment items remaining shall be mutilated and the residue sold as scrap. Where the cost of mutilation is greater than scrap value, the items shall be destroyed.

### **69. Tax-Free Products**

a. Alcohol. Surplus tax-free alcohol, other than ethyl alcohol or specially denatured alcohol, may be sold upon the purchaser's payment of the applicable internal revenue tax to the Deputy Associate Director, Regulatory Enforcement Field Operations, Bureau of Alcohol, Tobacco and Firearms (BATF), TD, 650 Massachusetts Avenue NW., Washington, DC 20226, and subject to any other conditions the Bureau may require. When ethyl alcohol or specially denatured alcohol is to be sold within the United States, request shall be made by the DRMO to the nearest Regional Director, BATF, Department of the Treasury, for specific instructions. (This does not apply to alcohol sold overseas or in U.S. territories.) Any instructions received shall accompany the property listing at the time that it is reported to DRMS. Alcohol sold overseas or within U.S. territories is subject to U.S. customs and taxes if it is imported into the United States.

b. Beer. Tax-free beer may be sold if the purchaser is required to pay the full amount of the internal revenue tax and to relabel each bottle or can and stamp each case or carton in conformity with the requirements of the BATF before removal from Military Service custody, and to conform with all applicable State and local alcoholic beverage laws.

70. **Technical Publications.** Manuals, technical orders, and other publications (or specific portions) which, under Military Service/Defense Agency regulations, require mutilation shall be mutilated by the generating activity before being turned in to a DRMO for sale unless it is agreed that mutilation shall be a condition of sale. These publications may be mutilated by shredding, pulverizing, etc. Mutilated publications may not be mixed with other publications when mixing would be detrimental to the sale of the unmutilated publications.

71. **Textiles.** Textile items shall be segregated in accordance with waste and scrap classifications in DoD 4160.21-H. Nonreparable items made of cotton cloth, such as sheets, pillow cases, mattress covers, as well as other textiles suitable for use as wiping rags shall be accounted for as scrap on DRMO accountable records and shall be issued as scrap for use at the installation. Generating activities may not turn in fouled bedding or personal clothing without laundering or dry cleaning. Textiles from medical facilities shall be laundered before turn in to DRMOs.

72. **Tobacco Products.** Because of numerous Federal and State tax, and other implications, cigars, cigarettes, snuff, chewing or pipe tobacco shall be disposed of whenever possible by some authorized method other than sale.

73. **Trophies and Relics.** Trophies and relics suitable for museum purposes, including ships' bells and nameplates and captured enemy equipment, shall be reported to the applicable Military Service Museum or Curator, and disposed of in accordance with instructions received from the Museum or Curator.

#### 74. **Vehicles**

a. Generating activities shall furnish the following information on vehicles in FSG 23, 24, 38, and 39 that have a commercial application:

(1) List and value of any major components that are missing (or have been reclaimed) such as engine, transmission, differential, wheels, axles, or doors, which would impair the use of the vehicle, regardless of the other repairs that are necessary.

(2) One-time cost of repairs (parts and labor), based on a copy of the LTI.

(3) The vehicle maintenance record.

b. Excess vehicles turned in to the DRMO should not contain more than 25 percent (one-quarter tank) fuel in the tank. If a fuel tank is known to be leaking, the generating activity shall repair the tank or drain all fuel from the tank and annotate on the DTID at the time of turn in to the DRMO that the fuel tank leaks.

c. Lost, abandoned, or unclaimed privately-owned vehicles shall be processed in accordance with procedures set forth in paragraph B40, this chapter.

d. The SF 97, The United States Government Certificate to Obtain Title to a Vehicle. Available through the supply system from GSA under NSN 7540-00-634-4047, the SF 97 is a four-part continuous blank form pre-printed with serial numbers and normally used by the DRMO to account for vehicles transferred, donated, or sold. The completed SF 97 is furnished to the recipient or purchaser of the vehicle as may be required or upon request. Accountability of serial-numbered forms is imperative to preclude their unauthorized use, therefore, the SF 97 will receive the necessary security normally afforded any controlled item/form.

(1) The SF 97 is designed normally for use with commercial vehicles such as passenger cars, multi-purpose passenger vehicles, trucks, trailers, motorcycles, buses, and similar wheeled vehicles. The following vehicles, generally referred to as tactical vehicles, are excepted:

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(a) A military vehicle that is tracked or has a gross weight of more than 16,000 pounds.

(b) Any vehicle which must be mutilated as required by subparagraph B74g, or otherwise DEMIL'd in accordance with the Defense DEMIL and TSC Manual, DoD 4160.21-M-1.

(c) Any vehicle that is 25 years or older.

(2) When a vehicle is transferred to a quasi-DoD activity (e.g., Military Affiliate Radio System [MARS], CAP, NAF or USCG activity), donated or sold, the SF 97 shall be executed by the DRMO disposing of the vehicle and furnished to the transferee/donee or to the purchaser as required or upon request. The SF 97 need not be prepared for transfer of vehicles that will use Federal Government license plates issued by DoD activities and GSA.

(3) Base Closure Community Assistance. The SF 97 shall be executed in accordance with base closure procedures. Vehicles designed specifically for military use such as the M151, Gama Goat, "Goer" (Go Ability With Overall Economy and Reliability) and the HMMWV are not authorized for transfer to a community. GSA Interagency Fleet Management System (IFMS) vehicles that are assigned to DoD activities are also not authorized for transfer to a community.

(4) Certificates containing erasure and strike overs are considered invalid by State Motor Vehicle Agencies and must not be issued. When a mistake is made, the form shall be destroyed in the same manner as is required for documents bearing FOUO classification.

(5) Authority to sign the SF 97 as the transferrer is delegated to the DRMO chief and the closing base official. The name of the individual authorized to sign as transferrer must be hand printed on the form. The title of the individual and the date should be typed. Only one copy of the SF 97 shall be retained by the issuing office. State vehicle registration laws differ; that is, some states require a notarized signature of the buyer, the issuing official need not obtain the transferee's signature before issuing a SF 97. The name of the transferee or recipient shall be recorded in the "Transferee" block at the top of the form.

(6) The SF 97 may not be issued when vehicles have been subject to extensive reclamation or cannibalization, unless the customer requests it and the serial number can be found on the body or chassis of the vehicle or trailer. All blocks of the SF 97 shall be completed. If information is not available, insert 'N/A.'

(7) If a vehicle is sold for scrap purposes or for parts or is otherwise not to be used on the road and a SF 97 is requested, the SF 97 will annotated "Not for Road Use."

e. When vehicles are offered for sale, the vehicle maintenance records shall be removed from the vehicle before the start of the inspection period. After the vehicle has been removed by the purchaser, the vehicle maintenance records shall be destroyed.

f. In order that vehicular-mounted equipment turned in to DRMOs, either under the NSN of the mounted equipment assembly or of the vehicles, is properly and adequately processed for RTD screening, the following shall apply in the reporting and release of property meeting the reporting criteria:

(1) Regardless of the FSG appearing on the relatable DTID, DRMOs shall code the receipt transaction to require submittal of the exception data. Attachment 8, this chapter, contains a listing of some items which are often vehicle-mounted or configured within vehicles at the time of turn in to a DRMO. Exception data for such receipts shall include, in addition to the description of the end item (NSN, or when locally assigned, best available description), the vehicle type and series, its physical condition and estimated repair cost.

(2) DRMO processing of transfer and donation issues where either the vehicle or the installed equipment alone, and not both, are requested, shall ensure that disassembly is accomplished before release. Costs incident to the disassembly shall be reimbursable from the recipient and shall be accomplished through DRMS.

g. Public Safety. In some cases, public safety concerns require the destruction and/or mutilation of certain types of vehicles. The following vehicles have been determined to require special disposal processing:

(1) M151s. The term "M151 vehicles" as used in this subparagraph includes M151, M151A1, M151A1C, M151A2, and M825 utility trucks and M718 and M718A1 ambulances in both serviceable and unserviceable condition. The rear suspension system on M151 vehicles was designed for rough terrain usage by stabilizing the stock. Military personnel operating the M151 are given special training in use of the vehicle. On paved roads, where the general public would normally use a vehicle, these vehicles are readily subject to rollover accidents. The Administrator, National Highway Traffic Safety Administration, U.S. DoT, identified the M151 vehicles as a hazard to the safety of public highway users.

(a) The only authorized dispositions of both serviceable and unserviceable M151 vehicles are for DoD users, for sale to friendly foreign governments under Security Assistance Programs, and to qualified DoD and private museums for static display, under 10 USC 2572. Quasi-DoD activities such as CAP, MARS, and all NAF activities, are not authorized to acquire these vehicles. M151 series vehicles are not authorized for issue to the USCG.

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(b) Care must be taken by the DRMO to ensure that mutilation does not occur until the above reutilization efforts have been exhausted.

(c) DRMOs will assure that M151 vehicles are made available for DoD customers only. National Stock Numbers for M151 vehicles are: 2310-00-177-9256, 2310-00-782-6056, 2320-00-177-9257, 2320-00-177-9258, 2320-00-542-4783, 2320-00-763-1091, 2320-00-763-1092, and 2320-01-264-4819.

(d) DRMOs are encouraged to attempt maximum reuse of components and parts of the M151 vehicles to Federal civil agencies and donees of those M151 vehicles remaining after DoD or FMS screening. This shall be accomplished by making the vehicles available to transfer and donation screeners for the normal screening period. The unit of issue shall be by component or part nomenclature removed from the M151 vehicle. No SF 97 is to be issued, under any circumstance, to recipients of M151 vehicles.

(e) Mutilation of M151 vehicles shall be accomplished as follows:

1 The engine, radiator, and transmission (drive shaft, front and rear suspension system not included) shall be cut out or unbolted from the M151 unitized body. The front and rear differentials and other components shall be removed and made available for RTDS, except for certain engines discussed in subparagraph B74g(1)(e)8. The drive shaft and front and rear suspension systems attached to the M151 or turned in detached from the vehicle shall be included in the DRMO's M151 mutilation process.

2 The unitized body, drive shaft, and front and rear suspension systems shall be shredded and/or crushed, in such a manner as to completely prevent rebuild into a usable unitized body. Where the quantity warrants, the shredding, baling, or crushing of M151 vehicle bodies may be performed as a condition of sale on U.S. Government premises subject to the controls outlined in subparagraph B74g(1)(e)3. When use of the sale option does not lead to disposal of the M151 vehicle bodies, those bodies shall be shredded, baled, or crushed by the DRMO. These actions shall be accomplished by existing DRMO resources, through the host, or by service contract. All actions shall be subject to the controls outlined in subparagraph B74g(1)(e)3. Residue of the shredded or crushed unitized body shall be commingled with other ferrous scrap metal generations. The above effort will achieve the desired objective; that is, to prevent reassembly of an operable M151 vehicle from the residue of the mutilation operation.

3 The following additional procedures shall apply to the disposal of M151 series vehicles regardless of the mutilation method:

a DRMO Chiefs shall ensure that contractors who perform mutilation do not employ any measures designed to circumvent or frustrate the intent that usable vehicles shall not be reassembled from residue of mutilation.

b The "two-man rule" with proper certification shall be made applicable to mutilation procedures.

c The proper mutilation of vehicles shall be made a matter of DRMS internal control reviews.

4 Mutilation can be accomplished by the DRMO, the Federal agency, or donee recipient, the buyer as a condition of sale, or by the generating activity on a reimbursable basis. The vehicle must not be released from DRMO control until mutilation has been accomplished, however, components and parts can be removed and released before, during, or after mutilation action and before offering for sale. Reimbursement for the costs incurred in the mutilation or component removal actions performed on M151 vehicles by the host activity shall be accomplished as stated in subparagraphs B74g(1)(e)5 and 6.

5 Issues to Federal Civil Agencies and Donees. Reimbursement by DRMS to the host activity for expenses incurred in disposal actions involving the M151 jeep shall be accomplished in accordance with normal DRMO processing criteria under the local ISA agreement. Reimbursement from Federal civil agencies and donees for component removal (that is, other than separation of items from the unitized body cited in subparagraph B74g(1)(e)1) for such activities shall be accomplished by the DRMS.

6 Sales. Mutilation by the contractor as a condition of sale before passage of title of components and residue, is permissible if mutilation is monitored by the DRMO before removal. If accomplished by the host installation, reimbursement procedures in subparagraph B74g(1)(e)5 are applicable. The original and one copy of the award document shall bear the statement: "Notice: The material hereby being released is the residue of an M151 vehicle and not the vehicle itself."

7 The engine, radiator, and transmission, although designed exclusively for the M151, have application as training aids and power plants. Since the unitized body must be eliminated from further civilian use, these components should be salvaged and processed for RTDS.

8 Certain M151 engines which have been exempted from exhaust emission standards for reasons of national security by EPA, may not be sold. These engines may be identified by a plastic or metal label, welded, riveted, or otherwise permanently attached in a readily visible position in the engine compartment. The label has been affixed by the vehicle

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manufacturer, whose vehicles have been exempted, in such a manner that it cannot be removed without destroying or defacing the label, and is not affixed to any equipment which is easily detached from the vehicle. The label contains the following information lettered in English in block letters and numerals, which are of a color that contrasts with the background of the label:

a The label heading: Vehicle Emission Control Information.

b Full corporate name and trademark of the manufacturer.

c Engine displacement (in cubic inches) and engine family identification.

d The statement: "This vehicle is exempt from EPA certification regulations applicable to (insert current year) model year new motor vehicles (day, month, year of exemption)." Since these engines, so identified, have only been exempted for DoD use, they can only be used within DoD. If no reutilization need develops within DoD, they must be destroyed. Destruction shall be accomplished by cracking the engine block beyond reparation or restoration.

(f) Customers working on DoD premises in accomplishing mutilation and component removal on M151 vehicles shall provide for release from any claims for injury or damage sustained. This shall be accomplished by the DRMO requiring the customer to sign the following statement before the mutilation and removal effort:

"The Government assumes no liability for damages to the property of the recipient, recipient's employees or third parties, or for personal injuries, disabilities or death to the recipient, recipient's employees or third parties arising from or incident to the mutilation, acquisition, and use of this property. The recipient shall hold the Government harmless from any and all such demands, suits, actions, or claims of whatsoever nature arising from the mutilation, acquisition, and use of this property."

(g) DRMS shall include the applicable terms and conditions in all sale solicitations offering M151 vehicles.

(2) "HMMWVs." RTD is permitted. Sales of HMMWVs in their original military configuration are not permitted. DRMS may pursue sales methods aimed at bringing these vehicles up to Federal Motor Vehicle Safety Standards. Vehicles not released through RTDS will be mutilated in manner that prevents reassembly as a usable vehicle.

(3) GAMMA GOATS/GOERS. RTD is permitted. Vehicles not issued through RTD will be mutilated in a manner that prevents reassembly as a usable vehicle. Sales as a usable item are not permitted.

(4) Ambulances, Modular. Ambulances manufactured by Southern Ambulance Builders, Inc. (NSN 2310-01-170-6843 and 2310-01-171-4747) must be mutilated by the generator prior to turn-in unless arrangements are made with HQ DRMS. Mutilation is for safety concerns primarily due to potential for fire.

(5) School Buses (manufactured prior to 1977). Generating activities will remove usable components (i.e., engine, transmission, radiator, front and rear differentials, etc.) for separate turn-in and normal disposal processing. On a case-by-case basis, the DRMO and the generating activity(ies) will determine who has the responsibility to mutilate. If neither agree, the generating activity will be responsible for arranging mutilation. DRMOs receiving buses mutilated by the generating activity may process them for sale as reimbursable/recyclable scrap. DRMOs performing the mutilation will process the buses for sale as nonreimbursable/nonrecyclable scrap.

(6) Fire Trucks (P2). USAF A/S32P-2 Crash Fire Rescue Trucks (NSNs 4210-01-034-7537, and 4210-01-038-4331) are defective due to frame rail cracks. These trucks will be processed as in paragraph (4), above.

(7) All Terrain Vehicles. Three wheeled All Terrain Vehicles may be offered for public sale only after they have been mutilated in a manner to prevent operational use (FPMR 101-45.309-13).



**AIRCRAFT AUTHORIZED FOR SALE FOR COMMERCIAL USE**

**Reference: Chapter 4, paragraph B2**

The following is a list of aircraft types which, when not specifically modified for combat purposes, may be sold or exchanged for commercial use. Military Services releasing these aircraft must indicate on the DTID if the aircraft has been specifically modified for combat purposes. When authorized to be sold or exchanged, the releasing Military Service shall indicate the military design characteristics, if any, which must be removed or demilitarized and, in the latter instance, the method of demilitarization.

<u>SERIES</u>	<u>DATA PLATE MODEL</u>	<u>MANUFACTURER</u>
Cargo/Transport	**C1A	Grumman
"	**C2A	Grumman
"	C-12A thru C-12J	Beech
"	C-21A	Learjet
"	C-45	Beech
"	C-46	Curtis
"	C-47	Douglas
"	C-54	Douglas
"	**C-97	Boeing
"	C-117	Douglas
"	C-118	Douglas
"	C-121	Lockheed
"	C-123	Fairchild
"	**C-130	Lockheed
"	C-131	Convair
"	**C-135	Boeing
"	**C-137	Boeing
"	**C-140	Lockheed
"	C-141	Lockheed
Helicopter	** H-1	Bell
"	** H-2	Kaman
"	***H3	Sikorsky
"	H-13	Bell
"	H-19	Sikorsky
"	H-21	Vertol
"	H-23	Hiller
"	H-34	Sikorsky

<u>SERIES</u>	<u>DATA PLATE MODEL</u>	<u>MANUFACTURER</u>
Helicopter	** H-37	Sikorsky
"	H-41	Cessna
"	** H-46	Boeing Vertol
"	** H-47	Boeing Vertol
"	***H-52	Sikorsky
"	** H-53	Sikorsky
"	H-54	Sikorsky
"	H-55	Hughes
"	H-57	Bell
"	** H-58	Bell
Observation	O-1	Cessna
"	O-2	Cessna
"	** OV-1	Grumman
"	*** OH-6	Hughes
Trainer	T-1A	Beech
"	* T-28	N. American
"	T-29	Convair
"	T-34	Beech
"	T-39	N. American
"	T-41	Cessna
"	T-42	Beech
"	T-47A	Cessna
Utility	U-1	DeHaviland
"	U-3	Cessna
"	U-4	Aero Design (N. American Rockwell)
"	U-6	DeHaviland
"	U-8	Beech
"	U-9	Aero Design (N. American Rockwell)
"	U-10	Helio
"	U-11	Piper
"	** U-16	Grumman
"	** U-17	Cessna
"	** U-18	Ryan

<u>SERIES</u>	<u>DATA PLATE MODEL</u>	<u>MANUFACTURER</u>
"	** U-19	Convair
"	** U-20	Cessna
"	U-21	Beech
Patrol	** P2	Lockheed
"	** P3	Lockheed
"	** S2	Grumman
"	** E1B	Grumman

**\*NOTE:** Demilitarization is not required except for demilitarization of lethal/classified equipment onboard the aircraft when sold overseas to U.S. nationals or U.S. entities for import into the United States. All other sales in overseas areas will be made for scrap and for recovery of parts, regardless of the nationality of the purchaser.

**\*\*NOTE:** No FAA type certificate is established to date. These aircraft may be sold as flyable provided the recipient is advised that an FAA type certificate must be obtained prior to obtaining a Standard Airworthiness Certificate.

**\*\*\*NOTE:** Aircraft can only be used for special purpose operations and must meet certain noise requirements (14 CFR, Part 21).

## MARKING OF CLOTHING AND EQUIPAGE FOR TURN IN

Reference: Chapter 4, paragraph B10c

Clothing and individual equipment items that are suitable for standardized marking or mutilation to prevent reentry into the supply system shall be marked in such a manner as to eliminate excessive and improper defacing of clothing and equipment. Markings (one-half to one-inch lettering) shall be by stamping or stenciling "DRMO" with indelible ink no more than twice in suggested areas. Items indicated with an asterisk (\*) below shall have a single one-fourth inch hole punched instead of stamping.

### TYPE ITEMS

### AREA OF MARKING

Alice packs	Inside back area or inside large flap
Ammo pouch	Inside of flap cover
Aprons (all)	One corner of the item
Bag, barrack	Inside near drawstring
Bag, duffel	Bottom of bag
Bag, flyer	Inside of zipper
Bag, sleeping	Inside of zipper
Boots, leather	Inside top of boot
Belts/straps	Inside near buckle area
Canteen/mess kit cover	Back belt loop
Cases, handcuffs, first aid	Inside of flap cover
Coveralls (all)	Inside near label area
Entrenching tool carrier (canvas)	Back of flap
*Entrenching tool carrier (plastic)	Punch single one-fourth inch hole on flap top
Gloves	Inside of cuff
Headgear	Inside headband (may punch single one-fourth inch round hole in the inside headband in lieu of stenciling)
Hoods (all)	Inside near label area
Jackets, field, parkas, other type coats	Inside near label area
Liner, coats and jackets	Inside near label area
Liner, trouser	Inside waistband

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Pants, trousers, skirts  
Rubber items, including  
bunny boots, overshoes  
and hip boots  
Sheets, pillow cases, mattress  
covers, blankets  
Shirts  
Shoes (leather)

Inside waistband  
Punch one-fourth inch round hole in  
distinctive area at top of boot or tongue  
One corner of the item  
Tip of shirttail  
Inside ankle area

## FLIGHT SAFETY CRITICAL AIRCRAFT PARTS CODES

### Reference: Chapter 4, paragraph B26b

An FSCAP code is a one position alpha code identifying any part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.

The code identifies a requirement as a condition of transfer, donation, or sale that any persons or organizations receiving an FSCAP or engine, prior to putting these into use on aircraft would subject them to safety inspection, repair, and/or overhaul by a competent manufacturer or other entity certified by the FAA to perform such inspection and repairs.

<u>CODE</u>	<u>EXPLANATION</u>
E	The item is FSCAP and is specifically designed to be selected as being nuclear hard.
F	The item is FSCAP.

### Notes/Terms:

These codes are used to identify any part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.

These codes are maintained in DoD 4100.39-M, Volume 10, Chapter 4, Table 181.

**Critical Characteristic:** Any feature throughout the life cycle of an FSCAP, such as dimension, tolerance, finish, material of assembly, manufacturing or inspection process, operation, field maintenance or depot overhaul requirement which if nonconforming, missing, or degraded could cause the failure or malfunction of the FSCAP.

a. Critical characteristics produced during the manufacturing process are termed "manufacturing critical characteristics."

b. Critical characteristics which are not introduced during the manufacture of a part but are critical in terms of assembly/installation: e.g., proper torque, are termed "installation critical characteristics."

**SAMPLE FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY**

**Reference: Chapter 4, paragraph B40**

Know all men by these presents that I, \_\_\_\_\_, do hereby unconditionally give to the United States Government all of my right, title and interest in and to the following described personal property:

The above described personal property of which I am the sole and exclusive owner is located at \_\_\_\_\_. I hereby authorize the United States Government to dispose of said property in any manner it may consider suitable and hereby release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me which could otherwise be asserted because of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this day of \_\_\_\_\_, 19\_\_.

(Signature of Individual)

Acknowledged before me \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_.  
(Notary Public)

**CLASSIFICATIONS OF U.S. NAVAL SHIPS AND CRAFT LISTED ON  
 NAVAL VESSEL REGISTER (NVR)**

**COMBATANT SHIPS**

**Reference: Chapter 4, paragraph B60**

<b>WARSHIPS</b>		Fleet Ballistic Missile	
Aircraft Carriers		Submarine (nuclear propulsion)	SBN
Aircraft Carrier	CV	Guided Missile Sub.	SSG
Attack Aircraft Carrier	CVA		
Attack Aircraft Carrier (nuclear propulsion)	CVAN	<b>AMPHIBIOUS WARFARE SHIPS</b>	
Aircraft Carrier (nuclear propulsion)	CVN	Amphibious Command Ship	LCC
ASW Aircraft Carrier	CVS	Inshore Fire Support Ship	LFR
Surface Combatants		Amphibious Assault Ship (general purpose)	LHA
Battleship	BB	Amphibious Cargo Ship	LKA
Heavy Cruiser	CA	Amphibious Transport	LPA
Guided Missile Cruiser	CG	Amphibious Transport Dock	LPD
Guided Missile Cruiser (nuclear propulsion)	CGN	Amphibious Assault Ship	LPH
Destroyer	DD	Amphibious Transport (smi)	LPR
Guided Missile Destroyer	DDG	Amphibious Transport Sub.	LPSS
Frigate	FF	Dock Landing Ship	LSD
Guided Missile Frigate	FFG	Tank Landing Ship	LST
Radar Picket Frigate	FFR	<b>MINE WARFARE SHIPS</b>	
Patrol Combatants		Mine Countermeasures Ship	MCS
Patrol Combatant	PG	Minesweeper, Coastal (nonmagnetic)	MSC
Patrol Combatant Missile (hydrofoil)	PHM	Minesweeper, Ocean (nonmagnetic)	MSO
Patrol Escort	PCE	<b>AUXILIARY SHIPS</b>	
Destroyer Escort	DE	Destroyer Tender	AD
Command Ships		Degaussing Ship	ADG
Command Ship	CC	Ammunition Ship	AE
Submarines		Store Ship	AF
Submarine	SS	Combat Store Ship	AFS
Submarine (nuclear propulsion)	SSN	Miscellaneous	AG



Auxiliary Deep Submergence Support Ship	AGDS	Dock (nonself-propelled)	AFDB
Frigate Research Ship	AGFF	Small Auxiliary Floating Dry Dock (nonself-propelled)	AFDL
Hydrofoil Research Ship	AGFF	Barracks Craft (nonself-propelled)	APL
Environmental Rsrch. Ship	AGFR	Auxiliary Repair Dry Dock (nonself-propelled)	ARD
Miscellaneous Comm. Ship	AGF	Medium Auxiliary Repair Dry Dock (nonself-propelled)	ARDM
Patrol Comb. Support Ship	AGHS	Deep Submergence Rescue Vehicle	DSRV
Missile Range Instrum. Ship	AGM	Deep Submergence Vehicle	DSV
Major Comm. Relay Ship	AGMR	Unclassified Miscellaneous Submersible Research Vehicle (nuclear propulsion)	NR
Oceanographic Rsrch Ship	AGOR	Miscellaneous Auxiliary (self-propelled)	YAG
Patrol Craft Tender	AGP	Open Lighter (nonself-propelled)	YC
Surveying Ship	AGS	Car Float (nonself-propelled)	YCF
Auxiliary Submarine	AGSS	Aircraft Transportation Lighter (nonself-propelled)	YCV
Hospital Ship	AH	Floating Crane (nonself-propelled)	YD
Cargo Ship	AK	Diving Tender (nonself-propelled)	YDT
Light Cargo Ship	AKL	Covered Lighter (self-propelled)	YF
Vehicle Cargo Ship	AKR	Ferryboat or Launch (self-propelled)	YFB
Net Laying Ship	ANL	Yard Floating Dry Dock (nonself-propelled)	YFD
Oiler	AO	Covered Lighter (nonself-propelled)	YFV
Fast Combat Supp. Ship	AOE	Large Covered Lighter (nonself-propelled)	YFNB
Gasoline Tanker	AOG	Dry Dock Companion Craft (nonself-propelled)	YFND
Replenishment Oiler	AOR	Lighter (special purpose) (nonself-propelled)	YFNX
Transport	AP	Floating Power Barge (nonself-propelled)	YFP
Self-propelled Barracks Ship	APB		
Repair Ship	AR		
Battle Damage Repair Ship	ARB		
Cable Repairing Ship	ARC		
Internal Combustion Engine Repair Ship	ARG		
Landing Craft Repair Ship	ARL		
Salvage Ship	ARS		
Submarine Tender	AS		
Submarine Rescue Ship	ASR		
Auxiliary Ocean Tug	ATA		
Fleet Ocean Tug	ATF		
Salvage and Rescue Ship	ATS		
Guided Missile Ship	AVM		
Training Aircraft Carrier	CVT		
Surface Effects Ship	SES		
<b>SERVICE CRAFT</b>			
Large Auxiliary Floating Dry			

Medium Auxiliary Floating Dry Dock (nonself-propelled)	AFDM	Dredge (self-propelled)	YM
Refrigerated Covered Lighter (self-propelled)	YFR	Floating Dry Dock Workshop (hull) (nonself-propelled)	YRDH
Refrigerated Covered Lighter (nonself-propelled)	YFRN	Floating Dry Dock Workshop (machine) (nonself-propelled)	YRDM
Covered Lighter (range-tender) (self-propelled)	YFRT	Radiological Repair Barge (nonself-propelled)	YRR
Harbor Utility Craft (self-propelled)	YFU	Salvage Craft Tender (nonself-propelled)	YRST
Garbage Lighter (self-propelled)	YG	Seaplane Wrecking Derrick (self-propelled)	YSD
Garbage Lighter (nonself-propelled)	YGN	Sludge Removal Barge (nonself-propelled)	YSR
Salvage Lift Craft, Heavy (nonself-propelled)	YHLC	Large Harbor Tug	YTB
Salvage Lift Craft, Medium (nonself-propelled)	YMLC	Small Harbor Tug	YTL
Gate Craft (nonself-propelled)	YNG	Medium Harbor Tug	YTM
Fuel Oil Barge (self-propelled)	YO	Water Barge (self-propelled)	YW
Gasoline Barge (self-propelled)	YOG	Water Barge (nonself-propelled)	YWN
Gasoline Barge (nonself-propelled)	YOGN		
Fuel Oil Barge (nonself-propelled)	YON		
Oil Storage Barge (nonself-propelled)	YOS		
Patrol Craft (self-propelled)	YP		
Floating Pile Driver (nonself-propelled)	YPD		
Floating Workshop (nonself-propelled)	YR		
Repair and Berthing Barge (nonself-propelled)	YRB		
Repair, Berthing and Messing Barge (nonself-propelled)	YRBM		

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**NOTES:**

Letter prefixes to classification symbols may add identification:

- E Prototype ship or craft that is in an experimental or developmental status.
- T Assigned to MSC (Military Sealift Command).
- F Being constructed for a foreign government.

Letter "N," when used as the last letter of ship symbol, denotes nuclear propulsion; as last letter of service craft symbol indicates nonself-propelled.

Parentheses are not used to separate any letters in classification symbols.

CLASSIFICATIONS OF U.S. NAVAL SHIPS AND CRAFT NOT LISTED ON  
 NAVAL VESSEL REGISTER (NVR)

Reference: Chapter 4, paragraph B60

TYPE BOATS		Mine Sweeping Boat	MA
Aircraft Refueling	AF	Mine Sweeping Launch	MS
Aircraft Rescue	AR	Mine Sweeper, Patrol	MP
Air Drive Rescue	AD	Mine Sweeper, Inshore	MI
Area Command Cutter	AC	Motor Boat	MB
Armored Troop Carrier	AT	Monitor	MO
Arctic Survey	AS	Motor Whaleboat	MW
Assault Support Patrol	AB	Noise Measuring	NM
Bomb Target	BT	Non-Standard (commercial)	NS
Boston Whaler	BW	Patrol Craft, Fast	PF
Buoy	BB	Patrol Boats (except PBR)	PB
Cabin Cruiser (commercial)	CC	Personnel	PE
Catamaran	CA	Picket Boat	PD
Dinghy	DN	Plane Personnel	PP
Distribution Box "L"	DB	Patrol Gunboat Hydrofoil	PG
Diving Tender	DT	Plane Personnel and	
Drone Recovery	DR	Rescue	PR
Flying Dutchman	FD	Plane Rearming	PA
Fire and Rescue	FR	Plane Service	PS
Greenland Cruiser	GC	Punt	PT
Hawser Handling	HH	River Patrol (PBR)	RP
Junk	JK	Sampan	SP
Knockabout Sailboat	KN	Skiff	SK
Landing Craft, Assault	LA	Sloop	SL
Landing Craft, Mechanized	CM	Sound	SB
Landing Craft, Personnel		Surf	SF
Light	PL	Swimmer Support	NS
Landing Craft, Personnel		Target Drone	TD
Ramp	CR	Patrol Torpedo (PTF)	TF
Landing Craft, Swimmer		Torpedo Retriever	TR
Reconn	SR	Tug	TB
Landing Craft, Utility	CU	Underwater Research	UR
Landing Craft, Vehicle		Utility	UB
Personnel	VP	Warping Tug	WT
Line Handling	LH	Wherry	WH
Mine Diving Tender	MT	Work	WB
Mine Sweeper Drone	MD	Yawl	YL
Mine Sweeper River	MR		

**STRATEGIC AND CRITICAL MATERIALS TO BE  
 REPORTED TO DEFENSE NATIONAL STOCKPILE CENTER**

**Reference: Chapter 4, paragraph B66**

<u>Material and type or grade</u>	<u>Forms to be reported</u>	<u>Minimum quantity at one location to be reported</u>
Aluminum metal	Ingots	Any quantity
Bauxite, abrasive grade	Ore	2,000 pounds
Bauxite, metallurgical or jamaica	Ore	20 short tons
Bauxite, metallurgical or surinam	Ore	20 short tons
Bauxite, refractory grade	Ore	2,000 pounds
Beryl	Ore	2,000 pounds
Beryllium copper, master alloy	Ingots	500 pounds
Beryllium metal	Billets	Any quantity
Bismuth	Bars	Any quantity
Cadmium	Balls or sticks	Any quantity
Chromite, chemical grade	Ore	2,000 pounds
Chromite, metallurgical grade	Lumps	2,000 pounds
Chromite, refractory grade	Ore	2,000 pounds
Chromium, ferro, silicon	Lumps	2,000 pounds
Chromium metal	Lumps	Any quantity
Cobalt	Cathodes, rondelles, or briquettes	Any quantity
Columbium carbide powder	Powder	2,000 pounds
Columbium concentrates	Ore or concentrates	2,000 pounds
Copper	Electrolytic cathodes and wire bars, lake copper ingots, fire refined, oxygen free high conductivity	2,000 pounds
Cordage fiber, abaca	.....	2,000 pounds
Cordage fiber, sisal	.....	2,000 pounds
Diamond Ind. dies, small	Pieces	Any quantity
Fluorspar, acid grade	Lumps or filter cakes	20 short tons
Fluorspar, metallurgical grade	Ore or concentrates	20 short tons
Germanium	Ingot	1 kilo
Graphite, natural	Lumps or crystalline	2,000 pounds

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<u>Material and type or grade</u>	<u>Forms to be reported</u>	<u>Minimum quantity at one location to be reported</u>
Jewel bearings, sapphire or ruby	Unmounted	Any quantity
Lead, corroding and antimonial	Pigs	Any quantity
Manganesedioxide, battery grade, synthetic	Ore or concentrates	2,000 pounds
Mica, phlogopite	Sheet block	Any quantity
Morphine sulfate refined	Powder	100 grams
Natural insulation fibers	.....	500 pounds
Nickel and nickel oxide	Cathodes, ingots, briquettes, or shot, and oxide powder	Any quantity
*Platinum group, iridium	Ingots, bars, or plates	Any quantity
*Platinum group, palladium	Ingots, bars, or plates	Any quantity
*Platinum group, platinum	Ingots, bars, or plates	Any quantity
Pyrethrum	Extracts or solution	100 pounds
Quinine, medicinal quality	Powder	100 ounces
Quinine	Powder	100 ounces
Rubber	Ribbed smoked sheets	20 short tons
Rutile	Ore or concentrates	2,000 pounds
Tantalum minerals	Ore	2,000 pounds
Titanium sponge	Sponge	Any quantity
Vanadium, ferro	Lumps or fines	Any quantity
Vanadium pentoxide	Broken flakes	2,000 pounds
Zinc	Slabs	Any quantity

**\*NOTE:** Pursuant to paragraph B66, this chapter, platinum family items are processed in accordance with Chapter 11.

**VEHICLE MOUNTED EQUIPMENT**

**Reference: Chapter 4, paragraph B74**

<u>NSN</u>	<u>NOUN NAME</u>	<u>NSN</u>	<u>NOUN NAME</u>
U.S. ARMY		5820-00-223-7567	Radio Set AN/VRC54
		5820-00-223-7568	" " AN/VRQ1
5815-00-224-8129	Radio Set AN/VSC2	5820-00-223-7615	" " AN/VRQ2
5820-00-193-8402	" " AN/VRC10	5820-00-223-7638	" " AN/VRQ3
5820-00-193-8406	" " AN/VRC13	5820-00-402-2244	" " AN/GRR5
5820-00-193-8409	" " AN/VRC15	5820-00-402-2263	" " AN/GRC10
5820-00-193-8412	" " AN/VRC17	5820-00-402-2264	" " AN/VRC24
5820-00-193-8413	" " AN/VRC16	5820-00-402-2265	" " AN/VRC55
5820-00-193-8420	" " AN/VRC18	5820-00-503-1254	" " R 110
5820-00-223-7409	" " AN/GRC19	5820-00-503-1258	" " R 108
5820-00-223-7411	" " AN/GRC125	5820-00-503-1413	" " R 109
5820-00-223-7412	" " AN/VRC12	5820-00-665-1217	" " AN/PRC8
5820-00-223-7413	" " AN/VRC24A	5820-00-669-7018	" " AN/PRC9
5820-00-223-7414	" " AN/VRC34	5820-00-705-9067	" " AN/PRC10
5820-00-223-7415	" " AN/VRC43	5820-00-832-5617	" " AN/GRC16
5820-00-223-7417	" " AN/VRC44	5820-00-861-3539	" " AN/PRC47
5820-00-223-7433	" " AN/VRC46		
5820-00-223-7434	" " AN/VRC47	U.S. NAVY	
5820-00-223-7435	" " AN/VRC48	Not applicable	
5820-00-223-7437	" " AN/VRC49		
5820-00-223-7467	" " AN/VRC53	U.S. AIR FORCE	
5820-00-223-7473	" " AN/GRC160		
5820-00-223-7475	" " AN/VRC64	5895-00-135-8297	Radio Set AN/MRC 108
5820-00-223-7477	" " AN/GRC3	5895-00-481-7596	" " AN/MRC 107
5820-00-223-7519	" " AN/GRC4	5895-00-761-1976	" " AN/MRC108
5820-00-223-7520	" " AN/GRC5	5895-00-871-9473	" " AN/MRC108
5820-00-223-7544	" " AN/GRC6		
5820-00-223-7545	" " AN/GRC7		
5820-00-223-7546	" " AN/GRC8	U.S. MARINE CORPS	
5820-00-223-7547	" " AN/GRC87		
5820-00-223-7548	" " AN/GRC106A	5820-00-138-7818	Radio Set AN/MRC87
5820-00-223-7549	" " AN/VRC6	5820-00-140-0697	" " AN/MRC83

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5820-00-223-7550	"	"	AN/VRC7	5820-00-144-7359	"	"	AN/MRC12
5820-00-223-7551	"	"	AN/VRC8	5820-00-144-7368	"	"	AN/MRC12
5820-00-223-7559	"	"	AN/VRC9	5820-00-557-5646	"	"	AN/MRC63
5820-00-223-7560	"	"	AN/VRC14	5820-00-629-8244	"	"	AN/MRC83
5820-00-223-7561	"	"	AN/VRC19	5820-00-912-4544	"	"	AN/MRC11
5820-00-223-7565	"	"	AN/VRC35	5820-00-912-4545	"	"	AN/MRC10
5820-00-223-7566	"	"	AN/VRC38	5835-00-976-6648			Directional Finder Set
				5895-00-117-3614			Radio Set
				5895-00-224-2007	"	"	"
				5895-00-117-3613	"	"	"
				6230-00-782-0404			Kit, Searchlight Vehicle
				6665-00-879-4087			Detector Set, Mine



## CHAPTER 5

### REUTILIZATION/TRANSFER SCREENING AND ISSUE

#### A. GENERAL

1. This chapter prescribes policies for the reutilization/transfer screening and issue of excess and FEPP within the DoD, with eligible foreign governments and international agencies, with other activities authorized to screen and requisition excess, and, as administered by GSA, with Federal civil agencies. Screening begins when property is reflected on the inventory records of the DRMOs/SDPDAs. The provisions of this chapter are intended to achieve maximum reutilization of these types of property as required by the FPMR, Subchapter H, Subpart 101-43, Utilization of Personal Property. All references to days are to calendar days unless otherwise specified.

2. Certain items of FEPP are screened under the provisions of DoD 4000.25-1-S2, MILSTRIP, Defense Program for Redistribution of Assets (DEPRA) Procedures. Screening through DEPRA does not affect or relieve any of the screening requirements for FEPP contained here.

3. Categories of excess personal property that may not be screened within DoD or by GSA regardless of the FSC are identified in Chapter 1, paragraph B2 , and along with instructions for property requiring special screening, are throughout Chapter 4.

4. DoD policy is to reutilize excess, surplus, and FEPP to the maximum extent feasible to fill existing needs, and to satisfy needs before initiating new procurement or repair. All DoD activities shall screen available excess assets and review excess asset referrals for those assets which could satisfy valid needs.

5. Upon receipt of property into the DRMS accountable record, DRMS shall report items meeting specified criteria to GSA for screening. Screening criteria for property reported to GSA are modified from time-to-time by agreement between GSA and DLA.

6. Upon completion of authorized screening and issue of property, the remaining domestic excess property becomes surplus and, along with FEPP, is eligible for donation. Surplus property which has not been removed or which has not been reported for sale may also be used to satisfy requisitions from DoD activities or Federal civil agencies. Requisitions received after reporting the property for sale shall be processed in accordance with Chapter 7, Sales/RRRP.

**B. REUTILIZATION SCREENING.** All excess and FEPP shall be made available for screening

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before donation, sale, or other disposal action unless specifically excluded by special processing instructions contained in Chapter 4, Property Requiring Special Processing, Chapter 9, Disposal of FEPP, or Chapter 10, Environmentally Regulated and Hazardous Property.

1. Reutilization screening is accomplished electronically, manually, and visually. Local screening at the DRMOs is onsite (visual) screening of excess property available.

a. **Screening Timeframe:** Property is available for screening upon receipt on the DRMO's inventory records, until completion of the 42 day formal screening period (21 days DoD/Federal civil agency removal priority followed by a 21 day donation period). During this time, which includes the accumulation period, all eligible customers can screen and tag property on a first-come, first-served basis, however there are restrictions on issue. The accumulation period will normally be 14-28 days. Requests for reductions to this time shall be coordinated as part of the expedited processing procedures (see paragraph B1c(2)).

b. Property is also made available for screening through:

(1) Interrogation Requirements Information System (IRIS).

(2) INTERNET (World Wide Web [WWW]). DRMS assets are available for screening in the DRMS WWW home page, address: <http://www.drms.dla.mil>.

c. Variations to Screening.

(1) Generally, customers are not permitted to screen/tag property prior to it being entered on the DRMO's accountable records. However, there may be instances where this practice may be justified. Examples are:

(a) Backlog situations where usable property is in danger of being damaged by the elements due to a lack of indoor storage space and an authorized customer is at hand;

(b) If property is needed to fulfill an emergency requisition, (i.e., for disaster relief, etc.), it may be processed as a "wash-post" transaction. The DRMO must be able to fully justify such actions and will ensure that a signed receipt copy of the DTID is returned to the generating activity.

(2) Expedited Processing

(a) In ZI, on a case-by-case basis, and only after prior coordination with and approval by the applicable GSA regional office, DRMS may be authorized expedited

processing when there is documented low RTD potential, backlog situations, potential deterioration from outside storage or for other compelling reasons. DRMS must carefully consider such requests since GSA does not have oversight of certain legislative mandated programs (i.e., Law Enforcement Support Office (LESO), Regional Equipment Center (REC)). A clear delineation between excess and surplus property shall be maintained.

(b) Outside ZI, DRMS shall coordinate requirements for expedited processing with the established customer base.

2. Identification of Screeners. Persons who visit DRMOs for the purpose of either screening or obtaining excess property (or both) shall be identified as authorized representatives of a valid recipient activity. Upon arrival at the DRMO, the individuals shall identify themselves, sign a Vehicle/Visitor Register, and indicate the purpose of their visit. Authorized DoD screeners shall also specify the DoDAAC for which they are screening, (also see paragraph G, Direct Removal of Property and Chapter 1, paragraph D, Foreign Liaison).

a. DoD screeners shall further identify themselves as authorized representatives of a Military Service/Defense Agency or organization by means of a current employee/Military personnel identification issued by the DoD activity.

b. Federal civil agency screeners shall present a current agency employee identification as valid authorization. This also applies to screeners representing mixed-ownership U.S. Government corporations.

c. Non-Federal screeners shall present GSA Form 2946, Screener's Identification or letter of authorization from their parent organization. (For SEA donee screeners, see Chapter 6, Donations, paragraph F). Screeners may also present an authorization on the letterhead of the sponsoring activity, identifying the bearer and indicating the nature of the authorization.

d. DRMOs shall refer for resolution problems in identifying screeners to the activity Commander or, in the case of Federal civil agency and donee screeners, to the proper GSA Regional Office. Questions on Federal civil agency screeners outside the ZI should be referred to the Head of the Federal agency.

### 3. Screening of Property at DRMOs

a. The DRMOs shall provide assistance, including pertinent information available, to interested parties regarding availability of excess property. Assistance regarding the availability of excess property may be given by soliciting authorized recipients to visit DRMOs; by maintaining a record of authorized recipients' needs, and screening these needs against available excess property; by extending maximum practical effort in locating property available to satisfy requests; by providing a sufficient quantity of hard copy listings of available property, for use by authorized screeners upon request; or by other means as are feasible within the time period allowed.

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b. The GSA Area Utilization Officers may be contacted to assist in screening excess property.

**4. Specialized Screening Programs**

**a. To Designated ICPs**

(1) DRMS shall electronically report to designated ICPs those assets with valid NSNs meeting dollar value and condition code criteria as established by each Military Service/Defense Agency. The notification shall be sent to the recorded DoD wholesale manager (ICP/IMM) by AUTODIN concurrently with recording the excess in the DAISY.

(2) The DoD ICP/IMM shall screen all such notifications to determine if needs exist. DRMO excesses shall be reutilized to satisfy known or projected buy and repair needs.

(3) Requisitions shall be prepared according to MILSTRIP requisitioning procedures and submitted to DRMS through AUTODIN.

**b. Interrogation Requirements Information System (IRIS)**

**(1) General**

(a) The IRIS is a DRMS system designed to provide customers with the capability to selectively interrogate asset availability in DAISY for all items identified by an NSN. Further, there is the capability to request assets in:

- 1 A specific or better condition.
- 2 A given processing status within the disposal cycle.
- 3 A specific geographical location.
- 4 A specific minimum line item value or greater.

(b) The establishment of a "want list" for known needs is also facilitated by the IRIS. This is done by the interrogator's inclusion of a purge date (not to exceed 365 days) in the input thus causing all matched assets to be referred on a weekly basis until the purge date is reached. At termination of the purge date, the need is deleted from file.

(c) Interrogations may also be submitted by FSC; however, such requests need accompanying justification approved through Military Service/Defense Agency channels because

of the related DRMS workload imposed, such as requests for listings or overloading the AUTODIN terminal with unanticipated large volumes of assets that are not actually needed.

(2) Input Modes/Media

(a) Interrogation procedures permit acceptance of results in the prescribed format, through AUTODIN; or by letter, message, telephone, (providing that mandatory data elements required to effect interrogations are included). Outputs shall be transeived through AUTODIN or mailed if the requestor has indicated preference for a listing.

(b) On-Line IRIS

1 An on-line capability for IRIS is available at DRMS, DRMOs, DoD ICPs/IMMs, and other authorized users.

2 ICPs and Military Service activities that do not have connectivity may obtain information from their servicing DRMO or DRMS (DSN 932-5939/5937; Commercial, 616-961-5939/5937).

3 Emergency telephone requests during nonduty hours may be made by contacting the DLSC/DRMS Staff Duty Officer (SDO) (DSN 932-4233; Commercial, 616- 961-4233). Under these circumstances, the SDO shall record the interrogation request and shall contact the DRMS program manager to initiate proper action.

C. REQUESTS FOR AND ISSUES OF EXCESS AND FEPP

1. General. DoD activities, Federal civil agencies, and other authorized activities are permitted to acquire excess and FEPP. This property may be acquired through DRMS or GSA, or direct from DRMOs. The following general principles apply to acquiring property from these sources.

a. DoD activities (other than MWRAs/Services, which are covered in Attachment 1, this chapter) must request Military Service/Defense Agency excess and FEPP through servicing accountable officers or their designated representatives. Subparagraph C1b contains special guidance affecting USCG requisitioning. DoD activities shall request only that property which is authorized by the parent HQ or commands, and consider costs incident to its acquisition, including transportation costs, support and repair costs, before requesting the property. Activities may not request quantities of property which exceed authorized retention limits.

b. USCG requisitions shall originate from the Commandant (G-CFM-3), USCG HQ, various USCG Commanders Maintenance & Logistics and Integrated Support Commands.

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Requisitions must include a citation as to the USCG directive that authorizes the requisitioning unit to obtain the property listed on the requisition. Individual floating and shore units of the USCG may be delegated authority to requisition excess personal property without USCG HQ approval. The delegating authority shall be indicated on all requisitions. The DRMO need not validate the authenticity of the authority but only the fact that such authorization appears on the requisition.

c. Requests from DoD activities for property on the accountable records of the DRMOs shall be prepared on DD Form 1348-1A or submitted to the DRMO or DRMS as stated in DoD 4000.25.1-M. A separate requisition is required for each line item on a DRMO's inventory (except batch lots). Individual items may be requisitioned from batchlots. The requisitioner shall furnish an original and three copies, as a minimum. Requisitions from DoD activities must contain a valid DoDAAC and the appropriate in-the-clear name, and address if applicable, of the requisitioner.

2. The DRMO shall honor authorized requisitions after receipt of property on the DRMOs inventory record as described in paragraph C3 through 8 below.

### 3. Tagging & Requisitioning

#### a. Timeframes

(1) Once the property is tagged, either physically, as a result of electronic screening, or by receipt of a GSA Federal Disposal System (FEDS) advance transfer order, the customer has 14 (calendar) days, or until the end of the Final Removal Period (see below), whichever is first, to submit a requisition. If the customer does not submit a requisition within the prescribed time, the tag will expire and the property will continue through the disposal process.

(2) Once the customer submits a requisition: The customer has 14 (calendar) days, or until the end of the Final Removal Period, whichever is first, to remove the property [appropriate circumstances may warrant granting additional time].

b. Multiple Tagging. DRMOs will accept, and encourage, multiple tagging of property by all RTD customers. If property is tagged, but not subsequently requisitioned and/or removed within the above time frames, DRMOs will notify the next reutilization customer or cognizant GSA regional office for transfer and donation customers.

c. Final Removal Period. A period of 7 (calendar) days following the end of formal screening (End of Screening Date) shall be established to allow all RTD customers ample opportunity to remove property. All tagged property shall be removed during this period. All tags/freezes/requisitions shall expire at the end of this period. **NOTE:** DRMOs shall grant customers an additional 7 days, upon request. Requirements for time beyond the additional 7 days may be granted if mutually agreed to by the customer and the DRMO/DRMS.

d. “Blue Light” Period. Upon completion of the Final Removal Period, the remaining property will be available on a first-come first-served basis. RTD customers shall have 3 work days to requisition and remove this property. This period assures full visibility of property prior to sale. During this time, and upon request, DRMOs shall generate listings of property available for sale in that accumulation, and make such lists available to all RTD customers. Property will not be added to the listing after the Blue Light Period.

4. GSA will provide tacit approval of all DoD requisitions upon electronic notification from DRMS but reserves the right to allocate the withdrawn property to an agency with a higher need for the same property, in accordance with the FPMR (ZI only). This does not apply to transactions for special programs outside GSA’s legislative authority.

5. Requests for property located through IRIS. Interrogation does not freeze an item at a DRMO. Property continues through the disposal cycle, including sale. Therefore, prompt action is needed to capture assets through this program. Upon receipt of the output, users should review the product and select desired assets. Position 51 of the JT2, IRIS response, identifies the status of the asset. Excess property shall be requisitioned from the DRMO identified by Routing Identifier Code (RIC) in positions 71-73. Requisitions shall reflect "J" in rp 40 to identify the requisition is a result of IRIS. All requisitions must reference the DTID number and the DRMO holding the asset.

6. Requests for small arms, as defined in this manual, shall be processed as stated in Chapter 4, Property Requiring Special Processing, paragraph B63. Attachment 3, this chapter, contains a list of Military Service/Defense Agency designated control points authorized to initiate requisitions or through which requisitions must be routed for review and approval before issue can be effected.

7. Requests for property to fill training aid and target needs

a. The lowest condition property readily available will be used to satisfy needs as training aids and targets. In addition, when items are to be used as targets, emphasis should be placed on obtaining, insofar as possible, MLIs (that is, items that need to be DEMIL’ed). The following are the minimum actions to be taken to carry out this policy:

(1) The DoD activity having the need for training aids or targets shall either check IRIS or request assistance from the local DRMO for assets suitable for the purpose. The determination as to suitability, based upon condition or location, or both, rests with the DoD

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activity in need of the property.

(2) Issues of excess property to be used for destructive testing or as targets shall be limited to material bearing SCCs G or H with DCC 9, X, or S (See Chapter 3, Receipt, Handling, and Accounting, Attachments 3 and 4). Requests for property having condition codes better than those shown above may not be honored until the full RTD screening cycle is completed, unless specific written justification is provided.

(3) Block 27 of the requisition (DD Form 1348-1A), shall contain the statement: "To be used for (training aids/target practice)."

(4) The requesting DoD activity shall maintain documentation of why the property was selected and used.

### **b. Exceptions**

(1) For items not controlled by DRMOs (such as aircraft, ships, and AR of certain types), requests for assistance shall be directed to the activity that has control of the property (see Chapter 4, Property Requiring Special Processing) if no surplus assets are in the DRMO.

(2) For property with an acquisition line item value of \$1,000 or less, availability of suitable property at the servicing or a nearby DRMO shall be considered sufficient search for the lowest condition readily available property to satisfy the need.

**NOTE:** Damage sustained to property does not necessarily constitute DEMIL. See DoD 4160.21-M-1 for additional guidance.

## **8. Late Requests**

a. Surplus personal property tagged for donation or approved for donation may be withdrawn for use by DoD activities, or for transfer to a Federal civil agency (including the Senate, the House of Representatives, the Architect of the Capitol, and any activities under his or her direction, the District of Columbia, and mixed-ownership corporations as defined in the Government Corporation Control Act), with the prior approval of GSA. In emergency situations requiring immediate action, DoD activities may requisition such property to meet their essential needs without prior approval. The applicable GSA Regional Office shall be immediately notified of any such actions. The SASP or donee which made application for donation of the property shall be advised by the GSA Regional Office at the time a withdrawal is approved.

b. Should a DoD activity have an emergency need for a surplus DoD item still in the possession of a SASP, it may be requested from the applicable SASP. The return of the item(s)



shall be subject to payment by the acquiring DoD activity any costs of care and handling, including transportation, that were incurred by the SASP initially acquiring this property.

c. If the requisition is received after the property has been reported for sale, applicable procedures contained in Chapter 7, Sales/RRRP, paragraph D, shall be followed.

9. Government Liability/Release of Government Liability. DoD excess, surplus, and FEPP, is issued on an "as is-where is" basis. On a case-by-case basis, the use of "hold harmless" certifications may be utilized, depending on the type(s) and/or quantities of property involved. Any certifications must be written in coordination with appropriate legal counsel.

#### **D. ISSUES TO SPECIAL PROGRAMS AND ACTIVITIES**

1. Specific policy guidance concerning issues to the following special programs and activities (listed in no specific order) is provided at Attachment 1 to this chapter:

- a. DoD Humanitarian Assistance Program.
- b. Law Enforcement Agencies.
- c. 12<sup>th</sup> Regional Equipment Center.
- d. DoD or Service Museums.
- e. Academic Institutions and Non-Profit Organizations for Educational Purposes.
- f. National Guard Units.
- g. Senior Reserve Officer Training Corps Units.
- h. Morale, Welfare and Recreation Activities/Services (including AAFES, NES).
- i. Military Affiliate Radio System.
- j. Civil Air Patrol.
- k. DoD Contractors.
- l. Foreign Governments and International Organizations (Security Assistance).

2. DRMS may, because of security, workload, or other constraints, limit the number of screeners who may actually visit DRMOs for screening for the above programs.

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**E. SHIPMENTS OR DENIALS.** Requisitions authorized by DRMS or GSA Regional Offices shall be processed as expeditiously as possible. The DRMO shall ascertain that property which has been requested is in as good a condition as it was at the time it was screened. Should the condition of requisitioned property materially deteriorate from the time of screening or receipt to the time of inspection for shipment, the DRMO should advise the requisitioner before shipment is made. The shipment shall be suspended pending agreement by the requisitioner that the property will be accepted in its present condition. Once the property has been requisitioned, and pending receipt of an approved transfer document or removal of the property, no parts may be removed without prior approval of DRMS (for DoD requisitions) or GSA (for transfers and donations), and agreement by the requisitioner that the property will be accepted in its altered condition.

### **1. Responsibility for shipment and funding**

a. Packing, crating, handling, and transportation (PCH&T) costs for shipments from DRMS to DoD activities; i.e. Army, USAF, USMC, Navy, Defense Agencies, MARS, CAP, National Aeronautics and Space Administration (NASA) (Space Shuttle Support), DoD contractors when approved by the Head of Contracting Activity (HCA), and MWRA/Services when requisitioned through the Military Service accountable officer, are applied to the DLA/DRMS direct fund citation. DoD activities must make every effort to arrange for pick up of property from the DRMO, with shipment minimized to prevent excessive PCH&T costs. Where shipping costs exceed the value of the property, DRMS may inquire as to the validity of the requisition.

b. Costs of parcel post shipments made between agencies of the DoD shall be financed by the shipper without reimbursement.

### **2. Notification of shipment or denial**

a. When responsible to arrange shipments incident to issues to DoD components or Federal civil agencies, DRMOs shall furnish a copy of the shipping document to the requisitioner separate from the shipment. This serves as notification that the shipment was made.

(1) The requisitioner shall notify the DRMO if the property is not received within a reasonable period of time. In the case of Federal civil agencies, a copy of the SF 122, with annotation of the transportation data, shall be furnished to the originator of the request only when property has not been picked up by the recipient or their representative.

(2) DRMOs shall prepare Materiel Release Confirmations (MRCs) in response to Materiel Release Orders (MROs) received from DRMS. The guidance for preparation of MRCs is contained in DoD 4000.25.1-M, Chapter 3.

b. If the property requested is no longer available, or its condition is no longer acceptable, the requisitioner shall be advised of such by the DRMO.

(1) If an MRO was received from DRMS, nonavailability will be documented by a Materiel Release Denial (MRD) prepared in accordance with DoD 4000.25.1-M, Chapter 3.

(2) All other notification of nonavailability will be by letter, with an additional copy to GSA if the requisition had been approved by that agency. The letter shall contain the following data as a minimum:

- (a) NSN
- (b) GSA Control Number, if available
- (c) Requisition Number
- (d) Quantity Not Available
- (e) Reason for Nonavailability

#### **F. REIMBURSEMENT REQUIREMENTS**

1. **Determining Need for Reimbursement.** The generating activity will identify the requirement for reimbursement on the DTID. The DRMO/DRMS shall advise the requesting activity when reimbursement for the property applies.

#### **2. Issue of Excess, Surplus and FEPP**

##### **a. General**

(1) To DoD and other activities authorized to requisition as DoD. Issue of declared Military Service/Defense Agency excess, surplus and FEPP personal property to DoD users shall be on a nonreimbursable basis except when the requisitioner is prohibited by law from acquiring excess, surplus and FEPP property without reimbursement or where reimbursement needs have been imposed by reason of entry on the DTID.

(2) To Federal Civil Agencies. Issues of DoD excess, surplus and FEPP personal property, other than Foreign Purchased Property and other property identified as reimbursable, will be at no cost to Federal civil agencies. GSA may direct that a given transfer be made with reimbursement at fair market value. Public law may prohibit Federal agencies from obtaining certain property. Federal civil agencies, for the purpose of issue of excess property, include Federal executive agencies other than the DoD; wholly-owned Government corporations; the Senate; the House of Representatives; the Architect of the Capitol, and any activities under his direction; the municipal government of the District of Columbia, or non-Federal agencies for

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whom GSA procures. Issues to the USPS are subject to reimbursement based upon fair market value (also, see Chapter 4, paragraph B49).

b. When reimbursement is specified

(1) When a DoD or other Federal Agency activity requests property requiring reimbursement, the DRMO shall provide the requester the name of the generating activity. The requesting activity and the generator must agree to the appropriate amount and method of funds to be transferred, if any. When this is accomplished the generating activity must provide to the DRMO a letter stating what property is to be transferred and to whom. The DRMO will file a copy of this letter with the issue document to provide an audit trail.

(2) Foreign Purchased Property. Issues shall be made only with reimbursement at the Stock List Price.

G. DIRECT REMOVAL OF PROPERTY. When a DoD activity or other authorized customer elects to pick up property requisitioned from the DRMO, the individuals must be properly identified. Upon arrival at the DRMO, the individuals shall identify themselves, sign a DRMS Visitor/Vehicle Register, and indicate on the register, the DoDAAC represented, (for DoD activities), and the purpose of their visit. The DRMO shall place Visitor/Vehicle Registers at readily accessible locations (also, see paragraph B2, this chapter).

1. DoD personnel identification shall be a current employee/military service identification. Federal civil agency personnel identification shall be a current employee identification.

a. The Military Service accountable officer (comparative terms: Army--Supply Support Activity (SSA) Accountable Officer; Navy--Accountable Officer; USAF--Accountable Officer/Chief of Supply/Directorate of Material Management; USMC--Unit Supply Officer/Accountable Officer/Property Control Officer/S-4 Officer/G-4 Officer/Base Supply Officer/OIC-DSSC/OIC-SMU), shall:

(1) Provide to the DRMO in standard letter format the following information: the accountable officer's assigned DoDAAC, long line address, telephone number, typed name, and signature. The letter designating the accountable officer must be signed by a higher level of authority.

(2) The letter shall include, if applicable, the full name, activity, DoDAAC, telephone number, address, and signature of individuals authorized to sign requisitions (for direct removal) on behalf of the accountable officer.

(3) The accountable officer designation shall be updated annually or as changes to the original designation are made, whichever occurs first.

b. Direct pickup may be made by an individual with a valid identification and a DD Form 1348-1A for specific property signed by the accountable officer or authorized individual(s) listed in the letter.

c. The DRMO shall:

(1) Ensure the DD Form 1348-1A is complete in accordance with MILSTRIP and disposal requirements and is signed by the applicable accountable officer or authorized representative.

(2) Ensure a current letter is on file at the DRMO identifying the accountable officer and authorized individual(s).

(3) Process authenticated DD Form 1348-1A for direct pickup.

(4) Ensure the following information is entered on the Visitor/Vehicle Register for each direct issue.

(a) Name of the individual receipting for property.

(b) Employee identification card number.

(c) DoDAAC represented, or in-the-clear address.

(d) Activity of the individual receipting for the property.

(5) Furnish a copy of the completed shipping document to the respective accountable officer (record positions 30-35 of the DD Form 1348-1A).

2. If the GSA-approved SF 122 or SF 123 specifies the name of an individual who will pick up the property, release may be made upon verification of the employee identification or presentation of a letter of authorization (see paragraph B2 this chapter), or by other positive means of identification.

3. In case of any doubt as to the validity of pickup representatives, the DRMO should contact the accountable officer who prepared the requisition, in the case of DoD, or DRMS for activities authorized to requisition as DoD special programs, or the GSA Regional Office for other federal agencies or donees.

## ISSUES TO SPECIAL PROGRAMS AND ACTIVITIES

### Reference: Chapter 5, Paragraph D

#### 1. DoD Humanitarian Assistance Program (HAP)

a. The provision of non-lethal DoD excess personal property for humanitarian purposes is authorized under 10 USC 2547. Preparation and transportation is carried out under 10 USC 2551. Established by Congress in 1986, this program allows DoD to make available, prepare and transport non-lethal, excess DoD property for distribution by the U.S. DoS for humanitarian reasons. The program is managed by the Office of Peacekeeping and Humanitarian Assistance, (PK/HA) (Office of the Assistant Secretary of Defense for Strategy and Requirements (ASD S&R)).

b. In most instances, property issues will be made from DRMS inventories. The most commonly requested types of property are: medical equipment; field gear, tools, and clothing; rations, and light vehicles, construction and engineering equipment. DRMOs will issue all property destined for the HAP, with the exception of drugs and biologicals, (FSC 6505), which may be issued directly by the Military Services. HAP requisitions/issues will be documented on DD Forms 1348-1A.

#### 2. Law Enforcement Agencies

a. 10 USC 2576a authorizes the Secretary of Defense, in consultation with the Director, ONDCP and the DoJ, to transfer excess DoD personal property, including small arms and ammunition, to Federal and State law enforcement agencies, including Counter-Drug and Counter-Terrorism Activities. For purposes of this program, law enforcement activities are defined as Government agencies whose primary function is the enforcement of applicable Federal, State, local laws, and whose compensated law enforcement officers have powers of arrest and apprehension.

b. The DLA LESO has managerial responsibilities in support of such transfers. Business relationships with participating states shall be established by Memoranda of Agreement. Federal civilian agencies do not require such agreements. Telephone 1-800-532-9946.

(1) The allocation of weapons, ammunition, aircraft (rotary & fixed-wing) and selected property shall be accomplished by DLA, in coordination with DASD (DEP&S), the owning Military Service, DoJ, and the ONDCP. These commodities need not be processed through DRMS.

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(2) All other excess property shall be processed through DRMS on a first-come first-served basis.

### **3. 12<sup>th</sup> Regional Equipment Center (REC)**

a. Section 9148 of Public Law 102-396 requires DoD to participate in an infrastructure improvement program conducted by the Cambria County REC. The REC may obtain excess heavy equipment and make it available for lease to local municipalities, school districts, and public purpose organizations for projects such as soil conservation, land reclamation, reforestation, river and lake clean-up, road and bridge repair, snow and garbage removal, and sewer treatment system improvements. The REC is a non profit, tax-exempt corporation funded by donations, grants, membership assessments, and user fees.

b. The REC is also authorized to screen and obtain excess accessorial type equipment, including, but not limited to, lubricants, parts, antifreeze, and tools needed to support heavy equipment maintenance. The terms and conditions of this program are contained in a written agreement between DLA and the REC. Requisitions from the REC will be submitted on DD Form 1348-1A.

c. MLI/SLI property is not authorized for issue.

### **4. DoD or Service Museums**

a. General. DoD and Service museums may obtain property from DRMOs for use, display, or exchange. With the exception of historical artifacts, stockpiling of property obtained from DRMO sources for future exchange is prohibited.

b. Requisitioning of Property. The normal requisitioning procedures shall be used. For documentation purposes, the DD Form 1348-1A in addition to routine information, will include:

(1) The museum's individual DoDAAC or the DoDAAC of the Service headquarters with central responsibility for historical property.

(2) A statement if the property is to be used for display, exchange, or use, i.e., property needed to maintain the museums' buildings and grounds, for day-to-day housekeeping operations or to maintain displays.

(3) Legal authority. Authority that provides the legal basis for the request; that is, 10 USC 2572 or 40 USC 481(c).

(4) Approval authority. Approval authority for museum acquisitions from DRMOs

expressly for the purpose of exchange must be granted by the activity having staff supervision over the museum. Approval authority is identified as follows:

(a) Army - Chief of Military History (DAMH-MD), 1099 14<sup>th</sup> Street NW, Washington, DC 20005-3402.

(b) Navy - Curator for the Navy, Naval Historical Center, Building 108, Washington Navy Yard, Washington, DC 20374-0571.

(c) USAF - Director, U.S. Air Force Museum System (MU), 1100 Spaatz St., Wright-Patterson AFB, OH 45433-7102.

(d) USMC - Headquarters, U.S. Marine Corps (Code HD), Director, History and Museum Division, Marine Corps Historical Center, Building 58, Washington Navy Yard, 901 M Street SE, Washington, DC 20374-5040.

(e) USCG - ATTN: Coast Guard Historian, Commandant (G-CP), U.S. Coast Guard HQ, 2100 Second Street SW, Washington, DC 20593-0001.

c. Museums shall ensure only DEMIL code "A" property is requisitioned for the purpose of exchange. Requisitions for property for exchange will reflect the DoDAAC of the DoD Military Service museum. An exception to this policy applies to M151 series, M561 and M792 (Gamma Goat) vehicles. Although classified as DEMIL Code "A", exchange of the vehicles is prohibited.

d. DRMOs shall:

(1) Ensure that demilitarization code "A" property requisitioned by a museum for exchange purposes has no current challenges to that code. This applies to all items whether recorded in the DLSC Federal Logistics Information System (FLIS) Total Item Record file or not, including scrap and captured military items. Excluded are the M151 series vehicles, hazardous property, those MLI/SLI which are not authorized for museum exchange purposes.

(2) Ensure that property requisitioned by museums for exchange purposes is released to the requisitioning museum personnel only. Identification of the individual shall be required in accordance with paragraph G, this chapter. These personnel must be military or civilian employees of the museum, not volunteers or members of the museums' private supporting organization.

e. Records and Reports. DoD Activities and Military Services shall:

(1) Maintain accountable records in accordance with appropriate DoD and Service



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regulations of all items withdrawn from DRMOs to include all material transactions; that is, receipts from the DRMO, transfer and exchange documents.

(2) Provide to DRMS a list of all DoD museums and Service museums authorized to deal with DRMOs including the name of the institution, address, telephone number, and the DoDAAC of the museum.

**5. Academic Institutions and Non-Profit Organizations for Educational Purposes.** Section 11(i) of the Stevenson-Wydler Technology Innovation Act of 1980 (15 USC 3710(i)), as amended by Section 303 of Public Law 102-245, authorizes donations of excess research equipment to educational institutions and non-profit organizations for the conduct of technical and scientific education and research activities.

a. Implementation of this Act is divided into AR and non-AR, allowing the use of existing disposal/screening protocols currently employed by DISA and DRMS. DISA is responsible for accomplishing donations of excess AR, under this section.

b. Non-AR DoD generated excess personal property will be turned in to DRMOs and processed as normal excess. DoD components are prohibited from accomplishing direct transfers under this section. State Focal Points (SFP) are responsible for identifying eligible recipients/research and laboratory equipment and for fairly and equitably distributing excess research equipment to recipients in their state. Requisitions (DD Form 1348-1A) from SFPs will be processed by DRMOs on a "first-come first served" basis. The recipients are responsible for all property obtained under this policy.

c. Funding for shipment/removal, to include PCH&T, will be the responsibility of the requesting organization. Title of ownership transfers upon completion of the transaction.

d. Executive Order 12999 encourage Federal departments and agencies to give the highest preference to elementary and secondary schools with mathematics and science education programs to meet the National Education Goals (see Chapter 4, paragraph 5c2).

e. MLI/SLI property is not authorized for issue.

**6. National Guard Units.** Issues of excess and FEPP to National Guard units must have the approval of the National Guard Bureau or the U.S. Property and Fiscal Officer (USP&FO), or their authorized representative, for the State in which the National Guard unit is located. Requests received from National Guard units which do not contain the signature of the USP&FO, their authorized representative, or the National Guard Bureau, will not be honored.

**7. Senior Reserve Officer Training Corps (ROTC) Units.** Senior ROTC units of the Military Services may obtain excess and FEPP from DRMOs to support supplemental proficiency training programs. Issues of this type must have the approval of the installation commander, or designee, who is normally responsible for providing logistical support for the instructor group concerned. Issues shall be made from the DRMO to the accountable officer who receives other military property issued to the school concerned.

**8. Morale, Welfare, Recreation Activities (MWRAs)/Services** (See also Chapter 4, Property Requiring Special Processing, paragraph B45.)

a. DoD MWRAs/Services may requisition excess and FEPP through their servicing accountable officer or from the MWRAs/Services accountable officer if the MWRAs/Services has a DoDAAC on file with the Defense Automatic Addressing System. Requests for small arms, however, must be requisitioned by servicing accountable officers only, and be approved by the designated DoD focal point (see Attachment 3, this chapter). (See Chapter 4, Property Requiring Special Processing, paragraph B63, for policy/procedures on reutilization of small arms.)

(1) Property issued on requisitions from the servicing accountable officer shall be used and accounted for in accordance with procedures established for other property acquired from the servicing accountable officer.

(2) Requisitions received by DRMS/DRMOs direct from an accountable officer of the MWRAs/Services shall be for administrative and other purposes from which no direct benefits will be realized by individuals.

b. Requisitions shall contain the MWRAs/Service account number, the signature of the MWRAs/Service accountable officer, and a statement that the property obtained without reimbursement shall be identified separately in accounting records from property for which reimbursement was made. Additionally, the requisition shall include the statement that when such property obtained without reimbursement is no longer needed, it shall be turned in to the nearest DRMO and that no part of the proceeds from sale or other disposition shall be returned to the MWRAs/Services. This information shall be perpetuated on follow-on documentation.

**9. Military Affiliate Radio System (MARS).** MARS operates under the command jurisdiction of the Military Services and is an integral part of the DoD communication system. MARS is an appropriated fund activity. The Military Services responsible for the MARS program are authorized to requisition through their respective accountable officers excess and FEPP from the DRMO. The following requisitioning needs apply:

a. Designation of accountable officer and representatives authorized to screen and obtain excess and FEPP at the DRMO shall be as set forth in paragraphs C and G, this chapter.

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b. The property requisitioned shall be for immediate use by a MARS member or member station for its intended purpose; property may not be acquired for storage. When property requested is to be used for reclamation, written approval for such action must be obtained in advance from the Military Service MARS Chief in coordination with the accountable officer. Property requisitioned for reclamation shall be limited to material bearing SCCs G or H with DCCs 9, X, or S.

c. Excess/surplus/FEPP property requisitioned from a DRMO for MARS may be shipped to a DoD activity in accordance with paragraph E, this chapter, or picked up at a DRMO by personnel who shall be identified in accordance with paragraph G, this chapter. Property requisitioned for reclamation shall be designated for local pickup only at the DRMO. Accountability of residue shall be in accordance with Military Service directives.

d. The accountable officer shall maintain accountability for all property acquired and issued to MARS members and MARS member stations. The property remains Government property.

e. When the property is no longer needed for use by MARS, the accountable officer shall arrange for the equipment to be turned in to the nearest DRMO, if economically feasible. If it is not economically feasible to turn in the property, survey action shall be taken by the accountable officer in accordance with Chapter 8, A/D, or Chapter 9, Disposal of FEPP.

f. The respective military service may elect to limit MARS requisitions to selected FSCs.

g. The release of property to MARS activities is governed by the following procedures:

(1) Army MARS

(a) In CONUS, the authority to requisition and obtain excess and FEPP to fill valid requirements is vested in the MARS Program Manager (MPM) who is the accountable officer appointed by the Chief, Army MARS. All requisitions shall be originated and signed by the MARS Program Manager and processed through the accountable officer for MARS equipment.

(b) Outside CONUS, the authority to requisition and obtain excess and FEPP for the Army MARS program is vested in the 5<sup>th</sup> Signal Command MARS Director (Europe), 1<sup>st</sup> Signal Brigade-US Army Information System Command (USAISC) (Korea), USAISC-Japan, USAISC Western Command (Hawaii), and USAISC-Panama. All requisitions shall be originated by and signed by the MPM who is the accountable officer appointed by the Chief, Army MARS. Requisitions shall be processed through the applicable accountable officer for MARS equipment.

(2) Navy-Marine Corps MARS (NAVMARCORMARS)

(a) In CONUS, the authority to originate requisitions for excess and FEPP to fill valid requirements in the NAVMARCORMARS program is vested in the Chief, NAVMARCORMARS, Deputy Chief, NAVMARCORMARS, Directors of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 7<sup>th</sup> MARS Regions and the Officer-in-Charge, Headquarters Radio Station. All requisitions must be signed by the Chief, NAVMARCORMARS, or the Deputy Chief, NAVMARCORMARS. Requisitions shall be processed through the applicable accountable officer.

(b) Outside CONUS, the authority to originate requisitions shall come from Chief, NAVMARCORMARS, a Regional Director or a specific designee of Chief, NAVMARCORMARS. All requisitions must be signed by the Chief, NAVMARCORMARS or the Deputy Chief, NAVMARCORMARS and processed through the applicable accountable officer.

(3) USAF MARS

(a) The Office of the Chief, USAF MARS and staff; active duty Installation MARS Directors (IMDs), and active MARS affiliates are authorized to screen and identify property for USAF MARS use. MARS affiliates are identified by a valid AFCC Form 130, or AF Form 3666 signed by the Chief, USAF MARS. The IMD is appointed in writing by the Installation Commander or their designated representative; this appointment constitutes authority for screening and identification of property.

(b) Requisitions for property for MARS reutilization must be approved by the Chief, USAF MARS, or designated representative; this approval authority cannot be delegated. All approved requisitions will be processed through the USAF MARS Accountable Property Officer or designated alternate, who will initiate and sign a DD Form 1348-1A to authorize release of identified property. Authority to sign release documents will not be delegated.

h. It shall be the responsibility of the accountable officer to maintain current and valid identification of their members; and to prevent unauthorized screening by MARS members or former members.

10. Civil Air Patrol (CAP)

a. CAP is the official auxiliary of the USAF and is eligible to receive excess and FEPP without reimbursement. Title to the property is transferred to CAP upon the condition that the property be used by CAP to support valid mission requirements.

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b. The CAP must return to a DRMO unneeded property acquired. The CAP is strictly prohibited from selling, donating, or bartering property previously obtained from the DoD disposal system without specific approval from HQ CAP-USAF. This policy shall be followed unless a case-by-case waiver has been granted by Headquarters, CAP-USAF. The waiver requests and approval shall be in writing. These waivers shall be the exception to the rule. The importance of this requirement cannot be overemphasized for ensuring the establishment of an audit trail.

c. Authority for CAP members to screen and obtain excess personal property shall be in writing as set forth in paragraph B2. CAP members shall identify themselves for pickup of property as stated in paragraph G, this chapter.

### **11. DoD Contractors**

a. The DoD 4000.25-1-M, MILSTRIP, provides that the Military Service/Defense Agency Management Control Activity (MCA) may withdraw or authorize the withdrawal of specified excess personal property from the DRMO for use as GFM/Government Furnished Equipment (GFE) to support officially stated contractual requirements. The DRMO cannot guarantee that the property withdrawn meets the minimum specifications and standards in terms of quality, condition, and safety.

b. Requisitions for such property shall be in accordance with Chapter 11 (GFM), of DoD 4000.25-1-M, MILSTRIP. Requisitions shall include the DoD activity address code assigned to the contractor. These requisitions must be processed by the respective MCA having cognizance of the applicable contract.

c. Property requisitioned must be authorized and listed in the DoD contract(s) for which the property will be used; recorded in the ICP's MCA responsible for the contract; and the HCA must approve the use of the requisitioned property for such contract(s). Each requisition (DD Form 1348 series) must contain the signature and title of the contracting officer/contracting officer representative and the HCA activity authorizing the withdrawal of DoD excess personal property from the disposal system. Each requisition must also contain the certification: "For use under Contract(s) No. \_\_\_\_\_." The certification is to be signed by an authorized official of the company also indicating the official's position title.

### **12. Issues To Foreign Governments and International Organization (See Chapter 12, Security Assistance.)**



**DoD DESIGNATED CONTROL POINTS FOR SMALL ARMS  
REQUISITIONING/REVIEW/APPROVAL**

**Reference: Chapter 5, Paragraph C6 and Chapter 4, paragraph B63f**

<b>SERVICE/AGENCY</b>	<b>CONTROL POINT</b>
Army	Director of Armament and Chemical Acquisition and Logistics Activity ATTN: AMSTA-AC-ASI Rock Island, IL 61299-7630  Telephone DSN 793-7531 Commercial (309) 782-7531
Navy	Commanding Officer Naval Inventory Control Point ATTN: Code 05921H Mechanicsburg, PA 17055-0788  Telephone DSN 430-5647 Commercial (717) 790-5647
Air Force*	WR ALC/LKJMW 460 2 <sup>nd</sup> Street, Suite 211 Robins AFB, GA 31098-1640  Telephone: DSN 468-6762 Commercial (912) 926-6762
USMC	Commandant of the Marine Corps ATTN: LPP Headquarters, U.S. Marine Corps 2 Navy Annex Washington, DC 20380-1775  Telephone: DSN 426-1061 Commercial (703) 696-1061

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Coast Guard	Commandant, ATTN: G-OCU US Coast Guard 2100 Second St SW Washington, DC 20593-0001  Telephone (202) 267-1522
National Security Agency	National Security Agency Item Accounting Branch ATTN: L112 Fort George Meade, MD 20755-6000
Defense Intelligence Agency	Defense Intelligence Agency ATTN: RLE-2 Washington, DC 20340-3205
Defense Nuclear Agency	Headquarters Defense Nuclear Agency ATTN: CSLE Washington, DC 20305-1000
Defense Logistics Agency	ATTN: CAAS Defense Logistics Agency 8725 John J. Kingman Road, Suite 2533 Fort Belvoir, VA 22060-6221  Telephone DSN 427-5420 Commercial (703) 767-5420
Federal Civil Agencies	GSA Regional Utilization Section Chiefs through General Services FSS ATTN: FBP Crystal Mall #4, Room 812 Washington, DC 20406  Telephone (703) 305-7240

\* The only USAF activity authorized to requisition.



## CHAPTER 6

### DONATIONS, LOANS, AND EXCHANGES

#### A. BACKGROUND

1. General. This chapter contains policies and procedures pertaining to the donation, loan or exchange of excess and surplus property. For FEPP, see Chapter 9, Disposal of FEPP. Also contained here are specific instructions applicable to the various donees. All references to days are to calendar days unless otherwise specified.

2. Authority. Donations may be made only as authorized by the Congress and as specified by Part 101-44 of the FPMR. The Secretary of a Military Department may donate certain material not needed by the DoD to recipients authorized by statute. The donation of surplus property to an authorized donee is subordinate to any need for property by a Federal agency, but takes precedence over its sale or A/D.

3. Release of Government liability. DoD excess, surplus, and FEPP, is issued on an "as is-where is" basis. On a case-by-case basis, the use of "hold harmless" releases may be utilized, depending on the type(s) and/or quantities of property involved. Any certifications must be written in coordination with appropriate legal counsel.

#### 4. Donation Restrictions

a. The following categories of property are not authorized for donation:

- (1) Controlled substances
- (2) Foreign purchased property
- (3) NAF property

b. Certain items require special processing for donations. The DoD 4160.21-M-1 and Chapter 4, Property Requiring Special Processing, prescribe procedures to be followed.

5. Authorized Donees. Eligible donees, not in any order of precedence, are as follows:

a. Ships' sponsors and donors of property, including presentation of gifts to the Military Services.

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- b. States in major disaster areas.
- c. Public airports.
- d. Service Educational Activities (SEAs).
- e. Public agencies, eligible nonprofit tax-exempt educational and public health activities, programs for older individuals, and nonprofit providers of assistance to the homeless.
- f. Veterans' organizations, museums, historical societies or historical institutions of a State or a foreign nation and incorporated municipalities (10 USC 2572).
- g. Public bodies.

**B. COMPLIANCE WITH NONDISCRIMINATION STATUTES**

1. Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

2. Title VI, section 606 of the Federal Property and Administrative Services Act of 1949, as amended, and Title IX of the Education Amendments of 1972 provides that no individuals shall, on the grounds of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity carried on or receiving Federal assistance under the Act.

3. Section 504 of the Rehabilitation Act of 1975, as amended, provides that no otherwise qualified handicapped person shall, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance.

4. Section 303 of the Age Discrimination Act of 1973 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

5. These laws apply to all of the donation programs covered by this chapter. Any complaints alleging violations of these Acts or any inquiries concerning the applicability of the Acts, to the programs covered by this chapter, shall be referred as follows:

- (a) Public airports to the Administrator, FAA.
- (b) SEA national organizations to HQ DLA, ATTN: DLA-GC and DLA-MMLC.
- (c) SEA schools to the applicable Military Service.
- (d) Public agencies and eligible nonprofit, tax-exempt activities, to the Director, Civil Rights Division, General Services Administration, Washington, DC 20406.
- (e) Material donated pursuant to the authority of 10 USC 2572, 10 USC 7308, 10 USC 7541, or 10 USC 7545 to the Secretary of the Military Department which authorized the donation.
- (f) In cases not covered by these instructions, or if it cannot be determined from the complaint or inquiry which department or agency is concerned, to HQ DLA, ATTN: DLA-GC and DLA-MMLC.

### **C. PUBLIC AGENCIES AND NONPROFIT EDUCATIONAL AND PUBLIC HEALTH ACTIVITIES**

1. Under the "Act," GSA is responsible for allocation of donable property among the SASPs and for monitoring State compliance with GSA guidelines for this program. Based on the guidelines provided by GSA, each SASP must have a State plan of operation which covers accounting for, storage, and security of its donable property.
2. SASPs are responsible for determining eligibility of applicants (as a public agency, a nonprofit educational or public health institution or organization, a program for older individuals, or nonprofit providers of assistance to the homeless) and for the fair and equitable distribution of donated property to eligible donees within that State. SASPs are further responsible for assuring that donated property is promptly used or released for other's use and that donees comply with any terms or restrictions imposed on the donation. SASPs are required, insofar as practicable, when requested by the designated donee, to arrange for or provide shipment of the property from the Federal holding agency (such as a DRMO) directly to the recipient.
3. Property which has been donated but is needed for emergency or disaster assistance requirements, or no longer required by the SASP/donee, may be reissued to a Federal or state agency provided SASP/donee is reimbursed for the direct costs originally incurred in acquiring the property.
4. SASPs are listed in supplement 1, this manual.

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**D. SERVICE EDUCATIONAL ACTIVITIES (SEAs)**

**1. General**

a. Organizations which are of special interest to the armed services as authorized by the "Act" are eligible to receive donations of surplus property. Only DoD surplus may be donated to SEAs. Surplus property generated by Federal civil agencies is not eligible for donation to SEAs.

b. National organizations must be recommended (sponsored) by a Military Service and specifically approved by the DUSD(L). Attachment 1, this chapter, is a listing of approved SEA national organizations. All nominations or requests for consideration as activities of special interest to the armed services (national organizations) shall be forwarded to the DUSD(L) by the Military Service having primary interest.

c. The sponsoring Military Service may authorize individual SEAs (non-National Organizations, e.g., Junior ROTC [JROTC]) without DUSD approval. Information on Military educational schools shall be maintained by the sponsoring Military Service.

d. DLA will prepare and maintain individual donation agreements with each national organization. These agreements will be signed by DLA and the national organization. The sponsoring Military Service/Training Coordinator will prepare donation agreements for each school. These agreements will be signed by the school and the sponsoring military service responsible for maintaining the agreement. In lieu of individual agreements, the Military/Training Coordinator may include donation agreement requirements as a normal part of the Service school's eligibility requirements.

e. The following categories of educational activities have been determined to be of special interest to the Military Services.

(1) *Military Schools Division--JROTC.* The military schools division is composed of units at designated schools specifically authorized one of the following type units:

(a) *Class Military Junior College (MJC):* Units established at essentially military schools which provide college instruction, but do not confer baccalaureate degrees. These units require students to be habitually in uniform when on campus; organize their military students as Corps of Cadets under constantly maintained military discipline; have as their objectives the development of military students' character by means of military training and the regulation of their conduct in accordance with the principles of military discipline; and, in general, meet military standards similar to those maintained at the Service academies. Additionally, these units accept and maintain the specifically designated program of instruction prescribed by the cognizant Service Secretary for this class of institution.

(b) Class Military Institute (MI): Units established at essentially military schools at the secondary level of instruction which meet the military training requirements of Class MJC.

(2) High Schools (Class HS)--Public or private secondary educational institutions which do not fall under the definition for Class MJC and MI schools, but which host a JROTC unit or a National Defense Cadet Corps (NDCC) unit.

(3) Naval Honor Schools (NHS) and State Maritime Academies (SMA).

(4) National Organizations

(a) Organizations which are responsible to the President and the Secretary of Defense and are designed to serve the educational, religious, social, welfare and recreational needs of members of the armed forces.

(b) Other organizations which are national in scope, and whose primary purpose is to offer courses of instruction devoted to the military arts and sciences.

(c) Authorization for organizations previously designated as having special interest to the armed services by competent authority, as listed in Attachment 1 this chapter, continue in effect.

## 2. Responsibilities

a. The Head of each designated SEA is responsible for the actions of its donee representatives, for ensuring compliance with all of the terms of its Donation Agreement, and for accomplishing the following actions:

(1) Before any on-site screening, assuring that its SEA representative(s) possesses a letter of authorization (original, not a copy) from its parent organization and a state-approved picture identification or a GSA Form 2946. The letter of authorization will be updated at least annually or as changes occur.

(2) Authorizing and requiring the use of SF 123 and, where applicable, SF 123-A, to apply for donations; approving or disapproving the SEA representative's selections; and forwarding approved applications to the applicable GSA Regional Office.

(3) Controlling donated items to assure that they are used only for valid SEA purposes or redistributing within the SEA donated items which are not needed by the original SEA recipient, and reporting items which are no longer needed for SEA purposes, as required by the Donation Agreement. (NOTE: Items which must be DEMIL'd shall be reported directly to a

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DRMO with a statement that the items are no longer needed and are being reported for DEMIL and disposition).

b. SEA Donee Representatives are responsible for:

(1) Possessing a letter of authorization from their parent organization and a state approved picture identification (or GSA Form 2946) and presenting it at designated DoD activities before on-site screening.

(2) Accomplishing screening for the SEA by contacting the DRMO and arranging for inspection of eligible items, tagging selected items, and preparing and submitting the donation application for approval by the head of the SEA (school or national organization, as applicable).

(3) Certifying that the surplus property requested is usable and necessary for the purpose requested and shall be used within 1 year after it is obtained, and that this use shall be in compliance with nondiscrimination statutes.

(4) Informing the DRMO of any disapprovals in order that the property being held may be released for further disposal consideration.

(5) In the case of national organizations only, making application for property which the SEA HQ has advised is available from excess property lists and presenting the SF 123 to the DRMO for release if and when the property becomes surplus.

(6) Preparing requests for items not listed in the Donation Agreement.

(7) Reporting donated property no longer needed by the donee to the SEA HQ for redistribution or disposal instructions.

(8) Disposing of donated property not needed for redistribution within the SEA, by the SASP, or the DRMO in accordance with specific instructions of the Head of the SEA and the terms of the Donation Agreement.

c. DRMOs. The DRMO Chiefs or their authorized representatives have the following responsibilities:

(1) Permit the authorized donee representatives of each SEA to screen excess, surplus, and FEPP.

(2) Sign the SF 123 as determining officer to indicate that the property requested is surplus and shall be held for the donee until receipt of necessary approvals.

(3) Ensure the SF 123 for requested surplus property is signed by the authorized donee representative of the individual school, club, or council, the SEA national office or HQ, and bears the approval of the applicable regional office of GSA. (See Chapter 4, Property Requiring Special Processing, for policy and procedures covering donations of aircraft, aircraft parts, and small arms.)

(4) Release property as prescribed in paragraph G, this chapter.

(5) Forward to the SASP of the State in which the property is to be used an information copy of the SF 123 or delivery document evidencing the issue of the property to the donee. A copy shall be furnished, when requested, to the national HQ of the SEA when donations are made to organizations having a separate national HQ office. The National Council, Boy Scouts of America, shall always be furnished such information copies reflecting transfers to Boy Scout activities. USAF ROTC HQ, 551 East Maxwell Blvd., Maxwell AFB, AL 36112-6106, shall always be furnished a copy reflecting transfers to schools sponsored by USAF.

(6) Advise representatives of Federal civil agencies requesting property which has already been applied for by an authorized donee that their application to GSA Regional Office must contain information concerning the application.

d. DRMS is responsible for the operational oversight of the SEA donation program.

e. SASPs. SASPs have the following responsibilities with respect to donation of surplus property to SEAs.

(1) Retain copies of SF 123s or shipping documents of property released to specific donees or eligible SEAs.

(2) Review reports of unneeded donated property submitted by the SEAs for redistribution within the SASP donation programs.

(3) Provide redistribution instructions to the SEAs for property previously donated to, but no longer required by, these activities.

(4) Notify the SEA, in writing, of property which is not needed for redistribution.

f. GSA. GSA has the following responsibilities (see Supplement 2 for addresses of GSA Regional Offices):

(1) Provide regulations for overall conduct of the program.

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(2) Approve procedures under which the SEAs shall participate in the donation program.

(3) Approve or disapprove applications for donation in conformity with specific Donation Agreements and availability of requested property as surplus.

(4) Notify the SEA of specific action taken when an application for donation is disapproved and the reason for disapproval (Federal reutilization, nonconformity to the Donation Agreements, etc).

### **3. Donable Property**

a. **General.** Designated SEAs may request surplus property falling within any of the FSGs/FSCs listed in the individual Donation Agreements of each of the SEAs. However, before donation, all such property shall be subject to the priority needs of other Federal requirement.

b. **National Organizations.** National organizations listed in attachment 1, are eligible to receive only those items listed in their individual Donation Agreements. Attachment 2 is a sample SEA National organization Donation Agreement. Special requests for items not listed within the applicable Donation Agreement shall be submitted for approval on an individual basis, through the national HQ of the requesting organization, to the Commander, Defense Reutilization and Marketing Service, 74 Washington Avenue N., Battle Creek, MI 49107-3092.

c. **Schools.** MJs, MIs, High Schools which host a JROTC or NDCC unit, are NHSs or SMAs, are authorized to receive only those items listed in their individual Donation Agreements. Special requests for items not listed within the applicable Donation Agreement should be submitted by the Head of the Educational Activity on SF 123, with justification, to the sponsoring Military Service for approval.

4. **Breach of Condition of Donation or Failure to Comply.** Violations of the conditions contained in a Donation Agreement may constitute grounds for revoking the eligibility of the SEA for further participation in the DoD donation program. Violations should be brought to the attention of HQ DRMS for necessary action. Any actions taken by DRMS will be coordinated through DLA-MMLC, for coordination with the affected Military Service.

5. **Disposal of Donated Property.** When donated property is no longer needed for use within the designated SEA, it shall be reported in writing to the SASP (in the State in which the property is located) for possible redistribution, except as noted in subparagraph D2a(3). If the SASP does not need the property, the SEA shall be notified in writing, after which the property shall be referred by the SEA to the nearest DRMO for disposition consideration. Any expense



incident to returning property to a DoD installation shall be borne by the donee. Disposition of property refused by the SASP and by the DRMO shall be disposed of in accordance with the pertinent Donation Agreement.

#### **E. PUBLIC AIRPORTS**

1. General. The Administrator, FAA, has the responsibility for selecting property determined to be essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport, as defined in the Airport and Airways Development Act of 1970 (49 USC 1711 (12)), or reasonably necessary to fulfill the immediate and foreseeable future needs of the grantee for the development, improvement, operation, or maintenance of a public airport, including property needed to develop sources of revenue from non-aviation businesses at a public airport.

2. Procedures. Public airports shall secure advance approval of donations by obtaining signatures of the applicable FAA Airport Branch Chief and by the GSA Regional Office on the requisition (SF 123).

#### **F. IDENTIFICATION OF SCREENERS**

1. All SEA screeners will present a valid driver's license, other state-approved picture identification or a GSA Form 2946 and a letter of authorization (original not a copy) from their parent donee organization. This letter of authorization will be updated at least annually or as changes occur. The sponsoring Military Service, in the case of schools, and DRMS, in the case of national organizations, shall assure that the above credentials are obtained and presented.

2. All other screeners such as those representing SASPs and public airports are required to be certified; that is, to present a valid GSA Form 2946, Screener's Identification Card. All screeners, having identified themselves and indicated the purpose of their visit, shall sign the Visitor/Vehicle Register and be allowed to effect donation screening only for the stated purpose.

3. Where necessary, a certified screener may choose a technical assistant to advise on complex screening selections. Such assistants must be advised that only the certified screener may obtain the property. Screener assistants and individuals arriving to remove donations previously approved by GSA (example: truck drivers) need not possess the aforementioned identification, however, DRMOs shall assure that donation releases are accomplished in accordance with instructions on the release document (SF 123) and that the receiving individual has been identified and has signed the DRMS' Visitor/Vehicle Register.

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**G. SCREENING, REQUISITIONING, AND ISSUE PROCEDURES**

1. Donation screening is authorized concurrent with reutilization/transfer screening. See Chapter 5, paragraph B1.

2. Tagging and Requisitioning: Procedures shall be identical to those found in Chapter 5, paragraph C3.

3. When a prospective donee contacts a DRMO or military installation regarding possible acquisition of surplus property, the individual or organization shall be advised to contact the applicable SASP for determination of eligibility and procedures to be followed. The DRMOs shall provide assistance, including pertinent information available, to interested parties regarding availability of surplus property. Assistance regarding the availability of surplus property may be given by soliciting authorized recipients to visit DRMOs; by maintaining a record of authorized recipients' needs, and screening these needs against available surplus property; by extending maximum practical effort in locating property available to satisfy requests; or by other means as are feasible within the time period allowed. The procedures for return of FEPP to the United States for ultimate donation are covered in Chapter 9, Disposal of FEPP.

4. DRMOs shall release surplus property to authorized donees upon receipt of a properly completed and approved SF 123.

**NOTE:** The provisions of Chapter 5, paragraph B1b (1) through (2) also apply to donation screening.

5. SEAs will obtain and prepare SF 123s for signature by their National HQ and GSA.

a. The SEA's representative prepares the transfer order (SF 123) [original with five copies], completing blocks 13a, b, and c, and sends the original copy to its national headquarters (or Military Service Training Coordinator), for signature.

b. The Head of the SEA (school or national headquarters) indicates approval by signing block 13d of the SF 123, and entering the date in block 13e. The SEA then forwards the original and three copies of the SF 123 to the GSA Regional Office for the region in which the property is located, for signature; retaining the fourth copy for its files.

c. The GSA regional office completes blocks 14d, e, and f; retains one copy for its records; sends the original and one copy to the DRMO; and sends an informational copy to the appropriate state agency for surplus property.

d. The DRMO, upon receipt of the approved SF 123, signs blocks 14a, b, and c; and releases the property to the authorized SEA representative.

6. **Direct Removal of Property.** When the donee elects to pick up property from the DRMO, the individual must be properly identified. Upon arrival at the DRMO, the individual shall identify themselves, sign the DRMS Visitor/Vehicle Register, and indicate the purpose of their visit. SEA National Organizations shall present identification as prescribed in F1 of this chapter. In the case of SEA non-National Organizations, the sponsoring Military Service shall provide the DRMO with a letter (original not a copy) identifying the accountable officer, or designee authorized to sign requisitions. The letter shall include the full name, activity, DoDAAC, telephone number, and address of individuals authorized to sign requisitions (SF 123) on behalf of the accountable officer. This letter will be updated at least annually.

7. All other donees, having properly identified themselves, may remove property upon DRMOs receipt of a fully executed SF 123.

a. All transportation costs shall be borne by the SASP or designated donee who is responsible for removing the property or for making arrangement with common carriers for its shipment. The DRMO may not act as agent or shipper. Until release, each DRMO is responsible for the care and handling of its property. Only direct costs of care and handling incurred in the actual packing, crating, preparation for shipment, and loading shall be paid by the SASP or designated donee. These costs shall be those actual or carefully estimated costs incurred by DoD activities for labor, material, or services used in accomplishing donation of property.

b. Advance payment for care and handling costs normally shall be required; however, State and local governmental units may be exempted from this requirement and authorized to make payment within 60 days from date of receipt of property. Advance payment, however, may be required in any case where there is a question with respect to prompt payment after billing, especially where there has been previous unsatisfactory experience.

8. **Late Requests.** Except under extreme circumstances, surplus property which has been made available for donation and not requested prior to the end of the Blue Light period, is not subject to donation after such property has been reported for sale and a solicitation was prepared in final format. Donees requesting property after it has been reported for sale shall be advised to submit their request to the Central Office, GSA, for coordination with DLA and final determination. If the request is approved, DLA shall advise DRMS that an approved SF 123 shall be provided through normal channels. Other donees requesting property after the end of the Blue Light period shall be advised that the property is no longer available for donation.

#### **H. SPECIAL DONATIONS (GIFTS), LOANS AND EXCHANGES**

1. Under 10 USC 2572, the Secretary of a Military Department or the Secretary of the Treasury, subject to regulation under 40 USC 486 and under department regulations, is permitted

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to lend, give or exchange for historical, ceremonial or display purposes, without expense to the United States, books, manuscripts, works of art, drawings, plans, models and condemned or obsolete combat material that are not needed by that department. Except for relevant records for aircraft and associated engines and equipment, (except for those authorized under 10 USC 2572) records of the Government may not be released.

a. The following types of organizations are authorized to receive loans and donations:

(1) Veterans' Organizations

(a) Posts or local units of recognized war veterans' organizations shall include the written approval of their national HQ with their applications for loan or donation of property.

1 Veterans's organizations must be sponsored by a Military Service. The Services approve organizations based on their size and purpose, the Services rendered to veterans, and the requirement that the organization be composed of honorably discharged American soldiers, sailors, airmen, Marines, or coast guardsmen.

2 Organizations seeking Service approval shall submit to the Service a statement that the veterans' organization is composed of personnel honorably discharged from the Service and the following information:

a Citation to, or a copy of, the act granting charter or recognition as a bona fide veterans' organization (Federal or State).

b Statement outlining the purpose of the association and the intended use of the requested property.

c Names, titles, and addresses of all officers.

d Copy of the last financial statement.

e Copy of the constitution or charter and by-laws of the association.

f Total membership.

(b) A local or national unit of any war veterans association of a foreign nation which is recognized by the national government of that nation (or by the government of one of the principal political subdivisions of that nation).

(2) Soldiers' Monument Associations

(3) Museums

(a) Types of Museums:

1 State Museum. A museum established and operated by any of the 50 State governments.

2 Incorporated Museum. An incorporated museum operated and maintained for educational purposes only, whose charter denies it the right to operate for a profit. (Must be chartered as a nonprofit educational museum by the State in which the facility is located and determined by the Internal Revenue Service to qualify for tax exemption.) Foreign Civilian museums must meet and equal or have similar standards under appropriate law.

3 Foreign Museums. A museum established and operated by a foreign nation's government or principal subdivision of that nation.

(b) Military Services shall ensure museums meet the following criteria:

1 Meet state (or equivalent foreign national) criteria of a state or incorporated, not for profit museum,

2 Have an existing facility suitable for the display and protection of the type of property desired for loan or donation. If the requester has a facility under construction which will meet those requirements, interim eligibility may be granted when the project can reasonably be expected to meet the requirement in terms of item and configuration.

3 Have a professional staff which can care for and accept responsibility for the loaned or donated property.

4 Have assets which, in the determination of the loaning/donating service, indicate the capability of the loanee/borrower to provide the required care and security of historical property.

5 The Curator of a Military Service shall maintain an official record of all DoD material on loan to an approved museum.

**NOTE:** The individual Military Services may establish different eligibility requirements dependent upon the unique nature of the specific historical armored vehicles, aircraft, vessels, etc.).

(4) Municipal Corporation. A city, borough, or incorporated town.

(5) A Post of Sons of Veterans Reserve.

(6) Historical Societies or Historical Institutions of a State or Foreign Nation.

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(7) A Local or National Unit of any War Veterans' Association of a Foreign Nation which is recognized by the National Government of that Nation.

b. Responsibilities

(1) The Military Services

- (a) Determining the eligibility of organizations.
- (b) Limiting donations, loans or exchanges to authorized property.
- (c) Approving the loan, donation or exchange.
- (d) Establishing controls for determining compliance by the recipient organization with the display, security, and usage criteria provided for in the loan, donation or exchange agreement.
- (e) Providing pertinent disposition instructions to the recipient organization when property is no longer needed or authorized for continued use.
- (f) Issuing Service guidance establishing conditions for making donations, loans or exchanges.
- (g) Resolving rival claims for the same property.
- (h) Processing requests for variations from the original agreement.

(2) DLA: Assisting the Military Services, as necessary, in locating and processing required property to satisfy approved needs under this program from DRMO assets. The requesting Military Service may requisition these assets on a DD Form 1348-1A.

(3) Eligible recipient organizations: Locating and requesting the property they desire to obtain. Attachment 6 identifies Military Service offices accepting requests. Occasionally it may be necessary for DoD personnel to assist the recipient organization in locating a specific type of property. In these cases, DRMS' screening systems are available for use by the Military Services in locating property.

c. Procedures. The Secretaries of the Military Departments are responsible for establishing regulations and procedures governing loans, donations, and exchanges. The following minimum requirements provide uniformity in concepts and documentation:

(1) General

(a) Ensure all correspondence from organizations regarding loans donations or exchanges of property be signed by an individual authorized to obligate their organization to the responsibilities in accepting a loan, donation or exchange. For example, requests from museums should be signed by the Director/Curator; requests from municipalities should be signed by the City Manager, Mayor, etc.

(b) Determine, within the stipulations of the law, those items of property that are appropriate for loan, donation or exchange by their respective Service.

(c) Ensure appropriate personnel DEMIL the property as prescribed in DoD 4160.21-M-1, before release to the donee. However, in the case of aircraft, if standard DEMIL criteria cannot be applied without destroying the display value, specific DEMIL actions (such as aircraft structural cuts) may be delayed. The recipient organization must agree to assume responsibility for the property DEMIL action, at no cost to the Government, when the item is no longer desired or authorized for display purposes.

(d) Loan, donate or exchange property on an "as is, where is" basis. Ensure that the recipient organization is aware of and agreeable to paying all costs incident to preparation, handling, and movement of the property. Property may not be repaired, modified or changed at Government expense over and above normal preparation for handling and movement, even if reimbursement is offered for services rendered. Property may not be moved at Government expense to a recipient's location or to another location closer to the recipient to prevent or lessen the recipient organization's processing or transportation costs. No charge shall be made for the property itself but all actions relating to physical processing of the property for the loan or donation shall either be accomplished by or arranged for by the recipient organization. The recipient organization shall pay all applicable charges before release of the property.

**NOTE:** The Military Services may, without cost to the recipient, DEMIL, prepare, and transport in the CONUS for donation to a recognized war veterans' association an item authorized for donation under 10 USC 2572, if the Military Service determines the DEMIL, preparation, and transportation can be accomplished as a training mission without additional budgetary requirements for the unit involved.

(e) Before an item can be loaned, donated, or exchanged, it must be recorded as an asset on the books of the activity intending to consummate the transaction. Accountable records must be maintained in accordance with appropriate DoD and service regulations.

(f) Coordinate with the DoS before a donation, loan or exchange is formalized with a foreign museum that qualifies under the provisions of 10 USC 2572.

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(g) Ensure proper documentation is finalized before the release of any property to an authorized recipient. An official authorized to obligate the organization shall sign agreements substantially in the formats in Attachments 3 and 4 and a Certificate of Assurance of Compliance with the DoD Directive (DoDD) under Title VI of the Civil Rights Act of 1964 (see Attachment 5). If the property is a MLI/SLI, the releasing activity will obtain an end use certificate and ensure the recipient is cleared by the DoD TSC Office.

(h) Establish a system to accomplish a yearly check on the loaned, donated or exchanged property to ensure it is being used for the requested and approved purpose; is being maintained and protected in accordance with the agreement; and that the recipient organization still desires to retain the property. The Military Services may establish and accomplish this annual check by any method considered appropriate and economically feasible by the Military Service but should provide reasonable assurance that the recipient organization is fulfilling all agreed to responsibilities. For example, this check may be a statement from the recipient organization certifying that all conditions of the initial agreement are being met. However, if the service considers it necessary or desirable to perform a surveillance visit to the recipient organization to determine the situation, the Service may request the assistance of the nearest qualified DoD organization. The requesting organization shall clearly identify the assistance needed. The requesting organization may have to reimburse for this assistance in cases where the surveillance would affect the mission of the organization conducting the visit. The assisting activity shall furnish results of the visit to the requesting organization for proper action.

(i) Maintain an official record of all DoD material on donation, loan or exchange agreements, including, as a minimum, the original agreement, any revisions, certificates of assurance of compliance with the DoDD under Title VI of the Civil Rights Act of 1964, end use certificates, and results of the I&R check.

(2) Donations made under this authority (10 USC 2572) shall be accomplished by use of the Conditional Deed of Gift (Attachment 4) with applicable supplements (such as, Attachments by commodity).

(3) Loans of property made under this authority shall be accomplished by use of the Standard Loan Agreement (Attachment 3). The concept and examples of supplemental requirements outlined for donation in subparagraph H1c(1)(b) are equally applicable for consideration in loan agreements.

(4) Exchanges (Trades). Each military department will establish internal procedures governing exchange transactions by its museums taking into account the following:

(a) Exchanges may be made only for the direct benefit of the department's historical collection and associated educational programs, to include items that are not needed by



the armed forces (emphasis added) for any of the following items or services:

- 1 Similar items held by any individual, organization, institution, agency or nation;
- 2 Conservation supplies, equipment, facilities, or systems;
- 3 Search, salvage, or transportation services;
- 4 Restoration, conservation, or preservation services;
- 5 Educational programs.

(b) Each military department will establish a process (e.g., a council or other means suitable to the department) to review and approve proposed exchanges that incorporates legal and financial staff review independent of the museum involved. Personnel directly involved in museum operations shall not act as sole approving authority for any exchange transactions.

(c) Normally the monetary value of the items or services received by a museum must be equal to or greater than the monetary value of the items transferred. Each department should establish a process for ascertaining the value of items given and received in exchange transactions. However, the Secretary of the department may waive the equal value rule when the exchange will significantly enhance the department's historical collection. Approval of exchanges may be delegated at the discretion of the Secretary, and is encouraged for low-dollar transactions.

(d) Items may not be exchanged until a determination is made that the item is not needed for operational requirements by another military service. If the council or similar staff review process considers it unlikely the item in question will be needed by another military service, screening may be omitted. A museum of one military service may not acquire for the purpose of exchange historical items being screened by another military service museum.

(e) Normally, any costs related to exchanges of condemned or obsolete combat materiel are to be borne by the recipient. Military departments should also avoid stockpiling condemned or obsolete combat materiel in anticipation of future exchanges. Items excess to those that can be exchanged within a 2-year period should be processed for disposal.

(f) Exchanges of property under this authority shall be accomplished by use of the Standard Exchange Agreement (Attachment 7). The concept and examples of supplemental requirements outlined for donation in subparagraph H1c(1)(b) are equally applicable. Exchange agreements constitute a conditional transfer of title. Military service museums must ensure:

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1 Property proposed for exchange is excess to DoD requirements.

2 Exchanged property has been fully DEMIL'd unless a waiver to DEMIL has been obtained from DoD through DLA.

(g) The military department must notify exchange recipients that DoD cannot certify aircraft, components, or parts as airworthy. Aircraft, components, or parts must be certified by the FAA as airworthy before being returned to flight usage. If they are available, appropriate log books and maintenance records must accompany the aircraft and FSCAP. If such documentation is not available, or if the aircraft or FSCAP have been crash-damaged or similarly compromised, the aircraft, components, or parts may not be exchanged. This limitation does not apply if recipients intend only to display the items.

(h) Careful consideration will be given to the adverse market impact that may result from the exchange of certain items. The military department should consult with outside organizations for market impact advice, as appropriate.

(5) There are circumstances when the Military Services may elect to donate property without conditions, for example, when the administrative costs to the Military Service to perform yearly checks would exceed the value of the property. Unconditional donations are restricted to books, manuscripts, works of art, drawings, plans and models, and historical artifacts valued at less than \$10,000 that are not MLI/SLI. The Unconditional Deed of Gift can be found at Attachment 8.

(6) Combat material or items requiring DEMIL shall be donated conditionally. Condemned or obsolete combat material and items requiring DEMIL will be donated using only the Conditional Deed of Gift found at Attachment 4.

2. Under 10 USC 4683, the Department of the Army may donate to recognized veterans' organizations or incorporated municipalities obsolete or condemned rifles for use in parades, ceremonies, or rites. Rifles donated to any one post, local unit or municipality for ceremonial purposes are limited by statute to not more than 10 rifles. If the rifles cannot be made available on receipt of the application for donation, the request shall remain on file and valid for a 1-year period. If it cannot be filled at the end of 1 year, the request shall be canceled and the requester notified accordingly.

3. Under 10 USC 7545, the Secretary of the Navy may donate or loan captured, condemned, or obsolete ordnance material, books, manuscripts, works of art, drawings, plans, models, trophies and flags, and other condemned or obsolete material, as well as material of historical interest, to any State, Territory, Commonwealth, or possession of the United States and political subdivision or municipal corporation thereof, the District of Columbia, libraries, historical

societies, educational institutions whose graduates or students were in World War I or World War II, as well as those organizations listed in subparagraphs H1a(1) through H1a(7).

a. Loans and donations made under this authority shall be subject to the provisions of subparagraph H1c.

b. If the matériel to be loaned or donated is of historic interest, the application shall be forwarded through the Navy Curator.

c. Donations made under this authority must be referred to the Congress.

d. Donations and loans made under 10 USC 7545 shall be accomplished by the use of a Conditional Deed of Gift (Attachment 4).

4. Under 10 USC 2547, the Secretary of a military department may provide bedding in support of homeless shelters that are operated by entities other than the DoD. Bedding may be provided to the extent that the Secretary determines the donation will not interfere with military requirements.

5. Under 10 USC 7308, the Secretary of the Navy, with approval of Congress, may donate obsolete, condemned, or captured Navy ships, boats, and small landing craft to the States, Territories, or possessions of the United States, and political subdivisions or municipal corporations thereof, the District of Columbia, or to associations or corporations whose charter or articles of agreement denies them the right to operate for profit. The Navy restricts the use of donated vessels for static display purposes only (that is, as memorials or museums).

a. Applications for ships, boats, and small landing craft shall be submitted to the Commander, Naval Sea Systems Command (NSEA 00DG), 2531 Jefferson Davis Highway, Arlington, VA 22240-5160. Before submission of an application, the applicant must locate a vessel which is in a donable status and available for transfer.

b. Each application shall contain the following information:

(1) Type of vessel desired, or in the case of combatant vessels, the official Navy identification of the vessel desired.

(2) Statement of the proposed use to be made of the vessel and where it will be located.

(3) Statement describing and confirming availability of an applicable berthing site and the facilities and personnel available for use in maintenance of the vessel.

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(4) Statement that the applicant agrees to maintain the vessel, at its own expense, in a condition satisfactory to the Department of the Navy, in accordance with instructions which the Department may issue, and that no expense shall result to the United States as a consequence of such terms and conditions prescribed by the Department of the Navy.

(5) Statement that the applicant agrees to take delivery of the vessel "as is, where is" at its berthing site and to pay all charges incident to such delivery, including without limitation preparation of the vessel for removal or tow, towing, insurance, and berthing or other installation at the applicant's site.

(6) Statement of financial resources currently available to the applicant to pay the costs required to be assumed by a donee in the event a vessel is donated. The statement should include a summary of sources and amounts of annual income and annual expenditures exclusive of estimated costs that would be attributable to the requested vessel so as to permit an evaluation of funds that will be available for upkeep of the vessel. In the event the applicant will rely on commitments of donated services and materials for maintenance and use of the vessel, such commitments must be described in detail.

(7) Statement that the applicant agrees that it shall return the vessel, if and when requested to do so by the Department of the Navy, during a national emergency, and shall not, without the written consent of the Department, use the vessel other than as stated in the application or destroy, transfer, or otherwise dispose of the vessel.

(8) If the applicant asserts that it is a corporation or association whose charter or articles of agreement denies it the right to operate for profit, a properly authenticated copy of the charter, certificate of incorporation, or articles of agreement made either by the Secretary of State or other appropriate officials of the State under the laws of which the applicant is incorporated or organized or other appropriate public official having custody of such charter, certificate or articles; and a copy of the organization's bylaws. If the applicant is not incorporated, the citation of the law and a certified copy of the association's charter under which it is empowered to hold property and to be bound by the acts of the proposed signatories to the donation agreement.

(9) If the applicant is not a State, Territory, or possession of the United States, a political subdivision or municipal corporation thereof, or the District of Columbia, a photostatic copy of a determination by the Internal Revenue Service that the applicant is exempt from tax under the Internal Revenue Code.

(10) A notarized copy of the resolution or other action of its governing board or membership authorizing the person signing the application to represent the organization and to sign on its behalf for the purpose of acquiring a vessel.

(11) A signed copy of the "Assurance of Compliance" with the DoDD under Title of the Civil Rights Act.

(12) Statement that the vessel shall be used as a static display only for use as a memorial or museum and no system aboard the vessel shall be activated or permitted to be activated for the purpose of navigation or movement under its own power.

(13) Statement that the galley may not be activated for the purpose of serving meals.

c. Upon receipt, the Navy shall determine the eligibility of the applicant to receive a vessel by donation. If eligible, the formal application shall be processed and notice of intention to donate presented to the Congress as required by 10 USC 7308, provided the applicant has presented evidence satisfactory to the Government that the applicant has adequate financial means to assure its ability to accomplish all of the obligations required to be assumed under a donation contract. The Navy shall have authority to donate only after the application has been before the Congress for a period of 60 days of continuous session without adverse action by the Congress.

d. All vessels, boats, and service craft, donated under 10 USC 7308 shall be used as static displays only for use as memorials and cannot be activated for the purpose of navigation or movement under its own power. Donations of vessels under any other authority of this chapter are subject to certain inspection and certification requirements. Applicants for vessels or service craft shall be advised, in writing by the office taking action on the applications, that should their request be approved, and before operation of the vessel or service craft, one of the following stipulations shall apply:

(1) "The donee agrees that if the vessel is 65 feet in length or less, it may not be operated without a valid Certificate of Inspection issued by the Coast Guard, while carrying more than six passengers, as defined in 46 USC 390a."

(2) "The donee agrees that if the vessel is more than 65 feet in length, it may not be operated without a valid Certificate of Inspection issued by the Coast Guard."

6. Under 10 USC 7546 and subject to the approval of the Navy Curator, the nameplate or any small article of a negligible or sentimental value from a ship may be loaned or donated to any individual who sponsored that ship provided that such loan or donation shall be at no expense to the Navy.

I. DISPOSITION. Material no longer desired or authorized for continued use by a recipient organization shall be disposed of as follows:

1. The Military Service shall advise the recipient organization if it wants to repossess the property. Regardless of the determination made, care shall be taken to ensure the recipient

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organization fulfills its responsibility to finalize the disposition action at no cost to the Government. Repossession of the property shall be governed by the property's historical significance, its potential for use in behalf of other requests, or its estimated sale value, if sold by DoD. Whenever action is taken to repossess the property the disposition shall be properly documented and copies of the documentation shall be retained for record purposes by the donor/lender.

2. Based upon type of property, its location, etc., it is not always feasible to require the physical movement of the property to the nearest DRMO. In these cases, the owning Military Service may elect to work with DRMS for receipt and sale in place when economically feasible.

3. Return of Property Donated by the Navy: Subject to the approval of the Curator for the Department of the Navy, any article, material, or equipment, excluding silver service, loaned or donated to the naval service by any person, State, group, or organization may be returned to the lender or donor (Authority: 10 USC 7546). When the owner cannot be located after a reasonable search or if, after being offered the property, the owner states in writing that the return of the property is not desired, the property shall be disposed of in the same manner as other surplus property.

## **J. DISASTER ASSISTANCE FOR STATES**

1. General. The Disaster Relief Act of 1974 (P.L. 93-288), authorizes Federal assistance to States, local governments, and relief organizations. Upon declaration by the President of an emergency or a major disaster, the Act is usually invoked upon notification to Federal agencies and States by the Federal Emergency Management Agency (FEMA). The term "State" in this case includes the United States, American Samoa, Guam, Puerto Rico, TTPI, and the Virgin Islands. When a major disaster or emergency is declared, the Governor of the affected State shall designate a State coordinating officer to coordinate State and local disaster assistance efforts with those of the Federal Government.

2. Surplus personal property may be donated to States for use or distribution for emergency or major disaster assistance purposes. Such uses may include among other things the restoration of public facilities which have been damaged as well as the essential rehabilitation of individuals in need of major disaster assistance. All donations of surplus personal property for major disaster assistance must be approved by GSA. Federal assistance under the Disaster Relief Act of 1974 is terminated upon notice to the Governor of the State by the Associate Director, or at the expiration of time periods prescribed in FEMA regulations, whichever occurs first.

**SEA NATIONAL OFFICES**

American National Red Cross  
17th and D Streets NW  
Washington, DC 20006

Armed Services YMCA of the USA  
6225 Brandon Avenue, Suite 215  
Springfield, VA 22150-2510

Big Brothers/Big Sisters of America  
230 North 13th Street  
Philadelphia, PA 19107

Boys and Girls Clubs of America  
771 First Avenue  
New York, NY 10017

Boy Scouts of America  
1325 Walnut Hill Lane  
Irving, TX 75038-3096

Camp Fire, Inc.  
4601 Madison Avenue  
Kansas City, MO 64112-1278

The Center for Excellence  
In Education  
7710 Old Springhouse Road  
McLean, VA 22102

Girl Scouts of the United States of America  
420 5th Avenue  
New York, NY 10018-2702

Little League Baseball, Inc.  
Williamsport, PA 17701

National Association for Equal Opportunity  
In Higher Education  
2243 Wisconsin Avenue NW  
Washington, DC 20007

National Ski Patrol System, Inc.  
133 South Van Gordon Street, Suite 100  
Lakewood, CO 80228

U.S. Naval Sea Cadet Corps  
2300 Wilson Boulevard  
Arlington, VA 22201

United Service Organizations, Inc.  
601 Indiana Avenue  
Washington, DC 20004

National Civilian Community Corps  
1100 Vermont Avenue, NW  
Washington, DC 20525

United States Olympic Committee  
1 Olympic Plaza  
Colorado Springs, CO 80909-5760

National Director  
Young Marines of the Marine Corps  
P.O. Box 70735, Southwest Station  
Washington, DC 20024-0735

American Cadet Alliance, Inc.  
Commandant of the Marine Cadet Corps  
Headquarters Marine Cadet Corps (COS-1)  
Post Office Box 90  
Fort Monmouth, NJ 07703-0090

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President--Board of Directors  
Marine Cadets of America  
USN & MC Reserve Center  
Fort Nathan Hale Park  
New Haven, CT 06512-3694

Corporation for the Promotion  
of Rifle Practice and Firearms Safety  
6551 Loisdale Court  
Suite 714  
Springfield, VA 22150



**SAMPLE DEPARTMENT OF DEFENSE DONATION AGREEMENT**

Pursuant to Section 2030)(2) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 4840)(2)), and authority delegated thereunder, the National Organization hereafter referred to as the \_\_\_\_\_ has been designated as an educational activity of special interest to the Armed Services. As a result of this designation, the \_\_\_\_\_ is eligible to receive donations of Department of Defense surplus personal property which may be determined usable and necessary for its program in accordance with procedures and conditions prescribed by the Director, Defense Logistics Agency.

The types of surplus personal property of the Department of Defense which the \_\_\_\_\_ is eligible to receive are limited to those listed on the Attachment to this Agreement. Exceptions to the list will require justification and agreement between the \_\_\_\_\_ and the Director, Defense Logistics Agency. All costs of care, handling, and transportation of property designated for donation to the \_\_\_\_\_ will be borne by the \_\_\_\_\_. Periodic reviews will be performed by the \_\_\_\_\_ in order to ascertain that the property received is being properly used and is still required for its program.

At such time as donated property is no longer needed for use by the \_\_\_\_\_ such property will be reported in writing to the State Agency for Surplus Property in the State in which the property is located. If the State Agency does not require the property, the \_\_\_\_\_ will report the property to the nearest Department of Defense disposal activity. Property refused by the State Agency and by the Department of Defense disposal activity will be disposed of in accordance with regulations of the \_\_\_\_\_. Proceeds realized from such disposition will be deposited in a central fund administered by the and used in furtherance of their program. The \_\_\_\_\_ will provide the Director, Defense Logistics Agency with an annual report indicating the acquisition value of property acquired pursuant to this Agreement, the acquisition value of property disposed of, and the returns realized from such dispositions.

This Agreement may be terminated at any time by either party upon serving of notice on the other. Such termination will not in any way affect the obligations of the \_\_\_\_\_, as established by this Agreement in connection with property donated prior to its termination.

**SAMPLE STANDARD LOAN AGREEMENT**

**Reference: Chapter 6, Paragraph H**

By this agreement, made as of \_\_\_\_\_ between the United States of America, hereinafter  
date  
called "the Government, "represented by \_\_\_\_\_, hereinafter called "the Lender,"  
(name/title of Service representative)  
and \_\_\_\_\_, hereinafter called "the Borrower," incorporated and  
(name of Municipality, non profit organization, etc.)  
operating under the laws of the State of \_\_\_\_\_ and located at \_\_\_\_\_; and,

Pursuant to Public law 80-421 (10 USC 2572), the Government hereby loans  
to \_\_\_\_\_ the following property: \_\_\_\_\_ for the period  
commencing \_\_\_\_\_ and ending \_\_\_\_\_ with an option for annual renewal.

The Borrower has applied in writing by letter dated \_\_\_\_\_ for the loan of the above  
property, and hereby agrees to accept it on an "as is where is" basis, to be responsible for all  
arrangements and to assume and pay all costs, charges and expenses incident to the loan of this  
property, including the cost of preparation for transportation  
from \_\_\_\_\_ to \_\_\_\_\_, of disassembly, packing, crating, handling,  
(location of property) (destination)  
transportation, and other actions incidental to the movement of the loaned property to the  
Borrower's location; and,

The Borrower shall obtain no interest in the loaned property by reason of this agreement and  
title shall remain in the lender at all times; and,

The Borrower agrees to use the loaned property in a careful and prudent manner, not, without  
prior permission of the lender, to modify it in any way which would alter the original form, design,  
or the historical significance of said property, to perform routine maintenance so as not reflect  
discredit on the Lender, and to display and protect it in accordance with the instructions set forth  
in Attachment \_\_\_\_\_, incorporated herewith and made part of the Loan Agreement; and,

The Borrower agrees to accept physical custody of the property within \_\_\_\_\_, after  
(period of time)

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execution of this agreement, to receipt to the Lender for said property on assuming custody of it to place it on exhibit within \_\_\_\_\_, and to report annually to the Lender on the \_\_\_\_\_  
(period of time)  
condition and location of the property.

The Borrower agrees not to use the loaned property as security for any loan, not to sell, lease, rent, lend, or exchange the property for monetary gain or otherwise under any circumstances without the prior written approval of the Lender; and

The Borrower agrees to indemnify, save harmless, and defend the Lender from and against all claims, demands, action, liabilities, judgements, costs, and attorney's fees, arising out of claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the loaned property; and,

The Borrower agrees to allow the authorized Department of Defense representatives access to the Borrower's records and facilities to assure accuracy of information provided by the Borrower and compliance with the terms of this Loan Agreement; and

The Borrower agrees to return said property to the Lender on termination of this Loan Agreement or earlier, if it is determined that the property is no required, at no expense to the Lender.

The failure of the Borrower to observe to observe any of the conditions set forth in the Loan Agreement and the Attachment(s) thereto shall be sufficient cause of the Lender to repossess the loaned property. Repossession of all or any part of the loaned property by the Lender shall be made at no cost or expense to the Government; the Borrower shall defray all maintenance, freight, storage, crating, handling, transportation, and other charges attributable to such repossession.

Executed on behalf of the Lender this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, at \_\_\_\_\_.

United States of America

by: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Borrower, through its authorized representative hereby accepts delivery of the loaned property subject to the terms and conditions contained in the Loan Agreement set forth above.

Executed on behalf of the Borrower, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
(Name of Borrower Organization)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SAMPLE CONDITIONAL DEED OF GIFT**

**REFERENCE CHAPTER 6, Paragraph H**

THIS AGREEMENT made as of \_\_\_\_\_ between the UNITED STATES OF AMERICA (Hereinafter called the "Government" or the donor") represented by \_\_\_\_\_ (hereinafter called "the donee" operating under the laws of the State of \_\_\_\_\_ located at \_\_\_\_\_.

**WITNESSETH:**

The Secretary is authorized by 10 USC 2572 to transfer by gift or loan, without expense to the United States and on terms prescribed by the Secretary, any obsolete combat property not needed by the Department. Donee is eligible under the terms of 10 USC 2572.

The donee has applied in writing by letter dated \_\_\_\_\_ for a \_\_\_\_\_ and has agreed to assume and pay all costs, charges, and expenses incident to the donation including the cost of any required DEMIL and of preparation for transportation to \_\_\_\_\_.

The Government agrees (a) to release \_\_\_\_\_ (b) to notify the donee of the available date sufficiently in advance thereof to enable the donee to make necessary arrangements for acceptance.

The donee agrees to accept it on an "as is where is" basis and be responsible for all arrangements and costs involved in its movement. The donee shall, at no cost to the donor, arrange and pay for disassembly, packing, crating, handling, transportation, and other actions as necessary for the movement of the donated property to the donee's location.

The donee shall use the donated property in a careful and prudent manner, and shall maintain it and make such repairs to it as are necessary to keep it in a clean and safe condition so that its appearance and use will not discredit the donor. Display instructions are set forth in Attachment \_\_\_\_\_ and are incorporated and made part of this Conditional Deed of Gift. The donee also agrees to not use the donated property as security for any loan, nor sell, lease, rent, exchange the property for monetary gain or otherwise, under any circumstances without the prior approval of the donor.

The donee shall indemnify, save harmless, and defend the donor from and against all claims,

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demands, action, liabilities, judgements, costs, and attorney's fees, arising out of claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the donated property.

The donee agrees to allow the authorized representatives of the Government access to the donee's records and facilities to assure accuracy of information provided the donor and compliance with the terms of this Conditional Deed of Gift.

Title is transferred on special condition that the \_\_\_\_\_ will not be transferred or otherwise disposed of (including re-donation) without the written consent of the donor. If disposition by any method (including re-donation) without consent of the donor is attempted, title to the property is subject to forfeiture and the Government may require return of the property by the donee or may repossess the property from whomever may have possession thereof and the donee shall bear all expense of return and repossession as well as all storage costs.

Upon the failure of the donee to observe any of the conditions set forth in the Conditional Deed of Gift and Attachment thereto, title to the donated property shall revert to and vest in the donor. Repossession of all or any part of the donated property by the donor shall be at no cost or expense to the donor, and the donee shall pay all maintenance freight, transportation, and other charges attributable to such possession.

When the \_\_\_\_\_ is no longer needed by the donee, disposition instructions will be requested from the donor. All costs of disposition will be borne by the donee.

Subject to the conditions set forth above, title to the property shall vest in the donee upon receipt of written acceptance hereof the above.

Executed on behalf of the Lender this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_.

United States of America

by: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The donee, through its authorized representative hereby accepts title to and delivery of the donated property subject to the conditions in the Deed of Gift set forth above.

Executed on behalf of the donee, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
(Name of donee Organization)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**SAMPLE ASSURANCE OF COMPLIANCE**

\_\_\_\_\_ hereinafter called "Applicant-Recipient")  
(name of applicant)

HEREBY AGREES THAT in compliance with Title VI of the Civil Rights Act of 1964, Section 606 of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, no person shall, on the ground of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-recipient receives a donation from the \_\_\_\_\_ and HEREBY  
(applicable Military Service)

GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

This agreement shall continue in effect during the time the Applicant-Recipient retains ownership, possession, or control of the donated property. Further, the Applicant-Recipient agrees and assures that its successors and/or assigns shall be required to give an assurance similar to this assurance as a condition precedent to acquiring any right, title, or interest in and to any of the property donated herein.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining donation of Federally owned property pursuant to \_\_\_\_\_ consisting of the following items:  
(cite applicable statute)

(use additional sheet if space is not adequate)

(quantity and description of donated property)

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The Applicant -Recipient recognizes and agrees that such Federal donation shall be made in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant-Recipient)

By: \_\_\_\_\_  
(President, Chairman of the Board,  
or comparable authorized official)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE CONTACT POINTS FOR LOAN,  
DONATION OR EXCHANGE OF PROPERTY**

**Reference Paragraph H, 5a(10)b**

A. ARMY:

1. Army aircraft:

Commander  
U.S. Army Aviation and Troop Support Command  
4300 Goodfellow Blvd.  
ATTN: AMSAV-Z  
St. Louis, MO 63120-1798

2. Army field artillery pieces, rifles, blank ammunition, mortars and similar equipment:

Director of Armament and Chemical Acquisition  
and Logistics Activity  
ATTN: AMSTA-AC-ASI  
Rock Island, IL 61299-7630

3. Army tanks and other combat vehicles

Commander  
U.S. Army Tank Automotive and Armament Command  
ATTN: AMSTA-FRM  
Warren, MI 48397-5000

4. Army equipment not specifically listed:

Center of Military History  
ATTN: DAMH-MDP  
1099 14th Street NW  
Washington, DC 20005-3402

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**B. NAVY:**

1. Navy and Marine Corps aircraft, air launched missiles, aircraft engines, and aviation related property:

Commanding Officer  
Navy Aviation Supply Office  
ATTN: Code-03432-06  
700 Robbins Ave.  
Philadelphia, PA 19111-5098

2. Obsolete or condemned Navy vessels for donation as memorials; Navy major caliber guns and ordinance; and shipboard material:

Commander  
ATTN: NAVSEA-OOD, NC#3  
Naval Sea Systems Command  
2531 Jefferson Davis Hgwy.  
Arlington, VA 22242-5160

**C. AIR FORCE:**

1. Air Force aircraft and missiles (to recipients other than a museum):

AMARC/LG-2  
4950 S. Safford St.  
Davis Monthan AFB AZ 85707-4366

2. Air Force aircraft, missiles or any other items authorized for donation for display purposes to a museum recipient:

USAFM/MU  
1100 Spaatz St.  
Wright- Patterson AFB, OH 45433-7102

**NOTE:** The USAF Museum operates a loan program only. Donations are not offered.

3. Any other Air Force item authorized for donation for display purposes (to recipients other than a museum):

HQ AFMC/LGID  
4375 Chidlaw Rd., Suite 6  
Wright-Patterson AFB, OH 45433-5006

D. MARINE CORPS:

1. Marine Corps assault amphibian vehicles (to recipients other than a museum):

Commandant of the Marine Corps  
ATTN: LPP-2  
HQ U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775

2. Marine Corps historical property (all other inquiries):

History and Museum Division (HD)  
Marine Corps Historical Center  
Washington Navy Yard Building 58  
901 M St., SE  
Washington, DC 20374-5040

**SAMPLE  
EXCHANGE AGREEMENT**

It is mutually agreed by and between the( SERVICE NAME )Museum,  
(ADDRESS (hereinafter "Museum") and ( NAME ) Museum, ADDRESS (hereinafter  
"Exchanger"), as follows:

ITEMS TO BE EXCHANGED BY THE MUSEUM: The Museum will provide to the Exchanger  
the following items:

(DESCRIPTION, STOCK NUMBER, SERIAL NUMBER, ETC.)

ITEMS TO BE EXCHANGED:

(DESCRIPTION, STOCK NUMBER, SERIAL NUMBER, ETC.)

AUTHORITY: This exchange is made under the authority of 10 USC 2572.

DELIVERY:

The items to be received by or services provided to the Museum from the Exchanger will be delivered or provided, as the case may be, at the Exchanger's sole expense to (LOCATION ). They will be delivered or provided in one shipment all at the same time unless the Museum agrees otherwise in writing. They will be delivered or provided within ninety (90) days of the date this agreement is signed. Title to the items to be received by the Museum will pass to the Museum at the time and point of delivery only upon written acceptance by an authorized representative of the Museum.

The items to be exchanged by the Museum to the Exchanger are currently located at (LOCATION ADDRESS ). They are provided on an "as is, where is, with all faults" basis and there are no warranties expressed or implied. The Museum specifically provides no warranty or other assurance as to the condition or serviceability of the property. All items offered in exchange by the Museum are subject to a radiation survey and the removal of radioactive components as well as equipment DEMIL prior to release. They will not be released to the Exchanger until acceptance by the Museum in accordance with the above paragraph.

CONDITION OF ITEMS PROVIDED BY THE MUSEUM: The items to be exchanged by the Museum are offered to the Exchanger as is, where is, with all faults. The Museum provides no warranty or other assurance as to the condition or serviceability of the property.

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**CONDITION OF ITEMS PROVIDED BY EXCHANGE:** The items to be exchanged are certified to be original and authentic by the exchanger, to be in good condition with no significant damage *or* deterioration, or other hidden faults which would jeopardize their long term preservation or their use by the Museum for display or study.

**CONSUMMATION OF AGREEMENT:** This agreement will be considered consummated upon delivery and acceptance by both parties of all items to be provided.

**RELEASE OF LIABILITY:** In consideration of this mutual exchange, the Exchanger agrees that it will hold the United States, its agencies, officers, employees, agents, and contractors harmless, indemnify, and defend them against any and all suits, actions, and claims of any kind whatsoever, including attorney fees, which may arise from or be the result of this exchange or the items.

**WARRANTY OF TITLE:** In the case of the items provided by the Exchanger, the Exchanger hereby warrants that it has title to the items and that there are no liens or encumbrances whatever against the said items. The Exchanger will provided to the Museum documentary proof of ownership in a manner and of a fashion satisfactory to the Director of the Museum prior to delivery.

**NOTICES:** All notices between the parties shall be in writing and sent to the following addresses:

For the Museum:

( MUSEUM NAME )  
( ADDRESS )

For the Exchanger:

( MUSEUM NAME )  
( ADDRESS )

- The Exchanger shall neither assign nor otherwise transfer this Agreement without the written prior agreement of the Director of the Museum.

IN WITNESS WHEREOF, the parties or their authorized representatives have hereunto signed their names on the date indicated.

FOR THE U.S. ( SERVICE MUSEUM NAME )

SIGNATURE, TYPED  
DATE

NAME AND TITLE

WITNESSED BY

NAME  
DATE

NAME  
DATE

FOR THE EXCHANGER:

(SIGNATURE, TYPED NAME AND TITLE)

WITNESSED BY

NAME  
DATE

NAME  
DATE

### UNCONDITIONAL DEED OF GIFT

THIS AGREEMENT is made between the United States of America (Hereinafter called the "Government" or the donor") and the \_\_\_\_\_ (hereinafter called "the donee") operating under the laws of the State of \_\_\_\_\_ located at \_\_\_\_\_.

1. The Secretary is authorized by 10 USC. 2573 to transfer by gift or loan, not to exceed \$10,000 (see 4a(2)), without expense to the United States and on terms prescribed by the Secretary, any documents and historical artifacts, excluding any condemned and obsolete combat material. (Condemned or obsolete combat material will fall under Attachment 4, Conditional Deed of Gift) not needed by the Department. The donee is eligible under the terms of 10 USC. 2572.
2. The donee has applied in writing by letter dated \_\_\_\_\_ and has agreed to assume and pay all costs, charges, and expenses incident to the donation including the cost of any required demilitarization and of preparation for transportation.
3. The Government agrees (a) to release \_\_\_\_\_, and (b) to notify the donee of the available date sufficiently in advance thereof to enable the donee to make necessary arrangements for acceptance.
4. By this deed of gift the donor transfers title, conveys and assigns free and clear of all encumbrances, to the donee.
5. The donee agrees to accept it on an "as is where is" basis and be responsible for all arrangements and costs involved in its removal. The donee shall, at no cost to the donor, arrange and pay for disassembly, packing, crating, handling, transportation, and other actions as necessary for the removal of the donated property to the donee's location.
6. The donor certifies that the donation is unsafe for operational use and is only suitable for static display. Any use of the donated property is fully and completely the responsibility of the donee.
7. The donee shall indemnify, save harmless, and defend the donor from and against all claims, demands, action, liabilities, judgements, costs, and attorney's fees, arising out of claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the donated property.



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8. Subject to the conditions set forth above, title to the property shall vest in the donee upon receipt of written acceptance hereof from the donee.

Executed on behalf of the donor, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_.

United States of America

by: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The donee, through its authorized representative hereby accepts title to and delivery of the donated property subject to the conditions in the Deed of Gift set forth above.

Executed on behalf of the donee, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
(Name of donee organization)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

## CHAPTER 7

### SALES/RESOURCE RECOVERY AND RECYCLING PROGRAM

#### A. GENERAL

1. This chapter provides DoD policy pertaining to the DoD surplus (and FEPP) sales and recycling programs. DRMS is the DoD executive agent for surplus sales and is responsible for sales planning, merchandising, contracting, and releasing surplus, foreign excess, and other categories of property authorized for sale. This chapter refers to DRMS' sales program, to include sales of recyclable materials under the DoD RRRP. Other DoD selling activities will conduct their sales programs in accordance with their own internal operating guidance which must comply with the FPMR. The Defense DEMIL and TSC Manual, DoD 4160.21-M-1 applies to all DoD sales of MLI/SLI. Personal property shall be advertised for sale only after all prescribed screening actions are taken.

2. Requests on how to buy surplus property shall be referred to DRMS. Requests for information on sales of FEPP in Europe and Asia may be referred to Defense Reutilization and Marketing Service International, Postfach 2027, 65010 Wiesbaden, Bundesrepublik Deutschland.

3. All persons or organizations, other than those specifically listed below, shall be entitled to purchase property offered by DRMS (Note: see paragraph I8 for eligibility for retail sales).

a. Anyone under contract for the purpose of conducting a specific sale, their agents or employees, and immediate members of their households.

b. Military and civilian personnel of the DoD and military and civilian personnel of the USCG whose duties include any functional or supervisory responsibilities for or within the Defense Materiel Disposition Program, their agents, employees, and immediate members of their households.

c. Any persons or organizations intending direct or indirect shipment of excess, surplus and FEPP located in overseas areas (exclusive of Alaska, Hawaii, Puerto Rico, American Samoa, Guam, TTPI, and the Virgin Islands) to those countries or geographical areas listed as Denied Areas.

d. Persons under 18 years of age.

e. Individuals or firms who are ineligible as purchasers due to suspension or debarment procedures.

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4. Disposable assets (FEPP, scrap, NAF fund property, disposable MAP property, etc.) located in nonexempted overseas areas may not be sold directly or indirectly to denied areas or any other area(s) that may be designated by the Deputy Under Secretary of Defense (Trade Security Policy (DUSD[TSP])).

### **B. PREPARATION FOR SALE**

#### **1. Authorized sale methods are:**

- a. Sealed Bid--used for one-time and term, advertised competitive type sales.
- b. Spot Bid--used for one-time, advertised competitive type sales.
- c. Auction--used for one-time, advertised competitive type sales.
- d. Negotiated--used for one-time and term competitive type sales.
- e. Retail--used for sales of small quantities of consumer oriented property at fixed prices

**NOTE:** See Chapter 4, Property Requiring Special Processing, for instructions pertaining to restrictions on the sale of certain commodities requiring special handling.

#### **2. Sales Planning**

a. The DRMS has the primary role in obtaining satisfactory sale results and is also responsible for coordination with the DRMO on the adequacy of lotting, item description, and the development of improved sale techniques. No one method of sale shall be used to the exclusion of other sale methods in the absence of extenuating circumstances. DRMS shall employ the most efficient and economical methods of identifying, segregating, merchandising, and selling personal property.

b. Small quantities of low dollar value property in poor condition shall be subjected to the economy formula (see Chapter 8, A/D). If it is determined that there is no reasonable prospect of disposing of the property by sale, the property shall be expended to scrap or disposed of in accordance with the provisions of Chapter 8.

c. Property shall be lotted and displayed in a manner that will enhance its sale value and result in maximum net return to the U.S. Government.

d. Market Impact Reporting. Careful consideration will be given to the adverse market impact which may result from the untimely sale of large quantities of certain surplus items.

Where applicable, DoD components will consult with outside organizations for market impact advice.

e. Property reporting and sale schedules shall be developed to ensure expeditious property disposal, maximum competition, maximum sale proceeds, good public relations, and uniform workload.

f. The DRMS shall provide advance notice to the U.S. Department of Commerce, Room 1300, 433 West Van Buren Street, Chicago, IL 60607, of all proposed or scheduled competitive bid sales (except negotiated, zone spot bid, zone auction, and zone local sealed bid sales) of surplus usable property located in the United States, Puerto Rico, American Samoa, Guam, TTPI, and the Virgin Islands, having a total acquisition cost of \$250,000 or more per sale and sales of scrap and recyclable material with a minimum potential return of \$5,000 per sale.

### **C. SALE SOLICITATIONS**

#### **1. Preparation and distribution of sale solicitations**

a. Sale solicitations should be prepared in a manner that provides the prospective purchasers with general information, instructions, general sale terms and conditions, special conditions, and an accurate, complete description of the property being offered for sale.

b. Sale solicitations shall be given adequate public notice and shall be distributed in sufficient time to be received by prospective purchasers before the first day of the inspection period.

c. DRMS shall maintain consolidated lists of prospective purchasers for control and distribution of sale solicitations. This listing shall be maintained by classes of property and geographical areas to permit selection of prospective purchasers both by commodity desired and geographic location in which the purchaser has stated an interest in buying.

#### **2. Sales Terms and Conditions**

a. General sale terms and conditions and special conditions found in DRMS' publication "Sale by Reference" shall be used in the sale of all surplus, foreign excess, or other categories of property offered for sale by DRMS. Sales contracting will be conducted in accordance with the FPMR.

b. Additional sales terms and conditions applicable to the sale of MLI/SLI are found in the DoD 4160.21-M-1, Defense DEMIL and TSC Manual, and are required for all sales of MLI/SLI.

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3. **Sales Promotion.** Property offered for sale shall be brought to the attention of the buying public by various means and media and by both free publicity and paid advertising. Every effort shall be made to obtain maximum free publicity. The amount of paid advertising shall be commensurate with the type and value of property being sold.

### **D. WITHDRAWAL FROM SALE**

1. **General.** Property which has survived screening and has become eligible for sale may be requested to satisfy valid requirements within limitations specified in this paragraph. Generally, property once advertised for sale may not be withdrawn. However, circumstances may require the withdrawal of property from sale to satisfy valid needs within the DoD or federal civilian agencies. Every effort shall be made to keep such withdrawals to a minimum. These efforts shall include searching for assets available elsewhere in the disposal process. Exceptions to this policy shall be implemented only when all efforts to otherwise satisfy a valid need have been exhausted and the withdrawal action is determined to be cost effective and in the best interest of the Government. Heads of DoD components shall ensure that this withdrawal authority is stringently controlled and applied. This policy is predicated upon the workload and adverse public relations which often results from such withdrawals, including legal action.

2. **Requests for withdrawal of property.** Requests shall be made to the DRMO by the most expeditious means. With the exception of IMM/ICP and Not Mission Capable Supply requisitions, requests shall provide full justification to include a statement that the property is needed to satisfy a valid requirement.

a. Withdrawals may not be processed subject to property inspection for acceptability. If inspection is required, it shall be accomplished before requesting withdrawal.

b. Justification statements are not required on requisitions submitted by ICPs/IMMs before award.

c. The following minimum factual information is required to justify withdrawal requests:

(1) Detailed justification as to why the property is required, to include the use which shall be made of the property if withdrawn from sale; such as, applicability of material to active weapons systems.

(2) Mission impact statement from a support, procurement, and funding standpoint, if property is not withdrawn from sale; such as, effect on operational readiness requirements within a specified period of time.

(3) Effort made to meet requirement from other sources to include consideration of use of substitute items.

3. When the TSC Resident Office determines that property was misdescribed and that TSC are applicable, property will either be withdrawn or a provision made to accomplish TSC or DEMIL, as appropriate. The TSC Resident Office may request withdrawal of property and suspend further action regarding the property until the matter is resolved.

4. Approvals. As property moves through the sales cycle, more severe constraints are placed on requests for withdrawal from sale, as specified in the following:

a. The DRMO Chief is authorized to approve requests for the period between ESD and the date the property is referred to DRMS for sale cataloging. The DRMO Chief can also approve withdrawals prior to bid opening for items on local sales.

b. DRMS is authorized to approve withdrawal requests from date of referral until the property is awarded. DRMS can also return requests for withdrawal after award which do not include the factual information required in paragraph D2b above.

c. DLA-MMLC approval, with DLA-GC concurrence, is required on any request after the award but before removal.

5. Property retrieval after sale. After award and removal, the requesting organization must negotiate with the purchaser for return/purchase of the item. The SCO shall provide contract information when requested.

6. Withdrawal requests for the purpose of donation shall be processed in accordance with Chapter 6, Donations/Loans and Exchanges.

#### **E. SALES CONTRACTING**

1. SCOs shall enter into and administer contracts for the sale of Government property under the provisions of the Federal Property and Administrative Services Act of 1949, as amended, other applicable statutes and regulations.

2. SCO responsibilities shall be issued by their parent activity.

3. The SCO under the title of "Sales Contracting Officer" shall sign all contracting documentation on behalf of the U.S. Government.

4. Sales requiring approval after offering and before award.

a. SCOs may make awards of contracts on sales of usable property having an acquisition cost (estimated if unknown) of less than \$100,000. Except for antitrust advice limitations, awards of scrap property do not require approval by higher authority.

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b. The DRMS will appoint personnel at the appropriate managerial level to authorize contract awards on the sale of usable property having an acquisition cost of \$100,000 or more.

c. DRMS shall obtain antitrust advice through local counsel, from the Attorney General before award of a contract when the property, usable or scrap, has an estimated fair market value of \$3,000,000 or more, under Section 207 of the Federal Property and Administrative Services Act of 1949, as amended. Simultaneously, the SCO shall apprise the Administrator of General Service of the antitrust advice request.

### **5. Sales Contracts, Awards, and Contract Administration**

a. The following types of sales are authorized for use in the sale of surplus, foreign excess, and other categories of property sold in the DoD Defense Material Disposition Program.

(1) A one-time sale for disposal of property already generated (actual deliveries may comprise several release transactions).

(2) A term sale for the disposal of property generated over a period of time, and in quantities which can be reasonably estimated for a specific period of time, or offered with minimum-maximum quantity provisions.

b. DRMS shall prescribe procedures for the receipt, acceptance, and processing of bids for the various methods of authorized sales.

c. The SCO shall normally award sales contracts to the highest responsible and responsive bidder. Exceptions to this policy and definitions regarding a responsible/responsive bidder shall be as determined by DRMS.

d. DRMS shall prescribe the distribution of sales contracts.

## **F. NEGOTIATED SALES**

### **1. Conditions**

a. In CONUS, property is authorized for negotiated sale when it has an estimated fair market value not in excess of \$15,000 and the sale is considered to be in the best interest of the U.S. Government. Negotiated sales (except for FEPP) with an estimated fair market value exceeding \$15,000 must be submitted for Congressional approval before award. Large quantities of material may not be divided nor disposed of through multiple sales to avoid these requirements. For each proposed negotiated sale of surplus property having a market value in excess of \$15,000, irrespective of the authority being used, the SCO shall prepare an explanatory

statement of the circumstances of the sale. The statement shall be included as an enclosure to the transmittal letter to HQ DRMS, in advance of each such sale. DRMS shall review the proposed sale and forward the request (10 copies) to the Administrator of General Services for review and transmittal to the appropriate committees of the Senate and the House of Representatives and forward one copy to DLA-MMLC. GSA shall furnish DRMS a copy of its letter of transmittal to Congress. Thirty-five days from the date on the GSA letter of transmittal and in the absence of any objections by the Congress, the sale may be consummated without further referral or actions by GSA.

b. Public exigency does not permit delay. This includes disposal of perishable food or other property which may spoil or deteriorate so rapidly as to require that dispositions or disposal be made immediately for the preservation of human life or the alleviation of human suffering.

c. Bid prices received after advertising are not reasonable (either as to all or a portion of the property) or bid prices have not been independently arrived at in open competition and it is determined that re-advertising shall serve no useful purpose. Under this condition, all responsible bidders who responded to the previous advertising shall be accorded an opportunity to submit offers for the property.

d. Disposal shall be to a State, Territory, possession, political subdivision thereof, or tax-supported agency therein, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation.

e. Public health, safety, or national security shall be promoted, such as when the property is a hazard to health or other property and requires immediate disposition.

f. Disposal is necessary in the public interest during the period of a national emergency declared by the President or the Congress. The authority of this paragraph shall be used only with respect to:

(1) Particular items of personal property identified by the Administrator of General Services.

(2) Specifically described category or categories of property determined by the Administrator of General Services during any period fixed by the Administrator but not in excess of 3 months. (**NOTE:** Declaration of a national emergency alone is not justification for use of this authority. Other compelling reasons must exist for negotiation in the public interest).

2. The DRMS Commander or designee is authorized to approve negotiated sales of FEPP when the estimated fair market value is under \$250,000.



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3. Sales of Vessels. The Secretary of the Navy authorizes the DRMS to approve the sales of Navy vessels (battleships, cruisers, aircraft carriers, destroyers, and submarines) stricken from the Naval Register under 10 USC 7304 carried out in provisions of Executive Order 11765, 21 January 1974.

G. DISSEMINATION OF AWARDS INFORMATION. DRMS shall provide awards information to all interested parties.

H. CONTRACT ADMINISTRATION FILES. Contract administration files shall consist of a sale solicitation folder, financial folder, individual contract folder(s), and an unsuccessful bids folder for each sale. DRMS shall develop procedures for maintaining, completing, reviewing, and auditing these files.

I. RETAIL SALES. Retail sales of surplus, foreign excess, and abandoned privately-owned property may be conducted at DRMOs whenever such a program can effectively and economically be used to supplement other methods of sale. The DRMS may approve retail sales on a case-by-case basis using the following guidance:

1. All items shall undergo screening, as appropriate, before being offered for retail sale.
2. The item being sold must have a fair market value of less than \$15,000.
3. All property received as items, if offered for sale by retail, shall be sold as items and not by weight or lot. An exception to this policy is granted for scrap authorized for retail sale (see subparagraph I6 below).
4. Prices established must reflect the estimated fair market value of the property and must be publicized to the extent consistent with the nature and value of the property.
5. Limitations of retail sales
  - a. Retail sales are limited to FSCs approved by GSA.
  - b. Property must be DEMIL code "A."
  - c. The retail selling price of property may not be set below the price it would bring by competitive bid.
6. Scrap may not be sold by the retail sale method except as authorized by DRMS. These authorizations shall be limited to specific situations and types of property for which deviation can be fully justified. Authorizations shall be in writing, and shall specify the quantities and types of property and time period covered.

7. Retail sales shall be conducted on a first-come-first-served, as is where is, basis. Cash or credit/debit cards are the only authorized payment methods.

8. With the exception of the following DoD and USCG personnel, retail sales shall be open to the public and to all U.S. Government personnel.

a. A civilian employee of the DoD or the USCG whose duties at the installation where the property is sold include any functional or supervisory responsibility for or within the DoD Materiel Disposition Program.

b. A member of the Armed Forces of the United States, including the USCG, whose duties at the installation where the property is being sold include any functional or supervisory responsibility for or within the DoD Materiel Disposition Program.

c. An agent, employee, or immediate member of the household of personnel in the aforementioned subparagraphs.

9. Property having a fair market value exceeding \$15,000 is subject to the limitations applicable to negotiated sales of surplus personal property.

**J. DEFAULTS, MISTAKES IN BIDS, DISPUTES AND APPEALS, CLAIMS, AND PROTESTS AGAINST AWARDS.** SCOs shall process all defaults, mistakes in bids, disputes, appeals, claims, and protests in accordance with established DRMS procedures.

#### **K. SALE RELEASES**

1. DRMO personnel or representatives shall inspect all sales property when it is delivered or shipped to purchasers, in order to prevent error, fraud, or theft. Base commanders shall provide, by letter designation and upon request from the DRMO, the names, telephone numbers and titles of those non-DRMO personnel authorized to release property located at their activities. Annually, in January or as changes occur, base commanders shall provide additions, deletions, and revisions in writing to the DRMO.

2. Property sold by weight shall be weighed at the time of delivery to the purchaser. Property sold by unit shall be counted or measured at the time of delivery.

#### **3. Weighing of Sale Deliveries**

a. **DRMO Scales.** The DRMO is responsible for the inspections of platform, truck, and railroad scales at a frequency not less than annually and more often if required by State or local

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laws. A record shall be maintained of visits by qualified inspectors showing the date of the visit, and where appropriate, action taken to correct the accuracy of the scales. It is the responsibility of the DRMO to initiate the action to obtain the services of a qualified scale inspector, and to request repair action when needed.

b. **Military Services/Defense Agency Scales.** The host installation shall inspect, calibrate, and maintain scales under their jurisdiction at a frequency not less than annually and more often if required by States or local laws.

4. Purchasers are required to pay, before delivery of any of the property, the full purchase price based upon the quantity or weight as set forth in the sale offering, except for term sales. If prepayment of an overage quantity is not practicable or possible, payment shall be due upon issuance by the SCO of a Statement of Account after release of property. Where the purchaser is a State, local government, or instrumentality thereof whose laws or regulations prevent payment before delivery, the purchaser shall be provided 60 days from the date of removal of property within which to make the payment.

5. Removal of property shall be subject to general and special conditions of sale and the loading table as set forth in the sale solicitation and resulting contract.

### **L. MLI/SLI**

1. Policy and procedures for the control of MLI/SLI, are contained in DoD 4160.21-M-1, and incorporate the provisions of DoDD 2030.1, Trade Security Controls on DoD Personal Property. It applies to all MLI/SLI property owned, procured by or under the control of the DoD (referred to as U.S. origin property), that is released through transfer, donation, grant loan, lease, barter, trade or sale to any entity other than another DoD Component activity (except DoD/Military Service museums), to include all Government owned property furnished to or acquired by DoD contractors. It also applies to U.S. Origin property that was sold by commercial sale and licensed for export by the DoS, Bureau of Politico-Military Affairs, Office of Defense Trade Controls (PM/ODTC); the Department of Commerce, Bureau of Export Administration (BXA); the DT, Office of Foreign Assets Control (FAC); or that is granted or sold by the DoD through Security Assistance Programs, to include the MAP.

2. **Specialized Sale of Defense Items Requiring DEMIL.** See DoD 4160.21-M-1.

### **M. COMMERCIAL SPACE LAUNCH ACT (CSLA) (PUBLIC LAW 98-575)**

1. **General.** The purpose of the CSLA is to promote economic growth and entrepreneurial activity through the utilization of the space environment for peaceful purposes; encourage the private sector to provide launch vehicles and associated launch services; facilitate/encourage the acquisition (sale, lease, transaction in lieu of sale, or otherwise) by the private sector of launch

property of the U.S. which is "excess or otherwise not needed for public use," in consultation with Secretary of Transportation. Donation screening is not required prior to sale.

## 2. Responsibilities

a. The Director, Strategic Space Systems (OUSD [Space]), has the primary responsibility for coordinating DoD issues/views with the DoT, other Executive Department organizations, and the Congress, on matters arising from private sector commercial space activities, particularly the operations of commercial expendable launch vehicles national security interests.

b. The Secretary of the Air Force has primary responsibility for establishing, coordinating, implementing, and monitoring procedures with the DoD components and with Executive Department organizations regarding private sector commercial space activities. USAF responsibilities include managing the use of property and services at USAF-operated bases and ranges, as well as ensuring consistency among the DoD components in supporting private sector commercial space operations by establishing and maintaining a Standard Commercialization Agreement for use by all DoD components.

c. The DRMS is the DoD executive agent for CSLA sales. Sales will be by competitive bid to U.S. firms or persons having demonstrated action towards becoming a commercial launch provider. The OUSD(Space) and the USAF will support DLA/DRMS, as necessary, in the sale or transfer of excess and surplus personal property to the private sector, to include the identification of potential bidders, and any special sales terms and conditions. The DoD generator will also assist, as necessary, in completing sales transactions.

## N. RESOURCE RECOVERY AND RECYCLING PROGRAM (RRRP)

### 1. General

a. All installations, worldwide, shall have recycling programs as required by Executive Order 12780. Pursuant to Public Law 97-214 (10 USC 2577), and DoD Instruction (DoDI) 4715.4, Pollution Prevention, each installation and facility not on a military installation, worldwide, shall have, or be associated with, a QRP to service all tenant activities. This includes all leased and Government Owned/Contractor Operated (GOCO) space. Installations having several recycling programs shall incorporate them into the single installation QRP. Each DoD Component will ensure the GOCO facilities participate in QRP. Each QRP shall have a designated coordinator.

b. Recyclable material includes materials diverted from the solid waste stream and the beneficial use of such materials. Diversion includes collection, separation, and processing of

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materials for use as raw materials in the manufacture of goods sold or distributed in commerce or, the reuse of materials as substitutes for goods made of virgin materials. Examples of recyclable materials include, but are not limited to, paper, food waste, plastic, glass, all cardboard and other packaging materials, newspapers, and empty food beverage containers.

c. Each QRP shall be continually reviewed to identify materials appropriate for waste stream diversion, explore recycling methods and identify potential markets. Additional recyclable materials include not only materials generating profit, but materials whose diversion from the waste stream generate a savings to the Department in disposal costs, or when diversion is required by state/local law or regulation. Materials generated from non-appropriated or personal funds (e.g. post consumer wastes from base housing, private homes, and installation concessions) may be included.

### **2. Responsibilities**

a. DoD components may authorize installation commanders to sell recyclable materials directly. Otherwise, recyclables will be turned in to the DRMO for disposal. If selling directly, installations shall maintain operational records for annual fiscal year reporting requirements, review, and program evaluation purposes. These records are to include at a minimum, quantity and types of materials recycled and proceeds from sale and shall be consistent with guidance provided by the Comptroller. Sales shall be accomplished in accordance with the FPMR and military service/agency regulations.

b. Excluded Materials (see DoDI 4715.4)

c. Although scrap recyclable materials do not require formal screening, those purchased with appropriated funds, as surplus property under the FPMR, are nonetheless available to meet RTD requirements.

3. Collection and Distribution of Proceeds. When sold directly by the installation, proceeds shall be used to reimburse the installation level costs incurred in operating the recycling program. After reimbursement of the costs incurred by the installation for operations (i.e., operation and maintenance, and overhead), installation commanders may use the remaining sales proceeds as authorized by DoDI 4715.4.

**O. SALES TO STATE AND LOCAL LAW ENFORCEMENT AND FIREFIGHTING ORGANIZATIONS.** 10 USC 2576 authorizes the Secretary of Defense to sell to state and local law enforcement and firefighting agencies, surplus pistols, revolvers, shotguns, rifles (caliber not exceeding .30), ammunition, gas masks, and protective body armor.

P. COLLECTION, DISTRIBUTION, AND DEPOSITING OF PROCEEDS

1. Acceptance of Payment

a. Buyers may pay for purchased property with cash, cashiers check, certified check, traveler's check, bank draft, money order or credit/debit cards (as authorized by the U.S. Department of the Treasury). Bidders whose payment is accompanied by a bank letter of credit, or who have on file an approved bank guarantee or bid bond may make payment by uncertified personal company checks up to the penal sum of their bond or the amount of their letter of credit.

b. Acceptance of Foreign Currency

(1) Buyers of FEPP shall pay in U.S. dollars or the equivalent in foreign currency which is readily convertible into U.S. dollars. Where U.S. dollars are not available, or a greater monetary return to the United States can be realized, the acceptance of foreign currency is authorized subject to the following conditions.

(a) Payments exceeding the equivalent of 5,000 U.S. dollars in individual sale transactions (that is, total of all items offered in a single sale, not for individual items included in a sale) may be accepted only after obtaining prior approval from the Defense Finance and Accounting Service (DFAS), which shall, when required, submit the requests through their Comptroller channels to the DoS and TD for approval. In countries where a considerable amount of FEPP may be available for sale and where it is expected it may be necessary to accept foreign currency, DRMS shall submit a request to the DFAS. That office shall submit, through their Comptroller channels, a request for an annual authorization. on a calendar year basis, for the acceptance of foreign currency.

(b) Payments of up to the equivalent of 5,000 U.S. dollars for individual transactions, at the rate of exchange applicable to the U.S. Government, may be accepted without further consultation if:

1 Assurance has been obtained through the local DoS representative that such currency may be used in payment of any or all U. S. Government expenditures in the country whose currency is accepted. This provision is applicable only when annual authorizations have not been received.

2 It is not feasible to sell for U.S. dollars or to ship the property to a country (other than the United States, except where property is a type authorized for return) where it may be sold for U.S. dollars or a freely convertible foreign currency.

3 The currency is not that of a country whose assets in the U.S. are blocked by TD regulations.

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4 The currency is that of a country with which the United States maintains diplomatic relations.

(c) Foreign currency accepted need not be the currency of the country of sale if the currency offered is otherwise acceptable to the DoS and TD and can be accepted under the U.S. and host governments agreements governing the sale of U.S. FEPP. In this connection, the sale solicitation shall indicate the foreign currencies which shall be accepted for a particular sale.

2. Collection and Deposit of Proceeds. See DoDI 7310.1, Disposition of Proceeds from DoD Sales of Surplus Personal Property.

### **Q. SUSPENSION AND DEBARMENT OF BIDDERS**

1. Authority to Suspend and Debar. For the purpose of this chapter, the DLA Special Assistant for Contracting Integrity (DLA-GC) is the exclusive representative of the Secretary of Defense to suspend or debar contractors from both contracts for the purchase of Federal personal property generated by the DoD under the FPMR 101-45.16 and this manual and DLA acquisition contractors under the FAR Subpart 9.4. The DLA Special Assistant for Contracting Integrity has re-delegated authority to suspend or debar contractors who solely engage in the purchase of Federal personal property generated by DoD to DRMS Counsel with respect to offerors on sales contracts whose principal place of business is located in a geographic area not within the area of responsibility of DLA Europe or Pacific, where authority is delegated to Counsel DEUR-G or DPAC-G, respectively.

2. Concurrent suspension or debarment with respect to offerors on both sales and acquisition contracts whose principal place of business is located within all areas except the area of responsibility for DLA-Europe rests exclusively with DLA Special Assistant for Contracting Integrity. In such cases, reports recommending simultaneous suspension or debarment from the sale of Federal property and acquisition contracts shall be prepared by sales contracting officers and forwarded through their servicing legal office to DLA-GC for action by the Special Assistant for Contracting Integrity.

3. Copies of all DRMS debarment and suspension orders shall be forwarded to DLA-GC for record keeping purposes. DRMS shall transmit copies of DRMS debarment and suspension actions to GSA for inclusion in Category J or K of the GSA's List of Parties Excluded From Procurement and Non-procurement Programs.

#### **4. Policy**

a. The FPMR and this manual are recognized as the authority for the suspension or debarment of bidders/contractors whose only contractual dealings with the DoD are through

participation in DRMS sales of Federal personal property generated by the DoD.

b. The DRMS and its subordinate sales activities shall solicit offers from, award contracts to, and consent to subcontracts only with responsible contractors, as defined by FAR 9.104.1.

c. The policies, procedures, and requirements of the FAR Subpart 9.4 and DoD FAR Supplement Subpart 209.4 are incorporated by reference and made applicable to contracts for, and to contractors who engage in the purchase of Federal personal property generated by DoD. In addition, the policies, procedures, and requirements of DLAD 4105.1, Defense Logistics Acquisition Directive, Subpart 9.4, are incorporated by reference and made applicable to offerors who bid on both sales contracts and acquisition contracts and are recommended for suspension or debarment.

d. The suspension or debarment of a contractor from the purchase of Federal personal property has Government-wide effect and precludes any agency from entering into a contract for purchase of personal property with that contractor unless the agency's head or a designee determines that there is a compelling reason for such action (See FAR 9.405(a)).

e. Parties who violate TSC may be recommended for debarment or suspension as prescribed in DoD 4160.21-M-1, DoD DEMIL and TSC Manual.

5. **Scope of Suspension or Debarment.** In addition to applicable guidance in the FAR and DoD FAR Supplement, contractors suspended, debarred, or proposed for debarment are also excluded from conducting business with the Government as agents or representatives of another contractor. Firms or individuals who submit bids on sale solicitations on behalf of suspended or debarred contractors, or in any other manner conduct business with the Government as agents or representatives of suspended or debarred contractors, may be treated as "affiliates" in accordance with FAR 9.403 and may be suspended or debarred.

6. **Reporting Requirements.** Sales contracting officers shall prepare reports in accordance with DoD FAR Supplement 209.472-2 in all cases where sales contractors are recommended for suspension or debarment for the reasons outlined in FAR 9.406-2, 9.407-2, and DoD FAR Supplement 209.473-5. Completed reports shall be submitted to the suspension/debarment authority through the servicing legal office, DRMS-G, DEUR-G, or DPAC-G, as appropriate.

7. **Inquiries from Suspended or Debarred Bidders.** All inquiries regarding suspended or debarred bidders shall be referred or forwarded to the office effecting the action.



## CHAPTER 8

### ABANDONMENT OR DESTRUCTION

#### A. GENERAL

1. This chapter prescribes general policies on the disposition of nonhazardous surplus and FEPP by A/D, or donation instead of A/D. A/D actions must consider the provisions of Chapter 4, Property Requiring Special Processing, Chapter 9, Disposal of FEPP, and Chapter 10, Environmentally Regulated and Hazardous Property.

2. Generating activities are responsible for the disposition of refuse and trash (see Chapter 3; Receipt, Handling and Accounting), therefore, this chapter does not apply to refuse and trash.

3. A/D shall be accomplished in a manner which will not be detrimental or dangerous to public health, safety, or the environment; will not infringe upon the rights of others; or will not violate country-to-country agreements.

#### B. CRITERIA

##### 1. A/D Officer and Witnessing Party

a. The cognizant Service or agency shall appoint an individual to serve as the A/D Officer. This individual must be conversant with applicable publications; and, in compliance, develop required supportive findings; and sign A/D certifications. This individual may not be the accountable officer, the responsible property officer, or serve as a witnessing party to A/D actions.

b. Witnessing Party. This individual shall attest to having observed the actual accomplishment of A/D action. The witnessing party will normally not be involved in the receipt, classification, or accounting of property.

2. Property may not be abandoned or destroyed unless one or more of the following conditions are met.

a. A finding is made and documented which indicates A/D is proper for considerations of health, safety, security, or the environment. These findings shall include a written statement from the pertinent official having responsibility in these areas of operation.

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b. Material cannot be reutilized, transferred, donated, or sold because of prohibition imposed by U.S. or host country law, DoD policy, or Military Service regulation such as classified material, radioactive waste, thermal batteries, DoD inspection stamps, and devices. Generating activities are responsible for processing such items in accordance with this manual.

c. Donation has been determined and documented to be infeasible. This shall include a statement that donation is not feasible and rationale for the finding and the property has no sale potential. If at any time before actual A/D, donation of the property becomes feasible, donation action shall be taken unless otherwise specifically prohibited.

d. The property has no commercial value. "No commercial value" means the property has neither utility or monetary value (either as an item or as scrap). Examples of property with no commercial value are: Broken glass; broken vitreous china; and items such as expended electric light bulbs, air filters, and dust cloths. These valueless items may be disposed of by generating activities as refuse and trash. When this type of property has been picked up on a DRMO account, it may be processed for A/D.

e. Sale of the property is uneconomical; that is, when the estimated costs of the continued care and handling of the property exceed the estimated proceeds of sale, and providing the estimated cost of disposal by A/D is less than the net sales cost. The economic feasibility is computed by using the economy formula contained in Attachment 1, this chapter.

3. Property may not be A/D without confirmation that necessary DEMIL has been completed and certified.

4. The accountable activity shall document all actions. The finding shall be entered on (space permitting), or attached to, the DD Form 1348-1A, which shall be used to credit the account for property being A/D. The written statement shall clearly identify the property being proposed for A/D, and shall contain a recommended course of action for disposition of the property in question. The DD Form 1348-1A shall cite the NSN (if applicable), description, quantity, condition code, unit and total cost, and, if the situation warrants, location of the property.

### **C. PUBLIC NOTIFICATION REQUIREMENTS**

1. Property may not be A/D until after public notice of the proposed A/D has been given. (NOTE: GSA has granted DRMS a waiver to this requirement.) The following are exceptions to the requirement for public notice:

a. A/D is required due to health, safety, security, or environmental considerations; or, disposal by reutilization, donation, or sale is prohibited by U.S. law, DoD policy, or Military Service regulations.

b. The value of the property is so little or the cost of its care and handling is so great that its retention for donation or sale is clearly not economical. Whenever the line item value of property proposed to be A/D at any one location or at any one time has an original acquisition cost (estimated if unknown) of less than \$500, immediate A/D is justified.

c. Property having no commercial value as explained in paragraph B2d.

d. FEPP to be A/D without public notice shall be processed in the same manner as prescribed above, if this course of action is not in conflict with existing country-to-country agreements, DoD 5105.38-M, and Unified Command Supplement.

2. The public notice for the A/D of surplus property may include, but is not limited to, the media, such as, newspapers, posters in Federal buildings, local radio announcements. The notice shall be given in the area in which the property is located; it shall contain a general description of the property to be A/D, and shall include an offering of the property for sale. A sample of a poster which may be used for posting in Federal buildings is contained in attachment 2, this chapter. The public notice should be posted a minimum of 7 calendar days before the beginning of A/D.

#### **D. FEPP**

1. With the exception of property requiring DEMIL or property dangerous to public health, safety, and the environment, FEPP with no sales potential may be donated to organizations specified below, upon proper findings that the property is donable. Assistance in obtaining information on the activities or organizations unknown or not familiar to the installation concerned should be requested from the local representative of the DoS. Preference shall be given to eligible donees in the order listed below. Donations may be accomplished without cost to:

a. Any organization, institution, or agency of the U.S. Government.

b. Any organization, institution, or agency of any friendly foreign government or local subdivision thereof.

c. Any nonprofit scientific literary, educational, public health, public welfare, charitable institution; any hospital or similar institution, organization, or association in a friendly country, if its activities are not adverse to the interests of the United States. Written request from a donee shall include, as a minimum, a brief statement of its activities, general information as to the use to be made of the requested property, and a statement that the property is needed and is being acquired for such purposes and may not be resold or put to any other use. Donations may be made to foreign nonprofit institutions, but preference shall be given to those organized under the

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laws of the United States or any territory, state, or possession thereof, and supported in whole or in part through use of funds raised chiefly from sources in the United States, its territories, or possessions.

2. The advice of the local representative of the DoS shall be obtained as to how donation of FEPP shall be made so as to serve the U.S. foreign policy interests and objectives in the area. Local arrangements between representatives of the DoS and the DoD should be sufficiently flexible to permit advice covering donation of FEPP on a continuing basis, subject to periodic review as necessary, rather than on a case-by-case review. The advice of the representative of the DoS shall be given consideration in reaching a decision as to the recipient of the property to be donated.

### **E. APPROVAL AND CERTIFICATION REQUIREMENTS**

#### **1. Approvals**

a. Each line item of surplus or FEPP proposed to be disposed of by A/D must be approved by the installation commander in the case of a generating activity, or the DRMO Chief.

b. In reaching a decision, consideration shall be given to the quantity, condition, location, and type of property involved, market conditions, past experience from attempts to sell similar property under similar conditions, either competitively or by negotiation, and any other factors having a bearing on the sale of such property. The composition and content of the reviewing authority document may vary to conform to local practice. It must, however, indicate approval of the recommended disposal action or furnish alternate instructions as to means by which disposition of the property shall be accomplished.

c. Items which have been downgraded to scrap by the DRMO shall be regarded in terms of the item's original acquisition cost except in cases of MLIs which have been reduced to scrap as the result of DEMIL, or except where destruction has been directed under a provision in Chapter 4, Property Requiring Special Processing.

#### **2. Approval of the Method of A/D**

a. Approval must be obtained from the appropriate installation official as to the method to be used, if A/D is to be accomplished on the installation's real estate. Where the proposed A/D action involves only innocuous property and the proposed method has been previously coordinated with the installation (such as, by letter, ISA, or MOU) the requirement of the preceding sentence shall be considered as satisfied.

b. Approval of the appropriate host government official must be obtained before ultimate disposal of FEPP on foreign soil, exclusive of U.S. installation landfills.

3. Certification. All DD Forms 1348-1A used to credit an account for A/D actions must include certifications substantially in the formats shown below.

a. A/D Officer Certification

"I certify that the above listed property was (abandoned/destroyed) in a manner authorized by DoD 4160.21-M and other applicable directives.

\_\_\_\_\_  
Abandonment/Destruction Officer

\_\_\_\_\_  
Date"

b. Witness Certification. One of the following statements shall be used to witness the A/D of the property.

(1) When A/D of property is accomplished by the DRMO or generating activity, the following witness statement shall be used:

"I have witnessed the (abandonment/destruction) of the property described here and it was (abandoned/destroyed) in the manner prescribed.

\_\_\_\_\_  
Witnessing Party

\_\_\_\_\_  
Date"

(2) When A/D is performed on a contract basis, (not including abandonment in a commercial trash dumpster), the statement below shall be used:

"I have witnessed the release of the property listed here to a hauler/operator as an item for ultimate disposal action or for later destruction in accordance with applicable directives/contracts.

\_\_\_\_\_  
Witnessing Party

\_\_\_\_\_  
Date"

**NOTE:** Supporting documentation; that is, return of a signed statement to the DRMO/generating activity, shall be required as a term of the contract to acknowledge that proper destruction or ultimate disposal of the property has been accomplished in accordance with appropriate directives/contracts.

## ECONOMY FORMULA

### Reference: Chapter 8, Paragraph B2e

1. In order to provide a means of determining if the estimated cost of care and handling may exceed the estimated proceeds of sale, the economy formula shall be applied to those items of property whose sale value is questionable.

a. Exceptions to the Application of the Economy Formula

(1) All items containing significant recoverable quantities of strategic and critical materials shall be processed in accordance with Chapter 4, Property Requiring Special Processing.

(2) All items containing recoverable quantities of precious metals shall be processed in accordance with Chapter 4 and Chapter 11, PMRP.

(3) Whenever the line item value of property proposed to be A/D at any one location or at any one time has an original acquisition cost (estimated, if unknown) of less than \$500, its immediate A/D is justified.

b. "Care and handling" includes preserving, protecting, storing, handling, transporting, and preparing the item for sale; and, in the case of property which would be dangerous to public health or safety, rendering innocuous such property in order to accomplish its sale. The formula is computed as follows.

(1) Estimate the gross sale value of the property, based upon previous experience, advice of reliable merchants or specialists, etc.

(2) Estimate collection, segregation, and processing costs.

(3) Estimate other sale preparation and sale costs, exclusive of direct supervisory and administrative overhead.

(4) Compute direct sale overhead at 15 percent of subparagraph 1b(3).

(5) Formula: 1b(1) minus (1b(2) plus 1b(3) plus 1b(4)) equals estimated net sale value.

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2. When salvageable material and worthless refuse can be picked up on the same load by one truck and the segregation maintained to the delivery point, the cost of collection shall be considered insignificant and shall be disregarded. Substantial differences in the cost of collection shall be taken into account.

3. When the net sale value determined as a result of the economy formula shows a plus figure, the items shall be processed for disposition by sale. When it shows a minus figure, the net sale value shall be compared with the estimated cost of disposal by A/D. If the estimated cost of disposal by A/D is less than the net sale value figure, the items shall be abandoned or destroyed. If the estimated cost of disposal by A/D exceeds the net sale value figure, the items shall be processed for disposition by sale, even though the net sale value shows a minus figure.

4. Economy formula results shall be kept current and on file by DRMOs, for such inspection and audit as may be appropriate. Items shall be retested annually or following any marked change in any of the factors included in the formula, whichever occurs first.

**PUBLIC NOTICE**

1. NOTICE is hereby given that the (name of activity) proposes to initiate abandonment or destruction procedures for the following surplus Government property:

Item Name: \_\_\_\_\_

General Description: \_\_\_\_\_  
\_\_\_\_\_

NSN: \_\_\_\_\_

Quantity: \_\_\_\_\_

Condition: \_\_\_\_\_

Unit of Issue: \_\_\_\_\_

Total Acquisition Cost: \_\_\_\_\_

2. Beginning on \_\_\_\_\_, until close of business (three (3) workdays), the (Date)  
(date)  
above property shall be available for donation to public bodies. Property remaining after  
\_\_\_\_\_ shall be available for removal on a first-come, first-served basis to the general  
(date)  
public until the close of business, (eight (8) workdays). After this date, \_\_\_\_\_, all  
(date) (date)  
remaining property shall be abandoned or destroyed in accordance with applicable U.S.  
Government regulations.

3 This property is available for inspection at \_\_\_\_\_  
\_\_\_\_\_ (location) \_\_\_\_\_ (host)  
from \_\_\_\_\_ to \_\_\_\_\_, Monday through Friday, excluding holidays.  
(hour) (hour)

4. Notwithstanding the above, commencing with the posting of this notice and so long as the property is available, the U.S. Government shall consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.

5. Interested parties are invited to contact: \_\_\_\_\_  
(name)  
at \_\_\_\_\_  
(telephone) \_\_\_\_\_ (address) \_\_\_\_\_ (hours available)



**CHAPTER 9****DISPOSAL OF FOREIGN EXCESS PERSONAL PROPERTY****A. GENERAL**

1. The "Act" requires each Executive agency having FEPP to be responsible for its disposal. On a case by case basis, DRMS will assist the Military Services generators by providing sales services, limited screening, and other disposal support, as may be required. In all cases, DLA will closely coordinate disposal actions with the appropriate Unified Command and the DoS. The DRMO Contingency Operations mission falls under the DLA Contingency Support Team (DCST), and that it responds only when the Director, DLA responds to a Commander-in-Chief's Operations Order tasking DCST. FEPP is a distinct category of property not to be confused with "excess and surplus".

2. FEPP, excluding HP, may be directed/retrograded to the closest DRMO (with prior coordination of the DRMO and receiving DRMO host country). For property located in remote areas without a servicing DRMO, DRMS will determine the type and level of disposal services that can be provided and determine requirements for obtaining contracted disposal services for HW, where necessary. Generators will closely coordinate projected property disposal requirements with DRMS.

3. Generators will properly identify (by a Material Safety Data Sheet [MSDS]/HW Profile Sheet [HWPS]) FEPP HP generated overseas and turn it in according to Chapter 10, Environmentally Regulated and Hazardous Property. Prior to relinquishing accountability and/or physical custody of HP to a DRMO, overseas generators will comply with the applicable requirements as specified in the Final Governing Standards (FGS) established pursuant to the procedures outlined in the OEBGD and DoDI 4715.5.

4. The Excess Property Unit (EPU) of the U.S. Embassy in the Federal Republic of Germany is authorized to obtain excess equipment after it is determined excess to the DoD, ahead of Security Assistance requirements. This authorization applies to excess vehicles, furniture, office equipment, and related general purpose equipment. Based on a request from the U.S. DoS, this authorization has been extended indefinitely. Accordingly, the EPU may physically screen the aforementioned types such excess property still on the books of US Army Europe (USAREUR) and USAF Europe (USAFE), i.e., but not yet turned-in to a DRMO. However, receipt and issue documentation shall be processed by the servicing DRMO.

5. Disposal actions will be coordinated according to Public Law, Executive Direction, Theater Contingency Operations plans, FGSs promulgated in accordance with procedures established in the DoD OEBGD, and applicable host nation laws and international laws and /or agreements.

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6. This chapter applies only to property located outside the United States, Puerto Rico, the Virgin Islands, American Samoa, Guam, and the TTPI. For property located in Canada, only that portion that prescribes the procedures for the determination of property as foreign excess is applicable. In order to conform to an existing agreement between the United States and Canada, the disposition of such property shall be in accordance with that specific agreement.

**B. STATUTORY AUTHORITY.** These instructions are based upon the authority for the disposal of foreign excess property as contained in the Federal Property and Administrative Services Act of 1949, as amended (40 USC 511-514), and other pertinent statutes as are referred to here.

### **C. U.S. FOREIGN POLICY**

1. U.S. foreign policy shall govern the disposition of FEPP whether by sale, donation, or A/D. In order that the foreign policy of the United States may be effectively served in foreign countries, foreign excess disposal programs shall be developed and conducted with the coordination and approval of the U.S. diplomatic mission in the country concerned. Accordingly, DoD components or their representatives, shall maintain close liaison and cooperate with the U.S. diplomatic representatives and consular offices in the country concerned in order to receive necessary approvals, recommendations, and suggestions from the local U.S. DoS representatives.

2. In conjunction with assigned responsibilities DRMS may deviate from prescribed disposal policy which is in conflict with country-to-country agreements. Proposed deviations shall be reviewed by DRMS/DLA before they are accomplished. Copies of overseas command implementations of bilateral agreements shall be provided to DLA/MMLC, 8725 John J. Kingman Road, Suite 4133, Fort Belvoir, VA 22060-6221 and the HQ of the Military Departments concerned.

3. FEPP may not be sold directly or indirectly to denied areas (see DoD 4160.21-M-1).

### **D. PROCEDURES**

#### **1. Screening**

a. DRMS will screen FEPP in the same manner as CONUS excess and surplus personal property.

b. Security Assistance Screening. SAOs or representatives of the country in which FEPP is located may request items under normal security assistance sales or transfers (DoD 5105.38-M). These requests should be approved to the degree they contribute to the effective disposal of

property. Items may be held until released provided any added storage costs are reimbursed to DoD. Use of in-process or implemented Letter of Offer and Acceptance (LOA) may not be available prior to disposal.

**c. Screening for Transfer and Donation**

(1) GSA and other Federal agency representatives are authorized to screen FEPP on behalf of Federal civil agencies and authorized organizations for return and use in the United States. Property identified by these screeners as having potential use shall be designated for return to the United States. Through on-site representatives, or by other means, GSA or the transferee shall arrange for shipment (including containerized loads). The transferee shall be responsible for the actual costs incurred and billed for PCH & T of FEPP to facilities in the United States unless other arrangements are made by DLA and GSA. In addition, GSA may establish procedures with DRMOs having FEPP where GSA on-site representatives are not located to make a determination as to whether property from those locations shall be returned. Such procedures shall be coordinated with DLA. DRMOs having FEPP shall release items for return to the United States upon receipt of documentation by the pertinent GSA office approving the return. The SF 122/123 are the most common methods by which the DRMO should anticipate these approvals.

(2) In addition, the GSA or its accredited representative of the National Association of SASPs may screen FEPP on-site for return to the United States for later donation purposes. DEMIL needs and other limitations normally imposed on disposal of FEPP shall not apply to property being returned to the United States for donation purposes. After property has been formally selected for return to the United States by an accredited SASP representative, the respective DRMO shall hold the property for a maximum period of 14 days to permit processing of the application and approval by GSA. The SF 123 is the most common method by which the DRMO should anticipate these approvals. Explicit shipping instructions must be provided with each request. All aspects of the shipping arrangements must be made with commercial shippers and shall be monitored by the requesting SASP. Packing, handling, and crating arrangements are the responsibility of the recipient. In the event the DRMO can provide these services, the application must include a statement that the SASP agrees to pay for all requested PCH & T, and related incidental costs, even if, upon receipt, the property proves unsuitable for the proposed use.

(3) Recipients of property returned to the United States, whether they be for Federal civil agencies, SASPs, or donees, are required to pay the costs for their return to the United States. Therefore, FEPP required for return to the United States for further Federal civil agency, SASP, or donee use shall be supplied only through the method described in this paragraph.

2. FMS of FEPP. See Chapter 12, Security Assistance.

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3. Disposal of FEPP for substantial benefits or the discharge of claims

a. FEPP (excluding real estate; naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines; and records of the DoD) may be transferred by the Secretary of Defense to foreign countries for foreign currencies or credits, substantial benefits, or the discharge of claims resulting from the compromise or settlement of such claims, in accordance with the law, when the Secretary of Defense determines that the transfer is in the interests of the United States. DUSD (L) is authorized to approve disposal of FEPP for substantial benefits or the discharge of claims when it is determined that it is in the interest of the United States.

b. FEPP shall be eligible for disposal for substantial benefits or the discharge of claims after DoD, FMS, and GSA/SASP screening is accomplished as prescribed in this chapter, unless a waiver from DUSD (L) is obtained.

c. Disposal of FEPP for substantial benefits or the discharge of claims shall be accomplished through use of an MOU. The MOU shall incorporate the mandatory restrictions on the ultimate destination, use, and disposition of the FEPP; identify the items and the value of the items using the higher of its market value as military hardware, or fair value computed using the fair value rates listed below; and identify the tangible nonmonetary benefits to be received by the U.S. Government in exchange for the property. Fair value rates are applied to the established inventory price as listed below (excerpted from DoD 7000.14-R, DoD Financial Management Regulation, Security Assistance Policy and Procedures.).

<u>Federal Condition Code</u>	<u>Percent of Inventory Price of Materiel</u>
A-1 (Serviceable, unused-good)	50
A-4 (Serviceable, used-good)	40
A-2, A-5, B-1, C-1, D-1, B-4, C-4, D-4 (Serviceable with qualification; materiel is either unused in fair condition or used in good condition).	30
B-2, C-2, D-2, B-5, C-5, D-5, D-7, E-7, F-7, G-7 (Serviceable with qualification; if unused in fair condition; if used in good condition.) (Also includes unserviceable items which are in good condition but require minor repairs.)	20

A-3, B-3, C-3, D-3, A-6, B-6, C-6, D-6, H-7, F-8  
(Serviceable, in poor condition; unserviceable, in  
poor condition; or, unserviceable because item requires  
minor repairs.)

10

D-8, H-8, D-9, H-9, F-9, F-X, G-X, H-X  
(Unserviceable, requiring major repairs.)

5

d. DUSD (L) shall coordinate with the ASD(ISP) and the General Counsel, DoD, in the review and approval of any proposed MOUs relative to this procedure.

e. DoD Military Departments shall:

(1) Determine, in full coordination with the appropriate Chief of the U.S. Diplomatic Mission, based on local conditions, whether it is in the interests of the United States to dispose of DoD FEPP for substantial benefits or the discharge of claims.

(2) Report FEPP at the earliest possible date for DoD reutilization screening, and request expedited screening or waivers of screening when pertinent.

(3) Develop the U.S. Government position and, in coordination with the DoS, conduct disposal negotiations with the recipient country.

(4) Submit proposed MOUs with justification and supporting documentation to the DUSD (L) for review and approval.

f. The Director, DLA, shall:

(1) Provide on-site assistance within reasonable limits of existing resources, to include accepting accountability of FEPP received in-place, and accomplishing transfer of title to the recipient country.

(2) Ensure that all requests for expedited screening or waivers of screening are promptly handled.

#### **E. LIAISON WITH U.S. DoS**

1. The "Act" requires that disposition of FEPP conform to the foreign policy of the United States. To prevent delays of proposed sales and to accord appropriate DoS representatives ample opportunity for consideration of possible foreign policy aspects, sales plans or programs should be developed as far in advance of scheduled sale as possible and processed for coordination and approval. To fulfill this requirement, the following procedures for processing sales of FEPP have been coordinated with the DoS.

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2. The U.S. diplomatic mission of each country where property for a sale solicitation is located shall be provided a copy of that sale solicitation expeditiously. The U.S. diplomatic mission shall be advised of MLI and MAP excess property that are included in a sale solicitation. U.S. mission personnel for this purpose means American diplomatic or consular representatives in the country whose government wishes to negotiate the purchase of MLIs as designated in the DoS's International Traffic in Arms Regulations. This requirement also applies to MLI scrap regardless of the purchaser.

3. Prior to award, DRMS shall arrange for the appropriate American Embassy or TSC office to conduct I&R checks on successful bidders of MLI/SLI property, including named purchaser(s) and subreceiver(s).

### **F. TYPES OF SALES**

#### **1. General**

a. It is DoD policy to sell FEPP by competitive bid type sale to the maximum extent practicable. However, in some instances, the country-to-country agreement may require host government right of first refusal on FEPP generated in the country. Normally, an agreement made between the U.S. Government and the foreign government concerned shall provide the conditions under which United States generated FEPP may be disposed. The DoS or the U.S. diplomatic mission is responsible for making or amending these agreements.

b. Since governmental agreements may not be identical, it is essential that DoD components be thoroughly cognizant of existing agreements applicable to the host government to permit expeditious disposition of FEPP under conditions prescribed in the agreement. Sales shall be conducted in accordance with policy and procedures prescribed in Chapter 7, Sales/RRRP, and any requirements as may imposed by the host country.

2. Sales of U.S. Military Mission Property. Whenever U.S. Government owned property which has been assigned to U.S. Armed Forces Attaches at Military Missions becomes foreign excess, it normally shall be reported to the nearest DRMO for disposition. Where the volume is small and the Army, Naval, or Air Force Attaché Post is located at a point quite distant from any DRMO, the Administrative Officer of the diplomatic mission may be requested to conduct or assist in accomplishing the sale. These sales shall be in accordance with TSC procedures and this manual.

### **G. ABANDONMENT OR DESTRUCTION (see chapter 8, paragraph D).**

## CHAPTER 10

### ENVIRONMENTALLY REGULATED AND HAZARDOUS PROPERTY

#### A. GENERAL

1. The purpose of this chapter is to provide DoD installations and DLA personnel with guidance on handling, processing, and disposing of DoD excess, surplus, and FEPP which may be hazardous to human health and the environment. These types of property are normally regulated under federal or state environmental and safety laws, or other applicable laws and regulations, and overseas, by the DoD Executive Agent's Final Governing Standards (FGS), for the host nation, or the DoD Overseas Environmental Baseline Guidance Document (OEBGD), where no FGS exists. In cases of inconsistency between this manual and the OEBGD/FGS, the latter takes precedence.

2. The DoD policy is to transport, store, handle, and dispose of all regulated and/or hazardous property in accordance with applicable environmental, safety, and other pertinent laws and regulations. Policy and procedures for storage and handling of hazardous material (HM) are found in the joint services manual, "Storage and Handling of Hazardous Material," ARMY TM 38-410/NAVSUP PUB 573/AFR 69-9/MCO P4450.12/DLAM 4145.11. (AFR 69-9 to be redesignated AFJMAN 23-209).

3. For the purposes of this manual, the composite term "Hazardous Property" will be used in this chapter to address excess, surplus, and FEPP described in paragraph A1 above. Radioactive items are not addressed in this chapter (see Chapter 4, Property Requiring Special Processing, paragraph B54).

4. DLA/DRMS is responsible for the disposal of Hazardous Waste (HW) for the DoD in accordance with DoDI 4715.6, Environmental Compliance. Use of DRMS services is the preferred method of disposal. A decision not to use the DLA/DRMS for HW disposal may be made in accordance with DODD 4001.1, for best accomplishment of the installation mission, and shall be concurred with by the component chain of command to ensure that installation contracts and disposal criteria are at least as stringent as criteria used by DRMS (see Attachment 2). The DRMS should be first afforded the opportunity to redress any operational difficulties in providing service. DRMS may request information from the military services, to include lists of facilities doing their own HW disposal contracting, including the type of commodities handled and prices paid.

#### B. RESPONSIBILITIES

1. DoD installation responsibilities are as follows:

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a. Comply with DoD Instruction 6050.5, Hazardous Material Information System, DoD Instruction 6055.1, DoD Occupational Safety and Health Program, DoDI 4715.5, Management of Environmental Compliance at Overseas Installations, DoDI 4715.6, Environmental Compliance, and respective implementing regulations.

b. Where feasible, minimize the generation of quantities of HP through resource recovery, recycling, and/or source separation, and eliminate the use of HP through nonhazardous substitutes, and acquisition policies.

c. Provide technical and analytical assistance, including research and development support, to DLA to accomplish disposal, if requested.

d. Provide all available information to DLA, as required, to complete environmental documentation; such as, environmental impact statements associated with disposal.

e. Identify known hazards contained in property (especially when turned in for DEMIL or as scrap), regardless of condition, that meet the definition of HM (such as mercury switches, Polychlorinated Biphenyls (PCB) capacitors, batteries, asbestos, radioactive components, etc.), and contained fluids, (such as oils, cooling fluids, etc.), that could create conditions that are hazardous to human health and the environment.

f. Properly identify, package, label, and certify conformance with established environmental, safety, and transportation (29, 40, & 49 CFR, host nation (or international) transportation regulations, International Maritime Dangerous Goods (IMDG) guide), criteria before transporting HP in commerce.

g. When requested, assist DLA by providing information and comments on Federal, state, regional, local, and host nation regulations being developed to control HP; such as, ability of particular installation to comply and impact on DoD. Alert DLA to any local situation which could impact HP disposal.

h. Allow DRMO's to receive and store HP, both HM and HW, from off-site DoD generators, consistent with the DoD concept of providing regional storage and disposal capability for DoD activities (within the authority of storage permits/applications existing on the issuance date of this manual).

i. Retain physical custody of HP within the guidelines provided in paragraph C, this chapter.

j. Provide for disposal of the following categories of regulated property:



(1) Toxicological, biological, radiological materials and lethal chemical warfare materials which, by U.S. law, must be destroyed. Once the appropriate destructive actions are taken to meet the military regulations, the by-products may then be turned-in to the servicing DRMO.

(2) Material which cannot be disposed of in its present form due to military regulations; such as Ammunition, Explosives and/or Dangerous Articles, and controlled medical items. This category includes those instances where military regulations require the obliteration of all markings that could relate excess material to its operational program. Once the appropriate actions are taken to meet the military regulation, the resulting material should then be turned in to the servicing DRMO.

(3) Solid waste which is municipal-type garbage, trash, and refuse resulting from residential, institutional, commercial, agricultural, and community activities, which can be disposed of in a state or locally permitted sanitary landfill, regulated as a solid waste under subtitle D of the Resource Conservation and Recovery Act (RCRA), and overseas by host nation laws and regulations and the implementing FGS for the host nation.

(4) Explosive waste and ammunition waste. DLA/DRMS HW disposal contracts do not cover the disposal of ammunition, explosives, or explosive materials or wastes as defined in the Bureau of Alcohol, Tobacco and Firearms, 27 CFR 181.11, the Department of Transportation (DoT), Subpart C of 49 CFR 173, or the Defense FAR Supplement, Parts 252.223-7002 (a)(1) and (2)(i)(iii)(v)(vi).

(5) Contractor generated HM or HW which are the contractor's responsibility for disposal under the terms of the contract. The Environmental Protection Agency (EPA) identification number holder (normally the installation commander) must maintain appropriate control of these materials or wastes and ensure they are transported and disposed of in compliance with applicable environmental laws and regulations.

(6) Refuse and other discarded material which result from mining, dredging, construction, and demolition operations. However, residue from construction and demolition that meets the regulatory definition of hazardous debris may be turned-in to the servicing DRMO for disposal on service contracts.

(7) Unique wastes and residues of a nonrecurring nature generated by research and development and experimental programs which are outside the scope of DLA service contracts.

(8) Infectious medical waste, or for overseas, medical waste regulated by the host nation and under FGS guidelines, including hospital generated infectious waste generated in the

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diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals.

(9) Radioactive mixed wastes that satisfy the definition of radioactive waste subject to the Atomic Energy Act which also contain waste that is either listed as an HW in Subpart D of 40 CFR 261, or that exhibit any of the HW characteristics identified in Subpart C of 40 CFR 261.

k. Provide funding for service contract disposal of HP or for special requirements or services requested on the DLA disposal service contract.

l. Provide funding for special generator fees levied by states on specific waste streams generated in the state levying the fee, or other state generator fees, as may be required by law.

m. Notify and coordinate with DLA/DRMS, prior to taking action on any regulatory findings and/or payment of fees or penalties, concerning HW disposal on DLA disposal contracts.

n. Identify disposal requirements to the DRMOs as early as possible.

2. The DLA responsibilities are as follows:

a. Comply with DoD Instruction 6050.5, Hazardous Material Information System, DoD Instruction 6055.1, DoD Occupational Safety and Health Program, DoDI 4715.5, Management of Environmental Compliance at Overseas Installations, DoDI 4715.6, Environmental Compliance, and respective implementing regulations.

b. Accomplish documentation (including records) for DLA disposal actions as required under applicable environmental and other pertinent laws and regulations.

c. Initiate contracts or agreements for DLA disposal actions, and perform post award functions on disposal contracts.

d. Accept accountability for all HP, except those categories under responsibility of DoD installations (paragraph B1), which has been properly identified as hazardous or environmentally regulated property.

e. Accept sludges and residues from industrial processes and wastewater treatment facilities, including drying ponds.

f. Accept spill residues resulting from immediate cleanup actions of an emergency nature in response to specific, isolated operational spills.

- g. Accept accountability and physical custody, when storage is available, of medical wastes if they are not regulated by the host nation or by the FGS; that are RCRA regulated or state regulated; or for overseas, non-infectious, non-controlled medical items and wastes per FGS guidelines for the particular host nation (see Attachment 1, item 17).
- h. Accept custody of HP within the guidelines provided in paragraph C, this chapter.
- i. Program for construction of storage facilities in support of the DLA disposal mission.
- j. Provide any repackaging, overpacking, or handling of HP that may be required if physically stored at a DRMO or for service contract disposal.
- k. Establish an inventory control system for the types, quantities, and locations of available hazardous property for which DLA is responsible in the event that some other activity might be able to use particular property as a resource.
- l. Provide an economic incentive for DoD installations to segregate and minimize waste generation by providing feedback to Military Departments and Defense Agencies on the costs associated with disposal of HW.
- m. Contract for disposal technology not available within the DoD.
- n. Minimize environmental risks and costs associated with the extended care, handling, and storage of HP by accomplishing disposal within a significantly compressed disposal cycle. DRMOs shall notify the permit owner, in writing, of situations that could result in noncompliance with environmental regulations.
- o. Operate a system to ensure that sufficient disposal capability is programmed to preclude extended delays in the HP disposal process.
- p. Maintain an analysis and information distribution capability of current technological advances on DoD HP disposal procedures and advise DoD installations of such developments on a continuing basis. Additionally, ensure that DoD installations are apprised of any Federal, state, regional, and local regulations being developed to control disposal of HP.
- q. Serve as the DoD focal point to recommend matters of policy and guidance to OSD for disposal of HP within the assigned responsibility of DLA.
- r. Establish procedures relative to assigned responsibility for HP disposal. Unresolved issues shall be forwarded through channels to OSD.

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s. Notify the Military Services of contractor or any other actions which could compromise installation compliance with environmental regulations.

t. Assure that HW Treatment, Storage, and Disposal (TSD) contracts provide for disposal in RCRA permitted facilities and listings of EPA Identification numbers for each TSD in the contract are available to installation commanders. Where applicable, HW TSD contracts will provide for disposal in permitted facilities in accordance with the FGS and OEBGD.

u. When requested, DRMS shall make every effort to provide commercial disposal contract service, on a reimbursable basis, for HM/HW (such as installation restoration wastes and residues) that are the responsibility of the Military Services. In these instances, the Military Services shall identify their requirements, provide funding and give DRMOs sufficient advance notice to allow the establishment of a service contract for disposal of the property. DRMOs shall accept accountability and document disposal on a receipt/issue transaction.

v. DLA will assume responsibility for the original DoD generator, whenever hazardous substances are found or have caused contamination at a third party site, if the hazardous substances were correctly identified by the generator and turn-in documentation establishes that the HP was processed through DRMS. Third party sites will be managed in accordance with DLA's Defense Environmental Restoration Program guidance.

w. As required, participate in planning and provide host installation input for Emergency Planning and Community Right-to-Know Act compliance.

C. PHYSICAL CUSTODY. DoD policy is to safely store HP to protect human health and the environment. Proper storage techniques should protect HM from becoming waste due to age or container deterioration.

1. Physical custody of HW at those DRMOs lacking RCRA permitted or host compliant storage or FGS compliant facilities is determined by the host installation commander.

2. DRMO sites manned by only one employee shall not accept physical custody of HP due to safety considerations.

3. DRMOs having RCRA permitted storage facilities shall accept physical custody of HP from serviced activities until allowable storage capacity is reached. HW shall receive priority for storage space. HM may be stored only when there is no immediate HW storage requirement, and if the permit allows storage of HM. Serviced activities should provide the greatest advance notification possible to DRMOs of forthcoming generations to allow for capacity management by the DRMOs.

4. DRMOs with RCRA permitted storage facilities shall accept physical custody of only that HW that is listed in the current RCRA permit.

D. IDENTIFICATION AND TURN IN PROCEDURES . DoD installations and DLA are responsible for compliance with environmental, safety and other pertinent laws and regulations. See Chapter 3, Receipt, Handling and Accounting, Attachment 1, for instructions on DTID preparation. Also, see Attachment 1 of this chapter for specific turn-in requirements for HP requiring special processing.

1. To ensure environmental compliance turn in activities and DRMOs shall plan, schedule, and coordinate HP turn-ins. HP will be identified by generating activities and turned in as described in the remainder of paragraph D. Exceptions to the procedures for property identification below may be granted only where substantial economies can be realized. Alternative identification procedures must meet regulatory and disposal contract requirements and must be approved by DRMS.

2. Hazardous Waste (HW)

a. The turn-in activity shall provide the following information upon turn-in of all HW and used HM that meets the 40 CFR 261 or state or host nation (or international) regulatory definition of a HW when discarded:

(1) Valid NSN and noun name for items cataloged in the supply system.

(2) LSN/FSC and chemical name of hazardous components, if the waste is not identified by NSN.

(3) HW Profile Sheets (HWPS). The HWPS, DRMS Form 1930 (with instruction), Attachment 3 this chapter, is required once a year for each initial waste stream. Use of the DRMS Form 1930 format is not mandatory; however, if an alternate format is developed and used, it must contain all the same information required on the DRMS Form 1930. The turn-in activity shall complete the DRMS Form 1930, or substitute form and address each item, either by providing information or entering "N/A", when applicable. The information may be based on user's knowledge, provided user's knowledge is based on the criteria described in paragraph D2a(4) below. Laboratory chemicals processed in accordance with Attachment 1 this chapter, are exempt from waste profile requirements; however, all other identification requirements apply.

(a) For subsequent turn-ins of an identical waste stream, place the approved reference number assigned by the DRMO in the "Remarks" section of the DTID. The reference number will consist of the turn-in activity DoDAAC and a sequential number to be determined by the DRMO. A profile sheet is not required when the DRMO provided reference number is entered on the DTID.

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(b) The turn-in activity shall certify each HWPS annually by either providing to the DRMO a new signed and dated HWPS for each waste which will be generated during the following year, or providing a letter listing the profile number and the name of the corresponding waste stream for each profile which the generator wishes to remain active for another year. If the turn-in activity chooses to provide a letter, that letter must be signed and dated and include the following statement: "The undersigned certifies that the hazardous waste profiles listed in this letter have been carefully reviewed. Any changes to the processes generating these wastes have been considered. New regulations affecting hazardous waste identification and disposal have been applied. Neither the waste streams nor the identification of the waste streams has changed in a manner that would warrant a change in the data previously provided on these waste profiles." For overseas, assign the host nation or IMDG shipping description.

(c) DRMS and the Military Services shall review the HWPS format annually to validate its currency and adequacy in light of any new regulatory requirements, and to assess the advantages and disadvantages of its current format or use.

(4) A chemical analysis must be attached to the HWPS unless the user's knowledge can provide all required information. Documentation to support user's knowledge must be attached to each HWPS using user's knowledge as the basis for profiling the waste stream. Examples of supporting documentation are descriptions of waste production processes including raw materials, end products, and other intermittent sources of waste; historical and published information on the waste. If documentation is not attached in support of user's knowledge, chemical analysis is required. In addition, chemical analysis will be required if the DRMO verification program (for off-site generators and/or if required by permit) indicates that the turn-in activity's profile sheet is inaccurate.

b. The DRMO shall:

(1) Upon request, provide the blank HWPS, DRMS Form 1930, to the turn-in activity; and, if requested, provide training on how to complete the form.

(2) Assist turn-in activity in determining proper identification as capabilities permit. This may include providing analytical laboratory services, when possible, through the DRMO disposal service contract.

(3) Assign a reference number to each profile sheet and maintain a file of approved reference numbers which correspond to approved profile sheets.

(4) Enter the assigned reference number in the "Remarks" section of the initial DTID copy to be returned to the turn-in activity.

(5) Accept accountability of HW and used HM identified in the above manner.

(6) Accept physical custody in accordance with Paragraph C, this chapter.

(7) Maintain a copy of all completed profile sheets and any corresponding waste analysis for 5 years, until closure for a RCRA interim, or permitted facility, or as specified in the FGS or OEBGD, as appropriate.

(8) Reject turn-in when proper identification in accordance with the above is not provided; however, every effort shall be made to resolve discrepancies prior to rejection. If the DRMO and turn-in activity cannot reach agreement, the problem will be elevated by both parties for dispute resolution.

### 3. Hazardous Material (HM)

a. The turn-in activity shall provide the following information upon turn-in of all HM.

(1) NSN identified HM

(a) Valid NSN.

(b) Noun name as cataloged in the supply system.

(c) The "Material Safety Data Sheet (MSDS) serial number" (five-digit alpha code) of the MSDS listed Hazardous Material Information System (HMIS) or when an MSDS serial number is not available, a hard copy MSDS must accompany the turn-in.

(d) Occupational Safety and Health Administration (OSHA) compliant chemical hazard label attached to the individual package (unit container). Where the hazard label information is missing or damaged, a completed DoD Hazardous Chemical Warning Label (DD Form 2521 or DD Form 2522) as specified in DoD 6050.5-H.

(e) Chemical name of any hazardous contaminants and noun name of nonhazardous contaminants.

(f) Amounts of hazardous and nonhazardous contaminants based on user's knowledge or testing of the item expressed in a range of content (percentage by weight or Parts Per Million [PPM] as applicable).

(g) DoT shipment placards, markings and labels on all HM packages shall remain on the packages as required by OSHA final rule, 59 Federal Register July 19, 1994. (NOTE: If the HM is downgraded to HW this rule does not apply).

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(2) LSN/FSC identified HM.

(a) Chemical name of hazardous components.

(b) A MSDS (attached to DTID).

(c) Chemical name of hazardous contaminants and noun name of nonhazardous contaminants.

(d) OSHA compliant chemical hazard label attached to the individual package (unit container). Where the label information is missing or damaged, a completed DoD Hazardous Chemical Warning Label (DD Form 2521 or DD Form 2522) as specified in DoD 6050.5-H.

b. The DRMO shall:

(1) Accept accountability of HM identified in the above manner.

(2) Accept physical custody in accordance with paragraph C, this chapter.

(3) Assign proper DoT shipping description to item received from onsite or for HM that is received in place and is not transported over public highways.

(4) Assist turn in activity in determining proper identification as capabilities permit, including contract support; reject turn in if unable to properly identify property.

4. Packaging and Transportation

a. Property turned in to the DRMO must be in containers that are nonleaking and safe to handle. The containers must be able to withstand normal handling or the turn in shall be rejected.

b. When turn-in requires transport over public highways, HM/HW must be packaged in DoT approved containers.

c. HM or HW received at the host installation, or in-place at an off-site installation, shall be packaged and stored in accordance with DoD requirements in the joint services regulation, Army TM 38-410/NAVSUP Pub 573/AFR 69-9/MCO P4450.12/DLAM 4145.11, "Storage and Handling of Hazardous Material", or applicable federal or state regulations. HW turned in to/stored at a RCRA permitted facility must be packaged in accordance with the requirements



specified in that storage facility's RCRA permit.

d. 49 CFR 173.7, U. S. Government Material, identifies the transportation and packaging requirements for HP turned-in the original military containers.

e. 49 CFR 171.14 identifies the transitional provisions for implementing requirements based on United Nations recommendations. These provisions include transition dates to phase in full use of Performance Oriented Packaging (POP) standards. DoD policy, concerning POP, is addressed in the joint services regulation, DLAR 4145.41/AR 700-143/AFR 71-5/NAVSUPINST 4030.55A/MCO 4030.40A.

f. DoD HP in foreign countries or territories shall be packaged in accordance with the appropriate standard required by the FGS, host nation, or international shipping regulations.

5. Labeling. HP shall be labeled in conformance with established environmental, safety, and transportation laws and regulations.

6. Detailed guidance governing additional turn in requirements as well as special handling and processing of HP is contained in Attachment 1 of this chapter.

## E. DISPOSAL PROCESSING

1. Normally, HP is processed through the entire disposal cycle. Some categories of HP may be prohibited from reuse and sale due to regulatory constraints or because the nature or condition of the property renders it unusable or uneconomically recyclable. See Attachment 1 of this chapter for HP which may fall in this category.

### 2. Return to Manufacturer

a. HP which survives RTDS may be offered, prior to final disposal, to a manufacturer or recycler, if:

- (1) The type of property warrants the use of this procedure by the DRMO.
- (2) Sufficient quantities are available to interest a manufacturer or recycler.
- (3) The manufacturer agrees to take back the property.

(4) The cost of shipping the property is less than the cost of service contract disposal, thus creating a disposal cost avoidance for the generator.

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(5) DoD generating activities are willing to pay the transportation cost for the shipment of HP to the manufacturer or recycler in lieu of disposal costs.

b. DRMOs using these procedures will first contact the generating activity to ensure that the generator is willing to pay the transportation cost for the shipment in lieu of the disposal costs. The return to manufacturer procedure significantly reduces HM which would otherwise go to disposal, thus encouraging beneficial reuse of products and minimizing waste.

### **3. Special Contract Services**

a. Special contract services, on a reimbursable basis, are available through the servicing DRMO for generating activities requiring such services. These special services include: recycling, bulk removals, tank cleaning, analysis/testing and profiling of wastes, contractor supplied containers, lab packing, special collection routes and management services.

b. Generating activities requiring one or more of the above services should identify requirements to the servicing DRMO.

## **F. IMPLEMENTATION OF RCRA**

### **1. Permits**

a. The installation commander is responsible to ensure compliance with all RCRA requirements of the installation, to include tenant activities. Tenants are responsible for conducting their activities in accordance with RCRA and the permit requirements at the facility. Tenants shall provide necessary documentation, signed and completed, to the host for permit applications, and for reports as required by EPA or the state. Submittals shall be in the format required by the regulatory agencies.

b. The individual facility operational managers are responsible for conducting their activities in accordance with RCRA. Those facility managers, including tenants, shall provide necessary documentation to the installation commander for permit applications, shall provide to the installation commander reports required by EPA or the state, and shall ensure compliance with RCRA regulations and permit requirements at that facility.

c. The installation commander shall sign as the owner and DRMS Region Commanders shall sign as the operator, as applicable.

2. HW Management Plan. Implementation of the comprehensive HW management program, requires maximum cooperation of all activities on an installation. The following guidance applies to development and implementation of a HW Management Plan:

a. The installation commander is responsible for developing and implementing a HW Management Plan to include all tenants on the installation. This plan shall identify and implement HW management actions required by RCRA. Tenants are responsible for providing input to the installation commander for their portion of the plan.

b. All tenants shall comply with applicable portions of the HW Management Plan and ensure that internal operating procedures are consistent.

c. The DRMO Chief shall ensure that inspections, safety precautions and actions, records, etc., as established in the installation HW Management Plan, are accomplished for HP for which the DRMO has physical custody and accountability.

d. For HP received in place by the DRMO, the activity having physical custody shall be responsible for the required periodic inspections, care, and protection of this property until it is disposed of by the DRMO.

e. Required support or assistance that is available at the host installation shall be provided to the DRMO upon request. When the costs warrant, reimbursement may be required.

f. The installation commander is responsible for notifying the DRMO of regulatory findings applicable to the DRMO HP disposal operations, prior to the installation taking action on Notice of Violation, consent agreements, corrective actions, and/or payment of fines and/or penalties.

g. The installation commander is responsible for compliance with Clean Water Act (CWA), preparation of the Spill Prevention Control and Countermeasure Plan, and Emergency Planning and Community Right-To-Know requirements. Provisions affecting DRMO operations must be coordinated with DRMS before permits or reports are submitted to the regulator.

3. Manifesting and Land Disposal Restrictions (LDR) Notification/Certification. An applicable Uniform Hazardous Waste Manifest (UHWM) and any required LDR Notification or Certification shall be prepared to accompany all offsite shipments of HW and shall include a 24-hour emergency notification telephone number. The permit holder (installation commander) has primary responsibility for signing manifests, but may delegate signature authority. However, the DRMO shall co-sign all manifests for shipments of HP on DLA accountable records. In those instances where the permit holder delegates signature authority to the DRMO, only one signature shall appear.

4. Record Keeping and Reporting. Installations shall comply with Federal and state HW record keeping and reporting requirements. Tenants shall submit reports required by the installation's HW Management Plan within time frames established by the installation commander.

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All reports to EPA or the state shall be prepared in proper format by the operators and co-signed and submitted by the installation commander.

5. DoD Installations Overseas. Installations overseas do not possess RCRA permits for HW storage and disposal. Installation commanders and tenant activities overseas will comply with the OEBGD or DoD Executive Agent's FGS for the particular host nation in which the installation is located.

### **G. HAZARDOUS MATERIALS INFORMATION SYSTEM (HMIS)/HAZARDOUS TECHNICAL INFORMATION SERVICES (HTIS)**

1. DoDI 6050.5 assigns responsibilities for the establishment and use of a DoD Hazardous Materials Information System (HMIS).

2. The HMIS is the primary DoD tool for compliance with MSDS requirements established in OSHA's Hazard Communication Standard, 29 CFR 1910.1200. There is a wide range of data in the system related to safety, health, environment, storage, packaging, labeling, transportation, precautions for use, and disposal of hazardous items. Although the HMIS data are key to the proper management of HM, they must be used in conjunction with other resources, such as occupational safety and health standards, criteria documents, and other technical guides. The very fact that the items identified in this system are hazardous dictates the extra degree of caution imposed by the laws which require that such information be readily available to persons working with or near such substances.

3. HMIS data are available on compact disk-read only memory (CD-ROM) which are updated and distributed quarterly. Items in HMIS are identified by NSN, manufacturer, and part number (trade name) and are sequenced by NIIN. For subscription information, call the number below.

HMIS MSDS Inquiries: DSN 695-4371  
CD-ROM HOTLINE: DSN 695-5735

4. HTIS is a DLA managed and operated information source for DoD personnel. Specifically, HTIS provides DoD personnel with responses to questions on safety, health, transportation, storage, handling, regulatory, disposal, and environmental considerations of HM and HW. (Available on the WWW at: [http://www.dscr.dla.mil/htis/.](http://www.dscr.dla.mil/htis/))

For telephone inquiries, call HTIS at:

(800) 848-4847  
(804) 279-5168  
(DSN) 695-5168

**H. US ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE (USACHPPM) MILITARY ITEM DISPOSAL INSTRUCTIONS (MIDI).**

1. The MIDI group at the USACHPPM provides disposal guidance for Army and other DoD activities. The MIDI/MEIS (Military Environmental Information System) CD-ROM provides methods of destruction for the disposal of hazardous and non-hazardous items used within the DoD. The MIDI system aids the preventive medicine officer and the logistician in proper disposal of outdated medical and non-medical items. The database also serves the DRMS in their disposal mission. Additional information on the CD includes information papers, and summaries of federal environmental regulations.

2. Further information. For further information on the contents of the MIDI CD-ROM disc, or to request disposal guidance on items not yet in MIDI, please contact a MIDI project officer at DSN 584-3651, commercial (410) 671-3651, or FAX (410) 671-5237. The Naval Computer and Telecommunications Area Master Station Atlantic (NCTAMS LANT) provides production and distribution of the MIDI CD-ROM disc for USACHPPM. To request addition to the CD-ROM mailing list, please contact NCTAMS LANT at DSN 565-9192, commercial (804) 445-9192, or FAX (804) 444-2835. (Available on the WWW at: [http://chppm-meis.apgea.army.mil/mididb/midi\\_query..postgres95.html](http://chppm-meis.apgea.army.mil/mididb/midi_query..postgres95.html).)

## SPECIAL TURN-IN REQUIREMENTS

### Applicability:

a. **Turn-In Requirements.** The property described in this Attachment will be turned-in in accordance with the requirements provided in paragraph D, this chapter.

b. **Regulated Property Located Overseas.** The regulatory requirements pertaining to the property in this Attachment are based on U.S. laws and regulations. DoD components overseas are required to comply with these requirements to the extent that environmental management of the property is consistent with, and does not contradict, host nation laws and regulations as established by the DoD Executive Agent's FGS promulgated per the DoD OEBGD.

### 1. ASBESTOS

a. Asbestos presents a risk to human health as a result of air emissions. It is toxic by inhalation and is an active carcinogen. Asbestos-containing products, asbestos-containing material and nonfriable and friable asbestos waste are regulated for use and disposal by the Toxic Substances Control Act (TSCA) 40 CFR 763, Subpart I, the OSHA (29 CFR 1910.1001), the Clean Air Act (CAA) (40 CFR 61), and in some states, by state regulations. Definitions of asbestos, and the various categories of its physical state causing it to be regulated, are found in the cited Federal regulations.

b. Asbestos-containing materials and friable asbestos waste may be turned-in to DRMOs under the following conditions:

(1) Generators identify nonfriable asbestos property on the DTID, block 27, as Asbestos Containing Material (ACM) (non-friable). If the asbestos has become friable, the generator will mark block 27 "friable asbestos."

(2) Generators will manage asbestos-containing property separately from other property. No scrap operation should take place when removing or relocating asbestos property which could release loose asbestos fibers or dust thus causing the asbestos to become friable.

(3) ACM in poor condition (i.e., the binding of the material is losing its integrity as indicated by peeling, disassembling, tearing, alteration, cracking or crumbling) is to be treated as friable asbestos. Also, non-friable asbestos-containing products or materials which have been or will be subjected to sanding, grinding, cutting, or abrading will be treated as friable asbestos.

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(4) OSHA warning labels on impermeable containers will comply with 29 CFR 1920.1001 and state: "DANGER. CONTAINS ASBESTOS FIBERS. AVOID CREATING DUST. CANCER AND LUNG DISEASE HAZARD."

(5) Packaging, labeling, and shipping papers for off-site transportation of asbestos will be in accordance with DoT (49 CFR 171-173) and EPA (40 CFR 61).

(6) Friable asbestos waste will not be offered for RTDS or downgraded to scrap. Disposal actions will comply with the asbestos waste disposal standards per 40 CFR 61.150.

### **2. ASBESTOS CONTAMINATED SAFES/FILE CABINETS**

a. Some manufacturers of file cabinets/safes, used asbestos as a fireproofing insulation prior to the EPA ban on use of asbestos. File cabinets/safes manufactured by Remington Rand, and Diebold should be considered to contain asbestos unless proven otherwise through analysis, etc.

b. Prior to turn-in, generators have the option of treating unidentifiable items as "worst case" and fund for disposal, or have the analysis performed. The safes/cabinets will be processed direct to ultimate disposal with all disposal costs funded by the generating activity, unless proof is provided that they do not contain asbestos. DRMOs may physically accept this property provided the requirements of paragraph 1.b (1) and (2) are met.

### **3. BATTERIES (Also see Item 33, Universal Waste Standards.)**

a. See Technical Bulletin TB-43-0134, Battery Disposition and Disposal, or the latest Safety-of-Use/Ground Precautionary Message, and/or Maintenance Advisory Message. The proponent organization is the U.S. Army Communications-Electronics Command, ATTN: AMSEL-LC-LM-LT, Fort Monmouth, New Jersey 07703-5005.

b. Except as otherwise stated, batteries shall be turned-in to a DRMO as either HM or HW. This will depend upon various factors such as: the type of battery and its characteristics; the condition of the battery (used/unused); the management of the battery (e.g., universal waste or Subtitle C); and the intended disposition of the battery.

(1) Batteries must be non-leaking, safe to handle, adequately secured to pallets or placed/overpacked in containers.

(2) Batteries turned in as HW must have either an HWPS or MSDS. Batteries turned-in as HM should have a MSDS if available from the manufacturer or the HMIS. Batteries turned-in as universal waste can have either a HWPS or MSDS or any other information to identify material hazards.

(3) Battery types and chemistries must not be commingled (e.g., lead-acid batteries should not be commingled with nickel-cadmium or BA-5588/U Lithium-Sulfur Dioxide (Li-SO<sub>2</sub>) batteries should not be commingled with BA-5590/U or BA-5598/U LI-SO<sub>2</sub> batteries or any combination thereof, etc.).

c. DRMOs will accept physical custody of HW batteries only when the DRMO possesses conforming storage. Custody of batteries classified as HM will be accepted at DRMOs with conforming storage, most nearly conforming storage, appropriate general warehousing, or outside storage where batteries can be safely stored. DRMOs without storage capability will accept accountability only.

d. Lead-Acid Batteries (including sealed automotive batteries)

(1) DRMOs will accept physical custody of undrained lead-acid batteries, provided most nearly conforming storage is available, i.e. ensures protection from freezing, rupturing, and contamination of storage areas or surface water. Generators are not required to drain these batteries prior to turn-in if the DRMO has most nearly conforming storage.

(2) Batteries shall be packaged in either individual weather-resistant fiberboard boxes or wooden boxes and be properly secured on pallets.

(3) Batteries will not be stacked more than three layers high per pallet (not to exceed 3,000 lbs per pallet). Stacking height must not exceed 1 1/2 times the width of the stack. Battery terminals must be protected from external short circuits by proper stacking. Batteries placed on pallets must be secured regardless of height by methods which protect against short circuits and firmly secures the batteries to the pallet. Batteries stacked on pallets must not use the battery terminals to support weight.

(4) If the DRMO does not possess most nearly conforming storage capability which protects the undrained batteries from freezing, the generator will maintain physical custody of the undrained battery and the DRMO will accept accountability only.

e. Lithium-Sulfur Dioxide Batteries

(1) Lithium batteries can be divided into the following categories: balanced or unbalanced. Unbalanced lithium batteries are regulated as HW, unless managed as a universal waste. Balanced lithium batteries can be regulated as either a HW or as a non-hazardous solid waste if the battery contains a Complete Discharge Device (CDD) and has been properly discharged. Lithium batteries that have a CDD and have been properly discharged do not possess the characteristic of ignitability or reactivity. Lithium batteries that do not contain a CDD cannot be completely discharged and are still considered as reactive.

(2) DRMOs will take accountability and physical custody of balanced lithium batteries only under the following circumstances:



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(a) The batteries are properly identified and include a certification on the DTID by the turn-in activity that the batteries are "balanced cell batteries."

(b) They are in the original container, if unused, or in fiberboard boxes or plastic bags if used.

(c) The DRMO has conforming storage.

(3) Lithium-Sulfur Dioxide batteries with CDD. These batteries contain a discharge switch which, when activated, usually renders the battery non-hazardous for reactivity by RCRA definition. In order to turn-in a lithium-sulfur dioxide battery with a CDD as nonhazardous, generators must verify that the battery was discharged in accordance with technical instructions.

(4) DRMOs will take accountability but not physical custody of unbalanced lithium batteries.

### **f. Magnesium Batteries**

(1) Magnesium batteries shall be turned-in as either HM or HW depending on how they will be managed for disposal. The level of charge remaining determines whether the batteries will be disposed of as HW or as non-hazardous solid waste. To minimize the amount of magnesium batteries disposed of as HW, generators shall identify, at the time of turn-in, whether the batteries are used or unused, have greater or less than 50 percent of charge remaining, or are totally discharged.

(2) Magnesium batteries, including used batteries with less than 50 percent of the original charge, with RTDS potential, shall be turned-in as HM. Unused or damaged batteries that have greater than 50 percent of the original charge remaining, which do not have RTDS potential, shall be disposed of as HW, under RCRA Subtitle C, unless managed as a universal waste under the Universal Waste Standard.

(3) If information pertaining to the charge is not available, the batteries will be disposed of as HW.

(4) Magnesium batteries can give off hydrogen gas, accordingly they can be dangerous if stored in air-tight containers. Generating activities shall turn-in these batteries in containers which are not completely air-tight.

g. Mercury Batteries. Mercury batteries may be turned-in as either an HM or an HW depending on whether the battery is used, unused, or how it will be managed or recycled. Mercury batteries shall not be packaged in sealed, air-tight containers. DRMOs will not accept mercury batteries which exhibit bulging of the positive terminal or are air tight in their plastic sleeves unless they are properly packaged and rendered safe to handle by the turn-in activity.

h. Nickel Cadmium (NICAD) Batteries. NICAD batteries have the same turn-in requirements as undrained lead acid batteries except that DRMOs will not accept custody of these batteries where temperatures below -40 degrees F can be expected during the time the DRMO will have custody of these batteries.

i. Silver-Bearing batteries. Silver batteries will be turned-in as either HM for RTDS, HW for disposal, or for precious metals recycling, depending on whether the battery is used or unused, how it will be managed or recycled. In most cases, silver bearing batteries are managed for precious metals recovery. Silver batteries sent for precious metals recovery are exempt from Subtitle C HW are regulated under 40 CFR 266.70 (Subpart F), regardless of any other hazardous characteristic the waste may exhibit. Batteries destined for silver recovery are not classified as a HW but they are regulated by the DoT. DRMOs will accept accountability but not physical custody of Navy propulsion batteries containing silver. These batteries contain explosive devices, squibs, charges, etc., and are dangerous to process and store. Generators will retain physical custody until shipping instructions and fund citations are received from DRMS.

j. Thermal Batteries. All thermal batteries are to be retained under DoD control and must not be reported as excess property or be made available for disposal as surplus. Thermal batteries listed in FSC 6135 shall be reported to the IM for disposition instructions. DRMOs will not accept these batteries until they have been rendered inert by the generating activity or service designated collection points. Generators must identify whether these batteries contain asbestos upon turn-in. Scrap residue resulting from these batteries shall be accepted by the DRMO.

#### 4. BLAST MEDIA

a. Spent blast media often exhibits toxicity characteristics from contaminants such as chromium, lead, mercury, arsenic and/or other toxic contaminants listed at Subpart C 40 CFR 261.24, Table 1. To ascertain toxicity levels of the contaminants, representative extracts of the waste are analyzed for the constituents that are regulated utilizing the Toxicity Characteristic Leaching Procedure to determine the toxicity levels of the contaminants.

b. Blast media, used in paint removal operations, will be processed directly to HW disposal, if it contains waste listed as a HW in Subpart D of 40 CFR 261, or if exhibits any of the HW characteristics identified in Subpart C of 40 CFR 261.

c. Blast media, which is identified by the turn-in activity as nonhazardous, must be accompanied with a Toxicity Characteristics Leaching Procedure lab analysis demonstrating it does not meet the definition of a regulated HW per 40 CFR 261 or state regulations. Nonhazardous blast media may be processed for RTDS.

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### **5. CARBON COMPOSITE FIBER MATERIAL**

a. Carbon composite fiber material is made of long carbon fibers mixed with bonding and hardening agents (i.e., epoxy resins). The materials used consist of composite carbon/graphite, carbon/boron, boron/tungsten. This forms a very strong light-weight plastic. Primary items containing these fibers are aircraft (skin), wrecked aircraft residue and Kevlar (R) personal protective equipment. Disposal of this material may occur as usable items/components or as wrecked aircraft residue. The health hazards associated with composite fibers appear to be similar to the effects of fiberglass. Inhalation of carbon fibers can result in bronchial irritation. The material is sharp when broken and can cause skin irritation. Airborne fibers caused by burning are smaller than fibers created by cutting and can more easily enter deep into the lungs when inhaled. Burning of carbon composite material creates hazardous decomposition products that create a health hazard when inhaled.

(1) The host environmental office should be contacted regarding applicable state or local environmental regulations, prior to beginning work which may release fibers.

(2) In states where this property is regulated, the generator will fund for HW processing.

#### **b. Categories of composite fiber property**

(1) Usable. Only undamaged composite fiber property will be turned in to the DRMOs. If property has exposed areas which could be considered friable, it is to be processed as damaged.

(2) Demil residue/damaged material: Material in this category may be turned in to the DRMO provided the property has been: treated with a fixative (e.g., water and floor wax), bagged in durable plastic or covered with shrink wrap and; sealed and labeled appropriately prior to turn-in. The turn-in will contain a certification that the material has been treated with a fixative. Composite fibers which are bagged should be disposed of as refuse by the generator.

### **6. CHEMICAL DEFENSE EQUIPMENT (CDE)**

#### **a. CDE Kits**

(1) The chemical components in the CDE kits which are a RCRA or state regulated HW when discarded will be turned in to the DRMO for disposal on service contract. Only those kits which are no longer in usable condition should be turned in for disposal, as follows:

(a) The hazardous constituents in the kits are identified by the turn-in activity with the applicable RCRA waste codes per 40 CFR 261, and if applicable, by state waste codes.

(b) Generators will coordinate with the item manager prior to turn-in of CDE kits to determine specific kit separation requirements. Some CDE kits may be turned-in and managed as a whole kit for disposal, and some may require removal and/or separation of individual components for DEMIL and/or disposal. If separation is required, each commodity will be turned in on a separate DTID marked as "HW" in block 4.

(2) The property will be coded DEMIL "F." The method of DEMIL is the actual disposal by the HW disposal contractor at an RCRA permitted disposal facility.

(a) DEMIL certification will be done on either DRMS Form 1668, DD Form 1155, or DD Form 1348-1A. The DRMO Contracting Officer's Representative will be the certifier and the next level of authority, up through the DRMO Chief, will be the verifier. The DEMIL authority to be placed on the certification will be: "I certify that this property has been released for transportation to a permitted landfill/incinerator for ultimate disposal, in accordance with standard EPA requirements, which will constitute Demilitarization. The HW manifest and certificate of disposal will serve as documentation that demilitarization has been accomplished.

(b) DRMOs may accept physical custody (if the DRMO has an interim or Part B RCRA facility permit) of the HW components from the CDE and process these directly to disposal service contract. Turn-in activities are urged to contact the local DRMO prior to turn in to ensure identification and disposal turn in requirements are complete. Additional information concerning CDE may be requested from the IM, USA Armament and Chemical Acquisition and Logistics Activity, ATTN: AMSTA-AC-CTC, Rock Island Arsenal, Rock Island, Illinois 61299-7630, telephone (DSN) 793-2103/4475, Commercial (309) 782-2103/4475.

b. Protective Masks and Filters

(1) Usable Protective Masks in condition codes A and B. CDE containing ASC whetherite charcoal in condition codes A and B will receive the following processing:

(a) Accountability (only) of the property will be transferred to the DRMO. DRMOs will offer the property for reutilization to DoD activities, law enforcement activities under 10 USC 2576a, for sale to local law enforcement and firefighting activities under Public Law 90-500, and for foreign military sales.

(b) Canisters/filters will not be removed from the protective masks by the holding activity until it is determined that there are no requirements for items in condition codes A and B.

**NOTE:** ASC is not an acronym, but a specific designator for activated carbon that has been impregnated with a type of ASC solution which is a mixture of copper, chromium and silver.

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(2) **Waste Disposal of ASC Filters.** If the protective masks are not issued as indicated above, the generating activity having custody of the property will remove and properly package the ASC filters as hazardous waste (chromium 6, waste code D007 chromium) for turn-in to the DRMO as follows:

(a) Prepare a separate DD Form 1348-1A for the waste filters following the instructions given at paragraph (3) (a)-(e) below and in paragraph D of this chapter.

(b) Transfer custody of the masks (with filters removed) to the DRMO for demilitarization of the mask itself, i.e., slashing the face piece of the mask with a cut of no less than four inches directly below the eyepieces.

(3) **Turn-in instructions for CDE**

(a) The turn-in activity is responsible for removal of filters, canisters and filter systems prior to turn-in. End items (gas masks, shelters, vehicles, etc.) will not be accepted with filters, canisters or filter systems attached.

(b) *Large filters (e.g., shelter, hospital, etc.)* which cannot be placed in drums will have all inlet and outlet ports sealed. If damaged/broken, the entire filter will be sealed in plastic wrap, to a thickness of 6.0 mil. minimum, and the DRMOs will take accountability but not physical custody of this property.

(c) The DTID must contain a valid NSN.

(d) The property will be coded DEMIL F. The method of DEMIL is the actual disposal by the hazardous waste disposal contractor at an RCRA-permitted disposal facility.

(e) DEMIL certification is the same as in paragraph a(2)(a) above.

**7. CHLOROBROMOMETHANE/BROMOCHLOROMETHANE (CB).** Liquids and fire extinguishers that have not been drained of all residues and depressurized by removal of the valve assembly will go directly to waste disposal contract. DRMOs will accept accountability, but not physical custody of these items.

**8. COMPRESSED GAS CYLINDERS.** Generating activities shall turn in, and DRMOs shall process, compressed gas cylinders in accordance with the joint regulation, DLAR 4145.25/AR 700-68/NAVSUPINST 4440.128C/MCO 10330.2C/AFR 67-12, Storage and Handling of Compressed Gases and Liquids in Cylinders, and of Cylinders.

## 9. CONTAINERS (EMPTY)

### a. Turn-In Requirements:

(1) Containers shall be turned in under one of the following categories:

(a) Nonhazardous containers. Containers whose last contents are known to have been a nonhazardous material or containers which previously contained hazardous or acutely hazardous material that have been triple rinsed by a scientifically approved method or have had the liner removed.

(b) Hazardous containers. Containers that have previously contained materials that are hazardous by any Federal or State definition that have not been triple rinsed with a proper solvent, cleaned by a scientifically approved method or have had the liner removed.

(c) Acutely hazardous containers. Containers that have contained any of the material listed in 40 CFR 261.31, 261.32, or 261.33(e) and have not been triple rinsed with a proper solvent, cleaned by a scientifically approved method, or have had the liner removed.

(2) The DTID for all disposal categories shall reflect the NSN or FSC of the container itself regardless of its previous contents. The NSN or FSC of the container's previous contents must not be used.

(3) Containers when turned in to a DRMO. The containers must be nonleaking, safe to handle and able to withstand normal handling, otherwise the DRMO may reject turn-ins.

(4) Containers that have previously held hazardous or acutely hazardous materials and have not been triple rinsed, cleaned by an equivalent method approved by EPA, or have had the liner removed must have all bungs, gasket seals, covers, etc., in place. Waivers to this policy may be granted on a case-by-case basis by the DRMO under the following circumstances:

(a) Containers shall be transported onsite only.

(b) The generator is adversely impacted by compliance and furnishes the DRMO with details (that is, location, description, quantity, and extent of impact).

(c) The DRMO has the necessary equipment (such as bungs) to seal the containers upon receipt.

(5) Markings/labels on the containers must be consistent with the DTID.

(a) For nonhazardous containers, the turn in activity shall certify in block 4 of the DTID "NON-HZ."

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(b) If the container has been triple rinsed, block 4 shall reflect "NONHZ/TRIPLE RINSED" and the container itself shall be marked "triple rinsed."

(6) For hazardous containers, the following shall apply:

(a) Block 4 of the DTID shall be coded "HM."

(b) Block 27 of the DTID must identify:

- 1 That the container is empty.
- 2 Layman description of the container, such as 55-gallon metal drum.
- 3 NSN or FSC and noun name of the previous contents.

(7) For acutely hazardous containers, the following shall apply:

(a) Block 4 of the DTID shall be coded "HW" and the turn in shall be manifested to the DRMO unless transported onsite.

(b) Block 27 of the DTID must identify:

- 1 That the container holds "residue" only.
- 2 Layman description of the container, such as 55-gallon metal drum.
- 3 NSN or FSC and noun name of the previous contents.

(8) Triple Rinse. Triple rinsing of empty containers which previously contained hazardous or acutely hazardous contents is not a turn-in requirement, but an option which can increase its RTDS potential. DRMS does not require triple rinsing for turn-in of any container. However, if the generator elects to triple-rinse containers before they are turned in, they can be turned in under the nonhazardous procedures and do not require sealing. All rinsate generated from triple rinsing acutely hazardous waste containers shall be managed as a HW under 40 CFR 261.3(a)(2). In addition, the rinsate may also exhibit additional hazardous characteristics depending upon the type of solvent utilized for rinsing.

(9) Scrap. Only nonhazardous empty containers can be managed as scrap. This can be either containers whose previous contents were nonhazardous, tripled rinsed containers, or containers with their liners removed.

(10) Crushed Containers. Empty containers in good condition should not be intentionally crushed. Generators should coordinate with their local DRMO to determine RTDS potential prior to crushing containers. Crushed containers may only be turned-in under the following conditions:

(a) The crushed container previously held a non-hazardous material, the generator identifies the material, and the generator certifies in block 4 of the DTID "NON-HZ."

(b) The crushed containers must be non-leaking, free of oily residue, sludge, or solid residue which can be scraped off the container. Crushed containers shall be collected and turned in separately from other scrap items and shall be safe to handle and store.

(c) If the crushed containers previously held an HM or an acutely hazardous material and have not been triple-rinsed with an appropriate solvent, cleaned by an equivalent method or had the liner removed, they may not be turned in as scrap. If a container containing an acutely hazardous material is crushed, the generator must totally seal the container or make it safe to handle; (i.e., overpack crushed container) and turn it in under the container procedures outlined for acutely hazardous materials.

b. Storage. DRMOs will accept physical custody of empty hazardous or acutely hazardous containers when storage is available.

**10. DENTAL AMALGAM (RESERVED)**

(Contact applicable Military Service representative, chapter 2, attachment 1.)

a. Dry Amalgam (also, see Dental Material, Chapter 4, Property Requiring Special Processing, paragraph B18).

**11. DRUGS AND BIOLOGICALS (FSC 6505) (RESERVED)**

(Contact applicable Military Service representative, chapter 2, attachment 1.)

**12. EPINEPHRINE SHARPS (When epinephrine is the sole active ingredient)**

a. Unused epinephrine sharps are considered noninfectious and may be turned in to DRMOs for disposal.

b. Unused, shelf life expired epinephrine sharps will be contained in impermeable containers that are sealed, marked, and labeled as P024 HW.

c. The HW characteristic of epinephrine takes precedence over the fact that it is contained in a sharp.

d. Used epinephrine sharps are considered medical waste and disposal is the responsibility of the generating component.



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e. Additional information on sharps is available through MIDI (see paragraph H, this chapter).

**NOTE:** See Chapter 4, Property Requiring Special Processing, paragraph 35, for general instructions on disposal of Hypodermic Needles and Syringes ("Sharps").

13. **FLUORESCENT LAMP BALLASTS.** Fluorescent lamp ballasts may contain PCBs regulated by 40 CFR 761. In fluorescent fixtures, PCBs may be found in ballasts either within small capacitors or in the form of a black, tar-like compound.

a. In determining if ballasts contain PCBs the following guidelines apply: All ballasts manufactured through 1979 contain PCBs; ballasts manufactured after 1979, that do not contain PCBs are labeled "NO PCBs"; if a ballast is not labeled "NO PCB," it should be assumed to contain PCBs >500 ppm. If more information is needed, the manufacturer should be contacted.

b. Nonleaking PCB ballasts are not regulated under the PCB rules. Disposal may be in a municipal solid waste landfill if properly packaged in sealed containers; however, these items are regulated under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA); in the event there are leaks, under CERCLA the release of one pound of PCBs or approximately 12-16 ballasts is a reportable quantity subject to reporting to the National Response Center. A generator may become liable under CERCLA for throwing away PCB-containing ballasts in a dumpster or local landfill. The EPA Green Lights program recommends use of high-temperature incineration, a chemical or HW landfill, or recycling as responsible waste management.

**NOTE:** In 1991, EPA initiated a voluntary energy conservation program known as "Green Lights" to encourage pollution prevention through the use of energy efficient lighting. Government agencies participating in this program are responsible for disposing of their used lighting materials in compliance with applicable regulations when upgrading to new energy saver lighting.

c. Ballasts marked "NO PCB" should be segregated, handled and managed separately from PCB light ballasts, to avoid PCB contamination in the event of a PCB ballast leaking.

d. Leaking ballasts are items in which PCBs have escaped from the interior onto the exterior of the surface. PCBs are a clear or yellow oil, and most PCB leaks are visible. If there is oil on the surface of a PCB ballast, it is considered a "leaker" and must be managed as a PCB waste. Non-leaking PCB light ballasts and leaking PCB ones must be segregated in separate packaging and a separate DTID shall be prepared.

e. Leaking ballasts. If the ballasts are damaged or leaking at the time of removal or turn-in, they are regulated under the PCB rules, 40 CFR 761, for disposal as PCB waste.

f. Turn-in activities shall properly identify, package, mark and/or label containers of non-leaking and leaking PCB light ballasts in accordance with 40 CFR 761. State regulations should be checked since some state regulations on PCBs may be more stringent than the Federal regulations. This property will not receive RTDS processing but will be placed directly on disposal service contract.

g. DRMOs shall RTDS lighting ballasts which are marked as having "NO PCBs" which are unused or in serviceable condition. If these items fail RTDS, they may be downgraded as scrap.

#### 14. FLUORESCENT LIGHT TUBES AND HIGH INTENSITY DISCHARGE LAMPS (HID)

a. Currently, fluorescent light tubes and HID lamps are neither listed nor excluded as HW under EPA regulations. Some states have specific regulations in the absence of federal regulations. State regulations should be checked prior to disposal. This type of property contains mercury, cadmium, antimony and other metals, which when contained in the items at or above the toxic levels listed in 40 CFR 261 (e.g., mercury is an RCRA characteristic HW (D009)), are regulated as an HW when discarded.

b. Prior to discard and disposal, unused or serviceable tubes and lamps can be packaged, handled and stored safely without being managed as HW. Unused or serviceable fluorescent lamps may be processed for RTD or sale. The lamps scheduled for RTDS shall be placed in replacement lamp cartons, when available. When lamp cartons are not available, the lamps shall be placed in bundles of 20 lamps and wrapped with a plastic cushion wrap to prevent breakage.

c. Small quantities of fluorescent lamps and HID lamps can routinely be disposed of in municipal solid waste landfills by generating activities, as long as the waste does not fail Toxicity Characteristics Leaching Procedures and becomes classified as HW. The lamps may not intentionally be shattered. Generators disposing of their own lamps as municipal or household waste should seek guidance from their host installation environmental branch prior to disposal.

d. Fluorescent lamps and HID lamps which fail RTDS shall be considered for recycling at a permitted or licensed recycling facility or disposed of as HW on a disposal service contract.

15. LAB PACKS FOR SMALL QUANTITY CHEMICAL ITEMS. The special lab pack procedures set forth below should facilitate the turn in of small quantities of chemicals (items less than 1 gallon or 7 pounds in weight) to DRMOs. This procedure enables the turn in activity to prepare just one DTID for the chemicals, including those noncontrolled, condemned, HW in FSC 6505. This should significantly reduce the documentation and transportation efforts for both the turn in activity and the DRMO.

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a. The generating activity shall not lab pack for turn in. All lab packing shall be done by DRMS' commercial contractors.

b. Lab Packing by Commercial Contractor. The contractor shall perform the lab packing of chemicals with the DRMO taking accountability on a "wash-post" basis before contractor removal. The DRMO Contracting Officer Representative shall monitor these procedures while the generator shall have an observer present. A list of chemicals must be attached to the DTID as each lab pack is filled.

c. The generating activity shall pre-coordinate the turn in with the DRMO, so that the DRMO can determine whether or not the items in the lab pack can bypass the disposal cycle and move directly to disposal by service contract. Pre-coordination should be done well in advance of the actual turn in to allow the contractor sufficient lead time to assess the need for equipment and supplies necessary to accomplish the lab packing. The generator shall provide a list of the property to be turned in as a part of the pre-coordination process. The list, which shall include the chemical name, weight, and volume of each item, may be transcribed onto a blank sheet of paper. (See paragraph "e" below for LDR changes for lab pack preparation and disposal.)

d. The generating activity shall prepare a DTID for each lab pack and attach the list of the chemicals to it. On the DTID, the generator should use an LSN, which should consist of the FSC, National Codification Bureau Code (NCB), and the hazard class. If a requirements contract is in place, the DRMO and the generator should assure that the hazard class matches a CLIN in the disposal service contract. The chemical name shall be "lab pack"; unit of issue should be "DR" (drum), and the quantity "1" (one).

e. Lab packs are subject to the LDR. An EPA final rule, 19 Sep 94, changed the LDR notification and requires new certification requirements for lab packs to correspond with changes EPA made to regulations determining what goes into a lab pack. The final rule replaced 40 CFR 268 Appendix IV and V with a new Appendix IV which list the waste codes that are prohibited from going into a lab pack. Lab packs must be treated to the standards in 40 CFR 268.40 or they can be handled under the alternative treatment standard in 40 CFR 268.42(c). If lab packs are handled under the alternative treatment standard in 40 CFR 268.42(c), a lab pack notification form found in 40 CFR 268.7(a)(8) and the 3 Jan 95 technical amendments must be used. In general, the certification states that the lab pack does not contain any wastes identified in Appendix IV to part 268.

## **16. LIQUID ROCKET PROPELLANTS AND ASSOCIATED PRODUCTS**

a. Liquid rocket propellants including aniline, furfuryl, alcohol, hydrazine, UDMH, and JP-X shall be destroyed in accordance with instructions provided by the managing Military Service.

b. Destruction of liquid rocket propellants shall be accomplished with the cognizance of the director of medical services of the host installation.

c. Associated Products

(1) Fuming nitric acid (including that which has been administratively condemned), liquid oxygen, and liquid nitrogen possess commercial use and must not be destroyed until the DRMO has made a determination of salability.

(2) Otto fuel II at all concentrations may be turned in to the DRMO. Otto fuel II is a non-explosive, low fire hazard material. However, because of its Propylene Glycol Dinitrate component, it must be disposed of as an RCRA HW (toxic). DRMOs shall accept accountability, but not physical custody, of this material.

(3) Hydrazine solutions containing 22 percent or less hydrazine may be turned in to the DRMO. DRMOs shall accept accountability, but not physical custody, of this material.

## 17. MEDICAL WASTE

a. Infectious Medical Waste. Disposal of infectious medical, veterinary, hospital generated, or bio-hazard wastes are the responsibility of the generating DoD component. DRMOs have no responsibility for this type of HP (see paragraph B. 1j(8)).

b. RCRA or State Regulated Infectious Hazardous Waste

(1) Generating activities shall identify their requirements to the DRMOs for disposal of infectious waste, which is also a HW. Infectious waste and infectious waste mixtures which meet the definition of a HW, under RCRA Subtitle C or state regulations, are normally regulated by the individual states where the waste is generated. In cases where the State hazardous waste characterization takes precedence over the infectious waste classification, DRMOs may accept accountability (for service contract disposal) but not physical custody. All contaminants must be listed on the HWPS.

(2) For overseas activities, mixtures of infectious medical wastes and hazardous wastes will be handled as infectious, according to the OEBGD and respective FGS

(3) Non-infectious medical, veterinary, or used laboratory solvents and solutions, which are RCRA or state regulated HW (e.g., alcohol, formalin, formaldehyde, and xylene), as a result of laboratory tissue processing, may be turned in to the DRMO. Tissue or particulate present in the waste must be filtered out and disposed of as a pathological waste prior to turn-in. All contaminant must be listed on the HWPS and the DTID. An authorized medical officer shall certify on the HWPS that the waste is non-infectious.

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(4) DRMOs shall accept accountability and physical custody if the waste or waste code is listed in the storage facility permit and sufficient storage space is available. Fractional distillation is the preferred method for recycling xylene and other solvents generated by medical laboratories. It is recommended that this method be used where available, instead of turn-in to the DRMO.

18. **MERCURY VAPOR LAMPS.** Each mercury vapor bulb contains between 29 and 100 mg of mercury depending on its wattage rating. Because the bulbs are pressurized, when one is broken a large part of the mercury is atomized and enters the atmosphere. High pressure sodium bulbs are hazardous also since they contain between 17 and 30 mg of mercury.

a. Turn-in activities shall remove the mercury vapor bulbs or sodium bulbs from light fixtures (intact or broken) and turn-in the items separately. The bulbs are easily broken during handling if left in the lighting fixture.

b. Unbroken mercury vapor and high pressure sodium lamps shall be packaged in sealed plastic bags and placed in an outer package to avoid breakage.

c. Broken bulbs shall be turned in as HW following the turn-in, waste identification and transportation requirements outlined in this chapter.

d. Recycling. Mercury vapor lamps may be sent for mercury reclamation to a permitted or licensed recycling facility.

19. **METALWORKING MACHINES** (see Chapter 4, Special Processing Requirements, paragraph B43)

## 20. OIL

a. Synthetic Jet Engine Oil MIL--7808 and MIL-L-23699. These oils contain tricresyl phosphate which produces paralysis if taken internally. The containers for these synthetic fluids must not be used as containers for food. Any sale solicitation or contract for these oils shall contain pertinent precautionary information in the property description.

b. Used Oil. Although used oil destined for disposal or recycling is not listed as HW, established standards for managing used oil are at 40 CFR 279 and various state regulations.

(1) Used oil turned in to the DRMOs shall be processed for RTDS.

(2) When used oil is mixed with any quantity of a listed waste, listed in Subpart D of 40 CFR 261, the resultant mixture is subject to regulation as HW under 40 CFR 124, 260-268, & 270, rather than as used oil under 40 CFR 279.

(3) **Identification of Used Oil.** In order to determine the recycling and RTDS potential of used oil certain information is required at turn-in. The DTID, or HWPS for used oil turned in as HW, shall identify:

(a) Listed HW specified in 40 CFR 261.31, 261.32, 261.33; when mixed in the oil.

(b) **Flash Point.** Used oils cannot be classified as an HW due only to ignitability or a low flash point. See 40 CFR 279.10(b)(2)(iii). Used oils can be classified as off-specification used oils if the flash point is below 100 degrees Fahrenheit. A flash point of less than 140 degrees may indicate that the used oil was mixed with an HW.

(c) **Total halogens.** If the total halogens are greater than 1000 ppm, turn-in as HW; if less, turn-in as HM. Used oil containing more than 1000 ppm total halogens is presumed to be an HW because it has been mixed with halogenated HW listed in Subpart D of 40 CFR 261. However, a generator may be able to demonstrate otherwise by complying with 40 CFR 279.10(b) (ii), rebuttable presumption for used oil.

c. Refrigerant contaminated compressor oil from refrigerated equipment may contain residual halogenated substances which cause it to exceed 4000 ppm chlorofluorocarbons (CFC) concentrations. EPA does not require that the halogenated substances be recovered from refrigerant-contaminated compressor oil to comply with the refrigerant recycling rule. This type of oil will be managed under RCRA, 40 CFR 279.10(b)(ii)B.

21. **OPENED CONTAINERS.** Partially used HM in opened containers, where the packaging integrity has been violated shall normally be disposed of directly on service contract. Exception: A waiver may be given by DRMS for such items which satisfy an RTD requirement or for which an economical, legitimate market exists. Repackaging by the generator may be required and DRMS may require additional documentation such as a lab analysis or HWPS to demonstrate the original material remains intact and was not contaminated or mixed with other HP.

22. **ORGANIC PEROXIDES (or other shock sensitive chemicals)**

a. DRMOs will take accountability, but not physical custody of organic peroxide chemicals. Additional information and a safety certification will be required for the turn-in of this type of HP, which may be shock sensitive, thermally unstable and/or subject to decomposition.

b. DRMOs will not take accountability (e.g., sign block 22 of the DTID) unless the required information and certification about the stability of the material or waste is provided as follows:

(1) Age of the material and/or shelf life date. Has the shelf life expired?

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(2) How has the material been stored (e.g., Storage temperature, type of storage area, number and size of containers, has material been opened, if opened, has the material been stabilized)?

(3) If applicable, has this material been refrigerated for its entire shelf life?

(4) If applicable, is there any appearance of crystallization?

(5) A certification, of a duly authorized government representative, or the "knowledgeable person," such as the host's industrial hygienist (IH) or bio-environmental engineer, stating: "In my professional judgement, I certify that this organic peroxide has been inspected or tested by knowledgeable personnel and does not contain explosive components; the material has not chemically degraded to the point that it presents an explosive hazard or danger of self-ignition under normal handling conditions incident to shipment for reuse or disposal."

23. OVERPACKED HAZARDOUS MATERIAL. HM placed in overpacks due to the damaged condition of the original container, such as leaks, dents, rust, bulging, is prohibited from RTDS and will be disposed of directly on service contract. Exception: Large volumes of DS2 which may be sold only for distillation.

## 24. OZONE DEPLETING SUBSTANCES (ODS)

a. General. The 1990 Clean Air Act, as amended, requires certain substances which have destructive effects on the ozone layer (such as CFCs, halons, carbon tetrachloride, methyl chloroform and Hydrochlorofluorocarbons (HCFCs)) not be vented to the environment and be phased out from production and use over an extended period of time (See Definitions for class I and class II ODS). EPA has issued regulations, at 40 CFR 82, Protection of the Stratospheric Ozone, to limit ODS emissions and to encourage recovery and reclaiming of refrigerants.

### b. DoD Reserve for ODS

(1) The DLA has established a DoD ODS Reserve at the DCSR, Richmond, Virginia. DoD components shall turn in to the Reserve the following excess CFCs and Halons: CFCs - 11, 12, 114, 500, 502 and Halons - 1202, 1211, 1301. The reserve accepts both used and unused (new) CFCs and Halons in a relatively pure state (i.e., not as a component of other products). These chemicals may have been purchased under the Federal Supply Classes (FSC) of 6830 and 4210, or from a commercial source. CFC/Solvent -113 (Type I & II) and 1, 1, 1 Trichloroethane (FSCs 6850 and 6810) can also be turned in to the reserve provided they have never been used and the containers in which the chemicals reside have never been opened or unsealed. The reserve will also accept empty associated standard government cylinders. For more information about the ODS Reserve, call commercial (804) 279-5203 or 4255 or (DSN) 695-5203-4525.

(2) Recovered refrigerants or halons shall not be used as a form of payment for the performance of a service contractor's recovery service. DLA (DSCR) will provide MILSTRIP disposition instructions for reported ODS excess products.

(3) Refrigerants, halons and ODS recovery cylinders required by the Reserve will not be turned-in to the DRMOs. DRMOs inadvertently receiving "Reserve-required" refrigerants, halons, or recovery cylinders, shall return the property to the turn-in activity for subsequent return to the Reserve. DRMOs will not RTDS any refrigerants, halons, or recovery cylinders which should go to the Reserve, unless instructions are received through DRMS from DSCR that the items are excess property and do not need to be returned to the Reserve.

c. Turn-in of refrigeration equipment to DRMOs. Turn-in of excess property containing refrigerants (e.g., enameled white goods such as household refrigerators, room air conditioners, water coolers) and other refrigeration equipment listed at Attachment 4.

(1) General. The EPA Refrigerant Recycling Regulation, 40 CFR 82.150-166, establishes a recycling program for refrigerants recovered during the servicing and disposal of specific refrigeration equipment (see Attachment 4). This includes a safe disposal requirement (i.e., removing of refrigerants by certified technicians) from refrigeration equipment going to final disposal to a scrap recycler or landfill.

(2) Usable/Serviceable Property. Generating activities should not remove the refrigerant from usable/serviceable refrigeration property. These items shall be processed as normal receipts with the refrigerants intact and shall be processed for RTDS by the DRMO.

(3) Generating activities shall attach the following statement to the turn-in document (DD Form 1348-1A) and to the property identifying the class I or II refrigerant contained in the item:

**WARNING:** Contains (insert name of substance), a substance which harms public health and environment by destroying ozone in the upper atmosphere.

(4) If the usable/serviceable property fails RTDS and is processed to final disposal (scrap or landfill), DRMS/DRMO shall ensure removal and recovery of the ODS from the property prior to final disposal and that a signed statement is provided giving the information listed in paragraph 24d(1) and (2) below, per 40 CFR 82.156(f)(2). Removal service may be arranged through a turn-in activity or host installation having certified technicians, or DRMS/DRMO may contract the recovery service.

d. Scrap/unserviceable property. The generating activities shall remove or recover refrigerants prior to turn-in of unserviceable or scrap refrigeration equipment, as well as hazardous components (e.g., PCB capacitors, mercury switches, fluids, etc.). Per 40 CFR



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82.156(f)(2), generating activities shall provided a signed statement with the following information with the turn-in document. DRMOs shall retain the statement and documentation in their property accounting files.

- (1) The name and address of the person who recovered the refrigerant.
- (2) The date the refrigerant was recovered.
- (3) Additionally, an "EMPTY" label shall be attached to the property to indicate the refrigerant has been removed/recovered prior to turn-in as scrap.

e. Per 40 CFR 82.102(a)(1), a warning statement/label is required on containers containing recycled or reclaimed class I substances (CFCs), halons, carbon tetrachloride, methyl chloroform and class II substances (HCFCs) for transportation and storage. Normally containers containing recycled or reclaimed class I or class II substances should be turned in to the DoD ODS Reserve. However, if not required by the Reserve, and if turned in to the DRMO, the following turn-in requirements apply:

(1) Usable property. Generating activities turning-in containers of recycled or reclaimed class I or class II substances shall ensure that the EPA required container warning statement/label is on the container. The warning statement must be substance specific and the label size must comply with specific requirements in the regulation.

(2) Empty ODS containers. Containers that once contained a class I or class II substance which has been removed from the container and the container itself is now recycled or turned-in as scrap do not require the warning label. If turned in to the DRMO for recycling or scrap, an "EMPTY" label shall be placed on the property. (NOTE: Prior to turning-in empty ODS recovery cylinders to the DRMO, generators should check with their respective military service, agency or the DoD ODS Reserve to determine the NSN of empty recovery cylinders which the Reserve wants returned.)

(3) Waste Disposal. Containers containing class I or class II substances or wastes in trace amounts do not require labeling when discarded and sent to final disposal (e.g., incineration, energy recovery or landfill) (FR 60 January 19, 1995, page 4010).

f. Turn-in of ODS products banned as "non-essential" by the Non-Essential Products Ban, 40 CFR 82.60-68.

(1) This part of the regulation defines as "non-essential" specific products which release class I and class II ODS and prohibits their sale or distribution. The regulation also provides exemptions from the ban for specific products under specific conditions. Refer to the applicable parts of the regulation to determine which are banned products or which are exempted

products, the conditions of exemption and applicable effective dates.

(2) Turn-in activities shall identify class I and class II products subject to the non-essential products ban on the turn-in document. The DRMO shall not distribute or sell this type of property, unless exempt from the regulation and the conditions of exemption can be met as outlined in the regulation.

25. PESTICIDES (See also Item 33, Universal Waste Standards.)

a. Turn-in Requirements

(1) DRMOs shall accept pesticides which are properly packaged and safe to handle. Pesticides in broken or leaking containers shall be repackaged before turn in to the DRMO. Repackaged pesticides containers should be stencil-labeled "FOR DISPOSAL ONLY." The following information must be affixed to the container:

- (a) NSN-Repackaged (if applicable).
- (b) Nomenclature and percent active ingredient.
- (c) Type and quantity of rinse solution added to repackaged container (if applicable).
- (d) Total quantity in gallons (liquids)/pounds (solids).
- (e) Date packaged (month/year).

(2) Suspended pesticides, with no DoD approved uses, and pesticides without Federal Insecticide, Fungicide, and Rodenticide Act labels, and restricted use pesticides bearing the "DANGER" label shall be directly processed to a DRMS disposal service contract.

(3) If a pesticides is manufactured under an EPA exception for the sole use of DoD or a Military Service (Army, Navy, USAF, USMC), the generating activity must enter "DoD use only" or "(Identify Military Service) use only" in block 27 of the DTID.

(4) If maximum pesticide strength has deviated from the labeled amount, the product is considered adulterated and cannot be further used as a pesticide. The generator must indicate "adulterated" in block 27 of the DTID.

(5) Pesticides shall also be stencil-labeled "FOR DISPOSAL ONLY" under the following conditions:

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(a) Revised labels for suspended pesticides cannot be obtained by the turn in activity from the manufacturer.

(b) Pesticides without a label.

(c) Pesticides which have had their composition altered.

b. Serviceable Pesticides. When turned-in to the DRMO, the generating activity shall ensure that pesticide containers are labeled with the information listed below. The generating activity must not detach, alter, deface, or destroy in whole, or in part, any manufacturer label attached to the pesticide container. If labels are defaced or illegible, neither the generator the DRMO shall make any modifications to existing labels. Only duplicate or revised, registered labels obtained from the manufacturer shall be affixed to the container.

(1) Name and address of manufacturer or person for whom the pesticides were manufactured.

(2) Name, brand, or trademark under which the product is sold.

(3) EPA Registration Number and EPA Establishment Number (for those used in the United States).

(4) Statement of net contents.

(5) Statement of ingredients.

(6) Pertinent warning or cautionary statement, as necessary, to prevent injury to man, animals, and vegetation not detrimental to man.

(7) Directions for use which, if followed, are adequate to protect the user, the public, and the environment.

c. Technical information necessary for preparing labels or other purposes may be obtained from several sources. See Attachment 5, this chapter for additional information and Military Service points of contact.

d. Any special military markings on pesticide containers shall be obliterated by the holding activity before release to a non-Federal recipient. The DRMO will notify the holding activity if the directed release requires obliteration of these markings.

26. POLYCHLORINATED BIPHENYL (PCB). PCBs are regulated under the TSCA and the implementing regulations 40 CFR 761. State and host nation regulations may differ and

should be consulted prior to taking disposal action. The following turn-in procedures apply:

a. **Laboratory Analysis.** An individual laboratory analysis by gas chromatography (GC)/Electron Capture Detector, conducted after an item is taken out of service for disposal or prior to turn-in, shall accompany each item and the DTID. The analysis shall indicate the amount of PCB in parts per million (PPM). The Federal Regulatory ranges for PCBs are:

- (1) 2 ppm or less
- (2) Less than 50 ppm
- (3) 50-499 ppm
- (4) 500 ppm or greater

**NOTE:** EPA accepts only GC as the method for determining the concentrations of PCBs in oils. The quality of testing varies; testing laboratories should demonstrate use of quality techniques and should provide quality assurance on the precision of their test results. Accepted GC testing methods are: USEPA SW 846, Method 8080, "Organochlorine Pesticides and PCBs"; USEPA Test Method 600, "The Determination of Polychlorinated Biphenyls in Transformer Fluid and Waste Oils"; and ASTM D 4059, "Standard Method for Analysis of Polychlorinated Biphenyls in Insulating Liquids by Gas Chromatography".

c. Batch testing of transformer oils may be accepted on a case-by-case basis with DRMS approval prior to turn-in.

d. Exception to testing

(1) Property that has the original equipment manufacturer's nameplate indicating the presence of PCBs such as a generic designator or commercial trade name (e.g. Askarel, Aroclors, Pyranol, etc.).

(2) Hermetically sealed items without a manufacturer's nameplate, which will be assumed worst case (>500 ppm).

(3) Hermetically sealed items with the original manufacturer's nameplate indicating the level or range of PCB concentration, or non-PCB, on the nameplate.

e. **Packaging and Marking.** PCB property must be enclosed, nonleaking, and safe to handle. Liquid PCBs and spill residue must be packaged and labeled for transportation per DoT 49 CFR in the U.S. PCB Containers >50 ppm PCB, PCB Articles, PCB Transformers at or >500

## **DoD 4160.21-M**

ppm, and PCB Equipment shall be marked according to the requirements of 40 CFR 761.40 and 761.45.

f. Overseas activities shall comply with the FGS, host nation or international shipping requirements when managing and shipping PCBs.

27. **RADIOACTIVE MIXED WASTE.** DRMOs are not authorized to receive or dispose of radioactive mixed wastes. See paragraph B1(j)(9) this chapter.

28. **SPILL RESIDUE AND HAZARDOUS DEBRIS.** The DRMS has disposal capability for spill residue and hazardous debris (as defined in 40 CFR 261.3 and 268.2 for HW or 40 CFR 761 for PCBs). This policy does not include spill residue and debris from the categories of property, enumerated in paragraph B1 of this chapter, which are the disposal responsibility of the DoD installations.

- a. DRMS shall dispose of spill residue and hazardous debris on disposal service contract.
- b. Turn-in activities shall coordinate with the DRMO in advance of the turn in.
- c. Turn-in activities shall meet HP identification, packaging, labeling, and documentation requirements as outlined in paragraph D of this chapter.
- d. The standard identification "9999-00-SPLRES" or "9999-00-DEBRIS" shall be used on the DTID.
- e. The code "HW" shall be used in block 4 of the DTID, if applicable.
- f. Identification of PCBs in spill residue and cleanup debris shall meet PCB turn-in requirements of this manual and comply with 40 CFR Part 761. PCB spill residue and PCB cleanup debris will be processed directly to disposal contract.

## 29. STORAGE TANKS

- a. Empty tanks that are cleaned and purged may be turned in to a DRMO.
- b. Conditions of turn-in. If a tank (Underground Storage Tank, [UST], or above ground tank) was used to store HW, the tank must be cleaned in accordance with 40 CFR 264/265.197. An UST containing regulated substances must be cleaned in accordance with 40 CFR 280.71. For safety considerations, tanks which previously contained combustible or flammable liquids need to be tested for flammable vapors/gas, rendered vapor/gas free, and vented prior to turn-in.

c. Exempt UST or nonregulated above ground tanks shall be pumped, have sludges/residue removed, be rinsed and/or purged, in a similar manner as regulated storage tanks prior to turn-in.

d. DRMS can provide UST and above ground tank cleaning, removal and final disposal services, if requested by the generating activity.

**30. TIRES - DISCARDED/SCRAP.** Several states have instituted scrap tire management programs whereby they regulate, under solid waste regulations, how scrap tires are managed by including permit programs for facilities that collect/store scrap tires, a manifest system for disposal, and the manner of transportation and landfill disposal.

a. DRMOs need to determine, based on the amount of tires received yearly, storage space, permit requirements and other state requirements. DRMOs should apply for permits through their host installation.

b. Host installations in states requiring permits for the collection of tires should request a permit or license as owner of the facility, and the DRMO will sign as the operator. State agencies may assess fees for processing of permit or license applications. The host permit or license application may cover multiple tire storage areas on the installation. DRMS will pay only that portion of the fee which is for DRMO scrap storage areas included on the application.

c. Turn-in activities may dispose of scrap tires at the DRMOs. However, the DRMOs' ability to receive the tires may be limited if the DRMO is in a state that requires permits for tire collection above a specific amount, e.g., 500, 1000, unless the host installation has a permit. If the DRMO cannot receive the scrap tires, the turn-in activity will retain physical custody during the RTDS process.

### **31. TOXICOLOGICAL, BIOLOGICAL, AND RADIOLOGICAL AGENTS/MATERIALS**

a. Toxicological, biological, and radiological agents or materials which are determined to be hazardous and which have no value in industry or the civilian economy shall be demilitarized by the owning DoD activity as prescribed in DoD 4160.21-M-1.

b. Where toxicological, biological, or radiological agents or materials, other than war munition type items, have potential commercial value, consideration may be given to sale as a means of disposal. Items of this type produced or intended for use as war munitions may not be sold (see DoD 4160.21-M-1). Sale action for items of other than war munitions type may be initiated only when a waiver authorizing sale is granted by the headquarters of the procuring Military Service and DUSD (L).

## **DoD 4160.21-M**

c. Requests for waiver to permit sale shall be supported by pertinent documentation, setting forth in detail the measures to be taken to minimize the hazards which could be met due to the dangerous nature of the material to be offered. A copy of the request, supporting documentation, and the waiver authorizing sale shall be furnished to DRMS at the time the material is reported for sale.

d. Sale of material of the types described in this paragraph shall be made only when authorized and only to qualified purchasers for use, remanufacture, reprocessing, or authorized resale.

### **32. TREATED WOOD PRODUCTS**

#### **a. Pentachlorophenol (PCP) Treated Wood Products**

(1) Disposal of PCP-treated wood products is not currently regulated by Federal RCRA regulations, however, disposal may be regulated by state or local law.

(2) When PCP-treated wood products (which have not been containerized) are palletized for turn-in to a DRMO, generating (turn-in) activities should ensure that any available PCP-treated pallets are used for this purpose. If PCP-treated pallets are not available, generating activities are encouraged to use the servicing DRMO as a possible source for PCP-treated pallets before using non-treated standard pallets. This would also prevent the inadvertent and unnecessary expense for disposal of standard pallets on service contracts.

(3) For further information on PCP-treated products, refer to Technical Guide No. 146, "Pentachlorophenol Materials," published by the USACHPPM, (410) 671-3651 (DSN 584).

#### **b. Other Types of Treated Wood**

(1) Creosote and inorganic arsenical pressure-treated wood products which may be turned in to the DRMOs are railroad ties; pilings, piers, and dock materials; decking; construction lumber; and telephone poles (Note: PCP is sometimes used to treat these products). These items shall receive RTDS processing.

(2) Spent treated wood has potential reuse as fence posts, rails, lighting poles, landscape timber, parking lot bumper guards.

(3) Disposal requirements for spent treated wood products may vary depending on state regulations. If treated wood materials are designated as fuel or are disposed of in a landfill, compliance is required with applicable Federal or state regulations for characterizing the waste.

33. UNIVERSAL WASTE (40 CFR 273.)

a. EPA's Universal Waste Standards, effective May 11, 1995, establish a new program for managing specific HW outside of the RCRA Subtitle C requirements. The intent is to ease the burden of full RCRA Subtitle C compliance on small and large quantity handlers of universal waste, but still regulate the waste, thus encouraging conservation through recycling. Conditionally exempt as universal waste are:

- (1) Batteries (All battery types that are HW when discarded.)
- (2) Pesticides
- (3) Mercury thermostats

b. Generators and DRMOs have the option of managing universal wastes either under the current RCRA Subtitle C requirements or under the Universal Waste Standards. Lead acid batteries may be managed as either universal waste or under the requirements in 40 CFR 266, Subpart G.

c. The Universal Waste Standards are immediately effective only in those states without RCRA authorization. Implementation of the Universal Waste Standards is optional in all other states. These states may adopt the Universal Waste Standards by amending their RCRA program and receiving authorization by EPA. States are not mandated by law to implement the Universal Waste Program for all or any of the waste covered in the standards. For example, a state could adopt standards covering only batteries but not pesticides or thermometers. Prior to managing the above items under the Universal Waste Standards, check with state environmental agencies to determine if and when the Universal Waste Standards are applicable in the particular state.

d. Generators will coordinate with the DRMOs prior to turning in HW as universal waste. DRMOs will coordinate the establishment of a universal waste management program with their host installation.

e. The following turn-in requirements apply to universal waste:

- (1) Universal waste may be turned-in as HM, marked in block 4 on the DTID.
- (2) Universal waste turned-in to a DRMO must be labeled in accordance with 40 CFR 273.14 or 273.34.
- (3) Either a HWPS or a MSDS will accompany the turn-in of universal waste, unless the item is exempted under 29 CFR 1900.1200(b)(5) and (6).
- (4) Off-site shipments of universal waste must comply with DoT (49 CFR 170-180) shipping requirements.



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34. **USED OIL FILTERS.** The EPA promulgated a used oil filter regulation that excludes certain types of oil filters from the definition of HW. 40 CFR 261.4(b)(13) excludes oil filters from HW regulations provided three criteria are met; the filters must not be terne plated; must not be mixed with other HW; and must be gravity hot-drained. States with authorized HW programs may choose to adopt the EPA regulations or may adopt more stringent HW rules. If the generator identifies a requirement for recycling, DRMS service contracts may include or be modified to include oil filter recycling.

**HAZARDOUS WASTE DISPOSAL CONTRACT STANDARDS**

1. Provide 100 percent manifest tracking to maintain a “cradle to grave” audit trail of documentation for hazardous waste disposal (e.g., from original turn-in to final disposal).
2. Maintain automated records for all HW disposal transactions (e.g., waste streams, waste codes, locations, quantities, prices, other pertinent information).
3. Monitor contractor performance at time of pick up by DoD personnel serving as Contracting Officer’s Representative (COR).
4. Conduct extensive past performance and technical evaluation of prime contractor and subcontractors prior to contract award and monitor during contract performance.
5. Conduct on-site post-award inspections of selected sub-contractors (e.g. treatment, storage, and/or disposal facility and transporters) to ensure compliance with regulatory requirements.
6. Evaluate contractor performance and document current and past performance history in a performance database.
7. Ensure contract provisions comply with the Federal Acquisition Regulation and applicable Federal, State, and local safety, environmental and transportation regulations.
8. Monitor contract costs to ensure competitive pricing as well as high quality contractor service.
9. Reduce start-up , administrative, and re-procurement costs by preparing and awarding long-term contracts, if in the best interest of the DoD.

HAZARDOUS WASTE PROFILE SHEET														
PART I														
A. GENERAL INFORMATION		WASTE PROFILE NO. _____												
1. GENERATOR NAME _____														
2. FACILITY ADDRESS _____		3. GENERATOR USEPA ID _____												
5. ZIP CODE _____		4. GENERATOR STATE ID _____												
6. TECHNICAL CONTACT _____		7. TITLE _____ PHONE ( ) _____												
B. 1. NAME OF WASTE <b>A</b> _____ 2. USEPA/ST/STATE WASTE CODE(S) _____ 3. PROCESS GENERATING WASTE _____ 4. PROJECTED ANNUAL VOLUME/UNITS _____ / _____ 5. MODE OF COLLECTION _____ 6. IS THIS WASTE A SIGMAM LISTED WASTE AS DEFINED IN 49 CFR 261.31 (e.g., P020, P021, P022, P023, P028, P027, OR F001)? <input type="checkbox"/> YES <input type="checkbox"/> NO 7. IS THIS WASTE RESTRICTED FROM LAND DISPOSAL UNDER 49 CFR 268.10? <input type="checkbox"/> YES <input type="checkbox"/> NO HAS AN EXEMPTION BEEN GRANTED? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE WASTE MEET APPLICABLE TREATMENT STANDARDS? <input type="checkbox"/> YES <input type="checkbox"/> NO REFERENCE STANDARDS _____														
PART II														
1. MATERIAL CHARACTERIZATION (OPTIONAL-NOT REQUIRED DATA)  COLOR _____ DENSITY _____ BTU/LB _____ TOTAL SOLIDS _____ ASH CONTENT _____ LAYERING: <input type="checkbox"/> MULTILAYERED <input type="checkbox"/> BILAYERED <input type="checkbox"/> SINGLE PHASE	4. MATERIAL COMPOSITION  <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">COMPONENT</th> <th style="width:33%;">CONCENTRATION</th> <th style="width:33%;">RANGE</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center; vertical-align: middle;"><b>L</b></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center; vertical-align: middle;"><b>E</b></td> </tr> <tr> <td>TOTAL</td> <td>100%</td> <td></td> </tr> </tbody> </table>		COMPONENT	CONCENTRATION	RANGE		<b>L</b>				<b>E</b>	TOTAL	100%	
	COMPONENT	CONCENTRATION	RANGE											
	<b>L</b>													
		<b>E</b>												
TOTAL	100%													
2. RCRA CHARACTERISTICS PHYSICAL STATE: <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> SEMI-SOLID <input type="checkbox"/> GAS <input type="checkbox"/> OTHER TREATMENT GROUP: <input type="checkbox"/> WASTEWATER <input type="checkbox"/> NON-WASTEWATER <input type="checkbox"/> IGNITABLE (D001) <input type="checkbox"/> REACTIVE (D003) FLASH POINT (F) _____ <input type="checkbox"/> WATER REACTIVE <input type="checkbox"/> HIGH TOC (> 10%) <input type="checkbox"/> CYANIDE REACTIVE <input type="checkbox"/> LOW TOC (< 10%) <input type="checkbox"/> SULFIDE REACTIVE <input type="checkbox"/> CORROSIVE (D002) <input type="checkbox"/> TOXICITY CHARACTERISTIC pH _____                                  (SEE REVERSE FOR LISTING) <input type="checkbox"/> CORRODES STEEL	5. SHIPPING INFORMATION DOT HAZARDOUS MATERIAL? <input type="checkbox"/> YES <input type="checkbox"/> NO  PROPER SHIPPING NAME _____  HAZARD CLASS _____ U.N. or N.A. NO. _____ ADDITIONAL DESCRIPTION _____ METHOD OF SHIPMENT <input type="checkbox"/> BULK <input type="checkbox"/> DRUM <input type="checkbox"/> OTHER: _____ CERCLA REPORTABLE QUANTITY (RQ) _____ EMERGENCY RESPONSE GUIDE PAGE _____ DOT PUBLICATION 5500.4      PAGE NO. _____ EDITION (YR) _____ SPECIAL HANDLING INFORMATION _____													
3. CHEMICAL COMPOSITION (ppm or mg/L) COPPER _____ PHENOLICS _____ NICKEL _____ TOTAL HALOGENS _____ ZINC _____ VOLATILE ORGANICS _____ CHROMIUM-HEX _____ PCBs _____ (OTHER) _____  NOTE: EXPLOSIVES, SENSITIVE PYROPHORIC, RADIOACTIVE, AND ETHOLOGICAL WASTES NORMALLY ARE NOT ACCEPTED BY THE DDMB.														
6. GENERATOR CERTIFICATION  BASIS FOR INFORMATION <input type="checkbox"/> CHEMICAL ANALYSIS (ATTACH TEST RESULTS) <input type="checkbox"/> USER KNOWLEDGE (ATTACH SUPPORTING DOCUMENTS - Explain how and why these documents comply with RCRA requirements) I, _____, HEREBY CERTIFY THAT ALL INFORMATION SUBMITTED IN THIS AND ALL ATTACHED DOCUMENTS IS TO THE BEST OF MY KNOWLEDGE AN ACCURATE REPRESENTATION OF THE WASTE TURNED IN TO THE DDMB. ALL KNOWN OR SUSPECTED HAZARDS HAVE BEEN DISCLOSED.														
SIGNATURE OF GENERATOR'S REPRESENTATIVE _____		DATE _____												

**TOXICITY CHARACTERISTIC LIST**

EFFECTIVE 25 SEP 90 - LARGE QUANTITY GENERATORS  
29 MAR 91 - SMALL QUANTITY GENERATORS

CONTAMINANT	EPA HW No.	(mg/L)	CONTAMINANT	EPA HW No.	(mg/L)
<input type="checkbox"/> ARSENIC	D004	_____	<input type="checkbox"/> HEXACHLORO-1,3-BUTADIENE	D033	_____
<input type="checkbox"/> BARIUM	D005	_____	<input type="checkbox"/> HEXACHLOROETHANE	D034	_____
<input type="checkbox"/> BENZENE	D018	_____	<input type="checkbox"/> LEAD	D008	_____
<input type="checkbox"/> CADMIUM	D006	_____	<input type="checkbox"/> LINDANE	D013	_____
<input type="checkbox"/> CARBON TETRACHLORIDE	D019	_____	<input type="checkbox"/> MERCURY	D009	_____
<input type="checkbox"/> CHLORDANE	D030	_____	<input type="checkbox"/> METHOXYCHLOR	D014	_____
<input type="checkbox"/> CHLOROBENZENE	D021	_____	<input type="checkbox"/> METHYL ETHYL KETONE	D035	_____
<input type="checkbox"/> CHLOROFORM	D022	_____	<input type="checkbox"/> NITROBENZENE	D038	_____
<input type="checkbox"/> CHROMIUM	D007	_____	<input type="checkbox"/> PENTACHLOROPHENOL	D037	_____
<input type="checkbox"/> O-CRESOL	D023	_____	<input type="checkbox"/> PYRIDINE	D039	_____
<input type="checkbox"/> M-CRESOL	D024	_____	<input type="checkbox"/> SELENIUM	D010	_____
<input type="checkbox"/> P-CRESOL	D025	_____	<input type="checkbox"/> SILVER	D011	_____
<input type="checkbox"/> CRESOL	D026	_____	<input type="checkbox"/> TETRACHLOROETHYLENE	D036	_____
<input type="checkbox"/> 2,4-D	D016	_____	<input type="checkbox"/> TOXOPHENE	D015	_____
<input type="checkbox"/> 1,4-DICHLOROBENZENE	D027	_____	<input type="checkbox"/> TRICHLOROETHYLENE	D040	_____
<input type="checkbox"/> 1,2-DICHLOROETHANE	D028	_____	<input type="checkbox"/> 2,4,5-TRICHLOROPHENOL	D041	_____
<input type="checkbox"/> 1,1-DICHLOROETHYLENE	D029	_____	<input type="checkbox"/> 2,4,6-TRICHLOROPHENOL	D042	_____
<input type="checkbox"/> 2,4-DINITROTOLUENE	D039	_____	<input type="checkbox"/> 2,45-TP (SILVEX)	D017	_____
<input type="checkbox"/> ENDRIK	D012	_____	<input type="checkbox"/> VINYL CHLORIDE	D043	_____
<input type="checkbox"/> HEPTACHLOR (AND ITS HYDROLIDE)	D031	_____			
<input type="checkbox"/> HEXACHLOROBENZENE	D032	_____			

**PART III  
FOR DRMO USE ONLY  
DRMO VERIFICATION**

1. DATE VERIFIED \_\_\_\_\_

2. RESULTS  ATTACHED

pH \_\_\_\_\_ FLASH POINT \_\_\_\_\_ SPECIFIC GRAVITY \_\_\_\_\_ HALIDES (TOX) \_\_\_\_\_

REACTIVITY: WATER REACTIVITY \_\_\_\_\_ CYANIDES \_\_\_\_\_ SULFIDES \_\_\_\_\_

TCLP \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. CHEMICAL COMPOSITION**

Indicate if any of the listed chemical components (e.g., copper, nickel, phenols, PCBs etc.) are present in the waste and indicate the concentration level in ppm or mg/L.

OTHER - Indications of other hazardous characteristics must be included (e.g., explosives, radioactive, etiological, peroxide-forming, etc.).

**NOTE:** *Explosives, shock sensitive, pyrophoric, radioactive, and etiological wastes normally are not accepted by the DRMO for disposal.*

**4. MATERIAL COMPOSITION**

Section 4 is necessary to determine if any listed wastes have been added to a characteristic waste in addition to the basic material makeup.

List all organic and/or inorganic components of the waste using specific chemical names. If trade names are used, attach Material Safety Data Sheets or other documents which adequately describe the composition of the waste. For each component, estimate the range (in percent) in which the component is present. In case of extreme pH (2 or less or 12.5 or greater) indicate specific acid or caustic species present. This list must include any hazardous components listed in PART II which exceed 10,000 ppm (1%). The total of the maximum values of the components must be greater than or equal to 100% including water, earth, etc.

**5. SHIPPING INFORMATION**

The presented information is not meant to constitute a standard USDOT certificate given by a shipper offering a package to a transporter.

If the information contained in this section is also given on a manifest at time of turn-in, a copy of that manifest will suffice. Indicate if this waste is regulated by U.S. Department of Transportation (DOT) (49CFR172.01).

**PROPER SHIPPING NAME** - Enter the proper USDOT shipping name for this waste (49CFR172.101).

**HAZARD CLASS** - Enter the proper USDOT hazard class (49CFR172.101).

**I.D.#** - Enter the proper USDOT Identification Number (49CFR172.101).

**ADDITIONAL DESCRIPTION** - Enter any additional shipping information required (e.g., "RQ," the names of Hazardous Substance Constituents as they would appear on the Uniform Hazardous Waste Manifest and the packaging) (49CFR172.203).

**CERCLA/DOT REPORTABLE QUANTITY (RQ)** - Enter the Reportable Quantity for this waste from 49CFR172.101 or 40CFR302.

**EMERGENCY RESPONSE GUIDE PAGE** - Indicate the appropriate guide page found in DOT Publication 5800.4 as required by 49CFR172.602.

**SPECIAL HANDLING INFORMATION** - Describe those hazards which you know or reasonably believe are or may be associated with short term or prolonged human exposure to this waste (29CFR1910.1200). If known, please identify any carcinogens present in this waste in excess of 0.1% (29CFR1910.1200(d)(4)). Attach relevant documents as a part of your response if appropriate. If documents are attached, identify these attachments. If you have a current Material Safety Data Sheet, it may be attached. Failure to make an entry in PART 5 is considered to be a representation that you neither know nor believe that there are any adverse human health effects associated with exposure to this waste. Also include in any additional information that will aid in the management of the waste.

**6. GENERATOR CERTIFICATION**

**'CHEMICAL ANALYSIS' OR 'USER KNOWLEDGE' OR A COMBINATION OF BOTH IS MANDATORY AND SHOULD BE ATTACHED TO THE HAZARDOUS WASTE PROFILE SHEET. THIS IS USED AS SUPPORTING DOCUMENTATION TO THE WASTE PROFILE SHEET.**

An authorized employee of the generator must sign and date this certification on the completed generator's Hazardous Waste Material Profile Sheet.

**CHEMICAL ANALYSIS** - Attach copy of analysis.

**USER KNOWLEDGE** - User knowledge is appropriate when it can be documented (e.g., in & out logs, published info, mtds, process production info). There is room provided to explain 'what' and 'why' user knowledge is used in lieu of analysis. Attach all supporting documentation.

**PART III****DRMO VERIFICATION**

This section will be filled in by the appropriate DRMO personnel.

1. **DATE VERIFIED** - Enter date of last verification testing done on waste stream.
2. **RESULTS** - Enter results of verification testing or attach test results. If attached, please indicate so.

## INSTRUCTIONS FOR DRMS FORM 1930

### PART I

#### A. GENERAL INFORMATION

1. **GENERATOR NAME** - Enter the name of the generating facility.
2. **FACILITY ADDRESS** - Enter the street address of the generating facility.
3. **GENERATOR USEPA ID** - Enter the 12-character alpha-numeric descriptor issued by the USEPA to the facility generating the waste.
4. **GENERATOR STATE ID** - Enter the descriptor issued by the state to the facility generating the waste (if applicable).
5. **ZIP CODE** - Enter the generating facility's five or nine digit zip code.
6. **TECHNICAL CONTACT** - Enter the name of a person who will answer technical questions about the waste.
7. **TITLE** - Enter technical contact's title.
8. **PHONE** - Enter technical contact's telephone number.

#### B.

1. **NAME OF WASTE** - Enter a name that is generally descriptive of this waste (e.g., paint sludge, PCB-contaminated dirt, cyanide plating waste).
2. **USEPA/OR STATE WASTE CODE(S)** - Indicate the appropriate state or USEPA Hazardous Waste Identification Number (e.g., D001 U119, etc.).
3. **PROCESS GENERATING WASTE** - List the specific process/operation or source that generates the waste (e.g. paint spray booth, PCB spill, metal plating operation).
4. **PROJECTED ANNUAL VOLUME/UNITS** - Enter the amount of this waste which will be generated annually. Use appropriate units to describe this volume (e.g. pounds).
5. **MODE OF COLLECTION** - Describe the method utilized to collect and store the waste stream (e.g., drums, tanks, ponds).
6. **DIOXIN WASTE** - Storage and disposal of Dioxin wastes require special attention. If this waste is a USEPA listed Dioxin waste, indicate "YES" and contact your DRMO representative.
7. **LAND DISPOSAL RESTRICTIONS** - Indicate if the waste has been prohibited from land disposal, has received an exemption under 268.8 or meets the applicable treatment standards.

### PART II

#### 1. MATERIAL CHARACTERIZATION (OPTIONAL - NOT REQUIRED DATA)

- COLOR** - Describe the color of the waste (e.g., blue, clear, varies).
- DENSITY** - Indicate the range. The specific gravity of water is 1.0. Most organics are less than 1.0. Chlorinated solvents, most inorganics and paint sludge are greater than 1.0.
- BTU/LB** - This entry is only required for property that may have potential for use as a fuel substitute.
- ASH CONTENT** - This entry only for used oil with recovery potential.
- TOTAL SOLIDS** - Content can be expressed as either a weight percentage or dry weight concentration (mg/kg).
- LAYERING** - Check all applicable boxes. Multi-layered means more than two layers (e.g., oil/water/sludge). Bi-layered means the waste is comprised of two layers which may or may not be of the same phase (e.g., oil/water, solvent/sludge). Single phased means the waste is homogenous.

#### 2. RCRA CHARACTERISTICS (40CFR261)

- PHYSICAL STATE** - If the four boxes provided do not apply, a descriptive phrase may be entered after "Other".
- TREATMENT GROUP** - Check the box which applies to the correct treatment group.
- IGNITABLE** - Indicate if the waste is ignitable (D001) and list its liquid flash point obtained using the appropriate testing method (40CFR261.21). The flash point is important from a transportation standpoint (49CFR173.115). Also list if this waste is considered to be a **HIGH TOC IGNITABLE** (contains .GE. 10% total organic carbon) or a **LOW TOC IGNITABLE** (contains .LT. 10% TOC). Knowledge of high/low TOC is required due to Third Third Land Ban regulations. Solids with flammable potential should be identified in PART 3 (e.g., Pyrophoric, RCRA Reactive, other).
- CORROSIVE** - Indicate if the waste is corrosive (D002) and its pH for liquid or liquid portions of the waste. Also indicate if this waste corrodes steel (40CFR261.22). For solid or organic liquid wastes, indicate the pH of a 10% aqueous solution of the waste if applicable. Write "NA" for nonwater soluble materials (e.g., dismantled tanks, empty drums, gases).
- REACTIVE** - Indicate if the waste is reactive (D003) and if it is water reactive, cyanide reactive, or sulfide reactive (40CFR261.23).
- TOXICITY CHARACTERISTIC** - Check appropriate box and list contaminant level.

**MAJOR CATEGORIES OF REFRIGERATION EQUIPMENT  
AFFECTED BY THE REFRIGERANT RECYCLING RULE**

**Reference: Attachment 1, Item 24**

Household Refrigeration. Refrigerators and freezers intended primarily for household use, though they may be used outside the home (e.g., in offices, etc.).

Transportation Refrigeration. Refrigerated ship holds; truck trailers; railway freight cars; other shipping containers.

Commercial Comfort Air Conditioning. Centrifugal chillers; reciprocating chillers; screw chillers.

Comfort Cooling in Vehicles (Other than Trucks and Autos). Trains; airplanes; ships; buses; farm equipment; construction equipment.

Other Refrigerated Appliances. Dehumidifiers; vending machines; ice makers; water coolers.

Residential Air Conditioning. Window units; packaged terminal air conditioners; central air conditioners; light commercial air conditioners; heat pumps.

Retail Food. Small reach-in refrigerators and freezers; refrigerated display cases; walk-in coolers and freezers; large parallel rack systems. (Includes equipment found in supermarkets, convenience stores, restaurants, and other food service operations.)

Cold Storage Warehouses.

Commercial Comfort Air Conditioning.

Industrial Process Refrigeration. Includes, but is not limited to industrial ice machines and ice rinks.

Military Equipment. The final rule does not apply to devices containing and using refrigerants that are designed for and used solely in a military application. Such devices are excepted unless their system of parts in that equipment is identical to equipment used for household or commercial purposes.

**PESTICIDE TECHNICAL INFORMATION POINTS OF CONTACT**

**Reference: Attachment 1, Item 25, paragraph c**

Military and/or Federal specifications have been published on all standard stocks. Each specification contains basic data on standards established on each chemical for labeling, packaging, type and size of containers, quality assurance, assay procedures, and other essential information. A listing of specifications applicable to some pesticides is contained in Attachment 6. Technical assistance on label requirements and other aspects on the use and disposition of pesticides can also be obtained from the engineer or medical entomologist serving military installations. Should entomology support be unavailable, assistance can be obtained, upon request, from the following points of contact:

(1) Armed Forces Pest Management Board, Forest Glen Section, WRAMC, Washington, DC 20307-5001.

(2) Commander, U.S. Army Environmental Center, ATTN: SFIM-ECN, Aberdeen Proving Ground, MD 21010-5401.

(3) U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM), ATTN: HSHB-MR-R, Aberdeen Proving Ground, MD 21010-5422.

(4) Department of the Navy, Navy Environmental Health Center, ATTN: Entomology Programs, Code 37, 2510 Walmer Avenue, Norfolk, VA 23513-2617.

(5) Commander, Naval Facilities Engineering Command, Code 1333, 200 Stovall Street, Alexandria, VA 22332-2300.

(6) AL/OEM, 2402 E Drive, Brooks AFB, TX 78235-5114. (Surveillance, insect info and medical aspects.)

(7) HQ AFCESA/CESM, 139 Barnes St, Ste 1, Tyndall AFB, FL 32403-5319. (Chemical use and chemical specific questions.)

(8) HQ United States Air Force in Europe, ATTN: HQ USAFE/CEV, APO AE 09094-5010.

(9) Det 3, Armstrong Laboratory, Unit 5213-Bldg 850, Kadena AB Japan. (Chemical use and chemical specific questions.)



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(10) HQ USA Europe & 7th Army, ATTN: AEAEN-EH-B, APO AE 09014.

(11) USA Facilities Engineer Activity-Korea, ATTN: Eighth Army Facilities Engineers (EAFE-EN DIR), APO AP 96301.

(12) HQ USACHPPM-EUR, Landstuhl, Germany, APO AE 09180

(13) HQ USACHPPM-PAC, Sagami, Japan, APO AP, 96343-0079

(14) Defense Logistics Agency, ATTN: CAAE (Staff Entomologist), 8725 John J. Kingman Road, STE 2533, Fort Belvoir, VA 22060-6221.

(15) Defense Supply Center Richmond, ATTN: JDTB, 8000 Jefferson Davis Highway, Richmond, VA 23297-5810.

**TABLE OF SOME MILITARY/FEDERAL SPECIFICATIONS  
APPLICABLE TO PESTICIDES**

**Reference: Attachment 1, Item 25**

Amitrole	O-H-190
Chlordane	O-I-518A
Chlordane (Concentrate, Water Emulsifiable)	O-I-515(3)
Chlordane, 5 percent Dust	MIL-I-21036(1)
Dalapon	O-H-205C
DDT	O-I-514A
DDT, Dusting Powder	O-I-578B
DDT, Emulsifiable Concentrate	O-I-558C(1)
DDT, Liquid Form, 5 percent	O-I-531D
DDT, 20 percent Solution	O-I-509A
Dieldrin, Emulsifiable Concentrate	O-I-522B
Dieldrin, 50 percent Water Dispersable Powder	O-I-523(1)
Diuron	MIL-H-51152A
Fenuron	H-00220
Iso-octyl 2,4,5-Trichlorophenoxyacetate	MIL-H-607
Lindane, Liquid Emulsifiable Concentrate 00533B	O-I-533A & O-I-
Lindane, Dusting Powder	MIL-I-11490C
Lindane, Water Dispersable Powder	O-I-535B
Monuron	MIL-H-51153B
n-Butyl 2,4-Dichlorophenoxyacetate	MIL-H-51147A
n-Butyl 2,4,5-Trichlorophenoxyacetate	MIL-H-51148A
Silver Ester & Silver Potassium Salt	O-H-215A
Simazine	O-H-207A
Sodium Arsenite Concentrate	O-I-579(1)
Sodium Monofluoroacetate	O-R-504
2,4-Dichlorophenoxyacetic Acid (Salts & Esters)	O-H-200C
2,4,5-Trichlorophenoxyacetic Acid (Salts & Esters)	O-H-210C

**NOTE:** Additional specifications may be identified by referral to the "Department Index of Specifications and Standards" (and cumulative bimonthly supplements).

## CHAPTER 11

### PRECIOUS METALS RECOVERY PROGRAM

#### A. GENERAL

1. The PMRP is a program which promotes the economic recovery of precious metals from excess and surplus precious metal-bearing materials, and also the reutilization of recovered fine precious metal for authorized internal purposes or as GFM. The program encompasses silver, gold, and the platinum family. The platinum family includes platinum, palladium, iridium, rhodium, osmium, and ruthenium.

2. Many items which have traditionally been processed through the PMRP are now governed by Federal and State environmental regulations. Proper guidance for the processing of these materials will be as stated in this chapter, or Chapter 10, Environmentally Regulated and Hazardous Property, as required by governing law.

#### B. RESPONSIBILITIES

##### 1. HQ DLA

- a. Administer and monitor the PMRP
- b. Develop plans and policy guidance for administration of the overall program within DLA.
- c. Maintain liaison with DUSD (L) and other DoD components, other Government agencies and industry on policy matters pertaining to the program.
- d. Review and analyze data in evaluating program performance, identify and resolve deficiencies, and develop and recommend corrective action.
- e. Review and approve resources, equipment augmentation, and replacement requirements in support of the PMRP.
- f. Review, for compliance with policy, implementing manuals and publications prepared by DLA primary level field activities.
- g. Conduct and participate in studies, technical reviews, and surveys to ensure that current and future program operations are compatible with, and responsive to, effective and economical support requirements.

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h. Develop, in coordination with the Military Services/Defense Agencies, and GSA, uniform procedures to implement the policies contained here.

i. Develop, through the Logistics Data Element Standardization Office, and in coordination with the Military Services/Defense Agencies, and GSA, a system of standard codes for identifying DoD materiel that contain precious metals.

j. Provide program reports required by GSA or by DUSD (L).

k. Recommend to DUSD (L) discontinuance of the program or any part of it when determined to be no longer cost effective.

### **2. DoD Activities**

a. Participate in the PMRP.

b. Maintain a focal point to coordinate on all matters pertaining to the PMRP. (See attachment 1 for listing of focal points.)

c. Maximize the use of fine precious metals for authorized internal use or as GFM (see DoDI 4140.41, Government-Owned Materiel Assets Utilized as Government-Furnished Material).

d. Identify the type, quantity, and location of the precious metal contained in the item management assigned assets and assign a Precious Metal Indicator Code (PMIC), to the item. Notify DLA in order that such items may be included in the Federal Catalog records.

e. Operate recovery equipment currently under their purview, and additional equipment, if required, when jointly agreeable and approved by DLA. Perform operating level maintenance for equipment in their possession. Advise DLA when major repairs or services are needed and skills or parts are not available at the local activity for equipment they operate. Recommend or identify to the servicing PMRP representative equipment and major repair parts and services required for maximizing recovery efforts.

f. Transfer precious metals-bearing material to the nearest DRMO or, when jointly agreeable or approved by DRMS and subject to receipt of fund citation from DRMS, ship to the collection or recovery activity designated by DRMS.

g. Assist in the identification of potential additional generating activities within DoD.

### **3. Participating Federal Civil Agencies. Federal civil agencies may participate in the DoD**

PMRP in accordance with the FPMR, Subpart 101-42.3, and ISAs in effect between DLA and individual Federal civil agencies.

**4. DRMS**

a. Provide program guidance for administering the receipt, storage, processing, shipment, and refining of precious metal-bearing scrap and residual material generated by DoD components and participating Federal civil agencies.

b. Assist in the development of budgetary programs for management of recovery operations under the program.

c. Provide DLA implementing procedures for operation of the DoD PMRP in accordance with the policies and procedures prescribed here.

d. Ensure records of all costs allocable to the PMRP are maintained.

e. Establish standards to measure the efficiency and cost effectiveness of recovery efforts.

f. Establish procedures for acquisition and accountability of PMRP equipment, repair parts, and maintenance services.

g. Ensure that DRMOs readily accept unclassified excess and surplus precious metal-bearing materials generated by DoD components or participating Federal civil agencies.

h. Develop and implement procedures for maintaining accountability over all precious metal-bearing scrap and residual materials received.

i. Provide appropriate precious metals recovery equipment to generating activities when economically feasible and justifiable, and replace this equipment, as necessary.

j. In coordination with DISC, complete section D, Precious Metals Recovery Program, as part of the PAR, for submission to HQ DLA. Data to include precious metals recovered, issued, costs avoided and all PMRP expenses

k. Develop statements of work, solicit, award, and perform post-award functions for precious metals recovery contracts.

l. Conduct staff visits to DoD installations and participating Federal civil agencies to provide technical assistance and support.

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### **5. DISC**

a. Function as the commodity IMM in the supply and DWCF management of fine metals under the PMRP.

b. Receive deposits of fine precious metals from DRMS recovery contractors and reimburse DRMS for incurred recovery expenses from the DISC DWCF.

c. Provide fine precious metals at recovery cost plus authorized surcharge (such as, administration, insurance, transportation) to authorized DoD activities and participating Federal civil agencies for internal use or use as GFM.

d. Accept fine precious metals offered by DoD components and Federal civil agencies through direct transfer of such assets if earlier certification has been furnished that the material offered is at least equal in purity to that identified in specifications of the applicable NSN. Where the purity is not at least equal or the determination cannot be made, DISC is authorized to instruct the offering activity to contact DRMS for disposal instructions.

e. Establish DISC DWCF issue prices for each precious metal based on PMRP recovery costs and authorized surcharges. Prices shall be fixed during the budget execution year to the maximum practicable extent.

f. Establish and maintain DWCF records of receipts, quantity on hand, location, and issues by primary or significant customers for each precious metal.

g. Report excess precious metals to GSA for transfer to the national stockpile as required in Chapter 4, Property Requiring Special Processing, paragraph B66.

h. Provide data to DRMS for completion of Section D of the PAR and necessary reports to DLA under RCS: DLA(Q) 2067 (S), as follows:

(1) Fine precious metals (troy ounces) available for issue: gold, silver, and the platinum family of metals.

(2) Issues (troy ounces) of gold, silver, and the platinum family of metals.

(3) Issue price of gold, silver, and the platinum family of metals.

### **6. Defense Contract Management Command (DCMC)**

a. Conduct preaward surveys and post award precious metal recovery contract actions, as required.

b. Administer precious metals recovery contracts in accordance with terms of the contract and applicable regulations.

c. Maintain liaison with the DLA Program Manager concerning PMRP policy matters to inform contractors of requirements for precious metals recovery or changes thereto.

### **C. TURN IN, RECEIVING, AND PROCESSING**

1. **General.** DoD generating activities and other participating Federal civil agencies are required to turn in all excess fine precious metals and precious metal-bearing material to their servicing DRMO. There may be times, however, when a generating activity desires and may be authorized to ship precious metal bearing materials; such as, electrolytic flake, film ash or electronics, directly to a commercial contractor. For precious metal-bearing material that requires special handling as a part of the turn in process, see Chapter 4, Property Requiring Special Processing.

2. **Generating Activities.** Generating activities shall:

a. Turn in excess usable precious metal-bearing property, scrap, and waste material, in accordance with uniform turn in procedures contained in Chapter 3, Receipt, Handling and Accounting.

b. Include on the DTID or attached documentation, any available information pertaining to the precious metals content; such as, metal type, quantity, location, PMIC, and any known/suspected hazardous components.

c. Properly segregate precious metal-bearing scrap and waste material before turn in to the DRMO.

3. **DRMOs**

a. Guidance set forth in Chapter 3, Receipt, Handling and Accounting, applies generally to precious metal-bearing material, particularly as it relates to receipt and documentation of material at DRMOs.

b. DRMOs shall accept accountability for precious metal-bearing material turn ins except where acceptance is prevented by law or regulation. However, when appropriate storage or security facilities are not available, the DRMO shall arrange for the generating activity or the host installation to retain or accept custody of the material until such time as disposition can be accomplished.

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c. When material is received that has not been identified as precious metal-bearing material but which, on the basis of experience or visual inspection, is suspected of containing precious metals, every effort should be made to confirm the presence of precious metals. Assistance can be obtained from the Precious Metals Master File (PMMF) (for items identified by NSN); through actual chemical testing of the material following prescribed metals identification procedures; or recommendation to DRMS that the material be assayed.

d. Precious metal-bearing items shall be processed as follows:

(1) Screened for RTD as items.

(2) Offered for sale as items at minimum acceptable bid prices which reflect the net recovery value of precious metal content based on current market price. The net recovery value is determined by first converting the known precious metal content to troy ounces. Conversion factors in Attachment 2, this chapter, should be used for this purpose. The number of troy ounces multiplied by the current market price of the fine precious metals less the estimated cost of recovery/refining gives the net recovery value of precious metal content in an item.

(3) Sold, if high bid reduced by the estimated cost of sale meets or exceeds the established minimum acceptable bid price.

(4) Downgraded and processed for precious metals recovery, if not environmentally regulated, whenever the sale of property is determined, through use of the above computation, not to be in the best interest of the U.S. Government.

e. Precious metal-bearing scrap shall be processed as follows:

(1) For precious metals recovery when economically feasible. The scrap shall be:

(a) Accumulated, extensively sorted, and segregated by type of precious metal to enhance economic recovery.

(b) Shipped, as directed, to a collection site, or

(c) Held at the DRMO awaiting recovery contractor pick up.

(2) Low content, highly contaminated, precious metal-bearing scrap which is not conducive to economic recovery shall be offered for sale as precious metal-bearing scrap, and described as such in the sale solicitation when DRMS determines that the cost of recovery/refining would exceed the market value of precious metals to be recovered. If the scrap was turned in by a DWCF funded activity and so identified, the proceeds from sale shall be returned to the DWCF account identified on the DTID.



D. **PRECIOUS METALS RECOVERY EQUIPMENT.** DLA shall provided precious metals recovery equipment to generating activities when economically feasible and justifiable. Equipment considered to be "precious metals recovery equipment" as used in this paragraph is addressed at Attachment 3 and includes electrolytic recovery units, passive silver cells (PSCs), plastic hypo collection containers, replacement parts, and vacuum sweepers. Film burners/incinerators and gram scales, which are not recovery equipment, are also included in Attachment 3.

E. **TRANSPORTATION**

1. **General.** The generating activity shall pay PCH&T costs incurred in the shipment or transfer of precious metal-bearing material from a generating activity to the servicing DRMO. Transportation costs incurred in making DRMS authorized shipments of precious metal-bearing material from generating activity direct to a designated collection site or DRMO shall be accomplished using the fund citation obtained from DRMS.

2. **Billing Procedures.** DoD components and participating Federal civil agencies which use DRMS approved PMRP transportation fund citations for moving precious metal-bearing material shall forward all shipping documents with the Government Bill of Lading (GBL) to the Transportation Division, DFAS, Indianapolis Center, Indianapolis, IN 46249-3001. The GBL will cite the fund citation along with the following document number "SO(Y)JHH2582.01 MS" where (Y) equals the last digit of the fiscal year.

3. **Preparation for Shipment to a Recovery Contractor**

a. Documentation for shipments, DD Form 1348-1A, of precious metal-bearing material shall be prepared in accordance with Chapter 3, Attachment 1, and any special provisions provided by DRMS.

(1) Documentation shall show, as the document quantity, the net avoirdupois weight (in pounds and decimals of a pound) of material shipped.

(2) Shipping documents shall cite this paragraph as authority for shipment and identify, as fully as possible, the contents of each container.

(3) Two advance copies of each shipping document shall be forwarded to the designated collection site or DRMO.

b. Care shall be exercised to use secure, nonporous containers (glass not acceptable) when shipping precious metal-bearing material. Paper or wooden containers must not normally be used to ship material that may be susceptible to loss through particle adhesion.

c. All reasonable care shall be taken in the packaging of material for shipment to minimize the possibility of theft or loss through leakage or container damage.

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d. Unless specific shipping instructions apply, shipments shall be made by the most economical means available that is consistent with safe transit and delivery. Parcel post shipments shall be registered.

### **F. SECURITY**

1. General. Whenever a DRMO accepts accountability for precious metal-bearing material but the generating activity retains custody of the material, the generating activity continues to be responsible for the care and safekeeping of material until it is placed in the physical possession of the DRMO, or released to a commercial contractor.

2. Precious metal-bearing material in the custody of a generating activity is subject to respective Military Service/Defense Agency security requirements. However, for the material which is in the custody of DRMOs, the following minimum requirements for secured storage and handling apply:

a. High purity material shall be stored in a safe or locked cabinet within a locked room. More bulky precious metal-bearing material shall be stored in a locked room when practicable. Where the volume of this material is so large as to make inside storage impracticable, it may be stored outside within a chain link fence enclosure.

b. Weighing of precious metal-bearing material receipts and shipments shall be accomplished by a designated weigher in the presence of a disinterested person (the same disinterested individual must not be allowed to sign for more than 2 consecutive days in 1 week), and the names of both persons must appear on the weigh bill or other processing document.

c. Entry to those areas where high purity precious metals are stored shall be by access list only.

(1) This list should be kept current, limited to employees with a need to enter, and posted inside the entrance.

(2) Visitors shall be required to sign the visitor register and be accompanied by an individual on the access list. The visitor must have a need to enter, and further identification may be requested.

(3) Access list personnel do not require security clearance.

### **G. REUTILIZATION OF FINE PRECIOUS METALS**

#### **1. General**

a. DoD components and participating Federal civil agencies shall requisition PMRP metals for approved contracts.

b. PMRP metals are priced at the cost of recovery plus an authorized administrative surcharge.

c. It is DLA policy not to procure precious metals from the commercial market if the PMRP does not provide sufficient quantities to the DLA Distribution System to satisfy customer demand. Therefore, requiring activities are encouraged to call DISC-YAA/GA (DSN 442-2734; Commercial (215) 697-2734) for asset availability before requisitioning any quantity of precious metal. DISC shall reserve requested quantities of precious metals for 120 days.

2. DISC currently manages nine precious metals NSNs, each having a unit of issue of troy ounce:

<u>Nomenclature</u>	<u>NSN</u>
Gold	9660-00-042-7733
Silver	9660-00-106-9432
Platinum Granules	9660-00-042-7768
Platinum Sponge	9660-00-151-4050
Palladium Granules	9960-00-042-7765
Palladium Sponge	9660-01-039-0320
Rhodium	9660-01-010-2625
Iridium	9660-00-011-1937
Ruthenium	9660-01-039-0313

3. The above NSNs are stored at two locations: Engelhard Industries, Iselin, NJ; Handy and Harman, Fairfield, NJ. These commercial firms are under contract with DISC to provide no-cost storage of precious metals. Due to the large volume of business compounding silver alloys that these companies do for various U.S. Government customers, it has proven cost-effective to maintain silver stocks at each facility to enable transfer of PMRP silver to given contracts without the program incurring the expense of repeated small shipments of silver to these companies.

4. The following specific procedures shall be used to requisition fine precious metals from DISC:

a. A MILSTRIP requisition shall be submitted citing one of the above NSNs. The requisition must cite full troy ounces, not partial quantities. (Quantities cited in partial ounces such as 700.2 shall be rounded off.)

b. Exception data shall be cited in the "REMARKS" section of the requisition. These data include:

(1) An unclassified "ship to" address specifying exact location (building, office, and individual) and applicable zip code. The DoDAAC is not always sufficient for delivery.

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(2) The number of the contract or work order on which the precious metal is to be used, for control and audit purposes.

(3) The end item application, the NSN, part number, or any other data that identifies the item or component in which the precious metal shall be used, as well as the quantity of precious metal which shall be used for each item or component, if known.

(4) Name and telephone number of a contact point at the requisitioning activity, to resolve any problem, as required.

c. The requisition may be submitted by message or letter, however, electrical transmission is preferred. To avoid being mis-routed, messages shall be addressed to DISC-YAB/GD. Delivery normally shall be accomplished within 2 to 3 weeks after receipt of the requisition.

5. Transportation charges are included in the unit price. Transportation is usually by premium mode (armored van). Therefore, requisitions to the same destination should be consolidated whenever possible.

6. Questions concerning the above procedures or availability of assets should be directed to the DISC focal point (see Attachment 4, this chapter).

**PRECIOUS METALS RECOVERY PROGRAM FOCAL POINTS**

**Reference: Chapter 11, Paragraph B2b**

The DoD program for the recovery and use of precious metals from excess and surplus end items, scrap, hypo solutions, and other precious metal-bearing materials provides for the establishment of focal points at DoD component levels to coordinate on all matters pertaining to the PMRP.

- |                                                        |                                                                                                     |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| (1) Headquarters DLA                                   | DLA/MMLC (Program Manager)<br>8725 John J. Kingman Road, STE 4133<br>Fort Belvoir, VA 22060-6221    |
| (2) Defense Reutilization and Marketing Service (DRMS) | DRMS (DRMS-S)<br>74 N. Washington Avenue<br>Battle Creek, MI 49017-3092                             |
| (3) Defense Industrial Supply Center                   | DISC-OIBA/YC (DISC)<br>700 Robbins Avenue<br>Philadelphia, PA 19111-5096                            |
| (4) Army                                               | HQ DA (DALO SMP)<br>5006 Army Pentagon<br>Washington, DC 20301-0500                                 |
| (5) Army Alternate                                     | HQ AMC (AMC LG MS)<br>5001 Eisenhower Avenue<br>Alexandria, VA 22333-0001                           |
| (6) Navy                                               | Naval Supply Systems Command<br>5450 Carlisle Pike<br>P.O. BOX 2050<br>Mechanicsburg, PA 17055-0791 |
| (7) Air Force                                          | HQ AFMC/LGID-2<br>4375 Chidlaw Road, STE 6<br>Wright-Patterson AFB, OH 45433-5006                   |
| (8) Marine Corps                                       | HQ US Marine Corps (CODE LPP-2)<br>2 Navy Annex<br>Washington, DC 20380-1775                        |

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**(9) U.S. Coast Guard**

**U S Coast Guard (G-CFM-3)  
2100 Second Street, SW.  
Washington, DC 20593-0001**

**CONVERSION FACTORS USED IN THE PMRP**

**Reference: Chapter 11, Paragraph C3d(2)**

<b><u>Multiply</u></b>	<b><u>by</u></b>	<b><u>to obtain</u></b>
Gallon (US)	3.78543	Liters
Gallon (US)	0.82367	Imperial gallon
Gallon (Imperial)	4.546	Liters
Gallon (Imperial)	1.201	US gallon
Grains (troy)	0.06480	Grams
Grains (troy)	0.0020834	Troy ounces
Grams	0.03215	Troy ounces
Grams	0.03527	Avoir ounces
Grams	15.43	Grains
Kilograms	2.205	Avoir pounds
Kilograms	0.0011023	Short tons
Liter	0.219973	Imperial gallon
Liter	0.2642	US gallon
Ounces (avoir)	0.9115	Troy ounces
Ounces (troy)	0.06857	Avoir pounds
Ounces (troy)	1.09714	Avoir ounces
Ounces (troy)	31.103481	Grams
Ounces (avoir)	28.349527	Grams
Pounds (avoir)	453.592	Grams
Pounds (avoir)	0.45351	Kilograms
Pounds (avoir)	14.5833	Troy ounces
Ton (short)	2000	Pounds
Ton (short)	907.18486	Kilograms

## PMRP EQUIPMENT

### Reference: Chapter 11, Paragraph D

1. Incinerators/Furnaces. Procurement or replacement of Military Service and other DoD component-owned and operated incinerators or furnaces, which are used for the DEMIL or declassification of classified film or other classified materials, is the responsibility of the Military Services or owning DoD components. Likewise, the DEMIL or destruction of classified film or other classified materials is a Military Service/Defense Agency responsibility. This responsibility is exercised at the option of the Military Service/Defense Agency either by incineration or other means at the Military Service/Defense Agency facilities or through transfer through the Intelligence Community Network for incineration or destruction at the centralized Intelligence Community Destruction Facility at Fort Meade, Maryland. In either event, resulting precious metal-bearing ash or residues are required to be turned in to DRMOs or released, as directed by DRMS, to a commercial contractor for precious metal recovery. Special care shall be exercised to ensure that incinerators are effectively used, operated, and maintained in order to maximize silver recovery while conforming to local air pollution standards.

#### 2. Electrolytic Recovery Units/Passive Silver Cells

a. General. In photographic and X-ray processing, significant amounts of high purity silver are generated in fixing baths as a result of chemical action. Recovery of silver from the spent fixing solution (hypo) can be accomplished by chemical precipitation, metal displacement, or electrolytic methods. Potential generators of spent hypo are hospitals, dispensaries, dental clinics, photographic laboratories, printing plants, microfilm and microfiche producing facilities, and hobby craft shops.

#### b. Acquisition of Silver Recovery Supplies/Equipment.

(1) PMRP generators shall submit requests for PMRP supplies; such as, silver test paper, PSCs, fittings, control valves, replacement parts which are peculiar to recovery equipment, to the appropriate PMRP representative who shall arrange for shipment from stock or forward request to DRMS for initiation of a purchasing action.

(2) Electrolytic recovery equipment shall be acquired and installed as follows:

(a) Generating activities shall apprise DRMS (see Attachment 4, this chapter) of the need for PMRP assistance or recovery equipment to start up silver recovery operations or to enhance the effectiveness of ongoing silver recovery operations to ensure maximum recovery.

(b) The PMRP representative shall make arrangements to have the hypo-generating work site surveyed as the basis for determining specific onsite equipment needs.



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(c) DRMS shall procure and furnish without cost to authorized PMRP participants electrolytic recovery units, PSCs, chemical tanks, and supporting parts and equipment used to recover silver from silver-bearing film processing solutions.

(d) Generating activities are responsible for installing silver recovery equipment.  
1 DRMS shall provide installation and operating instructions with the equipment.

2 When special or unusual circumstances arise, generators shall request assistance from the PMRP representative (preferably in conjunction with actions outlined in subparagraphs b(2)(a) or (b)).

### **(3) Maintenance of Silver Recovery Equipment**

(a) Generating activities are responsible for performing operating level preventive maintenance on recovery equipment in their possession. Preventive maintenance includes day-to-day adjustments, cleaning, replacement of fuses and gaskets, and any like action which can be performed periodically with a minimum of effort as a safeguard against excessive equipment downtime.

(b) The servicing representative shall be contacted immediately in the event of equipment malfunctions that defy "troubleshooting" efforts of the generating activity. Representatives shall respond promptly to such notices and make all arrangements necessary to repair or replace equipment in a timely manner.

(c) During any period when silver recovery equipment is deadlined, generating activities shall ensure that no spent hypo solution is discarded. Spent hypo solution shall either be collected and turned in to the servicing DRMO along with a generator fund cite for ultimate disposal, taken to another nearby recovery facility, or collected and retained until deadlined recovery equipment is again operating. Spent hypo solution shall be handled in accordance with all Federal, state, and local environmental and transportation regulations.

### **3. Vacuum Sweepers**

a. DRMS shall procure and provide, without cost to authorized users, vacuum sweepers and collection bags, used primarily in dental facilities to collect precious metals bearing dust or sweeps.

b Generators shall turn-in precious metals dust collected through use of the vacuum sweepers.

### **4. Gram Scales**

a. Gram scales are not construed to be "precious metals recovery oriented" and are

authorized to be purchased for use by DRMOs and other DRMS facilities to ascertain precise weights of scrap material, as needed, for the purpose of inventory and accountability.

b. DLA will not procure gram scales for use by generating activities turning in scrap for precious metals recovery.

5. Special Supporting Equipment for Precious Metals Processing and Preparing. Special precious metals processing equipment required by DRMOs for the processing or preparation of precious metal-bearing property may be purchased as needed to support approved precious metals processing. Such equipment would include special power tools, cutters, saws to facilitate the sorting, segregation, or upgrading of precious metal-bearing scrap.

6. Accountability for Precious Metals Recovery Equipment

a. When precious metals recovery equipment is needed, it shall be issued from stock or purchased (with PMRP funds) and shipped to the generating activity concerned. The Accountable Property Officer or equivalent shall hand-receipt equipment to a responsible individual at the generating activity upon delivery of equipment or, as in the case of equipment already in DoD component custody, as soon as possible after such equipment is transferred to DRMS.

b. Precious metals recovery equipment in the possession of DoD components and participating Federal civil agencies shall be carried on the property account of DRMS.

c. DRMS shall maintain a current record of all precious metals recovery equipment in the custody of serviced generating activities.

d. Generating activities shall contact the PMRP representative for turn in of precious metals recovery equipment. DRMS shall provide instructions to include a document number for turning in the equipment.

**PMRP REPRESENTATIVES LOCATIONS AND AREAS COVERED**

**Reference: Chapter 11, Attachment 3, Paragraph 2b(2)(a)**

Address and Telephone

Areas Covered

OPERATIONS EAST AREA

DRMS Eastern Region  
ATTN: DRMS-DEO  
926 Taylor Station Road  
Blacklick, OH 43004-9615

United States -- east of the Mississippi River plus  
Missouri, and Puerto Rico and Panama

DSN 850-2114/4195  
COM (614) 692-2114/4195

OPERATIONS WEST AREA

DRMS Western Region  
ATTN: DRMS-DWO  
500 West 12th Street  
Bldg 2A-1  
Ogden, UT 84407-5001

United States -- west of the Mississippi River, including  
Guam, less Missouri

DSN 352-7033/7041  
COM (801) 399-7033/7041

EUROPE and ASIA

DRMS International  
ATTN: DRMSI-O  
Unit 29263 Box 2000  
APO AE 09096

## CHAPTER 12

### SECURITY ASSISTANCE

#### A. GENERAL

1. Security Assistance is an important instrument of national security policy and an integral element of DoD's mission. The development and execution of the program shall be accorded the same high degree of attention and efficiency as other DoD programs. To the extent practicable, security assistance requirements shall be integrated with other DoD requirements and implemented through the same DoD systems, facilities, and procedures.

2. The DSAA is the DoD agency that monitors, coordinates and approves or disapproves the sale/issue of military equipment and hardware to foreign governments, under the general control and with the concurrence of the DoS. DSAA also provides guidance and direction to the Military Services and defense agencies for the operation of their FMS programs and other security assistance programs.

B. STATUTORY AUTHORITY. These instructions are based upon the authority contained in the Foreign Assistance Act of 1961, as amended, the Arms Export Control Act of 1976, as amended, and Section 4304 of Public Law 102-484.

#### C. PROCEDURES

1. Excess Defense Articles may be made available to foreign countries and international organizations designated by the DoS and DoD as eligible to purchase property under the International Security Assistance and Arms Export Control Act of 1976 (Public Law 94-329). Transactions under this authority are reimbursable and are referred to as FMS. Such sales are consummated by use of the Letter of Offer and Acceptance (LOA), and the procedures specified in DoD 5105.38-M, Security Assistance Management Manual.

2. DoD excess, surplus, and FEPP may also be available to eligible foreign countries and international organizations under the authorities of the Foreign Assistance Act. Such transfers are made on a grant transfer basis, however any associated services provided, such as packing, crating, and handling will be charged to the recipient country via an FMS case for those services per the guidance in DoD 5105.38M.

3. Per Section 644(g) of the Foreign Assistance Act and Section 47(1) of the Arms Export Control Act, construction equipment, "including tractors, scrapers, loaders, graders, bulldozers, dump trucks, generators, and compressors" may not be transferred or sold to foreign governments under these security assistance authorities.

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4. Eligibility for FMS is listed in DoD 5105.38-M. Eligibility to receive excess property on a grant basis under the Foreign Assistance Act is established by the DoS and provided to DSAA. DoD components should follow the latest guidance from DSAA showing which countries are eligible under the various authorities.

5. In the case of DRMS' controlled assets, FMS screening of excess and FEPP for foreign countries and international organizations is accomplished during the Federal reutilization screening period. Section 4304 of public law 102-484 prohibits the sale or transfer of fire equipment until all disposal actions have been accomplished. If fire equipment survives all screening and surplus sales, it is then made available to Security Assistance customers with a certification to DSAA that the property has completed all required screening and no surplus sales customers were found. The term "fire equipment" is defined as "pumpers, fuel and water tankers, crash trucks, utility vans, rescue trucks, ambulances, hook and ladder units, compressors, large capacity generators, and miscellaneous fire fighting equipment.

6. Transfer of items will be accomplished in accordance with guidance provided by DSAA.

7. Pricing of FMS is governed by DoD 7000.14-R, Volume 15.

8. The EPU of the U.S. Embassy in Bonn is authorized to obtain excess equipment after it is determined excess to the DoD, ahead of Security Assistance requirements. This authorization applies to excess vehicles, furniture, office equipment, and related general purpose equipment. Accordingly, the EPU may physically screen the aforementioned types of excess property still on the books of USAREUR and USAFE, i.e., not yet turned-in to a DRMO. However, receipt and issue documentation shall be processed by the servicing DRMO.

## CHAPTER 13

### RECLAMATION

#### A. GENERAL

1. The purpose of this chapter is to implement DoD 4140.1-R, DoD Materiel Management Regulation. It provides uniform policy and procedures for the reclamation of component parts from end items and components as defined in DoD 4140.1-R, when the items are no longer required as complete units by the owning service and, when applicable, other DoD activities. The term end-item as used here includes component reclamation.

2. Reclamation shall be used instead of procurement or repair to obtain assets to meet current requirements when it is timely and economical to do so. Current requirements are those within the Approved Acquisition Objective (AAO).

a. When experience proves that items cannot be obtained from commercial sources, they shall be reclaimed in sufficient quantities to satisfy anticipated requirements as well as current requirements.

b. In determining the items and quantities to be reclaimed, careful consideration must be given to the total quantities of repairable assets already in the inventory. Adequate review is necessary to ensure that facilities, capabilities, and spare parts will be available to restore present assets and anticipated reparable from reclamation to serviceable condition.

3. Monetary value may not be considered a limitation if reclamation will satisfy critical item requirements or if new procurement/production is impractical.

4. The component item manager should not normally reclaim parts known to have high replacement rates during overhaul if the end item from which they would be recovered is unserviceable, nor would parts which normally become unserviceable during removal from the end item be considered for reclamation.

5. All interservice reclamation requirements shall emanate from the managing ICP/IMM.

6. Reclamation of complete aircraft shall normally be accomplished at AMARC, except for crashed/damaged aircraft and small quantities of aircraft to be reclaimed in place because of prohibitive costs of movement to AMARC for inclusion in programmed reclamation efforts. The Air Force Materiel Command (AFMC), through AMARC, shall provide interservice/interagency support for aircraft reclamation as prescribed in the Maintenance and Regeneration ISA between the Military Services, DLA, and USCG. The ISA shall be in compliance with DoD policy as prescribed by this manual.

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7. Upon request of the reclaiming activity, the owning service ICP shall provide all pertinent technical data.

8. Reclamation shall be controlled to ensure that a minimum number of end items are dismantled to obtain the components required.

9. Items scheduled for reclamation shall be controlled at DoD and contractor reclaiming sites and shall be processed for disposal upon completion of the reclamation project. Aircraft at AMARC may be held in a Reclamation Insurance Type (RIT) status indefinitely for use as a source of parts that are not normally stocked (major structural components) and in instances in which they are the only remaining source for out-of-production parts for support of older type aircraft.

10. Components made available from reclamation projects shall be controlled at DoD and contractor reclaiming sites and shall be considered by ICPs/IMMs for offsetting projected buy, budget, and repair needs.

11. ICPs, upon determining a line item requirement for assets available from reclamation, shall ascertain whether interrogation under the reutilization and marketing program (see Chapter 5, Reutilization/Transfer Screening and Issue) or Interservice Supply Support Procedures (ISSP) is required. If an interrogation is appropriate, the activities shall determine the availability of assets from other ICPs, maintaining wholesale stocks, through established ISSPs before the preparation of a save list or MILSTRIP requisition for forwarding to the reclaiming activity.

**B. APPLICABILITY.** These procedures are applicable to Service reclaiming activities and the ICPs/IMMs that manage the end items and/or applicable component parts.

### **C. REUTILIZATION SCREENING OF END ITEMS BEFORE RECLAMATION**

1. Current requirements for items as a complete unit shall normally be honored over requirements for the component parts. If either of the following conditions exists, reclamation of major components of an end item may be accomplished without subjecting the item to reutilization screening:

a. Components required cannot be obtained from commercial vendor or manufacturer and reclamation is the only source of supply.

b. Critical priority requirements (01-08) exist and a firm commitment has been obtained from the reclaiming activity that reclamation will be completed before delivery from procurement.

2. For additional information, refer to Chapter 4, Property Requiring Special Processing, and Chapter 5, Reutilization/Transfer Screening and Issue.

**D. IDENTIFICATION OF INSTALLED AIRCRAFT ENGINES.** When notified of an aircraft reclamation project, AMARC shall furnish the owning service a list of all aircraft engines installed on the specific aircraft assigned to the project. The list shall indicate the reclamation project control number; MDS; aircraft serial numbers; date aircraft arrived at AMARC; engine serial number and position; hours since overhaul; number of overhauls and total hours. The owning service shall provide AMARC with pertinent disposition instructions for the engines no later than 30 days before the induction date for the first aircraft. Disposition instructions shall specify whether the engines are to be disposed of with the aircraft or locally reclaimed. The AMARC engine manager shall advise the owning service of the quantity of serviceable shipping devices required whenever engines are to be removed from reclamation aircraft for shipment to another location. The owning service shall take timely action to meet dates established for input of the aircraft into work.

#### **E. TYPES OF RECLAMATION**

1. **Routine Reclamation.** Routine reclamation is initiated to reclaim component parts from end items required to fill established requirements, as stated in paragraph A2, before transfer of the end items to the DRMO.

a. **Programmed.** Reclamation of excess property in such volume as to warrant a scheduled project to reclaim all known components with requirements as specified above. Interservice interchange of data shall be accomplished as prescribed in paragraph F for all programmed reclamation.

b. **Nonprogrammed.** Reclamation of small quantities of end items such as crash/damaged aircraft. Nonprogrammed reclamation is directed at the recovery of critical and high unit cost items which are in a buy position. Other items having a lesser monetary value and lower requirements priorities shall be added to the nonprogrammed save lists if the expense of their recovery and all subsequent expenses (transportation, condition inspection, repair, etc.) which may precede their use as serviceable items are warranted by economic considerations and if the capability to accomplish reclamation can be made available at the site. Interservice interchange data is not required and the ICP/IMM need not notify other Services/Agencies of nonprogrammed reclamation projects.

2. **Priority Reclamation.** Priority reclamation occurs when emergency/urgent requirements or other priority back orders/requirements exist which cannot be satisfied from routine reclamation by the time of need. Requests for priority reclamation shall be submitted by telephone or message in MILSTRIP format (see DoD 4000.25-1-M). These requirements are categorized as follows:



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a. Category A. A requirement to fill the demands of issue priorities 01-08 in the DoD UMMIPS. Category A requirements shall be directed to the reclaiming activity for immediate removal action.

b. Category B. A requirement to fill the demands of issue priority 09-15 in the UMMIPS, or a current year buy or repair requirement. Category B should not be used for the entire quantity on the reclamation project, if routine programmed reclamation will provide shelf stocks in a timely manner.

### **F. PROCEDURES FOR INTERSERVICE INTERCHANGE OF DATA FOR ITEMS RECLAIMABLE FROM END ITEMS**

**NOTE:** This procedure became effective with the approval of Approved MILSTRIP Change Letter (AMCL) 21, Requisitioning from Reclamation. Implementation of AMCL 21, however, has been suspended. The Joint Logistics Systems Center (JLSC) will consider the establishment of reclamation procedures in the development of the Materiel Management Standard System (MMSS). These procedures are for reference only until the JLSC completes the MMSS.

1. Purpose. The procedures contained in this part are to provide for the interservice interchange of data to promote interservice utilization of materiel reclaimable from end items which are no longer required as complete units by the owning service or, when applicable, DoD.

2. Data Interchange. Data interchange shall be accomplished for all programmed reclamation projects.

3. Notification. Services shall notify other Services/Defense Agencies of scheduled reclamation projects. Services/Agencies shall designate reclamation points of contact (Attachment 3, this chapter). The designee shall further disseminate the reclamation project information within the Services/Agencies. Notification may be by message or letter and shall include:

- a. Project control number
- b. End item (including MDS or other identification) scheduled for reclamation.
- c. Quantity of end item to be reclaimed.
- d. MILSTRAP Supply Condition Code for component item.
- e. Estimated start date of actual reclamation process by quarter and year.
- f. Location of reclaiming activity.

- g. Estimated date JRA transactions will be provided.
- h. Point of contact, office symbol, and telephone number.

4. Criteria for Development of Reclamation Data Interchange Transactions.

a. These instructions are provided for the development of a reclamation referral transaction (Attachment 1) which shall be used by the owning service to advise ICPs/IMMs of component parts potentially available from the programmed reclamation of end items. "JRA" transactions shall be prepared for all master items (of a group of interchangeable or substitutes) and for all items which have no interchangeables or substitutes which indicate an application to the end item to be reclaimed. The owning service ICP may exclude major assemblies for which it has requirements from the process for generating "JRA" transactions.

b. The owning Service shall advise ICPs/IMMs of any changes relative to the quantity of component parts partially communicated by JRA transactions. Quantity increases/decreases, with the exception of total cancellations, shall be communicated by a reclamation modification transaction (DIC JRM), Attachment 1, this chapter. Cancellation of the total quantity available on a previously submitted JRA shall be communicated by a reclamation cancellation transaction (DIC JRC), Attachment 1.

c. At the completion of a programmed reclamation project, the owning Service shall advise ICPs/IMMs of project deletion by the submission of a single reclamation project deletion transaction (DIC JRD), Attachment 2, this chapter, citing the reclamation project control number.

5. Processing of Reclamation Transaction Data

a. The JRA, JRM and JRD transactions shall be transmitted by AUTODIN from the owning service ICP to the ICP/IMM managing the applicable NSN.

b. Transactions shall be submitted by only one location within the owning service for those end items being reclaimed.

c. ICPs/IMMs shall respond to the JRA transactions within 60 days. Each Service/Agency shall determine its own dollar value criteria for selection of items to be requisitioned based on criticality of need. This response shall be by MILSTRIP requisitioning procedures contained in DoD 4000.25-1-M. The requisitions shall be forwarded to the activity identified in record position 60-62 of the JRA.

d. Requirements within the AAO of the owning service shall normally take precedence over the requirements of other activities managing the same component part and shall be satisfied

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first. Any assets not required by the owning service shall be allocated to other managing activities on the basis of urgency or first come, first served.

### **G. CURRENCY OF RECLAMATION REQUIREMENTS**

1. Reclamation requirements shall be periodically reviewed and updated using existing Service Agency requirements determination processes to assure current needs are considered at all times in reclamation projects. Cancellations and new reclamation requisitions shall be prepared and submitted when the requirements determination process has indicated a change in requirements. Failure to change reclamation requirements data in a timely manner may result in the loss of required items or in waste of reclamation resources. When new item requirements have been input to reclamation, the quantity required from the end items in work or completed may be processed by the reclaiming activity as a Category B priority request.

2. ICPs/IMMs shall maintain visibility of assets potentially available from reclamation for the life cycle of each reclamation project. Visibility of such assets shall be initiated upon receipt of JRA referral transactions and updated by JRM modification and JRC cancellation transactions. Upon receipt of a JRD, project deletion transaction, all asset records associated with the cited reclamation project control number shall be deleted.

H. REPORTS. Reclaiming activities shall provide MILSTRIP supply and shipment status, as applicable, for each reclamation requisition processed. Reclaiming activities may also provide reports to Services/Agencies on ongoing reclamation projects.

I. MATERIEL CONDITION CODES. The reclaiming activity shall assign MILSTRAP Supply Condition Code "A," "F," or "R" to the reclaimed asset. Supply Condition Code A is assigned for serviceable materiel and Code F for unserviceable (reparable) materiel. Supply Condition Code R shall be assigned when the reclaiming activity does not have the capability to verify the condition of the reclaimed asset.

J. FUNDING FOR RECLAMATION ACTIONS. The reclaimed parts shall be furnished to the ICP on a nonreimbursable basis. The requisitioning activity shall reimburse the reclaiming activity for the costs of reclamation and transportation in accordance with the applicable ISA.

K. PROCUREMENT ACTIONS. Procurement should not be delayed if assets cannot be reclaimed in a timely and economical manner.

L. RECLAMATION AUTHORIZED AT THE DRMO. Normally, reclamation will be accomplished by a Service Managing ICP/reclaiming activity. Limited reclamation of parts from usable property, such as carburetors from a vehicle, is authorized at the DRMO subject to the following constraints:

1. A separate MILSTRIP requisition is required for each item to be removed.
2. All requisitions going to the DRMO and issues from the DRMO must be prepared and controlled by the accountable officer of the requester in MILSTRIP format.
3. Requests for material within the DRMO shall be limited to those items not available on a timely basis in wholesale system stocks but are needed promptly to meet priority need (UMMIPS priority 01-08).
4. Removal of parts shall be accomplished by the DoD activity requesting the parts to include furnishing all necessary tools and equipment.

**M. RECLAMATION PROJECT CONTROL NUMBERS.** The owning service shall assign a reclamation project control number consisting of a three digit code.

**N. DoD RECLAMATION WORK GROUP (DRWG)**

1. HQ AFMC/LGID shall chair a DRWG consisting of members from each Service and DLA.
2. The DRWG shall review reclamation policy and procedures to determine if changes/revisions are required, and make recommended changes to applicable DoD manuals/Service regulations accordingly, as well as to DUSD(L), when appropriate.
3. All aspects of the DoD reclamation program shall be under the purview of the DRWG.

**RECLAMATION REFERRAL TRANSACTION RECORD-JRA\***  
**RECLAMATION MODIFICATION TRANSACTION RECORD-JRM\***  
**RECLAMATION CANCELLATION TRANSACTION RECORD-JRC\***

**Reference: Chapter 13, Paragraph F4a and b**

Record Position	Description
1-3	Document Identifier Code (DIC) - JRA, JRM or JRC
4-6	Routing Identifier Code (RIC) - "To"
7	Media & Status (M&S) - Constant "0"
8-22	National Stock Number (NSN)
23-24	Unit of Issue (U/I)
25-29	Quantity (For JRA and JRM transactions enter potential total quantity available. For JRC transactions enter all zeros.)
30-43	Document Number (Insert "Q" in rp 40, first position of serial number if aircraft or equipment reclaimed at AMARC, or "N" if reclaimed at other activities)
44-49	Transaction Date
50-56	Blank
57-59	Reclamation project control number
60-62	RIC reclaiming activity or owning ICP (requisition addressee)
63-66	Response due date
67-69	RIC - "From"
70-80	JRA-Aircraft MDS, engine MDS, or end item NIIN (optional)

**NOTE:** JRM and JRCA transactions shall contain entries that are identical to those on the initial JRA except for rp 1-3 (DIC), rp 25-29 (Quantity), and rp 44-49 (Transaction Date)

\* - See paragraph F, Procedures for Interservice Exchange of Data for Items Reclaimable From End Items, this chapter, for note regarding use of this procedure.

**RECLAMATION PROJECT DELETION TRANSACTION RECORD-JRD\***

**Reference: Chapter 13, Paragraph F4c**

<b>Record Position</b>	<b>Description</b>
1-3	Document Identifier Code (DIC) - JRD
4-6	Routing Identifier Code (RIC) - "To"
7-9	Reclamation project control number
10-12	RIC from
13-19	Termination Date (MM/DD/YY)

\* - See paragraph F, Procedures for Interservice Exchange of Data for Items Reclaimable From End Items, this chapter, for note regarding use of this procedure.

**MILITARY SERVICE/DEFENSE AGENCY POINTS OF CONTACT FOR  
RECLAMATION OF AIRCRAFT AND END ITEMS**

**Reference: Chapter 13, Paragraph N**

**AIR FORCE (DRWG Chair)**

HQ AFMC/LGID  
4375 Chidlaw Road, Suite 6  
Wright Patterson AFB, OH 45433-5006  
Phone: DSN 787-5498  
Fax: DSN 986-1186

**MARINE CORPS**

HQ U.S. Marine Corps (Code LPP-2)  
2 Navy Annex  
Washington, DC 20380-1775  
Phone: DSN 426-1061  
Fax: DSN 426-1079

**DLA**

Defense Logistics Agency (MMLDD)  
8725 John J. Kingman Road  
Suite 2533  
Fort Belvoir, VA 22060-6221  
Phone: DSN 427-2529  
Fax: DSN 427-3515

**ARMY**

HQDA  
500 Army Pentagon  
Washington, DC 20310-0500  
Phone: DSN 225-1059  
Fax: DSN 225-9671

**NAVY**

Naval Inventory Control Point  
ATTN: 03432.03  
700 Robbins Avenue, Bldg 1  
Philadelphia, PA 19111-5098  
Phone: DSN 442-5424  
Fax: DSN 442-5094

**COAST GUARD**

U.S. Coast Guard (G-CFM)  
2100 Second Street SW  
Washington, DC 20593-0001  
Phone: (202) 267-0654  
Fax: (202) 267-4274

**STATE AGENCIES FOR SURPLUS PROPERTY**

**ALABAMA**

Director  
Surplus Property Division  
4401 Northern By-Pass  
P.O. Box 210487  
Montgomery, AL 36121-0487  
Phone: (334) 277-5866

**ALASKA**

Director  
Alaska Surplus Property Service  
2400 Viking Drive  
Anchorage, AK 99501  
Phone: (907) 278-0596

**AMERICAN SAMOA**

Director  
State Agency  
American Samoa Government  
P.O. Box 3613  
Pago Pago, AS 96799  
Phone: (684) 699-1170

**ARIZONA**

Director  
Surplus Property Management Office  
Arizona Department of  
Administration  
1537 West Jackson Street  
Phoenix, AZ 85007-3215  
Phone: (602) 542-5701

**ARKANSAS**

Director  
Arkansas State Agency for Federal  
Surplus Property  
Vocational and Technical Division  
Department of Education  
8700 Remount Road  
North Little Rock, AR 72118  
Phone: (501) 835-3111

**CALIFORNIA**

Director  
California State Agency for  
Surplus Property  
701 Burning Tree Road  
Fullerton, CA 92633  
Phone: (719) 449-5900

**COLORADO**

Director  
Colorado Surplus Property  
Agency  
Department of Corrections  
4200 Garfield Street  
Denver, CO 80216-6517  
Phone: (303) 321-4012

**CONNECTICUT**

Director  
Connecticut State Agency for  
Federal Surplus Property  
60 State Street  
P.O. Box 290170  
Wethersfield, CT 06129-0170  
Phone: (203) 566-7018

**DELAWARE**

Director  
Division of Purchasing  
Department of Administrative  
Services  
P.O. Box 299  
Delaware City, DE 19706  
Phone: (302) 836-7640



**DISTRICT OF COLUMBIA**

Director  
District of Columbia State  
Agency for Surplus Property  
Department of Administrative  
Services  
Procurement and General  
Services Administration  
2000 Adams Place, NE  
Washington, DC 20018-3689  
Phone: (202) 576-6472

**FLORIDA**

Director  
Bureau of Surplus Property  
Department of Management Services  
813-A Lake Bradford Road  
Tallahassee, FL 32304  
Phone: (904) 488-3524

**GEORGIA**

Director  
Department of Administrative  
Services  
1050 Murphy Avenue, SW  
Suite 1-A  
Atlanta, GA 30310-3344  
Phone: (404) 756-4800

**GUAM**

Director  
Department of Administration  
Government of Guam  
P.O. Box 884  
Agana, GU 96910  
Phone: (671) 472-1725

**HAWAII**

Director  
Surplus Property Branch  
Hawaii Department of Accounting  
and General Services  
729 Kakoi Street  
Honolulu, HI 96819  
Phone: (808) 831-6757

**IDAHO**

Director  
Bureau of Federal Surplus  
Property  
Division of Purchasing  
6941 So. Supply Way  
P.O. Box 83720  
Boise, ID 83720-0086  
Phone: (208) 334-3477

**ILLINOIS**

Director  
Illinois Federal Surplus Property  
Section  
Central Management Services  
3550 Great Northern Avenue  
Springfield, IL 62707  
Phone: (217) 785-6903

**INDIANA**

Director  
Indiana State Agency for Surplus  
Property  
Department of Administration  
6400 E. 30<sup>th</sup> Street  
Indianapolis, IN 46219  
Phone: (317) 591-5322

**IOWA**

Director  
Iowa Federal Surplus Property  
Department of General Services  
Fairgrounds Distribution Center  
Des Moines, IA 50319-0294  
Phone: (515) 262-9810

**KANSAS**

Director  
Kansas Surplus Property Center  
Department of Corrections  
3400 SE 10<sup>th</sup> Street  
Topeka, KS 66607-2513  
Phone: (913) 296-2351

**KENTUCKY**

Director  
Surplus Property Branch  
514 Barrett Avenue  
Frankfort, KY 40601  
Phone: (502) 564-4836

**LOUISIANA**

Director  
Louisiana Federal Property  
Assistance Agency  
Box 94095, Capitol Station  
1635 Foss Drive  
Baton Rouge, LA 70802  
Phone: (504) 342-7860

**MAINE**

Director  
Maine State Agency for Federal  
Surplus Property  
State Office Building, Station 95  
Augusta, ME 04333  
Phone: (207) 287-2923

**MARYLAND**

Director  
Maryland State Agency for  
Surplus  
Property  
P.O. Box 1039  
Jessup, MD 20794  
Phone: (410) 799-0440  
Ext: 303

**MASSACHUSETTS**

Director  
State Agency for Surplus  
Property  
10<sup>th</sup> Floor Procurement  
General Services  
1 Ashburton Place  
Boston, MA 02108-1552  
Phone: (617) 727-7500  
Ext: 241

**MICHIGAN**

Director  
Office Services Division  
Department of Management and  
Budget  
3369 Martin Luther King  
Boulevard  
P.O. Box 30026  
Lansing, MI 48909  
Phone: (517) 335-9165

**MINNESOTA**

Director  
Minnesota Surplus Operations  
Department of Administration  
5420 Highway 8, Arden Hills  
New Brighton, MN 55112  
Phone: (612) 639-4023

**MISSISSIPPI**

Director  
Office of Surplus Property  
Department of Finance and  
Administration  
P.O. Box 5778 Whitfield Road  
Jackson, MS 39288-5788  
Phone: (601) 939-2056

**MISSOURI**

Director  
Missouri State Agency for  
Surplus Property  
Office of Administration  
P. O. Drawer 1310  
117 North Riverside Drive  
Jefferson City, MO 65102-1310  
Phone: (573) 751-3415

**MONTANA**

Director  
Property and Supply Bureau  
Department of Administration  
930 Lyndale Avenue  
Helena, MT 59620-0137  
Phone: (406) 444-4514  
Ext: 125

**NEBRASKA**

Director  
Nebraska Federal Property  
Assistance Section  
Department of Correctional  
Services  
P.O. Box 94661  
2700 West Van Dorn  
Lincoln, NE 68509-4661  
Phone: (402) 471-2677

**NEVADA**

Director  
Nevada State Agency for Surplus  
Property  
2250 Barnett Way  
Reno, NV 89512  
Phone: (702) 688-1161

**NEW HAMPSHIRE**

Director  
New Hampshire Distributing  
Agency  
12 Hills Avenue  
Concord, NH 03301  
Phone: (603) 271-2602

**NEW JERSEY**

Director  
New Jersey State Agency for  
Surplus Property  
152 U. S Highway 206 South  
Building 15F  
Somerville, NJ 08876  
Phone: (908) 685-9562

**NEW MEXICO**

Director  
New Mexico Federal Property  
Assistance Program  
1990 Siringo Road  
Santa Fe, NM 87505-4757  
Phone: (505) 827-4603

**NEW YORK**

Director  
Bureau of Federal Property  
Assistance  
Office of General Services  
State Office Building Campus  
Building #18  
Albany, NY 12226  
Phone: (518) 457-3264

**NORTH CAROLINA**

Director  
North Carolina Federal Property  
Agency  
1950 Garner Road  
P.O. Box 26567  
Raleigh, NC 27611  
Phone: (919) 733-3885

**NORTH DAKOTA**

Director  
North Dakota State Agency for  
Surplus Property  
Office of Management and  
Budget  
IGOE Industrial Park, Bldg. 12  
P.O. Box 7293  
Bismarck, ND 58507-7293  
Phone: (701) 328-9665

**NORTHERN MARIANA ISLANDS**

Director  
 Northern Marianna Islands State  
 Agency for Surplus Property  
 Division of Procurement and  
 Supply  
 Department of Finance  
 P.O. Box 11355  
 Saipan, MP 96950  
 Phone: (670) 322-9441

**OHIO**

Director  
 Federal Surplus Property Section  
 Division of Office Services  
 Department of Administrative  
 Services  
 4200 Surface Road  
 Columbus, OH 43228-1395  
 Phone: (614) 466-4485

**OKLAHOMA**

Director  
 Property Distribution Division  
 3100 North Creston  
 P.O. Box 11355  
 Oklahoma City, OK 73136  
 Phone: (405) 425-2700

**OREGON**

Director  
 Transportation, Purchasing and  
 Print Services Division  
 Department of Administrative  
 Services  
 1655 Salem Industrial Drive, NE  
 Salem, OR 97310-1531  
 Phone: (503) 378-4711/4714  
 Ext: 304

**PENNSYLVANIA**

Director  
 Bureau of Supplies and Surplus  
 Operations  
 Department of General Services  
 P.O. Box 1365  
 2221 Forster Street  
 Harrisburg, PA 17105  
 Phone: (717) 787-5940

**PUERTO RICO**

Director  
 State Agency for Federal  
 Property Assistance  
 General Services Administration  
 Purchasing Services Supply Area  
 P.O. Box 7428  
 San Juan, PR 00916  
 Phone: (787) 722-0451

**RHODE ISLAND**

Director  
 Rhode Island State Agency for  
 Federal Surplus Property  
 Department of Corrections  
 701 Power Road  
 Cranston, RI 02920  
 Phone: (401) 464-3452

**SOUTH CAROLINA**

Director  
 State Budget and Control Board  
 Division of General Services  
 Surplus Property Office  
 1441 Boston Avenue  
 West Columbia, SC 29170  
 Phone: (803) 896-6880

**SOUTH DAKOTA**

Director  
 South Dakota Federal Property  
 Agency  
 Bureau of Administration  
 20 Colorado Avenue, SW  
 Huron, SD 57350-1898  
 Phone: (605) 353-7150

TENNESSEE

Director  
Department of General Services  
Property Utilization Division  
6500 Centennial Boulevard  
Nashville, TN 37243-0543  
Phone: (615) 741-1711

TEXAS

Director  
General Services Commission  
Federal Surplus Property Program  
P.O. Box 13047  
1711 San Jacinto  
Austin, TX 78711-3047  
Phone: (512) 463-4739

UTAH

Director  
Utah State Agency for Surplus  
Property  
Division of General Services  
522 South 700 West  
Salt Lake City, UT 84104-1093  
Phone: (801) 533-5885

VERMONT

Director  
Central Surplus Property Agency  
Division of Purchasing  
Rural Route 2, Box 520  
Montpelier, VT 05602  
Phone: (802) 828-3394

VIRGINIA

Director  
State/Federal Surplus Program  
Commonwealth of Virginia  
1910 Darbytown Road  
Richmond, VA 23231  
Phone: (804) 236-3674

VIRGIN ISLANDS

Director  
State Agency for Surplus  
Property  
Department of Property and  
Procurement  
Sub Base Bldg.. No. 1  
St. Thomas, VI 00802  
Phone: (809) 774-0828

WASHINGTON

Director  
Division of Commodity  
Redistribution  
Department of General  
Administration  
1222 46<sup>th</sup> Avenue East  
Fife, WA 98424-1206  
Phone: (206) 597-3726

WEST VIRGINIA

Director  
West Virginia State Agency for  
Surplus Property  
2700 Charles Avenue  
Dunbar, WV 25064  
Phone: (304) 766-2626

WISCONSIN

Director  
Division of Federal Property  
One Foundation Circle  
Waunakee, WI 53597-8914  
Phone: (608) 849-2449

WYOMING

Director  
Wyoming Surplus Property  
Department of Administration  
and Information  
2045 Westland Road  
Cheyenne, WY 82002-0060  
Phone: (307) 777-7901

**OFFICES OF THE GENERAL SERVICES ADMINISTRATION**

<u>Region Designator</u>	<u>Region Address</u>	<u>Areas Covered</u>
	General Services Administration Property Management Division Crystal Mall #4 Room 812 1941 Jefferson Davis Highway Arlington, VA 22202 Tel: (703) 305-5809	GSA Central Office
1	General Services Administration FSS-2FBP-1 10 Causeway Street, 9 <sup>th</sup> Floor Boston, MA 02222 Tel: (617) 565-7319	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
2	General Services Administration FSS-2FBP 26 Federal Plaza, Room 20-112 New York, NY 10278 Tel: (212) 264-2034	New Jersey, New York, Puerto Rico, and the U. S. Virgin Islands
3	General Services Administration FSS-3FBP Wannamaker Building 100 Penn Square Philadelphia, PA 19107-3396 Tel: (215) 656-3910	Delaware, Maryland, Pennsylvania, Virginia, and West Virginia (does not include Washington Metropolitan area)
4	General Services Administration FSS-4FBP 401 West Peachtree Street Atlanta, GA 30365-2550 Tel: (404) 331-0040	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

**DoD 4160.21-M**

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|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 5  | General Services Administration<br>230 South Dearborn Street<br>FSS-5FBP<br>MS34-5, Room 3430A<br>Chicago, IL 60604<br>Tel: (312) 353-1121                     | Illinois, Indiana, Michigan,<br>Minnesota, Ohio and<br>Wisconsin                                                         |
| 6  | General Services Administration<br>FSS-6FBP<br>4400 College Blvd., Suite 175<br>Overland Park, KS 66211<br>Tel: (816) 823-3704                                 | Iowa, Kansas, Missouri, and<br>Nebraska                                                                                  |
| 7  | General Services Administration<br>FSS-7FBP<br>819 Taylor Street, Room 6A12<br>Fort Worth, TX 76102-6105<br>Tel: (817) 334-3794                                | Arkansas, Louisiana, New<br>Mexico, Oklahoma, and<br>Texas                                                               |
| 8  | General Services Administration<br>FSS-7FBP-8<br>P. O. Box 25506<br>Denver Federal Center-Bldg. 41<br>Room 253<br>Denver, CO 80225-0506<br>Tel: (303) 236-7700 | Colorado, Montana, North<br>Dakota, South Dakota,<br>Utah, and Wyoming                                                   |
| 9  | General Services Administration<br>FSS-9FBP<br>450 Golden Gate Avenue<br>San Francisco, CA 94102-3400<br>Tel: (415) 522-3029                                   | American Samoa, Arizona,<br>California, Commonwealth<br>of the Northern Marianna<br>Islands, Guam, Hawaii, and<br>Nevada |
| 10 | General Services Administration<br>FSS-9FBP-10<br>400 15 <sup>th</sup> Street, SW<br>Auburn, WA 98001-6599<br>Tel: (206) 931-7950                              | Alaska, Idaho, Oregon, and<br>Washington                                                                                 |

**W**

**General Services Administration  
FSS-3FBP-W  
470 L'Enfant Plaza East SW  
Suite 8100  
Tel: (202) 755-0290**

**District of Columbia,  
Montgomery and Prince  
Georges Counties in  
Maryland; and  
Arlington, Fairfax, Loudon,  
and Washington, DC 20407  
Prince William Counties and  
the cities of Alexandria,  
Fairfax, Falls Church,  
Manassas, and Manassas  
Park in Virginia**