

1. TURN-IN INSTRUCTIONS FOR PROPERTY REQUIRING SPECIAL HANDLING:

a. Some property, because of its peculiar nature, its potential influence on public health, safety or security, or its potential influence on private industry, must be disposed of in other than normal fashion. DoD 4160.21-M, Chapter 4, lists and explains their peculiarities and furnishes detailed guidance for their disposal.

b. Below is guidance on property requiring special processing that is typically received by DRMOs. Please contact the DRMO prior to turn-in if you have any questions about this and other special handling property. (SPECIAL HANDLING INSTRUCTIONS FROM DOD 4160.21-M/DRMS INSTRUCTIONS HERE THAT APPLY TO GENERATORS). EXAMPLES ARE:

(1) Automation Resources (AR) or Information Technology (IT)

(a) Screening requirements for reutilization/transfer/donation of AR:

(1) DoD activities shall report excess serviceable AR to the Defense Information Systems Agency (DISA). 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."

(2) DoD components outside CONUS are only required to report for screening excess AR which has an original acquisition cost of \$1 million or more and is not outdated (over 8 years old).

(3) These categories of AR are exempt from DISA redistribution screening, regardless of serviceability: Leased punch card accounting machines; repair parts with an original acquisition value of less than \$5,000; automation supplies (magnetic tapes, disk packs, diskettes, etc.) which are screened through the Automation Resources Management System (ARMS) bulletin board; and certain Commercial Off-the-Shelf (COTS) software.

(b) AR turned in to the DRMO which requires screening as stated above in paragraphs 5B1a(1) and (2) must be accompanied by an acknowledgment letter from DISA indicating either the DoD case number and Automatic Release Date (ARD), or a waiver of screening. The DoD case number will be annotated on each DTID if the DISA letter covers more than one line item.

(c) All automation equipment and magnetic media must have COTS software removed when turned in to a DRMO. The DTID must contain a certification by the accountable officer that any remaining information is unclassified or has been declassified under the procedures contained in DoD 5200.28-M.

(d) COTS software not redistributed through DISA will be destroyed by the holding activity, unless the DTID contains a license agreement that does not prohibit reutilization, transfer, donation or sale. Also, compact discs (CDs) are not authorized for turn-in to the DRMO due to their toxic characteristics if shredded, burned or pulverized. The DRMO can inform the generator how to recycle them.

(2) Flight Safety Critical Aircraft Parts (FSCAP).

(a) When a FSCAP item is transferred to DRMS for disposal, block 27 of the DTID will cite the appropriate Critically Code for FSCAP items from those listed in DoD 4160.21-M, Chapter 4, Attachment 3. The letters "FSCAP" shall also be inserted in the remarks section of the DTID.

(b) Generators are responsible for ensuring that all available historical records/documentation are included at the time serviceable/repairable FSCAP are turned in to the DRMOs. Generating activities are responsible for mutilating FSCAP items that lack appropriate records/documentation

or are unsalable. This means that only serviceable/repairable FSCAP authorized for reutilization, transfer, donation and sale, and accompanied by historical records/documentation, will be accepted by the DRMOs.

(3) Lost, Abandoned or Unclaimed Privately Owned Property.

(a) There are two methods for processing privately owned personal property that was lost, abandoned or unclaimed by the owners. (See DoD 4160.21-M, Chapter IV.)

(1) If the owner, heirs, or next-of-kin execute a release document the Government assumes ownership and the property is treated like normal excess property.

(2) If the owner has not released, private property may be turned in as a result of a finding by a Board of Officers. Under this method, property retains its ownership identity, however, any proceeds received for the property must be retained for the owner for a period of 5 years.

(4) Metalworking Machines (MM) (FSG 34)

(a) The Defense Supply Center Richmond (DCSR) is the Consolidated Materiel Manager (CMM) for FSG 34, Metalworking Machines.

(b) MM with an NSN: DoD components will submit standard DIC-FTE transaction, along with a DD Form 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).

(c) MM without an NSN: 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.

(d) Service-reported excess MM designated in SCC "H" and "S" shall not be reported to DSCR; it is directly turned in to the DRMO.

(e) Service-reported excess MM that is contaminated with hazardous material 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:

(1) 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."

(2) A copy of the certified laboratory test results shall be attached to the above certification statement and the equipment labeled accordingly.

(f) Accessories should be reported and turned in concurrently with the MM.

(g) When authorized for disposal by the CMM, the DRMO requires the following information on the DTID:

(1) The document number assigned by the CMM.

(2) A copy of the disposition instructions from DSCR and two copies of the DD Form 1342.

(3) A copy of the PCB laboratory analysis and certification statement.

(5) Nonappropriated Fund (NAF)/Surcharge Property

(a) Property which has been procured with NAF by activities such as the commissaries, military exchanges and Morale, Welfare, and Recreation Activity (MWRA)/Services may be turned in to the DRMO and is eligible for reimbursement.

(1) The DTID must contain a certification that the property was procured with NAF and the fund account number for reimbursement. If the certification is not included, the DRMO will process the property as normal DoD excess.

(2) The DTID also must contain the unit cost that is recorded in the financial and accounting records of the NAF for DRMO inventory, reporting and sales purposes.

(b) Surcharge property consists of commissary operating equipment. DRMOs shall process it in the same manner as NAF property, except the DTID must specify in bold letters "SURCHARGE PROPERTY" instead of the certificate specified above in paragraph V3a (1). If the statement is missing, the DRMO will process the property as normal DoD excess.

(6) Safes and Related Equipment and Combination Padlocks

(a) Safes, filing cabinets or similar equipment having a locking device may not be turned in to a DRMO unless it 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. Combination padlocks shall be reset to 10-20-30 and tagged or marked by the generating activity.

(b) Asbestos contaminated file cabinets and safes must be funded for disposal or have an analysis performed which proves the safes or file cabinets do not contain asbestos. The types of containers known to have asbestos are Remington Rand safes and file cabinets and Diebold file cabinets only.

(c) At turn-in, these items must be sealed in leak tight containers or wrappings, as required by 40 CFR 61.150 and OSHA 29 CFR 1910-100k (6), and have a warning label complying with OSHA 29 CFR 1910.1001(j)(2)(ii) stating: "Danger. Contains Asbestos Fibers. Avoid Creating Dust. Cancer and Lung Disease Hazard." Friable asbestos or potentially friable asbestos items, including cabinets/safes, offered for transportation in commerce must comply with the applicable packaging requirements in DoT 49 CFR 173.216(c)(1)-(4).

2. TURN-IN INSTRUCTIONS FOR MUNITIONS LIST ITEMS (MLI)/COMMERCE CONTROL LIST ITEMS (CCLI):

a. Detailed guidance governing the identification and processing of MLI/CCII is contained in DoD 4160.21-M-1. DEMIL Codes are recorded in the official files of the Defense Logistics Information Services (DLIS). Periodically, DLIS extracts and publishes these codes for DRMS. This publication, entitled "DRMS

DEMIL CD ROM", is also available to generating activities for coding DTIDS. If DEMIL coding data is not available through normal supply channels, then generating activities are encouraged to use the DRMS DEMIL CD ROM in assigning DEMIL codes to DTIDS. Generating activities desiring to obtain the CD ROM may submit a request to DLIS through the generating activity's supporting installation accountable supply activity. Reimbursement is required from non-DLA activities. Additionally, DEMIL "Buzz Words" highlight property that are potentially MLI and CCLI. The "Buzz Word" list was developed to assist in identifying DEMIL critical items. They may be accessed in Section IV, Enclosure 11 of this document. They are also available as a pocket card (DRMS Form 1995-1, Oct 97, NSN 7546-00-L01-1995 and a poster (DRMS Form 1995-1, Oct 97, NSN 7546-00-L00-1995). Requests for these forms may be made to the servicing DRMO.

b. DoD components shall physically turn in excess MLI/CCLI for disposal to a designated DRMO or centralized DRMO location when economically feasible and permitted.

c. Activities generating disposable material (usable or scrap) will enter a valid DEMIL code in rp 65 on DD Form

1348-1A. Section 4, Enclosure 5, of this document defines DEMIL codes. The following additional instructions are provided below.

- (1) DEMIL code "X" is not an acceptable code for disposal processing purposes.
- (2) DEMIL code "C" requires key DEMIL point removal. The generating activity MUST identify on the DTID the key DEMIL point (part) of the item being turned in at the time of turn-in.
- (3) DEMIL code "E" requires DoD Demilitarization Program Manager instructions to accomplish DEMIL to accompany the DTID at the time of turn-in. If proper DEMIL instructions are not found in the appropriate category of Appendix 4 of DoD 4160.1-M-1, contact the DoD DEMIL Program Manager at DSN 427-1539.
- (4) Whenever DEMIL Code "F" is placed on the DTID, either required demilitarization must have been accomplished prior to turn-in, or the generating activity must include explicit written demilitarization instructions from the Item Manager when the material is turned in for disposal.
- (5) Material assigned DEMIL code "G" will not be physically accepted by the DRMO until demilitarization has been accomplished, certified/verified, and the property has been certified to be inert by a designated qualified individual.
- (6) Material assigned DEMIL Codes "H", "J", "K", "L", "M", or "N" will not be accepted. These codes are obsolete. Pre-screening of proposed receipts coded with obsolete DEMIL codes is recommended to preclude rejected turn-ins because of obsolete DEMIL coding. It is recommended that a listing by NSN be provided to the DRMO in advance of the receipt in order that the DRMO may provide assistance in determining the correct DEMIL code.
- (7) Scrap turn-ins may not be assigned DEMIL Codes C, D, E, F, G, or P.
- (8) Usable property shall be turned in as individual line items with their assigned, valid National Stock Number (NSN), except as noted below. Property may be turned in without a valid NSN when the material cannot be identified to a valid NSN, 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.
- (9) Due to national security concerns, the FSCs Listed in Section 4, Enclosure 11, 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, manufacturers' name, nomenclature that 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.
- (10) For other than supply system items (e.g., scrap) and for local stock numbered items, if the appropriate Demilitarization Codes for the items cannot be determined, generating activities will enter on the turn-in documents an appropriate clear-text statement such as "non-MLI, no demilitarization required", "MLI, demilitarization required", or "CCLI". Generating activities may request DRMO assistance in determining the appropriate statement required. When turn-in documents are annotated "MLI, demilitarization required", the generative activity will provide written demilitarization procedures with the turn-in document.