

**HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009**

**EUSA Memorandum  
No. 755-1**

**9 December 1991**

**Disposal of Supplies and Equipment  
DOD SCRAP RECYCLING PROGRAM FOR EIGHTH UNITED STATES ARMY**

**1. PURPOSE.** To provide guidance and responsibilities for the Department of Defense (DOD) Scrap Recycling Program for Eighth United States Army (EUSA).

**2. APPLICABILITY.** This memorandum applies to the Defense Reutilization and Marketing Office (DRMO); 175th Finance and Accounting Office (FAO); EUSA, Assistant Chief of Staff (ACofS), G1; ACofS, Engineer; and ACofS, J4.

**3. REFERENCES.**

a. Required publication. DOD 4160.21-M (Defense Reutilization and Marketing Manual). Cited in appendix A.

b. Related publications are--

(1) AR 37-1 (Army Accounting and Fund Control).

(2) AR 215-1 (Administration of Morale, Welfare and Recreation).

(3) Letter, HQ DRMR-PAC, DPDR-PDD, 21 Feb 85, subject: Scrap Recycling Program.

(4) Message, ACOA (F&A), DACA-DAA-G, 051300Z Apr 83, subject: Accounting for the Proceeds of Sale of Recyclable Trash and Waste materials.

(5) 10 USC 2577 and Memorandum, Deputy Secretary of Defense, 28 January 1983, subject: Sale of Recyclable Materials.

**4. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations used in this memorandum are explained in the glossary.

**5. RESPONSIBILITIES.**

a. The 175<sup>th</sup> FAO will--

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\*This memorandum supersedes EUSA Memo 755-1, 13 December 1988.

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(1) Accept deposits of proceeds from the sale of EUSA recyclable materials from DRMO supported by DD Form 1131 (Cash Collection Voucher) citing accounting classification 21F3875.111 78 C S92127 XXXX. The letters XXXX will be replaced by the appropriate accounting processing code. As the servicing FAO for the DRMO, 175th FAO also will receive deposits for proceeds from scrap recycling programs of the other military services. The accounting classification will be furnished to the DRMO by the other military services and cited on the DD Form 1131. The DD Form 1131 will be processed using "cross-disbursing procedures.

(2) Make disbursement vouchers on SF 1049 (Public Voucher for Refunds) and transfer vouchers on SF 1081 (Voucher and Schedule of Withdrawals and Credits), as appropriate, citing accounting classification "21F3875.1111 78 C S92127XXXX." The letters XXXX will be replaced by the appropriate accounting processing code.

(3) Transfer no more than 5 percent of each deposit to operation and maintenance, Army (OMA), as reimbursement for expenses of operating and improving recycling programs. If this percentage is not enough to cover operating expenses, the 175th FAO will request an increase through the ACoS, J4, to the Morale, Welfare, and Recreation (MWR) Board of Directors (BOD).

(4) After the reimbursement to OMA, the 175th FAO will disburse all of the remaining funds to the MWR, G1 Branch.

b. The DRMO will--

(1) Assist units in identification and segregation of saleable materiel, as well as provide information on sales procedures and related matters.

(2) Dispose of and sell recyclable materials submitted under the DOD Recyclable Materials Program, as well as provide information on sales procedures and related matters.

(3) Transfer the funds generated from the sale of recyclable materials under this program to the 175th FAO.

c. The ACoS, J4, (FKJ4-MS-S) will--

(1) Provide general program guidance to participants.

(2) Serve as a liaison to resolve problems between the 175th FAO, DRMO, G1, and the participating units.

(3) Serve as point of contact for project inquiries. Inquiries should be submitted to: EUSA Recyclable Program, ACoS, J4, ATTN: FKJ4-MS-S, Unit #15236, APO AP 96205-0009.

(4) Notify and provide to 175<sup>th</sup> FAO all pertinent data for release of funds.

d. Generating activities will--

(1) Identify and segregate recyclable materials for sale in accordance with (IAW) DRMO guidance at appendix A.

(2) Transport the material to be sold to the appropriate DRMO.

(3) Prepare turn-in documents IAW the DRMO guidelines presented at appendix A.

e. ACofS, G1, will--

(1) Apply all funds received to MWR programs throughout EUSA.

(2) The MWR Branch of G1 is authorized to spend recyclable funds on approved MWR projects/activities. The United States Forces, Korea (USFK) Environmental Policy Board (EPB) is authorized to submit requests for funds to the EUSA MWR BOD for environmental projects which are not funded. The MWR BOD will allocate funds to both the EPB's projects, if any, and then to MWR projects with priority to those MWR activities/projects which support both MWR and energy conservation. The EPB should submit letters to the MWR BOD prior to their quarterly meeting identifying the amount of money and type of projects that support the intent of the recyclable program.

(3) Apply funds approved by the MWR BOD for nonfunded environmental projects.

f. The USFK EPB will--

(1) Assist the USFK Commander and subordinate commanders in all phases of environmental policy.

(2) Serve as an umbrella organization to oversee related subcommittees, if any.

(3) Submit recommendations and requests for funds to the EUSA MWR BOD for environmental projects which are not funded.

(4) Meet quarterly, or more frequently, if necessary.

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The proponent of this memorandum is the office of the Assistant Chief of Staff, J4. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ACofS, J4, ATTN: FKJ4-MS-S, Unit #15236, APO AP 96205-0009.

FOR THE COMMANDER:

OFFICIAL:

JAMES R. TAYLOR  
Major General, USA  
Chief of Staff

//ORIGINAL SIGNED BY//

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Appendix

A. DRMO General Operating Procedures  
for the DOD Recyclable Materiel Sales Program

DISTRIBUTION:

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**APPENDIX A**

**DRMO GENERAL OPERATING PROCEDURES FOR THE  
DOD RECYCLABLE MATERIEL SALES PROGRAM**

**A-1. Generator.** The generator will identify, collect, and sort recyclable materiel prior to turn-in to DRMO.

a. Recyclable materiel which qualifies for reimbursement under the provisions of this program include:

- (1) All types of ferrous, nonferrous, and nonmetallic scrap.
- (2) Fired brass cartridge cases (small arms and artillery).
- (3) Paper (not classified) limited to computer cards and computer paper without carbon. (Contact DRMO for details).

b. Recyclable materiel that does not qualify for the program include:

- (1) Precious-metal-bearing scrap.
- (2) Those items that may be used again for their original purpose.
- (3) Items that must undergo presale demilitarization mutilation.

**A-2. Customer Assistance/Collection.** Materiel must be properly collected, identified, and segregated. This will require effort in order to maintain the identity and integrity of the recyclable materiel and thereby enhance its marketability. Assistance will be provided to personnel in scrap identification and separation methods; storage containers will be furnished for the more valuable types of scrap, and information provided on sales service. Transfer of accountability from the generating activity to the DRMO is required. Transfer of physical custody is not always required.

**A-3. Acceptance of Property.**

a. Liaison with all activities generating excess property must be maintained in order to ensure visibility of the generation, to avoid unmanageable fluctuations in workload, and to ensure maximum utilization of personnel and equipment to provide optimum disposal support.

b. All activities receiving disposal support from DRMO-Bupyeong will turn in property by appointment only. The contact number for appointments is 722-3337, 722-3450 for usable property and 722-3374 for scrap material.

c. All activities receiving disposal support from DRMO-Pusan will turn in property by appointment only. The contact number for appointment is 763-3472.

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d. Hours of operation. Turn-ins will be accepted Monday through Friday according to the following schedule at both locations:

Monday - Thursday	0800 - 1100 and 1230 - 1530
Friday	0800 - 1100

e. No property will be accepted after stated hours. Arrivals must be scheduled to ensure adequate time for unloading before the end of the workday.

**A-4. Documentation.** Each turn-in must be accompanied by a properly prepared DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) in four copies. One copy will be attached to the property; and the official receipt copy will be furnished to the generating activity upon completion of processing. The qualifying statement and fund cite must be on all turn-in documents. Figure A-1 shows a sample DD Form 1348-1. Listed below is sample data used in figure A-1.

ENTRY	DOC POSITION	REMARKS
Units of Issue	cc 23 – 24	LB designation pounds
Quantity	cc 25 – 49	Weight in pounds
Document Number	cc 30 – 43	Assigned by the generator
Demilitarization Code	cc 65	Demil codes as required*
Condition Code	cc 71	"S" for scrap turned in by WT
Shipped from	block A	Your address
Ship to	block B	Our address, DRMO, Bupyong
Item Nomenclature	block X	Type of Scrap*

\*All Ammunition/Explosives and Dangerous Articles materiel will require demilitarization/inert inspection certification and signature IAW DOD 4160.21-M.



**GLOSSARY**

ACofS	Assistant Chief of Staff
BOD	Board of Directors
DOD	Department of Defense
DRMO	Defense Reutilization and Marketing Office
EPB	Environmental Policy Board
EUSA	Eighth United States Army
FAO	Finance and Accounting Office
IAW	in accordance with
MWR	morale, welfare, and recreation
OMA	operation and maintenance, Army
USFK	United States Forces, Korea