



Turn-in Guidance for Disposition of Unclassified Computer Hard Drives

Foreword



It is very important to check all your computer equipment and property prior to turn-in to the DRMO for any “**Secret**”, “**Classified**”, “**Confidential**”, “**Tempest**” or “**Hazardous**” indicator!

Quick Guide

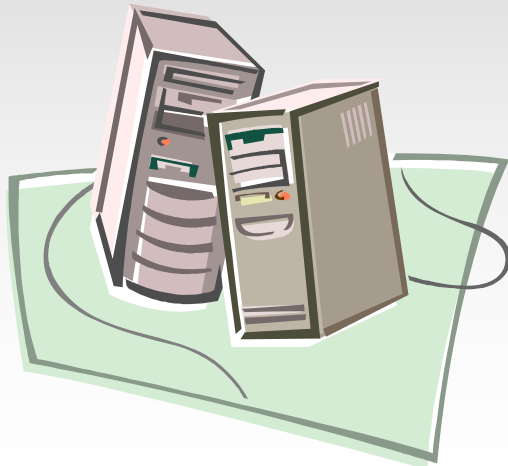
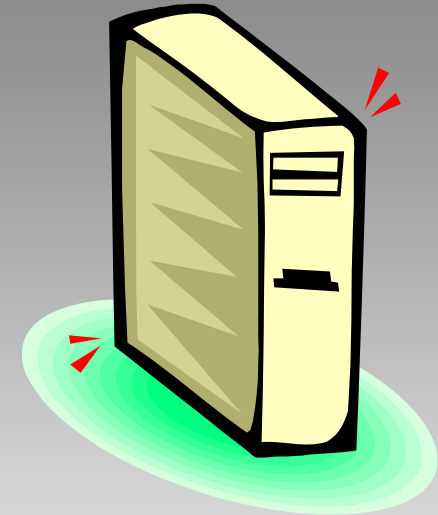


CPU Turn-In Requirements without Hard Drives

DD Form 1348-1A or 1348-2 (filled-out completely)

- CPU chassis serial number in block 26 (optional).
- 1 required statement either on/or with the DD Form 1348-1A or 1348-2 and 2 optional statements (refer to chart #9 for details).

Label on chassis using DLIS Form 1867 or equivalent.



CPUs Turn-In Requirements with Hard Drives

DD Form 1348-1A or 1348-2 (filled-out completely)

- CPU chassis serial number or hard drive serial number in block 26 (optional).
- 1 required statement either on or with the DD Form 1348-1A or 1348-2 in block 27 (refer to chart #16 for details).

Label on chassis using DLIS Form 1867 or equivalent

Electronic Turn-In Document (ETID)



Interested in participating? Click

etid etid etid



<https://www.drms.dla.mil/etid.html>

Forward Support Team (FST), Operation Monitors POCs:

CONUS/OCONUS FSTs - http://www.drms.dla.mil/html/drmo_sites.html

Disposal Turn-in Document (DTID)



To view or print a DTID (DD Form 1348-1A or 1348-2): <http://www.drms.dla.mil/turn-in/>

To fill-out a DTID: <http://www.drms.dla.mil/publications/index.html>

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE RECEIPT DOCUMENT

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DO DAAC JULIAN SER#
DATE

POC NAME:
UNIT NAME:
PHONE #:
SIGNATURE:

HARD DRIVE(S) HAVE BEEN REMOVED (as appropriate)
CPU(S) CONTAINS NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS (optional)
"The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum "Disposition of Unclassified Computer Hard Drives", dated June 4, 2001." (required on or with the 1348-1A)

PREVIOUS EDITION MAY BE USED

PERFORM (DUA)

Disposal Turn-in Document (DTID)



DD Form 1348-1A or 1348-2 - some required information:

Columns: 25-29 **QUANTITY** - *Actual Quantity*
74-80 **UNIT PRICE** - *Unit Price*

- Block: 1. **TOTAL PRICE** - *Total Price*
2. **SHIP FROM** - *Your unit name address*
17. **NOMENCLATURE** - *i.e., CPU, printer, monitor*
24. **DOCUMENT NUMBER & SUFFIX** - *Your DoDAAC, Julian Date
& Document Serial Number*
25. **NATIONAL STOCK NO. & ADD** - *NSN or FSC: 7021-00 CPU,
7025-00 Monitor, 7025-00 Printer*
26. **RIC** - *Your DoDAAC, Julian Date & Serial Number*
27. **ADDITIONAL DATA** - *POC information. You may add optional
statements/certifications*

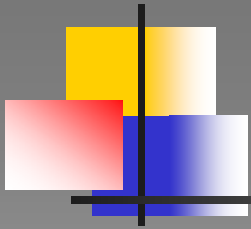
Disposal Turn-in Document (DTID)



A DD Form 1348-1A or 1348-2 (DTID) must accompany all property. A separate DTID is required for each National Stock Number (NSN) or Federal Supply Group (FSG)/Federal Stock Class (FSC) w/nomenclature.

- ✓ The DTID must be properly filled-out.
- ✓ POC information should be included, (i.e. print name, signature, phone number and address.

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HARD DRIVE(S) HAVE BEEN REMOVED (optional)										CPU(S) CONTAINS NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS (optional)										"The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum * Disposition of Unclassified Computer Hard Drives", dated June 4, 2001." (required on or with the 1348-1A)																																																																															

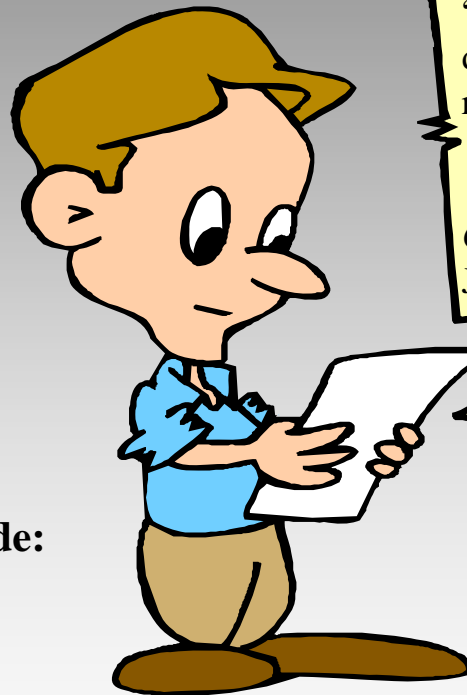


How To Turn-In CPUs Without Hard Drives

CPUs Without Hard Drives



The following statement must be on (in block 27 –Additional Data) or with * the 1348-1A:



“The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, ‘Disposition of Unclassified Computer Hard Drives,’ dated June 4, 2001.”

The DTID should also include:

Print name, rank/grade and signature of individual certifying the above information

Optional statements in block 27:

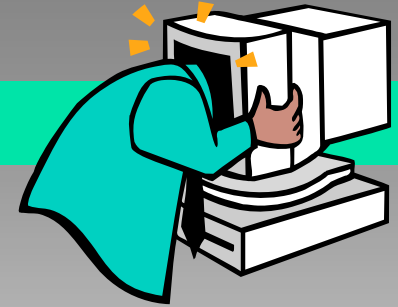
- Hard Drives(s) has been removed.
- Statement or letter stating CPU contains no classified, confidential or hazardous material.

* Currently ETID does not allow insertion of this statement on the DTID

CPUs Without Hard Drives



Ensure the hard drive is in fact removed



Label CPU chassis/housing, use suggested DLIS Label 1867

Remove memory sticks from other forms of computer equipment, i.e., handheld computers (e.g. palm pilots, organizers, etc.)

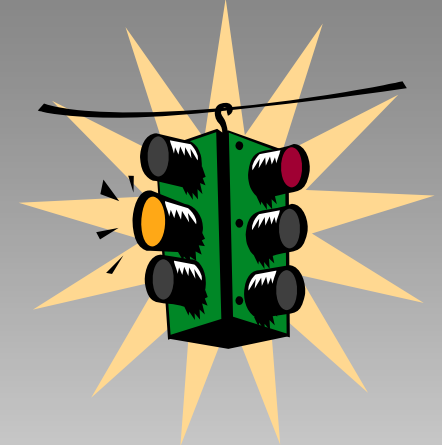


Internal devices i.e., graphic, sound, network or controller cards, may stay in the CPU.

CPU's Without Hard Drives



Ensure the following computer medias & cards are also removed from all turn-in computer equipment:



Compact Flash Cards

Secure Data Cards

CD-ROM Media

Smart Card Media

Micro-drives

Multi-media Cards

Memory Sticks

PCMCIA Cards

Back-up Tapes

Floppy Diskettes

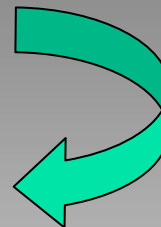
Zip Media



CPU's Without Hard Drives



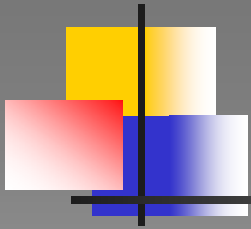
A DLIS Form-1867 label is the suggested label to use on all CPU's.



CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive:	<input checked="" type="checkbox"/> Check if hard drive or similar data storage components have been removed.
Serial No. 55M21375	Barcode No.
Make and Model Dell VM3005VGM	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction Removed and destroyed/ or Reutilized	
Generator Name McDill AFB	
Phone No. (813) 828-3465	DTID No. FU481472110001
Printed Name Sgt. John J. Smith	Rank/Grade Sgt./E-5
Signature <i>[Handwritten Signature]</i>	Date 31 July 2007



NOTE: When hard drive is removed, use chassis serial number.

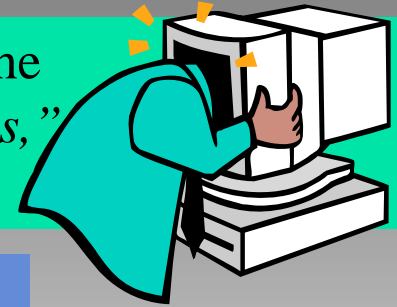


How To Turn-In CPUs **With** Hard Drives

CPUs With Hard Drives



Ensure the hard drive has been degaussed or overwritten IAW the DoD Memo “*Disposition of Unclassified Computer Hard Drives*,” dated June 4, 2001.

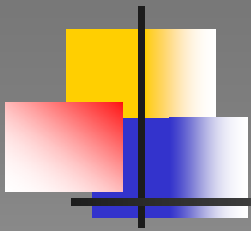


Label CPU chassis/housing, use DLIS Label 1867 or equivalent.

Ensure hard drives from other forms of computer equipment, i.e., notebooks, desktops, laptops, and docking stations are degaussed or over-written.



Internal Devices i.e., graphic, sound, networks or controller cards, may stay in the CPU.

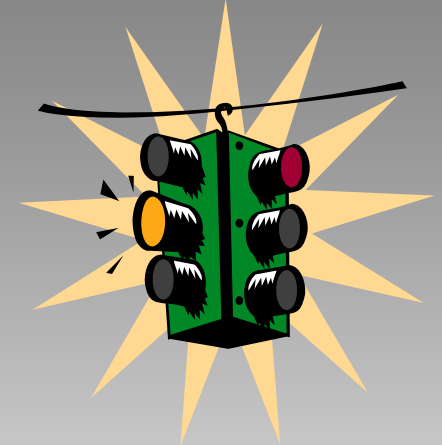


CPU's **With** Hard Drives



Ensure the following computer medias & cards are also removed from all turn-in computer equipment:

Compact Flash Cards



CD-ROM Media

Secure Data Cards

Smart Card Media

Multi-media Cards

Memory Sticks

Micro-drives

PCMCIA Cards

Back-up Tapes

Floppy Diskettes

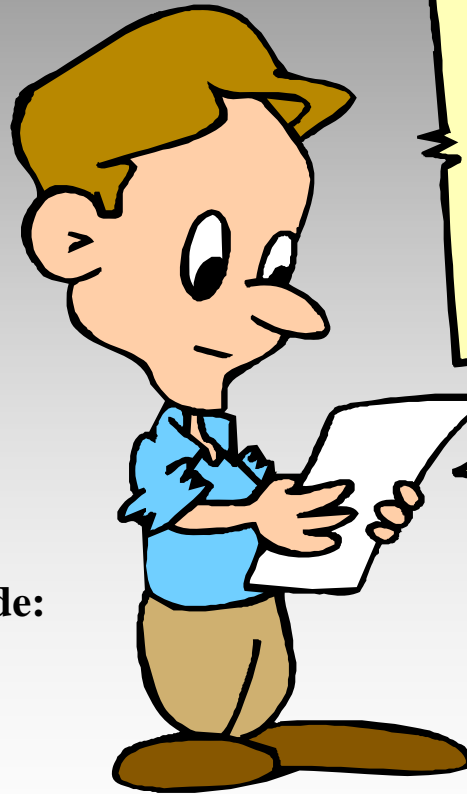
Zip Media



CPUs **With** Hard Drives



The following statement must be on (in block 27 – Additional Data) or with * the 1348-1A :



“The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, ‘Disposition of Unclassified Computer Hard Drives,’ dated June 4, 2001.”

The DTID should also include:

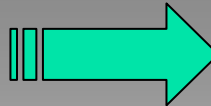
Print name, rank/grade and signature of individual certifying the above information

* Currently ETID does not allow insertion of this statement on the ETID.

CPUs With Hard Drives



A DLIS Form-1867 label



NOTE: When using this form attached to the hard drive itself, indicate the serial number for the actual hard drive.

If the hard drive is still left in the CPU, it is not necessary to list the serial number. This avoids unnecessary work and does not lead to destruction of otherwise useful computers that can be donated to schools or other qualified worthy causes.

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date) OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	

.pdf form: <http://www.drms.dla.mil/turn-in/dlis1867.pdf> . After clicking on pdf link, you may need to escape from Presentation and click on link in taskbar. To return to the presentation, click the back arrow.

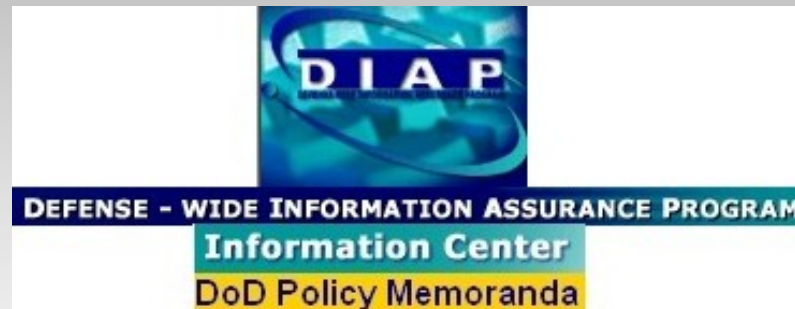
The DLIS Form 1867 .pdf form has been re-sized, so it can be printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.

DLA developed an optional label, based on ASD Memo, Attachment 4, dated 04 June 2001, that also contains a block to check if turning in chassis' w/hard drive(s) removed. It can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.

CPU's **With** Hard Drives



Authorized Software / Degauss Definition Source



DIAP: (703) 602-9172

http://iase.disa.mil/policy-guidance/asd_hd_disposition_memo060401.pdf



CPUs **With** Hard Drives



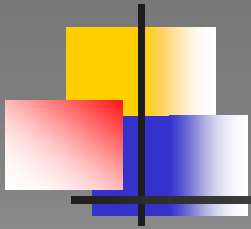
Software Available for Overwriting:

Listed below are products that produce overwriting software tools. These products are currently in use by DoD Components and are considered to meet the minimum standards called out in this policy link on previous slide.

Note: This listing is not all-inclusive and there may be other products that meet the required specifications in addition to the products listed below.

The program names are hyperlinked – so just click on the name and you will be automatically launched to their home page to download the programs.

- [No Trace](#)
- [DataEraser](#)
- [UniShred Pro](#)
- [CleanDrive](#)
- [Sanitizer](#)



Hard Drive Turn-In

Hard Drive Turn-In



A filled-out DLIS Form 1867 or equivalent is required on all hard drives.



The hard drive serial number!

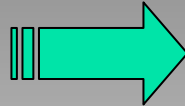
If the hard drive is still left in the CPU, it is not necessary to list the serial number.

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if Hard Drive Has Been Removed	
Serial No. 88L14575	Barcode No.
Make and Model Toshiba MK4806MAV	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated JUNE 4, 2001, Disposition of Unclassified DoD Computer Hard Drives. On (date) 19 NOV 2003	
Software or Degausser Used Ontrack DataEraser V2.82 <small>(Manufacturer, product version, date used)</small>	
OR <small>(e.g., approved metal destruction facility)</small>	
Method of Destruction	
Printed Name Roger L. Groves	Rank/Grade CW3/W3
Signature <i>Roger L. Groves</i>	Date 19 NOV 2003
DLIS FORM 1867, MAR 2002	

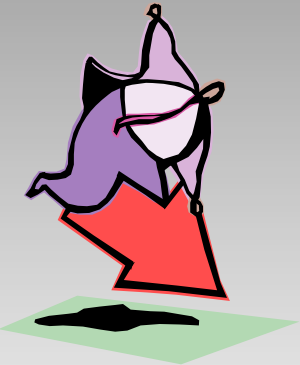
Hard Drive Turn-In



A DLIS Form-1867 label



CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	



.pdf form: <http://www.drms.dla.mil/turn-in/dlis1867.pdf> . After clicking on pdf link, you may need to escape from Presentation and click on link in taskbar. To return to the presentation, click the back arrow.

The DLIS Form 1867 .pdf form has been re-sized, so it can be printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.

DLA developed an optional label, based on ASD Memo, Attachment 4, dated 04 June 2001, that also contains a block to check if turning in chassis' w/hard drive(s) removed. It can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.



New and Unused Hard Drives



- ✓ **New Hard Drives (in un-broken packaging). No labeling or certification requirements exist.**
- ✓ **Unused Hard Drives (not in original packaging). The ETID/DTID must contain a signed certification such as “Hard Drive(s) has/have not been used.”**



All Other Computer Related Devices

Hard Drive Turn-In



A label is not required if hard drive is *destroyed* and turned in as *scrap*.

The following statement must be on/or with the DTID if the generator requires verification that the hard drives were turned in to the DRMO as scrap:

“The residue, identified by this document, is derived from the processing of computer hard drives based on the requirements of the Assistant Secretary of Defense letter dated June 4, 2001, subject, ‘Disposition of Unclassified DoD Computer Hard Drives.’”

Complete standard fields:

- ✓ Box 2 - SHIPPED FROM BLOCK
- ✓ Field 24 - DOCUMENT NUMBER
- ✓ Field 26 - POC Information

Not required:

Qty, Price, NSN Annotation

1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO DRMO K-TOWN SG4070	
UNIT PRICE	COLLARS	COS	4. MARKER	
COLLARS	COS			
5. QUANTITY	6. NSN	7. RATE	8. TYPE/CLASS	9. PS
10. QTY. REQD	11. UP	12. UNIT/WEIGHT	13. UNIT/CLBE	14. UIC
15. SL				
16. FB/CF CLASSIFICATION AND CLATURE				
17. TB/NO CLATURE SCRAP METAL				
18. YEAR	19. MONTH	20. TOTAL WEIGHT	21. TOTAL CLBE	
22. FEB. 1967			23. DATE REB. ID	
POC				
24. DOCUMENT NUMBER 301 05 34 301 05 34 CITY COS 201 CITY COS 201 DIST 195 561 LP 74 80				
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Other Computer Related Devices



- ✓ **Monitors**
- ✓ **Printers (toner cartridges must be removed)**
- ✓ **Keyboards**
- ✓ **Speakers**
- ✓ **Modems**
- ✓ **Mouse/Mice**
- ✓ **Plotters (toner cartridges must be removed)**
- ✓ **External Devices**
- ✓ **All others that do not fall under the category of classified, secret, tempest or hazardous waste.**

Other Computer Related Devices



- ✓ Filled-out DD Form 1348-1A or 1348-2
- ✓ No label is required
- ✓ No serial numbers required (unless required by your SA/Supply)



Each NSN, FSG/FSC, type property require
it's own DTID (*DD Form 1348-1A or
1348-2*)



Find out the Federal Supply Class of your property by using



<http://www.dlis.dla.mil/fedlog/>

Use H-2 Federal Supply Classifications



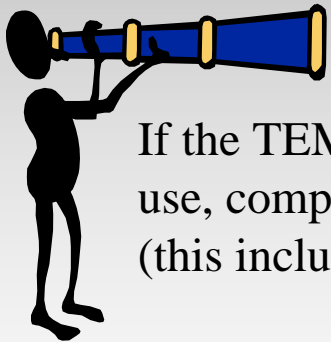
“TEMPEST” Technology Items/Equipment (TTIE)

TTIE



- **DRMS-I 4160.14, Vol. II, Chapter 4**
- **DoD 4160.21-M-1, Appendix 4, Category 11**

Definition - TEMPEST is a term used to denote measures for preventing compromising emanations (electronic/ electromagnetic) from electrically operated devices. More simply put, TTIE has been manufactured with additional devices built in to prevent monitoring.



Identifying TTIE:

If the TEMPEST application is to an item which is specifically designed for military use, complete destruction to preclude restoration as an item for its original function (this includes both entire end items and individual components, as applicable).

If the TEMPEST application is to a commercially available item, e.g., IBM-XMT or AT personal computer, the generating activity will sanitize the equipment of all classified/sensitive data and software prior to turn-in to the DRMO. The turn-in document will be annotated that it has TEMPEST application and has been sanitized prior to turn-in. These items will then be considered Strategic List Items and incorporate all appropriate controls.

TTIE



The following indicators may assist in the identification of TEMPEST Technology Items/Equipment (TTIE):

Documentation sometimes is marked with the word “*TEMPEST*”.

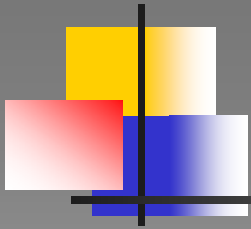
Attached SF Form 120, Reports of Excess Personal Property, cleared by DISA may reflect IT is “*TEMPEST*”.

Review of data plate on rear of property reveals the word “*TEMPEST*”.

Equipment is embossed with “*TEMPEST warnings*”.

Manufacturer *model number* puts the letter “**T**” within the number, e.g., CPT Corp., Model 8000T.

Tags may be glued to equipment stating, “*This machine processes up to top secret*”, or lower classification such as *confidential*.



Web Links

Web Links



Visit **DRMS** Home page at:

<http://www.drms.dla.mil>



<http://www.dlis.dla.mil/h2/>

Very good site if you need to look up FSC/LSN (4 first numbers from a NSN)



http://iase.disa.mil/policy-guidance/asd_hd_disposition_memo060401.pdf

Publications

This link contains the publications & regulation books usually in .pdf format

<http://www.drms.dla.mil/publications/index.html>



Safe Alert Latent Defect (SALD) Guidance Search

<http://www.drms.dla.mil/servlet/SaldForm>

To see if your Safes, Compasses and other HAZ suspected items are acceptable for DRMO



<http://www.defenselink.mil/>