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!
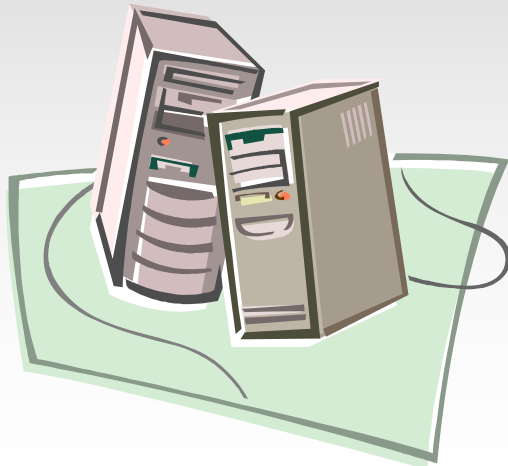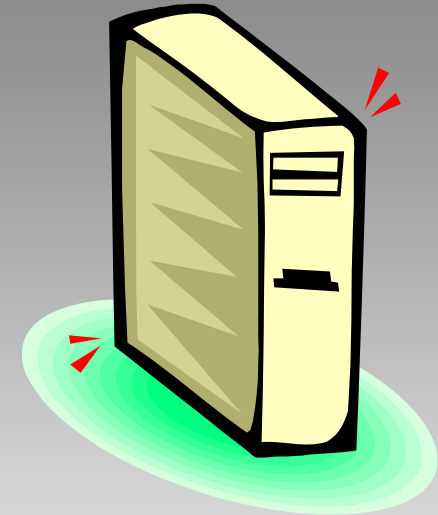
Quick Guide

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

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

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*
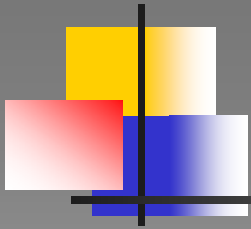
Disposal Turn-in Document (DTID)

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.

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:
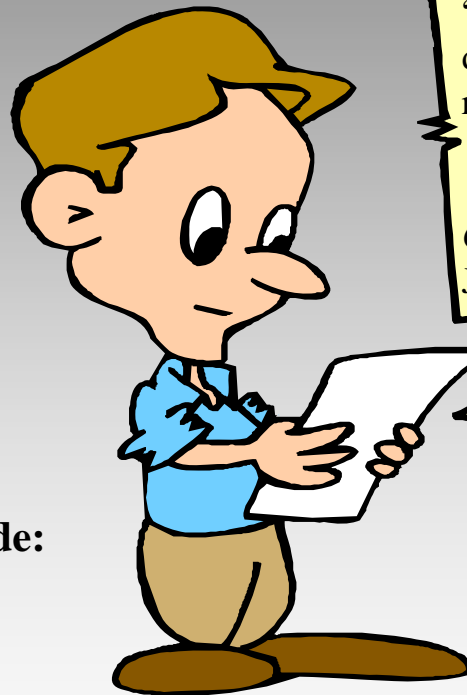
"The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, *'Disposition of Unclassified Computer Hard Drives,'* dated June 4. 2001."

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
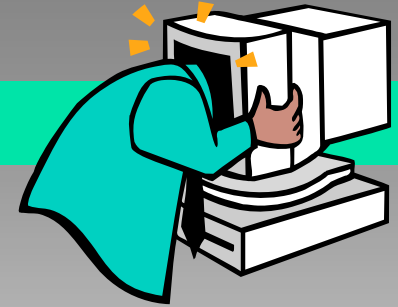
Label CPU chassis/housing, use suggested DLIS Label 1867

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.

CPUs Without Hard Drives

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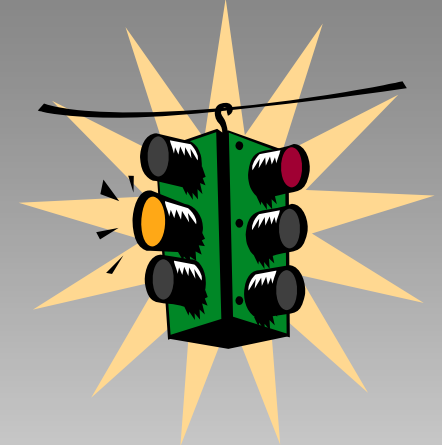
Compact Flash Cards

Secure Data Cards

CD-ROM Media

Smart Card Media

Micro-drives

Multi-media Cards

Memory Sticks

PCMCI Cards

Back-up Tapes

Zip Media

Floppy Diskettes

CPUs Without Hard Drives

A DLIS Form-1867 label is the suggested label to use on all CPUs.

CERTIFICATION OF HARD DRIVE DISPOSITION

This certifies this hard drive: ☑ 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 _Sgt. John J. Smith_ | Date 31 July 2007

DLIS FORM 1867, OCT 2002

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

12
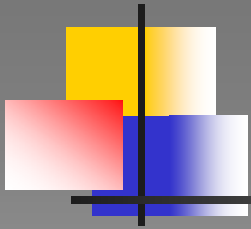
How To Turn-In CPUs With Hard Drives

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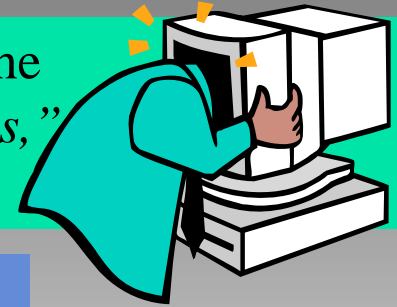
Label CPU chassis/housing, use DLIS Label 1867 or equivalent.

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.
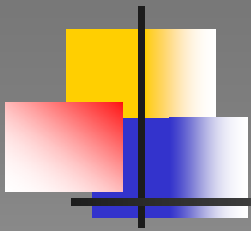
CPUs **With** Hard Drives

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

Compact Flash Cards
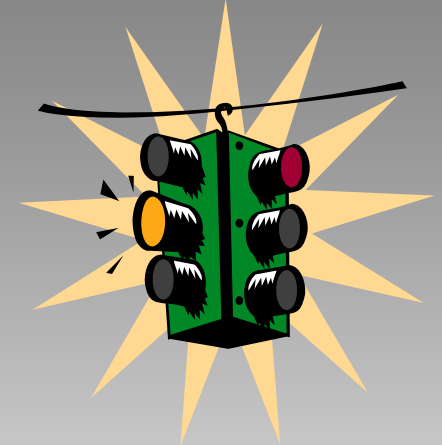
Secure Data Cards

CD-ROM Media

Smart Card Media

Multi-media Cards

Memory Sticks

Micro-drives

PCMCI Cards

Back-up Tapes

Zip Media

Floppy Diskettes

CPUs With Hard Drives

The following statement must be on (in block 27 – Additional Data) or with * the 1348-1A :
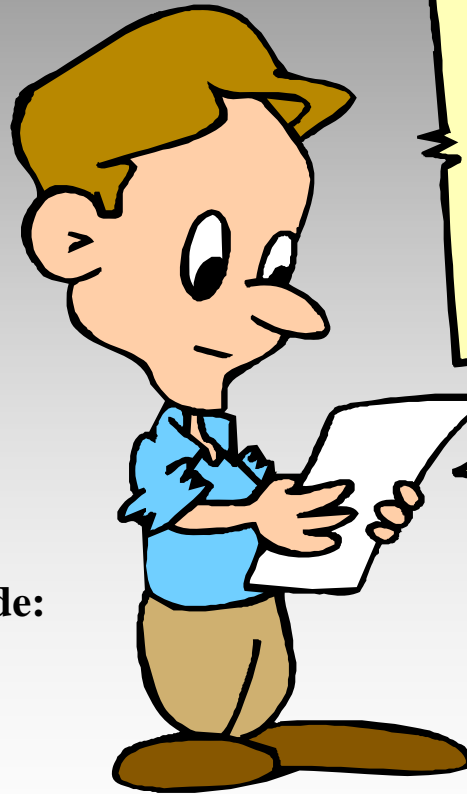
"The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, '*Disposition of Unclassified Computer Hard Drives,*' dated June 4, 2001."

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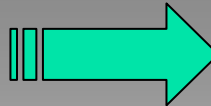
NOTE: When using this form attached to the hard drive itself, indicate the serial number for the actual hard drive.

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: ☐ 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 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.

CPUs **With** Hard Drives

Authorized
Software / Degauss Definition Source
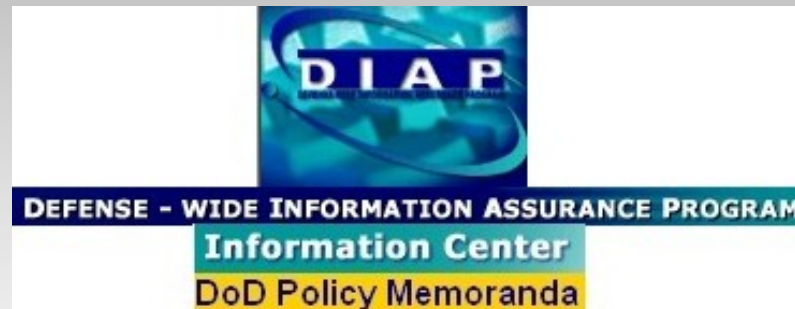
DIAP: (703) 602-9172

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**
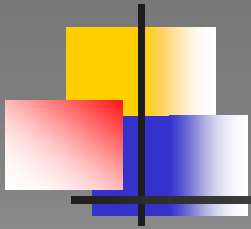
Hard Drive Turn-In

Hard Drive Turn-In

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

The hard drive serial number!

Don't forget

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: ☐ Check if Hard Drive Has Been Removed

Serial No. 88L14575   Barcode No.

Make and Model Toshiba MK4006MAV

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 V2.02
(Manufacturer, product version, date used)

OR _____
(e.g., approved metal destruction facility)

Method of Destruction

Printed Name Roger L. Groves   Rank/Grade CW3/W3

Signature Roger L. Groves   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: ☐ 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 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 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

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

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.
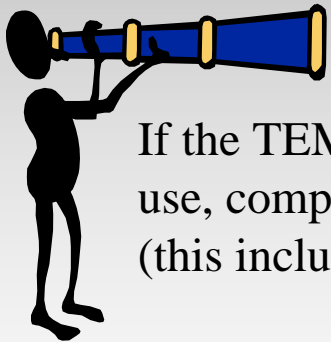
Identifying TTIE:

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.

30

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

Defense Logistics Information Service

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

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

DIAP DEFENSE - WIDE INFORMATION ASSURANCE PROGRAM

Information Center
DoD Policy Memoranda

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

Get Acrobat Reader

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

DefenseLINK
U.S. DEPARTMENT OF DEFENSE

http://www.defenselink.mil/