

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)
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 Commercial (703) 695-1059

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The Pentagon (Room 3B740)
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General Services Administration Property Management Division
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Washington, DC 20406
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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 SHIPS FY_____	FY____	AEDA FY____	TOTAL FY____
<u>DISPOSITION</u>					
<u>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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2.2-3

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).

2.2-4

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	_____

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2.2-5