

## CHAPTER 5

### REUTILIZATION/TRANSFER SCREENING AND ISSUE

#### A. GENERAL

1. This chapter prescribes policies for the reutilization/transfer screening and issue of excess and FEPP within the DoD, with eligible foreign governments and international agencies, with other activities authorized to screen and requisition excess, and, as administered by GSA, with Federal civil agencies. Screening begins when property is reflected on the inventory records of the DRMOs/SDPDAs. The provisions of this chapter are intended to achieve maximum reutilization of these types of property as required by the FPMR, Subchapter H, Subpart 101-43, Utilization of Personal Property. All references to days are to calendar days unless otherwise specified.

2. Certain items of FEPP are screened under the provisions of DoD 4000.25-1-S2, MILSTRIP, Defense Program for Redistribution of Assets (DEPRA) Procedures. Screening through DEPRA does not affect or relieve any of the screening requirements for FEPP contained here.

3. Categories of excess personal property that may not be screened within DoD or by GSA regardless of the FSC are identified in Chapter 1, paragraph B2 , and along with instructions for property requiring special screening, are throughout Chapter 4.

4. DoD policy is to reutilize excess, surplus, and FEPP to the maximum extent feasible to fill existing needs, and to satisfy needs before initiating new procurement or repair. All DoD activities shall screen available excess assets and review excess asset referrals for those assets which could satisfy valid needs.

5. Upon receipt of property into the DRMS accountable record, DRMS shall report items meeting specified criteria to GSA for screening. Screening criteria for property reported to GSA are modified from time-to-time by agreement between GSA and DLA.

6. Upon completion of authorized screening and issue of property, the remaining domestic excess property becomes surplus and, along with FEPP, is eligible for donation. Surplus property which has not been removed or which has not been reported for sale may also be used to satisfy requisitions from DoD activities or Federal civil agencies. Requisitions received after reporting the property for sale shall be processed in accordance with Chapter 7, Sales/RRRP.

B. REUTILIZATION SCREENING. All excess and FEPP shall be made available for screening

before donation, sale, or other disposal action unless specifically excluded by special processing instructions contained in Chapter 4, Property Requiring Special Processing, Chapter 9, Disposal of FEPP, or Chapter 10, Environmentally Regulated and Hazardous Property.

1. Reutilization screening is accomplished electronically, manually, and visually. Local screening at the DRMOs is onsite (visual) screening of excess property available.

a. Screening Timeframe: Property is available for screening upon receipt on the DRMO's inventory records, until completion of the 42 day formal screening period (21 days DoD/Federal civil agency removal priority followed by a 21 day donation period). During this time, which includes the accumulation period, all eligible customers can screen and tag property on a first-come, first-served basis, however there are restrictions on issue. The accumulation period will normally be 14-28 days. Requests for reductions to this time shall be coordinated as part of the expedited processing procedures (see paragraph B1c(2)).

b. Property is also made available for screening through:

(1) Interrogation Requirements Information System (IRIS).

(2) INTERNET (World Wide Web [WWW]). DRMS assets are available for screening in the DRMS WWW home page, address: <http://www.drms.dla.mil>.

c. Variations to Screening.

(1) Generally, customers are not permitted to screen/tag property prior to it being entered on the DRMO's accountable records. However, there may be instances where this practice may be justified. Examples are:

(a) Backlog situations where usable property is in danger of being damaged by the elements due to a lack of indoor storage space and an authorized customer is at hand;

(b) If property is needed to fulfill an emergency requisition, (i.e., for disaster relief, etc.), it may be processed as a "wash-post" transaction. The DRMO must be able to fully justify such actions and will ensure that a signed receipt copy of the DTID is returned to the generating activity.

(2) Expedited Processing

(a) In ZI, on a case-by-case basis, and only after prior coordination with and approval by the applicable GSA regional office, DRMS may be authorized expedited

processing when there is documented low RTD potential, backlog situations, potential deterioration from outside storage or for other compelling reasons. DRMS must carefully consider such requests since GSA does not have oversight of certain legislative mandated programs (i.e., Law Enforcement Support Office (LESO), Regional Equipment Center (REC)). A clear delineation between excess and surplus property shall be maintained.

(b) Outside ZI, DRMS shall coordinate requirements for expedited processing with the established customer base.

2. Identification of Screeners. Persons who visit DRMOs for the purpose of either screening or obtaining excess property (or both) shall be identified as authorized representatives of a valid recipient activity. Upon arrival at the DRMO, the individuals shall identify themselves, sign a Vehicle/Visitor Register, and indicate the purpose of their visit. Authorized DoD screeners shall also specify the DoDAAC for which they are screening, (also see paragraph G, Direct Removal of Property and Chapter 1, paragraph D, Foreign Liaison).

a. DoD screeners shall further identify themselves as authorized representatives of a Military Service/Defense Agency or organization by means of a current employee/Military personnel identification issued by the DoD activity.

b. Federal civil agency screeners shall present a current agency employee identification as valid authorization. This also applies to screeners representing mixed-ownership U.S. Government corporations.

c. Non-Federal screeners shall present GSA Form 2946, Screener's Identification or letter of authorization from their parent organization. (For SEA donee screeners, see Chapter 6, Donations, paragraph F). Screeners may also present an authorization on the letterhead of the sponsoring activity, identifying the bearer and indicating the nature of the authorization.

d. DRMOs shall refer for resolution problems in identifying screeners to the activity Commander or, in the case of Federal civil agency and donee screeners, to the proper GSA Regional Office. Questions on Federal civil agency screeners outside the ZI should be referred to the Head of the Federal agency.

### 3. Screening of Property at DRMOs

a. The DRMOs shall provide assistance, including pertinent information available, to interested parties regarding availability of excess property. Assistance regarding the availability of excess property may be given by soliciting authorized recipients to visit DRMOs; by maintaining a record of authorized recipients' needs, and screening these needs against available excess property; by extending maximum practical effort in locating property available to satisfy requests; by providing a sufficient quantity of hard copy listings of available property, for use by authorized screeners upon request; or by other means as are feasible within the time period allowed.

b. The GSA Area Utilization Officers may be contacted to assist in screening excess property.

#### 4. Specialized Screening Programs

##### a. To Designated ICPs

(1) DRMS shall electronically report to designated ICPs those assets with valid NSNs meeting dollar value and condition code criteria as established by each Military Service/Defense Agency. The notification shall be sent to the recorded DoD wholesale manager (ICP/IMM) by AUTODIN concurrently with recording the excess in the DAISY.

(2) The DoD ICP/IMM shall screen all such notifications to determine if needs exist. DRMO excesses shall be reutilized to satisfy known or projected buy and repair needs.

(3) Requisitions shall be prepared according to MILSTRIP requisitioning procedures and submitted to DRMS through AUTODIN.

##### b. Interrogation Requirements Information System (IRIS)

###### (1) General

(a) The IRIS is a DRMS system designed to provide customers with the capability to selectively interrogate asset availability in DAISY for all items identified by an NSN. Further, there is the capability to request assets in:

- 1 A specific or better condition.
- 2 A given processing status within the disposal cycle.
- 3 A specific geographical location.
- 4 A specific minimum line item value or greater.

(b) The establishment of a "want list" for known needs is also facilitated by the IRIS. This is done by the interrogator's inclusion of a purge date (not to exceed 365 days) in the input thus causing all matched assets to be referred on a weekly basis until the purge date is reached. At termination of the purge date, the need is deleted from file.

(c) Interrogations may also be submitted by FSC; however, such requests need accompanying justification approved through Military Service/Defense Agency channels because

of the related DRMS workload imposed, such as requests for listings or overloading the AUTODIN terminal with unanticipated large volumes of assets that are not actually needed.

(2) Input Modes/Media

(a) Interrogation procedures permit acceptance of results in the prescribed format, through AUTODIN; or by letter, message, telephone,(providing that mandatory data elements required to effect interrogations are included). Outputs shall be transceived through AUTODIN or mailed if the requestor has indicated preference for a listing.

(b) On-Line IRIS

1 An on-line capability for IRIS is available at DRMS, DRMOs, DoD ICPs/IMMs, and other authorized users.

2 ICPs and Military Service activities that do not have connectivity may obtain information from their servicing DRMO or DRMS (DSN 932-5939/5937; Commercial, 616-961-5939/5937).

3 Emergency telephone requests during nonduty hours may be made by contacting the DLSC/DRMS Staff Duty Officer (SDO) (DSN 932-4233; Commercial, 616- 961-4233). Under these circumstances, the SDO shall record the interrogation request and shall contact the DRMS program manager to initiate proper action.

C. REQUESTS FOR AND ISSUES OF EXCESS AND FEPP

1. General. DoD activities, Federal civil agencies, and other authorized activities are permitted to acquire excess and FEPP. This property may be acquired through DRMS or GSA, or direct from DRMOs. The following general principles apply to acquiring property from these sources.

a. DoD activities (other than MWRAs/Services, which are covered in Attachment 1, this chapter) must request Military Service/Defense Agency excess and FEPP through servicing accountable officers or their designated representatives. Subparagraph C1b contains special guidance affecting USCG requisitioning. DoD activities shall request only that property which is authorized by the parent HQ or commands, and consider costs incident to its acquisition, including transportation costs, support and repair costs, before requesting the property. Activities may not request quantities of property which exceed authorized retention limits.

b. USCG requisitions shall originate from the Commandant (G-CFM-3), USCG HQ, various USCG Commanders Maintenance & Logistics and Integrated Support Commands.

**DoD 4160.21-M**

Requisitions must include a citation as to the USCG directive that authorizes the requisitioning

unit to obtain the property listed on the requisition. Individual floating and shore units of the USCG may be delegated authority to requisition excess personal property without USCG HQ approval. The delegating authority shall be indicated on all requisitions. The DRMO need not validate the authenticity of the authority but only the fact that such authorization appears on the requisition.

c. Requests from DoD activities for property on the accountable records of the DRMOs shall be prepared on DD Form 1348-1A or submitted to the DRMO or DRMS as stated in DoD 4000.25.1-M. A separate requisition is required for each line item on a DRMO's inventory (except batch lots). Individual items may be requisitioned from batchlots. The requisitioner shall furnish an original and three copies, as a minimum. Requisitions from DoD activities must contain a valid DoDAAC and the appropriate in-the-clear name, and address if applicable, of the requisitioner.

2. The DRMO shall honor authorized requisitions after receipt of property on the DRMOs inventory record as described in paragraph C3 through 8 below.

### 3. Tagging & Requisitioning

#### a. Timeframes

(1) Once the property is tagged, either physically, as a result of electronic screening, or by receipt of a GSA Federal Disposal System (FEDS) advance transfer order, the customer has 14 (calendar) days, or until the end of the Final Removal Period (see below), whichever is first, to submit a requisition. If the customer does not submit a requisition within the prescribed time, the tag will expire and the property will continue through the disposal process.

(2) Once the customer submits a requisition: The customer has 14 (calendar) days, or until the end of the Final Removal Period, whichever is first, to remove the property [appropriate circumstances may warrant granting additional time].

b. Multiple Tagging. DRMOs will accept, and encourage, multiple tagging of property by all RTD customers. If property is tagged, but not subsequently requisitioned and/or removed within the above time frames, DRMOs will notify the next reutilization customer or cognizant GSA regional office for transfer and donation customers.

c. Final Removal Period. A period of 7 (calendar) days following the end of formal screening (End of Screening Date) shall be established to allow all RTD customers ample opportunity to remove property. All tagged property shall be removed during this period. All tags/freezes/requisitions shall expire at the end of this period. **NOTE:** DRMOs shall grant customers an additional 7 days, upon request. Requirements for time beyond the additional 7 days may be granted if mutually agreed to by the customers and the DRMS/DRMS.

d. "Blue Light" Period. Upon completion of the Final Removal Period, the remaining property will be available on a first-come first-served basis. RTD customers shall have 3 work days to requisition and remove this property. This period assures full visibility of property prior to sale. During this time, and upon request, DRMOs shall generate listings of property available for sale in that accumulation, and make such lists available to all RTD customers. Property will not be added to the listing after the Blue Light Period.

4. GSA will provide tacit approval of all DoD requisitions upon electronic notification from DRMS but reserves the right to allocate the withdrawn property to an agency with a higher need for the same property, in accordance with the FPMR (ZI only). This does not apply to transactions for special programs outside GSA's legislative authority.

5. Requests for property located through IRIS. Interrogation does not freeze an item at a DRMO. Property continues through the disposal cycle, including sale. Therefore, prompt action is needed to capture assets through this program. Upon receipt of the output, users should review the product and select desired assets. Position 51 of the JT2, IRIS response, identifies the status of the asset. Excess property shall be requisitioned from the DRMO identified by Routing Identifier Code (RIC) in positions 71-73. Requisitions shall reflect "J" in rp 40 to identify the requisition is a result of IRIS. All requisitions must reference the DTID number and the DRMO holding the asset.

6. Requests for small arms, as defined in this manual, shall be processed as stated in Chapter 4, Property Requiring Special Processing, paragraph B63. Attachment 3, this chapter, contains a list of Military Service/Defense Agency designated control points authorized to initiate requisitions or through which requisitions must be routed for review and approval before issue can be effected.

7. Requests for property to fill training aid and target needs

a. The lowest condition property readily available will be used to satisfy needs as training aids and targets. In addition, when items are to be used as targets, emphasis should be placed on obtaining, insofar as possible, MLIs (that is, items that need to be DEMIL'd). The following are the minimum actions to be taken to carry out this policy:

(1) The DoD activity having the need for training aids or targets shall either check IRIS or request assistance from the local DRMO for assets suitable for the purpose. The determination as to suitability, based upon condition or location, or both, rests with the DoD

## **DoD 4160.21-M**

activity in need of the property.

(2) Issues of excess property to be used for destructive testing or as targets shall be limited to material bearing SCCs G or H with DCC 9, X, or S (See Chapter 3, Receipt, Handling, and Accounting, Attachments 3 and 4). Requests for property having condition codes better than those shown above may not be honored until the full RTD screening cycle is completed, unless specific written justification is provided.

(3) Block 27 of the requisition (DD Form 1348-1A), shall contain the statement: "To be used for (training aids/target practice)."

(4) The requesting DoD activity shall maintain documentation of why the property was selected and used.

b. Exceptions

(1) For items not controlled by DRMOs (such as aircraft, ships, and AR of certain types), requests for assistance shall be directed to the activity that has control of the property (see Chapter 4, Property Requiring Special Processing) if no surplus assets are in the DRMO.

(2) For property with an acquisition line item value of \$1,000 or less, availability of suitable property at the servicing or a nearby DRMO shall be considered sufficient search for the lowest condition readily available property to satisfy the need.

**NOTE:** Damage sustained to property does not necessarily constitute DEMIL. See DoD 4160.21-M-1 for additional guidance.

8. Late Requests

a. Surplus personal property tagged for donation or approved for donation may be withdrawn for use by DoD activities, or for transfer to a Federal civil agency (including the Senate, the House of Representatives, the Architect of the Capitol, and any activities under his or her direction, the District of Columbia, and mixed-ownership corporations as defined in the Government Corporation Control Act), with the prior approval of GSA. In emergency situations requiring immediate action, DoD activities may requisition such property to meet their essential needs without prior approval. The applicable GSA Regional Office shall be immediately notified of any such actions. The SASP or donee which made application for donation of the property shall be advised by the GSA Regional Office at the time a withdrawal is approved.

b. Should a DoD activity have an emergency need for a surplus DoD item still in the possession of a SASP, it may be requested from the applicable SASP. The return of the item(s)

shall be subject to payment by the acquiring DoD activity any costs of care and handling,



including transportation, that were incurred by the SASP initially acquiring this property.

c. If the requisition is received after the property has been reported for sale, applicable procedures contained in Chapter 7, Sales/RRRP, paragraph D, shall be followed.

9. Government Liability/Release of Government Liability. DoD excess, surplus, and FEPP, is issued on an "as is-where is" basis. On a case-by-case basis, the use of "hold harmless" certifications may be utilized, depending on the type(s) and/or quantities of property involved. Any certifications must be written in coordination with appropriate legal counsel.

#### D. ISSUES TO SPECIAL PROGRAMS AND ACTIVITIES

1. Specific policy guidance concerning issues to the following special programs and activities (listed in no specific order) is provided at Attachment 1 to this chapter:

- a. DoD Humanitarian Assistance Program.
- b. Law Enforcement Agencies.
- c. 12<sup>th</sup> Regional Equipment Center.
- d. DoD or Service Museums.
- e. Academic Institutions and Non-Profit Organizations for Educational Purposes.
- f. National Guard Units.
- g. Senior Reserve Officer Training Corps Units.
- h. Morale, Welfare and Recreation Activities/Services (including AAFES, NES).
- i. Military Affiliate Radio System.
- j. Civil Air Patrol.
- k. DoD Contractors.
- l. Foreign Governments and International Organizations (Security Assistance).

2. DRMS may, because of security, workload, or other constraints, limit the number of screeners who may actually visit DRMOs for screening for the above programs.

E. SHIPMENTS OR DENIALS. Requisitions authorized by DRMS or GSA Regional Offices shall be processed as expeditiously as possible. The DRMO shall ascertain that property which has been requested is in as good a condition as it was at the time it was screened. Should the condition of requisitioned property materially deteriorate from the time of screening or receipt to the time of inspection for shipment, the DRMO should advise the requisitioner before shipment is made. The shipment shall be suspended pending agreement by the requisitioner that the property will be accepted in its present condition. Once the property has been requisitioned, and pending receipt of an approved transfer document or removal of the property, no parts may be removed without prior approval of DRMS (for DoD requisitions) or GSA (for transfers and donations), and agreement by the requisitioner that the property will be accepted in its altered condition.

1. Responsibility for shipment and funding

a. Packing, crating, handling, and transportation (PCH&T) costs for shipments from DRMS to DoD activities; i.e. Army, USAF, USMC, Navy, Defense Agencies, MARS, CAP, National Aeronautics and Space Administration (NASA) (Space Shuttle Support), DoD contractors when approved by the Head of Contracting Activity (HCA), and MWRA/Services when requisitioned through the Military Service accountable officer, are applied to the DLA/DRMS direct fund citation. DoD activities must make every effort to arrange for pick up of property from the DRMO, with shipment minimized to prevent excessive PCH&T costs. Where shipping costs exceed the value of the property, DRMS may inquire as to the validity of the requisition.

b. Costs of parcel post shipments made between agencies of the DoD shall be financed by the shipper without reimbursement.

2. Notification of shipment or denial

a. When responsible to arrange shipments incident to issues to DoD components or Federal civil agencies, DRMOs shall furnish a copy of the shipping document to the requisitioner separate from the shipment. This serves as notification that the shipment was made.

(1) The requisitioner shall notify the DRMO if the property is not received within a reasonable period of time. In the case of Federal civil agencies, a copy of the SF 122, with annotation of the transportation data, shall be furnished to the originator of the request only when property has not been picked up by the recipient or their representative.

(2) DRMOs shall prepare Materiel Release Confirmations (MRCs) in response to Materiel Release Orders (MROs) received from DRMS. The guidance for preparation of MRCs is contained in DoD 4000.25.1-M, Chapter 3.

b. If the property requested is no longer available, or its condition is no longer acceptable, the requisitioner shall be advised of such by the DRMO.

(1) If an MRO was received from DRMS, nonavailability will be documented by a

Materiel Release Denial (MRD) prepared in accordance with DoD 4000.25.1-M, Chapter 3.

(2) All other notification of nonavailability will be by letter, with an additional copy to GSA if the requisition had been approved by that agency. The letter shall contain the following data as a minimum:

- (a) NSN
- (b) GSA Control Number, if available
- (c) Requisition Number
- (d) Quantity Not Available
- (e) Reason for Nonavailability

#### F. REIMBURSEMENT REQUIREMENTS

1. Determining Need for Reimbursement. The generating activity will identify the requirement for reimbursement on the DTID. The DRMO/DRMS shall advise the requesting activity when reimbursement for the property applies.

2. Issue of Excess, Surplus and FEPP

a. General

(1) To DoD and other activities authorized to requisition as DoD. Issue of declared Military Service/Defense Agency excess, surplus and FEPP personal property to DoD users shall be on a nonreimbursable basis except when the requisitioner is prohibited by law from acquiring excess, surplus and FEPP property without reimbursement or where reimbursement needs have been imposed by reason of entry on the DTID.

(2) To Federal Civil Agencies. Issues of DoD excess, surplus and FEPP personal property, other than Foreign Purchased Property and other property identified as reimbursable, will be at no cost to Federal civil agencies. GSA may direct that a given transfer be made with reimbursement at fair market value. Public law may prohibit Federal agencies from obtaining certain property. Federal civil agencies, for the purpose of issue of excess property, include Federal executive agencies other than the DoD; wholly-owned Government corporations; the Senate; the House of Representatives; the Architect of the Capitol, and any activities under his direction; the municipal government of the District of Columbia, or non-Federal agencies for

#### **DoD 4160.21-M**

whom GSA procures. Issues to the USPS are subject to reimbursement based upon fair market

value (also, see Chapter 4, paragraph B49).

b. When reimbursement is specified

(1) When a DoD or other Federal Agency activity requests property requiring reimbursement, the DRMO shall provide the requester the name of the generating activity. The requesting activity and the generator must agree to the appropriate amount and method of funds to be transferred, if any. When this is accomplished the generating activity must provide to the DRMO a letter stating what property is to be transferred and to whom. The DRMO will file a copy of this letter with the issue document to provide an audit trail.

(2) Foreign Purchased Property. Issues shall be made only with reimbursement at the Stock List Price.

G. DIRECT REMOVAL OF PROPERTY. When a DoD activity or other authorized customer elects to pick up property requisitioned from the DRMO, the individuals must be properly identified. Upon arrival at the DRMO, the individuals shall identify themselves, sign a DRMS Visitor/Vehicle Register, and indicate on the register, the DoDAAC represented, (for DoD activities), and the purpose of their visit. The DRMO shall place Visitor/Vehicle Registers at readily accessible locations (also, see paragraph B2, this chapter).

1. DoD personnel identification shall be a current employee/military service identification. Federal civil agency personnel identification shall be a current employee identification.

a. The Military Service accountable officer (comparative terms: Army--Supply Support Activity (SSA) Accountable Officer; Navy--Accountable Officer; USAF--Accountable Officer/Chief of Supply/Directorate of Material Management; USMC--Unit Supply Officer/Accountable Officer/Property Control Officer/S-4 Officer/G-4 Officer/Base Supply Officer/OIC-DSSC/OIC-SMU), shall:

(1) Provide to the DRMO in standard letter format the following information: the accountable officer's assigned DoDAAC, long line address, telephone number, typed name, and signature. The letter designating the accountable officer must be signed by a higher level of authority.

(2) The letter shall include, if applicable, the full name, activity, DoDAAC, telephone number, address, and signature of individuals authorized to sign requisitions (for direct removal) on behalf of the accountable officer.

(3) The accountable officer designation shall be updated annually or as changes to the

original designation are made, whichever occurs first.

b. Direct pickup may be made by an individual with a valid identification and a DD Form 1348-1A for specific property signed by the accountable officer or authorized individual(s) listed in the letter.

c. The DRMO shall:

(1) Ensure the DD Form 1348-1A is complete in accordance with MILSTRIP and disposal requirements and is signed by the applicable accountable officer or authorized representative.

(2) Ensure a current letter is on file at the DRMO identifying the accountable officer and authorized individual(s).

(3) Process authenticated DD Form 1348-1A for direct pickup.

(4) Ensure the following information is entered on the Visitor/Vehicle Register for each direct issue.

(a) Name of the individual receipting for property.

(b) Employee identification card number.

(c) DoDAAC represented, or in-the-clear address.

(d) Activity of the individual receipting for the property.

(5) Furnish a copy of the completed shipping document to the respective accountable officer (record positions 30-35 of the DD Form 1348-1A).

2. If the GSA-approved SF 122 or SF 123 specifies the name of an individual who will pick up the property, release may be made upon verification of the employee identification or presentation of a letter of authorization (see paragraph B2 this chapter), or by other positive means of identification.

3. In case of any doubt as to the validity of pickup representatives, the DRMO should contact the accountable officer who prepared the requisition, in the case of DoD, or DRMS for activities authorized to requisition as DoD special programs, or the GSA Regional Office for other federal agencies or donees.

## ISSUES TO SPECIAL PROGRAMS AND ACTIVITIES

### Reference: Chapter 5, Paragraph D

#### 1. DoD Humanitarian Assistance Program (HAP)

a. The provision of non-lethal DoD excess personal property for humanitarian purposes is authorized under 10 USC 2547. Preparation and transportation is carried out under 10 USC 2551. Established by Congress in 1986, this program allows DoD to make available, prepare and transport non-lethal, excess DoD property for distribution by the U.S. DoS for humanitarian reasons. The program is managed by the Office of Peacekeeping and Humanitarian Assistance, (PK/HA) (Office of the Assistant Secretary of Defense for Strategy and Requirements (ASD S&R)).

b. In most instances, property issues will be made from DRMS inventories. The most commonly requested types of property are: medical equipment; field gear, tools, and clothing; rations, and light vehicles, construction and engineering equipment. DRMOs will issue all property destined for the HAP, with the exception of drugs and biologicals, (FSC 6505), which may be issued directly by the Military Services. HAP requisitions/issues will be documented on DD Forms 1348-1A.

#### 2. Law Enforcement Agencies

a. 10 USC 2576a authorizes the Secretary of Defense, in consultation with the Director, ONDCP and the DoJ, to transfer excess DoD personal property, including small arms and ammunition, to Federal and State law enforcement agencies, including Counter-Drug and Counter-Terrorism Activities. For purposes of this program, law enforcement activities are defined as Government agencies whose primary function is the enforcement of applicable Federal, State, local laws, and whose compensated law enforcement officers have powers of arrest and apprehension.

b. The DLA LESO has managerial responsibilities in support of such transfers. Business relationships with participating states shall be established by Memoranda of Agreement. Federal civilian agencies do not require such agreements. Telephone 1-800-532-9946.

(1) The allocation of weapons, ammunition, aircraft (rotary & fixed-wing) and selected property shall be accomplished by DLA, in coordination with DASD (DEP&S), the owning Military Service, DoJ, and the ONDCP. These commodities need not be processed through DRMS.

5.1-1

#### DoD 4160.21-M

(2) All other excess property shall be processed through DRMS on a first-come first-

served basis.

### 3. 12<sup>th</sup> Regional Equipment Center (REC)

a. Section 9148 of Public Law 102-396 requires DoD to participate in an infrastructure improvement program conducted by the Cambria County REC. The REC may obtain excess heavy equipment and make it available for lease to local municipalities, school districts, and public purpose organizations for projects such as soil conservation, land reclamation, reforestation, river and lake clean-up, road and bridge repair, snow and garbage removal, and sewer treatment system improvements. The REC is a non profit, tax-exempt corporation funded by donations, grants, membership assessments, and user fees.

b. The REC is also authorized to screen and obtain excess accessorial type equipment, including, but not limited to, lubricants, parts, antifreeze, and tools needed to support heavy equipment maintenance. The terms and conditions of this program are contained in a written agreement between DLA and the REC. Requisitions from the REC will be submitted on DD Form 1348-1A.

c. MLI/SLI property is not authorized for issue.

### 4. DoD or Service Museums

a. General. DoD and Service museums may obtain property from DRMOs for use, display, or exchange. With the exception of historical artifacts, stockpiling of property obtained from DRMO sources for future exchange is prohibited.

b. Requisitioning of Property. The normal requisitioning procedures shall be used. For documentation purposes, the DD Form 1348-1A in addition to routine information, will include:

(1) The museum's individual DoDAAC or the DoDAAC of the Service headquarters with central responsibility for historical property.

(2) A statement if the property is to be used for display, exchange, or use, i.e., property needed to maintain the museums' buildings and grounds, for day-to-day housekeeping operations or to maintain displays.

(3) Legal authority. Authority that provides the legal basis for the request; that is, 10 USC 2572 or 40 USC 481(c).

(4) Approval authority. Approval authority for museum acquisitions from DRMOs

5.1-2

**DoD 4160.21-M**

expressly for the purpose of exchange must be granted by the activity having staff supervision

over the museum. Approval authority is identified as follows:

(a) Army - Chief of Military History (DAMH-MD), 1099 14<sup>th</sup> Street NW, Washington, DC 20005-3402.

(b) Navy - Curator for the Navy, Naval Historical Center, Building 108, Washington Navy Yard, Washington, DC 20374-0571.

(c) USAF - Director, U.S. Air Force Museum System (MU), 1100 Spaatz St., Wright-Patterson AFB, OH 45433-7102.

(d) USMC - Headquarters, U.S. Marine Corps (Code HD), Director, History and Museum Division, Marine Corps Historical Center, Building 58, Washington Navy Yard, 901 M Street SE, Washington, DC 20374-5040.

(e) USCG - ATTN: Coast Guard Historian, Commandant (G-CP), U.S. Coast Guard HQ, 2100 Second Street SW, Washington, DC 20593-0001.

c. Museums shall ensure only DEMIL code "A" property is requisitioned for the purpose of exchange. Requisitions for property for exchange will reflect the DoDAAC of the DoD Military Service museum. An exception to this policy applies to M151 series, M561 and M792 (Gamma Goat) vehicles. Although classified as DEMIL Code "A", exchange of the vehicles is prohibited.

d. DRMOs shall:

(1) Ensure that demilitarization code "A" property requisitioned by a museum for exchange purposes has no current challenges to that code. This applies to all items whether recorded in the DLSC Federal Logistics Information System (FLIS) Total Item Record file or not, including scrap and captured military items. Excluded are the M151 series vehicles, hazardous property, those MLI/SLI which are not authorized for museum exchange purposes.

(2) Ensure that property requisitioned by museums for exchange purposes is released to the requisitioning museum personnel only. Identification of the individual shall be required in accordance with paragraph G, this chapter. These personnel must be military or civilian employees of the museum, not volunteers or members of the museums' private supporting organization.

e. Records and Reports. DoD Activities and Military Services shall:

(1) Maintain accountable records in accordance with appropriate DoD and Service

5.1-3

## **DoD 4160.21-M**

regulations of all items withdrawn from DRMOs to include all material transactions; that is,



receipts from the DRMO, transfer and exchange documents.

(2) Provide to DRMS a list of all DoD museums and Service museums authorized to deal with DRMOs including the name of the institution, address, telephone number, and the DoDAAC of the museum.

**5. Academic Institutions and Non-Profit Organizations for Educational Purposes.** Section 11(i) of the Stevenson-Wydler Technology Innovation Act of 1980 (15 USC 3710(i)), as amended by Section 303 of Public Law 102-245, authorizes donations of excess research equipment to educational institutions and non-profit organizations for the conduct of technical and scientific education and research activities.

a. Implementation of this Act is divided into AR and non-AR, allowing the use of existing disposal/screening protocols currently employed by DISA and DRMS. DISA is responsible for accomplishing donations of excess AR, under this section.

b. Non-AR DoD generated excess personal property will be turned in to DRMOs and processed as normal excess. DoD components are prohibited from accomplishing direct transfers under this section. State Focal Points (SFP) are responsible for identifying eligible recipients/research and laboratory equipment and for fairly and equitably distributing excess research equipment to recipients in their state. Requisitions (DD Form 1348-1A) from SFPs will be processed by DRMOs on a "first-come first served" basis. The recipients are responsible for all property obtained under this policy.

c. Funding for shipment/removal, to include PCH&T, will be the responsibility of the requesting organization. Title of ownership transfers upon completion of the transaction.

d. Executive Order 12999 encourage Federal departments and agencies to give the highest preference to elementary and secondary schools with mathematics and science education programs to meet the National Education Goals (see Chapter 4, paragraph 5c2).

e. MLI/SLI property is not authorized for issue.

**6. National Guard Units.** Issues of excess and FEPP to National Guard units must have the approval of the National Guard Bureau or the U.S. Property and Fiscal Officer (USP&FO), or their authorized representative, for the State in which the National Guard unit is located. Requests received from National Guard units which do not contain the signature of the USP&FO, their authorized representative, or the National Guard Bureau, will not be honored.

**7. Senior Reserve Officer Training Corps (ROTC) Units.** Senior ROTC units of the Military

Services may obtain excess and FEPP from DRMOs to support supplemental proficiency training programs. Issues of this type must have the approval of the installation commander, or designee, who is normally responsible for providing logistical support for the instructor group concerned. Issues shall be made from the DRMO to the accountable officer who receives other military property issued to the school concerned.

**8. Morale, Welfare, Recreation Activities (MWRAs)/Services** (See also Chapter 4, Property Requiring Special Processing, paragraph B45.)

a. DoD MWRAs/Services may requisition excess and FEPP through their servicing accountable officer or from the MWRAs/Services accountable officer if the MWRAs/Services has a DoDAAC on file with the Defense Automatic Addressing System. Requests for small arms, however, must be requisitioned by servicing accountable officers only, and be approved by the designated DoD focal point (see Attachment 3, this chapter). (See Chapter 4, Property Requiring Special Processing, paragraph B63, for policy/procedures on reutilization of small arms.)

(1) Property issued on requisitions from the servicing accountable officer shall be used and accounted for in accordance with procedures established for other property acquired from the servicing accountable officer.

(2) Requisitions received by DRMS/DRMOs direct from an accountable officer of the MWRAs/Services shall be for administrative and other purposes from which no direct benefits will be realized by individuals.

b. Requisitions shall contain the MWRAs/Service account number, the signature of the MWRAs/Service accountable officer, and a statement that the property obtained without reimbursement shall be identified separately in accounting records from property for which reimbursement was made. Additionally, the requisition shall include the statement that when such property obtained without reimbursement is no longer needed, it shall be turned in to the nearest DRMO and that no part of the proceeds from sale or other disposition shall be returned to the MWRAs/Services. This information shall be perpetuated on follow-on documentation.

**9. Military Affiliate Radio System (MARS).** MARS operates under the command jurisdiction of the Military Services and is an integral part of the DoD communication system. MARS is an appropriated fund activity. The Military Services responsible for the MARS program are authorized to requisition through their respective accountable officers excess and FEPP from the DRMO. The following requisitioning needs apply:

a. Designation of accountable officer and representatives authorized to screen and obtain excess and FEPP at the DRMO shall be as set forth in paragraphs C and G, this chapter.

5.1-5

**DoD 4160.21-M**

b. The property requisitioned shall be for immediate use by a MARS member or member

station for its intended purpose; property may not be acquired for storage. When property requested is to be used for reclamation, written approval for such action must be obtained in advance from the Military Service MARS Chief in coordination with the accountable officer. Property requisitioned for reclamation shall be limited to material bearing SCCs G or H with DCCs 9, X, or S.

c. Excess/surplus/FEPP property requisitioned from a DRMO for MARS may be shipped to a DoD activity in accordance with paragraph E, this chapter, or picked up at a DRMO by personnel who shall be identified in accordance with paragraph G, this chapter. Property requisitioned for reclamation shall be designated for local pickup only at the DRMO. Accountability of residue shall be in accordance with Military Service directives.

d. The accountable officer shall maintain accountability for all property acquired and issued to MARS members and MARS member stations. The property remains Government property.

e. When the property is no longer needed for use by MARS, the accountable officer shall arrange for the equipment to be turned in to the nearest DRMO, if economically feasible. If it is not economically feasible to turn in the property, survey action shall be taken by the accountable officer in accordance with Chapter 8, A/D, or Chapter 9, Disposal of FEPP.

f. The respective military service may elect to limit MARS requisitions to selected FSCs.

g. The release of property to MARS activities is governed by the following procedures:

(1) Army MARS

(a) In CONUS, the authority to requisition and obtain excess and FEPP to fill valid requirements is vested in the MARS Program Manager (MPM) who is the accountable officer appointed by the Chief, Army MARS. All requisitions shall be originated and signed by the MARS Program Manager and processed through the accountable officer for MARS equipment.

(b) Outside CONUS, the authority to requisition and obtain excess and FEPP for the Army MARS program is vested in the 5<sup>th</sup> Signal Command MARS Director (Europe), 1<sup>st</sup> Signal Brigade-US Army Information System Command (USAISC) (Korea), USAISC-Japan, USAISC Western Command (Hawaii), and USAISC-Panama. All requisitions shall be originated by and signed by the MPM who is the accountable officer appointed by the Chief, Army MARS. Requisitions shall be processed through the applicable accountable officer for MARS equipment.

5.1-6

**DoD 4160.21-M**

(2) Navy-Marine Corps MARS (NAVMARCORMARS)

(a) In CONUS, the authority to originate requisitions for excess and FEPP to fill valid requirements in the NAVMARCORMARS program is vested in the Chief, NAVMARCORMARS, Deputy Chief, NAVMARCORMARS, Directors of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 7<sup>th</sup> MARS Regions and the Officer-in-Charge, Headquarters Radio Station. All requisitions must be signed by the Chief, NAVMARCORMARS, or the Deputy Chief, NAVMARCORMARS. Requisitions shall be processed through the applicable accountable officer.

(b) Outside CONUS, the authority to originate requisitions shall come from Chief, NAVMARCORMARS, a Regional Director or a specific designee of Chief, NAVMARCORMARS. All requisitions must be signed by the Chief, NAVMARCORMARS or the Deputy Chief, NAVMARCORMARS and processed through the applicable accountable officer.

### (3) USAF MARS

(a) The Office of the Chief, USAF MARS and staff; active duty Installation MARS Directors (IMDs), and active MARS affiliates are authorized to screen and identify property for USAF MARS use. MARS affiliates are identified by a valid AFCC Form 130, or AF Form 3666 signed by the Chief, USAF MARS. The IMD is appointed in writing by the Installation Commander or their designated representative; this appointment constitutes authority for screening and identification of property.

(b) Requisitions for property for MARS reutilization must be approved by the Chief, USAF MARS, or designated representative; this approval authority cannot be delegated. All approved requisitions will be processed through the USAF MARS Accountable Property Officer or designated alternate, who will initiate and sign a DD Form 1348-1A to authorize release of identified property. Authority to sign release documents will not be delegated.

h. It shall be the responsibility of the accountable officer to maintain current and valid identification of their members; and to prevent unauthorized screening by MARS members or former members.

## 10. Civil Air Patrol (CAP)

a. CAP is the official auxiliary of the USAF and is eligible to receive excess and FEPP without reimbursement. Title to the property is transferred to CAP upon the condition that the property be used by CAP to support valid mission requirements.

b. The CAP must return to a DRMO unneeded property acquired. The CAP is strictly prohibited from selling, donating, or bartering property previously obtained from the DoD disposal system without specific approval from HQ CAP-USAF. This policy shall be followed unless a case-by-case waiver has been granted by Headquarters, CAP-USAF. The waiver requests and approval shall be in writing. These waivers shall be the exception to the rule. The importance of this requirement cannot be overemphasized for ensuring the establishment of an audit trail.

c. Authority for CAP members to screen and obtain excess personal property shall be in writing as set forth in paragraph B2. CAP members shall identify themselves for pickup of property as stated in paragraph G, this chapter.

## **11. DoD Contractors**

a. The DoD 4000.25-1-M, MILSTRIP, provides that the Military Service/Defense Agency Management Control Activity (MCA) may withdraw or authorize the withdrawal of specified excess personal property from the DRMO for use as GFM/Government Furnished Equipment (GFE) to support officially stated contractual requirements. The DRMO cannot guarantee that the property withdrawn meets the minimum specifications and standards in terms of quality, condition, and safety.

b. Requisitions for such property shall be in accordance with Chapter 11 (GFM), of DoD 4000.25-1-M, MILSTRIP. Requisitions shall include the DoD activity address code assigned to the contractor. These requisitions must be processed by the respective MCA having cognizance of the applicable contract.

c. Property requisitioned must be authorized and listed in the DoD contract(s) for which the property will be used; recorded in the ICP's MCA responsible for the contract; and the HCA must approve the use of the requisitioned property for such contract(s). Each requisition (DD Form 1348 series) must contain the signature and title of the contracting officer/contracting officer representative and the HCA activity authorizing the withdrawal of DoD excess personal property from the disposal system. Each requisition must also contain the certification: "For use under Contract(s) No. \_\_\_\_\_." The certification is to be signed by an authorized official of the company also indicating the official's position title.

## **12. Issues To Foreign Governments and International Organization** (See Chapter 12, Security Assistance.)

**DoD 4160.21-M**

**SAMPLE FORMAT DD FORM 1348-1A**

**Reference: Chapter 5, Paragraph C2**

**DoD DESIGNATED CONTROL POINTS FOR SMALL ARMS  
REQUISITIONING/REVIEW/APPROVAL**

**Reference: Chapter 5, Paragraph C6 and Chapter 4, paragraph B63f**

SERVICE/AGENCY	CONTROL POINT
Army	Director of Armament and Chemical Acquisition and Logistics Activity ATTN: AMSTA-AC-ASI Rock Island, IL 61299-7630  Telephone DSN 793-7531 Commercial (309) 782-7531
Navy	Commanding Officer Naval Inventory Control Point ATTN: Code 05921H Mechanicsburg, PA 17055-0788  Telephone DSN 430-5647 Commercial (717) 790-5647
Air Force*	WR ALC/LKJMW 460 2 <sup>nd</sup> Street, Suite 211 Robins AFB, GA 31098-1640  Telephone: DSN 468-6762 Commercial (912) 926-6762
USMC	Commandant of the Marine Corps ATTN: LPP Headquarters, U.S. Marine Corps 2 Navy Annex Washington, DC 20380-1775  Telephone: DSN 426-1061 Commercial (703) 696-1061

**DoD 4160.21-M**

Coast Guard	Commandant, ATTN: G-OCU US Coast Guard 2100 Second St SW Washington, DC 20593-0001  Telephone (202) 267-1522
National Security Agency	National Security Agency Item Accounting Branch ATTN: L112 Fort George Meade, MD 20755-6000
Defense Intelligence Agency	Defense Intelligence Agency ATTN: RLE-2 Washington, DC 20340-3205
Defense Nuclear Agency	Headquarters Defense Nuclear Agency ATTN: CSLE Washington, DC 20305-1000
Defense Logistics Agency	ATTN: CAAS Defense Logistics Agency 8725 John J. Kingman Road, Suite 2533 Fort Belvoir, VA 22060-6221  Telephone DSN 427-5420 Commercial (703) 767-5420
Federal Civil Agencies	GSA Regional Utilization Section Chiefs through General Services FSS ATTN: FBP Crystal Mall #4, Room 812 Washington, DC 20406  Telephone (703) 305-7240

\* The only USAF activity authorized to requisition.



