



Department of Defense MANUAL

NUMBER 4160.28, Volume 1
June 7, 2011

USD(AT&L)

SUBJECT: Defense Demilitarization: Program Administration

References: See Enclosure 1

1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive (DoDD) 5134.01 (Reference (a)) and DoDD 5134.12 (Reference (b)), this Manual implements the policy in DoD Instruction (DoDI) 4160.28 (Reference (c)), assigns responsibilities, and provides procedures for assessing demilitarization (DEMIL) requirements and performing physical DEMIL of DoD personal property.

b. Volume. This Volume:

(1) Provides procedures for program administration, training, and DEMIL life cycle planning; requirements for DEMIL waivers; and guidance on DEMIL requirements applicable to captured property and qualified recycling.

(2) Incorporates and cancels DoD 4160.21-M-1 (Reference (d)).

2. APPLICABILITY. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. RESPONSIBILITIES. See Enclosure 2.

5. **PROCEDURES.** The procedures in this Volume provide guidance and information to mitigate the risks of releasing DoD personal property from DoD control.

a. The administration of the DEMIL program and DEMIL requirements necessary during the life cycle of DoD personal property are addressed in Enclosure 3.

b. Information regarding mandatory DEMIL training, critical to helping mitigate personal property diversions, is in Enclosure 4.

c. DoDI 5000.02 (Reference (e)) requires Defense Acquisition Program Managers (DAPMs), during the design process, to document hazardous materials in a system, and estimate and plan for a system's DEMIL and safe disposal. See Enclosure 5 for DEMIL planning guidelines.

d. Requirements for waivers and modifications to DEMIL requirements are covered in Enclosure 6.

e. See Enclosures 7 and 8, respectively, for guidance regarding DEMIL requirements applicable to captured property and qualified recycling.

6. **RELEASABILITY. UNLIMITED.** This Volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. **EFFECTIVE DATE.** This Volume is effective upon its publication to the DoD Issuances Website.



Alan F. Estevez
Performing the Duties of the
Assistant Secretary of Defense for
Logistics and Materiel Readiness

Enclosures

1. References
2. Responsibilities
3. DEMIL Program Administration
4. DEMIL Training
5. DEMIL Planning Guidance
6. DEMIL Waivers and Modifications
7. Captured Property
8. Qualified Recycling Program

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)),” December 9, 2005
- (b) DoD Directive 5134.12, "Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)),” May 25, 2000
- (c) DoD Instruction 4160.28, "DoD Demilitarization Program,” April 7, 2011
- (d) DoD 4160.21-M-1, "Defense Demilitarization Manual,” October 21, 1991 (hereby cancelled)
- (e) DoD Instruction 5000.02, "Operation of the Defense Acquisition System,” December 8, 2008
- (f) DoD 5105.38-M, "Security Assistance Management Manual (SAMM),” October 3, 2003
- (g) DoD Instruction 2030.08, "Implementation of Trade Security Controls (TSC) for Transfers of DoD U.S. Munitions List (USML) and Commerce Control List (CCL) Personal Property to Parties Outside DoD Control,” May 23, 2006
- (h) Parts 120 through 130 of title 22, Code of Federal Regulations
- (i) Parts 730 through 774 of title 15, Code of Federal Regulations
- (j) DoD 4100.39-M, Volume 10, "Federal Logistics Information System (FLIS) Procedures Manual: Multiple Application References/Instructions/Tables and Grids,” October 2010
- (k) DoD Instruction 5160.68, "Single Manager for Conventional Ammunition (SMCA): Responsibilities of the SMCA, the Military Services, and the United States Special Operations Command (USSOCOM),” December 29, 2008
- (l) DoD Instruction 5000.64, "Accountability and Management of DoD-Owned Equipment and Other Accountable Property,” November 2, 2006
- (m) DoD 4160.21-M, "Defense Materiel Disposition Manual,” August 18, 1997
- (n) Title 10, United States Code
- (o) Section 217 of title 50, United States Code
- (p) Chairman of the Joint Chiefs of Staff Manual 3122.03C, "Joint Operation Planning and Execution System (JOPES) Volume II – Planning Formats,” August 17, 2007
- (q) Sections 921 and 922 of title 18, United States Code
- (r) Parts 447 and 555 of title 27, Code of Federal Regulations
- (s) AR 608-4, OPNAVINST 3460.7A, AFJI 31-217, MCO 5800.6A, "Control and Registration of War Trophies and War Trophy Firearms,” August 28, 1969¹
- (t) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP),” April 28, 2004
- (u) DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives,” August 12, 2000
- (v) DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP),” September 19, 2001
- (w) DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation,” May 23, 2003
- (x) DoD Instruction 4715.4, "Pollution Prevention,” June 18, 1996

¹ <http://www.e-publishing.af.mil/shared/media/epubs/AFJI31-217.pdf>

- (y) DoD 6055.09-M, "DoD Ammunition and Explosives Safety Standards," February 29, 2008
- (z) Title 48, Code of Federal Regulations

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA). The Director, DLA, under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (through the Assistant Secretary of Defense for Acquisition) and in addition to the responsibilities in section 3 of this enclosure, shall:

a. Maintain a DoD DEMIL Program Office (DDPO) and designate a DoD DEMIL Program Manager (DDPM) with direct reporting authority to the Director, DLA, for management control and oversight of the DEMIL Program.

b. Establish a DoD DEMIL Policy Team.

c. In accordance with Reference (c), maintain the DoD DEMIL Coding Management Office (DDCMO) within the DLA Logistics Information Service to improve DEMIL code accuracy with DLA Logistics Information Service providing administrative direction and support for the DDCMO's mission and functions in full cooperation with the DDPM.

d. Maintain the Controlled Property Verification Office within the DLA Disposition Services under operational control of the DDPM to support the DDCMO in validating DEMIL codes cited on DoD personal property receipt documents.

e. Maintain the controlled property process within the DLA Disposition Services, to include identification and verification of DEMIL required DoD personal property turned in as batch lots and DoD personal property turned in with suspect local stock numbers (LSN).

f. Identify DEMIL requirements in the terms and conditions of DLA contracts.

g. Require that each Defense Supply Center (DSC) appoint a knowledgeable individual to serve as the DEMIL Administrator for that DSC to support DEMIL Program execution.

2. DIRECTOR, DEFENSE SECURITY COOPERATION AGENCY (DSCA). The Director, DSCA, under the authority, direction, and control of the Under Secretary of Defense for Policy, in addition to the responsibilities in section 3 of this enclosure, shall, for DoD personal property provided under security assistance programs in accordance with DoD 5105.38-M (Reference (f)):

a. Identify the DEMIL requirements as indicated by the assigned DEMIL code and, when available, documentation such as DEMIL plans, to the DSCA to support security assistance program case development and oversight.

b. Designate a program point of contact to work with the DDPM, Security Cooperation Organization, and the Department of State in DEMIL Program oversight.

3. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

a. Plan and budget for DoD personal property DEMIL requirements throughout the defense acquisition life cycle and identify DEMIL requirements in all procurement actions in their respective Components.

b. Support DEMIL training requirements for all personnel in their respective Components with duties and responsibilities applicable to the acquisition of DEMIL required DoD personal property, DEMIL code assignment, administration, management, disposition, and DEMIL.

c. Apply appropriate inventory controls based on the assigned Controlled Inventory Item Code (CIIC) for DoD personal property with DEMIL requirements during all phases of the acquisition life cycle.

d. Administer DEMIL requirements as provided for in terms and conditions of assigned contracts.

e. Develop appropriate contract terms and conditions necessary for contractor adherence to the requirements of this Manual.

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments, in addition to the responsibilities in section 3 of this enclosure, shall:

a. Designate a DEMIL Program Administrator to support the DDPM in DEMIL Program oversight of their respective Military Departments.

b. Require that each inventory control point (ICP) under their respective Military Department appoint a knowledgeable individual to serve as the DEMIL Administrator for that ICP to support DEMIL Program execution.

c. Provide DEMIL plans to the respective Military Department DEMIL Program Administrator and the DDPM, when requested, to support DEMIL Program oversight reviews and to activities requiring the plans to perform physical DEMIL.

d. Require that DAPMs apply DEMIL requirements during the entire system design process and prepare programmatic and procedural DEMIL plans and related documentation.

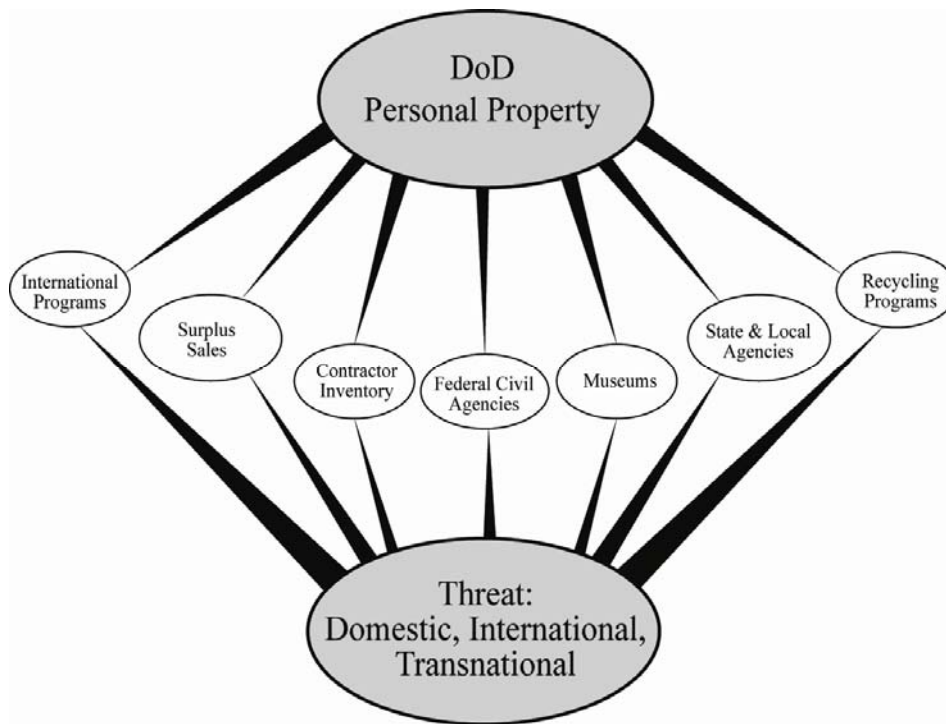
e. Identify DEMIL requirements in the terms and conditions of DoD Component contracts.

ENCLOSURE 3

DEMIL PROGRAM ADMINISTRATION

1. INTRODUCTION. There is a risk that DoD personal property could be diverted into the hands of the enemies of the United States as shown in Figure 1. To mitigate this risk, it is necessary to perform DEMIL on items being transferred out of DoD custody except when permitted pursuant to special legal authority.

Figure 1. Sources of Potential Diversions



2. CONTROL OF DoD PERSONAL PROPERTY. There are various means by which DoD manages and controls DoD personal property. These include assignment of DEMIL codes, appropriate destruction via DEMIL and mutilation (MUT) before transferring Munitions List Items (MLI) and Commerce Control List Items (CCLI), as well as implementation of trade security controls in accordance with DoDI 2030.08 (Reference (g)) for transfers to parties outside DoD control. The goals are to prevent illegal acquisition or other unauthorized transfers of MLI and CCLI by or to individuals, entities, and countries whose interests are adverse to the United States or to unauthorized areas designated by the Secretary of State, the Secretary of Commerce, or the Director of Foreign Assets Control.

a. Department of State (DoS) Controls

(1) International Traffic in Arms Regulations (ITAR). The DoS is responsible for providing regulations to control the permanent and temporary export and temporary import of defense articles and services. These regulations are promulgated in parts 120 through 130 of title 22, Code of Federal Regulations (CFR) (Reference (h)).

(2) United States Munitions List (USML). Part 121 of Reference (h) contains the USML. The two main criteria for inclusion of an item on the USML are that the item must have been specifically designed, modified, adapted, or configured for military use and that the item does not have a predominant commercial application.

b. Department of Commerce (DoC) Controls

(1) Export Administration Regulations (EAR). The DoC is responsible for providing regulations to control the export of certain commercial goods. These regulations are promulgated in parts 730 through 774 of title 15, CFR (Reference (i)).

(2) Commerce Control List (CCL). Supplement 1 to Part 774 of Reference (i) contains a list of items under the export control jurisdiction of the DoC. Items on the CCL that have both commercial and military or proliferation applications are also referred to as “Dual-Use Items.” The CCL forms a basis for determining trade security controls (TSC) that may be required for items not controlled by the ITAR.

c. DoD Controls. DoD continually reviews existing controls to identify changes and areas where additional information and guidance is required to ensure risks are mitigated. Current DoD controls include:

(1) Assignment of a DEMIL Code to concisely identify DEMIL requirements for all items acquired for military application that are subject to the ITAR or EAR. See Volume 2 of this Manual for detailed information on DEMIL Codes.

(2) Performance of physical DEMIL before disposition. See Volume 3 of this Manual for information on physical DEMIL.

(3) Development of new information and guidelines for targeted distribution or more general distribution via the DoD DEMIL Program Website at <https://demil.osd.mil>.

(4) Establishment of measures to implement TSC in accordance with Reference (g).

3. DEMIL AND TOTAL LIFE CYCLE SYSTEMS MANAGEMENT

a. DEMIL requirements impact all aspects of life cycle systems management and not merely end-of-life events. Figure 2 identifies the phases of the Defense Acquisition System and the defense articles and technical data for which DEMIL may be required. Figure 2 is derived from

the Defense Acquisition Management Framework discussed in Reference (e). Figure 2 reinforces the need for DEMIL to be a life cycle consideration. For example:

(1) DEMIL shall take priority in dictating decisions and actions to safeguard national security concerns in the disposition of defense articles from cradle to grave to prevent the release and potential export of defense articles and technical data to unauthorized entities.

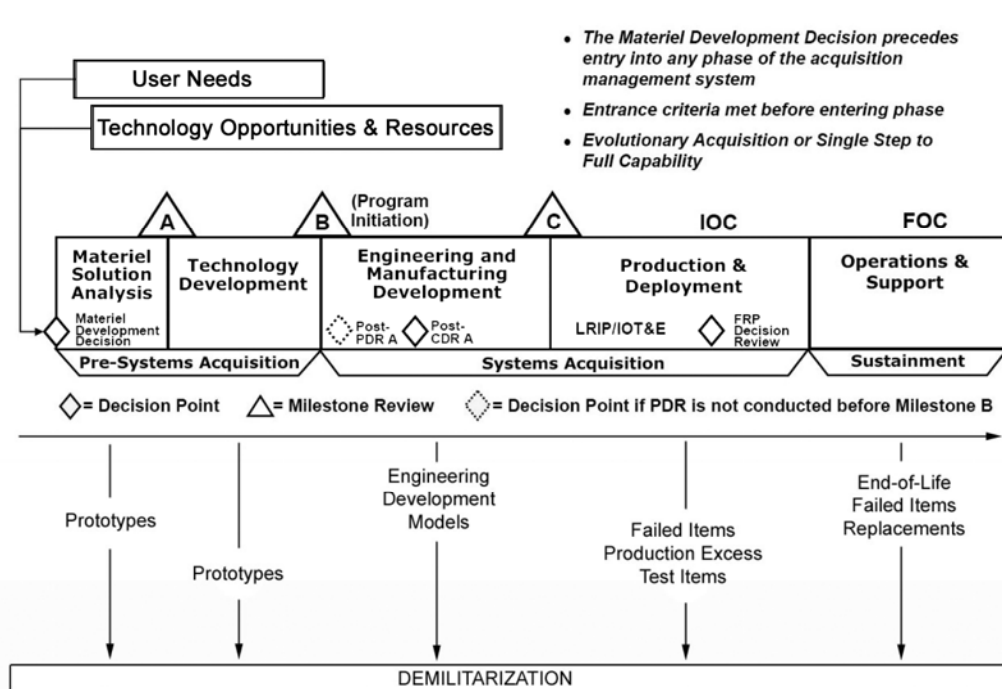
(2) DEMIL shall inherently influence the design of systems to minimize or eliminate environmental, safety, and occupational health risks.

(3) DEMIL shall influence physical security considerations for storage and transportation as indicated by the CIICs in accordance with Table 61 in Volume 10 of DoD 4100.39-M (Reference (j)) and their compatibility with DEMIL Codes in accordance with Table 192 in Reference (j).

(4) DEMIL of defense articles, related parts, components, attachments, accessories, and technical data shall be executed promptly to mitigate potential impacts of missing, lost, or stolen property and to take advantage of available knowledge and technical expertise.

(5) DEMIL requirements shall be reassessed as items are modified throughout the life cycle to meet operational requirements.

b. DoD personal property that does not require DEMIL may still be subject to DoD TSC governed by Reference (g).

Figure 2. DEMIL Within The Life Cycle

4. DDPO

a. The DoD DEMIL Program is administered by the DDPO within the DLA. DEMIL advocacy is from the ASD(L&MR) as shown in Figure 3. The DDPO provides worldwide management oversight of the DoD DEMIL Program to ensure that policy, procedures, program implementation, and operational performance are consistent with U.S. foreign policy, national security objectives, and DoD interests. The DDPO is supported by the DLPC, the DDCMO, and the Military Service and Defense Agency DEMIL program administrators in performing the functions of:

- (1) Chairing the DoD DEMIL Policy Team.
- (2) Maintaining the DoD DEMIL Life Cycle Planning Center (DLPC) to support the DDPO in executing program responsibilities to improve life cycle planning in accordance with this Manual.
- (3) Maintaining an appropriate DoD DEMIL training program to include the DoD DEMIL Program Course (DDPC) and continuously evaluating and developing a revised training curriculum for all DoD Components, DoD Special Programs, and other Federal agencies (OFA) who utilize DoD personal property in accordance with Reference (c).

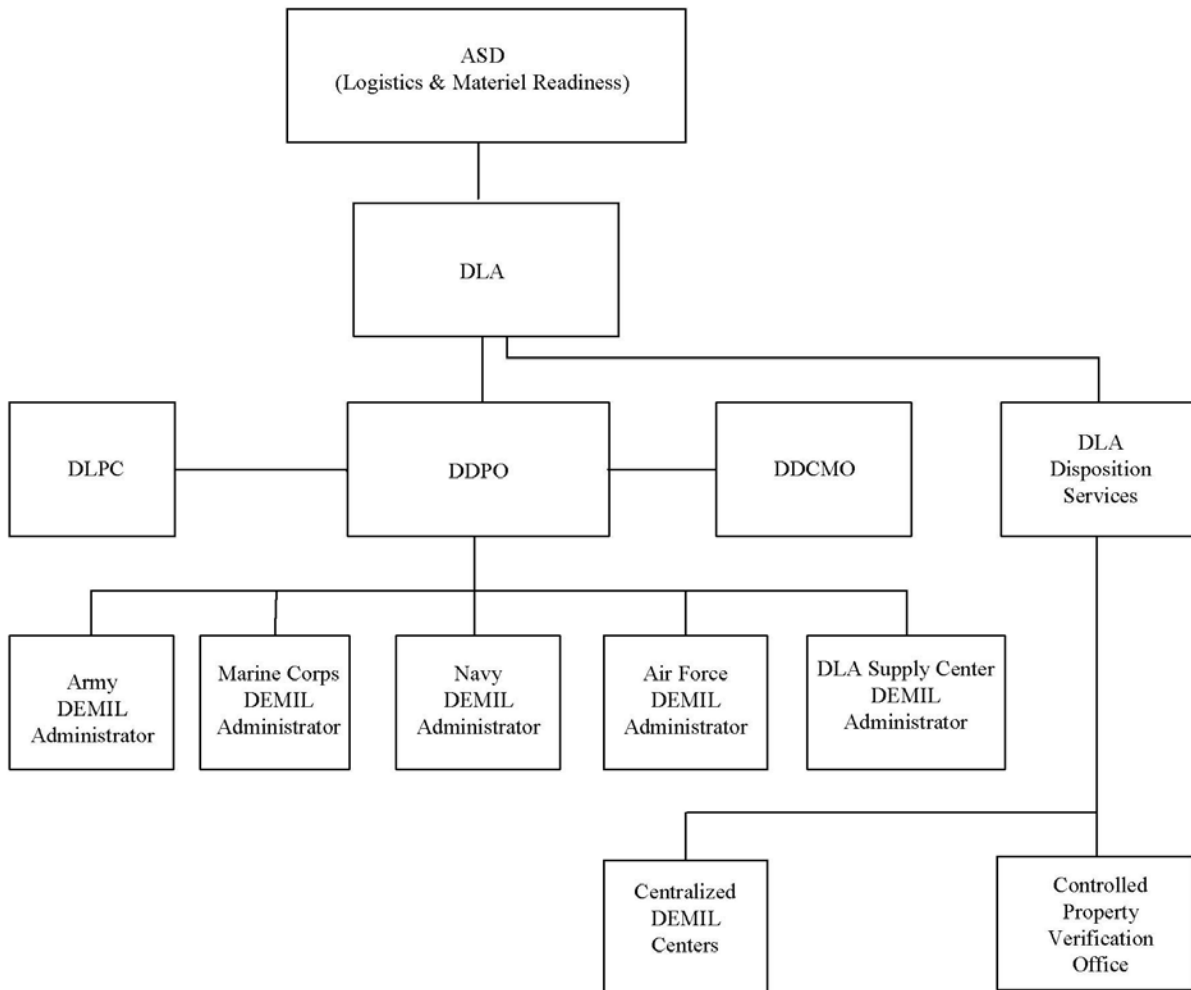
(4) Maintaining and updating the DoD DEMIL Program Website with the latest program information.

(5) Reviewing and taking appropriate action on requests for waivers and modifications to DEMIL requirements.

(6) Providing operational direction for the DDCMO's mission and functions as an integral part of the DDPO in accordance with Reference (c).

b. The DDPO uses this Manual and program information maintained on the DoD DEMIL Program Website to administer the program. The DDPO can be contacted by e-mail at ddpo@osd.mil.

Figure 3. DoD DEMIL Program Organization



5. PROJECT MANAGER CONVENTIONAL AMMUNITION DEMIL. The Army is the Single Manager for Conventional Ammunition (SMCA) in accordance with DoDI 5160.68 (Reference (k)). In its role as SMCA, the Army manages DEMIL and disposal requirements for conventional ammunition. The organizational roles and responsibilities for Project Manager DEMIL are identified at <https://peoammo.army.mil/PMJointServices/Responsibilities.aspx>.

6. DEMIL PROGRAM SUPPLEMENTARY GUIDANCE. The DDPM provides supplementary guidance as necessary to meet continuous process improvement initiatives and emergent program requirements. This guidance will be made available through the DoD DEMIL Program Website at <https://demil.osd.mil>.

ENCLOSURE 4

DEMIL TRAINING

1. INTRODUCTION. DEMIL training is a critical action to help eliminate potential DoD personal property diversions. The DDPC is the primary DEMIL training course. The DDPM shall review other training courses developed for specific organizational entities for compliance with DoD DEMIL policy and procedures. Success at DEMIL tasks requires not just training and ability, but also regular practice.

2. DDPC. The DDPC and annual refresher training are mandatory for DoD Component personnel involved with the DoD DEMIL Program. Funding for the DDPC is the responsibility of DoD Components. Information regarding the DDPC can be found at <https://demil.osd.mil>. Candidates for training include, but are not limited to:

- a. Systems acquisition management personnel such as DAPMs, program and project officers, provisioning specialists, and engineering support activity personnel.
- b. Designated contracted logistics support personnel.
- c. Cataloging specialists.
- d. Equipment and product specialists, inventory managers, technical managers, and weapons systems managers also often referred to as integrated materiel managers (IMMs).
- e. Industrial property management and clearance specialists, including property administrators and plant clearance officers (PLCOs), quality assurance specialists, termination contracting officers, and sales contracting officers.
- f. Investigators and assessment personnel.
- g. Logistics and supply, administration, and operations personnel.
- h. Accountable property officers (as defined in DoDI 5000.64 (Reference (1))).
- i. Maintenance management personnel.
- j. Designated disposition authorities.

3. RELATED TRAINING COURSES. Information regarding related training courses endorsed by the DDPO will be posted at <https://demil.osd.mil>.

ENCLOSURE 5

DEMIL PLANNING GUIDANCE

1. INTRODUCTION

a. DEMIL planning early in the development of military systems is required by Reference (c) and is an important activity to reduce the risks of inadvertent release of DoD personal property. The earlier in the development cycle that materiel is released, the greater the potential for replication and countermeasures to be developed. DEMIL planning is not independent of other programmatic planning activities and as such must leverage from, as well as contribute to, other activities.

b. DEMIL plans will vary depending on the operational, logistic, and technical aspects of the system being addressed. DAPMs must tailor their plans based on the phase of the program and their strategies for DoD personal property disposition processing.

c. The DEMIL plan is intended to address the challenges that can arise when personnel who do not have detailed knowledge of a system and its material content, hazards, and specific DEMIL and TSC requirements, must process the material for DEMIL, TSC, and disposal. This is especially important when older systems, for which system DAPMs may no longer be assigned and personnel with system knowledge are no longer available, are declared excess.

d. A DEMIL plan shall be generated for all defense acquisition programs prior to developmental test and evaluation and before release of any new system or item to a non-military activity. Additionally, a DEMIL plan shall be generated when any major modification or upgrade to an existing defense system or item is made.

e. Specialized knowledge and expertise is required when developing DEMIL plans for AE. For conventional AE, Reference (j) identifies responsibilities of the Army as the SMCA and of the other Military Services.

2. RELATIONSHIPS WITH OTHER PROGRAM PLANNING ACTIVITIES

a. DEMIL analyses (e.g., coding, and implementation strategy and planning) shall leverage other program activities to the maximum extent. Specific activities that may contribute to the DEMIL analysis include:

- (1) Program Protection Plans.
- (2) Program Security Guidelines.
- (3) Environmental Safety and Health Analyses.

(4) Logistics Support Plans.

(5) Disposal Plans.

b. DEMIL procedural development shall maximize use of existing data to include:

(1) Technical and Operating Manuals.

(2) Material Safety Data Sheets.

(3) Technical Drawings.

(4) Specifications.

3. DEMIL PLAN TYPES. There are two general types of DEMIL plans: the programmatic plan and the procedural plan.

a. Programmatic DEMIL Plans. The programmatic plan is tailored to each acquisition program and may be addressed as a standalone or integrated with other plans. The programmatic plan answers the following questions and must be developed early in an acquisition program:

(1) What tasks need to be performed?

(2) Who performs those tasks?

(3) How are those tasks performed?

(4) How are DEMIL tasks integrated with other disciplines?

(5) How is DEMIL information made available to users?

b. Procedural DEMIL Plans. The procedural plan provides information to support the performance of physical DEMIL and is needed as soon as material will be subject to a disposal requirement but no later than initial fielding. Procedural plans are generally intended to provide a DEMIL activity, regardless of item familiarity, with adequate procedures and guidance to accomplish the safe and environmentally acceptable DEMIL of any item. They must be tailored based on program-specific DEMIL performance strategies, available equipment and techniques, and the nature of the material. Procedural plans may address:

(1) Special tools and equipment.

(2) Personnel technical qualifications.

(3) Technical procedures for:

- (a) Disassembly.
 - (b) DEMIL code “G”, “P”, and “F” special requirements.
 - (c) DEMIL code “C” key point identification.
 - (d) Safety requirements.
 - (e) Certification and verification.
- (4) Data tables with:
- (a) DEMIL codes for LSN and National Stock Number (NSN) items.
 - (b) Related logistics information.
 - (c) Hazardous materials.
- (5) Processes for disposition of DEMIL residue as well as non-DEMIL-required materiel.

4. PRINCIPLES FOR PROCEDURAL DEMIL PLAN DEVELOPMENT

a. Procedural DEMIL plans shall encompass the highest assembled portions of the system that will be dispositioned. Use of existing maintenance related disassembly procedures will naturally guide the structure of the plan. In some cases the system is partially disassembled before disposition, so the plan shall, at a minimum, start at the level of the assembled items and proceed in a “top down” fashion.

- (1) Disassembly must be to the lowest level where a DEMIL-required component exists.
- (2) The plan shall be written to allow entry at the point of an individual subassembly or component to address DEMIL of spare and repair parts.
- (3) Safety requirements related to the item and to the DEMIL processes for the item must be addressed.
- (4) The environmental considerations and liabilities associated with the disassembly and/or DEMIL processes must be addressed.

b. The use of existing reference documents including technical manuals by reference to satisfy portions of plan requirements is encouraged. However, a means for the DEMIL plan review, approval, and implementing activities to access these reference documents shall be provided.

c. DEMIL and disposal plans must be updated throughout the defense program life cycle to include major program changes such as technology insertion, block upgrades, ordnance alterations, and approved engineering changes.

d. The DEMIL plan shall encourage prompt DEMIL of all surplus and excess DoD personal property throughout the acquisition life cycle including, but not limited to, advanced concept technology demonstration materiel, advanced development models, engineering development models, defective items and components, non-repairable items and components, and any other acquisition program materiel.

e. No attempt shall be made to adapt or use a DEMIL plan to demilitarize an item that is potentially hazardous or more hazardous due to damaged and/or deteriorated condition. Such items are the responsibility of appropriate environmental (in case of non-explosive) or explosive ordnance disposal (EOD) (in case of explosive) teams who shall develop their own particular DEMIL procedures.

f. A DEMIL plan shall include alternative methods, if possible, to allow for variations in equipment, tools, and skills that may be expected at organizations performing DEMIL.

5. SUGGESTED FORMAT AND CONTENT GUIDANCE. See the DoD DEMIL Program Website at <https://demil.osd.mil> for samples and formats.

6. REVIEW AND DISTRIBUTION

a. DEMIL plans shall be approved within an acquisition program and subject to any DoD Component-specific review and approval requirements. Existing fielded programs shall comply with these guidelines to the maximum extent practical.

b. Approved plans will be distributed to the DDPO for posting to the DoD DEMIL Program Website. Exceptions to the posting requirement include those plans for which material has distribution restrictions because of its security classification and proprietary information.

c. Support with guidelines and reviews of plans can be obtained through the DLPC. Contact the DLPC through the DoD DEMIL Program Website.

ENCLOSURE 6

DEMIL WAIVERS AND MODIFICATIONS

1. INTRODUCTION. A waiver or modification to DEMIL requirements must be approved by the DDPO following coordination and concurrence with the using Military Services and contracting channels (e.g., Procurement Contracting Officer) as appropriate.

2. CONTENT OF REQUEST FOR WAIVERS AND MODIFICATIONS. The following information must be included with the waiver or modification request:

a. Purpose and justification for the request. For “exchange/sale” transactions, prior to submission of DEMIL waivers, DoD Components will ensure compliance with criteria of Reference (k) and DoD 4160.21-M (Reference (m)).

b. Description of the property (e.g., NSN, Part Number, Model Number, Nomenclature, End-Item Application).

c. Number of items and unit of issue.

d. DLA Form 1822, “End Use Certificate,” for exchange and/or sale of all MLI or CCLI. Information on the End Use Certificate can be found on the DoD DEMIL Program Website at <https://demil.osd.mil/>.

e. Signature and date.

3. SUBMITTAL AND REVIEW PROCESS

a. Requests for waivers, modifications, exceptions, or additions to the provisions of this Manual will be submitted by the requesting activity or individual through command or contracting channels for approval, to the appropriate DoD Component or Federal Agency Demilitarization Program Administrator for review. Complete justification and any additional background or supporting documentation will accompany each request. If review by the DoD Component Demilitarization Program Administrator results in concurrence, the request and an endorsement will be forwarded to the DDPM for review and approval. Requests can be submitted by mail, faxed, or scanned and e-mailed to:

Mail: DoD DEMIL Program Office
ATTN: DEMIL Program Manager
Defense Logistics Agency HQ STOP 6233
8725 John J. Kingman Road
Ft. Belvoir, VA 22060-6221

Fax: DSN 427-3757
COM 703-767-3757

Email: DDPO@osd.mil

b. Requests for waiver of DEMIL based on obsolescence of the materiel will also include documentation supporting the following conditions:

(1) Weapons System. Not in use in any application (e.g., target drone) by any DoD or DoD supported (e.g., National Aeronautics and Space Administration) activity.

(2) Interchangeability. Not interchangeable, including any parts or components thereof, with any other in-use weapon system or sub-system.

(3) National Item Identification Number (NIIN) Status. Must be in other than active or usable status.

(4) Spare Parts. No stockage by any entity, to include for foreign military sales (FMS) or Grant Aid cases.

(5) FMS Requirements. Not required by any FMS or Grant Aid customer (supporting documentation from DSCA will be attached).

ENCLOSURE 7

CAPTURED PROPERTY

1. INTRODUCTION

a. Captured enemy property is the property of the United States and is subject to the requirements in sections 903 and 2579 of title 10, United States Code (U.S.C.) (Reference (n)), and section 217 of title 50, U.S.C. (Reference (o)). Violations of law or other improprieties are subject to property seizure or recovery by U.S. Government agencies such as DoS; DoC; Customs and Border Protection; or the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) within the Department of Justice (DoJ). DoD priority of use for captured property is as follows:

(1) Intelligence exploitation by the Joint Captured Materiel Exploitation Center (JCMEC). The JCMEC has first claim on all captured items.

(2) Historical artifacts for the DoD or Military Service Historical Programs.

(3) Material for training and research, development, and acquisition.

(4) Organizational and individual trophies.

b. Combat and contingency operational planning and execution for captured property is compiled in accordance with CJCSM 3122.03C (Reference (p)).

2. REQUIREMENTS

a. Weapons that have not been registered with the ATF, in accordance with sections 921-922 of title 18, U.S.C. (Reference (q)) and parts 447 and 555 of title 27, CFR (Reference (r)), are considered contraband. Any person in possession of such a weapon, even if it is deactivated, is subject to criminal prosecution.

b. Gifts or donations of firearms to DoD Components from foreign or domestic sources may not be accepted, possessed, imported, or transported in violation of applicable U.S. laws and regulations. (See AR 608-4, OPNAVINST 3460.7A, AFJI31-217, MCO 5800.6A (Reference (s)), section 903 of Reference (n), and legal administrative regulations pertaining to receipt of “gifts or donations.”)

c. Reference (s) is a “guide” and authorizes the theater Combatant Commander to establish and promulgate policy, responsibilities, and procedures for the control and registration of war trophies and war trophy firearms that are routinely generated by hostile action. Reference (s) addresses the requirements for the introduction of such items into the United States except where expressly prohibited by law. Other prohibitions are:

- (1) Antique properties and items except with proof of purchase.
- (2) Scientific properties and items.
- (3) Religious properties and items.
- (4) Private properties and items.
- (5) Educational properties and items.
- (6) Cultural properties and items.
- (7) Magazines for weapons.
- (8) Ammunition.
- (9) Ordnance.
- (10) Missile guidance systems.
- (11) Destructive devices.
- (12) Optical equipment for weapon systems.
- (13) Electronic equipment and components.
- (14) Flammables of any nature.
- (15) Government or privately-owned motor vehicles, aircraft, motorcycles, machine tools, or surgical or dental instruments.

3. OTHER REQUIREMENTS FOR CAPTURED PROPERTY

a. Property Accountability and Management. Accomplished identically to like items of U.S. origin in accordance with Reference (1). Information documented on captured property in the custody of commands, activities, or units shall include:

- (1) Item description (e.g., name, make, model, serial number, and country of origin).
- (2) LSN or NSN assigned.
- (3) Close-up color digital photographs of “significant military equipment” only, “before” and “after” DEMIL (i.e., destructive DEMIL).

(4) Clear text instructions describing the method and degree of DEMIL used and details concerning the method of destruction or minimum DEMIL for display purposes.

(5) Safety precautions required to perform DEMIL.

(6) DEMIL code assigned. Identification of appropriate DEMIL code in accordance with Volume 2 of this Manual and the applicable DEMIL method identified in accordance with Volume 3 of this Manual.

(7) Identification of hazards and their certified removal (e.g., AE, radioactive material, NBC contamination).

(8) If the item is to be displayed, describe the location and applicable security measures proposed or used in accordance with DoD 5100.76-M (Reference (u)).

(9) Point of contact, address, and telephone number for the preceding data.

b. LSN Assignment and Accountability

(1) LSN Assignment and Classification. Captured property that cannot be identified with a known NSN requires assignment of an LSN. The LSN consists of the Federal Supply Classification (FSC), the National Codification Bureau (NCB) Code, the Commercial and Government Entity (CAGE) Country Code, the assigning activity code, and a serial number. LSNs shall be assigned in accordance with the guidance in the Table and in subparagraphs 3.b.(1)(a) through 3.b.(1)(e) of this enclosure.

Table. Example LSN Assignment Guidance for Captured Weapons

FSC	NCB Code	CAGE Country Code (Country of Origin)	Assigning Activity Code (1 digit)	Serial Number (3 digits)
<u>1005</u> Guns through 30mm	<u>01</u>	<u>IRQ</u>	<u>A</u> (U.S. Army)	In accordance with Army regulations
<u>2350</u> Combat Assault and Tactical Vehicle	<u>01</u>	<u>AFG</u>	<u>M</u> (U.S. Marine Corps)	See MCO 4410.9G, para. 5a (2) (c) & (d) ¹ .
<u>1905</u> Combat Ships and Landing Vessels	<u>01</u>	<u>PRK</u>	<u>N</u> (U.S. Navy)	In accordance with Navy instructions
<u>1510</u> Aircraft, Fixed Wing	<u>01</u>	<u>VNM</u>	<u>F</u> (U.S. Air Force)	In accordance with Air Force instructions
¹ Available at http://www.marines.mil/news/publications/Pages/default.aspx				

(a) FSC. The H2 FSC search tool at <http://www.dlis.dla.mil/H2/default.asp> shall be utilized for proper FSCs in the assignment of LSNs.

(b) NCB Code. The NCB codes are listed in Table 9 of Reference (i). (See <http://www.dlis.dla.mil/PDFs/Procedures/vol10.pdf>.)

(c) CAGE Country Codes. As a modification, incorporate the appropriate CAGE country code signifying country of origin into the LSN as cited in the example for the various services found in this enclosure's table. The country codes are listed in Table 206 of Reference (j). (See <http://www.dlis.dla.mil/PDFs/Procedures/vol10.pdf>.)

(d) Assigning Activity Codes. Assigning activity codes are listed in Table 39 of Reference (j). (See <http://www.dlis.dla.mil/PDFs/Procedures/vol10.pdf>.)

(e) Serial Number. Assigning activities will add additional numbers in accordance with local regulations to complete the LSN.

(2) Miscellaneous Inventory Gain and Loss Transactions. Property accountability for captured property in the custody of Military commands, activities, or units shall be in accordance with DoD 4000.25-1-M (Reference (t)) The following document identifier codes (DICs) shall be used in accordance with Reference (t):

(a) DIC-D8Z: Inventory Adjustment - Increase (Other). Gains for which a specific DIC is not otherwise provided, single adjustment. Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish this data.

(b) DIC-D9Z: Inventory Adjustment - Decrease (Other). Losses for which a specific DIC is not otherwise provided, single adjustment. Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish this data.

c. Small Arms and Light Weapons (SA/LW). The DoD SA/LW Serialization Program is the DoD Unique Item Tracking program for all SA/LW, as defined in DoD 4000.25-2-M (Reference (v)). Paragraphs C5.7.3 and C5.7.4 of DoD 4140.1-R (Reference (w)) apply. All serviceable or unserviceable SA/LW weapons, described in USML Categories I and II of Volume 2 of this Manual, or Reference (h), shall immediately be reported to the DoD Small Arms Registry via Military Service Registries, with the following information:

- (1) LSN assigned by commands or activities.
- (2) Nomenclature (complete description including caliber of weapon).
- (3) Manufacturer's name, if available.
- (4) Country of origin including country name and CAGE country code.

(5) Serial number (for weapons without serial numbers, assign a local control number incorporating the unit's activity address code (AAC) and affix this local control number to the respective weapon for identification purposes). Military Service Historical Centers (museums) will also report the accession number for any weapons held. The accession number shall serve as the serial number for those weapons that do not have a serial number.

(6) AAC of accountable and responsible unit.

(7) DEMIL Code. Assign the appropriate DEMIL code for each item in accordance with Volume 2 of this Manual.

d. Physical Security. Arms and ammunition of foreign origin in the custody of the DoD Components for intelligence, research, development, test, evaluation, or other purposes, will be controlled and safeguarded in the same way as that prescribed for U.S. military weapons and ammunition in accordance with Reference (u).

e. Disposition. Disposition is accomplished in accordance with standard materiel management policies. Captured enemy material or equipment from enemy combat areas or combat zones constitute "imports" for the purposes of regulatory statutes. These "imports" become the responsibility of custodial commands and activities to ensure that captured material or equipment classified as USML and CCL property are not diverted to unauthorized end users or uses. It is absolutely critical to assign proper DEMIL codes in order to appropriately dispose of captured USML and CCL property. Additional information pertinent to disposition and disposal is provided in References (h), (i), (j), (m), and (u); and this Manual.

4. POTENTIALLY DANGEROUS CONCERNS

a. Booby Traps. All enemy property on the battlefield must be considered as booby-trapped and extremely hazardous. Caution needs to be exercised when handling such property. Any property found to be booby-trapped must be reported in accordance with applicable military field manuals as unexploded ordnance regardless of country of origin.

b. Radioactive Material. Ensure that radioactive safety officials check all equipment for the existence of radioactive materials that could unknowingly present a health risk to personnel and could result in findings of liability against commanders.

5. DEMIL FOR DISPLAY PURPOSES. Items to be displayed require minimum DEMIL to render such items unserviceable in the interest of public safety. This DEMIL will preserve the intrinsic, historical, or display value of the property. This DEMIL usually does not constitute complete DEMIL as required for final disposition in accordance with Volume 3 of this Manual.

6. DEMIL OF FOREIGN OR CAPTURED WEAPONS. Disposition and DEMIL of foreign or captured weapons is a Military Service responsibility. If the weapon is part of the historical inventory, authority for destructive DEMIL shall be sought from the DoD Component Historical Centers.

a. If the technical manual and/or maintenance instructions or drawings were not captured with the war trophies, the Military Service may seek guidance from the JCMEC or Service intelligence activity. JCMEC or Service intelligence activities will, in turn, request the appropriate manuals from the National Ground Intelligence Center, Charlottesville, VA, DSN 521-7211 or (434) 980-7211. This is the best method to obtain the appropriate manuals, since some of this information is sensitive, and the DoD Component Historical Centers may not have declassification authority nor handle any classified material. The instructions and precautions cited in Volume 3 of this Manual for like items and handling or supervision by appropriately trained, qualified, and experienced personnel with the proper military occupational specialties are absolutely necessary.

b. A team approach involving appropriate senior personnel and personnel with occupational expertise, including explosive ordnance disposal, hazardous material, and safety, shall provide counsel, handle, or supervise the DEMIL process from start to finish. All potential hazards shall be identified in writing and the location(r) of potential hazards physically marked on the piece to undergo DEMIL. All weapons must be considered as loaded, armed, or otherwise dangerous and all precautions must be observed. Personnel shall never assume that what is not seen does not exist.

c. If knowledgeable and experienced personnel are not readily available, in order to minimize fatalities or other tragedies in the field resulting from improperly conducted DEMIL operations, personnel shall:

(1) Wait until those personnel become available;

(2) If additional DEMIL instructions are required for a particular weapon system, address the chain of command for that information and expertise.

ENCLOSURE 8

QUALIFIED RECYCLING PROGRAM (QRP)

1. MATERIAL NOT AUTHORIZED. DoD Component QRPs are not authorized to accept MLI requiring DEMIL, scrap resulting from DEMIL, or other MLI or CCLI items in accordance with DoDI 4715.4 (Reference (x)). MLI are defense articles assigned DEMIL codes “B,” “C,” “D,” “E,” “F,” “G,” or “P.” CCLI are dual-use (commercial and military) articles assigned DEMIL code Q. Of the following materials that are not authorized for processing through a QRP in accordance with Reference (x), some are more likely to include MLI and CCLI items. These are identified by an asterisk (*):

- a. Government-furnished material.*
- b. Precious metal-bearing scrap.*
- c. Hazardous waste (including household hazardous waste).
- d. Ozone depleting substances.
- e. Electrical components.*
- f. Unopened containers of solvents, paints, or oil.
- g. Fuels.
- h. Material that can be sold (as is) as a usable item.*
- i. Repairable items that may be used again for their original purposes or functions; e.g., used vehicles, vehicle or machine parts.*
- j. Ships, aircraft, weapons, and other material required to be demilitarized or mutilated, and scrap resulting from DEMIL.*
- k. All MLI and CCLI except firing range expended brass and mixed metals collected from firing range cleanup.*
- l. Types of surplus personal property whose sales proceeds must be deposited to accounts other than a QRP.
- m. Scrap generated from Defense Working Capital Fund (DWCF) activities.*
- n. Usable personal property purchased by DWCF activities.*
- o. Property purchased with commissary surcharge funds.

- p. Automatic data processing equipment owned by the General Services Administration.
- q. Property purchased for transfer under a Government-to-Government Program.*
- r. Coast Guard property.*
- s. Property owned by non-appropriated fund activities.
- t. Lost, abandoned, or unclaimed privately-owned personal property.
- u. Property owned by a country or international organization.*
- v. Bones, fats, and meat trimmings generated by a commissary.

2. MATERIAL AUTHORIZED

a. Recyclable Materials. According to Reference (x), recyclable materials can include, but are not limited to:

- (1) High-quality paper and paper products.
 - (2) Mixed paper.
 - (3) Newspaper.
 - (4) Cardboard.
 - (5) Plastic.
 - (6) Metal cans.
 - (7) Glass.
 - (8) Used oil (except when hazardous waste).
 - (9) Batteries.
 - (10) Tires.
 - (11) Scrap (including ferrous and non-ferrous scrap) and firing range expended brass and mixed metals gleaned from firing range cleanup that do not require DEMIL.
- b. Firing Range Expended Brass. DoD Component QRPs are authorized to accept expended cartridge cases, .50 caliber (12.7mm) and under, after being properly inspected, certified and

verified safe, and rendered useless for use as a cartridge by heating, mangling, or crushing, in accordance with Reference (m). Additional information is available at <https://demil.osd.mil/>.

c. Mixed Metals Collected From Firing Range Cleanup. Certified inert mixed metals collected from firing range clean up for which the only use is for its basic material content (e.g., clean shrapnel, metal targets which themselves are not MLI or CCLI, and empty small arms ammunition containers) are eligible for a QRP. Scrap includes ferrous (e.g., iron and steel scrap) and non-ferrous scrap metal in accordance with Reference (x).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AE	ammunition and explosives
AFJI	Air Force Joint Instruction
AR	Army Regulation
ASD(L&MR)	Assistant Secretary of Defense for Logistics and Materiel Readiness
CAGE	commercial and government entity
CCL	commerce control list
CCLI	commerce control list item
CFR	Code of Federal Regulations
CIIC	Controlled Inventory Item Code
DAPM	Defense Acquisition Program Manager
DDCMO	DoD DEMIL Coding Management Office
DDPC	Defense DEMIL Program Course
DDPM	DoD DEMIL Program Manager
DDPO	DoD DEMIL Program Office
DEMIL	demilitarization
DLA	Defense Logistics Agency
DLPC	DoD DEMIL Life cycle Planning Center
DoC	Department of Commerce
DoJ	Department of Justice
DoS	Department of State
DSC	Defense Supply Center
DSCA	Defense Security Cooperation Agency
DWCF	Defense Working Capital Fund
FMS	foreign military sale
GSA	General Services Administration
IMM	integrated materiel manager
ITAR	International Traffic in Arms Regulations
LRIP	low-rate initial production
LSN	local stock numbers
MCO	Marine Corps Order
MLI	munitions list item
MUT	mutilation

OFA	other Federal agency
OPNAVINST	Chief of Naval Operations Instruction
PICA	primary inventory control activity
PLCO	plant clearance officer
QRP	qualified recycling program
SA/LW	small arms and light weapons
TSC	trade security controls
U.S.C.	United States Code
USML	U.S. munitions list

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Volume.

AE. Defined in DoD 6055.09-STD (Reference (y)).

captured enemy property. Property that is seized or collected as a result of hazardous duty performed under combat conditions. This property may have historical significance, or may be considered to be war trophies, war trophy firearms, and souvenirs.

CCL. Defined in part 772 of Reference (i).

CCLI. An item or material found on the CCL.

contractor inventory. Contractor inventory includes any MLI and CCLI property acquired by and in the possession of a contractor or subcontractor under a contract for which title is vested in the Government and which exceeds the amounts needed to complete full performance under the entire contract.

defense article. Defined in Reference (h).

defense service. Defined in Reference (h).

DEMIL. The act of eliminating the functional capabilities and/or inherent military design features from DoD personal property. Methods and degree range from removal and destruction of critical features to total destruction by cutting, crushing, shredding, melting, burning, etc. DEMIL is required to prevent property from being used for its originally intended purpose and to prevent the release of inherent design information that could be used against the United States. DEMIL applies to material in both serviceable and unserviceable condition.

DEMIL code. A code assigned to DoD personal property. It indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items that do not require DEMIL but may require TSC. It is used throughout the life cycle to identify control requirements required before release of DoD personal property from DoD control.

disposal. Defined in Reference (m).

diversion. An unauthorized conveyance (resale, export, shipment, etc.) of material to individuals, entities, or countries whose interests are adverse to the United States, including prohibited end-users or end-uses as designated by the DoS, DoC, or DoJ.

DoD personal property. Defined in Reference (m).

export. Defined in Reference (g).

IMM. Defined in Reference (w).

MLI. Any item contained on the USML listed in part 121 of Reference (h).

MUT. The act of making non-DEMIL required MLI or CCLI unfit for its intended purpose by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

OFA. Agencies of the Federal Government other than DoD that possess DoD personal property.

Property Administrator. Defined in part 45 of title 48, CFR (Reference (z)).

SA/LW. For the purpose of DoD SA/LW reporting, man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet, or projectile by action of an explosive. SA are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; sub-machine guns; and light machine guns. LW are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars. (See Reference (v) for additional information.)

technical data. Data meeting the qualifications of this definition that does NOT include information concerning general scientific, mathematical, or engineering principles commonly taught in schools, colleges, and universities or information in the public domain. It also does not include basic marketing information on function or purpose or general system description of defense articles. Technical data includes:

Information, other than software, that is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of defense

articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions, and documentation.

Classified information relating to defense articles and services.

Information covered by an invention secrecy order.

Software directly related to defense articles.

TSC. Defined in Reference (g).

USML. Defined in part 121 of Reference (h).