Turn-in Guidance for Disposition of Unclassified Computer Hard Drives
Foreword

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

**CPU Turn-In Requirements without Hard Drives**

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

**Label on chassis using DL Form 2500 or equivalent.**

**CPUs Turn-In Requirements with Hard Drives**

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

**Label on chassis using DL Form 2500 or equivalent.**
Interested in participating? Click CONUS/OCONUS Disposal Sites-
View, fill-out and print a DTID (DD Form 1348-1A or 1348-2)

**Disposal Turn-in Document (DTID)**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
<td>Value 4</td>
<td>Value 5</td>
</tr>
</tbody>
</table>

**Example**

HARD DRIVE(S) HAVE BEEN REMOVED

CPU(S) CONTAINS NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS (optional)

"The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum "Disposition of Unclassified Computer Hard Drives", dated June 4, 2001." (required on or with the 1348-1A)
DD Form 1348-1A or 1348-2 - required information:

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

Block: 1. **TOTAL PRICE** - Total Price
2. **SHIP FROM** - Your unit name address
17. **NOMENCLATURE** - i.e., CPU, printer, monitor
24. **DOCUMENT NUMBER & SUFFIX** - Your DoDAAC, Julian Date & Document Serial Number
25. **NATIONAL STOCK NO. & ADD** - NSN or FSC: 7021-00 CPU, 7025-00 Monitor, 7025-00 Printer
26. **RIC** – Your DoDAAC, Julian Date & Serial Number
27. **ADDITIONAL DATA** – POC information. You may add optional statements/certifications
A DD Form 1348-1A or 1348-2 (DTID) must accompany all property. A separate DTID is required for each National Stock Number (NSN) or Federal Supply Group (FSG)/Federal Stock Class (FSC) w/nomenclature.

- The DTID must be properly filled-out.
- POC information should be included, (i.e. print name, signature, phone number and address.)
How To Turn-In
CPUs
Without Hard Drives
The following statement must be on (in block 27 – Additional Data) or with * the 1348-1A:

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

The DTID should also include:

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

Optional statements in block 27:

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

* Currently ETID does not allow insertion of this statement on the DTID
CPUs Without Hard Drives

Ensure the hard drive is in fact removed

Label CPU chassis/housing, use suggested DL Form 2500

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

Internal devices i.e., graphic, sound, network or controller cards, may stay in the CPU.
Ensure the following computer medias & cards are also removed from all turn-in computer equipment:

- CPUs Without Hard Drives
- CD-ROM Media
- Zip Media
- Smart Card Media
- Compact Flash Cards
- Multi-media Cards
- Secure Data Cards
- Micro-drives
- Memory Sticks
- PCMCIA Cards
- Floppy Diskettes
- Back-up Tapes
- Zip Media
A DL Form 2500 is the suggested label to use on all CPUs.

CERTIFICATION OF HARD DRIVE DISPOSITION

☐ Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:

Serial No.___________________________ Barcode No.___________________________

Make/Model.______________________________________________________________

was Overwritten I Degaussed I Destroyed in accordance with DoD Memo dated June 4, 2001, “Disposition of Unclassified DOD Computer Hard Drives”

on __________________________ (Date)

Software /Degausser ____________________________ (Manufacturer, Product Version, Date)

Method of Destruction ______________________________________________________

(e.g., approved metal destruction facility)

DTID No. / Hand Receipt No.________________________________________________

Generator Name__________________________________________________________

Phone ______________________ Email_________________________________________

Printed Name_________________________ Rank/Grade________________________

Signature_______________________________________ Date_____________________

NOTE: When hard drive is removed, use chassis serial number.
How To Turn-In CPUs With Hard Drives
CPUs With Hard Drives

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

Label CPU chassis/housing, use DL Form 2500 or equivalent.

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

Internal Devices i.e., graphic, sound, networks or controller cards, may stay in the CPU.
Ensure the following computer medias & cards are also removed from all turn-in computer equipment:

- CPUs With Hard Drives
- CD-ROM Media
- Zip Media
- Smart Card Media
- Compact Flash Cards
- Multi-media Cards
- Memory Sticks
- Micro-drives
- Secure Data Cards
- PCMCI Cards
- Floppy Diskettes
- Back-up Tapes
- Zip Media
CPUs With Hard Drives

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

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

The DTID should also include:

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

* Currently ETID does not allow insertion of this statement on the ETID.
CPUs With Hard Drives

A DL Form 2500 label

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

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

Printable Hard Drive Certification Form: DL Form 2500.pdf.

The DL Form 2500 .pdf form is sized so it can printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.

DLA developed an optional label, based on ASD Memo, Attachment 4, dated 04 June 2001, that also contains a block to check if turning in chassis’ w/hard drive(s) removed. It can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.
- CPUs with hard drives installed must have all data permanently removed prior to being removed from DOD custody.

- **OSD Memo for Disposition of Unclassified DoD Computer Hard Drives**

- **NSA Manual for Storage Device Declassification** (Sanitizing, declassification and release)

- **Degaussers - National Security Agency (NSA) Evaluated Products List**

- **DOD 5220.22-M** (National Industrial Security Program Operating Manual)

- There are many commercial software programs and hardware that meet DOD requirements. Ensure that the method used to sanitize your hard drives is in compliance with DOD 5220.22 and the above publications.
Hard Drive Turn-In
A filled-out DL Form 2500 or equivalent is required on all hard drives.

(old DLIS 1867 shown in picture to right) ➔

Don’t forget

The hard drive serial number!

If the hard drive is still left in the CPU, it is not necessary to list the serial number.
The DL Form 2500 .pdf form is sized so it can printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.

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

✓ New Hard Drives (in un-broken packaging). No labeling or certification requirements exist.

✓ Unused Hard Drives (not in original packaging). The ETID/DTID must contain a signed certification such as “Hard Drive(s) has/have not been used.”
All Other Computer Related Devices
**Hard Drive Turn-In**

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

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

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

**Complete standard fields:**
- Box 2 - SHIPPED FROM BLOCK
- Field 24 - DOCUMENT NUMBER
- Field 26 - POC Information

**Not required:**
- Qty, Price, NSN Annotation
Other Computer Related Devices

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

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

Don’t Forget: Each NSN, FSG/FSC, type property requires its own DTID (*DD Form 1348-1A or 1348-2*)
Find the Federal Supply Class of your property by using H-2 Federal Supply Classifications

Find information on your property by using FEDLOG
“TEMPEST” Technology Items/Equipment (TTIE)
**Definition -** TEMPEST is a term used to denote measures for preventing compromising emanations (electronic/ electromagnetic) from electrically operated devices. More simply put, TTIE has been manufactured with additional devices built in to prevent monitoring.

**Identifying TTIE:**

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

If the TEMPEST application is to a commercially available item, e.g., IBM-XMT or AT personal computer, the generating activity will sanitize the equipment of all classified/sensitive data and software prior to turn-in to the Disposition Service Site. The turn-in document will be annotated that item has TEMPEST application and has been sanitized prior to turn-in. These items will then be considered Strategic List Items and incorporate all appropriate controls.
The following indicators may assist in the identification of TEMPEST Technology Items/Equipment (TTIE):

Documentation sometimes is marked with the word “TEMPEST”.

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

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

Equipment is embossed with “TEMPEST warnings”.

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

Tags may be glued to equipment stating, “This machine processes up to top secret”, or lower classification such as confidential.
Web Links
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- Disposition Services Home Page
- Publications: This web page contains Disposition Services’ and other pertinent publications. Usually in a pdf format.

-Federal Supply Classification Handbook (H2) look up FSC/LSN (4 first numbers of an NSN)
- OSD Memo for Disposition Of Unclassified DOD Computer Hard Drives
- WebFlis locates NSN using Part Number. Also provides property information

- NSA Central Security Service Home Page: use search function to find pertinent information security regulations and approved vendor lists
- Defense Information Systems Agency (DISA) Approved IA product listings & Certifications
- U.S Department of Defense Home Page