# DLA Disposition Services

# Customer Handbook

## 2016

# Foreword

Defense Logistics Agency Disposition Services is the Department of Defense activity responsible for the disposal of hazardous waste, excess personal property, scrap and DEMIL required property generated by activities.

This handbook contains:

Each activity's military and civilian mailing addresses, Data Switch Network (DSN), civilian and work cell phone numbers, email addresses, facsimile contact numbers, duty hours, and other general information for all activities within the DLA Disposition Services.

This handbook will be maintained and reviewed by the Customer Support staff (J4). Disposal Services Directors and field supervisors will provide any changes and updated information in writing.

Tina Aldrich
DLA DISPOSITION SERVICES
Customer Support Director

# DLA DISPOSITION SERVICES HEADQUARTERS

**Hart-Dole-Inouye Federal Center**
74 Washington Ave
Battle Creek, MI 49037-3092

| | |
|---|---|
| Telephone: | DSN 661+Ext |
| Commercial | (269) 961+EXT |
| Information Ext: | 4000 |
| Internet Address: | www.dla.mil |
| | www.dla.mil/dispositionservices.aspx |

# Handbook by Sections

## Section 1:  Disposal and Reutilization Overview

This section contains information such as, regional POCs, disposal definitions, system access requirements/navigation, and other useful programs.

## Section 2:  Smart Book Turn-In Documentation Assistant

The Smart Book contains regulatory guidance and instructional information for how to accurately complete DD 1348-1As turn-in documents and other required supporting documentations as required for certain special property processing requirements.

# Section 1
## Disposal and Reutilization Overview

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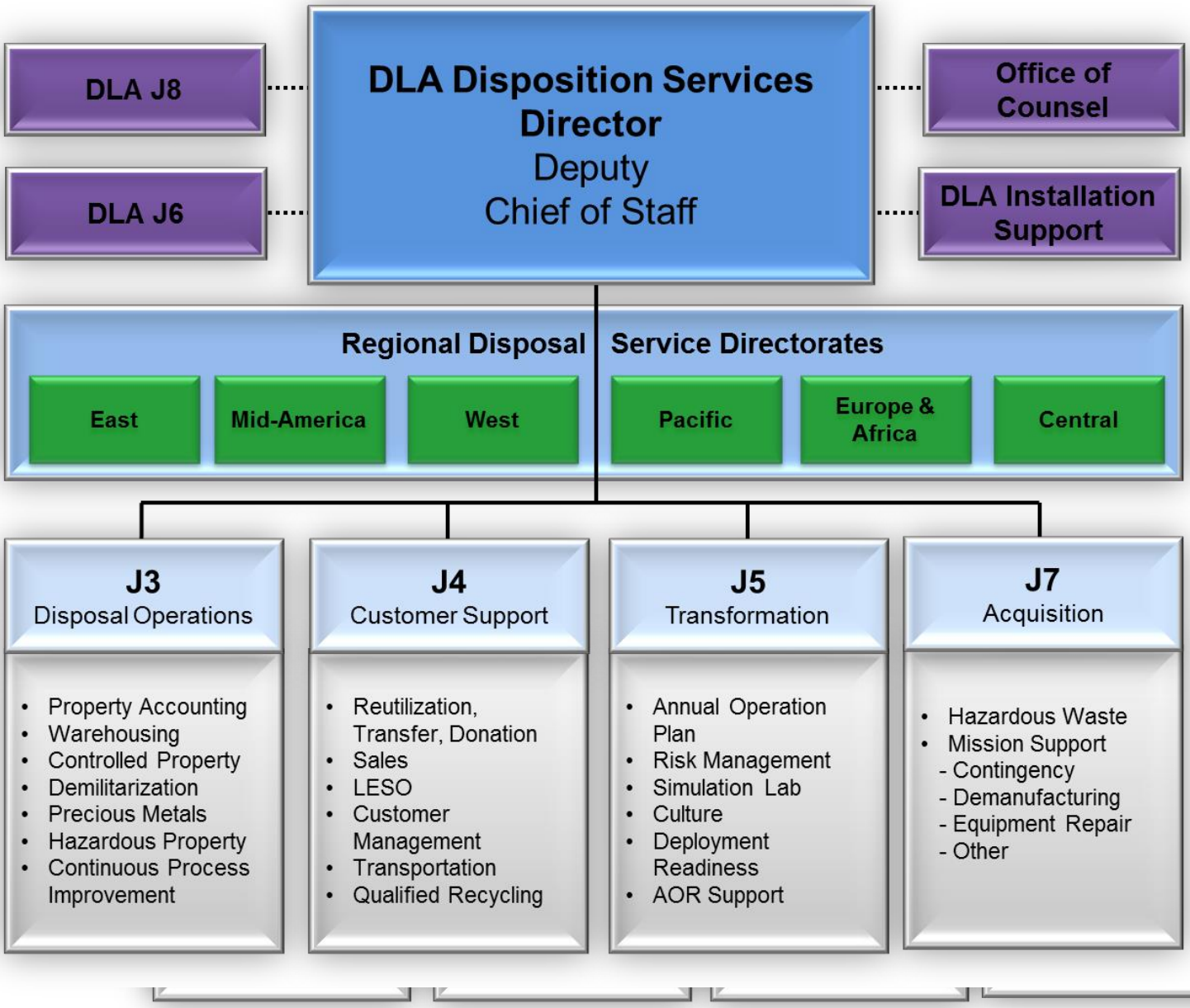
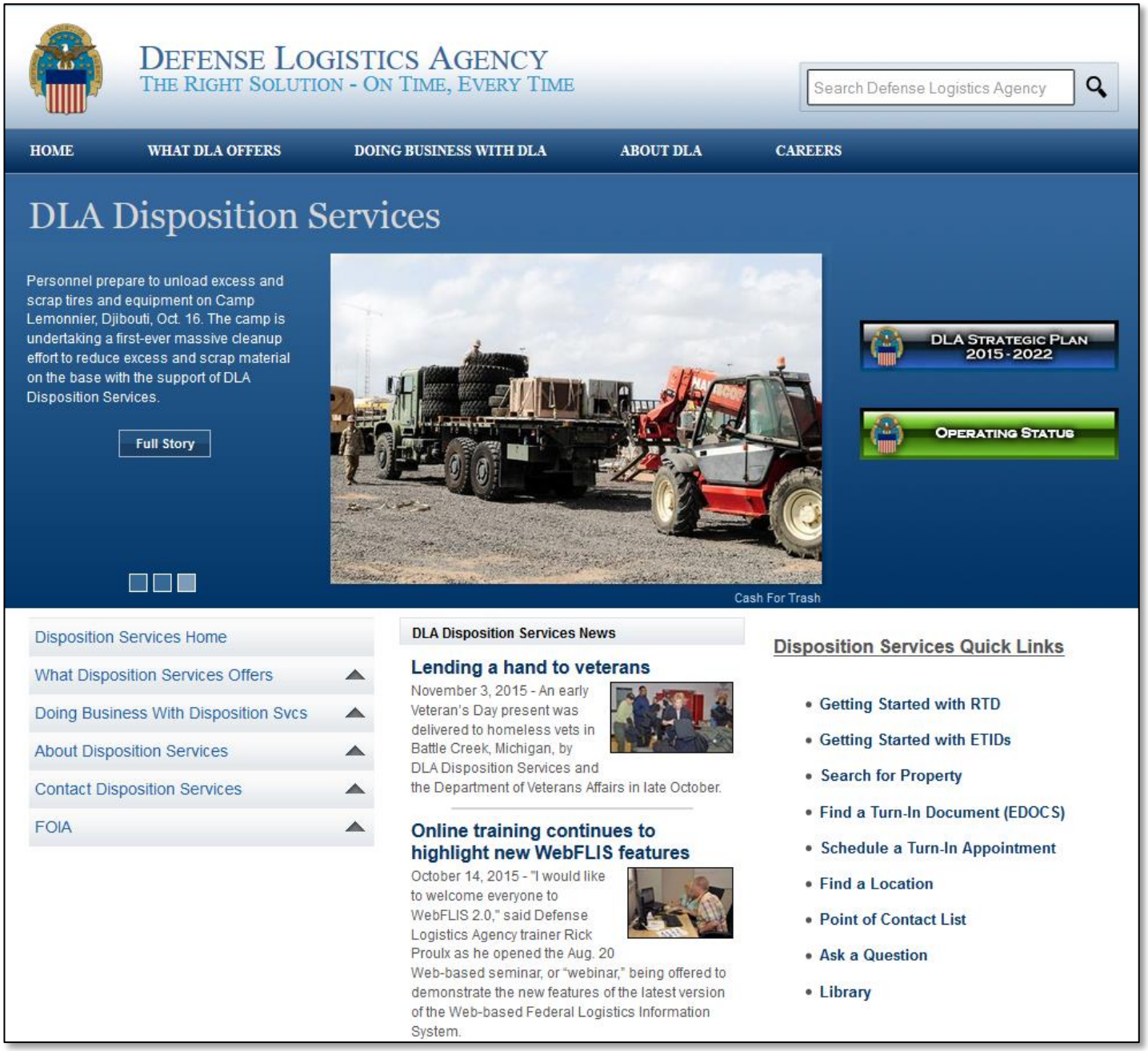
# DLA DISPOSITION SERVICES ORGANIZATIONAL STRUCTURE



# DLA DISPOSITION SERVICES HOME PAGE

www.dla.mil/dispositionservices

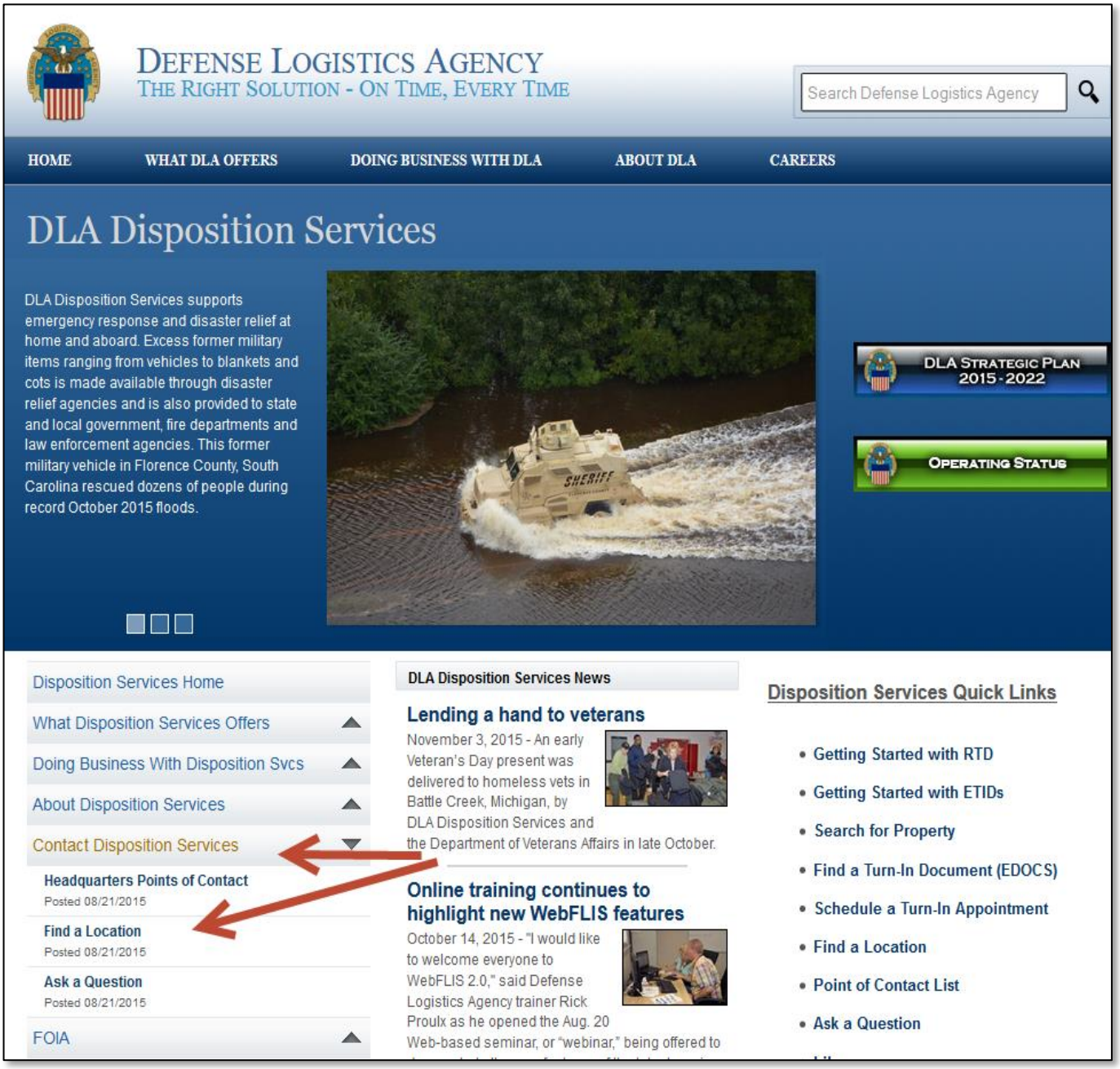


# Locate/Contact our disposal sites

Hours of Operation and telephone numbers at DLA Disposition Services (CONUS / OCONUS)

www.dla.mil/DispositionServices/Contact/FindLocation.aspx

Click: Contact Disposition Services
Click: Find Location
Select Location on the map or drop down



# DLA Disposition Services CONUS

DSD Pacific
Korea
Map Legend
Field Activity
Field Office
Japan
Not Shown:
Pearl Harbor
Okinawa
Thailand
Guam

DSD Central
Afghanistan
Kuwait
Bahrain
United Arab
Emirates
Qatar
Map Legend
Field Activity
Field Office

DSD Europe and Africa
United
Kingdom
Germany
Map Legend
Field Activity
Field Office
Not Shown:
Azores
Djibouti
Spain
Italy
Turkey

# DLA DISPOSITON SERVICES POCs

| Activities / Questions Regarding: | POC OFFICE | PHONE # | BACK-UP # |
|---|---|---|---|
| **MILSTRIP** | J421 | 269-961-5939 | 269-961-5507 |
| **Fire Fighters Program** | J421 | 269-961-5902 | 269-961-4261 |
| **Computers For Learning** | J421 | 269-961-5439 | |
| **Letters Of Authorization** | J421 | 269-961-5703 | 269-961-5507 |
| **DOD/MILSVC RTD** | J421 | 269-961-7191 | 269-961-5902 |
| **LESO** | J412 | 800-532-9946 | |
| **Turn-In Issues** | J321 | 269-961-5861 | |
| **Scheduling/Transportation** | Distribution J-30S | 800-468-8289 | 269-961-5113 |
| **DEMIL** | J311 | 269-961-5309 | 269-961-5092 |
| **E-Recycling/Deman/D4R** | J4 | 269-961-7231 | 269-961-7276 |
| **Return To Manufacturing (RTM)** | J311 | 269-961-4495 | 269-961-7259 |
| **JPEO-CBD Enterprise Fielding and Surveillance (JEFS)** | J311 | 269-961-5309 | 269-961-5092 |
| **Small Arms Serialization Program (SASP)** | J311 | 269-961-7259 | |
| **Precious Metals** | J332 | 269-961-5213 | 269-961-5635 |
| **Commercial Venture** | J422 | 269-961-7292 | 269-961-7296 |
| **National Recycling/Scrap Venture** | J422 | 269-961-4858 | 269-961-5668 |
| **Scrap Sales** | J422 | 269-961-4858 | 269-961-4922 |
| **Qualified Recycling Program** | J422 | 269-961-5787 | |
| **HW Disposal** | J33 | 269-961-5429 | 269-961-7050 |
| **Financial** | J8 | 269-961-5750 | 269-961-5651 |
| **Recycling Control Point** | J322 | 269-961-7159 | 269-961-4377 |
| **Financial Liability Invest of Prop Loss** | J322 | 269-961-7003 | |
| **Return Receipts (EDOCS)** | J322 | 269-961-7204 | 269-961-5912 |
| **Disposition Services Web** | J411 | 269-961-5746 | |
| **Electronic Turn-in Documents (ETIDS)** | J322 | 269-961-7206 | 269-961-5912 |
| **Continuous Process Improvement** | J3 | 269-961-5751 | |

| **COMBATANT COMMAND SUPPORT DIVISION:** | | |
|---|---|---|
| **COCOMs and UCCs** | | (269) 961-5624/DSN 661-5624 |
| **Bagram, Afghanistan (AFG) Customer Support** | 318-431-3279; 079-099-9442 | www.dla.mil/DispositionServices/Contact/FindLocation/bagram.aspx<br>Bagram.USGPersonnel@dla.mil |
| **Kandahar (AFG) Customer Support** | DSN: 312-661-7474; 7449 opt.2, ext.6307<br>Roshan: 079-099-9476 | www.dla.mil/DispositionServices/Contact/FindLocation/kandahar.aspx<br>Kandahar.USGPersonnel@dla.mil |
| **Arifjan, Kuwait** | DSN. 318-430-7342; Comm. 965-389-7342 | www.dla.mil/DispositionServices/Contact/FindLocation/kandahar.aspx<br>Arifjan.USGPersonnel@dla.mil |
| **Pacific (PACOM)** | | (808) 473-4066; (808) 590-0402 |
| **Africa Command (AFRICOM)** | | +49(0)711-7298001; DSN: 314-421-8001 |

# DLA DISPOSITON SERVICES POCs

| DLA Disposition Services (J411) Major Command Representatives (MCR's) | | |
|---|---|---|
| **Major Command Support:** Ensures visibility of DLA Disposition Services and customer support to the Unified Combatant Commands and Major Commands through customer liaison, analysis, and identification of issues or mission changes. | | |
| Army (AMC, NGB FORSCOM, USARC, ARNG) | J411 | (757) 831-8989 |
| Army (TRADOC, IMCOM, | J411 | (269) 275-1813 |
| Marine Commands | J411 | (269) 986-6699 |
| Air Force Commands | J411 | (937) 309-4358 |

| **Activities / Questions Regarding:** | **Office** | **Telephone/Extension (Battle Creek: (269) 961-EXT), (DSN 661)** |
|---|---|---|
| Air Force | J411 | (937) 309-4358 |
| Coast Guard | J411 | (267) 294-7227 |
| Marines | J411 | (269) 986-6699 |
| Navy | J411 | (267) 294-7227 |

| **MAJCOMs can also be reached via e-mail addresses below for additional support:** | |
|---|---|
| Air Force | DLADispositionServicesAirForceHelp@dla.mil |
| Army | DLADispositionServicesArmyHelp@dla.mil |
| Coast Guard | DLADispositionServicesCoastGuardHelp@dla.mil |
| Marines | DLADispositionServicesMarineHelp@dla.mil |
| Navy | DLADispositionServicesNavyHelp@dla.mil |

| **DEMIL Divisions:** | | |
|---|---|---|
| Anniston, AL | (256) 240-3629; DSN | Weapons serialization destruction, body armor, camo |
| McAlester, OK | (918) 420-6248; DSN | Armored vehicles from RRAD, etc. |
| Tucson, AZ | (520) 228-8819; DSN | AMARG aircraft/parts |
| Kaiserslautern, GE | (49) 631-411-8794; DSN (314) 483-8794 | Supports Europe, Balkans, AOR |
| Pacific | (808) 473-9520; DSN (315) 473-9520 | DEMIL as condition of sale or ship to Tucson site |

**RECYCLING CONTROL POINT:** All RCP property is physically located at DLA Distribution Depots where it remains throughout the disposal screening process. DoD agencies can search for this property using the same process as searching for property online located at a DLA Disposition Services Site. An option is available to select "All RCP" for your search or you may select individual RCP sites.

1. Property is electronically released from Distribution Centers without being sent to a disposal site:
   a. Physically remains at the Depot
   b. Electronic Screening Only
   c. RCP includes almost all Federal Supply Classes (FSCs)
   d. NSN only (No LSNs)
   e. Condition Code A through F
   f. Property shipped to Customer at no cost

# RECYCLING CONTROL POINT
# RCP SITES:

| DLA Disposition Services RCP Liaisons | DSN: Europe: 314 Asia 315, US 312 | Commercial | FAX Number / Cell # |
|---|---|---|---|
| **Cherry Point (S9W1)** | DSN: 312 | (252) 466-2398<br>(252) 466-3338 | DSN 582-4517 / 5905 / 3338 |
| **Germersheim (S9W1)** | DSN: (314) 378-3703 | | |
| **Guam (S9WZ)** | 339-4058 | (671) 339-4293 | (671) 339-2012 |
| **Hill (S9WH)** | 775-2938 | (801) 775-2938 | (801)586-1353 |
| **Huntsville (Includes Anniston),** | 788-9775 788-0873 | (256) 842-9775 | (256) 842-9634; (DSN) 746-9634 |
| **(S9WU)** | | (256) 842-0873 | Cell: (801)309-6354 |
| **Jacksonville (S9WB)** | 942-3759 | (904)772-9243, ext, 125 | (904) 772-8357<br>Cell: (904)534-8771 |
| **Sagami - Japan (S9WX)** | DSN: 315 | 011-81-42-816- | (315) 243-5468 / 6758/ 4149/2322/ |
| **Okinawa - Japan** | | 765 8; 98-874-5823 | 2369 |
| **Korea (S9WY)** | (315) 765-7765 | | |
| **Norfolk (S9WE)** | 564-3451 | (757) 444-3451 | (757) 444-9409 |
| | 564-5032 | (757) 444-5032 | Cell: (757) 469-2528 |
| **Pearl Harbor (S9WW)** | (315) 471-9538 | (808) 473-9538 | (808) 474-5680 |
| | (315) 471-0319 | (808) 471-0319 | |
| **Puget Sound (Lewis), (S9WC)** | | (360) 476-9233 | (360) 476-9889 |
| **Red River (Includes Oklahoma City** | 829-2841 | (903) 334-2841 | (903) 334-4232 |
| **(S9WG) and Corpus Christi (S9WV)** | | (903) 334-5063 | (903) 334-4562 |
| **Richmond (S9WP)** | 695-3576 | (804) 279-3576 | (804) 279-5588/4943 |
| **San Diego (S9WA), (Includes** | 526-9463 | (619) 556-9463 | (619) 556-6030 |
| **Barstow (S9WL)** | 526-1117 | (619) 556-1117 | Cell: (619) 379-8328 / 7831 |
| **San Joaquin (Includes Sharpe** | 462-2168 | (209) 982-2168 | Cell: (209) 507-2059 |
| **(S9WS) and Tracy (S9WQ)** | 462-2082 | (209) 982-2082 | |
| **Sigonella (S9W2)** | DSN: 314 | +39-95-862640<br>+39-95-865319 | (314) 624-2641 / 2642 / 2640 / 5319 |
| **Susquehanna (Includes Mechanicsburg (S9WM), New Cumberland (S9WN) and Tobyhanna (SNWT)** | 430-1769 | (717) 605-1769 | (717) 605-2020 |
| **Warner Robbins (S9WF)** | 468-3568 | (478) 926-3568 | (478) 926-5290 |
| **Albany (S9WK)** | 468-3314 | (478) 926-3314 | (478) 926-1983;<br>Cell: (478) 335-8571 |

## *1.0 INTRODUCTION:*

DLA Disposition Services is the activity responsible for the disposal of excess DoD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and DEMIL required property generated by activities. Disposal of this property by a means other than DLA requires approval of the Combatant Commander and concurrence from Defense Logistics Agency (DLA).

This handbook is provided as implementing instructions of the cited references. It is designed to assist generating and reutilization customers in the day-to-day conduct of business with the servicing DLA Disposition Services personnel. It supplements the authoritative references listed herein, however in no way covers all required information.

DLA Disposition Services personnel are prepared to assist you in completing the necessary documents, arranging for disposal contracts, and training your personnel in DLA disposal turn-in procedures. We can dispose of, in-place, large items that are not readily transportable to a DLA storage area, property that is held in remote locations and property that DLA Disposition Services is unable to accept due to lack of facilities, technical expertise, or available resources.

## *2.0 DEFINITIONS:*

**Accountability:** The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping.

**Ammunition, Explosives and Dangerous Articles (AEDA):** The term “Ammunition, Explosives, and Dangerous Articles (AEDA)” has been replaced by **“Materials Potentially Presenting an Explosive Hazard (MPPEH)”**. See definition for MPPEH below.

**Account Management and Provisioning System (AMPS):** AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.

**Customer Relationship Management (CRM):** Customer Relationship Management (CRM) is an enterprise system designed to provide a new alternative to facilitate customer communications, transactions and collaboration and identify/meet critical customer requirements in terms of warfighter readiness.

**Distribution Standard System (DSS):** Replaced the DAISY warehousing inventory and warehousing management function. DSS is the accountable system of record for DLA Disposition Services used to receive property.

**Demilitarization:** The act of eliminating the functional capabilities and inherent military design features from DoD personal property.

**Disposal Turn-in Document (DTID) Number:** The DTID number is created by the generator and is comprised of the generator's six character DODAAC (Department of Defense Activity Account/Address Code), the four-digit Julian date and a generator provided unique 4-digit serial number.

**Disposal Service Representative (DSR):** The direct link between our customers and the DLA Disposition Services. The DSR is the first contact for turn-in customers and are there to help with your disposal needs. They provide customer service via phone, email, in person, and can make disposal decisions at the turn-in customer's activity location.

**eDocs Document Management (eDocs):** Documents stored in the eDocs repository include 1348-1A Turn-In and Issue documents, Supply Discrepancy Reports (SDRs), Standard Form (SF) 122 Transfer Order Excess Personal Property, SF123 Transfer Order Surplus Personal Property, Disposition documents and any required supplemental pages.

**Electronic Turn in Document (ETID):** A Web-based Electronic Disposal Turn-in Document (DD Form 1348-1a) program.

**Federal Supply Class (FSC):** A commodity classification designed to serve the functions of supply and is sufficiently comprehensive in scope to permit the classification of all items of personal property.

**Federal Supply Classification Cataloging Handbook (H2):** The classification structure of the FSC, showing all groups and classes listed in the arrangement of the four-digit FSC code numbering system.

**Flight Safety Critical Aircraft Part (FSCAP):** Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an un-commanded engine shutdown resulting in an unsafe condition.

**Government Personal Property**: Property other than real property (buildings/lands) and records (files/documents) of the Federal Government.

**Hazardous Material (HM):** In the United States, the definition of HM is the Department of Transportation definition that is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101, For overseas installations, HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document.

**Hazardous Waste (HW):** An item that is regulated under Resource Conservation and

Recovery Act or by state regulation as an I-W, HW is regulated by 40 CFR Subpart C and Subpart D of Part 261. From a practical standpoint, if an EPA or state Hazardous Waste code can be assigned, the item is an HW.

**Material Documented as Explosive Hazard (MDEH):** MPPEH that cannot be documented as Material Documented as Safe (MDAS), that has been assessed and documented as to the maximum explosive hazards the material is known or suspected to present, and for which the chain of custody has been established and maintained. The material is no longer considered to be MPPEH.

**Material Documented as Safe** (**MDAS):** MPPEH that has been assessed, documented, and documented as not presenting an explosive hazard and for which the chain of custody has been established and maintained. The material is no longer considered to be MPPEH.

**Material Potentially Presenting an Explosive Hazard (MPPEH)** (formerly AEDA): Material owned or controlled by the Department of Defense that, prior to determination of its explosives safety status, potentially contains explosives or munitions.

**Munitions List Item (MLI):** Export Control Listed in the International Traffic in Arms Regulation published by the U.S. Department of State (see DoD 4160.21-M-1).

**Mutilation:** The act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc. Mutilation is a form of demilitarization.

**National Stock Number (NSN):** The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number.

**Receipt In Place (RIP)**: The turn in activity and DLA Disposition Services agree to process the property in place to avoid double handling and shipping costs. DLA accepts accountability of the property. The turn in activity is responsible for storage and physical security. There is a 42-day screening cycle and 33-day sales cycle for non-demilitarized property. There is a 14-dayscreening cycle and 14 to 21 day period where property is pending shipment to a demilitarization center.

**Recycling Control Point** (**RCP):** This is a virtual (vs. physical) DLA Disposition Services site, monitored by DLA Disposition Services in Battle Creek, Michigan with the assistance of the RCP Liaisons located at specific field locations. This is the receipt in place process between the Defense Distribution Centers (DDC) and DLA Disposition Services.

**Reutilization / Transfer / Donation (RTD)**: Promote and ensure maximum reuse of excess property by the Military Services, Federal Agencies, State and Local Governments.

**Scrap:** Is materiel that has no value except for its basic material content.

**Strategic List:** List of property subject to Trade Security Controls. This list is comprised of the Department of Commerce Commodity Control List (CCLI), suffixes "A" items, and controlled for reasons to include national security, nuclear nonproliferation, crime control, technology transfer, and scarcity of materials.

**Usable property:** Commercial and military type property other than scrap and waste. Any property that is still usable for its intended purpose.

***3.0 DISPOSAL SERVICE REPRESENTATIVE*:** To find the DSR closest to you use the following link: www.dla.mil/DispositionServices/Contact/FindLocation.aspx

DLA Disposition Services provides a unique capability to the CONUS (Continental United States) and OCONUS (Outside the CONUS) bases. The DSR staff will visit unit locations and provide onsite assessment, training, and removal assistance. DSRs are not a work party. Unit must provide personnel for sorting, documentation, and training. The DLA Disposition Services DSR mission is training units on turn in procedures, scrap segregation/management and proper scrap turn in processes. DSR's can provide the following:

a. Onsite scrapyard assessment
b. Scrap segregation training
c. Property identification training
d. Assist with identification of DEMIL required property
e. Provide information on local scrap removal as necessary
f. Training on proper documentation for turning in property to Disposition Services
g. Coordination through the nearest or DLA Disposition Services sites

***4.0 AMPS REGISTRATION:*** All customers are required to create an AMPS account to request user accounts and passwords for certain DLA systems. For DLA Disposition Services if you want to search/requisition our excess inventory or use our web based turn in documentation tool – ETID you will need to request access. AMPS account is not required for turning in material to a disposal site, only if you need access to ETID to prepare turn in documentation. Go to this url to get step by step instructions for setting up an account:
/www.dla.mil/DispositionServices/Business/FindandAcquireItems.aspx

a. If using a Common Access Card (CAC), AMPS will capture the registration information; user ID & password will be remembered. Select Email certificate, click 'OK' and enter your PIN if prompted.

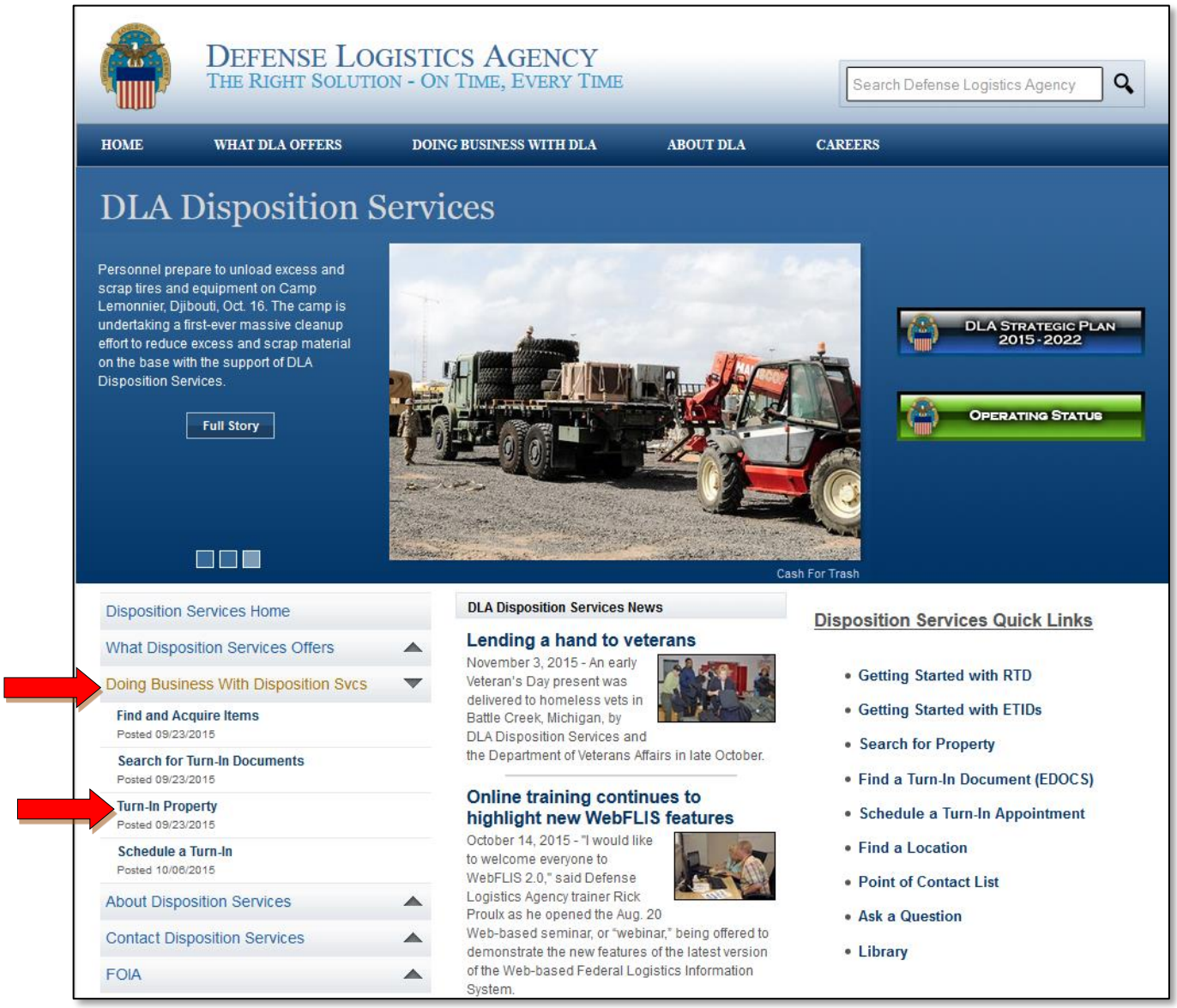
b. To access sites using ETID, or RTD Web AMPS registration is a two-step process:
Step One: Register for an AMPS account.

Step Two: Request user account roles either for RTD (DDS 413), ETID (DDS 514)

**NOTE:** For assistance with completing the AMPS process please contact your local Disposition Services Field Site. Points of contact can be located by pointing your browser to: www.dla.mil/DispositionServices/Contact/FindLocation.aspx

***5.0 PREPARING TURN IN DOCUMENTATION:*** Property shall be turned in to the DLA Disposition Services Site in accordance with DLM 4000.25-1-M. All turn-ins to a DLA Disposition Services Site will be on DD Form 1348-1A and must be attached to the property.

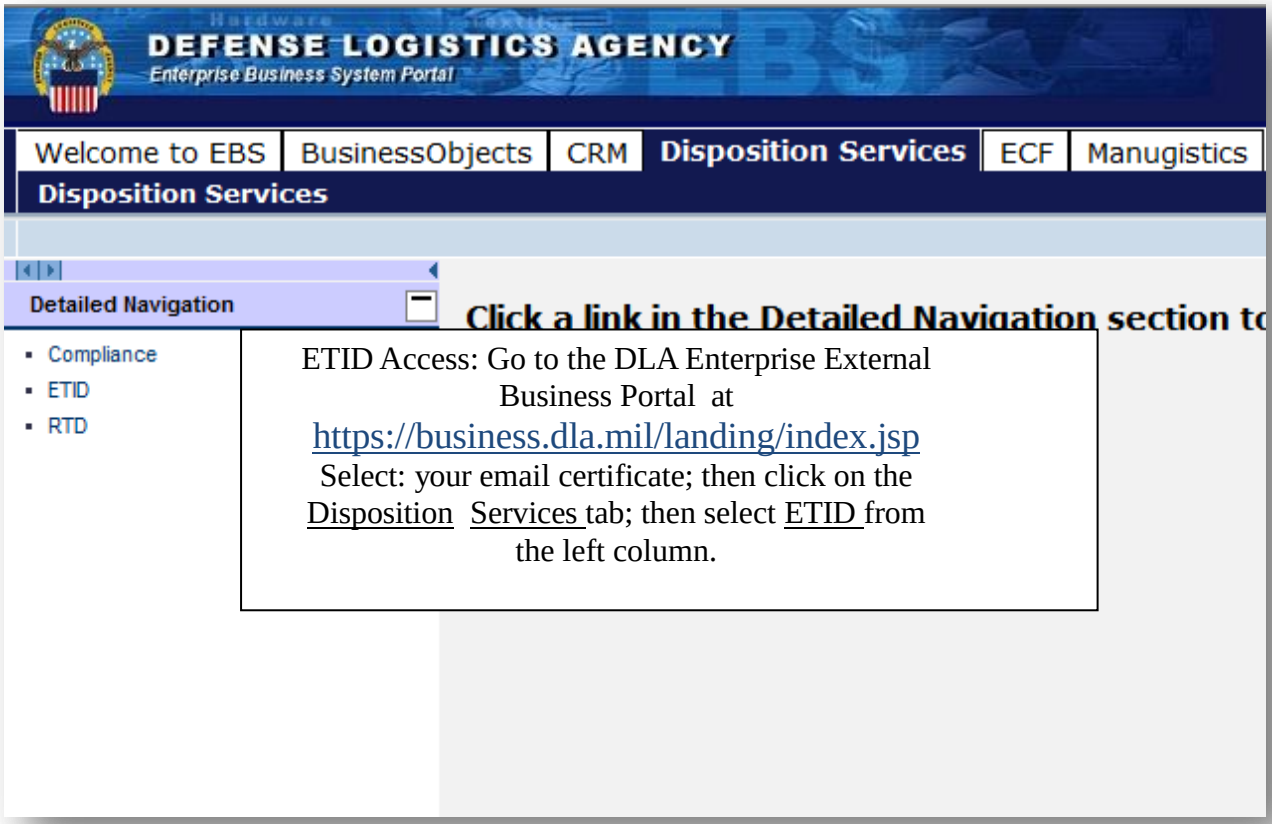
Access Turn In Guidance from our Web Home Page:
www.dla.mil/DispositionServices.aspx




DLA Disposition Services has provided customers without an automated accounting system to prepare turn in documentation on the DD Form 1348-1A. There are three options at our web site that the customer can utilize for preparing turn in documentation.

**A. Electronic Turn-In Documentation (ETID).** ETID allows the customer to electronically submit turn-in documentation to the disposition services site. This program will pre-populate many of the fields for NSN items, nomenclature, demil code, unit price, etc. It includes drop down menus for other fields for quick reference. In addition to electronically preparing your turn-in documentation, the program allows printing a completed DD 1348-1A, shipping paper, required DEMIL certifications, and bar codes the DD 1348-1A.One of the benefits of using ETID is that it allows the disposition sites to review the turn in paperwork prior to physical movement of the item and any questions can be quickly resolved. ETID requires an account to be established with user id and password.

The following screen print shows how to access the ETID page. (NOTE: Must apply for ETID AMPS role DSS-514 prior to accessing the site (see instructions: section 4.0 AMPS Registration).

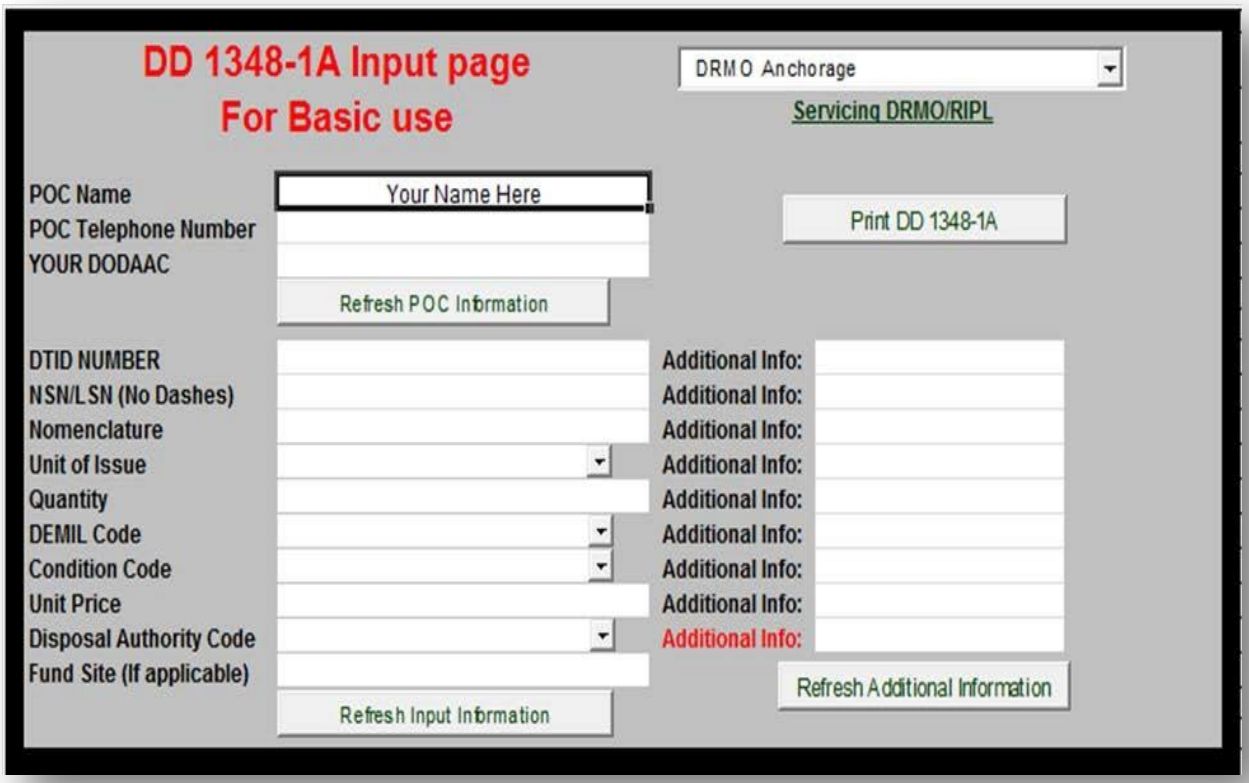



Training can be provided on the use of the ETID. Please contact your local disposal office.

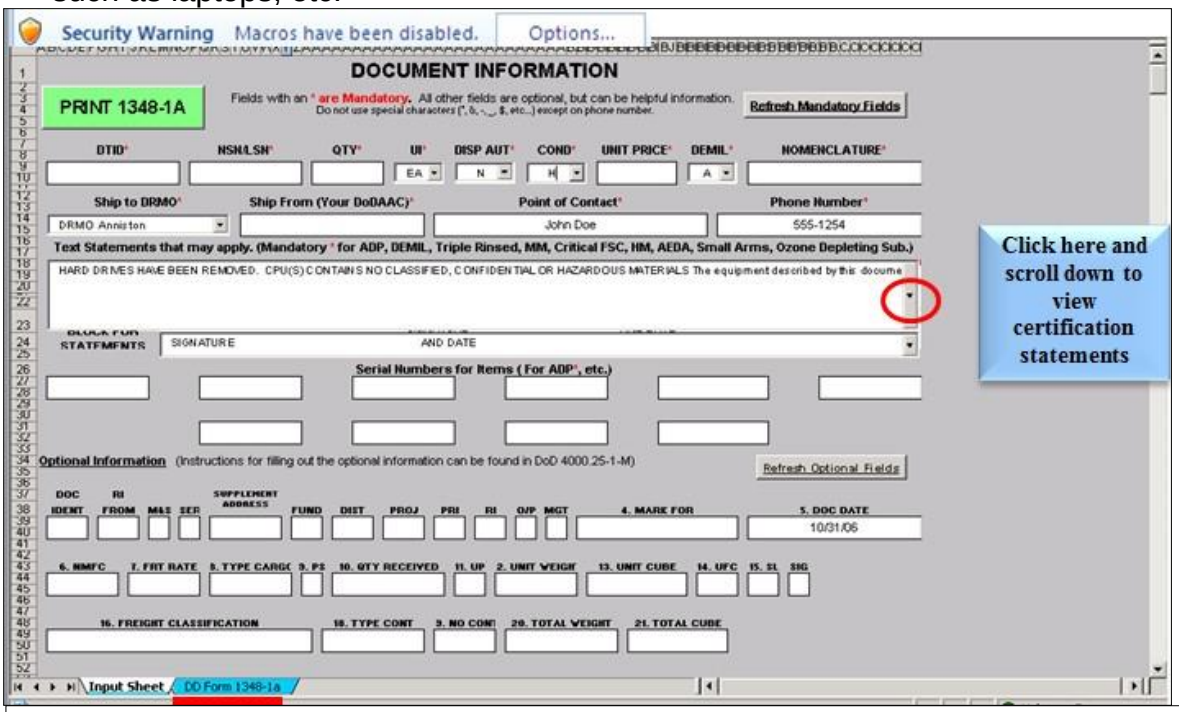
**B. EXCEL DD FORM DD 1348-1A Worksheet**: On our web site we provide two more options for creating a turn-in document that do not require establishing an account and are not password protected. These spreadsheets can be downloaded to your computer for your use. These forms provide pre-filled drop-down data and certification statements to include bar coded DTID & NSN numbers on turn-in DD Form 1348-1A documents. You will need the 3of 9 font loaded on your computer to print out a bar code on the document.

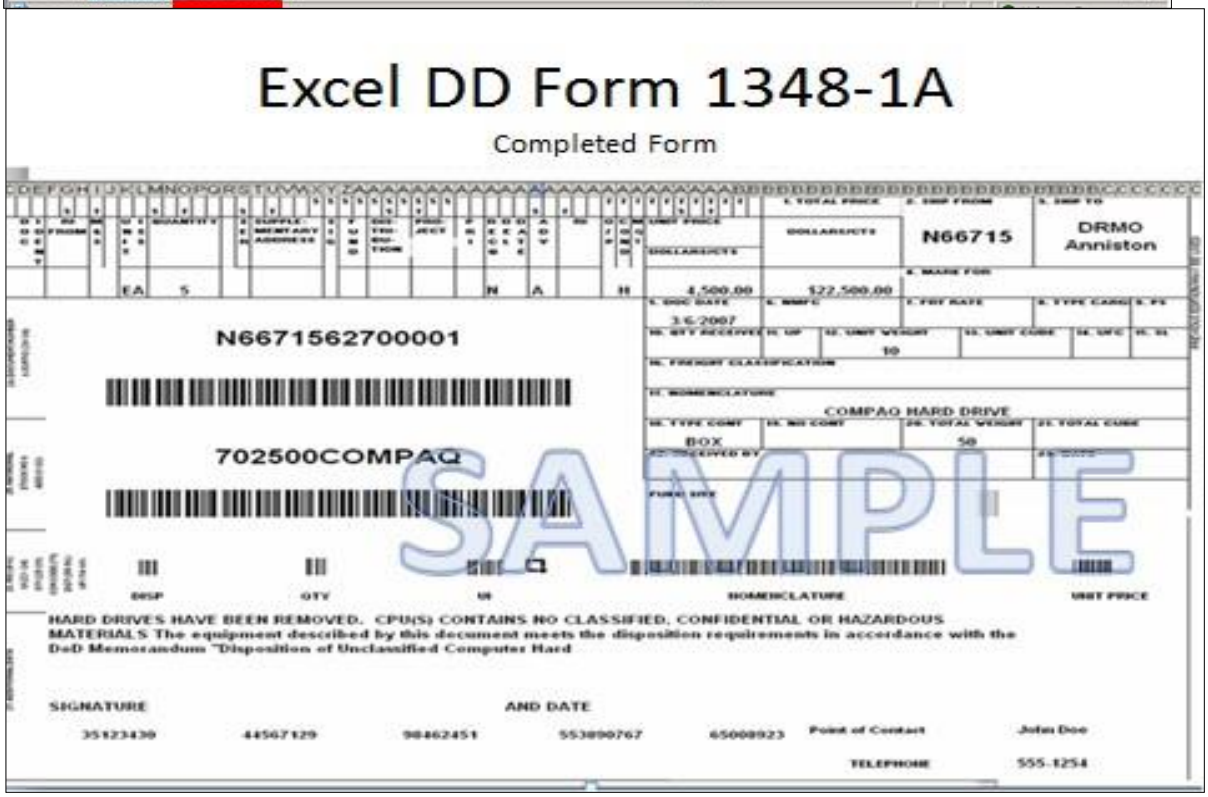
**Note:** Before opening- set Macro security level to medium in Excel under Tools for the drop down selections to work. When opening "Select Enable Macros.
www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/Forms.aspx

1. **SHORT FORM:** Use for DEMIL A and generic items that do not require a lot of detail information for turn in, such as furniture. You can use the additional info fields for serial numbers or list parts missing etc.



2. **LONG FORM:** Accommodates all of the columns and blocks in the DD 1348-1A and provides many different certification statements (i.e. DEMIL, Hard Drive removed/degaussed, FSC critical data, etc.) with a simple drop down menu the statement can be added to the document. You can add serial numbers for items, such as laptops, etc.

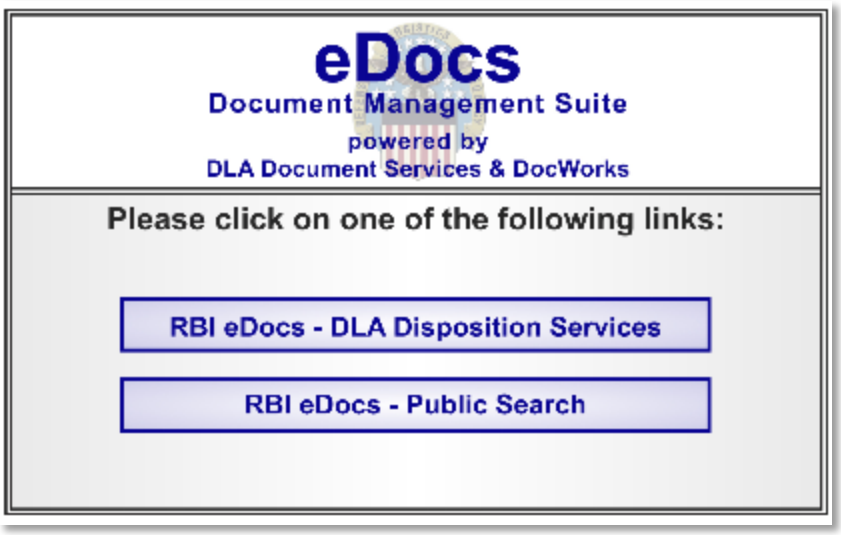


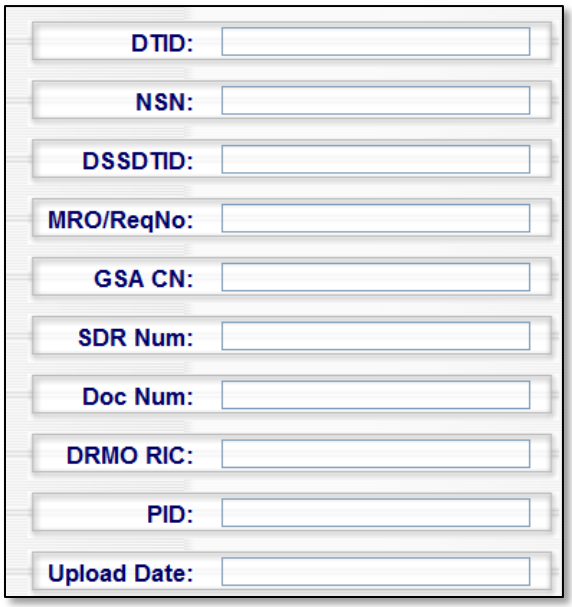
***6.0 eDOCS DOCUMENT MANAGEMENT:*** The uploaded documents are stored in a database and can be viewed, printed or emailed in a PDF formatted file. This will replace the requirement to mail back copies of the signed turn in document.

The eDocs system is moving to a new platform on March 1, 2016. This will necessitate changes in access requirements. All users requiring access to the new eDocs system will need to fill out a 2875 to request access. All access requests must be signed by the user, the user's supervisor, and the user's Security Representative, then forwarded to the following email address: DLADispSvcseDocsDO@dla.mil Please note you will need a smart token (CAC, PIV, etc.) to be able to access the system.
To request a user account in the new eDocs System, please follow the directions below:

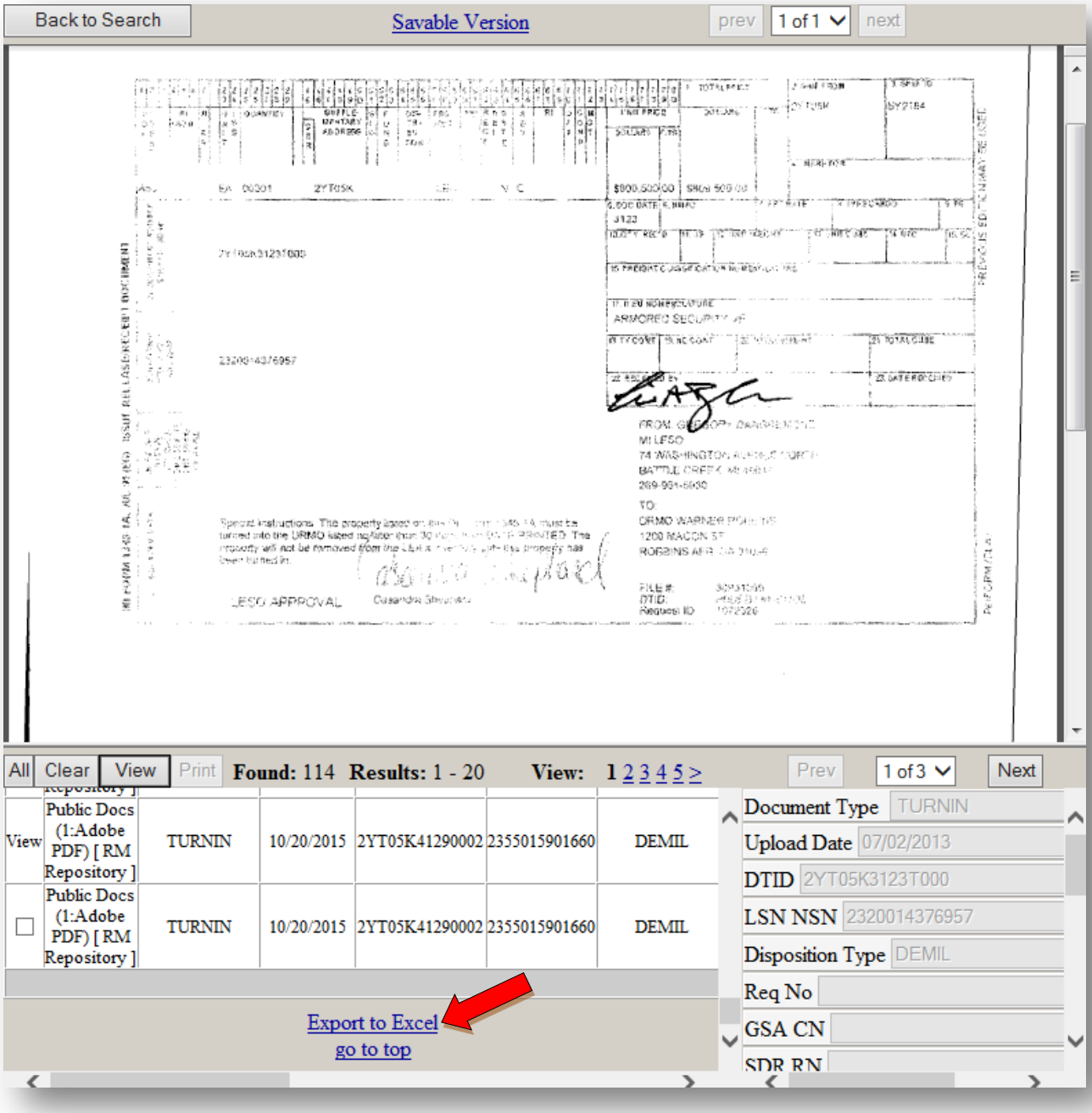
1. A prefilled 2875 is available by following the links from the current eDocs web site, or use the following link: https://edocs.documentservices.dla.mil/help/form_2875_prefilled.pdf
2. Instructions on filling out the 2875 are available on the current eDocs web site, or use the following link: https://edocs.documentservices.dla.mil/help/2875.html




A. Search by DTID, NSN, Date, or use a wildcard with an asterisk (*) placed at the beginning or the end of your search string



B. Your 1348s should then be displayed. You can then either select and print a specific record or export the entire selection to excel



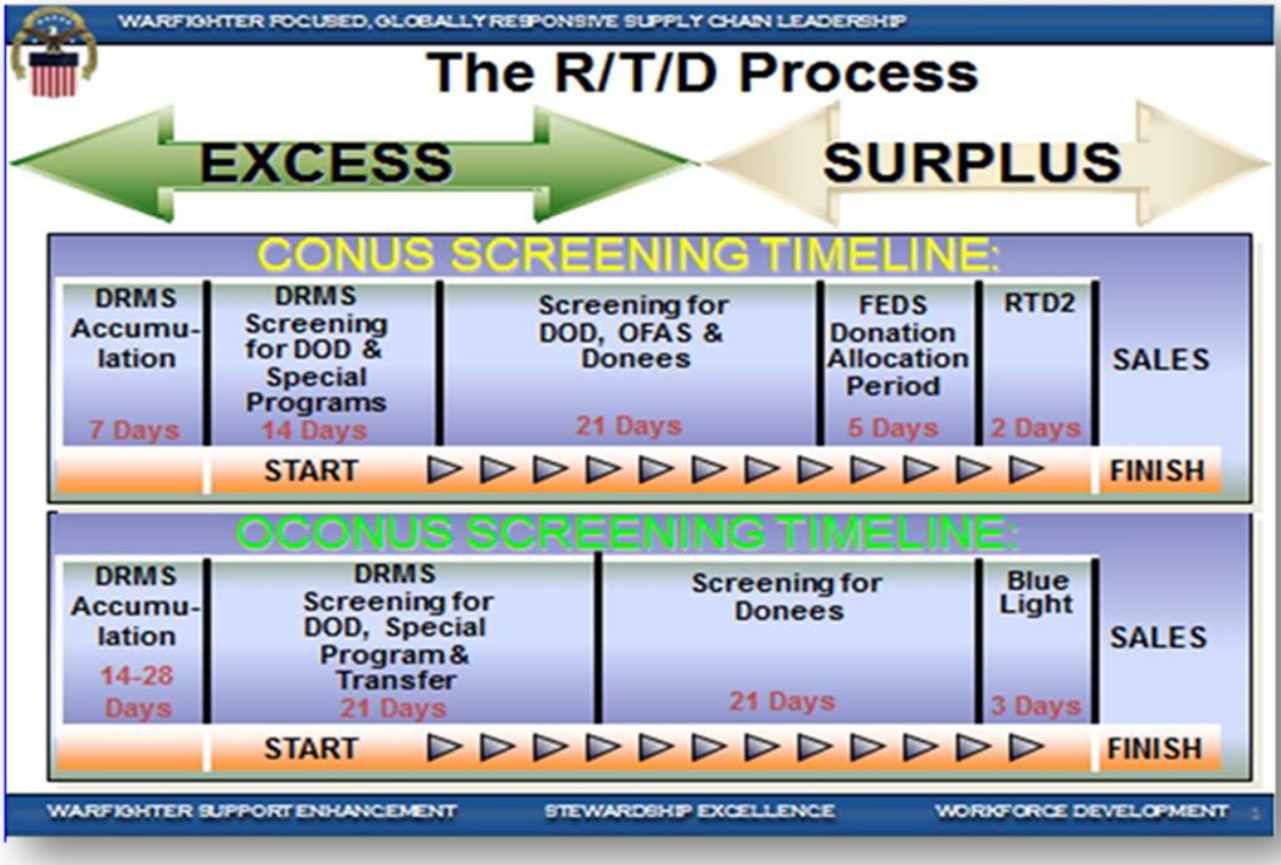
## *7.0 REUTILIZATION / TRANSFER / DONATION (RTD):*

DLA Disposition Services offers a wide variety of serviceable property for transfer to other DOD agencies. Property reutilized through Disposition Services is at “no cost” to the receiving DOD activity in most cases. US Army customers should contact their Finance Office prior to ordering to determine if the US Army will charge them for the items ordered from Disposition Services.

In many cases we will pay the transportation to ship to you. Disposition I 4160.14, Section 2, Reutilization, Transfer and Donation.
www.dla.mil/DispositionServices/Offers/CustomerSupport/Library.aspx

| Category | Description |
|---|---|
| **REUTILIZATION**: | Military Services, Special Programs; LESO, Foreign Military Sales, HAP, Mil Affiliate Radio System (MARS), Civil Air Patrol, Senior ROTC Units, or Service Museums, Contractors, USDA Firefighters, Computers for Learning |
| **TRANSFER:** | Federal Civil Agencies |
| **DONATION:** | National State Agency for Surplus Property (SASP), Public Agencies, State & Local Governments |

Below are the screening timeframes allocated to each RTD customer for both CONUS and OCONUS. DOD customers can screen/requisition property at any time during the 42 day screening cycle.



**A. Letter of Authorization (LOA):** Digitized LOA/electronic signatures and submission must be on file prior to removal.

1. Procedure for customers finding the form: Go to www.dla.mil/Portals/104/Documents/DispositionServices/RTD/DISP_LetterofAuthorizationExtendedFeatures_150622.pdf.

2. Fill out the form completely, including digital signatures. SUBMIT AS EMAIL ATTACHMENT TO: drmscentralizedfile@dla.mil and it is automatically directed to the office that will upload it to the Centralized File.

3. The LOA shall include the full name, activity, DODAAC, telephone number, address, and digital signatures for the Accountable Officer, Commanding Officer and designees authorized to sign requisitions (for direct removal) on behalf of the Accountable Supply Officer

4. The letter MUST be on the Centralized File at the DLA Disposition Services prior to the arrival of the person picking up the property and be dated less than one year from the current date.

5. The Accountable Officer designation shall be updated annually or as changes to the Original designation is made, whichever occurs first.

6. Direct pickup for allocated property, may be made by an individual with a valid identification and a DD Form 1348-1A. The 1348 will be signed by the ASO or individual authorized by the ASO to pick up the property.

7. Disposition Services cannot hold property, however will allow sufficient time to prepare and execute a Transportation Movement Request (TMR) for property that has special transportation requirements.

8. The Accountable Officer will remove lines from the list if the customer does not meet internal criteria or is not authorized to have the items.

## Access to LOA screen

# LETTER OF Authorization (LOA)

Click here to open calendar

Print Form

Email letter as an attachment, send to DRMSCentralizedFile@dla.mil

Submit as email attachment to: DRMSCentralizedFile@dla.mil

DLA Disposition Services

## LETTER OF AUTHORIZATION

DATE

*LOA is valid up to one year from this date.*

☐ This LOA has additional pages

Per reference DOD 4160.21-M, Chapter 5, the following service members are authorized for direct removal of property from DLA Disposition Services sites per the Accountable Officer listed below for the following DODAAC(s):

**DESIGNEES**

| FULL NAME | DODAAC | COMPLETE ADDRESS | PHONE | DIGITAL SIGNATURE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Enter Name, DODAAC, Complete Long Address, and Telephone Number for each designee

**All Designees must supply their digital signature**

Digital signatures are mandatory for all personnel signing the Letter of Authorization

**ACCOUNTABLE SUPPLY OFFICER**

*I authorize and verify designees on this page.*

| FULL NAME | DODAAC | COMPLETE ADDRESS | PHONE | DIGITAL SIGNATURE |
|---|---|---|---|---|
| | | | | |

**ACCOUNTABLE SUPPLY OFFICER EMAIL ADDRESS IS REQUIRED**

ASO EMAIL ADDRRESS

**COMMANDING OFFICER**

*Per regulations, the Commanding Officer cannot be the same person as the Accountable Officer. The CO is the AO's higher authority.*

| FULL NAME/GRADE | COMMANDING OFFICER DIGITAL SIGNATURE |
|---|---|
| | |

**Accountable Officer:**

Select this button if you need to authorize additional designees

ADD DESIGNEE PAGE

## *7.0 RTD REGISTRATION:*

After creating an account in AMPS and being approved for the correct roles, customers need to request an RTD through the Enterprise Business Portal.

Link to the Enterprise Business portal:
https://business.dla.mil/landing/ds.jsp

For step by step instructions on setting up an RTD account please visit:
www.dla.mil/DispositionServices/Business/FindandAcquireItems.aspx

# Section 2

## Smart Book

## Turn-in Documentation Assistant

***DOD's Provider of Choice for Worldwide Reuse, Recycling and Disposal Solutions***

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## *1.0 INTRODUCTION:*

DLA Disposition Services is responsible for the disposal of excess DOD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and property requiring demilitarization. DLA Disposition Services personnel are prepared to assist you in completing necessary documents, arranging for disposal contracts, and training your personnel in DLA disposal turn-in procedures. We can dispose of, in-place, large items that are not readily transportable to a DLA storage area, property that is held in remote locations and property that DLA Disposition Services is unable to accept due to lack of facilities, technical expertise, or available resources.

## *2.0 PURPOSE:*

The Turn-in Documentation Smart Book is designed to assist generating customers/activities with understanding documentation requirements for common property turn-ins to DLA Disposition Services disposal sites.

The DLA Disposition Services Customer Relations Branch (J411) is the primary office responsible for management and consolidation of material for this document.

## *3.0 REFERENCES:*

www.dla.mil/DispositionServices/Offers/CustomerSupport/Library.aspx

| **Issuance Number** | **Title and URL** | **Date** |
|---|---|---|
| 4160.21-M Vol.1 | Defense Materiel Disposition Manual Volume 1<br>http://www.dtic.mil/whs/directives/corres/pdf/416021_vol1.pdf | 10/22/2015 |
| 4160.21-M Vol.2 | Defense Materiel Disposition Manual Volume 2<br>http://www.dtic.mil/whs/directives/corres/pdf/416021_vol2.pdf | 10/22/2015 |
| 4160.21-M Vol.3 | Defense Materiel Disposition Manual Volume 3<br>http://www.dtic.mil/whs/directives/corres/pdf/416021_vol3.pdf | 10/22/2015 |
| 4160.21-M Vol.4 | Defense Materiel Disposition Manual Volume 4<br>http://www.dtic.mil/whs/directives/corres/pdf/416021_vol4.pdf | 10/22/2015 |
| 4160.28-M | Demilitarization (DEMIL) Program<br>http://www.dtic.mil/whs/directives/corres/pdf/416028p.pdf | 4/7/2011 |
| 4160.28-M, Vol. 1 | Defense Demilitarization: Program Administration<br>http://www.dtic.mil/whs/directives/corres/pdf/416028m_vol1.pdf | 6/7/2011 |
| 4160.28-M, Vol. 2 | Defense Demilitarization: Demilitarization Coding<br>http://www.dtic.mil/whs/directives/corres/pdf/416028m_vol2.pdf | 6/7/2011 |
| 4160.28-M, Vol. 3 | Defense Demilitarization: Procedural Guidance<br>http://www.dtic.mil/whs/directives/corres/pdf/416028m_vol3.pdf | 6/7/2011 |
| DLM 4000.25-1 | Military Standard Requisitioning and Issue Procedures (MILSTRIP)<br>http://www2.dla.mil/j-6/dlmso/elibrary/Manuals/DLM/MILSTRIP/MILSTRIP.pdf | |

## *4.0 DLA DISPOSITION SERVICES POINTS OF CONTACT (POC):*

A. DLA Disposition Services Headquarters is located in the Hart-Dole-Inouye Federal Center in Battle Creek, Michigan:

**DLA Disposition Services**
**Hart-Dole-Inouye Federal Center**
**74 Washington Ave**
**Battle Creek, MI 49037-3092**

**For assistance please contact:**
**Toll Free: 1-877-DLA-CALL or DSN: 661-7766**
**Commercial/FTS (269) 961-7766**

B. DLA Disposition Services sites are located around the world. For specific **regional** information or requests, click on the applicable link below.

Central Asia:
www.dla.mil/DispositionServices/Contact/FindLocation/dsdcentral.aspx

Eastern U.S.:
www.dla.mil/DispositionServices/Contact/FindLocation/dsdeast.aspx

Europe:
www.dla.mil/DispositionServices/Contact/FindLocation/dsdeurope.aspx

Mid-America:
www.dla.mil/DispositionServices/Contact/FindLocation/dsdmidamerica.aspx

Pacific:
www.dla.mil/DispositionServices/Contact/FindLocation/dsdpacific.aspx

Western U.S.:
www.dla.mil/DispositionServices/Contact/FindLocation/dsdwest.aspx

C. For specific **Military Service issues**, please contact:

DLADispositionServicesAirForceHelp@dla.mil
DLADispositionServicesArmyHelp@dla.mil
DLADispositionServicesNavyHelp@dla.mil
DLADispositionServicesMarineHelp@dla.mil
DLADispositionServicesCoastGuardHelp@dla.mil

D. For assistance with turning in property to your **LOCAL** DLA Disposition Services site, see information below in 5.1. The DLA Disposition Services Home Page www.dla.mil/DispositionServices

## *5.0 TURN-IN OF EXCESS AND SURPLUS PROPERTY (NON-HAZARDOUS) ACCEPTABLE/UNACCEPTABLE PROPERTY:*

A. DLA Disposition Services is responsible for disposal of all DOD-generated excess, surplus, foreign excess and other personal property authorized for turn-in except for specific categories described below.

   1. The DLA Disposition Services will accept accountability, however **NOT** physical custody of the following: (DOD 4160.21-M, Chapter 3 and 4)

      a. Live animals
      b. Material Potentially Presenting an Explosive Hazard (MPPEH (formerly AEDA)) residue (includes incendiary products)
      c. Drugs, biological and controlled substances
      d. Nitrate base film
      e. Used psych diagnostic test sets
      f. Compressed gas cylinders (unless rendered to scrap)
      g. Fire suppression systems

   2. Acceptance of physical custody of **hazardous property** shall be determined based upon the guidelines in DOD 4160.21-M, Chapter 10: Environmentally Regulated and Hazardous Property.

   3. DLA Disposition Services may **NOT** accept (either physically or on its account) the following categories of property, and no reutilization or sale service shall be given:

      a. Radioactive material or waste, and unsalable material of a non-hazardous nature. This category includes, nonetheless is not limited to DOD inspection stamps, devices, consecrated religious items, and classified cryptographic equipment.
      b. Live MPPEH
      c. Classified / COMSEC Material / Cryptographic
      d. Property containing information covered by the Privacy Act.
      e. Refuse and trash
      f. Articles from any Foreign Service or non-U.S. government owned property, unless authorized through formal agreement.

## *6.0 DD FORM 1348-1A DISPOSAL TURN-IN DOCUMENT (DTID):*

A. All property turned in to DLA Disposition Services requires a properly prepared DD Form 1348-1A DTID, to include the original and three copies. For guidance on DTID required entries click here or type the following into your web browser: www.dla.mil/DispositionServices/Offers/Disposal/turnin/usable.aspx

B. DLA Disposition Services has also created the Electronic Turn-in Document (ETID) system to provide a full-service, automated, turn-in document management system for Generators.

1. Benefits include correct, legible, and bar-coded turn-in documents and pre-populated NSN information.

2. If the generating activity does not have an automated capability to create turn-in documents, ETID is recommended and provides ease of use for Generators and DLA DISPOSITION SERVICES Sites.

3. For instructions on how to gain access to ETID: www.dla.mil/DispositionServices/Business/TurnInProperty.aspx

C. Provided below are required entries on the DD Form 1348-1A.

**(Excerpted from DLM 4000.25-1):**

| FIELD LEGEND | RECORD POSITION | ENTRY AND INSTRUCTIONS |
|---|---|---|
| **Document Identifier** | 1-3 | Perpetuate from the source document. For locally determined excesses generated at a Base, Post, Camp, or station, assign a DI code as determined by Service/Agency (S/A) procedures. |
| **Stock Number (NSN)** | 8-22 | Enter the stock number being turned-in. For subsistence items, enter the type of pack in RP 21. If LSNs are the only option, the number must contain the FSC, NATO Code, and noun/nomenclature and/or part number. The official NSN is required for Critical FSCs listed in Enclosure 8. Official NSNs are also necessary for MLI/CCLI and Hazardous Property See Block 25. |
| **Unit of Issue** | 23-24 | Enter unit of issue of the stock or part number being turned in. |
| **Quantity** | 25-29 | Enter the quantity being turned in to the DLA Disposition Services. See Block 26. (If necessary quantity should be indicated by zeros.) Quantities for DEMIL required property must be reported to the DLA Disposition Services in readily verifiable quantities to preserve the integrity of the audit trail for the item. |
| **Document Number (Must be unique)** | 30-43 | Perpetuate from source document. This cannot be the same document number that was used to receive the material. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24. |
| **Disposal Authority** | 64 | Enter applicable code from Section 4, this handbook. |
| **Demilitarization** | 65 | Enter code assigned as required by DOD 4160.21-M-1 (Section 4). NOTE: When demilitarization has been accomplished prior to transfer to the DLA Disposition Services, the appropriate DEMIL certification, as required by DOD 4160.21-M-1, must be reflected in Block 27, or as an attachment to the form. |
| **Supply Condition** | 71 | Enter applicable code from Section 4, this handbook. |
| **Unit Price** | 74-80 | Enter the unit price for the NSN or part number in RP 8-22. |

D. Generating activities are responsible to ensure that proper NSN/LSNs, Supply Condition Codes (SCC), and Demilitarization (DEMIL) Codes are assigned. If no valid DEMIL Code, then a clear-text DEMIL statement is required.

## *6.1 DEMILITARIZATION CODES:*

http://www.dtic.mil/whs/directives/corres/pdf/416028m_vol2.pdf

| CODES | EXPLANATION |
|---|---|
| **A** | Non-USML/Non-CCLI – No DEMIL or TSC Required. Department of Commerce (DoC) may impose licensing requirements to certain destinations. |
| **B** | USML Items – Mutilation (MUT) to the point of scrap required worldwide. DLA Disposition Services shall store for reutilization and mutilate those items declared by the DOD as having no foreseeable DOD reutilization value. |
| **C** | USML Items – DEMIL required. Demilitarize installed key point(s) as DEMIL code "D." |
| **D** | UML Items – DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition. |
| **E** | DOD DEMIL Program Office (DDPO) reserves this code for their exclusive-use only. DEMIL instructions shall be furnished by the DDPO. |
| **F** | USML Items – DEMIL required. Item managers, equipment specialists, or product specialists shall furnish special DEMIL instructions. |
| **G** | U.S. Munitions List (USML) Items – DEMIL required – ammunition and explosives (AE). This code applies to both unclassified and classified AE |
| **P** | USML Items – DEMIL required. Security Classified Items. |
| **Q** | CCLI – MUT to the point of scrap required outside the United States. In the United States, MUT requirement is determined by the DEMIL integrity code (IC) (see Enclosure 4 for a description of DEMIL ICs) and MUT is required when the DEMIL IC is "3." TSC are required in the United States. |

**Note**: **DLA Disposition Services does not accept DEMIL codes G or P property.**

E. ***The following link may be used for assistance in obtaining the correct NSN, or for explanation of the SCC, DEMIL code, or Disposal Authority Code (DAC):** www.dla.mil/DispositionServices/Offers/Disposal/turnin/usable.aspx

F. In addition to requirements listed above, the DTID must also clearly indicate:

1. Category of property (such as foreign purchased, MAP) and reimbursement data, if Applicable (DTIDs which do not contain reimbursement data will be processed as non-reimbursable).

2. Value and list of component parts that have been removed from major end items of equipment OR a copy of the Limited Technical Inspection (LTI) form showing the nature and extent of repair required.

G. If the generating activity has batch lot property, the following data must be included on the DTID for each lot. Property requiring special handling (e.g. MLi/CCLI, Special Handling property, see DoDM 4160.21 Vol 4, pilferable or hazardous property) may not be batch-lotted.

1. FSC/FSG followed by the word BATCH.
2. Generating Activity Assigned DTID Number.
3. Quantity is optional. If blank, DLA Disp Svcs shall estimate.
4. Total acquisition value of the lot.

5. Shipping point, DOD Activity Address Code (DODAAC), or activity in-the-clear address.
6. Ship to DLA Disp Svcs, DODAAC, or activity in-the-clear address.
7. Certification as follows: “I certify that this lot is in compliance with current disposal policy” followed by the date, signature, and printed or typed name of the certifying individual.

H. Some types of property require special processing for disposal turn-in. In such cases there may be additional certifications required to accompany the DTID.

## *7.0 USABLE PROPERTY TURN-IN:*

A. Usable property shall be turned in as individual line items with their assigned, valid National Stock Number (NSN). In some cases it is acceptable to group like items on the same DTID (e.g., one DTID for 50 computers with the same NSN and condition code). When in doubt, seek assistance from your local DSR.

I. At minimum, record positions 8 through 22 of the DTID (DD 1348-1A) should contain a Local Stock Number (LSN) consisting of a Federal Supply Class (FSC), NATO Codification Bureau Code, and noun/nomenclature and/or part number if no valid NSN exist. Generators may use the internal LSN Master List found on the following DLA Disposition Services web page under Documentation Assistance: www.dla.mil/DispositionServices/Offers/Disposal/turnin/usable.aspx

B. Due to national security concerns, some federal stock classes (FSC’s) require a higher degree of documentation when being turned in under a local stock number opposed to a cataloged national stock number. These critical FSCs must be turned in with following information on or attached to the DD 1348-1A

1. Appropriate FSC
2. Manufacturer name and valid part number
3. Nomenclature which accurately describes the item
4. End item application
5. Clear text statement explaining why the NSN is not included

## *7.1 CRITICAL FEDERAL STOCK GROUPS (FSG’S) AND FEDERAL STOCK CLASSES (FSCs)*

| FSG/FSC | DESCRIPTION |
|---|---|
| 10 (All) | Weapons |
| 11 (All) | Nuclear Ordnance |
| 12 (All) | Fire Control Equipment |
| 13 (All) | AE |
| 14 (All) | Guided Missiles |
| 1560 | Airframe Structural Components |

| FSG/FS | DESCRIPTION |
|---|---|
| 1670 | Parachutes: Aerial Pick Up, Delivery, Recovery |
| 1710 | Aircraft Landing Equipment |
| 1720 | Aircraft Launching Equipment |
| 1810 | Space Vehicles |
| 1820 | Space Vehicle Components |
| 1830 | Space Vehicle Remote Control Systems |
| 1840 | Space Vehicle Launchers |
| 1905 | Combat Ships and Landing Vessels |
| 2305 | Ground Effect Vehicles |
| 2330 | Trailers |
| 2350 | Combat, Assault, and Tactical Vehicles, Tracked |
| 2840 | Gas Turbines and Jet Engines, Aircraft, Prime Moving; and Components |
| 2845 | Rocket Engines and Components |
| 2915 | Engine Fuel System Components, Aircraft and Missile Prime Movers |
| 3690 | Specialized Ammunition and Ordnance Machinery and Related |
| 4230 | Decontaminating and Impregnating Equipment |
| 4470 | Nuclear Reactors |
| 4921 | Torpedo Maintenance, Repair, and Checkout Specialized Equipment |
| 4923 | Depth Charges and Underwater Mines Maintenance, Repair, and Checkout Specialized Equipment |
| 4925 | Ammunition Maintenance, Repair, and Checkout Specialized Equipment |
| 4927 | Rocket Maintenance, Repair, and Checkout Specialized Equipment |
| 4931 | Fire Control Maintenance and Repair Shop Specialized Equipment |
| 4933 | Weapons Maintenance and Repair Shop Specialized Equipment |
| 4935 | Guided Missile Maintenance, Repair, and Checkout Specialized |
| 4960 | Space Vehicle Maintenance, Repair, and Checkout Specialized |
| 5810 | Communications Security (COMSEC) Equipment and Components |
| 5811 | Other Cryptologic Equipment and Components |
| 5820 | Radio and Television Communication Equipment, Except Airborne |
| 5821 | Radio and Television Communication Equipment, Airborne |
| 5825 | Radio Navigation Equipment, Except Airborne |
| 5826 | Radio Navigation Equipment, Airborne |
| 5840 | Radar Equipment, Except Airborne |
| 5841 | Radar Equipment, Airborne |
| 5845 | Underwater Sound Equipment |
| 5850 | Visible and Invisible Light Communication Equipment |
| 5855 | Night Vision Equipment, Emitted and Reflected Radiation |
| 5860 | Stimulated Coherent Radiation Devices, Components, and Accessories |
| 5865 | Electronic Countermeasures, Counter-Countermeasures, and Quick |
| 5963 | Electronic Modules |
| 5985 | Antennas, Waveguides, and Related Equipment |
| 5998 | Electrical and Electronic Assemblies, Boards, Cards, and Associated |
| 5999 | Miscellaneous Electrical and Electronic Components |
| 6615 | Automatic Pilot Mechanisms and Airborne Gyro Components |
| 6920 | Armament Training Devices |
| 6930 | Operation Training Devices |
| 6940 | Communication Training Devices |
| 8470 | Armor, Personal |
| 8475 | Specialized Flight Clothing and Accessories |

## *7.2 CRITCAL BUZZ WORD LIST*

| A – D | D – M | M - Z |
|---|---|---|
| Ablative | Doppler | Mine |
| Accelerometer | Ejector | Missile |
| Afterburner | Electromagnetic Pulse | Modulator |
| Aiming Device | Electronic Countermeasures | Night Sight(ing) |
| Amphibious | Electronic Warfare | Nuclear |
| Amplifier | Electro-Optical | Optic (al) |
| Antenna | Encoder | Oscillator |
| Armor | Equilibrator | Particle Beam |
| Astro Compass | Feeder (Ammo) | Periscope |
| AHRS | Filter RF | Processor(ing) |
| Ballistic | Fire Control | Projectile |
| Beacon | Firing Mechanism | Pylon |
| Bomb(ing) | Frequency Generator | Radar |
| Breech | Guidance | Radome |
| Camouflage | Gunsighting | Range Finder |
| Carriage | Gyro (scope) | Receiver |
| Cartridge | Height | Research & Development |
| Cathode Ray | IFF | Scope |
| Chaff | Image Intensifier | Sight |
| CCA | Inertial | Sonar |
| Classified | IR | Spotting Device |
| Cold Cathode | Interception | Spryton |
| Collimator | Klystron | Star Tracker |
| Composite | Krytron | Synchronizer |
| COMSEC | Laser | Target(ing) |
| Countermeasures | Launcher | Telescopic |
| Crypto | Linker/Delinker | Tempest |
| Crystal | Logic | Transmitter |
| Decoder | Magnetron | Traveling Wave Tube |
| Delay | MASER | Waveguide |
| Detonating | Memory | |
| Detector | Metal Embrittling | |

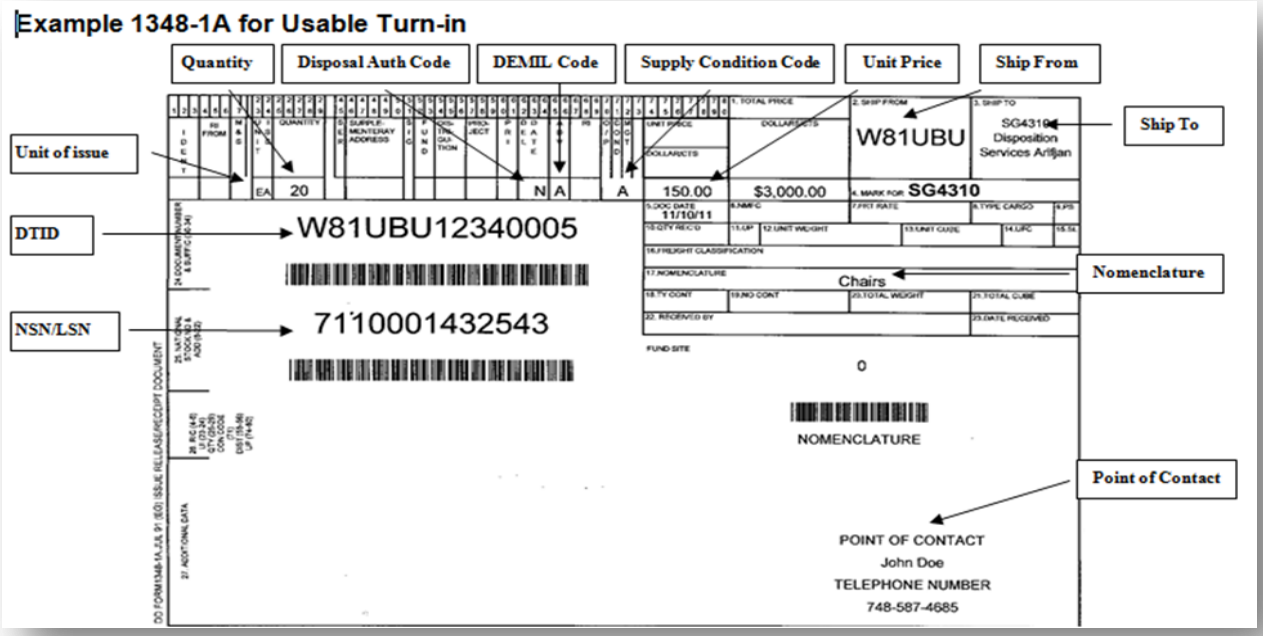
C. **Usable property must be assigned a supply condition code of A-H**. Condition Code H property may still have reutilization potential through the DLA Disposition Services RTD (Reutilization/Transfer/Donation) screening process.

## *7.3 ACCEPTED SUPPLY CONDITION CODES*

| CODE | TITLE | DEFINITIONS |
|---|---|---|
| **A** | **Serviceable** (Issuable w/o Qualification) | New, used, repaired or reconditioned material that is serviceable and issuable to all customers without limitation or restrictions. Includes material with more than 6 months shelf life remaining. |
| **B** | **Serviceable** (Issuable with Qualification) | New, used, repaired or reconditioned material that is serviceable and issuable for its intended purpose which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life. |

| CODE | TITLE | DEFINITIONS |
|---|---|---|
| **C** | **Serviceable** (Issuable with Qualification) | Items which are serviceable and issuable to selected customers, which must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining. |
| **D** | **Serviceable** (Test/ Modification) | Serviceable material requires test, alteration, modification, conversion or disassembly. This does not include items, which must be inspected or tested immediately prior to issue. |
| **E** | **Unserviceable** (Limited Restoration) | Material, which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located. |
| **F** | **Unserviceable** (Repairable) | Economically reparable material, which requires repair, overhaul, or reconditioning (includes reparable items which are radioactively contaminated). |
| **G** | **Unserviceable** (Incomplete To Issue) | Material requiring additional parts or components to complete the end item prior to issue. |
| **H** | **Unserviceable** (Condemned) | Material which has been determined to be unserviceable and does not meet repair criteria (includes condemned items which are radioactively contaminated). |
| **S** | **Unserviceable** (Scrap) | Material that has no value except for its able basic material content. No stock will be recorded as on hand in Condition Code S. This code is used only on transactions involving shipments to DLA Disposition Services. Material may not be transferred to Condition Code S prior to turn-in to DLA Disposition Services if material is recorded in Condition Code A through H at the time material is determined excess. Material identified by NSN may not be identified by this Condition Code. |
| **NOTE:** For a complete listing of Supply Condition Codes (including those codes not used in reutilization and marketing), see DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). | | |

**Sample DD Form 1348-1A for usable property:**



***7.4 HAZARDOUS MATERIAL/WASTE TURN-IN*:** Disposition Services accepts accountability of hazardous material as a "receipt-in-place" via a Memorandum of Agreement, in accordance with DODM 4160.21-Volume 2. Therefore, the following guidance provides information to assist the generator with preparing the documentation required for DLA Disposition Services to take accountability**.**

**A.** Procedures for turning in hazardous property are commodity based and complex. http://www.dtic.mil/whs/directives/corres/pdf/416021_vol4.pdf

**B.** For detailed guidance, contact your DLA Disposition Services Environmental Protection Specialist.

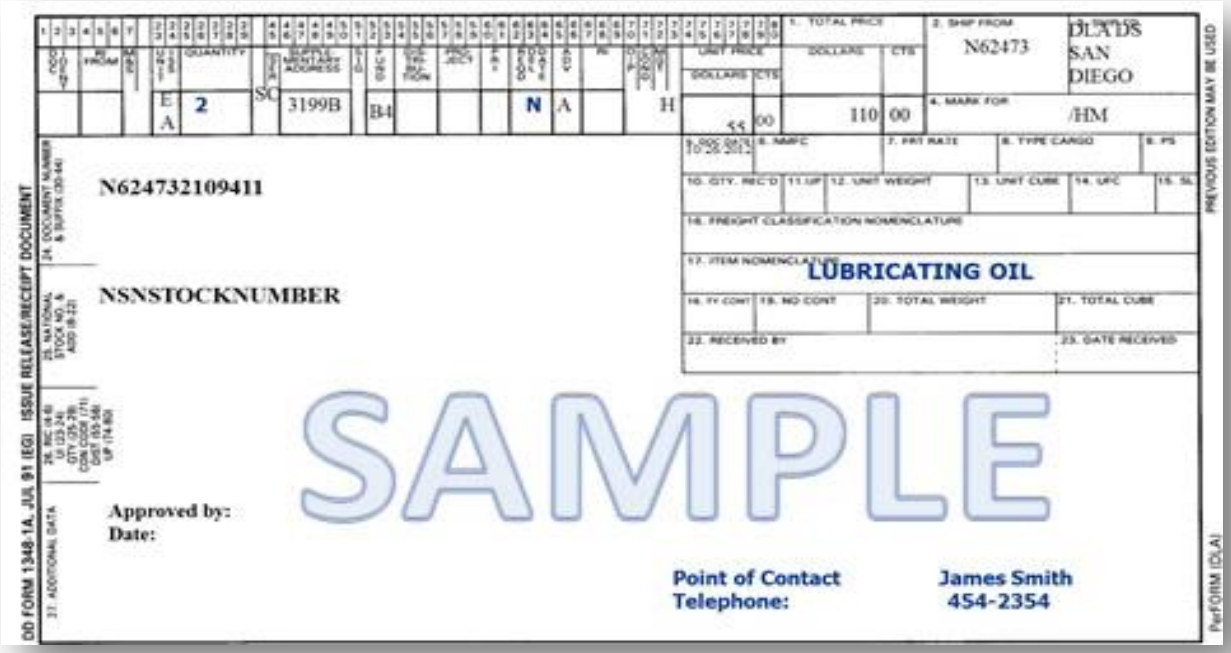
**C.** Disposition Services only provide "receipt-in-place" for the designated hazardous material/waste storage facilities that have been authorized as approved pick-up points.

**D.** Information required on the DD Form 1348-1A Disposal Turn-In document:

| Group 1 | Group 2 |
|---|---|
| Turn-In Document Number | Shipped To |
| HM in Block 4 | Shipped From |
| NSN (National Stock Number | Billing AAC (Block 27) |
| Disposal Authority Code | Unit of Issue |
| Supply Condition Code | Unit Price |
| DEMIL Code | Total Price |
| Quantity | Signature of Approving Official |
| DLA requires clear point of contact information provided on the | MSDS (Material Safety Data Sheet) |

**Sample – DD Form 1348-1A Hazardous Waste**

**Sample – DD Form 1348-1A Hazardous Material DOD 4160.21-M**




**Sample – DD Form 1348-1A Hazardous Material DOD 2160.21-M (FOB)**

## *7.5 SCRAP TURN-IN:*

A. Scrap is defined as material that has no value except for its basic material content. If
property is recognizable as an end use item, it is probably not scrap.

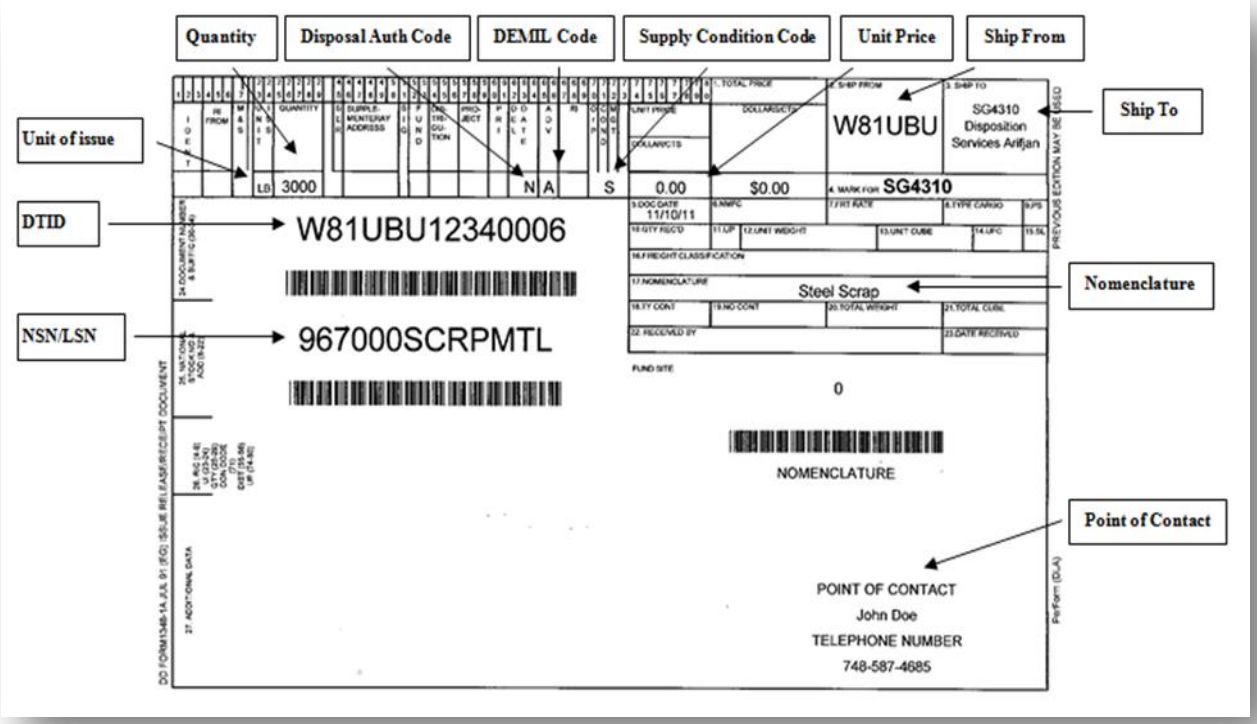
***<u>*If the item has a valid NSN the item must be turned in as an item and NOT as scrap.</u>***

B. The turn-in document (DD Form 1348-1A) for scrap will include:

1. Scrap Condition Code must be “S”
2. The basic material content
3. Unit of issue must be annotated in pounds (or grams for fine Precious Metals)
4. POC information

**Sample DD Form 1348-1A for scrap property:**

**Example 1348-1A for Scrap Turn-in:**



## *8.0 TURN-IN DOCUMENTATION AND INSTRUCTIONS FOR PROPERTY REQUIRING SPECIAL PROCESSING:*

DODM 4160.21 Volume 1, Enclosure 4 lists the detailed guidance for disposition and disposal of over 70 items requiring special handling. It is recommended that generators coordinate turn-in of these items with servicing DLA Disposition Services' site personnel (i.e., DSR) as property requiring special handling oftentimes requires additional instructions and/or certifications to accompany the DD Form 1348-1A.

The following list includes those items most commonly generated for disposal to DLA Disposition Services that require special handling/additional documentation.

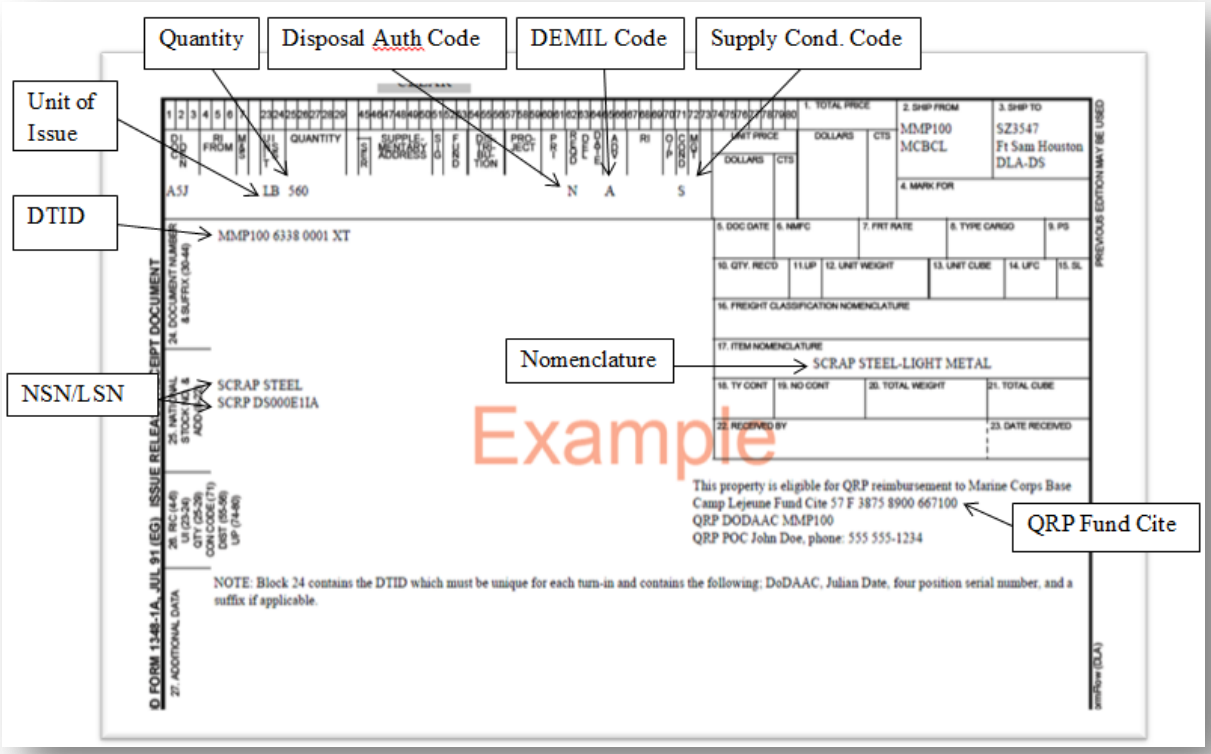
1. **<u>QUALIFIED RECYCLING PROGRAM (QRP)</u>**

   a. The Qualified Recycling Program (QRP) is a U.S. military installation wide, facility-managed and run recycling program aimed at
      i. Pollution prevention
      ii. Minimizing environmental impacts (i.e. recovering recyclable materials from solid waste disposal streams)

   b. Qualifying recyclable materials are collected and segregated from other solid waste materials by the generating unit or activity, where they are then either sold direct via public sale or through established scrap sales programs (DLA Disp Svcs). Net proceeds from the sale of these recyclable materials are then deposited into the installation's QRP account.

**Sample DD Form 1348-1A for usable property:**

**Example 1348-1A for QRP Qualifying Scrap Turn-in:**



## 2. AIRCRAFT

a. The Aircraft Turn-In Checklist/Certification document (sample next page), was developed for use of turn-in to DLA Disposition Services for all categories of aircraft.
b. The owning Military Service shall screen aircraft with the other Military Services and DOD activities, and then report excess to GSA. For specific turn-in information for Categories A, B, and C aircraft see DOD 4160.21-M, Chapter 4.

**DLA-DS Aircraft Turn-in Checklist & Certification**

**Tail Number: _____Turn-in Doc # _____**

**Aircraft Category (circle one) A B C**

**Note:** Complete one checklist per tail number. Ensure all required certifications and documents are complete, valid, and attached. Confirm with your servicing DLA Disposition Services Representative that all documentation is complete. Enter "Not Applicable" for items that do not apply and "Waiver Attached" if requirements were waived.

**References: DODM-4160.21; DODI-4160.28; DODM- 4160.28 Vol 3**

| Task | Performed by: Name, Rank/Grade, Signature. | Date |
|---|---|---|
| DOD Screening accomplished (Services) | | |
| Applicable Engine Program Manager released Engines for disposal. (attach) | | |
| GSA release received (attach) | | |
| Reclamation/Save List actions completed (do not attach) | | |
| Classified items removed | | |
| All liquids drained and HAZMAT removed | | |
| All Batteries removed | | |
| All Compressed Gas Cylinders removed | | |
| Composite Materials have Fixative applied | | |
| All Historical & Maintenance Records/Logs, or a statement why they are not available (attach) | | |

| Task | Performed by: Name, Rank/Grade, Signature. | Date |
|---|---|---|
| Radioactive components removed and certification | | |
| signed by base Radiation Protection Officer (attach) | | |
| Inert Certification completed-requires two appointed personnel signatures (attach). | | |
| I Certify that, to the best of my knowledge and ability, this aircraft is hazard free. Reviewed and certified by: | | |

### 3. AUTOMATIC DATA PROCESSING EQUIPMENT (AUTOMATION EQUIPMENT)

For your use, DLA developed the DLA Form 2500 label based on the information required in DoDM 4160.21, Volume 4, Enclosure 3. Please note that it also contains a block to check, if you are turning in housings where the hard drive(s) have been removed. This form can be printed on sticky labels. For access to the *Turn-in Guide for Disposition of Unclassified Computer Hard Drives* found on the DLA Disposition Service Website click here. Detailed instructions are also provided below.

**a. CPUs *without* hard drive:**

Required:

I. Ensure the hard drive is in fact removed.

II. Statement either on OR accompanying the DD Form 1348-1A in block 27 (Additional data): *"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,"* by reference in DoDM 4160.21, Volume 4, Enclosure 3.

III.

IV. Label on chassis using DLA FORM 2500 (sample below) or equivalent. Fillable form: www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP_DL2500P.pdf

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

VI. Ensure all computer medias and cards are removed (i.e., floppy disks, smart card media, multi-media cards, CD-ROM media, etc.)

Optional:

I. CPU chassis serial number in block 26

II. Statements in Block 27 of DTID:

1. *"Hard Drive(s) has been removed."*
2. Statement or letter stating CPU contains no classified, confidential or hazardous material.

**b. CPUs *with* hard drive**

Required:

I. Ensure the hard drive has been degaussed or overwritten IAW the DOD Memo "Disposition of Unclassified Computer Hard Drives," dated June 4, 2001 by reference in DoDM 4160.21, Volume 4, Enclosure 3.

II. Statement either on OR accompanying the DD Form 1348-1A in block 27 (Additional Data): *"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,"* by reference in DoDM 4160.21, Volume 4, Enclosure 3

III. Label on chassis using DLA FORM 2500 (sample below) or equivalent

IV. Ensure all computer medias and cards are removed (i.e., floppy disks, smart card media, multi-media cards, CD-ROM media, etc.)

Optional:

I. CPU chassis serial number or hard drive serial number in block 26

**c. Hard drive turn-in**

I. Filled-out DLA FORM 2500 or equivalent is required on all hard drives.

II. Include the hard drive serial number (not necessary if hard drive is left in CPU).

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

**d. New and unused hard drive**

I. New hard drives (in un-broken packaging): No labeling or certification required.

II. 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."*

**DL2500 APRIL 2013- Certificate of Hard Drive Disposition**

www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP_DL2500P.pdf

**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 / Degaussed / 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.

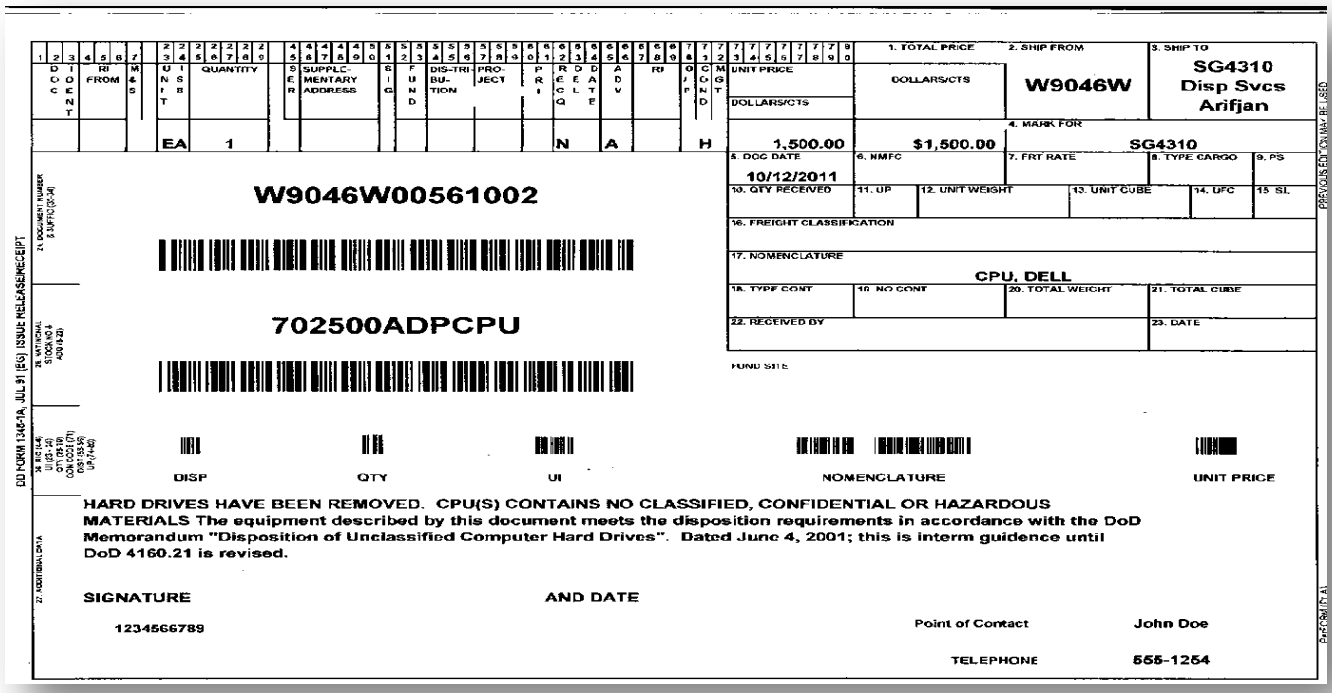
Generator Name

Phone Email

Printed Name Rank/Grade

Signature Date

**Sample – DD FORM 1348-1A CPU TURN-IN (with hard drive statement included) DOD 4160.21-M**



DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT

| DOCUMENT | RI FROM | MOS | UNIT | QUANTITY | SUPPLEMENTARY ADDRESS | FUND | DISTRIBUTION | PROJECT | PRI | REQ | DATE | ADV | RD | OP | COND | UNIT PRICE | DOLLARS/CTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | EA | 1 | | | | | | N | | A | | | H | 1,500.00 | $1,500.00 |

1. TOTAL PRICE
2. SHIP FROM: W9046W
3. SHIP TO: SG4310 Disp Svcs Arifjan
4. MARK FOR: SG4310
5. DOC DATE: 10/12/2011
6. NMFC
7. FRT RATE
8. TYPE CARGO
9. PS
10. QTY RECEIVED
11. UP
12. UNIT WEIGHT
13. UNIT CUBE
14. UFC
15. SL
16. FREIGHT CLASSIFICATION
17. NOMENCLATURE: CPU, DELL
18. TYPE CONT
19. NO CONT
20. TOTAL WEIGHT
21. TOTAL CUBE
22. RECEIVED BY
23. DATE

24. DOCUMENT NUMBER & SUFFIX: W9046W00561002

702500ADPCPU

26. NATIONAL STOCK NO & ADD'L DATA

FUND SITE

DISP | QTY | UI | NOMENCLATURE | UNIT PRICE

HARD DRIVES HAVE BEEN REMOVED. CPU(S) CONTAINS NO CLASSIFIED, CONFIDENTIAL OR HAZARDOUS MATERIALS 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; this is interm guidence until DoD 4160.21 is revised.

27. ADDITIONAL DATA

SIGNATURE AND DATE

1234566789

Point of Contact John Doe

TELEPHONE 555-1254

PREVIOUS EDITION MAY BE USED

The following CPUs are an example of other than DEMIL Code A requiring total destruction or mutilation. All CPUs will need to be accurately identified by NSN and model number. **Note:** ADP Requirements are changing on a day to day basis.

| MFR & MODEL | NSN | DEMIL CODE |
|---|---|---|
| Dell Optiplex GX 110 | 7010-01-482-7902 | D |
| Dell Optiplex GX 400 | 7025-01-515-7340 | Q |
| Dell Optiplex GX 240 | 7010-01-493-7830 | Q |
| Dell Optiplex GX 260 | 7021-01-521-7573 | Q |
| Dell Precision 220 | 7021-01-483-2078 | Q |
| Dell Precision 530 | 7010-01-520-8879 | Q |
| Dell Precision 370 | 7010-01-527-7932 | Q |
| Dell Precision 360 | 7010-01-518-9943 | Q |
| Dell Precision 340 | 7010-01-502-0703 | Q |
| Dell Precision 530 | 7010-01-520-8879 | Q |
| Micron Client Pro-PII-400 | 7010-01-500-6000 | Q |

## 4. CONCERTINA WIRE, BARBED WIRE AND TAPE

These items shall be banded or boxed before turn-in to the servicing Disposition Services site. Banding or boxing is necessary to prevent disabling or painful injury during loading, unloading operations, and any later handling which may be necessary.

## 5. DECORATIONS, BADGES, MEDALS, RIBBONS, DISTINCTIVE (METAL) BUTTONS AND OTHER INSIGNIA

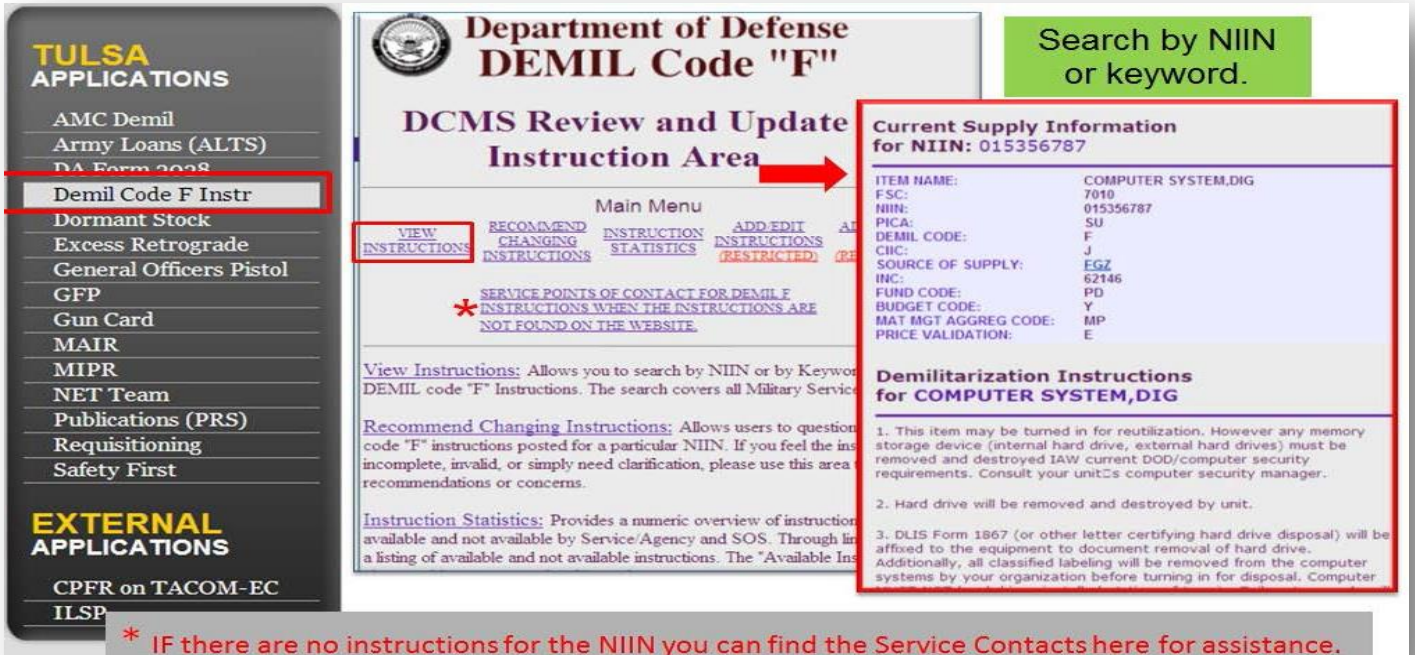
a. Sewn on or embroidered insignia (i.e., stripes) and metal or plastic buttons need not be removed from uniforms. Such clothing maybe processed for RTDS with the insignia and/or buttons left intact.

b. Service medals, badges, ribbons or other decorations:
   I. Those attached to military clothing shall be removed prior to turn in.
   II. Medals of Honor (and Service Ribbon) shall be destroyed by the generator

## 6. PROPERTY WITH A DEMILITARIZATION CODE OF "F"

a. Requirements. Items assigned DEMIL code "F" with an NSN shall have physical DEMIL instructions specific to the item available from the item manager or DEMIL administrator. The purpose of the instructions is to provide procedures on how to safely accomplish the DEMIL. The instructions must be entered into the DOD DEMIL code "F" instructions repository on the TACOM-Unique Logistics Support Applications (TULSA) Website at https://tulsa.tacom.army.mil/TULSA. Property that is DEMIL code "F" that is turned in to Disposition Services is required to have paper copies of the DEMIL instructions accompanying it at the time of turn-in.

## Location for DEMIL F Instructions



## 7. FLIGHT SAFETY CRITICAL AIRCRAFT PARTS (FSCAP)

a. The military services may mutilate FSCAP at their option.

b. When a FSCAP item is transferred to a DLA Disposition Services site for disposal, block 27 of the DTID will cite the appropriate Criticality Code for FSCAP items from those listed in DODM 4160.21 Volume 4, Enclosure 3.

c. The letters “FSCAP” shall be inserted in the remarks section of the DTID.

d. Generators are responsible for ensuring that all available historical records/documentation are included at the time serviceable/repairable FSCAP are turned in to DLA Disp Svcs.

e. Generating activities are responsible for mutilating FSCAP items that lack appropriate records/documentation or are unsalable. As such, only serviceable/repairable FSCAP authorized for reutilization, transfer, donation and sale, and accompanied by historical records/documentation, will be accepted by DLA Disp Svcs.

f. Unused FSCAP, in original, undamaged packaging must be marked with NSN, Contract Number, CAGE Code(s), and part number. These data elements may be on the item, its original container/wrapping material or accompanying documentation.

## 8. FOOD (OTHER THAN FOOD WASTE AND REFUSE)

a. Usable Foodstuffs, Meals or Rations will be received using standard receipt processes if the DTID/ETID contains the approval of the Subsistence Office of the Military Service having jurisdiction over the generating source of the foodstuffs and:
   I. The reason for declaring the food excess, in specific terms.
   II. A determination from the subsistence office/veterinary service/medical officer or other authorized official that the foodstuffs are/are not fit for human or animal consumption.

b. If the subsistence office/veterinary service/medical officer determines that any foodstuffs proposed for DLA Disposition Services disposal are not fit for human or animal consumption, they will be disposed of as trash by the generating activity. (In such cases, foodstuffs should be clearly marked “CONDEMNED.”)

c. If the suitability of foodstuffs cannot be established, the food should be disposed of as trash.

d. Usable foodstuffs - Food items (such as in broken or damaged packaging, or rejected for nonconformance with U.S. Government specifications however are authorized for sale) may be reported to DLA Disposition Services:
   I. Include a statement as to reason for its specific rejection.
   II. Before transfer of title, the generating activity shall remove or obliterate U.S. Government identification such as contract numbers, NSNs, and any other printing.

e. Meals or rations (including survival packets that have been prepared and packaged in advance of the anticipated time or date of consumption):
   * Must include a determination by the veterinary service/medical officer that the subsistence is fit or unfit for human or animal consumption.

## 9. F14 PARTS OR F14 RELATED PARTS

a. F-14 Parts or F-14 Related Parts must be shipped to DLA Disposition Services for processing. See all F-14 DLA Demil Bulletins and updates for further handling and disposition guidance.

## 10. HELICOPTER BLADES AND TAIL ROTORS

a. Must be accompanied by a pertinent historical/maintenance record and a certification as to whether they contain depleted uranium. DLA Disp Svcs will not accept physical custody of property containing depleted uranium.

b. Helicopter blades and tail rotors that have exceeded their finite life, are condemned for any other reason, or do not have an adequate historical/maintenance record shall be mutilated by the owning Military Service before turn into DLA Disp Svcs.

## 11. MPPEH (Material Potentially Presenting an Explosive Hazard) AND MPPEH RESIDUE

MPPEH is a designation for material that is owned or controlled by DOD that, prior to determination of its explosive safety status, potentially contains explosive hazards and/or munitions. MPPEH is addressed by DOD Instruction 4140.62, “Material Potentially Presenting an Explosive Hazard,” November 25, 2008.

a. DLA Disposition Services must ensure that only Material Documented as Safe (MDAS) may be released to the public. As such, MPPEH property requires an **MDAS Certification** or **Inert Certification** prior to turn-in.
   Fillable **MDAS Certification**:
   https://demil.osd.mil/documents/mdas.pdf
   Or Inert Certificate: https://demil.osd.mil/documents/InertCertificate.pdf

MDAS/Inert Certification must be included or attached to the DD Form 1348-1A and on each container/property.

*Sample of MDAS and Inert Certification documents provided on pages 20-22.

b. Examples of MPPEH material include:
   - Munitions containers and packaging material
   - Munitions debris remaining after munitions use
   - Demilitarization residue
   - Disposal and range-related debris
   - Material potentially containing a high enough concentration of explosives such that the material presents and explosive hazard such as: equipment, drainage systems, holding tanks, piping, and ventilation ducts that were associated with munitions productions, demilitarization, or disposal operations.

**c.** MDAS is MPPEH that has been assessed and documented as not presenting an explosive hazard. MDAS Certification requires two independent signatures by trained and certified personnel.
   I. The first signatory must be a technically-qualified, DOD employee or DOD Contractor who either witnessed or performed the initial 100-percent inspection or DDESB (Defense Explosive Safety Board)-approved processing of the material.
   II. The second signatory must be a technically-qualified, U.S. citizen who is either a DOD employee or DOD Contractor who either performed or witnessed the 100-percent re-inspection or conducted an independent quality assurance inspection of processed material using an approved sampling method.
   III. Each signatory must ensure the chain of custody was maintained before signing the explosives safety documentation.

d. The following MPPEH will be accepted by DLA Disposition Services as long as the MPPEH is certified **Inert** and includes an **Inert Certification**:
   - Small arms and light weapons (complete weapon)
   - Barrel assembly and upper receiver
   - Ammunition pouches/outer tactical vests/individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE)
   - Ammunition magazines and clips
   - Bandoleers and ammunition belts
   - Dummy munitions

***See pages 60-61 for Sample MDAS Certification, Inert Certification, and Sample Certifier/Verifier Letter of MPPEH.**

**Sample MDAS Certificate** https://demil.osd.mil/documents/mdas.pdf

| Title: | Material Documented As Safe (MDAS) Certificate |
|---|---|
| Requirements: | The explosives safety status of MPPEH shall be determined by one of two methods:<br>(a) 100-percent visual inspection and an independent 100-percent re-inspection by qualified personnel or<br>(b) processing by a DDESB-approved method with appropriate post-processing inspection (e.g., sampling, etc.) of the material A certification/verification statement as shown shall be signed and dated by a DoD contracted person or a Government employee. This documentation is only valid if the material listed is properly segregated and secured, and the chain-of-custody is maintained until the material's release from DoD control. |

| DTID: | QTY: |
|---|---|
| NSN or Description: | |

**Certification Statement:**

The material listed on this form has been inspected or processed by DDESB-approved means, as required by DoD policy, and to the best of my knowledge and belief does not pose an explosive hazard.

Signature:_____

Date_____

Printed Name/Position (Grade/Rank): _____

Organization and Address: _____

Phone (COM/DSN/FAX)/E-Mail Address: _____

==========

Signature:_____

Date_____

Printed Name/Position (Grade/Rank): _____

Organization and Address: _____

Phone (COM/DSN/FAX)/E-Mail Address: _____

==========

Recommend this material be released for: (check all that apply)

_____ Recycling
_____ Unrestricted Use
_____ Disposal
_____ Other

(Describe):_____

| Reference: | DoDI 4140.62, "Management and Disposition of Material Potentially Presenting an Explosive Hazard", current edition |
|---|---|

**Sample Inert Certificate** (https://demil.osd.mil/documents/InertCertificate.pdf)

| Title: | Inert Certificate |
|---|---|
| **Type of Property includes but is not limited to:** | 1. Small Arms and Light Weapons (complete weapon)<br>2. Barrel assembly and upper receiver<br>3. Ammunition pouches/ outer tactical vests/Individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE)<br>4. Ammunition magazines and clips<br>5. Bandoleers and ammunition belts<br>6. Dummy munitions |
| **Requirements:** | The generating activity shall ensure that this property is properly inspected to determine the presence or absence of explosive hazards prior to referral to the DLA Disposition Services site or release from DoD control. The personnel certifying and verifying the inspection shall certify on the DD Form 1348-1A. The certification requires dual signatures (certifier, verifier) and printed full name, rank/rate, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection. |

| | |
|---|---|
| DTID: | QTY: |
| NSN or Description: | |

**Certification Statement:**

The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of materiel potentially presenting an explosive hazard (MPPEH)..

Signature (Certifier):_____Date_____

Printed Name/Grade/Rank: _____

Title: _____

Phone (COM/DSN/FAX): _____

Address: _____

_____

==========

Signature (Verifier):_____Date_____

Printed Name/Grade/Rank: _____

Title: _____

Phone (COM/DSN/FAX): _____

Address: _____

_____

| | |
|---|---|
| **Reference:** | DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition |

Sample Letter for Certifier(s) and Verifier(s) of Materials Potentially Presenting an Explosive Hazard
**(MPPEH)**

**Company Letterhead**
**Department of the (Army, Navy, or whatever applies)**
**Squadron or Company Name**
**Address**
**Telephone Number**

FROM: Commanding Officer, (command name)

TO: Area Manager, DLA Disposition Services San Diego
Bldg. 3642, Suite 1, 5255 Womble St, San Diego, CA 92136

Subject: Appointment Letter for Certifier(s) and Verifier(s) or Materials Potentially Presenting an Explosives Hazard (MPPEH)

Authority: I 4140.62 Materials Potentially Presenting an Explosive Hazard and DRMS-I 4160.14 Operating Instructions for Disposition Management

The individual(s) below are appointed to act as MPPEH Certifier(s) and Verifier(s) for **NAME OF YOUR ACTIVITY** to include all units within the command of this office. The appointments will be valid until amended.
AACS: _____

Inert Inspection: This/These individual(s) are trained and technically qualified to perform inspection to MPPEH material(s) for the purpose of the DLA Disposition Services' Site Inert Certification in accordance with the I 4140.62.

| Name<br>Grade/Rank | | Signature |
|---|---|---|
| | | |
| | | |
| | | |

Inert Inspection Verifier: This/These individual(s) is (are) trained and technically qualified U.S. Government representative(s) American Citizen(s) designated by the responsible commander to verify the inspection of MPPEH material(s) and related item(s) for the purpose of DLA Disposition Services' Site Inert Certifications in accordance with the I 41460.62

| Name | Signature | Grade/Rank |
|---|---|---|
| | | |
| | | |
| | | |

Appointing Official's Name:_____
Signature: _____
Title:_____
Date:_____

**(THIS MEMO IS PROVIDED AS A SAMPLE FORMAT WITH CORRECT VERBIAGE)**

## 12. ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE)

a. **Serviceable Uniforms:** Send to DLA Disposition Services for reutilization screening

b. **Unserviceable uniforms:** Work with DLA Disposition Services for transportation to incinerator.

c. **Unserviceable uniforms that are scrap:** Work with DLA Disposition Services for transportation to scrap contractor.

d. **Body Armor - Active Army Component:** All body armor turn-ins including ceramic plates will be turned into the supporting Central Issue Facility (CIF) or Supply Support Activity (SSA) for classification and final disposition prior to shipment to DLA Disposition Services.

   I. Interceptor Body Armor (IBA) is composed of the Outer Tactical Vest/Improved Outer Tactical Vest (OTV/IOTV), the Small Arms Protective Inserts/Enhanced Small Arms Protective Inserts and ceramic plates (SAPI/ESAPI), and the IBA components.

   II. Body Armor components include but are not limited to: ballistic collars, throat protectors, groin protectors, wing assemblies, yoke assembly, cable release assembly, and Deltoid Auxiliary (brand name) Protectors (DAP), Enhanced-Side Ballistic Inserts (E-SBI).

   III. CIF facilities in CONUS West/Pacific/ will ship to DLA Disposition Services Centralized Demilitarization Division (CDD) at Tucson Arizona, CONUS Mid America, Eastern sites including Puerto Rico will ship to Pine Bluff, Arkansas. CIF facilities in OCONUS/Europe will ship to Centralized Demilitarization Division in Kaiserslautern Germany. *Note: DLA Dispositions Services in Puerto Rico will verify the Kind, Count, Condition of body armor, and send paperwork to their servicing field site to be brought on record before property is shipped to Pine Bluff, AR.

e. **Body Armor - Army Reserve Units:** Always ship all Body Armor IOTV AND ESAPI to the CIF at Sierra Army Depot (regardless of condition code) as stated in memorandum dated 21 Oct 2011 at Army's expense. Specific instructions are listed in Reserve forces memorandum.

f. **Body Armor - Army National Guard Units:** Will always ship all Body Armor IOTV AND ESAPI to their corresponding state CIF for disposition at Army's expense.

g. **Body Armor - Marine Corps, Navy and Air Force Units:** DLA Disposition Services sites will accept IBA and components from individual Navy/Marine Corps, and Air Force units.

13. **Nuclear, Biological, Chemical (NBC) CLOTHING**

a. Biological Radiological Nuclear Defense (CBRN-D) - Individual Protective Equipment (IPE) Clothing and Textiles.

b. JEFS (Joint Enterprise Fielding and Surveillance Office), formerly called JEAP (Joint Equipment Assessment Program) personnel should be contacted to resolve questions about the identity of CBRN-D/IPE property.

c. NBC/CBRN-D turn in guidance can be found at: www.dla.mil/DispositionServices/Offers/Disposal/DEMIL/jefs.aspx

14. **RADIATION EMITTING ELECTRONIC PRODUCTS (CERTIFIED AND NON-CERTIFIED)**

Example: Dials with radium

**Sample RAD Certification: https://demil.osd.mil/documents/Radioactive_cert%20a.pdf**

| **Title:** | **Radioactive Property Certification** |
|---|---|
| **Description:** | Radioactive items or material shall not be turned into the DRMO unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is radiation free. |
| DTID: | QTY: |
| NSN or Description: | |
| **Certification Statement:** | |
| I CERTIFY THAT THE ITEMS//MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S).<br><br>Signature:_____Date_____<br>Printed Name/Grade/Rank: _____<br>Title: _____<br>Phone (COM/DSN/FAX): _____<br>Address: _____<br>_____ | |
| **Reference:** | DLAI 4145.8/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105 current edition "Radioactive Commodities in the DoD Supply System"<br>DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition |

## 15. REFRIGERATION EQUIPMENT AND APPLIANCES

a. Detailed turn-in instructions for within the CONUS may be found on the DLA Disposition Services website: http://www.dla.mil/DispositionServices/Offers/Disposal/HazardousWaste/HazWasteDisposal.aspx

**SAMPLE – REFRIGERANT REMOVAL STATEMENT – DRMS FORM 2016**
http://www.dla.mil/Portals/104/Documents/DispositionServices/Hazardous/DISP_drms2016_150819.pdf

REFRIGERANT REMOVAL STATEMENT
(Prescribing Authority: DoD 4160.21M)

**IN COMPLIANCE WITH THE REQUIREMENTS OF THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, I CERTIFY THAT THE REFRIGERANT HAS BEEN RECOVERED FROM THIS ITEM IN ACCORDANCE WITH THE U.S. EPA REGULATIONS AT 40 CFR 82.156 (f), (g), and (h).**

NAME
*(Required by regulation) (Certified Technician recovering the refrigerant)*

ADDRESS
*(Required by regulation) (Service Organization or Company)*

CITY *(Required by regulation)* | STATE | ZIP CODE

DATE REFRIGERANT REMOVED
*(Required by regulation)*

SIGNATURE OF TECHNICIAN
*(Required by regulation)*

GENERATOR/DRMO
*(Add information to match the certificate to the equipment to demonstrate compliance during regulatory inspections)*

ITEM DESCRIPTION or NOUN NAME/SERIAL NO.

TURN-IN DOCUMENT NO. *(DTID)*

DRMS FORM 2016, MAR 2003 (EF) **NOTE: Retain copy of certificate for 3 years with the DTID from date of receipt.**

**SAMPLE – REFRIGERANT T REMOVAL STATEMENT (included on DD FORM 1348-1A):**

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

1. TOTAL PRICE
2. SHIP FROM: W91K02
3. SHIP TO: SG4430
4. MARK FOR
QUANTITY: EA 00001 | NA | H
UNIT PRICE: DOLLARS 3762 CTS 00 | DOLLARS 3762 CTS 00
5. DOC DATE | 6. NMFC | 7. FRT RATE | 8. TYPE CARGO | 9. PS
10. QTY. REC'D | 11. UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE
17. ITEM NOMENCLATURE: AIR CONDITIONER
18. TY CONT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE
22. RECEIVED BY | 23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44): W91K02 6298 0008

POC INFORMATION
NAME:
TELEPHONE:
E-MAIL:

25. NATIONAL STOCK NO. & ADD (8-22): 4120 01 150 8112

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-58) UP (74-80)

27. ADDITIONAL DATA

REFRIGERANT REMOVED - EMPTY
"Properly completed REFRIGERANT REMOVAL CERTIFICATION IS ATTACHED."

Signature _____ Date _____

Printed Name

PREVIOUS EDITION MAY BE USED
FormFlow (DLA)

b. Ozone Depleting Substances or Refrigerant Chemicals: The Defense Logistics Agency is assigned the mission of managing the Defense Reserve of Ozone Depleting Substances to ensure that the supplies for mission critical uses are available.

   a. For questions concerning requisitions (sales orders) and stock availability, contact the Reserves at DSN 695-6451 or commercial (804) 279-6451. For procedural concerns or questions please call, DSN 695-5203, 4525 or 5004. The commercial number is (804) 279-5203, 4525 or 5004.

| CODE | NAME |
|---|---|
| **CFCs** | **Chemical** |
| R-11 | Trichloroflurometh ane |
| R-12 | Dichlorodifluoromethane |
| R-114 | Dichlorotetrafluroethane |
| R-500 | Azeotropic mixture of CFC-12 and FC-152a (1,1 Difluroethane) |
| R-502 | Azeotropic mixture of CFC-115 and CFC-22 |
| **HCFCs** | **Chemical** |
| R-22 | Chlorodifluoromethane |
| **HALONS** | **Chemical** |
| Halon 1202 | Dibromodiflurometh ane |
| Halon 1211 | Bromochlordiflurometh ane |
| Halon 1301 | Bromotriflurometh ane |
| **SOLVENTS** | **Chemical** |
| Methyl | |
| Chloroform | 1,1,1 Trichloroethane |
| CFC-113 | Trichlorotrifluoroethane |

**Note:** Military service or government agency must contact the ODS Reserve prior to disposing of the ODS items above.

c. For sites located OCONUS there may be additional or revised turn in requirements due to host country environmental waste management laws and regulations. It is best to contact the environmental branch of your closest servicing Disposition Services site prior to turning in any equipment which contains, or previously contained an ODS or Non-ODS refrigerant. You can locate the contact information for your servicing environmentalist at http://www.dla.mil/DispositionServices/Contact/FindLocation.aspx

## 16. SAFES AND RELATED EQUIPMENT AND COMBINATION PADLOCKS

a. Equipment must be empty and unlocked and open.

b. The lock shall be reset to a combination of 50-25-50 by the generating activity and properly tagged or marked by the generating activity before turn in.

c. Combination padlocks shall be reset to 10-20-30 by the generating activity and properly tagged or marked by the generating activity before turn in.

d. Older safes may have asbestos and must be treated as hazardous material. For guidance on disposal of safes containing asbestos, see DODM 4160.21, Volume 4, Enclosure 3 and Volume 3, Enclosure 7.

## 17. TACTICAL WHEELED VEHICLES

a. DD Form 1348-1A is required for every vehicle (Include POC info on the DTID)

b. DEMIL-required vehicles may require certain DEMIL actions prior to turn-in to DLA Disposition Services and in accordance with the DOD Instruction 4160.28-M: DOD DEMIL Program. A DEMIL Certificate may be required in such situations (https://demil.osd.mil/documents/demilcertificate.pdf)

c. Generating activities shall furnish the following information on vehicles in FSG 23, 24, 38, and 39 that have a commercial application:
   I. List and value of any major components that are missing (or have been reclaimed) such as engine, transmission, differential, wheels, axles, or doors, which would impair the use of the vehicle, regardless of the other repairs that are necessary.
   II. One-time cost of repairs (parts and labor), based on a copy of the LTI (Limited Technical Inspection).
      i. A fillable DLA Form 1730 may be found on the DLA Disposition Services website: http://www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP_dla-form1730%5b1%5d.pdf

   III. The vehicle maintenance record.

d. Vehicles turned in to DLA Disposition Services should not contain more than 25 percent fuel in the tank (one-quarter tank).

e. An Inert Certification or MDAS Certification is required for vehicles used in combat, simulated combat training (live fire) or used on a firing range.

f. Vehicles that have not been used in combat, simulated combat training (live fire), or used on a firing range, do not require an Inert or MDAS certification however it is recommended. At minimum, if no MDAS or Inert Certification

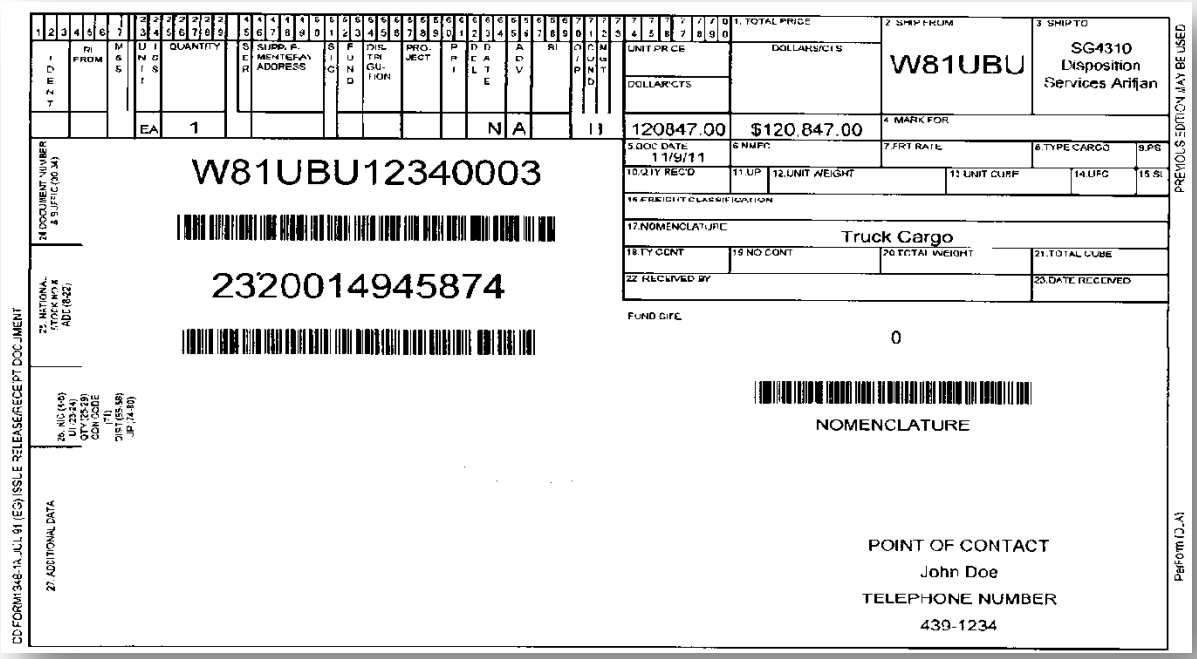
is provided, the turn-in activity must provide the clear text statement on the turn-in document: “Vehicle does not require MDAS or INERT”.

g. Vehicles turned in as battle damaged, true scrap, or that are verified by the DSR as having no reutilization potential require the following:
   I. Drain and Purge statement/certification attesting that ALL fluids have been drained and purged.
   II. Refrigerant Removal certification (for removal of ozone depleting substances (ODS) i.e. Freon in air conditioners if present)
   III. Removal of batteries

h. Vehicles turned into Europe require 21st Theater Sustainment Command signature on the DD Form 1348-1A
   Other requirements may exist in contingency operations:
   I. Human remains certification
   II. Mortuary letter signed by appropriate authority
   III. MDAS Certification for MPPEH for ALL vehicle turn-ins

i. M-Series Vehicles:
   I. Turn in of any vehicle that matches NIINS on the list requires a Radiation Officers certification that the radium dials are removed. See Army Technical Order TG-238 (June-1999), Procedures for removing Radium 226 Gauges from TRUCK/ CARGO VEHICLES or click here for instructions provided on the DLA Disposition Services website.

**Sample DD FORM 1348-1A for Non-DEMIL required Vehicle turn-in:**



## 16. PROPERTY REQUIRING DEMIL ACTION PRIOR TO TURN-IN TO DLA

A DEMIL Certificate (https://demil.osd.mil/documents/demilcertificate.pdf) is required to verify that required DEMIL actions were completed (per DOD 4160.28-M, Volume 3) prior to turn-in to DLA Disp Svcs.

Sample Format of a DEMIL Certificate

| | |
|---|---|
| **Title:** | **Certification of Demilitarization** |
| **Description:** | A certification statement as shown shall be signed and dated by a DoD contracted person or a Government employee who actually performed or witnessed the DEMIL.<br><br>The certificate shall be verified by a technically qualified DoD contracted person or a Government employee who witnessed the DEMIL of the material or inspected the residue. The individual who verifies the DEMIL should generally be at least in the next higher management or technical level to the initial certifying individual and must be a U.S. citizen.<br><br>DLA Disposition Services, in compliance with their responsibilities outlined in the Defense Materiel Disposition Manual (DoD 4160.21-M), will at the time of receipt, place the DEMIL certificate in the applicable source document file for a period of 2 years, except small arms weapons DEMIL certificates. The DEMIL certificates for small arms weapons/receivers, subject to the DoD Small Arms Serialization Program (SASP), will be retained indefinitely in a permanent record file by the responsible DoD Component. |

| | |
|---|---|
| Disposal Turn-In Document: | QTY: |
| National Stock Number or Description: | |

**Certification Statement:**

I CERTIFY THAT THE ITEMS(S) LISTED HEREON HAS/HAVE BEEN DEMILITARIZED IN ACCORDANCE WITH DoD MANUAL 4160.28, VOLUME 3, "DEMILITARIZATION PROCEDURAL GUIDANCE," CATEGORY _____, PARAGRAPH _____ AND/OR THE FOLLOWING APPLICABLE REGULATION:

_____ _____

Signature (Certifier):_____Date_____

Printed Name/Grade/Rank: _____

Title: _____

Phone (COM/DSN/FAX): _____

Address: _____

_____

==========

Signature (Verifier):_____Date_____

Printed Name/Grade/Rank: _____

Title: _____

Phone (COM/DSN/FAX): _____

Address: _____

_____

| | |
|---|---|
| **Reference:** | DoD Manual 4160.28, Volume 3, "Defense Demilitarization: Procedural Guidance," current edition |

## *9.0 HELPFUL WEB LINKS/FILLABLE CERTIFICATION FORMS:*

A. DLA DISPOSITION SERVICES HOME PAGE: www.dla.mil/DispositionServices.aspx

B. DLA DISP SVCS CUSTOMER SUPPORT PAGE: www.dla.mil/CustomerSupport.aspx

C. ACCESS TO ETID: www.dla.mil/DispositionServices/Business/TurnInProperty/etids.aspx

D. EDOCS DOCUMENT RETRIEVAL SYSTEM: https://edocs.documentservices.dla.mil/

E. DOD DEMIL AND TRADE SECURITY CONTROLS HOME PAGE: https://demil.osd.mil/

F. AIRCRAFT CHECKLIST: www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/Forms.aspx

G. DECLASSIFICATION CERTIFICATION: https://demil.osd.mil/documents/Declassification_cert.pdf

H. DEMIL CERTIFICATE: https://demil.osd.mil/documents/demilcertificate.pdf

I. CERTIFICATION OF HARD DRIVE DISPOSITION - DLA FORM 2500: http://www.dla.mil/dss/forms/fillables/DL2500.pdf

J. OZONE DEPLETING SUBSTANCES (ODS)/ REFRIGERANT REMOVAL CERTIFICATION: www.dla.mil/Portals/104/Documents/DispositionServices/Hazardous/DISP_drms2016_150819.pdf

K. MDAS CERTIFICATION FORM FOR MPPEH (MATERIAL POTENTIALLY PRESENTING EXPLOSIVE HAZARD): https://demil.osd.mil/documents/mdas.pdf

L. INERT CERTIFICATION FORM FOR MPPEH (MATERIAL POTENTIALLY PRESENTING EXPLOSIVE HAZARD): https://demil.osd.mil/documents/InertCertificate.pdf

M. RADIOACTIVE PROPERTY CERTIFICATION: https://demil.osd.mil/documents/Radioactive_cert%20a.pdf