



**DLA  
DISPOSITION SERVICES**

# **Turn-In Smartbook**

**2016**

## TABLE OF CONTENTS

1.0	<a href="#">Introduction</a>	3
2.0	<a href="#">Purpose</a>	3
3.0	<a href="#">References</a>	3
4.0	<a href="#">DLA Disposition Services Points of Contact</a>	4
5.0	<a href="#">Turn-In of Excess and Surplus Property (Non-Hazardous) Acceptable/Unacceptable Property</a>	5
6.0	<a href="#">DD FORM 1348-1A Disposal Turn-In Document (DTID):</a>	5
6.1	<a href="#">Demilitarization Codes</a>	7
7.0	<a href="#">Usable Property Turn-In</a>	8
7.1	<a href="#">Critical Federal Stock Groups (FSG's) and Federal Stock Classes (FSCs)</a>	8
7.2	<a href="#">Critical Buzz Word List</a>	10
7.3	<a href="#">Accepted Supply Condition Codes</a>	10
7.4	<a href="#">Hazardous Material/Waste Turn-In</a>	12
7.5	<a href="#">Scrap Turn-In</a>	14
8.0	<a href="#">Turn-in Documentation and Instructions for Property Requiring Special Processing</a>	15
8.1	<a href="#">Qualified Recycling Program (QRP)</a>	15
8.2.	<a href="#">Aircraft</a>	16
8.3	<a href="#">Automatic Data Processing Equipment (Automation Equipment)</a>	17
8.4	<a href="#">Concertina Wire, Barbed Wire And Tape</a>	20
8.5	<a href="#">Decorations, Badges, Medals, Ribbons, Distinctive (Metal) Buttons And Other Insignia</a>	20
8.6	<a href="#">Property With a Demilitarization Code of F</a>	20
8.7	<a href="#">Flight Safety Critical Aircraft Parts (FSCAP)</a>	21
8.8	<a href="#">Food (Other Than Food Waste And Refuse)</a>	21
8.9	<a href="#">F14 Parts/F14 Related Parts</a>	22
8.10	<a href="#">Helicopter Blades And Tail Rotors</a>	22
8.10	<a href="#">MPPEH (Material Potentially Presenting an Explosive Hazard) and MPPEH Residue</a>	22
8.11	<a href="#">Organizational Clothing and Individual Equipment (OCIE)</a>	28
8.12	<a href="#">NBC Clothing</a>	28
8.13	<a href="#">Radiation Emitting Electronic Products</a>	29
8.14	<a href="#">Refrigeration Equipment And Appliances</a>	29
8.15	<a href="#">Safes And Related Equipment And Combination Padlocks</a>	30
8.16	<a href="#">Vehicles</a>	32
8.17	<a href="#">Property Requiring DEMIL Action Prior To Turn-In</a>	40
9.0	<a href="#">Helpful Web Links/Fillable Certification Forms</a>	41

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

#### **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](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdcentral.aspx)

Eastern U.S.:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdeast.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdeast.aspx)

Europe:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdeurope.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdeurope.aspx)

Mid-America:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdmidamerica.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdmidamerica.aspx)

Pacific:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdpacific.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdpacific.aspx)

Western U.S.:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdwest.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdwest.aspx)

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

[DLADispositionServicesAirForceHelp@dla.mil](mailto:DLADispositionServicesAirForceHelp@dla.mil)

[DLADispositionServicesArmyHelp@dla.mil](mailto:DLADispositionServicesArmyHelp@dla.mil)

[DLADispositionServicesNavyHelp@dla.mil](mailto:DLADispositionServicesNavyHelp@dla.mil)

[DLADispositionServicesMarineHelp@dla.mil](mailto:DLADispositionServicesMarineHelp@dla.mil)

[DLADispositionServicesCoastGuardHelp@dla.mil](mailto: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](http://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](http://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](http://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):**

<b>FIELD LEGEND</b>	<b>RECORD POSITION</b>	<b>ENTRY AND INSTRUCTIONS</b>
<b>Document Identifier</b>	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.
<b>Stock Number (NSN)</b>	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.
<b>Unit of Issue</b>	23-24	Enter unit of issue of the stock or part number being turned in.
<b>Quantity</b>	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.
<b>Document Number (Must be unique)</b>	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.
<b>Disposal Authority</b>	64	Enter applicable code from Section 4, this handbook.
<b>Demilitarization</b>	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.
<b>Supply Condition</b>	71	Enter applicable code from Section 4, this handbook.
<b>Unit Price</b>	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](http://www.dtic.mil/whs/directives/corres/pdf/416028m_vol2.pdf)

<b>CODES</b>	<b>EXPLANATION</b>
<b>A</b>	Non-USML/Non-CCLI – No DEMIL or TSC Required. Department of Commerce (DoC) may impose licensing requirements to certain destinations.
<b>B</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.
<b>C</b>	USML Items – DEMIL required. Demilitarize installed key point(s) as DEMIL code “D.”
<b>D</b>	UML Items – DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition.
<b>E</b>	DOD DEMIL Program Office (DDPO) reserves this code for their exclusive-use only. DEMIL instructions shall be furnished by the DDPO.
<b>F</b>	USML Items – DEMIL required. Item managers, equipment specialists, or product specialists shall furnish special DEMIL instructions.
<b>G</b>	U.S. Munitions List (USML) Items – DEMIL required – ammunition and explosives (AE). This code applies to both unclassified and classified AE
<b>P</b>	USML Items – DEMIL required. Security Classified Items.
<b>Q</b>	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](http://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](http://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)**

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

<b>FSG/FS</b>	<b>DESCRIPTION</b>
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 CRITICAL 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
Breach	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	Spyton
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 Embrittlng	

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	<b>Serviceable</b> (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>B</b>	<b>Serviceable</b> (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.
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CODE	TITLE	DEFINITIONS
<b>C</b>	<b>Serviceable</b> (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.
<b>D</b>	<b>Serviceable</b> (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.
<b>E</b>	<b>Unserviceable</b> (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.
<b>F</b>	<b>Unserviceable</b> (Repairable)	Economically repairable material, which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
<b>G</b>	<b>Unserviceable</b> (Incomplete To Issue)	Material requiring additional parts or components to complete the end item prior to issue.
<b>H</b>	<b>Unserviceable</b> (Condemned)	Material which has been determined to be unserviceable and does not meet repair criteria (includes condemned items which are radioactively contaminated).
<b>S</b>	<b>Unserviceable</b> (Scrap)	Material that has no value except for its 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).



**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](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**

1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO	
UNIT PRICE	DOLLARS	CTS	N62473	
DOLLARS CTS		4. MARK FOR		DLA/DSS SAN DIEGO
00	10278	75	/HW	
5. DATE	6. NMIC	7. FRT RATE	8. TYPE CARGO	9. PS
10/28/2012				
10. QTY. RECD	11. U.P.	12. UNIT WEIGHT	13. UNIT CUBE	14. UPC
15. FREIGHT CLASSIFICATION NOMENCLATURE				
17. ITEM NOMENCLATURE <b>Flammable Paint</b>				
18. TV CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE	
22. RECEIVED BY			23. DATE RECEIVED	

  

NAVAC SW  
 CODE 931 / NAVSTA, B-3458 CA6170024289

N624732109411  
 00LSN  
 DEBRIS, PAINT, IGNITABLE SATURATED NON LISTED PAINT ADHESIVE DEBRIS (ABSORBENTS, RAGS, BRUSHES, ETC), DOT 3

Waste Flammable Liquids, NOS (Xylene, methyl ethyl Ketone)  
 EPA codes: D001, D005, D006, D007, D008, D011, D019, D035  
 CLIN: \_\_\_\_\_; CLIN COST: \_\_\_\_\_

Approved by: **CAMPBELL**  
 Date:

THIS IS TO CERTIFY THAT THE ABOVE NAMED MATERIAL IS PROPERLY CLASSIFIED DESCRIBED, PACKAGED, MARKED, AND LABELED AND IS IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF DOT AND EPA





## 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. QUALIFIED RECYCLING PROGRAM (QRP)

- 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:

Quantity: 560  
 Disposal Auth Code: N  
 DEMIL Code: A  
 Supply Cond. Code: S  
 Unit of Issue: A53  
 DTID: MDMP100 6338 0001 XT  
 NSN/LSN: SCRAP STEEL SCRP D5000E11A  
 Nomenclature: SCRAP STEEL-LIGHT METAL  
 QRP Fund Cite: QRP DODAAC MDMP100

NOTE: Block 24 contains the DTID which must be unique for each turn-in and contains the following: DoDAAC, Julian Date, four position serial number, and a suffix if applicable.

## 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.

<b>DLA-DS Aircraft Turn-in Checklist &amp; Certification</b>		
Tail Number: _____ Turn-in Doc # _____		
<b>Aircraft Category (circle one) A B C</b>		
<p>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.</p> <p>References: DoDM-4160.21; DoDI-4160.28; DoDM- 4160.28 Vol 3</p>		
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)		
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:		

## **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](http://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](http://www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP_DL2500P.pdf)

<b>CERTIFICATION OF HARD DRIVE DISPOSITION</b>	
<input type="checkbox"/>	Check if hard drive or similar data storage components have been removed.
<b><i>This certifies this hard drive:</i></b>	
Serial No.	Barcode No.
Make/Model	
<b><i>was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date)</i></b>	
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

1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO	
UNIT PRICE	DOLLARS/CTS		SG4310 Disp Svcs Arifjan	
DOLLARS/CTS	W9046W			
1,500.00	\$1,500.00		4. MARK FOR	
5. DDC DATE	6. NMFC		SG4310	
10/12/2011				
7. FRT RATE	8. TYPE CARGO		9. PS	
10. QTY RECEIVED	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. DFC
				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				
FUND 5015				

  

24. DOCUMENT NUMBER <b>W9046W00561002</b>				
				
<b>702500ADPCPU</b>				
				
25. NATIONAL DATA	26. NATIONAL DATA	27. NATIONAL DATA	28. NATIONAL DATA	29. NATIONAL DATA
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 interim guidance until DoD 4160.21 is revised.

**SIGNATURE** 1234566789 **AND DATE**

**Point of Contact** John Doe  
**TELEPHONE** 555-1254

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-P11-400	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/index.cfm>. 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

**TULSA APPLICATIONS**

- AMC Demil
- Army Loans (ALTS)
- DA Form 2028
- Demil Code F Instr**
- Dormant Stock
- Excess Retrograde
- General Officers Pistol
- GFP
- Gun Card
- MAIR
- MIPR
- NET Team
- Publications (PRS)
- Requisitioning
- Safety First

**EXTERNAL APPLICATIONS**

- CPFR on TACOM-EC
- ILSP

**Department of Defense DEMIL Code "F"**

**DCMS Review and Update Instruction Area**

Search by NIIN or keyword.

VIEW INSTRUCTIONS | RECOMMEND CHANGING INSTRUCTIONS | INSTRUCTION STATISTICS | ADD/EDIT INSTRUCTIONS | RESTRICTED INSTRUCTIONS

SERVICE POINTS OF CONTACT FOR DEMIL F INSTRUCTIONS WHEN THE INSTRUCTIONS ARE NOT FOUND ON THE WEBSITE.

View Instructions: Allows you to search by NIIN or by Keyword. DEMIL code "F" Instructions. The search covers all Military Service.

Recommend Changing Instructions: Allows users to question code "F" instructions posted for a particular NIIN. If you feel the instructions are incomplete, invalid, or simply need clarification, please use this area to provide recommendations or concerns.

Instruction Statistics: Provides a numeric overview of instructions available and not available by Service/Agency and SOS. Through this page, you can view a listing of available and not available instructions. The "Available Instructions" link will take you to the "Available Instructions" page.

Current Supply Information for NIIN: 015356787	
ITEM NAME:	COMPUTER SYSTEM,DIG
FSC:	7810
NIIN:	015356787
PRCA:	SU
DEMIL CODE:	F
CIIC:	J
SOURCE OF SUPPLY:	EGZ
INC:	62746
FUND CODE:	PD
BUDGET CODE:	Y
MAT MGT AGGREG CODE:	BP
PRICE VALIDATION:	E

**Demilitarization Instructions for COMPUTER SYSTEM, DIG**

- This item may be turned in for reutilization. However any memory storage device (internal hard drive, external hard drives) must be removed and destroyed IAW current DOD/computer security requirements. Consult your unit's computer security manager.
- Hard drive will be removed and destroyed by unit.
- DLIS Form 1867 (or other letter certifying hard drive disposal) will be affixed to the equipment to document removal of hard drive. Additionally, all classified labeling will be removed from the computer systems by your organization before turning in for disposal. Computer

\* If there are no instructions for the NIIN you can find the Service Contacts here for assistance.

## **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 an 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>

<b>Title:</b>	<b>Material Documented As Safe (MDAS) Certificate</b>	
<b>Requirements:</b>	<p>The explosives safety status of MPPEH shall be determined by one of two methods:                  (a) 100-percent visual inspection and an independent 100-percent re-inspection by qualified personnel or                  (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.</p>	
DTID:	QTY:	
NSN or Description:		
<b>Certification Statement:</b>		
<p>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.</p> <p>Signature:  _____</p> <p>Date _____</p> <p>Printed Name/Position (Grade/Rank): _____</p> <p>Organization and Address: _____</p> <p>Phone (COM/DSN/FAX)/E-Mail Address: _____</p> <p>=====</p> <p>Signature:  _____</p> <p>Date _____</p> <p>Printed Name/Position (Grade/Rank): _____</p> <p>Organization and Address: _____</p> <p>Phone (COM/DSN/FAX)/E-Mail Address: _____</p> <p>=====</p> <p>Recommend this material be released for: (check all that apply)</p> <p><input type="checkbox"/> Recycling</p> <p><input type="checkbox"/> Unrestricted Use</p> <p><input type="checkbox"/> Disposal</p> <p><input type="checkbox"/> Other</p> <p>(Describe): _____</p>		
<b>Reference:</b>	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>)

<b>Title:</b>	<b>Inert Certificate</b>	
<b>Type of Property includes but is not limited to:</b>	1. Small Arms and Light Weapons (complete weapon) 2. Barrel assembly and upper receiver 3. Ammunition pouches/ outer tactical vests/Individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE) 4. Ammunition magazines and clips 5. Bandoleers and ammunition belts 6. Dummy munitions	
<b>Requirements:</b>	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:		
<b>Certification Statement:</b>		
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: _____ _____		
<b>Reference:</b>	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.

Table with 3 columns: Name, Grade/Rank, Signature. Contains three rows of blank lines for entry.

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

Table with 3 columns: Name, Signature, Grade/Rank. Contains three rows of blank lines for entry.

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](http://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](https://demil.osd.mil/documents/Radioactive_cert%20a.pdf)

<b>Title:</b>	Radioactive Property Certification	
<b>Description:</b>	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.	
<b>DTID:</b>	<b>QTY:</b>	
<b>NSN or Description:</b>		
<b>Certification Statement:</b>		
I CERTIFY THAT THE ITEMS/MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S).		
Signature: _____ Date _____		
Printed Name/Grade/Rank: _____		
Title: _____		
Phone (COMDSN/FAX): _____		
Address: _____ _____		
<b>Reference:</b>	DLAI 4145.8/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105 current edition "Radioactive Commodities in the DoD Supply System" 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/HazardousWasteDisposal.aspx>

**SAMPLE – REFRIGERANT REMOVAL STATEMENT – DRMS FORM 2016**

[http://www.dla.mil/Portals/104/Documents/DispositionServices/Hazardous/DISP\\_drms2016\\_150819.pdf](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 <i>(Required by regulation) (Certified Technician recovering the refrigerant)</i>		
ADDRESS <i>(Required by regulation) (Service Organization or Company)</i>		
CITY <i>(Required by regulation)</i>	STATE	ZIP CODE
DATE REFRIGERANT REMOVED <i>(Required by regulation)</i>		
SIGNATURE OF TECHNICIAN <i>(Required by regulation)</i>		
GENERATOR/DRMO <i>(Add information to match the certificate to the equipment to demonstrate compliance during regulatory inspections)</i>		
ITEM DESCRIPTION or NOUN NAME/SERIAL NO.		
TURN-IN DOCUMENT NO. (DTID)		
DRMS FORM 2016, MAR 2003 (EF) <b>NOTE: Retain copy of certificate for 3 years with the DTID from date of receipt.</b>		

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

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT 24. DOCUMENT NUMBER & SUPPL (34-4) 25. NATIONAL STOCK & ADD (4-2) 26. REC (4) CITY (24-3) COM CODE (7) DST (05-48) LP (7-44)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1. TOTAL PRICE</td> <td style="width: 10%;">2. SHIP FROM</td> <td style="width: 10%;">3. SHIP TO</td> </tr> <tr> <td>UNIT PRICE DOLLARS CTS</td> <td>W91K02</td> <td>SG4430</td> </tr> <tr> <td>3762 00</td> <td>3762 00</td> <td>4. MARK FOR</td> </tr> <tr> <td>5. DOC DATE</td> <td>6. NMPC</td> <td>7. FRT RATE</td> </tr> <tr> <td>19. QTY. REC'D</td> <td>11. LP</td> <td>12. UNIT WEIGHT</td> </tr> <tr> <td>13. UNIT CUBE</td> <td>14. UFC</td> <td>15. SL</td> </tr> <tr> <td colspan="3">16. FREIGHT CLASSIFICATION NOMENCLATURE</td> </tr> <tr> <td colspan="3">17. ITEM NOMENCLATURE AIR CONDITIONER</td> </tr> <tr> <td>18. TY CONT</td> <td>19. NO CONT</td> <td>20. TOTAL WEIGHT</td> </tr> <tr> <td colspan="2">22. RECEIVED BY</td> <td>23. DATE RECEIVED</td> </tr> </table>	1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO	UNIT PRICE DOLLARS CTS	W91K02	SG4430	3762 00	3762 00	4. MARK FOR	5. DOC DATE	6. NMPC	7. FRT RATE	19. QTY. REC'D	11. LP	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	22. RECEIVED BY		23. DATE RECEIVED	27. ADDITIONAL DATA REFRIGERANT REMOVED - EMPTY "Properly completed REFRIGERANT REMOVAL CERTIFICATION IS ATTACHED." Signature _____ Date _____ Printed Name _____
1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO																														
UNIT PRICE DOLLARS CTS	W91K02	SG4430																														
3762 00	3762 00	4. MARK FOR																														
5. DOC DATE	6. NMPC	7. FRT RATE																														
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17. ITEM NOMENCLATURE AIR CONDITIONER																																
18. TY CONT	19. NO CONT	20. TOTAL WEIGHT																														
22. RECEIVED BY		23. DATE RECEIVED																														

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
<b>CFCs</b>	
	<b>Chemical</b>
R-11	Trichlorofluoromethane
R-12	Dichlorodifluoromethane
R-114	Dichlorotetrafluoroethane
R-500	Azeotropic mixture of CFC-12 and FC-152a (1,1 Difluoroethane)
R-502	Azeotropic mixture of CFC-115 and CFC-22
<b>HCFCs</b>	
	<b>Chemical</b>
R-22	Chlorodifluoromethane
<b>HALONS</b>	
	<b>Chemical</b>
Halon 1202	Dibromodifluoromethane
Halon 1211	Bromochlorodifluoromethane
Halon 1301	Bromotrifluoromethane
<b>SOLVENTS</b>	
	<b>Chemical</b>
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. 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 \(https://demil.osd.mil/documents/demilcertificate.pdf\)](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 (Demil A and Q6 vehicles only):
  - 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 for Demil A and Q6).
    - i. Military Service LTI Forms (see following pages for examples)
      1. [Army Forms 2404](#) or 5988-E
      2. [Air Force AFTO 91](#)
      3. [Navy Motor Transportation \(4730\) NAVMC 10284](#)
      4. [DLA Form 1730](#)
  - III. The vehicle maintenance record.

Sample Army 2404 (<http://armypubs.army.mil/eforms/pdf/A2404.PDF>)

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET							
1. ORGANIZATION				2. NOMENCLATURE AND MODEL			
3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION	
7. APPLICABLE REFERENCE							
TM NUMBER		TM DATE		TM NUMBER		TM DATE	
COLUMN a - Enter TM item number.		COLUMN b - Enter the applicable condition status symbol.		COLUMN c - Enter deficiencies and shortcomings.		COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c.	
COLUMN e - Individual ascertaining completed corrective action initial in this column.		COLUMN e - Individual ascertaining completed corrective action initial in this column.		COLUMN e - Individual ascertaining completed corrective action initial in this column.		COLUMN e - Individual ascertaining completed corrective action initial in this column.	
STATUS SYMBOLS							
"X" - Indicates a deficiency in the equipment that places it in an inoperable status.				DIAGONAL "/" - Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.			
CIRCLED "X" - Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.				LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL - Indicates that a completely satisfactory condition exists.			
HORIZONTAL DASH "-" - Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.				FOR AIRCRAFT - Status symbols will be recorded in red.			
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON							
8a. SIGNATURE (Person(s) performing inspection)		8b. TIME		9a. SIGNATURE (Maintenance Supervisor)		9b. TIME	
10. MANHOURS REQUIRED							
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS	CORRECTIVE ACTION	INITIAL WHEN CORRECTED			

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET							
1. ORGANIZATION				2. NOMENCLATURE AND MODEL			
3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION	
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TM NUMBER		TM DATE		TM NUMBER		TM DATE	
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8a. SIGNATURE (Person(s) performing inspection)		8b. TIME		9a. SIGNATURE (Maintenance Supervisor)		9b. TIME	
10. MANHOURS REQUIRED							
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS	CORRECTIVE ACTION	INITIAL WHEN CORRECTED			
		CTIS Box inop	01-375-1483 \$1,455.98 .5				
		Cub passenger side fire					
		extinguisher bracket broken	01-445-7813 \$14.72 .3				
		P/S window handle					
		broken	01-376-4001 \$16.49 .2				
		Canvas broken	01-460-2337 \$559.04 .6				
		Inspection	1.0 hrs.				



Sample Air Force AFTO91 (<http://www.e-publishing.af.mil/>)

LIMITED TECHNICAL INSPECTION - MOTOR VEHICLE											1. MANAGEMENT CODE						
<i>(Bold type entries indicate major assemblies)</i>																	
2. NSN				3. VEHICLE REGISTRATION NO.				4. MILEAGE/KILOMETER/HOURS									
5. NOMENCLATURE						6. MANUFACTURER											
7. MODEL			8. SERIAL NUMBER			9. ACCEPTANCE DATE		10. STANDARD PRICE		11. REPLACEMENT CODE							
12. TYPE INSPECTION			<input type="checkbox"/> ACCEPTANCE <input type="checkbox"/> DISPOSITION			<input type="checkbox"/> ONE TIME REPAIR <input type="checkbox"/> DEPOT REBUILD			<input type="checkbox"/> RECEIVING <input type="checkbox"/> SHIPPING								
ITEM	ON		NO. MAN-HOURS LABOR	COST OF PART	REMARKS (Indicate item(s) requiring service. If part is replaced because original is missing, show as: Alternator (missing))	ITEM	ON		NO. MAN-HOURS LABOR	COST OF PART	REMARKS (Indicate item(s) requiring service. If part is replaced because original is missing, show as: Alternator (missing))						
	REBUILD	REPAIR					REBUILD	REPAIR									
13. FRAME	<input type="checkbox"/>	<input type="checkbox"/>				39. TRANSFER CASE (s)	<input type="checkbox"/>	<input type="checkbox"/>									
14. BODY	<input type="checkbox"/>	<input type="checkbox"/>				40. POWER TAKE-OFF	<input type="checkbox"/>	<input type="checkbox"/>									
15. GLASS	<input type="checkbox"/>	<input type="checkbox"/>				41. STEERING MANUAL/POWER	<input type="checkbox"/>	<input type="checkbox"/>									
16. PAINT	<input type="checkbox"/>	<input type="checkbox"/>				42. SUSPENSION SPRINGS/SHOCKS	<input type="checkbox"/>	<input type="checkbox"/>									
17. UPHOLSTERY	<input type="checkbox"/>	<input type="checkbox"/>				43. DRIVE LINE U-JOINT	<input type="checkbox"/>	<input type="checkbox"/>									
18. WIPER MOTOR ARMS, BLADES	<input type="checkbox"/>	<input type="checkbox"/>				44. AXLES AND HOUSING ASSY	<input type="checkbox"/>	<input type="checkbox"/>									
19. MIRRORS, HORN	<input type="checkbox"/>	<input type="checkbox"/>				45. DIFFERENTIAL(S) FINAL DRIVE (s)	<input type="checkbox"/>	<input type="checkbox"/>									
20. LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>				46. TIRES, RIMS, TRACKS	<input type="checkbox"/>	<input type="checkbox"/>									
21. SIREN BEACON RAY, FLOOD	<input type="checkbox"/>	<input type="checkbox"/>				47. BODIES, TRADIONS TORQUE ARMS	<input type="checkbox"/>	<input type="checkbox"/>									
22. GAGES, INDICATORS	<input type="checkbox"/>	<input type="checkbox"/>				48. SPROCKETS, ROLLERS, IDLERS	<input type="checkbox"/>	<input type="checkbox"/>									
23. ENGINE	<input type="checkbox"/>	<input type="checkbox"/>				49. AUX ENGINE	<input type="checkbox"/>	<input type="checkbox"/>									
COMPRESSION TEST						COMPRESSION TEST											
CYLINDERS	1	2	3	4	5	6	7	8	CYLINDERS	1	2	3	4	5	6	7	8
DRY									DRY								
WET									WET								
24. SPEEDOMETER, TACHOMETER, HOURMETER	<input type="checkbox"/>	<input type="checkbox"/>							50. FIFTH WHEEL	<input type="checkbox"/>	<input type="checkbox"/>						
25. REAR, AIR COND	<input type="checkbox"/>	<input type="checkbox"/>							51. HYDRAULIC SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>						
26. BATTERY	<input type="checkbox"/>	<input type="checkbox"/>							52. HYDRAULIC CONTROLS	<input type="checkbox"/>	<input type="checkbox"/>						
27. CHARGING SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>							53. TANK AND PIPING	<input type="checkbox"/>	<input type="checkbox"/>						
28. STARTING SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>							54. LIQUID PUMP	<input type="checkbox"/>	<input type="checkbox"/>						
29. IGNITION SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>							55. HOSE REELS, HOSE NOZZLES	<input type="checkbox"/>	<input type="checkbox"/>						
30. FUEL SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>							56. AUX GENERATOR	<input type="checkbox"/>	<input type="checkbox"/>						
31. COOLING SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>							57. BOOM ASSY, SHEAVES, CABLES	<input type="checkbox"/>	<input type="checkbox"/>						
32. EXHAUST SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>							58. SAFETY LIMIT DEVICES	<input type="checkbox"/>	<input type="checkbox"/>						
33. EXHAUST EMISSION HOSES	<input type="checkbox"/>	<input type="checkbox"/>							59. LANDING GEAR ASSY	<input type="checkbox"/>	<input type="checkbox"/>						
34. SERVICE BRAKES	<input type="checkbox"/>	<input type="checkbox"/>							60.	<input type="checkbox"/>	<input type="checkbox"/>						
35. PARAVIEWING BRAKES	<input type="checkbox"/>	<input type="checkbox"/>							61.	<input type="checkbox"/>	<input type="checkbox"/>						
36. CLUTCH	<input type="checkbox"/>	<input type="checkbox"/>							62.	<input type="checkbox"/>	<input type="checkbox"/>						
37. TRANSMISSION	<input type="checkbox"/>	<input type="checkbox"/>							63.	<input type="checkbox"/>	<input type="checkbox"/>						
38. SUBTOTAL	<input type="checkbox"/>	<input type="checkbox"/>							64. SUBTOTAL	<input type="checkbox"/>	<input type="checkbox"/>						

AFTO FORM 91, 19960201 (IMT-V1)

PREVIOUS EDITION WILL BE USED

Sample Navy NAVMC 1028 ([Navy Motor Transportation \(4730\) NAVMC 10284](#))

<b>LIMITED TECHNICAL INSPECTION - MOTOR TRANSPORTATION (4730)</b>														<a href="#">Print Form</a>			
<b>NAVMC 10284 (REV. 4-95) (EF)</b>																	
(PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED)																	
TYPE OF VEHICLE				UNIT ASSIGNED						SIZE		DRIVE					
MANUFACTURER				MODEL		CHASSIS SERIAL NO.		YEAR OF MANUFACTURE		REGISTRATION NO.							
CONDITION CODE												MILEAGE					
	A	B	C	D	E	F	G	H	W	Y	Z	2					
GROUP	PART	SATISFACTORY	REPAIR	REPLACE	MISSING	COST	GROUP	PART	SATISFACTORY	REPAIR	REPLACE	MISSING	COST	MI/TI TO BE APPLIED			
01	ENGINE						13	TIRES						OTHER SHORTAGES			
02	CLUTCH						13	TRACKS									
03	CARBURETOR						13	WHEELS									
03	FUEL PUMP						14	STEERING GEAR									
03	FUEL TANK						14	HYDRAULIC SYSTEM									
03	DIESEL/MULTIFUEL						15	FRAME									
	INJECTORS						15	TOWING CONNECTION							MAJOR DAMAGE OBVIOUSLY DUE TO OTHER THAN FAIR WEAR AND TEAR		
	WATER PUMP						16	SHOCK ABSORBERS									
	TURBO CHARGER						16	SPRINGS									
	COLD START SYSTEM						17	FENDERS									
04	EXHAUST SYSTEM						17	HOOD						LETTER OF INVESTIGATION REFERENCE:			
05	COOLING SYSTEM						18	BODY									
06	BATTERY						18	CAB									
06	DISTRIBUTOR						18	FLOOR									
06	ALTERNATOR						18	GLASS								LETTER OF UNSERVICEABLE PROPERTY REFERENCE:	
06	LIGHTS						18	INTERIOR TRIM									
06	STARTER						18	SEAT & UPHOLSTER									
06	REGULATOR						20	WINCH									
06	WIRING						21	FRONT GUARD									
07	TRANSMISSION						21	BUMPERS									
08	TRANSFER						22	VEHICLE ACCESSORIES									
09	DRIVE SHAFT						22	CANVAS									
10	FRONT AXLE						22	INSTRUMENTS									
11	INTERMEDIATE AXLE						27	ARMAMENT						TOTAL COST OF THESE REPAIRS \$			
11	REAR AXLE						28	PAINT									
12	PARKING BRAKE						29	FIFTH WHEEL									
12	SERVICE BRAKE SYSTEM						30	DUMP HOIST							INDIVIDUAL REPAIR EXPENDITURE LIMIT \$		
12	AIR SYSTEM						31	WRECKER BOOM									
<b>REMARKS</b>																	
DATE							MECHANIC SIGNATURE										
ACTIVITY							DATE			SIGNATURE OF MAINTENANCE OFFICER							
<a href="#">Reset Form</a>																Adobe Designer 8.0	

**DLA Form 1730**

([http://www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP\\_dla-form1730%5b1%5d.pdf](http://www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP_dla-form1730%5b1%5d.pdf))

VEHICLE TECHNICAL INSPECTION										CONDITION CODE			
NOMENCLATURE						REGISTRATION NO.		DATE OF DELIVERY					
MANUFACTURER				MODEL		SERIAL NO.		AGE		MILEAGE/HOURS CUM.			
ITEM	DIAGNOSIS	SATISFACTORY	REPAIR	REPLACE	MAN-HOURS LABOR	COST OF PARTS	ITEM	DIAGNOSIS	SATISFACTORY	REPAIR	REPLACE	MAN-HOURS LABOR	COST OF PARTS
FRAME AND BRACKETS							RADIATOR						
BUMPERS							THERMOSTAT AND HOSES						
TOWING CONNECTIONS							WATER PUMP AND FAN						
FIFTH WHEEL							DRIVE BELTS						
BRUSH GUARD AND GRILLE							AIR COMPRESSOR						
HOOD AND FENDERS							AIR GOVERNOR						
BODY							AIR TANKS AND LINES						
CANVAS							GENERATOR OR ALTERNATOR						
PAINT							REGULATOR						
CAB AND DOORS							RECTIFIER						
WINDSHIELD AND WINDOWS							BATTERY						
WIPER MOTOR AND BLADES							STARTER AND SOLENOID						
HORN AND MIRROR							DISTRIBUTOR AND POINTS						
HEATER							IGNITION COIL						
SPEEDOMETER & TACHOMETER							SPARK PLUGS AND CABLES						
AMMETER OR VOLTMETER							HEADLIGHTS						
GAUGES AND SENDING UNITS							TAILLIGHTS						
SEATS AND UPHOLSTERY							CLEARANCE AND MARKER LIGHTS						
FLOOR							SWITCHES						
INTERIOR TRIM							WIRING AND CONNECTORS						
ENGINE OR DRIVE MOTOR							CARBURETOR AND GOVERNOR						
CYL HEAD AND BLOCK							AIR CLEANER						
VALVES AND PISTON RINGS							FUEL PUMP AND FILTER						
INT AND EXH MANIFOLDS							FUEL TANK AND LINES						
OIL PAN							MUFFLER						
OIL PUMP AND LINES							EXHAUST AND TAILPIPES						
OIL FILTER AND ELEMENT							CLUTCH						
<b>SUBTOTALS</b>							<b>SUBTOTALS</b>						

DLA FORM 1730, NOV 2004 (EG)

EDITION OF MAY 83 MAY BE USED UNTIL EXHAUSTED

- 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.



**18. PROPERTY REQUIRING DEMIL ACTION PRIOR TO TURN-IN TO DLA**

A [DEMIL Certificate \(https://demil.osd.mil/documents/demilcertificate.pdf\)](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.

<b>Title:</b>	<b>Certification of Demilitarization</b>	
<b>Description:</b>	<p>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.</p> <p>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.</p> <p>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.</p>	
Disposal Turn-In Document:	QTY:	
National Stock Number or Description:		
<b>Certification Statement:</b>		
<p>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:</p> <p>_____</p>		
=====		
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: _____		
_____		
<b>Reference:</b>	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](http://www.dla.mil/DispositionServices.aspx)
- B. DLA DISP SVCS CUSTOMER SUPPORT PAGE:  
[www.dla.mil/CustomerSupport.aspx](http://www.dla.mil/CustomerSupport.aspx)
- C. ACCESS TO ETID:  
[www.dla.mil/DispositionServices/Business/TurnInProperty/etids.aspx](http://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:  
[http://www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP\\_ACTurnInChecklist160310.pdf](http://www.dla.mil/Portals/104/Documents/DispositionServices/Receiving/Usable/DISP_ACTurnInChecklist160310.pdf)
- G. DECLASSIFICATION CERTIFICATION:  
[https://demil.osd.mil/documents/Declassification\\_cert.pdf](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/fillable/DL2500.pdf>
- J. OZONE DEPLETING SUBSTANCES (ODS)/ REFRIGERANT REMOVAL CERTIFICATION:  
[www.dla.mil/Portals/104/Documents/DispositionServices/Hazardous/DISP\\_drm\\_s2016\\_150819.pdf](http://www.dla.mil/Portals/104/Documents/DispositionServices/Hazardous/DISP_drm_s2016_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](https://demil.osd.mil/documents/Radioactive_cert%20a.pdf)