DOD Property Disposal

References: Refer to Enclosure 1.

1. PURPOSE. This instruction establishes the policy and procedures that apply to the disposition of excess, surplus, and foreign excess personal property (FEPP) worldwide. Assets are matched against the requirements of military services, federal agencies, state agencies, and nonprofit organizations, and transferred as needed. When material cannot be reused, transferred or donated to eligible recipients, it is sold to the general public.

2. APPLICABILITY. This DLA Instruction applies to HQ DLA and DLA PLFAs.

3. POLICY.
   a. It is DLA policy to ensure full accountability over all disposal processes, resources, and operations utilized in the redistribution and disposal of defense equipment and supplies that are no longer needed by the original user. The execution of these processes will be conducted in a manner that creates an audit trail, without additional unnecessary costs.
   b. It is DLA policy to focus on innovative and effective ways to maximize the return to the taxpayer for every dollar spent supporting the American war-fighter.

4. RESPONSIBILITIES.
   a. The Defense Materiel Disposition Program administered by J-3312, implements the requirements of the Federal Property and Administration Services Act of 1949, which assigned responsibility for the supervision and direction over the disposition of excess and surplus property to the Administrator of General Services. The Act requires each Executive Agent having Foreign Excess Personal Property to be responsible for disposal of that property.
   b. Under the Act, the Secretary of Defense has responsibility for internal screening, redistribution of DOD property amongst the military services and defense agencies, and for reporting such property as excess to the General Services Administration (GSA).
   c. The Administrator of General Services has delegated to the Secretary of Defense,
responsibility for the sale and final disposition of DOD surplus personal property, which as
determined by the Administrator, does not require transfer as excess to other Federal agencies, or
donation as surplus to authorized donees.

d. The Secretary of Defense has assigned to the Director, Defense Logistics Agency (DLA),
responsibility for the administration of the Defense Materiel Disposition Program, to include the
DOD Precious Metals Recovery Program, the Defense Demilitarization Program, and specific
responsibilities for the Environmentally Regulated and Hazardous Property Program.

5. PROCEDURES.

a. Receive excess and surplus property for disposal in accordance with policy coordinated
with the Military Services and documented in DOD 4160.21-M, Defense Materiel Disposition
Manual.

b. Manage and/or support the Reutilization Program in a manner that encourages DOD
components to requisition excess property for reuse, which helps the military services reduce
procurement costs and eliminate unnecessary repairs.

c. Foreign Military Sales (FMS) foster international relationships, assists allies in the
sharing of technology and standardization of logistics systems, and supports universal use.

d. The Law Enforcement Support Office (LESO) administers Section 2576A of the National
Defense Authorization Act, which authorizes the Secretary of Defense to transfer excess DOD
personal property suitable for use in the execution of law enforcement missions, including
counter-drug and counter terrorism, to eligible Law Enforcement Activities (LEAs). The
mission is carried out in consultation with the Office of the U.S. Attorney General and the DOD

e. Support the Transfer and Donation Program by encouraging free transfer of excess DOD
property to federal agencies, donation of excess property to authorized nonprofit recipients
identified under the State Agencies for Surplus Property Program, and by managing the DOD
Computers for Learning Program.

f. Manage and/or support the DOD Surplus Property Sales Program for usable property and
scrap, and return the sales proceeds to the Government. Ensure surplus property is sold to the
public, through international, national, and regional sale. Ensure that commercial venture
partners, receive maximum net return, and that all sales transactions have appropriate clauses and
comply with existing laws and regulations.

g. Manage and/or support the Hazardous Material Logistics Services (HMLS) Program for
DOD activities in a manner that maximizes the use of each item, and minimizes environmental
risks and costs. The HMLS Program consists of the following Regulated Programs:

1. Manage and/or support the Hazardous Material Logistics Services (HMLS) Program
for DOD activities in a manner that maximizes the use of each item, and minimizes
environmental risks and costs. The HMLS Program consists of the following Regulated Programs.

(2) Hazardous Property Disposal Program (HPDP) for worldwide disposition of hazardous materials and hazardous waste.

(3) Hazardous Technical Information Services (HTIS) Program provides DOD personnel with responses to questions on safety, health, transportation, storage, handling, regulation, disposal, and environmental considerations for hazardous materials and hazardous waste (HM/HW).

(4) Hazardous Materials Information Resource System (HMIRS) serves as an electronic repository for Material Safety Data Sheets (MSDS) and “value added” logistical data for hazardous material procured and used by Federal workers.

(5) Hazardous Material Minimization Teams (HMMT) review and revise standardization and procurement documents to minimize the use of hazardous materials, and to promote resource conservation.

(6) DOD Ozone-Depleting Substances (ODS) Reserve maintains a stock of halons, refrigerants, and solvents whose production has been phased out to prevent damage to the Earth’s stratospheric ozone layer.

h. Manage and/or support the DEMIL and Trade Security Control Program and the disposition of potential explosive hazards, to ensure that surplus property with inherent military characteristics undergoes demilitarization (for offensive and defensive weapons and associated material), rendering the property useless for its intended purpose prior to release from Government control. These programs include Munitions List Items (MLIs) and Commerce Control List Items (CCLIs).

i. Conserve resources and the environment through the DOD Precious Metals Recovery Program, DOD Resource Recovery and Recycling Program, and through de-manufacturing.

(1) The DOD Precious Metals Recovery Program significantly reduces the need for the DOD to purchase metals such as gold, silver, and platinum family metals, by recycling excess and surplus scrap containing precious metals, when economical. This is an important part of keeping the cost of high technology down.

(2) The DOD Resource Recovery and Recycling Program reduces waste by selling qualifying scrap materials, and returning the proceeds to the installation’s Qualified Recycling Program to be used for pollution prevention programs, and to support programs that enhance the morale and welfare of military personnel.

(3) The De-manufacturing Program reduces disposal costs, ensures proper disposal of hazardous materials, and supports recycling, by breaking down electronic equipment into metallic and non-metallic parts, and by removing hazardous components found in the equipment, ensuring proper disposal of only hazardous component(s).
6. **EFFECTIVE DATE.** November 14, 2003

ENCLOSURE(S)
Enclosure 1

References

1. Federal Property Management Regulations (41 CFR)
2. Federal Management Regulation (41 CFR)
3. DOD Materiel Management Regulation (DOD 4140.1-R)
5. Defense Materiel Demilitarization Manual (DOD 4160.21-M-1)
Enclosure 2
Additional Information

DLA J-3312’s role in the disposal process is to develop and implement policy, to include:

- Act as the DOD Integrated Program Manager and Lead Agent for Defense Disposition Management Program Chair of DOD Disposal Policy Working Group (DPWG).
- Provide DOD leadership for the maintenance of Defense Materiel Disposition Manual (DOD 4160.21-M).
- Develop and maintain DOD disposal policy guidance.
- Provide advice and guidance to numerous DOD, Federal, and state agencies on property disposition management matters.
- Provide technical advice and guidance, administer the property disposition management program, and develop plans, policies and procedures for DOD components.
- Establish, coordinate, and approve policy, system concepts and requirements, resource management, program guidance, budgeting and funding support, training and career development, management review and analysis, internal control measures, and schedule crime prevention surveys pertaining to the Defense Disposition Management Program.
- Maintain the DOD 4160.21-M to ensure it reflects current policy guidance, as prescribed by the Deputy Under Secretary of Defense (Logistics and Materiel Readiness) (DUSD[L&M]), or other organizational elements of the Office of the Secretary of Defense. To accomplish this objective, the DPWG was established. DLA J-3312 is responsible for chairing DPWG meetings to ensure the Defense Materiel Disposition Manual (DOD 4160.21-M) is maintained in a current status. Changes are coordinated by the DPWG Chair with each Military Service, DLA, DUSD (L&M), the United States Coast Guard (USCG) and the General Services Administration (GSA). DRMS is a non-voting member of the DPWG.
- Ensure maximum compatibility between DLA, DRMS, and DOD systems, e.g., documentation, procedures, codes, and formats used in materiel disposition systems and the military services supply systems.
- Provide support at the Headquarters level for DRMS programs, initiatives, budgeting, funding, account, Project Objective Memorandum (POM), allocation, and resources.
- Coordinate property disposal training courses.
- Conduct Business Cases Analysis reviews.
The role of J-3312, is to ensure the effective and efficient performance of the agency’s disposition management mission, through the development and deployment of agency plans, programs, policies, processes and infrastructure; and by ensuring consistent and high quality disposition and disposal management services are provided to customers, through implementing guidance; resource allocation; monitoring of DLA/DRMS goals; data collection; performance analysis; and performance improvement.

J-3312’s Disposal Mission is to serve as the principal advisor to the Director, DLA in the implementation, development and deployment of Agency and DOD policies and processes for DOD property disposition program management, including, but not limited to, those specified in the Federal Property and Administration Services Act of 1949.

J-3312’s Disposal Mission is to develop, evaluate, issue, and ensure implementation of policies, procedures, and processes used for DOD disposal of excess and surplus personal property. J-3312 will direct policy and program development by providing technical guidance to DRMS.

DRMS Disposal Mission is to provide the Department of Defense with services to manage the worldwide disposition and disposal of material no longer needed by the military services for national defense; comply with legislative and regulatory requirements; protect the public good from dangerous defense items; and pursue maximum value for tax dollars. This includes responsibility for property reuse and sales, hazardous property disposal, demilitarization, precious metals recovery, and recycling program support.