



DLA
Disposition
Services



TURN IN
SMARTBOOK

FOREWARD

Defense Logistics Agency (DLA) Disposition Services is the Department of Defense (DoD) major subordinate command responsible for the disposal of excess property, hazardous waste, scrap material, and Demilitarization (DEMIL) required property generated by DoD activities.

This handbook has been developed to be utilized as a desktop disposal reference for our customers as they turn-in excess DoD property, and items that require instructions for special handling. Information provided in this handbook also provides our customers with helpful information regarding DEMIL property, assistance with filling out necessary forms and documents, and contact information for resolving potential issues.

DLA Disposition Services is committed to providing helpful, relevant training to our customers. This handbook is one of the several products we have specifically designed to meet and fulfill our customer's needs. For more information and other resources, please visit our online application, the Digital DSR (www.dla.mil/ddsr).

This handbook is maintained and reviewed by DLA Disposition Services Operations Receipt Branch. Disposal Services Directors and field supervisors will provide any changes and updated information in writing.

Arthur M. Welsh
Director, Operations
DLA Disposition Services

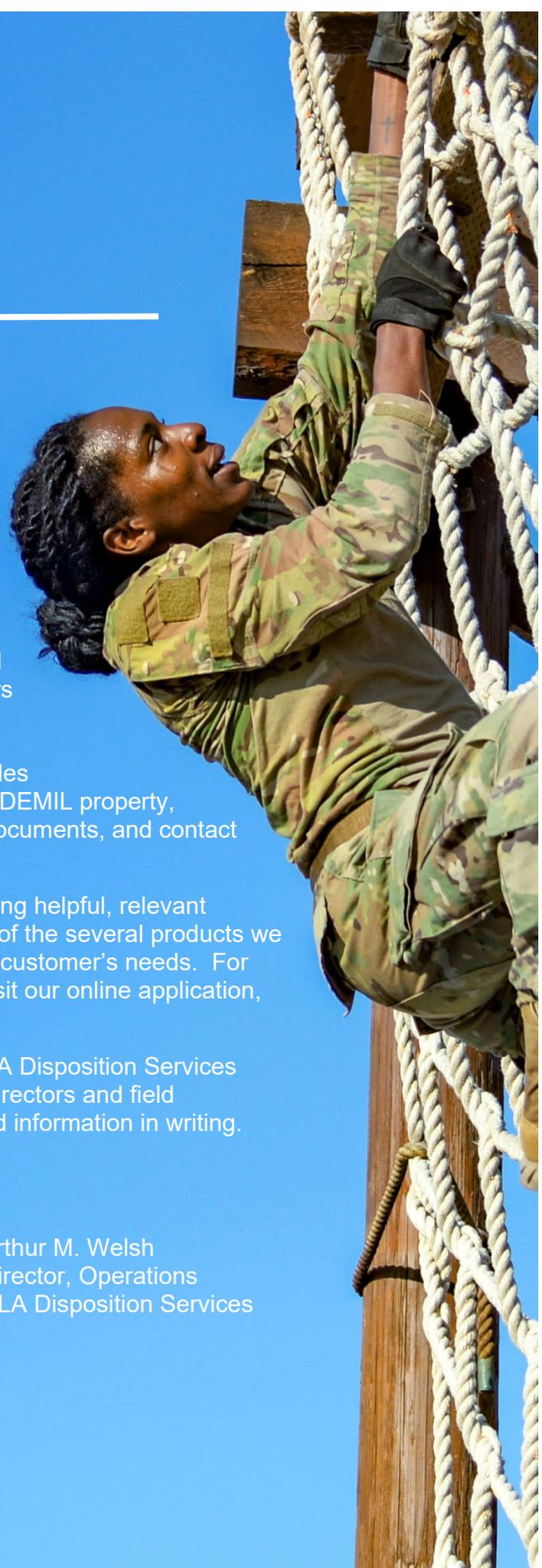


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1. INTRODUCTION:

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.

2. PURPOSE:

The Turn-in Documentation Smartbook is designed to help customers understand and incorporate documentation requirements for common item disposals and turn-in at DLA Disposition Services locations.

This handbook is produced by DLA Disposition Services Receipt Branch, which is the primary office responsible for the management and consolidation of the material presented here for customers. For additional information including points of contact information, please visit our website at www.dla.mil/ddsr.

3. REFERENCES:

<http://www.esd.whs.mil/Directives/issuances/dodm/>

Issuance Number	Title and URL
4160.21-M Vol.1	Defense Materiel Disposition Manual Volume 1 https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol1.pdf
4160.21-M Vol.2	Defense Materiel Disposition Manual Volume 2 https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021m_vol2.PDF?ver=2019-09-30-130020-577
4160.21-M Vol.3	Defense Materiel Disposition Manual Volume 3 https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol3.pdf
4160.21-M Vol.4	Defense Materiel Disposition Manual Volume 4 https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol4.pdf
4160.28-M, Vol. 1	Defense Demilitarization: Program Administration https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028v1_dodm_2017.pdf
4160.28-M, Vol. 2	Defense Demilitarization: Demilitarization Coding https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028v2.PDF?ver=2019-08-09-091048-130
4160.28-M, Vol. 3	Defense Demilitarization: Procedural Guidance https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028m_vol3.pdf
DLM 4000.25-1	Military Standard Requisitioning and Issue Procedures (MILSTRIP) www2.dla.mil/j-6/dlmso/elibrary/Manuals/DLM/MILSTRIP/MILSTRIP.pdf

4. DLA DISPOSITION SERVICES POINTS OF CONTACT (POC):

- 4.1. 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 N Washington Ave
Battle Creek, MI 49037-3092**

**For assistance please contact:
Toll Free: 1-877-DLA-CALL
Or visit: www.dla.mil/ddsr/**

- 4.2. DLA Disposition Services Sites are located worldwide. To locate your servicing DLA Disposition Services Site please visit:
<http://www.dla.mil/dispositionservices/contact/findlocation/>

- 4.3. For Military Service-specific issues, please contact:
DLADispositionServicesAirForceHelp@dlamail.mil
DLADispositionServicesArmyHelp@dlamail.mil
DLADispositionServicesNavyHelp@dlamail.mil
DLADispositionServicesMarineHelp@dlamail.mil
DLADispositionServicesCoastGuardHelp@dlamail.mil

For assistance with turning-in property to your servicing DLA Disposition Services Site, see information below in 5.1. Or visit the DLA Disposition Services Home Page at <http://www.dla.mil/DispositionServices/>

Space Force is currently utilizing the Air Force email help address.

5. TURN-IN OF EXCESS AND SURPLUS PROPERTY (NON-HAZARDOUS) :

5.1. Acceptable/Unacceptable Property:

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:

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

- i. Live Animals
- ii. Material Potentially Presenting an Explosive Hazard (MPPEH, formerly AEDA) residue (includes incendiary products)
- iii. Drugs, biological and controlled substances
- iv. Nitrate base film
- v. Used psych diagnostic test sets
- vi. Compressed gas cylinders (unless rendered to scrap)
- vii. Fire suppression systems (FSS)
- viii. Storage and Handling of liquefied and gaseous compressed gasses and their full and empty cylinder
 - a. Per DLA Instruction 4145.25/AR 700 68/NAVSUPINST 4440.128D/MCO10330.2D/Air Force Joint Manual 23-227(I) (Reference (ag)) -Personnel who handle, store, and/or use cylinders of compressed gases must be trained to properly recognize and identify the characteristics of the various gas products and the proper methods of safely handling full and empty cylinders. Such persons must also be capable of recognizing and evaluating conditions that may require a change in the serviceability status of the cylinders or their contents. Under normal use and handling, the condition of the gas contents will not change. The following safe handling rules and general guidelines are provided as the more essential requirements to be practiced by personnel using and handling compressed gas cylinders. All cylinders being filled, in service, or in transit shall be secured at the fill or work station, on the hand truck, on the servicing cart or trailer, or on the transport container or vehicle.

5.1.2. Acceptance of physical custody of **hazardous property** shall be determined based upon the guidelines in DoD 4160.21-M, Volume 1: Environmentally Regulated and Hazardous Property.

5.1.3. 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:

- i. Radioactive material or waste, and unsalable material of a non-hazardous nature. This category includes, but is not limited to DoD inspection stamps, devices, consecrated religious items, and CLASSIFIED cryptographic equipment*
- ii. Radioactive material or waste, and unsalable material of a non-hazardous nature. This category includes, but is not limited to DoD inspection stamps,

- devices, consecrated religious items, and CLASSIFIED cryptographic equipment*
- iii. Live MPPEH*
 - iv. CLASSIFIED / COMSEC Material / Cryptographic*
 - v. Property containing information covered by the Privacy Act
 - vi. Refuse and trash (i.e. construction debris, concrete, yard waste)
 - vii. Articles from any Foreign Service or non-U.S. government owned property, unless authorized through formal agreement

*Cannot receive this type of property in its original configuration. Radioactive property must be rendered non-radioactive, MPPEH must be certified Inert or MDAS. Classified Material must have Certificate of Declassification and all classified markings removed. Appropriate statements and documentation must be included with turn-in.

6. DD FORM 1348-1A DISPOSAL TURN-IN DOCUMENT (DTID):

- 6.1. All property turned in to DLA Disposition Services requires a properly prepared DD Form 1348-1A (DTID), to include the original and three copies. **Food**
- 6.2. For guidance on DTID required entries, type the following into your web browser:
<http://www.dla.mil/DispositionServices/DDSR/TurnIn/1348Help/>
- 6.3. 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. Benefits of using ETID include correct, legible, and bar-coded turn-in documents and pre-populated NSN (National Stock Number) information. For more information on using ETID, including how to gain access, please visit:
<http://www.dla.mil/DispositionServices/DDSR/TurnIn/ETID/>
- 6.4. 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.

SAMPLE DD Form 1348-1A

1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
24. DOCUMENT NUMBER & SUFFIX (80-44)														1. TOTAL PRICE														2. SHIP FROM				3. SHIP TO																			
25. NATIONAL STOCK NO. & ADD (8-22)														UNIT PRICE														4. MARK FOR				5. DOC DATE				6. NMFC				7. FRT RATE				8. TYPE CARGO				9. PS			
26. RIC (4-8) UI (23-44) QTY (25-29) CON CODE (71) DST (66-68) UP (74-80)														DOLLARS CTS																																					
27. ADDITIONAL DATA														DOLLARS CTS														16. FREIGHT CLASSIFICATION NOMENCLATURE																							
28. R/C (4-8) UI (23-44) QTY (25-29) CON CODE (71) DST (66-68) UP (74-80)														17. ITEM NOMENCLATURE														18. TY CONT				19. NO CONT				20. TOTAL WEIGHT				21. TOTAL CUBE											
																																												22. RECEIVED BY							

Point of Contact Info

Name

Phone Number

Email

<u>FIELD LEGEND</u>	<u>RECORD POSITION</u>	<u>ENTRY AND INSTRUCTIONS</u>
Document Identifier	1-3	Perpetuate from the source document. For locally determined excesses generated at a Base, Post, Camp, or station, assign a DI code as determined by Service/Agency (S/A) procedures.
National Stock Number (NSN)	8-22	Enter the NSN number being turned-in. If LSNs are the only option, the number must contain the FSC, NATO Code, and noun/nomenclature and/or part number. The official NSN is required for Critical FSCs listed in Enclosure 8. Official NSNs are also necessary for MLI/CCLI and Hazardous Property See Block 25.
Unit of Issue	23-24	Enter unit of issue of the stock or part number being turned in.

Quantity	25-29	Enter the quantity being turned in to the DLA Disposition Services. See Block 26. (If necessary quantity should be indicated by zeros.) Quantities for DEMIL required property must be reported to the DLA Disposition Services in readily verifiable quantities to preserve the integrity of the audit trail for the item.
Document Number	30-43	Perpetuate from source document. This cannot be the same document number that was used to receive the material. For locally determined excess generated at base, post, camp, or station, assign as determined by S/A procedures. See Block 24.
Disposal Authority	64	Enter applicable code from Section 4, this handbook.
Demilitarization Code	65	Enter code assigned as required by DoD 4160.28-M, Volume 2 NOTE: When demilitarization has been accomplished prior to transfer to the DLA Disposition Services, the appropriate DEMIL certification, as required by DoD 4160.21-M-1, must be reflected in Block 27, or as an attachment to the form.
Supply Condition	71	Enter applicable code from Section 4, this handbook.
Unit Price	74-80	Enter the unit price for the NSN that is in FLIS

Blocks to be filled out on DD FORM 1348

7. DEMILITARIZATION CODES:

DEMIL codes are assigned to DoD personal property that indicate the required degree of physical destruction, identifies items requiring specialized handling or processing, and identifies items which do not require DEMIL. DEMIL F and other codes can require additional guidelines to be followed prior to turn-in to DLA Disposition Services.

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028v2.PDF?ver=2019-08-09-091048-130>

The DEMIL Codes below are listed as the Highest Severity to the Lowest Severity in DEMIL Coding

Code	DEMIL Requirements
G	USML or CCL Military Items – DEMIL required – ammunition and explosives (AE). This code applies to both UNCLASSIFIED and CLASSIFIED AE items
P	USML Items – DEMIL required . Security CLASSIFIED items
F	USML or CCL Military Items – DEMIL required . Item managers, equipment specialists, or product specialists must furnish special DEMIL instructions
D	USML or CCL Military Items – DEMIL required . Destroy item and components to prevent restoration or repair to a usable condition
C	USML or CCL Military Items – DEMIL required . Remove or demilitarize installed key point(s) items as DEMIL code “D”
E	DoD DEMIL Program Office reserves this code for its exclusive-use only. DEMIL instructions must be furnished by the DoD DEMIL Program Office
B	USML Items – Mutilation (MUT) to the point of scrap required worldwide
Q	Commerce Control List Item (CCLI) – MUT to the point of scrap required outside the United States. Inside the United States, MUT is required when the DEMIL integrity code (IC) is “3” and MUT is not required when the DEMIL IC is “6”
A	Items subject to the Export Administration Regulations (EAR) in parts 730-774 of Title 15, Code of Federal Regulations (CFR) (CCLI or EAR99) and determined by the DoD to present a low risk when released out of DoD control. No DEMIL, MUT, or end use certificate is required

Note: DLA Disposition Services does not accept DEMIL codes G or P in its original configuration.

- i. DEMIL G: Must be turned in with an MDAS Certificate
- ii. DEMIL P: Must be turned in with a Declassification Certification and all classified markings removed.
- iii. DEMIL B: DDPM has issued interim guidance with respect to DODM 4160.28, Vol 2 categories 1, 2, and 3 at the following:
[https://demil.osd.mil/documents/DEMIL%20Coding%20Guidance%20-%20Tables%203-5%20and%2014%20\(March%2024,%202020\).pdf](https://demil.osd.mil/documents/DEMIL%20Coding%20Guidance%20-%20Tables%203-5%20and%2014%20(March%2024,%202020).pdf)

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

- 7.1.1.** 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)

7.1.2. 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

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

8. CRITICAL FEDERAL SUPPLY GROUPS (FSGs) AND FEDERAL SUPPLY CLASSES (FSCs):

8.1 Due to national security concerns, some federal supply classes (FSCs) require a higher degree of documentation when being turned in under an LSN opposed to a cataloged NSN. These critical FSCs must be turned in with the following information on or attached to the DD FORM 1348-1A

- i. Appropriate FSC
- ii. Manufacturer name and valid part number
- iii. Nomenclature which accurately describes the item
- iv. End item application
- v. Clear text statement explaining why the NSN is not included

FSG/FSC	DESCRIPTION
10 (All)	Weapons
11 (All)	Nuclear Ordnance
12 (All)	Fire Control Equipment
13 (All)	AE
14 (All)	Guided Missiles
1560	Airframe Structural Components
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 Equipment
4230	Decontaminating and Impregnating Equipment
4470	Nuclear Reactors
4921	Torpedo Maintenance, Repair, and Checkout Specialized Equipment
FSG/FSC	DESCRIPTION
4923	Depth Charges and Underwater Mines Maintenance, Repair, and Checkout 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 Equipment
4960	Space Vehicle Maintenance, Repair, and Checkout Specialized Equipment
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 Reaction Capability
5963	Electronic Modules
5985	Antennas, Waveguides, and Related Equipment
5998	Electrical and Electronic Assemblies, Boards, Cards, and Associated Hardware
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

9. 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
Breech	Guidance	Radome
Camouflage	Gunsighting	Range Finder
Carriage	Gyro (scope)	Receiver
Cartridge	Height Finder	Research & Development (R&D)
Cathode Ray	IFF	Scope
Chaff	Image Intensifier	Sight
CCA	Inertial	Sonar
CLASSIFIED	IR	Spotting Device
Cold Cathode	Interception	Spryton
Collimator	Klystron	Star Tracker
CompoSite	Krytron	Synchronizer
COMSEC	Laser	Target(ing)
Countermeasures	Launcher	Telescopic
Crypto	Linker/Delinker	Tempest
Crystal	Logic	Transmitter
Decoder	Magnetron	Traveling Wave Tube
Delay	MASER	Waveguide
Detonating	Memory	
Detector	Metal Embrittling	

10. ACCEPTED SUPPLY CONDITION CODES:

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.

A – Serviceable issuable without qualification

Condition: New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions. Includes material with more than 6 months shelf life remaining

B – Serviceable issuable with qualification

Condition: New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but 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

C – Serviceable priority issue

Condition: Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining

D – Serviceable test modification

Condition: Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue

E – Unserviceable limited restoration

Condition: Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located

F – Unserviceable reparable

Condition: Economically reparable material which requires repair, overhaul, or reconditioning. Includes reparable items which are radioactivity contaminated

G – Unserviceable incomplete

Condition: Material requiring additional parts or components to complete the end item prior to issue

H – Unserviceable condemned

Condition: Material which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactivity contaminated, Type I shelf life material that has passed the expiration date, and Type II shelf life material that has passed the expiration date and cannot be extended

Q – Suspended (Product Quality Deficiency)

Condition: Disposition Services downgrades items that require mutilation to scrap replace with Item(s) require mutilation. 1348-1A must contain the statements "Confirmed Defective Material - Mutilate"

11. USABLE PROPERTY TURN-IN:

Usable property shall be turned in as individual line items with their assigned and 3 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 (Disposal Service Representative).

DSRs are the contact point between DLA Disposition Services and the Military Service members. DSRs specialize in assisting with customer disposal efforts mainly at the tactical or unit level. They are located at DLA Disposition Services Sites world-wide and are able to assist customers with both turn-in and reutilization of DoD property through customer visits, face-to-face training, and preparing documentation.

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:

<http://www.dla.mil/DispositionServices/Offers/Disposal/TurnIn/Forms.aspx>

12. HAZARDOUS MATERIAL/WASTE TURN-IN:

Disposition Services accepts accountability of hazardous material as a “receipt-in-place” via a Memorandum of Agreement (MOA), 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.

Procedures for turning-in hazardous property are commodity-based and complex, and can be located here:

https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol4.PDF

For more detailed guidance, contact your local DLA Disposition Services Environmental Protection Specialist.

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

13. SCRAP TURN-IN:

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

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

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

- i. Supply Condition Code must be "S"
- ii. The basic material content
- iii. Unit of issue annotated in pounds, kilograms (many OCONUS regions), or grams (for fine Precious Metals)
- iv. POC information

Example 1348-1A for Scrap Turn-in:

Quantity	Disposal Auth Code	DEMIL Code	Supply Condition Code	Unit Price	Ship From																																														
3000		N A	S	\$0.00	W81UBU																																														
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14. INSTRUCTIONS FOR PROPERTY REQUIRING SPECIAL PROCESSING:

DoDM 4160.21 Volume 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 as property requiring special handling oftentimes requires additional instructions and/or certifications to accompany the DD Form 1348-1A. The local DSR is the customer's first point of contact.

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

14.1. AIRCRAFT:

14.1.1. 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.

14.1.2. 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.

Example Aircraft Turn-in Checklist

https://www.dla.mil/Forms/DLFormList/udt_95012_param_detail/286839/

If you don't see the form entry fields, then click on "Enable All Features"

DLA-DS Aircraft Turn-in Checklist & Certification		
Tail Number:	<input style="width: 95%;" type="text"/>	Turn-in Doc # <input style="width: 95%;" type="text"/>
Aircraft Category (Choose one) <input style="width: 80%;" type="text" value="Blank"/>		
<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. References: DoD4160.21M; DoDI 4160.28; DoD 4160.28-M Vol 3</p>		
Task	Choose one option from the drop-down menu - Documentation Attached - Requirement Waived - Not Applicable	Enter Date (accomplished, waived, or determined N/A) MM/DD/YY
DoD Screening accomplished (Services)	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
Applicable Propulsion Program Manager released Engines for disposal. (attach)	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
GSA release received (attach)	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
Reclamation/Save List actions completed (do not attach)	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
Classified items removed	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
All liquids drained and HAZMAT removed	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
All Batteries removed	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
All Compressed Gas Cylinders removed	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
Composite Materials have Fixative applied	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
All Historical & Maintenance Records/Logs, or a statement why they are not available (attach)	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
Radioactive components removed and certification signed by base Radiation Protection Officer (attach)	<input style="width: 95%;" type="text" value="Documentation Attached"/>	<input style="width: 95%;" type="text"/>
Inert Certification completed- requires two appointed personnel signatures (attach).	<input style="width: 95%;" type="text" value="Blank"/>	<input style="width: 95%;" type="text"/>
I Certify that, to the best of my knowledge and ability, this aircraft is hazard free. Reviewed and certified by:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

14.2. CLASSIFIED MATERIAL, COMSEC, AND DEMIL P:

It is the responsibility of the generating activity to ensure proper disposition of COMSEC or controlled cryptographic item (CCI) materiel in accordance with the National Security Telecommunications and Information Systems Security Instruction Number 4004, prior to the transfer of equipment, if any, to DLA Disposition Services Sites.

Items in FSCs 5810 (COMSEC) or 5811 (Cryptologic) that are designated as COMSEC or CCI, and fall under the CIIC of “9”, will be rejected back to the DoD Components for processing.

All other items in these FSCs with a code other than CIIC 9 or another form of identification as COMSEC or CCI can be turned in to a DLA Disposition Services Site for disposal according to standard disposal procedures (e.g., brackets, dials, access panels, retainers).

DLA Disposition Services Sites must check items suspected of being COMSEC or CCI against federal logistics (FEDLOG) to validate the CIIC. Suspect items that are transferred under an LSN must be checked to determine if they have NSA or COMSEC metal identification tags, identification labels, or any other markings that may identify the item as COMSEC or CCI.

DLA Disposition Services Sites may only accept scrap receipts of COMSEC or CCI property provided they have been processed according to NSA regulation and U.S. Navy Naval Sea Systems Command Instruction (NAVSEAINST) (C5511.32B) and **all decals, data plates, and other identification, which would indicate that the property was once COMSEC or CCI equipment, have been removed.** Note: COMSEC NSNs are frequently categorized as DEMIL F, which requires special instructions to be accomplished before disposal. For additional information concerning DEMIL F property, review section 14.8 in this handbook.

14.3. BOATS, SHIPS, AND CRAFT:

14.3.1. Merchant Vessels or Ships or Vessels or Ships

The Naval Sea Systems Command’s Program Executive Office (PEO) Ships manages acquisition and complete life cycle support for all U.S. Navy non-nuclear surface ships.

These ships range from combatants to amphibious ships to supply and replenishment cargo ships. For these and all other non-nuclear surface craft, PEO Ships maintains “cradle to grave” responsibility.

At the end of a ship’s life- PEO Ships manages formal decommissioning from the Fleet and, in some cases transfers or sells ships to friendly foreign navies.

When a ship is not transferred or sold, PEO Ships manages its inactivation and safe disposition through the Navy Inactive Ships Program (PMS-333).

Merchant vessels or ships capable of conversion to merchant use, of 1500 gross tons or more, when determined to be excess, will be reported by the owning Service for disposal to:

Director, Office of Ships Operations
U.S. Department of Transportation
Maritime Administration
400 Seventh Street, SW.
Washington, DC 20590

14.3.2. Non-combatant Navy Ships

Non-combatant Navy ships listed in the Naval Vessel Register (NVR), when determined excess by the Navy, will be reported according to instructions furnished by the Chief of Naval Operations, Department of the Navy, to DLA Disposition Services.

The Department of the Navy is responsible for DoD internal screening for these vessels. FCA screening will be accomplished according to procedures established between the Department of the Navy and GSA. Accountability for these ships and craft will remain with the Department of the Navy until transferred, donated, or sold.

All U.S. Navy decommissioned nuclear submarines and carriers are disposed of by PEO submarines and PEO carriers respectively.

14.3.3. Navy Boats and Small Craft

US Navy and US Coast Guard boats and small craft will not be transferred to DLA Disposition Services Sites for disposal processing unless an authorization letter accompanies the property from the Boat Inventory Manager (BIM) Combatant Craft Department (CCD).

This authorization is normally a letter from the BIM CCD to the custodian and the local DLA Disposition Services Site, specifying the turn-in for disposal.

If the custodian receives a fax of the letter before the DLA Disposition Services Site has received a mailed copy, this signed copy attached to the DD Form 1348-1A is adequate authorization.

The letter should include a BIM CCD POC for any questions that might arise. The same policy applies to issues.

No boats are to be issued to U.S. Navy activities without specific written approval from BIM CCD. (The authorization letter should contain authorization statements for both receipt and issue.)

14.3.4. Engines, Spares, and Marine Accessories

Engines, spares, and Marine accessories considered a component part of the ship, boat, or craft will be reported as part of the relevant vessel.

Other supportive equipment will be processed as normal excess or surplus property.

14.4. INFORMATION TECHNOLOGY (IT) HARDWARE AND SOFTWARE:

For customer 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 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 please visit:

<https://www.dla.mil/Portals/104/Documents/FormsSite/forms/DL2500.pdf>

14.4.1. 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 DoDI 8500.01
- iii. Label on chassis using DLA FORM 2500 (sample below) or equivalent. Fillable form: www2.dla.mil/officialForms/files1/DL2500.pdf
- iv. Print name, rank/grade and signature of individual certifying the above information
- v. 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:
 - a. "Hard Drive(s) has been removed"
 - b. Statement or letter stating CPU contains no CLASSIFIED, confidential or hazardous material

14.4.2. CPUs with hard drive

Required:

- i. Ensure all hard drives are overwritten, degaussed, or destroyed before “leaving” DoD control reference to DoDI 8500.01 and DoDM 4160.21, volume 4
- 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 DoDI 8500.01
- 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

14.4.3. 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.

14.4.4. 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

<https://www.dla.mil/Portals/104/Documents/FormsSite/forms/DL2500.pdf>

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

DLA FORM 2500, APR 2013 (Replaces all similar forms)

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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14.6. 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.

14.7. DECORATIONS, BADGES, MEDALS, RIBBONS, BUTTONS AND INSIGNIA:

14.7.1. Sewn on or embroidered insignia (i.e., stripes or flag patches) and metal or plastic buttons must be removed from personal uniforms and clothing by the wearer or user before returning them to the U.S. Government at time of a change in duty status such as a permanent change of station (PCS).

14.7.2. 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

14.8. PROPERTY WITH A DEMILITARIZATION CODE OF "F":

14.8.1. 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. Generating Activities **MUST** read and follow DEMIL F Instructions prior to turning-in property to DLA Disposition Services.

14.8.2. The purpose of the DEMIL F instructions is to provide procedures on how to safely accomplish the demilitarization of the property to be turned in.

14.8.3. DoD DEMIL code "F" instructions are stored on the repository on the TACOM-Unique Logistics Support Applications (TULSA) Website at <https://tulsa.tacom.army.mil>.

14.8.4. 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

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

**DCMS Review and Update
Instruction Area**

Search by NIIN or keyword.

**Current Supply Information
for NIIN: 015356787**

ITEM NAME:	COMPUTER SYSTEM,DIG
FSC:	7010
NIIN:	015356787
PICA:	SU
DEMIL CODE:	F
CIC:	J
SOURCE OF SUPPLY:	EGZ
INC:	62146
FUND CODE:	PD
BUDGET CODE:	Y
MAT MGT AGGREG CODE:	MP
PRICE VALIDATION:	E

**Demilitarization Instructions
for COMPUTER SYSTEM,DIG**

1. 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.
2. Hard drive will be removed and destroyed by unit.
3. 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.

14.9. FLIGHT SAFETY CRITICAL AIRCRAFT PARTS (FSCAP):

14.9.1. The Military Services may mutilate FSCAP at their option.

14.9.2. 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.

14.9.3. The letters "FSCAP" shall be inserted in the remarks section of the DTID.

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

14.9.5. FSCAP with appropriate accompanying documentation will go through (Reutilization/Transfer/Donation/Sales) RTDS (when applicable). FSCAP without documentation will be downgraded upon receipt.

14.9.6. 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.

14.10. **FOOD (OTHER THAN FOOD WASTE AND REFUSE):**

14.10.1. 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.

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.”)

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

14.10.2. 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.

14.10.3. 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.

14.10.3.1. Flameless Ration Heaters (FRH).

14.10.3.2. Unused FRHs should not be put in trash or sent to a landfill.

14.10.3.3. Each manufacturer will only accept unused FRHs that they originally manufactured. The name of the manufacturer is printed on individual heater bag or pad at the bottom. Separate and collect FRHs in separate containers for each manufacturer. Trutech will accept only their own FRHs with a Julian lot number greater than 7000. The Julian lot number is a four-digit number printed on the bottom of the FRH package. A Julian lot number greater than 7000 will start with 7, 8, 9, 0 or 1. Heater Meals will charge the sender \$.03 for each returned FRH. Contact the manufacturer prior to shipment. Unused FRHs must be placed in 55-gallon drums. Minimum return quantity is four 55-gallon drums placed on a single pallet. No unique requirements for FRHs that are intact with MREs. If the MRE portion is separated from the FRH, then the MRE (e.g., meal portion only) is not a HW but a non-hazardous solid waste.

14.11. FURNITURE:

DoD excess furniture must be turned into DLA Disposition Services with accompanying DD Form 1348-1As.

Resale of Used Bedding and Upholstered Furniture rely on State laws (can vary from State to State) and host country health regulations (OCONUS) about the purchase and resale of used bedding and upholstered furniture (Refer to DODM 4160.21-IV)

Please follow these Tips for the Turn-in of the following Furniture type items:

FSG 7110 Office Furniture Includes Filing Cabinets; Safes; Post Office

FSG 7105 Household Furniture -Includes Bedsprings, Open Style (All metallic); Folding Chairs; Camp Furniture;
Mirrors, Wall Mounting and Furniture Types; Smoking Stands.

FSG 7125 Cabinets, Lockers, Bins, and Shelving Includes Kitchen Cabinets and Sectionals

FSG 7195 Miscellaneous Furniture and Fixtures -Includes Stone, Clay, and Concrete Furniture)

Upon notice that your unit will be receiving new furniture:

Contact the DSR at your DLA Disposition Services Site to inform them you will have furniture to turn-in. This will allow the DSR ample time to advertise and find a customer.

During the dismantling of your Good Usable Furniture:

Pay careful attention not to destroy or damage the components of furniture or loose smaller parts and hardware required for reassembly. Use plastic bags for screws, nuts

and bolts and tape these to the larger pieces. Also, tape smaller parts like table legs etc., to keep the item complete.

These steps will allow DLA Disposition Services to provide good usable furniture with required parts for reassembly and help us build a good reputation as a valuable source of supply for furniture.

14.12. F-14 PARTS OR F-14 RELATED PARTS :

F-14 Parts or F-14 Related Parts must be shipped to DLA Disposition Services for processing.

14.13. HELICOPTER BLADES AND TAIL ROTORS:

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

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 Disposition Services.

14.14. METALWORKING MACHINERY:

14.14.1. Metalworking Machinery (MM)

DLA Aviation is the Consolidated Materiel Manager (CMM) for MM. MM in FSCs 3405 through 3460 are considered reparable when the acquisition value of the property is equal to or greater than \$5,000 and the machines are in SCC greater than "H."

14.14.2. Generating Activities Responsibilities

When authorized for disposal by the CMM, the document number assigned to either format of the original report of excess will be perpetuated on the DTID for transfer to the DLA Disposition Services Site.

A copy of the disposition instructions received from DLA Aviation and two copies of the DD Form 1342, when applicable, will be attached to the DTID. DLA Disposition Services Sites will then process the MM as normal excess.

Attach a copy of the PCB laboratory analysis and certification statement to the DTID. MM which was manufactured before July 1984 must be accompanied by a

copy of the PCB laboratory analysis proving that it contains less than 50 ppm PCBs, and a signed and dated “Generating Activity Certification” form.

MM which was manufactured after June 1984 will be accepted without a PCB laboratory analysis, if:

- i. The date of manufacture is stamped on the machine itself, or otherwise clearly identified on an attached manufacturer's data plate.
- ii. The generator provides a signed and dated certification document containing the statement: “I certify that this metalworking machine contains zero or less than 50 ppm PCBs, based upon the fact that it was manufactured after June 30, 1984, and to the best of my knowledge, no PCBs were ever added before or after taking possession of this machine.” Attach a copy of the certification statement to the DTID.

14.15. MATERIAL POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD (MPPEH) AND MPPEH RESIDUE:

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

DLA Disposition Services must ensure that only Material Documented as Safe (MDAS) or inert certified items may be released to the public. As such, property exposed to explosives or munitions requires an MDAS Certification or Inert Certification prior to turn-in. Items documented as MDAS do not require an inert certification. Items documented as inert do not require MDAS.

Fillable MDAS Certification: <https://demil.osd.mil/documents/mdas.pdf>

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

Fillable Inert Certificate: <https://demil.osd.mil/documents/InertCertificate.pdf>

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

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

If Fillable MDAS/INERT Certification forms are not used, the following applicable statements may be input on DD Form 1348-1A with required Certifier and Verifier Signature POC information.

14.15.1. Examples of MPPEH material include:

- i. Munitions containers and packaging material
- ii. Munitions debris remaining after munitions use
- iii. Demilitarization residue
- iv. Disposal and range-related debris
- v. 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.

14.15.2. 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 may be either a DoD employee or a DoD contractor. This signatory must have performed or witnessed the initial 100-percent visual inspection or the use of a DDESB (Department of Defense Explosive Safety Board)-approved means for processing the material, or have applied expert knowledge criteria to determine that the material is in the condition expected.
- ii. The second signatory must be a U.S. citizen who may be either a DoD employee or a DoD contractor. If the first signatory performed or witnessed a visual inspection, the second signatory must have performed or witnessed the second independent 100-percent visual inspection. If the first signatory used a DDESB-approved means for processing the material, the second signatory must have witnessed or performed the specified post-process inspection by sampling or other methodology as specified in DDESB-approved means. If the first signatory applied expert knowledge, the second signatory must have independently applied expert knowledge criteria to verify the material is in the condition expected.
- iii. 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.
- iv. Each signatory must ensure the chain of custody was maintained before signing the explosives safety documentation.

14.15.3. An inert certification is applicable to materials that could conceivably contain live munitions, but do not meet the DoDI 4140.62 definition of Material Potentially Presenting an Explosive Hazard (MPPEH). Inert Certification requires two independent signatures by certified personnel. The following non-munitions items will be accepted by DLA Disposition Services as long as the non-munitions items are certified Inert and include an Inert Certification:

- i.** Small arms and light weapons (complete weapon)
- ii.** Barrel assembly and upper receiver
- iii.** Ammunition pouches/outer tactical vests/individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE)
- iv.** Ammunition magazines and clips
- v.** Bandoleers and ammunition belts
- vi.** Wholly Inert/Dummy munitions

14.15.4. Excluded from the requirements of an Inert Certification are:

- i.** Military munitions and military munitions-related materials, including wholly inert components (e.g., fins, launch tubes, containers, packaging material), that are to be used or reused for their intended purpose and are within a DoD Component-established munitions management system.
- ii.** Items that never conceivably contained munitions.
- iii.** Materials classified as MPPEH. MPPEH must be certified and documented as Material Documented as Safe (MDAS) prior to acceptance by DLA Disposition Services.

See following pages for Sample MDAS Certification, Inert Certification, Sample Certifier/Verifier Letter of MPPEH, and Sample Inert Certification form.

Sample MDAS Certificate

<https://demil.osd.mil/documents/mdas.pdf>

Title:	Material Documented As Safe (MDAS) Certificate	
Requirements:	<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:		
Certification Statement:		
<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>		
Signature: 		
Date _____		
Printed Name/Position (Grade/Rank): _____		
Organization and Address: _____		
Phone (COM/DSN/FAX)/E-Mail Address: _____		
=====		
Signature: 		
Date _____		
Printed Name/Position (Grade/Rank): _____		
Organization and Address: _____		
Phone (COM/DSN/FAX)/E-Mail Address: _____		
=====		
<p>Recommend this material be released for: (check all that apply)</p>		
<input type="checkbox"/> Recycling		
<input type="checkbox"/> Unrestricted Use		
<input type="checkbox"/> Disposal		
<input type="checkbox"/> Other		
(Describe): _____		
Reference:	DoDI 4140.62, "Management and Disposition of Material Potentially Presenting an Explosive Hazard", current edition	

Sample Inert Certificate

<https://demil.osd.mil/documents/InertCertificate.pdf>

Title:	Inert Certificate
Type of Property includes but is not limited to:	<ol style="list-style-type: none"> 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
Requirements:	The generating activity shall ensure that this property is properly inspected to determine the presence or absence of explosive hazards prior to referral to the DLA Disposition Services site or release from DoD control. The personnel certifying and verifying the inspection shall certify on the DD Form 1348-1A. The certification requires dual signatures (certifier, verifier) and printed full name, rank/rate, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection.
DTID:	QTY:
NSN or Description:	
Certification Statement:	
The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of materiel potentially presenting an explosive hazard (MPPEH)..	
	
Signature (Certifier): _____ Date _____	
Printed Name/Grade/Rank: _____	
Title: _____	
Phone (COM/DSN/FAX): _____	
Address: _____	

<p>=====</p> 	
Signature (Verifier): _____ Date _____	
Printed Name/Grade/Rank: _____	
Title: _____	
Phone (COM/DSN/FAX): _____	
Address: _____	

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

DLA Disposition Services Sample MPPEH Appointment Letter



DEPARTMENT OF DEFENSE AGENCY Address

From: Commanding Officer (could be Director), Your Organizational Name and Location
To: DLA Disposition Services Location

Subj: APPOINTMENT LETTER OF MPPEH, MDEH CERTIFIED AND VERIFIED MDAS OR INERT

Ref: (a) DoD 4140.62 Material Potentially Presenting an Explosive Hazard (MPPEH)
 (b) DoDM 4160.21-V4,
 (c) DoDM 4160.28-M-V3, Enclosure (4)

1. Per references (a) thru (c), Generating activities will provide their servicing DLA Disposition Services site with a list of personnel who are qualified and authorized to document material as safe or inert (i.e., MDAS/Inert). Include sample signatures on the list for each of the qualified and authorized personnel.

a. **Inspection Certifier:** This/These individual(s) is (are) technically qualified to perform inspection of MPPEH, and MDEH, material and related items and are authorized to document material as safe or inert (i.e., MDAS/Inert) for DLA Disposition Services in accordance with above references.

b. **Inspection Verifier:** This/These individual(s) is (are) technically qualified U.S. Government representative(s) American Citizen(s) designated by the responsible commander and are authorized to verify the inspection of material documented as safe or inert (i.e., MDAS/Inert) for DLA Disposition Services in accordance with above references.

DODAAC: SG1234

Name	Signature	Grade/Rank	Certify/Verify/Both
_____ Lastname, Firstname	_____	_____	Contractor/Civilian Both
_____ Lastname, Firstname	_____	_____	Contractor/Civilian Both
_____ Lastname, Firstname	_____	_____	Contractor/Civilian Both

2. The appointments will be valid until amended.

3. The names listed above are applicable only to Your Organizational Name and DODAAC: SC4400 within the command of this office.

4. Individuals are appointed to document MPPEH, MDEH material as safe or inert i.e., use MDAS or Inert certificates. MDAS/Inert Certifier and Verifier.

a. In performance of this duty, Certifiers or Verifiers will attached a signed statement to be included with the DTID number and NSN or annotated on the turn-in document (DD Form 1348-1A) prior to turn in.

b. Material Documented As Safe (MDAS) or an Inert Certificate statement shall read as follows:

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

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

5. The certification on the turn-in document will be signed and dated by the individuals making the inspection Certification (Certifier) and the individual making the inspection Verifier.

Signature (Certifier): _____
 Date _____

Signature (Verifier): _____
 Date _____

Printed Name/Position (Grade/Rank): _____

Printed Name/Position (Grade/Rank): _____

Organization and Address: _____

Organization and Address: _____

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

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

TYPED NAME
SIGNATURE

14.16. ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) :

- 14.16.1. Serviceable Uniforms:** Send to DLA Disposition Services for reutilization screening
- 14.16.2. Unserviceable uniforms:** Work with DLA Disposition Services for transportation.
- 14.16.3. Unserviceable uniforms that are scrap:** Work with DLA Disposition Services for transportation to authorized disposal facility.
- 14.16.4. Body Armor - Active Army Component:** All body armor turn-in 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 will work with their servicing DSR on determining where to ship property to.
- 14.16.5. 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 17 Oct 2016 at Army's expense. Specific instructions are listed in Reserve forces memorandum.
- 14.16.6. 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.
- 14.16.7. 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.

14.17. NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) CLOTHING:

14.17.1. 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 Biological Radiological Nuclear Defense (CBRN-D) - Individual Protective Equipment (IPE) Clothing and Textiles at smblogcomjeap@usmc.mil. The generating activity will submit the completed Disposition Request Form to JEFS. Do not turn CBRN-D equipment into DLA Disposition Sites. Follow the steps below. The property will be coded DEMIL F on the DTID, and the generating activity will provide a copy of the DEMIL instructions furnished by the generating activity.

Step One: Check to see if your equipment is on this JEFS NIIN List https://www.dla.mil/Portals/104/Documents/DispositionServices/DEMIL/JEFSPage/DISP_JEFSNIINList_160622.xlsx to ensure it is an asset that can be accepted. The Defense Accountability Reutilization and Disposal (DARD) will not accept any hazardous materials

Step Two: Fill out the Disposition Request Form Rev. Nov 13 https://dlamil.dps.mil/:x:/s/DispoSvc/EZ97kZz4dcplqxlBrcozaYoBDm4jXtXesDVSKmveX_5wgA

Step Three: Email a copy of the filled out form to smblogcomjeap@usmc.mil. You will receive disposition authorization within 5 working days

DLA sites are not supposed to receive CBRN-D equipment, but if they do receive CBRN items, a MRO will be produced in 48 hours to direct the shipment to Albany GA (JEFS). DSR's should be working with the Generators, ensuring they follow the DEMIL F instructions, which refers them back to JEFS Disposition Form

14.17.2. NBC/CBRN-D turn-in guidance can be found in the DEMIL F Instructions, for more guidance contact smblogcomjeap@usmc.mil

14.18. MATERIALS CONTAINING PRECIOUS METALS:

Any precious metals bearing item/property that are turned into DLA Disposition Services Sites may be processed for precious metals recovery. Precious metals include gold, silver, or platinum family metals

If the National Stock Number (NSN) is known, utilize WEBFLIS (www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/WebFLIS.aspx) for further guidance. You will find one of the describing blocks with the name

“PMIC”. This is the Precious Metals Indicator Code. If it is any letter other than “A” or “U” it is a Precious Metal Bearing Material (PMBM).

In order for the PMBM to be turned into DLA Disposition Services, the property must be in scrap condition, meaning there is no other value than the material contents of the property.

If the PMBM is still in good condition (i.e. can still be used), then the property must be turned in as a “usable”.

Contact your nearest DLA Disposition Services Field Site DSR to assist with completing turn-in documents or also contact the PMRP team group email (dla.disp.srvcs.pmrp@dla.mil) to help with any other questions relating to the PMRP.

14.18.1. Dental amalgam

Dental amalgam is no longer eligible for the DoD Precious Metals Program, but DLA Disposition Services may utilize recycling if available.

14.18.2. Dental scrap

Precious metals bearing scrap, excluding used and unused amalgam, derived from the practice of dentistry (e.g., bench grindings, sweepings, polishing residue, restorations, and bridges) will be accumulated and processed for precious metals recovery

14.18.3. Desalting kits

Some seawater desalting kits contain reclaimable silver and should be turned in to DLA Disposition Services.

14.18.4. Electrocardiogram pads

Only expired, unused pads are economical for precious metal (PM) recovery and can be turned in to DLA Disposition Services Sites for processing. Used pads can be disposed of in the general trash by the generating activity.

14.18.5. Electronic scrap

Most common item having precious metals. Example items include circuit cards, microchips, server bank cards, solid state drives, coated precious metal wires, coated precious metal pins, graphic cards.

14.18.6. High temp and critical alloy scrap

These items containing precious metals will be turned in to DLA Disposition Services Sites for precious metals recovery.

14.18.7. Magnetrons

Magnetrons contain critical metals such as cobalt, gold, silver, and platinum. When practical, these metals will be recovered and sold or issued individually rather than as part of spent magnetrons. Spent CLASSIFIED magnetrons should be DECLASSIFIED according to pertinent Military Department instructions before transfer to a DLA Disposition Services Site

14.18.8. Silver batteries

Due to being a hazardous material, most DLA Disposition Services Sites will not be able to physically accept (but could complete a Receipt in Place). Contact dla.disp.srvcs.pmrp@dla.mil to assist with disposal of silver batteries.

14.18.9. Silver recovery cartridges

In order to physically turn-in, property must be drained of all fluid and be in a good condition sealed container (i.e. no cracks, no exposure to contents, ready for shipment). The DD Form 1348-1A, block 27 (Additional Data) must be annotated with the quantity of cartridges being turned in with printed name and signature.

14.18.10. Spark plugs and magneto breaker assemblies

Process as precious metals. Unusable and non-rebuildable spark plugs and magneto breaker assemblies (contact points) will be accumulated and reported for precious metals recovery.

14.18.11. X-ray, aerial, and silver bearing films

If property is medical/dental type, it will be assumed to contain Personal Identifiable Information (PII). Property will have to be sanitized in accordance with service procedures before turn-in to DLA Disposition Services. If sanitization procedure is cost prohibitive, contact dla.disp.srvcs.pmrp@dla.mil for other methods of disposal. DD Form 1348-1A, block 27 (Additional Data) will need the following text for turn-in: "I [print full name] have verified there is no Personal Identifiable Information (PII) left on the property being turned in. [signature] and [date]".

14.19. RADIATION EMITTING ELECTRONIC PRODUCTS :

Radioactive items or material shall not be turned in to DLA Disposition Services unless the generator provides a statement that is signed by a Radiation Protection Officer (RPO) certifying that the item is radiation free.

Sample RAD Certificate

Title:	Radioactive Property Certification	
Description:	Radioactive items or material shall not be turned into the DRMO unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is radiation free.	
DTID:	QTY:	
NSN or Description:		
Certification Statement:		
I CERTIFY THAT THE ITEMS//MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S).		
Signature: _____ Date _____		
Printed Name/Grade/Rank: _____		
Title: _____		
Phone (COMDSN/FAX): _____		
Address: _____		

Reference:	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	

14.20. REFRIGERATION EQUIPMENT AND APPLIANCES:

14.20.1. Section 7401 of Reference (q) (also known as “the Clean Air Act of 1990”) requires certain substances that have destructive effects on the ozone layer (including CFCs, halons, carbon tetrachloride, methyl chloroform and hydro CFCs (HCFCs)) not be vented to the environment and be phased out from production over an extended period of time as described for class I and class II Ozone Depleting Substances (ODS).

14.20.2. Refrigerants, halons, and ODS recovery cylinders required by the Reserve Services will not be turned in to the DLA Disposition Services Sites.

14.20.3. Transferring excess refrigeration equipment and appliances containing refrigerants (e.g., enameled white goods such as household refrigerators, room air conditioners, water coolers) and other refrigeration equipment, eligible for RTDS, will be accomplished through the use of an MOU between DLA Disposition Services and the generating activity to define responsibilities and ensure certified equipment and technician recovery of the refrigerants if the property fails RTDS.

Major categories of refrigeration equipment regulated for safe disposal:

- i. **Household Refrigeration:** Refrigerators and freezers – intended primarily for household use though they may be used outside the home (e.g., offices).
- ii. **Other Refrigerated Appliances:** Dehumidifiers; vending machines; ice makers; water coolers.
- iii. **Residential Air Conditioning.** Window units; packaged terminal air conditioners; central air conditioners; light commercial air conditioners; heat pumps.
- iv. **Retail Food.** Small reach-in refrigerators and freezers; refrigerated display cases; walk-in coolers and freezers; large parallel rack systems.
- v. **Laboratory Refrigeration.** Excludes Controlled Lab Equipment.
- vi. **Transportation Refrigeration.** Refrigerated ship holds; truck trailers; railway freight cars; other shipping containers.
- vii. **Commercial Comfort Air Conditioning.** Centrifugal chillers; reciprocating chillers; screw chiller.
- viii. **Cold Storage Warehouses.**
- ix. **Industrial Process Refrigeration.** Industrial ice machines; ice rinks.
- x. **Military Equipment.** The final rule does not apply to devices containing and using refrigerants that are designed for and used solely in a military application, unless their system of parts in that equipment is identical to equipment used for household or commercial purposes.

14.20.4. Usable or Serviceable Property:

14.20.4.1. Generating activities should not remove the refrigerant from usable or serviceable refrigeration property. The DTID and the property will be marked and labeled with the words “NOTICE: Contains Refrigerant. Refrigerants must be recovered before final disposal of this item.” for inventory and storage purposes. These items will be processed as normal receipts with the refrigerants intact and will be processed by the DLA Disposition Services Site.

14.20.4.2. If the usable and serviceable property fails RTD and is processed to final disposal (scrap or landfill), DLA Disposition Services Site will ensure the generating activity’s removal and recovery of the ODS from the property prior to final disposal. Additionally, DLA will ensure that a signed and dated statement of refrigerant removal is provided by the generating activity giving the information listed (see DLA Disposition Services Form 2016). The generating activity, upon notification by DLA Disposition Services Site, has the responsibility of funding and ensuring that the refrigerant is removed or recovered from the property prior to going to scrap or a landfill. The DLA Disposition Services Site will downgrade the property to scrap once the signed removal certificate has been received

14.20.5. Unserviceable and Scrap:

14.20.5.1. Generating activities will remove or recover refrigerants prior to transferring unserviceable or scrap refrigeration equipment to a DLA Disposition Services Site.

14.20.5.2. The EPA considers compressors an “appliance.” So if the compressor is removed from a refrigerator, the compressor becomes an appliance and the refrigerant must be removed from the compressor.

14.20.5.3. Generating activities and DLA Disposition Services Sites will retain the statement and documentation in their property accounting files for 3 years from date of receipt, and have it available in the event of a federal or State regulatory inspection. A label will be attached to the property for inventory and storage purposes to indicate the refrigerant has been removed or recovered prior to turn-in as unserviceable or scrap. The label will contain the statement: “NOTICE: All refrigerants have been removed from this item in accordance with 40 CFR 82.156(f). Supporting documentation is on file.”

SAMPLE – Refrigerant Removal Statement – Form 2016

http://www.dla.mil/Portals/104/Documents/DispositionServices/Hazardous/DISP_drms2016_150819.pdf

REFRIGERANT REMOVAL STATEMENT		
(Prescribing Authority: DoD 4160.21M)		
IN COMPLIANCE WITH THE REQUIREMENTS OF THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, I CERTIFY THAT THE REFRIGERANT HAS BEEN RECOVERED FROM THIS ITEM IN ACCORDANCE WITH THE U.S. EPA REGULATIONS AT 40 CFR 82.156 (f), (g), and (h).		
NAME <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)		NOTE: Retain copy of certificate for 3 years with the DTID from date of receipt.

SAMPLE – Refrigerant T Removal Statement (included on DD FORM 1348-1A):

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
DOC ZNO	RI	FROM	ORIG	QUANTITY	UNIT	SUPPLY	REMARKS	ADDRESS	DIS-TRIBUTION	PRO-JECT	DOC-TYPE	RI	DOC-NO	DOC-DATE					
				EA 00001						NA			H						
24. DOCUMENT NUMBER & SUFFIX (34-44) W91K02 6298 0008										1. TOTAL PRICE DOLLARS CTS 3762 00		2. SHIP FROM W91K02		3. SHIP TO SG4430					
25. NATIONAL STOCK NO. & SUFFIX (34-44) 4120 01 150 8112										6. NMFC		7. FRT RATE		8. TYPE CARGO	9. PS				
26. RIC (44) LI (23-24) QTY (25-29) CON CODE (71) UP (72-80) UP (74-80)										10. DOC DATE		11. UP		12. UNIT WEIGHT		13. UNIT CUBE	14. UPC	15. SL	
27. ADDITIONAL DATA REFRIGERANT REMOVED - EMPTY *Properly completed REFRIGERANT REMOVAL CERTIFICATION IS ATTACHED.* Signature _____ Date _____ Printed Name _____										16. FREIGHT CLASSIFICATION NOMENCLATURE		17. ITEM NOMENCLATURE AIR CONDITIONER		18. TY CONT		19. NO CONT		20. TOTAL WEIGHT	21. TOTAL CUBE
										22. RECEIVED BY		23. DATE RECEIVED							

14.20.6. 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.

CODE	NAME
CFCs Chemical	
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
HCFCs Chemical	
R-22	Chlorodifluoromethane
HALONS Chemical	
Halon 1202	Dibromodifluoromethane
Halon 1211	Bromochlorodifluoromethane
Halon 1301	Bromotrifluoromethane
SOLVENTS Chemical	
Methyl	
Chloroform	1,1,1 Trichloroethane
CFC-113	Trichlorotrifluoroethane

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

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>

14.21. RELIGIOUS ITEMS:

Candlesticks, vases, candelabras, and candle lighters that are used for religious ceremony but have had no definite religious denomination markings may be turned in to DLA Disposition Services and processed for standard reutilization.

Generating activities will furnish DLA Disposition Services Sites with instructions provided by the Chief of Chaplains for disposal of surplus or foreign excess consecrated articles peculiar to each religion and having distinctive denomination markings.

14.22. SAFES AND COMBINATION PADLOCKS:

- i. Equipment must be empty and unlocked and open.
- ii. 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.
- iii. 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.
- iv. 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.

14.23. SCRAP METAL:

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

If the item has a valid NSN the item must be turned in as an item and NOT as scrap.

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

- i. Supply Condition Code must be "S"
- ii. The basic material content
- iii. Unit of issue must be annotated in pounds (or grams for fine Precious Metals)
- iv. POC information

14.24. TIRES:

If the tire is DEMIL A, the unit of issue is AY and they are USABLE they can be turned in to DLA Disposition Services.

If the tires are DEMIL A, Unit of Issue is EA, they can be turned in if Usable. If they are Unserviceable then turn-in as SCRAP. If the rims are separate they WILL need a separate DD Form 1348-1A.

Discarded or Scrap Tires.

Several States have instituted scrap tire management programs whereby they regulate, under solid waste regulations, how scrap tires are managed. This includes permit programs for facilities that collect or store scrap tires, a manifest system for disposal, and the manner of transportation and landfill disposal.

OCONUS DLA Disposition Services Sites will comply with host installation or country requirements. Ground and aviation tires are DEMIL Code A, except for F-14 aircraft, run flat, LAV, Stryker, M117, or bullet-proof tires.

Generating activities may dispose of scrap tires at the DLA Disposition Services Sites. However, the DLA Disposition Services Site's ability to receive the tires may be limited if the DLA Disposition Services Site is in a State that requires permits for tire collection above a specific amount, e.g., 500, 1000, unless the host installation has a permit.

If the DLA Disposition Services Site cannot receive the scrap tires, the generating activity will retain physical custody.

SOUM Tires:

SOUM Goodyear Wrangler MT/R tires and tire assemblies will be identified at receipt and segregated from all other tires. **DO NOT DOWNGRADE TO SCRAP PILE.** The SOUM tires will be received by the appropriate NSN and put in DS status. For tires that have already been downgraded, process IAW with processing guidance below:

Load Range D Tire NSN 2610-01-541-4090

Load Range D /Wheel Assembly NSN 2530-01-558-2138

Load Range E Tire NSN 2610-01-563-8328

Load Range E Tire/Wheel Assembly NSN 2530-01-563-8620

Similar tires that are the same NSN but not SOUM (Goodyear Wrangler MT and Michelin BF Goodrich Baja T/A) will remain in the G02 scrap pile. See attached guidance: TACOM LCMC SOU 18-007 and TACOM LCMC SOUM 19-002.

DEMIL B Mutilation required tires:

F14, LAV, striker, and M1117 tires coded DEMIL B or Q are the only tires authorized to be downgraded to DEMIL B tire SCL (i.e. G01B, G02B, G05B) at the end of screening or downgraded upon receipt based on condition code. All other tires should be coded DEMIL A, perform DEMIL code challenge if identified otherwise. **DO NOT DOWNGRADE TO MUTB.**

14.25. [VEHICLES](#) :

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

14.25.2. 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. For example, the fire suppression (Compressed liquid/gas)

and SPALL Liners must be removed. A DEMIL Certificate may be required in such situations (<https://demil.osd.mil/documents/demilcertificate.pdf>)

14.25.3. 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):

14.25.3.1. 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.

14.25.3.2. One-time cost of repairs (parts and labor), based on a copy of the LTI (Limited Technical Inspection for DEMIL A and Q6).

14.25.3.2.1. Military Service LTI Forms (see following pages for examples)

- i.** Army Forms 2404 or 5988-E
- ii.** Air Force AFTO 91
- iii.** Navy Motor Transportation (4730) NAVMC 10284
- iv.** DLA Form 1730

14.25.3.2.2. The vehicle maintenance record.

Sample Army 2404

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET					
For use of this form, see DA PAM 750-8; the proponent agency is DCS, G-4.					
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		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.		
STATUS SYMBOLS					
<p>"X" - Indicates a deficiency in the equipment that places it in an inoperable status.</p> <p>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.</p> <p>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.</p>			<p>DIAGONAL "/" - Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.</p> <p>LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL - Indicates that a completely satisfactory condition exists.</p> <p>FOR AIRCRAFT - Status symbols will be recorded in red.</p>		
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)	
8b. TIME		9a. SIGNATURE (Maintenance Supervisor)		9b. TIME	
10. MANHOURS REQUIRED					
TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d		INITIAL WHEN CORRECTED e

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET					
For use of this form, see DA PAM 750-8; the proponent agency is DCS, G-4.					
1. ORGANIZATION 96th TC			2. NOMENCLATURE AND MODEL TRK C60 LMTN / M1078		
3. REGISTRATION/SERIAL/NSN A-1010 715 E D J G	4a. MILES 2557	b. HOURS N/A	c. ROUNDS FIRED N/A	d. HOT STARTS N/A	5. DATE 01/14/2010
6. TYPE INSPECTION T I					
7. APPLICABLE REFERENCE					
TM NUMBER 9-2320-391-10		TM DATE 01/08		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.		
STATUS SYMBOLS					
<p>"X" - Indicates a deficiency in the equipment that places it in an inoperable status.</p> <p>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.</p> <p>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.</p>			<p>DIAGONAL "/" - Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.</p> <p>LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL - Indicates that a completely satisfactory condition exists.</p> <p>FOR AIRCRAFT - Status symbols will be recorded in red.</p>		
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)	
8b. TIME		9a. SIGNATURE (Maintenance Supervisor)		9b. TIME	
10. MANHOURS REQUIRED					
TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d		INITIAL WHEN CORRECTED e
		CTIS Box inop	01-375-1483 \$1,455.98.5		
		Cab passenger side fire exting w/bracket broken	01-445-7813 \$14.72.3		
		P/S window handle broken	01-376-4001 \$16.49.2		
		Canvas broken	01-460-2337 \$559.04.10		
		Inspection	1.0hrs.		

Sample Air Force AFTO91

<https://www.e-publishing.af.mil/Product-Index/#/?view=search&keyword=afto91&isObsolete=false&modID=449&tabID=131>

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 DISPOSITION <input type="checkbox"/> ONE TIME REPAIR DEPOT REBUILD <input type="checkbox"/> RECEIVING 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))						
	REPAIR	INSPECTION					REPAIR	INSPECTION									
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 UNJOINT	<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 BEADON RAY, FLOOD	<input type="checkbox"/>	<input type="checkbox"/>				47. BODIES, TRIMMINGS TORQUE ARMS	<input type="checkbox"/>	<input type="checkbox"/>									
22. GAUGES, 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. HEATER, 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 ROSES,	<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. PARKING 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 (MT-V1)

PREVIOUS EDITION WILL BE USED

Sample Navy NAVMC 1028

Navy Motor Transportation (4730) NAVMC 10284

<https://navalforms.documentservices.dla.mil/formsDir/ NAVMC 10284 EF 5444.pdf>

LIMITED TECHNICAL INSPECTION - MOTOR TRANSPORTATION (4730)															Print Form	
NAVMC 10284 (REV. 4-96) (EF)																
(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	BRACKS								
03	CARBURETOR						13	WHEELS								
03	FUEL PUMP						14	STEERING GEAR								
03	FUEL TANK						14	HYDRAULIC SYSTEM						MAJOR DAMAGE OBVIOUSLY DUE TO OTHER THAN FAIR WEAR AND TEAR		
03	DIESEL/MULTIFUEL						15	FRAME								
	INJECTORS						15	TOWING CONNECTION								
	WATER PUMP						16	SHOCK ASSEMBLIES								
	WATER CHARGER						16	SPRINGS						LETTER OF INVESTIGATION REFERENCE:		
	WATER COOL START SYSTEM						17	FENDERS								
04	EXHAUST SYSTEM						17	HOOD								
05	COOLING SYSTEM						18	BODY								
06	BATTERY						18	CAM						LETTER OF UNSERVICEABLE PROPERTY REFERENCE:		
06	DISTRIBUTOR						18	FLOOR								
06	ALTERNATOR						18	CLASSE								
06	LIGHTS						18	INTERIOR TRIM								
06	STARTER						18	SEAT & REINFORCED								
06	REGULATOR						20	WINCH								
06	WIRING						21	BLESH GUARD								
07	TRANSMISSION						21	BUMPERS								
08	TRANSFER						22	VEHICLE ACCESSORIES						TOTAL COST OF THESE REPAIRS \$		
09	DRIVE SHAFT						22	CANNAS								
10	FRONT AXLE						22	INSTRUMENTS								
11	INTERMEDIATE AXLE						27	ALIGNMENT								
11	REAR AXLE						28	PAINT						INDIVIDUAL REPAIR EXPENDITURE LIMIT \$		
12	PARKING BRAKE						29	FIFTH WHEEL								
12	SERVICE BRAKE SYSTEM						30	DUMP HOIST								
12	AIR SYSTEM						31	WRECKER BOOM								
REMARKS																
DATE								MECHANIC SIGNATURE								
ACTIVITY								DATE					SIGNATURE OF MAINTENANCE OFFICER			
Reset Form								Adobe Designer 8.0								

DLA Form 1730

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						
SUBTOTALS							SUBTOTALS						

DLA FORM 1730, NOV 2004 (EG)

EDITION OF MAY 83 MAY BE USED UNTIL EXHAUSTED

- 14.25.4.** Vehicles turned in to DLA Disposition Services should not contain more than 25 percent fuel in the tank (one-quarter tank).
- 14.25.5.** An Inert Certification or MDAS Certification is required for vehicles used in combat, simulated combat training (live fire) or used on a firing range.
- 14.25.6.** 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".
- 14.25.7.** 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
- 14.25.8.** 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
- 14.25.9.** M-Series Vehicles:
- 14.25.9.1.** Turn-in of any M-Series vehicle 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 go to <http://www.dla.mil/DispositionServices/DDS/TurnIn/> for instructions provided on the DLA Disposition Services Website.

Sample DEMIL Certificate:

Title:	Certification of Demilitarization	
Description:	<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:		
Certification Statement:		
<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: _____		
Reference:	DoD Manual 4160.28, Volume 3, "Defense Demilitarization: Procedural Guidance," current edition	

15. HELPFUL WEB LINKS/FILLABLE CERTIFICATION FORMS:

- i. **DLA CUSTOMER INTERACTION CENTER:** dlacontactcenter@dla.mil 1-877-352-2255
- ii. **CLEAR TEXT STATEMENT:**
<https://www.dla.mil/Portals/104/Documents/DispositionServices/DDSR2/Forms/TurnIn/Forms/BlankCRITICALFSCClearTextStatement.pdf>
- iii. **DLA DISPOSITION SERVICES HOME PAGE:** www.dla.mil/DispositionServices.aspx
- iv. **DLA DISPOSITION SERVICES CUSTOMER PAGE:** www.dla.mil/CustomerSupport.aspx
- v. **ACCESS TO ETID:** www.dla.mil/DispositionServices/Business/TurnInProperty/etids.aspx
- vi. **EDOCS DOCUMENT RETRIEVAL SYSTEM:** <https://edocs.documentservices.dla.mil/>
- vii. **DOD DEMIL AND TRADE SECURITY CONTROLS HOME PAGE:** <https://demil.osd.mil/>
- viii. **AIRCRAFT CHECKLIST:**
https://www.dla.mil/Forms/DLFormList/udt_95012_param_detail/286839/
- ix. **DECLASSIFICATION CERTIFICATION:**
https://demil.osd.mil/documents/Declassification_cert.pdf
- x. **DEMIL CERTIFICATE:** <https://demil.osd.mil/documents/demilcertificate.pdf>
- xi. **CERTIFICATION OF HARD DRIVE DISPOSITION - DLA FORM 2500:**
<http://www.dla.mil/dss/forms/fillable/DL2500.pdf>
- xii. **OZONE DEPLETING SUBSTANCES (ODS)/ REFRIGERANT REMOVAL CERTIFICATION:**
www.dla.mil/Portals/104/Documents/DispositionServices/Hazardous/DISP_drms2016_150819.pdf
- xiii. **MDAS CERTIFICATION FORM FOR MPPEH (MATERIAL POTENTIALLY PRESENTING EXPLOSIVE HAZARD):** <https://demil.osd.mil/documents/mdas.pdf>
- xiv. **INERT CERTIFICATION FORM FOR MPPEH (MATERIAL POTENTIALLY PRESENTING EXPLOSIVE HAZARD):** <https://demil.osd.mil/documents/InertCertificate.pdf>
- xv. **RADIOACTIVE PROPERTY CERTIFICATION:**
https://demil.osd.mil/documents/Radioactive_cert%20a.pdf
- xvi. **DoD MANUALS AND PUBLICATIONS**
<http://www.esd.whs.mil/Directives/issuances/dodm/>