



**DLA**  
Disposition  
Services



# TURN-IN HANDBOOK

# FOREWORD

---

August 2022

Defense Logistics Agency (DLA) Disposition Services is the Department of Defense (DOD) Major Subordinate Command (MSC) responsible for the disposal of excess property, hazardous waste, scrap material, and demilitarization (DEMIL) required property generated by DOD activities.

This handbook was developed as a desktop disposal reference for our customers to provide turn-in assistance for DOD property and items that require 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 website for the Digital Disposal Service Representative (DSR): [www.dla.mil/ddsr](http://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

**Disclaimer:** The information provided in this handbook is for reference only. Please refer to DOD guidance for final authority.



# Table of Contents

---

1.	INTRODUCTION:.....	5
2.	PURPOSE:.....	5
3.	DLA DISPOSITION SERVICES POINTS OF CONTACT (POC):.....	5
4.	DISPOSAL SERVICE REPRESENTATIVE (DSR):.....	6
5.	DD FORM 1348-1A DISPOSAL TURN-IN DOCUMENT (DTID): .....	6
6.	DEMILITARIZATION CODES:.....	8
7.	CRITICAL FEDERAL SUPPLY GROUPS (FSGs) AND FEDERAL SUPPLY CLASSIFICATIONS (FSCs):.....	10
8.	SUPPLY CONDITION CODES:.....	12
	PROPERTY TURN-IN (NON-HAZARDOUS): .....	14
10.	HAZARDOUS MATERIAL/WASTE TURN-IN:.....	16
11.	INSTRUCTIONS FOR PROPERTY REQUIRING SPECIAL PROCESSING: .....	21
11.1.	AIRCRAFT:.....	21
11.2.	CLASSIFIED MATERIAL, COMSEC, AND DEMIL P: .....	23
11.3.	SHIPS, BOATS, AND CRAFT: .....	23
11.4.	INFORMATION TECHNOLOGY (IT) HARDWARE AND SOFTWARE:.....	25
11.5.	COMPRESSED GAS CYLINDERS: .....	27
11.6.	CONCERTINA WIRE, BARBED WIRE AND TAPE: .....	28
11.7.	DECORATIONS, BADGES, MEDALS, RIBBONS, BUTTONS, AND INSIGNIA: .....	28
11.8.	PROPERTY WITH A DEMILITARIZATION CODE OF "F": .....	28
11.9.	FLIGHT SAFETY CRITICAL AIRCRAFT PARTS (FSCAP):.....	30
11.10.	FOOD (OTHER THAN FOOD WASTE AND REFUSE): .....	30
11.11.	FURNITURE: .....	31
11.12.	HELICOPTER BLADES AND TAIL ROTORS:.....	32
11.13.	METALWORKING MACHINERY: .....	32
11.14.	MATERIAL POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD (MPPEH) AND MPPEH RESIDUE: ....	33
11.15.	CLOTHING AND INDIVIDUAL EQUIPMENT:.....	39
11.16.	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR (CBRN) CLOTHING: .....	39
11.17.	MATERIALS CONTAINING PRECIOUS METALS: .....	40
11.18.	RADIATION EMITTING ELECTRONIC PRODUCTS .....	42
11.19.	REFRIGERATION EQUIPMENT AND APPLIANCES .....	43
11.20.	RELIGIOUS ITEMS:.....	47
11.21.	FLAGS (INCLUDING FOREIGN FLAGS, PENNANTS, STREAMERS, AND GUIDONS).....	48
11.22.	SAFES AND COMBINATION PADLOCKS.....	48

- SCRAP METAL ..... 48
- 11.24. TIRES:..... 49
- 11.25. VEHICLES..... 50
- 11.26. PROPERTY REQUIRING DEMIL ACTION PRIOR TO TURN-IN TO DLA ..... 57
- 12. WHAT HAPPENS AFTER PROPERTY IS TURNED-IN? ..... 60
- 13. REFERENCES: ..... 61
- 14. HELPFUL WEB LINKS/FILLABLE CERTIFICATION FORMS: ..... 61

## 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 turn-in documents, arranging for disposal contracts, training personnel in DLA disposal procedures, and providing avenues to locate and acquire DOD property for reutilization, transfer, and donation.

## 2. PURPOSE:

This Turn-in Handbook is designed to familiarizes customers to the procedures to turn-in common categories of property receivable at DLA Disposition Services locations, and to assist customers with understanding and preparing all required documentation. This handbook is produced by DLA Disposition Services Receipt Branch, which is the primary office responsible for the content displayed in this handbook. For additional information including points of contact information, please visit our website at [www.dla.mil/ddsr](http://www.dla.mil/ddsr).

## 3. DLA DISPOSITION SERVICES POINTS OF CONTACT (POC):

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/](http://www.dla.mil/ddsr/)**

DLA Disposition Services Sites are located worldwide. To locate your servicing DLA Disposition Services Site visit:

<http://www.dla.mil/dispositionservices/contact/findlocation/>

For Military Service-specific issues, contact:

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

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

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

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

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

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

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/>

#### 4. DISPOSAL SERVICE REPRESENTATIVE (DSR):

DSRs are the contact point between DLA Disposition Services and 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 worldwide and can assist customers with both turn-in and reutilization of DOD property through customer visits, face-to-face training, and preparing documentation.

When in doubt, seek assistance from your local DSR. [www.dla.mil/ddsr/](http://www.dla.mil/ddsr/)

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

All property turned in to DLA Disposition Services requires a properly prepared DD Form 1348-1A (DTID), to include the original and three copies. For more guidance on DTID required entries, go to: <http://www.dla.mil/DispositionServices/DDSR/TurnIn/1348Help/>

Generating activities are responsible for ensuring that proper National Stock Number (NSN), Local Stock Number (LSN), Supply Condition Codes (SCC), and Demilitarization (DEMIL) Codes are assigned. The DTID for any property turned in by LSN without an assigned DEMIL code must include a required clear text DEMIL statement.

**FIGURE 1: Blocks to be filled out on DD Form 1348-1A**

FIELD LEGEND	RECORD POSITION	ENTRY INSTRUCTIONS
Document Identifier (DI)	1-3	Continue 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)	25	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.
Disposal Quantity	25-29	Enter the quantity being turned-in to DLA Disposition Services. See Block 26 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	Continue 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, of this handbook.
DEMIL Code	65	Enter code assigned as required by DODM 4160.28 Volume 2 NOTE: When demilitarization has been accomplished prior to transfer to the DLA Disposition Services, the appropriate DEMIL certification, as required by DODM 4160.21-1, must be reflected in Block 27, or as an attachment to the form.
Supply Condition Code (SCC)	71	Enter applicable code from Section 4, of this handbook.
Unit Price	74-80	Enter the unit price for the NSN that is in FLIS

**IMPORTANT: Providing the most accurate information on the DTID is imperative for correctly handling property and ensuring accountability and auditability of property turn-ins. If property is misidentified, there may be lost opportunities for reutilization, transfer, or donation back to the Services, DOD programs, State and Local governments, and Special Programs. Inaccurate information may even impact billing to the services if the property moves through the sales process or requires a service contract for disposal.**

\*At minimum, record positions 8 through 22 of the DTID (DD Form 1348-1A) should contain 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: <https://www.dla.mil/Disposition-Services/DDSR/Turn-In/Turn-In-Forms/LSN-Master/>

Electronic Turn-in Document (ETID) System: DLA Disposition Services has also created the 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 information. For more information on using ETID, including how to gain access, please visit: <https://www.dla.mil/DispositionServices/DDSR/Turn-In/ETID>

**FIGURE 2: Example DD Form 1348-1A**

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

**Unit of Issue** (1-3), **Quantity** (4-7), **Disposal Authority Code** (8-9), **DEMIL Code** (10-11), **Supply Condition Code** (12-13), **Unit Price** (14-15), **Ship From DODAAC** (16-17), **Ship To DODAAC** (18-19), **Mark for HM/HW Only** (20-21)

**Document Number/DTID** (24), **NSN/LSN** (25), **Nomenclature** (17), **Point of Contact** (27)

**PREVIOUS EDITION MAY BE USED.**

## 6. 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 may not require DEMIL but may require Trade Security Controls. DEMIL F and other codes can require additional guidelines to be followed prior to turn-in to DLA Disposition Services. For DEMIL required property, if an LSN is used, a Clear Text Statement must be completed and accompany the DD Form 1348-1A.

For assistance see DOD DEMIL Help Page: [DEMIL Home \(dla.mil\)](https://www.dla.mil/DEMIL)

The DEMIL Codes are listed from the highest level of control to the lowest level of control in DEMIL Coding.



**FIGURE 3: DEMIL CODES**

DEMIL Code	Description	DEMIL or Mutilation Requirement
G	Military item on the USML or the CCL. Includes ammunition and explosives (AE) designated with a security classification level of unclassified and classified.	DEMIL required.
P	Item designated with a security classification level on the USML.	DEMIL required to complete declassification.
F	Military item on the USML or CCL with DEMIL instructions specified by item managers, equipment specialists, or product specialists.	DEMIL required. DEMIL using special instructions.
E	Item on the USML or CCL that requires a specific method or process to accomplish DEMIL or an item designated by the DDPM.	DEMIL required. DEMIL instructions provided to the DDPM or by the DDPM.
D	Military item on the USML or CCL.	DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition and prevent the release of inherent design information.
C	Item on the USML or CCL which contains key point(s) that requires DEMIL.	DEMIL required. Remove or demilitarize installed key point(s) items as DEMIL code "D" to destroy the key point item to prevent restoration or repair to a usable condition and prevent the release of inherent design information.
B	Obsolete item for new assignment. Military item formerly on the USML.	Mutilation required. Mutilate items to the point of scrap required worldwide.
Q	CCL item.	- Mutilation of items to the point of scrap required outside the United States. - Mutilation of items required inside the United States for items with DEMIL integrity code 3. - Mutilation is not required inside the United States for items with DEMIL integrity code 6.
A	Items determined by the DoD to present a low risk when released out of DoD control. This code includes items that are either not subject to U.S. export controls or are certain low risk items subject to the EAR in Parts 730-774 of Title 15, CFR (includes for example certain CCL or EAR99 items).	No DEMIL or mutilation is required.

**NOTE: DLA Disposition Services is not authorized to accept DEMIL codes G or P in its original configuration.**

- DEMIL G: Must be turned- in with an MDAS Certificate

- DEMIL P: Must be turned- in with a Declassification and DEMIL certificates. **All classified marking must be removed.**
- DEMIL F: Must be turned-in with special DEMIL instructions available at: <https://tulsa.tacom.army.mil>
- 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)

Some types of property require special processing for disposal turn-in. In such cases there may be additional certifications required to accompany the DTID. For certifications and forms <https://www.dla.mil/Disposition-Services/DDSR/Turn-In/Turn-In-Forms/>

## 7. CRITICAL FEDERAL SUPPLY GROUPS (FSGs) AND FEDERAL SUPPLY CLASSIFICATIONS (FSCs):

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.

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

### **Figure 4: Example Clear Text Statement**

<https://www.dla.mil/Portals/104/Documents/DispositionServices/DDSR2/Forms/TurnIn/Forms/CriticalFSCLSNStatement.pdf>

### CRITICAL FSC'S / FSG'S

(FEDERAL STOCK CLASSES / GROUPS)

REFERENCE: DRMS-I 4160.14, VOLUME II, CHAPTER 2

When turning in to DRMO's with a Local Stock Number (LSN) customers must ensure all effort is made to identify the item to the correct National Stock Number (NSN). If no NSN is available, customers must adhere to the following policy on critical FSG/FSC's: DRMO's will validate property at time of turn-in to the maximum extent feasible. All usable material in the following critical/sensitive FSG/FSC's must be turned in to the DRMO with its assigned, valid NSN when available:

FSGs 10, 11, 12, 13, and 14

and 1560, 1670, 1710, 1720, 1810, 1820, 1830, 1840, 1905, 2305, 2330, 2350, 2840, 2845, 2915, 3690, 4230, 4470, 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960,

(5810 and 5811 equipment, which is classified or designated CCLI is the responsibility of the owning military service)

5820, 5821, 5825, 5828, 5840, 5841, 5845, 5850, 5855, 5860, 5865, 5963, 5965, 5998, 6615, 6920, 6930, 6940, 8470, and 8475

When property in the above critical/sensitive FSG/FSC's is received with an LSN it must meet the following criteria: A LSN may be accepted only when the material cannot be identified to a valid NSN in FEDLOG. At a minimum, record positions 8 through 22 of the DTID (DD 1348-1A) will contain the Federal Supply Class (FSC), NATO codification bureau code, and noun / nomenclature and/or part number. Due to national security concerns, the critical FSG/FSC's listed in this brochure require a higher degree of documentation. When these items are not assigned an NSN, the DTID must include: the appropriate FSC, valid part number, manufacturer's name nomenclature that accurately describes the item to include declassification, removal of COMSEC components, end item application and a clear-text statement explaining why the NSN is not included.

This information may be annotated directly on the DTID or securely attached to the DTID.

The DTID for any property turned in with a LSN without an assigned DEMIL code must include the clear-text DEMIL statement. Generating activities may request assistance of the DRMO, DRMS, DLA or the item manager for the FSG/FSC to determine the appropriate statement that is required.

NSNs may not be changed to LSNs unless approved by the Property Management Branch (PMB) or the DRMO Chief. Only on rare occasions should this change be made, such as when the NSN on the DTID does not appear in DAISY or other acceptable situations. A statement or reason as to why the NSN was changed to a LSN should be annotated on the DTID and initialed by the approving supervisor.

### LSN

(LOCAL STOCK NUMBER)

### CLEAR TEXT STATEMENT

REFERENCE: DRMS-I 4160.14, VOLUME II, CHAPTER 2, SECTION 1

FSGs / FSCs 1710 VALID PART NUMBER

MANUFACTURER NAME

NOMENCLATURE

END ITEM APPLICATION

#### CLEAR TEXT STATEMENT WHY NSN IS NOT INCLUDED

**EXPLANATION FOR DEMIL CODE:** DOD 4160.21-M-1 APPENDIX 3 PAR A & B  
**ACTIONS FOR ASSIGNMENT OF LSN:** THE LSN ASSIGNED TO THIS DTID IS VALID  
**EXPLANATION OF RESEARCH:** A THOROUGH SEARCH WAS CONDUCTED OF ALL AVAILABLE FED LOGS AND CD'S WITHOUT ANY MAKES OF NEITHER THE MANUFACTURER CODE NOR PART NUMBER / ITEM WAS PURCHASED LOCALLY.

**THIS ITEM IS A DEMIL**  DTID (DISPOSAL TURN-IN DOCUMENT NUMBER):  DoDAAC:  JULIAN DATE:  SER. NO.:  SUFFIX:

GENERATOR UNIT NAME

PHONE NUMBERS  EMAIL

POC  SIGNATURE

DATE & TIME  Print Form PRINT NAME

**FIGURE 5: Critical FSG/FSC List**

FSG/FSC	DESCRIPTION
10 (All)	Weapons
11 (All)	Nuclear Ordnance
12 (All)	Fire Control Equipment
13 (All)	Ammunition and Explosives
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
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

## 8. SUPPLY CONDITION CODES:

Property must be assigned a supply condition code that accurately describes the current condition of the property. Providing the most accurate information on the DTID is imperative for correctly handling property. If property is misidentified, there may be lost opportunities for reutilization, transfer, or donation back to the Services, DOD programs, State and Local

governments, and Special Programs. It can even impact billing to the services if the property moves through the sales process or requires a service contract for disposal.

**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. Condition Code H property may still have reutilization potential through the DLA Disposition Services RTDS (Reutilization/Transfer/Donation/Sales) screening process.

## Q – Suspended (Product Quality Deficiency)

**Condition:** Material that has a potential and confirmed product quality deficiency which is prohibited for use within the DOD and prohibited from reutilization, transfer, donation, and sales. DLA Disposition Services downgrades these items and require mutilation to scrap. To turn in items assigned the condition code of Q the DD Form 1348-1A must contain the statement “Confirmed Defective Material – Mutilate”.

**\*\*Note** – It is imperative that customers understand the importance of turning in property with the correct condition code. This will determine how items are disposed of and will ensure property unsafe to sell is not recirculated into the market. We must ensure we are fiscally responsible and utilizing the correct condition code ensures we dispose of property safely and economically. \*\*

## 9. PROPERTY TURN-IN (NON-HAZARDOUS):

### Acceptable Property:

DLA Disposition Services is responsible for disposal of all DoD-generated excess, surplus, foreign excess, and other personal property authorized for turn-in. **DLA Disposition Services will accept accountability, however NOT physical custody** of the following, per DOD 4160.21-M:

- Live Animals
- Material Potentially Presenting an Explosive Hazard (MPPEH, formerly AEDA) residue (includes incendiary products)
- Drugs, biological and controlled substances
- Nitrate base film
- Used psychological diagnostic test sets
- Compressed gas cylinders (unless rendered to scrap)
- Fire suppression systems (FSS)

**NOTE:** Acceptance of physical custody of hazardous property shall be determined based upon the guidelines in DODM 4160.21 Vol. 4: Defense Material Disposition: Instructions for Hazardous Property and Other Special Processing Material.

### Prohibited Property:

DLA Disposition Services **WILL NOT accept (either physically or on its account)** the following categories of property; no reutilization or sale service shall be given:

- 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\*
- Live MPPEH\*
- CLASSIFIED / COMSEC Material / Cryptographic\*
- Property containing information covered by the Privacy Act

- Refuse and trash (e.g., construction debris, concrete, yard waste)
- Articles from any Foreign Service or non-U.S. government owned property, unless authorized through formal agreement

\* DLA Disposition Services cannot receive this type of property in its original configuration. Radioactive property must be rendered non-radioactive, MPPEH must be certified as Material Documented as Safe (MDAS) or inert, classified material must have a certificate of declassification and **all classified markings removed and must have DEMIL accomplished with appropriate DEMIL certificates attached with DD Form 1348-1A.**

**NOTE:** Appropriate statements and documentation must be included with turn-in. **If not provided property will be rejected, and the generator will need to make corrections.**

To schedule a Turn-In visit: <https://www.dla.mil/Disposition-Services/DDSR/Turn-In/>

**Note:** When canceling an approved appointment please give at least 32 hours of advance notice. By providing advance notice the appointment may be requested by other customers to turn in property. Customers who are repeated no-shows for appointments may be blocked from booking future appointments.

**Usable Property:**

Usable property shall be turned-in as individual line items with their assigned and valid 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).

**Scrap Property:**

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 must include:

- Supply Condition Code must be "S"
- The basic material contents
- Unit of issue annotated in pounds, kilograms (many OCONUS regions), or grams (for fine precious metals)
- POC information

**FIGURE 6: Example DD Form 1348-1A for Scrap Turn-in:**

## 10. HAZARDOUS MATERIAL/WASTE TURN-IN:

Before turning in Hazardous Material (HM) and/or Hazardous Waste (HW) to DLA Disposition Services, it is highly encouraged to first work with your Host Installation Environmental Office or Environmental POC(s) as there may be other venues the Host/Environmental POC utilizes for the type of material you are no longer needing. Every Installation has environmental permitting requirements and discarding certain substances could negatively impact these permits.

Environmental POCs can be located in an Installation directory, or you can reach out to one of DLA Disposition Services Environmental Protection Specialists located worldwide. To find contacts at one of our sites closest to your location, use: <https://www.dla.mil/Disposition-Services/Find-Location/>.



DLA Disposition Services accepts accountability for HM and HW as Receipt-In-Place (RIP) only using a standard **Memorandum of Agreement (MOA)** or **RIP Form(s)**. **DLA Form 2543 is for HW** and **DLA Form 2542 is for Useable, Scrap, and HM**.

DLA Disposition Services utilizes a wide network of environmental contractors to provide services and dispose of HM/HW. The RIP location must be an authorized approved pick-up point on the awarded contract before service can be requested.

Per DoDM 4160.21 Volume 2, system sent data for routine HM/HW disposal is required. Many military services utilize a type of software to complete these transactions, such as United States Air Force ESOH-MIS or Army's WASTE. If needing a system to utilize, DLA Disposition Services offers a free to use system called "1348 Online." Sign up and instructions to use can be found at <https://www.dla.mil/Disposition-Services/DDSR/Turn-In/ETID/>

DLA Disposition Services also offers ability to sell large amounts of usable HM (e.g., bulk off-specification fuels). This can offer cost savings to the Installation by avoiding more expensive disposal costs.

Procedures for turning-in hazardous property are commodity-based and complex. You can find further information located at <https://www.dla.mil/Disposition-Services/DDSR/Turn-In/Turn-In-Toolbox/> and selecting the type of unique property you are wanting to turn-in.

For further guidance on utilizing DLA Disposition Services environmental contracts, possible sales, and/or turn-in of hazardous property, you can contact your local DLA Disposition Services Environmental Protection Specialist using <https://www.dla.mil/Disposition-Services/Find-Location/>.

For more detail in HW/HM processes see DODM Vol. 2 enclosure 7:  
[https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021m\\_vol2.PDF](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021m_vol2.PDF)

**FIGURE 7: Example – DLA Form 2543 DLA Disposition Services Receipt In Place Hazardous Waste**

Print Form
Email Form
Clear

<b>DLA DISPOSITION SERVICES RECEIPT IN PLACE HAZARDOUS WASTE</b>		Prescribed by: DoDM 4160.21 Sponsor: DLA Disposition Services
1. DLA NUMBER		
<p><b>PURPOSE:</b> This DLA Form complies with requirements of DoDM 4160.21 to have a documented understanding with generators for Hazardous Waste (HW) disposal services. A separate Receipt in Place (RIP) form is required for usable, scrap and hazardous material. Pursuant to DoDI 4000.19, a formal MOA/MOU is not required for services performed by a Defense Working Capital Fund (DWCF) activity for another DoD entity. A formal MOA/MOU is required for non-DoD entities doing business with DLA. RIP occurs at a physical location under the generator's control, vice at a DLA Disposition Services location. RIP may be used when it is determined to be justified for economic reasons or when DLA Disposition Services is physically unable to accept property either by regulation or other restrictions. The provisions in this acknowledgement may not be changed or re-negotiated, as all provisions are reflective of requirements in DoDM 4160.21. This DLA Form will be completed by DLA Disposition Services and signed by both DLA Disposition Services and the Generator*.</p>		
2. GENERATOR DoDAAC	3. ADDITIONAL DoDAACs (IF APPLICABLE; INCLUDE ENCLOSURE IF NEEDED)	
4. ENCLOSURE <input type="radio"/> Yes <input type="radio"/> No		
5. EFFECTIVE DATE (MM/DD/YYYY - ON/AFTER LAST SIGNATURE)	6. EXPIRATION DATE (MM/DD/YYYY - NTE 5 YEARS)	
<b>7. DLA DISPOSITION SERVICES</b> SITE: ADDRESS: DLA REPRESENTATIVE (PRIMARY): PHONE: EMAIL: DLA REPRESENTATIVE (ALTERNATE): PHONE: EMAIL:	<b>8. GENERATOR INFORMATION</b> UNIT/ORGANIZATION: ADDRESS: POC (PRIMARY): PHONE: EMAIL: POC (ALTERNATE): PHONE: EMAIL:	
9. Normal hours of operation (e.g. 0800 to 1700)   Days of Operation (e.g. Monday thru Friday) <span style="float: right;">Excluding Federal holidays and any other days on which the installation is closed</span> _____ to _____, _____ thru _____		
<p><b>Section A – DLA Disposition Services Responsibilities applicable to Hazardous Waste:</b></p> <ol style="list-style-type: none"> <li>Establish accurate records for Hazardous Waste received in place. Ensure DD Form 1348-1A(s) and required supporting documentation are completely filled out IAW DoDM 4160.21 and retained IAW DLA Records Schedule and other applicable DoD and DLA published guidance. DLA Disposition Services will provide assistance/training in obtaining and completing these documents, as needed.</li> <li>Contact the designated Generator point(s) of contact (POCs) and provide notification in accordance with the requirements in the applicable Hazardous Waste disposal contract requirement.</li> <li>Comply with all federal, state and local environmental and safety laws, as well as regulatory guidance in DoDM 4160.21. If RIP occurs overseas, host nation and international laws may also apply.</li> </ol> <p><b>Section B – Generator Responsibilities applicable to Hazardous Waste:</b></p> <ol style="list-style-type: none"> <li>Must reimburse DLA Disposition Services for all service contract costs. Provide funding information on the DD Form 1348-1A.</li> <li>If HW is improperly identified, Generator will be financially responsible for any additional disposal cost and may have to accept return of the property until it can be properly disposed.</li> <li>HW designated for removal needs to be staged prior to the agreed upon time for pick-up, and the generators assigned personnel for manifest signature are required to be on site.</li> </ol>		
10. DLA DISPOSITION SERVICES NAME, TITLE	SIGNATURE	DATE (MM/DD/YYYY)
11. GENERATOR NAME, TITLE	SIGNATURE	DATE (MM/DD/YYYY)

**FIGURE 8: Example DLA 2542 DLA Disposition Services Receipt In Place Usable, Scrap And Hazardous Material**

<b>DLA DISPOSITION SERVICES RECEIPT IN PLACE USABLE, SCRAP AND HAZARDOUS MATERIAL</b>		<b>1. DLA NUMBER</b> [Redacted]	Prescribed by: DoDM 4160.21 Sponsor: DLA Disposition Services
AUTHORITY: DoDM 4160.21			
<p><b>PURPOSE:</b> This DLA Form complies with requirements of DoDM 4160.21 to have a documented understanding with generators for Usable (US), Scrap (SC), and Hazardous Material (HM) Receipt-in-Place (RIP) property. A separate Receipt in Place (RIP) form is required for hazardous waste. Pursuant to DoDI 4000.19, a formal MOA/MOU is not required for services performed by a Defense Working Capital Fund (DWCF) activity for another DoD entity. A formal MOA/MOU is required for non-DoD entities doing business with DLA. RIP occurs at a physical location under the generator's control, vice at a DLA Disposition Services location. RIP may be used when it is determined to be justified for economic reasons or when DLA Disposition Services is physically unable to accept property either by regulation or other restrictions. The provisions in this acknowledgment may not be changed or re-negotiated, as all provisions are reflective of requirements in DODM 4160.21. This DLA Form will be completed by DLA Disposition Services and signed by both DLA Disposition Services and the Generator.</p>			
<b>2. GENERATOR DoDAAC</b> [Redacted]		<b>3. ADDITIONAL DoDAAC (IF APPLICABLE; INCLUDE ENCLOSURE IF NEEDED)</b> [Redacted]	
<b>4. ENCLOSURE</b> <input type="radio"/> Yes <input type="radio"/> No			
<b>5. EFFECTIVE DATE (MM/DD/YYYY - ON/AFTER LAST SIGNATURE)</b> [Redacted]		<b>6. EFFECTIVE DATE (MM/DD/YYYY - NTE 6 YEARS)</b> [Redacted]	
<b>7. DLA DISPOSITION SERVICES</b>		<b>8. GENERATOR INFORMATION</b>	
SITE: [Redacted]		UNIT/ORGANIZATION: [Redacted]	
ADDRESS: [Redacted]		ADDRESS: [Redacted]	
DLA REPRESENTATIVE (PRIMARY): [Redacted]		POC (PRIMARY): [Redacted]	
PHONE: [Redacted]		PHONE: [Redacted]	
EMAIL: [Redacted]		EMAIL: [Redacted]	
DLA REPRESENTATIVE (ALTERNATE): [Redacted]		POC (ALTERNATE): [Redacted]	
PHONE: [Redacted]		PHONE: [Redacted]	
EMAIL: [Redacted]		EMAIL: [Redacted]	
<b>9. Normal hours of operation (e.g. 0800 to 1700)   Days of Operation (e.g. Monday thru Friday)</b> <span style="float: right;"><b>Excluding Federal holidays and any other days on which the installation is closed</b></span> [Redacted] to [Redacted], [Redacted] thru [Redacted]			
<b>Section A – DLA Disposition Services Responsibilities</b> <ol style="list-style-type: none"> <li>1. Establish accurate accountable records for property received in place. Ensure DD Form 1348-1A(s) and required certifications are completely filled out IAW DoDM 4160.21 and retained IAW DLA Records Schedule and other applicable DoD and DLA published guidance. DLA Disposition Services will provide assistance/training in obtaining and completing these documents, as needed.</li> <li>2. Contact the designated generator point(s) of contact (POCs) and provide 48-hour notification to request access for other than normal hours of operations for removals and advise generator of POCs authorized to pick up or sign for property.</li> <li>3. Process property IAW DoDM 4160.21.</li> <li>4. Comply with all federal, state and local environmental and safety laws, as well as regulatory guidance in DoDM 4160.21. If RIP occurs overseas, host nation and international laws may also apply.</li> <li>5. For property that was sold and is awaiting buyer removal, contact the Generator and receive approval by email to retain property at RIP location over 120 days. If the Generator does not approve retaining property over 120 days, the DLA Employee will coordinate with the sales buyer for removal.</li> <li>6. If the Generator has agreed to release property on behalf of the DLA Employee, the DLA Employee will provide the generator the instructions and required documentation to complete the removal.</li> <li>7. Notify the Generator within seven (7) days if item fail RTDS. Generators must comply with requirement in paragraph 18 of Section B below with regard to items that fail RTDS. After notification, process Receipt Reversal transaction to return property to the Generator within thirty (30) days.</li> </ol>			
<b>Section B – Generator Responsibilities</b> <b>General Provisions applicable to Usable, Scrap, and Hazardous Material:</b> <ol style="list-style-type: none"> <li>1. Provide, at no additional cost, administrative support (copier, fax machine, and local telephone usage) for DLA Disposition Services personnel facilitating the removal of property at the RIP location.</li> <li>2. Review and comply with all provisions of DoDM 4160.21, Volume 4, "Instructions for Hazardous Property and Other Special Processing Material."</li> </ol>			

**FIGURE 9: Example – DD Form 1348-1A Hazardous Waste**

The image shows a DD Form 1348-1A for Hazardous Waste. Red arrows point from callout boxes to specific fields on the form. The callouts include:

- Quantity: 0
- Signal: EA00001
- Fund Code: B30
- Required Delivery Date: N A H
- DEMIL Code: N A H
- Supply Condition Code: 0
- Ship From: FH2027
- Ship To: SHH001
- Unit of Issue: EA00001
- Document Number/DTID: FH20271277D037
- NSN/LSN: 8010DSPAINTF L
- Contract Number CLIN Bill to DODAAC: Contract: SP450017D0008, CLIN: FL03C4, Bill to DoDAAC: FH2003
- Additional Data: Container Number: 202103479, Storage Location: ZAZ130102, EPA Codes: F005, D001, F003, D035, D007, Waste Profile Number: 1037-L28, Accumulation Start Date: 22 Sep 2021, POC: [First & Last Name], Comm: 555-555-5555, Email: First.Last@email.mil
- Insert HW/HM Only: HW
- Freight Classification: UN1263, WASTE PAINT, LIQUID, 3, II
- Nomenclature: WASTE PAINT, SOLVENT, FLAMMABLE
- Total Weight: 526 P
- Number of Containers: 1
- Type of Container: DM

**FIGURE 10: Example – DD Form 1348-1A Hazardous Material**

The image shows a DD Form 1348-1A for Hazardous Material. Red arrows point from callout boxes to specific fields on the form. The callouts include:

- Quantity: 28
- Signal: EA00001
- Fund Code: B30
- Required Delivery Date: N A H
- DEMIL Code: N A H
- Supply Condition Code: 93
- Ship From: FH2027
- Ship To: SHH001
- Unit of Issue: EA00001
- Document Number/DTID: FH20272313N123
- NSN/LSN: 9150015444664
- Bill to DODAAC: Bill to DoDAAC: FH2003
- Additional Data: SDS No. DKH FY, Storage Location: A040446C0, POC: [First & Last Name], Comm: 555-555-5555, Email: First.Last@email.mil
- Insert HW/HM Only: HM
- Nomenclature: LUBRICATING OIL, UTILITY

## **11. INSTRUCTIONS FOR PROPERTY REQUIRING SPECIAL PROCESSING:**

DODM 4160.21 Volume 4 lists the detailed guidance for the disposition and disposal of property requiring special handling. It is recommended that generators coordinate the turn-in with servicing DLA Disposition Services site personnel since 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.

### **11.1. AIRCRAFT:**

**11.1.1.** The DLA-DS Aircraft Turn-In Checklist can be used for all categories of aircraft, it was developed to assist customers and Disposition Services personnel in certifying aircraft are turned-in properly.

**11.1.2.** 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 DODM 4160.21 Vol 4.

**FIGURE 11: Example 1 DLA-DS Aircraft Turn-In Checklist**

DLA-DS Aircraft Turn-in Checklist & Certification		
Tail Number: <input style="width: 150px;" type="text"/> Turn-in Doc # <input style="width: 150px;" type="text"/>		
Aircraft Category (Choose one) <input style="width: 80px;" type="text" value="Blank"/>		
<p><b>Note:</b> 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: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
Applicable Propulsion Program Manager released Engines for disposal. (attach)	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
GSA release received (attach)	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
Reclamation/Save List actions completed (do not attach)	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
Classified items removed	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
All liquids drained and HAZMAT removed	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
All Batteries removed	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
All Compressed Gas Cylinders removed	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
Composite Materials have Fixative applied	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
All Historical & Maintenance Records/Logs, or a statement why they are not available (attach)	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" type="text"/>
Radioactive components removed and certification signed by base Radiation Protection Officer (attach)	<input style="width: 100%;" type="text" value="Documentation Attached"/>	<input style="width: 100%;" type="text"/>
Inert Certification completed- requires two appointed personnel signatures (attach).	<input style="width: 100%;" type="text" value="Blank"/>	<input style="width: 100%;" 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: 100%; height: 40px;" type="text"/>	<input style="width: 100%;" type="text"/>

## 11.2. [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 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 12.8 in this handbook.

## 11.3. [SHIPS, BOATS, AND CRAFT:](#)

### 11.3.1. 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 U.S. Navy Inactive Ships Program (PMS-333).

Merchant vessels or ships capable of conversion to merchant use, of 1,500 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**

### **11.3.2. Non-combatant U.S. Navy Ships**

Non-combatant U.S. Navy ships listed in the Naval Vessel Register (NVR), when determined excess by the U.S. 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 U.S. Navy is responsible for DOD internal screening for these vessels. FCA screening will be accomplished according to procedures established between the Department of the U.S. Navy and GSA. Accountability for these ships and craft will remain with the Department of the U.S. 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.**

### **11.3.3. U.S. Navy Boats and Small Craft**

U.S. 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.)

#### **11.3.4. 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.

#### **11.4. 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>

##### **11.4.1. CPUs without hard drive:**

###### **Required:**

- i. Ensure the hard drive has been 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 (example below) or equivalent. Fillable form: [www.dla.mil/officialForms/files1/DL2500.pdf](http://www.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

**11.4.2. 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
- 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 (example 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

**11.4.3. 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.

**11.4.4. New and unused hard drive**

- i. New hard drives (in un-broken packaging): No label 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.”

**FIGURE 12: DL2500 NOV 2022- Certificate of Hard Drive Disposition**

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

CERTIFICATION OF INFORMATION TECHNOLOGY DISPOSITION	
<input type="checkbox"/> Check box if hard drive/data storage components have been removed.	
<i>This certifies this hard drive:</i>	
Serial No. _____	Barcode No. _____
Make/Model _____	
was Cleared / Purged / Destroyed in accordance with DoD I 8500.01, DOD M 4160.21 Vol 4, and NIST SP800-88 Rev 1 (Date) _____	
Method Type	<input type="checkbox"/> Clear <input type="checkbox"/> Purge <input type="checkbox"/> Destroy
Method Used	<input type="checkbox"/> Degauss <input type="checkbox"/> Overwrite <input type="checkbox"/> Block Erase
	<input type="checkbox"/> Crypto Erase <input type="checkbox"/> Other
Software / Degausser	_____ (Manufacturer, Product Version, Date)
Method of Destruction	_____ (e.g., approved metal destruction facility)
DTID No. / Hand Receipt No. _____	
Printed Name _____	
Organization Unit Name _____	
Email _____	
Phone _____	Rank/Grade _____
Signature _____	Date _____



**DLA Disposition Services Sites are prohibited from accepting physical custody of cylinders except for cylinders that have been evacuated and rendered inert for scrap recycling.**

Serviceable cylinders can be handled as a RIP to attempt reuse or sales. Unserviceable cylinders must be rendered to scrap and delivered to the DLA Disposition Services disposal site.

Rending to scrap is defined as removing the valve and drilling a hole into the cylinder or destroy the inlet threads. The previous contents of the cylinder must be taken into consideration when disposal actions are considered.

#### **11.6. CONCERTINA WIRE, BARBED WIRE AND TAPE:**

These items shall be banded or boxed before turn-in to the servicing DLA 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.

#### **11.7. DECORATIONS, BADGES, MEDALS, RIBBONS, BUTTONS, AND INSIGNIA:**

**11.7.1.** 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 US Government at time of a change in duty status such as a permanent change of station (PCS).

**11.7.2.** 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 ribbons) shall be destroyed by the generator.
- iii. Any metal decorations, badges, service awards, medals, ribbons, distinctive metal buttons, or other insignia containing metals (gold, silver, or platinum family metals) that are transferred to DLA Disposition Services sites may be processed for precious metals recovery.

#### **11.8. PROPERTY WITH A DEMILITARIZATION CODE OF "F":**

**11.8.1.** 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.

**11.8.2.** 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>.

**11.8.3.** Property that is DEMIL code "F" that is turned-in to DLA Disposition Services is required to have a paper copy of the DEMIL instructions accompanying it at the time of turn-in.

**FIGURE 14: 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
CIIC:	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. DLS 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.**

**11.9. FLIGHT SAFETY CRITICAL AIRCRAFT PARTS (FSCAP):**

- 11.9.1.** The Military Services may mutilate FSCAP at their option.
- 11.9.2.** 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.
- 11.9.3.** The letters “FSCAP” shall be inserted in the remarks section of the DTID.
- 11.9.4.** 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.
- 11.9.5.** FSCAP with appropriate accompanying documentation will go through RTDS (when applicable). FSCAP without documentation will be downgraded upon receipt.
- 11.9.6.** 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.

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

- 11.10.1.** 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.

**11.10.2.** 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.

**11.10.3.** 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. Unexpired MREs that contain Flameless Ration Heaters and are complete packages may be turned in for RTDS.

**11.10.3.1.** Flameless Ration Heaters (FRH).

DLA Disposition Services sites will not receive used or deactivated FRHs for disposal. FRHs that are used or spent in the field are then inert substances at the end of the heating cycle and can be disposed of properly as solid waste.

**11.10.3.2.** To dispose of unused FRHs, generating activities may:

Return them to one of the manufacturers listed for reclamation or recycling.  
TruTech Inc.  
Heater Meals Co.

**11.10.3.3.** Each manufacturer will only accept unused FRHs that they originally manufactured. The name of the manufacturer is printed on each individual heater bag or pad at the bottom. Segregate and collect FRHs in separate containers for each manufacturer. Refer to DODM 4160.21-IV.

## **11.11. [FURNITURE:](#)**

DOD excess furniture must be turned-in to DLA Disposition Services with accompanying DD Form 1348-1A.

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 are best practice and 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.

**11.12. [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-in to DLA Disposition Services.

**11.13. [METALWORKING MACHINERY:](#)**

**11.13.1. Metalworking Machinery (MM)**

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



### **11.13.2. 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.

### **11.14. 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.**

**11.14.1. 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.

**11.14.2. 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.

**11.14.3.** An inert certification is applicable to materials that could conceivably contain live munitions, but do not meet the DODM 4140.72 Management 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 if 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

**11.14.4.** 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.



**Reference the following pages for an example MDAS Certification, Inert Certification, example Certifier/Verifier Letter of MPPEH, and example Inert Certification form.**

**FIGURE 15: Example MDAS Certificate**  
<https://demil.osd.mil/documents/mdas.pdf>


<b>Title:</b>	<b>Material Documented As Safe (MDAS) Certificate</b>	
<b>Requirements:</b>	<p>The explosives safety status of MPPEH shall be determined by one of two methods:                  (a) 100-percent visual inspection and an independent 100-percent re-inspection by qualified personnel or                  (b) processing by a DDESB-approved method with appropriate post-processing inspection (e.g., sampling, etc.) of the material. A certification/verification statement as shown shall be signed and dated by a DoD contracted person or a Government employee. This documentation is only valid if the material listed is properly segregated and secured, and the chain-of-custody is maintained until the material's release from DoD control.</p>	
DTID:	QTY:	
NSN or Description:		
<b>Certification Statement:</b>		
<p>The material listed on this form has been inspected or processed by DDESB-approved means, as required by DoD policy, and to the best of my knowledge and belief does not pose an explosive hazard.</p> <p>Signature: _____</p> <p>Date _____</p> <p>Printed Name/Position (Grade/Rank): _____</p> <p>Organization and Address: _____</p> <p>Phone (COM/DSN/FAX)/E-Mail Address: _____                  =====</p> <p>Signature: _____</p> <p>Date _____</p> <p>Printed Name/Position (Grade/Rank): _____</p> <p>Organization and Address: _____</p> <p>Phone (COM/DSN/FAX)/E-Mail Address: _____                  =====</p> <p>Recommend this material be released for: (check all that apply)</p> <p>_____ Recycling                  _____ Unrestricted Use                  _____ Disposal                  _____ Other</p> <p>(Describe): _____</p>		
<b>Reference:</b>	DoDI 4140.62, "Management and Disposition of Material Potentially Presenting an Explosive Hazard", current edition	

**FIGURE 16: Example Inert Certificate**

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

<p><b>Title:</b></p>	<p><b>Inert Certificate</b></p>	
<p><b>Type of Property includes but is not limited to:</b></p>	<p>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</p>	
<p><b>Requirements:</b></p>	<p>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.</p>	
<p>DTID:</p>		<p>QTY:</p>
<p>NSN or Description:</p>		
<p style="text-align: center;"><b>Certification Statement:</b></p>		
<p>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)..</p>		
<p style="text-align: center;"></p> <p>Signature (Certifier): _____ Date _____</p> <p>Printed Name/Grade/Rank: _____</p> <p>Title: _____</p> <p>Phone (COM/DSN/FAX): _____</p> <p>Address: _____</p> <p>_____</p> <p>=====</p>		
<p style="text-align: center;"></p> <p>Signature (Verifier): _____ Date _____</p> <p>Printed Name/Grade/Rank: _____</p> <p>Title: _____</p> <p>Phone (COM/DSN/FAX): _____</p> <p>Address: _____</p> <p>_____</p>		
<p><b>Reference:</b></p>	<p>DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition</p>	

**FIGURE 17: DLA Disposition Services Example 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 4140.82 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 materiel 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: _____ Printed Name/Position (Grade/Rank): _____ Organization and Address: _____ Phone (COM/DSN/FAX)/E-Mail Address: _____	Signature (Verifier): _____ Date: _____ Printed Name/Position (Grade/Rank): _____ Organization and Address: _____ Phone (COM/DSN/FAX)/E-Mail Address: _____
--	---

TYPED NAME  
SIGNATURE

### 11.15. CLOTHING AND INDIVIDUAL EQUIPMENT:

- 11.15.1. Serviceable Uniforms:** Send to DLA Disposition Services for reutilization screening.
- 11.15.2. Unserviceable uniforms:** Work with DLA Disposition Services for transportation.
- 11.15.3. Unserviceable uniforms that are scrap:** Work with DLA Disposition Services for transportation to authorized disposal facility.
- 11.15.4. Body Armor - Active Army Component:** All body armor turn-in including ceramic plates will be turned- in to 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.
- 11.15.5. 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.
- 11.15.6. 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.
- 11.15.7. Body Armor – U.S. 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.

### 11.16. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR (CBRN) CLOTHING:

- 11.16.1.** JEFS (Joint Enterprise Fielding and Surveillance Office) 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](mailto: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/JEFS%20Page/JEFSNIINList2020.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/sites/DispoSvcs/Shared%20Documents/Demilitarization/JEFS%20\(CBRN-D\)%20Program/JEFS%20CBRN-D%20Apr%202014/Disposition%20Request%20Form.xlsx?d=we0e3becbd14d4589ad08bc61a38dbd7b](https://dlamil.dps.mil/sites/DispoSvcs/Shared%20Documents/Demilitarization/JEFS%20(CBRN-D)%20Program/JEFS%20CBRN-D%20Apr%202014/Disposition%20Request%20Form.xlsx?d=we0e3becbd14d4589ad08bc61a38dbd7b)

**Step Three:** Email a copy of the completed form to [smblogcomjeap@usmc.mil](mailto: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, an 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

- 11.16.2.** NBC/CBRN-D turn-in guidance can be found in the DEMIL F Instructions, for more guidance contact [smblogcomjeap@usmc.mil](mailto:smblogcomjeap@usmc.mil)

### **11.17. 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 NSN is known, utilize [WEBFLIS](#)

[www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/WebFLIS.aspx](http://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](mailto:dla.disp.srvcs.pmrp@dla.mil)) to help with any other questions relating to the PMRP.

**11.17.1. Dental amalgam**

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

**11.17.2. 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.

**11.17.3. Desalting Kits**

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

**11.17.4. 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.

**11.17.5. 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.

**11.17.6. High Temp and Critical Alloy Scrap**

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

**11.17.7. 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.

**11.17.8. 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](mailto:dla.disp.srvcs.pmrp@dla.mil) to assist with disposal of silver batteries.

**11.17.9. 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.

**11.17.10. 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.

**11.17.11. 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](mailto: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]".

**11.18. 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.

**FIGURE 18: Example Radioactive Property Certificate**

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

**11.19. REFRIGERATION EQUIPMENT AND APPLIANCES:**

- 11.19.1.** 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).

**11.19.2.** Refrigerants, halons, and ODS recovery cylinders required by the Reserve Services will not be turned-in to the DLA Disposition Services Sites. For procedural guidelines for turning-in ozone depleting substances visit:

<https://www.dla.mil/Disposition-Services/DDSR/Turn-In/Turn-In-Forms/>

**11.19.3.** 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 using 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.

**11.19.4. Usable or Serviceable Property:**

**11.19.4.1.** 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.”

**11.19.4.2.** If the usable and serviceable property fails RTDS 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 2545). 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

**11.19.5. Unserviceable and scrap:**

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

**11.19.5.2.** 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.

**11.19.5.3.** DLA Disposition Services Sites will retain the statement and documentation in their property accounting files in accordance with the DLA SOP 5015.01 as supplemental documents. 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.”

**FIGURE 19: EXAMPLE – Refrigerant Removal Statement – Form 2545**  
<http://www.dla.mil/Portals/104/Documents/FormsSite/forms/dl2545.pdf>

REFRIGERANT REMOVAL VERIFICATION STATEMENT							Prescribed by: 40 CFR 82.156(b)(2) & DoDM 4160.21-V4 Sponsor: Disp Svcs
THE REFRIGERANT HAS BEEN REMOVED FROM THE ITEM(S) LISTED BELOW, IN COMPLIANCE WITH THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, AND U.S. EPA REGULATIONS AT 40 CFR 82.156							
TECHNICIAN WHO REMOVED REFRIGERANT	BUSINESS ADDRESS	CITY	STATE	ZIP CODE	DATE REMOVED	ITEM DESCRIPTION*	ITEM QTY
DTID NUMBER (ENTER ONE ONLY)				TOTAL ITEM QUANTITY:			
PRINTED NAME OF PERSON TURNING-IN APPLIANCE(S)				SIGNATURE OF PERSON TURNING IN APPLIANCE(S)			
*COMMON ITEM NAMES MAY BE USED FOR "ITEM DESCRIPTION". SERIAL NUMBERS OR OTHER SPECIFIC DESCRIPTIONS MAY BE INCLUDED IN THE ITEM DESCRIPTION, BUT ARE NOT REQUIRED. AS LONG AS THE DTID NUMBER IS PERMANENTLY MARKED ON EACH ITEM, A SINGLE FORM SIMILAR TO THE ONE ABOVE WILL SUFFICE.							
NOTE: RETAIN COPY OF CERTIFICATE FOR 3 YEARS WITH THE DTID FROM THE DATE OF RECEIPT.							

DLA FORM 2545, OCT 2020      REPLACES DRMS FORM 2019, WHICH IS OBSOLETE      PDF (DLA)

**FIGURE 20: EXAMPLE – Refrigerant Removal Statement (included on DD Form 1348-1A):**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
COD	ZFD	FROM	QUANTITY	SUPPLY ADDRESS	CITY	STATE	ZIP CODE	DTID	DATE	TIME	UNIT PRICE	DOLLARS	CTS	MARK FOR	DOC DATE	NMFC	FRT RATE	TYPE CARGO	PS	QTY. REC'D	UNIT WEIGHT	UNIT CUBE	UFC	SL	RECEIVED BY	DATE RECEIVED
EA	00001				NA	H					3762	00	3762	00				W91K02								SG4430
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
DOCUMENT NUMBER & SUFFIX (35-44)	NATIONAL STOCK NO. & ADD (8-22)	REC (4-6)	LI (23-24)	QTY (24-29)	CON CODE (71)	LI (72-73)	LP (74-80)																			
W91K02 6298 0008																										
POC INFORMATION																										
NAME:																										
TELEPHONE:																										
E-MAIL:																										
4120 01 150 8112																										
REFRIGERANT REMOVED - EMPTY																										
"Properly completed REFRIGERANT REMOVAL CERTIFICATION IS ATTACHED."																										
Signature: _____																										
Date: _____																										
Printed Name																										

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT      PREVIOUS EDITION MAY BE USED      Form (low) (DLA)

**11.19.6. 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
<b>CFCs</b>	
R-11	Trichlorofluoromethane
R-12	Dichlorodifluoromethane
R-114	Dichlorotetrafluoroethane
R-500	Azeotropic mixture of CFC-12 and FC-152a (1,1 Difluoroethane)
R-502	Azeotropic mixture of CFC-115 and CFC-22
<b>HCFCs</b>	
R-22	Chlorodifluoromethane
<b>HALONS</b>	
Halon 1202	Dibromodifluoromethane
Halon 1211	Bromochlorodifluoromethane
Halon 1301	Bromotrifluoromethane
<b>SOLVENTS</b>	
<b>Methyl</b>	
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 DLA 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>

**11.20. RELIGIOUS ITEMS:**

- i. 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 disposal or RTDS.
- ii. 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.

**11.21. FLAGS (INCLUDING FOREIGN FLAGS, PENNANTS, STREAMERS, AND GUIDONS)**

- i. Items no longer considered fit for display must not be used or disposed of in a manner that might be viewed as disrespectful.
- ii. Items having a particular historical or sentimental value by reason of association with a significant event, place, or person will be referred to the owning Military Department or Defense Agency and retired from active use and preserved as historical property. However, when a U.S. flag having a historical or sentimental value to a city, or other public body, museum, or veterans' organization, is requested for display in museums or other collections, it may be donated to an authorized donor according to the DODM 4160.21, Volume 1 enclosure 5.
- iii. Items without historical or sentimental significance will be destroyed by the generator, privately, preferably by burning, in such a manner as not to suggest disrespect in accordance with section 8 of Title 4, U.S.C.
- iv. Serviceable items will be turned in for normal RTDS. DLA Disposition Services sites will destroy items remaining after RTDS, privately, preferably by burning, in such a manner as not to suggest disrespect as described in accordance with section 8 of Reference (ap).

**11.22. SAFES AND COMBINATION PADLOCKS:**

- i. Equipment must be empty, unlocked, and open.
- ii. The safe 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 2, Enclosure 7.

**11.23. SCRAP METAL:**

Recyclable waste and discarded materials derived from items that have been rendered useless beyond repair, rehabilitation, or restoration such that the item's original identity. 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 contents
- iii. Unit of issue can be recorded in pounds or kilograms (or grams for fine Precious Metals)
- iv. POC information



#### 11.24. TIRES:

- i. If a tire is DEMIL A, the unit of issue is AY, and they are USABLE they can be turned-in to DLA Disposition Services.
- ii. If the tires are DEMIL A, Unit of Issue is EA, they can be turned-in to DLA Disposition Services.
- iii. If they are Unserviceable, then turn-in as SCRAP.
- iv. If the rims are separate, they WILL need a separate DD Form 1348-1A.
- v. If the item has a valid NSN, the item must be turned-in as an item and NOT as scrap.

#### 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, M1117, 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, until end of current scrap tire service contract. Thereafter all tires will be designated to G01. 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, 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.**

**11.25. VEHICLES:**

**11.25.1.** For each vehicle a DD Form 1348-1A is required. Multiple vehicles with the same NSN may be placed on one DD form 1348-1A (Include POC info on the DTID).

**11.25.2.** DEMIL-required vehicles may require specific actions prior to turn-in to DLA Disposition Services and in accordance with the DODM 4160.28 Vol. 1 and DODM 4160.21, Vol. 2 guidance: DOD DEMIL Program. For example, the fire suppression, Automated Fire Extinguishing System (AFES), compressed liquid/gas and SPALL Liners must be removed

**11.25.3.** 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):

**11.25.3.1.** 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.

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

**11.25.3.2.1.** 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

**11.25.3.2.2.** The vehicle maintenance record.

**FIGURE 21: Example Army 2404**

<https://armypubs.army.mil>

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	
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					
"X" – Indicates a deficiency in the equipment that places it in an inoperable status. 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. 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.			DIAGONAL "/" – Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable. LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL - Indicates that a completely satisfactory condition exists. FOR AIRCRAFT - Status symbols will be recorded in red.		
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.					
8a. SIGNATURE (Person(s) performing inspection)		8b. TIME	9a. SIGNATURE (Maintenance Supervisor)		9b. TIME
10. MANHOURS REQUIRED					
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS		CORRECTIVE ACTION	INITIAL WHEN CORRECTED
a	b	c		d	e



**FIGURE 23: Example 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					ACCEPTANCE DISPOSITION		ONE TIME REPAIR DEPOT REBUILD		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	REBUILD					REPAIR	REBUILD													
13. FRAME	<input type="checkbox"/>	<input type="checkbox"/>				39. TRANSFER CASE (s)	<input type="checkbox"/>	<input type="checkbox"/>													
14. BODY	<input type="checkbox"/>	<input type="checkbox"/>				40. POWER TAKE-OFF	<input type="checkbox"/>	<input type="checkbox"/>													
15. GLASS	<input type="checkbox"/>	<input type="checkbox"/>				41. STEERING MANUAL/POWER	<input type="checkbox"/>	<input type="checkbox"/>													
16. PAINT	<input type="checkbox"/>	<input type="checkbox"/>				42. SUSPENSION SPRINGS/SHOCKS	<input type="checkbox"/>	<input type="checkbox"/>													
17. UPHOLSTERY	<input type="checkbox"/>	<input type="checkbox"/>				43. DRIVE LINE U-JOINT	<input type="checkbox"/>	<input type="checkbox"/>													
18. WIPER MOTOR ARMS, BLADES	<input type="checkbox"/>	<input type="checkbox"/>				44. AXLES AND HOUSING ASSY	<input type="checkbox"/>	<input type="checkbox"/>													
19. MIRRORS, HORN	<input type="checkbox"/>	<input type="checkbox"/>				45. DIFFERENTIAL(S) FINAL DRIVE (s)	<input type="checkbox"/>	<input type="checkbox"/>													
20. LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>				46. TYRES, RIMS, TRACKS	<input type="checkbox"/>	<input type="checkbox"/>													
21. SIREN BEACON RAY, FLOOD	<input type="checkbox"/>	<input type="checkbox"/>				47. BODIES, TRUNIONS TORQUE ARMS	<input type="checkbox"/>	<input type="checkbox"/>													
22. GAGES, INDICATORS,	<input type="checkbox"/>	<input type="checkbox"/>				48. SPROCKETS, ROLLERS, IDLERS	<input type="checkbox"/>	<input type="checkbox"/>													
23. ENGINE	<input type="checkbox"/>	<input type="checkbox"/>				49. AUX ENGINE	<input type="checkbox"/>	<input type="checkbox"/>													
COMPRESSION TEST											COMPRESSION TEST										
CYLINDERS	1	2	3	4	5	6	7	8	CYLINDERS	1	2	3	4	5	6	7	8				
DRY									DRY												
WET									WET												
24. SPEEDOMETER, TACHOMETER, HOURMETER	<input type="checkbox"/>	<input type="checkbox"/>							50. FIFTH WHEEL	<input type="checkbox"/>	<input type="checkbox"/>										
25. 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. ROOM ASSY, SHEAVES, CABLES	<input type="checkbox"/>	<input type="checkbox"/>										
32. EXHAUST SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>							58. SAFETY LIMIT DEVICES	<input type="checkbox"/>	<input type="checkbox"/>										
33. EXHAUST EMISSION HOSES	<input type="checkbox"/>	<input type="checkbox"/>							59. LANDING GEAR ASSY	<input type="checkbox"/>	<input type="checkbox"/>										
34. SERVICE BRAKES	<input type="checkbox"/>	<input type="checkbox"/>							60.	<input type="checkbox"/>	<input type="checkbox"/>										
35. 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

**FIGURE 24: Example U.S. Navy NAVMC 1028**  
 Navy Motor Transportation (4730) NAVMC 10284

<https://www.dla.mil/Portals/104/Documents/DispositionServices/DDSR/Docs/NAVMC10284.pdf>

**LIMITED TECHNICAL INSPECTION - MOTOR TRANSPORTATION (4730)**  
**NAVMC 10284 (REV. 4-95) (EF)**  
 (PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED)

<b>TYPE OF VEHICLE</b>				<b>UNIT ASSIGNED</b>				<b>SIZE</b>				<b>DRIVE</b>																			
<b>MANUFACTURER</b>				<b>MODEL</b>				<b>CHASSIS SERIAL NO.</b>				<b>YEAR OF MANUFACTURE</b>				<b>REGISTRATION NO.</b>															
<b>CONDITION CODE</b>																<b>MILEAGE</b>															
<table style="width:100%; text-align: center; font-size: small;"> <tr> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>W</td><td>Y</td><td>Z</td><td>2</td> </tr> </table>																A	B	C	D	E	F	G	H	W	Y	Z	2				
A	B	C	D	E	F	G	H	W	Y	Z	2																				
GROUP	PART	CONDITION CODE				COST	GROUP	PART	CONDITION CODE				COST	MI/TI TO BE APPLIED																	
		SATISFACTORY	REPAIR	REPLACE	MISSING				SATISFACTORY	REPAIR	REPLACE	MISSING																			
01	ENGINE						13	TIRES					OTHER SHORTAGES																		
02	CLUTCH						13	TRACKS																							
03	CARBURETOR						13	WHEELS																							
03	FUEL PUMP						14	STEERING GEAR																							
03	FUEL TANK						14	HYDRAULIC SYSTEM																							
03	DIESEL/MULTIFUEL						15	FRAME																							
	(A) INJECTORS						15	EDWING CONNECTION						MAJOR DAMAGE OBVIOUSLY DUE TO OTHER THAN FAIR WEAR AND TEAR																	
	(B) METAL PUMP						16	SHOCK ASSEMBLERS																							
	(C) TURBO CHARGER						16	SPRINGS																							
	(D) COLD START SYSTEM						17	FENDERS																							
04	EXHAUST SYSTEM						17	HOOD					LETTER OF INVESTIGATION REFERENCE:																		
05	COOLING SYSTEM						18	BODY																							
06	BATTERY						18	CAB					LETTER OF UNSERVICEABLE PROPERTY REFERENCE:																		
06	DISTRIBUTOR						18	FLOOR																							
06	ALTERNATOR						18	GLASS																							
06	LIGHTS						18	INTERIOR TRIM																							
06	STARTER						18	SEAT & UPHOLSTERY																							
06	REGULATOR						20	WRENCH																							
06	WIRING						21	BRUSH GUARD GEAR																							
07	TRANSMISSION						21	BUMPERS																							
08	TRANSFER						22	VEHICLE ACCESSORIES					TOTAL COST OF THESE REPAIRS \$																		
09	DRIVE SHAFT						22	CANVAS																							
10	FRONT AXLE						22	INSTRUMENTS																							
11	INTERMEDIATE AXLE						27	ARMAMENT																							
11	REAR AXLE						28	PAINT																							
12	PARKING BRAKE						29	FIFTH WHEEL						INDIVIDUAL REPAIR EXPENDITURE LIMIT \$																	
12	SERVICE BRAKE SYSTEM						30	DUMP HOIST																							
12	AIR SYSTEM						31	WRECKER BOOM																							

**REMARKS**

<b>DATE</b>		<b>MECHANIC SIGNATURE</b>	
<b>ACTIVITY</b>		<b>DATE</b>	<b>SIGNATURE OF MAINTENANCE OFFICER</b>

**FIGURE 25: Example DLA Form 1730**

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

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

DLA FORM 1730, NOV 2004 (EG) EDITION OF MAY 83 MAY BE USED UNTIL EXHAUSTED

- 11.25.4.** Vehicles turned-in to DLA Disposition Services should not contain more than 25 percent fuel in the tank (one-quarter tank).
- 11.25.5.** An Inert Certification or MDAS Certification is required for vehicles used in combat, simulated combat training (live fire) or used on a firing range.
- 11.25.6.** 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".
- 11.25.7.** 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.
- 11.25.8.** Vehicles turned-in to Europe require 21st Theater Sustainment Command signature on the DD Form 1348-1A

**Other requirements may exist in contingency operations:**

- i. Human remains/Mortuary letter signed by appropriate authority
- ii. MDAS Certification for MPPEH for ALL vehicle turn-ins

**11.25.9. M-Series Vehicles:**

- 11.25.9.1.** Turn-in of some M-Series vehicles may require a Radioactive Property Certificate for validation that the radium dials were 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/DDSR/TurnIn/> for instructions provided on the DLA Disposition Services website.



**FIGURE 26: Example DD Form 1348-1A for Non-DEMIL required Vehicle turn-in:**

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
QUANTITY													SUPPLIER/MENTARY ADDRESS																	DIS-TRIBUTION	PRO-JECT	P-RI	O-VER	M-ODE	1. TOTAL PRICE	2. SHIP FROM		3. SHIP TO											
1													S Z 3557 N G J																	12	C	F	62627.00		62627.00		W81MKE		SZ3557										
A5J WBR EA																																	62627.00		62627.00		4. MARK FOR RECORD-BRANCH		62557										
24. DOCUMENT NUMBER & SUFFIX (80-44)													25. NATIONAL STOCK NO. & ADD (8-22)																	5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	10. QTY. REC'D		11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL								
2320013719584													W81MKE52570065																	5257			7			6223.00	662.916		0										
26. FREIGHT CLASSIFICATION NOMENCLATURE													17. ITEM NOMENCLATURE																	18. TY CNT	19. NO CNT	20. TOTAL WEIGHT	21. TOTAL CUBE	22. RECEIVED BY		23. DATE RECEIVED													
													TRK UTIL M1025A1																			6223.000	662.916																
27. ADDITIONAL DATA													28. RIC (4-6)																	29. QTY (23-24)	30. CON CODE (71)	31. DIST (55-56)	32. UP (74-80)	SN: 560489	VEHICLE DOES NOT REQUIRE INERT OR MDAS														
POC CW3 John.Doe 678-654-3210 email: John.Doe123.MIL@ARMY.MIL																																																	

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

Procedures for accomplishing physical DEMIL range from detailed, step-by-step procedures unique to a specific item (e.g., DEMIL code “F” items) to those that can be applied to a more general range of items (e.g., operation of an industrial shredder) and those that apply a general technique (e.g., torch cutting) using a standard operating procedure. General principles to aid in procedure development are:

- (1) Technical data shall be demilitarized by burning, crosscut shredding, or pulping.
- (2) Test equipment may contain DEMIL required components.
- (3) It is preferable to DEMIL items to the level of scrap.

A DEMIL Certificate (<https://demil.osd.mil/documents/demilcertificate.pdf>) may be necessary to verify that required DEMIL actions were completed (per DODM 4160.28, Volume 2) prior to turn-in to DLA Disposition Services

**FIGURE 27: Example DEMIL Certificate:**

<b>Title:</b>	<b>Demilitarization Certificate</b>
Disposal Turn-In Document:	Item Quantity:
NSNs or Item Descriptions:	
<b>Certification Statement</b>	
I certify that the items listed hereon have been demilitarized in accordance with Volumes 1 and 2 of DoD Manual 4160.28 and the procedures in: _____	
This certificate is signed and dated by the technically qualified U.S. person (U.S. Government employee or defense contractor personnel) who actually performed or witnessed the demilitarization of the items listed on this certificate.	
Signature (certifier): _____	Date _____
Printed Name and Grade or Rank: _____	
Title and Activity: _____	
Phone and Facsimile Numbers: _____	
Mailing and E-mail Address: _____	
=====	
This certificate is signed and dated by the technically qualified U.S. Government employee (U.S. citizen) who verified the demilitarization of the items listed on this certificate.	
Signature (verifier): _____	Date _____
Printed Name and Grade or Rank: _____	
Title and Activity: _____	
Phone and Facsimile Numbers: _____	
Mailing and E-mail Addresses: _____	

### 11.27. [SMALL ARMS SERIALIZATION PROGRAM \(SASP\):](#)

DLA Disposition Services SASP program manages the demilitarization of small arms weapons systems.

#### 11.27.1. **Serialized Weapons**

Anniston, AL Central DEMIL Division (CDD) is the ONLY AUTHORIZED location for disposal through DLA Disposition Services, ship small arms serialized weapons, serialized and non-serialized weapons parts, and any item with a CIIC 2, 3, or 4 to the Anniston, Alabama, DEMIL Center, as identified on the DLA Disposition Services website:

<https://www.dla.mil/dispositionservices.aspx> . Contact the Anniston center for shipment instructions. All activities generating serialized weapons and serialized weapons parts must report a “ship” transaction, using the appropriate DLA Disposition Services DEMIL Center DoD

Activity Address Code (DODAAC), to the DoD Small Arms and Light Weapons Serialization Program registry.

### **11.27.2 Weapons Trainer Systems**

- i. CDD Anniston will receive and destroy ALL serialized weapons components (trigger housings, receivers, barrels, etc.) from Weapons trainer systems.
- ii. For weapon trainers in Europe, CDD Kaiserslautern is the servicing DLA Disposition Services site. In the Pacific, local DEMIL method is authorized for weapons trainers. (No requirement to ship to CONUS).

Note: components such as trigger housings, receivers, barrels, etc., will be removed off the trainer system and shipped to Anniston CDD. And the remaining portion of the trainer system processed at the local field site (Europe, Pacific).

### **11.27.3 Non-Serialized Parts and Components**

- i. All weapons parts and CIIC 2 – 4 items will be shipped to CDD Anniston.
- ii. For reutilization or disposal/destruction, the generating military personnel or contractor of the DLA activity will contact the CDD Small Arms for turn-in and shipping instructions at Email: [DispSvcSmallArmsDemilAnniston@dla.mil](mailto:DispSvcSmallArmsDemilAnniston@dla.mil) or via phone: (256) 741-5462/5026 (DSN 571).
- iii. Generating military personnel or contractors of the DLA activity will also be informed of small arms that are unacceptable for disposal (as covered by moratorium). This will alleviate unnecessary shipments of small arms and weapons.
- iv. When possible, prior to shipment, the CDD will assist the generator with identifying, and resolving any problems that may prohibit or delay the acceptance of a small arms. Air guns: pellet rifles, bb guns/pistols, paint ball guns should be turned-in to your nearest CDD for disposal (accepted at all 3: Anniston, Tucson, and Kaiserslautern).
- v. The generator will update their component small arms registry, and electronically transmit the shipment transaction to the DLA SASP as instructed in DODM 4000.25, Military Standard Transaction Reporting and Accounting Procedures. The generating military personnel or contractor of the DLA activity will send the small arms weapon in partial or complete form to the DLA Disposition Services CDD in Anniston, AL, to the DODAAC and address below.

- vi. A listing of serial numbers associated with each DD Form 1348-1, Inert Certificates, and the Letter of Appointed Personnel (LOA) that performed the Inert Certification, addressed to Central DEMIL Division Anniston, AL will be furnished with each turn-in of weapons. Partial and/or complete weapons will not be mixed on an Issue/Release/Receipt Document (IRRD). One IRRD per NSN (weapon type); no mixed weapons in a container.
- vii. Partial/Incomplete weapons turned-in under the whole weapon NSN, require the accompanying Missing Parts List.
- viii. No LSNs may be accepted. To obtain a Material Control Number (MCN) please contact the US Army Logistics Data Analysis Center (LDAC) at (256)955-9729, DSN 645-9729.
- ix. BURNT weapons may not be accepted without an Analytical Risk Management (ARM). To obtain an ARM, please contact LDAC.

#### **11.27.4 Shipping**

The SHIP TO DODAAC is **SY2054**, SHIP TO ADDRESS: DLA Disposition Services Anniston, Bldg. 282, 7 Frankford Ave, Anniston, AL 36201.

For a definition of small arms/light weapons, please reference the DODM 4160.21, Vol 1

## **12. WHAT HAPPENS AFTER PROPERTY IS TURNED-IN?**

DLA Disposition Services offers a wide variety of serviceable property for RTD to DOD units and other additional agencies. Property reutilized through Disposition Services is at no cost to the receiving DOD activity in most cases. In many cases there will be no shipping charge.

To utilize RTD programs, DOD customers must register in the AMPS website to request a user account and password. Once an AMPS account is created, users will have access to RTDWeb and can search and requisition from the excess property inventory.

<https://www.dla.mil/Disposition-Services/DDSR/Property-Search/>

## 13. REFERENCES:

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

<b>Issuance Number</b>	<b>Title and URL</b>
4160.21-M Vol.1	Defense Materiel Disposition Manual Volume 1 <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol1.pdf">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol1.pdf</a>
4160.21-M Vol.2	Defense Materiel Disposition Manual Volume 2 <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021m_vol2.PDF?ver=2019-09-30-130020-577">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021m_vol2.PDF?ver=2019-09-30-130020-577</a>
4160.21-M Vol.3	Defense Materiel Disposition Manual Volume 3 <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol3.pdf">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol3.pdf</a>
4160.21-M Vol.4	Defense Materiel Disposition Manual Volume 4 <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol4.pdf">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416021_vol4.pdf</a>
4160.28-M Vol. 1	Defense Demilitarization: Program Administration <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028m_vol1.pdf?ver=2019-07-17-083913-820">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028m_vol1.pdf?ver=2019-07-17-083913-820</a>
4160.28-M Vol. 2	Defense Demilitarization: Demilitarization Coding <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028v2.PDF?ver=2019-08-09-091048-130">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/416028v2.PDF?ver=2019-08-09-091048-130</a>
DLM 4000.25 Vol. 1	Military Standard Requisitioning and Issue Procedures (MILSTRIP) <a href="https://www.dla.mil/Portals/104/Documents/DLMS/Manuals/DLM/DLM_4000.25_DLMS_Manual_Combined.pdf">https://www.dla.mil/Portals/104/Documents/DLMS/Manuals/DLM/DLM_4000.25_DLMS_Manual_Combined.pdf</a>
DODI 4140.62	Material Potentially Presenting An Explosive Hazard (MPPEH) <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/414062p.pdf">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/414062p.pdf</a>
DODM 4140.72	Management Of Material Potentially Presenting An Explosive Hazard <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/414072m.PDF">https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/414072m.PDF</a>

## 14. HELPFUL WEB LINKS/FILLABLE CERTIFICATION FORMS:

- I. DLA CUSTOMER INTERACTION CENTER: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil) 1-877-352-2255
- II. CLEAR TEXT STATEMENT: <https://www.dla.mil/Portals/104/Documents/DispositionServices/DDS2/Forms/TurnIn/Forms/CriticalFSCLSNStatement.pdf%20>
- III. DLA DISPOSITION SERVICES HOME PAGE: [www.dla.mil/DispositionServices.aspx](http://www.dla.mil/DispositionServices.aspx)

- IV. DLA DISPOSITION SERVICES CUSTOMER PAGE: [www.dla.mil/CustomerSupport.aspx](http://www.dla.mil/CustomerSupport.aspx)
- V. ACCESS TO ETID: [www.dla.mil/DispositionServices/Business/TurnInProperty/etids.aspx](http://www.dla.mil/DispositionServices/Business/TurnInProperty/etids.aspx)
- VI. EDOCS DOCUMENT RETRIEVAL SYSTEM: <https://www.public.dacs.dla.mil/dacsrn/edocs>
- 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/](https://www.dla.mil/Forms/DLFormList/udt_95012_param_detail/286839/)
- IX. DECLASSIFICATION CERTIFICATION: [https://demil.osd.mil/documents/Declassification\\_certificate.pdf](https://demil.osd.mil/documents/Declassification_certificate.pdf)
- X. DEMIL CERTIFICATE: <https://demil.osd.mil/documents/demilcertificate.pdf>
- XI. DEMIL PROCEDURAL GUIDANCE AND CODES: <https://www.dla.mil/Working-With-DLA/Federal-and-International-Cataloging/DEMIL-Coding/DEMIL-Codes/>
- XII. DOD DEMIL HELP: [DEMIL Home \(dla.mil\)](http://www.dla.mil/DEMILHome)
- XIII. CERTIFICATION OF HARD DRIVE DISPOSITION - DLA FORM 2500: <https://www.dla.mil/Portals/104/Documents/FormsSite/forms/DL2500.pdf>
- XIV. OZONE DEPLETING SUBSTANCES (ODS)/ REFRIGERANT REMOVAL CERTIFICATION: <http://www.dla.mil/Portals/104/Documents/FormsSite/forms/dl2545.pdf>
- XV. MDAS CERTIFICATION FORM FOR MPPEH (MATERIAL POTENTIALLY PRESENTING EXPLOSIVE HAZARD): <https://demil.osd.mil/documents/mdas.pdf>
- XVI. INERT CERTIFICATION FORM FOR MPPEH (MATERIAL POTENTIALLY PRESENTING EXPLOSIVE HAZARD): <https://demil.osd.mil/documents/InertCertificate.pdf>
- XVII. RADIOACTIVE PROPERTY CERTIFICATION: [https://demil.osd.mil/documents/Radioactive\\_certificate%20a.pdf](https://demil.osd.mil/documents/Radioactive_certificate%20a.pdf)
- XVIII. DOD MANUALS AND PUBLICATIONS: <http://www.esd.whs.mil/Directives/issuances/dodm/>
- XIX. DD Form 1348-1A: [extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.dla.mil/Portals/104/Documents/DispositionServices/DDSR2/Forms/DD1348-1A\(Barcode\).pdf](https://www.dla.mil/Portals/104/Documents/DispositionServices/DDSR2/Forms/DD1348-1A(Barcode).pdf)
- XX. Example DD Form 1348-1A for Turn- in: <https://www.dla.mil/DispositionServices/DDSR/TurnIn/1348Help/>

- XXI.** DLA FORMS 2542 RECEIPT IN PLACE USABLE, SCRAP AND HAZARDOUS MATERIAL AND DLA FORM 2543 RECEIPT IN PLACE HAZARDOUS WASTE: [https://www.dla.mil/Working-With-DLA/Forms/DLFormList/u95012q/7265636569707420696E20706C616365/u95012c/616C6C636F6C756D6E73/u95012m/contain/s List](https://www.dla.mil/Working-With-DLA/Forms/DLFormList/u95012q/7265636569707420696E20706C616365/u95012c/616C6C636F6C756D6E73/u95012m/contain/s%20List)