



DOD MANUAL 4160.21, VOLUME 1

DEFENSE MATERIEL DISPOSITION: DISPOSAL GUIDANCE AND PROCEDURES

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Purpose:

- a. This manual is composed of two (2) Volumes, and a website, each containing its own purpose. In accordance with the authority in DoD Directive 5134.12, DoD Instruction 4140.01, DoD Manual 4160.28, and the "Establishment of the Office of the Under Secretary of Defense for Research and

Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment” Memorandum, this manual prescribes uniform procedures for the disposition of DoD personal property and establishes the sequence of processes for the disposition of personal property of the DoD Components.

b. This Volume of the manual:

- (1) Reissues DoD 4160.21-M
- (2) Implements the statutory authority and regulations under which DoD personal property disposal takes place, as well as the scope and applicability for the program.
- (3) Defines the responsibilities of personnel and agencies involved in the Defense Materiel Disposition Program.
- (4) Provides procedures for disposal of excess property and scrap.
- (5) The DoD Disposal Website (URL) supplements the requirements of the DoD 4160.21, Defense Materiel Disposition Manual, Volumes 1 &2 (date published TBD) and contains the disposal procedures and instructions for property that requires special handling, and disposal procedures for hazardous materiel.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

- a. This Volume applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (referred to collectively in this Volume as the “DoD Components”).
- b. If a procedural conflict exists, Chapters 102 of Title 41, Code of Federal Regulations (CFR), also known as the Federal Management Regulation (FMR), and Subtitle I of Title 40, United States Code (U.S.C.), also known as “Federal Property and Administrative Services Act”, take precedence over this manual.

- 1.2. POLICY. It is DoD policy consistent with Chapter 102 of Title 41, CFR that excess DoD property in the U.S. and U.S. territories or ZI must be screened and redistributed among the DoD Components and reported as excess to the General Services Administration (GSA). For disposal of excess DoD property outside the ZI, Foreign Excess Personal Property (FEPP) will be disposed in accordance with policies in this manual and chapter 7 of Title 40, U.S.C., to efficiently and economically dispose DoD FEPP.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, and in accordance with DoD Directive 5135.02, ASD(S):

- a. Develops DoD materiel disposition policies, including policies for FEPP.
- b. Oversee the effective implementation of the DoD materiel disposition program.
- c. Approves changes to FEPP procedures, as appropriate, to support contingency operations.

2.2. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, through the ASD(S), the Director, DLA:

- a. Provides agency-level command and control and administers the worldwide Defense Materiel Disposition Program.
- b. Implement guidance issued by the ASD(S) or other organizational elements of the OSD and establish system concepts and requirements, resource management, program guidance, budgeting and funding, training and career development, management review and analysis, internal control measures, and crime prevention for the Defense Materiel Disposition Program.
- c. Chairs the Disposal Policy Working Group.
- d. Directs communications with DoD Components regarding changes in service delivery processes or plans that will affect disposal support provided. In overseas locations, communications will include Combatant Commanders, U.S. Chief Mission and the in-country security assistance offices
- e. Provides direction to the DLA Disposition Services on implementing the worldwide Defense Materiel Disposition Program.
- f. Accommodates contingency operations requirements. Directs DLA support teams determine any needed deviations from standard disposal processing guidance and communicates approved temporary changes to the Military Departments and DLA Disposition Services
- g. Provides direction to the DLA Inventory Control Points (ICPs) on the cataloging of items in the Federal Logistics Information System (FLIS) as outlined in DoD Instruction 5000.64 and DoD Manual 4100.39. This is done to prevent the unauthorized disposition or release of items within DoD, other Federal Civilian Agencies (FCAs), or release into commerce.
- h. Administers and monitors the Precious Metals Recovery Program (PMRP) to identify, accumulate, recover and refine precious metals (PM) from excess and surplus end-items, scrap, hypo solutions, and other precious metal-bearing materiel for authorized internal purposes or as government - furnished material. Ensures maximum compatibility between documentation, procedures, codes and formats used in material disposition systems and the Military Departments supply systems.
- i. Programs, budgets, funds accounts, allocates and controls personnel, spaces and other resources for its respective activities.

- j. Promotes maximum reuse of FEPP, excess, and surplus property. Pursues all possible avenues to sponsor or endorse reuse of excess DoD property and preclude unnecessary purchases.
- k. Improve disposal policies, training, and procedural implementation among the DoD Components and FCAs through membership of the Disposal Policy Working Group.
- l. Annually provides to ASD(S) a summary of sales proceeds from recycling transactions in accordance with Section 2582 of Title 10, U.S.C.
- m. Ensures DLA Disposition Services follows the DoD disposal hierarchy with landfill disposal as a last resort.

2.3. DOD COMPONENT HEADS. The DoD Component heads:

- a. Recommend Defense Materiel Disposition Program policy and procedural changes to DLA and the ASD(S).
- b. Treat the disposal of DoD property as an integral part of DoD supply chain management; ensure that disposal actions and costs are a part of “end-to-end” management of items and that disposal of property is a planned event at all levels of their organizations
- c. Furnish the Director, DLA, with mutually agreed-upon data necessary to administer the Defense Materiel Disposition Program.
- d. Implement the procedures prescribed in this Manual and ensure that supplemental guidance and procedures are in accordance with Title 10, U.S.C.
- e. Participate in the Precious Metals Recovery Program and promote maximum reutilization of FEPP, excess and surplus property and critical minerals for internal use or as government- furnished material.
- f. Reutilize, transfer, screen, issue, and sell FEPP, excess, and surplus personal property according to the procedures this manual.
- g. Dispose of hazardous property specifically designated as requiring Military Department processing.
- h. Provide administrative and logistics support, including appropriate facilities, for the operations of tenant and related off-site DLA Disposition Services field activities under inter-service support agreements (ISSAs).
- i. Establish and administer disposal accounts, as jointly agreed to by DLA and the Military Departments to support demilitarization, and reclamation functions performed by the Military Departments.
- j. Administer reclamation programs and accomplish reclamation from excess materiel.
- k. For property not explicitly identified in this manual, follow Service-unique regulations to dispose of and maintain accountability of property. Ensure all accountable records associated with the disposal

of FEPP, excess, and surplus property are established and updated to reflect supply status and ensure audit ability in accordance with the DoD Instruction, 5000.64.

- l. Ensure completion of property disposition (reutilization, sales and marketing) training courses, as appropriate.
- m. Report accurately identify, on approved turn-in documents, and turn in all authorized scrap generations to servicing DLA Disposition Services Sites.
- n. Consider public donation, if applicable, before landfill disposal, and monitor, with DLA Disposition Services site personnel, all property sent to landfills to ensure no economically salable property is discarded.
- o. Authorize installation commanders, as appropriate, to sell directly recyclable and other qualified recycling program materials.
- p. Annually provide to ASD(S) a summary of sales proceeds from recycling transactions in accordance with Section 2577 of Title 10, U.S.C.
- q. Improve disposal policies, training, and procedural implementation among the DoD Components and FCAs through membership of the Disposal Policy Working Group.

SECTION 3: PROCEDURES

3.1. GENERAL. The general guidelines and procedures for property disposition are:

- a. Title 41, CFR implements Title 40, United States Codes (U.S.C), which establishes the Personal Property Disposition Program. Chapter 101 Title 41, CFR and other laws and regulations apply to the disposition of FEPP, excess, and surplus property. In the event of conflicting guidance, Title 41, CFR takes precedence. All references to “days” are calendar days unless otherwise specified.
- b. The Department of Defense provides guidance for budgeting for the disposal of excess, surplus, and FEPP property through Volumes 11 and 12 of DoD 7000.14 with updates via program budget decisions. The Service-level billing is based on the services turn-in percentage of the Disposition Services workload. As an example, if the Army constitutes 40 percent of the workload, the Army will pay 40 percent of the Disposition Services Service-level bill.
 - (1) Billings are addressed to each Military Department, Defense Agency, and FCA.
 - (2) Billing for disposition of excess property depends on decisions made between DLA and the customer: the Military Department, Defense Agency, those sponsoring DoD-related organizations (e.g., Civil Air Patrol, Military Affiliate Radio System), or FCAs.

3.2. SCOPE AND RELEVANCY

- a. The provisions of this manual apply to service providers, whether they are working at a government facility or at a commercial site and to contractors to the extent it is stipulated in the performance work statement of the contracts. DoD Manual 4160.28 and Title 10, U.S.C contain additional specific guidance for property identified as munitions list items (MLI) or commerce control list (CCL) items.
- b. The procedures in this Volume will be used to the extent possible in all contingency operations. As appropriate, the ASD(S) will modify policy guidance to support the mission requirements and operational tempo of contingency operations.
- c. This Volume does not govern the disposal of the property described in Paragraphs 2c(1), 2c(2), and 2c(3). However, once property in these categories has been altered to remove the inherently sensitive characteristics, it may be processed through a DLA Disposition Services site using an appropriate federal supply classification (FSC) code, demilitarization (DEMIL) code for the remaining components.
 - (1) Items Under Management Control of the Defense Threat Reduction Agency in Federal Supply Group (FSG) 11. These items include Department of Energy special design and quality-controlled items and all DoD items designed specifically for use on or with nuclear weapons. These items will be processed in accordance with Air Force Instruction Manual 21-204.

- (2) Cryptologic and Cryptographic Materiel. This materiel must be processed in accordance with Committee on National Security Systems Instruction (CNSSI) 4008.
- (3) Naval Nuclear Propulsion Plant Materiel. This materiel must be processed in accordance with the Naval Nuclear Material Management Manual S9213-45-000, and Office of the Chief of Naval Operations Instruction NN9210.3

3.3. OBJECTIVES. The objectives of the Defense Materiel Disposition Program are to:

- a. Provide standardized disposition management guidance for DoD excess property, FEPP (including scrap), and hazardous property (HP). The expected outcome includes protecting national security interests, minimizing environmental mishaps, satisfying valid needs by extended use of property, permitting authorized donations, obtaining optimum monetary return to the U.S. Government, and minimizing abandonment or destruction (A/D) of property.
- b. Ensure cost-effective disposal of precious metals-bearing scrap and end items for the replenishment of valuable resources through the DoD PMRP.
- c. Ensure personal property and related subcomponents are not declared excess and disposed of before determining the need for economic recovery, including strategic and critical materials.
- d. Encourage Military Departments and Defense Agencies to:
 - (1) Comply with the spirit and intent of Executive Order 12862 Setting Customer Service Standards”.
 - (2) Set results-oriented goals, such as delivering customer value that results in improvement of overall Military Department performance.
 - (3) Serve the taxpayer’s interests by ensuring tax money is used wisely and by being responsive and reliable in all dealings with the public.

3.4. TRAINING. Personnel with materiel disposition program responsibilities, i.e., ICPs, Integrated Materiel Managers (IMMs), Reservists, DLA Disposition Services employees, etc., as well as those DoD-related organizations disposing of excess, surplus, FEPP, and scrap through the Department of Defense, require applicable training in defense materiel disposition policies, procedures, and related technical areas such as safety, environmental protection, demilitarization, TSC, property accounting and accountability, administration, or management of those activities. The training required will be accomplished according to DoD Manual 4160.28 and DoD Instruction 2030.08, and applicable DoD, DLA, and Military Department training issuances. In addition to formal training, the Disposal Procedures Website (<https://dla.dod.afpims.mil/What-DLA-Offers/Excess-Property-Disposal/Disposal-Manual/>) and DLA Disposition Services Website <https://www.dla.mil/DDSR/> provides guidance on various topics related to materiel disposition.

3.5. DOD COMPONENTS. The DoD Components will:

- a. Provide administrative and logistics support, including appropriate facilities for the segregation of material according to the established ISSAs.

- (1) Establish disposal facilities at suitable locations, separate from host installation active stocks. These areas should permit proper materiel segregation and be convenient to road networks and railroad sidings.
 - (2) Approve all facility improvement projects. Identify in the ISSA reimbursable and non-reimbursable host maintenance and repair support, not exceeding that prescribed by regulations of the host activity.
 - (3) Fence or otherwise protect the disposal yard to ensure that materiel is safeguarded against theft or pilferage. Security matters identified in ISSAs are covered by security regulations of the DoD Components.
 - (4) Provide security support at no cost to DLA Disposition Services field activities through ISSAs, including retrieval, storage, and subsequent determination of items/property found in disposal assets (i.e., classified, classified item identification code (CIIC), and/or items/property identified in Section 2.c.
- b. Properly containerize and ensure all property turned in to DLA Disposition Services sites is safe to handle and non-leaking to ensure environmental compliance during transport to the DLA Disposition Services site and storage during the disposal process. Drain all fluids from unserviceable vehicles before release to disposal and treat fluids according to environmental requirements in accordance with the procedures in DoD Disposal Procedures Website (URL).
- (1) Ensure hazardous waste (HW) storage facilities meet all applicable environmental standards and requirements, including Parts 262, 264, and 265 of Title 40, CFR. Outside Continental United States (OCONUS) HW storage/management is generally defined under the Host Nation agreements. If there is not an agreement, refer to the DoDM 4715.05, Overseas Environmental Baseline Guidance document for requirements.
 - (2) Provide funds for disposal of HP failing reutilization, transfer, donation and/or sale (RTDS), or if the HP is not eligible for RTDS, that it is disposed of on a DLA disposal service contract. Funding for disposal by the Military Department or Defense Agency also applies in instances when non-regulated waste requires special handling for disposal via disposal service contract, or when special services are requested on the disposal service contract. Tires, plastics and electronic waste may fall within this category at some locations.
- c. Comply with the Defense DEMIL Program in accordance with DoDI and DoDM 4160.28.
- (1) Provide proper instructions for DEMIL “F” property to the DLA Disposition Services site at the time of turn-in (physical, electronic or receipt-in-place). Turn-in in accordance with the procedures in Section 4 of this Volume, the procedures on the Army’s Integrated Logistics Support Center Website <https://tulsa.tacom.army.mil/DEMIL> and Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materiel DoD Disposal Procedures Website (URL).
 - (2) 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 DLA Disposition Services Anniston, Alabama, as identified:

- (a) All serialized weapons and serialized weapon parts that are CIIC 2, 3, or 4 to DLA Disposition Services Anniston Small Arms Serialization, DoD Activity Address Code (DoDAAC) SYD184.
- (b) All non-serialized weapons, weapon parts and items with a CIIC of 2, 3, or 4 must be sent directly to DLA Disposition Services Anniston Field Site, DoDAAC SY2054.
- (c) All activities generating serialized weapons and serialized weapons parts must report a “ship” transaction, using the appropriate DLA Disposition Services DoDAAC, to the DoD Small Arms and Light Weapons Serialization Program registry.
- (d) Implement DoD qualified recycling program (QRP) as directed by DoDI 4715.23. Establish QRPs to divert or recover scrap or waste from the waste streams, as well as to identify, collect, properly segregate, and maintain the integrity of recyclable materials in a way that will maintain or enhance their marketability. Executing QRPs in accordance with Section 2577 of Title 10 U.S.C.
- (e) Implement TSC measures in accordance with DoDI 2030.08, for USML and CCL items and comply with applicable export control regulations and laws.
- (f) Provide support to contingency operations in accordance with OSD approved Combatant Commander operational plans. DLA Disposition Services personnel and capabilities must be requested through the Secretary of Defense (SECDEF) Request for Forces (RFF) process to establish a forward deployed DLA Disposition Services site. When DLA Disposition Services personnel are not forward deployed or do not have capabilities at established contingency locations, the military services are responsible for re-deploying excess equipment to established DLA Disposition Service sites. DLA Disposition Services will provide advice and guidance to military units and Combatant Commanders on FEPP disposal options that do not require turn-in to DLA Disposition Services, however, require approval from ASD(S).

3.6. DLA DISPOSITION SERVICES. The DLA Disposition Services will:

- a. Provide Military Departments and Defense Agencies with disposition solutions and best value support for the efficient and timely RTDS or disposal of excess, surplus, and FEPP property. This includes all required training and guidance on programs affecting disposition practices.
- b. Provide visibility and promote maximum reuse of personal property on the DLA Disposition Services accountable record. Implement transfer and donation policies and procedures consistent with GSA regulations.
- c. Provide tailored disposal support to the DoD warfighter during contingency operations, as approved by the ASD(S).
 - (1) Work with the Military Departments to receive and dispose of property in the most efficient manner. If standard accountability practices are not practical, alternative processes may be established on a temporary basis. However, as time or conditions permit, prescribed

processes will be established and appropriate additions, deletions, and adjustments to the official accountable record will be completed.

- (2) Provide comprehensive disposal services supporting customer-unique needs based on mutually developed service agreements. DLA Disposition Services, along with DLA, will work with customers of all levels, e.g., generators, major commands, and Services, to define expectations and establish service delivery strategies.
- d. Implement quality control programs for the Defense Materiel Disposition Program to assure optimum reutilization; proper DEMIL; use of environmentally sound disposal practices; implementation of TSC measures for MLI and CCL item.
- e. Implement TSC in accordance with DoDI 2030.08 for USML and CCL item and comply with applicable export control regulations and laws.
- f. Monitor DLA Disposition Services site PMRP operations and provide support to DoD Components and participating federal agencies. Manage the recovery operations of the PMRP.
- g. Prepare and distribute reports for disposition of excess and surplus personal property as required and/or requested.
- h. Serve as the office of primary responsibility for environmentally regulated and HP, as detailed in this manual and on the DoD Disposal Webpage ([URL](#)).
- i. Comply with and implement the provisions of this manual, DoD Instruction 4160.28, DoD Manual 4160.28, and DoD Instruction 2030.08 in the execution of DLA Disposition Services worldwide. Coordinate procedural waivers or deviations for approval by forwarding policy exceptions, waivers or deviations through the DoD Disposal Policy Working Group to ASD(S) for policy approval.
- j. Monitor property accountability and approve adjustments or corrections to property accounts for assigned DLA Disposition Services sites.
- k. Comply with implementing guidance relative to relationships with Combatant Commanders, as prescribed in DoD Directive 5105.22.
- l. Support disposal of foreign-owned property in accordance with Defense Security Cooperation Agency Manual 5105.38 and guidance on the DoD Disposal Procedures Website ([URL](#)).
- m. Provide reutilization, transfer, donation, and disposal service to customers.
- n. Maintain liaison with generating activities to determine most efficient method of acceptance, receipt-in-place (RIP) or by physical turn-in, determine mutually agreed-upon schedules for property receipts, and execute agreements for RIP transactions.
- o. Process excess property, surplus property, FEPP, nonsalable materiel, and other authorized turn-ins from generating activities.
- p. Inspect and accumulate physical receipts of property; verify identity, perform a kind, count, and

condition (KCC) inspection during receipt to determine materiel condition and completeness and identify any discrepancies that may exist. DLA Disposition Services sites need not verify quantities where units of issues are: lot, assortment, board foot, cubic foot, foot, inch, length, meter, square foot, square yard, and yard. These units of issue are impractical and economically unfeasible.

- q. Establish and maintain visibility of accountable property records for excess, surplus, and FEPP property.
- r. Provide or arrange adequate covered storage to protect received property from the elements, maintain its value and condition, and reduce handling. Store property to prevent contamination or mixing, ensure proper identification and segregation (bins or areas are prominently marked, labeled, tagged, or otherwise readily identifiable with the property locator record), and allow inspection.
- s. Fence or otherwise protect the disposal yard to ensure materiel is safeguarded against theft or pilferage. DLA Disposition Services are generally a tenant operation on a DoD installation that generates disposal property. The DLA Disposition Services must comply with the security matters identified in ISSAs established with the DoD Component regarding security regulations.
- t. Prepare ISSAs. Coordinate with the local installation to resolve matters of mutual concern.
- u. Provide information and assistance to those who are processing precious metals-bearing property into DoD PMRP.
- v. Ensure periodic inventories are conducted, accountable property records are updated and required inventory adjustment documents are prepared and processed.
- w. Manage the RTD of surplus property. Promote maximum RTD of FEPP, excess property, and surplus property. Process authorized RTD requests. Ensure accountable records are updated in accordance with DoDI 5000.64.
- x. Provide assistance to all authorized screeners, donees, and other interested persons.
- y. Facilitate the sale of property not reutilized, transferred, or donated, and ensure it is appropriate for release into commerce, in accordance with Title 10, U.S.C specific guidance for property identified as MLI or CCL items.
- z. Deposit sale proceeds and other funds received, including storage charges and transfer monies to the appropriate accounts.
- aa. Manage the DoD scrap recycling programs (including precious metals recovery) and related financial records.
- bb. Advise host installations in executing their QRP in accordance with Section 2577 of Title 10 U.S.C..
- cc. Ensure demilitarization, including of small arms serialized weapons and serialized parts, is accomplished in accordance with DoDM 4160.28.

- dd. Provide shipment locations and instructions to generating activities, as requested.
- ee. Document handling and receipt of serialized weapons in accordance with the procedures in DLA 4140.14 for the control of small arms by serial number. Ensure DEMIL, including small arms serialized weapons, serialized and non-serialized weapons parts and CIIC 2-4 items is accomplished in accordance with DoDI 4160.28, and DLA Disposition Services internal direction.
- ff. Update the DoD Item Unique Identification (IUID) Registry upon the materiel disposition of uniquely identified items in accordance with the procedures in Section 5 of this Volume.
- gg. Provide support to contingency operations in accordance with OSD approved Combatant Commander operational plans. DLA Disposition Services personnel and capabilities must be requested through the SECDEF RFF process to establish a forward deployed DLA Disposition Services site. When DLA Disposition Services personnel are not forward deployed or do not have capabilities at established contingency locations, the military services are responsible for re-deploying excess equipment to established DLA Disposition sites. DLA Disposition Services will provide advice and guidance to military units and Combatant Commanders on FEPP disposal options that do not require turn-in to DLA Disposition Services, however, require approval from ASD(S).

3.7. ICP MANAGER. The ICP Manager is responsible for the materiel management of a group of items either for a particular Military Department or for the DoD as a whole. For the Defense Materiel Disposition Program, the ICP manager will:

- a. Ensure managed items are properly cataloged in the FLIS, in accordance with DoD Instruction 5000.64. To prevent unauthorized disposition or release within DoD, other FCAs, or release into commerce, include required data elements such as UII (when applicable), accurate codes for DEMIL, controlled inventory items, precious metals, shelf-life items, and critical items (critical safety items (CSIs)) or flight safety critical aircraft parts (FSCAP), or other applicable data elements.
- b. Prepare complete instructions when property is assigned DEMIL Code “F,” in accordance with life-cycle management requirements in DoD Manual 4160.28. Additionally, load the instruction in the DoD DEMIL “F” Instruction repository hosted by the Army’s Integrated Logistics Support Center Website at <https://tulsa.tacom.army.mil/>.
- c. Review DLA Disposition Services assets and orders, as appropriate, before initiating new purchases.
- d. Process other ICP interrogations or orders for requirements assigned a Uniform Materiel Movement and Issue Priority System (UMMIPS) priority designator as identified in DLMS 4000.25,

(1) Falling within Issue Priority Group 1 (Priorities 01 - 03).

(2) In accordance with the procedures in Executive Order 12862.

- (3) Considering on-hand assets to the same extent as would be done to satisfy their own service orders.
- (4) Prepare data, records for accountability, and provide disposition recommendations as prescribed here and in DoD Instruction 5000.64 in order to maintain backup material for audit review.

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SECTION 4: EXCESS DOD PROPERTY AND SCRAP DISPOSAL PROCESSING

4.1. GENERAL

- a. Military Departments and Defense Agencies will declare DoD property excess and use the DoD in-transit control system (ICS), as required by DoD Instruction 5000.64 and Executive Order 12862.
- b. Generating activities are encouraged to retain physical custody until disposition instructions are provided and completed, to reduce processing costs, e.g., packaging, crating, handling, and transportation.

4.2. PROPERTY AND SCRAP ACCEPTED AND EXCLUDED

- a. DLA Disposition Services must accept and dispose of all authorized DoD-generated excess, surplus, FEPP, scrap, and other personal property with the exclusions in Section 4.2.e.
- b. Property not disposed of through RTDS will be processed for disposal, for example, HP will be processed on HW disposal service contracts. Other property will be demilitarized, downgraded to scrap, processed for A/D, or disposed of through a DLA Disposition Services service contract.
- c. DLA Disposition Services sites minimize processing delays as much as possible. In the event a site is unable to physically accept the property at the desired time and location due to workload, generating activities may retain the property for processing in-place, seek another DLA Disposition Services site, or hold the property until the DLA Disposition Services site is able to receive the property.
- d. DLA Disposition Services sites:
 - (1) Accept and process nonsalable materiel that has no RTDS value and is not otherwise restricted from disposal by U.S. law or federal or military regulations.
 - (2) Ensure that disposition is by the most economical and practical method; for example, donation in lieu of A/D or through a service contract that meets minimum legal requirements for disposal of the specific types of property.
- e. DLA Disposition Services sites may not accept (either physically or on their account) and no reutilization or sale service will be provided for:
 - (1) Radioactive waste, items, devices, or materiel (see DoD Disposal Webpage, Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material).
 - (2) Property designated for disposal by the Military Departments as identified in Sections 3 & 4, this Volume and the DoD Disposal Website, Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material.
 - (3) Classified material, except that which is addressed by Section 4.2 of this Volume.

- (4) Nuclear weapons-related materiel.
- (5) Classified and unclassified information systems security material cryptological (CRYPTO) or communications security (COMSEC). Disposal of FSCs 5810 and 5811 CRYPTO and COMSEC are the responsibility of the Military Departments and may not be transferred to DLA Disposition Services in their original configuration as specified in CNSSI 4001 and CNSSI 4005.
- (6) Property containing information covered by Section 552a of Title 5, U.S.C., also known as the “Privacy Act of 1974”.
- (7) Once property in the above listed categories has the inherently sensitive characteristics removed, the remaining components may be turned into DLA Disposition Services using an appropriate federal supply classification (FSC) code and DEMIL code for the remaining components/items.
- f. DoD Components will manage the collection and disposal of installation refuse and trash.
- g. DLA Disposition Services sites will not accept scrap accumulations that are contaminated or commingled with:
 - (1) Material potentially presenting an explosive hazard (MPPEH).
 - (2) MLI that require DEMIL (DEMIL Codes C, D, E and F) and MLI that require mutilation (DEMIL Code B/Q). MLI with DEMIL Code G and P are not authorized for acceptance by DLA Disposition Services in their original state (the inherently sensitive characteristics must be removed).
 - (3) CCL items that have not undergone mutilation to the point of scrap as defined in DoD Instruction 2030.08.
 - (4) Hazardous property Federal Stock Classes.
- h. Contaminated scrap should be turned in as HW

4.3. SCRAP SEGREGATION AND IDENTIFICATION

- a. Generating activities are responsible for initial identification and scrap segregation. Commingling material may reduce or destroy the value of the scrap.
- b. The major basic material or content will be used in the item nomenclature block of the disposal turn-in document (DTID).
- c. Scrap will be segregated to ensure only authorized items are in a scrap pile.
- d. DLA Disposition Services sites will provide guidance and, where possible, containers for use by scrap generators at the source.

- e. The generating activity collecting the scrap or waste will maintain proper segregation of the material and determine a point at which no further material will be added. When scrap piles are being built by the DLA Disposition Services site, the same principles apply. Scrap generated from explosive and incendiary items and chemical ammunition is dangerous and will not be commingled with other types of property.

4.4. DOCUMENTATION FOR DISPOSAL THROUGH DLA DISPOSITION SERVICES

- a. Use DoD automated information systems to the extent practical to prepare documentation for excess, surplus, or scrap DoD property or FEPP. This method of submitting information is preferred, particularly for the turn-in of Hazardous Wastes. In addition to submitting the information through automated information systems, hard copies must be produced and maintained with the items during the disposal processes. In the event automated information systems are not available, hard copy of turn-in documentation will be used.
- b. The generator will provide to the DLA Disposition Services site an original and three hard copies of a Department of Defense (DD) Form 1348-1A, "Issue Release/Receipt Document," or DD Form 1348-2, "Issue Release/Receipt Document with Address Label" (available at <https://www.esd.whs.mil/DD/>). The DTID must include a valid DoDAAC, as authorized in Volume 2 of DLMS 4000.25. All further references to DD Form 1348-1A, which also include DD Form 1348-2, will be referred to in this manual as a "DTID. See Table 1. "Transfer of Usable Property to DLA Disposition Services Sites" on the DoD Disposal Website ([URL](#)), which provides guidance on preparation of the DD Form 1348 series documents. For scrap transfers, see Sections 4.6 & Section 4.7 of this Volume.
- c. Generating activities may use the DLA Disposition Services web-based program electronic turn-in document (ETID) for submitting the required information electronically. ETID accommodates generators that do not have service-unique automated capabilities. Generating activities requiring ETID access must apply for user ID and password. ETID access and guidance are located on the DLA Disposition Services Website <https://www.dla.mil/Disposition-Services/DDSR/Turn-In/ETID/>.
- d. In addition to the data required by DLMS 4000.25, the DTID must clearly indicate:
 - (1) The reimbursable category (such as foreign purchased, non-appropriated funds (NAF), FCA), including the reimbursement fund citation, or an appropriate indicator that reimbursement is required (e.g., purchased with NAF or Disposal Authority Code "F" for FCAs). DTIDs without reimbursement data will be processed as non-reimbursable.
 - (2) The value and a list of component parts removed from major end items or a copy of the limited technical inspection showing the nature and extent of repair required.
 - (3) The appropriate Supply Condition Code (SCC), IAW the DLMS 4000.25. The SCC is determined by the generator.
- e. DoD Components, FCA and Special Programs will turn in usable property as individual line items.
 - (1) Usable property will be turned in as individual line items with their assigned and valid

national stock number (NSN) and UII (when applicable). The exception is locally purchased property without an NSN.

- (2) Property may be turned in without a valid NSN when the materiel cannot be identified to a valid NSN in the federal logistics data system, FEDLOG (e.g., locally purchased property). Before assigning a Local Stock Number (LSN), generating activities will match the part number or bar code number from the property against the DLA Logistics Information Service Universal Directory of Commercial Items Cross Reference Inquiry.
- (3) Generating activities will assign a LSN if a part number or barcode is not available, (I. E. confiscated or captured enemy materiel, or a local procurement and an NSN is not assigned) Annotate on the DTID the FSC, the North Atlantic Treaty Organization (NATO) codification bureau code, if available, and identify the noun, nomenclature, or part number. Information and standardized LSN listings can be found at www.dla.mil/disposition-services/Turn-in/Turn-In-Toolbox/LSNs/
- (4) Due to national security concerns, the FSCs listed in (URL) that are clearly MLI or CCL items require a higher degree of documentation. When these items are not assigned an NSN, the DTID must include a clear text statement with the appropriate FSC, identifying why the NSN is not included/available; the valid part number and manufacturer's name; nomenclature that accurately describes the item; the end item application; and a clear text statement explaining why the NSN is not included (e.g., locally purchased item, found on post, lost, abandoned, privately owned property). This information may be annotated directly on the DTID or securely attached to the DTID. See FSC Search and Directory Information, <https://www.dla.mil/Working-With-DLA/Federal-and-International-Cataloging/H2/> and Table 2. "Federal Stock Classes Requiring Turn-in by National Stock Numbers", on the DoD Disposal Website (URL).
- (5) The DTID for any property turned in by LSN without an assigned DEMIL code must include a required clear text DEMIL statement, based on information as provided in DoD Manual 4160.28. Generating activities may request assistance from a DLA Disposition Services site, the DoD DEMIL Program Office, or the Integrated Manager for the FSC to determine the appropriate statement. The Generator can refer to the DoD DEMIL Coding Office for assistance with assignment of the appropriate DEMIL code(s). If assistance is not requested or not used, DLA Disposition Services sites may reject the turn-in of materiel which does not meet established criteria.

f. The Scrap DTID will include:

- (1) DI
- (2) Unit of Issue
- (3) Quantity (total weight (estimated/actual)
- (4) DTID Number
- (5) Precious Metals indicator code

- (6) Disposal authority code
- (7) Basic material content (block 17)
- (8) Reimbursement data, if applicable
- g. For HP documentation, see DoD Disposal Website ([URL](#)), Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material.
- h. The generating activities will complete documentation for in-transit control of property (excluding scrap (SCC S)), waste, NAF, lost, abandoned, or unclaimed, privately owned, and FCA property) for shipments or transfers to DLA Disposition Services sites of property with a total acquisition value of \$800 or greater and all property designated as pilferable or sensitive identified by an NSN or part number. The incident command system (ICS) document tracks property from the time of release by generating activity (regardless whether the property is shipped to the DLA Disposition Services site or retained by the generating activity) until the DLA Disposition Services site accepts accountability. The generating activities will update the records to reflect the change in accountability and custody.
- i. Counterfeit and/or Defective Property:
 - (1) General Information.
 - (a) Category 1 (CAT 1) Defective or Counterfeit Property.
 - 1. Is identified as military or Federal Government specification property intended for use in safety critical areas of systems, as determined by the user and reported to the item manager.
 - 2. Does not meet commercial specifications.
 - 3. If used, would create a public health or safety concern; RTDS as [usable property](#) is prohibited.
 - 4. Must be mutilated by the generating activity according to specific instructions provided by the item manager.
 - (b) Category 2 (CAT 2) defective property.
 - 1. Does not meet military or Federal Government specifications, may meet commercial specifications.
 - 2. Cannot be used for its intended military purpose and must not be redistributed within the Department of Defense, as directed by the item manager.
 - 3. May be used for commercial purposes and may be transferred, donated, or sold as [usable property](#).

Executive Service level).

- (5) The DLA Disposition Services site will provide barcode labels to the generating activity to affix on the property. The labels will contain the DTID number, DEMIL code, and supply condition code. The label will be positioned to clearly indicate that the property accountability has passed to DLA Disposition Services (e.g., “on the DLA Disposition Services accountable record/site’s inventory). Property should be consolidated and protected in a designated area. The activity with physical custody is responsible for care and protection of the property until it is disposed of or moved to a DLA Disposition Services site. If/when the generating activity transports the property to the DLA Disposition Services site, the care and custody of the property will be the responsibility of DLA Disposition Services.

4.6 TRANSFERRING USABLE PROPERTY AND SCRAP TO A DLA DISPOSITION SERVICES SITE

- a. Generating activities will comply with their Service or agency retention and disposal policies and procedures when preparing property for transfer for disposal. The generating activity will maintain accountability of property, in accordance with DoD Instruction 5000.64, until formally relieved of accountability by DLA Disposition Services.
- b. Generating activities will schedule all transfers, RIP or physical turn-in through advanced notification.
- c. Usable property will be transferred as individual line items with their assigned valid NSN and UII (when applicable), with the exception of locally purchased property without an NSN.
- d. Scrap properly identified with supply class by basic material content and segregation, must be transferred to a DLA Disposition Services site using a DTID.
- e. If the property has a deficiency that prohibits further DoD use, the material will remain in SCC Q, and owners/holders will direct transfer of the materiel to DLA Disposition Services site and processed for mutilation. Improperly documented, unauthorized source, defective, non-repairable, and time-expired aviation CSI/FSCAP materiel that is not mutilated by the holding activity will be directed to the DLA Disposition Services site in SCC Q with Management Code S. All such materiel will be mutilated. The ICP/IMM should identify to the DLA Disposition Services site any unique instructions for disposal requiring specific methods or information regarding hazardous materiel (HM), hazardous waste (HW), or hazardous property (HP) contained in the item. When transferring such aviation CSI/FSCAP to a DLA Disposition Services site, the generating activity’s DTID must clearly state in block 17 that the part is defective, non-repairable, time-expired, or otherwise deficient and that mutilation is required.
- f. Property capable of spilling or leaking may not be transferred to a DLA Disposition Services site in open, broken, or leaking containers. All property will be non-leaking and safe to handle.
- g. For physical transfers, generating activities will be responsible for movement and transportation cost of the property or scrap to the nearest DLA Disposition Services location.

- h. DEMIL instructions are to be provided by the ICP or IMM. DEMIL F items must have a valid and verifiable NSN. LSNs with DEMIL F are not valid. DLA Disposition Services sites will not accept DEMIL F property without the proper instructions.
- i. DTIDs that do not meet the DoD turn in requirements will be rejected and returned to the generator.
- j. To obtain DEMIL F instructions, visit the Army's Integrated Logistics Support Center Website at <https://tulsa.tacom.army.mil/>.

4.7. RECEIPT OF PROPERTY AND SCRAP

a. During Transfer.

- (1) DLA Disposition Services sites are responsible for ensuring proper receipt, classification, processing, safeguarding, storing, and issue of all property and scrap. This includes usable property and properly segregated scrap destined for disposal.
- (2) DLA Disposition Services sites will assist, when requested, in tracing property when an in-transit control follow-up has been received by the generating or shipping activity.
- (3) DLA Disposition Services sites will maintain close liaison with generating activities to ensure:
 - (a) Informational guidance on disposal transfers is given to generating activities.
 - (b) A DLA Disposition Services site's receiving capability and the volume of property to be transferred is taken into consideration for turn-in scheduling. Property inspections will be performed in-place if more advantageous due to the characteristics of the property, as determined by DLA Disposition Services.
 - (c) Assistance is provided to generating activities, as needed, to assure proper segregation of scrap and hazardous material before transfer. If the weight generated, market conditions, or local trade practices warrant, scrap will be further segregated.
 - (d) All property (except unsalable materiel that is precluded from sale by law), including scrap with a RTDS value will be processed as set forth in this manual.
 - (e) Property received is protected to prevent damage from unnecessary exposure to the elements. Property transferred as condemned may still be usable and may be transferred or sold.
 1. Instances of improper handling of government property will be brought to the attention of the generating activity or installation commander for remedial action.
 2. Recurrent instances of improper care or handling will be documented for referral to DLA and the disposal focal points of the Military Departments and Defense Agencies.

- (4) The generating activity will ensure all property and scrap are properly identified, including special handling requirements, and that automated information system or manually prepared documentation contains 3 copies of the DD Form 1348-1A and the appropriate information/documentation for property received-in-place or physically accepted.
- (a) DLA Disposition Services sites will validate items during the pre-receipt/receipt process(s) with documentation preparation during physical transfer of the property.
1. The generator's representative (if present) should assist with validation of the property. Whether received-in-place or at a DLA Disposition Services site, a receipt copy of the DTID will be provided to the generator's representative at that time
 2. For turn-ins accompanied by a generator representative, a conditional receipt copy will be provided at the time of delivery. DLA Disposition Services sites will initial in block 22 and date block 23 of the DTID. This copy constitutes conditional acceptance and becomes the official receipt unless property is rejected on a Supply Discrepancy Report (SDR) within 15 workdays.
 3. If the turn-in is not accompanied by the generator's representative, the official receipt documentation will be provided in the most efficient method available, e.g., through an electronic listing of items received, an actual copy of an annotated DTID, or an electronic return of an annotated DTID through a web-based document management system.
- (b) Validation will consist of performing a KCC inspection, verifying property description/nomenclature, quantity and assuring an authorized and appropriate SCC was assigned by the generating activity. DLA Disposition Services sites and generating activities will work together to validate and verify requirements and obtain appropriate certifications, etc., when property is received-in-place versus physically transported to a DLA Disposition Services site. The RIP agreement will be the evidential matter for securing and documenting these requirements.
- (c) Generating activities are responsible for assigning the appropriate SCC. The DoD Components must ensure that personnel turning in property for disposal are trained in identifying appropriate SCCs. The DoD Components should ensure that oversight and inspection measures are in place to regularly spot check and/or validate all SCCs applied by their generating activities.
1. Upon turn-in, DLA Disposition Services sites may challenge any potentially inaccurate or incorrect SCC with the Generator, except for items in SCC Q and/or SCC U, which will be downgraded to scrap and mutilated upon receipt.
 2. After receipt, when on DLA's accountable record, DLA Disposition Services may change the SCC for items when it will support efficient disposal of an item (e.g., allowing it to be downgraded to scrap), except for items in SCC Q and/or

SCC U, or for items that do not require test, measurement, or diagnostics, when the SCC change will allow for greater reutilization, transfer, donation, or sale, when there are no patent defects, and it is determined that it will not increase the risk to the issuing entities of receiving a defective or damaged unusable item.

(5) Appropriate actions will be taken for discrepancies detected during pre-receipt or receipt:

- (a) If property is to be physically received and the generating activity's representative is present, accountability and physical custody of the property will remain with the generator until reconciled. DLA Disposition Services sites, at their discretion, may retain physical custody until reconciled.
- (b) Discrepancies noted during the receiving process, which may be discovered after electronic or hard copy documentation is received, will be processed in accordance with DLM 4000.25, Volume 2.
- (c) DLA Disposition Services will barcode the property for identification purposes. Barcoding should include use of any Unique Item Identification (UII) or Item Unique Identification (IUID) in place when applicable.

b. Conditional and Accountable Acceptance Distinction. Conditional and accountable acceptances are separate actions.

- (1) Conditional acceptance occurs when a generating activity representative accompanies a transfer. DLA Disposition Services sites will provide a conditional receipt copy at time of physical delivery. Conditional acceptance becomes official and final acceptance receipt unless property is officially rejected by the DLA Disposition Services site within 15 workdays.
- (2) Accountable acceptance becomes final when verification of accurate property description/nomenclature, valid condition code assignment, correct quantity, and UII (when applicable) is completed by the DLA Disposition Services site. Physical inspections will be conducted, as appropriate.
- (3) During the conditional acceptance processing, if the property is physically transferred to the DLA Disposition Services site and an inventory discrepancy surfaces, the DLA Disposition Services site will research and provide a report of the lost, damaged, or destroyed property in accordance with procedures in DoD 7000.14-Regulation. If the property remains at the generating activity site for RIP and an inventory discrepancy surfaces, the generating activity will research and provide a report of the lost, damaged, or destroyed property in accordance with procedures in DoD 7000.14-Regulation. The accountable organization will amend the accountable property records as appropriate upon completion of the property loss investigation.

c. Document Acceptance. DLA Disposition Services sites will use a full signature for receipts in block 22 of the DTID. The conditional acceptance date will be entered in block 23. DLA Disposition Services sites will also use this date for the accountable record receipt transaction.

d. **Returning Receipts.** DLA Disposition Services sites will return one hard copy on physical transfers. DLA Disposition Services will make return receipts available to generators via a web-based document management system. Generating activities may access this system via <https://www.public.dacs.dla.mil/dacsrm/edocs/> and search, view, and download copies of turn-in documentation. DoD Components should work with DLA Disposition Services and encourage the use of a web-based document management system and eliminate hard copy return receipts.

(1) For property physically received by a DLA Disposition Services site, generating activities will be provided a conditional receipt copy upon delivery.

(a) These receipts are considered conditional acceptance of accountability, pending completion of DLA Disposition Services site KCC inspection and verification of the turn-in. If no follow-up report is received by the generating activity within 15 workdays, the conditional copy becomes the official receipt document, and the DLA Disposition Services site assumes full accountability.

(b) The receipt will be recorded in the web-based document management system within 45 workdays.

(c) If a discrepancy is identified/found, DLA Disposition Services sites will contact the generating activity and attempt resolution. If required, the guidance in Section 4.12. of this Volume will be used for inventory discrepancies.

(d) If/when requirement discrepancies are discovered (i.e., certifications, DEMIL F instructions, or hazards removal), the generator and DLA Disposition Services will work collaboratively to resolve outstanding requirements regardless of acceptance status.

(2) For turn-ins made by commercial carriers, parcel post, etc., DLA Disposition Services sites will provide conditional receipt copies no later than 15 workdays after delivery. These receipts are considered conditional acceptance of accountability pending completion of DLA Disposition Services site KCC inspection and verification of the turn-in. If a discrepancy is found, DLA Disposition Services sites may contact the generator and attempt resolution. When acceptance is not possible, a reject notice will be provided for the generating activity within 30 workdays.

4.8. IDENTIFICATION, BARCODING, AND STORAGE REQUIREMENTS

- a. Usable property, transferred to a DLA Disposition Services site or received in original location, must be clearly identified with barcode labels. The labels will be affixed to property from time of receipt (physically or receipt-in-place) until final removal and will correspond with accountability records. For property stored at DLA Disposition Services sites, property will be stored first according to the assigned CIIC and further segregated according to DEMIL code. Signs will be placed appropriately to identify property status (RTD, DEMIL, etc.) and to minimize confusion to customers.
- b. Scrap transferred to a DLA Disposition Services site or received in original location will be accumulated and segregated to prevent commingling basic material content.

- (1) For use in providing the basic material content information, scrap will be identified using the standard waste and scrap classification list (SCL) contained on the DLA Disposition Services Webpage, in the [DLA Disposition Services Digital DSR \(www.dla.mil/Disposition-Services/DDSR/Turn-In/Turn-in-Toolbox/Scrap\)](http://www.dla.mil/Disposition-Services/DDSR/Turn-In/Turn-in-Toolbox/Scrap)
- (2) Barcoded labels are not required for scrap accumulations. However, both the generating activity and DLA Disposition Services accounting records must correspond with the scrap identifications and weights. DLA Disposition Services must use the scrap classification code in its accounting records.
- (3) During storage, DLA Disposition Services will place appropriate signs to identify types of scrap and maximize visibility to customers.

4.9. ACCOUNTING FOR PROPERTY AT THE DLA DISPOSITION SERVICES SITE

- a. Correct accounting for all excess property, surplus property, and FEPP by both the Military Departments and DLA Disposition Services sites is critical. Non-compliance can result in property being misappropriated with potentially severe consequences. Proper accounting impacts resourcing (money, equipment, and personnel) decisions.
- b. Accountability records will be maintained in auditable condition, allow property to be traced from receipt to final disposition, and cleared from the ICS, when appropriate. DLA Disposition Services' accountability system will incorporate the requirements of Title 15 CFR, DoD Instruction 8320.02, and DLA Instruction 5000.65.
- c. If a contingency operation requires a deviation from standard accountability practices, Military Departments and DLA Disposition Services sites will maintain spreadsheets, listings, or the most appropriate method of temporary accountable records. When the contingency operation reaches a point where prescribed accountability practices can be resumed, the temporary documents will be used for establishing, updating, or adjusting official accountability records (both Military Departments and DLA Disposition Services sites) as applicable.
- d. DoD/DLA property accountability records will be maintained in sufficient detail to support required sales proceeds reimbursements.
 - (1) Materiel with different fund citation appropriations may be combined in sale lots; will retain individual disbursement information to allow appropriate reimbursements to local or departmental accounts, as designated by Chapter 5 of Volume 11a of DoD 7000.14-Regulation.
 - (2) Non-reimbursable scrap may be physically combined with other scrap when considered advantageous.
- e. Usable and scrap determination and accounting are calculated as follows:
 - (1) Generating activities are responsible for assigning the appropriate SCC. DLA Disposition Services sites will not change the Generator's SCCs, however at turn-in DLA Disposition Services sites may challenge any potentially inaccurate or incorrect SCC with the

Generator, except for items in SCC Q and/or SCC U, which will be downgraded to scrap and mutilated upon receipt

- (2) When property not requiring demilitarization is assigned the SCCs F, G, or H, the DLA Disposition Services site may determine property has scrap value only and may downgrade to scrap after receipt.
- (3) Personal property assigned other SCCs, which the DLA Disposition Services site determines to only have basic materiel content value, may be downgraded to scrap after the end-of-screening date and completion of any required demilitarization.
- (4) When an item has been offered on a competitive sale and no bid has been received, or bids received are less than the scrap value of the item, the property may be downgraded to scrap and re-offered for sale as scrap. This includes property returned to a DLA Disposition Services site from a joint commercial sales partner that has been confirmed as misdescribed or as containing only basic material content value. Similar items received within a 12-month period that have a history of being nonsalable may be downgraded to scrap at end-of-screening date.
- (5) When a DLA Disposition Services site determines obsolete printed materials have no RTD potential and only scrap market value, these items will be downgraded to scrap after receipt.
- (6) When end items are turned in as scrap and are reclaimed or disassembled from their usable components, the DLA Disposition Services site's records will be adjusted to reflect the acquisition cost (estimated, if not known) only of the components removed.

f. Scrap accounting is calculated by weight.

- (1) Estimated weight may be used for receiving scrap if scales are not available or if weighing is impractical. Disposition of scrap for sale or demanufacturing must be weighed to provide accurate accounting and reconciliation with the DLA Disposition Services accountable record.
- (2) The acceptable degree of accuracy of estimation is 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and shortages discovered on release of property that exceed allowable tolerances will be adjusted.
- (3) High value scrap must be weighed at the time of receipt.

4.10. CALIBRATION AND MAINTENANCE OF WEIGHT SCALES

- a. DoD activities, including DLA Disposition Services sites with scales used for receipts and disposition of scrap, will ensure weigh scales under their jurisdiction are maintained, repaired, and calibrated annually or more often if required by State or local laws.
- b. Activities with scales will maintain a log or record of visits by qualified inspectors showing the date of the visit and, where appropriate, action taken to correct the accuracy of the scales. A signed copy of the inspector's findings will be maintained. The activity is responsible for

obtaining the services of a qualified scale inspector and requesting repair when needed.

4.11. PHYSICAL INVENTORY ACCURACY

- a. DLA Disposition Services sites will conduct physical inventories. At a minimum, a sample inventory will be conducted at each DLA Disposition Services site annually. Inventory accuracy of at least 90 percent will be maintained for all usable property, except DEMIL required property, HP, and pilferable or sensitive property. Discrepancies will be corrected in accordance with Section 4.12. If sample inventories for usable property are less than 90 percent accurate, a wall-to-wall inventory will be conducted.
- b. Physical inventories for DEMIL required property, HP, and pilferable or sensitive property will be conducted at least annually. Inventory accuracy of 100 percent will be maintained. If less than 100 percent accuracy, DLA Disposition Services site will report the discrepancies in accordance with procedures in DoD 7000.14 R.
- c. Usable property remaining on the DLA Disposition Services site account in excess of 6 months will be inventoried on a monthly basis and certified.
- d. Inventory discrepancies will be researched as part of the inventory process and corrections documented as inventory adjustments.
- e. DLA Disposition Services will provide the DLA Disposition Services sites with direction for maintaining and reconciling scrap accumulations and accountable records. Reconciliation will be performed at least monthly.

4.12. INVENTORY DISCREPANCIES AND ADJUSTMENTS

- a. Errors Before Acceptance. Item identification, quantity, condition, or price data errors discovered before official acceptance of accountability will be resolved and corrected during receipt.
- b. Errors After Acceptance. Discrepancies discovered after acceptance of accountability; that is, differences between recorded balances and quantities on hand, will be processed as inventory adjustments. Inventory adjustment procedures are contained in Chapter 7 of Volume 12 of DoD 7000.14 R.
- c. Property Not in DLA Disposition Services Site Custody
 - (1) When property for which a DLA Disposition Services site has assumed accountability, not physical custody (RIP), and the property becomes lost, damaged, or destroyed, the custodial activity will investigate the discrepancy and provide its findings to the DLA Disposition Services site.
 - (2) The DLA Disposition Services site will provide the custodial activity with any requested item identifications for the property, such as NSN, DTID number, or UII (when applicable) and/or copies of pertinent documentation for the lost, damaged, or destroyed item(s).

- (a) If the custodial activity determines the discrepancy is due to a recordkeeping error, it will fully document the error and inform the DLA Disposition Services site to prepare an inventory adjustment.
 - (b) If the discrepancy is not due to a recordkeeping error, the custodial activity must prepare a DD Form 200, "Financial Liability Investigation of Property Loss," in accordance with criteria contained in Chapter 7 of Volume 12 of DoD 7000.14 R.
- (3) Within 30 days after notification of the loss of the property, the custodial activity must provide the DLA Disposition Services site with a completed copy of the DD Form 200 as supportive documentation for the DLA Disposition Services site to process an inventory adjustment.

4.13. PROPERTY DISPOSITION

- a. Packing, Crating, and Handling. Packing, crating, and handling for DoD orders will be arranged by the DLA Disposition Services site in most cases. When property is received in place, the generating activity will prepare the property for shipment. DLA Disposition Services will submit payment for these services according to the established ISSA or by DLA Disposition Services military interdepartmental purchase request.
- b. Transportation. DLA Disposition Services will directly fund transportation costs associated with reutilized property to DoD Activities on each transaction. However, these costs are recouped as part of the Service-level annual billings for all associated disposition costs incurred by the services, including all transportation costs during the year. That is, individual DoD units do not pay for reutilization transportation on each individual transaction, however the Military Service is billed on an annual basis.

4.14. AUDITS

- a. Outside Command Involvement. When it is necessary to obtain or confirm data on materiel transferred to or from disposal accounts, and this involves crossing command lines between DoD Components, the policy in DoD Instruction 7600.02, "Audit Policies" will apply.
- b. Joint Service and DLA Directives Used During Audits. The DoD Components will maintain a clear audit trail of the documentation for the disposition of property in accordance with their internal issuances for audits. The internal issuances that govern Army, Navy, and Air Force are:
 - (1) Army Regulation 36-2, "Audit Services in the Department of the Army".
 - (2) Secretary of the Navy Instruction 7510.7G, "Department of the Navy Internal Audit".
 - (3) Department of the Air Force Instruction 65-301, "Internal Audit Services".

SECTION 5: THROUGH-LIFE TRACABILITY OF UNIQUELY IDENTIFIED ITEMS

5.1. AUTHORITY AND SCOPE

- a. **Property Accountability.** The accountability of property will be enabled by IUID for identification, tracking, and management in accordance with DoD Manual 4100.39 and DoD Instruction 8320.03. DoD Component heads post changes to the property records for all transactions as required (e.g., loan, loss, damage, disposal, inventory adjustments, item modification, transfer, sale) pursuant to DoD Instructions 5000.64.
- b. The IUID provides a standards-based approach to establish a UII encoded in a machine-readable two-dimensional data matrix barcode that serves to distinguish a discrete item from other items. Qualifying items, as defined by DoD Instruction 8320.04, will be marked with a two-dimensional data matrix barcode in accordance with Military Standard 130N and registered in the IUID Registry.
- c. **Identification Marking of U.S. Military Property.** Military Standard 130N provides the item marking criteria for development of specific marking requirements and methods for identification of items of military property produced, stocked, stored, and issued by or for the DoD. It also provides the criteria and data content for both free text and machine-readable information applications of item identification two-dimensional data matrix marking and includes the IUID requirements of DoD Instruction 8320.04.
- d. **Registration of UIIs.** Enclosure 3 of DoD Instruction 8320.04 provides procedures for the registration of UIIs in the DoD IUID Registry.

5.2. UPDATING THE DOD IUID REGISTRY.

- a. **Obtaining User Access.** Authorized government users may add items, update, and add events to existing items. Generating activities and DLA can register for access [at DoD Procurement Toolbox. https://wawf.eb.mil](https://wawf.eb.mil).
- b. **Life-cycle Events for Materiel Disposition.** When an item leaves DoD inventory, its status, or life-cycle event, must be changed in the DoD IUID. A drop-down menu in the registry contains the possible life-cycle events: abandoned, consumed, destroyed by accident, destroyed by combat, donated, exchanged – repair, exchanged – sold, exchanged – warranty, expended – experimental/target, expended – normal use, leased, loaned, lost, reintroduced, retired, scrapped, sold – foreign government, sold – historic, sold – nongovernment, sold – other federal, sold – state/local, and stolen.
- c. **Updating Procedures.** When an item that is marked with a UII enters the materiel disposition process through a transfer between Components or if the item leaves DoD inventory, an update to the IUID Registry is required. Procedures for performing required updates to the IUID Registry can be found in the IUID registry user manual available at DoD Procurement Toolbox.

SECTION 6: DISPOSAL OF FOREIGN EXCESS PERSONAL PROPERTY

6.1. AUTHORITY

- a. These instructions are based on the authority for the disposal of FEPP as contained in Section 701 of United States Code, Title 40
- b. United States Code, Title 40 makes each executive agency responsible for disposal of its FEPP - a distinct category of property not to be confused with “domestic excess” or “surplus.” On a case-by-case basis, DLA Disposition Services will assist the Military Departments generating activities by providing sales services, limited screening, and other disposal support, as may be required.

6.2. U.S. FOREIGN POLICY

a. U.S. Foreign Disposal Policy

- (1) The disposition of FEPP, whether by sale, donation, or A/D will conform to the foreign policy of the United States. FEPP disposal programs will be developed and conducted with the coordination and approval of the U.S. diplomatic mission in the applicable country, so that U.S. foreign policy is effectively served.
 - (a) DLA Disposition Services will be consulted on options for FEPP disposal and will provide subject matter expertise for all FEPP donations.
 - (b) Disposal of FEPP associated with contingency operations will be made after coordination through the Combatant Commander from the responsible Service component.
 - (c) Combatant Commanders are responsible for coordinating FEPP disposal policies with the U.S. diplomatic mission in the applicable country to receive necessary approvals from the host nation. When negotiating basing agreements or Status of Forces Agreements with foreign countries’ disposal provisions, usable property, scrap, and hazardous waste should be considered. If existing agreements do not contain disposal provisions, Combatant Commanders should coordinate with U.S. diplomatic mission in country to obtain necessary approvals. In situations where hazardous waste will need to be exported from a host nation, Combatant Commanders will coordinate with U.S. diplomatic mission to establish processes to obtain the necessary approvals. Existing agreements with foreign countries may involve separate disposition policy.
- (2) In contingency locations and instances where there is no U.S. diplomatic representative in the country where disposal operations are required, the Combatant Commanders will coordinate with OSD and Department of State (DoS) to ensure that operations are in accordance with U.S. foreign policy. Combatant Commanders operational plans will identify disposal requirements for DOD Components and DLA Disposition Services.

- (3) Disposal will be managed according to public law, Executive direction, theater contingency operations plans, and final governing standards (FGSs) and distributed IAW procedures established in DoD Instruction 4715.23 and applicable international agreements.
 - (a) Disposal of FEPP associated with contingency operations will be made after coordination through the Combatant Commander from the responsible Activity.
 - (b) Foreign Policy Based Deviations. In conjunction with assigned responsibilities, DLA Disposition Services may deviate from prescribed DoD disposal policy when a conflict with country-to-country agreements exists within the limits of applicable legal requirements. Proposed deviations will be reviewed by the Disposal Policy Working Group and OSD before they are accomplished (see Appendix for contact information). Copies of overseas command implementations of bilateral agreements will be provided to the Command Headquarters (HQ) of the appropriate Military Departments.

6.3. FEPP MANAGEMENT

- a. This Section on FEPP management procedures applies only to property located outside the zone of interior.
- b. FEPP may be directed or retrograded to the closest DLA Disposition Services site with prior coordination with the exception of HW. For property located in remote areas without a servicing DLA Disposition Services site, DLA Disposition Services will determine the type and level of disposal services that can be provided and requirements for obtaining contracted disposal services for hazardous waste (HW), where feasible. Generating activities should closely coordinate projected property disposal requirements with DLA Disposition Services as RIP.
- c. FEPP may not be sold directly or indirectly to restricted parties. DoD Components should be thoroughly aware of existing agreements applicable to the host government to permit expeditious disposition of FEPP.
- d. Donations and sales must be in accordance with current DoD policies regarding the types of items that can be released under the program. In addition, these transfers must be in accordance with DoD's Trade Security Control policy as specified in DoD Instruction 2030.08.

6.4. DISPOSAL PROCESSING

- a. HP. Generating activities will:
 - (1) Identify FEPP HP generated overseas by a Safety Data Sheet (SDS) or HW profile sheet (HWPS)) and process according to DoD Disposal Procedures Website ([URL](#)).
 - (2) Before relinquishing accountability or physical custody of HP overseas to a DLA Disposition Services site, comply with the applicable requirements as specified in the Federal Governing Standards (FGS) established pursuant to the procedures outlined in DoD Instruction 4715.05 and DoD Manual 4715.05.

(3) Package DoD HP in foreign countries IAW DoD guidance as outlined in Disposal Procedures Website (URL).

(4) Follow Combatant Command or agency directions for FEPP HP generated in overseas contingencies. Guidance may vary depending on the operational setting.

b. Screening.

(1) Unless screening is specifically waived by ASD(S), DoD Components, special programs, Federal civilian agencies, and Foreign Military Sales (FMS) customers will screen FEPP on the DLA Disposition Services property accounting records.

(2) Security assistance offices or representatives of the country where FEPP is located may request items under normal security assistance sales or transfers, according to Defense Security Cooperation Agency 5105.38-M. These requests should be approved to the degree they contribute to the effective disposal of property. Items may be held until released provided added storage costs are reimbursed to the DoD. Use of in-process or implemented letters of offer and acceptance may not be available before disposal as described in Section 4.10 of Volume 2.

c. Transfer and Donation Screening.

(1) GSA and other Federal agency representatives may be allowed to screen FEPP for return and use in the United States when it is determined to be in the best interests of the United States to do so. However, in accordance with United States Code, Title 40 GSA's charter does not extend to property OCONUS. Accordingly, GSA does not typically approve documents for OCONUS transfers on the Standard Form (SF) 122, "Transfer Order Excess Personal Property"; GSA does approve documents for donation on SF 123, "Transfer Order Surplus Personal Property". The screening and property removal standards outlined in Section 4, Volume 2 of this manual will also apply to FEPP.

(2) Through its on-site representatives, or by other means, GSA or the transferee will arrange for shipment (including containerized loads). The transferee recipient is responsible for the actual costs incurred for packing, crating, handling, and transportation to facilities in the United States, unless other arrangements are made.

d. Disposal of FEPP for Substantial Benefits or the Discharge of Claims

(1) FEPP (excluding battleships, cruisers, aircraft carriers, destroyers, submarines, and DoD records) may be transferred by the Secretary of Defense to foreign countries for foreign currencies or credits, substantial benefits, or claims discharge resulting from its compromise or settlement IAW the law, when the Secretary of Defense determines that the transfer is in the United States' interests. In DoD Directive 5134.12 the Secretary of Defense delegated authority to the ASD(S) to approve FEPP disposal for substantial benefits or claims discharge when determined that it is in the United States' interest. This delegation does not include authority for the ASD(S) to transfer FEPP to foreign countries for foreign currencies or credits. This authority will often be used for

contingency operations where other disposal options are limited, and the cost of retrograding excess property is not warranted.

- (2) FEPP is eligible for disposal for substantial benefits or the discharge of claims after the DoD, FMS, GSA, or State agency for surplus property screening is accomplished as prescribed in this enclosure, unless a waiver from the ASD(S) is obtained. GSA and other Federal agency representatives may be allowed to screen FEPP for return and use in the United States when it is determined to be in the best interests of the United States to do so.
- (3) FEPP disposal for substantial benefits or claims discharge is accomplished through use of legally enforceable transfer agreements. Fair value rates are applied to the established inventory price as listed in the DoD 7000.14-Regulation; transfer agreements will:
 - (a) Identify any restrictions on the FEPP's ultimate destination, use, and disposition.
 - (b) Identify the items and the value of the items using the higher of its market value as military hardware or fair value computed using the fair value rates listed in the DoD 7000.14-Regulation.
 - (c) Identify the tangible non-monetary benefits to be received by the U.S. Government in exchange for the property.
- (4) The ASD(S) will coordinate with the General Counsel of the Department of Defense in the review and approval of any proposed Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).
- (5) The Military Departments will:
 - (a) In coordination with Combatant Commander and the appropriate chief of the U.S. diplomatic mission, determine, based on local conditions, if it is in the United States' interests to dispose DoD FEPP for substantial benefits or claims discharge.
 - (b) Report FEPP to DLA Disposition Services at the earliest possible date for DoD reutilization screening and request expedited screening or waivers of screening when pertinent.
 - (c) Develop the U.S. Government position and, in coordination with the DoS, conduct disposal negotiations with the recipient country.
 - (d) Submit proposed agreements with justification and supporting documentation to the ASD(S) for review and approval.
- (6) The Director, DLA, will:
 - (a) Assist DLA Components in developing FEPP proposals, including requests for Expedited Screening or waivers of screening.

- (b) When DLA Disposition Services sites are located in the country where FEPP will be transferred, provide on-site assistance within reasonable limits of existing resources, to include accepting accountability of FEPP or receiving FEPP in place at DoD Component sites, and accomplishing transfer of title to the recipient country.

6.5. FEPP SALES

- a. Sales Procedures. Subtitle I of United States Code, Title 40 , as amended (also known as “The Federal Property and Administrative Services Act of 1949”) requires that disposition of FEPP conform to U.S. foreign policy. To prevent delays of proposed sales and to afford appropriate DoS representatives ample opportunity for consideration of possible foreign policy aspects, sales plans or programs should be developed as far in advance of scheduled sale as possible and processed for coordination and approval. To fulfill this requirement, the procedures for processing sales of FEPP have been coordinated with the DoS:
 - (1) DoD Components will conduct sales of DoD FEPP in accordance with the procedures in this manual, DoD policy, and in coordination with the diplomatic mission of the country in which the property is located. All sales must comply with applicable U.S. law and conform to U.S. foreign policy.
 - (2) Sales of FEPP may only occur with prior approval from the host nation. Approval to sell FEPP should be addressed in existing host nation agreements. When existing provisions for a sales program are not contained in existing host nation agreements, DoD components must coordinate approval for sales program through the Combatant Command.
 - (3) The U.S. diplomatic mission of each country where property for a sale solicitation is located will be provided a copy of that sale solicitation as soon as possible.
 - (4) Before award, DLA Disposition Services coordinates with and requests support from the appropriate diplomatic mission or the U.S. Immigration and Customs Enforcement office at the appropriate U.S. Embassy to conduct an integrity and reliability check on successful bidders of munitions list items (MLIs) or Commerce Control List items according to the procedures in DoD Instruction 2030.08.
 - (a) Types of Sales. Agreements between the United States and foreign governments generally provide the conditions under which FEPP may be disposed. Sales are otherwise conducted according to the guidance and procedures in Section 6 of Volume 2 of this manual and any requirements imposed by the host country.
 - (b) Sales of U.S. Military Mission Property. When U.S. Government-owned property assigned to Military Service attachés at military missions becomes FEPP, it is reported to the nearest DLA Disposition Services site. Where the volume is small and the Army, Naval, or Air Force Attaché Post is located away from a DLA Disposition Services site, the administrative officer of the diplomatic mission may be requested to conduct or assist in accomplishing the sale. These sales are conducted in accordance with established trade security controls procedures identified

in DoD Instruction 2030.08 and this guidance provided in this manual. Sufficient documentation of any sale should be maintained to demonstratively prove passage of title and applicable accountable property records duly notated in accordance with the procedures identified in DoD Instruction 5000.64.

- b. DoD IUID Registry. The disposal or sales of FEPP items that are marked with a UII must be updated in the DoD IUID Registry by the generating activity in accordance with the procedures of Section 5 of this Volume.

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SECTION 7: PRECIOUS METALS RECOVERY PROGRAM (PMRP)

7.1. GENERAL

- a. The DoD PMRP promotes the economic recovery of PM from excess and surplus PM-bearing materiel, and also the reutilization of recovered fine PM for authorized internal purposes or as Government -furnished materiel (GFM). The PMRP encompasses silver, gold, and the platinum family including palladium, iridium, rhodium, osmium, and ruthenium. Additionally, scrap containing combinations of PM is also considered recoverable.
- b. Some items processed through the PMRP are now governed by Federal, State, or local environmental regulations. Additional guidance for the processing of this materiel will be as stated in this Section and the Defense Material: Instruction for Hazardous Property and Other Special Processing Materiel on DoD Disposal Procedures Website ([URL](#)), as required by governing law.
- c. This Section details the policy for Military Department and Defense Agency to implement the DoD PMRP and the process to obtain NSNs to procure from DLA Troop Support. (Additional information is available at [www.dla.mil/troopsupport/Constructionand Equipment/Metals](http://www.dla.mil/troopsupport/ConstructionandEquipment/Metals)).

7.2. POLICY

- a. HQ, DLA. The HQ, DLA will:
 - (1) Develop plans procedures and guidance for administration of the overall PMRP within DLA.
 - (2) Maintain liaison with the ASD(S) and other DoD Components, other government agencies, and industry on policy matters pertaining to the PMRP.
 - (3) Review and analyze data in evaluating PMRP performance, identify and resolve deficiencies, and develop and recommend corrective action.
 - (4) Review and approve resources, equipment augmentation, and replacement requirements in support of the PMRP.
 - (5) Review DLA field activities' implementing publications for compliance with policy.
 - (6) Conduct and participate in studies, technical reviews, and surveys to ensure that current and future PMRP operations are compatible with, and responsive to, effective and economical support requirements.
 - (7) Develop in coordination with the Military Departments and Defense Agencies:
 - (a) Uniform procedures.
 - (b) Through DLA Strategic Material a system of standard codes for identifying DoD materiel that contain PM.

- (8) Provide PMRP reports required by GSA or by the ASD(S).
 - (9) Recommend to the ASD(S) discontinuance of the PMRP or any part of it when determined to be no longer cost effective.
- b. DoD Components. The DoD Components will:
- (1) Participate in the PMRP.
 - (2) Maintain a focal point to coordinate on all matters pertaining to the PMRP. (see Table 3. “PMRP Focal Points”, DoD Disposal Procedures Website ([URL](#))).
 - (3) Maximize the use of fine PM for authorized internal use or as GFM.
 - (4) Identify the type, quantity, and location of the PM contained in an item that has management-assigned assets and assign a PM indicator code (PMIC) to the item. Notify DLA to arrange for such items to be included in the Federal catalog records with the PMIC, a mandatory data element for any documentation of the item. They are presented as a result of an NSN Characteristic Search from the DLA Logistics Information Service Federal Logistics Information System (FLIS) in accordance with DoD Manual 4100.39. The PMICs approved for use are listed in DLMS 4000.25.
 - (5) Operate currently assigned recovery equipment; perform operating level maintenance for equipment; advise the DLA Disposition Services PMRP representative when major repairs or services are needed, and skills or parts are not available at the local activity for equipment they operate; and identify any equipment or major repair parts and services required for maximizing recovery efforts.
 - (6) Transfer PM-bearing materiel to the nearest DLA Disposition Services site or, when jointly agreeable or approved by DLA Disposition Services, ship to the collection or recovery activity designated by DLA Disposition Services.
 - (7) Assist in the identification of potential additional generating activities within the DoD.
- c. FCAs. The DLA Instruction 4160.02 specifies the procedures for FCAs to participate in the DoD PMRP.
- d. DLA Disposition Services. The DLA Disposition Services will:
- (1) Provide program guidance for administering the receipt, storage, processing, shipment, and refining of PM-bearing scrap and residual material generated by DoD Components and participating FCAs.
 - (2) Assist in the development of budgetary programs for management of recovery operations under the PMRP.

- (3) Provide DLA implementing procedures for operation of the PMRP according to the procedures in this Volume.
 - (4) Ensure records pertaining to all costs related to the PMRP are maintained.
 - (5) Establish standards to measure the efficiency and cost-effectiveness of recovery efforts.
 - (6) Establish procedures for acquisition and accountability of PMRP equipment, repair parts, and maintenance services.
 - (7) Develop and implement procedures for maintaining accountability of all PM-bearing scrap and residual materials received.
 - (8) Provide appropriate PM recovery equipment to generating activities when economically feasible and justifiable, and replace this equipment, as necessary.
 - (9) In coordination with DLA Troop Support, complete items required for a report on the PMRP for submission to HQ DLA, as required. Data will include PM recovered and issued, costs avoided, and all PMRP expenses.
 - (10) Develop statements of work; solicit, award, and perform post-award functions for PM recovery contracts.
 - (11) Conduct staff visits to DoD installations and participating FCAs to provide technical assistance and support.
- e. DLA Troop Support. The DLA Troop Support will:
- (1) Function as the commodity inventory control point (ICP) in the supply and Defense Working Capital Fund (DWCF) management of fine metals under the PMRP.
 - (2) Receive deposits of fine PM from DLA Disposition Services recovery contractors and reimburse DLA Disposition Services for recovery expenses incurred from the DLA Troop Support DWCF. Incurred recovery expenses include labor, transportation, contract costs, mission/training travel in support of PMRP and Government charge card expenses supporting PMRP
 - (3) Provide fine PM at recovery cost plus authorized surcharge (such as administration, insurance, transportation) to authorized DoD activities and participating FCAs for internal use or use as GFM.
 - (4) Accept fine PM offered by DoD Components and FCAs through direct transfer of such assets if earlier certification has been furnished that the material offered is at least equal in purity to that identified in specifications of the applicable NSN. Where the purity is not at least equal or the determination cannot be made, DLA Troop Support is authorized to instruct the offering activity to contact DLA Disposition Services for disposal instructions.

- (5) Establish DLA Troop Support DWCF issue prices for each PM based on PMRP recovery costs and authorized surcharges. Prices are fixed during the budget execution year to the maximum practicable extent.
- (6) Establish and maintain DWCF records of receipts, quantity on hand, location, and issues by primary or significant customers for each PM.
- (7) Report excess PM to Defense National Stockpile Center for transfer to the national stockpile.
- (8) Complete items required for a report on the PMRP, for submission to HQ DLA, as required, to include:
 - (a) Fine PM (troy ounces) are available for issue: gold, silver, and the platinum family metals.
 - (b) Issues (troy ounces) of gold, silver, and platinum family metals.
 - (c) Issue price of gold, silver, and platinum family metals.

7.3. DISPOSAL PROCESSING

- a. DoD generating activities and other participating FCAs are required to transfer all excess fine PM and PM-bearing materiel to their servicing DLA Disposition Services site. However, there may be times when a generating activity may be authorized to ship PM-bearing materiel, such as electrolytic flake, film ash, or electronics, directly to a commercial contractor. Sources of PM-bearing items eligible for processing for PM recovery can be found at Table 4. “Sources of PM Bearing Items” on the DoD Disposal Webpage ([URL](#)). In addition, specific PM-bearing property that requires special handling as a part of the turn-in process can be found in the DoD Disposal Special Process/Special Handling Procedures and Instructions on the DoD Disposal Webpage ([URL](#)).
- b. NSN items that contain potentially recoverable PM are so coded in the FLIS and Federal logistics under the PMIC. PM-bearing electronic scrap will be segregated and sorted (if necessary) into the types of PM scrap found on the Standard Waste and Scrap Classification List (SCL). See PM-bearing scrap sources listed in Table 4. “Sources of PM Bearing Items” on the DoD Disposal Webpage ([URL](#)) and that may contain any of the PM, either solely or in combination.
- c. The generating activities (the DoD, FCA, etc.) will:
 - (1) Turn-in excess usable PM-bearing property, scrap, and other material to DLA Disposition Services sites IAW transfer procedures contained in Section 4 of this Volume.
 - (2) Include on the DTID or attached documentation, any available information pertaining to the PM content, such as metal type, quantity, location, PMIC, and any known or suspected hazardous components.
 - (3) Properly segregate PM-bearing scrap and waste material before transferring to a DLA Disposition Services site.

d. The DLA Disposition Services sites will:

- (1) Comply with guidance set forth within DLA Instruction 4160.02 as it applies to receipt and documentation of materiel coming into DLA Disposition Services sites, including PM-bearing materiel.
- (2) Accept accountability for PM-bearing materiel, except where acceptance is prevented by law or regulation MPPEH, i.e., ammunition and explosives, unless documented as safe in accordance with DoDM 4140.72, classified unless declassified in accordance with DoDM 4160.28. When appropriate storage or security facilities are not available, DLA Disposition Services sites will arrange for generating activities or the host installation to retain or accept custody of the materiel until such time as disposition can be accomplished.
- (3) Make every effort to confirm the presence of PM when materiel is received that has not been identified as PM-bearing materiel however that, based on experience or visual inspection, is suspected of containing PM. A list of sources of PM-bearing items can be located at Table 4. on the DoD Disposal Procedures Website ([URL](#)).
- (4) As appropriate, process PM-bearing items by:
 - (a) Providing screening for reutilization, transfer, or donation as items.
 - (b) Offering items for sale as at minimum acceptable bid prices that reflect the net recovery value of PM content based on current market price. The net recovery value is determined by first converting the known PM content to troy ounces. Conversion factors in Table 5, “Conversion Factors Used in the Precious Metals Recovery Program” on the DoD Disposal Procedures website ([URL](#)), can be used for this purpose. The number of troy ounces multiplied by the current market price of the fine PM, less the estimated cost of recovery and refining, gives the net recovery value of PM content in an item.
 - (c) Selling, if high bid reduced by the estimated cost of sale meets or exceeds the established minimum acceptable bid price.
 - (d) Downgrading the property if not environmentally regulated or the sale of property is determined (through use of the described computation) not to be in the best interest of the U.S. Government, may still be processed for PM recovery. Items not downgraded due to environmental or internal regulations prohibiting downgrade may still be processed for PM recovery, if cost effective. Examples of items that retain their line-item visibility, however, are processed for PM recovery include gold cyanide and silver-bearing batteries containing potassium hydroxide.
- (5) Process PM-bearing scrap by:

- (a) Ensuring materiel is accumulated, extensively sorted, and segregated by type of PM to enhance economic recovery.
- (b) Ensuring materiel is shipped, as directed by DLA Disposition Services policy, to a collection site.
- (c) Offering low-content, highly contaminated, PM-bearing scrap that is not conducive to economic recovery for sale as PM-bearing scrap, and ensure scrap is described as such in the sale solicitation when DLA Disposition Services determines that the cost of recovery and refining would exceed the market value of PM to be recovered.

7.4. PM RECOVERY EQUIPMENT AND REIMBURSEMENT OF PM RECOVERY OPERATIONS BY DOD OR PARTICIPATING FCAs.

- a. DLA Disposition Services provides PM recovery equipment to generating activities when economically feasible and justifiable.
- b. Equipment considered to be PM recovery equipment includes electrolytic recovery units, passive silver cells, plastic hypo collection containers, replacement parts, and vacuum sweepers.
- c. Incinerators/Furnaces. Procurement or replacement of Military Department and other DoD Component-owned and operated incinerators or furnaces, that are used for the DEMIL or declassification of classified film or other classified materials, are the responsibility of the Military Departments or owning DoD Components. Likewise, the DEMIL or destruction of classified film or other classified materials is a Military Department/Defense Agency responsibility. This responsibility is exercised at the option of the Military Department/Defense Agency either by incineration or other means at the Military Department/Defense Agency facilities or through transfer through the Intelligence Community Network for incineration or destruction at an approved destruction facility. In either event, the resulting PM-bearing ash or residues are required to be turned in to DLA Disposition Services sites or released, as directed by DLA Disposition Services, to a commercial contractor for PM recovery. Special care will be exercised to ensure incinerators are effectively used, operated, and maintained to maximize silver recovery while conforming to local air pollution standards.
- d. Gram Scales. Gram scales are not construed to be PM recovery oriented. DLA Disposition Services will not procure gram scales for use by generating activities turning in scrap for PM recovery. DLA Disposition Services is authorized to purchase gram scales for use by DLA Disposition Services sites to ascertain precise weights of scrap material, as needed, for the purpose of inventory and accountability.
- e. Special Supporting Equipment for PM Processing and Preparing. DLA Disposition Services is authorized to purchase equipment required by DLA Disposition Services sites for the processing or preparation of PM-bearing property. Such equipment would include special power tools, cutters, saws to facilitate the sorting, segregation, or upgrading of PM-bearing scrap.

- f. Recovery Equipment/Supplies. Photographic and X-ray processing equipment can contain significant amounts of high-purity silver generated in fixing baths as a result of chemical action. Recovery of silver from the spent fixing solution (hypo) can be accomplished by chemical precipitation, galvanic or metallic displacement, or electrolytic methods. Potential generators of spent hypo solution are hospitals, dental clinics, industrial laboratories, photographic laboratories, printing plants, and ammunition plants. Dental Appliance Laboratories utilize vacuum sweepers to collect PM-bearing dusts or sweeps that contain gold, silver, and platinum family metals.
- g. DLA Disposition Services will procure and furnish without cost to authorized PMRP participants recovery equipment and supplies used to recover silver from photographic solutions and PM from dental facilities. DLA Disposition Services will determine that equipment/supplies provided to the generating activities will be cost efficient for recovery. Activities will turn in to their servicing DLA Disposition Services sites PM that are generated through the use of recovery equipment/supplies. DLA Disposition Services will maintain a current record of all PM-recovery equipment in the custody of DoD Components and participating activities. The Accountable Property Officer, or the DLA Disposition Services PMRP representative will provide a hand-receipt with the equipment or supplies to the generating activity upon delivery of equipment. Activities will contact the DLA Disposition Services PMRP representative for disposition instruction for turn in of PM equipment.
- h. PMRP generating activities will submit requests for PMRP equipment and supplies such as electrolytic recovery units, passive silver cells or cores, vacuum sweepers and collection bags, silver test paper, fittings, and other replacement parts that are peculiar to recovery equipment, to the DLA Disposition Services PMRP representative who will arrange for shipment from stock or initiate a purchase action.
- i. Generating activities will notify the DLA Disposition Services PMRP representative of the need for assistance or recovery equipment to start up silver recovery operations or to enhance the effectiveness of ongoing operations to ensure maximum recovery.
- j. The DLA Disposition Services PMRP representative will make arrangement to have the site surveyed as the basis for determining specific on-site equipment needs. The representative will provide technical assistance and support; provide guidance to DOD Component activities not presently participating in the PMRP; maintain liaison on a required basis with established generating activities; conduct technical analysis and surveys to determine the economics and justification of equipment; provide guidance for the operation of the provided equipment; provide turn-in guidance of recovered silver; conduct briefings, seminars, training sessions to maximize promotion of the PMRP.
- k. Generating activities are responsible for installing and performing operating-level preventative maintenance on recovery equipment in their possession. Preventive maintenance includes day-to-day adjustments; cleaning; replacement of fuses and gaskets; and any like action that can be performed to safeguard against excessive equipment downtime. The activity will contact the DLA Disposition Services PMRP representative immediately in the event of equipment

malfunctions that defy troubleshooting efforts by the activity. Representatives will respond promptly to such notices and make all arrangements necessary to replace equipment in a timely manner.

1. During any period when silver recovery equipment is out of service for repair, generating activities will ensure that no spent hypo solution is discarded. All spent hypo solutions will be handled in accordance with all Federal, state, and local environmental and transportation regulations. "There may be certain situations where DOD/FCAs may have a PM recovery opportunity requiring a unique contract requiring expertise from DOD/FCA to execute the contract. For example, lab equipment coated in PM needs to be cleaned or shredding operations of electronic scrap. DOD/FCAs shall coordinate with DLA Disposition Services to evaluate if PM potential would be economically beneficial to PMRP. In cases that are beneficial to increase amount of PM recovered for PMRP, DOD/FCA shall execute the contract and upon receipt of PM bearing material or fine PM, DLA Disposition Services shall reimburse cost of contract". Spent hypo solution will either be collected and:
 - (1) Turned in to the servicing DLA Disposition Services site through RIP agreement along with a generator fund citation for ultimate disposal, taken to another nearby recovery site for processing.
 - (2) Or collected and retained until recovery equipment is again operating.

7.5. TRANSPORTATION

- a. **Generating Activities.** Generating activities will pay packing, crating, handling, and transportation costs incurred in the shipment or transfer of PM-bearing materiel from an activity to the servicing DLA Disposition Services site. Transportation costs incurred in making DLA Disposition Services authorized shipments of PM-bearing materiel from activity direct to a designated collection site or DLA Disposition Services site will be accomplished using a fund citation obtained from DLA Disposition Services.
- b. **DoD Components.** DoD Components and participating FCAs that use DLA Disposition Services-approved PMRP transportation-fund citations for moving PM-bearing materiel will forward all shipping documents with the bill of lading to the Transportation Division, Defense Finance and Accounting System, Indianapolis Center, Indianapolis, IN 46249-3001. The bill of lading will include the fund citation for the appropriate fiscal year as provided by DLA Disposition Services.
- c. **Preparation for Shipment to a Recovery Contractor.** If generating activities are authorized to direct ship to PM recovery contractors, generators will follow DLA Disposition Services instructions, prepare/complete/sign documents as necessary, and follow any other unique requirements.

7.6. SECURITY OF PM-BEARING MATERIEL IN CUSTODY OF A GENERATING ACTIVITY

Subpart 109-27.5104-2, Title 41 CFR, precious metals shall be afforded exceptional physical protection from time of receipt until disposition. Precious metals not in use shall be stored in a noncombustible combination locked repository with access limited to the designated custodian and an alternate. When there

is a change in custodian or alternate having access to the repository, the combination shall be changed immediately.

- a. Whenever a DLA Disposition Services site accepts accountability for PM-bearing materiel, the generating activity retains physical custody of the materiel, the activity continues to be responsible for the care and safekeeping of materiel until it is placed in the physical possession of DLA Disposition Services site or released to a commercial contractor.
- b. PM-bearing materiel in the custody of a generating activity is subject to respective Military Department or Defense Agency security requirements. For materiel that is in the custody of a DLA Disposition Services site, minimum requirements for secured storage and handling include:
 - (1) High-purity materiel to be stored in a safe or locked cabinet within a locked room. Bulkier PM-bearing materiel will be stored in a locked room when practicable. Where the volume of this materiel is so large as to make inside storage impracticable, it may be stored outside within a chain link fence enclosure on an impervious surface and contained to prevent runoff to adjacent land or drainage structures.
 - (2) Weighing PM-bearing materiel receipts and shipments to be accomplished by an individual designated in writing. Weighing must be accomplished in the presence of a disinterested person and the names of both persons must appear on the weigh ticket/weight bill or other processing document.
- c. The storage area where high-purity PM is stored will be designated as a DLA Restricted Area IAW DLAM 5200.08 Volume 2. Access to the area will be limited to authorized employees only, designated in writing. Designations must be kept current. Authorized designated employees must escort visitors within the area at all times.

7.7. REUTILIZATION OF FINE PM

- a. DoD Components and Participating FCAs
 - (1) DoD Components and participating FCAs that generate PM-bearing scrap or residual material or require PM will participate in the DOD PMRP, as administered by the Director, DLA.
 - (2) DoD Components and participating FCAs will requisition PMRP metals for approved contracts through the DLA Troop Support distribution system. If PM requirements are not readily available through normal requisitioning to satisfy customer demands, then activities may use the commercial market.
 - (3) DLA will not purchase PM from the commercial market in order to replenish nor to fulfill PM requisitions when stock levels are low or inadequate. DLA Troop Support stock levels are replenished on a continuing daily basis; therefore, customers are encouraged to contact DLA Troop Support at DSN 442-8579; Commercial (215) 737-8579 to check for PM availability before requisitioning any quantity of PM. DLA Troop Support will reserve requested quantities of PM for 21 days.

- (4) PMRP metals are priced at the cost of recovery plus an authorized administrative surcharge.
- (5) DLA Troop Support currently manages five PM NSNs, see Table 6, “Precious Metals NSNs”, located on the DoD Disposal Procedures Website ([URL](#)), each having a unit of issue of troy ounce.
- (6) The PM with NSNs listed are stored at commercial firms that are under contract with DLA Troop Support to provide no-cost storage of PM.

b. Ordering Procedures

- (1) Submit a military standard ordering and issue procedures (MILSTRIP) order to DLA Troop Support to order fine PM, citing one of the NSNs listed in Table 6, on the DoD Disposal Procedures Website ([URL](#)). The order must cite full troy ounces, not partial quantities (quantities cited in partial ounces such as 700.2 are rounded off.)
- (2) Exception data will be cited in the remarks section of the order and include:
 - (a) An unclassified Ship To address specifying exact location.
 - (b) Building, office, individual, and applicable zip code. The DoDAAC is not always sufficient for delivery.
 - (c) The number of the contract or work order on which the PM is to be used, for control and audit purposes.
 - (d) The end item application, the NSN, part number, UII, or any other data that identifies the item or component in which the PM will be used, as well as the quantity of PM that will be used for each item or component, if known.
 - (e) Name and telephone number of a contact point at the ordering activity, to resolve any problem, as required.
- (3) The order may be submitted by e-mail or by regular mail service; however, electronic transmission is preferred. To avoid being misrouted, messages will be addressed to DLA Troop Support. Delivery normally will be accomplished within 2 to 3 weeks after receipt of the order.
- (4) Transportation charges are included in the unit price. Transportation is usually by premium mode (armored van). Therefore, orders to the same destination should be consolidated whenever possible.
- (5) Questions concerning these procedures or availability of assets should be directed to DLA Troop Support.

SECTION 8: RECLAMATION

8.1. **AUTHORITY.** This Section provides uniform guidance and procedures for the reclamation of component parts from end items and components, when the items are no longer required as complete units by the owning Service and, when applicable, other DoD activities.

8.2. GENERAL.

- a. These procedures are applicable to Service reclaiming activities and the ICPs or IMMs that manage the end items and applicable component parts. Reclamation action is preferable prior to disposition (e.g., DLA Disposition Services site turn-in). End items or assemblies may be requisitioned from DLA Disposition Services site for reclamation purposes.
- b. Reclamation will be used to obtain serviceable and economically repairable component parts from excess or surplus weapons systems or end items to meet current requirements when it is timely or economical to do so. Current requirements are those within the approved acquisition objective. When experience proves that items cannot be obtained from commercial sources, the item will be reclaimed in sufficient quantities to satisfy both anticipated and current requirements.
- c. In determining the items and quantities to be reclaimed, careful consideration must be given to the total quantities of repairable assets already in the inventory. Adequate review is necessary to ensure that facilities, capabilities, and spare parts will be available to restore present assets and anticipated repairables to serviceable condition through reclamation.
- d. Monetary value may not be considered a limitation if reclamation will satisfy critical item requirements or if new procurement or production is impractical.
- e. The component item manager should not normally reclaim parts known to have high replacement rates during overhaul if the end item from which they are being recovered is unserviceable, nor should parts which normally become unserviceable during removal from the end item be considered for reclamation.
- f. All interservice reclamation requirements will originate from the managing ICP or IMM.
- g. Serviceable principal end items determined to have limited remaining life before failure will be placed in SCC U vice SCC P or SCC H according to DLM 4000.25-2 and DoDM 4140.01. This precludes the items from processing to disposal.
- h. Unserviceable principal end items determined to be beyond repair will be placed in SCC P vice SCC H according to DLMS 4000.25-2 and DoD Manual 4140.01. This precludes the items from processing to ultimate disposal.
- i. Storage and distribution activities will generate a listing of SCC U and SCC P assets monthly to the managing ICP or IMM, which includes date received and serial numbers or UIIs if available.
- j. The managing ICP or IMM will review SCC U and SCC P assets and annotate actions for each item (justify holding or disposal) and return to storage or distribution activities within seven (7) days of receipt.

- k. Storage and distribution activities will review actions and enforce guidance or direction requested by the managing ICP or IMM. No assets should be held in SCC U and SCC P and publicized to the appropriate operating forces.
- l. Storage and distribution activities will ensure visibility of principal end items in SCC U and SCC P and publicize them to the appropriate operating forces.
- m. Reclamation of complete aircraft is normally accomplished at the Aerospace Maintenance and Regeneration Group (AMARG). Crashed or damaged aircraft and small quantities of aircraft parts may be reclaimed in place when the cost of movement to AMARG is prohibitive. The Air Force Materiel Command (AFMC), through AMARG, provides interservice and interagency support for aircraft reclamation as prescribed in the maintenance and regeneration ISSA among the DoD Components. The ISSA must be in compliance with the guidance and procedures prescribed by the DoDI 4000.19 and this manual.
- n. Upon request of the reclaiming activity, the owning Service ICP provides all pertinent technical data.
- o. Reclamation is controlled to ensure that a minimum number of end items are dismantled to obtain the components required.
- p. Items scheduled for reclamation are controlled at DoD and contractor reclaiming sites and processed for disposal upon completion of the reclamation project. Aircraft at AMARG may be held in a reclamation insurance type-status indefinitely for use as a source of parts that are not normally stocked (major structural components) and in instances in which they are the only remaining source for out-of-production parts to support older-type aircraft.
- q. Components made available from reclamation projects are controlled at DoD and contractor reclaiming sites and considered by ICPs or IMM for offsetting projected buy, budget, and repair needs.
- r. ICPs, upon determining a line-item requirement for assets available from reclamation, will:
 - (1) Determine whether interrogation under the DLA Disposition Services reutilization process is required.
 - (2) Use DLA Disposition Services automated want lists at Section 4, Volume 2, of this manual, to determine whether interrogation under the reutilization process is required.
 - (3) If an interrogation is appropriate, determine the availability of assets from other ICPs, maintaining wholesale stocks, through established interservice supply support procedures before the preparation of a save list or standard order for forwarding to the reclaiming activity.

8.3. SCREENING REQUIREMENTS

- a. Current requirements for items as a complete unit will normally be honored over requirements for the component parts. Reclamation of major components of an end item may be accomplished without subjecting the item to screening if:
 - (1) Components required cannot be obtained from commercial vendors or manufacturer, and reclamation is the only source of supply.
 - (2) One or more critical priority requirements in issue priorities 01-08, as identified in DLMS 4000.25, exist and a firm commitment has been obtained from the reclaiming activity, that reclamation will be completed before delivery from procurement.
- b. An additional source of reclamation property is through DLA Disposition Services. ICPs or IMMs may use pre-receipt (see Section 4.4 of this Volume and requisitioning procedures described in Sections 4-7, of Volume 2 of this manual) to have requisitions to flag items through DLA Disposition Services.

8.4. IDENTIFICATION OF INSTALLED AIRCRAFT ENGINES. When notified of an aircraft reclamation project, AMARG will furnish the owning Service a list of all aircraft engines installed on the specific aircraft assigned to the project. The list will indicate the reclamation project control number; model-design series; aircraft serial numbers; date aircraft arrived at AMARG; engine serial number and UII (if available) and position; hours since overhaul; number of overhauls; and total hours. The owning Service will provide AMARG with pertinent disposition instructions for the engines no later than 30 days after the induction date for the first aircraft. Disposition instructions will specify whether the engines are to be disposed of with the aircraft or reclaimed. The AMARG Engine Manager will advise the owning Service of the quantity of serviceable shipping devices required whenever engines are to be removed from reclamation aircraft for shipment to another location. The owning Service will take timely action to meet dates established for input of the aircraft into work.

8.5. TYPES OF RECLAMATION. Reclamation of property can occur under one of these four (4) situations:

- a. Routine. Routine reclamation is initiated to reclaim component parts from end items required to fill established requirements, before transfer of the end items to the DLA Disposition Services site for ultimate disposal.
- b. Programmed. Programmed reclamation involves excess property in such volume as to warrant a scheduled project to reclaim all known components with requirements as specified in the previous paragraphs. Interservice interchange of data will be accomplished as prescribed in Section 4, Volume 2 of this manual for all programmed reclamation.
- c. Non-programmed. Non-programmed reclamation involves small quantities of end items such as crashed or damaged aircraft. Non-programmed reclamation is directed at the recovery of critical and high-unit-cost items which are in a buy position. Other items having a lesser monetary value and lower requirements priorities will be added to the non-programmed save lists if the expense of their recovery and all subsequent expenses (transportation, condition inspection, repair, etc.), which may precede their use as serviceable items, are warranted by economic considerations and if the capability to accomplish reclamation can be made available at the site. Interservice interchange data is not required and the ICP or IMM need not notify other Services or agencies of non-programmed reclamation projects.

d. Priority. Priority reclamation occurs when emergency or urgent requirements or other priority back orders or requirements exist that cannot be satisfied from routine reclamation by the time of need. These requirements are categorized as:

(1) Category A. A requirement to fill the demands of Issue Priorities 01-08 in the DoD Uniform Materiel Movement and Issue Priority System (UMMIPS) in the DLMS 4000.25. Category A requirements will be directed to the reclaiming activity for immediate removal action.

(2) Category B. A requirement to fill the demands of Issue Priorities 09-15 in the UMMIPS or a current year buy or repair requirement. Category B should not be used for the entire quantity on the reclamation project, if routine programmed reclamation will provide shelf stocks in a timely manner.

8.6. CURRENCY OF RECLAMATION REQUIREMENTS.

- a. Reclamation Requirements. DoD Components will review and update reclamation requirements using existing Service or agency requirements determination processes to incorporate current requirements. Cancellations and new reclamation orders are prepared and submitted when the requirements determination process has indicated a change in requirements. Failure to change reclamation requirements data in a timely manner may result in the loss of required items or in the waste of reclamation resources. When new item requirements have been input to reclamation, the quantity required from the end items in work or completed may be processed by the reclaiming activity as a Category B priority request.
- b. Maintain Visibility of Assets. ICPs or IMMs maintain visibility of assets potentially available from reclamation for the life cycle of each reclamation project.

8.7. REPORTS. Reclaiming activities provide supply and shipment status, as applicable, for each reclamation order processed. Reclaiming activities may also provide reports to Services or agencies on ongoing reclamation projects. Reports should contain sufficient information to update any applicable accountable property records maintained by the accountable organization.

8.8. MATERIEL CONDITION CODES. The reclaiming activity assigns SCC A, SCC F, or SCC R to the reclaimed asset. SCC A is assigned for serviceable materiel and SCC F for unserviceable (reparable) materiel. SCC U is assigned for serviceable limited remaining life before failure. SCC R is assigned when the reclaiming activity does not have the capability to verify the condition of the reclaimed asset.

8.9. FUNDING FOR RECLAMATION ACTIONS. The reclaimed parts are furnished to the ICP on a non-reimbursable basis. The ordering activity will reimburse the reclaiming activity for the costs of reclamation and transportation IAW the applicable agreement.

8.10. PROCUREMENT ACTIONS. Reclamation will be given preference where a part exists. However, should it be determined that assets cannot be reclaimed in a timely and economical manner, procurement should not be delayed.

8.11. RECLAMATION AUTHORIZED AT THE DLA DISPOSITION SERVICES SITE.

- a. The reclaiming activity may requisition the end item from DLA Disposition Services, perform reclamation off-site, then turn the item back into DLA Disposition Services for disposal.
- b. All transfers to DLA Disposition Services and issues from the DLA Disposition Services site must be prepared and controlled by the accountable officer using standard format, IAW DLMS 4000.25, and this manual.
- c. Requests for materiel within the DLA Disposition Services site will be limited to those items not available on a timely basis in wholesale system stocks, however, are needed promptly to meet priority needs (UMMIPS Priority 01-08).
- d. Removal of parts is accomplished, after issue, off-site by the DoD/Reclamation activity requesting the item to include furnishing all necessary tools and equipment.

8.12. RECLAMATION OF PERSONAL PROPERTY MARKED WITH A UII. The UII mark will not be removed by any DoD activity in the removal of parts during the reclamation process.

8.13. DOD RECLAMATION WORK GROUP (DRWG).

- a. HQ AFMC will chair the DRWG, a reclamation policy review working group, consisting of members from each Service and DLA.
- b. The DRWG will review reclamation guidance and procedures to determine if changes or revisions are required and make recommended changes to applicable DoD manuals or Service regulations accordingly, as well as to the ASD(S), when appropriate.
- c. All aspects of the DoD reclamation program will be under the purview of the DRWG.
- d. For Military Department and Defense Agency Contacts Information for Reclamation of Aircraft and End items (Table 7., “Military Department and Defense Agency Contact Information for Reclamation of Aircraft and End Items” located on the DoD Disposal Procedures Webpage [\(URL\)](#).

SECTION 9: HANDLING HAZARDOUS AND SPECIAL CASE PROPERTY

9.1. **PROPERTY REQUIRING SPECIAL PROCESSING.** Some property, by its nature and potential impact on public health, safety, the environment, security, or private industry, requires unique processing considerations, above the standard methods of disposal. This Section details these items or categories of property and furnishes guidance for disposal and is applicable to excess, surplus, FEPP, and scrap. The procedures apply to hazardous and special case property on all installations to include enduring locations, non-enduring locations, and contingency operations, unless specified otherwise (e.g., installations inside the United States or installations outside the United States). Environmentally regulated and hazardous commodities are addressed in the “Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materials” located on the DoD [Disposal Procedures Website](https://dla.dod.afpims.mil/What-DLA-Offers/Excess-Property-Disposal/Disposal-Manual/) (https://dla.dod.afpims.mil/What-DLA-Offers/Excess-Property-Disposal/Disposal-Manual/).

9.2. HAZARDOUS PROPERTY (HP)

a. HP Disposition

(1) The handling, processing, and disposing of DoD excess, surplus, and FEPP may be hazardous to human health and the environment. This HP property on:

(a) All DoD Installations in the United States, is regulated:

1. By Federal, State, interstate, and local environmental laws and regulations.
2. By Federal safety laws and regulations.

(b) Installations outside the United States to include enduring locations, non-enduring locations, and contingency operations, is normally regulated:

1. By the final governing standard (FGS) or Environmental Governing Standards (EGS) for the host nation, or DoD Instruction 4715.05 and DoD Manual 4715.05 where FGS/EGS do not exist. In cases of inconsistency between this manual and DoD Manual 4715.05, this manual takes precedence.
2. For disposal of FEPP hazardous property see DoD Instruction 4715.05, DoD Manual 4715.05, Section 6 of this Volume and the Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material on the DoD Disposal Procedures Website [\(URL\)](#).

(2) Radioactive items special processing requirements are detailed in Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material on the DoD Disposal Procedures Website [\(URL\)](#).

b. Environmental Compliance

- (1) DoD Components must transport, store, handle, and dispose of all regulated hazardous property IAW applicable environmental, safety, transportation, and other pertinent laws and regulations. Policies and procedures for storage and handling HM are found in the DoD Manual 4140.70.
- (2) DLA Disposition Services is DLA's implementing activity for HP disposal for the DoD. DoD Components will coordinate with DLA on the criteria and procedures developed for the disposal of DoD-generated HM and HW according to the DoD Instruction 4715.06 (in United States), or DoD Instruction 4715.05, DoD Manual 4715.05 and DoD Instruction 4715.22 (outside of United States). DLA Disposition Services may request information from the Military Departments, to include lists of facilities doing their own HW disposal contracting, type of commodities handled, and prices paid. DoD Components will document:
 - (a) All disposal actions conducted outside of DLA Disposition Services.
 - (b) Coordination with DLA Disposition Services regarding any operational difficulties with service from DLA Disposition Services.
 - (c) Justification and request for approval from the component's chain of command (i.e., major command, combatant command, or installation management agency-level) to bypass DLA Disposition Services for HP disposal.
 - (d) Review from the component's chain of command (i.e., major command, combatant command, or installation management agency-level) that individual installation contracts and disposal criteria are at least as protective as criteria used by DLA Disposition Services (as outlined in paragraph 2c of this Section).
 - (e) HW disposal when made according to Volume 5 of DoD Manual 4140.01 and this manual to accomplish the installation mission.

c. HW Disposal Contract Standards

- (1) DoD entities in Resource Conservation and Recovery Act (RCRA) regulated areas and outside of United States shall provide 100 percent manifest tracking to maintain a cradle-to-grave audit trail documentation for HW disposal, from point of turn in to final disposal facility.
- (2) DLA for RCRA Regulated areas: DLA shall provide manifest tracking for HW only to the initial Treatment, Storage, and Disposal Facility as outlined by RCRA. This does not apply to the tracking of PCBs and Demil-required property.
- (3) DLA Outside of United States: DLA Shall Provide 100 percent manifest tracking to maintain a cradle-to-grave audit trail documentation for HW disposal, from point of turn in to final disposal facility.

- (4) Maintain automated records for all HW disposal transactions (e.g., waste streams, waste codes, locations, quantities, prices, audit-trail documents, and other pertinent information).
- (5) Monitor contractor performance by employing DoD personnel serving as contracting officer representative or contracting officer technical representative.
- (6) Conduct past performance reviews, regulatory compliance checks, and technical evaluations of both prime contractors and proposed subcontractors before contract award.
- (7) Conduct on-site post-award inspections, as necessary, of select sub-contractors (i.e., treatment, storage and disposal facilities or transporters).
- (8) Evaluate and record contractor performance in a performance history database.
- (9) In the United States, ensure contract provisions comply with all applicable Federal, State, and local safety, environmental, and transportation regulations. Outside the United States, contract provisions must comply with all host nation, FGS/EGS requirements, or Overseas Environmental Baseline Guidance Document (OEBGD) requirements where FGS/EGS are not applicable.
- (10) Utilize an appropriate performance-based service contract to provide both competitive pricing and high-quality service to DoD.
- (11) Award long-term contracts when in the best interest of DoD.
- (12) Facilities and transporters hold and maintain all necessary licenses, permits and registrations for the type of HW being managed.
- (13) Provide legally required completion records and demonstrate record retention systems that will comply with all applicable requirements.
- (14) Provide and maintain security systems that will meet all applicable transportation or security requirements.
- (15) Provide that upon acceptance of HW, title passes to the receiver.

9.3. DISPOSAL PROCEDURES

a. DoD Installations. DoD installations will:

- (1) Comply with the following DoD Instruction 4715.05, DoD Instruction 6050.05, DoD Instruction 6055.01, DLA 4160.01 and respective implementing regulations.
- (2) Where feasible, eliminate the use of HP through sustainable procurement to include green or environmentally preferred product and including green clauses into existing acquisitions, and minimize the generation of quantities of HP through resource recovery, recycling, and source separation.
- (3) Provide technical and analytical assistance, including research and development support, to DLA Disposition Services to accomplish disposal, if requested.

- (4) Turn-in activities must provide all available information to DLA to provide services through HW disposal contracts, e.g., completed Hazardous Waste Profile Sheet (HWPS), execution of shipping documents, radiation certificate, etc. See Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material on DoD Disposal Procedures Webpage [\(URL\)](#), for special handling and process instructions.
- (5) Identify known hazards contained in property, regardless of condition, that could create conditions that are hazardous to human health and the environment (e.g., mercury switches, PCBs, capacitors, fluids, batteries, asbestos, radioactive components, Naturally Occurring Radioactive Material), especially when transferred to DLA Disposition Services sites for DEMIL, mutilation or as scrap.
- (6) Before transporting HP in commerce, properly identify, package, label, and certify conformance with established environmental, safety, and transportation criteria as identified:
 - (a) For all DoD installations in the United States, in Titles 40, 27, and 49 of the CFR respectively.
 - (b) For installations outside the United States, in the FGS/EGS, host nation (or international) transportation regulations, international maritime dangerous goods (IMDG) code, DoD Instruction 4715.22, DoD Manual 4715.05, and DoD Instruction 4715.05, and the guidance listed in the Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material on Disposal Procedures Website [\(URL\)](#).
- (7) In the United States, the installation commander is responsible for compliance with Sections 1251-1387 of United States Code Title 33, U.S.C, also known as the “Federal Water Pollution Control Act,” as well as preparation of a spill prevention control and countermeasure plan in accordance with Part 112 of Title 40 CFR. Provisions affecting DLA Disposition Services site operations must be coordinated with DLA Disposition Services Headquarters before permits or reports are submitted to the regulator. Upon request, a copy of the final Spill Prevention Control and Countermeasure Plan will be provided to the DLA Disposition Services site.
- (8) In the United States, the activity having physical custody for HP will prepare an EPA Form 8700-22, “Uniform Hazardous Waste Manifest,” and any required land disposal restrictions notification or certification to accompany all offsite shipments of HW. Include a 24-hour emergency notification telephone number. The installation commander has primary responsibility for signing manifests, however, may delegate signature authority to a designated representative. All manifests will be signed by the installation’s designated representative.
- (9) Installations will comply with Federal and State HW record keeping and reporting requirements and or requirements in the FGS/EGS or OEBCD. Tenants will submit reports required by the installation’s HW management plan within time frames established

by the installation commander. Documents required for HW special services provided by DLA are the responsibility of DLA and will be provided to the installation commander.

- (10) Installations outside the United States do not possess RCRA permits for HW storage and disposal. Installation commanders and tenant activities overseas will comply with the FGS/EGS or, if there are no FGS/EGS for that country in accordance with DoD Instruction 4715.05 and DoD Manual 4715.05
- (11) When requested, assist DLA by providing information and comments on Federal, State, local, and host nation regulations being developed to control HP, such as ability of a particular installation to comply with proposed regulations and the impact of proposed regulations on DoD. Alert DLA to any local situation that could impact HP disposal.
- (12) Retain physical custody of HP within the guidelines of Section 9.3 of this Volume until properly transferred to the receiving agency or entity.
- (13) Provide for disposal of toxicological, biological, radiological materials, and lethal chemical warfare materials which, by U.S. law, must be destroyed. Once the appropriate destructive actions are taken to meet the military regulations, the by-products may then be turned in to the servicing DLA Disposition Services site or disposed of using a DLA disposal contract.
- (14) Provide for disposal of materiel that cannot be disposed in its present form due to military regulations, such as AE and controlled medical items. This category includes materiel where military regulations require obliteration of all markings that could relate to its operational program. Once the appropriate actions are taken to meet the military regulation, the resulting materiel should then be turned in to the servicing DLA Disposition Services site or disposed of using a DLA disposal contract.
- (15) Implement Integrated Solid Waste Management Programs in accordance with DoD Instruction 4715.06 to maximize the diversion of solid waste from landfill disposal or incineration. Where a recycling program exists, it should be given preference to disposal in an effort to capture proceeds from commodities including scrap metal.
- (16) Where recycling or waste diversion opportunities do not exist, provide for disposal of solid waste that is municipal-type garbage, trash, and refuse resulting from residential, institutional, commercial, agricultural, or community activities:
 - (a) On a DoD Installation inside the United States that can be disposed in a State or locally permitted sanitary landfill, regulated as a solid waste pursuant to Subchapter I, Section 239 of Title 40 CFR.
 - (b) On an installation outside of the United States that can be disposed in accordance with DoD Instruction 4715.05, host nation laws and regulations, the implementing FGS/EGS for the host nation and Section 6 of this Volume. Where FGS/EGS are not in place, OEBGD applies.
- (17) Provide for disposal of explosive waste and ammunition waste by preparing, packaging, or shipping to the appropriate disposal site according to the procedures in DoD Manual 4160.28 and this Manual. DLA/DLA Disposition Services HW disposal contracts do

not cover the disposal of ammunition, explosives, or explosive materials or wastes as defined in Section 555.11 of Title 27 of the CFR, Subpart C of part 173 of Title 49 of the CFR, or parts 252.223-7002 (a)(1) and (2)(i)(iii)(v)(vi) of the Defense Federal Acquisition Regulation Supplement (DFARS).

- (18) Provide for disposal of refuse and other discarded material that results from mining, dredging, construction, and demolition operations. However, residue from construction and demolition that meets the regulatory definition of hazardous debris in accordance with Section 268.2(h) of Title 40 CFR, may be processed for disposal on DLA Disposition Services disposal contracts.
- (19) Provide for disposal of unique wastes and residues of a nonrecurring nature generated by research and development and experimental programs outside the scope of DLA service contracts.
- (20) Provide for disposal of infectious medical waste, including hospital-generated infectious waste created in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals.
- (21) Provide for disposal of radioactive mixed waste that meets the definition of radioactive waste subject to Section 10101 of Title 42 USC and also contains waste that is either listed as a HW in Subparts C or D of Section 261 of Title 40 CFR or exhibit any of the HW characteristics identified in Title 40 CFR). (See exception in the Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material on DoD Disposal Procedures Website [\(URL\)](#)).
- (22) Provide funding for service-contract disposal of HP or for special requirements or services requested on a DLA disposal service contract. Included in this category are excess items that are regulated for disposal, for any regulatory reason, and costs associated with the transport or arranging for transport for disposal.
- (23) Inside the United States, provide funding for special generator fees levied by States on specific waste streams generated in the State levying the fee, or other State generator fees, as may be required by law, and if legally applicable to a Federal agency. Do not pay such fees outside the United States.
- (24) Inside the United States, notify and coordinate with DLA Disposition Services, before taking disposition action on any regulatory findings or payment of fees or penalties, concerning HW disposal on DLA disposal contracts. DoD installations will be responsible for any payment of fines, fees, or penalties where the installation failed to coordinate with DLA Disposition Services before settling the regulatory action. Outside the United States, take no action until DLA has been advised.
- (25) Promptly identify disposal requirements to the DLA Disposition Services.
- (26) When a generator/installation has HM/HW stored in unapproved United Nations (UN) packaging, it must be repackaged before shipment off-site. Repackaging can be

accomplished by the generator or via contractor personnel if available through a supporting service or disposal contract.

b. DLA. DLA will:

- (1) Comply with DoD Manual 4140.70, DoD Manual 4140.01, Volume 5, and Title 27 of the CFR.
- (2) Complete all documentation (including records) for DLA disposal actions as required under applicable environmental and other pertinent laws and regulations.
- (3) Initiate contracts or agreements for DLA disposal actions and perform post-award functions on disposal contracts.
- (4) Accept accountability for all HP, except those categories for which DoD installations are responsible, see Section 9.3 of this Volume, that have been properly identified as hazardous or environmentally regulated property.
- (5) Accept accountability for residual, semi solid materiel (sludges) and residues regulated by Title 40 CFR for disposal from industrial processes and wastewater treatment facilities, including drying ponds.
- (6) Accept accountability for spill residues resulting from immediate cleanup actions of an emergency nature in response to specific, isolated operational spills.
- (7) Accept accountability, when storage is available, of medical wastes:
 - (a) On any DoD installation, if the medical wastes are regulated pursuant to Title 40 CFR and;
 - (b) On installations in the United States, if the medical wastes are not regulated by State regulations or;
 - (c) On installations outside the United States, if the medical wastes are not covered by the FGS/EGS or OEBGD. For non-infectious, non-controlled medical items and wastes, follow FGS/EGS for the particular host nation. Where FGS/EGS are not in place, OEBGD applies.
- (8) Establish an inventory control system for the types, quantities, and locations of available HP for which DLA is responsible in the event that some other activity might be able to use particular property as a resource.
- (9) Provide an economic incentive for DoD installations to segregate and minimize waste generation by providing feedback to Military Departments and Defense Agencies on the costs associated with disposal of HP.
- (10) Minimize environmental risks and costs associated with the extended care, handling, and storage of HP by accomplishing disposal within a significantly compressed

disposal cycle. DLA Disposition Services sites will notify the permit owner, in writing, of situations that could result in noncompliance with environmental regulations.

- (11) Maintain analysis and information distribution capability of technological advances on DoD HP disposal procedures and advise DoD installations of such developments on a continuing basis. Additionally, ensure that DoD installations are informed of any Federal, State, regional, and local regulations being developed to control disposal of HP.
- (12) Serve as the DoD focal point to recommend matters of policy and guidance to OSD for disposal of HP within the assigned responsibility of DLA.
- (13) Establish procedures relative to assigned responsibility for HP disposal. Unresolved issues will be forwarded through channels to the ASD(S).
- (14) Inside the United States, ensure DLA HW disposal contracts provide for disposal in permitted facilities according to Section 6961 of Title 42 USC. Ensure listings of EPA identification numbers for each HW disposal in the contract are available to installation commanders. Outside of the United States, ensure HW disposal contracts will provide for disposal in facilities regulated IAW host-nation environmental standards and IAW the FGS/EGS, or DoD Manual 4715.05.
- (15) When requested, make every effort to provide commercial disposal contract service, on a reimbursable basis, for HP (such as installation restoration wastes and residues) that is the responsibility of the Military Departments. In these instances, the Military Departments will identify their requirements, provide funding, and give DLA Disposition Services sites sufficient advance notice to allow the establishment of a service contract for disposal of the property. DLA Disposition Services sites will accept accountability and document disposal on a receipt or issue transaction.
- (16) Assume responsibility for the original DoD generating activity, whenever hazardous substances are found or have caused contamination at a third-party site, if the hazardous substances were correctly identified by the activity and turn-in documentation establishes that the HP was processed through DLA Disposition Services. Third-party sites will be managed IAW the Defense Environmental Restoration Program guidance in DoD Instruction 4715.07.
- (17) As required, participate in planning and provide host installation input for compliance with DoD Instruction 4715.07.

9.4. CUSTODY REQUIREMENTS

- a. DoD Guidance. HP will be safely stored to protect human health and the environment. Proper storage techniques should protect HP from becoming waste due to age or container deterioration.
- b. DLA Disposition Services sites do not own or maintain HM or RCRA-permitted storage facilities. The generating activity will retain physical custody of the property IAW the RIP process, until the service contract is established. DLA will make arrangement and coordinate with generating activity for the removal of the property by the contractor.

9.5. IDENTIFICATION AND TRANSFER PROCEDURES

- a. Documentation. DoD Components and DLA will comply with applicable environmental, safety, and other relevant laws and regulations; see Section 4.3 of this Volume for instructions on preparation of the DTID, DD Form 1348-1A. Automated DTID transfer documentation is mandatory for normal, day-to-day turn-in of HM or HW. Exception to automated/electronic transfers will be allowed in contingency operations. See Disposal Procedures Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Material on DoD Disposal Procedures Website ([URL](#)) for specific turn-in requirements for HP requiring special processing.
- b. HW. The generating activity will provide the following information on the DTID upon turn-in of all HW and used HM as defined in the Glossary:
 - (1) Valid NSN and nomenclature for items cataloged in the supply system.
 - (2) Local stock number (LSN) or Federal supply classification code (FSC) and chemical name of hazardous components, if the waste is not identified by NSN.
 - (3) Provide financial data for reimbursement to DLA (e.g., Military Standard Billing System (MILSBILLS) fund code, Bill-to DoDAAC, Government Invoicing Federal Intragovernmental Data Standard).
- c. HWPS. A new HWPS is required from generating activities for each new waste stream. An accurate HWPS is required from generating activities to accompany the disposal DTID to determine type of HP. A HWPS can be re-used if an identical waste stream is generated. A new HWPS is required when a generator's process change results in changes to the characteristics described on an existing HWPS. Generator's may use the DLA Form 2511 "Hazardous Waste Profile Sheet" located on the DLA Website: www.issuances.dla.mil. An alternate format, including automated data transfer, may be developed and used, provided it contains all the same information required to profile the waste for disposal. The activity will complete the HWPS, or substitute form, and address each item by providing all applicable information. Items marked N/A or left blank" will be considered as not applicable. The information may be based on user knowledge if user's knowledge is IAW Title 40 CFR (State and local in United States). User knowledge, outside the United States, must be IAW applicable FGS/EGS or OEBGD. A HWPS identification number (can be alpha-numeric) will be created by the generating activity to reference HWPS information; HWPS number will be documented on the DTID. The HWPS numbers documented on the DTID is the generator activity's acknowledgment/validation that all data on the HWPS is true and accurate. It is the responsibility of the turn-in activity to ensure the correct HWPS is used for each DTID.
 - (1) For operations outside of United States, the generating activity will assign the host nation or IMDG shipping description.
 - (2) The generating activity will assume responsibility for any mishaps resulting from misrepresentation of waste streams on HWPSs.
 - (3) Generating activity having physical custody of HW will retain the chemical analysis and supporting documentation and make it available if required. Examples of supporting

documentation are descriptions of waste production processes and historical or published information on the waste. If documentation is not attached in support of the user's knowledge, chemical analysis and attached test results are required.

- (4) HWPS is not required for unopened HM downgraded to HW (e.g., expired shelf-life HM, HM that survives RTDS). However, a SDS with all information required for identification of hazardous material, waste, or property is still required (either hard copy or by electronic transmittal). If an SDS is not available or indicates the composition is proprietary, a HWPS is required.
- (5) HWPS is not required for Special Contract Services, see Section 9.6.c. for more information on special contract services.

d. DLA Disposition Services Requirements for Accepting Accountability for HW Disposal

- (1) Upon request, will provide HWPS training on how to complete the HWPS to the transferring activity.
- (2) Assist the generating activity in determining proper identification as capabilities permit. This may include providing analytical laboratory services, when possible, through the DLA Disposition Services site disposal service contract.
- (3) Accept accountability of HP in manner approved/described in this Section.
- (4) Reject turn-in when proper identification is not provided IAW Section 9.5., however, every effort will be made to resolve discrepancies before rejection. If the DLA Disposition Services site and generating activity cannot reach agreement, the issue will be elevated by both parties for dispute resolution.

e. HM. The generating activity will provide, on the DTID or ETID:

- (1) For NSN-identified HM:
 - (a) Valid NSN.
 - (b) Nomenclature as cataloged in the supply system.
 - (c) Shelf-Life expiration date
- (2) For LSN or FSC-identified HM, the chemical name of hazardous components.
- (3) For both NSN-identified and LSN or FSC-identified HM:
 - (a) The SDS serial number (five-digit alpha code) of the SDS-listed Hazardous Materials Information Resource System (HMIRS) or, when an SDS serial number is not available, a hard copy SDS must accompany the turn in.
 - (b) Occupational Safety and Health Administration-compliant chemical hazard label attached to the individual package (unit container). Where the hazard

label information is missing or damaged, use a completed DD Form 2521 or 2522, "Hazardous Chemical Warning Label" as specified in DoD Instruction 6050.05.

- (c) Chemical name of any hazardous contaminants and nomenclature of non-hazardous contaminants, if the HM has been opened.
 - (d) Amount of hazardous and non-hazardous contaminants based on user's knowledge or testing of the item expressed in a range of content (percentage by weight or parts per million (ppm) as applicable), if the HM has been opened.
 - (e) DoT shipment placards, markings, and labels on all HM packages will remain on the packages as required by Section 1910.1201 of Title 29, CFR.
 - (f) For shipments to or from installations outside the United States, overseas, host nation, or international transportation placards, markings, and labels should remain on the HM packages.
 - (g) Shelf-Life expiration date.
 - (h) Provide financial data for reimbursement to DLA (e.g., Military Standard Billing System (MILSBILLS) fund code, Bill-to DoDAAC, Government Invoicing Federal Intragovernmental Data Standard).
- f. DLA Disposition Services Site. DLA Disposition Services sites will:
- (1) Accept accountability of HM in the manner identified in Section 9.3.
 - (2) Assist generating activities in determining proper identification as capabilities permit, including contract support.
- g. Packaging and Transportation
- (1) When transfers require transport over public highways, HM and HW must be packaged in UN approved containers (or host nation approved if the item is expected to be shipped commercially over host nation highways).
 - (2) HM or HW will be packaged and stored IAW DoD Manual 4140.70, or applicable Federal or State regulations. HW stored at a RCRA-permitted facility must be packaged IAW the requirements specified in that storage facility's RCRA permit.
 - (3) Part 173.7 of Title 49 CFR identifies the transportation and packaging requirements for HP turned in using the original military containers.
 - (4) For transportation to or from installations outside the United States, Part 173.3 of Title 49 CFR identifies the transitional provisions for implementing requirements based on United Nations (UN) recommendations for transportation of hazardous materials.

- (5) Guidance for packaging for transportation and including information about certifications of equivalency, DoT exemptions, and competent authority approvals, is addressed in the DLAR 4145.41/AR700-143/AFM 24-210/NAVSUPINST 4030-.55D/MCO 4030.40C
- (6) For transportation to or from installations outside the United States, compliance with the applicable standards of the FGS/EGS, OEBGD where FGS/EGS do not apply, DoD Instruction 4715.05 and host nation if the item is expected to be shipped commercially over host nation highways, or international shipping regulations is required.
- (7) HP will be labeled in conformance with established environmental, safety, and transportation laws and regulations.
- (8) Detailed guidance governing turn-in requirements, as well as special handling and processing of specific types of HP, is contained in Disposal Procedures Website (URL).

9.6. DISPOSAL PROCESSING

- a. HP Through Entire Disposal Cycle. HP is typically processed through the RTDS cycles. However, some categories of HP are prohibited from reuse and sale due to regulatory constraints or because the nature or condition of the property renders it unusable or uneconomically recyclable. In those instances, coordination with DLA and/or OSD may be required.
- b. Return to Manufacturer (RTM)
 - (1) HP that is not RTDS may be offered to a manufacturer or recycler, before final disposal.
 - (2) The RTM procedure significantly reduces HM that would otherwise go to disposal, thus encouraging beneficial reuse of products and minimizing waste. See Section 7.5 of Volume 2 of this manual for RTM special criteria and process guidance.
- c. Special Contract Services
 - (1) Special contract services, on a reimbursable basis, are available through the servicing DLA Disposition Services site for generating activities requiring such services. These special services include recycling, bulk removals, tank cleaning, analysis and testing and profiling of wastes, contractor-supplied containers, and lab packing.
 - (2) Generating activities requiring one or more of the services listed in Section, 9.6, c (1), should identify requirements to the servicing DLA Disposition Services site.

9.7. HMIRS AND HAZARDOUS TECHNICAL INFORMATION SERVICE (HTIS)

- a. Section 1910, Title 29 CFR establishes the Federal requirements and DoD Instruction 6050.05 assigns responsibilities for DoD HMIRS and DoD hazardous materials data management system.
 - (1) The HMIRS database is the primary DoD tool for compliance with SDS requirements established in Section 1910, Title 29 CFR. DLA Logistics Information Service will maintain the HMIRS as the central repository for the SDS for the U.S Government Military Departments and civil agencies. Service or agency focal points will input value added

information and data with hazardous communication warning labels and transportation information. HMIRS provides this data for HM purchased by the Federal Government through DoD and civil agencies. The system assists Federal Government personnel who handle, store, transport, use, or dispose HM or HW.

- (2) The HMIRS database is available online. Information on subscribing may be found at https://dla.hng.hmms.dla.mil/HMMS_Web_JSF/login.xhtml. It is also available on compact disk read only memory for those Military members not able to access the online version.
- (3) The DLA Logistics Information Service is the HMIRS program manager and acts as the focal point for help desk support. The DLA customer contact center number is DSN 661-4725, or commercial 1-877-352-2255. The fax number is DSN 661-5305, or commercial (269) 961-5305.

9.8. DEFENSE HEALTH AGENCY MILITARY ITEM DISPOSAL INSTRUCTIONS

- a. The Defense Health Agency manages hazardous information through various programs and systems aimed at ensuring the safety and health of military personnel and the public. On-line access is at <https://www.dha.mil>
- b. For controlled medical items, refer to the Defense Health Agency procedures for effective management and disposal.
- c. The Military Item Disposal Instruction (MIDI) system provides methods of destruction for the disposal of hazardous and non-hazardous items generated within the Department of Defense (DoD). The MIDI system aids the preventive medicine officer and the logistician in proper disposal of outdated or excess medical and non-medical items. <https://ph.health.mil/topics/envirohealth/wm/Pages/Military-Item-Disposal-Instructions.aspx>.

APPENDIX: CHARTER FOR THE DOD DISPOSAL POLICY WORKING GROUP (DPWG)

1. **PURPOSE.** This charter establishes the DoD DPWG to develop, monitor, evaluate, and enhance the DoD Disposal Program. The DPWG is chartered primarily to implement coordinated actions essential to the continuing development and operational performance of the DoD Disposal Program.
2. **ORGANIZATION AND MANAGEMENT.**
 - a. The DPWG is comprised of a Chair and representatives from the DoD Components, the DLA and GSA. A member of the ASD(S) staff will serve as the advisor to the DPWG.
 - b. The program administrator designated by the Director, DLA Logistics Policy and Strategic Programs, will serve as the Chair of the DPWG.
 - c. The DPWG will meet at least annually.
3. **FUNCTIONS.** The DPWG:
 - a. Uniformly implements the DoD Disposal Program procedures developed by the DoD Components and coordinates actions essential to the continuing development and operational performance of the Disposal Program.
 - b. Oversees the effectiveness of DPWG, the interoperability of the DoD Components' procedures, and transactional interfaces based on reported problems by DoD Component personnel involved in the day-to-day operations of the DoD Disposal Program.
 - c. Reviews the efficiency and effectiveness of the DoD Disposal Program in achieving established objectives and recommends, through its Chair, to the ASD(S) policy changes evolving from these reviews.
 - d. Resolves, if necessary, problems with the DoD Disposal Program and recommends modifying procedures.
 - e. Develops, reviews, and recommends system enhancements for incorporation into the DoD 4160.21, Defense Materiel Disposition Disposal Manual.
 - f. Furnishes agenda items of interest to the Chair.
 - g. Establishes performance goals for updating the DoD disposal guidance, responding to disposal inquiries from the DoD Components and other authorized agencies.
 - h. Develops and publishes procedural guidelines for disposal of excess DoD materiel, coordinates proposed DoD policy changes and reconciles problems among the DoD Components.
4. **RESPONSIBILITIES.**
 - a. The Chair, DPWG:
 - (1) Oversees the accomplishment of DoD Disposal Program objectives.

- (2) Convenes the DPWG at least annually to assess DoD Disposal Program performance, recommend DoD disposal policy changes, establish performance goals.
 - (3) Establishes subgroups, when necessary, to complete the tasks assigned to the DPWG by ASD(S) to develop, monitor, evaluate, and enhance the DoD Disposal Policy.
 - (4) Submits policy and program enhancement recommendations to the ASD(S).
 - (5) In conjunction with this manual, coordinates DPWG recommended procedural changes and deviations related to DoD Disposal Program.
 - (6) Serves as the DoD lead on disposal issues within the DoD and for non-DoD entities, both public and private, working with DoD Components, DLA, and GSA to improve policy effectiveness.
 - (7) Communicates directly with the DoD Component heads regarding disposal matters of interest to the DoD Disposal Program.
 - (8) Submits minutes of each DPWG meeting to the Deputy Assistant Secretary of Defense (Supply Chain Integration) and the DPWG representatives.
 - (9) Maintains a current list of DPWG members.
 - (10) Presents disposal challenges, problems to the DPWG for resolution.
- b. The Military Department, DLA, and GSA members:
- (1) Provide logistics and other related personnel participation, as required, to support DoD Disposal Policy/DPWG efforts.
 - (2) Attend all DPWG meetings or, when necessary, provide an alternate to represent the Military Department or agency.
 - (3) Provide the Chair with a copy of items of interest for the DPWG.
 - (4) Work tasks assigned during DPWG meetings to resolve problems with disposal of excess DoD materiel.
 - (5) Present the Military Department or agency position to recommend procedural changes and deviations related to the DoD Disposal Program and negotiate and seek agreement with the DPWG members to achieve the goals and objectives of the DoD Disposal Program/DPWG.
 - (6) Distribute DPWG meeting minutes within their respective Military Department or agency.

5. ADMINISTRATION.

- a) Sponsors of DPWG members will fund necessary travel and administrative costs associated with the Disposal Program/DPWG functions.
- b) Contact DPWG@dla.mil

GLOSSARY

G.1. ACRONYMS.

A/D	abandonment or destruction
AFMC	Air Force Material Command
AMARG	Aerospace Maintenance and Regeneration Group
ASD(S)	Assistant Secretary of Defense for Sustainment
CAT	category
CCL	commerce control list
CFR	Code of Federal Regulations
CIIC	classified item identification code
CNSSI	Committee on National Security Systems Instruction
COMSEC	communications security
CONUS	continental United States
CRYPTO	cryptological
CSI	critical safety item
DD	Defense Department
DEMIL	demilitarization
DLA	Defense Logistics Agency
DLMS	Defense Logistics Management Standards
DODAAC	DoD Activity Address Code
DODD	DoD directive
DODI	DoD instruction
DODM	DoD manual
DOS	Department of State
DPWG	Disposal Policy Working Group
DRWG	Defense Reclamation Working Group
DTID	disposal turn-in document
DWCF	defense working capital fund
EGS	environmental governing standards
ETID	electronic turn in document
FCA	Federal Civilian Agency
FEDLOG	federal logistics data
FEPP	foreign excess personal property
FLIS	Federal Logistics Information System
FMR	Federal Management Regulation
FMS	Foreign Military Sales
FSC	federal supply classification code (four digits)
FSG	Federal Supply Group
FSCAP	flight safety critical air parts
GFM	government furnished material
GSA	General Services Administration

HM	hazardous material
HMIRS	hazardous materials information resource system
HP	hazardous property
HQ	headquarters
HW	hazardous waste
HWPS	hazardous waste profile sheet
IAW	in accordance with
ICP	inventory control point
ICS	incident command system
IMDG	international maritime dangerous goods
IMM	integrated materiel manager
ISSA	inter-Service support agreements
IUID	item unique identification
KCC	kind, count, condition (inspection)
LSN	local stock number
MIDI	military item disposal procedures
MILSTRIP	military standard requisitioning and issue procedures
MLI	munitions list items
MOA	memorandum of agreement
MOU	memorandum of understanding
MPPEH	material presenting an explosive hazard
NAF	non-appropriated fund
NATO	North Atlantic Treaty Organization
NSN	national stock number
OCONUS	Outside the U.S.
OEBGD	overseas environmental baseline guidance document
OSD	Office of the Secretary of Defense
PM	precious metals
PMIC	precious metals indicator code
PMRP	precious metals recovery program
PPMS	personal property management system
QRP	qualified recycling program
RCRA	Resource Conservation and Recovery Act
RFF	request for forces
RIP	receipt-in-place
RTD	reutilization, transfer, or donation
RTDS	reutilization, transfer, or donation and sales
RTM	return to manufacturer

SCC supply condition code
SCL scrap classification list
SDR supply discrepancy report
SDS safety data sheet
SECDEF Secretary of Defense
SF standard form

TAB transaction activity billing
TSC trade security control

UII unique item identifier
UMMIPS uniform materiel movement and issue priority system
U.S. United States
U.S.C. United States Code
USCG U.S. Coast Guard
USG U.S. Government
USML U.S. Munitions List

ZI zone of interior

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this Volume.

accountability. Defined in the DoD Dictionary of Military and Associated Terms.

accountable officer. The individual responsible for acquiring and maintaining DoD items of supply (physical property and records), approving property orders (including reutilization of excess property requests), and authenticating MROs. Comparative terms are Army Supply Support Accountable Officer, Navy Accountable Officer, Air Force Accountable Officer/Chief of Supply Materiel Support Division, Marine Corps Unit Supply Officer.

acquisition cost. The amount paid for property, including transportation costs, net any trade and cash discounts. Also see standard price acquisition cost. The amount paid for property, including transportation costs, net any trade and cash discounts. Also see standard price.

A/D. A method for handling property that:

- Is abandoned and a diligent effort to determine the owner is unsuccessful.
- Is uneconomical to repair or the estimated costs of the continued care and handling of the property exceeds the estimated proceeds of sale.
- Has an estimated cost of disposal by A/D that is less than the net sales cost.

ammunition/explosives. As defined in DoD Manual 4160.28

bid. A response to an offer to sell that, if accepted, would bind the bidder to the terms and conditions of the contract (including the bid price).

Bidder. Any entity that is responding to or has responded to an offer to sell.

CCL. Defined in Part 772.1 of Title 15, CFR.

CCLI. Described in Part 774 of Title 15, CFR.

CCMD. Defined in the DoD Dictionary of Military and Associated Terms.

Component. An item that is useful only when used in conjunction with an end item. Components are also commonly referred to as assemblies. For purposes of this definition an assembly and a component are the same. There are two types of components:

A major component includes any assembled element which forms a portion of an end item without which the end item is inoperable. For example, for an automobile, components will include the engine, transmission, and battery. If you do not have all those items, the automobile will not function, or function as effectively.

A minor component includes any assembled element of a major component. Components consist of parts. References in the CCL to components include both major components and minor components.

container. Any portable device in which a materiel is stored, transported, disposed of, or otherwise handled, including those whose last content was a hazardous or an acutely HM, waste, or substance.

CONUS. Defined in the DoD Dictionary of Military and Associated Terms.

contingency. As defined in the DoD Dictionary of Military and Associated Terms.

counterfeit. A counterfeit part is one whose identity has been deliberately altered, misrepresented, or is offered as an unauthorized product substitution.

defective property. An item, part, or component that does not meet military, federal, or commercial specifications, as required by military procurement contracts because of unserviceability, finite life, or product quality deficiency and is determined to be unsafe for use. Defective property may be dangerous to public health or safety by virtue of latent defects. These defects are identified by technical inspection methods; or condemned by maintenance or other authorized activities as a result of destructive and nondestructive test methods, such as magnetic particle, liquid penetrant, or radiographic testing, which reveal defects not apparent from normal visual inspection method

DEMIL. Defined in DoD Manual 4160.28

disposal. End-of-life tasks or actions for residual materials resulting from DEMIL or disposition operations.

disposition. The process of reusing, recycling, converting, redistributing, transferring, donating, selling, demilitarizing, treating, destroying, or fulfilling other end of life tasks or actions for DoD property. Does not include real (real estate) property.

DLA Disposition Services. The organization provides DoD with worldwide reuse, recycling and disposal solutions that focus on efficiency, cost avoidance and compliance.

DLA Disposition Services site. The DLA Disposition Services office that has accountability for and control over disposable property. May be managed in part by a commercial contractor. The term is applicable whether the disposal facility is on a commercial site or a government installation and applies to both government and contractor employees performing the disposal mission.

DoDAAC. Defined in the Defense Logistics Manual, 4000.25.

DoD IUID Registry. Defined in the DoD Instruction 8320.04

donation. Defined in Chapter 102, Subchapter B, Part 102 of Title 42

Donee. Defined in Chapter 102, Subchapter B, Part 102 of Title 42

SEA. Defined in Chapter 102, Subchapter B, Part 102 of Title 42.

excess personal property. Defined in Chapter 102, Subchapter B, Part 102 of Title 42

exchange. Replace personal property by trade or trade-in with the supplier of the replacement property. To exchange non-excess, non-surplus personal property and apply the exchange allowance or proceeds of

sale in whole or in part payment for the acquisition of similar property. For example, the replacement of a historical artifact with another historical artifact by trade; or to exchange an item of historical property or goods for services based on the fair market value of the artifact.

FEPP. U.S.-owned excess personnel property that is located outside the ZI. See excess personal property.

FMS. Defined in the Security Assistance Management Manual (SAMM), DSCA 5105-38.

foreign purchased property. Property paid for by foreign countries, but where ownership is retained by the United States.

FSCAP. Defined in Chapter 102, Subchapter B, Part 102-33, Title 41

generating activity. The activity that declares personal property excess to its needs, e.g. DoD installations, activities, contractors, or FCAs. Also known as “**generator**”

G-invoicing. A fiscal service application designed to improve the quality and reliability of intragovernmental transactions buy or sell data in support of increased transparency and enhanced government-wide financial management. When fully implemented, G-Invoicing will manage the receipt and acceptance of GT&C agreements, orders, and performance. It also will initiate fund settlement for transactions based on performance

HM. In the United States defined as a type of HP per Section 171.8 of Title 49, CFR, and hazardous substances as defined in Section 1910.120, of Title 29, CFR. Overseas, HM is defined in the applicable final governing standards or overseas environmental baseline guidance document, or host nation laws and regulations.

HP. A composite term used to describe DoD excess property, surplus property, and FEPP, which may be hazardous to human health, human safety, or the environment. Various Federal, State, and local safety and environmental, final governing standards, overseas environmental baseline guidance document and/or host nation laws regulate the use and disposal of HP.

hazardous substance. Defined in Title 42 U.S.C.

HW. An item that is regulated pursuant to Section 6901 of Title 42, U.S.C. or by State regulation as an HW. HW is defined Federally at Part 261 of Title 40, CFR. Overseas, HW is defined in the applicable final governing standards or overseas environmental baseline guidance document, or host nation laws and regulations.

holding activity. The Federal agency that is accountable for, and generally has possession of, the property involved.

ICP. As defined in the DoD Dictionary of Military and Associated Terms.

installation. Defined in the DoD Dictionary of Military Terms.

interservice. Action by one DoD Component ICP to provide materiel and directly related services to another Military Department or Defense Agency ICP (either on a recurring or non-recurring basis).

inventory adjustments. Defined in DoD 7000.14-R

IUID. Defined in DoD Instruction 8320.04.

Line-item. A single line entry on a reporting form or sale document that indicates a quantity of property located at any one activity having the same nomenclature, condition code, and unit cost.

marketing. The function of directing the flow of surplus and FEPP to the buyer, encompassing all related aspects of merchandising, market research, sale promotion, advertising, publicity, and selling.

MLI. Any item contained on the USML in Part 121 of Title 22, CFR and defined in DoD Manual 4160.28. Als

MPPEH. Defined in DoD Instruction 4140.62

mutilation. Defined in DoD Manual 4160.28.

NSN. Defined in the DoD Dictionary of Military and Associated Terms.

nonsalable material. Materiel that has no RTDS value as determined by the DLA Disposition Services site, but is not otherwise restricted from disposal by U.S. law or federal or military regulations.

OBEGS. A set of objective criteria and management practices developed by the DoD, as described in DoD 4715.05-G.

personal property. Property except real property. Excludes records of the Federal Government, battleships, cruisers, aircraft carriers, destroyers, and submarines.

PPMS. A web-enabled platform that is for reporting, searching, and selecting property. This includes the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the GSA.

precious metals. Gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).

PMRP. A DoD program for identification, accumulation, recovery, and refinement of precious metals from excess and surplus end items, scrap, hypo solution, and other precious metal bearing materiel for authorized internal purposes or as government furnished materiel.

pilferable materiel. Materiel having a ready resale value or application to personal possession, which is especially subject to theft.

platinum family metals. Platinum, palladium, iridium, rhodium, osmium, and ruthenium.

pre-receipt. Documentation processed prior to physically transferring or turning the property into a DLA Disposition Services site.

privately owned personal property. Personal effects of DoD personnel (military or civilian) that are not, nor will ever become, government property unless the owner (or heirs, next of kin, or legal representative of the owner) executes a written and signed release document unconditionally giving the USG all right, title, and interest in the privately owned property

public agency. As defined in Chapter 102, Subchapter B, Part 102, Title 41, CFR.

QRP. As defined in the Integrated Recycling and Solid Waste Management Instruction, DoD Instruction 4715.23.

radioactive material. Any material or combination of materials that spontaneously emits ionizing radiation and which is subject to regulation as radioactive or nuclear material under any federal law or regulation.

reclamation. A cost avoidance or savings measure to recover useful (serviceable) end items, repair parts, components, or assemblies from one or more principal end items of equipment or assemblies for the purpose of restoration. Reclamation is preferable before disposition (e.g., DLA Disposition Services site turn-in), but end items or assemblies may be withdrawn from DLA Disposition Services sites for such reclamation purposes.

RCRA. Defined in Resource Conservation and Recovery Act.

restricted parties. Those countries or entities that the Department of State, Department of Commerce, or Treasury have determined to be prohibited or sanctioned for the purpose of export, sale, transfer, or resale of items controlled on the USML or CCL. A consolidated list of prohibited entities or destinations for which transfers may be limited or barred, may be found at: https://export.gov/ecr/eg_main_023148.asp.

reutilization. The act of re-issuing FEPP and excess property to DoD Components or Defense Agencies. Also includes qualified special programs (e.g., LEAs, HAP, CFL) pursuant to applicable enabling statutes.

sales contract. An agreement between two parties, binding upon both, to transfer title of specified property for consideration.

SCC. Code used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. These codes are assigned by the Military Departments or Defense Agencies.

scrap. Defined in DoD Instruction 4160.28. Chapter 102, Subchapter B, Part 102-36.40 of Title 41, CFR and Section 770.2 of Title 15, CFR provide additional information on scrap.

screening. Defined in Chapter 102, Subchapter B, Part 102 of Title 41, CFR.

security assistance. Defined in the DoD Dictionary of Military and Associated Terms.

small arms and light weapons. Man-portable weapons made or modified to military

specifications for use as lethal instruments of war that expel a shot, bullet, or projectile by action of an explosive. Small arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; sub-machine guns; and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

solid waste. Includes garbage, refuse, and other discarded materials, including solid waste materials resulting from industrial, commercial, and agricultural operations, and from community activities. Includes solids, liquid, semi-solid or contained gaseous material which is discarded and not otherwise excluded by statute or regulation. Mining and agricultural solid wastes, hazardous wastes, sludge, construction and demolition wastes, and infectious wastes are not included in this category.

special programs. Programs specified by legislative approval, such as FMS, LEAs, and fire fighters, identified in Section 4.10, Volume 2.

State or local government. A State, territory, or possession of the United States, the District of Columbia, American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, the U. S. Virgin Islands, and any political subdivision or instrumentality thereof.

surplus personal property. As defined in Chapter 102, Subchapter B, Part 102 of Title 41, CFR.

transfer. The act of providing FEPP and excess personal property to FCAs, as stipulated in the FMR. Property is allocated by the GSA.

transfer order. Document (SF 122 and SF 123) issued by DLA Disposition Services or the headquarters or regional office of GSA directing issue of excess personal property.

trash. Post consumer refuse, waste, and food by-products such as litter, rubbish, cooked grease, bones, fats, and meat trimmings.

TSC. Defined by DoD Instruction 2030.08, Parts 120 through 130 of Title 22, CFR, and Parts 730 through 774 of Title 15, CFR.

UII. Defined in DoD Instruction 8320.02.

UMMIPS. Defined in the Defense Logistics Manual 4000.25. See also DoD Manual 4140.01.

usable property. Commercial and military type property other than scrap and waste.

ZI. The United States and its territories and possessions, applicable to areas covered by GSA and where excess property is considered domestic excess. Includes the 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands.

REFERENCES

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TABLES. See Disposal Procedure Website
<https://dla.dod.afpims.mil/What-DLA-Offers/Excess-Property-Disposal/Disposal-Manual/>

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