

Disposal of Supplies and Equipment
PROCEDURES FOR TURN IN TO AND WITHDRAWAL
FROM DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

SUPPLEMENTATION: Local supplementation of this regulation is prohibited except upon approval of this headquarters.

SUGGESTED IMPROVEMENTS: The proponent of this regulation is the Office of the Assistant Chief of Staff (AC of S), G4, ATTN: AFZF-GL-S. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-GL-S.

1. PURPOSE.

This regulation outlines responsibilities, establishes policies, and prescribes procedures for Defense Reutilization and Marketing according to the Department of Defense (DOD) Manual 4160.21-M.

2. APPLICABILITY. This regulation applies to all accountable property officers, units, activities, and organizations turning in; withdrawing; and using property from the DRMO and will comply with the policies and procedures as published. During full mobilization, requirements of this regulation are in effect only for units residing or remaining on Fort Hood.

3. REFERENCES. Required and related publications are listed in appendix A.

4. GENERAL.

a. Using units and activities should turn in obvious scrap directly to the DRMO. Obvious scrap is unserviceable property which has no value except for its basic material content. To qualify, items must be classified as follows in the Army Master Data File (AMDF): Have an accounting requirements code (ARC) of 'X' or 'D'; have a recoverability code (RC) of 'O' or 'Z'; have a maintenance repair code (MR) of 'O' and a controlled inventory item code (CIIC) of 'U'. This means that the unit is authorized to determine if the item can be repaired. Follow guidelines in III Corps and Fort Hood Logistics Note 1-89.

b. All materiel other than obvious scrap and hazardous material destined for DRMO is turned-in by using units and activities to the appropriate supply support activity (SSA). The SSA turns that material in according to the schedule shown in appendix Q.

c. Requests to withdraw materiel from DRMO are sent to the appropriate SSA. Any item that is obtained from DRMO is accounted for according to existing regulations in the same manner as items obtained from regular supply sources. Units and activities must cite authority for any nonexpendable items selected for withdrawal from DRMO.

d. Military and civilian personnel make sure that only official military vehicles are used to transport property being turned-in or withdrawn. Nonappropriated fund (NAF) and Army and Air Force Exchange Service (AAFES) vehicles are considered official vehicles.

5. FUNCTIONS AND RESPONSIBILITIES. The Directorate of Logistics (DOL) is the primary staff activity for coordination of Defense Reutilization and Marketing matters pertaining to the turn-in to and withdrawal of materiel from the DRMO.

a. The DRMO is a tenant activity. This activity is the Defense Logistics Agency (DLA) element located at Fort Hood having total responsibility for, and control over, all property being disposed at Fort Hood. The DRMO is located in Building 4289, 80th Street, Fort Hood.

- b. The DRMO accepts accountability for property after it is inspected, classified, and quantity verified.
- c. Commanders and activities take necessary action to prevent theft or diversion of property between units, organizations, activities, and the DRMO. Actions to be taken include:
 - (1) Providing proper security for shipments to DRMO.
 - (2) Selecting a responsible individual to accompany the property to the DRMO.
 - (3) Completing an accurate preparation of the required turn-in document (DD Form 1348-1, DOD Single Line Item Release/Receipt Document).

FOR THE COMMANDER



PAUL T. WEYRAUCH
 Brigadier General, GS
 Chief of Staff

OSCAR N. WHITE, JR.
 LTC SC
 DOIM

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DISTRIBUTION:

- IAW FH Form 1853, B
- Plus: DRMO (200)
- DEH, Environmental Management Office (200)
- IM-AO (2)
- IM-ARL (1)
- IM-Pubs (100)

**APPENDIX A
REFERENCES**

565th Supply Co (Repair Parts) Turn-In SOP

CFR Title 40 (Protection of Environment) (40 CFR).

DOD 4000.25-1-M (Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual)

DOD 4160.19 M (Defense ADPE Reutilization Manual).

DOD 4160.21-M (Defense Disposal Manual).

DOD 4160.21-M-1 (Defense Demilitarization Manual (Restructured)).

DPDS-H 4160.3 (Disposal Operating Procedures) .

DA Pam 710-2-1 (Using Unit Supply System (Manual Procedures)).

DA Pam 710-2-2 (The Supply Support Activity Supply System (Manual Procedures)).

DA Pam 710-4 (Management of Excess Materiel and Materiel Returns).

AR 25-400-2 (The Modern Army Record Keeping System (MARKS)).

AR 200-1 (Environmental Protection and Enhancement).

AR 380-5 (Department of the Army Information Security Program).

AR 710-2 (Supply Policy Below the Wholesale Level).

AR 725-50 (Requisitioning, Receipt, and Issue System).

AR 750-1 (Army Materiel Maintenance Concepts and Policies).

TB 43-0002-3 (Maintenance Expenditure Limits for Army Aircraft).

CDA Pam 18-1 (User-Level Code Reference Guide for the ARMS Monthly AMDF, and I&S History File).

FH Reg 210-55 (Disposition of Lost, Mislaid, Abandoned, or Unclaimed Personal Property Discovered on this Installation).

FH Reg 420-2 (Environment and Natural Resources).

Message, HQ DPDS, DPDS-RP, 261830Z April 1983, Subject: Automatic Small Arms Weapons (retransmitted by Cdr, DPDR, Memphis, TN, 051550Z May 1983).

Memorandum, Cdr, III Corps and Fort Hood, AFZF-GL-S (710), 6 February 1989, Subject: Scrap Turn-In Policy (III Corps and Fort Hood Logistics Note 1-89).

APPENDIX B

**TURN-IN OF SUPPLIES AND EQUIPMENT
BY ACCOUNTABLE PROPERTY OFFICERS**

1. Turn-in Schedule (See appendix Q).
2. DD Form 1348-1 is used by all accountable property officers. All information is machine produced, typed, or legibly printed.
3. DD Form 1348-1 is submitted in a minimum of five copies, one copy is signed and dated in block 7 and serves as a verification of delivery by the driver. This verification copy is returned to the driver or appropriate individual as designated by appropriate authority. Make sure that accountability is not dropped until the official receipt copy is validated by the DRMO. The official receipt copy is stamped "RECEIPT COPY" and mailed or returned by courier to appropriate authorities.
4. DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M and as shown in figure B-1 of this regulation.
5. A separate DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M and as shown in figure B-2 of this regulation, for obvious scrap basic material content; e.g., heavy iron, light sheet metal, cast iron, aluminum, etc. Scrap is segregated on trucks in order to expedite unloading operations. All material is free of extraneous articles; e.g., wood, paper, dirt, etc.
6. DA Forms 461-5 (Vehicle Classification Inspection) and DA Form 3590 (Request for Disposition or Waiver) must accompany all DD Forms 1348-1 on equipment; e.g., vehicles, trailers, cranes, generators, etc.
7. Segregate all items at point of origin (tagged, packed, tied, and bundled) to enable identification and counting by the fastest, most economical means. All clothing must be clean before being turned in to the DRMO.
8. The following materiel is not physically accepted by the DRMO unless authorized by the Defense Reutilization and Marketing Service, Battle Creek, MI. This does not preclude using DRMO for reutilization or sales action:
 - a. Live animals
 - b. Property ordered to be destroyed
 - c. Incendiary, poisonous, and irritant products
 - d. Explosives and ammunition
 - e. Drugs, biologicals and narcotics
 - f. Waste and refuse (having no sales value)
 - g. Classified and nuclear ordinance materiel
9. The following materiel is not physically accepted into DRMO accounts, nor is any reutilization or sales service afforded:
 - a. Radioactive waste
 - b. Thermal batteries
 - c. DOD inspection stamps and devices.
10. The following materiel is not accepted by the DRMO until classified or demilitarized by the accountable property officer unless turn in document is accompanied by a letter of authorization from the appropriate inventory control point (ICP) manager stating the item meets disposal requirements. The appropriate

accountable officer withdraws all items upon notification by the DRMO and Headquarters, Battle Creek, MI, that items cannot be accepted.

- a. Classified materiel
- b. Nuclear ordnance items
- c. Cryptologic materiel

11. Scrap Field Telephone Wire and Reels.

- a. DR8 empty reels must be turned-in to DOI, Classification (Class 2 item).
- b. Field telephone wire on all DR8 reels must be turned in to DOL Classification (Class 2 item).
- c. Empty reel, 159/U, field telephone wire may be turned in directly to DRMO.
- d. Scrap field telephone wire (not on reel) may be turned in directly to DRMO with information as shown:

STK NR: 6145-00-WIRE

UNIT OF ISSUE: FEET (FT)

- e. Scrap field telephone wire does not have to be cut.

12. DRMO accepts asbestos provided:

a. **Nonfriable:** Any material that contains asbestos which has the asbestos component bonded or otherwise rendered unavailable for release into the atmosphere through normal usage. No annotation required on turn-in document.

b. **Friable:** Any material that contains more than one percent asbestos by weight and that can be crumbled, pulverized, or reduced to powder, by hand pressure, when dry. Materiel can be in the form of loose fibers; e.g., pipe insulation, or as a damaged component to an item; e.g., rips, tears. The turn-in activity packages the item in a plastic container. The turn-in activity identifies "friable asbestos" in block D of the DD Form 1348-1.

13. Compressed Gas Cylinders.

a. DRMO does not assume physical custody of compressed gas cylinders containing incendiary, poisonous, or irritant properties.

b. DRMO does not accept cylinders that are not government owned.

c. Government owned cylinders have one of the following prefixes: AF, DA, USA, USN, N, or the letters US, US GOVT, US PROPERTY or the name of a DOD or Government agency stamped on the cylinder or embossed on the neckring.

d. All compressed cylinders are tagged or labeled to indicate the status of the cylinder; e.g., condition, full or empty.

14. Shelf Life Property. A separate DD Form 1348-1 is required for each shelf life item:

- a. Items with more than 6 months shelf life are turned in under condition code A.
- b. Items with 3 to 6 months shelf life are turned in under condition code B
- c. Items with 3 months or less shelf life are turned in under condition code C.
- d. Items with shelf life expired are turned in under condition code H.

- e. Shelf life code as shown in the AMDF is entered in block D of the DD Form 1348-1.
- f. Manufacturer's date should be listed in block U of the DD Form 1348-1.

15. Automatic Data Processing Equipment (ADPE). The following paperwork will accompany the DD Form 1348-1:

a. A copy of the SF 120 (Report of Excess Personal Property) that the ADPE was reported to Defense Resources Information Center (DARIC). The SF 120 must contain:

- (1) The case number assigned to the item.
- (2) The automatic release date (ARD) assigned by DARIC

b. A letter from DIA Headquarters, DARIC.

(1) The letter must contain the disposition instructions directing the generating activity to turn in the ADPE to a certain DRMO; or

- (2) A waiver saying that DARIC does not wish to screen the item or have it reported.

16. Defense Industrial Plant Equipment (DIPEC). First determine if the property is DIPEC. If it is DIPEC property and in a supply condition code other than H, the following paperwork must accompany the DD Form 1348-1:

- a. Two copies of the DD Form 1342 (DOD Property Record) that the item was reported on.
- b. A disposition instructions letter from DIPEC in Memphis, TN.

- (1) DIPEC either directs the generating activity to turn-in the item to DRMO; or
- (2) DIPEC waives screening on the item or the item is not DIPEC.

SCRAP TURN - INS

A Separate DD Form 1348-1 will be prepared for each type of scrap material being turned in. All scrap must be segregated on the vehicle for off-loading. The DD Form 1348-1 is prepared as follows:

Card Column

- 23-24 Unit of issue is pounds (LB)
- 30-35 DODAAC of your activity
- 36-39 Julian date of turn-in
- 40-43 Document number (different for each turn-in)
- 65 Demil code
- A Your return address, unit, division
- B DRMO, Ft. Hood, TX
- X Type of scrap (light sheet, cast iron, aluminum, etc.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
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FIGURE B-2

APPENDIX C

DISPOSAL OF LUMBER AND REFUSE

1. Representatives of units, organizations and activities disposing of obvious scrap lumber report to Building 4284 before unloading.
2. A DD Form 1348-1 is not required to turn in obvious scrap lumber.
3. Nonusable and nonsaleable refuse is disposed of in the Post Sanitary Land Fill, only upon approval of the Directorate of Engineering and Housing (DEH).

APPENDIX D

DISPOSAL OF 'OFF SPECIFICATIONS' FUELS

1. Representatives of organizations, and activities wishing to dispose of 'off-specifications' petroleum products must first submit a sample of the product to the petroleum, oils, and lubricants (POL) Base Laboratory Building 7046, for analysis. If the POL Base Laboratory determines the fuel is not suitable for blending or downgrading, it is turned in to DRMO, Building 4286. Indication that the product is not suitable for blending or downgrading is noted on the DA Form 2077 (Petroleum Products Laboratory Analysis Report). The DA Form 2077 and a properly authenticated DD Form 1348-1 are submitted to the DRMO at the time of delivery to Building 4286.

2. Fuels must be segregated as listed below and stored in non-leaking metal containers (e.g., 30 and 55 gallon drums). Containers must have bungs tightly installed and have at least 3 inches of space between liquid and inside top of containers to allow for expansion. Containers are to be marked on the side in legible colors (e.g., yellow on O.D.) with the following information: national stock number (NSN), nomenclature, "off spec" and quantity per container. All previous markings on containers are to be obliterated. See example on figure D-1.

- a. JP-4.
- b. MOGAS.
- c. Diesel.

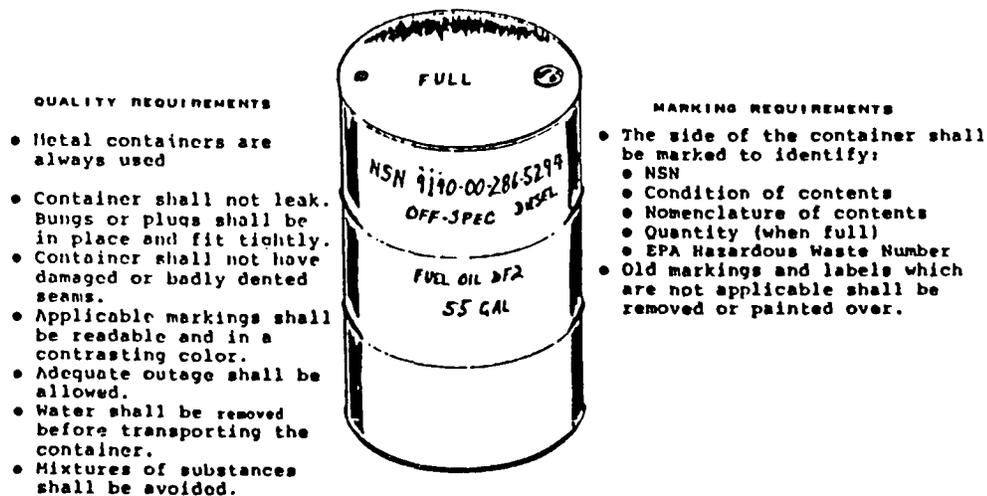


FIGURE D-1. Typical Container

APPENDIX E

RANGE CLEARANCE (AMMUNITION RESIDUE)

1. Range clearance is planned and coordinated with the DRMO, Building 4286, phone 287-2723. All scrap materials, including those items in a dangerous category, are segregated due to their explosive nature before turn in to the DRMO.

2. The following certification is included on each DD Form 1348-1 according to DOD Manual 4160.21-M, chapter VI, paragraph B22:

"I certify that the property listed hereon has been inspected by me and to the best of my knowledge and belief contains no items of a dangerous nature."

3. The certification is signed by explosive ordinance personnel or ammunition inspectors prior to receipt of such material by the DRMO.

APPENDIX F

RECYCLE PROGRAM

1. DEH is responsible for the Fort Hood recycle program (see FH Reg 420-2, chapter 9) .
2. Paper items recycled must be segregated as listed below and delivered to the Fort Hood Recycle Center, Building 4490, or will be picked up by calling 287-6732:
 - a. Mixed - includes newspaper, magazines, and colored paper.
 - b. White - includes office paper and forms (non-carbon).
 - c. Manuals - training, etc.
 - d. Computer paper without carbons.
 - e. Cardboard.
3. Scrap metal properly segregated and documented on a DD Form 1348-1 (see figure F-1) and turned-in to the DRMO qualifies for the recycle program with 100% of the proceeds returned to Fort Hood for use in operating and improving the recycle program, financing pollution abatement, energy conservation, occupational safety and health programs and for funding of morale and welfare projects.

SCRAP TURN-IN

A separate DD Forms 1348-1 is prepared for each type of scrap material being turned in. All scrap must be segregated on the vehicle for off-loading. The DD Form 1348-1 is prepared as follows:

Card Column

- 23-24 Unit of issue is pounds (LB)
- 30-35 DODAAC of your activity
- 36-39 Julian date of turn-in
- 40-43 Document number (different for each turn-in)
- 65 Demil code
- A Your return address, unit, division
- B DRMO, Ft. Hood, TX
- X Type of scrap (light sheet, cast iron, aluminum, etc.)
- AA Recyclable Material
- BB Acct No. 21F3875.111 76C S41093.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																									
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DD FORM 1348-1 (6 P)

1 MAR 74

EDITION OF 1 JAN 84 MAY BE USED UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

FIGURE F-1

APPENDIX G

**BONES, MEATS, GREASES (NONEDIBLE GARBAGE)
TERM CONTRACT**

1. DRMO is responsible for the removal of bones, meats, and greases. The DRMO or his designee will, if necessary, inspect such facilities to make sure proper segregation is being done according to DOD Manual 4160.21-M. Any request or complaint when such garbage is not removed should be directed to the DRMO, phone 287-8822/8824
2. Bones, meats, and greases are removed by civilian contractor from designated facilities. All products must be properly segregated before removal by contractor.
3. The standard 32-gallon garbage can will not be filled to more than 5 inches from the top of the can. All cans must be accessible to the contractor. All cans at North Fort Hood will be placed on the street and properly marked in order that the contractor may remove the product.
4. Removal Schedule:
 - a. South Fort Hood - Weekly.
 - b. West Fort Hood - Weekly.
 - c. North Fort Hood - As required.

APPENDIX H

**TURN-IN PROCEDURES
U.S. ARMY COMMISSARY (TSA)**

1. Turn-in schedule (see appendix Q)
2. The commissary property officer uses DD Form 1348-1. All information will be typed, machine produced, or legibly printed.
3. DD Form 1348-1 is submitted in a minimum of five copies. One copy is signed and dated in block 7 and serves as a verification of delivery by driver. This verification copy is either returned to the driver or appropriate individual as designated by the accountable officer. The property is not dropped from the property account until the official receipt copy is validated by the DRMO. The official receipt copy is stamped "RECEIPT COPY" and mailed or returned by courier to the commissary property officer, building 50001.
4. Each DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M and as shown in figures B-1 and M-1 through M-4 of this regulation.
5. Surcharge Property: The DD Form 1348-1 will specify in bold letters: "SURCHARGE PROPERTY." Eighty percent of the proceeds derived from the sale of surcharge property is deposited to the account as stated on the turn-in document and 20 percent to the appropriate 97R2651 fund account.
6. The commissary property officer is notified if the DRMO decides to reduce items listed on the document to scrap. DRMO advises the property officer that this property may be retrieved, if desired, not later than (NLT) 1200 hours on the day following the day of receipt. No action on the part of the property officer is necessary; however, no proceeds for scrap items are deposited to the account.
7. Removal Schedule, Commissary facilities: Monday, Wednesday, and Friday.
8. Term Contracts.
 - a. Contract for the sale of meats, bones, and fats is outlined in DOD Manual 4160.21-M. Proceeds are remitted monthly to the appropriate commissary account.
 - b. Contract for the sale of cardboard is outlined in DOD Manual 4160.21-M. One hundred percent of the proceeds from the sale of cardboard is deposited to the appropriate commissary account. The commissary notifies DRMO when sufficient quantity of bailed cardboard is available for shipment. The DRMO notifies the contractor to remove product by truck. Shipments will be weighed using the DRMO truck scales.

APPENDIX I

**TURN-IN PROCEDURES
ARMY AND AIR FORCE EXCHANGE SERVICE (AAFES)**

1. Turn-in schedule (see appendix Q)
2. The AAFES property officer uses DD Form 1348-1. All information is typed, machine produced, or legibly printed.
3. DD Form 1348-1 is submitted in a minimum of five copies. One copy is signed and dated in block 7 and serves as a verification of delivery by driver. This verification copy is returned to the driver or appropriate individual as designated by the AAFES property officer. The property is not dropped from the property account until the official receipt copy has been validated by the DRMO. The official receipt copy is stamped "RECEIPT COPY" and mailed or returned by courier to the AAFES property officer.
4. Each DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M and as shown in figures B-1 and M-1 through M-4 of this regulation.
5. The DD Form 1348-1 contains a certification that the property listed thereon was procured with nonappropriated funds (NAF) and cites the applicable funds account number for identification. Eighty percent of the proceeds derived from the sale is deposited to the account stated on the DD Form 1348-1. Twenty percent is deposited to the appropriate 97R2651 fund account.
6. The AAFES property officer is notified if the DRMO decides to reduce items listed on the document to scrap. DRMO advises the AAFES property officer that the property may be retrieved, if desired, NLT 1200 hours on the day following the day of receipt. No action on the part of the property officer is necessary; however, no proceeds are deposited to the account. The AAFES property officer may give the DRMO the authority to scrap items at its discretion by using the certification reflected below:
 - a. I certify that the property listed hereon was procured with non appropriated funds and the proceeds from the sale of usable property will be deposited to account # _____.

Signature of Certifying Officer and date.

APPENDIX J

**TURN-IN AND WITHDRAWAL PROCEDURES
NONAPPROPRIATED FUND, PROPERTY (NAF)**

1. Turn-in schedule (see appendix Q).
2. The NAF property officer uses DD Form 1348-1. All information is typed, machine produced, or legibly printed.
3. DD Form 1348-1 is submitted in a minimum of five copies. One copy is signed and dated in block 7 and serves as a verification of delivery by the driver. This verification copy is returned to the driver or appropriate individual as designated by the NAF property officer. The property is not dropped from the property account until the official receipt copy has been validated by the DRMO. The official receipt copy is stamped "RECEIPT COPY" and mailed or returned by courier to the NAF property officer.
4. Each DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M and as shown in figures B-1 and M-1 through M-4 of this regulation.
5. DD Form 1348-1 contains a certification that the property listed thereon was procured with NAF funds and also cites the applicable funds account number for identification. Eighty percent of the proceeds derived from the sale is deposited to the account stated on the DD Form 1348-1. Twenty percent is deposited to the appropriate 97R2651 fund account.
6. The NAF property officer is notified if the DRMO decides to reduce items listed.
7. The NAF property officer is notified if the DRMO decides to reduce items listed on the document to scrap. DRMO advises the NAF property officer that property may be retrieved, if desired, NLT 1200 hours on the day following the day of receipt. No action on your part is necessary; however, no proceeds are deposited to the NAF account. The NAF property officer may give the DRMO the authority to scrap items at its discretion by using the certification reflected below:

a. I certify that the property listed hereon was procured with nonappropriated funds and the proceeds from the sale of usable property will be deposited to account # _____.

Signature of certifying officer and date

8. Procedures as outlined in DOD Manual 4160.21-M, chapter IX, paragraph G, is adhered to on requisition and transfer of property for NAF account.
9. Transfer of appropriated fund property contains the NAF account number, the signature of the NAF accountable officer, and the following statement typed on the DD Form 1348-1.

"The property listed hereon is appropriated fund property. It must be recorded and accounted for in the same manner as other appropriated fund property issued to the NAF accountable property officer with a statement it was obtained from appropriated fund sources and that no part of the proceeds from sale or other disposition will be returned to the NAF account."

APPENDIX K

**TURN-IN PROCEDURES
STAFF JUDGE ADVOCATE (SJA)**

1. Turn-in schedule (see appendix Q)
2. The SJA uses DD Form 1348-1. All information is typed, machine produced, or legibly printed.
3. DD Form 1348-1 is submitted in a minimum of five copies. One copy is signed and dated in block 7 and serves as a verification of delivery by driver. This verification copy is returned to driver or appropriate individual as designated by the SJA. The official receipt copy is stamped "RECEIPT COPY" and mailed or returned by courier to the SJA Claims Branch.
4. Each DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M and as shown in figure K-1.
5. A separate DD Form 1348-1 is required for each different type of item being turned in.
6. Individuals must provide their own transportation. DRMO will not provide this service.

CLAIM PROPERTY TURN-IN

Turn-in of SJA Claims property:

Card Column

- 23-24 Unit of Issue (ea, se, pr, etc.)
- 25-29 Quantity being turned-in
- 30-35 DODAAC of your activity
- 36-39 Julian date of turn-in
- 40-43 Document number (different for each document)
- 64 Disposal Authority Code (R-Reported to Depot or N-Nonreportable)
- 71 Demil code
- 74-80 Unit price (not total price)
- A Individual's name
- B DRMO, Ft. Hood, TX
- E Extended price of items
- X A clear nomenclature
- 1 Signature block of individual

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT	FROM	M	FSC	STOCK NUMBER	ADD	QUANTITY	DOCUMENT NUMBER	SERIAL	DATE	SERIAL	SUPPLY ADDRESS	FUNCTION	DISTR	PROJ	ECT	RECD DATE	DEL DATE	ADVAL	RI	DO	DOLLARS	CTS																																																									
SHIPPED FROM	EA	2	W	145CH7	2222	1000	MARK FOR	PROJECT	N	A	TOTAL PRICE	DOLLARS	CTS																																																																		
SSG JOHN DOE	DRMO	999 99th Street	Ft Hood, TX	Killeen, TX 76541	5000																																																																										
WAREHOUSE LOCATION	TYPE OF CASE	UNIT PACK	UNIT WEIGHT	UNIT CUBE	U F C	MDF	FREIGHT RATE	DOCUMENT DATE	MIL (ONO)	QUANTITY																																																																					
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED	FREIGHT CLASSIFICATION NOMENCLATURE																																																																														
NEW NOMENCLATURE	Chairs																																																																														
SELECTED BY AND DATE	TYPE OF CONTAINERS	TOTAL WEIGHT	RECEIVED BY AND DATE	PRESENTED BY AND DATE																																																																											
SSG JOHN DOE	NO OF CONTAINERS	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																											
RELINQUISH	AP	FIRST DESTINATION ADDRESS	DATE SHIPPED	DO	JE																																																																										
13 TRANSPORTATION CHARGEABLE TO	14 BILLING AWP OR RECEIVER'S SIGNATURE (AND DATE)	15 RECEIVER'S DOCUMENT NUMBER																																																																													

FIGURE K-1

APPENDIX L

**TURN-IN PROCEDURES
ABANDONED PRIVATE PROPERTY**

1. All abandoned, lost, mislaid, and unclaimed private property (including those items confiscated by the Provost Marshal, Criminal Investigation Division (CID), etc.) is turned-in to the abandoned property office, Installation Supply Division, building 4226, phone 287-4618, IAW FH Reg 210-55.
2. Turn-in schedule (see appendix Q).
3. The abandoned property officer uses DD Form 1348-1. All information is typed, machine produced, or legibly printed.
4. DD Form 1348-1 is submitted in a minimum of five copies. One copy is signed and dated in block 7 and serves as a verification of delivery by the driver. This verification copy is returned to the driver or appropriate individual as designated by the Installation Supply Division/abandoned property officer. The property is not dropped from the abandoned property account until the official receipt copy has been validated by the DRMO. The official receipt copy is stamped "RECEIPT COPY" and mailed or returned by courier to the Installation Supply Division/abandoned property officer.
5. Each DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M.
6. All clothing must be clean before being accepted by the DRMO.
7. All abandoned vehicles and closed containers being turned-in are unlocked, opened, and inspected by the abandoned property officer before being accepted by the DRMO.
8. DD Form 1348-1 indicates the following information, if available: owner's name and address, next of kin, heirs, or legal representatives, and a clear and concise statement of findings by the abandoned property officer.
9. A suggested check list (attachment L-1) for turn-in of abandoned private property is attached.

**ATTACHMENT L-1
SUGGESTED CHECK LIST FOR TURN-IN OF ABANDONED/CONFISCATED PROPERTY TO
DRMO**

When Owner Has Been Determined Lien Holder	When Ownership Has Been Released To Government	When Property is Confiscated
VEHICLES	VEHICLES	
<ol style="list-style-type: none"> 1. DA Form 4137 DA Form 3161 or other appropriate papers with a statement who found drop 2. Complete Description of vehicle including license no. & vehicle identification number (VIN) 3. Code 28 check on license & VIN 4. Copies of letters to Owner Next of kin, etc. 5. Owners name & last known address 6. Copy of Certified Mail "S" Form 3800 7. Copy of Release Forms 8. Lien Holder MUST sign Release Form 9. Statement of Finding by Board (must be clear, concise & have conclusions of the Board) must be signed by APO 	<ol style="list-style-type: none"> 1. DA Form 4137 DA Form 3161 or other appropriate papers with a statement who found drop 2. Complete Description of including license no. & VIN 3. Code 28 check on license & VIN 4. Copies of letters to Owner Next of kin, etc 5. U.S. Government in Block D of DD Form 1348-1 6. Copy of Certified Mail "S" Form 3800 7. Copy of Release Forms 8. Title (if available) 9. Statement of Finding by Board (must be clear, concise & have conclusions of the Board) must be signed by APO 	<ol style="list-style-type: none"> 1. DA Form 4137 2. Inventory of Property 3. Listed as confiscated in description 4. Statement of Finding by Board (must be clear, concise & have conclusions of the Board) must be signed <p><u>NOTICE:</u> All Copies Must Be Legible (e.g., Code 28 check, etc.)</p>

SUGGESTED CHECK LIST FOR TURN-IN OF ABANDONED/CONFISCATED PROPERTY TO DRMO

When Owner Has Not Been Determined Item(s) are Personal In Nature	When Owner Has Been Determined Item(s) are Personal In Nature	When Owner Has Not Been Determined VEHICLES	When Owner Has Been Determined VEHICLES
1. DA Form 4137 DA Form 3161 or other appropriate papers with a statement who found drop	1. DA Form 4137 DA Form 3161 or other appropriate papers with a statement who found drop	1. DA Form 4137 DA Form 3161 or other appropriate papers with a statement who found drop	1. DA Form 4137 DA Form 3161 or other appropriate paper with a statement who found drop
2. Inventory of Property found	2. Inventory of Property found	2. Complete Description of vehicle including license No. & VIN	2. Complete Description of vehicle including license & VIN
3. Statement of Finding by Board (must be clear, concise & have conclusions of the Board) must be signed by APO	3. Copies of letters to owner/next of kin, etc. 4. Owner's name and last known address (block D of DD Form 1348-1)	3. Code 28 check on license No. & VIN	3. Code 28 check on license & VIN
	5. Copy of Certified Mail "S" Form 3800	4. Statement of finding by Board (must be clear, concise & have conclusions of the Board) must be signed by APO	4. Copies of letters to owner/next of kin, etc. 5. Owners name & last known address (block D of DD Form 1348-1)
	6. Release FH Form 1414 or Equiv.		6. Copy of Certified Mail "S" Form 3800
	7. Statement of Finding by Board (must be clear, concise & have conclusions of the Board) must be signed by APO		7. Copy of Release Forms
			8. Statement of Finding by Board (must be clear, concise & have conclusions of Board) must be signed by APO

APPENDIX M

**TURN-IN PROCEDURES
HAZARDOUS MATERIALS AND WASTE
BY ACCOUNTABLE PROPERTY OFFICERS, UNITS
ORGANIZATIONS AND ACTIVITIES**

1. Turn-in schedule (see appendix Q).
2. All accountable property officers and organizations use DD Form 1348-1. All information is typed, machine produced or legibly printed.
3. DD Form 1348-1 is submitted in a minimum of five copies. One copy is signed and dated in block 7 and serves as a verification of delivery by the driver. This verification copy is returned to the driver or appropriate individual as designated by the appropriate authority. The property is not dropped from the property account until after the official receipt copy has been validated by the DRMO. The official receipt copy is stamped "RECEIPT COPY" and mailed or returned by courier to the appropriate authorities.
4. DD Form 1348-1 must be correctly prepared as outlined in DOD Manual 4160.21-M and as shown in figures M-1 through M-4. In addition, block C of the DD Form 1348-1 reflects one of the following:
 - a. Non-Haz = Non-Hazardous
 - b. HZ = Hazardous
 - c. AC-HZ = Acutely Hazardous
 - d. HM = Hazardous Material
 - e. HW = Hazardous Waste

DD Form 1348-1 not prepared to reflect full information as shown in figures M-1 through M-4 is rejected and returned to the accountable property officer (generating activity).

5. Conforming Storage. Accepting physical custody of hazardous property will be within the following guidelines:
 - a. If the DRMO possesses conforming storage, the DRMO accepts physical custody at the time it accepts accountability.
 - b. If the DRMO does not possess the conforming storage, and the accountable property officer (generating activity) cannot mutually agree on conforming storage, the Chief of DEH Environmental Management Branch proposes a storage site for the property. If the storage site is not agreeable to all parties concerned, the matter is referred at once by DRMO Hood to the Defense Reutilization and Marketing Region Headquarters, Memphis, TN and the Defense Reutilization and Marketing Service Headquarters, Battle Creek, MI for resolution.
6. Packaging and Labeling. Prior to receipt of accountability of hazardous material, they must be properly identified, packaged and labeled and must be in non-leaking containers and be safe for DRMO personnel to handle.

7. Containers. DRMO accepts accountability for Non-Haz, HZ, AC-HZ, HW property, and empty containers, 110 gallons or less. Generating activities should not crush containers before turn-in to DRMO, since DRMOs will not normally accept them in that condition.

a. Disposal of empty containers, 110 gallons or less (i.e., 55-gallon drums, 32-gallon drums, 5-gallon oil cans, 5-gallon grease cans, 1-gallon containers) the following definitions apply when turning in containers to the DRMO:

(1) Containers: Any portable device in which a material is stored, transported, disposed of, or otherwise handled. The definition is expanded as follows within DOD: Any receptacle which is normally turned-in to the DRMO for disposal including those whose last content was a hazardous or an acutely hazardous substance.

(2) Empty Container: For disposal purposes, a container which held hazardous or nonhazardous material is "empty" if it contains no more than one inch of residue after everything has been removed for that purpose.

(3) Hazardous and Acutely Hazardous: As defined and listed in 40 Code of Federal Regulations (CFR) 261 and state laws and local ordinances.

b. When empty containers having a capacity of 110 gallons or less are transported over public roads, they must be handled in the same manner as when they contained acutely hazardous material. All component parts (bungs, collars, gaskets, covers, etc.) must be intact. That requirement does not apply to:

(1) Triple-rinsed containers.

(2) Containers which are transferred to the DRMO in place (i.e., accountability is transferred to the DRMO but the containers remain with the generating activity).

(3) Containers which are delivered to on-post DRMO facilities.

(4) Containers which are delivered to on-post facilities (Non-Haz 5-gal oil cans).

c. Procedures for Transfer/Turn-In of Empty Containers to the DRMO:

(1) Use DD Form 1348-1. Insert the NSN/LSN/FSC of the container (not the container's previous contents) in card columns 8-22.

(2) For empty containers whose last contents are known to have been a Non-Haz substance: Turn-in activity places "Non-Haz" in block C, DD Form 1348-1. Labels or markings on the containers must be consistent with the Non-Haz entry in block C; otherwise, the DRMO rejects the turn-in.

d. For empty containers whose last contents were hazardous:

(1) When triple rinsed: place NSN/LSN/FSC in card columns 8-22, DD Form 1348-1; place "Non-Haz/Triple Rinsed" in block C. Place the word "EMPTY" and a description of the container (32/55 gallon drum, etc.) and the generic name of the previously contained substance in blocks W and X.

(2) When not triple rinsed: Place NSN/LSN/FSC in card columns 8-22, DD Form 1348-1; place "HM" in block C; place the word "EMPTY" and description of container (32/55 gallon drum, etc.), and the generic name of previously contained substance in blocks W and X.

e. For empty containers whose last contents were acutely hazardous: Turn-in as a container, not as the acutely hazardous material it once held. Place "HW" in block C; place the word "EMPTY" and the generic name of previously contained acutely hazardous substance in blocks W and X, DD Form 1348-1.

8. Polychlorinated Biphenyl (PCB) Transformers. The DRMO accepts PCB transformers from 0-49 parts per million (ppm). These transformers must have data plates indicating ppm do not exceed 49ppm. All other transformers ranging upward from 50 ppm are laboratory tested and test results furnished to the DRMO before accepting paper accountability. The DRMO will not accept physical custody due to non-conforming storage. The generating activity (accountable property officer) retains physical custody, stores and is responsible until final disposition is obtained by the DRMO.

9. Lithium Batteries, BA 5590/U; Mercury Batteries; Magnesium Batteries; Lead Acid Batteries.

a. These batteries are considered HZ material and must be disposed of through the DRMO as such. The DRMO accepts physical custody and accountability from generating activities.

b. Prior to receipt of physical custody and accountability of lithium sulfur dioxide, mercury, and magnesium batteries, they must be properly identified, packaged, labeled and stored in non-leaking containers in order for safe handling by DRMO personnel.

c. Before DRMO can accept physical custody and accountability of lead acid batteries they must be drained, stored one level high on their sides, and banded securely to pallets using non-metallic strapping. The pre-turn-in requirements are accomplished at a specifically designated battery shop, where acid can be properly managed.

d. Sealed automotive type batteries present the same hazards as any other battery which still contain electrolyte. They must be stored upright and protected from physical damage.

e. DD Form 1348-1 is prepared according to figure M-3.

10. Lists of Hazardous Wastes are at Attachment M-1, and 40 CFR 261.

a. See Attachments M-1 and paragraphs 261.31, 261.32, and 261.33, CFR Title 40 (Protection of Environment) (40 CFR).

EMPTY HAZARDOUS CONTAINER "TURN-IN"

Turn in of empty HZ containers ("empty" means has less than one inch of contents left)

Card Column

- 8-20 8119-00-Cans (not stock number of last contents)
- 23-24 Unit of issue
- 25-29 Quantity being turned in
- 30-35 DODDAAC of your activity
- 36-39 Julian date of turn-in
- 40-43 Document Number (different for each document)
- 64 Disposal Authority Code (N or R)
- 65 Demil code
- 71 Condition Code
- 74-80 Unit Price
- A Your return address, unit, division
- B DRMO, Ft Hood, TX
- C HZ
- E Extended Price
- W Empty, Environmental Protection Agency (EPA) # of last known contents if possible
- X Type of can and information on last known contents. If possible give NSN.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT	FROM	FAC	STOCK NUMBER	ADD	QUANTITY	DOCUMENT NUMBER	DATE	SERIAL	DISPOSITION	ADDRESS	PLANT	DISTRICT	PROJECT	REC'D	DEL. DATE	UNIT PRICE	DOLLARS	CTS																																																													
	8110-00-CANS		EA00001	W45ABC	2222	1184												1 00																																																													
SHIP TO	1/2 Maint Co. 1st Cav Div	SHIP TO	DRMO Ft Hood, TX	MARK FOR	HAZ	PROPERTY												TOTAL PRICE																																																													
WAREHOUSE LOCATION	TYPE OF	UNIT	UNIT	UNIT	U T C	NUFC	FREIGHT RATE	PAYMENT	QUANTITY																																																																						
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE																																																																														
NEW NOMENCLATURE	Empty EPA: D002	NEW NOMENCLATURE	5 gal cans previous contents sodium hydroxide 6810-00-174-6581																																																																												
RECEIVED BY AND DATE	TYPE OF CONTAINER	TOTAL WEIGHT	RECEIVED BY AND DATE	RECEIVED BY AND DATE																																																																											
PACKED BY AND DATE	NO OF CONTAINERS	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																											
FIRST DESTINATION ADDRESS	DATE SHIPPED																																																																														
TRANSPORTATION CHARGEABLE TO	BLANDINO AND OR RECEIVER'S SIGNATURE (AND DATE)																																																																														
DO FORM 1348-1 (8 P1)	1 MAR 74	EDITION OF 1 JAN 84 MAY BE USED UNTL. EXHAUSTED	DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT																																																																												

FIGURE M-2

HAZARDOUS WASTE "TURN-IN"

Turn-in of HW, the containers must have the proper identification on the container and the container cannot be leaking. Use the following format:

Card Column

- 8-20 Stock Number (13 digits)
- 23-24 Unit of issue
- 25-29 Quantity being turned-in
- 30-35 DODAAC of your activity
- 36-39 Julian date of turn-in
- 40-43 Document number (different for each document)
- 64 Disposal Authority Code (N or R)
- 65 Demil Code
- 71 Condition Code
- 74-80 Unit Price
- A Your return address, unit, division
- B DRMO, Ft Hood, TX
- C HW
- E Extended Price
- W EPA # for HW
- X Item nomenclature

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80												
DOC IDENT FROM 12 FSC STOCK NUMBER 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80												
SHIPPED FROM 1/2 Maint. Co. 2nd AD DRMO Ft Hood, TX HW 6251												
WAREHOUSE LOCATION 1/2 Maint. Co. 2nd AD DRMO Ft Hood, TX HW												
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED: FREIGHT CLASSIFICATION NOMENCLATURE												
EPA # F002 Spent Solution of Tetrachloroethylene												
FORWARDED												
13 TRANSPORTATION CHARGEABLE TO 14 SIGNING AGEN OR RECEIVERS SIGNATURE (AND DATE) 15 RECEIVER'S DOCUMENT NUMBER												

FIGURE M-4

ATTACHMENT M-1

HAZARDOUS MATERIAL

1. The DRMO will not accept accountability nor physical custody for the following HZ material. The accountable property officer/generating activities is responsible for the disposal of the eight categories of material below:

a. Toxicological, biological, radiological and lethal chemical warfare material which, by US law, must be destroyed. Disposal of the by-product of such material is the responsibility of the DOD component.

b. Materiel which cannot be disposed of in its present form due to military regulations; e.g., consecrated religious items and cryptographic equipment.

c. Municipal type garbage, trash and refuse resulting from residential, institutional, commercial, agricultural and community activities, which the Refuse Collection and Disposal Contractor routinely collect.

d. Contractor generated materials which are the contractor's responsibility for disposal under the terms of the contract.

e. Sludge resulting from municipal type wastewater treatment facilities.

f. Sludge and residues generated as a result of industrial plant processes or operations.

g. Refuse and other discarded materials which result from mining, dredging, construction and demolition operations.

h. Unique wastes and residues of a nonrecurring nature which research and development experimental programs generate.

i. Hazardous waste from specific sources listed in paragraph 40 CFR 261.32 K Series.

2. Turn-in of other hazardous material shall be IAW current DRMO procedures and 40 CFR 261.31 & 261.33.

APPENDIX N

TURN-IN PROCEDURES ON WEAPONS/WEAPON PARTS

1. Turn-in procedures on weapons/weapons parts:
 - a. DD Form 1348-1 is prepared according to figure N-1 to this appendix.
 - b. The moratorium on disposal processing for weapons or weapons parts continues to apply to those non-automatic small arms which are suitable for use in civilian marksmanship programs. This applies in all cases without regard to source, type, model, or manufacturer.
 - c. DRMO Fort Hood **cannot** accept:
 - (1) Non-automatic weapons.
 - (2) Non-automatic weapons parts in serviceable condition.
 - (3) Rifles, shotguns, pistols (i.e., .38 cal., .44 cal., etc.)
 - d. DRMO Fort Hood **will** accept:
 - (1) Fully automatic weapons as listed below.
 - (2) Fully automatic weapons parts.
 - (3) Non-automatic weapons parts in condition H or S codes only.
 - (4) Small handguns often referred to as Saturday Night Specials - defined as being .32 cal. or less, compact or easily concealed.
 - (5) Sawed off shotguns, rifles, or such weapons so modified as to render them illegal for private ownership.
 - e. Two transaction cards (General Purpose, 8 Field, IBM 5284 (FH Reg 700-3)) for DOD weapons must accompany each weapon. The transaction cards must reflect the exact NSN and SN that are on the DD Form 1348-1.
 - f. Turn-in of abandoned/confiscated weapons/weapons parts must be coordinated with the Abandoned Property Officer, Bldg 4226, telephone 287-4618/3490.
2. Fully automatic weapons list. Source: Msg, HQ, DPDS, DPDS-RP, 261830Z Apr 83, subj.: Automatic Small Arms Weapons (Retrans. by Cdr, DPDR, Memphis, TN, 051550Z May 83).
 - a. The following small arms weapons listed by nomenclature and NSN for all eligible fully automatic weapons, parts, and components up to and including .50 cal. are now authorized to be accepted by DRMOs for disposal processing and demilitarization.

<u>NSN</u>	<u>NOUN</u>	<u>P/N</u>	<u>MODEL</u>
1005-00-856-6885	RIFLE 5.56MM M16	8448600	AAAAA
1005-00-073-9421	RIFLE 5.56MM M16A1	8448600	AAAA
1005-00-589-1271	RIFLE 7.62MM M14	8413866	AAAA
1005-00-072-5011	RIFLE 7.62MM AUTO M14A1	11010108	AAAAA
1005-00-674-1309	RIFLE CAL .30 BROWNING M1918A2	6741309	AAAA
1005-00-670-7675	CARBINE CAL .30 M2	6707675	AAAAA
1005-01-081-4582	SUB MACHINEGUN 5.56MM M231	9327045	AAAA
1005-00-672-1767	SUB MACHINEGUN CAL .45 M3	6721767	AAAA
1005-00-672-1771	SUB MACHINEGUN CAL .45 M3A1	6721771	AAAAA
1005-00-716-2946	MACHINEGUN CAL .30 M37	7162946	AAAAC
1005-00-856-7528	MACHINEGUN CAL .30 M37 W/O SIGHT	5910557	AAAAD
1005-00-672-1643*	MACHINEGUN CAL .30 M1919A4	6721643	AAAAB
1005-00-611-6005	MACHINEGUN CAL .30 M1919A6 CCHROME	8429944	AAAAA
1005-00-605-7710	MACHINEGUN 7.62MM M60	8413999	AAAAA
1005-00-000-0061*	MACHINEGUN 7.62MM, M60E2	12003100	AAAAB
1005-00-909-3002	MACHINEGUN 7.62MM ACFT MTD M60D	11699750	AAAAC
1005-00-869-8816	MACHINEGUN 7.62MM M73	12002935	AAAA
1005-00-937-7323	MACHINEGUN 7.62MM M73A1	12002936	AAAAA
1005-00-077-2354	MACHINEGUN 7.62MM M219	12002937	AAAAB
1005-01-025-8095	MACHINEGUN 7.62MM M240	11825980	AAAA
1005-01-085-4758	MACHINEGUN 7.62MM M240C	11826004	AAAB
1005-00-606-8412	MACHINEGUN CAL .50 M2 TURRET M13 CUPOLA (ON M59 W/ M84 MORTAR)	5910433	AAAAC
1005-00-602-2105	MACHINEGUN CAL .50 M2 H/B TURRET M45 MT	5910435	AAAAD
1005-00-957-3893	MACHINEGUN CAL .50 M2 FOR CHRYL MT	5910630	AAAAB
1005-00-013-6944	MACHINEGUN CAL.50 M2 FOR XM26 CUPOLA	5910640	AAAAE
1005-00-726-5636	MACHINEGUN CAL.50 FLEX M2	7265636	AAAAA
1005-00-693-4854	MACHINEGUN CAL.50 M2 H/B TURRET MICPLA (ON M48 TANK)	7268120	AAAB
1005-00-322-9715	MACHINEGUN CAL.50 M2 H/B FL GD/VEH	8401485	AAAA
1005-00-690-2790	MACHINEGUN CAL.50 M85 FIXED	12002938	AAAA
1005-00-999-0896	GUN 20MM AUTO M139	11576804	AAAA

* NSN is no longer on the AMDF

b. The following certificate is included on each DD Form 1348-1, according to chapter VI, para 22, DoD Manual 4160.21-M:

"I certify that the property listed hereon has been inspected by me and to the best of my knowledge and belief contains no items of a dangerous nature".

The certificate is signed by appropriate authority prior to receipt of such materiel

APPENDIX O
DRMO PRECIOUS METALS RECOVERY PROGRAM

1. A continuing requirement exists in DOD for precious metals to be used in the manufacture of defense materiel. DOD has a program to reclaim silver, gold, platinum, palladium, rhodium, iridium, ruthenium from precious metal bearing scrap, and to make these precious metals available to DOD components for authorized internal use or as government furnished materiel to reduce new procurement costs.
2. The term "precious metal bearing scrap", as used in this regulation, includes but is not limited to: Scrap silver cell batteries, silver turnings, silver alloys, film ash, exposed silver bearing film, silver recovered from hypo solution, dental scrap, and scrap parts containing reclaimable precious metals which include printed circuit boards, cable connectors, voltage regulators, etc.,. It does not include precious metals scrap in any classified materiel. Classified materiel containing precious metals will be processed according to AR 380-5 and supplemental instruction by The Directorate of Security (DSEC), III Corps and Fort Hood.
3. Turn-In Procedures: Generating activities are required by DOD 4160.21-M to provide the disposal turn-in document, DD Form 1348-1 in at least five copies. All information will be typed, machine processed, or legibly printed. Items containing precious metals that are identifiable with a FSN are turned in through normal supply procedures. Precious metals identified as scrap are turned in using DD Form 1348-1 prepared IAW Figure M-1 through M-4 directly to the Defense Property Disposal Office. Expired or exposed x-ray film is considered scrap and should be turned in as pounds (lbs.). Hyposolution should be turned in as gallons in plastic containers not to exceed five gallon capacity.

SCRAP CATEGORY (CC 8-22, DD Form 1348-1)	UNIT OF ISSUE CC 25-29, DD Form 1348-1)	ITEM NONMENCLATURE BLOCK X
SCL-P02	GL	Hypo Solution including chemical waste that contains precious metals derived from cleaning of electrolytic recovery units and/or flim processors
SCL-P04	LB	Film and/or paper (exposed/unexposed/processed/unprocessed) x-ray, graphic arts, motion picture, phototype setting, aerial black and white processed and other types of silver bearing photographic film and paper. Processed color film and microfiche do not contain precious metals
SCL-P05	LB	Ash (film and paper generated from incineration of (exposed/unexposed/processed/unprocessed) x-ray, graphic arts, motion picture, phototype setting, aerial, black and white and other types of silver bearing photographic film and paper
SCL-P06	EA	Cartridges (exhausted chemical recovery cartridges) used in recovery of silver from hypo solutions
SCL-P12	LB	Batteries containing silver plates and/or cells mixed with chloride-magnesium, zinc, cadmium, mercury or silver battery plates and/or cells received as such

SCRAP CATEGORY (CC 8-22, DD Form 1348-1)	UNIT OF ISSUE CC 25-29, DD Form 1348-1)	ITEM NONMENCLATURE BLOCK X
SCL-P13	LB	High temp alloy containing precious metals (gold, silver, platinum family)
SCL-P24	LB	Segregated, but not sorted, electrical and electronic scrap containing precious metals (gold, silver, or platinum family metals or a combination of thers metals)
SCL-P8A	LB	Platinum family (platinum, rhodium, palladium, ruthenium, iridium, and osmium) bearing and plated including spark plugs, contacts, breakers, magnetos, and clean platinum plated electronic scrap (no other metal attached)
SCL-P8B	LB	Silver-bearing and plated, including desalter kits, plugs, tableward, hollowware, insignia, fixture and buttons, and clean silverplated electronic scrap (no other metal attached)
SCL-P8C	LB	Gold bearing and plated, including eyeglass frames, uniform buttons, badges, insignia, lapel pins and miscellaneous hardware, and clean gold-platted electronic scrap (no other metal attached)
SCL-P8E	LB	Sorted electrical and electronic scrap components or parts which are gold/silver/platinum family bearing or plated (or a combination thereof) and which contain small amounts of aluminum, iron, and/or plastic. Include contacts, magnetos, capacitors, circuit boards/cards, circuit breaker connectors (Plug-in receptacle, adaptor, jacks, or coupler), connector strips, switches, terminals, terminal strips, relays, cable wire, pins, modules, intergrated circuits, resistors, filters, fuses, and other miscellaneous chassis parts.
SCL-VGM	GM	*Gold: Dental (bridgework, caps, teeth, trimmings, grindings, dust) metallic foil and leaf, wire, casting powder and brazing alloys.
SCL-VPM	GM	*Platinum family: (Platinum, rhodium, palladium, ruthenium, iridium, and osmium). Dental (alloys, scrap, sweepings), jewelry laboratory ware, sludges and wi

SCRAP CATEGORY (CC 8-22, DD Form 1348-1)	UNIT OF ISSUE CC 25-29, DD Form 1348-1)	ITEM NONMENCLATURE BLOCK X
SCL-VSF	GM	*Metallic silver (flake) derived from electrolytic processing of hypo solution
SCL-VSM	GM	*Silver used anodes, machining, grain silver, wire and sterling.

*Unit of measure is grams. These codes are to be used to identify property turned in as precious metals (gold, silver, platinum) regardless of the purity of the metal content: e.g., brazing alloys 37%, silver flake 90%, etc.

d. Availability and use of the following screening aids:

- (1) Local Area Screening Lists
- (2) Excess Personal Property List
- (3) Interrogation Requirements Information System:

Interrogation of DRMO inventories worldwide for availability of items in condition code desired.

6. Procedures for withdrawing material from DRMO:

a. SSA/accountable property officer, units, organizations, and activities that have identified items they wish to draw from DRMO obtains a properly prepared, typed DD Form 1348-1 requisition. The PBO's DODAAC goes in CC 45-50 supplementary or "ship to" address.

b. The requisition is presented to their SSA for validation. (See figure P-2.) The SSA's DODAAC with julian date and SN goes in CC 30-43.

c. The requisition may then be presented to the DRMO for issue of the item.

d. The DRMO will, on issuing the item, send the receipt copy to the SSA requisitioner.

e. Issues are made from 0800 to 1100 and 1200 to 1500, Monday through Friday except for holidays.

7. Hand Tools. Serviceable or unserviceable hand tools are only withdrawn by the SSA or accountable property officer.

8. Unserviceable Aircraft and Aircraft Parts:

a. Compliance with AR 750-1 is mandatory in regard to reuse of items removed from crashed or damaged aircraft.

b. Compliance with Section V, paragraphs 11a and b, disposition instructions, TB 43-0002-3, on save list and removal of remaining serviceable components for local use as required will be with the approval of production, planning, and control (PP&C), 13th COSCOM.

c. Unserviceable crashed or damaged aircraft (scrap) and parts under the control of the DRMO are only withdrawn upon the written approval of PP&C, 13th COSCOM.

d. Crashed or damaged aircraft and parts scrap, regardless of condition, are not withdrawn (issued) if subject item has been listed or sold by the DRMO.

9. The General Accounting Office has directed the Fort Hood DRMO to classify condition code (CC) H items with an extended value of \$500.00 or less as scrap upon receipt at the DRMO.

10. This change does not release accountable officers and property book officers from their responsibility to maintain proper accountability over items that are requisitioned from the DRMO, even if the item has lost its identity and is now considered scrap by the DRMO.

11. Units desiring to requisition scrap from the DRMO with value of \$500.00 or less will annotate the remarks block of their DD Form 1348-1 with the NSN and nomenclature of the item identified. All such requisitions will be approved by the appropriate accountable officer or property book officer prior to presentation at the DRMO for issue. The requisition can then be handled by the DRMO as "pounds of scrap", allowing the DRMO to validate its program while permitting the materiel manager to maintain the property visibility level over his assets.

APPENDIX P

**WITHDRAWALS OF MATERIEL FROM
DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)**

1. **General.** This appendix outlines policies and procedures for the withdrawal of supplies and equipment from DRMO.
2. **Applicability.** This appendix applies to all accountable property officers, units, organizations, and activities supported by the DRMO-Fort Hood, Texas.
3. **Policy.**
 - a. Every reasonable effort is made by directorates, units, and activities to identify and return items to the Army supply system, whenever there is a known or projected need.
 - b. DRMO is an authorized source of materiel for authorized SSAs only. Using units or organizations will not request supplies directly from DRMO. Requests for property from DRMO is processed through the SSA that normally supplies the property., Request for supplies to be used for other than the intended purpose must be approved by the installation commander.
 - (1) Property obtained from DRMO used for its intended purpose is accounted for the same as property obtained from other supply sources. The records of responsibility required for property obtained from DRMO are the same as property obtained from the other supply sources.
 - (2) Scrap materiel may be issued for other than its original purpose. Examples are signal shelters used for unit storage areas or a truck hulk used for target practice. Economically repairable property is not withdrawn from DRMO for use as targets or other destructive purposes. A file is kept by the property book officer (PBO) for all such property withdrawn from DRMO including receipt documents, any related records of responsibility, and all disposal and turn-in documents. The file is disposed of per AR 25-400-2.
4. **Screening of DRMO Property.** The DRMO should be visited by authorized personnel frequently to screen property for reutilization.
 - a. It is essential that persons who visit DRMO for the purpose of screening excess property be adequately identified as authorized representatives of a valid recipient activity. Upon arrival at the DRMO, individuals identify themselves with a valid ID card, signs a visitors register, indicates the purpose of visit, and specifies the DODAAC for which they are screening. Screeners will not remove property from location.
 - b. DRMO provides screeners with Defense Property Disposal Office (DPDS) Form 103 (Screeners Tally Request to Freeze Excess/Surplus Property) (figure P-1) and if necessary, assists in the preparation. All entries must be complete, legible, and entered by line item to DPDS Form 103. When screening has been completed, DPDS Form 103 is returned to the DRMO utilization specialist for followup guidance and necessary action.
5. **Reutilization Assistance.** The following services are provided for the DRMO customers:
 - a. **Want List.** List of items needed by DOD customers and maintained for each customer.
 - b. **List types of property normally available.**
 - c. **Assistance in locating needed items.**

SCREENERS TALLY REQUEST TO FREEZE EXCESS/SURPLUS PROPERTY <small>(Prescribing Directive: DRMS-N 4160.3 Vol III)</small>																																																																															
SCREENERS NAME, AGENCY, PHONE & DATE														NAME OF DRMO & PHONE																																																																	
SSG Charles Williams, HRC, 1st Cav Division 7-3982/5435 W45ABC														DRMO HOOD, 7-3315																																																																	
SECTION I - Parts A and B to be Completed by DRMO Data From Section II																																																																															
DC	RIC TO	BL	MEN														LI	QUANTITY	TIC	SA	AA	QPR	DOC NO OF REQUESTION														DATE	RIC	D	R	M	F	REUR																																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
*CC II reimbursement exceeds \$10,000; otherwise blank.																																																																															
DC	RIC TO	BL	MEN														BLANK	TURN-IN DOCUMENT NUMBER (TID)	SA	AA	BLANK	STORAGE LOCATION	BLANK	RIC	D	R	M	F	REUR																																																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
SECTION II - To be Completed by Screeners																																																																															
ITEM NO	MEN	LI	QUANTITY	TURN-IN DOCUMENT	SITE	STORAGE LOCATION	ESN CODE	GSA COND CODE	UNIT PRICE	EXTENDED PRICE	NDUN DESCRIPTION (Complete if Different from Screeners)	CYCLE NO																																																																			
1	2510-00-TANK	ea	1	W45N072232X047		N010143A0		HX	800.00		400 gal water tank fiber glass																																																																				
2	2510-00-TANK	ea	5	W45N072231X006		N010143A0		HX	800.00		400 gal water tank																																																																				
3	4320-01-038-3647	ea	1	W45N072217X000		N010181A0		HX	657.00		3" pump																																																																				
4	4320-01-038-3647	ea	1	W45N072215X008		N010131A0		HX	657.00		3" pump																																																																				
5	1095-00-776-0044	ea	1	W45K021466443		N010138A0		ND	68.80		Rack Storage, small																																																																				
6	7105-00-139-8295	ea	1	W45N072206004		A060322A0		IS	80.00		table occasional																																																																				

DRMS Form 103 (Replaces DPDS Form 103 which is to be used until exhausted)

_____ OF _____

FIGURE P-1

APPENDIX Q

**TURN-IN SCHEDULE OF PROPERTY FROM
ACCOUNTABLE OFFICERS AND ACTIVITIES**

HOURS OF OPERATION

0730-1100

1200-1500

DOL SUPPLY AND SERVICES DIVISION	SCHEDULED DAY
DOL Property Control Branch	Monday-Tuesday-Wednesday
DOL Central Issue Facility	Thursday
DOL Abandoned Property Office	Tuesday
DOL Cannibalization Point	Monday-Tuesday-Wednesday
13TH COSCOM	
All Activities (Serviceable and Unserviceable)	Wednesday
Ammo Supply Point (ASP) (Fired Residue Only)	Monday through Thursday & Friday until 1100
DEH SUPPLY DIVISION	
Bulk Furniture Items Branch	Thursday
Bulk Warehouse Items Branch	Tuesday
US Property & Fiscal Officer (USP&FO) (TEXAS NATIONAL GUARD)	
Austin and North Fort Hood	Thursday
MEDDAC SUPPLY DIVISION	All Day Monday & Friday until 1100
USA COMMISSARY (TSA)	All Day Monday & Friday until 1100
NAF SUPPLY DIVISION (DPCA)	All Day Wednesday & Friday until 1100
AAFES SUPPLY (POST EXCHANGE)	All Day Wednesday & Friday until 1100
STAFF JUDGE ADVOCATE (Claim Property)	Monday through Friday
Approved SSAs and Obvious Scrap	Monday through Thursday & Friday until 1100

**APPENDIX R
DEMILITARIZATION CODES**

Source: DoD 4160.21-M-1; CDA Pam 18-1

EXPLANATION: A one-position code indicating how an item requiring demilitarization is to be demilitarized. Demilitarize, as used here, means to make unfit for military use. The term "key point" refers to items that are required to make a bigger item work.

CODE

- A** Non-MLI (Munitions List Item) - No demilitarization required.
- B** MLI - No demilitarization required.
- C** MLI - Remove and/or demil installed key point (s), deadly parts, components, and accessories as directed in the Defense Demilitarization Manual. (DOD 4160.21-M-1)
- D** MLI - Demilitarization by mutilation (make unfit for intended purpose), by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (When authorized, bury or deep water dump).
- E** MLI - Demilitarization by burning, shredding, or pulping.
- F** MLI - Item Manager provides orders to demilitarize.
- G** MLI - Requires demilitarization prior to actual transfer to the Defense Property Disposal Office (DPDO). (Usually limited to ammunition, explosives, and other dangerous articles).
- H** MLI - Remove and/or demilitarize key points per DOD Manual 4160.21-M-1, or deadly parts, components, and accessories. Overseas only. Demilitarization not required in US, Puerto Rico, or Virgin Islands.
- J** MLI - Demilitarization by mutilation (as defined in code "D") in overseas areas. Demilitarization is not required in US, Puerto Rico, and Virgin Islands.
- K** MLI - Demilitarization by burning, shredding, or pulping in overseas areas. Demilitarization is not required in US, Puerto Rico, or Virgin Islands.
- L** Demilitarization by mutilation (as defined in code "D"), however, this code applies only to an item identified as being a component of a key point on a major end item.
- M** MLI - Demilitarization by mutilation (as defined in code "D") in overseas areas only. The code only applies to items identified as being a component of a key point on a major end item. Demilitarization is not required in US, Puerto Rico, or Virgin Islands.
- N** MLI - Demilitarization by removal and destruction of all nameplates, label plates, meter faceplates, tags, stickers, documents or markings, which relate the item to a weapons system/end item application.
- Q** Strategic List Item - Mutilate to the extent necessary to preclude restoration to normal use and prevent recovery of essential component parts or assemblies (overseas only). Mutilation not required in the US, Puerto Rico, American Samoa, Guam, The Trust Territory of the Pacific Islands, and the Virgin Islands. Mutilation requirements may be waived if purchaser elects to ship item to the US under controls stipulated in the terms and condition of sale.

APPENDIX S

SUPPLY CONDITION CODES

1. Materiel must be classified with the proper supply condition code as defined in Attachment S-1.
2. The supply condition code is used when preparing DD Form 1348-1 and is required in card column 71.

ATTACHMENT S-1

APPENDIX B18. SUPPLY CONDITION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

SOURCE: DOD 4140.22-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)

EXPLANATION: Classify materiel in terms of readiness for issue and use or to identify action under way to change the status of materiel. When materiel is determined to be excess of approved stock levels and/or no longer serviceable, condition codes A through H and S are used to reflect materiel condition prior to turn-in to the DRMO. Also the Supply Condition Code will be entered in cc 71 of Inter-Service Supply Support Procedures (ISSP) regulations. ISSP requisitions are identified by the appropriate code entry in cc 40.

CARD COLUMN: 71

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
A	Serviceable (issuable) without Qualification)	New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 5 months shelf-life remaining.
B	Serviceable (Issuable with Qualification)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities or geographical areas by reason of its limited usefulness or short service-life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining.
D	Serviceable (Test)/Modification	Serviceable materiel which requires test, alteration, modification, conversion or disassembly. (This does not include items which must be inspected or tested immediately prior to issue.)
E	Unserviceable (Limited Restoration)	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of useable condition E stock.
F	Unserviceable	Economically reparable materiel which requires repair, overhaul, or reconditioning. Includes reparable items which are radioactively contaminated.

ATTACHMENT S-1

APPENDIX B18. SUPPLY CONDITION CODES (Continued)

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel which has been determined to be unserviceable and does not meet repair criteria (includes condemned items which are radioactively contaminated).

APPENDIX T

DISPOSAL AUTHORITY CODES

1. The disposal authority code is entered on disposal related documentation to show that the items being transferred to a DRMO are authorized. This is because the Integrated Material Management (IMM) or Inventory Control Point (ICP) instructions are relayed through the Materiel Returns Program (MRP) or other authority.
2. DD Form 1348-1 is prepared as outlined in DOD Manual 4160.21-M and as shown in this regulation. The disposal authority code is required in cc 64. (See figure T-1).
3. The following lists the different codes used:

CODE	EXPLANATION
M	IMM or ICP stocks are being transferred to disposal by authority of the responsible inventory manager.
N	Not reportable under an exclusion to the MRP of MILSTRIP or other specific criteria (such as extended dollar value of condition limitations on excess reporting) and are duly authorized to be transferred to disposal.
R	Have been reported to the IMM or ICP in accordance with MILSTRIP MRP procedures and have been directed to disposal by the inventory manager. Excess transaction status code SF, SI, SN, TC, TD, or TK was provided by the IMM or ICP on the Document Identifier Code (DIC).

GLOSSARY

AAFES	Army and Air Force Exchange Service
AC-HZ	acutely hazardous
ADPE	automatic data processing equipment
AF	Air Force
AMDF	Army Master Data File
ARC	accounting requirements code
ARD	automatic release date
ASP	ammunition supply point
CAL	caliber
CFR	Code of Federal Regulations
CID	Criminal Investigation Division
CIIC	controlled inventory item code
DA	Department of the Army
DARIC	Defense Resources Information Center
DEH	Directorate of Engineering and Housing
DIC	document identifier code
DIPEC	Defense Industrial Plant Equipment
DLA	Defense Logistics Agency
DLS	Defense Logistics Service
DLSC	Defense Logistics Service Center
DOD	Department of Defense
DODAAC	DOD Activity Address Code
DOL	Directorate of Logistics
DPCA	Directorate of Personnel and Community Activities
DPDS	Defense Property Disposal Service
DRMO	Defense Reutilization and Marketing Office
DSEC	Directorate of Security
EPA	Environmental Protection Agency
FSC	Federal Supply Classification
GM	gram
GRND	ground
HM	hazardous materiel
HW	hazardous waste
HZ	hazardous
ICP	inventory control point
IMM	Integrated Material Management
ISSP	Inter-Service Supply Support Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requesting and Issue Procedures
MLI	munitions list item
MM	millimeter
MR	maintenance repair code
MRP	materiel returns program
NAF	nonappropriated fund
N	Navy
NLT	not later than
NSN	national stock number
OD	olive drab
PBO	property book officer
PCB	polychlorinated biphenyl
POL	petroleum, oils, and lubricants
PP&C	production, planning & control
ppm	parts per million

RC	recoverability code
SJA	Staff Judge Advocate
SSA	supply support activity
TSA	US Army Troop Support Activity
TID	turn in document
USP&FO	US Property and Fiscal Officer
VIN	vehicle identification number