

marketing value.(NOTE: This list is not policy, but a guide and all current policies regarding property in the DoD 4160.21-M and the DRMS-I4160.14 series need to be adhered to.)

Establish only one national accumulation number for CV property. (Separate accumulations are no longer needed for A and B/Q demil property) per accumulation.

Process demil code challenges for suspect property.

Do not refer any of the following items to this contract:

- a) Hazardous Material (HM)
- b) Property requiring any type of mutilation as a condition of sale that renders it unusable for it's original intent (such as the P2 fire trucks).
- c) Teletype equipment, parts and components
- d) Circuit cards, circuit boards, expansion cards or microcircuits
- e) Although FSC 8120 (Cylinders) were part of this sale, the CV partner has declined to receive them (HM right of refusal law)
- f) Property that is prohibited for sale by the DoD 4160.21-M, Chapter 4, Property Requiring Special Processing.
- g) Controlled Laboratory and Nuclear, Biological or Chemical Defense Equip. (NBCDE) items, based on current DRMS guidance.

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NOTE:

1. In accordance with CV contract Modification; dated January 16, 2004, ALL usable computer equipment will be referred to the Sales Partner; to include CPU's, monitors, keyboards, printers and other computer accessories.

2. Refer all Vehicles, to include vehicles and any other property, which could be sold as "residue of" or "to be derived from", to CV.

3. Refer all Electron Tubes that are either Demil A, B or Q and have a clear NSN, to CV.

4. Refer all extender cards, do not misconstrue with expansion cards, which are listed on the "Do Not Refer" list above.

Further guidance will be provided if it becomes apparent that certain property needs to be removed from or added to this contract.

NOTE: Process XR1 in accordance with DRMS-I 4160.14, Vol. IV, Ch 2 and guidelines set forth in this SOP. At sites where there is a contractor receiving property, the contractor shall perform this action and the actions associated with issuance of property.

1. **Input the XR1** in Daisy. Once the demil code is entered (A, B, or Q) a pop-up window will inform you that the property qualifies for the CV contract. Click “yes” to continue processing the XR1 for CV. (Notice that DAISY has automatically assigned the material screening code (V) and the action accounting codes.) Fill in the site and location and then press F9 to update. The accumulation number pop up will appear. Enter the current accumulation number, which must contain a V as the 2nd digit. (Notice that DAISY has automatically entered the correct IFB and item number for the property).
Click “no” if the property is not to go to CV after RTD or falls into one of the categories listed in paragraph B this SOP.

2. **Store CV** qualifying property in accordance with procedures established in DRMS-I 4160.14, Vol. II, Ch 2 para B9, with the exception that no separate locations/accumulation are needed for demil A, and B/Q property. All other instructions remain in effect.

3. **Batch Lotting:**

a. Use **existing** batch lot procedures as set forth in DRMS-I 4160.14, Vol. IV, Ch. 2 Para. D5, and Vol II, Ch2 para B7a. Use the predominant FSC to complete the XR1.

b. Do not prepare separate batch lots for each sale item!!!!

c. Generator prepared batch lots must be batched in accordance with DOD 4160.21-M, Ch 3 para B6 (5)b Option 1 (by FSC).

d. Certify batch lots as set forth in DRMS-I 4160.14, Vol. II, Ch 2, section 1 Para B7e.

e. Federal Supply Group 83/84 will be processed in accordance with the DRMS D Memos.

C. RTD:

Allow normal RTD screening of property. Ensure timely processing of CV property as follows:

1. On a weekly basis, request the quantity imbalance report available in DAISY. Monitor property with quantities in imbalance to insure requisitions/issues are processed in a timely matter to ensure quantities are brought back into balance before ESD of the affected accumulation. (Property with quantities in imbalance at ESD will roll into MSC Q and will not appear on CV DO's).
2. When processing an issue or denial a popup screen will appear on the bottom asking if the remaining property should be processed for CV. Answer “yes”, and the property will go back

DRMO

into it's original accumulation. If you answer "no" a DTID re-start will be required until which time the property will roll into MSC Q.

3. Allow one (1) week after ESD for final removal of property tagged during the last week of screening. (This time period is also known as the "hold" period.) No formal screening is allowed during this timeframe.
4. Allow two (2) working days immediately following the donation period for DoD 2 Screening. The DoD 2 screening period is not intended for formal screening. It is a "first come first serve" issue period.
5. At the end of the DoD 2 period, ensure DAISY is updated to account for any reutilization, downgrade, or other action that has made the property ineligible for referral to the CV Partner.
6. The end of DoD 2 screening is the last opportunity to downgrade items to scrap if the condition, history and/or regulatory requirements of the item so warrants.
7. Property not removed by the end of the DoD 2 period is no longer eligible for issue and will be released to the CV contract through a CV Delivery Order (D.O.).
8. **Withdrawing property from sale.**
 - a. For property to be withdrawn **after** the RTD process but **before** appearing on a DO, approval from the SCO is required prior to issue.
 - b. For property **appearing on** a DO but still located at a DRMO, approval from Sales Partner is required prior to issue. Once property is on a CV DO, title has passed to the Sales Partner. (Ref.: CV Sales IFB NO. 99-0001)

D. Sales Preparation:

At the end of the RTD process, prepare a listing (in DAISY Consolidated Inquiries) of the accumulation that is ready for referral.

1. Review the listing for inconsistencies and discrepancies and initiate corrective action.
Present the final reviewed listing along with original batch lot documentation to the DRMO Chief or his designees for demil code certification IAW DRMS-I 4160,14 Vol. II and IV, Ch 2.

NOTE: At A-76 sites the DRMO CV POC will coordinate all property accounting inconsistencies and discrepancies with the A-76 COTR who will resolve with the performing activity (PA).

DRMO

2. Conduct a visual inspection of the accumulation to ensure all property is still in referral condition. Verify SF 97 information by physically looking at the property (not just the form 200)

NOTE: At A-76 sites the DRMO CV POC will coordinate this inspection with the A-76 COTR. The COTR will notify the DRMO CV POC if the PA wishes to participate in this inspection.

3. Downgrade any property that cannot be used for its intended purpose. (See downgrade instructions Para B and list of FSC's to not be downgraded Para Q, this SOP)

NOTE: At A-76 sites the DRMO CV POC will coordinate with the A-76 COTR who will notify the PA of required action.

E. Contract Administration/ DO PROCESS:

Every Monday, MIDAS will produce a report listing all property that has been in K status for a specific time period and prepare it for a delivery order. Every Monday a CV Technician will extract buzzwords and critical FSCs from the MIDAS report for verification of demil codes and any other regulatory requirement that forbids the property from being placed on a delivery order. Any code perceived to be incorrect will be challenged immediately or any property that cannot be referred for sale will have the appropriate action identified below to remove the item(s) from the extract.

NOTE: During weeks with federal holidays all actions will shift by the number of holidays.

1. Every Monday/Tuesday, CV Technician will notify the DRMO CV POC of any items to be withdrawn from the DO and the reason for withdrawal. This notification may occur by phone, fax or e-mail, so please ensure you're monitoring all. Any additional data needed for demil code verification or other research for property requiring special processing will also be requested at this time.
Provide the additional information requested to the CV Technician specified in the notification.
2. To prevent an extensive additional workload for the DRMO, response during the demil code verification period is required within 2 - 4 hrs from notification. Non-response will result in the affected items being deleted from the DO. (Deleted property will NOT appear on another DO unless the DTID is re-started and suffixed). When responding, the following information, as applicable, is needed to determine the correct demil code:
Key information: what precisely is it, and what is it used in (end-item). Be as specific as possible (i.e. not airplane, but F-4

DRMS/DRMO

fighter. Not radio, but PRC-77 etc).
Manufacturer
Part number
Design reference number
other names (perhaps a label has a trade name.)
Noting that the item can be commercially purchased

NOTE: At A-76 sites the DRMO CV POC will notify the A-76 COTR when demil codes change to demil required. The COTR will notify the PA to affect appropriate accountable record changes.

3. Every week the CV technician has until COB Wednesday to post the DO to the web (unless affected by a holiday). The current download URL is <http://techweb/rcpcv/>. Type in the DRMO RIC and your part of the DO will be available for printing.
DRMO's are required to check the techweb for a DO **every** week even if they are on a monthly accumulation.

NOTE: At A-76 sites the DRMO CV POC will provide the A-76 COTR with a copy of the DO.

4. The DRMO CV POC will use the DO to validate the property with the Sales Partner. (The Partner should have his own copy of the DO with the exception of having multiple DRMO sites on the same delivery order) **Annotate any changes in the right margin on the DO. Do not cross through any lines / DTID on the DO; make annotations only:**

- a. For difference in quantity circle the quantity listed on the DO and write the correct quantity above or beside the circled item
- b. If an item is downgraded, write downgraded beside it.
- c. If the item was issued during RTD, write RTD or Issued beside it.
- d. If the item is to be removed due to "special processing requirements:--annotate "spec. processing".
- e. When annotating a line item with "rejected" or "abandoned" also annotate the reason such as scrap, HM etc.

****Please remember, a "rejected" annotation means the item meets one of the criteria listed under Para I of this SOP. Everything else is considered "abandonment" (Para I). We do keep track of abandonment's, however credits are not issued. Please be clear as to why you are requesting a credit.**

NOTE: At A-76 sites the DRMO CV POC will coordinate with the COTR/PA to conduct the DO validation.

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DRMO

1. After verification of inventory, both the DRMO CV POC and the Sales Partner sign the last page of the DO. Unless discrepancies exist, this is the only page requiring signatures.
2. In the event of discrepancies, both, DRMO CV POC and Sales Partner, must sign each page containing a change.
3. Mail or fax a copy of the page(s) containing the discrepancies to your SCO/Technician..
4. If there are **no discrepancies** mail or fax a copy of the last, signed page to your SCO with the statement “**no discrepancies noted on DO # ___**” written on the bottom of the page. Also, at the bottom of the page include the NBC verification statement: **This property has been 100% inspected and does not contain any NBC property**, followed by a signature/date.

DRMO

NOTE: You may opt to e-mail the above statement to your SCO in lieu of mailing/faxing the last page. Mailing of hard copies need not follow e-mails.

DRMO

5. Once the DO is signed, remove the property from the accountable record with one XS7 for each item number. The sale price for each item is listed on the last page of the DO. Each DO requires a separate XS7 input and the accumulation number of the property on the DO. Items directed straight to sales require individual XS7 input. The **bidder identification number** for GL is **3001276217**, the **bidder registration number is 0002** and the **IFB / contract number is 99-0001-0002**

NOTE: At A-76 sites the DRMO CV POC will provide the A-76 COTR with a copy of the completed, signed DO. The COTR will coordinate with the PA to effect inventory adjustments.

F. Release:

1. **If dedicated storage space is available, all property signed for by the sales partner shall be physically moved to this designated area.** Outside property and bulk property may remain in place by mutual agreement between DRMO and Sales partner. Large property (i.e. vehicles, shelters, trailers,) is not required to be moved to a dedicated area.

DRMO

NOTE: Do not co-mingle DRMO property and property belonging to the Sales partners .

The Sales partner **may not** require the DRMO to “hold” moveable property for loading onto CV conveyance if dedicated storage is provided.

2. **When a designated area is not available, DRMO’s shall clearly mark all property not physically moved (i. e.**

property received in place) as “CV Partner Property – not available for screening / issue.”

The markings should be clearly visible to anyone passing by the property. The method used to accomplish this task (labels, signs, placards) is up to the individual DRMO.

3. DRMO shall load Sales partner conveyance (only) when no designated storage area is provided or when special circumstances apply.

NOTE: At A-76 sites the DRMO CV POC will coordinate a delivery date with the A76 COTR and the Sales Partner. Delivery should occur within five (5) days of notification.

4. The DRMO shall **not** load Sales Partner’s customer conveyances (special circumstance exceptions are up to the sole discretion of the DRMO Chief). The Sales Partner is responsible for loading property for his resale customers **except** for instances when MPR’s / MOA’s are in place with the host for loading DRMO customers. In the event of MPR’s/MOA’s either the Sales Partner or his customer (but not both) become the “DRMO” customer. Existing MPR’s / ISSAs shall remain in place and will be utilized.

NOTE: When the Government (DRMO/Generator/Host) is not able to perform its one move, clearly annotate the appropriate item on the DO as "Buyer must load".

****Title to the property vests in the purchaser once the item appears on a DO, in accordance with the terms and conditions of the sale.**

G. Documentation:

1. DRMO is required to provide the partner with all documentation required by law, regulation, or policy, such as SF 97’s, ****PCB analysis documentation, refrigeration / container certification, and FSCAP logs.** However, DRMO is **not** required to provide the partner with RTD documentation or other Government/DRMO peculiar (i.e., vehicle/historical) records. It is the responsibility of the DRMO and the Sales partner to verify the information on the documents. All errors shall be corrected immediately. **All required documentation including SF 97’s should be provided to the Partner (not to their customer) at time of signing the DO** except under special circumstance when mutually agreed to by DRMO Chief and Sales Partner.

**** DRMO will ensure a copy of the PCB analysis for all oil-containing IPE/MM property on a D.O. is provided to the Sales Partner at time of delivery. Sales Partner will maintain a central PCB analysis file at the**

DRMO

site from which the oil-containing IPE/MM is being sold. This file should be readily accessible to regulatory agencies and other entities when there is a request for a PCB analysis.

2. SF 97's shall be issued (without exceptions) to:
Government Liquidation
15051 N Kierland Blv, 3rd Floor
Scottsdale, AZ 85254

NOTE: At A-76 sites, where the PA maintains the documentation, the DRMO CV POC will coordinate documentation requirements with the A-76 COTR.

H. Abandonment:

If the Partner chooses to abandon any property, he must make that decision known, in writing, to the SCO within the first 90 days after receipt of the DO (1367). *Abandonment within the 1st 90 days does not require approval from DRMS, only written notification. Abandonment after 90 days requires written approval by DRMS.* In either instance the partner will not be reimbursed for the base price **Process abandoned property directly to scrap using the DRMS form 18** (scrap tally) and annotate the original DTID on the tally sheet for cross reference, or use original DTID and process as XR3. Under no circumstances should abandoned property be re-referred to the CV contract. **At A-76 sites, the contractor shall perform this action.**

****If property, that the Sales Partner is abandoning, is so old to not have a DTID that corresponds with item, follow "found on post" procedure (XR1 with explanation).**

DRMO CV POC shall coordinate these actions (as applicable) with the A-76 COTR and/or scrap contractor.

NOTE: It is the responsibility of the Sales Partner to clear abandonment through the SCO not that of the DRMO. However, it is the DRMO's responsibility to notify the SCO, by DTID number, that the property was received by the DRMO.

I. Rejection:

The Partner can reject property for the following reasons. (**Note: DRMO must agree**). If rejection is justified, the Sales partner will be receiving credit for any base amounts already paid.

- * Property contains hazardous components or material.
- * Property is obviously scrap.
- * Property is obviously mis-described; (i.e., described as

DRMO

DRMS/DRMO

communication shelter with full stock number implying a complete unit but property on hand is actually an empty shelter).

- * Property has a total acquisition value of \$10,000,000 or more.
- * Property is suspected to be demil required.

All credits require manual posting and can only be posted by the SCO or CV Technician. There are no DAISY transactions the DRMO can post to affect / prevent credits.

****In accordance with the contract, the acquisition cost is NOT subject to dispute. Therefore property cannot be rejected for that reason. However, if it is obvious that the acquisition cost is incorrect due to a data input error or mis-description, and the Sales Partner would still like to try and sell the item if the acquisition value was reduced to a more reasonable and agreed upon dollar value, annotate in the left margin on D.O. what acquisition amount should be and fax to SCO for adjustment.**

J. Upgrades From Scrap:

If and when the Sales Partner requests a scrapped item be upgraded for sales purpose, the DRMO will comply. (with the exclusion of precious metals bearing scrap which by the DoD 4160.21-M, is forbidden to be upgraded for sales and/or RTD). Upgrade procedures as prescribed in DRMS-I 4160.14 must be used in conjunction with the following guidelines.

** If the item falls in the critical NSN area or is a “buzzword” item, it may only be upgraded if a full NSN is associated with the item.*

** Non-critical property(i.e. furniture, hardware, etc) may be upgraded at any time.*

- Verify demil code prior to upgrading property.
 - * If property was downgraded upon receipt, process upgraded property through the RTD cycle – if there are sales potential then there are RTD potential. (This does not apply to property that was downgraded at ESD and has already completed the RTD process.)
 - * Annotate the document that the upgrade has occurred at the request of the Sales Partner (this property may not be rejected/abandoned at a later date.)
- At A-76 sites the DRMO CV POC shall coordinate the upgrade process through the A-76 COTR.

NOTE: No upgrades shall be done at locations where contractors operate the scrap yard. **It is at these locations when it becomes even more important to allow the Sales partner to play a role in the receipt process.**

K. Demil Change Procedures:

1. When a Demil code changes to “Demil required” while the

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property is still in control of the DRMO, withdraw the property from the partners' accumulation and place it with the appropriate demil required accumulation. Ensure that all CV sales referral information is removed from the item and, if the property was referred on a DO, notify the SCO of the withdrawal.

2. When a Demil code changes to "demil-required" after the partners have control of the property, notify the Sales partner immediately providing the DTID number and, if possible, the DO number that the item was on. If the property is still in the partners' possession, it will be returned to DRMO control to be processed in accordance with existing policies.
3. If the property was sold by the partner and removed by their customer notify the Sales Partner immediately providing the DTID number and, if possible, the DO number that the item was on. The Sales Partner will in turn, notify their HQs and DEMIL POC, who will contact their customer and attempt to recover the property by initiating a formal request in writing to their buyer. The letter will request the return of the subject property due to a DEMIL change to something other than an A, B or Q. The buyer is given 10 days to comply with request. Should the customer refuse or not respond to the request after 10 days, a second letter and possibly a third will be sent by the Sales Partner, per a request from DCIA or Trade Security Control. This letter will notify the buyer that if they continue to refuse to return the property the issue will be turned over to the Government Trade Security Control Office (TSC) for their follow-up. The Sales Partner will then in turn notify the CV SCO, who will notify TSC.
4. When a demil code changes from demil required to demil A, B, or Q, and the property qualifies for CV, process a manual XS6 to refer the property to the CV contract. At A-76 sites, the contractor shall perform the manual XS6.
5. When a demil code (A, B, or Q) changes **to** either A, B, or Q (demil code change notifications) while in the control of the DRMO ensure that DAISY is updated with the corrected demil code.
6. If the change notification is received after the property appeared on a DO, process as follows:
 - a) If DO has not been signed, circle the demil code on the DO and write the correct demil code above it.
 - b) If DO has been signed, notify your SCO by DTID and DO of the change.

NOTE: At A-76 sites, the DRMO CV POC shall coordinate **all** demil code change action requirements (K1-6) with the A-76

COTR.

L. Storage/Access to CV Area: Continuous storage space provided to the Sales Partner should be equal to the average amount of property referred. Both, inside and outside area must be provided.

****This storage space will vary from site to site, depending upon the amount of property referred to CV and depending on the total amount of indoor/outdoor storage space that is available**

This designated space shall be for the exclusive use of the Sales partner; DRMO property shall not be stored in this area.

The Partner's employees and their customers must have access to this storage area for a minimum of two 8 hour days per week. The DRMO is encouraged to allow access for the entire period the DRMO is open. This access is to occur during regular DRMO operating hours. Overtime pay or Comp/ flex-time (for DRMO employees) to accommodate the CV contract is **not** authorized.

CV customers must sign in at DRMO before proceeding to CV area unless a separate entrance is provided. All host/ DRMO vehicle and access controls also apply to the Partner and his customers. DRMO personnel are not responsible for escorting Sales Partner customers. If a separate entrance is available for the Sales Partner to use, a sign in log shall be provided to the partner who then becomes responsible to obtain sign in information from their customers. Partner should "turn-in" the referenced logs to the DRMO on a daily bases unless otherwise arranged with the DRMO Chief.

At A-76 sites without designated CV area, all access to property must be coordinated through the A-76 COTR.

Additional storage area requests must be coordinated with the A-76 CO through the A-76 COTR.

M. Loss / Theft of Property: After completion of ESD, once the property is moved to the partner's area, the DRMO must ensure that no unauthorized personnel (such as screeners, etc.) have access to the property. After the property is moved to the partners area, loss / theft of property is a business expense to the partner, unless DRMO negligence to protect the property is apparent.

N. Return of Property to DRMO: Return of property to the DRMO can only be authorized by the SCO. At A-76 sites coordinate with A-76 COTR prior to turn in. Documentation for returned property will be as follows:

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DRMS/DRMO

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1. **Scrap/ Scrap-RCP:** The Sales partner will use the **original DTID Number** to return property to the nearest DRMO. The DRMO will annotate the document as being a return from the Sales partner and downgrade the property to scrap upon receipt (XR3). (Under normal circumstances the partner will not receive a credit for this property but there are exceptions) If the CV partner challenges an RCP receipt as scrap the nearest DRMO shall inspect the challenged property. If the DRMO CV POC agrees that the item is scrap, process the property onto DRMO inventory with an XR3 transaction. Annotate the document as “CV return-RCP-Scrap”. DRMO CV POC will notify SCO of credit due Sales Partner. HQ’s will credit Sales Partner and will then send copy to RCP Production. RCP Production will adjust accountable record in RCP.
2. **Non-RCP HM:** When notified by the Sales partner that HM suspect property was received; the DRMO must immediately inspect the property. If the property is, or contains, HM, the DRMO CV POC is responsible for initiating a Report of Discrepancy (ROD). The DRMO CV POC must also obtain a disposal fund code from the originating generator and affect removal of the property.
3. **Return of property for reasons other than scrap:** This includes, but is not limited to, mis-described RCP property and property that is suspect to requiring demil. The Sales partners will use the original requisition/DTID number (whichever applies) to turn the property in to the nearest DRMO. DRMO personnel will process this property in accordance with the reason for turn-in. Sales partner must coordinate with DRMO prior to turn-in.

NOTE: It is the responsibility of the DRMO CV POC to submit a Sit Rep in the event that any classified or radioactive property is mis-shipped to the Sales Partner.

RCP Guidelines for DRMO’s Huntsville and Norfolk:

Hazardous Material or property containing hazardous material is not part of this contract. Therefore, the following procedures will be followed when handling Discrepant Property from RCP Depots:

WRONG ITEM RECEIVED EXCLUDING HAZARDOUS/CLASSIFIED/DEMIL CHALLENGE:

1. **GL provides DRMO CV POC with discrepancy report and material.**
2. **Move property to “Trouble Area” attach DRMS 917**

RCP/DRMO

3. DRMO CV POC initiate SF 364 Report of Discrepancy and e-mails to DRMS ROD POC (S. Thompson)
4. Once response to ROD received by DRMS ROD POC from DDC provide information to DRMO POC for final disposition.
5. If property is to be returned to Depot, DRMS POC will get transportation fund cite and forward to DRMO CV POC. DRMO CV POC will coordinate the return of the property.
6. The DRMO CV POC will notify the DRMS ROD POC with date property removed and transportation control numbers, if known.
7. ROD POC will make annotations to the spreadsheet and accountable recorded if required.

WRONG ITEM RECEIVED – HAZARDOUS:

1. GL notifies DRMO CV POC of discrepancy and returns the material.
2. Move Property to “Trouble Area” attach DRMS 917.
3. Determination will be made as to whether the material can be returned to the depot involved without manifesting and utilizing current DRMO capabilities.
4. If item can be shipped from DRMO, see steps 2-4 above.
5. If item can not be shipped without further packaging, etc., (which must be done by the HM/HW shipping department at DDNV in order to use DDNV ordered transportation), then the material will be placed in appropriate HM storage area and the SF364 will request appropriate MILSBILLS fund citation for HM disposal via service contract and/ or for the depot to provide the appropriate funds to DDNV for preparing the material for return to the originating depot.
6. NOTE: for those items that are not included in the current HM/HW service disposal contract, i.e. radioactive, etc., they will be addressed on a case-by-case basis.

WRONG ITEM RECEIVED – CLASSIFIED

1. GL notifies DRMO CV POC of discrepancy and returns the material.
2. DRMO CV POC will initiate a SITREP.
3. Security personnel at DDNV will be contacted and arrangement will be made to deliver the material to the security storage area at DDNV.
4. Steps 3-6 will be followed.

MATERIAL RECEIVED – BUT WRONG CONDITION

CODE/NON-SALABLE AS USABLE:

1. GL notifies DRMO CV POC of discrepancy and after concurrence with DRMO/DRMS contracting personnel, material is returned to the control of the government.

2. DRMO CV POC initiates SF 364 and e-mails to DRMS ROD POC
3. Once response to ROD is returned to DRMS ROD POC, update spread sheet and make proper annotations to the accountable record.
4. DRMO take appropriate action(s) to their accountable records.

MATERIAL RECEIVED – DEMIL CODE CHALLENGE:

1. GL provides DRMO CV POC with discrepancy report and material.
2. Material is placed in DRMO demil challenge area.
3. Initiate DEMIL challenge in DAISY
4. DRMS will forward copy of the demil change to CV POC
5. If item is changed to a demil required item, CV POC will submit a request for credit purposes to the Delivery Order.
6. DRMO will reprocess the item as demil required in accord with current regulations.
7. If material is determined to be non-demil required, CV POC will annotate a copy of DD1348-1a that the item can be sold and the discrepancy report and material will be returned to GL.

MATERIAL RECEIVED – DEMIL CODE OTHER THAN A, B OR Q:

1. GL provides DRMO CV POC with discrepancy report, copies of correspondence and material.
2. Place property in “Trouble Area” attach SF 364.
3. Submit documentation to HQ so that SF 364 (ROD) may be submitted.
4. DRMO submit a demil challenge, if required.
5. Once ROD response is received at HQ, take appropriate action. Example: Return to Generator or put on DRMOs accountable record.
6. Discrepancy report will be forwarded to DRMS for credit purposes.
7. DRMS will update ROD Spreadsheet and close record.
8. DRMO will process the item as demil required in accordance with current regulations.

- When processing Sales Partner returns of RCP property, DRMO CV POC’s will charge their time to 534033701/JON 03RETN

O. Sales Contracting Officers (SCO):

There are (two) 2 fully warranted SCO’s responsible for the execution of the CV sales contract. These responsibilities include, but are not limited to, contractual changes and modifications to the

DRMS

contract. They are also responsible for the monitoring and administering of the day-to-day processes of the sales contract. The SCO assigned to your DRMO is your first and primary POC for all CV related matters. In the event that your primary SCO is unavailable, please refer issue to the other.

Becky Bellinger, DSN 661-7079, Fax 661-5283
email – becky.bellinger@dla.mil

Becky is responsible for DRMO Columbus, LeJeune, Warner Robbins, Anniston, Oklahoma City, Jacksonville, Scott, Riley, Hood, Campbell, San Antonio, Puerto Rico, Hawaii and Guam, including all associated centrals, satellites and RIPL's.

Cheri' Reece-Calkins, DSN 661-7220, Fax 661-5668
e-mail – cheri.reece@dla.mil

Cheri' is responsible for DRMO Lewis, Hill, Stockton, San Diego, Barstow, Tucson, Norfolk, Mechanicsburg, Portsmouth, Meade, and Alaska including all associated centrals, satellites and RIPL's.

P. FSC's Recommended by Sales Partner to not be downgraded.

Please note: the following list of FSC recommended by the Sales Partner does not pre-empt already established regulations or policies regarding downgrades at receipt (i.e. FSCAP items without documentation, Critical Safety Items, some SALD property, property requiring special processing IAW DoD 4160.21-M, Chap. 4, etc.)

1510	1520	1560	1610
1615	1620	1630	1650
1660	1670	1680	1710
1720	1730	1740	19XX
2010	2040	2050	2090
2610	2620	2630	2640
2810	2840	2915	2925
2935	2995	3010	31XX
32XX	34XX	3530	3540
36XX	38XX	39XX	48XX
4920	51XX	52XX	5821
5826	5831	5841	6340
65XX*	6605	6610	6615
6620	6625	6640	67XX*
7710	7720	95XX	99XX

*Excluding FSC's 6525, 6750 and 6770 medical/dental film (unprocessed and/or processed, shelf-life expired, which must be processed through the DoD PMRP)

POC for this SOP is Cheri' Reece-Calkins, DRMS-BBS, DSN 661-7220.

DRMS/DRMO

