

## CHAPTER 1 ADMINISTRATION

### PLEASE NOTE:

- a. This instruction supplements DoD 4160.21-M, Defense Materiel Disposition Manual and DoD 7000.14-R, Financial Management Regulation. DRMO must maintain hardcopy publications if required by local authority or Host Country. All DoD/DLA/DRMS publications are accessible through World Wide Web (WWW).
- b. References cited in this instruction are located in Supplement 1.
- c. Frequently used acronyms/terms are spelled out in Supplement 2 to this instruction.
- d. Form titles are listed in Supplement 3 and can be found on the LAN or Internal Web page under Tech Support <http://techweb.drms.dla.mil/>.
- e. To locate a specific word/subject in any publication use the find feature on your website.
- f. All samples are located in Supplement 4. If you cannot locate something within the contents of this instruction, please use the alphabetized cross-reference index in Supplement 6.
- g. If a process affects both a Central/Satellite DRMO it will be referred to in the instruction as "DRMO". If a process is performed only by the Central DRMO it will be referred to as "DRMO Central" or the "Central DRMO". If a process is performed only at the satellite it will be referred to as "DRMO Satellite" or "Satellite DRMO". OCONUS DRMOs should refer to themselves as DRMO or Central DRMO.

### A. GENERAL

#### 1. Purpose and Scope

a. This instruction provides guidance for cashier functions at the Defense Reutilization and Marketing Service (DRMS) and Defense Reutilization and Marketing Offices (DRMOs, Central and Satellites). This instruction gives uniform application of established policies and procedures and assigns responsibilities for the handling of money and security of funds.

b. This instruction is not intended to change or replace existing DoD/DLA regulatory publications governing the operation of property disposal activities. Where conflicts exist, the instruction in DoD/DLA directives will apply. Whenever conflicts do exist, notify DRMS-TRR at the address provided in the cover letter to this instruction.

#### 2. Objectives.

The objectives of this instruction are to:

- a. Standardize money handling at all DRMS locations.
- b. Ensure that the methods and instructions enclosed are adaptable to all DRMS locations.
- c. Increase productivity through improved methods.
- d. Reduce DRMS/DRMO operating expenses.
- e. Maintain organizational efficiency during periods when personnel changes occur.
- f. Ensure an orderly flow of work.

## **DRMS-I 4160.14, Volume VI, Chapter 1, Administration**

### **3. Waivers.**

DRMO/Central/Satellite. Follow the guidance in this instruction as closely as possible. If these instructions cannot be followed, waivers may be granted on a case-by-case basis. Satellite DRMOs will forward their request for waiver to DRMO Central. DRMO Central will document waivers and submit E-mail to [PublicationInformation@mail.drms.dla.mil](mailto:PublicationInformation@mail.drms.dla.mil) with courtesy copy furnished to the appropriate Forward Support Team chief. Waivers will be researched and approved/disapproved by the appropriate functional office e.g., DRMS-LH, LM, TSD, TSR, TRR, etc., with courtesy copy to Forward Support Team chiefs and DRMS-O within 3 working days.

## **B. DRMS-I 5100.1, DRMS ORGANIZATION, MISSION AND FUNCTIONS.**

DRMS-I 5100.1 includes the official policies, mission responsibilities and guidance for the Defense Reutilization and Marketing Service (DRMS). This instruction represents the organizational structure and functional statements as set forth by DLA policies and guidance for the implementation of the personal property disposal mission.

## **C. SECURITY.**

The DRMO Manager has the overall responsibility for administering the security program for his/her particular activity (see DRMS-I 4160.14, Volume I, Chapter 2, for further guidance).