

DRMS-TS

April 26, 1999

SUBJECT: DRMS Letter No. 99-I-4, DEMIL Certification

TO: Recipients of DRMS-I 4160.14, Vol. VII

This letter is directive in nature and expires on July 31, 1999, unless sooner updated, supplemented, or superseded.

1. The purpose of this letter is to update guidance contained in DRMS-I 4160.14, Volume VII, Instructions for Demilitarization for DRMS and the DRMOs, May 1996 edition. This numbered letter provides authorization for trained contract labor to certify demilitarization accomplishment and requires the DEMIL verifier to countersign and date DEMIL certifications.

2. Pending a formal change, please make the following page changes in Chapter 1 to Volume VII:

REMOVE

INSERT

Pages 1-3 and 1-4

Pages 1-3 through 1-4.1

3. The provisions of this numbered letter are applicable to all DRMS activities worldwide and compliance by all DRMS activities is mandatory.

4. This letter will be filed in front of the publication for reference purposes.

5. In order to maintain a current index of changes to DRMS guidance, add this numbered letter to enclosure one of the current DRMS index of numbered letters and delete DRMS Letter Number 98-I-10, dated July 28, 1998.

/s/ JANINE DES VOIGNES

Encl

JANINE DES VOIGNES  
EXECUTIVE ASSISTANT

DISTRIBUTION:

Per Attached Labels

DRMS-TSD (10)

DRMS-TSP (10)

This numbered letter supersedes DRMS Letter Number 98-I-10, dated July 28, 1998.

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(1) The first step in the challenge process is to validate the DEMIL code in DAISY. A flow chart for this process is contained in Supplement 4 of this instruction.

(2) For new receipts, this can be done directly at the receipt screen. If the code on the DTID is different from the code in DAISY and you agree with the DAISY code, annotate the DAISY DEMIL code on the DTID and continue to process accordingly. If the DEMIL codes are the same but are obsolete, submit a DEMIL code challenge through DAISY and place the item(s) in the DEMIL code challenge area pending resolution of the challenge. For example, you receive a pistol grip with a DEMIL code "J" on the DTID, you research in DoD 4160.21-M-1 and determine the correct code is "B". You continue with the receipt process and, if DAISY reflects a DMC "B", annotate "B" on the DTID and continue to process. If, however, DAISY reflects other than a DMC "B", submit a DEMIL code challenge. If the DEMIL codes are the same for other than the obsolete codes and you agree with the DAISY/DTID code, continue to process the item. If the DEMIL code is questionable, submit a DAISY challenge. Property that is challenged upon receipt should be stored in the DEMIL code challenge area. A DAISY DEMIL Code Change Notice will be generated at the end of the challenge process.

(3) If verification as described above was not done upon receipt for items currently on record, such as an obsolete code or an item rejected by DRMS-LM, perform the following process prior to initiating any disposal action (see Supplement 4 for a flow chart for this process).

(a) Access DAISY NSN Characteristics and check the DEMIL code. This can be done by going into Inquiries at the main menu, then the DRMO Tables, Part 1. Select number 17 on the menu, NSN Characteristics. Check the DEMIL code and the DEMIL challenge code by entering the NIIN in the NIIN field, then press F3 to find.

(b) If the DEMIL code in DAISY has been changed, you will need to process a "Duplicate DTID Restart". This is performed by doing two DTID restarts. In the first DTID restart, change the NSN to a LSN. In the second DTID restart, change the LSN back to a NSN. This process pulls any/all updated NSN characteristics. These items may then be processed for disposal (i.e., R/T/D/S).

(c) If the NSN characteristics still reflect an obsolete code and there is no code in the Challenge field, submit a DEMIL code challenge. If there is a code in the challenge field and you agree with that code, wait for the DEMIL Code Change Notice before processing any further. In lieu of physically relocating property being challenged to a non-DEMIL required code to the DEMIL code challenge area, you may tag it in place with the words, "UNDERGOING DEMIL CHALLENGE" as long as the tag is a different color than the screening tags and noticeable to anyone looking at the item. Items under challenge going to a DEMIL required code still need to be physically moved to the DEMIL code challenge area. A DAISY DEMIL Code Change Notice will indicate when the challenge has been resolved.

(d) If the DEMIL codes are the same, and you agree with the assigned DEMIL code, process the property accordingly. If not, submit a challenge through DAISY and relocate/tag the property undergoing DEMIL challenge.

2. It is imperative that DEMIL Coordinators pull the DEMIL Code Change Notices out of DAISY Access Reports on a daily basis and actions are taken consistent with the nature of the change. Additionally, if the challenge result is that the property requires DEMIL, ensure that the DTID is conspicuously stamped or marked "DEMIL REQUIRED". Change notices need to be filed with the source documents after actions are taken.

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3. Chapter 2, paragraph F, this instruction, provides further information on challenge processing.
4. Instructions for processing DEMIL challenges into DAISY are contained in Chapter 2, paragraph I.

#### E. DEMIL OF PROPERTY

1. DEMIL actions and processing property eligible for DEMIL (see Chapters 2, 3 and 4 of this instruction for guidance).
2. DEMIL of some specific items may require use of instructions (see DoD 4160.21-M-1, Appendix 4).
3. In order to prevent unauthorized release of hazardous contaminants, make every effort to identify and remove all hazardous components prior to accomplishing DEMIL. Dispose of hazardous components according to guidance in DRMS-I 6050.1. Chemical Defense Equipment kits may be an exception to this policy (see Supplement 4).

#### F. DEMIL CERTIFICATION

1. A certificate substantially as quoted below will be signed and dated by a technically qualified Government representative who actually witnesses the demilitarization of the material whether performed by Government or contractor personnel. In cases where the witnessing of demilitarization would unnecessarily subject the witness to hazardous conditions or when the demilitarized material can be laid out to clearly display the residue from each item demilitarized, demilitarization may be certified through inspection of the residue. In cases where multiple visits may be necessary, procedures must be established to ensure the residue presented for certification has not been presented previously and can not be presented again later. This can be accomplished by marking, storage with a final piece count, etc. This certificate must be countersigned **and dated** by a technically qualified U.S. Government representative (American citizen), designated by the responsible commander, who actually witnessed the demilitarization of the material or inspected the residue as provided above. The certificate will be executed for all items demilitarized and will read as follows:

"I certify that the item(s) listed hereon has been demilitarized in accordance with DoD 4160.21-M-1, Defense Demilitarization Manual, Appendix 4, Category \_\_\_\_\_, Paragraph \_\_\_\_\_, and/or the following applicable regulation \_\_\_\_\_."

2. Certification must be accomplished for all material requiring DEMIL regardless of whether it occurs before or after acceptance of accountability by DRMOs. If generator DEMIL is performed and the result is scrap residue, no certification is required upon turn-in. If generator DEMIL results in the turn-in of usable components, the generator is required to provide the DEMIL certificate. Certification by the DRMO requires the signatures of both a DEMIL certifier and verifier, each of whom must have been appointed in writing by the DRMO Chief (see DRMS-I 4160.14, Volume I, Supplement 4 for sample written appointment letters) and are technically qualified to perform this function. The appointment of DEMIL certifiers/verifiers requires sample signatures for quality control checks of DEMIL certificates. **Additionally, by virtue of an approved waiver, trained contract labor such as ISSOT employees may perform the duties of DEMIL certification. Under no circumstances may contract labor employees perform DEMIL verification duties. Contract labor must receive DEMIL training, preferably the DCTED ABCs of DEMIL or comprehensive DRMO-provided on-the-job DEMIL training as a precursor to performing DEMIL certification. Because of the specialized training requirement and the investment of DRMS resources needed to provide it, discretion should be exercised in appointing contract labor as DEMIL certifiers. Generally, it is not considered appropriate for contract labor at the DRMO on a**

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**short-term basis to serve as certifiers. Each situation must be assessed to affirm that the appointment of contract labor to certify DEMIL is in the best interests of the Government.**

a. DEMIL Certifier - Technically qualified Government representative (U.S. or foreign) who actually performed or supervised the required DEMIL.

b. DEMIL Verifier - Technically qualified Government representative (American citizen only) who actually witnessed the DEMIL or inspected the residue and who has the expertise to determine adequacy of the DEMIL. The individual who countersigns should be at least in the next higher management level to the initial certifying individual.

NOTE: DEMIL certifiers/verifiers (including DEMIL Coordinators) will be provided DRMS-DE/DW/DRMS-I conducted DEMIL training, via workshops, on a periodic basis. Each office should budget for hosting at least one workshop per year. Each DRMO should budget for 1 or 2 representatives to attend.

3. Required certification of completed DEMIL may be accomplished as described below:

