



**DEFENSE LOGISTICS AGENCY**  
DEFENSE REUTILIZATION AND MARKETING SERVICE  
74 WASHINGTON AVENUE NORTH  
BATTLE CREEK MI 49017-3092

DRMS-Instruction 4160.14

VOLUME I

DRMS-TSP  
May 12, 2000

INSTRUCTIONS FOR ADMINISTRATION FOR DRMS  
AND THE  
DEFENSE REUTILIZATION AND MARKETING OFFICES  
**(This is a New Publication and must be reviewed in its Entirety)**

A. REFERENCES: All references pertaining to this instruction are located at Supplement 1 to this instruction.

B. PURPOSE: This instruction provides procedures for administrative duties at the Defense Reutilization and Marketing Service (DRMS) and the Defense Reutilization and Marketing Offices (DRMOs) and incorporates Central and Satellite requirements.

C. APPLICABILITY AND SCOPE: This instruction is applicable to DRMS and all DRMOs.

D. DEFINITIONS: Specific definitions/acronyms for administration at DRMS and the DRMOs are outlined in enclosure 1.

E. PROCEDURES: Specific procedures/instructions for administration at DRMS and the DRMOs are outlined in enclosure 1.

F. RESPONSIBILITIES: Specific responsibilities for administration at DRMS and the DRMOs are outlined in enclosure 1.

G. EFFECTIVE DATE AND IMPLEMENTATION: This instruction is effective and shall be implemented upon distribution.

H. INFORMATION REQUIREMENTS: (Reserved for future use).

BY ORDER OF THE COMMANDER

/S/ Janine Des Voignes

JANINE DES VOIGNES  
Executive Assistant

1 Encl.

Instruction w/Supplements

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This instruction supersedes DRMS-I 4160.14, Volume I, April 22, 1998; and Number Letters 98-I-14, Standardized DRMO Briefing, dated Oct 31, 1999, and 99-I-7, Security Procedures-Safe Combinations, dated Sep 30, 1999