

CHAPTER 1 - GENERAL INFORMATION

A. GENERAL

1. Purpose and Scope

a. This instruction provides standardized policy and procedures and assigns responsibilities for the receipt and disposal of excess and surplus property.

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 instructions or procedures in DoD/DLA directives/instructions will apply. Whenever conflicts do exist, notify DRMS-TSP immediately.

2. Objectives. The objectives of this instruction are to:

a. Places policy and procedures for property disposal under one publication.

b. Standardize operations at all DRMOs.

c. Increase productivity.

d. Reduce DRMO operating expenses.

e. Maintain organizational efficiency.

f. Ensure an orderly flow of work.

3. Waivers see Volume I, Chapter 1, http://www.drms.dla.mil/publications/html/4160.14_volume_i.html.

B. OPERATING CONCEPT

1. To be DoD's Provider of Choice for Worldwide reuse, recycling and disposal solutions.

2. DRMS will continue to pursue technological innovations for increasing efficient receipt and disposition of DoD and Federal Agencies property. Emphasis will be placed on moving information not property. When physical receipt/storage is required to the extent possible place the property one time at the DRMO.

3. Key to a Successful DRMO is Property Throughput. Throughput is the amount of property flowing through the disposal process in a given time, is one of the key measures of DRMO success. Timely throughput by RTD/S offers the following advantages:

- Good support to generating activities
- Best and most efficient use of facilities
- Reduced administrative workload
- Inventory accuracy

4. Disposal Processes. Property is accumulated for 14-28 days. RTD screening 42 calendar days plus Final Removal and the Blue Light Period. Property is then handled through the appropriate disposition (for example RTDS, DEMIL, DEMAN or appropriate sales, etc)

C. FACILITIES LAYOUT

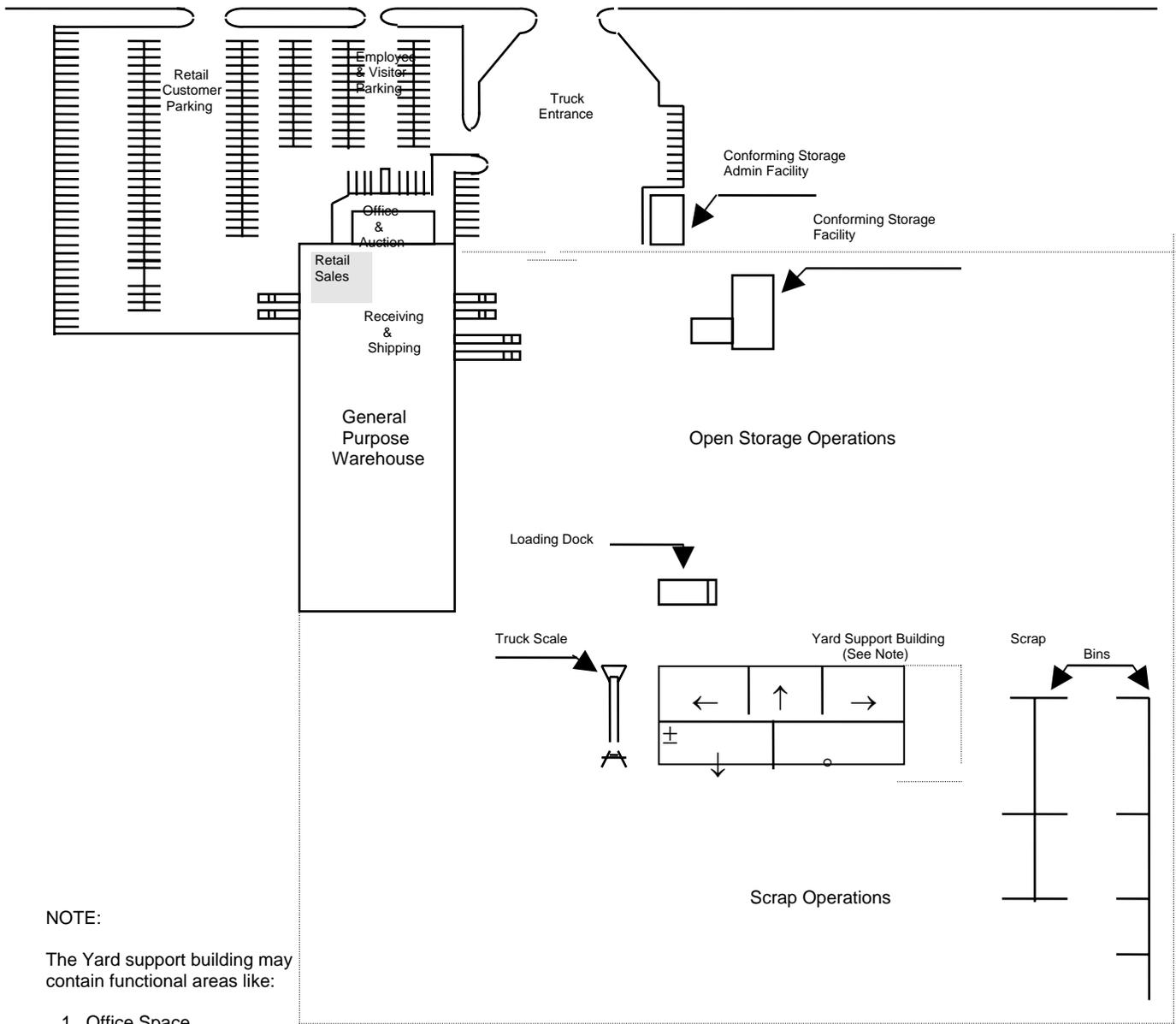
(See DRMS-I 4160.14, Volume VII for processing MLI/CCLI.)

1. Facilities Layout. DRMO Central will plan the layout of itself and the assigned Satellites to consider safe, systematic and orderly flow of property (e.g., individual workstations, and placing material at a working height off the floor). Adapt the facilities and equipment to best suit the physical layout and the types of property received

DRMS-I 4160.14, Volume II, Chapter 1

(e.g., conveyor systems, portable receiving stations, holding areas for receiving, trouble items). (See DRMO Model Layout below)

MODEL DRMO LAYOUT



NOTE:

The Yard support building may contain functional areas like:

1. Office Space
2. Precious Metal Breakdown Shop
3. DEMIL Shop (DEMIL Centers Only)
4. MHE Storage Area
5. Secured Scrap Storage
6. Shed Storage

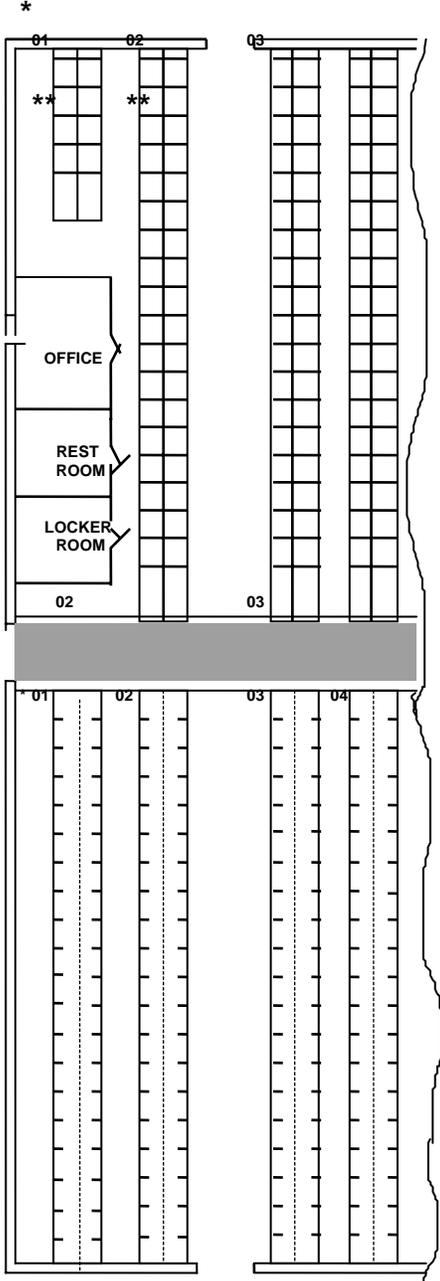
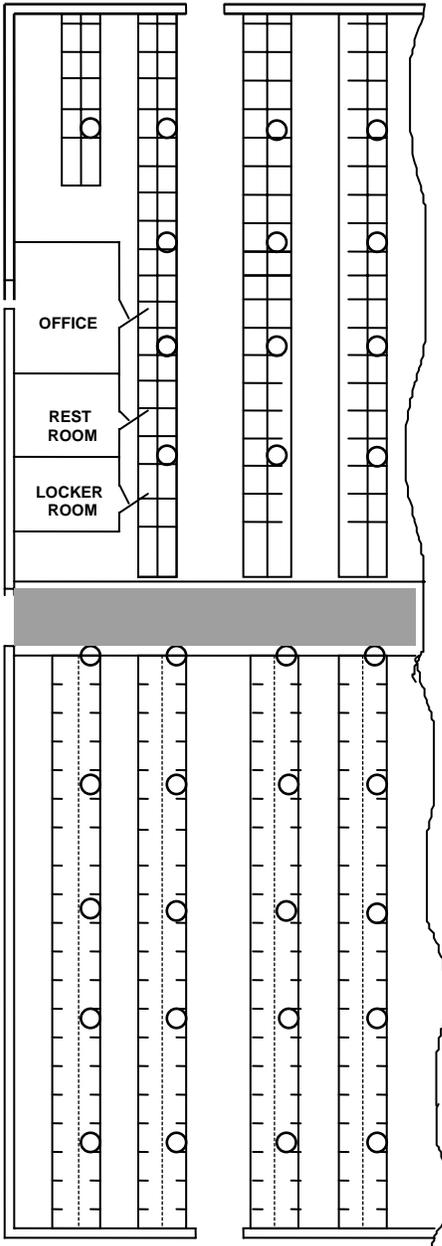
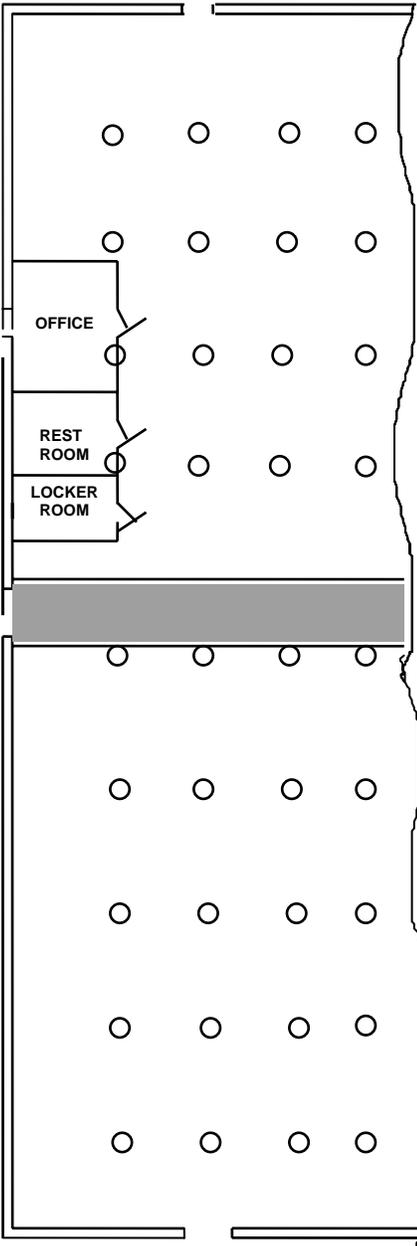
2. Facilities Planograph

a. Planographs. Planographs are scale drawings of a storage area (open and covered). DRMO Central will prepare a floor plan for itself and its assigned Satellite DRMOs. Indicate all permanently allocated space (e.g., support columns, offices and washrooms). This plan will be developed into a warehouse planograph.

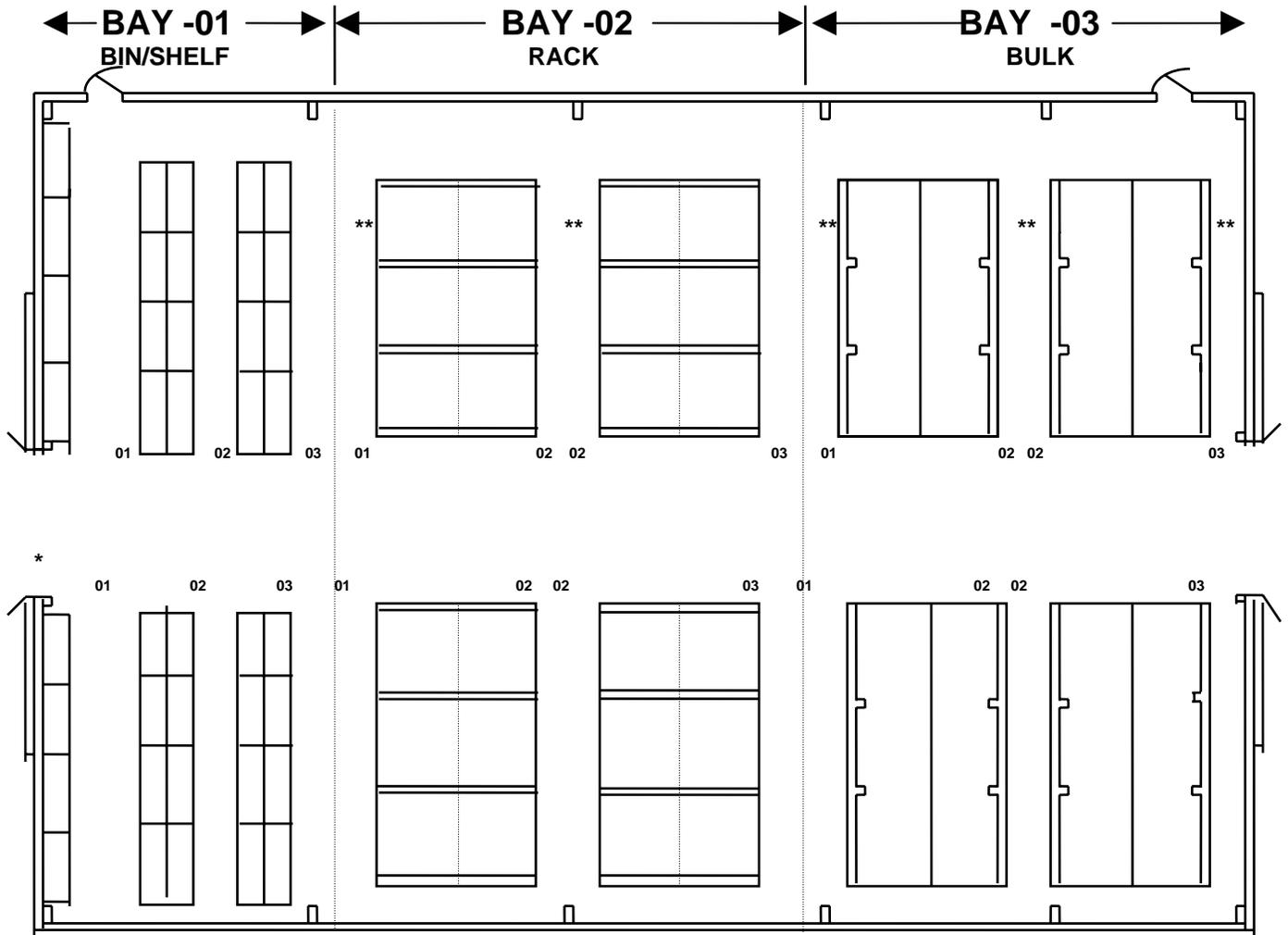
STORAGE LOCATION
PLANOGRAPH

FLOOR PLAN

NUMBERING SYSTEM



*For typing purposes these numbers are shown right side up.
**Individual bays are numbered right side up as the bay is faced.



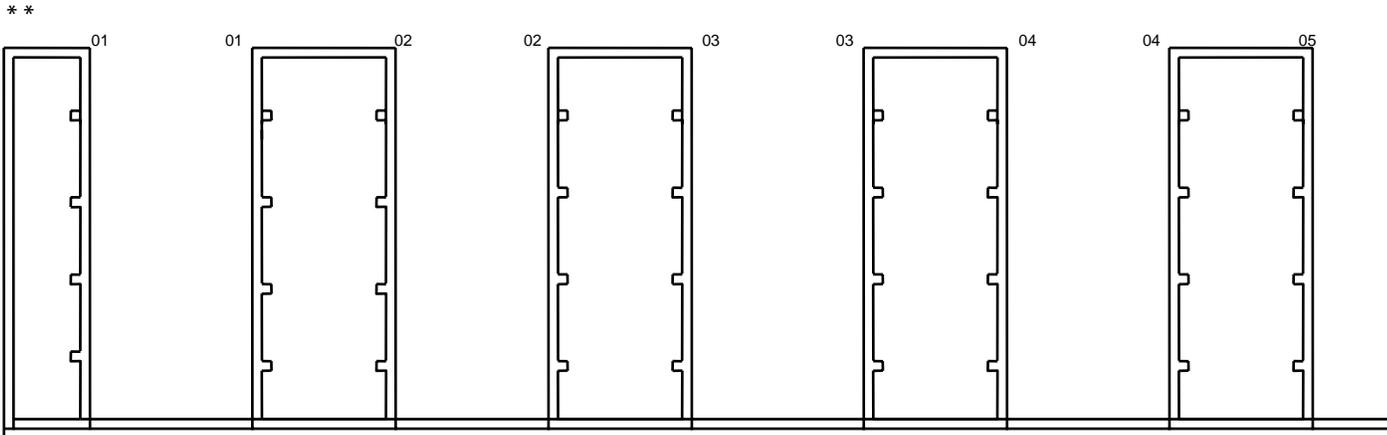
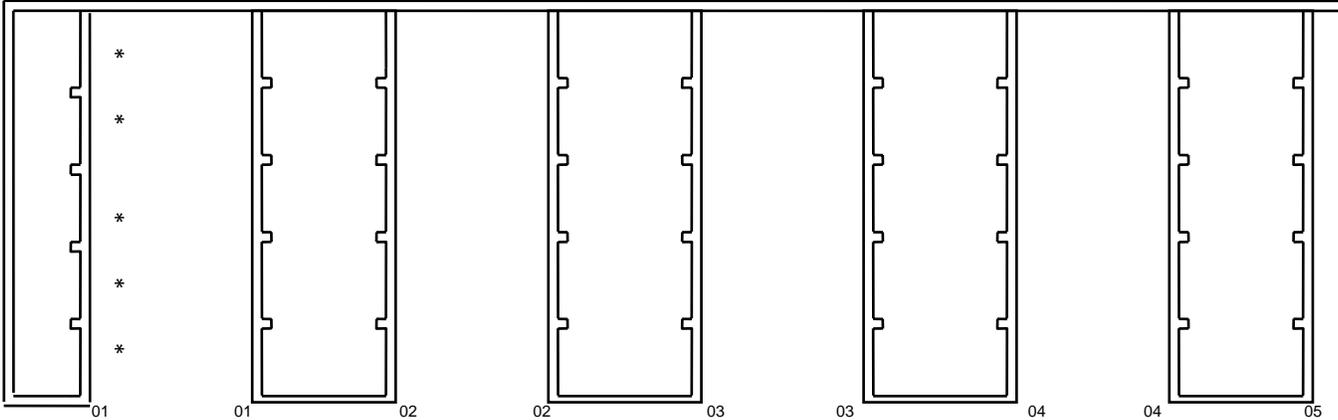
GROSS SQUARE FEET	NET SQUARE FEET
OPERATIONAL AREA	TOTAL CUBIC FEET
STRUCTURAL LOSS	ATTAINABLE CUBIC FEET
AISLE SQUARE FEET	

DRMO
BLDG.
SCALE
DATE

INTERIOR BUILDING LAYOUT EXAMPLE

*For typing purposes these numbers are shown right side up.
 **Individual bays are numbered right side up as the bay is faced.

INTERIOR BUILDING BULK LAYOUT EXAMPLE



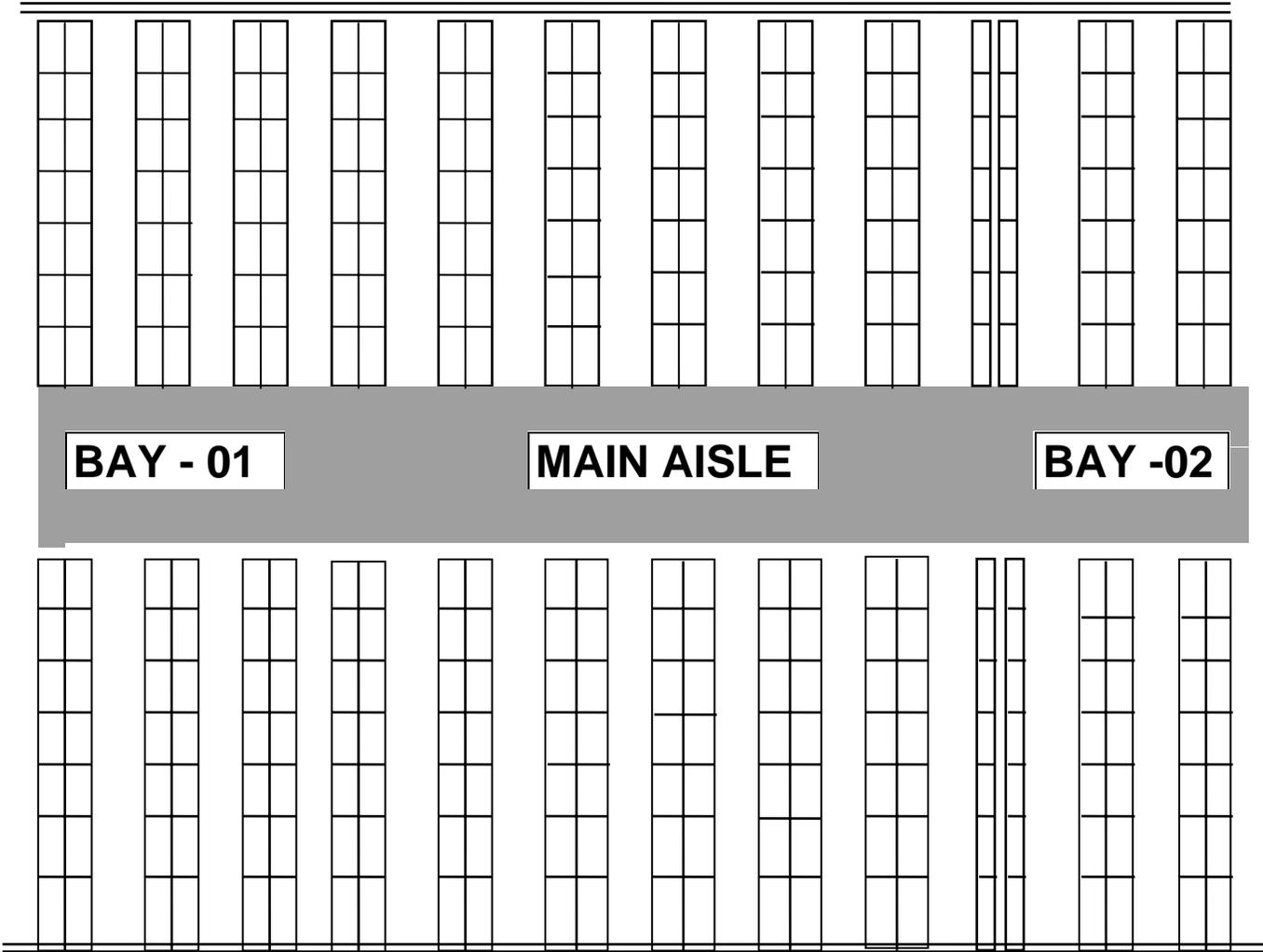
GROSS SQUARE FEET	NET SQUARE FEET
OPERATIONAL AREA	TOTAL CUBIC FEET
STRUCTURAL LOSS	ATTAINABLE CUBIC FEET
AISLE SQUARE FEET	

DRMO
BLDG.
SCALE
DATE

*For typing purposes these numbers are shown right side up.
 **Individual bays are numbered right side up as the bay is faced.

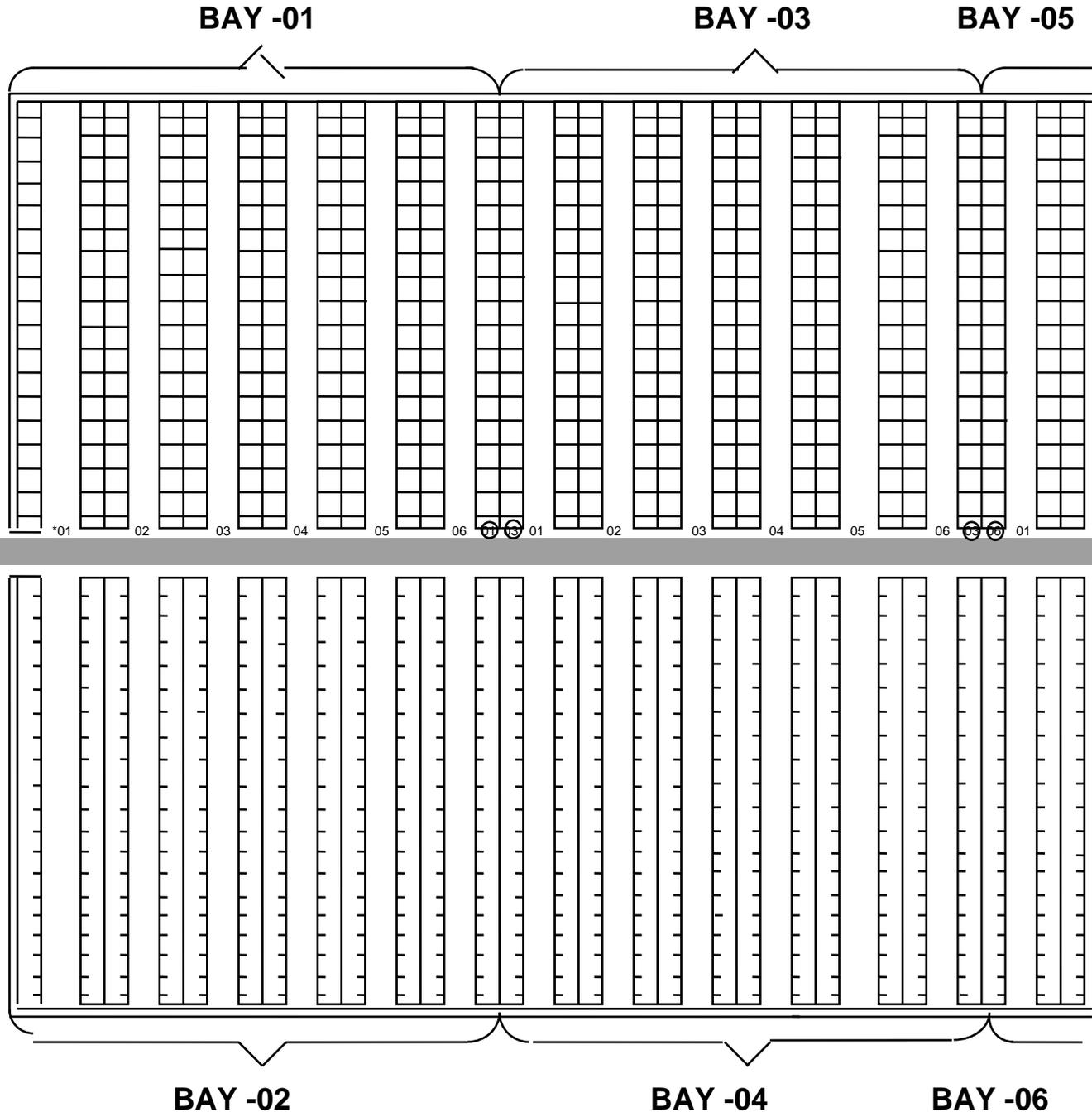
INTERIOR BIN/SHELF STORAGE EXAMPLE

WORKING AISLE



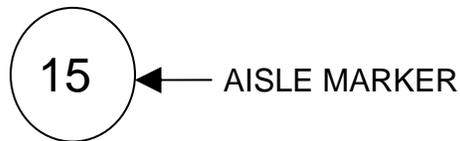
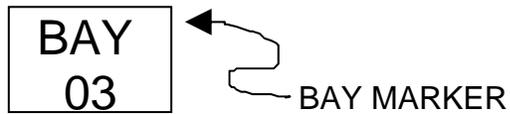
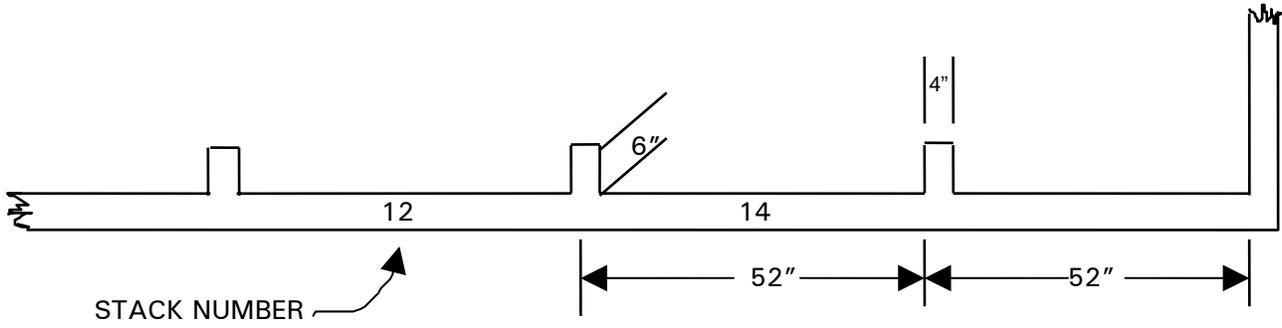
NOTE: RACKS 1 1/2 ' X 3 ' - WORKING AISLES 2 1/2 ' WIDE - MAIN AISLE 8 '

MULTI BAY WAREHOUSE EXAMPLE

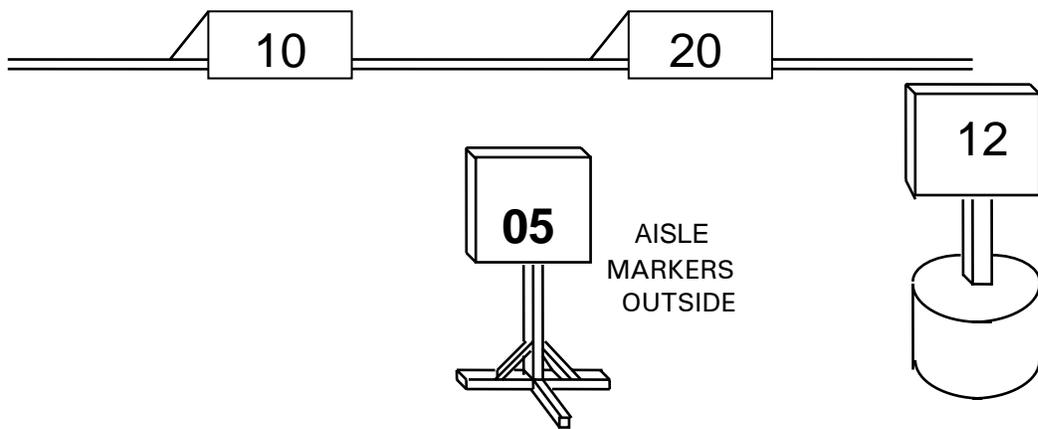
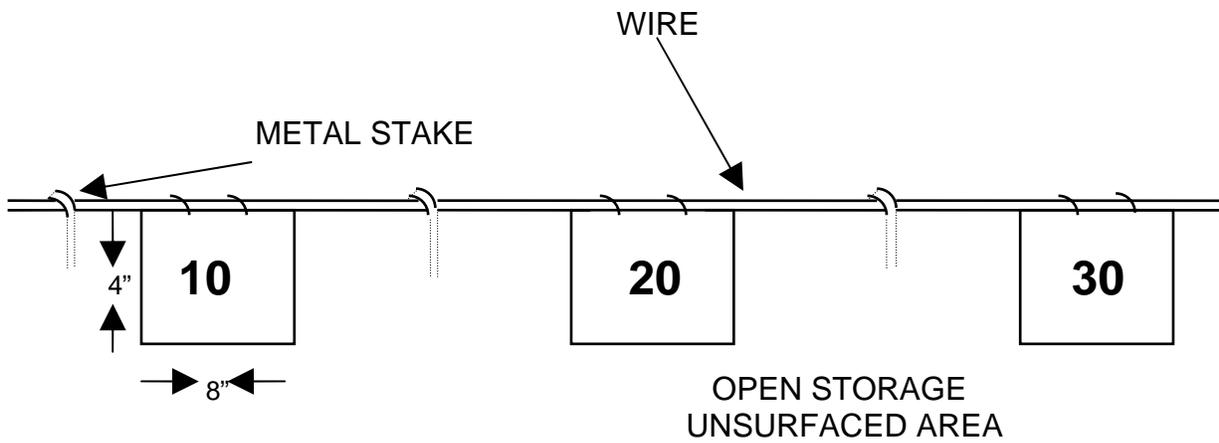


*For typing purposes these numbers are shown right side up.
**Individual bays are numbered right side up as the bay is faced.

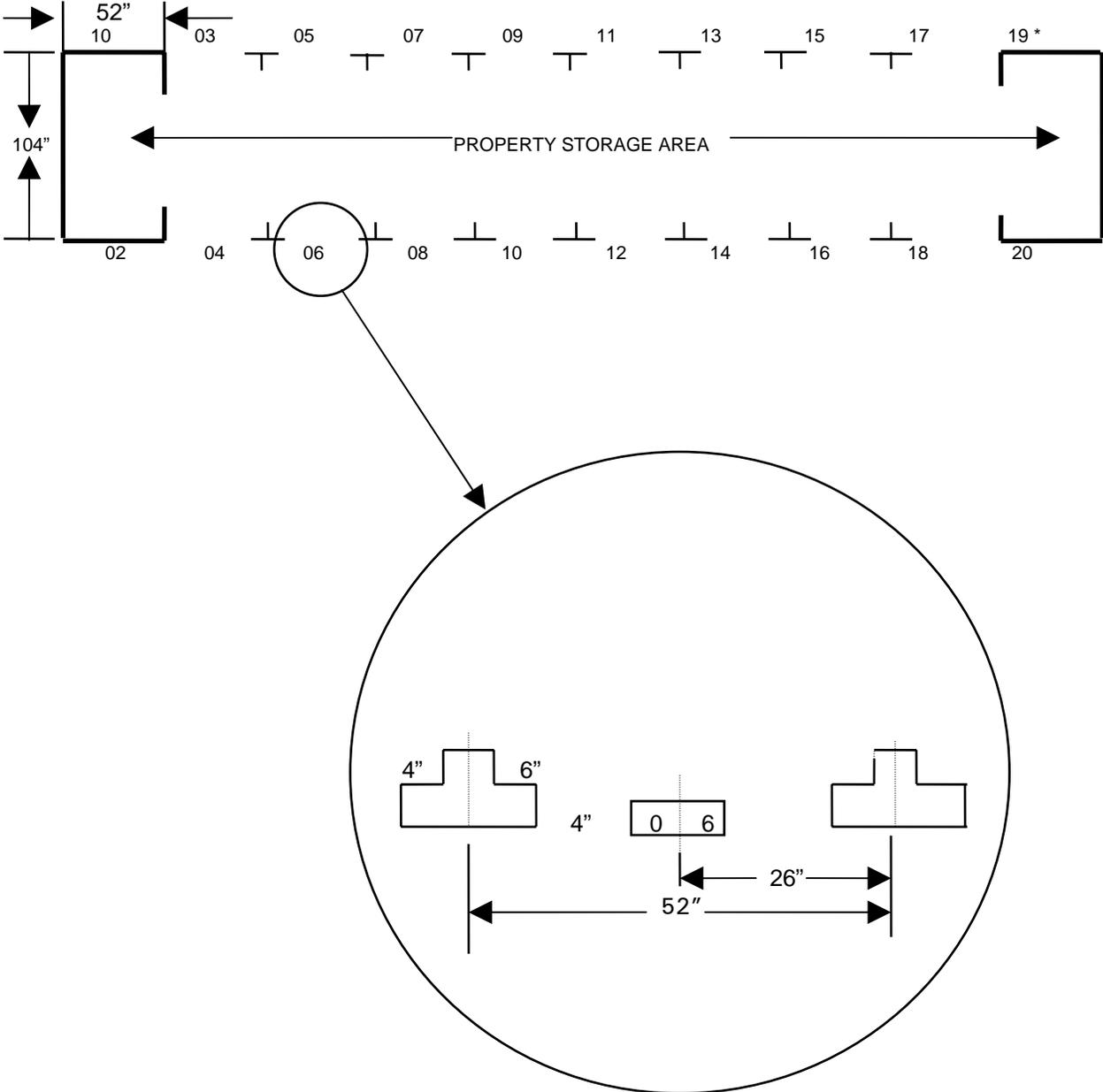
STRIPING AND NUMBERING TECHNIQUES



EXAMPLE



ALTERNATIVE STRIPING TECHNIQUE



T-SHAPED GRID PERIMETER MARKINGS, AS DEPICTED ABOVE, MAY BE UTILIZED IN BULK STORAGE AREAS WHERE JUSTIFIABLE BY LOCAL CONDITIONS AND APPROVED BY THE FORWARD SUPPORT TEAM, MARKINGS WILL CONFORM TO DIMENSIONS SHOWN IN INSET.

* For typing purposes, these numbers are shown reverse to what they would be on the actual warehouse floor (upside down).

DRMS-I 4160.14, Volume II, Chapter 1

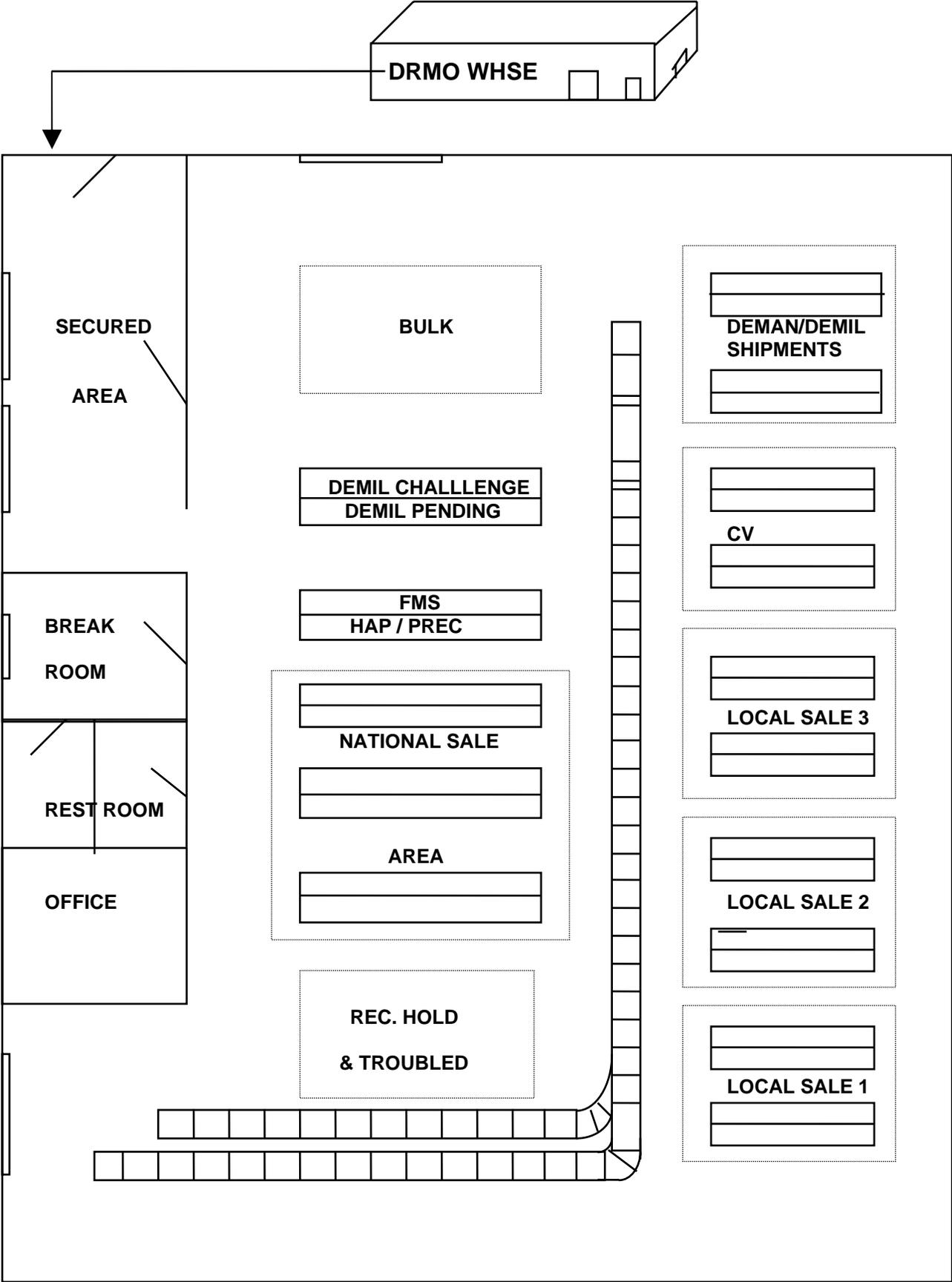
(1) Determine the storage aid requirements at the DRMO prior to the final drawing of a planograph. Property will normally be placed in racks permitting two or three levels of storage, if load-bearing capacity of floors, environmental concerns and safety regulations permit. Adjust the requirements any time increased space use can be achieved. Make every effort to assure adequate visibility of property.

(2) Prepare the planograph to store property by considering and identifying the following areas:

- Receiving
 - Processing.
 - Backlog.
 - Batch-lotting.

- Storage
 - RTD/S
 - Hazardous
 - DEMAN
 - Pilferable/Sensitive

- HAP, FMS, REC and other special interest areas
 - Scrap
 - Bin.
 - Bulk.



3. Location Numbering System

a. The location numbering system identifies the location of property. Place barcode storage location label on each location. For each location, use a pattern that permits immediate recognition of the specific storage site. The pattern consists of two alpha/numeric characters to identify the site location separated by a space and nine alpha/numeric characters to identify the storage location in the second group.

b. Mark the warehouse and open storage areas to identify storage locations, as shown on the planograph. Identify the locations by striping and numbering the storage areas (warehouse floor or improved open storage) as reflected on the planograph (see below for techniques for striping improved (surfaced) storage areas and numbering both improved and unimproved storage areas). Make all warehouses floor markings according to this chapter and DLAD 6055.1.

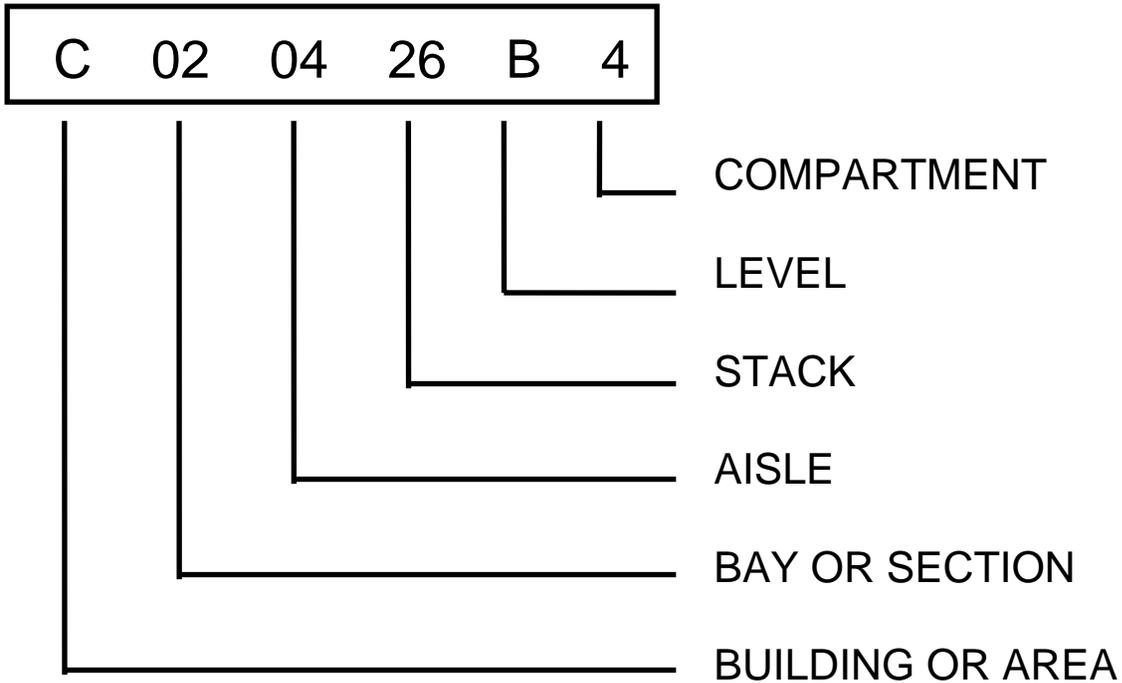
- Each storage location must have a description pattern that will permit immediate recognition of the specific site. As the planographs are drawn, establish the location numbering pattern.
- The following storage location numbering identification pattern will be drawn on the previously prepared storage plan or planographs.
 - Identify each building within the DRMO facility's layout with an alpha character "A" through "K" as needed.
 - Identify all outside storage areas with an alpha character "M" through "Z" as needed.
 - Identify each bay of a building and each section of an outside area with a numerical character "01" through "99" as needed. Begin numbering the bays of a building or sections of an outside area left to right, or bottom to top, in consecutive order.
 - Identify each working (cross) aisle within each bay or section with a numerical character "01" through "99." Working aisles are those from where material is placed into and removed from storage. Working aisles are of two types" transportation aisles, running the length of the building; and cross aisles, running across the building. Begin numbering "01" each cross aisle in each bay or section, and continue in consecutive order left to right or bottom to top of the planograph.

NOTE: Main aisles are not numbered unless they are also working aisles.

- Identify each stack on a working aisle with a numerical character, "01" through "99" as needed. All odd stack numbers, i.e., "01, 03, 05" will be on the right side of the aisle. All even stack numbers, i.e., "02, 04, 06" will be on the left side of the aisle. Begin numbering stacks left to right or bottom to top, as shown in the drawing on the following pages.

LOCATION NUMBERING SYSTEM

DRMS LOCATION NUMBERING SYSTEM



NOTE: THE LETTER L MAY NOT BE USED FOR IDENTIFYING A BUILDING OR AREA

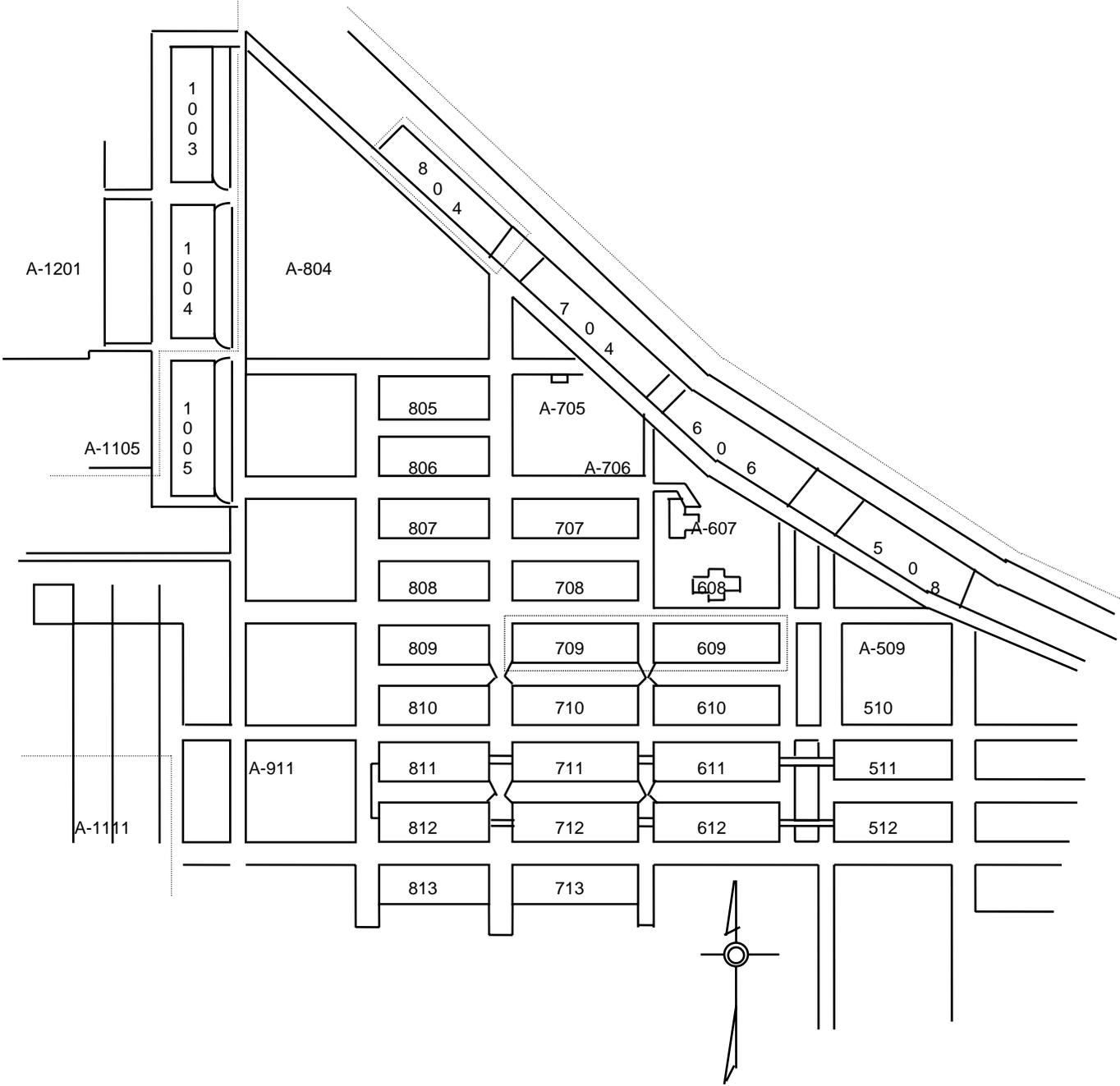
c. Warehouseman: note the location of the property being placed into storage, with the exception of property being placed in a batch-lot in block 10 of the DD Form 1348-1A. That storage location is subsequently input to the property accounting system. The location is reflected in various output products.

d. All nine characters of the storage location (see this instruction for Location Numbering System) may not be required for certain types of property. One example is a machine stored in the bulk storage area. The location is identified by the first seven characters (building, bay, aisle and stack) of the location number. The remaining two characters (level and compartment) are not needed for bulk storage.

e. DRMOs may create a barcode template assigning locations.

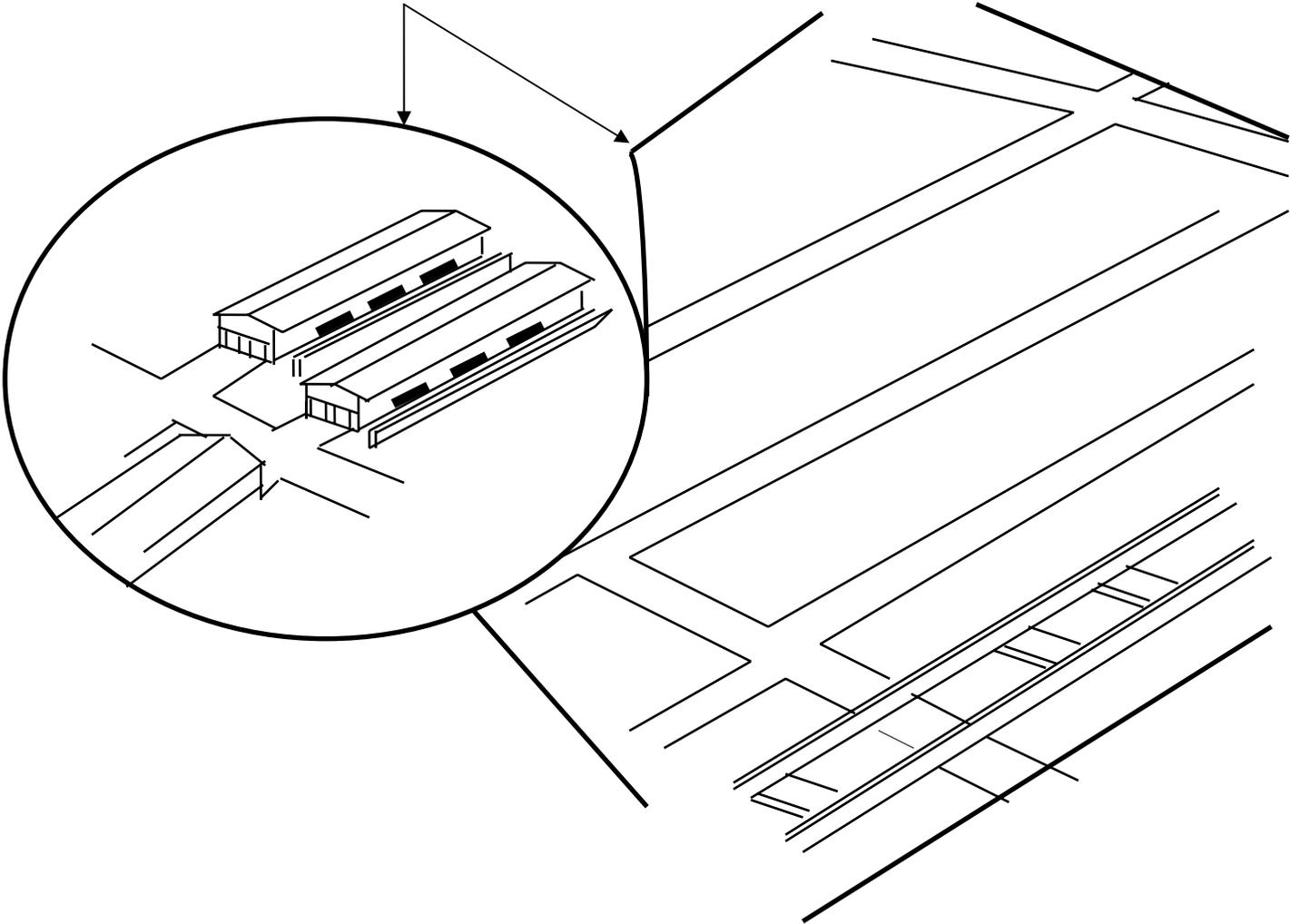
SITE LOCATION

▶ A D C 02 04 26 B 4



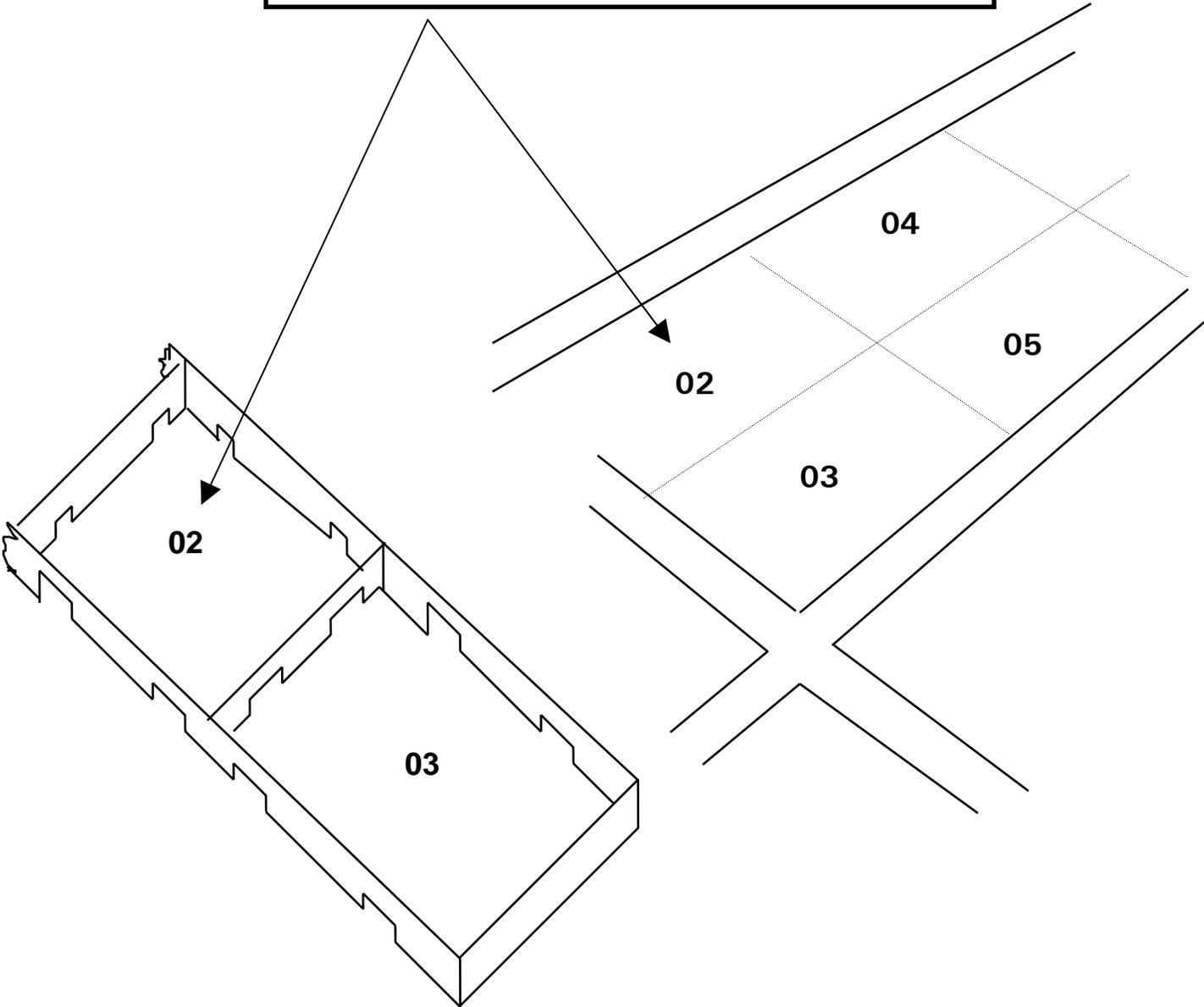
BLDG. Or AREA

C 02 04 26 B 4

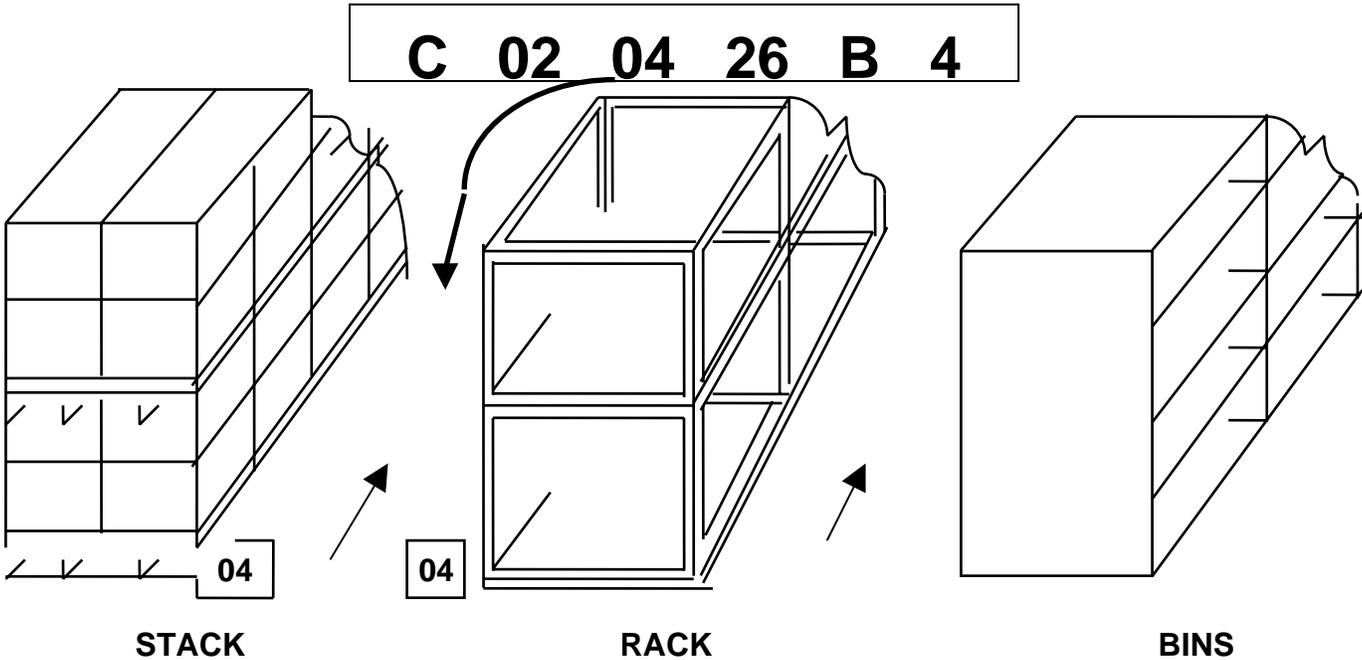


BAY OR SECTION

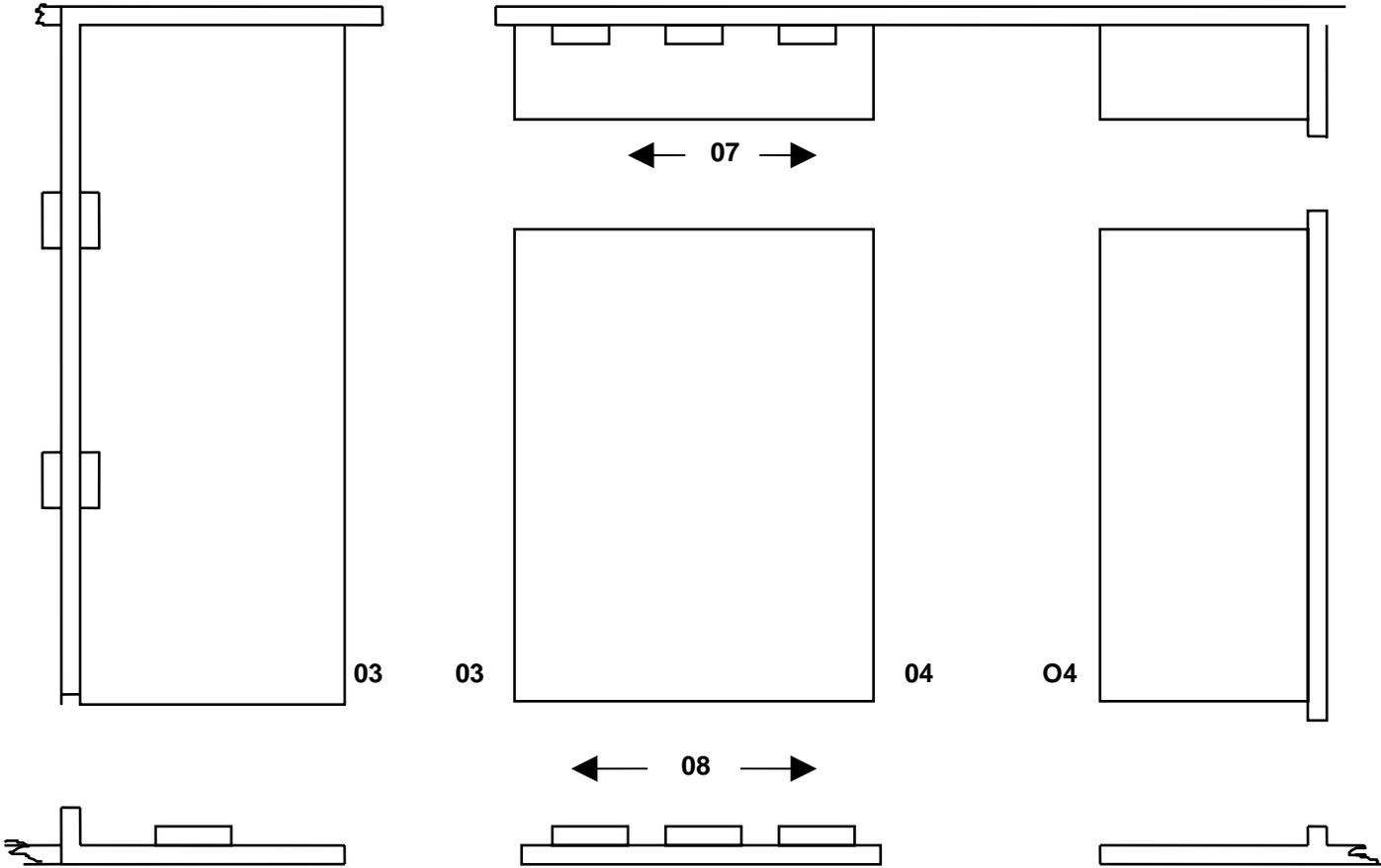
C 02 04 26 B 4



AISLES

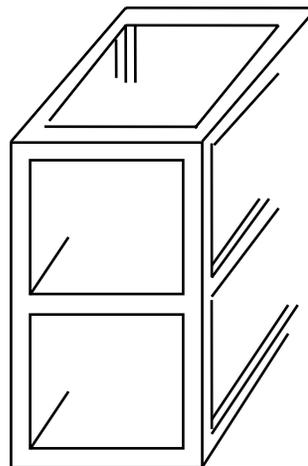
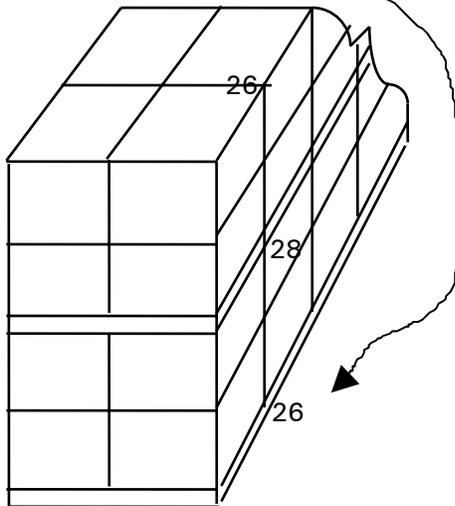
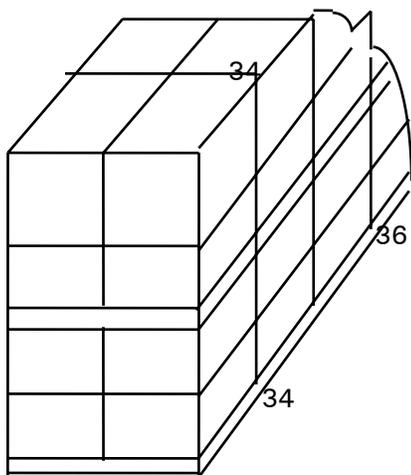


AISLES (STORAGE BULK)



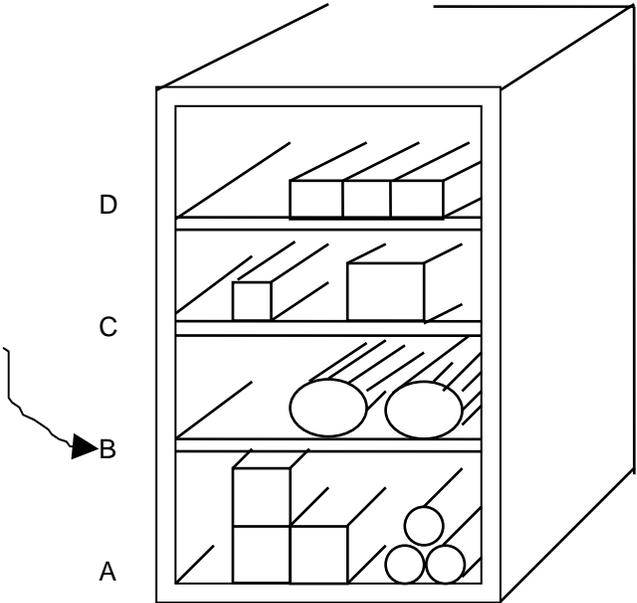
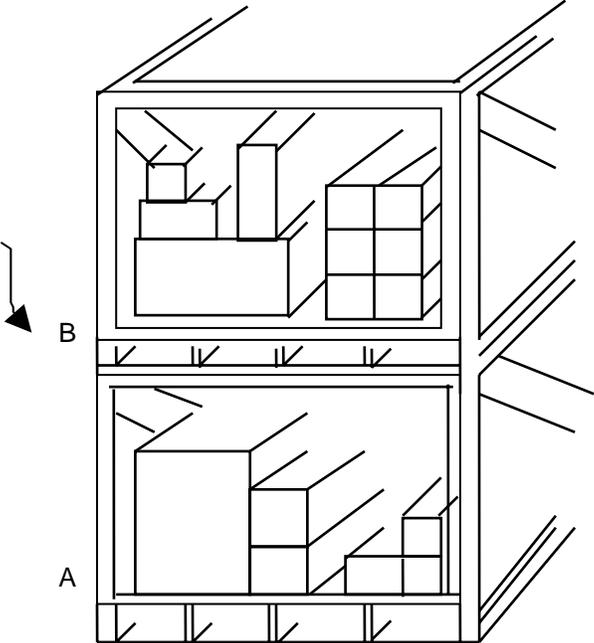
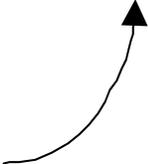
STACK

C 02 04 26 B 4



LEVEL

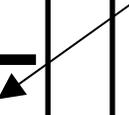
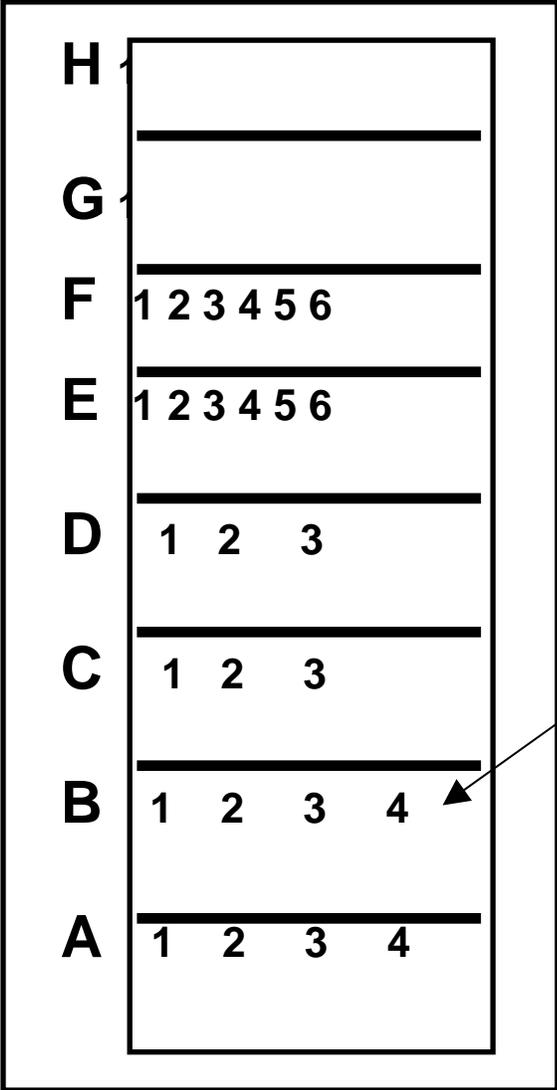
C 02 04 26 B 4



26

COMPARTMENT

C 02 04 26 B 4



4. Storing

a. Store by accumulation and categories

- Identify each accumulation by signs providing the beginning and ending dates of accumulation, formal screening period to include DoD/Federal and donation screening period, and the last 3 days (Blue Light Period) before sale inspection and the appropriate sale dates.
- Accommodate easy physical inspection by placing property in pallet racks no more than two levels high, if possible.

Use a 3rd tier of pallet racks during periods of increased turn-ins. When doing so, place a sample of property from the 3rd tier at a lower level, and attach a cross-reference to the actual location where the rest of it is stored. For items in bulk storage, remove a sample and create a bulk sample storage area for screening/sale purposes. Use a DRMS Form 19 to mark the property.

b. Storage for zone sales

- Place all property, which qualifies for zone sale in a sale location by commodity groups and remains in that location until it is issued for R/T/D, sold or subsequently downgraded, abandoned or destroyed. When finalizing a sale, it may be necessary to consolidate items within a commodity to make a salable lot. Minimal location changes for better sale display is acceptable.
- All R/T/D screening takes place from that sale location.
- There is no distinction between reportable and non-reportable property.
- When one accumulation is complete, place subsequent receipts within a new accumulation.

c. Storage for other purposes

- National sale-type property (the same guidelines apply to national sale-type property as for zone sale).
- Store/display hazardous material (HM/HW) separately from all other property. Store/display HM/HW by compatibility groups and hazard class according to 40 CFR and 29 CFR. The 40 CFR 264/265.17 requires that the storage/display of ignitable, reactive or incompatible wastes be handled so that they do not threaten human health or the environment. The 29 CFR 1910.307 requires hazardous property be stored in areas having appropriate electrical equipment and wiring system (see DRMS-I 6050.1, Chapter III and Supplement 4, Storage Management Placards and Basic Storage Compatibility Groups, in addition to CFRs cited above).

NOTE: When space and compatibility is available, storage by RTDS and direct to disposal segregation is authorized.

d. Pilferable/glamorous property. Place this property in a secure, limited access area.

e. HAP, FMS and REC. Place property identified as HAP, FMS and REC in a separate area and hold in one of two ways: (1) the property may be frozen upon request from DRMS-**TSR**, or (2) if it is held without a freeze, it must remain in the accumulation status. If the property is not issued or is rejected, then attach to the next sale.

NOTE: Make FMS available to RTD customers. Tagging is allowed.

f. DEMIL required property. (See DRMS-I 4160.14, Volume VII, Chapter 2, paragraph D2 also.) **Ensure Barcode label contains the statement "DEMIL REQUIRED"**. Place DEMIL required property in a separate area and make available for formal screening. If special security is required, place it in a secure area with limited access. After formal screening, forward to DEMIL Centralized Sites or accomplish DEMIL as a condition of sale/through service contract, etc. (See DRMS-I 4160.14, Volume VII for guidance.) If the property is condition code X with no known RTD potential, property may be DEMILLED then downgraded. National Sales will be displayed separately from other sales property.

NOTE: DRMOs must check DEMIL code change notices daily for change in status and take relocation action consistent with the change in DEMIL coding.

g. Movement of property. Property Transfer within PLR, see below.

Use the Property Transfer Within PLR Screen to transfer the accountable record for usable property or scrap between a DRMO and its DRMO Annexes. The location receiving the property accountability is called the Gaining Property RIC. The location transferring the property accountability is called the Losing Property RIC. The Transfer Property Within PLR Screen displays your DRMO RIC as the Losing Property RIC.

1. **Access the Item and Inventory Maintenance functions menu from the DRMO Warehousing menu.**

2. **Select Transfer Property.**

DAISY displays the Transfer Property Within PLR Screen (Figure 5-4).

```
replace not stored      update      record      1 of      1
udwb5051.005           DAISY           01/09/96
func7000                Property Transfer within PLR      16:20
```

Losing Property Ric	SYBA
Gaining Property Ric	SYB
Dtid/SCL-SCT/Prelot Nbr	

Enter the new property location ric suffix.
F1 -Prv Form F2 -Nxt Form F3 -Prv Rec F4 -Nxt Rec F5 -Fld Help F10-More Key

Figure 5-4. Property Transfer Within PLR Screen

3. **Type the Gaining Property RIC suffix and press [Enter].** (1 character)

If the Gaining Property RIC suffix is not valid, DAISY displays "Gaining PLR Not Found - Press <Return> to Continue." Press **[Enter]** and type in a valid Gaining Property RIC suffix.

4. **Type either a DTID or an SCL/SCT number.** (7-15 characters)

- If you type fewer than 15 characters, press **[Enter]**.
- If you type 15 characters, *do not* press **[Enter]**.

If the DTID number is not found, DAISY displays "DTID Not Found in udwrtdid Table." Press **[Enter]** and type another DTID number.

If working with an SCL/SCT number and the SCL/SCT number is not found, DAISY displays "SCL/SCT Record Not Found in udwrsclic Table. Press <Return> to Enter Another SCL/SCT Number". Press **[Enter]** and type another SCL/SCT number.

5. **Press [F9].**

DAISY updates the property record. The cursor is in the GAINING PROPERTY RIC field ready for another transfer entry. A suspense record for the site/storage location is established for the Gaining Property RIC.

h. Magnetic Signs. The use of magnetic signs are acceptable when marking 55 gallon (non-hazardous) drums of other items with a ferrous metal if the magnets adhere. The use of magnetic signs reduces the time required to change locations. (NOTE: An economical method is to obtain magnetic material, stencil with appropriate alpha and numeric characters and cut to the proper size.)

D. MANAGING WORKLOAD INCREASES.

DRMS will, when necessary, implement expedited instructions when property must move faster through the disposal system due to base closure; insufficient covered storage, workload increases, etc.

1. Management Techniques. You may use the following techniques for handling workload increases at the DRMO. Use as necessary and as practical for your organization. The DRMO Chief will notify the respective Forward Support Team (ZM), who will notify DRMS-N/I of those methods used and the estimated time frame.

a. Split the workforce into early and late shifts, allowing for more uninterrupted work time before and after customer hours.

b. Use 2-week minimum accumulation period.

c. Send large commodity quantities direct to display, not across the receiving line.

d. Use compensation/overtime according to prescribed personnel policy and procedures. Work weekends.

e. Hire temporary/intermittent labor, keeping cost in mind and for short-term only, 30-60 days (i.e., NISH, and temporary help services (THS)). Send the request with justification to the appropriate office for processing

- CONUS DRMOs for THS requests forward to DRMS-TP, DSN 661-7122/FAX DSN 661-4474. OCONUS (DRMS-O) forward request to DRMS-TPHB, DSN 338-7243. DRMS-TP has the contractual instruments in place that will allow for the acquisition of these services, normally within 3 days.
 - NISH: Forward requests to DRMS-TS, DSN 661-7206/FAX DSN 661-7508. Short term delivery orders for less than \$25,000 takes approximately 4 weeks. Other contracts take 5-6 months

f. Request loaned/free labor from host/prisons, etc. (Ensure all necessary precautions are taken for prison labor; e.g., only have them do such things as sorting scrap, removing obsolete hardware from packaging, removing developed film from envelopes, etc.)

(1) Prior to using host/prisons labor, prepare documentation to include what the prisoners will be doing, security precautions taken and the timeframe for which they will be use. DRMO Central will forward this documentation to DRMS-TSP for approval. Request may be faxed to (DSN) 661-7508/5875.

(2) DRMS-TSP will coordinate with DRMS-G and DRMS-DDS to ensure compliance with the law, 18 USC 4125, and that the necessary security precautions are being taken.

(3) DRMS-TSP will notify the Central DRMO of approval/disapproval.

g. Contact your host for rules when supervising or interacting with the inmates. If there are no rules, please use the following:

(1) Familiarity and fraternization are prohibited. Professional working relationships must be maintained with inmate status as a convicted federal offender. The proper titles to address an inmate are Mr. or Inmate.

(2) Do not discuss personal affairs or sensitive information with inmates.

(3) Inmates are not allowed to accept or give gratuities of any kind. Gratuities may be considered as a personal service of any kind; for example, providing unauthorized meals or snacks at work, typing personal correspondence, unauthorized mail service, unauthorized phone use, or unauthorized contact with the public, etc. Do not give anything to an inmate or accept anything from an inmate, regardless of how trivial it may seem. To solicit or permit personal services of any nature by inmates is prohibited.

(4) Inmates working on-base details are not to receive privileges or compensation. For example, inmates are not treated to any meals or beverages, attend office parties or similar organizational social functions, and will not be given money to purchase any item.

DRMS-I 4160.14, Volume II, Chapter 1

(5) Inmates are to be transported from their facilities to the DRMO work supervisor and returned to their facilities at the end of the workday by their prison supervisor.

(6) Inmates cannot go to any off-base business establishment to assist with official DRMS business; for example, picking up office supplies, etc.

(7) Inmate work details will be organized and closely supervised to maximize positive control of the prisoner labor force. Prison labor is not used in situations where a prisoner will:

- Set an example or be a role model.
- Have access to classified information.
- Have access to funds, U.S. Mail or commercial (UPS, Federal Express, etc.) shipping and handling areas.
- Inmates will not be granted access to any telephones or computers.

(8) The prison will provide all meals for inmates, unless other arrangements have been made and approved by their respective prisons.

(9) Matter of custody, discipline, awards for outstanding work and other related conduct (misbehavior, suspicious behavior, suspected illegal activity, fraternization with DRMO personnel etc.) will be referred to the prison supervisor in charge. It is imperative that when working with inmates that questionable behavior needs to be reported immediately upon its occurrence. The immediate reporting of these activities is of the utmost importance to the prison supervisor to ensure inmates are held accountable for misbehavior.

(10) Inmates must wear distinctive clothing at all times that can be readily identified from the rest of the work force. Safety shoes and clothing other than for safety purposes are the prison responsibility.

(11) Any injuries to an inmate must be dealt with promptly. The prisons should be notified of any injury to an inmate. For minor injuries explain the situation and follow the prison supervisor instructions. For serious injuries, dial 911 and notify the prison supervisor promptly.

h. Cross train DRMO employees by detailing into impacted functions. Within distribution function, all DRMO personnel should be cross-trained in both RTD and sales duties. Also train distribution personnel to receive and downgrade property. Cross train PMB personnel in RTD and sales duties.

NOTE: The minor disruption experienced during the cross training period pays big rewards later, i.e., able to have 70 qualified receivers or sales writers working overtime/weekends where there were only 30-40 receivers or sales writers during the week.

i. Request help from DRMOs with lesser workload. Where possible, use personnel augmentation from DRMOs close by on a day-to-day basis. For long term/distance, send personnel TDY.

j. Consider transferring or diverting property, as appropriate.

(1) Prior to transferring property "from one DRMO to another" that has been off-loaded but not placed on the Pre-Material Receipt (PMR), the losing DRMO will ensure that DTIDs are in complete sets and attached to the appropriate property with any special handling requirements (DEMIL, etc.) clearly evident. Prior to shipment, the gaining DRMO will provide a fund cite to the losing DRMO for PCH&T of the property. Reutilization credit and sales proceeds should recoup this. (This does not apply to freight costs for shipments that are being transferred to DEMIL Centralization Centers. The DEMIL Business Unit will provide the necessary fund cite.)

(2) When necessary, advise and/or assist generators in diverting property to a less impacted DRMO. For diverted property, the generating activity is responsible for ensuring that the proper documentation accompanies the property. Generating activities will also be responsible for transportation costs of diverted property. Any questions or concerns from the generator will be handled by the losing DRMO prior to the diversion and by the gaining DRMO once accountability has been transferred.

(3) For property already on the accountable record see DRMS-I 4160.14, Volume IV, Chapter 3, paragraph G5, for transferring accounts.

k. Request loan of personnel, equipment and facilities augmentation from generating activities.

l. Request generating activities to provide 5 days advance notice prior to turn-in in order for DRMOs to acquire any additional resources to facilitate that turn-in. The planned process is Day 1 - get information from generator and arrange for 5 day delivery; Day 2 -request additional resources; Day 5 - resources report for duty. If unable to accept the turn-in elevate to ZM for resolution. ZM will provide information on open storage at other DRMOs and divert property if necessary. Satellite DRMOs should elevate to DRMO Central for assistance.

2. Expedited Processing (EP). Use EP (except for property qualifying for International Sales) when all other options for handling increased workloads have been exhausted. When a determination is made that EP is required:

a. Central DRMO actions:

(1) Prepare written EP request. Include and define: impact, (i.e., storage, influx of turn-ins, resource constraints), FSC/FSG (specific or all property required to go on EP), period of time you plan to use EP, not to exceed 6 months, in this request.

(2) E-mail written request to DRMS-NOS at "ExpeditedProcessing@dla.mil".

NOTE: Any request forwarded to DRMS-TSR for approval with the verbiage "Direct to Sale" will not be approved. Processing excess property direct to sale is not authorized.

(3) Upon written approval from GSA Region, implement EP, inform all RTD customers of the change in screening time frames, the period of time under EP and the types/classes of property included in the approval.

(4) If for any reason the GSA Region does not approve/concur with the request, elevate the issue to DRMS-TSR for resolution.

b. DRMS-TS action:

(1) Review DRMO request for required information and forward on to the applicable GSA Regional Office.

(2) Receive courtesy copy of approval/disapproval from GSA Regional Office.

(3) Maintain a master list of all DRMOs who are using EP for use in on-going management decisions.

c. Procedures (Accumulating/Screening/Selling Property)

(1) Receive property in place when practical.

(2) Accumulate, screen and prepare for sale concurrently. There must be a minimum amount of Federal/donation screening and a delineation made between excess and surplus property while it undergoes EP. Therefore, EP will consist of a shortened accumulation period; a minimum of 14 calendar days for Federal and 14 calendar days for donation screening will be allowed.

(3) Process all receipts directly to the sales cycle for screening and sales preparation. All property will undergo the defined Federal and donation screening time frames as agreed upon by GSA. Under EP there is no "Blue Light" period.

NOTE: Under EP property in the Federal screening time period, issue property on a "first come, first serve" basis. Honor property tags to hold property pending receipt of an authorized issue document for 15 days or until the last day of the donation screening, whichever comes first. An authorized donation customer can screen property during Federal screening time, however property cannot be removed until the first day of the donation-screening period. Same day removal is encouraged.

DRMS-I 4160.14, Volume II, Chapter 1

3. Backlogs. All property at a DRMO facility must be on the accountable record (DAISY) within 5 days of receipt. Items in a DRMO's yard over 5 days not entered into the accountable record will be considered backlog. Items awaiting a NIIN characteristics search for receipt processing into DAISY must be counted as DRMO backlog.

a. There are two categories of backlogs. They are:

- **Generator** - Property available for turn-in that the DRMO cannot accept due to scheduling, lack of storage, etc.
- **DRMO** - Property within a DRMO's yard that has not been entered into DAISY.

b. A baseline for an acceptable backlog level will be developed and disseminated for each DRMO by DRMS-NF and DRMS-O respectively. These levels will remain in effect until notified otherwise but will be reviewed and adjusted as necessary at least annually. Those sites whose backlogs exceed the 5 day average have **significant backlog**, they are required to **report weekly**.

- For CONUS, Central DRMOs will prepare a consolidated Backlog Report to include themselves and their satellites and forward to their ZM weekly. ZM will prepare and forward a Zone report to DRMS-NP weekly. DRMS-NP will provide the Logistic Business Unit, DRMS-TSP, with a monthly roll-up status of all CONUS DRMOs on the last Monday of each month.
- For OCONUS DRMOs, those sites whose backlogs exceed the 5 day average have **significant backlog**; they are required to **report weekly**; those DRMOs whose backlogs do not exceed their baseline will report their balances on the last Monday of each month to their ZM. The ZM will prepare and forward a Zone report to DRMS-O-O weekly. DRMS-O-O will provide the Logistics Business Unit, DRMS-TSP a monthly roll-up status of all OCONUS DRMOs on the last Monday of each month.

(1) For DRMOs with **significant backlog, each Monday, not later than 12:00 (noon) Battle Creek Time** report the following:

- Beginning backlog balance.
- Number of receipts received from the generator.
- Number of receipts processed.
- Ending backlog balance.
- Actions required for adjusting backlog levels under the 5 day limit.

(2) For DRMOs without significant backlog, report on the last Monday of each month, rolled up with the significant backlog, no later than 12:00 (noon) Battle Creek time the following:

- The number of line items in Generator and DRMO backlog count.
- Estimated get well date.
- What actions are being taken to get well.