

## CHAPTER 2 - SCREENING FUNCTIONS

### A. CONTACT AND ASSISTANCE

(responsibility of Central RTD Marketing Reps)

1. Contact all local DoD activities by personal annual visits, documented telephonic conversations or Central DRMO instructed classes or briefings (class roster), to promote the reutilization program. Also provide an annual information letter to these activities (see Supplement 4 for a sample letter). Note that asset screening is available through the DRMS searchable data base (see Supplement 4, Interrogating Assets Available for RTD, from the DRMS WEB server).

2. Ensure that all customers are aware:

- a. Of types of property normally available.
- b. Of assistance available from Central/Satellite DRMO/DRMS-O to locate needed items.
- c. Telephonic holds on property are accepted.
- d. Of DoD "Want List" maintained at your Central DRMO. (Encourage your customers to provide want lists.)
- e. Availability and use of the LASL/DSL.
- f. Internet <http://www.drms.dla.mil> or <http://www.drms.com>
- g. MILSTRIP requisitioning procedures.
- h. Toll Free Number 1-888-352-9333

3. Prepare a report of activities contacted. Prepare an annual computer-based report under UDWD0320.001 listing RTD customer by DoDAAC and complete mailing address. Run listing in DoDAAC sequence. Hard copy of the report should be placed in the RTD section and used when assisting customers. This report replaces the weekly and monthly customer contact reports. (See Supplement 4 for Local DODAAC Address File Instructions).

4. Maintain and aggressively manage a DoD "want list" of known customer requirements.

- a. You may also use DRMS Form 970, Want List to compile requirements (see Supplement 4, for a sample DRMS Form 970).

### B. SCREENING PROPERTY

(responsibility of all Central/Satellite RTD personnel)

Greet customers.

1. Verify customer's authorization to screen property.

- a. Check DoD screener's current employee/military personnel ID card.
- b. Federal Civil Agency screeners must present an employee ID card. This requirement also applies to screeners representing mixed ownership Government Corporations. If ID cards are not issued, the screener must provide authorization on the sponsoring activity's letterhead, identifying the bearer and indicating the purpose/limitations.

**DRMS-I 4160.14, Volume III, Chapter 2**

- c. Non-Federal screeners (e.g., grantees, cost reimbursement contractors, donees) must present GSA Form 2946, Screener's Identification Card or letter of authorization from their parent organization. State agency screeners may authorize technical representative to inspect specific property, but the technical representative has no authority to tag property. Advance notice should be provided. If not, contact state agency to verify visit.
- d. If not authorized to screen, advise potential screener of requirements and the procedures for obtaining authorization.

2. Have authorized screener sign the DRMS Form 147, and include DoDAAC or an in the clear address, which DoD 4160.21-M, Chapter 5 requires (see Jet Flow/Flow Flow for a sample DRMS Form 147).

3. Explain the reutilization program to new screeners, the tools available, and procedures to obtain property at the Central/Satellite DRMO (i.e., safety and security requirements). At the Central DRMO Chief's discretion, screeners may use telephone or facsimile to aid in the requisition of property.

4. Furnish the screener:

- a. A DRMS Form 227 (see Supplement 4 for a sample DRMS Form 227).
- b. A hard hat and any other personal protective clothing/equipment required.
- c. A blank DRMS Form 103. Issue a DRMS Form 103 to first time screeners, or as needed (see Supplement 4 for a sample DRMS Form 103).

**NOTE:** Instead of itemizing property on DRMS Form 103, screeners may indicate selections on a clear photocopy of the LASL/DSL then staple the LASL/DSL to the DRMS Form 103, or, attach a completed DRMS Form 103 to the SF 122/123, as long as the initial page is full, and reflects the total line items and dollar value of the shipment request. For DoD issues, an individual DD Form 1348-1A must be prepared for each line item shown on the DRMS Form 103.

- d. An applicable LASL/DSL (Local Area Screening List/Donation Screening List).
- e. Hold Tags. The following information should appear on each hold tag:
  - Organization (e.g., DoD, other Federal agency or, name of donee activity).
  - DoDAAC.
  - Name of screener.
  - Phone number.
  - Date.

**NOTE 1.** The following colored hold tags are available from GSA supply:

White for HAP, FMS or DoD Screener	8135-00-178-9193
Red tags for OFA Screener	8135-00-178-9191
Yellow tags for Donee Screener	8135-00-178-9192

**NOTE 2.** You may order white snapout hold tags printed locally. The tags should be a 3-part snapout form with a tie on one end and an adhesive last copy to affix the tag to the property. One copy goes to the customer, one copy is left with you, and the last copy is either tied or affixed to the property (see Supplement 4 for a sample copy).

**NOTE 3.** Central/Satellite DRMOs may order manila tags and color code them white, red, or yellow by using an Avery sticker or label. A self-inking stamp may also be used to read as follows:

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Agency \_\_\_\_\_  
Qty \_\_\_\_\_  
Date \_\_\_\_\_

5. Provide escort to warehouse screening area, if required.
6. Receive completed DRMS Form 103 from screener and review NSN quantity, unit of issue, DTID, noun name and DEMIL code for completeness and legibility.
7. Use Internet (users with access to world wide Web can access internet through <http://www.drms.dla.mil> or <http://131.87.1.51>. Web guidance can be found in Supplement 4) to determine availability of property on DRMS Form 103.
  - a. LASL.
  - b. DSL.
8. If item is not available, cross out entry on the DRMS Form 103. Annotate "Not Available" in the remarks column and notify customer.
  - a. Not available means the property has *already been issued* or the property has *passed the "Blue Light Period"*. DRMOs will accept, and encourage, multiple tagging of property by all RTD customers.
  - b. For property past the sales inspection point of finalization, determine if request is a NMCS (see Chapter 8, paragraph G, this instruction, for further guidance).
9. If item is available, annotate the record copy of the LASL/DSL with:
  - a. Screener's activity identification (name/agency/phone number).
  - b. Quantity required.

**NOTE:** Instead of LASL/DSL, you may use the DRMS Form 103, a personal computer or other means of tracking screeners' requests for property, as long as the method used allows identification of who requested the property, when, how much, and other data necessary for control of issues.

10. Advise screener of the following
  - a. MLI DEMIL requirements.
  - b. Tagging and Requisitioning timeframes.
  - c. How and where requisition is to be submitted.
  - d. If property is under GSA control, to contact proper GSA region, **to include use of FEDS**.
11. Stamp or annotate the DRMS Form 103 with the requisition due date in the appropriate block (see Supplement 4 for a sample requisition/transfer stamp).
12. Distribute the DRMS Form 103:
  - a. Original to suspense file pending receipt of requisition.
  - b. Copy to screener.
13. Advise DoD customers to submit requisitions through MILSTRIP (see DoD 4000.25-1-M) or hand carry to the Central/Satellite DRMO.

### C. RECYCLING CONTROL POINT (RCP)

1. Reutilization.

## DRMS-I 4160.14, Volume III, Chapter 2

- a. Reutilization customers have 42 days to screen property (the first 21 days are reserved for Reutilization and Transfer) and there is no charge in the requisition process. Most DoD customers have access to the DRMS Web Site. Reutilization customers are to submit their MILSTRIP requisitions on line, even though the property is in record status code B. If the customer does not have on-line capability, have them call the RCP Reutilization Specialist for assistance. When they submit a MILSTRIP requisition with a valid DoDAAC the property will be shipped directly to them.
- b. DRMS will pay the cost for shipping.

**Note:** LESO requisitions should be faxed to DRMS-O, ATTN: Special Programs, (269) 961-7287.

### 2. Transfer.

- a. Transfer customers have 42 days of screening. Customers must forward their requests to the RCP Transfer Specialist. The customer then has 14 days to get an approved Standard Form 122 to the RCP Transfer Specialist.
- b. Transfer customers must provide a "Ship To" address. The Depot will ship the property to that address. DRMS will pay the cost of shipping.
- c. Transfer customers must have a letter of authorization on file in RCP (DRMS-O).

### 3. Donation.

- a. Donation customers have 21 days of screening. Customers must forward their requests to the Donation Specialist. The customer then has 14 days to get an approved Standard Form 123 or an automated GSA FEDS SCREEN system SF123 to the RCP Donation Specialist.
- b. Donation customers will pick-up their property from the depot (at the customers expense).
- c. The RCP Liaison will coordinate a schedule date for this pick-up with the donee and Depot.
- d. We do not have an agreement with the Depot to arrange for pick up by carriers such as: UPS, Federal Express, etc., therefore, do not encourage donees to use these carriers.
- e. Donation customers must also have a Letter of Authorization on file in RCP.
- f. The donation coordinator will fax a "heads-up" copy to the RCP liaison, and Depot Transportation POC. Once the SF123 is processed and the items is in the A5E Suspense File, the RCP Donation Specialist will fax the SF123 to the RCP Liaison and POC at the Depot in Transportation/computer room.
- g. The RCP Liaison is to be present with the Donation customer for pick-up of property. Annotate the SF123 with quantity remove and have the customer sign the document when pick-up is complete. If all items are not removed, complete a partial removal DLA Form 1367 as property is removed and shipment completed. Fax a copy of the completed SF123 to the RCP Donation Specialist.

### 4. Erroneous Shipments.

- a. When a customer receives the wrong RCP item, the customer will submit a Report of Discrepancy (ROD) to the RCP Claims POC in Battle Creek, MI. If the customer does not have a ROD Form, mail or fax them a copy.
- b. Under the direction of the RCP Claims personnel, the item will be turned into the nearest DRMO.
- c. The R/T/D customer will not be billed for turn-in.

- d. The customer returning the property should provide the A5A (DD 1348-1A received originally) with the property and a copy of the ROD(s) completed.