



**DEFENSE LOGISTICS AGENCY**  
DEFENSE REUTILIZATION AND MARKETING SERVICE  
74 WASHINGTON AVENUE NORTH, SUITE 6  
BATTLE CREEK, MICHIGAN 49017-3092

IN REPLY  
REFER TO

DRMS-D

DEC 18 2003

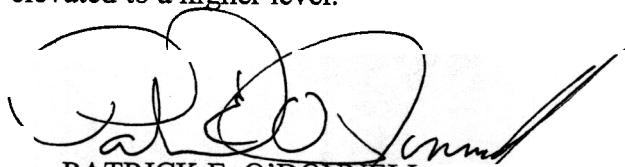
MEMORANDUM FOR ALL DRMS EMPLOYEES

SUBJECT: Processing Nuclear, Biological, Chemical (NBC), Infrared (IR)  
Technology Assets, Lab Equipment and Non IR

As I believe most of you are now aware, the recent focus on NBC, IR, and lab equipment has been intense, constant and has drawn interest from a variety of levels. The purpose of all our efforts has been and will continue to be to keep this type of property from getting into the hands of those who wish to harm the United States and her citizens as well as control property that has military, biological, and chemical characteristics to include demil required property.

Since starting down the "new" property control path it has become apparent that a clear definition of what constitutes a textile requiring control is needed. Unfortunately, there are so many variables that writing a specific definition is impractical. With that in mind a panel of field and headquarters personnel was pulled together to develop a tool all receivers can use to make property management decisions. The result of their efforts is attached in the form of the "Textile Receipt Decision Tool". This tool is designed to assist our frontline receivers in determining if they have an IR or NBC item. Additionally this panel recommended the development of an internal DRMS website link that will contain updates and guidance on this subject as a means of sharing information throughout the command. DRMO Chiefs (or their designee) will check this website daily and advise their employees of any updates.

The attached guidance supersedes all previous guidance, e-mails, and bulletins released on the above subject items. All supervisors/site leaders are instructed to immediately conduct all-hands meetings to review and explain these procedures. Zone Managers are responsible for providing feedback to their respective commands via e-mail that all-hands meetings have been held with all employees. Zone Managers are to identify any concerns or comments that employees raised that need to be elevated to a higher level.



PATRICK E. O'DONNELL  
Colonel, USA  
Commander

Attachments

**PROCEDURES  
FOR  
NBC, IR, LAB EQUIPMENT AND NON IR**

This guidance supersedes all previous guidance, e-mails, and bulletins released on IR and NBC property.

Effective immediately, the following actions are to be put in place as an interim measure to control sensitive property until a long-term solution is approved for future processing of NBC property, textiles, and lab equipment.

**NEW RECEIPTS**

*Note: NBC/IR/NON IR Only – See attached “Receipt Decision Tool”*

**1 NBC Property**

- a. Items will be processed onto the DRMOs inventory by NSN, if known.
- b. No DRMO batchlotting of NBC property. No military service batchlotting of NBC property (reference: JSNBC message 121941Z NOV 03 see attached). The attached message indicates that DRMS has the authority to deny turn-ins of NBC property if a NSN is not used. ***However, DRMOs are not to follow this direction.*** DRMOs will accept military service turn-ins of NBC property even if batched. DRMOs are instructed to provide a copy of the message to the generating activity that is not adhering to the NSN turn-in requirements and elevate up the chain of command the generating activity refusal to comply with this guidance.

**2. IR Property:**

- a. Items will be processed onto the DRMOs inventory by NSN, if known.
- b. No DRMO batchlotting of IR property. Military services may batchlot IR property.

**3. Non IR Property**

- a. Items will be processed onto the DRMOs inventory by NSN, if known.
- b. DRMO batchlotting of Non IR property is authorized; exception Combat Battle Dress Clothing will not be batchlotted. DRMO must review any batchlots of non-IR property by verifying DTIDs in batch when batchlot closed. DRMO Chief or designee will certify Batchlot cover document as non-IR/Non NBC.
- c. Military services may batchlot Non-IR property.

*Attachment 1*

4. Lab Equipment:

- a. Lab equipment requiring control is defined as: Items in FSG 66 that has one or more of these buzzwords: centrifuge, biological incubator, micro-milling machines, biological safety cabinets, laboratory evaporators, fermenters, centrifugal separator, safety hoods (class II or III), reactor vessels, hastelloy-high nickel alloys, double-seal pumps , lyophilizers, freeze dryers, and orbital shakers.
- b. Items will be processed onto the DRMOs inventory by NSN, if known.
- c. No DRMO batchlotting of laboratory equipment.

**RTDS**

NBC Property:

- a. Reutilization authorized to DoDAAC M98304.
- b. No other RTDS authorized.

2. IR Property:

- a. Reutilization authorized to U.S. Military, National Guard, U.S. Military Service Reserve units, U.S. Coast Guard, Federal Agencies, LEAs and FMS. All priorities authorized for reutilization. DRMOs must include a verification statement on the requisition document that this property has been 100% inspected and does **not** contain NBC property. If the DRMOs do not have the resources to perform 100% inspection that the property does not contain NBC do not release.
- b. No other RTDS authorized.

3. Non IR Property:

- a. Normal RTDS authorized
- b. Exception: DRMOs Chiefs/Site Leaders/Designees must include a verification statement on the requisition or release document that this property has been 100% inspected and does **not** contain IR or NBC property.

4. Lab Equipment:

- a. Reutilization authorized to U.S. Military, National Guard, U.S. Military Service Reserve units, and the U.S. Coast Guard. All priorities authorized for reutilization.
- b. No other RTDS authorized, to include usable or scrap, unless total destruction is required.

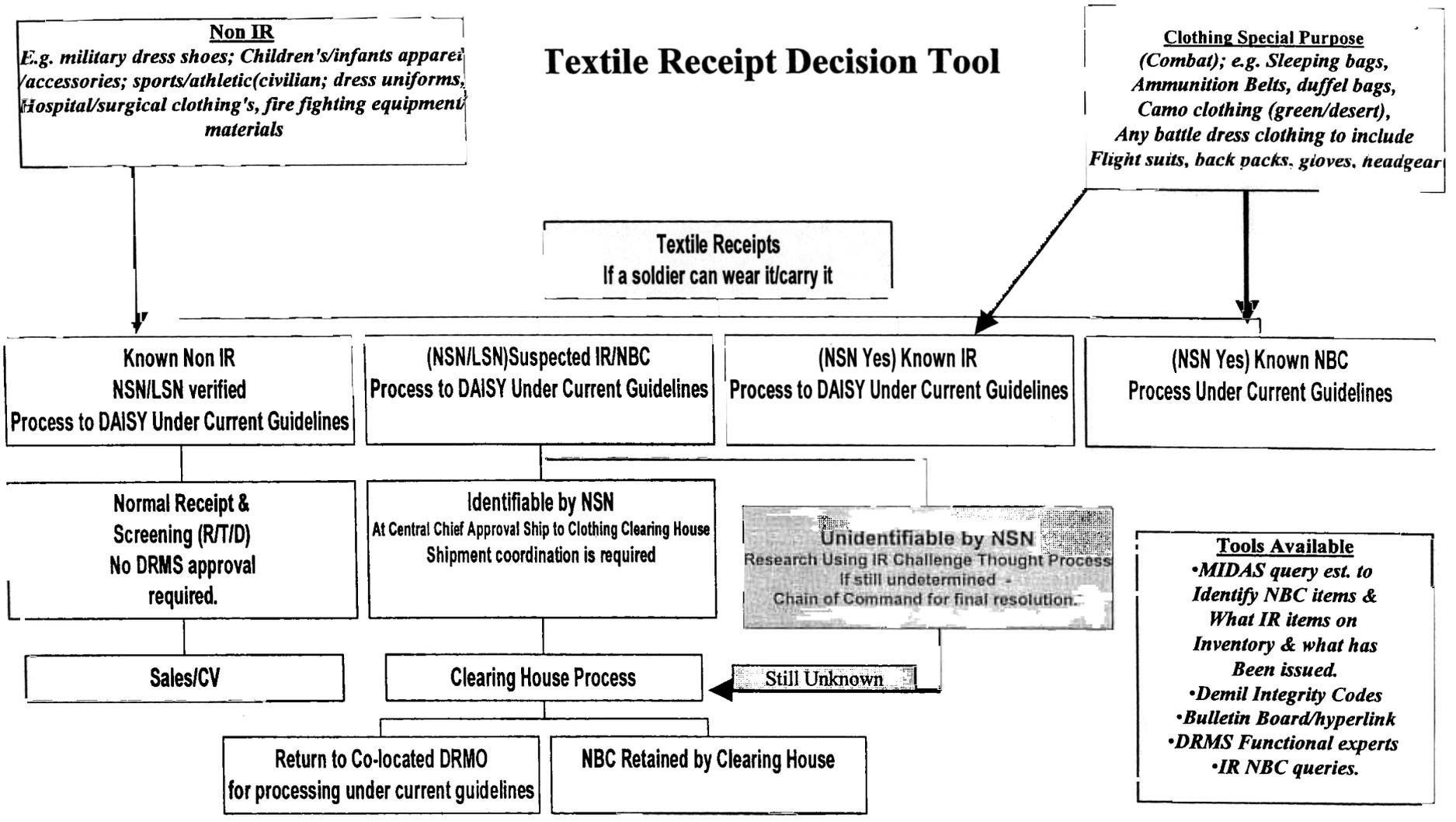
## **DISPOSAL**

1. NBC Property: NBC property turned-in from the JSNBC for incineration is authorized.
2. IR Property: Service contract is authorized for total destruction only.
3. Lab Equipment: Service contract is authorized for total destruction only (i.e., demanufacturing and R2000).

## **REMINDERS:**

DRMOs are authorized to process vehicle/vehicle components (e.g. covers/doors/seats), blankets, and furniture through the normal RTDS process. Vehicles, furniture, and blankets are not considered IR or NBC property.

# Textile Receipt Decision Tool



Attachment 2

**IR Challenge Thought Process**

- Application/end use
- Military/Commercial characteristics
- Comparable items with NSNs

121941Z NOV 03 UNCLAS ou:MCLB ACTIVITIES,ou:CG MARCORLOGCOM ALBANY  
GA(uc)

TO HQ DLA Fort Belvoir VA(uc)  
PM SOLDIER(uc)  
CG MARCORSYSCOM QUANTICO VA(uc)  
DRMS Battle Creek MI(uc)  
DLIS Battle Creek MI(uc)  
DSCP Philadelphia PA(uc)  
CNO WASHINGTON DC(uc)  
CMC WASHINGTON DC(uc)  
HQ USAF(uc)  
HQ AFCEA TYNDALL AFB FL  
COMNAVSEASYSYSCOM WASHINGTON DC(uc)  
NAVSURFWARCEN SHIPSYSENGSTA PHILADELPHIA PA(uc)  
CC CG MARCORLOGCOM ALBANY GA(uc)

MSGID/GENADMIN/CG MARCORLOGCOM ALBANY GA/-/NOV//  
SUBJ/JOINT SERVICES NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE  
/EQUIPMENT ASSESSMENT PROGRAM (JSNBCDEAP) AMPLIFICATION FOR DISPOSAL  
/OF CHEMICAL DEFENSE EQUIPMENT (CDE) INDIVIDUAL PROTECTIVE EQUIPMENT  
/(IPE) AND TRAINING ASSETS.//

REF/A/DOC/JOINT SERVICE MOA/-/13NOV01//  
REF/B/DOC/CONCEPT OF OPERATIONS/-/21MAR03//  
REF/C/DOC/SOP FOR SURPLUS NBCD EQUIPMENT/-/13JUN03//  
REF/D/MSG/COMMARCORSYSCOM/011340ZAUG2002//  
REF/E/DOC/DRMS-D MEMORANDUM/-/21OCT03/NOTAL//  
POC/H. J. HART/GS14/NBCDEAP /LOC:MCLB ALBANY GA/TEL:DSN 567-6857  
/TEL:COMM 229-639-6857// GENTEXT/REMARKS/

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE DOD AGENCIES GUIDANCE AND CLARIFICATION ON THE DISPOSAL OF CHEMICAL DEFENSIVE EQUIPMENT (CDE) INDIVIDUAL PROTECTIVE EQUIPMENT (IPE) (CLOTHING AND TEXTILES) AND THE REQUISITIONING OF CDE IPE TRAINING ASSETS (TA). THIS MESSAGE IS A COLLABORATIVE EFFORT BETWEEN THE DEFENSE LOGISTICS AGENCY (DLA), JOINT PROGRAM EXECUTIVE OFFICE (JPEO), DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP), DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS), DEFENSE LOGISTICS INFORMATION SERVICE (DLIS), JOINT PROGRAM MANAGER-INDIVIDUAL PROTECTION (JPM-IP), AND THE JOINT SERVICE NUCLEAR, BIOLOGICAL AND CHEMICAL DEFENSE EQUIPMENT ASSESSMENT PROGRAM (JSNBCDEAP).

2. BACKGROUND. A. AS A RESULT OF ONGOING AUDITS AND CONGRESSIONAL CONCERNS, IT WAS REQUESTED THAT DOD MITIGATE EXISTING NBC CLOTHING MANAGEMENT DEFICIENCIES. SPECIFICALLY, IT WAS NOTED THAT CDE IPE WERE BEING DISPOSED OF AND ULTIMATELY SOLD TO NON-DOD ENTITIES. IN ORDER TO CORRECT THIS SITUATION, THE JOINT SERVICE NBCD EQUIPMENT ASSESSMENT PROGRAM (JSNBCDEAP) LOCATED AT MARINE CORPS LOGISTICS COMMAND, IN CONJUNCTION WITH DRMS, HAVE ESTABLISHED PROCESSES TO PROVIDE OVERALL MANAGEMENT AND ACCOUNTABILITY OF CDE IPE TO INCLUDE TA. THROUGH JOINT COOPERATION AND PLANNING WITH THE DEFENSE LOGISTICS AGENCY (DLA) A CONCEPT OF OPERATIONS WAS DEVELOPED TO ENSURE PROPER ACCOUNTABILITY OF SELECT CDE IPE ASSETS. DETAILS OF THE CONCEPT OF OPERATIONS MAY BE VIEWED AT [HTTP: SHELFLIFE.PMNBC.COM](http://SHELFLIFE.PMNBC.COM). THREE KEY ELEMENTS IN THIS CONCEPT OF OPERATIONS ARE:

- (1) CHANGING SELECT CDE IPE DEMIL CODES FROM A AND B RESPECTIVELY TO E;
- (2) ACCOUNTING FOR CDE IPE RECEIVED;
- (3) IDENTIFY, MARK, AND ISSUE OF TA. SELECT CDE IPE IS BEING REASSIGNED DEMIL CODE E. DEMIL CODE E ITEMS REQUIRE DEMILITARIZATION,

Attachment 3

EITHER KEY POINT OR TOTAL DESTRUCTION. REFERENCES (A) THROUGH (C) APPLY.

3. NEW PROCEDURES. A. THIS PROCESS WILL HAVE LIMITED IMPACT ON CURRENT DISPOSAL REQUIREMENTS FOR PROPERTY TURNED IN TO A DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) FOR DISPOSITION UNDER APPLICABLE DIRECTIVES.

4. ACTION. A. FOR DOD SERVICES AND AGENCIES. ENSURE COMPLIANCE WITH DOD AND CURRENT DLA POLICIES AND PROCEDURES WHEN PROCESSING CDE IPE FOR DISPOSAL. IAW REF E, BATCH LOTTING OF CDE IPE ASSETS PRIOR TO TURN-IN TO DRMO IS PROHIBITED. ALL CDE IPE ASSETS WILL BE TURNED IN UNDER ITS ORIGINALLY ASSIGNED NATIONAL STOCK NUMBER (NSN) TO INCLUDE TRAINING ASSETS (TA), IF KNOWN. B. FOR DRMS/DLA. IT IS REQUESTED THAT APPLICABLE POLICIES AND DIRECTIVES REFLECT PROHIBITION OF BATCH LOTTING FOR CDE IPE ASSETS.

C. FOR DRMS. AFTER CDE IPE ASSETS ARE RECEIVED FROM DOD SERVICE ACTIVITIES, THEY WILL BE REPORTED TO THE JSNBCDEAP FOR DISPOSITION IAW REF B.

D. UPON REPORTING, ASSETS WILL BE CLASSIFIED IN ONE OF THREE CATEGORIES: ITEMS SUITABLE FOR USE - ITEMS ARE CONDITION CODE "A" AND CAN BE USED IN OPERATIONAL ENVIRONMENTS. THESE ASSETS WILL BE REPORTED TO THE SERVICE PM FOR REDISTRIBUTION. CDE WILL BE AVAILABLE FIRST COME FIRST SERVE BASIS WHEN NOT RESERVED. IF NOT CLAIMED WITHIN 30 DAYS OF NOTIFICATION ASSETS WILL BE RETURNED TO THE APPROPRIATE STOCK LOCATION FOR RESALE/ISSUE TO DOD SERVICES. ITEMS NOT SUITABLE FOR OPERATIONAL USE, BUT SUITABLE FOR TRAINING - ITEMS THAT ARE NOT CONDITION CODE "A"; HOWEVER, MAY BE USED FOR TRAINING PURPOSES. ITEMS IN THIS CATEGORY WILL BE MARKED "TRNG ONLY" BY JSNBCDEAP PERSONNEL. LETTER MARKINGS WILL BE TWO AND ONE HALF INCHES FOR SUITS AND ONE HALF INCH FOR BOOTS AND GLOVES.

ITEMS NOT SUITABLE FOR USE - ITEMS NO LONGER SUITABLE FOR TRAINING OR OPERATIONAL USE WILL BE TURNED INTO THE DESIGNATED DOD DISPOSAL SITE.

E. REQUISITION OF TA. AVAILABLE TA WILL BE PLACED ON THE DOD SHEFLIFE WEBSITE [HTTP:SHELFLIFE.PMNBC.COM](http://shelflife.pmnbc.com) UNDER DRMS II. SERVICE REQUESTS FOR CDE IPE TRAINING ASSETS WILL BE SUBMITTED VIA THE DOD INDIVIDUAL PROTECTIVE EQUIPMENT SHEFLIFE MANAGEMENT SYSTEM WEBSITE. SERVICE REQUISITIONERS MAY REQUISITION THESE TRAINING ASSETS AT NO COST; HOWEVER, THEY WILL BE RESPONSIBLE FOR ALL SHIPPING COSTS. REQUISITIONING ACTIVITIES SHOULD CONTACT THEIR RESPECTIVE LOCAL TRAFFIC MANAGEMENT OFFICE TO OBTAIN NECESSARY TRANSPORTATION APPROPRIATION DATA.

F. WEBSITE REGISTRATION. USERS MUST REGISTER AND RECEIVE A LOGIN AND PASSWORD IN ORDER TO ACCESS LISTINGS OF AVAILABLE TRAINING ASSETS. ONCE ACCESS HAS BEEN GRANTED, USERS SHOULD CLICK THE DRMS II TAB TO INITIATE A SEARCH FOR DESIRED CDE, CLOTHING AND TEXTILE TRAINING ASSETS.

5. ADMINISTRATIVE.

A. INQUIRIES REGARDING CDE IPE SHOULD BE REFERRED TO THE JSNBCDEAP-DRMS PROJECT OFFICER AT DSN 567-7439 OR E-MAIL ADDRESS [SMBMATCOMJSNBCEAP@LOGCOM.USMC.MIL](mailto:SMBMATCOMJSNBCEAP@LOGCOM.USMC.MIL).

B. THIS MSG SUPERCEDES REFERENCE D.

C. WIDEST DISSEMINATION OF THIS MSG IS DIRECTED.//