

SCREENERS GUIDE "DO"

1. DO - *Sign the Visitor/ Vehicle Register.*
2. DO - *Submit identified requirements on DRMS Form 103 to designated DRMO personnel*
3. DO - *Annotate local area screening list.*
4. DO - *Insure approved property request transfer orders- requisitions arrive at DRMO 3 days prior to inspection.*
5. DO - *Remove property immediately to ensure priority status.*
6. DO - *Notify DRMO immediately of property no longer desired*

DRMS Form 227 (Previous edition is obsolete)
Jun 91

NSN 754600-000227

SCREENERS GUIDE "DON'T"

1. DON'T – *Enter controlled areas without signing the Visitor/Vehicle Register.*
2. DON'T – *Screen unauthorized areas.*
3. DON'T – *Remove any documentation from property.*
4. DON'T – *Move any property from its original location.*
5. DON'T – *Open any box or container without specific permission from DRMO representative.*
6. DON'T – *Forget to sign out on Visitor/Vehicle Register.*
7. DON'T – *Forget DoDAAC or in the clear address.*