

Frequent Asked Questions - DRMS

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- ***What is the Defense Reutilization and Marketing Service?***

The [Defense Reutilization and Marketing Service \(DRMS\)](#) is a branch of the [Defense Logistic Agency \(DLA\)](#) and responsible for worldwide disposal solutions for property owned by the Department of Defense. DRMS carries out its mission via the [Defense Reutilization and Marketing Offices \(DRMO's\)](#) at or near major military bases worldwide . The primary mission of DRMS is to extend the value of items purchased by DoD entities and no longer needed in other military programs or federal agencies, donate property to State Agencies for Surplus Property via GSA's Donation Program, or lastly, recover proceeds from items via sale to the general public.

- ***How is DRMS different from DRMO?***

[Defense Reutilization and Marketing Service \(DRMS\)](#) is the top-level organization tasked with carrying out disposal solutions for the Department of Defense. The [Defense and Reutilization Marketing Offices \(DRMO's\)](#) are the individual field offices around the world under DRMS which expedite these disposal tasks at the customer level.

- ***How does DRMS carry out its mission?***

Federal Excess Personal Property generated by the Department of Defense is first made available for reutilization within other DoD entities as well as to [Law Enforcement Support Office \(LESO\)](#) and DRMS [Fire Fighters Program \(FFP\)](#) saving hundreds of millions of dollars of additional federal expenditures. As items are entered onto the inventory at specific DRMO's, they enter the "accumulation" cycle of seven days. After the "accumulation" DoD entities have a screening time period that lasts 14 days prior to the GSA/Federal/Donation screening cycle of 21 days. You may physically view property in the DoD screening cycle but you may not "freeze" the property until it enters the [GSAccess](#) screening cycle.

DoD and DoD customers only are allowed to "freeze" and transfer items within the initial accumulation period. Beginning on day 15, Federal level screeners are allowed to screen property for the next 21 days and freeze property via [GSAccess](#). [State Agencies for Surplus Property](#) may also screen during this time period but the property will only be allocated to SASPs in the last five (5) days of this cycle. This is called the "Donation" cycle. Federal agencies can still screen items in the Donation cycle as long as it doesn't interfere with property reserved as part of the states' screening efforts. Items remaining after DoD, federal, and state screening are completed, the property is processed for sale to the general public.

Please note that special circumstances or needs, such as a backlog or emergency disaster request, may substantiate variations from the above as noted in [DoD 4160, Chapter 5](#).

- ***What electronic screening resources are available for screening items from a DRMO?***

DRMS has an elaborate website located at <http://www.drms.dla.mil> which allows searching of DRMS property worldwide. All items located at DRMO's are reflected in the searchable database available via the DRMS website. Any parties interested in screening or acquiring items from DRMS are encouraged to utilize information contained on the website to its fullest extent. The site also includes other information relating to DoD excess property including condition codes, photos, DEMIL codes, Fact Sheet, RCP information, and sale information for the general public.

- ***When an item is screened, froze, and allocated, what timeframes are involved for getting SF 122 signatures and removal of property?***

(1) Once the property is 'froze' and allocated as a result of electronic screening, and by receipt at the DRMO of a GSA APO-signed SF 122 transfer order, the customer, must set up an

appointment with the DRMO for pickup and removal, plus have submitted a "Letter for Removal of Property" request to the DRMO. Generally this is 15 (calendar) days, or until the earliest date/time available at the DRMO, whichever is first. This time span may vary, depending upon available time slots at the DRMO. If the customer does not submit a requisition within the prescribed time, the 'freeze' will expire and the property will continue through the disposal process.

Remember, you must call the DRMO to set up an appointment for pickup of your property.

- **Can a civilian activity eligible to receive FEPP freeze items with DRMS on-line?**

At this time, civilian agencies under authority of General Services Administration cannot freeze items on the DRMS network. For agencies screening excess property at DRMO's, the following should be completed:

- Visit the DRMO in person, barcode scan and freeze the property, or
- Complete GSAccess screening process. This will automatically generate an SF 122 for processing through your agency, then it will be sent on to the DRMO. For Federal agencies, the property is listed in GSAccess and therefore must be screened, froze, allocated and transferred within GSAccess..
- **What are DRMO screening cycles and how do they affect the federal screener?**

Screening cycles define access to DRMS property by DoD, federal, and state screeners, as well as guide release of items after screening onto public sale. Federal screeners can screen items at DRMO's during the accumulation as long as the item is on record (at most DRMO's) and within the federal or state donation periods. For graphical information regarding timeframes for screening property at DRMO's, see "**How Does DRMS carry out its mission**" above.

- **If I represent a federal entity or non-federal entity eligible to use federal excess property, what steps do I take to acquire items from a DRMO?**

To screen items at a DRMO, consider the following steps to make your visit as beneficial and efficient as possible:

- You must contact the DRMO via telephone before going in order to determine available screening days and times; some units allow screening only on specific weekdays. The "RTD" (Reutilization\Transfer\Donation) Specialist(s) can help you plan and expedite your visit.
- When screening in person, be sure you understand the storage areas/screening cycles available for screening, barcode scanning information, how to use the barcode scanner, and any other information that may be relevant.

- Make sure you review your barcode scan printout to determine if all the items you wish to 'freeze' are included. Multiple scanning of property is allowed and encouraged but be aware that within [GSAccess](#) is where the 'freeze' must be placed, not at the DRMO.
- All of the necessary freeze information from the Form 1348 will be contained in the barcode scan tag affixed to all DRMO property including NSN, unit, quantity, DTID, site, location, DEMIL code, condition code, unit price, extended price, and noun description. The barcode scanner during the scan process will request the quantity of the freeze.
- When done, present barcode scanner back to the RTD specialist for review. The RTD specialist will download your scans and determine what items you have scanned that are still available. Be advised some items may not be available since electronic freezes may have been performed against the items requested by persons screening electronically.

Completing paperwork and coordinating pickup

After you have been provided a copy items still available, you should go to [GSAccess](#) and place a 'freeze' or hold on those items. Once GSA has allocated the property, if you are awarded the property, GSAccess automatically generates SF122 transfer order and emails it to the screener. The screener should then get the SF 122 processed as required by your agency. After your sponsoring agency approves the transfer, a copy will be sent to the GSA approving authority responsible for the geographical area in which the DRMO is located. After GSA approval is complete, you will receive a copy of the approved SF 122. You coordinate pickup and trucking with the DRMO for the approved item(s). When planning pickup of items, you must contact the DRMO ahead of time to set up a pickup date and time. You will also have received an "Letter of Authorization to Remove Property" from the DRMO. Some DRMOs fill these forms out, listing the property to be picked up, some do not. Include scheduled date of pickup along with your phone number in case conflicts should arise. When picking up at the DRMO, be sure to check items and quantities loaded against the SF122 transfer order to ensure accuracy. Also, try to expedite your paperwork and pickup of property within the shortest timeframe possible.

A few tips that may help your screening and acquisitions are:

- Lists of DRMO's with phone numbers, addresses, fax numbers, etc. are available from the DRMS home page at www.drms.dla.mil ; they are also available from other USA members and GSA personnel.
- Before traveling to a DRMO, visit the [DRMS website](#) or the [GSAccess screening system](#) and examine items available before consuming valuable travel time. All items at DRMO's are now listed on DRMS website and the GSA FEDS screening system.
- When screening a DRMO, keep in mind it is a privilege to visit there; respect the personnel and guidelines particular to that location. If you have questions or uncertainty on specific items, ask for help.
- Inspect items screened carefully to ensure condition and description is what you think it is. Plan trucking resources carefully. Many long trips have been made to DRMO's only to

discover a shortage of truck space or the wrong type truck was sent.

Is there a listing of DRMO's with contact information?

Yes....the DRMS website lists all DRMO's worldwide including phone and fax numbers. The listing can be accessed by clicking [here](#).

- ***Will DRMS ship items to my agency?***

With the exception of items received from the [Recycling Control Point \(RCP\) Program](#), transportation of items screened at a DRMO are the sole responsibility of the transferee. Transferring agencies must make prior arrangements for pickup of property from a DRMO along with all packing and crating efforts required. DRMO personnel will usually load crates, pallets, machines, etc. via forklift onto a vehicle, but will not "pack" trucks or crate up items. Physical loading of the trucks or individual handling of the items must be arranged by the agency receiving the property. If you arrange for a commercial carrier to pick up items for your agency, be sure to communicate well regarding the trucking and loading arrangements to the RTD Specialist at the DRMO. Keep in mind most commercial trucking companies will also not physically handle and pack items into trucks other than what can be managed with a forklift or pallet jack.

- ***What if I have a question on a DRMS issue?***

For questions or inquiries regarding DRMS or DRMO operations, there are several avenues of help:

- If the question or inquiry can be handled locally, see if the RTD Specialist or DRMO Chief can assist.
- If the issue cannot be reconciled locally with the specialist or DRMO Chief, contact the DRMS Zone Manager responsible for the DRMO.
- Your local [GSA Area Property Officer](#) (formerly Area Utilization Officer) may be able to offer advice or direction.
- Possibly post a question or comment via the [USA Forum](#) for help and input from other USA members.
- If needed, DRMS HQ has a toll-free Reutilization Helpline at 1-888-352-9333.

What is DoD Form 1348?

Dod Form 1348 - Issue Release/Receipt Document for military property located at Defense Reutilization and Marketing Offices (DRMO's). This document is used within DoD/DRMS to facilitate the reporting of property from the DoD generator to the DRMO as well as provide information facilitating its transfer onto excess and donation customers. Each item at a DRMO has a Form 1348 affixed to it containing information necessary to freeze and transfer property. For items received from the [Recycling Control Point \(RCP\) Program](#), a Form 1348 serves as the packing slip for items when received. The most relevant parts of the Form 1348 to the excess customer are the NSN, DTID, description, condition code, warehouse location, unit cost, and extended cost.

- ***Who is responsible for property usage and title once its released from the DRMO?***

The transferring agency receiving the property receives title for the item(s) as soon as it is issued from the DRMO and is responsible for its use and accountability. Consult your agency approving official for information on title passage and accountability issues specific to your organization.

- ***What is a DTID?***

A Defense Turn-In Document (DTID) number is the "disposal serial number" attached to each piece of DRMS property. This number is 14 digits long (sometimes suffixed with a letter) and is the central reference number used for every transaction regarding a given item. The format of the DTID consists of the following components:

- First 6 digits are DoD Address Activity Code (DODAAC), example SC4402
- Next 4 digits are the Julian date on which the item was processed, example 9342
- Last 4 digits are an individual serial number assigned by the generating activity, example 0002

The DTID is designed so there are no two DTID's duplicated within a given decade. The GSA Report Number serves the same purpose for federal civilian agency property reported to GSA on Form SF120 as the DTID serves the military.

- ***What is an NSN?***

The National Stock Number (NSN) is simply the catalog number used for specific items. NSN's are used by both DoD and federal civilian agencies in all aspects of property management whether it be procurement, asset management, or disposal. The first four digits of the NSN are the "Federal Stock Class" or FSC. [FSC's](#) are simply broad categories of commodities; a listing of FSC's can be found from the [USA Electronic Toolkit](#) on this website. The first two digits of a NSN or FSC are known as the "Federal Stock Groups" or FSG's. These are even broader 2 digit commodity group designations. The last 9 digits of the NSN are known as the "National Item Identification Number" or NIIN's. These can be very useful when searching via batch queries on the DRMS [advanced search form](#).

- ***What are condition codes and DEMIL codes?***

Condition codes are simply a numeric or alpha-numeric assignment that reflects physical condition of federal excess property. A listing of condition codes and their descriptions can be found by clicking [here](#).

DEMIL (Demilitarization) Codes are used by DRMS only and indicate the degree of "demilitarization" (cutting, mutilation, destruction, etc.) required on military items before they can be reutilized or transferred. Most items transferred by federal excess transferring agencies are DEMIL A and require no demilitarization action. A listing of DEMIL codes can be found by clicking [here](#).

- **How do I read a DRMO warehouse location?**

The "warehouse location" or "yard location" of an item is automatically recorded during the barcode scanning process.. If you have a question for the RTD specialist regarding a specific item in the warehouse or yard look for an alpha-numeric designation and tells the DRMO personnel where items are located. Since DRMO's may have thousands of items at one location, it's very important the warehouse location be listed on the subsequent SF122 transfer order. Warehouse locations are identified in the following format:

Sample: A040718C1

First letter - general building or area the item is located in. Usually A, B, or C is used for indoor locations; examples of outdoor locations could be P, Q, N, or Y

Next two numbers - Bay or section of building or outdoor location

Next two numbers - Pallet rack row the item(s) are contained in

Next two numbers - Section of pallet rack that contains the item(s)

Next letter - rack level containing the item(s) with A being floor, B - second level, C - third level, etc.

Last number - number indicating section of pallet containing item

Thus, location A040718C1 would indicate the item is in building A, 4th bay or section, 7th row, 18th pallet spot, C level (third pallet rack), section 1 on the pallet. Likewise, location P041834A1 would indicate a (probable) outdoor area, section 4, row 18, pallet section 34, first level (A), section 1 of pallet area.

- **What is RCP and how can I participate as an excess property manager?**

The [Recycling Control Point \(RCP\)](#) program was initiated approximately 1995 by the Defense Logistics Agency (DLA) in an effort to replace expensive "moving of property" with the "moving of information". In the past, excess property generated at various DLA depots throughout the nation was transported to the nearest DRMO (usually at the same depot) for standard disposal processing. The bulk of property processed at "depot DRMO's" in the past has been excess items from the depot itself. Normally, excess depot stock transported to the DRMO was loaded, unloaded, processed, and expedited for excess, donation, and sales actions. Under the RCP program, the overall concept leaves property physically in place in the original warehouse locations and make their excess/surplus status available via the Internet. The actual RCP database is located on the DRMS home page (<http://www.drms.dla.mil>). Items can be searched by FSG, FSC, NSN, or noun description. The format of the [RCP search form](#) is identical to that of the standard search form for DRMS property.

RCP property cannot be physically viewed at any time during its disposal process. There are no visitors permitted in the depot locations. Information concerning their description and availability is limited to the [DRMS home page](#) and [GSAccess](#). Most items have extended descriptions available via hypertext links within the search results. The program is coordinated through the RCP Program Office located within DRMS Headquarters, Battle Creek, Michigan. The RCP office is the primary contact for all concerns of RCP property throughout the nation.

All RCP ordering, questions, and contact takes place via the RCP office regardless of the physical location of the property. RCP "Liaisons" are also available at each location for customer assistance regarding items via email or telephone. Their names, phone numbers, email addresses, etc. are listed on the [RCP home page](#).

For federal transfers, Standard Form 122 should be completed for the item(s) and faxed to the RCP program office. DLA/DRMS pays for all shipping of RCP property to federal transfer customers. There is no shipping charge for any items requisitioned by a federal customer via Form SF122 . All 22 continental DLA depots are now issuing property via the RCP program :

RCP MCCLELLAN CA.
RCP SAN DIEGO CA.
RCP JACKSONVILLE FL.
RCP OKLAHOMA CITY OK.
RCP MECHANICSBURG PA.
RCP NEW CUMBERLAND PA.
RCP SAN ANTONIO TX.
RCP HILL UT.
RCP COLUMBUS OH
RCP TRACY CA.
RCP PUGET SOUND WA.
RCP ANNISTON AL.
RCP CORPUS CHRISTI TX.
RCP SHARPE CA.
RCP TOBYHANNA PA.
RCP RICHMOND VA.
RCP BARSTOW CA.
RCP ALBANY GA.
RCP WARNER ROBINS GA.
RCP CHERRY POINT NC.
RCP NORFOLK VA.
RCP TEXARKANA TX.

- ***Who pays freight on RCP property to the transfer customer?***

At this time, freight is prepaid by DRMS for property shipped to federal transfer customers participating in the Recycling Control Point (RCP) Program.

- ***How do I track a shipment of RCP property?***

RCP HQ has added a new shipment tracking feature to their website and can be accessed by clicking [here](#).

- ***What do I do regarding RCP discrepancies?***

For RCP Discrepancies, federal customers are encouraged to perform one or both of the following actions:

- Fill out the discrepancy on the [RCP Report Card on GSA's Website](#), and/or
- Fill out an Report of Discrepancy (available from the [USA Electronic Toolkit](#)) and fax to RCP HQ for investigation and reconciliation. The fax number is 616-961-7287.

Federal participants in the Recycling Control Point program are encouraged to complete the RCP Report Card as often as possible regarding discrepancies. Information received via the Report Card site is reviewed by RCP HQ, GSA, USA-FEPP, and NASASP administrators.

- ***What are some finer points and tips I can use when screening at a DRMO?***

A few tips that may help your screening and acquisitions are:

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