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Supply

**SCREENING/WITHDRAWING PROPERTY
FROM THE DEFENSE REUTILIZATION AND
MARKETING OFFICE (DRMO)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 23-2; *Supplies and Materiel Management*, and AFMAN 23-110, *USAF Supply Manual*, Vol 2, Part 2, Chapter 9. It establishes procedures to withdraw, process, and issue items from Defense Reutilization and Marketing Office (DRMO).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

References and procedures have been revised to reflect new procedures.

1. Responsibilities: The Chief of Supply will provide to the DRMO a letter listing the individuals authorized to authenticate requirements for direct removal of assets from the DRMO. The letter includes the DOD address, full mailing address, telephone number and the full name and signature of the individuals authorized to authenticate requisitions for direct removal.

2. Procedures:

2.1. Local Area Screening of DRMO Stock. Department of Defense (DOD) policy is that only authorized representatives of valid Air Force activities are allowed to screen or tag excess property at the DRMO. Personnel must clearly identify themselves as representatives of the Base Supply stock record account number (FB66437) for which they are screened.

2.2. Requisitioning (Withdrawing) Materiel from DRMO.

2.2.1. All withdrawals from DRMO (regardless of the condition of the asset) must be for valid, documented requirements. These withdrawals are subject to the same criteria as request from other DOD sources; all withdrawals must be properly accounted for and posted in the SBSS. Withdrawals may be for customer requirements or for Base Supply stock. If the requested item is an

XD2 MSD asset (BC8) then AFMC item manager (IM) approval must be obtained prior to physical withdrawal of the asset.

2.2.2. Stock control will maintain an off-line requisition log for all withdrawals from DRMO. The log will contain the customer's name, organization, office symbol, phone number, intended use of the property, document number, stock number, nomenclature, quantity, and date of withdrawal.

2.2.3. Items must be assigned a valid stock number or have a locally assigned number by DRMO in order to process the requirement through Base Supply.

2.2.4. Base Supply will process a new item record (FIL) using the stock number or local number and a short description of the item in the nomenclature field of the FIL.

2.2.5. Once the item record is loaded (FIL), process an issue (ISU) with a TEX Code H. This input creates a memo due-out to the customer's organization. Normal DIFM controls and demand data updates apply. Items that will not be repaired or used for their original purpose may be processed, bypassing DIFM control, by using demand code 1,J,K,L, or M, as appropriate (See Chapter 11, attachment 11A-11).

2.3. Requisitioning From DRMO to Fill a Due-Out. When property required to fill the due-out is available in DRMO, Stock Control processes a special requisition (SPR) with RIC JBR in position 4-6, the letter J, K, or L in position 40, the supplying activity DODAAC in position 45-50 and the due out document number in position 67-80. The RIC JBR ensures that the property is released free. This SPR will produce a DD Form 1348-1A requisition (DIC AOX) that will be used to requisition the property. Chief of Supply will authenticate all DD Form 1348-1A requisitions for DRMO withdrawals.

2.4. Receiving the Property from DRMO.

2.4.1. Upon receipt of the property from DRMO, Receiving must process a receipt with TEX code blank, 2, or 6 and the due-out document number in positions 60-73. The receipt input produces a due-out release document that must be signed by the customer. Receiving provides a copy of the due-out release to Stock Control.

2.4.2. To make certain the receipt is processed properly and an audit trail is established, Stock Control develops a suspense system to ensure the transaction audit trail has been completed.

NOTE: The DRMO should send a copy of the signed issue/release document (requisition) to Base Supply to verify the actual withdrawal. This will assist Stock Control to ensure that all withdrawals are posted appropriately and in a timely manner.

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