



DEFENSE MATERIEL DISPOSITION MANUAL

DEPARTMENT OF DEFENSE
OFFICE OF THE DEPUTY UNDER SECRETARY OF DEFENSE
(LOGISTICS)



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

18 AUG 1997

DoD 4160.21-M

FOREWORD

This manual is issued under the authority of DoD 4140.1-R, "Department of Defense Materiel Management Regulation." Its purpose is to set forth DoD policy and prescribe uniform procedures for the disposition of DoD personal property. Except where otherwise indicated, this manual is applicable to all elements of the DoD and their subordinate commands, installations, and activities.

DoD 4160.21 -M is retitled "Defense Materiel Disposition Manual." It is a total revision and is restructured to reflect the sequence of disposition processes for personal property of DoD Components.

Recommended revisions to this manual should be submitted through proper DoD Component channels to:

Defense Logistics Agency
ATTN: MMLC
8725 John J. Kingman Road, Suite 4133
Fort Belvoir, VA 22060-6221

DoD Components may obtain copies of this manual through their publication channels. Other Federal agencies may obtain hard copies by submitting a DLA Form 173 to: Defense Logistics Agency, Administrative Support Center East, ATTN: ASCE-WS, 14 Dedication Drive, Suite 3, POD 43, New Cumberland, PA 17070-5011 or by calling 1-888-352-7827, DSN 977-6034. Requests for DLAPS CD-ROM may be submitted to: DLA Administrative Support Center, ATTN: DASC-VC, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, VA 22060-6220. This manual is also available on the INTERNET at the Defense Reutilization and Marketing Service (DRMS) World Wide Web Site (www.dlaps.hq.dla.roil).

Roy R. Willis
Acting Deputy Under Secretary
of Defense (Logistics)

This manual supersedes DoD 4160.2 -M, March 1990, Change 1, and numbered letters through 96-0.



TABLE OF CONTENTS

FOREWORD	i
TABLE OF CONTENTS	iii
ABBREVIATIONS AND ACRONYMS	vii
DEFINITIONS	xiii
CHAPTER 1- INTRODUCTION	1-1
CHAPTER 2- RESPONSIBILITIES	2-1
Attachment 1- Disposal Policy Working Group Representatives	2.1-1
Attachment 2- Disposal Data Report Requirements	2.2-1
CHAPTER 3- RECEIPT, HANDLING AND ACCOUNTING	3-1
Attachment 1- Turn-Ins to Defense Reutilization and Marketing Offices On DD Form 1348-1A	3.1-1
Attachment 2- Federal Stock Classes Requiring Turn-In by Valid NSN	3.2-1
Attachment 3- Supply Condition Codes	3.3-1
Attachment 4- Disposal Condition Codes	3.4-1
CHAPTER 4- PROPERTY REQUIRING SPECIAL PROCESSING	4-1
Attachment 1- Aircraft Authorized for Sale for Commercial Use	4.1-1
Attachment 2- Marking of Clothing and Equipage for Turn In	4.2-1
Attachment 3- Flight Safety Critical Aircraft Parts Codes	4,3-1
Attachment 4- Sample Format of Release Document For Unclaimed Property	4.4-1
Attachment 5- Classifications of U. S. Naval Ships and Craft Listed on Naval Vessel Register (NVR)	4.5-1
Attachment 6- Classifications Of U.S. Naval Ships and Craft Not Listed on Naval Vessel Register (NVR)	4.6-1
Attachment 7- Strategic and Critical Materials To Be Reported to Defense National Stockpile Center	4.7-1
Attachment 8- Vehicle Mounted Equipment	4,8-1
CHAPTER 5- REUTILIZATION/TRANSFER SCREENING AND ISSUE	5-1
Attachment 1- Issues to Special Programs and Activities	5.1-1
Attachment 2- Sample Format DD Form 1348-1A	5.2-1
Attachment 3- DoD Designated Control Points for Small Arms Requisitioning/Review/Approval	5.3-1

CHAPTER 6- DONATIONS, LOANS, AND EXCHANGES	6-1
Attachment 1- SEA National Offices	6.1-1
Attachment 2- Sample Department of Defense Donation Agreement	6.2-1
Attachment 3- Sample Standard Loan Agreement	6.3-1
Attachment 4- Sample Conditional Deed of Gift	6.4-1
Attachment 5- Sample Assurance of Compliance	6.5-1
Attachment 6- Military Service Contact Points for Loan, Donation or Exchange of Property	6.6-1
Attachment 7- Exchange Agreement	6.7-1
Attachment 8 - Unconditional Deed of Gift	6.8-1
CHAPTER 7- SALES/RESOURCE RECOVERY AND RECYCLING PROGRAM	7-1
CHAPTER 8- ABANDONMENT OR DESTRUCTION	8-1
Attachment 1- Economy Formula	8.1-1
Attachment 2- Public Notice	8.2-1
CHAPTER 9- DISPOSAL OF FOREIGN EXCESS PERSONAL PROPERTY	9-1
CHAPTER 10- ENVIRONMENTALLY REGULATED AND HAZARDOUS PROPERTY	10-1
Attachment 1- Special Turn-In Requirements	10.1-1
Attachment 2- Hazardous Waste Disposal Contract Standards	10.2-1
Attachment 3- Hazardous Waste Profile Sheet	10.3-1
Attachment 4- Major Categories of Refrigeration Equipment Affected By the Refrigerant Recycling Rule	10.4-1
Attachment 5- Pesticide Technical Information Points of Contact	10.5-1
Attachment 6- Table of Some Military/Federal Specifications Applicable To Pesticides	10.6-1
CHAPTER 11- PRECIOUS METALS RECOVERY PROGRAM	11-1
Attachment 1 - Precious Metals Recovery Program Focal Points	11.1-1
Attachment 2- Conversion Factors Used in the PMRP	11.2-1
Attachment 3- PMRP Equipment	11.3-1
Attachment 4- PMRP Representatives Locations and Areas Covered	11.4-1
CHAPTER 12- SECURITY ASSISTANCE	12-1

CHAPTER 13- RECLAMATION	13-1
Attachment 1- Reclamation Referral Transaction Record-JRA*	
Reclamation Modification Transaction Record-JRM*	
Reclamation Cancellation Transaction Record-JRC*	13.1-1
Attachment 2- Reclamation Project Deletion Transaction Record-JRD*	13.2-1
Attachment 3- Military Service/Defense Agency Points of Contact for Reclamation of Aircraft and End Items	13.3-1
 SUPPLEMENT 1 - STATE AGENCIES FOR SURPLUS PROPERTY	 S.1-1
 SUPPLEMENT 2- OFFICES OF THE GENERAL SERVICES ADMINISTRATION	 S.2-1

ABBREVIATIONS AND ACRONYMS

A/D	Abandonment or Destruction (or abandoned or destroyed)
AAO	Approved Requisition Objective
AAP	Army Ammunition Plant
ADA	American Dental Association
AE	Automation Equipment
AECA	Arms Export Control Act
AEDA	Ammunition, Explosives, and other Dangerous Articles
AFMC	Air Force Materiel Command
AMARC	Aerospace Maintenance and Regeneration Center
AMC	Army Materiel Command
AR	Automation Resources
ARD	Automatic Release Date
ARMs	Automation Resources Management System
ASD(ISP)	Assistant Secretary of Defense (International Security Policy)
BATF	Bureau of Alcohol, Tobacco, and Firearms
BCE	Base Civil Engineer
CAP	Civil Air Patrol
CAT	Category (refers to Defective Property only)
CCI	Controlled Cryptographic Item
CD	Compact Disk
CDD	Complete Discharge Device
CDE	Chemical Defense Equipment
CD-ROM	Compact Disk-Read Only Memory
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CINCPAC	Commander-in-Chief Pacific Command
CLIN	Contract Line Item
CMM	Consolidated Materiel Manager
CONUS	Continental United States
COTS	Commercial Off-the -Shelf
CSLA	Commercial Space Launch Act
DAISY	Defense Reutilization and Marketing Automated Information System
DASD(DEP&S)	Deputy Assistant Secretary for Drug Law Enforcement Policy
DCC	Disposal Condition Code

DCST	Defense Logistics Agency Contingency Support Team
DEMIL	Demilitarize/demilitarization
DEPRA	Defense Program for Redistribution of Assets
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Systems Agency
DISC	Defense Industrial Supply Center
DLA	Defense Logistics Agency
DLAD	Defense Logistics Agency Directive
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DLSC	Defense Logistics Services Center
DNA	Defense Nuclear Agency
DNSC	Defense National Stockpile Center
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoE	Department of Energy
DoJ	Department of Justice
DoS	Department of State
DoT	Department of Transportation
DPWG	Disposal Policy Working Group
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DRMSI	Defense Reutilization and Marketing Service International
DRWG	Defense Reclamation Work Group
DSAA	Defense Security Assistance Agency
DSCR	Defense Supply Center Richmond
DTID	Disposal Turn In Document
DUSD(L)	Deputy Under Secretary of Defense (Logistics)
DUSD(TSP)	Deputy Under Secretary of Defense (Trade Security Policy)
DWCF	Defense Working Capital Fund
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPU	Excess Property Unit
ESD	End of Screening Date
EUC	End Use Certificate
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation

FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FEPP	Foreign Excess Personal Property
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FGS	Final Governing Standards
FMS	Foreign Military Sales
FOUO	For Official Use Only
FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification Class (Four-digit)
FSCAP	Flight Safety Critical Aircraft Parts
FSG	Federal Supply Classification Group (Two-digit)
GBL	Government Bill of Lading
GFM	Government Furnished Material
G o c o	Government-Owned Contractor Operated (Industrial Plant)
GOER	Go Ability With Overall Economy and Reliability
GSA	General Services Administration
HAP	Humanitarian Assistance Program
HCA	Head of Contracting Activity
HM	Hazardous Material
HMIS	Hazardous Materials Information System
HMTC	Hazardous Materials Technical Center
HP	Hazardous Property
HQ	Headquarters
HS	Hazardous Substance
HTIS	Hazardous Technical Information Services
HMMWV	High Mobility Multi-Purpose Wheeled Vehicle
HW	Hazardous Waste
HWPS	Hazardous Waste Profile Sheet
I&R	Integrity and Reliability
ICP	Inventory Control Point
IM	Item Manager
IMD	Installation Military Affiliated Radio System Director
IMDG	International Maritime Dangerous Goods
IMM	Integrated Materiel Manager
INTA	Iranian Non-Titled Assets
IRIS	Interrogation Requirements Information System
ISA	Interservice Support Agreement
JCP	Joint Committee on Printing

DoD 4160.21-M

JROTC	Junior Reserve Officer Training Corps
LDR	Land Disposal Restrictions
LESO	Law Enforcement Support Office
LOA	Letter of Offer and Acceptance (United States)
LTI	Limited Technical Inspection
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MAPEX	Military Assistance Program Address Directory Excess
MARs	Military Affiliate Radio System
MCA	Management Control Activity
MDE	Major Defense Equipment
MDs	Model-Design-Series
MI	Military Institute
MIDI	Military Item Disposal Instructions
MILSBILLS	Military Standard Billing System
MILSTRAP	Military Standard Transaction Reporting & Accounting Procedures
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MJC	Military Junior College
MLI	Munitions List Items
MM	Metalworking Machines
MOU	Memorandum of Understanding
MPM	Military Affiliated Radio System Property Manager
MRC	Materiel Release Confirmation
MRD	Materiel Release Denial
MRO	Materiel Release Order
MSDS	Material Safety Data Sheet
MWRA	Morale, Welfare , and Recreation Activity
NAF	Nonappropriated Fund
NATO	North Atlantic Treaty Organization
NAVMARCORMARS	Navy-Marine Corps Military Affiliate Radio System
NAVSEAINST	Naval Sea Systems Command Instruction
NDCC	National Defense Cadet Corps
NHs	Naval Honor Schools
NICAD	Nickel Cadmium
NICP	National Inventory Control Point
NSA	National Security Agency
NSN	National Stock Number
NVR	Naval Vessel Register

ODC	Office of Defense Cooperation
ODS	Ozone Depleting Substances
OEBGD	Overseas Environmental Baseline Guidance Document
OMC	Office of Military Cooperation
ONDCP	Office of National Drug Control Policy
OSHA	Occupational Safety and Health Act
PAR	Program Administrator's Report
PCB	Polychlorinated Biphenyl
PCH&T	Packing, Crating, Handling, and Transportation
PCP	Pentachlorophenol
PMIC	Precious Metals Indicator Code
PMRP	Precious Metals Recovery Program
POL	Petroleum, Oil , and Lubricants
PPM	Parts Per Million
P s c	Passive Silver Cell
QRP	Qualified Recycling Program
RCRA	Resource Conservation and Recovery Act
REc	Regional Equipment Center
RIC	Routing Identifier Code
ROTC	Reserve Officer Training Corps
RRRP	Resource Recovery and Recycling Program
R/T/D	Reutilization, Transfer, and/or Donation
R/T/D/S	Reutilization, Transfer, Donation, and/or Sale
SAO	Security Assistance Office
SASP	State Agency for Surplus Property
S c c	Supply Condition Code
S c o	Sales Contracting Officer
SDO	Staff Duty Officer
SDPDA	Special Defense Property Disposal Account
SEA	Service Educational Activity
SF	Standard Form
SFP	State Focal Point
SLI	Strategic List Items
SMA	State Maritime Academies
SPCCINST	Ships Parts Control Center Instruction
SWOP	Special Weapons Operating Procedure
TD	Treasury Department (Department of the Treasury)

DoD 4160.21-M

TM	Technical Manual
TO	Technical Order
TP	Technical Publication
TSC	Trade Security Controls
TSCA	Toxic Substances Control Act
TTPI	Trust Territory of the Pacific Islands (PL 99-239 revised term)
UHWM	Uniform Hazardous Waste Manifest
UMMIPS	Uniform Material Movement and Issue Priority System
UN	United Nations
USAISC	United States Army Information System Command
USAF	United States Air Force
USAFE	United States Air Force Europe
USAREUR	United States Army Europe
Usc	United States Code
USCG	United States Coast Guard
USMC	United States Marine Corps
USP&FO	United States Property and Fiscal Officer
USPS	United States Postal Service
UST	Underground Storage Tank
WWW	World Wide Web
ZI	Zone of Interior

DEFINITIONS

Definitions contained in this manual are used in the areas of defense materiel disposition. The list is not **all** inclusive. For additional definitions, interested persons should contact the applicable Military Service, Defense Agency, Federal civil agency, or Executive Agent.

1. **Accessorial Costs.** Expenses of packing, handling, and crating; transportation; port loading and unloading, and positioning.

2. **Accountability.** The obligation imposed by law, **lawful** order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or finds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping.

3, **Accountable Officer.** Comparative terms: Army--Supply Support Accountable **Officer**; Navy--Accountable Officer; Air Force--Accountable/Chief of Supply/Chief of Material Management; Marine Corps--Unit Supply Officer.

4. **Acquisition Cost.** The amount paid for property, including transportation costs, net any trade and cash discounts. Also see Standard Price.

5. **Amalgam.** Silver-mercury alloy used for dental purposes.

6, **Ammunition.** A device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in connection with defense or offense, including demolitions. Certain ammunition can be used for training, ceremonial, or non-operational purposes. (For Conventional Ammunition, see DoD 4160, 21-M- 1, Appendix 2.)

7. **Ammunition, Explosives, and Dangerous Articles.** Any substance that, by its composition and chemical characteristics, alone or when combined with other substance(s), is or becomes an explosive or a propellant, or is hazardous or dangerous to personnel, animal, or plant life, structures, equipment, or the environment as a result of blast, fire, fragmentation, radiological, or toxic effects.

8, **Asbestos**

a. **Friable Asbestos Material** (as defined in 40 CFR 61,141). Any material containing more than 1 percent asbestos as determined by using the method specified in appendix A, subpart F, 40 CFR 763 section 1, Polarized Light Microscopy (**PLM**), that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. If the asbestos

DoD 4160.21-M

content is less than 10 percent as determined by a method other than point counting by PLM, verify the asbestos content by point counting using PLM.

b. Non-friable Asbestos-Containing Material (as defined in 40 CFR 61. 141). Any material containing more than 1 percent asbestos as determined using the method specified in appendix A, Subpart F, 40 CFR 763, section 1, PLM, that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.

9. Automatic Data Processing Equipment. Also referred to as Automation Equipment See paragraph 11.

10. Automatic Release Date. The date established by the Defense Information Systems Agency or the Defense Reutilization and Marketing Service to indicate the completion of the formal Federal removal priority period. (This is synonymous with “Surplus Release Date” used by other Government agencies.)

11. Automation Equipment, General purpose, commercially available, mass-produced automatic data processing devices, i.e., components and the equipment systems configured from them, together with commercially available software packages that are provided and are not priced separately, and all documentation and manuals relating thereto, regardless of use, size, capacity, or price, that are designed to be applied to the solution or processing of a variety of problems or applications and are not specially designed (as opposed to configured) for any specific application.

12. Automation Resources (AR)

a. A comprehensive phrase for Automation Equipment, and Commercial-Off-The-Shelf Software.

b. AR is a GSA term used in its official publications that includes both hardware and software. The hardware is referred to as Automation Equipment, equipment, machines, or Automation Equipment. The software is referred to as computer software, programs, or Commercial -Off-The-Shelf Software. AR may also be equated to other government terms such as: information technology, or Federal Information Processing terms. Also includes associated firmware and related documentation,

13. Cannibalize. To remove serviceable parts from one item of equipment in order to install them on another item of equipment. The removed item shall be replaced.

14. Care and Handling. The term includes packing, storing, handling, and conserving excess, surplus, and foreign excess property, and, in the case of property which is dangerous to public health, safety, or the environment, destroying or rendering innocuous such property.

15. Civil Works Property. Property under control of the Civil Works Program of the Chief of Engineers, Department of the Army.

16. Classified Item. An item which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Applicable standards of handling, storage, and dissemination shall be applied.

17. Clean Air Act of 1990. A law enacted by Congress authorizing the regulation of chemicals, Ozone Depleting Substances, and other air pollutants.

18. Code of Federal Regulations. A publication which contains the codified implementing regulations for compliance with Federal laws.

19. Combat Material. See Significant Military Equipment, For purposes of Chapter 6, Donations, Loans, and Exchanges:

a. Condemned Combat Material. Individual items of military equipment, cited on the U.S. Munitions List (22 CFR 121), utilized in a primary combat role, but no longer usable for its original intended purpose due to the deterioration of its physical condition by use, age or design. Similar items may still be in use in the active operational inventory, but specific items may be condemned due to circumstances such as damage or wear and tear.

b. Obsolete Combat Material. Military equipment utilized in a primarily combat role that has been phased out of operational use; if replaced, the replacement items are of a more current design or capability.

20. Commercial-Off-The-Shelf Software (COTS). Software that is available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the **software**. Included in COTS is the operating system software that runs on the Automation Equipment, and other significant software purchased with a license that supports system or customer requirements.

21. Commercial Type Property. Property generally considered not to be unique/peculiar to DoD and possessing commercial marketability.

22. Component. An integral constituent of a complete (end) item. A component may consist of a part, assembly or subassembly.

23. Comprehensive Environmental Response Compensation and Liability Act. The law that regulates hazardous substances encountered at inactive or abandoned sites, or where release of a hazardous substance requires an environmental response action. This is sometimes

DoD 4160.21-M

referred to as “Super Fund.”

24, Community Planning and Emergency Right-to-Know Act. The law that establishes a nationwide program of emergency planning involving extremely hazardous substances and hazardous chemicals and expands the spill reporting program established by the Comprehensive Environmental Response Compensation and Liability Act. Any facility handling extremely hazardous substances and hazardous chemicals above thresholds set by the EPA must comply with the notification provisions described in EPA regulations.

25. Conforming Storage. A facility or location which **conforms** to regulations of the EPA and other **regulatory** authorities governing the storage of hazardous waste.

26. Containers

a. Container. Any portable device in which a material is stored, transported, disposed of, or otherwise handled, including those whose last content was a hazardous or an acutely hazardous material, waste, or substance.

b. Inner Liner, Any continuous layer of material (i.e., plastic) placed inside a container which protects the construction materials of the container from its contents.

c. Hazardous Containers

(1) A container or inner liner removed from a container that has held any hazardous **material/hazardous** waste, except a material that is a compressed gas or that is identified in 40 CFR 261.33(e) and/or 40 CFR 261.31 and 261.32 as an acute hazardous waste, is empty if:

(a) All wastes have been removed that can be removed using the practices commonly employed to remove materials from that type of container; e.g., pouring, pumping, or aspirating, and

(b) No more than 2.5 centimeters (1 inch) of residue remain on the bottom of the container or inner liner or,

(c) No more than 3 percent by weight of the total capacity of the container remains in the container or inner liner if the container is less than or equal to 110 gallons in size, or

(d) No more than **0.3** percent by weight of the total capacity of the container remains in the container or inner liner if the container is greater than 110 gallons in size.

(2) A container or an inner liner removed from a container that has held an acute hazardous waste listed in 40 CFR 261.31, 261.32, or 261.33(e) is empty if:

(a) The container or inner liner has been triple rinsed using a solvent capable of removing the commercial chemical product or manufacturing chemical intermediate;

(b) The container or inner liner has been cleaned by another method that has been shown in the scientific literature, or by tests conducted by the generator, to achieve equivalent removal or;

(c) In the case of a container, the inner liner that prevented contact of the commercial chemical product or manufacturing chemical intermediate with the container has been removed,

(3) A container that has held a hazardous waste that is a compressed gas shall be processed in accordance with DLAR 4145.25/AR 700-68/NAVSUPINST 4440, 128 C/MCO 10330 .2 C/AFR 67-12,

27. Contractor Inventory

a. Any property acquired by and in the possession of a contractor or subcontractor (including **Government-furnished** property) under a contract, terms of which vest title in the U.S. Government and in excess of the amounts needed to complete full performance under the entire contract.

b. Any property for which the U. S. Government is obligated to or has an option to take over under any type of contract resulting from changes in the specifications or plans or termination of such contract (or subcontract) before completion of the work, for the convenience of or at the option of the U.S. Government.

28, Controlled Substances

a. Any narcotic, depressant, stimulant, or hallucinogenic drug or any other drug or other substance or immediate precursor included in Schedules I, II, III, IV, or V of Section 202 of the Controlled Substances Act (21 U. S.C. 812) except exempt chemical preparations and mixtures and excluded substances listed in 21 CFR 1308.

b. Any other drug or substance which the Attorney General determines to be subject to control under Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

DoD 4160.21-M

c. **Any** other drug or substance which by international treaty, convention, or protocol is to be controlled by the United States.

29, Controlled Cryptographic Item (CCI). A secure telecommunications or information handling equipment, or associated cryptographic component, containing a cryptologic algorithm. Such items are unclassified but governed by separate National Security Agency control requirements. They are conspicuously marked, "CONTROLLED CRYPTOGRAPHIC ITEM," or where space is limited, "CCI."

30. Continental United States. Continental United States **territory**, including the adjacent territorial waters, located within the North American continent between Canada and Mexico, (Comprises 48 states and the District of Columbia.)

31, Debarred Bidders List. A joint publication containing a consolidated list of names of individuals or firms to whom contracts may not be awarded and from whom bids or proposals may not be solicited.

32. Decontamination. The process of making any object safe for use or handling by unprotected personnel and harmless to all properties and surroundings by absorbing, destroying, neutralizing, or removing any chemical, biological, or radiological agent within the object or clinging to or around it.

33. Defense Program for Redistribution of Assets. A mechanized materiel redistribution system to provide a central system for screening and redistributing DoD assets among European/Pacific activities.

34, Defense Reutilization and Marketing Automated Information System. The software employed by the standardized and centralized property control and property accounting system used by DRMS activities.

35. Defense Reutilization and Marketing Office. The Defense Logistics Agency organizational entity having accountability for and control over disposable property.

36. Defense Reutilization and Marketing Property Accounting System. The standardized and centralized property control and property accounting system used by DRMS activities.

37. Defense Reutilization and Marketing Semite. The organization vested with operational command and administration of the Defense Reutilization and Marketing Program.

38. Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or material. The term includes mutilation,

dumping at sea, scrapping, melting, burning, or alteration designed to prevent the **further** use of this equipment and material for its originally intended military or lethal purpose and applies equally to material in unserviceable or serviceable condition that has been screened through an **Inventory** Control Point and declared excess or foreign excess.

39. Denied Areas. A term related to Trade Security Controls encompassing locales that may be designated by Deputy Under Secretary of Defense, Trade Security Policy.

40. Disposable Property. Personal property (usable and scrap) classified as excess, surplus, and foreign excess.

41. Disposal. The process of reutilizing, transferring, donating, selling, destroying, or other ultimate disposition of personal property.

42. Disposal Authority Code. An alpha code entered in record position **(rp)** 64 of the Disposal Turn In Document to indicate that the transfer of an item to a DRMO is authorized because of instructions of the Integrated Materiel Manager/Inventory Control Point relayed through the Materiel Returns Program or other proper authority.

43. Disposal Condition Code. See Federal Condition Code.

44. DoD or Service Museum, An appropriated fund entity that is a permanent activity possessing a historical collection, open to both the military and civilian public at regularly scheduled hours, and is in the care of a professionally qualified staff that **performs** curatorial and related historical duties **full** time.

45. DoD Precious Metals Focal Point, The individual designated by a DoD component to represent that component in matters pertaining to the Precious Metals Recovery Program.

46. **Donable** Property. Property under the control of a Military Service/Defense Agency (including surplus personal property in working capital funds established under 10 U. **S.C.** 2208 or in similar management-type finds) authorized for donation by statute. (Note: Items not donable, or requiring special handling incident to donation, are designated in Chapter 4, Property Requiring Special Processing; Chapter 6, Donations, Loans, and Exchanges; Chapter 8, Abandonment or Destruction; and Chapter 9, Disposal of Foreign Excess Personal Property.)

47. Donee. A Service Educational Activity; a State, political subdivision, municipality, or tax-supported institution acting on behalf of a public airport; a public agency using surplus personal property in carrying out or promoting for the residents of a given political area one or more public purposes such as conservation, economic development, education, parks and

DoD 4160.21-M

recreation, public health, and public safety; an eligible nonprofit tax-exempt educational or public health institution or organization; a public body; a charitable institution; or any State or local government agency, and any nonprofit organization or institution. which receives **funds** appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under Title IV or Title XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964, and the Community Services Block Grant Act.

48, Drugs and Biological (FSC 6505). RESERVED.

49, Educational Institution. An approved, accredited, or licensed public or nonprofit institution or facility, entity, or organization conducting educational programs, including research for any such programs, such as a child care center, school, college, university, school for the mentally retarded, school for the physically handicapped, or an educational radio or television station.

50. Electrolytic Recovery Unit. An item of equipment designed to recover silver, in the form of high purity, silver-bearing flake, from spent hypo solution by electrolysis.

51. Electronic Commerce. The integration of Electronic Data Interchange, E-mail, electronic funds transfer, and internal automated processing, into a comprehensive system supporting all business **functions**.

52. Electronic Data Interchange. The computer-to-computer exchange of **inter-organizational** business documents using a public standard.

53. End of Screening Date. The date when formal reutilization, transfer, and donation screening time expires.

54. End-Use Certificate. This document indicates the intended destination and disposition of sensitive, controlled items released from DoD control in accordance with the Export Administration Act. For transfers under the Foreign Assistance Act or Arms Export Control Act, see DoD 5105 .38-M. As applied to all sales of Munitions List Items/Strategic List Items by DoD, the certificate is to be included in the sale solicitation executed by all bidders of such property and submitted with their bid. The certificate, when properly completed, becomes a part of the bid and ultimately part of the sale contract. Execution of the certificate may be a requirement in other instances (such as, sale of aircraft, hazardous property) when considered necessary by the Deputy Under Secretary of Defense (Logistics), DLA, or DRMS.

55. End Use Check. An inquiry made by the U.S. Diplomatic Mission or other U.S. Agency to **verify** that the final destination and ultimate use of **DoD** surplus personal property and DoD Foreign Excess Personal Property conforms to the destination and use stated in the

End-Use Certificate and approved by the U. S. Government,

56. Excess Personal Property. The following terms and definitions are provided for clarity and use throughout this manual:

a. Excess is defined based upon point in time as follows:

(1) Military Service/Defense Agency Excess. That quantity of an item of Military Service/Defense Agency owned property that is not required for its needs and the discharge of its responsibilities as determined by the head of the Service/Agency (this property shall be screened by a DoD activity for DoD reutilization).

(2) DoD Excess. That quantity of an item that has completed screening within DoD and is not required for the needs and the discharge of the responsibilities of any DoD activity. (This screening may have been accomplished by DRMS, Special Defense Property Disposal Accounts, Defense Information Systems Agency, and other designated DoD agencies. This property is subject to Federal civil agency screening by the GSA.)

b. Excess is defined based upon location as follows:

(1) Domestic Excess. Both the terms Military Service/Defense Agency Excess and DoD Excess relate to domestic excess; that is, property located in the United States, American Samoa, Guam, Puerto Rico, Trust Territory of the Pacific Islands, and the Virgin Islands. When all reutilization screening is completed on domestic excess property, it becomes surplus and eligible for donation and sale.

(2) Foreign Excess Personal Property. Any U.S.-owned excess personal property located outside the United States, American Samoa, Guam, Puerto Rico, Trust Territory of the Pacific Islands, and the Virgin Islands. (This property is subject to screening and sale as indicated in Chapter 5, Reutilization/Transfer Screening and Issue; Chapter 7, Sales/Resource, Recovery and Recycling Program, and Chapter 9, Disposal of Foreign Excess Personal Property.)

57. Exchange. As it pertains to Chapter 6, Donations, Loans, and Exchanges, “Exchange” means to replace a historical artifact with another historical artifact by trade; or, to exchange an item of historical property or goods for services based on the fair market value of the artifact.

58. Federal Civil Agency. Any nondefense executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).

DoD 4160.21-M

59. Federal Condition Code. This is a two-digit code consisting of an alpha Supply Condition Code in the first digit, and a numeric or alpha Disposal Condition Code in the second digit. A combination of the Supply Condition Code and the Disposal Condition Code, which most accurately describes the materiel's physical condition, constitutes the Federal Condition Code for reutilization program screening and review purposes.

a. Supply Condition Codes are used to **classify** materiel in terms of readiness for issue and use or to **identify** action underway to change the status of materiel. These codes are assigned by the Military Services/Defense Agencies.

b. Disposal Condition Codes are assigned by the **DRMO** based upon inspection of materiel at time of receipt.

60. Federal Insecticide, Fungicide, and Rodenticide Act. The law that regulates the manufacture and use of pesticides.

61. Final Governing Standards. Environmental protection standards for U.S. installations in foreign countries established by Executive Agents appointed in accordance with DoD Instruction 4715,5.

62. Finite Life. A term generally used to describe **aircraft** and their components which, due to safety of flight considerations, are replaced or retired from **further** service after reaching an established maximum allowable operating time since new.

63. Firearm. The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term does not include an antique firearm.

64. Flight Safety Critical Aircraft Part. Any **aircraft** part, assembly, or installation containing a critical characteristic whose failure, **malfunction**, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.

65. Foreign Military Sales. A process through which eligible foreign governments and international organizations may purchase defense articles and services from the U.S. Government. A government-to-government agreement, documented in accordance with DoD 5105.38-M,

66. Foreign Purchased Property. Property paid for by foreign countries, but where ownership is retained by the United States.

67. Friendly Foreign Government, For purposes of Trade Security Controls, governments of countries other than those designated as denied areas.

68. Government Furnished Material. Material that the U.S. Government provides to contractors for use on U.S. Government contracts.

69. Government Personal Property. Property other than real property (buildings/lands) and records (files/documents) of the Federal Government.

70. Hazardous Material (HM). In the United States, the definition of HM is the Department of Transportation definition which is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101, For overseas installations, HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document.

71. Hazardous Property (HP)

a. A composite term used for the purposes of this manual to describe DoD excess, surplus, and foreign excess personal property, which may be hazardous to human health and the environment, and is therefore regulated, for use or when discarded, by various federal, state and/or local safety and environmental laws.

b. In more technical terms, HP includes property which has one or more of the following characteristics:

(1) Has a flashpoint below 200° F (93° C) closed cup, or is subject to spontaneous heating or is subject to polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control.

(2) Has a Threshold Limit Value^R equal to or below 1,000 ppm for gases and vapors, below 500 mg/m³ for fumes, and equal to or less than 30 mppcf or 10 mg/m³ for dusts (less than or equal to 2.0 fibers/cc greater than 5 micrometers in length for fibrous materials).

(3) A single oral dose that will cause 50 percent fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weight.

(4) Is a flammable solid as defined in Department of Transportation 49 CFR 173.150, or is an oxidizer as defined in DoT 49 CFR 173.151, or is a strong oxidating or reducing agent with a half cell potential in acid solution of greater than ± 1.0 volt as specified in Latimer's table on the oxidation-reduction potential.

DoD 4160.21-M

(5) Causes first-degree burns to skin in short-time exposure, or is systematically toxic by skin contact.

(6) In the course of normal operations, may produce dust, gases, **fumes**, vapors, mists, or smoke with one or more of the above characteristics.

(7) Produces sensitizing or irritating effects.

(8) Is radioactive,

(9) The item has special characteristics which in the opinion of the manufacturer could cause harm to personnel if used or stored improperly.

(10) The item is hazardous in accordance with Occupational Health and Safety Administration 29 CFR 1910.

(11) The item is hazardous in accordance with DoT 49 CFR 171-179 or the International Maritime Dangerous Goods Code of the International Maritime Organization or the Dangerous Goods Regulations of the International Air Transport Association.

(12) Is regulated by the EPA under 40 **CFR**.

72, Hazardous Substance. A substance as defined by section 101(14) of the Comprehensive Environmental Response Compensation and Liability Act. This definition is in 40 CFR 300.5. A list of hazardous substances and reportable quantities, which must be reported to the National Response Center if released, is in 40 CFR 302.4. Reportable quantities are also listed in Appendix A to 49 CFR 172.101.

73. Hazardous Waste (HW). An item that is regulated under Resource Conservation and Recovery Act or by state regulation as an **HW**. HW is regulated by 40 CFR Subpart C and Subpart D of Part 261. From a practical standpoint, if an EPA or state Hazardous Waste code can be assigned, the item is an HW.

74. Historical Artifact. Items are considered to be historical artifacts (includes books, manuscripts, works of art, drawings, plans, and models), if they are identified by the museum director or curator as significant to the history of that department, acquired from approved sources, and suitable for display in a military museum. Generally, such determinations are based on the item's association with an important person, event, or place; because of traditional association with an important person, event, or place; because of traditional association with a **military** organization; or because it is a representative example of military equipment, or because it represents a significant technological contribution to military science or equipment,

75. Hypo Solution. Acid fixing solution that has been used in photographic developing process to stabilize the exposed image and wash away unexposed silver particles, and which through such use becomes a relatively rich source of silver.

76. Industrial Scrap. Consists of short ends, machining, spoiled materials, and similar residue generated by an industrial **funded** activity,

77. **Information** Systems Security Equipment. Equipment approved by the National Security Agency, for protecting National Defense Information. It includes both classified and unclassified communications security equipment, including controlled cryptographic items, and computer security equipment; both of which perform a cryptographic **function**, and are subject to National Security Agency doctrine, policy, safeguards, and configuration control.

78. Installation. A military facility together with its buildings, building equipment, and subsidiary facilities such as piers, spurs, access roads, and beacons.

79. Integrity and Reliability Check. A check made by a U. S. diplomatic mission to establish or confirm the integrity of an individual or organization as a prospective purchaser of Foreign Excess Personal Property.

80. International Organizations. For Trade Security Control purposes, this term includes the following: **Columbo** Plan Council for Technical Cooperation in South and Southeast Asia; European Atomic Energy Community; **Indus** Basin Development; International Atomic Energy; International Red Cross; NATO; Organization of American States; Pan American Health Organization; United Nations (UN); UN Children's Fund; UN Development Program; UN Educational, Scientific, and Cultural Organization; UN High Commissioner for **Refugees** Programs; UN Relief and Works Agency for Palestine **Refugees** in the Near East; World Health Organization; and other international organizations approved by a U. S. diplomatic mission.

81. Interrogation. A communication between two or more Inventory Control Points, other DoD activities, and U.S. Government agencies to determine the current availability of an item or suitable substitute for a needed item before procurement or repair,

82, **Interservice** Support. Action by one Military Service or Defense Agency Inventory Control Point (**ICP**) to provide materiel and directly related services to another Military Service or Defense Agency ICP (either on a recurring or nonrecurring basis).

83, Inventory Adjustments. Changes made in inventory quantities and values resulting from inventory recounts and validations.

84, Inventory Control Point, An organizational unit or activity within a DoD supply

DoD 4160.21-M

system which is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the DoD as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction.

85. Inventory Value. The dollar value at which material is carried on inventory records for monetary accounting purposes. It is established on the basis of standard prices, or actual or estimated acquisition cost of items when standard prices are not used. This is applicable to all property regardless of condition, except for unidentifiable scrap and privately-owned abandoned personal property.

86. Lienholder. A financial institution (e.g., bank, credit union, etc.) which may become the owner of the property, if there is a lien against it. Several factors may influence who is awarded custody of the property. The owner may have incorporated insurance into a loan and named a benefactor. A co-owner maybe involved or the heirs, next of kin, or legal representative of the owner may still retain rights unless payments stop and the lienholder calls for final payments. (Legal assistance shall be solicited to resolve such issues.)

87. Line Item. A single line entry on a reporting form or sale document which indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

88. Line Item Value (for reporting and other accounting and approval purposes). Quantity of a line item multiplied by the standard price,

89. Local Screening. The onsite review for reutilization, transfer, and donation of excess, surplus, and foreign excess personal property.

90. Lost, Abandoned or Unclaimed Private Property. Privately-owned personal property which has come into the possession, custody, or control of any agency or activity of DoD through loss or abandonment, and which is unclaimed by the owner.

91. Lotting. The physical grouping of property for sale taking into consideration the type, condition, and value of the property and the commercial market practices commonly followed for that property.

92. Manifest. The document used to track shipments from point of origin to final destination. In shipments of hazardous waste, it is the shipping document originated and signed by the generator which contains the information required by 40 CFR 262,20 (such as, track hazardous waste from generation to ultimate disposal).

93. Marketing. The function of directing the flow of surplus and foreign excess

personal property to the buyer, encompassing all related aspects of merchandising, market research, sale promotion, advertising, publicity, and selling,

94. Medical Waste

a. Infectious Medical Waste. A solid waste produced by medical, dental, and veterinary treatment facilities which is specially managed because it has the potential for causing disease in man and may pose a risk to both individuals or community health if not managed properly, and includes the following classes: microbiology waste, pathology waste, human blood and blood products, infectious body fluids, sharps and needles, and infectious waste **from** isolation rooms which has been contaminated with infectious agents or pathogens.

b. Noninfectious Medical Waste. A solid waste created in medical, dental, and **veterinary** treatment facilities that does not require special management because it has been determined to be incapable of causing disease in man or which has been managed and treated to render it noninfectious.

c. Regulated Medical Waste. State regulated medical waste, including hospital-generated infectious waste, which is generated in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biological.

95. Merchandising. The employment of the best means of item identification, segregation, lotting, description, display, planning and promotion, advertising and publicity, to sell surplus or foreign excess personal property.

96. Metalworking Machinery. A category of plant equipment consisting of power-driven nonportable machines in Federal Supply Class 3411 through 3419 and 3441 through 3449, which are used or capable of use in the manufacture of supplies or equipment, or in the performance of services, or for any administrative or general plant purpose,

97. Military Assistance Program (MAP) Property. U.S. security assistance property provided under the Foreign Assistance Act, generally on a nonreimbursable basis.

98. Munitions List Item, Export Control Listed in the International Traffic in Arms Regulation published by the U. S. Department of State (see DoD 4160.2 1-M-1).

99. Mutilation. The act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc. A form of demilitarization.

100. Narcotics. (See Controlled Substances.)

101. National Item Identification Number. The nine-digit number assigned to an individual item of supply which differentiates it from all other items of supply. It consists of the two-digit National Codification Bureau Code combined with seven other digits.

102. National Stock Number (NSN). The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number. Each NSN is assigned to **identify** an item of supply within the materiel management **functions**. The term NATO Stock Number is also abbreviated NSN and is used as a synonym to National Stock Number in logistics matters involving NATO Headquarters or the individual NATO or **friendly** countries.

103, Nonappropriated Fund Property. Property purchased with nonappropriated finds, by religious or morale welfare or recreational activities, post exchanges, ships stores, officer and noncommissioned officer clubs, and similar nonappropriated find activities.

104, Nonappropriated Funds. Funds generated by DoD military and civilian personnel and their dependents and used to augment **funds** appropriated by the Congress to provide a comprehensive, morale-building, welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and their dependents.

105. Nonprofit Institution. An institution or organization, no part of the net earnings of which inures or may **lawfully** inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954,

106, Nonsalable Material. Material which has no reutilization, transfer, donation, or sale value as determined by the DRMO, but is not otherwise restricted from disposal by U.S. law or Federal or” military regulations.

107. Nuclear Ordnance Items. Those items defined in Technical Manual, Glossary of Nuclear Weapons Materiel and Related Terms, DoE-DNA TP 4-1, Army TM 39-4-1, Navy SWOP 4-1, Air Force T.O. 11N-4.1.

108. Overseas Environmental Baseline Guidance Document. A DoD document promulgated in accordance with DoD Instruction 4715.5 which provides specific environmental criteria to be used by Executive Agents for establishing Final Governing Standards for U.S. installations overseas.

109. Ozone Depleting Substances. Substances regulated under Title VI of the Clean Air Act of 1990. They are divided into Class I and Class 11 substances. Each class has different regulatory requirements. Congress mandated the list but EPA can add to the list.

The group designations were assigned under the Montreal Protocol. A Class I substance is any substance designated as Class I in 40 CFR Part 82, Appendix A to subpart A, including **chlorofluorocarbons, halons, carbon tetrachloride** and methyl chloroform and any other substance so designated by the EPA at a later date. A Class II substance is any substances designated as Class 11 in 40 CFR Part 82, Appendix A to subpart A, including **hydrochlorofluorocarbons** and any other substance so designated by the EPA at a later date.

110. Parts Per Million. Unit of concentration by volume of a specific substance.

111. Personal Property. Property of any kind or any interest except real property and records of the Federal Government.

112. Pesticide. Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any pest, and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant, including fungicides, herbicides, insecticides, and rodenticides.

113. **Polychlorinated Biphenyls**. A member of a class of chlorinated aromatic compounds which have been determined to be hazardous to health and the environment, and are regulated under the Toxic Substances Control Act by 40 CFR761.

– 114. Precious Metals. Gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).

115. Precious Metals Master File. A DRMS property accounting system **file** containing National Item Identification Numbers (**NIINs**) known to have precious metal content.

116. Precious Metals Recovery Program. A DoD program for identification, accumulation, recovery, and refinement of precious metals from excess and surplus end items, scrap, hypo solution, and other precious metal-bearing materials.

117. Printing Equipment. Items set forth in “The Government Printing and Binding Regulations” published by the Joint Committee on Printing, Congress of the United States.

118. Privately-Owned Personal Property. Personal effects of **DoD** personnel (military or civilian) that are not, nor will ever become, Government property unless the owner (or heirs, next of kin, or legal representative of the owner) executes a written and signed release document unconditionally giving the U. S. Government all right, title and interest in the privately-owned property.

119. Property Disposal **Officer** (Chief of the **DRMO**). The individual within the

DoD 4160.21-M

DRMO who is charged with responsibility for disposable personal property and who controls its receipt, care, handling, and disposition (see also Special Accounts Property Disposal Officer).

120. Public Agency. Any State, political subdivision thereof, including any unit of local Government or economic development district; or any department, agency, instrumentality **thereof**, including instrumentalities created by compact or other agreement between States or political subdivisions, multi jurisdictional substate districts established by or under State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation. (Refers to donations made through State Agencies; see Chapter 6, Donations, Loans, or Exchanges.)

121. Public Body. Any State, **territory**, or possession of the United States, any political subdivision thereof, the District of Columbia, the Commonwealth of Puerto Rico, and any agency or instrumentality of any of the foregoing, any Indian tribe, or any agency of the Federal Government. (Refers to donations instead of destruction or ultimate disposal; see Chapter 6, Donations, Loans, or Exchanges; Chapter 8, Abandonment or Destruction; and Chapter 9, Disposal of Foreign Excess Personal Property.)

122. Public Health Institution. An approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting a public health program or programs such as a hospital, clinic health center, or medical institution, including research for any such program, the services of which are available to the public at large.

123. Qualified Recycling Program. An organized operation requiring concerted efforts to divert or recover scrap or waste, as well as efforts to **identify**, segregate, and maintain the integrity of recyclable materials in order to maintain or enhance its marketability.

124. Radioactive Material. Any material or combination of materials which spontaneously emits ionizing radiation.

125. Range Residue. Material including, but not limited to, practice bombs, expended artillery, small arms and mortar projectiles, **aircraft** bombs and missiles, rockets and rocket motors, hard targets, grenades, incendiary devices, experimental items, demolition devices, berms, and any other material fired on, or upon a military range.

126. Real Property. Lands, buildings, structures, utilities systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment),

127. Reclamation. The process of reclaiming required serviceable and economically repairable components and material from excess or surplus property as authorized. This does

not include inspection, classification, disassembly, and cleaning. As a result of reclamation, serviceable and economically repairable items shall be returned to the proper supply activity and the residue shall be processed as disposable property.

128. Reclamation Program Control Officer, A representative designated by and responsible for an **Inventory Control Point (ICP)/Integrated Materiel Manager (IMM)** Commander to promote, guide, and coordinate all phases of reclamation for the command.

129. Related Personal Property. Any personal property:

a. Which is located on, or is an integral part of real property, as used, or useful with such property or its productive capacity.

b. Determined by the Administrator of General Services to be otherwise related to real property.

130. Repair Part, Any part, assembly, or component needed to repair or maintain an end item.

131. Reserved Materials. Uranium, thorium, and all other materials determined under the Atomic Energy Act of 1954, (68 Stat. 919), to be peculiarly essential to the production of fissionable material.

132, Resource Conservation and Recovery Act, The law that provides for solid waste management of both household and municipal type wastes as well as establishes a system for controlling Hazardous Waste **from** the time it is generated until it's ultimate disposal, in effect, from "cradle to grave. "

133. Responsibility for Property. The obligation of an individual for the proper management, custody, care, and safeguarding of property entrusted to his or her possession or under his or her supervision.

134, Reutilization Screening, The act of reviewing, either by automated or physical means, available excess, surplus, or foreign excess personal property, to meet known or anticipated requirements,

135. Sales Contract. An agreement between two parties, binding upon both parties, to transfer title of specified property for a consideration.

136. Sales Contracting Officer, An individual who has been duly appointed and granted the authority conferred by law and this manual to sell surplus and foreign excess personal property by any of the authorized and prescribed methods of sale.

DoD 4160.21-M

137. Salvage. Personal property which has some value in excess of its basic material content, but is in such condition that it has no reasonable prospect of use as a unit for the purpose for which it was originally intended, and its repair or rehabilitation for use as a unit is impracticable.

138. Save List, A document prepared by an inventory manager which identifies end items or assemblies that are returnable to inventory from reclamation activity, The quantity of parts or components that are needed and the related technical item data, control numbers, and the condition inspection criteria are contained in the save list.

139. Scrap, Materiel that has no value except for its basic material content.

140. Service Educational Activity. Any educational activity which meets specified criteria and is formally designated by DoD as being of special interest to the armed services. Includes educational activities such as Maritime Academies or Military, Naval, Air Force preparatory schools, junior colleges, and institutes; senior high school-hosted Junior Reserve Officer Training Corps and; nationally organized youth groups, The primary purpose of such entities is to offer courses of instruction devoted to the military arts and sciences,

141. Sharps. Used and unused hypodermic needles, used and unused suture needles, used and unused syringes (with or without attached needles), used and unused scalpel blades, used Pasteur pipettes, used blood vials, used needles with attached tubing (e. g., intravenous kits), used culture dishes, broken and unbroken glassware that were in contact with infectious agents, such as used slides and cover slips, and any kit or item containing any of the above.

142. Shelf-Life Item. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.

143. Significant Military Equipment. Those articles for which special export controls are warranted because of their capacity for substantial military utility or capability. See also DoD 4160.21-M-1.

144. Small Arms. Hand guns; shoulder fired weapons; light automatic weapons up to and including 50 caliber machine guns; recoilless rifles up to and including 106mm, mortars up to and including 81 mm; rocket launchers, man portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft. (NOTE: This includes all weapons meeting this criteria regardless of origin including foreign, commercial, and nonappropriated funds weapons as well as museum pieces, regardless of whether or not the weapons have a National Stock Number.)

145. **Solid Waste.** Includes garbage, refuse, and other discarded materials, including solid waste materials resulting from industrial, commercial, and agricultural operations, and from community activities, Mining and agricultural solid wastes, hazardous wastes, sludges, construction and demolition wastes, and infectious wastes are not included in this category.

146. **Special Accounts Property Disposal Officer.** An individual within the Military Service who is charged with responsibility for property on a Special Defense Property Disposal Account.

147. **Special Defense Property Disposal Account.** An authorized Military Service disposal account established to do limited disposal **functions** on specific types of property; such as Arms, Explosives, Dangerous Articles, small arms, aircraft, ships, **aircraft** engines, and major ordnance items.

148. **Standard Price.** The price customers are charged for a DoD managed item (excluding subsistence), which remains constant throughout a fiscal year. The standard price is based on various factors which include the latest acquisition price of the item plus surcharges or cost recover elements for transportation, inventory loss, obsolescence, maintenance, depreciation, and supply operations.

149. **State Agency.** The agency in each State or territory designated under State law as responsible for the fair and equitable distribution within the State of all donations of surplus property to public agencies to be used for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, public safety, and programs for older individuals, and to eligible nonprofit tax-exempt activities for education and public health purposes, including research for any such purposes, and for use in programs for older individuals.

150. **State or Local Government.** A State, territory, or possession of the United States, the District of Columbia, and any political subdivision or instrumentality thereof

151. **Strategic List.** Property subject to Trade Security Controls. This list is comprised of the Department of Commerce Commodity Control List, suffix "A" items, and controlled for reasons to include national security, nuclear nonproliferation, crime control, technology transfer, and scarcity of materials.

152. **Substantial Benefits.** Nonmonetary benefits that are in the overall interests of the United States. The benefits must be tangible and appreciable in relation to the value of foreign excess personal property being transferred. For Arms Export Control Act Transfers, benefits must be paid in U.S. dollars,

153. **Sulfiding.** A chemical change that takes place in hypo solution if the current

DoD 4160.21-M

setting of the recovery unit is too high or if current is allowed to continue to flow through the solution **after all** silver is removed. **Sulfiding** can be detected by the formation of a whitish-yellow substance on either the disk or on the bottom of the tank. and the emitting of a strong odor resembling the smell of rotten eggs.

154. Supply Condition Code. See Federal Condition Code,

155. Surplus Personal Property. Personal property located in the United States, American Samoa, Guam, Puerto Rico, Trust Territory of the Pacific Islands, and the Virgin Islands, which is not needed for the discharge of responsibilities of any Federal agency,

156. Toxic Substances Control Act. The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary

157. Trade Security Controls, Policy and procedures designed to prevent the sale or shipment of U. S. Government materiel to any person, organization, or country whose interests are unfriendly or hostile to those of the United States. These controls are also applicable to other selected entities as may be designated by the Deputy Under Secretary of Defense (Trade Security Control).

158. Transfer Order. Document issued by DRMS or the headquarters or regional office of GSA directing issue of excess personal property.

159. Triple Rinsing. The act of rinsing a container three times with a solvent capable of removing the hazardous residue from the container. A volume of solvent equal to at least 10 percent of the container capacity should be used for each rinse. The solvent used for rinsing must be managed as a hazardous waste,

160. Trust Territory of the Pacific Islands (TTPI). For the purpose of distinguishing between domestic and foreign excess property in this manual, TTPI is defined as Palau, the Commonwealth of the Northern Mariana Islands, the Marshall Islands, and the Federated States of Micronesia.

161. Uniform Material Movement Issue Priority System. System to ensure that requirements are processed in accordance with the mission of the requiring activity and the urgency of need, and to establish maximum uniform requisition and material movement standard,

162. Unsalable Material. Material for which sale or other disposal is prohibited by U.S. law or Federal or military regulations.

163. Urgent Requirement. A requirement to fill needs of Uniform Material Movement Issue Priority System priorities 04-08.

164. Usable Property, Commercial and military type property other than scrap and waste.

165. Veterans' Organization. An organization composed of honorably discharged soldiers, sailors, airmen, and marines, which is established as a veterans' organization and recognized as such by the Veterans Administration,

166, "Wash Post." A methodology for transfer of accountability to the DRMO whereby the DRMO only accepts accountability at the time they also document a release from the account, through reutilization, transfer, donation, sales, or ultimate disposal.

167, Wholesale Stock. Stock, regardless of funding sources, over which the inventory manager at the Inventory Control Point level has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

168. Zone of Interior. For the purposes of this manual, a term used to designate the United States and its territories and possessions, applicable to areas covered by GSA and where excess property is considered domestic excess. Includes the 50 States, District of Columbia, American Samoa, Guam, Puerto Rico, U.S. Virgin Islands, and Trust Territories of the Pacific,