

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
No. 755-2

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Disposal of Supplies and Equipment
INSTALLATION PROPERTY UTILIZATION AND DISPOSAL PROCEDURES

SUPPLEMENTATION. Issue of supplements to this FSH regulation by subordinate commanders is prohibited unless prior written approval is obtained from Headquarters, U.S. Army Garrison, Fort Sam Houston.

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CHAPTER 1

INTRODUCTION

1-1. PURPOSE. This regulation outlines responsibilities, establishes policies, and prescribes procedures for property disposal.

1-2. APPLICABILITY. These procedures apply to units and activities receiving supply support from Headquarters, U. S. Army Garrison, Fort Sam Houston, (HQ, USAG FSH) subject to the following:

a. Medical supplies will be processed in accordance with instructions furnished by Chief, Logistics Division, Brooke Army Medical Center (BAMC), Fort Sam Houston, Texas.

b. Ammunition and explosives will be processed in accordance with instructions prescribed in FSH Regulation 700-4.

c. Defense Mapping Agency (DMA) Hydrographic/Topographic Center will be handled in accordance with DMA instructions.

d. Individual (personal) and organizational clothing will be processed in accordance with FSH Reg 700-1.

e. Self Service Supply Center (SSSC) items will be processed through SSSC in accordance with FSH Pam 710-1.

-3 REFERENCES Required and related publications are listed in appendix A

RESPONSIBILITIES

a. Defense Reutilization and Marketing Office (DRMO) San Antonio DRMO is responsible for disposition of surplus property.

Primary activity. Offices of the DRMO chief are located at bldg 3050 East Kelly AFB, TX, telephone: (512) 925-6167, DSN 945-6167.

(a) Reutilization Branch is located in bldg 3000, section 2, telephone: (512) 925-8791, DSN 945-8791. For property screening, turn-in and withdrawal, operating hours are 0800 to 1500, Monday through Friday. For turn-in instructions, drivers should report to bldg 3000, section 1.

(b) Sales Branch is located in bldg 3000, section 6 telephone: 925-7766, DSN 945-7766.

(2) DRMO, Fort Sam Houston. DRMO, San Antonio operates a subactivity (holding area) at this installation with offices in bldg 4191 Routine turn-ins to DRMO by customers are made at this facility.

(a) Operating hours

Property screening hours are 1300-1600 Monday through Friday

Property turn-in/withdrawal hours are 0800-1530

b) Telephone: (512) 221-5925 DSN 471-5925.

b. Directorate of Logistics (DOL). DOL is the primary staff activity for coordination of most matters pertaining to reutilization of supplies and equipment from DRMO.

c. Directorate of Engineering and Housing (DEH). DEH is the primary staff activity for coordination of most matters pertaining to disposal of hazardous materials/hazardous waste, except radioactive materials/waste.

d. Installation Radiation Protection Officer (IRPO). This individual is designated in writing by the installation commander in accordance with AR 385-11. Tenant activities should be familiar with provisions of the regulation and comply as applicable. At this Headquarters, the IRPO function is assigned to the Environmental Management Division, DEH, telephone 221-4930/4842.

e. Installation Supply Division (ISD). The ISD serves as the action agency for DOL on most matters pertaining to property disposal.

Property book officers (PBO) These officials are responsible for:

(1) Maintaining, as applicable, an updated listing of needs provided by their hand receipt holders.

(2) Appropriate visits to DRMO, San Antonio to screen available surplus property.

(3) Initiating requests for DRMO withdrawals whenever assets are required and authorized.

1-5. BASIC POLICIES. Excess and surplus personal property will be turned in without delay to obtain maximum use and to minimize the need for abandonment or destruction.

a. Reutilization. All DRMO assets should be considered for potential further use for other authorized purposes.

b. Stock fund (SF) items. Excess SF property being held in the accounts of DRMO and available for transfer to meet authorized Army requirements will be issued and costed in accordance with DA policy in effect at time of transfer.

c. Installation supply accountability. All transactions to and from the DRMO shall be processed through the applicable accountable property officer.

d. Property book accountability. All nonexpendable property (either serviceable or unserviceable) obtained from DRMO will be entered on the property book records of both appropriated and nonappropriated fund units and activities as prescribed in AR 710-2.

e. Identification and return of excess materiel. It is mandatory that all excess items be returned immediately to the supporting supply activity. These items will be used to satisfy other requirements, placed in stockage, or reported excess to the wholesale system.

f. Excess clothing. Serviceable and unserviceable assets excess to unit/activity requirements will be returned to the supply system. Serviceable turn-ins may be mailed to: Consolidated Property Officer, bldg 4189, Fort Sam Houston, TX 78234-5000.

g. Scrap materials. Scrap material having any possible resale value will be returned in accordance with FSH Pam 700-5.

h. DRMO assets. Whenever possible, property disposal assets will be screened, and withdrawal of usable (authorized) materials requested.

1-6. NONAPPROPRIATED FUND (NAF) ACTIVITIES. As an exception to policy, withdrawal and return of DRMO assets by NAF activities will not be processed through the Accountable Property Officer, W45NQP.

1-7. SOLID WASTE PROGRAM. The objective of this program is to reduce the amount of material wasted and to recycle these materials to the maximum extent practicable. DEH will be responsible for managing the programs under provisions of AR 420-47.

1-8. LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY. Specific requirements must be met prior to the DRMO accepting this type of property from a board of officers appointed by a military installation commander. Requirements include:

- a A copy of the inventory used in establishing accountability
- b Name of owner, if known
- c. A properly executed release document or the board findings which must be supported by a clear and concise statement of the facts established and the conclusions of the board. The statement must reflect the efforts made by the board to locate the owner. Statements summarizing the efforts to contact owner will include as appropriate: Contacts with the State Motor Registration Bureau, a local credit union, or other lending institution to determine if a lien exists on a vehicle. A vehicle with a lien should not

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be turned in to the DRMO unless a release of the lien has been obtained and is provided with the turn-in documentation.

1-9. DEMILITARIZATION CERTIFICATE ON DTID

a. Instructions for Disposal Turn-in Document (DTID) in AR 725-50 specify that the demilitarization certificate (when demilitarized before transfer to DRMO) will be entered in blocks W thru Y. Directives for hazardous material/waste specify other entries in blocks W thru Y.

b. Whenever a demilitarization certificate is required on a DTID, entry shall be in blocks 11 thru 13.

1-10. MARKING OF ITEMS PRIOR TO TURN-IN TO DRMO. Organizational clothing and individual equipment (OCIE) being turned in to DRMO will be marked with the letters "DRMO" to preclude eventual reentry into the Army supply system as fair-wear-and-tear items in accordance with AR 710-2.

CHAPTER 2

TURN-IN OF SUPPLIES AND EQUIPMENT TO
DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

PROPERTY TURN-IN POINTS

a Consolidated property officer (W45NQP or W45NQJ)

(1 Routine turn-ins will be made at bldg 4189, Fort Sam Houston

(2 Business hours are 0730 to 500, Monday thru Wednesday

(3) Emergency turn-ins require prior approval of Chief, Supply Division (or designated representative) in bldg 4197.

b. Other accountable property officers. Turn-ins will be made to the activity from which the property was originally obtained.

c. Found-on-installation property. Instructions are published in TM 38-L03-19 and FSH Reg 700-1.

2-2. SUPPORTING DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO). The DRMO will refuse to accept incomplete and/or cannibalized items unless the turn-in document is properly annotated.

DOCUMENTATION OF TURN-INS

a. Initial processing. Turn-ins of supplies and equipment to the Accountable Property Officer W45NQP (general supplies) or W45NQJ (ammunition) for DRMO will be accompanied by a properly completed DD Form 1348-1 (Single Line Item Release/Receipt Document). Detailed instructions are published in TM 38-L03-19.

b. Disposal turn-in document (DTID). Whenever inspection by classification personnel at the turn-in point establishes that any returned item is unserviceable and should be turned in to property disposal, customers are required to prepare a DD Form 1348-1.

c. Shipment status transaction (DIC AS3). Customers will prepare a DIC AS3 transaction in addition to the above turn-in document. (Exception: AS3 transactions are not required for line items with extended dollar value of less than \$100.00 or for scrap material.)

(1) AS3 worksheets with constant data filled in are normally available at the turn-in point. The worksheet will be completed by customers as shown in figure 2-1 and returned to the turn-in point along with the turn-in document.

(2) When worksheets are not available, DA Form 2632, Miscellaneous Code Layout for Key Punching, will be used to enter all data required on an AS3 transaction. The completed DA Form 2632 will be turned in with the turn-in document as above.

(3) Classification personnel at the turn-in point are responsible for collecting AS3 worksheets from customers and forwarding to Supply Support Branch (SSB) in bldg 4197 not later than one workday after clearing customer shipment to DRMO.

(4) SSB is responsible for transmitting the information on worksheets/DA Form 2632 to DRMS not later than one workday after receipt

d. Clearing customer shipments to DRMO. No turn-ins from customers will be accepted by DRMO unless the turn-in document has been cleared by classification personnel at the Storage Branch in bldg 4189. Clearance action includes spot-check of AS3 worksheet and turn-in document for proper/complete entries, stamping clearance for authorized turn-in to DRMO and applicable fund cite on the turn-in document.

Physical turn-in of property

(1) Property will be turned in at the DRMO holding activity, bldg 4191, Fort Sam Houston. Property must be accompanied by the turn-in document.

(2) The DRMO representative will sign and date copy no. 6 in block 7 (Received By and Date). This interim "Proof of Delivery" copy is given to the person making the turn-in for unit suspense files.

(3) DRMO will complete count/verification within three workdays after receiving the items. Count will be entered in block "Q" and all copies signed in block 8. Copy 2 will be forwarded to the addressee entered in block "A" (Shipped From) for property accounting (receipt copy) records. (Copy 2 replaces suspense copy 6.)

Discrepancies and adjustments

(1) Discrepancies in item identification, quantity, condition, or price will be resolved and corrected by and between DRMO and the customer during the receipt process. If discrepancy cannot be reconciled, DRMO will enter the quantity they receive on the "Receipt Copy" and return to the customer.

(2) Discrepancies which are discovered after the receipt process will be adjusted internally by DRMO.

g. Scrap material. All turn-ins to DRMO must be cleared by classification personnel at the turn-in point for verification that the items are scrap.

(1) Classification personnel will enter the appropriate Demilitarization Code on the turn-in document.

(2) Classification personnel will enter the appropriate fund cite on the turn-in document.

(3) A shipment status transaction (DIC AS3) is not required for scrap

2-4. DEMILITARIZATION REQUIREMENTS. This one-position, alphabetic code indicates the degree of demilitarization action required prior to turn-in to DRMO in accordance with DOD 4160.21-M-1.

a. The Army Master Data File (AMDF) lists the applicable code for each item under the columnar heading "DML."

b A demilitarization code is a mandatory entry on turn-in documents

2-5. RETURN OF FORMER DRMO ASSETS. DRMO requires "use data" on issues being returned for disposal. Turn-in documents covering material returns to DRMO of items formerly requisitioned from DRMO will provide:

a The document number used to turn the item in originally

b Nomenclature

c Date of original withdrawal from DRMO

d. Statement signed by the commander indicating whether or not the material was used.

<u>ENTRY</u>	<u>RECORD POSITION</u>	<u>FIELD DESCRIPTION</u>	<u>INSTRUCTIONS</u>
(CONSTANT ENTRIES)			
1	1-3	Doc Identifier Code	DIC "AS3"
2	4-6	Routing Identifier	DIC "AY4"
3		Media and Status	DIC "K"
4	45-50	Supplementary Address	DODAAC "SY2547"
5	52-53	Fund Code	
6	54	Distribution Code	"9"
7	60-61	Priority Designator	15"
8	77	Mode of Shipment	"I"
(DATA TO BE ADDED BY CUSTOMER/STORAGE PERSONNEL)			
9	8-22	NSN/Part No.	Same as shown on DTID
10	23-24	Unit of Issue	Same as shown on DTID
11	25-29	Quantity	Enter actual qty shipped
12	30-43	Document Number	Same as shown on DTID
13	57-59	Date Shipped	Enter Julian date item was turned in to DRMO
14	78-80	Date Available for	Enter Julian date item was cleared for DRMO turn-in

Figure 2-1 Instructions for the DD Form 1348M (as used for DRMS shipment status)

CHAPTER 3

CONTROL AND DISPOSITION OF HAZARDOUS MATERIAL

Section I Introduction

3-1. DEPARTMENT OF THE ARMY RESPONSIBILITIES. DOD policy establishes that the Army is responsible for disposal of the following categories of hazardous materials:

a. Toxicological, biological, radiological, and lethal chemical warfare materials.

Items which by U.S. law must be destroyed

(2) Disposal of by-products of such material is the responsibility of the DOD component, with DLA assistance.

b. Material which cannot be disposed of in its present form (due to military regulations). Some examples are consecrated religious items and cryptographic equipment.

c. Municipal type garbage, trash and refuse. Waste resulting from residential, institutional, commercial, agricultural, and community activities, which the facility engineer or public works office routinely collects.

d. Contractor generated materials. Disposal of waste items/materials generated by a contractor's activity is the contractor's responsibility under the terms of the contract.

e. Sludges and residues

(1) Resulting from municipal type wastewater treatment facilities

(2) Generated as a result of industrial plant processes or operations.

f. Refuse and other discarded materials. Those which result from mining, dredging, construction, and demolition operations.

g. Unique wastes and residues of a nonrecurring nature Those generated by research and development experimental programs

3-2. PROCEDURES

a. Where disposal is an Army responsibility. When being moved over public roads, hazardous material must be packaged to conform with container specifications prescribed in Title 49 CFR Parts 170-199.

b Where disposal is a DRMO function

(1) Disposal of all other hazardous material will be accomplished on a turn-in document (DD Form 1348-1). Instructions for preparation of DD Form 1348-1 are provided in AR 725-50, table E-8. Additionally, instructions for completing the DD Form 1348-1 for hazardous material/waste can be found in the "Installation Hazardous Waste Management Plan." The DODAAC for DRMO to be entered in record positions 45-50 is "SY2547." The turn-in activity will also:

(a) List the major components of the product for non-NSN items on the DD Form 1348-1.

(b) Code "HM" for all material classified as obsolete and/or dated and "HW" for all Hazardous Waste Material in the block "Marked For."

(c) Furnish the following signed statement on turn-in document:

"THIS IS TO CERTIFY THAT THE ABOVE NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF DOT AND EPA.

(2) DRMO, Kelly AFB, TX, will tentatively accept items cleared by classification personnel pending final inspection. Items returned by DRMO shall be returned to generating unit for compliance with instructions furnished.

3-3. COLLECTION OF WASTE OILS, LUBRICANTS AND RELATED PETROLEUM PRODUCTS. These instructions apply to motor pools and maintenance activities (both Active Army and USAR) which generate waste petroleum products. Other Government activities will comply if applicable. These instructions do not apply to serviceable Army materials which are excess to the owning activity's requirements.

a. Collection points

(1) Motor pools and maintenance activities. These are the primary collection points for waste petroleum products which will be segregated and protected to avoid contamination prior to authorized disposal.

(2) Other activities. Collected waste petroleum products may be turned in at the supporting (or nearest) military motor pool.

b Containers

(1) Waste petroleum products will be collected in 55-gallon drums which previously contained POL products.

(2) Use of containers which previously held hazardous materials (such as pesticides, chemical agents, caustics, or similar harmful substances) is strictly forbidden.

c. Segregation. Engine oil will not be mixed with nonlubricating oil grease, solvent, hydraulic fluid, etc.

3-4 DISPOSAL OF WASTE OIL

a. Restriction. The willful discharge of oil, petroleum products or hazardous and toxic substances from installations, vehicles, aircraft and/or watercraft onto land or into the air or water is prohibited.

b. Reutilization of waste oil.

(1) If the generating installation does not have the capability to use waste oil, it will be offered to other installations that are located within cost-effective transportation distances.

(2) If installation reuse is not cost-effective waste oils will be reported to the supporting DRMO for disposal.

c. Installation disposal. If disposal by DRMO is not economically feasible, the installation should make arrangements with local contractors for disposal of POL waste products.

(1) Disposal/contractual arrangements will be as prescribed by the

(2) Contracts will contain provisions that require disposal procedures and operations to be in accordance with applicable regulations

Section II Hazardous Waste

3-5. SOLID WASTES. Solid wastes are subject to regulation and to the notification requirements of the Resource Conservation and Recovery Act (RCRA). DEH has been designated to determine at which point hazardous material becomes hazardous waste. Hazardous material is not controlled by RCRA regulations.

RESPONSIBILITIES

a. AR 200-1 establishes that the Chief of Engineers (COE) will exercise primary Army staff responsibility for coordinating guidance and publishing environmental protection regulations within the Army concerning hazardous and toxic material management.

b. At installation level, the responsible staff activity is the DEH. The "Installation Hazardous Waste Management Plan" provides guidance for the management of hazardous material at FSH.

c. The responsible activity at Fort Sam Houston is the Environmental Management Division, DEH, located in bldg 124, telephone (512) 221-4930/4842.

TRANSPORTING HAZARDOUS WASTE

a. When movement over public roads to a DRMO specified site is required, the Army is responsible for packaging, manifesting, and movement to the designated site. RCRA hazardous waste and consolidated permit regulations apply.

b. When hazardous waste is to remain in place on the installation, the Army generator will notify DRMO through the installation accountable property officer of projected accumulations; and will coordinate the frequency of pickup by DRMO sales or service contractor.

c. When hazardous waste is generated by the Army but disposal is a DRMO responsibility, the Army generator will prepare the turn-in document in accordance with instructions in para 3-2 of this regulation and AR 725-50. Frequency of pickup will be coordinated with DRMO.

RESIDUES OF HAZARDOUS WASTES IN EMPTY CONTAINERS.

a. Hazardous waste remaining in either an empty container or in an inner liner removed from an empty container is not subject to the notification requirements of RCRA.

b. A container (or an inner lining from a container) that has held hazardous waste is to be considered empty if:

(1) All waste has been removed that can be by using the practices commonly employed to remove materials from that type of container; e.g., pouring, pumping, and aspirating.

(2) No more than 2.5 centimeters (one inch) of residue remain on the bottom of the container/inner lining.

c. The shipping activity is responsible for verification that containers meet the EPA requirements when designated as "empty."

3-9. RECOVERY DRUMS FOR DANGEROUS/HAZARDOUS CHEMICALS. Packages of hazardous materials that are damaged or found to be leaking and hazardous materials that have been spilled or leaked may be placed in a metal removable head salvage drum and shipped for repackaging or disposal.

3-10. SHIPMENTS ORIGINATED BY DOL. Supply Management Branch is responsible for transmittal of the "Record Copy" of DD Form 1348-1 to DEH. A reproduced copy of the record copy will be retained for division (ACTPO) files. The original of the receipt copy will be transmitted by memorandum

CHAPTER 4

PROCESSING ABANDONED OR UNCLAIMED PRIVATE PROPERTY

Section I Introduction

4-1. PURPOSE. This chapter implements DOD Manual 4160.21-M. It authorizes disposal of lost, abandoned, or unclaimed personal property which has come into the possession, custody or control of the installation commander.

4-2 SCOPE

a. Limitations. This chapter concerns only privately-owned property. Abandoned or misplaced DOD property is returned in accordance with current directives. See "Supplies Found on Installation," TM 38-L03-19 and FSH Reg 700-1.

b. Other considerations. These procedures do not preclude the prompt return, through "lost and found" or other offices, of property lost or misplaced by residents of or visitors to this installation. Property which cannot be returned to owners within a reasonable period of time (not to exceed 90 days), will be processed in accordance with this chapter. Property cannot be considered abandoned until a diligent effort has been made to determine and locate the owner, the heirs, or their legal representative.

4-3 RESPONSIBILITIES

a. Abandoned property officer (APROPO). A selected custodian appointed on official orders of this headquarters as both the APROPO and the "Board of Officers," to perform duties prescribed in DOD 4160.21-M and this regulation.

b. Abandoned vehicle custodian. An individual recommended by the Provost Marshal and appointed on official orders of this headquarters, who will account for, preserve, safeguard, and properly dispose of any privately owned motor vehicle which comes into the possession, custody or control of this installation. Appointee will comply with applicable provisions of AR 190-22 and AR 195-5. Appointed individual is normally a Criminal Investigation Division (CID) agent or a military police (MP) person selected from personnel on duty with the Installation Provost Marshal.

1) Location: Bldg 2244 (Traffic Section), Office of the Provost Marshal

2) Duty telephone: (512) 221-0886/0457

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(3) Operating hours 0730-1530, daily (weekends and holidays excluded).

c. Lost and found custodian. Appointed individual is normally a CID agent or an MP selected from personnel on duty with the Installation Provost Marshal.

(1) Location Bldg 2240 (Crime Prevention Section) Office of the Provost Marshal.

(2) Duty telephone (512) 221-0729 If no answer, call 221-0463/0364

(3) Operating hours 0730-1530, daily (weekends and holidays excluded)

Section II Procedures for Organizations or Individuals

4-4 BASIC RULES

a. Exceptions to recovery and turn-in. Personal property which obviously does not have any salable or sentimental value will not be turned in to the APROPO or the lost-and-found custodian.

(1) Disposal is the responsibility of the individual or organization having custody of the property.

(2) Doubtful items may be referred to the appropriate property custodian.

b. All other personal property which appears to have been lost or abandoned, and not under the control of any organization or individual will be returned to military control.

(1) Abandoned vehicles. See para 4-8

(2) Procedures for return of military clothing (individual and organizational) are prescribed in AR 700-84 and FSH Reg 700-1.

(3) Military identification cards should be forwarded to the ID Card Unit in bldg 367.

(4) During non-duty hours, lost personal property will be reported to the MP Desk in bldg 2244 or by telephone ((512) 221-0463) for disposition instructions.

4-5 PROPERTY RECOVERED OR RECEIVED BY PROVOST MARSHAL ACTIVITIES

a. Lost, abandoned, or unclaimed property. AR 190-22 establishes that such property in the custody of the military police will be tagged, receipted and accounted for in the same manner as evidence.

(1) A record or log of such property will be maintained separately from any record or log of property held as evidence. Further, the property will not be stored in the same room/area as property being held as evidence.

(2) The records are maintained by a duly appointed property evidence) custodian.

(3) Such property will be held only until its status can be determined. In every case a receipt will be obtained at time of release

b. Accounting for lost, abandoned, or unclaimed Property AR 195-5 requires the following MP/CID actions:

(1) The CID special agent or MP who first discovers, recovers, or receives the property is responsible for preparing the forms noted below:

(a) DA Form 4002. This tag will be firmly attached to each item of property to identify and control it. One tag may be used when items are grouped together in a container and listed as a single item on DA Form 4137 (Evidence/Property Custody Document).

(b) DA Form 4137. This form will be prepared for property regardless of how it is obtained.

(2) Except in unusual cases, the property will be released to the property custodian not later than the first workday after it is acquired.

(3) Upon receipt of the property and DA Form 4137, the property custodian will assign a document number as prescribed in AR 195-5. This document number will be entered in the accountability ledger, on all copies of the DA Form 4137, and on each item tag (DA Form 4002).

(4) Accountability ledger. A separate ledger for lost, abandoned or unclaimed property will be maintained as prescribed in AR 190-22. Detailed instructions for maintaining the ledger are prescribed in AR 195-5.

(5) Storage of large items. When it is necessary to retain large items (e.g., vehicles), they will be kept in an impoundment lot, warehouse, or other reasonably secure place.

c. Ownership release statements. Procedures for the "Chain of Custody" section of DA Form 4137 establish that the first entry should be the signature, name, and grade or title of the person from whom the property was taken/received. In addition, defense property disposal

instructions require that either or both of the following release documents be obtained whenever possible and applicable. When obtained, the release documents will be annotated and attached to DA Form 4137.

(1) Release document for unclaimed property. FSH Form 440 is available from the installation publications stockroom upon submission of requisition.

(2) Lien holder's release document FSH Form 441 is available as noted above

d Disposal

(1) Unless different disposition is prescribed by other regulations, disposal of lost, abandoned, or unclaimed property shall be in accordance with DOD 4160.21-M, para VI-B-60 and VI-B-114.

(2) Turn-ins of property shall be accomplished utilizing DA Form 4137 procedures, i.e., Chain of Custody.

(3) Coordinate turn-ins with the installation abandoned property officer

4-6 INSTRUCTIONS FOR USAR ACTIVITIES.

a. Government property. All "found-on-installation" property will be turned in to the nearest USAR Center for disposition under provisions of AR 710-2 and TM 38-L03-19.

b. Personal (private) property Individuals or organizations discovering lost private property:

(1) Promptly make turn-in of the property to facilities officer, USAR Center

(2) If turn-in action cannot be accomplished (e.g., vehicles or other large, bulky items), then the matter will be promptly reported to the facilities officer, USAR Center, for necessary action.

4-7 TURN-INS TO THE ABANDONED PROPERTY OFFICER

a. Office of the Provost Marshal (PM). Turn-ins will be made on DA Form 4137. Listed items must be properly tagged with DA Form 4002. Disposition will be in accordance with standing provost marshal procedures

(1) The APROPO or representative will make joint inventory with PM custodian of items to be turned in.

(2) When the joint inventory is satisfactory, the APROPO or representative will accept custody for the item (other than vehicles) by

signature in the "chain of custody" section Final disposition action on abandoned property is reserved for the DRMO

(3) Original copy of DA Form 4137 will be retained by the APROPO A signed duplicate copy will be provided to the PM representative.

b. Other units and activities. The individual or organization having custody of lost or abandoned personal property will use FSH Form 442 for turn-ins to the abandoned property officer.

(1) FSH Form 442 will be prepared in three copies and will provide all known information about the property and its owner. If data is unknown, such an entry will be made in the appropriate block on the form.

(2) A joint inventory will be made by the individual making the turn-in and by the APROPO or his representative. All copies of the form will be signed by both parties, with the activity retaining one clear carbon copy as evidence of the turn-in.

c. Prior coordination. Large quantities or bulky pieces of property must be coordinated with the APROPO prior to turn-in. If possible, personnel to assist in unloading should be provided.

d Turn-in point

Operating hours 0800-1500, Monday thru Friday

2 Location Building 4189

4-8. PROCESSING ABANDONED PRIVATELY OWNED VEHICLES

a. Vehicle recovery. Initial processing actions are the staff responsibility of the Installation Provost Marshal under provisions of AR 190-22 and AR 195-5. The appointed abandoned vehicle custodian (PM) should maintain frequent contact with the FSH APROPO whenever the disposition of such vehicles is involved.

b. Authority for proper inventory of abandoned vehicles. The Installation Staff Judge Advocate (SJA) has established the following

(1) MP personnel will inventory impounded property in accordance with AR 190-22.

(2) An inventory is not a search in the legal context, and the permission of the installation commander will not be required prior to each inventory.

(3) Prior coordination of an inventory with the installation SJA is only appropriate when there is reason to believe that evidence of a crime is contained within the area to be inventoried.

(4) An inventory may not be used to obtain criminal evidence otherwise not legally obtainable.

(5) Inventory of abandoned vehicles should be conducted as soon as possible after impoundment.

c. Conduct of vehicle inventory. It is the responsibility of the appointed abandoned vehicle custodian to properly inventory such vehicles and to describe them on DA Form 4137, to include listing of any special equipment on the vehicle and any valuables left in the vehicle; e.g., money or other articles of salable value.

(1) A property tag, DA Form 4002, will be firmly attached to the steering wheel of the vehicle.

(2) If necessary, DA Form 2404, Equipment Inspection and Maintenance Worksheet, may be used during inventory and made a part of the Property Record, DA Form 4137.

(3) Fair market value of impounded vehicles. For accounting purposes, the abandoned vehicle custodian will establish the fair market value of such vehicles based upon the current/local NADA Used Car Guide.

d. Safeguarding impounded vehicles. This is a staff responsibility of the Installation Provost Marshal. Impounded vehicles will be stored in a separate, secure holding area until determination of ownership and/or lawful disposal is accomplished.

e. Vehicle turn-in to DRMO. The abandoned vehicle custodian must coordinate turn-in of such vehicles with the FSH APROPO, Supply Division, DOL.

(1) Initial action is a joint inventory by the custodian and APROPO or representative to determine exact makeup and contents of the vehicle. Joint inventory results will be noted on DA Form 4137 which will become a supporting document to the required DTID.

(2) When the joint inventory is satisfactory, the APROPO will accept accountability, but not physical custody, of the vehicle. It will remain in the PM impoundment lot until physical turn-in to DRMO. In this instance, the vehicle will be segregated from other vehicles in the lot.

(3) The DTID (DD Form 1348-1) will be prepared by the APROPO or representative who is responsible for completing documentation. In the event that PM representatives have not obtained any required clearance papers, the APROPO should not accept accountability for the vehicle. Any disagreements will be reported promptly for resolution to the Director of Logistics.

(4) Physical turn-in of the vehicle will be coordinated by the APROPO with the Chief, FSH DRMO Facility, and movement will be made direct from the MP Impoundment Lot to location designated by the DRMO. If wrecker service is required to move the vehicle, APROPO will schedule use with the dispatcher, Transportation Motor Pool.

4-9 ABANDONED OR UNCLAIMED PRIVATELY OWNED SMALL ARMS

a. The term "small arms" includes handguns; 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 81MM; rocket launchers man portable; grenade launcher, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

b. Abandoned privately owned small arms shall not be processed directly to the supporting DRMO. Recovered small arms, established as abandoned or unclaimed, will be:

Accounted for on the installation stock record account ACTPO
W45NQP

(2) Reported under the provisions of the Department of Defense Small Arms Serialization Program (DODSASP).

(3) Subject to disposal instructions issued by the Department of the Army (DA) Central Registry.

c Initially, all found/recovered small arms will be turned in to the PM.

(1) PM accountability will be in accordance with AR 190-22 and AR 195-5 to include tagging (DA Form 4002) and preparing DA Form 4137.

(2) When regulatory requirements of ownership determination or evidence procedures have been satisfied, abandoned/unclaimed small arms shall be turned in to the FSH APROPO. The continuous receipt procedure ("Chain of Custody" on DA Form 4137) shall be used as specified in AR 195-5.

d The appointed APROPO shall

(1) Receipt for the small arms turned in by PM on DA Form 4137, providing a copy to the PM representative.

2) Establish informal accountability for the small arms

(3) Coordinate with Chief of Storage for a secure location to store the small arms.

FSH Reg 755-2

(4) Obtain detailed descriptive data and serviceability status on the small arms through inspection by qualified personnel of Maintenance Division, DOL.

Request stock number assignment from the DODSASP clerk, Supply Division, DOL. Upon receipt, add the stock number to the item description on DA Form 4137

(6) Promptly after completion of the above tasks, process all paper (transfer accountability) to the accountable property officer (ACTPO, W45NQP). Continuous receipt procedures of DA Form 4137 apply. (DD Form 1348-1 is not required.) Copies of all documents will be retained in APROPO files in bldg 4197.

e. The ACTPO, W45NQP, or designated representative, will receipt for abandoned small arms on DA Form 4137. Acceptance of formal accountability is the "Final Disposition Action" on DA Form 4137.

(1) DODSASP clerk will report the weapon in accordance with TM 38-214, DODSASP Function User Procedures.

(2) Supply Management System will enter the assigned NSN/MCN into the SAILS system for processing accountability transactions.

(3) The responsible commodity manager will enter SAILS transactions for receipt of the small arms into the accountable records. Follow-up actions involving excess reporting will then apply.

CHAPTER 5

WITHDRAWALS OF PROPERTY FROM DEFENSE REUTILIZATION
AND MARKETING OFFICE

Section I Introduction

5-1. PURPOSE. This chapter establishes installation policies and procedures for the withdrawal of supplies and equipment from Defense Reutilization and Marketing Office.

5-2 POLICIES

a. DOD activities (other than nonappropriated fund activities) must request property from DRMO through servicing accountable property officers (ACTPO) or their designated representatives.

b. Requests from DOD activities for property on the accountable records of DRMO will be prepared on DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).

c. Property disposal officers will not issue stock fund type materiel (transferred to them for disposal) to activities or individuals to meet supply requirements. Whenever items of excess and surplus property are approved for issue to meet either a recurring or nonrecurring demand, they will be transferred from the property disposal activity to the proper stock fund account for issue.

d. Issues of excess or surplus property may be billed at less than full standard price. This is to encourage the screening of materiel which has been transferred to DRMO and the use of less-than-new materiel.

e. Army Stock Fund (ASF) divisions which allow the customer a percentage credit at the time of turn-in may also use the same percentage rate to establish the reduced price for reissue; i.e., rate current at the time of reissue.

f. Using units/organizations will not request supplies directly from DRMO. Requests for property from DRMO will be processed through the supply support activity (SSA) that normally supplies the property.

g. Requests for property from DRMO to be used for other than intended purposes must be approved by the installation commander. Economically repairable items will not be withdrawn for destructive purposes.

h. Property obtained from DRMO sources to be used for its intended purpose will be accounted for the same as property obtained from other supply sources; i.e., accountability and responsibility requirements apply

i. Scrap and property classified as unserviceable issued for other than its intended purpose do not require accountability and records of responsibility. However, the property book officer will maintain a file for all such property withdrawn from DRMO. File will contain receipt documents, any related records of responsibility, and all disposal/turn-in documents. File disposal will be in accordance with AR 25-400-2.

j. Authorized personnel are encouraged to visit the DRMO frequently for the purpose of screening excess property for which there is an immediate or projected need.

k. It is the policy of HQ, USAG, Fort Sam Houston, that every reasonable effort shall be made by directorates, units, and activities to identify and return DRMO items to the Army supply system for reuse whenever there is a known or projected need.

SALES OF PROPERTY TO PRIVATE INDIVIDUALS/ORGANIZATIONS

a. All persons or organizations, except those military and civilian personnel assigned to the property disposal activity or those involved in the selling of the property, will be entitled to purchase property from DOD selling activities. (DOD 4160.21-M)

b. Sales may not be made to persons or organizations located in denied geographical areas, as specified in chapter XVI of DOD 4160.21-M.

c. Notices from DRMO-San Antonio are published in the FSH Command Bulletin, giving dates, times, locations, and point-of-contact telephone numbers.

Section II Property Utilization Screening

5-4 AUTHORIZATION

a. Persons who visit DRMO for the purpose of either screening or freezing excess property (or both) must adequately identify themselves as authorized representatives of a valid recipient unit or activity. (For resolution of identification problems, visitors will be referred to Chief, DRMO-San Antonio.)

b. DOD screeners will identify themselves by means of a current employee/military personnel ID card issued by the DOD activity.

c. Federal civil agency screeners will present a current agency employee ID card as valid authorization.

INITIAL PROCESSING

a. Screeners will report to the utilization specialists located in room 108, bldg 3030, East Kelly, Kelly AFB, for procedures orientation,

current screening instructions, and for answers to any questions they may have.

b. DRMO-San Antonio has copies of approved screening authorization letters on file. Therefore, units/activities do not need to carry copies with them. The following registration procedures apply:

(1) DRMO-San Antonio maintains a visitor's register. Screening party members will be required to sign in and indicate the purpose of their visit.

(2) Upon departure, each individual is required to enter the sign-out time in the visitor's register.

(3) Assistance/guidance on these clearance procedures will be provided, as requested, by the utilization specialists.

5-6. DRMS FORM 103 (SCREENERS TALLY REQUEST TO FREEZE EXCESS SURPLUS PROPERTY).

a. The screening party will be provided blank copies of the DRMS Form 103 during the briefing at the processing point.

b. Screeners will prepare the form, with carbon copy, during inspection of excess property. Desired items are posted by line item to the form; entries must be complete and legible.

c. The completed DRMS Form 103 is handcarried to the utilization specialist at the processing point for follow-up guidance and appropriate action.

5-7. LOCATING A DESIRED ITEM

a. Item identification. Much time and effort can be saved if the customer will establish item identification beforehand. As a minimum, the stock number of a desired item should be available.

b. Master inventory list. The Defense Reutilization and Marketing Service (DRMS) prepares a master inventory list of all property on hand in all DRMOs. The listing for each DRMO is distributed monthly. DRMO-San Antonio maintains a copy for customer reference. A weekly transaction register is also available for updated information and reference.

c. Shopping by telephone. The customer may call the utilization specialists (925-8791) if he/she knows the stock number of a desired item

5-8 DATA FOR DRMS FORM 103

a. All required data entries are available on the master inventory list and transaction register.

FSH Reg 755-2

b. A copy of the disposal turn-In document (DD Form 1348-1) should be on the item. Most of the data required for preparation of the DRMS Form 103 will be on this DTID. The customer may have to determine the location symbol and whether the item is controlled.

5-9. FREEZING DESIRED ITEMS. When customers' screening actions have been completed, they return with their complete DRMS Form 103 to the processing point.

a. Some items in the DRMO inventory are reportable; and, therefore are controlled by either DRMS or GSA.

(1) The utilization specialist will advise customers on the availability status of any desired item and will assist them with guidance and instruction for further processing.

(2) If the desired item is not reportable/controlled, the customer may proceed with withdrawal in accordance with instructions provided in section III of this chapter.

b. Withdrawal of reportable/controlled items cannot be processed until releases are obtained from the controlling agency. An initial freeze is accomplished by a telephone call to the agency concerned. Telephones at DRMO may be used for this purpose. Utilization specialists will guide and assist customers in this action.

5-10. DRMS RELEASES. When DRMS receives a request for property, a DRMS Form 559 (Reutilization Communique) is forwarded to the accountable property officer (ACTPO) verifying the property release. An information copy of DRMS Form 559 is forwarded to the DRMO verifying the freeze.

a. The ACTPO will provide a copy of DRMS Form 559 to the customer and request submission of DD Form 1348-1.

b. Customers will prepare and process DD Form 1348- in accordance with Section III of this chapter.

5-11 GSA RELEASES

a. Telephones at DRMO may be used to contact the agency concerned to request a freeze. The customer must receive the following information:

GSA control number

2) Cycle release number

3) Page number in cycle release)

b. Customer will prepare DD Form 1348-1 in accordance with instructions, including above GSA control data. Completed form will be presented to the ACTPO for approval.

c. Upon approval, the ACTPO will mail the form to the GSA region controlling the item.

d. The GSA region will enter an authorized signature or rubber stamp authorizing the transfer, and will then forward the form to DRMO-San Antonio.

e. DRMO-San Antonio will prepare the item for pickup, and will send a letter of notification to the ACTPO. The letter will establish a suspense date for pickup, after which item will be returned to inventory.

f. The customer will be notified to pick up the item. Customer must provide the ACTPO with a copy of the completed DD Form 1348-1.

SECTION III Property Withdrawal Procedures

5-12 WITHDRAWAL DOCUMENT

a. DOD 4160.21-M stipulates that requests from DOD activities for property on the accountable records of the DRMO will be prepared on DD Form 1348-series.

b. Supply Division maintains a supply of overprinted, six-part DD Form 1348-1, used by customers to request withdrawal of property from DRMO sources. The overprint form is not available through normal publications channels. Units/activities with a requirement for the form should contact Chief, Supply Management Branch, Supply Division, DOL, bldg 4197. Constant entries are preprinted on the form as a service to customers and to reduce error conditions. The overprint form serves two purposes:

(1) As the customer's request to the supply support activity for issue of DRMO assets.

(2) As the accountable officer's withdrawal document to DRMO (and subsequent issue to the customer).

5-13 WITHDRAWAL OF ITEMS FOR TRAINING PURPOSES

a. Withdrawal of items from DRMO for training purposes requires prior clearance by Chief, Training Support Center (TSC), DPTMSEC. Requests mailed to this headquarters should include the attention line (ATTN: AFZG-PTM-TS).

(1) Property in the lowest condition that would satisfy requirements will be used for training purposes.

FSH Reg 755-2

(2) The DOD activity having the requirement should request assistance from the supporting DRMO for assets that are suitable for the purpose. Determination as to suitability rests with the requiring DOD activity.

(3) The requiring activity must maintain documentation on how the property was selected and how it was used, including ultimate disposal.

b. Withdrawal of end items or major items from DRMO for training purposes shall be in accordance with instructions issued by DPTMSEC (TSC). Disapprovals by DPTMSEC (TSC) are returned to the requesting activity without further action.

c. Customers will forward DD Form 1348-1 through DPTMSEC (TSC) for clearance prior to submission to the accountable property officer for final approval. The form must include (typewritten on reverse side) one of the following statements: TO BE USED FOR TRAINING AIDS or TO BE USED FOR TARGET PRACTICE.

5-14. WITHDRAWALS FOR NONAPPROPRIATED FUND (NAF) ACTIVITIES. DOD 4160.21-M establishes that NAF activities may requisition excess property (less small arms) on a nonreimbursable basis through the PBO direct from DRMO.

5-15 WITHDRAWAL OF HAZARDOUS MATERIAL

a. Installation control of excess hazardous material (less radioactive material) is an assigned staff function of the DEH Environmental and Energy Management Division. See FSH Reg 10-1.

b. Normally, items containing hazardous materials will not be withdrawn from DRMO for reuse. DEH instructions apply. Disapproved requests are returned without further action.

c. Some excess items with hazardous characteristics (e.g., insecticides) may have reuse potential but require DEH clearance. Initial guidance may be obtained by telephone ((512) 221-4930/4842). Correspondence forwarded to this headquarters should have the attention line (ATTN: AFZG-FE-EM).

d. Customer coordination with DEH Environmental and Energy Management Division is mandatory because of several required entries on withdrawal documents involved with hazardous materials.

e. The overprinted DD Form 1348-1 is not an acceptable form for use in withdrawing hazardous material from DRMO. General guidance for completion of DD Form 1348-1 is provided in paragraph 3-2 of this regulation and AR 725-50.

5-16. PREPARATION OF WITHDRAWAL DOCUMENT

a. The customer is required to advise the approval authorities as to the intended use of the property (other than scrap) withdrawn from DRMO sources. This has been simplified on the overprint.

b. When property will be used for its original purpose, the customer must be prepared to establish that the quantity being withdrawn from DRMO will not exceed authorized TOE/MTOE/TDA allowances.

c. When property will not be used for its original purpose, customer must provide purpose and justification for the withdrawal, typed on the reverse side of the form.

d. Under provisions of AR 710-2, the ACTPO (W45NQP) approves/disapproves withdrawal requests. See exceptions in para 5-14 and 5-15.

5-17 APPROVAL OF WITHDRAWALS.

a. Approval by ACTPO (W45NQP). When the withdrawal action is an authorized supply transaction, the customer forwards the prepared DD Form 1348-1 to the Supply Division, DOL, for the following processing:

(1) The responsible item manager enters the ACTPO document number in record positions 36-43 of the form.

(2). Approval of the ACTPO or designated representative is entered at the bottom left corner of the form.

(3) If withdrawal involves a GSA release (paragraph 5-11), the approved form is mailed to the appropriate GSA region for official release of the requested materiel.

(4) If withdrawal involves a DRMS release, item managers prepare a one-time DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) for ACTPO signature/authorization covering this transaction. The DA Form 1687 will carry a statement in the "Remarks" block as follows: ONE-TIME AUTHORITY FOR DOCUMENT NUMBER(S) (list document numbers).

b. Approval by other ACTPO. Requests for withdrawal of supplies/property not mentioned above, and which are not managed by Supply Division, DOL, will be processed in accordance with instructions issued by the ACTPO concerned.

5-18. WITHDRAWAL ACTIONS

a GSA releases. See paragraph 5-11 above.

b. Other withdrawals. Customers will handcarry withdrawal documents to the DRMO subactivity in Room 108, bldg 3030, East Kelly AFB.

FSH Reg 755-2

(1) Utilization specialists at this location will assist the customer by processing the withdrawal document and by advising on procedures for physical issue of the property.

(2) The customer is responsible for checking that materiel issued is that actually requested, and that quantities are correct.

(3) After signing for the property, customer will receive two copies of the withdrawal document; one copy for PBO records and one copy for ACTPO records. It is the responsibility of the customer to handcarry the ACTPO-copy of the withdrawal document Supply Division, DOL.

APPENDIX A

REFERENCES

AR 190-22, Searches, Seizures and Disposition of Property

AR 195-5, Evidence Procedures.

AR 200-1, Environmental Protection and Enhancement

AR 385-11, Ionizing Radiation Protection (Licensing, Control, Transportation, Disposal and Radiation Safety).

AR 420-47 Solid and Hazardous Waste Management

AR 708-1 Cataloging and Supply Management Data

AR 710-2 Supply Policy Below the Wholesale Level

AR 710-3 Asset Transaction Reporting System

AR 725-50, Requisitioning Receipt and Issue System

DA Pam 710-2-1, Using Unit Supply System Manual Procedures

DA Pam 710-4, Management of Excess Materiel and Materiel Returns

DOD 4160.21-M, Defense Utilization and Disposal Manual

FSH Reg 700-4, Fort Sam Houston Ammunition Handbook.

FSH Pam 700-5, Recyclable Materials Program

FSH Pam 710-1, SSSC Price List.

FSH Reg 420-47, Disposal Refuse by Incineration

FSH Reg 700-1, Installation Supply and Services Support

Installation Hazardous Waste Management Plan

TM 38-103-19, SAILS Procedures for Customers

The proponent of this regulation is the Directorate of Logistics (DOL), Fort Sam Houston. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Garrison, ATTN: AFZG-DL-SD, Fort Sam Houston, TX 78234-5000

FOR THE COMMANDER



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