



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK
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LATHAM, NEW YORK 12110-3514

USP&FO-NY SOP L-5

1 April 2020

**USP&FO-NY EXTERNAL SOP FOR USAGE OF DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES (DLA-DS)
(FORMERLY DRMO)**

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***This SOP supersedes USP&FO-NY SOP L-5 DRMO External SOP dated 20Apr18**

CHAPTER 1

GENERAL INFORMATION

1-1. Purpose. This standing operating procedure (SOP) establishes guidance and procedures for obtaining or turning in supplies and equipment at DLA-DS.

1-2. Scope. The procedures outlined in this SOP apply to and are to be followed by all customer units supported by the USP&FO-NY.

1-3. Revisions. Revisions to this SOP will be published as required to comply with changes to applicable publications and improve customer support. Forward any recommended changes to USP&FO-NY, ATTN: MNPF-SS for appropriate action.

1-4. References. Publications used in conjunction with this SOP are:

- a. AR 710-2 Supply Policy Below the Wholesale Level
- b. AR 725-50 Requisitioning, Receipt, and Issue System
- c. AR 735-5 Basic Policies and Procedures for Property Accountability
- d. DA Pam 710-2-1 Using Unit Supply System Manual Procedures
- e. DA Pam 710-2-2 Supply Support Activity (SSA) Supply System, Manual Procedures
- f. DA Pam 738-750 The Army Maintenance Management System (TAMMS)
- g. DOD 4160-21-M Defense Materiel Disposition Manual
- h. DLM 4000.25 Defense Logistics Management Standards, Supply Procedures
- i. USP&FO SOP L-1 External SOP for Warehouse and GCSS-A
- j. E-mail, NGB-ARL-S, Subject: Requisitioning from DRMS, dated 23 June 2006

1-5. Responsibilities. The USP&FO Supply Support Activity (SSA) Supply Management Officer (SMO) is the only individual authorized to process and approve a request for property from DLA Disposal Services.

CHAPTER 2

RECEIVING ITEMS FROM DLA-DS

2-1. Customer Request. All serviceable items received from the DLA-DS will be billed at the full fedlog price. DLA-DS must have a current Letter of Authorization (LOA) on file prior to units picking up property from ANY DLA-DS site.

a. The USP&FO as the Accountable Support Officer (ASO) will have the authority to process a MILSTRIP through the DLA-DS website using the USP&FO Billing DODAAC W16L6S. Mr. Gary Flaherty is the ASO representative for the USP&FO. He is the only one authorized to order on the Reutilization/Transfer Donation (RTD) website.

b. Request for removal of equipment (Expendable/Durable, Nonexpendable) from DLA-DS will be submitted in writing to the USP&FO-NY, ATTN: MNPF-SS Building 40-1, Watervliet Arsenal, Watervliet, NY 12189-4050.

c. Shops (MATES, FMS and CSMS) will submit requests through their Maintenance Managers, and units will submit requests through their GOCOMs.

d. All requests will be routed through the DOL for funding before they are sent to the USP&FO-NY.

e. **Under no circumstances are units authorized to utilize the DLA-DS website to order equipment from DLA-DS or go to DLA-DS sites to pick-up equipment without prior authorization from USP&FO.** (See Appendix A)

2-2. Required Memorandum. All requests must contain the following information.

a. Name, and Rank of person making the request for item(s) from DLA-DS.

b. Name and address of the DLA-DS where item is located.

c. DODAAC, address and telephone number of unit.

d. Complete description of item to include stock number, serial numbers and vehicle USA Numbers, if applicable.

e. Annotate if item is Expendable/Durable or Non-expendable.

2-3. DLA-DS Approval. Once the request has been reviewed and approved by the Supply Management Officer, the request will be forwarded to the Material Management Branch for processing into the DLA-DS web site.

2-4. Receipt of Equipment. Once equipment has been received from the DLA-DS, the original signed copy of the DD Form 1348 receipt will be sent to the USP&FO,

MNPF-SS for filing in unit reconciliation file and a copy will be sent to the unit GOCOM for file.

2-5. Non-Receipt of Equipment. Unit must notify GOCOM and USP&FO, MNPF-SS if requested equipment is not received from DLA-DS for any reason (i.e. equipment no longer available, item not received). MNPF-SS will then submit an SDR for item(s) not received or cancel the document number for equipment no longer available for issue.

CHAPTER 3

TURN-IN ITEMS TO DLA-DS

3-1. Turn-in Requirements.

a. All equipment DST approved for DLA-DS disposition must be processed through the USP&FO Warehouse. **Units are NOT authorized to turn-in directly to the DLA-DS.**

b. All turn-ins will be done by appointment only as specified in USP&FO SOP L-1. Call (518) 272-3817/3818 for an appointment. All turn-in paperwork must accompany equipment for turn-in IAW USP&FO SOP L-1 Chapter 6.

3-2. Exception to Policy. Units with unserviceable rolling stock eligible for DLA-DS disposition **may** be authorized to turn-in equipment in place for warehouse retrieval at a later date.

a. The unit will contact the USP&FO Warehouse Supervisor and/or Supply Management Officer with the DST DLA-DS determination and approval.

b. If approved, all paperwork to include DST Memo, DA Form 2765, Turn-in and Technical Inspection will be provided to the USP&FO warehouse for processing in GCSS-A.

c. The DA Form 1348, Material Release Order (MRO) for shipment to DLA-DS will be processed and emailed to the unit to accompany equipment, and a copy will be sent to the unit PBO.

The proponent office for this SOP is the United States Property & Fiscal Office Supply and Services Division, MNPF-SS. Users are invited to send comments and suggested improvements directly to ATTN: MNPF-SS, Watervliet Arsenal, 1 Buffington Street, Watervliet, NY 12189.

MICHAEL S. MURPHY
COL, NGB
USP&FO for New York

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<http://dmna.ny.gov/uspfo/?id=supp>

APPENDIX A

NGB Policy: Requisitioning from the Defense Reutilization and Marketing Service
(DLA-DS)

NGB-ARL-S

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Requisitioning from the Defense Reutilization and Marketing Service
(DRMS)

1. References:

- a. National Guard Regulation 130-6/ANGI 36-2.
- b. DoD Regulation 4160.21-M.

2. Effective immediately, as a result of several Materiel Weakness Reports that address the procurement of excess DoD property from DRMS, the Defense Logistics Agency (DLA), in coordination with the National Guard Bureau (NGB), will implement the following changes for ordering property from the DRMS web application.

a. Using the DRMS DODAAC Validation Table, one DODAAC for each of the 54 USP&FOs will be loaded; the other 20,000(+) ARNG DODAACs will be blocked from using the DRMS.

b. If a Screener attempts to use an unauthorized DODAAC, he will get a pop up screen telling him to contact his USP&FO Approving Officer.

c. Screeners will not be able to submit a MILSTRIP but instead the request will automatically go to the USP&FO designated Approving Officer(s).

d. Only the designated Approving Officer(s) will have the authority to process a MILSTRIP.

3. This step is necessary to preclude further unauthorized requisitioning of materiel from DRMS, and is IAW requirements established in above references. The attached spreadsheet has been provided to DRMS, and includes one selected DODAAC for each State/Territory, plus RSMS and GMMC DODAACs for use in requisitioning materiel. Only one USP&FO DODAAC will be authorized per State/Territory at this time. Additionally, the USP&FO is listed as the POC for these requests. As required by references 1a and 1b above, only the USP&FO (or their designated representative) shall be authorized to obtain property from the DLA-DS. Request the DODAAC list be

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validated for accuracy. As a reminder, the DODAAC cannot be the warehouse DODAAC, since it belongs to HQ, Army Materiel Command.

4. NGB point of contact for this message is the undersigned, DSN 327-7451 or commercial 703-607-7451.

//s//

WILLIAM E. WATKINS
C, Logistics Management Branch

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