



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 4570.1D
N14

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FASOTRAGRUPAC INSTRUCTION 4570.1D

Subj: ACQUISITION/DISPOSITION OF MATERIAL DRAWN FROM DEFENSE
REUTILIZATION AND MARKETING OFFICES (DRMO)

Ref: (a) DOD Manual 4160.21M
(b) NAVCOMPT Manual Vol. III

Encl: 1) Procedures for Requisitioning Excess Material
2) DRMO 103 (JUN 83), Screeners Tally Request to Freeze
Excess/Surplus Property

1. Purpose. To establish command policy regarding procedures and responsibilities for the proper screening, acquisition and disposition of government excess/surplus materials, in accordance with references (a) and (b).

2. Cancellation. FASOTRAGRUPACINST 4570.1C.

3. Scope. Applies to all FASOTRAGRUPAC.

4. Background. Basic principles regarding acquisition of excess/surplus property are set forth in reference (a). Reference (b) requires that plant property owned by the Navy be reported in the plant property account, regardless of the manner of acquisition, and taken up in the official plant property records.

5. Policy. It is the policy of this command to utilize excess/surplus property to the maximum extent possible to fill existing needs and to satisfy requirements prior to initiating new procurement. An exception is when the property is the only immediate source of supply. Conservative judgement must be exercised and consideration given to costs for packing, crating, handling and rehabilitating, etc., as compared with cost of new procurement.

6. Responsibilities. The material division (Code N14) will be responsible for the following:

a. Coordinate with Department supply liaisons to ensure that the property requests for DRMO items are justified.

b. Consider the economy of transfer of excess property, compared with new procurement.

c. The acquisition of all DRMO items

d. Prepare custody records on plant property items in accordance with reference (b).

7. Screening. Each department will designate, in writing, one primary and one alternate screener to Code N14. These individuals will screen only.

8. Disposition. Departments will provide a memorandum with department head signature requesting the disposal of excess material. The condition of material, quantity, plant account number if applicable, and point of contact will be included.

9. Action. The procedures in enclosure (1) will be followed by Code N14 for the requisitioning of excess/surplus personal property. Enclosure (2) is a sample of a Form 103, used by the screener to request freezing of excess/surplus property.


E. M. GALLIE

DISTRIBUTION:
FASOTRAGRUPACINST 5216.3A
List A

Procedures for Requisitioning Excess Property from
Defense Reutilization and Marketing Offices (DRMO'S)

1. DRMO will supply the screener with a screening sheet. Screener will transfer pertinent information from warehouse document of desired property to Form 103.
2. Requests will be submitted to Code N14 via memorandum including the following:
 - a. List of items and quantity of each required.
 - b. Site of DRMO where items are available for pickup
 - c. Completed Form 103.
 - d. Justification.
 - e. Department head signature.
3. Code N14 will prepare DD Form 1348-1A (original and three copies) from information provided from screening sheet.
4. Code N14 personnel picking up property at the DRMO must have proper identification and a completed DD Form 1348-1A with accountable officer signature (Administrative Officer). They must sign in at the DRMO.
5. Code N14 will maintain current files and accountable records of withdrawn excess property from DRMOs for a minimum of three years.
6. Plant property will be recorded on a Fleet Aviation Specialized Operational Training Group Pacific Fleet Form 4320/1 in accordance with reference (b).

Enclosure 1)

