

Procedures for release of property to Transfer and Donation customers:

- No release of property to Transfer or Donation customers is authorized unless the DRMO has a DD 1348-1A (CONUS) or receives a faxed or e-mail copy of the approved SF 122/123 directly from GSA. If the requisition is a SF 122/123 it must be signed by an authorized GSA regional representative received independently via fax or e-mail from an identifiable GSA source (from a “gsa.gov” e-mail address or sent from a GSA fax machine). Names, phone and fax numbers for GSA authorizing officials are listed on the internal reutilization web site (*will be by 12 Jul 06*). If there is any question about the validity of the SF 122/123 the DRMO is to contact the authorizing GSA representative for confirmation. DRMO will not issue property to customers who hand carry a signed SF 122/123 with them unless the DRMO has a DD 1348-1A (CONUS) or there is an independent copy received via fax or e-mail directly from GSA.
- Transfer and Donation customers must schedule pickups. When scheduling a pickup, the MEO or RGO employee will request information on who is authorized to pickup the property for the requisitioner. The requisitioner must provide the information in writing from their office email address or via DRMS Form 1646 “Letter of Authorization” which may be sent via facsimile or email to the DRMO. The DRMO will attach a copy of the pickup authorization to the DD 1348-1 or SF122/123. Property will only be released to those authorized individuals and/or transporters once proper identification has been furnished. Proper identification includes a driver’s license or government/company issued ID card. NOTE: Temporary base security ID cards are not acceptable. If there is any question as to whether or not the individual/transporter is in fact authorized to remove the property, the requisitioning customer must be contacted and the information verified prior to release.
- WALK-INS: Customers may screen property, send a requisition to GSA for approval and remove in one visit but only after the DRMO receives the approved 122/123 fax or e-mail directly from GSA. Person picking up property must be an authorized screener with a screener identification card.

Procedures for release of property to **Special Programs**:

- DoD Humanitarian Assistance Program (HAP), DoD or Service Museums, National Guard Units, Senior Reserve Officer Training Corps (ROTC) Units, Morale, Welfare and Recreation (MWR) Activities/Services, Military Affiliate Radio System (MARS), Civil Air Patrol (CAP) and DoD Contractors will be treated the same as DoD activities.
- Law Enforcement Agencies, **Firefighters**, and Computers for Learning (CFL) will only have electronic requisitions – no walk-ins allowed. Customers must schedule pickups. When scheduling a pickup, the MEO or RGO employee will request information on who is authorized to pickup the property for the requisitioner. The requisitioner must provide the information in writing from

their office email address or via DRMS Form 1646 "Letter of Authorization" which may be sent via facsimile or email to the DRMO. The DRMO will attach a copy of the pickup authorization to the DD 1348. Property will only be released to those authorized individuals and/or transporters once proper identification has been furnished. Proper identification includes a driver's license or government/company issued ID card. NOTE: Temporary base security ID cards are not acceptable. If there is any question as to whether or not the individual/transporter is in fact authorized to remove the property, the requisitioning customer must be contacted and the information verified prior to release.

- Foreign Military Sales (FMS) property is typically shipped to a pre-designated freight forwarder. There are two exceptions to this rule for FMS. The first is when an FMS customer is accompanied by one of the FMS Program Managers from HQ in Battle Creek. In those rare cases, the FMS Program Manager will approve the removal of property by the customer. The second is when the Program Manager is not physically present and an FMS customer wishes to pick-up property. The DRMO should call the FMS office in Battle Creek (Franz Schirk DSN 661-5927 or Victoria Osborne DSN 661-7532). The Program Manager will send an e-mail with approval for direct removal by a designated individual. The DRMO may release the property to the customer once they have verified the customer's ID matches the designated individual in the email.