

C5.5. Allocation and Approvals

C5.5.1. Guidance for Allocation

NOTE: Allocation is the process that takes place between screening and the actual input of an order (MILSTRIP). Allocation is when the Accountable Supply Officer approves or disapproves the requested items from a screener. The APO has the authority to disapprove one customer's request and issue to another customer under his/her control. Allocation means the customer has been given the go ahead to submit a requisition for the items. Guidance in this chapter will be broken down into Reutilization, Transfer, and Donation for CONUS, OCONUS, and RCP.

C5.5.2. **DRMO CONUS and OCONUS Reutilization/DOD, Transfer and**

Donation Customers Section edited on 26 July 06

The following procedures are applicable for all Worldwide DRMS operations unless given an exemption by DRMS Headquarters". Each instance will be reviewed on a case by case basis.

These procedures will be enforced for all direct removals of DRMO property worldwide, to include DOD and the following special programs:

C5.5.2.2.1. **DOD Humanitarian Assistance Program (HAP)**

C5.5.2.2.2. **DOD or Service Museums**

C5.5.2.2.3. **National Guard Units**

C5.5.2.2.4. **Senior Reserve Officer Training Corps (ROTC)**

Units,

C5.5.2.2.5. **Morale, Welfare and Recreation (MWR)**

Activities/Services

C5.5.2.2.6. **Military Affiliate Radio System (MARS)**

C5.5.2.2.7. **Civil Air Patrol (CAP) and DOD Contractors**

Allocating and approval authority resides with the Accountable Supply Officer.

C5.5.2.3.1. Letter of Authorization required at the DRMO in standard letter format. The DRMO may scan the letter and place in an electronic folder for easy access and for annual updates; however, the **signed** hardcopy original must also be maintained at the DRMO. The following information is also required:

C5.5.2.3.1.1 Must be on unit or battalion letterhead.

C5.5.2.3.1.2 The accountable officer's assigned DODAAC.

C5.5.2.3.1.3 Long line complete address.

C5.5.2.3.1.4 Telephone number.

C5.5.2.3.1.5 Typed name and signature.

C5.5.2.3.1.6 The letter designating the accountable officer must be signed by a higher level of authority. NOTE: DRMOs must contact activities to

replace any letters not meeting these criteria before allowing any direct removals by the individuals.

C5.5.2.3.1.7 The letter shall include, if applicable, the full name, activity, DODAAC, telephone number, address, and signature of supply officer and designees authorized to sign requisitions (for direct removal) on behalf of the accountable supply officer.

C5.5.2.3.1.8 The letter MUST be on file at the DRMO prior to the arrival of the person picking up the property and be dated less than one year from the current date. The person picking up the property may not hand carry the letter to the DRMO.

C5.5.2.3.1.9 The accountable officer designation shall be updated annually or as changes to the original designation are made, whichever occurs first. After a walk-in customer has physically screened items, he/she will take a copy of the DRMS Form 103 to his/her Accountable Supply Officer for review (allocation) and approval.

C5.5.2.3.1.9.1 The DOD walk-in customer may also access the DRMS RTD Web page, enter the items identified under MILSTRIP, and e-mail the request to their APO electronically.

C5.5.2.3.1.10 Direct pickup for allocated property, may be made by an individual with a valid identification and a DD Form 1348-1A and signed by the Accountable Supply Officer or authorized individuals listed in the letter.

C5.5.2.3.1.11 Before release of the property, the following actions must occur for each removal:

C5.5.2.3.1.11.1 DRMO will contact POC number from the Letter of Authorization and request an email:

C5.5.2.3.1.11.1.1 To the DRMO address

C5.5.2.3.1.11.1.2 From an appropriate .mil, .gov, or other appropriate non-commercial email address

C5.5.2.3.1.11.1.3 With a cc: to the individual who signed the authorization letter) unless the confirming email is from that individual)

C5.5.2.3.1.11.2 This email must authorize the person picking up the property to remove the specific items(s) requisitioned.

C5.5.2.3.1.11.3 Item will not be released until confirming email arrives.

C5.5.2.3.1.11.4 Printed copy of email will be retained with requisition document.

C5.5.2.3.2. The Accountable Officer will remove lines from the list if the customer does not meet internal criteria or is not authorized to have the items.

C5.5.2.3.3. The customer has 14 days to return to the DRMO with approved requisitions/DD Form 1348-1As for items identified on the DRMS Form 103; however, encourage customers to notify the DRMO of transportation plans prior to the 14 day expiration.

C5.5.2.3.4. Should the customer fail to produce requisitions within the given time period, the item becomes available to another DOD customer, as long as it has not rolled into another screening cycle. This is done on a first-come (MILSTRIP or freeze), first-served basis.

The following procedures will be enforced for all direct removals of DRMO property worldwide, by Law Enforcement Agencies, Firefighters, and Computers for Learning (CFL) customers

C5.5.2.4.1. LESO and CFL will only have electronic requisitions – no walk-ins allowed.

C5.5.2.4.2. 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.

C5.5.2.4.3. The requisitioner must provide the information in writing via a “Letter of Authorization to Remove Property” (see Section 4, Supplement 2, Chapter 5, Enclosure 8) from their office email address or via facsimile to the DRMO.

C5.5.2.4.4. The DRMO will attach a copy of the Letter of Authorization to Remove Property to the DD 1348.

C5.5.2.4.5. 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)

C5.5.2.5.1. Property is typically shipped to a pre-designated freight forwarder. There are two exceptions to this rule for FMS:

C5.5.2.5.1.1 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 may approve the removal of property by the customer.

C5.5.2.5.1.2 Second, if the Program Manager is not physically present and an FMS customer wishes to pick-up property, the DRMO must call the FMS office in Battle Creek (DSN 661-5927 or 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.

Transfer and Donation customers

C5.5.2.6.1. Release of Property:

C5.5.2.6.1.1 No release of property to Transfer or Donation customers is authorized unless the DRMO receives a faxed or e-mail copy of the approved SF 122/123 directly from GSA.

C5.5.2.6.1.2 The 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).

C5.5.2.6.1.3 If there is any question about the validity of the SF 122/123, the DRMO is to contact the authorizing GSA representative for confirmation.

C5.5.2.6.1.4 DRMO will not issue property to customers who hand carry a signed SF 122/123 with them unless there is an independent copy received via fax or e-mail directly from GSA.

C5.5.2.6.2. Scheduling pickups:

C5.5.2.6.2.1 When scheduling a pickup, the MEO or RGO employee will request information on who is authorized to pickup the property for the requisitioner.

C5.5.2.6.2.2 The requisitioner must provide the information in writing via a “Letter of Authorization to Remove Property” (see Section 4, Supplement 2, Chapter 5, Enclosure 8) from their office email address or via facsimile to the DRMO.

C5.5.2.6.2.3 The DRMO will attach a copy of the Letter of Authorization to Remove Property to the SF122/123.

C5.5.2.6.2.4 Property will only be released to those authorized individuals and/or transporters once proper identification has been furnished.

C5.5.2.6.2.5 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.

C5.5.2.6.3. Walk-Ins:

C5.5.2.6.3.1 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.

C5.5.2.6.3.2 Person picking up property must be an authorized screener with a Federal Agency or screener identification card.

