



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 4500.11E Ch 1-2  
LPC-2  
17 Dec 12

MARINE CORPS ORDER 4500.11E w/Ch 1-2 Administrative Change

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INSTRUCTIONS FOR THE DISPOSITION/UTILIZATION OF EXCESS  
PERSONAL PROPERTY

Ref: (a) MCO 5215.1K

Encl: (1) MCO 4500.11E w/Ch 1-2

1. Situation. This Order provides guidance for the disposition and utilization of excess personal property.
2. Mission. Marine Corps activities shall report and dispose of locally generated excess personal property in accordance with this order.
3. Execution. Administrative changes are as follows:
  - a. Change sponsor to reflect LPC-2.
4. Administration and Logistics.
  - a. Distribution Statement. Directives issued by the CMC are published electronically and can be accessed online via the Marine Corps homepage at: <http://www.marines.mil>.
  - b. Access to an online medium will suffice for directives that can be obtained from the Internet, CD-ROM, or other sources. For purposes of inspection, electronic files will suffice and need not be printed. For commands without access to the Internet, hard copy, and CD-ROM versions of Marine Corps directives can be obtained through Marine Corps Publications Distribution System (MCPDS).

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distribution is unlimited.

17 Dec 12

c. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to the Commandant of the Marine Corps (CMC) Logistics Policy (LP) via the appropriate chain of command.

5. Command and Signal.

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

/S/

M. G. DANA

By direction

DISTRIBUTION: PCN 10205690003



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 4500.11E  
LMM-2-dld  
30 Mar 1983

MARINE CORPS ORDER 4500.11E W/CH 1. 2

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Instructions for the Disposition/Utilization of Excess  
Personal Property

Ref: (a) MCO P4400.82E, Controlled Items Management Manual  
(b) MCO P4400.84C, Special Programs Manual  
(c) MCO P4400.123B, FMF SASSY Accounting Manual, vol. II  
(d) UM 4400-15, Organic Property Control  
(e) UM 4400-124, FMF SASSY Using Unit Procedures  
\* (f) MCO P5290.1 (NOTAL)  
(g) MCO 4440.31C  
(h) MCO 4570.24A  
(i) DoD 4160.21-M, Defense Utilization and Disposal  
Manual (NOTAL)  
(j) MCO 4555.3C  
(k) MCO P4400.105B, Radioactive Commodities in the DoD  
Supply System (NOTAL)  
(l) MCO 4200.9J (NOTAL)  
(m) MCO P5233.1, Automatic Data Processing (ADP)  
Management Standards Manual  
(n) MCO 11260.3C (NOTAL)  
(o) MCO P4410.22B, Wholesale Inventory Management and  
Logistics Support of Multiused Nonconsumable  
Items (NOTAL)  
(p) DoD 4160.21-M-1, Defense Demilitarization Manual  
(NOTAL)  
(q) MCO P5750.1F, Manual for the Marine Corps  
Historical Program

Encl: (1) Listing of Worldwide Defense Property Disposal  
Offices (DPDO's) and Defense Property Disposal  
Regions (DPDR's)  
(2) Disposal Authority Codes  
(3) Sample Donation Agreement

1. Purpose. To provide updated guidance for the disposition  
and utilization of excess personal property.

2. Cancellations. MCO's 4100.8, 4500.11D, 4520.4A, 4570.15D,  
and 4570.23A.

### 3. Information

a. References (a) through (g) provide policy, instructions, and guidance for reporting in-use supplies and equipment which become excess to Marine Corps activities for various reasons; e.g., reduced requirements, unserviceable nonreparables. Property declared excess to the Marine Corps, by appropriate authority, for which disposal action has been directed, is reported to the nearest defense property disposal office (DPDO) for processing in accordance with references (h) and (i). Enclosure (l) contains a listing of all DPDO's worldwide, with routing identifier codes (RIC's) and Department of Defense activity address codes (DoDAAC's). All property shall be reported on a DD Form 1348-1 (turn-in document).

b. Information and instructions concerning the Department of Defense Precious Metals Recovery Program for recovery of precious metals (gold, silver, and the platinum family of metals) from residual and scrap material generated within the Marine Corps are contained in reference (j).

c. The Defense Utilization Program is the first source of supply to fill known and anticipated requirements for all Department of Defense (DoD) components. As administrator of the program within the DoD, the Defense Logistics Agency (DLA) operates several systems which are designed to make DoD components aware of what excess property is available, where it is, and its physical condition. These systems range from the mechanized front end screening system, which involves the wholesale level, to manual systems, such as weekly excess personal property lists and high-dollar value flyers.

d. In addition to those systems by which DLA advises potential users of the availability of excesses, the Defense Property Disposal Service (DPDS) (a field command of DLA located in Battle Creek, Michigan) also has the capability of providing asset data upon request. The Interrogation Requirements Information System (IRIS) provides asset availability information as to location, quantity, and condition for any item which is identified by a national stock number (NSN). Inquiries to IRIS may be made by telephone to AUTOVON 369-6695, FTS 372-6695, or commercial 616-962-6511, extension 6695. A requiring activity may institute interrogations for excess assets either on a one-time basis or for a specified period under the "want list" concept. When assets meeting the requirements established by the interrogation are located in DPDO channels, the requiring activity is advised by telephone, message, or letter of the locations, condition, and other relevant data.

e. Marine Corps policy is to fully support and participate in programs for disposal and utilization of excess personal property.

4. Action

a. Disposition of Excess Personal Property. Marine Corps activities shall report locally generated excess personal property in accordance with references (a) through (g). Upon receipt of disposal instructions, Marine Corps activities shall utilize enclosure (1), as appropriate, except for radioactive materiel, to determine the nearest DPDO, and invoice their excesses to that office. The appropriate disposal authority code, as listed in enclosure (2), shall be listed in card column (cc) 64 of DD Form 1348-1. Marine Corps activities are encouraged to batch lot low-dollar value property for turn-in to a DPDO on a single disposal turn-in document based on the criteria contained in reference (i), chapter IV. The batch lot policy is to reduce the cost, physical handling, and administrative time required to process property to disposal. Marine Corps activities shall ensure that the disposal of excess personal property is accomplished in the most cost-effective manner possible, regardless of the Service/Agency or appropriation involved. Liaison shall be established with the nearest DPDO to schedule turn-in and to determine if there are any special requirements to be utilized in effecting the transfer. Property requiring special reporting or processing within the Marine Corps are as follows:

(1) Radioactive materiel is disposed of in accordance with the instructions contained in reference (k).

(2) The reporting and disposal of idle and excess industrial plant equipment, class 3 and 4 plant property, possessed by posts and stations shall be accomplished in accordance with the instructions set forth in reference (l).

(3) When an item of automatic data processing equipment (ADP) either leased or owned, is projected to become excess to the needs of the command, it shall be reported, prior to disposal, to the Commandant of the Marine Corps (Code CCIR) in accordance with reference (m) for utilization screening and disposition instructions.

(4) Disposition instructions for all items of garrison mobile (engineer) shall be requested from the Commandant of the Marine Corps (CMC) (Code LME) in accordance with reference (n).

(5) Controlled items that do not require disposition instructions by Headquarters Marine Corps and are excess to the major command requirements shall be reported to the Inventory

Control Point (ICP), Marine Corps Logistics Base (MCLB), Albany, Georgia, for subsequent reporting, as appropriate, to the Primary Inventory Control Activity (PICA). The PICA will be the single DoD activity responsible for authorizing disposal of excess controlled items in accordance with instructions contained in reference (o).

(6) When turning in munitions list items (MLI's) to the DPDO for disposal, DD Form 1348-1 shall contain the appropriate demilitarization code as listed in reference (p), and the notation "demil required" or "demil not required." If the appropriate demilitarization code cannot be identified, the generating activity shall request assistance from the responsible inventory manager.

(7) All fired cartridge cases and other inert ammunition scrap material shall be inspected by a technically qualified officer, prior to turn-in to the DPDO, to ensure that the material is free from explosives. A Certificate of Inspection (form NAVMC 818) shall be executed by the inspecting officer and placed in each container in which this material is packed. Prior to turn-in of small arms weapons and parts to the DPDO, the property shall be inspected by a qualified/responsible person to ensure that the items are free from explosives. DD Form 1348-1 will contain the following certification: "I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material." DPDO's located in the United States may accept accountability for uncertified fired small arms cartridge cases having reloading potential if they are left in custody of the generating activity. When uncertified fired small arms cartridge cases are reported for sale, the following statement shall be included on the turn-in and sales referral documents: "The small arms cartridge cases listed herein may contain items of a dangerous nature, but they are considered to be suitable for reloading." It is the responsibility of the generating activity to segregate by caliber and metal type uncertified small arms cartridge cases referred to a DPDO for sale in place. The DPDO will advise generating activities of segregation and lotting requirements.

(8) When requesting disposal of all tracked and wheeled vehicles and similar equipment which involves transportation funds to transport to the nearest DPDO, Marine Corps activities shall request that disposal be effected in place with demilitarization being performed as a condition of sale.

(9) When turning in excess vehicles into DPDO's, each vehicle should be checked to ensure that only 15 to 20 percent of the fuel capacity remains in the vehicle. This would

provide adequate fuel to permit buyers to drive the vehicles out of the installation to the point where they could refuel the vehicle or reach their destination. Surveys have indicated that approximately 82,000 gallons of fuel are lost annually as a result of turning in vehicles with excessive amounts of fuel left in the tanks. However, commanders shall adhere to the safety procedures to be followed when retrieving volatile fuels from the excess vehicle gas tank.

(10) Marine Corps historical material and foreign made weapons/war trophies shall not be reported to the DPDO prior to notifying the CMC (Code HDM) in accordance with reference (q).

b. Screening of Excess Property. Marine Corps activities shall screen excess personal property listings for all known and anticipated requirements for possible utilization by the following screening methods:

(1) Onsite Screening. Marine Corps activities may screen excess personal property at DPDO's to determine the suitability of the property for filling valid requirements.

(2) Screening Excess Lists. Various DPDO and General Services Administration (GSA) excess lists, brochures, and flyers are provided to field activities for screening.

(3) Automated Screening. Those Marine Corps units processing mechanized capability may perform excess screening routines as outlined in reference (i). Direct liaison with DPDS (Code U) for inquiries to the IRIS is encouraged.

c. Acquiring Excess Personal Property

(1) To preclude unnecessary new procurements, the ICP shall submit interrogations for asset availability to all known wholesale managers in accordance with chapter XX of reference (i).

(2) All requests for excess ADPE will be submitted to the CMC (Code CCIR). Requests shall be forwarded in accordance with reference (m) and include all information required by reference (i).

(3) Requests for excess personal property from DPDO's or GSA will be initiated and controlled by the servicing supply office performing property control functions. Each requisition/request shall be annotated with a statement certifying that the property requested is required to fill a valid requirement in

accordance with applicable Marine Corps regulations. Activities will not request quantities of property which exceed authorized retention limits.

\* (4) Effective 1 October 1983, onsite withdrawals will require the presentation of proper identification by military service customers and return of a shipping document from DPDO by mail, to the supply officer. The servicing/accountable supply officer shall:

(a) Provide individual serial numbered letters or cards of authority to each individual authorized to withdraw property from onsite DPDO's. The letter or card will include the supply officer's DoDAAC, typed name, signature, the following statement: "(named individual) is authorized to receipt for property from the Disposal System." and identifying serial number.

(b) Provide the DPDO a signature card listing the activity name, DoDAAC, serial number (s) and name of individual (s) authorized to pickup property, and the typed name and signature of the supply officer.

(c) Be responsible for maintaining current the individual letters or cards of authority and notifying the DPDO of all changes, additions or deletions to the signature cards.

(5) Excess property received for reutilization by field activities shall be accounted for in accordance with the property control procedures contained in current supply directives. Requests for principal end items for reutilization by field activities will be initiated only by the Commanding General, MCLB, Albany. Request for principal end items for subsequent removal of authorized components and repair parts to fill existing deficiencies may be initiated by field activities and appropriately accounted for.

d. Transportation. Effective 1 October 1982, packing, crating, handling, and transportation (PCH&T) cost for shipment from the DPDO to DoD activities which normally picked up property shall continue to make every effort to arrange for personal pickup of property from the DPDO.

e. Transfer of Excess Personal Property to Nonappropriated Fund (NAF) Activities. NAF activities selling goods and service, such as exchanges, commissaries, clubs, officers open messes, etc., may avail themselves of the opportunity to obtain excess and surplus personal property required for administrative purposes and other purposes from which no direct benefits will be realized by individuals. In no instances should such property be obtained for resale. The following policy interpretation

(1) For the purposes of obtaining DoD excess personal property, NAF activities are not in the same category as other military activities.

(2) NAF activities are not eligible to obtain excess personal property during the period of military screening in which other DoD activities are authorized to screen and select property.

(3) Upon expiration of the military screening period, NAF activities of the military services are given an equal opportunity with other Federal agencies to receive available excess property which has been reported to the GSA for further utilization screening.

(4) NAF activities may obtain DoD excess personal property appearing in GSA circulars by submitting requisitions directly to the appropriate GSA regional office.

(5) DPDO's are authorized to issue DoD excess material to NAF activities on the basis of requisitions approved by GSA.

(6) Property originally obtained from disposal sources and no longer needed by the NAF activity, shall be turned in to the nearest DPDO with a statement that it was obtained from appropriated funded sources and that no part of the proceeds from the sale or other disposition shall be returned to the NAF activity.

\*5. Donations/Loan of Property. Donations may be made only as authorized by the Congress and the authority delegated by the Administrator, General Services Administration to the Secretary of Defense with respect to the disposal of DoD surplus property. In addition, the military services may donate without expense to the United States, certain material not needed by the DoD to recipients authorized by statute and listed in reference (i). The donation of surplus property to an authorized donee is subordinate to any need for the property by a Federal agency but takes precedence over its sale, destruction, or abandonment.

a. Marine Corps Donations/Loans. Donations/loans by the Marine Corps are restricted to surplus military combat equipment for which the Marine Corps is the DoD integrated material manager. Authorized recipients are veterans' organizations, soldiers' monument associations, museums, and incorporated municipalities for historical, ceremonial, or static memorial display purposes. Requests for donations or loans shall be referred for approval, determination of controls, and compliance by the recipient organization with the display, security, usage, and disposal criteria as follows:

(1) Request for Marine Corps assault amphibian vehicles (recipients other than a museum) to the CMC (Code LMM-2).

(2) Request for Marine Corps historical property (a museum recipient) to the CMC (Code HD).

b. Service Educational Activities

(1) Service educational activities (SEA's) which are of special interest to the armed services are eligible to receive donations of surplus property. Only DoD surplus may be donated to SEA's. That surplus property generated by Federal civil agencies is not eligible for donation to SEA's. Examples of Marine Corps-sponsored SEA's are the Young Marines of the Marine Corps League and high schools which host a Junior Reserve Officer Training Corps (JROTC). All nominations or requests for consideration of schools or organizations will be forwarded to the CMC (Code LMM) for subsequent submission to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) for approval. Enclosure (3) is an example of a donation agreement to be approved by the national organizations or high schools which host JROTC units.

(2) The head of each designated SEA (e.g., high school) is responsible for the actions of its donee representatives, for ensuring compliance with all of the terms of its donation agreement, and for accomplishing the following:

(a) Before any onsite screening, assure that its SEA representatives possess a valid screener's identification card(s) and assure that expired or terminated cards are returned to the sponsoring agency official.

(b) Authorize and require the use of Transfer Order Surplus Personal Property (SF 123) and, where applicable, SF 123a, to apply for donations; approve or disapprove the SEA representative's selections; and forward approved application to the appropriate General Services Administration (GSA) regional office.

(c) Control donated items to assure that they are used only for valid SEA purposes or redistribute within the SEA donated items which are not needed by the original SEA recipient, and report items which are no longer needed for SEA purposes as required by the donation agreement. (NOTE: Items which require demilitarization, such as weapons, fire control equipment, ammunition and explosives, aircraft, space vehicles, etc., will be reported directly to a DPDO stating that the items are no longer required and are being reported for disposition as items requiring demilitarization.)

(d) Prepare and submit the annual report required by the donation agreement to DPDS, ATTN: DPDS-U, Federal Center, Battle Creek, Michigan 49016, to arrive no later than 31 July of each year.

(e) The responsibilities of the SEA donee representative are contained in reference (i).

(3) Requests for surplus property by a unit of the Young Marines of the Marine Corps League must be submitted via the National Headquarters of the Marine Corps League. Annual inspections are not required by national organizations such as the Marine Corps League.

(4) Requests for surplus property by a JROTC unit must be submitted via the high school donee representative to the appropriate GSA regional office. An annual inspection of the property administration of the high school shall be accomplished by the applicable Marine Corps district. It should be noted that Regular or Reserve Marine Corps units are not authorized to submit requisitions for surplus property to be used by a JROTC unit.

\*6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



\*  
GEORGE B. CRIST  
Deputy Chief of Staff  
for Installations and Logistics

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Ch 2 (28 Sep 1984)



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 4500.11E Ch 1  
LMM-2-ast  
8 Sep 1983

MARINE CORPS ORDER 4500.11E CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Instructions for the Disposition/Utilization of Excess  
Personal Property

Encl: (1) New page inserts to MCO 4500.11E

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove the present pages 5 through 7 of the basic Order and replace them with the corresponding pages contained in the enclosure hereto.
3. Summary of Change. This Change advises field activities of the requirement for military service customers to present proper identification when withdrawing property from onsite defense property disposal offices effective 1 October 1983 and specifies the identification required.
4. Change Notation. Items denoted by an asterisk (\*) symbol contain changes not previously published.

*H. A. Hatch*

H. A. HATCH  
Deputy Chief of Staff  
for Installations and Logistics

DISTRIBUTION: E plus 7000176 (10)

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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 4500.11E Ch 2  
LMM-2-db  
28 Sep 1984

MARINE CORPS ORDER 4500.11E Ch2

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Instructions for the Disposition/Utilization of Excess  
Personal Property

Encl: (1) New page inserts to MCO 4500.11E

1. Purpose. To transmit new page inserts to the basic Order.
2. Action
  - a. Remove the present pages 1, 2, and 7 of the basic Order; and replace them with pages 1, 2, 7, and 8 contained in the enclosure hereto.
  - b. Insert new page 8a.
  - c. Attach new enclosure (3).
3. Summary of Change. This Change provides guidance regarding the use of surplus property by service educational activities.
4. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

*DAC*  
GEORGE B. CRIST  
Deputy Chief of Staff  
for Installations and Logistics

DISTRIBUTION: E plus 7000176 (10)

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PCN 102 056900 02

LISTING OF WORLDWIDE DEFENSE PROPERTY DISPOSAL OFFICES (DPDO'S)  
AND DEFENSE PROPERTY DISPOSAL REGIONS (DPDR'S)

<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
STO	SX1000	DPDR, Columbus, Ohio Region Reutilization Specialist	AC 614-236-2286 AV 850-3059
STA	SX1011	DPDO, Groton, Connecticut	AC 203-449-3523/3524 AV 241-3523/3524
STB	SX1021	DPDO, Brunswick, Maine	AC 207-921-2627/2452 AV 476-2627/2452
STC	SX1031	DPDO, Limestone, Maine	AC 207-999-6193/2464 AV 920-6193/2464
STD	SX1041	DPDO, Ayer, Massachusetts	AC 617-796-3511 AV 256-3511
STE	SX1051	DPDO, Chicopee Falls, Massachusetts	AC 413-557-3904/3939 AV 589-3904/3939
STF	SX1061	DPDO, Otis, Massachusetts	AC 617-968-4055 AV 557-4055
STH	SX1081	DPDO, Portsmouth, New Hampshire	AC 207-439-1000 Ext 2282/2465 AV 684-2282/2465
STJ	SX1092	DPDO, Plattsburgh, New York	AC 518-565-5431/7060 AV 689-7060/5431
STK	SX1102	DPDO, Rome, New York	AC 315-330-4822 AV 587-4822
STN	SX1132	DPDO, Watervliet, New York	AC 518-266-5106/5126 AV 974-5106/5126
STQ	SX1151	DPDO, Davisville, Rhode Island	AC 401-267-2294/2213 AV 948-6294/6213
STR	SX1163	DPDO, Dover, Delaware	AC 302-678-6165 AV 455-6165/6166

ENCLOSURE (1)

MCO 4500.11E  
30 Mar 1983

<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
STS	SX1173	DPDO, Aberdeen, Maryland	AC 301-278-2235/4785/ 2435 AV 283-2235/4785/2435
STU	SX1193	DPDO, Brandywine, Maryland	AC 301-372-8844 AV None
STW	SX1213	DPDO, Meade, Maryland	AC 301-677-6366 AV 923-6366
STZ	SX1242	DPDO, Bayonne, New Jersey	AC 201-858-7541/7209 AV 247-7541/7209
ST1	SX1493	DPDO, Norfolk, Virginia	AC 804-444-5173 AV 690-5173
ST3	SX1513	DPDO, Belvoir, Virginia	AC 703-664-6551 AV 354-6551
ST4	SX1523	DPDO, Richmond, Virginia	AC 804-275-4791 AV 695-4791
ST5	SX1536	DPDO, Leonard Wood, Missouri	AC 314-368-7101 AV 581-7101
ST6	SXC493	DPDO, Williamsburg, Virginia	AC 804-887-7289 AV 953-7261
ST7	SX1556	DPDO, Whiteman, Missouri	AC 816-687-3308 AV 975-3308
ST9	SX1576	DPDO, Offutt, Nebraska	AC 402-294-3934/4964 AV 271-3934/4964
SVB	SX1262	DPDO, Colts-Neck, New Jesery	AC 201-462-9500 Ext 246/436 AV 449-1246/1436
SVC	SX1272	DPDO, Lakehurst, New Jersey	AC 201-323-2661/2669 AV 624-2661/2669
SVD	SX1283	DPDO, Chamersburg, Pennsylvania	AC 717-263-6852 AV 242-6852
SVE	SX1293	DPDO, Mechanicsburg, Pennsylvania	AC 717-790-2777 AV 430-2777

ENCLOSURE (1)

<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SVF	SX1303	DPDO, Philadelphia, Pennsylvania	AC 215-755-3736/3222/ 3822/3226 AV 443-3736/3222/3822/ 3226
SVG	SX1312	DPDO, Tobyhanna, Pennsylvania	AC 717-894-7473 Ext 7453 AV 795-7473
SVH	SX1325	DPDO, Chanutte, Illinois	AC 217-495-2701/3488 AV 862-2701/3488
SVJ	SX1335	DPDO, Great Lakes, Illinois	AC 312-688-3655/3656 AV 792-3655/3656
SVK	SX1365	DPDO, Rock Island, Illinois	AC 309-794-6269/5613 AV 793-6269/5613
SVM	SX1365	DPDO, Scott, Illinois	AC 618-256-3105/4497 AV 638-3105/4497
SVP	SX1385	DPDO, Indianapolis, Indiana	AC 317-542-3311 AV 699-3311
SVQ	SX1395	DPDO, Crane, Indiana	AC 812-854-1554/1728 AV 482-1554/1728
SVS	SX1415	DPDO, Sawyer, Michigan	AC 906-346-2254 AV 472-2254
SVT	SX1425	DPDO, Detroit, Michigan	AC 313-466-4214 AV 273-4214
SVU	SX1435	DPDO, Wurtsmith, Michigan	AC 517-739-6357 AV 623-6357
SVV	SX1445	DPDO, Duluth, Minnesota	AC 218-727-8211 Ext 2203 AV 825-2203
SVW	SX1455	DPDO, Sparta, Wisconsin	AC 608-388-3718 AV 280-3718
SVX	SX1465	DPDO, Columbus, Ohio	AC 614-236-3244/2316 AV 850-3244/2316

ENCLOSURE (1)

MCO 4500.11E  
30 Mar 1983

<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SVY	SX1475	DPDO, Wright-Patterson, Ohio	AC 513-255-4291 AV 785-4291
SVZ	SX1483	DPDO, Dahlgren, Virginia	AC 703-663-7416/7417 AV 249-7416/7417
SV1	SX1586	DPDO, Riley, Kansas	AC 913-239-6202 AV 856-6202
SV6	SX1632	DPDO, Argentia	AC 709-227-5631 AV 622-1690, Ext 48
SV7	SX1642	DPDO, Bermuda	AC 809-293-8111 Ext 3231/7104 AV 938-3460, Ext 3231/ 7104
SV8	SX1650	DPDO, Thule	AV 834-1211, Ext 3359
SWO	SY2000	DPDR, Memphis, Tennessee Region Reutilization Specialist	AC 901-744-5011 AV 966-9866
SWA	SY2014	DPDO, Lejeune, North Carolina	AC 919-451-5613/5652 2302 AV 484-5613/5652/2303
SWB	SY2024	DPDO, Cherry Point, North Carolina	AC 919-466-2743/5905/ 3338 AV 582-2743/5905/3338
SWC	SY2034	DPDO, Bragg, North Carolina	AC 919-396-5585 AV 236-5585
SWD	SY2044	DPDO, Goldsboro, North Carolina	AC 919-736-6695 AV 488-6695
SWE	SY2054	DPDO, Anniston, Alabama	AC 205-238-7733/7133 AV 694-7733/7133
SWF	SY2064	DPDO, Rucker, Alabama	AC 205-255-3511/6696 AV 558-3511/6696

ENCLOSURE (1)

MCO 4500.11E  
30 Mar 1983

<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SWG	SY2074	DPDO, Montgomery, Alabama	AC 205-279-3373 AV 921-3373
SWH	SY2084	DPDO, Huntsville, Alabama	AC 205-876-3528/3617 AV 746-3528/3617
SWJ	SY2094	DPDO, Albany, Georgia	AC 439-5970 AV 460-5970
SWM	SY2124	DPDO, Benning, Georgia	AC 404-545-7214 AV 835-7214
SWN	SY2134	DPDO, Gordon, Georgia	AC 404-791-3749/2487 AV 780-3749/2487
SWP	SY2144	DPDO, Stewart, Georgia	AC 912-767-2304/4701/ 3427 AV 870-2304
SWR	SY2164	DPDO, Warner Robins, Georgia	AC 912-926-3585 AV 468-3585
SWT	SY2184	DPDO, Keesler, Mississippi	AC 601-377-3327/2505/ 2307 AC 868-3327/2505/ 2307
SWU	SY2194	DPDO, Charleston, South Carolina	AC 803-743-5176/5177 AV 796-5176/5177
SWW	SY2214	DPDO, Parris Island, South Carolina	AC 803-525-2335/2528 AV 832-2335/2528
SWX	SY2224	DPDO, Jackson, South Carolina	AC 803-751-3271 AV 734-3271
SW1	SY2497	DPDO, Sill, Oklahoma	AC 405-351-2792/4703 AV 639-2792/4703
SW3	SY2517	DPDO, McAlester, Oklahoma	AC 918-421-2248 AV 956-6248
SW4	SY2527	DPDO, Dyess, Texas	AC 915-696-2578 AV 461-2578/4376
SW6	SY2547	DPDO, San Antonio, Texas	AC 512-925-8791 AV 945-8791

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<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SW7	SY2557	DPDO, Hood, Texas	AC 817-685-5616/6039/ 3315/3037  AV 737-5616/6039/3315/ 3037
SW8	SY2567	DPDO, Sheppard, Texas	AC 817-851-2251/2712 AV 736-2251/2712
SXA	SY2257	DPDO, Little Rock, Arkansas	AC 501-988-6782/6205 AV 731-6782/6205
SXB	SY2267	DPDO, Polk, Louisiana	AC 318-537-2401 AV 863-2401
SXD	SY2287	DPDO, Barksdale, Louisiana	AC 318-456-4898 AV 781-4897/4898
SXF	SY2304	DPDO, Homestead, Florida	AC 305-257-7425/7426 AV 791-7425/7426
SXG	SY2314	DPDO, Jacksonville, Florida	AC 904-772-3411/3412 AV 942-3411/3412
SXH	SY2324	DPDO, Key West, Florida	AC 305-296-3 Ext 8271 AV 483-8271
SXJ	SY2334	DPDO, Orlando, Florida	AC 305-646-4513/5394/ 4447
SXL	SY2354	DPDO, Patrick, Florida	AC 305-494-6507/7912 AV 854-6507/7912
SXM	SY2364	DPDO, Pensacola, Florida	AC 904-452-2351/2352 AV 922-2351/2352
SXN	SY2374	DPDO, Tampa, Florida	AC 813-830-2871 AV 968-2871
SXP	SY2384	DPDO, Eglin, Florida	AC 904-882-2822/2823 2824 AV 872-2822/2823/2824
SXR	SY2404	DPDO, Memphis, Tennessee	AC 901-744-5518 AV 966-9518

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<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SXT	SY2424	DPDO, Lexington, Kentucky	AC 606-293-4125 AV 745-4125
SXU	SY2434	DPDO, knox, Kentucky	AC 502-624-5755/1328 AV 464-5755/1328
SXV	SY2444	DPDO, Campbell, Kentucky	AC 502-798-3525/4897 AV 635-3525/4897
SXZ	SY2487	DPDO, Oklahoma City, Oklahoma	AC 405-734-2232 AV 735-3323
SX1	SY2587	DPDO, Texarkana, Texas	AC 214-838-3177 AV 829-3177
SX5	SY2627	DPDO, Carswell, Texas	AC 817-738-3511 Ext 5272 AV 739-5272
SX6	SY2637	DPDO, Corpus Christi, Texas	AC 512-939-2936/2933 AV 861-2936/2933
SX7	SY2642	DPDO, Panama	AC 313-285-4754/4808 AV 695-1110, ask for 313-285-4808
SX8	SY2652	DPDO, Roosevelt Roads	AC 807-863-2000 Ext 5446/5443 AV 831-5446/5443
SYO	SZ3000	DPDR, Ogden, Utah Region Reutilization Specialist	AC 801-399-7033 AV 790-7033
SYA	SZ3018	DPDO, Tooele, Utah	AC 801-833-2642/2637 AV 790-2642/2637
SYB	SZ3028	DPDO, Hill, Utah	AC 801-777-7422 AV 458-6457
SYC	SZ3038	DPDO, Colorado Springs, Colorado	AC 303-579-2082/5514 AV 691-2082/5514

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	<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SYF	SZ2617		DPDO, Bliss, Texas	AC 915-568-8503/8582 8208 AV 978-8503/8582/ 8208
SYG	SZ3078		DPDO, Great Falls, Montana	AC 406-731-3101 AV 632-3101
SYH	SZ3088		DPDO, Grand Forks, North Dakota	AC 701-594-6454 AV 362-6454
SYJ	SZ3098		DPDO, Minot, North Dakota	AC 701-727-4761 AV 344-3241
SYK	SZ3108		DPDO, Ellsworth, South Dakota	AC 605-399-2871 AV 747-2871
SYM	SZ3129		DPDO, Barstow California	AC 714-577-6572 AV 282-6572
SYN	SZ3139		DPDO, Pendleton, California	AC 714-725-4331 AV 993-4331
SYR	SZ3169		DPDO, El Toro, California	AC 714-559-3771/3846 AV 952-3771/3846
SYS	SZ3179		DPDO, Norton, California	AC 714-382-6501/6164 AV 876-6501/6164/ 7407/7535
SYT	SZ3189		DPDO, Port Hueneme, California	AC 805-982-5636/5637 AV 360-5636
SYU	SZ3199		DPDO, San Diego, California	AC 714-437-7675 AV 951-7675
SYV	SZ3027		DPDO, Cannon, New Mexico	AC 505-784-3311 AV 681-2435
SYL	SZ3419		DPDO, Tucson, Arizona (aircraft only - see SZS)	AC 602-748-3816 AV 361-3816
SZA	SZ3037		DPDO, Holloman, New Mexico	AC 505-479-6511 Ext 7051 AV 867-3747

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<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SZC	SZ3279	DPDO, Stockton, California	AC 209-944-0291 AV 466-7287
SZE	SZ3299	DPDO, Alameda, California	AC 415-869-4523 AV 686-4523
SZF	SZ3309	DPDO, Fort Ord, California	AC 408-242-7189/7196 AV 929-7189/7196
SZG	SZ3319	DPDO, McClellan, California	AC 916-643-6075 AV 633-6075
SZJ	SZ3339	DPDO, Nellis, Nevada	AC 702-643-2743 AV 682-2723
SZL	SZ3047	DPDO, Kirtland, New Mexico	AC 505-844-9810/9755 AV 244-9810/9755
SZP	SZ3380	DPDO, Lewis, Washington	AC 206-967-3742 AV 357-3742
SZS	SZ3419	DPDO, Tucson, Arizona	AC 602-748-3816 AV 361-3816
SZT	SZ3429	DPDO, Luke, Arizona	AC 602-935-7144 AV 853-7144
SZV	SZ362D	DPDO, Anchorage, Alaska	AC 317 552-5570 AV None
SZW	SZ363D	DPDO, Fairbanks, Alaska	AC 317-353-7113/4216 AV None
SQ9	SG4000	DPDR, Europe	AC 49-6121-82, Ext 1230 AV 695-1110, ask for 314-339-1110
SQA	SG4010	DPDO, Molesworth	AC 44-8014-371 AV 223-1110, Ext 371
SQC	SG4030	DPDO, Berlin	AC 49-30-819-3174 AV 332-3174
SQE	SG4050	DPDO, Kastel	AC 49-6134-604428 Ext 428 AV 472-1110, Ext 428/ 728

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<u>RIC</u>	<u>DoDAC</u>	<u>Address</u>	<u>Telephone No.</u>
SQF	SG4060	DPDO, Keflavik	AC 1-24324, Ext 7306 AV 228-7306
SQG	SG4070	DPDO, Kaiserslautern	AC 49-631-68561 Ext 8692 AV 483-8692/7416
SQL	SQ4110	DPDO, Seckenheim	AC 49-621-4732/4731 AV 380-7250/6768 Ext 7250
SQM	SG4120	DPDO, Nuernberg	AC 49-911-713935 Ext 7039 AV 460-7039/6634
SQN	SG4130	DPDO, Hanau	AC 49-6181-55614 Ext 8281 AV 320-1110 Ext 8281/8761
SQS	SG4160	DPDO, Athens	AC 30-1-981-5830 AV 662-5491/5204
SQU	SG4180	DPDO, Livorno	AC 39-586-93272 Ext 8116 AV 633-8116/8033
SQV	SG4190	DPDO, Aviano	AC 39-434-31393 Ext 2360 AV 632-2360
SQW	SG4200	DPDO, Ankara	AC 90-41-255100 AV 672-3145/3284
SQZ	SG4230	DPDO, Torrejon	AC 34-1-205-6063 AV 723-6504/6063
SQ4	SG4270	DPDO, Lajes	AC 351-16-5-52101/ 53001, Ext 3158 AV 895-3490, Ext 3158
SS9	SH5000	DPDO, Pacific Camp H. M. Smith, Hawaii 96861	AC 808-477-5238 FTS 546-5238
SSA	SH510C	DPDO, Hawaii	AV 431-0111 Ext 455-5018/5140

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<u>RIC</u>	<u>DoDAAC</u>	<u>Address</u>	<u>Telephone No.</u>
SSB	SH5200	DPDO, Guam	AV 322-1110 Ext 339-2187/5198
SSC	SH5300	DPDO, Subic	AV 844-1101 Ext 882-3110
SSD	SH5310	DPDO, Clark	AV 822-1101 Ext 4816
SSE	SH5400	DPDO, Sagami	AV 233-1101 Ext 228-4447/4472
SSF	SH5410	DPDO, Iwakuni	AV 253-3456 Ext 236-3698
SSG	SH5420	DPDO, Misawa	AV 242-1101 (Fuchu AS) Ext Misawa, 226-3103
SSJ	SH5500	DPDO, Bupyong	AV 262-1101 (ASCOM), Ext 292-3479/3481
SSK	SH5510	DPDO, Pusan	AV 262-1101 Ext 263-3801/3166
SSM	SH5600	DPDO, Thailand	AV 286-8841, JUSMAG Switch, 286-9901 Ext 277
SST	SH5700	DPDO, Okinawa	AV 640-1110 Ext 637-1125/4314
SSX	SH5900	DPDO, Australia	AC 099-49-3214/3467 AV 821-1945

ENCLOSURE (1)

DISPOSAL AUTHORITY CODES

1. Prior to the turn-in of excess personal property to the DPDO, the disposal turn-in document (DD Form 1348-1), CC 64, must contain the appropriate disposal authority code:

<u>Code</u>	<u>Explanation</u>
M	Item on this transaction are inventory materiel manager/inventory control point (IMM/ICP) stocks and are being transferred to disposal by the authority of the responsible inventory manager.
N	Items on this transaction are not reportable by virtue of an exclusion to the Materiel Returns Program (MRP) of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) or other specific criteria, such as extended dollar value or condition limitation on excess reporting, and are duly authorized to be transferred to disposal.
R	Items on this transaction have been reported to the IMM/ICP in accordance with MILSTRIP MRP procedures and have been directed to disposal by the inventory manager. Excess transaction status Code SF, SL, TD, or TK was provided by the IMM/ICP on Document Identifier Code FTR.

ENCLOSURE (2)

\*U.S Government printing office: 1994-380-748/00029

**SAMPLE DONATION AGREEMENT**

**DONATION AGREEMENT**

**DEPARTMENT OF DEFENSE**

**SCHOOLS OF SPECIAL INTEREST TO THE ARMED FORCES  
(HIGH SCHOOLS WHICH HOST A JUNIOR RESERVE OFFICER TRAINING  
CORPS (JROTC) UNIT)**

See Chapter X, paragraph D; and Chapter X, Attachment 1.

In accordance with delegated authority pursuant to Section 203(j)(2) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484(j)(2)), \_\_\_\_\_ hereafter referred to as the School, has been designated a Service Educational Activity of special interest to the Armed Services. As a result of this designation, the School is eligible to receive donations of Department of Defense surplus personal property which is usable and necessary for its JROTC unit training program in accordance with procedures and conditions prescribed by the Assistant Secretary of Defense (Installations and Logistics).

The types of Department of Defense surplus personal property which the School is eligible to receive are listed in Exhibit A to this Agreement. Donations made under this Agreement are subject to the priorities established by the Department of Defense. The Head of the School or his authorized designee will certify on the application for Donation of Surplus Personal Property that the categories and quantities of donable surplus property requested are based on the enrollment in the military training program, will be used only in the Junior Reserve Officer Training Corps (JROTC) training program and will not be used for other purposes. All costs of care, handling, and transportation of property designated for donation to the School will be borne by the School. Property acquired through this Agreement will be subject to an annual inspection by the sponsoring Military Service.

When donated property is no longer needed for use by the JROTC unit, such property will be reported in writing to the State Agency for Surplus Property in the State in which the property is located, for transfer without reimbursement. If the State Agency does not require the property, the School will report the property in writing to the nearest Department of Defense disposal activity for transfer without reimbursement. Property refused by the State Agency and by the Department of Defense disposal activity will be disposed of by the School. Proceeds realized from such disposition will be deposited in a central fund administered by the School and will be used solely in furtherance of the JROTC program and will not be used for other than the military educational program of the School.

The School will provide the Director, Defense Supply Agency with annual reports, indicating the acquisition value of property acquired pursuant to this Agreement, the acquisition value of property disposed of, and the returns realized from such dispositions. Reports will be due on July 31 of each year.

This Agreement may be terminated at any time by either party upon serving of notice on the other. Such termination will not in any way affect the obligations of the School, as established by this Agreement, in connection with property donated prior to its termination.

\_\_\_\_\_  
Head of Educational Activity (Signature)

/s/ Paul H. Riley

\_\_\_\_\_  
Name and Title (Print or Type)

Deputy Assistant Secretary of Defense  
(Supply, Maintenance & Services)

\_\_\_\_\_  
Date

ENCLOSURE (3)  
Ch 2 (28 SEP 1984)