

**1 November 1996**



**Supply**

**SCREENING/WITHDRAWING PROPERTY  
FROM THE DEFENSE REUTILIZATION AND  
MARKETING OFFICE (DRMO)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 913 LSS/LGSM (Mr. Douglas Huey)  
Supersedes 913 AWI 23-206, 21 February 1995

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Pages: 2  
Distribution: F

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This instruction implements AFPD 23-2; and AFMAN 23-110, Vol 2, Part 2, Chapter 9. It applies to organizational commanders or their designated representatives.

***SUMMARY OF REVISIONS***

This revision previously contained References to AFM 67-1, Vol II, Part Two. These have been changed to AFMAN 23-110, Vol 2, Part 2.

**1. Visits to DRMO.** DOD policy requires that individuals who visit the DRMO for screening, freezing, or direct issue of excess property be clearly identified as authorized representatives of a valid DOD activity.

**2. Procedures:**

2.1. Organizational Commanders who wish to screen and/or withdraw property from the Defense Reutilization and Marketing Office (DRMO) must initiate a memorandum to the Chief of Supply (COS) containing the names of those individuals authorized to make visits, and screen or withdraw property. The COS will in turn initiate a memorandum of authorization (MOU) to the affected DRMO's, and notify the unit representative(s) to pick-up the copy provided their activity. These personnel will be briefed by the Materiel Management Officer prior to receiving a copy of the MOU.

2.2. Under no circumstances will property be requested from DRMO without proper documentation. All personnel must coordinate with the Materiel Management Officer, X1061, prior to requesting supply and equipment from DRMO.

2.3. Accountable equipment items must have an authorization established before such equipment can be withdrawn from DRMO. Accountable equipment item(s) may be withdrawn from DRMO and

issued as a substitute for an authorized item of equipment. Again, contact the Materiel Management Officer, X1061, if you have questions in this area.

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Commander