



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:

NASOCEANAINST 4571.1D

19

04 JUN 1998

NAS OCEANA INSTRUCTION 4571.1D

Subj: REUTILIZATION OR TRANSFER OF PROPERTY FROM DEFENSE
REUTILIZATION AND MARKETING OFFICE (DRMO)

Ref: (a) Defense Utilization and Property Disposal Manual
DoD 4160.21M, Chapter XII, paragraph O
(b) NASOCEANAINST 7321.1H
(c) NASOCEANAINST 10460.1H

Encl: (1) Letter of Authorization
(2) List of mailing addresses for DRMO
(3) Memo forwarding DRMO receipt copies

1. Purpose. To establish policy and responsibility for obtaining surplus property from Defense Reutilization and Material Office (DRMO).
2. Cancellation. NASOCEANAINST 4571.1C. Because of numerous revisions, paragraph markings have been omitted.
3. Scope. This instruction provides guidelines to Naval Air Station (NAS) Oceana department heads and tenant commands for acquiring material from the local DRMO.
4. Background. The value of material located within the Defense Reutilization and Marketing System (DRMS) is underscored by the paucity of budgets Navywide. Recent usage of the DRMS confirms that usable expense and investment equipment is available at no cost to the requisitioner other than transportation and maintenance.

5. Action

a. NAS Oceana Departments:

(1) Annually, or as required, NAS Oceana shall submit a letter of authority for the direct removal of property to DRMO designating the Supply Officer and the Assistant Supply Officer as the Primary and Alternate Accountable Officers, respectively (enclosures (1) and (2)).

(2) NAS Oceana organizations under UICs N60191, N30774, N46963 and N44327 requiring DRMO support shall complete DD 1348-1, have authorized personnel sign requisitions in remarks section and forward it to Supply Operations for the Accountable Officer's authentication. Departments shall be notified when the authenticated DD 1348-1 is ready for pickup.

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(3) Pre-screening of DRMO facilities for desired items is required. All DD 1348-1 requests shall be completed prior to authentication by the Accountable Officer.

(4) Direct pickup from DRMO may be made by department personnel possessing a valid identification card and DD 1348-1 that has been authenticated by the NAS Oceana Accountable Officer.

(5) DRMO will forward copies of 1348s for all completed transfers to NAS Oceana. Utilizing enclosure (3), NAS Oceana Supply Operations shall forward completed transfer copies to originating departments for department head review and signature. On completion, return to Supply Operations Division.

b. Tenant commands and squadrons:

(1) Annually, or as required, tenant commands and squadrons shall submit letters of authority for direct removal of property to DRMO sites (enclosure 2), designating their Accountable Officer.

(2) All requirements for DRMO support shall be documented by completing a DD 1348-1 and having the Accountable Officer sign it.

(3) Direct pickup from DRMO may be made by any tenant command or squadron personnel possessing a valid identification card.

6. All letters of authorization on file with DRMO are voided when a new Primary/Alternate Accountable Officer is assigned and submitted.


S. E. BENSON

Distribution:
NASOCEANAINST 5216.1R
Lists I (Case A), II (FA24) and III

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SAMPLE
LETTERHEAD

4572
Ser(Your code)/

(Date)

From: Commanding Officer, Naval Air Station Oceana
To: (Applicable DRMO)

Subj: LETTER OF AUTHORIZATION

Ref: (a) DoD Manual 4160.21M, Chapter XII, paragraph O

Encl: (1) List of authorized personnel to authenticate
requisitions on behalf of the Accountable Officer

1. Per reference (a), this is to advise you that the
Primary/Alternate Accountable Officers for NAS Oceana (N60191,
N30774, N46963 and N44327) are: _____/
_____. Signatures are provided below for your
records. POC can be reached at: DSN: 433-2297, COMM: (757)
433-2297.

2. Additionally, per reference (a), individuals listed in
enclosure (1) are authorized to authenticate requisitions for
direct removal on behalf of the Accountable Officer.

SIGNATURE
PRIMARY ACCOUNTABLE OFFICER
NAVAL AIR STATION OCEANA
BUILDING 720
VIRGINIA BEACH, VA 23460-5120

SIGNATURE
ALTERNATE
ACCOUNTABLE OFFICER

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The following is a list of addresses for DRMOs in the area. DRMO requires a separate Letter of Authorization for each.

DRMO Williamsburg
Cheatham Annex
Bldg. 16
Williamsburg, VA 23187-8792
DSN: 953-7264/7164/7261
COMM: (757) 887-7264/7164/7261

DRMO Norfolk Naval Station
7829 Seventh Street
Norfolk, VA 23511-4599
DSN: 564-5366/5689
COMM (757) 444-5366/5689

DRMO Richmond
Defense General Supply Center
ATTN: Distribution Branch
Warehouse 3
8000 Jefferson Davis Highway
Richmond, VA 23297-5085
DSN: 695-4325/4561
COMM: (757) 279-4325/4561

DRMO St. Juliens Creek
Bldg. 400
Portsmouth, VA 23709
DSN: 961-0136/0137/0447/0448
COMM: (757) 396-0136/0137/
0447/0448

DIRECTIONS TO DRMO RICHMOND, VA: Take I-64 West to Richmond. Stay on 64W until you get to I-95 South. Make a left off the interstate. Take I-95 South to Falling Creek exit, follow to Jefferson Davis Highway and turn left. Follow Jefferson Davis Highway about 5 miles and on the right side notice the Defense General Supply Center; follow signs to the DRMO at warehouse.

NASOCEANAINST 4571.1D

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SAMPLE

MEMORANDUM

From: Supply Operations Officer

To:

Subj: DRMO RECEIPT COPIES

Ref: (a) NASOCEANAINST 4571.1D

Encl: (1) Copies of Receipt Documents from DRMO

1. Per reference (a), enclosure (1) is forwarded for your review and signature. On completion, return to Supply Operations Division.

Enclosure (3)