

UNITED STATES MARINE CORPS
Morale, Welfare and Recreation Directorate
Marine Corps Air Ground Combat Center Box 788150
Twentynine Palms, California 92278-8150

MWRINST 4500
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OCT 30 1992

MORALE, WELFARE AND RECREATION (MWR) INSTRUCTION 4500

From: Director, Morale, Welfare and Recreation Activity 0150
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE (SOP) FOR CERTIFICATE OF
DISPOSITION (COD) TURN IN OF MWR PROPERTY

1. Purpose. To publish procedures for the turn in of excess serviceable or unserviceable MWR property.

2. Action

a. COD's will be prepared and forwarded to the Director for final approval to drop MWR property from the records.

b. DD1348-1 forms will be prepared for all property being turned in as excess or unserviceable.

c. All property being turned in will be taken to the Recycling Center. A two day advance notice must be given to the Recycling Center prior to turn in.

d. The original DD1348-1 and a photocopy must accompany all property turned in to the Recycling Center. The property items will be verified, and the original DD1348-1 will be retained by the Recycling Center. The photocopy will be signed and dated by the recycling representative as acknowledgement of receipt, and returned to the party turning in property.

e. The Recycling Center will transport the property with accompanying DD1348-1 forms to DRMO in Twentynine Palms for determination of whether the property should be transported to Barstow or reclassified as scrap.

f. The recycling representative will ensure that DRMO signs and dates all DD1348-1 forms, and the representative will return copies of all forms to the MWR Property Control Section.

g. Property reclassified as scrap will be returned to the Recycling Center for disposal, with the respective DD1348-1 forms marked as "scrap". DRMO Twentynine Palms is the sole authority aboard MCAGCC for reclassification of property as scrap.

h. The remainder of the property will be transported by Recycling to DRMO Barstow. It is the responsibility of the Recycling Center to ensure that DRMO Barstow signs and dates the DD1348-1 forms.

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i. The Recycling Center will return copies of all DD1348-1 forms to the MWR Property Control Section, including forms for property reclassified as "scrap". Property files will remain open until all receipted DD1348-1 forms are received by the MWR Property Control Section.

3. Applicability. This instruction is effective immediately and is applicable to all MWR branches and sections.


D. C. JONES

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