

## Property Disposal Courses

### DLA Disposition Services Contingency Operations

**Course length:** 9 days

**Course number:** DTC11CLS013

#### Description

This course is a basic overview of DLA Disposition Services contingency field and Demil operations as they apply in theater.

#### Who should attend

This course is designed for DLA Disposition Services personnel worldwide, specifically, deployed

#### Course objectives

##### Part 1

- Recognize the flow of property through the disposal cycle.
- Identify the steps in the receipt process.
- Identify the types of property stored in the warehouse.
- Identify hazardous property.
- Explain the Reutilization screening process.
- Identify the different types of scrap and sales programs in theater.

##### Part 2

- Recognize the DOD Demilitarization policy.
- Identify the Demil responsibilities of selected DOD components.
- Determine the proper Demil code for an item.
- Determine the method and degree of Demil-required for an item.
- Complete a Demil certificate.
- Describe how to use the Demil Code Challenge Program.
- Identify property that requires special handling.
- Identify the appropriate method of Demilitarization or mutilation.
- Identify the processing requirements for each method of Demilitarization or mutilation.

- Field office personnel, and
- Expeditionary Disposal Remediation Teams.

**Prerequisite:** None

**Maximum number of course participants:** 25

**Course manager:** Susie Guerrero

**Course cost:** \$15,396

**Public offering:** \$725 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

**DLA Training:** 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

## DLA Disposition Services DCO Demil

**Course length:** 1 day

**Course number:** DTC11DCO007

### Description

This course focuses on the application of the Demilitarization (Demil) Manual and highlights the functional responsibilities of DLA Disposition Services employees. The course will cover the following:

- How to use the DOD Demil Manual
- Property that is unacceptable or requires special handling for turn-in
- Munitions List (MLI) and Commerce Control List (CCLI) item processing and disposition requirements
- The requirements for Demil performance and certification
- When to challenge improper Demil codes

### Course objectives

- Identify MLI/CCLI property that is unacceptable for turn-in or requires special handling.
- Determine the processing requirements for each method of Demil or mutilation.
- Determine the correct Demil code of an item.
- Determine the correct method and degree of Demil for an item.
- Successfully complete a Demil code challenge justification.

### Who should attend

This course is designed for DLA Disposition Services personnel worldwide. Persons in the following positions should attend:

- Wage Grade employees performing the duties of the Demil certifier or Demil verifier
- General Schedule employees, such as Property Disposal Specialists, GS-1104
- Demil coordinators, certifiers, and verifiers
- DLA Disposition Services management personnel

### Learning environment

DCO learning environments must have the capability to minimize interruptions.

- For groups at one location this includes a classroom, conference room, or enclosed office setting.
- For individual participants this could be an enclosed work station/cubicle. However, an enclosed office/conference room is preferred.

Participants must have a computer with high-speed internet connection and capability to communicate with the instructor via chat, or telephone line (conference line suggested). It is recommended that individual participants at work stations use a headset with microphone for communications.

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**Prerequisite:** Successful completion of DLA Training course *DLA Disposition Services Demil* (MMDRMS00039)

**Maximum number of course participants:** 50

**Course manager:** Michael Green

**Course cost:** \$3,752

## DLA Disposition Services Demil

**Course length:** 3½ days

**Course number:** MMDRMS00039

**Continuing Education Units:** 2.8



### Description

This course focuses on the application of the Demilitarization (Demil) Manual and highlights the functional responsibilities of DLA Disposition Services employees. The course will cover the following:

- How to use the DOD Demil Manual
- How to use the Export Administration Regulation (15 CFR 730–774)
- Property that is unacceptable or requires special handling for turn-in
- Munitions List (MLI) and Commerce Control List (CCLI) item processing and disposition requirements
- The requirements for Demil performance and certification
- When to challenge improper Demil codes

### Course objectives

- Identify MLI/CCLI property that is unacceptable for turn-in or requires special handling.
- Determine the processing requirements for each method of Demil or mutilation.
- Determine the correct Demil code of an item.
- Determine the correct method and degree of Demil of an item.
- Successfully complete a Demil code challenge justification.

### Who should attend

This course is designed for DLA Disposition Services personnel worldwide. Persons in the following positions should attend:

- Wage Grade employees performing the duties of the Demil certifier or Demil verifier
- General Schedule employees, such as Property Disposal Specialists, GS–1104
- Demil coordinators, certifiers, and verifiers
- DLA Disposition Services management personnel

**Prerequisite:** Successful completion of DLA Training course *Introduction to DLA Disposition Services Demil* (PD99CBT0001)

**Maximum number of course participants:** 25

**Course manager:** Michael Green

**Course cost:** \$7,950

**Public offering:** \$425 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

**DLA Training:** 1–800–458–7903, DSN 850–5990, or Commercial 614–692–5990

## DLA Disposition Services Demil Refresher

**Course length:** 8 hours

**Course number:** DTC08WEB001

### Description

This Web-based course is a refresher for the classroom *DLA Disposition Services Demil* course and focuses on the application of the DOD Demil Manual and highlights the functional responsibilities of DLA Disposition Services employees. The course will cover the following:

- How to use the DOD Demil Manual
- How to use the Export Administration Regulation (15 CFR 730–774)
- Property that is unacceptable or requires special handling for turn-in
- Munitions List (MLI) and Commerce Control List (CCLI) item processing and disposition requirements
- The requirements for Demil certification
- When to challenge improper Demil codes

### Course objectives

Participants will have their skills refreshed in the following:

- Identify MLI/CCLI property that is unacceptable for turn-in or requires special handling.
- Determine the processing requirements for each method of Demil or mutilation.
- Determine the correct Demil code of an item.
- Determine the correct method and degree of Demil of an item.
- Successfully complete a Demil code challenge justification.

### Who should attend

This course is designed for DLA Disposition Services personnel who have completed the *DLA Disposition Services Demil* course and need refresher training.

### Course access

This Web-based course is accessed through the DLA Training Web site [www.hr.dla.mil](http://www.hr.dla.mil). The course includes a completion screen that generates the necessary information for DLA Training to provide the student with a completion certificate.

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**Prerequisite:** Successful completion of DLA Training course *DLA Disposition Services Demil* (MMDRMS00039)

**Maximum number of course participants:** N/A

**Course manager:** Michael Green

**Course cost:** Funded by DLA Disposition Services

## DLA Disposition Services Field Operations

**Course length:** 4 days

**Course number:** DTC10CLS001

**Continuing Education Units:** 4



### Description

This course focuses on providing an overview of all DLA Disposition Services field operations to include:

- Receiving
- Warehousing
- Reutilization, Transfer, Donation (RTD)
- Scrap
- Sales
- Final disposition

### Course objectives

- Recognize the flow of property through the disposal process.
- Identify the steps in the receipt process.
- Identify the types of property stored in the warehouse.
- Explain the RTD screening process.
- Identify the different types of scrap and scrap programs.
- Explain the sales programs offered through DLA Disposition Services.
- Describe the final disposition of property.

### Who should attend

This course is designed for DLA Disposition Services personnel worldwide. Specifically:

- Field office employees
- Controlled Property Center (CPC) employees
- Centralized Demil Center (CDC) employees
- Contractor employees, and
- Disposal Remediation Team (DRT) personnel.

**Prerequisite:** None

**Maximum number of course participants:** 25

**Course manager:** Susie Guerrero

**Course cost:** \$7,700

**Public offering:** \$375 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

**DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990**

## DLA Disposition Services Property Accounting Basic

**Course length:** 5 days

**Course number:** PYD-DRMSPAB

### Description

This course focuses on providing a working knowledge of property accounting techniques and functions for DLA Disposition Services and its field activities in order to accurately maintain their accountable records. Topics include:

- The Disposal Process
- Receiving functions
- Warehousing/storage
- Reutilization, Transfer, Donation (RTD)
- eDocs
- Sales
- Demilitarization and other dispositions
- Daily Use Reports and Tables
- Adjustments
- DD Form 1143 Report of Excess and Surplus Materials
- Compliance Assistance Program

### Course objectives

- Perform functions necessary in the receiving process.
- Warehouse and store property, as required.
- Perform all functions of the RTD process.
- Explain the eight methods for selling property after screening and other dispositions.
- Request various consolidated inquiries.
- Extract data from the reports menu and DRMO DAISY Tables.
- Research an inventory discrepancy, and describe how to initiate an adjustment.
- Access and identify information on the DD Form 1143.
- Explain the Compliance Assistance Program (CAP), how to input data and pull reports and checklists from the Compliance Assistance Management System (CAMS).

### Who should attend

This course is designed for DLA Disposition Services personnel worldwide. Specifically:

- Field Activity personnel
- Centralized Demil Center employees
- Contractor employees
- Disposal Remediation Team employees

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**Prerequisite:** None

**Maximum number of course participants:** 25

**Course manager:** Lou Ann Desmarais

**Course cost:** \$9,300

**Public offering:** \$425 per student

## DLA Disposition Services Property Accounting Basic with Lab

**Course length:** 8 days

**Course number:** DTC11CLS006

### Description

This course focuses on providing a working knowledge of property accounting techniques and functions for DLA Disposition Services and its field activities in order to accurately maintain their accountable records. Topics include:

- The Disposal Process
- Receiving functions
- Warehousing/storage
- Reutilization, Transfer, Donation (RTD)
- eDocs
- Sales
- Demilitarization and other dispositions
- Daily Use Reports and Tables
- Adjustments
- DD Form 1143 Report of Excess and Surplus Materials
- Compliance Assistance Program

This course will be taught in both the classroom and lab setting.

### Course objectives

- Perform functions necessary in the receiving process.
- Warehouse and store property, as required.
- Perform all functions of the RTD process.
- Explain the eight methods for selling property after screening and other dispositions.
- Request various consolidated inquiries.
- Extract data from the reports menu and DRMO DAISY Tables.
- Research an inventory discrepancy, and describe how to initiate an adjustment.
- Access and identify information on the DD Form 1143.
- Explain the Compliance Assistance Program (CAP), how to input data and pull reports and checklists from the Compliance Assistance Management System (CAMS).

### Who should attend

This course is designed for DLA Disposition Services personnel worldwide, specifically newly assigned personnel.

**Prerequisite:** None

**Maximum number of course participants:** 25

**Course manager:** Lou Ann Desmarais

**Course cost:** \$14,375

**Public offering:** \$675 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

**DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990**

## DLA Disposition Services Property Accounting for Managers

**Course length:** 3 days

**Course number:** PYD-DRMSPAM

### Description

This course focuses on providing a management level working knowledge of property accounting techniques and/or reports available at DLA Disposition Services and its field activities in order to monitor and accurately maintain their accountable records. Topics include:

- The Disposal Process
- Receiving
- Warehousing/storage
- Reutilization, Transfer, Donation (RTD)
- Sales
- Demilitarization
- Other dispositions
- Adjustments
- DD Form 1143, Report of Excess and Surplus Materials
- Compliance Assistance Program

### Course objectives

- Monitor the receiving process for all property.
- Monitor the warehousing and storage of property.
- Ensure timely processing of transactions that affect the accountable record.
- Ensure property records are kept in balance.
- Use consolidated inquiries for sales and Demil functions.
- Monitor other dispositions of property.
- Research inventory discrepancies, and initiate adjustments.
- Access and identify information on the DD Form 1143 Report.
- Explain the Compliance Assistance Program (CAP), how to input data and pull reports and checklists from the Compliance Assistance Management System (CAMS).

### Who should attend

This course is designed for DLA Disposition Services personnel worldwide, specifically,

- Field Activity personnel
- Centralized Demil Center employees
- Contractor employees

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**Prerequisite:** Successful completion of Property Accounting Basic (PAB) or a passing grade in the PAB Test-Out Site.

**Maximum number of course participants:** 25

**Course manager:** Lou Ann Desmarais

**Course cost:** \$6,500

**Public offering:** \$325 per student

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## Introduction to DLA Disposition Services Demil

**Course length:** 4 hours

**Course number:** PD99CBT0001

### Description

This Web-based course was developed as a prerequisite for the classroom *DLA Disposition Services Demil* course. It provides the student with an overview of the Demil program and is targeted for DLA Disposition Services employees. The course covers:

- Demil responsibilities of selected DOD components
- DOD and DLA Disposition Services demil policies
- receiving, warehousing, disposition, and processing requirements for Munitions List (MLI) and Commerce Control List (CCLI) property
- Demil processing requirements
- Demil Challenge Program

### Course objectives

Participants will be able to discuss

- the Demil responsibilities of select DOD components
- MLI/CCLI property that is unacceptable for turn-in or requires special handling
- the requirements for Demil performance and certification, and
- the Demil code challenge program.

### Who should attend

DLA Disposition Services personnel worldwide.

### Course access

The course is Web-based and is accessed through the DLA Training Web site. After approval from DLA Disposition Services, students are provided email notification of the course Web address. The course includes a completion screen that generates the necessary information for DLA Training to provide the student with a completion certificate.

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**Prerequisite:** None

**Maximum number of course participants:** N/A

**Course manager:** Michael Green

**Course cost:** Funded by DLA Disposition Services

Contact DLA Training for our same site, back-to-back delivery pricing discount.

**DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990**

## Southwest Asia Demil

**Course length:** 1 day

**Course number:** DTC06IVT002

### Description

This Interactive Video Teletraining (IVT) course focuses on the application of the appendices of the DOD Demil Manual. The course will cover the following:

- How to determine the Demil code of an item
- How to determine the method and degree of Demil of an item
- Demil certification

### Course objectives

Participants will be able to determine the

- proper Demil code for an item in accordance with the DOD Demil Manual, and
- method and degree of Demil required for an item in accordance with the DOD Demil Manual.

### Who should attend

This DLA Disposition Services-sponsored course is designed for personnel in the Central Command responsible for performing demil of property. It fulfills DLA Disposition Services' requirements for technical qualifications to perform demil in the Central Command.

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**Prerequisite:** None

**Maximum number of course participants:**

30 per site

**Course manager:** Michael Green

**Course cost:** \$5,200 at one site