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Ministry  
of Defence

**JSP 886**  
**DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 3**  
**SUPPLY CHAIN MANAGEMENT**

**PART 16**  
**UNIT DISPOSAL**

**VERSION RECORD**

<b>Version Number</b>	<b>Version Date</b>	<b>Version Description</b>
1.0	03 Nov 11	Initial Publication
1.1	11 Jan 12	Amendment to <a href="#">Declaration Process</a> and correction of minor errors
1.2	01 Aug 12	Changes to Chapter 1 to Align With JSP 886 Volume 3 Part 404: Disposal of Inventory.
1.3	06 Dec 12	Insertion of <a href="#">Proof of Good Order definition</a> at Chapter 4 Paragraph 8.
1.4	27 Jun 13	Updated Hyperlinks.
1.5	12 May 14	<a href="#">Change to Overseas Disposals POC.</a>
1.6	30 Jun 14	Consistency in period of notification to DSA for closure of units and / or buildings (12 months).
1.7	29 Aug 14	Documents update.
1.8	07 Oct 14	Introduction of <a href="#">DSA DMC Disposal Route Land Equipment(SS3) List</a> , the Return of Brass Salvage and other changes (sidelined).
1.9	16 Feb 15	Minor amendments to <a href="#">Chapter 3, Paragraphs 2 and 3.</a>

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## **CHAPTER 1: INTRODUCTION TO UNIT DISPOSAL**

### **INTRODUCTION**

1. Units are to declare materiel for disposal to the Disposal Services Authority (DSA), who are responsible for arranging transfer of ownership to a third party and the removal of the materiel from the MOD.
2. This document deals with the disposal of materiel surplus to the MOD's requirements and waste from units, where the term 'unit' has its generic meaning as used in Unit Identify Number (UIN). The instructions apply to all establishments in all MOD Top Level Budgets (TLBs). Surplus unit materiel is normally identified during the 'Returns' process described in [JSP 886 Volume 3 Part 13: Return of Materiel](#), where materiel surpluses declared to the Delivery Team (DT) generate the response of 'Dispose Locally'. The policy is the responsibility of D JSC and is jointly managed by:
  - a. **DES IMOC-SCP.** IMOC-SCP are responsible for Supply Chain Management policy and process relating to the identification of surplus materiel.
  - b. **LCS Disposal Services Authority (DSA).** DSA are responsible for the policy and process for the removal of materiel surplus from the Defence Inventory.
3. Other related documents covering disposal are:
  - a. **JSP 886 Volume 2 Part 404: Disposal of Inventory.** This covers the declaration and disposal of materiel by Delivery Teams.
  - b. **JSP 886 Volume 4 Part 9: Gifting of MOD Materiel.** This covers the gifting of MOD materiel.

### **POLICY**

4. It is MOD policy that the Disposal Services Authority (DSA) manage and arrange the disposal of all surplus and waste materiel for the MOD except that covered by the Multi Activity Contracts (MAC), Local Government Waste arrangements and Utilities. DSA does not have responsibility for the disposal of domestic waste; including surplus food, paper, cans, plastic and general office and domestic waste.

### **GENERAL**

#### **Responsibility**

5. The responsibility for disposal is divided as follows:
  - a. The DT is responsible for deciding that materiel is surplus to MOD's use. This may be on a case by case basis, by economic grounds based on transportation and procurement costs or a formal declaration.
  - b. The DSA have the delegated authority to dispose of all MOD owned materiel.
  - c. Units are to declare materiel identified as 'Dispose Locally' to the Disposal Services Authority (DSA).

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## **Definitions<sup>1</sup>**

6. The following definitions apply to this document:

a. **Disposal.** This is the declaration of surplus materiel not required by the MOD to DSA. The surplus materiel will normally be identified following a test of requirement conducted by the unit. This includes materiel:

- (1) Consigned for disposal by sale under a contract by the DSA.
- (2) Disposal of surplus materiel by units under the specific delegated authority of the DSA.
- (3) Disposal of materiel conditioned as Beyond Repair (BR) by units in accordance with JSP 886 Volume 3 Part 15: Supply Chain Transactions.
- (4) Disposed of as waste materiel.
- (5) Gifted.

b. **Recovery.** This relates to the recovery of equipment, spares or waste to another location for subsequent assessment or disposal. Normally only applicable to overseas units.

c. **Return.** This is the issue of:

- (1) Serviceable materiel to the main stockholding location for return to stock.
- (2) Repairable materiel to a Repair Agency or to a location for subsequent issue to a Repair agency.
- (3) When directed by the DSA; materiel that is unsuitable for direct disposal to a DSA Contractor, to a Base location for aggregation and subsequent issue to a DSA Contractor.

## **Site or Unit Closure**

7. In the case of a building or unit closure, declarers must notify DSA Commercial Disposal (CD) at least 12 months in advance of the disposal date, to enable sufficient time for a site visit to be conducted by DSA CD personnel and for a disposal programme to be formulated. Guidance on closure of Materiel Accounts is given in JSP 886 Volume 4 Part 5: Closure of Materiel Accounts.

## **EXCLUSIONS**

### **Redeployment of Materiel**

8. The redeployment of materiel is not disposal and DSA does not need to be notified. The main categories of redeployment are:

a. **Reclamation.** Reclamation is the recovery of materiel to allow the materiel to be used in the supply chain. The policy and process for reclamation and spares

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<sup>1</sup> The Support Chain glossary is given at JSP 886 Volume 1 Part 1A, the expanded explanations given here build on this glossary.

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recovery is contained in JSP 886 Volume 3 Part 14: Transfer of Spares between Units, Cannibalisation, STOROB and Reclamation. If the equipment is to be disposed of, the declaration is to include details of any materiel removed from it.

b. **Transfer to Training and Instruction Use.** The requirement for surplus assets is to be identified and supported by the Training Authority. The asset will thereafter be transferred to the relevant training unit at an agreed value.

c. **Gate Guardians.** Requests for Gate Guardians are made through the Heritage Branches. Surplus assets agreed for use as Gate Guardians will be transferred to the relevant unit. Prior to transfer the assets will be written down to Net Realisable Value (NRV) within the accounts. Consultation is to be undertaken with Single Balance Sheet Owner (SBSO). MOD establishments wishing to acquire capital equipment, including non-flying aircraft, for display purposes should contact the relevant DT and the DSA-Project Support Team (PST) capital equipment focal point.

### **Disposal of Legacy Equipment from the Nuclear Programme**

9. DES NBCD-SIP-PM-D&D Programme Manager is responsible for the disposal or recycling of redundant legacy equipment arising from the nuclear programme. This includes refit support equipment from within the Licensed Site and redundant or surplus equipment from other vessels and items stored within the Naval Base. Further information is on the [Disposal of Legacy Equipment from Nuclear and Non Nuclear Programme website](#).

### **Disposal of Munitions**

10. The disposal of munitions is covered in JSP 762: Weapons and Munitions Through Life Capability, Chapter 9: Munitions Disposal Policy & Procedures.

### **Disposal of Official Gifts**

11. Units wishing to dispose of all official gifts made to them with a retail value over £50 must register them with the DSA. For guidance and policy on the acceptance of Official Gifts refer to the Defence Intranet People Services website. In certain circumstances the item may be retained in the workplace for a determined period of time. When the item is no longer required it must be surrendered to the DSA for final disposal or purchased by the recipient, as arranged by the DSA. It remains the responsibility of the holding unit to organize for the transportation of the gifted item to the DSA. When the item has been received, a receipt will be issued. The DSA point of contact on the disposal of official gifts is [DES DSA-MST1a1](#) Tel: Mil: 94240 Ext 2808, Civ: 01869 256808. Fax: Mil: 94240 Ext 2070, Civ: 01869 256070.

### **Support to MOD-Sponsored Museums**

12. The policy and process covering the transfer of surplus MOD materiel to certain categories of museums is contained in JSP 886, Volume 4 Part 9: Gifting of MOD Materiel Policy.

### **MOD Stocks**

13. The identification and declaration of surplus materiel held in units as MOD single point holdings is the responsibility of the managing DT and is covered in JSP886 Volume 2 Part 404: Disposal of Inventory. MOD single point holdings are where a unit holds the

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whole Defence stocks of a commodity or spares for an equipment.

### **Gifting**

14. The gifting of materiel to a non-MOD organisation is covered in JSP 886 Volume 4 Part 9: Gifting.

### **CONSIGNMENT TRACKING**

15. All materiel being returned to UK for disposal is to be Consignment Tracked using the procedures detailed in [JSP 886 Volume 3 Part 7: Consignment Tracking](#).

### **OWNERSHIP AND POINTS OF CONTACT**

16. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) are owned by ACDS Log Ops. Head Supply Chain Process (SCM-Hd-IMOC) is responsible for the management of disposals policy on behalf of ACDS Log Ops.

- a. This instruction is sponsored by DES DSA who should be approached in case of technical enquiries about the content:

DES DSA-Team Leader Operations (TLOps)  
Disposal Services Authority, Room 1 Bldg 9, H Site, BICESTER OX25 2LD  
Tel: Mil: 96770 Ext 2911 Civ: 030 6770 2911

- b. Enquiries concerning UK Depots is to be addressed to:

[Logistic Services Customer Services](#)  
LS HQ & Ops Centre, Building C16, C Site, BICESTER OX25 2LD  
Tel: Mil: 94240 Ext 2052, Civ: 01869 256052, Fax: 94240 Ext 2269, Civ: 01869 256269  
SMA: SCOC BICESTER or DOCS BICESTER.  
Email (for DIIF users): [DES LCS LS-Ops DOCS Help Desk \(MULTIUSER\)](#)  
Email (for non-DIIF users): [DESLCSLS-OpsDOCSHelpDesk@mod.uk](mailto:DESLCSLS-OpsDOCSHelpDesk@mod.uk)

- c. Enquires concerning unit procedures are to be addressed to:

[ACDS LOGOPS-Supply Pol 3 SO2](#)  
Tel: Mil: 9679 Ext 80959 Civ: 03067 980959

- d. Enquiries concerning the accessibility of this instruction are to be addressed to:

[ACDS LOGOPS-JSP886 ET 1 C2](#)  
Tel: Mil: 9679 Ext 80953 Civ: 03067 980953

### **GLOSSARY**

17. A glossary of JSC terms is available at [JSP 886 Volume 1 Part 1A](#).

### **LINKED PUBLICATIONS**

18. The following publications are linked to the Disposals process:

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- a. [JSP 418: MOD Corporate Environmental Protection Manual.](#)
- b. [JSP 440: Defence Manual of Security.](#)
- c. [JSP 762: Weapons and Munitions Through Life Capability.](#)
- d. [JSP 800 Volume 4b: Transport of Dangerous Goods by Road, Rail and Sea.](#)
- e. [JSP 886 Defence Logistic Support Chain Manual.](#)
  - (1) [Volume 2: Inventory Management, Part 404: Disposal of Inventory.](#)
    - (a) Part 4: Hazardous Materiel - Safety Data Sheets and the Hazardous Stores Information System.
    - (b) Part 7: Consignment Tracking.
    - (c) Part 13: Return of Materiel and Equipment.
    - (d) Part 14: Transfer of Spares between Units, Cannibalisation, STOROB and Reclamation.
    - (e) Part 15: Supply Chain Transactions.
  - (2) Volume 3: Supply Chain Management.
    - (a) Part 4: Hazardous Materiel - Safety Data Sheets and the Hazardous Stores Information System.
    - (b) Part 7: Consignment Tracking.
    - (c) Part 13: Return of Materiel and Equipment.
    - (d) Part 14: Transfer of Spares between Units, Cannibalisation, STOROB and Reclamation.
    - (e) Part 15: Supply Chain Transactions.
  - (3) Volume 4: Materiel Accounting.
    - (a) Part 1: Fundamentals of Materiel Accounting.
    - (b) Part 5: Closure of Materiel Accounts.
    - (c) Part 9: Gifting of MOD Materiel.



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## **CHAPTER 2: DISPOSAL DECLARATION PROCESS**

### **INTRODUCTION**

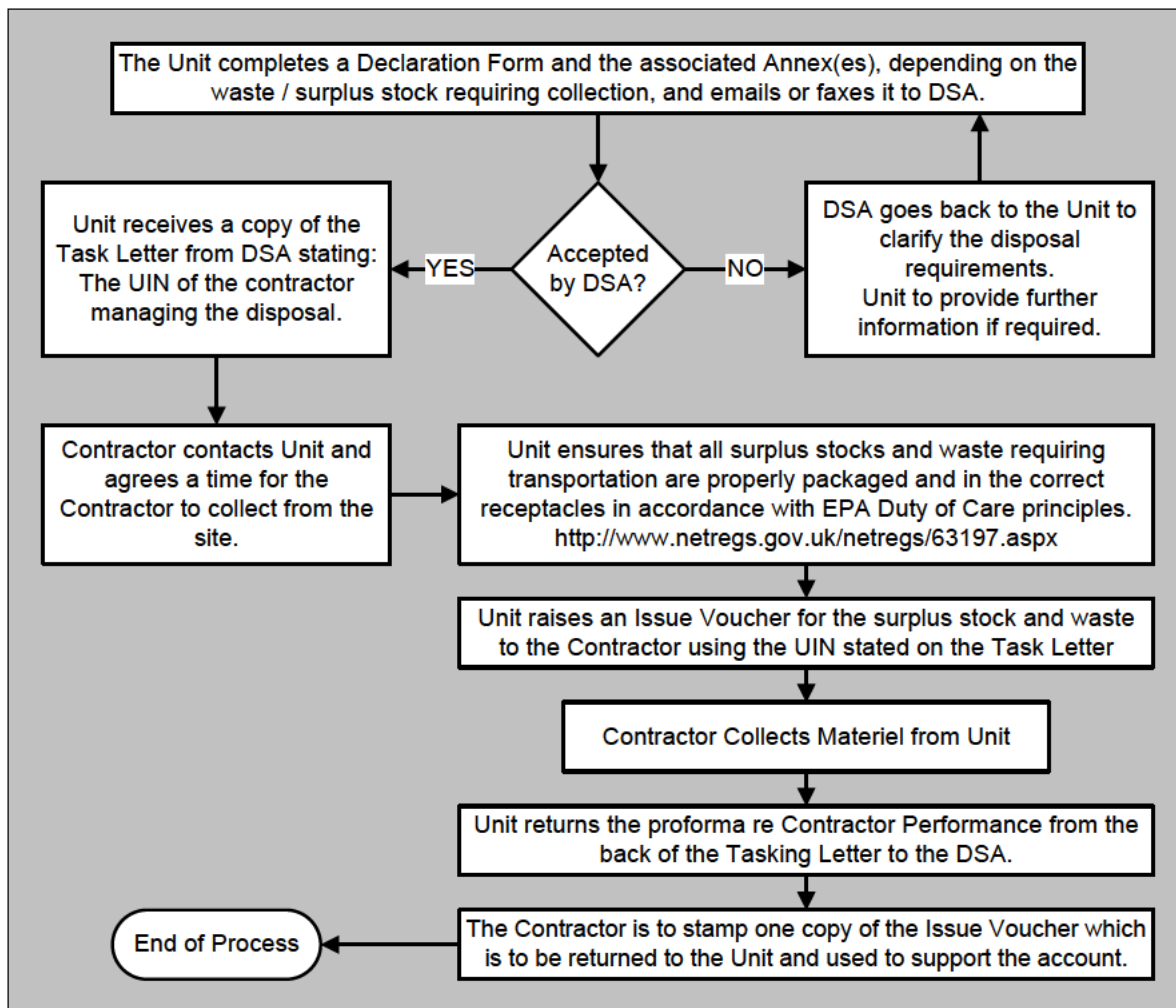
1. Surplus materiel is sold predominantly by commercial storage and marketing agreements and, in limited circumstances, by auction or private treaty sales. In order to maximise the return to the MOD the Disposal Services Authority (DSA) has entered into a number of commercial storage and marketing agreements with industry. These profit-sharing arrangements have been specifically designed to promote the speedy removal of materiel from holding units and to maximise resale of surplus materiel. The contractor is tasked with the collection, storage, marketing and selling of all surplus equipment within his defined scope of contract.
2. The DSA plays a constructive role in the Government's sustainability agenda, advising the MOD on the disposal phase of the through-life management of equipment to maximise the sales return at the end of the equipment's operational life and minimising any negative impact on the environment.

### **DECLARATION PROCESS**

3. When a unit has no further use for materiel or has been instructed to reduce holdings, they are to carry out the following actions.
  - a. **Serviceable Items MATCON A1.** Use the 'Returns' process contained in JSP 886 Volume 3 Part 13: Return of Equipment and Materiel. If the outcome is 'Dispose Locally' the unit is to declare the materiel to DSA. Units are responsible for stating on the declaration that all pre-disposal actions specified by the DT have been carried out.
  - b. **Restricted Use Items MATCON A2.**
    - (1) **P & L Class Items.** All P & L Class items are to be brought on charge and return instructions requested in accordance with JSP 886 Volume 3 Part 13: Return of Equipment and Materiel. Units **are not** to declare restricted use P & L Class items to the DSA for Disposal unless given explicit authority by the managing DT.
    - (2) **C Class Items.** Units are to retain A2 items where there is an anticipated future local use for the item. Where there is no foreseeable use for the item, it is to be treated as unserviceable.
  - c. **Unserviceable Items MATCONs E0, R2 or R4.** Items that have been sentenced as unserviceable by an appropriately qualified person are to be actioned as follows.
    - (1) **P & L Class Items.** All P & L Class items are to be brought on charge and return instructions requested in accordance with JSP 886 Volume 3 Part 13: Return of Equipment and Materiel. Units **are not** to declare unserviceable P & L Class items to the DSA for Disposal unless given explicit authority by the managing DT.

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**Figure 1: Disposal of Non-Hazardous Materiel**



(2) **C Class Items.** Units are to determine the appropriate action for unserviceable C Class items:

(a) **Declare to DSA.** All materiel which can generate income to the MOD is to be declared to the DSA. If there is a DSA declaration annex on the [DSA Declaration Website](#) for the materiel then it is to be declared to DSA. There are annexes for the following Clothing & Textiles, Information Technology (IT), Furniture, Vehicle, Aircraft, Ships & Small Craft, Hazardous Waste, Printer Cartridges & Mobile Phones, Scrap Metal & Lead Acid Batteries, Medical & Dental, Oils & Lubricants, Tyres & Miscellaneous Rubber, Portable Batteries, Miscellaneous (Naval, Army & Aircraft spares, Tools & Test Equipment and Catering Equipment).

(b) **Scrap Skip.** Where a unit has a skip under the Scrap Metal Contract, it is to be used for the disposal of Ferrous, Non Ferrous and Mixed metals. Lead Acid Batteries can also be disposed of under the DSA's scrap metal disposal contract, but must be stored and declared separately as they are classed as hazardous waste. See Chapter 3. Otherwise the materiel is to be declared to DSA.

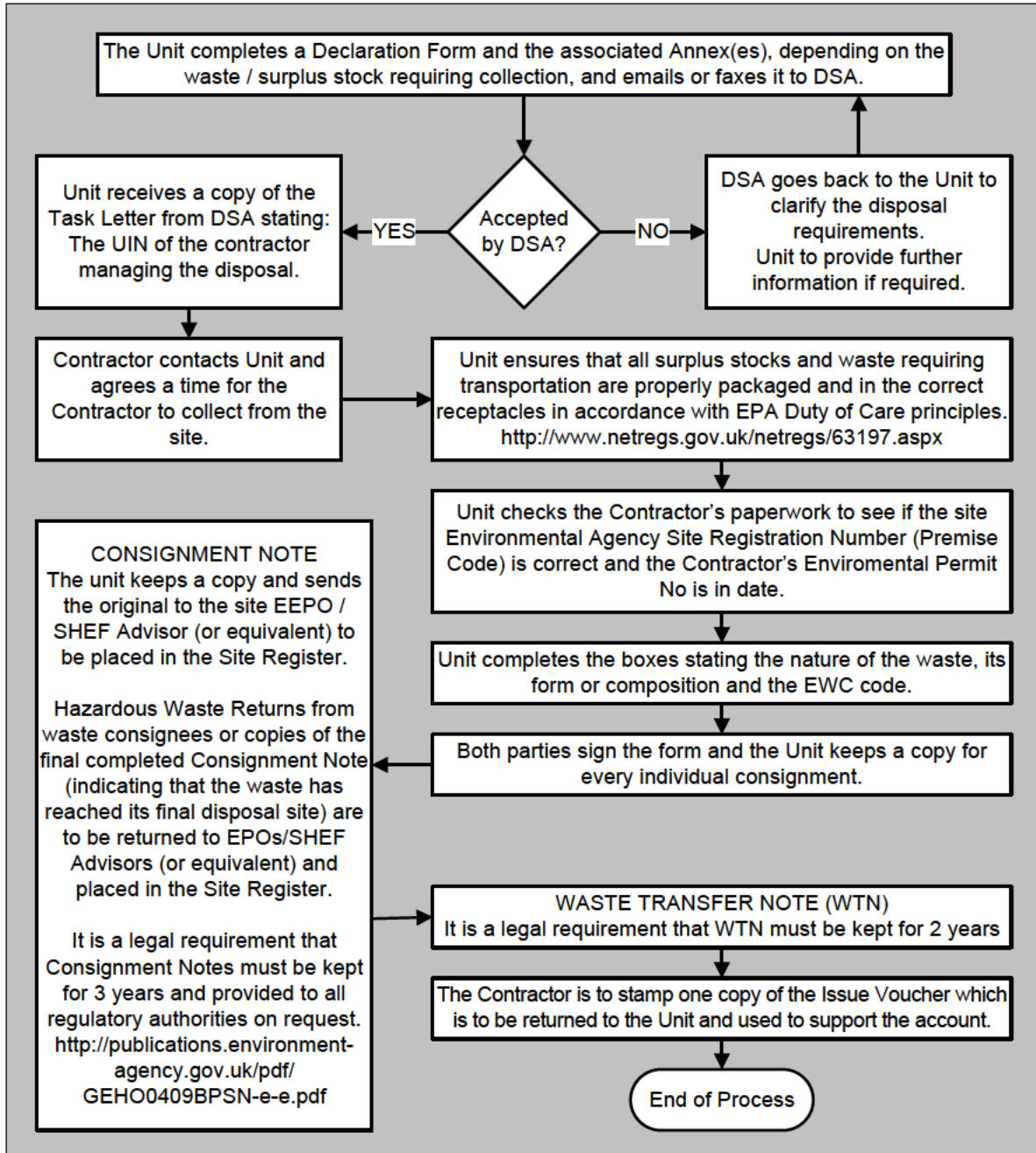
(c) **Treat as Waste.** Materiel with no value is to be treated as waste.

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Hazardous waste is to be actioned in accordance with Figure 2.

- d. **Accounting.** Units are to issue materiel from its current holding account to disposal; the contractor will sign a copy of the issue voucher to provide a signed receipt. Cleared receipts will not be provided.

**Figure 2: Disposal of Hazardous Materiel**



4. **Disposal Declaration.** Units are to declare surplus materiel for disposal on a correctly completed DSA Declaration Form using the following procedures:

- a. The DSA DMC list for the Land environment (SS3) will assist Equipment holders and Equipment Delivery Teams (DT) to identify the correct disposal for surplus MOD equipment. The lists contain information on which DSA commodity

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Annex to complete for a given DMC. The lists also contain information about whether the equipment can be disposed of by the DSA via their identified Contractors, or whether the decision is to be referred to the DSA for consultation with the DT to establish the most appropriate disposal route. The link to this list is attached here:

[20140424-DSA DMC Disposal Route Land Equipment\(SS3\).xls](#).

b. **United Kingdom (UK).** UK Units are to make the declaration of materiel for disposal on the **DSA Declaration Form and Annexes**; these can be found on [DSA Declaration Forms](#). DSA will decide the optimum method of disposal and the appropriate contractor to use and will notify the declarer accordingly. Assistance with completing the [DSA Declaration Forms](#) is available on Tel: Mil: 96770 Ext 2911, Civ: 030677 02911.

c. **Overseas.** Operational and Non-Operational overseas units are to make the declaration of materiel for disposal on a DSA Declaration Form with the appropriate Annex, the only exception being British Forces Germany (BFG) where a **BFG Form 5** is to be used. Current copies can be obtained through Disposal Services Authority (Germany) (DSA(G)) who are the nominated lead for all disposals outside of the UK. Contact details are:

Head of Overseas Disposal  
Disposal Services Authority (G),  
Bldg 121, Ayrshire Barracks, BFPO 19.  
Tel: Mil: 94888 Ext 2307 / 2331 /2300, Civ 0049 2161597 307 / 331 /300.  
Fax: Mil: 94888 Ext 2498, Civ 0049 2161 597 498.  
E-mail: DES-DSA-Germany-Head-Overseas

d. **Maritime Afloat.** Materiel for disposal from the maritime afloat may be routed to the **Returned Stores Group** through Naval Base Returns Processing Facilities, who in turn will manage disposal utilising the content of this instruction.

5. The information on the declaration allows DSA to exercise their duty of care and assists in making informed decisions regarding the correct disposal route in order for the MOD to be compliant with the Environmental Protection Act 1990 and other current disposal legislation. The MOD has a moral and legal obligation to exercise a Duty of Care under Health and Safety at Work (HSAW) legislation and to pass on all relevant information when declaring stores or equipment for disposal.

6. DSA accept disposal instructions / declarations on the understanding that the following conditions are met.

a. Declarers have read the [DSA Index & Guidance Notes](#) and pay particular attention to the statement on the MOD Main Declaration Form: "I have read, understood and accept the conditions contained within the Guidance Notes for Disposal and am authorised to instruct the DSA to sell or dispose of all store declared." prior to signing and submitting the Declaration Form.

b. All stores being declared should normally be available for collection and stored in secure, dry conditions wherever possible until collection and will be assumed to be in one point at one location only unless notified otherwise.

c. No additions will be accepted unless agreed in writing by DSA. Any additions not agreed by DSA may result in the materiel being left uncollected.

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- d. No deletions from declarations will be accepted unless agreed in writing by DSA. Any deletions not agreed by DSA may result in charges being levied by the contractor.
- e. Details of any known potential purchasers and their contact details or any written representations or offers made are sent with the declaration to DSA.
- f. Due consideration has been given to the possible presence of hazardous materiel's or radioactive sources within the stores declared and the question about this answered adequately. By submitting the Declaration Form to DSA, the declarer accepts all responsibility for the Health and Safety status of all the stores declared.
- g. In the case of a building or unit closure, declarers must notify DSA at least 12 months in advance of the disposal date, to enable sufficient time for a site visit to be conducted by DSA personnel and for a disposal plan to be formulated. Any disposal costs that may be incurred in the closure of Buildings or Sites will be attributed to the Project Funding Lines as the DSA is not funded to pay them centrally.
- h. An acknowledgment of receipt for the declaration will be sent to the address as specified within the 'Declarer Details' section of the Declaration Form. All subsequent correspondence relating to a declaration will be sent to the first nominated point of contact at the holding unit, as shown against the 'Points of Contact at holding unit' section of the form unless otherwise specified.

## **COLLECTION ARRANGEMENTS**

- 7. Once the declaration has been accepted, DSA will task the relevant contractor to collect the materiel and will confirm this with the declarer in writing. The declaring unit will then be contacted by the contractor to agree a collection date. Timescale for collection varies according to the stores declared, but in any event will be a maximum of 28 days from the date on the DSA's task letter, unless agreed other wise.
- 8. Generally the contractor is obliged to collect surplus materiel within 10 working days of receiving the DSA Tasking letter. The Contractor and declarer must agree a convenient date and time for collection, and where appropriate the Contractor shall provide the name, address and contact number of any sub-contractor acting on his behalf. If, for any reason, the collection date exceeds that mentioned in the tasking letter, the declarer should notify DSA immediately. On arrival at site the contractor will present proof of authority for the collection in the form of the tasking letter and be escorted in accordance with MOD and local security instructions.
- 9. Units are to ensure materiel is ready for collection at the time and place agreed with the disposal contractor. The DSA is committed to managing the contractor's performance and will investigate any adverse comments, which are invited as part of the feedback form issued to Units with all tasking letters.



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## **CHAPTER 3: DISPOSAL OF MATERIEL**

### **INTRODUCTION**

1. This chapter gives details of the unit management of disposals with specific additional advice on the management of disposals outside the UK.

### **ACCOUNTING**

2. Defence materiel and financial accounting regulations apply for all Disposal activity to allow maintenance and probity of the audit trail.

3. As MJDI is unable to accept Disposals UINs, units issuing to disposal are to use disposals NATO, Commercial and Government Entity codes (NCAGES) available [here](#) (follow the link). All other specific Logistics Information Systems (Log IS) accounting instructions for the issue of materiel to disposal are outside the scope of this instruction; for guidance, users should refer to the appropriate Log IS user manual.

### **DISPOSAL AGREEMENTS**

4. Surplus and waste materiel declared to DSA will be removed from units using a variety of agreements. DSA will advise the unit of the contractor and timescale for the declared materiel being removed from the unit. The following are examples of the types of agreement.

#### **Commercial Enabling Contracts (CEC)**

5. To achieve the best financial return, the DSA has entered into Commercial Enabling Contracts (CEC) through formal competition with specialist contractors in various ranges. The key features of these Enabling Contracts are:

- a. Contract scope is specific to each range of equipment.
- b. Contractors are required to collect and this may be subject to minimum volumes.
- c. Title remains with MOD until sold by the Contractor.
- d. Retrieval of equipment declared surplus in error prior to sale, can be achieved, although this may incur costs to the originating unit or the owning Delivery Team (DT) for movement to the correct contractor or return to the MOD. All retrieval requests are to be made to the DSA.
- e. The MOD share in the final sale price.
- f. Contractors are required to account for stock received and may raise Discrepancy Reports (DR) on the consignee. Receipted Issue Vouchers will not be returned until the DR is cleared.
- g. The MOD is required to identify any known hazards or defects to comply with its Duty of Care.

Contact details and disposal NCAGES for these contractors can be found at the DSA Intranet Page [here](#) and are to be used once disposal instructions have been received from

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DTs.

### **Hazardous Waste Contract**

6. The Hazardous Waste Contract is used for the disposal of hazardous and special waste.
7. The declarer must ensure that all parts of the [DSA Declaration Forms](#) Annex G are completed before the DSA's contractor can be tasked to provide the necessary service. This includes precise details of the requirement:
  - a. The quantity.
  - b. Type of containers required.
  - c. The type of waste to be collected, including UN number, the two main characteristics of the waste and the Hazard Code.
  - d. Location of the waste to be collected.
  - e. Having completed and signed part 1 of the Declaration Form, the form must be passed to the appropriate Authorising Officer for Financial Approval.
8. **Acceptance of Costs.** The Authorising Officer must complete and sign Part 2 of the Declaration Form. This is an agreement for the unit to meet the cost of disposal as the DSA is not funded to pay the cost of disposal of hazardous or special waste centrally.
9. **Hazardous Waste Regulations.** In England and Wales it is mandatory for declarers to include the UN number, two main characteristics of the waste and the hazardous category code for each waste product requiring disposal, see Part 3 of the Declaration Form. In the event that a declarer is unable to identify the waste, the DSA's contractor is able to offer the services of a chemist (at the cost to the declarer). If this service is required then Part 1 of the Declaration Form should be annotated accordingly.
10. **Environment Agency (EA) Premises Codes.** Units in England and Wales that produce over 500kg of hazardous waste in a 12 month period must register their site with the EA. The EA will provide a Premises Code and expiry date for the site, to be used when disposing of hazardous waste. Contact your unit SHEF advisor in the first instance. Further details available from the Environment Agency Tel: 08708 502858 or [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk). Units located in Scotland and Northern Ireland are not required to register their sites with their respective regulatory authorities, but they must manage and dispose of their hazardous waste in accordance with all current legislation.
11. **Payment.** Once the waste has been removed, the contractor will forward an AG173 and invoice to the consignor's Authorising Officer for approval and signature. The Authorising Officer must ensure the AG173 is approved and returned to the contractor by return. The contractor will then claim payment from DFM in Liverpool.
12. **Quote Only.** The DSA's Annex G Declaration Form may also be used by the customer to seek price estimates when considering placing an order under the contract. The customer should clearly annotate the form to indicate that an estimate only is required and at this stage does not need sign Part 2 of the Declaration Form.
13. **Consignment Notes.** All collections of hazardous waste must be accompanied by a

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consignment note. DSA's hazardous waste contractor will raise the initial paperwork, leave the appropriate copy of the consignment note with the producer / holder of the waste on collection and provide a Consignee return to the unit focal point, nominated in Annex G, on completion of the disposal process.

14. **Further Assistance.** If you require further assistance contact the DSA on Tel: Mil: 94240 Ext 8621 / 2805, or 8620. Civ: 01869 258621 / 256805 or 255620.

### **Scrap Metal Contract**

15. The Scrap Metal Contract is used for the disposal of Ferrous, Non Ferrous, Mixed metals and Lead Acid Batteries.

16. In most cases a skip will be delivered to the unit to be filled as required. The Mixed Metal scrap skip is not to be contaminated by other waste including batteries, white goods (fridges and washing machines), plastic and wood. If non-metallic contamination is found in the skip the cost of disposal may be passed back to the declarer.

17. Skips are available to collect Ferrous and Non-Ferrous metal. Units producing a significant amount of Non-Ferrous metal should request separate skips, to enable the segregation of Ferrous and Non-Ferrous metal. Units are to ensure that only the correct metal is placed in the respective skips and that they are not to be contaminated with other waste including white goods (fridges and washing machines), plastic and wood.

18. Lead Acid Batteries are classified as hazardous waste and therefore require the Environmental Agency Premises Code and expiry date for declaring sites located in England or Wales. Further details are available from the Environment Agency (EA) Tel: 08708 502858 or [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

19. **Return of Brass Salvage.** Brass salvage should be returned via the Defence Test & Evaluation Group, Long Term Partnering Agreement, Shoeburyness Site, New Ranges, Shoeburyness, Southend-on-Sea, Essex SS3 9SR UIN to despatch to: P1004C Parent UIN at Site: P1004A.

20. **Further Assistance.** If you require further assistance contact the DSA on Tel: Mil: 94240 Ext 2805. Civ: 01869 256805.

### **General and Non-Hazardous Waste Disposal**

21. General waste covers office, domestic and kitchen waste and sewage arising from the operation of fixed MOD sites. It does not normally cover waste deriving from married accommodation. The disposal of general waste is a J4 / N4 / G4 / A4 staff responsibility and is normally achieved through a Multi Activity Contract (MAC) and / or specialised local contracts. The disposal of general waste is not a responsibility of DSA. However, the Waste Regulations 2011 must be considered by the producer and their chosen contractor when disposing of general waste, with special attention being paid to the 'waste hierarchy'.

### **RESTRICTIONS ON SALE OR DISPOSAL**

22. There are a number of reasons why the MOD may wish to restrict the sale of certain items or where additional care needs to be taken in determining the correct disposal route. The articles below provide generic scenarios where the declarer must provide notice to the DSA as part of the Declaration process.



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### **Disposal of Protectively Marked Materiel**

23. Protective Marking and Security Classification materiel is not to be declared for disposal by units unless it has been formally declassified. All classified materiel is to be referred to the managing DT for decision on the disposal action. The following methods of disposal apply to the relevant security grading:

- a. **RESTRICTED or Below.** Materiel with a security grading of RESTRICTED or below can be issued to the DSA for disposal via the appropriate disposal contractor.
- b. **CONFIDENTIAL or Above.** Materiel with a security grading of CONFIDENTIAL or above is to be notified to the DSA for a decision on the disposal route to be taken.

### **Disposal of Information Technology**

24. Units must ensure that data has been erased in accordance with JSP 440, Part 8, Section 3, Chapter 2. However, if local resources are unable to undertake the necessary action in line with Communications Electronics Security Group (CESG) Guidelines INFOSEC No. 5, then contact DBRDefSy InfoSy Pol, Tel: Mil: 9621 Ext 83746. Civ: 0207 218 3746. The exception to this is TOP SECRET data; where advice is to be sought from the local Security Authority prior to declaration.

### **Disposal of Official Gifts**

25. Units wishing to dispose of all official gifts made to them with retail value over £50 must register them with the DSA. For guidance and policy on the acceptance of Official Gifts refer to the Defence Intranet People Services website. In certain circumstances the item may be retained in the workplace for a determined period of time. When the item is no longer required it must be surrendered to the DSA for final disposal or purchased by the recipient, as arranged by the DSA. It remains the responsibility of the holding unit to organize for the transportation of the gifted item to the DSA. When the item has been received, a receipt will be issued.

26. The DSA point of contact for the disposal of official gifts is [DES DSA-mst1a1](#), Tel: Mil: 94240 Ext 2808, Civ: 01869 256808, Fax: Mil: 94240 Ext 2070, Civ: 01869 256070.

### **Disposal of Items of Foreign Origin**

27. Units are to seek DT guidance about the disposal of any items of foreign origin. The DT is to provide the authority to dispose of the item and whether restrictions apply or not. The DT is to advise details of the restriction and, if applicable, the original procurement contract concerning the disposal route. Items of a foreign origin should be declared to DSA for disposal separately along with any restrictions advised by the managing DT.

28. **International Traffic in Arms Regulations (ITAR) and Foreign Military Sales (FMS).** Materiel subject to ITAR or FMS is a special case of materiel of Foreign Origin. When material known or suspected of being subject to ITAR or FMS become surplus to requirement units are to contact the managing DT for guidance. DTs are to respond promptly to the enquiring unit about known or suspected ITAR or FMS materiel stating the disposal instructions or stating that there are no special disposal requirements. DTs are to ensure that materiel subject to ITAR or FMS, including component elements, declared for disposal to the DSA are identified and state any specific requirements and or end user agreements, Classification of items and the US demilitarisation code that may apply.

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## **Hazardous Materiel**

29. **Safety Data Sheets (SDS).** Hazardous materiel that is transferred, sold or gifted must have the relevant SDS supplied to the intended recipient not later than when the stores arrive on their site. The MOD Hazardous Stores Information System (HSIS), provides SDSs to enable duty holders of materiel to discharge their responsibilities safely.

30. **Duty of Care.** In this respect, this paragraph must be read in conjunction with the MOD policy on Waste Management contained in JSP 418: MOD Sustainable Development and Environmental Manual, Leaflet 3. A Duty of Care is placed on all who produce, hold, transport, treat or otherwise handle 'Waste' and they are responsible for its proper handling at all stages from production to final disposal. The Duty of Care is amplified in a Code of Practice, which has statutory status. Failure to comply is a criminal offence. The Environmental Permitting Regulations 2010 (England & Wales), or the equivalent in Scotland and Northern Ireland should be checked to see if the activity requires a Permit, or Licence. If it is still unclear, then either the Environment Agency (EA), the Scottish Environment Protection Agency (SEPA) in Scotland or the Northern Ireland Environment Agency should be approached for advice on whether a Waste Management Permit, or Licence is required.

31. **Transportation of Hazardous Materiel.** All Hazardous Materiel and pieces of equipment are classified as 'dangerous' goods for transport under British, European and International Law are to be moved in accordance with JSP 800 Volume 4b: Transport of Dangerous Goods by Road, Rail and Sea.

32. **Requirement to Notify Premises or Register with the Environment Agency.** Hazardous Waste Regulations 2005 legally requires premises in England or Wales which produce over 500kg of Hazardous Waste in a 12 month period Hazardous Waste, subject to a few exemptions, to be notified to or registered with the Environment Agency.

33. **Premises Code.** Once a premises registers with the EA, they will be issued with a premises code in the form of three letters and three numbers. This code is valid for a period of 12 months and it is the duty of the Hazardous Waste producer to re-register annually, if the premises continue to produce over 500kg of Hazardous Waste in a 12 month period. This can be done up to one month in advance of the expiry date.

34. **Notification.** Hazardous Waste producers should register with the Environment Agency at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk), or Tel: 08708 502 858.

35. **Identification and Categorisation of Hazardous Materiel.** Units should contact their local Environment Agency office, if in any doubt about which materiel may be affected or may fall into the category of hazardous waste. Waste materiel will also require a European Waste Catalogue (EWC) Code Number, which can be obtained from the Environment Agency website under the list of waste regulations 2005. In the event that a unit is unable to identify or categorise the waste, the DSA contractor is able to offer the services of a chemist to assist; a charge will be levied for this service.

36. **Consignment Notes.** All collections of hazardous waste must be accompanied by a consignment note. DSA's hazardous waste contractor will raise the initial paperwork, leave the appropriate copy of the consignment note with the producer / holder of the waste on collection and provide a Consignee return to the unit focal point, nominated in Annex G, on completion of the disposal process.

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37. **Costs to Units.** The removal of Hazardous Waste usually attracts a cost, chargeable to the MOD and, as such, requires financial authorisation from the relevant budget holder (Part 2 of Annex G to the DSA Declaration Form refers). Once the waste has been removed, the DSA Contractor will forward a MOD Form AG173 and invoice to the budget holder, in his capacity as authorising officer, for approval and signature.

### **Health and Safety**

38. Equipments that are used to protect Health and Safety may be subject to restrictions of sale and must be identified within the Declaration Form.

### **MATERIEL ISSUED TO CONTRACTORS IN ERROR**

39. When materiel for disposal has been incorrectly issued to a contractor, the Marketing Agreement allows for the contractor to recover his costs from the MOD, known as Goods Received in Error Form (GRIEF) items. The MOD will be obliged to undertake further disposal action. Generally, such occurrences break down into 4 main areas.

- a. Classified, Weapon Spares and other materiel not suitable for sale.
- b. Hazardous / Radioactive Materiel.
- c. Wrong Contractor, (for example, Computers issued to clothing contractor).
- d. Unauthorised delivery of equipment to contractor.

40. In each case, the DSA assess the action to be taken and costs levied and may demand that the originating unit retrieve the errant items. Costs are levied at whoever declared/issued the equipment to the contractor. Could be the DT or the holding unit.

### **DISPOSAL FROM OVERSEAS**

#### **Disposal from Operational Theatres and Exercises**

41. The disposal or recovery of equipment from Operations must happen in an efficient and suitably auditable manner, following the correct accounting procedures. Consequently for all Operations DSA(G) will support PJHQ J4 / J8, in constructing a disposal plan that will provide clear direction on the recovery and disposal of materiel. Further guidance is available from the Overseas Disposal Instructions (ODI's) link via [DSA Defence Intranet Page](#).

42. In determining the correct disposal method the overriding principle is that all military warlike materiel is to be returned to the UK. Thereafter whether an item is either a 'Controlled' or 'Non-Controlled' item will determine its disposal route, IAW Export Control / Cap EPA and BIS. DSA(G) should be contacted for clarification. 'Controlled' Items must either be reduced to scrap locally by mutilation or returned to the UK for disposal, whichever option provides VFM. For all other materiel i.e. 'Non-Controlled' items the disposal decision should be informed by appropriate consideration of relevant factors such as whether materiel is:

- a. Uneconomical to recover; the decision on whether equipment is uneconomical to recover should be made in conjunction with the relevant DT or FLC.
- b. Impractical to recover because of shelf-life expiry dates or because the item has

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a 'one time use' only.

c. Pre-positioned stocks held in the Permanent Joint Operating Bases (PJOB) conditioned as part of routine maintenance procedures.

43. DSA(G) will provide advice on application and liaise with DSA Commercial for sale and disposal of stores that are not being returned to the UK. Disposal for the Deployed force will consequently be through DSA Commercial. Where necessary, DSA(G) will advise on the value of items to be sold, and subsequent sales are to be made in accordance with that advice.

44. All surplus equipment and materiel used at a location where there is a permanent UK presence e.g. Cyprus, Kenya, Gibraltar, is subject to MOD policy for disposal. All disposals are to be Project and technically managed by the Civil Secretariat or Theatre Command HQ in conjunction with DSA(G). DSA Commercial will manage all commercial aspects.

#### **Disposal from Theatre Drawdown**

45. Guidance on the management of a major theatre drawdown is given at Chapter 4.

#### **Disposal from Permanent Bases Overseas**

46. All surplus equipment and materiel used at a location where there is a permanent UK presence is subject to MOD policy for disposal. All disposals are to be managed by the Civil Secretariat or Theatre Command Headquarters on behalf of the DSA, once the TL/CD DSA has issued authority.

47. A record of all disposals is to be provided on a monthly basis, Nil Returns Required, by the authorised body to DSA(G); who will audit the returns to ensure probity and that the best methods of disposal are being utilised.

48. The format and process for reporting disposals will be detailed in the form of a report to TL CD DSA and DSA Commercial, which will detail the proposed disposal plan including unit instructions. All disposal programmes on a larger scale than normal for the site in question must be notified to DSA(G) / DSA Commercial prior to initiation, as DSA(G) may decide to give specific technical instructions on the disposal methods to be used. Special disposal instructions only apply in the following countries:

a. **Canada.** A Memorandum of Understanding (MoU) has been established between the Department of National Defence of Canada (DND) and the UK MOD to facilitate in-country disposal. All equipment held in Canada is disposed of locally by the Canadian DND on behalf of UK MOD. There are exemptions to this rule for special category items, which are identified in the MoU and these are to be returned to the UK for disposal. Further details of the MoU can be obtained from DSA(G). Further guidance is available from the ODI's link via [DSA Defence Intranet Page](#).

b. **Germany.** Equipment held in Germany is to be disposed of through the DSA(G) office at Ayrshire Barracks, BFPO 19. DSA(G) use a local disposal contractor to whom all equipment is issued, with the exception of some equipment ranges which are issued to Regional Marketing Agreements (RMA). These assets are also to be declared to DSA(G) who will advise where service provision extends to Germany. There are currently local contracts for: SSA Brass, Scrap Metal; Lead Acid Batteries and Tyres. These assets are to be declared to DSA(G) on an AF G1033.

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### **Overseas Exercises**

49. DSA do not support overseas 'Exercises'. In all cases it is a Brigade or HQ responsibility to return assets. DSA(G) may be contacted on an ad-hoc basis for help and advice or if returning any asset is not deemed value for money (VFM). Details of all such sales must therefore be reported to DSA(G) at the end of each month using the appropriate proforma which will be supplied by DSA(G). DSA(G) can be contacted as follows:

Tel: Mil: 94888 Ext 2307 / 2331 / 2300, Civ: 0049 2161597 307 / 331 / 300.

Fax: Mil: 94888 Ext 2498, Civ: 0049 2161 597 498.

E-mail: [DES-DSA-Germany-Head-Overseas](mailto:DES-DSA-Germany-Head-Overseas).

### **Delegation of Disposal Authority**

50. In most instances DSA will undertake disposal action for all saleable materiel reported to them. In the event that DSA Commercial delegates sales authority (normally for local Unit sales), reports of the sales returns should be made to DSA(G). Any deviation from the recognised and approved disposal arrangements is to be supported by a business case and notified to the appropriate DSA Operating Centre Forum for approval.

a. **Reporting of Overseas Sales.** The TL / CD DSA retains ultimate responsibility for the financial and contractual propriety of overseas sales carried out under local delegated authority.

**Receipts.** Receipts from the sale of surplus materiel in overseas commands are to be brought to account in accordance with Service accounting instructions and credited to the Resource Accounting Code (RAC) notified by DSA.

## **CHAPTER 4: THEATRE DRAWDOWN**

### **AIM**

1. The aim of this instruction is to lay down the principles and policy for the return, disposal, destruction and gifting of materiel deployed with the British Forces on the draw down of a major theatre.

### **DIRECTION**

2. All joint and single Service policies and regulations pertaining to materiel, including accounting and financial actions, remain in force unless a dispensation has been explicitly granted by the appropriate authority and confirmed by PJHQ.

### **GUIDING PRINCIPLES**

3. Notwithstanding the disposal decision-making process relating to operational impact and cost-effectiveness, careful consideration should be given to the environmental and presentational impact of recovering materiel.

4. The main guiding principles relating to the clearance of materiel from a theatre that UK Forces are leaving permanently are:

- a. Materiel that has a future use for the UK Forces is to be returned to the UK or transferred to other theatres.
- b. Materiel that is useful to the local community and is of no military significance should be disposed of locally by sale or gift.
- c. Materiel that is waste and of no military significance is to be disposed of locally.
- d. Waste that has military significance should be demilitarised, destroyed or returned to the UK.
- e. The sites that the UK Forces occupied are to be returned to as near to prior occupation condition as practicable. No construction, substance or munition that could cause injury or long term harm is to be left in situ.
- f. The clearance of theatre is not to expose UK Forces to significant risk of harm.

5. Where hazardous materiel is to be supplied (disposal, sale or gifted) to commercial sources, a copy of the relevant safety data sheet must be supplied to the intended recipient with or before the stores arrive on their site. The MOD Hazardous Stores Information System (HSIS), provides Safety Data Sheets to enable duty holders of materiel to discharge their responsibilities safely (see JSP 886 Volume 3 Part 4).

### **MANAGEMENT**

6. The drawdown and clearance of materiel from a theatre is to be planned. Coordination of the planning process is to be managed by PJHQ with representation from Theatre HQ, DSA, LCS and DSCOM. Other organisations should be included if their expertise is required. A Theatre Drawdown Plan is to be produced identifying the appropriate elements as follows.



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- a. **Timings.** The proposed drawdown timetable needs to be created and continually updated against the operational situation, transport availability, quantity of materiel identified and dedicated manpower available. Linkage to the operational drawdown plan.
- b. **Identification of Materiel.** Some materiel will move as part of formed units leaving theatre. The remainder of materiel needs to be identified, notified to a central organisation and moved to consolidation points.
- c. **Evaluation of Materiel.** Decide what needs to be done with the assembled materiel. The decisions that can be taken in theatre need to be agreed and the remainder referred to the UK based authorities for advice on quantities and condition of materiel to be returned or disposed of locally.
- d. **Theatre Considerations.** The range of materiel that can be disposed of in theatre and which items need to be removed from theatre needs to be determined. These decisions will be based on in theatre disposal facilities, political direction (typically the handover of materiel to the local government) and operational / intelligence restrictions.
- e. **Determination of Discard Routes.** There may be a need for a separate Disposals Plan to cover those aspects managed by DSA(G).
  - (1) **Return.** Items to be returned to UK need to be conditioned in theatre so that the items are correctly identified. Returns will include:
    - (a) Serviceable or repairable materiel being returned to UK or another theatre for retention in the Defence Inventory.
    - (b) Surplus or unserviceable materiel being returned to UK or other theatre for disposal.
  - (2) **Gifting.** The gifting of items can only be made with approval of DFin Pol or TL / CD DSA, staffed through PJHQ J8. Gifting Applications must allow sufficient staffing time.
  - (3) **Local Sale.** The guidance on [Sales by Overseas Commands](#) is to be followed. Except where indicated by [Restrictions on Sale or Disposal](#) all stores, including locally purchased items that are not to be recovered, are to be sold locally under the direction of PJHQ / FLC. PJHQ authority is required for sale of items that may be Attractive to Criminal and Terrorist Organisations (ACTO). Where Local Sale is the agreed disposal route, the Civil Secretariat or Theatre Command HQ representative must ensure the appropriate delegated DSA authority is held. DSA(G) can advise on disposal issues, valuations and procedure.
  - (4) **Local Disposal.** Items to be sent for local disposal with Safety Data Sheets where appropriate.
  - (5) **Destruction.** Items which cannot be returned or disposed of may be destroyed.

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## **MATERIEL ACCOUNTING**

7. Materiel that is to be disposed of is to be accounted for in accordance with existing procedures contained in JSP 886 Volume 4.

### **Proof of Good Order**

8. Proof of Good Order (POGO) will apply to all Theatre Accounts and is achieved when stock positions have been reduced to 'Zero' with a clear audit trail that would pass scrutiny by the NAO (against our own agreed standards and relevant JSP policy). It consists of a series of End-to-End processes that can be viewed as planks in the requirement to prove good order.

### **Theatre-Specific Policy**

9. Disposal instructions are listed by category below. The supporting disposal instructions are to take into account DT advice.

- a. Clothing.
- b. CIS / IT Equipment.
- c. Defence Stores.
- d. Expeditionary Campaign Infrastructure (ECI) / Temporary Deployed Accommodation (TDA).
- e. Combat Supplies (CSups) including lubricants and industrial gas.
- f. Hazardous Waste.
- g. Locally Procured Equipment.
- h. Medical Stores.
- i. Unit Equipment.
- j. Vehicles.
- k. Welfare Items.

10. Contact details and disposal NCAGES for approved disposal contractors can be found at the DSA Intranet Page [here](#) and are to be used once disposal instructions have been received from DTs.

## **DISPOSAL PROGRAMME**

11. The Theatre Drawdown Plan is to be used, if necessary, to inform the creation of a Disposal Programme. DSA(G) are to create and maintain the Disposal Programme, including getting agreement from relevant HQs and Civil Secretariat. DSA(G) are to distribute the Disposal Plan to PJHQ, FLCs, DLOC Ops Spt and SCM-Support Services as appropriate.