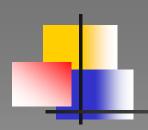# Defense Logistics Agency

Turn-in Guidance

for

Disposition of Unclassified

Computer Hard Drives

Foreword

It is very important to check all your computer equipment and property prior to turn-in to the DRMO for any "**Secret**", "**Classified**", "**Confidential**", "**Tempest**" or "**Hazardous**" indicator!
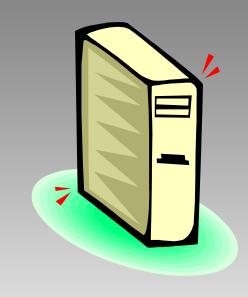
Quick Guide

CPU Turn-In Requirements *without* Hard Drives

DL Form 1348-1A or 1348-2 (filled-out completely)
- CPU chassis serial number in block 26 (optional).
- 1 required statement either on/or with the DD Form 1348-1A or 1348-2 and 2 optional statements (refer to chart #9 for details).

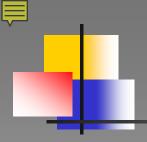**Label on chassis using DL Form 2500 or equivalent.**

CPUs Turn-In Requirements *with* Hard Drives

DD Form 1348-1A or 1348-2 (filled-out completely)
- CPU chassis serial number or hard drive serial number in block 26 (optional).
- 1 required statement either on or with the DD Form 1348-1A or 1348-2 in block 27 (refer to chart #16 for details).
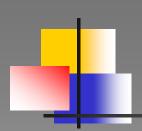
Label on chassis using DL Form 2500 or equivalent

Electronic Turn-In Document (ETID)

Interested in participating?   Click

etid etid etid
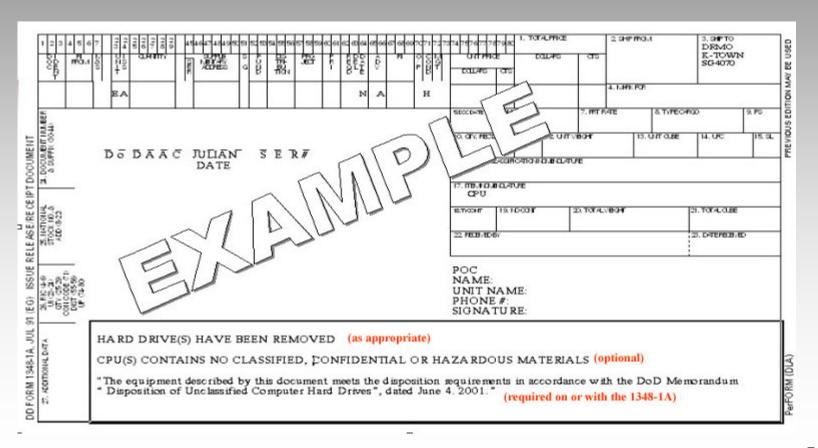
CONUS/OCONUS Disposal Sites-

Disposal Turn-in Document (DTID)

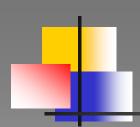## View, fill-out and print a DTID (DD Form 1348-1A or 1348-2)

Disposal Turn-in Document (DTID)

DD Form 1348-1A or 1348-2 - required information:

Columns: 25-29 **QUANTITY** - *Actual Quantity*
74-80 **UNIT PRICE** - *Unit Price*

Block: 1. **TOTAL PRICE** - *Total Price*
2. **SHIP FROM** - *Your unit name address*
17. **NOMENCLATURE** - *i.e., CPU, printer, monitor*
24. **DOCUMENT NUMBER & SUFFIX** - *Your DoDAAC, Julian Date & Document Serial Number*
25. **NATIONAL STOCK NO. & ADD** - *NSN or FSC: 7021-00 CPU, 7025-00 Monitor, 7025-00 Printer*
26. **RIC** – *Your DoDAAC, Julian Date & Serial Number*
27. **ADDITIONAL DATA** – *POC information. You may add optional statements/certifications*
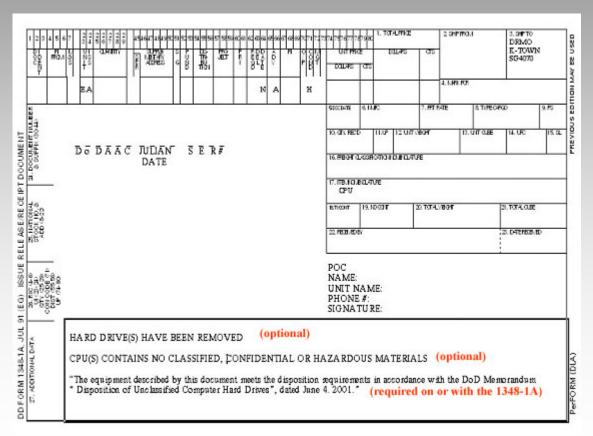
Disposal Turn-in Document (DTID)

A DD Form 1348-1A or 1348-2 (DTID) must accompany all property. A separate DTID is required for each National Stock Number (NSN) or Federal Supply Group (FSG)/Federal Stock Class (FSC) w/nomenclature.
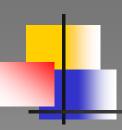
✓ The DTID must be properly filled-out.

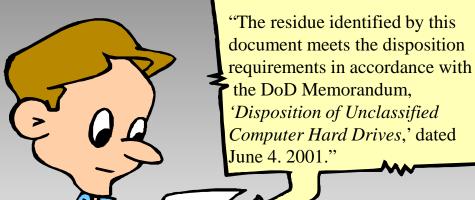✓ POC information should be included, (i.e. print name, signature, phone number and address.
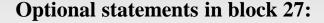
How To Turn-In CPUs Without Hard Drives

CPUs Without Hard Drives

The following statement must be on (in block 27 –Additional Data) or with * the 1348-1A:

"The residue identified by this document meets the disposition requirements in accordance with the DoD Memorandum, *'Disposition of Unclassified Computer Hard Drives,'* dated June 4. 2001."

The DTID should also include:

Print name, rank/grade and signature of individual certifying the above information

Optional statements in block 27:

- Hard Drives(s) has been removed.

- Statement or letter stating CPU contains no classified, confidential or hazardous material.

*** Currently ETID does not allow insertion of this statement on the DTID**

CPUs Without Hard Drives

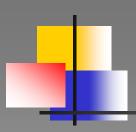Ensure the hard drive is in fact removed

Label CPU chassis/housing, use suggested DL Form 2500

Remove memory sticks from other forms of computer equipment, i.e., handheld computers (e.g. palm pilots, organizers, etc.)

Internal devices i.e., graphic, sound, network or controller cards, may stay in the CPU.

CPUs Without Hard Drives

Ensure the following computer medias & cards
are also removed from all turn-in computer equipment:

Compact Flash Cards

Secure Data Cards

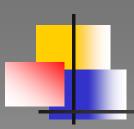CD-ROM Media

Smart Card Media

Micro-drives

Multi-media Cards

Memory Sticks

PCMCI Cards

Back-up Tapes

Zip Media

Floppy Diskettes

CPUs Without Hard Drives

A DL Form 2500 is the suggested label to use on all CPUs.

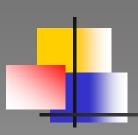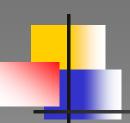| CERTIFICATION OF HARD DRIVE DISPOSITION |
|---|
| ☐   Check if hard drive or similar data storage components have been removed. |
| *This* certifies *this hard drive:* |
| Serial No._____ Barcode No._____ |
| Make/Model._____ |
| *was Overwritten I Degaussed I Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DOD Computer Hard Drives"* |
| *on* _____ *(Date)* |
| Software /Degausser_____
 (Manufacturer, Product Version, Date) |
| Method of Destruction_____
 (e.g., approved metal destruction facility) |
| DTID No. / Hand Receipt No._____ |
| Generator Name_____ |
| Phone _____ Email_____ |
| Printed Name_____ Rank/Grade_____ |
| Signature_____ Date_____ |
| DLA FORM 2500, APR 2013 (Replaces all similar forms) |

NOTE: When hard drive is removed, use chassis serial number.

How To Turn-In
CPUs
With Hard Drives

CPUs **With** Hard Drives

Ensure the hard drive has been degaussed or overwritten IAW the DoD Memo "*Disposition of Unclassified Computer Hard Drives,*" dated June 4, 2001.
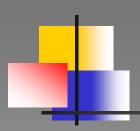
Label CPU chassis/housing, use DL Form 2500 or equivalent.

Ensure hard drives from other forms of computer equipment, i.e., notebooks, desktops, laptops, and docking stations are degaussed or over-written.
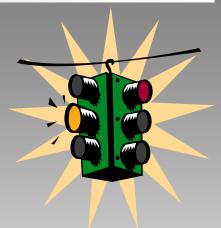
Internal Devices i.e., graphic, sound, networks or controller cards, may stay in the CPU.

CPUs With Hard Drives

**Ensure the following computer medias & cards
are also removed from all turn-in computer equipment:**

Compact Flash Cards

Secure Data Cards

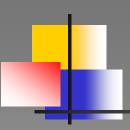CD-ROM Media

Smart Card Media

Multi-media Cards

Memory Sticks
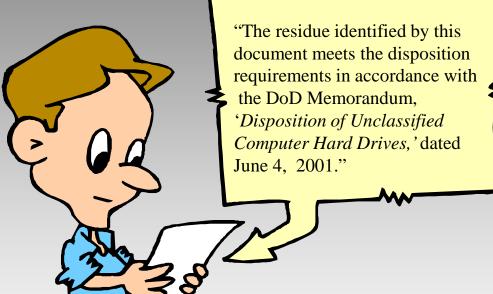
Micro-drives

PCMCI Cards

Back-up Tapes

Floppy Diskettes

Zip Media

CPUs **With** Hard Drives

The following statement must be on (in block 27 – Additional Data) or with * the 1348-1A :

"The residue identified by this document meets the disposition requirements in accordance with the DoD Memorandum, '*Disposition of Unclassified Computer Hard Drives,*' dated June 4, 2001."
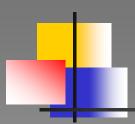
The DTID should also include:

Print name, rank/grade and signature of individual certifying the above information

* Currently ETID does not allow insertion of this statement on the ETID.

CPUs **With** Hard Drives

A DL Form 2500 label

NOTE: When using this form attached to the hard drive itself, indicate the serial number for the actual hard drive.
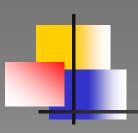
If the hard drive is still left in the CPU, it is not necessary to list the serial number. This avoids unnecessary work and does not lead to destruction of otherwise useful computers that can be donated to schools or other qualified worthy causes.

CERTIFICATION OF HARD DRIVE DISPOSITION

☐ Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:

Serial No._____ Barcode No._____

Make/Model._____

was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DOD Computer Hard Drives"

on _____ (Date)

Software /Degausser_____
(Manufacturer, Product Version, Date)

Method of Destruction_____
(e.g., approved metal destruction facility)

DTID No. / Hand Receipt No._____

Generator Name_____

Phone _____ Email_____

Printed Name_____ Rank/Grade_____

Signature_____ Date_____

DLA FORM 2500, APR 2013 (Replaces all similar forms)

Printable Hard Drive Certification Form: DL Form 2500.pdf.

The DL Form 2500 .pdf form is sized so it can printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.

DLA developed an optional label, based on ASD Memo, Attachment 4, dated 04 June 2001, that also contains a block to check if turning in chassis' w/hard drive(s) removed. It can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.
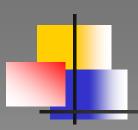
CPUs **With** Hard Drives

- CPUs with hard drives installed must have all data permanently removed prior to being removed from DOD custody.

➢ OSD Memo for Disposition of Unclassified DoD Computer Hard Drives

➢ NSA Manual for Storage Device Declassification (Sanitizing, declassification and release)

➢ Degaussers - National Security Agency (NSA) Evaluated Products List

➢ DOD 5220.22-M (National Industrial Security Program Operating Manual)

- There are many commercial software programs and hardware that meet DOD requirements. Ensure that the method used to sanitize your hard drives is in compliance with DOD 5220.22 and the above publications.
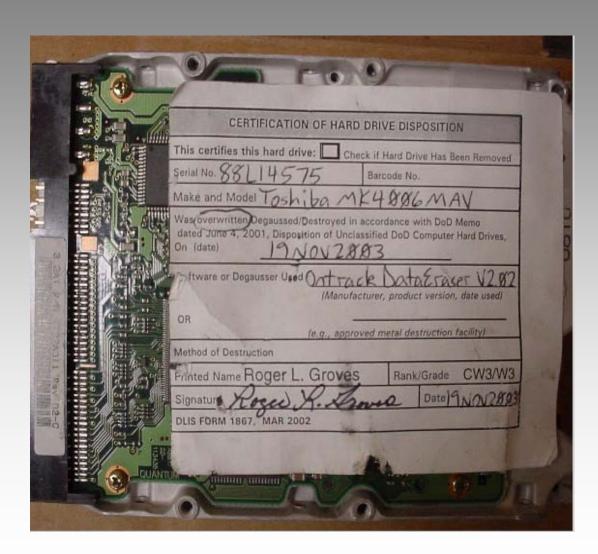
Hard Drive Turn-In

Hard Drive Turn-In

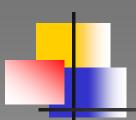**A filled-out DL Form 2500 or equivalent is required on all hard drives.**

(old DLIS 1867 shown in picture to right) →

The hard drive serial number!

Don't forget

If the hard drive is still left in the CPU, it is not necessary to list the serial number.

Hard Drive Turn-In
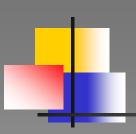
A DLForm 2500 label

CERTIFICATION OF HARD DRIVE DISPOSITION

☐ Check if hard drive or similar data storage components have been removed.

This certifies this hard drive:

Serial No._____ Barcode No._____

Make/Model._____

was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DOD Computer Hard Drives"

on _____ (Date)

Software /Degausser_____
(Manufacturer, Product Version, Date)

Method of Destruction_____
(e.g., approved metal destruction facility)

DTID No. / Hand Receipt No._____

Generator Name_____

Phone _____ Email_____

Printed Name_____ Rank/Grade_____

Signature_____ Date_____

DLA FORM 2500, APR 2013 (Replaces all similar forms)

PDF form: <u>DL Form 2500 - Certification of Hard Drive Disposition</u>.

The DL Form 2500 .pdf form is sized so it can printed on sticky labels, Avery Label 5164 or 'PRES-a-ply' Label 30604. There are 6 labels, at 3.5" x 4" per sheet.
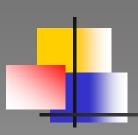
DLA developed an optional label, based on ASD Memo, Attachment 4, dated 04 June 2001, that also contains a block to check if turning in chassis' w/hard drive(s) removed. It can be printed on sticky labels, i.e., Avery 5164 or Pres-a-ply 30604.
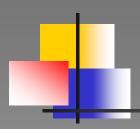
New and Unused Hard Drives

✓ **New Hard Drives (in un-broken packaging). No labeling or certification requirements exist.**

✓ **Unused Hard Drives (not in original packaging). The ETID/DTID must contain a signed certification such as "Hard Drive(s) has/have not been used."**

All Other Computer Related Devices

Hard Drive Turn-In

A label *is not* required if hard drive is *destroyed* and turned in as *scrap.*

The following statement must be on/or with the DTID if the generator requires verification that the hard drives were turned in to the DRMO as scrap:
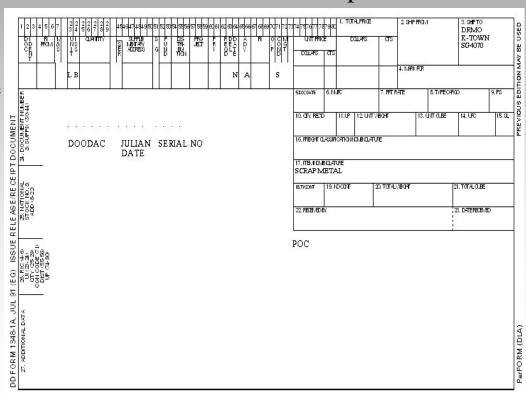
"The residue, identified by this document, is derived from the processing of computer hard drives based on the requirements of the Assistant Secretary of Defense letter dated June 4, 2001, subject, 'Disposition of Unclassified DoD Computer Hard Drives.'"

Complete standard fields:
- ✓ Box 2 - SHIPPED FROM BLOCK
- ✓ Field 24 - DOCUMENT NUMBER
- ✓ Field 26 - POC Information
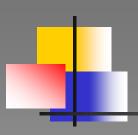
Not required:
Qty, Price, NSN Annotation

Other Computer Related Devices

- ✓ **Monitors**
- ✓ **Printers (toner cartridges must be removed)**
- ✓ **Keyboards**
- ✓ **Speakers**
- ✓ **Modems**
- ✓ **Mouse/Mice**
- ✓ **Plotters (toner cartridges must be removed)**
- ✓ **External Devices**
- ✓ **All others that do not fall under the category of classified, secret, tempest or hazardous waste.**
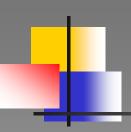
Other Computer Related Devices

- ✓ **Filled-out DD Form 1348-1A or 1348-2**
- ✓ **No label is required**
- ✓ **No serial numbers required (unless required by _your_ SA/Supply)**

Each NSN, FSG/FSC, type property require it's own DTID *(DD Form 1348-1A or 1348-2)*
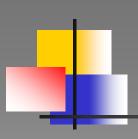
Find the Federal Supply Class of your property by using

H-2 Federal Supply Classifications

Find information on your property by using

"TEMPEST" Technology Items/Equipment (TTIE)

TTIE

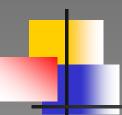**DRMS-I 4160.14, Section III, Special Processing**

DoD 4160.21-M-V3, Enclosure 3 Appendix, Category 11

Definition - TEMPEST is a term used to denote measures for preventing compromising emanations (electronic/ electromagnetic) from electrically operated devices. More simply put, TTIE has been manufactured with additional devices built in to prevent monitoring.

Identifying TTIE:

If the TEMPEST application is to an item which is specifically designed for military use, complete destruction to preclude restoration as an item for its original function (this includes both entire end items and individual components, as applicable).

If the TEMPEST application is to a commercially available item, e.g., IBM-XMT or AT personal computer, the generating activity will sanitize the equipment of all classified/sensitive data and software prior to turn-in to the Disposition Service Site. The turn-in document will be annotated that item has TEMPEST application and has been sanitized prior to turn-in. These items will then be considered Strategic List Items and incorporate all appropriate controls.

TTIE

The following indicators may assist in the identification of TEMPEST Technology Items/Equipment (TTIE):

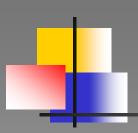Documentation sometimes is marked with the word *"TEMPEST".*

Attached SF Form 120, Reports of Excess Personal Property, cleared by DISA may reflect IT is *"TEMPEST".*

Review of data plate on rear of property reveals the word *"TEMPEST".*
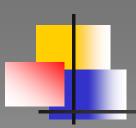
Equipment is embossed with *"TEMPEST warnings".*

Manufacturer *model number* puts the letter **"T"** within the number, e.g., CPT Corp., Model 8000T.

Tags may be glued to equipment stating, *"This machine processes up to top secret",* or lower classification such as *confidential*.

Web Links

Web Links

-Disposition Services Home Page

-Publications: This web page contains Disposition Services' and other pertinent publications. Usually in a pdf format. Get Acrobat Reader

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-Federal Supply Classification Handbook (H2) look up FSC/LSN (4 first numbers of an NSN)

-OSD Memo for Disposition Of Unclassified DOD Computer Hard Drives

-WebFlis locates NSN using Part Number. Also provides property information

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- NSA Central Security Service Home Page: use search function to find pertinent information security regulations and approved vendor lists

- Defense Information Systems Agency (DISA) Approved IA product listings & Certifications

- U.S Department of Defense Home Page