

## MEMORANDUM FOR DISTRIBUTION CENTER COMMANDERS

SUBJECT: Disposal of Critical Safety Item (CSI) Material

The Defense Reutilization and Marketing Service (DRMS) now has the Navy CSI National Stock Numbers (NSN) loaded into their computer system. This, in addition to procedures below, will prevent CSI material from going to a Recycling Control Point (RCP) and reentering the supply chain. When Supply Discrepancy Report (SDR) disposition instructions are received to dispose of CSI materiel, the Distribution Centers can then proceed with disposal actions for CSI material using the following procedures:

- Downgrade material National Stock Number (NSN) to Condition Code "H".
- Use same document number as it appears on the SDR disposition instructions.
- Input an A5J Material Release Order (MRO) following established site procedures to Distribution Standard System (DSS) through the SMOK, screens (pathway 05 and E1) for On-Line MRO Processing Options.
- In the data field INSTR type in CSI-DESTRUCTION REQUIRED message.
- Securely fasten a placard to materiel stating, "CSI-DESTRUCTION REQUIRED". Placard may be computer word-generated or hand-written and should be placed on all four sides of a pallet.
- With MRO and placards attached, material can now be sent to DRMO.

Distribution Centers should provide a weekly spreadsheet for all CSI materiel sent for disposal to the POC at the email address below with the following information: Date, NSN, Document Number, Quantity, Extended Price, Condition Code and SDR Control Number.

Please distribute to all appropriate Distribution Center personnel. These procedures take effect upon receipt of this memorandum. POC for any questions is Walter Bostdorf, DDC J-3/J-4-O, DSN 771-5951, email [wbostdorf@ddc.dla.mil](mailto:wbostdorf@ddc.dla.mil).

JANET CRAVENER  
Chief, Distribution Operations Division

cc:  
J-3/J-4-M  
DDC CSS-A  
DDC CA