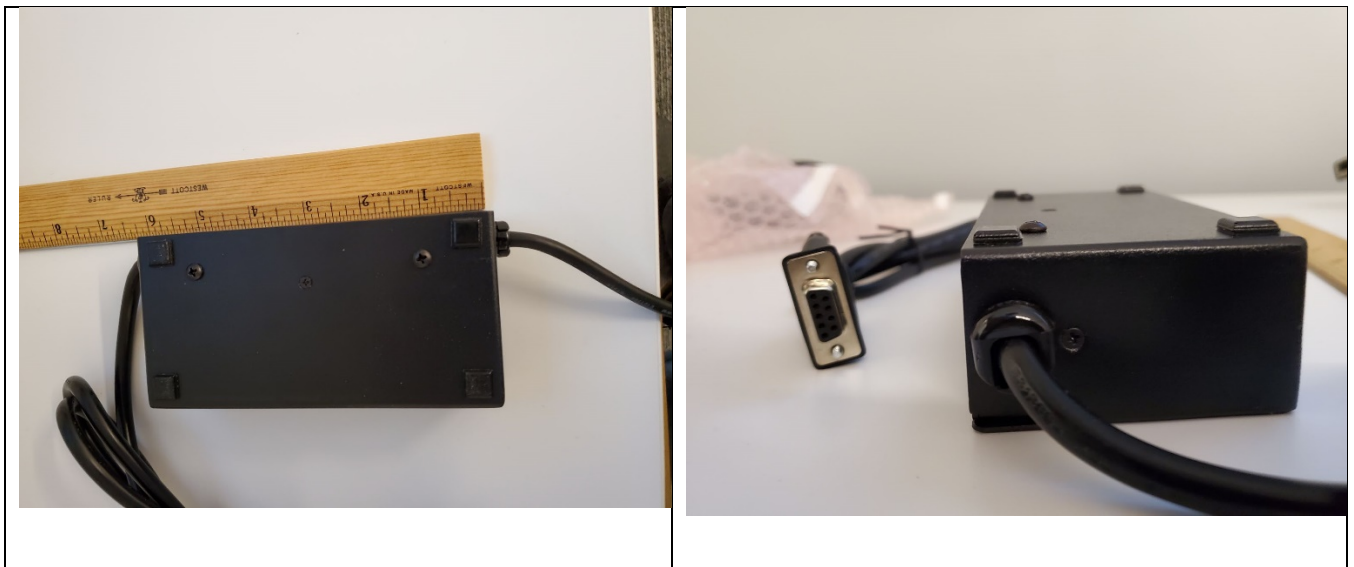
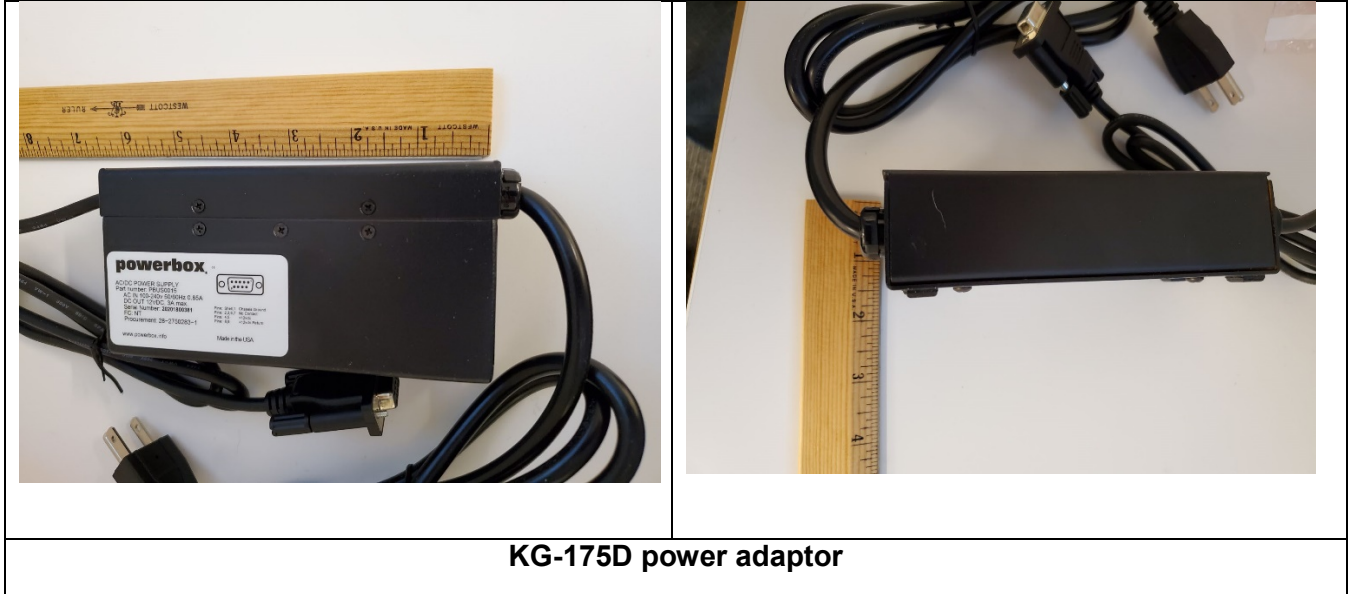


General Disposition Instructions

The following procedures apply to US Army Class VII major items managed by the Communications Security Logistics Activity (CSLA), CECOM.

1. Property book officers (PBOs) supported by a supply support activity (SSA): Prepare a DA 2765-1, *Request for Issue or Turn-in*, document to the SSA. The SSA will then prepare a DD 1348-1A, *Issue Release/Receipt*, in accordance with Chapter 3 of AR 710-2, and ship to the address listed with the shipping instructions below.
2. PBOs **not** supported by an SSA: Prepare both turn-in documents (DA 2765-1 and DD 1348-1A), ensuring both documents have the same document number. The installation transportation officer or director of logistics, known as the intermediate host, will sign the DA 2765-1 and complete Blocks 7 and 8 of the DD 1348-1A to clear the PBO's accountable records.





Transportation Account Code (TAC)

In order to receive a TAC code, organizations must perform a proposed sourcing decision (PSD) for disposition in the Decision Support Tool (DST). No TAC codes will be provided by CECOM, the Integrated Logistics Support Center (ILSC) or CSLA.

Shipping Methods

OCONUS: The only approved shipping methods are the United States Postal Service (USPS), military aircraft (MILAIR) or Defense Courier Division (DCD) for controlled cryptographic items (CCIs) or classified/sensitive material for OCONUS locations.

CONUS: Any of the following modes of transportation are approved for the transportation of CCI in the US and its territories:

1. Authorized US government or Army couriers. An Army courier is an individual in the organization selected by the command to transport CCI on its behalf.

2. Authorized US government contractor or company couriers, or commercial carriers as covered under the terms of government contracts. This includes companies like FedEx®. When using companies like FedEx®, all shipments must go through an Army transportation office, and receive a government-furnished transportation control number (TCN). Individuals shipping CCI via commercial carriers using over-the-counter or pick-up services is **not authorized**.

3. USPS registered mail. Shipping via USPS registered mail will include a tracking and signed receipt.

Shipping Instructions

Equipment must be zeroized (no CIK is left inside the unit). Items must be shipped via **traceable** means to:

Commander

TOBYHANNA ARMY DEPOT

DODAAC: W81U11

RIC: BL4

COMSEC DIVISION

11 HAP ARNOLD BLVD.

BLDG #73

TOBYHANNA, PA 18466-5110

Be sure to mark the package: FIELD RETURN.

OR ship via defense courier service using the two- line address as follows:

CA#5B1099 BA14

HKD160 DC6 BA 026

Under **no** circumstances are CCI items to be turned in to the Defense Reutilization and Marketing Office (DRMO) or the Defense Logistics Agency Disposition Services.

In-line network encryptors have a user and/or field tamper recovery (FTR) CIK. Both user and FTR CIK are returned to the address above, but must be mailed **separately** from the end item.

FTR CIK Turn-In

The FTR CIK must be turned in through the COMSEC Material Control System (CMCS) using an SF-153, *COMSEC Material Report*. Units should consult with their supporting COMSEC account manager for further instructions. FTR CIKs **must** be mailed via registered mail. FedEx® isn't authorized.

Special Requirements



Return power supply with encryptor

The KG-175D power supplies **must** be turned in with all returns. If possible, pack the power supply in same box as the inline encryptor.

References for additional guidance are:

- AR 725-50, *Requisition, Receipt, and Issue System* (Nov 95)
- AR 710-2, *Supply Policy Below The National Level* (Mar 08)
- AR 735-5, *Property Accountability Policies* (Nov 16)
- AR 380-40, *Policy for Safeguarding and Controlling Communications Security (COMSEC) Material* (Jul 12)
- AR 700-80, *Army In-Transit Visibility* (Sep 15).
- CNSSI 4001, *Controlled Cryptic Items* (Mar 13)
- Defense Transportation Regulation-Part II, *Cargo Movement* (May 14)