



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 7320.1E

N23

MAR 24 1999

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 7320.1E

From: Commander, Naval Training Center, Great Lakes

Subj: EQUIPMENT MANAGEMENT PROGRAM

Ref: (a) NAVCOMPT Manual Volume 3 Chapter 6
(b) SECNAVINST 5500.4G
(c) NTCGLAKESINST 5500.3B

Encl: (1) Equipment Take-Up Form
(2) Sample DD Form 200

1. Purpose. To establish an Equipment Management Program for the staff offices of Commander, Naval Training Center (CNTC).

2. Cancellation. NTCGLAKESINST 7320.1D. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy. CNTC is accountable for the Equipment Management Program and administering internal controls for all plant and minor property and equipment.

4. Definitions

a. Class 3 and 4 Plant Property. All Navy owned plant property of a capital nature with an estimated or actual acquisition cost of \$100,000.00 meet the following criteria:

(1) Expected useful life of two years or more.

(2) Not consumed in usage.

(3) Not on the supply system's specialized inventory account.

b. Minor Property. Property acquired for immediate use, with a unit cost of less than \$100,000.00, but greater than \$2,500.00. Items from \$100.00 to \$2,500.00 which are highly pilferable may also be designated as minor property by the solely cognizant supply officer.

5. Procedures

a. Inventories. Physical inventories will be conducted semiannually in May and November and during turnovers by Department Heads, Special Assistants, or designated sub-

custodians. Inventories will be conducted by comparing the data base printout to actual equipment and by inspecting spaces for equipment not listed on the data base. Department Heads should also identify unnecessary equipment in their spaces and prepare it for redistribution or turn-in. Proper surveys will be immediately prepared for any item not found during the inventory. Department Heads will personally sign the inventory, or review data, if subcustodians are assigned, and submit the inventory to the Property Manager/Contractor prior to established deadlines.

b. Transfer of Equipment. When a Department Head needs equipment from, but under the custody of, another department, he/she shall negotiate the transfer, prepare enclosure (1), and notify the Property Manager/Contractor of the transfer. Equipment will not be transferred prior to the preparation of enclosure (1) and notification to the Property Manager/Contractor. Approval of enclosure (1) becomes the authority for altering the plant/minor property data base to reflect the transfer.

c. Off-Base Use of Property. Unofficial use of government equipment is strictly prohibited. Use of equipment off-base is discouraged, but may be done if authorized in writing by the appropriate Department Head, Special Assistant, or Subcustodian. A NAVSUP Form 155 (Property Pass) must be obtained and approved by the Property Manager/Contractor prior to off-base use.

d. Disposition of Equipment

(1) Any equipment that is determined to be unnecessary should be turned-in to the Defense Reutilization and Marketing Office (DRMO). Custodians request transfer of minor and plant property to DRMO using the Property Action Form (PAF) (enclosure (1)). Upon approval of PAF, provide a copy to Property Manager/Contractor. Prepare a DD Form 1348-1 with Plant/Minor Property tag number specified in block D. DD Form 1348-1 must be delivered to the NTC Supply and Logistics Customer Service Branch (Code N23), who will assign a disposition number. If approved by the Assistant Chief of Staff, Supply and Logistics, the custodian will arrange delivery of the material to DRMO. Customer Service and the property custodian will ensure the Property Manager/Contractor receives a copy of the DD Form 1348-1. If material is damaged DD Form 200 must be used.

(2) Any equipment found missing, lost, stolen, or recovered should file a Missing, Lost, Stolen, or Recovered (M-L-S-R) Report. Accountable Department Heads/Special Assistants should initiate M-L-S-R Reports in accordance with references (b) and (c).

(3) ADP or audiovisual equipment will not be disposed of without proper authorization and prior written approval by the NTC ADP Security Officer (Code T11) for ADP equipment, or NTC Multimedia Support (MMS) (Code T12) for audiovisual equipment. The ADP Security Officer and MMS will coordinate the transfer of material with the Property Manager/Contractor, per paragraph d. above, to ensure that the material is disposed of properly.

6. Action

a. NTC Supply and Logistics shall accomplish the following:

(1) Serve as the Accountable Equipment Management Officer for the CNTC.

(2) Develop, establish, and maintain uniform procedures for property control.

(3) Maintain stringent controls governing the management, distribution, and reutilization of equipment including periodic "walk through" inspections.

(4) Historical records be established for all items meeting the criteria of Industrial Plant Equipment. These records will consist of:

(a) A copy of DD Form 1342,

(b) A copy of the packing slip including any accessories or auxiliary items identified to the item,

(c) Copies of all inspection and test records,

(d) A copy of the purchase order, purchase description, receiving report, DGSC movement notice, shipping document, and related control documents,

(e) Technical data acquired from the manufacturer at the time of purchase.

(5) Coordinate the overall Equipment Management Program including comonitoring of M-L-S-R program with the Security Officer.

(6) Approve the physical movement and disposition of equipment; and,

(7) Conduct the triennial inventory of Class-3 and 4 Plant Property per reference (a).

b. Property Manager/Contractor shall:

(1) Maintain a current minor and plant property database consisting of the following essential elements:

- (a) Identification number (locally assigned)
- (b) Description of item by noun name (modified as needed)
- (c) Model number, serial number, manufacturer
- (d) Quantity or items count
- (e) Location
- (f) Acquisition date
- (g) Acquisition cost
- (h) Date of last action (or inventory)
- (i) Source document number, e.g., requisition or purchase number, DRMO or other Supply Office transfer number.

(2) Serve as technical advisor for completing inventories, NTC Equipment Transfer Forms, DRMO Transfer forms, Report of Survey Forms and M-L-S-R Reports.

c. Director of Security, (Code N31), shall serve as M-L-S-R Coordinator and Survey Officer, and will conduct preliminary investigations into missing equipment except for items which are under his/her designation.

d. Department Heads/Special Assistants shall account for all custody or subcustody of Government property under their cognizance, to include:

- (1) Complete a sight inventory when assuming duties.
- (2) Sight inventories required during semiannual inventories of minor property.
- (3) Subcustody minor property accountability and inventory responsibilities only when volume and geographic

dispersal warrants. In all cases, department heads will remain accountable. Subcustodians must be designated in writing with a copy provided to the Property Manager/Contractor. Department Heads/Special Assistants will review and sign all subcustodian inventories prior to submission.

(4) Submit reports of equipment received without NTC plant/minor property identification to the Property Manager/Contractor. Use the form provided in enclosure (1).

(5) Immediately report any changes in equipment location or subcustody within the department to the Minor Property Administrator.

(6) Request approval from the Property Manager/Contractor to transfer or excess any minor or plant property using enclosure (1).

(7) Immediately report any lost, missing, stolen or damaged property to the NTC M-L-S-R Coordinator. Initiate documents or M-L-S-R documents when required. M-L-S-R procedures are explained in references (b) and (c). In instances where M-L-S-R message reports are required, the M-L-S-R Coordinator will coordinate message release.

(8) Initiate required survey procedures for plant and minor property items.

(9) Initiate follow-up procedures to ensure commensurate disciplinary action is applied in instances of M-L-S-R equipment.

(10) Identify and budget for necessary property and equipment requirements in a timely manner.

(11) Avoid new equipment procurement when serviceable equipment is available.

(12) Repair, modify, or recondition existing equipment when feasible and cost effective in lieu of new procurement.

(13) Use excess equipment available through DRMO, rather than initiating new procurement.

(14) Inform all CNTC personnel they will not directly or indirectly use, take, dispose, or allow the use, taking, or disposing of Government property for other than officially approved purposes.

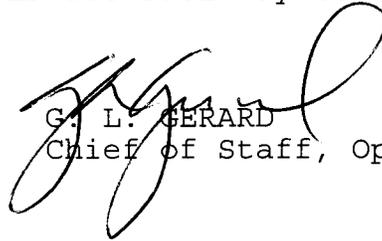
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(15) Identify and properly report missing, lost, stolen, or recovered Government property per reference (b).

e. The MMS Manager shall conduct required inventories of audiovisual equipment, and provide a copy of the results to the Property Manager/Contractor.

f. The ADP Coordinator (T12) shall maintain a data base for all ADP software and hardware and will conduct required inventories and provide a copy of inventory results to NTC Supply and Logistics.

7. Forms. Financial Liability Investigation of Property Loss (DD Form 200), (FEB 91), S/N 0102-LF-011-9100, and Property Pass (NAVSUP Form 155), S/N 0108-LF-500-3901 may be obtained through normal supply channels.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.

ROUTINE USES: None.

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYMMDD)		2. INQUIRY / INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION			6. QUANTITY	7. UNIT COST
8. TOTAL COST					

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)
(Attach additional pages as necessary)

<input type="checkbox"/>	LOST	<input type="checkbox"/>	DAMAGED	<input type="checkbox"/>	DESTROYED
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10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	b. TYPED NAME (Last, First, Middle Initial)	c. AUTOVON / DSN NUMBER
	d. SIGNATURE	e. DATE SIGNED

12. (X one)

RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)	
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one)	b. COMMENTS / RECOMMENDATIONS		
<input type="checkbox"/> (1) Yes	<input type="checkbox"/> (2) No		

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON / DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED

13. APPOINTING AUTHORITY

a. RECOMMENDATION (X one)	b. COMMENTS / RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> (1) Approve		<input type="checkbox"/> (1) Yes	<input type="checkbox"/> (2) No
<input type="checkbox"/> (2) Disapprove			

d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. AUTOVON / DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

14. APPROVING AUTHORITY

a. ACTION (X one)	b. COMMENTS / RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> (1) Approve		<input type="checkbox"/> (1) Yes	<input type="checkbox"/> (2) No
<input type="checkbox"/> (2) Disapprove			

d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	e. TYPED NAME (Last, First, Middle Initial)	f. AUTOVON / DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. AUTOVON / DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i>	i. DATE APPOINTED <i>(YYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*

<input type="checkbox"/> (1) Submit the attached statement of objection.	<input type="checkbox"/> (2) Do not intend to make such a statement.
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b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. AUTOVON / DSN NUMBER		

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. AUTOVON / DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED