



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

Canc frp: OCT 01

REFER TO:

COMSCNOTE 4000  
N4  
3 November 2000

COMSC NOTICE 4000

Subj: CONTROLLED EQUIPAGE

Ref: (a) COMSCINST 4000.2A  
(b) NAVSUP P-485, Afloat Supply Procedures

1. Purpose. To provide interim guidance for the proper inventory, custody and control of all items designated as Controlled Equipage aboard Military Sealift Command (MSC) civilian mariner (CIVMAR) ships.

2. Discussion. Controlled equipage is defined as those items that require special management control because the material is essential for the protection of life or relatively valuable and easily convertible to personal use. It is imperative that such material aboard MSC ships is properly safeguarded and that required inventory management and control procedures for such items be exercised by the ship's personnel as required by references (a) and (b).

3. Policy. Inventory management and control procedures are designed to provide for the effective management of Controlled Equipage, Depot Level Repairable (DLR)/Mandatory Turn-in Repairable (MTR) items, Presentation Silver and other valuable gifts.

a. The Controlled Equipage Item List (CEIL) is included in reference (b), paragraph 8001. Additional items may be identified as Controlled Equipage by the respective Program Manager.

b. MSC Program Managers will require CIVMAR ships' Masters, Supply Officers or Officers in Charge (OICs) to maintain the Controlled Equipage Custody Cards (NAVSUP Form 306s) for all government-furnished equipment (GFE) which meets the criteria for controlled equipage. Specific guidance for creation and maintenance of the custody cards is provided in reference (b), paragraph 8032. These procedures apply to

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CIVMAR ships in full operating status (FOS), as well as those in a reduced operating status (ROS). Program Managers will determine the responsibility for retention and storage of the duplicate set of custody cards. Ships will report all losses of controlled equipment to the respective Program Logistics Officer who will conduct a thorough investigation of the loss and make recommendations to the Program Manager.

c. In the event that the Master, Supply Officer, OIC or other assigned custodian determine that proper security or control of equipment cannot be maintained onboard during the ROS period, alternative security or storage of the equipment must be arranged.

(1) The Naval Fleet Auxiliary Force Program Manager (PM1) and the Special Mission Program Manager (PM2) Logistics Officers will ensure that a biennial inventory of all controlled equipment assigned to all CIVMAR ships within their program is accomplished between 15 February-15 March of the odd numbered year. Inventories may be scheduled more frequently, when necessary or if directed by higher authority. Specific instructions for conducting controlled equipment inventories are contained in reference (b), paragraph 8040.

(2) In addition to the biennial inventory requirement, controlled equipment must be inventoried when either of the following situations exists:

(a) Upon commissioning, activation or deactivation of a vessel.

(b) Upon relief of the Master, Supply Officer, OIC or other assigned custodian.

4. Cancellation Contingency. This notice will remain in effect until incorporated in reference (a).

/S/

G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

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