



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

REFER TO:

COMSCINST 4400.4C  
N4  
24 February 2000

COMSC INSTRUCTION 4400.4C

Subj: CUSTODY CONTROL OF EQUIPAGE

Ref: (a) COMSCINST 7321.1B  
(b) COMSCINST 4400.3A  
(c) SECNAVINST 5500.4G

Encl: (1) Equipage Receipt/Transfer Authorization (MSC 4440/22)  
(2) Report of Survey (DD 200)

1. Purpose. To establish policies for receiving, controlling and disposing of equipage ordered by or consigned to Military Sealift Command (MSC) Headquarters. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMSCINST 4400.4B.

3. Background. Equipage is defined as items that require custody signature and individual item management control for any one or a combination of:

- a. High unit cost
- b. Vulnerability to pilferage
- c. Ease of conversion to personal use
- d. Requirement for special inventory controls

Additionally, equipage may be classified as minor/plant property subject to guidance provided by reference (a).

4. Scope. This instruction applies to MSC Headquarters.

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5. Policy

a. COMSC Logistics Director (N4) shall ensure receipt and inventory management controls are sufficient to establish and maintain custody records of all equipage.

b. N4 personnel shall physically receive all equipage and assign and record a Navy identification number (bar code) to all equipage prior to distribution.

c. When MSC equipage is required at a location other than MSC Headquarters in conjunction with travel or official business, a property pass will be obtained from N4. Reference (b) contains procedures for property passes.

d. Temporary or permanent transfer of MSC Headquarters equipage to another MSC or DOD activity will be processed through the Facilities and Supplies Division (N43). All equipage and property transfers will be documented on DD 1149, Requisition and Invoice/Shipping Document. The Director, Budget Division (N81) must approve any transfer of O&MN funded items to a Navy Industrial Fund activity or vice versa. Additionally, the Director, Accounting Division (N82) shall be notified of the transfer of all equipage with a book value of \$100,000 or more to make required accounting adjustments.

e. MSC Headquarters equipage shall not be provided to commercial contractors unless it is specifically required by contract. Any statement of work, purchase request or interagency order for services that require a contractor to use MSC equipage must be approved by N4.

6. Responsibilities

a. Logistics Director (N4)

(1) Receive, bar code, establish and maintain master custody records for all MSC Headquarters equipage.

(2) Obtain and retain custody signatures for all MSC Headquarters equipage.

(3) Direct the conduct of the annual inventory during the second quarter of each fiscal year. N4 will promulgate a COMSC notice no later than 15 days prior to each inventory detailing procedures for the inventory and reports to be provided.

(4) Provide guidance and assistance to Program Managers/Functional Directors/Special Assistants for maintaining control of MSC Headquarters equipage.

(5) Maintain property pass records for MSC Headquarters.

(6) Prepare documentation (DD 1149) for transfer or temporary relocation of MSC Headquarters equipage.

(7) Provide MSC Comptroller (N8) with required documentation for plant property as required by reference (a).

(8) Provide Headquarters Program Managers/Functional Directors/Special Assistants with one copy of custody records or listings of equipage assigned to or located in spaces under their cognizance as required.

b. Comptroller (N8)

(1) Maintain appropriate accounts as required by existing instructions and publications.

(2) Provide technical assistance to MSC Program Managers/Functional Directors/Special Assistants when requested.

c. MSC Headquarters Program Managers/Functional Directors/Special Assistants

(1) Maintain custody of MSC Headquarters equipage located in or assigned to office spaces under their cognizance.

(2) When assigned duties as funds administrators, ensure Headquarters equipage is not procured with special program or project funds.

(3) Establish periodicity for interim inventories to be held in those areas or project funds.

(4) Obtain custody signatures for equipage assigned to individuals on a subcustody basis, utilizing a listing provided by N4. N4 shall provide subcustody listings as required.

(5) Direct each subcustodian to establish an accountability file for all equipage assigned to that individual. The accountability file shall consist of a copy of the signed listing provided by N4. Copies of enclosure (1) documenting any movement of material to or from that subcustodian will be maintained in that accountability file.

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(6) Notify N4 of the impending relief of Program Managers/Functional Directors/Special Assistants.

(7) The Equipage Receipt/Transfer Authorization (MSC 4440/22, enclosure (1)) shall be used to document all moves of equipage, regardless of type. Document every change of subcustodian. Obtain a subcustody receipt signature and provide a copy to N4 to ensure accountability is maintained. Document and obtain a receipt signature for all equipage removed for repair or replacement. Under no conditions will bar codes be removed or exchanged between equipment.

(8) Upon completion of the annual inventory, submit to the Commander, and copy to N4, a memorandum detailing the completion of the inventory, identifying any shortages.

(9) For those items found to be missing during the semi-annual inventory, complete a DD 200 (enclosure (2)). Reference (c) provides guidance for completion of DD 200.

(10) Adhere to the provisions of the Navy's Missing, Lost, Stolen and Recovered Reporting System (reference (c)).

(11) Contact N6 to initiate disposition of all ADP equipment. N6 will determine if items will be reissued or disposed of as excess/surplus property. The present subcustodian will prepare MSC 4440/22. The N6 representative will sign as new subcustodian for items retained, and N43 will sign as new subcustodian for items to be turned in for disposal. A copy of the signed MSC 4440/22 will be provided to the original subcustodian in accordance with the form's distribution list. N43 will provide a copy to Defense Supply Service-Washington (DSS-W) personnel to sign for equipment picked up as excess. N43 shall also prepare a DD 1149 for DSS-W signature to document the expenditure records as appropriate.

7. Individual Responsibility. A workable custody signature system requires that individuals do the following.

a. Accept custody for all equipage under the individual's control, or in his/her assigned spaces, or in a common space for which the individual is assigned responsibility, or specifically assigned to him/her.

b. Sign for all such equipage.

c. Maintain an accountability file of all such equipage.

- d. Periodically inventory all individual equipage, taking care to identify any equipment that may not be listed on the subcustodian accountability sheet.
  - e. Obtain required signatures documenting the transfer of any MSC equipage for whatever reason, including maintenance and repair.
  - f. Recognize that the individual's responsibility includes all equipage available for reassignment.
  - g. Identify any equipage no longer used, making that asset available for reassignment.
  - h. Immediately report any missing equipage to the individual's immediate supervisor and to the MSC Security Officer (N15).
8. Forms. Electronic versions of enclosures (1) and (2) are available on the MSC Headquarters Local Area Network (LAN). To access from the Word for Windows menu, click on "File," "New" and 4440-22 or DD200.

Distribution:  
COMSCINST 5000.19  
List I (Case A, B, C)

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**EQUIPAGE RECEIPT/TRANSFER AUTHORIZATION**

BAR CODE: <i>(Mandatory)</i>		PURCHASE ORDER NO.: <i>(Mandatory)</i>	
DESCRIPTION: <i>(Mandatory)</i>			
MANUFACTURER: <i>(Mandatory)</i>	MODEL NO.: <i>(Mandatory)</i>	SERIAL NO.: <i>(Mandatory)</i>	
COST: <i>(Mandatory)</i> \$	<input type="checkbox"/> LEASED <input type="checkbox"/> OWNED	DATE IN SERVICE: <i>(Mandatory)</i>	
WARRANTY INFORMATION: <i>(Mandatory)</i>		START DATE:	END DATE:
<b>OLD SUB-CUSTODIAN</b>		<b>NEW SUB-CUSTODIAN</b>	
NAME:		NAME:	
CODE, BLDG., & ROOM NO.:		CODE, BLDG., & ROOM NO.:	
SIGNATURE & DATE:		I assume custody of the equipage identified above.	
		SIGNATURE & DATE:	
REMARKS:			
DISTRIBUTION: <i>(1 copy each)</i>  Old Sub-custodian New Custodian N4 Property Administrator			

**REPORT OF SURVEY**

PRIVACY ACT STATEMENT

Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise:

AUTHORITY: 16 U.S.C. 136; 10 U.S.C. 1071; DOD Instruction 7200.10.

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage, or destruction of DOD-controlled property.

ROUTINE USES: To initiate investigations of losses/gains of DOD-controlled property and record the findings and actions taken.

DISCLOSURE IS VOLUNTARY: 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 pecuniarily liable.

1. TYPE REPORT (x one)	
<input type="checkbox"/>	a. REPORT OF SURVEY
<input type="checkbox"/>	b. GOVERNMENT PROPERTY LOSS/DESTROYED
2. SURVEY NUMBER	
3. DATE LOSS/GAIN 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)  LOST  GAINED  DAMAGED  DESTROYED  
(Attach additional pages, as necessary)

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages, as necessary)

11. INDIVIDUAL COMPLETING BLOCKS 9 AND 10

a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED	d. AUTOVON NUMBER
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12. RESPONSIBLE OFFICER

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

13. ACCOUNTABLE OFFICER

a. NUMBER OF DOCUMENTS USED TO ADJUST PROPERTY RECORD

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

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14. FINDINGS AND RECOMMENDATION OF SURVEY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages, as necessary)</i>			
b. DOLLAR AMOUNT OF LOSS/GAIN		c. RECOMMENDED PECUNIARY CHARGE	d. LOSS/GAIN TO GOVERNMENT
15. SURVEY OFFICER			
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State, Zip Code)</i>		b. TYPED NAME <i>(Last, First, Middle Initial)</i>	c. AUTOVON NUMBER
		d. DATE REPORT SUBMITTED TO APPOINTED OFFICIAL	e. DATE APPOINTED
		f. SIGNATURE	g. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SURVEY OFFICER AND <i>(x one)</i>		b. I AM AWARE OF MY RIGHT TO (1) LEGAL ADVICE AND (2) APPEAL IF PECUNIARY CHARGES ARE ASSESSED. ENLISTED PERSONNEL HAVE THE RIGHT TO REQUEST REMISSION OF INDEBTNESS.	
(1) SUBMIT THE ATTACHED STATEMENT OF OBJECTION			
(2) DO NOT INTEND TO MAKE SUCH A STATEMENT.			
c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. SIGNATURE	e. DATE SIGNED	f. AUTOVON NUMBER
17. APPOINTING OFFICIAL			
a. RECOMMENDATION <i>(x one)</i>	b. COMMENTS		
(1) APPROVE			
(2) DISAPPROVE			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State, Zip Code)</i>		d. TYPD NAME <i>(Last, First, Middle Initial)</i>	e. AUTOVON NUMBER
		f. SIGNATURE	g. DATE SIGNED
18. APPROVING OFFICIAL			
a. ACTION <i>(x one)</i>	b. COMMENTS		
(1) APPROVE			
(2) DISAPPROVE			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State, Zip Code)</i>		d. TYPD NAME <i>(Last, First, Middle Initial)</i>	e. AUTOVON NUMBER
		f. SIGNATURE	g. DATE SIGNED
DD Form 200 Reverse, OCT 84		*U.S. G.P.O. 1986-625 005/41555	