



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5500.3
N8612
03 AUG 1999

NETPDTC INSTRUCTION 5500.3

Subj: REPORTING OF MISSING, LOST, STOLEN OR RECOVERED
GOVERNMENT PROPERTY

Ref: (a) SECNAVINST 5500.46
(b) OPNAVINST 5530.14C

Encl: (1) MLSR Terminology and Definitions
(2) Preparation of DD Form 200
(3) Sample DD Form 200

1. Purpose. To implement policy and procedures for reporting Missing, Lost, Stolen, or Recovered (MLSR) government property as required by references (a) and (b).

2. Cancellation. NETPMSAINST 5500.3C

3. Revision. Due to transfer of functions, this instruction has major revisions. Marginal annotations are not noted, as this instruction should be read in its entirety.

4. Discussion

a. The Navy has long recognized the importance of maintaining statistics to determine where, when, and how Navy property was missing, lost or stolen. Based on this premise, the DON MLSR program was published as reference (a). Efficient management of Navy resources is a matter of high priority and required effective loss prevention and physical security programs. Each person is charged with safeguarding government property under his or her jurisdiction. Property issued to individuals does not become private property by act of issuance or possession, but remains public property which must always be properly safeguarded. Property losses frequently occur because regulations relating to proper safeguarding and handling are not followed.

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b. The following types of property are included under the MLSR program:

- (1) Arms, Ammunition, and Explosives (AA&E).
- (2) All controlled equipment.
- (3) All plant account property (major and minor).
- (4) All items with a replacement cost greater than \$100.00 that are stolen or suspected stolen.

c. Narcotic, Cryptographic and Classified Material Reporting. Narcotic losses are not included under the MLSR program and will be reported as prescribed in Chapter 21 of the Manual of the Medical Department. Cryptographic items accountable within the COMSEC Material System are not included in the MLSR program except Controlled Cryptographic Items (CCI). Incidents involving missing, lost, stolen; or recovered CCI material in the supply system must be reported within 48 hours of discovery to Commander, Naval Security Group Command.

5. Reporting

a. Initial (message) reports will be submitted as soon as a loss or recovery of a sensitive item is established. The fact can be established by discovery of an incident, receipt of a lost claim, completion of an inventory, or by any other means,

b. Final MLSR reports (DD Form 200 and SF 364) will be submitted for all material upon completion of causative research, investigation, or other inquiry. Enclosure (1) is a list of MLSR terminology and definitions.

(1) General material losses are reported on the Financial Liability Investigation of Property Loss (DD Form 200). Enclosure (2) provides MLSR procedures for the DD Form 200, including specific preparation instructions. Enclosure (3) is a sample DD Form 200.

(2) In-transit material lost will be submitted on the SF 364 in accordance with NAVSUPINST 4440.179 series.

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c. NASP Security Officer, Code 15200, will conduct a preliminary investigation and refer MLSR incidents involving theft or suspected theft to the nearest supporting Naval Criminal Investigative Service (NCIS) Agency or Unit.

d. Departments will use the NASP security investigation process before reporting incidents of theft or suspected theft to the nearest NCIS agency or unit.

6. Action

a. Department Directors are responsible for identifying MLSR reporting requirements within their respective departments and for preparation of all MLSR reports. Assistance in preparing message reports will be provided by the Security Officer if needed. Assistance in preparing DD Form 200 will be provided by the Supply Office if needed. The Supply Office will prepare the SF 364 to report material lost in-transit. Reports will be forwarded to the Security Officer.

b. The Security Officer will assign the appropriate sequential number to the MLSR report in the upper right hand corner. Following approval by the Commanding Officer, the designated Accountable Officer for the missing equipment will assign the expenditure number. The Security Officer will forward the MLSR to the appropriate activities as specified by reference (a).

c. Departments will comply with the requirements of references (a) and (b). A copy of all MLSR reports will be forwarded to NASP Security Officer, Code 15200, for monitoring purposes.


M. E. McADAMS

Distribution: (NETPDTTCINST 5216.1B)
List I and II

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MISSING, LOST, STOLEN, OR RECOVERED (MLSR)
TERMINOLOGY AND DEFINITIONS

AMMUNITION - A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame for use in connection with defense or offense, including demolition. Ammunition includes cartridges, projectiles, bombs, missiles, grenades, mines, pyrotechnics, . bullets, shot, primers, propellants, fuzes and detonators.

ARMS - Weapons that will or are designed to expel projectiles or flame by the action of an explosive, and the frames or receivers of any such weapon.

CLASSIFIED EQUIPMENT - For the purpose of this instruction, any government hardware or equipment (not documents) designated "Top" Secret,, Secret or Confidential or Unclassified NOFORN, and any Navy Nuclear Power Items (NNPI).

CONTROLLED CRYPTOGRAPHIC ITEMS (CCI) - CCI material is unclassified, accountable in the Communications Security (COMSEC) Material System, and is authorized to move through the supply system.

CONTROLLED EQUIPAGE - Items that receive special-management attention and control because they are essential for the protection of life or are relatively valuable and easily convertible to personal use.

EXPLOSIVES - Any chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, individual land mines, demolition charges, and blocks of explosives (dynamite, TNT, C-4 and other high explosives).

GENERAL MATERIAL - Any government property not otherwise defined under sensitive material.

Enclosure (1)

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GOVERNMENT PROPERTY - All property (material, special tooling, or industrial equipment) owned by, leased to, or acquired by the government under the terms of a contract, except property to which the government has acquired a lien or title as a result of a partial, advance or progress payment.

INTRANSIT MATERIAL - Material that is in the transportation system which requires the preparation of either an SF-361 or SF-364, when discovered MLSR.

LOSS ANALYSIS - Actions taken to compile facts, develop trends and patterns and other data manipulation concerning gains, losses, and theft of government property.

LOSS PREVENTION - The protection of Department of the Navy property against loss through internal and/or external fraud, theft or error. Loss Prevention specifically includes, but is not limited to, the protection of supplies and equipment in the storage and issue process, in transit and in use. Loss prevention measures are instructions, design procedures, analyses, dedicated resources, and agreements designed to reduce losses of government property to an absolute minimum.

LOST - Item(s) that cannot be accounted for.

MANUALLY OPERATED WEAPONS - Any firearm requiring operator assistance to fire each individual round; e.g. revolvers, pump action shotguns, lever or bolt action rifles, etc.

MISSING - Item(s) that are not in their proper place and cannot be readily accounted for.

NATIONAL CRIME INFORMATION CENTER (NCIC) - A Federal Bureau of Investigation computerized, on-line information system that stores and retrieves basic identifier information. United States Navy Transmissions to NCIC originate at Headquarters, Naval Criminal Investigative Service (DIRNAVCRIMINSERV). Reports from Naval Criminal Investigative Service field components regarding stolen property are transmitted to DIRNAVCRIMINSERV Headquarters for inclusion in the NCIC, as appropriate.

PILFERAGE - Continuing theft of small quantities of amounts of property.

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PLANT PROPERTY - Property of a capital nature (consisting of machinery, equipment, furniture, vehicles, machine tools, accessory and auxiliary items, but excluding special tooling) used or capable of use in the manufacture of supplies, or in the performance of services, or for any administrative or general plant purposes.

PRECIOUS METALS - All economically recoverable refined silver, gold, platinum, palladium, iridium, rhodium, osmium, and ruthenium in bar, ingot, granulation, sponge, or wire form with an extended value of over \$100.

QUARTERLY AUTOMATED REPORTING SYSTEM (QARS) - An automated system that collects all gain/loss statistics for Marine Corps mechanized supply accounts.

RECOVERED - An item that is found or discovered after previously being reported as missing, lost or stolen.

SENSITIVE MATERIAL - Arms, Ammunition, and Explosives; Precious Metals, Vulnerability Items, or Classified Equipment/Repair Parts.

STOLEN - An item that is either missing or lost under circumstances indicating the possibility of criminal activity.

VULNERABILITY ITEMS - Those items designated in NAVSUPNOTE 5500, Subj: Vulnerable Materials List, that have been identified as material that is known to be desired by unauthorized users and countries.

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PREPARATION OF DD FORM 200

A. Purpose. The purpose of this enclosure is to provide instructions for preparation of DD Form 200. The DD Form 200 is used to document the financial liability process for lost, damaged, or destroyed Government property. When completed, the DD Form 200 is the official document to support establishment of debts, relief from accountability, and adjustment of property records, supply system stock, and financial records. Having the Security Officer add an MLSR number, check the report for any impropriety (notifying NCIS when necessary) and mailing a copy to CNO and NAVSURFWARCENDIV Crane constitute the process of making the DD Form 200 and MLSR report.

B. Instructions for Preparation

1. Date Initiated. Self-explanatory.
2. Inquiry and/or Investigation Number. Number assigned to the inquiry and/or investigation in accordance with DOD Component Instructions.
3. Date Loss Discovered. Self-explanatory.
4. National Stock Number (NSN). Enter the NSN(s), manufacturer's part number, or other identification number(s), in numerical sequence. If not applicable, enter-the word "none".
5. Item Description. Enter the nomenclature of the item(s) including any serial number(s), model number(s), controlled inventory item, etc. If the item is nonstandard, give a brief description sufficient for identification. If only a portion of an end item is damaged, describe the end item, fully, then describe the damaged parts. If additional space is needed, a continuation sheet may be used.
6. Quantity. Enter the number of units and unit of issue (e.g., 1 each, 2 dozen, 5 pair, etc.).
7. Unit Cost. Enter the cost per unit shown in official catalogs, supply bulletins, or item records. The specific reference should be indicated for audit trail purposes.

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8. Total Cost. Enter the total cost of all units of each article listed (block 6. X block 7.).

9. Circumstances under which Property was Lost, Damaged, or Destroyed. Enter a complete statement of facts, including the date and place of the incident. Include the name, grade, and social security number (SSN) of all persons directly involved. The statement must answer five basic questions of who, what, when, where, and how. Identify any appropriate contract number(s), transaction number(s), control number(s), etc. Add as exhibits and identify alphabetically within the block, as needed.

10. Actions Taken to Correct Circumstances Reported in Block 9 and Prevent Future Occurrences. Include recommended actions by the accountable and/or responsible officer, and if appropriate by the financial liability officer, to the appointing and approving authorities.

11. Individual Completing Blocks 1 through 10. Person conducting the inquiry.

12. Responsible Officer and/or Reviewing Authority. An individual appointed by proper authority to exercise custody, care, and safekeeping over property entrusted to his or her possession or supervision (NETPDTC Department Director who is submitting report).

13. Appointing Authority. An individual designated in writing by the approving authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the responsible officer, reviewing authority, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the responsible officer, reviewing authority, accountable officer, and financial liability officer. Unless otherwise designated, the Executive Officer will serve as the Appointing Official for NETPDTC.

14. Approving Authority. The approving authority makes determinations to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority may act as the

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appointing authority or designate an appointing authority in writing. DOD Component regulations will designate who may serve as the appointing authority. The approving authority for NETPDTC is the Commanding Officer.

NOTE: Blocks 15 and 16 will be completed by the Security Officer if the Commanding Officer appoints a Financial Liability investigation due to negligence of a loss or theft/suspected theft.

17. Accountable Officer. An individual appointed by proper authority who maintains item and/or financial records in connection with Government property (irrespective of whether the property is in his own possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping), and may entail "Financial Liability" for failure to exercise his obligation.

C. NETPDTC Department Directors maintaining property records are designated Accountable Officers as follows:

1. Instructional Technology Department Director (N7) - for audiovisual (AV) equipment.
2. Information Systems and Technology Services Department Director (N6) - for automated data processing (ADP) equipment.
3. Contracting and Logistics Management Division Director (N86) - for general equipment.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 135; 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) 990923		2. INQUIRY/INVESTIGATION NUMBER (LEAVE BLANK)		3. DATE LOSS DISCOVERED (YYMMDD) 990922	
4. NATIONAL STOCK NO. 0000-00-000-0000	5. ITEM DESCRIPTION MODEL 34 HI-SPEED CLOCKWATCHER MINOR PROP. MO. 68322/000000		6. QUANTITY 01	7. UNIT COST \$20.00	8. TOTAL COST \$20.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) ON 22 SEP 99, BT2 I. M. SORRY, USN, 000-00-0000, SECURITY DIVISION WAS ASSIGNED INVENTORY DUTY OF MINOR PROP. ITEM WAS DISCOVERED MISSING BY PO SORRY HOWEVER, HE REMEMBERED IT WAS THROWN AWAY DURING THE LAST FIELD DAY OF THE STOREROOM SIX MONTHS EARLIER.			<input checked="" type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) ALL MINOR PROPERTY ITEMS WILL BE STORED SEPARATELY FROM EXPENDABLE ITEMS. ACTION WILL ENSURE THAT ITEMS WILL NOT BE THROWN AWAY ACCIDENTALLY.					

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10			
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) COMMANDING OFFICER NETPMSA CODE 103 6490 SAUFLEY FIELD RD PENSACOLA FL 32509-5237		b. TYPED NAME (Last, First, Middle Initial) SORRY, EYE M.	c. AUTOVON/DSN NUMBER 922-0000
		d. SIGNATURE <i>E. M. Sorry</i>	e. DATE SIGNED 990923

12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)	<input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No	b. COMMENTS/RECOMMENDATIONS CONSIDERING THE VOLUME OF CONTROLLED ITEMS IN STORAGE, THIS WAS A MINOR INCIDENT. RECOMMEND ITEM BE REMOVED FROM INVENTORY, NO FURTHER ACTION NECESSARY.

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) COMMANDING OFFICER NETPMSA CODE 10 6490 SAUFLEY FIELD RD PENSACOLA FL 32509-5237		d. TYPED NAME (Last, First, Middle Initial) HAVEAHEART, EYE	e. AUTOVON/DSN NUMBER 922-0000
		f. SIGNATURE <i>Eye Haveaheart</i>	g. DATE SIGNED 990923

13. APPOINTING AUTHORITY		
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove	b. COMMENTS/RATIONALE REMOVE THE ITEM FROM INVENTORY AS RECOMMENDED. ITEM WAS OBSOLETE AND SHOULD HAVE BEEN SENT TO DRMO FOR DISPOSAL.	c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) COMMANDING OFFICER NETPMSA CODE 01 6490 SAUFLEY FIELD RD PENSACOLA FL 32509-5237	e. TYPED NAME (Last, First, Middle Initial) LUCKY, EWE R.	f. AUTOVON/DSN NUMBER 922-0000
	g. SIGNATURE <i>Ewe R. Lucky</i>	h. DATE SIGNED 990923

14. APPROVING AUTHORITY		
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove	b. COMMENTS/RATIONALE CONCUR WITH RECOMMENDATIONS. ITEM NO LONGER REQUIRED	c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) COMMANDING OFFICER NETPMSA CODE 00 6490 SAUFLEY FIELD RD PENSACOLA FL 32509-5237	e. TYPED NAME (Last, First, Middle Initial) FORGIVEN, EWE R.	f. AUTOVON/DSN NUMBER 922-0000
	g. SIGNATURE <i>Ewe R. Forgiven</i>	h. DATE SIGNED 990923

15. FINANCIAL LIABILITY OFFICER

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

BLOCKS 15 AND 16 TO BE FILLED OUT BY THE SECURITY OFFICER (FINANCIAL LIABILITY OFFICER)

BLOCK 17- REFER TO ENCL. (2) PARA. C.

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

17. ACCOUNTABLE OFFICER

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

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