



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 5512.2
N8612

22 DEC 1999

NETPDTC INSTRUCTION 5512.2

Subj: PROPERTY REMOVAL FROM THE CONFINES OF NETPDTC

Ref: (a) NAVSUP Manual Vol. II par 25133

Encl: (1) Table of Documentation and Signatures Required

1. Purpose. To issue procedures for removal of government-owned and private property from Naval Education and Training Professional Development and Technology Center (NETPDTC).
2. Cancellation. NETPMSAINST 5512.2A
3. Revision. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. Categories. Property and materials are categorized as follows:
 - a. Government-owned and private property being shipped by the government.
 - b. Government property (individual items) being removed on a temporary basis for official use or repair.
 - c. Private property (other than enlisted clothing and household goods being shipped by the government).
 - d. Retail sales merchandise.
 - e. Enlisted personnel clothing.
5. Action. The Commanding Officer, Executive Officer and Department Heads are the only individuals authorized to sign property passes. A Signature Card (DD 577), in triplicate, for each individual authorized to sign release documents cited in enclosure (1) will be forwarded to the Security Office. All categories of material being removed from NETPDTC must be

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accompanied by properly executed documents as prescribed by reference (a). Only the Commanding Officer, Executive Officer or personnel designated in writing within the Logistics Management Branch are authorized to approve turn-in documents for material turned in to Defense Reutilization and Marketing Office (DRMO). Blank releasing documents will not be prepared or signed prior to entering the proper data and inspection is completed.

6. Property Passes. Property passes (NAVSUP Form 155) or a Turn-in document (DD 1348-1A) will be used for private and government owned property. The department having custody of the property must provide sufficient description in order to positively identify the property. All drivers of vehicles transporting private and government-owned property must provide appropriate release documents to Security before exiting the base. Signatures appearing on release documents will be compared with specimen signatures of department personnel authorized to sign release documents. Private and government-owned property whose releasing documents are not in order will be detained until proper authorization is received from the cognizant department.

7. Departments and detachments not physically located onboard Saufley will comply with host activity instructions for property removal.


M. E. MCADAMS

Distribution (NETPDTCINST 5216.1B)

List I and II

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TABLE OF DOCUMENTATION AND SIGNATURES REQUIRED

CATEGORY OF MATERIAL	REQUIRED RELEASE DOCUMENTS	EXECUTION OF RELEASE DOCUMENTS
(1) Government-owned and private property being shipped by the government.	(1) Local deliveries: (a) Release/Receipt document (DD 1348) (b) or Property Pass (NAVSUP 155) (2) Off-Station shipments: (a) Bill of Lading (SF 1109) (b) or Transportation control and movement documents (DD 1384)	signed and dated by authorized Logistics Management Branch representative. One copy will be signed and dated by the driver person accepting the material.
(2) Government Property being temporarily removed from NETPMSA.	Must be accompanied by a properly executed Property Pass (NAVSUP 155) approved by individual's department head..	Signature of designated department releasing officer.
(3) Private Property	Only private property that is easily mistaken for government owned property must be accompanied by a properly executed Property Pass (NAVSUP 155) approved by the individual's department head.	Signature of department releasing officer on Property Pass (NAVSUP 155).
(4) Retail Sales Merchandise	Must be accompanied by a sales Slip.	
(5) Enlisted Personnel Clothing	Stencilled clothing with the bearer's name requires no paperwork. Other special clothing must be documented as in (2) & (3).	
(6) Printed and Graphic Arts	Will be documented as in (1) & (2).	

Enclosure (1)