DEPARTMENT OF THE NAVY
TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 5500.4G
N1
21 Apr 15

TRARON NINE INSTRUCTION 5500.4G

From: Commanding Officer, Training Squadron NINE

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

Ref: (a) SECNAVINST 5510.30 (Series)
(b) OPNAVINST 5530.14 (Series)
(c) NAVSUP P485, Vol II
(d) MCO 4340.1A w/ch-1
(e) NAVCOMP Manual, Vol III

1. Purpose. To prescribe policy and procedures for reporting MLSR government property to the appropriate authority.

2. Cancellation. TRARONNINEINST 5500.4F

3. Discussion. This instruction deals with procedures and reports required by squadron personnel in dealing with MLSR government property. References (a) through (e) establish accountability, control and security procedures for all types of material.

4. Policy.

a. Management of Naval assets requires effective loss prevention and physical security programs. Each person is charged with proper safeguarding of all government property under their jurisdiction. Property issued to an individual remains public property which must be properly safeguarded.

b. The command shall ensure that personnel are held accountable for MLSR property and shall report all MLSR incidents.

c. The Commanding Officer (CO) shall report all MLSR incidents in accordance with this instruction and the procedural direction in reference (b). MLSR incident reporting is independent of requests to the Naval Criminal Investigative Service (NCIS) for assistance.

d. The Administrative (Admin) Officer shall be appointed Command Security Officer, responsible for inventory resolution, security, investigation and reporting to higher authority for items within the dollar limitations contained in this instruction. Accordingly, they may function as chairperson for survey board actions up to $10,000 or, as a minimum, be assigned to the Command Survey Board.

5. Action.

a. MLSR Reporting. All members of TRARON NINE shall report incidents of MLSR government property following the policy and procedures of this instruction. Transmission is authorized under MINIMIZE for initial sensitive reports. Property recovered must be reported regardless of whether the recovering command reported the property missing, lost or stolen.

b. The Security Officer shall conduct a preliminary investigation and refer MLSR incidents involving theft or suspected theft to the nearest or supporting NCIS field component.

c. Compliance. Compliance with this instruction shall be included in the Command Inspection Program.

d. Contract Admin Reporting. Navy components with contract administration responsibilities for government owned property at contractor or Naval facilities shall require contractors to report all MLSR incidents involving government owned or reimbursable property to a designated government representative.

6. MLSR reporting restrictions. MLSR reports shall not be made directly to federal or local law enforcement agencies.

7. Reports. If an incident of MLSR property is reported to the Security Officer, they should immediately reference the MLSR property report preparation guide in reference (d) to assess what type of report is required.

C. J. DEMCHAK

Distribution:
TRARONNINEINST 5216.1 (Series)
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