



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 13650.1H
N423
31 Aug 12

CNATRA INSTRUCTION 13650.1H

Subj: AIRCRAFT MAINTENANCE MATERIAL READINESS LIST PROGRAM

Ref: (a) COMNAVAIRINST 4790.2
(b) NAVAIRINST 13650.1C
(c) NAVAIRINST 13680.1C
(d) NAVSUP P-409 Milstrip/Mistrap Desk
(e) NAVSUP P-723 Navy Inventory Integrity Procedures
(f) Federal Acquisition Regulation 52.245-1
(g) DOD 7000.14-R Financial Management Regulation Vol. 12,
Chapter 7

Encl: (1) Annual Inventory Letter of Transmittal Report Form
(2) Transaction Report Form Transmittal Letter Format
(3) Statement of SE Custody Record
(4) Inventory and Transaction Reporting Procedures
(5) Survey Procedures

1. Purpose. To provide Chief of Naval Air Training (CNATRA) policy on management of Individual Material Readiness List (IMRL) Support Equipment (SE) assigned to the Naval Air Training Command (NATRACOM) and to delineate IMRL management procedures.

2. Cancellation. CNATRAINST 13650.1G

3. Background. This instruction augments and clarifies IMRL SE inventory management policy and procedures provided in references (a) through (g) and is applicable to all IMRL SE assigned to aviation maintenance activities.

4. Responsibilities. The contractor site manager for contract activities and the senior aircraft maintenance officer for noncontract activities are responsible for the management of the Aircraft Maintenance Material Readiness List (AMMRL) Program within the maintenance activities assigned to the NATRACOM. Enclosures (1) through (5) specify the actions required to manage the program.

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5. Report and Forms. Ground Support Equipment Transaction Reports, OPNAV 4790/64, NSN 0107-LF-770-5710; IMRL Revision Request, NAVAIR 13650/1, NSN 0102-1F-613-6507; Financial Liability Investigation of Property Loss, DD Form 200, NSN 0102-LF-000-2000; and Controlled Equipment Custody Record NAVSUP Form 306, NSN 0108-LF-500-6502 are available through the NAVY Supply System.

C. HOLLINGSWORTH
Chief of Staff

Distribution:
CNATRA Website

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ANNUAL INVENTORY LETTER OF TRANSMITTAL REPORT FORMAT

Date

From: (Activity Name)
To: Chief of Naval Air Training (N423)
Via: CNATRA DET Industrial Property Specialist

Subj: ANNUAL PHYSICAL INVENTORY OF ON-HAND/IN-USE SUPPORT
EQUIPMENT (SE)

Ref: (a) COMNAVAIRINST 4790.2

Encl: (1) Serialized SE Transaction Report Forms (OPNAV
4790/64) (If applicable)

1. Per reference (a), a physical inventory of all SE was completed on _____. SE custody cards have been updated to accurately reflect on-hand/in use quantities.
2. SE Transaction Report Forms, serial number _____ through _____ have been prepared and submitted as a result of the inventory.

(Signature)

Copy to:
CNATRA (N423) w/o encl

Enclosure (1)

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TRANSACTION REPORT FORM TRANSMITTAL LETTER FORMAT

Date _____

From: (Activity Name)
To: Chief of Naval Air Training (N423)
Via: CNATRA DET Industrial Property Specialist
Subj: TRANSMITTAL OF TRANSACTION REPORT (TR) FORMS (OPNAV
4790.64)
Ref: (a) CNATRAINST 13650.1H
Encl: (1) Transaction Report Forms Serial Number _____
Through _____

1. Enclosure (1) is submitted per reference (a).
2. Request that receipt be acknowledged.

(Signature)

FIRST ENDORSEMENT to (Activity name) ltr, (Activity letter Code)
(Date)

From: CNATRA DET _____(If applicable)
To: Chief of Naval Air Training (N423)
Subj: TRANSACTION REPORT (TR) FORMS (OPNAV 4790/64)

1. Forwarded.

(Signature)

Enclosure (2)

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Date_____

From: Chief of Naval Air Training (N423)
To: (IMRL Activity)
Via: CNATRA DET _____(If applicable)

1. Receipt of TRs, serial number _____ through_____
are acknowledged.

(Signature)

Enclosure (2)

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STATEMENT OF SE CUSTODY RECORDS

Date_____

Encl: (1) SE Subcustody and Inventory Records

1. I hereby acknowledge custody of all material identified in enclosure (1) and certify as to having verified those support equipment items identified as not required for mission support.

Name
Position

Enclosure (3)

INVENTORY AND TRANSACTION REPORTING PROCEDURES

1. An accurate annual physical inventory of IMRL assets is essential to confirm quantities of SE placed at the IMRL activity to support the aviation maintenance effort. This inventory, in turn, forms the basis for procurement, rework and redistribution decisions at all command levels.
2. Each aircraft maintenance activity shall conduct an annual wall-to-wall physical inventory; however, a physical inventory may be requested at any time deemed necessary by the SECA. The annual inventory will be conducted during August and September, with results forwarded to CNATRA N423 no later than 2 October of each year. Where possible, the requirement for an annual inventory shall coincide with inventory requirements noted in existing contracts.
3. Conduct all inventories by CAGE and part number. Custody coded items on sub custody shall be physically inventoried and reported by the supporting IMA.
4. Local Asset Management System (LAMS) shall be used to conduct physical inventories.
5. All work centers shall assist in order to ensure an accurate and complete inventory. For contract IMRL activities, the personnel conducting the physical inventory shall not be the same individuals as those who maintain the property records or have custody of the property; i.e., IMRL/property manager and division/ship managers should assist but not be directly charged with the conduct of the inventory.
6. Upon completion of the annual inventory, non contract IMRL activities shall forward a letter signed by the Commanding Officer to CNATRA N423. Contract activities shall forward the letter signed by the Contractor Site Manager to CNATRA N423 via the on-site PMS. See enclosure (1) of this instruction for sample format of the letter.

7. Also, upon completion of the annual inventory, take following actions:

a. Transfer custody (ownership) of all custody coded items to the supporting AIMD/IMA as required. Likewise, transfer non-custody coded items to using IMAs as required.

b. Submit TRs to correct differences between actual on hand quantity inventoried and the on hand quantity listed in the IMRL (or the updated on hand quantity after considering all previously submitted TRs). TRs should also be submitted to re-identify SE which was previously reported incorrectly, e.g., wrong part number and/or CAGE, transposed or incorrectly typed characters or re-identification not submitted upon incorporation of a support equipment change (SEC) or modification. Forward TRs as enclosure (1) to the annual inventory report letter. See enclosure (1).

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SURVEY PROCEDURES

1. Survey action (submission of DD Form 200) is required on all IMRL incidents due to lost, damaged, destroyed or theft of IMRL equipment per reference (g).
2. Paragraph reserved for future use.

Enclosure (5)