



DEPARTMENT OF THE NAVY

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

CNATRAINST 13650.1G
N423
21 JAN 2011

CNATRA INSTRUCTION 13650.1G

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 Format
(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.

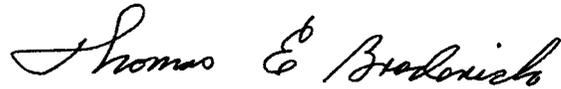
2. Cancellation. CNATRAINST 13650.1F

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 office 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. a. Ground Support Equipment Transaction Reports, OPNAV 4790/64, NSN 0107-LF-770-5710; IMRL Revision Request, NAVAIR 13650/1, NSN 0102-1F-613-6506; 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.



THOMAS E. BRODERICK
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) CNATRA 13650.1F

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 on (Activity name) ltr, (Activity letter Code)
of (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).

Enclosure (4)

SURVEY PROCEDURES

1. Survey action (submission of DD Form 200) is required on all IMRL items that are lost, damaged, destroyed, stolen, or identified by CNATRA N423 as obsolete. Items that are condemned due to normal wear and tear (BCM-9) as well as items rejected for lack of parts (BCM-4) do not require the preparation of a survey.

NOTE: If the item's Source, Maintenance and Recoverability (SM&R) code has a "D" (indicating depot) in the fifth position, the item cannot be condemned below the depot level of maintenance. Thus, if the item is no longer required, request disposition instructions from CNATRA N423. If item is still required, contact N423 for assistance.

2. A survey is required for all SE lost in transit. After follow-up actions are taken to verify shipping information and the item cannot be located, the receiving activity, not the shipping activity, shall submit the survey.

3. The following guidelines shall be used for SE that exceeds its useful life and/or is obsolete:

a. Surveys for SE valued at less than \$2,500 shall be approved and disposed of at the local level. A copy of the survey shall accompany the TR which is forwarded to CNATRA N423.

b. Surveys for SE valued at \$2,500 or more shall be processed per references (a) and (f) and forwarded to CNATRA N423 for final approval.

4. Surveys for, lost, damaged, destroyed, or stolen SE shall be processed per references (f) and (g).

5. The IMRL Manager is responsible to:

a. Obtain needed stock of DD Form 200.

b. Submit surveys in a timely manner.

6. The DD Form 200 shall be completed per references (a) through (g). In addition to that information required per

references (f) and (g), Block 5 shall note that the item is an IMRL item, and a CAGE and part number are required. Also, supporting documentation such as misuse/abuse reports and tracer action messages shall accompany the DD Form 200.

7. A survey form is required for each item; however, multiples of like items may be listed on one form providing the NIINs and part numbers are identical.

8. The DD Form 200 shall be completed as follows:

a. For non-contract activities, guidance provided in reference (a) will be followed. Completed surveys will be forwarded to CNATRA N423.

b. For contract maintenance activities, Blocks 1 through 12 shall be completed by the contract activity. Unresolved discrepancy investigation surveys are initiated by the responsible custodian, with the assistance of the IMRL manager, completes the survey report, DD Form 200 through Block 10, and signs Block 11. A contractor accountable officer (normally senior property manager) shall sign Block 12. Block 13 shall be completed and signed by the CNATRA Detachment Officer in Charge. The form shall be forwarded to CNATRA Property Administrator (CNATRA N4233) for final approval. The administrative process of this document is complete unless CNATRA N4233 disapproves investigation findings. When disapproved, the DD Form 200 is returned to the CNATRA Detachment for additional research and/or to determine pecuniary liability. The CNATRA Detachment IPMS will complete and sign Block 15 and return to the contractor site manager for completion of Blocks 16 and 17. The completed form will be forward to CNATRA N4233.

NOTE 1. If the fifth position in the item's SM&R code is a "D: the lowest level of maintenance authorized to condemn an item of SE is the depot. Therefore, if an item of this type is no longer required, disposition instructions shall be requested from CNATRA N423 (E-mail, naval message, FAX memo). Ensure equipment condition code is included. If item is still required, rework shall be requested per reference (b).

Enclosure (5)

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NOTE 2. For contract activities. After the local CNATRA Detachment Approving Authority signs the DD Form 200 and a copy is returned to the activity IMRL manager, he/she may take immediate action to obtain a replacement item.

Enclosure (5)