



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
HELTRARON TWENTY EIGHT  
7180 USS LONG ISLAND STREET SUITE 320  
MILTON FL 32570-6101

IN REPLY REFER TO:  
HT-28INST 4200.1  
N00  
6 Feb 12

### HELTRARON TWENTY-EIGHT INSTRUCTION 4200.1

Subj: SQUADRON SUPPLY

Ref: (a) Federal Acquisition Regulation (FAR) 1.6  
(b) Defense Federal Acquisition Regulation (DFAR) 201.6  
(c) NAVSUPINST 4200.99 series  
(d) NAVSUPINST 4200.85 series  
(e) COMTRAWINGFIVEINST 4200.1 series  
(f) Joint Ethics Directive DOD 5500.7 series  
(g) HT-28INST 5452.1

Encl: (1) General Operations  
(2) Minor Property Procedures for Accountability of Government Owned Property Inventory  
(3) Issue and Control of Flight clothing and Operational Equipment  
(4) Policies and Procedures for the use of Government Wide Commercial Purchase Card (GCPC) Program  
(5) Property Surveys

1. Purpose. To establish uniform procedures for supply activities IAW references (a) through (g).

2. Cancellation. Consolidated HT-28INST 4235.1 and HT-28INST 4500.1 into one instruction for fluidity of procedures.

### 3. Responsibilities

a. Administrative Officer (AO): Reports to the Commanding Officer through the Executive Officer. Directly responsible to the Executive Officer for action on all matters pertaining to supply discipline and accountability, the management of all department personnel, and the efficient use of all material resources assigned to the command.

b. Squadron Supply Technician (GS-2005-05): Maintains property accounts and supply records, completing individual transactions and provide customer assistance. Prepare all supply documentation IAW applicable supply references, pick up and turn-in supplies and property and assist and perform all other duties pertaining to supply operations.

HT-28INST 4200.1  
6 Feb 12

4. General. All personnel are responsible for observing proper supply discipline, which includes the proper use, conservation, maintenance, and security of property entrusted to them. Any recommended changes or deletions should be addressed to the Admin Officer or Chain of Command.

  
M. C. THOMPSON

Distribution:  
Via electronic means

GENERAL OPERATIONS

1. Purpose. To outline procedures for the day to day operation of the Squadron Supply Office.

2. Background. The Squadron Supply Technician is responsible for procuring Squadron supplies. Due to the low priorities assigned to office supplies, it is possible that thirty days may elapse before receipt of certain items of this type. Therefore, it is necessary that individual offices maintain a thirty day stock of high usage items with provisions for timely reordering to ensure that stocks are not depleted.

3. Action

a. Supply Requisition. Command personnel shall forward a detailed description and quantity of each item requested via memorandum or email to the Squadron Supply Technician. All requests for consumable supplies supporting Management Information Systems (MIS) and their mission (i.e., printers, typewriters, or fax machines), must include the make and model of equipment being used. Toner/ink cartridges will be issued on a one-for-one exchange basis. In order to avoid supply chain delays, it is imperative that squadron personnel notify the Supply Technician immediately upon acceptance of new or replacement MIS equipment in order that the proper consumable supplies may be stocked in the supply office. Each department shall maintain no more than a 30 day stockage level of office supplies. Requests for general office supplies should be consolidated into no more than two requests per month. All purchase orders shall be signed by the Command Approving Official.

b. Accountability. Personnel who pick up/receive supplies will sign the appropriate paperwork (e.g., NATOPS Jacket, DD FORM 1149, DD FORM 1348, sign out book) designated by supply personnel.

c. Special Requests. All special requests for non-office supplies not normally kept on hand must be authorized by Training Air Wing FIVE (TRAWING FIVE) and therefore must be submitted with a detailed justification, description of mission requirements, and equipment specifications to the Squadron Supply Technician via memorandum or email for submittal to TRAWING FIVE for approval.

d. Repair/Replacement of non NMCI/TIMS MIS minor property office equipment. A written request providing the following information must be sent to the Squadron Supply Technician:

- (1) Detailed description of the problem/issue.

(2) Make/Model/Asset & Service Tag/Serial number.

e. Fiscal Year (FY) Closeout Procedures. End of FY purchases will be finalized the Friday before the 19th of September as this is the last day in the Government Charge Purchase Card billing cycle. Exceptions to this will be made on a case by case basis depending on mission impact and available funds.

f. Squadron Supply Technician responsibilities

(1) Make appropriate SERVMART purchases to keep supplies or other common items on hand in the squadron spaces.

(2) Prepare a smooth requisition, DD Form 1149, for AO. The email or memorandum from the requestor, which initiates the requirement, will be attached with justification for forward to COMTRAWING FIVE Comptroller.

(3) Assign priority per current directive.

(4) Notify the originator in all cases where the quantity ordered is changed, cannot be procured, or a substitute item is ordered.

MINOR PROPERTY PROCEDURES FOR ACCOUNTABILITY OF GOVERNMENT OWNED  
PROPERTY INVENTORY

1. Purpose. To establish Squadron procedures concerning acquisition, custody, inventory, accounting intra- and inter-transfer, and disposition of TRAWING FIVE Personal Property as required by references (a) through (d).

2. References

- (a) SECNAVINST 7320.10A
- (b) DoDINST 5000.64
- (c) DoD FMR 7000.14-R, VOLUME 4, CHAPTER 6
- (d) COMTRAWINGFIVEINST 7321.1

3. Background. All material acquired by this command is U.S. Navy Property and is For Official Use Only. This material ranges from inexpensive high usage consumables to very expensive low demand equipment. While certain materials will not be covered under the provisions of this instruction, all personnel are reminded of their individual responsibilities to ensure all government property is used efficiently and for official purposes only.

4. Policy. These instructions provide specific squadron policies and procedures. All Personal Property assets (to include Personal Property Automated Data Processing (ADP) equipment) will not be removed from their locations without written notification to Personal Property Representatives and/or the Personal Property Manager (PPM) of the changes.

5. Responsibilities. All squadron activities shall comply with Defense Property Accounting System (DPAS) policy and procedures outlined in references (a) and (b). Additional guidance may be obtained from the Naval Supply (NAVSUP) and DPAS websites at: <https://www.navsup.navy.mil/nppe>. Squadron Supply Officer will ensure physical inventories are conducted properly, DPAS database and activity Personal Property database is accurate, asset accountability is maintained, and financial reporting of Personal Property is accurate.

6. Roles. The Squadron Supply Technician is responsible to conduct inventories, maintain and provide proper documentation to the PPM as directed.

7. Accountability Requirements for Personal Property

a. Establishment of Accountability

(1) Accountable records shall be established at the time of receipt for all Personal Property purchased, leased (capital or operating leases as applicable), or otherwise obtained, having a unit acquisition cost of \$5,000 or more, and items that are classified, sensitive or meet all of the following three criteria:

- (a) Pilferable.
- (b) Critical to the Squadron's mission.
- (c) Hard to repair or replace.

All Personal Property of this nature will be recorded and tracked in the DON approved DPAS.

(2) Accountable records for pilferable items not meeting the definition above shall be established at the time of receipt for all Personal Property identified in reference (d), enclosure (2). Personal Property will be recorded and tracked in a locally produced spreadsheet or database.

b. Termination of Accountability. Personal Property that has been transferred-out, sold, disposed, lost, stolen or destroyed shall be properly documented and removed from the Personal Property system at the time the property leaves the command or it is determined the item no longer exists. Substantiating documentation such as surveys (DD FORM 200) of missing items and documentation to support transfers, and/or Defense Reutilization and Marketing Office (DRMO) turn-ins as appropriate, must be retained for 36 months.

c. Physical Inventory (Counting Requirements) of Personal Property. All physical inventories are required to include a comparison of all the Personal Property records to the physical assets (i.e., book-to-floor) and all the physical assets back to the Personal Property records (i.e., floor-to-book) to ensure all items are included in a compliant Personal Property system.

d. Physical Inventory Frequency. Physical Inventories will be accomplished as follows:

(1) At least once every three years for Personal Property maintained in DPAS.

(2) At least annually for Personal Property maintained in DPAS approved spreadsheet/database.

(3) Upon relief of Commanding Officer.

(4) Whenever directed by TRAWING FIVE or the Commanding Officer.

(5) A special physical inventory may be necessary when there is evidence of forced or unlawful entry or upon the discovery of an opened or unattended storage area as directed by the Commanding Officer.

#### 8. Logistics Information

a. Repair or Replacement Procedures. Generally, if the repair cost exceeds 50% of the asset's value and requisition is justified, TRAWING FIVE will authorize a new purchase, otherwise repair may be warranted. A written request providing the following information must be sent to the TRAWING FIVE PPM:

(1) Detailed description of the problem/issue.

(2) Make/Model/Asset & Service Tag/Serial Number.

(3) Asset value.

(4) Repair cost.

(5) Replacement cost.

b. Receiving. The Squadron Supply Technician is required to provide a signed and dated receiving document to establish the accountability. The following documentation must be provided and reported to the PPM within three days after receipt of the Personal Property asset:

(1) Minor/Personal Property Record (as designated by the PPM).

(2) Copies of all supporting documentation for the asset (purchase request, receiving report and vendor's invoice).

c. Bar Coding. To ensure accountability is continuously maintained every asset must be bar coded and recorded in a compliant Personal Property System within seven calendar days of receipt date. The Squadron Supply Technician will contact the PPM to obtain a valid bar code number for each asset. Each bar code will be affixed to each piece of equipment to facilitate the inventory process.

d. Disposal and/or Transfers. The Squadron Supply Technician will provide the PPM the proper documentation when transferring material outside of the command and when material is sent to the DRMO for disposal.

e. Surveys (DD FORM 200). The Squadron Supply Technician will provide the PPM a DD Form 200 (forms can be obtained from the website: (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0200.pdf>) for lost, missing, stolen, or surveyed property so the asset can be deleted from the inventory lists.

ISSUE AND CONTROL OF FLIGHT CLOTHING AND OPERATIONAL EQUIPMENT

1. Purpose. To outline the responsibility of the Squadron Supply Department and individuals assigned in a flying status regarding the receipt, issue, custody, accountability, and survey of flight clothing and operational equipment (collectively referred to as flight gear).

2. References

- (a) NASUP PUB 1, Vol 2, Supply Ashore, Chapter 5, Para 25841
- (b) NAVAIR 00-35QH-2, Index B
- (c) OPNAVINST 10126.4C
- (d) CNATRAININST 10126.1G
- (e) CNATRAININST 5500.1C
- (f) USN Uniform Regs NP15665I
- (g) USMC Standards MOO P1020.34F
- (h) USCG Uniform Regs COMDTINST M1020.6E
- (i) NAVAIR 13-1-6. 7-1, Chapter 5
- (j) COMTRAWING FIVE INSTRUCTION 10126.1A

3. Discussion. Reference (a) provides general guidance for the control and accountability of flight gear. Reference (b) prescribes the authorized quantities of various items of flight gear by individual activity. Reference (c) outlines procedures for issuance of leather flight jackets. Reference (d) specifies issue and control procedures of flight gear within the Naval Air Training Command (NATRACOM). Reference (e) defines procedures for missing, lost, or stolen flight gear. References (f) through (h) provide detailed guidance, by military service, regarding flight clothing. Reference (i) is the "State of the Art Program" that is an abbreviated acquisition process for testing and approving commercial life support systems. Reference (j) is TRAWING FIVE guidance.

4. Action

a. Custody. Per reference (d), each individual who is issued flight gear is responsible for the care and preservation of the article(s), regardless of where issued or whether on a permanent or temporary basis. Issuing activities and personnel who are authorized to draw flight gear on a permanent basis will ensure proper entries are made in the appropriate columns of the individual's NATOPS Jacket. Permanent issue flight gear may be retained by the individual so long as assigned duties require its use. However, upon a change of duty not requiring its use, such flight gear must be turned in to Naval Air Station Whiting Field (NASWF) Flight Gear Issue Facility (FGIF).

b. Accountability/Inspection. When reporting aboard NASWF, personnel are required to check in at the contractor paraloft to

ensure inspections and modifications on personnel survival equipment are current. All flight gear shall be available to the contractor for scheduled inspections and modifications.

5. Responsibility. The following specific responsibilities are assigned:

a. Administrative Officer

(1) Ensure replacement leather jackets are requisitioned per reference (c) from NAS Pensacola Supply Customer Service Branch. The letter accompanying the requisition shall be signed by the Commanding Officer. This responsibility cannot be delegated.

(2) Report all missing, lost, or stolen incidents involving any flight gear/equipment per reference (e), and per Chapter Five of this instruction, providing copies of DD FORM 200 to NASWF Security Department and the TRAWING FIVE Missing, Lost, Stolen, or Recovered Officer.

b. Squadron Supply Technician

(1) Order pre-approved replacement flight gear and alternate flight gear that is not available through the local FGIF. Refer to reference (j), enclosure (2), for ordering procedures.

(2) Make appropriate entries in the individual's NATOPS Jacket when the replacement item is issued.

c. NASWF FGIF

(1) Responsible for the replacement of flight gear to individuals authorized to draw items on a permanent basis and for making appropriate entries in the associated NATOPS Jacket. All flight gear ordered by NASWF FGIF will be recorded in official stock records and then issued to the requesting individuals.

(2) Maintain complete and accurate records of all replacement gear and receipts.

6. Re-Issue and/or Replacement of Unserviceable Flight Gear

a. Instructor pilots and enlisted aircrew will report to the NASWF FGIF for any replacement flight gear that may be purchased through the Naval Supply System. For flight gear that cannot be purchased from the Naval Supply System, the request should be processed through the Squadron Supply Technician to TRAWING FIVE Supply.

HT-28INST 4200.1  
6 Feb 12

b. Initial issue special items, such as items to prevent hearing loss, to correct foot and back problems, or other related medical issues, will be ordered with a recommendation from the Squadron Flight Surgeon. The recommendation will be forwarded to the Aeromedical Safety Officer (AMSO) or Assistant AMSO for approval, and then routed to TRAWING FIVE via the Squadron Supply Technician for ordering. The final purchase approval authority is the TRAWING Five Supply Manager.

7. Ordering Procedures for Replacement and Authorized Alternative Flight Gear will be processed in accordance with reference (j), enclosure (2).

POLICIES AND PROCEDURES FOR THE USE OF GOVERNMENT WIDE  
COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

1. Purpose. To provide guidance on the policies and procedures for the appropriate use of the Squadron GCPC.

2. References

- (a) FAR Part 13
- (b) DFARS Part 213
- (c) NAPS 5213
- (d) NAVSUP 4200.85C
- (e) NAVSUPINST 4200.99
- (f) COMTRAWING FIVE INSTRUCTION 4200.1B

3. Scope. This instruction applies to all activities and personnel assigned under the purview of this squadron.

4. Procedures

a. General. The policy of this squadron is to use the GCPC for all office supplies and services at or below the micro-purchase threshold (\$3,000.00) as either a procurement method or a method of payment. Use of the GCPC as a method of payment must be coordinated with the Agency Program Coordinator (APC) to ensure appropriate contracting documentation is in order. All purchases must be accomplished per reference (f), the GSA contract, and this internal operating procedures instruction.

b. Designation Of Squadron Officers Under the Purchase Card Program

(1) Approving Official (AO). The AO is the individual designated by TRAWING FIVE who is responsible for reviewing and verifying the monthly GCPC statements of each cardholder (CH) under his/her purview. The AO must ensure all purchases were necessary and were for official government purposes per applicable directives. The AO shall pre-approve all CH purchases to prevent unauthorized purchases.

(2) Cardholder (CH). The CH is the person authorized to use the GCPC to buy/pay for office supplies only. The Supply Technician is the CH for this squadron.

5. Separation from Employment of CH. Thirty days prior to separation, the CH will notify their AO of the expected date of departure. In addition, the CH will surrender their GCPC to the APC,

in person, after the account has been properly closed out by the CH. The APC will notify CitiBank to have the CH's account canceled.

6. Standards of Conduct/Ethics Training

a. All AOs and CHs will receive ethics and standards of conduct training per agency and command policy prior to assuming the duties within the scope of this instruction.

b. All AOs and CHs hold a public trust. Their conduct must meet the highest ethical standard. CHs shall only use their GCPC to obtain supplies required for official government business. Appropriate disciplinary action will be taken for misuse.

PROPERTY SURVEYS

1. Purpose. To outline property survey procedures within this squadron.

2. References

- (a) OPNAVINST 4790.2G
- (b) NAVSUP P-485 Vol 1, Art 5134
- (c) NASWFINST 5500.2G
- (d) SECNAVINST 5530.4C
- (e) U.S. Navy Regulations 1990, Art 0814
- (f) OPNAVINST 5530.14C (MSLR)
- (g) CNATRAINST 5500.1C

3. General. A survey shall be required whenever an item of U.S. Government property that is in the custody of an individual becomes lost, stolen, or damaged beyond economic repair.

4. Types of Surveys

a. Formal surveys are required:

- (1) When culpable responsibility is indicated.
- (2) For classes of material or articles designated by NAVMAC, the command, or office concerned.
- (3) When specifically directed by the Commanding Officer or higher authority.

b. Informal surveys are required:

- (1) When a loss occurs that does not require formal survey action, an informal survey may be conducted.
- (2) When specifically directed by the Department Head having custody of the material to be surveyed.

5. Action

a. Surveying Officials and Boards

(1) Formal surveys shall be conducted by either a single officer or board of three commissioned officers appointed by the Commanding Officer. The Commanding Officer, an officer on whose records the surveyed material is carried, or an officer charged with the custody of surveyed material may not serve on a formal survey board.

(2) Informal surveys may be conducted by the Department Head having custody of the material to be surveyed.

(3) All commissioned officers appointed to a survey board shall read and familiarize themselves with references (a) through (g).

(4) A surveying officer, the surveying board, or the Department Head shall make a thorough inspection of all material referred to them for survey action, utilizing the assistance of qualified technical personnel as necessary.

b. Survey procedures. Specific guidelines and procedures are outlined in references (a) and (b).

c. Survey of Flight Clothing. Lost, stolen, or missing articles of Flight Clothing shall be surveyed by submission of a DD FORM 200, Report of Survey. Personnel with lost, stolen, or missing flight clothing shall report to the Squadron Supply Technician who will provide the DD FORM 200 which explains the circumstances of how the item was lost, stolen, or misplaced. The DD FORM 200 shall then be taken to the Admin Officer who will review and forward the survey form to the Commanding Officer, Executive Officer and appropriate Department Head for review. If deemed necessary, a Survey Officer will be assigned. Upon completion of DD FORM 200, a MLSR report, if applicable, will be initiated by the Admin Officer and forwarded to TRAWING FIVE. The service member seeking replacement of flight clothing shall take a complete copy of the DD FORM 200, the aviator's flight log book (OPNAV 3760.31), or NATOPS Flight Personnel Training/Qualification Jacket (OPNAV 3760.32) as appropriate (for reimbursement or reissue) to NASWF Supply Flight Gear Issue.

d. Lost, missing, or stolen property. Personnel aware of lost or stolen property shall report such loss promptly to the Squadron Operations Duty Officer and their respective Department Head. The Department Head shall ensure that survey action is initiated and shall advise the Commanding Officer of the loss.

e. Action when culpable responsibility is fixed by survey. When an individual in the Naval Service is found to be culpably responsible by the Surveying Officer or board, the Reviewing Officer shall take the following action:

- (1) Request a statement from the individual.
- (2) Take such disciplinary action as circumstances dictate.
- (3) Note any action taken on the survey form.

(4) Initiate a Missing, Lost, Stolen, or Recovered report with TRAWING FIVE, if applicable.

(5) Inform the Bureau of Naval Personnel and the command concerned as to the disciplinary action taken. In the case of officers, a recommendation is made concerning the inclusion of a statement of the action taken in the record of the individual concerned. The individual concerned shall be informed of the final decision in the matter. Action on the survey with respect to the material involved shall not, however, be withheld pending disciplinary action.

f. Liability. When loss or damage occurs under circumstances which warrant disciplinary action, such action may be taken under Article 108, Uniform Code of Military Justice. It must be clearly understood that reimbursement to the Government must be voluntary. The Commanding Officer may not offer responsible personnel the alternative of disciplinary action or reimbursement, but reimbursement may be legally accepted if tendered. DD FORM 139 (Pay Adjustment authorization) for Marines and NAVCOMPT Form 2277 (Voucher for Disbursement and/or collection) for Naval Personnel will be used for pay checkage under these circumstances. The acceptance of voluntary reimbursement shall not preclude the taking of disciplinary action if such action is deemed necessary.

6. Forms. Blank survey forms are at the following hyperlink:  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0200.pdf>