

TRARONTENINST 4500.2G
N2
11 Feb 09

TRAINING SQUADRON TEN INSTRUCTION 4500.2G

Subj: SURVEYS FOR MISSING, LOST, STOLEN OR RECOVERED
(MLSR) PROPERTY

Ref: (a) CNATRAININST 5500.1C
(b) NASPNCLAINST 4500.1W

Encl: (1) DD Form 200
(2) DD Form 1348
(3) DD Form 139 (Pay Adjustment Authorization)

1. Purpose. To promulgate procedures for property surveys in accordance with references (a) and (b).

2. Cancellation. TRARONTENINST 4500.2F

3. Responsibility. Reviewing authorities, inventory managers, and department heads will take appropriate action.

4. Background. A survey is the procedure required to determine responsibility and fix the actual loss to the government when Navy property is missing, lost, stolen, damaged or recovered. If personal liability is not noted, the Report of the Survey is used to relieve the accountable/responsible personnel from accountability.

a. A Financial Liability Investigation of Property Loss, enclosure (1), is required in the event of lost, stolen, damaged or recovered government property, personal flight clothing or special organizational clothing with the following exceptions:

(1) When the individual accepts responsibility for the loss and voluntarily reimburses the government using either enclosure (2) or (3).

(2) When the item is of nominal value (less than \$100.00) unless there is suspicion of personal responsibility.

b. As required by references (a) and (b) a Missing, Lost, Stolen or Recovered (MLSR) Report must be filed on all government property in excess of \$100.00. MLSR reports are filed utilizing enclosure (1), by marking in the upper right hand corner next to the word Privacy Act Statement "MLSR report year/report#" (e.g. MLSR Report 1995/01). The MLSR Program Manager will keep all MLSR reports on file.

c. The following definitions apply in reference to the DD Form 200, enclosure (1).

(1) Approving Authority. The Commanding Officer is the Approving Authority, unless this responsibility is delegated, in which case, the individual assigned this responsibility must be designated in writing. The Approving Authority approves or disapproves all DD Form 200 submissions, and makes final determination to relieve all concerned from responsibility or assess financial liability. The Approving Authority will appoint a Financial Liability Officer in writing when fraud, theft, or negligence is suspected. The Approving Authority may act as the Appointing Authority.

(2) Appointing Authority. The Executive Officer is the Appointing Authority, unless otherwise designated in writing by the Commanding Officer. The Appointing Authority reviews all DD Form 200's. If authorized by the Approving Authority, the Appointing Authority may approve/disapprove DD Form 200's when there is no evidence of negligence or abuse of established procedures. The Appointing Authority approves/disapproves the recommendations of the Responsible Officer and recommends actions to the Approving Authority. The Appointing Authority can be the Approving Authority under the following conditions:

(a) Responsibility has been delegated by the Approving Authority.

(b) The discrepancy dollar value is less than \$100.00.

(c) There is no evidence of fraud, theft or negligence.

(3) Responsible Officer is an individual appointed by proper authority to exercise custody, care and safekeeping over property entrusted to his possession or under his supervision.

(4) Accountable Officer. The Accountable Officer maintains items and/or financial records in connection with government property, whether the property is in his possession for use or storage, or is in the possession of others to whom it has been officially entrusted and which may entail "financial liability" for failure to exercise their obligations. Custody records in support of inventories shall be readily available to provide an audit trail to facilitate future inventory reconciliation, audits and investigations.

(5) Financial Liability Officer. The Command Security Officer will be the Financial Liability Officer/MLSR Program Manager and must be appointed in writing by the Commanding Officer. If the Command Security Officer is not the Financial Liability Officer/MLSR Program Manager, per reference (a) the Chief of Naval Air Training (CNATRA) (N73) must be notified in writing. The Financial Liability Officer will perform the following:

(a) Investigate the cause of the loss and assess negligence.

(b) Assign responsibility for gain, loss or damage when there are repetitive losses, evidence of fraud, theft, negligence or where large dollar value losses occur. Additionally, the Financial Officer:

1. Examines evidence and interviews witnesses.

2. Compiles evidence that substantiates or refutes information reported in block 9 of the DD Form 200.

3. Examines damaged property and determines amount of damage.

4. Provides the results of the investigation to the Appointing Authority. Recommendations made must be supported by facts.

(6) Individual Charged. Enter in block 16d of enclosure (1) the individual's name and rank or grade when financial liability is assessed. Enter in block 16e of enclosure (2) the members social security number. This block may be left blank in the case

culpability can not be determined or if there is no culpability indicated. The individual charged may have disciplinary action initiated against him and/or may pay the full or partial amount of the missing property as determined by higher authority.

5. Action

a. Responsibility for initiating an MLSR lie with the following personnel:

(1) Personnel discovering property missing or recovered during an inventory.

(2) Personnel responsible for property, including flight gear, that has been determined missing or recovered.

b. All MLSR reports will be provided to NASP Security for base-wide loss prevention planning purposes per reference (a).

c. All MLSR reportable occurrences will include a good faith effort to determine culpability.

d. The following procedures apply for survey of personal issue flight clothing and organizational clothing:

(1) All surveys are to be initiated by the custodian of the clothing.

(2) Items recorded in the "Record of Flight Equipment Issue" page on an officer's NATOPS Flight Personnel Training/Qualification Jacket (OPNAV 3760/32) shall be surveyed using enclosure (1).

(3) The individual will take the completed and processed DD Form 200 to flight gear issue. If Flight Gear Issue has a returned/non-re-issuable item in stock, the individual may collect that item. If the item is not in stock the individual will return to the squadron and perform one of the following:

(a) The squadron decides to pay for the item and issues a DD Form 1348, enclosure (2), from the Resource Management System's office. The individual will return to Flight Gear Issue with the DD Form 1348 to collect the item.

(b) The squadron decides the individual must pay for the item. The individual must write a check to the U.S. Treasury for the amount of the item and deposit it at the Base Comptroller office in Building 624. The comptroller will then give the individual a NAVCOMPT 7722 as a receipt for funds and credit the squadron's account. The individual then takes the NAVCOMPT 7722 to the Resource Management System's office to receive a DD Form 1348. The individual will then take the DD Form 1348 to Flight Gear Issue to receive the item.

(c) Upon losing flight status through attrition or other means, an individual will return all issued equipment to Flight Gear Issue. A DD Form 200 will be initiated by the individual for any items not returned. If culpability is determined on the part of the individual for the loss of the items, the individual will write a check to the U.S. Treasury for the proper amount and give it to the Base Comptroller in Building 624. The Base Comptroller will give the individual a NAVCOMPT 7722 as proof of payment. The individual will then show that to flight gear issue as proof of payment.

e. The following procedures apply for culpability determined in all cases except flight gear issue.

(1) The member will write a check for the determined amount to the U.S. Treasury to give to the Base Comptroller. The Base Comptroller will then credit the proper account.

(2) If the member is not available and has already transferred or is unable to pay the amount, a DD Form 139, enclosure (3), will be submitted to the member's current duty station. A DD Form 139 is an authorization to withdraw funds from a member's paycheck. It must be signed by a squadron listed authorizing official.

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