

COMSCINST 11240.4A	COG CODE N4	DATE 9 NOV 1992
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 11240.4A
N4
9 November 1992

COMSC INSTRUCTION 11240.4A

Subj: ADMINISTRATION AND MANAGEMENT OF CIVIL ENGINEERING
SUPPORT EQUIPMENT (CESE) FOR THE COMMANDER, MILITARY
SEALIFT COMMAND

Ref: (a) COMNAVFACNOTE 5450 of 14 Jun 91
(b) NAVFAC P-300
(c) NAVCOMPT Manual
(d) OPNAVINST 11240.8F
(e) DOD 4500.36R
(f) OPNAVINST 11000.16A

Encl: (1) Procedures for Administration and Management of CESE

1. Purpose. To issue supplemental instructions and guidelines for the management and control of CESE.
2. Cancellation. COMSCINST 11240.4.
3. Background. Reference (a) delegates authority for activity level CESE management responsibilities for all naval shore activities to the Commanders, Atlantic Division and Pacific Division, Naval Facilities Engineering Command, Transportation Equipment Management Centers (TEMCs), and has designated the Commanding Officer, Chesapeake Division, Naval Facilities Engineering Command, Transportation Equipment Claimant Support Office (TECSO), as the claimant/office transportation staff.
4. Action. References (b) through (f) are the basic directives governing the establishment and management of CESE. The procedures in these directives, as supplemented by enclosure (1), apply to all MSC shore commands.

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5. Reports. The requirements contained in this directive are exempt from report control by SECNAVINST 5214.2B.

Distribution:

COMSCINST 5000.19

List I (Case A, B)

List II (Case A, B)

SNDL 41B (MSC Area Commanders)

41C (MSC Subarea Commanders)

41D3 (MSC Offices)

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PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF CESE

1. Technical Assistance. The Atlantic and Pacific Divisions, Naval Facilities Engineering Command, Transportation Equipment Management Centers (TEMCs) are designated as the TEMC responsible for providing technical assistance to claimant/office field activities. The TEMC will be responsible for all matters pertaining to the management of transportation equipment at the activity level including requirements, assignment, replacement, and approve transportation equipment requirements at tenant activities. All transportation equipment support for the tenant should be furnished on a reimbursable basis by respective host activities under the host's allowance. The Transportation Equipment Claimant Support Office (TECSO), Chesapeake Division, Naval Facilities Engineering Command, is designated to provide claimant/office interface and coordination with TEMCs supporting claimant/office field activities in addition to those duties specified in reference (a).

2. Processing Activity Requirements Reviews. Preprinted requirements review forms are forwarded to all claimant/office CESE allowance holding activities on a biennial basis. General instructions for completion and submission of the review are contained in reference (b). Other instructions that may be needed will be furnished by the TEMC.

3. Activity Allowance. All shore activity requests for CESE allowance increases/changes will be processed on an exception basis by the TEMC. Biennially, the TEMC will collect data from their supported activities, verify data, validate justification and forward to the TECSO for consolidation into one claimant/office allowance for CNO approval. The TECSO will distribute CNO approved claimant/office allowances at the activity level.

4. Equipment Inventory Control

a. Acquisitions. Approved CESE allowances are filled by new equipment from the Navy CESE procurement program or by reassignment of usable excess equipment. CESE shall not be acquired by activities from any source without prior approval of their TEMC. Activities are required to report all equipment acquisitions to the Civil Engineering Support Office (CESO), Port Hueneme, CA within 15 days after receipt.

b. Dispositions. Disposition action will be completed within 15 days on all equipment which becomes excess to approved allowance. All activities will report all usable excess equipment to their TEMC on a Report of Excess Personal Property (SF-120). Upon completion of screening, the TEMC will notify the holding activity of disposition instructions. If excess equipment is not in usable condition, the equipment will be turned into the nearest Defense Utilization Marketing Office on DD Form 1348-1. Activities are to report all disposition actions to CESO within 15 days.

Enclosure (1)

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c. Construction Automotive and Specialized Equipment Management Information System (CASEMIS). All field activities will be responsible for registration of their CESE inventory directly to CESO as described in reference (b).

5. Host/Tenant Support. This paragraph applies only to tenant activities receiving transportation support from a host activity. CNO policy established in reference (f) requires that transportation equipment support for tenant activities will be supplied by the host activity on a reimbursable basis. Host/tenant relationship for maintenance services normally include the following:

a. The host activity shall be responsible for all repairs. The cost of these repairs shall be included in the rental rate. The host activity shall furnish all labor and materials to include motor oils, anti-freeze and other consumable materials.

b. The host activity shall furnish a substitute administrative type vehicle in accordance with local station policy to the tenants from pool assets during the time that maintenance or repairs are performed on assigned vehicles.

c. The tenant shall be responsible for loss or damage to assigned vehicle(s) caused by misuse and/or accidents.

6. Leasing of Vehicles. The authority, procedures and limitations for leasing motor vehicles by Navy activities are contained in references (b), (c) and (e). Requests to lease vehicles shall be forwarded to the TEMC. Upon leasing a vehicle, a Lease Agreement Summary as described in reference (b) will be submitted to the TEMC prior to the issuance of USN number(s).

7. Transportation Management Assistance Visit. Management assistance visits will be performed by TEMC representatives as outlined in reference (b).

8. Reports

a. Transportation Cost Report (TCR). Reference (c) requires that activities with an allowance and inventory of 50 or more units of CESE shall submit a TCR to Naval Facilities Engineering Command (NAVFACENCOM Code 164) via their TEMC by 6 November of each year, with a copy to the TECSO.

b. Transportation Equipment Management Evaluation Summary (TEMES). The TEMES report may be submitted in lieu of the TCR. An annual TEMES shall be submitted by all allowance holders to NAVFACENCOM, via the TEMC by 6 November of each year, with a copy to the TECSO.