

COMSCINST 4400.3A	COG CODE N4	DATE 4 SEP 1994
--------------------------	--------------------	------------------------



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 4400.3A
N4
4 September 1994

COMSC INSTRUCTION 4400.3A

Subj: USE, ISSUE AND CONTROL OF PROPERTY PASS (NAVSUP FORM 155)

Ref: (a) COMSCINST 4400.4B

1. Purpose. To provide guidance for use, issue and control of Property Pass (NAVSUP Form 155).
2. Cancellation. COMSCINST 4400.3.
3. Background. An effective system of property passes must be in place to allow use of government property for official business outside the workplace.
4. Policy. Government property removed from MSC buildings (157 and 210) will be accompanied by a property pass at all times. The person to whom that property pass is issued will be accountable for the property until its return.
5. Action
 - a. The Director, Logistics Directorate (N4) shall:
 - (1) Make property passes available for issue at all times during normal working hours and from the Staff Duty Officer (SDO) after normal working hours.
 - (2) Issue property passes with extended expiration dates to personnel required to frequently or continuously use property outside buildings 157 and 210. Property passes shall not be good for longer than 1 year.
 - (3) Maintain records of all executed property passes to include the property, accountable person and expected return date.
 - (4) Identify all overdue or accounted property to the accountable person's director for appropriate action.

4 September 1994

(5) Initiate survey action and/or investigation in each instance of lost, stolen, missing or recovered government property.

(6) Prepare proper documentation to transfer property to disposal or another agency, activity or command as required.

b. Director, Personnel, Manpower and Management Directorate (N1) shall provide security guard posts implementation procedures on the requirements of this instruction to include:

(1) Checking each piece of property being removed from headquarters buildings against a property pass.

(2) Verifying the property control number (bar code) and the pass holder's identity.

(3) Conducting random, unannounced checks of briefcase, bags or other containers being carried out of headquarters buildings.

c. Directors/Special Assistants and Division Directors shall:

(1) Provide a memo to N4 stating name, destination, equipment description, model number, serial number, property control number (bar code) and property return date, when personnel are authorized to remove property.

(2) In accordance with reference (a), report missing, lost, stolen or recovered government property to the Logistics Director immediately upon discovery.

(3) Return government property to N4, with the original property pass, immediately upon cessation of requirement for the property outside buildings 157 and 210.

(4) If issued property pass(es) with extended expiration date, return property to N4 for inventory verification and reissuance of property pass at least annually.

Distribution:

COMSCINST 5000.19

List I (Case A, B)

List II (Case A, B)