
SUPPORT SERVICES JOB AID

NAF Facilities and Construction Contracting Ensure Proper Disposal of Lost/Stolen Property, Equipment or Vehicles

DO THIS TASK WHEN

- Notified of missing equipment, property, vehicles or supplies.
- Notified by anyone suspecting any FFR/Navy item is lost or stolen.
- Equipment, property, vehicles, or supplies are discovered missing as a result of immediate or recent observation or during a scheduled/non-scheduled inspection or inventory.

REFERENCES

- DODI 7000.14-R, Department of Defense Financial Management Regulations.
- CNICINST 1710.3, Operation of Morale, Welfare, and Recreation MWR Programs.
- SECNAVINST 1700.12 (series), Operation of Morale, Welfare, and Recreation Activities.
- CNICSINST 5890.1, Risk Management Manual for Navy Morale Welfare and Recreation Nonappropriated Fund Activities.

**REFERENCES
(cont.)**

- OPNAVINST 5200.25 (series), CNO Management Control Program
 - Local station instructions and FFR standard operating procedures (SOPs)
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**SUPPLIES/
RESOURCES**

- Security Report of Investigation/Incident Report
 - NAVCOMPT FORM 2212 - Certificate Of Disposition
 - Property control records (digital or hard copy)
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**THIS TASK
IS DONE
CORRECTLY
WHEN**

- Losses are reported within specified time limits.
 - All necessary forms, records and reports are prepared and submitted.
 - Accountability and financial records are cleared of the lost assets, minor property, equipment, or supplies.
 - Lost assets, minor property, equipment, or supplies are replaced, if appropriate/necessary.
 - Future vulnerability is examined and appropriate controls are implemented.
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NOTES

If a loss is due to theft and the perpetrator(s) is identified, he/she must be immediately reported to the local authorities/ base security. In such instances, all investigative discoveries will be made available to the local authorities.

Incidents of this type require you to know your local procedures for whom to contact and what to do. Apprehension and prosecution of the perpetrator(s) should be done as expeditiously as possible.

**NOTES
(cont.)**

Disposition of lost/stolen APF shall be handled in accordance with current directives available from the Supply Officer. Communicate with the local Supply Officer/property office for additional guidance and procedures regarding loss of any APF property.

Many of the tasks in this Support Services Job Aid also apply to this task.

Refer to the following additional tasks:

Ensure Safe Program Environment

Control Receipts and Cash.

Conduct Surprise/Unannounced Cash Counts.

Indoctrinate New Staff Members

Control Supplies, Resale Merchandise, Equipment and Property.

Ensure Proper Disposal of NAF/APF Property, Equipment, and Vehicles.

PROCEDURE

Step 1 Review your local FFR SOPs and instructions that detail what to do when fixed assets, minor property, equipment, or supplies are reported/discovered missing.

This information should:

- Prepare you to take timely and appropriate action.
- Give you information to ensure appropriate staff response/actions.
- Give you information to train new staff members and prepare local policy and procedure for your Program.
- Inform you and your staff of controls/procedures to minimize property losses.

Step 2 Take immediate action in cases of obvious theft, fraud, embezzlement, breaking and entering, and any violent or life threatening crime or activity.

- ☐ Follow your local directive, policy, or procedure.
- ☐ Notify others as directed.

Typically: (1) Police/security/NCIS, (2) your immediate supervisor, (3) FFR Director/site manager, and (4) the on-duty Command representative.

- ☐ Notify legal authorities as directed by your immediate supervisor or higher authority.
- ☐ Protect FFR and Navy fixed assets, minor property, equipment, or supplies against further loss.

Step 3 Discover other fixed assets, minor property, equipment, or supplies are missing through:

- ☐ Daily observation by remaining alert to what fixed assets, minor property, equipment, or supplies you have and where these are "normally" located.
- ☐ Remaining aware of temporary custodies and items sent out for repair, disposal, or otherwise temporarily relocated. (See Inspect Facility/FF&E.)
- ☐ Conducting scheduled/unscheduled inventories and surprise/unannounced cash counts. (See Conduct Surprise/Unannounced Cash Count.)
- ☐ Receipt of a report from another person whether:
 - Face-to-face.
 - Via the telephone.
 - Written memo/note or e-mail.

Step 4 Verify the item/s is/are actually lost or stolen rather than just misplaced or temporarily relocated.

IF ITEM(S) ARE:	AND:	THEN
Somewhere else	Authorized	<ol style="list-style-type: none"> 1. Take no further action. 2. Thank whoever made the initial discovery for his/her alertness and concern. 3. Ensure your property records are adjusted if the item is to remain in a different location. <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> 4. Ensure item is returned to its normal/authorized location by specified date/time. <p style="text-align: center;">STOP HERE.</p>
	Not authorized	<ol style="list-style-type: none"> 1. Investigate the incident.
Lost or Missing	Verified by report from person who lost the item(s)	<ol style="list-style-type: none"> 2. If needed, take appropriate remedial/disciplinary action based on the nature/severity of the incident.
	Discovered by an inventory with no substantiation of theft	<ol style="list-style-type: none"> 3. Brief your staff as appropriate regarding the situation.
	NOT misplaced	<ol style="list-style-type: none"> 4. Thank whoever made the initial discovery for his/her alertness and concern.
	NOT transferred or on "authorized loan"	<ol style="list-style-type: none"> 5. Review, and if necessary adjust controls.
	NOT being repaired	<ol style="list-style-type: none"> 6. Go to next step.
	NOT scrapped or salvaged	

Step 5 Collect and record all immediately available facts.

- ☐ What item(s) is/are missing?
- ☐ Who reported item(s) missing?
- ☐ Date and time?
- ☐ How detected/why noticed?
- ☐ Date and time item last sighted & by whom?

All facts:

- ☐ When?
- ☐ Why?
- ☐ What?
- ☐ Where?
- ☐ Who?
- ☐ How many?
- ☐ Acquisition cost?
- ☐ Original controls?

Step 6 Make preliminary notifications to appropriate authorities.

You may need to notify more than one of the following:

- ☐ Your immediate supervisor.
- ☐ FFR Director.
- ☐ Property custodian who has responsibility for the missing item.
- ☐ FFR support staff/business office.
- ☐ APF supply/property office.
- ☐ FFR Division, (N94/N94L).
- ☐ Others as directed by higher authority or detailed in local policy. (e.g., duty officer, security, local police, CO/XO, etc.)

Step 7 Conduct or assist in an investigation as directed by higher authority and/or standing policy and procedure.

When property thought lost or stolen is found, pass the word to everyone previously notified.

- Counsel staff as appropriate to minimize this type problem.
- Review and improve controls, as applicable.

(See Control/Minimize Shrinkage.)

Step 8 Prepare an FFR incident report or memo per local policy.

Ensure the report/memo completely describes the incident and includes:

- ☐ Item(s) missing?
- ☐ Who reported item(s) missing?
- ☐ Date and time of report?
- ☐ How detected and why noticed?
- ☐ Date and time item last sighted?
- ☐ Who last saw the missing item?
- ☐ Witnesses, if any?
- ☐ All facts:
 - ☐ When?
 - ☐ Why?
 - ☐ What?
 - ☐ Where?
 - ☐ Who?
 - ☐ How many?
- ☐ Acquisition cost(s)?
- ☐ Original controls?
- ☐ Recommended change to controls, if any?

Step 9 Send report and supporting documentation to FFR Director/site manager via your immediate supervisor.

Step 10 Make information up-date calls (e-mails, memos, fax's, etc.) as appropriate.

You may need to follow-up with more than one of the following:

- ☐ Your immediate supervisor.
- ☐ FFR Director/site manager or Deputy.
- ☐ Property custodian (person with accountability responsibility for the missing item).
- ☐ FFR support staff/business office.
- ☐ FFR Division, (N94/N94L).
- ☐ Others as directed by higher authority or detailed in local policy. (e.g., duty officer, security, local police, CO/XO, etc.)

Step 11 Be prepared to brief your immediate supervisor, FFR Director/site manager, security/police, XO/CO, or APF Supply/Property office, and others with the details of the incident.

Step 12 Communicate with security (and the local authorities if they were involved) to obtain copies of their reports for your records.

- Depending on your local policy and procedures, this step may be accomplished by the FFR Business Office, your immediate supervisor, or someone designated by the FFR Director.
- Record the incident/case number.

Step 13 Provide information as requested by the FFR Department Admin Office so the NAF Non-Plant Property and Liability Claim notification can be prepared and sent to FFR Division (N94/N94L) within 30-days of the incident. (See example format at end of this task.)

Step 14 Prepare NAVCOMPT 2212, Certificate of Disposition following step-by-step instructions in the SAP or RAMCAS User's Handbook(s).

- ☐ Nomenclature of asset.
- ☐ Summary of loss.
- ☐ What happened.
- ☐ Date.
- ☐ Findings.
- ☐ Special notes.
- ☐ Extenuating circumstances.
- ☐ Reason for disposition.
- ☐ Attach all supporting documentation.

Step 15 Provide information as needed so the FFR Business Office can make appropriate entries to remove asset, depreciation, etc., from FFR accounting records.

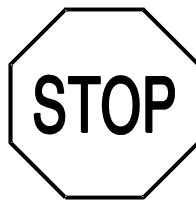
Step 16 Send all reports and documentation to FFR Director/site manager via your immediate supervisor for review.

Step 17 Review controls with your immediate supervisor and the property custodian. (See Inventory Supplies, Resale Merchandise, Equipment and Property, and Control/Minimize Shrinkage.)

- Step 18** If directed, assist with a review and/or revision of the current Vulnerability Assessment (VA) of the Management Control Review.
- ☐ If indicated by the VA, complete an Alternate Management Control Review (AMCR).
 - ☐ Consider other areas that might have similar risks.
- Step 19** Implement new controls or improve existing controls to prevent or reduce the possibility of recurring losses, if so indicated by the Vulnerability Assessment.
- Step 20** Be prepared to brief your immediate supervisor, FFR Director/site manager, and others concerning:
- ☐ Loss and cost of loss.
 - ☐ Immediate/long term effect on operations.
 - ☐ Status of investigations.
 - ☐ Status of original internal controls.
 - ☐ Significant findings of fact.
 - ☐ Status of disposition efforts.
 - ☐ Status of item replacement.

Step 21 Review impact of loss on operations to decide if item(s) need to be replaced.

IF ITEM SHOULD BE REPLACED:	THEN:
YES	<ol style="list-style-type: none">1. Direct procurement of replacement.2. Receive replacement item(s).3. Ensure new item(s) are entered on property records.4. Ensure item(s) are permanently and properly marked per local SOP.
NO	<ol style="list-style-type: none">1. STOP. No further action required.



Congratulations! You've completed this task.

NAF NON-PLANT PROPERTY AND LIABILITY CLAIM FORMAT
(as published in CNICINST 5890.1)

This format should be completed in either of the following instances:

1. NAF Property Claims - In the case where an FFR organization has suffered a loss of, or damage to their FFR NAF property.
2. Potential Liability Claims against FFR - In the case where third parties such as customers/patrons of an FFR organization are involved in incidents, accidents, or mishaps arising out of FFR sponsored or authorized programs, activities, and events.
 - a. Date and time of day accident or incident occurred:_____.
 - b. Location of accident or incident:_____
_____.
 - c. Persons involved and their relationship to the FFR Dept. Indicate whether each person involved was a FFR staff member, customer, guest, or contractor, etc.:
 1. _____
 2. _____
 3. _____
 - d. Vehicles involved (indicate whether NAF, APF, or private owned vehicle (POV). Identify Navy vehicles by USN registration number):
 1. _____
 2. _____
 3. _____
 - e. FFR facilities, property, equipment, or special purpose equipment and how these might have contributed to the incident or accident:
 1. _____
 2. _____
 3. _____

- f. "Outside" organizations (not affiliated with or sponsored by FFR, such as independent contractors, private organizations, and concessionaires, and to what degree they were involved in the incident or accident: (if applicable)

1. _____

2. _____

- g. Date Navy Legal was notified and provided with accident reports such as Police or Base Security reports or eyewitness statements. Note: This applies only to those accidents and incidents where the possibility of a liability claim arising out of the mishap exists.

- h. Brief description of the accident, incident or mishap.

- i. Include the following as enclosures:

1. A copy of accident or incident report.
2. A copy of current value (from asset list) of each item being claimed.
3. Two estimates of repair.
4. Point of contact (POC) with commercial and DSN phone numbers.

