



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

IN REPLY REFER TO  
BUMEDINST 4400.3  
BUMED-M09B1  
24 May 2013

BUMED INSTRUCTION 4400.3

From: Chief, Bureau of Medicine and Surgery

Subj: GUIDANCE FOR THE IMPLEMENTATION OF BUMED 4400/1, BUREAU OF  
MEDICINE AND SURGERY EQUIPMENT CUSTODY RECORD

Ref: (a) SECNAV M-5210.1 of January 2012

1. Purpose. To provide guidance for the implementation and use of BUMED 4400/1, Bureau of Medicine and Surgery Equipment Custody Record.

2. Scope. This instruction applies to all personnel assigned to the Bureau of Medicine and Surgery (BUMED) Headquarters.

3. Background. The authorization for government furnished information technology equipment to be removed from headquarters in the performance of an individual's official duties requires a strong accountability process. To adhere to this process all policies and guidance must be closely followed. Each BUMED staff member must carry the completed property pass with them at all times when equipment is in their possession.

4. Action

a. Department Head, Information Technology and Communication Services (ITACS) shall ensure completion of the following information:

(1) Part A: Custodial Receipt

- (a) Name, (Last, First, MI)
- (b) Rank/Rate/Civilian/Contractor
- (c) Office Code
- (d) Description of equipment (i.e., Dell Laptop)
- (e) Serial Number (SN)
- (f) Equipment Control Number (ECN)
- (g) Assigned users signature of acceptance

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(2) Part B: Property Pass

(a) Date Pass Issued

(b) Pass Good Until: Use the official date listed in block 14a on the System Authorization Access Request Navy (SAAR-N) Form (OPNAV 5239/14 (Rev. 9/2011)).

(c) BUMED Code: Property or person belongs to which code (i.e., M82, M09B, M3, etc.).

(d) Location: Your organization location (i.e., Skyline or DHHQ) and room number.

(e) Title and signature of your supervisor or the next person in your chain of supervision.

(f) Title and signature of ITACS member assigning the equipment.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (a).

6. Form. The Bureau of Medicine and Surgery Equipment Custody Record, BUMED 4400/1 (9-2012), is available electronically at: <http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx> and at: <https://navalforms.documentservices.dla.mil>.



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