



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5500.1A
BUMED-915
20 Nov 92

BUMED INSTRUCTION 5500.1A

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (M-L-S-R)
GOVERNMENT PROPERTY

Ref: (a) SECNAVINST 5500.4F
(b) SECNAVINST 5520.3A
(c) BUMEDINST 5530.1

1. Purpose. To implement reference (a) and prescribe procedures for reporting missing, lost, stolen, or recovered (M-L-S-R) Government property. This instruction is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 5500.1.

3. Discussion

a. Reference (a) establishes a program where Government property that is M-L-S-R must be reported through the appropriate channels.

b. All M-L-S-R property reported requires a completed Financial Liability Investigation of Property Loss (DD 200), Report of Discrepancy (SF 364), or Discrepancy in Shipment Report, (SF 361).

c. Cryptographic items accountable within the Communications Security (COMSEC) Material System are not included in the M-L-S-R Program. Such losses must be reported following the Commander, Naval Security Group Command procedures. Classified printed material losses are not included under the M-L-S-R Program and must be reported following the applicable directives listed in reference (a).

4. Action

a. Any member of the BUMED Headquarters staff must immediately report the circumstances of all instances of M-L-S-R Government property to the cognizant executive assistant or special assistant for prompt reporting to the Head, Fiscal and Supply Branch (MED-915).

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b. MED-915 must report all incidents of M-L-S-R property following the procedures in reference (a), via the Headquarters Security Manager (MED-911). M-L-S-R incident reporting is independent of requests for assistance from the Naval Investigative Service (NIS) for cases involving theft of Government property, following references (b) and (c).

c. Report submission timeframes are established by the applicable instructions listed in reference (a).

5. Forms

a. DD 200 (2-91), Financial Liability Investigation of Property Loss, S/N 0102-LF-011-9100, is available from the Navy Supply System and may be requisitioned per NAVSUP P-2002D.

b. SF 361 (3-84), Discrepancy in Shipment Report, NSN 7540-00-965-2403 and SF 364 (2-80), Report of Discrepancy, NSN 7540-00-159-4442, is available in the Federal Supply System using supply procurement procedures.


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