



DEPARTMENT OF THE NAVY
NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 5530.2D
MIA
22 Jan 08

NAVMEDEAST INSTRUCTION 5530.2D

Subj: MISSING, LOST, OR STOLEN REPORT

1. Purpose. To establish policy on the procedures for reporting missing, lost, or stolen government property.

2. Cancellation. HLTHCARESUPPONORINST 5530.2C

3. Background. Efficient management of naval property is a concern for all Navy Medicine East (NME) staff members and requires effective loss prevention and physical security programs. Practical and swift reporting of missing, lost, or stolen government property will enable the command to recognize physical security needs and reduce property losses.

4. Action. Government property at this command will be inventoried and accounted for through cyclical equipment reviews conducted by the Administrative Support Department. All government equipment will be clearly identified as property of NME, and will include the plant accounting number. Removal from the premises of any government equipment must be approved by the department head (or, if IT equipment, by the IT Specialist), a property pass issued, and the Naval Medical Center Portsmouth Security Department notified. In the event that government property is missing, lost, or stolen, the following procedure will be expeditiously implemented:

a. The individual cognizant of, or responsible for, the item which is discovered to be missing, lost, or presumed stolen will notify his/her department head and a written account of the events leading up to the disappearance of the equipment will be provided within 24 hours of the loss. The written account must include a full description of the equipment with property accounting number, serial, and model numbers, if available.

b. The department head will complete blocks 1-12 of DD Form 200, Financial Liability Investigation of Property Loss. The DD Form 200 should be submitted to the Chief of Staff within 48 hours of the loss.

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c. The Chief of Staff shall appoint a Survey Officer to conduct an informal investigation of the circumstances surrounding the loss, damage, or possible theft of the government property. The Survey Officer will complete blocks 14 and 15 of DD Form 200. Block 13 will be completed by the Administrative Support Officer/Chief.

d. The Survey Officer will submit the original and one copy of the report to the Chief of Staff. The Chief of Staff will have block 16 of the form completed by the cognizant individual, if so indicated; otherwise the Chief of Staff will complete block 17.

e. The DD Form 200 and any supporting documents will be forwarded to the Chief of Staff for approval/disapproval. After the Chief of Staff's decision, the form and any supporting documentation will be forwarded to the Administrative Support Department for further processing or filing in accordance with provisions of NAVMED P-5132, Bureau of Medicine and Surgery Equipment Management Manual, or appropriate naval supply reference.

4. Review. The Administrative Support Officer shall review this instruction annually and recommend revisions as needed.



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