

Afloat Recreation Program Management

Learner Workbook

MANAGE PROPERTY

PURPOSE:

- Distinguish between APF and NAF funding sources and when to obtain property from same
- Purchase, control, and dispose of property in accordance with policy
- Maintain equipment through an established preventive maintenance program to reduce theft, damage and insure safe operation of property

REFERENCES

The following references are essential to property management:

- *CNICINST 1710.5, Administration of Afloat Recreation Programs*
- *CNICINST 7000.3, Accounting Procedures for Navy Nonappropriated Funds*
- *CNICINST 7043.1, Procurement Policy for CNIC Nonappropriated Fund Activities*

PROCURE SERVICES, PROPERTY & EQUIPMENT

The procurement process begins as soon as the Recreation Services Officers (RSO), Recreation Advisory Board (RAB), or command identifies a recreation program supply, service, or equipment need. When preparing the working or pre-deployment calendar, the RSO should review the Ship's *Annual Working Recreation Fund Budget*, consolidate a list of all supplies, services, or equipment that needs to be procured and identify procurement options for each. Keep in mind that depending on the cost, source, and immediacy for the supply, service, or equipment, the procurement process may take as little time as one day or as long as six weeks or longer. The funding source will be either:

- Appropriated Funds (APF) is money appropriated by Congress for a specific use. Property received from your Commander Navy Installations Command (CNIC) Deployed Forces Support (DFS) Office is considered APF.
- Nonappropriated Funds (NAF) is money derived from sources other than Congressional appropriations, primarily from the sale of goods from your Ship's Store and income from your recreation programs. Items purchased by your Afloat Recreation Fund are purchased with NAF.

There are a variety of reasons why you may need to procure supplies, services, or equipment to provide ship planned recreation activities. Advance planning and purchasing assures the RSO that the proper supplies, services, or equipment are available to provide the planned activities/events and assures that you are receiving the best product at the best price.

Whether you serve as RSO or Recreation Fund Custodian (RFC), the tasks of researching the available procurement options and purchasing supplies, services, or equipment are critical to your position. Procuring supplies, services, or equipment can be a time consuming task and requires the RSO to:

- Plan in advance
- Contact the DFS Office prior to making any purchase to determine if the property or equipment can be funded or provided through CNIC
- Use proper procurement practices to determine bid requirements and purchasing procedures for supplies, services, or equipment
- Contact vendor to ensure they accept Purchase Orders from a Government entity
- Know what supplies, services, or equipment are needed to provide planned recreation programs

- Have a general idea of how much items cost and turnaround time for purchases
- Determine the feasibility of purchase and the best procurement option

The RFC is required to assure the purchases of all supplies, services or equipment comply with procurement directives and are tracked on the appropriate worksheets and documents. The RFC will verify the availability of funds and validate the approval for purchase.

Advance planning for major purchases is mandatory in order to comply with procurement directives. Researching for the lowest available price is needed to support individual recreation programs and makes good business sense. Consider quality, warranty, and service, as well as price, prior to selecting product. When contracting the services of a recreation provider (e.g., yoga instructor, carnival games company), allow yourself time to complete the appropriate procurement process and to conduct interviews or observe the provider in action.

Purchasing a vehicle for the Afloat Recreation Program is a major purchase and requires additional approvals from CNIC NAF Finance Branch (N948). Interest free loans may be available for approved vehicle purchases. Work with the local DFS Office to submit the request to CNIC N948. CNIC will require two years of the *Annual Recreation Fund Financial Statement*, current and projected financial assets, savings account balance, and checking account balance and estimated ship store profits. An interest free loan requires repayment and a repayment schedule will be needed with the request.

If the item or service other than a vehicle was included in this year's approved *Annual Working Recreation Fund Budget* continue with completing the procurement request. Items not included in the approved budget must be approved in writing by the Commanding Officer (CO). Make sure to adjust the budget to account for this unplanned expense. In the instance a request is not approved, further conversations may need to be held with the CO and RAB to revise or cancel.

To maintain the integrity of your ship's recreation fund, establish a system of checks and balances as part of your ship's procurement process. The following procurement functions need to be assigned to separate individuals and designated in writing:

- Issuing Purchase Orders – RSO
- Executing and signing Purchase Orders – Letter of Authorization for signer designated by CO
- Receiving supplies, services, or equipment – Receiving Agent. A best practice is to designate the Duty Supply as Receiving Agent
- Paying for purchases – RFC or person designated in writing (generally the Executive Officer (XO)) with signature authority at your financial institution

Sample Letters of Designation are included in the *CNIC Inspection Guide*. A best practice is to include these designations on an up-to-date Collateral Duties List.

There are also a variety of procurement options. Once you define your procurement requirements and identify the funding source, you will procure items based on the item cost and how/where it will be obtained. The local Deployed Forces Support Coordinator (DFSC) is available to assist in the procurement process.

OBTAINING BIDS

Your local DFS Office can save you immeasurable time and expense by referring you to good local vendors, and in many cases, obtaining informal bid information for you.

The requirements for obtaining bids are outlined in *CNICINST 7043.1*. Although procurement directives do not require you to obtain bids for purchases of less than \$5,000.00, good business sense should dictate you obtain the best quality at the most reasonable price.

Purchases over \$5,000, but less than \$10,000, require you to obtain a minimum of three competitive bids. You can accomplish this bidding procedure by telephone, catalogue

quotations, or personal visits to a store. Consolidate the competitive price quotes on one form, see sample *Price Quotation Worksheet* and maintain this sheet in your files. The consolidated submission will be evaluated by a Contract Review Board.

Purchases greater than \$10,000, but less than \$25,000, require you to complete a written invitation to bid to a minimum of three vendors. Once received, present all bid packages to the Contract Review Board to review and to select the best provider. Maintain bid packages and accompanying correspondence in your files for three complete fiscal years.

Purchases greater than \$10,000, but less than \$25,000, that are offered to other than the lowest bidder or are purchased from a sole source require a *Justification for Use of Sole Source (CNIC NAF SSJ March 2012)*.

All purchases over \$25,000 require formal contracting procedures and a Contract Review Board consisting of at least three crew members. Your local DFS Office is the primary point of contact for this and will assist you with the correct procurement procedure.

When a decision is made to purchase an item, file all bids or the *Justification for Use of Sole Source (CNIC NAF SSJ March 2012)* with the executed *Purchase Order* and receipts.

IF THE DFS OFFICE OR CNIC ARE UNABLE TO PROVIDE, DO THE FOLLOWING		
IF PURCHASE IS:	AND:	THEN:
Less than \$5,000	Purchase is nonrecurring	<ul style="list-style-type: none"> • A bid is NOT required. Use good business sense and obtain the most reasonable price as determined by the RFC/RSO • A simple price comparison is recommended
	Purchase is recurring	<ul style="list-style-type: none"> • A bid is NOT required, but periodic solicitation is required to assure a reasonable price level
\$5,000 to \$10,000	→	<ul style="list-style-type: none"> • Obtain informal bid from a minimum of three sources • Record information received via the telephone, internet or in writing, on the <i>Price Quotation Worksheet</i> • Forward to Contract Review Board for required review
Over \$10,000 to \$25,000	You are purchasing from sole source or NOT selecting the lowest bid	<ul style="list-style-type: none"> • Complete the <i>Justification for Use of Sole Source (CNIC NAF SSJ March 2012)</i> • Forward to Contract Review Board for required review • Write formal contract
	→	<ul style="list-style-type: none"> • Write required invitation to bid to a minimum of three vendors • Address Invitation to Bid from CO to competing vendors on Command letterhead and include: <ul style="list-style-type: none"> ○ Specifications of product/service ○ Authorization to bid ○ Bid closing date ○ POCs name, position, telephone number and email address
	Purchase is a vehicle	<ul style="list-style-type: none"> • Contact DFS Office to coordinate request to CNIC
Over \$25,000	→	<ul style="list-style-type: none"> • Conduct required formal contracting procedures • Convene three crew member Contract Review Board and present bid package or purchase recommendation and select best vendor. • File copies of all bid packages received and maintain for three complete fiscal years

PRICE QUOTATION WORKSHEET

Purchase is Over \$5,000.00

The following information was obtained in soliciting contractors' price quotes:

Contractor:	Contractor:	Contractor:
Address:	Address:	Address:
Items:	Items:	Items:
Quantity:	Quantity:	Quantity:
Delivery Date:	Delivery Date:	Delivery Date:
Freight on Board: <input type="checkbox"/> Origin <input type="checkbox"/> Destination	Freight on Board: <input type="checkbox"/> Origin <input type="checkbox"/> Destination	Freight on Board: <input type="checkbox"/> Origin <input type="checkbox"/> Destination
Price:	Price:	Price:
Discount: (e.g., 2%/30Days)	Discount: (e.g., 2%/30Days)	Discount: (e.g., 2%/30Days)

List any additional information on the equipment bids below. If only one source is solicited, include a brief statement explaining the absence of competition.

Signature

JUSTIFICATION FOR SOLE SOURCE CONTRACT

To: _____ Date: _____
From: _____ Requiring Activity: _____

1. The service or item listed on the attached Purchase Request is only available from a single source and competition is precluded for reasons indicated below. There are no substitutes available for this item/service. The requirement is restricted to the following sole source manufacturer and/or manufacturer's dealer or representative:

Manufacturer Information:

Name:
Address:
City, State, Zip:
POC:
Phone #:
E-mail :

Dealer/Rep Information:

Name:
Address:
City, State, Zip:
POC:
Phone #:
E-mail:

Note: Include additional pages to this form as necessary to provide a complete description and details for the following blocks

2. Estimated cost of the requirement: _____ 2a. Required Delivery Date: _____
3. Description of the item or service required:
4. Specific characteristics of the item or service that limit the availability to a sole source (e.g. unique features, function of the item, etc.):
5. Describe in detail why only this suggested source can furnish the requirement to the exclusion of other sources (e.g., summarize the results of any supporting market research, as appropriate):

6. Is the item/service compatible in all aspects (form, fit and function) with existing systems presently installed?

If yes, describe the equipment you have now and how the new item/service must coordinate, connect, or interface with the existing equipment.

7. Does a patent, copyright, or proprietary data limit competition?

If yes, list the proprietary data:

8. If the items are "direct replacements" parts/components for existing equipment identify and briefly describe the existing equipment:

REQUESTOR

I CERTIFY THAT THE STATEMENTS AND INFORMATION PROVIDED ABOVE ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE PROCESSING OF THIS SOLE SOURCE JUSTIFICATION PRECLUDES THE USE OF FULL AND OPEN COMPETITION.

Signature:

Activity:

Title:

Date:

APPROVAL

Contracting Officer's Signature:

Date:

Contracting Officer's Printed Name:



DEPARTMENT OF THE NAVY
USS HENRY WISE (LHA-39)
FPO AP 69986-0926

1710
DD985:01:zy
21 Jan xx

Prospective Bidding Company
ATTN: Point of Contact
Bldg. 1234
Somewhere St.
Anywhere, USA 09999

INVITATION TO BID

The Crew of USS HENRY WISE desires to purchase event services for a Fourth of July Celebration with a Hawaiian Style Luau on Breaker's Beach. Specifically, the event service details will need to include:

- Food and beverage for 1200 adults and 80 children
- Hawaiian style decorations
- Polynesian dance show
- Live music
- Picnic games/entertainment for adults and children

Written bids will not be accepted after 1 March xx. Point of contact is LTJG James Lynch, Recreation Services Officer, USS HENRY WISE (LHA-39), Telephone 619-235-1765/1818.

Sincerely,

CAPT C. JOHNSON, USN
Commanding Officer

NAF CONTRACTS

NAF Procurement Authority: The CO is responsible for the proper use of NAF in the award of NAF contracts. The CO shall appoint in writing the NAF Contracting Officer. The NAF Contracting Officer can be the Supply Officer or any shipboard holder of a Federal Acquisition Regulation (FAR) contracting warrant. Appointment as a NAF Contracting Officer is valid only for as long as the individual serves in the position held at the time of their appointment; NAF Contracting Officer appointments terminate when the individual leaves the billet they were in when they were appointed. The individual's relief does not automatically assume the authority of Contracting Officer and must possess a FAR contracting warrant and be appointed by the CO. Commitments, or contracts, made by other than the NAF Contracting Officer are unauthorized commitments and are not valid unless ratified.

All NAF contracts should be reviewed by the Contract Review Board (CRB). A CRB consists of at least three members (one of whom will be the Supply Officer) and is convened for the purpose of reviewing significant NAF contracting actions. Duties of the board need not be arduous and in most instances the reviews may be accomplished by chop chain routing. All of the following actions shall be reviewed by the CRB prior to execution: solicitations (e.g., requests for proposals) where the estimated value is in excess of \$25,000. Contract awards in excess of \$25,000, contract awards in excess of \$10,000 to other than the low offer, contract awards in excess of \$10,000 to a single source, contract awards in excess of \$10,000 when only one response to a Request for Proposal (RFP) has been received, contract awards with Economic Price Adjustments ((EPA) escalation) provisions and when modifications increasing or decreasing a contract in excess of \$5,000 or 10 percent of the total contract value, whichever is greater.

Catering and entertainment services for a summer picnic or holiday party and husbanding agent/tour operators or hotels in foreign ports are some examples for which a contract will be issued. Standard contracts developed by the Department of the Navy (DON) are required over those that have been developed and offered by a

contractor. Prudence dictates that an Office of General Counsel (OGC) attorney should review any contracts originating outside of DON. All contracts in relation to port visits, CONUS or OCONUS, will be reviewed by legal counsel to prevent loss to the Afloat Recreation Program in the event of uncontrolled port changes or schedules. Review of contracts by Judge Advocate General Corps attorneys is permissible when OGC attorneys are not available.

NOTE: A NAF Contracting Officer Warrant may not be used to contract with appropriated funds; however, an Appropriated Fund Contracting Officer Warrant may be used to contract with Nonappropriated Funds.

CONTROL PROPERTY & MAINTAIN RECORDS

Controlling property is more than a check list of equipment and supplies. An up to date physical inventory and accurate internal control records are essential to safeguard against fraud, waste, and abuse of government assets. An internal control system needs to be in place to maintain control of the recreation program's property from softball gloves to a leg press. To ensure separation of function, it is important to divide the responsibility of control of property to the RSO and the maintenance of records to the RFC.

Establishing and maintaining proper control of property represents not only good business practice, but adherence to Department of Defense policy. The total cost of all non-expendable property owned by the ship's recreation fund must be recorded on Line 50 of the *Recreation Fund Financial Statement*.

FUNDING SOURCES

Property records and disposal of property is separated and defined by the source of funding used to purchase the item. In order to maintain accurate property records you need to understand and document the funding source. Property is either NAF or APF.

If the funding source used to originally purchase property is not clearly known to be APF or NAF then contact your DFS Office for assistance. If the source of funding is still unknown, consider the property as purchased with APF. When receiving equipment from another ship, you will need to ascertain from the other ship the funding source. Property received from CNIC through your Deployed Forces Offices is APF.

After you have determined the funding source, determine the control procedure for property.

IF PROPERTY IS:	AND:	AND:	THEN:
APF	Sub-custodied to Recreation Fund, (e.g., steel beach grill or popcorn machine.)	Controlled by Supply Department.	STOP here.
		Controlled by Recreation Fund.	Control property according to the NAF property categories below and note APF purchase.
NAF	Less than \$300, with a life expectancy of less than 2 years (e.g., softballs, tennis balls).		Property is Expendable Property
	Over \$300 with a life expectancy of over 2 years (e.g., TV, DVD Player, Fitness Equipment with APF annotation).		Property is Non-Expendable
	Is an item that will be given away, (e.g., prizes or promotional items.)		Property is Expendable Property

EXPENDABLE PROPERTY

An *Expendable Property Inventory Record* includes all of the information necessary to control expendable property with a purchase price less than \$300 with a life expectancy of less than two years. This record may be locally generated. Either form will include:

- Date of inventory

- Department or storeroom (i.e., Gear Locker)
- Sheet number
- *Entered by*, name of person who completed the inventory
- *Checked by*, signature of Fiscal Oversight Board Member during semi-annual internal inspection or turnover of RSO.
- Permanently affixed inventory control number
- Description of item
- Unit or size of item (this means *unit of issue*)
- Total quantity of items
- Unit cost of each item
- Extension showing total cost of items

Property may be checked out by crew members for a specified period of time to support command recreation activities or personal use. Use *Custody Receipt*, NAVCOMP Form 744 or a locally generated form and established check in/out procedures. Ensure you record the following:

- Name of person checking out gear
- Person's division, supervisor and telephone number
- Number of items checked out
- Item description
- Signature of person checking out gear
- Date of gear issue
- Date gear should be returned
- Condition of gear upon check out and return

Follow up on gear return and annotate on the *Custody Receipt* the equipment condition and file. If the item is not returned by the specified return date, send correspondence to the individual and supervisor.

GIVEAWAYS

Items purchased to be given away, such as door prizes or promotional items will be entered on the *Expendable Property Inventory Record* as prizes or giveaways. To control the items when you give them away, use a log book or locally generated form to have the prize or giveaway recipient print and sign for the item. After giving away the items, you will complete *NAVCOMPT FORM 2212* to remove the item from inventory. File the log book or form with the *NAVCOMPT FORM 2212*.

INVENTORY RECORD	USS HENRY WISE		TURNOVER DATE:							
EXPENDABLE PROPERTY										
OUTGOING RSO/RFC:				INCOMING RSO/RFC:						
ITEM DESCRIPTION	LOCATION	SHIP ID #	ITEM SERIAL #	DATE RECEIVED	QUANTITY	UNIT COST	DATE REMOVED	QUANTITY REMOVED	REMOVE COST	TOTAL
Med Ball 10lb	AFT Gym	1A	n/a	6/7/xxxx	5	\$25.00			\$25.00	\$125.00
Softball	Gear Locker	n/a	n/a	6/7/xxxx	20	\$5.00			\$5.00	\$100.00
Softball Bat	Gear Locker	2A	n/a	8/8/xxxx	1	\$50.00			\$50.00	\$50.00
Softball Bat	Gear Locker	3A	n/a	8/8/xxxx	1	\$50.00			\$50.00	\$50.00
Softball Bat	Gear Locker	4A	n/a	8/8/xxxx	1	\$50.00			\$50.00	\$50.00
Softball Bat	Gear Locker	5A	n/a	8/8/xxxx	1	\$50.00			\$50.00	\$50.00
Softball Bat	Gear Locker	6A	n/a	8/8/xxxx	1	\$50.00			\$50.00	\$50.00
Softball Glove	Gear Locker	7A	n/a	8/8/xxxx	1	\$40.00			\$40.00	\$40.00
Softball Glove	Gear Locker	8A	n/a	8/8/xxxx	1	\$40.00			\$40.00	\$40.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
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									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
TOTAL	↑									\$555.00

GEAR LOCKER CHECK OUT FORM/CUSTODY RECEIPT

NAME PO1 Smith		ORGANIZATION AND ADDRESS USS HENRY WISE OD Division 645-8261	
NO.	DESCRIPTION	NO.	DESCRIPTION
1	Softball		Condition
1	Softball Bat #065		
1	Softball Glove #027		
		Return Gear by:	
I agree to return the above property in the same condition as when issued, normal wear and tear accepted. If lost or damaged due to negligence or carelessness, I agree to replace such property.			
3) <i>PO1 Smith</i>		DATE <i>30 Mar XX</i>	
CUSTODY RECEIPT - NAVCOMPT FORM 744 (REV. 03/99)		S/N 0104-LF-701-3401	
U.S. GPO: 1991 - 504-109/20629 2-1			

NON-EXPENDABLE PROPERTY

A *Property/Equipment Inventory Record* can be a locally generated form. This document controls equipment with a purchase price over \$300 with a life expectancy of over two years (e.g., TV, DVD Player, and Fitness Equipment with APF annotation). This form will include:

- Ship's locally generated identification number (use ID No XXXX-N for NAF and XXXX-A for APF)
- Description of item (including serial and model numbers)
- Date of procurement or disposal
- Unit cost of item
- Total running cost balance

INVENTORY RECORD		USS HENRY WISE				TURNOVER DATE:			
NON-EXPENDABLE INVENTORY									
OUTGOING RSO/RFC:			INCOMING RSO/RFC:						
ITEM DESCRIPTION	LOCATION	SHIP ID #	ITEM SERIAL #	DATE RECEIVED	UNIT COST	DATE REMOVED	REMOVE COST	TOTAL	
Life Fitness Lifecycle	AFT Gym	619-A	L32570	30 Aug XX	\$1,150.00			\$1,150.00	
Life Fitness Life Step	AFT Gym	620-A	L22567	30 Aug XX	\$1,600.00			\$2,750.00	
Everlast Heavy Bag	FWD Gym	621-A	E231	8 Sept XX	\$350.00			\$3,100.00	
Samsung 50" TV	FWD Gym	622-A	34456796	8 Sept XX	\$1,300.00			\$4,400.00	
Life Fitness Lifecycle	AFT Gym	619-A	L32570			1 Oct XX	\$1,150.00	\$3,250.00	
TOTAL								\$3,250.00	



MAINTAIN PROPERTY

Shipboard fitness/recreation equipment requires frequent inspections and daily routine maintenance. It is essential to have a Preventive Maintenance Program policy established for your equipment. Each piece of equipment will have a permanently affixed and visible ship's identification number. Each command will have a written policy established on whom or what division is responsible for the daily routine maintenance of equipment. If the daily routine maintenance is NOT being conducted, a schedule needs to be developed and brought before the Recreation Advisory Board, and established as shipboard policy.

The expenditures for equipment from the Recreation Fund will be wasted if a routine maintenance schedule is not adopted and followed. Safety, participant satisfaction, and equipment replacement costs should all be considered when developing an inspection and maintenance schedule.

Your command will need to have an inspection/maintenance schedule to make sure all your fitness and recreation equipment is safe and available for use. The Deployed Forces Support (DFS) Office can provide Preventive Maintenance Schedule (PMS) cards for fitness equipment. This Preventive Maintenance Program for all equipment will include requirements to and frequency for:

- Cleaning schedule
- Mechanical inspection
- Lubricating requirements
- Testing for satisfactory operation
- Report steps for broken equipment
- Identifying safety hazards
- Guidelines for proper use of equipment

A successful Preventive Maintenance Program will include:

- A PMS card for each major piece of recreation equipment
- Safety precautions to observe while making repairs
- Maintenance procedures. Consult the equipment manufacturer's manual to determine maintenance to perform that will not void the manufacturer's warranty.
- Tools, parts, materials, test equipment necessary to perform maintenance and local repairs
- Designated division(s)/individual(s), or contracted service provider responsible for conducting inspection and performing maintenance
- Discrepancies are recorded on the PMS Cards
- Discrepancies under warranty are repaired by the manufacturer representative. The local Deployed Forces Support Office may provide assistance in equipment repair or maintenance.
- Equipment worn beyond economical repair is disposed of via appropriate process
- Maintain equipment inspection and maintenance results including follow-up actions
- Periodically the RAB and/or Equipment Maintenance Person/Division, Safety Officer, and/or Medical Department Personnel will evaluate the Preventive Maintenance Program for effectiveness and make recommendations for improvement

SAMPLE PMS CARD

SHIP SYSTEM	MODEL #	SERIAL #
Hoist Equip/Item		
		MWR INVENTORY #
Maintenance Requirement Description		
Clean and inspect w eight equipment and surrounding area Lubricate and grease parts		
Safety Precautions		
Forces afloat comply with Navy Safety Precautions for Forces Afloat, OPNAVINST 5100 series.		
Tools, Parts, Materials for Hoist Equipment		
Diluted mild soapy solution in spray bottle for frames Clean rags Vinyl cleaner Teflon (PTFE) based lubricant (Superlube) Phillips and flathead screw driver Lithium grease (spray on linear bearings) Full socket set Full set of combo w rrenches Allen w rrenches		
LOCATION	MONTH	

Procedure					
Daily					
1. Inspect links, pull pins, snap locks, sw ivels, weight stack pins					
2. Clean upholstery w ith vinyl cleaner					
3. Inspect cables or belts and their tension					
Weekly					
4. Inspect assessorary bars and handles					
5. Inspect all decals and replace as needed					
6. Inspect all nuts and bolts, tighten if needed					
Monthly					
7. Clean and lubricate guide rods w ith superlube					
8. Lube seat sleeves, turcite bushings, linear bearing					
9. Clean and w ax all glossy finishes					
10. Repack w ith grease linear bearings every 6 months					
As needed					
11. Replace belts, cables and connecting parts					
INITIAL UPON COMPLETION					
DAILY	1	2	3	4	5
	6	7	8	9	10
	11	12	13	14	15
	16	17	18	19	20
	21	22	23	24	25
	26	27	28	29	30
					31
WEEKLY	1	2	3	4	
MONTHLY					

MAINTAIN/INSPECT SAFE RECREATION VEHICLE

It is Navy policy to meet applicable requirements of the Federal Motor Vehicle Safety Standards, to support a Traffic Safety Program, and to implement the provisions of the Highway Safety Program Standards to the extent they are relevant to Navy activities.

By instruction, each command with a recreational vehicle must have a policy or instruction on recreation vehicle usage and maintenance. The guidance must include the following:

- Driver qualifications – a valid driver’s license for the class of vehicle being operated. State laws are germane in regards to commercial driver’s licenses.
- Driver responsibility including pre and post trip maintenance
- Scheduled maintenance responsibilities including adherence to manufacturer’s maintenance recommendations, local and state requirements for emissions and safety inspections
- Check in or check out responsibilities or procedures
- Vehicle and key control
- Appropriate use of the recreation vehicle
- Detailed accident procedures

DISPOSE OF PROPERTY

ADDITIONAL REFERENCES

- *CNICINST 1710.5, Chapter 6 Procurement, Property Management and Property Disposition*
- *CNICINST 1710.3 Operation Of Morale, Welfare And Recreation Programs*
- *SECNAVINST 7320.10A, Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property*
- Command Standard Operating Procedures (SOPs) on property custody, management, controls, and disposition of property

The disposal of unserviceable or excess recreation fund property is not difficult once you establish and maintain the proper inventory controls. The steps for disposing property

are determined by the type of property (i.e., expendable property and non-expendable property) and whether it was purchased with APF or NAF.

Since recreation space is at a premium onboard ship, it is imperative to only keep equipment that is in working condition and meets the crew's recreation needs.

During turnover, pre-deployment preparations, semi-annually, at the end of a deployment, or in conjunction with the semi-annual internal inspection, evaluate the condition of all property. Before you dispose of or transfer anything that is unserviceable or in excess contact the local DFS Office.

Government owned assets (i.e., APF, NAF property) CANNOT be donated to any individual or any civilian organization.

NAF PROPERTY DISPOSAL

When property purchased with NAF becomes unserviceable or unfit for use, or needs to be transferred to another Fund, take action based on the reason for NAF Property disposition.

UNSERVICEABLE/UNFIT FOR REDISTRIBUTION

If the property purchase price is \$300 or less you will complete the Certificate of Disposition (COD) (NAVCOMPT FORM 2212) for CO's signature. File copies of all paperwork for three fiscal years.

If the property purchase price is over \$300 you will complete the COD for CO's signature, and have two witnesses that are not the property custodians observe/watch the disposal/destruction of the property and have the witnesses sign the COD certifying property was completely destroyed. Destruction means you render the property unserviceable. File copies of all paperwork for three fiscal years.

If the item is a recreation automotive vehicle you will also need to process appropriate documentation to CNIC (letter or completion of the *Requisition and Invoice/Shipping*

Document (DD Form 1149). To remove the vehicle from Non-Expendable Property Inventory Record you will add another entry identifying:

- NAF/Ship's identification number
- Description of item being disposed
- Date of disposition
- Unit cost
- Adjusted total running cost balance

File copies of all paperwork for three fiscal years.

SERVICEABLE/FIT FOR REDISTRIBUTION

If the property is serviceable or fit for redistribution and is NOT a recreation automotive vehicle report the excess property to the local DFS Office. The DFS Office will determine if there is a need to redistribute to another command or if your command may conduct a sealed bid auction.

If the item is to be redistributed to another command, complete the *Requisition and Invoice/Shipping Document (DD Form 1149)* to transfer property. Ensure the *Requisition and Invoice/Shipping Document (DD Form 1149)* is annotated and signed by the receiving authority. After removing the property from the ship remove the item from inventory and internal control records. For expendable property update the current inventory record for remaining inventory. To remove disposed property from Non-Expendable Property Inventory Record add another entry identifying:

- NAF/Ship's identification number
- Description of item being disposed
- Date of disposition
- Unit cost
- Adjusted total running cost balance

File copies of all paperwork for three fiscal years.

If the item is a recreation automotive vehicle process *Requisition and Invoice/Shipping Document* (DD1149) and mail to CNIC Facilities & Acquisitions (N944S2A). Complete a *Certificate of Disposition (COD)* (NAVCOMPT FORM 2212) for the CO's signature; remove disposed property from *Non-Expendable Property Inventory Record* by adding another entry identifying:

- NAF/Ship's identification number
- Description of item being disposed
- Date of disposition
- Unit cost
- Adjusted total running cost balance

File copies of all paperwork for three fiscal years.

NAF PROPERTY IS OBSOLETE, REDISTRIBUTION IS TOO COSTLY

If the NAF property is obsolete, excess, and redistribution cost is greater than the property value and is NOT a firearm, the NAF property may be sold to interested individuals through a sealed bid/silent auction. You will prepare a memorandum to CO requesting permission to conduct a sealed bid sale, monitor bidding procedure to ensure compliance with policy including:

- Allow appropriate amount of time for eligible bidders to view items
- Post established minimum bid per item
- Ensure bidders are authorized to use Morale, Welfare & Recreation Programs and facilities
- Close all bidding at a pre-determined date and time
- Review bids with a minimum of two people present

After accepting the bids, prepare a *COD* for the CO's signature, ensure the *COD* (NAVCOMPT FORM 2212) is signed, reflects money received from sale and has supporting documentation attached. For Expendable Property update the current

inventory record for remaining inventory. To remove disposed property from Non-Expendable Property Inventory Record add another entry identifying:

- NAF/Ship's identification number
- Description of item being disposed
- Date of disposition
- Unit cost
- Adjusted total running cost balance

File copies of all paperwork for three fiscal years.

PROPERTY HAS BEEN LOST OR STOLEN

If the property has been lost or stolen, whether Expendable or Non-Expendable Property, report loss and sequence of events to the CO, Master-At-Arms and Recreation Services Officer (RSO). The RSO will prepare the COD for the CO's signature. For Expendable Property, update the current inventory record for remaining inventory. To remove disposed property from Non-Expendable Property Inventory Record, add another entry identifying:

- NAF/Ship's identification number
- Description of item being disposed
- Date of disposition
- Unit cost
- Adjusted total running cost balance

File copies of all paperwork for three fiscal years.

When a custody receipt is on file for an item, cancel and attach the receipt to the *Requisition and Invoice/Shipping Document (DD Form 1149)* and *Certificate of Disposition (NAVCOMPT FORM 2212)*. The command will investigate and determine if the crew member is responsible for repayment for loss. Record any income received for

repayment of lost or stolen property on the *Receipt & Expenditure Record*. If necessary, create a *Subsidiary Ledger* to document re-payment plan.

In order to prohibit future loss, review internal controls and take corrective actions based on recommendation or directive.

PROPERTY IS A FIREARM

If the property is a firearm, in excess and in any condition, it must be controlled of, transferred and disposed of by the armory. You are not responsible for disposing of firearms. Per *NAVSUPSYSCOM Manual P-485* disposal of firearms is coordinated through the Supply Officer.

APF/UNIDENTIFIABLE FUNDING SOURCE PROPERTY

If the property was purchased with Appropriated Funds or the funding source is unidentifiable contact your local DFS Office and complete the *Requisition and Invoice/Shipping Document DD Form 1149* in order to transfer property. Include on the Invoice/Shipping Document:

- Address from recreation fund
- Address to receiving command or Defense Reutilization and Marketing Office (DRMO) or Defense Logistics Agency (DLA)
- Authority or purpose
- Requisition date
- Date shipped
- Mode of shipment
- Signature
- Item number
- Federal stock number, description, and coding of material and/or service
- Unit of issue
- Unit price

- Total cost

Verify the *Requisition and Invoice/Shipping Document DD Form 1149* is annotated and signed by the receiving authority. For Expendable Property update the current inventory record for remaining inventory. To remove disposed property from Non-Expendable Property Inventory Record add another entry identifying:

- NAF/Ship's identification number
- Description of item being disposed
- Date of disposition
- Unit cost
- Adjusted total running cost balance

Deliver property to DRMO or DLA according to local policy and file copies of all paperwork for three fiscal years.

INVENTORY RECORD		USS HENRY WISE				TURNOVER DATE				
NON-EXPENDABLE INVENTORY										
OUTGOING RSO/RFC:					INCOMING RSO/RFC:					
ITEM DESCRIPTION	LOCATION	SHIP ID#	ITEM SERIAL #	DATE RECEIVED	UNIT COST	DATE REMOVED	REMOVE COST	TOTAL		
Life Fitness Lifecycle	AFT Gym	619-A	L32570	30 Aug XX	\$1,150.00			\$1,150.00		
Life Fitness Life Step	AFT Gym	620-A	L22567	30 Aug XX	\$1,600.00			\$2,750.00		
Everlast Heavy Bag	FWD Gym	621-A	E231	8 Sept XX	\$350.00			\$3,100.00		
Samsung 50" TV	FWD Gym	622-A	34456796	8 Sept XX	\$1,300.00			\$4,400.00		
Life Fitness Lifecycle	AFT Gym	619-A	L32570			1 Oct XX	\$1,150.00	\$3,250.00		
TOTAL										\$3,250.00

CERTIFICATE OF DISPOSITION
NAVCOMPT FORM 2212 (10-71)

ACTIVITY NAME/LOCATION

USS HENRY WISE (LHA-39)

DATE

2 Jul XX

SHEET

1

OF

1

DESCRIPTION OF ITEM	UNITS	UNIT COSTS	TOTAL VALUE	REASON FOR DISPOSITION
Monopoly Games	2	\$8.50	\$17.00	Incomplete
Softballs - Dudley	47	\$3.00	\$141.00	Worn beyond use
Fishing Pole - Berkley	5	\$28.00	\$140.00	Broken beyond economical repair

CERTIFICATION

We certify that the material listed above was destroyed in our presence 3 Jul YR

YN3 DODIE BURNS, USN

YNSN PIETZ ROBERTS, USN

SIGNATURE OF MESS TREASURER/CUSTODIAN OF RECREATION FUND

LT CHERYL PETERS, USN

APPROVED BY COMMANDING OFFICER

CAPT C. JOHNSON, USN

S/N 0104-LF-706-6256

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code)
Recreation Fund - USS HENRY WISE (LHA-39)
FPO-AP 69986-0926

2. TO: (Include ZIP Code)
Supply Officer - USS HENRY WISE (LHA-39)
FPO-AP 69986-0926

3. SHIP TO - MARK FOR
OUR VAN

4. APPROPRIATIONS DATA

5. REQUISITION DATE
XXXX/03/14

6. REQUISITION NUMBER

7. DATE MATERIAL REQUIRED (YYYYMMDD)

8. PRIORITY

9. AUTHORITY OR PURPOSE
CNINCINST 1710.5

10. SIGNATURE

11a. VOUCHER NUMBER & DATE (YYYYMMDD)

11b.

12. DATE SHIPPED (YYYYMMDD)

13. MODE OF SHIPMENT
OUR VAN

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON. TAINER (f)	CON. TAINER INCL. (g)	UNIT PRICE (h)	TOTAL COST (i)	AMOUNT
1	RCA WX-100 COLOR TV SET (19")	ea	1				\$410.00	\$410.00	
							\$0.00	\$0.00	
							\$0.00	\$0.00	
							\$0.00	\$0.00	
							\$0.00	\$0.00	

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO

ISSUED BY	TYPE CON. TAINER	TOTAL CON. TAINERS	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
									\$410.00
CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
									\$410.00
PACKED BY						POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JAN 2016
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 PREVIOUS EDITION IS OBSOLETE.
 Afloat Designer 9.0

PROPERTY MANAGEMENT ACTIVITY

With your learning partner,

- Review the presented image and scenario
- Identify the action steps required by policy for your command to complete the action items identified in the scenario relating to:
 - Purchase equipment or supplies
 - Manage property
 - Inventory property
 - Safely maintain equipment
 - Dispose of equipment
- Be prepared to share your actions for each scenario with the large group

Swimming Pool Actions to Complete

Oh Henry Band! Actions to Complete

Television Actions to Complete

Fishing Equipment Actions to Complete

Fitness Equipment Actions to Complete
