

EODMUSEVENTEENINST 4400.1D  
N41  
2 May 00

EODMU SEVENTEEN INSTRUCTION 4400.1D

Subj: CONTROLLED EQUIPAGE CONTROLS AND ACCOUNTABILITY

Ref: (a) NAVSUP P-485  
(b) COMNAVSURFPACINST 4400.1H  
(c) COMEODGRUONEINST 4400.2F  
(d) SECNAVINST 5500.4G

Encl: (1) EODMU SEVENTEEN Controlled Equipage Item List

1. Purpose. To issue controls and guidelines necessary to maintain proper management of controlled equipage within EODMU SEVENTEEN.

2. Cancellation. EODMUSEVENTEENINST 4400.1C

3. Scope. This instruction augments standard controls for controlled equipage management within EODMU SEVENTEEN. It does not cancel or supersede guidelines set forth in references (a) through (d).

4. General. Controlled equipage, defined in reference (a) and listed in enclosure (1), consists of those items selected or approved by the cognizant type Commander or Commanding Officer. Only the Commanding Officer, EODMU SEVENTEEN may add or remove items from enclosure (1). These items require special management control because the material is:

- a. Essential for the protection of life, or
- b. Relatively valuable and easily convertible to personal use.

5. Action. Proper inventory management of controlled equipage requires the maintenance of the (CEIS) Consolidated Equipage Inventory System Program.

- a. The Master copy of the CEIS inventory will be maintained in any area which the Supply Officer deems to be the most convenient, and when not in use kept under LOCK AND KEY.

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b. Department Heads will provide a copy of the CEIS inventory pertaining to their department, which will serve as the department head's custody record for controlled equipment. Receipts and expenditures will be annotated the same manner as that required for original command CEIS records.

c. All controlled equipment items will be inventoried annually between 15 February and 15 March. Other inventories, which must be completed within 30 days after the commencement date, are:

(1) Upon commissioning, inactivation, or reactivation of the command/detachment.

(2) Upon relief of a head of a department, for those items in custody of the department concerned.

(3) Upon change of command, at the discretion of the relieving Commanding Officer.

(4) Upon relief of department/detachment custodian.

6. Preparation of Inventory. Prior to the physical inventory of controlled equipment, all unprocessed receipt and expenditure documents for such material must be completed and posted to the CEIS computerized inventory system. The PMP inventory should be reviewed to ascertain whether or not serial numbers are recorded thereon. PMP items that do not have serial numbers listed are to be annotated with the correct serial number. Custodial department heads are to ensure the same serial numbers are in their duplicate PMP inventory records.

7. Conducting the Inventory. The inventory will be conducted using the department's copy of their inventory.

a. All equipment will be sighted and inspected for serviceability by the Department Head. Serialized items will be identified and listed by their serial number.

b. Differences between serial numbers of the material and those recorded on the inventory will be investigated and reconciled.

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c. Inventory dates, quantities inventoried, and the signature of the Department Head conducting the physical inventory will be made by pen on the departmental copy of the records.

d. Upon completion of the inventory, entries made on the departmental copy will be transferred to the Supply Officer Master CEIS Inventory.

e. Any discrepancies between the departmental and the Supply Officer's Master CEIS Inventory will be investigated and resolved by the cognizant department.

f. While conducting the inventory, any serialized items having a value of \$100.00 or more and all unserialized items having a value of \$500.00 or more that are mission, lost, stolen or recovered must be reported using the MLSR reporting procedures per references (a) through (d).

g. Shortages and unservicable items will be surveyed per reference (a).

8. Completion Reports. Once the CEIS inventory has been completed the Supply Officer will provide a completed report to the Commanding Officer, EODMU SEVENTEEN.

a. When controlled equipage is inventoried incident to change of Department Head, the report will be signed by both the relieved and relieving Department Heads.

b. Letter reports of completed inventories will include the following information:

(1) That an inventory has been completed and the reason for the inventory.

(2) A list of unresolved discrepancies along with a description of action taken to resolve the discrepancy.

(3) That all required surveys have been submitted through the chain of command.

9. Report of Survey. If required, per references (a) through (d), MSLR surveys will be completed and reported on DD Form 200,

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which is available in the Supply Office and can be obtained through normal supply channels.

G. N. T. WHITBRED IV

Distribution: (EODMUSEVENTEENINST 5216.1D)

List I (Case 1)

II (Case 1)

Stocked: EODMU SEVENTEEN (N1)