

EODMUSEVENTEENISNT 5500.2A
N42
15 Sep 98

EODMU SEVENTEEN INSTRUCTION 5500.2A

Subj: MISSING, LOST, STOLEN OR RECOVERED (MLSR) GOVERNMENT PROPERTY

Ref: (a) SECNAVINST 5500.4G
(b) COMNAVSURFPACINST 4400.1G

Encl: (1) Reporting Format Detail
(2) Sample MLSR Sensitive Material Initial Report

1. Purpose. To promulgate procedures, in accordance with references (a) and (b), for reporting missing, lost, stolen or recovered (MLSR) Government property to cognizant authorities within the Department of the Navy (DoN).

2. Cancellation. EODMUSEVENTEENINST 5500.2

3. Definitions. The following definitions are provided for clarifications:

a. Missing. Items that are not in their proper place and cannot be readily accounted for.

b. Lost. Items that cannot be accounted for.

c. Stolen. Items that are either missing or lost under circumstances indicating the possibility of criminal activity.

d. Recovered. Items that are found, gained by inventory, or recovered after previously being reported missing, lost, stolen or suspected to be the remainder of a loss due to theft or fraud.

e. Sensitive Material. Material which requires a high degree of protection and control such as arms, ammunition, explosives, precious metals, or classified equipment. Reporting must be accomplished within 48 hours after MLSR discovery. Ensure OPREP-3 Navy Blue has been initiated if necessary.

4. Reporting Requirements. The following property types shall be reported in accordance with this instruction:

a. Arms, Ammunition and Explosives (AA&E) (Sensitive Material)

(1) Category I and II A&E, and all arms.

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(2) One hundred rounds of ammunition smaller than 40MM; individual rounds of 40MM and larger ammunition.

(3) Individual mortar and missile rounds, fragmentation, concussion, or high explosive grenades.

(4) Individual land mines, demolition explosives explosives (i.e., C-4, dynamite, TNT), and blocks of bulk explosives.

(5) Five or more blasting caps or other detonating devices.

(6) Other items with 10 or more pounds net explosive weight.

b. Precious Metals (Sensitive Material)

(1) Economically recoverable gold, silver, or platinum valued over \$100.

(2) Commemorative silver.

c. All missing, lost, stolen, or recovered property requiring the completion of Report of Survey (DD200), Report of Discrepancy (SF364) or Transportation Discrepancy Report (SF361).

5. Reporting of other Material. Narcotic losses are not included under the MLSR program and must be reported per Chapter 21 on the Manual of the Medical Department. Cryptographic items accountable within the Communication Security (COMSEC) Material System shall be reported in accordance with Commander, Naval Security Group Command procedures. Lost classified printed material shall be reported per Chapters 4 and 5 of OPNAVINST 5510.1 series.

6. Report Formats. Enclosure (1) is provided for line by line report preparation, and enclosure (2) is an example of an MLSR Initial Report. MLSR reports shall be submitted as follows:

<u>TYPE OF MATERIAL</u>	<u>INITIAL</u>	<u>TYPE OF REPORT</u>	
		<u>FINAL</u>	<u>SUPPLEMENTAL</u>
Sensitive/ Classified Equip	Message	DD 200 SF 364	E-Mail/Message
General	None	DD 200	E-Mail/Message
Lost in Transit	None	SF 364	E-mail/Message

7. Action.

a. Division/Detachment Chief

- (1) Conduct a thorough search for the items.
- (2) Initiate a message report for sensitive material losses within 48 hours of discovery.
- (3) Complete a Financial Liability Report, DD 200 Form.
- (4) Submit DD 200 form within two working days to the Department Head for signature.

b. Department Head/Detachment Officer in Charge

- (1) Submit initial, final and supplemental MLSR reports.
- (2) Sign Responsible Officer block and forward DD 200 form to the Security Officer within one working day.

c. Security Manager

- (1) Maintain MLSR Log for all reports.
- (2) Assign a sequential MLSR control number for each report.
- (3) Forward report to the Executive/Acting Executive Officer within one working day.

d. Executive Officer. Review and assign a Financial Liability Officer to investigate the incident.

e. Financial Liability Officer

- (1) Contact Naval Criminal Investigative Service Resident Agent (NCISRA) Whidbey Island and refer MLSR for investigation.
- (2) Investigate MLSR if NCIS declines to investigate.
- (3) Indicate all actions taken on MLSR report including investigative actions by NCISRA Whidbey Island.
- (4) Submit findings and recommendations to the Executive Officer within five working days.

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f. Commanding Officer. Approves all Financial Liability Reports and final MLSR reports.

g. Supply Officer. Sign Accountable Officer block provides an expenditure number, and distribute copies per reference (a).

8. Forms. DD 200, Financial Liability Report, is available through the Supply Division.

S. R. WILSON

Distribution: (EODMUSEVENTEENINST 5216.1D)
List I, (Case 1)
List II, (Case 1)

Stocked: EODMU SEVENTEEN (N1)

REPORTING FORMAT DETAIL

1. Initial MLSR sensitive material report explanation:
 - a. FM: Unit reporting
 - b. TO: COMISCOM WASHINGTON DC//0024//
NAVWPNSUPPCEN CRANE IN//2052//
 - c. INFO: COMEODGRU ONE
NAVINVSERVRA WHIDBEY ISLAND WA//11WH//
 - d. SUBJECT: M-L-S-R SENSITIVE PROPERTY REPORT (RCS OPNAV 5500-1)
(MIN: CONSIDERED)
 - e. First line of text: MLSRP/MLSRP/NAVY
 - f. ACC: Unit Identification Code of reporting command (R47150
for EODMU SEVENTEEN)
 - g. RPTN: The report number assigned by the Security Officer.
Report number must be sequential for each calendar year, i.e.,
1996/001-INITIAL.
 - h. AAA: Location of the incident must indicate the name of the
state/territory of incident occurred in one of the 50 United States or
its territories. In foreign countries, indicate country name and
incident that occurred on the ocean, provide the ocean name.
 - i. BBB: Date of incident is Mandatory. Use the actual date of
theft, loss, or disappearance, if known; otherwise use the date the
item was last seen. Indicate with "A" or "L" whether that date is
actual or last. Example: L-96-07-30.
 - j. CCC: Sensitive material description. List each type
separately and indicate whether the material is Arms, Ammunition,
Explosives (AA&E)
 - (1) Specify Arms, Ammunition, Explosives, Precious Metals, or
Classified Equipment.
 - (2) Indicate whether the material is Missing, Lost, Stolen, or
Recovered.
 - (3) Indicate type of material. Examples: .38 caliber
revolver; cartridge, ball .38; gold alloy; etc.

Enclosure (1)

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SAMPLE MLSR SENSITVE MATERIAL INITIAL REPORT

FM EODOMU SEVENTEEN

TO COMNISCOM WASHINGTON DC//0024//

NAVWPNSUPPCEN CRANE IN//2052//

INFO COMEODGRU ONE

NAVINVSEVRRA WHIDBEY ISLAND WA//11WH//

UNCLAS//N05500//

M-L-S-R SENSITIVE MATERIAL REPORT (RCS OPNAV 5500-1)

(MIN: CONSIDERED)

MLSRP/MLSRP/NAVY

ACC: R47150

RPT: 1996/001-INITIAL

AAA: WASHINGTON

BBB: L-96-07-30

CCC: /1/ (A) AMMUNITION (B) MISSING (C) CARTRIDGE, 500EA
(D) WESTERN (E) RX007 (F) 1305-00-028-0007 (G) CARTRIDGE,
CAL .45 (H) A-\$50.00 (I) 4 (J) MAGAZINE #5, NAS WHIDBEY.

DDD: LIABILITY: YES

EEE: INVESTIGATION: NISRA WHIDBEY ISLAND NOTIFIED ON 30JUL96; CASE
ASSUMED AND INVESTIGATION UNDERWAY.

FFF: SUMMARY: AMMUNITION LOST BY INVENTORY. SEARCH WAS CONDUCTED
WITH NEGATIVE RESULTS. CAUSATIVE RESEARCH WILL CONTINUE.

GGG: POINT OF CONTACT: SK1 MATTHEWS, CODE N4, DSN: 820-3513,
COMM: 360-257-3513

Enclosure (2)