



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO

NAVSEAINST 10460.4
99632/HL
Ser 130
-28 November 1979

NAVSEA INSTRUCTION 10460.4

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA
Distribution List

Subj: Serialized plant equipment and minor property, class
3 and 4; inventory of

Ref: (a) Navy Comptroller Manual, Volume 3, Chapter 4

Encl: (1) Inventory Instructions
(2) Serialized Office Equipment Inventory Sheet, NAVSEA Form 10460/2

1. Purpose. To conduct an inventory of all serialized plant equipment and minor property, class 3 and 4 as required by reference (a).

2. Discussion

a. Since the last physical inventory of NAVSEA plant equipment and controlled minor property, there have been a number of office moves, NAVSEC has been absorbed into headquarters, and a major reorganization of NAVSEA components has occurred. As a result, several recent audits have disclosed inconsistencies between our property records and actual assets of serialized plant and minor property.

b. An accurate inventory of such equipment is necessary to insure the accountability for government property and as a basis for equipment acquisition, maintenance, repair, and replacement, including budgeting therefore.

c. Considering the location "spread" of NAVSEA components in the National Capital Region, and the nature of much of our serialized office property (small, kept in locked files and cabinets when not in use, etc.), an inventory conducted by a dedicated team would require an extended period to conduct the inventory, would be inefficient, and would be disruptive to office operations. The physical inventory will be conducted by personnel in the offices where the property is located and reported in standard format. The accuracy and completeness of office - prepared inventory reports will be verified on a sampling basis.

3. Scope. This inventory will include all NAVSEA components in the National Capital Region and those components of other Commands for which NAVSEA provides administrative support.

NAVSEAINST 10460.4
28 November 1979

4. Responsibilities

a. The Supply Section, SEA 99632, supported by COMNAVSEA, will serve as the focal point for the inventory of all serialized plant equipment and minor property, class 3 & 4, for the Naval Sea Systems Command and those offices provided administrative support by COMNAVSEA.

b. Deputy Commanders, heads of staff offices, and Project Managers will ensure that complete inventories are conducted and results are accurately reported.

5. Action

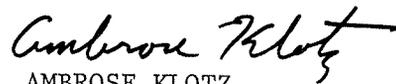
a. Conduct the inventory during the month of December and submit the inventory results by 31 December each year.

b. Report all serialized plant property, equipment, and controlled minor property listed in enclosure (1), regardless of its source or state of repair.

c. Items that have been leased, rented, lent or purchased through field activities or support service contracts should be identified by its source of acquisition if known.

d. Shore activities will separately and directly report to COMNAVSEA (SEA 99632) property leased, rented, lent or purchased for use in NAVSEA components in the National Capital Region.

6. Forms. Form NAVSEA 10460/2, Serialized Office Equipment Inventory Sheet, is available from the NAVSEA Self-Service Storeroom (Forms), Room 3E42, National Center Building 3.



AMBROSE KLOTZ
Deputy Commander for
Management Support

Distribution: (2 copies each)
SNDL C4K Project Managers
C37F NAVSEC Detachment
FKP Activities under the Command of COMNAVSEA

Copy to:
SNDL C37F NAVMATDATASYSGRU
FKM22 NAVPUBFORMCEN (200 and negatives)
FKM27 NPPSMO (SUP 10/CL)
FT88 EDOSCOL

NAVSEA Special List Y4
SEA 99634 (200)
99642 (2)
99632 (25)

Stocked:
Commanding Officer
Naval Publications and Form Center
5801 Tabor Avenue
Philadelphia, PA 19120

INVENTORY INSTRUCTION

1. This inventory must be done from a physical sighting of the equipment itself and not from past records. Inventory sheets, NAVSEA Form 10460/2, may be filled out in pen and ink if legibly written. Offices are not required to keep a duplicate copy of this inventory.
2. Provide full information on each piece of equipment on each line of the inventory sheets. Please be accurate. Model numbers and Navy identification numbers (NID) are not to be used as replacements for serial numbers.
3. Fill out a line on the inventory sheet for every item of office equipment whether in use or not. If equipment is not in use, write "surplus" in the column headed "Operator's Name." If the equipment is needed but not assigned to any person, write "unassigned" in the column headed "Operator's Name." Equipment listed as "surplus" will be removed during the inventory review and evaluation. Under the column headed "Make," identify the item as well as the make (e.g., Typewriter, Remington; Portable Dictating Machine, Sony; Hand Calculator, Teal).
4. The location of the manufacturers' serial number varies between types of equipment. The following is a partial listing of typewriter serial number locations:
 - (1) L.C. Smith - Upper right, under the paper platen.
 - (2) Remington - Upper right, in front of the paper platen.
 - (3) Royal - Upper right, back of the typing carriage.
 - (4) Underwood - Upper right, in front of the paper platen.
 - (5) I.B.M. Model B,C,D. - Upper left carriage, under paper platen.
 - (6) I.B.M. Selectric I, II - Under typing element hood, centered on the backboard and under the typing platen.
5. If manufacturers' serial numbers cannot be located or if questions arise regarding the completion of the form, please contact the Supply Section, SEA 99632, on extension 28997, 28998, 28999 or AUTOVON 222-8997/8/9.
6. The following types of plant property and minor equipment will be inventoried under this instruction:

Federal Supply Class (FSC)

- 3413: Drilling machines, drill presses, bench and band saws.
- 3610: All reprographic printing, duplicating, punching and binding equipment.
- 3615: Pulp and paper shredders.
- 3920: Material handling equipment, non-self propelled.
- 4110: Refrigerators.
- 4140: Fans and air circulators.
- 4310: Compressors; vacuum pumps; vacuum cleaning equipment.
- 4520: Space heating equipment (including portable heaters).
- 5815: Teletype and facsimile transmission equipment.
- 5820: Radio and television equipment.
- 5835: Sound recording and reproducing equipment.
- 6645: Time measuring instruments; watches, wrist, stem winding; split-second, stop watches; clocks, alarm; clocks, ships, bell; clocks numechron. Do not include GSA electric and wall clocks.
- 6650: Optical instruments; binoculars and ophthalmological.
- 6670: Scales and balances (butchers, counter type scales; household scales; parcel post scales and person weighing).
- 6685: Pressure, temperature and humidity measuring instruments.
- 6710: Cameras, motion picture (excluding TV cameras).
- 6720: Cameras, still picture (including microfilm readers).
- 6730: Photographic projection equipment.
- 6740: Photographic developing (including microfilm processing).
- 7020: ADP input/output equipment and related devices.
- 7040: ADP key punch machines, tabulating machines and verifiers.
- 7110: Safe files, (all types; e.g., Hillside, Mosler, Norfolk, Remington Rand, Diebold).
- 7420: Computing machines (adding and subtracting machines and calculating machines including electronic and programmable types).
- 7430: Typewriters and office type composing machines.
- 7490: Miscellaneous office machines (address plate machines, addressing machines, cash registers, check protectors, check writers; collators, paper mechanical; dictating machines, embossing machines, hand or electric; address plate, embossing machines, cardboard; envelope opening machines, envelope stuffing machines, letter opening machines; letter stuffing machines, mailing machines, electric shelves; stamp cancelling machines, stencil cutters.
- 7450: Transcribing and dictating machines, portable and desk.
- 7520: Office devices and accessories not covered under FSC7490; e.g., numbering machines; sharpeners, pencil, electrical; seals, notarial.
- 7730: Phonographs, radios, television sets, monitors, TV cameras, public address systems.

