

Material Accountability Checklist

- Ref: (a) NSTC M-1533.2 (Series)
 (b) NAVSUP P485
 (c) NAVSEAINST 8370.2 series
 (d) NAVFAC P-300
 (e) GSA Fleet Vehicle Guide
 (f) OPNAVINST 5100.12 (Series)

Purpose. To ensure proper accountability of Uniforms, Sub Minor Property, Instructional Materials, MREs/TOTMs, and Vehicles.

Evaluation. Circle the appropriate response. In the event of a “No” response, explain and provide documentation as required in the Remarks Section.

1. Uniforms

No.	Metrics	Yes	No	N/A
1	Are all uniform items procured through NOSS? (Ref (a) 8-7, 1)	Y	N	N/A
Remarks (1)				
1a	If no, was this approved by OD54? (Ref (a) 8-7, 1)	Y	N	N/A
Remarks (1a)				
2	Are uniforms issued IAW Ref (a) Appendix I? (Ref a, 8-7, 7)	Y	N	N/A
Remarks (2)				
3	Is the unit using a Uniform Issue Form? (Ref (a) 8-7, 7)	Y	N	N/A
Remarks (3)				
3a	The Uniform Issue Form contain the following: - List of all articles of uniform issued - Accountability statement (See Ref (a) 8-7, 11) - Student signature - Supply Tech signature (Ref (a) 8-7, 7)	Y	N	N/A
Remarks (3a)				
3b	Is information from the Uniform Issue Form entered into NOSS within 30 days? (Ref (a) 8-7, 7)	Y	N	N/A
Remarks (3b)				

4	Are uniform articles that are lost, mutilated, or destroyed through negligence or carelessness replaced in kind or paid for by the student with a money order or cashier's check? (Ref (a) 8-7, 7)	Y	N	N/A
Remarks (4)				
4a	Are collections made using Collection Vouchers DD Form 1131, citing MPN accounting data, and indicating the purpose of collection, date, student's name, and amount of each collection? (Ref (a) 8-7, 7)	Y	N	N/A
Remarks (4a)				
4b	Charges collected shall be in the form of a money order or cashier's check payable to the "US Treasury". Personal checks are not accepted. (Ref (a) 8-7, 7)	Y	N	N/A
Remarks (4b)				
4c	Is the Collection Voucher forwarded to NETPDC N811?	Y	N	N/A
Remarks (4c)				
5	Are major alterations performed? (Only minor alterations such as sewing on insignia, hatband, loops, sleeve-length for dress coat, trouser and skirt length, and slits for swords are allowed) (Ref (a) 8-7, 8)	Y	N	N/A
Remarks (5)				
5a	Are alteration expenditures paid for by the NROTC Unit? (Ref (a) 8-7, 7)	Y	N	N/A
Remarks (5a)				
6	Does the Unit maintain no more than 125% of initial uniform items on hand based on the average of the past four years of freshmen enrollment? (Ref (a), 8-7, 13)	Y	N	N/A
Remarks (6)				
7	Is used (unfit for reissue) clothing disposed of by use of NOSS survey or turned in to DLA Disposition Services? (Ref (a), 8-7, 14.a)	Y	N	N/A
Remarks (7)				
7a	Not Ready For Issue (NRFI) clothing is transferred to NJROTC, other Navy Activities or DLA disposition services? (Ref (a), 8-7, 14.a)	Y	N	N/A
Remarks (7a)				
8	Are excess clothing items reported to OD54 every November? (Ref (a) 8-7, 14.b)	Y	N	N/A

Remarks (8)				
9	When a student has left the unit without returning government property, has the unit accomplished the following: (Ref (a) 8-7, 15)	Y	N	N/A
Remarks (9)				
9a	Request BURSAR Office place a hold on the student's transcripts? (Ref (a) 8-7, 15)	Y	N	N/A
Remarks (9a)				
9b	Request, via registered mail and return receipt, the return of all government property? (Ref (a) 8-7, 15)	Y	N	N/A
Remarks (9b)				
9c	If property is not returned within 30 days is a survey report submitted? (Ref (a) 8-7, 15)	Y	N	N/A
Remarks (9c)				
10	Annual Inventory. The annual inventory requirement for the current year is considered to be satisfied when a wall-to-wall inventory of all clothing has been taken during the 6-month period prior to 1 November. (Ref (a) 8-6, 1.a)	Y	N	N/A
Remarks (10)				
10a	The responsible officer shall review and sign the LOSS/GAIN History report for clothing. (Ref (a) 8-6, 1.a)	Y	N	N/A
Remarks (10a)				
10b	The report shall be printed from NOSS and dated from the last inventory to present and filed with the Inventory Record. (Ref (a) 8-6, 1.a)	Y	N	N/A
Remarks (10b)				
10c	Inventory Record. A Memorandum for the Record will be maintained stating the unit Supply Technician maintains a computerized uniform inventory via the NOSS Inventory Module. (Ref (a) 8-6, 1.b)	Y	N	N/A
Remarks (10c)				
10d	All clothing the NROTC unit identifies as excess upon the completion of the inventory shall be reported to NSTC OD54 by 1 November. The report format shall include national stock number (NSN), nomenclature, size, and quantity, broken down by gender. (Ref (a) 8-6, 1.c)	Y	N	N/A

Remarks (10d)				
11	The NROTC unit shall complete a 100% uniform inventory before the change of PNS. At least 10 percent of the clothing stock shall be inventoried. If there is a significant inventory discrepancy (greater than 5% of items checked), PNS shall conduct a 100% inventory prior to the Change of Command. (Ref (a) 8-6, 2)	Y	N	N/A
Remarks (11)				
12	The NROTC unit shall conduct a 100% clothing inventory upon change/relief of the unit Supply Technician. Supply Technician shall report to PNS the condition of the stock, the storeroom, and the inventory accuracy. A storeroom validity of over 95% is recommended. (Ref (a) 8-6, 3) (Ref (b) para 6061.d).	Y	N	N/A
Remarks (12)				

2. Sub-Minor Property (including drill weapons)

No.	Metrics	Yes	No	N/A
1	Personal Property Manager appointed in writing. (Ref (a) 8-5, 1.a)	Y	N	N/A
Remarks (1)				
2	Does the NROTC unit inventory all equipment (INVENTORY SUMMARY) to include computers, printers, audiovisual (AV), drill weapons, and all other government-owned equipment during the 6-month period prior to 1 November? (Ref (a) 8-6)	Y	N	N/A
Remarks (2)				
3	Does the Unit forward a copy of the sample memorandum found in Example 8-N (not the automated inventory listing) signed by the responsible officer to NSTC OD54 by 10 November every calendar year. (Ref (a) 8-6, 3)	Y	N	N/A
Remarks (3)				
5	The signed memorandum, documenting the results of the Annual Wall-to-Wall Inventory, was forwarded to Naval Service Training Command Code OD5 by 10 November each year. (Ref (a) 8-6, 3)	Y	N	N/A
Remarks (5)				
6	Property Custody Records in NOSS are completed and signed by the sub-custodian. (Ref (a) 8-5, 2.d)	Y	N	N/A
Remarks (6)				

7	Documentation for Turn-in/Transfer of Property is maintained. (Ref (a) 8-5, 3.a(6) & 3.b.(6))	Y	N	N/A
Remarks (7)				
8	NOSS database is updated with the current inventory results. (Ref (a) 8-5, 1.b)	Y	N	N/A
Remarks (8)				

3. Instructional Materials

No.	Metrics	Yes	No	N/A
1	Are materials being ordered through NOSS using the automated Instructional Material Request (AIMR) order form? (Ref (a) 8-14, 2.a)	Y	N	N/A
Remarks (1)				
2	Is the course scheduling form being turned in before 30 April through NOSS each year? (Ref (a) 8-14, 2.b)	Y	N	N/A
Remarks (2)				
3	Are receipts being posted of all instructional materials in NOSS within five working days of delivery? (Ref (a) 8-14, 2.d)	Y	N	N/A
Remarks (3)				
4	Every summer, each NROTC unit shall conduct a physical wall-to-wall, 100% inventory of all instructional materials. The inventory shall be submitted by the unit via NOSS no later than 30 September of each year. (Ref (a) 8-6, 6.a)	Y	N	N/A
Remarks (4)				
5	Is NETPDTC N862C provided a copy of transfer/disposal/survey documentation? (Ref (a) 8-14, 4.a & 4.b)	Y	N	N/A
Remarks (5)				
6	Is Cash Collection Vouchers DD Form 1131 used to collect a money order or certified check for missing, lost, mutilated, or destroyed instructional material? (Ref (a) 8-14, 5.a)	Y	N	N/A
Remarks (7)				
7	All discrepancies shall be corrected by the NROTC unit in NOSS by either using gain by inventory, survey, or the transfer options. (Ref (a) 8-6, 6.b)	Y	N	N/A

Remarks (8)				
8	A signed copy of all survey and transfer reports shall be forwarded to NETPDC N862C and the originals shall be kept for the unit's records. (Ref (a) 8-6, 6.b)	Y	N	N/A
Remarks (9)				

4. MREs and TOTMs

No.	Metrics	Yes	No	N/A
1	On-hand quantity shall not exceed a one academic year (AY) requirement as justified by the NROTC's master training schedule. (Ref (a) 8-26)	Y	N	N/A
Remarks (1)				
2	Strict accountability of MREs AND TOTMs is essential. Units shall maintain a log containing the recipient's name (printed), SSN (last four) if available, date, and signature. A separate form is required for MREs and TOTMs; NAVSUP 1291. (Ch 8-26, 1 - Pending ROD Change from OMM 151-18) MREs and TOTMs may also be issued to students undergoing "pre-Marine OCS" training when it is impractical to provide other type meals. (Ref (a) 8-26, 2)	Y	N	N/A
Remarks (2)				
3	Staff members and students drawing Basic Allowance for Subsistence (BAS) involved with the field training shall reimburse the government for MREs and TOTMs at the rate promulgated by NETPDC N8. Charges collected shall be forwarded to NETPDC N812 in the form of a money order or cashier's check payable to the "US Treasury" with a DD Form 1131. (Ref (a) 8-26, 3)	Y	N	N/A
Remarks (3)				
4	Ordering MREs and TOTMs. Federal Acquisition Regulations (FAR) states the supply system is the first source of procurement for MREs and TOTMs. (Ref (a) 8-26, 4)	Y	N	N/A
Remarks (4)				

5. Vehicles

No.	Metrics	Yes	No	N/A
1	General Services Administration/Naval Facilities-vehicle operators are limited to authorized personnel only. (Ref (f) page 18, para 8)	Y	N	N/A
Remarks (1)				
2	Vehicle operator's driver's license is verified. (Ref (f) page 18, para 8)	Y	N	N/A

Remarks (2)				
3	Vehicle operators are instructed on the proper use, maintenance and protection of the vehicle prior to use. (Ref (a), chapter 8, para 8-11 & Ref (d))	Y	N	N/A
Remarks (3)				
4	Vehicle maintenance notifications from GSA/NAVFAC are followed. (Ref (e), page 26)	Y	N	N/A
Remarks (4)				
5	Vehicle usage reports are being maintained for 4 years. (Ref (a), 8-11 & Ref (d))	Y	N	N/A
Remarks (5)				
6	Safety inspections are being completed. (Ref (e), page 25)	Y	N	N/A
Remarks (6)				
7	Vehicle fuel usage is reported in the GSA Fleet Drive-thru system. (Ref (e), page 14 and 15)	Y	N	N/A
Remarks (7)				
8	GSA/NAVFAC Fuel Cards are only used for authorized purchases. (Ref (d) Para 3.17.2)	Y	N	N/A
Remarks (8)				
9	Requests for initial and replacement vehicles are forwarded to Naval Service Training Command (NSTC) Code OD53 for resourcing coordination with NSTC N8 prior to contacting GSA. (Ref (a) 8-11)	Y	N	N/A
Remarks (9)				
10	Vehicle accidents are reported to NSTC Code OD5 and NSTC Code N8. (Ref (a) 8-11, 3)	Y	N	N/A
Remarks (10)				

Additional remarks as appropriate: