

MOBILE FACILITY INVENTORY RECORDS

INSTRUCTIONS

1. INVENTORY RESPONSIBILITY. The transferring activity is responsible for a complete inventory of the Mobile Facility and for reporting shortages to the accepting activity. To maintain a continuous chain of custodial responsibility, the MF Inventory Record is used as the instrument of transfer. MF's are transferred or accepted only with an Inventory Record. There may be remote exceptions to this requirement, such as MF's procured for research and development only. Inventories for the MF's at the time of transfer are completed to the mutual satisfaction of the transferring and accepting activities. In all other instances when an MF is transferred, an inventory of the MF is accomplished based on the items of equipment and material listed in the applicable log or record.

2. SHORTAGES. The transferring activity makes every effort to locate missing items or withdraw from stock the replacement items necessary to complete the inventory. If the transferring activity is unable to locate or supply missing items, the notation "Missing items not available" is entered in the Inventory Record of Shortages. An explanatory statement signed by the transferring designated representative is added to this form to indicate authority for shortages. Authorization for such shortages is obtained from the cognizant controlling custodian prior to transfer of the MF. On the basis of the authorized shortages statement, the accepting activity fills shortages by requisitioning required items through normal supply channels.

3. SECURITY CLASSIFICATION. It is desired that the MF Inventory Records be unclassified. However, when classified equipment is installed in the MF and listed in the record, the Security Classification, i.e., SECRET, or CONFIDENTIAL, is indicated in capital letters immediately following the indentifying nomenclature or title. In addition, an asterisk (*) with a footnote nomenclature and title unclassified is also indicated if applicable.

The listing of the classification involved does not normally require classifying the MF Inventory Record. In lieu of this, when the nomenclature or title is classified or the installation of the classified or unclassified equipment is of a SECRET or CONFIDENTIAL nature, the equipment is not listed in the record with other equipment. Such listing is entered on a separate supplemental pages with a notation on the Inventory Record and Equipment List Form. To prevent possible security violations, no attempt is made to define the location of the equipment referenced on the Inventory Record and Equipment List Form. If circumstances are encountered that would cause the classified supplemental pages are not used. Therefore, the basic record is given a classification commensurate with the highest classification of equipment installed in the MF. Handling of the classified supplemental pages and/or the basic record when classified is in accordance with current classification guides.

4. INVENTORY ITEMS. The following governs the determination of items to be listed in the MF Inventory Record without regard to whether they are contractor or Government furnished.

a. Items of equipment that are rigidly fixed and considered to be a basic integral part of the MF, such as air conditions, test panels, test benches, and power rectifiers.

b. Special equipment items essential to the safety of personnel, such as fire extinguishers, fire axes, and battle lanterns.

c. Loose equipment delivered with the MF, such as jacks, butting kits, stairways, lifting slings, power cables, walkways, publications, and wiring diagrams.

Items subject to pilferage or readily convertible to personal use, such as typewriters, clocks, intercoms, test equipment, desk lights, and vacuum cleaners.