

SCSC Equipment and Magnetic Media Accountability Form

PROPERTY PASS

Date: _____

Name of Requestor:

Organization and Address/Phone Number:

Description of Computer/Serial Number or Navy Minor Property Tag Number:

Laptop/Notebook is the property of:

Description of Magnetic Media and Number of Items: (floppy disk, zip disk, CD, tape)

Description of Other Equipment: (all other electronic devices not covered by instruction) (Camera and Video by specific authorized memo only)

All unclassified photography must be cleared in advance with SCSC PAO. Classified photography must be cleared in advance by SCSC Security Manager.

Purpose of Item while at ACSC (i.e., in support of Contract xxx/Project xyz)

Item(s) described on this form will:

_____ be removed from SCSC at end of visit

_____ remain at SCSC

SCSC Point of Contact:

Signature of Requestor:

SCSC Equipment and Magnetic Media Accountability Form

PROPERTY PASS

References:

SECNAVINST 5510.36
OPNAVINST 5530.14C
SECNAV 5239
NAVCOMPT VOL III CHAPTER 6

In accordance with the above references, SCSC requires proper documentation for accountability of equipment and magnetic media brought in to and taken out of SCSC. Documents acceptable for the entry/removal of non-SCSC property include:

- (1) Standard Form 1103 – U.S. Government Bill of Lading.
- (2) DD 1149 – Requisition and Invoice Shipping Document.
- (3) DD 1348-1 – DOD Single Line Item Release/Receipt.
- (4) DD 1348 – Transportation Control and Movement Document.
- (5) Commercial Bills of Lading, freight bill, invoice, way bill, or other duly authorized documentation showing consignee or ownership to be other than NSWCDL.
- (6) Standard Form 99 – Notice of Award of Contract.
- (7) DD 1367 – Shipment Receipt/Delivery Pass.
- (8) Term Property Pass.
- (9) DD 250 – Material Inspection and Receiving Report.
- (10) PC Contract Service Report.

In the absence of any of the above documentation, individuals bringing in equipment and magnetic media fill out and sign an SCSC Equipment and Magnetic Media Accountability Form.