

Chapter 7: Reporting Shipboard Excess

7.0 Management of Shipboard Excess

The following chapter discusses the management and reporting of Accountable Property, equipment and scrap metal no longer required by vessels in the RRF.

7.1 Reporting Serviceable Items

Serviceable (still usable) spare parts, outfitting material, and equipment that are no longer required onboard an RRF vessel are considered to be “excess.” To reduce fleet maintenance costs, these items are to be reported to the region LMO on an MA-998A for redistribution to Shore Based Spares, shipment to other RRF vessels, or disposal, as appropriate. An example of an MA-998A is provided as Fig. 7-1. *Please note that excess material is not to be sent to the region SBS warehouse without the prior approval of the region LMO.*

7.2 Reporting Unserviceable Items

Unserviceable items are also considered “excess material” and are to be reported to the region LMO for disposal. Where possible and economical, Ship Managers are to make every effort to conserve unserviceable or scrap material for reuse or resale by the General Services Administration (GSA). Table 7-1 provides guidance to assist the user in selecting the correct form to report excess material.

7.2.1 Items Damaged by the Ship’s Crew

Equipment, spare parts, outfitting and Accountable Property that has been damaged or destroyed while in the custody of the Ship Manager or maritime academy must be reported to MARAD within five (5) working days on a Report of Survey DOT Form 4410. *(This requirement does not apply to normal “wear and tear.”)* Damaged or destroyed items will, where possible and safe, be held onsite until the region LMO provides disposition instructions.

Special care will be taken when preparing a Report of Survey. The Ship Manager or maritime academy must:

- a. Submit all survey forms promptly
- b. Ensure DOT Forms 4410 are legible;
- c. Provide a *detailed* description of how the loss or damage to Government property occurred.

A copy of DOT Form 4410 is provided as Fig. 7-2. Basic instructions for the preparation of a DOT Form 4410 are provided in Fig. 7-3. The completed original survey will be forwarded to the ship surveyor. A copy will be mailed to the Property Administrator (MAR-614).

7.2.2 Unserviceable Accountable Property

Accountable Property that has become unserviceable due to “normal wear and tear” must be reported to the region LMO on an MA-998A for disposal.

Item to be Disposed	Form to be Prepared
Serviceable equipment, spare parts or Accountable Property.	Report to region LMO on an MA-998A.
Items that have been lost, damaged or destroyed. <i>(Excludes normal wear and tear)</i>	Report circumstances of loss or damage on DOT Form 4410.1.
Excess or worn Accountable Property	Report to region LMO on an MA-998A.
Recyclable metals or items with commercial resale value.	Report to region LMO on an MA-998A.
Non-recyclable items with no residual or commercial resale value.	None. Dispose of in a safe manner consistent with local, state and federal environmental protection regulations.

Table 7-1: Forms for reporting excess material.



7.2.3 Scrap Metal

Scrap metal that can be recycled must be accumulated and reported to the region LMO. *Unlike Accountable Property, a pallet is normally considered the minimum reportable quantity for scrap metal.* GSA maintains contracts with local scrap dealers in most geographic areas. These contracts allow the region LMO to request the pick-up of valuable metals directly from the pier. Unless the surveyor has determined that it is not economically feasible, Ship Managers must collect like scrap metal and report these items to the region LMO for disposal on an MA-998A.

The following metals are to be retained and reported as scrap:

- a. Gold
- b. Silver
- c. Aluminum
- d. Tin
- e. Steel
- f. Copper

7.2.4 Non-recyclable Items with Commercial Resale Value

Many non-recyclable items still possess commercial value and can be sold by GSA. Examples include unserviceable electronic, computer and xerographic equipment. Excess material that falls into this category will be reported to the region LMO on an MA-998A for disposal.

7.2.5 Non-recyclable Items with No Residual Commercial Resale Value

Unserviceable spare parts and equipment that have *no commercial resale or scrap value* do not need to be reported to the region LMO. They must, however, be disposed of in a safe manner consistent with local, state and federal environmental protection regulations.

7.3 Reporting Lost Government Property

All Accountable Property, and all spare parts and equipment with a original purchase price of greater than \$100.00, that is lost while in the custody of the Ship

Manager or maritime academy will be reported to MARAD on a DOT Form 4410.¹ The Report of Survey will be forwarded to MARAD within five (5) working days of the discovery of the loss.

7.4 Contracts to Include the Removal and Disposal of Obsolete Equipment and Spare Parts

When a subcontractor is replacing RRF equipment, the contract must include the removal and disposal of the obsolete equipment as a part of the contract. If the disposal of the excess equipment is not accomplished concurrent with the installation of the new equipment, then the item(s) must be reported to the region LMO for disposal.

7.5 Hazardous Material

The management and disposal of hazardous materials is not within the scope of this manual. When disposing of excess hazardous material please refer to existing MARAD, DOT and EPA hazardous materials management regulations. DO NOT send hazardous material to any MARAD SBS warehouse.

7.6 Use of Defense Reutilization and Marketing Office (DRMO)

RRF vessels are authorized to use Government DRMOs. However, Ship Managers are not to forward items to these activities without first obtaining approval from the region LMO. The region LMO and MAR-614 will assemble the required DRMO disposal documentation and forward it to the vessel.

¹ Federal Acquisition Regulations (FAR) Subpart 45.505 Records and reports of Government property.



7.7 Sale, Donation or Loan of RRF Property

Except as provided for in **7.4**, the sale, donation, or loan of any piece of RRF property by the ship surveyor or Ship Manager is *not authorized*. The General Services Administration (GSA) is the only activity authorized to sell Government property. All requests to donate RRF property should be forwarded to the region LMO. The written approval of the Maritime Administrator, the Director of the Office of Ship Operations, or the Region Director must be obtained before any RRF property can be *loaned* to any commercial or state activity.²

² *Maritime Administrative Order 330-11*, dated January 3, 1992.





Excess Material Report

Instructions

Part I: For Ship Manager/General Agent:
This form is used to report scrap metal, Accountable Property, or other excess items for disposal. Check only one block under "Report Type and Itemized List."

Part II: Maritime Administration:
Surveyor signs and dates to completed form. In cases of loss, stolen, or destroyed items, use form DOT F 4410.1 and submit to region LMO.

Part I: Ship Manager/General Agent

Vessel Name _____ Date _____

Ship Manager _____ Owning Region South Atlantic Central Western

Report Type and Itemized List BELOW SURVEY TYPES REQUIRE FORM DOT F 4410.1 (as per MAO 330-14)

Accountable Property Scrap Metal

Unserviceable (Unusable) Excess or End of Service Life Items Serviceable (Usable) Excess

Name	Manufacturer	Model Number	Serial Number	Barcode No.	Cost	Qty

Details and Circumstances of Report (attach additional pages if necessary)

Signature of Ship Manager Representative

Date

Part II: Maritime Administration Action Only

Region Surveyor _____ Approved Disapproved

_____ _____

Form MA-998A (5-02)

Figure 7-1: Report of Excess MA-998A.

