

Chapter 5: Accountable Property

5.0 Outfitting Material

In addition to installed equipment and spare parts, each RRF vessel uses a large number of other items necessary for the safe and effective operation of the vessel. These types of material are referred to collectively as "*Outfitting Material*." One of most highly visible categories of outfitting is "Accountable Property." The procedures for managing Accountable Property differ in many respects from those for spare parts, and are therefore addressed separately in this chapter.

5.1 Accountable Property

5.1.1 Items to be Managed as Accountable Property

Outfitting items that are formally managed in PC-SAL are referred to as "Accountable Property." The terms "controlled material," "controlled equipment" and "high value items" are no longer used; all of these items are collectively referred to and managed as Accountable Property.

Accountable Property consists of:

- (a) All expendable and non-expendable equipment with an original acquisition price of greater than \$2,500.¹
- (b) All "Sensitive Items" listed in Table 5-1 with an original acquisition cost of \$100.00 or more.

Note: Some force protection items are valued at less than \$100.00; however, these items are to be managed as a kit, which has a total value in excess of the \$100.00 threshold.

5.1.2 Items Specifically Excluded from Accountable Property Records

The following items are excluded from Accountable Property because they are accounted for by other means, or are uneconomical to track using formal accountability records:

- (a) Consumable items

- (b) Equipment or fixtures bolted, attached or "hard-wired" to the vessel itself
- (c) Hawsers, mooring cables and lines
- (d) Lifeboats and Zodiac watercraft (please note that the Zodiac's outboard engines *are* Accountable Property, see Table 5-1)
- (e) Barges
- (f) Manifested cargo and cargo containers
- (g) Weapons and ammunition
- (h) Any spare part, special tool or outfitting item in the vessel's spare parts inventory and recorded in PC-SAL
- (i) Any item with an original purchase price of LESS than \$100.00.

Even if an item is listed in Table 5-1, no item with an original purchase price of less than \$100.00 will be managed as Accountable Property. *Ship Managers are not to add additional items with a purchase price of less than \$100.00 (such as low cost office equipment) to this accountable register.*

5.1.3 Official Record of Accountable Property

The official record of the vessel's Accountable Property is PC-SAL and the vessel's historical data files contained in MLSS.

5.2 Custodial Responsibilities

5.2.1 Property Custodians

The term "Property Custodian" refers to Ship Managers and the Chief Engineers of school ships that possess MARAD property. Property Custodians are responsible for the custody and security of all shipboard Outfitting Material.²

5.2.2 Ship Manager Custodial Responsibilities

The Ship Manager Property Custodian will:

- (a) Maintain the Accountable Property database contained in the vessel's PC-SAL.
- (b) Conduct required inventories of Accountable Property on board the vessel.

¹ Department of Transportation Personal Property Bulletin PP 98-01, dated October 15, 1998.

² Maritime Administrative Order 630-7, dated 24 June 1996.



- (c) Supervise the receipt, protection, control, accountability, use, and distribution of all outfitting material.
- (d) Submit Surveys (DOT Form 4410) and Reports of Excess (Form MA-998A), as necessary.

5.2.3 Maritime Academy Custodial Responsibilities

The Maritime Academy Property Custodians will:

- (a) Maintain the Accountable Property database contained in the vessel's PC-SAL.
- (b) Conduct an annual inventory of all state and federal Accountable Property on board the vessel.
- (c) Supervise the receipt, protection, control, accountability, use, and distribution of all federally owned outfitting materials.
- (d) Submit Surveys (DOT Form 4410) and Reports of Excess (Form MA-998A), as necessary.

5.2.4 Maintenance of PC-SAL Accountable Property Database

Except as provided for in 5.2.6 below, the maintenance of the PC-SAL Accountable Property database is the responsibility of the Ship Manager or school ship Property Custodian.

5.2.5 New Accountable Property

Accountable Property that has been purchased by the Ship Manager for the Government or transferred from another Government activity will be documented in PC-SAL within two (2) working days of the item's receipt on board the vessel.

5.2.6 Removing Accountable Property

Ship Managers and school ship custodians will not delete any item of Accountable Property from the vessel's PC-SAL Accountable Property database. That responsibility is reserved for MARAD region logistics representatives.

Ship Managers are not to delete any item from the vessel's PC-SAL Accountable Property database.

5.2.7 Labeling of Government Property

An official label will be securely affixed to all Accountable Property³ in the custody of a Ship Manager or Maritime Academy.⁴ To ensure that state and federal property can be clearly distinguished, all state property on board RRF vessels will be marked in accordance with state property regulations.

MARAD Accountable Property labels will contain the following information:

- (a) The assigned barcode for the item
- (b) The phrase "Property of MARAD"

Other information, such as manufacturer, location, and a detailed description are optional.

5.3 Required Inventory of Accountable Property

5.3.1 Annual Inventory by Ship Managers

An inventory of all Accountable Property will be conducted annually by the Ship Manager within thirty days (30) of the anniversary of the Ship Manager's Notice to Proceed (NTP). This applies to ROS-4, ROS-5, RRF-10, RRF-20 and RRF-30 day vessels.

A signed statement that a physical inventory of Accountable Property was completed *along with a list of discrepancies*⁵ must be forwarded to both the region SOMO and the Property Administrator (MAR-614).

During this inventory the Ship Manager will physically locate, sight, and count each item of Accountable Property listed in PC-SAL.

The Region will initiate a follow-up letter to the Ship Manager if certification from the Ship Manager is not received within thirty (30) days of the anniversary of the contract NTP.

³ Federal Acquisition Regulations (FAR), Subpart 45.506(a)(1), Identification.

⁴ Federal Acquisition Regulations (FAR) Subpart 45.506(a), Identification.

⁵ Federal Acquisition Regulations (FAR) Subpart 45.508-2, Reporting results of inventories.



5.3.2 Return from Activation

The Ship Manager must conduct a physical inventory of all Accountable Property immediately following deactivation of a vessel. This is an additional requirement *beyond the required annual inventory*. A signed statement that a physical inventory of Accountable Property was completed along with a list of discrepancies must be forwarded to the region SOMO and the Property Administrator (MAR-614).⁵ The region will initiate a follow-up letter to the Ship Manager if certification is not received within thirty (30) days of the deactivation. This requirement does not apply to school ships.

5.3.3 Annual Inventory by Maritime Academies

Maritime Academies will inventory *all state and federal property* held aboard Maritime Administration owned vessels at least once a year. A copy of this inventory will be forwarded to the region SOMO with a copy to the region LMO.

5.3.4 Reconciliation of Accountable Property Inventories

Physical inventories of Accountable Property will be compared to the official record in PC-SAL. An attempt will be made to reconcile all inventory differences by re-inventorying the material for which an overage or shortage was identified.

Shortages that cannot be reconciled will be reported on a DOT Survey Form 4410 within five (5) working days from the date the loss was discovered. (Guidelines for the Preparation the DOT Form 4410 are provided in Chapter 7.) *Under no circumstances will an Accountable Property record be deleted or removed from PC-SAL by the Ship Manager.* Overages will be added to PC-SAL with appropriate remarks.

⁵ Federal Acquisition Regulations (FAR) Subpart 45.508-2, Reporting results of inventories.



Sensitive Items

Aerial lifts, motorized (*also motorized platforms*)
Barometers, aneroid and recording
Binoculars
Cameras (*all types*)
Chronometers, Marine (*excludes common wall clocks*)
Compasses (*including diving compasses*)
CPUs (*not keyboards or mice*)
Copy Machines (*all types*)
Defibrillators, Automatic External
DVD Players
Fax Machines
Forklifts
Force Protection Gear (*as a complete set*)
Gauges (*including scuba depth gauges*)
Global Positioning Systems (*GPS*)
Guns, line throwing (*only - not weapons*)
Historical Artifacts (*such as brass navigational instruments*)
Microscopes
Monitors, computer and video
Motors, Outboard
PDAs (*Personal Digital Assistants*)
Printers
Radios, handheld (*Transceivers, handheld*)
Radiological Survey and Monitoring Equipment
Recorders, portable (*tape or wire*)
Regulators (*scuba equipment*)
Scuba Gear and Sets (*diving equipment, all types*)
Sweepers, motorized
Sextants (*all types*)
Sights (*including night vision and hand-held*)
Stadimeters
Telephones, Cellular
Telescopes (*Boresights*)
Optical Equipment (*Telescopes, Monoscopes, Range Finders, etc.*)
Televisions
Timers, stop and ordnance
Video Cassette Recorders (*VCRs*)
Watches, pocket, comparing and navigation
Watches, wrist (*conventional and underwater*)
Welding Equipment, portable

Table 5-1: List of Sensitive Items