



Joint Task Force National Capital Region Medical INSTRUCTION

NUMBER 4161.01

AUG 12 2011

Incorporating Change 1, May 16, 2012

J-4

SUBJECT: ~~Joint Logistics Instruction for~~ Equipment Accountability

- References:
- (a) ~~JTF CAPMED-D 5108.01, "Finance and Logistics Decision Making Committee Charter," June 22, 2010~~ Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force National Capital Region Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
 - (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical," January 15, 2009
 - (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
 - (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
 - (~~b~~e) DoD Instruction 5000.64, "Accountability and Management of DoD-Owned Equipment and Other Accountable Property," May 19, 2011

1. PURPOSE. This Instruction, in accordance with the authority in ~~JTF CAPMED-D 5108.01~~ References (a) *through* (d), establishes the guidance associated with the joint logistics function for equipment accountability within the Joint Task Force National Capital Region Medical (JTF CapMed) Joint Operation Area (JOA) for Joint Medical Treatment Facilities (MTFs) and Centers. Functions of joint medical logistics within the JTF CapMed JOA include medical acquisition; storage, handling, distribution, maintenance, and disposition of material; construction, maintenance, and operation of facilities; servicing, repairing, and disposal of equipment; and acquisition of furnishing and support services, among other requirements.

2. APPLICABILITY. ~~This Instruction applies to Joint Task Force National Capital Region Medical (JTF CapMed), Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC), and the Joint Pathology Center (JPC). This Instruction applies to the JTF CapMed Headquarters, Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC) [hereafter, WRNMMC and FBCH are referred to as MTFs], and the Joint Pathology Center (JPC).~~

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3. POLICY. It is JTF CapMed policy that:

a. All Government owned, leased, loaned, or rented property and equipment across the JOA be properly accounted for to meet financial reporting requirements and properly managed to ensure suitable use, care, and physical protection in accordance with DoD Instruction 5000.64, (Reference (be)).

b. Joint MTFs and Centers are required to maintain formal property/equipment accountability records for equipment costing \$5,000 or more and for equipment that falls into one of the categories listed below, which require formal accountability regardless of cost:

(1) Maintenance-significant equipment/property, to include test, measurement, and diagnostic tools/equipment.

(2) Equipment/property items with Controlled Inventory Item Code 1-9, \$, N, Q, R, and Y. (These items require monthly and/or quarterly inventories.)

(3) Equipment/property determined to be highly pilferable, to include equipment potentially utilized for private use or that has a high probability for theft. Some examples may include but are not limited to:

(a) Copier/fax machines

(b) Cameras

(c) Televisions

(d) Information management/information technology equipment, such as computers (desktop/laptop/hand-held), data storage devices, and printers

(e) Personal electronic devices, to include cell phones

(f) All firearms

(4) Research, development, test, and evaluation equipment/property

(5) Homeland Defense and Special Medical Augmentation Response Team equipment: For purposes of accountability, Homeland Defense equipment is defined as all hazardous materiel and specialized equipment designed to support medical chemical defense materiel and incident response sets.

(6) Non-Government owned equipment such as leased, loaned, or rented equipment.

c. Joint MTFs and Centers effectively administer and execute a hand receipt management program to support the varied aspects of equipment/property accountability, to include at minimum an annual 100 percent physical inventory accomplished each calendar year.

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4. RESPONSIBILITIES. See Enclosure.

5. INFORMATION REQUIREMENTS. *Templates for the following reports will be provided by the JTF CapMed J-4 to the MTFs and Centers:*

- a. *Monthly Depreciation Report.*
- b. *Monthly Excess Report.*
- c. *Quarterly Financial Loss Investigation Report.*
- d. *Monthly Sensitive Items Report.*

56. RELEASABILITY. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Website at: www.capmed.mil.

67. EFFECTIVE DATE. This Instruction is effective immediately.


STEPHEN L. JONES
Major General, U. S. Army
Acting Commander

Enclosure
Responsibilities

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ENCLOSURERESPONSIBILITIES1. JTF CAPMED J-4. JTF CapMed J-4 shall:

a. Serve as the JTF CapMed lead to ensure Joint MTFs and Centers achieve and sustain effective and accurate management and accountability of equipment/property and supporting documentation.

b. Establish and maintain equipment accountability policy, standards, instructions, and directions to support Joint MTFs.

c. Provide a means to discuss equipment accountability concerns, questions, and resolutions.

d. Ensure equipment accountability goals and expectations are clearly communicated to Joint MTFs throughout the JOA.

2. JOINT MTF COMMANDERS AND CENTER DIRECTORS. Joint MTF Commanders shall appoint, in writing, Accountable Property Book Officers (PBO)/Personal Property Manager (PPM) Officers and Hand-Receipt Holders.3. PBO/PPM OFFICERS. Appointed PBO/PPM Officers shall:

a. Maintain equipment/property accountability records within current logistics information systems such as Defense Medical Logistics Standard Support (known as DMLSS).

b. Ensure 100 percent annual inventories are completed and appropriately documented.

c. Ensure all persons entrusted with Government equipment are thoroughly trained and informed of their responsibilities to include proper care, safeguarding, and stewardship.

d. Ensure monthly/quarterly sensitive/controlled items are inventoried on time and appropriately documented.

e. Prepare and maintain standard operating procedures.

4. HAND RECEIPT HOLDERS. Appointed Hand Receipt Holders shall:

a. Maintain accountability and manage all equipment acquired, loaned/leased/rented, or otherwise obtained throughout the asset's lifecycle, from acquisition and receipt through custody or until formally relieved of accountability by authorized means including, but not limited to, disposition, transfer, turn-in, or completed Financial Liability Investigation.

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- b. Perform 100 percent annual physical inventory of equipment assets to ensure accountability and hand receipt management effectiveness.
- c. Appropriately dispose of/turn-in equipment and property that is unserviceable beyond economical repair, beyond useful life-expectancy, obsolete, or found in excess of the mission.
- d. Initiate Financial Liability Investigations for equipment and property that is missing, lost, stolen, or intentionally or willfully damaged as soon as discovered.

45. ALL PERSONNEL. All personnel shall:

- a. When appointed, be obligated to maintain equipment/property accountability records and/or documentation.
- b. Accept responsibility for Government equipment/property entrusted to his or her possession, command, or supervision for adequate care, use, and safety.
- c. Be responsible for any equipment/property in their possession, command, or supervision that is discovered missing, lost, stolen, or intentionally or willfully damaged.