

ROUTE SHEET

NMCI MISSING, LOST, STOLEN, OR DAMAGED (MLSD) EQUIPMENT AND EQUIPMENT REPLACEMENT REQUEST (ERR)

(Prescribing Document – SSCSDINST 4500.1B)

FORWARD TO (X)		INITIALED		ACTION
		BY	DATE	
1	<u>CUSTODIAN/USER, CODE</u> (Print Last, First, Middle)			Complete SSC SD 4500/3 NMCI Missing, Lost, Stolen, or Damaged (MLSD) form, (Blocks 1 thru 13) . Attach NMCI MLSD/ERRF Route Sheet with all applicable documentation i.e., Police Report, NRSW Force Protection Office report, Off site use Property Pass, insurance claim form, etc. Initial/date Route Sheet and forward to immediate supervisor.
2	<u>IMMEDIATE SUPERVISOR, CODE</u>			Review and Complete NMCI MLSD package. Complete NMCI MSLD (Blocks 14 and 15a thru 15g) . Provide additional information (if applicable). Initial/date Route Sheet and forward to Division Head.
3	<u>DIVISION HEAD, CODE</u>			Review NMCI MLSD package. Provide additional information (if applicable). Initial/date Route Sheet and forward to Department Head.
4	<u>DEPARTMENT HEAD, CODE</u>			Review NMCI MLSD form and Complete NMCI MLSD (Block 16a thru 16g) . Provide additional information (if applicable). Initial/date Route Sheet and forward to Department NMCI POC.
5	<u>DEPARTMENT NMCI POC, CODE</u>			Review NMCI MLSD/ERR form and Complete (Block 17a thru 17h) . Initial/date route sheet and forward to Property Inventory Group, Code 22910.
6	<u>PROPERTY INVENTORY GROUP, CODE 22910</u>			Enter NMCI MLSD into Property Loss Tracking System. Copy and forward to Security (IA Office), Code 83301. Initial/date Route Sheet and forward to Command Programs Office/Fact Finder, Code 83342.
7	<u>COMMAND PROGRAMS OFFICE, CODE 83342.</u>			Review NMCI MLSD package with all supporting documentation, verifying and/or obtaining all applicable documentation is attached. Conduct Fact Finding. Attach Fact Finding results. Initial/date Route Sheet and forward to Deputy For Operations, Code 83300.
8	<u>DEPUTY FOR OPERATIONS, CODE 83300</u>			Review entire NMCI MLSD package and fact finders recommendation. Initial/date Route Sheet and forward to Executive Officer, Code 00009.
9	<u>EXECUTIVE OFFICER, CODE 00009</u>			Review entire NMCI MLSD package. Determine if NCIS referral is appropriate; interface with NCIS. Complete NMCI MLSD (Block 18a thru 18i) . Determine if assignment of FLO/B is necessary by checking appropriate box in (Block 18c). If FLO/B is not assigned, skip to Block 14 of route sheet. If FLO/B is assigned, initial/date Route Sheet (Block 9), and forward to FLO/B.
10	(If FLO/B is assigned) <u>FINANCIAL LIABILITY OFFICER/BOARD, CODE 86007</u>			Review NMCI MLSD package, complete Block 12a thru 12k). Conducts investigation and provide written recommendation. Initial/date Route Sheet and route back to the XO for action in (Block 11). The FLO/B shall conduct investigation promptly.
11	(If FLO/B is assigned) <u>EXECUTIVE OFFICER, CODE 00009</u>			Review FLO/B's findings and conclusions, If financial liability is recommended, initial/date Route Sheet and forward to (Block 12) Office of Counsel, Code 35001 for review of FLO recommendation and provide opinion on the adequacy of evidence and corrective action. If disapproved, initial/date Route Sheet and forward to CO (or sign <u>for</u> CO, as delegated; action described in Block 13 of this Route Sheet).
12	(If FLO recommends Financial Liability) <u>OFFICE OF COUNSEL, CODE 35001</u>			Review NMCI MLSD package and FLO/B recommendation, and provide counsel and/or recommendation for disciplinary action. Initial/date Route Sheet and route back to the XO in (Block 10) The legal review shall be included as part of the record and completed before the approving authority takes final action.
13	(If Financial Liability is approved) <u>CUSTODIAN, CODE</u>			Review NMCI MLSD FLO recommendation, complete (Block 21a thru 21h).. Initial/date route sheet and forward to CO (delegated to XO by CO).
14	(Delegated to the XO, Code 00009) <u>COMMANDING OFFICER, CODE 00000</u>			Review NMCI MLSD package. Complete (Block 19a thru 19h) . Initial Route Sheet and forward to Customer Technical Representative (CTR).
15	<u>CUSTOMER TECHNICAL REPRESENTATIVE (CTR), CODE 73400</u>			Review and Complete NMCI/MLSD and ERR package. Complete NMCI/MLSD (Block 22a thru 22i) , Initial/date Route Sheet and forward package to EDS Site Manager and Administrative Contracting Officer (ACO).
16	<u>NMCI/EDS SITE MANAGER</u>			Review entire NMCI/MLSD and ERR package. Complete (Block 23a thru 23f). Initial/date Route Sheet and forward to NMCI/EDS.
17	<u>NMCI/EDS</u>			NMCI /EDS acknowledgement of report and initiating negotiations with ISF. Complete (Block 24a and 24g).