Clear Form

MEMORANDUM OF RESPONSIBILITY

USE OF PERSONAL TOOLS/TOOL ROOM ITEMS, ADP EQUIPMENT/SUPPLIES OR ITEMS EQUIVALENT TO MINOR AND PLANT EQUIPMENT WITHIN THE COMMAND IS PROHIBITED.

A. FOR TOOLROOM ITEMS ISSUED:

1. Employees are responsible for returning all tool room items not being used/due for calibration/preventive maintenance/safety checks. All recallable tool room items will be turned in if the employee will be absent for longer than 15 work days.

2. No tool room items will be issued to any employee who has tool room items overdue or has exceeded their issue limit.

3. Lost or stolen tool room items must be reported immediately to the supervisor and the Tool room. Supervisors will report the loss to the Security Office if theft is suspected.

4. Missing, lost or stolen tools exceeding $25.00 in value must be reported to the Tool room using a "Tool Disposition Statement".

B. FOR ADP/MINOR/PLANT PROPERTY ISSUED:

1. Employees are responsible for returning all ADP/Minor/Plant Property to their department custodian when the item is not being used, is inoperable, requires calibration or safety checks/inspections.

2. No employee will request or be issued excessive amounts of equipment.

3. All lost, missing or suspected stolen ADP/Minor/Plant Property items will be reported to the Security Office immediately upon notification of the loss. Employee will contact their Department Security Assistant for submission of a Property Incident Report.

C. Disregard of established policies, neglect or dereliction of duty resulting in the loss of any item with a value exceeding $100.00 will result in appropriate disciplinary action. Disciplinary action may also be taken when the employee has lost an excessive number of low value items.

D. IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO SAFEGUARD ALL ITEMS ISSUED.

EMPLOYEE SIGNATURE/DATE: _____

EMPLOYEE NAME (PRINTED): _____

SUPERVISOR SIGNATURE/DATE: _____