PROPERTY CONTROL RECORD

(See Reverse Side)

(Forward original and two copies)

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PART I - PROPERTY IDENTIFICATION/ACTION

FROM: DEPARTMENT MANAGER CODE: _____	CONTACT:	DATE:	EXT:
TO: CODE: 106	LOCATION:		
VIA (1) EQUIPMENT CONTROL REPRESENTATIVE (ECR), CODE _____	PCO SIGNATURE:	DATE	

REQUEST ACTION INDICATED BE INITIATED FOR PROPERTY INDENTIFIED BELOW:

PHDNSWC ID NUMBER _____ MSN _____

PLANT ACCOUNT NUMBER _____ UNIT OF ISSUE _____

NOMEMCLATURE _____ UNIT COST _____ YR OF MANUF. RECEIPT _____

MANUFACTURER/MODEL _____ QUANTITY _____

SERIAL NUMBER _____ WEIGHT (LBS) _____ CUBIC FT. _____ NO. OF PCS _____

PROJECT _____

☐ STORE-INDICATE STATUS ☐ SERVICEABLE ☐ UNSERVICABLE ☐ CUSTODIAN CODE CHANGE (COMPLETE PART III)

LENGTH OF STORAGE _____ ☐ RELOCATION (COMPLETE PART II)

☐ REMOVE-INDICATE STATUS ☐ EXCESS ☐ ABSOLETE ☐ NEEDS REPAIR ☐ USABLE ☐ SURVEY (COMPLETE PART III)

☐ SERVICEABLE ☐ NIF ASSET (ACTUAL DEPRECIATION) ☐ SPONSOR ASSET (STATISTICAL DEPRECIATION)

SIGNATURE *(Dept. Manager)*	DATE

PART II - CUSTODIAN CODE CHANGE/RELOCATION

FROM CODE _____ BLDG _____	TO CODE _____ BLDG _____
ACTION ☐ CODE CHANGE ☐ RELOCATION	REASON
SIGNATURE *(Releasing Dept. Manager)*	DATE

PART III - SURVEY REQUEST

REASON: ☐ LOST ☐ STOLEN ☐ DAMAGED (TRADE-IN AS PART PAYMENT FOR REPLACEMENT) ☐ YES ☐ NO

DESCRIBE CIRCUMSTANCES (For additional space use 8 1/2 x 11 bond paper)

SIGNATURE *(Dept. Manager)*	DATE

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1. ALWAYS COMPLETE PART 1. Insert appropriate (ECR) code when any item of property listed on bottom of page 1 is involved. When requesting storage ALWAYS indicate serviceable or unserviceable and length of storage. Obtain appropriate depatment manager signature (civilian head of directorate, department, staff office only).

2. Complete PART II for custodian code change or relocation. Obtain appropriate department manager signature.

3. Complete PART III for survey request when item is lost, stolen or damaged. Attach one copy of pertinent investigative report(s) for lost/stolen property. Obtain appropriate department manager signature.

NOT: THIS FORM MUST BE USED FOR ALL REQUESTS FOR PROPERTY STORAGE SURVEY OR RELOCATION. COMPLETE AND SIGN AS INDICATED ABOVE TO EFFECT OFFICIAL CUSTODY TRANSFER RELEASING DEPARTMENT MANAGER MUST ENSURE THAT RECEIVING DEPARTMENT MANAGER SIGNS BOTH COPIES AND EQUIPAGE CUSTODY RECORD,, PHDNSWC-4000.1D UNTIL CUSTODY IS OFFICIALLY TRANSFERRED, PLANT PROPERTY DEPRECIATION WILL BE CHARGED TO COST CENTER OF DEPARTMENT MANAGER WHO LAST SIGNED THE EQUIPAGE CUSTODY RECORD HELD BY CODE 07.

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