



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5239.6
BUPERS-07
27 Mar 2024

BUPERS INSTRUCTION 5239.6

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL GUIDANCE FOR DOCUMENTING MISSING, LOST, STOLEN, OR DAMAGED (MLSD) NMCI COMPUTERS

Ref: (a) SECNAVINST M-5239.3
(b) DON CIO memo, Acceptable Use of Department of the Navy Information Technology, 25 Feb 2020
(c) DoD Financial Management Regulation, Volume 12, Chapter 7

1. Purpose. This instruction provides information and guidance for the recording of and disposition to Navy and Marine Corps Intranet (NMCI) leased computers that have become subject to a report of missing, lost, stolen, or damaged (MLSD) assets. As with other accountable Government-leased or -owned material, the property loss or damage will be documented on DD 200 Financial Liability Investigation of Property Loss for adjustment of accountable records.
2. Scope and Applicability. This instruction and the completion/submission of DD 200 applies to all command and information technology (IT) support components utilizing NMCI computers leased by the Bureau of Naval Personnel (BUPERS) NMCI Support Branch (BUPERS-0711).
3. Policy. The U.S. Navy enables workforce communication and production (computing) services through use of NMCI contracted lease computers and services. To ensure these capabilities are properly accounted for and the services properly ended in the event of an MLSD issue, all BUPERS subordinate commands must comply with reference (a) for cybersecurity responsibilities in training, equipment, and data protection, as well as life cycle support of IT systems; reference (b) for policy of information technology systems use, protection and prevention from destruction of systems and data; and this instruction and reference (c) for guidance to properly complete and submit DD 200 through their respective local command or Navy Personnel Command (NAVPERSCOM) department for submission to BUPERS-0711 contract technical representative (CTR).
4. Procedures
 - a. BUPERS Chief Information Officer (CIO) or designee will review the command's findings and corrective actions related to equipment loss. The command or department will then collaborate to identify the best approach for addressing a replacement computer/asset need (if

applicable). The decision on financial liability lies with command executives answering "Yes" or "No" in sections 13 and 14, independent of DD-200 for BUPERS- 0711 recording. The financial liability investigation of property loss (FLIPL) process is presented as information for the commander to assess and determine liability. BUPERS-0711 only requires DD 200 completed through block 14, signed by the command or BUPERS/NAVPERSCOM departmental authority (director or above), and returned with any police report (if necessary) due to the loss.

b. The FLIPL process is used to account for MLSD government property; determine the responsibility and amount of financial liability of those found to be culpable for such financial losses; provide relief from accountability; establish debts resulting from the assessment of financial liability; and provide commanders with historical data that will enable them to take corrective action to prevent recurrence of the incident.

c. If the specific circumstances that resulted in the loss of the asset are known, then document accordingly. If the exact cause for loss cannot be determined, the below examples are provided as a starting point. Both the NMCI asset identification (ID) and serial number of the MLSD equipment should be included within DD 200. If the NMCI equipment is being reported as stolen, a police report number should be referenced within DD 200 and report provided as an attachment, if available. At a minimum, page one of DD 200 should be completed with block 14 signed by a person with "By Direction" authority (e.g., commanding officer or CIO) within the command. Once completed, route DD 200 to your BUPERS point of contact/assistant CTR (ACTR) for echelon II review.

d. Commands may need to review and refine their inventory controls quarterly and users will need to be more cognizant of their assets. "Break/fix" is still managed through NMCI service ticket via co-located field service (FS) teams or NMCI FS remotes, depending on the location. However, damage as in a laptop screen crack will come under greater scrutiny by the service management, integration, and transport/end-user hardware vendors as user negligence and will come at a cost to the command/government to purchase for repair. Screens (i.e., most screen breaks, unless broken out of the box) have traditionally been disputed by the vendor as a government responsibility and not covered by the break/fix contract line-item number (CLIN). Damage/loss due to user negligence that cannot be repaired may result in a potential loss of assets temporarily (while the device is being fixed) or permanently, thereby reducing the number of available assets in the field.

e. DD 200 Blocks Completed for MLSD Processing of NMCI Computers.

(1) Block 1. (date initiated/today's date)

(2) Block 2. Investigation Number – Provide your NMCI ticket number in this space for MLSD.

(3) Block 3. (date loss discovered)

(4) Block 4. Since NMCI Computers are leased, use the Service ID from the NMCI Enterprise Tool (NET) or the device being reported; the users IT support coordinator will contact their BUPERS ACTR for the device service ID number from NET.

(5) Block 5. Item Description – Asset tag, serial number, and computer name should all go in this space (Example - HPI00454489/2TK32709LP/WLMILL029563). This prevents misidentification of the asset being reported.

(6) Block 6. (quantity) Only one computer per DD-200 will be accepted.

(7) Block 7. Unit cost can vary by model; contact your ACTR at BUPERS 0711 for this reference (e.g., an EliteBook 645 G8 cost, without loss of the Dock, was \$1,200 for purposes of this form). Equipage or add-ons can vary the price.

(8) Block 8. Should mirror block 7 to account for one computer per form.

(9) Block 9. Example: Asset distributed to (insert command/department/user). Research shows that asset was last connected to the network on (insert date). Last logged in user is no longer assigned to the (command/department) and after an extensive search within the command, current staff is unable to locate the asset, or circumstances of the loss if theft and provide police report supporting, etc.

(10) Block 10. Example: (Insert command, dept, or IT staff) will closely track all assets using a more robust inventory control system and all available tools. Commands will ensure each asset is physically sighted and account for at least twice per annum. Assets not being actively utilized will be returned to the command IT office for local control or redistribution as appropriate.

(11) Block 11a. Address as per unit identification code (UIC) address here. b. Local IT staff, division leading chief petty officer or division officer (as appropriate). c. d. e. (self-explanatory)

(12) Block 12. Reviewing Authority. “X” responsible officer (property record items). Normally that reads as if the material were “minor property,” in effect it is, the property tagged by NMCI (asset tag) and in asset center. The supply officer, or whoever the command executives may assign, can fill/sign 12.a. through g., the IT office may assist the assignee with 12.a and 12.b. (as needed).

(13) Block 13. Appointing Authority. Ordinarily, if the supply officer is functioning in block 12, then the operations, a BUPERS/NAVPERSCOM department head or the deputy may sign block 13a through 13h section. It is the command’s decision at this point if 13c (and thus 14c), then 15 and below would be used for member to be financially accountable.

(14) Block 14. Approving Authority. Subordinate commands, this should be the officer in charge, commanding officer, or by direction. At Millington, proper BUPERS-0711 route as appropriate per CIO guidance. Note - Any parts after 14 are the local command's process. BUPERS-0711 requires the signed form returned at block 14 to end the device service for vendor and command accountability of the leased device.

5. Point of Contact. BUPERS Command CTR/ACTR Information Office (BUPERS-0711) is the point of contact.

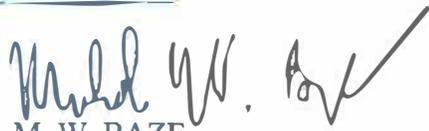
6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-07 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. DD 200 Financial Liability Investigation of Property Loss may be accessed at: https://www.esd.whs.mil/Directives/forms/dd0001_0499/.


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Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web Site: <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.