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BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

BUPERSINST 4205.3
PERS-4014
2 Mar 07

BUPERS INSTRUCTION 4205.3

From: Chief of Naval Personnel

Subj: EQUIPAGE AND SUPPLY PROCEDURES FOR OFFICIAL NAVY BANDS

Ref: (a) BUPERSINST 5450.37A
(b) NAVPERS 15875F, Allowance List of Musical Instruments, Accessories and Supplies for Official Navy Bands
(c) DOD 7000.14-R, Volume 12, Chapter 7 of Jan 02

Encl: (1) Navy Music Program Procedures for Determining Financial Liability for Government Property Lost, Damaged or Destroyed

1. Purpose. To issue procedures for the supply and equipage of official Navy bands.

2. Cancellation. NAVPERSCOMINST 4205.1A.

3. General. Musical instruments, accessories and supplies provided for official Navy bands remain the property of the Department of the Navy (DON) under the cognizance of Navy Personnel Command (NAVPERSCOM) (PERS-4014). NAVPERSCOM (PERS-4014) Materiel Manager will maintain a master list of musical instruments and accessories for NAVPERSCOM (PERS-4014). The officer in charge of each applicable activity will maintain signed NAVSUP 306, Equipage Custody Records, on all equipment and accessories issued.

4. Scope. Under reference (a), all official Navy bands are field activities of NAVPERSCOM. This instruction applies to those official Navy Bands and support activities.

5. Procedures. Musical instruments, accessories, supplies and printed music are provided as follows:

a. Initial Outfitting. Upon establishment of an official Navy band, NAVPERSCOM (PERS-4014) provides the initial allowance of musical instruments and accessories, per reference (b).

b. New Items. New instruments and accessories not listed in reference (b) are provided by NAVPERSCOM (PERS-4014) when available. Supplements to the initial allowance of new equipment must be requested in writing (see paragraph 5d.).

c. Replacement. The officer in charge must send a letter requesting replacement of musical instruments and accessories to NAVPERSCOM (PERS-4014). One of the following reasons will be used for justification:

(1) To replace equipment requiring major repairs. Major repairs are those that cannot be accomplished locally. Include in the request the type, make, model and serial number of the equipment to be replaced, and a detailed description of the damage. If negligence is suspected, a report must be filed per enclosure (1).

(2) To replace equipment received damaged in shipment. Follow procedures in enclosure (1) paragraph 2c. A request to replace equipment so received may be included in the equipment receipt letter. Be sure to include the type, make, model and serial number of the equipment to be replaced, and a detailed description of the damage.

(3) To replace equipment lost or stolen. Report loss per enclosure (1).

(a) Reference (c) prescribes general requirements regarding accounting for lost, damaged, or destroyed Government property. Reference (c), paragraph 070204 permits individuals to voluntarily choose to pay the government for lost, damaged, or destroyed government property prior to involuntary collection from their pay.

(b) With NAVPERSCOM (PERS-4014) approval, Musicians may choose to voluntarily replace in-kind music instruments lost, damaged, or destroyed. Should the proposed replacement be acceptable, the officer in charge will notify NAVPERSCOM (PERS-4014), via letter, requesting a replacement to the inventory, listing the item(s) to be replaced, and the make, model, serial number and value of the replacement items(s).

d. Supplements to the allowance of musical instruments and accessories. The officer in charge will send a letter

requesting equipment in supplement to reference (b) to NAVPERSCOM (PERS-4014). Include in the letter a detailed justification for additional equipment.

e. Annual Inventory. The officer in charge will conduct an annual inventory to report the presence and condition of all equipment. Coordination will be made through NAVPERSCOM (PERS-4014E). The following codes will be utilized to report the condition of each musical instrument and accessory:

- (1) N1 - New or unused equipment in excellent condition.
- (2) O1 - Equipment in EXCELLENT condition. Usable without repairs.
- (3) R1 - Equipment in EXCELLENT condition but repairs required. Can be repaired locally.
- (4) O2 - Equipment in GOOD condition. Usable without repairs.
- (5) R2 - Equipment in GOOD condition but repairs required. Can be repaired locally.
- (6) O3 - Equipment in FAIR condition. Usable without repairs.
- (7) R3 - Equipment in FAIR condition but repairs required. Can be repaired locally.
- (8) R4 - Equipment in POOR condition, or deemed undependable or unreliable. Major repairs required. Musical instruments and accessories reported as "R-4" on annual inventories are replaced as needed without additional correspondence.

f. Local Purchase. Consumable musical supplies and printed music are purchased locally, using funds provided by NAVPERSCOM (PERS-4014). Non-consumable items may be purchased locally, but require prior approval by NAVPERSCOM (PERS-4014).

6. Disposition of Musical Equipment and Accessories. Authority to dispose or transfer any musical equipment or accessory must be obtained in advance of disposition from NAVPERSCOM (PERS-4014).

7. Forms. The following forms are available at:

a. DD 200 (OCT 99), Financial Liability Investigation of Property Loss, S/N 0102-LF-011-9100. Available at:
<http://forms.daps.dla.mil/order/> or
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

b. NAVSUP 306 (Rev. 1-83), Controlled Equipage Custody Record, S/N 0108-LF-002-7400. Available at:
<http://forms.daps.dla.mil/order/>.

c. SF 91 (Rev. 2-93), Motor Vehicle Accident Investigation Report. Available at
<http://www.gsa.gov/Portal/formslibrary.jsp>. Click on Standard (SF) Forms.



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**NAVY MUSIC PROGRAM PROCEDURES FOR DETERMINING FINANCIAL
LIABILITY FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED**

1. This guidance represents a condensation of reference (c), not a replacement. All Bandmasters should thoroughly review reference (c) when required to submit a DD 200, Financial Liability Report. The full text of reference (c) can be found in PDF format at:

<http://www.dtic.mil/comptroller/fmr/12/index.html>, click on chapter 7.

2. General. Upon discovery of missing or damaged government property, conduct an informal inquiry (refer to guidance in reference (c), paragraph 070203). The individual conducting the inquiry will normally be the supply chief/petty officer, but must be senior to the individual having custody of the property. Any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property must be listed. The individual conducting the informal inquiry will complete blocks 1 through 10 of DD 200, fill in block 11 and sign.

a. When inquiring into the loss, damage, or destruction of government property, the first question is whether there is evidence of negligence. At a minimum, ask the following questions:

(1) "Would a reasonably prudent individual have acted in this manner?"

(2) "What were the circumstances that existed when the loss actually occurred?"

(3) "Was the individual on the job?"

For example, if a government-owned instrument is being transported in a member's vehicle and the instrument was stolen, a reasonable person would be expected to have locked the vehicle. In such a case, not locking a vehicle otherwise unoccupied could be considered evidence of negligence.

b. In the case of government vehicle accidents, SF 91, Motor Vehicle Accident Investigation Report is to be used. However, if documentation clearly indicates negligence or abuse

is involved, or if a claim against the government is possible, a DD 200 will be prepared.

c. Shipped items should be inspected immediately for damage upon receipt. Item discrepancies such as missing or damaged items are to be reported to Director, Navy Band Fleet Support Unit (NBFSU) at DSN 253-7675 for consideration, and noted immediately on the carrier's shipping document. As soon as feasibly possible, contact NBFSU for guidance on procedures. Take pictures of any damages so they may be included in future item discrepancy reports as necessary. If loss or damage appears to have been caused by negligence or abuse by DOD personnel, a DD 200 must be prepared.

3. Voluntary Payments. Individuals may voluntarily choose to pay the government for lost, damaged, or destroyed government property any time prior to involuntary collection from their pay. Individuals offering the payment do so on their own volition. The government does not seek any advantage or forego any right by accepting a voluntary payment. An individual cannot be coerced or threatened with adverse action if payment is not voluntarily made. Individuals must be made aware of the effect of making a voluntary payment. That is, it may not be later withdrawn, avenues for relief will no longer be available, and voluntary payment does not preclude other administrative or disciplinary action contemplated by an individual's commander. Individuals offering to pay in excess of basic pay for 1 month must be made aware that their liability may be a lesser assessment as a result of an investigation. Voluntary payments may be made in cash or by payroll deduction.

Note: Cash payments are returned to the Treasury and not to the Navy Music Program. With the severe constraints on equipment budgets, it is allowable and by far preferred for the individual to voluntarily make restitution through replacement-in-kind. Should an individual so volunteer; the proposed replacement must be acceptable to NAVPERSCOM (PERS-4014). Should replacement or payment be voluntarily offered and accepted, a DD 200 need not be submitted.

4. Review. After accountable/responsible officers have completed their inquiry, the DD 200 will be sent to the appointing authority for review.

a. Appointing authority will determine if a financial liability officer or financial liability board is needed to conduct an investigation.

(1) General criteria for appointing a financial liability officer are encapsulated in paragraph 5e. Reference (c), paragraph 070402.A provides a complete description.

(2) Legal officials and the member's commander must be consulted before statements are taken from anyone if there is a suspected violation of the Uniform Code of Military Justice (10 U.S.C., chapter 47).

b. Should a determination be made that a financial liability officer or board is required, refer to reference (c) for procedures and guidance. Otherwise, the appointing authority should make comments and recommendation, sign the DD 200 and have it forwarded to NAVPERSCOM (PERS-4014) for final processing.

c. NAVPERSCOM (PERS-4014) will make final determination and return the DD 200 to the Bandmaster for action. Should it be determined that the responsible individual is required to pay back the government, the Bandmaster must ensure appropriate action is taken to have funds involuntarily withdrawn from the individual's account (contact your local personnel support detachment (PSD) for guidance).

5. Definitions. Following list is abbreviated for purposes of this instruction. Reference (c) has the complete list of applicable definitions.

a. Accountable Officer. NAVPERSCOM Navy Music Program Materiel Manager (PERS-4014E) is the officer accountable to Commander, Navy Personnel Command (COMNAVPERSCOM) for equipment used by official Navy Bands.

b. Appointing Authority. Per reference (c), for official Navy Bands this is the respective operational commander or designated representative.

c. Approving Authority. Per reference (c), the approving authority is NAVPERSCOM (PERS-4014).

d. Controlled Inventory Items. NAVPERSCOM Navy Music Program equipment valued in excess of \$100 is considered Class 3 Controlled Inventory Items, i.e., pilferable items (materials having a ready resale value or application to personal possession and which is, therefore, especially subject to theft).

e. Financial Liability Officer. A commissioned officer; warrant officer; enlisted member in grades E7, E8, or E9; or a civilian employee GS-07, or above who is appointed in writing by the appointing authority to conduct an investigation to determine responsibility for loss, damage, or destruction of government property. Individuals so appointed must not be the accountable or responsible officer or have any direct interest in the property being investigated. The financial liability officer normally is senior to the person(s) directly involved with the discrepancy. The appointing authority may act as the financial liability officer.

f. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping over property entrusted to their possession or under their supervision. Per reference (c), this individual is the Bandmaster.