DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5500.2E CH-2
39

22 JUL 1997

NAS LEMOORE INSTRUCTION 5500.2E CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station, Lemoore

Subj: REMOVAL OF PRIVATE AND UNITED STATES GOVERNMENT PROPERTY

1. Purpose. To transmit change 2 to the basic instruction.

2. Action. Page 1, change reference (c) to read "NASLEMINST 5090.1E".

L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)
Lists B and E

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO

NASLEMINST 5500.2E CH-1
39
AUG 16 1991

NAS LEMOORE INSTRUCTION 5500.2E CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: REMOVAL OF PRIVATE AND UNITED STATES GOVERNMENT PROPERTY

1. Purpose. To transmit change 1 to the basic instruction.

2. Action. Page 2, delete paragraph 5c and renumber remaining paragraph accordingly.

J. E. HART

Distribution: (NASLEMINST 5215.2S)
Lists B & E

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:
NASLEMINST 5500.2E
39000
16 JUL 1990

NAS LEMOORE INSTRUCTION 5500.2E

From: Commanding Officer, Naval Air Station, Lemoore

Subj: REMOVAL OF PRIVATE AND UNITED STATES GOVERNMENT PROPERTY

Ref: (a) OPNAVINST 5530.14B
(b) NAVSUPMAN 25133
(c) NASLEMINST 5090.1B

1. Purpose. To set forth regulations as found in reference (a) and (b) governing the possession or removal of private and United States government property from Naval Air Station Lemoore.

2. Cancellation. NASLEMINST 5500.2D

3. Definitions.

a. United States Property.

(1) All property owned, leased, rented, or otherwise belonging to the United States Government or its agencies.

(2) Recyclable material such as soft drink cans, etc., donated to the U. S. Government for recycling, become government property and shall be disposed of per reference (c).

b. Private Property. All property other than United States Government property excluding property of a state or municipality.

4. Possession and Removal.

a. Unless authorized in connection with the performance of assigned duties, no person shall have in their possession or remove from this Station any United States Government property.

b. United States Government property to be removed from the Station shall normally be accompanied by a government bill of lading, transportation order or Property Pass (NAVSUP 155) and will be checked upon removal. Items of flight clothing on subcustody to an individual do not require a property pass.

c. The Security Officer or his representative shall cause an investigation of persons attempting to remove government property except as provided herein. The property and the completed report shall be forwarded to the NAS Lemoore Judge Advocate's Office and the subject's unit for disposition.

5. Property Passes.

a. Department heads and commanding officers/officers in charge of tenant activities may sign or delegate authority to military or civilian personnel to sign property passes.

b. Personnel selected to sign property passes shall be designated on NAS LEMOORE GEN 5500/38 Signature Authorization Record which shall be maintained in the Security Detachment.

c. Property passes will be honored only an the date shown on the pass. Upon periodic gate inspections, personnel removing government property from the station must have a property pass signed only by personnel whose names appear on file in the Security Detachment as required by paragraph 6b above.

d. Officers and civilians authorized to sign property passes will ensure that the unit identification or seal is affixed to the pass after signature.

6. Procedures.

a. The original property pass will be given to the individual removing the property from the Station.

b. The duplicate property pass will be retained at the issuing point. On the next working day, or at the end of the period for which the property pass was executed, the department issuing the pass will ensure the property has been returned to government premises. The original property pass will be returned to the issuing officer for destruction. The duplicate may be retained for record purposes, or may be destroyed at the option of the issuing officer.

7. Material covered by Bill of Lading or Transportation Control and Movement Document (DD Form 1384). Government-owned material may also be removed from the Station when covered by a bill of lading, invoice, or a Transportation Control and Movement Document (DD Form 1384). It will be stamped on the reverse, "As per invoice(s) listed on the face of the document. Signed _____." A copy of the bill of lading, invoice, or DD Form 1384 will be presented by the driver to the sentry at any gate. The sentry will check the copy provided against the number of pieces of material insofar as practicable. In the case of sealed carriers, the car or van number will be checked against the number entered on the applicable form.

8. Forms. Transportation Control and Movement Document (DD Form 1384) may be obtained from NAS Lemoore SERVMART. NAVSUP 155 is available in the Navy Supply System, Property Pass, Stock No.

0108-LF-500-3901; NAS LEMOORE GEN 5500/38 Signature Authorization Record may be obtained from SERVMART.

DAVID M. GIST

Distribution: (NASLEMINST 5215.2R)
Lists B & E