



## DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

5450 CARLISLE PIKE

PO BOX 2050

MECHANICSBURG PA 17055-0791

NAVSUPINST 11240.4B

Sup 4251

Aug 5 1997

### NAVSUP INSTRUCTION 11240.4B

Subj: ADMINISTRATION AND MANAGEMENT OF CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE) FOR NAVAL SUPPLY SYSTEMS COMMAND

Ref: (a) OPNAVINST 11240.8G  
(b) NAVFAC P-300  
(c) DOD Regulation 4500.36R  
(d) OPNAVINST 11000.16A

Encl: (1) Procedures for Administration and Management of CESE

1. Purpose. To issue supplemental instructions and guidelines for the management and control of CESE. This instruction should be read in its entirety. Specific additions, deletions, or revisions have not been marked.

2. Cancellation. NAVSUPINST 11240.4A and NAVSUPINST 11200.2

3. Background. References (a) and (b) have assigned activity level CESE management responsibilities for all Naval shore activities to the Atlantic and Pacific Divisions, Naval Facilities Engineering Command (LANTNAVFACENGCOM/PACNAVFACENGCOM) Transportation Equipment Management Centers (TEMCs). In addition, LANTNAVFACENGCOM TEMC has been designated as the claimant/office transportation staff for Naval Supply Systems Command (NAVSUP).

4. Authority.

a. References (a) through (d) are the basic directives governing the establishment and management of CESE. The procedures in these directives, as supplemented by enclosure (1) apply to all NAVSUP field activities.

b. The TEMCs are authorized to act on behalf of NAVSUP for the oversight of transportation equipment at the activity level. Routine, day-to-day, transportation issues for field activities should be addressed to the appropriate TEMC, based on their geographically assigned areas. All policy and management issues will be coordinated through NAVSUP (Code 4251) and LANTNAVFACENGCOM TEMC.

**0526-LD-011-0440**

NAVSUPINST 11240.4B  
5 Aug 97

c. NAVSUP (Code 4251), through the TEMCs, will retain ultimate authority on the following matters:

(1) Endorsement of requests to CNO for full-time Class "A" vehicle assignments.

(2) Policy matters.

(3) Special programs.

5. Action. NAVSUP field activities will:

a. Comply with references (a) through (d) in the management of CESE.

b. Deal with LANTNAVFACENGCOCOM and PACNAVFACENGCOCOM TEMCs regarding routine CESE matters. All CESE policy and management issues that require claimant involvement for field activities supported by PACNAVFACENGCOCOM TEMC will be forwarded to LANTNAVFACENGCOCOM TEMC via PACNAVFACENGCOCOM TEMC. Points of contact are provided in enclosure (1).



E. R. Chamberlain  
Vice Commander

Distribution:

SNDL: FKM (Shore Activities under the command of the Commander, Naval Supply Systems Command)

Copy to:

SNDL C21; X-32 (NAVSUP Offices and Directorates); 09A; 09I; 91; SUP 35C (5 copies); SUP 4251 (40 copies); NAVICP Mech mailroom M0852 (15 copies)

COMNAVFACENGCOCOM ALEXANDRIA VA (Code 134, 15 copies)

LANTNAVFACENGCOCOM NORFOLK VA (Code 12, 15 copies)

PACNAVFACENGCOCOM PEARL HARBOR HI (Code 12, 15 copies)

CBC PORT HUENEME CA (Code 15, 15 copies)

Order from:

Naval Inventory Control Point  
Cog "I" Material  
700 Robbins Avenue  
Philadelphia, PA 19111-5098

Stocked: 200 copies.

PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF CESE

1. Technical Assistance. The Atlantic and Pacific Divisions, Naval Facilities Engineering Command (LANTNAVFACENGCOM/PACNAVFACENGCOM) Transportation Equipment Management Centers (TEMCs) are assigned oversight for the management of transportation equipment at the activity level. Activities geographically located in or between the mid-western United States and Europe are supported by LANTNAVFACENGCOM TEMC. Activities geographically located in or between the western United States and Asia are supported by PACNAVFACENGCOM TEMC. The management responsibilities include, but are not limited to requirements, assignment, replacement, disposal, maintenance and utilization of CESE. The TEMCs will also review and approve transportation equipment requirements for tenant activities that acquire transportation support from the host activity.

2. Claimant Staff Support. In addition to providing field activity technical assistance, LANTNAVFACENGCOM TEMC is responsible for providing claimant/office transportation staff support for all of NAVSUP through NAVSUP Code 4251. This includes providing CESE policy and management assistance; coordinating efficiency studies; analyzing the effectiveness of the transportation equipment management programs; developing, implementing, coordinating, and monitoring pilot programs.

3. Inventory Objectives (IOs). Transportation IOs, formerly referred to as "allowances," are administered by the supporting TEMC. IOs identify the quantity and type of equipment authorized to efficiently and effectively support transportation requirements at shore activities. IOs are issued by the TEMC for each activity. The IOs for activities supported by a Public Works Center (PWC) or Public Works Department (PWD) will be held by the PWC or PWD. All shore activity requests for CESE IO increases or changes will be processed by the TEMCs, with a copy to NAVSUP Code 4251. Reference (b) provides guidance for requesting IO changes.

4. CESE Procurement. Procurement of non-passenger carrying CESE for NAVSUP IO-holding activities is programmed from NAVSUP Capital Purchase Program (CPP) funding. Due to Congressional controls, passenger carrying vehicles must be procured with Other Procurement, Navy (OPN) funding. NAVSUP has designated LANTNAVFACENGCOM TEMC to manage CPP CESE procurement. All CESE procurement, OPN and CPP, are administered and monitored by the supporting TEMC. General instructions for CESE procurement are contained in reference (b). Specific instructions that may be needed will be furnished to the activity by the supporting TEMC at the time of a requirements review.

5 Aug 97

5. Equipment Inventory Control.

a. Acquisitions. Approved CESE IOs are filled through procurement of new equipment, reassignment of usable excess equipment, or vehicle leasing. CESE will not be acquired by activities from any source without prior approval from the supporting TEMC. Activities are required to report all equipment acquisitions to their TEMC within 15 days after receipt, or input required data directly into the Construction Automotive Specialized Equipment Management Information System (CASEMIS).

b. Dispositions. Disposition action will be completed within 15 days for equipment which becomes excess. Activities will report all usable excess equipment to the supporting TEMC on a Report of Excess Personal Property (SF-120). Upon completion of screening, the TEMC will notify the holding activity of disposition instructions. If excess equipment is not in usable condition, the equipment will be turned in to the nearest Defense Reutilization Marketing Office. Disposal documentation will be forwarded to the TEMC within 15 days, or the activity will input required data directly into the CASEMIS.

6. Host/Tenant Support. CNO policy established in reference (d) requires transportation support for tenant activities be supplied by the host activity. Transportation equipment IOs will be maintained by the respective host activities. Host/tenant support disputes for all NAVSUP field activities should be addressed to the supporting TEMC and coordinated through LANTNAVFACENCOM TEMC.

7. Leasing of Vehicles. The procedures to commercially lease transportation equipment and the reporting requirements associated with leased transportation equipment apply only to the host activities holding the IOs. These procedures are as follows:

a. The authority, procedures, and limitations for leasing motor vehicles by Navy activities are contained in references (b) and (c). Prior to entering into a commercial lease contract, the following administrative requirements must be met: written justification requesting lease approval, and economic analysis, and an activity data sheet must be forwarded to the supporting TEMC. Detailed instructions for completing an economic analysis and activity data sheet are contained in reference (b).

b. Reporting requirements for leased vehicles consist of the Leased Vehicle Report and the Lease Agreement Summary. Only activities located in the United States or its possessions are required to complete and forward the Lease Agreement Summary to the TEMC. Both reports are to include data for the fiscal year 1 October through 30 September and should be

forwarded to the supporting TEMC in sufficient time to ensure receipt by 10 October. Detailed guidance for completing these forms is contained in reference (b).

8. Transportation Management Assistance Visits (TMAVs). TMAVs will be scheduled and performed by the supporting TEMC activity representatives as outlined in reference (b). Supplementary TMAVs may be requested by NAVSUP Code 4251 or by individual field activities via NAVSUP Code 4251.

9. Annual Cost Reporting Requirements. Activities with IOs and vehicle/equipment inventory are required to submit either a Transportation Cost Report (TCR) or a Transportation Equipment Management Evaluation Summary (TEMES) to their TEMC by 6 November. Activities will inform NAVSUP 4251 when they have submitted their TCR/TEMES. Cost reports shall be provided in accordance with criteria detailed in reference (b).

10. TEMCs. Additional information pertaining to the management of transportation equipment or clarification of the aforementioned data can be obtained from the activities' geographical TEMCs. LANTNAVFACENGCOM TEMC representatives may be contacted at 757-445-8825, FAX 757-445-8826; or DSN 565. PACNAVFACENGCOM TEMC representatives may be contacted at 808-471-8411, FAX 808-471-5870; or DSN 315.