



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
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SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENS DIEGO INST 6700.2C
015

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NAVDENCEN SAN DIEGO INSTRUCTION 6700.2C

Subj: EQUIPMENT MANAGEMENT PROGRAM

Ref: (a) BUMEDINST 6700.2B
(b) BUMEDINST 4235.7
(c) NAVDENCENINST 4200.1 (Sole Source)
(d) NAVDENCENINST 4400.1A (Supply Requisitioning)
(e) NAVDENCENINST 5540.2B (Property Accounting)
(f) NAVDENCENINST 6700.1E (Dental Equipment Maintenance/
Repair
(g) NAVDENCENINST 6750.2F (Dental HDPC Control/Inventory
(h) NAVMED P-5132

Encl: (1) Equipment Disposition Process
(2) Equipment Loaning Process
(3) Investment Equipment Budget Submission Process
(4) Equipment Review Process Overview
(5) Detailed Equipment Review Process
(6) Budget Equipment Input Form

1. Purpose. To establish policy and procedure regarding the management, replacement, procurement and maintenance of equipment in accordance with references (a) through (h).

2. Cancellation. NAVDENCENS DIEGO INST 6700.2B.

3. Background. Effective equipment management addresses the process of acquisition, utilization, redistribution, and maintenance of equipment at BUMED managed activities.

3. Definitions:

a. EQUIPMENT - Equipment meets the following criteria:

- (1) Has an expected useful life of one year or more.
- (2) Is used in the furtherance of the assigned mission of the activity.
- (3) Is not consumed in performance of its work.
- (4) Is not an integral part of a "Class 2" Plant Property Item. Equipment falls into one of the following two categories:

(a) DENTAL EQUIPMENT. Equipment used in the delivery of dental care.



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(b) NON-TECHNICAL. All equipment and furnishings in use at an activity which do not fall into the Dental Equipment category.

b. MINOR EQUIPMENT. Navy-owned personal property with an acquisition cost between \$500 and \$50,000. Also included as Minor Equipment is any equipment item which is considered to be highly pilferable.

c. INVESTMENT EQUIPMENT. Equipment with an acquisition cost of greater than \$50,000. Defined as "Class 3" of Plant Property.

d. PLANT PROPERTY. All Navy-owned real property and Navy-owned personal property of a capital nature in use at activities of the Naval Shore Establishment. For management purposes plant property items are divided into the following classes:

(1) Class 1 - Land

(2) Class 2 - Buildings and Improvements

(3) Class 3 - Investment Equipment, other than industrial, with an acquisition cost of greater than \$50,000.

(4) Class 4 - Industrial Production Equipment

4. Policy:

a. Identify equipment requirements as early as possible.

b. Maintain the integrity of the equipment prioritization process.

c. Plan equipment delivery and installation to minimize delays in availability and disruption of patient care services.

d. Assess impact of equipment procurement upon other functional areas of the command and initiate action as necessary.

e. Budget for necessary resources in a timely manner. This includes fiscal planning based upon procurement constraints and command requirements.

f. Utilize serviceable or excess equipment whenever feasible to preclude procurement actions.

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g. Provide guidance for equipment replacement and maintenance procedures.

5. Responsibilities:

a. The Commanding Officer has complete responsibility for all phases of management and internal control of property and equipment at this activity.

b. The Head, Materiel Management is responsible for the procurement, receipt, identification, maintenance and disposition of equipment within the command.

c. The Equipment Review committee is responsible for identifying and prioritizing all equipment requirements and forwarding appropriate documentation to Materiel Management for action. The Equipment Review Committee is comprised of the following: Executive Officer, (acting Chairman); Branch Directors; Head, Materiel Management; Head, Repair Division; Equipment Manager; Comptroller.

d. Command Consultants shall review pertinent equipment requests prior to the equipment review meeting. This action will be coordinated by the Equipment Manager and will serve to promote standardization and resource sharing.

e. Branch Directors and Department Heads are responsible for the custody, security, proper care and use of all equipment in their area of responsibility. Branch Directors are also responsible for providing detailed documentation required for the implementation of the Equipment Review Committee.

6. Procedures:

a. INSPECTIONS. Walk through inspections shall be conducted periodically by members of the Equipment Review Committee in order to identify unused or obsolete equipment. Identified equipment shall be reported to the Head, Materiel Management for redistribution or disposition.

b. DISPOSITION. If equipment is worn or damaged beyond economical repair or obsolete, the process outlined per enclosure (1) shall be followed.

c. TRANSFER. When a Branch Clinic or department requires equipment items which are in the custody of another responsible

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area, the process outlined per reference (e) shall be followed. This process also applies to the transfer of equipment from or to other commands.

d. LOAN EQUIPMENT. On occasion, command personnel may desire or be required to complete administrative assignments after normal working hours. Selected property may be removed from the facility for the sole purpose of accomplishing command business. The use of Government property for personal business is prohibited. Branch Directors shall be issued a property pass book, (NAVSUP Form 155), and are authorized to approve the loaning of equipment from their areas of responsibility. Enclosure (2) outlines this process.

e. EQUIPMENT OPERATION. No equipment item shall be used for any purpose other than to perform the work for which it was designed. The operator of an equipment item is responsible for using it in accordance with the manufacturer's operating instructions, for routine cleaning, for minor adjustments identified by the operator's manual as "Operator Adjustments", and for the proper storage after use. The Branch Clinic Minor Maintenance Technician shall be promptly notified in the event of equipment malfunction. Operators shall not attempt to repair any equipment item. Reference (f) outlines the repair process for all dental equipment.

f. INVENTORIES. The Equipment Manager shall be responsible for initiating equipment inventories within the command in accordance with references (e) and (g).

g. IDENTIFICATION. Branch Directors and Department Heads will ensure that each equipment item is properly identified with the necessary bags and or markings. Equipment items not properly identified will be reported in writing to the Equipment Manager.

h. EQUIPMENT REVIEW AND BUDGETING. The procurement process for the acquisition of both technical and non-technical equipment for the command will be accomplished pursuant to the directives of the Equipment Review Committee, the availability of funding and applicable procurement regulations.

(1) BUDGETING FOR INVESTMENT EQUIPMENT. The procurement of Investment Equipment must be approved by Chief, BUMED.

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Reference (b) provides guidance for seeking approval to procure investment equipment. Enclosure (3) explains in detail the steps required to comply with Investment Equipment Submissions.

(2) BUDGETING FOR MINOR PROPERTY. The procurement process for the acquisition of minor property within the command is outlined per enclosures (4) and (5). Branch Directors are required to solicit input from their functional areas. This input will provide the necessary documentation to ensure the integrity of the prioritization process.

(3) EMERGENT EQUIPMENT REQUESTS. All emergency requests for equipment will be routed to the Head, Materiel Management for action. The request must originate from a Branch Director and include the following; a memo explaining the urgency of the procurement and impact upon patient care, a complete 4235/1 or 4235/2 request for procurement as necessary.

i. EQUIPMENT PROCUREMENT

(1) The Repair Division will formalize the required request for procurement, (4235/1 and 4235/2), using the "Budget Equipment Input", enclosure (6), as supporting documentation, pursuant to the results of the Equipment Review Committee Prioritization.

(2) Formalized requests for equipment will be researched in Materiel Management and forwarded, as funding becomes available, to the Comptroller for funding approval. Unfunded requests will remain on file with the Equipment Manager. Status of procurement actions will be forwarded as necessary to all members of the Equipment Review Committee.

(3) Upon the receipt of funding request will be forwarded through the established procurement process, to the Purchasing Department for appropriate action. All procurement guidelines as set forth in references (c) and (d) will be adhered to.

j. EQUIPMENT RECEIPT

(1) A Medical Dental Equipment Maintenance Record will be prepared and filed by the Repair Division upon receipt of each equipment item received. Upon receipt all equipment items will be properly tagged and entered into the PMBS system by the command's Equipment Manager.

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k. EQUIPMENT MAINTENANCE

(1) Dental equipment maintenance will be performed in accordance with reference (f). Maintenance contracts for technical equipment items will be initiated, after a detailed cost analysis is performed, and administered by the Repair Division. Instructions on the use of these contracts will be forwarded to Branch Dental Clinic Directors.

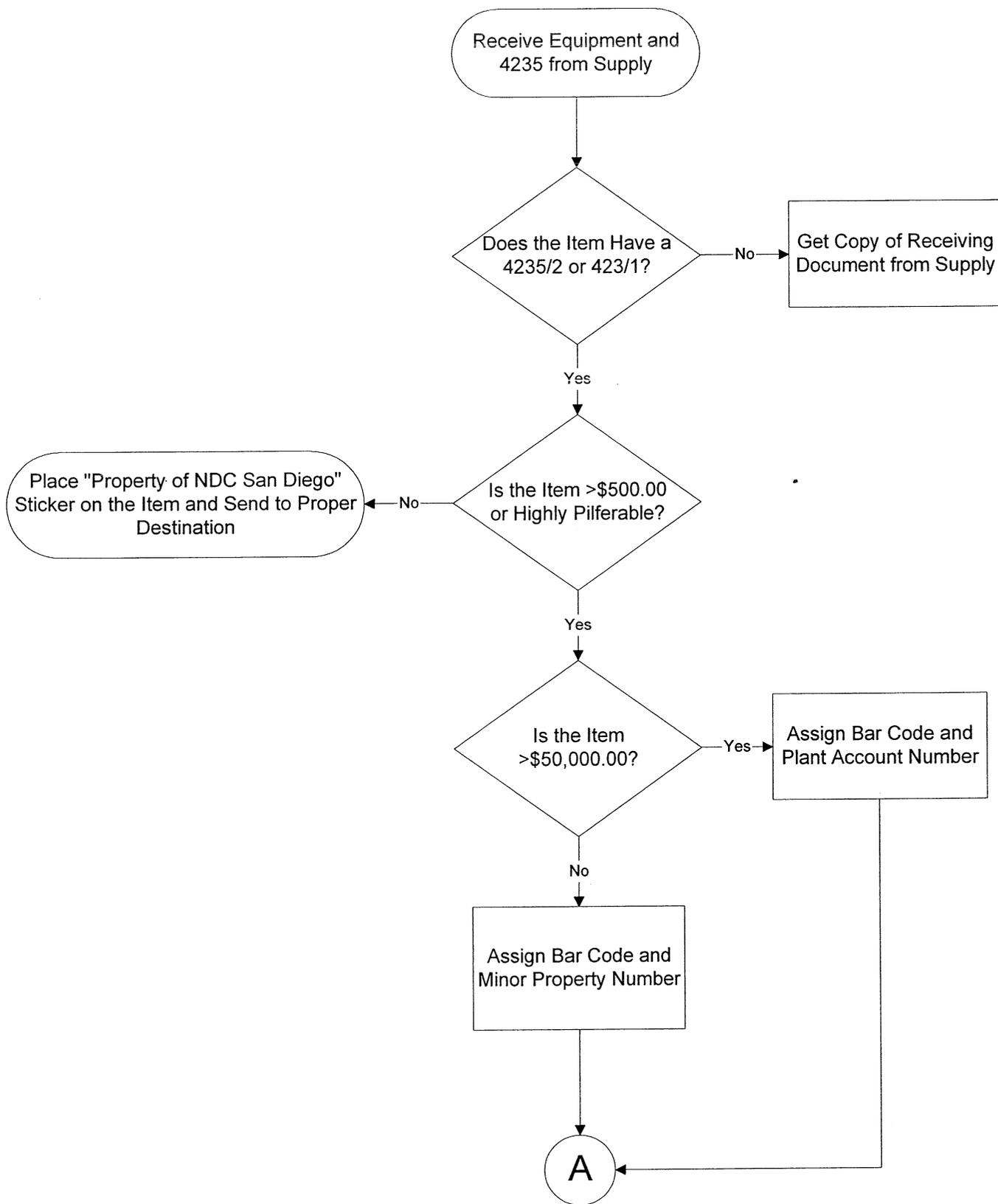
(2) Contracts for the procurement, maintenance and repair of non-technical equipment including all communication and office equipment will be initiated from the Operating Management Department. Instructions outlining the utilization of these contracts will be forwarded to Branch Clinic Directors via Head, Operating Management.

7. Action: All command personnel are responsible for maintaining the integrity of the Equipment Control Program and strict adherence to this directive.

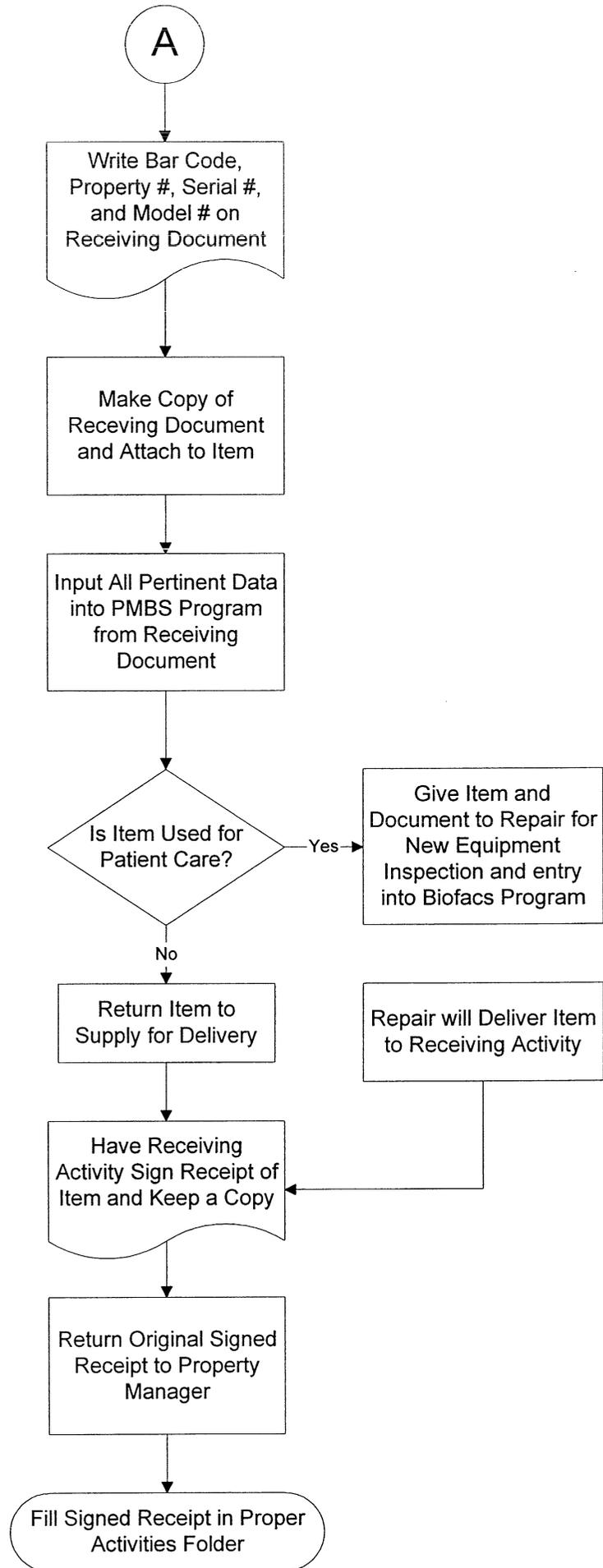

R. C. MELENDEZ

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New Equipment Disposition Process

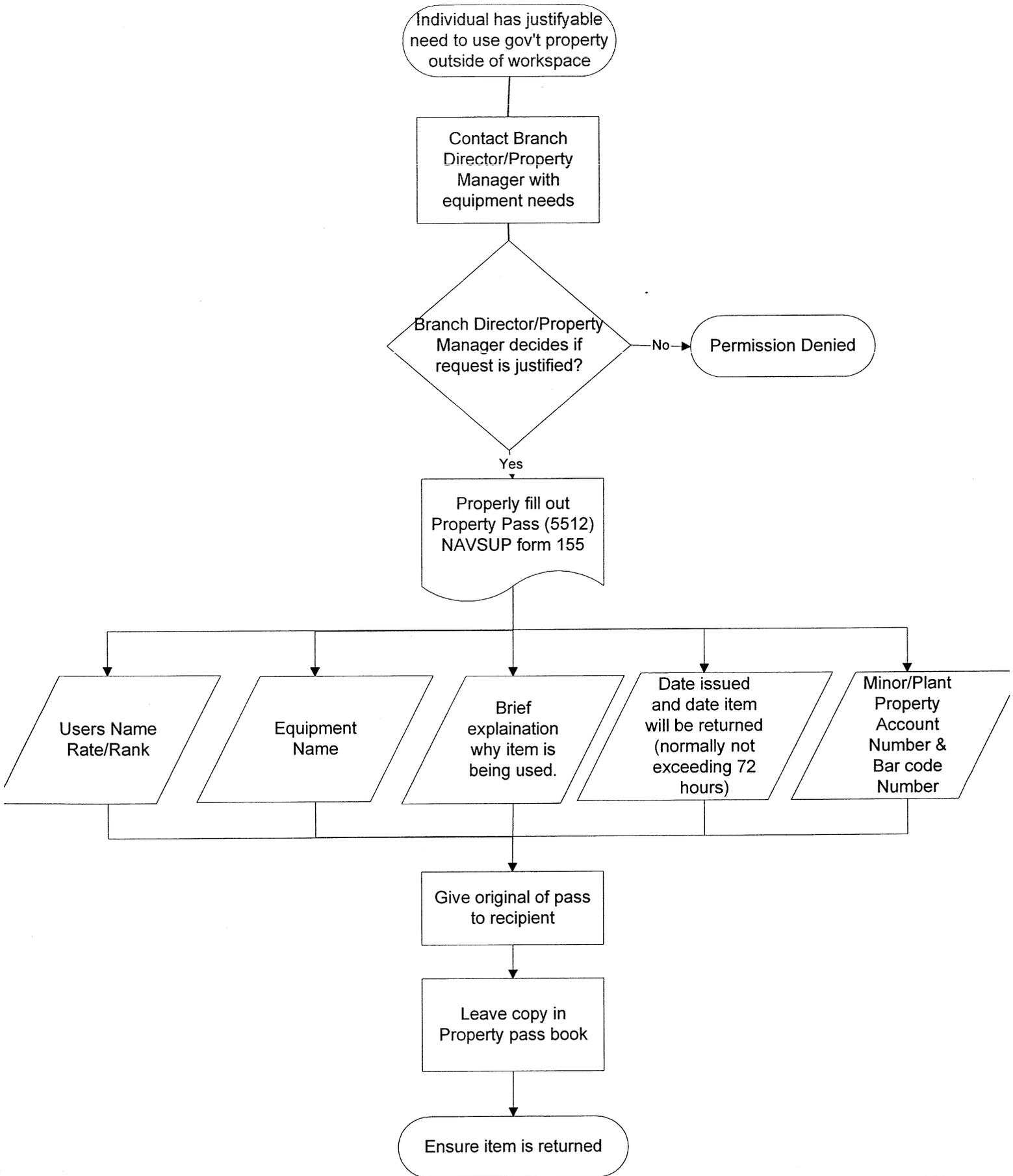


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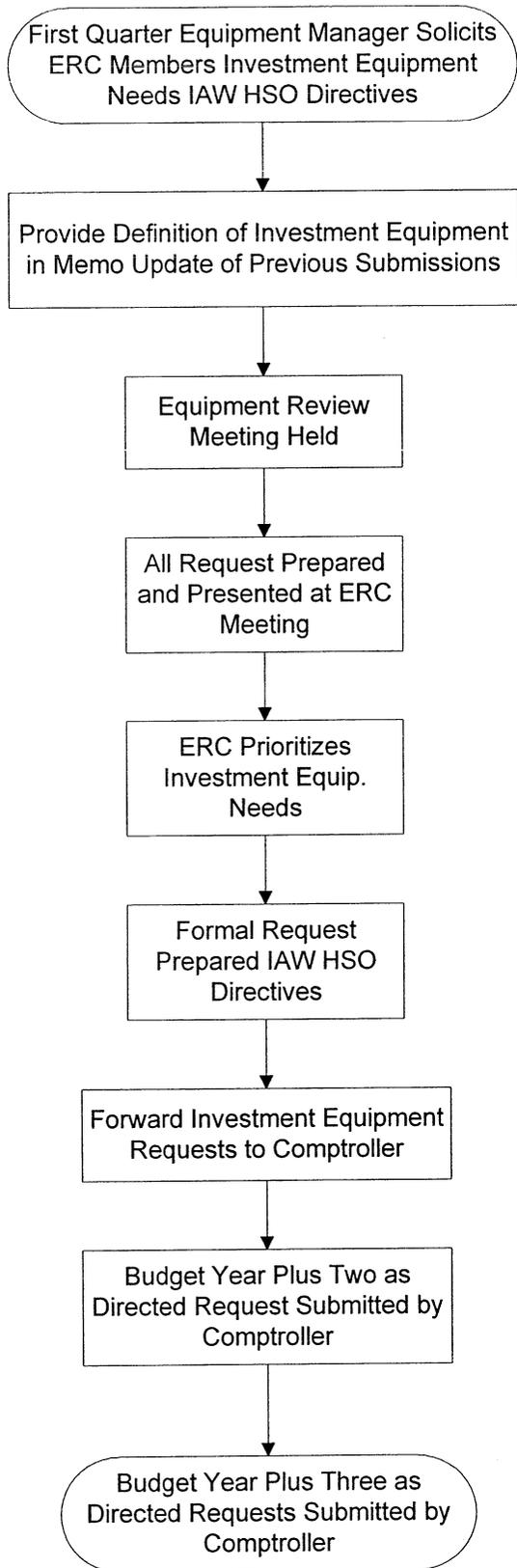
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Equipment Loaning Process



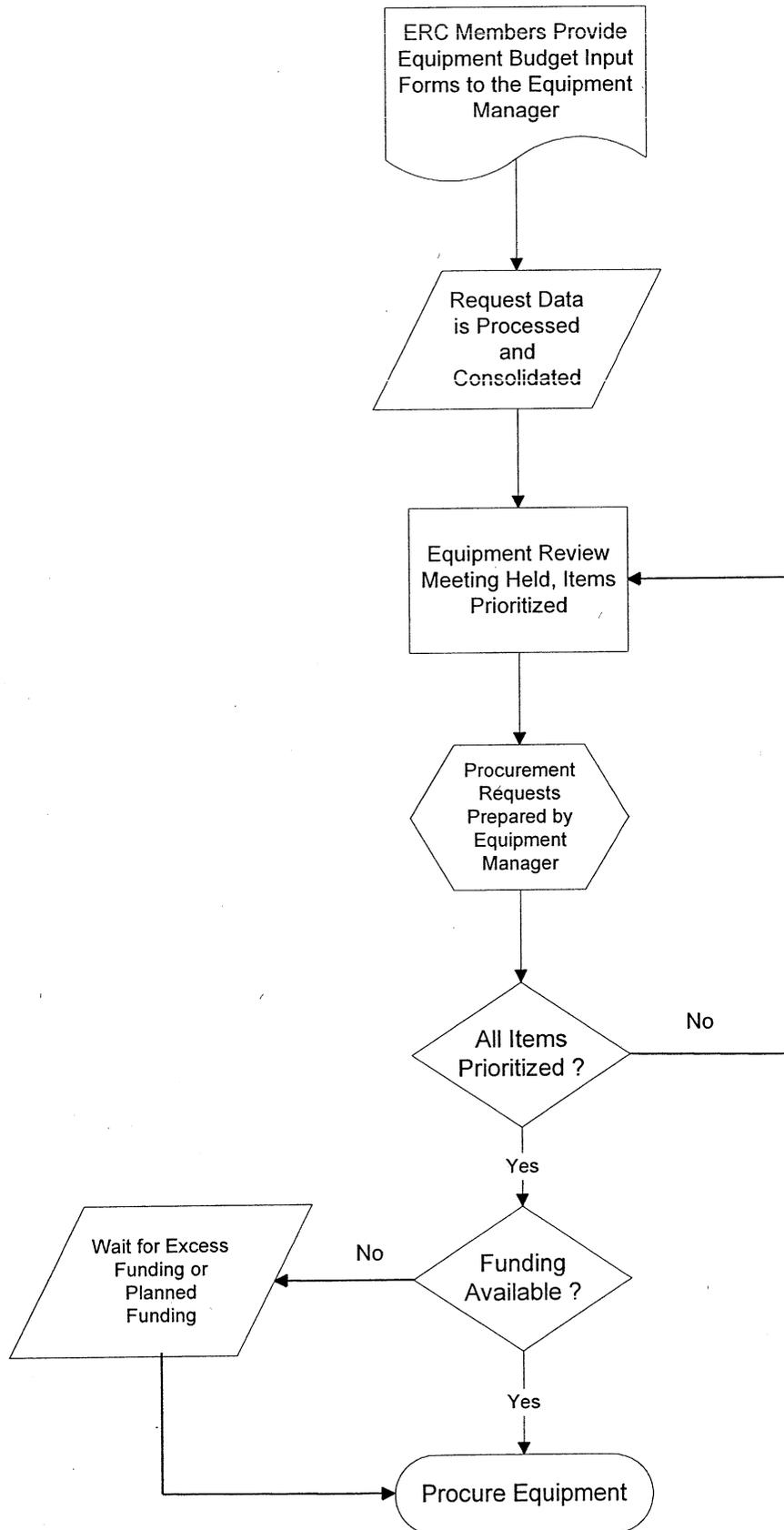
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Investment Equipment Budget Submission Process



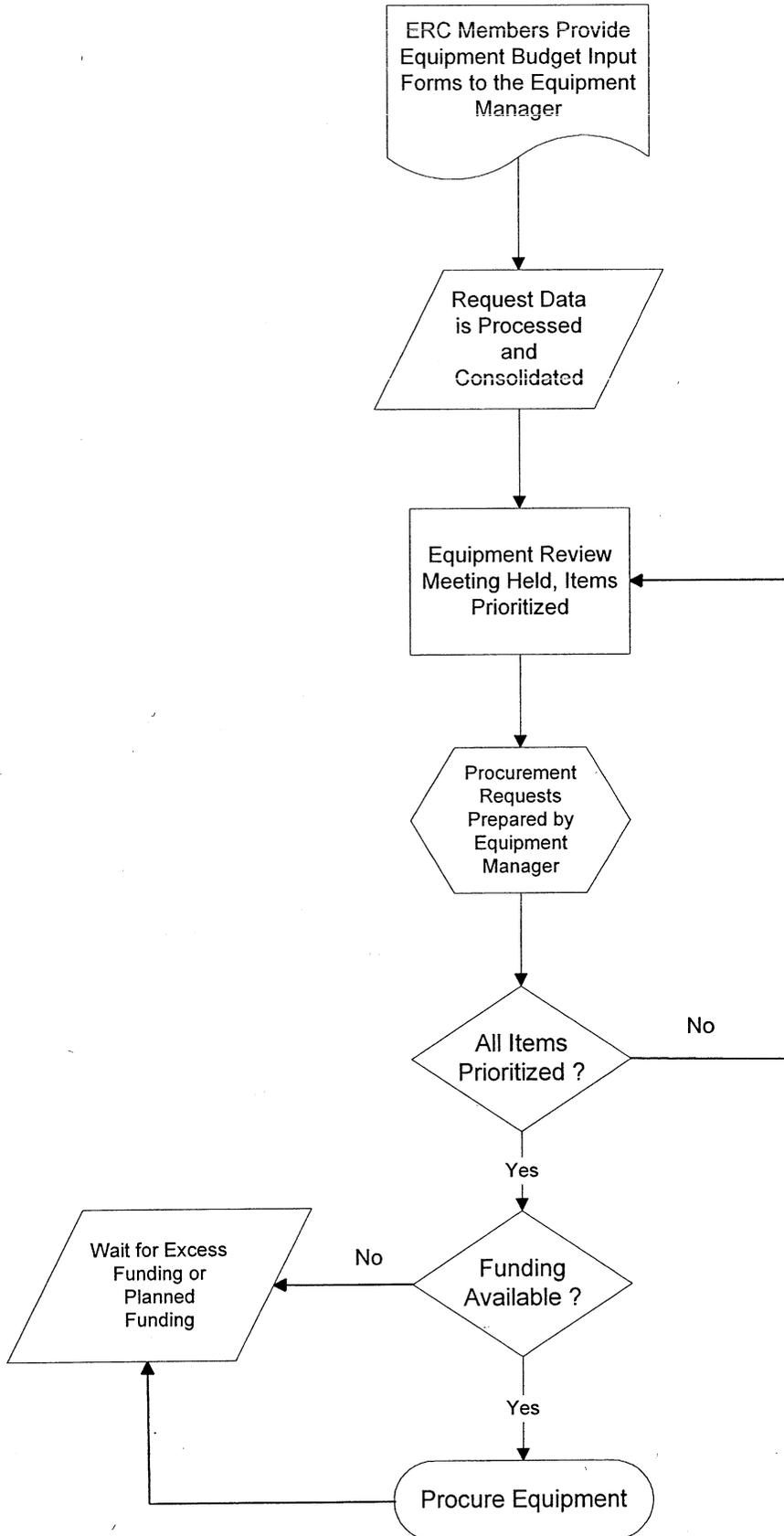
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Equipment Review Process Overview



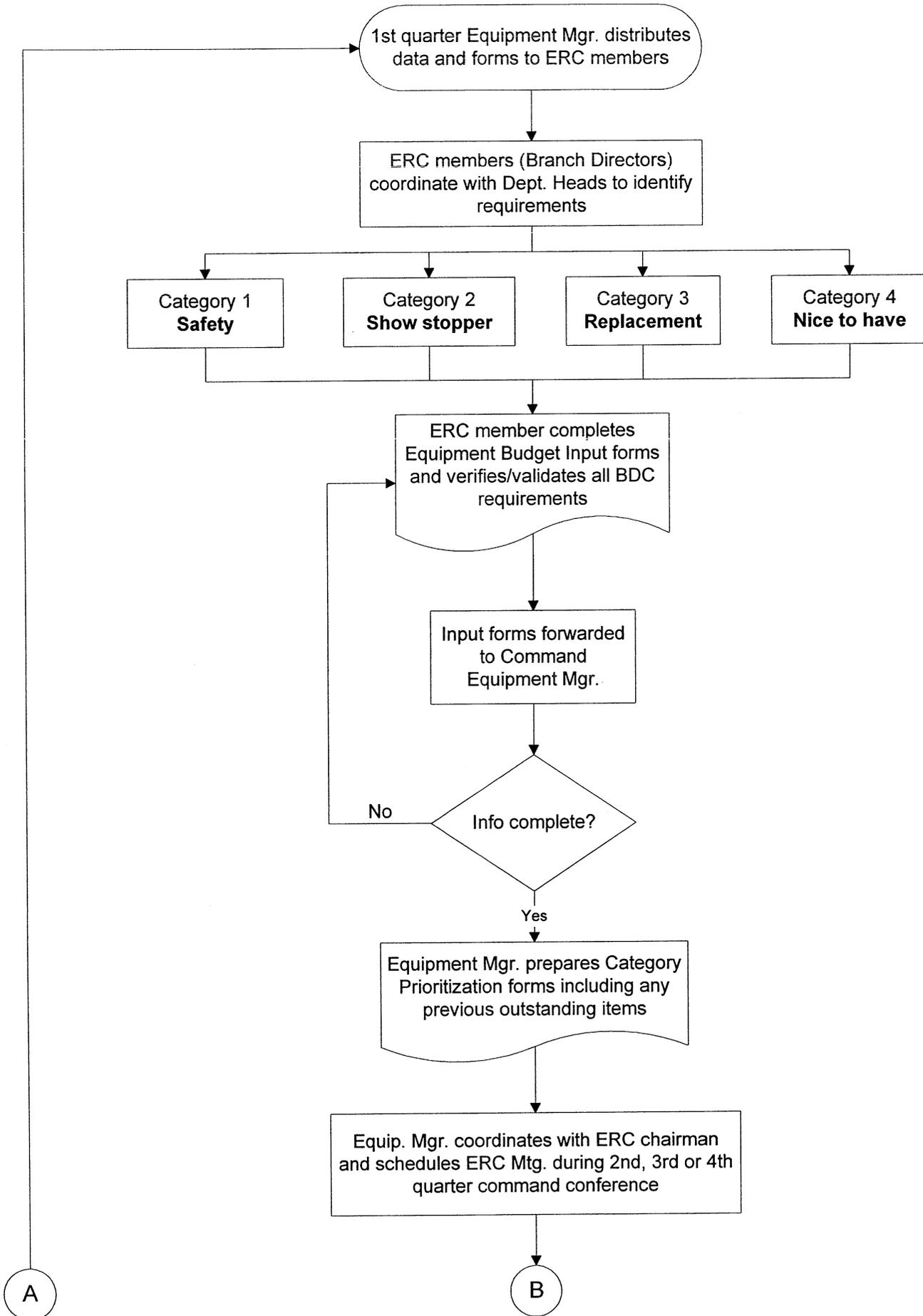
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Equipment Review Process Overview

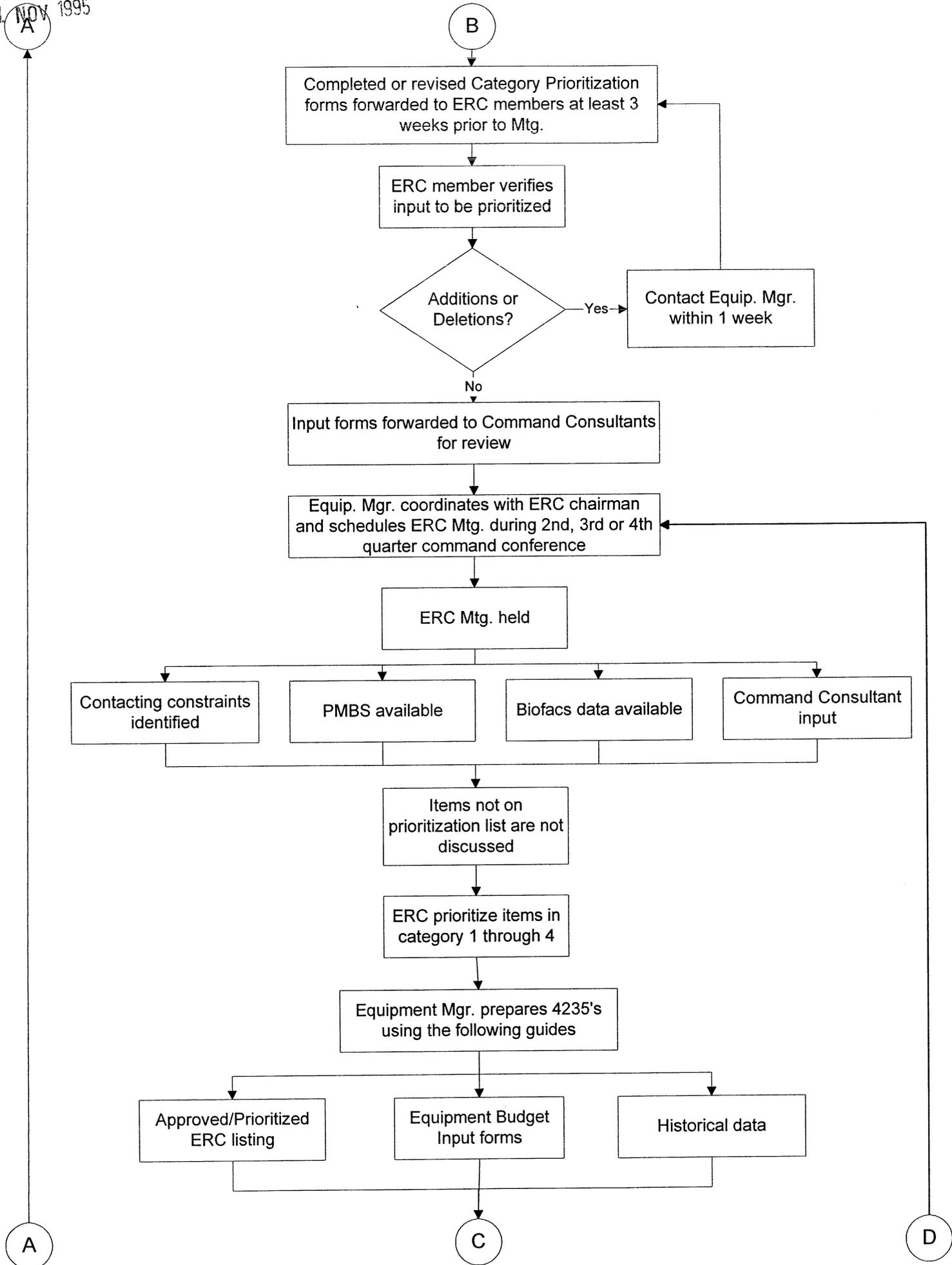


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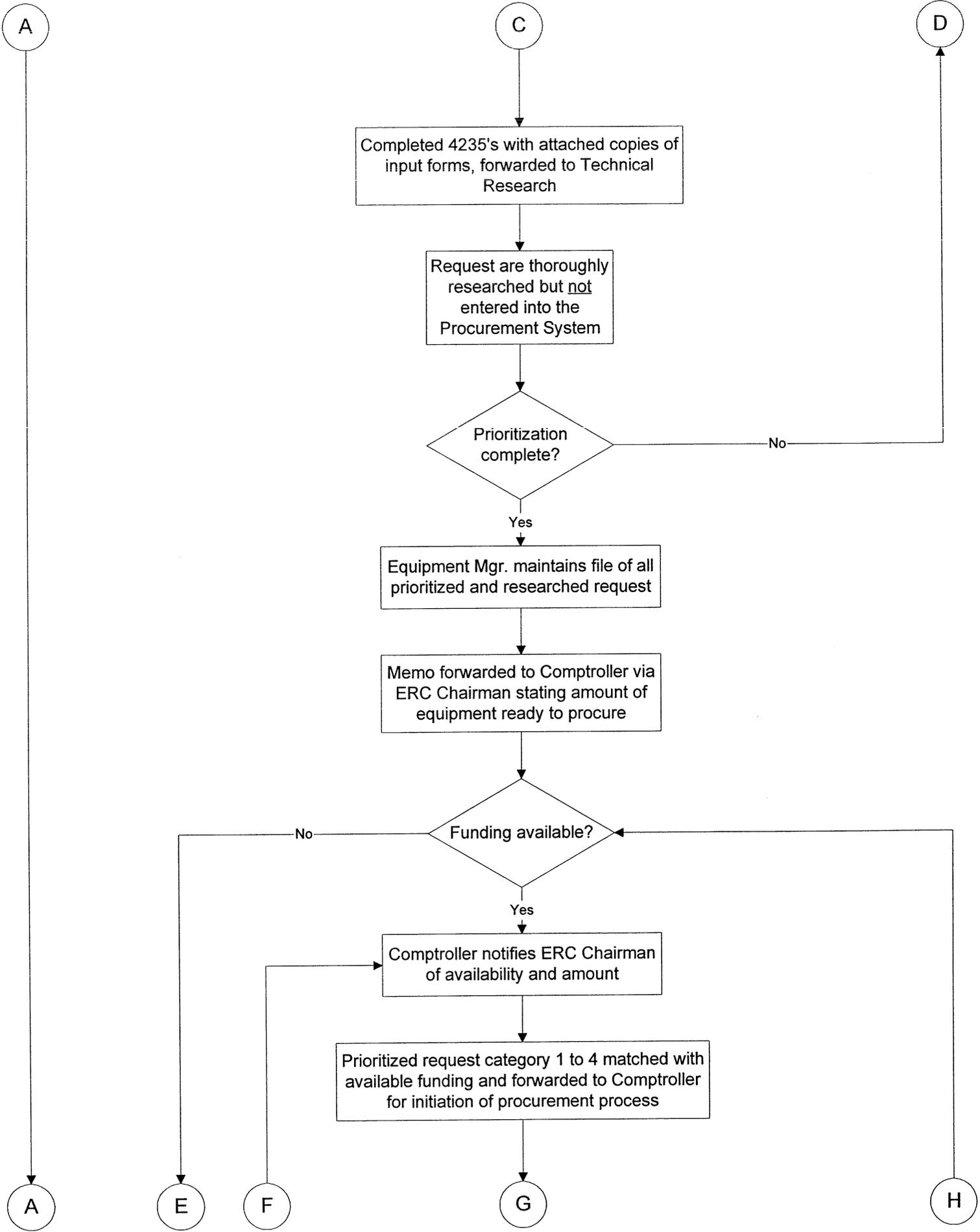
Detailed Equipment Review Process



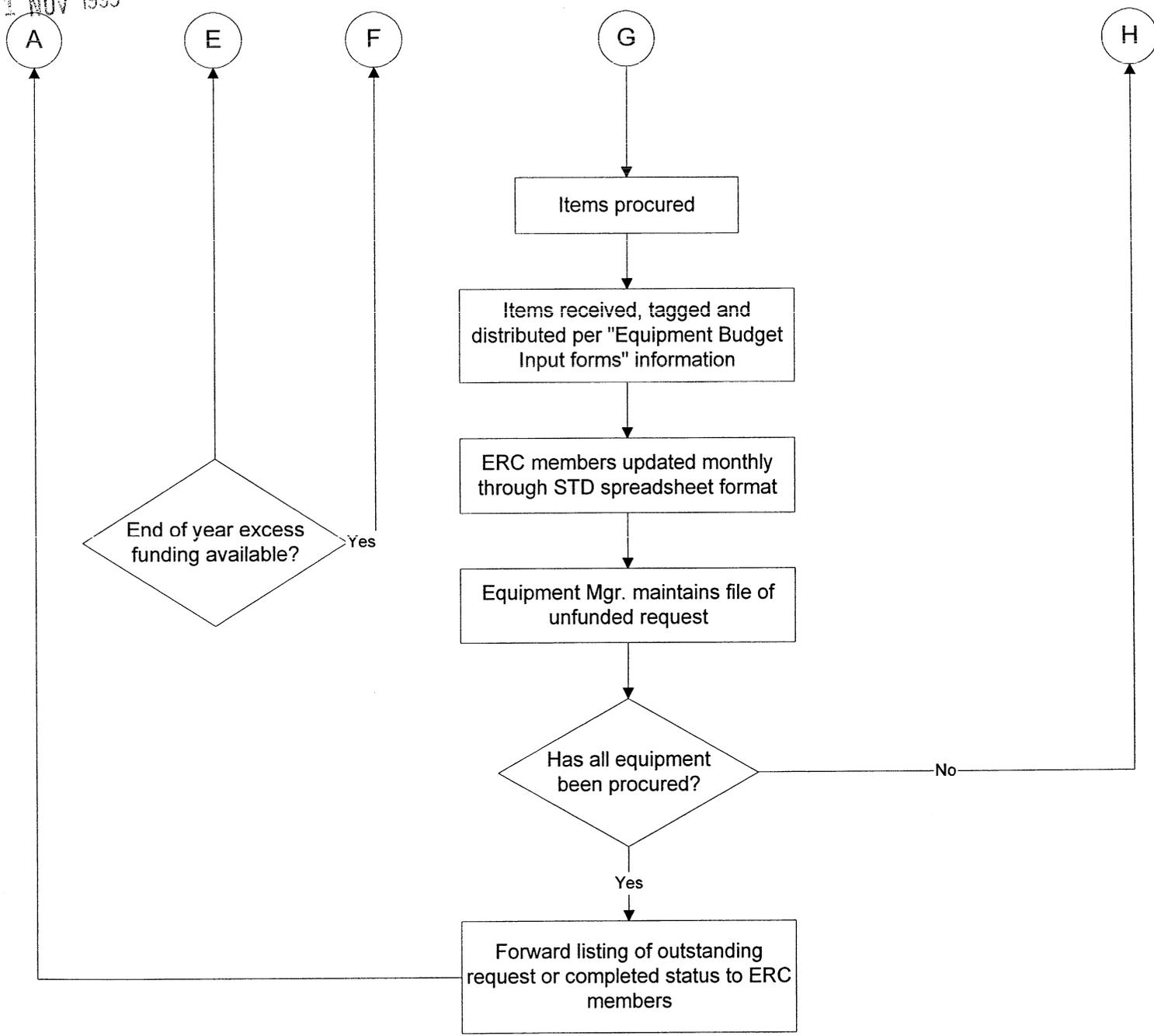
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BUDGET EQUIPMENT INPUT

Replacement* Safety Show Stopper Other (wish list)

* If replacement item, please provide Minor Property Number _____ Barcode Number _____.

CLINIC: _____

DEPT: _____

ROOM: _____

MFG #	COMPLETE DESCRIPT. INCL. CATALOG PG NO. OR PHOTOCOPY. Attach all necessary documents. One component description per page please!	Area of use	QTY	U/I	PRICE	EXT PRICE
JUSTIFICATION INCL. SOLE SOURCE, OTHER DOCS AS NECESSARY					TOTAL PRICE THIS ORDER	
SUGGESTED SOURCE INCL ADDRESS AND TEL NO.						
REPAIR <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable <u>Comments and Recommendations:</u>						
Command Consultant: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable <u>Comments and Recommendations:</u>						
CUSTOMER PRINT NAME AND SIGNATURE					Phone #:	