



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

NDCSWINST 6750.3
02MMD
09 Jun 03

NAVDENCEN SOUTHWEST INSTRUCTION 6750.3

Subj: CUSTODY AND ACCOUNTABILITY OF DENTAL LOUPES

Ref: (a) MED 62 ltr of 1 Nov 96

Encl: (1) Issue and Custody of Dental Loupes Page 13
(2) DD Form 1149 (Requisition and Invoice/Shipping Document)
(3) Release from Accountability for Dental Loupes Page 13

1. Purpose. To promulgate policy and responsibility for administration of the dental loupes program at Naval Dental Center Southwest (NDCSW) per reference (a).
2. Background. To better serve the Dental Corps and its providers, dental loupes will transfer with the dental officer between duty stations until his/her retirement or separation from active duty. Upon retirement or separation, the member will return the dental loupes to the command for reuse.
3. Responsibility. Branch directors are responsible for determining the need for dental loupes. Materiel Management is responsible for acquisition and for safekeeping of loupes turned in by the member for maintenance or repair.
4. Action. Per reference (a), the following dental loupes guidance is provided.
 - a. Issue of Loupes. Dental officers requesting to have dental loupes must complete NAVPERS 1336/3 and route for final approval to the Director for Clinical Services (DCS). The DCS will forward the approved NAVPERS 1336/3 to Materiel Management, who will schedule a vendor meeting for fitting prior to acquisition of dental loupes. At the time of issue, ADMINISTRATIVE REMARKS 1070/613, enclosure (1), must be completed. Enclosure (1) and its duplicate copy will be given to the service member and Materiel Management, respectively.
 - b. Accountability, responsibility and replacement. The member is responsible for safekeeping and accountability of the loupes, which will only be replaced for the following reasons per reference (a): obsolescence, theft, loss without negligence, excessive wear, not economically repairable and/or change in prescription.
 - c. Transfer between commands. Members who are transferring from one command to another will maintain possession of the issued dental loupes. Enclosure (2) shall be issued to the service member upon transfer. A duplicate copy of enclosure (2) shall be kept in Materiel Management.

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d. Separation or retirement of member. Members who are separating or retiring from active duty service will return the issued dental loupes to the Materiel Management Department during the checkout process. Enclosure (3) should be completed upon checkout; original and duplicate copies will be kept by the member and Materiel Management, respectively.

e. Reissue. Dental loupes collected will be retained in Materiel Management and will be reissued, if needed, upon request.



J. W. KIRBY

SHIP OR STATION
NAVAL DENTAL CENTER SOUTHWEST, SAN DIEGO, CA UIC: 66022

Subj: ISSUE AND CUSTODY OF DENTAL LOUPES

Ref: (a) SECNAVINST 550.4G
(b) JAG Manual, section 6250

1. I certify this to be my (FIRST TIME) (SUBSEQUENT) issue and receipt of loupes.

a. Reason for subsequent issue: _____

2. I acknowledge receipt, responsibility and accountability for loupes described below as follows:

a. The issued loupes are not my personal property but remain the property of the U.S. Government.

b. For my personal convenience, I am allowed continuous personal custody of the loupes including transport between work assignments and duty stations until my release from active duty or retirement. Upon release from active duty, retirement or if I choose not use them I am obligated to return the loupes to the command to which I am assigned at the time and a letter will be issued to me acknowledging return.

c. In the event that I lose, damage or destroy the loupes, I may be held accountable for reimbursement to the Government per references (a) and (b).

d. In the event of loss, damage or destruction, I may choose to voluntarily reimburse the Government and this act will not imply admission or responsibility for fault or negligence for any purpose. I understand that investigative action is not normally conducted when restitution is made for lost Government property.

MANUFACTURER: _____ MODEL: _____

SIGNATURE: _____ DATE: _____

NAME & RANK (Print): _____

COMMAND REPRESENTATIVE'S SIGNATURE: _____ DATE: _____

NAME & RANK (Print): _____

RETAIN UNTIL SEPARATION

| | | |
|----------------------------|-----|------------------|
| NAME (Last, First, Middle) | SSN | BRANCH AND CLASS |
|----------------------------|-----|------------------|

ADMINISTRATIVE REMARKS
NAVPERS 1070/613(REV. 10-81)
S/N 0106-LF-010-6991

E-32

SHIP OR STATION
NAVAL DENTAL CENTER SOUTHWEST, SAN DIEGO, CA UIC: 66022

Subj: RELEASE FROM ACCOUNTABILITY FOR DENTAL LOUPES

1. This certifies that _____ is released from accountability for the loupes described below.

MANUFACTURER: _____ MODEL: _____

SIGNATURE: _____ DATE: _____

NAME & RANK (Print): _____

COMMAND REPRESENTATIVE'S SIGNATURE: _____ DATE: _____

NAME & RANK (Print): _____

RETAIN IN FIELD SERVICE RECORD UNTIL SEPARATION

| NAME (Last, First, Middle) | SSN | BRANCH AND CLASS |
|----------------------------|-----|------------------|
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