



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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IN REPLY REFER TO

OPNAVINST 10200.1  
OP-46

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OPNAV INSTRUCTION 10200.1

From: Chief of Naval Operations

Subj: POLICY GOVERNING TOOL CONTROL PROCEDURES

Ref: (a) NAVCOMPT Manual, Volume 3, Chapter 6, Paragraph 036700  
(b) DODINST 7200.10-M of May 77 (NOTAL)  
(c) SECNAVINST 5500.4D  
(d) OPNAVINST 5530.14A (NOTAL)

Encl: (1) Definitions

1. Purpose. To establish policy and provide guidance concerning the provision, inventory control, issuance, retrieval, maintenance, and security of loose, hand, portable power, and special purpose tools.

2. Definitions. The terms used in this instruction are defined in enclosure (1).

3. Scope. The provisions of this instruction are applicable to all active industrial-commercial, modified industrial, and non-industrial activities in the Naval Shore Establishment having an equipment maintenance or material support responsibility, wherein government-owned tooling is required for the performance of assigned tasks. The guidelines furnished are to be employed for overall tool control and administration by those Navy activities that have a tool inventory valued at \$25,000 or more. All other activities, with an inventory less than \$25,000 will develop adequate tool control procedures to ensure that the toolrooms are effectively and efficiently managed. Internal controls established in conformance with reference (a) are incumbent on all activities.

4. Background. By nature of their assigned tasks, Naval Shore Activities may be required to provide certain tools for use by the work force. These tools are purchased with government funds and issued to the individual employee on an official need basis. The range and depth of tooling purchased and held by shore activities are governed by workload requirements and mission assignments. Since these tools represent a considerable expenditure of funds on a continuing replenishment basis, it is imperative that strict adherence to tool controls be maintained. Recent audits of Navy tool control procedures have stressed the importance of accurate tool inventory records, random physical inventories, standardization of tools, improved procurement practices, efficient tool utilization, and proper tool identification methods.

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5. Policy. It is Department of the Navy policy that (1) all commands and components will provide adequate administrative tool control procedures for enactment at shore activities under their management; (2) suitable controls be developed, implemented, and periodically investigated to ensure compliance with the references and instructions prescribed here; and (3) necessary remedial action is effected when required. Procedures will be established to ensure that the required tools, in sufficient quantity and of suitable quality, are readily available as needed. An adequate system of issue and control must be maintained that will promote timely acquisition of tools and, at the same time, ensure knowledge of their location, with emphasis on expeditious return to the toolroom. An inventory control system must reflect timely replenishment cycles as well as the prevention of excessive stocking. Part of the overall system, in keeping with the activity loss prevention program stated in reference (d), shall include measures for the scrutiny of tool dispositions, surveillance of transactions, and the prevention of theft, pilferage, and hoarding excesses. At all activities where foreign object damage (FOD) is a possibility, controls for the elimination of FOD shall be incorporated into the tool control system.

6. Responsibilities. All major commands and components of the Naval Shore Establishment are responsible for implementing procedures that will guarantee the establishment of an adequate tool control system at Navy activities under their cognizance. The Commandant of the Marine Corps shall be responsible for developing appropriate tool control procedures for implementation within the Marine Corps area of jurisdiction. The following requirements are mandatory and encompass the minimum refinement to be accomplished. More sophisticated systems are desirable, especially when tailored to suit particular needs at specific activities. The basic mandatory requirements of an acceptable tool control system must encompass the following:

a. General. Procedures must be established to:

(1) Determine which programs or craft functions can utilize standardized tool lists for common toolbox issue, and to develop standardized tool lists for any craft functions or programs so determined.

(2) Ensure that tools in sufficient quantities and suitable variety are provided for issue at accessible locations to meet demand requirements.

(3) Ensure that safety checks are done on all pneumatic, electrical, or hydraulically powered tools and personal protection equipment on a periodic basis.

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(4) Maintain accurate inventory records of all tools. Records shall include data on tool nomenclature, model number, identification number where appropriate, quantities, locations, values, issues, returns, and missing, lost, stolen, or recovered tools.

(5) Provide a physical security program for tool cribs, toolrooms, and tool control records.

(6) Accumulate historical usage data for reordering and procurement planning.

(7) Provide justification and budgeting for planned requirements.

(8) Prohibit the use of personally owned tools where the possibility of contamination or FOD may exist and where quantitative measurements will be taken with tools that require periodic calibration.

(9) Determine responsibility for missing or lost tools, take appropriate disciplinary action when warranted, and explore positive methods to recover their value.

(10) Develop procedures to ensure, when appropriate, that a Report of Survey (DD Form 200) is completed per reference (b) and that reporting of missing, lost, stolen, or recovered government property follows reference (c).

(11) Develop a marking system to permanently identify tools. The method and extent of tool marking should be per reference (a) and be based on economic considerations where feasible. When applicable, the elimination of FOD should be a primary concern when choosing the tool marking system.

(12) Ensure that time limits on the issuance of power and special purpose tools of limited availability are controlled to allow use by various workers as priorities dictate, and to reduce the need to purchase excessive quantities of such tools.

b. Acquisition. A program must be initiated to:

(1) Use historical data and projected workload requirements as a basis for stock levels and reorder points.

(2) Effect maximum use of Federal Supply Schedules and General Services Administration central procurement sources.

(3) Discontinue the local purchase of tools except in emergency situations or when the cost effectiveness of a local purchase can be documented.

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(4) Provide for procurement or manufacture of special purpose and nonstandard tools.

c. Inventory Control. An inventory information system must be established to:

(1) Record individual tool value and available quantities, including locations.

(2) Identify recipients of tools, track retention periods, and the amount of tools issued to individuals.

(3) Identify broken or missing tools so that adjustments to inventory values and quantities can be made.

(4) Effect a means of clearing employees before separation.

(5) Conduct periodic "wall-to-wall" inventories of the tools in the system. Maximum interval between inventories shall be three years. More frequent inventories of high value, pilferable, and high usage tools are recommended.

(6) Conduct periodic random no-notice physical inventories of tools issued to employees.

(7) Provide a means of counterchecking and tracking tool movements within work centers.

(8) Limit tool issues to standardized tools or standard toolbox issues when feasible.

d. Stock Levels. Verification of stock levels will be conducted on an established periodic basis. The system will include:

(1) Periodic reviews of realistic high and low stock levels.

(2) Assessment of types of stock on hand, with recommendations for additions or deletions.

(3) Identification of overstocked items and an evaluation of the need to retain such excesses.

(4) Identification of unsatisfactory tools and disposal of same.

e. Maintenance. Facilities, either organically or contractually, are to be provided for proper maintenance of the stock of tools in the system.

f. Disposal. An effective, carefully controlled means of tool disposition must be provided. When tools are no longer required by the user, the accountable officer should take the appropriate action to reutilize the tools to the fullest extent possible. After such

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efforts, and following appropriate regulations, the tools should be returned to stock or be turned in to the local Defense Reutilization and Marketing Office (DRMO). If the tools must be modified so as to preclude their reintroduction into the tool control system, then this action must take place prior to turn in to the DRMO. Residual material resulting from this action will be turned into the DRMO as scrap. Precaution must be exercised to ensure that tool loss or pilferage does not occur in this process.

g. Tool Crib and Toolroom Operation. The prime function of tool cribs and toolrooms is the provision of efficient, effective service for the work force by making available all tooling required. Of equal importance is the task of operating a prudent, businesslike organization that not only caters to the customer's needs but also protects the activity's interests regarding costs, security of tools, and the expeditious retrieval thereof. Additionally, minimum impact upon worker productivity should be foremost in the execution of all tool crib or toolroom operations.

## 7. Action

a. Addressees will review and update instructions governing tool control procedures to assure compliance with the provisions of this instruction within the command and at all subordinate activities.

b. Addressees will forward two copies of implementing instructions to the Director, Naval Industrial Resources Support Activity within 180 days.

8. Form. DD Form 200 (10-84), Report of Survey, S/N 0102-LF-000-2001, is available in the Navy supply system per NAVSUP P-2002.

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DEFINITIONS

1. Definitions. The following definitions are provided for the purpose of this instruction:

a. Tool. A generalized term referring to loose and hand tools, portable power tools, and special purpose tools.

b. Loose and Hand Tools. These terms include all common tools normally held and propelled by hand, such as screwdrivers, files, wrenches, hammers, and pliers; measuring instruments, such as tapes, protractors, rules, levels, and gage blocks; plus loose cutting or forming tools propelled by power, such as gear cutters, hobs, milling cutters, boring tools, and the like.

c. Portable Power Tools. These tools can be hand held or supported by jigs, fixtures, or mechanical holding devices. The prime requirement is that they are both portable and propelled by power or their use is dependent upon external power. Portability usually denotes hand carry, but in some cases, cranes, rigging service, and vehicular transportation are required. Source of power is normally compressed air or electric current; however, any extraneous source of power, such as gasoline, carbon dioxide, explosive cartridges, propane, hydraulic pressure, battery, etc., may be employed. The major portion of this tooling category consists of electric or air-driven drills, grinders, nut runners, chipping hammers, planes, saws, routers, sanders, multimeters, etc.

d. Special Purpose Tools. These tools are either made special from drawings, sketches, or prints or are converted from standard "off-the-shelf" tools that are intended for a specialized operation only. They cannot be employed as standard tools nor used for other applications.

e. Tool Crib. Those areas set aside for the purpose of dispensing and retrieving tools for use by activity workers are normally referred to as "tool cribs." These areas include, but are not limited to, entire permanent buildings, temporary buildings, vehicle mounted structures, portable enclosures, and partial sections of buildings or barges. The primary function of the tool crib is to provide a readily accessible facility from which the issue and return of tools may be transacted by the work force. Minor tool maintenance operations, such as drill pointing, web thinning, chisel sharpening, etc., may be accomplished within this area.

f. Toolroom. The term "toolroom" refers to those functions of the central tool shop relating to the overall administration of the tool cribs, including planning, budgeting, ordering, providing, and maintaining tools.

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g. Tool Control. A system employed by Navy activities through which effective control can be exercised over the planning, procurement, stocking, dispensing, surveillance, retrieval, maintenance, and disposal of tools.

h. Missing. A missing item is one that is not in its proper location or cannot readily be accounted for. An item is determined to be missing when:

(1) Searches by the responsible personnel have been completed without success.

(2) The incident has been reported to the supervisor for action.

i. Lost. A lost item is one that absolutely cannot be accounted for and has been surveyed or otherwise properly removed from accountability, after thorough investigation of the circumstances.

j. Stolen. A stolen item is one that is unaccounted for and evidence indicates suspected or actual theft or other related criminal activity is suspected, alleged, indicated, or known.

k. Recovered. A recovered item is material that is found, is gained by inventory, or is recovered after previously being reported as missing, lost, or stolen.

l. Value. The measurement of Government property value for tool control purposes is the acquisition cost of the tool.