



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 11200.1E

N-4/TEMC

17 AUG 1991

CNET INSTRUCTION 11200.1E

Subj: ADMINISTRATION AND MANAGEMENT OF CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE) FOR THE CHIEF OF NAVAL EDUCATION AND TRAINING

Ref: (a) COMNAVFACNOTE 5450 of 14 Jun 91  
(b) NAVFAC P-300  
(c) NAVCOMPT Manual  
(d) OPNAVINST 11240.8F  
(e) DOD 4500.36R  
(f) OPNAVINST 11000.16A

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

1. Purpose. The purpose of this instruction is twofold:

a. To delegate authority to the Atlantic and Pacific Divisions, Naval Facilities Engineering Command (LANTNAVFACENGCOM/PACNAVFACENGCOM) Transportation Equipment Management Centers (TEMCs) to act on behalf of Chief of Naval Education and Training (CNET) in CESE management matters.

b. To issue supplemental guidance for CESE management within the Naval Education and Training Command (NAVEDTRACOM).

This instruction has been extensively revised and should be read in its entirety. Specific additions, deletions, or revisions have not been marked.

2. Cancellation. CNETINST 11200.1D

3. Background. Reference (a) geographically assigned CESE management responsibilities for claimants and all naval shore activities to the Commanders, LANTNAVFACENGCOM and PACNAVFACENGCOM TEMCs.

4. Authority

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

b. LANTNAVFACENGCOM and PACNAVFACENGCOM TEMCs are authorized to act for CNET in all routine technical transportation matters directly with claimant field activities. LANTNAVFACENGCOM TEMC will provide activity level support to activities located in the

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geographical areas serviced by the Southern, Atlantic, Northern, and Chesapeake NAVFACENGCOM Engineering Field Divisions (EFDs). PACNAVFACENGCOM TEMC will provide activity level support to activities located in the geographical areas serviced by Pacific, Western, and Southwestern NAVFACENGCOM EFDs.

c. CNET, through the TEMCs, will retain ultimate authority on the following matters:

(1) Biennial submission of vehicle allowances to Chief of Naval Operations (CNO).

(2) Requests for Class "A" and Class III sedan assignments to CNO.

(3) Matters of a policy nature.

(4) Special programs.

5. Action. NAVEDTRACOM field activities will:

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

b. Routinely deal with LANTNAVFACENGCOM and PACNAVFACENGCOM TEMCs regarding CESE management and technical matters. Points of contact are provided in enclosure (2).

c. Address matters discussed in paragraph 4c to CNET via the cognizant TEMC and the chain of command.

6. Forms. The following forms are available in the Navy Supply System and can be ordered using NAVSUP 2002:

a. DD Form 1348-1 (DOD Single Line Item Release/Receipt Document)

b. DD Form 1342 (DOD Property Record)

c. SF-20 (Report of Excess Personal Property)

7. Report. Report control symbol NAVFAC 11200-16 has been assigned to the reporting requirement in paragraph 8b, enclosure (1). Report control symbol NAVCOMPT 7300-4 has been assigned to the requirement in paragraph 8a, enclosure (1).



**R. K. U. KIHUNE**

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## PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF CESE

1. Technical Assistance. The Atlantic and Pacific Divisions, NAVFACENCOM TEMCs are designated as the TEMCs responsible for providing technical assistance to claimant/office field activities. The TEMCs will be responsible for all matters pertaining to the management of transportation equipment including requirements, assignment, replacement, disposal, maintenance, and utilization. The TEMC will also review and approve transportation equipment requirements at tenant activities. All transportation equipment support for the tenant should be furnished on a reimbursable basis by respective host activities under the host's allowance.

2. Processing Activity Requirements Reviews. Preprinted requirements review forms are forwarded to all claimant/office CESE allowance holding activities on a biennial basis. General instructions for completion and submission of the review are contained in reference (b). Other instructions that may be needed will be furnished by the TEMC.

3. Activity Allowance. All shore activity requests for CESE allowance increases/changes will be processed on an exception basis by the TEMC. Biennially, the TEMC will collect data from their supported activities, verify data, validate justifications, and consolidate into one claimant/office allowance for CNO approval. The TEMCs will distribute CNO-approved claimant/office allowances at the activity level.

4. Equipment Inventory Control

a. Acquisitions. Approved CESE allowances are filled by new equipment from the Navy CESE procurement program or by reassignment of usable excess equipment. CESE shall not be acquired by activities from any source without prior approval of their TEMC. Activities are required to report all equipment acquisitions to the Civil Engineering Support Office (CESO), Port Hueneme, California within 15 days after receipt.

b. Dispositions. Disposition action will be completed within 15 days on all equipment that becomes excess to approved allowance. All activities will report all usable excess equipment to their 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 into the nearest Defense Reutilization Marketing Office on DD Form 1348-1. Activities are to report all disposition actions to CESO within 15 days.

c. Construction Automotive and Specialized Equipment Management Information System (CASEMIS). All field activities will be responsible for registration of their CESE inventory directly to CESO as described in reference (b).

Enclosure (1)

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5. Host/Tenant Support. This paragraph applies only to CNET tenant activities receiving transportation support from a host activity. CNO policy established in reference (f) requires that transportation equipment support for tenant activities be supplied by the host activity on a reimbursable basis. Host/tenant relationships for maintenance services normally include the following:

a. The host activity shall be responsible for all repairs. The cost of these repairs shall be included in the rental rate. The host activity shall furnish all labor and materials to include motor oils, anti-freeze, and other consumable materials.

b. The host activity shall furnish a substitute administrative type vehicle in accordance with local station policy to the tenants from motor pool assets during the time that maintenance or repairs are performed on assigned vehicles.

c. The tenant shall be responsible for loss or damage to assigned vehicle(s) caused by misuse and/or accidents.

6. Leasing and/or Lease Purchase of Vehicles. The authority, procedures, and limitations for leasing motor vehicles by Navy activities are contained in references (b), (c), and (e). Requests to lease vehicles shall be forwarded to the TEMC. Upon leasing a vehicle, a Lease Agreement Summary as described in reference (b) will be submitted to the TEMC prior to the issuance of USN number(s).

7. Transportation Management Assistance Visits. Management assistance visits will be performed by TEMC representatives as outlined in reference (b).

8. Reports

a. Transportation Cost Report (TCR). Reference (c) requires that activities with an allowance and inventory of 50 or more units of CESE shall submit a TCR to NAVFACENCOM (Code 164) via their TEMC by 6 November of each year.

b. Transportation Equipment Management Evaluation Summary (TEMES). The TEMES report maybe submitted in lieu of the TCR. An annual TEMES shall be submitted by all allowance holders to NAVFACENCOM, via the TEMC, by 6 November of each year. Details regarding TEMES report format and submittal are contained in reference (b).

9. TEMC/CESO Contact Listing. TEMC and CESO points of contact are provided as enclosure (2).

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**CESE MANAGEMENT POINTS OF CONTACT**

**ATLANTIC DIVISION TEMC**

Commander (Code 12)  
Atlantic Division  
Naval Facilities Engineering Command  
1510 Gilbert Street  
Norfolk, VA 23511-2699

Phone: DSN 864-4880, Commercial (804) 363-4880  
FAX (804) 363-4888

**PACIFIC DIVISION TEMC**

Commander (Code 12)  
Pacific Division  
Naval Facilities Engineering Command  
Pearl Harbor, HI 96860-7300

Phone: DSN 315-471-8411, Commercial (808) 471-2596  
FAX (808) 471-5870

**CIVIL ENGINEERING SUPPORT OFFICE CESO**  
(for CESE Inventory/Registration)

Commanding Officer (Code 1535)  
Civil Engineering Support Office  
Naval Construction Battalion Center  
Port Hueneme, CA 93043-5000

Phone: DSN 551-3091/3086, Commercial (805) 982-3091/3086  
FAX (805) 982-5798