



Material/Equipment Inventory (Back of ANSC Form 7025)

The **three** categories to record in the inventory on the back of the Form 7025 are defined as follows:

Section A: Items **purchased** by the Flotilla.

1. All Public Education texts purchased by the Flotilla for resale to the public (This includes Boating, Sailing Safety and Personal Watercraft texts).
2. All other items held for resale (for example: Parallel rules, Ball caps, Uniforms, flags, banners, etc.)
3. Recording devices
4. Microwave, coffee pots, tables, chairs
5. Meeting flags
6. Any other items **purchased by the flotilla**.

Section B: Items **donated** to the Flotilla from any source (private individuals, organizations or government agencies (i.e. CG). It is suggested that only items costing \$500 or more, items having a life expectancy of one year or more, or items that cost less than \$500 but are easy to “walk”, should be included in this inventory. The following are examples only and are not all inclusive:

1. Copiers
2. Microwaves
3. Coffee pots
4. Chairs and tables
5. File cabinets
6. Desks
7. Computers
8. HF/SSB Radios
9. Telephone/Telephone answering machines
10. Vacuum cleaners

Section C: Items **loaned** to the Flotilla by the Government (from both Coast Guard through District 17 and DRMO (Government disposal)). These items are to be returned to District or to DRMO when no longer needed. Examples follow:

1. Only the following items received from District 17 are to be reported here (Items for individuals are addressed below and reported elsewhere):
 - Laptop computer with serial number
 - Projector with serial number
 - Digital camera with serial number
 - HF Radio equipment/antennas with serial number
 - Pumps
2. All items received from DRMO are to be recorded here. Some examples follow:
 - Computers and monitors
 - Desks, tables and chairs
 - File cabinets
 - Copiers
 - Boats
 - Storage Containers

Other Items:

Do **not** put the following items received from Coast Guard on the Flotilla's Form 7025:

1. Handheld radios
2. Towlines
3. Postage scales
4. Old Audio/Video equipment (slide projectors, overheads)
5. Flags
6. PPE (float coats, SAR vests, immersion suits, EPIRBS, P-EPIRBS, mustang suits, dry suits, Type 3 vests, knives, pyro)

Items for Individuals:

The following items which are “**worn**” by individuals or “**hand-carried**” by individuals must be inventoried and passed to the DSO-MA/RSS or designated authority. DO NOT PUT THIS ON THE 7025 form:

1. Float Coats
2. Dry Suits
3. SAR Vests
4. Immersion Suits
5. Type III Vests
6. Knives
7. Pyro techniques
8. P-EPIRB
9. 406 EPIRBS
10. Hypothermia Bags
11. Under garments
12. Helmets
13. Aviator Headsets
14. Mustang Suits

Disposal Procedures:

See the following page entitled Flotilla Custody of U.S. Coast Guard Property for procedures to be followed when disposing of or transferring Coast Guard property. The same procedures should be followed when disposing of items received from DRMO that are obsolete, unserviceable, otherwise not needed or/no longer used.

File copies of disposal records with next year’s inventory report. This will provide a clear record of materials/equipment from one year to the next.

Please read AUXMAN Chapter 5. Section [G.4] *H.3.* for restrictions if you are contemplating selling items donated to the Flotilla.

Items that were purchased by the Flotilla need not be included in the above disposal method. However, Flotillas should dispose of these items in a manner that will maintain the integrity of the Auxiliary and not leave an appearance of impropriety.

Do **NOT** dispose of unserviceable PPE (lifejackets) with USCG Auxiliary markings without making the item totally unusable (such as cutting it up) since we do not want the public wearing unserviceable PPE due to both safety and Homeland Security issues.