



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX  
390 SAN CARLOS ROAD SUITE C  
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 7332.2B  
10 Nov 08

COMTRAWING SIX INSTRUCTION 7332.2B

Subj: MINOR PROPERTY PROCEDURES FOR ACCOUNTABILITY OF  
GOVERNMENT OWNED PROPERTY AND ORGANIZATIONAL ISSUE  
MATERIAL

Ref (a) SECNAVINST 7320.10A  
(b) DODINST 5000.64  
(c) NAVSUP Manual, para. 25899  
(d) CNATRAININST 10126.1F

Encl: (1) Property Plant Manager Letter of Designation  
(2) Pilferable Minor Property Item Listing

1. Purpose. To establish guidance and procedures concerning acquisition, custody, inventory, accounting intra- and inter-transfer, and disposition of Training Air Wing SIX (TRAWING SIX) Personal Property and Organizational Issue Material as required by references (a) through (d).

2. Cancellation. COMTRAWINGSIXINST 7332.2A

3. Background. All material acquired by this Command is U.S. Navy property and is For Official Use Only. This material ranges from inexpensive high usage consumables to very expensive low demand equipment. While certain materials will not be covered under the provisions of this instruction, all personnel are reminded of their individual responsibilities to ensure all government property is used efficiently and for official purposes only.

4. Policy. References (a) and (b) provide guidance and procedures for effective management and accountability of all categories of Personal Property. This instruction provides COMTRAWING SIX specific policies and procedures. Reference (c) provides guidance for the acquisition of organizational issue material. Reference (d) provides guidance and procedures for issue and control of flight clothing and operational equipment.

5. Responsibilities. All Training Air Wing SIX activities shall comply with Defense Property Accounting System (DPAS) policy and procedures outlined in references (a) and (b).

10 Nov 08

Additional guidance may be obtained from the DPAS website at <http://www.nor.fisc.navy.mil/home/dpas.htm>. Commands are to ensure that that physical inventories are conducted properly, the activity personal property database is accurate, asset accountability is maintained, and financial reporting of personal property is accurate.

## 6. Roles

a. Commander, TRAWING SIX. Responsible for implementing and complying with references (a) and (b) and for providing oversight for personal property management within his/her claimancy to include: Assurance that physical counts (i.e., inventories) are conducted properly/as required, the claimancy personal property database data is accurate, asset accountability is maintained, and financial reporting of personal property is accurate.

b. Commanding Officer. Is the Accountable Officer and retains overall responsibility for ensuring all Command Personal Property is properly maintained, safeguarded, accounted for, and accurately reported.

c. Personal Property Manager (PPM). Shall be designated in writing utilizing enclosure (1) and is responsible for:

(1) Implementing policies and procedures of this instruction and references (a) through (d).

(2) Maintaining bar-coding system and controlling access levels of system users.

(3) Scheduling and coordinating Physical Inventories, as listed in paragraph 7d. Ensuring all discrepancies have been reconciled and documented; inventory results filed in Command Personal Property Records.

(4) Establishing and maintaining auditable records in compliance with documentation requirements and retention periods specified in reference (a).

## 7. Accountability Requirements for Personal Property

### a. Establishment of Accountability.

(1) Accountable records shall be established at time of receipt for all personal property purchased, leased (capital or

operating leases as applicable), or otherwise obtained, having a unit acquisition cost of \$5,000 or more, and items that are classified, sensitive or meet all of the following three criteria:

- (a) Pilferable
- (b) Critical to the activity's business/mission
- (c) Hard to repair or replace

All Personal Property of this nature will be recorded and tracked in the Department of the Navy (DON) approved DPAS.

(2) Accountable records for pilferable items not meeting the definition above shall be established at the time of receipt for all personal property identified on enclosure (2). Personal Property will be recorded and tracked in a locally produced spreadsheet or database.

b. Termination of Accountability. Personal property that has been transferred-out, sold, disposed, lost, stolen or destroyed shall be properly documented and removed from the personal property system at the time the property leaves the command or it is determined the item no longer exists. Substantiating documentation must be retained for 36 months.

c. Physical Inventory (Counting Requirements) of Personal Property. All physical inventories are required to include a comparison of all the Personal Property records to the physical assets (i.e., book-to-floor) and all the physical assets back to the Personal Property records (i.e., floor-to-book) to ensure all items are included in a compliant Personal Property system.

d. Physical Inventory Frequency. Physical Inventories will be accomplished as follows:

(1) At least once every three years for Personal Property maintained in DAPS.

(2) At least annually for Personal Property maintained in locally procedures spreadsheet/database.

(3) At least annually for equipment on loan.

(4) Upon relief of Commanding Officer.

10 Nov 08

(5) Whenever directed by the Commander. A special physical inventory may be necessary when there is evidence of forced or unlawful entry or upon the discovery of an open or an unattended storage area.

e. Reports of Inventory. Upon completion of each inventory, and resolution of all discrepancies, participating PPM's will report results to the Commanding Officer. Report will include:

(1) Type of inventory accomplished, i.e., Triennial, Change of Command, etc.

(2) Date required inventory was completed.

(3) Surveys of missing items and documentation to support transfers or turn-ins, as appropriate.

#### 8. LOGISTICS INFORMATION

a. Receiving. The person who initially receives an asset is required to sign and date a receiving document to establish the accountability.

b. Bar Coding. To ensure that accountability is continuously maintained every asset must be bar coded and recorded in a compliant personal property system within **7 calendar days of receipt**.

#### 9. Organizational Issue Material/Flight Gear

a. Organizational Issue Material, i.e. flight gear, will be obtained, per reference (c), and issued to individuals for official use, per reference (d).

b. Flight gear will be well documented for accountability purposes. Squadron Supply Technicians are responsible for ensuring proper entries are made in the respective form, Record of Flight Equipment Issue, OPNAV 3760/32B.

c. COMDRAWING SIX personnel checkout procedures must include a review of OPNAV 3760/32B for returned items.

d. Loss of flight gear shall be processed, per reference (c), para. 7.

10 Nov 08

e. Flight gear that is stocked awaiting issue is highly susceptible to misappropriation. Supply Technician shall be responsible for the material's safekeeping and authorized issue. Supply Technicians shall keep accurate records reflecting all receipts and issues of stock. Furthermore, each Supply Technician shall audit stock on a regular basis, at least annually.



M. V. PROSPERI

Distribution:

Electronic only, via TW-6 Website:

<https://www.cnatra.navy.mil/tw6/>

COMTRAWINGSIXINST 7332.2B  
10 Nov 08

Date

From: Squadron Commander  
To: (Name)

Subj: DESIGNATION OF PROPERTY PLANT MANAGER (PPM)

Ref: (a) COMTRAWINGSIXINST 7332.2B

1. Per reference (a), you are hereby designated as the PPM for (name of command).
2. You shall become familiar with all requirements contained in reference (a) in the performance of your duties.

---

SIGNATURE

Enclosure (1)

10 Nov 08

PILFERABLE MINOR PROPERTY LISTING

"Pilferable" is defined as government owned equipment, which is easily transported or concealable, having a ready resale value of application for personal use and which is therefore especially subject to theft. The following are examples of pilferable items:

-A-	Recording Equipment
Adding Machines	
Appliances (Household)	-S-
Air Conditioners	
-B-	-T-
Binoculars	Television Sets
	Typewriters
-C-	
Cameras	
Cell phones	-V-
	VCRs
-D-	-
DVD Players	
-F-	
Fax Machines	
Food Preparation Equipment	
-G-	
-L-	
Label Makers	
-M-	
Microwave Ovens	
Monitors (excluding NMCI property)	
-P-	
Printers (excluding NMCI property)	
Projectors	
-R-	
Refrigerators	