



DEPARTMENT OF THE NAVY

COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO
COMTRAWINGFIVEINST 7321.1B
Code N1
11 Oct 16

COMTRAWING FIVE INSTRUCTION 7321.1B

Subj: MINOR PROPERTY PROCEDURES FOR ACCOUNTABILITY OF GOVERNMENT OWNED PROPERTY

Ref: (a) SECNAVINST 7320.10 Series
(b) DoDINST 5000.64 Series
(c) DEPARTMENT OF DEFENSE (DoD) FINANCIAL MANAGEMENT REGULATIONS (FMRS) 7000.14-R, VOLUME 4, CHAPTER 6

Encl: (1) Personal Property Manager Letter of Designation
(2) Pilferable Minor Property

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

2. **Cancellation.** COMTRAWINGFIVEINST 7321.1A

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) through (c) provide guidance and procedures for effective management and accountability of all categories of Personal Property. This instruction provides COMTRAWING FIVE specific policies and procedures. All Personal Property assets will not be removed from their locations without written notification to Personal Property representatives and/or Personal Property Manager of the changes. CNATRA ADP and IT equipment will not be removed from their location without approval from N6 CNATRA Management Information.

5. **Responsibilities.** All TRAWING FIVE activities shall comply with Defense Property Accounting System (DPAS) policy and procedures outlined in references (a) and (b). Additional guidance may be obtained from the NAVSUP and DPAS websites at: <https://www.navsup.navy.mil/nppe> and <https://www.dpas.dod.mil>. Commands are to ensure physical inventories are conducted properly, DPAS database and activity Personal Property database is accurate, asset accountability is maintained, and financial reporting of Personal Property is accurate.

6. **Roles**

a. **Commander, TRAWING FIVE.** Responsible for implementing and complying with references (a) through (c) and for providing oversight for Personal Property management within the claimancy to include: Assurance that physical counts (i.e., inventories) are conducted

properly/as required, the claimancy DPAS and activity Personal Property database 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 (c).
- (2) Maintaining Bar Code Asset Tag Identification System and strictly control access to the asset tags and their placement and removal.
- (3) Scheduling and coordinating Physical Inventories, as listed in paragraph 7d. Ensuring all discrepancies are 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).

d. Personal Property Representatives. The following individuals are responsible to conduct inventories for their respective organization, maintain and provide proper documentation to the Personal Property Manager: Squadron Supply Clerks, CTW5 Supply Clerk and a designated representative from Academic Training, HITU and FITU.

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, as defined in enclosure (2)
- (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 DPAS.
- (2) At least annually for Personal Property maintained in DPAS approved spreadsheet/database.
- (3) Upon relief of Commanding Officer.
- (4) 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.
- (5) When there is a change in Supply Clerks.
- (6) All physical inventories should be completed by the PPM, Supply Clerks, and can include other personnel from the squadron or the student pool from TW-5 Student Control.

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 (DD200) of missing items and documentation to support transfers or DRMO turn-ins, as appropriate.

8. Logistics Information

a. Receiving. The Supply Clerk who initially ordered and received the asset is required to provide a signed and dated receiving document to establish the accountability. The following documentation must be provided and reported to the Personal Property Manager within **3 days after receipt** of the Personal Property asset:

- (1) Minor/Personal Property Record (as designated by the Personal Property Manager).
- (2) Copies of all supporting documentation for the asset (purchase request, receiving report and vendor's invoice).

b. Bar Coding. To ensure accountability is continuously maintained every asset must be bar coded and recorded in a compliant Personal Property System within **7 calendar days of receipt date**. Contact the Personal Property Manager to obtain a valid bar code number for each asset. Each bar code will be affixed to each piece of equipment to facilitate the inventory process.

c. Disposal and/or Transfers. Provide the Personal Property Manager the proper documentation when transferring material outside of the command and when material is sent to Defense Reutilization and Marketing Service (DRMO) for disposal.

d. Surveys (DD200). Provide the Personal Property Manager a DD Form 200 (forms can be obtained from the NAVSUP website: <https://www.navsup.navy.mil/nppe>) for lost, missing, stolen or surveyed property so the asset can be deleted from inventory lists.



M. T. MURRAY

Distribution:
COMTRAWINGFIVEINST 5216.1U:
List II (f, m-t)

From: Commander, Training Air Wing FIVE
To: (Name)

Subj: DESIGNATION OF PERSONAL PROPERTY MANAGER (PPM)

Ref: (a) COMTRAWINGFIVEINST 7321.1B

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.

M. T. MURRAY

PILFERABLE MINOR PROPERTY

“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. Refer to: https://www.navsup.navy.mil/nppe/don_policies.