



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA, FLORIDA 32508-5502

TRARONTENINST 7322.1E
40000
16 Apr 12

TRAINING SQUADRON TEN INSTRUCTION 7322.1E

Subj: MINOR PROPERTY CONTROL PROCEDURES

Ref: (a) NAVSUPINST 7322.1
(b) NAVCOMPT Manual Vol III, CH-6
(c) NAVSUP P-485 Manual
(d) DODINST 5000.64
(e) SECNAVINST 7320.10A
(f) COMTRAWINGSIXINST 7332.2B
(g) TRARONTENINST 4500.2G

Encl: (1) Designated Pilferable Property
(2) NATTC 4440/2 (Rev. 05-04)
(3) Designation of Minor Property Control Officer
(MPCO) and Alternate MPCO

1. Purpose. To establish standardized procedures for custody, inventory and control of minor property equipment within Training Squadron TEN.

2. Cancellation. TRARONTENINST 7322.1D.

3. Background. References (a) through (g) specify that local commanders are responsible for the management, security, and control of minor property. Minor property consists largely of pilferable items and, therefore, control of minor property must be adequate to prevent misappropriation of limited squadron assets.

4. Definition. For the purpose of this instruction the following definitions apply:

a. Minor Property. As defined in references (a) and (b), is acquired for immediate use and having a unit cost of less than \$25,000.00, and those items having a unit cost of \$5,000.00 or more but with a useful life of less than two years. It should be noted that office furniture is specifically excluded as minor property. Reference (a) further specifies that, to be considered minor property, serialized items must have a value of \$1,000.00 or more and unserialized items must have a value of \$5,000.00 or more.

b. Pilferable items. As defined in reference (e), are items that have a ready resale value or application to personal possession and that are, therefore, especially subject to theft. To ensure clarity and positive control, all items within Training Squadron TEN that fall within the definition of pilferable items and having a value of \$1,000.00 or more but less than \$25,000.00 will be serialized and defined as minor property. If a pilferable item Enclosure (1) is received without a serial number, Resource Management Services (RMS) will assign a serial number and label the item.

5. Action

a. RMS Civilian

- (1) Serve as the Minor Property Control Officer.
- (2) Serve as the Inventory Manager.
- (3) Serve as the Property Custodian.
- (4) Designate appropriate items as pilferable.
- (5) Issue local serial numbers for minor property items received without a serial number.
- (6) Ensure that records are maintained on all VT-10 minor property.
- (7) Ensure that an annual inventory of minor property is completed six (6) weeks prior to the Change of Command.
- (8) Ensure that prior to the annual inventory, an update/review of this instruction is completed.

b. Department Heads/Division Officer

(1) Responsibility. Department Heads/Division Officers shall be designated in writing utilizing enclosure. Sign for sub-custody of each controlled item under their cognizance on the original copy of NAVSUP Form 306, Enclosure (2). The original form shall be maintained in RMS and a duplicate shall be maintained by each Department Head/Division Officer.

(2) Assist the Property Custodian in identifying all squadron minor property.

(3) Establish, maintain and control a current physical inventory listing.

(4) Receive copies of all squadron minor property acquisitions, dispositions and transfers for posting to inventory listing.

(5) Ensure that the inventory listings agree with property records after each physical inventory.

c. Inventory Manager

(1) Perform physical inventory of all minor property annually upon relief of the Inventory Manager, Property Custodian or Commanding Officer if desired by the relieving Commanding Officer.

(2) Assist the Property Custodian in identifying all squadron minor property.

(3) Establish, maintain and control a current physical inventory listing.

(4) Receive copies of all squadron minor property acquisitions, dispositions and transfers for posting to inventory listing.

(5) Ensure that the inventory listing agrees with property records after each physical inventory.

d. Property Custodian

(1) With the assistance of the Inventory Manager, identify, label and serialize all squadron minor property.

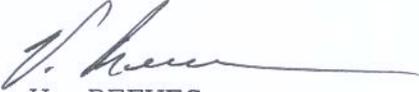
(2) Establish, maintain, and control custody-signature file for all minor property items on the physical inventory listing utilizing NAVSUP Form 306, enclosure (2).

(3) Ensure property records agree with inventory listing after each physical inventory by updating as required.

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(4) Ensure copies of minor property documents are maintained for posting of custody records.

e. Property no longer needed should be delivered to the Defense Reutilization and Marketing Officer (DRMO). Property must be accompanied by a properly prepared DD 1348-1 on record.



V. REEVES

Distribution:
TRARONTENINST 5216.2AA
List I

TRARONTENINST 7322.1E
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DESIGNATED PILFERABLE PROPERTY

-B-
Binoculars

-C-
Cameras
Communication Equipment

-P-
PA System
Projectors

-T-
Television Sets

-V-
Vacuum

Enclosure (1)

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(Date)

MEMORANDUM

From: (Department/Squadron Commander)
To: Training Squadron TEN, Property Plant Manager
Subj: DESIGNATION OF MINOR PROPERTY CONTROL (MPCO)
AND ALTERNATE MPCO
Ref: (a) TRARONTEN 7322.1D

1. Per reference (a), the following individuals have been designated as departmental PPRO:

DEPARTMENTAL PPRO

Name: _____
Rate/Rank: _____
Position: _____
Telephone: _____

ALTERNATE PPRO

Name: _____
Rate/Rank: _____
Telephone: _____

It is understood that these individuals will be only personnel contacted for the documenting of receipts and acceptance, the transmittal and return of accountable property listings, for all qualifying property.

SIGNATURE

Enclosure (3)