



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 7321.1B
N8612

05 JUN 2002

NETPDTC INSTRUCTION 7321.1B

**Subj: PROCEDURES FOR ACCOUNTABILITY OF GOVERNMENT OWNED
PROPERTY**

Ref: (a) SECNAVINST 7320 Department of the Navy (DON) Personal
Property and Procedures Manual

Encl: (1) Format of the Designation letter

1. **Purpose and Scope.** To outline NETPDTC and DON's policies and procedures for the management of personal property and to ensure compliance with financial accounting and accountability requirements established by the Chief Financial Officer's Act of 1990, Statements of Federal Financial Accounting Standards, Financial Management Regulations (FMR), and Department of Defense (DOD) guidance. Personnel assigned responsibility for the custody, accounting and disposition of personal property are required to comply with the provisions of this instruction.

2. **Cancellation.** NETPDTCINST 7321.1A

3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. **Personal Property Defined**

a. **Capitalized Property.** An asset with an acquisition value equal or greater than \$100,000 that meets all capitalization criteria. Capitalized assets are depreciated based on the asset's useful life and reported on DOD's annual financial statements.

b. **Minor Property.** Has an acquisition cost equal to or greater than \$5,000 but less than the capitalization threshold. This property is expensed and not reported on DOD's annual financial statements. This property, however, must be recorded in the personal property accountability system.

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c. Sub-Minor Property. Property that is below the minor property threshold and does not meet the criteria listed in paragraphs d. and e. There are no financial reporting requirements for this property and no mandated accountability requirements except those established at the activity level.

d. Pilferable Property. This property must be recorded in the personal property accountability system. No dollar value threshold is specified. To ensure consistent interpretation and minimize management workload, pilferable is defined as property that is portable, can be easily converted to personal use, is critical to the activity's mission and is hard to replace.

e. Sensitive/Classified Property. Items considered sensitive or classified in the nature which meet the definition for personal property shall be recorded and managed in the personal property system regardless of dollar value.

5. Policy. All capital, minor, pilferable, sensitive and classified property that meets the definition for personal property shall be recorded and tracked in a compliant personal property system. This system shall be used in conjunction with the procedures, documentation, and management controls outlined in reference (a).

6. Roles and Responsibilities

a. The Commanding Officer has overall responsibility for ensuring that all command personal property is properly maintained, safeguarded, accounted for, and accurately reported.

b. The Head, Logistics Management Section, N8612, shall be the central NETPDTC point of contact for the accountability of command personal property. N8612 shall also serve as the command coordinator for the Defense Property Accounting System (DPAS).

c. All Department Directors and Special Assistants are designated as Responsible Officers (ROs). ROs are responsible for ensuring due care, inventory, and safekeeping of personal property assigned to their custody or the custody of those persons reporting to them. ROs will designate in writing, a personal property assistant who will be responsible for conducting the required physical inventories. Enclosure (1)

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is a format for the designation letter. Upon completion of inventories, the personal property asistant will submit a Financial Liability Investigation of Property Loss (DD Form 200) for lost or missing items.

d. Personal Property Managers (PPMs) shall be designated, in writing, by the Commanding Officer. PPMs for N6, N7, and N8 Departments are responsible for implementing policies and procedures contained in this instruction and reference (a). PPMs schedule training for assigned personal property assistants, ensure personal property system data integrity, and coordinate required physical inventories.

7. NETPDTC Detachments and Departments outside the Saufley Field complex are responsible for the establishment and maintenance of personal property records. Property tags with the NETPDTC Unit Identification Code (UIC) will be used to identify personal property.


G. B. DYE

Distribution: (NETPDTCINST 5216.1E)
Lists I, IA, II

Web Access: MAIN INDEX
<https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf>

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From: Commanding Officer, Naval Education and Training
Professional Development and Technology Center (NETPDTC)

To: _____

Subj: DESIGNATION AS PERSONAL PROPERTY ASSISTANT

Ref: (a) NETPDTCINST 7321.1B

1. You are hereby designated a personal property assistant for
_____ (Department/Division).
2. You will familiarize yourself with the provision of reference
(a) in the performance of your assigned duties.
3. This designation will terminate upon your transfer or as
directed.

J. D. MOSES
By direction

Enclosure (1)