



**DEPARTMENT OF THE NAVY**  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 7320.1  
6/ITSD  
JUN 05 2009

USNA INSTRUCTION 7320.1

From: Superintendent

Subj: U.S. NAVAL ACADEMY INFORMATION TECHNOLOGY (IT) ASSET MANAGEMENT POLICIES AND PROCEDURES

Ref: (a) SECNAVINST 7320.10A (DON Personal Property Policies and Procedures)  
(b) Clinger-Cohen Act- (40 U.S.C. 1401(3), Information Technology Management Reform Act)

Encl: (1) Sample Letter of Return  
(2) DD Form 200 Preparation Instructions for IT Equipment

1. Purpose. To establish United States Naval Academy policies and procedures for IT asset management that meet accountability requirements established by references (a) and (b), and applicable Department of Defense (DOD) guidance.

2. Scope. This instruction is applicable to all Naval Academy Cost Centers. All IT equipment acquired for the purpose of supporting the Naval Academy's mission is included.

3. Definitions

a. As defined by reference (b), IT equipment is "any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information." IT equipment includes, but is not limited to, desktop computers, laptops, tablet computers, workstations, servers, monitors, scanners, fax machines, projectors, printers, copiers, document cameras and digital cameras.

b. IT equipment as defined above includes items purchased with investment funds, department funds, as well as items government owned, leased or received through research or gift funds. Responsibility and accountability of this equipment resides with the Naval Academy Cost Center possessing the item as indicated by the Cost Center Identification (ID) in Information Technology Services Division's (ITSD) Asset Management database.

(1) Establishment of responsibility and accountability begins at the time of receipt by the Cost Center/Organization.

(2) Termination of responsibility and accountability occurs when ITSD acknowledges receipt of returned IT equipment, in writing, via a Letter of Return, per enclosure (1) or ITSD accepts and cosigns a Cost Center/Organization Completed DD Form 200 following instructions shown in enclosure (2).

4. Policy updates. These policies and procedures shall be reviewed annually and updated as necessary by the Director ITSD.

5. Responsibilities. The following responsibilities are assigned:

a. ITSD Inventory Manager is responsible for establishing, implementing, and administering policies and procedures relating to IT equipment management and accountability to ensure proper management control and safekeeping of Naval Academy IT assets. This includes:

(1) Providing IT equipment management oversight to Cost Centers/Organizations.

(2) Verifying and reporting Cost Centers/Organizations are performing physical inventories as required.

(3) Ensuring all discrepancies found during physical inventory process are reconciled and documented.

(4) Ensuring all required documentation is retained from time of receipt until 36 months after the item is no longer on USNA's inventory active records.

(5) Providing management information required to support property management or budget related decisions.

b. ITSD Physical Inventory Administrator (PIA) is responsible for coordinating the physical inventory process, reconciling the inventory findings with the database, and corresponding with the Cost Center/Organization contact to resolve any discrepancies. This includes:

(1) Establishing a schedule for physical inventory of all IT equipment holdings.

(2) Instructing and training responsible personnel about the physical inventory process.

(3) If requested, assist responsible personnel with the physical inventory.

(4) Entering adjustments into ITSD's Asset Management database as a result of the physical inventory.

(5) Maintaining and updating inventory status until full compliance is established.

(6) Maintaining copies of completed DD Form 200's and signed receipts.

(7) Issuing letter of compliance upon completion and reconciliation of physical inventory.

c. Naval Academy Cost Center and/or Organization Heads supported by ITSD are responsible for providing oversight for IT equipment management within their departments. This includes:

(1) Assigning Cost Center/Organization personnel to keep records and account for all IT equipment in the Cost Center/Organization's possession.

(2) Ensuring assigned Cost Center/Organization personnel schedule, conduct and reconcile physical inventories as required, but at a minimum annually. This includes the timely completion of all DD Form 200's.

d. Assigned Naval Academy Cost Center and/or Organization personnel are responsible for keeping records and accounting for all IT equipment assigned to the Cost Center/Organization. This includes:

(1) Ensuring physical inventories are scheduled with PIA, conducted and reconciled as necessary but at a minimum annually.

(2) Ensuring inventories are completed and reconciled within 30 days of start. This includes completion of all DD Form 200's and or Letters of Return as necessary.

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(3) Ensuring the data in ITSD's Asset Management database remains current and accurate. This includes properly documenting and notifying ITSD of any receipts or losses in accordance with enclosures (1) and (2).

(4) Generating and maintaining copies of documentation for each receipt, return, and/or loss.

(5) Ensuring all IT equipment is properly barcoded and notifying ITSD when IT equipment received into the cost center/organization does not have a "Property of U.S. Navy" barcode attached.

(6) Providing ITSD with location and custodian of new equipment within 20 days of receipt into the organization or following any change in location or custodian.

(7) Ensuring the due care and safekeeping of IT equipment assigned to their custody and providing PIA access to IT equipment.

6. Action. This instruction is mandatory for use by all Naval Academy Cost Centers and/or organizations supported by ITSD.

*/S/*  
J. L. FOWLER

Distribution:  
All Non Mids (electronically)

**SAMPLE LETTER OF RETURN**

Date

From: [Enter Returning Department Name]  
To: Information Technology Services Division

Subj: RETURN OF IT EQUIPMENT

Ref: (a) USNAINST 7320.1

Encl: (1) IT Equipment Return List

1. Per reference (a), it is requested that IT property records are adjusted to reflect the return of IT equipment listed in enclosure (1) from [enter Returning Department] to ITSD.
2. Request ITSD return a copy of the signed "ACKNOWLEDGEMENT OF RETURN."
3. Enclosure (1) includes the barcode, make, model, and serial number for each item returned.

[Enter Returning Department Representative's  
printed name]  
Signature

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**ACKNOWLEDGEMENT OF RETURN**

Date

From: Information Technology Services Department  
To: [Enter Returning Department name]

1. ITSD acknowledges return of IT equipment in enclosure (1) and has made the required accountability/responsibility changes in the IT asset management database.

Signature

[Enter ITSD's Representative's printed name]



**REPORT OF SURVEY, DD FORM 200 PREPARATION INSTRUCTIONS FOR  
LOSS/DESTRUCTION OF IT EQUIPMENT**

1. An electronic copy of the DD Form 200 is available from <http://www.usa-federal-forms.com/usa-fedforms-dod-dd/dod-dd-200-nonfillable-a.pdf>
2. The DD Form 200 is used to document the report of survey and certify the survey process when government property, specifically in this case IT equipment, is lost or destroyed. This form is the official document to support establishment of debt, relief from accountability, and adjustment to ITSD's asset management database. This form is to be completed within 30 days of start of physical inventory or within 20 days of discovery of loss/destruction. Specific instructions for the preparation of the DD Form 200 are provided below.

Blocks 1-11e are completed by the custodian who was accountable for the IT equipment.

<u>Block</u>	<u>Entry Instructions</u>
1	Enter date form prepared
2	Leave blank
3	Enter date loss discovered
4	Enter item barcode per IT accountability records
5	Enter item description to include manufacture and serial number
6	Enter quantity
7	Enter unit cost per receipt document
8	Enter total cost
9	Describe how the IT equipment was lost or destroyed. Additional pages can be attached if necessary.
10	Enter action to prevent future losses or destruction of IT equipment within Cost Center/Organization.
11a	Work address of person completing blocks 1-10
11b	Typed name of person completing blocks 1-10
11c	Enter phone number of person completing blocks 1-10
11d	Signature of person completing blocks 1-10
11e	Enter date signed
12	Mark "Responsible Officer"
12a-g	Self-explanatory, completed by USNA Cost Center Head/Organization Head.
13a-h	Self-explanatory, completed by ITSD's Finance Director
14a-h	Self-explanatory, completed by ITSD's Executive Director

3. Once the form is completed through Block 12g, cost centers/organizations are to route the form electronically to ITSD's Finance Director. Once signed by ITSD's Executive Director, the original will be retained by ITSD's PIA, the ITSD IT Asset Management Database adjusted, and a copy emailed to the Cost Center/Organization IT Contact.