



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

CH 1 22 FEB 94
Ch 2 5 Aug 94
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ch 4 MAY 95

USNAINST 7321.3F
5/Comptroller

15 JUL 1993 Ch 5 Feb 8, 96

USNA INSTRUCTION 7321.3F

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

From: Superintendent

Subj: PLANT PROPERTY EQUIPMENT AND RECORDS

- Ref: (a) NAVSUP Manual, Paragraph 21148-18 (NOTAL)
 (b) NAVCOMPT Manual, Vol. 3, Chapter 6 and Vol. 8 (NOTAL)
 (c) NAVFAC Manual P-78 (NOTAL)
 (d) USNAINST 4500.3C
 (e) USNAINST 4500.5D
 (f) NAVSUP Manual, Paragraph 25155-25167 (NOTAL)
 (g) DOD 7950.1-M (NOTAL)
 (h) USNA/AACINST 5500.2C
 (i) USNA/AACINST 5500.9
 (j) USNAINST 7322.1
 (k) SECNAVINST 4001.2F (NOTAL)

USNAINST 7321.3F
5/Comptroller
15 JUL 1993

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- Encl: (1) Instructions for Preparation of DOD Property Record (DD Form 1342)
 (2) Acquisition Procedures
 (3) Transfer Procedures
 (4) Disposition Procedures
 (5) Instructions for Preparation of Report of Excess Personal Property (SF 120)
 (6) Loan Procedures

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1. **Purpose:** To provide uniform reporting procedures and establish responsibility for the maintenance of records related to plant property equipment for the Naval Academy and those activities for which the Naval Academy has been designated as the plant property accountable activity per references (a) through (i).

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2. **Cancellation:** USNA Instruction 7321.3E.

(R)

3. **Scope:** This instruction applies to all phases of plant property accounting, including acquisitions, alterations, transfers, loans, and dispositions.

(A)

4. **Discussion:** This instruction applies to all phases of plant property accounting, including acquisitions, alterations, transfers, loans, and dispositions.

(A)

a. Plant property, for purposes of this instruction, is defined as:

- (1) All Navy-owned or Navy-controlled real property.
- (2) All Navy-owned personal property of a capital nature located in activities comprising the naval shore establishment.
- (3) All equipment used by units of shore-based operating forces (does not move with the unit when it is rotated or deployed).

\$100,000.00
\$50,000.00

b. To be classified as plant property, equipment must have an acquisition cost of \$50,000.00 or more. The equipment may be new, used, reconditioned, or donated. The equipment must be used in furtherance of the assigned mission of the Academy. As an example, trophies may be valued over \$10,000, however, they do not satisfy the mission requirement and therefore would be maintained on minor property records instead of plant property records.

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R) c. Procedures set forth in this instruction do not apply to property purchased with nonappropriated funds (unless properly donated to and subsequently accepted by a responsible office), minor property purchased with appropriated funds, (see reference (j)), and property donated to or purchased using the Naval Academy Museum Fund. The Museum Director will maintain a property record for all historical objects.

R) 5. Definitions

a. Plant property is defined by type class as follows

(1) Class 1 - Land.

(2) Class 2 - Buildings, structures, and utilities. *100,000.00*

(3) Class 3 - *50,000.00*

(a) Equipment with a unit acquisition cost of ~~25,000~~ or more (not including industrial type equipment).

R) (b) Cognizance symbol '20' Training Equipment - Per reference (a), consists of training device and training aid end-items which have been specifically developed, procured, cataloged, and distributed by the Naval Training Equipment Center (NAVTRAEQUIPCEN) to fulfill a training requirement established by a training agency. When completing a DOD Property Record (DD Form 1342), please ensure block 4 is within the 6900 series and block 26 states equipment as "Cognizance Symbol '20' Training Equipment."

R) (4) Class 4 - Industrial Plant Equipment (IPE) with a unit acquisition cost of \$5,000 or more. These items are centrally managed by the Defense General Supply Center (DGSC), Richmond, VA. Requests for purchase or transfer of Class 4 (IPE) equipment must be screened by the Naval Academy Supply Department to obtain DGSC approval prior to requisitioning the equipment. To obtain DGSC approval, an Industrial Plant Equipment Requisition (DD Form 1419) will be completed by the Supply Department.

R) b. Expenses - Expenses are costs of resources consumed in operating and maintaining the Department of Defense. Expense costs include labor, rental payments on leases for equipment, food, clothing, fuel, expendable supplies and materials, items designated for stock fund management, maintenance, repair and overhaul work, assemblies, spares and repair parts which are not designated for centralized individual item management, motion picture procurement and development, and all other equipment items not listed above that have a unit value of less than ~~25,000~~ *50,000.00* ~~100,000.00~~

R) c. Investment - Investments are costs of capital assets of the Department of Defense such as equipment that provides new or additional military capabilities or maintains existing capabilities. Other items of equipment except those listed above as expenses having a unit value of ~~25,000~~ *100,000.00* or more are investment items.

R) d. Unit value - Unit value applies to equipment items in the following ways:

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(1) The items are being acquired as a new system; in this case, "unit value" applies to the aggregate cost of all equipment items being acquired as a new system.

(2) The items are being acquired as additions to an existing system; in this case, "unit value" applies to the individual equipment item.

(3) The item is being acquired to satisfy a documented requirement on a stand alone basis; in this case, "unit value" applies to the individual equipment item.

e. System - A system is defined as several pieces of equipment which are a part of and function within the context of a whole to satisfy a documented requirement. (A)

(1) All equipment purchased as a new system using Other Procurement, Navy (OPN) funds must be identified as plant property and recorded on one plant property record card regardless of the number of pieces of equipment which combine to make up the system.

(2) Any items being acquired for modification to an existing system must include the existing Plant Property Record Card Number on the OPN Procurement Worksheet before the procurement package will be processed.

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50,000

f. Minor Property/Plant Property Thresholds

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(1) Minor Property - All equipment with a system cost less than ~~\$25,000~~ ^{50,000}. Must be purchased with Operation & Maintenance, Navy (O&MN) funds and recorded as minor property. (See reference (j)).

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(2) Plant Property - All equipment with a system cost of ~~\$25,000~~ ^{100,000.00} or more. This equipment will be purchased with OPN funds and recorded as plant property.

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6. Responsibility. Reference (b) defines the principles and requirements applicable to accounting for government property. Specific responsibilities are designated as follows:

a. Comptroller

(1) Maintain official financial records and submit required reports.

(2) Issue Navy identification decals.

(3) Conduct periodic and triennial inventories.

b. Public Works Officer

(1) Responsible for the preparation, maintenance, and submission of Classes 1 and 2 plant property inventory records per references (b) and (c).

(2) Schedule inventory of automotive, construction, weight handling, railroad, and other mobile equipment annually per reference (a). This inventory will be conducted 1-31 March each year and report will include Department Code, Equipment Nomenclature, Serial Number, Year of Manufacture, Acquisition Cost, Location and Date Received. (A)

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c. Cost Center Heads/Supported Activity Heads (Responsible Offices)

(1) Responsible for preparation and submission of DD Forms 1342 per instructions and guidelines provided in enclosures (1) and (2).

(2) Maintenance of internal plant property records for respective areas. See paragraph 11.

(3) Designation of an individual to act as the Plant Property Representative who will coordinate all matters related to plant property with the Comptroller Department. Written designation of the Plant Property Representative to the Accounting Division must include the name, rank or grade, and the telephone number of the representative.

(4) Complete and submit an OPN Procurement Worksheet to Comptroller via Computer Services for all computer purchases using OPN funds. Ensure all items are completed, especially current plant property identification number if item is an existing system.

(5) Affix Navy identification decals and bar code labels to specifically assigned equipment.

d. Computer Services

(1) Review OPN Procurement Worksheet to determine validity of OPN usage and fund availability.

(2) Forward signed worksheet and NAVCOMPT Form 2276 for processing to Comptroller.

e. Supply Officer. Schedule inventory of automotive, construction, weight handling, railroad, and other mobile equipment annually per reference (a). This inventory will be conducted 1-31 March each year and report will include Department Code, Equipment Nomenclature, Serial Number, Year of Manufacture, Acquisition Cost, Location and Date Received.

f. Naval Station. Schedule inventory of automotive, construction, weight handling, railroad, and other mobile equipment annually per reference (a). This inventory will be conducted 1-31 March each year and report will include Department Code, Equipment Nomenclature, Serial Number, Year of Manufacture, Acquisition Cost, Location and Date Received.

7. Location of Plant Property. Regulations concerning the maintenance of plant property records require the actual location of the equipment be indicated on the DD Form 1342. PLANT PROPERTY WILL NOT BE MOVED FROM ONE LOCATION TO ANOTHER WITHOUT WRITTEN NOTIFICATION TO THE COMPTROLLER DEPARTMENT.

8. Correcting and Updating Data Property Records Form. To provide changes or corrections to data previously submitted on the DD Form 1342, the responsible office will:

a. Either prepare a new DD Form 1342 or,

b. Line out the data to be changed in red ink and insert the corrected data immediately above the item changed. In addition, insert "X" in the Active and Change Block in Block 1 and the Julian date of preparation of the change in Block 2.

c. Forward one copy of the updated or corrected DD Form 1342 to the Accounting Division.

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9. Donated Plant Property. When approved per reference (k), classes 3 or 4 property acquired through donation from private parties will be entered at an estimated cost as "other acquisitions." When acquired with funds made available from the Naval Academy General Gift Fund or other private funds, it will be entered at actual cost as "other acquisitions." A DD Form 1342 will be prepared by the responsible office and the item will be assigned a Navy identification number by the Comptroller Department.
10. Equipment Received through Reimbursable Funding. Prepare a DD Form 1342 for equipment purchases with a unit cost of \$15,000 and above and forward to the Comptroller Department as soon as equipment is received. After completion of the reimbursable project, notify funding activity in writing of the equipment you purchased to determine who will keep custody of equipment. Complete transfer procedures in enclosure (3) if funding activity wants the equipment.
11. Records Maintenance
- a. A responsible office file of DD Forms 1342 will be established and maintained in Navy identification number sequence.
 - b. Historical records relating to the purchase, transfer, or other acquisition of Class 4 equipment will also be maintained by the responsible office. Historical records consist of copies of DD Forms 1342, packing lists describing the item, inspection and test records, maintenance records, cost estimates for repair or rebuilding, purchase orders, descriptions, receiving reports, DIPEC shipping documents, bills of lading, damage or shortage reports, and related control documents, etc.
 - c. The total dollar value of the responsible office's file of DD Form 1342 represents the value of plant property charged to that office and is to be periodically reconciled with official records maintained by the Accounting Division.
12. Navy Identification Decals (A)
- a. A Navy identification decal will be returned to the responsible office with the completed DD Form 1342. (A)
 - b. Any decals that are lost, worn, or scraped off any unit of plant property equipment, must be replaced with identification plate, etching, decal, or paint with original number assigned to that piece of equipment by the responsible office. (A)
 - c. Assigned decals for boats, food service equipment, and some computer equipment that may get lost by continuous use, must be collocated with the DD Form 1342, vice placing on the individual item. (A)
13. Bar Code Labels (A)
- a. A bar code label will be affixed to each piece of equipment and items included as a system and will correspond to the DD Form 1342.
 - b. Departments will be assigned a block of numbers to be printed on bar code labels. If additional numbers are required, contact Comptroller Department.
 - c. The bar code label should be affixed to top right hand corner of item. If not possible, visibility is the factor in order to properly scan label for inventory purposes.
 - d. The bar code label will be printed stating "USN Property" not department names in case equipment is transferred to another department.

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14. Survey, Disposition of Excess Property, and Lost or Stolen Property

- a. Survey of obsolete or unserviceable plant property will be accomplished per references (d), (e), and (f). For specific procedures, refer to enclosure (4).
- b. Excess idle plant property will be disposed of per references (d), (e), and (f). For specific procedures, refer to enclosure (4).
- c. Excess automation equipment will be disposed of per reference (g). For specific procedures, refer to enclosure (5).
- d. When U.S. Government property is missing, lost, stolen, or when government property is found or recovered, it must be reported through appropriate channels per references (h) and (i). Missing, Lost, Stolen, Recovered (M-L-S-R) reports are required on all unaccounted for property whose replacement cost exceeds \$100 whether serialized or unserialized. Early reporting to the Naval Academy Security Department and Naval Investigative Service (NIS) is essential. Supplemental and final reports will be submitted as necessary. The NIS will subsequently report U.S. property in a M-L-S-R category to the National Crime Information Center in an attempt to trace or effect recovery action.

15. Transfers and Loans of Plant Property. Transfers and loans of plant property between responsible offices or to another activity will be per reference (b) and enclosure (3) and (6).

16. Action. All Heads of Cost Centers and Activities for which the Naval Academy acts as accountable activity will:

- a. Ensure full compliance with the procedures established by this instruction.
- b. Establish internal controls for plant property under their responsible areas.
- c. Conduct annual inventories, including triennial inventory when scheduled and at least semiannually conduct spot checks of inventories.
- d. Ensure no plant property equipment is surveyed, disposed of, loaned, borrowed, relocated, or used as a trade-in without clearance through the Accounting Division.

17. Forms. The following forms may be obtained through normal supply channels:

- a. DD Form 1419, Industrial Plant Equipment Requisition, S/N 0102-LF-014-1201.
- b. DD Form 1342, DOD Property Record, S/N 0102-LF-001-3420.
- c. DD Form 200, Report of Survey, S/N 0102-LF-000-2001.
- d. SF 120, Report of Excess Personal Property, S/N 7540-00-634-4074.
- e. DD Form 1348-1, DOD Single Line Release/Receipt Document, S/N 0102-LF-013-1040.

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18. Background. The policies established herein do not support a specific goal number of the Strategic Plan; however, as a part of its mission, the Naval Academy is charged with assuring efficient and accurate asset management.


W. P. FOGARTY
Deputy for Management

Distribution:

AA

Comptroller (25 copies)

15 JUL 1993

INSTRUCTIONS FOR PREPARATION OF
DOD PROPERTY RECORD
(DD Form 1342)

A. These instructions apply to all Class 3 and 4 equipment. "DIPEC COPY" will be typed in the upper right corner above the margin of the property record form for Class 4 records. See sample DD Form 1342 (Appendix A).

BLOCKDESCRIPTION

- | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Indicates type of report. Enter an "X" in the applicable block, (active, initial, idle, change). The "active" and "initial" blocks will be used to report an item into the inventory. If the item being reported is industrial plant equipment and was previously identified by the Navy, Army, Air Force, Defense Industrial Plant Equipment Center, or DOD contractor identification number, insert "X" in the "change" and "active" blocks. |
| 2 | Julian Date. Enter the Julian date of the preparation of the form, e.g., 1007 which indicates the form was prepared on January 7, 1991. |
| 3 | ID/Government Tag Number. Leave blank. However, if the item was previously recorded as plant property, enter the ID Number originally assigned to the item; i.e., Army, Navy, Air Force, DOD Contractor. |
| 4 | Commodity Code - For Class 3 items enter the four-digit Federal Supply Class (FSC) number from cataloging handbook H2-3. For Class 4 items enter the Plant Equipment Code (PEC) from the Industrial Plant Equipment Handbooks in the Defense Logistics Agency Handbook (DLAH) 4215 series. |
| 5 | Stock Number - Insert the National Stock Number, if known. <i>100,000.00</i> |
| 6 | Acquisition Cost. Enter the acquisition cost in whole dollars (pennies will be dropped, e.g., \$15,010.99 to \$15,010). Costs will include standard attachment (without which the equipment will not function or which will be added to the property and will remain for the life of the property) procured and delivered with the basic unit. <i>TOTAL ACQUISITION COST on continuation sheet must agree with acquisition cost in this block (See Appendix A)</i> |
| 7 | Type Code. Enter the appropriate type code. (See Appendix B.) |
| 8 | Year of Manufacture. Enter the last two digits of the year the item was manufactured. If the year is estimated, enter "E" immediately preceding the year entry, e.g., 78 for 1978 and E78 for the 1978 estimate. |
| 9 | Power Code. Enter a two-digit operation power code. (See Appendix C.) |
| 10 | Status Code. Enter the appropriate Status Code applicable to the equipment. (See Appendix D) |

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- 11 SVC Code. Identifies the service and the parent command. Enter 1 to designate Navy.
- 12 Command Code. Enter N00011 which identifies the activity under the major claimant having command responsibility over the activity in possession of the plant property item. In this case, Chief of Naval Operations. (See Appendix E)
- 13 Admin Office Code. Enter the unit identification code (U.S. Naval Academy is 00179) of the fiscal office that has plant property accountability for the activity in possession of the item.
- 14 Name of Manufacturer. Enter the name of the manufacturer or company of the item, (see DLAH 4215 series for class of equipment). For all other equipment, enter the manufacturer's name shown on the equipment or on other supporting documentation. If not available - enter "unknown." Include manufacturer's address if known.
- 15 Manufacturer's Code. Enter the five-digit manufacturer's code obtained from the Production Equipment Directory, Industrial Plant Equipment handbooks (DLAH 4215 series) of the cataloging Handbooks H4-1, H4-2, or H4-3.
- 16 Manufacturer's Model Number. Enter manufacturer's model, style, or catalog number of the item.
- 17 Manufacturer's Serial Number. Enter the serial number assigned the item by the manufacturer. If no serial number is assigned, enter "none."
- 18-21 Dimensional Data. Enter the length, width, and height of item as prepared for shipping including skid. If weight is not known, estimate. Weight data will include accessories and attachments which belong to or become a part of the item being reported.
- 22 Certificate of Nonavailability Number. For Class 4 items (restricted to new procurement), enter the DIPEC Certificate of Nonavailability number that authorized the purchase.
- 23-24 Leave Blank.
- 25 Contract Number. Enter the contract number, purchase order or requisition number under which Class 3 or 4 item was procured.
- 26 Description and Capacity. Indicate if the item is for logistic support or training support. Enter as complete a description of the item as possible, including accessories and special attachments, noting any special features or specifications. Usually brochures received with the item contain a great deal of the information requested. A continuation of the data may be entered in Section III (remarks) or as an attached continuation (R)

Enclosure (1)

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sheet. See Appendix A for required information on continuation sheet. For Class 4 DIPEC Equipment, copy the description verbatim from the DLAH 4215 series in the PEC Directory. If item is Cognizance Symbol '20' Training Equipment, specify in this block. Enter bar code label here.

- 27 Electrical Characteristics. Enter quantity of each type of electrical characteristics of all/any motors installed or part of the reported item. List main motors first.
- 28 Present Location. Enter the name, location, and Cost Center of the responsible activity in possession of the item. The responsible activity will enter the four-digit Location Code. The first two digits will be the first two letters of the name of the building or the first two numbers of the building. The last two digits are the Sub-Cost Center code. Enter the name, Cost Center, room number (if applicable), and location code of the responsible activity in possession of the item.
- 28a Leave Blank
- 29 Possessor Code. Insert five-digit UIC followed in parentheses by the seven-digit possessor number, taken from the catalog of Naval Shore Activities (OPNAV PO9B3-105). When the UIC of the Accountable Activity differs, enter the five-digit UIC following the possessor number. 00161 (7010-200) denotes Naval Academy, 00693 (6373-250) for Bainbridge.
- 30-51 Leave Blank
- 52 Condition Code. Enter the condition code which most appropriately identifies the condition or operation of the item. (See Appendix F)
- 53 Leave Blank
- 54 Remarks. Section III is used to record overflow data from other blocks and entering the following information, as applicable. Purchase actions - for Class 3 and 4 equipment, enter the job order and requisition number and/or the purchase order number under which the item was procured and date of receipt of the equipment. Transfer actions - For Class 4 equipment, cite the DIPEC authorization and date of the authorization under which the item was acquired; for Class 3, enter the job order and requisition number under which the item was obtained. When a Class 3 or 4 item is issued from an inventory account, enter the job order and requisition number under which the item was issued. Include transaction and status codes listed in paragraph 036206-8 of reference (a) if automotive, construction, weight-handling, railroad, or other mobile equipment is being reported. If the reverse side of the form is used, check mark the Yes box.
- 55-56a Leave Blank

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Validation. Section V is used to indicate the name, title, and telephone number of the individual responsible for furnishing technical data related to the reported item. The signature of the Plant Property Liaison Representative or the responsible individual is not required.

B. Class 4 idle/excess equipment items will be reported to DIPEC on DD Form 1342 containing the following information:

<u>BLOCK</u>	<u>DESCRIPTION</u>
1	Insert an "X" in "Idle" block. If the item has not previously been reported on a DD Form 1342, also insert an "X" in the "Initial" block. If the report being submitted is changed from a previously submitted report, insert an "X" in the "Change" block in addition to the "X" in the "Idle" block.
2-27,29	Insert data as specified in paragraph A. Update all information (when applicable) prior to submission. Acquisition costs reported in Block 6 will be increased by costs for remodeling, repair, or rebuilding to obtain a new cost. If any attachments or parts have been removed, the cost of the item will be decreased in Block 6 accordingly.
28	In addition to the present location of the item, include the name and telephone number of individual from whom additional information may be obtained.
30-53	Complete Section II - Inspection Record, as required.
54	If the DD Form 1342 covers automotive, construction, weight-handling, railroad, or other mobile equipment under the jurisdiction of Naval Facilities Engineering Command (NAVFACENGCOM), enter the appropriate transaction and status codes listed in paragraph 036206-8 of reference (a).
55-56a	Leave Blank
57	Validation. Section V is used to indicate the name, title, and telephone number of the individual responsible for furnishing technical data related to the reported item. The signature of the Plant Property Liaison Representative or the responsible individual is not required.

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Enclosure (1)

DOD PROPERTY RECORD		1. <input checked="" type="checkbox"/> ACTIVE <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> IDLE <input type="checkbox"/> CHANGE		2. JULIAN DATE 3129		3. I.D./GOVERNMENT TAG NO. 100 FAIR Approved OMB No. 22-R0209	
SECTION I - INVENTORY RECORD							
4. COMMODITY CODE 6625		5. STOCK NUMBER		6. ACQUISITION COST \$25,000		7. TYPE CODE 4	
8. YR OF MFG 94		9. POWER CODE 11		10. STATUS CODE 1A		11. SVC CODE 1	
12. COMMAND CODE N00011		13. ADM OFFICE CODE 00179		14. NAME OF MANUFACTURER Tektronix, Inc.		15. MFR'S CODE N/A	
16. MANUFACTURER'S MODEL NO. 7633		17. MANUFACTURER'S SERIAL NO. See attached		18. LENGTH 23 1/2"		19. WIDTH 9"	
20. HEIGHT 23"		21. WEIGHT 36lbs		22. CERTIFICATE OF NON-AVAILABILITY NUMBER N/A		23. PEP NO.	
24. ARD		25. CONTRACT NUMBER N0060094C2222		26. DESCRIPTION AND CAPACITY Special Purpose Storage Oscilloscope - See attached continuation sheet			
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
SECTION II - ELECTRICAL CHARACTERISTICS							
QUANTITY	HORSEPOWER	VOLTS	PHASE	CYCLE	AC	DC	SPEED
1		115	1	60	x		
							TYPE AND FRAME NUMBER
28. PRESENT LOCATION Deputy for Management Accounting Division USNA, 181 Wainwright Road, Annapolis, MD 21402-5008							28b. DIPEC CONTROL NO. 00161 (7010-200)
29. POSSESSOR CODE							
SECTION III - INSPECTION RECORD							
30. CAN ITEM BE STORED AND MAINTAINED ON SITE FOR AT LEAST 12 MONTHS?				YES	NO	42. MUST ITEM BE REPAIRED/REBUILT/OVERHAULED TO PERFORM ALL FUNCTIONS?	
31. HAS ITEM BEEN REBUILT/OVERHAULED? IF SO WHEN? DATE						43. DO QC RECORDS INDICATE SATISFACTORY PERFORMANCE? IF NO, EXPLAIN UNDER REMARKS BELOW.	
32. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? IF SO, EXPLAIN UNDER REMARKS BELOW						44. ARE MANUALLY OPERATED MECHANISMS IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW	
33. WAS ITEM INSPECTED UNDER POWER? IF NOT EXPLAIN UNDER REMARKS BELOW						45. ARE SCALES, DIALS, AND GAUGES WORKING AND READABLE? IF NO, DESCRIBE UNDER REMARKS BELOW	
34. ARE MAINTENANCE COSTS NORMAL? IF NOT, EXPLAIN UNDER REMARKS BELOW						46. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW	
35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT, EXPLAIN UNDER REMARKS BELOW						47. ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW	
36. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?						48. HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?	
37. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?						49. EXPLAIN UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 26 ABOVE	
38. WAS ITEM LAST USED ON A FINISHING OPERATION?						50. ESTIMATED COST FOR PACKING, CRATING, HANDLING	
39. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?						51. INDICATE DATE ITEM WILL BE AVAILABLE FOR REDISTRIBUTION	
40. IS ITEM SEVERABLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, GIVE THEIR REPLACEMENT COST						52. CONDITION CODE A	
41. IS ITEM IN OPERABLE CONDITION?						53. OPERATING TEST CODE	
SECTION III - REMARKS							
54. REMARKS Received 1/31/94 J.O. 4EADPW Requisition #N0016194RC0001 Block 14: P.O. Box 7348, Church Street, New York, NY 10249							
REMARKS CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
SECTION IV - DISPOSITION RECORD							
55. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)				56. TYPE OF DISPOSITION <input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT		56a. DATE OF DISPOSITION AND PROCEEDS IF SOLD	
SECTION V - VALIDATION RECORD							
57. VALIDATION (TYPED NAME(S) AND SIGNATURE(S)) Jane Doe, Plant Property Liaison Representative, X00000							

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Equipment List For Plant Account 8
Continuation Sheet

(Date)

Equipment Name/Description	Serial Number	Barcode Number	Location	Acq Cost	Yr of Manuf	Receipt Date	Qty	Recn Number
Vertical Amplifier	8173034	101585	B4	88,333.00	1994	01/31/94	1	94RC0001
Time Base	8186479	101556	B4	88,333.00	1994	01/31/94	1	94RC0001
Counter Timer Plug-In	8102893	101557	B4	88,334.00	1994	01/31/94	1	94RC0001
TOTAL				265,000.00				

DOD PROPERTY RECORD		1. <input checked="" type="checkbox"/> ACTIVE <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> IDLE <input type="checkbox"/> CHANGE	2. JULIAN DATE 3129	3. I.D./GOVERNMENT TAG NO. AUG 1004 FRUG 4804 OMB No. 22-R0209					
SECTION I - INVENTORY RECORD									
4. COMMODITY CODE 7025	5. STOCK NUMBER	6. ACQUISITION COST \$25,000	7. TYPE CODE 4	8. YR OF MFG 94					
9. POWER CODE 11	10. STATUS CODE 1A	11. SVC CODE 1	12. COMMAND CODE N00011	13. ADM OFFICE CODE 00179					
14. NAME OF MANUFACTURER Electronic Data Systems		15. MFR'S CODE N/A	16. MANUFACTURER'S MODEL NO. See attached	17. MANUFACTURER'S SERIAL NO. See attached					
18. LENGTH	19. WIDTH	20. HEIGHT	21. WEIGHT	22. CERTIFICATE OF NON-AVAILABILITY NUMBER N/A					
			23. PEP NO.	24. ARD					
25. CONTRACT NUMBER N0060094C2223									
26. DESCRIPTION AND CAPACITY Electronic Classroom Workstations - See attached continuation sheet									
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO									
SECTION II - ELECTRICAL CHARACTERISTICS									
27. QUANTITY	HORSEPOWER	VOLTS	PHASE	CYCLE	AC	DC	SPEED	TYPE AND FRAME NUMBER	
1		115	1	60	x				
28. PRESENT LOCATION Deputy for Management Accounting Division USNA, 181 Wainwright Road, Annapolis, MD 21402-5008					28a. DIPEC CONTROL NO. SUB COST: ENA LOC CODE: HHEN				
					29. POSSESSOR CODE 00161 (7010-200)				
SECTION II - INSPECTION RECORD									
30. CAN ITEM BE STORED AND MAINTAINED ON SITE FOR AT LEAST 12 MONTHS?					42. MUST ITEM BE REPAIRED/REBUILT/OVERHAULED TO PERFORM ALL FUNCTIONS?				
31. HAS ITEM BEEN REBUILT/OVERHAULED? IF SO, WHEN? DATE					43. DO QC RECORDS INDICATE SATISFACTORY PERFORMANCE? IF NO, EXPLAIN UNDER REMARKS BELOW				
32. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? IF SO, EXPLAIN UNDER REMARKS BELOW					44. ARE MANUALLY OPERATED MECHANISMS IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW				
33. WAS ITEM INSPECTED UNDER POWER? IF NOT, EXPLAIN UNDER REMARKS BELOW					45. ARE SCALES, DIALS, AND GAUGES WORKING AND READABLE? IF NO, DESCRIBE UNDER REMARKS BELOW				
34. ARE MAINTENANCE COSTS NORMAL? IF NOT, EXPLAIN UNDER REMARKS BELOW					46. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW				
35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT, EXPLAIN UNDER REMARKS BELOW					47. ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW				
36. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?					48. HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?				
37. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?					49. EXPLAIN UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 20 ABOVE				
38. WAS ITEM LAST USED ON A FINISHING OPERATION?					50. ESTIMATED COST FOR PACKING, CRATING, HANDLING				
39. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?					51. INDICATE DATE ITEM WILL BE AVAILABLE FOR REDISTRIBUTION				
40. IS ITEM SEVERABLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, GIVE THEIR REPLACEMENT COST \$					52. CONDITION CODE A				
41. IS ITEM IN OPERABLE CONDITION?					53. OPERATING TEST CODE				
SECTION III - REMARKS									
54. REMARKS Received 5/7/94 J.O. 4JADPW Requisition #N0016194RC0001 Block 14: 1800 Jay Ell Drive, Richardson, TX 75081									
REMARKS CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO									
SECTION IV - DISPOSITION RECORD									
55. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)					56. TYPE OF DISPOSITION <input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT			56a. DATE OF DISPOSITION AND PROCEEDS IF SOLD	
SECTION V - VALIDATION RECORD									
57. VALIDATION (TYPED NAME(S) AND SIGNATURE(S)) Jane Doe, Plant Property Liaison Representative, X00000									

Equipment List For Plant Account # _____
 Continuation Sheet
 (_____)
 Date

Equipment Nomenclature	Serial Number	Barcode Number	Location	Acq Cost	Yr of Manuf	Receipt Date	Qty	Reqn Number
CPU	EVK-14427405	101755	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558658	101761	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558670	101764	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558672	101758	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558675	101765	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558699	101754	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558700	101760	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558703	101756	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558705	101763	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558709	101762	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558711	101757	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558712	101758	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558713	101759	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558714	101760	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558715	101761	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558716	101762	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558717	101763	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558718	101764	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558719	101765	E10	\$1,250.00	1994	01/31/94	1	94RC00001
CPU	EVK-14558720	101766	E10	\$1,250.00	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101431	101767	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101487	101771	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101497	101772	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101541	101775	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101560	101769	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101593	101777	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101594	101768	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101868	101774	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101903	101776	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101906	101766	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101907	101788	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101908	101789	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101909	101790	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101910	101791	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101911	101792	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101912	101793	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101913	101794	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101914	101795	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101915	101796	E10	0	1994	01/31/94	1	94RC00001
14" VGA MONITOR	A43-20101916	101797	E10	0	1994	01/31/94	1	94RC00001

TOTAL \$25,000.00

Enclosure (1)
 Appendix A

USNAINST 7321.3F

15 JUL 1993

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Enclosure (1)
Appendix A

TYPE CODES

TYPE CODE. The type code to be inserted in Block 7 of DD Form 1342 will be determined from the following list:

Type 1. General Purpose Industrial Plant Equipment -- Equipment designed and built so it is readily adaptable within the limits of its capacity range for operations on any piece of work suitable for the specific type of equipment, for example: turning, milling, boring, etc. These operations may be accomplished with or without attachments and/or accessories which are readily detachable. By the addition of special tooling, jigs, and/or fixtures, the equipment is readily converted to single purpose operations but still retains its basic general purpose characteristics. If these components are attached permanently to the equipment in such a manner as to prevent all of the originally designed uses even though the basic equipment may be general purpose, it becomes single purpose equipment or general purpose equipment with special features and reconversion may be expensive and not feasible from an economic point of view.

Type 2. General Purpose Industrial Plant Equipment With Special Features -- Consists of equipment with special features which cannot be defined as single purpose equipment. The special features may be installed by the original builder or subsequent users. They may be in addition to those contained in the manufacturer's original design or they may be substitutes for original features. In either case, the special features and their relation to the original design will be explained in Block 26 of the DD Form 1342.

Type 3. Single Purpose Industrial Plant Equipment -- Equipment which, by reason of basic design, is limited in use or is peculiar to the particular operation or series of operations on a certain piece or type of work and cannot, by minor or economical modification, be adapted to other uses.

Type 4. Other Equipment -- All Plant equipment items other than industrial plant equipment, paragraph 036401 of reference (b), that are required to be reported on a DD Form 1342.

Type 5. General Purpose Industrial Plant Equipment as defined in Type 1, but numerically controlled.

Type 6. General Purpose Industrial Plant Equipment with special features as defined in Type 2, but numerically controlled.

Type 7. Single Purpose Industrial Plant Equipment as defined in Type 3, but numerically controlled.

OPERATING POWER CODES

OPERATING POWER CODES. The operating power code is a two-digit code to represent the type of power required to operate the basic item being reported, but does not necessarily represent the electrical characteristics of any electric motors attached to the equipment item. When applicable, the appropriate code, taken from the following list, will be inserted in Block 9 on each DD Form 1342 prepared.

<u>DESCRIPTION</u>	<u>CODE</u>
No input power required.....	00
Electric motor driven (use only when volts, phase, cycle, or current cannot be determined).....	10
110, 115, or 120 volt AC 1 phase 60 cycle.....	11
110, 115, or 120 volt AC 1 phase less than 60 cycle.....	12
110, 115, or 120 volt AC 1 phase more than 60 cycle.....	13
110, 115, or 120 Volt AC 3 phase 60 cycle.....	14
110, 115, or 120 volt AC 3 phase less than 60 cycle.....	15
110, 115, or 12 volt AC 3 phase more than 60 cycle.....	16
120/208 volt AC 3 phase 60 cycle.....	17
120/208 volt AC 3 phase less than 60 cycle.....	18
120/208 volt AC 3 phase more than 60 cycle.....	19
110/220 volt AC 1 phase 60 cycle.....	21
110/220 volt AC 1 phase less than 60 cycle.....	22
110/220 volt AC 1 phase more than 60 cycle.....	23
110/220 volt AC 3 phase 60 cycle.....	24
110/220 volt AC 3 phase less than 60 cycle.....	25
110/220 volt AC 3 phase more than 60 cycle.....	26
208 volt AC 1 phase 60 cycle.....	27
208 volt AC 1 phase less than 60 cycle.....	28
208 volt AC 1 phase more than 60 cycle.....	29
208 volt AC 3 phase 60 cycle.....	31
208 volt AC 3 phase less than 60 cycle.....	32
208 volt AC 3 phase more than 60 cycle.....	33
220, 225, or 230 volt AC 1 phase 60 cycle.....	34
220, 225, or 230 volt AC 1 phase less than 60 cycle.....	35
220, 225, or 230 volt AC 1 phase more than 60 cycle.....	36
220, 225, or 230 volt AC 3 phase 60 cycle.....	37
220, 225, or 230 volt AC 3 phase less than 60 cycle.....	38
220, 225, or 230 volt AC 3 phase more than 60 cycle.....	39
220/440 volt AC 1 phase 60 cycle.....	41
220/440 volt AC 1 phase less than 60 cycle.....	42
220/440 volt AC 1 phase more than 60 cycle.....	43
220/440 volt AC 3 phase 60 cycle.....	44
220/440 volt AC 3 phase less than 60 cycle.....	45
220/440 volt AC 3 phase more than 60 cycle.....	45
440, 460, or 480 volt AC 1 phase 60 cycle.....	51
440, 460, or 480 volt AC 1 phase less than 60 cycle.....	52
440, 460, or 480 volt AC 1 phase more than 60 cycle.....	53

Enclosure (1)
Appendix C

USNAINST 7321.3F
15 JUL 1993

OPERATION POWER CODES (CON'T)

<u>DESCRIPTION</u>	<u>CODE</u>
440, 460, or 480 volt AC 3 phase 60 cycle.....	54
440, 460, or 480 volt AC 3 phase than 60 cycle.....	55
440, 460, or 480 volt AC 3 phase more than 60 cycle.....	56
550 volt AC 3 phase 60 cycle.....	57
550 volt AC 3 phase less than 60 cycle.....	58
550 volt AC 3 phase more than 60 cycle.....	59
2300 volt AC 3 phase 60 cycle.....	61
2300 volt AC 3 phase less than 60 cycle.....	62
2300 volt AC 3 phase more than 60 cycle.....	63
4160 volt AC 3 phase.....	64
6600 volt AC 3 phase.....	65
11500 and 12000 volt AC 3 phase.....	66
13200 volt AC 3 phase.....	67
15000 volt and above AC 3 phase.....	68
Alternating current not elsewhere classified.....	69
Universal Service (AC and DC).....	70
6 volt DC.....	71
12 volt DC.....	72
24 volt DC.....	73
27 or 28 volt DC.....	74
32 volt DC.....	75
48 volt DC.....	76
110, 115, 120, 125 volt DC.....	81
110/220, 115/230, 120/240, 125/250 volt DC.....	82
220/230 volt DC.....	83
220/240 volt DC.....	84
440 volt DC.....	85
Direct current not elsewhere classified.....	89
Diesel engine drive.....	90
Gasoline engine drive.....	91
Hydraulic drive.....	92
Pneumatic drive.....	93
Steam drive.....	94
Coal or coke-fired.....	95
Gas-fired.....	96
Oil-fired.....	97
Hand or foot-powered.....	98
Operating power not elsewhere classified.....	99

Enclosure (1)
Appendix C

15 JUL 1993

STATUS CODES

STATUS CODES. The appropriate two-digit code, taken from the following list, will be entered in Block 10 on all Class 3 and Class 4 property record cards. For automotive, construction, weight-handling, railroad, and other mobile equipment under the jurisdiction of the Naval Facilities Engineering Command, this block will be left blank and the appropriate transaction and status codes listed in paragraph 036206-8 of reference (a) will be entered in Block 54 "Remarks."

<u>CODE</u>	<u>DESIGNATION</u>
1A	Class 3 and 4 plant property in active use located in an activity of the naval shore establishment, including activities under the command of the Commandant of the Marine Corps.
1F	Leased
3H	Classes 3 and 4 plant property subject to intermittent use, but required to remain in place to support the current assigned mission of the activity.

For additional status codes applicable to Class 4 plant property refer to Management of Defense-Owned Industrial Plant Equipment (NAVSUP P-5009) (DLAM 4215.1).

Enclosure (1)
Appendix D

USNAINST 7321.3F
15 JUL 1993

OFFICE, COMMAND, MAJOR
CLAIMANT, OR SUBCLAIMANT CODES

OFFICE, COMMAND, MAJOR CLAIMANT, OR SUBCLAIMANT CODES. The following codes will be used to identify the office, bureau, command, major claimant, or subclaimant having jurisdiction over the activity where the plant property item is in use. Enter Code in Block 12 of Form 1342.

<u>Office, bureau, command, major claimant, or subclaimant</u>	<u>Code</u>
Commandant of the Marine Corps.....	N00027
Chief of Naval Operations.....	N00011
Deputy under Secretary of the Navy.....	N00012
Judge Advocate General of the Navy.....	N00013
Chief of Naval Research.....	N00014
Naval Intelligence Command Headquarters.....	N00015
Naval Petroleum and Oil Shale Reserves.....	N00016
Naval Medical Command.....	N00018
Naval Air Systems Command.....	N00019
Comptroller of the Navy.....	N00020
Chief of Naval Personnel.....	N00022
Naval Supply Systems Command (exclusive of printing plants).....	N00023
Naval Sea Systems Command.....	N00024
Naval Facilities Engineering Command.....	N00025
Strategic Systems Programs Office.....	N00030
Military Sealift Command.....	N00033
Space and Naval Warfare Systems Command.....	N00039
Commander in Chief, U.S. Atlantic Fleet.....	N00060
Commander in Chief, U.S. Naval Forces Europe.....	N00061
Chief of Naval Education and Training.....	N00062
Naval Telecommunications Command.....	N00063
Naval Oceanography Command.....	N00065
Naval Security Group Command.....	N00069
Commander in Chief, U.S. Pacific Fleet.....	N00070
Commander Naval Reserve Force.....	N00072
Special Warfare Systems Command.....	N00074
General Counsel.....	N30571
Chief of Information.....	N31705
Naval Publications and Printing Service (Printing Plants only).....	N63135
Naval Data Automation Command.....	N68519

Enclosure (1)
Appendix E

15 JUL 1993

CONDITION CODES

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
A	Serviceable (Issuable Without Qualifications)	New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months shelf life remaining.
B	Serviceable (Issuable with Qualifications)	New, used, repaired, or reconditioned material which is serviceable and issuable for intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limit usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to selected customers, but which must be issued before condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining.
D	Serviceable (Test/Modification)	Serviceable material which requires test, alteration, modification conversion, or disassembly. (This does not include items which must be inspected or tested immediately prior to issue.)
E	Unserviceable (Limited Restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
F	Unserviceable (Repairable)	Economically repairable material which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
G	Unserviceable (Incomplete)	Material requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Material which has been determined to be unserviceable and does not meet repair criteria (includes condemned items which are radioactively contaminated).
S	Unserviceable (Scrap)	Material that has no value except for its basic material content. No stock will be recorded as on hand in condition code S.

Enclosure (1)
Appendix F

USNAINST 7321.3F

15 JUL 1993

This code is used only on transactions involving shipments to the Defense Property Disposal Offices (DPDO's). Material will not be transferred to condition code S prior to turn in to the Property Disposal Office (PDO's) if material is recorded in condition A through H at the time material is determined excess. Material identified by National Stock Number (NSN) will not be identified by this condition code.

15 JUL 1993

ACQUISITION PROCEDURES

1. Within 10 days after receipt of accountable equipment, a DD Form 1342 will be prepared by the responsible office using enclosure (1) Appendix A as a guide. An original and three copies will be forwarded to the Accounting Division. A copy is to be retained by the preparer pending official recording and notification by the Accounting Division. When the equipment received is Class 4, a copy of DIPEC approval authority must be forwarded to the Accounting Division with the DD Form 1342.
2. A six-digit Navy identification number will be assigned by the Accounting division to the equipment and annotated on the DD Form 1342. Any data corrections required will be noted on the DD Form 1342. R)
3. A copy of the DD Form 1342 will then be returned to the responsible office for retention along with the Navy identification decal that must be affixed to the corresponding unit of equipment in a conspicuous location. R)

15 JUL 1993

TRANSFER PROCEDURES

1. Plant Property received as a transfer (including items from excess lists) from another activity will be processed under these acquisition procedures except any Navy identification number originally assigned to the equipment will be used during the lifetime of the equipment. A new Navy identification number will not be assigned upon transfer. A completed DD Form 1342 reflecting the original Navy identification number must be forwarded to the Accounting Division for processing within 10 days.

a. Transfers Between Responsible Offices. Property transferred between responsible offices for which the Naval Academy is the accountable activity will be processed as follows:

(1) The transferring responsible office will forward a letter (sample shown in Appendix A) to the receiving responsible office. This letter will contain the description and serial number of the equipment, the Navy identification number assigned, the reason for transfer and the date of transfer. It will also include two copies of the DD Form 1342 and historical records for the equipment. A copy of this letter will be furnished to the Accounting Division.

(2) The receiving responsible office will, by first endorsement, indicate approval or disapproval of the proposed transfer, acknowledge receipt of this item, and provide new location data in Block 28 of DD Form 1342. The endorsed letter, including enclosures, will be forwarded to the Accounting Division, with a copy provided to the transferring office.

(3) The Accounting Division, will verify data on the DD Form 1342, make corrections as necessary, and adjust official records. Two copies of the verified DD Form 1342 with any appropriate historical data will be returned to the new responsible office to include in the plant property retained files.

b. Transfers Directed By Higher Authority. When instructions are received from higher authority directing the transfer of plant property equipment to another activity, the following procedures will be used: Plant property equipment will not be transferred without being processed through Accounting Division plant property records.

(1) Two copies of the DD Form 1342 will be pulled from the responsible office files, mark transfer at top and complete blocks 55 and 56. Any historical records will be forwarded to the receiving activity with the DD Form 1342.

(2) One copy of the DD Form 1342, with copies of the shipment order and document directing the transfer, will be forwarded to the Accounting Division for processing through the official plant property records.

(3) One copy of the DD Form 1342 will be attached to the equipment and then it will be delivered to the Material Division, Supply Department (Building #234, Naval Station). If it is not feasible to deliver the equipment to the Material Division, the Material Division Director should be contacted to arrange for shipment.

c. Transfers Can Be Accomplished As Follows:

(1) A letter from the Superintendent, reviewed by the Comptroller, to Naval Sea Systems Command, Code 94155, requesting transfer of boats.

(2) A letter from the Superintendent, reviewed by the Comptroller, to the Commanding Officer, Chesapeake Division, Naval Facilities Engineering Command, requesting transfer of vehicles.

(3) A letter from the Superintendent, reviewed by the Comptroller, to the activity requesting transfer of Plant Property.

Enclosure (3)

SAMPLE

USNAINST 7321.3F

15 JUL 1993

7321

1 April 1991

From: Plant Property Liaison Representative, Sub-Cost Center MHD
To: Accounting Division
Via: Plant Property Liaison Representative, Sub-Cost Center MJD

Subj: TRANSFER OF PLANT PROPERTY EQUIPMENT

Ref: (a) USNAINST 7321.3F

Encl: (1) DOD Property Record (DD Form 1342, 2 copies)

1. Per reference (a), please adjust the official plant property records to reflect the transfer of the below equipment from Sub-Cost Center MHD to Sub-Cost Center MJD. Enclosure (1) is forwarded for appropriate action.

- a. Multilith
- b. Serial Number 914991
- c. Navy Identification Number 9147991
- d. Machine was considered excess to the needs of the department and was transferred to replace a surveyed machine in Sub-Cost Center MJD.
- e. Transfer was accomplished on 1 April 1991.

W. T. SMITH

3 April 1991

FIRST ENDORSEMENT

From: Plant Property Liaison Representative, Sub-Cost Center MJD
To: Accounting Division

1. Approved, receipt of the above equipment is acknowledged.
2. Equipment is located in the Material Division (Property Disposal Branch, Supply Department (SCC-MJD). Location Code 0430.

J. S. WHITE

Copy to:
SCC-MHD

Enclosure (3)
Appendix A

DISPOSITION PROCEDURES

15 JUL 1993

1. Disposition by Survey.

a. Formal or informal survey actions pertaining to plant property determined to be obsolete, unfit (and unrepairable) for performance of work, unserviceable, or missing will be prepared and processed according to instructions contained in references (d), (e), and (f).

b. Upon approval of the survey action by the Supply Officer, the responsible office will:

(1) Attach the following to the surveyed plant property and forward to the Property Disposal Office, Material Division, Supply Department, (Building #234, Naval Station): (R)

- (a) Original and two copies of DD Form 200
- (b) Two copies of DD Form 1342

(2) Forward a clearly marked "advance copy" of the DD Form 200 to the Accounting Division. (R)

(3) Retain one copy each of the DD Form 1342 and DD Form 200. (R)

c. When survey is for trade-in purposes, the original and one copy of the approved survey report, annotated with the requisitioned number or purchase order number ordering the new replacement item will be attached to the completed DD Form 1342.

2. Disposition of Excess or Idle Plant Property will be reported as follows:

a. Excess of Class 4 IPE Plant Property will be reported to the Accounting Division and Property Disposal Office (PDO). A DD Form 1348-1 will be prepared per paragraphs 5c, 5e, and 5f of reference (c). The excess property, and two copies of DD Form 1342 and the original and five copies of DD Form 1348-1 will be delivered to the PDO. The PDO will sign the sixth copy of the DD Form 1348-1 and return it to the responsible office. The PDO will forward receipted copies of DD 1348-1 and two copies of the DD Form 1342 to the Accounting Division.

b. Excess - Class 4 IPE Plant Property (which is identified as Condition Code S). Determination that an IPE item is in condition "S" will be made by means of a DD Form 200 per reference (e). After approval of DD Form 200, the item will be sent to the PDO by the responsible office. Within 15 days after physical disposition of the property, the PDO is required to complete Section IV-Disposition Record on the DD Form 1342 and forward it to DGSC. Copies of the DD Form 1342 will be forwarded to the Accounting Division.

c. Idle Class 4 Plant Property will be reported by the responsible office on a DD Form 1342. Two copies will be forwarded directly to the Commander, Defense General Supply Center, Richmond, VA. One copy will be forwarded to the Accounting Division. No further action will be taken until disposition instructions are received from DIPEC at which time normal disposition procedures will be used.

Enclosure (4)

USNAINST 7321.3F

15 JUL 1993

d. Other Class 4 Equipment Items. National Stock Numbered IPE Items (depot purchases) that are controlled by a Central Inventory Manager will be reported to the inventory control point, not to DGSC. Disposition will be made in accordance with that manager's instructions. Disposition copies of the DD Form 1342 will be forwarded to the Accounting Division. In the event the inventory manager directs the reporting activity to dispose of the item locally (DPDO) before such action is taken, DIPEC approval is required. Idle equipment not identified by a NSN not otherwise covered by this instruction will be reported directly, DIPEC.

e. General Purpose Components of Special Test Equipment will be reported directly to DGSC by the responsible office when there is no longer a requirement for the component.

f. Attachments, Accessories, Tools, and/or Manuals Relating to Class 4 Equipment will be reported as available but not transferred with the equipment; these items may be retained if in the best interest of the Navy, but must be deleted from plant property prior to reporting equipment as idle to DGSC. The acquisition cost of the idle equipment will be adjusted and the retained items, including value, added to the records of the equipment on which they will be used.

g. Idle or Underutilized Class 3 Plant Property required to support the mission of the Academy will be reported to the Accounting Division in status code 3H. Retention of such equipment will be reviewed by the responsible department annually.

h. Excess of Automation Equipment. Prepare a SF 120 per reference (g), enclosure (5) and Appendices A and B. Submit SF 120 to Director, Computer Services, Stop 2a for approval. Computer Services will forward SF 120 to: Director, Defense Automation Resources Information Center (DARIC-R), Cameron Station, Alexandria, VA 22304-6100. In approximately 6 months, the person identified in block 11 of the SF 120 will be notified of an actual release date at which time the department can perform normal disposal procedures via a DD Form 1348-1. Forward a copy of DD Form 1348-1 to Comptroller.

3. Report of Survey, DD Form 200 Preparation

a. The DD Form 200 is used to document the Report of Survey and certify the survey process when government property is gained or lost. This form is the official document to support establishment of debts, relief from accountability, and adjustment to accountable records for Supply System Stock and Property Book Material. Preparation of the form may vary slightly depending on the nature of the asset (Property Book Material or Supply System Stock). Specific preparation instructions for the DD Form 200 are provided below.

<u>Block</u>	<u>Entry Instructions</u>
1	Type Report - Check block 1a in all cases.
2	Survey number - will be locally assigned to the survey after adjustment posting.

Enclosure (4)

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- 3 Date Loss/Gain Discovered - year, month, and day the gain or loss was discovered.
- 4 National Stock Number(s) or manufacturer's part numbers. There may only be one stock number per form.
- 5 Item Description - nomenclature of the lost property including serial numbers, security codes, and model numbers. If the material is nonstandard, provide appropriate identification/descriptions. If additional space is required, use a continuation sheet.
- 6 Quantity - Number of items and unit of issue. Examples 1EA, 2DZ, 5PR.
- 7 Unit Cost - Cost per unit for Supply System Stock = STD price in the ML-N; for Property Book Material = STD price in the ML-N or if not available, the acquisition price.
- 8 Total Cost - Multiply block 6 by block 7 and enter amount in this block.
- 9 Circumstances under which property was - Check the appropriate block.
- Provide complete statement of facts which should include but not be limited to the date, place of the incident, name, grade, SSN of all persons concerned. The statement must answer the five basic questions of who, what, when, where, and how.
- The signature and typed name and rank/rate of the individual performing the research (identifying the unresolved discrepancy) will be included in the lower right-hand space of this block.
- 10 Actions taken to correct circumstances in block 9 and prevent future occurrences - Provide corrective actions and describe measures to prevent future occurrences.
- 11 a-d. Individual completing blocks 9 and 10 (Causative Research Validator - Supervisor of the individual(s) performing the research documented in blocks 9 and 10 signs this block.)
- 12 a-e. Responsible Officer - Signature of the individual appointed by proper authority to exercise proper care and custody of government property.
- 13 a-f. Accountable Officer - Signature of the individual appointed to maintain stock, property, and financial records.

Enclosure (4)

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- 14a Findings and Recommendations of Survey Office - Based on the facts established through research, the Survey Officer should provide the finding/recommendations. This block will only be completed when personal responsibility is evident.
- 14b Dollar Amount of Loss or Gain - The Survey Officer should take into consideration the standard price of the lost or gained property when completing this block. The block will only be completed when personal responsibility is evident.
- 14c Recommended Pecuniary Charge - Not applicable.
- 14d Loss/Gain to Government - The Survey Officer should compute the financial loss or gain to the government. This block will only be completed when personal responsibility is evident.
- 15a-g. Survey Officer - Signature of the individual appointed to perform the survey and compute the loss or gain to the government. This block will only be completed when personal responsibility is evident.
- 16a-f. Individual Charged - If the individual charged refuses to sign this block, the refusal should be noted. This block will only be completed when personal responsibility is evident.
- 17a-g. Appointing Official - Signature of the individual who performs the duties of the Appointing Official.
- 18a-g. Approving Official - Signature of the individual responsible for approving/disapproving financial liability or relieving responsibility.

REPORT OF SURVEY

PRIVACY ACT STATEMENT

Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise:
AUTHORITY: 16 U.S.C. 136; 10 U.S.C. 1071; DoD Instruction 7200 10.

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage, or destruction of DoD-controlled property.

ROUTINE USES: To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken.

DISCLOSURE IS VOLUNTARY: Refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.

1. TYPE REPORT (X one)	
<input checked="" type="checkbox"/>	a. REPORT OF SURVEY
<input type="checkbox"/>	b. GOVERNMENT PROPERTY LOSS/DESTROYED
2. SURVEY NUMBER	
3. DATE LOSS/GAIN DISCOVERED (YYMMDD) 91/02/21	

4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST
	Alps P2000 Dot Matrix Printers	3	\$5225.00	\$15675.00
	8000AG0000 - 315000			
	8000AG0001 - 315001			
	8000AG0002 - 315002			

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) LOST GAINED DAMAGED DESTROYED
 (Attach additional pages, as necessary)

These items were removed from designated as printer rooms in Halligan Hall. Two printers, serial numbers: 8000AG0000 and 8000AG0001 (Navy Identification Number 315000 and 315001) were taken from Room A-1. The third printer was taken from A-2, serial number 8000AG0002, (Navy Identification Number 315002). All three printers were secured with steel lock down cables. This incident occurred during the long weekend. Someone who had access to the rooms, walked off with the printers.

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages, as necessary)

The printers will continue to be locked down. Printer rooms will be more secured.

Jane Doe, GS-525-05

11. INDIVIDUAL COMPLETING BLOCKS 9 AND 10

a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED	d. AUTOVON NUMBER
Jenkins, Sally, M.		2/21/91	281-0000

12. RESPONSIBLE OFFICER

a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code) Comptroller Department U.S. Naval Academy, 181 Wainwright Road Annapolis, MD 21402-5008	b. TYPED NAME (Last, First, Middle Initial) Jenkins, Sally, M.	c. AUTOVON NUMBER 281-0000
	d. SIGNATURE	e. DATE SIGNED 2/21/91

13. ACCOUNTABLE OFFICER

a. NUMBER OF DOCUMENTS USED TO ADJUST PROPERTY RECORD 3			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code) Comptroller Department U.S. Naval Academy, 181 Wainwright Road Annapolis, MD 21402-5008	c. TYPED NAME (Last, First, Middle Initial) Henry, John. A.	d. AUTOVON NUMBER 281-0001	
	e. SIGNATURE	f. DATE SIGNED 2/25/91	

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14. FINDINGS AND RECOMMENDATION OF SURVEY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages, as necessary) Designate personnel have access to the printer rooms.			
b. DOLLAR AMOUNT OF LOSS / GAIN		c. RECOMMENDED PECUNIARY CHARGE	d. LOSS / GAIN TO GOVERNMENT
\$15675.00			\$15675.00
15. SURVEY OFFICER			
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)	c. AUTOVON NUMBER
		d. DATE REPORT SUBMITTED TO APPOINTING OFFICIAL	e. DATE APPOINTED
		f. SIGNATURE	g. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SURVEY OFFICER AND (X one)		b. I AM AWARE OF MY RIGHT TO (1) LEGAL ADVICE AND (2) APPEAL IF PECUNIARY CHARGES ARE ASSESSED. ENLISTED PERSONNEL HAVE THE RIGHT TO REQUEST REMISSION OF INDEBTEDNESS.	
<input type="checkbox"/> (1) SUBMIT THE ATTACHED STATEMENT OF OBJECTION <input checked="" type="checkbox"/> (2) DO NOT INTEND TO MAKE SUCH A STATEMENT.			
c. TYPED NAME (Last, First, Middle Initial)	d. SIGNATURE	e. DATE SIGNED	f. AUTOVON NUMBER
17. APPOINTING OFFICIAL			
a. RECOMMENDATION (X one)		b. COMMENTS	
<input checked="" type="checkbox"/> (1) APPROVE			
<input type="checkbox"/> (2) DISAPPROVE			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code) Comptroller Department U.S. Naval Academy, 181 Wainwright Rd Annapolis, MD 21402-5008		d. TYPED NAME (Last, First, Middle Initial) Hall, Timothy S., LTJG, USN	e. AUTOVON NUMBER 281-999
		f. SIGNATURE	g. DATE SIGNED 2/25/91
18. APPROVING OFFICIAL			
a. ACTION (X one)		b. COMMENTS	
<input checked="" type="checkbox"/> (1) APPROVED			
<input type="checkbox"/> (2) DISAPPROVED			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code) Supply Officer U.S. Naval Academy, 181 Wainwright Rd Annapolis, MD 21402-5007		d. TYPED NAME (Last, First, Middle Initial) Fabry, S.E, CAPT, SC, USN	e. AUTOVON NUMBER 281-2184
		f. SIGNATURE	g. DATE SIGNED

DD Form 200 Reverse, OCT 84

Enclosure (4)

USNAINST 7321.3F
15 JUL 1993

INSTRUCTIONS FOR PREPARATION OF REPORT EXCESS
PERSONAL PROPERTY (STANDARD FORM 120)

<u>Block</u>	<u>Description</u>
1	Report No. - UIC - Julian Date - 001 N00161 - 9305 - 001
2	Date Mailed - Date SF 120 prepared
3	Total Cost - Total of column 18g below
4	Type of Report - Check appropriate block a through f
5	To - Director, Defense Automation Resources Information Center (DARIC-R), Cameron Station, Alexandria, VA 22304-6100
6	Appropriation or Fund to be Reimbursed (if any) - Leave Blank
7	From - Your office/department, U.S. Naval Academy, street number and name, Annapolis, MD 21402-5008
8	Report Approved by - Leave Blank - will be completed by Computer Services Division
9	For Further Information Contact - Name, title, address/department and telephone number
10	Agency Approval - Leave Blank - for NARDAC'S use
11	Send purchase orders or disposal instructions to - same as block 9 above or indicate otherwise
12	GSA Control No. - Leave Blank
13	FSC Group No. - AE (Automation Equipment)
14	Location of Property - give location
15	Reim/Reqd - (Reimbursement Required) Check Yes or No
16	Agency control No. Leave Blank
17	Surplus Release Date - Date equipment is not longer in use or needed and is available for use by another activity
18	Excess Property List - DN5500 - Identifies U.S. Naval Academy
18a	Item No. - 1, 2, 3 etc.
18b	Description - give as much detail as possible, i.e., manufacturer, nomenclature, model No., serial number

Enclosure (5)

USNAINST 7321.3F

15 JUL 1993

18c

Cond - See attached list - Place a "P" under condition code to indicate equipment is government owned. If equipment is determined to be unserviceable (Condition Code H) SF 120 is not required. Use normal disposal procedures via DD Form 1348-1

18d

Unit - Individual cost of each unit of item

18e

Number of Units - quantity of each item

18f

Acquisition Cost Per Unit - Dollar value of each item

18g

Acquisition Cost total - Dollar Value of each item/
quantity (18f X 18e)

18h

Fair Value % - Leave Blank

15 JUL 1993

DARO EXCESS ADP EQUIPMENT BULLETIN

A1	SERVICEABLE (WITHOUT QUALIFICATION)/UNUSED-GOOD
A4	SERVICEABLE (WITHOUT QUALIFICATION)/USED-GOOD
A5	SERVICEABLE (WITHOUT QUALIFICATION)/USED-FAIR
A6	SERVICEABLE (WITHOUT QUALIFICATION)/USED-POOR
B2	SERVICEABLE (WITH QUALIFICATION)/UNUSED-FAIR
B3	SERVICEABLE (WITH QUALIFICATION)/UNUSED-POOR
B4	SERVICEABLE (WITH QUALIFICATION)/USED-GOOD
B5	SERVICEABLE (WITH QUALIFICATION)/USED-FAIR
B6	SERVICEABLE (WITH QUALIFICATION)/USED-POOR
C1	SERVICEABLE (PRIORITY)/UNUSED-GOOD
C2	SERVICEABLE (PRIORITY)/UNUSED-FAIR
C3	SERVICEABLE (PRIORITY)/UNUSED-POOR
C4	SERVICEABLE (PRIORITY)/USED-GOOD
C5	SERVICEABLE (PRIORITY)/USED-FAIR
C6	SERVICEABLE (PRIORITY)/USED-POOR
D2	SERVICEABLE (TEST/MODIFICATION)/UNUSED-FAIR
D3	SERVICEABLE (TEST/MODIFICATION)/UNUSED-POOR
D4	SERVICEABLE (TEST/MODIFICATION)/USED-GOOD
D5	SERVICEABLE (TEST/MODIFICATION)/USED-FAIR
D6	SERVICEABLE (TEST/MODIFICATION)/USED-POOR
E7	UNSERVICEABLE (LMTD RESTORA.)/REPAIRS REQ'D-GOOD
E8	UNSERVICEABLE (LMTD RESTORA.)/REPAIRS REQ'D-FAIR
E9	UNSERVICEABLE (LMTD RESTORA.)/REPAIRS REQ'D-POOR
F7	UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D-GOOD
F8	UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D-FAIR
F9	UNSERVICEABLE (REPARABLE)/REPAIRS REQ'D-POOR
G7	UNSERVICEABLE (INCOMPLETE)/REPAIRS REQ'D-GOOD
G8	UNSERVICEABLE (INCOMPLETE)/REPAIRS REQ'D-FAIR
G9	UNSERVICEABLE (INCOMPLETE)/REPAIRS REQ'D-POOR
HS	UNSERVICEABLE (CONDEMNED)/SCRAP
HX	UNSERVICEABLE (CONDEMNED)/SALVAGE
SS	UNSERVICEABLE (SCRAP)/SCRAP

15 JUL 1993

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FORM (45 CFR) 101-12.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO.	2. DATE MAILED	3. TOTAL COST		
				N00161-1052-001	21 Feb 1991	\$ 2,150.00		
4. TYPE OF REPORT		(Check one only of "a," "b," "c," or "d")		c. PARTIAL W/D d. TOTAL W/D		e. OVERSEAS f. CONTRACTORS INV		
		a. ORIGINAL b. CORRECTED		(Also check "g" and/or "h" if appropriate)				
5. TO (Name and Address of Agency to which report is made) THRU Director, Defense Automation Resources Information Center (DARIC-R), Cameron Station, Alexandria, VA 22304-6100				6. APPROP. OR FUND TO BE REIMBURSED (if any)				
7. FROM (Name and Address of Reporting Agency) Accounting Division, U.S. Naval Academy 181 Wainwright Rd, Annapolis, MD 21402-5008				8. REPORT APPROVED BY (Name and Title) Sam Mills, ADOPS				
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) John Doe, USNA, 181 Wainwright Rd, Annapolis, MD 21402-5008 Accounting Division (410) 267-0000				10. AGENCY APPROVAL (if applicable)				
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) John Doe, USNA, 181 Wainwright Rd, Annapolis, MD 21402-5008 Accounting Division (410) 267-0000				12. GSA CONTROL NO.				
13. FSC GROUP NO. AE		14. LOCATION OF PROPERTY (if location is to be abandoned give date) Accounting Division, Halligan Hall, USNA 181 Wainwright Rd, Annapolis, MD 21402		15. REIM/REQD YES NO X		16. AGENCY CONTROL NO.		
						17. SURPLUS RELEASE DATE 02/22/91		
18. EXCESS PROPERTY LIST DN5500			COND.	UNIT	NUMBER OF UNITS	ACQUISITION COST		FAIR VALUE %
ITEM NO. (a)	DESCRIPTION (b)		(c)	(d)	(e)	PER UNIT (f)	TOTAL (g)	(h)
1.	CPT, Word Processor Model 8515 S/N 214512		A4 P	EA	1	1250.00	1250.00	
2.	Keyboard S/N 24934A		A4 P	EA	1	150.00	150.00	
3.	QUME, Printer S/N P504187		A4	EA	1	750.00	750.00	

15 JUL 1993

LOAN PROCEDURES

1. Definition of Loan. A loan is defined as the granting of permission to use personal property without compensation on the condition that it will be returned without cost to the Department of the Navy in a condition as good as when loaned, reasonable wear and tear excepted.
2. Policy. Personal property may be loaned by the Department of the Navy only when legally authorized and when clearly in the interest of the department, the national defense, or the general public. Requests for loans which are not legally authorized and are not in the interest of these three categories, or which would result in unnecessary dissipation of property are to be denied. Loans of personal property are not to be encouraged or promoted.
3. Criteria. In addition to meeting the basic legal requirements, loans will meet the following criteria:
 - a. They will not cause the lender to purchase a replacement item or redistribute assets.
 - b. They will not be expected to result in a loss through undue wear and tear or misuse of equipment.
 - c. The borrower must be financially responsible.
 - d. Normally, loans should not be in excess of 90 days (renewable for successive 90 day periods not to exceed a total loan period of 1 year).
4. Agreement Requirements. Upon approval, a written loan agreement will be signed by the lender and the borrower. The original of the loan agreement will be retained on file by the lender and a signed copy furnished to the borrower. Provisions for inclusion in loan agreements are as follows:
 - a. The purpose, include a statement as to why the loan is required and the reason the borrower does not employ other means.
 - b. State the time period.
 - c. Description and condition of the property.
 - d. Statement of obligation by the borrower to protect all proprietary and information furnished with the property.
 - e. Statement that the borrower will assume all liabilities, responsibilities, costs incurred incident to the loan of property.
5. The borrower will maintain a separate file of loan equipment with a copy of the loan agreement. This file will be reviewed on a periodic basis to ensure return of the property. Upon return of the item, the card will be returned to the plant property file.
6. Appendices A and B are sample letters when loaning equipment within the U.S. Naval Academy. Appendix C is a sample letter when loaning equipment between USNA and another agency.

Enclosure (6)

USNAINST 7321.3F

SAMPLE

15 JUL 1993

(Date)

MEMORANDUM

From: Supply Officer
To: Director, Computer Services
Subj: LOAN AGREEMENT OF PLANT PROPERTY EQUIPMENT
Ref: (a) USNAINST 7321.3F

1. Per reference (a), this loan agreement is established between the Supply Department and the Computer Services. The Supply Department is in need of a Zenith 248 data systems computer and an alps printer. This computer will be used to monitor Supply and Stock Fund Obligations. A new system will be available for use in the future, but a system is needed now to monitor these obligations between the two offices. Loaning this equipment to the Supply Department is cost effective at this time due to the fact that funds will be spent to purchase a new system in the future.
2. The time frame for the use of this computer equipment is from August 1992 to November 1992.
3. The computer and alps printer is only 2 years old and is in very good condition.
4. The Supply Department will be responsible for the computer system and any user instructions accompanying the equipment.
5. The Supply Department will assume all liabilities, responsibilities, and cost incurred incident to the loan of property.
6. Supply Department point of contact is T. J. Johnson, ext. 0100.
7. Please sign and date this loan agreement. Retain the original and return the copy to T. J. Johnson, Supply Department, Yard Mail Stop 20a.

P. S. BROWN

(Date)

FIRST ENDORSEMENT

From: Director, Computer Services
To: Supply Officer

1. Loan of the equipment is acknowledged and approved. The plant property number is 1212 and the model number is 12132456.
2. Point of contact is P. T. Thomas, ext. 0600.

P. P. SMITH

Enclosure (6)
Appendix A

USNAINST 7321.3F
15 JUL 1993

SAMPLE

(Date)

MEMORANDUM

From: Supply Officer
To: Director, Computer Services

Subj: EXTENSION OF LOAN AGREEMENT OF PLANT PROPERTY EQUIPMENT

Ref: (a) Supply Ofcr. ltr of 1 Jul 92

1. Per reference (a), the subject loan agreement for the data systems computer and alps printer is extended to 28 February 1993. Please sign and date the original and one copy of this extension. Retain the original and return the copy to T. J. Johnson, Supply Department, Yard Mail Stop 20a.

P. S. BROWN

(Date)

FIRST ENDORSEMENT

From: Director, Computer Services
To: Supply Officer

1. Extension of loan for the equipment listed in reference (a) is acknowledged and approved.

P. P. SMITH

USNAINST 7321.3F

15 JUL 1993

SAMPLE

7321

8-

(Date)

From: Superintendent, United States Naval Academy
To: Officer-in-Charge, Naval Surface Warfare Center, Carderock, MD (Zip code)

Subj: LOAN AGREEMENT FOR LABORATORY WORKSTATIONS

Ref: (a) NAVCOMPTMAN, Volumes 3 and 8

1. Per reference (a), this loan agreement is established between the Naval Surface Warfare Center, Carderock, MD and the Physics Department, U.S. Naval Academy.

2. The laboratory workstations are needed to perform experiments on projects for use by midshipmen. To perform these experiments, 12 workstations are needed, and there are only 11 available in our laboratory. The completion date for this project is 30 November 1993. To purchase a new workstation at this time would be costly and would not be received in time. By loaning this laboratory workstation to us we will save time and money.

3. The loan period for the laboratory workstation will be from 1 September to 30 November 1993.

4. We understand that this workstation is in excellent condition and is 2 years old and not being used at this time.

5. The Physics Department will be responsible for the workstation and any user instructions accompanying the equipment. Also, all liabilities, responsibilities, and costs incurred incident to the loan of property will be the responsibility of the Physics Department.

6. Naval Academy point of contact is Professor James, DSN 281-1111 or commercial (410) 267-1111.

7. Please sign and date the original and one copy of this agreement. Retain the original and return the copy to Professor James, Physics Department, U.S. Naval Academy, 572 Holloway Rd., Annapolis, MD 21402-5026.

C. A. JONES
By direction

(Date)

FIRST ENDORSEMENT

From: Officer-in-Charge, Naval Surface Warfare Center, Carderock, MD (Zip code)
To: Superintendent, United States Naval Academy

1. Loan of the equipment is acknowledged and approved.
2. The plant property number is 1313 and the model number is 2456780.
3. Point of contact is Dr. James Johnson, DSN 227-2222 or commercial (410) 288-2222.

R. C. JONES
By direction

Enclosure (6)
Appendix C