



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 7322.1A
14/Minor Property Div
28 January 1997

USNA INSTRUCTION 7322.1A

From: Superintendent

Subj: MINOR PROPERTY PROGRAM

Ref: (a) NAVCOMPT Manual, Vol 3, Chapter 6 (NOTAL)
(b) USNAINST 7321.3F
(c) USNAINST 4500.5E
(d) USNA/AACINST 5500.9
(e) SECNAVINST 5500.4G
(f) USNA/AAINST 5500.2C

Encl: (1) Minor Property Material Receipt Confirmation Notice (USNA ZZA7322/2)
(2) Sample Transfer Letter

1. Purpose. To issue requirements/guidelines regarding the Minor Property Program for activities under the management control of the Superintendent per reference (a). This instruction provides uniform reporting procedures and establishes responsibility for the maintenance of records related to minor property for the Naval Academy. This instruction is related to types of property which do not meet current plant property reporting criteria as stated in references (a) and (b). This description does not include consumables (i.e., pens, pencils, paper, notebooks, etc.).

2. Cancellation. USNA Instruction 7322.1. This directive is a complete revision and should be reviewed in its entirety. No special markings appear because changes are extensive.

3. Definition. Minor property is defined as personal property acquired for immediate use and having a unit cost of less than the investment/funding threshold (\$100,000) used by Congress for appropriating funds. The minor property database required by this instruction and reference (a) will include, (1) office equipment costing \$2,500 to less than the funding threshold; (2) all equipment that is classified or sensitive (assets requiring varying degrees of protection and control in the interest of national security), regardless of cost; and (3) all equipment that is pilferable (easily transportable or concealable, having a ready resale value therefore subject to theft). This includes all equipment such as typewriters, facsimile equipment, telephone answering devices, computer equipment, computer software, micrographics, portable power tools, audiovisual equipment, recording equipment, test equipment, and other types of equipment.

NOTE: As of 1 October 1991 classification determinations are based on both the acquisition cost and the acquisition date. Therefore, assets which are received from another Department of Defense (DOD) activity which are gained by inventory will be classified based upon the actual or estimated date in which the asset was first placed into service (initially acquired by the DOD), and the funding threshold in effect during that time frame. For assets acquired prior to 1 October 1991 the threshold was increased to \$25,000, and 1 October 1994 the threshold was increased to \$50,000. 1 October 1995 the funding increase was raised once again, to \$100,000. Under no circumstance will assets, which met the criteria for inclusion in the plant account records at any of the previous thresholds of \$5,000 or greater, be reclassified as minor property.

4. Responsibilities

a. USNA Supply Officer

- (1) Designated as Minor Property Administrator.
- (2) Designated as coordinator between audit agencies and Cost Center Heads.
- (3) Distribute minor property labels (bar code labels) to Cost Center /Sub-Cost Center (CC/SCC) representatives.
- (4) Maintain a current listing of CC Heads and their respective Minor Property Representatives.

(5) Maintain a central database of all minor property.

(6) Schedule and publish time lines for physical inventories to be conducted by assigned Minor Property Representatives, independent of the minor property responsible officer accountable for individual items of minor property.

b. Cost Center Heads

(1) Assume overall accountability, by signature, for all departmental minor property under direct or indirect control of the individual.

(2) Sign inventory documentation (hand receipt) produced upon completion of inventory reconciliation of all minor property under the individual control prior to final submission to the Supply Officer. Mandatory inventories at a minimum will include triennial, and relieving inventories, to include relief of the Superintendent at his discretion. Relieving inventories are to be conducted as part of the relieving process for Cost Center Heads, and at the discretion of the Cost Center head upon relief of a Sub-Cost Center Head.

NOTE: If the CC elects not to require a relieving inventory upon relief of a SCC, it does not relieve the Cost Center Head (CC) of accountability for minor property for which sub-custody has been established.

(3) Designate an individual to act as the Minor Property Representative in writing to coordinate all matters pertaining to minor property. Submit names to the USNA Supply Minor Property Administrator, Stop 20A, upon receipt of this instruction and as changes occur.

(4) Inform Minor Property Administrator of upcoming personnel transfers of individuals accountable for minor property within the department. This will enable timely scheduling and execution of required relieving inventories as per this instruction.

NOTE: It is recommended that CC Heads establish sub-custody records for minor property which are not under the individual's direct control; i.e., in the control of a SCC Head within the same department.

(5) If a Cost Center or Academic Department effectively utilizes an existing automated minor property program which meets the intent of the USNA program, a waiver may be submitted to the Supply Officer requesting an exemption from the central program. Inventories must still be conducted and signed copies forwarded to the Supply Department.

c. Minor Property Representatives

(1) Assist the CC/SCC Head in the establishment and maintenance of minor property records.

(2) Forward Minor Property Material Receipt Confirmation Notice (USNA ZZA 7322/2), enclosure (1), for all material received which qualifies for inclusion in the Minor Property Program to USNA Supply, Stop 20A, Attn: Minor Property Administrator. Receipt documentation must contain all mandatory information required for input into the minor property central data base. This is in addition to the copy forwarded to Receipt Control. Failure to comply will result in untimely delays in the central data base update, and the issue of bar code for material identification.

(3) Dispose of minor property that is in such a condition that it is beyond economical repair, obsolete, or excess property as outlined in reference (c).

(4) Triennially, a complete physical inventory will be conducted as scheduled by the Supply Department, Minor Property Administrator. Upon completion of the reconciliation process a printout of minor property assets (hand receipt), will be forwarded to the CC Head for signature. The signed printout (hand receipt), will be acknowledgment of accountability for all material under the individual's direct or indirect control, and must be returned to the Minor Property Administrator. Multiple copies of this listing can be produced as necessary for SCC Head signature, local records, etc.

5. Records Maintenance

a. Minor property assets will be tagged with a sequentially numbered label/bar code designating property belonging to the Navy. Minor property assets will not under any circumstances be marked or tagged with plant property identification numbers. Tagging will occur upon receipt of the assigned tag/bar code from the Minor Property Administrator.

b. Minor property may be transferred, but documentation must be made by the transferor to make sure of receipt of the property by the transferee. Enclosure (2) will be utilized. A signed copy of the completed transfer memo, enclosure (2), must then be submitted to the USNA Supply Department, Attn: Minor Property Administrator, Stop 20A, to update the central data base.

6. Survey, Disposition of Excess Property, or Stolen Property

a. Disposition of equipment is required when property is determined to be excess, obsolete, unserviceable beyond economical repair, or no longer required. This type of property should be identified as property which if lost, stolen, or misplaced would significantly degrade the ability of the CC/SCC to continue efficient service. If item is automated data processing equipment, a Report of Excess Property (SF 120), will be prepared and routed per reference (b). Per reference (c), a DOD Single Line Release/Receipt Document (DD Form 1348-1A) will be used for all others. A copy of the DD Form 1348-1A will be forwarded to USNA Supply Department, Stop 20A, Attn: Minor Property Administrator to expend the material from the central data base.

b. When U.S. Government property is missing, lost, stolen, or when government property is found or recovered, it must be reported through appropriate channels. Specific guidelines for reporting procedures are contained in reference (d).

c. Per references (e) and (f), Missing, Lost, Stolen, Recovered Reports (M-L-S-R) are required for all property which replacement cost exceeds \$100.00, that is stolen or suspected stolen, whether serialized or not serialized. Early reporting to the Naval Academy Security Department and Naval Criminal Investigative Service (NCIS) is essential. Supplemental and final reports will be submitted as necessary. The NCIS will subsequently report U.S. property in a M-L-S-R category to the National Crime Information Center in an attempt to trace and effect recovery action.

d. When equipment is lost, damaged, or destroyed, a survey is required. Reference (e) provides specific reporting instructions for the preparation of the, Report of Survey (DD Form 200). Contact the Supply Department, Minor Property Division if assistance is required.

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

a. Report of Survey (DD Form 200), S/N 0102-LF-000-2001

b. DOD Single Line Release/Receipt Document (DD Form 1348-1A), S/N 0102-LF-013-1040.



E. C. WALLACE
Deputy for Operations

Distribution:
AA
Supply Dept (30)

MINOR PROPERTY MATERIAL RECEIPT CONFIRMATION NOTICE

From: _____ Cost Center: _____ Phone: _____
Minor Property Representative

To: Minor Property Administrator, Supply Department, Stop 20A

Subj: REPORT OF MINOR PROPERTY RECEIVED

Ref: (a) Purchase Order Number/Request Number: _____

1. I have received the material cited above. All required information for entry into the Minor Property database is contained below:

NSN/PN/LSN: _____ Date Recvd: _____

Cost Center: _____ Property Type: _____
Minor/Minor ADP

Bldg/Rm: _____

Manufacturer/CAGE: _____

Make/Model: _____

Serial Number: _____

Nomenclature/Description: _____

Acquisition Cost: \$ _____ Acquisition Date: _____

Bar Code: _____

SIGNATURE: _____ Date: _____

USNAINST 7322.1A
28 January 1997

SAMPLE TRANSFER LETTER

7322
(Date)

MEMORANDUM

From:
To:

Subj: TRANSFER OF MINOR PROPERTY EQUIPMENT

Ref: (a) USNAINST 7322.1A

1. Per reference (a), it is requested that official minor property records be adjusted to reflect the transfer of the below listed equipment from subcost center () to subcost center (). Enclosure (1) is forwarded for appropriate action.

- a. Nomenclature:
- b. Serial Number:
- c. Navy ID Number:
- d. Nomenclature was considered excess to the needs of the department and was transferred to sub cost center ().
- e. Transfer was accomplished on: (Date)

JOHN DOE

7322
(Date)

MEMORANDUM

From:
To:

Subj: TRANSFER OF MINOR PROPERTY EQUIPMENT

1. Forwarded, receipt of the above equipment is acknowledged and recorded in our minor property inventory.

JANE DOE