



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 7320.10
5/Comptroller

6 AUG 2014

USNA INSTRUCTION 7320.10

From: Superintendent

Subj: USNA MANAGEMENT OF PERSONAL PROPERTY

Ref: (a) SECNAVINST 7320.10A
(b) DoDINST 5000.64
(c) DoD FMR Volume 4, Chapter 6
(d) DoD FMR Volume 12, Chapter 7

Encl: (1) USNA Personal Property Management Program
(2) Appointment of Personal Property Manager (PPM)
(3) Appointment of Appointing Authority
(4) Appointment of Property Responsible Officer (PRO)
(5) Appointment of Property Custodian
(6) Requisition and Invoice/Shipping Document DD Form 1149
(7) Personal Property Inventory Worksheet
(8) Order for Supplies or Services DD Form 1155
(9) Material Inspection and Receiving Report DD Form 250
(10) Issue Release/Receipt Document DD Form 1348-1a
(11) Financial Liability Investigation of Property Loss DD Form 200

1. Purpose. To establish procedures and guidance for the accounting, reporting, controlling, and inventorying of personal property in the custody of the U.S. Naval Academy (USNA) in accordance with references (a) through (d).

2. Cancellation. USNAINST 7320.1, USNAINST 7321.3F and USNAINST 7322.1A.

3. Scope. All elements of this instruction apply to all military, civilian, and contractor personnel assigned to USNA.

4. Policy and Action. Enclosure (1) describes USNA's Personal Property Management Program. Enclosures (2-11) are to be used as applicable in the execution of USNA's Personal Property Management Program. This instruction is effective immediately and mandatory for all personnel.


S. S. VAHSEN
Chief of Staff

UNITED STATES
PERSONAL
MANAGEMENT



NAVAL ACADEMY
PROPERTY
PROGRAM

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USNA Personal Property Management Program
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I. DEFINITIONS AND TERMS

Accountability. All personnel (military and civilian) are accountable or responsible for the safekeeping of government-owned, leased, or borrowed property that is provided for use.

Accountable Property. Government-owned, non-expendable property that meets the thresholds set by policy to be included in the database of property maintained by the Personal Property Manager or is classified as Information Technology (IT) sub-minor property. Accountable property (including IT sub-minor property below the \$5,000 threshold) must be identified as USNA owned by the attachment of a bar code label.

Bar Code Label. A label affixed to accountable property showing USNA ownership, a unique identifying number, and a code, which may be read by bar code scanning equipment.

Capitalized Personal Property. An asset acquired or constructed to be used by DoD with a recorded cost equal to or greater than \$1,000,000 and \$250,000 for Internal Use Software (IUS) which is not intended for sale.

DD Form 200. Required documentation for investigations into the loss, damage, destruction, or theft of government-owned personal property.

Disposal Property. Property excess to an activity's needs and not transferred to another activity for further use that is sent to the nearest Defense Logistics Agency (DLA) disposition site. DLA sells the property, donates it to schools or charities, sends it for reuse within DoD, or converts it to scrap.

Defense Property Accountability System (DPAS). DoD's mandatory property accountability system for accountable property with an acquisition cost equal to or greater than \$5,000.

Excess Property. Property assigned to a department that is no longer needed or in use. Notification of disposition of excess property will be made in writing or via e-mail to the Personal Property Manager. All excess accountable property must be released by the PRO/custodian when physically moved out of the department.

Financial Liability Officer. A military E-7 or above, or a GS-07 or above, appointed by the Superintendent to conduct a formal investigation into the loss, destruction, damage, or theft of government property.

Individual End User. An individual USNA employee who has specific property assigned to him or her for use in job performance.

Information Technology Asset Manager (ITAM). The individual designated by the Director, IT Services/CIO who is assigned the responsibility for managing all USNA IT assets. While the USNA Personal Property Manager manages IT capital assets and minor property using DPAS, the ITAM has responsibility for tracking assets above and below the \$5,000 DoD accountability threshold.

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Internal Management Controls. Internal controls set in place to provide reasonable assurance that the following objectives are met: (1) accountability of assets; (2) reliability of financial reporting; (3) Personal Property System security and data integrity; (4) life cycle management of Personal Property assets; and (5) compliance with personal property policies and procedures.

Missing, Lost, Stolen, Recovered (MLSR). Property that has been missing from its assigned location. Recovered property is that which has been located after an official investigation has been completed and documented using the Financial Liability Investigation of Property Loss (DD Form 200).

Minor Property. An asset or item of government-owned property with a recorded cost between \$5,000 and \$999,999.

Personal Property. All government-owned, non-expendable property used in support of the DoD mission. Personal property does not include real property, land, building, or structures.

Personal Property Manager (PPM). The individual, appointed in writing by the Superintendent, who is assigned the overall responsibility for administering property management for USNA.

Physical Inventory. The actual sighting of all accountable property, including a reconciliation with current records maintained for the assets.

Property Custodian. The individual designated by the Property Responsible Officer (PRO) to provide assistance within his/her department in the day-to-day management of property assigned. The property custodian(s) do not relieve the PRO of the overall responsibility and accountability for property assigned to the department.

Property Responsible Officer. A position assigned in writing by the PPM, delegated the accountability, care, custody, and protection of the government-owned property within his/her department.

Sub-Minor Property. An asset whose acquisition cost is less than or equal to the DoD accountability threshold of \$5,000. Within the USNA Property Management program, IT assets with a value below the DoD accountability threshold are considered sub-minor property.

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II. PERSONAL PROPERTY MANAGEMENT PROGRAM

1. Roles and Responsibilities.

a. Superintendent. Is the accountable officer, approving authority, and overall responsible officer for ensuring that all command personal property is properly maintained, safeguarded, accounted for, and accurately reported. Duties include the following:

(1) Appoint a Personal Property Manager in writing. (See enclosure 2 for example).

(2) Delegate an appointing authority, in writing, to approve or disapprove DD Forms 200 when there is no evidence of negligence or abuse. Delegation may be made to appointing authority in the case of loss, destruction, or theft if the value is less than \$100,000. (See enclosure 3 for example).

(3) Ensure a judge advocate or civilian attorney reviews findings of recommended financial liability, and provides an opinion on the adequacy of evidence and its relationship to the findings and recommendations.

b. Personal Property Manager (PPM). Appointed in writing by the Superintendent, the PPM has responsibility for managing government owned personal property at USNA. Duties assigned include the following:

(1) Maintain and administer the property management system (DPAS).

(2) Appoint Property Responsible Officers (PRO), in writing. (See enclosure 4 for example).

(3) Ensure triennial inventories are completed in accordance with SECNAVINST 7320.10A.

(4) Ensure all newly acquired property is tagged with bar codes and identified as USNA property.

(5) Ensure all property actions above the DoD accountability threshold (receipt, transfers, disposals, internal moves, losses, etc.) are properly recorded in DPAS.

(6) Provide PROs with copies of their inventories as needed; at least once per year.

(7) Provide training for PROs and Property Custodians, and keep copies of any training provided (such as NKO courses).

(8) Review and update USNAINST 7320.10 as needed and communicate changes to PROs and Property Custodians as necessary.

c. Property Responsible Officer (PRO). PROs are normally the head of each department and will be appointed in writing by the PPM. Duties of a PRO include:

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(1) Maintain an up-to-date list of the accountable property (to include IT sub-minor property) within his/her department. Ensure each asset is properly tagged with a bar code showing USNA ownership and that the list includes the correct item description, make, model, bar code number, serial number, and location for each item. Report all newly purchased or acquired items to the PPM or ITAM within five (5) working days.

(2) Assign custody of property to end users, as required, and obtain a signature for the property. When the end user leaves the department for any reason, the PRO will ensure the property is returned and remains in the work space.

(3) Report all property transfers to the PPM within five (5) business days after the transfer occurred. If the transfer is to an outside activity, the PRO will fill out a DD 1149, found in exhibit (1), and coordinate the transfer with the PPM. If the transfer is internal to USNA, the PRO will complete an Internal Transfer Document, found in exhibit (2).

(4) Ensure excess property is utilized in lieu of the acquisition of new equipment, furniture, or fixtures whenever possible.

(5) Ensure prompt action in the reporting of Missing, Lost, Stolen, or Recovered (MLSR) property to the PPM.

(6) Perform an annual physical reconciliation of property with records in DPAS (or USNA's IT asset management database). Reconcile the inventory with the most current inventory in DPAS (managed by the PPM) or IT's asset management database, for that department. Any items in the department's custody not listed in the inventory should be added. The PRO will send the results of the annual inventory to the PPM and/or ITAM.

(7) Delegate in writing, day-to-day administration of property management to a competent individual (property custodian) within the department and provide the person selected with the support required for him or her to successfully carry out the assigned duties. (See enclosure 5 for example). Appointment of a custodian does not relieve the PRO of the responsibility for the accountability of property within his/her department.

d. Property Custodian. The Property Custodian performs many of the day-to-day recordkeeping functions after appointment by the PRO. The following duties are delegated to the Property Custodian by the PRO:

(1) Maintain an up-to-date list of the accountable property within his/her work center (to include IT sub-minor property), and reporting all newly purchased or acquired items to the PPM or ITAM within five (5) working days. The Property Custodian will maintain a log and complete a NAVSUP Form 306 (controlled - equipage custody record) for each of the sensitive items.

(2) Assign custody of property to end users, as applicable, and ensure accountability of assigned property upon departure of each end user.

(3) Report all transfers of property to the PPM and/or ITAM within five (5) business days after the transfer occurred.

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(4) Ensure all excess property documentation is promptly turned in to the PPM and/or ITAM and that the condition of such property is annotated.

(5) Ensure prompt action in the reporting of MLSR property to the PPM and/or ITAM.

(6) Perform an annual property reconciliation in his/her work center with records in DPAS (provided by the PPM) and IT asset management database (provided by the ITAM).

e. Individual End User. May be assigned property by the PRO or Property Custodian. Duties include:

(1) Sign for custody of accountable property which will be utilized solely for the individual's use in his or her work station/approved work site.

(2) Protect and safeguard both accountable and non-accountable property assigned.

(3) Report any MLSR property to the PRO or Property Custodian.

(4) Ensure all government owned personal property within the confines of his/her space that is relocated, reassigned, temporarily removed, or transferred is done so with the knowledge of the Property Custodian or PRO using proper procedures.

2. Procurement.

a. Methods of Acquiring Property

(1) Requisitioning New Property. Requests for new property (other than IT) are originated within the various departments and submitted via approved methods. In making decisions to replace older office machines (other than IT equipment), replacement standards should balance functionality, repair costs and time, and mission criticality. Requests to acquire new IT assets will be forwarded to the IT Department with proper justification and documentation.

(2) Utilization of Excess Property. Employees will explore the possibility of using excess property in storage before requesting new property. The document used to transfer (receive) government property from another agency or activity to USNA is the DD Form 1149 (Requisition and Invoice/Shipping Document). ITAM approval is required prior to transfer (receipt) of IT assets.

b. Determining Accountability of Acquired Property. After a requisition for property has been received, the PPM will determine whether or not the property is accountable and needs to be added to the DPAS inventory utilizing the following criteria:

(1) DoD Accountable Property. If the property is non-expendable and its acquisition cost is equal to or greater than the DoD accountable threshold (\$5,000), it is accountable and must be entered into the DPAS database.

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(a) Capitalized Property. Property with an acquisition cost equal to or greater than the DoD capitalization threshold (currently \$1,000,000) is considered capitalized property. These items must be added to DPAS and depreciated, per reference (a). A bar code, provided by the PPM, must be affixed to the property.

(b) Minor Property. Property with an acquisition cost equal to or greater than the DoD accountable threshold (\$5,000) and less than capitalized property is minor property; it is accountable and must have the appropriate bar code label affixed to it. This property must be added to DPAS and expensed when received, per reference (a). Standards for bar coding minor property are the same as for capitalized property.

(2) Sub-Minor Property. Property with an acquisition cost under the DoD accountable threshold (\$5,000). PPM and/or ITAM will determine if there is a need to account for sub-minor property. If required, sub-minor property bar codes, provided by the PPM or ITAM, will be attached to items. These assets will be managed locally by the departmental custodians. The Property Custodian will maintain a log and complete a NAVSUP Form 306 (Controlled-Equipage Custody Record) for each of the pilferable or sensitive items.

(3) Government-Owned Non-Accountable Property. Although this property is non-accountable and not tagged or entered into DPAS, it is government property and must be safeguarded and protected from abuse or theft.

c. Receipt and Distribution Process for Newly Acquired Property. The following steps are involved in the receipt and distribution process - from the time an asset is acquired until the time it is assigned to a location after receipt:

(1) The PPM is notified by acquisition personnel when a non-expendable property item is purchased.

(2) Pertinent documents are provided to personnel receiving property, including:

(a) Personal Property Inventory Worksheet, found in enclosure 7: used for all accountable assets (including IT sub-minor property) to document receipt of property and detail required information for entry in DPAS and/or the IT asset management database.

(b) Order for Supplies and Services (DD 1155), found in enclosure 8: always provided as part of the documentation if generated for the procurement of the item.

(c) Requisition and Invoice/Shipping Document (DD 1149): always part of the documentation for assets transferred to and from another activity.

(d) Estimated Fair Market Value (FMV) worksheet, found in exhibit (5): if no substantiating documentation exists for an item added to the inventory, then acquisition cost should be based on FMV and documented for the record. The PPM compares the new item to an existing item in the inventory and documents things such as make, model, and the cost of the

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existing item. The estimated FMV form is signed by the PPM.

(e) Material Inspection and Receiving Report (DD Form 250), found in enclosure 9, or other receipt documentation.

(3) Once the item is signed for, the PRO and Property Custodian will take custody and are responsible for the management and accountability of the item as long as it remains in the custody of their department. The Property Inventory Worksheet is started by the PRO or Property Custodian. Data includes item location, description, manufacturer, requisition/purchase order number, PRO/activity assigned, and cost. Once completed, this worksheet and supporting documentation (DD 1155 or DD 1149, DD 250, and Estimated FMV worksheet, if required) is sent to the PPM, copy to the ITAM.

(4) The PPM and ITAM review the Property Inventory Worksheet and assign a bar code number/label to the item. They will then deliver the bar code label to the PRO or Custodian. The PRO/Custodian must affix the label directly on the item. IT-related capital assets and minor property items may have two separate bar code labels attached—one for DPAS and one for the IT asset management database.

(5) The PPM and/or ITAM creates an automated record for each newly received asset utilizing DPAS and/or the IT asset management database.

(6) The following data is needed to properly document each asset: Location, Bar Code, Department, End User, Stock Catalog Code, Make (Manufacturer), Model, Description, Serial Number, Acquisition Cost (including transportation and ancillary costs), Acquisition Date, Inventory Date, Condition Code, Acquisition Document Number, and any identifying remarks. Enter the item into DPAS within five (5) working days of receiving proper documentation.

(7) After data entry, all documentation is filed in manual property files to be retained from the time of receipt until 36 months after the item is disposed/transferred/sold. In the case of items transferred to another activity, maintain copies of supporting documentation on file at the originating activity and forward original documents to the receiving activity.

3. Changes in Disposition of Property. A change in disposition of an asset means that the asset has been moved from its assigned space for some reason. Changes of a location within the same custodial area are managed by the PRO and Property Custodian for that area and normally do not require notification of the PPM. The following list includes the types of actions required when property is removed from the activity where custody was originally assigned:

a. Excess Property. The PRO determines if an asset has exceeded its serviceable life or no longer has a useful need within their area of responsibility. If so, the PRO should notify the PPM and/or ITAM in writing or via email so that instructions/information can be obtained to determine the next steps in the process.

b. Internal Transfer of Property within the Command. If an asset is no

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longer needed within one department, but can fulfill a need in a different department within the command, then it can be transferred internally. ITAM approval is required prior to internal transfer of IT assets. The Property Custodian or PRO providing the items fills out the Internal Transfer Document (found in enclosure 9) and completes the necessary information for each asset before physically moving the item. The PPM and/or ITAM is notified of the change and will ensure that the form is properly completed and signed, annotate the DPAS record(s) and manually file all paperwork.

c. External Transfer of Property. Occasionally, another activity may express a need for excess property that is still in usable condition. The receiving activity should make the arrangements to pick up the excess property and pay any shipping costs incurred. The document utilized for this process is the Requisition and Invoice/Shipping Document (DD 1149). It is crucial that the receiving activity sign the DD 1149 accepting receipt of the item and return a signed copy to the PPM for documentation and filing. The DD 1149, when signed by both organizations, will close out the transfer process.

d. Disposal of Property. Property that is considered excess and has no immediately known need by other departments within the command must be sent for disposal using the proper DoD process. This generally consists of property that is in need of repair but a repair is not cost effective, the property has exceeded its useful service life or it is equipment that contains old technology and simply cannot be effectively used by the activity any longer.

(1) The DoD's agent for the disposal of government-owned property is the Defense Logistics Agency (DLA) Disposition Services. DLA will accept the property and screen it for disposition. Disposition Services will take one of the following actions with the property: transfer the property in an "as-is" condition to sell it through an auction, recondition it to use again, or convert it to scrap. USNA will make arrangements for all excess property needing to be turned-in to the nearest disposition site. Complete procedures for determining turn-in sites, scheduling appointments, and filling out the proper forms can be found on the DLA website: <http://www.dispositionservices.dla.mil>. Note that many forms, including the Issue Release/Receipt Document (DD 1348-1A), found in enclosure (10), may be completed electronically. Furthermore, DLA offers/utilizes an Electronic Turn-in Document (ETID) system to assist customers in preparing and maintaining their turn-in records.

(2) The USNA IT Department has responsibility for the disposal of IT assets.

e. Missing Property. Immediately report missing property to the Security Office and fill out a missing, lost, stolen, or recovered (MLSR) report and initiate an investigation. Additionally, this MLSR property must be reported to the PPM. If the property is considered government accountable property, the PPM or ITAM will initiate an investigation to determine Financial Accountability for the loss utilizing procedures outlined in the DoD Financial Management Regulation, Volume 12, Chapter 7. Appendix III-II gives detailed instructions on the MLSR reporting process.

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4. Physical Inventories of Property. Procedures for physical inventories are detailed in Appendix III-1. Physical inventories are normally performed under the following circumstances:

a. A physical inventory of all government-owned, accountable, personal property at USNA must be conducted on a triennial basis per SECNAVINST 7320.10A. Neither the PRO nor the Property Custodian may conduct the triennial inventory. Inventories conducted under paragraphs (b) and (c) below reset the three-year clock for each item of accountable property. The PPM or ITAM will schedule inventories to take advantage of the "rolling inventory," meaning that each department will not be inventoried at the same time, but the date will be dependent on the previous inventory.

b. A physical inventory must be conducted within a department when the PRO for the activity transfers. This new inventory should be conducted prior to the departure of the outgoing PRO and should be signed over to the incoming PRO. If billets are gapped, PRO responsibility will generally be elevated to the next member in the outgoing PRO's chain of command until the billet is filled or PRO duties are reassigned.

c. If a theft (or suspected theft) occurs, an inventory must be taken within the area of the incident. The Superintendent will direct the extent/scope of the inventory and the PPM/ITAM will verify the results.

d. The PPM or ITAM will initiate an annual reconciliation of each departmental inventory. The PRO and/or Property Custodian will conduct the reconciliation. Property on hand is reconciled with records in DPAS and the IT asset management database. Discrepancies are reported to the PPM/ITAM and errors corrected or action taken, if necessary.

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III. APPENDICES

III-1. PROCEDURES FOR TRIENNIAL PHYSICAL INVENTORY

1. Neither the PRO nor the custodian(s) may conduct the triennial physical inventory, nor be responsible for verifying the results. Personnel conducting the physical inventory may be located within the department being inventoried. Another person(s) other than those conducting the inventory will verify the results. Most likely, the individual verifying the results will be the PPM or a member of his/her staff. For IT inventories of sub-minor property, the ITAM will verify results.
2. Inventories shall be conducted one department at a time. Use the department inventory listing from DPAS as the official inventory for reconciliation.
3. The PPM and PRO will ensure that new equipment is not entered into the department inventory while the physical inventory is being conducted. No transfers or excess from the department's inventory should be allowed during this process. To the maximum extent possible, additions and deletions involving the inventory should be done before the inventory begins.
4. Good inventorying practice suggests using some sort of colored dot or tape to "tag" each asset as it is physically inventoried. All items must be physically viewed by the individual conducting the inventory.
5. Inventory book to floor: Look for assets on the inventory printout and check them off as you locate them. Verify property description, proper bar code, serial number, and location.
6. Inventory floor to book: Any accountable assets that are physically present that are not on the current listing should be annotated on the inventory paperwork. A property bar code must be attached to the asset if it does not already have one.
7. The inventory listing should resemble the following once the inventory is completed:
 - a. A check mark should be put next to an asset if all information on the inventory listing matches information actually found for the asset.
 - b. Any information about the asset that is different from the inventory listing should be noted in red ink in the proper field. Do not put a check mark next to these assets.
 - c. Assets that are found within the department but are not on the listing should be added to the listing. Furthermore, a property inventory worksheet should be completed and turned in for such assets.
 - d. Assets on the inventory listing that are not found should have a "missing" written next to them.

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8. Results must be returned to the PPM or ITAM. An individual on the PPM staff, or the ITAM, will verify the results. Any corrections such as those noted in 7b and 7c above will be made in the database.
9. During the inventory process, the PRO and/or property custodian(s) should be notified and informed of any discrepancies. The property custodian(s) can help resolve problems as they occur.
10. Investigate any asset annotated as "missing". However, do not delay progress on the inventory by searching for missing items. Maintain missing items on a separate spreadsheet and keep the inventory process moving.
11. After inventory completion, the PPM will certify the inventory is completed using the "Inventory Completion Certification" form, found in exhibit (3). Individuals conducting the inventory and those verifying its accuracy will sign this certification. The certification along with a copy of the inventory with corrections will be forwarded to the PRO. Copies of these documents will be filed in the PPM's manual files. At this point, if there are missing assets after the inventory is completed, the PPM will initiate the MLSR property process.

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III-2. MISSING, LOST, STOLEN, OR RECOVERED (MLSR) PROPERTY PROCESS

The MLSR process is initiated anytime there are assets reported missing or if there are missing assets after an inventory is completed.

1. The PPM (or staff) will complete a DD Form 200 for MLSR assets that were not found during the inventory process or if inventory items are reported missing to the PPM or Security Office. For IT sub-minor property only, the ITAM will initiate the DD Form 200. See enclosure (11) for a sample DD Form 200. Blocks 1 through 11 are filled out at this time, giving basic information and circumstances of the loss.
2. The PRO fills out and signs Block 12, providing comments and recommendations surrounding the loss.
3. The PPM (or ITAM) fills in Block 17 with details of the property and the record(s) in DPAS or the IT asset management database.
4. The next step involves the individual in Blocks 13 and 14, the approving and appointing authority. The approving authority may also be the appointing authority. Depending on the type of loss or damage, and the dollar value, the approving authority (Superintendent) or the appointing authority (designated in writing by the Superintendent) may sign in one or both of these blocks. The approving authority will take one of the following courses of action:
 - a. The approving authority accepts the comments and recommendations of the PRO and marks approved. Recommendations of the PRO should be carried out.
 - b. The approving authority can appoint a Financial Liability Officer (formally known as a survey officer). This individual will conduct an investigation of the circumstances surrounding the loss. At any time during the process, the Security Manager may investigate the loss as a theft. Additionally, the Naval Criminal Investigative Service (NCIS) may investigate the case if the losses seem to be anything other than administrative error. The Financial Liability Officer will complete Block 15 of DD Form 200, including recommendations for charging liability for the loss. After the Financial Officer investigation, forward DD Form 200 to the approving authority for a final decision.
 - c. The approving authority will make a final decision in Block 14. If an individual is charged with negligence and financial liability, they must complete Block 16 and indicate whether or not they are seeking legal counsel.
 - d. The approved DD Form 200 gives the PPM (or ITAM) the authority to delete the records of the missing property from DPAS (or the IT asset management database). Once complete, the MLSR action is closed and the DD Form 200 is filed with manual records. If the missing property is recovered after the MLSR action is closed, the PPM will add the property back into the inventory and assign it to the proper PRO. The PPM will notify those involved in the original MLSR process of the recovery of the missing property.

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IV. EXHIBIT (1)
INTERNAL TRANSFER DOCUMENT

Date Submitted: _____

From: _____
To: _____

- a. Transfer of assets to _____.
(Insert new Department and complete information for each asset annotated)

Bar Code	Description	Serial Number	Old Location	New Location

Releasing PRO/Custodian Printed Name: _____

Signature: _____

Accepting PRO/Custodian Printed Name: _____

Signature: _____

Copy to:
PPM
ITAM

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**EXHIBIT (2)
SIMILAR ASSETS/ESTIMATED FMV WORKSHEET**

Purpose: To document the estimated recorded cost and date for personal property items lacking proper substantiating documentation. This worksheet is required for unsupported personal property recorded in the personal property system. This worksheet, when properly completed, serves as a substitute for original acquisition documentation and should be used when all attempts to locate actual documentation have been exhausted.

A. Personal Property General Information:

UIC: _____
 Command: _____
 Property Responsible Officer (PRO): _____
 Document Number: _____
 Nomenclature/Location: _____
 Serial Number: _____
 Manufacturer: _____
 Bar Code Number: _____
 Method of Acquisition:
 Purchase ___ Requisition ___ Transfer ___ Donated ___ Found ___

B. Similar Asset Comparison:

Location of similar asset: _____
 Dept/Command owning similar asset: _____

Similar Asset Comparison:

<u>Personal Property Asset</u>	<u>Similar Asset</u>
Nomenclature: _____	_____
NSN: _____	_____
Serial Number: _____	_____
Manufacturer: _____	_____
Model: _____	_____
Model Year: _____	_____
Cost: _____	_____
Depreciation Activation Date: _____	_____

C. Determined Recorded Cost:

1. If the assets are similar, obtain copies of the acquisition documentation for the similar asset and attach to this worksheet. Record the following information below:

Acquisition Cost: _____
 Other Cost: _____
 Total: _____

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2. If a similar asset cannot be located, estimate the FMV for the personal property as of the date acquired. Use one or more of the following sources in determining a FMV:

Source	Company	Contract #	Acq. Cost	Date
FLIS/FEDLOG:	_____	_____	_____	_____
GSA Schedule:	_____	_____	_____	_____
Vendor Quote:	_____	_____	_____	_____

3. Record the following information below:

Estimated FMV: _____
 Other Costs: _____
 Total: _____

D. Recovery Period: _____

E. Determined Depreciation activation date:

1. If the assets are similar, obtain copies of the acquisition documents for the similar asset. Record the information below.

2. If substantiating acquisition documentation is not available, obtain the depreciation activation date in the following order:

	Document #	Date
Source:	_____	_____
DD1149 Transfer Date:	_____	_____
Shipping Date:	_____	_____
Inspection Date:	_____	_____
Date Found:	_____	_____
Determined Depreciation Activation Date:	_____	

F. Documentation Requirements:

File this document as the original acquisition documentation in accordance with DON Personal Property Policies and Procedures Manual. The following documentation should be included if available:

Similar Asset: Procurement documentation, invoice, and Receiving Report

Comparable Value Research: Printout of FEDLOG Entry, copy of relevant GSA Schedule, or copy of vendor quote

Depreciation activation date: DD 1149, Shipping Invoice, Inspection Certification

Copy of physical inventory (during which the personal property was found)

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Certification:

I certify that the personal property information recorded above is accurate to the best of my knowledge.

Printed Name

Activity

Signature

Date

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(SIMILAR ASSETS/ESTIMATED FMV WORKSHEET)

Purpose: To estimate the acquisition cost and date of a personal property item when the original documentation cannot be obtained. This worksheet serves as a substitute for the original documentation that substantiates the recorded cost and date, both necessary for financial reporting purposes.

Section A (Personal Property General Information):

- This information is required to accurately identify the asset, and should be obtained through physical examination, observation, and inquiries with command personnel.

Section B (Similar Asset Comparison):

- This section allows the activity to estimate the recorded cost (for unsupported personal property recorded in the personal property system) and the recovery period (for capitalized personal property only) of the personal property item. Every effort should be made to ensure that the similar asset is a close match.
- Once a similar asset is found, asset documentation (if available) should be obtained to substantiate the recorded cost and date.
- If a similar asset cannot be located, Step 2 of Section C should be completed.

Section C (Determined Recorded Cost):

- If copies of the acquisition documentation of the similar asset are available, record the recorded cost and recovery period in Step 1.
- If the similar asset has a different acquisition date from the asset in question, the recorded cost must be adjusted for the effects of inflation. To do this: (1) determine the Consumer Price Index (CPI) for both the date of acquisition of the similar asset and the asset in question; (2) multiply the recorded cost of the similar asset by the CPI for the year the asset in question was acquired, divided by the CPI for the year in which the similar asset was acquired.

Example: Assume that an asset was acquired in 1995, but has unknown acquisition/recorded costs. A similar asset is found which was acquired in 1998 with a recorded cost of \$250,000. The CPI for 1995 was 120 and was 150 in 1998. The estimated recorded cost would be calculated as follows:

$$\$250,000 \times 120/150 = \$200,000$$

- If a similar asset cannot be located, estimate the FMV of the asset by using other sources of pricing information (e.g., FEDLOG, GSA schedule, vendor quotes). Obtaining this information may require consultation with other activity personnel (e.g., Comptroller, Contracting Officer, etc). This information should be entered in Step 2.

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- Document the source of the estimated FMV information and record the value amount and recovery period in Step 3 of this section.

Section D (Recovery Period):

- Document the recovery period for the asset based upon the guidance in this instruction.

Section E (Determined Depreciation Activation Date):

- If acquisition documentation for the similar asset was available, record the depreciation activation date on the lines listed in Step 2.
- If substantiating documentation could not be obtained for the similar asset, use the year the asset was manufactured as the depreciation activation date (manufacture year can usually be found on the back of the asset). If the manufacture year is not available, the depreciation activation date shall be determined by judgmentally selecting the most appropriate date from Step 2.

Section F (Documentation Requirements):

- File the worksheet and all supporting documentation in accordance with this instruction.
- The preparer of this worksheet shall sign and date this worksheet to certify the accuracy of the information.

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**EXHIBIT (3)
INVENTORY COMPLETION CERTIFICATION**

Department: _____

Encl: (1) Reconciled Department Inventory Listing

1. I certify that a wall-to-wall physical, departmental inventory 22has been completed in accordance with Navy and USNA policy and procedures. The inventory includes a book-to-floor and floor-to-book reconciliation with current records located in DPAS. I have appointed an individual to conduct the physical inventory and another to verify the results and make any updates to DPAS. All property listed in enclosure (1) has been physically inventoried and verified. Any corrections made such as changes to descriptions, model or serial number, etc. have been updated in DPAS. If you are missing assets, I will forward a DD Form 200 to you for your comments and signature. Assets are declared "missing" after the inventory is completed, manual records and possible alternate locations of items have been checked, and neither the asset nor any records pertaining to its transfer or disposition have been found.

Printed name of PPM: _____

Signature of PPM: _____

Date: _____

Individual
Conducting Inventory: _____

Signature: _____

Date: _____

Inventory Verifier: _____

Signature: _____

Date: _____

6 AUG 2014

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE*(Read Privacy Act Statement and Instructions before completing form.)***PRIVACY ACT STATEMENT****AUTHORITY:** E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.**PRINCIPAL PURPOSE(S):** To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.**DISCLOSURE:** Voluntary; however, failure to provide the requested information may preclude appointment.**SECTION I - FROM: APPOINTING AUTHORITY**

1. NAME (First, Middle Initial, Last)	2. TITLE Superintendent	3. DOD COMPONENT/ORGANIZATION USNA
4. DATE (YYYYMMDD)	5. SIGNATURE	

SECTION II - TO: APPOINTEE

6. NAME (First, Middle Initial, Last)	7. SSN 000-00-0000	8. TITLE Personal Property Manager (PPM)
9. DOD COMPONENT/ORGANIZATION USNA, Comptroller Department	10. ADDRESS (Include ZIP Code) 121 Blake Road Annapolis, MD 21402	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X as applicable (one only))		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

Appointment as the United States Naval Academy Personal Property Manager (PPM), charged with the following responsibilities:

- Inputting records into DPAS for all accountable, personal property within USNA and ensuring all required inventories and reconciliations of property on hand with current records are conducted in accordance with DoDINST 5000.64, SECNAVINST 7320.10A, and USNAINST 7320.10.
 - Recording all acquisitions, dispositions, and internal transfers of accountable property between departments, codes, and other activities of command property and ensuring excess property is identified and disposal is accomplished according to regulatory guidance.
 - Maintaining manual files of backup documents showing acquisition, transfers, excess, disposals, missing, lost, stolen, or recovered (MLSR) property. Investigating financial losses, as necessary.
 - Primary POC for Property Management program, providing training and updating instructions as necessary.
- Must Successfully complete NKO courses CNET 12094-2, FISC 12034, and DPAS database training.

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

DoDINST 5000.64, "Accountability and Management of DoD-Owned Equipment and other Accountable Property"; SECNAVINST 7320.10A, "DON Personal Property Policies and Procedures"; DoD FMR Volume 12, Chapter 7, "Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen"; DoD FMR Volume 4, Chapter 6, "Property, Plant, and Equipment."

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE
---	----------------------

SECTION IV - TERMINATION OF APPOINTMENT

The appointment of the individual named above is hereby revoked.	18. DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE Superintendent	22. SIGNATURE

6 AUG 2014

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

This form may be used to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.
4. Appoint other individuals for which an appointing authority considers this form appropriate; see item 13.

SECTION I.

1. Enter the name of the commander/appointing authority.
2. Enter the commander/appointing authority's title.
3. Enter the commander/appointing authority's DoD component/organization location.
4. Enter the date the form is completed.
5. The commander/appointing authority must place his or her legal signature in the block provided. **Enter a digital signature in this item ONLY after completion of items 6 through 16, as this signature will "lock" those items.**

SECTION II.

6. Enter the appointee's name.
7. Enter the appointee's social security number. The full social security number is required for pecuniary liability determination purposes.
8. Enter the appointee's title.
9. - 11. Enter the name, complete address, and telephone number of the DoD component/organization activity to which appointed.
12. Enter the date the appointment is to be effective.
13. Mark X in the appropriate box indicating the purpose for the appointment. For "other", specify the type of appointment.
14. The appointing authority should identify the types of payments affected, but need only be specific as he or she considers necessary. Include any other pertinent information (e.g., system involved).
15. List all regulations the appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The appointee prints his or her name and enters his or her legal signature in the spaces provided.

SECTION IV.

Completing this section terminates the original appointment as of the effective date. If partial authority is to be retained, complete a new DD Form 577.

18. Enter the date the termination is effective.
19. The appointee will initial in the space provided acknowledging revocation of the appointment.
20. - 22. The appointing authority must place his or her name, title and legal signature in the spaces provided.

6 AUG 2014

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE*(Read Privacy Act Statement and Instructions before completing form.)***PRIVACY ACT STATEMENT****AUTHORITY:** E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.**PRINCIPAL PURPOSE(S):** To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.**DISCLOSURE:** Voluntary; however, failure to provide the requested information may preclude appointment.**SECTION I - FROM: APPOINTING AUTHORITY**

1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE Superintendent	3. DOD COMPONENT/ORGANIZATION USNA
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	

SECTION II - TO: APPOINTEE

6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN 000-00-0000	8. TITLE Appointing Authority
9. DOD COMPONENT/ORGANIZATION United States Naval Academy	10. ADDRESS <i>(Include ZIP Code)</i> 121 Blake Road Annapolis, MD 21402	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	

13. POSITION TO WHICH APPOINTED *(X as applicable (one only))*

<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

Appointment as a USNA Appointing Authority for purposes of Financial Liability Investigations of Property Loss. You will ensure that DD Form 200's are initiated and are thoroughly investigated in a timely manner. You will appoint a Financial Liability Officer, if necessary, to assist in the investigation. You will ensure that individual(s) held liable are so notified, informed of their rights, and given the opportunity to inspect and copy the DD Form 200. You will ensure that, when financial liability is recommended, that a judge advocate reviews the findings and provides an opinion on the adequacy of evidence. You will approve or disapprove DD Form 200's when there is no evidence of neglect or abuse, or when loss, damage, or theft is less than \$100,000.

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

DoD FMR Volume 12, Chapter 7, "Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen", USNAINST 7320.10, SECNAVINST 7320.10A

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE
--	----------------------

SECTION IV - TERMINATION OF APPOINTMENT

The appointment of the individual named above is hereby revoked.	18. DATE <i>(YYYYMMDD)</i>	19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE Superintendent	22. SIGNATURE

6 AUG 2014

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

This form may be used to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.
4. Appoint other individuals for which an appointing authority considers this form appropriate; see item 13.

SECTION I.

1. Enter the name of the commander/appointing authority.
2. Enter the commander/appointing authority's title.
3. Enter the commander/appointing authority's DoD component/organization location.
4. Enter the date the form is completed.
5. The commander/appointing authority must place his or her legal signature in the block provided. **Enter a digital signature in this item ONLY after completion of items 6 through 16, as this signature will "lock" those items.**

SECTION II.

6. Enter the appointee's name.
7. Enter the appointee's social security number. The full social security number is required for pecuniary liability determination purposes.
8. Enter the appointee's title.
9. - 11. Enter the name, complete address, and telephone number of the DoD component/organization activity to which appointed.
12. Enter the date the appointment is to be effective.
13. Mark X in the appropriate box indicating the purpose for the appointment. For "other", specify the type of appointment.
14. The appointing authority should identify the types of payments affected, but need only be specific as he or she considers necessary. Include any other pertinent information (e.g., system involved).
15. List all regulations the appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The appointee prints his or her name and enters his or her legal signature in the spaces provided.

SECTION IV.

Completing this section terminates the original appointment as of the effective date. If partial authority is to be retained, complete a new DD Form 577.

18. Enter the date the termination is effective.
19. The appointee will initial in the space provided acknowledging revocation of the appointment.
20. - 22. The appointing authority must place his or her name, title and legal signature in the spaces provided.

6 AUG 2014

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.

PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: APPOINTING AUTHORITY

1. NAME (First, Middle Initial, Last)	2. TITLE Personal Property Manager (PPM)	3. DOD COMPONENT/ORGANIZATION USNA
4. DATE (YYYYMMDD)	5. SIGNATURE	

SECTION II - TO: APPOINTEE

6. NAME (First, Middle Initial, Last)	7. SSN 000-00-0000	8. TITLE Property Responsible Officer (PRO)
9. DOD COMPONENT/ORGANIZATION USNA, (Name of Department/Code)	10. ADDRESS (Include ZIP Code) 121 Blake Road Annapolis, MD 21402	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X as applicable (one only))		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

Appointment as a USNA Property Responsible Officer (PRO), charged with the following responsibilities:
 -Accurately accounting for the location and assignment of all personal property within your department/code.
 -Reporting all acquisitions, dispositions, and transfers of accountability to the PPM within seven (7) days. Report missing, lost, or stolen items to the Security Office and PPM.
 -Ensure all accountable property is affixed with a proper DPAS bar code label.
 -Upon transfer or reassignment, ensure a complete physical inventory, signed by you and the incoming PRO, is conducted for items under your responsibility.
 -Familiarizing yourself with USNAINST 7230.10 and successfully completing NKO course CNET 12367 and any refresher training provided by the PPM.

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

DoDINST 5000.64, "Accountability and Management of DoD-Owned Equipment and other Accountable Property"; SECNAVINST 7320.10A, "DON Personal Property Policies and Procedures"; DoD FMR Volume 12, Chapter 7, "Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen"; DoD FMR Volume 4, Chapter 6, "Property, Plant, and Equipment."

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE
---	----------------------

SECTION IV - TERMINATION OF APPOINTMENT

The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE Personal Property Manager (PPM)	22. SIGNATURE	

6 AUG 2014

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

This form may be used to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.
4. Appoint other individuals for which an appointing authority considers this form appropriate; see item 13.

SECTION I.

1. Enter the name of the commander/appointing authority.
2. Enter the commander/appointing authority's title.
3. Enter the commander/appointing authority's DoD component/organization location.
4. Enter the date the form is completed.
5. The commander/appointing authority must place his or her legal signature in the block provided. **Enter a digital signature in this item ONLY after completion of items 6 through 16, as this signature will "lock" those items.**

SECTION II.

6. Enter the appointee's name.
7. Enter the appointee's social security number. The full social security number is required for pecuniary liability determination purposes.
8. Enter the appointee's title.
9. - 11. Enter the name, complete address, and telephone number of the DoD component/organization activity to which appointed.
12. Enter the date the appointment is to be effective.
13. Mark X in the appropriate box indicating the purpose for the appointment. For "other", specify the type of appointment.
14. The appointing authority should identify the types of payments affected, but need only be specific as he or she considers necessary. Include any other pertinent information (e.g., system involved).
15. List all regulations the appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The appointee prints his or her name and enters his or her legal signature in the spaces provided.

SECTION IV.

Completing this section terminates the original appointment as of the effective date. If partial authority is to be retained, complete a new DD Form 577.

18. Enter the date the termination is effective.
19. The appointee will initial in the space provided acknowledging revocation of the appointment.
20. - 22. The appointing authority must place his or her name, title and legal signature in the spaces provided.

6 AUG 2014

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE*(Read Privacy Act Statement and Instructions before completing form.)***PRIVACY ACT STATEMENT****AUTHORITY:** E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.**PRINCIPAL PURPOSE(S):** To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.**DISCLOSURE:** Voluntary; however, failure to provide the requested information may preclude appointment.**SECTION I - FROM: APPOINTING AUTHORITY**

1. NAME (First, Middle Initial, Last)	2. TITLE Property Responsible Officer (PRO)	3. DOD COMPONENT/ORGANIZATION USNA
4. DATE (YYYYMMDD)	5. SIGNATURE	

SECTION II - TO: APPOINTEE

6. NAME (First, Middle Initial, Last)	7. SSN 000-00-0000	8. TITLE Property Custodian
9. DOD COMPONENT/ORGANIZATION USNA, (Name of Department/Code)	10. ADDRESS (Include ZIP Code) 121 Blake Road Annapolis, MD 21402	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	

13. POSITION TO WHICH APPOINTED (X as applicable (one only))

<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

Appointment as a USNA Property Custodian, charged with the following responsibilities:

- Maintaining an up-to-date list of all government owned, accountable, personal property within your area and signing for any new property assigned to your custodial area.
- Reporting all transfers (internal and external) and excess property to the PPM. Reporting missing property to the PRO.
- Spot checking the inventory frequently, ensuring all items are affixed with a DPAS bar code label. Reconcile inventory with PPM annually.
- Familiarizing yourself with USNAINST 7230.10 and successfully complete NKO course CNET 12367 and any refresher training provided by the PPM.

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

DoDINST 5000.64, "Accountability and Management of DoD-Owned Equipment and other Accountable Property"; SECNAVINST 7320.10A, "DON Personal Property Policies and Procedures"; DoD FMR Volume 12, Chapter 7, "Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen"; DoD FMR Volume 4, Chapter 6, "Property, Plant, and Equipment."

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE
---	----------------------

SECTION IV - TERMINATION OF APPOINTMENT

The appointment of the individual named above is hereby revoked.	18. DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE Property Responsible Officer (PRO)	22. SIGNATURE

6 AUG 2014

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

This form may be used to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.
4. Appoint other individuals for which an appointing authority considers this form appropriate; see item 13.

SECTION I.

1. Enter the name of the commander/appointing authority.
2. Enter the commander/appointing authority's title.
3. Enter the commander/appointing authority's DoD component/organization location.
4. Enter the date the form is completed.
5. The commander/appointing authority must place his or her legal signature in the block provided. **Enter a digital signature in this item ONLY after completion of items 6 through 16, as this signature will "lock" those items.**

SECTION II.

6. Enter the appointee's name.
7. Enter the appointee's social security number. The full social security number is required for pecuniary liability determination purposes.
8. Enter the appointee's title.
9. - 11. Enter the name, complete address, and telephone number of the DoD component/organization activity to which appointed.
12. Enter the date the appointment is to be effective.
13. Mark X in the appropriate box indicating the purpose for the appointment. For "other", specify the type of appointment.
14. The appointing authority should identify the types of payments affected, but need only be specific as he or she considers necessary. Include any other pertinent information (e.g., system involved).
15. List all regulations the appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The appointee prints his or her name and enters his or her legal signature in the spaces provided.

SECTION IV.

Completing this section terminates the original appointment as of the effective date. If partial authority is to be retained, complete a new DD Form 577.

18. Enter the date the termination is effective.
19. The appointee will initial in the space provided acknowledging revocation of the appointment.
20. - 22. The appointing authority must place his or her name, title and legal signature in the spaces provided.

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
	7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY
2. TO: (Include ZIP Code)	9. AUTHORITY OR PURPOSE			
	10. SIGNATURE		11a. VOUCHER NUMBER & DATE (YYYYMMDD)	
3. SHIP TO - MARK FOR	12. DATE SHIPPED (YYYYMMDD)			b.
	13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS DATA	AMOUNT
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ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO						17. SPECIAL HANDLING					
18. ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL		
									0.00		
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL	
PACKED BY						POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.		
			← TOTAL →								

Enclosure (6)

USNAINST 7320.10
6 AUG 2014

Personal Property Inventory Worksheet

TO BE COMPLETED BY THE PROPERTY RESPONSIBLE OFFICER (PRO) OR CUSTODIAN		
Cost Center/Sub-Cost Center:		Pillferable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Office:	Location:	Sub-Location:
Item Description:		
Make:	Model/Part #:	Serial #:
Manufacturer (Mfr):	Year Mfr:	
Requisition/Purchase Order #:		
Quantity:	Acquisition Date:	Cost:
RPO/Custodian Printed Name:	RPO/Custodian Signature:	
Date:	Phone Ext:	

Note: Copies of Supporting Documentation (DD 1155, DD 1149, DD 250 or other receipt documentation) must be attached

TO BE COMPLETED BY THE PERSONAL PROPERTY MANAGER (PPM)		
UIC: N00161	Stock #:	Fund Code:
Bar Code #:	ECC Code:	
Date Entered into DPAS:		
Remarks/Comments:		
PPM Printed Name:	PPM Signature:	Date:

Copy to: ITAM

6 AUG 2014

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
OMB No. 0704-0248

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0248). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.**

1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.		ORDER NO.	6. INVOICE NO./DATE		7. PAGE OF	8. ACCEPTANCE POINT
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L TCN		5. DISCOUNT TERMS		
9. PRIME CONTRACTOR CODE			10. ADMINISTERED BY CODE			
11. SHIPPED FROM (If other than 9) CODE			FOB:	12. PAYMENT WILL BE MADE BY CODE		
13. SHIPPED TO CODE			14. MARKED FOR CODE			

15. ITEM NO.	16. STOCK/PART NO. <i>(Indicate number of shipping containers - type of container - container number.)</i>	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT

21. CONTRACT QUALITY ASSURANCE a. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		b. DESTINATION <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		22. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted.	
DATE _____		DATE _____		DATE RECEIVED _____	
SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____	
TYPED NAME: _____		TYPED NAME: _____		TYPED NAME: _____	
TITLE: _____		TITLE: _____		TITLE: _____	
MAILING ADDRESS: _____		MAILING ADDRESS: _____		MAILING ADDRESS: _____	
COMMERCIAL TELEPHONE NUMBER: _____		COMMERCIAL TELEPHONE NUMBER: _____		COMMERCIAL TELEPHONE NUMBER: _____	
* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.					

23. CONTRACTOR USE ONLY

6 AUG 2014

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION			6. QUANTITY	7. UNIT COST	8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input type="checkbox"/> Lost <input type="checkbox"/> Organization	<input type="checkbox"/> Damaged <input type="checkbox"/> Installation	<input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
12. (X one)		RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)			REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)		
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER	
			f. SIGNATURE			g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	

