



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 7320.1
N4

12 AUG 2016

NETC STAFF INSTRUCTION 7320.1

From: Commander, Naval Education and Training Command

Subj: PERSONAL PROPERTY INTERNAL CONTROL POLICIES AND PROCEDURES

Ref: (a) SECNAVINST 7320.10A
(b) NETCINST 7320.1A

Encl: (1) Process Flowchart for Property Management
(2) Sample Appointment/Termination Record – Authorized Signature (DD Form 577)
(3) Receipt/Transfer/Disposal Log

1. Purpose. To outline policy and procedures for personal property management at the Naval Education and Training Command (NETC) Headquarters (HQ) per references (a) and (b).
2. Background. Control over property is required by the Comptroller of the Navy and Naval Supply Systems Command. The standard government practice is to safeguard valuable assets through effective internal controls. These measures include asset identification, physical inventory, physical security, custody control, and maintenance of property records. All capital, minor, sensitive, classified, and pilferable property that meets the definition for personal property as per reference (b) will be recorded and tracked in the Defense Property Accountability System (DPAS), the official personal property system as established by the Department of Defense and adopted by the Department of the Navy.
3. Action. NETC HQ personal property management and accountability shall comply with DPAS policy and procedures as outlined in references (a) and (b) and diagrammed in enclosure (1).
4. Required Roles and Responsibilities
 - a. Command Property Officer (CPO) (N411). Responsible for oversight of the NETC HQ property accountability and management program; implementing the policies and procedures per references (a) and (b); ensuring personal property system data security and integrity; coordinating and maintaining physical inventories, records, and documentation; and coordinating and ensuring related training is scheduled and completed.
 - b. Accountable Property Officer (APO)/DPAS User. Responsible for performing the command's property accountability and management responsibilities, implementing the policies

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and procedures, scheduling training for personal property personnel, ensuring DPAS data security and integrity, and coordinating physical inventories (counting requirements). The APO/DPAS Users shall:

- (1) Be designated by the Commanding Officer (CO) with DD Form 577 (see enclosure (2) for required information on certain blocks).
- (2) Complete the DPAS Required Training.
- (3) Ensure physical inventory is reconciled with Accountable Property System of Record (APSR) (DPAS).
- (4) Comply with personal property metrics established in reference (b).
- (5) Prepare and sign enclosure (3) as First Line Reviewer (1LR). At a minimum, enclosure (3) should be verified and signed by 1LR and Second Level Reviewer (2LR) on a quarterly basis.
- (6) Compare and validate enclosure (3) against the DPAS Increase Decrease Actions Report. At a minimum, enclosure (3) should be verified and signed by 1LR and 2LR on a quarterly basis.
- (7) Ensure line items are barcoded and added to DPAS inventory program within seven calendar days after receipt.
- (8) Ensure receipt documentation qualifies as adequate Key Support Documentation (KSD) per reference (b). If the original KSD is lacking one or more key data elements, the data elements may be handwritten on the original KSD. If the KSD is inadequate or lost, fill out a Fair Market Value Worksheet per reference (a).
- (9) Scan and upload all KSDs for each line item into DPAS at the time of receipt and periodic inventory.
- (10) Per reference (b), maintain KSD indefinitely for all items held in inventory, and no less than 36 months after transfer/disposal/removal from inventory.
- (11) Activate depreciation on all line items that meet the Capitalized Personal Property threshold of \$1 million and above; capitalization threshold is equal to or greater than \$1 million for items received after 1 October 2013 per references (a) and (b).
- (12) Activate depreciation on all Internal Use Software purchased on or after 1 October 2013; the capitalization threshold increased from \$100,000 to \$250,000 per references (a) and (b).

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(13) Attain/maintain an active DPAS account.

(14) The APO will work with the Agency Program Coordinator for Purchasing and Approving Officials (AOs) to ensure newly purchased property is accounted for.

c. 2LR. Responsible officers (RO)/custodians holding a level of authority above the 1LR (supervisory or grade), may be assigned as 2LRs. 2LRs shall:

(1) Check the accuracy of the APSR entry completed by the 1LR as well as the adequacy and validity of the KSD, per reference (b).

(2) Sign enclosure (3) as well as the DPAS Increase Decrease Actions Report after signed by 1LR (on a quarterly basis).

5. Inventory Frequency. Inventories should be conducted on a regular basis to ensure accuracy of personal property. A completion letter will be sent to N4 stating each required inventory was completed. Furthermore, a copy of the signed/dated inventory sheet will be maintained by the CPO for a minimum of three years or until the completion of the triennial inventory. At a minimum, the following frequency will be followed:

- a. Monthly (minimum 10 percent of command line items)
- b. Annual (wall to wall)
- c. Triennial (wall to wall) as required by reference (b)
- d. Change of Command
- e. Change of RO/Custodian
- f. Change of AO/DPAS User
- g. Whenever directed by the CO

6. Contract Specialist/Purchasing Agent/Purchase Card Holder (Procurement Officials).

Procurement officials are the initiating link in APO/DPAS User chain. The act of making a property purchase sets into motion the steps and procedures outlined in this instruction. Accountability will be established from the time of receipt for capitalized, minor, pilferable, and government property in the possession of contractors, leaser, personal property, and sensitive or classified personal property. Procurement officials will:

a. Use the approved purchase programs to initiate all purchases following the guidelines set forth.

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b. Ensure the delivery address for accountable property is to an authorized delivery point for government equipment. The purchase order number must also be stated in the delivery address to prevent delays in delivery to the end-user.

c. Under unusual circumstances when an order must be delivered to a location other than NETC Staff Supply, 250 Dallas Street, Bldg. 628, Pensacola, FL, approval of the delivery location must be obtained from property management and the purchase order number must be provided. This will allow property management to appropriately account for the incoming property. In the event an item is delivered to the procurement official instead of the required location of 250 Dallas Street, Bldg. 628, Pensacola, FL, the procurement official will contact property management and supply the vendor shipping documentation, make, model, and serial numbers for each asset. Property management will then arrange for tagging. Items must remain with the procurement official until all property is tagged. It is paramount that this process is completed in a timely manner to ensure proper controls are in place prior to the end user taking custody.

d. Once the property and proper documentation are received by NETC Staff Supply at 250 Dallas Street, Bldg. 628, Pensacola, FL, the property will be recorded on DD Form 1150 (Request for Issue/Transfer/Turn-In) and tagged with a bar-code property tag.

e. Receiving staff will ensure property is signed for by a designated representative per the delivery instructions block of the purchase order. The APO will coordinate deliveries to the end user. The custodian will be notified via email or other authorized means, that the property is ready for issuance. At the time of delivery, the custodian must sign DD Form 1150 and applicable packing slips. A signed copy of the DD Form 1150 will be provided to the recipient, and the original will be given to the Property Manager or designated representative to remain on file for accountability and inventory. Finally, a signed copy of DD Form 1150 will be forwarded to the procurement official by the CPO.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. The instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date or an extension has been granted.

9. Forms. The following forms are available for download from the DoD Forms Management Program website (<http://www.dtic.mil/whs/directives/forms/index.htm>):

- a. DD Form 200 (Financial Liability Investigation of Property Loss)

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- b. DD Form 577 (Appointment/Termination Record – Authorized Signature)
- c. DD Form 1149 (Requisition and Invoice/Shipping Document)
- d. DD Form 1150 (Request for Issue/Transfer/Turn-In)



M. A. WHITT
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil/directives.htm>, or via Total Records Information Management (TRIM).

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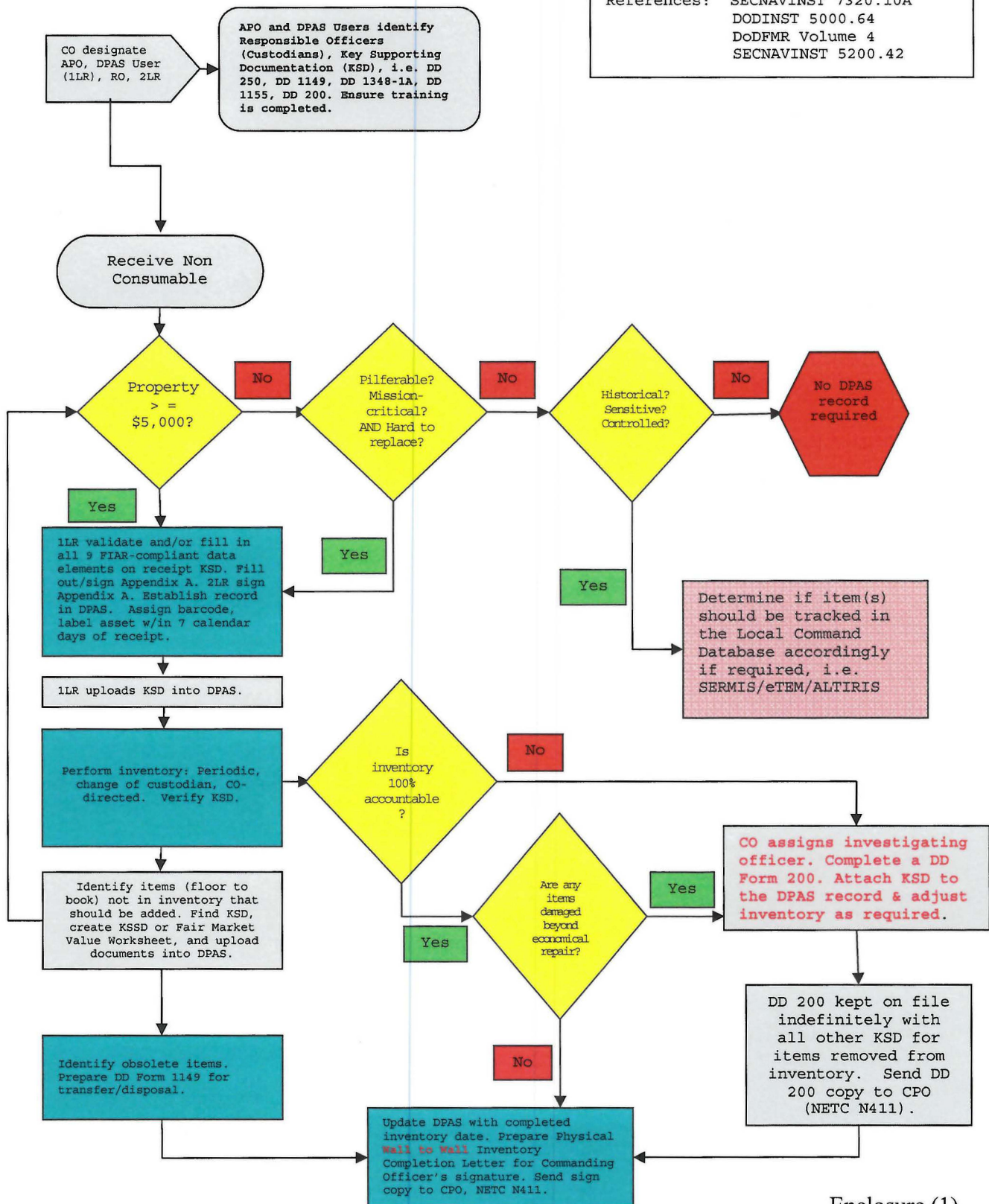
PROCESS FLOWCHART FOR PROPERTY MANAGEMENT

PURPOSE: TO CONTROL MINOR AND PERSONAL PROPERTY

PROCESS OWNER: NETC N411

COMM: (850) 452-9994; DSN: 459-9994

References: SECNAVINST 7320.10A
DODINST 5000.64
DoDFMR Volume 4
SECNAVINST 5200.42



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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 appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.
SORN T1300 (<http://dpclo.defense.gov/Privacy/SORNSindex/DODComponentArticleView/tabid/7489/Article/6235/11300.aspx>).
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 appointed individuals 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 at: <http://dpclo.defense.gov/Privacy/SORNSindex/BlanketRoutineUses.aspx>.
DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.

SECTION I - APPOINTEE

1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER XXX-XX-XXXX	3. TITLE Accountable Property Officer (APO)
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) 250 Dallas Street Pensacola, FL 32508	

6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)

<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN

7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:

Accountable Property Officer (APO), DPAS User, and Primary Level Reviewer (ILR):
 - If only Command DPAS User, maintain DPAS Account and training.
 - Plan, conduct, reconcile physical inventories.
 - Comply with NAVSUP promulgated personal property metrics.
 - Perform acquisition and disposition transactions including ILR signatures/validation w/ FIAR compliant KSD.
 - Barcode items w/in 7 calendar days of receipt date.

8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:

SECNAVINST 7320.10A
 DoDINST 5000.64
 BUPERSINST 7320.1
 DoD FMR Volume 12, Chapter 7
 DoD FMR Volume 4, Chapter 6

SECTION II - APPOINTING AUTHORITY

9. NAME (First, Middle Initial, Last)	10. TITLE Commanding Officer/Officer in Charge	11. DOD COMPONENT/ORGANIZATION Command Name
12. DATE (YYYYMMDD)	13. SIGNATURE	

SECTION III - APPOINTEE ACKNOWLEDGEMENT

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 or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in Item 16 below:

14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)	16. SIGNATURE
		a. DIGITAL
		b. MANUAL

SECTION IV - APPOINTMENT TERMINATION

The appointment of the individual named above is hereby revoked.		17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE	

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

Use this form to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund 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 departmental officials. Departmental 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 on which a certifying officer relies when certifying vouchers as correct and proper for payment.
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).

SECTION I.

1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
4. - 5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.
6. Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.
7. The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION II.

9. - 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.

SECTION III.

14. - 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (16a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 16a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.

SECTION IV.

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

17. Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19. - 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

RECEIPT/TRANSFER/DISPOSAL LOG

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Stock #	Identification or Serial #	Barcode #	Quantity	Acquisition Date	Acquisition Cost	Inventory System	Reconciled to Inventory System? Y / N	Discrepancies/Notes
						DPAS		
Primary Level Reviewer (DPAS User) Signature / Date								
Second Level Reviewer Signature / Date								
Personal Property Manager Signature / Date								