



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 7320.1A

N4

15 Nov 23

NSTC INSTRUCTION 7320.1A

From: Commander, Naval Service Training Command

Subj: GENERAL EQUIPMENT INTERNAL CONTROL POLICIES AND PROCEDURES

Ref: (a) SECNAVINST 5200.45A
(b) SECNAV M-5200.45

Encl: (1) Process Flowchart for Property Management
(2) Sample Accountable Property Officer and Contractor's Designation Letters
(3) Receipt/Transfer/Disposal Log
(4) Sample SECNAV 5200/4 General Equipment Inventory Progress Inventory Certification

1. Purpose. To outline policy and procedures for personal property management at Naval Service Training Command (NSTC) per references (a) and (b).

2. Background. Control over general equipment, formerly referred to as personal 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 general equipment per reference (a) will be recorded and tracked in the Defense Property Accountability System (DPAS), the official Accountable Property System of Record (APSR) as established by the Department of Defense and adopted by the Department of the Navy.

3. Action. NSTC general equipment management and accountability shall comply with General Equipment policy and procedures as outlined in references (a) and (b) and mapped in enclosure (1).

4. Cancellation.

a. NSTCINST 7320.1.

5. Required Roles and Responsibilities.

a. Accountable Property Officer (APO). Responsible for performing the command's property accountability and management responsibilities, implementing the policies and procedures, scheduling training for personal property personnel, ensuring DPAS data security and integrity, and coordinating physical inventories (counting requirements). The APO shall:

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- (1) Be designated in writing by the commanding officer (CO)/officer in charge (OIC).
 - (2) Complete the DPAS Required Training.
 - (3) Ensure physical inventory is reconciled with the APSR, DPAS.
 - (4) Comply with general equipment 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 in accordance with reference (b).
 - (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 per reference (b).
 - (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 references (a) and (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, complete a SECNAV 5200/3 Key Supplemental Supporting Documentation per reference (b).
 - (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 reference (a).
 - (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.
 - (13) Attain/maintain an active DPAS account.
 - (14) The APO will work with the Government Purchase Card (GPC) Agency Program Coordinators (APC) and Approving Officials (AOs) to ensure newly purchased property is accounted for.
- b. 2LR. Personnel holding a level of authority above the 1LR (supervisory or grade), may be assigned as 2LRs. 2LRs shall:

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(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).

6. Inventory Frequency. Inventories should be conducted on a regular basis to ensure accuracy of personal property. The APO will coordinate an annual inventory, completion of enclosure (4), and submission of enclosure (4) to Naval Education Training Command (NETC). Furthermore, a copy of the signed/dated SECNAV 5200/4 will be maintained by the APO for a minimum of six-years or until the completion of the triennial inventory. At a minimum, the following frequency will be followed as required by reference (b):

- a. Annual (minimum 33% of total inventory)
- b. Triennial (wall to wall)
- c. Change of RO/Custodian
- d. Change of APO and DPAS User
- e. Whenever directed by the CO

7. 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.

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 Supply Officer, 2601A Paul Jones Street, Building 1 Room 215, Great Lakes, IL 60088, 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 2601A Paul Jones Street, Building 1 Room 215, Great Lakes, IL 60088, 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

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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 Supply Officer, 2601A Paul Jones Street, Building 1 Room 215, Great Lakes, IL 60088, the property will be tagged with a bar-code property tag.

e. Receiving staff will ensure property is signed for in the appropriate block of the purchase order. Due to the wide geographic distribution of NSTC commands, all NSTC staff military and federal civil service employees are authorized to make initial signature receipt for property. The custodian will be notified via email, or other means, that the property has been received. The custodian, if different than the initial receiver, will eventually sign appropriate receipt documentation to take custody. Signed copies of receipt documentation will be provided to the APO.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC 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.

10. Forms. The following forms are available for download from the Directives Division Website at <http://www.esd.whs.mil/DD/>:

- a. DD Form 200 (Financial Liability Investigation of Property Loss)
- b. DD Form 1149 (Requisition and Invoice/Shipping Document)


C. T. MATTINGLY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html

NSTC GENERAL EQUIPMENT**Purpose:** Process by which NSTC manages general equipment**Reference:** SECNAV M-5200-45**Owner:** John Bass (847) 688-4509, X357,

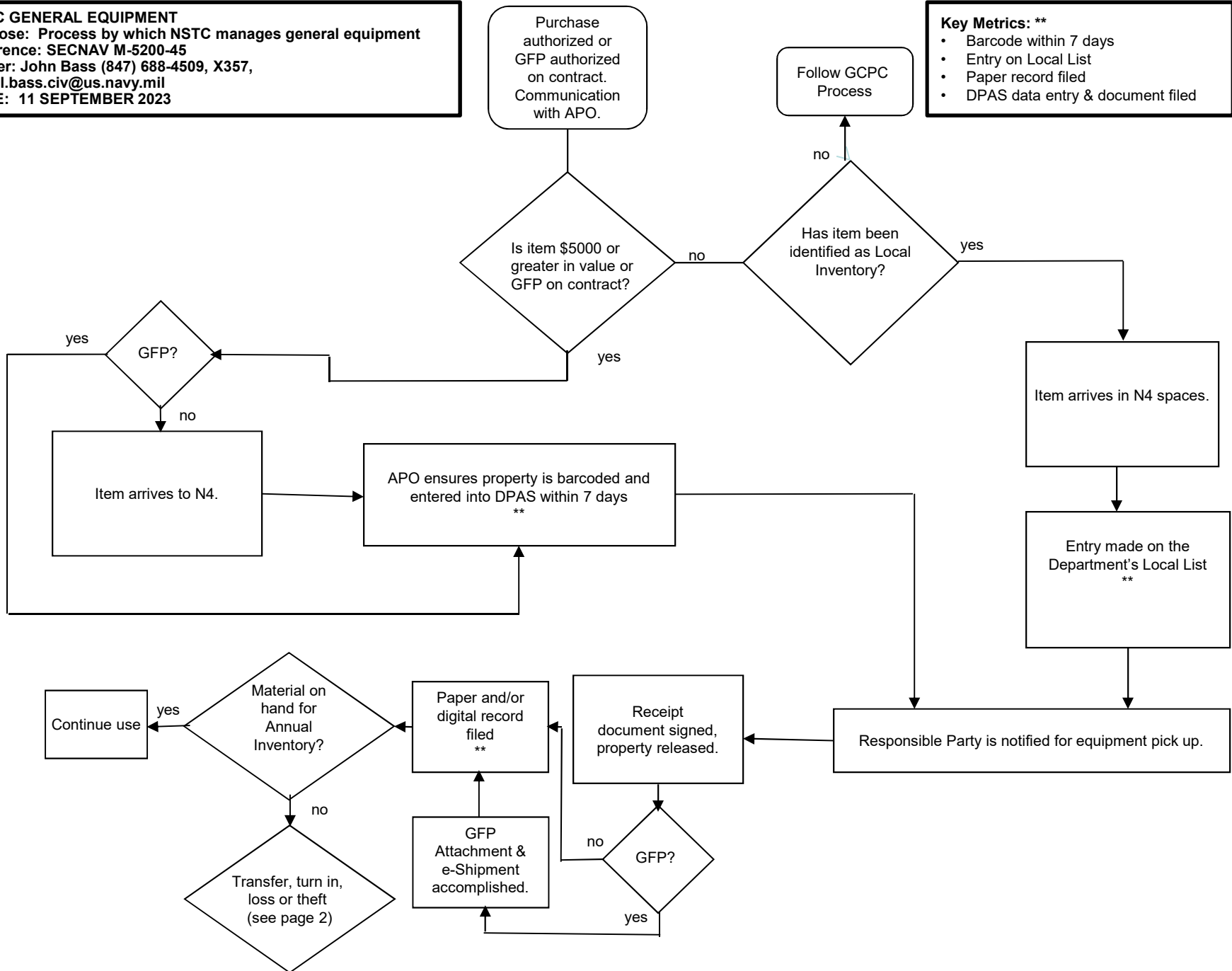
john.l.bass.civ@us.navy.mil

DATE: 11 SEPTEMBER 2023

Purchase
authorized or
GFP authorized
on contract.
Communication
with APO.

Key Metrics: **

- Barcode within 7 days
- Entry on Local List
- Paper record filed
- DPAS data entry & document filed

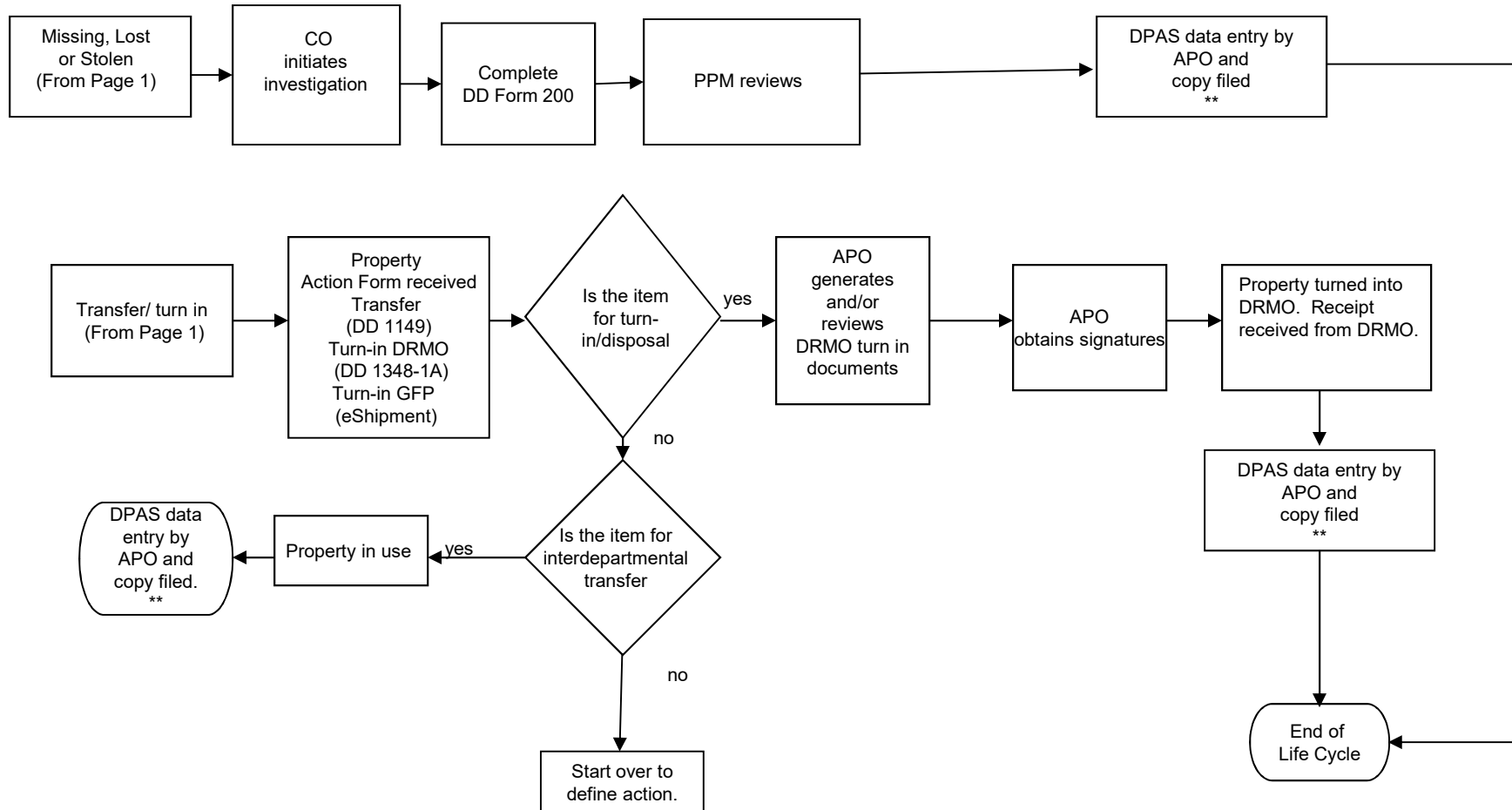


NSTC GENERAL EQUIPMENT**Purpose:** Process by which NSTC manages general equipment**Reference:** SECNAV M-5200-45**Owner:** John Bass (847) 688-4509, X143

john.l.bass.civ@us.navy.mil

DATE: 11 SEPTEMBER 2023**Key Metrics: ****

- Barcode within 7 days
- Entry on Local List
- Paper record filed
- DPAS data entry & document filed



Enclosure (1)



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

7320

Ser N4/

From: Commanding Officer, (**COMMAND NAME HERE**)

To: APO's (**or AAPO's**) Full Name (Organization Code)

Subj: DESIGNATION AS (**COMMAND NAME HERE**) ACCOUNTABLE PROPERTY OFFICER, GENERAL EQUIPMENT AND INTERNAL USE SOFTWARE

Ref: (a) SECNAVINST 5200.45A

(b) SECNAV M-5200-45

1. You are hereby appointed the Accountable Property Officer (APO) **{or Assistant Accountable Property Officer (AAPO)}**. You are charged with the duties and responsibilities specified in references (a) and (b) as outlined below:

a. Establish and/or maintain the General Equipment (GE) and Internal Use Software (IUS), program to ensure proper management and accountability throughout the life cycle of an asset (procurement, receipt and acceptance, sustainment and disposition) as defined in references (a) and (b).

b. All GE and IUS, assets are required to be recorded in the Defense Property Accounting System (DPAS) in accordance with references (a) through (b) and (**your command's name**) direction.

c. Plan, coordinate and certify that all assigned GE and IUS are properly inventoried at least every three years and annually for classified, sensitive and assets on loan. All GE inventories must be conducted utilizing the 'Inventory' functionality within DPAS. No other inventory method will be considered official.

d. Prepare Inventory Progress Reports on SECNAV 5200-4 General Equipment Inventory Progress Certification for submission to NETC Command Property Officer (CPO) (NETC N414).

2. This designation is in effect only while you are serving as the APO (**or AAPO**) and is cancelled upon transfer or reassignment.

J. M. COMMAND

Enclosure (2)

Subj: DESIGNATION AS (**COMMAND NAME HERE**) ACCOUNTABLE PROPERTY
OFFICER, GENERAL EQUIPMENT AND INTERNAL USE SOFTWARE

ACKNOWLEDGEMENT

By signing below, I acknowledge my appointment as the CPO. I have read and understand my responsibilities, accountability, and duties as described in references (a) and (b). I fully understand this appointment will remain in effect until I am transferred, separated, retire from service, or rescinded in writing.

I M APO

Enclosure (2)

Personal Property Manager Signature / Date



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

7320

Ser N04/

From: Commanding Officer, **(COMMAND NAME HERE)**

To: Mr. Im A. Contractor

Subj: DESIGNATION AS **(COMMAND NAME HERE)** DEFENSE PROPERTY
ACCOUNTABILITY SYSTEM (DPAS) USER

Ref: (a) SECNAVINST 5200.45A

(b) SECNAV M-5200-45

1. You are hereby designated as a Defense Property Accountable Property System (DPAS) User for **(Command Name Here)**. Your duties and responsibilities are outlined in references (a) and (b).
2. As a DPAS User, at a minimum, you are responsible for ensuring all required data element fields and Asset Identification/Barcode is correct and the property is added to the DPAS program within 7 calendar days of receipt in accordance with references (a) and (b). Ensure that receipt documentation qualifies as adequate key support documentation (KSD). If inadequate or missing, fill out a Fair Market Value (FMV) Worksheet in accordance with reference (b). Attain/maintain an active DPAS account as per reference (b).
3. Your signature will acknowledge this appointment and that you have read and understand your responsibilities.

J. M. COMMAND

Enclosure (4)

Subj: DESIGNATION AS **(COMMAND NAME HERE)** DEFENSE PROPERTY
ACCOUNTABILITY SYSTEM (DPAS) USER

ACKNOWLEDGMENT

By signing below, I acknowledge my designation as a DPAS User. I have read and understand my responsibilities and duties described in references (a) and (b). I fully understand this designation will remain in effect until my transfer, termination, or it is rescinded in writing.

IM A. CONTRACTOR

Enclosure (4)