



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 7320.1
N4
18 Sep 2019

NSTC INSTRUCTION 7320.1

From: Commander, Naval Service Training Command

Subj: GENERAL EQUIPMENT INTERNAL CONTROL POLICIES AND PROCEDURES

Ref: (a) SECNAVINST 5200.45
(b) SECNAV M-5200.45
(c) SECNAVINST 7320.10A

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) through (c).

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 DPAS policy and procedures as outlined in references (a) through (c) and mapped in enclosure (1).

4. 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:

(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) through (c). 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 (c), 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 (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 as per reference (c).
 - (13) Attain/maintain an active DPAS account.
 - (14) The APO will work with the Government Commercial Purchase Card Agency Program Coordinators and Approving Officials 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 (c).

(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. The APO will coordinate an annual inventory, completion of enclosure (4), and submission of enclosure (4) to Naval Service Training Command. Furthermore, a copy of the signed/dated SECNAV 5200/4 will be maintained by the APO for a minimum of three years or until the completion of the triennial inventory. At a minimum, the following frequency will be followed as required by references (a) and (c):

- a. Annual (minimum 33% of total inventory)
- b. Triennial (wall to wall)
- c. Change of Custodian
- d. Change of APO and DPAS User
- e. 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.
- 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 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.

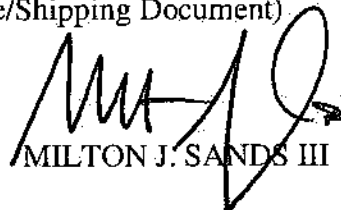
e. Receiving staff will ensure property is signed for in the appropriate block of the purchase order. Due to the wide geographic distribution of NSTC commands, all NSTC staff military and federal civil service employees are authorized to make initial signature receipt for property. The custodian will 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.

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, N4 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 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)


MILTON J. SANDS III

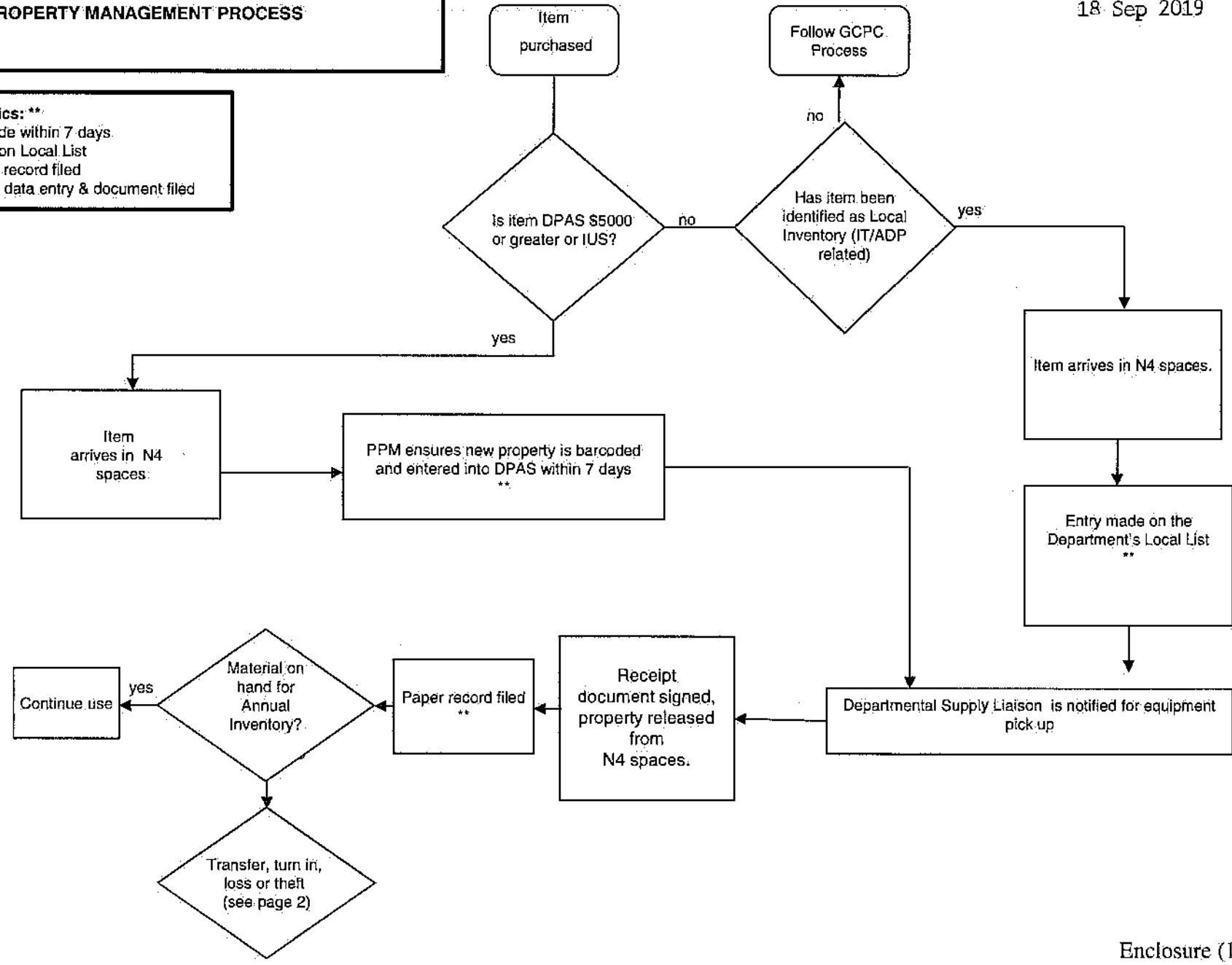
Releasability and distribution:

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 PROPERTY MANAGEMENT PROCESS

NSTCINST 7320.1
18 Sep 2019

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

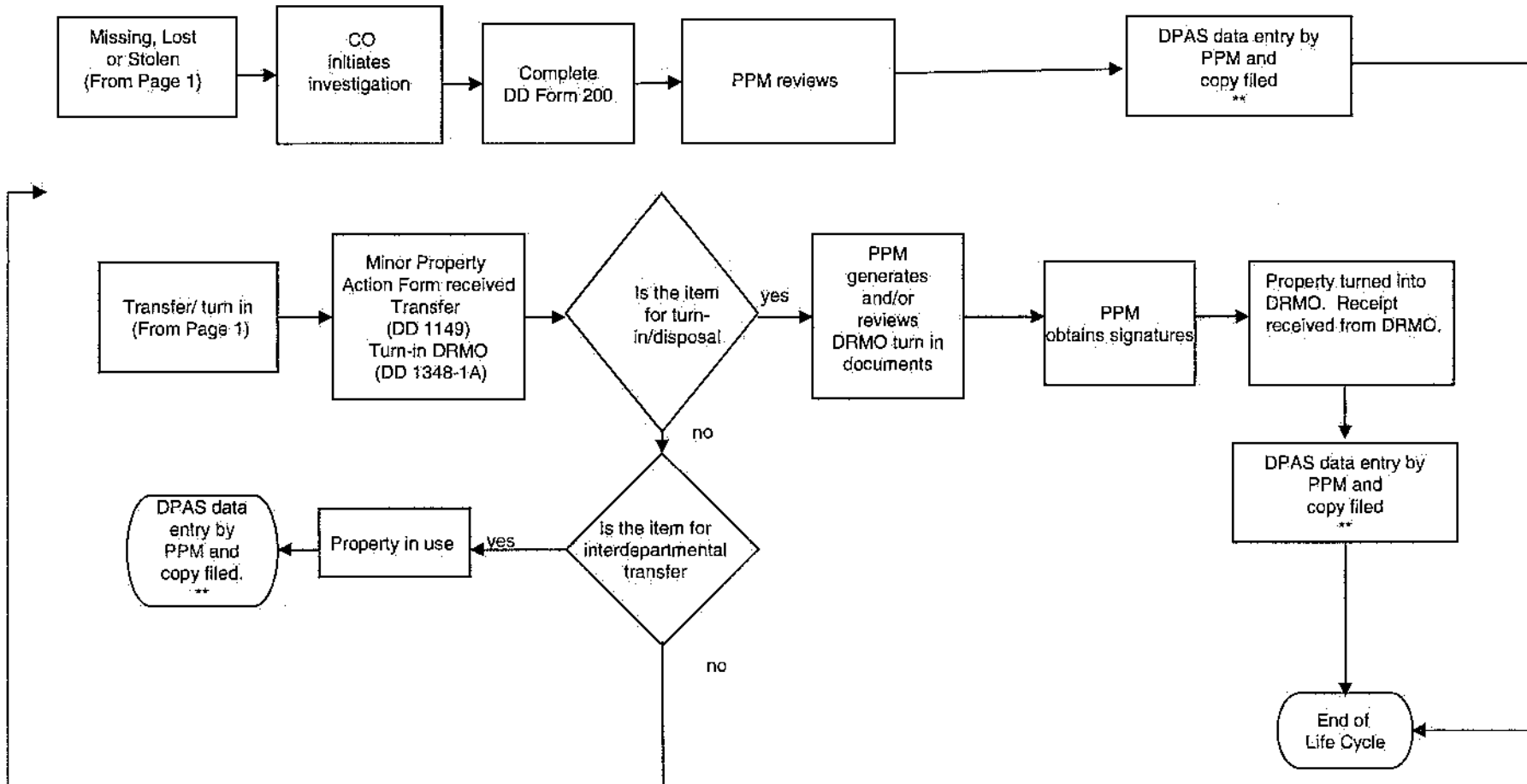


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DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

7320
Ser XXX/XXX
DD MMM YY

From: Activity Head (CO or OIC), Name of Activity
To: APO's (or AAPO's) Full Name (Organization Code)

Subj: DESIGNATION AS ACCOUNTABLE PROPERTY OFFICER, GENERAL
EQUIPMENT INTERNAL USE SOFTWARE, UIC: XXXX

Ref: (a) DoDI 5000.64P
(b) DoDI 5000.76
(c) SECNAVINTS 7320.10A
(d) NETCINST 7320.1B

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) through (d) 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 (d).

b. All GE and IUS, assets are required to be recorded in the Defense Property Accounting System (DPAS) in accordance with references (a) through (d) 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 Completion letters on Command letterhead for submission to NETC Command Property Office (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.

[I. M. COMMANDER]

Enclosure (2)

Subj: DESIGNATION AS ACCOUNTABLE PROPERTY OFFICER, GENERAL
EQUIPMENT INTERNAL USE SOFTWARE, UIC: XXXX

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) through (d). I fully understand this appointment will remain in effect until I am transferred, separated, retire from service, or rescinded in writing.

I M APO

(DATE)



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

7320
Ser N04/

From: Commanding Officer, Naval Training Command
To: Mr. Im A. Contractor

Subj: DESIGNATED AS (**COMMAND NAME HERE**) DEFENSE PROPERTY
ACCOUNTABLE SYSTEM USER

Ref: (a) SECNAVINST 7320.10A
(b) DoD Instruction 5000.64 of 27 April 2017
(c) DoD 7000.14-R Financial Management Regulation
(d) NETCINST 7320.1B

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) through (d).
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), (b) and (d). Ensure that receipt documentation qualifies as adequate key support documentation (KSD). If inadequate or missing, fill out a Fair Market Value Worksheet in accordance with reference (a). Attain/maintain an active DPAS account as per reference (d).
3. Your signature will acknowledge this appointment and that you have read and understand your responsibilities.

John P. Jones
Chief of Staff

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) through (d). I fully understand this designation will remain in effect until my transfer, termination, or it is rescinded in writing.

Im A. CONTRACTOR

Rcpt / Expenditure #	Receipt Date	Transfer Date	UIC transferred from	UIC transferred to	Item Descrip./Nomen.	Mfr Data	Category/Asset Type	Reporting Organization	Custodial Organization	Model #

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

GENERAL EQUIPMENT INVENTORY PROGRESS CERTIFICATION

1. From: Naval Service Training 2. To: Commander, Naval Edt 3. Reporting Organization: N00210 Naval Service Trair 4. Report Date: 28 May 19

For purposes of this form, all values reported shall be original acquisition value. When original acquisition value is not known, a reasonable estimate shall be reported per the alternative valuation methodologies outlined in paragraph 40 of the Statement of Federal Financial Accounting Standards 6.
All inventory counts, values and overall inventory validity reported shall be "book-to-floor" except "Value Found on Station" (blocks 14, 25, & 36) which shall be "floor-to-book."
This report shall be initiated by the property owner and forwarded through the Budget Submitting Office chain of command for consolidation and further forwarding.

5. Report Effective Dates
5a. Start Date: 31 Dec 18
5b. End Date: 15 May 19

I. Capital and High-Value General Equipment

6. By marking "Yes," I certify all General Equipment under my cognizance with an initial acquisition value of \$1,000,000 or more (General Fund or Working Capital Fund) or carrying a Net Book Value greater than \$0 is accounted for and has been inventoried in the past 12 months per the requirements of SECNAVINST 5200.45. Inventory results are provided below and supporting documentation shall be made available upon request.
No By marking "No," I acknowledge required inventories have not been completed. An explanation is required in block 16.
N/A By marking "N/A," I certify that my organization does not own any Capital or High-Value General Equipment requiring annual inventory.

7. Inventory method used (mark all that apply): Wall-to-Wall Cyclic By Exception Other (explain in block 16)

Inventory Results by Line Item		Inventory Results by Value			
8. Total Line Items Inventoried:	11. Total Value Inventoried:	13. Items Missing During Inventory		12. Total Value Correct:	
9. Total Line Items Correct:	13a. Value:	13b. Lines:	14. Items Found On Station (Floor-to-Book)		
10. Inventory Validity:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	14a. Value :	14b. Lines:	15. Corrective Action Plans are in place and available locally for review or audit purposes upon request (explain "No" below)	

16. Explain any inventory validity below 98%, an inventory validity change of +/- 5% since the last annual report or "No" answers in blocks 6 or 15 or if "Other" is selected in block 7:

II. Non-Capital General Equipment (Annual Requirement)

17. By marking "Yes," I certify all Non-Capital General Equipment under my cognizance with annual (or more frequent) inventory requirements per SECNAVINST 5200.45, DoDI 5000.64 or other governing instructions have been inventoried per the requirements of SECNAVINST 5200.45. Inventory results are provided below and supporting documentation shall be made available upon request.
No By marking "No," I acknowledge required inventories have not been completed. An explanation is provided in block 27.
N/A By marking "N/A," I certify that my organization does not own any Non-Capital General Equipment with an annual (or more frequent) inventory requirement.

18. Inventory method used (mark all that apply): Wall-to-Wall Cyclic By Exception Other (explain in block 27)

Inventory Results by Line Item		Inventory Results by Value			
19. Total Line Items Inventoried:	22. Total Value Inventoried:	24. Items Missing During Inventory		23. Total Value Correct:	
20. Total Line Items Correct:	24a. Value:	24b. Lines:	25. Items Found On Station (Floor-to-Book)		
21. Inventory Validity:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	25a. Value :	25b. Lines:	26. Corrective Action Plans are in place and available locally for review or audit purposes upon request (explain "No" below)	

27. Explain any inventory validity below 98%, an inventory validity change of +/- 5% since the last annual report or "No" answers in blocks 17 or 26 or if "Other" is selected in block 18:

GENERAL EQUIPMENT INVENTORY PROGRESS CERTIFICATION

III. General Equipment (Triennial Requirement)

28. By marking "Yes," I certify all Capital Accountable and Non Capital Accountable General Equipment under my cognizance not included in sections I or II above have been inventoried within the past 36 months per the requirements of SECNAVINST 5200.45 and corrective action plans are in place as appropriate. Locally Accountable General Equipment shall be inventoried per local guidance and may be included here. Supporting documentation shall be made available upon request.
- Yes
- No By marking "No," I acknowledge required inventories have not been completed. An explanation is provided in block 38
- N/A By marking "N/A," I certify that my organization does not own any Non-Capital General Equipment with a triennial inventory requirement.

29. Inventory method used (mark all that apply): Wall-to-Wall Cyclic By Exception Other (explain in block 38)

Inventory Results by Line Item		Inventory Results by Value	
30. Total Line Items Inventoried:	58	33. Total Value Inventoried:	\$5,348,408.00
31. Total Line Items Correct:	58	34. Total Value Correct:	\$5,348,408.00
32. Inventory Validity:	100%	35. Items Missing During Inventory	36. Items Found On Station (Floor-to-Book)
		35a. Value: \$0	35b. Lines: 0
		36a. Value: \$0	36b. Lines: 0
		37. Corrective Action Plans are in place and available locally for review or audit purposes upon request (explain "No" below)	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		N/A <input checked="" type="checkbox"/>	

38. Explain any inventory validity below 98%, an inventory validity change of +/- 5% since the last annual report. Also provide additional explanation if "No" is selected in either block 28 or block 37, or if "Other" is selected in block 29.

IV. Inventory Plans

39. Yes I certify that inventory plans are published by local Command authority, have been reviewed as required by SECNAVINST 5200.45 and DoDI 5000.64 and are consistently implemented to meet inventory requirements. Inventory plans are maintained locally and are available for review or audit purposes upon request. If "No" is marked, an explanation is required in block 40.
- No

V. Comments

40. Comments and/or Justification (use this section to provide clarifying information or explain any mitigating circumstances affecting this report)

VI. Point of Contact Information

41. First Name: John

42. Last Name: Anderson

43. Rank/Grade & Code: GS-09

44. Telephone No.: 847-688-4141 x357

45. Email: john.anderson1@navy.mil

VII. Approving Official Signature

(Commander, Commanding Officer, Officer-in-Charge at local level, GO/FO/SES at PEO, BSO or Service)

46. First Name: G. H.

47. Last Name: Hagins, JR

48. Rank/Grade & Code: GS-15

49. Title: Executive Director

50. Organization: N00210 Naval Service Training Command

51. Address: Naval Service Training Command
2601A Paul Jones St.
Bldg. I,
Great Lakes, IL 60088-2845

52. Signature:

HAGINS.GUERR
Y.HALL.JR.11707
81151

Digitally signed by
HAGINS.GUERRY.HALL.JR.1
170781151
Date: 2019.08.14 15:16:35
-05'00'

GENERAL EQUIPMENT INVENTORY PROGRESS CERTIFICATION**Instructions for completing SECNAV 5200-3****Note: JavaScript must be enabled for this form to work properly.****Header Information**

Block 1 - Name or title of individual submitting form.

Block 2 - Name or title of individual receiving report.

Block 3 - Organization submitting form.

Block 4 - Date of report (date submitted).

Block 5 - Start / End dates of 12-month window represented by this report.

Capital and High Value General Equipment

Definition: Any General Equipment with an original purchase price over \$1 million, regardless of General Fund (GF) or Working Capital Fund (WCF), or carrying a Net Book Value greater than \$0 shall be inventoried annually and reported here. Fully depreciated capital property with an original acquisition value below \$1 million, regardless of GF or WCF does not require annual inventory.

Block 6 - Select one statement (select only one). If "No" is selected, an explanation is required in block 16.

Block 7 - Identify which inventory methods were used for Capital and High Value General Equipment (select all that apply). If "Other" is selected, an explanation is required in block 16.

Block 8 - Total line items selected for inventory (book-to-floor only).

Block 9 - Total line items sighted during inventory (book-to-floor only).

Block 10 - Calculated value, no entry required.

Block 11 - Combined initial acquisition value of all items selected for inventory (book-to-floor only).

Block 12 - Combined initial acquisition value of all items sighted during inventory (book-to-floor only).

Block 13a - Combined initial acquisition value of line items not located during inventory (book-to-floor only).

Block 13b - Total line items not located during inventory (book-to-floor only).

Block 14a - Combined acquisition value of items found on station without matching property records (floor-to-book only). If acquisition value is estimated, provide explanation in block 16.

Block 14b - Total line items found on station without matching property records (floor-to-book only).

Block 15 - Select one statement regarding Corrective Action Plans for inventory discrepancies. If "No" is selected, an explanation is required in block 16.

Block 16 - Provide explanations for any inventory validity below 98%, any change in validity of +/- 5%, any "No" answers in blocks 6 or 15 or "Other" in block 7. If inventory validity is below 98%, briefly describe the corrective actions underway to achieve the goal.

Non-Capital General Equipment - Annual

Definition: Non-Capital General Equipment categorized as classified, or sensitive, or any General Equipment in on loan shall be inventoried annually and reported here. Also report inventories resulting from change of custodian.

Block 17 - Select one statement (select only one). If "No" is selected, an explanation is required in block 27.

Block 18 - Identify which inventory methods were used (select all that apply). If "Other" is selected, an explanation is required in block 27.

Block 19 - Total line items selected for inventory (book-to-floor only).

Block 20 - Total line items sighted during inventory (book-to-floor only).

Block 21 - Calculated value, no entry required.

Block 22 - Combined initial acquisition value of all items selected for inventory (book-to-floor only).

Block 23 - Combined initial acquisition value of all items sighted during inventory (book-to-floor only).

Block 24a - Combined initial acquisition value of line items not located during inventory (book-to-floor only).

Block 24b - Total line items not located during inventory (book-to-floor only).

Block 25a - Combined acquisition value of items found on station without matching property records (floor-to-book only). If acquisition value is estimated, provide explanation in block 16.

Block 25b - Total line items found on station without matching property records (floor-to-book only).

Block 26 - Select one statement regarding Corrective Action Plans for inventory discrepancies. If "No" is selected, an explanation is required in block 27.

Block 27 - Provide explanations for any inventory validity below 98%, any change in validity of +/- 5%, any "No" answers in blocks 17 or 26 or "Other" in block 18. If inventory validity is below 98%, briefly describe the corrective actions underway to achieve the goal.

Non-Capital General Equipment - Triennial

Definition: All Accountable General Equipment that does not meet the requirement for annual inventory shall be reported here, including fully depreciated General Equipment with an initial acquisition value below \$1 million, regardless of GF or WCF.

Block 28 - Select one statement (select only one). If "No" is selected, an explanation is required in block 38.

Block 29 - Identify which inventory methods were used (select all that apply). If "Other" is selected, an explanation is required in block 38.

Block 30 - Total line items selected for inventory (book-to-floor only).

Block 31 - Total line items sighted during inventory (book-to-floor only).

Block 32 - Calculated value, no entry required.

Block 33 - Combined initial acquisition value of all items selected for inventory (book-to-floor only).

Block 34 - Combined initial acquisition value of all items sighted during inventory (book-to-floor only).

Block 35a - Combined initial acquisition value of line items not located during inventory (book-to-floor only).

Block 35b - Total line items not located during inventory (book-to-floor only).

Block 36a - Combined acquisition value of items found on station without matching property records (floor-to-book only). If acquisition value is estimated, provide explanation in block 38.

Block 36b - Total line items found on station without matching property records (floor-to-book only).

Block 37 - Select one statement regarding Corrective Action Plans for inventory discrepancies. If "No" is selected, an explanation is required in block 38.

Block 38 - Provide explanations for any inventory validity below 98%, any change in validity of +/- 5%, any "No" answers in blocks 28 or 37 or "Other" in block 29. If inventory validity is below 98%, briefly describe the corrective actions underway to achieve the goal. Also provide an explanation if "Other" is selected in block 29.

Inventory Plans Certification

Block 39 - Select one statement (select only one). If "No" is selected, an explanation is required in block 40.

General Comments

Block 40 - Provide any general comments, mitigating circumstances or clarifying information. If "No" is selected in block 39, an explanation is required here.

Point of Contact Information

Blocks 41-45 - Enter information for Command point of contact.

Approving Official Signature

Blocks 46-51 - Enter information for senior official officially certifying the contents of the form. Approving Officials may be Officers in Charge, Commanding Officers or Commanders at Echelon III and below, Flag/General Officer or Senior Executive Service signature is required at Echelon II and higher.

Block 52 - Digital signature of Approving Official.