



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

IN REPLY REFER TO
4400
SUP
20 MAY 2016

COMMANDING OFFICER'S POLICY LETTER 05-16

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: PERSONAL PROPERTY ACCOUNTING

Ref: (a) SECNAVINST 7320.10A

1. Purpose

a. To establish policy and procedures for personal property accounting for Marine Corps Air Station (MCAS) New River.

b. Personal Property Defined. Personal Property (sometimes referred to as Garrison Property) is defined as those items used, but not consumed, to produce goods or services in support of Department of the Navy's mission. Personal Property includes: office equipment, industrial plant equipment, vehicles, material handling equipment, automated data processing (ADP) equipment, government-furnished equipment (GFE) acquired by the Federal Government or a contractor, leased assets (capital or operating), and military equipment such as weapons, weapon systems, and weapon system components and support equipment. Personal Property does not include: inventory items (e.g., items intended for sale), operating materials and supplies, real property (i.e., land buildings and structures), or items of an historical nature.

2. Background

a. In accordance with the reference, accountable records have been established and are maintained in the Defense Property Accountability System (DPAS) for all personal property purchased, leased, or otherwise obtained, having a unit acquisition cost of \$5,000 or more, as well as items that are below \$5,000 and are sensitive, classified, or meet all of the following three criteria:

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- (1) pilferable
- (2) critical to the activity's business/mission
- (3) hard to repair or replace

b. Additional and/or separate records or other record keeping instruments shall be established for management purposes when a risk assessment indicates the need for more stringent controls, or when otherwise required by law, policy, regulation, or Agency direction.

3. Policy

a. MCAS New River personnel are responsible for proper use, care, and physical protection of Government-owned property to include:

- (1) Using Government-owned property for official business only.
 - (2) Complying with applicable regulations, policies, procedures or contractual requirements.
 - (3) Advising appropriate authority if Government-owned property is subject to undue risk.
 - (4) Reporting loss, theft, damage or destruction of Government-owned property.
 - (5) Reporting misuse of Government-owned property to appropriate authority.
- b. All persons entrusted with Government-owned property shall be held to the highest ethical standards.

c. Property not meeting the minimum accountability threshold will be subject to appropriate internal controls. MCAS New River will establish additional records and/or record keeping instruments to account for this type of equipment.

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4. Action

a. The Supply Officer will be the determining authority in assessing what equipment will be selected for additional record keeping and will maintain all records at Station Supply.

b. Equipment selected for additional record keeping will be signed for quarterly by the assigned Responsible Individual of the owning department.

c. Differences of opinion on items selected for additional record keeping will be adjudicated by Station Executive Officer via the Department Head.

5. Point of Contact. MCAS New River Supply Officer at (910) 449-6631 or DSN 752-6631.

6. Applicability. This Policy Letter is applicable to the MCAS New River Installation and subordinate commands.


T. M. SALMON

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