



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO
AFO 7320.1B Ch 1
AF 144
4 Nov 93

AIR FACILITY ORDER 7320.1B Ch 1

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES FOR CONTROL OF MINOR PROPERTY

Encl: (1) New page insert to AFO 7320.1B

1. Purpose. To transmit new page insert to the basic Order.
2. Action. Remove the letterhead page and page 2 of the basic Order and replace with corresponding pages contained in the enclosure.
3. Summary of Change. This change modifies procedures for marking of minor property.
4. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
5. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


BARRY M. FORD

DISTRIBUTION: A



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AF 144
22 Oct 92

AIR FACILITY ORDER 7320.1B

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To: Distribution list

Subj: PROCEDURES FOR CONTROL OF MINOR PROPERTY

- (a) NAVCOMPT 036706
- (b) UM 4400-15
- (c) MCCDCO P4400.1
- (d) MCCDCO P7000.1

1. **Purpose.** To promulgate procedures for the custody and control of minor property at the departmental level in accordance with references (a) through (d).

2. **Cancellation.** AFO 7320.1A.

3. **Information**

a. Minor property is property of a capital nature acquired immediate use and having a unit cost of less than \$5,000.00

b. Minor property includes, among other items, typewriters, calculators, adding machines and other items of a highly pilferable nature.

c. Minor property does not include furniture, beds or desks.

d. To reduce the possibility of loss, minor property will be conspicuously marked and will be afforded stringent inventory controls.

e. Acquisition, transfer, disposal or any transaction within an outside activity involving minor property shall be approved and documented by the Marine Corps Property Section NCOIC.

4. **Responsibility.** Due to the pilferability and desirability of minor property, department heads will be accountable for all minor property within their area of responsibility.

5. Action

a. Department Heads

* (1) All new minor property will be marked prior to issue to responsible officers/individuals. Requisite information contained on the tag will be determined by the Marine Corps Property Office. Existing minor property on charge to responsible officers/individuals will be appropriately tagged at all times to prevent confusion between MCAF and HMX-1 issued property.

(2) To ensure proper accountability of minor property, the maintenance of custody records and accurate completion of the prescribed form is mandatory. The controlled Equipment Custody Record (NAVSUP 306), NAVMC 10359 or Machine Generated Report (CMR) is a convenient record for maintaining custody of minor property. The optional Controlled Custody Card (NAVSUP 460) may be used in lieu of the NAVSUP 306.

(3) Minor property that is excess, damaged beyond economical repair, or other wise unfit for use will be turned in to the Marine Corps Property office for survey, redistribution, or disposal. The Responsible Officer will ensure that the custody record and master minor property record is properly annotated. Upon delivery to the Defense Reutilization and Marketing Office, the material will be deleted from the master minor property record.

(4) An inventory of minor property will be held quarterly and upon relief of the accountable department head or division officer. Upon relief, there will be a physical inventory after which department records will be reconciled and the relieving officer will sign for each item of minor property for which he is assuming accountability. Any discrepancies will be resolved prior to the incumbent department head or division officer being relieved.

(5) When an item of minor property is transferred from one department to another, the transaction will be documented by a memorandum for record purposes. This memorandum should be signed by the accepting department head and returned to the donating department head for filing with the minor property records. Additionally, Marine Corps Property will be notified so that the master minor property record can be adjusted.

b. Marine Corps Property NCOIC. The Marine Corps Property NCOIC will:

(1) Maintain the Master Minor Property Inventory Records.