

UNITED STATES MARINE CORPS
Marine Corps Air Facility
2100 Rowell Road
Quantico, Virginia 22134-5063

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AIR FACILITY ORDER 7321.1A

From: Commanding Officer
To: Distribution List

Subj: REPORTING AND CONTROL OF PLANT PROPERTY

Ref: (a) NavCompt Manual, vol. III, Chapter 6
(b) MCCDCO 11100.1B
(c) AFO 7320.1B
(d) MCCDCO P7000.1F
(e) MCO P4400.150C

1. Purpose. To provide local guidance and procedures to be used for the acquisition, survey, transfer, and inventory of the plant property items held at the Marine Corps Air Facility. This Order defines departmental responsibilities and requirements in accordance with reference (a).

2. Cancellation. AFO 7321.1.

3. Responsibility

a. The Comptroller of the Navy requires itemized accounting and inventory control of property assets and certain equipment items with a money value equal to or greater than \$5,000.00. MCAF Department Heads are responsible for reporting the status of plant property items in accordance with reference (a).

b. Responsibility for classes 1 and 2 property is assigned by reference (b).

c. The MCCDC Plant Property Branch is responsible for assigning and affixing permanent identification media for each item of class 3 and 4 plant property.

4. Definitions

a. Plant Property. Includes all Navy-owned, Marine Corps-managed real property, buildings, structures and Navy-owned personal property of a capital nature which has an estimated or actual initial acquisition cost of \$5,000.00 or more. Plant property is divided into four classes:

(1) Class 1 - land

(2) Class 2 - buildings, structures, and improvements

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(3) Class 3 - equipment of a capital nature with an estimated value or actual cost equal to or greater than \$5,000.00, and an expected normal useful life of one year or more, which is not consumed in performance of its work and is not in an inventory account of the supply system.

(4) Class 4 - industrial plant equipment. Has a cost of \$5,000.00 or more and is generally used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical or chemical properties of materials, components or end items, entailed in manufacturing, maintenance, supply processing, assembly or research and development operations as identified by noun name in Joint Department of Defense Handbooks, DLAH 4215 series.

b. Exceptions

(1) Electronic test benches, printing plant work benches and layout tables are Class 3 plant property regardless of the initial acquisition cost.

(2) Items on the Individual Material Readiness List (IMRL) are not recorded as plant property material.

(3) Repair parts with a unit cost greater than \$5,000.00 (such as items installed in aircraft) are not included as plant property items.

c. Minor Property. Equipment of a capital nature with a unit cost of less than \$5,000.00. Items such as typewriters, calculators, photographic and audiovisual equipment will be controlled at the departmental level under local procedures as outlined in reference (c).

5. Action

a. Commanding Officer. The Commanding Officer will:

(1) Appoint in writing personnel to be assigned as the command responsible officer for classes 3 and 4 plant property

(2) Furnish the name and rank of the relieving responsible officer to the Head, Plant Property Branch at least ten days prior to the relief.

b. Responsible Officers. The Responsible Officer will:

(1) Administer acquisitions, transfers, dispositions and other actions relating to plant property.

(2) Within ten working days of appointment, request, sign and return a Consolidated Memorandum Receipt (CMR) to the Head,

Plant Property Branch, MCCDC through the Marine Corps Property Office.

(3) Initiate a letter to the Commanding Officer requesting that a report or investigation be initiated on any shortage of property.

(4) Periodically inspect the identification media on each item of class 3 and 4 plant property (at least semiannually) to ensure identification media are present and accurate.

(5) Report discrepancies in inspection media to the Marine Corps Property Office by memorandum in the following format:

Nomenclature, serial number, plant account number
location, noted discrepancies.

6. Inventories

a. Inventories of classes 1 and 2 plant property will be conducted on a continual basis by the Public Works Department.

b. Physical inventories for classes 3 and 4 plant property will be scheduled and conducted by the MCAF Marine Corps Property Section between April and December of each year. Detailed instructions will be promulgated by the Marine Corps Property Office. NAVFAC controlled items will be inventoried by Public Works yearly during 1-31 March in accordance with reference (a).

7. Records and Accounting

a. Departmental responsible officers will be furnished one copy of the Property Record Form (DD Form 1342) for each item of class 3 or 4 plant property in their possession. These records will be filed in numerical sequence by plant account number.

b. Semiannually (1 June and 1 December), or at the relief of responsible officers, the Marine Corps Property Office will prepare a CMR listing of plant equipment under the cognizance of the departmental responsible officer. This CMR will be reconciled with the plant property on hand. Excesses or shortages will be reported to the Marine Corps Property NCOIC for reconciliation or disposition.

c. Upon receipt of the CMR from Marine Corps Property, responsible officers will take the following action:

(1) Physically inspect all items by plant account number, and compare actual condition of items to condition codes listed on CMR. Make a pen change to condition code listed on CMR if deemed necessary. Original and duplicate copy are to be annotated.

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(2) Review estimated year of replacement, and through utilization of the physical inspection and condition code established in paragraph 7c(1) above, determine a realistic fiscal year of replacement. Pen change year of replacement if deemed necessary. Annotate original and duplicate copy. Replacements which cannot be made during the current budget year should be updated to budget year plus one or later, dependent upon condition of items. This applies to items with a replacement year prior to the current budget year. Items listed on CMR for which replacement is not made will be annotated "N/A" on original and duplicate copy of CMR.

(3) Items that may require a technical inspection to determine condition may be referred to the technical section concerned.

(4) The responsible officer will sign the original copy and return it to the Marine Corps Property NCOIC. The duplicate copy will be retained by the responsible officer for his or her records.

(5) On the basis of information furnished on the CMR, the Marine Corps Property NCOIC will update plant property records to reflect the new data.

d. In addition, an updated CMR will be provided on 1 October for determining those items to be placed in the forthcoming budget year(s). This listing will be in replacement year sequence.

8. Budget and Procurement

a. Items whose cost exceeds \$5,000.00 are known as investment-type items. Investment-type items will be budgeted for in accordance with a MCCDC Bulletin in the 7110 series issued each year. If funds are approved, procurement will be initiated by Head, Plant Property Branch.

b. Items costing less than \$5,000.00 are expense-type item, and will be procured using base operations funding. Responsible officers will ensure that plant property requirements (new or replacement) are identified in annual budget submissions to MCAF Navy Supply.

c. Prior to requisitioning plant property less than \$5,000.00, responsible officers will ensure that allowances exist and administrative regulations are adhered to.

d. Requisitions for expense-type items will be forwarded to MCAF Navy Supply Officer for screening against local excess property before any other procurement action is taken.

9. Acquisition and Receipt

a. Acquisition of class 2 property will be reported to Head, Plant Property Branch in accordance with reference (d).

b. MCAF Navy Supply will receive and deliver all class 3 or 4 plant property. The responsible officer will report the receipt to the Marine Corps Property Office and will prepare a DOD Property Record Card (DD 1342), filling in as much of the data as possible. The DD 1342 will be returned to Marine Corps Property with a copy of the requisition (or shipping papers if no requisition is applicable). The NCOIC of Marine Corps Property will report the receipt of the plant property to Head, Plant Property Branch within five days by memorandum enclosing the DD 1342 and requisition copy.

c. Plant property received in any other manner (e.g. from the Defense Property Disposal Office) will be reported to the MCAF Marine Corps Property Section by the following work day.

Disposition

a. Class 1 or 2 property will be processed in accordance with reference (d).

b. Class 3 or 4 property which becomes unserviceable through normal use, damaged, destroyed, or excess will be reported to Marine Corps Property and be made available for redistribution or disposal.

(1) Property which has become unserviceable through normal use will be reported to Marine Corps Property by memorandum. The item will be turned in to Building 2106 with the responsible officer's copy of the DD 1342. Upon receipt, the Marine Corps Property Office will process the item for disposal in accordance with reference (d).

(2) Items which are damaged or destroyed will be reported to the Commanding Officer by the responsible officer. The report will contain the nomenclature, location, serial number, plant account number and estimated cost of repairs. The Commanding Officer will initiate an investigation under the conditions of reference (e). Upon completion, the investigation will be forwarded to the Commanding General for review and final action. Disposition of the item will be held pending this review and instructions of the Commanding General.

(3) Items which are lost or stolen will be reported immediately, in writing, to the Commanding Officer, Security Battalion, MCCDC, by the responsible officer via the Commanding Officer, MCAF. The report will contain the name, rank, service number and organization of the person last having custody of the property account on which the item appears; the date the loss was

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discovered; and the serial number, plant account number, and name of the missing item. A copy of this report will be furnished to Marine Corps Property who will forward it to Head, Plant Property Branch.

(4) Excess items will be reported immediately, in writing, to the MCAF Marine Corps Property Section. The item will be turned in to Building 2106 with the copy of the DD 1342 to be made available for redistribution.

c. When an item of plant property is transferred from one department to another, the transaction will be documented by a memorandum to the MCAF Marine Corps Property Section showing the plant account number, serial number, nomenclature, the responsible officer relinquishing custody and the responsible officer receiving custody. The memorandum will be prepared by the former responsible officer.

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