



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirSta0 11016.3
.. LFM
9 JUL 1991

AIR STATION ORDER 11016.3

From: Commanding General
To: Distribution List

Subj: PLANT PROPERTY, CLASSES 3 AND 4

Ref: (a) NAVCOMPT Manual, Vol. 111, Chapter 6
(b) UM 4400-15
(c) MCO P4400.150C
(d) MCO P7100.8J
(e) MCO 7100.10
(f) MCO 4200.95
(g) ABO 4570.2D
(h) ABO 4570.38
(i) ABO 4400.12A
(j) MCO 4340.1

Encl: (1) List of Custodian Codes (Station)
(2) List of Custodian Codes (2d MAW)
(3) Format for Appointment/Relief of Custodian/Responsible Officer ltr
(4) Format for Submission of Budget Items (Classes 3 and 4)
(5) Format for Requesting Installation of Classes 3 and 4 Plant Property
(6) Format DD1348-1 Receipt/Transfer Document
(7) Format for Modification to DD1342
(8) Listing of Condition Codes
(9) Format for Report of Lost, Stolen, or Missing Government Property
(10) Format for Request for Investigative Action
(11) DOD Property Record (DD1342)
(12) Schedule of Semi-annual Reconciliations

1. Purpose. To publish required procedures and assign responsibility for effective management of Classes 3 and 4 Plant Property.

2. Scope. The procedures contained herein are applicable to staff officers, departments, division, squadrons, and tenant units eligible to receive Classes 3 and 4 Plant Property support from this Command.

3. Definition. For the purpose of this Order, the following definitions apply:

a. Government Property. The term "Government Property" means all physical property owned by the Government. However, property to which the Government has acquired a lien or title solely as a result of a partial payment or progress payment will not be classified as Government Property.

b. Plant Property. The term "Plant Property" includes all Government owned Navy or Marine Corps controlled, real, and personal property of a capital nature, which is located at activities under control of the Navy or Marine Corps: it is also any Government property which is loaned, leased, or placed in possession of activities not under the primary support of the Navy or Marine

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Corps, provided that the title to the property remains with the Navy or Marine Corps. Specifically, plant property is real estate, land, buildings, and equipment necessary to sustain operations regardless whether financing was from appropriated/non-appropriated funds, or a combination thereof, or whether acquired by donation, condemnation, or other methods for management, financial, and technical control purposes. Plant property items are divided into the following four classes:

(1) Class 1 (land)

(2) Class 2 (buildings, structures, and utilities)

(3) Class 3 (equipment)

(a) Which has an initial acquisition cost of \$5,000 or more per unit.

(b) Which has an expected normal life of two years or more.

(c) Which is used in furtherance of the assigned mission.

(d) Which is not altered beyond further use as an equipment item in performance of work within its designated capabilities.

(e) Which is not consumed in performance of its work.

(f) Which is not in store in the supply system.

(g) Which does not, by nature of its installation or usage, form an integral part of a Class 2 Plant Property item.

(h) Detailed listing of specifically excluded items are contained in paragraphs 036150, 036301.3, and 036301.4 of reference (a).

(4) Class 4 (industrial plant equipment)

(a) Equipment having an initial acquisition cost of \$5,000 or more, used in the production of goods and services for the purpose of cutting, abrading, grinding, shaping, forming, joining, measuring, testing, heating, or treating of production materials, or "in-process" products within a manufacturing, processing, assembling, or service establishment.

(b) Detailed listings of specifically included and excluded items are contained in paragraphs 036401.2 and 036402 of reference (a).

c. Plant Property Accounting. The official records maintained by the Comptroller, with respect to Government owned plant property.

d. Plant Property Item. A unit of plant property acquired to perform or assist in the performance of a specific function.

e. Minor Property. Personal property acquired for immediate use having a unit cost of less than \$5,000 to include Office Labor Saving Devices and Personnel Support Equipment.

f. Custodian/Responsible Officer. The individual assigned in writing by his/her department/division head, unit commander, or officer-in-charge, who is responsible for administering the receipt, custody, and control of all Government-owned property allocated for use within their respective department, division, or unit.

g. Plant Account Identification Number. A numbering tag affixed by Station Property Control Branch personnel for specific identification to facilitate management control of subject equipment.

h. LOGMARS. Logistic application for automated marking and reading symbology. A three of nine bar code label affixed by Station Property Control Branch personnel for specific identification to expedite inventory reporting of subject equipment.

i. DOD Property Record (DD1342). Official accounting document used for plant property management and control which is completed at the time of receipt in accordance with reference (a). Copy of DD1342 furnished as enclosure (11).

5. Responsibilities

a. Heads of Departments/Divisions and Unit Commanders

(1) Heads of departments/divisions and unit commanders are responsible for complying with procedures established herein for reporting acquisition, transfer, and disposition of plant property per references (a) and (i).

(2) Heads of departments/divisions, and unit commanders listed in enclosures (1) and (2) will appoint in writing within 10 days upon receipt of this Order, a Custodian/Responsible Officer. The individual appointed will be responsible to the appointing officer for the receipt, control, and disposition of Classes 3 and 4 Plant Property allocated for use within their respective unit. Enclosure (3) is the format to be used for appointment/relief of Custodian/Responsible Officer with a signed copy furnished to the Director of Facilities, Equipment Planning and Management Division (Code LFM).

(3) Heads of departments/divisions and unit commanders are responsible for submitting to the Director of Facilities, Equipment Planning and Management Division (Code LFM) all recognized requirements for new and/or replacement items of Classes 3 and 4 Plant Property; example as depicted by enclosure (4). Submissions will be addressed under separate correspondence.

(4) Heads of departments/divisions and unit commanders are responsible for submitting to the Director of Facilities, Equipment Planning and Management Division (Code LFM), all requirements for installation of such items that require modifications or changes as per enclosure (5). These requirements will be

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accepted on a continuing basis throughout the fiscal year for utilization on Midyear Review, budgeting for O&M, and PMC dollars, and end of the year allocations, when they are made available.

(5) Heads of departments/divisions and unit commanders are responsible for initiating requests for investigations to the next higher authority for missing plant property in accordance with reference (c).

b. Director of Facilities. Equipment Planning and Manapement Division (Code LFM). The Director of Facilities (Code LFM) will approve/disapprove all Classes 3 and 4 Plant Property equipment requests, assign priorities, and furnish the necessary funding for procurement of authorized/approved equipment. In addition, Equipment Planning and Management Division will provide the Facilities Maintenance Officer with a copy of Classes 3 and 4 approved requirements prior to budget submission time in order that maintenance and repair costs along with installation costs may be budgeted for.

(1) Solicit from supported command organizations annually and accept on a continuing basis, requirements for Classes 3 and 4 Plant Property, for submission to higher authority in consonance with reference (d). Exception to the above are Table of Equipment (T/E), and special allowance items which are covered by other instructions.

(2) Upon receipt of funds, initiate procurement action.

(3) Receive new equipment, prepare an initial DOD Property Record (per enclosure (11), DD1342), affix a plant property identification tag and LOGMAR label, deliver equipment to appropriate Custodian/Responsible Officer, receive acceptance signature on a DD1348-1 as per enclosure (6), and furnish the Responsible Officer with the fourth copy of the DD-1342.

(4) Furnish the Comptroller, Accounting Division (Code FCA), three copies of the DD-1342 and the original signature copy of the DD1348-1 Receipt/Transfer document for each item of Plant Property released for custody.

(5) Budget annually for commercial contractual maintenance service for all Plant Account Office Labor Saving Devices, less Automated Data Processing Equipment (ADPE).

(6) Administer the maintenance service program identified above and establish records to adequately control and satisfy the requirements placed upon this service by authorized customers.

(7) Perform disposal functions for all Class 3 and 4 Plant Property in accordance with references (a), (e), (f), (g), and (h).

(8) Assist in conducting physical inventories of Class 3 and 4 Plant Property as requested.

(9) Review and maintain the official command file for completed investigations for Classes 3 and 4 Plant Property.

c. Facilities Maintenance Officer. The Facilities Maintenance Officer will:

(1) Budget for installing, maintenance, and repair of Class 3 and 4 Plant Property.

(2) Determine the availability of utilities required for operating Class 3 and 4 Plant Property in advance of procurement action.

(3) Determine whether or not Class 3 and 4 Plant Property has depreciated beyond economical repair.

d. Station Supply Director (Contracting Officer). Upon receipt of a requisition for procurement of Class 3 and 4 Plant Property, ascertain that each requisition has been approved by the Director of Facilities, Equipment Planning and Management Division. Such approval will be stamped on requisitions as follows: "Approved Code LFM." In the event the approval markings do not appear, subject-requisitions will be returned without action to the requesting organization for obtaining the necessary approval from the Director of Facilities (Code LFM) .

e. Officer in Charge of Construction.

(1) Prior to issuing a contract, ensure that all Class 3 and 4 Plant Property on location for said contract is identified for proper disposition in accordance with reference (a) and reported to the Facilities Development Department, Equipment Planning and Management Division (Code LFM).

(2) Class 3 and 4 Plant Property acquired under the Military Construction Program will be reported to the Facilities Development Department, Equipment Planning and Management Division (Code LFM) for preparation of a DOD Property Record (DD1342). The identification number will be assigned and affixed to the equipment by the Facilities Development Department, Equipment Planning and Management Division (Code LFM).

f. Station Comptroller. The Accounting Department (Code FCA) will:

(1) Establish and maintain the official financial records and accounting records in accordance with references (a), (b), (c), and (i). Update these records based on acquisitions, transfers, and disposition action documents furnished by the Station Property Control Officer (Code LFMP) or the Custodian/Responsible Officer.

(2) Provide the Custodian/Responsible Officer with one copy of the completed DOD Property Records (DD1342) for each item of plant property in custody, upon request.

(3) Maintain a master file of DOD property records (DD1342's) for all Class 3 and 4 Plant Property items in custody of department/division and unit Custodian/Responsible Officer.

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(4) Provide Custodian/Responsible Officer with a mechanized listing of Class 3 and 4 Plant Property in their custody in accordance with reference (c) and on an as requested basis.

(5) Prior to each annual inventory, as per references (b) and (c), each triennial inventory as per reference (a), initiate an Air Station Bulletin, publishing inventory procedures and establishing target dates for completion.

(6) Prepare and submit property accounting returns to the Commandant of the Marine Corps, Navy Finance Center, and Central Inventory Control Officer.

(7) Take follow-up action to acquire the records necessary to keep the Work-in-Progress account at a practical minimum.

(8) Furnish Director of Facilities, Motor Transport Department (Code IM), with Optars, form 7302, for funding all Garrison Mobile Engineering Equipment.

(9) Initiate search bulletins for lost, stolen, or missing Class 3 and 4 Plant Property.

(10) Will be the final review on all investigations for Classes 3 and 4 Plant Property.

g. Custodian/Responsible Officer. The appointed Custodian/Responsible Officer shall be responsible to the appointing officer for the receipt, custody, and disposition of all Class 3 and 4 Plant Property assigned for use within that particular department/division or unit. In addition, he/she will be responsible for the following:

(1) Acknowledge receipt, description, condition, and location of Class 3 and 4 Plant Property by validation signature in block 57 of each DOD Property Record (DD1342) furnished and returned to the Station Comptroller, Accounting Department (Code FCA) within five working days.

(2) Acknowledge a semi-annual Consolidated Memorandum Receipt (CMR) and return to Station Comptroller, Accounting Department (Code FCA) within 15 days.

(3) Maintain a subsidiary file with a copy of DOD Property Record (DD1342) for each Class 3 and 4 Plant Property charged to your particular department/division or unit.

(4) Maintain a sub-custody signature by either manual or mechanical means for all Class 3 and 4 Plant Property which is not routinely sighted by yourself on a daily basis.

(5) Advise the Station Comptroller, Accounting Department (Code FCA) of any changes in building location, condition code, or component additions/deletions of any Class 3 and 4 Plant Property items utilizing the format in enclosure (7); equipment condition codes are furnished in enclosure (8).

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(6) Prepare a transfer document, as per enclosure (6), accompanied by a DD1342 copy for items of Class 3 and 4 Plant Property which are no longer required by your department/division or unit and request redistribution/ disposition in accordance with the procedures identified throughout this order; obtain a receipt signature and maintain in subsidiary file for 24 months.

(7) Initiate request by letter or telephone (466-3578/5771) for a mechanized listing (CMR) of Class 3 and 4 Plant Property to assist in conducting inventories prior to being relieved of duties as Custodian/ Responsible Officer.

(8) Prepare detailed instructions, subject to the appointing officer's approval, for sub-custodians of plant property within the department/division or unit for maintaining records, reporting, and procedures to follow while items of plant property are in their custody.

(9) Initiate tracer requests to the Station Comptroller, Accounting Department (Code FCA) for missing property as per enclosure (9).

(10) Initiate an investigation, as per enclosure (10), for any missing plant property.

6. Permanency of Identification Numbers. Once a Plant Account Identification Number has been affixed to a Class 3 and 4 Plant Property item, it will not be duplicated on another item, altered, or removed when returned to store or transferred. When the item is to be disposed of in such a manner that it is no longer Government owned property or meets plant property criteria, the identification tag will be removed by the Director of Facilities, Equipment Planning and Management Division (Code LFM), for control purposes.

7. Acquisitions

a. Under Military Construction Program. Class 3 and 4 Plant Property acquired under the Military Construction Program will be reported by the Officer in Charge of Construction to the Facilities Development Department, Equipment Planning and Management Division (Code LFM) for preparation of a DOD Property Record (DD1342), at the time of installation. The identification number will be assigned and affixed to the equipment by the Facilities Development Department, Equipment Planning and Management Division (Code LFM).

b. Other Sources. All other acquisitions of equipment, regardless of type funds expended, meeting the criteria of Class 3 and 4 Plant Property in accordance with reference (a), either by purchase, direct consignment, or allocation basis, will be reported to the Director of Facilities (Code LFM) by the Custodian/ Responsible Officer by preparation of a DOD Property Record (DD1342), leaving block three blank. The identification number will be assigned and affixed to the equipment by the Director of Facilities, designated representative, (Code LFMP).

a. Inventory

a. Triennial Inventory. An inventory of Class 3 and 4 Plant Property will be held every three years as promulgated by the Station Comptroller (Code FCA), in compliance with paragraph 036208 of reference (a).

b. Annual Inventory. An inventory of Class 3 and 4 Plant Property will be conducted annually during the months January through June, based upon enclosure (12) distribution, each Custodian/ Responsible Officer will conduct a physical inventory of Class 3 and 4 Plant Property charged to his/her account utilizing a mechanized listing furnished by the Station Comptroller, Accounting Department (Code FCA). Material location, material condition, and replacement year will be validated and/or corrected as needed during this inventory. Upon completion of this inventory, a copy of this validated listing will be returned to the Station Comptroller (Code FCA) certifying to the correctness of the inventory in compliance with paragraph 06010 of reference (b).

c. Semi-Annual Reconciliation. Semiannually a mechanized listing (CMR) will be provided each Custodian/Responsible Officer, **as** per enclosure (12), by the Station Comptroller (Code FCA) via Station Property Officer (Code LFMP) for all Class 3 and 4 Plant Property charged to his/her account for validation in accordance with reference (c). Upon completion of this validation, a copy of this listing; along with supporting documentation for any noted changes, will be returned to the Station Comptroller (Code FCA) certifying to the correctness of this validation listing in compliance with paragraph 21002 of reference (b).

d. Special Inventors. Prior to relief/assignment of new Custodian/ Responsible Officer, a joint inventory of Class 3 and 4 Plant Property will be conducted to reconcile property records. A letter of acceptance of the account will be prepared, as per reference (c), for the appointing officer with a copy to the Station Comptroller, Accounting Department (Code FCA).

9. Disposition. Disposition of equipment will normally fall into three categories: survey, transfer, and return to stock. Upon determination of final disposition, the following instructions apply:

a. Survey of Class 3 Plant Property. Unserviceable assets will be delivered to Director of Facilities, Station Property Control Officer (Code LFMP) for final disposition in accordance with references (c), (e), and (g). A completed turn-in document DD1348-1 will be furnished at the time of turn-in, as per enclosure (6), accompanied by a copy of the DD1342.

b. Transfer of Class 3 Plant Property

(1) Internal MCAS Cherry Point. Transfer of serviceable assets between accounts within MCAS Cherry Point area is authorized, to be accomplished by the Custodian/Responsible Officer completing a DD1348-1, as per enclosure (6) and delivering the original signature copy to the Station Comptroller, Accounting Department (Code FCA) for proper adjustment to the records.

(2) External MCAS Cherry Point. Custodian/Responsible Officers are not authorized to execute transfers of property external of MCAS Cherry Point commands. All serviceable excess property will be delivered to Director of Facilities, Station Property Control Officer, (Code LFMP), by completing a DD1348-1, as per enclosure (6), accompanied by a copy of DD1342. Director of Facilities (Code LFMP) will control final disposition by reporting in accordance with reference (a).

c. Return to Stock. Assets which have been returned to the Director of Facilities (Code LFMP) deemed excess to this command in condition code "0-2" or better will be reported to HQMC (Code LFS-3) for final disposition after a COMCABEAST requirement determination has been completed. Upon receipt of authority, Director of Facilities (Code LFMP) will complete a DD1348-1 in accordance with references (b), (e), (g), and (h), accompanied by a DD1342 and furnish a signature copy to the Station Comptroller (Code FCA) for proper property adjustments.

d. Class 4 Plant Property (Idle Industrial Plant Equipment). Regardless of the Industrial Plant Equipment condition, it will remain in place until direction from higher authority is received.

(1) Custodian/Responsible Officer will report Class 4 property to the Director of Facilities (Code LFM) for action.

(2) Director of Facilities (Code LFMP) will handle Industrial Plant Equipment in accordance with paragraph 036407 and 036408 of reference (a). A copy of disposition instructions received from the Defense Industrial Plant Equipment Center (DIPEC) will be furnished the Station Comptroller (Code FCA).

(3) Director of Facilities (Code LFMP) will coordinate necessary action based upon DIPEC instructions and furnish Station Comptroller (Code FCA) with appropriate documentation required for property adjustment, as per references (a), (b), (c), and (e).

10. Investigations. An "Investigation" is defined as a procedure which affords the unit commander the means of determining the facts relating to loss, damage, or destruction of Government property; of determining the present condition of such property if available; of receiving recommendations as to disposition, retention, further accountability for such property; and/or determining responsibility and extent of such responsibility.

a. When Required. As a matter of policy, all missing, destroyed, or damaged government property belonging to the Marine Corps, on charge to the Marine Corps, and all government property belonging to other government departments in the custody of the Marine Corps, will be made the subject of investigation as prescribed in the JAG Manual, chapter 11, under the following conditions:

(1) If the cause of such condition is unknown.

(2) In order to relieve an individual of responsibility or to determine responsibility.

b. Report of Lost, Stolen, or Missing Plant Property. When it has been determined that an item of property is missing; a report of lost, stolen, or missing Government property will be prepared by the applicable department/division heads, officer-in-charge, or squadron commanders, and submitted to the Station Comptroller, Accounting Department (Code FCA) utilizing the format of enclosure (9). Station Comptroller (Code FCA) will determine reportability to higher headquarters, as per reference (j) and accomplish same if needed.

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c. Request for Investigative Action. In addition to the requirement of paragraph 10b, a request for an investigation into the circumstances for the item of plant property will be prepared by the applicable department/division heads, officer-in-charge, or squadron commanders, and submitted to the appropriate convening authority, utilizing the format of enclosure (10).

d. Convening Authority. Commanding Generals, Officers having general or special court-martial convening authority, or any other officer so designated by the Commandant of the Marine Corps are authorized to initiate and appoint investigating officers.

e. Submission of Report of Investigation. The report of investigation involving Class 3 and 4 Plant Property will be prepared in original and five copies and forwarded to appointing authority within 10 days from date of appointing directive. Extension of time may be authorized by the appointing authority when unforeseen complications are encountered. The original and three copies will be forwarded upon completion by the convening authority via the appropriate chain of command to the Commanding General, Marine Corps Air Station, Cherry Point, North Carolina for final action.

f. Review and Final Action. Reports of investigation for Class 3 and 4 Plant Property, irrespective of value and type, will be approved and reviewed for final action by the Commanding General, Marine Corps Air Station, Cherry Point, North Carolina.

g. Action by Station Comptroller and Director of Facilities. The approved report of investigation will be used by the Station Comptroller as the accounting document to delete the Class 3 and 4 Plant Property listed thereon from official records. The Director of Facilities (Code LFM) will be the official file holder for completed command investigations.

11. Proposed Changes. Recommendations for changes to enclosures (1) and (2) are invited wherein the assigned responsibility for an account is incompatible with the physical location of the assigned property. These changes should be forwarded to the Station Comptroller, Accounting Department (Code FCA).

12. Applicability. Having received the concurrences of the Commanding General, Second Marine Aircraft Wing; Commanding Officers, Naval Hospital; MAG-41 Detachment C; and Combat Service Support Detachment 21, Second Force Service Support Group, this order is applicable to those commands.

13. Certification. Reviewed and approved this date.

D. T. SAVAGE
Chief of Staff

Distribution: A-2 plus SPCO (100)

CUSTODIAN CODES
(STATION)

<u>ACCT</u>	<u>UNIT</u>	<u>BLDG NO</u>
01	H&HS STATION	294
02	STA OPER & ENG SQUADRON	171
04	AIR OPERATIONS	1699
06	STATION ADJUTANT	198
07	RESERVE SUPPORT UNIT	298
08	STATION COMM/ELECT DEPT	286
09	FACILITIES DEVELOPMENT	163
10	DISBURSING	298
11	FIRE DEPT	193
12	STATION PROPERTY CONTROL	151
13	NAVAL HOSPITAL	296
14	MOTOR TRANSPORT	160
15	SECURITY (PMO)	294
16	STATION TRAINING	39
20	STATION ORDNANCE DEPT	1290
21	EOD (STATION)	199A
22	AERIAL TARGETS	BT-11
23	STAFF SECRETARY	198
27	MANAGEMENT PLANNING DEPT	159
30	OPS/AERIAL TARGETS	199
34	JOINT LAW CENTER	219
39	FOOD SERVICE	150
40	VET SERVICE	151
42	FACILITIES MAINTENANCE	87
45	COMPTROLLER	294
46	FACILITIES ENG DEPT	163
47	HOUSING DEPT	298
48	NREA	414
49	RASC	159
51	MATERIAL DEPT	144
52	STATION SAFETY	452
53	DIRECTOR OF OPERATIONS	198
54	DIRECTOR OF FACILITIES	198
55	MAO	196
56	STATION INSPECTOR	198
57	JOINT PUBLIC AFFAIRS	198
58	AIR TRAFFIC CONTROL MAINTENANCE	199A
59	CIVILIAN PERSONNEL	80

CUSTODIAN CODES
(2ND MAW)

<u>ACCT</u>	<u>UNIT</u>	<u>BLDG NO.</u>
03	HEADQUARTERS MAG-14	1699
18	MWHS-2	154
19	MWSG-27	42A
24	MACS-6	1787
25	MASS-1	1799
26	MWSS-271	121
28	H&MS-49	286
29	MWSS-274	250
32	CSSD-21	1702C
33	VMGRT-253	250/S
35	VMAT-224 (T)	130
36	VMAT-203	3998
37	2ND LAAD	4213
38	H&HS-28	154B
44	VMA-331	1664
64	VMA-542	1666
65	VMA-231	1665
66	VMA-332	1700W
69	3RD LAAM	1780
70	VMGR-252	250
72	VMA-533	1700
73	VMAQ-2	1701
74	VMA-223	1667
82	MWCS-28	154
83	MALS-14	130
84	H&HS-32	403B

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CUSTODIAN CODES
(STATION)

<u>ACCT</u>	<u>UNIT</u>	<u>BLDG NO.</u>
5A	RECEIVING DIVISION	147
5B	STORAGE DIVISION	144
5c	FUEL DEPARTMENT	4221
5D	FACILITIES SUP TEAM	150
5E	PERSONNEL PROP., PASS TRANS	298
5F	TRAFFIC DIVISION	147
60	MORALE, WELFARE AND RECREATION	198
61	CHAPLAINS DEPT.	100
62	AUDITORS (NAVY)	80
63	NAMTRAGRUDET	244
67	FASO	
68	INVENTORY CONTROL DEPT.	159
71	UTILITIES DIVISION	152
75	MATERIAL SUPPORT GRP	247
76	CLUB SYSTEMS	487
77	HOUSING	298
78	NAVAL INVEST. SERVICE	99
79	BT-11	199
7A	MAINT & REPAIR	85
7B	MAINT & REPAIR	82
7c	MAINT & REPAIR	93
7D	MAINT & REPAIR	96
80	BOAT DOCKS (NAVY)	1009
81	ATLANTIC FIELD	199
85	FACILITIES MAINT	87
86	FAMILY SERVICE CENTER	298
87	OFFICE LABOR SAVING DEVICES	151A
88	12th DENTAL	296
89	FAC SUP CONTRACT DEPT	87
8A	COM/ELECT DEPT	198
90	QUALITY DEPARTMENT	159
91	JOINT DRUG & ALCOHOL	286
92	REPRODUCTION CENTER	286
94	CONTRACTING DEPARTMENT	159
95	ARMORY	3909
96	HEALTH CLINIC	3907
97	CRASH CREW	1791
98	POST OFFICE (MILITARY)	153
99	DRMO	154A

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FORMAT FOR APPOINTMENT/RELIEF OF CUSTODIAN/RESPONSIBLE OFFICER LETTER

(UNIT HEADING)

From: (CO, OIC, Dept Head)
To: Comptroller, Accounting Department, Marine Corps Air Station,
Cherry Point, NC 28533-5001

Subj: APPOINTMENT/RELIEF OF RESPONSIBLE OFFICER FOR PLANT PROPERTY,
ACCOUNT NUMBER _____

Ref: (a) AirSta0 _____
(b) UM4400-15

1. In compliance with reference (a), effective this day, _____,
the following individual is hereby relieved as custodian/responsible officer
for the subject account:

_____ NAME	_____ RANK/TITLE	_____ SER/PAYROLL #
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2. The following individual is appointed as the new custodian/responsible
officer for the subject account:

_____ NAME	_____ RANK/TITLE	_____ SER/PAYROLL #
---------------	---------------------	------------------------

3. Request a new Consolidated Memorandum Receipt (CMR) be furnished to the new
responsible officer to effect a joint inventory (if circumstances permit), in
accordance with reference (b).

(SIGNATURE)

copy to:
SPCO (Bldg 151, Stop 12A)
MAO
RASC
(Individuals Concerned)

Enclosure (3)

PLANT PROPERTY
 DETAILED LIST - CLASSES 3 AND 4 PLANT EQUIPMENT (INVESTMENT-TYPE)
 WITH A UNIT COST OF \$5000.00 OR MORE

ACTIVITY: Marine Corps Air Station
 Cherry Point, North Carolina 28533

FY 199__

APPROPRIATION: 17 1106
 UIC:

ITEM NO.	PRIORITY	DESCRIPTION	REPLACES PLANT ACCOUNT NO.	QTY	UNIT COST		TOTAL COST	JUSTIFICATION AND LOCATION
					NEW ITEM	REPLACEMENT		
		VALVE SEAT GRINDER SIOUX MODEL 687L		1	\$7,600		\$7,600.	This valve seat grinder is capable of grinding valves in all radial type engines and is required in the engine overhaul of all motor vehicles authorized this command. This item will be used in the automotive repair shop, Bldg. 160.
		COPIER. SAVIN MODEL FP3030	0146503587	1		\$5,995.	\$5,995.	This copier is required to take care of all day to day administrative copying requirements and will replace current machine which has reached its replacement year. Machine will be located in Bldg. 160.
		Note: Insert Item Number and Priority in pencil						

Enclosure (4)

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FORMAT FOR REQUESTING INSTALLATION OF CLASSES 3 AND 4 PLANT PROPERTY

(UNIT HEADING)

From: (CO, OIC, Department Head)

To: Director of Facilities (Code LFM)

Subj: INSTALLATION FUNDING FOR CLASS 3 AND 4 PROPERTY

Ref: (a) AirSta0 _____

1. It is requested that your office fund for installation of the below listed items, as per the reference.

a. Nomenclature, model, serial number, property ID number, place of desired installation, date desired installation.

(SIGNATURE)

Enclosure (5)

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FORMAT FOR REQUEST FOR MODIFICATION TO DD-1342

(UNIT HEADING)

From: Custodian/Responsible Officer
To: Comptroller, Accounting Department (Code FCA), Marine Corps Air Station,
Cherry Point, NC 28533-5001

Subj: REQUEST FOR MODIFICATION TO DD-1342

Ref: (a) AirSta0 _____

1. As directed by the reference, it is requested that the following changes be made to records of Classes 3 and 4 Plant Property charged to my account.

PA#	NOMENCLATURE	BLOCK#	FROM	TO
-----	--------------	--------	------	----

(Refer to any block by number that requires changes in the text content of from - to).

(SIGNATURE)

Enclosure (7)

CONDITION CODES

<u>CODE</u>	<u>BRIEF DEFINITION</u>
N-1	New - Excellent
N-2	New - Good
N-3	New - Fair
N-4	New - Poor
E-1	Used - Reconditioned - Excellent
E-2	Used - Reconditioned - Good
E-3	Used - Reconditioned - Fair
E-4	Used - Reconditioned - Poor
O-1	Used - Usable W/O Repairs - Excellent
O-2	Used - Usable W/O Repairs - Good
O-3	Used - Usable W/O Repairs - Fair
O-4	Used - Usable W/O Repairs - Poor
R-1	Used - Repairs Required - Excellent
R-2	Used - Repairs Required - Good
R-3	Used - Repairs Required - Fair
R-4	Used - Repairs Required - Poor
X	No further value for use as originally intended, but of possible value other than as scrap
S	Scrap

NOTE: For expanded definition, see Paragraph 036206.5 of NavCompt Manual.

9 JUL 1991

FORMAT FOR REPORT OF LOST, STOLEN, OR MISSING GOVERNMENT PROPERTY

(UNIT HEADING)

From: (CO, OIC, Department Head)

To: Comptroller, Accounting Department (Code FCA), Marine Corps Air Station,
Cherry Point, NC 28533-5001

Subj: REPORT OF LOST, STOLEN, OR MISSING GOVERNMENT PROPERTY

Ref: (a) AirSta0 _____

1. In accordance with the reference, the following item(s) of Government property is/are reported as lost, stolen, or missing:

a. Item name. (Nomenclature, manufacturer's name, model number, and other pertinent descriptive data).

b. Plant account number. (Example: 00146-500889).

c. Serial number. (Manufacturer's serial number).

d. Geographical location of loss. (Example: Cherry Point, Bogue Field).

e. Type of loss. (Organizational, individual).

f. Date of loss or discovery of loss.

g. Person having lost custody. (Example: CWO U. R. Missing, SUFO).

h. Custodian/Responsible account number. (Example: 0003, 0099).

i. Cost. (Original acquisition cost).

(SIGNATURE)

copy to:
SJA
SPCO

Enclosure (9)

FORMAT FOR REQUEST FOR INVESTIGATIVE ACTION

(UNIT HEADING)

From: (Custodian/Responsible Officer), Account (number), (Unit)
To: (Convening authority for Investigations)

Subj: REQUEST FOR INVESTIGATION

Ref: (a) AirSta0 _____
(b) (Unit's letter reporting property lost, stolen, or missing)

1. In compliance with reference (a), it is requested that an investigation be initiated to determine the facts relating to the loss of the following item(s) of plant property on charge to (unit, and account number) and reported missing by reference (b).

<u>Item Nomenclature</u>	<u>PA #</u>	<u>Serial #</u>	<u>Model</u>	<u>cost</u>
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(SIGNATURE)

copy to:
Comptroller (FCA)
SJA
SPCO

Airstao 11016.3
9 JUL 1991

DOD PROPERTY RECORD 1. <input type="checkbox"/> ACTIVE <input type="checkbox"/> INITIAL <input type="checkbox"/> LOSE <input type="checkbox"/> CHANGE		2. JULIAN DATE		3. ID / GOVERNMENT TAG NO		Form Approved OMB No. 22-R0209	
SECTION I - INVENTORY RECORD							
4. COMMODITY CODE		5. STOCK NUMBER		6. ACQUISITION COST		7. TYPE CODE	
8. MFG OR MFRS CODE		9. CODE		10. POWER CODE		11. STATUS CODE	
12. COMMAND CODE		13. ADM OFFICE CODE		14. NAME OF MANUFACTURER		15. MFR'S CODE	
16. MANUFACTURER'S MODEL NO		17. MANUFACTURER'S SERIAL NO		18. LENGTH		19. WIDTH	
20. HEIGHT		21. WEIGHT		22. CERTIFICATE OF NON-AVAILABILITY NUMBER		23. PEP NO	
24. ARD		25. CONTRACT NUMBER		26. DESCRIPTION AND CAPACITY			
ELECTRICAL CHARACTERISTICS							
QUANTITY +HORSEPOWER VOLTS PHASE CYCLE AC DC SPEED TYPE AND FRAME NUMBER							
PRESENT LOCATION							
28a. DIRC CONTROL NO.							
29. POSSESSOR CODE							
SECTION II - INSPECTION RECORD							
30. YES- NO							
31. MUST ITEM BE REPAIRED/REPLACED OVER 12 MONTHS?							
32. DATE							
33. HAS ITEM BEEN MOVED FROM ORIGINAL CONFIGURATION?							
34. IF SO, WHEN?							
35. HAS ITEM BEEN RESULT-OVERHAULED?							
36. IF SO, EXPLAIN UNDER REPAIRS BELOW							
37. WAS ITEM INSPECTED UNDER POWER? IF NOT EXPLAIN UNDER REPAIRS BELOW							
38. ARE MAIN-TENANCE COSTS UNDER REPAIRS BELOW?							
39. ARE SAFETY DEVICES ADEQUATE AND SA-FACTORY? IF NOT EXPLAIN UNDER REPAIRS BELOW							
40. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?							
41. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?							
42. ARE OPERATING INSTRUCTIONS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 20 ABOVE?							
43. ESTIMATED COST FOR PACKING, CREATING, HANDLING, AND TRANSPORTING?							
44. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?							
45. IS ITEM SEPARABLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, STATE REPAIRMENT COST							
46. IS ITEM IN OPERABLE CONDITION?							
SECTION III - REMARKS							
REMARKS CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO							
SECTION IV - DISPOSITION RECORD							
50. DATE OF DISPOSITION AND PROCEEDS IF SOLD							
51. TYPE OF DISPOSITION							
<input type="checkbox"/> SALE <input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> ABANDONMENT							
SECTION V - VALIDATION RECORD							
CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)							
VALIDATION (TYPE NAME(S) AND SIGNATURE(S))							

Enclosure (11)

AirSta0 11016.3
9 JUL 1971

SCHEDULE OF SEMI-ANNUAL RECONCILIATIONS

OCT/APR ACCOUNT #		NOV/MAY ACCOUNT #		DEC/JUN ACCOUNT #	
01	22	47	67	88	7B
02	29	48	68	90	7C
05	30	51	69	91	7D
07	32	52	71	92	8A
08	33	58	75	95	98
12	35	53	78	96	99
14	40	5A	81	97	7A
16	42	5B	82		
18	44	5C	85		
20	45	5F	86		

JAN/JUL ACCOUNT #		FEB/AUG ACCOUNT #		MAR/SEP ACCOUNT #	
03	21	77	57	72	90
34	23	38	5E	73	A3
06	24	39	60	74	84
09	25	43	61	75	83
10	26	46	62	77	34
11	27	49	63	79	
13	28	53	64		
15	31	54	65		
17	34	55	66		
19	36	56	70		

Enclosure (12)