



ORIGINAL
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5010

IN REPLY REFER TO:
ASO 7320.1A
SUPP
9 Jul 98

AIR STATION ORDER 7320.1A

From: Commanding Officer
To: Distribution List

Subj: ACQUISITION, MANAGEMENT PROCEDURES, AND CONTROL OF CLASS
3 AND 4 PLANT PROPERTY

Ref: (a) NAVCOMPT Manual, Volume III, Chapter 6 (NOTAL)
(b) MCO P10150.1

Encl: (1) Classes 3 and 4 Plant Property Relocation sheet
(2) Request for Procurement Marine Corps (PMC) funding

1. Purpose. To publish required procedures for the effective acquisition, control and disposition of plant property, classes 3 and 4.

2. Cancellation. ASO 7320.1.

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed. The following are the significant changes:

- a. Updates price criteria for capitalization of plant property.
- b. Adds requirement for establishment of a cyclical equipment replacement plan.
- c. Adds requirement to consider alternate sources of supply prior to new acquisition of plant property.
- d. Changes inventory requirement from triennial to annual.
- e. Adds requirement for completion of economic analysis prior to procurement of plant property.
- f. Adds enclosure for requesting Procurement Marine Corps (PMC) funds.

4. Scope. The procedures provided herein for the control and management of plant property provided by the Commanding Officer, Marine Corps Air Station (Air Station), Beaufort, South Carolina apply to all Air Station departments and tenant units utilizing such property.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

9 Jul 98

5. Definitions

a. Responsible Officer (RO). An individual, either military or civilian who has been designated, in writing, by the Commanding Officer or his designated official, with responsibility for administering the receipt, custody, and control of all government owned plant property allocated for use within his respective department, division, or unit.

b. Accountability. Accountability is an obligation registered with an individual, who, in performance of the duties of his position, designation, or assignment, is required to assume jurisdiction over and, upon proper occasion, effect an accounting for plant property committed to his charge by reason of his position, designation, or assignment.

c. Personal Capital Plant Equipment. Government-owned nonexpendable equipment items having an estimated or actual initial cost less than 100,000 USD will be removed from the plant account and reported as minor property. This is equipment items which meet the preceding cost criteria and which are required or issued for use in the production of supplies, performance of services, or for any administrative or general plant support purposes in furtherance of the assigned mission of an activity. This equipment is generally known as plant property, base property, command support equipment, or garrison mobile property. General definitions which are more specifically delineated in the reference follow:

(1) Class 3 Plant Property. Includes all Government-owned personal property of a capital nature which has an estimated or actual initial cost meeting the above criteria. It must meet all of the criteria specified in reference (a), paragraphs 036301.2 and 036301.3. Equipment specifically excluded from reporting as class 3 property is listed in reference (a), paragraph 036301.4.

(2) Class 4 Plant Property (Industrial Plant Equipment). That part of plant equipment with an acquisition cost meeting the above criteria listed in paragraph 5(c), 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 and is under Defense Industrial Plant Equipment Center cognizance. Equipment specifically excluded from reporting as class 4 plant property is indicated in the reference (a), paragraph 036401.2.

(3) Classes 3 and 4 Plant Property. When an item of equipment meets all requirements of paragraphs 5c(1) and (2), preceding, and regardless of the funds used to finance the procurement, it will be classified and reported as plant property.

d. Plant Account Identification Number. A number affixed to plant property items for specific identification to facilitate management control.

e. Investigation. 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.

6. Responsibilities and Procedures

a. Property Control. The Property Control Officer will maintain cognizance over the management of plant property and comply with the following procedures and policies.

(1) Plant property will be accounted for, controlled and inventoried. All plant property accounts will have appropriate documentation delineating the proper acquisition, posting of receipts, issues, returns, inventories, disposal actions, repair actions, and investigations.

(2) Procedures will be established to ensure that plant property obtained by procurement action, irrespective of the funding source, will be properly entered into the records of the appropriate property account. Plant property items obtained from the Defense Reutilization and Marketing Office (DRMO) will also be entered into the records of the appropriate property account. All items on hand will have documentation to indicate the source from which obtained.

(3) Reference (a) requires that a physical inventory of classes 3 and 4 plant property be conducted triennially for reporting to higher headquarters. Reference (b) requires the performance of an annual physical inventory for local reconciliation purposes. These references additionally require that these inventories be conducted within specified time frames. Upon completion, the official plant property records and the inventory records will be reconciled. In conducting the inventories, the Property Control Officer will:

ASO 7320.1A

9 Jul 98

(a) Provide guidance to the Responsible Officers who will provide on sight inspection of each item carried on the official plant property records.

(b) Provide all RO's with a detailed list of all classes 3 and 4 plant property items under their cognizance.

(c) Be responsible for overall coordination of inventories and report findings to the Commanding Officer and higher authority, per the references.

(d) Request an investigation for all unaccountable plant property items as a result of the inventories.

(4) A plant property identification number affixed to a plant property item will not be duplicated on another item, altered, or removed when returned to store. When the item is to be disposed of and no longer meets plant property criteria, identification tags will be removed and disposal action initiated.

(5) An investigation will be conducted for all lost property and prior to disposal of government property that is worn out, damaged, or otherwise rendered unserviceable for its intended use, when fault or negligence is known or suspected or responsibility must be determined. Reference (a) provides detailed instructions for accomplishing investigations.

(6) Provide the S-6 Computer Services Branch (CSB) with serial numbers for procurement of ADPE plant property equipment.

(7) Provide the S-6 (CSB) with guidance as requested when making a determination as to what ADP equipment should be procured as ADPE plant property.

b. Responsible Officers. RO's will ensure the following procedures are accomplished in the management of their account.

(1) Effect internal control, inventory, and accounting for plant property held.

(2) Inventories

(a) Perform a complete physical inventory of all classes 3 and 4 plant property when directed by the MCAS Commanding Officer. As a minimum, a complete inventory will be conducted annually.

(b) Provide the Property Control Section with documentation for missing plant property.

9 Jul 98

(c) Provide the Property Control Section with documentation or information on equipment items found as a result of inventory, not previously identified as plant property.

(d) Prior to relief/assignment of a new RO, an inventory of plant property will be conducted to reconcile property records.

(e) Report of all overages and shortages of property appearing on the plant account inventory will be submitted to the Property Control Officer for appropriate action.

(3) Ensure that equipment is properly utilized, and when equipment is not being utilized it will be protected against weather conditions and other abusive conditions which may impair the appearance or operational mechanism of the equipment. If items are no longer required, proper arrangements will be made with the Property Control Officer to store, transfer or dispose of that equipment.

(4) Except for transfer or disposal action initiated by the Property Control Officer, government plant property will not be removed from the Air Station without written consent of the Commanding Officer.

(5) Plant property items leaving the RO's location or being relocated to other sections within the RO's location for repairs, temporary loan, or for any other short term purposes will be approved by the RO. The Property Control Officer will be notified of such action using enclosure (1) within five working days from the time action was initiated. When items are returned to the initial location, Property Control Officer will be notified using enclosure (1).

(6) When an item is beyond economical repair, provide the Property Control Officer with a memo requesting disposal of that plant property equipment. Provide justification for the disposal, based upon anticipated life expectancy of the equipment, repair costs, etc.

(7) No repair support or replacement will be provided to property items not accounted for on the records of the respective property accounts.

(8) CSB Officer Responsibilities. The individual designated as RO for the CSB, in addition to the requirements as set forth in foregoing paragraphs 5b and 5c, will be made accountable for the complete inventory and maintenance of all ADPE plant property, irrespective of the funding source or the physical location of the equipment.

ASO 7320.1A
9 Jul 98

(9) Ensure a cyclical equipment replacement plan is in place for all plant property. This plan should include required replacement date (based on life expectancy and condition of equipment), annual maintenance and repair costs and anticipated replacement cost. Such a schedule will ensure adequate funding is requested and budgeted to ensure timely equipment replacement.

c. Procurement of Plant Account Property

(1) Single items or groups of items (which make up a system) having a cost of \$100,000, or more, are classified as investment-type equipment and are authorized for purchase only with PMC funds. Requests for PMC funding may be submitted to the Comptroller at any time utilizing enclosure (2).

(2) Prior to requesting PMC funding for new equipment acquisition, performance of the following is required:

(a) An economic analysis must be completed for each requested item. This analysis should support both the requirement for the item, as well as, the alternative selected for procurement.

(b) Consult DOD and GSA excess listings as well as the local DRMO to ascertain availability of equipment through other programs.

(3) Upon approval of PMC funding, the requesting activity will provide all procurement documentation to the Property Control Office for preparation of requisition. This documentation will include quantity, unit cost, suggested source of supply, detailed description, model number, manufacturer's name and catalog number if available and any other pertinent information which will assist with procurement.

(4) The Property Control Officer will be notified immediately of any plant property items which are centrally funded or funded by another command and shipped to the user direct without going via the Property Control Officer and being assigned by the Property Control Officer.

7. Action

a. Commanding Officer, Department Heads and Special Staff Officers

(1) Assign RO's to be held accountable for all plant property assigned.

(2) Ensure RO's comply with the requirements of this Order.

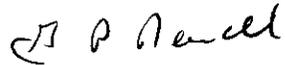
b. Property Control Officer

(1) Ensure a RO is assigned for all accounts at all times.

(2) Ensure procedures are maintained to adequately control and maintain all Air Station plant property.

c. S-6 Officer. Ensure adequate internal procedures are established to control all plant property ADPE.

8. Concurrence. The Commanding Officer, Marine Aircraft Group 31 concurs with the Order insofar as it pertains to Fleet Marine Force units aboard Marine Corps Air Station, Beaufort.



G. P. NEWELL
Executive Officer

DISTRIBUTION: B

ASO 7320.1A
9 Jul 98

CLASSES 3 AND 4 PLANT PROPERTY RELOCATION SHEET

From: Responsible Officer Account Number _____
To: Comptroller

Subj: Classes 3 and 4 Plant Property Relocation Sheet

Ref: (a) ASO 7320.1A

1. In compliance with the reference, the following plant property equipment has been relocated:

- a. Item: _____
- b. Plant Account Number: _____
- c. Equipment location (per the inventory account): _____

- d. Relocated to: _____
- e. Temporary/Permanent Relocation: _____
- f. Date effected: _____
- g. Purpose: _____

- h. Contact office/person/telephone number: _____

Responsible Officer's Signature

ENCLOSURE (1)

REQUEST FOR PMC FUNDING

1. Item Requested: _____
2. Description of Item (include size, color, voltage, end use, model number, manufacturer's name, or other pertinent specifications): _____

3. Quantity Requested: _____
4. Unit Price: _____
5. Plant Property Number being replaced (if applicable): _____

6. Life expectancy of item being requested: _____
7. Suggested Source of Supply (include address/phone): _____

8. Alternatives considered: _____

9. Open Purchase or System Item: _____
10. If Open Purchase, anticipated procurement time: _____
11. Detailed Justification and Impact: _____

ENCLOSURE (2)