



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Property Inventory Procedures for Custodians

FEB 7 2007

Instruction 4166

(LOG)

ABSTRACT

This Instruction establishes the inventory procedures to be followed by all the Uniformed Services University of the Health Sciences (USUHS) Property Custodians.

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 4166^a and provides procedures to enable Property Custodians to conduct inventories of their property accounts.

B. Reference. See *Enclosure 1*.

C. Policy. It is USUHS policy that Property Accounts will be inventoried and the Property Records Custody Receipt Listing (CRL) signed at least biennially.

Accountable property, as used in this Instruction, will mean any property purchased, or otherwise obtained, having a unit cost of \$5000 or more; leased assets (capital leases of any value (see Enclosure 2, E2.13 (Reference (b))); and assets that are sensitive or classified (see Volume 10, Table 61 of DoD 4100.39M (Reference (c))). In addition, accountable property records will be established on the following property items:

a. Computers, printers and cameras with a unit cost of \$500.00 or more.

b. The following items, regardless of price:

(1) Life support equipment.

(2) Equipment requiring certification

(i.e., biological hoods and precision

measurement equipment).

(3) Weapons.

(4) Human osteology items.

c. Other items under \$5000 as determined by the Accountable Property Officer.

D. Applicability. This Instruction is applicable to all USUHS Property Custodians, Department Chairs/Activity Heads, and Logistics (LOG) personnel.

E. Responsibilities.

1. The President, USUHS shall:

a. Ensure there is a single accountability system for all USUHS areas of responsibility.

b. Appoint, in accordance with DoD Instruction 5000.64, "Accountability and Management of DoD-Owned Equipment and other Accountability Property," paragraph 5.2.7, an Accountable Property Officer for USUHS.

2. Department Chairs/Activity Heads shall:

a. Maintain adequate inventory controls and accountability for their property within their areas of responsibility.

b. Designate, by letter of

appointment, a Primary Custodian and at least one Alternate Custodian.

c. Notify the Property Management Office (PMO) when a Primary or Alternate Custodian is leaving or relinquishing duties.

d. Ensure new Primary or Alternate Custodian(s) are assigned prior to the leaving of the out-going Custodian(s).

e. Ensure Property Custodians do not leave USUHS until joint inventories are performed with newly appointed Custodians.

3. The Property Management Office (PMO) shall:

a. Implement and enforce this Instruction and the Property Accountability Program.

b. Process, in accordance with USUHS Instructions and Procedures, all documents affecting the accountability or custody of property.

c. Prepare and schedule the biennial inventories.

d. Provide to the USU President a semi-annual report of all accounts inventoried to include a list of all missing items that have not been reconciled.

4. Property Custodians shall:

a. Maintain current custodial records for all accountable property within their assigned custodial areas. Sub-hand-receipting to the lowest possible level is suggested.

b. Initiate, in accordance with USUHS Instructions and Procedures, documents affecting the accountability or custody of property.

c. Continue surveillance to assure that property is accorded proper care and protection, and is used only for official purposes.

d. Identify and report any property that should be excessed when not required by the custodial area.

e. Ensure the prompt submission of DD Form 200, "Financial Liability Investigation of Property Loss," when property has been lost, stolen, damaged, or destroyed.

f. Perform physical inventories at least biennially.

g. Complete all inventories within 40 calendar days of initiation to include reconciling differences, signing the adjusted CRL and returning it to the PMO.

h. Identify and report unrecorded accountability property to the PMO within 30 days of being identified as found.

i. Notify the PMO 60 days in advance of leaving or relinquishing duties. (If, due to a job change, the Primary Custodian cannot provide the full 60 days' notice, the Property Custodian must notify PMO immediately so that an inventory can be conducted prior to the Custodian's departure.)

5. Individual employees shall:

a. Safeguard property within their control against theft and damage.

b. Immediately report any lost, stolen, damaged, or destroyed property to Security (SEC) and their Department Property Custodian.

b. Assist their Property Custodian complete biennial inventories.

c. Ensure they have a completed Property Pass for any government property taken outside of the USUHS campus or satellite locations.

F. Procedures. *See Enclosure 2.*

G. Effective Date. This Instruction is effective immediately.

A handwritten signature in black ink that reads "Charles L. Rice". The signature is written in a cursive style with a horizontal line at the end.

Charles L. Rice, M.D.
President

Enclosures:

1. References
2. Procedures

REFERENCES

- (a) USUHS Instruction 4166, "Property Inventory Procedure for Custodians," dated April 18, 2000 (hereby cancelled)
- (b) DoD Instruction 5000.64, "Accountability and Management of DoD-Owned Equipment and other Accountable Property," dated November 2, 2006
- (c) DoD 4100.39M, Volume 10, "Federal Logistics Information System Procedures Manual," as amended

PROCEDURES

1. The Department Chair/Activity Head will be advised of the requirement for the biennial inventory in the following manner:

a. Prior to August 30 of each year, the Chief, Property Management Branch (PMO) will prepare a schedule of the Property Accounts to be inventoried for the coming fiscal year (October-September). This schedule will be approved by the Director, LOG and provided to the Department Chairs/Activity Heads for planning.

b. The PMO/LOG, will advise the Department Chair/Activity Head by memorandum, at least 30 days in advance, that the account is scheduled for inventory, and announce the starting date.

c. Any request for deviation from this schedule must be submitted in writing (paper or e-mail) to the Chief, PMO.

2. All property updated accounts will be inventoried and the updated Property Custody Receipt Listing signed at least biennially.

Inventory is performed due to a change of the Property Custodian. A joint inventory must be conducted with the outgoing and incoming Property Custodians in order to relieve the outgoing Custodian of the responsibility for the Property Account.

3. The Property Custodian will be provided a bar code scanner and written instructions prior to the start of the inventory. The Custodian will scan all property physically located in his/her area of responsibility and return the scanner to the PMO within 15 calendar days.

4. Upon receipt of the bar code scanner, the PMO will download the information into

the computer system and provide the Custodian the following reports:

a. "Tags Matched all Criteria" - In this report the tag number, account, and the room numbers are entered into the scanner, match the corresponding information in the College and University Financial System (CUFS).

b. "Tags in Other Rooms" - In this report the tag and account numbers match the information in CUFS, but the scanned room number is different.

c. "Tags in Other Accounts" - In this report the scanned tag is physically located in the Property Custodian's area, but belongs to another department.

d. "Tags Scanned - Not in System" - In this report there is no record of the scanned tag in CUFS. These items will be researched and either detagged or added to the property records as Found On Installation (F.O.I.).

e. "Tags Not Scanned" - This report lists all property that was not scanned. These items must be scanned or, if the item is on loan, a copy of the hand receipt will be furnished to the PMO on request.

5. After a thorough search of the Property Custodian's area and records by the Property Custodian for each missing item, the Property Custodian will provide the required information to the PMO so that a DD Form 200, "Financial Liability Investigation of Property Loss" can be initiated. This form will be submitted to the Financial Liability/Inquiry Officer for further investigation. The PMO will provide a list of missing items to the appropriate Department Chair/Activity Head for his/her review/action.

Enclosure 2

6. After completion of the inventory, three copies of the new Custodial Receipt Listings (CRL) will be provided by the PMO to the Property Custodian. The Custodian will sign all copies, keeping one and returning the others to the PMO. The others will be placed in the PMO departmental account folder and master file.

7. In the event that an inventory is not completed within 40 calendar days from receipt of the scanner, a memorandum will be forwarded by the PMO to the Department Chair/Activity Head, through the Director, LOG, requesting immediate attention and completion of the inventory.