



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Property Inventory Procedures for Custodians

Instruction 4166

MAR 28 2016

(LOG)

ABSTRACT

This Instruction establishes the inventory procedures that all Uniformed Services University of the Health Sciences (USU) Property Custodians will follow.

A. Reissuance and Purpose.

This Instruction reissues USU Instruction 4166 (Reference a) and provides procedures that enable Property Custodians to conduct inventories of their property accounts.

B. Reference. *See Enclosure 1.*

C. Policy.

1. It is USU policy that all Accountable Property is recorded; that Property Custodians inventory their Property Accounts as directed; that individual departmental inventories are scheduled in advance; that a comprehensive wall-to-wall inventory will be conducted triennially; that signed Custody Receipt Listings (CRL) are updated as directed; and that Department Chairs/Activity Heads/Principle Investigators fully support this instruction.
2. Accountable property is defined in this Instruction as any property purchased, or otherwise obtained, having a unit cost of \$5,000 or more; leased assets of any value (Reference b); and assets that are sensitive or classified (Reference c). Additionally, items under \$5,000 considered pilferable, as determined by the USU Accountable Property Officer (APO), will also be inventoried. Examples of, but not limited to, pilferable items such as computers, digital cameras, life support equipment, and weapons.
3. Maintenance significant equipment and particularly equipment requiring certification (i.e., biological hoods and precision measurement equipment, etc.) will also be recorded.

D. Applicability.

This Instruction is applicable to all USU (to include AFRRI) Property Custodians, Department Chairs/Activity Heads/Principle Investigators, and Logistics (LOG) personnel.

E. Responsibilities.

1. The President, USU shall:

- a. Appoint a USU APO in accordance with Reference b.
- b. Ensure there is a single accountability system for all USU areas of responsibility.

2. Department Chairs/Activity Heads/Principle Investigators shall:

- a. Be responsible for maintaining adequate inventory controls and accountability for their property to the maximum extent possible within their areas of responsibility.
- b. Designate, by letter of appointment, a Primary Custodian and at least one Alternate Custodian. *See Enclosure 2.*
- c. Notify the APO/Property Management Branch (PMO) in writing when a Primary or Alternate Custodian is leaving or relinquishing duties.
- d. Ensure new Primary or Alternate Custodian(s) are assigned prior to the departure of the out-going Custodian(s).
- e. Ensure Property Custodians do not leave USU until joint inventories are performed with newly appointed Custodians.

3. The Accountable Property Officer (APO) shall:

- a. Implement and enforce this Instruction and the Property Accountability Program.
- b. Process all documents affecting the accountability or custody of property in accordance with USU Instructions and Procedures.
- c. Prepare and schedule individual department inventories annually.
- d. Prepare and schedule a comprehensive wall-to-wall inventory triennially.

4. Property Custodians shall:

- a. Maintain a current electronic Custodial Receipt Listing (CRL) for all accountable property within their assigned custodian areas. Provide sub-hand receipt documents using USU Form 5306 to other member(s) as appropriate to maintain a clear chain of accountability for any

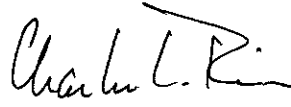
items utilized outside of the assigned custodian areas. *See Enclosure 3.*

- b. Submit USU Form 5306 when the accountability and custody of property is affected.
 - c. Continue surveillance to assure that property is given proper care and protection, and is used only for official purposes.
 - d. Submit USU Form 5306 to identify and report any property that should be excessed when not required by the assigned custodian area.
 - e. Perform physical inventories per the APO.
 - f. Immediately report any lost, damaged, destroyed or stolen property to the Logistics Division's APO PMO and to their Department leadership.
 - g. Complete all inventories within 30 calendar days of initiation to include reconciling differences. Then sign and return the adjusted CRL to the assigned Inventory Account Manager PMO.
 - h. Submit USU Form 5306 to identify and report unrecorded accountable property to the APO PMO within 30 calendar days of being identified as found.
 - i. Notify the APO PMO 60 calendar days in advance of leaving or relinquishing duties. (If, the Primary Custodian cannot provide the full 60 calendar days' notice due to a job change or transfer, the Property Custodian must notify the APO PMO immediately so that an inventory can be conducted prior to the Custodian's departure).
5. All USU employees shall:
- a. Safeguard property within their control against theft and damage.
 - b. Immediately report any lost, damaged, destroyed or stolen property to the Department Property Custodian and the Department Chairperson.
 - c. Assist their Property Custodian in completing all directed inventories.
 - d. Have in their custody a completed and signed USU Form 5306 Property Pass from the APO for any government property taken outside the USU campus or from a satellite location.

F. Procedures. *See Enclosure 4.*

G. Effective Date.

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice". The signature is fluid and cursive, with a prominent "C" and "R".

Charles L. Rice, MD
President

Enclosures:

1. References
2. Property Custodian Appointment Acknowledgement Memorandum
3. USU Form 5306 "Equipment/Furniture Request"
4. Procedures

REFERENCES

- (a) USU Instruction 4166, "Property Inventory Procedure for Custodians," dated March, 2012 (cancelled).
- (b) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and other Accountable Property, dated May 19, 2011.
- (c) DoD 4100.39M, Volume 10, "Federal Logistics Information System Procedures Manual," as amended.
- (d) USU Instruction 7201, "Reporting of Government Property Lost, Damaged, or Destroyed, (GPLD)," dated April 8, 2014.
- (e) DoD 7000.14-R, Volume 12, Chapter 7, "DoD Financial Management Regulation," dated March 2014.
- (f) DoD 7000.14-R, Volume 5, Chapter 30, "Debt Collection by Involuntary Salary and Administration Offset," dated February 2009.
- (g) United States Code: Title 37, Section 1007, "Deductions from Pay."

MEMORANDUM FOR (Name of Appointed Property Custodian)

SUBJECT: Appointment as USU Property Custodian

References: (a) USU Instruction 4166

(b) USU Instruction 4100

1. Per references (a) and (b), you are appointed as the Property Custodian for all personal property assigned to (Dept. / DMLSS Account No.) . You are instructed to familiarize yourself with references (a) and (b), specifically with the definition of personal property and the establishment of accountability. In the event that accountable personal property under your control is found to be lost, damaged, destroyed or stolen, actions are to be taken per reference (b).
2. Responsibility will terminate upon separation/transfer or appointment of another Property Custodian by the Department Chair/Activity Head at which time a turnover inventory by the current and newly designated Property Custodian must be conducted.

Department Chair/Activity Head/PI

From: _____

To: Accountable Property Officer

Subj: ACKNOWLEDGEMENT AS PROPERTY CUSTODIAN

I acknowledge receipt of the collateral duty assignment as Property Custodian for Personal Property assigned to (Dept. / DMLSS Account No.). I have familiarized myself with references (a) and (b), and fully understand my assigned duties. I understand it is my responsibility to inform the APO of my departure at least 60 days in advance.

Signature

Date

Distribution:

Original to APO

Copy retained by Dept

USUHS EQUIPMENT/FURNITURE REQUEST					DATE	
REQUEST FOR: <input type="checkbox"/> ISSUE <input type="checkbox"/> TURN-IN <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROPERTY PASS (Only 1 type per request)					DATE REQUIRED	
ACTIVITY OR DEPARTMENT			PROPERTY ACCOUNT NO.		TELEPHONE NUMBER	
SIGNATURE OF PROPERTY CUSTODIAN			FOR PROPERTY PASS ONLY SIGNATURE			
TAG NUMBER	DESCRIPTION	From Activity	Location	To Acct. No.	Location	Document No.
LOGISTICS USE ONLY			RECEIPT OF PROPERTY ACKNOWLEDGED			
DATE RECEIVED	LOG CONTROL NUMBER	SIGNATURE OF LOSING CUSTODIAN				
APPROVING AUTHORITY		SIGNATURE OF WAREHOUSE			DATE	
POSTED INIT. & DATE	QC INIT. & DATE	Property Received by/Signature of Gaining Custodian			DATE	

USUHS FORM 5306 (REV) (LOG) 09/03
Preparation Instructions on reverse Side of Number 5 copy

1. Property Management Branch's Copy OR Property Pass

This 5 part form is available from PMO's Office

PROCEDURES

1. The APO will advise the Department Chair/Activity Head/Principle Investigator of the requirement for an inventory in the following manner:
 - a. Prior to August 30 of each year, the APO/PMO will prepare a schedule of the Property Accounts requiring an inventory for the coming fiscal year (October-September). The Director, Logistics Division will approve this schedule and provide it to the Department Chairs/Activity Heads for planning purposes.
 - b. The APO will provide the Department Chair/Activity Head by memorandum, at least 30 calendar days in advance of the date 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 to the APO.
2. Property Custodians will inventory their Property Accounts and update their property CRL with signature at least triennially. An inventory will be 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 PMO will provide the Property Custodian with a bar code scanner and written instructions prior to the start of the inventory. The Custodian will scan all property physically located in their area of responsibility and return the scanner to the PMO within 10 calendar days.
4. Upon receipt of the bar code scanner, the PMO will download the information into the property management system.
5. For those items on the official property records that do not appear as being scanned, a physical search must be conducted by the Property Custodian and the PMO assigned Account Manager. If the missing item(s) are still not found after a thorough search of the Property Custodian's area, custodian records and PMO records, the PMO Account Manager will initiate an Inquiry Initiation Form. This form will be submitted to the APO who will initiate an inquiry and/or formal investigation. The APO/PMO will provide a list of missing items to the appropriate Department Chair/Activity Head for their review/action.
6. After completion of the inventory, the Property Custodian will provide three copies of the new CRL to the APO/PMO. The Custodian will sign all copies, keeping one and returning the others to the PMO for filing in the respective departmental account folder and the PMO master file.
7. In the event that an inventory is not completed within 30 calendar days from receipt of the scanner, a memorandum will be forwarded by the APO to the Department Chair/Activity Head, through the Director, Logistics Division, requesting immediate attention and completion of the inventory.