DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:

JAG/CNLSCINST 7320.1
JAG 64

NOV 23 2011

JAG/COMNAVLEGSVCCOMINST 7320.1

From: Judge Advocate General
Commander, Naval Legal Service Command

Subj: PERSONAL PROPERTY POLICIES AND PROCEDURES

Ref: (a) SECNAVINST 7320.10A

Encl: (1) Navy PP&E Material Movement Form

1. Purpose. To establish organization-specific policies and procedures for personal property management in Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC) activities to supplement reference (a).

2. Roles and Responsibilities

a. Assistant Judge Advocates General (AJAGs) and Commanding Officers are custodians and Responsible Officers (RO) for all personal property under their cognizance.

b. Officers-in-Charge and Branch Office Heads are the Sub-custodians for their activities.

c. Code 64 is the overall Personal Property Management program manager. As such, Code 64 will track submission of NLSC activities' annual inventory reports, including all necessary documentation. Code 64 will also enter all RO or Sub-custodian changes and property changes in the Defense Property Accountability System (DPAS). Additionally, Code 64 personnel making purchases of personal property will inform the individual updating DPAS of any new purchases meeting the reporting requirements to ensure follow-up of these purchases with the command.

d. AJAGs and Commanding Officers must designate in writing a Personal Property Manager (PPM) and forward a copy to the OJAG Fiscal and Resource Services Division (Code 64). AJAGs and Commanding Officers are also responsible for notifying Code 64 when there is a change in RO. PPM roles and responsibilities are outlined in reference (a).

e. ROs, Sub-custodians, and PPMs must thoroughly understand reference (a) and guidance located at the Plant Property and Equipment (PP&E) website, https://www.navsup.navy.mil/nppe.

3. Policy

a. Reportable personal property is defined per reference (a) as items used, but not consumed, to produce goods or services in support of DON's mission with a unit acquisition cost of $5,000 or more; items that are sensitive or classified; or items that meet all three of the following criteria:

(1) Pilferable;

(2) Critical to the activity's business/mission; and

(3) Hard to repair or replace.

b. OJAG and NLSC activities will conduct a physical inventory of the reportable personal property annually. The RO will not be involved in conducting the physical inventory for which the RO is responsible. Per reference (a), a physical inventory must also be completed following change in RO.

c. When conducting any action mentioned in paragraph 3.b. of this instruction, all reportable personal property items must be documented using enclosure (1). Enclosure (1) must be signed and dated by the RO.

d. AJAGs and Commanding Officers will provide Code 64 with a copy of their PPM designation letter. They will also notify Code 64 following a change in RO or Sub-custodian.

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Commander, Naval Legal Service Command

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Judge Advocate General

Distribution:
Electronic only, via Navy Directives website, http://doni.daps.dla.mil; and the OJAG website, http://www.jag.navy.mil.

Material Movement or Record Update Document

This form is designed for centrally managed sites to E-mail their PPM for updating of their DPAS records. Save this form to your computer, fill in the blanks, save it, then email the form to your PPM. Please also note that a copy of this form must be signed and dated by RO.

This section to be completed by the site Responsible Officer (RO)

Type of Request: (Place an X in the Box that applies)

Receipt	Xfer in	Xfer out	Turn in	B/C Chg	SN Chg	Loc Chg	HRH Chg	HRH Xfer	Survey	Inventory	Write In

Nomenclature:	Serial Number:	UIC:	Dept Code

Site Location:	Bldg/Floor	Room/Location	Work Center

Date Received:	Received From (UIC/HRH):	Transfer To UIC/HRH:	Turn-In UIC:

Received by: Name	Phone (DSN)	Email address:

Responsible Officer: Name	Phone (DSN)	Email address:

Purchase Order/Document Number:	CLIN (if appropriate)	Acquisition Cost:

Acquisition Date	Manufacturer Name:	Manufacturer Model/Part Nbr:

Manufacture Year	FSC	Stock Nbr	INV done by (name)	Inv date updated	Lease item?

Remarks:

This section to be completed by the Personal Property Manager (PPM)

Date Received:	Date processed in DPAS:	Bar Code Number:

Date returned to Property Custodian	Date Activated (capital only)	Local use:

Remarks: