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Equipment Management

MANAGEMENT OF GOVERNMENT PROPERTY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides additional policy, guidance and procedures for the proper management of government owned assets in the possession of the Air Force. It applies to Headquarters First Air Force (HQ 1/AF), Air Forces Northern (AFNORTH), Continental United States (CONUS) North American Aerospace Defense Command (NORAD) Region (CONR) and Direct Reporting Units (DRU). This instruction conforms to Air Force Instruction 23-111, Management of Government Property in Possession of the Air Force and Air Force Manual 23-110, USAF Supply Manual. It authorizes and directs division chiefs and DRU commanders to manage government property under their command. It instructs subordinate personnel to responsibly manage and care for Air Force property under their authority and/or control. This instruction applies to all Air Force military/civilian personnel and individuals required by contract to manage and be responsible for government property including contractors, the Air National Guard and Air Force Reserve. Management of nonappropriated fund property is addressed in AFI 34-204, Property Management. This instruction outlines definitions for the accountable officer, responsible officer and responsible person (Property Custodian). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

1. References:

- 1.1. AFI 23-110
- 1.2. AFMAN 23-111
- 1.3. AFMAN 23-220
- 1.4. AFMNAN 33-363

2. General Property Management Responsibilities:

2.1. The Air Force's mission makes it imperative that all personnel operate and maintain government systems, equipment, supplies and real property in the best possible condition, in constant readiness and in the absolute minimum quantities necessary to accomplish assigned tasks.

2.2. The Air Force provides through property managers, proper allocation, control, use, and safeguarding of property under Air Force control. Property management tenets apply to each individual. Property management responsibilities limit the use of government property to official purposes only.

2.3. Supply discipline is mandatory and essential to conserve, protect and maintain available government systems, equipment, supplies and real property for operational requirements. Subordinate commanders are responsible to their commanders for prudent management, control, storage and cost-effective use of government property under their jurisdiction. Government property includes, but is not limited to, hand tools, operating stocks, individual equipment, organizational and operational administrative equipment and supplies.

2.4. Property management responsibility includes financial liability for the loss, damage, or destruction of property resulting from negligence, willful misconduct or deliberate unauthorized use.

3. Specific Property Management Responsibilities:

3.1. DOD and Air Force policy provides for varying levels of responsibility and roles when managing or controlling government property.

3.2. In addition to the general responsibilities applicable to all Air Force personnel, Department of Defense directives establish the following property accountability echelons:

3.2.1. **Accountable Officer.** An individual appointed by proper authority that maintains item records and/or financial records in connection with government property, irrespective of whether the property is in his or her possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or for care and safekeeping (a primary and alternate should be appointed).

3.2.2. **Responsible Officer.** An individual appointed by proper authority to exercise custody, care and safekeeping over property entrusted to his or her possession or under his or her supervision (branch/section chiefs).

3.2.3. **Responsible Person (property custodian).** An individual issued government property on the basis of a property receipt.

4. Roles and Responsibilities:

4.1. Commanders, division chiefs and subordinates:

4.1.1. Accurately maintain property records to reflect current inventory and condition of property, to include Government Purchase Card purchases.

4.1.2. Ensure all personnel carefully and economically use and safeguard property.

4.1.3. Provide adequate security, protection and storage for property.

4.1.4. Ensure property found on installations and not accounted for is identified and recorded on property book records.

4.1.5. Adjust records to reflect all discovered shortages and make adjustments according to prescribed directives.

4.1.6. Make recommendations to accountable officers for the prevention and correction of fraud, waste, and abuse activity.

4.1.7. Appoint primary and alternate accountable officers.

4.1.8. Adhere to all Air Force and Department of Defense policies concerning acquisition of specific classes of supply. For materiel ordered through base medical supply, use the Medical Logistics or Defense Medical Logistics Standard Support System.

4.1.9. Ensure authorization request action is taken to obtain the equipment necessary to support the assigned or programmed functions and unit mission.

4.1.10. Make sure all items are properly maintained and safeguarded. If loss, damage or destruction occurs to reportable equipment items, factual data must be provided as support documentation for relief of responsibility and accountability.

4.1.11. Ensure all unit personnel are properly instructed in the care and safeguarding of supplies and equipment and instructions are rigidly enforced.

4.1.12. Appoint capable individuals as property custodians and alternates and establishment of, change to or reconciliation of custodian accounts.

4.1.13. Ensure that all personnel within the organization are aware of the policies and guidelines expressed in AFI 23-111.

5. Relief from Custodial Responsibility:

5.1. Commanders provide relief from custodial responsibility with:

5.1.1. Documents or computer records showing turn-in or transfer of items to another custodian.

5.1.2. Approved reports that provide for disposition of, or relief from responsibility for items that have become unusable due to damage, loss, deterioration, obsolescence or destruction.

5.1.3. Approved inventory adjustments or a prescribed document to adjust losses incidental to normal operations.

5.1.4. Policies and procedures regarding the unauthorized use of property, recovery of property unlawfully held and accounting for property lost or destroyed by other than fair wear and tear are in AFMAN 23-220, Reports of Survey for Air Force property.

6. Monetary value of items to be included in property records

6.1. All items valued in excess of \$500 will be annotated, inventoried and accounted for according to this instruction.

6.1.1. Lesser valued items may be added at the division chief discretion (highly pilferable or difficult to control items).

6.1.2. Equipment/items will not be accounted for and inventoried in more than one system such as ADPE or COMSEC. They will be controlled through the more stringent processes as defined by the appropriate AFIs.

6.2. Each division and work section will be responsible for the items included in their inventory.

6.3. Each responsible officer will contact A4R supply to seek assistance when required and/or appropriate.

OFFICIAL

//SIGNED//
HENRY C. MORROW
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Commander