This publication implements Air Force Policy Directive (AFPD) 23-1, *Supply Chain Materiel Management*. Non-Appropriated Fund (NAF) property is addressed in Air Force Instruction (AFI) 34-204, *Property Management*. This Instruction covers materiel for which accountability and inventory control requirements are prescribed in Department of Defense Manual (DoDM) 4140.01, Volumes 1-11, *DoD Supply Chain Materiel Management Procedures*, and Defense Logistics Management Standards (DLMS) 4000.25, Volumes 1, 2, 3, 4, 6 & 7 (Complete Manual); Defense Logistics Manual (DLM) 4000.25-2, *Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)* and Department Of Defense Instruction (DoDI) 5000.64 *Accountability and Management of DoD Equipment and Other Accountable Property*. This publication prescribes basic guidance and responsibilities for managing government property under Air Force control through authorizing and directing commanders to manage government property under their command. This Instruction applies to Regular Air Force (RegAF) and Air Force Reserve Component personnel. This publication applies to the Air National Guard (ANG) to the extent its provisions do not conflict with 32 U.S.C. § 708, *United States Property and Fiscal Officer*, DoDI 1200.18, *United States Property and Fiscal Officer Program*, or NGR 130-6/ANGI 36-2, *United States Property and Fiscal Officer Appointment, Duties and Responsibilities*. This publication may be supplemented at any level, but must be routed to the OPR for coordination prior to certification and approval in accordance with AFI 33-360, Publication and Forms Management. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements...
in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include the definition and responsibilities of the Accountable Property Officer (APO); the implementation and identification of the Component Property Lead (CPL). Finally, administrative revisions were made in the Title Page, to change Defense Logistics Management Standards (DLMS) 4000.25, Department of Defense Instruction (DoDI) 4140.01 and Department Of Defense Instruction (DoDI) 5000.64 to accurately update this Instruction.

**Section A—Roles and Responsibilities**

1. **Deputy Chief of Staff, Logistics, Engineering & Force Protection.** The Deputy Chief of Staff (DCS), Logistics, Engineering & Force Protection (AF/A4) is appointed as the component property lead (CPL) in accordance with DoDI 5000.64, Section 2.2.(c) and HAF MD 1-38, Attachment 1, paragraph A1.61.

2. **Major Commands.**
   2.1. MAJCOM CDs are appointed as primary accountable property officers on behalf of the CPL in accordance with DoDI 5000.64. (T-0).

3. **Responsibilities for appointment of APO:**
   3.1. Include the identification of the specific Accountability Property System of Record (APSR) or functional area of responsibility, specific expectations, and mandatory requirements to comply with policy and guidance. (T-1).

4. **Accountable Property Officer will:**
   4.1. Comply with DoDI 5000.64. (T-0).
   4.2. Ensure inventories of accountable property under their purview are conducted at periods prescribed in accordance with the accountable property system of record guidance.

5. **United States Property and Fiscal Officers (ANG Only).** United States Property and Fiscal Officers (USPFO) appointed pursuant to 32 U.S.C. § 708 are the primary accountable officers within the Air National Guard (ANG). In addition to the duties and responsibilities set forth in paragraph 4 of this instruction, USPFO’s will comply with 32 U.S.C. § 708, DoDI 1200.18, United States Property and Fiscal Officer Program, and NGR 130-6/ANGI 36-2, United States Property and Fiscal Officer Appointment, Duties and Responsibilities. (T-0).

6. **Commanders/Directors will:**
   6.1. Appoint all property custodians in writing. (T-1).
6.2. Ensure all personnel carefully and economically use and safeguard property. (T-1).

6.3. Provide adequate security, protection and storage for property. (T-1).

7. **Property Custodians/Managers Responsibilities will:**

   7.1. **Provide the proper allocation, control, use, and safeguard of property under Air Force control.** (T-1).

   7.2. Electronically track and record transactions affecting Classes of Supply under their functional control. Ensure transactions are captured in the applicable accountable property system of record. Utilize manual transactions when appropriate Information Technology (IT) is unavailable. (T-1).

   7.3. Automatically and/or manually report accountable property system of record adjustments to the designated accountable officer. (T-1).

   7.4. Identify and report, disposition of serviceable, unserviceable, repairable, and excess property. (T-1).

   7.5. Maintain and secure auditable and/or accountable documents. (T-1).

      7.5.1. Sign custody receipts or listings for property charged to their organization. (T-1).

      7.5.2. Maintain a copy of each document or computer record that confirms acquisition or movement of property. (T-1).

   7.6. Initiate financial liability investigation of property loss, for government property that is lost, damaged, destroyed or stolen. (T-0). Refer to DoD 7000.14-R, Vol 12, Ch 7, Financial Liability for Government Property Lost, Damaged, Destroyed or Stolen.

   7.7. Manage contingency location closure actions affecting their respective Classes of Supply. (T-1).

   7.8. Properly document and itemize physical inventories. (T-1).

   7.9. Maintain certificates of transfer between responsible/accountable personnel. Temporary issues will be tracked using the AF Form 1297, Temporary Issue Receipt. (T-1).

   7.10. At the unit level record and account for Government property that does not require accountable property system of record recording, such as Government Purchase Card (GPC) transactions that do not meet the threshold for accountable property system of record recording. In accordance AFI64-117, Air Force Government Wide Purchase Card (GPC) Program. (T-1).

8. **Relief from Custodial Responsibility.** Appointed accountable property officers provide relief from custodial responsibility.

9. **Accountable Property System of Record**

   9.1. Logistics accountable property system of record approval will be routed through the A4 chain of command to obtain approval prior to implementation. (T-1).
9.2. Accountable Property System of Record approval packages will contain all elements listed in accordance with DoDI 5000.64. (T-0). A4L approved accountable property system of records are listed within Attachment 2 of this document.

WARREN D. BERRY, Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
Title 10, United States Code, Section 2788, Property Accountability: Regulations, February 1, 2010
Title 10, United States Code, Chapter 1805, Miscellaneous Provisions, February 1, 2010
Title 32, United States Code, Section 708, Property and Fiscal Officers, February 1, 2010
Title 32, United States Code, Armed Forces, Section 710, Accountability for Property Issued to the National Guard, February 1, 2010
DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property, 27 April 2017
DLM 4000.25-2, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), 13 June 2012
DoD 4140.01, DoD Supply Chain Materiel Management Procedures, 10 February 2014
AFPD 23-1, Air Force Materiel Management, 7 September 2018
AFI 23-201, Fuels Management, 20 June 2014
AFI 33-360, Publications and Forms Management, 1 December 2015
AFI 34-204, Property Management, 27 August 2004
AFMAN 33-363, Management of Records, 1 March 2008
HAF MD 1-38, Deputy Chief of Staff, Logistics Engineering and Force Protection, 1 April 2015

Prescribed Form
AF Form 1297, Temporary Issue Receipt, 1 July 1987

Adopted Form
AF Form 847, Recommendation for Change of Publication, 22 September 2009

Abbreviations and Acronyms
AFI—Air Force Instruction
AFMC—Air Force Materiel Command
ANG—Air National Guard
APO—Accountable Property Officer
APSRT—Accountable Property System of Record
DCS—Deputy Chief of Staff
Terms

Accountable Property Officer—An individual who, based on his or her training, knowledge, and experience in property management, accountability and control procedures, is appointed in writing through the DoD Component procedures to establish and maintain an organization’s accountable property records, systems, and/or financial records, in connection with Government property, irrespective of whether the property is in the individual’s possession.

Accountable Property—Property that meets accountability requirements and is recorded in the accountable property system of record. Accountable property is referenced in DoDI 5000.64.

Accountable Property System of Record—The Government system used to control and manage accountable property records; a subset of existing organizational processes related to the lifecycle management of property; the system that is integrated with the core financial system. The accountable property system of record may also control and manage non-fiduciary accountable records.

CPL—Serves as the proponent for property accountability on behalf of the Head of the DoD Component. May consist of multiple persons in different capacities, including primary accountable property officers, senior logisticians, senior property managers, or other appropriate senior personnel.

Floor-to-Book—Floor-to-book style inventory refers to physically checking the entire work area for accountable items and ensuring those items are completely recorded in an accountable property system of record.

Primary Accountable Property Officer—The principal Accountable Property Officer for a DoD Component. Other Accountable Property Officers, regardless of position title, should support the Primary Accountable Property Officer in accomplishing the requirements of this instruction. The Primary accountable property officer supports or acts as the CPL as described by the DoD Component policies.

Property—All references to property contained herein include equipment, military equipment, and other accountable property (e.g., administrative property, special tools, special test
equipment). Other types of personal property, such as supplies, material, and records, are not included unless expressly stated as being included.

**Property Custodian**—An individual appointed by the Accountable Property Officer, who accepts custodial responsibility for property, typically by signing a hand-receipt. The property custodian is directly responsible for the physical custody of accountable property under their control.

**Property Management**—A monitoring and control function, charged with assuring that organization processes related to the lifecycle of property support organization objectives, represent sound business practice, and are compliant with applicable standards, policies, regulations, and contractual requirements. Also, the system of acquiring, maintaining, using and disposing of the personal property of an organization or entity.

**United States Property and Fiscal Officers (USPFO)**—The primary accountable officers in accordance with Title 32 U.S.C. 708 within the Air National Guard.
## ACCOUNTABLE PROPERTY SYSTEM OF RECORD (APSR) TABLE

Figure A2.1. Accountable Property System of Record (APSR) Table.

<table>
<thead>
<tr>
<th>SYSTEM ACRONYM</th>
<th>ACCOUNTABLE PROPERTY SYSTEM of RECORD TITLE</th>
<th>ASSETS STORED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSS</td>
<td>Distribution Standard System</td>
<td>Depot Wholesale/Depot Retail Assets (in warehouse only)</td>
</tr>
<tr>
<td>D035</td>
<td>Stock Control System</td>
<td>AFMC managed assets in maintenance and at contractor facilities</td>
</tr>
<tr>
<td>CDAS</td>
<td>Cryptologic Depot Accountability System</td>
<td>Communication Security (COMSEC)/Cryptographic Assets</td>
</tr>
<tr>
<td>ILS-S</td>
<td>Integrated Logistics System- Supply</td>
<td>Base Level Retail Assets</td>
</tr>
<tr>
<td>REMIS</td>
<td>Reliability &amp; Maintainability Information System</td>
<td>Aircraft, Intercontinental Ballistic Missiles (ICBM), Satellites, Cruise Missiles, Aerial Targets/Drones</td>
</tr>
<tr>
<td>RAMPOD</td>
<td>Reliability, Availability, Maintainability for Pods &amp; Integrated Systems</td>
<td>POD</td>
</tr>
<tr>
<td>IMDB</td>
<td>Integrated Missile Data Base</td>
<td>Intercontinental Ballistic Missiles (ICBM), Uninstalled Missiles Motors</td>
</tr>
<tr>
<td>CAS</td>
<td>Combat Ammunition System</td>
<td>Munitions</td>
</tr>
<tr>
<td>AFEMS</td>
<td>Air Force Equipment Management System</td>
<td>Equipment (including Government Furnished Equipment (GFE))</td>
</tr>
<tr>
<td>CEMS</td>
<td>Comprehensive Engine Management System</td>
<td>Engines</td>
</tr>
<tr>
<td>DPAS</td>
<td>Defense Property Accountability</td>
<td>Equipment</td>
</tr>
</tbody>
</table>