



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 7322.1B

M1A

8 Jan 08

NAVMEDEAST INSTRUCTION 7322.1B

Subj: MINOR PROPERTY CONTROL

1. Purpose. To promulgate procedures for the inventory, accounting, and reporting of minor property.
2. Cancellation. HLTHCARESUPPOINST 7322.1A
3. Definitions. For the purpose of this instruction, the following definitions apply:
 - a. "Minor property" is personal property acquired for immediate use and having a unit cost of from \$2,500 to \$100,000.
 - b. "Pilferable items" are items which can be easily converted to personal use.
 - c. "Intent of use" is the decision factor made by the activity whether a group of compatible items could be considered minor property and recorded individually or plant property and recorded in the aggregate. The two major items falling within this definition are systems furniture and information systems. If the individual units of the system are available for continuous new placement, then the individual units could be considered minor property if the individual unit cost does not exceed \$100,000.
 - d. "Minor Property Administrator" is individual with overall responsibility for the activity's minor property.
 - e. "Minor Property Responsible Officers" (MPROs) are the custodians responsible for individual items and/or groups of minor property in their departments.
4. Background. Command inspections and Naval Audit Service reviews of several activities have revealed inadequate controls over minor property. Particularly, minor property was not being tagged with local identification numbers and adequate records for internal management purposes were not maintained.
5. Responsibilities
 - a. The Minor Property Administrator shall:

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(1) Maintain minor property control records to include item description by name, serial number (if any), model number, manufacturer, location, locally assigned identification number, acquisition date and cost (if known).

(2) Permanently mark all minor property with a locally assigned identification number.

(3) Schedule a physical inventory on a triennial basis to be conducted by personnel independent of the MPRO accountable for individual items of minor property.

(4) Provide a minor property inventory listing to each MPRO.

(5) Implement a formal procedure to transfer minor property upon change of a MPRO.

b. Each MPRO shall be responsible for the minor property under his/her control and advise the Minor Property Administrator of acquisitions, dispositions, and transfers of minor property.

c. The Administrative Support Department shall develop and maintain policy and procedure for the minor property management system throughout Navy Medicine East (NME). The Administrative Officer is designated the Minor Property Administrator for NME. MPROs shall be the heads of departments.

6. Reports. Minor property reports are for internal NME use only. Minor property reports/records/inventory results, and oversight reviews must be available for review by government auditors and for command inspections.



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List A