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AIRS DETAILED INSPECTION CHECKLIST

2/11/2004

FA SC STMT TEXT

561 GARRISON PERSONAL PROPERTY, PLANT & EQUIPMENT (PP&E)

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561 01 PERSONAL P P & E, ACCOUNTABILITY

561 01 001 Are records for accountable property being established and maintained in the DON's approved personal property system, Defense Property Accountability System (DPAS)?

References

CMC Msg 080133Z Dec PAR 1. and 2.

SECNAVINST 7320.10A, PAGE 6, PAR (e)

561 01 002 Is the Activity using the correct criteria to establish records for accountable personal property?

Reference

SECNAVINST 7320.10A PAGE 5, PAR d.(1)

561 01 003 Has local polices and procedures been established to monitor and ensure that personnel assigned to billets associated with DPAS property management operations being scheduled for training within 30 days of assuming duties?

Reference

SECNAVINST 7320.10A PAGE 6, PAR (e)

561 01 004 Is the Activity submitting quarterly financial reports for property the meet the capitalization threshold to HQMC(LFS-1), using the DPAS generated report or the NAVCOMPT 167?

Reference

SECNAVINST 7320.10A PAGE 7, PAR e.

MCO P10150.1 PAR 8011., 3.

CMC MSG 311419Z MAR 00, PAR 2.

- 561 02 Personal P P & E, Management
- 561 02 001 Has the Activity Commander designated in writing, an individual as the Command's Personal Property Manager (PPM)?
Reference
MCO P10150.1, PAR 8001
SECNAVINST 7320.10A PAGE 7, PAR 3.b.
- 561 02 002 Is the Activity using the correct acquisition cost threshold to determine Plant (capitalized) property?
Reference
SECNAVINST 7320.10A PAGE 4, PAR b.(1)
- 561 02 003 Is the Activity using the correct acquisition cost threshold to determine Minor and Sub-Minor property?
Reference
SECNAVINST 7320.10A PAGE 4, PAR b.(2)
- 561 02 004 Is the Activity in compliance with the assignment and construction of bar codes recorded in DPAS?
Reference
SECNAVINST 7320.10A, PAGE 20, PAR (a) and PAGE 21, PAR (2)
- 561 02 005 Has the Activity complied with guidance in requesting disposition instructions for serviceable and or unserviceable plant property?
Reference
MCO P10150.1, PAR. 8010.
- 561 02 006 Has the Activity established a refurbishment program (Maintenance and repair) for furniture, furnishings and equipment to support the Installation and all tenant Commands?
Reference
MCO P10150.1, PAR. 2005.
- 561 02 007 Are BEQ furnishings cared for and maintained properly?
Reference
MCO P10150.1, PAR. 2005
- 561 02 008 Does the Activity have a program to identify personal property requirements for replacement or augmentation?
Reference
MCO P10150.1 PAR 2005.

561 03 PERSONAL P P & E, BUDGET AND ACQUISITION

561 03 001 Has the Activity established the Defense Reutilization program as the first source of supply?

Reference
MCO P10150.1, PAR 7003.

561 03 002 Has the Activity reported and accounted for morale, welfare and recreation (MWR) personal Property, Plant and Equipment that meet the capitalization threshold, that been procured with appropriated and non appropriated funds?

Reference
MCO P10150.1, PAR 8002.

561 03 003 Has the Activity complied with the expense and investment funding criteria with regards to type appropriations (i.e., O&MMC and PMC) used in the acquisition of personal property?

Reference
MCO P10150.1 PAR 6004.

561 03 004 Is the Activity planning, programming and submitting budgeting documentation to HQMC(LFS-1) for the replacement of furniture and furnishings under the Whole Room Concept (Bachelor Quarters and MessHalls) and are the results of this program being monitored?

Reference
MCO P10150.1, PAGE 2-8, PAR 2.a./b. and PAR 6.

561 04 PERSONAL P P & E, INVENTORY

561 04 001 Has the Activity complied with guidance to conduct a triennial physical wall-to-wall inventory of all Garrison property?

Reference
SECNAVINST 7320.10A PAGE 21, PAR c. and d.

561 04 002 When physical inventory results cannot be reconciled with accountable records, is the Activity conducting causative research and as appropriate initiating investigations?

Reference
MCO P10150.1, PAR 8004.

- 561 04 003 Are physical inventory sheets and associated documentation being retained until the next wall-to-wall physical inventory has been completed?
Reference
SECNAVINST 7320.10A PAGE 13, PAR b.(2) and PAGE 22, PAR e.
- 561 04 004 Are physical inventory teams independent of account undergoing inventory being created to conduct inventories and signing inventory worksheets?
Reference
SECNAVINST 7320.10A PAGE 22, PAR f.(1)(c)/(d) and PAGE 24, PAR (f)
- 561 04 005 Has the Activity submitted a Physical Inventory of Completion Letter to HQMC(LFS-1) and have retained a copy of letter?
Reference
SECNAVINST 7320.10A PAGE 27, PAR (e) and (f)