



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332

IN REPLY REFER TO

COMNAVLEGSVCCOMINST 7321.1
JAG 63
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COMNAVLEGSVCCOM INSTRUCTION 7321.1

From: Commander, Naval Legal Service Command

Subj: MANAGEMENT OF CLASS 3 PLANT AND MINOR PROPERTY

Ref: (a) NAVREGS 0702
-- (b) NAVLEGSVCCOMINST 5800.1B, sec. 0215
(c) NAVCOMPTMAN Vol III, chap. 6
(d) SECNAVINST 5500.4 [series]

1. Purpose. To establish procedures to ensure accountability for minor property and class 3 plant property held by the Naval Legal Service Command.

2. Cancellation. COMNAVLEGSVCCOMINST 7321.

3. Background. Navy Regulations, reference (a), assigns responsibility to the commanding officer for economy in the command and sound management of monies and materials. Reference (b), the NLSO Manual, in addition to reiterating the responsibilities of commanding officers and officers in charge, requires property inventory and marking in accordance with reference (c), NAVCOMPTMAN. This instruction further describes those procedures and duties.

4. Definitions.

a. Minor Property: personal property acquired for immediate use and having a unit cost of less than \$5,000; personal property items having a unit cost of \$5,000 or more but with a useful life of less than 2 years. This includes all furniture, fixtures or office equipment costing \$300 to \$5,000, all equipment that is classified or sensitive, regardless of cost, and all equipment that is pilferable, costing \$100 or more.

R) b. Class 3 Plant Property: Navy-owned personal property of a capital nature with an initial cost of \$5,000 or more. Paragraph 036301-3 of NAVCOMPTMAN addresses classification of microcomputers, component accessories, and auxiliary equipment.

5. Action. In carrying out their responsibilities, commanding officers and officers in charge, or subordinates appointed as property managers who are accountable for the property they control, shall, at a minimum, implement and maintain the following

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procedures with regard to class 3 plant property and minor property:

- a. Control receipt and inter-activity transfer;
- b. Investigate, survey and report missing, lost, stolen or recovered property in accordance with reference (d);
- c. Inventory property at intervals no greater than six months and upon relief of the commanding officer or officer in charge;
- d. Record and report acquisition and disposition of class 3 plant property as required in reference (c);
- e. Affix "Property of the U.S. Navy" tags;
- f. Establish inventory control, including individual custody and sub-custody where appropriate;
- g. Coordinate disposal in coordination with the regional Defense Property Disposal Office (DPDO);
- h. Coordinate class 3 plant property accounting with the cognizant Authorization Accounting Activity;
- i. Constantly evaluate and improve the property control program.



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By direction

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