



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
NAVAL LEGAL SERVICE COMMAND  
WASHINGTON NAVY YARD DC 20374-5066

JAG/CNLSCINST 5200.45  
4 Mar 20

JAG/COMNAVLEGSVCCOM INSTRUCTION 5200.45

From: Judge Advocate General  
Commander, Naval Legal Service Command

Subj: GENERAL EQUIPMENT – ACCOUNTABILITY AND MANAGEMENT

Ref: (a) SECNAVINST 5200.45  
(b) SECNAV M-5200.45

Encl: (1) Roles and Responsibilities  
(2) Definitions  
(3) General Equipment Inventory Management Procedures  
(4) Forms

1. Purpose. To establish organization specific policies and procedures for the accountability and management of government-owned general equipment, formerly referred to as accountable property or personal property, and hereafter referred to as General Equipment (GE).

2. Cancellation. JAG/COMNAVLEGSVCCOMINST 7320.1A.

3. Applicability

a. This instruction applies to Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC) activities. This instruction is a supplement to reference (a).

b. This instruction applies to all GE in OJAG and NLSC. Detailed definitions of GE and the reporting categories can be found in enclosure (2).

4. Policy. This policy governs the accountability and management of GE. It is OJAG/NLSC policy to:

- a. Execute financial and physical management of GE per references (a) and (b).
- b. Require GE management processes and internal controls are in place, functioning, and adhered to at all levels of the OJAG/NLSC enterprise.
- c. Ensure OJAG/NLSC personnel entrusted with the accountability of GE are properly trained regarding the proper use, care, physical protection, and financial accounting of GE and

are held to the highest ethical standards per reference (a) and (b). OJAG/NLSC personnel entrusted with the management of GE may be held financially liable in the event of loss, damage or destruction.

- d. Maximize GE visibility and accountability to support sustained auditability.
- e. Require the use of information technology and automated information systems, i.e., barcodes that can be scanned with Item Unique Identification (IUID). IUID shall be used for all GE visibility, management, and traceability.
- f. Require accountable records and track all Accountable General Equipment (A-GE) in the Defense Property Accountable System (DPAS).
- g. Require electronic transactions in DPAS for all A-GE when transferring government property between government activities, to a contractor, or upon return of property from a contractor.
- h. Require accountable records for Local Accountable General Equipment (LA-GE) that shall be entered and tracked in the Code 67 portal-based database.
- i. Enforce the requirements of reference (a) to maintain full accountability of all GE in the possession of contractors.
- j. Require 100 percent physical inventories of all A-GE and LA-GE annually (calendar year). A change of custodian inventory at any time in the calendar year meets this requirement.
- k. Require location audits, known as book-to-floor and floor-to-ceiling inventories, be completed at least annually.

5. **Action.** Accountable Property Officers are required to implement the controls contained in this instruction to meet the following desired major objectives:

- a. Accountability of GE;
- b. Accurate financial reporting of all GE;
- c. Life cycle management of A-GE; and
- d. Compliance with GE policies and procedures.

6. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

7. **Review and Effective Date.** Per OPNAVINST 5215.17A, OJAG/NLSC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), SECNAV, and Navy policy and

statutory authority using OPNAV Form 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to 5-year anniversary date, or an extension has been granted.

8. Forms. See enclosure 4.



DAVID G. WILSON  
By direction

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Office of the Judge Advocate General Issuances website, <https://www.jag.navy.mil/library/instructions.htm>

## ROLES AND RESPONSIBILITIES

1. All OJAG/NLSC personnel entrusted with GE property will be held to the highest ethical standards and are responsible for the proper use, care and physical protection of GE including:
  - a. Using GE for official business only;
  - b. Complying with applicable regulations, policies, procedures or contractual requirements;
  - c. Advising appropriate authority if GE is subject to undue risk and;
  - d. Reporting misuse of GE to the appropriate chain of command.
2. **Activity Commanders.** The Judge Advocate General (JAG) and Commander, Naval Legal Service Command (NLSC) are the activity commanders. OJAG and NLSC respectively shall:
  - a. Be accountable for all GE, regardless of custodian or physical location within the command.
  - b. Perform required reviews and audits to assess GE accountability, system effectiveness, and policy compliance.
  - c. Designate eligible personnel as Accountable Property Officers (APO) and assistant APOs in writing, and allow assigned personnel adequate time and funding to undergo formal training as required to fully qualify as an APO, per reference (a).
  - d. Approve in writing physical inventory plans detailing the approach and methodology, and anticipated timelines for ensuring 100 percent of all capital and non capital GE, are inventoried. Signed physical inventory plans shall be retained for no less than 6 years and be provided upon request for audit and inspection.
  - e. Serve as the approving authority for financial liability investigations of property loss of A-GE, or delegate this authority to another in writing.
3. **APO**
  - a. Shall be the comptroller and a JCAB Ordering Officer for OJAG/NLSC. The APO is an individual who, based on his or her training, knowledge, and experience in property management, accountability, and control procedures, is appointed to establish and maintain an organization's accountable property records, systems, or financial records, in connection with government property, irrespective of whether the property is in the individual's possession.
  - b. Will be designated in writing by the activity commander.
  - c. Ensure proper management and accountability of GE.

- d. Establish and maintain the organization's accountable property and fiscal records for all GE. This includes the requirement for maintaining complete documentation of all transactions, suitable for audit, and the ability to implement and adhere to associated internal controls.
- e. Develop physical inventory plans detailing the approach for ensuring 100 percent of all GE is physically sighted and inventoried per reference (a). A minimum of 98 percent physical inventory accuracy (100 percent for classified and sensitive property) will be achieved and maintained.
- f. Develop and implement corrective action plans when inventory accuracy falls below 98 percent or when inventory frequency requirements are not maintained. Corrective action plans shall include a determination of root cause, planned actions to correct specific deficiencies and underlying systemic problems and an estimate of when the corrective action is expected to be complete.
- g. Coordinate physical inventories per the published physical inventory plan and ensure that all GE is certified by the custodian as properly inventoried.
- h. Designate custodians in writing.

- i. Conduct a financial liability investigation of property loss inquiry for A-GE when designated by the activity commander or custodian and ensure financial records are adjusted in accordance with reference (a).

**4. Custodians.**

- a. Shall be an Assistant Judge Advocate General (AJAGs) for OJAG and Commanding Officers (CO) for NLSC, and Chief of Staff, Victims' Legal Counsel Program (COS VLCP)
- b. Shall be appointed in writing by the APO.
- c. Are responsible for ensuring the safekeeping of property assigned to their custody. This includes all levels of GE, complying with all applicable regulations or contractual requirements, contacting the appropriate authority if property is subjected to undue risk, reporting theft, loss, damaged, or destroyed property, and reporting any misuse of GE to the APO.
- d. The AJAG, CO or COS VLCP is the designated Custodian within DPAS.
- e. Serve as the approving authority for financial liability investigations of property loss of all LA-GE, or may delegate this authority to another in writing.
- f. Shall designate Command Property Coordinators (CPC) and receivers in writing and submit to APOs.

**5. Command Property Coordinators**

- a. Are Administrative Officers for NLSC commands. AJAGs and COS VLCP will designate a CPC from within their codes or program respectively.
- b. Shall be appointed in writing by their custodian to act as the CPC and the Physical Inventory Validation Team Leader (PIVTL).
- c. For A-GE, the CPC is responsible for completing intake and disposition forms and for ensuring that the Government Owned Accountable General Equipment System Record, enclosure (4), is completed and returned to the APO, along with a signed receipt, for any new A-GE within three working days of receiving the item.
- d. For LA-GE, the CPC is responsible for reporting receipt of items to Code 67, to enable tracking in their portal-based database.
- e. CPCs are also responsible for facilitating and providing guidance to Physical Inventory Validation Team (PIVT) members, within their Custodian's area of responsibility, on conducting inventories and for ensuring that all GE has the correct bar code label affixed.

**6. Receiver of GE**

- a. Shall be appointed in writing by their custodian, authorizing them to receive GE and sign receipts on behalf of the command. A command may have several appointed receivers.
- b. Receivers cannot also be the requestor of GE on the purchase request (NAVJAG 4270 or NAVJAG 4220).

**7. PIVT**

- a. Shall be designated in writing by the CPC.
- b. Shall sign the Physical Inventory Team Record, enclosure (4).
- c. During scheduled inventories, and under the guidance of the PIVTL, conduct a book-to-floor and floor-to-ceiling inventory.
- d. Cannot conduct an inventory of the command they are attached to.

## DEFINITIONS

1. **Accountability**. The obligation imposed by law, lawful order, or regulation, accepted by an organization or person for keeping accurate records, to ensure control of property, documents, or funds, with or without physical possession. The obligation, in this context, refers to the fiduciary duties, responsibilities, and obligations necessary for protecting the public interest.
2. **Accountable General Equipment (A-GE)**. Tangible personal property that is functionally complete for its intended purpose, durable, and nonexpendable. GE typically has an expected service life of two years or more; is not intended for sale; does not ordinarily lose its identity or become a component part of another article when put into use; and has been acquired or constructed with the intention of being used. At time of acquisition, it meets at least one of the following four criteria:
  - a. GE with an acquisition cost of \$5,000 or greater;
  - b. As required by law, policy, regulation, or agency direction;
  - c. Assets of any value with controlled inventory item codes identifying them as controlled, classified, or sensitive which have no alternate governing DoD issuance or items;
  - d. GE of any value provided to a contractor for performance on a contract.
3. **Acquisition Cost**. The net amount of both trade and cash discounts paid for the property, plus transportation costs and other ancillary costs.
4. **Book-to-Floor Inventory**. An inventory that ensures the existence of, and validates the condition of, all items on an inventory list. For A-GE, a DPAS inventory will be provided by the APO. For LA-GE, a spreadsheet of inventory will be provided by Code 67.
5. **Capitalized Accountable GE**. GE purchased, or otherwise obtained, that has a unit acquisition cost equal to or above the capitalization threshold of \$1M or more at time of acquisition, or is classified as a capital lease. *Note: OJAG/NLSC does not currently own any GE that meets this definition.*
6. **Defense Property Accountability System (DPAS)**. The government system used to manage and control A-GE, also referred to as an Accountable Property System of Record.
7. **Floor-to-Ceiling Inventory**. Looking for GE in all possible sites/locations where accountable and local property could be located and recording all identified property on the appropriate inventory worksheet, enclosure (4).
8. **Full Accountability**. Full accountability of GE requires that supporting documentation is maintained in sufficient detail to permit tracing balances from their source systems to amounts reported in financial statements. The supporting documentation shall demonstrate the inventory validity, existence, completeness, accuracy of physical and financial balances, valuation and rights of obligations including but not limited to receipts, material on hand validations and documentation recording material condition.

9. **General Equipment Inventory Management Plan (GE-IMP)** is an annual (calendar year) plan and schedule that details when Physical Inventories of all GE shall be conducted.

10. **IUID**. A system of establishing globally unique identifiers within the Department of Defense, which serves to distinguish discrete items from other like and unlike items. Full IUID capability requires items to be marked, Automated Information Technology to read the marks, information systems to be modified to use the mark, and business processes to be re-engineered to utilize the capability. OJAG/NLSC uses color specific barcoded asset tags as follows:

A-GE Red Tag	LA-GE-IT Green Tag	LA-GE-NON-IT Blue Tag	NMCI IT White Tag
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11. **Locally Accountable General Equipment (LA-GE)**. LA-GE is non-Capitalized GE that requires accountability records be established and maintained in a suitable system, such as excel or a database.

a. LA-GE includes two categories: LA-GE-Information Technology (LA-GE-IT) and LA GE-NON-IT. At time of acquisition, it has a unit cost of less than \$5,000 that meets at least one of the following criteria:

- (1) Must be controlled and managed to protect against unauthorized use, disclosure, or loss; or when otherwise required by law, policy, regulation or agency direction per reference (a).
- (2) IT property containing personally identifiable information (PII), per the requirements of reference (a) or other sensitive agency information.
- (3) Pilferable GE that has been identified as a problem area.
- (4) GE with national security implications.

b. LA-GE Categories and example items.

LA-GE-IT	LA-GE-NON-IT	NMCI- IT
Bulk CD/DVD Recorder	Projector	Computers
Cable Testing Equipment	Safe	
Conference Phone/Star Phone	Security Wand	
Digital Camera	Shredder	
External Hard Drive	Walk-Through Metal Detector	
Hand-held Audio Recorder		
Microsoft Surface Pro		
Mifi		
Mobile Phone		
Mobile Printer or Multi-Function Device (MFD)		
MFD		

Plotter		
Security System: Access Control and Building Monitoring		
Server		
Sound Mixer		
Standalone Laptop		
Standalone Scanner		
Switch		
USB CD/DVD Drive		
Voting Kits		

c. LA-GE does not include office furniture, desk phones, monitors, appliances (microwaves, refrigerators, etc.), label makers, laminators, TVs, Microsoft: docks, pens, type-covers, USB devises (i.e. CAC readers, mice, keyboards, webcams, speakers, etc.), mobile cabinets, tripods, emergency survival kits or mobile phones and multi-function devises not procured or leased by OJAG/NLSC.

d. At the Custodian's discretion, any GE that does not meet the criteria of 2.a. through 2.d. above and is identified locally as requiring property management controls to maintain visibility and protect against loss, can be considered LA-GE.

12. Non-Capitalized Accountable GE. GE purchased, or otherwise obtained, that has a unit acquisition cost less than the capitalization threshold of \$1M or greater.

13. Physical Inventory. The act or process of locating, counting and reporting GE, also known as a Location Audit. There are two types of physical inventories: Book-to-Floor, item 5 above, and Floor-to-Ceiling, item 8 above.

## GENERAL EQUIPMENT INVENTORY MANAGEMENT PROCEDURES

### 1. Physical Inventory Management.

a. APO will create a GE-IMP annually (calendar year), detailing when Physical Inventories of all GE shall be conducted.

(1) All Codes/Commands shall conduct a baseline Physical Inventory upon publication of this instruction. Thereafter, all annual Physical Inventories shall be conducted within 12 months of the last Physical Inventory. Physical Inventories completed due to custodian change are official parts of the annual inventory.

(2) GE-IMP will be reviewed and approved by the Activity Commanders annually.

(3) The GE-IMP will be disseminated to custodians and Command Property Coordinators (CPC). The custodian and CPC will acknowledge receipt and understanding of the GE-IMP by signing the plan and returning it to the APO.

b. Physical Inventory Frequency. APOs will ensure that physical inventories are performed as follows:

(1) Annually, to include equipment on loan;

(2) When there is a change in the custodian;

(3) Whenever directed by the custodian. A special physical inventory may be necessary when there is evidence of forced or unlawful entry or upon the discovery of an open or unattended storage area.

### 2. Physical Inventory Roles and Responsibilities

a. APO. Schedule and monitor physical inventories in accordance with the annual GE-IMP and shall:

(1) Send an email detailing the process and due date for conducting the physical inventory to the CPC/PIVTL. The email will include the following attachments:

(a) DPAS generated list of assets for A-GE.

(b) Office of the Judge Advocate General (OJAG) Code 67 list of assets for LA-GE.

(2) Reconcile and document all discrepancies reported from the physical inventory, enter any adjustments accurately into DPAS for A-GE, and submit a report to OJAG Code 67 to update LA-GE in their portal-based database.

(3) For “found” A-GE items, if no original documentation can be located, the APO will complete a Similar Asset/Estimated Fair Market Value Worksheet to determine if the asset still

meets accountability requirements, per reference (a). If it does, the A-GE will be entered into DPAS and assigned an asset ID.

(4) Physical inventories and all supporting documentation will be maintained by the APO for a minimum of 6 years.

(5) For the annual physical inventory, per reference (a), certification of completion will be submitted to the Business Service Office (BSO) for OJAG/NLSC, Field Support Activity (FSA).

b. PIVTL

(1) Shall coordinate and facilitate physical inventories of GE, in accordance with this instruction and the annual GE-IMP.

(2) Identify and designate in writing the PIVT members, who cannot be from the command they are conducting the inventory for, at each location within their custodian's area of responsibility.

(3) Provide process training to the PIVT members and answer questions during the physical inventory to ensure understanding of how to conduct both the book-to-floor and floor-to-ceiling inventories.

(4) Ensure PIVT members are aware of all possible sites/locations where GE could be located and to record all A-GE and LA-GE at their respective inventory sites, using the appropriate forms, as detailed in enclosure (4).

(5) Ensure that all PIVT members sign the Physical Inventory Record for each location.

(6) Reconcile the results of the physical inventory submitted by the PIVT by comparing the book-to-floor and floor-to-ceiling inventories.

(7) Conduct a recount, if necessary, and validate all items that had discrepancies during the physical inventory count. Personnel who made the initial physical inventory may not perform the revalidation. Discuss any variances between the physical inventory validation sheet and the physical inventory records with the custodian and determine proper actions to be taken.

(8) Provide the custodian with a list of all discrepancies.

(9) Submit physical inventory results to the APO on or before the due date.

c. Upon completion of the physical inventory, the PIVTL shall submit the following required documentation to the APO via email:

(1) The General Equipment Inventory Progress Certification Form (SECNAV 5200/4);

(2) DPAS list of assets for A-GE, signed by the custodian;

- (3) Code 67 list of assets for LA-GE, signed by the custodian;
- (4) Book-to floor inventory worksheets for every location owned by the custodian, for both A-GE and LA-GE;
- (5) Floor-to-ceiling inventory worksheets for every location owned by the custodian, for both A-GE and LA-GE;
- (6) Signed PIVT record for each location where an inventory was conducted; and
- (7) All supporting documentation for found, excess or missing GE.

NOTE

*Completed inventory worksheets shall include the names and signatures of the individual conducting the inventory and a detailed listing that summarizes all adjustments. Signatures may be either original or electronic equivalent. Any adjustments made to GE records shall be supported by applicable documentation.*

d. PIVT

- (1) Shall conduct, for all GE, book-to-floor and floor-to-ceiling inventories in the location designated by the PIVTL. PIVT shall:
  - (1) Have a systematic approach to conducting the inventory at each location to ensure all GE is recorded during the inventory process.
  - (2) Conduct a book-to-floor inventory to ensure the existence of, and validating the condition of, all GE and annotating missing/erroneous information on the appropriate physical inventory report.
  - (3) For A-GE, on the DPAS report for accountable property, confirm the accuracy of the data in the database (e.g., description of the item, serial number, bar code/asset ID, make, model, manufacture year, and location).
  - (4) For LA-GE, on the spreadsheet report provided by Code 67, confirm the accuracy of the data on the report (e.g., description of the item, serial number, bar code/asset ID, make, model, manufacture year, and location).
  - (5) Conduct a floor-to-ceiling inventory by searching all possible sites/locations where GE could be located and record required data elements (e.g., description of the item, serial number, bar code/asset ID, make, model, manufacture year, and location) for all items on the appropriate worksheet.

(a) A-GE: Government Owned Accountable General Equipment Inventory

Worksheet, for A-GE

(b) LA-GE: Government Owned Local Accountable General Equipment Inventory Worksheet

(6) Verify GE Condition.

(a) The asset condition should be assessed (e.g., operational, under repair, damaged, excess, unusable, or obsolete) and if assessed as other than operational, the condition should be recorded and the following actions taken:

1. If A-GE is determined to be unusable or obsolete, the PIVTL will initiate Form DD1348-1A, Issue Release/Receipt Document, and forward to the custodian for signature/disposal approval. The completed DD1348-1A is forwarded to the APO for removal in DPAS.

2. If LA-GE is determined to be unusable or obsolete, the custodian shall create a memorandum of record stating the reason the asset is unusable or obsolete, and how it will be disposed of. This memo will be sent to the APO, forwarded to Code 67, and will be retained with that custodian's inventory.

(7) Found Items. At the conclusion of the physical inventory, the PIVT will document all items that exist but were not included on any of the physical inventory reports and add these items to the appropriate physical inventory worksheet.

(8) Excess Items. GE held in an excess status awaiting further distribution or disposal should also be inventoried by the PIVT.

(9) Missing Items. If GE is reported missing by the PIVT, or any member of the Command, the PIVTL shall inform the custodian, who will take the actions described in the section below.

e. Custodian

(1) Shall ensure the PIVTL and PIVT members have the time and resources required to conduct inventories in accordance with this instruction and the GE-IMP.

(2) Research and resolve all discrepancies of missing, excess or found GE within two weeks after the physical inventory validation by obtaining supporting documentation to include valid transfer forms, donation letters, purchase orders, invoices, receiving and disposal documents.

(3) For missing GE, complete Form DD 200, Financial Liability Investigation of Property Loss, and forward to the APO for file retention and future auditability,

### 3. Required Accountability Documentation For New, Transferred or Destroyed GE

a. All GE records shall provide a complete history of all transactions suitable for audit, including, but not limited to, a transaction-based history of asset activity that includes individual additions, transfers, and destruction. In the event historical information is not available, the record shall be appropriately annotated.

#### b. Accountable General Equipment (A-GE):

(1) A-GE records will be established by the CPC using the Government Owned Accountable General Equipment Systems Record Form. This form shall be used when A-GE is received, transferred or destroyed. The form will be sent via email to the APO within three days of receiving, transferring or destroying the A-GE. The APO will enter the asset into DPAS, create and maintain a physical record, assign an asset ID and mail that asset tag to the CPC to be affixed to the A-GE.

(2) A-GE sent to the Defense Logistics Agency Disposition Services (previously known as DRMO) requires form DD1348-1A Issue Release/Receipt Document be completed and sent to the APO, along with the Government Owned Accountable General Equipment Systems Record Form.

(3) A-GE that is missing, lost or stolen, requires DD Form 200, Financial Liability Investigation of Property Loss document, and must be sent to the APO, along with Government Owned Accountable General Equipment Systems Record Form.

c. LA-GE requires accountability be established and maintained by the CPC and be tracked in the Code 67 Portal based database. A physical record shall be created by the CPC, and maintained in the Code 67 SharePoint portal database.

(1) LA-GE that is missing, lost or stolen, requires DD Form 200, Financial Liability Investigation of Property Loss document to be completed and sent to Code 67.

### 4. Summary Table of A-GE, LA-GE-IT and LA-GE-NON-IT

#### GENERAL EQUIPMENT (GE) THRESHOLDS AND RECORD KEEPING

	<b>Accountable General Equipment (A-GE)</b>	<b>Locally Accountable General Equipment - IT (LA-GE IT)</b>	<b>Locally Accountable General Equipment- Non-IT (LA-GE-NON-IT)</b>
<b>Threshold</b>	<p>Meets at least one of the following four criteria:</p> <ol style="list-style-type: none"> <li>1. Acquisition cost of \$5,000 or more;</li> </ol>	<p>Less than \$5,000 that meets <u>at least one of</u> the following criteria:</p> <ol style="list-style-type: none"> <li>1. GE must be controlled and managed to protect against unauthorized use;</li> </ol>	

	<p>2. Required by law, policy, regulation, or agency direction;</p> <p>3. Assets of any value that are controlled, classified, or sensitive;</p> <p>4. GE of any value provided to a contractor.</p>	<p>2. IT property containing personally identifiable information or other sensitive agency information;</p> <p>3. Pilfer-able GE when it has been identified as a problem;</p> <p>4. GE with national security implications;</p> <p>5. Any GE identified locally as requiring property management controls to maintain visibility and protect against loss.</p>	
<b>Barcoded</b>	Red asset tag, issued by JCAB	Green asset tag, issued by Code 67  or;  White asset tag (NMCI only)	Blue asset tag, issued by Code 67
<b>Electronic Record Keeping</b>	Defense Property Accountability System (DPAS)	Code 67 portal based database	
<b>Hard Files</b>	JCAB and CPC	CPC	
<b>Examples</b>	<i>Hubs, VTCs, Legal Assistance Kiosks</i>	<i>Non-NMCI laptops, external hard drives, cell phones, MiFi, mobile printers, audiovisual equipment, anything with memory or PII</i>	<i>Pilfer-able equipment that has been identified as a problem area or assets that would be repaired if broken</i>

FORMS

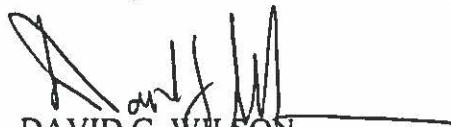
1. Forms are available on the JCAB SharePoint Site.
  - a. Command Property Coordinator Designation Letter Template
  - b. DD 1348-1A Issue Release/Receipt Document
  - c. DD 200 Financial Liability Investigation of Property Loss
  - d. Government Owned A-GE – Floor to Ceiling Inventory Worksheet
  - e. Government Owned A-GE Systems Record Form
  - f. Government Owned LA-GE – Floor to Ceiling Inventory Worksheet
  - g. Physical Inventory Validation Team Record
  - h. Receiver Designation Letter Template
  - i. SECNAV 5200/4 GE Inventory Progress Certification Form

Subj: 2020 OJAG/NLSC GOVERNMENT OWNED GENERAL EQUIPMENT INVENTORY MANAGEMENT PLAN

Ref: (a) SECNAVINST 5200.45  
(b) SECNAV M-5200.45  
(c) JAG/COMNAVLEGSVCCOM INSTRUCTION 5200.45

Encl: (1) 2020 OJAG and NLSC Government Owned General Equipment Inventory Schedule

1. This document represents the General Equipment Inventory Management Plan (GE-IMP), also known as a wall to wall inventory, and schedule for calendar year 2020, for all General Equipment (GE) within the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC).
2. This plan takes into consideration the five key components of the inventory process: planning, preparation, inventory of assets, reconciliation, and closeout of the physical inventory.
3. OJAG/NLSC will conduct all required inventories in accordance with the guidance set forth in references (a through c), following the schedule detailed in enclosure (1).
4. Enclosure (1) is a living document and may be updated as needed by the Accountable Property Officers to accurately reflect changes to custodian planned rotation dates, or quantities of GE by code or command, to meet the requirements of references (a-c).



DAVID G. WILSON  
By direction

My signature below indicates that I have received and understand this notice.

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Date	Code/Command	Custodian Name*
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Date	Code/Command	Command Property Coordinator Name*
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\*Custodian/CPC, please return a signed copy of this document to  
[JCAB\\_ORDERING@NAVY.MIL](mailto:JCAB_ORDERING@NAVY.MIL)