

General Order 2018-3

Property – Accountability

**Property
Accountability
Procedures**

**Connecticut Military Department
Hartford, Connecticut
11 September 2018**

UNCLASSIFIED

PROPERTY – ACCOUNTABILITY

PROPERTY ACCOUNTABILITY PROCEDURES

Summary. This general order prescribes the policies and procedures for the accounting of property for units of the Armed Forces of the State.

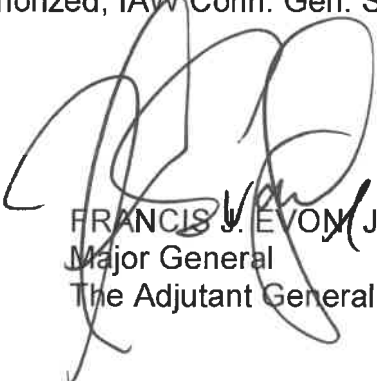
Applicability. This general order is applicable to all members of the Armed Forces of the State of Connecticut. This order does not supersede the State of Connecticut Property Control Manual.

Supplementation. Supplementation of this general order is prohibited without prior approval of the Adjutant General.

Proponent. The proponent for this general order is State Military Administrative & Programs Office, William A. O'Neill Armory, 360 Broad Street – Room #113, Hartford, CT 06105

Suggested Improvements. Users are invited to send comments and suggested improvements directly to the Office of the Adjutant General, ATTN: CTMD-MAPO, Governor William A. O'Neill State Armory, 360 Broad Street – Room #113, Hartford, CT 06105-3795.

By Order of the Adjutant General, duly authorized, IAW Conn. Gen. Stat. § 27-20



FRANCIS J. EVON, JR.
Major General
The Adjutant General

CONTENTS

PARAGRAPH	TITLE	PAGE
1	Roles & Responsibilities	2
2	Property classifications	3
3	Acquisition of Property	4
4	Accountability & Maintenance Requirements	4
5	Asset Management & Inventory Reporting	5
6	Property Loss Investigations & Liability	6
7	Disposition of Surplus Property	7
8	Property Transfers	7
9	Command & Supply Discipline	7
10.	Property of Special Interest	8
11.	Annual Inspections	8

REQUIRED CTMD FORMS:

PC-1 Requisition Form

CTMD Form 4-1 Property Inventory

CTMD Form 4-5 Report of Unaccounted Property

CTMD Form 4-6 Maintenance Log

CTMD Form 4-7 Report of Financial Liability

CTMD Form 4-11 Authorization to Surplus State Property

CTMD Form 4-12 Authorization to Transfer State Property

CTMD Form 4-13 Report of Donated Property

1. Roles & Responsibilities

a. The Adjutant General is statutorily responsible for all state military property, subject to annual inventory, and is charged with developing internal controls and agency policies that enact and enforce the policies as prescribed in the State of Connecticut Property Control Manual. The Adjutant General will ensure that all personnel involved in property accountability are properly trained and informed of these policies.

b. Commanders/Commandants are responsible for the accounting of all property in their command. They have the authority to delegate personnel to be responsible for property such as a subordinate commander, section leader or property book officer. They further have the responsibility to conduct periodic inventories to ensure that supply discipline is being enforced. Upon the discovery of a loss, the Unit Commander must initiate the process to conduct an investigation into the property loss. Units should schedule and coordinate all activities through the Military Administrative and Programs Officer.

c. The State Property Officer is a full-time state employee of the CTMD and is the Adjutant General's agent to conduct periodic inventories, maintain the state property book, enforce state Property Control Manual policies and procedures, report losses and support the conduct of investigations. Property Control will be inspected annually.

d. Each Commandant of the Governor's Guards shall appoint a quartermaster, subject to approval by TAG. The unit quartermaster shall be the primary hand receipt holder for all property within the unit's facility and premises. Only state owned property is authorized to be within the units facility/premises or otherwise in the possession of the unit. Any non-state property within the unit facility/premises or otherwise in possession of the unit must be approved in writing by TAG. The quartermaster shall have the authority to sub-hand receipt such property to individuals within the organization as appropriate. The quartermaster shall maintain a register of all sub-hand receipts for the purpose of enforcing individual accountability. The quartermaster is further charged with maintaining accountability of all property within the organization, to include historical artifacts, items on loan or other property approved to be in the unit's possession by the Adjutant General of value which if lost, damaged or destroyed, would require an investigation and recoupment.

e. Other than the four units of the Governor's Guards, members of the armed forces of the state and CTMD state employees may be appointed as hand receipt holders for state property allocated to their section. These individuals may not issue sub-hand receipts without approval of the State Property Officer. Hand receipt holders are responsible for ensuring the security and maintenance of property items under their control. They are responsible for reporting any damage, destruction, loss or theft of state property to the State Property Officer immediately upon discovery.

f. All members of the Armed Forces of the State and employees of the CTMD are individually responsible for the security, care and maintenance of all state property or equipment provided to them. Individuals may be held financially liable for the loss,

destruction, damage or theft of property if it is determined they failed to take appropriate actions to prevent or mitigate such loss.

2. Property Classifications

a. For the purposes of this General Order, **State Property** is divided into the following categories as described in Chapter 3 of the State of Connecticut Property Control Manual. Capital Assets & Controllable Assets.

b. **Capital Assets** are described in Chapter 5 of the State of Connecticut Property Control Manual. Capital assets include all tangible and intangible assets that meet a certain valuation threshold. All **Capital Assets** must be recorded in the state property control accounting system. The list includes the following:

- (1) Land
- (2) Site Improvements
- (3) Buildings
- (4) Improvements on Leased Property
- (5) Construction (in progress)
- (6) Equipment:
 - (a) Capitalized
 - (b) Books, Maps & Records
 - (c) Livestock
 - (d) Motor Vehicles
 - (e) Boats & Aircraft
 - (f) Railroad Cars
- (7) Capital Leases
- (8) Software
- (9) Licensed Software
- (10) Other intangible assets
- (11) Infrastructure
- (12) Art (Collections of Art & Historical Treasures)
- (13) Inventory (Materials & Goods in stores & supplies)

c. **Controllable Assets** are property that do not meet the valuation threshold of capital assets but are deemed to be necessary to control due to their sensitivity, portability and theft prone nature. All **Controllable Assets** must be recorded in the state property control accounting system. The list includes the following:

- (1) Audio Visual Equipment
- (2) Cameras
- (3) Cell Phones
- (4) Computer Equipment & Accessories
- (5) Firearms and Weapons
- (6) Measuring or Metering Devices
- (7) Radios
- (8) Scientific Equipment

- (9) Small, but expensive tools
- (10) Shop Equipment
- (11) Telephones

d. **Perpetual Inventory Assets** are those assets that do not meet the criteria of capital or controllable assets as defined by the State Property Control Manual but are deemed to be accountable by the Adjutant General due to their irreplaceability. These items are not subject to being recorded in the state's property accounting system but are required to be recorded and maintained on a perpetual inventory by the CTMD.

3. Acquisition of Property

a. **Purchase.** The CTMD, subordinate element or individual member, may request to purchase property through the CTMD's purchasing process utilizing funds from one of the CTMD's controllable fund accounts. The requestor initiates the process utilizing **CTMD Form PC-1 – Requisition Form**. Once the item is received, it will be recorded into the appropriate system by the State Property Officer.

b. **Donation.** An item may be donated to the CTMD by an authorized representative of the organization. A donated item must be assessed for its value and be categorized into one of the categories above and recorded as appropriate. Donated items must be reported on **CTMD Form 4-13**. Only the State Property Officer upon approval of TAG may accept donated items. Unit personnel, including the Quartermaster and Commandant, may not accept donated property without written approval by the TAG.

c. **Construction.** Constructed items normally refer to buildings or building improvements but may pertain to other assets when completed, meet one of the three categories in section 2 of this General Order. Construction may be either purchased through the CTMD's purchasing process or donated through labor and parts.

4. Accountability & Maintenance Requirements

a. Hand receipt holders are responsible for the accountability of their assets on a daily basis. In the event a hand receipt holder needs to allow others to use equipment or assets, the hand receipt holder is responsible for maintaining any and all documentation authorizing those individuals to use such items.

b. Hand receipt holders may sub-hand receipt items and equipment to other individuals in order to meet mission requirements, but the original hand receipt holder is still the primary individual responsible for the accountability and maintenance of the such items. It is the original hand receipt holder's responsibility to inform and educate sub-hand receipt holders and other individuals who use the equipment on proper use, maintenance and security of assets in their inventory.

c. The Hand receipt holder is responsible for the scheduling and oversight of regular maintenance of equipment to ensure the item remains serviceable to meet mission requirements. Such items include, but are not limited to, vehicles, lawn care equipment, computers, and communications equipment.

d. Vehicles should receive maintenance in accordance with the manufacturer's recommendations for such routine services such as oil changes, brakes, tune-ups and tire rotations.

e. Computers and communications equipment need to receive routine software and security upgrades and recommended by the developer.

f. Other equipment should receive maintenance in accordance with the manufacturer's recommendations in the service manual.

g. Regular maintenance and services are to be recorded on CTMD Form 4-6

h. In the event an item becomes unserviceable, the hand receipt holder should trouble-shoot the item within the scope of their skills, duties and responsibilities. If the item has a service agreement or is under warranty, the hand receipt holder is authorized to directly contact the appropriate vendor to request service. If the asset does not have such agreement, the user is to contact the appropriate CTMD subject matter expert. For example, the CTMD Information Technology officer for computer and communications related issues or the agency vehicle administrator for automobile issues.

i. If an asset requires repairs, the hand receipt holder is responsible for initiating the PC-1 for the appropriate repair. Only authorized vendors on state contract should be used to perform required repairs. The PC-1 must be sent through proper channels for approval. It is the responsibility of the PC-1 approver to validate the repair is necessary and that all other steps had been expended.

5. Asset Management & Inventory Reporting

a. The State Property Officer will conduct annual inventories of all **capital and controllable assets**. Primary hand receipt holders will ensure they are available for the scheduled inventories and ensure the State Property Officer has access to all property and records.

b. If property has been sub-hand receipted to another individual, the primary hand receipt holder must provide documentation of the sub-hand receipt. The primary hand receipt holder must also provide verification they have conducted a physical inventory of all property they have issued via a sub-hand receipt.

c. Certification of the completed inventory shall be recorded on CTMD Form 4-1 and signed by the State Property Officer and the hand receipt holder.

d. In the event property is missing during an inventory, an investigation shall be initiated in accordance with Chapter 6 of this general order.

6. Property Loss Investigations & Liability

a. A property loss investigation shall be initiated when an accountable asset is missing. The hand receipt holder will report the missing asset as soon the loss is discovered and report it to the State Property Officer on CTMD Form 4-5.

b. The hand receipt holder will provide a description of all steps taken to recover the asset as well as provide a narrative detailing the circumstances under which the item went missing.

c. The State Property Officer shall conduct an investigation to determine if the hand receipt holder bears any responsibility or liability in the loss of the item. The State Property Officer shall also make recommendations that would prevent further incidents.

d. In the event the State Property Officer determines the hand receipt holder bears a financial liability, all appropriate actions shall be taken in accordance with the State of Connecticut Property Control Manual. Hand receipt holders and sub-hand receipt holders may be held financially liable. Individuals held financially liable will be notified via CTMD Form 4-7.

7. Disposition of Surplus Property

a. When it is determined that an asset is no longer needed or has outlived its usefulness, the hand receipt holder will notify the State Property Officer of their intent to surplus the property.

b. The State Property Officer will remove the asset from the hand receipt holder's inventory using CTMD Form 4-11.

c. The State Property Officer will surplus the property in accordance with the State Property Control Manual, Chapter 9 as follows:

- (1) Offer to transfer the property to another state agency
- (2) Offer to sell the property to a Connecticut municipality
- (3) Sell the property via public auction
- (4) Donate the property to an approved non-profit organization
- (5) Scrap the item

d. Exempt from the above order of precedence: vehicles, weapons and horses.

8. Property Transfers

a. Property may be transferred between different hand receipt holders within the CTMD with appropriate approvals.

b. For members of the CT National Guard that are hand receipt holders, they must receive approval from their chain of command.

c. For members of the Governor's Guards that are hand receipt holders, they must receive approval from their Commandant.

d. For state employees of the CTMD, they must receive approval from their appropriate state manager.

e. The transfer of IT equipment must also be coordinated with the CTMD IT officer.

f. Vehicle transfers must be coordinated with the CTMD fleet administrator.

g. Weapons transfers must be coordinated with the CTMD weapons manager

h. All transfers will be documented by the State Property Officer and recorded on CTMD Form 4-12. The State Property Officer will then update the appropriate databases of record.

9. Command Supply Discipline Program

a. Commanders, Commandants and State Managers will develop a Command Supply Discipline Program (CSDP) to mitigate waste, fraud and abuse of state property.

b. The CSDP will address the following:

(1) All property belonging to, arriving in, or departing from the organization is accounted for, cared for, and safeguarded.

(2) Required inventories are conducted within the prescribed time.

(3) Hand receipts are up to date

(4) All property is inventoried prior to the change of a hand receipt holder.

(5) Documentation for surplus or transferred property is properly maintained

(6) Documentation regarding the loss, damage or destruction of property is forwarded to the State Property Officer and copy maintained at the hand receipt

holder level.

(7) Sub-hand receipts are properly maintained and appropriate inspections and inventories conducted

(8) The organization has a program for the forecasting and acquisition of replacement items

(9) The unit has a program to instruct supply discipline to all members of the organization.

10. Property of Special Interest

a. Governor's Guard units have acquired and maintained property of special interest over the years. This property may have special significance to the unit, such as historical items like letters, orders, military artifacts, portraits, weapons and sundry property. This property is state property that requires unit commander and quartermasters to exercise strict property accountability.

b. Unit commandants, quartermasters and personnel have no authority to store personal property within the unit facility, premises or otherwise in the possession of the unit without the express written permission of the Adjutant General. Any property within the unit facility, premises or otherwise in possession of the unit is state property. Commandants and quartermasters must account for such property in accordance with this GO.

c. Weapons are especially sensitive items. IAW TAG Policy Memo #10 and state law, personally owned weapons are prohibited at state military facilities/on state military property. Therefore, members are authorized only to possess only state-issued weapons. Commandants, quartermasters and unit personnel are not authorized to possess or store weapons at unit facilities or bring personal weapons on unit premises.

d. Non-state property stored within state military facilities or on military facility premises is subject to immediate secure bailment. Property will be retained until proper ownership is determined and its release is approved by TAG.

11. Annual Inspections

The annual unit inspections hereafter shall incorporate the procedures herein prescribed.