

PROPERTY CONTROL PROCEDURES – NYGD 4140

PREFACE

FOR THE COMMANDER

OFFICIAL:



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- 1. Purpose.** This publication sets forth format and procedures to govern the Property Control Process within the New York Guard. It provides guidance for use by the NYG major subordinate commands (MSCs).
 - 2. Application.**
 - a. Format and procedures established in this publication apply to property management of NYG properties.
 - b. This publication is directive in nature. These formats, and procedures will be followed, except when, in the judgment of the commander, exceptional circumstances dictate otherwise.
 - 3. Scope.** This publication describes the processes used to control the acquisition and disposition of equipment utilized by all organizations comprising the New York Guard.
 - 4. Basis.**
 - a. DMNA Regulation Number 700-1 (State Property Management Program Internal Control – Equipment Controls and Procedures).
 - b. New York State Accounting System User Procedure Manual, Internal Control – Equipment Control.
 - c. Section 178, New York State Finance Law.

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CHAPTER I

POLICY

1. Ownership of Property. The New York Guard is a major element of the New York State Division of Military and Naval Affairs. Equipment and personal property assigned within the structure of the New York Guard is property of New York State. Also, Federal surplus property acquired through the State Office of General Services, to include assets donated to the agency by an outside organization/agency is the property of the State. Accountability and security for these assets are maintained under the provision of New York State Regulations.

2. Property Manager. Property accountability within the Division of Military and Naval Affairs is controlled by the agency's State Property Manager. The State Property Manager is appointed by The Adjutant General. The manager maintains supervision over a central equipment control system of all State assets assigned to the agency. Property accounts are established at all facilities operated by the agency. A Property Custodian (synonymous with a Property Book Officer) is designated at each active facility or location. The Latham facility manager maintains property data for all organic directorates within the facility, which includes the New York Guard.

3. Accountability. A single account is established to control all state assets assigned to the New York Guard. Headquarters New York Guard maintains all formal documents pertaining to the acquisition and accountability of property. Formal accountability is established at the MSCs for property assigned to their command. The S4's maintain supervisory accountability of property within their respective elements. When materials, supplies and stockpile equipment are stored and issued from a central location, separate controls and special procedures are implemented. However, reporting surpluses and disposal procedures remain within the context of DMNA and State regulations.

4. Annual Inventory. An annual inventory and reconciliation of property within the MSCs is conducted at the direction of the Commander NYG's full-time representative. Results of the inventory from the MSCs are reported to Headquarters New York Guard. The full-time NYG representative reconciles the New York Guard Property Listing with the State Property Manager. Any discrepancies noted as a result of the reconciliation are reported to the State Property Manager for appropriate action.

5. Disposal. When state property is determined to be underutilized, unused, or has reached its life expectancy and, for safety and economic reasons, must be replaced with new items, action is taken to notify the property custodian for appropriate disposition. The State Property Manager determines disposition and provides written notification to the custodian as to the specific action to be taken. Under no circumstance will state property be disposed of without written notification from the State Property Manager.

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CHAPTER II

RESPONSIBILITIES

1. The Commander NYG or his designee, shall be responsible for overall policy and program review of property control for all subordinate units comprising the NYG.

2. The G-4, Deputy Chief of Staff for Logistics, shall:

a. Define and update the directives defining property control for NYG subordinate units.

b. Distribute under auspices of HQ-NYG the directives to all major commands (MSC(s)) for implementation.

c. Implement these procedures for HQ-NYG properties

3. Commanders of New York Guard Components. Commanders will;

a. Be responsible for the security and safeguard of state property within their command, whether in use or in storage.

b. Have property responsibility for proper care, accounting and safekeeping of public property within their command. Commanders generally bear the responsibility for equipment and how it is used. Commanders are not exempt for liability for loss, damage or destruction of public property pertaining to their commands by virtue of their position.

c. Report any loss of state assets and supplies due to fire, flood, theft, vandalism, etc., telephonically to the full-time representative, Headquarters New York Guard, without delay with written follow-up .

d. Not accept or receive gifts in behalf of the New York Guard

e. Publish additional implementing regulations or instructions as deemed necessary. Commanders will exercise judgment in implementing and adding to requirements. This directive will be followed, except when, in the judgment of the Commander New York Guard, exceptional circumstances dictate otherwise. Conflicts will be resolved through recommended changes to this Directive. Commanders will not publish regulations or instructions that conflict with this Directive.

f. Notify and provide copies of follow-on regulations or instructions to New York Guard Headquarters for review and approval.

g. Provide quarterly reports of status of location of all property book items.

4. Administrative Officer will

- a. Assume the duties of Property Custodian for the Headquarters New York Guard.
- b. Annually, request an electronic file from the State Property Manager of all equipment assigned in a “State Property By User and Directorate” format, to include historical printouts of those assets identified thereon.
- c. Annually, collate data in the format depicted in Appendix B (Sample). Distribute to the MSC(S) copies of all listing pertaining to their subordinate commands for appropriate certification.
- d. Quarterly, distribute to the MSC(S) copies of all listing pertaining to their subordinate commands for appropriate certification.

5. Custodial Personnel will: Be charged with keeping and maintaining a continuous audit trail that identifies the location and user of the property.

6. All New York Guard Members will

- a. Be directly responsible for the care, maintenance and safeguard of state property that has been entrusted with and in their possession.
- b. Be subject to punitive action under the New York State Military Law for those members who willfully or through neglect damage, destroys or loses state property.
- c. Not accept or receive gifts in behalf of the New York Guard.

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PROCEDURES

1. Inventory Listing. When the MSC determines it is impractical to assign responsibility to a person, an inventory listing will be used to manage the property. For example, this situation may exist when shift operations, multi-use of classrooms and shared work areas excises. This does not apply to items in storage under control of the MSC. The property will be listed and identified as an “Inventory Listing”. The original to be filed by the organizations logistical officer. A copy will be kept in the area where the property is located. The items should be retained in the area to which access and exit is monitored.

2. Responsibility for Safeguarding of State Assets:

a. All echelons in the chain of command have a supervisory responsibility for the proper care of property issued to their subordinate units. Commanders are responsible to insure that state assets are properly protected and that property accounts are maintained accurately and are current at all times.

b. All commanders have the responsibility for the security and safeguard of state property within their command, whether in use or in storage. Every member of the New York Guard to whom state property has been entrusted is directly responsible for the care, maintenance and safeguard.

3. Reporting Theft, Loss or Misuse of State Assets:

a. Commanders will report any loss of state assets and supplies (e.g., due to fire, flood, theft, vandalism) to the full-time representative, Headquarters New York Guard, without delay. Commanders are reminded it is not appropriate to wait until an investigation has been completed.

b. Commanders will be advised if any additional requirement is necessary dependent on the type of occurrence.

4. Forms Used. New York Guard elements utilize the following forms to maintain internal control over state assets:

a. DMNA Form 95: Temporary document used for Individual acknowledgement of receipt of state assets. Form is updated annually in conjunction with annual inventory for personal individual holders.

b. NYG Form 1338-1a. Food Service Sign in Sheet. NYG Form 1338-1b. Commander’s certification of number of meals consumed.

c. NYG Form 1338-2c: Permanent documents to record service members issued organization clothing and individual equipment.

d. NYG Form 4140.1: Property Loss Report providing guidance to NYG personnel on how and whom to report loss, following the procedures defined in DMNA Pam 1-2.

5. Records Disposition:

a. Property Listing – After the most recent physical inventory and a reconciliation having been performed, the previous property listing and supporting documents are placed in an inactive file and may be destroyed after an audit by higher headquarters.

b. DMNA Form 95 – When used as a temporary document, destroy after recording has been made to the appropriate permanent document. When used to record property loaned to an individual, destroy upon return of property.

c. NYG Form 1338.2c - Retain in active file for each active current service member. Transfer to inactive file and retain for 2 years after separation from service. If the document is part of an investigation, record will remain in current files for 4 years after the conclusion of the investigation.

d. NYG Form 1338.1 Series - All documents relative to food service accountability is forwarded to HQ New York Guard for appropriate accounting and disposition.

6. Managing Expendable Item Utilization. The NYG has need to purchase expendable items. This is limited to office supplies and subsistence for the troops. As such, there is a requirement to ensure proper accountability for such items.

a. Expendable office supplies consist of paper, pens, toner cartridges, and ink cartridges for printer, copier and scanning devices. The NYG controls these items by:

1. Received at requesting location.
2. Hand receipted, via a DMNA Form 95, to the receiving unit indicating no expected return date
3. Stored and used as appropriate.

b. Subsistence items consist of extended life subsistence, such shelf stable meals and MREs, and raw subsistence for meal preparation. Raw subsistence items will be stored for use within a very short time frame (generally next day) and are accounted for as follows:

1. Acceptance of vendor invoice and subsequent notification of the NYG Office
2. Preparation and consumption of the raw subsistence, and verification via 1338 forms as documented in NYGD 1338.1, Food Service.
3. Transmittal of forms to DMNA for processing and subsequent vendor payment.

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c. Extended life subsistence meals will be stored for future use at a locked storage location within the receiving unit. If the receiving unit is a distribution location (meaning HQ, NYG, CSTS) (generally next day) and are accounted for as follows:

1. Acceptance of the extended life subsistence at the receiving location via a DMNA Form 95.

2. As required at the distribution location, receipt of vendor invoice and subsequent notification of the NYG Office.

3. Storage of the extended life subsistence in a secure, environmentally appropriate location.

4. Notification in the property book, including “best use by” date information to avoid excessive storage time.

5. Distribution of extended life subsistence to receiving unit, documented via DMNA Form 95, showing a “use by” date.

6. Upon consumption, and verification via 1338 forms as documented in NYGD 1338.1, Food Service. NYG Meal Sign-In Sheets will be transmitted through the NYG Office to MNBF, monthly.

7. Liability for the loss, damage, destruction, or wrongful disposition.

a. A service member who willfully or through neglect damage, destroy or lose state property is subject to punitive action under the New York State Military Law. Accountability and liability is fixed and determined by The Adjutant General.

b. Service members found negligent or at fault, and the amount determined to be the value of the property or the cost of repair, collection may be pursued in a state court by the Attorney General at the request of The Adjutant General. These procedures are applicable to both current and former members of the organized militia, including the New York Guard.

c. All commanders by virtue of their position have property responsibility for proper care, accounting and safekeeping of public property within their command. Custodial personnel are charged with keeping and maintaining a continuous audit trail that identifies the location and user of the property. Commanders are not exempt from liability for loss, damage or destruction of public property pertaining to their commands by virtue of their position.

8. Acceptance of Equipment or Goods. Prohibited except if approved in advance by the CG or their designee. Any correspondence of acceptance of goods must be provided to the G4 immediately following the occurrence. The person/unit receiving the equipment or goods will be responsible for the safeguard and inventory of the goods within their BDE/unit.

Figure 12
PROCEDURE OVERVIEW

TYPE ACTION	INITIATED BY	TYPE OF DOCUMENT	TO
<i>Request for Equipment/Supplies Or Materials</i>	MSC	Memo	<i>HQ NYG</i>
	HQ NYG	AC 92 or AC 130	<i>DMNA-MNBF</i>
<i>Disposal of Excess Property/Supplies</i>	MSC	Memo	<i>HQ NYG</i>
	HQ NYG	Memo	<i>Property Custodian Latham Facility</i>
<i>Loss of Assets</i>	MSC	Telephonic Notification or electronic notification via Form 4140.1 (in compliance with DMNA Pam 1-2)	<i>HQ NYG</i>
	HQ NYG	Telephonic Notification/ <i>Incident Report (DMNA PAM 1-2)</i>	<i>TAG/SDO</i>
<i>Maintain Property Accountability</i>	Property Custodian <i>Latham Facility</i>	<i>Automated Property Listing</i>	<i>HQ NYG</i>
	<i>HQ NYG</i>	<i>NYG Property Listing DMNA Form 95</i>	<i>MSCS and Individual Issue</i>
	<i>MSCS</i>	<i>NYG Property Listing</i>	<i>Subordinate Units /Individual Issues</i>

APPENDIX A**DEFINITION OF TERMS**

The following definitions are pertinent to this directive:

1. **Asset Number** - The number (alphanumeric code) assigned to an item of equipment to uniquely identify the asset among all other assets.
2. **Condition Code** - A code, which best describes the physical condition of an asset. They are:
 - a. Excellent: New and/or unused equipment.
 - b. Good: Unused equipment which has not deteriorated in condition or appearance, and which can continue in use without repairs or renovation.
 - c. Fair: Used equipment which has deteriorated in condition and/or appearance. Can be continued in use but will require repairs or renovation within six months.
 - d. Poor: Used equipment that has deteriorated in condition and/or appearance and which will require repairs or renovation prior to limited immediate use.
 - e. Scrap: Equipment which has no value other than basic material content. This condition includes equipment which has been cannibalized for spare parts.
3. **Custodian/Custodial** - For the purposes of this directive the terms custodian/custodial are defined as follows: The custodian is the full-time representative who is responsible to the Commander NYG for state property acquisition, accounting, inventory and hand receipting to subordinate elements of the New York Guard. Custodial personnel are those individuals responsible for the proper use and safeguard of state property issued to the subordinate elements and at the user level.
4. **Disposal** – The abandonment or retirement of an asset.
5. **Donation** - The acquisition of an asset for nothing in return. This pertains to assets given to an element of the New York Guard at no cost.
6. **Loss** - The involuntary disposal of an asset due to fire, flood, theft, vandalism, etc.
7. **Property Listing** - An automated listing of equipment assigned to a particular location and command. This listing is to be signed by the designated custodian establishing responsibility for

the equipment assigned. The signature constitutes a receipt for the equipment, the custodian should be satisfied with the accuracy of the record before signing. Equipment responsibility is re-established when annual physical inventories are taken and the inventory is reconciled with the central equipment control records of the State Property Manager.

8. Surplus - An underutilized asset which may be either transferred to another agency or retired. Surplus consists of both used and unused items; that is, items that have reached their life expectancy and, for safety or economic reasons, must be replaced with new items. Surplus also consists of slightly used and unused items; for example, items that may have become obsolete or found to be in excess of anticipated needs.

9. Tag - An identification tag that is attached to equipment assets. The tag has a pressed applied asset number consisting of 10 digit sequential code. The number is used to specifically identify this asset among all other assets, similar and dissimilar, on the agency's Master Inventory Listing.

**APPENDIX B
SAMPLES**

1. Cover Sheet Sample

**New York Guard Property Listing
(88TH BRIGADE)**

**HEADQUARTERS
FILE COPY**

INSTRUCTIONS

1. The enclosed printout represents all the State assets assigned to the organization stated above.
2. Items are identified by one or two separate barcoded tags (Yellow and Red)
3. The listings consist of a master document (State Property by User and Directorate) Facility Tag Number (Yellow - Latham facility only) followed by item name, description, location, user and New York State Tag Number (Red).
4. The listing's accuracy is to be verified by the organization and acknowledged by the responsible officer. Retain Unit Copy, **return within 30 days** of receipt the Signed Copy to HQ New York Guard, ATTN: MNSG, 330 Old Niskayuna Rd, Latham, NY 12110-2224
5. Each of the items listed on the master document is supported by a detailed historical printout of each individual item. These printouts are provided for informational purposes and may be used as a temporary hand receipt to the individual user.

2. Master Listing of Assigned Assets

STATE PROPERTY BY USER AND DIRECTORATE

I acknowledge receipt of the items listed below.

Name:(PRINT) _____ (SIGNATURE) _____ Date: _____

Tag #	Item Name	Description	Location	User	NYS TAG #
6496	COMP MICRO CPU	Z-SELECT PT	MNSG RM251	88TH BDE	101712
6497	COMP MICRO KEYBOARD	ZENITH SK-2000RE	MNSG RM251	88TH BDE	
6580	COMP MICRO MONITOR	COLOR VGA 14"	MNSG RM251	88TH BDE	101905
7736	FAX MACHINE	CANON COLOR INKJET MULTI	MNSG RM251	88TH BDE	105592
7849	COPIER	CANON NP6412 PLAIN PAPER	MNSG RM251	88TH BDE	105836

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SUSPENSE COPY

3. Historical Printout – Individual Item

TagNumer	6496	ItemName	COMP MICRO CPU	NYSTagNumber	101712
Description	Z-SELECT PT				
Manufactur	ZENITH				
Model	ZEE-8061-QL	ModelDate	1/23/95		
SerialNumb	51SCAG000534	DisposalDate			
Vendor	ZENITH DATA SYSTEMS	DispVoucher			
VendorAddr	2150 EAST LAKE COOK RD				
VendorCity	BUFFALO GROVE	VendorState	IL	VendorZip	60089
PONumber	1544	VoucherNumber	11-95	Price	\$2,215.00
Directorate	MMSG	Location	MMSG RM 251	User:	88TH BDE
Remarks	Supply. W/MICROPHONE & SPEAKERS, MOUSE. UBP-81(P5/60 8MB BASE). UT-1000-UG (MS OFFICE VER. 4.2 CD ROM).ADH-231-UG(425MB IDE HHD) ADF-100-UG(5 1/4 1.2MB FLOPPY).ADR-60-UG(IDE BUS CD-ROM). ALN-35- UG(16 BIT ISA ETHERNET)				
I acknowledge receipt of the above item. Name (Signature)_____ Date_____					
Name (Print)_____					

APPENDIX C

NEW YORK GUARD INCIDENT REPORT <small>For use of this form, refer to NYGD 4140</small>		1. DATE PREPARED	2. SURVEY NUMBER
3. TYPE OF PROPERTY	4. ADDRESS OF ACCOUNTABLE OFFICER		
5. ORIGINATOR (<i>Accountable officer, or primary hand receipt holder</i>)			
6. DMNA TAG NUMBER	7. ITEM DESCRIPTION		
11. CIRCUMSTANCES: (When did it happen, what happened, what was involved, what was the cause, what is being done)?			
12. EXPLANATION: (Brief explanation of circumstances leading up to the incident)?			
12. AFFIDAVIT I do solemnly swear (<i>or affirm</i>) that (<i>to the best of my knowledge and belief</i>) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.	SIGNATURE		13. DATE
	TYPED NAME, GRADE, AND SSN		this day of NAME AND GRADE (<i>type and sign</i>)
14. DATE	15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER		

(1) Report all incidents to Headquarters within 24 hours of discovery to: New York Guard, via phone (518) 786-4430 or DSN 489-4714 during duty hours or email. Fax filled in 4140.1 to (518) 786-4331. During normal duty hours, HQ New York Guard is then responsible for reporting to the OTAG, ATTN: MNAG-DCS (S), (518) 786-4417 or DSN 489-4417.
 (2) During non-duty hours, report significant incidents to the DMNA SD0 at (800) 975-2197.