

Coast Guard Property Policies 12-5.02-K

KNOW the policies covering the utilization, disposal, and surveying of Coast Guard property, as presented in the E-PME Study Guide.

Coast Guard Property Policies

Personal property management in the Coast Guard is not taken lightly. It is crucial to have a sound system in place to manage our assets. This enables us to have the materials and equipment needed to perform our mission and save the taxpayers' money.

All Coast Guard property is acquired to successfully carry out the Coast Guard's mission. As such, Coast Guard property is intended for ***official use only***. No employee or member may use or authorize the use of Coast Guard property for other than official use.

Excess Property

Excess property is any item determined by the custodian to be of no current use by the custodial area. Custodians should periodically review items under their control. To determine an item's usefulness, the custodian could ask questions such as:

- Is it dusty? (Dust could indicate that the item was not used in some time.)
- Was the item acquired for a specific project that has been completed and the item is no longer needed?
- When was the last time the item was used...has the item been utilized in the past 90 days?

If "YES" is the answer to any of the above questions, most likely the item is excess to the unit's needs. The item should be reported as excess to the property officer.

Surveys

A survey is an administrative action to perform an investigation to look at circumstances pertaining to the loss, destruction, or damage of Coast Guard property. The investigation prescribes the action to be taken to remove the item from the property records.

Reports of Surveys are required when an item on the Property Report becomes lost, damaged, or destroyed. This also includes those losses that occur during an operational mission and are not recoverable (e.g., an item dropped over the side of the boat while boarding).

For property with a value less than \$500.00, a Report of Survey is not required. However, the unit commanding officer has discretion and may order one if he/she deems it necessary.

<p>NOTE: Damaged property does not include property in a condition caused by “normal wear and tear” or property that has reached its “end-of-service life.”</p>
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A Report of Survey is prepared on Form CG-5269.
