



DECA DIRECTIVE 45-03

GOVERNMENT EQUIPMENT AND ACCOUNTABLE PROPERTY

Originating Component: Logistics Directorate (MPL)

Effective: June 4, 2021

Releasability: Unlimited. This directive is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at www.commissaries.com.

Reissues and Cancels: DeCA Directive 40-15, "Managing, Accounting & Reporting of Government Property," August 28, 2007

Approved by: Arthur Yarbrough
Chief, Administration Division

Purpose: This directive:

- Establishes policy, and assigns responsibility for the transportation of commissary merchandise, equipment, and supplies by ocean carrier or aircraft. All DeCA government equipment and accountable property must be properly managed, accounted for, and reported in accordance with (IAW) stated Department of Defense (DoD) guidance and augmented by this DeCA issuance. This includes the requirements for equipment and accountable property inventories, responsibilities, categories of property, and accounting procedures. The directive provides procedures to be used when DeCA property is lost, damaged, or destroyed through causes other than normal wear and tear, authorized methods to obtain relief from property responsibility and accountability, and DeCA procedures on such losses and financial liability.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This directive applies to all DeCA activities and all DeCA personnel IAW DoD Directive (DoDD) 5105.55, “Defense Commissary Agency.”

b. This directive applies to third parties [i.e., Contractors, Navy Exchange Market (NEXMART), Federal Agencies] IAW DoD Instruction (DoDI) 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property, DoD 7000.14-R Volume 4, Chapter 6, Property, Plant and Equipment, and as augmented by the requirements of this issuance.

1.2. Policy. It is DeCA’s policy, IAW DoDI 5000.64 and DoD 7000.14-R, that financial management of all DeCA accountable government property will:

a. Manage accountable property and equipment through Accountable Property System of Record (APSR) and Defense Property Accountability System (DPAS) and Defense Agencies Initiative (DAI) that replaced [Defense Business Management System (DBMS)].

b. Use DeCA internal controls and inventories to account for accountable property and equipment.

c. Use proper use, care, physical protection, and disposal of all government property and equipment in accordance guidance referenced in this directive and DeCA Manual (DeCAM) 40-15.01.

SECTION 2: RESPONSIBILITIES

2. RESPONSIBILITIES. DeCA Headquarters (HQ) directors and managers are responsible for providing guidance, assistance, and procedures to area and store personnel in the accountability of DeCA equipment and accountable property. The Property Accountability Branch (MPLRP) will ensure that the procedures in this directive are properly executed. DeCA HQ, Area Offices, Zone Managers, Store Directors, Center Distribution Center (CDC) Managers, and Central Meat Processing Plant (CMPP) Manager are responsible for the daily care, security, and usage of property assigned to their areas of responsibility.

a. DoD Component Head. This is the DeCA Director or the Deputy DeCA Director acting on behalf of the Director.

b. Component Property Lead (CPL). Appointed in writing by the DeCA Director to implement this issuance on behalf of the Component. Formally, the DeCA Deputy Director or Director of the Logistics Directorate, serves as the proponent for property accountability on behalf of the DeCA Director.

c. Approving Authority. Typically a DeCA directorate level director.

d. Accountable Property Officer (APO). Formally the DeCA Property Manager (DPM), also known as the Property Book Officer, Personal Property Manager, and Accountable Officer. This is a DeCA Director or Director's designee (i.e., CPL) appointed position.

e. Responsible Officer (RO). Also known as Property Custodian or Major Hand-Receipt Holder (MHRH). Specifically, Store Directors, CDC Managers, and CMPP Manager are appointed by the APO or CPL, to be the RO.

f. Property Custodian. See RO.

g. Designated Property Representative. The RO will appoint a Designated Property Representative as the point of contact that is responsible for daily property accountability and to conduct annual inventories.

h. Property Disposal Specialist. Manages the Agency's property disposal program.

i. Major Hand-Receipt Holder. The accountable person who is hand-receipted for property. See RO.

j. Individual Responsibility. The obligation of a person to exercise reasonable and prudent actions to use, care for, and safeguard all government property in their possession.

k. Contractor Responsibility. Contractors are responsible and accountable for government property (of any value) in their possession or control.

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1. Third Party Responsibility. Third parties have stewardship responsibility, consistent with the terms and conditions of the accountable contract or third-party agreement, for the government property in their care.

GLOSSARY

G.1. ACRONYMS.

APO	Accountable Property Officer
APSR	Accountable Property System of Record
CDC	Center Distribution Center
CMPP	Central Meat Processing Plan
CPL	Component Property Lead
DAI	Defense Agencies Initiative
DBMS	Defense Business Management System
DeCA	Defense Commissary Agency
DeCAM	DeCA Manual
DoD	Department of Defense
DoDD	DoD Directive
DoDI	DoD Instruction
DPAS	Defense Property Accountability System
DPM	DeCA Property Manager
HQ	Headquarters
IAW	in accordance with
MPLRP	Property Accountability Branch
NEXMART	Navy Exchange Market
RO	Responsible Officer