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**27 AUGUST 2004**



**Services**

**PROPERTY MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFSVA/SVPCO  
(Mr. Robert W. Mason, Jr.)  
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Certified by: HQ USAF/ILV  
(Mr. Arthur J. Myers)  
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This instruction implements AFD 34-2, *Managing Nonappropriated Funds*, by providing property management guidance for activities supported in whole or part with NAFs. It covers Services (SV) activities receiving appropriated fund (APF), Defense Reutilization and Marketing Office (DRMO), and nonappropriated fund (NAF) property.

This publication does not apply to the Air National Guard (ANG), unless the particular unit has custody of Air Force NAF property. In this case, these procedures must be followed.

To fully understand procedures and terminology regarding property management, see the referenced Department of Defense (DoD) guidance, AF Manual (AFMAN) 23-series publications, and AF Instructions (AFI) 34-201 and 34-209.

Proposed supplements that affect any function are processed as required by AFI 33-360. Send major command (MAJCOM) proposed supplements and any other related directives to Headquarters, Air Force Services Agency, Directorate of Programs, Operations Support Branch (HQ AFSVA/SVPCO), 10100 Reunion Place, Suite 402, San Antonio TX 78216-4138, for approval. Appropriated Fund (APF) Automated Data Processing Equipment (ADPE) will be managed IAW the guiding Air Force directive on ADPE management, AFI 33-112, *Computer Systems Management*, along with applicable MAJCOM supplements, and local Communications Squadron procedures. The same guidance should be applied to NAF ADPE except where Services policy indicates otherwise.

**SUMMARY OF REVISIONS**

This revision incorporates Interim Change IC 2004-1 TO AFI 34-204, PROPERTY MANAGEMENT. This interim change (IC) 2004-1 provides guidance for Air Force Services Property Management. It incorporates revised definitions for pilferable items, bulk purchases, and quantity supply type items. It includes new procedures to account for APF Budget Code 9 items. It includes updated inventory proce-

dures for bulk and pilferable equipment items. A bar ( | ) indicates revision since previous edition. The entire text of the IC is at the last attachment.

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