

# **Asset Identification and Management Process**

Asset Management classification is defined by two entities or components, one being a tangible physical object that can be referenced by its location or it is a part of the Department of Defense real property inventory. The other entity or component is a non-tangible asset that can not always be defined by a location or does not exist as a physical object in the Department of Defense Real Property Management inventory. Patuxent River's asset management is based on the four major Department of Defense (DOD) Real Property classes for the "Tangible" assets, plus a class 0 added to address the "Non Tangible" assets. These five classes are assigned to the Navy and DOD Category Code System that describes the functional use of the asset throughout the life cycle. Class 0 assets address such items as "New Planned Assets" not yet a part of the real property inventory, "Proposed Contract Vehicles" which will never be a part of the real property inventory, and "Service Functions", such as loading and unloading of Aircraft, which just covers the performed function. These are only a few of the non-tangible assets that are required to support financial reporting even though, those do not exist as objects in the real property inventory. Class 1 assets address the "Land" property records such as Improved grounds, Semi Improved grounds, and Unimproved Grounds, these areas cover land management functions such as Grounds Maintenance and Natural and Cultural resource areas. The Class 2 assets cover the "Facilities" portion that is broken down into sub components of Buildings, Structures and Utilities. Class 3 covers asset items that are known as "Personal Property", examples of these are Leased Spaces, Skid Mounted Equipment Vans, and movable Above Ground Storage Tanks. Class 4 assets covers items that are known as Industrial Equipment such as the Paint Spray Booth (at AIMD) and the Small Anechoic Chamber (at MTR site)". The Class 4 Assets may appear to be a class 2 facility, but were acquired with equipment dollars.

The assets classification and functional use may change through out the life cycle. Example a new planned asset, which is non-tangible, does require tracking as a proposed land use long before it is entered into the real property inventory. It does not become a tangible asset until the contract is awarded and it is entered into the Navy/DOD real property inventory. The tangible asset once built may start out with a Research, Development Test, & Evaluation functional use (Category Code series 300 to 399) for the first 30 or 40 years of its life. It could then be revitalized for Administration use (Category Code series 600 to 690) for the remainder of its life, up to 55 years in some cases here at Pax River.

The asset management selection model is based on this change factor of classifications between tangible and non-tangible and will allow for functional use changes (space management) with out us having to redo anything but record the business events that will occur through out the life cycle of an asset.

We have added some pseudo Category Codes into the existing DOD category code reference table to allow for this kind of classification and the capability to realign because of functional use changes through out the life of the asset. All new asset identifications will have a category code assigned when added in the asset management tables. So when you select an asset based on DOD Nomenclature this will filter the list of assets based on its assigned functional use. This removes the human factor of making sure Assets are align in the selection object and allows for changes real time based on the way we do our day to day business.

<b>DOD Category Code Series (First three digits)</b>	<b>Nomenclature</b>
111 through 149	Operational
150 through 169	Waterfront Facilities
170 through 179	Training Facilities
210 through 219	Maintenance Facilities
220 through 229	Production Facilities
300 through 390	RDT&E Facilities
400 through 451	Supply Facilities
500 through 550	Hospital, Medical, Dental
600 through 690	Administrative Facilities
711 through 714	Unaccompanied Personnel Housing Facilities
730 through 750	Community Facilities
760	Museums and Memorials
800 through 845 and 890	Utilities
850 through 852	Roads and Parking
860 through 871	Grounds Improvement Structures
872 through 872	Fencing, Gates and Guard Towers
880 through 880	Fire and Other Alarm Systems
910 through 923	Land (Owned or Ingranted)
930 through 939	Site Improvements

Below is an example of the complexity of Assets and the number identified in the middle of December 1999. Using this approach for the selection of Assets will provide two valuable functions. One expose the end user to the DOD/NAVY investment functions, along with providing a filter on our assets as the inventory process becomes much more well defined. You will note the additional non-tangible assets (Class 0) at the bottom of the list. Some that you see with low numbers or 0 only mean we have not full identified all of the property records needed to support tracking of tangible and non-tangible assets.

338	Operational	111 through 149
54	Waterfront Facilities	150 through 169
12	Training Facilities	170 through 179
88	Maintenance Facilities	210 through 219
3	Production Facilities	220 through 229
372	RDT&E Facilities	300 through 390
70	Supply Facilities	400 through 451
4	Hospital, Medical, Dental	500 through 550
95	Administrative Facilities	600 through 690
245	Family Housing Facilities	711 through 714
12	Unaccompanied Personnel Housing Facilities	720 through 725
306	Community Facilities	730 through 750
8	Museums and Memorials	760
578	Utilities	800 through 845, and 890
155	Roads and Parking	850 through 852
23	Grounds Improvement Structures	860 through 871
159	Fencing, Gates and Guard Towers	872
3	Fire and Other Alarm Systems	880
9	Land (Owned or Ingranted)	910 through 923
2	Site Improvements	930 through 939
3	Non-Tangible Assets	999
4	Unspecified Cat Code	
2,543	TOTAL Assets as of December 1999	

Below is a short description of the Asset Numbering Sequence use at Pautext River for Human factor purposes. These have been utilized over time and now have become a part of the cultural aspects of the work force.

0 to 100 are not utilized for Asset Numbering.

101 to 2500 are Class 2 Facility reportable Assets at any Pax River site except Solomon's Island, Glenn Forest or Webster Field.

2500 to 2599 (2500 series) are Class 2 reportable Assets (Glen Forest Housing Facilities). This is a historical grouping of numbers that was reserved for the Special Area of Glenn Forest. 2589 is the highest 2500 series number use as of this date.

2600 to 2900 are Class 2 reportable Assets at any Pax River site except Solomon's Island, Glenn Forest or Webster Field.

3000 to 3999 are Assets not reportable in the Navy Facilities Asset Data Base Real Property Inventory. Examples would be lease facilities, government owned trailers, and Class 3 or 4 Assets that we are tracking in our systems. In the past a 3000 series number indicated a lease relocatable, but the current utilization of this series is for non-reportable Assets of any Class.

4000 to 5999 would be for Class 2 Reportable Assets at any Pax River site except Solomon's Island, Glenn Forest or Webster Field. No numbers in this range have been utilized as of this date.

6000 to 6999 would be for Class 2 Reportable Assets at Solomon's Island. This is a historical grouping of numbers that was reserved for the Special Area of Solomon's Island. Even though we do not report these facilities in the NFADB, we need them in our system to support Asset Identification without duplicating asset numbers on the main complex.

7000 to 7999 would be for Class 2 Reportable Assets at any Pax River site except Solomon's Island, Glenn Forest or Webster Field. No numbers in this range have been utilized as of this date.

8000 to 8999 would be for Class 2 Reportable Assets at Webster Field. This is a historical grouping of numbers that was reserved for the Special Area of Webster field. 8291 is the highest 8000 series number used as of this date.

There is benefit to be used in continuing the utilization of numbering series as outlined above. It allows a quick visual association of things like the 3000 series being for assets that are not funded with normal Maintenance Real Property accounts (MRP), but can be funded by Direct funds in support of weapons acquisition programs for work requested. The 6000 series being for a special area of Solomon's Island which is now hosted by the Naval District Washington. The 2500 series being used for the special area of Glenn Forest, and the 8000 series being for the special area of Webster Field which was formerly hosted by the Space and Warfare command.

Additionally in our numbering scheme we use alpha characters (A, B, C, D, E, etc.) after a asset identification. This is used again for human factors reasons, this facilitates the numbering of assets that support a main assets, i.e. 2272 the Naval Air Systems Command Headquarters building has related facilities that support the main facility such as 2272A, 2272B, 2272C, etc. This has really assisted personnel to identify and locate facilities for because they can associate the support asset with the main location of the primary asset.