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DEPARTMENTAL REGULATION		NUMBER: 5200- 1
SUBJECT: Personal Property Management Property Passes	DATE: April 9, 1984	
	OPI: Assistant Inspector General Security and Special Operations	

1 PURPOSE

The purpose of this regulation is to set forth procedures pertaining to a new property pass form to be used for the authorized removal of property from the USDA Headquarters complex. The new form is designed to help USDA agency property officers account for, audit, and control the removal of property assigned to their agency.

2 SPECIAL INSTRUCTIONS AND DEFINITIONS

- a Effective April 16, 1984, the new USDA Form AD-873, Property Pass, (figure 1) will be used, in most instances, to record and approve the removal of personal property from USDA premises. The GSA Optional Form 7, Property Pass, will be used only on a limited basis as set forth in section 6.
- b This regulation does not apply to those shipments or movements of furniture which are carried out under the supervision and control of the Office of Operations.

3 POLICY

Agencies will control the removal of property from USDA premises through the issuance of property passes by designated issuing authorities and through the maintenance of records to support the issuance of property passes, as outlined in this regulation.

4 RESPONSIBILITIES

- a The Physical Security Branch, Office of Inspector General, will:
 - (1) Oversee the control and use of property passes within USDA;
 - (2) Make random audits of logs and files maintained by agency property officers and/or agency issuing authorities; and
 - (3) Receive originals of issued property passes from the guards, file the originals by issuing agency, and return them monthly to the appropriate Chief Property Officer.

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b Agency Chief Property Officers will:

- (1) Designate a property officer from their agency to monitor the issuance of property passes and audit the property log books of employees authorized to sign property passes; and
- (2) Notify the Physical Security Branch in writing concerning any exceptions granted which allow use of the GSA Optional Form 7 in lieu of the AD-873. See section 6a for limitations.

c Designated Agency Property Officers will:

- (1) Ensure the agency Property Pass Issuing Authority list is kept up to date (See appendix A.);
- (2) Establish and issue property pass log books and maintenance procedures to the agency individuals having property pass issuing authority;
- (3) Obtain and issue appropriate quantities of the AD-873 to the agency individuals having property pass issuing authority. Include property pass preparation and distribution instructions;
- (4) Establish and maintain office files for the completed green copies of the AD-873. A file should be established for each agency individual having property pass issuing authority. Also, when green copies are received, review them for completeness, accuracy, and adherence to established procedures and instructions;
- (5) Review the original (white) copy of the property passes returned from the Physical Security Branch, compare and staple each original to the property office green copy, and refile;
- (6) Review the yellow copy of passes pertaining to government property returned and make periodic spot checks to verify that property has been returned as indicated. File the yellow copy with the white and green copies, and when all items on the pass are accounted for, the three copies may be destroyed (See also section 8.);
- (7) Inspect each issuing authority's log book for adherence to established procedures and instructions every thirty (30) days and certify this inspection by signature and date of inspection;

- (8) Perform a close out audit of his/her property log whenever an individual's property pass issuing authority is rescinded. Note the close out audit findings on the inside cover of the property log;
- (9) Maintain the log book for any government property still out on loan by property pass issued by an individual no longer involved as an issuing authority, until all government property is returned or accounted for. At that time, close out the log book as instructed; and
- (10) Report first to the Agency Chief Property Officer and then to the Physical Security Branch any problems or violations connected with the issuance of passes, maintenance of log books, etc.

d Designated Property Pass Issuing Authorities will:

- (1) Prepare and issue an AD-873 for property being legitimately removed from USDA premises. This includes government property, personal property belonging to employees but similar to government property in common use (pocket calculators, typewriters, fans, lamps, framed paintings or photographs of scenery, etc.), and equipment or tools belonging to commercial firms working in the headquarters complex for a USDA agency. (The agency that was being serviced by the commercial firm will issue the pass.)

See figure 1 for a sample form and instructions for preparation of the AD-873. Block 11, Property Status, will always indicate the ownership of property being removed. In addition, when commercial firm employees remove government property from USDA buildings, the reason will be noted in block 8, the agency and room number from which the property has been removed will be listed in block 9, and the property status will be marked Government in block 11.

- (2) Distribute the completed property pass, which is a three-part carbon set form, as follows:
 - (a) The original (white) copy of the AD-873 is issued to the individual requesting the removal of property from a USDA building. The property holder will surrender this copy to the guard upon leaving the building.
 - (b) The green copy is forwarded by the issuing authority to the designated agency property officer for accounting, audit, and control purposes.

- (c) The yellow copy is retained by the issuing authority for record and log book control purposes until property is returned.
- (3) Record issuances of property passes in your log book. Follow the instructions for maintaining log books in appendix B.
 - (4) Verify the identity and condition of government property upon return by the property pass holder. Record your verification in log book and on yellow copy of pass, and forward the yellow copy to your property officer. (See also section 8.)
 - (5) Notify your designated agency property officer whenever you start a new property log and make note of this at the very top of the inside cover of the new property log. Example: Dennis Hall notified on 10/21/83 of start of log book #2. Then sign your name and enter the number 2 over the GSA NSN number on the cover.
- e USDA employees, contract employees, and employees of commercial firms performing services for USDA agencies will obtain property passes from the appropriate agency issuing authority for property being removed from USDA premises and will give the pass to the guard on duty as they leave the building.

5 CENTRAL SUPPLY STORE PURCHASES

Central Supply Store purchases being taken from the South Building will require an AD-873 for clearance by the security guards. For example, agencies and offices located in the Auditors Buildings and Cotton Annex will need to furnish their employees with an AD-873, prepared as indicated below, when sending them to pick up items at the Central Supply Store.

The items to be purchased will be listed in block 7 on the AD-873. If more room is required, then make a notation "SEE ATTACHED LIST" and staple to the AD-873 a list of the purchased items. Upon leaving the building with the purchased items, the bearer will give the security guard the AD-873 with attached list.

Since the property is coming into the agency, it does not have to be recorded in the property book. However, the issuing authority should attach a copy of any purchase list and copy of bill of sale receipt to the green and yellow file copies of the AD-873.

6 EXCEPTIONS FOR LIMITED USE OF GSA OPTIONAL FORM 7, PROPERTY PASS

- a Exceptions Requiring Notice of Approval. Publications, papers, mail, and other expendable property may be removed from the USDA building complex using the GSA Optional Form 7 provided approval of the Chief Property Officer of the agency is obtained.

The Chief Property Officer shall give written notification to the Chief of the Physical Security Branch, Room 22E, Administration Building, of exceptions authorized, the reason therefor, the agency/office involved, and the person authorized to issue property passes. These exceptions shall be listed in each guard's property book. An original and 20 copies of the exception memorandum is required for posting at the guard stations.

Agencies granted exceptions to use the GSA Optional Form 7 must enter the agency code number in block 6 or the pass will not be accepted by the security guards.

Property officers, when considering approval of an exception, should keep in mind that one of the primary purposes of the property pass and property log book procedures is to establish an audit trail for government property on loan or out for repair. Exceptions shall not include nonexpendable government property or computer tapes and new computer paper.

b General Exceptions - No Notice Required,

- (1) Non-USDA agencies housed within the USDA complex are not required to use the AD-873. They will use the GSA Optional Form 7 to release property from the complex.
- (2) Employee personal belongings such as, potted plants and flowers, and personal effects of employees leaving USDA employment or being transferred will continue to be released from the USDA complex on the GSA Optional Form 7. If any personal items may be confused with government property, then an AD-873 will be used and the item(s) in question will be recorded on the property log book.
- (3) Special sale items periodically sold in the USDA complex will be released from the complex on the GSA Optional Form 7. This applies to nonperishable items such as paintings. Foodstuffs sold in the complex do not require a property pass for release.

7 RELATED PROPERTY ACCOUNTABILITY REQUIREMENTS

When a property pass is issued for government property, the issuing authority must ensure appropriate clearance and/or documentation has been obtained from the designated agency property officer or other accountable official. For example, it is a requirement that all property officers maintain Personal Custody Property Receipts (OF-130) in the issuance of government property.

Employees who are authorized to issue property passes but are not property officers shall be considered agency property officers and shall be required to comply with property issuance requirements, i.e., making out and maintaining OF-130 cards on all issuances of government property.

The designated agency property officer who monitors and audits the issuing authorities should make certain that those who are not property officers are familiar with Department regulations on the issuance of property.

8 RETURN OF GOVERNMENT PROPERTY

When government property is returned, the property holder must have the return verified by the issuing authority who shall check the returned item as being the original item issued and in the same condition as issued.

The issuing authority shall enter the return date and his/her initials in the ownership column of the property log, date and initial block 12 of the yellow copy of the property pass, and then forward the yellow copy to the designated property officer who shall attach it to the white and green copies. When all items on the pass are accounted for, all three copies can be destroyed by the property officer.

The designated property officer shall make spot checks to determine if the item(s) have been returned as indicated by the issuing authority. The inspecting agency property officer shall then date and initial the description column of the property log acknowledging the verification of the property return as notified by the issuing authority.

-END-

FIGURE 1

SAMPLE OF AND INSTRUCTIONS FOR COMPLETING THE FORM AD-873, PROPERTY PASS

1. AGENCY CODE NO.	U.S. DEPARTMENT OF AGRICULTURE PROPERTY PASS PRINT ALL INFORMATION	2. PASS GOOD THIS DATE ONLY
3. PROPERTY PASS NO.		4. LOG BOOK NO.
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
5. NAME OF PROPERTY HOLDER		6. BUILDING PROPERTY BEING REMOVED FROM
7. DESCRIPTION OF PROPERTY BEING REMOVED (Include serial number if any)		
8. REASON FOR REMOVAL		
9. PROPERTY BELONGS TO		11. PROPERTY STATUS (Use X)
10. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE
		<input type="checkbox"/> COMMERCIAL
		12. GOVERNMENT PROPERTY RETURN DATE

Form AD-873 (6/83)

- BLOCK 1. Agency Code No.: Enter your agency code number.
- BLOCK 2. Pass Good This Date Only: Enter the date pass is issued. Pass is only good on date issued. Do not post date property passes.
- BLOCK 3. Property Pass Number: Enter next consecutive number from log book, a dash, then calendar year in which pass is issued (e.g. 0015-83).
- BLOCK 4. Log Book Number: Enter LOG-BOOK number inscribed on the hard green cover of the log book.
- BLOCK 5. Name of Pass Holder: Clearly hand print or type the full name of the pass holder. The pass holder will be required to produce identification to match the name on the pass.
- BLOCK 6. Building Property Being Removed From: Enter the name of the building the property is being removed from (e.g. South, Administration, Annex, Auditors, etc.).
- BLOCK 7. Description of Property Being Removed: Enter a clear, concise, explicit description, including manufacturer, model, serial, or part numbers, colors, quantities, sizes, etc.
- BLOCK 8. Reason for Removal: Enter the reason why property is being removed from the building (e.g. repair, training, return to manufacturer, etc.).
- BLOCK 9. Property Belongs To: Enter ownership of property (e.g. Xerox, IBM, ASCS, FAS, or the name of private property pass holder).
- BLOCK 10. Signature of Person Authorizing Removal of Property: To be signed by individual whose name is inscribed on hard green cover of the log book.
- BLOCK 11. Property Status: Mark X in the applicable box.
- BLOCK 12. Government Property Return Date: When applicable, enter the expected return date for government property authorized for removal from a USDA building.

APPENDIX A

INSTRUCTIONS FOR COMPLETING PROPERTY PASS ISSUING AUTHORITY LIST

1 GENERAL

Names of employees authorized to sign property passes are to be shown on the property pass issuing authority list along with other identifying information as described herein. (See figure A-1 for a sample format.)

2 HEADING

- a Buildings. Identify the USDA building(s) from which the agency chief property officer will allow the listed issuing authority to release property.
- b Authorizing Agency. Enter the name of your agency or, if applicable, the name of your servicing agency, e.g., Agricultural Marketing Service (AMS) services the following other agencies: Federal Grain Inspection Service (FGIS), Office of Transportation (OT), Agricultural Cooperative Service (ACS), etc.
- c Effective Date. Enter the date when the property pass issuing authority form is properly filled out and ready for use.
- d Agency Code. Enter your agency's code number or the servicing agency code, if applicable. For example, AMS has 02 as its agency code number; FGIS, an agency being serviced by AMS, has the number 36 as an agency code; so an issuing authority from FGIS would list 02 as the agency code in the heading and 36 as the agency code adjacent to his/her signature.

3 IDENTIFICATION OF ISSUING AUTHORITIES

For each issuing authority, the list will contain his/her name and signature, the agency code number and initials (APHIS, FGIS, FSIS, etc.), and his/her room number and telephone number.

4 SECTION FOR OFFICIAL USE ONLY

Type in this section the chief agency property officer's full name, title/position, agency, room number and telephone number. Also enter the words Monitoring Property Officer and the full name, title/position, agency, room number and telephone number of the property officer designated to monitor and audit the listed issuing authorities.

APPENDIX B

INSTRUCTIONS FOR MAINTAINING PROPERTY PASS LOG BOOKS

1 GENERAL

Individuals having property pass issuing authority are to maintain a log book (GSA NSN 7530-00-222-3525) to record their issuances of property passes. If there are a large number of issuances of property passes, GSA NSN-7530-286-8363 may be used.

2 IDENTIFICATION OF LOG BOOKS

Using a black felt pen, inscribe under the word RECORD on the hard green cover the following information:

<u>Description</u>	<u>Sample Entry</u>
Title:	PROPERTY PASSES
Issuing authority number:	LOG BOOK 001 <u>1/</u> <u>2/</u>
Agency initials:	ASCS
Name of issuing authority:	Joan C. Edwards
Sequential number:	1 <u>3/</u>
Date log book started:	START 3-1-84
Date log book closed out:	END 12-31-84

The cover of the log book should appear as shown in figure B-1.

- 1/ This sequence identifies the issuing authority. If there are five individuals in an agency with property pass issuing authority, then there will be five log books as follows: LOG BOOK 001, LOG BOOK 002, LOG BOOK 003, LOG BOOK 004, and LOG BOOK 005.
- 2/ When a replacement authority is appointed, they may use the property log number of the person they have replaced, but they shall be identified as a replacement by an additional number sequence starting with the number 2 and followed by the year. For example, the second person assuming a property log number in 1983 would write their property log number as 001-2-83. The first three numbers are the property log numbers, the second number indicates how many issuing authorities have used the particular property log number, and the last two numbers identify the year. (The first issuing authority will use only the basic log number.)
- 3/ This sequence indicates the number of log books used by an issuing authority. The first log book will be numbered 1 and when it becomes filled, the issuing authority will start a new log book numbered 2, and so on.

3 LOG BOOK PAGES

Use only the front side of each lined page in the log book. Number the pages in sequence at the top right hand corner. Do not use or number the back side of the pages.

Divide the pages into five (5) columns headed as follows:

<u>Property Pass No.</u>	<u>Date Issued</u>	<u>Name of Pass Holder</u>	<u>Property Description</u>	<u>Property Owner</u>
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See figure B-2 for sample format.

4 ENTRIES IN LOG BOOK

- a Property Pass Numbers. Each time a property pass is issued, a number must be assigned to the pass and recorded in the log. This number includes sequential digits assigned by each agency followed by the calendar year in which the pass was issued (e.g. 001-83 then 002-83 and so on).
- b Other Entries. Information for all other entries made to the columns of the log book should be obtained from the appropriate sections of the property pass.

5 DISPOSITION OF LOG BOOK WHEN FULL

When a log book is full, the log book shall be retained until all the Government property out on property pass issuance is returned or otherwise accounted for. Then the issuing authority shall request that the completed property log be reviewed and audited by the designated property officer. Each completed property log book must have a signed and dated audit notation by the designated property officer.

If the auditing property officer finds the log book in proper order and all Government property accounted for, the property officer shall note his/her findings on the blank back of the log book cover, sign and date the log book's close out audit, and then enter the close out date behind the words END on the front cover. Only the designated agency property officer has the authority to take a property book out of service and mark the END date.

While the issuing authority is waiting the return of government property in a full property book, he/she may start the second property log book to record new issuances but shall retain the prior log book until all government property issued on the old log book is returned or accounted for.

FIGURE B-1

SAMPLE FORMAT FOR COVER OF LOG BOOK

RECORD

OF

PROPERTY PASSES

Log Book 001

ASCS

JOAN C. EDWARDS

START

END

7530-00-222-3525
FEDERAL SUPPLY SERVICE

