
CHAPTER 12
PERSONAL PROPERTY MANAGEMENT

TABLE OF CONTENTS

CHAPTER 12 Personal Property Management

Exhibits -Part II

Exhibit 5-12-AA	Certification for the Acquisition of Replacement Equipment
Exhibit 5-12-BB	Government Property Approval Levels
Exhibit 5-12-CC	Personal Property-Loan Record
Exhibit 5-12-DD	Personal Property Obtained for Demonstration or Test Purposes
Exhibit 5-12-EE	IHS Tribal Contractor Additional Equipment Requirements
Exhibit 5-i2-FF	IHS Tribal Contractor Additional Equipment Requirements
Exhibit 5-12-GG	IHS Tribal Contractor Additional Equipment Requirements
Exhibit S-12- HH	Automated Data Processing System for Nonexpendable Personal Property
Exhibit S-12-11	Property Administrator Designation
Exhibit 5-12-JJ	Designation of Property Representative
Exhibit 5-12-KK	Condition Codes
Exhibit 5-12-LL	Report of Capitalized Nonexpendable Equipment
Exhibit 5-12-MM	Approval of Motor Vehicle Fleet Plan
Exhibit 5-12-NN	Official Use of Government Motor Vehicles
Exhibit S-12-00	Recovery of Precious Metals

MANAGEMENT SERVICES

CHAPTER 12
PERSONAL PROPERTY MANAGEMENT

CERTIFICATION FOR THE; ACQUISITION OF
REPLACEMENT EQUIPMENT.

Requisition No.: _____

- a. The requirement is absolutely essential.
- b. The item **meets** existing use standards.
- c. Validation in accordance with DHHS Materiel Management Manual 103.25.150.3.
 - 1) **Basis** of need.
 - 2) Utilization consideration.
 - 3) Other considerations.
- d. There are no other **items** available within the Agency to **meet** the requirement, either from equipment pools/sharing or from unrequired and excess sources.
- e. It is the least expensive item which will satisfy the requirement. Approvals requesting other than lowest prices available must be supported by a justification signed by the Executive Officer, Indian Health Service.
- f. A rehabilitated item will be accepted if available.
- g. The appropriate GSA Regional Office Surplus Property Program does not have a suitable **item to meet** the need.

MANAGEMENT SERVICES

CHAPTER 12
PERSONAL PROPERTY MANAGEMENT

h. The requisition will also reflect the following information concerning the item being replaced regardless of whether it is being utilized as a trade-in.

- 1) Description
- 2) Manufacturer
- 3) Serial Number
- 4) Index Number
- 5) Control Number
- 6) Tag Number
- 7) Location
- 8) Acquisition Year
- 9) Acquisition Value
- 10) Replacement Cost
- 11) Cost of Repairs
- 12) Replacement Year

Area Property Management Officer

DATE

MANAGEMENT SERVICESCHAPTER 12
PERSONAL PROPERTY MANAGEMENTGOVERNMENT PROPERTY APPROVAL LEVELS

<u>DESCRIPTION/CATEGORY</u>	<u>APPLICABILITY</u>	<u>APPROVAL LEVEL</u>
(1) Scientific, technical, engineering, and medical which includes dental.	All Areas	Area Property Management Officer
(21) Administrative (calculators, typewriters, transcribers, and office recorders)	All Areas	Area Property Management Officer
(3) Administrative (copying/reproducing equipment)	All Areas	Public Health Service
(4) Telecommunications, radio, facsimile equipment	All Areas	Office of Information Resources Management, IHS Headquarter
(5) Automated data processing equipment (See Exhibit 5-12.- C, ADP Delegations of Authority)	All Areas	Office of Information Resource Management, IHS Headquarter
(6) Furniture and Furnishings	All Areas	Area Property Management Officer
(71) Aviation and Motor Vehicles	All Areas	Chief, Property Management Branch, IHS Headquarter

DEPARTMENT OF HEALTH AND HUMAN SERVICES

PERSON & PROPERTY - LOAN RECORD

BORROWING AGENCY'S NAME, ORGANIZATION AND ADDRESS	CUSTODIAL POINT CODE	ACC & USE FILE	DATE
---	----------------------	----------------	------

BORROWER'S NAME AND ADDRESS (<i>Institution, Organization or Individual</i>)	LOAN PERIOD <input type="checkbox"/> SIX MONTHS <input type="checkbox"/> ONE YEAR
--	---

STOCK NUMBER	DESCRIPTION (prop. no., hftg. Ser. no, <i>Modal no</i>)	UNIT	QUANTITY	VAL & E	COND.

SIGNATURE OF CUSTODIAL OFFICER:	DATE:
SIGNATURE OF CUSTODIAL OFFICER:	DATE:
SIGNATURE OF APPROVING OPERATING AGENCY HEAD:	DATE:

I hereby certify that the necessary **records** have been established and appropriate annotations have been made on the inventory records to maintain control of property by **location**.

Signature of Accountable Officer

Date

The property is hereby loaned for official use for the period commencing _____ and ending _____ unless terminated at an earlier date. The borrower agrees to be responsible for any damage and/or repairs necessary as the result of usage, prior to return of property. All transportation costs incident to delivery or return of property will be at the borrower's expense. Justification for loan must be attached to this record. The signature of the borrower indicates his acceptance of the property under the terms cited above and those contained in HHS MM 0 103.2756.

Signature of Borrower

Date

DISTRIBUTION INSTRUCTIONS

1. Prepare form in quadruplicate.
2. Forward all copies through the Administrative Officer to the Accountable Officer.
3. The second and third copies will be returned to the lender.
4. The fourth copy will be sent to the borrower.
5. On return of the property, the lender shall indicate its return on the third copy and returned to the Accountable Officer.

MANAGEMENT SERVICES

CHAPTER 12
PERSONAL PROPERTY MANAGEMENT

IHS'AND TRIBAL CONTRACTOR ADDITIONAL EQUIPMENT REQUIREMENTS

FY- _____

AREA: _____

PRIORITY	CATEGORY	VALUE
(* For use by Areas in consolidating their requirements by Station / Tribal Contract or So Priority, Category (FSC-Group), Value and Total.)		
	TOTAL _____	

MANAGEMENT SERVICES

CHAPTER 12
PERSONAL PROPERTY MANAGEMENT

IHS AND TRIBAL CONTRACTOR ADDITIONAL EQUIPMENT REQUIREMENTS
(ACQUISITION FROM EXCESS)
FY- _____

Area: _____

Category	Value
(* For use by Areas/Tribal Contractors in the acquisition of additional equipment from excess from Federal agencies by Category (FSC-Group) and Value.)	

TOTAL _____

Indian Health Service

Automated Data Processing System

for

Control and Accountability

Of

Nonexpendable Personal Property

THE REVISED EQUIPMENT PROCESSING HAS BEEN DESIGNED TO PROVIDE THE ACCOUNTABLE OFFICERS AND CUSTODIAL OFFICERS WITH THE NECESSARY DATA TO MAINTAIN AN EFFECTIVE EQUIPMENT MANAGEMENT AND ACCOUNTING PROGRAM..

LISTED BELOW ARE SOME OF THE MAJOR CHANGES IN THE REVISED EQUIPMENT PROGRAM:

COMPUTER CONTROL NUMBER: THE PURPOSE OF THE COMPUTER CONTROL NUMBER IS TO PROVIDE THE MEANS TO SPECIFICALLY IDENTIFY EACH UNIT RECORD UNDER AN INDEX NUMBER AND SIMPLIFY CODING REQUIREMENTS RELATED TO NONACCOUNTABLE CHANGES AND ACCOUNTABLE DISPOSITIONS.

INTERNALLY THE COMPUTER WILL ASSIGN A 4 DIGIT CONTROL NUMBER BEGINNING WITH 0001 TO EACH UNIT RECORD ON FILE UNDER AN INDEX NUMBER FOR EACH ACCOUNTABLE AREA. AS ADDITIONAL (NEW) UNIT RECORDS ARE CREATED, REGARDLESS OF THE TYPE OF TRANSACTION, THE NEXT HIGHEST NUMBER IN SEQUENCE FOR EACH INDEX NUMBER WILL BE INTERNALLY ASSIGNED BY THE COMPUTER TO THE RECORD. THE TRANSACTION REGISTER WILL REFLECT THE COMPUTER CONTROL NUMBER FOR EACH TRANSACTION APPEAR- THG THEREON, AND WILL ALSO BE REFLECTED ON THE R & L LISTING, CMR AND THE ANNUAL EQUIPMENT REPLACEMENT LISTING FOR EACH UNIT RECORD.

DELETE DATA - UNIT RECORD: DATA CONTAINED IN THE UNIT RECORD *THAT*-YOU WISH TO DROP AND NOT REPLACE WITH OTHER DATA CAN BE ACCOMPLISHED BY PUNCHING AN "X" IN THE FIRST POSITION OF THE APPROPRIATE FIELD. THE FOLLOWING DATA ELEMENT FIELDS MAY BE BLANK, PURCHASE ORDER NUMBER, REPLACEMENT COST, PROJECT CODE, MANUFACTURER SERIAL NUMBER, FISCAL YEAR OF REPLACEMENT AND COST CENTER.

FISCAL YEAR OF REPLACEMENT: THE FISCAL YEAR OF REPLACEMENT FOR ACQUISITIONS WILL BE DETERMINED BY THE COMPUTER, UNIT RECORD VOUCHER FISCAL YEAR PLUS LIFE EXPECTANCY YEARS CONTAINED IN THE MASTER RECORD EQUAL FISCAL YEAR OF REPLACEMENT, UNLESS A "1" IS IN CARD COLUMN 73 OF THE UNIT RECORD, IN WHICH CASE THE COMPUTER WILL ACCEPT THE FISCAL YEAR OF REPLACEMENT AS INDICATED.

MAINTENANCE AND REPAIRS: THE COST OF MAINTENANCE AND REPAIR AND THE NUMBER OF TIMES REPAIRED CAN BE CUMULATED ON THE UNIT RECORD AS REQUIRED BY MATERIEL MANAGEMENT MANUAL 103-27.5012 (b)(6)

DEPARTMENT CODES

<u>CODE</u>	<u>DEPARTMENT</u>	<u>CODE</u>	<u>DEPARTMENT</u>	<u>CODE</u>	<u>DEPARTMENT</u>
1000	ADMINISTRATION	1065	HOUSEKEEPING	1130	OPERATING SUITE
1005	ADMITTING OFFICE	1070	INTENSIVE CARE UNIT'	1135	ORTHOPEdic SERVICE
1010	AUTOPSY	1075	LABORATORY	1140	OUTPATIENT DEPARTMENT
1015	CENTRAL SUPPLY	1080	LAUNDRY	1145	PATHOLOGY
1020	COMMUNITY HEALTH	1085	LIBRARY ,	1150	PEDIATRICS
1025	DENTAL	1090	MAINTENANCE	1155	PHARMACY
1030	DIETARY	1095	MEDICAL RECORDS	1160	PHYSICALTHERAPY
1035	EMERGENCY ROOM	1100	MEDICAL SERVICES	1165	PROPERTY AND SUPPLY
1040	ENT CLINIC	1105	MENTAL HEALTH	1170	PUBLIC HEALTH NURSING
1045	ENVIRONMENTAL HEALTH	1110	MORQUE	1175	RADIOLOGY I
1050	EYE CLINIC - TRACHOMA	1115	NURSING SERVICE	1180	SOCIAL SERVICES
1055	FIELD HEALTH SERVICES	112	OB-GYN	1185	SPECIALTY CLINIC i
1060	HEALTH EDUCATION	1125	OCCUPATIONAL THERAPY	1190	SURGICAL SERVICE ;

CONVERSION OF MASTER RECORD
ACCOUNT 137.1

<u>DATA</u>	<u>PRESENT RECORD</u>		<u>DATA</u>	<u>NEW RECORD</u>		<u>DATA.</u>
	<u>CARD COLUMNS</u>	<u>NO. POSITIONS</u>		<u>CARD COLUMNS</u>	<u>NO. POSITIONS</u>	
AREA CODE	73-74	2	VALID CODE	1-2	2	SAME
ACCOUNT CODE	13	1	NUMERIC 0	3	1	<u>CHANGE TO NUMERIC 1</u>
TRANSACTION - ADD CODE	76	1	VALID CODE	4-5	2	ESTABLISH AS CODE 10
DESCRIPTION CODE	26-28	3	VALID CODE	6-8	3	SAME
LIFE EXPECTANCY SEARS	18-19	2	VALID NUMBERS	9-10	2	SAME
FEDERAL GROUP & CLASS	2-5	4	VALID NUMBERS	11-14	4	SAME
INDEX NUMBER	20-25	6	VALID NUMBERS	24-29	6	SAME
SOURCE CODE	1	1	VALID CODE	3 0	1	SAME
INVENTORY FREQUENCY CODE	N-A	N-A	N-A	31	1	<u>ESTABLISH AS NUMERIC</u>
SUB-OBJECT CODE	16-17	2	VALID CODE	32-33	2	SAME
DESCRIPTION	2942	44	CHARACTERS	34-77	44	SAME
<u>UNIT OF ISSUE</u>	14-15	2	ALPHA CHARACTERS	N-A	N-A	N-A
<u>CARD CODE</u>	80	1	NUMERIC 1	N-A	N-A	N-A

CONVERSION OF UNIT RECORD
ACCOUNT 137.1

	<u>PRESENT RECORD</u>			<u>NEW RECORD</u>			<u>(REMARKS)</u>
	(CARD COLUMNS)	(NO. POSITIONS)	(DATA)	(CARD COLUMNS)	(No. POSITIONS)	(DATA)	
AREA CODE	70-71	2	VALID CODE	1-2	2	SAME	
ACCOUNT CODE	76	1	NUMERIC 0	3	1	CHANGE TO NUMERIC 1	
TRANSACTION - ACQUISITION CHANGE CODES	9-10	2	CODE 20	4-5	2	CHANGE TO CODE 21	
			CODE 21			SAME	
			CODE 22			SAME	
			CODE 23			SAME	
			CODE 24			S A M E	
			CODE 23			SAME	
			CODE 26			SAME	
			CODE 27			CHANGE TO CODE 28	
			CODE 29			SAME	
		CODE 58			CHANGE TO CODE 14		
		ALL OTHER			CHANGE TO CODE 21		

CONVERSION OF UNIT RECORD
ACCOUNT 137.1

	<u>PRESENT RECORD</u>			<u>NEW RECORD</u>			<u>(REMARKS)</u>
	<u>(CARD COLUMNS)</u>	<u>(NO. POSITIONS)</u>	<u>(DATA)</u>	<u>(CARD COLUMNS)</u>	<u>(NO. POSITIONS)</u>	<u>(DATA)</u>	
PROJECT CODE	37-40	4	VALID NUMBERS, ZEROS OR BLANK	51-54	4	SAME - IF NUMBERS ALL ZEROS LEAVE BLANK	
MANUFACTURER SERIAL NO.	, 50-60	11	BLANK, NUMBERS 'OR 'CHARACTERS	55-65	11'	ESTABLISH LEFT TO RIGHT	
FISCAL YEAR OF REPLACEMENT	23-24	2 .	VALID NUMBERS OR ZEROS	66-67.	2	VALID NUMBERS SAME, ZEROS - LEAVE BLANK	
COST CENTER	34-36	3	VALID NUMBERS . OR ZEROS OR BLANK	68-70	3	SAME - IF NUMBERS ALL ZEROS LEAVE BLANK	
FISCAL YEAR ESTIMATE	74	1	NUMERIC 1 OR BLANK	73	1	SAME	
COMPUTER CONTROL NO.	N-A	N-A	N-A	77-80	4	ASSIGN FOR EACH UNIT RECORD UNDER AN INDEX NUMBER A COMPUTER CONTROL NO. BEGINNING WITH 0001.	
APPROPRIATION	41-42	2	*BLANK OR VALID CHARACTERS, ZEROS	N-A	N-A		DROP

CONVERSION OF UNIT RECORD
ACCOUNT 137.1

	<u>PRESENT RECORD</u>			<u>NEW RECORD</u>			<u>(REMARKS)</u>
	(CARD COLUMNS)	(NO. POSITIONS)	(DATA)	(CARD COLUMNS)	(NO. POSITIONS)	(DATA)	
NEW OR ADDITIONAL EQUIPMENT	72	1	BLANK OR NUMERIC 1	N-A	N-A	N-A	DROP
REVERSAL	73	1	BLANK OR NUMERIC 1	N-A	N-A	N - A	DROP
REPLACE WITH HIGHER COST ITEM	75	1	BLANK OR NUMERIC 1	N-A	N-A	N-A	DROP
INVENTORY FREQUENCY CODE	79	1	1, 3, or L	N-A	N-A	N-A	DROP
CARD CODE	80	1	NUMERIC 2	N-A	N-A	N-A	DROP
				16-22	6	M&R COST	CODE 40 TRANSACTION
				11-15	2	NO, TIMES REPAIRED	CODE 40 TRANSACTION

CONVERSION OF UNIT RECORD
ACCOUNT 137.1

	<u>PRESENT RECORD</u>			<u>NEW RECORD</u>			<u>(REMARKS)</u>
	<u>(CARD COLUMNS)</u>	<u>(NO. POSITIONS)</u>	<u>(DATA)</u>	<u>(CARD COLUMNS)</u>	<u>(NO. POSITIONS)</u>	<u>(DATA)</u>	
VOUCHER NO. - FISCAL YEAR	1-2	2	BLANK CR NuMuERs	6-7	2	S A M E	
VOUCHER NO. - MONTH	3-4	2	BLANK OR NUMBERS	8-9	2	SAME	
VOUCHER NO. - SERIAL NO.	5-8	4	BLANK OR NUMBERS	10-13	4	SAME	
PURCHASE ORDER NO.	61-67	7	BLANK OR NUMBERS	14-23	10	S A M E	ESTABLISH LEFT TO RIGHT
INDEX NUMBER	25-30	6	VALID NUMBER	24-29	6	SAME	
QUANTITY	11-15	5	VALID NUMBERS	30-33	4	SAME-LAST 4 POSITIONS	IF 1ST POSITION Nc ZERO - RFJECT
ACQUISITION VALUE	16-22	7	VALID NUMBERS	34-39	6	SAME-LAST 6 POSITIONS	IF 1ST POSITION Nr ZERO - REJECT
REPLACEMENT COST	43-49	7	VALID NUMBERS OR ZEROS	40-45	6	NUMBERS - LAST 6 POSITIONS; ZEROS - LEAVE BLANK	IF 1ST POSITION Nc ZERO - REJECT
CUSTODIAL. LOCATION	31-33	3	VALID NUMBERS OR P-L	46-48	3	SAME	
SUB-ACTIVITY	68-69	2	VALID NUMBERS OR ZEROS	49-50	2	SAME	

NONEXPENDABLE PROPERTY TRANSACTION CODES
ACCOUNT 137.1

<u>CODE</u>	<u>DEFINITION</u>	<u>TYPE</u>	<u>REMARKS</u>
10	ESTABLISH - MASTER RECORD ONLY		
11	CHANGE - MASTER RECORD ONLY - CHANGE ANY DATA IN A MASTER RECORD, EXCEPT AREA CODE, ACCOUNT CODE AND INDEX NUMBER.		
14	NON ACCOUNTABLE CHANGE - UNIT RECORD. CHANGE ANY DATA ELEMENT ON A UNIT RECORD EXCEPT, AREA CODE ACCOUGHT CODE, INDEX NUMBER, QUANTITY, ACQUISITION COST AND COMPUTER CONTROL NUMBER.		
13	NON ACCOUNTABLE CHANGE - UNIT RECORD. USED TO ESTABLISH A NEW UNIT RECORD (SINGLE OR MULTIPLY) WHEN PRESENT UNIT RECORD IS A MULTIPLE QUANTITY UNIT RECORD AND YOU WISH TO: (1) TRANSFER PART OF THE MULTIPLE QUANTITY TO ANOTHER CUSTODIAL LOCATION WITHIN THE SAME ACCOUNTABLE AREA; (2) TRANSFER PART OF THE MULTIPLE QUANTITY TO ANOTHER PROJECT WITHIN THE SAME CUSTODIAL LOCATION: OR (3) CHANGE PART OF THE MULTIPLE QUANTITY IN REGARDS TO REPLACEMENT COST, REPLACEMENT YEAR, SUB-ACTIVITY, OR ADD SERIAL NUMBERS TO PART OF THE MULTIPLE QUANTITY.		WHEN CODE 13 IS USED, THE COMPUTER WILL DECREASE THE PRESENT MULTIPLE QUANTITY UNIT RECORD AND ESTABLISH A NEW SINGLE OR MULTIPLE QUANTITY UNIT RECORD FOR THE NONACCOUNTABLE CHANCE BEING MADE: THE COMPUTER WILL ASSIGN A NEW COMPUTER CONTROL NO. TO THE NEW UNIT RECORD ESTABLISHED.
20	REVERSAL OF A DISPOSAL	DEBIT +	ESTABLISH UNIT RECORD
21	RECEIPT - PURCHASED WITH OTHER FUNDS	DEBIT	ESTABLISH UNIT RECORD
22	RECEIPT - PURCHASED WITH HOSPITAL HEALTH FUNDS	D E B I T	ESTABLISH UNIT RECORD

<u>CODE</u>	<u>DEFINATION</u>	<u>TYPE</u>	<u>REMARKS</u>
23	RECEIPT - PURCHASED WITH FIELD HEALTH FUNDS	DEBIT	ESTABLISH UNIT RECORD .
24	RECEIPT - UNREQUIRED PROPERTY WITHIN DHEW	DEBIT	ESTABLISH UNIT RECORD
25	RECEIPT - DONATION	DEBIT	ESTABLISH UNIT RECORD
26.	RECEIPT - EXCESS PROPERTY FROM OTHER FEDERAL DEPARTMENTS	DEBIT	ESTABLISH UNIT RECORD
2 7	INVENTORY ADJUSTMENT DEBIT. TO RECORD ITEMS FOUND ON STATION	DEBIT	ESTABLISH UNIT RECORD
28	DEBIT ADJUSTMENT - QUANTITY AND/OR VALUE. USED TO INCREASE THE QUANTITY AND/OR VALUE OF AN EXISTING UNIT RECORD.	DEBIT	THIS <u>WILL NOT</u> ESTABLISH A UNIT RECORD
29	RECEIPT - PURCHASED WITH PL 86-121 FUNDS	DEBIT	ESTABLISH UNIT RECORD
30	REVERSAL OF A RECEIPT	CREDIT -	DELETE UNIT RECORD IF QUANTITY AND VALUE ARE ZERO BALANCE
32	DISPOSAL - TRADE IN	CREDIT	DELETE UNIT RECORD IF QUANTITY AND VALUE ARE ZERO BALANCE
34	DISPOSAL - UNREQUIRED PROPERTY	CREDIT	DELETE UNIT RECORD IF QUANTITY AND VALUE ARE ZERO BALANCE
36	DISPOSAL - EXCESS PROPERTY	CREDIT	DELETE UNIT RECORD IF QUANTITY AND VALUE ARE ZERO BALANCE
37	INVENTORY ADJUSTMENT CREDIT. TO RECORD INVENTORY SHORTAGES AND DISPOSALS BY REPORT OF SURVEY.	CREDIT	DELETE UNIT RECORD IF QUANTITY AND VALUE AREA ZERO BALANCE

CODE	<u>DEFINITION</u>	<u>TYPE</u>	<u>REMARKS</u>
38	DISPOSAL - SURPLUS PROPERTY	CREDIT	DELETE UNIT RECORD IF QUANTITY AND VALUE AREA ZERO BALANCE
40	RECORD MAINTENANCE AND REPAIR COST AND NUMBER OF TIMES REPAIRED	. INCREASE	CUMULATIVE TOTALS FOR THE NUMBER OF TIMES AND COST THAT AN ITEM HAS BEEN REPAIRED, NOTE: M & R CANNOT BE RECORDED FOR MULTIPLE QUANTITY UNIT RECORDS
41	DECREASE MAINTENANCE AND REPAIR COST AND NUMBER OF TIMES REPAIRED	DECREASB	DECREASE CUMULATIVE TOTALS FOR THE NUMBER OF TIMES AND COST THAT AN ITEM HAS BEEN REPAIRED
99	DELETE - MASTER RECORD		

NONEXPENDABLE PROPERTY MASTER RECORD - ACCOUNT 137.1
 ESTABLISH MASTER RECORD
 CODE 10

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	REMARKS
1-2*	AREA CODE	VALID AREA CODE	MATCH AREA BEING PROCESSED	
3*	ACCOUNT CODE	NUMBER 1		
4-5*	TRANSACTION CODE	CODE 10.		
6-8*	DESCRIPTION CODE	VALID NUMBERS, NOT ALL ZEROS		
9-10*	LIFE EXPECTANCY YEARS	V A L I D N U M B E R S ALL ZEROS		
11-14*	FEDERAL GROUP & CLASS	VALID NUMBERS, NOT ALL ZEROS		
24-29*	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBER	CHECK FOR PRESENT RECORD I o.t.1.	14.
30*	SOURCE CODE	CONTAIN ONE OF THE FOLLOWING CODES: 1-6, A-F, S, J, K or L		
31*	INVENTORY FREQUENCY CODE	NUMERIC 1 OR 3		
32-33*	SUB-OBJECT CODE	1ST POSITION MUST BE NUMBERS 1 -9. 2ND POSITION NUMBERS 1-9 OR ALPHA A- 2.		

CARD
COLUMN

DATA

EDIT CHECK NO. 1

EDIT CHECK NO. 2

REMARKS

34-77* DESCRIPTION

VALID CHARACTERS, 1ST
POSITION MUST BE A - Z.

*CONTROL FIELDS

NONEXPENDABLE PROPERTY MASTER RECORD - ACCOUNT 137.1
CHANGE MASTER RECORD

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2*	AREA CODE	VALID AREA CODE	MATCH AREA BEING PROCESSED	
3*	ACCOUNT CODE	NUMERIC 1	CHECK FOR MASTER	
4-5*	TRANSACTION - CHANGE CODE	VALID CODE - CODE "11"		
6-8	DESCRIPTION CODE	BLANK OR VALID =SRS, NOT ALL ZEROS		VALID NUMBERS - UPDATE MASTER RECORDS
9-10	LIFE EXPECTANCY YEARS	BLANK OR VALID NUMBERS, NOT ALL ZEROS		VALID NUMBERS - UPDATE MASTER RECORD
11-14	FEDERAL CROUP bc CtASS	<u>BLANK</u> OR VALID NUMBERS, NOT ALL ZEROS		VALID NUMBERS - UPDATE MASTER RECORD
<i>Calculated in the next must always be filled</i> 24-29*	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBER	CHECK FOR MASTER RECORD	
30	SOURCE CODE	BLANK OR ONE OF THE FOLLOWING CODES: 1-6, A-F, S, J, K or L		VALID CODE - UPDATE MASTER RECORD
31	INVENTORY FREQUENCY CODE	BLANK OR NUMERIC 1 OR 3		VALID CODE - UPDATE MASTER RECORD

<u>CARD</u> <u>COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
32-33	SUB-OBJECT CODE	BLANK OR DATA. IF DATE, 1ST POSITION MUST BE NUMBERS 1-9. 2ND POSITION NUMBERS 1 - 9 OR ALPHA A - Z,		VALID CODE -UPDATE MASTER RECORD
34-77	DESCRIPTION	BLANK ,OR VALID CHARACTERS -IF CHARACTERS, 1ST POSITION MUST BE A - Z.		VALID CHARACTERS - UPDATE MASTERRECORD

*CONTROL FIELDS

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
NONACCOUNTABLE CHANGE - DECREASE PRESENT MULTIPLE UNIT RECORD, ESTABLISH NEW UNIT RECORD
CODE 13

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	Area Code	VALID AREA CODE	MATCH AREA BEING PROCESSED	ESTABLISH IN NEW UNIT RECO
3 *	ACCOUNT CODE	NUMERIC	CHECK FOR UNIT RECORD	ESTABLISH IN NEW UNIT RECO
4-5 *	CHANGE CODE	VALID CHANGE CODE 13		ESTABLISH IN NEW UNIT RECO
6-7	VOUCHER NO. - FISCAL YEAR	BLANK		USE PRESENT UNIT RECORD DA IN NEW UNIT RECORD
8-9	VOUCHER NO. - MONTH	BLANK		USE PRESENT UNIT RECORD DA IN NEW UNIT RECORD
10-13	VOUCHER NO. - SERIAL NO.	BLANK		USE PRESENT UNIT RECORD DA IN NEW UNIT RECORD
14-23	PURCHASE ORDER NUMBER	BLANK		USE PRESENT UNIT RECORD DA IN NEW UNIT RECORD
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBERS	CHECK FOR UNIT RECORD	USE PRESENT UNIT RECORD DAT IN NEW UNIT RECORD
30-33 *	QUANTITY	VALID NUMBERS 0001-9999	CHECK FOR ZERO OR CREDIT BALANCE	DECREASE PRESENT UNIT RECORD QUANTITY BY THE QUANTITY AMOUNT IN THE "13" TRANSAT ESTABLISH THE "13" TRANSAT QUANTITY IN THE NEW UNIT RECORD.

CARD C O L U M N	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
34-39 * ACQUISITION VALUE	VALID NUMBERS	CHECK FOR ZERO OR CREDIT BALANCE	DECREASE PRESENT UNIT RECORD ACQUISITION VALUE BY THE ACQUISITION VALUE IN THE "1 TRANSACTION, ESTABLISH THE "13" TRANSACTION ACQUISITION VALUE IN THE NEW UNIT RECORD
40-45 * REPLACEMENT COST	VALID NUMBERS, OR "X" 1ST POSITION. IF "X" REPLACEMENT YEAR MUST ALSO BE "X"		DECREASE PRESENT UNIT RECORD BY DIVIDING PRESENT UNIT RECORD QUANTITY INTO THE PRESENT REPLACEMENT COST T ARRIVE AT UNIT REPLACEMENT COST, MULTIPLY UNIT REPLAC MENT COST TIMES QUANTITY CONTAINED IN THE "13" TRANSACTION AND DECREASE PRESENT UNIT RECORD BY AMOUNT ARRIVED AT. ESTABLISH THE "13." TRANSACTION REPLACEMENT COST IN THE NEW UNIT RECORD "X" EQUALS NO REPLACEMENT COST IN NEW UNIT RECORD.
46-48 * CUSTODIAL LOCATION	VALID NUMBERS OR P-L		ESTABLISH IN NEW UNIT RECORD
49-50 SUB-ACTIVITY	BLANK, VALID NUMBERS OR ZEROS		VALID NUMBERS OR ZEROS ESTABLISH IN NEW UNIT RECORD BLANK USE PRESENT UNIT RECORD DATA.
51-Y, PROJECT CODE	BLANK, VALID NUMBERS - 1ST POSITION MUST BE 0-9		VALID NUMBERS ESTABLISH IN NEW UNIT RECORD. BLANK USE PRESENT UNIT RECORD DATA.

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
55-65	MANUFACTURER SERIAL NO.	BLANK OR VALID CHARACTERS		ESTABLISH IN NEW UNIT RECORDS
66-67	FISCALYEAROF REPLMmmENT	BLANK, VALID NUMBERS; ZEROS, OR "X" 1ST POSITION. IF "x" REPLACEMENT COST MUST ALSO BE "X'		VALID NUMBERS, ZEROS OR "X" ESTABLISH IN NEW UNIT RECORDS BLANK USE PRESENT UNIT RECORD DATA. "X" EQUALS NO REPLACEMENT YEAR.
68-70	COST CENTER	BLANK OR VALID NUMBERS		VALID NUMBERS ESTABLISH IN NEW UNIT RECORD. BLANK USE PRESENT UNIT RECORD DATA.
73	FISCALYEARESTIMATE	BLANK		
77-80 *	COMPUTER CONTROL NUMBER	VALID NUMBERS	CHECK FOR UNIT RECORD	ASSIGN NEXT COMPUTER CONTROL NUMBER IN SEQUENCE TO THIS "13" TRANSACTION FOR THE NEW UNIT RECORD.

*CONTROL FIELDS

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
 NONACCOUNTABLE CHANGE - PRESENT UNIT RECORD ONLY
 CODE 14

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	AREA CODE	VALID AREA CODE	MATCH AREA BEING PROCESSED	
3 *	ACCOUNT CODE	NUMERIC 1	CHECK FOR UNIT RECORD	
4-5 *	CHANGE CODE	VALID CHANGE CODE 14		UPDATE UNIT RECORD
6-7	VOUCHER NO. - FISCAL YEAR	BLANK OR VALID NUMBERS		VALID NUMBERS - UPDATE UNIT RECORD .
a-9	VOUCHER NO. - MONTH	BLANK OR VALID NUMBERS 01- 12		VALID NUMBERS - UPDATE UNIT RECORD -
10913	VOUCHERNO. - SERIAL NO.	BLANK OR VALID NUMBERS . 0001 - 9999		VALID NUMBERS - UPDATE UNIT RECORD
14-23	PURCHASE ORDER NO.	BIANK OR VALID CHARACTERS		VALID CHARACTERS 7 UPDATE UNIT RECORD
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBERS	CHECK FOR UNIT RECORD	
30-33	QUANTITY	BLANK		
34-39	ACQUISITION VALUE	BLANK		

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
 DEBIT TRANSACTION - QUANTITY AND/OR VALUE UPDATE **OF** PRESENT UNIT RECORD
 CODE 28

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	AREA CODE	VALID AREA CODE'	MATCH AREA BEING PROCESSED	
3 *	ACCOUNT CODE	NUMERIC 1	CHECK FOR UNIT RECORD	
4-5 *	PROCESSING CODE	CODE 28		UPDATE UNIT RECORD
6-7 *	VOUCHER NO. - FISCAL YEAR	NUMBERS EQUAL TO, OR GREATER THAN THE CURRENT CALENDAR YEAR	IF COMPLETE VOUCHER NUMBER MATCHES PRESENT UNIT RECORD, REJECT INPUT TRANSACTION	UPDATE UNIT RECORD
8-9 *	VOUCHER NO. - MONTH	NUMBERS RANGING FROM 01-12		UPDATE UNIT RECORD
10-13 *	VOUCHER NO. - SERIAL NO.	NUMBERS RANGING FROM 0001-9999		UPDATE UNIT RECORD
14-23	PURCHASE ORDER NO.	BLANK OR VALID CHARACTERS		UPDATE UNIT RECORD - IF VALID CHARACTERS .
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBERS	CHECK FOR UNIT RECORD	
30-33 *	QUANTITY	ZEROS OR NUMBERS RANGING FROM 0001-9999,	IF ZEROS, CHECK FOR ZERO VALUE. ZERO QTY AND VALUE- REJECT. IF NUMBERS CHECK FOR M & R IN PRESENT UNIT RECORD, IF DATA THERE, REJECT THIS INPUT TRANSACTION.	ADD TO UNIT RECORD & MASTER RECORD

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
40-45	REPLACEMENT COST	BLANK, VALID NUMBERS, OR "X" 1ST POSITION, IF "X" REPLACEMENT YEAR MUST ALSO HAVE "X"		VALID NUMBERS OR "X" UPDATE UNIT RECORD. X EQUAL DELETE REPLACEMENT COST.
46-48	CUSTODIAL LOCATION	BLANK, VALID NUMBERS OR P - L		UPDATE UNIT RECORD, IF NOT BLANK
49-50	SUB-ACTIVITY	BLANK, NUMBERS OR ZEROS		NUMBERS OR ZEROS, UPDATE UNIT RECORD
51-54	PROJECT CODE	BLANK, VALID NUMBERS - 1ST POSITION MUST BE 0-9, or "X"		VALID NUMBERS, OR "X", UPDATE UNIT RECORD. X EQUAL DELETE PROJECT CODE
55-65	MANUFACTURER SERIAL NO.	BLANK, VALID CHARACTERS, PUNCH LEFT, "X" 1ST POSITION - REST FIELD BLANK		VALID CHARACTERS, OR "X" . 1ST POSITION, UPDATE UNIT RECORD, X EQUALS DELETE MANUFACTURER SERIAL NO.
66-67	FISCAL YEAR OF REPLACEMENT	BLANK, VALID NUMBERS, ZEROS, OR "X" 1ST POSITION, IF "X" REPLACEMENT,COST MUST ALSO HAVE "X"		VALID NUMBERS, ZER(1S, OR "X" : UPDATE UNIT RECORD. X EQUAL DELETE REPLACEMENT YEAR.
68-70	COST CENTER	BLANK, VALID NUMBERS OR "X" 1ST POSITION		VALID NUMBERS OR "X"; UPDATE UNIT RECORD, X EQUALS DELETE COST CENTER,
73	FISCAL YEAR ESTIMATE	BLANK		
77-80 *	COMPUTER CONTROL NUMBER	VALID NUMBERS	CHECK FOR UNIT RECORD	

CONTROL FIELDS

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
 REVERSAL OF A DISPOSAL - "DEBIT" - ESTABLISH UNIT RECORD
 CODE 20

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	AREA CODE	VALID AREA CODE	MATCH AREA BEING PROCESSED	
3 *	ACCOUNT CODE	NUMERIC 1	CHECK FOR MASTER RECORD .	
4-5 *	DISPOSAL REVERSAL CODE	CODE 201		
6-7 *	VOUCHER NO. * FISCAL YEAR	VALID NUMBERS		ORIGINAL NUMBER
8-9 *	VOUCHER NO. - MONTH	NUMBERS RANGING FROM 01 - 12		ORIGINAL NUMBER
10-13 *	VOUCHER NO. - SERIAL NO.	NUMBERS RANGING FROM 0001 - 9999		ORIGINAL NUMBER
14-23	PURCHASE ORDER NUMBER	BANK OR VALID CHARACTERS		
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBERS	CHECK FOR MASTER RECORD	
30-33 *	QUANTITY	VALID NUMBERS		ADD TO MASTER RECORD
34-39 *	ACQUISITION VALUE	VALID NUMBERS		'ADD TO MASTER RECORD
40-45 fi	REPLACEMENT COST	VALID NUMBERS OR "X" 1ST POSITION. IF "X" RELACENT YEAR MUST ALSO BE "X"		"X" EQUALS NO REPLACEMENT COST

<u>CARD</u> <u>COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
46-48 *	CUSTODIAL LOCATION	VALID NUMBERS OR P-L		
49-50 *	SUB-ACTIVITY	NUMBERS OR ZEROS		
51-54	PROJECT CODE	BLANK VALID NUMBERS, 1ST POSITION MUST BE 0-9		
55-65	MANUFACTURER SERIAL NO.	BLANK OR VALID CHARACTERS		
66-67 *	FISCAL YEAR OF , REPLACEMENT	VALID NUMBERS ZEROS OR "X" 1ST POSITION. IF "X" REPLACEMENT COST MUST ALSO BE "X"		"X" EQUALS NO REPLACEMENT
68-70	COST CENTER	BLANK OR VALID NUMBERS		
73	FISCAL YEAR ESTIMATE	BLANK		
77-80	COMPUTER CONTROL NO.	BLANK		ASSIGN NEXT COMPUTER CONTROL NUMBER IN SEQUENCE FOR THIS INDEX NUMBER

*CONTROL FIELDS

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
 REVERSAL OF A RECEIPT - "CREDIT"
 CODE 30

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	AREA CODE	VALID AREA CODE	MATCH AREA BEING PROCESSED	
3 *	ACCOUNT CODE .	NUMERIC 1	CHECK FOR UNIT RECORD	
4-S *	RECEIPT REVERSAL CODE	CODE 30		
6-7	VOUCHER NO. - FISCAL YEAR	BLANK		
8-9	VOUCHER NO. - MONTH	BLANK		
10-13	VOUCHER NO. - SERIAL NO.	BLANK		
14-23	PURCHASE ORDER NO.	BLANK		
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBERS	CHECK FOR UNIT RECORD PLUS ACCOUNT CODE	
30-33 +	QUANTITY	VALID NUMBERS'	MATCH UNIT RECORD	SUB FROM UNIT RECORD - DELETE UNIT RECORD. SUB FROM MASTER RECORD
34-39 *	ACQUISITION VALUE	VALID NUMBERS	MATCH UNIT RECORD	SUB FROM UNIT RECORD - DELETE UNIT RECORD. SUB FROM MASTER RECORD.
40-45	REPLACEMENT COST	BLANK ,		

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
 CREDIT TRANSACTIONS
 CODES 32, 34, 36, 37, 38

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	AREA CODE	VALID AREA CODE	MATCH AREA BEING PROCESSED	
3 *	ACCOUNT CODE	NUMERIC 1	CHECK FOR UNIT RECORD	
4-5 *	PROCESSING CODE	VALID CODE		
6-7 *	VOUCHER NO. - FISCAL YEAR	NUMBERS EQUAL TO, OR GREATER THAN, CURRENT CALENDAR YEAR		
8-9 *	VOUCHER NO. - MONTH	NUMBERS RANGING FROM 01-12		
10-13 *	VOUCHER NO. - SERIAL NO.	NUMBERS RANGING FROM 0001-9999		
14-23	PURCHASE ORDER NO.	BLANK		
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBER	CHECK FOR UNIT RECORD	
30-33 *	QUANTITY	VALID NUMBERS	CHECK FOR CREDIT BALANCE AND ZERO QUANTITY WITH VALUE	SUB FROM UNIT RECORD. IF ZERO QUANTITY AND VALUE, DELETE UNIT RECORD. SUB FROM MASTER RECORD.
34-39 *	ACQUISITION VALUE	VALID NUMBERS	CHECK FOR CREDIT BALANCE AND ZERO VALUE WITH QUANTITY	SUB FROM UNIT RECORD. IF ZERO QUANTITY AND VALUE, DELETE UNIT RECORD. SUB FROM MASTER RECORD.

CARD
COLUMN

DATA

EDIT CHECK NO. 1

EDIT CHECK NO. 2

REMARKS

40-45 REPLACEMENT COST

BLANK

CHECK QUANTITY ON HAND -
IF ZERO DELETE TOTAL
REPLACEMENT COST, IF NOT,
DIVIDE ORIGINAL QUANTITY ON
HAND INTO REPLACEMENT COST
TO ARRIVE AT UNIT REPLACEMEN
COST. MULTIPLY UNIT REPLACE
MENT COST TIMES QUANTITY IN
DISPOSAL TRANSACTION AND
DECREASE REPLACEMENT COST
BY THAT AMOUNT,

46-48 * CUSTODIAL LOCATION

VALID NUMBERS OR P-L

CHECK FOR UNIT RECORD

49-50 SUB-ACTIVITY

BLANK

51-54 PROJECT CODE

BLANK

55-65 MANUFACTURER SERIAL NO.

BLANK

66-67 FISCAL YEAR OF
REPLACEMENT

BLANK

68-70 COST CENTER

BLANK

73 FISCAL YEAR
ESTIMATE

BLANK

77-80 * COMPUTER CONTROL NO.

NUMBERS RANGING FROM
00Q1-9999

CHECK FOR UNIT RECORD

*CONTROL FIELDS

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
 RECORD MAINTENANCE & REPAIR COST (M & R)
 CODE 40 - INCREASE

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	AREA CODE	VALID AREA-CODE	MATCH AREA BEING PROCESSED .	
3 *	ACCOUNT CODE	NUMERIC 1	CHECK FOR UNIT RECORD	
4-5 *	TRANSACTION CODE	NUMERIC 40		
6-7	VOUCHER NO. - FISCAL YEAR	BLANK		
8-9	VOUCHER NO. - MONTH	BLANK		
10-13	VOUCHER NO. - SERIAL NO.	BLANK		
14-23	PURCHASE ORDER NUMBER	BLANK		
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBER	CHECK FOR, UNIT RECORD	
30-33 *	QUANTITY	VALID NUMBERS	IF MULTIPLY UNIT RECORD, REJECT TRANSACTION,	ADD TO UNIT RECORD, NUMBERS OF TIMES REPAIRED
34-39 *	VALUE	VALID NUMBERS		ADD TO UNIT RECORD, COST OF M & R
40-45	REPLACEMENT COST	BLANK		

NONEXPENDABLE PROPERTY TRANSACTION - ACCOUNT 137.1
 DECREASE MAINTENANCE & REPAIR COST
 CODE 41 - DECREASE

<u>CARD COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO. 2</u>	<u>REMARKS</u>
1-2 *	AREA CODE	VALID AREA CODE	MATCH AREA BEING PROCESSED .	
3 *	ACCOUNT CODE *	NUMERIC 1	CHECK FOR UNTT RECORD	
4-5 *	TRANSACTION CODE	CODE 41		
6-7	VOUCHERNO. - FISCAL	BLANK		
8-9	VOUCHER NO. - MONTH	'BLANK		
10-13	VOUCHER NO. - SERIAL NO.	BLANK		
14-23	PURCHASE ORDER NO.	BLANK		
24-29 *	INDEX NUMBER	CALCULABLE MODULUS 11 NUMBER	CHECK FOR UNIT RECORD	
30-33 *	QUANTITY	VALID NUMBERS, 1 - 9999	DECREASE CANNOT BE GREATER THAN PRESENT UNIT RECORD	MINUS TO UNIT RECORD, NUMBER OF ITEMS REPAIRED
34-39 *	VALUE	VALID NUMBERS, 1 - 999, 999	DECREASE CANNOT BE GREATER THAN PRESENT UNIT RECORD	MINUS TO UNIT RECORD, COST OF
40-45	REPLACEMENT COST	BLANK		

UNIT RECORD EDIT TRANSACTION LISTING

1. FREQUENCY - MONTHLY
2. SIZE AND PART PAPER - 11 x 14-7/8 INCHES, 3-PART
3. SEQUENCE - AREA AND INDEX NUMBER
4. OVERFLOW CONTROL - CHANGE IN AREA
5. DISTRIBUTION - ORIGINAL AND COPY TO AREA
COPY TO DPSC
6. THIS INPUT EDIT PERTAINS TO ALL UNIT RECORD TRANSACTIONS RECEIVED FOR THE MONTHLY PROCESSING. ERRORS ARE INDICATED WITH AN * ASTERISK ON THE RIGHT SIDE OF THE RESPECTIVE FIELD, PLUS THE WORD "ERROR" TO THE EXTREME RIGHT. ALL UNIT RECORDS RECEIVED FOR THE MONTH WILL BE LISTED ON THE REPORT.

i

UNIT RECORD UPDATE TRANSACTION ERROR LIST

1. FREQUENCY - MONTHLY (IF REQUIRED)
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES, 3-PART
3. SEQUENCE - AREA AND INDEX NUMBER
4. OVERFLOW CONTROL - CHANGE IN AREA
5. DISTRIBUTION - ORIGINAL AND COPY TO AREA
C O P Y T O D P S C
6. THIS REPORT WILL CONTAIN ANY UNIT RECORD INPUT TRANSACTION THAT IS REJECTED WHEN:
 - (1) NO UNIT RECORD MATCH - THERE IS NO UNIT RECORD ON FILE THAT MATCHES THE INPUT TRANSACTION.
 - (2) EQUALS A CREDIT QUANTITY AND/OR VALUE - THE INPUT TRANSACTION WILL CAUSE THE PRESENT UNIT RECORD ON FILE TO BECOME IN A CREDIT CONDITION EITHER IN QUANTITY AND/OR VALUE.
 - (3) NO MASTER RECORD - THERE IS NO MASTER RECORD ON FILE FOR THE UNIT RECORD INPUT TRANSACTION.
 - (4) EQUALS ZERO QUANTITY WITH VALUE OR ZERO VALUE WITH QUANTITY - THE INPUT CREDIT TRANSACTION ONLY ZERO'S OUT EITHER THE QUANTITY OR VALUE FIELD IN THE PRESENT UNIT RECORD ON FILE.
 - (5) EQUALS A ZERO BALANCE - THE INPUT NONACCOUNTABLE TRANSACTION WILL CAUSE THE PRESENT UNIT RECORD ON FILE TO HAVE A ZERO BALANCE IN QUANTITY AND/OR VALUE OR BOTH.
 - (6) M&R EQUALS A CREDIT CONDITION - THE INPUT TRANSACTION WOULD CAUSE THE M& R COST AND/OR TIMES REPAIRED TO BE IN A CREDIT CONDITION.
 - (7) M & R CANNOT BE FOR MULTIPLY QUANTITY UNIT RECORD - MAINTENANCE AND REPAIR COST AND NUMBER TIMES REPAIRED CANNOT BE RECORDED FOR MULTIPLY QUANTITY UNIT RECORDS.

MASTER RECORD EDIT TRANSACTION LISTING

1. FREQUENCY - MONTHLY
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES, 3-PART
3. SEQUENCE - AREA AND INDEX NUMBER
 - i. OVERFLOW - CHANGE IN AREA
5. DISTRIBUTION - ORIGINAL AND COPY TO AREA
COPY TO DPSC
6. THIS INPUT EDIT PERTAINS TO ALL MASTER RECORD TRANSACTIONS RECEIVED FOR THE MONTHLY PROCESSING. ERRORS ARE INDICATED WITH AN * ASTERISK ON THE RIGHT SIDE OF THE RESPECTIVE FIELD, PLUS THE WORD "ERROR" TO THE EXTREME RIGHT. ALL MASTER RECORDS RECEIVED FOR THE MONTH WILL BE LISTED ON THIS REPORT.

MASTER RECORD UPDATE ERROR LIST

1. FREQUENCY - MONTHLY (IF REQUIRED)
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES, 3-PART
3. SEQUENCE - AREA AND INDEX NUMBER
4. OVERFLOW CONTROL - CHANCE IN AREA
5. DISTRIBUTION - ORIGINAL AND COPY TO AREA
COPY TO DPSC
6. THIS REPORT WILL CONTAIN ANY MASTER RECORD INPUT TRANSACTION THAT IS REJECTED WHEN:
 - (1) MASTER ON FILE' - THE INPUT TRANSACTION IS TO ESTABLISH A MASTER RECORD AND ONE IS ALREADY ON FILE.
 - (2) NO MASTER ON FILE - THE INPUT TRANSACTION IS TO DELETE OR CHANGE A MASTER RECORD AND THERE IS NONE ON FILE.
 - (3) UNIT RECORD ON FILE - THE INPUT TRANSACTION IS TO DELETE A MASTER RECORD AND THERE ARE UNIT RECORD(S) ON FILE FOR THE MASTER RECORD.

MASTER RECORD UPDATE ERROR LIST

1. FREQUENCY - MONTHLY (IF REQUIRED)
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES, 3-PART
3. SEQUENCE - AREA AND INDEX NUMBER
4. OVERFLOW CONTROL - CHANCE IN AREA
5. DISTRIBUTION - ORIGINAL AND COPY TO AREA
COPY TO DPSC
- 6, THIS REPORT WILL CONTAIN ANY MASTER RECORD INPUT TRANSACTION THAT IS REJECTED WHEN:
 - (1) MASTER ON FILE- THE INPUT TRANSACTION IS TO ESTABLISH A MASTER RECORD AND ONE IS ALREADY ON FILE.
 - (2) NO MASTER ON FILE - THE INPUT TRANSACTION IS TO DELETE OR CHANGE A MASTER RECORD AND THERE IS NONE ON FILE.
 - (3) UNIT RECORD ON FILE - THE INPUT TRANSACTION IS TO DELETE A MASTER RECORD AND THERE ARE UNIT RECORD(S) ON FILE FOR THE MASTER RECORD.

TRANSACTION REGISTER

1. FREQUENCY - MONTHLY
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES 3-PART
3. SEQUENCE, AREA, INDEX NUMBER AND PROCESSING CODE
4. OVERFLOW CONTROL - CHANCE IN AREA
- 5* DISTRIBUTION - ORIGINAL AND COPY TO AREA
COPY TO DPSC
6. THIS REPORT IS BASICALLY THE SAME AS THE PRIOR REPORT WITH CERTAIN FIELDS MOVED TO NEW LOCATIONS, N O T E: ONLY VALID TRANSACTIONS WILL APPEAR ON THIS REPORT,

VOUCHER SUMMARY REPORT

1. FREQUENCY - MONTHLY
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES, 3-PART
3. SEQUENCE - AREA AND VOUCHER NUMBER
4. OVERFLOW CONTROL - CHANGE IN AREA
5. DISTRIBUTION - ORIGINAL AND COPY TO AREA
COPY TO DPSC
6. THIS REPORT IS SAME AS PRIOR REPORT.

CONSOLIDATED MEMORANDUM RECEIPT (CMR)

1. FREQUENCY - AS REQUESTED
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES, 4-PART
3. SEQUENCE - REPORT 1: AREA, CUSTODIAL LOCATION, INDEX NUMBER AND COMPUTER CONTROL NUMBER.
REPORT 2: AREA, CUSTODIAL LOCATION, ALPHABETICAL (FIRST 20 POSITIONS OF DESCRIPTION) AND COMPUTER CONTROL NUMBER.
REPORT 3: AREA, CUSTODIAL LOCATION, PROJECT NUMBER, INDEX NUMBER AND COMPUTER CONTROL NUMBER.
4. OVERFLOW CONTROL - REPORT 1: AREA AND CUSTODIAL LOCATION.
REPORT 2: AREA AND CUSTODIAL LOCATION.
REPORT 3: AREA, CUSTODIAL LOCATION AND PROJECT NUMBER.
5. DISTRIBUTION - ORIGINAL AND TWO (2) COPIES TO AREA
COPY TO DPSC
6. THIS REPORT WILL CONTAIN ALL DATA CONTAINED IN THE MASTER AND UNIT RECORD. THIS REPORT IS AVAILABLE IN THREE (3) DIFFERENT SEQUENCES.
 - (1) REPORT 1: INDEX NUMBER SEQUENCE WITHIN CUSTODIAL LOCATION.
 - (2) REPORT 2: ALPHABETICAL SEQUENCE WITHIN CUSTODIAL LOCATION.
 - (3) REPORT 3: INDEX NUMBER SEQUENCE WITHIN PROJECT. NUMBER FOR A CUSTODIAL LOCATION.

THE CMR'S MUST BE REQUESTED FROM DPSC BY MEMORANDUM. THE REQUEST MUST STATE WHICH REPORT(S) **ARE** WANTED AND WHEN REPORT 3 IS REQUESTED, THE CUSTODIAL LOCATION MUST BE INCLUDED-ON THE REQUEST.

RECONCILIATION AND LOCATOR LISTING

1. FREQUENCY - JULY 16TH AND JANUARY 16TH
2. SIZE AND PART PAPER - 11 X 14-7/8 INCHES, 3-PART
3. SEQUENCE - REPORT 1: AREA, INDEX NUMBER, CUSTODIAL LOCATION AND COMPUTER CONTROL NUMBER.
REPORT 2: AREA, ALPHABETICAL (FIRST 20 POSITIONS OF DESCRIPTION), CUSTODIAL LOCATION AND COMPUTER CONTROL NUMBER.
4. OVERFLOW CONTROL - CHANGE IN AREA
5. DISTRIBUTION - ORIGINAL AND COPY TO AREA
COPY TO DPSC
6. THIS REPORT WILL BE PROVIDED IN BOTH INDEX NUMBER AND ALPHABETICAL SEQUENCES. THE DATES OF THIS REPORT HAVE BEEN CHANGED TO AGREE WITH FISCAL YEAR ACCOUNTING.

ANNUAL EQUIPMENT REPLACEMENT LISTING

1. FREQUENCY- ANNUAL, MAY 16TH
2. SIZE AND PART PAPER - 11 X 14-7/83NCUES, 4-PART
3. SEQUENCE - AREA, CUSTODIAL LOCATION, INDEX NUMBER AND COMPUTER CONTROL NUMBER.
4. OVERFLOW CONTROL - AREA AND CUSTODIAL LOCATION
5. DISTRIBUTION - ORIGINAL TO CHIEF, ADMINISTRATIVE SERVICES BRANCH, HDQRS. IHS
TWO (2) COPIES TO AREA
COPY TO DPSC .
6. THIS LISTING MS BEEN CONSOLIDATED INTO ONE (1) REPORT. SUMMARY TOTALS BY SUB-ACTIVITY
WILL BE PROVIDED FOR EACH CUSTODIAL LOCATION AND CONSOLIDATED TOTALS FOR THE AREA.

INDEX
CARD PUNCHING OR VERIFYING INSTRUCTIONS

<u>TITLE</u>	CODE	<u>PAGES</u>
ESTABLISH MASTER RECORD.	10	1
CHANGE MASTER RECORD.	11	2
NONACCOUNTABLE CHANGE - PART OF MULTIPLY UNIT RECORD	13	3-4
NONACCOUNTABLE CHANGE - TOTAL UNIT RECORD.	14	5-6
REVERSAL OF A DISPOSAL - DEBIT.	26	7-8
DEBITS - RECEIPTS AND INVENTORY ADJUSTMENTS.	21-27 AND 29:	9-10
DEBIT ADJUSTMENT - QUANTITY AND/OR VALUE	28	11
REVERSAL OF A RECEIPT - CREDIT.	30	12
CREDITS - DISPOSALS AND INVENTORY ADJUSTMENTS.	32, 34, 36-38.	13
RECORD MAINTENANCE AND REPAIR COST.	40	14
DECREASE MAINTENANCE AND REPAIR COST.	41	15
DELETE MASTER RECORD.	99	16

CARD PUNCHING: OR VERIFYING INSTRUCTIONS
 ESTABLISH MASTER RECORD
 CODE 10

	<u>FIELD NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	1-2	VALID-AREA CODE
2.	ACCOUNT CODE	3	NUMERIC 1
3.	TRANSACTION CODE	4-5	MUST BE CODE 10
4.	DESCRIPTION CODE	6-8	VALID NUMBERS - CANNOT BE ALL ZEROS
5.	LIFE EXPECTANCY YEARS ,	9-10	VALID NUMBERS - CANNOT BE ALL ZEROS
6.	FEDERAL CROUP AND CLASS	1 1 - 1 4	VALID NUMBERS - CANNOT BE ALL ZEROS
7.	INDEX NUMBER	24-29	VALID INDEX NUMBER
8.	SOURCE CODE	30	ONE OF THE FOLLOWING CODES: 1-6, A-F, S, J, X,OR L
9.	INVENTORY FREQUENCY CODE	31	NUMERIC 1 OR 3
10.	SUB-OBJECT CODE	32-33	CARD COLUMN 32 MUST BE NUMERS 1-9, CARD COLUMN 33 MUST BE NUMBERS 1-9 OR ALPHA A-Z.
11.	DESCRIPTION	34-77	VALID CHARACTERS, 1ST POSITION MUST BE A-Z.

5
1

*THESE FIELDS 'MUST CONTAIN VALID DATA. "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
CHANGE MASTER RECORD
CODE 11

6

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	+	1-2	VALID AREA CODE
2.	ACCOUNT CODE	*	3	NUMERIC I
3.	TRANSACTION CODE	*	4-5	MUST BE CODE 11
4.	DESCRIPTION CODE		6-8	BLANK OR VALID NUMBERS. CANNOT BE ALL ZEROS
5.	LIFE EXPECTANCY YEARS		9-10	BLANK OR VALID NUMBERS, CANNOT BE ALL ZEROS
6.	FEDERAL GROUP AND CLASS		11-14	BLANK OR VALID NUMBERS. CANNOT BE ALL ZEROS
7.	INDEX NUMBER	*	24-29	VALID INDEX NUMBER
a.	SOURCE CODE		30	BLANK OR ONE OF THE FOLLOWING CODES: 1-6, A-F S, J, K OR L
9.	INVENTORY FREQUENCY CODE		31	BLANK OR NUMERIC 1 OR 3
10.	SUB-OBJECT CODE		32-33	BLANK OR DATA. IF DATA CC 32 MUST BE NUMBERS 1-9 AND CC 33 NUMBERS, 1-9 OR ALPHA A-Z.
11.	DESCRIPTION		34-77	BLANK OR VALID CHARACTERS. IF CHARACTERS, 1ST. POSITION MUST BE A-Z,

*THESE FIELDS MUST CONTAIN VALID DATA. "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
NONACCOUNTABLE CHANGE
PART OF MULTIPLY UNIT RECORD.
CODE 13

	<u>FIELD NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	1-2	VALID AREA CODE
2.	ACCOUNT CODE	3	NUMERIC 1
3.	PROCESSING CODE	4-5	MUST BE CODE 13
4.	INDEX NUMBER	24-29	VALID INDEX NUMBER
5.	QUANTITY	30-33	NUMERIC 0001-9999
6.	ACQUISITION VALUE	3 4 - 3 9	NUMERIC QQQ,QQ1-999,999
7.	REPLACEMENT COST	40-45	NUMERIC QQQ,QQ1-999,999 OR "X" CC 40. IF "X" CC 66, MUST ALSO BE "X".
8.	CUSTODIAL LOCATION	4 6 - 4 8	VALID NUMBERS OR P-L
9.	SUB-ACTIVITY CODE	49-50	BLANK, VALID NUMBERS OR ZEROS
10.	PROJECT CODE	51-54	BLANK OR VALID NUMBERS. IF NUMBERS - 1ST POSITION MUST BE 8-9.
11.	MANUFACTURER SERIAL NO.	55-65	BLANK OR VALID CHARACTERS. IF CHARACTERS - PUNCH LEFT TO RIGHT.

<u>'FIELD NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
12. FISCAL YEAR OF REPLACENT	66-67	BLANK, VALID NUMBERS, ZEROS OR "X" CC 66. IF "X" CC 40 MUST ALSO BE "X".
13, COST CENTER	68-70	BLANK OR VALID NUMBERS
14. COMPUTER: CONTROL NO.	77-80	VALID -NUMBERS

*THESE FIELDS MUST CONTAIN VALID DATA. "~~CONTROL FIELDS~~"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
NONACCOUNTABLE CHANGE
TOTAL UNIT RECORD
CODE 14

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2	VALID AREA CODE
2.	ACCOUNT CODE		3	NUMERIC 1
3.	PROCESSING CODE		4 - 5	MUST BE CODE 14
4.	VOUCHER NUMBER		6-13	BLANK OR VALID NUMBERS
5,	PURCHASE ORDER NUMBER		14-23	BLANK OR VALID CHARACTERS, CHARACTERS PUNCH LEFT TO RIGHT.
6.	INDEXNUMBER		24-29	VALID INDEX NUMBER
7.	REPLACEMENT COST		40-45	BLANK, VALID NUMBERS OR "X" 'CC 40. IF "X" CC 66 MUST BE "X".
-8.	CUSTODIAL LOCATION		46-48	BLANK, VALID NUMBERS OR P-L
9.	SUB-ACTIVITY CODE		49-50	BLANK, VALID NUMBERS OR ZEROS
10.	PROJECT CODE		51-54	BLANK, VALID NUMBERS OR "X" cc 51. IF NUMBERS 1ST POSITION MUST BE 0-9.
11.	MANUFACTURER SERIAL NO.		55-65	BLANK, VALID CHARACTERS OR "X" CC 55. CHARACTERS PUNCH LEFT TO RIGHT.

	<u>FIELD NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
12.	FISCAL YEAR OF REPLACEMENT	66-67	BLANK VALID NUMBERS, ZEROS OR "X" CC 66. IF "X" CC 40 MUST BE "X".
13.	COST CENTER	68-70	BLANK, VALID NUMBERS OR "X" CC 68.
14.	COMPUTER CONTROL NO.	77-80	VALID NUMBERS

* THESE FIELDS MUST CONTAIN VALID DATA. "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
 REVERSAL OF A DISPOSAL - "DEBIT"
 CODE 20

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2	VALID 'AREA CODE'
2.	ACCOUNT CODE	*	3	N U M E R I C 1
3.	PROCESSING CODE	*	4-5	MUST BE CODE 20
4.	VOUCHER NUMBER	*	6 - 1 3	VALID NUMBERS
5.	PURCHASE ORDER NUMBER ,		14-23	BLANK OR VALID CHARACTERS. CHARACTERS PUNCH LEFT TO RIGHT
6.	INDEX NUMBER	*	2 4 - 2 9	VALID INDEX NUMBER
7.	QUANTITY	*	30-33	NUMERIC 0001-9999
8.	ACQUISITION VALUE	*	34-39	NUMERIC 000,001-999,999
9.	REPLACEMENT COST	*	40-45	VALID NUMBERS OR "X" CC 40. IF 'X' CC 66 MUST BE ":
10.	CUSTODIAL I I&CATION	*	4 6 - 4 8	VALID NUMBERS OR P-L
11.	SUB-ACTIVITY CODE -	*	49-50	VALID NUMBER OR ZEROS
12.	PROJECT CODE		51-54	BLANK OR VALID NUMBERS. IF NUMBERS - 1ST POSITION MUST BE 0-9.

	<u>FIELD NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTION</u>
13.	MANUFACTURER SERIAL NO.	55-65	BLANK OR VALID CHARACTERS. CHARACTERS PUNCH LEFT TO RIGHT
14.	FISCAL YEAR OF REPLACEMENT *	66-67	VALID NUMBERS, ZEROS OR "X" CC 66. IF "X" CC 40 MUST BE "X".
15.	COST CENTER	68-70	BLANK OR VALID NUMBERS

*THESE FIELDS MUST CONTAIN VALID DATA.' "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
DEBITS - RECEIPTS & INVENTORY ADJUSTMENT
CODES-21-27 AND 29

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1 - 2	VALID AREA CODE
2.	ACCOUNT CODE	*	3	NUMERIC 1
3.	PROCESSING CODE	+	4-5	VALID CODE - 21-27 OR 29
4.	VOUCHER NUMBER	*	6 - 1 3	VALID NUMBERS
5.	PURCHASE ORDER NO.		14-23	BLANK OR VALID CHARACTERS, CHARACTERS PUNCH LEFT TO RIGHT
6.	INDEX NUMBER	*	24-29	VALID INDEX NUMBER
7.	QUANTITY *	*	30-33	NUMERIC 0001-9999
8.	ACQUISITION VAWE	*	34-39	NUMERIC 000,001-999,999
9.	REPIACEMENT COST		40-45	BLANK OR "X" CC 40. IF "X" CC 66 MUST BE "X".
10.	CUSTODIAL LOCATION	*	46 - 40	VALID NUMBERS OR P-L
11.	SUB-ACTIVXTY CODE .	*	49-50	VALID NUMBERS OR ZEROS
12.	PROJECT CODE		51-54	BLANK OR VALID NUMBERS. IF NUMBERS - 1ST POSITION MUST BE 0-9.

	<u>FIELD NAME</u>	<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
13.	MANUFACTURER SERIAL NO.	55-65	BLANK OR VALID CHARACTERS. CHARACTERS PUNCH LEFT TO RIGHT.
14.	FISCAL YEAR OF REPLACEMENT	66-67	BLANK, VALID NUMBERS OR "X" CC 66. IF NUMBERS CC 73 MUST BE "1". IF "X" CC 40 MUST BE "X".
15.	COST CENTER	68-70	BLANK OR VA&ID NUMBERS
16.	FISCAL YEAR ESTIMATE	73	BLANK OR NUMERIC 1. IF NUMERIC 1 CC 66-67 MUST BE VALID NUMBERS.

*THESE FIELDS MUST CONTAIN VALID DATA. "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
DEBIT ADJUSTMENT - QUANTITY AND/OR VALUE
CODE 28

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>.SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2 I	VALID AREA CODE
2.	ACCOUNT CODE	*	3	NUMERIC 1
3.	PROCESSING CODE	*	4-5	MUST BE CODE 28
4.	VOUCHER NUMBER	*	6-13	VALID NUMBERS
5.	PURCHASEORDERNUMBER	.	14-23	BLANK OR VALID, CHARACTERS. VALID CHARACTERS PUNCH LEFT TO RIGHT.
6.	INDEX NUMBER	*	24-29	VALID INDEX NUMBER
7.	QUANTXZY	*	30-33	ZEROS OR NUMERIC 0001-9999
8.	ACQUISITION VALUE	*	3 4 - 3 9	ZEROS OR NUMERIC 000,001-999,999
	CUSTODIAL LOCATION	*	46-48	VALID NUMBERS OR P-L
	COMPUTER CONTROL NUMBER	*	77-80	VALID NUMBERS

*THESE FIELDS MUST CONTAIN VALID DATA. "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
 REVERSAL OF A RECEIPT - CREDIT
 CODE 30

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2	VALID AREA CODE
2.	ACCOUNT CODE	*	3	NUMERIC 1
3.	PROCESSING CODE	*	4-5	MUST BE CODE 30
4.	INDEX NUMBER	*	24-29	VALID INDEX NUMBER
5.	QUANTITY	*	30-33	NUMERIC 0001-9999
6.	ACQUISITION VALUE	*	34-39	NUMERIC 000,001-999,999
7.	CUSTODIAL LOCATION	*	46-48	VALID NUMBERS OR P-L
8.	COMPUTER CONTROL NUMBER	*	77-80	VALID NUMBERS

*THESE FIELDS ~~MU~~ST CONTAIN VALID DATA. "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
 CREDITS - DISPOSALS & INVENTORY ADJUSTMENT
 CODES 32, 34, 36, 37 AND 38

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2	VALID AREA CODE
2.	ACCOUNT CODE	*	93	NUMERIC 1
3.	PROCESSING CODE	*	4-5.	VALID CODE: 32, 34, 36-38
4.	VOUCHER NUMBER	*	6-13	VALID NUMBERS
5.	INDEX NUMBER	*	24-29	VALID INDEX NUMBER
6,	Q U A N T I T Y	*	30-33	NUMERIC 0001-9999
7,	ACQUISITION VALUE	*	34-39	NUMERIC 000,001-999,999
8.	CUSTODIAL LOCATION	*	46-48	VALID NUMBERS OR P-L
9,	COMPUTER CONTROL NUMBER	*	77-80	VALID NUMBERS

*THESE FIELDS MUST CONTAIN VALID DATA. "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
 RECORD MAINTENANCE & REPAIR COST
 CODE 40

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2.	VALID AREA CODE
2.	ACCOUNT CODE	*	3	NUMERIC 1
3.	PROCESSING CODE	*	4-5	MUST BE CODE 40
4.	INDEX NUMBER	*	24-29	VALID INDEX NUMBER
5.	TIMES REPAIRED	*	30-33	NUMERIC 0001-9999
6.	REPAIR COST	*	34-39	NUMERIC 000,001-999,999
7.	CUSTODIAL LOCATION	*	46-40	VALID NUMBERS OR P-L
8.	COMPUTER CONTROL NUMBER	*	77-80	VALID NUMBERS

* THESE FIELDS MUST CONTAIN VALID DATA, "CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
 DECREASE MAINTENANCE & REPAIR COST
 CODE 41.

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2	VALID AREA CODE
2.	ACCOUNT CODE	*	3	NUMERIC 1
3.	PROCESSING CODE	*	4-5	MUST BE CODE 41
4.	INDEX NUMBER	* *	24-29	VALID INDEX NUMBER
5.	TIMES REPAIRED	*	3 0 - 3 3	NUMERIC 0001-9999
6.	REPAIR COST	*	34-39	NUMERIC 000,001-999,999
7.	CUSTODIAL LOCATION	*	46-48	VALID NUMBERS OR P-L
8.	COMPUTER CONTROL NUMBER	*	77-00	VALID NUMBERS

*THESE FIELDS MUST CONTAIN VALID DATA. CONTROL FIELDS"

CARD PUNCHING OR VERIFYING INSTRUCTIONS
DELETE MASTER RECORD
CODE 99

	<u>FIELD NAME</u>		<u>CARD COLUMNS</u>	<u>SPECIAL INSTRUCTIONS</u>
1.	AREA CODE	*	1-2	VALID AREA CODE
2.	ACCOUNT CODE	*	3	NUMERIC 1
3.	PROCESSING CODE	*	4-5	MUST BE CODE 99
4.	INDEX NUMBER	*	24-29	VALID INDEX NUMBER

*THESE FIELDS MUST CONTAIN VALID DATA. "CONTROL FIELDS"

<u>CARD'</u> <u>COLUMN</u>	<u>DATA</u>	<u>EDIT CHECK NO. 1</u>	<u>EDIT CHECK NO,</u>	<u>REMARKS</u>
46-48	CUSTODIAL LOCATION	VALID NUMBERS OR P-L	CHECK FOR UNIT RECORD	
49-50	SUB-ACTIVITY	BLANK		
51-54	PROJECT CODE	BLANK		
55-65	MANUFACTURER SERIAL NO.	BLANK		
66-67	FISCAL YEAR OF REPLACEMENT	BLANK		
68-70	COSTCENTER	BLANK		
73	FISCAL YEAR ESTIMATE	BLANK		
77-80	COMPUTER CONTROL NO.	VALID NUMBERS	CHECK FOR UNIT RECORD	

*CONTROL FIELDS

DEPARTMENT OF HEALTH & HUMAN SERVICES



Memorandum

From (Area Contracting Office)

Subject Property Administrator Designation

To (Name of Area Property Administrator)
Area Property Administrator
Property Management Branch

This is your designation as the Property Administrator for Contract number with the (Name of Tribe/Contractor) for (Type of Service) for the period (Month/Day/Year) through (Month/Day/Year).

In this capacity, you are authorized to serve as the Contracting Officer Representative (OR). Specific responsibilities are to:

1. ENSURE that funds have been made available through the Project Officer for the property requirements:
2. Review and recommend to Area Property Management Officer approval of property within area approval authority for the existing contract:
3. Administer the contract requirements relative to Government Property;
4. Be an active participant in the Division of Acquisition Management (DAM) contract negotiating team. On your own initiative keep abreast of the latest current contracts listing and establish an estimated negotiation date with the DAM Pre-Award Supervisor within 45 days of the expiration of each contract:
5. Upon your approval the requests for equipment not in the current contract, will be forwarded to this office, the contract will then be modified by the DAM/Contract Administration Section;
6. For equipment approvals necessary above OCAO/DPM authority you will, provide a courtesy copy of the approval request to DAM.

You will receive the following documents under the normal DAM copy distribution timeframes, and assistance from this office:

1. Receive a copy of the contract and all modifications.
2. Receive a copy of the current contract listings.

Page 2 - Property Administrator, Name of Property Administrator &
Contract No)

3. Have access **to** the contract files located in the Division of Acquisition Management. These files will not be removed from the DAM.

These specific responsibilities shall assure contractor and Indian Health Service compliance with Section 5-12.17, Indian Health Service Property Management Manual.

In addition, you shall keep the Contracting Officer fully informed of any difficulties encountered by you or the Contractor and potential problem areas under **this** contract. A copy of all correspondence between you and the Contractor shall be provided promptly to the Contracting **Officer**.

This designation does not authorize **your to** either verbally or in **writing to** change, modify, or otherwise revise the contract terms, and conditions, such as the scope of work to be performed, the compensation or period of performance.

The Contracting Officer is the only official authorized to commit the government to the acquisition of property. **This** commitment shall **be based** on your review and approval.

This designation supersedes any previous Property Administrator designation letters issued for **this** contract.

(Name of Contracting Officer)
Contracting Officer

Designation of Property Representative

(Name and Address of
IHS Area Office, Attn:
Property Administrator)

Dear (Name of Property Administrator:}

This is to inform you that (Name of Employee) has been designated as the Property Representative for (Name of Tribe/Contractor).

In this capacity, it is fully understood that the designated Property representative **will be responsible for:**

1. **Serving** as the **liaison person** relative to property Management for the Contractor's staff;
2. Providing technical direction/assistance in property management to contractor's **staff;**
3. **Reviewing** property requests to ensure validation of requirements **as required by** contract provisions. Justification of property **will** include as a minimum; **basis of** need, utilization consideration, and other supporting considerations;
4. Assuring all contractor property/equipment requests are properly prepared prior to submission to the Area Property Administrator;
5. Maintaining a suspense file on all property request and performing *necessary* follow-ups on any pending property requests;
6. Preparing and submitting Form HHS-565, "Report of Capitalized Non-Expendable Equipment" to -the Area Contracting Officer, when property is acquired/purchased under contract;
7. Assuring that-property is acquired only after receiving approval from the Area Property Administrator;
8. Interfacing with the Area Property Administrator and maintaining accountability records of property utilized **in** the contract;
9. Conducting an annual physical inventory of Government property and materials. in the possession of or under the control of the Contractor.

This designation **remains** in effect until terminated in writing by me or my successor.

Sincerely,

(Head of the Contractor Agency)

CONDITION CODES

Condition Code	Brief Definition	Expanded Definition
1	Unused-good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	Unused-fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused-poor	Unused property that is usable without repairs, but is consider My deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	Used-good	Used Property that is usable without repair and most of its useful life remains.
5	Used-fair	Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.
6	Used-poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	Repairs required-good	Required repairs are minor and should not exceed 15 percent of original acquisition cost or less.

	Repairs required-fair	.Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
9	Repairs required-poor	Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to range from 41 percent to 65 .percent of original acquisition cost.
X	S a l v a g e	Property has some value in excess of its basic material content, but repair or rehabtlitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition Cost.
S	Scrap	Material that has no value except for its basic material content.

DEPARTMENT OF
HEALTH, AND HUMAN SERVICES

REPORT OF CAPITALIZED NONEXPENDABLE EQUIPMENT

OMB No. 0990-0081
Expiration Date: 12/31/90

1. DATE	2. PUBLIC VOUCHER NO.	PAGE NO.	NO. PAGES
3. CONTRACT NUMBER	4. REPORT NO.		

NOTE: Complete this form in accordance with instructions on reverse side of copy No. 6

5. NAME OF PERSON RESPONSIBLE FOR THIS REPORT _____

TELEPHONE: AREA CODE _____ NO. _____

6. TYPE OF REPORT
 ACQUISITION--GOV. TITLED
 ACQUISITION--CONTR. TITLED
 ANNUAL INVENTORY
 FINAL INVENTORY

7. NAME AND ADDRESS OF CONTRACTOR _____

8. FOR GOV. USE ONLY

9. ITEM NO.	10. DESCRIPTION & NSN	11. GFP OR CAB	12. MFR.	13. MODEL OR TYPE	14. MFR. SERIAL NO.	15. UNIT ACQUISITION COST	16. GOV. ID. NO.	17. ACQ. AUTH.	18. DATE RECD. MO/YR

19. AUTHENTICATION BY CONTRACTOR'S SUPERVISORY ACCOUNTING OFFICIAL

SIGNATURE _____ DATE _____

20. ACCEPTED BY AUTHORIZED GOVERNMENT REPRESENTATIVE

SIGNATURE AND TITLE _____ DATE _____

VOUCHER NO. _____

Exhibit 5-12-LL



Exhibit 5-12-MM

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Oklahoma City Area
Indian Health Service
215 Dean A. McGee Street, NW
Room 409
Oklahoma City, Oklahoma 73102

(Name and Address of
Tribal Contractor Attn:
Property Representative)

Dear (Name of Property Representative):

This is to acknowledge receipt and approval of the Motor Vehicle Fleet Plan that you submitted on (Month/Day/Year).

The plan, as submitted has provisions that ensure adequate protection and control of motor vehicles, and provides for the proper utilization, maintenance, protection, and record of use of the vehicles;

If in the future, you amend or change the Fleet Plan it must be submitted for evaluation and approval.

Sincerely,

Property Administrator

Subpart 101-38.3—Official Use of Government Motor Vehicles

§ 101-38.300 Scope.

This subpart prescribes the requirements governing the use of Government motor vehicles acquired for official purposes.

§ 101-38.301 Authorized use.

Officers and employees of the Government shall use Government-owned or -leased motor vehicles for official purposes only. "Official purposes" does not include transportation of an officer or employee between his or her domicile and place of employment, unless authorized under the provisions of 31 U.S.C. 1344, or other applicable law. A copy of any written approval shall be maintained at the appropriate level within the agency and a copy furnished to GSA if the vehicle concerned is provided through the Inter-

agency Fleet Management System. Each agency should establish procedures to monitor and control the use of its vehicles at all times. Officers and employees entrusted with motor vehicles are responsible for the proper care, operation, maintenance, and protection of the vehicle. Any officer or employee who uses or authorizes the use of such vehicle for other than official purposes is subject to a suspension of at least 1 month or, up to and including, removal by the head of the agency (31 U.S.C. 1349.)

§ 101-38.301-1 Contractors' use.

Heads of agencies are responsible for ensuring that the employees of contractors and subcontractors use Government-owned or -leased motor vehicles for official purposes only. ("Official purposes" do not include transportation of a contractor's employee between domicile and place of employment unless specifically provided for under the terms of the contract; and approved in writing by the contracting officer or otherwise provided by law); that employees of contractors and subcontractors authorized to use Government motor vehicles use such vehicles solely in the performance of the Government contract and subcontract thereunder; that such contractors and subcontractors establish and enforce suitable penalties for their employees who use or authorize the use of such vehicles for other than official purposes; and that appropriate provision is made for the assumption by the contractor or subcontractor of any cost or expense incident to use not related to the performance of the contract without the right of reimbursement from the Government for such cost or expense.

§ 101-38.301-2 Violations.

Whenever the Administrator of General Services becomes aware of any violation of the provisions of § 101-38.301 or § 101-38.301-1 concerning the unauthorized use of Government motor vehicles, the Administrator, GSA, shall report the violation to the Head of the agency in which the vehicle operator is employed, for further investigation and appropriate disciplinary action under 31 U.S.C. 1349, or

where appropriate, referral to the Attorney General for prosecution under 18 U.S.C. 641.

**Subpart 101-38.5—Scheduled
Maintenance**

1-38.500 Scope and applicability.

This subpart prescribes agency requirements and guidelines covering a maintenance program for Government-owned motor vehicles, and is applicable to all agency-owned motor vehicles located in any State, Commonwealth, territory, or possession of the United States.

§ 101-38.501 Agency requirements.

Each executive agency shall establish a scheduled maintenance program for all of its Government-owned motor vehicles.

§ 101-38.502 Guidelines.

(a) A scheduled maintenance program should include a recorded, systematic procedure for the servicing and inspection of motor vehicles to:

(1) Ensure their safe and economical operating condition throughout the period of use;

(2) Meet established emission standards; and

(3) Meet warranty requirements.

(b) Agencies will ensure that all Government-owned, commercial design motor vehicles, model year 1976 and later, have inspection and servicing, including tune-ups, performed in accordance with the manufacturers' recommended schedules and specifications, or more frequently if local operating conditions require. Agencies should continue to perform inspections and servicing of model year 1975 and earlier Government-owned, commercial design motor vehicles in accordance with their established maintenance schedules and specifications.

(c) Proper maintenance ensures that Government-owned vehicles—

(1) Operate in the most energy efficient manner and

(2) Meet Federal and State emission standards, including safe and proper operation of the catalytic converter, during their warranted life.

§ 101-38.503

§ 101-38.503 Assistance to agencies.

GSA will make available fleet management technicians, on a reimbursable basis, to assist agencies in establishing or revising their scheduled maintenance programs. Requests for fleet management assistance shall be submitted by owning agencies to the General Services Administration, ATTN: FBF, Washington, DC 20406.

**Subpart 101-38.6—Reporting Motor
Vehicle Accidents**

§ 101-38.600 Scope and applicability.

This subpart provides for the availability of certain standard forms for use in reporting any accident involving a Government-owned or leased motor vehicle. Use of these forms is recommended for all executive agencies owning or using motor vehicles that are located within any State, Commonwealth, territory, or possession of the United States.

§ 101-38.601 Accident reporting forms and their use.

The standard forms available to all executive agencies for use in reporting motor vehicle accidents are listed below. Accident reports pertaining to agency-owned or -leased vehicles shall be processed in accordance with applicable agency directives. Accident reports pertaining to Interagency Fleet Management System vehicles shall be processed in accordance with Subpart 101-39.4.

(a) Standard Form 91, Operator's Report of Motor Vehicle Accident (see § 101-38.4901), should be completed at the time and on the scene of the accident, insofar as possible, regardless of the extent of injury or damage. A Standard Form 91 should be carried at all times in Government-owned and leased motor vehicles.

(b) Standard Form 91-A, Investigation Report of Motor Vehicle Accident (see § 101-38.4901), should be completed by the person responsible for investigating an accident.

(c) Standard Form 94, Statement of Witness (see § 101-38.4901), should be carried at all times in Government-owned and leased vehicles and should be completed by persons who witness

an accident. Standard Form 94 has been approved by the Office of Management and Budget under OMB control number 3090-0033.

Subpart 101-38.7—Transfer, Storage, and Disposal of Motor Vehicles

§ 101-38.700 Scope and applicability.

This subpart prescribes guidelines for the transfer, storage, and disposal of Government-owned motor vehicles and is applicable to all Government-owned, -rented, and -leased motor vehicles of an executive agency located in any State, Commonwealth, territory or possession of the United States.

[51 FR 11684, Apr. 4, 1986; 51 FR 15481, Apr. 24, 1986]

Government-owned, -rented, and -leased motor vehicles of an agency should be stored so as to provide reasonable protection from pilferage or damage. In the interest of economy, open storage should be used whenever practicable and feasible. The determination as to whether or not it is "practicable or feasible" to use open storage space or a particular type of storage space at a particular location must be made by the agency after considering the nature of program demands and special requirements at that location. All unattended Government-owned or -leased motor vehicles should be locked, unless they are stored or parked in a closed building or enclosure.

[51 FR 11684, Apr. 4, 1986; 51 FR 15481, Apr. 24, 1986]

Subpart 101-38.9—Federal Motor Vehicle Fleet Report

§ 101-38.900 Scope.

This subpart sets forth the responsibility of all Federal agencies for developing policies and procedures for maintaining and reporting inventory, cost, and operating data on Government-owned and -leased vehicles.

§ 101-38.901 General.

From the data submitted by Federal agencies on Standard Form 82, Agency Report of Motor Vehicle Data, GSA will prepare and issue the "Federal Motor Vehicle Fleet Report." This report is a summary of the data submitted by agencies and is used to evaluate and analyze operations and management of the Federal motor vehicle fleet. GSA supplies copies of this report to the Congress, Federal agencies, and to other organizations upon request.

§ 101-38.902 Records.

Each owning agency is responsible for developing adequate accounting and reporting procedures to ensure accurate reporting of inventory, cost, and operating data needed for the management and control of motor vehicles.

§ 101-38.903 Reporting of data.

(a) Federal agencies shall use Standard Form 82, Agency Report of Motor Vehicle Data, to report vehicle inventory, cost, and operating data to GSA. Interagency Report Control Number 1102-GSA-AN has been assigned to this reporting requirement. (See § 101-38.4901.)

(b) The Standard Form 82 is divided into three sections. Sections I and III of the form are for reporting data relating to agency-owned and -leased vehicles and are to be completed by all agencies. Section II of the form is for reporting data for large fleets of agency-owned vehicles. Detailed instructions for preparation of this form are located on the reverse of the form.

(1) Each owning agency shall submit a Standard Form 82 to GSA within 75 calendar days after the end of the fiscal year.

(2) Agencies shall report data for domestic fleets and foreign fleets on separate Standard Forms 82.

(3) If any vehicles are loaned to another executive agency during the reporting period, the owning agency shall report all data pertinent to the loaned vehicles.

(4) If accountability for a vehicle is transferred from one owning agency to another during the reporting period, each agency shall report those data appropriate to the period of time during which it retained accountability.

Federal Property Management Regulations

§ 101-45.1002-2

and reagents other than controlled substances) described in the foregoing certification in the manner and on the date stated herein:

Witness date

Witness date

(e) Items mentioned parenthetically in the statement contained in paragraph (d) of this section which are not applicable at the time of destruction shall be deleted from the statement. The signed certification and statement of destruction shall be made a matter of record and shall be retained in the case files of the holding agency or State agency.

Subpart 101-45.10—Recovery of Precious Metals

SOURCE: 53 FR 16123, May 5, 1988, unless otherwise noted.

§ 101-45.1000 Scope of subpart.

This subpart prescribes the policy and procedures for recovery of precious metals from articles of excess and surplus personal property.

§ 101-45.1001 General.

GSA is responsible for the initiation and development of Government-wide precious metals recovery programs, and for the issuance and administration of applicable contracts, except those issued and administered by DOD for precious metals recovery and refinement operations. Situations will occur where, in terms of economy, efficiency, and environmental quality, it is in the best interest of the Government to recover precious metals from articles of excess and surplus personal property instead of using other methods of disposal. GSA will determine when Government-wide recovery is appropriate on the basis of an evaluation of the supply-demand factor, the price of the commodity, the cost of recovering the precious metal, and applicable guidelines or regulations on pollution control.

§ 101-45.1002 Agency responsibilities.

Heads of executive agencies are responsible for establishing, maintaining, and pursuing a program for recovery

of precious metals. The provisions of this § 101-45.1002 provide guidance with respect to surveys, reporting requirements, assignments of program monitors, and internal audits. Precious metals that may be designated for recovery include gold, silver, and metals in the platinum family. Examples of silver bearing scrap and waste include used photographic fixing (hypo) solution, photographic and X-ray film, silver alloys, and dental scrap. Other examples of precious metals bearing materials include electronic scrap, ADPE, welding and brazing wire, anodes, and batteries. Certain strategic and critical materials, lists of which are issued from time to time as provided in § 101-14.106, may also be designated for recovery.

§ 101-45.1002-1 Precious metals recovery surveys.

Each agency shall identify those activities that generate silver or other precious metals (including used hypo solution, scrap film, and other precious metals bearing materials). Activities identified as generating precious metals bearing materials shall be surveyed to obtain information regarding actual or potential precious metals recovery. Estimates of potential recovery may be obtained through use of testing papers for hypo solution; various charts, tables, and scales for scrap film, assays of samples of precious metals bearing materials; or other acceptable methods of estimating potential precious metals contents.

§ 101-45.1002-2 Agency reporting requirements.

(a) Each agency shall submit a consolidated annual report (based on fiscal year) containing information regarding precious metals recovery to the Manager, Federal Precious Metals Recovery Programs, General Services Administration (F), Washington, DC 20406. The consolidated report, Standard Form 291, Report of Activities Generating Precious Metals (interagency report control number 152; GSA-A), shall be submitted within calendar days after the end of the fiscal year. Agency requests for waiver to the annual reporting

§ 101-45.1002-3

quirement shall be submitted to the above GSA program manager for approval.

(b) Section 101-45.4901-291 illustrates Standard Form 291, Report of Activities Generating Precious Metals. The report provides for specific information regarding the types of silver and other precious metals bearing materials processed or generated. The report requires information to be submitted as to the potential amount of precious metals to be recovered from the precious metals bearing material as well as the actual amount of precious metals recovered. Significant differences between the potential and actual amount of precious metals recovered shall be explained on Standard Form 291. When reporting estimated savings use either: the market value on the date of the transaction for material delivered to the DOD system; or amount of proceeds when material is sold under contract. All sales should be identified by contract number. Market value determination should be identified by source and date.

§ 101-45.1002-3 Precious metals recovery program monitor.

Each agency should designate an individual to monitor its precious metals recovery program. Responsibilities of the precious metals monitor should include conducting and coordinating surveys, implementing and improving recovery procedures; monitoring the agency's recovery program; and submitting the consolidated annual report to GSA.

§ 101-45.1002-4 Internal audits.

Each agency should require periodic internal audits of its precious metals recovery program. The internal audits should be of such frequency and scope as to provide for proper control over the recovery, storage, and disposition of precious metals bearing materials. Primary elements for review should include document control and record maintenance; storage facilities and security controls; methods of recovery and equipment operation; and procedures for recovering precious metals through service contracts or disposal through sales contracts.

§ 101-45.1003 Recovery of silver from precious metals bearing materials.

(a) Each agency should recover silver regardless of the quantity of used hypo solution or scrap film generated. Installations of a silver recovery unit consistent with the quantity of used hypo solution generated or storage of used hypo solution or scrap film until a processible quantity is obtained are two alternatives. If an activity generates small quantities of hypo solution and tests show that there is a minimal amount of silver per gallon of solution, arrangements should be made, to the extent feasible, with another activity in the area which is using a recovery unit to receive and process the hypo solution. When the actual amount of silver recovered is substantially less than the estimated amount potentially recoverable, agencies should fully document the reason for the substantial difference.

(b) When recovery by an agency is not economically feasible and consolidation with other activities is not practical, the regional GSA Federal Supply Service Bureau serving the area or the Defense Logistics Agency (DLA) (in accordance with § 101-45.1004) should be contacted for assistance. If it is determined that silver recovery cannot be accomplished economically by Government-owned equipment or by a commercial recovery contractor, the hypo solution, scrap film, or other silver bearing materials should be disposed of in accordance with Part 101-45 in an environmentally acceptable manner.

§ 101-45.1003-1 Guidelines for the recovery of silver from used hypo solution and scrap film.

The basic factors that determine the potential quantity of recoverable silver are: The amount of used hypo solution or scrap film generated; the amount and type of film processed; and the physical layout and available recovery equipment of the photographic facility. Since these factors may vary for each facility, a single method of recovery cannot be prescribed.

101-45.1003-2 Recovery of silver from used hypo solution.

Used hypo solution should be processed to recover the maximum amount of silver from the solution, consistent with overall economic feasibility and environmental considerations. Recovery can be effected either by Government-owned equipment or through use of commercial recovery contracts. Various types and sizes of equipment using metallic replacement or electrolytic methods of recovery are available which permit economic silver recovery from both large and small quantities of used hypo solution.

§ 101-45.1003-3 Recovery of silver from scrap film.

Scrap film, the silver content of which varies according to the type of film and the degree of exposure, is a major source of recovered silver. One method of recovering silver from scrap film is by burning the film in specially designed and approved incinerators. The burning reduces the film to high content silver bearing ash which can be economically processed to produce fine silver. Recovery onsite by controlled burning should only be accomplished at those activities or installations where approved facilities exist and the local code on burning permits it. A common alternative method of recovery is through periodic disposal of accumulated scrap film by sale in accordance with Part 101-45.

§ 101-45.1004 Recovery and use of precious metals through the DOD Precious Metals Recovery Program.

Civil agencies may use the DOD Precious Metals Recovery Program as prescribed in § 101-45.1004.

§ 101-45.1004-1 Civil agency participation in the DOD Precious Metals Recovery Program.

(a) Civil Agencies wishing to participate in the DOD precious metals recovery system should contact the Manager, DOD Precious Metals Recovery Program, Attention: DLA-SMP, Cameron Station, Alexandria, VA 22314, for further information regarding the following plans:

(1) *Plan I.* An appraisal or survey of the agency's precious metals recovery

potential and a recommendation as to appropriate recovery techniques and equipment;

(2) *Plan II.* DLA acceptance of photographic wastes, excess, and other precious metals bearing materials at Defense Reutilization and Marketing Offices (DRMO's) or other disposition sites;

(3) *Plan III.* Disposition and shipping instructions for recovered precious metals bearing materials not authorized for acceptance at local DRMO's;

(4) *Plan IV.* Assistance and recommendations as needed in the administration and operation of the agency's precious metals recovery program including an appraisal or survey of recovery potential; the furnishing of recovery and other supporting equipment; and the prescribing of procedures for the security and disposition of precious metals bearing materials. This plan will, in most cases, require a formal Memorandum of Understanding between DLA and the participating agency.

(b) Services addressed in the above plans will be provided to the extent that DLA resources permit.

(c) DLA will provide recovered fine precious metals to participating agencies (those generating precious metals bearing scrap for the DOD Precious Metals Recovery Program) for use as Government Furnished Materials (GFM) or other authorized internal uses in accordance with § 101-45.1004-2.

§ 101-45.1004-2 Use of DOD-recovered fine precious metals.

To determine the need for recovered fine precious metals as GFM to reduce new procurement costs, each agency shall review procurements for which fine precious metals will be required by a contractor. Each agency having requirements for recovered fine precious metals as GFM or for other authorized internal uses should submit a request to the Commander, Defense Industrial Supply Center (DISC), Attention: DISC-OIBA/YC, 700 Robbins Avenue, Philadelphia, Pennsylvania 19111-5096. Recovered fine precious metals will be provided to agencies for

use as GFM or for other authorized internal uses on a "as-needed-when-available" basis. There is a nominal charge for the recovered fine precious metals. Normally, the amount of recovered fine precious metals authorized for issue to individual civil agencies will not be restricted, except in those instances when the precious metals involved are not available in sufficient quantities to satisfy all requirements. No minimum ordering quantity is prescribed. Requiring activities should contact DISC to assure asset availability prior to the requisitioning of any quantity of precious metal other than silver. Advance inquiries for silver should be made only when requirements exceed 5,000 troy ounces.