

14 FAH-1 H-420 INTERNAL REQUISITIONING PROCEDURES

*(CT:PPM-2; 07-27-2005)
(Office of Origin: A/LM)*

14 FAH-1 H-421 INTERNAL REQUISITIONING PROCEDURES

*(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)*

- a. The post supply and equipment support operation requires an effective requisitioning system. The requisitioning system must incorporate controls and processing disciplines that ensure that U.S. Government property is protected from theft and unauthorized use. For example, all requests for supplies and equipment must be documented on requisition forms, must have a supervisory level authorization and approval by the accountable property officer (APO), and should be posted to the stock records before property is issued. As a temporary measure, the APO may delegate authority for approving requests. However, the delegation must be in writing and must include specific policy guidelines and instructions.
- b. The requisitioning system shall also provide for request documentation and approval for repairs to personal property, as well as a procedure for ensuring that necessary repair data and cost information are obtained for the property maintenance records. To prevent excessive repair costs, maintenance records shall be reviewed annually and repair information analyzed to identify trouble prone items that should be disposed of. The Maintenance Detail Report will assist posts using the nonexpendable property application (NEPA).
- c. When property is delivered to ordering offices or to residences, the individual receiving the delivery shall sign the delivery document.

14 FAH-1 H-421.1 Stock Catalog

*(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)*

To assist the requestor in identifying items that are stocked and to facilitate order processing, the general services office should prepare and distribute a

stock list or catalog of those expendable supply items available. Minimally, the information contained in the catalog should include stock number, item description, unit of issue, item cost, and any special instructions regarding order preparation and submission (e.g., if your stock control cards are set up in numerical sequence according to stock number, submission of orders should be in that format in order to facilitate stock record posting). Other information might include delivery schedules and/or designated times for offices to pick up orders, instructions that expendable and nonexpendable items are not to be included on the same request, and that stock items are not to be on the same request as items which are not stocked (items which are not stocked require procurement action and will be processed differently). The catalog should also inform the requestor that the general services office reserves the right to verify the need for quantities which they consider excessive.

14 FAH-1 H-421.2 Document Control

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. It is important that control be exercised over all incoming requests for supplies, equipment, and maintenance/repair. This can be accomplished by assigning a control number to each request and entering the requests in a control log. It is suggested that expendable property requests, nonexpendable property requests, turn-in requests, and requests for maintenance/repair each be assigned a separate series of numbers, and that a new series of numbers be employed each fiscal year. For example, the control number assigned to the first expendable supply request received in fiscal year 2002 could be EXP/00-1, the first nonexpendable request NXP/00-1, and the first maintenance/repair request M/00-1. If maintenance/repair requests are being handled by a maintenance office, a control point should be established in that office.
- b. To avoid confusion and error in the assignment of numbers, logs should be established to maintain a record of control numbers assigned. Also, the responsibility for assigning numbers should be given to a single individual (document control clerk). As numbers are assigned, control numbers are entered on the requests, and request data and control numbers are entered in the log.

14 FAH-1 H-421.3 Files

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. To support purchase actions, stock issues, and repair/maintenance actions taken, customer files are maintained on all requests processed on

behalf of offices and customer agencies. A separate set of active and completed files should be established for expendable property, nonexpendable office property, nonexpendable residence property (the residence furniture and equipment file will serve this purpose, see 14 FAH-1 H-614.2), and repair/maintenance for each agency serviced. If a maintenance officer is assigned to post, the files for maintenance requests should be kept in the maintenance office.

- b. An individual folder should be maintained in control number sequence for each requisition or purchase order processed. All related documents (e.g., specifications, receiving reports, etc.) are filed together.
- c. New files must be established each fiscal year.
- d. Request documents shall be kept on file as follows:
 - (1) Form DS-1953, Expendable Supply Issue/Turn-In Request: Discard one year after completion;
 - (2) Form DS-584, Nonexpendable Property Transaction: Discard two years after completion;
 - (3) Form DS-127, Receiving and Inspection Report, covering a return to stock: Discard after next physical inventory;
 - (4) Form DS-585, Repair/Maintenance Request: May be discarded after one year; and
 - (5) Commercial work order/service receipts: May be discarded after one year.
- e. The files should be reviewed at least quarterly to dispose of time-expired records.

14 FAH-1 H-421.4 Expendable Supplies

14 FAH-1 H-421.4-1 Issue Requests

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. An office requesting expendable supplies should prepare Form DS-583, Expendable Supply Issue/Turn-In Request, have it authorized by the office supervisor, keep a copy, and forward the original copy to the general services office. Requests for items that are not stocked by the general services office will require procurement action. These items should be ordered on separate requests and requests must include a justification. Requests for restricted items (e.g., U.S. Government travel requests (GTRs), U.S. Government bills of lading (GBLs)), and any other items designated as restricted by the accountable property officer (APO)

must be submitted separately from other supply items.

- b. Form DS-583 should be prepared by the maintenance office or the general services office for stock items to be used by the maintenance office while performing services to offices or residences.
- c. If a preprinted supply list is used as an order form, allowing the customer to insert quantities required, a copy of this form should be attached to Form DS-583 and submitted to the general services office for approval and stock record posting before supplies are issued.

14 FAH-1 H-421.4-2 Preparation

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The 14 FAH-1 Exhibit H-421.4-2 is an example of Form DS-583, Expendable Supply Issue/Turn-In Request, prepared for ordering expendable supplies. The preparation instructions connected with the exhibit provide, for ordering offices, guidance on which data fields on the form should be completed. Data field numbers correspond to the circled numbers on the exhibit. Data fields not addressed do **not** apply. If a continuation sheet is necessary, ordering offices are to use Form DS-583-A, Expendable Supply, Issue/Turn-In, Request (Continuation Sheet).

14 FAH-1 H-421.4-3 General Services Office Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The following actions should be taken by the general services office in the sequence indicated.

14 FAH-1 H-421.4-3(A) Review

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. To avoid confusion and to make certain that all incoming requests are properly reviewed, responsibility for the reviewing process should be given to the individual responsible for assigning control numbers and entering request data in the control log. The review should ensure that all of the required data fields have been completed, and that justification has been provided, if the request is for a nonstock item which will require procurement action. The screening clerk should be provided with a list of controlled items (e.g., U.S. Government bill of lading (GBL) and U.S. Government travel request (GTR)) and, if a controlled item appears on a request with other supply items, it should be brought to the attention of

the accountable property officer (APO). If a request is incomplete, all copies should be returned to the ordering office with appropriate instructions.

- b. Since approved requests for nonstock items will be passed to the procurement section for action, delete nonstock items included on stock requisitions, and instruct the requesting office to reorder.

14 FAH-1 H-421.4-3(B) Approve/Disapprove

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

- a. If the accountable property officer (APO) disapproves the request, he or she will note the reason for doing so in the description field on the request, indicate disapproval, sign, and date in data field **[20]**, and return all copies to the ordering office.
- b. When the APO approves a request for stock, he or she will indicate approval, sign, and date in field **[20]**, and pass to the document control clerk.

14 FAH-1 H-421.4-3(C) Document Control

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

See general services office input to Form DS-583 in 14 FAH-1 Exhibit H-421.4-3(C).

14 FAH-1 H-421.4-3(D) Excessive Quantities

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

If the stock control clerk finds that some quantities are excessive, that clerk will contact the ordering office to work out an adjusted quantity, and then will make appropriate changes on the request.

14 FAH-1 H-421.4-3(E) Substituting

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

If an item is out of stock and a substitute is available, the stock control clerk should contact the ordering office and request approval to substitute. If no substitute is available, the item should be back ordered.

14 FAH-1 H-421.4-3(F) Back Ordering

(CT:PPM-1; 08-11-2004)

(Uniform State/USAID)

- a. If an item is in short supply, the amount which will not be filled immediately should be back ordered. Back ordering, rather than canceling unfilled items, provides a better item demand picture for stock replenishment purposes and saves the customer from having to reorder.
- b. Posts may use the following procedure for back ordering:
 - (1) When the stock balance is zero, this can be noted on the request by putting a NIS (Not in Stock) and "B/O" to the left of the quantity;
 - (2) If an item is in short supply, the stock control clerk should determine what quantity can be supplied at that time, mark through the quantity requested, and note the quantity being supplied and the quantity being back ordered;
 - (3) If a post does not have an automated stock control system and is still using stock control cards, a back order record can be created using a 3in x 5in card filed with or attached to the stock control card. When a back order is entered on the card, the stock number (or item description in the absence of a stock number), control number, request date, ordering office, and quantity ordered should be recorded;
 - (4) A processing document will be needed to fill back orders at a later date. If a separate back order form is not used, make a photocopy of the original request once it is posted and keep it in the file to serve as a master back order document. If only one item is back ordered, the master can be used as the processing document when replenishment stock is received. The back ordered item being filled is identified on the copy by circling it with pen or pencil, and the item is posted to the property records. If several items have been back ordered, additional copies are made as needed; and
 - (5) Completed back order documents are returned to the order file until the order is completed, after which the documents are transferred to the completed file.

14 FAH-1 H-421.4-3(G) Copy Distribution

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. When the order has been posted, the stock control clerk will initial and date the action office copy (see 14 FAH-1 Exhibit H-421.4.3(C)) and distribute as stated in paragraph b of this section.
- b. The original is forwarded to the warehouse/supply room, and a copy made to be placed in a pending file until the original is returned. When the completed original is returned from the warehouse/supply room, it is placed in the completed file and the pending copy is discarded.

14 FAH-1 H-421.4-4 Supply Receipt

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Upon delivery of the supplies, an authorized individual signs for receipt. After delivery has been made, the requisition is reviewed by a warehouse/supply room supervisor to ensure that the authorized individual had signed for supplies (field **[22]** on 14 FAH-1 Exhibit H-421.4.3(C)). If the supplies were not signed for, arrangements are made to obtain the signature of the authorized individual. When supplies are picked up, supply room personnel ensure that the customer signs for receipt.
- b. Ordering offices should be advised to review the original at the time of delivery, because adjustment or back order notations will inform them of actions taken.
- c. The original is then returned to the general services office.

14 FAH-1 H-421.4-5 Final Log Entry

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The request completion date should be entered in the control log before the request is filed.

14 FAH-1 H-421.4-6 Reimbursement

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

A record of supplies issued to customer agencies must be kept so that the general services office can provide the budget office with an accounting for

reimbursement purposes. Generally, this is accomplished by totaling the dollar value of supplies issued to each agency at the end of each quarter. The report for the budget office should list, by agency, the dollar value of supplies issued during the quarter.

14 FAH-1 H-421.5 Office Property

14 FAH-1 H-421.5-1 Issue Requests

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

An office requesting nonexpendable property (furniture, machines, etc.) should prepare Form DS-584, Nonexpendable Property Transaction, have it authorized by the supervisor in charge, keep a copy, and submit the original to the general services office. All requests **must** include a justification.

14 FAH-1 H-421.5-2 Preparation

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The 14 FAH-1 Exhibit H-421.5-2 is an example of Form DS-584, Nonexpendable Property Transaction, used to request office furniture to replace old and worn furniture. Actions needed are the issuance of furniture from stock and the pick up and return of old furniture to the warehouse.

14 FAH-1 H-421.5-3 General Services Officer Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The following actions should be taken by the general services office in the sequence indicated. The data field numbers referred to relate to the circled numbers in each field on 14 FAH-1 Exhibit H-421.5-2.

14 FAH-1 H-421.5-3(A) Review

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. To avoid confusion and to make certain that all incoming requests are properly reviewed, responsibility for the reviewing process should be given to the individual who assigns control numbers and enters request data in the control log. The review should ensure that all of the required data fields have been completed. If the request is incomplete, all copies should be returned to the ordering office with appropriate instructions.

- b. The request is then compared with stock records to determine whether it can be filled from existing stock. Since approved requests for nonstock items will be passed to the procurement section for action, nonstock items included on stock requisitions should be deleted, and the requesting office instructed to reorder. Before procurement action is taken for an item not carried in stock, excess property at post and notices of excess property available from other posts in the geographic area shall be screened to determine whether the item can be supplied from either of these sources. Posts should also contact other U.S. Government agencies and any Department of Defense reutilization and marketing offices (DRMOs) in the region.

14 FAH-1 H-421.5-3(B) Approve/Disapprove

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. If the accountable property officer (APO) disapproves the request, that officer will note the reason for doing so in the Justification/Remarks field (see field **[11]** in 14 FAH-1 Exhibit H-421.5-2 on the request, sign and date in the Approving Officer field (field **[13]** in the exhibit), and return all copies to the ordering office.
- b. When the APO approves a request for stock, that officer will indicate approval by signing and dating (see field **[13]** in 14 FAH-1 Exhibit H-421.5-2).
- c. At this point, the APO should also include any instructions to the warehouse. The Justification/Remarks field (see field **[11]** on the exhibit) is a multi-use field and, even though a requisitioner justification may already be entered, the field can also be used to provide instructions to the warehouse. In the exhibit, the instructions are to provide the general services office with property numbers of items issued and property numbers and condition codes of items turned in, so that property record changes can be made.
- d. The request is then passed to the document control clerk.

14 FAH-1 H-421.5-3(C) Document Control

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The request is assigned the next control number in the nonexpendable property log, the number is entered on the request (see field **[4]** on 14 FAH-1 Exhibit H-421.5-2), and an entry is made in the log.

14 FAH-1 H-421.5-3(D) Out of Stock

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

If an approved item is temporarily out of stock, the ordering office should be contacted and a substitute recommended, if one is available. If a substitute is not available, the item should be deleted from the request, and the ordering office advised of the due in date and instructed to reorder the item at that time.

14 FAH-1 H-421.5-3(E) Copy Distribution

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Forward the original to the warehouse for action. Keep the copy in a pending file until the action is completed, and then replace it in the file with the original.

14 FAH-1 H-421.5-4 Warehouse Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. After delivery has been made, the requisition should be reviewed by a warehouse supervisor to ensure that receipt of the property has been signed for (field **[23]** in 14 FAH-1 Exhibit H-421.5-2). If it was not signed for, arrangements should be made to obtain the signature of the authorized individual.
- b. Property turned in when new property is delivered is signed for by a warehouse supervisor to confirm that the property to be returned was received. The signature should be placed in the Description field, since the individual receiving the new property will have used field **[23]** (see 14 FAH-1 Exhibit H-421.5-2).
- c. Property numbers of items issued, and property numbers and condition codes of items turned in, at posts using the nonexpendable property application (NEPA), should be entered on the action document (see field **[15]** in 14 FAH-1 Exhibit H-421.5-2).
- d. Completed/signed originals of action documents are returned to the general services office.

14 FAH-1 H-421.5-5 Posting to Property Records

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

- a. Records are posted for property issued and turned in after the completed and signed original is returned to the general services office. Item cost, as indicated on property records, may also be added to the request at this time.
- b. Posting to the nonexpendable property application (NEPA) for issued items consists of changing some of the data fields. For example, when capitalized property is issued from stock, the date is entered in the Date Issued field.
- c. Accountability records must be maintained for turned-in property being held in the warehouse, pending its final disposition (see [14 FAM 414.1-1](#)). When changing the record to reflect the warehouse as the new location, for turned-in property on NEPA, it is recommended that a sub-room location be established and identified as "TURN-IN" and that the property be kept in this location until final disposition of the property is made and transferred to other records (e.g., stock control records, disposal records, etc.). For property not on NEPA, it is recommended that Form OF-131, Stock Control Card, be used to establish such records.
- d. The property records clerk will make the necessary records adjustment, and initial and date the Form DS-584, Nonexpendable Property Transaction (see field **[22]** in 14 FAH-1 Exhibit H-421.5-2).

14 FAH-1 H-421.5-6 Final Log Entry

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The date that the request was posted to the property records should be entered in the control log, before the request is filed.

14 FAH-1 H-421.6 Residence Furniture, Furnishings, and Appliances

14 FAH-1 H-421.6-1 Issue Requests

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Form DS-584, Nonexpendable Property Transaction, should be used to request residence furniture, furnishings, and appliances. The procedure for initiating requests is left to the discretion of the accountable property officer

(APO). However, all requests and approvals must be documented. The APO may wish to allow the resident to place a request by phone, and later prepare the Form DS-584 in the general services office, or that officer may require that the resident prepare the form and submit it to the general services office. If residents are to prepare the form, a copy of the form should be made available in a convenient location along with instructions for completing the form.

14 FAH-1 H-421.6-2 Preparation

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The 14 FAH-1 Exhibit H-421.6-2 is a sample of Form DS-584, Nonexpendable Property Transaction, prepared by the requestor, for six dining room chairs to replace six worn chairs. The transactions needed are to issue furniture from stock and to pick up old furniture and return it to the warehouse. The requestor should make a copy of Form DS-584 and forward the original to the general services office.

14 FAH-1 H-421.6-3 General Services Office Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The following actions should be taken by the general services office in the sequence indicated. The data field numbers referred to correspond to the circled numbers in each field on 14 FAH-1 Exhibit H-421.6-2.

14 FAH-1 H-421.6-3(A) Review

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. To ensure that all of the required data fields have been completed, requests prepared by the resident should be reviewed upon receipt. To avoid confusion and to make certain that all incoming requests are properly reviewed, responsibility for the reviewing process should be clearly assigned. If the request is incomplete, all necessary fields should be completed before the request is processed.
- b. If a nonstock item is included on a stock requisition and the accountable property officer (APO) has approved purchase, that item should be lined out and the requestor notified and instructed to reorder the item on a separate order. Acceptable requests are passed to the APO.

14 FAH-1 H-421.6-3(B) Approve/Disapprove

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. If the accountable property officer (APO) disapproves the request, that officer will note the reason for doing so in the Justification/Remarks field (see field **[11]** in 14 FAH-1 Exhibit H-421.6-2) on the request, and sign and date in the Approving Officer field (field **[13]** in the exhibit). The original is retained in the completed files and the copy is returned to the requestor.
- b. When the APO approves a request for stock, he or she will indicate approval by signing and dating (see field **[13]** in 14 FAH-1 Exhibit H-421.6-2).
- c. At this point, the APO should also include any instructions to the warehouse. The Justification/Remarks field (see field **[11]** in 14 FAH-1 Exhibit H-421.6-2) is a multi-use field and, even though the requestor's justification may already be entered here, the field can also be used to provide instructions to the warehouse. In the exhibit, the instructions are that the warehouse staff provide the general services office with property numbers of items issued and property numbers and condition codes of items turned in, so that property records changes can be made.
- d. The request is then passed to the document control clerk.

14 FAH-1 H-421.6-3(C) Document Control

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The request is assigned the next control number in the nonexpendable property log, the number is entered on the requisition (see field **[4]** in 14 FAH-1 Exhibit H-421.6-2), and an entry is made in the log.

14 FAH-1 H-421.6-3(D) Out of Stock

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

If an approved item is temporarily out of stock, the ordering office should be contacted and a substitute recommended, if one is available. If a substitute is not available, the item should be deleted from the request, and the ordering office advised of the due in date, and instructed to reorder the item at that time.

14 FAH-1 H-421.6-3(E) Copy Distribution

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Forward the original to the warehouse for action. Keep a copy in a pending file. When action is completed, place the original in the appropriate residence file and discard the copy.

14 FAH-1 H-421.6-4 Warehouse Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. After delivery has been made, the requisition should be reviewed by a warehouse supervisor to ensure that the authorized individual signed for receipt of the property (see field **[23]** in 14 FAH-1 Exhibit H-421.6-2). If it was not signed for, arrangements shall be made to obtain the signature of the authorized individual.
- b. Property turned in when new property is delivered is signed for by a warehouse supervisor to confirm that all of the property to be returned was received. The signature should be placed in the Description field, since the individual receiving the new property will have used field **[23]** (see 14 FAH-1 Exhibit H-421.6-2).
- c. Property numbers of items issued and property numbers and condition codes of items turned in, at posts using the nonexpendable property application (NEPA), should be entered on the action document in field **[15]** (see 14 FAH-1 Exhibit H-421.6-2).
- d. Completed/signed originals of action documents are returned to the general services office.

14 FAH-1 H-421.6-5 Posting to Property Records

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

- a. Property records posting for residence furniture, furnishings, and appliances issued, and any property turned in on the same request document, are posted after the completed/signed original is returned to the general services office. Item cost, as indicated on the property records, may also be added to the request at this time.
- b. Posting to the nonexpendable property application (NEPA) for issued items consists of changing some of the data fields. For example, when capitalized property is first issued from stock, the date is entered in the Date Issued field.

- c. Accountability records must be maintained for turned-in property being held in the warehouse, pending its final disposition (see *14 FAM 414.1-1*). When changing the record to reflect the warehouse as the new location for turned-in property on NEPA, it is recommended that a sub-room location be established and identified as "TURN-IN," and that the property be kept in this location until final disposition of the property is made and transferred to other records (e.g., stock control records, disposal records, etc.). For property not on NEPA, it is recommended that Form OF-131, Stock Control Card, be used to establish such records. At this point, condition codes recorded on NEPA, for the property numbers assigned by the warehouse for items issued, should be included on the requisition.
- d. The property records clerk will make the necessary records adjustment, and will initial and date Form DS-584, Nonexpendable Property Transaction in field **[22]** (see 14 FAH-1 Exhibit H-421.6-2).

14 FAH-1 H-421.6-6 Final Log Entry

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The date that the request was posted to the property records should be entered in the control log, before the request is filled.

14 FAH-1 H-422 PROPERTY TURN IN

14 FAH-1 H-422.1 Expendable Property

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The return of expendable supplies to the warehouse/supply room must be documented with Form DS-583, Expendable Supply Issue/Turn-In Request, and must be authorized by the section supervisor. The requesting office should keep a copy and submit the original to the general services office. Supervisory authorization is necessary to prevent the return of supplies that could be used elsewhere in the office.

14 FAH-1 H-422.1-1 Request Preparation

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Form DS-583, Expendable Supply Issue/Turn-In Request, prepared for returning expendable supplies to the warehouse/supply room is shown in 14 FAH-1 Exhibit H-422.1-1.

14 FAH-1 H-422.1-2 Document Control

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The request is assigned the next control number in the expendable supply log, the number is entered on the request (see field **[3]** on 14 FAH-1 Exhibit H-422.1-1), and an entry is made in the log.

14 FAH-1 H-422.1-3 Copy Distribution

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The original is forwarded to the warehouse/supply room for pick up action, and the information copy is kept in a pending file until the completed action office copy is returned.

14 FAH-1 H-422.1-4 Pick Up

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. When the supplies are picked up and returned to the warehouse/supply room, the copy is signed and dated (see field **[22]** on 14 FAH-1 Exhibit H-422.1-1) by a warehouse/supply room supervisor to indicate that all supplies listed on the request were received. The copy is then returned to the general services office.
- b. Serial numbers (in field **[13]**) and condition codes (in field **[14]**) of any serial-numbered property turned in, and item descriptions and condition codes (in field **[14]**) of other property turned in, should also be entered on the document (see 14 FAH-1 Exhibit H-422.1-1).
- c. The warehouse/supply room should screen the supplies returned to determine which items can be put back into stock and which should be disposed of. A Form DS-127, Receiving and Inspection Report, should then be prepared, identifying the items, quantity, and unit of issue to be put into stock, and the agency returning the items. Form DS-127 is sent to the general services office where it is posted to the stock records and kept in a "return to stock" file in support of the stock records. Items not kept are disposed of in accordance with regulations.

14 FAH-1 H-422.1-5 Final Log Entry

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The date that the receiving report was posted to the stock records should be entered in the log before the report is filed.

14 FAH-1 H-422.2 Nonexpendable Property

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The return of nonexpendable property to the warehouse must be properly documented. An office or residence wishing only to turn in property (not requesting new property to replace it) should contact the general services office to request that the property be picked up. If the property is in good condition, the accountable property officer (APO) may wish to reassign the property rather than return it to the warehouse. If the property is to be returned to the warehouse, the general services office should prepare Form DS-584, Nonexpendable Property Transaction.

14 FAH-1 H-422.2-1 Request Preparation

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The 14 FAH-1 Exhibit H-422.2-1 is an example of Form DS-584, Nonexpendable Property Transaction, prepared for turning in nonaccountable property.

14 FAH-1 H-422.2-2 Document Control

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The next control number in the nonexpendable property log is assigned to the request (see field **[4]** on 14 FAH-1 Exhibit H-422.2-1) and a log entry is made.

14 FAH-1 H-422.2-3 Copy Distribution

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The original is forwarded to the warehouse for action and the copy is kept in a pending file. When the completed original copy is returned from the warehouse, the pending copy is discarded.

14 FAH-1 H-422.2-4 Warehouse Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. When property is returned to the warehouse, a warehouse supervisor signs for the property (field **[23]** in 14 FAH-1 Exhibit 422.2-1), to confirm that all property listed was received. Any discrepancies should be noted in the description field.
- b. So that changes can be made to the property records, property numbers and condition codes at posts using the nonexpendable property application (NEPA) should be entered on the action document (see fields **[15]** and **[19]** on 14 FAH-1 Exhibit H-422.2-1).
- c. The document is then returned to the general services office.

14 FAH-1 H-422.2-5 Posting to Property Records

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

- a. Property records are posted after the completed/signed original is returned to the general services office.
- b. Accountability records must be maintained for turned-in property being held in the warehouse, pending its final disposition (see [14 FAM 414.1-1](#)). When changing the record to reflect the warehouse as the new location, for turned-in property on the nonexpendable property application (NEPA), it is recommended that a sub-room location be established and identified as "TURN-IN," and that the property be kept in this location until final disposition of the property is made and transferred to other records (e.g., stock control records, disposal records, etc.). For property not on NEPA, it is recommended that stock control cards be used to establish such records.
- c. The property records clerk will indicate that an order has been posted by initialing and dating the Property Records field (see field **[22]** in 14 FAH-1 Exhibit H-422.2-1).

14 FAH-1 H-422.2-6 Final Log Entry

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The date that the request was posted to the property records should be entered in the control log before the request is filed.

14 FAH-1 H-423 REPAIR/MAINTENANCE OF PERSONAL PROPERTY

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. The maintenance office, or the general services office, if post has no maintenance office, should serve as control office for repairs, and procedures must be established for documenting and directing all requests for the repair of office and residence property to the control office. Form DS-585, Nonexpendable Property Repair Work Order, is used for such requests. Key repair data must be entered on the request document, and the completed document must be routed to the general services office so that maintenance records in the nonexpendable property application (NEPA) can be updated. To prevent excessive repair costs, maintenance records should be reviewed annually and repair information analyzed to identify trouble prone items which should be destroyed.
- b. If a maintenance office is handling maintenance/repair requests, procedures should require that the maintenance office direct a completed copy of each request to the general services office for posting to the property records.
- c. When it is necessary to obtain repair services from commercial sources, authority should be designated in writing by the accountable property officer (APO), or the maintenance officer as appropriate, to a specific individual (with provision for an alternate in that individual's absence) to arrange for the repairs. Only authorized individuals shall make such arrangements.
- d. If an item cannot be repaired on the premises and must be removed to another location for repair, the removal action must be documented and the property's new location recorded. Rather than make a property record adjustment to track the item (since the removal of the property for repair might be for a short time only), it is recommended that a pending temporary location file be set up. A memorandum, approved by the APO, should be prepared and placed in this pending file. The memorandum should include the assigned property location, the property number, item description, and the item's temporary location. If a replacement item is temporarily assigned pending return of the item being repaired, this information and the property number of the replacement item should also be included in the memorandum.
- e. If the item cannot be repaired and a new item is permanently assigned to the location, this action must also be documented.

14 FAH-1 H-423.1 Office Property

14 FAH-1 H-423.1-1 Requesting Services

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Procedures should be established for telephone requests for repair and maintenance of office furniture and equipment to expedite these actions and keep down time to a minimum. Offices should be given a single telephone number to call when repair or maintenance is needed. The approval of the office supervisor should be obtained before placing a repair call.

14 FAH-1 H-423.1-2 Control Office Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. **Work order preparation:** When a call for repair services is received by the control office, Form DS-585, Nonexpendable Property Repair Work Order, should be prepared for each item to be serviced. All of the pertinent information needed to initiate action should be recorded on the form (fields **[1]** through **[3]**, **[5]** through **[10]**, **[12]**, and **[13]** in 14 FAH-1 Exhibit H-423.1-2, and the approving officer signs in field **[11]**. The request is assigned the next control number in the office equipment repair log. The number is entered on the request (field **[4]** on the exhibit), and an entry recording the agency/office requesting the services is made in the log.
- b. **Internal work:** If the post has in-house repair capability, the original of the work order is given to the repairperson, and a copy is kept on file in the control office for monitoring and follow-up purposes, until action is complete and the signed original is returned.
- c. **External work:** If repair work is to be done by a commercial repairperson, the date scheduled should be entered on Form DS-585 (field **[15]** on 14 FAH-1 Exhibit H-423.1-2) when arrangements are made. If the control office is the general services office, the original is held, for monitoring purposes, until repairs are completed and accepted. The copy is then discarded. If the control office is the maintenance office, the original is held, for monitoring purposes, until repairs are completed and accepted. If the maintenance office is not keeping a permanent repair order file, the copy may be discarded.

14 FAH-1 H-423.1-3 Repairperson Action, Internal Work

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Upon completion of work, the repairperson uses Form DS-585, Nonexpendable Property Repair Work Order, to enter a brief description of the repairs performed, list the parts used and their cost, indicate the time spent on repairs, and sign and date the form (see field **[14]** in 14 FAH-1 Exhibit H-423.1-2). If the repairperson is unable to perform the work, he or she should indicate this in the comments field, and sign, date, and return the copy to the control office.

14 FAH-1 H-423.1-4 Receipt

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. **Internal work:** When the repair work is completed, the repairperson should require the individual receiving the services to indicate whether repairs are satisfactory by signing and dating the work order (field **[16]** in 14 FAH-1 Exhibit H-423.1-2). If repairs were not satisfactory, an explanation should be included in the comments part of field **[16]**. The repairperson then returns the work order to the control office.
- b. **External work:** When the work is completed, the repair person should leave a copy of the commercial work order with the individual receiving the services. That individual should then note on the work order whether the repair is satisfactory by signing and dating. If repairs are not satisfactory, this should also be indicated on the work order. The work order is then forwarded to the control office.

14 FAH-1 H-423.1-5 Final Control Office Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. **Internal work:**
 - (1) When the completed work order is returned to the control office, the total labor cost, based on the number of work hours indicated by the repairperson, should be computed and entered on the work order (field **[14]** on 14 FAH-1 Exhibit H-423.1-2);
 - (2) If the control office is the general services office, the original is forwarded to the property records clerk for updating the property maintenance record, and the copy is discarded. If the control office is the maintenance office, the original is forwarded to the property

records clerk. If the maintenance office is not keeping a permanent repair order file, the copy may be discarded;

- (3) The property records clerk should initial and date the work order (field **[17]** in 14 FAH-1 Exhibit H-423.1-2) upon completion of property records update.

b. External work:

- (1) Upon completion of repairs, the control office completes the work order Form DS-585, Nonexpendable Property Repair Work Order, so that the property records clerk will have a work document for updating the maintenance record. Any additional information needed to complete the work order can generally be obtained from the completed commercial work order left by the repairperson;
- (2) If the control office is the general services office, the original is forwarded to the property records clerk. If the control office is the maintenance office, the original of Form DS-585 and a copy of the commercial work order are sent to the property records clerk. If the maintenance office is not keeping a permanent file on repair work orders, the copy may be discarded;
- (3) If the work order does not include the cost, the general services office can obtain the cost when the invoice is received. Since the invoice will generally go directly to the budget and fiscal office (B&F), the general services office should make arrangements with B&F to send a copy to the general services office. If a copy is not forthcoming within a reasonable period of time, the general services office should obtain a copy from B&F;
- (4) The property clerk initials and dates the work order (field **[17]** in 14 FAH-1 Exhibit H-423.1-2) when the property maintenance record has been updated;
- (5) Completed work orders and copies of commercial work orders left by the repairman are maintained on file for one year. These signed copies will verify satisfactory receipt of services.

14 FAH-1 H-423.1-6 Final Log Entry

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The request completion date should be entered in the control log before the request is filed.

14 FAH-1 H-423.2 Residence Property

14 FAH-1 H-423.2-1 Requesting Services

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

A resident requesting the repair of residence furniture or appliances should prepare Form DS-585, Nonexpendable Property Repair Work Order, and submit to the control office. Provision should be made for telephone requests to cover emergencies, in which case the general services office should prepare the work order.

14 FAH-1 H-423.2-2 Control Office Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. When the work order is received by the control office, it should be reviewed to assure that the requestor has completed all required fields. If the request is incomplete, it should be returned with appropriate instructions, or the requestor should be contacted to obtain the required information. When accepted, the approving officer signs in field **[11]** on 14 FAH-1 Exhibit H-423.1-2). The request is assigned the next control number in the office equipment repair log, the number is entered on the request (field **[4]** on the exhibit), and an entry is made in the log.
- b. **Internal work:** If the post has in-house repair capability, the original of the work order is given to the repairperson, and the copy is kept on file in the control office for monitoring purposes, until action is complete and the signed original is returned.
- c. **External work:** If repair work is to be done by a commercial repairperson, the date scheduled should be entered on Form DS-585, Nonexpendable Property Repair Work Order (field **[15]** on 14 FAH-1 Exhibit H-423.1-2), when arrangements are made. If the control office is the general services office, the original is held until repairs are completed and accepted. The copy is discarded. If the control office is the maintenance office, the original is held until repairs are completed and accepted. If the maintenance office is not keeping a permanent repair work order file, the copy may be discarded.

14 FAH-1 H-423.2-3 Repairperson Action, Internal Work

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Upon completion of work, the repairperson enters a brief description of the repairs performed, lists any parts used and parts cost, indicates the amount of time spent on repairs, and signs and dates (see field **[14]** on 14 FAH-1 Exhibit H-423.1-2). If the repairperson is unable to perform the work, he or she should indicate this in the comments field, and sign, date, and return the copy to the control office.

14 FAH-1 H-423.2-4 Receipt

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. **Internal work:** When the repair work is completed, the repairperson should require the resident, or individual authorized to sign for the resident, to indicate whether repairs are satisfactory by signing and dating the work order (see field **[16]** on 14 FAH-1 Exhibit H-423.1-2). If repairs were not satisfactory, an explanation should be included in the comments part of field **[16]**. The repairperson then returns the work order to the control office.
- b. **External work:** When the work is completed, the repairperson should leave a copy of the commercial work order with the individual receiving the services. That individual should then note on the work order whether the repair is satisfactory by signing and dating. If repairs are not satisfactory, this should also be indicated on the work order. The work order is then forwarded to the control office.

14 FAH-1 H-423.2-5 Final Control Office Action

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. **Internal work:**
 - (1) When the completed work order is returned to the control office, the total labor cost, based on the number of work hours indicated by the repairperson, should be computed and entered on the work order (field **[14]** on 14 FAH-1 Exhibit H-423.1-2);
 - (2) If the control office is the general services office, the original is forwarded to the property records clerk for updating the property maintenance record, and the copy is discarded. If the control office is the maintenance office, the original is forwarded to the property

records clerk. If the maintenance office is not keeping a permanent repair work order file, the copy may be discarded;

- (3) The property records clerk should initial and date the work order (field **[17]** on 14 FAH-1 Exhibit H-423.1-2) upon completion of property records update.

b. External work:

- (1) When repairs are finished, the control office completes Form DS-585, Nonexpendable Property Repair Work Order, so that the property records clerk will have a work document for updating the property maintenance record. Any additional information needed to complete the work order can generally be obtained from the completed commercial work order left by the repairperson;
- (2) If the control office is the general services office, the original is forwarded to the property records clerk for updating the property maintenance record. If the control office is the maintenance office, the original of Form DS-585 and the copy of the commercial work order are sent to the property records clerk. If the maintenance office is not keeping a permanent repair work order file, the copy may be discarded;
- (3) If the work order does not include the cost, the general services office can obtain the cost when the invoice is received. Since the invoice will generally go directly to the budget and fiscal office (B&F), arrangements should be made with B&F to send a copy to the general services office. If a copy is not forthcoming within a reasonable period of time, the general services office should obtain a copy from B&F;
- (4) The property records clerk initials and dates the work order (field **[17]** on 14 FAH-1 Exhibit H-423.1-2) when the property maintenance record has been updated;
- (5) Completed work orders and copies of commercial work orders left by the repairperson are maintained on file for one year. These signed copies will verify satisfactory receipt of services.

14 FAH-1 H-423.2-6 Final Log Entry

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The completion date should be entered in the control log before the original is filed.

14 FAH-1 H-424 LOAN OF PROPERTY

14 FAH-1 H-424.1 General

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

Nonexpendable property may be loaned, on a temporary basis, to other U.S. Government agencies, to U.S. Government employees, and to commissary/mess/recreational facilities and U.S.-sponsored schools abroad. Loans may be made to employees for official use (e.g., signing out a laptop to work from one's residence) or to provide an authorized benefit (e.g., to furnish U.S. Government-provided housing). The length of the loan shall not exceed 90 days and must be approved by the post's property management officer (PMO). Loans exceeding 90 days also require the approval of the property management officer (PMO) (see *14 FAM 412.4-2*). Employees, including contract personnel (see FAR Part 45.5), may be held financially liable for loaned property if it is stolen, damaged, lost, or destroyed as a result of negligence, improper use, or willful action on the part of the recipient. Loans to other agencies shall be documented in a memorandum of understanding under which the borrowing agency agrees to reimburse the lending agency for loss of or damage to the loaned property.

14 FAH-1 H-424.2 Requests for Loans

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Requests for property loans should be submitted to the accountable property officer (APO) by memorandum, and should include the name of the individual or organization requesting the loan, reasons the property is needed, and length of time that the property is required. The memorandum must be signed by the chief of the appropriate office, or by the occupant (employee) of the appropriate residence.

14 FAH-1 H-424.3 Loan Approval and Control

(CT:PPM-2; 07-27-2005)
(Uniform State/USAID)

- a. **State only:** Document preparation: Form DS-584, Nonexpendable Property Transaction, shall be used to document and control property loans. Form DS-584 shall be prepared for each loan, listing all items included in the loan.

- b. **USAID only:** Document preparation under the International Cooperative Administrative Support Services (ICASS) system: When management of USAID property is the responsibility of the embassy, Form DS-584, Nonexpendable Property Transaction, may be used, and should reflect USAID's Object Class and Control numbers.
- c. **USAID only:** Document preparation: Form OF-130, Personal Custody Receipt, is the official document for recording short-term loans (see 14 FAH-1 Exhibit H-424.3c). Although Form OF-130 was developed for documenting temporary loans, other formats may be designed and used at post in special cases. For example:
- (1) At missions where employees take frequent field trips, a special format listing all camping equipment may be designed and used; and
 - (2) Usually, requests for long-term loans are for items such as water heaters, ranges, or electrical equipment. Requests for long-term loans from other U.S. Government agencies should be accompanied by a purchase order from the borrowing agency, showing that a like item has been ordered. Other items to consider are:
 - (a) Issue only items which are in good condition and can be used immediately. Request maintenance personnel to check gas or electrical equipment and make any necessary adjustments before the equipment is issued or when it is first installed. For example, they should adjust flame on gas ranges, set thermostat on water heaters, and add proper electrical plug to lamps or other equipment; and
 - (b) Make sure all property being issued is marked with the name of the owning agency (USAID). This helps ensure proper record keeping and prevents errors during inventories.
- d. **Approval:**
- (1) **State only:** The accountable property officer (APO) retains one copy of Form DS-584, Nonexpendable Property Transaction, on file (to be disposed of when the original is returned) and forwards the original to the property management officer (PMO) for approval or disapproval. If the loan request is not approved, the PMO indicates reason in the Remarks field (field **[11]** in 14 FAH-1 Exhibit H-424.3a). If the loan request is approved, the PMO signs in the Approving Officer field (field **[13]** in 14 FAH-1 Exhibit H-424.3a). The Form DS-584 is then returned to the APO, and a copy of the document provided to the loanee;
 - (2) **USAID only:** Upon the property management officer's (PMO's) or USAID principal officer's approval of Form OF-130, the APO retains one copy of Form OF-130 on file. At least one copy of Form OF-130

should be distributed to the individual receiving the property; the records clerk for inclusion in the office or residential inventory file after posting and issuing; and the warehouse clerk for inclusion in the chronological file, and to record the reduction of warehouse stock. The warehouse clerk may require two copies of the document;

- (3) Loans for more than 90 days shall also be forwarded to PMO for approval or disapproval (see *14 FAM 412.4-2*);
- (4) If the length of a long term loan to commissary/mess/recreational facility or school abroad is substantial, posts should consider a permanent transfer of the property to that activity.

e. Large-quantity loan:

- (1) **State only:** When the loan request involves a large amount of property, (e.g., when furniture is loaned to another agency in an emergency, pending receipt by that agency of property on order) the APO may attach a nonexpendable property application (NEPA) printout of the items attached to Form DS-584, and forward for action. Posts not using NEPA may use additional copies of Form DS-584, or may prepare a separate listing of the property to attach to Form DS-584;
- (2) **USAID only:** For large loan amounts to another agency in an emergency, or for setting up operations at post, the APO is not required to use Form OF-130, which is the standard form used to document loans to U.S. Government agencies and individuals. The APO may instead require the use of the mission's standard issue/turn-in form to document the loan. Sometimes the issue to other agencies may last longer than 90 days. Nevertheless, they are considered temporary or short term loans and require approval as in *14 FAM 412.4-2*. Many missions may develop special formats for issuing hospitality kits to newly arrived employees.

f. Loan action:

- (1) If a loan request is disapproved, the APO should immediately notify the requestor and dispose of Form DS-584;
- (2) If the loan request is approved, the APO should arrange for the delivery or pick up of the property. The recipient must sign and date Form DS-584 (field **[23]** in 14 FAH-1 Exhibit H-424.3a), upon receipt;
- (3) The signed original is retained in a "suspense file" for monitoring purposes. The forms should be filed in chronological order, using the "Date Loan Ends" as a guide.

14 FAH-1 H-424.4 Accountability Records

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

Accountability responsibility for loaned property does not change. Do not delete the loaned property from the active accountability records. For accountability purposes, and to avoid property on loan from being overlooked, an entry in the record of each item should be made stating that the item is on loan. The nonexpendable property application (NEPA) and USAID's automated property system can do this in the remarks field of any property record.

14 FAH-1 H-424.5 Monitoring the Loan

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

The accountable property officer (APO) should ensure that Form DS-584, Nonexpendable Property Transaction, on file is monitored regularly for upcoming due dates (refer to field **[5]**, Date Loan Ends, in 14 FAH-1 Exhibit H-424.3a). The employee or organization in possession of the property should be notified two weeks before the due date that the loan period is about to expire.

14 FAH-1 H-424.6 Loan Extension

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Requests for a loan extension should be submitted by memorandum to the accountable property officer (APO). Before taking action on the request, the property should be inspected to make certain that it is still in good condition. The APO then forwards Form DS-584, Nonexpendable Property Transaction, on file for that loan, to the property management officer (PMO) for approval, advising the PMO of the condition of the property.
- b. Requests for extensions to loans initially approved by the PMO must again be approved by the PMO.

14 FAH-1 H-424.7 Return of Property

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. When the property is returned, it must be inspected to make certain that it is the property listed on Form DS-584, Nonexpendable Property

Transaction, or Form OF-130, Personal Custody Receipt, used by USAID, and to determine its condition. If several items were loaned and not all of the items are returned, Form DS-584 or Form OF-130 must be annotated to indicate which items were returned.

- b. When all of the property has been returned and accepted, Form DS-584 or Form OF-130 is given to the employee.

14 FAH-1 H-425 AUTHORIZATION TO REMOVE PROPERTY FROM BUILDINGS

14 FAH-1 H-425.1 General

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. It is recommended that Form OF-7, Property Pass, be used to control removal of property from the building. Building guards should not allow removal of property from the building unless the individual with the property is in possession of such a pass.
- b. Removal of property from a building other than the building indicated on the Form OF-7 should not be allowed. If authorization has been granted to transport property between buildings, this should be indicated on the Form OF-7.
- c. A property pass should be limited to a single removal. If daily removals have been authorized for a period of time, this should be indicated on the pass.
- d. The loss of a Form OF-7 shall be immediately reported to the approving officer.

14 FAH-1 H-425.2 Property Pass Procedures

14 FAH-1 H-425.2-1 Implementation

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. Removal for use outside the office: If property on loan to an individual is to be removed from the building, a property pass must be issued, in addition to Form DS-584, Nonexpendable Property Transaction. If the property to be removed is property that is assigned to the office in which the individual works, the individual should prepare Form OF-7, Property Pass, and have it signed by the supervisor. If the property was issued

from a central supply, the general services office should prepare Form OF-7 and the accountable property officer (APO) should sign.

- b. **Removal for repair:** If property is being removed from an office for repair, the supervisor of the office to which the property is assigned should sign Form OF-7.

14 FAH-1 H-425.2-2 Copy Distribution

(CT:PPM-1; 08-11-2004)
(Uniform State/USAID)

- a. **Original:** The original is surrendered to the guard at the building exit. Arrangements should be made with the guard to forward these copies to the accountable property officer (APO) on a weekly basis. To promote better removal control, the APO should return the originals to the issuing office for verification that the passes are valid.
- b. **First copy:** The first copy should be retained by the office issuing the pass. Once the property has been returned, the pass may be discarded.
- c. **Second copy:** The second copy should be retained by the person having custody of the property, as evidence of that person's right to possess the property. When the property is returned, the copy should be returned to the individual who signed the pass. The copy may then be discarded.

14 FAH-1 H-426 THROUGH H-429 UNASSIGNED

14 FAH-1 EXHIBIT H-421.4-2 PREPARATION OF FORM DS-583 FOR ORDERING EXPENDABLE SUPPLIES

(CT:PPM-1; 08-11-2004)

ACTION ISSUE <input type="checkbox"/> TURN IN <input type="checkbox"/>	 U.S. DEPARTMENT OF STATE EXPENDABLE SUPPLY ISSUE/TURN-IN REQUEST	PAGE <u>1</u> OF <u>1</u> CONTROL NO. _____			
REQUESTING OFFICE Political	CONTACT NAME Mary Adams	AGENCY State			
BUILDING 2	ROOM 118	TELEPHONE NO. X-35768			
DATE (mm-dd-yyyy) 06-02-2004		AUTHORIZING OFFICER'S SIGNATURE <i>Chester H. Kuchino</i>			
JUSTIFICATION 12					
STOCK NO.	DESCRIPTION	UNIT ISSUE	QUANTITY	COST	TOTAL COST
7510-00-16T-4292	Clip, paper, wire 1/8"	MX	4	\$1.571	\$6.28
7510-00-272-9662	Staple, paper fastening	BX	1	\$0.37	\$0.37
7510-00-281-5234	Pencil, writing #2	DZ	2	\$0.66	\$1.32
7510-00-282-8201	Binder, clip 1/4"	DZ	1	\$0.34	\$0.34
7520-00-139-4101	Perforator, paper, desk	EA	1	\$14.55	\$14.55
7528-00-139-6170	Stapler, office	EA	2	\$1.47	\$2.94
7520-00-162-6177	Staple Remover, office	EA	1	\$0.16	\$0.16
7520-00-060-5820	Ballpoint pen, black	DZ	1	\$1.83	\$1.83
7530-00-239-8479	Pad, writing, 5 x 8	DZ	2	\$3.86	\$7.72
7530-00-124-5660	Pad, writing, 8 1/2 x 11	DZ	1	\$5.95	\$5.95
TOTAL COST					\$41.46
GENERAL SERVICES OFFICE USE					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Signature Date (mm-dd-yyyy) </div>					
Posted to Stock Control Records by: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> (Initials) (Date (mm-dd-yyyy)) </div>					
RECEIVING OFFICE Received by: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Signature Date (mm-dd-yyyy) </div>					

Data Field Preparation Instructions for Form DS-583

The preparation instructions below provide guidance for ordering offices on which data fields on the form should be completed. Data field numbers correspond to the circled numbers on the exhibit. Data fields not addressed do **not** apply. If a continuation sheet is necessary, ordering offices are to use Form DS-583a, Expendable Supply Issue/Turn-In Request (Continuation Sheet).

Data Field

[1] Action

Place an "X" in this field to indicate that this is a supply issue request.

[2] Page

Enter the page number and the total number of pages included in the request. For example, on a three page request, the entry for the original would be page 1 of 3, the second, page 2 of 3, etc.

[4] Requesting Office

Office submitting the request.

[5] Contact Name

The name of the individual who prepared the request and who will be the contact for the general services office is entered here.

[6] Agency

Agency submitting the request.

[7] Date

The date the request is prepared.

[8] Building

The building to which the supplies are to be delivered.

[9] Room

The number of the room to which the supplies are to be delivered.

[10] Telephone Number

Telephone number of the person to be contacted by the general services office, if necessary. This generally will be the person indicated in field **[5]**.

[11] Authorizing Officer

The office supervisor signs.

[12] Justification

On requests for items that will require procurement action, a justification supporting the request is entered.

[13] Stock Number

On requests for stock items, enter the stock numbers obtained from the stock catalog or stock list in this field.

[14] Description

On requests for stock items, enter the item description obtained from the stock catalog or stock list. On requests for items not in the catalog, include as complete a description as possible.

[15] Unit Issue

The item unit of issue. On requests for stock items, enter the item unit of issue as indicated in the stock catalog or stock list.

[16] Quantity

The quantity being requested.

[17] Cost

On requests for stock items, enter cost per unit of issue unit as indicated in stock catalog or stock list. For items not in the stock catalog, enter an estimated cost if the actual cost is unknown.

[18] Total Line Item Cost

Compute total line item cost (quantity requested times unit cost) and enter here.

[19] Total Cost

Compute total order cost and enter here.

14 FAH-1 EXHIBIT H-421.4-3(C) GENERAL SERVICES OFFICE INPUT TO FORM DS-583

(CT:PPM-1; 08-11-2004)

ACTION <input checked="" type="checkbox"/> ISSUE <input type="checkbox"/> TURN IN		U.S. DEPARTMENT OF STATE EXPENDABLE SUPPLY ISSUE/TURN-IN REQUEST		PAGE <u>1</u> OF <u>1</u> CONTROL NO. EXP/04-3	
REQUESTING OFFICE Political		CONTACT NAME Mary Adams		AGENCY State	
BUILDING 2		ROOM 118		DATE (mm-dd-yyyy) 06-02-2004	
TELEPHONE NO. X-35768		AUTHORIZING OFFICER'S SIGNATURE <i>Chester H. Tuckro</i>			
JUSTIFICATION 12					
STOCK NO.	DESCRIPTION	UNIT ISSUE	QUANTITY	COST	TOTAL COST
13	14	15	16	17	18
7510-00-161-4292	Clip, paper, wire 1/8"	MX	4	\$1.57	\$6.28
7510-00-272-9662	Staple, paper fastening	BX	1	\$0.37	\$0.37
7510-00-281-5234	Pencil, writing #2	DZ	2	\$0.66	\$1.32
7510-00-282-8201	Binder, clip 1/4"	DZ	1	\$0.34	\$0.34
7520-00-139-4101	Perforator, paper, desk	EA	1	\$14.55	\$14.55
7520-00-139-6170	Stapler, office	EA	2	\$1.47	\$2.94
7520-00-162-6177	Staple Remover, office	EA	1	\$0.16	\$0.16
7520-00-060-5820	Ballpoint pen, black	DZ	1	\$1.83	\$1.83
7530-00-239-8479	Pad, writing, 5 x 8	DZ	2	\$3.86	\$7.72
7530-00-124-5660	Pad, writing, 8 1/2 x 11	DZ	1	\$5.95	\$5.95
TOTAL COST					19 \$41.46
GENERAL SERVICES OFFICE USE					
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Signature: <i>20 Charley Lyons</i>		Date (mm-dd-yyyy): <i>06-04-2004</i>	
Posted to Stock Control Records by: <i>21 RTT</i>		(Initials) <i>06-06-2004</i>		(Date (mm-dd-yyyy))	
RECEIVING OFFICE		Received by: <i>22 Mary Adams</i>		Date (mm-dd-yyyy): <i>06-05-2004</i>	

General Services Office Input to Form DS-583

A stock request is assigned the next control number in the expendable supply log, the number is entered on the request (see data field **[3]**), and an entry is made in the log. The request is then passed to the stock control clerk for posting to the records. When the stock control clerk has completed the posting, the stock control clerk will initial and date Form DS-583 in data field **[21]**.

14 FAH-1 EXHIBIT H-421.5-2 FORM DS-584 NONEXPENDABLE PROPERTY TRANSACTION (ISSUE/TURN IN OF OFFICE PROPERTY)

(CT:PPM-1; 08-11-2004)

U.S. DEPARTMENT OF STATE NONEXPENDABLE PROPERTY TRANSACTION						
DATE (mm-dd-yyyy) 06-02-2004	PROPERTY TYPE <input checked="" type="checkbox"/> Office <input type="checkbox"/> Residential	ACTION <input checked="" type="checkbox"/> Issue <input checked="" type="checkbox"/> Turn In	<input type="checkbox"/> Move <input type="checkbox"/> Loan	<input type="checkbox"/> Redistribution <input type="checkbox"/> Transfer	CONTROL/AUTHORIZATION NO. NXP/04-7	
LOAN INFORMATION Date Loan Ends (mm-dd-yyyy) _____ Date Returned (mm-dd-yyyy) _____						
REQUESTOR'S NAME Mary Adams	POST/AGENCY/BUREAU Econ	OFFICE Econ	ROOM NO. 221	TELEPHONE NO. X-5943		
JUSTIFICATION/REMARKS To warehouse: To replace 1 executive desk for Jim Wilson (FS-1). The old desk is to be picked up. Provide property number and condition code for desk turned in.						
AUTHORIZING OFFICER (Signature) Daniel S. Young	DATE (mm-dd-yyyy) 06-02-2004	APPROVING OFFICER (Signature) Joe Jones	DATE (mm-dd-yyyy) 06-02-2004			
DELIVER/SHIP TO: Building 2						
PROPERTY NO.	SERIAL NO.	DESCRIPTION	QUANTITY	CONDI-TION	UNIT COST	TOTAL COST
223161		Desk, executive				
027170		Desk, executive				
		One desk received at warehouse, Donald Hanson				
PROPERTY RECORDS Records updated by: RAB (Initials) 06-04-2004 (Date: mm-dd-yyyy)						
I hereby acknowledge receipt of the items of property listed above.						
I understand that I am financially liable, in accordance with 6 FAM 221.2-10 and 233.8, for the value of any property issued or loaned to me.						
Received by: Mary Adams (Signature) Date (mm-dd-yyyy) 06-03-2004						

DS-584
01-2002

Data Field Preparation Instructions

The data field numbers below correspond to the circled numbers in each field of the exhibit. Data fields not addressed do **not** apply.

Data Field

[1] Date

Enter the date that the request is prepared.

[2] Property Type

Enter an "X" to indicate whether office or residence property is involved.

[3] Action

Place an "X" to indicate the action required. In the exhibit an "X" has been placed in the Issue field and in the Turn-In field to indicate that this is a request for a property issue and that old property will be turned in.

[6] Requestor's Name

The name of the individual submitting the request.

[7] Post/Agency

If the request is from an agency other than State, identify the agency.

[8] Office

The requestor's office.

[9] Room Number

Number of the room to which property is being delivered.

[10] Telephone Number

The requestor's telephone number.

[11] Justification/Remarks

Explain why the property is needed. The general services office uses this field for any instructions to the warehouse. At posts using the nonexpendable property application (NEPA), the warehouse should be instructed to enter property numbers of items issued. If property is also being turned in, warehouse personnel should be instructed to enter property numbers and condition codes of turned-in property.

[12] Authorizing Officer Signature

The individual authorized to sign requests for the ordering office will sign.

[14] Deliver/Ship To

Identify the building to which the property is to be delivered.

[15] Property Number

If the item issued is on NEPA, the warehouse should be instructed to enter the property numbers of the items issued so that property record changes can be made. This field is also used by the warehouse staff to record the property numbers of any turned-in property.

[16] Serial Number

The warehouse staff should enter any serial numbers on property turned in or issued.

[17] Description

Enter the item description(s). Include as complete a description as possible.

[19] Condition

At posts using NEPA, the general services office should enter the condition codes recorded for all property numbers (both issue and turn in) entered by the warehouse when the completed original is returned.

14 FAH-1 EXHIBIT H-421.6-2 FORM DS-584 NONEXPENDABLE PROPERTY TRANSACTION (ISSUE/TURN IN OF RESIDENTIAL PROPERTY) (CT:PPM-1; 08-11-2004)

U.S. DEPARTMENT OF STATE NONEXPENDABLE PROPERTY TRANSACTION						
DATE (mm-dd-yyyy) 06-02-2004	PROPERTY TYPE <input type="checkbox"/> Office <input checked="" type="checkbox"/> Residential	ACTION <input checked="" type="checkbox"/> Issue <input checked="" type="checkbox"/> Turn In <input type="checkbox"/> Move <input type="checkbox"/> Loan	CONTROL/AUTHORIZATION NO. NXP/04-8			
LOAN INFORMATION Date Loan Ends (mm-dd-yyyy) _____ Date Returned (mm-dd-yyyy) _____						
REQUESTOR'S NAME Barry Wilson		POST AGENCY/BUREAU 7	OFFICE 8	ROOM NO. 9	TELEPHONE NO. X-5751	
JUSTIFICATION/REMARKS To warehouse: To replace 6 worn chairs. The old chairs are to be picked up. Please include property numbers for chairs issued. Also, include property numbers and condition codes for chairs turned in.						
AUTHORIZING OFFICER (Signature) 15 Mike Wells		DATE (mm-dd-yyyy) 06-02-2004	APPROVING OFFICER (Signature) 13 Steve Woods		DATE (mm-dd-yyyy) 06-03-2004	
DELIVER/SHIP TO: Building 28						
PROPERTY NO	SERIAL NO.	DESCRIPTION	QUANTITY	CONDI- TION	UNIT COST	TOTAL COST
223121		Chair, dining room		N-1		
223122		Chair, dining room		N-1		
223123		Chair, dining room		N-1		
223124		Chair, dining room		N-1		
223125		Chair, dining room		N-1		
223126		Chair, dining room		N-1		
222900				E-4		
222901				E-4		
222902				E-4		
222903		All six (turned-in) chairs have been received at the warehouse Donald S. Hanson		E-4		
222904				E-4		
222905				E-4		
PROPERTY RECORDS Records updated by: RAB _____ (Initials) 06-2004 _____ (Date- (mm-dd-yyyy))						
I hereby acknowledge receipt of the items of property listed above. I understand that I am financially liable, in accordance with 6 FAM 221.2-10 and 233.8, for the value of any property issued or loaned to me.						
Received by: Barry Wilson _____ (Signature)			Date (mm-dd-yyyy) 06-05-2004			

DS-584
01-2002

Data Field Preparation Instructions for Form DS-584

The data field numbers below correspond to the circled numbers in each field on the exhibit.

Data Field

[1] Date

Enter the date that the request is prepared.

[2] Property Type

Enter a "X" to indicate whether office or residence property is involved.

[3] Action

Place an "X" in the appropriate field to indicate the action required.

[6] Requestor's Name

Enter the name of the resident (or someone designated by the resident to coordinate delivery and/or sign for receipt of the property).

[7] Post/Agency

If the request is from an agency other than State, identify the agency.

[10] Telephone Number

The resident's telephone number.

[11] Justification/Remarks

Enter the reasons for needing the property. The requestor should also provide any special instructions concerning delivery. For example, an appointment may be required to gain access to the premises. The general services office includes any instructions to the warehouse in this field. At posts using the nonexpendable property application (NEPA), the warehouse should be instructed to enter property numbers of items issued (based on condition codes indicated in property records, the general services office should include condition codes for the property numbers assigned by the warehouse, when the completed original is returned). If property is also being turned in, warehouse personnel should be instructed to enter property numbers and condition codes of turned-in property (at posts using NEPA).

[12] Authorizing Officer Signature

The requestor signs.

[14] Deliver/Ship To

Enter residence identification (i.e., OBO designation, address, apartment number, etc.).

[15] Property Number

If the item issued is on NEPA, the warehouse should be instructed to enter the property number so that property record changes can be made. This field is also used by the warehouse staff to report the property numbers of items turned in.

[16] Serial Number

The warehouse staff should enter any serial numbers of nonaccountable property issued or turned in.

[17] Item Description

The description of the item(s) required. Include as complete a description as possible.

[19] Condition

Since the occupant is financially responsible for property damage caused by the occupant or members of the occupant's household, it is important that the condition of property issued to the residence be recorded. If the item issued is on NEPA, the general services office should enter the condition code recorded for the property number assigned by the warehouse when the completed original is returned. If the item issued is on property cards, the warehouse should enter the item's condition code.

NOTE: In the lower part of the form, the warehouse should also use this field to record the condition of any property turned in.

14 FAH-1 EXHIBIT H-422.1-1 FORM DS-583 EXPENDABLE SUPPLY ISSUE/TURN-IN REQUEST

(CT:PPM-1; 08-11-2004)

ACTION <input type="checkbox"/> ISSUE <input checked="" type="checkbox"/> TURN IN		U.S. DEPARTMENT OF STATE EXPENDABLE SUPPLY ISSUE/TURN-IN REQUEST		PAGE <u>1</u> OF <u>1</u> CONTROL NO. _____ EXP/04-4	
REQUESTING OFFICE Political		CONTACT NAME Mary Adams		AGENCY State	
BUILDING 2		ROOM 118		TELEPHONE NO. X-35768	
JUSTIFICATION _____		AUTHORIZING OFFICER'S SIGNATURE <i>Chester H. Kuchna</i>			
STOCK NO. 7530-00-988-6542 7530-00-663-0031		DESCRIPTION Clard, guide, file Folder, kraft, letter		UNIT HD HD	
				QUANTITY 2 5	
				COST \$0.00 \$0.00	
				TOTAL COST \$0.00	
GENERAL SERVICES OFFICE USE					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
Posted to Stock Control Records by: _____ (Initials) _____ (Date (mm-dd-yyyy))					
RECEIVING OFFICE Received by: <i>Wilson</i> <i>06-04-2004</i> Signature Date (mm-dd-yyyy)					

Data Field Preparation Instructions for Form DS-583

The instructions below provide guidance on which fields should be completed. The data field numbers correspond to the circled numbers in each field on the exhibit. Data fields not addressed here do **not** apply:

Data Field

[1] Action

Place an "X" in this field to indicate that this is a request to have supplies picked up and returned to stock.

[2] Page

The page number and total number of pages in the request are entered here.

[4] Requesting Office

Enter office submitting the request.

[5] Contact Name

The name of the individual submitting the request, who will be the contact for the general services office, is entered here.

[6] Agency

Enter agency submitting the request.

[7] Date

Enter the date the request is prepared.

[8] Building

Identify the building from which the supplies are to be picked up.

[9] Room

Enter the room from which the supplies are to be picked up.

[10] Telephone Number

Enter the telephone number of the person to be contacted by the general services office, if necessary.

[11] Authorizing Officer

The individual authorized to sign requests for the office will sign.

[14] Description

Enter the description of supply items to be turned in.

[15] Unit Issue

Enter the item unit of issue.

[16] Quantity

Enter the quantity being returned.

14 FAH-1 EXHIBIT H-422.2-1 FORM DS-584 NONEXPENDABLE PROPERTY TRANSACTION (TURN IN OF OFFICE PROPERTY)

(CT:PPM-1; 08-11-2004)

U.S. DEPARTMENT OF STATE NONEXPENDABLE PROPERTY TRANSACTION						
DATE (mm-dd-yyyy) 06-02-2004	PROPERTY TYPE <input checked="" type="checkbox"/> Office <input type="checkbox"/> Residential	ACTION <input type="checkbox"/> Issue <input checked="" type="checkbox"/> Turn In	<input type="checkbox"/> Move <input type="checkbox"/> Loan	<input type="checkbox"/> Redistribution <input type="checkbox"/> Transfer	CONTROL/AUTHORIZATION NO. NXP/04-15	
LOAN INFORMATION Date Loan Ends (mm-dd-yyyy) _____ Date Returned (mm-dd-yyyy) _____						
REQUESTOR'S NAME Bill Jones		POST/AGENCY/BUREAU 7	OFFICE Consular	ROOM NO. 217	TELEPHONE NO. X-3080	
JUSTIFICATION/REMARKS To warehouse: Provide condition code and property number for desk removed.						
AUTHORIZING OFFICER (Signature) 12		DATE (mm-dd-yyyy)	APPROVING OFFICER (Signature) 13		DATE (mm-dd-yyyy)	
DELIVER/SHIP TO: 14						
PROPERTY NO.	SERIAL NO.	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	
15 123642	16	17 Desk, executive	18 1	19 R-4 20	21 23	
PROPERTY RECORDS Records updated by: RAB (Initials) 06-06-2004 (Date- (mm-dd-yyyy))						
I hereby acknowledge receipt of the items of property listed above. I understand that I am financially liable, in accordance with 6 FAM 221.2-1 O and 233.8, for the value of any property issued or loaned to me.						
Received by: Donald Hanson (Signature) Date (mm-dd-yyyy) 06-05-2004						

DS-584
01-2002

Data Field Preparation Instructions for Form DS-584

The instructions below provide guidance on which fields on the form should be completed. The data field numbers correspond to the circled numbers in each field on the exhibit. The requestor should keep a copy and forward the original to the general services office.

Data Field

[1] Date

Enter the date form is prepared.

[2] Property Type

Enter an "X" in the appropriate field to indicate whether office or residence property is involved.

[3] Action

Place an "X" in the Turn In field.

[4] Control/Auth Number

Assign the next control number in the nonexpendable property log.

[6] Requestor's Name

The name of the individual submitting the request.

[7] Post/Agency

If the request is from an agency other than State, identify the agency.

[8] Office

The requestor's office.

[9] Room Number

Enter the room number where the property is located.

[10] Telephone Number

The requestor's telephone number.

[11] Justification/Remarks

Enter any instructions to warehouse personnel.

[12] Authorizing Officer

The individual authorized to sign requests for the ordering office will sign.

[14] Deliver/Ship to

Enter building where property is located.

[15] Property Number

At posts using the nonexpendable property application (NEPA), this field will be used by the warehouse staff to report the property numbers of any items turned in.

[17] Item Description

Enter the description(s) for the items to be picked up. At posts using NEPA, a separate line entry should be made for each individual item turned in, so that a property number and condition code for each item can be recorded.

14 FAH-1 EXHIBIT H-423.1-2 FORM DS-585 NONEXPENDABLE PROPERTY REPAIR WORK ORDER

(CT:PPM-1; 08-11-2004)

U.S. Department of State NONEXPENDABLE PROPERTY REPAIR WORK ORDER			
DATE (mm-dd-yyyy) 06-04-2004	PROPERTY TYPE <input type="checkbox"/> Office <input checked="" type="checkbox"/> Residential	PRIORITY <input checked="" type="checkbox"/> Urgent <input type="checkbox"/> Routine	CONTROL AUTHORIZATION NO. M/04-15
REQUESTOR'S NAME Joan Austin	AGENCY State	OFFICE	TELEPHONE NO. X-3757
ROOM 9	ADDRESS/BUILDING I.D. 71 Taylor Street	APPROVING OFFICER'S SIGNATURE & DATE (mm-dd-yyyy) Daniel S. Young 06-04-2004	
ACCESS TO PREMISES (RESIDENCE)			
<input type="checkbox"/> Someone will be on premises to allow repairman in <input type="checkbox"/> Repairman may enter premises without occupant on site <input type="checkbox"/> Appointment requested			
ITEM TO BE SERVICED			
Item Name <u>Refrigerator</u> Property No. <u>021562</u> SIN <u>334-33-336</u>			
Repairs requested/Comments: Not cooling properly,			
INTERNAL WORK			
Work performed/Comments: Charge the system with refrigerant.			
Parts Used:			
Part	<u>refrigerant</u>	Cost	<u>10.00</u>
Part		Cost	
Part		Cost	
Part		Cost	
Job Hours <u>1</u>		Total Parts Cost	<u>10.00</u>
Repairperson's Signature <u>Robert Ashton</u>		Labor Cost	<u>7.00</u>
		Date (mm-dd-yyyy)	<u>06-06-2004</u>
EXTERNAL WORK			
Date requested (mm-dd-yyyy) _____ Cost _____			
RECEIPT			
Work completed satisfactorily? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Comments:		Signature	Date (mm-dd-yyyy)
		<u>Joan Austin</u>	<u>06-06-2004</u>
PROPERTY RECORDS			
Entered in Property Maintenance Record		Initials	Date (mm-dd-yyyy)
		<u>E. F.</u>	<u>06-07-2004</u>

DS-585
02-2002

14 FAH-1 EXHIBIT H-424.3A FORM DS-584 NONEXPENDABLE PROPERTY TRANSACTION (LOAN)

(CT:PPM-1; 08-11-2004)

U.S. DEPARTMENT OF STATE NONEXPENDABLE PROPERTY TRANSACTION						
DATE (mm-dd-yyyy) 06-02-2004	PROPERTY TYPE <input type="checkbox"/> Office <input type="checkbox"/> Residential	ACTION <input type="checkbox"/> Issue <input type="checkbox"/> Turn In	<input checked="" type="checkbox"/> Loan	Redistribution <input type="checkbox"/> Transfer	CONTROL/AUTHORIZATION NO. 4	
LOAN INFORMATION Date Loan Ends (mm-dd-yyyy) 08-02-2004 Date Returned (mm-dd-yyyy)						
REQUESTOR'S NAME Jane E. Doe	POST/AGENCY/BUREAU State	OFFICE Political	ROOM NO. 9	TELEPHONE NO. X-6285		
JUSTIFICATION/REMARKS Computer is needed to do official work at my residence.						
AUTHORIZING OFFICER (Signature) 12	DATE (mm-dd-yyyy)	AAPPROVING OFFICER (Signature) 13 Anne Rypko	DATE (mm-dd-yyyy) 06-03-2004			
DELIVER/SHIP TO 14						
PROPERTY NO.	SERIAL NO.	DESCRIPTION	QUANTITY	CONDI-TION	UNIT COST	TOTAL COST
15 028146	16 12345	17 Computer, laptop, Dell	18 1	19 N-1	3,500.00	21 0.00
PROPERTY RECORDS Records updated by: _____ (Initials) _____ (Date- (mm-dd-yyyy)) 22						
I hereby acknowledge receipt of the items of property listed above. I understand that I am financially liable, in accordance with 6 FAM 221.2-10 and 233.8, for the value of any property issued or loaned to me. 23						
Received by: <u>Jane E. Doe</u> (Signature)			Date (mm-dd-yyyy) <u>06-03-2004</u>			

DS-584
01-2002

Data Field Preparation Instructions for Form DS-584

The data field numbers below correspond to the circled numbers in each field on the exhibit. Any field not addressed in the instructions should be left blank. When using the nonexpendable property application (NEPA) or when serialized items are involved, a line entry for each item should be made (the serial number should be part of the item description).

Data Field

[1] Date

The date the loan begins.

[3] Action

Place an "X" in the Loan field to indicate that this is a property loan.

[5] Loan Information Date Loan Ends

Enter the date that the loan expires. Refer to this date when monitoring the loan to ensure the property is returned on time. Date returned is the date the property is returned and accepted. The property must be inspected immediately upon return and, if discrepancies are discovered, this entry is delayed until the discrepancies are resolved.

[6] Requestor's Name

The individual to whom the loan is made.

[7] Post/Agency

Enter the agency name.

[8] Office

The office of the individual requesting the loan.

[10] Telephone Number

The telephone number of the individual requesting the loan.

[11] Justification/Remarks

Requisitioner enters justification. Is also used for property management officer (PMO) comments, if the loan is rejected.

[13] Approving Officer Signature

If the loan request is approved, the PMO signs and dates.

[15] Property Number

Enter the NEPA property number, when appropriate.

[16] Serial Number

If a serialized item is involved, enter the serial number.

[17] Description

Enter the description(s) of the item(s) being loaned. Use the description as it appears in NEPA.

[18] Quantity

When using NEPA or when entering a serialized item, leave this field blank, since each line will be a one-item entry. Otherwise, enter the line item quantity being loaned.

[19] Condition

Enter the property item's condition.

[20] Unit Cost

Cost of each item as recorded in the property records.

[21] Total Cost

Enter the total line item cost.

[23] Receipt

The individual to whom the property is loaned signs and dates. If property is loaned to another agency for general use, the other agency's responsible officer signs and dates.

Data Field Preparation Instructions for Form OF-130

The data field numbers below correspond to the circled numbers in each field on the form.

Data Field

[1] Name

Enter the name of the person who actually is borrowing the property.

[2] Telephone

Enter the telephone number of the person borrowing the property.

[3] Office or Division

If the employee receiving the property is borrowing it for their personal use, enter the office or division for which the employee works. Also, whenever the employee does not work for USAID, enter the agency. If the employee receiving the property is to deliver it for someone else's use, enter the office or division and agency (if not USAID) of the person who actually is borrowing the property.

[4] Charge Out or Loan Date

Self-explanatory.

[5] Expiration Date

Date the property is to be returned.

[6] Identification Number

If the property has a serial number, list the serial number in this column. Always list each serialized item on a separate line. If the property does not have a serial number, enter the Control Number for the item here. Place the letters "CN" before each Control Number for easy identification of these numbers.

[7] Property Number

List the number recorded on the item's bar code label, if applicable.

[8] Description

For serialized property, use the description listed in NEPA, or on the stock control card.

[9] Quantity

Enter the number of items being loaned (for serialized items, the number in this column will always be "1").

[10] Value

For serialized property, enter the amount listed from NEPA or the stock control card. For nonserialized property, enter the most recent value listed in the Average Unit Cost field of the item's stock control card. **NOTE:** Whenever the number in the Quantity field on the Form OF-130 is greater than one, place the total value of the items in the Value field.

[11] Date Returned

Self-explanatory.

[12] Approving Officer Signature and Date

Self-explanatory. **NOTE:** When Form OF-130 has been completed, place it in a Kardex file or a 5" x 8" file box with other personal custody receipts.

[13] Recipient Signature

Signature of borrower.