

ARS □ CSREES □ ERS □ NASS

Manual

Title: Personal Property, Motor Vehicle, and Aircraft Management

Number: 221.1M

Date: August 3, 1999

Originating Office: Procurement and Property Division, Procurement and Property Branch, AFM/ARS

This Replaces: EMS P&P 5400 dated 10/1/94, EMS P&P 5200 dated 10/12/94, CMS Manual 5400.2 dated 1/30/90, ARS Directive and Manual 221.1 dated 7/5/95

Distribution: All REE Agencies

This Manual establishes policies and assigns responsibilities for personal property, motor vehicles, and aircraft for all REE agencies. It also outlines procedures for acquiring, transferring, reporting excess, and disposing of Government personal property.

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1. Introduction

The Federal Government classifies property as either “personal” property or “real” property. Real property is land, buildings, or structures, including any permanently attached fixtures and improvements. Personal property is property that is transportable, any property except real property. This includes equipment, furniture, vehicles, boats, and aircraft. In this Manual the term “property” refers to personal property.

This Manual establishes policies, assigns responsibilities, and outlines procedures regarding personal property management for all REE agencies. It is REE policy to ensure that all REE employees acquire, use, and manage property for REE projects and programs according to applicable laws and regulations under the Federal Property Management Regulations (FPMR), Agriculture Property Management Regulations (AGPMR), and any other pertinent property management regulation. This Manual will address aspects of property management related to inventory, utilization, accountability, and disposal. Although this Manual targets agency personnel who are directly involved with acquiring, controlling, and disposing of personal property, all employees are responsible for Government property.

2. Property Management Authority

Department regulations (AGPMR 104.50.1) require agencies to establish responsibility for effective implementation of a property management program to:

- ensure maximum use of Department property,
- operate adequate inventory control and accountability systems, and
- properly disposal of unneeded agency assets.

Agencies will designate Property Management Officers (PMO) to implement property management programs.

Property Management Officers. Within REE, the Director, Procurement and Property Division (PPD), ARS/AFM, has overall responsibility for developing and implementing the REE personal property management program with approval from REE officials; ARS, Area Administrative Officers (AAO); CSREES, Assistant Administrator for Management and Policy; ERS, Director, Central Operations Staff, Information Services Division; NASS, Associate Deputy Administrator for Field Operations.

REE PMO. The Leader, Personal Property Group (PPG), Procurement and Property Branch, PPD, serves as the REE PMO and is responsible for developing property management policies and procedures, ensuring compliance with Federal and Department regulations. This position is also the departmental contact for the REE property management program, providing management oversight to other PMO’s within REE. Designated PMO’s servicing REE agencies are:

ARS Field. The AAO administers the Area’s personal property management program according to REE policies and procedures. Appropriate PMO’s are:

- **Area Property Management Officers (APMO’s).** Serve as the AAO’s representative and liaison on personal property matters. The APMO provides management oversight for effective accountability, control, utilization, and disposal of personal property within their respective Area and locations. The APMO also provides guidance, training, and assistance to location PMO’s within their respective Area.
- **Location Administrative Officers (LAO’s)** have primary responsibility for managing an effective property management program within their respective location to ensure accountability, control, utilization, and disposal of location property.

REE Headquarters. (In this Manual, REE Headquarters refers to ARS Headquarters, CSREES, ERS, NASS, and NASS field.) The REE PMO has primary responsibility for managing an effective property management program ensuring accountability, control, utilization, and disposal of personal property for REE Headquarters. In addition, the REE PMO, through the PPG, provides property management operational support to REE Headquarters.

Accountable Property Officers. Department regulations require agencies to designate **managers** to serve as Accountable Property Officers (APO’s). APO’s will implement the policies and procedures established by the PMO’s, ensure the proper use of **all** Government property assigned to their area of responsibility, provide documentation of **all** property disposals, and provide documentation and accountability for acquired accountable property. The appropriate PMO will designate new APO’s in writing and include a list of responsibilities.

Within the REE agencies, APO’s **may** be:

- branch chiefs and above,
- state statisticians,
- laboratory chiefs,
- research leaders, or
- other supervisors.

3. Accountability and Control

Accountable Property. Accountable property is:

- all Government-owned property with an acquisition cost of \$5,000 or more,
- all leased property regardless of cost, and
- any item with an acquisition cost less than \$5,000 but determined “sensitive.”

Sensitive Property. The Department’s criteria for determining sensitive property is property with a high level of visibility, auditable by oversight agencies, and subject to waste, fraud, and abuse. Sensitive property is also considered “accountable” property. (In this Manual, the term “accountable” also includes “sensitive” property.) The list of mandatory sensitive items for REE are:

- all firearms,
- all law enforcement badges, and
- property on loan to non-Federal recipients, such as property on loan under the CSREES Federal Excess Personal Property (FEPP) Program.

Any PMO has the authority to designate other items “sensitive” to ensure proper control and to protect Government property.

Non-Accountable Property. Non-accountable property is property that does not meet the characteristics of accountable or sensitive property. Property officials do not include these items on the agency’s official property records. However, **APO’s** are still responsible for:

- maintaining internal control of non-accountable property items to help ensure proper use and protect against theft,
- keeping non-accountable property records and other documentation to the minimum required to provide essential management information as appropriate, and
- following reporting procedures and disposal regulations when non-accountable property becomes excess.

Official Property Records. USDA maintains all official property records on the Property Management Information System (PMIS/PROP). This is an automated database management system that provides managers with property inventory control and accountability.

The appropriate PMO is responsible for maintaining the official records of accountable and sensitive property. These records provide audit trails and provide status of items from receipt until final disposition. According to AGPMR 104.51.1 official property records will contain:

- description of item,
- unique identification number (bar code number),
- name of responsible APO,
- dates of acquisition and disposal,
- acquisition source (new, transfer, from excess, etc.),
- manufacturer name and model number,
- serial number,
- acquisition cost,

- national stock number or federal supply classification number, and
- any special characteristics, such as hazardous or dangerous material content.

APO's are responsible for providing this information to their appropriate PMO to record all transactions involved with accountable property.

Property Receipt. The individual responsible for receiving property will inspect and test (when necessary) the item to ensure the quantity and quality ordered is acceptable. However, qualified personnel should perform any technical identification or inspection.

The individual responsible for receiving the item will note if any damage occurred during shipping. The delivery person should also sign and date the delivery receipt indicating any damage. The receiving individual also has the option of refusing to accept delivery of damaged items.

Identifying Property. All accountable property will have an appropriate bar code label indicating the National Finance Center's (NFC) unique identification number. The appropriate PMO will either

- provide bar code labels to appropriate staff to attach to accountable property at the time of receipt. Staff will then complete receipt documentation and forward to PMO for updating in PROP, or
- forward bar code label after receiving appropriate receipt documentation from the APO.

When attaching accountable bar code labels, place where they can be easily seen and identified during the inventory process, such as placing on the front of the item, as appropriate, not underneath or behind the item.

APO's are responsible for physically controlling all REE property, regardless of cost. Methods of control include assigning to individuals or tagging property with a generic bar code label, if appropriate. Labeling non-accountable property with generic labels to distinguish from other property is usually necessary when various agency personnel, cooperators, or contractors use items or they are in shared locations. However, labeling non-accountable property is at the discretion of the APO.

Identifying Hazardous Materials. Department Regulation (DR) 5023-1 requires purchasing officials to request Material Safety Data Sheet (MSDS) from the manufacturer or vendor for all hazardous materials. When the manufacturer or vendor only provides one MSDS for items with more than one unit, such as a case of cleaning solvent, a copy of the MSDS will accompany each individual unit when distributed. The MSDS will accompany all reassignments of hazardous materials. Before using, employees will receive training in the proper use and storage of hazardous materials.

If the hazardous item is accountable property, the APO will forward information to the PMO noting the actual or potential hazard regarding handling, storing, or using the item. The PMO will include this information in the property record, updating the “Note” field in PMIS/PROP.

Receipt Documents for Accountable Property. At the time of acceptance, APO’s will notify their appropriate PMO to record all acquired accountable property. The APO will provide documentation to support the transaction and receipt of accountable property. The documentation is usually:

- form AD-838, Purchase Order,
- form AD-107, Report of Transfer or Other Disposition or Construction of Property,
- form SF-122, Transfer Order-Excess Personal Property, or
- purchase card transaction document.

APO’s will ensure that the documentation includes the following information:

- name and address of receiving office,
- signature of individual receiving the property,
- description of property,
- manufacture name and model number,
- serial number,
- acquisition cost and date,
- custodian, and
- notation of any special characteristics, such as hazardous or dangerous material content.

ARS Field. PMO’s will establish methods to help ensure APO’s return appropriate documentation for new acquisitions.

REE Headquarters. Within REE Headquarters, PPG will forward the “goldenrod” or property copy of form AD-838 or a copy of the purchase card request, to the receiving office.

Note: APO’s are responsible for forwarding documentation of all acquired accountable property to their appropriate PMO.

Documentation of Exchange/Trade-In. APO’s will ensure documentation of all exchanges/trade-ins. The documentation will include the item description, manufacturer, model number, serial number, NFC-ID number for accountable property, and exchange/trade-in amount. (See Section 13 for more information on Exchange/Sale.)

Removing Property from Government Offices. Department regulations (AGPMR 104-50.109) require agencies to document removal of property from Government offices. Based on the office location, APO’s, supervisors, or responsible officials will approve the removal of property through a property pass. Property passes help APO’s account for, audit, and control the

removal of property assigned to their custody. The following documents can serve as a property pass:

- form AD-873, Property Pass,
- form AD-107, Report of Transfer or Other Disposition of Property,
- form OF-130, Personal Custody Property Receipt, or
- a memorandum.

The information needed on a property pass includes:

- description of property,
- serial number,
- NFC-ID number,
- name of employee removing property,
- return date, and
- signature of official authorizing the removal.

USDA Complex. Employees in the USDA complex will use form AD-873 when removing property from USDA facilities (**See Exhibit A**). This includes Government property, commercial property, and an employee's personal property that may be perceived as Government property. Each REE agency has designated specific individuals authorized to approve property passes. USDA's Physical Security Branch and each security station maintain a list of the names and signatures of the agency's approving officials. PPG also maintains the list of REE approving officials and is responsible for updating the list as appropriate. Employees will check within their division or program for the appropriate approving official.

Employees who remove the same laptop computers or other equipment on a regular basis can request that their division's property pass issuing officer prepare a memorandum to Physical Security instead of completing form AD-873. This memorandum is valid for up to 1 year and can be renewed after it expires. Physical Security will keep a copy of the memorandum on file at the security guard station. However, the employee is responsible for maintaining a copy to show to the security guard when leaving the building. The security guard will verify the serial number and then the employee can remove the item from the building.

Outside the USDA Complex. Employees outside the USDA complex will use any of the above appropriate documents as a property pass when removing government property from their facility. Employees will have their APO, supervisor, or other responsible official approve the property pass, and include all required information and follow any internal procedures from the building manager.

4. Physical Inventories

Departmental regulations (AGPMR 104.51) require agencies to conduct physical inventories of accountable property every 2 years and when there is a change in APO's. Physical inventories:

- verify property on hand,
- identify unneeded property for reassignment or disposal, and
- identify requirements for additional acquisitions.

Responsibility for Conducting Physical Inventories. PMO's are responsible for ensuring that APO inventories remain current. The person responsible for conducting the inventory will walk through all office space that each APO is responsible for and compare the official inventory with the accountable property that is on hand. APO's can assign someone from their staff to help with the inventory process. This individual is responsible for:

- notifying staff of the scheduled inventory date,
- answering questions relating to property custodians, and
- checking all APO office space.

APO's or their designee will sign, date, and return the completed inventory to their appropriate PMO for reconciliation. Within REE the following individuals will conduct physical inventories:

- **ARS Field.** The appropriate PMO will determine who will conduct the inventory. Often the APO is responsible for conducting the physical inventory. The appropriate PMO will forward a copy of the official inventory to each APO, including instructions for completing. The APO may delegate the inventory to a designee or a custodial property officer. The APMO is responsible for ensuring that all inventories are current within their respective areas.
- **NASS Field.** State statisticians or their designee will conduct their own physical inventories. REE PMO will forward a copy of the official inventory to each APO, including instructions for completing and returning to PPG for reconciliation.
- **Headquarters.** PPG staff will conduct physical inventories for all REE agencies in Headquarters/downtown area. PPG will work with each individual APO for scheduling.

Reconciling Physical Inventories. The APO is responsible for investigating and preparing documentation to verify inventory discrepancies, such as:

- unrecorded transfers,
- lost, stolen, or damaged items, or
- items determined as excess.

To report unrecorded transfers, the APO will prepare form AD-107 (transfers within USDA) or form SF-122 (transfers outside USDA). After obtaining necessary signatures, the APO will forward documentation to the appropriate PMO. When necessary, the PMO will help prepare transfer documents. (See Section 8, Transferring Property, for detailed information.)

To report unserviceable, lost, stolen, missing, or damaged property, APO's will complete form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property and forward to their appropriate PMO. (See Section 9, Reporting Lost, Stolen, Damaged, or Unserviceable Property, for detailed information.)

To report excess property, APO's will complete form SF-120, Report of Excess Personal Property or form AD-107 and forward to their appropriate PMO. (See Section 10, Reporting Excess Property, for detailed information.)

After receipt of the APO's documentation, the appropriate PMO will:

- reconcile the inventory records in PMIS/PROP,
- update the inventory date in PMIS/PROP, and
- forward a copy of the reconciled inventory to the APO.

Employee Clearance Inventories. APO's will complete an inventory of the property assigned to an employee upon the employee's transfer or separation from the APO. This will help identify any property that the employee may have on loan for work-at-home or other circumstances. The employee is responsible for returning these items to the APO.

5. Suspense Listings

PMIS/PROP interfaces with various USDA payments systems at NFC to access accounting and procurement transaction data from feeder records. The payment systems include purchase orders, purchase cards, imprest funds, or Federal Requisitions and Issues Procedures (FEDSTRIP). Based on the Budget Object Class Code (BOCC), the feeder system automatically captures and sends data to PMIS/PROP. The Suspense Listing is a report that identifies property items that the agency has received and NFC has issued payment for, but the agency has not yet updated in PMIS/PROP, i.e., the agency cannot account for these assets.

Reconciling Suspense Listings. PMO's are responsible for reconciling Suspense Listings monthly, updating records within 60 days of receipt. Reconciliation includes updating PROP and removing non-accountable property erroneously included on the list.

When the procurement document contains a BOCC for accountable property and the item is non-accountable property, this item will appear on the Suspense Listing. PMO's will verify that the item is non-accountable property, change the BOCC in PROP to the appropriate code and delete the record.

ARS Field. APMO's will:

- generate the Area's Suspense Listing, through Batchfoc in PMIS/PROP,
- distribute monthly to each location,
- perform reconciliation on Area office suspense,
- monitor to ensure that there are no outstanding items over 60 days, and
- provide guidance to LAO's on reconciliation

LAO's will:

- research and update accountable property as soon as possible,
- contact APO's for information for outstanding documentation,
- remove non-accountable property as appropriate, and
- request assistance from APMO when necessary.

REE Headquarters. PPG will:

- generate Suspense Listing weekly,
- research and update accountable property as soon as possible,
- contact APO's for information for outstanding documentation,
- remove non-accountable property as appropriate, and
- monitor to ensure that there are no outstanding items over 30 days.

BOCC. Using accurate BOCC's has a significant impact on personal property and financial management functions. In addition to identifying accountable property, the NFC calculates depreciation schedules based on the BOCC. The BOCC is based on the acquisition cost of each property item not the total cost of the line item if the quantity is greater than one. Fund holders and financial management officials will closely monitor procurement documents to ensure proper coding of BOCC's. Procurement officials will contact the fund holder or financial management official when the document does not contain a BOCC. The fund holder and financial management officials will work together to ensure documents contain accurate BOCC's. The NFC is in the process of updating the BOCC Manual to reflect the \$5,000 accountability threshold.

General guidelines for using BOCC’s designated as accountable property (3100 category) are:

Criteria	BOCC
Personal Property with an acquisition cost \$5,000 or more . BOCC updates to PMIS/PROP.	3111 - Vehicles 3112 - Furniture 3113 - Aircraft 3116 - Software for Mainframe 3118 - Telephone Equipment 3121 - Agricultural Equipment 3122 - Lab Equipment 3123 - Radio & communications 3124 - ADP, Except Personal Computer 3125 - Office Machines 3126 - Reproduction Equipment 3165 - Personal Computer
Personal Property Under \$5,000 but Determined “Sensitive”. BOCC updates to PMIS/PROP	3141 - Sensitive Property
Personal Property Under \$5,000 BOCC does not update to PMIS/PROP.	3140 - Non Accountable Property

6. Loaning/Borrowing Government Property

APO’s may lend property that could be temporarily out of service to other REE agencies or other Federal agencies. The loan period should not exceed 1 year. However, APO’s may extend it if necessary. **APO’s may not loan Government property for personal use.**

Loaning to Non-Federal Agencies. APO’s may loan property to non-Federal agencies, including State, county, public, or individuals for work in support of REE programs. However, a written agreement must be in place to document the work involved.

Borrowing Property. The APO and the appropriate PMO will work together to decide if borrowing property will fulfill a need. Factors to consider are:

- availability,
- suitability,
- condition and value of item involved, and
- costs and responsibilities involved with borrowing item.

Procedures. Regardless of the cost of the item, APO's will document all instances of loaning/borrowing property on form AD-107 and include the following information:

- item description, serial number, manufacturer name, and model number
- loan period,
- conditions for use,
- maintenance requirements, and
- inspection requirements upon return.

Both the loaning and the borrowing agency will sign the form. If the item is **accountable**, the APO will forward a copy of the form to their appropriate PMO to adjust the property records in PMIS/PROP. PMO's can use either the "Custodian" field or the "Note" field to note the item is on loan. For non-accountable property, APO's will keep a copy of the form until it is returned.

Home Use of Government Property. APO's may loan Government property to employees for official work at home. **APO's may not loan or give Government property to employees as a reward, gift, or because the office no longer needs it.** Before loaning Government property to employees for work-at-home, APO's will complete:

- form REE-1, Receipt for Property (**See Exhibit B**), or
- form AD-107 (**See Exhibit C**).

If the item is accountable, APO's will forward a copy of the form to their appropriate PMO to adjust the property record in PMIS/PROP.

7. Acquiring Excess Property

Federal regulations (FPMR 101.26.1 and 101.43) state that **excess property** is the first source for filling acquisition requests. However, before acquiring any excess property, the receiver should personally inspect the item, when possible, to verify the condition. If it is not feasible to personally inspect the item, the receiver will talk to the reporting agency official who has personal knowledge of the property.

APO's. APO's will determine if excess property is available within their own area of responsibility before submitting a new procurement request. The appropriate PMO will work with the APO to help find available excess property.

Procurement Officials. Procurement officials will work with their appropriate PMO to ensure that the property office reviews new procurement requests to determine if excess property is available. Procurement officials will forward copies of all documentation for accountable property purchases, via purchase order or purchase card, to their appropriate PMO. This will help PMO's reconcile agency suspense listings.

PMO's. PMO's will ensure that APO's are aware of the various avenues of excess property and work with them to find available excess. Also, PMO's will work with their appropriate procurement offices to ensure a review process of new procurement requests.

Sources of Excess/Surplus Property. PMO's can use the sources below to view available excess/surplus property on-line:

Departmental Excess Personal Property Coordinator (DEPPC). This is USDA's clearinghouse for excess property generated within the Department nationwide. DEPPC has sole authority for reassigning departmental excess property to requesting agencies. If DEPPC receives more than one request for the same item, they will give preference to an activity of the agency reporting the item. Other determining factors include need statements, proximity of transfer, etc. DEPPC publishes a monthly bulletin listing USDA excess by location and condition code. The bulletin also includes a contact person and telephone number. The bulletin is available through the Internet at: **www.nfc.usda.gov/propexcs**.

PMO's can freeze available excess on-line or prepare form SF-122, Transfer Order Excess Personal Property. Excess property is free of charge, however, the receiving office is responsible for paying any costs associated with packaging and transportation.

FEDS/SCREEN (Federal Disposal System/Search by Computer and Request Excess by Electronic Notification). FEDS/SCREEN is General Services Administration's (GSA) computer system for recording, tracking, and controlling the **nationwide inventory of the Federal government's excess and surplus property, including Department of Defense property**. FEDS/SCREEN tracks the progress of excess property as it moves from the redistribution and excess stage of disposal to the surplus or donation stage. Within USDA, after completing departmental screening, DEPPC electronically submits excess reports to FEDS/SCREEN. If there is a request for the item, FEDS/SCREEN will create the appropriate transfer order document to complete the transfer. FEDS/SCREEN is available to three groups of users, Federal agencies, non-Federal recipients, (activities that receive excess property through a Federal sponsor), and State Agencies for Surplus Property.

FEDS/SCREEN is available through the Internet at: **www.fss.gsa.gov**

However, before accessing FEDS, users will need to complete a FEDS request and submit it through their appropriate PMO/APMO to the REE PMO (See **Exhibit D**).

The REE PMO will forward requests to GSA. The request will include:

- user's name, address, and telephone number
- password determined by requester. (This may be up to six alpha characters.)
- access level (search or search and freeze).

PMO's can search for excess available from GSA through PMIS/PROP. However, PROP only allows for freezing USDA excess.

Defense Reutilization and Marketing Service (DRMS). DRMS maintains inventory of all Department of Defense surplus property. The surplus property is managed by local Defense Reutilization and Marketing Offices (DRMO's) that are located at or near U.S. military facilities. Through the DRMS website, PMO's can search for property worldwide, a specific geographical area or zone, or a single DRMO. Access to DRMS is available through FEDS or PMO's can directly access DRMS through the Internet at: www.drms.dla.mil

The DRMS Customer Call Center number is 1-888-352-9333 and the operating hours are 7:00 am - 5:00 pm (EST).

Centralized Excess Property Operation (CEPO). For offices in the Washington Metropolitan Area, CEPO provides a large selection of excess furniture that is readily available, and other services such as furniture rehabilitation, property reutilization, and disposal of excess property. CEPO classifies excess furniture in two ways:

Refurbished. Furniture that has been refurbished, reupholstered, repaired, etc. CEPO charges for the cost of rehabilitation services.

As-Is. Furniture that is available without needing any refurbishing services. As-Is furniture is free of charge.

CEPO publishes a catalog of standard available excess furniture and maintains a showroom of office furniture arrangements. They provide a shuttle from USDA's South Building to their warehouse in Landover, Maryland. To arrange a visit to CEPO, call your appropriate PMO who will call CEPO to schedule an appointment.

Acquiring Excess from DEPPC/FEDS/DRMS. Field employees will work with their appropriate PMO to determine whether excess property is available within USDA through DEPPC, GSA, or DRMS. PMO's will request excess on-line via PROP or FEDS/SCREEN. Offices that do not have on-line capabilities through PMIS/PROP may request excess property by completing form SF-122 and faxing to DEPPC at 314-539-2480 or calling the regional GSA or DRMS office. When acquiring excess, the requesting activity will give complete and detailed shipping instructions to help rush the transfer order.

At the end of the screening period, DEPPC/GSA will forward copies of approved transfer orders to the holding and requesting activities stating that both the holding and requesting activities complete the necessary arrangements to physically transfer the property. Holding and receiving activities will try to rush shipment of excess in the most economical manner available. When requesting excess that is accountable property, the APO is responsible for forwarding receipt documentation to the PMO for updating to PMIS/PROP.

Acquiring Excess from CEPO (Washington-Metropolitan Area). To acquire excess property from CEPO, customers will prepare their agency's appropriate documentation (such as form AD-700, Procurement Request, or form AD-107). CEPO does not accept the Government purchase card. The form will include:

- item description (including CEPO item number, if known),
- appropriation number,
- authorized signature, and
- furniture type ("as-is" or "rehab").

Customers will forward the request to their appropriate PMO. The appropriate PMO forwards the request to CEPO and arranges for delivery (See **Exhibit E**).

8. Transferring Property

Accountable Property. When APO's receive or transfer accountable property to a different APO, they will complete form AD-107 (See **Exhibit F**). The appropriate PMO will work with the APO losing the property to prepare the transfer form. The losing APO signs the form and then forwards it to the receiving APO. The receiving APO signs the form, accepting responsibility for the property, and forwards a completed copy with both signatures to the appropriate PMO for updating in PMIS/PROP. The form will include the following:

- item description, manufacturer name, and model number,
- serial number,
- acquisition dates and cost, if known, and
- signatures from both the reporting APO and the receiving APO.

Non-Accountable Property. APO's are not required to complete form AD-107 when transferring non-accountable property to another APO **within their own agency**. APO's may use this form at their discretion for internal management controls. However, Department regulations (AGPMR 104-43.309) require agencies to complete form AD-107 when transferring **all property outside their own USDA agency (i. e. from ARS to Forest Service, or ERS to NASS)**.

9. Reporting Lost, Stolen, or Damaged Property

Employees will immediately report lost, stolen, or damaged property to their supervisors/APO's who will notify the appropriate officials. The APO will prepare form AD-112, including detailed information to explain the circumstances surrounding the disappearance or damage and forward the form to the PMO. (See **Exhibit G**). The PMO will consider the circumstances and evidence to make an initial determination whether it appears gross negligence was involved. If there is no apparent gross negligence, the PMO will make any inventory adjustments. If there is evidence of

gross negligence, the PMO will forward the form and any other information to Human Resources Division (HRD) for consideration of disciplinary action or other appropriate action under the Debt Collections Act.

Downtown Agencies. Report thefts to the Federal Protective Service (FPS) at 202-708-1111. FPS will file a stolen property report and handle the investigation. After notifying FPS, APO's will complete form AD-112, including the specific date FPS filed a report, and forward completed form to PPG.

Beltsville Office Facility (BOF). Report thefts to the BOF, Physical Security, 301-504-2421. Physical Security will coordinate the investigation with FPS. After notifying Physical Security, the APO will also notify FD, Real Property Management Branch. The APO will then complete form AD-112, including the specific date FPS filed report and forward completed form to PPG.

Field Offices. Report thefts to your building manager and/or the local authorities. APO's will then complete AD-112, noting specific date employee filed report, and forward completed form to the appropriate PMO.

10. Reporting Excess Property

FPMR 101-43 establishes the policies for reporting excess property. Property no longer needed by an owning agency is "excess" property. APO's will not accumulate or store excess property items. Excess property is:

- unneeded property,
- underutilized property, or
- items that are uneconomical to repair or are unserviceable.

APO's will report excess property to their appropriate PMO. **Regardless of the dollar value,** APO's and employees will follow established regulations before disposing of Government property. Disposal regulations will vary based on your location, condition of the item, and its original acquisition cost. Within the Washington Metropolitan Area, PMO's will report all excess to CEPO who handles screening and reutilization requirements. PMO's outside the Washington Metropolitan Area will report excess to DEPPC, who handles departmental screening, reutilization, and then forwards to GSA for Federal reutilization. **(See Exhibit H for a list of GSA's Regional Personal Property Management Offices.)**

Departmentwide screening. CEPO will handle all screening requirements for excess reported in the Washington Metropolitan Area. PMO's outside the Washington Metropolitan Area will electronically report excess to DEPPC for 30-day departmentwide screening. **Department regulations (AGPMR 104-43.6) require screening of all excess ADP equipment with an original acquisition cost of \$500 or more and a condition code of 7 or better through CEPO/DEPPC.** DEPPC has the authority to waive departmental screening if excess property has

marginal reutilization potential. This is based on the discretion of the DEPPC coordinator. If another USDA agency claims the item, DEPPC will authorize the transfer. The receiving agency is responsible for paying the costs associated with the transfer. The holding agency will prepare the property for transfer. If there are no USDA requests, DEPPC forwards request to GSA for potential Federal reutilization.

GSA-Screening. GSA’s screening periods are:

Utilization: Excess property is available for reutilization to other Federal agencies for 21 days.

Donation: After utilization, excess property is then available for donation to State and local agencies for 21 days.

If there are no requests during these cycles, GSA will:

Return to Holding Activity for Agency Sale. The holding agency may elect to sell the item themselves rather than have GSA sell. On the excess report, the PMO will indicate that the agency elects to sell the item rather than have GSA sell. The PMO enters the appropriate “reimbursement code” in PMIS/PROP to indicate Agency sale. If the PMO does not enter a code, PROP will enter the default code that will indicate sale by GSA. The PMO should also indicate “Return for Agency Sale” in the “Note” field of PMIS/PROP. For detailed information see Section 14 “Agency Administered Sales”.

Conduct GSA Sale. GSA will base this decision on the condition of the property and their past success in selling similar items. The PMO and the holding agency will receive information from GSA regarding the sale. When GSA sells, they retain a portion of the proceeds to cover their costs associated with conducting the sale.

Authorize local disposal instructions. GSA will authorize the holding activity’s PMO to provide local disposal instructions to donate, abandon, or destroy the property.

Types of Excess. Federal regulations (FPMR 101-43.3) identify excess property in two categories, reportable and non-reportable property. **PMO’s must screen both reportable and non-reportable property for further Federal reuse.** However, the screening timeframe for non-reportable property is less than for reportable property.

Reportable Property. Reportable property are individual items or group of like items in the same Federal Supply Group, valued at \$5,000 or more in original acquisition cost, and items that are equal or better than the disposal condition code listed by FSC classification (**See Exhibit I**).

The screening cycle for reportable excess property is:

- 30 days USDA screening,
- 21 days Federal utilization screening,
- 21 days state and local donation screening,
- sales, if applicable, and
- local disposition by agency.

The appropriate PMO will report excess on-line via PMIS/PROP to DEPPC.

Non-Reportable Property. Non-reportable property are items not meeting the reportable criteria. Non-reportable property items do not have to undergo formal reporting to DEPPC. But PMO's will make available to GSA for combined 21-day screening period.

The screening cycle for non-reportable excess property is:

- 15 day local screening cycle,
- 21 day Utilization and Donation screening,
- Sales, if applicable, and
- local disposition by agency.

APO's will make non-reportable property available for either 15-day local departmental screening or forward to their appropriate PMO for formal local screening through DEPPC. When APO's handle local screening, they should make reasonable attempts to contact other USDA agencies for possible transfer. If there are no requests for the item, APO's will forward an excess report to their appropriate PMO, indicating that they have accomplished local screening. The appropriate PMO will forward the excess report via DEPPC to GSA, indicating in the "Note" field that APO accomplished local screening.

The differences between reportable and non-reportable property are:

- local screening requirement reduced from 30 days to 15 days,
- APO's can forward to DEPPC for formal screening or perform own local screening, and
- 21-day combined utilization and donation cycle.

Requirements. APO's will report excess or unserviceable property to their appropriate PMO by completing either form SF-120, AD-107, AD-112, or a memorandum. (See Exhibits J, K, and L respectively.) The documentation will contain the following information:

- date,
- reporting agency/organization,
- location of property (room, a contact name, & telephone number),
- APO signature,

- NFC identification number, if applicable,
- description, including manufacturer, and model number,
- serial number,
- disposal condition code (see table below), and
- acquisition date and cost, if known,

APO's will continue to maintain accountability and control of the property until they receive final disposal instructions such as transfer, donation, sale, abandonment, or destruction. APO's will work with PMO's to ensure that excess is appropriately tagged.

Disposal Condition Codes. APO's will use the following disposal condition codes when reporting excess property:

Condition Code	Definition
1	Excellent. Property is in new or unused condition. Can use immediately without modifications or repairs.
4	Useable. Property shows some wear, but can use without significant repair.
7	Repairable. Property is unusable in its currently condition, but can be economically repaired.
X	Salvage. Property has value in excess of its basic material content, but repair or rehab is impractical or uneconomical.
S	Scrap. Property that has no value except for its basic material content.

Procedures

ARS Field. The APO will identify and promptly report excess property to their appropriate PMO, ensuring report contains information listed in “reporting requirements.” The PMO:

- reviews each request for possible reutilization within the Area or location,
- determines appropriate reporting procedures (based on the original acquisition cost and condition of the item), and
- reports excess electronically to DEPPC, through PMIS/PROP.

All excess reports to DEPPC/GSA will contain the following information:

- the excess report number consisting of the FEDSTRIP activity address code (identifying the reporting activity), the Julian date, and line item number,
- an accurate description of property including serial number, manufacturer, model number, original acquisition cost and date,
- accurate disposal condition code,
- the Federal supply classification code,
- name, address, and telephone number of a contact person who can respond to inquiries about the item,
- physical location of the property, and
- any pertinent informative details for potential customers (Use the “Note” field in PROP).

Before moving excess to a holding facility, PMO’s will ensure excess is tagged, including the date and condition code.

Beltsville Agricultural Research Center (BARC). APO’s within the complex will report excess to their appropriate property office, ensuring report contains all information listed in “reporting requirements.” Since the complex is located within the Washington Metropolitan Area, the PMO will report excess property to CEPO (after any internal screening). The PMO:

- evaluates report checking for a need within BARC,
- prepares form AD-107 to transfer excess to CEPO,
- ensures all excess items are appropriately labeled using form AD-1071, USDA Excess Property Tag, and
- makes the necessary arrangements to schedule CEPO to remove excess.

NASS Field. APO’s will report excess property to PPG using form SF-120 or AD-112. APO’s will ensure report contains all information listed under “reporting requirements.” PPG will:

- evaluate the report for a need within REE, and
- follow above procedures to forward the report to DEPPC/GSA for further reutilization and disposal instructions.

Headquarters. APO's in Headquarters will report excess property to PPG using form SF-120 or form AD-112, if the item is unserviceable. APO's will ensure report contains all information listed under "reporting requirements". PPG will

- evaluate the report for a need within REE,
- complete form AD-107, transferring excess to CEPO,
- prepare Excess Property Tags, and
- make necessary arrangement to remove property from holding office and deliver to CEPO.

Accelerated Disposal Process. To accelerate the disposal process, APO's will:

- promptly report excess to begin reutilization process,
- provide accurate disposal condition codes, and
- notify their appropriate PMO if there are any changes to the item.

PMO's will:

- establish follow-up procedures to review GSA disposal actions according to the various screening cycles,
- notify DEPPC and GSA if the condition of the property changes, and
- contact CEPO, DEPPC, and GSA regional offices if expedited disposal is necessary.

If APO's need expedited disposal action due to the location of the property, closure, or other special circumstances, contact the appropriate PMO. The PMO will contact DEPPC/GSA to request reduced screening time frames, concurrent utilization and donation screening or possible delivery to a nearby holding site.

11. Exceptions to Reporting Requirements

The following types of property require special disposal actions.

Aircraft and Parts/Components. PMO's will submit separate excess reports for aircraft and parts/components to DEPPC electronically. The PMO will also provide an information copy to the REE PMO. DEPPC conducts local screening with USDA's Forest Service (FS) and Animal, Plant, Health, and Inspection Service (APHIS.) If there is not a need within FS or APHIS, DEPPC electronically forwards the report directly to GSA, Region 9.

All Terrain Vehicles (ATV's). According to AGPMR 104-38.104-50, three-wheeled and four-wheeled ATV's are classified as dangerous property and cannot be sold to the public for operational use. APO's can exchange ATV's according to "exchange/sale" procedures. If there is not a need to replace the ATV, the APO will report the ATV to their appropriate PMO. PMO's will report the items to DEPPC and GSA for Federal utilization. However, if there are no requests for the ATV, GSA will authorize the holding activity to abandon/destroy the ATV. Before disposal, APO's will mutilate the ATV to prevent operational use.

Animal, Animal Products, and Perishables. ARS APO's may sell excess animals, animal products, and perishables according to exchange/sale authorities. ARS has the authority to sell animals, animal products, and perishables regardless of the estimated proceeds from sales. If selling perishables is not practical, APO's will consider donating them to an eligible public body involved in food recovery. Refer to REE P&P 223.1, Food Recovery, for procedures.

Commercial Software. According to AGPMR 104.43.6, agencies will report excess software for possible reutilization within USDA. However, restrictions in the licensing agreement take precedence over departmental disposal procedures. Some licensing agreements require the purchaser to return software to the vendor or require the purchaser to destroy the software. APO's will check with their appropriate computer specialist to determine if the licensing agreement indicates direct disposal instructions. If none, APO's will report **excess** software to their appropriate PMO.

Washington Metropolitan Area. APO's in the Washington Metropolitan Area will report excess software to their appropriate PMO using form AD-107. Include the following information:

- Name of software.
- Type of operating system software runs on, including any compatible systems.
- Release number of the software.

The PMO will forward the report to CEPO for 30-day screening. The holding agency will continue to hold the software while CEPO screens for possible reutilization. If there are no requests, CEPO will contact the holding agency and authorize destruction.

Field locations. Field locations will report excess software to their appropriate PMO. The PMO will report excess software to DEPPC, using 7777 as the national stock number. This will alert DEPPC that the item is software. If there are no requests for the software, DEPPC will forward a letter to the PMO authorizing destruction.

However, if the **software is obsolete**, the APO will report it to their appropriate PMO for local disposition. The PMO prepares form AD-112 and forwards to the APO, indicating the item is obsolete software and according to Department regulations, the APO must destroy the software. The Department defines obsolete software as any version that is not the current version or the

version released prior to the current version. Only the two most recent versions of any software package are not obsolete.

Controlled Substances. Registrants will report excess controlled substances to the appropriate Collateral Duty Safety Officer (CDSO) who issues disposal instructions on a case-by-case basis. Registrants will include the following information:

- complete description of material and quantity,
- registrant's name and registration number, and
- recommended transfer or disposition.

Expendable Published Materials. APO's may dispose of published material acquired for clipping, distribution, or other similar uses via abandonment or destruction. This includes:

- newspapers,
- unbound periodicals,
- dictionaries, style manuals, reference aids, etc.,
- published material for training, and
- materials published by contractors for use under ARS contracts and grants.

Firearms. According to FPMR 101-42.1102-10, firearms may be transferred to other Federal agencies as authorized for official use. APO's will report surplus firearms and accessory items to their appropriate PMO. The PMO will forward the report to DEPPC/GSA for Federal screening only. If there is no other Federal need, GSA will return the report to the holding activity's PMO for destruction. The APO will render the firearm **inoperable** and destroy it by cutting, breaking, or deforming. Regulations prohibit donation and public sale of firearms and ammunition.

Foreign Excess. APO's in foreign locations will report foreign excess property directly to GSA through the Embassy.

Property Dangerous to Public Health and Safety. These items include insecticides, herbicides, fungicides, poisonous properties, explosives, hazardous materials, biological reagents, etc. The respective CDSO will dispose of these items on a case-by-case basis. When reporting these items, APO's will include:

- statement indicating the hazardous characteristics of the item,
- statement indicating decontamination process when possible,
- recommendation for the transfer or disposal,
- certification of the hazard and ensure proper labeling of the material before release or destruction.

The following Federal supply classes of property are composed of predominantly hazardous materials:

FS Class	Description
6810	Chemicals
6820	Dyes
6830	Gases, compressed and liquified
6840	Pest control agents & disinfectants
6850	Misc. chemical specialists
7930	Cleaning and polishing compounds
8010	Paint, varnishes, & related products
8030	Preservatives and sealing compounds
8040	Adhesives
9110	Liquid propellants & fuels, petroleum case
9135	Liquid propellant fuels & oxidizers, chemical base
9140	Fuel oils
9150	Oils and greases: cutting, lubricating and hydraulic
9160	Miscellaneous waxes, oils, & fats

Radioactive Material & Radiation Emanating Equipment. When an item contains radioactive material, APO's cannot dispose of these without prior approval of the USDA Radiation Safety Office (AGPMR 104-42) on 301-374-4945. Do not report to GSA as excess. The Radiation Safety Office will only permit disposal to other persons or facilities with a current Nuclear Regulatory Commission or Agreement State license to possess the materials. APO's will indicate that the item contains radioactive material and will work with the PMO for approval from the Radiation Safety Office. Typically, the following contain radioactive material:

- nuclear moisture/density gauges,
- gas chromatograph with electron capture detectors,
- x-ray fluorescence analyzers,
- bone densitometers, and
- devices with "sealed source" designation,

12. GSA Donation Program

FPMR 101-44 establishes the guidelines for GSA's donation program. After excess property passes Federal screening and utilization, the property becomes surplus property. Surplus property is personal property that is no longer required for the needs of the Federal government. GSA will make this property available during the donation screening cycle.

GSA's Federal surplus property donation program enables certain non-Federal organizations to obtain Federal surplus property. The law requires each State, District of Columbia, Puerto Rico, Virgin Islands, Northern Mariana Islands, Guam, and American Samoa to establish a SASP to distribute Federal surplus property. The SASP advises applicants of the eligibility requirements and acquisition procedures and the conditions and restrictions involved. GSA has **sole authority** to approve donations of surplus property to SASP's and their eligible recipients. The major categories of organizations eligible to receive surplus property through GSA under the SASP are:

- public agencies,
- nonprofit educational activities,
- nonprofit public health activities,
- nonprofit public programs for the elderly,
- providers of assistance to homeless individuals, and
- providers of assistance to impoverished families and individuals.

GSA prepares the necessary documents and notifies the holding agency/appropriate PMO. The holding activity will not release the item until after receiving confirmation from GSA.

REE agencies cannot donate surplus property to nonprofit organizations unless the donation falls under specific legislative authority, i.e., Stevenson -Wydler Technology Act. In lieu of abandonment and destruction, REE agencies can donate surplus property to "public bodies". See Sections 16 and 17 for further information on donations to public bodies and USDA donations programs, respectively.

13. Exchange/Sale of Property

FPMR 101-46 establishes the guidelines for property disposal under the exchange/sale authority. APO's can take advantage of exchanging or "trading in" property they currently have, but the item no longer adequately performs the required task. Since the property is still needed, it only needs upgrading and is not considered "excess." At the time of purchase, exchanging/trading in property will reduce the cost of an upgraded item directly from the vendor. When selling eligible replacement property, APO's may apply the sales proceeds in part or in whole, as payment for replacing similar property in the future. PMO's and APO's will ensure compliance with financial management procedures and consult the servicing financial management/accounting official when property sales purchases and receipts (collections) are involved and refer to Financial Management Manual guidelines.

Determination. When exchanging or trading in property, the APO will confirm that the vendor will accept a trade-in and negotiate the trade-in allowance. The PMO and the APO will work together to determine if the exchange/sale will obtain the maximum return to the Government, including administrative overhead expenses. If the exchange is impractical or the allowance is unreasonably low, it may be in the best interest of the Government to declare the item excess. However, when considering any type of exchange/sale, consider all factors including the cost of continued care/handling of the item if processed through the disposal cycles.

APO's and PMO's may use the exchange/sale authority if the transaction meets **all** of the following conditions:

- the item sold or exchanged is similar to the item acquired. (To be similar, the items must be either identical or designed or constructed for the same specific purpose, or both are parts or containers for identical or similar items, or both fall **within the same single Federal supply classification group** of property.),
- the item exchanged or sold is not excess, and the item acquired is needed for approved programs,
- the number of items acquired must equal the number of items replaced; unless the acquired items perform all or substantially all of the tasks as the replaced item,
- the item exchanged or sold was acquired for official use and not for the principal purpose of exchange or sale (However, property acquired from excess is eligible for exchange/sale if it has been in place for at least 1 year), and
- the agency makes a written administrative determination to apply the proceeds to the acquisition of replacement property.

Processing Exchange Actions. The APO will identify property available for replacement through exchange/trade-in and document the following information:

- identify the property pending exchange,
- include the serial number and NFC identification number, if appropriate, and
- indicate the trade-in allowance.

If the item is within the APO or requisitioner's purchasing limit, the APO/requisitioner will forward this documentation to the appropriate PMO for review and approval. If the item is over the requisitioner's purchasing limit, the requisitioner prepares form AD-838, Procurement Request, including the above information, and forwards to the appropriate procurement official. The procurement official will review and forward to the appropriate PMO for approval. The appropriate PMO:

- reviews to ensure compliance with Federal regulations,
- provides instructions and assistance to the APO carrying out the transaction, including preparing form AD-107 to document the release/acceptance of the exchanged item, and
- makes the necessary adjustments to property records for accountable property.

The APO and the vendor will establish the transfer method prior to exchange. The most cost effective method is requesting that the vendor deliver the new item and remove the replaced item. The vendor may request that the agency ship replaced item after receipt of new item. Before returning/forwarding items, the APO:

- signs form AD-107, requesting the vendor’s signature to document the release and receipt of the item, and
- forwards a completed copy of form AD-107 to the appropriate PMO, for accountable property.

For transactions that occur as a sale of replacement property and not an exchange, APO’s will follow the procedures under Section 14, Agency Administered Sales.

Exemptions. Property in the following FSC groups are ineligible for exchange/sale:

FSC Group	Description
10	Weapons
11	Nuclear ordinance
12	Fire control equipment
14	Guided missiles
15	Aircraft & airframe structural components
42	Firefighting, rescue, and safety equipment
44	Nuclear reactors
51	Hand tools
54	Prefabricated structures & scaffolding
68	Chemicals & chemical products
71	Furniture
84	Clothing

14. Agency Administered Sales

FPMR 101-45.3 and AGPMR 104-45.1 establish guidelines for property disposal by agency sales. Agencies can elect to sell their own surplus property after the item passes required Federal screening. PMO's will indicate the APO's intent to conduct their own sale when submitting an excess report. This will alert GSA to return the report back to the holding activity. The appropriate PMO will enter "Return for Agency for Sale" in the "Note" field of PMIS/PROP. If PMO's do not declare their intent to conduct their own sale, GSA will conduct the sale and retain a portion of the proceeds to covers the costs associated with the sale.

Agencies may also sell property identified as replacement property under the exchange sale authority by following the procedures in this Section. Proceeds from the sale of exchange/sale property are available for obligation of replacement items during the fiscal year that the sale occurred and 1 fiscal year after. PMO's and APO's will ensure compliance with financial management procedures and consult the servicing financial management/accounting official when property sales purchases and receipts (collections) are involved.

Methods of Agency Sales. The preferred method of agency sales is the competitive bid method. The three types of competitive bid sales are:

Sealed Bid. This is the preferred sales method. Bidders submit sealed written bids to the APO conducting the sale. The APO opens the bids at a designated time and place. The APO reserves the right to accept or reject any or all bids.

Spot Bid Sales. The APO conducting the sale furnishes bidders with bid forms before the bidding. A separate bid form is necessary for each lot or unit to be sold. The APO reserves the right to accept or reject any or all bids.

Auction Bid Sales. The APO conducting the sale publishes and distributes the terms and conditions of the sale to the participating buyers before the start of the sale. When cost effective, the APO may hire an outside individual to conduct the auction. The APO reserves the right to accept or reject any or all bids.

Preparation of Sale. The appropriate PMO will work with the APO to prepare a "notice of sales" by completing Optional Form-15, Poster, Sale of Government Property (**See Exhibit M**). This form will advertise the sale and state the terms and conditions of the sale. APO's will display the form in prominent public buildings for 14 days prior to the sale. The terms and condition of the sale will include:

- type of sale,
- descriptive information regarding the items for sale,
- designated time, date, and place for inspection period,
- designated time, date, and place for bid opening,

- demand for full payment within 10 days and removal within 15 days after award,
- acceptable method of payment is certified check, cashier's check or money order, and
- any other special conditions that may apply

APO's may also advertise in a local paper for 14 days prior to the sale. However, APO's should keep the cost to conduct the sale to a minimum. When advertising in the newspaper, APO's are not required to complete form OF-15.

When organizing items for the sale, APO's will assemble property in reasonable sized lots of like or similar items, separate unused property from used property, and separate scrap and other property having scrap value from usable property.

The APO can establish prudent estimates of the worth of the property before the sale. APO's will not reveal the established price to the public. Normally, bids lower than the established estimate will not result in award because the proceeds do not cover the costs associated with processing the transactions. However, consider all factors, including costs associated with continued care and handling before rejecting offers.

The APO and a witness will open sealed bids to determine the high bidders. The APO will prepare a complete list of bidders' names and prices by number and include the following statement:

“I certify that I have personally opened and read all bids received, verified all entries on this abstract from those bids, and find them correct.”

The APO will prepare form OF-16, Sales Slip, Sale of Government Personal Property, for each item/lot sold. Form OF-16 is a multi-purpose form to document notice of awards, payment receipt, permanent account record, and property release documents. The APO/PMO will consult with the servicing financial management/accounting official concerning the processing of receipts (money) from property sales. **(See Exhibit N).**

The APO will notify the successful bidder by either telephone or by mail. The buyer has 10 days to make final payment and 5 five calendar days to remove property from the office after the APO receives final payment.

Exemptions. According to AGPMR 104-45.302, USDA agencies may only sell property to employees when the sale is based on competitive bids. However, regulations **prohibit** APO's from selling property to employees who are or were:

- directly or indirectly accountable for the property,
- formerly used the property, or
- in any way connected with its condemnation, declaration as excess, or sale.

Agencies are responsible for guarding against the perception that employees are given preference over other prospective bidders. The term employee includes employees and members of the employee's immediate household. This also applies when GSA conducts sale of USDA property.

The exception to this prohibition is where the agency purchases special clothing or other articles of personal equipment for an employee's **exclusive use or fitted** to an employee and not usable by the agency. The agency may sell these articles to the specific employee at a fair and equitable price when the employee separates from the agency.

15. GSA Administered Sales

FPMR 101-45.3 establishes the guidelines for disposal of property by GSA sales. When GSA elects to sell surplus property, the APO is responsible for the continued care and handling of surplus property during the sales process. The appropriate PMO will work with the APO to:

- ensure accurate descriptive information to GSA for sale advertisement,
- provide inspection period for prospective bidders,
- provide facilities and assistance when required by GSA,
- assist in the physical lotting of property for sale, and
- transport property to a consolidated sales site acceptable to both holding agency and GSA, if necessary.

GSA will process the sales transactions and notify the holding activity or the PMO of sales results. APO's will not release property to the awardee until notification of payment from GSA. APO's will obtain a signature from the awardee and forward documentation to their appropriate PMO. GSA will retain a portion of the proceeds to cover the costs associated with the sale. GSA also reserves the right to conduct another sale if the sale results in no awards or the awardee fails to make payment. However, GSA will usually return local disposal action to the holding activity.

If the property sold is accountable, APO's will forward a copy of the release documentation, including the sale price, to their appropriate PMO who will update the property records in PMIS/PROP.

16. Abandonment and Destruction

FPMR 101.45.9 establishes the guidelines for property disposal by abandonment and destruction. Property reaches the abandonment and destruction cycle after all efforts of reutilization, donation, and sales produce no results. Abandonment and destruction is of extreme interest to auditors. It is important that APO's and PMO's document all occurrences of abandonment or destruction disposal and that there are visible audit trails for these transactions. **AGPMR 104-45.302 prohibits employees from acquiring, for personal use, any article of departmental property that has been ordered abandoned or destroyed.**

Criteria. PMO's may authorize abandonment or destruction when:

- property has no commercial value, either as an individual item or as scrap,
- following utilization and donation cycle, the cost of care, handling, and preparation of sale would be greater than the expected sales proceeds,
- laws or regulations require abandonment or destruction, or
- written instructions authorized by the proper authorities (health, safety, security) direct abandonment or destruction.

PMO's will prepare form AD-112, as the written justification for abandonment or destruction. The AD-112 will include:

- description of property (including manufacturer, model and serial number), condition code, and acquisition cost,
- authority for abandonment or destruction actions along with any supporting documentation,
- statement describing the proposed method of destruction,
- statement that the proposed abandonment or destruction is not detrimental or dangerous to public health, safety and will not infringe on the rights of others, and
- signature of appropriate property official authorizing abandonment or destruction.

Public Notice. APO's will post a public notice of intent to abandon or destroy property (**See Exhibit O**). The public notice will include an offer to sell the property to any interested parties on a first-come first-serve basis.

A public notice of abandonment or destruction **is not required when:**

- the item has an original acquisition cost under \$500,
- immediate abandonment or destruction is required because of health, safety, or security reasons, or
- the value of the item is so little and the cost of care and handling is so great that retaining for sale, even as scrap, is not economical.

The APO and a witness will sign form AD-112 certifying that the items listed on the form were abandoned or destroyed according to Federal regulations.

Donation to Public Bodies. FPMR 101-44.7 establishes the guidelines for property disposal by donation. In lieu of abandonment or destruction, APO's may donate surplus property to **public bodies**. A public body is any State, territory, or possession of the United States (includes District of Columbia and the Commonwealth of Puerto Rico); any political subdivision of State, including city, county, or local government units and districts; any agency or instrumentality of any of the above; any Indian tribe on State reservations. A public body is an organization that receives direct funding from the State or Federal Government. This includes:

- Public schools (including colleges and universities).
- Public hospitals.
- Any other State/Federal organization (includes local Governments).

Without specific legislative authority, Federal agencies cannot donate surplus property directly to nonprofit organizations unless they are considered public bodies. Not all nonprofit institutions are public bodies. Agencies can work with State agencies to form partnerships that will allow them to donate through the State to an eligible non-profit organization.

17. USDA Donation Programs

There are several USDA programs with specific legislative authority that REE agencies can participate in to donate excess property to eligible nonprofit educational institutions. The appropriate PMO will work with APO's to coordinate the donation process. PMO's are responsible for tracking these donations and including them on the Department's annual report, Transfers of Excess Property to Non-Federal Recipients.

Stevenson-Wydler Technology Act. The Stevenson-Wydler Technology Act allows Federal agencies to transfer excess research and scientific equipment, including computer equipment, to eligible nonprofit tax-exempt education institutions or Government-sponsored research organizations that conduct technical and scientific education and research. Title to the property transfers from USDA to the institution. However, before donating excess property, the agency will screen available excess for possible reutilization within USDA.

Screening Procedures. Before property is eligible for donation, agencies will make excess available for 30-day departmentwide screening. If there are no requests from any other USDA agency, DEPPC will authorize the transfer. To start the screening process, APO's will:

- complete form SF-120, identifying the excess available for donation (**See Exhibit P**), and
- forward form to their appropriate PMO.

The form will include all the descriptive information necessary when reporting excess and the name, address, and telephone number of the eligible donee, including a point of contact. The donee will submit a statement justifying the need for the excess.

PMO's will submit excess report to DEPPC, via PMIS/PROP, and include a statement in the "Note" field stating "Requesting Transfer Under Public Law 104.29 S/W". If the excess clears USDA screening, DEPPC will authorize the transfer and notify the PMO. The PMO will:

- prepare and approve form SF-122, including statement "transferred authorized under P.L. 102-45",
- attaches donee's justification statement to SF-122,
- forwards form to the APO for APO and the donee's signature, and
- forwards an information copy of completed form to GSA.

The donee signs and returns completed form to the APO/PMO (**See Exhibit Q**). The APO and the donee will coordinate the physical transfer of the property.

Eligibility Criteria. If organizations meet the following criteria, they are eligible to receive donations of Federal excess equipment under the Stevenson-Wydler Technology Act and Executive Order 12999, Education Technology.

- The organization must have a current tax-exempt certificate and identification number issued by the Internal Revenue Service, and
- The organization must be owned or operated **exclusively** for education or scientific purposes.

Competing Requests. PMO's will use the following guidelines when there are competing requests for donations of excess property:

- give highest preference to eligible schools over eligible non-profit organizations, and
- give highest preference to schools located in economically disadvantaged areas.

Executive Order (E.O.) 12999, Education Technology. This Executive Order encourages Federal agencies to work with the private sector to promote four major developments in American education:

- making modern computer technology an integral part of classrooms;
- helping teachers with professional development needed for new technologies;
- connecting classrooms to the National Information Infrastructure; and
- encouraging the creation of excellent education software.

The Order allows Federal agencies to donate excess computers and related tools to schools and nonprofit educational institutions. Title to the property transfers from USDA to the institution. However, before property is eligible for donation, agencies will make excess available for 30-day departmentwide screening. If there are no requests from any other USDA agency, DEPPC will authorize the transfer. Institutions targeted are:

- public/private schools, pre-K through 12th grade, and
- non-profit community institutions engaged in projects with schools to promote education

Types of Equipment. APO's can donate computer, monitors, printers, modems, routers, servers, telecommunications equipment, and research equipment. APO's may also donate computer software, after verifying whether the software's licensing agreement allows donation.

Procedures. USDA implements E.O. 12999 under the provisions of the Stevenson-Wydler Technology Act. Agencies will follow the same procedures established for the Stevenson-Wydler Technology Act.

CSREES 1862/1890 Federal Excess Personal Property (FEPP) Program.

PPG provides administrative support to this program through the FEPP program coordinator. REE agencies can participate in transferring excess property to 1862/1890 institutions by contacting the PPG staff, through your appropriate PMO, to coordinate transfers to eligible institutions. PPG will work with the REE APO and the institution's APO to ensure paperwork (form AD-107) is complete and approved by the FEPP Coordinator. Property is only on loan to the institution and title stays vested with USDA. When donating REE excess under this program, PMO's **do not have to screen** for reutilization within USDA. The property is subject to USDA accountability and control. The FEPP Coordinator is responsible for transferring the property records from the APO's inventory to the University's inventory.

CSREES has specific delegated authority (Public Law 97-98) to sponsor 1862/1890 Land-Grant Institutions in acquiring Federal excess property for direct use in research or extension project in one of the following CSREES program areas:

- Cooperative Extension Services,
- Agricultural Experiment Stations,
- Schools of Forestry, and
- Colleges of Veterinary Medicine

Federal Agriculture Improvement Reform (FAIR) Act. The FAIR Act allows USDA to sponsor specific institutions to acquire Federal excess personal property to support agricultural research, extension service, educational, technical, and scientific activities to promote agricultural education. These institutions are:

- 1890 Land Grant Institutions (Historically Black Colleges and Universities),
- 1994 Institutions (Native-American Tribal Colleges and Institutions), and
- Hispanic-Serving Institutions (HSI's), (with 25% or more Hispanic enrollment).

USDA's Assistant Secretary for Administration provides administrative support for this program. Title to this property transfers from USDA to the institution. However, before property is eligible for donation, USDA agencies will screen excess for re-use within USDA

REE agencies can participate in transferring excess property under the FAIR Act by contacting the PPG staff, through your APMO/REE PMO, to coordinate transfers to eligible institutions. PPG will work with the USDA Coordinator, APMO, and the REE APO to ensure paperwork (form SF-122) is complete with the appropriate signatures from the Coordinator and the institution.

PMO's will report excess property to DEPPC for screening, indicating "Request transfer under FAIR." The donee will submit a statement justifying their need for the excess. If there are no USDA requests, DEPPC will return the report. USDA's Coordinator will review and approve requests.

Eligible HSI's and Land Grant Institutions. The Department of Education is responsible for determining HSI status. HSI's are continuously changing because enrollment determines eligibility. The current list of HSI's are available on the Internet through the Department of Education's home page at: www.ed.gov. The specific HSI Internet address is: www.ed.gov/offices/OIIA/Hispanic/table.html.

See **Exhibit R** for a list of 1994, 1890, and 1862 Land Grant Institutions that are eligible to receive Federal excess property under the FAIR Act and the CSREES program.

Reporting Requirements for Transfers to Non-Federal Recipients . GSA requires Federal agencies to submit annual reports of excess property transferred to non-Federal recipients. PMIS/PROP will automatically generate this report (Report 310B, Property on Loan to Non-Federal Recipients, by PMO) for accountable property, when PMO's use the appropriate screen in PMIS/PROP (DL12) to transfer excess. However, PMO's are responsible for coordinating this information for non-accountable property. The report will include:

- name and address of non-Federal recipient, and
- the total number of items and the total acquisition cost of items transferred, by FSC code.

In addition, GSA requires specific information regarding the number and type of computer equipment transferred under E.O. 12999. Since USDA implements E.O. 12999 under the provisions of the Stevenson-Wydler Technology Act, REE agencies will include detailed information on **computer equipment** transferred under both E.O. 12999 and Stevenson-Wydler Act. The detailed information includes:

- number of individual computers by type (286, 386, 486, etc.),
- number of computer systems by type (a system includes PC, monitor, and keyboard),
- number of peripheral equipment (monitors, printers, and other),

- the recipient's name, city, and state, and
- original acquisition cost of equipment, if available.

ARS Field. APMO's will forward information for all transfers within their Area to the REE PMO by December 1, each year.

REE Headquarters. Since PPG provides operational support to REE Headquarters, PPG will coordinate the reporting requirements.

18. Acceptance of Gifts

AGPMR 104-43.307-5 establishes departmental regulations for accepting gifts.

Unconditional Gifts. Agency Heads or their designated representatives are authorized to accept unconditional gifts of personal property and money to benefit the agency in the name of the Department.

Agencies may accept gifts under the following restrictions:

- Acceptance will not imply an endorsement of the gift or the giver.
- Acceptance will not obligate the agency to provide the giver with data or information on use or performance that may infer preferential treatment.
- Gift will not contain any advertising matter or any indication that it was given to the Agency by the giver.
- Offers are supported by a signed letter from the giver stating that they are the sole owner of the gift and that they offer the gift as an unconditional gift to USDA.
- The gift is accepted, in writing, on behalf of the Department and the agency.

Gifts cannot be from a prohibited source as defined in 5 CFR 26.35. These sources include any person who

- seeks official action by the agency,
- does business or seeks to do business with the agency, or
- conducts activities regulated by the agency,

Property items accepted are subject to Federal and Department property management regulations. APO's will dispose of gifts no longer needed for official use under the same guidelines as regular excess property.

Procedures to Accept. When considering an offer of personal property as a gift to the agency, employees will ensure that the offered gift is in direct support of an authorized program and notify the offeror of the restrictions under which the Agency can accept a gift.

The offeror will forward a signed letter stating:

- the complete description of the gift,
- the gift is offered as an unconditional gift, and
- the offeror is the sole owner of the gift.

ARS Field. Within ARS field offices, AAO's have the authority to accept gifts for their respective Areas. When an employee receives confirmation from an offeror, they will:

- prepare a written justification to accept the offer,
- attach the offeror's documentation, and
- forward information through the appropriate supervisor to the APMO.

The APMO will review the offer and justification to ensure it meets the acceptance criteria, recommend approval when appropriate, and forward to AAO for final approval. If the AAO approves acceptance, the AAO will forward an acceptance letter to the offeror.

Upon approval and receipt of the gift, the APMO will prepare a form AD-107 to document receipt of the gift and then follow procedures for control and accountability as appropriate.

If the APMO or AAO determine nonacceptance, the APMO will notify the employee, in writing, requesting acceptance. The APMO will return all information submitted with the justification to the employee. The employee will notify the offeror of the agency's decision not to accept.

REE Headquarters. Within REE Headquarters, Agency Administrators have the authority to accept gifts for their respective agencies. When an employee receives confirmation from an offeror, they will:

- prepare a written justification to accept the offer,
- attach the offeror's documentation, and
- forward information through the appropriate supervisor, such as division director, state statistician, or deputy administrator, to the REE PMO.

The REE PMO will review the offer and justification to ensure it meets the acceptance criteria and forward through the appropriate supervisory levels to the Agency Administrator for approval. If the Administrator approves, the REE PMO will prepare acceptance documentation.

Upon approval and receipt of the gift, the REE PMO will prepare a form AD-107 to document receipt of the gift and then follow procedures for control and accountability as appropriate.

If the REE PMO or Administrator determine nonacceptance, the REE PMO will notify, in writing, the employee requesting acceptance and return all information submitted with the justification to the employee. The employee will notify the offeror of the agency's decision.

Conditional Gifts. The Office of the Chief Financial Officer (OCFO) has the authority to approve all conditional gift offers. Within REE, agencies will follow the above procedures for accepting conditional gifts. However after compliance from the AAO or Agency Administrator, the APMO will forward documentation to the REE PMO. The REE PMO will prepare documentation requesting review and approval from the OCFO through the appropriate management levels.

Foreign Gifts and Decorations. When accepting any gift or decoration from a foreign government, REE employees will comply with the guidelines established under P&P 468.4, "Foreign Gifts and Decorations."

19. Motor Vehicle Management

FPMR 101-38 and AGPMR 104-38 provide specific information for managing the agency's fleet management program. Agencies will maintain a monitoring system that provides oversight for motor vehicle acquisitions, operations, use, reporting requirements, and disposals. USDA uses PMIS/PROP to capture motor vehicle inventory and cost data for agency owned and commercially leased vehicles. ARS and NASS field locations are the only REE agencies with motor vehicles.

Accountability. The APMO/REE PMO will establish accountability and control for all motor vehicles under their responsibility. Motor vehicles are accountable property. Leased vehicles (long-term) are also considered accountable property. The APMO/REE PMO will include vehicles on the APO's official inventory in PMIS/PROP. Refer to NFC Procedures Manual, Title IV, Chapter 6, Personal Property System, New Acquisition, Motorized Equipment Section, to determine the specific information required in PMIS/PROP.

Vehicle Standards. Each year GSA publishes Federal Standards that list the standards and options available for Federal fleet purchases. These standards help GSA simplify competitive procurements and achieve a practical degree of standardization within the Federal Government's automotive fleet. GSA requires agencies to attach supporting justifications to requisitions when requesting vehicles or accessory equipment not identified in Federal Standards. The following Federal Standards are in place:

- No. 122 - Standard automobiles, sedans and station wagons
- No. 307 - Light trucks 4x2, 4x4
- No. 794 - Medium trucks
- No. 807 - Heavy trucks

Fuel Efficient Passenger Vehicles. FPMR 101-38.103 requires agencies to procure motor vehicles that meet the statutory fleet average fuel economy standards and the minimum body size, engine size, and optional equipment necessary to fulfill the needs of the program. The minimum fleet average fuel economy standards established for passenger automobiles and light trucks are 27.5 miles per gallon and 20.7 miles per gallon, respectively, for 1999 and beyond.

Federal Standard No. 122 classifies passenger vehicles, which are sedans and station wagons, as:

Sedan Class	Station Wagon Class	Descriptive Name
IA		Small
IB	I	Subcompact
II	II	Compact
III	III	Mid-Size
IV	IV	Large

Regulations limit agencies to acquire compact and subcompact (Class IB, or II) sedans and station wagons unless the agency provides a justification certifying that a Class III, mid-size, is absolutely **essential** to the mission. However, agencies may acquire mid-size alternative fueled vehicle without a justification.

Alternative Fuel Vehicles (AFV). According to AGPMR 104-38.101, USDA agencies will adhere to E.O. 13031, which requires Federal agencies to implement aggressive plans to fulfill AFV acquisitions established by the Energy Policy Act. AFV's include:

- methanol (M85),
- ethanol (E85),
- compressed natural gas (CNG),
- liquid petroleum gas (LPG), and
- electric.

The energy Policy Act requires Federal agencies to acquire AFV's for 50 percent of new acquisitions in FY1999 and 75 percent of new acquisitions for FY2000 and beyond. For reporting purposes, "Agency" refers to USDA as a whole. These requirements apply to all vehicle acquisitions that are located in metropolitan statistical areas (MSA's) with populations of 250,000 or more, including their surrounding counties. The U. S. Department of Energy, Office of Transportation Technologies, maintains a comprehensive website for information on alternative fuels, the Alternative Fuels Data Center. This website includes a list of the MSA's and counties (by city) covered by the E.O. **The website address is: www.afdc.nrel.gov**

Agencies may acquire AFV's through lease from GSA, commercially leased, agency owned, or conversion from conventionally fueled vehicles. For information on purchasing or leasing AFV's, PMO's will contact GSA's Automotive Division at 703-308-CARS or Fleet Management Division at 703-308-6278, respectively.

USDA will formulate compliance plans based on existing and requested funds, however agencies are not continuously exempt from these requirements due to limited appropriations. The REE PMO is responsible for preparing annual AFV acquisition reports to the Department. The reporting requirements include:

- number of vehicles acquired,
- number of acquisitions in MSA's,
- type of AFV acquired, and
- planned AFV acquisitions.

APMO's are responsible for ensuring that geographic location codes are accurate when adding/updating vehicle records in PMIS/PROP. Information for vehicle acquisitions are based on the vehicle's geographic location code. The REE PMO will contact APMO's for information regarding reporting requirements.

Passenger Vehicle Ceiling. Through the budget and appropriations approval process, Congress limits the number of passenger vehicles assigned to Federal agencies. Within ARS, the APMO is responsible for ensuring that their appropriate Area does not exceed the Congressional limit of passenger vehicles (sedans and station wagons). ARS limits are:

Organization	Passenger Vehicle Ceiling
Headquarters	14
Beltsville Area	47
Mid South Area	42
Mid West Area	66
North Atlantic Area	33
Northern Plains Area	66
Pacific West Area	57
South Atlantic Area	90
Southern Plains Area	57
Total	472

Within NASS, state statisticians are responsible for ensuring that new fleet additions comply with limits established by the Budget Officer. State statisticians will ensure that the Deputy Administrator for Field Operations approves vehicle acquisitions.

ARS Field. The appropriate APMO will review requests for motor vehicles within their area of responsibility.

REE Headquarters. PPG will review all motor vehicle requests for REE Headquarters after approval from the specific Agency Head or designee, Deputy Administrator for Field Operations, or program official.

Replacement Standards. FPMR 101-25.4 establishes the minimum replacement standards for replacing agency-owned vehicles. Replacement standards are:

Vehicle Description	Expected Life-Years	Expected-Life-Miles
Passenger Vehicles: Sedans/Station Wagons	3	60,000
Ambulances	7	60,000
Buses: Intercity-Type	N/A	280,000
City-type	N/A	150,000
School-Type	N/A	80,000
Trucks: Under 12,500 GVWR	6	50,000
12,500 - 23,999 GVWR	7	60,000
24,000 and over GVWR	9	80,000
4 or 6 Wheel Drive vehicles	6	40,000

Minimum standards are stated in both years and miles, whichever occurs first. Agencies should consider retaining vehicles that meet the minimum replacement standards when they are in good working condition and can be used or operated safely for an additional period without apparent excess maintenance cost or substantial reduction in trade-in value.

Annual Reporting Requirements. FPMR 104-38.9 requires Federal agencies to submit SF-82, Agency Report of Motor Vehicle Data, annually to GSA. The SF-82 captures:

- inventory acquisitions and disposal,
- maintenance and operations costs,
- fuel consumption and mileage, and
- AFV acquisitions and fuel consumption.

The NFC generates the SF-82 report from vehicle data in PMIS/PROP, except for AFV information. APMO's will manually collect this data. The Department forwards the report to agency fleet contacts. Within REE, the REE PMO is responsible for verifying the information, correcting data, and submitting the report to the Department. The REE PMO will contact APMO's to collect AFV data and correct data in PMIS/PROP as needed.

APMO's are responsible for entering accurate information when establishing/updating vehicle records in PMIS/PROP. This includes vehicle tag number, acquisition date, ownership code, class code, and geographic location codes. APMO's are also responsible for entering all operational/cost data from sources other than the Voyager fleet credit card in PMIS/PROP. The Purchase Card Management System (PCMS) automatically captures operational data from the government fleet credit card.

20. Acquiring Motor Vehicles

FPMR 101-26.5 establishes the guidelines agencies will follow when submitting vehicle acquisitions. GSA is responsible for establishing procurement programs to acquire motor vehicles for Federal agencies.

Consolidated Purchase Programs. Under the Consolidated Purchase Program, GSA establishes requirements contracts for most standard types of motor vehicles (sedans, station wagons, and light trucks). The program is designed to achieve maximum benefits and the best market price available. Traditionally, GSA maintains these contracts from **October through May** (or the end of the model year closeout.) During the consolidated contract time frame, GSA processes vehicle requisitions when received. After GSA places the vehicle order, the requisitioner should receive the vehicle within 90 days.

GSA must receive requisitions by the last day of the consolidated period in order for them to process the request during the consolidation. Otherwise, GSA holds the request until the next consolidation period. For medium and heavy trucks, GSA will conduct two volume procurements. For inclusion in the volume procurements, agencies will submit requisitions to GSA by June 15 and December 1, respectively. Call GSA's Automotive Division at 703-308-CARS for detailed information.

Special Buying Programs. GSA maintains buying programs for a variety of specialty type vehicles. These include ambulances, buses, fire trucks, tankers, construction equipment and attachments, wreckers, trailers, bucket truck, etc. Contact GSA's Automotive Division at 703-305-4670 for details. Customers should allow approximately 240 to 270 days from award to receipt for these types of specialty vehicles.

AFV Buying Programs. GSA offers a buying program for AFV's called "DAVE" (Driving Alternative Fuel Vehicles Easily). The program covers various types of AFV such as sedans, light trucks, and buses. Fuel types include:

- dedicated natural gas,
- bi-fuel: natural gas/regular gas,
- bi-fuel: propane/regular gas,
- electric vehicles, and
- flex-fuel: ethanol/regular gas.

APMO's will check with GSA's Automotive Division at 703-308-CARS for specific model year pricing and availability for purchasing AFV's. If interested in leasing AFV's, APMO's can contact GSA's Fleet Management Division at 703-305-6278 or their regional GSA fleet management office. APMO's can also check GSA's home page for information.

Express Requests. Agencies may place "emergency" vehicles orders through GSA's Express Desk. Emergency requirements receive special handling. Vehicles are normally received within 60 days. APO's will submit emergency requests to their appropriate APMO for approval. The APMO will forward to GSA for processing. Each request will include a justification, citing the urgency or need for the individual purchase action. The APO is responsible for providing a full justification to the APMO, clearly explaining the circumstances of the emergency. The justification will also include the following statement: "In accordance with the FAR 6.302 (c)(2), we are requesting GSA Express Desk procurement." If approved, GSA will make every effort to meet the delivery date specified in the requisition. Emergency acquisitions through GSA Express Desk cost **substantially more** than acquisitions obtained through the consolidated purchase program.

GSA Procurement Waivers. If the APO determines that requirements for passenger motor vehicles and trucks indicate the need for procurement by other than GSA, the APO will prepare a written waiver request justifying the procurement. APO's will base the justification on one or more of the following conditions:

- urgency of need (clearly explained), or
- unique characteristics of the vehicle, i.e. special purpose body or equipment requiring closely supervised installation of the equipment by a contractor.

APO's will submit requests for procurement waivers to their APMO for review, approval, and submission to GSA. If GSA determines that the procurement of an individual agency requirement by GSA offers no advantage over local purchase of the vehicle, GSA may grant authority for local purchase by the agency. GSA will notify the agency of their decision in writing. The APMO and the APO will work with their procurement staff to acquire this vehicle.

Ordering Procedures. To acquire vehicles APO's will prepare form AD-700, including:

- vehicle description,
- optional or special equipment necessary,
- date needed,
- estimated cost, and
- vehicle tag number or NFC property identification number when replacing an existing vehicle.

APO's will use the referenced standards in GSA Federal Vehicle Standards. The appropriate PMO will work with the APO to determine requirements, when needed.

ARS Field. The APO will forward the form AD-700 through their appropriate LAO for processing to the APMO. The APMO will review the request for compliance with Federal Standards and possible excess. **The APMO also has responsibility for placing the vehicle requisition with GSA.**

REE Headquarters. APO will forward the request, through their supervisory levels, to their appropriate procurement official. The procurement official will forward the request to the PMO who reviews the request for compliance with Federal Standards and possible excess. However, **the procurement office is responsible for placing the order with GSA.**

The APMO or the procurement office will:

- work with the APO to meet the vehicle requirements in the most economically advantageous method, and
- complete form GSA-1781, Motor Vehicle Requisition, using the appropriate vehicle standards and specifications. GSA requires a separate form GSA-1781 for each vehicle type and consignee.

Each requisition will indicate the appropriation/fund code and the suspense funding account that will be charged, if applicable. The request will include the original signature of the appropriate official authorized to obligate funds and when replacing a vehicle, identify either the vehicle tag number or the NFC property identification number of vehicle being replaced.

The APMO or procurement office will forward the original form GSA-1781 and one copy to:

General Services Administration
Office of Vehicle Acquisition and Leasing Services
Automotive Division
Washington, DC 20406
703-308-4670

They will also forward a copy to the requesting office, a copy to NFC for obligation purposes, and a copy to the REE PMO in Headquarters.

After processing GSA forwards form GSA-8002-1, Motor Vehicle Delivery Order, to the requisitioner confirming receipt, indicating the contractor, actual cost, and estimated delivery date. For vehicle requisitions in Headquarters, the procurement office will forward copies of all documentation to the PPG.

Pending Vehicle Receipt. Prior to the estimated delivery date, the APMO/REE PMO will forward the following to the APO:

- set of U.S. Government Vehicle Tags,
- form AD-792, Vehicle Decal - For Official Use Only, U.S. Department of Agriculture,
- form AD-185, Motor Vehicle Decal - Penalty for Unofficial Use,
- form ARS-715, Vehicle Operation Record (**ARS only**),
- form AD-187, Monthly Operational Record (**NASS field**),
- form ARS-651, Motor Vehicle Accident Report Kit, and
- Government Fleet Credit Card (See Section 21, Government Fleet Credit Card).

Vehicle Receipt. The APO will forward copies of vehicle receipt documentation to the APMO or REE PMO for updating to PMIS/PROP. After receiving vehicle the APO will:

- attach Government tags to the vehicle,
- attach NFC bar code label to dashboard,
- attach decal AD-792 to back window or side window as appropriate,
- attach decal AD-185 to dashboard where it can be easily seen by operator/passengers,
- place form ARS-715 or AD-187 inside vehicle for record keeping purposes,
- place form (kit) AD-651 inside glove compartment of vehicle, and
- establish a vehicle dispatch record or log.

As a safety tool, APO's should consider maintaining an emergency kit including first aid kit, flashlight, fire extinguisher, and three emergency warning devices (flares) in Government vehicles.

The APO is responsible for ensuring that all vehicles are properly inspected and serviced according to the vehicle's warranty provisions. The APO will document any damages or deviations from the vehicle specifications and report this information to the appropriate PMO.

Leased Motor Vehicles. (Long-Term) Offices requesting leased motor vehicles for 60 consecutive days or more will submit requests to their appropriate PMO. The request will include a full justification explaining the need for the leased vehicle and the following:

- certification that Congress, the Office of Management and Budget, or AFM Headquarters, has not denied the request (if over ceiling) and that public or private means of transportation are not suitable or available,
- statement that the type of vehicle(s) needed is limited to minimum size necessary, (unless the Agency Administrator or designee certifies and provides justification if a mid-size vehicle is essential to the Agency's mission.),
- location where vehicles is needed,
- date required, including anticipated length of time needed,
- projected use, in terms of miles,
- appropriation number,
- requesting office's billing address and billing office address code (BOAC),
- requesting office contact, including name, address, and telephone number, and
- permission for commercial lease if GSA cannot meet requirement.

After review, the appropriate PMO will submit the request to the regional GSA Interagency Fleet Management System manager who will determine whether they can satisfy the requirement or authorize commercial lease. If a commercial lease is necessary, the APMO's will submit copies of commercial leases to the REE-PMO for reporting requirements.

Short-Term. GSA no longer provides short term (less than 60 days) leased vehicles. Offices for a need for a short-term lease will need to use a commercial source.

Acquiring Excess Motor Vehicles. The appropriate PMO will approve acquisition of excess motor vehicles. All conditions and restrictions governing the purchase or lease of new motor vehicles also apply when acquiring excess motor vehicles, including inventory ceiling, receipt, and accountability.

Acquiring Used Motor Vehicles. APO's/APMO's may acquire used vehicles **after obtaining a waiver from GSA.** See above subsection, GSA Procurement Waivers, for specific information. However, all restrictions and requirements, i.e. budget and inventory ceilings, applicable to the passenger motor vehicles also apply when acquiring used motor vehicles. This includes vehicle receipt and assigning accountability.

21. Government Fleet Card

USDA contracts with Nations Bank/Voyager to provide Government fleet card services. Agencies will use the Voyager card for **all vehicle services** offered by the participating merchant. Services are not limited to emergency repairs or within a dollar threshold (unless the Area chooses to limit the dollar threshold). Agencies will use the Voyager card at participating retail locations for:

- fuel expenses,
- vehicle repairs, and
- vehicle maintenance.

The Voyager card is designed to collect vehicle data at the time of purchase. State sales taxes are deducted from fuel purchases before billing. For fuel expenses, most fuel merchants will accept the card electronically at the pump or the station attendant will process the transaction at the point of sale. To use the fleet card vehicle operators will have to enter:

- the card's access code/PIN number, and
- the vehicle's current odometer reading.

Regardless of the transaction method, the vehicle operator will enter the PIN and the vehicle mileage. However, pump terminal equipment varies by each fuel merchant and operators may have to enter this information in a different order or the merchant uses different terminology when referring to this information.

PCMS-Fleet. USDA merged fleet requirements into the current PCMS operated at NFC. Agencies will use PCMS-fleet to request and track all Voyager fleet card transactions. The tie between Voyager and PCMS-fleet is the vehicle license tag number. Within PCMS-fleet, PMO's will only have to reconcile disputed transactions, not all transactions. PCMS-fleet will also feed vehicle fuel operational and maintenance data to PMIS/PROP.

Currently PCMS-fleet is not available to agencies. The Department and NFC are working on completing all system requirements. Once they have finalized system requirements, PPD will incorporate information into this Manual as necessary. **In the interim** when requesting new cards, modifying existing cards, and canceling cards, REE agencies will submit paper requests to the REE-PMO, who will coordinate requests through the Department.

Organizational Levels in PCMS-Fleet. The following organizational levels exist under the PCMS-fleet. Where appropriate, agencies will designate individuals who will assume these roles and responsibilities. However, some roles are optional, not all agencies will have a need for all specific roles.

Agency Headquarters Point of Contact (APC). The REE-PMO serves as the APC for the REE agencies. The APC is responsible for the fleet program within the agency. The APC coordinates implementation of the agency's fleet program through the Department. The APC has access to all agency data, access to the report writer tool, and can update files if necessary.

Area Fleet Program Coordinator (AFPC). (Optional.) AFPC's will have access to data under their area of responsibility, update capabilities, and access to the report writer tool. Not all offices will have a need for a specific individual at this level.

ARS Field. This may be the individual who has supervisory responsibility over the APMO duties.

NASS & ARS Headquarters. This individual is a staff member within PPG.

Local Fleet Program Coordinator (LFPC). LFPC's are responsible for the daily operation of the fleet card program with their area of responsibility. This includes ordering, receiving, maintaining, and deleting fleet cards and filing any disputes. LFPC's will have access to all data under their control, update capabilities, and access to the report writer tool.

ARS Field. This is usually the APMO or the individual assigned APMO duties.

NASS & ARS Headquarters. This individual is a staff member within PPG.

Local Fleet Manager/Accountable Officer (LFM). (Optional.) LFM's will have read only access and can pull data into necessary reports to manage the fleet under their responsibility.

Currently within REE we do not have any established LFM's. However, these individuals may be state statisticians, APO's or LAO's.

When making changes or establishing new individuals to assume these roles and responsibilities, the LFPC or the AFPC will forward the following information to the APC:

- individual's name and fleet role,
- business address and telephone number,
- agency organization level (i.e. ARS/Area/location, or NASS/SSO),
- social security number (for access to NFC systems), and
- current NFC-ID (if you already have access to a NFC systems, i.e., PCMS, Payroll, PROP, etc.).

Requesting Fleet Cards. Include the following information when requesting fleet card transactions:

- Type of action (new, modify, replacement, cancel).
- Card type (vehicle, aircraft, boat, equipment, Pool).
- Tag number (vehicle), N number (aircraft), or agency identifying number (for boat, equipment, or Pool).
- City, state, and zip code where vehicle/equipment is located.
- Appropriation/accounting number.

ARS Field: APO's/LAO's request card transactions through their APMO. In most cases, APMO's are listed as LFPC's and will have responsibility for requesting and receiving all card transactions within their areas of responsibility through PCMS-fleet. However, until the system is available, APMO's will submit requests to REE-PMO. The REE-PMO will ensure all requests contain appropriate information and forward to departmental contact for processing.

ARS Headquarters & NASS-field: APO's will submit card transactions to PPG. PPG will ensure requests contain accurate information and forward requests to department contact for processing. PPG serves as the Local Fleet Program Coordinator for REE HQ.

The appropriate LFPC will receive new requests within a 7-10 day timeframe. After receipt, the LFPC will prepare form AD-107, forwarding the fleet card to the LAO or APO. The LAO or APO signs acknowledging card receipt and returns the form to the LFPC.

Reporting Lost/Stolen Cards. The APO or vehicle operator will immediately report lost or stolen cards to Voyager through the customer service number listed on the back of the card at **1-888-785-1747**. Voyager will immediately turn the card off and automatically re-issue a replacement card to the LFPC. The card will still have the same vehicle tag number. Voyager does assign a new system account number. The LFPC does not have to reorder a replacement card through PCMS-flee for lost or stolen cards.

Replacing Damaged Cards. LFPC's will request replacement cards on-line (similar to requesting a new request) when a card is damaged, the mag strip no longer works, etc. LFPC's will ensure request indicates "replacement. Voyager will not issue replacement cards through telephone calls.

POOL Cards. POOL cards are not assigned to any particular vehicle, but instead are kept in reserve for use as necessary by the appropriate PMO/LFPC. PMO's will ensure that POOL cards are safeguarded at all times. AGPMR 104-38.9 requires agencies to limit the number of POOL cards to the minimum necessary to maintain their fleet. POOL cards are designed for temporary use:

- for motorized equipment that does not require licensing such as chain saws, compressors, farm equipment, mowers, off-road equipment, etc.,
- in emergency situations for vehicles that do not have an assigned fleet card but have to be placed into operation immediately, or
- other emergency situations.

When requesting POOL cards, in place of a vehicle tag number the LFPC will use the letter "P" followed by an agency identifying number:

ARS Field: 2- digit Area numeric code, 2-digit numeric location code, and a sequential number (such as P5306001- this card is the first POOL card for PWA, Davis, California).

ARS HQ: 2-digit division/program numeric code and a sequential number.

NASS Field: 2-digit state numeric code and a sequential number.

Purchases from POOL cards are not updated to PMIS/PROP. When vehicle operators use POOL cards for vehicles, they will have to forward fuel and maintenance data to the appropriate PMO for updating to PMIS/PROP as necessary.

22. Use of Government Vehicles

FPMR 101-38.3 and AGPMR 104-38.3 establishes the requirements regarding official use of Government vehicles. Agencies will use Government owned or leased vehicles for official purposes only. "Official purposes" does not include using a Government vehicle for the employee's personal purposes, comfort, or benefit. "Official purposes" does not include transporting employees between their residence and place of employment except in cases where employees are engaged in field work as described in DR 5400-2, or in emergencies involving the possible loss of life or property. Agencies are responsible for establishing procedures to monitor and control the use of Government vehicles at all times.

Vehicle Operator Responsibilities. Vehicle operators are responsible for using Government vehicles for official purposes only. Operators will exercise discretion to avoid, when possible, any situation which may tend to convey an impression to the public that the

vehicle operator is using the assigned vehicle for unofficial purposes. Operators will report any safety or mechanical deficiency immediately to the APO or PMO. APO's/PMO's will correct deficiencies as soon as possible. Do not operate vehicles with mechanical problems or safety deficiencies.

Supervisory Responsibilities. Supervisory control over employees assigned to use Government vehicles or assigned responsibility for the vehicle (such as the APO) includes:

- maintaining vehicle dispatch records that will provide reasonable assurance of compliance with regulations (records should include date, operator, and destination),
- advising employees of the regulations governing the use of Government vehicles,
- establishing prior approval procedures for using vehicles at irregular hours, or under circumstances where motor vehicles use may create an unfavorable public reaction,
- ensuring that employees are properly licensed to operate such motor vehicles as appropriate, and
- providing appropriate training to all employees who operate special purpose vehicles and equipment.

Penalties for Unofficial Use. An employee who willfully uses or authorizes the use of a Government vehicle for other than official purpose is subject, where appropriate, to suspension for up to 1 month or removal from office.

Licensing Requirements. All persons operating a motor vehicle must possess a valid State or District of Columbia driver's license and must carry the valid license in their possession while operating a Government vehicle.

Commercial Drivers License (CDL). Any REE employee who operates a commercial motor vehicle must possess a State issued CDL from the state where the employee resides.

Transportation of Non-REE Employees. Non-REE employees may operate or ride in a Government vehicle when:

- an agreement or contract documents the use of a Government vehicle,
- use is for official purposes connected to performing the agreement or contract, or
- Government official having authority for the vehicle directs the individual to use vehicle to conduct official business.

Non-REE employees include contractors, cooperators, volunteers, students, and other Government employees. Before authorizing non-REE operators or passengers, APO's will take into consideration that the Government can be held liable for injuries/damages incurred by all passengers in a Government vehicle through the fault of the authorized operator.

Employees in Travel Status. According to Federal Travel Regulations 301-10.201, employees in official travel status may use a Government vehicle (this also includes a commercially leased vehicle), for official purposes for transportation:

- between places of official business,
- between places of official business and temporary lodging when public transportation is unavailable or impractical to use, and
- between places of official business, temporary lodging and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

Transporting Dependents While on Travel Status. A 1978 decision by the Comptroller General stated that it is up to the agency to determine whether or not the transportation of dependents in a Government vehicle, in conjunction with official business traveling to a temporary duty station, is in the interest of the Government. Based on this decision, REE **may** allow an employee's dependents to accompany the employee in a Government vehicle to the employee's temporary duty station while the employee is on official travel status conducting official Government business. However, the Comptroller General decision also states that agencies will **consider the Government's possible increased liability** under the Federal Tort Claims Act for damages suffered by dependents through employee negligence. The Government can be held liable for the injuries/damages incurred by all passengers in a Government vehicle through the fault of the authorized vehicle operator. **Employee's dependents are not authorized to operate a Government vehicle.**

Specific conditions of each situation will vary, AAO's, division directors, program heads (or other similar management) will make determinations on a case-by case basis in lieu of a blanket policy statement. Before approving transportation of dependents, supervisors will ensure:

- use of Government vehicle is for purposes directly supporting Government business,
- employees submit, in advance of the trip, a written request to the supervisor. Request will include a planned itinerary that identifies the dependent's name and relationship to employee,

- employee documents use of a Government vehicle on an approved form AD-202, Travel Authorization, and attaches approved written request from supervisor, and
- availability of space. If other Government employees are required to use other means of transportation when requesting transportation of dependents in a Government vehicle, then no approval will be allowed.

Employees requesting transportation of dependents should be aware of the public perception of misuse of Government vehicles and the increase in Government liability when others are in the Government vehicles. Employees are subject to the same punishment for misuse of a vehicle if employees use Government vehicles to transport a dependent for other than official purposes.

Home to Work Transportation. According to AGPMR 104-38.5004, approval for use of vehicles for home to work transportation is limited to:

- the Secretary of Agriculture,
- employees engaged in field work as defined in DR 54005-5, (**See Exhibit S for the DR**),
- others employees in response to highly unusual circumstances that **present clear and present danger**, when **emergencies** exist, or when other **compelling operational considerations** exist that make home to work transportation essential to conducting official business, and
- employees engaged in criminal law enforcement and protective services duties and when using the vehicle is essential for the safe effective performance of those duties.

DR 5400-5 applies only to the use of home to work transportation for employees on normal duty (non-travel) status performing assigned duties at their place of employment. This does not apply when using Government vehicles:

- in conjunction with official travel to perform a temporary duty assignment away from a designated or regular place of employment, or
- employee's residence is employee's official duty station and a record is on file documenting supervisory approval.

Employees/supervisors will document all requests for home to work transportation on form AD-729, Request and Authorization for Home to Work Transportation. The Secretary of Agriculture will approve requests for home to work transportation except those for employees engaged in field work or in travel status. ARS is the only REE agency with employees in job series that the Department has approved for home to work transportation.

ARS employees engaged in field work will complete form AD-728 and receive approval from their LAO. The LAO will maintain a file of all home to work authorizations.

The approval process for employees **other than those engaged in field work is:**

- employee/supervisor completes form AD-728,
- supervisor forwards to LAO/supervisory levels for recommendation,
- LAO forwards, through PMO/APMO, for AAO/division director/program head's recommendation,
- AAO/division director/program head recommends and returns to PMO,
- PMO forwards to REE-PMO for departmental recommendation, and
- Department forwards to Secretary of Agriculture for approval.

The initial duration for home to work transportation is not to exceed 15 days. If circumstances justify continuing beyond the 15-day period, the Secretary may approve an extension for up to 90 day increments.

To ensure timely approval requests, offices will use overnight mail, fax, or electronic mail to expedite the process. However, there may be cases where it is physically impossible to obtain prior approval from the Secretary, due to emergencies, such as wildfires, earthquakes, flood, storms, etc. In these instances, the AAO, division director, or program head may approve the request and forward to the Secretary for post approval within 15 days.

Temporary Home to Work Transportation (For Travel Purposes). On a **case-by-case basis** LAO's, state statisticians, division directors, or program heads may authorize an employee to store a vehicle at a private residence overnight for **travel purposes**. This is reserved for when an employee must arrive at an unusually early hour or depart at an unusually late hour. **Temporary overnight storage is not for the employee's convenience but to prevent the employee from suffering hardship.** Before authorizing temporary overnight storage, management will consider other options such as payment for mileage for employee's personal vehicle, public transportation, or taxi service. Management will consider temporary storage only when approval will substantially increase the efficiency and economy of the Government and denial causes the employee hardship, not for the employee's comfort or convenience. The employee/supervisor will document use of the Government vehicle on the travel authorization or memorandum.

23. Vehicle Operations

No Smoking. Smoking is prohibited in all Government vehicles, including leased vehicles.

Seat Belts. All drivers and passengers will use safety belts while the vehicle is in motion.

Violation of State and Local Traffic Laws. Operators of Government vehicles will obey all motor vehicle traffic laws of the State(s) and local jurisdictions when operating the vehicle. Operators of Government vehicles are responsible for paying all fines imposed on them while operating the vehicle, including parking fines.

Inspections. AGPMR 104-38.502(3) eliminated the requirement for annual/12,000 mechanical inspections and now allows agencies to follow their State and local requirements for performing mechanical inspections. When there are no State or local requirements, agencies will follow the manufacturer's recommended schedules. PMO's will ensure that all Government owned and commercially leased vehicles comply with State and local requirements for inspections and emissions regulations. PMO's will ensure qualified licensed mechanics perform inspections. PMO's will document inspections on either form ARS-45, Vehicle Checklist (ARS field), form AD-187, or develop their own inspection checklist based on the information listed on these forms. PMO's will enter inspection data in PMIS/PROP.

Maintenance. REE will maintain its fleet in a safe operating condition by performing scheduled routine maintenance. The appropriate PMO is responsible for ensuring that APO's maintain vehicles in a safe operating condition, making prompt repairs when needed.

Visual Safety Inspections. PMO's will ensure APO's perform vehicle visual safety inspections quarterly. At a minimum, visual safety inspections will include checking seat belts, parking brakes and lights, headlights, tail and back-up lights, brake lights, hazard lights, turn signals, horn, windshield wipers/washer, windshield, rear, and side mirrors, tire tread wear, decals, etc. PMO's will file visual safety inspections with official vehicle records.

Reporting Operational/Maintenance Data. APO's are responsible for maintaining detailed records of all costs associated with the operation of the Government owned and commercially leased vehicles. Operational costs include the type, quantity, and cost of fuel. Maintenance costs include all other costs associated with the vehicle, such as oil, inspection, repairs, wiper blades, belts, etc. For transactions paid for with the Government Fleet credit card, this information is automatically fed to PMIS/PROP. However, APO's will have to track, record, and forward this information quarterly for transactions paid for by other than the Government Fleet card to their appropriate PMO. Forms ARS-715 and AD-187 will meet this requirement. The appropriate PMO will update this information to PMIS/PROP quarterly. GSA will consolidate operational data for GSA-leased vehicles.

Repairs. Under no circumstances will vehicle operators operate a motor vehicle with mechanical problems or conditions that are safety hazards or may cause damage to the vehicle. Operators are responsible for immediately reporting any mechanical/safety deficiency. APO/PMO's are responsible for making immediate repairs.

Vehicle Registration. AGPMR 104-38.202-6 requires agencies to display official U. S. Government tags on official vehicles. PMO's will acquire Government tags through USDA's Consolidated Forms and Publications Distribution Center (CFPDC), in Landover, Maryland (301-436-8450). CFPDC maintains a list of tag numbers issued to USDA agencies. Trail scooters, motorcycles, ATV's, snowmobiles, and similar motor driven vehicles and trailers having three or less points of ground contact will display official U. S. Government motorcycles tags mounted on the rear of the vehicle.

Vehicle Identification. AGPMR 104-38.203 requires agencies to ensure that all USDA vehicles are properly identified as "U. S. Department of Agriculture" without reference to a particular agency, unless agency identification is necessary as an integral part of the vehicle mission or for safety reasons. APO's must submit justification for the need of specific agency identification through their APMO to the REE PMO for consideration based on safety reasons or necessary mission requirements. Vehicles will also contain form AD-185 stating the penalty for unauthorized use. PMO's will display the decal on the instrument panel of each vehicle.

Vehicle Registration/Identification Exemption. Certain motor vehicles used to conduct investigative or law enforcement activities are exempt from USDA registration and identification. However, in **emergency or threatening situations**, agencies may request temporary removal (for up to 1 year) of Government identification. This is to help ensure employee safety and protect Government property, if threatening situations occur.

To request temporary removal, APO's will submit a written justification, through their appropriate management levels, to their appropriate PMO, that includes:

- vehicle type and tag number,
- vehicle location,
- description of duties vehicle is used for,
- description of emergency/threatening situation, and
- length of time exemption is needed.

The PMO will review the request and submit to the APMO/REE PMO who will forward for departmental approval. The Department will review and grant a decision within 5 working days after receiving all necessary information.

If there is an immediate threat, the requesting office will discontinue the use of Government vehicles and use privately-owned vehicles, if available, or a commercial rental while obtaining the exemption. The safety of employees will be the first consideration.

The requesting office is responsible for the necessary fees involved when applying for State tags and registration. Requesting offices will follow the policies and procedures established by each State Motor Vehicle Administration. Also, after registering the vehicle with the State, the office is responsible for following all State regulations.

Department regulations allow temporary removal of Government tags for up to 1 year. After the 1 year period, offices will renew the justification if situations still exist. Agencies will reserve requesting temporary removal of Government marking for ensuring employee or property safety against threatening situations, not to avoid public perception of misuse of Government vehicles.

Reporting Accidents. A motor vehicle accident is any occurrence that involves a Government vehicle (owned or leased) or a privately owned vehicle operated on official business, that results in property damage, injury or death, regardless of the extent of injuries or the dollar amount. PMO's will ensure that all agency owned and commercially leased vehicles contain the motor vehicle accident kit, including completing the "in case of emergency" information.

In the event of an accident employees will:

- obtain a police report,
- notify supervisor,
- complete form SF-91, Operator's Report of Vehicle Accident,
- request witnesses, if any, to complete and sign form SF-94, Statement of Witnesses,
- forward completed forms and information to the appropriate supervisor/APO.

The employee's official supervisor will investigate the incident and complete the supervisor portion of form SF-91. The supervisor will forward the completed accident report to the APO.

The APO will prepare form AD-112, including:

- description of damage,
- cost of replacement if vehicle is beyond repair, and
- recommendation for repair or disposal.

The APO will forward a completed form AD-112 and accident report, including police report and photographs to the APMO or REE PMO.

The APMO or REE PMO will:

- carry out responsibilities as the Tort Claim Representative (See P&P 227.1, Tort Claims),
- review form AD-112 and accompanying documents to determine if the employee should be relieved of liability,

- provide repair or disposal instruction to the APO, and
- enter the appropriate information in PMIS/PROP.

Insurance in Foreign Countries. According to Title 7, U.S.C. 2262, Employee Liability Insurance on Motor Vehicles in Foreign Countries, the Secretary of Agriculture has authority to obtain insurance to cover the liability of any USDA employee for damage to or loss of property, personal injury, or death caused by the act or omission of any such employee while operating a Government vehicle belonging to the United States in a foreign country. Employees are strongly encouraged to purchase motor vehicle insurance in a foreign country. Employees can be reimbursed or the agency will purchase insurance on behalf of the employee. The employee and the supervisor should work together to ensure the appropriate method.

Self-Service Fuel Stations. AGPMR 104-38-401-2 requires vehicle operators to use self service fuel pumps when purchasing commercial fuel. Exceptions are:

- non-availability of self-service pumps,
- physical limitations of operator,
- cost of fuel at full service is the same or lower than self-service,
- refusal by a fuel merchant to honor the Government fleet card at self service island, or
- severe weather conditions.

Energy Conversation. To comply with E.O. 12759, Federal Energy Management, agencies maintaining Government vehicles will increase fuel efficiency. In addition to acquiring economy-sized vehicles, alternative fuel vehicles, and alternative fuels, vehicle operators can help reduce agency fuel consumption by practicing these driving techniques:

- travel at reduced speeds, limiting maximum speeds to posted limits,
- avoid sudden stops or bursts of speeds,
- avoid idling for long periods of time,
- avoid overfilling the fuel tank, allowing for gasoline expansion,
- consolidate trips when possible,
- report mechanical malfunctions promptly, i.e., shaking steering, rough engine idle, etc.,
- follow manufacturers's suggested maintenance procedures, and
- purchase ethanol-blended fuels, when available.

24. Disposal of Motor Vehicles

When replacing motor vehicles, APO's will report vehicles under the exchange/sale authority and apply the proceeds to the purchase of a new vehicle or forward proceeds to the U. S. Treasury. If agencies have suspense accounts, they will retain the proceeds in the suspense account while waiting to purchase a replacement vehicle. Sales proceeds are available for use in

the fiscal year that the sale was made and the next fiscal year after. The appropriate PMO's are responsible for forwarding the appropriate accounting codes involved in motor vehicle acquisition and exchange sale transactions to their financial officer. See Section 13, Exchange/Sale Authority, and Section 14, Agency Administered Sales.

Procedures. Upon receipt and acceptance of a replacement vehicle, the APO will:

- remove replaced vehicle from service,
- prepare the vehicle according to Vehicle Preparation Guide (**See Exhibit T**),
- provide documentation to the APMO regarding ending odometer reading, vehicle condition, special features or accessories, and
- notify the APMO or REE PMO after removing vehicle from service.

APMO's may develop their own method to capture required information for reporting exchange/sale vehicles or use copies of form ARS-239, Vehicle Condition Questionnaire, if available.

GSA Sales. When the PMO elects to have GSA conduct the sale, the PMO will prepare form SF-126, Report of Personal Property for Sale, and submit it to GSA (**See Exhibit U**). PMO's will also forward an information copy of the SF-126 to their appropriate financial/budget officer. GSA will retain a portion of the proceeds to cover the administrative costs involved in conducting the sale. Include the following information on the form SF-126:

- report number,
- FSC code,
- original acquisition cost,
- name and address of reporting office,
- address where vehicle is located,
- name and address to receive sale documentation,
- appropriate financial clearing accounting information,
- PMO signature, and
- **complete vehicle descriptive information including vehicle identification number, odometer reading, and accurate condition code.**

When listing descriptive information, list vehicle equipment such as air conditioning, AM/FM radio, transmission type, any new equipment or repairs, etc. The descriptive information will include all relevant and factual details regarding the vehicle.

GSA will usually conduct a vehicle sale within 3 months. After award and payment, GSA forwards the purchaser's receipts and form SF-97, The United States Government Certificate of Release of a Motor Vehicle, to the buyer. The buyer will contact the office where the vehicle is located to make the arrangements to remove the vehicle. The APO will not release the vehicle unless the buyer displays the purchaser's receipt and form SF-97.

Agency Sales. The APMO can elect to conduct the vehicle sale and deposit all proceeds in the specific suspense account. The APMO will follow the competitive bid process discussed in Section 14, Agency Administered Sales. The APMO will ensure that all descriptive information regarding the vehicle is included (see information above). The APMO is responsible for preparing the form SF-97 for the buyer.

After the sale (regardless of who conducts), the APO will:

- remove and destroy vehicle tags,
- document destruction on form AD-112,
- sign purchaser's release documents, and
- forward a copy of all documentation to the appropriate PMO.

The appropriate PMO will:

- prepare form AD-107 identifying the amount of proceeds and the sales suspense account,
- forward form to the appropriate financial/budget officer, and
- remove the vehicle from PMIS/PROP.

25. Aircraft Management

ARS is the only REE agency with an aviation program. ARS uses its aircraft for research projects and the aircraft are specially modified to accommodate a variety of research equipment. Based on the research mission of the ARS aircraft, the Department granted ARS a waiver to OMB Circular -76, cost comparison requirement, for the agency-owned aircraft in the Southern Plains Area. However, ARS will follow Circular A-126 for aircraft operations reporting requirements.

FPMR 101-37 provides guidelines for efficient and effective management and use of Government aircraft. ARS will follow Federal Aviation Regulations (FAR), specifically Part 61, Certification: Pilots and Flight Instructors, Part, 67: Medical Standards and Certification, and Part 91: General Operating and Flight Rules.

Budget Requirements. Aircraft activity is subject to congressional control through the budgetary process. The program and budget guidelines establish the number of ARS aircraft. Projected changes, including additions, deletions, or replacement of any ARS aircraft are included in the Explanatory Notes submitted as a part of the ARS Department Estimates. After input from the APMO, the REE-PMO is responsible for preparing the Explanatory Notes and submitting them to the ARS Budget and Program Management Staff upon request.

Acquisition Requirements. Before acquiring additional aircraft, the APO will:

- submit requests through the budgetary process, and
- submit the documentation certifying compliance and attach it to the requisition. This applies whether the aircraft is acquired through excess or a new procurement. The APO will submit a copy to the REE-PMO.

Accountability. Aircraft are accountable property and the PMO is responsible for establishing accountability records in PMIS/PROP.

Accident/Incident Investigation and Reporting. According to aviation regulations, aircraft operators will report incidents and accidents to their agency management and to the Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB).

The research leader (RL), center director, or designated aircraft operations supervisor who is assigned responsibility for the aircraft will conduct the accident investigation and reporting requirements. They will complete form AD-112 and submit it to the APMO documenting the circumstances involved and the extent of the damages. The APMO will forward a copy of the agency report to the REE-PMO for annual reporting requirements.

Within 10 days of the accident/incident, the RL or designated aircraft operations supervisor will file a report with the nearest NTSB field office. The report will include:

- aircraft type and registration,
- owner and operator of aircraft,
- name of pilot in command,
- date and time of incident,
- last departure point and intended landing point,
- geographic position,
- number of persons aboard, number seriously injured or killed,
- nature of accident, including weather conditions, and extent of damage to the aircraft so far as known, and
- description of explosives, radioactive material, or other dangerous articles on board.

To the extent possible, the agency will preserve the aircraft wreckage, cargo, all records, including flight recording media, maintenance information, and voice recording pertaining to the operation and maintenance of the aircraft until the NTSB investigator-in-charge takes custody of the information.

The NTSB will conduct the official investigation. ARS is responsible for paying for expenses incurred by NTSB employees while conducting the investigation. The FAA, under a Reimbursable Agreement between the Department of Transportation and the NTSB may also conduct the investigation.

Agency Safety Programs. FPMR 101-37.12 requires agencies to establish agency aviation safety programs according to standard safety guidelines. Agencies will implement written agency specific standards as appropriate for the size and type of aircraft and the scope of operation and mission. Agency standards will meet or exceed Federal Aviation Regulations. Within ARS, the RL will designate an aviation operations supervisor who will ensure that program standards cover the following areas and include the specifics:

Administration:

- Management structure responsible for administration, operation, safety, training, maintenance, and financial needs of the operation.
- Roles, responsibilities, and authorities assigned to managers, pilots, etc., as applicable.
- Record keeping to record and track flight crew members flight and duty time, and training.
- Record and track maintenance duty time and training.
- Basic qualifications and requirements.

Operations:

- Duty time and flight time limitations.
- Compliance with notices and operational bulletins.
- Timely notification of management and initiating search and rescue operations in case of a lost or downed aircraft.
- Emergency procedures and equipment.

Maintenance:

- Maintenance and inspection programs.
- Compliance with flight notices, FAA directives, and manufacturers' bulletins as applicable to the types of aircraft, engines, etc.

- Applicable technical support and engineering documentation of aircraft and equipment installations.
- Quality control for replacement parts.
- Record and track maintenance actions, inspections, flight hours, cycles, etc.

Training:

- Initial and recurrent training appropriate for responsibilities and necessary operational skills of aviation personnel.

Safety:

- Identify and mitigate hazards.
- Communicating and reporting hazards, incidents, and accidents and disseminating safety/accident prevention information.
- Accident response and notification plan.
- Notification to NTSB of accidents and incidents.

Reporting Requirements. The Department requires the following reporting requirements for ARS aircraft:

- Fiscal year cost, utilization, and certification for agency owned, leased, and borrowed aircraft.

When submitting fiscal year cost, utilization, and certification reporting requirements, the designated aviation operations supervisor will complete form GSA-3552, Government Aircraft Cost and Utilization, for each aircraft. This form includes:

- aircraft location,
- aircraft type, registration (N) number, and serial number,
- the number of flying hours,
- fuel costs,
- direct maintenance materials costs,
- cost of direct maintenance labor costs,
- direct labor crew costs,
- operations overhead costs, and
- any additional remarks.

By December 1 each year, the aviation operations supervisor will submit the form, including a copy of the pilot medical certification, to the APMO. The APMO will review information to ensure it is complete and:

- maintain a copy of pilot medical certification on file in Area office,
- prepare a memorandum stating the continued need and cost effectiveness of fleet, and
- attach memorandum to copies of form GSA-3552's and forward to the REE-PMO.

The REE PMO will submit required information to the Department by January 2, each year.

Disposal Requirements. APO's will report excess aircraft, aircraft components, and accessories to their APMO. APMO's will report excess electronically to DEPPC who will forward to GSA, Region 9 and also forward an informational copy of the report to the REE PMO.

The APMO (or APO) will assist GSA, Region 9 with necessary information or transfer issues. If necessary, the APMO can contact Region 9 at the following address:

GSA/Pacific Rim Region (9FBP)
450 Golden Gate Avenue, 4th floor
San Francisco, CA 94102-3434
415-522-2858

After receiving the release documents from GSA, the APMO will:

- remove the aircraft from PMIS/PROP,
- prepare form GSA-3550 to remove aircraft from GSA inventory, and
- submit form and a copy of release document to the REE PMO.

The REE PMO will include disposal on annual aircraft reporting requirements to the Department and GSA.

26. Summary of Responsibilities

Director, Procurement and Property Division

- Overall responsibility for development, implementation, and administration of the REE property management program, with approval from the REE administrative officials.

Assistant Administrator for Management and Policy, CSREES

- Overall responsibility for the administration of the REE property management program to CSREES program officials.

Director, Central Operations Staff, Information Services Division, ERS

- Overall responsibility for the administration of the REE property management program to ERS program officials.

Associate Deputy Administrator for Field Operations, NASS

- Overall responsibility for the administration of the REE property management program to NASS program officials.

Area Administrative Officer, ARS

- Overall responsibility for the administration of the REE property management program to ARS Areas.
- Approve offers of unconditional gifts.

REE Property Management Officer (REE PMO), (Personal Property Group Leader)

- Develop, for the Director, PPD, and for REE program officials' review and approval, policies and procedures for effective use, accountability, control, and disposal of REE personal property.
- Provide management oversight for the REE personal property program.
- Serve as liaison between USDA property officials and PMO's for personal property issues.
- Provide guidance, advice, and assistance to APMO's on personal property issues.
- Provide property management operational support to ARS Headquarters, CSREES, ERS, NASS, and NASS-field.
- Monitor REE inventory status and suspense listings.
- Conduct physical inventories for REE Headquarters.
- Coordinate property pass issuing authority list for removing property from the USDA complex.
- Coordinate and forward REE applications for FEDS/SCREEN to GSA.

- Coordinate and forward reporting requirements for the REE property management program to Department.
- Serve as Agency Point of Contact (APC) for PCMS-fleet module.
- Perform PMO duties for REE Headquarters.

Area Property Management Officers (APMO), ARS

- Perform PMO duties for Area office (and locations if necessary.)
- Provide oversight management responsibility for the effective use, accountability, control and disposal of property within their respective Areas.
- Provide guidance, advice, assistance, and training to Area, location, and center personnel on personal property issues.
- Serve as the AAO's representative and liaison with AFM and GSA on property issues within the Area.
- Monitor Area inventory and suspense reports.
- Distribute monthly suspense listings to locations for reconciliation.
- Serve as the Local Fleet Program Coordinator (LFPC) for PCMS-fleet module.
- Monitor POOL card need and use within respective Area.
- Provide operational/management oversight for Area motor vehicle fleet program.
- Prepare and submit vehicle requisitions to GSA.
- Forward copies of vehicle requisitions to the REE PMO.
- Review offers and justifications and recommends approval for offers of gifts to AAO .

Location Administrative Officers (LAO), ARS

- Perform PMO duties for location offices.
- Manage an effective personal property program within respective location.
- Monitor location's inventory report.

- Reconcile location's suspense listing.
- Submit quarterly motor vehicle operational data to APMO.

Property Management Officers (PMO)

- Maintain and update official property records in PMIS/PROP.
- Designate appropriate individuals to serve as APO's.
- Instruct APO's on appropriate documentation for accountable property transactions.
- Provide guidance and assistance to respective staff on personal property issues.
- Conduct biennial physical inventories or designate APO to conduct.
- Provide instructions to individuals designated to conduct physical inventories.
- Reconcile physical inventory according to procedures.
- Establish internal procedures to review new acquisitions for possible excess.
- Report excess property for Departmental and Federal screening.
- Establish internal procedures for follow-up with GSA regarding outstanding excess reports.
- Review exchange/sale documents.
- Provide guidance to APO's when preparing "Sales" notice.
- Coordinate donation process for transfers of excess property under USDA's donation programs.
- Track donations of Federal excess to non-Federal recipients for annual reporting requirements.
- Provide guidance to APO's regarding property disposals.
- Authorize donation, abandonment, or destruction according to regulations.
- Review offers and justifications of gifts.

- Ensure APO's perform quarterly vehicle visual safety inspections.
- Update vehicle operational/maintenance data to PROP (when Voyager Fleet card is not used.)
- Distribute vehicle receipt package to APO's.
- Forward copies of GSA-Form 1781 to REE PMO for reporting requirements.

Accountable Property Officers, (APO's)

- Assign and control all personal property assigned to their work unit.
- Implement personal property policies and procedures.
- Ensure employees have adequate resources to secure property assigned to them.
- Provide PMO with appropriate written notice of accountable property acquisitions, transfers, loans, and disposals.
- Notify PMO when acquiring hazardous accountable property.
- Approve property passes as appropriate for loaned property, property for work at home, etc.
- Conduct physical inventories of accountable property (Field only).
- Prepare appropriate documentation to verify inventory discrepancies.
- Report excess Government property to PMO for disposal instructions.
- Maintain accountability and control of excess property pending disposal.
- Follow established procedures before disposing of Government property.
- Investigate and report all lost, stolen, or damaged property to PMO and other officials as necessary.
- Submit documentation to PMO for review prior to declaring eligible for exchange/sale.
- Donate excess property to eligible recipients, i.e., public bodies, or eligible schools or non-profit educational organizations under USDA donation programs.

- Explain penalties for unofficial use of Government vehicles to vehicle operators.
- Ensure vehicles are properly maintained and identified.
- Ensure fleet cards are secured when not in use.
- Ensure requests for home to work transportation and temporary home to work transportation are appropriately documented and submitted to PMO.
- Maintain vehicle dispatch records or logs.
- Report appropriate vehicle operational and maintenance data to PMO.

Employees

- Ensure proper use and care of Government property assigned to them, taking precautions to prevent theft or damage.
- Complete appropriate documentation before removing Government property from facility.
- Notify APO's to report any loss, damage, or excess to Government property assigned to them.
- Operate Government vehicles for official purposes only.
- Possess a valid state or District of Columbia driver's license when operating a Government vehicle.
- Request temporary overnight home to work transportation to prevent employee hardship, not for employee convenience.
- Submit requests for transportation of dependents in Government vehicle while on travel status on form AD-202, Travel Authorization.
- Notify supervisor if involved in a motor vehicle accident and complete written accident reports.
- Obey all state and local traffic laws while operating a Government vehicle.
- Practice driving techniques to increase fuel efficiency.

27. Glossary

Accountable Property. All personal property with an acquisition cost of \$5,000 or more, all leased property, and property the agency determines “sensitive.” Agencies will establish responsibility for accountable property and track items on an individual basis. The Department’s Office of Personal Property Management establishes the threshold for accountability.

AFV. Alternative Fueled Vehicles.

AGPMR. Agriculture Property Management Regulations.

APC. Agency Headquarters Point of Contact, responsible for the agency’s fleet program in PCMS-fleet.

APMO. Area Property Management Officer, ARS.

APO. Accountable property officers.

Appropriate Property Management Official (PMO). The LAO for property functions at ARS locations, the APMO for property functions at the ARS Area offices, and the REE PMO for ARS Headquarters, CSREES, ERS, and NASS.

As-Is. Furniture that is available without needing any repairs or reupholstering. Available through CEPO free of charge.

BOCC. Budget Object Classification Code, used by the Federal Government to record financial transactions according to the nature of services provided or services received.

CDSO. Collateral Duty Safety Officer.

CEPO. Centralized Excess Property Operation, under the Department’s Office of Operations, is the clearinghouse for excess and reutilization of personal property for USDA offices in the Washington Metropolitan Area. Also performs furniture rehabilitation services.

Compelling Operational Considerations. Circumstances where home-to-work transportation approval is essential to conduct official business or would substantially increase an agency’s efficiency and economy. Home-to-work transportation may be justified if other alternatives would involve substantial additional costs to the government or expenditures of an employee’s time. These circumstances are not limited to emergency or life threatening situations.

DEPPC. Departmental Excess Personal Property Coordinator is the clearinghouse for USDA excess property for offices outside the Washington Metropolitan Area.

Donee. State or local government agency or eligible non profit organization eligible to receive Federal surplus property or USDA excess under programs with specific legislative authority.

Excess Property. Personal property no longer needed by the owning agency.

Exchange/Sale. Process where eligible property is upgraded by the sale or trade-in of similar property and the proceeds are applied to reduce or offset the purchase price of a new like item.

FEDS/SCREEN. Federal Disposal System/Search by Computer and Request Excess by Electronic Notification, GSA's system for recording, tracking, and controlling the nationwide inventory of Federal excess and surplus property.

FEPP. Federal excess personal property.

Form AD-107. Report of Transfer or Other Disposition or Construction of Property.

Form AD-1071. USDA Excess Property Tag.

Form AD-112. Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property.

Form AD-185. Motor Vehicle Decal, Penalty for Unofficial Use.

Form AD-651. Motor Vehicle Accident Report Kit, includes form SF-91, Operator's Report of Motor Vehicle Accident, form SF-94, Statement of Witness, and CA-1, Employee Report of Traumatic Injury.

Form AD-700. Procurement Request.

Form AD-728. Request and Authorization for Home to Work Transportation.

Form AD-792. Vehicle Markings, For Official Use Only, United States Department of Agriculture.

Form AD-838. Purchase Order.

Form AD-873. Property Pass.

Form GSA-1781. Motor Vehicle Requisition.

Form-OF-15. Notice of Sale of Government Property.

Form OF-16. Sales Slip, Sale of Government Property.

Form REE-1. Receipt for Loaned Property.

Form SF-97. U. S. Government Certification to Obtain Title to a Vehicle.

Form SF-120. Report of Excess Personal Property.

Form SF-122. Transfer Order Excess Personal Property.

Form SF-126. Report of Personal Property for Sale.

FPMR. Federal Property Management Regulations.

FPS. Federal Protective Service.

Freeze Request. The process of reserving excess property for re-use.

FSC. Federal Supply Classifications, common classification group of personal property items.

GSA. General Services Administration.

Julian Date. Four-digit numeric number where the first digit represents the calendar year and the last three digits represent the day of the year (i.e. 9145 represents May 25, 1999).

LAO. Location Administrative Officer, ARS.

LFPC. Local Fleet Program Coordinators, in PCMS-fleet, responsible for the day-to-day operations of the fleet card program within their area of responsibility.

NFC. National Finance Center.

Nonreportable Property. Personal property that does not meet the criteria for reportable property, based on the acquisition cost, FSC group, and minimum disposal code. However, it is still reported to GSA for combined utilization and donation screening.

Obsolete Software. Department regulations defines as any version of software that is not the current version or the version released prior to the current version.

Passenger Vehicle. A sedan or station wagon.

PCMS-fleet. The fleet module for the Purchase Card Management System used for requesting Government fleet cards and feeding operational data to PMIS/PROP.

Personal Property. Property items that are transportable, and any item that is not considered real property. Personal property includes furniture, equipment, vehicles, boats, aircraft, supplies, etc.

Physical Inventory. Physical count of accountable property, required at least once every 2 years. Physical inventories verify property on-hand, identify unneeded property for reassignment and disposal, and identify requirements for additional acquisitions.

PMIS/PROP. Property Management Information System/Personal Property System is USDA's automated on-line inventory system that tracks accountable property from acquisition to disposal.

PMO. Property management officer. At the Area level this is the APMO, at the location level this is the LAO and at Headquarters this is the Leader, Personal Property Group, Procurement and Property Branch, PPD, AFM/ARS.

POOL Cards. Fleet credit cards that are not assigned to a particular vehicle. They are kept in reserve for use in emergency situations, or for motorized equipment that does not require licensing such as a chain saw, farm equipment, mower, etc.

PPG. Personal Property Group, Procurement and Property Branch, Procurement and Property Division, AFM/ARS.

Public Body. An agency or political subdivision of States, U. S. Territories and possessions, Commonwealth of Puerto Rico, the District of Columbia, and other Federal agencies that are eligible to receive surplus/excess property donated by the Federal Government. An organization that receives Federal or state funding.

REE Headquarters. In this Manual this includes ARS Headquarters, CSREES, ERS, NASS, and NASS field offices.

REE PMO. The Leader, Personal Property Group, Procurement and Property Branch, PPD, AFM/ARS.

Reportable Property. Individual items or groups of like items in the same FSC group, with an acquisition cost of \$5,000 or more, in better or equal to the disposal condition code listed by Federal supply classification, required for Federal screening.

SASP. State Agencies for Surplus Property, eligible to receive Federal surplus property through GSA donation programs. SASP's can transfer Federal surplus property to non-profit organizations.

Sensitive Property. Personal property that is subject to fraud, waste, and abuse, has a high level or visibility, or is auditable by oversight agencies. Within REE sensitive property includes firearms, law enforcement badges, and property on-loan to non-Federal recipients under the CSREES 1862/1890 Land Grant Federal excess personal property program.

SF-82. Agency Report of Motor Vehicle Data, annual report submitted to Congress through GSA.

Suspense Listing. A report that identifies property items that the agency has received, NFC has issued payment for, but the agency has not updated the feeder record in PMIS/PROP.

Vehicle Lease. Obtaining a vehicle by contract or other arrangement from GSA or a commercial source for 60 days or more. Leased vehicles are accountable property.

RICHARD G. IRWIN
Director
Procurement and Property Division

28. Exhibits

- A: Removing Government Property from USDA Complex, Form AD-873**
- B: Removing Government Property on Loan (REE HQ), Form REE-1**
- C: Removing Government Property on Loan (ARS Field), Form AD-107**
- D: Application for FEDS/SCREEN**
- E: Acquiring Excess from CEPO, Form AD-107**
- F: Transferring Accountable Property, Form AD-107**
- G: Reporting Lost, Stolen, or Damaged Property, Form AD-112**
- H: List of Excess Property Groups Reportable to GSA**
- I: List of GSA Regional Personal Property Offices**
- J: Reporting Excess Property, Form SF-120**
- K: Reporting Excess Property, Form AD-107**
- L: Reporting Unserviceable Property, Form AD-112**
- M: Notice of Sale of Government Property, Form OF-15**
- N: Sales Receipt, Form OF-16**
- O: Public Notice of Intent to Abandon/Destroy**
- P: Reporting Excess for Donation, Form AD-120**
- Q: Transferring Excess Property for Donation, Form SF-122**
- R: List of Eligible 1994, 1890, and 1862 Institutions**
- S: DR 5400-5, Home to Work Transportation**
- T: Vehicle Sale Preparation Guide**
- U: Reporting Property for Sale, Form**

1. AGENCY CODE NO 03	U.S. DEPARTMENT OF AGRICULTURE	2. PASS GOOD THIS DATE ONLY 7-9-98
3. PROPERTY PASS NO 03-98	PROPERTY PASS PRINT ALL INFORMATION	4. LOG BOOK NO. 002
<small>This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.</small>		
7. NAME OF PROPERTY HOLDER John Smith	8. BUILDING PROPERTY BEING REMOVED FROM Cotton Annex	
9. DESCRIPTION OF PROPERTY BEING REMOVED (include serial number if any) Printer, HP, MDL# 5M, SER# 233677		
6. REASON FOR REMOVAL Going to ARS, ITD, in the South Bldg.		
5. PROPERTY BELONGS TO ARS, AFM, PPD, PPG, PPB	11. PROPERTY STATUS (Use X) <input checked="" type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE <input type="checkbox"/> COMMERCIAL	
10. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	12. GOVERNMENT PROPERTY RETURN DATE	
<small>Form AD-873 (6/83)</small>		

U. S. Department of Agriculture
 Research, Education, & Economics Agencies

REE-1
 12/97

RECEIPT FOR LOANED PROPERTY

INSTRUCTIONS FOR ACCOUNTABLE PROPERTY OFFICERS: Complete this form when loaning Government-owned property to either an employee (for official work at home) or another Government unit. *Original:* Retain for your files. *1st Carbon Copy:* Forward to the ARS Personal Property Group if loaned items appear in the accountable property inventory; otherwise, discard. *2nd Carbon Copy:* If property is in accountable property inventory, keep until property is returned, then enter the return date and send to the ARS Personal Property Group; otherwise, discard. *3rd Carbon Copy:* Give to employee or loanee unit's APO upon return of property.

1. DESCRIPTION OF PROPERTY	2. SERIAL NUMBER	3. ISSUANCE DATE	4. RETURN DATE
PC, Laptop, Compaq	VXC4567098	6-23-98	
Printer, HP 5p	BC24577	6-23-98	

5. LOANING APO NAME Jerry Brown	6. AGENCY, DIVISION, BRANCH ARS, AFM, PPD, PPB	7. SIGNATURE AND DATE
---	--	-----------------------

The article(s) listed above have been received for use by the undersigned in connection with official duties and it is understood that I am financially responsible for such article(s).

8. LOANEE APO OR EMPLOYEE Yvonne Smith	9. AGENCY, DIVISION, BRANCH ARS, AFM, PPD, PPB	10. SIGNATURE AND DATE
--	--	------------------------

11. PURPOSE OF LOAN
To use while performing Official Government duties at home

1st Copy - ARS Procurement & Property Group - Upon Loan

United States Department of Agriculture		Report No. _____
Report of Transfer or Other Disposition or Construction of Property		Date <u>5-3-99</u>
1. Type of Transaction (Report each type separately) <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is	2. Authorization Reference 7430	3. Proceeds Received \$ _____
4. Reporting Agency USDA, ARS, SOUTHERN PLAINS AREA OFFICE		5. Receiving Agency (Or Name of Purchaser or Donee): USDA, ARS, SOUTHERN PLAIN AREA OFFICE
A. Organizational Unit PROPERTY OFFICE		A. Organizational Unit (Or Address of Purchaser) JOHN SMITH - (409) - 123-1234
B. 7607 EAST MARK DR. COLLEGE STATION, TX 77840		B. 3456 LAKE DR. COLLEGE STATION, TX 77840
C. Signature (SIGNATURE OF APO)		C. Signature (LOANEE EMPLOYEE)
D. Title ACCOUNTABLE PROPERTY OFFICER		D. Title ACCOUNTABLE PROPERTY OFFICER E. Date _____
6. Property Items		
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
AG0002080047	TYPERWRITER, SWINTEC, MDL# 640, SER# 31301230U ACQ DATE: 01-07-94, CONDITION CODE: 4 LOAN PERIOD: FROM 5-3-99 TO 11-2-99 FOR OFFICIAL GOVERNMENT DUTIES AT HOME	450.00
Certifications of Property and Fiscal Officers		
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of. B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.
Amount (\$) _____		Schedule No. _____
Signature _____	Date _____	Signature _____
		Date _____
This form was electronically produced by Ellis Federal Forms, Inc. Form AD-107 (11/89)		

**FEDS/SCREEN
APPLICATION FORM**

**THIS FORM MUST BE ATTACHED TO A APPROVED LETTER OF
AUTHORIZATION FROM THE ACCOUNTABLE PROPERTY OFFICER WITH
IN YOUR ORGANIZATION**

REQUIRED INFORMATION

1. NAME _____

2. PERSONALIZED PASSWORD (SHOULD BE 6 CHARACTERS OR LESS)

3. TELEPHONE NO./CITY & STATE PLEASE

4. AGENCY NAME USDA, YOUR AGENCY

5. AGENCY/BUREAU CODE IF YOU DON'T KNOW, DO NOT FILL IN.

1205

6. PERMISSION LEVELS:

SEARCH ONLY _____

SEARCH & FREEZE _____

Complete lines 1 thru 4 and 6.

United States Department of Agriculture		Report No. ARS-003-98023
Report of Transfer or Other Disposition or Construction of Property		Date 6-12-98
1. Type of Transaction (Report each type separately) <input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input checked="" type="checkbox"/> As-Is		3. Proceeds Received \$
2. Authorization Reference 80012341000		
4. Reporting Agency USDA, OO		5. Receiving Agency (Or Name of Purchaser or Donee): USDA, ARS, AFM
A. Organizational Unit Centralized Excess Property Operation (CEPO)		A. Organizational Unit (Or Address of Purchaser) ITD, JOHN SMITH - 720-1234
B. 3346 HUBBARD RD., LANDOVE MD		B. RM 1470 - SOUTH BUILDING
C. Signature		C. Signature (Signature of APO)
D. Title		D. Title
		E. Date
6. Property Items		
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
2 EA	CHAIR, ROTARY W/ARMS	
1 EA	TABLE, WOOD, approx, 72" x 34"	
1 EA	DESK, WOOD, DOUBLE PEDESTAL, OVERHANG, approx. 72" x 36"	
Certifications of Property and Fiscal Officers		
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of. B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.
		Amount (\$)
		Schedule No.
Signature	Date	Signature
		Date
This form was electronically produced by Elite Federal Forms, Inc.		Form AD-107 (11/89)

United States Department of Agriculture		Report No.
Report of Transfer or Other Disposition or Construction of Property		Date
1. Type of Transaction (Report each type separately) <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is	2. Authorization Reference 7010	3. Proceeds Received \$
4. Reporting Agency USDA, ARS, PPD, PPG A. Organizational Unit AO# HQ0311001092A B. RM 1304, SOUTH BLDG	5. Receiving Agency (Or Name of Purchaser or Donee): USDA, ARS, AFM, ITD A. Organizational Unit (Or Address of Purchaser) AO# HQ0324071050 B. RM 1470, SOUTH BLDG	
C. Signature (Signature of APO)	C. Signature (Signature of APO)	E. Date
D. Title	D. Title	E. Date
6. Property Items		
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
AG0002762092	Server, GATEWAY 2000, SER# 2655507, MDL# -DX2 ACQ.DATE: 10-20-94, CONDITION CODE: 5	5,641.00
AG0002671634	Server, AGI, SER# CNR21965716, MDL# 3DX ACQ. DATE: 12-10-92, CONDITION CODE: 5	5,430.00
AG0002871489	Server, GATEWAY2000, SER# 3907253, MDL#P ACQ.DATE: 04-03-96, CONDITION CODE: 4	6,045.29
	4	
	4	
Certifications of Property and Fiscal Officers		
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer: <input type="checkbox"/> A The sum indicated below has been received in payment for the property disposed of. <input type="checkbox"/> B The necessary entries have been made to adjust the accounting records.
	Amount (\$)	Schedule No.
Signature	Date	Signature
		Date
This form was electronically produced by Elite Federal Forms, Inc.		Form AD-107 (11/89)

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN, DAMAGED OR DESTROYED PROPERTY			3-5-98
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. TYPE OF PROPERTY <i>(Check only one-report each type separately)</i>		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i>	
<input type="checkbox"/> Unserviceable <input checked="" type="checkbox"/> Lost or Stolen <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed		USDA, ARS, AFM, CRS 1400 INDEPENDENCE AVE., SW RM 3550 WASHINGTON, DC 20250	
3. PROPERTY ITEMS <i>(See attachment for additional entries.)</i>			
QUANTITY <i>(Or property no.)</i>	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS, IF ANY	INVENTORY VALUE	EXPLANATION OR DISPOSAL INSTRUCTIONS <i>(Cannot be harmful to the environment)</i>
A AG0002991688	B PC, LAPTOP, GATEWAY, MDL# 56790 SER# TY234	C 3,975.00	D PC LOST DURING RENOVATION AND RELOCATION OF STAFF MEMBERS. POLICE REPORT COMPLETED CASE NUMBER: NCX0753465 OFFICER GREG BROWN BADGE # 6546 (3-4-98)
4. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER <i>(Signature of APO)</i>			5. DATE
			3-5-98
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION			
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross employee negligence involved; therefore, the case is returned to agency officials for appropriate action under the debt collection act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is referred to agency personnel officials for consideration of disciplinary action.			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION III - AUTHORIZATION FOR ABANDONMENT OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for abandonment or destruction in accordance with FPMR 101-45.5 based on any of the following determinations:			
<input type="checkbox"/> a. Property has no commercial value <input type="checkbox"/> c. Cost of care and handling exceed expected small lot sales proceeds <input type="checkbox"/> b. Health, safety or security considerations require immediate abandonment or destruction <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION IV - CERTIFICATION FOR COMPLETION OF ABANDONMENT OR DESTRUCTION: I certify that abandonment or destruction action for the items authorized by Section III was completed on this date in accordance with 1-3 (d).			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE
3. SIGNATURE OF WITNESS			4. DATE
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER <i>(The necessary entries have been made to adjust property records.)</i>			2. DATE
3. SIGNATURE OF FISCAL OFFICER <i>(The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)</i>			4. DATE
AD FORM 112 (12/88) This form was electronically produced by Elite Federal Forms, Inc.			

Reportable Excess Property

FSC Group	Description	Condition Code
10	Weapons	9
11	Nuclear Ordnance	N/R**
12	Fire Control Equipment	N/R
13	Ammunition	9
14	Guided Missiles (Except 1410, 1440)	9 (N/R)
15	Aircraft	9***
16	Aircraft Component	9
17	Aircraft Handling Equipment	N/R
18	Space Vehicles	7
19	Ships (Except vessels over 1500 gross tons)	8 (N/R)
20	Marine Equipment	N/R
22	Railway Equipment	9
23	Motor Vehicles Trailers	9
24	Tractors	9
25	Vehicular Equipment	2
26	Tires (Except 2610)	N/R (4)
28	Engines (Except 2805, 2810, 2815, 2840)	N/R (9)
29	Engine Accessories	9
30	Mechanical Power Equipment	N/R
31	Bearings	N/R

FSC Group	Description	Condition Code
32	Woodworking Machinery	9
34	Metalworking Machinery	9
35	Service Equipment	7
36	Industrial Machinery (Except 3690)	9 (N/R)
37	Agricultural Machinery	9
38	Construction Equipment	9
39	Materials Handling Equipment	9
40	Rope, Cable	9
41	Refrigeration Equipment	9
42	Firefighting Equipment	9
43	Pumps, Compressor	9
44	Furnace and Nuclear Reactors	4
45	Plumbing Equipment	7
46	Water Purification/Sewage Treatment Equipment	7
47	Pipes	9
48	Valves	4
49	Maintenance Equipment (Except 4921, 4923, 4925, 4927, 4931, 4933)	9 (N/R)
76	Books, Publications (Except 7610)	N/R (4)
77	Musical Instruments (Except 7710)	5 (9)
78	Recreational Equipment	5
79	Cleaning Supplies	5

FSC Group	Description	Condition Code
80	Brushes, Paints, Adhesives	4
81	Containers	8
83	Textiles (Except 8304, 8305)	N/R (9)
84	Clothing (Except 8455)	9 (N/R)
85	Toiletries	N/R
87	Agricultural Supplies	N/R
89	Subsistence (Except 8965)	N/R (2)
91	Fuels, Lubricants, Oils, and Water	3
93	Nonmetallic Fabricated Materials	2
94	Nonmetallic Crude Materials	N/R
95	Metals	5
96	Ores	4
99	Miscellaneous (Except 9905, 9910, 9999)	N/R (9)

Exhibit I

GSA Federal Supply Service Regional Personal Property Management Offices

Region	Address/Telephone Number	Areas of Responsibility
1	New England Region O'Neil Federal Office Building 10 Causeway Street, 3rd Floor, Rm. 347 Boston, MA 02222 U/D: 617-565-7324 Sales: 617-565-7315	CT, MA, ME, NH, RI, VT
2	Northeast & Caribbean Region 26 Federal Plaza, Rm. 20-112 New York, NY 10278 U/D: 212-264-2623 Sales: 212-264-2626	NJ, NY, PR, USVI
3	Mid-Atlantic Region Philadelphia, Pa Office Wanamaker Building 100 Penn Square East Philadelphia PA 19107-3396 U/D & Sales: 215-656-3938	DE, PA, WV
NCR	National Capital Region 470 L'Enfant Plaza East, SW, Suite 8100 Washington, DC 20407 U/D & Sales: 202-619-8968	Washington Metropolitan Area and nearby MD & VA Offices
4	Southeast Sunbelt Region 401 W. Peachtree Street, Rm. 2600 Atlanta, GA 30365 U/D & Sales: 404-331-0040	AL, FL, GA, KY, MS, NC, SC, TN
5	Great Lakes Region 230 S. Dearborn Street DPN34-6, Rm. 3400 Chicago, IL 60604-1696 U/D & Sales: 312-886-8996	IL, IN, MI, MN, OH, WI

Region	Address/Telephone Number	Areas of Responsibility
5	Great Lakes Region 230 S. Dearborn Street DPN34-6, Rm. 3400 Chicago, IL 60604-1696 U/D & Sales: 312-886-8996	IL, IN, MI, MN, OH, WI
6	Heartland Region 1500 East Bannister Road, Room 1102 Kansas City, MO 64131 U/D: 816-823-3719 Sales: 816-823-3706	IA, KS, MO, NE
7	Greater Southwest Region 819 Taylor Street, Room 7A07 Ft. Worth, TX 76102-6105 U: 817-978-2343 D: 817-978-8399 Sales: 1-800-495-1276	CO, MT, ND, SD, UT, WY
8	Rocky Mountain Region 8 P. O. Box 25506 DFC, Bldg. 41 Denver, CO 80225-0506 U: 303-236-7704 D: 303-236-7707 Sales: 303-236-7705	CO, MT, ND, SD, UT, WY
9	Pacific Rim Region 450 Golden Gate Avenue San Francisco, CA 94102-3434 U/D: 415-522-3031 Sales: 415-522-3032	AZ, CA, HI, NC, (CM, AS, GU)
10	Northwest/Arctic Region 400 15th Street, SW Auburn, WA 98001-6599 U/D: 253-931-7934 Sales: 253-931-7571	AK, ID, OR, WA

PAGE 1 OF

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO.	2. DATE MAILED	3. TOTAL COST \$	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")		<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED		<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D		(Also check "e" and/or "f" if appropriate) <input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV	
5. TO (Name and Address of Agency to which report is made) THRU USDA, ARS, AFM, PPD, PPG 1400 INDEPENDENCE AVE., SW, RM 3M00 WASHINGTON, DC 20250				6. APPROP. OR FUND TO BE REIMBURSED (if any)			
7. FROM (Name and Address of Reporting Agency) USDA, NASS, AREA FRAME SECTION 3251 OLD LEE HWY., RM 301 FAIRFAX, VA 22030				8. REPORT APPROVED BY (Name and Title) John Smith, Accountable Officer			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) DIANE - (703) 235-1111/148				10. AGENCY APPROVAL (If applicable)			
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) BLOCK 7, ATTN: DIANE SMITH - (703) 235-1111				12. GSA CONTROL NO.			
13. FSC GROUP NO. 70	14. LOCATION OF PROPERTY (If location is to be abandoned give date) BLOCK 7			15. REIM/REQD YES NO		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
1	PC. GRID, SER# GP01156, MDL# GRIDPAD ACQ. DATE: 12-05-85 NFC-ID: AG0002012593		EA	1	1,556.50	1,556.50	
2	PC. GRID, SER# GP01220, MDL# 1900 ACQ. DATE: 05-27-88 NFC-ID: AG0002688852	4	EA	1	1,200.00	1,200.00	

STANDARD FORM 120 REV. (Use Standard Form 120A for Continuation Sheets) APRIL 1957 EDITION PREVIOUS EDITION USABLE

This form was electronically produced by Elite Federal Forms, Inc.

United States Department of Agriculture		Report No.
Report of Transfer or Other Disposition or Construction of Property		Date
1. Type of Transaction (Report each type separately) <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is	2. Authorization Reference 7430	4-1-99 3. Proceeds Received \$
4. Reporting Agency USDA, ARS, AFM, HUMAN RESOURCES DIV. A. Organizational Unit HQ, 03-24-0710-60, Southern Services Branch, B. BOF, BELTSVILLE, MD 20705	5. Receiving Agency (Or Name of Purchaser or Donee): USDA, ARS, AFM, PPD, PPB A. Organizational Unit (Or Address of Purchaser) PERSONAL PROPERTY GROUP B. 1400 INDEPENDENCE AVE, SW, STOP # 0311 WASHINGTON, DC 20250	
C. Signature	C. Signature	
D. Title ACCOUNTABLE PROPERTY OFFICER	D. Title PROPERTY MANAGEMENT OFFICER	E. Date
6. Property Items		
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
1	TYPERWRITER, IBM, MDL# 640, SER# 31301230U ACQ DATE: 01-07-93, CONDITION CODE: 4	350.00
Certifications of Property and Fiscal Officers		
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of. B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.
Signature _____ Date _____		Amount(\$): _____ Schedule No. _____ Signature _____ Date _____
This form was electronically produced by Ellis Federal Forms, Inc. Form AD-107 (11/85)		

U.S. DEPARTMENT OF AGRICULTURE REPORT OF UNSERVICEABLE, LOST, STOLEN, DAMAGED OR DESTROYED PROPERTY		PROPERTY REPORT NO.	DATE
			7-3-98
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. TYPE OF PROPERTY <i>(Check only one-report each type separately)</i>		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i>	
<input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed		USDA, NASS, DE, SSO 2320 SOUTH DUPOINT HIGHWAY DOVER, DE 19901	
3. PROPERTY ITEMS <i>(See attachment for additional entries.)</i>			
QUANTITY <i>(Or property no.)</i>	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS, IF ANY	INVENTORY VALUE	EXPLANATION OR DISPOSAL INSTRUCTIONS <i>(Cannot be harmful to the environment)</i>
A	B	C	D
AG0002474336	PC, IBM, MDL # PS/2 SER# 4036589 ACQ. DATE: 4/16/90, CONDITION CODE: X	5,365.00	
AG0002564321	SEVER, GATEWAY, MDL# 486/33 SER# 16971140 ACQ. DATE: 2/09/90, CONDITION CODE: X	5,370.00	
4. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER <i>(Signature of APO)</i>			5. DATE
			7-3-98
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross employee negligence involved; therefore, the case is returned to agency officials for appropriate action under the debt collection act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is referred to agency personnel officials for consideration of disciplinary action.			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION III - AUTHORIZATION FOR ABANDONMENT OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for abandonment or destruction in accordance with FPMR 101-45.5 based on any of the following determinations:			
<input checked="" type="checkbox"/> a. Property has no commercial value <input type="checkbox"/> c. Cost of care and handling exceed expected small lot sales proceeds <input type="checkbox"/> b. Health, safety or security considerations require immediate abandonment or destruction <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER <i>(Signature of Appropriate Official)</i>			3. DATE
SECTION IV - CERTIFICATION FOR COMPLETION OF ABANDONMENT OR DESTRUCTION: <i>I certify that abandonment or destruction action for the items authorized by Section III was completed on this date in accordance with 1-3 (d).</i>			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE
3. SIGNATURE OF WITNESS			4. DATE
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER <i>(The necessary entries have been made to adjust property records.)</i>			2. DATE
3. SIGNATURE OF FISCAL OFFICER <i>(The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)</i>			4. DATE
AD FORM 112 (12/88)		This form was electronically produced by Elite Federal Forms, Inc.	

OPTIONAL FORM 15
DECEMBER 1960
GSA CIRCULAR NO. 226

SALE

**GOVERNMENT
PROPERTY**

5010-101

Consisting of .. Monitors - Fax Machines,
Miscellaneous ADPE.
.....

By .. Agricultural Research Services
.....

Time and Date .. 2:00 p.m. 7/14/98
.....

at .. CEPO, 3346 Hubbard Rd.
Landover, MD 20782
.....

Inspection By appointment
.....

For Additional Information Contact .. Harvey Jone - 202-720-1111
at .. 1400 Independence Ave., S.W., RM 0032, Washington DC 20250
.....

Refer to Sale No. .. 98- 734
.....

GPO:1981 O-878201

MANUAL 221.1		
SALES SLIP		
SALE OF GOVERNMENT PERSONAL PROPERTY		NO.
SELLING AGENCY USDA, ARS		DATE OF SALE 1/12/95
BUYER'S NAME AND ADDRESS		SALE NO. 95-02
		REGISTRATION NO. (if any) 14
ALL PROPERTY LISTED BELOW MUST BE PAID IN FULL AND REMOVED BY		DATE
ITEM OR LOT NO.	DESCRIPTION	PRICE
3	Lawn Mowers	\$36.00
2	Weed Eaters	\$15.00
REIMBURSABLE ACCOUNT NO (if any)		
TOTAL AMOUNT		\$51.00
PAYMENT RECEIVED FOR GOVT	BY (Signature)	PAID ON DATE OF SALE
	BY (Signature and date)	BALANCE DUE
		\$25.00
		\$26.00
NOTICE TO BUYER		
<p>This copy is to be retained by the buyer. When full payment is made, this copy will be so marked. An additional copy will be issued to the property custodian authorizing release of the property. Sign the release copy when the property is received. Please note the deadline date for final payment and removal of property indicated above. This sales slip is accepted subject to the General Sale Terms and Conditions of SF114-C, a copy of which is on file and will be made available upon request.</p>		
1. BUYER'S COPY	80	<small>OPTIONAL FORM 18 DECEMBER 1990 GSA Circular No. 226</small>
7/5/95		page 1 of 1

Date Posted: _____

PUBLIC NOTICE
OF
ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY

NOTICE:

Notice is hereby given that the United States Department of Agriculture proposes to initiate abandonment or destruction procedures for the following surplus Government property:

Item Name: _____

General Description: _____

FSC or NSN: _____

Quantity: _____

Condition: _____

Total Acquisition Cost: _____

DONATION:

Beginning on _____, until close of business _____, the above property will be available for donation to public bodies. After this time, all remaining property will be abandoned or destroyed, in accordance with applicable Government disposal regulations.

SALE:

In addition to the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.

INSPECTION:

This property is available for inspection at _____ from _____ to _____, Monday through Friday, excluding holidays and weekends. Interested parties are invited to contact: _____.

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO.		2. DATE MAILED		3. TOTAL COST \$	
4. TYPE OF REPORT (Check one of "a," "b," "c," or "d")		<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED <input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D		(Also check "e" and/or "f" if appropriate)		<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV			
5. TO (Name and Address of Agency to which report is made) THRU USAD, ARS, AFM, PPD, PPG 1400 INDEPENDENCE AVE., SW, STOP # 0311 WASHINGTON, D.C. 20250						6. APPROP. OR FUND TO BE REIMBURSED (if any)			
7. FROM (Name and Address of Reporting Agency) USDA, ERS, ISD 1800 M. ST. NW, RM S0002 WASHINGTON, DC 20250						8. REPORT APPROVED BY (Name and Title) JOHN SMITH, ACCOUNTABLE OFFICER			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) TERRY SMITH - (202) 694-1234						10. AGENCY APPROVAL (if applicable)			
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) BLOCK 7, ATTN: TERRY SMITH						12. GSA CONTROL NO.			
13. FSC GROUP NO. 70		14. LOCATION OF PROPERTY (if location is to be abandoned give date) BLOCK 7		15. REIM/REQD YES NO		16. AGENCY CONTROL NO.		17. SURPLUS RELEASE DATE	
18. EXCESS PROPERTY LIST		COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)		
ITEM NO. (a)	DESCRIPTION (b)				PER UNIT (f)	TOTAL (g)			
1	PC, GATEWAY, MDL# E-3200. SER#1234444. ACQ. DATE: 12-16-98	4	EA	1	1,550.00	1,550.00			
2	MONITOR, GATEWAY, MDL: VMTRON SER#URT0001 ACQ. DATE: 12-16-98	4	EA	1	330.00	330.00			
Would like to donate these items under the Stevenson-Wydler Technology Innovation Act. of 1980 (P.L. 102-245)									

STANDARD FORM 120 REV. (Use Standard Form 120A for Continuation Sheets) PREVIOUS EDITION USABLE
APRIL 1957 EDITION
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STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315	TRANSFER ORDER EXCESS PERSONAL PROPERTY	1 ORDER NO. 2 DATE <p style="text-align: right;">9-25-97</p>				
3. To: USDA, ARS, AFM, PPD, PPB, PPG 1400 Independence Ave., Stop # 0311 Washington, DC 20250		4. ORDERING AGENCY (Full name and address)* Loudoun County High School 415 Dry Mill Road, S. W. Leesburg, Virginia 22075				
5. HOLDING AGENCY (Name and address)* USDA, ERS, ISD 1301 New York Ave., Rm 112 Washington, DC 20005		6. SHIP TO (Consignee and destination)* Loudoun County High School 415 Dry Mill Road, S. W. Leesburg, Virginia 22075				
7. LOCATION OF PROPERTY USDA, ERS, ISD 1301 New York Ave., Rm 112 Washington, DC 20005		8. SHIPPING INSTRUCTIONS ORDERING AGENCY WILL PICK-UP				
9. ORDERING AGENCY APPROVAL A. SIGNATURE _____ B. DATE _____		10. APPROPRIATION SYMBOL AND TITLE				
C. TITLE _____		11. ALLOTMENT _____ 12. GOVERNMENT B/L NO. _____				
13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
AG0002597544	0001	PC W/MONITOR, IBM, SER#231152656, MDL# 55 ACQ. DATE: 09-07-90, FSC GROUP: 70	SE	1	2,454.00	2,454.00
AG0002960422	0002	PC W/MONITOR, IBM, SER#23XVT84, MLD# 8550 ACQ. DATE: 09-07-90, FSC GROUP: 70	SE	1	2,500.00	2,500.00
AG0002453555	0003	PC, W/MONITOR, IBM, SER# 239063727, MDL# 70 ACQ. DATE: 09-01-89, FSC GROUP: 70	SE	1	4,999.00	4,999.00
AG0002501475	0004	PC, W/MONITOR, IBM, SER# 236538040, MDL# 80 ACQ. DATE: 02-07-90, FSC GROUP: 70	SE	1	7,553.62	7,553.62
Donated under the Stevenson-Wydler Technology Innovation Act. of 1980, P. L. 102.245. *COMPLETE BLOCK 9, and return to USDA, ARS, AFM, PPD, PPB, PPG 1400 Independence Ave., S. W. Stop# 0311 Washington, DC 20250-0311						
14. APPROVAL A. SIGNATURE _____ B. TITLE _____ C. DATE _____ <p style="text-align: right;">USDA, Property Management Officer</p>						
FOR GSA USE ONLY	AGENCY AND LOCATION		FSC	CONDITION	SOURCE CODE	
	AGENCY	STATE				

* Include ZIP Code

This form was electronically produced by Elite Federal Forms, Inc.

122-111

Exhibit R

1994 Land Grant Colleges & Universities

Navajo Community College Tsaile, AZ	United Tribes Technical College Bismark, ND
D-Q University Davis, CA	Little Hoop Community College Fort Totten, ND
Haskell Indian Nations University Lawrence, KS	Standing Rock College Fort Yates, ND
Bay Mills Community College Brimley, MI	Nebraska Indian Community College Winnebago, NE
Fond du Lac Tribal and Community College, Cloquet, MN	Southwest Indian Polytechnic Institute Albuquerque, NM
Leech Lake Tribal College Cass Lake, MN	Crownpoint Institute of Technology Crownpoint, NM
Stone Child Community College Box Elder, MT	Institute of American Indian Arts Santa Fe, NM
Blackfeet Community College Browning, MT	Oglala Lakota College Kyle, SD
Little Big Horn College Crow Agency, MT	Cheyenne River Community College Eagle Butte, SD
Fort Belknap Community College Harlem, MT	Sinte Gleska University Rosebud, SD
Dull Knife Memorial College Lame Deer, MT	Sisseton Wahpeton Community College Sisseton, SD
Salish Kootenai College Pablo, MT	Northwest Indian College Bellingham, WA
Fort Peck Community College Poplar, MT	Lac Courte Oreilles Ojibwa Community College Hayward, WI
Turtle Mountain Community College Belcourt, ND	College of the Menominee Nation Keshena, WI
Fort Berthold Community College New Town, ND	

1890 Land Grant Institutions

Alabama A&M University Normal, AL	Alcorn State University Lorman, MS
Tuskegee University Tuskegee, AL	Lincoln University Jefferson City, MO
University of Arkansas Pine Bluff, AR	North Carolina A&T State University Greensboro, NC
Delaware State University Dover, DE	Langston University Langston, OK
Florida A&M University Tallahassee, FL	South Carolina State University Orangeburg, SC
Fort Valley State University Fort Valley, GA	Tennessee State University Nashville, TN
Kentucky State University Frankfort, KY	Prairie View A&M University College Station, TX
Southern University and A&M College Baton Rouge, LA	Virginia State University Petersburg, VA
University of Maryland-Eastern Shore Princess Anne, MD	

1862 Land Grant Colleges & Universities

Auburn Univ. Auburn, AL	Univ. of Maine Orono, ME	Pennsylvania St. Univ. University Park, PA
Univ. of Arkansas Fayetteville, AR	Univ. of Maryland College Park, MD	Univ. of Puerto Rico Mayaguez, PR
Univ. of Arizona Tucson, AZ	Univ. of Massachusetts Amherst, MA	Univ. of Rhode Island Kingston, RI
Univ. of California Oakland, CA	Michigan St. Univ. East Lansing, MI	Clemson Univ. Clemson, SC
Colorado St. Univ. Fort Collins, CO	Univ. of Minnesota St. Paul, MN	South Dakota St. Univ. Brookings, SD
Univ. of Connecticut Storrs, CT	Mississippi St. Univ. Mississippi State, MS	Univ. of Tennessee Knoxville, TN
Univ. of D.C. Washington, DC	Univ. of Missouri Columbia, MO	Texas A&M Univ. College Station, TX
Univ. of Florida Gainesville, FL	Montana St. Univ. Bozeman, MT	Utah State Univ. Logan, UT
Univ. of Georgia Athens, GA	NC State Univ. Raleigh, NC	Univ. of Vermont Burlington, VT
Univ. of Hawaii Honolulu, HI	North Dakota S. Univ. Fargo, ND	Univ. of Virgin Islands St. Croix, VI
Univ. of Idaho Moscow, ID	Univ. of Nebraska Lincoln, NE	VA Polytech Institute & St. Univ. Blacksburg, VA
Univ. of Illinois Urbana, IL	Univ. of Nevada Reno, NV	Washington State Univ. Pullman, WA
Purdue Univ. West Lafayette, IN	Rutgers Univ. New Brunswick, NJ	West Virginia Univ. Morgantown, WV
Iowa State Univ. Ames, IA	New Mexico S. Univ. Las Cruces, NM	Univ. of Wisconsin Madison, WI
Kansas St. Univ. Manhattan, KS	Cornell Univ. Ithaca, NY	Univ. of Wyoming Laramie, WY
Univ. of Kentucky Lexington, KY	Ohio State Univ. Columbus, OH	
Louisiana St. Univ. Baton Rouge, LA	Oklahoma St. Univ. Corvallis, OR	

DEPARTMENTAL REGULATION		NUMBER: 5400-5
SUBJECT: Use of Government Vehicle for Home-to-Work Transportation	DATE: February 9, 1990	
	OFF: Office Of Operations	

1 PURPOSE AND SCOPE

This regulation establishes, as required by Pub. L. No. 99-550, (31 U.S.C. 1344) and Federal Property Management Regulation Amendment A-42, the Secretary's policy, procedures and approvals for the use of Government vehicles for home-to-work transportation. This regulation applies only to the use of home-to-work transportation for employees on normal duty (non-travel) status performing assigned duties at their place of employment. This regulation does not apply to the use of Government vehicles when:

- a used in conjunction with official travel to perform temporary duty assignment away from a designated or regular place of employment, or
- b the employee's residence is his/her official duty station and a record is on file showing the supervisor's approval.

This regulation is effective upon issuance.

2 POLICY

An employee is allowed to use a Government provided vehicle for transportation to and from work only when that use is consistent with this regulation or has been approved in advance by the Secretary. All instances of home-to-work transportation must be documented fully with necessary reports, logs, or records of such use. Form AD-728, Request and Authorization for Home-to-Work Transportation, is to be used for this purpose.

The use of Government vehicles between an employee's residence and his/her place of employment shall be limited to:

- a The Secretary and Deputy Secretary.

- b Employees engaged in field work, as defined in Section 3. The Secretary has determined that the job series listed in Attachment A are authorized home-to-work transportation when actually performing field work and then only to the extent that such transportation will substantially increase the efficiency and economy of the Government. If circumstances require that field work only be performed on an intermittent basis, the agency must establish procedures to ensure that the Government vehicle is used only when field work is being performed.
- c Other employees, when use is in response to a highly unusual circumstance which presents a clear and present danger, when emergencies exist, or when other compelling operational considerations make such transportation essential to the conduct of official business.
- d Employees engaged in criminal law enforcement and protective services duties when the use is essential for the safe and effective performance of those duties.

Employees who use vehicles for home-to-work transportation may be subject to fringe benefit withholdings as explained in Departmental Regulation 2600-1.

3 DEFINITIONS

- a **Government Vehicle.** Any motor vehicle, aircraft, boat, ship or other similar means of transportation that is owned or leased (including non TDY rentals) by the United States Government or has come into possession or control of the Government by other means, such as forfeiture or donation
- b **Residence.** The primary place where an employee resides and from which the employee commutes to his/her place of employment. The term “residence” is not synonymous with “domicile” as that term is used for taxation or other purposes, not does this regulation affect the provisions set forth in the Federal Travel Regulations for employees on temporary duty (TDY) away from their designated or regular place of employment.
- c **Place of Employment.** Any place within the accepted commuting areas as determined by the agency for the locality involved where an employee performs his/her business, trade, or occupation even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work including locations where meetings, conferences, or other official functions take place.
- d **Field Work.** Official work performed by an employee whose job requires the employee's presence at various locations that are at a distance from the employee's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or sue outside that area) or at a remote location that is accessible only by Government-provided transportation. The designation of a work site as a field office does not, of itself, permit the use of a Government vehicle for home-to-work transportation.

Examples of employees involved in field work include, but are not limited to, meat inspectors, and certain law enforcement officers, whose jobs require travel to several locations during the course of the work day. The field work exception may be used (1) when the employee's workday begins at his or her official Government duty station, or (2) when the

employee normally commutes to a fixed location no matter how far removed from his or her official duty station; i.e., Plant Protection and Quarantine Officers assigned to airports since these employees are not performing field work.

- e **Criminal Law Enforcement.** Official work related to the enforcement of Federal criminal laws by a law enforcement officer. A law enforcement officer is an employee whose primary duties are the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States.
- f **Protective Services.** Official work providing authorized personal security to Department officials.
- g **Clear and Present Danger.** Highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where: (1) the danger is real, not imaginative and is immediate or imminent, not merely potential; and (2) a showing is made that the use of a Government vehicle would provide protection not otherwise available
- h **Emergency.** Circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided, and there is no other way to transport an employee.
- i **Compelling Operational Considerations.** Circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal Agency's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life and death situations.

4 RESPONSIBILITIES

a **Agency Heads** will:

- (1) Designation officials to sign Form AD-728 when (1) a request for home-to-work transportation must be forwarded to the Secretary for approval, (2) it is being used to document the use of a Government vehicle under the field work definition, or (3) it is being used to document the use of Government vehicles for employees whose residences are designated as their duty station.
- (2) Ensure that requests for justified and are submitted for the Secretary's approval for home-to-work transportation only when such use will substantially increase the efficiency and economy of the Government. The comfort and convenience of an employee shall not be considered as Justification for such authorization.

Agencies may have situations where it is more cost effective to the Government to provide an employee a Government vehicle for home-to-work use rather than have the employee travel long distances to pick up a vehicle then drive back towards or beyond this/her residence to perform his/her job. In these situations, of practicable, agencies should consider basing the vehicle at a Government facility located near the employee's Job site. If such a solution is not feasible, the agency must decide if the use of the

vehicle qualifies under the compelling operational considerations as defined in this regulation.

- (3) Ensure that the appropriate records, logs, and reports are maintained to substantiate the necessity for an employee's authorization to use home-to-work transportation.
- (4) All field work determination for use of home-to-work transportation including job series listed in Attachment A must be recertified to the secretary every two years.

b Office of Operations (OO) will:

- (1) Coordinate requests for the Secretary's approval for home-to-work transportation described in Section 2c;
- (2) Ensure that requests are adequately justified;
- (3) Return a signed copy of each approved authorization to the requesting agency; and
- (4) Submit copies of approved requests to the Committee on Government Operations, United States House of Representative, no later than 30 days after approval.
- (5) Obtain the Secretary's approval for updates as necessary to the job series listed in Attachment A and recertification of the entire listing at least every two years.

5 PROCEDURES FOR REQUESTING APPROVAL BY THE SECRETARY

- a Should agencies find that employees in other occupational series need to be included in Attachment A because they involve field work, requests must be forwarded to the Personal Property Management Division, OO, for approval by the Secretary. Such requests should include the type of work performed and circumstances requiring use between an employee's residence and assigned work station.
- b The requesting agency must submit an original and three copies of Form AD-728 to the Personal Property Management Division, OO, for each individual request for home-to-work transportation in unusual circumstances that present a clear and present danger, an emergency, or a compelling operational consideration. These requests must be submitted and approved in advance of the use of the Government vehicle for home-to-work transportation. The Agency Head or designee must approve requests before submission to OO. The initial duration of a determination for use shall not exceed 15 calendar days. Should circumstances justify that the home-to-work transportation continue beyond the 15-day period, the Secretary may approve a subsequent request for a duration of 90 calendar days. At the end of the 90-day period, the Secretary may authorized an additional extension of 90 calendar days and continue this process as long as circumstances justifying home-to-work transportation continue to exist.

Requests should be handled in the most expedient manner possible (i.e., overnight mail, hand delivery, telecopier, electronic mail, or other means) to expedite submission to the Secretary for approval. In cases where it is physically impossible to secure the prior approval of the Secretary, an agency official may authorize short-term uses of vehicles for home-to-work transportation of the circumstances meet one of the situations listed in Attachment B, Contingency Determinations. However, the request must still be submitted for post-approval by the Secretary.

6 RECORDS AND REPORTS

Each agency will maintain logs or other records necessary to establish that any home-to-work transportation was used for official purposes and must be easily accessible for audit purposes. These logs and records should contain, at a minimum, the following information:

- a Name and title of the employee (or other identification, if name is confidential) using the Government vehicle;
- b Name and title of the person authorized the use;
- c Identification of the Government vehicle;
- d Date;
- e Location;
- f Duration of home-to-work transportation; and
- g Circumstances requiring the home-to-work transportation.

Departmental Form Ad-728 contains the above information and must be used to request individual approvals by the Secretary. Agencies may also use it for the documentation required for other home-to-work transportation. Form AD-728 is available from the Consolidated Forms and Publications Distribution Center, Landover, Maryland.

APPENDIX A JOB SERIES DESIGNATED TO PERFORM FIELD WORK AND AUTHORIZED TO USE GOVERNMENT VEHICLES FOR OFFICIAL PURPOSES TO AND FROM AN EMPLOYEES RESIDENCE.

SERIES	OCCUPATION
341	Administrative Officer
393	Communications Specialist
401	General Biological Science
404	Biological Technician
414	Entomologist or Quality Control
421	Plant Protection and Quarantine Aid
435	Plant Pathologist
436	Plant Protection and Quarantine Officer
440	Research Genetist, Plant
454	Range Conservation
455	Range Technician
457	Soil Conservationist
458	Soil Conservationist Technician
460	Forestry
462	Forestry Technician
470	Soil Science
471	Agronomy
475	Agricultural Management Specialist
482	Fishery Biology
486	Wildlife Biology
487	Animal Science
499	Biological Science Student Trainee
510	Accountant
701	Veterinary Medical Officer
704	Animal Health Technician
711J	Automation Coordinator
801	General Engineering
802	Engineering Technician
807	Landscape Architecture
808	Architecture
809	Construction Control
810	Civil Engineering
811	Engineer
811J	County Office Reviewer
817	Surveying Technician
830	Mechanical Engineering
890	Agricultural Engineer
1101	General Business and Industry
1130	Public Utilities Specialist
1145	Agricultural Program Specialist
1147	Market Reporter

Appendix A

1165	Loan Specialist
1320	Chemistry
1382	Food Technologist
1801	General Inspection, Investigation and Compliance
1802	Compliance Inspection and Support
1810	Investigator
1811	Criminal Investigating
1850	Warehouse Examiner
1863	Food Inspector
1899	Student Trainee, Investigator
1980	Agricultural Marketing Specialist or Inspector
2181	Aircraft Operator
3502	Laboring
4749	Maintenance Mechanic
5715	Road Sweeper Operator
5823	Automotive Mechanic

APPENDIX B

CONTINGENCY DETERMINATIONS

The Secretary has determined that there are situations that will arise which cannot be foreseen in advance that may require the authorization of home-to-work transportation.

Listed below are situations where the Secretary approves short-term uses of vehicles for home-to-work transportation when such situation needs do not permit prior approval by the Secretary, and the Agency Head or his designee validates the urgency. However, post-approval shall be requested within 15 calendar days and such post-approval request shall cover the entire period of use.

SITUATIONS

Active Wildfires
High Fire Danger
Earthquakes
Volcanic Activity
Flood
Storms

Notification to employees of a clear and present danger, emergency situations, or compelling operational consideration that is received too late in the day to obtain the approval of the Secretary before the employee must report to the place of employment.

VEHICLE PREPARATION GUIDE

When a vehicle is transferred to another Federal Agency, sold, donated, or otherwise disposed of, prepare vehicle as follows:

1. Remove identification tags and decals.
2. Clean interior and exterior.
3. Inflate tires.
4. Bring oil to full level.
5. Start engine periodically.
6. Maintain battery charge.
7. Obtain necessary receipts when vehicles are picked up.

Removal of Government License Tags

Upon the receipt and acceptance of a replacement vehicle, the APO shall destroy Government license tags and prepare form AD-112, reporting destruction to the PMO.

Removal of Decals

Pressure-sensitive decals can be removed from vehicle surfaces with little damage to paint provided reasonable care is exercised using a solution of 75 percent M.E.K. (methyl-ethyl-ketone) and 25 percent toluol in the following manner:

- a. Cover the legend with an absorbent material such as a paper towel.
- b. Wet absorbent material with solution and leave in place for 3-4 minutes.
- c. Remove absorbent material carefully. Most of the decal will come off with removal.
- d. Wipe away remaining residue with a cloth soaked with the mixture.

If the above solution is not available, a methylene chloride base paint and varnish remover can be used as follows:

- a. Mask around legend, leaving 1/16" gap between tape and legend. Brush on paint remover.
- b. A few seconds later scrape downward with a scraper.
- c. Wipe away remaining residue with a cloth.

REPORT OF PERSONAL PROPERTY FOR SALE						PAGE	OF
						1	1
1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY) USDA, ARS, NORTH ATLANTIC AREA 600 EAST MERMAD LANE, WYNDMOOR, PA 19038			2. REPORT NO. 1271JH1234	3. DATE 11-12-98			
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.) USDA, ARS, NORTH ATLANTIC AREA ANN SMITH, (215) 123-1234 600 EAST MERMAD LANE, WYNDMOOR, PA 19038			4. FSC GROUP 2310	5. TOTAL ACQUISITION COST 10,247.00			
8. TO General Services Administration REGION 3 (FBP) WANNAMAHER BLDG. 100 PENN. SQUARE E. PHILADELPHIA, PA 19107-3396			9. LOAD-ING BY GOVT a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO b. EXTENT (IF CHECKED "YES")		10. PROPERTY IS EXCHANGEABLE <input checked="" type="checkbox"/> a. YES <input type="checkbox"/> b. NO		
			11. PROPERTY IS REBURSABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO				
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE) USDA, ARS, AFM, PPD, PPB, PERSONAL PROPERTY GROUP 1400 INDEPENDENCE AVE., S.W. STOP # 0311 WASHINGTON, D.C 20250			13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE) 1231301		14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER 12-40-0001		
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE.			BY (SIGNATURE AND TITLE) (SIGNATURE OF PMO)				
16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)							
ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		
					PER UNIT (f)	TOTAL (g)	
1	1992	A115 AEROSTAR SL FORD WAGON 2 WD. MOCHA VINYL, XL TRIM, AIR CONDITIONING, 3.0L ENGINE AUTOMATIC O/D TRANSMISSION ACQ. DATE: 06/26/92 VIN: 1FMDA11U4N ZB51668 MILEAGE 100,463.30	EA	1	10,247.00	10,247.00	
17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED			18. RECEIPT OF PROPERTY IS HEREBY ACKNOWLEDGED				
SIGNATURE AND TITLE			DATE	SIGNATURE AND TITLE			DATE
FOR GSA INTERNAL USE ONLY							
19. SALE NO.		20. TYPE OF SALE		21. INSPECTION DATES		22. BID OPENING DATE AND TIME	