

**Guidelines for  
NASS  
Accountable Property  
Officers  
(APO's)**

Personal Property  
Management

# Personal Property Management

This guide is intended to give NASS administrative officers and accountable property officers a quick overview of property management policies and procedures. This guide is a condensed version of REE regulations contained in REE Manual 221.1M, Personal Property, Motor Vehicle, and Aircraft Management. The Manual is also available via the ARS, AFM, Website at: <http://www.afm.ars.usda.gov/ppweb/index.htm>

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**1. Property Management.** USDA requires agencies to establish property management programs to:

- ensure maximum use of agency assets,
- operate adequate inventory control and accountability systems, and
- properly report and dispose of excess.

AFM's Acquisition and Property Division (APD), is responsible for the REE property program. The PSSB serves as the REE Property Management Officer (PMO).

**Accountable Property Officers (APOs).** USDA regulations require **supervisors** to serve as APOs. As the APO, you are responsible for **all** Government property assigned under your respective work unit. You may designate a custodial property officer to assist with these duties. However, APO's maintain full responsibility.

**2. APO Duties.** APO duties include:

- ensure proper use of Government property within your work unit/responsibility.
- ensure employees have the resources to adequately secure assigned equipment.
- conduct biennial physical property inventories and other inventories as appropriate.
- provide appropriate written notice of accountable property acquisitions and transfers.
- maintain current inventory documents to locate and identify accountable property.
- report all excess property, both accountable and non-accountable.
- follow property disposal instructions, including documenting disposals.
- investigate and report all lost, stolen, damaged, or destroyed property.
- attach bar code labels to all accountable and sensitive property, and
- approve forms authorizing employees to remove property from the facility.

**3. Accountable and Sensitive Property.** PSSB is responsible for maintaining an official inventory of all accountable property using USDA's on-line Property Management System. Accountable property is:

- Government property with an acquisition cost of \$5,000 or more,
- Lease to own property with an acquisition cost of \$5,000 or more, and
- Items determined sensitive. Within REE the following are sensitive:
  - all firearms, regardless of cost, and
  - law enforcement badges.

**4. Physical Inventories.** USDA regulations require APOs to conduct a physical inventory of all accountable property **at least once every 2 years** or when there is an APO change. Inventory compliance is a highly visible aspect of property management. **Ensure inventories remain current.**

**Departing APO's.** Prior to leaving, APO's will conduct a physical inventory to ensure accountability of assigned assets. This will help relieve responsibility for potential missing items and assist in transferring the inventory to the next APO.

**New/Replacement APO's.** If the departing APO did not complete a closeout inventory, the new APO will conduct a physical inventory as soon as possible.

**Inventory Process.** PSSB will forward a copy of your inventory report, with detailed instructions, at least 60 days prior to the inventory due date. For NASS Headquarters, PSSB will schedule and conduct physical inventories with the APOs. When conducting the inventory:

- **indicate items on-hand,**
- **complete documentation for items that were not found or items no longer needed,**
- **provide acquisition documents for accountable property not listed, and**
- **sign and date the completed inventory report.**

Use the following forms during the inventory process.

- SF-120, Report of Excess Property,
- AD-112, Report of Unserviceable, Lost, Stolen, Damaged, Property, and
- AD-107, Report of Transfer or Other Disposition of Property.

PSSB will review the inventory, follow up with any questions, update records in the official inventory system, and provide you with a reconciled report.

**5. Reporting Excess Property.** Regulations require offices to report **most all** property as excess for Federal screening. **This includes both accountable property and non-accountable property, which is property not listed on your inventory report.** The Federal Government is responsible for promoting re-use of Federal assets by other Federal agencies, State and local agencies, and eligible donation organizations. **Do not dispose of excess property without permission from PSSB. Do not store excess property.**

**Screening Time Frames.** Regulatory periods for screening excess are:

- **15-day USDA screening:** screening for a need within USDA.
- **21-Day Utilization/Donation:** GSA screening to all Federal, State, and local governments and GSA’s eligible donation organizations. (**Note:** When excess is **IT equipment**, schools have priority screening for the first 7 days and Federal/state/local offices screen for the remaining 14 days.)
- **Sales:** GSA Internet sale (preferred method) or lot sale.
- **Local Disposal:** after GSA screening, the agency receives disposal instructions.

After required screening, GSA will determine the feasibility of selling. If there are no bids or GSA elects not to conduct a sale, GSA will return disposal authority to PSSB, granting permission to either donate, abandon, or destroy excess.

Reporting excess should be a continuous cycle. Promptly report excess increases its re-use potential and reduces the burden of maintaining storage space.

**Excess in the Washington/Metropolitan Area:** USDA's Centralized Property Warehouse is responsible for screening and sales of all USDA excess in the Washington/Metropolitan area. NASS offices located in the Washington/Metropolitan Area will report excess property to PSSB who will coordinate transferring property to CEPO.

**To report excess, use Form SF-120, Report of Excess Property. Include the following information. (See Exhibit A.)**

- office name and address
- technical contact name & number
- property description
- serial number
- acquisition date and cost (if unknown, estimate)
- APO signature
- property location
- manufacturer and model number
- AG# number (if accountable)
- condition code (see list below)

**IT Equipment:** When reporting excess IT equipment, GSA requires specific details regarding processor size, speed, RAM, etc., (See Exhibit B).

**Condition Codes.** Use the code that reflects the item’s true condition.

Condition Code	Definition
1	<b>Excellent.</b> Property in new/unused condition & can be used immediately without modifications/repairs.
4	<b>Usable.</b> Property shows some wear, but can be used without significant repair.
7	<b>Repairable.</b> Property is unusable in its current condition’ but can be economically repaired.
X	<b>Salvage.</b> Property that has value in excess of its basic material content but repair/rehabilitation is impractical or uneconomical.
S	<b>Scrap.</b> Property that has no value except for its basic material content.

**Outdated or obsolete are not valid condition codes and they should not be automatically considered as condition code X or S.**

**Valuable Resource.** Do not assume there is no re-use potential for excess property. GSA transfers and donates millions worth of Federal excess each year to other Federal, State, and local governments, eligible non-profit institutions, and needy organizations. **Storing outdated or obsolete equipment and bypassing Federal screening eliminates the opportunity for these organizations to acquire a valuable resource.**

**Reporting Unserviceable Property.** APO’s will report property as unserviceable (beyond repair or not economical to repair) to PSSB. PSSB is not required to report unserviceable property for required Federal screening if:

- there is a written determination stating that the property has no commercial value, or
- the estimated cost of continued care and handling exceeds the estimated sales proceeds.

APO’s are responsible for providing the information necessary for the written determination. PSSB will review and approve the determination and provide disposal instructions. Do not dispose of unserviceable property without permission.

**To report unserviceable property, use Form AD-112, Report of Unserviceable, Lost, Stolen, or Damaged Property (See Exhibit C).** Provide information to support using unserviceable, salvage, or scrap as the condition. Supporting information includes:



- listing the problems/repairs,
- estimated repair costs, including how the cost was determined,
- feasibility of repairing or replacing, continued need, and
- any other information available.

**Assigning condition code X or S does not substitute as a written finding.**

Detailed information will assist the PSSB in providing prompt disposal instructions and reducing the need to contact others for follow up information. PSSB will authorize you to donate, abandon, or destroy unserviceable excess.

**Donation, Abandonment, Destruction.** When excess has cleared required screening or property is unserviceable, PSSB will authorize:

- donation to a **public body**, or
- abandon/destroy the item (abandon in place for large equipment, or destroy in appropriate waste containers, trash dumpsters, etc.)

Do not abandon or destroy property without permission from PSSB. Do not abandon or destroy property in any manner that is harmful to the environment.

**Public Body.** A public body is an organization that receives an annual Federal, State, or local appropriation. Examples are:

- Federal, State, or local governments,
- Public libraries,
- Public schools,
- Public Colleges and Universities, and
- Native American tribes and communities.

**Non-Profit Organizations.** Non-profit organizations are not public bodies. Agencies **cannot** donate excess, surplus, or unserviceable property to non-profit organizations such as churches, the Salvation Army, private schools, day care centers, vendors, Boy/Girl Scouts, etc. If these organizations are interested, they can purchase items during a Sale or when the Agency posts a Public Notice.

**Public Notice.** Before disposing, regulations require posting a notice announcing the Government's intent to abandon or destroy property. The notice also gives the public an opportunity to purchase the property. (See **Exhibit D for sample.**) When posting a notice:

- post for a minimum of 7 days, and
- post in **common use facilities available to the public**, such as community bulletin boards, local newsletters, or newspapers.

If the public is interested in purchasing the property they may make an offer. **USDA regulations prohibit APO's from selling property to employees who used, were accountable for, or involved in determining its excess.**

If there are no public sale offers, proceed with abandonment or destruction. After completing the disposal action, complete the form and return it to PSSB.

**Exceptions to Posting a Public Notice.** You do not have to post a Public Notice when:

- property has an original acquisition amount less than \$500,
- abandonment/destruction is required because of health, safety, or security reasons, or
- cost of continued care/handling is greater than potential sales proceeds.

### **Tips to Expedite Excess/Unserviceable Process.**

- report items as they become excess/unserviceable to reduce the administrative burden of handling large amounts of property.
- use valid condition codes and provide detailed descriptions to help potential users determine need.
- list any special circumstances or requirements for dismantling, storing, or transporting.
- provide advanced notice of any special needs (relocating, remove excess before installation of new, etc.) to ensure sufficient time for screening and removing.
- work with PSSB to ensure timely disposal of excess.
- conduct outreach activities with State and local eligible organizations within your surrounding area that may be interested in excess (or notify PSSB of potential donees).

**6. Donation Programs.** Another option to expedite the excess process is to transfer excess property to eligible programs under USDA's Donation Program. **Using these programs quickly removes excess from your facility and provides a valuable resource to an organization in need.** PSSB will work with you to coordinate the donation process.

**Computers for Learning (CFL).** Allows for transfers of excess computer and related IT equipment, such as computers, monitors, printers, modems, routers, servers, telecommunications equipment, and computer software to schools.

**Eligible Institutions:**

public/private schools and parochial schools, pre-K through 12th grade.

Schools register on-line with GSA via [www.computersforlearning.gov](http://www.computersforlearning.gov) and use GSA's excess inventory system, [www.GSAXcess.gov](http://www.GSAXcess.gov) to request available excess. PSSB will process the transfer request. Call PSSB for additional information or for assistance.

**APOs will:**

- prepare form SF-120 listing available excess
- if you have a known school, include the school's name/address
- forward form to PSSB.

**PSSB will:**

- report as excess in GSAXcess system.
- screen for need within USDA.
- process any transfer request using the CFL module

If there are no USDA requests, schools have the first opportunity to request excess. When a school places a request for excess, PSSB will review the request and allocate the property if appropriate. The system generates a transfer order, form SF-122, Transfer of Property, and forwards via e-mail to the school requesting a signature. PSSB will coordinate the signature process. After receipt of the signed SF-122, the school and the NASS APO will work together to facilitate the transfer process. Schools are responsible for paying any transportation costs.

**Stevenson-Wydler Technology Act.** Allows transfers of excess equipment to eligible nonprofit or tax-exempt education institutions involved in education. This includes schools K-12, schools of higher education, and eligible non-profit organizations that partner with schools.

**Eligible Institutions:**

public/private schools, K through 12th grade, and Colleges and Universities,

non-profit organization that partner with schools **if:**

- the organization has a current tax-exempt certificate and identification number issued by the Internal Revenue Service,
- the organization is owned or operated **exclusively for education** or scientific purposes,

**APOs will:**

- prepare form SF-120 listing available excess
- include a statement: request donation under S/W to: Name/address of eligible donee
- forward form to PSSB.

**PSSB will:**

- report as excess in GSAXcess system.
- screen for need within USDA.
- process transfer request.

If there are no USDA requests, PSSB prepares form AD-107, Report of Transfer, Construction, or Other Disposition of Property, and forwards it to the school requesting a signature. PSSB will coordinate the signature process. After receipt of the signed AD-107, the school and the NASS APO will work together to facilitate the transfer process. Schools are responsible for paying any transportation costs.

**Federal Agriculture Improvement Reform (FAIR) Act.** Allows transfers of excess to 1890 Land Grant Institutions (Historically Black Colleges), 1994 Institutions (Native American), and Hispanic-Serving Institutions (HSI's are institutions with enrollment of at least 25% Hispanic), to support agricultural research, extension service, educational, technical, and scientific activities promoting agricultural education.

**Eligible Institutions: See Exhibit E (1-3) for a list of eligible institutions.**

Use the same process for transferring excess under Stevenson-Wydler Act.

**APOs will:**

- prepare form SF-120 listing available excess
- if you have a known school, include the school's name/address
- forward form to PSSB.

**PSSB will:**

- report as excess in GSAXcess system.
- process any transfer request using GSAXcess.

FAIR institutions have the same screening eligibility as USDA agencies. They have first opportunity to request excess. When a school places a request for excess, PSSB will review the request and allocate the property if appropriate. The system generates a transfer order, form SF-122, Transfer of Property, and forwards via e-mail to the school requesting a signature. PSSB will coordinate the signature process. After receipt of the signed SF-122, the school and the NASS APO will work together to facilitate the transfer process. Schools are responsible for

paying any transportation costs.

**7. Tracking New Accountable Property.** PSSB will provide you with a property copy of a purchase document for all pending accountable purchases. The property copy requests you to provide inventory information. If you do not receive a request for information when you receive accountable property, immediately notify PSSB. Required inventory information includes:

- serial number
- manufacturer and model number
- room number or custodian name, and
- receipt signature and date

PSSB will update the inventory, forward a bar code, and maintain the official supporting documentation in your official APO file.

**Bar Code Labels.** After updating accountable property to the inventory, PSSB will forward a bar code label to you. Place the bar code where it can easily be seen. Notify PSSB if you do not receive a bar code label.

**Budget Object Classification Codes (BOC's).** Fundholders or budget officers are responsible for assigning the proper BOC on all requisitions for new equipment. The assigned BOC determines whether the asset is included on the physical inventory and the NASS Annual Financial Statement. (See Exhibit F for a chart of commonly used BOCs for equipment.)

**8. Exchange or Trade-In.** Use exchange or trade-in to reduce the cost of replacement property that is worn or obsolete and must be replaced. APOs can work with vendors to determine if they will accept trade-ins. If so, provide the following supporting documentation on the procurement request:

- serial number
- NFC-ID number, if assigned, and
- trade-in allowance.

PSSB will work with you, the procurement officer, and the financial office to ensure proper documentation of the process.

**9. Transferring Property.** Document transfers of accountable property using form AD-107 (See Exhibit G for sample form.) Both the reporting APO and receiving APO will sign the AD-107 and return a copy to PSSB who will adjust the property records in the

inventory system.

You are not required to complete form AD-107 when transferring non-accountable property. However, you may use this form at your discretion for internal tracking purposes.

**10. Property Pass.** Before allowing employees to remove Government property from a USDA facility, APO's will prepare a property pass documenting the removal. Complete form AD-873, Property Pass, form AD-107, or memorandum to document the process. The property pass will include **(See Exhibit H for sample form)**:

- item description, serial number, NFC-ID number if appropriate,
- employee name, and
- expected return date.

When removing reoccurring items, prepare a memo that lists all descriptive information and the time frame, not to exceed a year. Property passes help APO's account for and control Government property assigned to their work unit.

**11. Reporting Lost or Stolen Property.** Immediately report thefts of Government-owned or leased property to supervisors. Supervisors/APOs will inform the appropriate officials such as:

- GSA building manager,
- local law enforcement, and
- Federal Protective Service.

APOs will investigate and report thefts, loss, etc., via form AD-112, to PSSB. **(See Exhibit I for sample form)**. Include a detailed explanation of the incident and circumstances involved, such as:

- when the item was last seen,
- where it was located,
- name of employee assigned as the custodian, and
- copy of the police report or case number.

PSSB will review the form and determine if further action is necessary because of an appearance of gross negligence. PSSB will maintain a copy of the AD-112 in the official APO file.

**12. Motor Vehicles.** Regulations require agencies to provide oversight for vehicle acquisition, operation, use, reporting requirements, and disposal. APOs and PSSB will work together to ensure proper use and reporting of Government owned (GOV) and leased vehicles.

**APO Responsibilities.** APOs assigned responsibility for vehicles will:

- maintain vehicle dispatch records that provide reasonable audit trails ensuring compliance of regulations (**See Exhibit J for sample form.**)
- advise employees of regulations for using vehicles,
- ensure employees are properly licensed to operate vehicles,
- forward maintenance and operational data for GOVs for purchases from merchants who do not accept the Fleet card to PSSB.
- ensure GOVs undergo an annual visual safety inspection, (Consider performing safety inspections in conjunction with vehicle maintenance.)
- contact the GSA Maintenance Control Center for approval of any repairs over \$100 for leased vehicles,
- submit monthly odometer reading to GSA Maintenance Control Center for leased vehicles, and
- report lost or stolen tags to PSSB for GOVs and to the GSA Fleet Management Center for leased vehicles

**Official Use.** Authorize employees to use Government vehicles for official purposes only. GSA defines official use as, “use to perform the agency’s mission, as authorized by the agency.” Employees are prohibited from using vehicles for personal convenience, purpose, comfort, or benefit. Employees will use discretion to avoid situations, when possible, that may convey to the public that the vehicle is being used for unofficial purposes. Federal regulations mandate that **employees who use or authorize use of GOV or leased vehicles for other than official purposes are subject to suspension of at least one month or removal from office.**

**Licensing Requirements.** Operators must possess a valid State/District of Columbia driver’s license and must carry the license with them at all times while operating the vehicle.

**Transporting Non NASS Employees.** Non-NASS employees such as cooperators, contractors, and other Government employees may be authorized to ride in a GOV or leased vehicle:

- when use is to conduct official Government business,
- when an agreement or contract documents using a vehicle,
- when a government official directs use.

Before authorizing non-NASS passengers, remember that the Government can be held liable for injuries/damages incurred by all passengers through the fault of the authorized operator.

**Using a GOV or Leased Vehicle While on Travel.** Use of a GOV or leased vehicle while on travel falls under the Federal Travel Regulations. Use of the vehicle must be documented on the employee's travel authorization. Employees in travel status may use a vehicle for transportation:

- between places of official business,
- between places of business and temporary lodging, and
- between business/temporary lodging to restaurants, stores, places of worship, and other similar places necessary for employee sustenance, comfort, and health to foster continued efficient performance of Government business.

**Transporting Dependents.** When approved by NASS management, an employee's dependent may accompany them in a GOV or leased vehicle while on official travel status. **However, dependents are prohibited from operating a GOV or leased vehicle.** The Government is liable for any injuries suffered by the dependent through the fault of the employee authorized to operate the vehicle. Make determinations on a case by case basis in lieu of blanket policy, ensuring:

- vehicle use is for purposes directly supporting Government business,
- employee submits, in advance of travel, a written request to the supervisor that includes the planned itinerary listing the dependent's name and relationship to the employee,
- employee documents use of vehicle on the official Travel Authorization and attaches supervisor's approval, and
- space is available. If other employees have to use other means of transportation because of dependent passengers, then approval will be denied.

### **Vehicle Operations.**

- No smoking in GOV or leased vehicles.
- Drivers and passengers must wear seat belts while the vehicle is in motion.
- Operators will obey all state and local traffic laws and are responsible for paying all fines



imposed on them while driving, including parking fines.

- Report and repair all mechanical and safety conditions.
- Maintain vehicle log to provide reasonable audit trail/controls
- Safeguard vehicles and keys when not in use.
- Use portable hands-free accessories for wireless telephones.
- Drivers should take a recommended 15-minute break after 3 hours of driving.

**Fleet Card Program.** The Fleet Credit card program allows USDA to reduce administrative costs and taxes and collect detailed fleet management data regarding fuel and related maintenance and services.

Vehicle operators should make all reasonable efforts to find the nearest location that accepts the Fleet card when making fuel and maintenance purchases. If a vendor other than an authorized Fleet card vendor is used, USDA will not be exempt from the taxes nor will it receive detailed information on the purchase. Use other purchase methods only in emergencies or where there are no authorized Fleet Card vendors within a reasonable area.

Authorized Purchases include: fuel (all types), maintenance and repair services such as oil changes, tire rotations, brakes and other vehicle items such as: wiper blades, car washes, batteries.

## **Issuing Fleet Cards**

**GOVs.** PSSB issues fleet cards for each GOV as needed. Each card is embossed with a unique account number, the vehicle tag number, and the expiration date. Only use the specified card for each vehicle.

**GSA Leased Vehicles.** The GSA Regional Fleet Management Center issues fleet cards for GSA leased vehicles.

## **Requesting a Replacement Card**

**GOVs.** Notify PSSB for a replacement fleet card when the fleet card is cracked, damaged, or if the magnetic strip no longer works. PSSB will receive replacement cards usually within 7 days. Each vehicle is issued only 1 valid card. Destroy damaged card upon receipt of replacement card.

**GSA leased Vehicles.** Contact the GSA Regional Fleet Center to request a replacement card for cracked/damaged fleet cards.

## **Requesting a Lost or Stolen Card**

**GOVs.** Immediately call (1-888-758-1747) to report a lost or stolen card and notify PSSB. The

fleet card is immediately cancelled and a new card is forwarded to PSSB within 3 days. If a lost fleet credit card is found after reporting it as lost, destroy the card.

**GSA leased Vehicles.** Report lost or stolen cards directly to the GSA Regional Fleet management Center.

**Safeguarding Fleet Cards.** Never leave the fleet card unattended in the vehicle. **Secure fleet cards at all times.**

**Reporting Accidents.** Employees involved in an accident will complete a detailed written report of the accident to the Supervisor within 48 hours of the incident. In the event of an accident:

- obtain a police report,
- do not admit fault,
- notify supervisor, and
- complete accident report kit (maintained in glove compartment of vehicle), consisting of:
  - **Form SF-91, Operator's Report of Motor Vehicle Accident**
  - **Form SF-94, Statement of Witness.**
  - **Form CA-1, Employee Report of Traumatic Injury** (if required)

Employees and supervisors will thoroughly investigate the incident. Supervisors will complete the supervisory portion of form SF-91 and forward completed report to PSSB.

APOs will prepare Form AD-112 documenting damage to the GOV, and include:

- description of damage,
- 2 repair estimates,
- photographs, and
- completed accident report and all other investigative information.

Forward completed package to PSSB. PSSB will use the documentation to prepare documentation needed for potential claims against the Government. Thoroughly investigating accidents where there is a potential Tort Claim at the time of the incident is very important. Trying to gather facts and evidence after the fact may be difficult and may cost the Government.

**Leased Vehicles** - Accidents involving GSA Leased vehicle require the same procedures. However, APOs must notify the GSA Accident Control Center and submit documentation to GSA. APOs should also notify PSSB.

**Alternative Fueled Vehicles (AFVs).** Regulations require Federal agencies to acquire or lease light duty AFVs. **Light duty vehicles are:**

- **sedans, station wagons, and**

- **light trucks, including min-vans.**

**Locating Alternative Fueling Stations.** Drivers are encouraged to use alternative fuels in flex-fuel vehicles where possible. However, when alternative fueling stations are within a five mile radius of the NASS office, vehicle operators are required to routinely refuel flex-fuel vehicles using alternative fuels. Alternative fuels are 85% ethanol (E-85), 85% methanol, (M-85), bio-diesel, etc. Use the following websites to locate alternative fueling stations:

<http://www.e85refueling.com/> locates alternative fuel stations by city/state/zip

<http://afdcmap2.nrel.gov/locator/RoutePane.asp> The alternative fuel route mapper website maps a route between a start and end point of your trip to help locate alternative fuel stations. It creates a map showing alternative fuel stations along the entire route and displays driving directions for the route.

**13. Federal Tort Claims.** The Federal Tort Claims Act states that the Government is responsible for monetary damages for loss of a claimant's property, personal injury, or death that is caused by the negligent or wrongful act or omission of any Government employee while the employee was acting within the scope of their official employment.

A claim must be in writing and must include a demand for specific monetary damages. A claimant has 2 years from the date of the incident to file a claim.

Employees and supervisors will provide detailed information on incidents resulting in potential claims. PSSB will work together to prepare documentation for decision by USDA's Office of General Counsel (OGC). OGC has the authority to render a decision on all claims.

## **14. Exhibits**

- A. SF-120, Reporting Excess Property
- B. IT Reporting Requirements for CFL
- C. Form AD-112, Reporting Unserviceable Property
- D. Public Notice
- E. Eligible Institutions Under Donation Programs
  - 1. 1994 Native American Institutions
  - 2. 1890 Land Grant
  - 3. Hispanic Serving Institutions (HSI's)
- F. Commonly Used BOCs for Equipment
- G. Form AD-107, Transferring Accountable Property
- H. Form AD-873, Property Pass
- I. Form AD-112, Reporting Lost/Stolen Property
- J. Sample Vehicle Log Sheet

# A. SF-120, Report of Excess Property

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		<b>REPORT OF EXCESS PERSONAL PROPERTY</b>		1. REPORT NO.	2. DATE MAILED  11-23-2004	PAGE 1 OF 1 3. TOTAL COST  \$ 7,400.00	
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, APD, PSSB 1400 Independence Ave., SW Stop 0311 Washington, DC 20250					6. APPROP. OR FUND TO BE REIMBURSED (if any)		
7. FROM (Name and Address of Reporting Agency) USDA, NASS 3251 Old Lee Highway, Room 301 Fairfax, VA 22030					8. REPORT APPROVED BY (Name and Title)  APO, Name & Signature		
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) John Smith (301) 504-1111					10. AGENCY APPROVAL (If applicable)		
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)					12. GSA CONTROL NO.		
13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned give date)  SAME AS BLOCK 7			15. REIM/REQD YES NO		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
	Dell PC Projector AG0003111212 Model: 123A Serial No. 4567 Acq. Date -12/2001	4	ea	1	6,000.00	6,000.00	
	Gateway Monitor Model : FDD 1530 Acq. Date : 7/17/99 Serial No: RM0717 CB 0405	4	ea	2	250.00	500.00	
	HP Printer Model: 2000M Serial: OGB604 Acq Date: 5/23/03	7	ea	1	900.00	900.00	

STANDARD FORM 120 REV. (Use Standard Form 120A for Continuation Sheets) PREVIOUS EDITION USABLE  
APRIL 1957 EDITION  
This form was electronically produced by Elite Federal Forms, Inc.

## B. IT Reporting Requirements for Computers for Learning (CFL)

The CFL module is a one stop system for Federal agencies to report excess and schools/educational organizations to search and select needed equipment. The module requires schools/education organizations to register with the system ([www.Computersforlearning.gov](http://www.Computersforlearning.gov).) declaring their eligibility. The CFL module increases the potential for transferring excess ADP equipment and reduces the time and costs associated with the disposal process.

### Required Information When Reporting Excess ADP Equipment

#### CPU's/Laptops/Desktops/Servers:

Processors	Processing Speed	RAM	Hard Disk Size	Hard Disk Status
AMD Athlon 64	<400 MHz	<64	<5 GB	Sanitized
AMD Athlon 64x2	>400 MHz	>64	5 GB	Not Sanitized
AMD Athlon Dual	<700MHz	>96	10 GB	Removed
AMD Sempron	1 GHz or more	>128	20 GB	Degaussed (demagnetized)
AMD Turion 64x2	2 GHz or more	>256	30 GB	
AMD Turion X	2.6 GHz	>512	40 GB	
AMD Opteron	3 GHz	1GB	60 GB	
AMD Core Duo	*Unknown	2GB	80 GB	
AMD Solo			100 GB	
AMDCore 2 Duo			120 GB	
Intel Pentium				
Intel Pentium D				
Intel Pentium II				
Intel Pentium III				
Intel Pentium 4				
Intel Pentium M				
Intel Pentium Xeon				
Intel Pentium Pro				
Intel Celeron				
Intel Celeron D				
Intel Celeron M				
*Unknown				

#### Printers:

Inkjet: Black & White or Color

Laser: Black & White or Color

**Monitors:** CRT-Flat, CRT-Standard, LCD, or Other

**Scanners:** Flat fed or Sheet fed

# C. Form AD-112, Reporting Unserviceable Property

U.S. DEPARTMENT OF AGRICULTURE			
<b>REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY</b>		PROPERTY REPORT NO.	DATE
			01/19/2008
<b>SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT</b>			
1. STATUS OF PROPERTY (Check only one-report each one type separately)		2. REPORTING ACTIVITY (Show agency, unit and address)	
<input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Obsolete <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		USDA, NASS, NY Field Office 1234 Street Address City, State Zip Code      Contact Name & Phone Number Fax - 1-800-123-3834	
<b>3. PROPERTY ITEMS (See attachment for additional entries)</b>			
QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?) D
1 ea	PC, Dell, model - GX260, sn - GCKYLB1, acq.date - 1/2005, code - S	1,300.00	Details as to how property has been determined unserviceable.
1 ea	Monitor, Dell sn - MX06D251-47741-257-70C1, code - X	300.00	
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
APO NAME			SIGNATURE
<b>SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION</b>			
<b>DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY</b>			
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 negligence involved; therefore, the case 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 returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
<b>SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY</b>			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.		<input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)	
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
<b>SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).</b>			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE
3. SIGNATURE OF WITNESS			4. DATE
<b>SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS</b>			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)			2. DATE
3. SIGNATURE OF FISCAL OFFICER (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).)			4. DATE

**D. Public Notice**

Date Posted: \_\_\_\_\_

**PUBLIC NOTICE  
OF  
ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY**

**NOTICE:**

Notice is hereby given that the \_\_\_\_\_ proposes to initiate abandonment or destruction procedures for the following surplus Government property:

Item Name: \_\_\_\_\_

General Description: \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_.



## E-1. 1994 Land Grant (Tribal) 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	

## E-2. 1890 Institutions and D-3. HSI 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	

## E-3. HISPANIC SERVING INSTITUTIONS

The Department of Education is responsible for determining HSI status. HSI's are continuously changing because of student 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/offices/OIIA?Hispanic/table.html](http://www.ed.gov/offices/OIIA?Hispanic/table.html)

## F. Most Commonly Used BOCs for Equipment

<b>EQUIPMENT</b>	
<b>CAPITALIZED/ACCOUNTABLE Use if Unit Acquisition Cost is &gt;=\$25,000</b>	
<b>3110</b>	Capitalized Equipment – Other (The items in 3110 must have an initial acquisition cost of \$25,000 or more and exclude items in BOCs 3111-3118).
3111	Motor vehicles and WCF fleet equipment (excludes aircraft)
3112	Furniture and fixtures – Includes office and residential furniture and fixtures
3113	Aircraft
3118	Telephone equipment
<b>3120</b>	Machinery and Equipment (Including Heavy Vehicles) – Capitalized
3121	Agricultural
3122	Laboratory
3123	Radio and communications
3124	IT equipment (except personal computers) capitalized
3125	Office machines and reproduction machinery and equipment (Includes office machines that are owned (not leased) by the Government).
3128	Snow Telemetry Equipment
3129	Engineering equipment
3130	Miscellaneous Motorized Equipment
<b>3165</b>	IT Equipment (Personal Computers) – Capitalized
<b>NON-CAPITALIZED/ACCOUNTABLE BOC Use if Unit Acq. Cost is \$5,000 - \$24,999</b>	
<b>3150</b>	Accountable – Non-capitalized Equipment (Other) (Property in these object classes must have an initial acquisition cost of \$5,000 - \$24,999, excludes items in BOCs 3151 – 3155)
3151	Machinery & Equipment
3153	IT Equipment
3154	Furniture & Fixtures
3155	Motor Vehicles
<b>NON-CAPITALIZED/NON-ACCOUNTABLE BOCs - Use if Unit Acq. Cost Under \$5,000</b>	
<b>3140</b>	<b>Non-accountable</b> (This object class should be used for personal property that is not sensitive with an initial acquisition cost of less than \$5,000)
3141	<b>Accountable Sensitive Property</b> (This class is for personal property determined to be accountable by the owning agency due to its sensitive nature as defined by the agency and valued less than \$5,000 in PROP).
<b>SOFTWARE</b>	
<b>3116</b>	ADP Software – Except Personal Computers, if Unit Acq. Cost is >=\$100,000
<b>3160</b>	ADP Software - Personal Computers, if Unit Acq. Cost is >=\$100,000
<b>3152</b>	IT Software – If Unit Acq. Cost is \$5,000 - \$99,999
<b>3140</b>	<b>Non-accountable - under \$5000</b>



## H. Form AD-873, Property Pass

1. AGENCY CODE NO. 20	U.S. DEPARTMENT OF AGRICULTURE	2. PASS GOOD THIS DATE ONLY 1-12-2008
3. PROPERTY PASS NO. 12-08	<b>PROPERTY PASS</b>  PRINT ALL INFORMATION	4. LOG BOOK NO. 002
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
5. NAME OF PROPERTY HOLDER John Smith	6. BUILDING PROPERTY BEING REMOVED FROM South Buy Bldg.	
7. DESCRIPTION OF PROPERTY BEING REMOVED (Include serial number if any) Printer, HP, model - 3, Serial No. 233676		
8. REASON FOR REMOVAL Work Travel		
9. PROPERTY BELONGS TO NASS, FO	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  SIGNATURE	12. GOVERNMENT PROPERTY RETURN DATE	

Form AD-873 (6/83)

# I. Form AD-112, Reporting Lost/Stolen Property

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
<b>REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY</b>			01/19/2008
<b>SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT</b>			
1. STATUS OF PROPERTY <i>(Check only one-report each one type separately)</i>		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i>	
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged <input checked="" type="checkbox"/> Lost or Stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		USDA, NASS, NY Field Office 1234 Street Address City, State Zip Code    Contact Name & Phone Number Fax - 1-800-123-3834	
3. PROPERTY ITEMS <i>(See attachment for additional entries)</i>			
QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> D
AG0002991688	PC, Laptop, Dell, model - 260, sn - GCKBB, acq.date - 1/2007	1,500.00	PC lost during relocation of staff.  Police Report Completed Case Number - NCS075687.  Officer Greg Brown Badge# 5456 (3-23-07)
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
SIGNATURE OF APO			
<b>SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION</b>			
<b>DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY</b>			
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 negligence involved; therefore, the case 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 returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
<b>SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY</b>			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i>			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
<b>SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).</b>			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER		2. DATE	
3. SIGNATURE OF WITNESS		4. DATE	
<b>SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS</b>			
1. SIGNATURE OF PROPERTY MANAGEMENT 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	

