

# **Property Management Quick Guide**

**(A Condensed Guide to Help You Understand  
PMO Responsibilities)**

**Personal Property  
Management  
2004**

# Personal Property

This guide is a short overview of personal property policies and procedures to help employees who are assigned property management responsibilities. In this guide, the term "PMO" refers to the individual that is responsible for property management oversight as well as the individual responsible for performing property functions, at Area or location. This may be the property management specialist, property technician, realty specialist, LAO, or clerk.

We condensed existing policies, included information on the Property Management Information System-Personal Property (PMIS/PROP), and provided suggestions for maintaining proactive, effective property programs. Existing policies are available:

1. GSA's Federal Regulations: Federal Management Regulations (FMR's) formerly known as the Federal Property Management Regulations (FMPRs)

<http://www.gsa.gov/personalpropertypolicy>

2. USDA Regulations: Agriculture Property Management Regulations (AGPMRs)

<http://www.usda.gov/da/property/AGPMRTitle.htm>

3. Agency Regulations: REE Manual 221.1M, Personal Property, Motor Vehicle, and Aircraft Management. <http://www.afm.ars.usda.gov/ppweb/index.htm>

Areas/locations should work together to ensure that employees assigned property responsibilities thoroughly understand how to properly perform the functions. The guide provides an overview of the procedures that PMO's must perform, whether at the Area or location level. However, your offices may have internal policies/procedures that are not covered in this guide. For questions, please call your APMO or a member of AFM's Acquisition and Property Division (APD), Property and Support Services Branch (PSSB) at 202-720-7681 or 301-504-1745.

This does not replace Manual 221.1M, it serves as a quick reference tool.

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**1. Property Management Officers (PMO's).** PMO's are responsible for establishing and implementing property management policies and programs to:

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

AFM's Acquisition and Property Division (APD), is responsible for the REE property program, delegating responsibility to the Property and Support Branch (PSSB), who serves as the REE PMO. For the ARS field, through the AAO, the Area property management officer (APMO) manages the Area-wide program, overseeing locations, where the location administrative officer (LAO) is the PMO. PMO's may delegate property functions to other employees. However, the PMO maintains official responsibility (**See Exhibit A for Responsibility Chart.**)

In this guide, "PMO" refers to employees who are responsible for property oversight and for performing property functions, such as the property management specialist, property technician, realty specialist, LAO, or clerk.

**2. Accountable and Sensitive Property.** Accountable property is:

- \$ Government property with an acquisition cost of \$5,000 or more,
- \$ Capital Leases (lease to own) with an acquisition cost of \$5,000 or more, and
- \$ Items ARS determined sensitive; which are firearms and law enforcement badges (regardless of cost).

Areas/locations may determine other items as sensitive. PMO's will maintain the official inventory of all accountable/sensitive property in the Property Management Information System (PMIS/PROP).

**3. File Management.** Establish property files that show a clear audit trail of acquisition to disposal, including documenting physical inventories, accountable acquisitions, transfers, and reports of excess or unserviceable property. PSSB recommends:

**APO Files.** Establish a consolidated file for each APO, maintaining all property activities for each APO. Use a 6-part folder that provides a separate section for each property activity:

- \$ Physical Inventories,
- \$ Accountable Acquisitions,
- \$ Excess/Unserviceable Documents,
- \$ Transfers Documents,
- \$ Donation Programs, and



\$ Correspondence/Miscellaneous.

**Motor Vehicle Files.** Establish an individual file for each vehicle that includes:

- \$ Certificate of origin,
- \$ Purchase Document,
- \$ Maintenance/Operational Records,
- \$ Mechanical and Safety Inspections, and
- \$ Log sheets.

**General files.** Establish the following general property management general files:

- \$ Non-Accountable Excess,
- \$ Property Management,
- \$ Property Passes,
- \$ Donation Programs (for annual reports),
- \$ General Vehicle Management, and
- \$ Home-to-Work Authorization.

**Retention Schedules:** According to the National Archives General, Agencies will **maintain acquisition documents through the life cycle of the item.** Ensure the official APO file contains copies of supporting purchase documents for all active inventory items. Other retention schedules for property are:

GRS Number and Title	Details	Destroy Date
No. 8- Plant Equipment	Acquisition document of inventory item	Through Life Cycle of Item
	Inventory report	Maintain Current Copy
No. 4 - Disposal Records	Excess Records	3 yrs after disposal
	Sold under \$25,000 (includes all sales documentation)	3 yrs after payment
	Sold over \$25,000 (includes all sales documentation)	6 years after payment
	Transfers	2 years after transfer
No. 10 – Motor Vehicles	General correspondence not listed	when 2 years old
	Maintenance records, service & repair	when 1 year old. *
	Accident Files, investigative reports.	6 years after case is closed

	Release Files relating to transfer, sale (SF97), donation, or exchange	4 years after vehicle leaves agency custody.
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\*APD Suggest maintaining major maintenance records through the life cycle of the vehicle. See [http://www.archives.gov/records\\_management/index.html](http://www.archives.gov/records_management/index.html) for National Archives Record Schedules.

**4. Physical Inventories.** Inventory compliance is a highly visible aspect of property management. Offices will conduct physical inventories of accountable property **at least once every 2 years and when there is an APO change**. Conduct physical inventories before they become delinquent.

**Monitoring Inventory Dates.** Use PMIS/PROP PROP 28 Report, PMO and AO Name, Address, and Inventory Status, to track when inventories are due, as well as accounts without an inventory date, and accounts without property records. Generate and review this report monthly. At least **60 days prior** to the due date, forward a copy of the physical inventory, with detailed instructions, requesting APO’s to **(See Exhibit B - Sample Inventory Ltr)**:

- ▶ indicate items on-hand,
- ▶ prepare documentation for items that were not found or no longer needed,
- ▶ attach acquisition documents for accountable property not listed,
- ▶ list custodian, room number, or other information to help locate property, and
- ▶ sign and date the completed inventory report.

Notations such as “excess”, “scrapped”, or “no longer have” are not proper documentation. Ensure APO’s follow up notations with appropriate forms.

**Reconciling.** When reconciling:

- \$ update inventory date in PMIS/PROP using Option TR05, AO Inventory Update (the date in PROP should match the date the date the APO signed the inventory)
- \$ review the inventory for on-hand indications, notations, documents, and APO signature,
- \$ process documents to report excess, transfers, lost/stolen/damaged, and unserviceable,
- \$ modify records in PMIS/PROP, include the room number, custodian, etc.,
- \$ file working copy of physical inventory in APO official file, and
- \$ provide the APO with a reconciled report.

**Departing/Replacing APO's.** Request APO's conduct a physical inventory **prior** to departing. This helps relieve responsibility for potential missing items and assists in transferring the inventory to another APO. If the departing APO did not complete a close-out inventory, request that the replacing APO conduct a physical inventory as soon as possible. Remember to:

- update the new APO information using PMIS/PROP Option TBMU, Accountable Officer Table, Change Existing Record.
- update the inventory date using PMIS/PROP Option TR05, AO Inventory Update (the date in PROP must match the date of the signed inventory).

**Creating New APO's in PMIS/PROP.** Do not establish new APO accounts in PMIS/PROP until after the APO has receives accountable property. After receipt:

- establish the APO in PMIS/PROP using Option TBMU, Accountable Officer Table, New Record.
- request a physical inventory and update the inventory date in PMIS/PROP using Option TR05, AO Inventory Update.

**5. Suspense Report.** When your office issues a payment for property, identified as accountable by the assigned Budget Object Classification Code (BOC), FFIS generates a payment transaction that appears on the PMIS/PROP Suspense Report. Payment transactions update from FFIS to PROP **weekly (Wednesday PM)**. PSSB recommends distributing and reconciling suspense reports **weekly**.

ARS uses a FOCUS Report for Suspense (FOCUS is a report writer for PROP) rather than the PMIS/PROP PROP 304, Agency Suspense Report. The FOCUS Report allows us to generate an Area specific report, sorted by each location, based on the accounting. APMO's will generate, distribute, and monitor the Area Suspense Report. All property offices will:

- ▶ reconcile transactions **within 30 days of items appearing on Suspense,**
- ▶ update accountable transactions using the proper PROP Option (AC01-New), and
- ▶ remove non-accountable transactions.

**BOC's.** The assigned BOC determines whether an asset appears on the Suspense Report as accountable property and on the ARS Financial Statement as capitalized property. Incorrect BOC's overstate or understate the Agency's Financial Statement. Help ensure location employees assign

proper BOCs. (See Exhibit C - Commonly Used BOC's for equipment.)

**Tracking Pending Suspense Transactions.** Transactions should appear on Suspense within 7-10 days of clearing FFIS. To track transactions that have not yet appeared:

- review the purchase document to ensure an accountable BOC was used (if purchase card, verify that an accountable BOC was used in PCM when reconciled),
- verify that the payment cleared FFIS by obtaining the V5 or V8 number from FFIS (you may need assistance from your budget officer to obtain this information), and
- forward this information through your APMO to PPSB.

PPSB will forward the information to NFC for research and update guidance. **Do not use AC02-New Not In Feeder, unless you have been advised to specifically use this option.**

**6. Controlling Accountable Property.** Establish internal procedures to ensure property officials receive copies of purchase documents **for accountable property at the time of purchase.** Do not wait until a transaction appears on Suspense to obtain a purchase copy. Advanced copies complies with the official distribution for purchase documents, allows property officials to track pending accountable receipts, promptly reconcile purchases with incorrect BOCs, and request required information from APO's upon property receipt. The property copy should request the following inventory information:

- \$ serial number,
- \$ manufacture's name and model number,
- \$ room number or custodian name, and
- \$ receipt signature and date.

**Updating in PMIS/PROP.** Updating items from Suspense helps ensure data integrity between FFIS and PROP. **The preferred option to use when updating is: AC01 New, for equipment and vehicles.** However, if you receive a vehicle prior to the transaction appearing on Suspense, use PMIS/PROP Option AC19, PROP Receipt for Motor Vehicles.

Before using any other PMIS/PROP Update Option (such as AC02, New Not In Feeder, or AC17, New Vehicle), check with your APMO or PSSB for concurrence. Incorrectly updating accountable records may effect the General Ledger and the fundholder's Transaction Detailed Listing (TDL) because changes to financial data feeds from PROP to FFIS. Obtain concurrence from your APMO/PSSB before making any changes. (See Exhibit D – PMIS/PROP Screen Options).

**7. Excess/Unserviceable Property.** There is common misconception regarding excess property and the terms accountable property and non-accountable property. These terms are used to define the inventory criteria. **“Accountable” and “non-accountable” do not play a role when reporting excess property.**

**Reporting Excess Property.** Regulations require offices to report most all property as excess for Federal screening (for exceptions, see section “Screening Exceptions”.) This includes both accountable and non-accountable property. Do not store excess or dispose of it without documenting the process, showing a clear audit trail of required screening to final disposal.

**Screening Time Frames.** Regulatory screening time frames are:

- ▶ **15-day USDA screening:** screening for a need within USDA.
- ▶ **21 Day Utilization/Donation screening:** GSA screening to all Federal, State, and local governments and GSA’s eligible non-profit organizations.

Excess property, which is property no longer needed by your office, becomes surplus property if there is no other Federal need for the property. Surplus property is property no longer needed by the Federal Government. If there are no requests for the property after the 21-day screening, GSA will determine the feasibility of conducting a sale. Sale time frames are:

- \$ 7-Day or 15-day GSA Internet Sale ([www.gsaauctions.gov](http://www.gsaauctions.gov)),
- \$ GSA Lot Sale, or
- \$ Agency Sale.

If there are no bids or GSA elects not to conduct a sale, GSA authorizes the property office to proceed with “local disposal”. Local disposal means the PMO can conduct an Agency sale or authorize the APO to donate, abandon, or destroy excess according to agency policy.

It takes a **minimum of 60 days** for excess to pass through **regulatory** screening and potential sales before property is eligible for disposal. Promptly reporting excess:

- ▶ increases its re-use potential,
- ▶ reduces the burden of storing excess, and

- ▶ reduces the burden of processing large volumes of excess.

Reporting excess should be a continuous cycle. Ensure employees report excess using form SF-120, Report of Excess Property. At a minimum, excess reports must have contact name, descriptive information, including serial number, condition code, and APO signature. **(See Exhibit E – Sample SF-120.)**

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

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

“**Outdated**” and “**obsolete**” are not valid condition codes nor are they considered as Condition Code X or S. “**Junk**” is not a valid condition code and should only be considered as unserviceable with supporting detailed information.

**Valuable Resource.** Do not assume there is no re-use potential for excess, outdated or obsolete property. GSA transfers and donates over \$400 million, of Federal excess each year to other Federal, State, and local governments, eligible non-profit institutions, and needy organizations. Federal agencies may only donate to a “public body”. However, GSA has the authority to donate/transfer to non profit organizations such as medical institutions, health centers, providers of assistance to the homeless and impoverished families, American Red Cross, etc. Storing outdated or obsolete equipment and bypassing Federal screening eliminates the opportunity for eligible organizations to acquire a valuable resource.

## **Reporting Excess in PMIS/PROP.**

### **Accountable:**

- ▶ Use PMIS/PROP Option CS01, Change of Status, Accountable.
- ▶ Enter the NFC-ID (AG#). PROP will list the descriptive information. Required fields are:
  - \$ **ERN (Excess Report Number):** 6-Digit Activity Address Code, 1-digit Calendar Year, 3-digit Julian date, 4-digit line item number
  - \$ **Condition Code:**
  - \$ **Disposal Instructions:** (property office’s address)
  - \$ **HAZ:** (d-non-hazardous, m- haz material, w-haz waste)
  - \$ **Email:** (property officer’s e-mail address)

- \$ **Reimb:** (default is 2: donate/GSA sells. If you plan to sell & do not want GSA to sell , enter “C”)
- \$ **Location of Property:** (where item is located)
- \$ **Notes:** Use for additional information or when transferring under “Stevenson-Wydler, Computers for Education, etc.)

**Non-Accountable:**

- \$ Use PROP Option CS06, Change of Status, Non-accountable.
- \$ Enter descriptive information.
- \$ Group like items together if same manufacturer and model.
- \$ Use the “Note” field for listing serial numbers of items grouped together.
- \$ Follow the same “required field” as accountable excess (above).

Refer to NFC Procedures, Property Management Information System-Personal Property System Manual for further information on required fields and format.

**Tracking the Screening Process.** To help ensure timely disposal, establish a log to record the screening process. (See Exhibit F – Sample Excess Log). To track screening:

- Make a screen print after reporting excess in PROP,
- Record the Automatic Release Date (ARD), which is the date USDA screening ends,
- Several days after the ARD, review [www.GSAXcess.gov](http://www.GSAXcess.gov) to ensure GSA receives report,
- Click on “custom search” and enter your activity address code to see reports,
- Record the surplus release date: “Date Screening Ends”
- Shortly after the SRD, check with GSA Sales to determine if they have received report and plan to conduct a sale.
- GSA should provide final disposal instructions indicating that “they elected not to conduct a sale”, “there were no bidders”, or a copy of the sales receipt.

It is up to the PMO to be proactive and monitor the process to ensure timely receipt of disposal instructions. For the most part, GSA no longer sends screening status notifications.

**Screening Exceptions.** Exceptions to required screening are:

- ▶ **property eligible for abandonment/destruction (See Section “Unserviceable Property”),**
- ▶ foreign excess property,
- ▶ scrap, except aircraft,
- ▶ perishables (defined as property subject to spoilage or decay),
- ▶ hazardous waste,



- ▶ controlled substances,
- ▶ property dangerous to public health and safety, and
- ▶ items of national security.

Employees must still report as excess. PMO's are not **required** to report for required screening but will provide appropriate disposal instructions.

**Reporting Unserviceable Property.** Request APO's/employees report unserviceable (beyond repair or not economical to repair) property using form AD-112, Report of Unserviceable, Lost, Stolen, or Damaged Property. Information should include: **(See Exhibit G - Sample AD-112)**

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

You may bypass Federal screening when:

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

PMO's must obtain supporting information to use as a determination to bypass Federal screening. Using Condition Code X or S without supporting information does not substitute as a written determination. Declaring excess as obsolete does not substitute as a written determination. PMO's will review the finding, approve the determination or request additional information, and provide APO's with proper disposal instructions.

(You may **consider** reporting unserviceable excess through GSA, especially for items that may be difficult to dispose of. There are many organizations that may have a need for parts, etc.)

**Donation, Abandonment, Destruction.** When excess has cleared required screening, or when property is unserviceable, the PMO can authorize donation to a public body or abandonment or destruction, such as abandon in place for large equipment, or destroy in appropriate waste containers, scrap dealers, certified recyclers, etc. **Do not abandon or destroy property in any manner that it harmful to the environment. Follow all applicable Federal, state, and local environmental laws.** PMO's will:

- ▶ review/prepare AD-112,

- ▶ ensure supporting information to justify bypassing screening,
- ▶ complete Section III of the AD-112 authorizing the APO to donate, abandon, or destroy,
- ▶ request the APO to post a Public Notice, if applicable,
- ▶ request the APO to complete Section IV certifying property disposal and return completed form,
- ▶ file form in official APO/generic excess file, and
- ▶ use the proper deletion option to remove the record from PROP, if applicable.

**Documentation.** Ensure employees do not dispose of unserviceable property without proper authorization/documentation from the PMO. Ensure the disposal process shows a clear audit trail from reporting to final disposal. Use the AD-112, with all supporting information, including notation showing how the office disposed of the item. **(See Exhibit H.1-4 for Sample information for AD-112s.)**

**Public Notice.** Before disposing, regulations require offices to post a Public Notice announcing the Government's intent to abandon or destroy property. The Notice gives the public an opportunity to purchase the property. When posting a notice: **(See Exhibit I-Sample Public 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 should make an offer. **USDA regulations prohibit PMO's/APO's from selling property to employees who used, were accountable for, or involved in determining its excess.**

If there are no offers, authorize the APO to proceed with donation, abandonment or destruction. Do not abandon or destroy property in any manner that is detrimental or dangerous to public health, safety, and the environment. Ensure APO's return the completed AD-112, and attach a copy of the Notice after completing the disposal action.

**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
- ▶ value is so little and the cost of continued care/handling is so great that advertising for public sale, even as scrap is not economical.

**Public Bodies.** Are organizations that receive annual Federal or State appropriations. Offices may only donate excess/surplus to Public Bodies. 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. Do not give 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. These organizations can purchase surplus during a Sale or when you post a “Public Notice”.

## **Expediting the Reporting Process.**

- ▶ create a log to track status of all excess.
- ▶ report items as they become excess or unserviceable. Do not store excess.
- ▶ report excess for required screening to ensure available excess reaches a larger audience.
- ▶ 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, limited space, remove excess before installation of new, etc.) to ensure sufficient time for screening and removing.
- ▶ provide digital pictures of excess property with high re-use potential, such as vehicles, lab equipment, IT equipment, other items in good condition, etc.
- ▶ work with APOs to ensure timely disposal of excess.

- ▶ when possible, conduct outreach activities with State and local eligible organizations within your surrounding area that may be interested in excess.

**8. Donation Programs.** Consider transferring excess property to eligible recipients under USDA’s Donation Program. Using these programs, you can donate excess to educational institutions, including certain eligible private and nonprofit organizations. Below is a brief description of the various programs. The first three programs are similar. Organizations that are eligible under “Computers for Learning” and “FAIR” are also eligible under “Stevenson-Wydler”. **To simplify the process, use Stevenson-Wydler as your “blanket program”.**

**Stevenson-Wydler Technology Act.** Allows transfers of excess equipment to eligible “nonprofit or tax-exempt education institutions” involved in education.

**Eligible Institutions (largest eligibility community):**

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

\$ nonprofit organizations 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, and
- ▶ the organization submits a justification certifying their eligibility and need.

When you have a known eligible organization, request APO’s to:

- prepare form SF-120 listing available excess
- include a statement: “Request Donation under S/W to: name/address of eligible donee,”
- attach the donee’s needs eligibility and need justification, and
- forward form and justification to the PMO.

**PMO’s will:**

\$ screen excess for need within USDA using PMIS/PROP Option CS01 (accountable) or CS06 (non-accountable), and

\$ include in PROP Note field: **“Request Authorization to Donate under PL102-245”.**

No further screening will take place. If there are no USDA requests, prepare form SF-122, Transfer Order - Excess Personal Property. Both the APO and the donee will sign the SF-122, returning completed form to the property office. **(See Exhibit J – Sample Form SF-122.)**

Remove accountable property using PMIS/PROP Option DC12, Donated Research Equipment Under PL 102-245.

**Computers for Education.** Allows transfers of excess computer and related IT equipment, such as computers, monitors, printers, modems, routers, servers, telecommunications equipment, and computer software.

**Eligible Institutions:**

\$ public/private schools, pre-K through 12th grade, and

\$ nonprofit institutions that partner with schools to promote education, if;

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

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

**Federal Agriculture Improvement Reform (FAIR) Act.** Allows transfers of excess to 1890 Land Grant Institutions (Historically Black Colleges), 1994 Institutions (Native American Colleges), 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 K.1-3 for a list of eligible institutions. Use the same process for transferring excess under Stevenson-Wydler Act.

**1862/1890 Federal Excess Personal Property (FEPP Program) Under CSREES.** Allows 1862/1890 Land Grant Universities to acquire Federal excess property for direct use in an approved CSREES research or extension projects. The institution cannot acquire excess for general use throughout the institution.

**Eligibility:** See Exhibit K.4 for a list of 1862/1890 Land Grant Institutions that currently participate in the CSREES FEPP Program. Not all Land Grant institutions participate in the FEPP program. Please check the eligibility list or call PSSB to determine if the school is active. Under this program, institutions may acquire excess for an approved CSREES program, Approved programs are:

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

**Procedures:**

- ▶ **No USDA screening required.**
- ▶ Offices should complete form SF-120, with a statement, “request permission to transfer to 1862/1890 FEPP Program.”

The PMO will work with the 1862/1890 institution, who works with their FEPP coordinator. The institution is responsible for preparing the transfer document. However, the PMO may prepare with concurrence from the FEPP Coordinator.

**Annual Report of Transfers to Non-Federal Recipients.** Regulations require Agencies to submit annual reports of excess transferred under the Donation Programs. (This does not include excess/unserviceable property donated to a public body in lieu of abandonment or destruction.) The PROP 310B Report, Property on Loan to Non-Federal Recipients, automatically captures this information **for accountable property** removed from PROP using Option DL12-Donated Research Equipment Under PL102-245. **PMO’s are responsible for gathering information for non-accountable property.** Information includes:

\$ name/address of recipient, and

\$ by FSC code, the number of items and the acquisition cost of items transferred.

Also, GSA requires specific information on **transfers of computer equipment** under **Stevenson-Wydler and Computers for Education.** Required information is:

- ▶ number of individual PCs by type (such as 486, pentium I, II, III, IV, etc.)
- ▶ number of computer systems (PC, monitor, and keyboard) by type,
- ▶ number of peripheral equipment (monitors, printers, and other)

- ▶ original acquisition cost, and
- ▶ recipient name/address.

**Locations are responsible for submitting information to the APMO. APMO's will submit a consolidated report to PSSB no later than November 30 each year.**

**9. Acquiring Excess Property.** Federal regulations state excess is the first source of supply, when appropriate. GSA maintains an on-line database of nationwide excess, GSAXcess-FEDS, available at [www.GSAXcess.gov](http://www.GSAXcess.gov). This system allows users to search available excess on-line by a variety of search criteria. Users can also submit an electronic “want” list where the GSAXcess will search the database for you and send you an email of potential matches. Using GSAXcess meets the criteria for pursuing the first supply source.

**Requesting Access to GSAXCess-FEDS.** Users can “search” the database by registering on-line with GSAXcess. To request excess or submit a want list, users must have a specific ID and password. Submit the following information through your APMO to [Cbrumback@ars.usda.gov](mailto:Cbrumback@ars.usda.gov):

- ▶ name, telephone, and fax number,
- ▶ activity address code,
- ▶ E-mail address, and
- ▶ mailing address.

GSA forwards access codes via e-mail.

**10. Exchange or Trade-In.** Trading-in property prior to it becoming excess helps reduce the cost of replacement property and eliminates reporting property as excess. It may be the most cost effective method to dispose of an item. The process requires a joint effort between the APO's, PMO's, and the procurement officials to work with vendors to determine if they will accept trade-ins. Work with your procurement office and financial office to ensure proper documentation of the process. Include the following information regarding the trade-in:

- \$ make, model, and serial number,
- \$ trade-in allowance (**required**), and
- \$ AG number, if accountable.

**Reporting Requirements.** PMO's must receive documentation of trade-ins involving **accountable property**. Regulations require Agencies to submit annual reports of exchange/sale for accountable property. PROP Report 319, Exchange/Sale Report, **automatically** captures this information when PMO's properly remove accountable trade-ins in PROP using Option DL08, Sold

Exchange/Sale.

**11. Transferring Accountable Property.** Document transfers of accountable property using form Form AD-107. Include the following:

- \$ complete description,
- \$ manufacturer name and model,
- \$ serial number,
- \$ AG number, and
- \$ acquisition date and cost (if unknown, estimate).

Both the reporting APO and receiving APO will sign the AD-107. The PMO will adjust property records in PMIS/PROP and file copies in official APO files. Offices are not required to complete form AD-107 when transferring non-accountable property. However, use this form at your discretion for internal tracking purposes.

**12. Loaning Government Property.** Offices may loan property that could be temporarily out of service to other Federal, State, or local agencies. The loan period should not exceed 1 year (may renew). Do not loan Government property to any organization or individual for personal use, including as a reward, gift, or because the equipment is no longer needed. **(See Exhibit L for Sample AD-107 for Loans)**

Except in disaster assistance, loans will be in support of REE programs, with a written agreement documenting the work involved. The written agreement should cover issues such as liability, repairs, and return date. Regardless of the cost of the item, document all instances of loaning/borrowing property. Include the following information

- \$ item description, serial number, manufacturer and model number,
- \$ loan/borrow period,
- \$ conditions for using,
- \$ maintenance requirements, and
- \$ inspection requirements upon return.

Both the loaning and the borrowing entity must sign the transfer. If accountable, PMO's will maintain a copy of the paperwork in the official file and adjust any property records.

**13. Property Pass.** USDA regulations require offices to document when they authorize employees to remove Government property from the facility. An appropriate supervisor or property officer, with supervisor's approval, will complete form AD-873, Property Pass, AD-107, or



memorandum to document the process. When removing reoccurring items, prepare a memo that lists all descriptive information and the time frame, not to exceed a year.

The property pass will include:

- ▶ item description, serial number, AG number if appropriate,
- ▶ employee name, and
- ▶ expected return date.

**14. Reporting Lost or Stolen Property.** Ensure employees report incidents of lost/stolen Government-owned or leased property to supervisors/APOs. The Supervisor or APO will inform the appropriate officials such as:

- \$ GSA building manager,
- \$ local law enforcement,
- \$ campus policy, and
- \$ the Federal Protective Service.

APO's/Supervisors are responsible for documenting incidents using form AD-112 to the PMO. (**See Exhibit M – Sample AD-112 for Lost Property.**) Ensure the documentation includes 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
- ▶ a copy of the police report or case number.

PMO's will review the AD-112, complete Section II, return a copy to the APO, and maintain a copy in the official APO file.

**15. Unconditional Gifts.** On behalf of USDA/ARS, AAO's may accept unconditional gifts when:

- ▶ acceptance does not imply an endorsement of the gift, giver, or obligate the agency to provide information,
- ▶ gifts do not contain advertising matter, and
- ▶ offers are supported by a signed letter stating that the giver is the sole owner of the gift, declares a value, and the gift is unconditional.

Gifts cannot be from a USDA-wide prohibited source as defined in Department Regulation 5200-3, dated 4/18/2003:

- \$ person/organization who conducts activities regulated by any USDA agency,
- \$ person/organization engaged in criminal, civil, or administrative litigation with USDA,
- \$ person/organization whose ability to participate in USDA programs, including loans, grants, contracts, etc has been suspended or terminated by USDA.

The PMO, APMO and AAO will work together to review the offer, ensuring it meets the acceptance criteria, states a value, and prepare a written response to accept the gift on behalf of USDA/ARS. USDA regulations require agencies to report all gifts valued at \$5,000 or more. **If the gift is personal property, with a value of \$5,000 or more, the gift is accountable property. Use PMIS/PROP Option AC06-Donation to update gifts of accountable property.**

**16. Motor Vehicles.** PMO's will provide oversight for vehicle acquisitions, operations, use, reporting requirements, and disposal of Government owned and leased vehicles.

**Official Use of GOV.** Employees are prohibited from using GOVs for personal convenience, purpose, comfort, or benefit. Use discretion to avoid situations that may convey to the public that the vehicle is being used for unofficial purposes. **Employees who use or approve use of GOVs for other than official purposes are subject to suspension of at least one month or removal.**

**Responsibilities.** PMO's and APO's will:

- ▶ maintain vehicle dispatch records that provide reasonable audit trails ensuring compliance of regulations, include date, operator, and destination (**See Exhibit N – Sample Vehicle Use Log**)
- ▶ advise employees of regulations covering GOVs,
- ▶ ensure employees are properly licensed to operate GOVs, and
- ▶ submit maintenance and operational data for all Non-Voyager (fleet card) payment transactions. (Non-Voyager includes merchants who do not accept the Voyager card and Government provided fuel, repair, and maintenance.)

**Requesting New Vehicles.** New regulations will require agencies to ensure there is still an

existing need for vehicles when requesting a new or replacement vehicle. Request the **minimum** body size, engine size, and equipment necessary to fulfill the mission. Use GSA’s AutoChoice ([www.gsa.gov/autochoice](http://www.gsa.gov/autochoice)) to submit vehicle requisitions. In addition to the vehicle standard identification number and options, requisitions must have a unique:

- Requisition Number, and
- Document Reference Number (DRN) {Check your internal procedures to determine who assigns the DRN}.

APMO’s **must submit paper copies of requisitions, either a screen print from AutoChoice or the AD-700, to the appropriate ARS/NFC finance office to obligate the funds.** Hi-light the following information:

- requisition number,
- DRN,
- activity address code,
- accounting, and
- acquisition amount.

Certain specialized vehicles may not be available through AutoChoice. If this is the case, APMO’s should submit Form GSA-1781, Vehicle Requisition. However, ensure concurrence from GSA before submitting.

**Minimum Replacement Standards.** Below are the minimum replacement standards, stated in both years and miles; use whichever occurs first. Do not arbitrarily replace vehicles without ensuring the existing fleet cannot fill the need.

<b>Vehicle Type</b>	<b>Years</b>	<b>Or Miles</b>
(Passenger) Sedan/Station Wagon	3 years	60,000 miles
Ambulance	7 years	60,000 miles
Light Trucks (less than 12,500 GVWR, includes mini- vans, SUVs)	6 years	50,000 miles
Medium Trucks (GVWR between 12,500-23,999)	7 years	60,000 miles
Heavy Trucks (GVWR 24,000 or more)	9 years	80,000 miles

4-6 wheel drive vehicles	6 years	40,000 miles
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**Alternative Fuel Vehicles (AFV).** Regulations require Federal offices located in or near cities that are listed as a Metropolitan Statistical Areas (MSA’s), cities with populations of 250,000 or more, to acquire “light duty” AFV’s. **Your zip code and county determines whether you are considered a MSA. (See Exhibit O - ARS Locations in MSA’s)** Light duty vehicles are:

- \$ sedans, station wagons, and
- \$ light trucks, including mini-vans and SUVs.

Offices located in an MSA must check the availability of an AFV to fulfill the vehicle need before purchasing a gasoline fueled vehicle. **PMO’s will maintain copies of written justifications for all non-AFV purchases.** The justifications will help determine where additional AFV types and fuels are needed and will help explain why ARS did not meet its goals, if necessary.

**Recording Maintenance/Operational Data.** When using a vehicle’s assigned Voyager Fleet Card, all data and cost information is fed from the card to PMIS/PROP. (This occurs on the 10<sup>th</sup> of every month.). **Minimum quarterly, PMO’s are responsible for updating all non-Voyager costs to PMIS/PROP, which includes:**

- ▶ POOL Cards,
- ▶ Government or Contract fueling/maintenance centers,
- ▶ BPAs, and
- ▶ Visa Purchase Cards.

Establish procedures that allow operators to record vehicle use and operational data, such as using ARS-715, ARS Vehicle Operation Record, a similar spreadsheet, or log. To assist in requesting information from APO’s, generate and **distribute PROP Report 510, Quarterly Operational Worksheet.** Required information includes:

Mileage	Maintenance costs
Gallons purchased	Repair costs
Fuel costs	Storage costs
Fuel type	Accident costs

PMO’s will update information to PMIS/PROP using Option Screen AC18, Input Motorized Equipment Operational Data, using:

- ▶ Option A - Add a New Record, or

- ▶ Option C - Change an Existing Record.

When using **Option A**, if you receive a message “A Record Already Exists for this Date”, it means that Voyager data for the specified month has already fed from PCMS-Fleet to PROP.

Use **Option C** to change the existing record. PMOs will have to add the new data to the existing monthly data and key in the **combined** total. For detailed instructions refer to APD Policy Memo 221.1-5, Motor Vehicle Reporting Requirements, dated 10/11/00 available at <http://www.afm.ars.usda.gov/ppd/pdf/files/pm-221-1-5.pdf> and your NFC PROP Manual.

**Annual Vehicle Reports.** Federal regulations require agencies to submit annual reports of vehicle use, operational costs, and acquisitions and disposals, by vehicle type. Required data includes:

- (a) Miles traveled,
- (b) Fuel cost,
- (c) Fuel type
- (d) Gallons purchased
- (e) Maintenance and Repair costs,
- (f) Planned acquisitions and disposals
- (g) Actual acquisitions and disposals

Headquarters uses PMIS/PROP to obtain the information for required reports. PMO’s are responsible for ensuring vehicle data in PROP is current, accurate, and complete. **Primary fields include:**

- **Standard Identification Number (S.I.N.),**
- **Fuel Type, Drive (4x2, 4x4)**
- **Zip Code, and**
- **all Operational/Fuel Cost Data.** (Commercial and Government provided)

**PMIS/PROP Vehicle Reports.** There are several PROP vehicle reports to use for monitoring vehicle use, costs, and inventory control. They help provide management and oversight for the Area/location fleet. Most all reports allow a sort by PMO, location, or accountable officer:

**Use, Maintenance, and Operational Costs:**

507 - Vehicle Operational/Maintenance Report (specify the time period)
510 - Quarterly Operational Worksheet (to capture manual updates for PROP)
511 – Current Motor Vehicle Operational Data Report (cumulative existing data)

**Inventory Control:**

501-Vehicle Inventory Report
502-List of Vehicles by Location
503-List of Vehicles by APO
504-List of Vehicles by NFC-ID
506-List of Vehicles by License Number
512-List of Vehicles Disposed

**Fleet Credit Cards.** Use the fleet card to procure fuel and services necessary to operate and maintain vehicles, aircraft, boats, and other motorized equipment. This includes fuel, maintenance, repairs, parts, accessories, washes, etc. Secure fleet cards when not in use. Do not leave cards unattended in the vehicle. Issue only one Fleet card to each vehicle, aircraft, or boat that requires fuel. APMO’s will monitor card transactions using PCMS-Fleet reporting, alerts, and queries.

**POOL Cards.** Limit the number of POOL Cards to those that are absolutely necessary. POOL cards are for emergency situations, not for use in case of a lost card. Offices can use POOL cards for multiple pieces of equipment such as for snowmobiles, chainsaws, all terrain vehicles, etc. **When using a POOL card for a vehicle, PMO’s must update the cost information to PMIS/PROP by the vehicle record.**

**Vehicle Operations.**

- \$ No smoking in GOV (owned or leased).
- \$ Drivers and passengers must wear seat belts while the vehicle is in motion.
- \$ Obey traffic laws and pay fines imposed 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.

**Licensing Requirements.** Operators must possess a valid State/District of Columbia/territory driver’s license and must carry the license with them at all times while operating a GOV. State law determines a “valid” license. For visiting scientists, relocating employees, etc., verify the criteria of a valid State license through the appropriate Motor Vehicle Administration.

**Lost/Stolen Vehicle Tags.** USDA regulations require offices to report all lost or stolen Government tags. PMO’s/APMO’s will report lost/stolen tags to PSSB (include tag number, city, and

State where lost/stolen), as well as follow any internal guidance.

**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. Each GOV must have an Accident Report Kit inside the vehicle that contains:

- ▶ Form SF-91, Operator, 's Report of Motor Vehicle Accident,
- ▶ Form SF-94, Statement of Witness, and
- ▶ Form CA-1, Employee Report of Traumatic Injury (if required).

Employees and supervisors are responsible for thoroughly investigating the incident, completing form SF-91, and forwarding the completed report and form to the APO/PMO. APOs will prepare form AD-112 documenting damage to the GOV, including:

- \$ description of damage,
- \$ cost of replacement if vehicle is destroyed,
- \$ 2 repair estimates,
- \$ photographs, and
- \$ forward completed package to the PMO.

The PMO will use the information to prepare documentation needed for potential claims against the Government. Thoroughly investigating accidents where there is a potential for a 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.

**Transporting Non ARS Employees.** Non-ARS employees (cooperators, contractors, volunteers, students, and other Government employees) may be authorized to operate or ride in a GOV:

- \$ when an agreement or contract documents using a GOV,
- \$ when using to conduct official Government business, and
- \$ when a Government official directs vehicle use.

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

**Home-to-Work Transportation.** Employees engaged in field work and employed under an authorized occupational series may be authorized for home-to-work transportation authority. (See Exhibit P – List of Occupational Series Authorized for Home to Work)

Home-to-Work transportation applies to employees on normal duty (non-travel status) performing assigned duties within their regular duty station. Use form AD-728, Request and Authorization for Home to Work, to document all approved Home-to-Work. At a minimum, supervisors and LAO's will approve requests. PMO's will maintain a list of employees approved for home-to-work. **The Secretary of Agriculture must approve Home-to-Work authority for employees outside the authorized occupational series.**

Employees in "approved occupational series" should not have broad authority for Home-to-Work. Ensure approval is in the best interest of the Government and for the minimal time frame required.

**Using a GOV While on Travel** Using a Government vehicle while on travel falls under the Federal Travel Regulations. Employees in travel status may use a GOV 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.** With management approval, an employee's dependent may accompany them in a GOV while on official travel status. **However, dependents are prohibited from operating a GOV.** The Government is liable for any injuries suffered by all passenger through the fault of the employee authorized to operate the GOV. All determinations should be on a case by case basis in lieu of blanket policy, ensuring:

- \$ GOV 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 GOV 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.



**Temporary Overnight Storage While on Travel.** On a case by case basis, managers such as Research Leaders and LAO's may authorize an employee to store a vehicle at a private residence overnight for travel purposes. The Research Leader/LAO should ensure that the APO is aware of and concurs with the approval and follows internal procedures from PMOs.

**Temporary overnight storage is not for employee comfort or convenience but to prevent employee hardship** when an employee must arrive or depart at an unusual early or late hour.

Consider temporary storage only when approval will substantially increase the efficiency and economy of the Government while preventing employee hardship. The employee/supervisor will document GOV use on the official Travel Authorization and complete any internal "authorization requests".

**17. 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. Claims 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.

Anyone receiving a claim will note directly on the claim:

- ▶ date received date received,
- ▶ name of individual who received the claim, and
- ▶ forward claim to your PMO.

PMO's (location tort claim representative) and APMO's (area tort claim representative) will work together to prepare documentation to notify the claimant of claim receipt, (however, do not concede any other information), and prepare documentation for a decision by USDA's Office of General Counsel (OGC). OGC has the authority to render a decision on all claims. Ensure offices thoroughly investigate incidents at the time they occur. Do not wait until a potential claimant files a claim.

## **18. Exhibits.**

- A. Responsibility Chart
- B. Sample Ltr – Requesting a Physical Inventory
- C. Commonly Used BOCs for Equipment
- D. PMIS/PROP Screen Options
- E. Sample Form SF-120, Reporting Excess Property
- F. Sample Log for Tracking Excess
- G. Sample Form AD-112, Reporting Unserviceable Property

- H. Documentation to Support AD-112s
  - 1. Screening and Public Notice Required
  - 2. Screening Required, no Public Notice Required
  - 3. No Screening Required, but Public Notice Required
  - 4. No Screening Required, no Public Notice Required
- I. Public Notice
- J. Sample Form SF-122, Transfer Order, (documenting transfers under Donation programs)
- K. Eligible Institutions Under Donation Programs
  - 1. 1890 Historically Black Land Grant Institutions
  - 2. HSI Institutions
  - 3. 1994 Native American
  - 4. 1862 Land Grant Institutions
- L. Sample Form AD-107 – Property on Loan
- M. Sample Form AD-112 – Property Lost or Stolen
- N. Sample Vehicle Use Log
- O. List of ARS Locations in MSAs (Required to Purchase AFV's)
- P. List of Occupational Series Authorized for Home to Work

## A. Responsibility Chart

Function	Tasks
Appoint APOs	<ol style="list-style-type: none"> <li>1. Designate <b>supervisors</b> in writing.</li> <li>2. Provide a list of duties and responsibilities.</li> </ol>
File Management	<ol style="list-style-type: none"> <li>1. Establish individual APOs files,</li> <li>2. Use 6-part folders, consolidating all information per APO.</li> <li>3. Establish individual vehicle files.</li> <li>4. Maintain documentation from acquisition to disposal.</li> <li>5. Follow Records Retention Schedule.</li> </ol>
Physical Inventories	<ol style="list-style-type: none"> <li>1. <b>Monthly</b>, monitor PROP 28 Inventory Report.</li> <li>2. Notify APOs of inventories <b>60 days prior</b> to date due.</li> <li>3. Provide APOs with written instructions for conducting &amp; completing inventories.</li> <li>4. Review and Update inventory date in PROP.</li> <li>5. Process documentation for excess/missing items.</li> <li>6. Modify any changes to existing property records.</li> <li>7. Provide reconciled copy to APO.</li> <li>8. Request departing/new APOs to conduct inventories.</li> <li>9. Update APO name and address information, as needed.</li> </ol>
New Accountable Property/Suspense	<ol style="list-style-type: none"> <li>1. Help ensure proper use of BOCs.</li> <li>2. Establish procedures to ensure property staff receives purchase documents at the time of purchase.</li> <li>3. Request inventory information from APOs.</li> <li>4. Reconcile Suspense <b>weekly</b>.</li> <li>5. Update Suspense items <b>within 30 days</b>.</li> <li>6. Use proper PROP Options, primarily AC01-New.</li> <li>7. Reconcile non-accountable transactions.</li> </ol>
Reporting Excess	<ol style="list-style-type: none"> <li>1. Report <b>most all</b>, including non-accountable</li> <li>2. Process for required screening in PROP using Change of Status Option, CSMU, CS01 Accountable, CS06 Non-Accountable.</li> <li>3. Develop Log to Track Excess Reports.</li> <li>4. Follow GSA disposal instructions.</li> <li>5. Provide local disposal after screening.</li> <li>6. Donate to Public Bodies.</li> <li>7. Post Public Notice, if needed.</li> <li>8. Provide audit trail of reporting/disposal.</li> <li>9. Remove From PROP if accountable.</li> </ol>

Disposal of Unserviceable	<ol style="list-style-type: none"> <li>1. Review AD-112 for detailed information to support unserviceable &amp; bypass screening.</li> <li>2 Provide local disposal instructions.</li> <li>3. Abandon/destroy in a manner that is not harmful to the environment.</li> <li>4. Complete AD-112 w/ APO signature, witness signature, and disposal action.</li> <li>5. Remove from PROP if accountable.</li> </ol> <p>Provide audit trail of disposal process.</p>
Donation Programs	<ol style="list-style-type: none"> <li>1. Document excess using SF-120.</li> <li>2. Ensure recipient eligibility.</li> <li>3. Report for required USDA screening.</li> <li>4. Prepare SF-122, Transfer Order.</li> <li>5. Submit <b>annual</b> reporting data.</li> </ol>
Acquire Excess	<ol style="list-style-type: none"> <li>1. View available excess through <a href="http://www.GSAXcess.gov">www.GSAXcess.gov</a></li> <li>2. Submit requests for access to submit want lists and freeze available excess.</li> </ol>
Acquiring Motor Vehicles	<ol style="list-style-type: none"> <li>1. Request minimum size and options needed.</li> <li>2. Request AFV if located in MSA-s.</li> <li>3. Submit using AutoChoice.</li> <li>4 Secure keys/fleet cards when not in use.</li> <li>5. Establish use log.</li> </ol>
Vehicle Maintenance & Operational Costs	<ol style="list-style-type: none"> <li>1. Track &amp; update maintenance/operation costs for Government provided fuel maintenance, POOL cards, Visa cards, BPA-s, etc. (all costs outside tag specific Voyager card).</li> <li>2. Update ANon-Voyager@ to PROP, <b>minimum quarterly</b>.</li> <li>3. Use PROP Option, AC18, Input Motorized Equipment Operational Data, Option A-New, C-Change.</li> <li>4. Ensure all vehicle cost data is in PROP for required reports.</li> </ol>
Vehicle Use	<ol style="list-style-type: none"> <li>1. GOVs are not taxi-cabs</li> <li>2. Home-to-Work for those in approved occupational series</li> <li>3. Document use of GOV when used for Travel</li> <li>4. Dependents prohibited from operating GOV.</li> <li>5. Temporary overnight storage for travel only when improve Government operation, prevent employee hardship, not employee convenience .</li> </ol>

## **B. Sample Inventory Letter**

SUBJECT: Conducting a Physical Inventory – **Due by:**

TO: APO Name and Number

FROM: PMO Name

USDA regulations require offices to conduct a physical inventory of personal property every two years or when there is an APO change. Please conduct a physical inventory of accountable property (property with an original acquisition cost of \$5,000 or more and items determined sensitive) using the following guidelines:

1. Verify property on-hand by a notation next to the item, such as OH, a checkmark, etc.
2. Correct any discrepancies in the descriptive information, serial number, mfg. Name, model, etc.
3. Note the item's location, such as room number, custodian, or other information that may readily identify the item location. For Government equipment at home, note the employee's name, ensuring proper documentation authorizing use and removal.
4. List accountable/sensitive property that is not listed on the inventory. Include a copy of the purchase document, with descriptive information and cost information.
5. Report excess property using Form SF-120, Report of Excess Property. Report unserviceable property using Form AD-112, and include supporting information.
6. Report missing items using Form AD-1112, Report of Unserviceable, Lost, Stolen, or Damaged Property. Provide the details surrounding the loss.
7. Sign, Date, and return the completed inventory no later than **"DATE"**

Our office will follow up with any discrepancies and provide you with a copy of the reconciled inventory. If you have any questions, please contact our office at:

Enclosure



### C. 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>
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## D. PMIS/PROP Screen Options

Screen Name	Screen No.	PROP Page No.
<b>Inquiry Menu</b>	<b>IQMU</b>	<b>Page 17</b>
Property by NFC-ID	IQ01	20
Condensed Inventory List by APO Number	IQ06	22
Property by Serial Number	IQ08	33
View Excess Property	IQ13	43
Property History (Use to See How Item was Updated to PROP)	IQ15	47
Feeder (Suspense) History	IQ22	59
Vehicles by License Number	IQ19	53
<b>Acquisitions</b>	<b>ACMU</b>	<b>Page 81</b>
New Acquisition (Best Option to Use to Update Property)	AC01	84
New Not in Feeder (Use w/ Caution)	AC02	87
Found	AC03	91
Acquired from Excess	AC04	92
Equipment Property Receipt (Received, but not yet on Suspense)	AC08	95
New Vehicle Not in Feeder - (Use w/ Caution)	AC17	107
Vehicle Property Receipt (Received but not yet on Suspense)	AC19	95
<b>Modifications</b>	<b>ACMU</b>	<b>Page 82</b>
Transfer between APOs within ARS	AC12	125
Modify Existing Property Record	AC12	99
Modify Feeder Quantity (Before Updating/Deleting PCMS)	AC14	103
Reactive Property Item (Inadvertently Deleted)	AC16	106

Input Vehicle Operational Data	AC18	114
<b>Reporting Excess</b>	<b>CSMU</b>	<b>Page 126</b>
Accountable Excess	CS01	126
Non-Accountable Excess	CS06	135
<b>Accountable Officer Menu</b>	<b>ADMU</b>	<b>Page 163</b>
Update APO Information	AD02	66
Update APO Inventory Date	TR05	163
Update PMO Information	AD02	69
<b>Transfer Menu)</b>	<b>TFMU</b>	<b>Page 119</b>
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Donated Research Equipment, PL102-245 (Stevenson-Wydler)	DL12	158
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ARS Donates to a Public Body	DL02	141
GSA Donation	DL04	144
Agency Sale	DL05	146
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Exchange/Trade-in	DL08	151
Remove Non-Accountable or Remove Duplicate	DL09	154
Delete from Feeder Master (Suspense)	DL10	155
Lost or Stolen	DL11	157

Donated Research Equipment, PL102-245 (Stevenson-Wydler)	DL12	158
<b>Report Generator Menu (RPMU)</b>	<b>Sort Choices</b>	<b>Page 169</b>
28-AO Name, Address, & Inventory Date (by AO Number, Name, or Inventory Date)	Agency or PMO	176
305A-Personal Property Excess Report	PMO or APO	182
350-Personal Property Physical Inventory Report (by Descrip)	APO	193
502-List of Vehicles by Location (by AG#)	PMO, Location, APO	198
503-List of Vehicles by APO (by AO & AG#)	PMO, Location, APO	198
504-List of Vehicles by NFC-ID	PMO, Location, APO	199
506-List of Vehicles by License Number	PMO, Location, APO	200
507-Vehicle Operational/Maintenance Report (by AG#)	PMO, Location, APO	200
510-Quarterly Operational Worksheet (by AO, location, AG#)	PMO, Location, APO	201
511-Current Vehicle Operational Data (by AG#)	PMO, Location, APO	202

# E. Sample Form SF-120, Reporting Excess Property

PAGE 1 OF 1

STANDARD FORM 120 REV. APRIL 1967 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		<b>REPORT OF EXCESS PERSONAL PROPERTY</b>		1. REPORT NO.	2. DATE MAILED  3-1-2004	3. TOTAL COST  \$	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")		<input 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				6. APPROP. OR FUND TO BE REIMBURSED (if any)			
7. FROM (Name and Address of Reporting Agency) ARS, NPA, Fort Collins 2150 Centre Ave, Bldg D, Suite 120 Ft. Collins, CO 80526				8. REPORT APPROVED BY (Name and Title)  APO NAME & SIGNATURE			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) John Smith, Rm. 120C 970-492-1111				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)	
1	GATEWAY PC Systems (w/ Monitors) MODEL: E-3200 ACQ. DATE: 5/25/2000 SERIAL NUMBERS: AA1234560 and AA1234550	4	EA	2	1,400.00	2,800.00	
2	GATEWAY SERVER MODEL: 14567 SERIAL NUMBER: AB98765 ACQ DATE: 5/25/2000 NFC-ID: AG0002661234	4	EA	1	6,000.00	6,000.00	
3	DELL MONITORS MODEL: FDP1530 ACQ. DATE: 7/17/2003 SERIAL NUMBERS: Z7020, Z4920, Z9700, Z2150	4	EA	4	500.00	2,000.00	

## F. Sample Excess Tracking Log

<b>Date</b>	<b>Office</b>	<b>Report Number</b>	<b>Description</b>	<b>Cost</b>	<b>Release Dates</b>	<b>Date Completed</b>	<b>Remarks</b>
7/01	PSSB	123K0644175 0001-003	PC Systems	4,000	USDA-8/1 GSA 10/1	10/26	GSA sold by \$200.

# G. Sample 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
			05/25/2004
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
<b>1. STATUS OF PROPERTY</b> (Check only one-report each one type separately) <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		<b>2. REPORTING ACTIVITY</b> (Show agency, unit and address) USDA, ARS, AFM 5601 Sunnyside Ave, Rm. 3-2101 Beltsville, MD	
3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no.)	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair)	ACQUISITION COST	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)
1	Dell, PC, Model, 1530, Acq. Date: 4/5/01 Serial: 987ZX, Condition Code: X	1,900.00	Faulty board, fan, and power supply. Per tech, cost to repair is more than new item
<b>4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN</b> _____ Custodian Name		DATE	<b>5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER</b> _____ APO 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 _____
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
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 _____
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).			
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 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 _____	
AD FORM 112 (Rev. 3/84)		This form was electronically produced by Eric Federal Forms, Inc. Modified by USDA/ARS/AFM/TD on 2/10/99.	

**H.1 Sample Supporting Information for AD-112, Section 3D.**  
**(Screening and Public Notice Required)**

The following action is authorized according to Federal Management Regulations (FMR) 102-36.215 through FMR 102-36.330. We have reported the property listed under Section I of the AD-112, as excess to USDA/GSA for required screening and there no requests. We have determined that either because of the low dollar value or the condition of the property that the cost of care and handling, and preparation of the property of sale would be greater than the expected sale proceeds (estimated fair market value). Therefore, advertising for sale is not economical.

You are authorized to donate, abandon, or destroy the items, after posting a Public Notice, according to FMR 102-36.320 through 102-36.325. Complete the attached Public Notice and post in a public place, i.e. bulletin board, newsletter, Post Office, for a period of 7 days. If you receive an offer, ensure check(s) or money orders are payable to USDA. Forward payment with completed form to your property office for deposit in the US Treasury.

If there are no offers, you are authorized to abandon or destroy property. In lieu of abandonment or destruction, you may donate property to a Public Body, which are organizations that receive an annual Federal state, or local annual appropriation; any Indian tribe band, group, pueblo or community located on a State Reservation. Nonprofit organizations such as private vendors, salvation army, scouts, churches, day care centers, or military prep schools are not public bodies.

Remove all Government markings before disposing. Complete Section IV of AD-112 and complete the information below to certify that the items were donated, abandoned or destroyed according to regulations. Return completed form to:

Name and Address of Your Property Office

Donation (to whom): \_\_\_\_\_

Abandonment/Destruction method: \_\_\_\_\_

This property has been abandoned or destroyed in a manner that will not be detrimental or dangerous to public health or safety and will not infringe on the rights of other persons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**H.2 Sample Supporting Information for AD-112, Section 3D.**  
**(Screening Required, No Public Notice Required)**

The following action is authorized according to Federal Management Regulations (FMR) 102-36.215 through FMR 102-36.330. We have reported the property listed under Section I as excess to USDA/GSA for required Screening and there were no requests. We have determined that either because of the low dollar value or the condition of the property that the cost of care and handling, and preparation of the property of sale would be greater than the expected sale proceeds (estimated fair market value). Therefore, advertising for sale is not economical.

According to FMR 102-36.320 through 102-36.330, you are authorized to donate, abandon, or destroy the items without posting a Public Notice.

In lieu of abandonment or destruction, agencies can donate property to a Public Body, which are organizations that receive an annual Federal state, or local annual appropriation; any Indian tribe band, group, pueblo or community located on a State Reservation. Nonprofit organizations such as private vendors, salvation army, scouts, churches, day care centers, or military prep schools are not public bodies.

Remove all Government markings before disposal. Complete Section IV of AD-112 and complete the information below to certify that the items were donated, abandoned, or destroyed in a manner authorized by the FMR and other applicable regulations. Return completed form to:

Name and Address of Property Office

Donation (to whom): \_\_\_\_\_

Method of Abandonment/Destruction:

\_\_\_\_\_

This property has been abandoned or destroyed in a manner that will not be detrimental or dangerous to public health or safety and will not infringe on the rights of other persons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### **H.3 Sample Supporting Information for AD-112, Section 3D (Screening and Public Notice Not Required)**

The following action is authorized according to Federal Management Regulations (FMR) 102-36.215 through FMR 102-36.330. Due to the low dollar value or the condition of the property listed in Section I of this form, we have determined that the cost of care and handling, and preparation of the property for sale would be greater than the expected sale proceeds (estimated fair market value). Therefore, advertising for sale is not economical.

According to FMR 102-36.305 through 102-36.330, you are authorized to donate, abandon, or destroy this property without posting a Public Notice.

In lieu of abandonment or destruction, agencies may donate property to a Public Body. Public Bodies are organizations that receive an annual Federal state, or local annual appropriation; any Indian tribe band, group, pueblo or community located on a State Reservation. Nonprofit organizations such as private vendors, salvation army, scouts, churches, day care centers, or military prep schools are not public bodies.

Remove all Government markings before disposing.

After completing disposal, complete Section IV of the AD-112 and complete the information below to certify that the items were donated, abandoned, or destroyed in the manner authorized by the FMR and other applicable regulations; and return the original to:

Name and Address of Your Property Office

Donation (to whom): \_\_\_\_\_

Method of Destruction or abandonment location: \_\_\_\_\_

This property has been abandoned or destroyed in a manner that will not be detrimental or dangerous to public health or safety and will not infringe on the rights of other persons.

---

Signature

Date

**I. 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/Description: \_\_\_\_\_

\_\_\_\_\_

FSC or NSN (Federal Supply Class or National Stock Number): \_\_\_\_\_

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



# J. Sample Form SF-122, Transfer Order (Stevenson Wydler)

<b>STANDARD FORM 122</b> JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315		<b>TRANSFER ORDER          EXCESS PERSONAL PROPERTY</b>			1. ORDER NO. 1288394166	
				2. DATE 7/20/2004		
3. TO: GENERAL SERVICES ADMINISTRATION*			4. ORDERING AGENCY (Full name and address)* Lower Brule Community College Lower Brule, SD			
5. HOLDING AGENCY (Name and address)* USDA, NASS, SOUTH DAKOTA POBOX 5068 5020 S. BROADBANK LANE SIOUX FALLS, SD 57117			6. SHIP TO (Originator and destination)* Lower Brule Community College 1College Drive, PO Box 230 Lower Brule, SD 57548			
7. LOCATION OF PROPERTY See above			8. SHIPPING INSTRUCTIONS Nathan Herman 605-473-8036			
9. ORDERING AGENCY APPROVAL A. SIGNATURE B. DATE			10. APPROPRIATION SYMBOL AND TITLE			
C. TITLE Signature from Eligible Institution			11. ALLOTMENT		12. GOVERNMENT BAL. NO.	
<b>13. PROPERTY ORDERED</b>						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include item name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
		Dell File Server Power Edge 4100/200, Dual 200 MHZ Processor Acq Date: 1/10/97 Serial Numbers: BHYS7 and BHRLV	ea	2	1,000.00	2,000.00
		In Focus LCD Project Panel 1600 LC PC Viewer Acq. Date: 1/10/97 Serial Number: 9G01738	ea	1	1,000.00	1,000.00
		Exabyte Tape Drive 8mm Acq. Date: 1/10/97 ) Serial No: 85954412	ea	1	1,000.00	1,000.00
		Compact Laptop Computer Model: LTE/286 Acq. Date: 1/10/97 (est) Serial Number: 877196266	ea	1	1,000.00	1,000.00
(property has passed through required USDA screening & there were no requests. Institution has provided a justification statement and certification that they meet the requirements of a 1999 Institution.)						
14. GSA APPROVAL A. SIGNATURE		B. TITLE ARS Property Management Officer			C. DATE	
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.

## **K-1. 1890 Institutions and K-2. HSI Institutions**

### **1. 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	

## **K-2. 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)

### **K-3: 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	

#### K-4: 1862 Land Grant Colleges & Universities

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

\* Designated APO and Currently Participates in the CSREES 1862 FEPP Program

## L. Sample Form AD-107 (Property on Loan)

United States Department of Agriculture		Report No.
<b>Report of Transfer or Other Disposition or Construction of Property</b>		4/1/04
1. Type of Transaction (Report each type separately)		Date
<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 type="checkbox"/> As-Is		3. Proceeds Received
4. Reporting Agency		\$
USDA, ARS		
5. Receiving Agency (Or Name of Purchaser or Donee)		
Maryland State Ag Council		
A. Organizational Unit		A. Organizational Unit (Or Address of Purchaser)
BA, Research Center		MR. CLAY WILLIAMS
B. Location		B. Location
1200 Baltimore Ave		2121 College Station Road College Park, MD
C. Signature		C. Signature
D. Title		D. Title
APO SIGNATURE		AGENCY REP SIGNATURE
		E. Date
		4/1/2004
6. Property Items		
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
AG0002661111	JOHN DERE TRACTOR WITH TRAILER MODEL: 1978 ACQ. DATE: 5/25/82 SERIAL NUMBER: VJC2004	7,500.00
2	2-TRAILERS ACQ. DATE: 7/1/98 SERIAL NUMBERS: LHS78 AND CSM80	150.00
LOAN PERIOD NTE 1 YEAR  USE FOR FIELD WORK IN CONJUNCTION WITH : COOP AGREEMENT NO: MARYLAND AG WILL REPORT ALL MECHANICAL ISSUES TO USDA DO NOT MAKE REPAIRS W/O USDA OK.  LAB WILL INSPECT EQUIPMENT BEFORE END OF LOAN PERIOD.		
<b>Certifications of Property and Fiscal Officers</b>		
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 Efile and modified by USDA/ARS/ITD using InForms software.		Form AD-107 (11/89)







## O. ARS Locations Required to Purchase AFVs

<b>Area</b>	<b>City/State</b>	<b>County</b>	<b>Zip Code</b>
<b>Beltsville</b>	Beltsville/Glenn Dale, MD	Prince George's	20705
	Chatsworth, NJ	Burlington	08019
	Washington, DC		20002
<b>Headquarters</b>	Beltsville, MD	Prince George's	20705
	Washington, DC		20250
<b>Mid South</b>	Baton Rouge	East Baton Rouge	70894
	New Orleans	Orleans	70149
<b>Mid West</b>	Peoria, IL	Peoria	61604
	Columbus, OH	Franklin	73210
	East Lansing, MI	Ingham	48823
	St. Paul, MN	Ramsey	55108
	Madison, WI	Dane	53706
<b>North Atlantic</b>	Newark, DE	New Castle	19713
	Frederick, MD	Frederick	21702
	Boston, MA	Suffolk	02111
	Geneva, NY	Ontario	14456
	Greenport, NY	Suffolk	11944
	Wyndmoor, PA	Montgomery	19038
	Kearneysville, WV	Jefferson	25430
<b>Northern Plains</b>	None		

<b>Pacific West</b>	Tucson, AZ	Pima	85719
	Phoenix, AZ	Maricopa	85040
	Albany, CA	Alameda	94710
	Fresno, CA	Fresno	93727
	Shafter, CA	Kern	93263
	Salinas, CA	Monterey	93905
	Davis, CA	Yolo	95616
	Riverside, CA	Riverside	92507
	Boise, ID	Ada	83712
<b>South Atlantic</b>	Brooksville, FL	Hernando	34601
	Canal Point, FL	Palm Beach	33438
	Ft. Lauderdale, FL	Broward	33314
	Winter Haven, FL	Polk	33880
	Griffin, GA	Spalding	30223
	Byron, GA	Peach	31008
	Raleigh, NC	Wake	27695
	Charleston, SC	Charleston	09414
	Clemson, SC	Pickens	29631
<b>Southern Plains</b>	Little Rock, AR	Pulaski	72211
	El Reno, OK	Canadian	73036
	Beaumont, TX	Jefferson	77713
	Houston, TX	Harris	77030
	Weslaco, TX	Hidalgo	78596

**P. List of USDA Occupational Series Authorized for Home to Work  
(without the USDA Secretary's Approval)**

<b>Series</b>	<b>Occupation</b>	<b>Series</b>	<b>Occupation</b>
<b>110</b>	Economist	<b>704</b>	Animal Health Tech
<b>401</b>	General Biological Science	<b>808</b>	Architect
<b>404</b>	Biological Technician	<b>819</b>	Environmental Engineer
<b>414</b>	Entomologist	<b>1101</b>	Supvy, Packers & Stockyard Specialist
<b>421</b>	Plant Protection & Quarantine Aid	<b>1145</b>	Ag Program Specialist
<b>435</b>	Plant Pathologist	<b>1146</b>	Ag Marketing Specialist
<b>436</b>	Plant Protection and Quarantine Officer	<b>1147</b>	Ag Market Reporter
<b>440</b>	Genetisist	<b>1165</b>	Loan Specialist
<b>454</b>	Rangeland Management Specialist	<b>1171</b>	Appraiser
<b>455</b>	Range Technician	<b>1315</b>	Hydrologist
<b>457</b>	Soil Conservationist	<b>1316</b>	Hydrologist Technician
<b>458</b>	Soil Conservation Technician	<b>1320</b>	Chemist
<b>460</b>	Forester	<b>1382</b>	Food Technologist
<b>462</b>	Forestry Technician	<b>1801</b>	Inspectors and Compliance Officer
<b>470</b>	Soil Scientist	<b>1802</b>	Inspections & Compliance Aids/Techs
<b>471</b>	Agronomist	<b>1810</b>	General Investigator
<b>475</b>	Ag Management Specialist	<b>1811</b>	Criminal Investigator
<b>482</b>	Fishery Biologist	<b>1850</b>	Warehouse Examiner
<b>486</b>	Wildlife Biologist	<b>1862</b>	Consumer Safety Inspector
<b>487</b>	Animal Scientist	<b>1863</b>	Food Inspector
<b>511</b>	Auditor	<b>1980</b>	Ag Commodity Grader
<b>701</b>	Vet Medical Officer	<b>WG-5048</b>	Animal Caretaker

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.  
 1288394166  
 2. DATE  
 7/20/2004

3. TO: GENERAL SERVICES ADMINISTRATION\*

4. ORDERING AGENCY (Full name and address)\*  
 Lower Brule Community College  
 Lower Brule, SD

5. HOLDING AGENCY (Name and address)\*  
 USDA, NASS, SOUTH DAKOTA  
 POBOX 5068 5020 S. BROADBANK LANE  
 SIOUX FALLS, SD 57117

6. SHIP TO (Consignor and destination)\*  
 Lower Brule Community College  
 1College Drive, PO Box 230  
 Lower Brule, SD 57548

7. LOCATION OF PROPERTY  
 See above

8. SHIPPING INSTRUCTIONS  
 Nathan Herman  
 605-473-8038

9. ORDERING AGENCY APPROVAL  
 A. SIGNATURE \_\_\_\_\_ B. DATE \_\_\_\_\_

10. APPROPRIATION SYMBOL AND TITLE

11. ALLOTMENT

12. GOVERNMENT BAL. NO.

C. TITLE  
 Signature from Eligible Institution

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include item name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
		Dell File Server Power Edge 4100/200, Dual 200 MHz Processor Acq Date: 1/10/97 Serial Numbers: BHYS7 and BHRLV	ea	2	1,000.00	2,000.00
		In Focus LCD Project Panel 1600 LC PC Viewer Acq. Date: 1/10/97 Serial Number: 9G01738	ea	1	1,000.00	1,000.00
		Exabyte Tape Drive 8mm Acq. Date: 1/10/97 ) Serial No: 85954412	ea	1	1,000.00	1,000.00
		Compact Laptop Computer Model: LTE/286 Acq. Date: 1/10/97 (est) Serial Number: 877196266	ea	1	1,000.00	1,000.00
		(property has passed through required USDA screening & there were no requests. Institution has provided a justification statement and certification that they meet the requirements of a 1999 Institution.)				

14. GSA APPROVAL

A. SIGNATURE \_\_\_\_\_ B. TITLE ARS Property Management Officer C. DATE \_\_\_\_\_

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.