

1. PURPOSE

This attachment establishes the correct procedures for completing all forms needed by a Property Account Holder to manage Agency property.

Completion of each form is covered block by block. For further clarification please contact M/AS/P.

This attachment includes the following:

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REPORT OF EXCESS PERSONAL PROPERTY (SF-120)

The SF 120 is used for the turn in of office and, if overseas, household furniture.

Headquarters

The SF 120 will be completed by headquarters Property and Supply personnel.

Regional Offices

1. Follow excess procedures as provided in MS 511.
2. Once the Regional Office PO determines that excess personal property cannot be locally disposed of he or she will complete an SF 120 for **office furniture** disposals.
3. The PO sends the completed SF 120 to the GSA Regional Office indicated in Attachment C.
4. GSA will market your excess personal property. If GSA can transfer or sell the property to other agencies, GSA will notify the PO of the transfer or sale. Notification will contain instructions and any forms required to complete the transaction. The purchase or transferee will be responsible for pick-up of the furniture.
5. If GSA cannot sell or transfer your excess personal property, they will notify the Regional Office in the form of a memorandum.
6. This notification gives the Regional Office the authority to locally dispose of their excess property. This means the property may be sold at an auction held by the Regional Office, donated to charitable/non-profit agencies, or disposed of locally etc.
7. Locally disposed may be anywhere that is not harmful to the public or the environment (e.g. local dump, or dumpster). Any costs to dispose of the excess personal property must be paid by the Regional Office.
8. Maintain all disposal and transfer records at the Regional Office. This will be the PO's proof of disposal or transfer. Annual inventory reports will serve as notification to M/AS/P.

Overseas Offices

Overseas offices will use the same procedures to complete SF 120 as the Regional Office Managers, except that the completed form is sent to the local Embassy GSO. If a post does not have an Embassy near by or in the country, Country Directors are granted the authority to authorize disposal. If the Country Director is authorizing the disposal, the director should sign the SF 120 as approving authority. (In this case, furniture will generally be auctioned or donated to a local charity.)

*****Be sure to note Bar Code #s with serial numbers (if there are any) in the SF 120**

Description block 18(b) and enter the disposal date in the property database***

SF 120 Report of Excess Personal Property (Office Furniture)

Block 1. Report number will be based on each Regional Office, Overseas Posts, or Headquarters GSA account number and the four digit Julian date. For headquarters it will

be 1131N5 and the four digit Julian date. For Regional Offices and Overseas Posts see the enclosed GSA account numbers.

Block 2. Date mailed will be the date mailed to the GSA Regional Office or Embassy GSO. Be sure to indicate the month, day and year.

Block 3. For the SF 120 (furniture), leave this value blank, unless the GSA Regional Office or Embassy GSO requests acquisition values. GSA generally has prices for furniture and will add them to the form once it is received in their office. The same should apply to the Embassy GSOs, but this is a country specific procedure set by the GSO.

Block 4. Type of report will be (a) original.

Block 5. "To" is the GSA Regional Office or Embassy GSO to whom the SF 120 will be sent.

Block 6. N/A

Block 7. Address of the Regional Office or Post submitting the SF 120.

Block 8. Printed name and signature of the Regional Office Manager or Country Director submitting the report.

Block 9. Contact will be the PO submitting the report.

Block 10. N/A

Block 11. Same as Block 7.

Block 12. Leave blank.

Block 13. N/A

Block 14. Give the physical location address of the property. Put "Same as Block 7" if the property is still located in the Regional Office or Overseas Post.

Block 15. REIM/REQD, mark "no."

Block 16. Leave Blank.

Block 17. Leave Blank.

Block 18. List property as follows:

Section (a). Item numbers are three digit starting with 001. Each type of furniture will be given an item number (i.e. chairs with arms will be listed under one item number and chairs with wheels and arms will be listed under another item number).

Section (b). Description will be a general description for each item number (i.e. metal desk, chairs with out arms, chairs with arms, chairs with arms with wheels, folding chairs, file cabinets, 5 drawer etc.).

Section (c). COND is condition code. Assign condition 7, 8, 9, or S (scrap). It will be the PO or Regional Office Manager/Country Director's determination.

Section (d). Unit will be EACH (EA).

Section (e). Number of units will be the total number of individual items identified as excess property.

Section (f). Leave blank.

Section (g). Leave blank.

Section (h). Leave blank.

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REPORT OF PERSONAL PROPERTY FOR SALE (SF-126)

The SF 126 is used for the turn-in of office equipment or excess household property that is classified as a capitalized asset. If it operates from electricity, you will use an SF-126 to report the assets as excess.

Headquarters

The SF 126 will be completed by Peace Corps Property and Supply personnel.

Regional Office/Overseas Post

1. Follow the excess procedures in MS 511. Regional offices will deal directly with the regional GSA office, while overseas posts will work with the local Embassy GSO. If there is no GSO available, the PCD of that country is the disposing authority.
2. Once the Regional office/overseas post determines that they do not want their excess personal property, they will complete an SF-126 for reporting the excess property to the marketing agency.
3. The PO sends the completed SF-126 to the GSA Regional Office. Overseas posts send SF-126's to the GSO. (This is an optional use form for overseas posts.) There may be a country specific procedure that the Embassy follows. Before completing a SF-126, contact the Embassy to verify their exact disposal procedures and forms used.
4. GSA or the Embassy will market your property.
5. If GSA or the Embassy can transfer or sell the property to other agencies, they will notify the PO of the transfer or sale. Notification will include instructions and forms for the sale or transfer. The purchaser or transferee will be responsible for pick-up of the equipment. An Embassy may claim part of a sales proceeds to defray marketing costs.
6. If GSA can't transfer or sell the property to other government agencies, they will notify you via memorandum. This allows the Regional Office/overseas post to bring the items to a dump, or donate it to a local charity or non-profit organization.
7. "Locally disposed" may be anywhere that is not harmful to the public or the environment (e.g. local dump, dumpster). Any costs for disposal of the excess property must be provided by the disposing office.
8. Regional Offices/overseas posts must maintain copies of all documentation involved in a sale or transfer for two years. Be sure to input the disposal or sale in the "Disposal" field in the property database.

*Note: Be sure to indicate Bar Code #s or Property ID tag numbers on the SF 126, Description Block 16(c).

SF-126 Report of Personal Property for Sale

Block 1. "From" is the name and address of the Regional Office or overseas post with excess property.

Block 2. "Report number" is based on the each Regional Office, overseas post, or headquarters GSA account number and the four-digit Julian date. For headquarters, the report number is 1131N5 and the four digit Julian date.

Block 3. "Date" is the date the Regional Office or overseas post completes the form.

Block 4. N/A

Block 5. Type the acquisition costs in this block.

Block 6. Type in the point of contact -- the person who has access to the property and who will be able to show the property to prospective customers.

Block 7. Type in the physical location of the property being sold.

Block 8. "To" is the name and address of the agency to whom you are sending the form. For Regional Offices, find the GSA Region address in Attachment C. For overseas posts, this will be the GSO at your Embassy.

Block 9. Check the "no" block and put N/A in part "b."

Block 10. Check "Yes."

Block 11. Check "No."

Block 12. Type in "Same as Block 1."

Block 13. If GSA markets excess equipment for Regional Offices, then GSA will keep all proceeds of sale. Therefore, type N/A in this block. In rare instances when the Regional Office auctions the equipment, the proceeds should be deposited in treasury account number 11F3845 (44). For overseas posts, type in treasury account number 11F3845 (44).

Block 14. For Regional Offices, type in "Peace Corps." For overseas posts, type in the local account number, if any, or "Peace Corps."

Block 15. "By" should be followed by the name of the Property Account Holder or their designated representative.

Block 16.

- A. Assign a sequential number for each type of equipment.
- B. Leave blank.
- C. Group like items together, listing the items' manufacturer's assigned serial number, or the property number assigned by the Regional Office or overseas post. For each item number type in a condition code that best describes the overall condition of the item up for sale. If all of the equipment is in the same condition you may type the condition code in the block above your listed items.
- D. Type in "EA" for each item number.
- E. Type in the number of items being listed under each item number.

F. Type in the acquisition cost of each item.

G. Type in the total acquisition costs of each item number.

Block 17. If the Regional Office or post delivers the property to a GSA or Embassy location have the receiving person complete this block and sign.

The remaining blocks will be completed by GSA or Embassy personnel.

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TRANSFER ORDER EXCESS PERSONAL PROPERTY (SF-122)

The SF-122 is a multi-use form. For the PO it is used to transfer a piece of property to another Federal, State, Local government agency, non-profit organizations and foreign governments. This form is used by POs in overseas posts and Regional offices. All headquarters offices will work through M/AS/P.

If a PO has reported property to GSA, the PO may receive an SF-122 or a similar form, SF-123, from GSA instructing the PO to transfer the property to the Agency indicated in block #6. Generally, the receiving agency will have the responsibility to pick up the property. At this time the PO giving away the property will have the person receiving the property sign in block #13.

The following are instructions for the PO to complete SF-122:

Block 1. The originating office/post uses their GSA account number and a dash plus the current Julian date.

Block 2. The date of the form is completed, including the day, month and year.

Block 3. If the post is transferring any property to another agency or organization, and the transfer is approved by GSO, or sent to the Embassy GSO, the PO fills out the address that applies.

Block 4. The ordering agency will be the agency or organization where the property is being transferred to.

Block 5. The holding agency is the post or Regional Office that is transferring the property.

Block 6. Ship to is usually the same as in block #4. This is the actual delivery address.

Block 7. Location of the property is the physical location of the property.

Block 8. If there are any specific shipping instructions (e.g. specific packing materials needed, specific delivery times, hand truck needed etc.) the information should be entered here.

Block 9. Ordering Agency approval.

A. Signature of the official at the agency receiving the item(s).

B. Date the official in block 9A signed the form.

C. Title of the official in block 9C.

Block 10. Appropriation symbol and title. If the post or Regional office is receiving any funds from a transfer to another agency, enter the appropriation codes. If the post or Regional office is receiving funds from an agency, enter the dollar amount in US. dollars.

Block 11. N/A

Block 12. Government Bill of Lading (B/L) Number (No.). If the item is being shipped by the Regional Office/Post funds, enter the Government Bill of Lading Number (GB #), otherwise, the shipping will be arranged by the ordering agency or office.

Block 13.

- (a) **Leave blank.** GSA will fill this out if they are authorizing the transfer.
- (b) *Item Number.* One digit starting with 01. Any items that are similar should be entered under one type of item number.
- (c) *Description.* of the office furniture (e.g. secretary's desk, 5 drawer file cabinet, etc.) or of the office equipment (to include make model, serial number and Peace Corps ID number).
- (d) *Unit.* Each (EA).
- (e) *Quantity.* The number of units the post or Regional office is transferring.
- (f) *Unit.* Equal to the original purchase price if it is known. If the price is not known, leave blank.
- (g) *Total.* If the price in (f) is known, multiply the price (f) by the number of units (d) and enter the total in this column.

Block 14. If the Regional GSA office is authorizing the property transfer, they will fill out this section. If the post or Regional office is transferring the property, this section will be left blank.

After property is reported to GSA or Embassy GSO, they may notify the Regional Office or post to dispose of the property locally. The Regional Office or post may now transfer the property to a charitable organization or local government. The SF-122 will be used to keep a record of the transfer. This is a type of situation where block #14 will be left blank.

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PROPERTY PASS

The **Property Pass** is used for temporary (under 30 days) issue of personal property. This pass will be issued by the PO who owns the property and will only be loaned to Peace Corps employees or staff under contract to the Agency. All responsibility and accountability remain between the PO and individual using the property. Examples of items that may be loaned would be a portable computer, Dictaphone etc.

Block 1. Date issuing the property and completing the pass.

Block 2. Name of the individual removing the property from the Peace Corps office.

Block 3. Address of the borrowing office.

Block 4. Description of the property being removed including Property ID/Bar Code #, make, model, serial number and generic description of the property.

Block 5. Property belongs to **Peace Corps**.

Block 6. Department or Agency is the loaning office or post.

Block 7. Signature of person authorizing the removal of the property will be the Property Officer, designated back-up, or Office Director only.

Block 8. Title of the person in block #7.

Block 9. Pass good until the date assigned by the person in block #7.

After the form is completed by the PO or Office Director, the person borrowing the property should sign over their name in block #2.

The person in block #2 receives the pink copy as a receipt. The original (white copy) and yellow copy are kept on file until the property is returned.

Upon return of the property the white original is signed and dated by the person in block #7. The white copy is filed and held for two years. The pink copy may be discarded. The yellow copy is given to the person in block #2 as their proof of return.

Copies of the three part forms are maintained by M/AS/P and are available upon request. If there are any questions please call (202) 606-3141 or 1243.

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PERSONAL PROPERTY LOSS REPORT

The Loss Report is used by all offices to report theft, damage or disappearance of any personal property in the Property Account Holder's physical inventory. The form is completed by the Property Officer.

If the property in question has a fair market value under \$50, complete this form and file it as the official record. For loss or damage to property worth over \$50, there must be an investigation into the loss or damage. The Property Account Holder must make a determination as to the action to be taken against the responsible party. For property over \$500, this completed report must be sent to the Office of the Inspector General and to M/AS/P.

Instruction for completing the Personal Property Loss Report:

Report Number : a number assigned by the PO for easy reference of the loss report.

Name of (Post/Regional Office/HQ Office) : the office completing the report.

Date : the day the form is completed.

Damaged or Missing : assigned by the PO.

Item Number: One sequential number for each item or like items being listed.

Property ID # : The number of the white bar code or blue property tag that the Regional Office or post assigned to the property.

Manufacture/Model : The item's maker and model type.

Serial # : The manufacturer's assigned serial number.

Depreciated Cost: The same as fair market value. See MS 511, paragraph 4.3.

Total in US \$: The total fair market value of all the lost, damaged or destroyed items listed.

Responsible Party : In this block the responsible employee will describe in their words (backed up by documentation, if any) what happened to the property.

PO Statement and Recommendations : The PO writes a statement reviewing the facts and make a recommendation on whether the responsible party will be held liable for the damaged or lost property.

Property Account Holder Findings and Actions : The office head writes their findings (whether the responsible party will be held liable for the damage or loss) and what kind of reimbursement will be made, if any, to the government. Reimbursement will be no more than fair market value. The Property Account Holder may reduce or waive this payment if it will force undue financial burden on the responsible party.

Budget and Fiscal Action Taken : The office budget employee will record what action, if any, was taken against the responsible party (e.g., money withheld from paycheck, withholding schedule).

PO Action Taken : The PO records their actions, such as removing the property from their records and disposing of it, selling it, or stating that the property is being repaired. Be sure to enter a loss date in the property database for each item that has a white bar code label, property tag or is otherwise entered into the property management system.

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SAMPLE: ANNUAL PROPERTY CERTIFICATION MEMO

October 15, 19XX

MEMORANDUM

TO: Director, Property Supply Division, D/M/AS/P

FROM: Johnston Murphy, Country Director/Regional Office Manager
Peace Corps Yemen/ Philadelphia Regional Recruitment Office

SUBJECT: Annual Property Certification for FY 19XX

I hereby certify that the following actions have been completed and that enclosed and/or e-mailed is our accurate FY 19XX Personal Property Inventory:

- a 100% physical inventory was conducted;
- all Peace Corps furnished residential property and equipment has been certified or physically inventoried;
- all acquisitions, losses, and disposals in the property database have been properly documented;
- all thefts or damages to Peace Corps property assigned to office staff, Volunteers and contract personnel have been properly investigated and documented;
- all on-hand property files include three years of the following reports: PC 1524, Property Hand Receipts, and Personal Property Loss Reports;

Please contact the Property Officer at 23 11 345 897 with any questions.

NOTE: The Annual Property Certification Memo will be used by the Property Account Holder (overseas posts and Area Offices only) to notify M/AS/P staff that an inventory for their account has been completed and that all the functions listed in the sample memo are being conducted. M/AS/P conducts headquarters inventories and maintains property inventory records itself.