

## **14 FAH-1 H-720**

# **DISPOSAL PROCEDURES FOR DEPARTMENT AND FIELD OFFICES**

*(CT:PPM-5; 04-04-2007)*  
*(Office of Origin: A/LM)*

## **14 FAH-1 H-721 NONEXPENDABLE PERSONAL PROPERTY**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

Property that is no longer needed by the office to which it is was assigned or property that is in such condition that economical repairs cannot be made should **not** be allowed to accumulate in offices. The area custodial officer (ACO) reports such property to the principal custodial officer (PCO).

### **14 FAH-1 H-721.1 Classified Material Inspection**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

- a. Prior to reporting certain types of unneeded property, the property must be inspected for classified material and Form DS-586, Turn-In Property Inspection Certification, is affixed to each property item requiring inspection. The employee to whom the property is assigned should inspect all desks, tables, loose cushions on sofas and chairs, book shelves, safe files, filing cabinets, or other property with shelves or drawers. Drawers must be removed during inspection and areas behind and underneath the drawers examined to assure that they are empty of any classified material. Office magnetic media, typewriters, data or word processing and ADP equipment must also be cleared of any ribbons or sensitive information stored in memory banks.
- b. After the employee has completed the examination for classified material and signed Form DS-586, the area custodial officer (ACO) inspects the property and signs Form DS-586 (bottom left block) and the unit security officer (SO) or the information systems security officer (ISSO) inspects the machines/systems equipment and signs Form DS-586 (bottom right block). The ACO affixes Form DS-586 to each property item in a place that will cause a minimal amount of damage when removed. The back of a cabinet or chair and the inside panel of a desk are examples of

locations.

- c. In the absence of the employee or where common-use property is involved, the unit supervisor makes the initial check or assigns an employee to make the check.
- d. The unit security officer must reset combinations to factory standards (50-25-50 for safe-files and 10-20-30 for padlocks) used with barlock cabinets, or clearly mark the current combination on the item being excessed.

## **14 FAH-1 H-721.2 Reporting to the Principal Custodial Officer (PCO)**

*(CT:PPM-4; 07-03-2006)*  
*(Domestic State Only)*

The area custodial officer (ACO) prepares Form DS-1882, Domestic Property Excess (14 FAH-1 Exhibit H-721.2), and forwards it to the principal custodial officer (PCO). Office furniture, office equipment, and supplies shall each be reported on separate property excess reports. It is essential that the ACO complete the form properly, including a full-item description, make, model, serial number (if applicable), cost, condition code, etc. If the property is accountable (recorded on the Integrated Logistics Management System's (ILMS) Asset Management inventory), the acquisition cost can be obtained from Asset Management. Otherwise, an estimated cost may be used. The items are listed numerically in consecutive order and the ACO signs the form. After the form has been completed, fax a copy to the Property Management branch staff (A/LM/PMP/BA/PM) at 703-875-6454, State Annex 15. Upon receipt of the form, the Property Management branch staff assign a Department of Agriculture (USDA) Centralized Excess Property Operation (CEPO) number to Form DS-1882, and notify the bureau contact person and the principal custodial officer of this number by email.

## **14 FAH-1 H-721.3 Principal Custodial Officer (PCO) Action**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

The principal custodial officer (PCO) screens the property turn-in reports and if, after consulting with the area custodial officer (ACO), determines that property is still in good condition and can be further utilized, contacts other ACOs within the accountable area to determine whether a need for the property exists. If reassignments are made, the PCO makes appropriate adjustments on Form DS-1882, Domestic Property Excess, and to the property records, if required. Any property not reassigned is picked up by

the Department of Agriculture (USDA) Centralized Excess Property Operation (CEPO).

## **14 FAH-1 H-721.4 Tagging Property**

*(CT:PPM-5; 04-04-2007)*  
*(Domestic State Only)*

The area custodial officer (ACO) prepares a preprinted excess property tag for equipment items only, and attaches a tag to each equipment item, showing the appropriate Department of Agriculture (USDA) Centralized Excess Property Operation (CEPO) number. Furniture items do not have to be tagged. Orders for additional excess property tags should be directed to the Office of Multi-Media Services (A/ISS/MMS). A copy of the excess report is retained by the ACO and the original is forwarded to Logistics Management's Property Management branch staff (A/LM/PMP/BA/PM).

## **14 FAH-1 H-721.5 Picking Up Property**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

- a. Upon receipt of Form DS-1882, Domestic Excess Property, the Logistics Management's Property Management branch staff (A/LM/PMP/BA/PM) will review the report for completeness and accuracy. The PM staff will complete Form USDA CEPO-1, Report of Excess Property, and attach it to Form DS-1882. These documents are submitted to the Department of Agriculture (USDA) to report excess property. The post management excess property staff will call the contact person in the bureau and schedule a pick-up date. For HST (formerly main State) building property, the area custodial officer (ACO) should arrange to have the property moved to the loading dock on the morning of the day that the property is scheduled for pick up. For Department of State annexes, the ACO should ensure that Department of Agriculture Centralized Excess Property Operation (CEPO) personnel are escorted while property is being removed from the building.
- b. CEPO personnel will sign Form USDA CEPO-1 at the time excess property is picked up and leave a signed copy with the dock manager at the HST building. Principal custodial officers (PCOs) at the HST building should retrieve this copy from the loading dock manager to update their records. PCOs at the annexes should use the signed copy of Form USDA CEPO-1 to update their property records after verification has been performed.

## **14 FAH-1 H-722 COPIER RETURN**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

Prior to the return of any copier, the area custodial officer (ACO) must ensure that all fluids are drained.

## **14 FAH-1 H-723 DONATING COMPUTER EQUIPMENT**

*(CT:PPM-1; 08-11-2004)*  
*(Domestic State Only)*

In accordance with Executive Order 12999, Federal agencies may donate computer equipment that is no longer needed to educational organizations. Contact the Logistics Management's Property Management branch staff (A/LM/PMP/BA/PM) for procedural instructions. When asked for the registration, type in code 12792.

## **14 FAH-1 H-724 THROUGH H-729 UNASSIGNED**

