

## **14 FAH-1 H-320 RECEIPT AND STORAGE FOR DEPARTMENT AND FIELD OFFICES**

*(CT:PPM-4; 07-03-2006)  
(Office of Origin: A/LM)*

### **14 FAH-1 H-321 RECEIVING NONEXPENDABLE PROPERTY**

#### **14 FAH-1 H-321.1 General**

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

- a. **Receiving authorization:** Only area custodial officers (ACOs) or alternates are authorized to sign for incoming nonexpendable property. In a building with several ACOs, one ACO should be designated as a primary receiving clerk with authority to sign for deliveries destined for multiple custodial areas in the building.
- b. The contracting officer will forward copies of Form OF-347, Order for Supplies or Services, to the ordering executive or management office, which will subsequently provide a copy to the appropriate ACO expecting property deliveries.

#### **14 FAH-1 H-321.2 Delivery from Logistics Management Office (A/LM/OPS/WLC/MAT) and HST Building (Formerly Main State) Receiving Area**

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

- a. Partial deliveries of purchase orders (POs) are accompanied by two copies of Form DS-127, Receiving and Inspection Report, or equivalent. Both copies of Form DS-127 must be signed by the receiving clerk. One copy is retained by delivery personnel and the area custodial officer (ACO) forwards the other copy to the executive or management office. If the delivery includes accountable property, the ACO should make a copy of the receiving report and forward it to the principal custodial officer (PCO) along with a Form DS-1955, Receiving Worksheet for Nonexpendable

Property (see 14 FAH-1 Exhibit H-316.2). Copy 5 of the PO should be signed and forwarded to the PCO after final delivery of the material on the PO has been received.

- b. Requisition deliveries will be accompanied by two copies of the requisition. Both copies must be signed by the ACO. One copy is to be retained by delivery personnel and one copy forwarded to the executive or management office. When a partial delivery is made, the delivery copy of the requisition will be appropriately annotated indicating which of the items on the requisition are being delivered at that time. If accountable property is included in the delivery, the ACO will make a copy of the requisition and forward it to the PCO along with Form DS-1955.
- c. **Inspection:**
  - (1) Although it is not necessary to detain delivery personnel while performing a detailed inspection of the shipment prior to signing for the delivery, the ACO should, nevertheless, perform a cursory inspection by comparing the acquisition document with delivery documents. When possible, order number, item description, serial numbers, quantity, number of cartons or cases, should be checked. The shipment should also be checked for external damage;
  - (2) If a difference between the quantity delivered and the quantity indicated on the delivery document is discovered and no explanation is indicated on the delivery document, the ACO should annotate both copies of the delivery document and advise the delivery office of the discrepancy;
  - (3) If external damage is detected, the ACO should annotate both copies of the delivery document and immediately contact the delivery office prior to releasing the delivery personnel, for advice/instructions. It may be necessary to return the shipment to the delivery office; and
  - (4) Immediately after having released the delivery personnel, the ACO should perform a complete inspection. Crates and cartons should be opened, quantities verified, property inspected for damage, and machines tested. If a quantity discrepancy or concealed damage is discovered during the detailed inspection, it should be reported to the delivery office.

## 14 FAH-1 H-321.3 Direct Delivery from Vendor to Ordering Office

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

### a. **Inspection:**

- (1) The signature of the individual signing for the shipment acknowledges receipt by the U.S. Government and incurs liability for payment by the U.S. Government; therefore, all shipments should be accurately checked to fully protect the interests of the U.S. Government;
- (2) Prior to signing for the delivery, the shipment should be checked against the transportation documents and for external damage. The following steps should be taken:
  - (a) Remove any packing slips attached to containers;
  - (b) Check the packing slip and shipping document(s) for a purchase order number, contract number, or any number that can be matched against the copies of the acquisition document in the pending file;
  - (c) Count the number of pieces listed on the transportation document and compare that count with the number of pieces delivered;
  - (d) Where external damage is evident, containers should be opened to determine the extent of the damage. Any damaged container should be retained until the issue has been resolved;
  - (e) Make a note of the extent of any discrepancies or damage on the delivery person's copy and the receiving office copy of the delivery document. The delivery person should be requested to initial the notations on the receiving office copy;
  - (f) If it is not possible to make an internal inspection while the delivery personnel wait, include the statement "Complete acceptance of this shipment is contingent on an internal inspection";
- (3) Immediately after having released the delivery personnel, the area custodial officer (ACO) should retrieve copy 6 to compare with the shipment. Crates and cartons, should be opened, item description and quantities verified, property inspected for concealed damage, and machines should be tested;

- (4) If a discrepancy or damage is discovered during either the initial inspection at the time of delivery or during the subsequent detailed inspection, the head of the contracting activity should be informed;
  - (5) If an order is completed in one delivery (i.e., all of the items listed on the Form OF-347, Order for Supplies or Services, are received at the same time) and are in acceptable condition, the ACO signs and dates the purchase order and distributes copies as follows:
    - (a) Copy to the Resource Management office (RM/F/DFS/FO/PD/CC/V);
    - (b) Copy to the Logistics Management office (A/LM/AQM); and
    - (c) Copy to the principal custodial officer (PCO), if the property is accountable;
  - (6) If the delivery is a partial delivery, the ACO prepares Form DS-127, Receiving and Inspection Report, and forwards one copy to A/LM/AQM, one copy to RM/F/DFS/FO/PD/CC/V, and if the property is accountable, one copy to the PCO;
  - (7) Any discrepancies or damage should be noted on receiving reports and purchase order copies; and
  - (8) After inspection is complete, the ACO prepares a Form DS-127, Receiving and Inspection Report.
- b. Data field preparation instructions for Form DS-127, Receiving and Inspection Report, as enumerated by data field, are stated below.

**[1] Page**

The number of the page of the report and the total number of pages in the report. For example, the first page of a three-page report would be entered as page 1 of 3 pages.

**[2] Office or Foreign Service Post**

The name of the office preparing the report.

**[3] Name and Address**

The name and address of the supplier from which the property was acquired. This can generally be obtained from the acquisition document.

**[4] Point of Shipment**

The location from which the shipment originated. This can generally be obtained from the bill of lading or other transportation document.

**[5] GBL Number**

The U.S. Government and/or commercial bill of lading covering the shipment.

**[6] Method of Acquisition**

Place an "X" in the appropriate box to indicate how the property was acquired. If "other" is used, the method should be explained.

**[7] Appropriation**

The appropriation symbol, which can be obtained from the funds data indicated on the acquisition document.

**[8] Allotment**

Allotment symbol, which can be obtained from the funds data, indicated on the acquisition document.

**[9] Object Class**

The object class symbol, which can be obtained from the funds data, indicated on the acquisition document.

**[10] Report Number**

Enter the receiving report number. Receiving reports are numbered by fiscal year and numbers assigned should be consecutive. For example, the first report in fiscal year 2002 would be 00/1, the second report would be 00/2, etc.

**[11] P.O. Number**

Enter the purchase order number.

**[12] Requisition Number**

If the acquisition document is a requisition, enter the number.

**[13] Transfer Document Number**

If the property acquisition is a transfer from another agency, enter the other agency transfer document number.

**[14] Contract Number**

If a contract is the acquisition document, enter the contract number.

**[15] Job Number**

Leave blank.

**[16] Item Number**

The item number is simply the number of each line item on the report. Line items should be sequential beginning with the number 1.

**[17] Description**

Enter the item description. Refer to the acquisition document to assist in formulating the description. However, the description should not be routinely copied from an acquisition document without first verifying that the item received is the item listed on the acquisition document. If a stock number is associated with the item, the stock number should also be entered as part of the description.

**[18] Quantity**

The quantity received. All property received must be accounted for. Therefore, unless an immediate exchange is made by the vendor, even damaged or otherwise unusable property should be included in the reported quantity received. The extent of the damage is included in comments immediately beneath the appropriate line item entry or at the end of the report. If an overage is received, only the quantity ordered should be entered. A separate line entry, indicating the amount of the overage, should be made at the end of the report. If a shortage exists, a comment should be made at the end of the report indicating the line item and the quantity short.

**[19] Unit**

Unit of issue.

**[20] Unit Price**

Cost per unit of issue.

**[21] Amount**

Quantity times unit price.

**[22] Name/Title/Telephone No.**

The name, title, and phone number of the person who accepted the shipment.

**[23] Signature and Date**

The signature of the person whose name appears in field **[22]**, and date.

**[24] Mailing Address**

The business address of the person whose name appears in field **[22]**.

**[25] Order Delivery Status**

**Date delivered** is the date on which the shipment was delivered. This may not necessarily be the same date that the property was inspected and accepted.

**Complete** indicates that all property ordered on the acquisition document has been received. If the total quantity of a line item has been received, even though some of the material has been damaged or is otherwise unusable, the order is generally treated as complete. A replacement delivery will be the result of a claim against the carrier or the vendor.

**Partial** indicates that the order is not complete and further deliveries are expected.

**Defective** indicates that some of the material indicated on the report was received in a damaged or otherwise unusable condition. An explanation should be included on the report.

**Short** indicates that, although the packing list or other documentation states that all material was shipped, not all was received.

**Over** indicates that more material was received than ordered.

**Final** indicates that a previous partial delivery(s) was made and that this is the final delivery.

### **[26] Property Records**

The *Integrated Logistics Management System's (ILMS) Asset Management* data entry person initials here.

### **[27] Accountable Property Officer**

Leave blank.

## **14 FAH-1 H-321.4 Receiving Documents**

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

*(Domestic State Only)*

Receiving documents are kept on file for three fiscal years.

## **14 FAH-1 H-321.5 Property Records**

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

*(Domestic State Only)*

- a. All accountable property received must be entered on the property records. After each delivery of accountable property, *an Integrated Logistics Management System's (ILMS) Asset Management* barcode label must be placed on each item and a Form DS-1955, Receiving Worksheet for Nonexpendable Property, should be prepared for each item.
- b. Form DS-1955 is to be attached to the receiving report, the purchase order, or the requisition, as appropriate, and forwarded to the principal custodial officer (PCO) for entry into the *ILMS Asset Management* database.

- c. When recording the cost on accountability records, enter the cost, in U.S. dollars. The cost includes:
  - (1) Amounts paid to vendors;
  - (2) Transportation charges;
  - (3) Handling and storage costs;
  - (4) Labor and other direct or indirect production costs (for goods produced or constructed); and
  - (5) Outside services for designs, plans, or specifications.
- d. To facilitate the taking of physical inventories, proper placement of the bar code label is important. The labels should be placed in a location where they are easily found and conveniently accessible for bar code scanning. However, discretion must be used so as not to adversely affect the appearance of the property. Placing the label should be consistent with each item (i.e., always in the same place on all accountable items, etc.) so that the inventory teams will know where to look. Avoid placing the label on removable parts such as drawers.

## **14 FAH-1 H-322 WAREHOUSE OPERATIONS FOR DEPARTMENT AND FIELD OFFICES**

### **14 FAH-1 H-322.1 Material Control**

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

- a. It is the responsibility of the warehouse manager to see that effective management control and system devices are in place to prevent loss from damage, theft, or pilferage during receipt, storage, and shipment of U.S. Government property.
- b. Facility procedures should address the following:
  - (1) Property being received should be inspected promptly as to condition and quantity and that property is received in accordance with the terms and specifications of the acquisition document;
  - (2) Damaged or missing property must be documented and reported;
  - (3) Stock selection should be documented and pre-approved;



- (4) Carrier loading of material leaving the facility should be checked to ensure that the correct items are loaded and a copy of the controlling document should be signed by the supervisor responsible for loading activities. Commercial carrier drivers should also be requested to sign the document; and
- (5) Release of storage material being temporarily held for other offices should be requested in writing by the owning activity. At the warehouse manager's discretion emergency requests for such material may be made by phone. However, in this event, the facility staff should prepare documentation to be signed by the ordering activity upon delivery of material to that office.

## **14 FAH-1 H-322.2 Physical Inventory**

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

Prior to the inventory count, a survey of material should be taken to ensure the best possible conditions for facilitating the count. Survey actions include:

- (1) Re-warehousing where necessary to consolidate similar stock items and ensure a minimum number of locations;
- (2) Verifying that locations and material in locations are properly identified;
- (3) Verifying that pallet patterns and container quantities are uniform or clearly marked to show where this condition does not exist; and
- (4) Verifying that markings on containers are visible and legible.

## **14 FAH-1 H-322.3 Tracking**

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

Internal operating procedures should include a system for controlling and tracking property in various stages of change and movement such as:

- (1) In-transit property (i.e., property that will not be kept in the facility but will be forwarded to a departmental activity or Foreign Service post);
- (2) Property that has temporarily left the facility but is still the responsibility of the facility (i.e., property sent to a commercial packing facility);
- (3) Stock issue orders being assembled; and

- (4) Property being held for shipment.

## 14 FAH-1 H-322.4 Shared Facility

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

- a. In a shared facility where two or more activities have property stored, the accountable property officer (APO) for each activity is responsible for inventory records, approving issues, and physical inventories.
- b. In a facility where an organization has custodial responsibilities and where other organizations or program offices also maintain material, an agreement should be reached with regard to the responsibilities of each organization. This may be accomplished by a memorandum of agreement. All facility activities should be addressed and the memorandum signed by all parties concerned. The memorandum should be reviewed by all parties every three years (unless intervening changes dictate an earlier review) and the review documented in the files.
- c. The memorandum of agreement should address the responsibilities and services to be provided by the custodial organization. Some of the areas to be addressed are:
  - (1) **Space requirements:**
    - (a) Space control and allocation should be the responsibility of the custodial organization. Requirements for storage space for Departmental organizations should be submitted in writing to the warehouse manager;
    - (b) If disposition of in-transit property is not made within thirty days of receipt by the facility, the office having ordered the property should be requested to provide the warehouse manager with a memorandum containing a projected date for disposition;
    - (c) The warehouse manager should provide offices owning property, which is temporarily being held, with a semiannual report of all such storage being held beyond the agreed upon holding time. The owning office should then provide the warehouse manager with disposition instructions or a justification requesting continued storage;
  - (2) **Receiving:** The inspection and preparation of receiving reports for shipments consigned to the facility and providing ordering activities with receiving reports in a timely manner is generally the responsibility of the custodial organization; and

- (3) **Materials handling:** The care and protection, physical handling, movement, storage, warehousing, and stock selection of material are the responsibility of the custodial organization.

## **14 FAH-1 H-322.5 Security**

### **14 FAH-1 H-322.5-1 General**

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

- a. U.S. Government property is to be protected in proportion to the value and sensitivity involved. Protection measures must be in place for both authorized and unauthorized entry.
- b. Diplomatic Security's Domestic Facilities Security Division (DS/CIS/DO) will review the security aspects of these facilities.

### **14 FAH-1 H-322.5-2 Detecting and Preventing Unauthorized Entry**

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

- a. Fences, protective lighting, architectural barriers, guards, and automatic alarm systems are measures often used, depending upon the operation.
- b. All boundaries not enclosed by a fence and buildings not inside a security fence should be posted with "U.S. Government Property - No Trespassing" signs. Signs should be posted so that they are visible from any approach.
- c. Provide adequate outside lighting of perimeter and/or fence lines, as appropriate.
- d. Doors at the loading dock should be closed at all times, unless loading or unloading trucks. If a door is open, an employee must be within sight of that door. Locked sliding or rolling gates, grilles, or screens can be used across the openings in lieu of doors during the workday, if they are sufficient to prevent access by outsiders. Visitors must not be able to enter without being seen. All outside bay and personnel doors, through which unauthorized access can be made, shall also remain closed and locked.
- e. Before departure at the end of the day, a staff member(s) should be assigned the responsibility for inspecting all doors to assure that they are secured at the close of business day.

- f. The need for guards and interior and outside intrusion alarm systems will be determined on a case-by-case basis. Since guards are normally the most expensive security measure, they will be assigned when no other alternative is acceptable.
- g. Security information and guidance can be obtained from Diplomatic Security's Domestic Facilities Security Division (DS/CIS/DO). This office will provide advice on, and must approve, protection measures such as the above, locking systems (to include emergency release entry/exit systems), special doors, closed-circuit TV (CCTV), and automated access control systems.
- h. Diplomatic Security's Domestic Facilities Security Division (DS/CIS/DO) will approve and manage the procurement, installation, and maintenance of electronic security and physical security devices and the posting of guards or their assignment to patrol visits.

### **14 FAH-1 H-322.5-3 Control of Authorized Entry**

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

- a. Access for employees, carrier personnel, and other visitors should be directed through a central reception area.
- b. A record for all keys and combinations to the facility and to areas within the facility should be established. The record should include the names of all individuals having keys, their office and home phone numbers, and the area or door each key will open. A safe or barlock file cabinet with a combination padlock is used to store unissued keys.
- c. All employees should be required to exit from the building only at designated exits. If other than a central point is used for exiting, the exits should be limited to the minimum necessary and be observed by authorized personnel.
- d. Employees should wear identification badges unless a waiver is granted by Diplomatic Security's Domestic Facilities Security Division (DS/CIS/DO).
- e. Visitors may be issued regular visitor badges and their names entered in a register showing the time of arrival, nature of visit, and time of departure. Visitors should be escorted while in the building. Employees should be required to confront and escort visitors to the warehouse manager's office, if they are encountered unescorted or not wearing a badge.
- f. Employees should obtain a Form DS-1953, Authorization for Removal of Property, if they need to carry a container or package from the facility.

- g. Lunch room and other break areas should not be adjacent to any area used for the storage of pilferable items.

## **14 FAH-1 H-322.6 Fire Protection**

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

*(Domestic State Only)*

See 6 FAM 1700 and 1 FAM 213.7.

## **14 FAH-1 H-322.7 Safety**

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

*(Domestic State Only)*

- a. Safety issues should be addressed to the Overseas Buildings Operations Safety, Health and Environmental Management Division (OBO/OM/SHEM).
- b. For information regarding asbestos identification and abatement programs, see 1 FAM 213.7.

## **14 FAH-1 H-323 THROUGH H-329 UNASSIGNED**