



U· S· DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

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Subject: Personal Property Management

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1. Purpose. This directive prescribes policies, procedures and responsibilities governing the receipt, accountability, record-keeping, management and survey of personal property in the Office of Surface Mining Reclamation and Enforcement (OSM).

2. Definitions. For the purpose of this directive, the following definitions are furnished:

a. Accountable Property Officer (APO) is designated in writing by the Property Administrator (PA) as responsible for ensuring establishment and maintenance of property accountability records, and for providing for effective control over personal property assigned to a particular organizational entity (e.g., Division Chiefs, Staff Office Heads, Regional Audit Managers). An Accountable Property Officer may not be a Property Administrator, Custodial Property Officer, or Receiving Officer.

b. Accountable Property is property for which detailed accountability or property control records are maintained, and which may or may not be charged to an asset account (general ledger control account) of the agency. Accountable property includes stored property; capitalized, non-capitalized, sensitive, leased and contractor held property with an original acquisition cost of \$50 or more.

c. Capitalized Property is durable property with an expected lifespan of 2 years or more, the acquisition cost of which is \$5,000 or more, which is carried as an asset account in the general ledger of the agency. Such property is complete in itself and does not lose its identity or become component parts of another article.

d. Cognizant Employee (CE) is the employee who is actually using the Government property and who may be held financially liable for loss, damage or destruction in the amount of such loss as prescribed in the Board of Survey findings.

e. Controllable Property is any property an official chooses to control regardless of acquisition cost.

f. Contractor Inventory is any property (including Government-furnished property) acquired by or in the possession of a contractor or subcontractor under a contract, grant, or cooperative agreement pursuant to the terms of which title is vested in the Government.

g. Custodial Property Officer (CPO) is the operating official under whose daily control and supervision the property is located. This official is responsible for ensuring that employees who are assigned such property exercise proper use, care, operation, maintenance and safekeeping of all personal property under his/her control. The CPO provides the APO documentation as required on all actions affecting the personal property within his/her jurisdiction. A Custodial Property Officer shall not be an Accountable Property Officer.

h. Deputy Property Management Officer (DPMO) is authorized to act for the PMO in all matters relating to property management. The DPMO shall not be an Accountable Property Officer or Custodial Property Officer.

i. Expendable Property is property which, when put to use, is consumed, loses its identity, or becomes an integral part of other property, and property which, although nonexpendable by definition, is administratively considered and treated as expendable because of its high rate of breakage in service, short service life, or relatively insignificant value.

j. Noncapitalized Property is property that has continuing use as a self-contained unit, is not consumed in use, does not lose its identity in use, and has an estimated service life of one year or more with an acquisition cost of less than \$5,000.

k. Nonexpendable Property is property which has continuing use as a self-contained unit, is not consumed in use, does not lose its identity when put to use, and does not ordinarily become a component of other equipment.

l. Personal Property includes all equipment; materials and supplies; and museum items which include antiques, artifacts, natural history specimens, and other items of museum collections. It does not include property which is incorporated in, or permanently affixed, to real property.

m. Personal Property Management is a process and system for controlling the acquisition, receipt, storage, issue, utilization, maintenance, protection, accountability and disposal of personal property to best satisfy the program needs of the agency.

n. Property Accountability is the obligation of the official designated to establish and maintain adequate detailed property accountability records, and safeguards to ensure effective control over the property under his/her administrative jurisdiction. This obligation may not be delegated to other employees, although the recordkeeping function, and responsibility for the use, care and safekeeping of property may be assigned to others.

o. Property Administrator (PA) acts, receives and disseminates information on behalf of the Property Management Officer in the administration, coordination, and control of the personal property management program for an organizational or geographic area. The Property Administrator is responsible for dissemination and implementation of policy and guidance to subordinate or serviced offices. The Property Administrators in OSM include the Property Officer at Headquarters, and the Administrative Services Center Chiefs in the Eastern Field Operations and the Western Field Operations offices.

p. Property Management Officer (PMO) is the individual responsible for the overall administration, coordination, and control of the personal property management program for the agency. That official in OSM is the Assistant Director for Budget and Administration. A PMO shall not be an Accountable Officer or a Custodial Officer.

q. Property Management System (PMS) is an automated property system written for the Datapoint Resource Management System (RMS). OSM utilizes the PMS for property management and recordkeeping through an Interagency Agreement with the Minerals Management Service (MMS).

r. Property Specialist is responsible for preparing necessary paperwork to transfer, donate, sell, abandon or destroy excess equipment. This paperwork follows GSA, Department and other applicable procedures and regulations. This individual has a security clearance to access the computerized property system. He/she usually serves as the non-voting Board Chairperson for Property Survey Boards and provides guidance and assistance to the CPO's and APO's in their respective offices.

s. Property Survey Boards are appointed to investigate loss, damage, or destruction of Government property. Board members are required to complete a Report of Survey documenting the investigation and, arrive at findings and make determinations as to the disposition of the property and financial liability regarding the loss, damage or destruction.

t. Receiving Officer is an individual designated in writing to receive all property at a location. The Receiving Officer for Headquarters and the Administrative Services Centers is designated by the respective Property Administrator. The Receiving Officer for each field location is designated by the respective Field Office Director. The Receiving Officer is accountable for the receipt and inspection of personal property and for ensuring that required documentation is processed. The Receiving Officer is temporarily accountable for property until such time as the item is placed on the accountable property records of the Accountable Property Officer, Custodial Property Officer, or until another authorized recipient signs a receipt for such property. The Receiving Officer may not be an Accountable Property Officer, Custodial Property Officer or have responsibility for the purchase of property.

u. Reviewing Authority is a management official designated by the Director of OSM or the Property Management Officer to provide technical and procedural guidance to Boards of Survey. The Reviewing Authority will review and may approve the findings of a Board of Survey, but if he/she disagrees with the findings, procedures set forth in 114-60.808 will be followed. The Reviewing Authority for OSM is the Property Administrator of each geographic location.

v. Sensitive Property is equipment determined to be controllable property with an acquisition cost of \$50 or more, is of a durable nature, has an expected lifespan of 1 year or more; and because of its high risk of loss or theft is classified as accountable personal property (See Appendix 13).

3. Policy/Procedures

a. Accountability. This section outlines the formal system of personal property accountability. It establishes uniform nomenclature to be used in OSM in the assignment of personal property management responsibilities, custody and control. The OSM personal property management program has three levels of accountability below two administrative levels as described below and outlined in the attached chart of responsibilities (Appendix 1). Designations as Accountable Property Officer (APO) and Custodial Property Officer (CPO) are incumbent upon the individuals filling respective organizational positions. These designations may not be declined.

Warranted Contracting Officers shall not serve as either a CPO or act as a Receiving Officer on any transaction where the Contracting Officer has entered into a contract for property (e.g., leased or rented equipment).

b. Accountable Property Officer. The APO has the overall responsibility for organizational compliance with the OSM Property Management Program policies and procedures. The APO is also responsible for assisting property management personnel in maintenance of accurate property records and the conduct of annual physical inventories. The APO may be held financially liable for loss, damage or destruction in the amount of such loss as prescribed in the Board of Survey findings. It is, therefore, incumbent upon each APO and other persons responsible for government property to take all reasonable prudent precautions to protect Government property. The APO shall certify the accuracy and/or assist in the resolution of discrepancies within 30 days of receipt of inventories.

Accountable Property Officers shall be fully responsible for:

- (1) accountability and control of personal property within the property accountability area, as designated by the PA;
- (2) designation and appointment, in writing, of CPOs within the property accountability area to assist in the daily control of Government property. CPO assignments will be required if the accountable area is so large as to require additional controls, or if the property within the accountable area is located at more than one field location;
- (3) compliance with the requirements of the property accountability system established by the PMO, and implemented by the Property Administrator;

(4) maintenance of all property accountability records in his/her area of accountability, and providing all required documentation to support entries, changes and deletions in the property management system;

(5) conduct of inspections to ensure property is being used effectively and safeguarded properly, and ensuring the proper and effective maintenance of property within the property accountability area;

(6) implementing procedures for the repair and rehabilitation of property within the property accountability area;

(7) coordination of the utilization and disposal of excess personal property, including providing CPOs with disposition instructions;

(8) providing the conduct of required physical inventories; reconciliation of any discrepancies arising from those inventories; and certifying in writing the results of the physical inventory and related reconciliation; and

(9) providing guidance to physical inventory personnel.

c. Custodial Property Officers. The CPO provides to the APO documentation as required on all actions affecting the personal property within his/her jurisdiction. The CPO is responsible for ensuring that cognizant employees who are assigned such property exercise proper use, care, operation, maintenance and safekeeping of all personal property under their control.

Duties of the CPO include:

(1) identifying the Cognizant Employees in assigned areas of accountability and keeping appropriate accountability records, such as Form DI-105, Receipt for Property;

(2) promptly and correctly completing forms that are necessary to maintain accurate control records; and reconciling Form OSM-149, Property Inventory--Exception Listing;

(3) returning to appropriate property management personnel all personal property for which no known or anticipated need exists;

- (4) promptly acknowledging receipt of property on appropriate forms;
- (5) furnishing on request, by direct transfer, any excess personal property (controlled or noncontrolled) required by another CPO;
- (6) promptly and accurately reporting loss or damage of property to the APO, the Security Officer, and the appropriate property management staff;
- (7) informing the APO of any activity affecting property within his/her jurisdiction with regard to status, transfer, disposition or condition of the property and recommend additions or deletions to the property accountability records;
- (8) ensuring the proper use, maintenance and protection of property issued to or located in the custodial area; and
- (9) submitting a certified annual inventory report to the APO.

d. Cognizant Employee. The (CE) is accountable for Government property assigned to him/her under the overview of the CPO. It is, therefore, incumbent upon each employee to take all reasonable and prudent precautions for proper use, care, and safekeeping and return of such property.

e. Requisitions for Acquisition of Government Property. A requisition form shall be used to acquire property. The originating office will assign both an account number and an object classification code to each piece of equipment being ordered. The four-digit object classification codes (Appendix 2) are a critical link between the property records and the finance and accounting general ledger. The requisition form will also identify the intended CPO. A copy of each acquisition document for Government property will be provided to (1) the Receiving Officer and (2) the servicing property management office at the time the document is signed by the Contracting Officer. The Imprest Fund will not be used to acquire Government-owned property over \$50.

f. Receiving Officers. APO, CPO and Warranted Contracting Officers may not serve as Receiving Officers. Receiving Officers shall be designated in writing by the APO and are responsible for:

- (1) the receipt and inspection of all personal property received at a specific location, installation or field office; however, if a Contracting Officer has appointed an inspector, the Receiving Officer may be relieved of the inspection responsibilities;

(2) the proper care and safeguarding of all property received;

(3) providing the required documentation indicating receipt of property to the appropriate financial office in order that payments may be processed; and

(4) providing required documentation, as directed by the APO or Property Administrator, to the appropriate property office, in order that the item received can immediately be placed on the property accountability records of the APO.

g. Receiving Report. The receipt of all personal property, whether such property is acquired from commercial sources, fabricated in Government shops, donated, recovered, or obtained by transfer from another Government agency shall be formally documented. Property received shall be recorded as received by completion of the receiving report portion of the OF-347 or the prenumbered requisition, as appropriate. If the acquisition document is unavailable, the "Receiving Report, Form DI-102" shall be used as a receiving report. Copies of all receiving reports shall be provided to the appropriate servicing property management office for entry into the PMS. Property which is acquired through transfer to the OSM will be documented with a transfer document rather than a receiving report. A copy of the signed and dated Receiving Report form shall be forwarded to the Division of Financial Management and to the respective property management office. This will permit prompt payment for the goods and/or services.

h. Data Entry Input Procedures. Generally, accountable personal property will be delivered to a central receiving point at an agency location. Property management staff there or at a servicing office will ensure that the necessary documents are processed and that data is entered into the PMS. The following steps will provide a systematic method of transmitting information needed to capture personal property acquisition in the PMS.

(1) Form MMS-065, Property File Data Input, is produced by the PMS Contractor from acquisition document data entered into the PMS by each OSM location which has responsibility for "Property File Data Input."

(2) Copies 2 and 3 of Form MMS-065 are mailed to the appropriate receiving location and to the ordering office where they are matched against the delivery copy of the acquisition document and held in suspense until the item is received.

(3) Upon delivery of the equipment, the serial number and receipt date are obtained and entered onto the MMS-065 form, "Property File Data Input" and then entered into the PMS by the OSM location which has the property management responsibility.

(4) A bar code label is produced at headquarters, and mailed to the requesting office. The bar code will be affixed and the property released to the APO/CPO. The APO/CPO will sign the MMS-065 form to acknowledge receipt and accept responsibility thereof. Disregard reference at the bottom of Form MMS-065.

(5) For very small, delicate or precision equipment to which a complete bar code label cannot be partially affixed, the label should be cut down to contain only the bar code strip and number and affixed wherever possible, or may be left off completely. For those items on which a label cannot be affixed, the assigned number shall be recorded on a separate listing in the APO/CPO records and shall be contained in the automated PMS.

1. Replacement or "Add-On" Items. There will be times when a purchased item will become an integral component of other equipment, either as a replacement part or an "add-on" part. In such cases, the item being purchased should not be controlled separately since its individual identity will be lost upon installation. It is important to differentiate between replacement and add-on. A replacement item merely serves to keep in operation a given piece of equipment. An add-on item enhances the value of a given piece of equipment, and this added value should be reflected in the financial records. Therefore, one of the two following statements must appear on the requisition in addition to the information outlined above:

(1) For Replacement Parts. "DO NOT CONTROL; item is a replacement part."

(2) For Add-On/Integral Part(s). "DO NOT CONTROL; item is an add-on and will become a component of (describe item, include Property ID Number.)" By following these steps, the replacement or add-on item will not be recorded as a separate entity in the PMS, and it will not be charged to an APO/CPO as a separate piece of property. Only the cost of the add-on/integral part(s) will be added to the main component. All persons responsible for property management can increase/decrease the valuation of items on the PMS records. However, documentation supporting such value changes must be maintained.

(3) Property not inputed into PMS. Do not input into PMS items such as keyboards for computers or other integral components which become a part of other equipment and would not be complete without basic components (See (b) For Add-on/Integral Part(s)). Microcomputer software is not maintained within the PMS, however, it is controlled by the Information Systems Management Directorate.

J. Bar Coding And Inventory Relationship. The PMS uses bar code technology to account for personal property during annual physical inventories. This procedure requires a member of the property management staff to physically walk through each OSM location and read the information from the bar code label into a bar code reader. The information collected is then matched against the existing records in the PMS resulting in an "exceptions" listing. This annual listing is then provided to the appropriate APO/CPOs to reconcile the differences from their inventory records.

(1) The "exceptions" listing (Form OSM-149) will include the following four types of differences:

(a) The item was not scanned. This exception indicates the item was not found via physical inventory. A Report of Survey may be required if the item cannot be located.

(b) The item was scanned. However, records indicate accountability by another APO/CPO. In this case, two options are available:

- 1 return equipment to correct APO/CPO; or
- 2 prepare a Form DI-104, Transfer of Property, to correct the accountability for that item.

(c) The item was not scanned, but it was keyed into the bar code reader. This exception indicates that the item was found and inventoried but the label is unreadable or missing. Recommend replacement of the label. No item is to be keyed into the reader without being physically inventoried.

(d) The item was scanned, but it does not appear in the master property file. This exception indicates that the item has been removed from the property records and subsequently found during physical inventory. Recommend adding the item into the PMS by using the original identification number if records are available. When using this procedure, depreciation, acquisition cost, etc., must be correct.

(2) The CPO is responsible for reconciling and returning Form OSM-149, Exception Listing, to the APO. The APO is responsible for certifying the CPO's reconciled inventory and forwarding all inventories to the Property Administrator.

(3) Only property management staff at Headquarters and in the Administrative Service Centers may delete property or change the value of property in the PMS. Field offices shall forward requests for deletions of property or change in value of property, together with copies of supporting documentation, to the property management staff of their respective Administrative Service Center. The Administrative Service Centers will forward their requests to the Headquarters Property Administrator. After making requested deletions or changes, the respective office, headquarters or ASC, will notify the requesting office of the completed operation. Also, for capitalized property, a copy of documentation authorizing value change or deletion from the PMS shall be sent to the Finance Office by the individual who makes the change in value or deletion in the PMS.

k. Transferring Equipment From One APO or CPO to Another. Equipment transfers within OSM can only be accomplished by transferring accountability to another APO or CPO. In order to transfer accountable personal property from one APO or CPO to another, Form DI-104, Transfer of Property, must be prepared, signed, and dated by both the sending and receiving APO or CPO. The receiving office enters property transfer data into the automated PMS records.

(1) Transfer of Equipment between "CEs". The Automated PMS has available the field "CE" (Cognizant Employee) for the CPO's use. This field identifies who is actually using the equipment. This can be inputted into the PMS from the DI-105, Receipt for Property, whenever there is a change in a CE, by the appropriate Field Office, Administrative Service Center or the Headquarters Property Management Staff. Timely submission of the DI-105 will assure that the CE field is always current in the PMS.

(2) Transfer of Entire Inventory. On a case-by-case basis, it may become necessary to transfer the entire inventory of an APO/CPO to another. In such cases, the outgoing official should perform a physical inventory, reconcile any differences, and sign the inventory certifying its accuracy. The incoming official shall accept accountability and responsibility for all Government-owned/leased or loaned property involved in the transfer by co-signing the certified inventory. In the event the incoming APO/CPO is unavailable, accountability in the interim period will be transferred to the next highest level of supervision until the new APO/CPO is appointed. Changes in designation of an APO/CPO must be submitted in writing to the appropriate PA.

(3) Transfers Outside the OSM. These are transfers of property to other Bureaus of the Department of Interior or any other Federal Agency of the U.S. Government. These transfers of property from OSM must be removed from the property records listing and the general ledger account if applicable. Keeping this in mind, there are priorities in the chain of events leading to transfers of accountable personal property:

(a) Reports of Excess. Make sure that property which is excessed by a program office has been screened for possible reutilization within the OSM. Copy your Reports of Excess, SF-120, and send to GSA, and to other property management staffs within OSM. Make sure that property which is no longer needed by a program office has been screened for possible reutilization. If there is no known or anticipated need for the property within OSM, the property can be directly transferred between U.S. Department of the Interior (DOI) agencies.

1 If an agency of another department of the Federal Government has a known need for OSM excess property and screening for possible reutilization within OSM has been accomplished, screening of the DOI is required prior to effecting transfer. This can be accomplished by circulating copies of SF-120s throughout all DOI agencies. First consideration should be given to OSM requests.

2 When the 45-day time limit for intra-Agency screening has elapsed, the report may be submitted to the appropriate regional GSA office, except for reports of excess ADP equipment. Contact the OSM Property Officer for current regulations for screening ADP equipment.

3 Appendix 12 provides a copy of an Interagency Agreement between the Department of the Interior bureaus and offices and the Department of Agriculture's Forest Service. This agreement prescribes cooperative procedures for direct transfers of excess personal property between the bureaus and offices of the Department of the Interior and the Forest Service for mutual benefit.

4 When outside transfers of property have been arranged and agreed upon between OSM and another department of the Federal Government, a signed SF-122, "Transfer Order Excess Personal Property" is returned to the transferrer in OSM and becomes the authorization for removal from the PMS. A copy of this documentation will be sent to the respective Administrative Service Center or Headquarters servicing property management staff for removal of the item from the PMS. A copy of all SF-122s for capitalized property must be maintained in a central file for reconciling the exception list generated by the reconciliation report from DPM.

1. Property Utilization and Disposal

(1) No officer or employee of OSM shall authorize use of Government-owned property for other than official purposes. Non-Government-owned personal property shall not be installed in, affixed to, or otherwise be made a part of any Government-owned personal or real property. Employee-owned property may not be used in performance of official duties, unless specific authority is granted by the head of the employing bureau, office, or designee.

(2) Safeguarding Equipment. APOs, CPOs or CRs may be held financially liable for property loss, damage or destruction in the amount prescribed according to the Board of Survey procedures. Typewriters, computers and other freestanding office equipment which reasonably cannot be locked in cabinets overnight or when not in use should be maintained in a generally secure office or storage space. Small items deemed sensitive in nature due to their higher risk of loss or theft, such as binoculars, cameras, pocket calculators, and portable recorders should be stored in locked facilities when not in use. These items are to be removed from public view when left unattended. This applies while the item is in the office or in the care of an employee on travel status in hotels, Government vehicles, etc.

(3) Property Passes. To control the removal and/or return of property from OSM office buildings (regardless of ownership), Form DI-1934, Property Pass, is required. This includes rented equipment loaned to the Government, and sensitive items such as cameras, radios, typewriters, voice recording devices, and other electronic instruments. Form DI-1934 should thoroughly describe the item including the property identification number and the serial number. Each OSM office location will maintain a list of persons authorized to approve and issue the DI-1934. It is the responsibility of the designated APO/CPO for the property to approve requests before forwarding them to the person(s) authorized to issue the DI-1934.

(4) Excess, Cannibalization, Abandonment, Donation and/or Destruction.

(a) Excess equipment to one OSM location may be needed by another, thereby possibly reducing equipment purchases. OSM property management staff at Headquarters and in the field are responsible for preparing the necessary paperwork to ultimately transfer, donate, sell, abandon or destroy excess equipment, following GSA, Departmental and other applicable procedures and regulations.

(b) Cannibalization is the use of a particular machine's parts in the repair or improvement of similar equipment. When this process occurs, it usually renders the cannibalized equipment useless and, therefore, the item should be removed from the inventory of accountable personal property. To accomplish this, a DI-103, Report of Survey Form, must be completed and submitted to the appropriate property management office indicating the requirement to salvage. Also a justification must be included stating the purpose of cannibalizing the equipment.

(c) Abandonment and Destruction is for equipment that does not meet the normal reporting requirements of GSA and, therefore, is determined to be abandoned and/or destroyed in the best public interest. Equipment may be abandoned and/or destroyed with written authorization by a Property Survey Board or upon preparation of a DI-103A, Certificate of Unserviceable Property Form.

1 Premises for Abandonment and/or Destruction. Federal Property Management Regulations (41 CFR 101-45.5) will be applied for all property requiring abandonment and/or destruction. The four main premises behind abandonment and destruction are:

a The property has no commercial value either as an item or scrap;

b The cost of care, handling, and preparation of the property for sale would be greater than the expected proceeds (estimated fair market value);

c a law, regulation, or directive requires abandonment or destruction action; or

d written instructions by a duly authorized Federal official (health, safety, security, etc.) directs abandonment or destruction action.

2 Procedures to Effect Abandonment and/or Destruction. Unless immediate abandonment and/or destruction is authorized, a notice of proposed abandonment and/or destruction must be advertised within the local area in which the property is located, which should also include an offering of the property for sale. To accomplish an action requiring abandonment and/or destruction, the procedures below are to be followed:

a Certificate of Unserviceable Property. When property having an acquisition cost of under \$500.00 has become unserviceable through normal use without any apparent mishandling or irregularities, a DI-103, Certificate of Unserviceable Property Form, should be prepared to authorize disposal through abandonment, destruction, or donation. Upon completion of the form, the subject property may be disposed of immediately in accordance with the recommendations and provisions of the Certificate.

b Report of Survey, Form DI-103, shall be prepared for unserviceable property with an acquisition cost in excess of \$500.00.

c Destroy and/or abandon the property according to instructions documented, ensuring that an employee witness the abandonment or destruction. Have the witnesses sign the respective abandonment/destruction authorization and submit the documentation to the servicing property management staff for processing and removal of the item(s) from the PMS.

(d) Property Survey Boards

(1) Appointment. Each OSM Property Administrator and Field Officer Director shall appoint a standing Property Survey Board and provide them with written guidance, which shall include a copy of 410 DM 114.60-8, at the time of appointment. Appointment of the Board shall be in writing for a term of one year, renewable annually. APOs and CPOs may not be members of the Board. The Survey Board shall consist of three members, one alternate, and a non-voting Board Chairperson who is usually someone with property management responsibilities for the respective location. Under no circumstance shall an employee with any responsibility for the property be a member of the Investigating Property Survey Board (in these instances, use the alternate). The Chairperson will conduct the meetings, be a non-voting member, and will be available to give guidance to the members, and to assist them in reaching a decision. In cases that involve property

under the immediate accountability of a Board member, that Board member must be excluded from the Board proceedings, and the alternate will serve. It is incumbent upon the Board Chairperson to convene Board meetings at the earliest practicable time, not exceeding 30 days from the date of receipt of official notification by the APO that there has been loss, damage or destruction of property or that there has been an accident which has resulted in damage to a Government vehicle (for exceptions see 410 DM 114-60.803-1).

(2) Purpose. Survey Boards are responsible for ensuring that a complete and thorough investigation of the loss, damage or destruction of property is conducted; examining and verifying all evidence presented and developed; documenting findings; making written recommendations as to whether the employee has committed simple or gross negligence; making written recommendations for disposition of damaged or unusable property; making written recommendations for disposition of damaged or unusable property; arriving at findings regarding financial liability as indicated by results of the investigation; and submitting a signed Report of Survey to the proper approval authority.

(3) Investigation. Investigations conducted by Boards of Survey shall be objective, comprehensive and thorough. Every effort shall be made to determine the location of missing property. Members shall be diligent in utilizing every available source of information, including review of records, and interviews of employees or other persons. They will call for all evidence obtainable and will not limit inquiries to evidence or statements presented by parties in interest. They will examine and verify all evidence presented and available, and arrive at findings consistent with the circumstances and conclusions disclosed by such examination.

(a) Investigation reports should document the last known location of missing property, the last known custodian, the events surrounding the loss, damage or destruction, the results of personal interviews and review of records, and other efforts made by the Board to ascertain facts leading to conclusions and supporting any findings.

(b) Where additional data or proof is required, including investigation by local law enforcement personnel to fully support a finding, it shall be developed by the Board of Survey through impartial investigation where the interests of the Government are completely protected. Findings must be supported by logical written determinations. Facts, circumstances, conclusions and findings

must be clearly stated and fully documented, particularly when it is determined that an employee has been responsible for simple/ordinary or gross negligence, and subsequently it is determined that an employee should be held financially liable. Complete data regarding the investigation and findings must be available in the event of an employee appeal of the Board's determination. Appeal procedures are found in 370 DM 550.

(c) Boards of Survey should carefully examine property being surveyed. Where the Board finds that property has further usefulness, either in its present condition or after necessary and cost-justifiable reconditioning, it may recommend that the property be continued in service. If an employee is found to be financially liable for property loss, damage or destruction, the Board will determine the amount of financial liability, taking into consideration such factors as original acquisition cost, current fair market value of the item(s), expected useful life, depreciation, credit for salvage, and value to the Government.

(4) Review of Board Findings. Findings of a Board of Survey shall be final and are not subject to change or modification by the Reviewing Authority. The Reviewing Authority in OSM is the appropriate Property Administrator.

(a) The Reviewing Authority may return a Report of Survey to the Board of Survey for reasons of technical insufficiency, or inadequate documentation.

(b) If the Reviewing Authority disagrees with the Board's finding and determinations, he/she will prepare a written statement outlining reasons for such disagreement, which will become an attachment to and a part of the Report of Survey.

(c) The Report of Survey, along with the Reviewing Authority's statement, shall be forwarded through the Headquarters Property Officer, to the PMO for resolution.

(5) Property Irregularities. There are additional requirements above and beyond Property Survey Board actions which must be adhered to when property irregularities are suspected. Examples of property irregularities include:

(a) Loss or damage to Government property in excess of \$10,000.

(b) Repetitive losses of a particular type of property or recurring losses at the same location.

(c) Losses of a suspicious nature.

(d) Evidence of serious misconduct (fraud, falsification of records, etc.).

(e) Known, suspected or alleged misappropriation of Government property.

(f) Loss or theft of a firearm, weapon, ammunition, explosives, or hazardous materials.

If in its investigation, a Board of Survey finds evidence of irregularities as outlined in 114-60.811-2, or irregularities as stated above, those findings will be referred to the Property Management Officer for review, and possible submission to the Office of Inspector General.

If the Property Management Officer determines that property irregularities as defined in 114-60.811-2 exist, the Survey Board's initial findings, and all the pertinent documentation will be forwarded to the Assistant Inspector General for Investigations, Office of Inspector General (OIG). The Survey Board will also forward a copy of the documentation to the Director, Office of Acquisition and Property Management (PAM), for review. No further investigation or disciplinary action will be taken by the Property Survey Board, pending the OIG's decision. The OIG will report its findings and recommendations to OSM and PAM. If the OIG determines an investigation is not appropriate, the OSM and PAM will be promptly notified.

(6) Determination of Liability. When Government property is lost, damaged, or destroyed, the Board of Survey will determine whether the employee(s) involved was responsible for the loss, damage or destruction. The Board will use the guidelines delineated in 114-60.812-1 through 114-60.816, and as stated below, in arriving at findings pertaining to the financial liability of an employee:

(a) Employees will not be held financially liable for loss/destruction attributable to inadequate instruction, or inherent defects in the property.

(b) Employees will be held financially liable when the Property Survey Board investigation determines:

7. Effective Date. Upon issuance
8. Contact. Division of Management Services, Property Officer,
343-6271.
9. Appendices.
- Appendix 1 - OSM Property Management Responsibilities Chart
 - Appendix 2 - List of Object Classification Codes
 - Appendix 3 - Property File Data Input (Form MMS-065)
 - Appendix 4 - Inventory of Controlled Property (Form OSM-148)
 - Appendix 5 - Property Inventory Exception Listing (OSM-149)
 - Appendix 6 - Receiving Report (Form DI-102)
 - Appendix 7 - Report of Survey (Form DI-103)
 - Appendix 8 - Certificate of Unserviceable Property (DI-103A)
 - Appendix 9 - Transfer of Property (Form DI-104)
 - Appendix 10 - Receipt for Property (Form DI-105)
 - Appendix 11 - Property Pass (Form DI-1934)
 - Appendix 12 - Interagency Agreement USDA-FS-87-SIE-007
 - Appendix 13 - List of Sensitive Property
 - Appendix 14 - Report of Excess Personal Property (SF-120 Rev.)
 - Appendix 15 - Transfer Order Excess Personal Property (SF-122)
 - Appendix 16 - Order for Supplies or Services (OF 347 back)
Receiving Report
 - Appendix 17 - Requisition, Receiving Copy (OSM Form 1511-1)

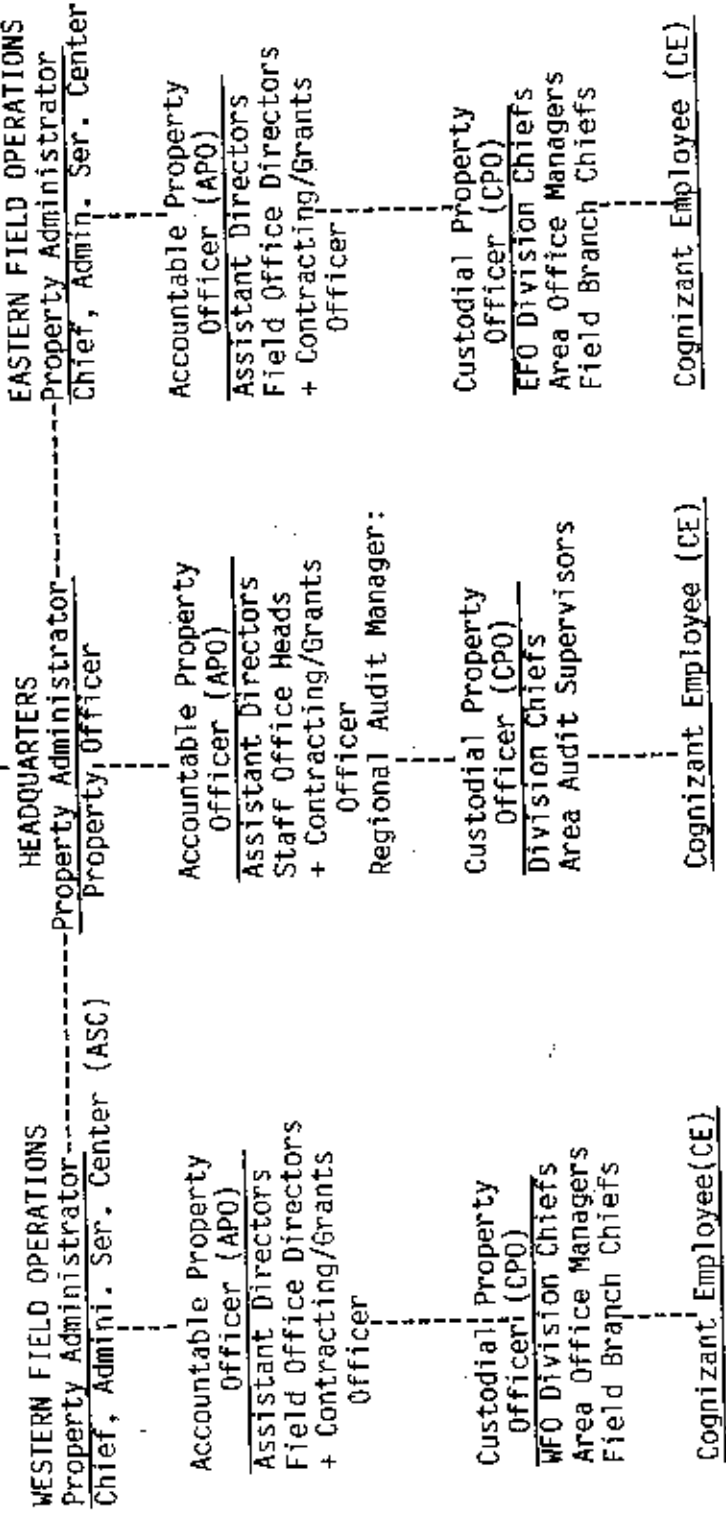
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

Property Management Responsibilities Chart

PROPERTY MANAGEMENT OFFICER

Asst. Director, Budget + Administration

Deputy Property Management Officer
Chief, Division of Management Services



LIST OF OBJECT CLASSIFICATION CODES

<u>OBJECT CLASS</u>	<u>BRIEF DESCRIPTION</u>	<u>DEPRECIATION RATE</u>
2360	Rental of ADP Equipment	N/A
2361	Rental of Equipment (Non-ADP)	N/A
2362	Copier Rental	N/A
2500	Equipment Preventive Maintenance (Non-ADP)	N/A
2501	Equipment Preventive Maintenance (ADP)	N/A
2502	Equipment Repairs, Per Call (Non-ADP)	N/A
2503	Equipment Repairs, Per Call (ADP)	N/A
2660	ADP Supplies (includes software acquisitions)	N/A
3100	Equipment--Furniture and Fixtures; Capitalized	10 years; 120 months
3101	Equipment--Furniture and Fixtures; Sensitive	N/A
3102	Equipment--Furniture and Fixtures; Noncontrolled	N/A
3110	Equipment--Motor Vehicles; Capitalized	6 years; 72 months
3120	Equipment--Office; Capitalized	12 years; 144 months
3121	Equipment--Office; Sensitive	N/A
3122	Equipment--Office; Noncapitalized	N/A
3130	Equipment--ADP; Capitalized	5 years; 60 months
3131	Equipment--ADP; Sensitive	N/A
3140	Equipment--Copiers, Duplicators, Heavy Machinery; Capitalized	8 years; 96 months

PROPERTY FILE DATA INPUT

U. S. DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE

APPENDIX 3

1.

TRANS CODE	FSC	MMS - ID	EMPLOYEE SSN	LOCATION	WHSE
ACQUISITION DOCUMENT NUMBER	CONTRACT NUMBER	ACQ COST	MFG	DATE RECD BY MO YR	
PROPERTY DESCRIPTION			MODEL NUMBER	MANUFACTURER'S SERIAL NUMBER	

2.

TRANS CODE	FSC	MMS - ID	EMPLOYEE SSN	LOCATION	WHSE
ACQUISITION DOCUMENT NUMBER	CONTRACT NUMBER	ACQ COST	MFG	DATE RECD BY MO YR	
PROPERTY DESCRIPTION			MODEL NUMBER	MANUFACTURER'S SERIAL NUMBER	

3.

TRANS CODE	FSC	MMS - ID	EMPLOYEE SSN	LOCATION	WHSE
ACQUISITION DOCUMENT NUMBER	CONTRACT NUMBER	ACQ COST	MFG	DATE RECD BY MO YR	
PROPERTY DESCRIPTION			MODEL NUMBER	MANUFACTURER'S SERIAL NUMBER	

4.

TRANS CODE	FSC	MMS - ID	EMPLOYEE SSN	LOCATION	WHSE
ACQUISITION DOCUMENT NUMBER	CONTRACT NUMBER	ACQ COST	MFG	DATE RECD BY MO YR	
PROPERTY DESCRIPTION			MODEL NUMBER	MANUFACTURER'S SERIAL NUMBER	

INITIAL ASSIGNMENT TO

(Employee Name)

INITIAL ASSIGNMENT ON THE PROPERTY MANAGEMENT RECORDS HAS BEEN MADE TO THE EMPLOYEE NAMED ABOVE, ANY FURTHER TRANSFER OF ACCOUNTABILITY SHALL BE ACCOMPLISHED THROUGH USE OF PROPERTY TRANSFER REQUEST FORM MMS - 064 PLEASE RETURN ONE SIGNED COPY TO PROPERTY MANAGEMENT SECTION MS - 635, MINERALS MANAGEMENT SERVICE, RESTON, VIRGINIA, 22091 AFTER PROPERTY HAS BEEN RECEIVED AND IDENTIFICATION NUMBERS AFFIXED

RECEIVED ABOVE-LISTED ITEM(S) ON _____ (Date) IDENTIFICATION NUMBERS SHOWN ABOVE HAVE BEEN AFFIXED TO THE PROPERTY

(Signature)

(Title)

(Date)

PAGE NO

DATE

U.S. DEPARTMENT OF THE INTERIOR
 MINERALS MANAGEMENT SERVICE
 INVENTORY OF CONTROLLED PROPERTY

APO/CPO NAME		LOCATION	ORGANIZATION CODE	EMP-SSN					
DESCRIPTION	MFG	MODEL	MMS-ID	MFG SERIAL NO	ACQ DOC	ACQ COST	ACQ DATE	FSC	COGNIZANT EMPLOYEE

Form MMS 067
 FORM OSM-148 will be printed and distributed and will be used in lieu of MMS-067

PAGE NO:

DATE:

U.S. DEPARTMENT OF THE INTERIOR
 MINERALS MANAGEMENT SERVICE
 PROPERTY INVENTORY — EXCEPTION LISTING

APO/CPO NAME	LOCATION	ORGANIZATION CODE		EMP-SSN	DESCRIPTION	MFG	MODEL	MMS-ID	MFG SERIAL NO	ACQ DOC	ACQ COST	ACQ DATE	FSC	COGNIZANT EMPLOYEE

A physical inventory of your equipment, as listed on the previously provided Inventory of Controlled Property, has been taken with the exception of the property listed above. You are requested to reconcile these exceptions, and certify below that the entire list of property for which you are accountable is correct in accordance with MMSM 400.1.5B

(Signature) _____ (Date)

Form MMS-067A (Rev. 1/84)

PRIVACY ACT NOTICE: In compliance with the Privacy Act of 1974, the following information is provided. The information on this form is collected under the authority of 30 USC 4331, and will be used to identify employees of the MMS who are accountable for Government owned and leased controlled property.

PROPERTY MANAGEMENT COPY

FORM MMS 067A
 FORM OSM-149 will be printed and distributed and will be used in lieu of MMS-067A

UNITED STATES
 DEPARTMENT OF THE INTERIOR

RECEIVING REPORT

BUREAU OR OFFICE:	RECEIVING REPORT NO.
ISSUING OFFICE:	PURCHASE ORDER NO.
METHOD OF ACQUISITION: <input type="checkbox"/> PURCHASE (Partial Delivery) <input type="checkbox"/> PURCHASE <input type="checkbox"/> CONTRACTOR ACQUIRED <input type="checkbox"/> FOUND DURING INVENTORY <input type="checkbox"/> DONATION <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> OTHER - explain _____	CONTRACT NO: DATE PREPARED

RECEIVED FROM:

ACCOUNTING AND APPROPRIATION DATA:

ITEM OR PROPERTY NO.	DESCRIPTION	QUANTITY ACCEPTED	UNIT	UNIT COST	TOTAL COST

RECEIVING INFORMATION

THE QUANTITY IN THE "QUANTITY ACCEPTED" COLUMN OF THE ABOVE LISTED PROPERTY HAS BEEN RECEIVED AND INSPECTED.

DATE RECEIVED:	RECEIVING OFFICER SIGNATURE:	DATE:
RECEIVED AT:	RECEIVING OFFICER TITLE:	

**UNITED STATES
DEPARTMENT OF THE INTERIOR
REPORT OF SURVEY**

Page _____ of _____

Report No. _____

Date _____

A. Originating Office and Telephone No. (include area code)

Accountable Office and Location

The following items are: (check one) Lost Stolen
 Damaged Destroyed Other (specify)

A statement of circumstances involving the identified property is attached.

Signature of Accountable Officer:

Date:

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE

B. To the best of my knowledge the attached statement(s) of circumstances are correct.

Signature of Cognizant Employee:	Date:	Signature of Custodial Officer:	Date:
----------------------------------	-------	---------------------------------	-------

C. Board of Survey findings and determinations: A complete statement of Board findings and determinations is attached.	Signature of Board Chairperson:	Date:
--	---------------------------------	-------

Signature of Board Member:	Date:	Signature of Board Member:	Date:
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D. Reviewing Authority: <input type="checkbox"/> Approved <input type="checkbox"/> Returned for technical insufficiency (statement attached) <input type="checkbox"/> Disagree with Board of Survey Findings and Determinations (statement attached)	Signature:	Date:
---	------------	-------

E. Head of Bureau or Office: (required only for disagreement between Board and Reviewing Authority) Statement of resolution:	Signature:	Date:
---	------------	-------

F. CERTIFICATE OF DISPOSITION/DESTRUCTION

I certify that the Item(s) No. _____ listed above have been destroyed, abandoned, or disposed of as directed by a Board of Survey.

Official Responsible for Disposition/Destruction:	Title:	Signature:	Date:
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Witness Name (for Destruction only):	Title:	Signature:	Date:
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G. Adjustment to property records (Property Official Signature):	Date Completed	Financial Official Signature (if Required):	Date Completed
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CONDITION CODES

- 1 = Unused—good
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.

**UNITED STATES
DEPARTMENT OF THE INTERIOR**

CERTIFICATE OF UNSERVICEABLE PROPERTY

May only be used when property is unserviceable through fair wear and tear; there are no apparent property irregularities; no need to determine employee financial liability; no possible claims against the Government; firearms and weapons, ammunition, hazardous materials, controlled substances, explosives, or museum property are not included.

Page _____ of _____

Certificate No. _____

Date _____

A. Originating Office and Telephone No. <i>(include area code)</i>	Accountable Office and Location
--	---------------------------------

Identified Item(s) are: Unserviceable Obsolete Other *(specify)*

STATEMENT OF CIRCUMSTANCES INVOLVING THE IDENTIFIED PROPERTY MUST BE ATTACHED

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE <i>(See Reverse)</i>	ESTIMATED VALUE

B. Recommended disposition *(check one)*: Repair/Retutilization Sale/Trade-in Salvage Scrap/Destruction Abandon Other *(specify)*:

To the best of my knowledge the attached statement of circumstances is correct and recommendations are in the best interest of the Government.

Signature of Cognizant Employee:	Date:	Signature of Custodial Officer:	Date:
Property Staff Recommendations:	Signature:	Date:	Signature of Accountable Officer:
Date:		Date:	

C. Reviewing Authority: Approved Disapproved
 Comments Attached

Signature: _____ Date: _____

D. Certificate of destruction: *I certify that the Item(s) No.(s) _____ listed above has been destroyed.*

Official Responsible for Destruction:	Title:	Signature:	Date:
Witness Name:	Title:	Signature:	Date:

E. Adjustment to property records (Property Official Signature):	Date Completed:	Financial Official (If Required):	Date Completed:
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CONDITION CODES

- 1 = Unused—good
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.

UNITED STATES DEPARTMENT OF THE INTERIOR TRANSFER OF PROPERTY	Page _____ of _____
	Report No. _____
	Date _____

Transfer From: (Organization and Complete Address)	Transfer To: (Organization and Complete Address)
--	--

Appropriation and Accounting Data:

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION <i>(include model & serial number)</i>	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE

SHIPPING AND RECEIVING INFORMATION

Date Shipped:	Date Received:		
Authorized Signature:	Authorized Signature:		
Official Title:	Official Title:		
Adjustment to property records (Property Official Signature):	Date Completed	Financial Official Signature (if Required):	Date Completed

BUREAU OR OFFICE

RECEIPT FOR PROPERTY

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST
ITEM	PROPERTY				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Issued By: (Name and Title)

Date Issued:

It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged or destroyed through my simple or ordinary neglect or negligence or gross negligence I can be held financially liable as determined by a Board of Survey.

Received By: (Name and Title)

Signature and Date:

RETURN ORIGINAL TO EMPLOYEE UPON TURN-IN OF PROPERTY

D-1934
 (New August 1967)

DEPARTMENT OF THE INTERIOR

(Bureau or Office)

PROPERTY PASS

NAME OF BEARER/COGNIZANT EMPLOYEE <small>This permit authorizes the individual to remove or enter with property.</small>	TYPE OF PASS <input type="checkbox"/> Employee <input type="checkbox"/> Vendor <input type="checkbox"/> Contractor	BUILDING	DATE ISSUED
			DATE EXPIRES
It is understood that I am personally responsible for the property listed herein and that, if any of the property is lost, stolen, damaged, or destroyed through my negligence, I may be held financially liable as determined by a Board of Survey.		REASON OR PURPOSE FOR REMOVAL/ENTRY	
SIGNATURE			

DESCRIPTION OF PROPERTY: (Must include Serial Number of Property and Property Identification Number)

BEARER IS AUTHORIZED TO: A. <input type="checkbox"/> REMOVE / <input type="checkbox"/> ENTER WITH		B. <input type="checkbox"/> GOVERNMENT PROPERTY / <input type="checkbox"/> PERSONAL PROPERTY	
REMOVAL AUTHORIZATION		SECURITY CERTIFICATION	
NAME, TITLE, AND SIGNATURE OF AUTHORIZING OFFICIAL	DATE	TIME	SECURITY INITIALS
	EMPLOYEE'S RECEIPT FOR RETURNED PROPERTY		
NAME, TITLE, AND SIGNATURE OF ACCOUNTABLE OFFICER/CUSTODIAL OFFICER	RECEIVED BY	DATE	

Property Passes are valid for 90 days from the date issued.
 WHITE - Issuing Office YELLOW - Security PINK - Employee Copy BLUE - Property Office

U.S. GOVERNMENT PRINTING OFFICE: 1967-613-478

INTERAGENCY AGREEMENT
BETWEEN THE
DEPARTMENT OF THE INTERIOR, AND ITS BUREAUS AND OFFICES
AND THE
DEPARTMENT OF AGRICULTURE, FOREST SERVICE

ARTICLE I. PURPOSE

This Agreement prescribes cooperative procedures for direct transfers of excess personal property between the bureaus and offices of the Department of the Interior (DOI) and the Forest Service (FS) for mutual benefit.

ARTICLE II. AUTHORITY

Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 481).

Federal Property Management Regulations (FPMR) CFR 101-43.315-5.

ARTICLE III. PROCEDURES

SEQUENTIALLY:

1. The bureaus and offices of DOI will mail available/excess personal property reports (SF 120) to the Forest Service (FS) offices/addressees identified on Enclosure 1.
2. The DOI bureaus and offices will accept "freeze" requests from the FS offices/addressees on Enclosure 1 only.
3. The DOI bureaus and offices will notify the authorized requestor as identified property becomes excess to DOI bureaus and offices and is eligible for direct transfer in accordance with Federal Property Management Regulations (FPMR) 101-43.315-5.
4. The FS will forward a Standard Form 122, Transfer Order Excess Personal Property, prominently identifying "Direct Transfer DOI bureau and office to USDA-FS" and approved in Block 9 to the office identified in block 11 of the Standard Form SF-120.
5. The DOI holding office, will return the Standard Form 122 to the requesting office.

6. A copy will also be mailed concurrently to the Accountable Officer of the property to be transferred to serve as authorization for transfer.

7. The DOI bureau or office will provide copies, as required, to the appropriate GSA Regional Office.

8. The FS-F&AM-WO will provide reports of available/excess personal property within the Department of Agriculture to the offices identified on Enclosure 2. FS items excess to the needs of the Department of Agriculture will be available for direct transfer to DOI bureaus and offices identified on Enclosure 2 through procedures similar to those stated above.

ARTICLE IV. GENERAL

All transfers will be in accordance with the provisions of FPMR 101-43.315-5 - Procedure for Effecting Transfers. Current dollar limitations per transfer are \$2,000 for Reportable Property, but not yet reported to GSA; and \$25,000 for Nonreportable Property.

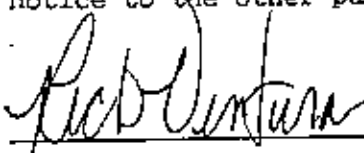
Matters which cannot be resolved concerning this agreement will be referred to the respective agency/bureau or office headquarters for resolution.

ARTICLE V. EFFECTIVE DATE

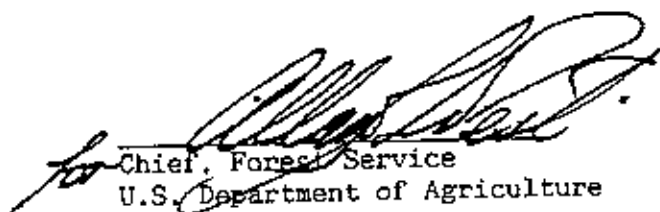
The effective date of this agreement will be the latest date indicated below.

ARTICLE VI. CANCELLATION

This Agreement may be terminated by either party upon a 30-day written notice to the other party.


Assistant Secretary-Policy,
Budget and Administration
U.S. Department of the Interior

DATE: Dec. 23, 1987


Chief, Forest Service
U.S. Department of Agriculture

DATE: Nov. 9th 1987

EXCESS PROPERTY DISPOSAL

Forest Service Mailing List

USDA - Forest Service, R-1
ATTN: Mr. John Pritchard, A&FM
Federal Building
P.O. Box 7669
Missoula, MT 59807

USDA - Forest Service, R-2
Air, Aviation and Fire Management
11177 W. 8th Avenue
Box 25127
Lakewood, CO 80225

USDA - Forest Service, R-3
ATTN: Mr. Dan Winner
Federal Building
517 Gold Avenue, SW
Albuquerque, NM 87102

USDA - Forest Service, R-4
Cooperative Fire Protection
Federal Building
324 25th Street
Ogden, Utah 84401

USDA - Forest Service, R-5
ATTN: Mr. Ben Beall, S&PF
630 Sansome Street
San Francisco, CA 94111

USDA - Forest Service - R-6
ATTN: Mr. Richard Pierce
319 S.W. Pine Street
Portland, OR 97208

USDA - Forest Service - R-8
ATTN: Mr. Jim Sorenson, A&FM
1720 Peachtree Road, NW
Atlanta, GA 30367

USDA - Forest Service, NA
ATTN: Mr. Don Footer, FP
370 Reed Road
Broomall, PA 19008

USDA - Forest Service, R-10
ATTN: Mr. Dennis Pendleton 201 E 9th Ave., Suite 201
Anchorage, AK 99501

USDA - Forest Service
ATTN: Mr. Francis Russ, F&AM
P.O. Box 96090, Room 1009 RP-E
Washington, DC 20090-6090

Tel: (202) 235-9634

Forest Service Area Office in Broomall, PA will be considered a Regional Office for purposes of this agreement.

LIST OF SENSITIVE PROPERTY

1. Binoculars
2. Calculators
3. Cameras and attachments
(i.e., lens, flash units,
exposure meters)
4. Compasses
5. Computers and peripherals
(includes "lap top" models)
6. Dictating Equipment
7. Drafting Equipment
8. Power Tools
9. Sensitive Equipment
10. Surveying Equipment
11. Telephone Answering
Machines
12. Television and video
equipment (includes
audio visual equip-
ment such as overhead
projectors, 8mm movie
and slide projectors)
13. Tape Recorders
14. Typewriters (includes
portable models)
15. Firearms
16. Proprietary programs
17. Proprietary software

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315	<h2 style="margin: 0;">TRANSFER ORDER EXCESS PERSONAL PROPERTY</h2>	1. ORDER NO. 2. DATE
--	---	-----------------------------

3. TO: GENERAL SERVICES ADMINISTRATION*	4. ORDERING AGENCY (Full name and address)*	
5. HOLDING AGENCY (Name and address)*	6. SHIP TO (Consignee and destination)*	
7. LOCATION OF PROPERTY	8. SHIPPING INSTRUCTIONS	
9. ORDERING AGENCY APPROVAL		
A. SIGNATURE	B. DATE	10. APPROPRIATION SYMBOL AND TITLE
C. TITLE	11. ALLOTMENT	12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION <i>(Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number)</i> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)

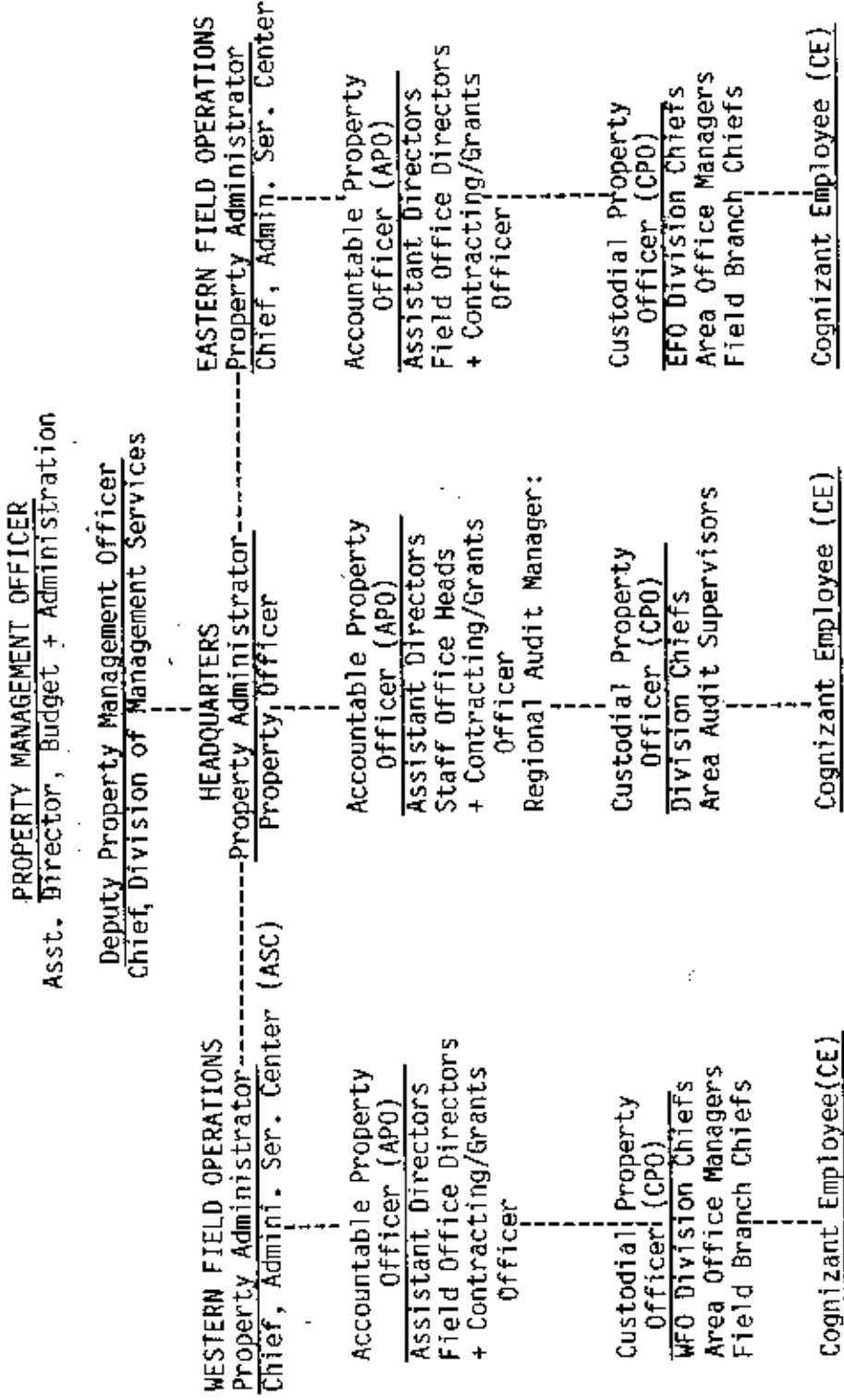
14. GSA APPROVAL	A. SIGNATURE	B. TITLE	C. DATE
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FOR GSA USE ONLY	AGENCY AND LOCATION			FSC	CONDITION	SOURCE CODE
	AGENCY	STATE				

*Include ZIP Code

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

Property Management Responsibilities Chart



LIST OF OBJECT CLASSIFICATION CODES

<u>OBJECT CLASS</u>	<u>BRIEF DESCRIPTION</u>	<u>DEPRECIATION RATE</u>
2360	Rental of ADP Equipment	N/A
2361	Rental of Equipment (Non-ADP)	N/A
2362	Copier Rental	N/A
2500	Equipment Preventive Maintenance (Non-ADP)	N/A
2501	Equipment Preventive Maintenance (ADP)	N/A
2502	Equipment Repairs, Per Call (Non-ADP)	N/A
2503	Equipment Repairs, Per Call (ADP)	N/A
2660	ADP Supplies (includes software acquisitions)	N/A
3100	Equipment--Furniture and Fixtures; Capitalized	10 years; 120 months
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3102	Equipment--Furniture and Fixtures; Noncontrolled	N/A
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3120	Equipment--Office; Capitalized	12 years; 144 months
3121	Equipment--Office; Sensitive	N/A
3122	Equipment--Office; Noncapitalized	N/A
3130	Equipment--ADP; Capitalized	5 years; 60 months
3131	Equipment--ADP; Sensitive	N/A
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