



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

Subject Number:

ADS-18-1

Transmittal Number:

718

Date: APR 23 1992

Subject: Personal Property Management

Approved: *[Signature]* Title: Director

Paragraph

Change or Addition

3.e.

Replace the original paragraph with the following:

e. Acquisition of Government Property. (1) A requisition form shall be used to acquire property. The originating office will identify the GPO on the requisition form. All requisitions will be "screened for excess" by the employee who is responsible for property management at each office location to certify that requisitioned items or equivalent items are not available through excess sources. The certification will be accomplished by typing the following statement onto the requisition form. "The above items are not available through excess sources." The property management employee will sign and date this statement. The employee responsible for property management will also assign an object classification code for each line item on the requisition. The four-digit object class codes (Appendix 2) are a critical link between the property records and finance and accounting general ledger. It is imperative that the correct object class code be entered into both the Advanced Budget Control Information System (ABACIS) and property systems.

(2) A copy of each acquisition document (i.e., purchase order, contract) for Government property will be provided to the Receiving Officer and the servicing property management office at the time the document is signed by the Contracting Officer. Upon receipt of the acquisition document, the servicing property management office will enter all available descriptive data into the PMS. The equipment will remain as a suspense item in the PMS until time of receipt. The PMS produces form MMS-065, Property File Data Input.

CHANGE NOTICE

Copies 1 through 3 of form MMS-065 are mailed to the servicing property office. Copy 1 is attached to the servicing property offices' copy of the acquisition document. Copies 2 and 3 of form MMS-065 are retained by the servicing property office until the property is received. The Imprest Fund will not be used to acquire Government-owned property with an acquisition cost of \$50.00 or more.

3.h.

Replace 3.h. Data Entry Input Procedures with the following:

h. Data Entry Procedures. Generally, property will be delivered to a central receiving point at each office location. Property management staff there or at the servicing office will ensure that the necessary documents are processed and that data is entered into the PMS. Periodic reviews shall be conducted to ensure accurate and complete data is recorded in the PMS. Data verification will include checking acquisition cost, description and object classification code assignment.

(1) Upon delivery, the servicing property management staff will complete data entry into the PMS, i.e. serial number, model number, manufacturer, date of receipt, thereby filling all fields required in the PMS.

(2) A bar code is produced by the PMS Contractor and mailed directly to the requesting office. Property will be held in a secure storage area and not released to the APO/CPO until the bar code label is received and affixed to the property. The APO/CPO will sign copies 2 and 3 of the MMS-065 form to acknowledge receipt and accept responsibility thereof. (Disregard reference at the bottom of form MMS-065 to the MMS-064 form "Transfer Request" and MMS-065 form copy distribution.) Copy 2 of the MMS-065 form should be maintained in the servicing property office official APO/CPO file. Copy 3 is provided to the APO/CPO as a record of the new acquisition. Copy 1 is maintained in the servicing property office acquisition document file.

(3) In cases of extreme emergency (i.e. critical situations that affect the OSM mission and operations) property may be released to the APO/CPO prior to receipt of the bar code tag. The servicing property office will notify the Division of Management Services to send bar code tag(s) via overnight express mail. The bar code label will be affixed to the property by the requesting office immediately upon receipt.

(4) Microcomputer Software. Microcomputer software is not maintained within the PMS, however, it is controlled in accordance with OSM Directive INF-11 "Information Resources Management Policies and Procedures Manual."

(5) For very small, delicate or precision equipment to which a complete bar code label cannot be affixed, the label should be cut down to contain only the bar code strip and number and affixed to the equipment wherever possible. For those items on which a label cannot be affixed, the bar code label shall be maintained in the servicing property office official APO/CPO files.

(6) Each OSM office is required to implement a system which provides for complete control and accountability of sensitive property (Appendix 13), including property with an acquisition cost of less than \$50.

3.i.

Replace 1. Replacement or "Add-On" Items. (3) Property not inputted into PMS. with the following:

(3) Tagging of Connecting Property.

When connecting property is acquired at an acquisition cost of \$50.00 or more, the connecting property will be accounted for and assigned a separate bar code tag number. Some examples of connecting property are: ADP (computer) Keyboards, ADP (computer) Monitors, microcomputers, modems, battery packs, battery chargers, ADP and technical printers, radio control heads and microphones.

Replace Appendix 1 with the attached Appendix 1 - OSM Property Management Responsibilities Chart.

Replace Appendix 2 with the attached Appendix 2 - list of object classification codes.

Replace Appendix 13 with the attached Appendix 13 - list of Sensitive Property.

Replace Appendix 17 with the attached Appendix 17 - Requisition (Form DI-1).

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

Property Management Responsibilities Chart

PROPERTY MANAGEMENT OFFICER

Assistant Director, Administration

Deputy Property Management Officer

Chief, Division of Management Services

WESTERN SUPPORT CENTER
Property Administrator

Chief, Admin. Svcs. Div.

Accountable Property
Officer (APO)

Assistant Directors
Field Office Directors
& Contracting/Grants
Officer

Custodial Property
Officer (CPO)

WFO Division Chiefs
Area Office Managers
Field Branch Chiefs

Cognizant Employee (CE)

HEADQUARTERS

Property Administrator

Property Officer

Accountable Property
Officer (APO)

Assoc. Director/Asst. Dir.
Staff Office Reads
& Contracting/Grants
Officer

Regional Audit Manager:

Custodial Property
Officer (CPO)

Division Chiefs
Area Audit Supervisors

Cognizant Employee (CE)

EASTERN SUPPORT CENTER
Property Administrator

Chief, Admin. Svcs. Div.

Accountable Property
Officer (APO)

Assistant Directors
Field Office Directors
& Contracting/Grants
Officer

Custodial Property
Officer (CPO)

EPO Division Chiefs
Area Office Managers
Field Branch Chiefs

Cognizant Employee (CE)

List of Classification CodesContractual Services

25.XX Other services

Charges for contractual services not otherwise classified. Supplies and materials furnished by the contractor in connection with such services are included even though they may be separately itemized on the voucher. Some typical services include the following: repairs to structures, typing services, fees for title abstracts and facilities operations and research and development contracts. Services for training and related books and materials are included as well as charges incurred for contractual printing and reproduction, including related composition and binding operations, that are performed by commercial printers. All governmental printing charges are charged to 24.00. Charges for initial installation of equipment is included in the object class where the equipment is charged.

25.00 Other services
25.10 Training

Supplies and Materials

26.XX Supplies and materials

Charges for commodities that are ordinarily consumed within one year after they are put into use, that are converted in the process of construction or manufacture, or that are used to form a minor part of equipment or fixed property. (Also, for the sake of classification, items of small dollar value that do not meet the criteria above may be classified as supplies or materials.) Including ADP supplies, materials, off-the-shelf software and office supplies.

Note: Contracts for the development of computer software should be classified under object class 25. A single ADP software package (usually designed specifically for OSM) valued at \$25,000 or more should be charged to object class 31.50.

Equipment

31.XX Equipment

Charges for personal property of a durable nature, which is normally expected to have a useful life of one year or more. This object class will include both capitalized and non-capitalized property.

Capitalized assets have a useful life of two years or more and a value of \$5,000 or more. The \$5,000 value includes the main piece of equipment plus each accessory (non-supply) which is unique to that piece of equipment.

Non-capitalized sensitive property is equipment with a value of \$50 or greater and less than \$5,000; it must have an assigned property number with the exception of furniture and fixtures. Non-capitalized non-sensitive property is equipment costing less than \$50, with the exception of furniture and fixtures which may cost greater than \$50 and be non-sensitive.

When a piece of property costs \$5,000 or more and needs to be split among two or more accounts such that the cost applied to each account is less than \$5,000, that property should still be capitalized for all amounts in each account applied. Shipping, set-up, and installation charges relating to property should be charged to the same object class as the property; an exception to this rule is GBL charges which are always charged against object class 22.30.

31.00 Furniture and fixtures - Capitalized

Furniture or fixtures of \$5,000 or greater in cost (e.g., a safe costing at least \$5,000). Modular furniture more than likely will not qualify since no individual unit exceeds \$5,000.

31.01 Furniture and fixtures - Non-capitalized /sensitive

Furniture or fixtures of less than \$5,000 in cost with an assigned property number.

31.02 Furniture and fixtures - Non-controlled

Furniture or fixtures of less than \$5,000 in cost without an assigned property number (e.g. chairs, desks, etc.) This includes most furniture purchased by OSM.

31.10 Motor vehicles

Motor vehicles of any kind which are owned by OSM. Some examples include cars, four-wheel drive vehicles, trucks, etc.

- 31.20 Office and field equipment - Capitalized
- Office and field equipment with a cost of \$5,000 or more. Examples included seismographs, electronic filing cabinets, projectors, surveying equipment, and non-ADP video equipment, etc.
- 31.21 Office and field equipment - Non-capitalized /sensitive
- Office and field equipment with a cost of less than \$5,000 and equal to or greater than \$50 with an assigned property number. Examples include calculators, typewriters, microfilm machines, projectors and non ADP video equipment, etc. Included in this object class are non-capitalized copiers, duplicators, and heavy machinery.
- 31.22 Office and field equipment - Non-capitalized /non-controlled
- Office and field equipment with a cost of less than \$50. Examples include calculators, hole punchers, etc.
- 31.30 ADP equipment - Capitalized
- ADP equipment with a cost of \$5,000 or greater. Some examples include high capacity laser printers, higher priced personal computers, large capacity disk drives, digitizing systems, graphics workstations, mini-computers, upgrades to ADP equipment which when combined with existing equipment cost \$5,000 or greater, etc.
- 31.31 ADP Equipment - Non-capitalized
- ADP equipment with a cost of less than \$5,000. Some examples include laser printers, monitors, modems, upgrades to ADP equipment which when combined with existing equipment still costs less than \$5,000.
- 31.40 Copiers, duplicators, heavy machinery - Capitalized
- Copiers, duplicators, and heavy machinery which cost \$5,000 or greater. Examples include copying and finishing machines with accompanying bins, sorters, cassettes, and stands; etc.

31.41 Copiers, duplicators, heavy machinery - Non-Capitalized

Copiers, duplicators, and heavy machinery which cost less than \$5,000. Examples include copying and finishing machines with accompanying bins, sorters, cassettes, and stands; etc.

31.50 ADP software (\$25,000 or more)

Includes software usually designed for a specific OSM purpose with a cost of \$25,000 or greater. Does not include one order or multiple copies of an off-the-shelf software package which totals \$25,000 or greater if each copy costs less than \$25,000; this order would be charged to object class 26.00.

Appendix 13

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. Telephones
13. Television and video equipment (includes audiovisual equipment such as overhead projectors, 8mm movie and slide projectors)
14. Tape Recorders
15. Typewriters (includes portable models)
16. Firearms
17. Proprietary programs
18. Proprietary software
19. Computer keyboards

