

Property Management Officers (PMO) Guide

(A detailed explanation of PMO functions, duties, and responsibilities covering regulations, processes, completing forms, and using PROP.)

Personal Property
Management
2011

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BACKGROUND

This Guide is a reference tool for Property Management Officers (PMOs). It replaces the PMO Quick Guide. The guide condenses Federal and Agency policies and procedures, provides detailed guidance for processing actions, includes information on using USDA's Personal Property System (PROP), and provides suggestions and recommendations for maintaining proactive and effective property programs.

In this Guide, the term "PMO" refers to both Area and location employees (such as Realty Specialists, Property Technicians, AOs, or Clerks), that are responsible for performing property functions, including oversight. Where possible, the guide uses the term "APMO" when referring to processes that are specific to the Area. There may be differences within each Area as to whether the Area or the location performs property management functions. However, all PMOs should be aware of the duties and responsibilities and work with the Area to determine whether the functions are either an Area or location responsibility.

The Guide incorporates the following policies:

1. Acquisition and Property Division Alerts and Policy Memorandums
<http://www.afm.ars.usda.gov/property/issuances.htm>
2. Agency Regulations: REE Manual 221.1M, Personal Property, Motor Vehicle, and Aircraft Management.
<http://www.afm.ars.usda.gov/ppweb/PDF/221-01M.pdf>
3. USDA Fleet Card Regulations, DR5400-006, Use of the Fleet Charge Card,
http://www.dm.usda.gov/procurement/ccsc/fc_policy_regs.htm
4. USDA Regulations: Agriculture Property Management Regulations (AGPMRs)
<http://www.dm.usda.gov/pmd/directives.htm>
5. GSA Federal Regulations: Federal Management Regulations (FMR)
www.gsa.gov/federalmanagementregulation

Areas and locations should work together to ensure that employees assigned as PMOs, or assigned property responsibilities, thoroughly understand how to perform these functions.

For questions, please call your Area Property Management Officer (APMO) or a member of the Administrative and Financial Management (AFM), Acquisition and Property Division (APD), Property and Support Services Branch (PSSB), on 202-720-7681 or 301-504-1745.

1. Roles and Responsibilities

The primary roles in property management are Property Management Officers (PMOs) and Accountable Property Officers (APOs). PMOs establish policies and procedures for property functions and provide guidance to APOs. APOs are responsible for carrying out the policies and procedures for the personal property assigned to the APO and to the APO's employees.

PMOs

Within ARS, there are three levels of PMOs:

Headquarters PMO (HQ). Serves as the PMO for the REE agencies. Develops agency policies and procedures that are consistent with USDA policy. Provides oversight and guidance to the overall REE personal property program.

Area Property Management Officer (APMO). Serves as the PMO for the immediate Area Office, manages the Area-wide personal property program, and provides guidance and oversight to location PMOs and APOs. Serves as the contact to HQ PMO.

Location Property Management Officer. The Administrative Officer (AO) serves as the PMO for the location, manages the location program, and provides guidance to location APOs. AOs may delegate PMO functions. However, the AO maintains official responsibility.

PMOs are responsible for establishing and maintaining effective property programs that: **(See Exhibit A, PMO Responsibility Chart.)**

- operate adequate inventory control and accountability systems,
- properly report and dispose of excess property, and
- provide property guidance and oversight.

APOs

APOs must be supervisors. APOs are responsible for carrying out the policies and procedures established by PMOs. APOs are responsible for managing all Government property assigned to them. APOs may designate other employees to assist with these duties. However, the APO maintains official responsibility.

PMOs will designate new APOs in writing, providing them with a condensed list of responsibilities. **(See Exhibit B, APO Designation and Responsibilities Letter.)**

2. Accountable/Sensitive Property

PMOs maintain the official inventory of all accountable/sensitive property using USDA's personal property inventory system (PROP). Accountable property is:

- owned property with an acquisition cost of \$5,000 or more,
- lease- to-own property with a final acquisition cost (after all payments) of \$5,000 or more, and
- items ARS determined sensitive; which are firearms and law enforcement badges, regardless of cost.

Generally, offices acquire lease-to-own property through a contract, with monthly or annual payments. At the end of the lease agreement, the Government is the property owner. **However, the asset is considered accountable when the Government makes the first payment.**

PMOs have the authority to determine other property item as “sensitive”. PMOs must establish sensitive property, **in writing, and update sensitive property to PROP**. Sensitive property is accountable property. Use the following criteria when considering whether property is sensitive:

- has a high level of visibility,
- subject to audit by oversight agencies, or
- subject to waste fraud, and abuse.

Access to PROP

Access to PROP is granted through the Area/location IT Specialist to USDA’s Office of the Chief Information Officer (OCIO), at the National Finance Center (NFC). Follow internal procedures to obtain access to NFC systems.

PROP Passwords. The format for a PROP password is:

- must be 8 characters,
- must include at least one letter,
- must include at least one number,
- must include at least one special character, and
- the special characters cannot be the first or last character.

The Area/location IT specialist will assist in resetting PROP passwords.

3. File Management

Establish complete property files that show a clear audit trail from acquisition to disposal. Include a copy of the latest physical inventory, purchase documents for accountable property, transfers of accountable property, and reports of excess or unserviceable property. HQ recommends:

APO Files. Establish a consolidated file for each APO. Use a 6-part folder that provides a separate section for each property activity:

- Physical Inventories,
- Accountable Property Requisitions,
- Excess/Unserviceable Documents,
- Transfers Documents,
- Donation Programs, and
- Miscellaneous Correspondence.

Motor Vehicle Files. Establish a file for each vehicle that includes:

- Certificate of Origin,
- Purchase Document,
- Maintenance/Operational Records,
- Mechanical and Safety Inspections, and
- Vehicle Use Logs.

General files. Establish the following general property management files:

- Non-Accountable Excess,
- Property Passes,
- Donation Programs (for annual reports),
- General Property Management
- General Vehicle Management, and
- Home-to-Work Authorization.

Retention Schedules

Use the following National Archives and Records Administration General Records Schedule (GRS) when establishing property management files:

GRS Number and Title	Details	Destroy Date
No. 8- Plant Equipment	Acquisition document of inventory item	Through Life Cycle of Item
	Inventory Report	Maintain Current Copy
No. 4 - Disposal Records	Excess Records	3 yrs after disposal
	Sold under \$25,000 (all sales documents)	3 yrs after payment
	Sold over \$25,000 (all sales documents)	6 years after payment
	Transfers	2 years after transfer

No. 10 – Motor Vehicles	General correspondence not listed	when 2 years old
	Maintenance records, service/repair & use	when 1 year old *
	Accident Files, investigative reports.	6 years after case is closed
	Release Files relating to transfer, sale (SF97), donation, or exchange	4 years after vehicle leaves agency custody

* Recommend maintaining major maintenance records through the life cycle of the vehicle. See the complete schedules at <http://www.archives.gov/records-mgmt/grs/>

4. Physical Inventories

Inventory compliance is a **critical** aspect of property management. USDA officials monitor inventory compliance as part of the overall agency financial integrity. **Do not allow inventories to become delinquent.** APOs/PMOs must conduct a physical inventory of accountable/sensitive property once every 2 years and when there is an APO change.

Monitoring Inventory Dates

Monthly, generate and review the PROP 28 Report, PMO and AO Name, Address, & Inventory Status Report. This report lists:

- current inventories (C),
- delinquent inventories (D),
- inventories without an inventory date, (N) and
- inventories without property assigned to it (I).

USDA considers an inventory without a date or without records assigned to it as a “delinquent” inventory. PMOs will ensure:

- all inventories have a current inventory date,
- delete an inventory account that has no property records, or
- promptly add property records to a new APO account.

Use PROP Option ADMU, Administrative Menu to manage inventory information/dates.

ARS receives a “fail” score if there are more than 2 delinquent inventories per month. There are approximately 1250 inventories ARS-wide. APMOs must ensure area-wide inventory compliance to ensure ARS receives a passing score. Both Area and location PMOs should review the PROP28 report **at the beginning and end of each month** to ensure inventory compliance.

The inventory due date is based on the completion date of the last inventory. Schedule the inventory at any time to ensure the inventory remains current. At least **60 days prior** to the due

date, send the APO a copy of the inventory with instructions. Minimum instructions are: **(See Exhibit C, Inventory Letter/Instructions.)**

- **physically verify** all accountable/sensitive property,
- indicate items on-hand,
- ensure that all descriptive information is accurate, make corrections as needed,
- ensure the AG label is attached to all accountable property (note missing labels or if not legible),
- submit documents for items that are no longer needed/not listed on report, and
- sign, date, and return the completed report to the PMO.

Ensure APOs support notations such as “excess”, “scrapped”, or “no longer have” with appropriate documents. Do not remove records from PROP without supporting documents.

Reconciling an Inventory

PMOs will:

- review the inventory for on-hand indications, notations, documents, and APO signature,
- update the inventory date in PROP using PROP Option TR05, AO Inventory Update. The date in PROP should match the date that the APO completed the physical inventory.
- process documents to report excess/unserviceable, transfers, and lost/stolen/damaged property,
- modify records in PROP, update room number, custodian, etc.,
- file working copy of physical inventory in APO official file, and
- provide the APO with a reconciled report.

PMOs will continue to work on the reconciliation process after updating the inventory date in PROP. **(See Exhibit D, Commonly Used PROP Screen Options.)**

Follow any internal guidance to forward completed inventories to the APMO for review.

Suggestion. To provide oversight to the physical inventory process, APMOs should consider periodically reviewing/spot-checking location physical inventories to ensure they contain signatures, dates, and documentation supporting changes to PROP records.

APO Change

APOs should conduct a physical inventory prior to leaving. This relieves responsibility for potential missing items and assists in transferring the inventory to another APO. If the departing APO does not complete a close-out inventory, request that the new APO conduct an inventory as soon as possible. When replacing APOs in PROP:

- modify the existing APO using PROP Option TBMU, Accountable Officer Table. PMOs may re-use the same APO number.
- update the inventory date using PROP Option TR05, AO Inventory Update. The date in PROP should match the date that the APO signed the completed inventory.

PMOs should consider attaching the completed inventory to form AD-107 when transferring the inventory to a new APO.

Inventory Management

HQ suggests taking a proactive approach to inventory management. Consider generating the PROP 329 Report, Inventory by Description, and forward the report to APOs for periodic review/information (such as quarterly or every 6 months). This allows the APO to review the inventory to determine if there are new assets that are not listed on the inventory, identify potential excess property, or identify lost/stolen property, rather than waiting until the next 2-year inventory cycle. Inventory review may reduce or eliminate problems with inventory reconciliation.

5. Creating New APOs in PROP

USDA considers APO accounts that have no property listed under them as a “delinquent” account. Establish a new APO in PROP after the APO physically receives accountable property. PMOs will:

- establish the APO number using PROP Option TBMU, Accountable Officer Table, New Record,
- request a physical inventory, and
- update the inventory date using PROP Option TR05, AO Inventory Update.

6. Budget Object Classification Codes (BOCs)

The assigned BOC on a purchase requisition indicates whether the item purchased is accountable property and should appear on the Agency Suspense Report. The BOC also determines whether accountable property is “capitalized” (unit cost of \$25,000 or more) or “non-capitalized” (unit cost under \$25,000). Capitalized assets accrue depreciation and appear on the Agency Financial

Statement through the PROP to Financial Management Modernization Initiative (FMMI) interface. Incorrect BOCs overstate or understate the Financial Statement. Remind fund holders/employees to assign correct BOCs. **(See Exhibit E, BOCs for Equipment.)**

Refer to the complete BOC manual at <http://cod.nfc.usda.gov/publications/pubs.html>

7. Suspense Report

The Suspense Report is a **critical** aspect of property management. The Suspense Report is a list of transactions that have been paid and are potential accountable property because of the assigned BOC. PMO must reconcile these transactions by adding them to the APOs inventory or removing them as non-accountable property. When an office issues a payment for property using an accountable BOC, FMMI interfaces with PROP and creates a shell record. **Weekly**, new payments appear on the Agency Suspense Report. **HQ recommends APMOs distribute the Suspense Report weekly.**

The official Suspense Report is the PROP 304, Agency Suspense Report. However, this report lists **all agency** suspense transactions. Using FOCUS, which is the PROP system report writing tool, HQ created a Suspense Report that sorts by each Area and location based on the accounting. **(See Exhibit F, Instructions for Generating the FOCUS Suspense Report.)**

APMOs/PMOs must monitor the Suspense Report for prompt reconciliation. PMOs will promptly:

- review and reconcile transactions upon first appearing on Suspense,
- modify errors in “quantity” field using PROP Option AC14-Modify Feeder Quantity,
- update accountable property using PROP Option AC01-New Acquisition,
- correct BOC errors on new records using PROP Option AC12-Modify Existing Property Records, and
- remove non-accountable transactions using PROP Option DL09-Remove Records.

USDA’s Office of Chief Financial Officer (OCFO), Controller Operations Division (COD), at NFC, monitor suspense compliance as part of each agency’s overall financial integrity. ARS receives a “fail” score on the monthly financial scorecard if a transaction remains on the Suspense Report for more than 60 days. To avoid the potential for a “fail/red” score, HQ recommends reconciling transactions within 30 days of appearing on the Suspense Report. PMOs must reconcile all transactions before the 60 day timeframe.

Promptly work transactions and notify APMO/HQ of any problems when reconciling. Typical issues surrounding the Suspense Report are:

- **Quantity issues with IAS Documents:** If the IAS document is originally established by

“amount”, the quantity field will display an incorrect quantity, usually similar to the acquisition cost. Before updating IAS documents, PMOs must review/correct the quantity. If the quantity is not corrected, the item will remain on Suspense until the “quantity received” is equal to the “quantity updated.”

- **Multiple Accounting Lines in IAS:** Multiple accounting lines may appear as separate line items on an IAS document. Guidance usually involves updating line item 0001, modifying the asset by adding each accounting line and its associated cost, and then deleting the individual line items listed on Suspense, without changing the BOC. The total acquisition cost must be the same as the total of all the line items added together. Use caution when adding each accounting line and the amount associated with each line. Call HQ to ensure proper reconciliation.
- **Rolled Bank Card Transactions:** Multiple items purchased with a Bank Card may appear as one suspense item. Modify the feeder quantity to the correct quantity of items purchased. PROP will evenly prorate the acquisition cost based on the quantity. Update each item. Then modify each record to reflect the correct acquisition amount.

Tracking Pending Suspense Transactions

Transactions should appear on the Suspense Report within 7-10 days of successfully clearing FMFI. To track pending Suspense items, work with your procurement/finance office to:

- verify that the procurement official used an accountable BOC when reallocating or approving the payment.
- ensure the payment clears FMFI,
- obtain screen prints from the U.S. Bank Card System or the IAS purchase document showing the BOC used, and
- forward this information to the APMO/HQ.

HQ will provide guidance on how to properly reconcile the item or forward the information to OCFO/COD for research.

If a requisition or payment contains a non-accountable BOC, the transaction will not appear on suspense. After verifying that the requisition or payments contained a non-accountable BOC, PMOs may follow the general guidance to update the asset to PROP:

- use PROP Option AC02-New Not in Feeder (AC-17 for a vehicle),
- reference the valid purchase document number in the “Document type/Number” fields,
- update the “BOC” field with the original BOC used and enter the correct BOC in the field “New BOC”. This moves the funds from one BOC account to another, and

- update the “Notes” field to indicate that an incorrect BOC was used.

8. New Acquisitions for Accountable Property

APMOs/PMOs will establish internal procedures to ensure appropriate property officials receive copies of purchase documents for accountable/sensitive property at the time of the purchase. Do not wait until a transaction appears on the Suspense Report to obtain copies. This may delay reconciliation and jeopardize the monthly financial integrity score. There may be interface problems that delay or suppress items from appearing on the Suspense Report.

For new acquisitions, request the following information from APOs:

- serial number,
- manufacture’s name and model number,
- property location such as room number or custodian name, and
- signature and date.

Updating New Accountable Property to PROP

From the Suspense Report, use PROP Option “AC01-New Acquisition” to add new equipment/vehicles. Before using other options such as AC02-New Not in Feeder, AC17-Vehicle, or AC03-Found, consult the APMO/HQ for concurrence. When PROP users update accountable records incorrectly, it may have a negative impact to the fund holder’s Transaction Detailed Listing (TDL) and the Financial Statement.

Review the **quantity field listed on the suspense Report.** Use AC14, Modify Feeder Quantity, to correct quantity issues before updating the asset.

Consult with the APMO/HQ before making changes to financial fields in PROP. Changes to PROP records with a capitalized BOC feed to FMMI and may negatively impact the TDL.

Attach the AG number/label where it is easily seen.

(See Exhibit G, Quick Reference for Updating Equipment to PROP)

Updating Lease to Own Assets in PROP

“Lease to own” property is considered accountable property when the acquisition cost after the end of the lease agreement is \$5,000 or more. The asset is considered accountable when the Government makes the first payment. This type of property is referred to as a “capital lease.”

Generally, offices acquire this type of property through a contract, with monthly or annual payments. Work with fund holders and procurement officials to use an accountable BOC when

establishing lease to own contracts/purchase documents. This will ensure the original transaction and payments appear on the Suspense Report.

To update lease to own assets with an accountable BOC:

- use PROP Option AC01-New Acquisition,
- update the “Notes” field to indicate the lease timeframe, option years, etc., and
- modify the original acquisition cost for each payment.

When the same IAS document number is used for payments as was used for the original asset, the new cost information will automatically update to the PROP. This should occur as long as there are no changes to the document number, line item number, or BOC. If the cost information does not automatically update the existing PROP record, modify the acquisition cost after each payment and remove the suspense transaction using PROP Option DL10.

If the original purchase document/contract contained a non-accountable BOC:

- use PROP Option AC02-New Not in Feeder, to update.
- update the “BOC” field with the original BOC used and enter the correct BOC in the field “New BOC”. This moves the funds from one BOC account to another,
- update the “Notes” field to indicate the lease timeframe, option years, etc., and
- update additional payments by increasing the acquisition cost using PROP Option AC12.

9. Acquiring Excess Property

Excess is the first source of supply, where appropriate. GSA maintains an on-line database of nationwide Federal and Department of Defense excess through the Agency Asset Management System (AAMS)/GSAXcess. AAMS/GSAXcess is available at www.GSAXcess.gov. AAMS is a module within GSAXcess that lists USDA excess. This system allows users to:

- search available excess by several options,
- submit an electronic “want” list where the system searches the database and sends the user an e-mail that lists potential matches, and
- meets the criteria for pursuing the first acquisition supply source.

Requesting Access to AAMS/GSAXcess

To submit a “Want List” and “Select Available Property” users must have a specific ID and password. Submit the following information through the APMO to Cheryl.brumback@ars.usda.gov:

- name, telephone, and fax number,
- activity address code,
- e-mail address, and
- name and e-mail address of approving official.

HQ will add users to the system. The system immediately sends the user an e-mail forwarding the user's access code and temporary password. Users are responsible for accessing the system and establishing a permanent password. The system will automatically terminate access for non-use during a 12-month period.

Approving Officials. Users must have an approving official to select available excess property. The approving official is someone that has the authority to approve property for official use. Approving officials will use GSAXcess to approve review/approve requests. Users cannot serve as their own approving official.

For "Search Only" access, users with a ".gov" email address can self-register in AAMS/GSAXcess.

Selecting Available Excess in AAMS/GSAXcess

When GSA allocates excess property to the user:

- the user's approving official receives an email with instructions for approving the requests (electronic approval or fax completed SF-122), and
- the approving official must approve requests within 7 days from allocation.

When a user "Selects" excess during USDA screening:

- the user's approving official receives an email with instructions for approving the request, and
- the approving official returns the completed SF-122 to the USDA agency that owns the property, not GSA.

10. Trade-In and Exchange/Sale

To reduce the cost of replacement property, use the Exchange/Sale authority to acquire **similar replacement property**. Replacement property is property that is still needed, but no longer adequately performs the task or does not meet the intended need as well as a new asset meets the need. When offices do not replace property or the estimated trade-in allowance or sales proceeds is unreasonably low, declare the property as excess/unserviceable and follow the excess/unserviceable process.

Direct Trade-In

Except for vehicles, consider trading-in property directly with a vendor. This allows offices to acquire new/similar property and dispose of replacement property at the same time. The process requires a joint effort between the APOs, PMOs, procurement officials, and vendors to determine if the vendor will accept trade-ins. Offices must properly document the trade-in process on the purchase document. The purchase document should include the following information:

- make, model, and serial number of property is being replaced,
- trade-in allowance (**required**), and
- AG number, if accountable.

Reporting Exchange/Sale in AAMS/GSAXcess

Another option is to sell replacement property first and then use the proceeds to offset the cost of new/similar property. Offices may only use this method when replacing property that is still needed but no longer adequately performs the intended task as well as a new asset would perform it. Offices must use the sales proceeds no later than one fiscal year after the fiscal year of the sale. Work with your Area Budget and Fiscal Officer (ABFO) to ensure proper recording and tracking of sales proceeds.

Report property for sale by GSA in AAMS/GSAXcess. When reporting exchange/sale property, under **“Property Type”**:

- select “Exceptions,”
- select “Exchange/Sale,”
- enter “12400300” as the Agency Location Code (ALC)/station deposit symbol,
- enter your specific appropriation/accounting number for depositing proceeds,
- select “GSA” as the Federal Asset Sales Center, and
- follow all other screen prompts.

Screening

Other USDA and Federal agencies may first purchase exchange/sale property prior to GSA conducting a sale. Exchange/sale property is available for 3 days in AAMS for USDA agencies and for another 3 days in GSAXcess for other Federal, State, and local government offices.

If there are no requests, the report drops from AAMS/GSAXcess and GSA will conduct the sale. Potential users of AAMS/GSAXcess may not realize that property is only available for sale (reimbursable) and may inadvertently select property for transfer. If the user does not want to

purchase the item, they must to remove their request. The report will not drop from AAMS/GSAXcess and become available for sale by GSA if there is a pending request. Monitor the process to ensure the report drops from AAMS/GSAXcess and transfers to GSA Sales.

Exceptions to Exchange/Sale

Do **not** use exchange/sale for the following:

- services,
- scrap,
- hand tools,
- prefab structures and scaffolding,
- weapons,
- chemicals and chemical products,
- clothing,
- property acquired from excess unless the acquiring office acquired it longer than 1 year,
- controlled substances,
- fire control equipment, firefighting, rescue, and safety equipment,
- aircraft and airframe components, and
- property dangerous to public health and safety.

Removing Exchange/Sale Accountable Property from PROP

Remove accountable property that was sold or traded-in from PROP using PROP Option DL08, Sold Exchange/Sale:

- key in the trade-in allowance or sales proceeds,
- key in the cost of the sale (for agency sales), and
- enter the sales method: A-agency sale, S-sale by GSA, or T-trade in.

Annual Exchange/Sale Report

USDA requires agencies to submit an annual report of accountable property sold under exchange/sale or trade-in. USDA's Office of Procurement and Property Management (OPPM) generates the PROP 319 Report, Exchange/Sale Report, to capture reporting requirements.

PMOs must remove accountable exchange/sale property from PROP using PROP Option DL08, Sold Exchange/Sale.

11. Excess/Unserviceable Property to Disposal Process

“Accountable” and “non-accountable” are terms we use to define the criteria for the physical inventory process.” These terms do not apply when reporting excess property.

Excess is a valuable resource to many organizations. Promote re-use of excess by other Federal, State, and local agencies. Promptly reporting excess property **assists in effective stewardship**, specifically for electronic equipment, by increasing its re-use potential and reducing the administrative time, effort, and cost associated with the disposal process.

Most all property should be reported as excess for re-use (See Section “Exceptions”.) This includes both accountable and non-accountable property. Do not stockpile excess property. Do not dispose of excess without documenting a clear audit trail from required screening to final disposal.

Reporting excess should be a continuous cycle. As an oversight method, PMOs should consider contacting offices that do not submit excess reports over the course of a year. The APO may not be aware of regulations surrounding reporting property as excess, including non-accountable property.

Reporting Cycles/Time Frames

There are 4 cycles within the excess to disposal process: **(See Exhibit H, Flow Chart of Excess-Disposal Process.)**

1. USDA Screening. 15-day screening in AAMS.

2. GSA Screening: 21-day screening in GSAXcess by all system users. Combined screening by Federal, State, and organizations eligible for Federal property. Federal agencies have first priority. Through the State Agency for Surplus Property (SASP), other State/local organizations have the opportunity to acquire Federal property if there is no other Federal need. SASPs are state-run organizations that coordinate donation of surplus property to public, tax-supported entities and eligible private nonprofit tax-exempt organizations.

For excess IT equipment, the first 7 days of screenings is for schools only. The remaining 14 days is for all other eligible governments/organizations.

3. Sales. Excess Property no longer needed by the Federal Government is surplus property. GSA conducts sales of surplus property, for either a 7-day or 14-day internet sale at www.gsauctions.gov. Generally, GSA Sales will post a sale within 30 days of receiving the report (after required screening). **PMOs must use GSA to conduct all sales, except when selling animals and crops. ARS has a waiver to conduct sales of animals/crops.**

4. Local Disposal, Abandonment/Destruction (A&D). If there are no sale offers or GSA does not conduct a sale, GSA authorizes “local disposal.” Local disposal requires PMOs to provide instructions to abandon or destroy property, including donation to a public body.

It takes a **minimum of 60** days for excess property to pass through regulatory screening and sales before it is eligible for disposal. APOs should ensure employees do not dispose of excess

without written permission from the PMO. Track the screening and sales process to ensure property moves through the process without delays.

AAMS/GSAXcess

USDA uses AAMS, which is a module within GSAXcess, to report excess property. AAMS/GSAXcess allows users to report excess, conduct USDA screening, and select available excess using the same system.

To request access to report excess property, follow the guidance listed in Section 9, Acquiring Excess Property, Subsection, “Requesting Access to AAMS/GSAXcess.”

Required Information for Reporting Excess

APOs will use form SF-120, AD-107, or e-mail/memo to report excess property. (See Exhibit I, Sample SF-120, Reporting Excess Property.) APMOs may use an internal form, ensuring all required information and signature. At a minimum, excess reports must have:

- contact name,
- descriptive information,
- serial number,
- condition code (see below),
- notation of sanitization (for electronic equipment),
- digital pictures, and
- APO signature/concurrence.

Use judgment to determine the number of pictures to include. However, when reporting vehicles, PMOs must include multiple pictures that show both the inside and outside of the vehicle, including any damages.

Pictures are valuable re-use or selling tools. Ensure pictures are clear and remove anything in the background that distracts from the excess item.

Condition Codes

Excess reports must include a condition code that reflects the item’s true condition.

Code	Definition
1	New/Unused. Property in new/unused condition, can be used immediately without modifications/repairs.
4	Usable. Property shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property that has value in excess of its basic material content but repair/rehabilitation is impractical or uneconomical.
S	Scrap. Property has no value except for its basic material content.

“Outdated”, “Obsolete”, or “Junk” are not a substitute for valid condition codes. Do not consider these terms as code X or S without information that supports how the APO or PMO determined that the item is beyond repair or uneconomical to repair.

Requirements for Reporting IT Equipment

In addition to the required information for reporting excess, GSAXcess requires the following information when reporting IT equipment. AAMS/GSAXcess has drop-down menus for consistency purposes and to help obtain required information.

- processor type,
- speed,
- ram,
- hard drive size,
- hard disk status (sanitized, not sanitized, degaussed, or removed),
- printers (inkjet or laser, black & white or color),
- monitors (CRT-flat, CRT-standard, LCD), and
- scanners (flat fed or sheet fed).

The system default for reporting excess IT equipment in GSAXcess is to transfer the equipment under the Computers for Learning (CFL) Program. Under the CFL Program, screening time frames are:

- 7-day screening for schools, and
- 14-day screening for all GSAXcess users. (See Section 15, Donation Programs, CFL.)

PMOs and APOs should work together to obtain required information. Establish internal procedures to obtain this information.

Requirements for Reporting Vehicles

In addition to the required information when reporting excess, GSAXcess requires the following information when reporting vehicles. The system has drop-down menus for consistency purposes and to help obtain required information.

- cylinders,
- model year,
- fuel type,
- VIN,
- make & model,
- current odometer reading,
- color, and
- pictures of inside and outside of vehicle.

APMOs, PMOs, and APOs should work together to obtain required information. Establish internal procedures to obtain this information.

Reporting Unserviceable Property

Use the SF-120 or AD-112, Report of Unserviceable, Lost, Stolen, or Damaged Property, or other internal form, to report unserviceable property (property that is beyond repair or repair is uneconomical). When reporting unserviceable property, ensure APOs include the following information: **(See Exhibit J, Sample AD-112, Reporting Unserviceable Property.)**

- list of the problems/repairs,
- estimate of repair costs, including how the cost was determined,
- feasibility of repairing or replacing, continued need, and
- any other information available.

APOs and PMOs will have to work together to ensure the excess report contains detailed information to support the “unserviceable” condition. This information may be made by a certified technician or others familiar with the equipment.

PMOs may only bypass Federal screening when there is a written determination supporting condition code “X” or “S”, including that the estimated cost of continued care and handling exceeds the estimated sales proceeds.

Using condition code X or S without supporting information delays the process. PMOs should not process a report without information that supports the condition code. The code is not a substitute as a written determination. PMOs will review the information, approve the determination or request additional information, and provide APOs with proper disposal instructions.

For unserviceable items that may be difficult to dispose of, consider reporting property through AAMS/GSAXcess since potential users may have a need for parts, etc.

Screening Exceptions

Employees must still report the property below as “excess/unserviceable”. However, PMOs are not required to report these categories for required screening. PMOs will provide appropriate disposal instructions:

- **property eligible for abandonment/destruction** (See section above, “Requirements When Reporting Unserviceable Property”),
- scrap, except aircraft,
- perishables (defined as property subject to spoilage or decay),
- hazardous waste,
- controlled substances, and

- property dangerous to public health and safety.

Entering Excess Reports in AAMS/GSAXcess

Follow the screen prompts to enter required data. AAMS/GSAXcess has several drop-down menus and links to help obtain required information. For consistency purposes, following the guidance below:

Property Description. Use this field to promote the item and enter as much detailed/descriptive information. Since this field stays with the report through sales and disposal, enter the AG number.

Reporting Agency Address and Point of Contact. Enter the PMO information. This ensures the PMO receives system notifications when excess clears screening/sales. Recommend keeping the default box checked to notify contact when property is available for sale.

Property Location and Property Custodian. Enter the property custodian or APO information. Recommend keeping the default box checked to notify the custodian when property is available for sale.

Property Type. The default is “no special requirements”. Leave the “property type” as is. When reporting exchange/sale, change the default to “Exceptions” and “Exchange/Sale”.

Agency Control Number. This field is found under the “Property Type”. Key in the AG number.

Excess Release Date (ERD). System populated. This is the date USDA screening ends and the report is available in GSAXcess to all users. Monitor this date to ensure excess clears USDA screening.

Surplus Release Date (SRD). System populated. This is the date that GSA screening ends, property is classified as surplus property, and the report is transferred to Sales. Monitor this date to ensure excess clears GSA screening.

Transferring Excess in AAMS

AAMS. If another USDA user “Selects” your excess property during USDA screening:

- the user’s approving official receives an email notice forwarding an AAMS generated SF-122, with instructions, (**See Exhibit K, Sample AAMS Generated SF-122.**)
- the Reporting Activity Point of Contact (and any cc’s if appropriate) receives an email forwarding the user’s contact information, selected property information, and instructions
- the user’s approving official is responsible for approving the SF-122 and returning the approved form to the POC.

If there is a pending transfer, when the POC accesses AAMS, they will receive a pop-up message stating “**A Customer has requested your item(s) in internal screening**”.

The POC must have a copy of the approved SF-122 from the requesting office prior to finalizing shipping arrangements. The requestor, POC, and APO will work together to promptly finalize the transfer arrangements. The requestor is responsible for paying shipping costs, including costs associated with shipping preparation. Work with the requestor to expedite the transfer as quickly and effectively as possible.

Prior to shipping, the POC will access AAMS to “transfer” the item. This closes the excess report.

As long as there is a “request” for excess, the report stays in AAMS and will not forward to GSAXcess. Users may inadvertently request excess or change their mind and forget to remove a request. Contact requestors and ask them to delete their selection.

Accountable Property. When another USDA user selects your accountable property, the requesting office is responsible for transferring the record in PROP. They will use PROP Option TF02, Transfer to Another USDA Agency, to transfer the record from the ARS inventory to the new Agency inventory (The requesting office must assign the agency code, APO number, and a valid agency accounting number.) Monitor the process and work with the USDA agency to ensure they complete the transfer in PROP. **If the requesting office does not transfer, the record, contact them to remind them to complete the PROP action.** If there is no action after contacting the office, use TF05, Transfer to Another Federal Agency, to remove the record from the ARS inventory.

Transferring Excess in GSAXcess

When excess clears USDA screening, the report is available to all GSAXcess users. It is GSA’s responsibility to review, allocate, and approve requests or provide disposal instructions. When another Federal, State, or local agency selects your excess:

- GSA sends a system generated SF-122 to the user’s approving official,
- Approving Official must return completed form to GSA,
- GSA forwards approved form to the Reporting Agency/POC,
- APOs/PMOs will work with the requesting agency to finalize packaging and shipping,
- APOs will not release property without a copy of the approved SF-122.

PMOs and APOs will work with the requesting office to finalize the transfer. The requesting office is responsible for paying for costs associated with shipping and transportation, including costs associated with packing, loading, and any costs directly related to dismantling property

when required for transporting the item. Work with the requestor to expedite the transfer as quickly and effectively as possible.

Accountable Property. Remove accountable property using PROP Option TF01, GSA Transfer to Another Federal Agency.

Sales

After unsuccessful screening in GSAXcess, excess property becomes “surplus” property. GSA will determine whether it is reasonable to conduct a sale of surplus property. GSA conducts most all sales via the internet at www.gsaauctions.gov. Sales typically last either 7 days or 14 days. The process is:

- GSA will send a confirmation notice to the Point of Contact listed in GSAXcess to verify property information prior to posting property for sale,
- GSA posts the sale and collects proceeds,
- GSA sends the Point of Contact a copy of the sales receipt,
- Buyers have 15 days to remove property after payment.

Immediately contact the GSA Sales Officer if the buyer does not pick up property within 15 days or any agreed to extension.

If GSA does not conduct a sale, or there were no bidders, GSA issues local disposal instructions authorizing Abandonment/Destruction (A&D).

Abandonment and Destruction (A&D), Including Recycling

When excess clears screening or if property is unserviceable, property is eligible for A&D. A&D includes donating property to a public body in place of A&D. Prior to final disposal, offices will post a Public Notice, announcing the Government’s intent to abandon or destroy property. (See Exhibit L1-L3, Sample AD-112, With Disposal Instructions Authorizing A&D.)

USDA prohibits employees from acquiring, for personal use, property that is eligible for A&D.

Recycling

When completing the A&D process, use environmentally sound practices when disposing of electronic equipment at the end of its useful life. When donation is unsuccessful, the following recycling options are available:

- UNICOR, <http://www.unicor.gov/recycling/>,
- GSA Schedule 899, Environmental Services, www.gsa.gov/environmentalservices
- Other environmentally responsible electronics recyclers.

Due to environmental concerns, it may cost offices to properly dispose of electronics.

Donation to a Public Body

Prior to A&D, offices may donate property to a Public Body, which is an organization that receives annual Federal or State appropriation. Examples are:

- Federal, State, or local governments,
- Public libraries,
- Public schools, Colleges, Universities, and
- Native American tribes and communities.

Non-profit organizations are not public bodies. Do not donate property to non-profit organizations (churches, day care, private schools, Salvation Army, and boy/girl scouts, etc.) Non-profit organizations may acquire/purchase property from GSA or may purchase property when the PMO posts a “Public Notice.”

Public Notice

The “Public Notice” announces the Government’s intent to abandon or destroy property. The Notice gives the public/private industry an opportunity to purchase property prior to disposal. (See Exhibit M, Sample Public Notice.) When posting a notice:

- post for a minimum of 7 days, and
- post in common use facilities available to the public, such as community bulletin boards, local newsletters, or newspapers.

Interested parties must make an offer to purchase the property. **USDA regulations prohibit selling property to employees who used, were accountable for, or involved in determining its excess.**

PMOs will:

- forward any sales proceeds through the Area Office to the U.S. Treasury as “miscellaneous receipts,” or
- proceed with A&D if there are no sales offers.

Sales Proceeds from Public Notice Sales

Quarterly, APMOs will submit a consolidated report of all Area sales proceeds from posting a Public Notice. Reporting requirements are:

- gross & net proceeds,
- commodity type (use “equipment” or “scrap” – you do not need to list the specific equipment type), and
- number of days to complete the sale.

Exceptions to Posting a Public Notice

Do not post a Public Notice when:

- property has an original acquisition amount less than \$500,
- value is so little and the cost of continued care/handling is so great that advertising for public sale, even as scrap, is not economical, or
- A&D is required because of health, safety, or security reasons.

Completing the A&D Process

- Prepare the AD-112, (Section I and III),
- Include appropriate disposal instructions, include a Public Notice when required,
- Forward any sales proceeds from Public Notice Sale to the U.S. Treasury,
- If there are no offers from the Public Notice, authorize APOs to proceed with A&D, and
- Request the APO to complete Section IV certifying disposal, with a witness signature, and return AD-112 and Public Notice.

Accountable Property. Remove accountable property using the appropriate option under the PROP Deletion Menu, DLMU.

Special Interest Items

Animals, Plants, and Animal/Plant Products. ARS has the authority to sell animals, plants and animal/plant products following the exchange/sale procedures. If selling is not practical, follow protocol from research plan. Follow excess/disposal process, including donating to a public body.

All Terrain Vehicles (ATV). GSA classifies 3- and 4-wheeled ATVs as dangerous property. Although offices may purchase 4-wheeled ATV, GSA cannot sell 3 or 4-wheeled ATVs to the public. To acquire replacement ATVs, use the direct trade-in process. If there is no need to replace the ATV, report it as excess for Federal screening. If there are no Federal transfer requests, GSA will authorize the APMO to destroy the ATV, **rendering it inoperable and destroyed.**

Commercial Software. Refer to the licensing agreement. The agreement takes precedence. Licensing agreements may require the Government to return or destroy the software. If there are no instructions, report it as excess and include the release version. Excess software is the current version or the prior version. Obsolete software is 2 or more previous versions and is considered unserviceable.

Firearms. Report as excess for Federal screening. If there are no Federal transfer requests, GSA will authorize **rendering the firearm inoperable and destroyed.**

Precious Metals (such as Gold or Silver). USDA has a memorandum of understanding with the Department of Defense for recovering precious metals in equipment. PMOs will work with the DOD Precious Metals Program Coordinators in Chambersburg, PA (717-267-9357), or Kirtland AFM, NM (505-846-6655). Use the closest DRMS office.

Property Dangerous to Public Health and Safety (such as insecticides, herbicides, fungicides, explosives, biological reagents, etc.). Work with your Collateral Duty Safety Officer for proper disposal. Provide detailed information indicating the hazardous characteristic, decontamination process, etc.

Radioactive Material. USDA's Radiation Safety Officer provides disposal instructions. APOs/PMOs will work with the Radiation Safety Officer for proper disposal instructions. Contact the Radiation Safety Office at 301-504-2440 or <http://www.rss.usda.gov/index.html>

Scrap. PMOs should consult with the regional GSA sales office to determine whether GSA will conduct the sale. If not, PMOs will work with a warranted officer to conduct a sale or post a Public Notice to sell scrap. Because offices may only retain sales proceeds for exchange/sale property, PMOs must return scrap sale proceeds to the US Treasury. Submit quarterly sales information on proceeds from a public notice sale.

Tracking the Screening Process

To help ensure excess clears the screening process and track any sales proceeds after posting a public notice, HQ suggests establishing a log. **(See Exhibit N, Sample Excess Tracking Log.)**

GSA sends confirmation notices to the POC listed in GSAXcess to verify property information prior to placing property for sale, and final disposal instructions indicating that they did not conduct a sale, there were no bidders, or copy of the sales receipt. Use this information to update the excess tracking log

Be proactive. Follow up with GSA on delays in posting the Sale, receiving copies of purchasers receipt, or disposal instructions. APOs may get discouraged when there are delays in the excess process.

12. Donation Programs

Consider transferring excess property using of the Donation Programs listed below. **Most of these programs have limited screening time frames so the transfer process will take less time than the standard excess process.** Using these programs, PMOs may donate excess to a broader audience such as private schools and certain eligible education organizations. Each program has different eligibility groups and reporting requirements. Note that these programs have annual reporting requirements.

Stevenson-Wydler

(Requires USDA screening only.) Allows transfers of excess scientific and technical equipment to promote research and science. **Eligible Institutions:**

- public/private schools, K through 12th grade, and Colleges and Universities,
- education organizations that **partner with schools if:**
 - the organization has a current tax-exempt certificate and ID number issued by the IRS,
 - the organization is owned or operated **exclusively for education** or scientific purposes, and
 - the organization submits a statement certifying their eligibility.

When you have a known donee, request APOs to:

- prepare form SF-120 listing available excess,
- include a statement: “Request Donation under S/W to: name/address of eligible donee,”
- forward form to the PMO.

PMOs will:

- report excess in AAMS for USDA screening, and
- select “Drop After Internal Screening”. This ensures USDA screening only.

No further screening is needed. If there are no USDA requests, prepare form AD-107 (**See Exhibit O, Sample AD-107, Transfers Under Stevenson-Wydler**). Both the APO and the school sign the transfer document, returning approved form to the PMO.

Accountable Property. Remove accountable property using PROP Option DL12, Donated Research Equipment Under PL 102-245.

Track donation information for the Annual Non-Federal Recipients Report. (See Section 13, Annual Report of Transfers to Non-Federal Recipients.)

Computers for Learning (CFL)

(Requires USDA screening only.) Allows transfers of excess computer and related IT equipment. **Eligible Institutions:**

- public/private schools, prekindergarten through 12th grade, or
- nonprofit educational institutions that **partner with schools** to promote education, **if**:
 - the organization has a current tax-exempt certificate and identification number issued by the Internal Revenue Service, and
 - the organization is owned or operated **exclusively for education for school age children.**

If an eligible organization provides services to adults, the organization must maintain a separate area for children, ensuring that only children will use this equipment since the intent of the CFL is school-age children. HQ recommends requesting this confirmation from organizations before authorizing a transfer to a nonprofit educational organization.

Use GSAXcess to process transfers under CFL program. The CFL module of GSAXcess:

- reaches a larger audience,
- prepares the electronic transfer document, SF-122,
- forwards e-mail notifications when users select available excess, and
- records transfers, eliminating the need to manually collect data for the annual non-Federal Recipients Report.

PMOs will:

- screen excess for need within USDA using AAMS, and
- leave the system default as “Available for CFL” in AAMS/GSAXcess.

After USDA screening, excess is only available to all schools/organizations registered in the CFL module for the next 7 days.

When a school selects excess, GSAXcess automatically:

- forwards an electronic SF-122 to the school (**See Exhibit P, Sample CFL Generated SF-122**), and
- forwards an e-mail to the “Point of Contact” email address listed on the excess report in GSAXcess. (This should be the PMO.)

During CFL screening, it is the PMOs responsibility to allocate, transfer, or deny the request in the system. The school is responsible for submitted the approved SF-122 to the PMO. **Before allocating property, the PMO should verify the school/organization’s eligibility.** Unfortunately there may be organizations registered that do not meet the eligibility requirements.

If the school meets the eligibility requirements, PMOs will:

- allocate excess in CFL menus of GSAXcess,
- review the approved SF-122 from the school
- sign and return completed SF-122 to the school, and
- work with the school and APO to finalize shipping/transportation arrangements.

Accountable Property. Remove accountable property using PROP Option DL02, Donation to a Public Body.

Do not “Transfer” excess in the system until you have confirmation that the school is picking up equipment. The “Transfer” removes the report from the system. If the school does not pick up excess, the report is no longer available for “allocation” to another potential user.

The CFL module allows multiple requests. Until the excess is “Transferred” within the system, excess is still available for selection. If other schools select excess, “Deny” the transfer.

If there are no requests for excess after the 7-day CFL screening, the system automatically forwards the report to GSAXcess, where it is available for screening for the remaining 14 days by all GSAXcess users, then potential GSA sale, or agency disposal through A&D.

The CFL module automatically captures this information for the Non-Federal Recipients Report.

CFL Transfers Outside GSAXcess. If the school is not registered with GSAXcess/CFL, PMOs may still transfer excess outside the CFL module. PMOs must verify the school’s eligibility, (**Pre-Kindergarten -12th grade**). After confirming that the school is eligible, PMOs will:

- report excess in AAMS for USDA screening,
- indicate “Drop After Internal Screening”,
- prepare the transfer document (**See Exhibit Q, Sample AD-107, Transfers Outside CFL/GSAXcess Module**),
- forward form to school for signature, and
- coordinate shipping/transportation arrangements with APO & the school.

Accountable Property. Remove accountable property using PROP Option DL02, Donation to a Public Body.

Track donation information for the Annual Non-Federal Recipients Report (See Section 13, Annual Report of Transfers to Non-Federal Recipients).

Federal Agriculture Improvement Reform (FAIR) Act

(Requires USDA screening only.) Allows transfers of excess to support and promote agricultural education. **Eligible Institutions are: (See Exhibit R1-R3, List of Eligible Institutions.)**

- **1890 Historically Black Colleges & Universities,**
- **1994 Native-American Colleges, and**
- **Hispanic-Serving Institutions (HSIs).**

Schools must have a participation letter on file with USDA designating the school's APO. If the school is not currently participating, contact HQ or USDA/OPPM program coordinator (Mike Johnson 202-720-9779, MichaelRJohnson@dm.usda.gov) who will work with the school to become eligible. PMOs, APOs, and the school will work together to ensure awareness of available excess. Schools should select available excess in AAMS.

PMOs will report excess in AAMS, indicating "Drop After Internal Screening" to ensure the report does not process to GSAXcess. USDA screening is required because eligible institutions have to use AAMS to select available excess. The FAIR coordinator may allow direct transfer without reporting in AAMS. The preference is to use AAMS. Work with the school to ensure they are aware when you are placing excess in AAMS for selection.

Upon selection:

- the school receives a system generated SF-122 after requesting excess,
- the school obtains approval from the USDA Program Coordinator, and
- the school forwards the signed SF-122 to the PMO.

The PMO/APO work with the school to finalize transportation/shipping.

Accountable Property. The PMO removes accountable property using PROP Option DL02, Donation to a Public Body.

Track donation information for the Annual Non-Federal Recipients Report. (See Section 13, Annual Report of Transfers to Non-Federal Recipients.)

1862 Federal Excess Personal Property (FEPP Program) Under NIFA

(No screening required.) Allows 1862 Land Grant Universities to acquire Federal excess property for direct use in an approved NIFA research or extension projects after approval from

the 1862 FEPP Program Coordinator. The institution cannot acquire excess for general use throughout the College. **Eligible Institutions:**

- **1862 Land Grant Institutions.** (See Exhibit R-4, 1862 Land Grant Institutions.)

Not all 1862 Land Grant institutions participate in the FEPP program. Please check the eligibility list or call HQ to determine if the school is active. 1862 institutions may **only** acquire excess for **use in one of the following programs:**

- Cooperative Extension Services,
- Agricultural Experiment Stations,
- Schools of Forestry, and
- Colleges of AG Veterinary Medicine.

The PMO and the school will work together to prepare the AD-107 for approval by the school's 1862 FEPP Coordinator. For information purposes, list the AG number on the AD-107. (See **Exhibit S, Sample AD-107, Transfer Under 1862 FEPP Program.**)

- PMOs will work with the 1862 institution to complete the transfer,
- 1862 institutions must obtain prior approval from their Program Coordinator before accepting excess.

Accountable Property. PMOs will remove accountable property using PROP Option DL02, Donated to a Public Body.

The FEPP Program Coordinator is responsible for submitting an annual report of donations to the 1862 Schools. To avoid duplicate reporting, APMOs will not include these transfers on the Area report.

13. Annual Report of Transfers to Non-Federal Recipients

APMOs will submit a consolidated report of transfers under the Stevenson-Wydler, FAIR, and CFL Donation Programs. The Non-Federal Recipients Report does not include excess/unserviceable property donated to a public body in place of A&D.

Reporting Requirements for Stevenson-Wydler and FAIR are:

- name of school and zip code,
- federal supply classification group-FSG (first 2 digits of the FSC Code), and
- total acquisition cost (or estimate if unknown) of all items per each FSG.

Sample reporting format:

School Name	Zip Code	FSC Group	Original Acq. Cost
College of Southern Maryland	20646	66	14,258
		58	5,100
		24	6,400
Lackey High School	20640	66	4,123
Stevenson University	21117	70	15,525

Reporting Requirements for CFL:

When using the CFL module of GSAXcess, PMOs do not have to manually report transfers for the Non-Federal Recipients Report. The CFL module captures this information electronically.

If you **did not** use the CFL module for transfers, the reporting requirements are:

- number of desktop systems (consists of at least a CPU and a monitor)
- number of laptops
- number of individual CPUs
- number of individual monitors
- number of printers
- number of scanners
- number of servers
- number of disk drives
- number of other accessories (includes other IT equipment not listed above)

Include the original acquisition cost (or estimate), name of school and zip code.

Post CFL Module. The CFL Module of GSAXcess has a “Post CFL Module” that allows users to key in information regarding transfers that were processed outside the CFL system. Updating the “Post CFL Module” replaces the need to submit a manual report of CFL transfers.

14. Sales of Animals/Crops

The 2008 Farm Bill gave ARS the authority to exchange or sell “qualified” property, defined as: animals, animal products, plants, and plant products, and

- apply the proceeds to acquire another animal, animal product, plant, or plant product, or
- apply the proceeds to offset costs **related to maintaining, caring, or feeding** the animal, animal product, plant, or plant product.

Prior to the Farm Bill, APOs could only use the proceeds to buy another animal/plant/crop.

These proceeds have no fiscal year limitations and are available until fully expended. This authority only applies to property that meets the above definition of “**qualified item.**” Proceeds

from the sale of “qualified items” of personal property are classified as “no-year” and are available until fully expended.

Refer to REE Bulletin 10-220 dated March 9, 2010, for specific accounting procedures. (<http://www.afm.ars.usda.gov/ppweb/Bulletins/10-220.pdf>)

Reporting Requirements for Animal/Crop Sales

Annually, APMOs will submit a consolidated report of all Area crops/animals sales to HQ. Reporting requirements are:

- sales proceeds, (**gross and net**),
- commodity type, (animal or crop/plant), and
- cycle time (number of days it took to conduct the sale).

15. GSA Sales

Except for sales of animals/plants, PMOs must use GSA as the Authorized Sales Center for all sales, including sales after required screening and exchange/sale property. (PMOs in Washington/Metro area may use GSA or USDA’s Centralized Excess Property Operation-CEPO.)

Report exchange/sale property to AAMS/GSAXcess. This feeds directly to GSA Sales.

Reporting Requirements. There are no reporting requirements when GSA conducts the sale.

Tracking GSA Sales

Check the status of property reported to GSA for sale at MySales www.mysales.gov MySales allows users to check the status of sales and withdraw items. Soon, it will allow users to modify property data such as descriptions, respond to Sales notices, and update user information.

Access. PMOs that already have access to AAMS/GSAXcess can request access to MySales by completing the [Custodial user and Custodial Maintenance Access Request Form](#) found at the MySales web-site. Follow instructions to return the form to the GSA MySales Coordinator.

16. Reporting Requirements for Non-GSA Sales

APMOs must submit a consolidated Area report of all sales conducted by sources other than GSA. There are two sets of reporting requirements:

(1) Scrap & Public Notice Proceeds: Quarterly Report (See Section 11, Excess to Disposal Process, Public Notice Sales):

- sales proceeds, (gross and net)
- commodity type (either “Scrap” or “Equipment”, do not need the specific type); and
- cycle time (number of days it took to conduct the sale).

(2) **Animals/Crops:** Annual Report (See Section 14, Animal/Crop Sales):

- sales proceeds, (gross and net)
- commodity type (either: animal or crop, do not need the specific type); and
- cycle time (number of days it took to conduct the sale).

17. Transferring Property

Document transfers of **accountable property** using form AD-107. PMOs/APOs are not required to complete form AD-107 when transferring non-accountable property. However, use this form at your discretion for internal tracking purposes.

Transfers within USDA

Within ARS or another USDA agency, document transfers of accountable property using form AD-107. Include the following: (See **Exhibit T, Sample AD-107, Transfers Between APOs.**)

- complete description,
- manufacturer name and model,
- serial number,
- AG number, and
- acquisition date and cost (estimate if unknown).

Both the reporting APO and receiving APO will sign the AD-107.

Removing Accountable Property from PROP:

- **Within ARS:** The PMO receiving the property will modify the PROP record using PROP Option AC12, Modify Existing Record.
- **Outside ARS:** The PMO receiving the property will transfer the PROP record using PROP Option TF02, Transfer to Another USDA Agency. The receiving PMO updates the agency code, APO number, custodian, accounting (default), and address.

When receiving property from another USDA agency, work with the Agency PMO to ensure that the agency does not delete the PROP record rather than allowing you to transfer the record. If the agency deletes the record, you may ask them to “reactivate” the record and then you can transfer the record.

When transferring property to another USDA agency, work with the receiving agency PMO to ensure that the receiving agency transfers the PROP record. Do not delete the record unless the receiving agency PMO does not cooperate. If the receiving agency PMO does not transfer the record, then you may remove it from PROP using PROP Option TF04, Transfer to Another Federal Agency.

Direct Transfers Between Federal Departments (Outside USDA)

PMOs may transfer or receive excess property directly to or from another Federal agency without GSA approval when:

- the acquisition cost of the item does not exceed \$10,000 per line item, or
- if the acquisition cost exceeds \$10,000 per line item, contact the Regional GSA Property Management office for verbal approval (note GSA name & date).

Documentation:

- the PMO for the agency that owns the property is responsible for preparing form SF-122 (See **Exhibit U, Sample SF-122, Direct Transfer Between Federal Departments.**),
- the PMO for the owning agency and receiving agency approves the SF-122,
- the owning agency's PMO forwards a copy of the completed SF-122 to the regional GSA office.
- for transfers that exceed \$10,000 per unit cost, note the name of the GSA approving official on the SF-122 before sending GSA a copy.

Removing/Updating Outside Transfers of Accountable Property in PROP:

- **Transfers.** Remove the asset using PROP Option TF04, Transfer to Another Federal Agency.
- **Receiving.** Update the asset using PROP Option AC04, Acquired from Excess. Default accounting required.

18. Loaning Government Property

Offices may loan property that could be temporarily out of service to other Federal, State, or local agencies. The loan period should not exceed 1 year (may renew). Do not loan Government property to any organization or individual for personal use, including as a reward or gift. (See **Exhibit V, Sample AD-107, Property on Loan.**)

Except in disaster assistance, loans will be in support of REE programs, with a written agreement documenting the work involved. The agreement should cover liability, repairs, and return date. Document all instances of loaning/borrowing property. Include the following information:

- item description, serial number, manufacturer, and model number,
- loan timeframe,
- conditions for using equipment,
- maintenance requirements, and
- inspection requirements upon return.

The loaning and the borrowing office must sign the transfer. When loaning “accountable property, the PMO will modify the inventory record in PROP noting that the item is on loan. PMOs should update the “Custodian” and “Note” fields.

Liability. Where possible, the agreement should include a statement that the Government is not liable for injuries/damages caused by use of equipment. The borrower is responsible for ensuring that only qualified trained personnel operate/use equipment for its intended purpose. Before loaning equipment, ensure that the equipment is in good working condition. Note that the Government may still be liable for injuries under the Federal Tort Claims Act.

Loans for Disaster/Emergency Assistance

APOs may loan property to other Federal, State, or local authorities to assist in disaster recovery operations or emergency assistance. APOs/PMOs should work with appropriate management officials for necessary approvals and to document the transfer and use of the equipment using the AD-107 or other similar form.

Loans for Work at Home

Managers may loan Government property to employees for official work-at-home. Managers may not loan or give Government property to employees as a reward or gift. When loaning Government property to employees for work-at-home, APOs/managers will document property receipt to employees, with signatures, through the REE-1, Receipt for Loaned Property, AD-107, or other internal form. (See **Exhibit W, Sample REE-1, Receipt for Loaned Property.**)

19. Property Pass

Employees must have an authorized property pass when removing Government property from the facility. An appropriate supervisor or property officer, with supervisor’s approval, will complete form AD-873 Property Pass, AD-107, or memo. When removing reoccurring items, prepare a memo that lists all descriptive information and the time frame, not to exceed a year.

The property pass will include: (See **Exhibit X-1, Sample AD-873, Property Pass and X-2, Property Pass Memo for Reoccurring Items.**)

- item description, serial number, AG number if appropriate,
- employee name, and
- expected return date.

20. Reporting Lost or Stolen Property

Ensure employees report incidents of lost/stolen property to supervisors/APOs. The supervisor or APO will inform the appropriate officials such as:

- GSA building manager,
- local law enforcement,
- campus police, and
- Federal Protective Service (FPS).

APOs/Supervisors will document incidents of lost/stolen property to the PMO using form AD-112. Ensure the form includes a detailed explanation of the incident and circumstances involved, such as: (**See Exhibit Y, Sample AD-112 for Lost/Stolen Property.**)

- when the item was last seen,
- where the item was last located,
- name of employee assigned as the custodian, and
- a copy of the police report or case number.

PMOs will:

- review the AD-112,
- complete Section II,
- return a copy to the APO,
- maintain a copy in the official APO file, and
- remove accountable property using PROP Option DL11, Lost/Stolen.

21. Unconditional Gifts

Deputy Area Directors-Business Management (DADs) may accept **unconditional** gifts when:

- gifts are **not from a prohibited source**,
- acceptance does not imply an endorsement of the gift, donor, or obligate the agency to provide information,
- gifts do not contain advertising matter, and
- donor provides a letter stating they are the sole owner, gift is unconditional, and the gift's dollar value (donor responsibility).

Do not solicit or accept gifts to create substitute funding for annual appropriations.

USDA Prohibited Sources

Offices **may not** accept gifts from a **USDA prohibited source**:

- person/organization who conducts activities regulated by USDA,
- person/organization engaged in criminal, civil, or administrative litigation with USDA, based on issues relating to USDA programs or operations, or
- person/organization whose ability to participate in USDA programs, including loans, grants, contracts, etc has been suspended or terminated by USDA.

ARS Prohibited Sources

ARS is prohibited from accepting gifts from an **Agency-prohibited source**:

- any person/organization who is engaged with the agency/mission area (ARS/REE), as a contractor, contract bidder, borrower, grantee, cooperator, lessee, permittee, or other program participant, or
- any personal/organization who is an applicant for a loan, grant, lease, or other program participation from the agency/mission (ARS/REE).

Accepting an Offer

APMOs/DADs will review the offer and justification to ensure it meets acceptance criteria. The DAD will prepare an acceptance letter to the donor.

Gifts of equipment with a value of \$5,000 or more are accountable property. Use PROP Option AC06-Donation to update the gift to PROP.

Exceptions

With approval from the ARS Administrator and USDA's Office of General Counsel (OGC), ARS may accept a gift from an ARS-prohibited source if accepting the gift is in the public interest and the benefits outweigh any appearance of loss of impartiality when dealing with the donor. APOs must provide **detailed justification.**

APMO/DADs will review the offer and forward it to the ARS Administrator for approval. If approved, DADs will forward the complete gift documentation, with the Administrator's concurrence, to HQ. HQ obtains OGC concurrence.

Reporting Requirements

Annually, APMOs will submit a consolidated report of **all** gifts valued at \$5,000 or more to HQ. Include:

- gift acceptance date,
- donor name, address, and telephone number,
- name of accepting official,
- gift description, and
- estimated value.

22. Vehicle Use/Operations

Vehicle use/operations are **highly visible** aspects of vehicle management. APMOs/PMOs must establish internal procedures to provide oversight for vehicle use.

Official Use

Employees may **only** use Government owned vehicles (GOV), including leased vehicles, for official purposes. **Do not use** GOVs for personal convenience, purpose, comfort, or benefit. Use discretion to avoid situations that may convey to the public that an employee is using a vehicle for personal benefit or unofficial purposes. **Employees who use, or approve use of GOVs, for other than official purposes are subject to suspension of at least one month or removal.**

Licensing Requirements

Drivers must possess a valid State/District of Columbia/territory driver's license and must carry the license with them at all times while operating a GOV. State law determines a "valid" license. For visiting scientists, relocating employees, etc., verify the criteria of a valid State license through the appropriate Motor Vehicle Administration.

Before allow a visiting scientist to operate a GOV, ensure there is an appropriate documentation from Human Resources or an agreement, etc., that covers the individual. ARS is liable for injuries/damages through the fault of the GOV operator.

Vehicle Use Log

Vehicle use is a critical aspect of vehicle management. To monitor vehicle/fleet card use, APMOs/PMOs will establish internal procedures to ensure APOs maintain a vehicle log to ensure a reasonable audit trail of vehicle and fleet card use. APMOs must provide oversight to ensure locations maintain use logs.

At a minimum, logs will capture the following information: **(See Exhibit Z, Sample Vehicle Use Log.)**

- date,
- driver or fleet card user name,

- odometer reading,
- cost/amount of fuel, and
- cost/type of maintenance/repairs.

Operating a GOV

PMOs and APOs will work together to ensure vehicle operators are aware of the following:

- have valid State license in possession while operating a GOV,
- wear seat belts while the vehicle is in motion, both drivers and passengers,
- no text messaging while operating a vehicle,
- use hands-free devices when using cell phones (mandated by many State laws, encouraged for all)*,
- no smoking in GOV,
- obey traffic laws and pay fines imposed while driving, including parking fines,
- update/maintain vehicle log,
- report and repair all mechanical and safety conditions,
- refuel using self-service where available,
- safeguard vehicles and keys when not in use,
- record fuel and maintenance/repair data, and
- return/submit receipts for fuel/maintenance.

*For information on State laws regarding cell phone use, refer to the National Highway Traffic Safety Administration <http://www.nhtsa.gov/> or the Governors Highway Safety Association www.ghsa.org/html/stateinfo/bystate/index.html

PMOs will ensure APOs:

- maintain vehicles in a safe operating condition by performing routine/scheduled maintenance,
- follow state law for conducting vehicle inspections, and
- perform annual visual safety inspections.

Promoting Vehicle Efficiency and Safety

Establish internal practices to promote vehicle efficiency and safety. Efficiency includes steps to help reduce petroleum and reduce miles traveled.

- avoid excessive idling,
- consolidate trips,
- improve routing to eliminate unneeded miles and avoid traffic conditions,
- observe posted speed limit, and
- avoid tailgating, aggressive driving, and heavy braking.

HQ suggests working with management officials to be proactive in reminding employees to practice vehicle safety. Suggestions include:

- In common areas, post Safety Fact Sheets from the National Highway Traffic Safety Administration website <http://www.nhtsa.gov/>, the Governors Highway Safety Association website www.ghsa.org/html/stateinfo/bystate/index.html, or other vehicle safety websites.
- Coordinate vehicle safety with Safety Awareness.
- Encourage use of defensive driving course, including on-line courses. This may be helpful for summer students, cooperators, new employees, and as reminders to routine drivers. On-line courses are available through:
 - AgLearn
 - GSA Fleet: GSA's Leasing Department offers an on-line course. Users do not have to be a GSA Lease customer to access the course. Users need a valid agency customer number. There is no limit to the number of users per customer number. (Call HQ for a customer number if you do not already have one.)

Reporting Accidents

PMOs and APOs will ensure that employees involved in an accident complete a detailed written accident report to the supervisor/APO within 48 hours of the incident (or as soon as possible if the employee is seriously injured). Each GOV must have an Accident Report Kit inside the vehicle that contains:

- Form SF-91, Operator's Report of Motor Vehicle Accident (2004)
- Form SF-94, Statement of Witness, and
- Form CA-1, Employee Report of Traumatic Injury (if required).

To ensure detailed/required information, PMOs should replace outdated forms with latest editions (E-Forms Directory).

Employees and supervisors are responsible for **thoroughly** investigating the incident, completing form SF-91, and forwarding the completed report to the APO/PMO. When completing the SF-91:

- explain road conditions & weather conditions,
- list posted speed limits and approximate speed of vehicles involved,
- diagram the accident,
- provide details supporting exact purpose of trip,
- attach pictures,
- attach the police report, and
- obtain supervisor portion stating specific work assignment and signature.

It is very important to prepare a thorough/detailed accident report. The Office of General Counsel (OGC) may use this information to support/defend against a liability claim (tort claim). **Do not wait until you receive a claim to prepare the accident report.** Trying to gather facts and evidence after the fact may be difficult and may cost the Government.

To document damage to a Government vehicle, APOs will forward a completed form AD-112 to the PMO. The AD-112 should remain in the official vehicle file. Include the following:

- description of damage,
- cost of replacement if vehicle is destroyed,
- 2 repair estimates, and
- photographs..

Transporting Non-ARS Employees

Non-ARS employees (cooperators, contractors, volunteers, students, and other Government employees) may be authorized to operate or ride in a GOV:

- when an agreement or contract documents using a GOV,
- when using to conduct official Government business, and
- when a Government official directs vehicle use.

Before authorizing non-ARS operators or passengers, remember that ARS can be held liable for injuries/damages incurred by all passengers through the fault of the authorized operator.

Home-to-Work Transportation

Employees engaged in field work and employed under an authorized occupational series may be authorized for home-to-work transportation authority. **(See Exhibit AA, List of Occupational Series Authorized for Home to Work)**

Home-to-Work transportation applies to employees on normal duty (non-travel status) performing assigned duties within their regular duty station. Use form AD-728, Request and Authorization for Home to Work, to document all approved Home-to-Work. At a minimum, supervisors and AOs will approve requests. PMOs will maintain a list of employees approved for home-to-work. **The Secretary of Agriculture must approve Home-to-Work authority for employees outside the authorized occupational series.**

Employees in “approved occupational series” should not have broad authority for Home-to-Work. Ensure approval is in the best interest of the Government and for the minimal time frame required.

Using a GOV While on Travel

Using a GOV while on travel falls under the Federal Travel Regulations. Employees in travel status may use a GOV for transportation:

- between places of official business,
- between places of business and temporary lodging, and
- between business/temporary lodging to restaurants, stores, places of worship, and other similar places necessary for employee sustenance, comfort, and health to foster continued efficient performance of Government business.

Transporting Dependents While in Travel Status

On a case by case basis, and with management approval, an employee’s dependent may accompany them in a GOV while on official travel status. **However, dependents are prohibited from operating a GOV.** The Government is liable for any injuries suffered by all passengers through the fault of the employee authorized to operate the GOV. Ensure:

- GOV use is for purposes directly supporting Government business,
- employee submits, in advance of travel, a written request to the supervisor that includes the planned itinerary listing the dependents name and relationship to the employee,
- employee documents use of GOV on the travel authorization, and
- space is available. Deny approval if other employees have to use other means of transportation because of dependent passengers.

Temporary Overnight Storage While on Travel

On a case by case basis, managers may authorize an employee to store a vehicle at a private residence overnight for travel purposes. Establish internal procedures to ensure the manager

obtains approval from the APO and PMO. **Temporary overnight storage is not for employee comfort or convenience but to prevent employee hardship** when an employee must arrive or depart at an unusual early or late hour. Consider temporary storage only when approval will substantially increase the efficiency and economy of the Government while preventing employee hardship. The employee/supervisor will document GOV use on the official travel authorization and complete any internal authorization requests.

Driving a GOV in a Foreign Country

The Federal Tort Claims Act covers liability/damages to a third party while in the United States. No additional vehicle insurance is needed. When driving a vehicle in a foreign country, drivers must follow laws established by the foreign country. Offices may use appropriated funds to purchase vehicle insurance. However, it is difficult to acquire short-term private insurance for a Government vehicle, such as when driving to Mexico or Canada. Another option is to use a rental car and purchase insurance through the rental company. Using the rental policy will provide the driver with the proper coverage.

Federal Tort Claims

Under the Federal Tort Claims Act, the Government is responsible for damages/injuries caused by the negligent/wrongful act an employee while the employee was acting within the scope of their official employment. A third party must submit a written request for a specific amount of monetary damages. A claimant has 2 years from the date of the incident to file a claim. Third parties may submit form SF-95, Claim for Damage, Injury, or Death, or a letter with details of the incident.

Employees and supervisors will provide detailed information on incidents resulting in potential claims. When receiving a claim:

- note date received,
- note name of individual who received the claim, and
- forward claim to the PMO.

PMOs (location tort claim representative) and APMOs (Area tort claim representative) will work together to prepare documentation to notify the claimant of claim receipt and prepare documentation for a decision by OGC. However, do not concede any other information. Only OGC has the authority to render a decision on all claims. Ensure offices thoroughly investigate incidents at the time they occur. Do not wait until a potential claimant files a claim. APOs and PMOs will follow internal policy to provide the APMO with all information regarding a claim.

23. Acquiring Motor Vehicles

Vehicle acquisition and right-sizing the agency fleet is a **highly visible** aspect of vehicle management. APMOs/PMOs must provide oversight for vehicle acquisitions, ensuring the Area

fleet is cost efficient, has the minimum number of vehicles and appropriate size vehicles to accomplish the mission.

Minimum Replacement Standards

The minimum replacement standards are in both years and miles; use whichever occurs first.

Vehicle Type	Years	Or Miles
Sedan/Station Wagon	3	60,000
Ambulance	7	60,000
Trucks (includes Vans and SUVs):		
Light Truck (less than 12,500 GVWR)	6	50,000
Medium Truck (GVWR between 12,500-23,999)	7	60,000
Heavy Truck (GVWR 24,000 or more)	9	80,000
4- or 6- wheel drive vehicles	6	40,000
Buses:		
School	n/a	80,000
City	n/a	150,000
Intercity	n/a	280,000

APMOs/PMOs should use the PROP 502 and 503 Vehicle Inventory Report as a planning tool when determining the Area/location vehicle replacement plan.

Continued Need - Right Sizing Fleet

New regulations require agencies to have a standard approach to determine the vehicle types and models required to accomplish the mission. Agencies must evaluate whether they can meet mission requirements with smaller, more fuel-efficient vehicles. A vehicle allocation methodology is a structured approach to help maintain a fleet that is cost efficient and has the appropriate number and size of vehicles needed. APMOs/PMOs must ensure there is still an existing need for vehicles before replacing a vehicle or acquiring an addition to the fleet. Do not arbitrarily replace a vehicle because it meets the minimum standards. Survey the existing location/Area fleet to determine whether there are other vehicles that can be shared or moved to fulfill the need.

(Refer to: <http://www.afm.ars.usda.gov/acquisitions/pdffiles/APDAlert2010-11.pdf>)

APMOs must review and approve all vehicle acquisitions and maintain a copy of the approved documentation in the official vehicle file. **Documentation may be subjected to reviews and audits.**

As applicable, use the following factors to help determine vehicle need, allocation, and type:

Factors	Considerations
a. Overall Mission	List the overall mission/need for fleet.

b. Routine Use	Determine routine use of vehicle need. Consider whether routine use/mission dictates specific types or specialty vehicles. (Multi-purpose vehicles, vehicles for field work, etc.)
c. Existing Fleet & Condition	Review the existing fleet. List existing fleet types (sedans, mini-vans, SUVs, 4x2 trucks, 4x4 trucks, specialty trucks), and vehicle age/condition. Determine whether there are under-used or existing vehicles to fulfill the need. Identify vehicles that are eligible for replacement/advanced age/or miles. (The PROP report 502 and 503 lists vehicles by location and APO.)
d. Number of Vehicle Users	Determine the number of routine users for vehicle types (such as RLs, scientists, techs, admin staff, etc.).
e. User/Vehicle Ratio	Strive for the highest user/vehicle ratio for the mission. (Divide the number of vehicles by the number of users.)
f. Average Mileage per Vehicle Type	Identify over-utilized or under-utilized vehicles. (Use Dispatch/Use Logs to help determine mileage.)
g. Average Number of Trips	Identify over-utilized or under-utilized vehicles, potential to consolidate trips. (Use Vehicle Logs to help determine information.)
h. Terrain and Climate	Determine whether terrain or climate dictate acquiring specific types of vehicles. Identify need for routine travel through fields, mountains, hills, or inclement weather. (Need for 4x4, other specialty equipment).

Due to the diverse work/research and remote locations, these factors will vary. It may be difficult to weigh all factors equally. There may be other factors to consider. However, these factors are the starting point in developing and documenting a standard method in determining need, type, and replacement. **(See Exhibit BB-1 Justification Template and BB-2, Sample Justification.)**

Low Greenhouse Gas (GHG) Emissions

New regulations require ARS to acquire vehicles that meet the minimum GHG emissions rating. This applies when obtaining new vehicles and vehicles acquired through excess property. Acquiring low-GHG emitting vehicles will assist in meeting mandates to reduce petroleum consumption by 2 percent each year and reduce green house gas emissions. The minimum GHG ratings are:

Vehicle Type	GHG Rating
Passenger Cars (operating on gasoline, diesel, or compressed natural gas-CNG)	7 or higher
E85 Flex Fuel Passenger Cars (operating on alternative fuel)/Hybrid	6 or higher
Light Duty Trucks (operating on gasoline, diesel, or CNG)	6 or higher
E85 Flex Fuel Light-Duty Trucks (operating on alternative fuel)/Hybrid	5 or higher

Exceptions to Minimum GHG Rating

There are two exceptions to acquiring vehicles with the minimum GHG requirement:

- when there is no vehicle available with the minimum GHG rating that meets the functional need, offices should acquire the vehicle with the highest GHG rating for the functional need, and
- when the office has an alternative plan to reduce petroleum consumption through other means such as replacing several vehicles with neighborhood electric vehicles, downsizing multiple vehicles with vehicles that meet the minimum rating, or removing multiple vehicles from service.

Before submitting a request for a vehicle that does meet the minimum GHG score, the office must provide a detailed justification that **thoroughly** explains the functional need or alternative fuel consumption plan. APMOs will review and approve all requests/justifications. APMOs will maintain a copy of the approved justification in the official vehicle file for **audit** purposes.

Before approving a justification for a vehicle that does not meet the mandated GHG rating, thoroughly review the “Continued Need-Right Sizing” justification to determine if there are opportunities to move existing vehicles in order to better meet the requirement, and acquire more fuel efficient vehicles.

Hybrid Vehicles

Hybrid vehicles comply with the minimum GHG ratings. Although hybrids operate on regular petroleum, they are now classified as an alternative fuel vehicle (AFV) because of the reduction of petroleum consumption through increased fuel economy. Hybrids may initially cost more than a conventional vehicle. However, they have the potential for overall savings through increased fuel economy. APMOs, PMOs, and APOs will review available hybrids to determine whether a hybrid can meet the functional need. Offices must make the necessary budgetary planning to acquire hybrids when they are available in the vehicle type needed. Look for opportunities to replace existing fleet with hybrids to reduce petroleum consumption.

Review the list of hybrid vehicles that are available each year through GSA’s Auto Choice system. www.gsa.gov/autochoice. (See section below, “Using GSA Auto Choice”.)

E85 Flex-Fuel Vehicles and Alternative Fuels

Acquire E85-Flex Fuel (E85-FF) vehicles **where E85 fuel is available** and when the E85-FF vehicle is in the type/size needed. E85-FF vehicles do not arbitrarily meet the minimum GHG rating. However, the minimum GHG rating is slightly lower for an E85-FF vehicle than the rating for a conventional petroleum engine since using alternative fuels reduces petroleum

consumption. **Acquiring an E85-FF where there is no alternative fuel does not reduce petroleum consumption.**

When acquiring an E85-FF vehicle, strive to use alternative fuels as much as possible. To assist in determining the availability of E85-FF and alternative fuels, refer to:

- Vehicle Acquisitions: www.gsa.gov/autochoice
- Alternative Fuel Locations: www.afdc.energy.gov/afdc/locator/stations/ (Select “Basic Station Search” or “Search by State”)
- Route Mapper: www.afdc.energy.gov/stations. (Select “Map a Route”).

Inform vehicle operators to use the above websites to map routes to locate AFV stations.

Obtaining Fuel Efficient Vehicles

ARS must reduce fleet petroleum consumption by a minimum of 2 percent per year. To help achieve this reduction:

- obtain vehicles that achieve maximum fuel efficiency,
- obtain vehicles that emit low greenhouse gases,
- limit body, engine, and equipment to what is essential for the mission and meets the GHG rating,
- obtain a mid-size or smaller sedan (that meets the GHG rating),
- look for opportunities to replace large size vehicles with more fuel-efficient vehicles,
- perform routine maintenance and maintain vehicles to improve fuel economy, and
- replace inefficient vehicles that have exceeded their useful life.

Using Auto Choice

GSA’s Auto Choice (www.gsa.gov/autochoice) is the official vehicle acquisition tool for submitting vehicle requisitions. It also allows users to:

- configure vehicles,
- choose necessary equipment/options,
- view side by side comparisons of models from different manufacturers,
- **view greenhouse gas emissions score**, and
- view miles per gallon fuel ratings.

Vehicle acquisitions must comply with Federal requirements to reduce greenhouse gas emissions and reduce petroleum consumption.

Vehicle Availability Listing

Annually, GSA establishes contracts with auto manufacturers. Auto manufacturer list the type of vehicles they will have available to the Government, establishing independent close-out dates based on the vehicle type. **Auto manufacturers reserve the right to change these dates within the contract period without notice.** The date may close sooner or the date may be extended.

APMOs must submit vehicles requests prior to the contract close-out date established in Auto Choice. Offices should plan ahead to determine vehicle need, replacement, and availability. To view the list of vehicles and close out dates, select the “**Vehicle Availability Listing**” from the Auto Choice menu.

Price Comparison Summary

Auto Choice provides a side by side price comparison summary that allows users to make the best value selection. Select the lowest priced vehicle for the vehicle type, size, and required equipment, **including meeting the minimum GHG rating.** Auto Choice requires users to certify:

- **Best/Value/other than Low Vendor:** system requires a justification for not selecting the lowest priced vehicle, as equipped, and
- **Fair Opportunity Determination:** select from drop down menu.

Processing Vehicle Requisitions

Establish internal guidance to ensure vehicle requisitions contain the proper vehicle information and accounting/billing information. PMOs/APOs may place a vehicle requisition in pending status. However, the APMO is responsible for reviewing, approving, and finalizing the request.

APMOs will review the vehicle requisition and Continued Need/Right Sizing justification and if approved, work with the Area Budget and Fiscal Officer to obtain a FMMI purchase order number.

ABFOs will follow internal guidance to commit the funds to FMMI. Use either BOC 3111 (\$25,000 or more), or BOC 3155 (\$25,000). When using BOC 3111 or 3155, PROP creates a shell record with required “vehicle” information.

APMOs will finalize the order in Auto Choice. Follow the screen prompts for required information.

Requisition Details:

- *Agency Order Number: use the FMMI purchase order number or other unique number,
- Requisition Number: AAC/Julian date/line item, this number appears on Suspense,
- Signal Code: use L or C,
- Fund Code: T5 or check with ABFO,
- Contact Information: APMO information,
- Treasury Account Symbol: 12 1400, 12 1700, or number determined by ABFO,
- *Internal Agency Financial Data: FMMI purchase order number,

*Information listed in the “Agency Order Number” field feeds to GSA. Information listed in the “Internal Agency Financial Data” field does not feed to GSA since it is an internal number. It may be helpful to use the FMMI number for both the agency order number and internal agency financial data fields.

Requisitioning Address. Enter the Area Address.

Mailing Address. Enter either the Area or location address. The vendor will mail the Certificate of Origin to this address. Do not list an individual’s name.

Delivery Address. Enter the vehicle’s planned location city and state. Vendors deliver vehicles to a nearby dealership unless the user selects CNS-Consignee Delivery. When selecting CNS, enter the complete/specific delivery address in this field. For CNS, the receiving office is responsible for **thoroughly** inspecting the vehicle before signing delivery acceptance documents.

Dealership. Vendors deliver the vehicle to a participating dealership. Click on “Find Dealership” option and select the closest dealership from the pull-down menu. The dealerships listed are those that have **agreed** to participate in the Government courtesy delivery program. If you leave this field blank, the vendor will chose the dealership based on the delivery address zip code. If you select CNS, Auto Choice will not show this option.

Completing the Order. After completing the requisition, select “Add to Pending Orders.” This places the order in a pending status. APMOs must review the pending order, make any changes necessary, and then “finalize” the request. Once “finalized,” APMOs cannot make any changes. APMOs will receive an Auto Choice Acknowledgement via e-mail, assigning the “case number”.

Motor Vehicle Delivery Order (MVDO). The MVDO is the final vehicle order sent to the vendor. The vendor will e-mail/fax a copy of the MVDO to the contact listed for the “requisitioning address”. APMOs may also print the MVDO from the Auto Choice Menu.

Checking the Status of Orders. Select “Order Status” from the Auto Choice Main Menu. Search by:

- Case Number,
- Requisition Number,
- Agency Order Number, or
- VIN.

Estimated Shipping Time Frames. Shipping times vary based on options and vehicle type. Generally, vendors ship sedans/light trucks in 90 days; medium/heavy trucks in 150-245 days.

Payment. GSA pays the vendor when the vendor ships the vehicle and releases the Certificate of Origin. GSA bills ARS through IPAC (Intra-Governmental Payment and Collection System), based on the Activity Address Code and financial commitment. The transaction appears on Suspense when USDA issues payment. This may be in advance of vehicle receipt. However, to avoid suspense compliance issues, it may be necessary to update the vehicle to PROP before receipt.

APMOs should contact HQ if the vehicle transaction does not appear on Suspense within 60 days after receiving the vehicle.

Auto Choice Requisition Reports

APMOs (authorized to finalize orders) may create requisition reports using the auto Choice “Build Reports” menu:

- choose fields (all fields from the vehicle requisition are available),
- select the format (excel, html, word),
- establish the layout (number fields in order of appearance), and
- generate/save the reporting criteria for re-use.

24. Vehicle Receipt/Update

Prior to vehicle receipt, APMOs will ensure PMOs/APOs have:

- vehicle license plates,
- fleet credit card,
- decal AD-185, Penalty for Unofficial Use,
- form AD-651, Accident Report Kit, and
- vehicle use log.

HQ recommends that APMOs forward license plates and credit card using form AD-107.

HQ recommends that APOs acquire a vehicle emergency/safety kit.

Updating Vehicle to PROP

After the vehicle payment record appears on the Suspense Report, APMOs or PMOs will update the vehicle to PROP using PROP Option AC01-New Acquisition. **(Refer to Exhibit G for correct PROP data for updating vehicles to the inventory.)**

Ensure all vehicle data is accurate, specifically:

- Standard Identification Number (SIN),
- Description,
- Engine Type (A-Gas, note that a hybrid is a gas engine type, J-Diesel, D-E85FF),
- Fuel Type (1-Gasoline, 2-Diesel, 5-Hybrid, 8-E85),
- Drive (4x2, 4x4),
- Vehicle Identification Number (VIN) 17 alpha/numeric, and
- Zip Code (use the zip code where the vehicle is primarily located, this may or may not be the same zip code of the APO).

25. Fleet Credit Cards

USDA uses a VISA Fleet Card (through U.S. Bank) as the official fleet credit card. Although the card is backed by VISA, it is an official **fleet** card, limited to businesses that are identified by a “fleet” Merchant Category Codes (MCCs). The VISA fleet card offers:

- increase merchant participation, and
- full tax recovery/tax reclamation allowed by law for fuel purchases (based on State law and type/volume of fuel).

The disadvantage of the VISA fleet card is that not all merchants forward electronic information regarding the details of the fleet transactions, such as the cost per gallon, number of gallons, and fuel type. This type of detailed cost information is referred to as Level III data. Transaction may appear in U.S. Bank’s credit card System, which is AXOL, with the transaction date, merchant information, and total cost or no cost. Without level III data, it makes it challenging to accurately track and report the type of fuel, cost of fuel, and number of gallons of fuel purchased (required annual reporting data). It potentially increases the need to manually track and record missing fleet costs by using receipts.

Currently, there is no interface from AXOL to PROP. USDA made the decision to wait until they implemented a new property system before building an interface from the credit card system. APMOs must use AXOL to generate fleet card reports and view fleet card charges.

Refer to USDA’s Fleet card website for addition information on fleet cards.

http://www.dm.usda.gov/procurement/ccsc/fc_notices.htm

LFPC Responsibilities

APMOs serve as the Local Fleet Program Coordinator (LFPCs), providing fleet card oversight and managing the day-to-day fleet card operations. PMOs will assist LFPCs/APMOS as required. In addition to day-to-day operations and card oversight, LFPC responsibilities are:

- establish new cards (through card template),
- maintain accurate fleet card/vehicle information in AXOL,
- notify the bank of billing discrepancies/disputes,
- notify the bank of lost/stolen cards,
- issue only one fleet card per vehicle by the vehicle license plate number,
- monitor purchases for oversight, fraud, waste, and abuse,
- provide oversight/update PROP with POOL card charges,
- report potential fraud and abuse to management officials and HQ,
- ensure card users follow internal procedures for purchases over \$3000, and
- ensure offices maintain vehicle/card use logs.

Unauthorized Use

Do not use the fleet card for:

- purchases of food, beverages, or any other personal item, or
- payment of any State/local traffic violation, parking fee, or parking violation.

Do not use a fleet card assigned that is assigned to another vehicle (by the vehicle license plate number).

Offices will investigate instances of card misuse and report information to appropriate management officials for disciplinary action as allowed.

Authorized Use

Use a fleet card for fuel and services necessary to operate and maintain vehicles and other motorized equipment. (See Subsection, POOL Cards, below.) This includes fuel, maintenance, repairs, parts, body work, washes, and roadside assistance.

Roadside Assistance. The fleet card offers roadside assistance, 1-800-VISA-TOW. VISA charges a flat rate (approximately \$60). Services include:

- towing (up to five miles included, additional charge if over 5 miles),
- tire changing (must have good, inflated spare),
- jump-starting (battery boost),
- lockout service (no key replacement), and
- fuel delivery (additional charge for the cost of fuel).

Secure Fleet cards when not in use. Do not leave them unattended in vehicles. Issue only one fleet card to a vehicle.

U.S. Bank will automatically terminate a card for non-use during a 24 month period.

POOL Card

In addition to a fleet card assigned to a vehicle by the vehicle license plate number, there are “POOL” cards. POOL cards are fleet cards that are not assigned to a specific vehicle, they are for shared use. Issue POOL cards for:

- vehicles that routinely use in-house Government fuel pumps but need a payment method for maintenance/repairs, or when the vehicle is used for travel,
- bulk fuel (using the POOL card for bulk fuel allows offices to obtain tax recovery services), and
- refueling and maintenance of off-road equipment (ATVs, Mules, Gators, tractors/farm equipment, etc.), or mowers, chainsaws, etc.

LFPCs must ensure location personnel collect/update cost information when using a POOL card to refuel or provide maintenance for a vehicle.

LFPCs will also ensure that locations establish internal procedures to use POOL cards to ensure validity of purchases for motorized equipment, supplies, repairs, and card oversight.

Using POOL cards for refueling off-road equipment can assist in collecting required data for the Annual Energy Report (fuel used for equipment). LFPCs can maintain separate POOL cards for vehicles and equipment.

Secure POOL cards when not in use. LFPCs should limit the number of POOL cards to those needed. U.S. Bank will terminate fleet cards that have not been used in a 24month period.

Fleet Card Limitations

Single Purchase Limit. There is a \$3,000 single purchase limit on fleet card purchases. For purchases over \$3,000 the LFPC/APMO will follow internal procedures to obtain approval from a warranted contracting officer. Although the warranted officer authorizes the approval, the fleet card is still the payment method. Maintain a record of approval for files.

After obtaining approval, the LFPC/APMO will increase the “single purchase limit” in AXOL. After payment, the LFPC/APMO must decrease the limit to \$3,000.

Monthly Limit. There is a \$10,000 monthly limit on individual cards. However, the LFPC/APMO may increase this limit on specific cards, such as those used to buy bulk fuel.

Manual Override. For fuel or repair/maintenance by merchants that do not have a “fleet-specific-MCC”, the LFPC/APMO may work with the Bank to request a manual override. **The override is a one-time authorization.** The process is:

- APMO/LFPC must call the Bank to request a “manual override”,
- APMO/LFPC will provide the Bank with the vendor name and transaction amount,
- the Bank will hold this information for 5 days, and
- within the 5 day timeframe, the merchant is responsible for calling the Bank to obtain an authorization code needed to process the purchase as an off-line transaction.

Rather than using the manual override process, APMOs/LFPCs can also recommend following internal procedures to use the Purchase Card for merchants who do not accept the fleet card.

Bank System Reports

LFPCs/APMOs will routinely generate reports from AXOL to review fleet card transactions, card inventory, and monitor the Area fleet card program. Reports include:

- Program Management: Account List (card inventory), Declined Transactions
- Financial Management: Fleet Detail, Transaction Detail
- Flex Reporting:
 - Transaction with Fleet Detail
 - Fleet with Account Information
 - Account with Fleet Information

Fleet Card Oversight

Fleet Card oversight is a critical aspect of vehicle management. Because fleet cards are not assigned to a specific individual, there is no official reconciliation process. **Monthly,** LFPCs/APMOs must monitor card transactions using fleet reports to help ensure charges are valid.

LFPCs will establish internal procedures to work with PMOs and APOs to review fleet card charges. LFPCs/APMOs should request location personnel to:

- review/verify transactions, and
- spot check charges against with logs/receipts.

Report potential misuse, fraud, or abuse to appropriate officials such as supervisors, LFPCs, and HQ for investigation.

Receipts. To help monitor, review, and investigate fleet card charges, offices will maintain fleet card receipts for one calendar year. Remind operators to turn in receipts (or use a keychain/case that holds the fleet card and receipts). Spot check transactions against receipts/logs. Request copies of receipts for comparison to fleet reports for billing discrepancies.

Suggestion. Consider entering fleet charges into the CRIS Allocation Tracking System (CATS) using the information from the receipt. Compare CATS to the fleet card transaction reports. Using CATS allows fund holders to directly track fleet charges and assists in comparing CATS to fleet reports.

26. Using On-Site Government Fuel Pumps, University Fuel, & POOL Cards

When using on-site Government fuel pumps/maintenance shops, University fueling pumps, or POOL Cards, LFPCs/APMOs must establish internal procedures to ensure location personnel collect these costs and update the appropriate record in PROP, or update this information on behalf of locations. The guidance should state whether this is an Area or location responsibility.

Minimum quarterly, PMOs/APMOs will update the information to PROP.

Vehicle operators may record these costs on a spreadsheet, vehicle use log, or ARS-715, Vehicle Operations Record. Required information includes:

- Date
- Fuel Cost /Gallons
- Maintenance/Repair Costs

- Mileage
- Fuel Type
- Payment Method

To request information from APOs, LFPCs/APMO/PMOs can generate and distribute the PROP Report 510, Quarterly Operational Worksheet, or similar spreadsheet.

LFPCs/APMOs must provide oversight to ensure locations update PROP as appropriate.

Updating Costs to PROP

Enter data using PROP Option AC18, Input Motorized Equipment Operational Data.

- Option A - Add a New Record, or
- Option C - Change an Existing Record.

Enter information by month. Key in the combined total. If you have already entered data for a specific month, use Option C to add additional cost data for the specified month.

However, PROP only allows one total record per month. PMOs cannot add different types of fuel to the same monthly record. To update different fuel types for a flex fuel vehicle, (such as E85FF and regular petroleum purchased in the same month), PMOs will have to enter information using a different month for each type of fuel.

27. Manually Collecting E85 Fuel Costs

Due to coding errors by fuel merchants, the majority of E85 fuel is incorrectly coded as regular gasoline or another type of fuel. Due to Energy mandates to reduce petroleum and increase use of alternative fuels, it is very important to accurately track alternative fuel use.

To help ensure accurate information, APMOs and PMOs have to manually collect and report E85 fuel purchases to HQ. The manual report allows HQ to track agency progress towards these goals. HQ will continue to analyze vendor data for accuracy to eliminate manually reporting requirements.

LFPCs/APMOs will work with location personnel to establish internal reporting procedures to obtain information for all E85 fuel acquired, including purchases using the fleet card.

Minimum quarterly, forward the following information to HQ for all E85 purchases.

- vehicle license plate
- merchant state
- total fuel cost
- transaction date
- number of gallons
- payment source

28. PROP Vehicle Reports

There are several PROP vehicle reports to help monitor vehicle use, costs, and inventory control. Most all reports allow a sort by the PMO, location, or APO.

Cost/Operational Data

507-Vehicle Operational/Maintenance Report (specify the time period)
510-Quarterly Operational Worksheet (to capture manual updates for PROP)
511-Current Motor Vehicle Operational Data Report (cumulative existing data)

Inventory Control

501-Vehicle Inventory Report
502-List of Vehicles by Location
503-List of Vehicles by APO
504-List of Vehicles by NFC-ID
506-List of Vehicles by License Number
512-List of Vehicles Acquired
513-List of Vehicles Disposed

Suggestion. APMOs should work with locations to periodically review motor vehicle reports to ensure vehicle data listed in PROP is correct and accurately reflects the year, make, model, type, and drive of the existing fleet. APMOs can use the acquired/disposed reports as an oversight report to ensure all new vehicles are added to PROP and all vehicles sold, etc are removed. These reports will also assist to ensure the inventory is correct in the Federal Motor Vehicle Registration System (FMVRS).

29. Annual Fleet Reporting Requirements

There are several mandates for annual fleet reports covering inventory, acquisitions, disposals, operating costs, miles traveled, and fuel used. Specific reporting data includes:

- vehicle type
- total miles
- maintenance/repair costs
- accidents
- vehicle location (State/Zip)
- fuel type/cost
- acquisitions & disposals

HQ is responsible for submitting annual fleet reports and uses data in PROP and AXOL to obtain the majority of information. To help ensure Agency reports are accurate, APMOs/PMOs must ensure vehicle data in PROP is accurate.

Federal Automotive Statistical Tool (FAST)

FAST is the official fleet reporting tool for submitting annual reports of the fleet inventory, operating costs, and planned/actual acquisitions and disposals. FAST meets the reporting requirements for:

- Energy Policy Acts of 1992 and 2005,
- Executive Order 13423, Strengthening the Federal Environmental, Energy, and Transportation Management;
- Executive Order 13514, Federal Leadership in Environmental, Energy, and Transportation Management.
- Energy Independence and Security Act of 2007,
- SF-82, Agency Report of Motor Vehicle Data, and
- OMB's Circular A-11, Preparation, Submission and Execution of the Budget.

Vehicle Accidents

APMOs must submit a consolidated Area report to HQ on the number of vehicle accidents. HQ submits this information to AFM's Facilities Division for inclusion on the Agency's Annual Occupational Safety and Health Administration Report. Requirements are:

- number of vehicle accidents,
- number of accidents resulting in personal injury,
- number of accidents resulting from emergency response and disaster recovery operations, and
- methods used to promote vehicle safety, seat belt use, decrease distracted driving (ban text messages while driving).

30. Federal Motor Vehicle Registration System (FMVRS)

The Federal Motor Vehicle Registration System (FMVRS) <https://fmvrs.fas.gsa.gov/> is the new official registration system for the Federal fleet and official license plates. The FMVRS assists law enforcement in identifying and tracking GOVs and other motorized equipment that use public roads. **APMOs must register all Government owned/leased vehicles, trailers, and other motorized equipment that use public roads in FMVRS.**

Similar to private vehicles registered through the State Motor Vehicle Administration, the FMVRS interfaces with the National Law Enforcement Telecommunication System (NLETS). Law enforcement officials can run a Federal license plate number through NLETS to determine which agency the vehicle is registered to and who are the points of contact. **This also allows law enforcement officials to forward "speed-camera" and "red-light" camera citations.** It

is the driver's responsibility to personally pay traffic fines/citations. APOs/APMOs can use the Vehicle Log to determine who was driving the vehicle in cases of camera citations.

FMVRS also has an interface with Auto Choice. When an auto manufacturer ships a new vehicle, Auto Choice receives the information and sends a shell record to FMVRS, listing the VIN and the Agency. Upon receipt of a new vehicle, the APMO will:

- assign the license plate, and
- update the vehicle information and contact information.

APMOs are responsible for maintaining all Area-wide fleet data in FMVRS. This includes:

- updating/maintaining new vehicles/trailers (equipment with an official on-road license plate),
- modifying license plate changes,
- maintaining license plate and vehicle status (such as active, sold, destroyed),
- modifying vehicle contact information, and
- confirming license plate receipt.

FMVRS Access

Access is based on the Agency Bureau Code. The ARS Bureau Code is 1205. Access is ARS-wide, not Area specific. HQ grants access to the APMO.

APMOs, with supervisory approval, may request access to locations. Limit access to those that have primary responsibility for assigning license plates and updating vehicle information. When replacing APMOs or requesting new access for location PMOs, APMOs will provide the following information to Cheryl.Brumback@ars.usda.gov

- user name, and
- e-mail address.

Vehicle Contact Information

Each vehicle record listed in FMVRS requires a primary and secondary contact. For consistency:

- Primary Contact: enter the APO name/address, and
- Secondary Contact: enter the APMO name/address.

(Note: Primary Contact-HQ used the APO as the primary contact when originally updated vehicles to FMVRS because the vehicle records are listed in PROP through the APO. This allowed for a better match between FMVRS and PROP. If the Area prefers using the PMO as the primary contact, the Area can do so, but should be consistent when listing the primary contact. When using the PMO, consider making changes to the existing Area fleet records.)

Mass Point of Contact Update

FMVRS allows users to make mass point of contact changes. This option is available under the “Vehicle Menu”. APMOs can search by contact name, contact phone or contact e-mail address for the primary contact or the secondary contact.

Reports Available in FMVRS

FMVRS has a Reports Menu for:

- Agency Vehicle Inventory Report
- Agency License Plate Report

FMVRS displays reports in Excel format. As a reminder, reports are ARS-wide. Using Excel features, APMOs can create an Area report. Sorting by the secondary contact, which is the APMO, allows APMOs to easily edit reports for the Area.

31. Vehicle License Plates

The Federal Government has a new design for official Federal license plates. Offices must replace all old style plates with the new official plate (no later than October 2011). (Refer to <http://www.afm.ars.usda.gov/acquisitions/pdffiles/APDALERT2010-10.pdf>)

The new plate:

- establishes plate expiration dates (8-yr), and
- eliminates the need for agency identification decals in the rear window of GOVs.

There is a single plate available for trailers, etc., that access public roads.

UNICOR (www.unicor.gov) is the mandatory source for ordering license plates. Plates cost approximately \$8 per set, with an additional shipping charge. UNICOR’s License Plate System allows APMOs to replace the old style plates with new plates using the same license plate number. APMOs can use the “Copy List” option. APMOs should only use the “Replacement” option to request an individual new style plate or to request a single plate that has faded.

UNICOR’s system also interfaces with FMVRS to confirm and establish accountability for Federal plates. **APMOs will confirm receipt of new plates in the FMVRS (using the License Plate Menu).**

ID Plates for Off-Road Equipment

Most State laws exempt agricultural equipment, gators, ATVs, etc., from displaying official license plates for intermittent road access, but may require a form of clear identification. USDA designed a new ID plate to meet this requirement. Refer to the State law where the equipment is primarily operated in to determine whether to use an official plate or an ID plates.

Use the ID plate for equipment that does not require an official plate. Since the ID plate is not an official license plate, do not register it in FMVRS.

Replace any old style license plate assigned to off-road equipment with an ID plate, as appropriate.

UNCIOR License Plate Store

Access to UNICOR's (electronic) License Plate Store is at the Area level. USDA's Office of Procurement and Property Management (OPPM) issues access to users through the HQ PMO. To request or cancel access, forward the following information to Cheryl.Brumback@ars.usda.gov

- name,
- address,
- phone number,
- fax number, and
- e-mail address.

UNICOR will forward an e-mail to users with their user ID and temporary password.

APMOs may not use a fleet card or POOL card when ordering license plates. UNICOR does accept a Purchase Card or a purchase order.

Lost/Stolen License Plates

Report lost/stolen license plates to your APMO. The APMO will forward information to HQ. Include:

- the license plate number, and
- city and State where the plate was lost/stolen.

HQ is responsible for reporting this information to USDA's OPPM.

For security reasons, APMOs must remove a lost/stolen license plate from service in FMVRS (as well as PROP and AXOL, as appropriate). Do not replace a lost/stolen plate by ordering a replacement tag.

Follow any internal guidance to complete the AD-112 to document lost/stolen property.

Disposal/Recycle of License Plates Through UNICOR

APMOs/PMOs must use UNICOR to dispose of all **new-style license plates** (plates with an expiration date.). UNICOR will also dispose/recycle the old style Government license plates.

There is no cost to use UNICOR for this service. Shipping is paid through the UNICOR shipping account. UNICOR will certify the destruction/recycling and return the certification to the agency point of contact listed on the form. UNICOR will also update the FMVRS with tags that have been destroyed. It may take 6-8 weeks to update the FMVRS. (See **Exhibit CC, Standard Operating Procedures for Destruction/Recycling License Plates.**)

32. Acronyms and Glossary

A&D. Abandonment and Destruction is the disposal process for property that is not suitable for transfer, donation, or sale, or has passed through all screening cycles without a transfer request.

AAMS. Agency Asset Management System is a module of GSAXcess that USDA uses to report excess property and conduct USDA screening in the same system.

Accountable Property. Accountable property is property with an original cost of \$5,000 and must be listed on the agency's official inventory.

AFV. Alternative fueled vehicles are vehicles that operate on fuels other than petroleum, such as ethanol.

AGPMR. Agriculture Property Management Regulations are USDA's internal personal property management regulations.

ALC. Agency Location Code is the deposit symbol that identifies the specific Federal Department/Agency where GSA will deposit sales proceeds. The ALC for ARS is 12400300.

APD. Acquisition and Property Division.

APMO. Area Property Management Officer.

APO. Accountable Property Officers are managers that are responsible for personal property assigned to the work unit.

Auto Choice. Auto Choice is GSA's official vehicle requisition system.

AXOL. Access On-line is US Bank's Credit Card/Fleet Card system.

BOC. Budget Object Classification Codes are the 4-digit codes used to record financial transactions according to the specific type of goods received or services obtained.

Capital Lease. Capital lease is "lease-to-own" property.

Capitalized Property. Capitalized property is accountable property with an original acquisition cost of \$25,000 or more.

CATS. CRIS Allocation Tracking System.

CFL Donation Program. Computers for Learning Donation Program is a program that allows Federal agencies to transfer excess computer/information technology equipment to schools for grades pre-Kindergarten through 12th Grade.

Condition Code. The alpha/numeric code that indicates the current condition of excess property; 1-New, 4-Usable, 7-Repairable, X-salvage, S-scrap.

Continued Needs/Right-Sizing Justification. Is a structured/standard methodology to evaluate the continued need of a vehicle and to ensure the appropriate fleet type, and numbers needed for the agency fleet. This helps to ensure a cost efficient fleet.

E85. Fuel that is 85% ethanol fuel and 15% percent regular petroleum.

ERD. Excess Release Date is the last date to screen excess within USDA.

Excess Property. Property that is no longer needed by the agency.

Exchange/Sale Authority. Allows Agencies to trade-in or sell property that is still needed, but the original item no longer perform the function as well as intended, and apply the trade-in value or sales proceeds to purchase a similar item. This property is not excess property, it is replacement property.

FAIR Donation Program. Federal Acquisition and Reform Donation Program allows USDA agencies to transfer excess property to 1994 Native-American Institutions, 1890 Historically Black Colleges and Universities, and Hispanic-Serving Institutions to support and promote agricultural education.

FAST. Federal Automotive Statistical Tool is the official fleet reporting tool for submitting annual reports of the fleet inventory, operating costs, and planned/actual acquisitions and disposals to GSA and the Office of Management and Budget (OMB).

FSC. Federal Supply Classification is the first 4 digits of the National Stock Number used for cataloging large groups of commodities by a similar description.

FSG. Federal Supply Group is the first 2 digits of the FSC.

FEPP Program. Federal Excess Personal Property Program allows offices to transfer excess property directly to participating 1862 Land-Grant Universities for specific programs in the College of Agriculture, Agricultural Experiment Stations, College of Forestry, and College of Vet Medicines. Universities must obtain permission/signature from the Program Coordinator.

FMR. Federal Management Regulations are personal property management regulations established by GSA.

FPS. Federal Protective Service.

FMML. Financial Management Modernization initiative.

FMVRS. The Federal Motor Vehicle Registration System is the new registration system for the Federal fleet and official license plates. All Government vehicles, trailers, and other motorized vehicles that use public roads must be registered in FMVRS.

FOCUS. FOCUS is the report writing tool for USDA's official inventory system, PROP.

GHG. Greenhouse Gas.

GOV. Government-owned Vehicle

GSA Screening. 21-day screening of excess property by all other Federal, State, and local institutions eligible to receive Federal excess property.

GSAXcess. GSA's web-based system of nationwide excess.

Home- to-Work Transportation Authority. Allows employees engaged in field work, and in specific job series, to potentially use a Government vehicle between home and work.

HSI. Hispanic Servicing Institutions (minimum 25% Hispanic enrollment).

IAS. Integrated Acquisition System.

ID Plates. New style plate to identify off-road equipment that does not need an official license plate.

IPAC. Inter-agency Payments and Collections.

Level III Data. Level III data is the complete details of a credit card transaction. For fleet transactions, this includes: total cost, cost per gallon, number of gallons, and fuel type.

LFPC. Local Area Fleet Program Coordinator.

Local Disposal. Local disposal requires PMOs to provide instructions to donate (to a public body), abandon or destroy property. GSA authorizes the PMO to conduct local disposal after completing all cycles of screening or for property that is unserviceable.

Manual Override. The process to authorize use of a fleet card to a vendor outside the authorized fleet merchant category code.

MCC. Merchant Category Code.

Non-Capitalized Property. Accountable property with an original acquisition cost less than \$25,000.

Non-Federal Recipients Report. An annual report listing property transferred under a Donation Program such as Stevenson-Wyler, CFL, or FAIR.

Personal Property. All property other than real property.

POOL Card. A fleet card that is not assigned to a specific vehicle by the vehicle's license plate number, intended to be shared by vehicles that use a Government provided fuel pumps, or shared by multiple pieces of equipment such as ATVs, Mules, chainsaws, tractors, etc.

OGC. Office of General Counsel.

OCFO. Office of the Chief Financial Officer.

OPPM. Office of Procurement and Property Management.

OCIO. Office of Chief Information Officer.

PMO. Property Management Officer.

PROP. USDA's official inventory system.

PSSB. Property and Support Services Branch.

Public Body. An institution that receives Federal, State, or local funding and is eligible to receive donations of Federal Surplus Property.

REE. Research, Education, and Economics.

Salvage. Property that has value greater than its basis content but for which repair or rehabilitation is clearly impractical and/or uneconomical.

SASP. State Agency for Surplus Property is the state agency authorized to receive and distribute surplus Federal property.

Scrap. Property that has no value except its basic material content.

Sensitive Property. Accountable property with an acquisition cost less than \$5,000. Within the REE agencies, firearms and law-enforcement badges are considered sensitive property.

SIN. Standard Identification Number.

Single Purchase Fleet Card Limit. The maximum amount of a single fleet card transaction is \$3,000. Charges over \$3,000 must be approved by a contracting officer.

Stevenson Wydler Technology Act. Allows Federal agencies to donate excess research and scientific equipment to eligible organizations involved in technical and scientific education and research activities.

SRD. Surplus Release Date is the date when Federal screening has been completed. Excess property becomes surplus property, no longer needed by the Federal Government. Property is eligible for sale by GSA.

Surplus Property. Excess personal property no longer needed by any Federal agency.

Suspense Report. Is a report of potential accountable property, because of the assigned BOC, that must be added to an inventory or removed as non accountable property by changing the BOC.

Unserviceable Property. Property that is in scrap or salvage condition.

USDA Screening. 15 day screening of excess by all USDA agencies.

VIN. Vehicle Identification Number.

Vehicle Use Log. A log that provide reasonable audit trail of vehicle use and fleet card use. Minimum requirements include, date, name, odometer, cost of fuel or maintenance.

33. Exhibits

- A. PMO Responsibility Chart
- B. APO Designation & Responsibilities Sample Letter

- C. Inventory Letter/Instructions
- D. Commonly Used PROP Screen Options
- E. BOCs for Equipment
- F. Instructions for Generating the FOCUS Suspense Report
- G. Quick Reference for Updating Equipment to PROP
- H. Excess-Disposal Flow Chart
- I. SF-120, Reporting Excess Property
- J. AD-112, Reporting Unserviceable Property
- K. AAMS Generated SF-122
- L. Cover AD-112, Authorizing A&D w/ Disposal Information
 - L-1. Disposal Information, Screening and Public Notice
 - L-2. Disposal Information, Screening Required, No Public Notice
 - L-3. Disposal Information, No Screening, No Public Notice
- M. Public Notice
- N. Sample Excess Tracking Log
- O. AD-107, Transfers under Stevenson-Wylder Donation Program
- P. CFL Generated SF-122
- Q. AD-107, Transfers to CFL (Outside the CFL Module of GSAXcess)
- R. Eligible Institutions Under Donation Programs
 - R-1. 1890 Historically Black Land Grant Institutions
 - R-2. Hispanic Serving Institutions
 - R-3. 1994 Native American Land Grant Colleges & Universities
 - R-4. 1862 Land Grant Colleges & Institutions
- S. AD-107, Transfer to 1862 Institutions through FEPP Program
- T. AD-107, Transfer between APOs
- U. SF-122, Direct Transfer Between Federal Departments
- V. AD-107, Property on Loan
- W. REE-1, Receipt for Loaned Property
- X. Property Pass
 - X-1. AD-873, Property Pass
 - X-2. Property Pass Memo for Reoccurring Items
- Y. AD-112, Reporting Lost/Stolen Property
- Z. Vehicle Use Log
- AA. List of Occupational Series Authorized for Home to Work
- BB. Continued Need Vehicle Justification
 - BB-1. Format for Vehicle Justification/Continued Need
 - BB-2. Sample Vehicle Justification/Continued Need
- CC. UNICOR License Plate Destruction/Recycling Form

A. PMO Responsibility Chart

Function	Tasks
Appoint APOs	<ol style="list-style-type: none"> 1. Designate supervisors as new APOs in writing. 2. Provide a list of duties and responsibilities.
File Management	<ol style="list-style-type: none"> 1. Establish individual APOs files, 2. Use 6-part folders, consolidating all information per APO. 3. Establish individual file per vehicle. 4. Maintain documentation from acquisition to disposal. 5. Follow Records Retention Schedule.
Physical Inventories	<ol style="list-style-type: none"> 1. Monitor PROP 28 Inventory Report, monthly. 2. Notify APO of pending inventory 60 days prior to date due. 3. Provide APO with written instructions for conducting, completing, signing inventory. 4. Review inventory for signature, documents, etc 5. Update inventory date in PROP. 6. Process documents for excess or missing items. 7. Correct incorrect info (model no, serial, mfg, etc) in PROP for existing property records. 8. Provide reconciled copy to APO. 9. Request departing/new APOs to conduct inventories. 10. Update APO name/address, and inventory date. 11. Consider forwarding inventory report to APO for review, (2x yr)
Suspense/New Accountable Property	<ol style="list-style-type: none"> 1. Inform fund holders of proper BOCs. 2. Establish procedures to ensure property office receives purchase documents at the time of the purchase. 3. Request new asset information from APO. 4. Reconcile Suspense weekly. 5. Update Suspense items w/in 30 days, (but NLT 60 days). 6. Review/modify quantity field before updating. 7. Use AC01-New to update new items. 8. Remove non-accountable transactions using DL10.
Reporting Excess	<ol style="list-style-type: none"> 1. Report accountable & non-accountable excess. 2. Use AAMS/GSAXcess for reporting excess property. 3. Develop Log to track excess reports. 4. Follow GSA disposal instructions. 5. Provide local disposal after screening. 6. Donate to Public Bodies. 7. Post Pubic Notice, if needed. 8. Provide audit trail of reporting/disposal. 9. Remove from PROP if accountable. 10. Use GSA to conduct sales. 11. Track/Record sales proceeds. 12. Monitor annual volume of excess to ensure APOs report excess.
Disposal of Unserviceable	<ol style="list-style-type: none"> 1. Review AD-112 for detailed information to support unserviceable and bypass screening.

	<ol style="list-style-type: none"> 2. Provide local disposal instructions. 3. Abandon/destroy methods must not harm the environment. 4. Complete AD-112 w/ APO & witness signature and disposal action. 5. Remove from PROP if accountable. 6. Provide audit trail of disposal process.
Donation Programs	<ol style="list-style-type: none"> 1. Document excess using SF-120. 2. Report in AAMS for required USDA screening. 3. Review recipient eligibility and allocate to school. 4. Process actions in CFL. 4. Drop after “internal screening” for Stevenson/Wydler. 5. Prepare AD-107, Transfer (S/W) our transfers outside CFL. 6. Submit annual reporting data.
Acquire Excess	<ol style="list-style-type: none"> 1. View available excess. 2. Submit system access requests to PSSB. 3. Submit electronic “wants lists”. 4. Submit electronic approvals.
Acquiring Motor Vehicles	<ol style="list-style-type: none"> 1. Complete continued need/vehicle replacement justification. 2. Acquire vehicle that meets GHG score, or submit justification. 3. Request AFV where E85 fuel available. 4. Select minimum size/options for mission. 5. Register vehicle in FMVRS. 6. Add new vehicle record to PROP. 7. Request new fleet card. 8. Establish a vehicle use log.
Vehicle Maintenance & Operational Costs	<ol style="list-style-type: none"> 1. Track fuel/maintenance costs for on-site Government fuel pumps, POOL Card, Bulk fuel, etc. 2. Update PROP for all costs other than a tag specific Fleet Card, minimum quarterly (PROP Option AC18). 3. Monitor fleet card transaction reports, monthly.
Vehicle Use	<ol style="list-style-type: none"> 1. Establish vehicle/fleet card use log for audit trail. 2. Monitor fleet card use. 3. Promote vehicle safety/efficiency. 4. Document Home-to-Work for those in approved job series. 5. Document use of GOV when used for Travel 6. Authorize temporary overnight storage for travel only to improve Government operations, prevent employee hardship, not convenience.
Quarterly Reports	<ol style="list-style-type: none"> 1. Record proceeds from sales when posting a Public Notice.
Annual Reports	<ol style="list-style-type: none"> 1. Transfers to Non-Federal Recipients under Stevenson-Wydler, CFL, FAIR. 2. Animal and Crop Sales. 3. Vehicle Accidents. 4. Ensure up-to-date and accurate vehicle information in PROP. HQ submits FAST reports (vehicle inventory, cost, acquisitions disposals).

B. APO Designation and Responsibilities Letter

SUBJECT: Accountable Property Officer (APO) Designation and Responsibilities

TO:

FROM: Property Management Officer

As a supervisor, you are designated a personal property accountable property officer (APO). APOs are responsible for carrying out property management policies and procedures established by the property management officer (PMO). Primary duties include:

- Assign and control all personal property assigned to the work unit.
- Ensure employees have adequate resources to secure property assigned to them.
- Provide the PMO with appropriate written notice/documentation of accountable property acquisitions, transfers, trade-ins, exchanges, loans, disposals, etc.
- Approve property passes as appropriate for loaned property, work at home, etc.
- Report all excess property to the PMO for disposal instructions.
- Maintain accountability and control of excess property pending disposal.
- Follow established procedures before disposing of Government property.
- Conduct a physical inventory of accountable property every two years.
- Prepare appropriate documents to verify inventory discrepancies.
- Investigate and report lost, stolen, or damaged property to the PMO and others as necessary.
- Establish Vehicle Use Logs to provide reasonable audit trail/control.
- Monitor vehicle use and fleet/pool card use.
- Safeguard vehicle keys/fleet cards when not in use.
- Implement the policies and procedures outlined in REE Manual 221.1M, Personal Property, Motor Vehicle, and Aircraft Management.

APO responsibilities involve more than just responsibility for the property listed on the official inventory. Property management is a joint venture between both the APO and the PMO. Our office looks forward to assisting you with these duties. If you have any questions, do not hesitate to contact: _____ .

C. Inventory Letter/Instructions

SUBJECT: Conducting a Physical Inventory – **Due Before:**

TO: APO Name and Number

FROM: PMO Name

USDA regulations require offices to conduct a physical inventory of personal property every two years or when there is an APO change. Inventory compliance is a critical aspect of property management. Conduct a physical inventory of accountable property (property with an original acquisition cost of \$5,000 or more and items determined sensitive) using the following guidelines:

1. Verify property on-hand by noting “OH” or a checkmark, next to each asset.
2. Correct any discrepancies in the descriptive information, serial number, manufacture name, model, etc.
3. Include the asset room number or custodian to help identify the asset location. For Government equipment at home, note the employee’s name.
4. List accountable/sensitive property that is not listed on the inventory. Include a copy of the purchase document for accurate cost information.
5. Report excess/unserviceable property using form SF-120, Report of Excess Property, and form AD-112, Report of Unserviceable, Lost/Stolen, or Damaged Property. Include supporting information.
6. Report missing items using Form AD-112. Provide the details surrounding the loss.
7. Sign, date, and return the completed inventory **no later than “DATE”**

The Property Office will follow up with any discrepancies and provide you with a copy of the reconciled inventory. **If you have any questions, please contact:**

Enclosure

D. Commonly Used PROP Screen Options

Screen Name	Screen No.	PROP Page #
Inquiry Menu	IQMU	Page 17
Property by NFC-ID	IQ01	20
Condensed Inventory List by APO Number	IQ06	22
Property by Serial Number	IQ08	33
Property History (To see changes to PROP record, how item was updated/deleted, etc.)	IQ15	47
Feeder (Suspense) History	IQ22	59
Vehicles by License Number	IQ19	53
Acquisitions	ACMU	Page 81
New Acquisition (Best Option to Use to Update Property)	AC01	84
New Not in Feeder (Use w/ Caution)	AC02	87
Found	AC03	91
Acquired from Excess	AC04	92
New Vehicle Not in Feeder - (Use w/ Caution)	AC17	107
Modifications	ACMU	Page 82
Transfer between APOs within ARS	AC12	125
Modify Existing Property Record	AC12	99
Modify Feeder Quantity (Before Updating IAS)	AC14	103
Reactive Property Item (Inadvertently Deleted)	AC16	106
Input Vehicle Operational Data	AC18	114
Accountable Officer Menu	ADMU	Page 163
Update APO Information	AD02	66
Update APO Inventory Date	TR05	163
Update PMO Information	AD02	69

Transfer Menu	TFMU	Page 119
GSA Transfers to Another Federal Agency	TF01	120
ARS Transfers Within USDA (ARS to NRCS)	TF02	121
ARS Transfer between APOs within ARS	AC12	125
ARS Transfers to Another Federal Agency	TF04	124
Deletions Menu	DLMU	Page 138
Abandoned or Destroyed	DL01	139
ARS Donates to a Public Body	DL02	141
GSA Donation	DL04	144
Agency Sale (limited use)	DL05	146
GSA Sale	DL06	148
Sold as Scrap	DL07	149
Exchange/Trade-in	DL08	151
Remove Non-Accountable or Remove Duplicate	DL09	154
Delete from Feeder Master (Suspense)	DL10	155
Lost or Stolen	DL11	157
Donated Research Equipment, PL102-245 (Stevenson-Wydler)	DL12	158
Report Generator Menu (RPMU)	Sort Choices	Page 169
28-AO Name, Address, & Inventory Date (by AO Number, Name, or Inventory Date)	Agency or PMO	176
303-Personal Property Transaction Report (Report of PROP Actions – by Time Frame)	PMO or APO	180
304-Agency PMIS/PROP Suspense Listing (all ARS)	Accounting or Document No.	181
329-Personal Property Report (by Description)	APO	192
350-Personal Property Physical Inventory Report (by Description)	APO	193
502-List of Vehicles by Location (by AG#)	PMO, Location, APO	198

503-List of Vehicles by APO (by AO & AG#)	PMO, Location, APO	198
504-List of Vehicles by NFC-ID	PMO, Location, APO	199
506-List of Vehicles by License Number	PMO, Location, APO	200
507-Vehicle Operational/Maintenance Report (by AG#)	PMO, Location, APO	200
510-Quarterly Operational Worksheet (by AO, location, AG#)	PMO, Location, APO	201
511-Current Vehicle Operational Data (by AG#)	PMO, Location, APO	202
512-List of Vehicles Acquired (by AG#)	PMO, Location, APO	202
513-List of Vehicles Disposed (by AG#)	PMO, Location, APO	203

E. BOCs for Equipment/Software

\$25,000 - Capitalized/Accountable: Property in these BOCs must have a per unit acquisition cost of \$25,000 or more.	
3110	Other – For equipment not listed in a category below
3111	Vehicle only. (Do not use 3111 for ATVs, Gators, or Tractors)
3112	Furniture and fixtures
3113	Aircraft
3120	Machinery and Equipment (Includes Heavy Equipment)
3121	Agricultural
3122	Laboratory
3123	Radio and communications
3124	IT equipment (except personal computers)
3125	Office machines and reproduction machinery and equipment, Owned
3128	Snow Telemetry Equipment
3129	Engineering equipment
3130	Miscellaneous Motorized Equipment (ATVs, Gators, etc.)
3165	IT Equipment (Personal Computers)
\$5,000-\$24,999: Accountable/Non-Capitalized: Property in these BOCs must have a per unit cost acquisition cost between \$5,000 - \$24,999.	
3150	Other – For equipment not listed below
3151	Machinery & Equipment (includes ATVs Gators, Tractors, etc)
3153	IT Equipment
3154	Furniture & Fixtures
3155	Vehicle (do not use 3155 for ATVs, Gators, Tractors)
Under \$5,000: Sensitive/Accountable/Non-Capitalized: Property in this BOC must be determined to be Sensitive (Updated to PROP) and have a per unit acquisition cost less than \$5,000.	
3141	Accountable Sensitive Property: For property determined Sensitive by the agency, but with a per unit acquisition cost less than \$5,000. Sensitive property is updated to PROP.
Under \$5,000: Non-Accountable/Non-Capitalized: Property in this BOC is not sensitive, and has a per unit acquisition cost of \$4,999 or under.	
3140	Non-accountable: All equipment with a per unit acquisition cost of \$4,999 or under.
SOFTWARE \$100,000: Accountable/Capitalized Software in these BOCs must have a per unit/license cost of \$100,000 or more. (The capitalization level for software is \$100,000.)	
3116	ADP Software – Except Personal Computers, if Unit Cost is \$100,000 or more.
3160	ADP Software - Personal Computers, if Unit Cost is \$100,000 or more.
SOFTWARE \$5,000-\$99,999: Accountable/Non-Capitalized Software in this BOC must have a per unit/license cost between \$5,000 - \$99,999.	
3152	IT Software – If unit cost is \$5,000 - \$99,999
SOFTWARE Less than \$5,000: Non-Accountable/Non-Capitalized Software in this BOC must have a per unit/license cost \$4,999 or less.	
3140	Non-accountable – If unit cost of \$4,999 or under.

F. Instructions for Generating the FOCUS Area Suspense Report

PROP users must have system access to FOCUS/BATCHFOC to generate the FOCUS Suspense Report. Follow internal guidance to request access through your IT Specialist. In order for your printer to print PROP reports correctly, the printer default must be pdf and landscape. **The report is an Area-wide report.**

Log in to the NFC Banner with your user id and password.

-At the CL/Super Session Main Menu

Tab to BTCHFOC5 and Enter (you may need to press enter twice.)

-At the “Welcome to the NFC FOCUS Reporting System”

At the “FOCUS Library Name” - key in ARS

Tab to “Batchfoc” – press Enter

-At the “Batch Job Specifications Menu”

Tab to “FOCEXEX name”, key in your Area acronym and SUSP as one word (BARCSUSP, MSASUSP, MWASUSP, NAASUSP, NPASUSP, PWASUSP, SAASUSP, SPASUSP) and press Enter

-At the “Batch Job Printing Specifications Menu:”

Tab to “Destination Printer ID” – key in your U printer number

Tab to “View Before Printer” – key in NO, press Enter

-At the “Property Data Base Feeder Area Selection Screen:”

Organization Identifier – key in USDA

Agency – key in 03 and press Enter

The next screen should state “Preparing Files” Job (your user id) and a Job number” Submitted ***. This means that you have successfully submitted your print requests. Press Enter.

The next screen is “Do you want to submit another FOCEXEC – key in “No”. Press Enter.

Follow system prompts to log off.

You will receive your report via E-mail. The report is a pdf file. You will receive 2 e-mail messages. The first one is a 1-page “job execution” summary. (Delete the message.) The 2nd message is the body of the report.

G. Quick Reference for Updating Equipment/Vehicles to PROP

AC01 – New Equipment.

Use this option to enter property, including vehicles, from Suspense. Key in Document information from Suspense Report. **Complete fields in Blue.** For details of fields/options, refer to PROP Manual, Page 84-90. (See last part of this exhibit for information pertaining to vehicles.)

DATE: XX/XX/XX PERSONAL PROPERTY SYSTEM CT: 09:25
AC01 ***** NEW ACQUISITION ***** SNO: _____

DOC TYPE: Key in doc type (such as Bank, IAS, 633, FMMI)
DOC NO. Key in doc number
LINE ITEM NO: Key in line item number

**DEPRESS ENTER TO SEND DATA **

PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

The system displays the information received from the Payment record. The top portion of the screen is the financial information. Users cannot change the financial information or document number information. The bottom of the screen is the asset information. **Complete fields in blue.**

DATE: 03/18/10 PERSONAL PROPERTY SYSTEM CT: 09:25
AC01 ***** NEW ACQUISITION ***** SNO: _____

DOC TYPE: IAS DOCUMENT NO: 3K06P090277 LINE ITEM NO: 0001
FEEDER BATCH: FEEDER QTY: 0000003 QTY. UPDATED: 0000001
OBJECT CLASS: 3153 DATE OF ACQUISITION: 02 19 10 (MMDDYY) AGENCY CODE: 03
NATL STOCK NO: 7025 ACCT.STATION: 0091 UNIT: 00
ACQUISITION AMOUNT: \$16,800.00 PROPERTY ACQ AMT: \$5,600.00
ACCOUNT. CLASS: 9018220920 VARIABLE DEP: MONTHS
TREASURY SYMBOL: 1291400 ACCOUNTING AMT: \$16,800.00

AO NO: HQ8201001 SER NO: 000106 MODEL: FI6750
DESCRIPTION: SCANNER PROP CODE:
MANUFACTURER: FUJITSU **CUSTODIAN: RM 303**
COND CODE: MISC NOTE 1: MISC NOTE 2:
NFC ID: AG0002474516 BASIC ID (IF COMPONENT):
LOCATION (OPTIONAL) FIRST ADDRESS: USDA ARS NAL
SECOND ADDRESS: 10301 BALTIMORE AVE
CITY: BELTSVILLE STATE: MD ZIP: 20705

***** THE ABOVE PROPERTY HAS BEEN ADDED TO THE "PMIS" MASTER *****

*PF04=NOTES PF05 = MODIFY IMMEDIATELY AFTER UPDATE PF11= WARRANTY

*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU

CLEAR=TERMINATE

NATL STOCK NO: Key in Federal Supply Code (see <http://www.dlis.dla.mil/H2/default.asp>) (Note - periodically info from the interface may appear in this field, users must change it to the FSC)

AO NO: Accountable Property Officer number with no spaces or dashes

SERIAL NO: Obtain from equipment

MODEL NO: Obtain from equipment

DESCRIPTION: Use standard description (Printer, PC, Microscope, etc.), and any other descriptive information

MANUFACTURER: Key in name of manufacturer

CUSTODIAN: Use to enter room no. or name/initials of the individual equipment is assigned to (only 9 spaces)

NFC-ID: Key in assigned AG number

LOCATION: Key in location of property Use address of APO or key in specific address if different than APO.

AC-02 New Acquisition, Not in Feeder (Equipment).

Use this option to enter property that was inadvertently deleted from suspense or was purchased using a non-accountable BOC. Obtain a copy of the purchase document for supporting information, original accounting used, and original BOC.) **Complete fields in blue.** For details of fields/options, refer to PROP Manual, Page 87-90. (See last part of this exhibit for information pertaining to vehicles.)

DATE: XX/XX/XX PERSONAL PROPERTY SYSTEM CT: 09:25
AC02 ***** NEW ACQUISITION - NOT IN FEEDER***** SNO: _____

AO NO: HQ8201001 DESCRIPTION: PROJECTION SYSTEM
MODEL: FI6750 MANUFACTURER: SONY
DOC TYPE: IAS DOCUMENT NO: 3K06P090277 LINE ITEM NO: 0001 COND
CD:

NATL STOCK NO: 5815 AGENCY CODE: 03 ACCT.STATION: UNIT: 00
OBJECT CLASS: 3140 DATE OF ACQ: 02 19 09 (MMDDYY) NEW OBJ CLASS:
3151

SERIAL NO: 34591W NFC ID: AG0003266344 CUSTODIAN: Rm
1345

MISC NOTE 1: MISC NOTE 2:
BASIC ID (IF COMPONENT): PROPERTY CODE:
TOTAL-ACQUISITION AMOUNT: VARIABLE DEP Months
ACCOUNTING CLASS: 001031982 AMT: 14,700

LOCATION OF PROPERTY: FIRST ADDRESS: USDA ARS NAL
SECOND ADDRESS: 10301 BALTIMORE AVE
CITY: BELTSVILLE STATE: MD ZIP: 20705

***** THE ABOVE PROPERTY HAS BEEN ADDED TO THE "PMIS" MASTER *****

*PF04=NOTES PF05 = MODIFY IMMEDIATELY AFTER UPDATE PF11= WARRANTY
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

AO NO: Accountable Property Officer number with no spaces or dashes

DESCRIPTION: Use standard description (Printer, PC, Microscope, etc.), and any other descriptive information

MODEL NO: Obtain from equipment

MANUFACTURER: Key in name of manufacturer

DOC TYPE: Key in document type, IAS, Bank, FMMI, 633, or other type

DOC NUMBER: Key in appropriate number, if there is no official doc no., key in your internal requisition no

LINE ITEM NO: Key in the appropriate line item

NATL STOCK NO: Key in Federal Supply Code (see <http://www.dlis.dla.mil/H2/default.asp>)

AGENCY CODE: Key in numeric agency code ARS-03

OBJECT CLASS: Key in the original BOC from the purchase or the BOC used to delete from suspense (3140)

DATE OF ACQ: Key in the date that the Government originally acquired property (or estimate). Do not use the date of the transaction or the date added it to the inventory (mm/dd/yy)

NEW OBJ CLASS: Key in the new/correct BOC (not the original one used to acquire property).

SERIAL NO: Key in the serial number

NFC-ID: Key in the assigned AG number

SERIAL NO.: Obtain from equipment

CUSTODIAN: Key in room no. or name/initials of the individual equipment is assigned to (only 9 spaces)

ACCOUNTING CLASS: Key in the accounting used to acquire item or agency default accounting

AMT: Key in the total acquisition amount

LOCATION: Key in location of property. Use address of APO or key in specific address if different than APO.

DATE OF ACQ: Key in the date that the Government originally acquired the item (estimated). Do not use the date that item found or added to the inventory

SERIAL NO: Key in the serial number

NFC-ID: Key in the assigned AG number

CUSTODIAN: Key in room no. or name/initials of the individual equipment is assigned to. (only 9 spaces)

ACCOUNTING CLASS: Key in appropriate office accounting or agency default accounting

AMT: Key in the total acquisition amount

LOCATION: Key in location of property. Use address of APO or key in specific address if different than APO.

AC04 – Acquired From Excess.

Use this option to enter property acquired through the excess process, AAMS/GSAXcess, or directly from another Federal agency. **Complete fields in blue.** For details of fields/options, refer to PROP Manual, Page 92 & 87-89. (See last part of this exhibit for information pertaining to vehicles.)

DATE: 03/18/10 PERSONAL PROPERTY SYSTEM CT: 09:25
AC04 ***** ACQUIRED FROM EXCESS ***** SNO: _____

AO NO: HQ8201001 **DESCRIPTION: PROJECTION SYSTEM**
MODEL: FI6750 **MANUFACTURER: SONY**
DOC TYPE: ACQ **DOCUMENT NO: SF122 99 1234 17** **LINE ITEM NO: 0001**
COND CD:
NATL STOCK NO: 3140 **AGENCY CODE: 03** ACCT.STATION: UNIT: 00
OBJECT CLASS: 3151 **DATE OF ACQ: 02 19 04 (MMDDYY)**
SERIAL NO: 34591W **NFC ID: AG0003266344** **CUSTODIAN: Rm**
1345
MISC NOTE 1: MISC NOTE 2:
BASIC ID (IF COMPONENT): PROPERTY CODE:
TOTAL-ACQUISITION AMOUNT: VARIABLE DEP: Months
ACCOUNTING CLASS: 001031982 **AMT: 14,700**
LOCATION OF PROPERTY: FIRST ADDRESS: USDA ARS NAL
SECOND ADDRESS: 10301 BALTIMORE AVE
CITY: BELTSVILLE **STATE: MD** **ZIP: 20705**

***** **THE ABOVE PROPERTY HAS BEEN ADDED TO THE "PMIS" MASTER** *****
*PF04=NOTES PF05 = MODIFY IMMEDIATELY AFTER UPDATE PF11= WARRANTY
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

AO NO: Accountable Property Officer number with no spaces or dashes
DESCRIPTION: Use standard description (Printer, PC, Microscope, etc.), and any other descriptive information
MODEL NO: Obtain from equipment
MANUFACTURER: Key in name of manufacturer
DOC NUMBER: Key in transfer order number or your internal requisition no
LINE ITEM NO: Key in the appropriate line item
NATL STOCK NO: Key in Federal Supply Code (see <http://www.dlis.dla.mil/H2/default.asp>)
AGENCY CODE: Key in numeric agency code ARS-03
OBJECT CLASS: Key in the original BOC from the purchase or the BOC used to delete from suspense (3140)
DATE OF ACQ: Key in the date that the item was originally acquired (or estimate). Do not use the date of the transaction or the date added to the inventory (mmddyy)
SERIAL NO: Key in the serial number
NFC-ID: Key in the assigned AG number
CUSTODIAN: Key in room no. or name/initials of the individual equipment is assigned to (only 9 spaces)
ACCOUNTING CLASS: Key in an appropriate office accounting or use agency default accounting
AMT: Key in the total acquisition amount
LOCATION: Key in location of property Use address of APO or key in specific address if different than APO.

AC06 – Donation.

Use this option to enter property acquired through the unconditional gift process. **Complete fields in blue.** For details of fields/options, refer to PROP Manual, Page 94 & 87-89. (See last part of this exhibit for information pertaining to vehicles.)

DATE: 03/18/10 **PERSONAL PROPERTY SYSTEM** **CT: 09:25**
AC06 ***** DONATION ***** SNO: _____

AO NO: HQ8201001 **DESCRIPTION: PROJECTION SYSTEM**
MODEL: FI6750 **MANUFACTURER: SONY**
DOC TYPE: DON **DOCUMENT NO: GIFT- BRIDGER APIARY** **LINE ITEM NO: 0001**
COND CD:
NATL STOCK NO: 3140 **AGENCY CODE: 03** ACCT.STATION: UNIT: 00
OBJECT CLASS: 3151 **DATE OF ACQ: 02 19 07 (MMDDYY)**
SERIAL NO: 34591W **NFC ID: AG0003266344** **CUSTODIAN: Rm 1345**
MISC NOTE 1: MISC NOTE 2:
BASIC ID (IF COMPONENT): PROPERTY CODE:
TOTAL-ACQUISITION AMOUNT: VARIABLE DEP: Months
ACCOUNTING CLASS: 001031982 **AMT: 14,700**
LOCATION OF PROPERTY: FIRST ADDRESS: USDA ARS NAL
SECOND ADDRESS: 10301 BALTIMORE AVE
CITY: BELTSVILLE **STATE: MD ZIP: 20705**

***** **THE ABOVE PROPERTY HAS BEEN ADDED TO THE "PMIS" MASTER** *****
*PF04=NOTES PF05 = MODIFY IMMEDIATELY AFTER UPDATE PF11= WARRANTY
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

AO NO: Accountable Property Officer number with no spaces or dashes
DESCRIPTION: Use standard description (Printer, PC, Microscope, etc.), and any other descriptive information
MODEL NO: Obtain from equipment
MANUFACTURER: Key in name of manufacturer
DOC NUMBER: Key in transfer order number or your internal requisition no.
LINE ITEM NO: Key in the appropriate line item
NATL STOCK NO: Key in Federal Supply Code (see <http://www.dlis.dla.mil/H2/default.asp>)
AGENCY CODE: Key in numeric agency code ARS-03
OBJECT CLASS: Key in the original BOC from the purchase or the BOC used to delete from suspense (3140)
DATE OF ACQ: Key in the date that the item was originally acquired (or estimate) Do not use the date of the transaction or the date added to the inventory (mmddy)
SERIAL NO: Key in the serial number
NFC-ID: Key in the assigned AG number
CUSTODIAN: Key in room or name/initials of the individual equipment is assigned to. (only 9 spaces)
ACCOUNTING CLASS: Key in an appropriate office accounting or use agency default accounting
AMT: Key in the original acquisition amount of asset
LOCATION: Key in location of property Use address of APO or key in specific address if different than APO.

AC01 – New.

Use this option to enter **Vehicles** from Suspense. Key in document information from the Suspense Report. **Complete fields in Blue.** For details of fields/options, refer to PROP Manual, Page 101, 107-112.

DATE: XX/XX/XX **PERSONAL PROPERTY SYSTEM** **CT: 09:25**
AC01 ******* NEW ACQUISITION ******* **SNO: _____**

DOC TYPE: **Key in doc type (633)**
DOC NO. **Key in doc number**
LINE ITEM NO: **Key in line item number**

****DEPRESS ENTER TO SEND DATA ****
PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

The system displays the information received from the Payment record. Users cannot change the financial information or document number information. **Complete fields in blue.**

DATE: 05/01/10 **PERSONAL PROPERTY SYSTEM** **CT: 16:24**
AC01 NEW ACQUISITION FOR MOTORIZED EQUIPMENT-PRIMARY DATA **SNO: _____**

FEEDER QUANTITY: 0000001 **QUANTITY USED: 0000001**
NFC-ID: AG0003245230 **ACCT.STA.: UNIT: 00**
AGENCY CODE: 03 **AO NO: NP5428002** **PROGRAM: REGION:**
DOC.TYPE: 633 **DOC.NO: 1282HW7254** **LINE ITEM: 0003** **FSC: 2320**
ACQ.DATE: 04 22 08 **ACQ.SRC.CODE: 1** **OBJ.CLASS: 3155**

OWNERSHIP CODE: 3 **STATUS CODE: 2** **FOR/DOM.LOCATION: D**
ENGINE TYPE: D **VEH.TYPE CODE:** **GEO.LOC.CODE: 490990005**
SERIES/MODEL: F150 **MFG: 001FORD**
DESC: LD PICKUP F150 SUPERCREW 4x4 A341908 **S.I.N: 56** **DRIVE: 4X4**
SER/VIN: 1FTPW14V68FB11296 **MODEL YEAR: 08** **COND.CODE:**
FUEL TYPE: 8 **LICENSE NO: A341908** **NO.CYLINDERS: 8**
TRANS. TYPE: A **TRANS. SPEED:** **ZIP CODE: 84322**

VAR.DEPR.: MONTHS **ACQ.COST: \$24,890.44**
ACCOUNTING CLASS: 7015428200 **AMOUNT: \$24890.44**

******* THE ABOVE PROPERTY HAS BEEN ADDED TO THE "PMIS" MASTER *******
***PF04=ADD NOTES *PF05=ADD WARRANTY *PF11=ADDITIONAL DATA**
PF01=ADM MENU PF02=ANOTHER REQUEST PF03=TRANS MENU
CLEAR=TERMINATE

NFC-ID: Assigned AG number

AO NO: Accountable Property Officer Number, no spaces or dashes

FSC: Federal Supply Classification Code: 2310 for sedans, 2320 for trucks, vans, suvs

OWNERSHIP CODE: 3 (Agency Owned)

STATUS CODE: 2 (Active); Use 1 (ordered –not in service) if you have not received the vehicle but the transaction is on the suspense report and you need to remove it from suspense. After receiving vehicle, change status from 1 to 2.

FOR/DOM.LOCATION: D (Domestic) F (Foreign). This is where the vehicle is located.

ENGINE TYPE: A-Gas, D-E85, J-Diesel *The type of engine must match the primarily type of fuel.

GEO.LOC.CODE: 9 digit code indicating state/city/county assigned by GSA. Refer to <http://www.gsa.gov/portal/content/102761>

SERIES/MODEL: Use Model Number from AutoChoice

MFG: 3 digit numeric code. (Common used codes are: 001-Ford, 002-Chevy, 003-Plymouth, 004-Dodge, 005-Pontiac, 007-International Harvester, 010-GMC, 016-Jeep, 166-Honda, 371-Toyota, 432-Chrysler. Refer to PROP Manual, Appendix K for all codes.)

DESC: List vehicle type (Pickup, Sedan, SUV), then additional descriptions, suggest including license plate number

SIN: standard item number. Use same from AutoChoice

DRIVE: 4x2, 4x4, or 6x4, 6x6

SER/VIN: From Certificate of Origin. 17-character alpha/numeric field

MODEL YEAR: 2-digit. Same as listed on the Certificate of Origin

FUEL TYPE: 1-Gasoline, 2-Diesel, 5-Hybrid, 8-E85 *Fuel Type must match Engine Type*

LICENSE NO: 6-character assigned license plate number. No dashes or spaces (A123456)

NO.CYLINDERS: 4, 6, 8, Same as listed on the Certificate of Origin

TRANS.TYPE: A (Automatic) or M (Manual)

ZIP CODE: Use zip code of the garaged location of the vehicle. May or may not be the same as the APO zip.

AC-17- New Motorized Vehicle, Not in Feeder.

Use this option to enter a vehicle that **was inadvertently deleted from the suspense report, purchased using a non-vehicle BOC, acquired through excess, acquired through donation, or found during an inventory.** Obtain a copy of the purchase document/transfer document, for supporting information, original accounting used, and original BOC.) **Complete fields in blue.** For details of fields/options, refer to PROP Manual, Page 107-112.

DATE: 05/01/10 PERSONAL PROPERTY SYSTEM CT: 16:24
AC171 NEW ACQUISITION FOR MOTORIZED EQUIPMENT-PRIMARY DATA SNO:

NFC-ID: AG0003245230 ACCT.STA.: UNIT:
AGENCY CODE: 03 **AO NO:** NP5428002 PROGRAM: REGION:
DOC.TYPE: 633 **DOC.NO:** 1282HW7254 **LINE ITEM:** 0003 **FSC:** 2320
ACQ.DATE: 04 22 08 **ACQ.SRC.CODE:** A, E, G, H, or J* **OBJ.CLASS:** 3155

OWNERSHIP CODE: 3 **STATUS CODE:** 2 **FOR/DOM.LOCATION:** D
ENGINE TYPE: D VEH.TYPE CODE: **GEO.LOC.CODE:** 490990005
SERIES/MODEL: F150 **MFG:** 001FORD
DESC: PICKUP F150 4X4 SUPERCREW A341908 **S.I.N:** 56 **DRIVE:** 4X4
SER/VIN: 1FTPW14V68FB11296 **MODEL YEAR:** 08 **COND.CODE:** 1
FUEL TYPE: 8 **LICENSE NO:** A341908 **NO.CYLINDERS:** 8
TRANS. TYPE: A TRANS. SPEED: 08 **ZIP CODE:** 84322

VAR.DEPR.: MONTHS ACQ.COST: \$24,890.44
ACCOUNTING CLASS: 7010317912 **AMOUNT:** \$24890.44

***** THE ABOVE PROPERTY HAS BEEN ADDED TO THE "PMIS" MASTER *****
*PF04=ADD NOTES *PF05=ADD WARRANTY *PF11=ADDITIONAL DATA
PF01=ADM MENU PF02=ANOTHER REQUEST PF03=TRANS MENU
CLEAR=TERMINATE

NFC-ID: Assigned AG number

AO NO: Accountable Property Officer Number, no spaces or dashes

DOC TYPE: 633-if inadvertently delete, 122-acquired from excess, or FND-if no documentation

DOC NUMBER: Key in appropriate doc number. If no documentation, key in "Found" and inventory date

FSC: Federal Supply Classification Code: 2310 for sedans, 2320 for trucks, vans, suvs

ACQ. DATE: Key in the original acquisition date, do not use the date of this transaction or the date the office acquired the item

ACQ. SOURCE CODE: Key in the appropriate code, **A**-through GSA, **E**-through excess, **G**-through a local vendor, **H**-acquired through donation, **J**-acquired through a physical inventory

OBJ. CLASS: Key in **3155** if original acquisition cost is less than \$25,000. Key in **3111** if original acquisition cost is \$25,000 or more

OWNERSHIP CODE: 3 (Agency Owned)

STATUS CODE: 2 (Active); Use 1 (ordered –not in service) if you have not received the vehicle but the transaction is on the suspense report and you need to remove it from suspense. After receiving vehicle, change status from 1 to 2.

FOR/DOM.LOCATION: D (Domestic) F (Foreign). This is where the vehicle is located.

ENGINE TYPE: A-Gas, D-E85, J-Diesel *The type of engine must match the primarily type of fuel.

GEO.LOC.CODE: 9 digit code indicating state/city/county assigned by GSA. Refer to <http://www.gsa.gov/portal/content/102761>

SERIES/MODEL: Key in model number from similar item in AutoChoice

MFG: 3 digit numeric code. (Common used codes are: 001-Ford, 002-Chevy, 003-Plymouth, 004-Dodge, 005-Pontiac, 007-International Harvester, 010-GMC, 016-Jeep, 166-Honda, 371-Toyota, 432-Chrysler. Refer to PROP Manual, Appendix K for all codes.)

DESC: List vehicle type (Pickup, Sedan, SUV), then additional descriptions, suggest including license plate number

SIN: standard item number. Key in SIN from similar item in AutoChoice

DRIVE: 4x2, 4x4, or 6x4, 6x6

SER/VIN: 17-character alpha/numeric field

MODEL YEAR: 2-digit.

FUEL TYPE: 1-Gasoline, 2-Diesel, 5-Hybrid, 8-E85 *The fuel type and the engine type must match.

LICENSE NO: 6-character assigned license plate number. No dashes or spaces (A123456)

NO.CYLINDERS: 4, 6, 8, cylinders

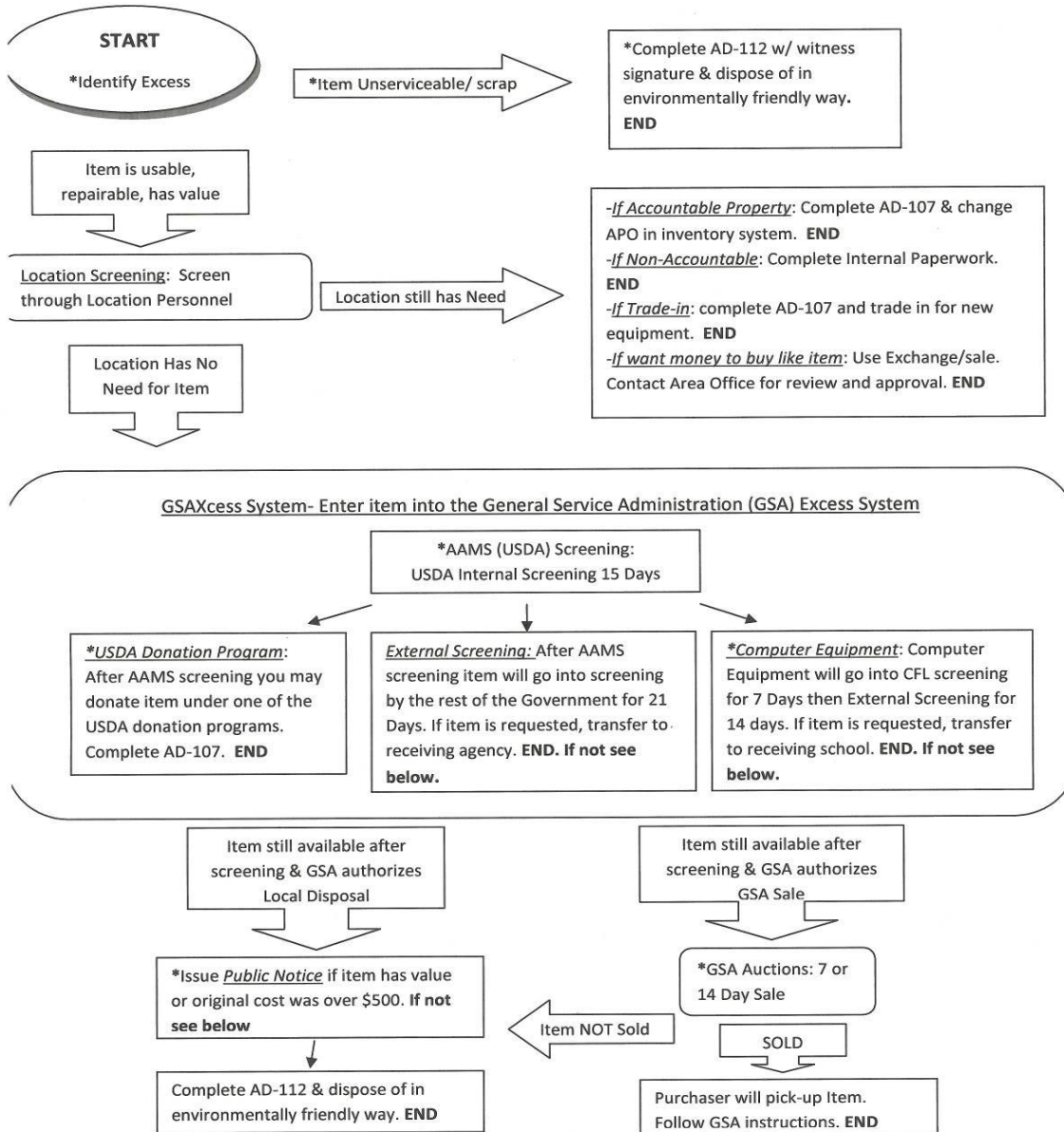
TRANS. TYPE: A (Automatic) or M (Manual)

ZIP CODE: Use zip code of the garaged location of the vehicle. May or may not be the same as the APO zip.

ACCOUNTING CLASS: All assets must include an accounting. When selecting “source code A”, vehicles with an acq cost of \$25,000 will affect the TDL.

AMOUNT: Key in the original acquisition cost of the vehicle.

H. Excess/Disposal Process Flow Chart



I. SF-120, Reporting Excess Property

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. Internal Area #	2. DATE MAILED 01/07/2011	3. TOTAL COST \$	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")	a. ORIGINAL b. CORRECTED	c. PARTIAL W/D d. TOTAL W/D	(Also check "e" and/or "f" if appropriate)		e. OVERSEAS f. CONTRACTORS INV		
5. TO (Name and Address of Agency to which report is made) THRU					6. APPROP. OR FUND TO BE REIMBURSED (if any)		
7. FROM (Name and Address of Reporting Agency) ARS, NPA, Fort Collins, 2150 Center Ave. Bldg. D Suite 120, Ft. Collins CO 80526					8. REPORT APPROVED BY (Name and Title) APO NAME & SIGNATURE		
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) John Smith, Room 120C 970-492-1111					10. AGENCY APPROVAL (If applicable)		
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)					12. GSA CONTROL NO.		
13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned give date) SAME AS BLOCK 7			15. REIM/REQD YES NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE	
18. EXCESS PROPERTY LIST		COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
ITEM NO. (a)	DESCRIPTION (b)				PER UNIT (f)	TOTAL (g)	
1	Gateway PC Systems (w/monitors) Model: E-3200 Acq. Date: 5/25/2000 Serial Number: AA1234560 and AA1234444	4	ea	2	1,400.00	2,800.00	
2	Gateway Server Model: 14567 Serial Number: AB98665 Acq. Date: 6/6/2001 NFC ID: AG0002661234	4	ea	1	6,000.00	6,000.00	
3	Dell Monitors Model: FDP1530 Serial Number: 27855, 29987, 32254, 22887 Acq. Date: 7/17/2003	4	ea	4	500.00	2,000.00	

J. AD-112, Reporting Unserviceable Property

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY		Internal Area #	1/07/2011
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY (Check only one-report each one type separately)		2. REPORTING ACTIVITY (Show agency, unit and address)	
<input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged		USDA/ARS/AFM 5601 SUNNYSIDE AVE. ROOM 3201 BELTSVILLE MD. 20705	
<input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others			
3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?) D
	DELL, PC, MDL: 1530, ACQ. DATE: 04/05/01 SERIAL NO. 99668X, CONDITION CODE: X	1,900.00	Faulty board, fan and power supply. Per tech, cost to repair is more than new item.
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
CUSTODIAN NAME		1-7-2011	APO Signature
			1-7-2011
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION			
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.			
<input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER		2. DATE	
3. SIGNATURE OF WITNESS		4. DATE	
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)			2. DATE
3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)			4. DATE

K. AAMS Generated SF-122

TO: APPROVING OFFICIAL
Room No:
FAX No:
EMAIL Address:

FROM: S DEPARTMENT OF AGRICULTURE (USDA)
OFFICE OF PROCUREMENT AND PROPERTY
MAIL STOP 9304
1400 INDEPENDENCE AVENUE, SW
WASHINGTON, DC 20250

Dear Approving Official:

Attached is a computer generated Transfer Order for property which is being internally screened within the Department of Agriculture. The order was initiated as a freeze transaction by NAME OF SCREENER

To complete the request for transfer, sign and date the transfer order, then send it to the Property Custodian official listed below.
CUSTODIAN : MARIE MAELLER
209-472-7127
FAX: 209-472-7890

The property being requested is located at the following address:

3422 WEST HAMMER LANE, STE A
STOCKTON, CA 95219-

If you have questions regarding the property, direct them to the POC Below:
Point of Contact: MARIE MAELLER
FAX: 209-472-7890
EMAIL Address: MARIE.MAELLER@CA.USDA.GOV

To make arrangements for transfer of the property, contact the Property Custodian official above.

If you wish to make changes to the Transfer Order, line out the data you wish to change and annotate the change directly on the hardcopy of the order.

If this request is an emergency, please annotate this and the nature of the emergency on the hardcopy of the Transfer Order in the Shipping Instructions block (e.g., Emergency - Flood).

No action will be taken on this order unless Custodian receives a signed copy. If the Transfer Order is not approved within 30 days of the freeze transaction you must delete the freeze in AAMS.

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

TO:
MARIE MAELLER
209-472-7127
209-472-7890 (FAX)

Ordering Activity:
OREGON STATE UNIVERSITY
USDA NIFA
WHITTENBG RM 305A
1400 INDEPENDENCE AVE SW
WASHINGTON DC 20250

Reporting Activity:
USDA/NRCS
3422 WEST HAMMER LANE, STE A
STOCKTON, CA 95219-

Freeze Activity:
JOEL SWINDLEHURST
541-573-8933

Location of Property:
USDA/NRCS
3422 WEST HAMMER LANE, STE A
STOCKTON, CA 95219-

Ship To:
OREGON STATE UNIVERSITY
USDA NIFA
WHITTENBG RM 305A
1400 INDEPENDENCE AVE SW
WASHINGTON DC 20250

Appropriation Symbol and Title:

Shipping Instructions:

Item Control No.	UI	Quantity	Unit Cost	Total Cost
129104 0264 1001A	EA	1	17,000.00	17,000.00

Condition: Used Excess Release Date: 10/06/2010 VIN: 2FTEF2761VCA60878

Noun Name: 2 DOOR LONG BED PICK UP

Reporting Activity Approval:

Ordering Agency Approval:

SIGNATURE: _____
DATE: _____
TITLE: _____
FAX: _____

SIGNATURE: _____
DATE: _____
TITLE: _____

L1-L3. Cover AD-112, Authorizing A&D w/ Disposal Information

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY		123AEY1010	10/10/2010
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY (Check only one-report each one type separately)		2. REPORTING ACTIVITY (Show agency, unit and address)	
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged		<input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input checked="" type="checkbox"/> Others	
USDA ARS, AFM ACQUISITION BRANCH 1400 INDEPENDENCE AVE, SW WASHINGTON, DC 20250			
3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?) D
	LIST EQUIPMENT INFORMATION		SEE ATTACHED DISPOSAL INSTRUCTIONS COMPLETE SECTION V RETURN TO PMO
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION			
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input checked="" type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
<i>Signature</i>			<i>Date</i>
SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE
3. SIGNATURE OF WITNESS			4. DATE
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)			2. DATE
3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)			4. DATE

L-1. Supporting Information AD-112, Screening & Public Notice Required

The following action is authorized under Federal Management Regulations (FMR) 102-36.215 through FMR 102-36.330. We reported the property as excess for required USDA/GSA screening. There were no re-use requests or offers for sale or GSA elected not to conduct a sale. You are authorized to donate, abandon, or destroy after posting a Public Notice, per FMR 102-36.320 through 102-36.325. The Public Notice announces the Government's intent to abandon or destroy surplus and provides the public/organizations with an opportunity to make an offer to purchase the property. Complete the attached Public Notice and post in a public place, i.e. bulletin board, newsletter, Post Office, for a period of 7 days. If you receive an offer, ensure check(s) or money orders are payable to USDA. Forward payment with completed form to your property office for deposit in the US Treasury.

If there are no offers, you are authorized to abandon or destroy property. Rather than abandon or destroy, you may donate property to a Public Body, which is an organization that receive an annual Federal, State, or local annual appropriation; any Indian tribe band, group, pueblo or community located on a State Reservation. Nonprofit organizations such as vendors, salvation army, scouts, churches, day care centers, private schools, etc., are not public bodies. If a nonprofit is interest, they should make an offer to purchase property.

Remove all Government markings before disposing. Complete Section IV of AD-112, including a witness signature, and complete the information below to certify that the items were donated, abandoned or destroyed. Return completed form to: **Name/Fax of Property Office**

Donation To: _____

Method of Abandonment/Destruction (where): _____

Reminder: When disposing of electronic equipment (such as computer equipment & scrap, AV equipment, cell phones), and hazardous waste (such as monitors, ups, batteries, & refrigerants), take into consideration all environmental concerns and public safety issues. Comply with applicable Federal, State, and local environmental laws when using a disposal facility or materials recovery operation. Use a certified recycler, defined as complies with environmental laws/regulations & provides proof of insurance against liability for improper disposal of electronic equipment. Use a landfill only when the landfill is permitted to receive electronic waste.

L-2. Supporting Information for AD-112, Screening Required, No Public Notice

The following action is authorized according to Federal Management Regulations (FMR) 102-36.215 through FMR 102-36.330. We have reported the property as excess to USDA/GSA for required Screening. There were no re-use requests or offers for sale, or GSA elected not to conduct a sale.

According to FMR 102-36.320 through 102-36.330, you are authorized to donate, abandon, or destroy the items without posting a Public Notice.

Rather than abandon or destroy, agencies may donate property to a Public Body, which is an organization that receive an annual Federal, State, or local annual appropriation; any Indian tribe band, group, pueblo or community located on a State Reservation. Nonprofit organizations such as vendors, salvation army, private schools, scouts, churches, day care centers, etc., are not public bodies.

Remove all Government markings before disposal. Complete Section IV of AD-112, obtain a witness signature, and complete the information below to certify that the items were donated, abandoned, or destroyed. Return completed form to: **Name/Fax of Property Office**

Donation To: _____

Method of Abandonment/Destruction (where): _____

Reminder: When disposing of electronic equipment (such as computer equipment & computer scrap, AV equipment, cell phones), and hazardous waste (such as monitors, ups, batteries, & refrigerants), take into consideration all environmental concerns and public safety issues. Comply with applicable Federal, state, and local environmental laws when using a disposal facility or materials recovery operation. Use a certified recycler, defined as complies with environmental laws/regulations & provides proof of insurance against liability for improper disposal of electronic equipment. Use a landfill only when the landfill is permitted to receive electronic waste.

L-3. Supporting Information for AD-112, No Screening-No Public Notice

The following action is authorized according to Federal Management Regulations (FMR) 102-36.215 through FMR 102-36.330. Due to the condition of the property, and the cost of continued care and handling, and preparation for sale exceeds the expected sale proceeds, this property meets the criteria for abandonment/destruction. According to FMR 102-36.305 through 102-36.330, you are authorized to donate, abandon, or destroy this property without posting a Public Notice.

Rather than abandon/destroy, agencies may donate property to a Public Body. Public Bodies are organizations that receive an annual Federal, State, or local annual appropriation; any Indian tribe band, group, pueblo or community located on a State Reservation. Nonprofit organizations such as vendors, Salvation Army, scouts, private schools, churches, day care centers, etc., are not public bodies.

Remove all Government markings before disposal. After completing disposal, complete Section IV of the AD-112, with a witness signature, and complete the information below to certify that the items were donated, abandoned, or destroyed. Return the original to: **Name/FAX of Property Office**

Donation To: _____

Method of Abandonment/Destruction or abandonment location: _____

Reminder: When disposing of electronic equipment (such as computer equipment & computer scrap, AV equipment, cell phones), and hazardous waste (such as monitors, ups, batteries, & refrigerants), take into consideration all environmental concerns and public safety issues. Comply with applicable Federal, State, and local environmental laws when using a disposal facility or materials recovery operation. Use a certified recycler, defined as complies with environmental laws/regulations & provides proof of insurance against liability for improper disposal of electronic equipment. Use a landfill only when the landfill is permitted to receive electronic waste.

M. Public Notice

Date Posted: _____

**PUBLIC NOTICE OF
ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY**

NOTICE:

Notice is hereby given that the _____ proposes to initiate abandonment or destruction procedures for the following surplus Government property:

Item Name/Description: _____

FSC or NSN (Federal Supply Class or National Stock Number): _____

Quantity: _____

Condition: _____

Total Acquisition Cost: _____

DONATION:

Beginning on _____, until close of business _____, the above property will be available for donation to public bodies. After this time, all remaining property will be abandoned or destroyed, in accordance with applicable Government disposal regulations.

SALE:

In addition to the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.



INSPECTION:

This property is available for inspection at _____ from to _____, Monday through Friday, excluding holidays and weekends. Interested parties are invited to contact: _____.

N. Sample Excess Tracking Log

Date	Report #	Description	Acq Cost	Excess Release Date	Surplus Release Date	Sales	Final Disposal Method	Date
7/1	123K0611750001	PC system	\$2,000	7/16	9/3	9/27	Sold by GSA \$50	10/26
7/20	123K0611860001	Copier	\$3,456	8/4	8/26	8/29	A&D (recycle & trash)	10/1
8/1	123K062010001	Printer	\$700	8/16			CFL Transfer	9/1

O. AD-107, Transfers Under Stevenson-Wydler Donation Program

United States Department of Agriculture				Report No.
Report of Transfer or Other Disposition or Construction of Property				Internal Control #
1. Type of Transaction (Report each type separately) <input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is			2. Authorization Reference	
			3. Proceeds Received \$	
4. Reporting Agency ARS		5. Receiving Agency (Or Name of Purchaser or Donee) LACKEY HIGH SCHOOL		
A. Organizational Unit APD, PSSB		A. Organizational Unit (Or Address of Purchaser) SCIENCE DEPARTMENT		
B. Location 1280 MARYLAND AVE. SW WASHINGTON DC 20250		B. Location 1200 MATTAWOMAN CREEK ROAD INDIAN HEAD, MD 20640		
C. Signature 		C. Signature 		
D. Title Chief Property & Support Services Branch	E. Date 1-6-2011	D. Title DIRECTOR	E. Date 1-6-2011	
6. Property Items				
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)			Inventory Value
1	REMEDY MICROSCOPE WITH MONITOR MODEL: X-1000P SERIAL NUMBER: CB456 ACQ. DATE: 5/25/2004 CONDITION CODE: 7, MINOR REPAIR NEEDED			1,700.00
Certifications of Property and Fiscal Officers				
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer		
		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of. B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.		
Signature		Amount \$		Schedule No.
Date		Signature		Date

P. CFL Generated SF-122

TRANSFER ORDER (NUMBER: 90 0 0575 06)
COMPUTERS FOR LEARNING

Page: 1

To: Generating Agency

Ordering Agency: Agency Bureau: 4757

USDA, ARS, ITS
AREA OFFICE PROPERTY MANAGEMENT
401 WEST PEACHTREE STREET
ATLANTA GA 30365

FLORIDA HIGH SCHOOL #17
14281 US HWY 301 SOUTH
STARKE FL 32091

BILL SMITH
970-492-1234 (FAX) 970-492-1233

COLEMAN, CLAIRE
904-111-1111
COLEMAN, CLAIRE
(FAX) 904-222-2222

Reporting Activity: Agency Bureau: 1205

Ship To:

USDA ITS
2150 CENTRE AVE.
BLDG A
Atlanta, GA 80526

FLORIDA HIGH SCHOOL #17
ASSISTANCE
14281 US HWY 301 SOUTH
STARKE FL 32091

BILL SMITH
970-492-1234 (FAX) 970-492-1233

Shipping Instructions:

Location of Property:

PER OUR CONVERSATION

OCIO ITS
355 E HANCOCK AVENUE

FEDEX ACCOUNT #

ATHENS GA 30601
TRINA TUTTLE
706-546-2058 (FAX) 706-546-2004

Call for additional information

Appropriation Symbol and Title:

Prop Mgr Email : BILL.SMITH@ARS.GOV
Screener Email : MICHAEL.COWART@MYFLORIDA.COM
Custodian Email Billsmith@ars.usda.gov
Custodian Email: TRINA.TUTTLE@GA.USDA.GOV

I acknowledge receipt of the listed items below transferred to my school/nonprofit by USDA ARS in accordance with Executive Order 12999

I do not wish for my school/nonprofit to receive the items listed below which have been offered for transfer.

Ordering School/NonProfit Approval:

PROPERTY MANAGER Approval:



Signature: Dr. C. Coleman
Date: 12/28/2009
Title: Chair, IT Dept

Signature: Chung Tsunback
Date: 12/28/2009
Title: ARS Property Mgmt Officer

Item Control No.	Stock No.	ITEM LIST Qty.	Unit Cost	UI	Cond
1232RL 0166 0001	7050	1	\$2,132.16	EA	1
Item Name: COMPAQ 10/20 GB DLT TAPE BACKUP					
CDR: 07Jul2010 Demil: a Make: Other Model: Compaq					
Processor: intelIII					

Grand Total for 1 Line(s): \$2,132.16

Q. AD-107 Transfer to CFL (Outside GSAXcess)

United States Department of Agriculture				Report No.	
Report of Transfer or Other Disposition or Construction of Property				Internal Area #	
				Date	
1. Type of Transaction (Report each type separately)				2. Authorization Reference	
<input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is					
				3. Proceeds Received	
				\$	
4. Reporting Agency			5. Receiving Agency (Or Name of Purchaser or Donee)		
ARS			LACKEY HIGH SCHOOL		
A. Organizational Unit			A. Organizational Unit (Or Address of Purchaser)		
APD, PSSB					
B. Location 1280 MARYLAND AVE. SW WASHINGTON DC 20250			B. Location 1200 MATTAWOMAN CREEK ROAD INDIAN HEAD, MD 20640		
C. Signature 			C. Signature 		
D. Title		E. Date	D. Title		E. Date
Chief Property & Support Services Branch		1-6-2011	DIRECTOR		1-6-2011
6. Property Items					
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)				Inventory Value
2	DELL PC SYSTEMS MODEL: 5000G SERIAL NUMBER: 3GHT56 SERIAL NUMBER: 6TYG39 ACQ. DATE: 7/3/2005 CONDITION CODE: 4				1,245.00
2	HP PRINTERS MODEL: L9000 SERIAL NUMBER: HP3456 SERIAL NUMBER: HP3678 ACQ. DATE: 6/1/2006 CONDITION CODE: 4				900.00
					900.00
Certifications of Property and Fiscal Officers					
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:			8. Fiscal Officer		
			A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.		
			B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.		
			Amount		Schedule No.
			\$		
Signature		Date	Signature		Date

R-1. 1890 Historically Black Colleges/Universities & HSI

1. 1890 Historically Black Colleges & Universities

Alabama A&M University Normal, AL	Alcorn State University Lorman, MS
Tuskegee University Tuskegee, AL	Lincoln University Jefferson City, MO
University of Arkansas Pine Bluff, AR	North Carolina A&T State University Greensboro, NC
Delaware State University Dover, DE	Langston University Langston, OK
Florida A&M University Tallahassee, FL	South Carolina State University Orangeburg, SC
Fort Valley State University Fort Valley, GA	Tennessee State University Nashville, TN
Kentucky State University Frankfort, KY	Prairie View A&M University College Station, TX
Southern University and A&M College Baton Rouge, LA	Virginia State University Petersburg, VA
University of Maryland-Eastern Shore Princess Anne, MD	

R-2. Hispanic Serving Institutions (HSI)

The Department of Education is responsible for determining HSI status. HSI's are continuously changing because of student enrollment determines eligibility. The current list of HSI's are available on the internet through the Department of Education's home page at:

www.ed.gov/offices/OIIA?Hispanic/table.html

R-3. 1994 Native-American Land Grant Colleges & Universities

Navajo Community College Tsaile, AZ	United Tribes Technical College Bismark, ND
D-Q University Davis, CA	Little Hoop Community College Fort Totten, ND
Haskell Indian Nations University Lawrence, KS	Standing Rock College Fort Yates, ND
Bay Mills Community College Brimley, MI	Nebraska Indian Community College Winnebago, NE
Fond du Lac Tribal and Community College, Cloquet, MN	Southwest Indian Polytechnic Institute Albuquerque, NM
Leech Lake Tribal College Cass Lake, MN	Crownpoint Institute of Technology Crownpoint, NM
Stone Child Community College Box Elder, MT	Institute of American Indian Arts Santa Fe, NM
Blackfeet Community College Browning, MT	Oglala Lakota College Kyle, SD
Little Big Horn College Crow Agency, MT	Cheyenne River Community College Eagle Butte, SD
Fort Belknap Community College Harlem, MT	Sinte Gleska University Rosebud, SD
Dull Knife Memorial College Lame Deer, MT	Sisseton Wahpeton Community College Sisseton, SD
Salish Kootenai College Pablo, MT	Northwest Indian College Bellingham, WA
Fort Peck Community College Poplar, MT	Lac Courte Oreilles Ojibwa Community College Hayward, WI
Turtle Mountain Community College Belcourt, ND	College of the Menominee Nation Keshena, WI
Fort Berthold Community College New Town, ND	

R-4. 1862 Land Grant Colleges & Universities

*Auburn Univ. Auburn, AL	*Purdue Univ. West Lafayette, IN	*Univ. of Nevada Reno, NV	Univ. of Tennessee Knoxville, TN
Univ. of Alaska Fairbanks, AK	Iowa State Univ. Ames, IA	Univ. of New Hampshire Durham, NH	*Texas A&M Univ. College Station, TX
*Univ. of Arizona Tucson, AZ	*Kansas St. Univ. Manhattan, KS	Rutgers Univ. New Brunswick, NJ	*Utah State Univ. Logan, UT
*Univ. of Arkansas Fayetteville, AR	*Univ. of Kentucky Lexington, KY	*New Mexico S. Univ. Las Cruces, NM	Univ. of Vermont Burlington, VT
*Univ. of California Davis, CA	*Louisiana St. Univ. Baton Rouge, LA	*Cornell Univ. Ithaca, NY	*Univ. of Virgin Islands St. Croix, VI
*Colorado St. Univ. Fort Collins, CO	*Univ. of Maine Orono, ME	*North Carolina State Univ. Raleigh, NC	*VA Tech & St. Univ. Blacksburg, VA
Univ. of Connecticut Storrs, CT	*Univ. of Maryland College Park, MD	*North Dakota S. Univ. Fargo, ND	*Washington State Univ. Pullman, WA
*Univ. of Delaware Georgetown, DE	Univ. of Massachusetts Amherst, MA	*Ohio State Univ. Columbus, OH	*West Virginia Univ. Morgantown, WV
Univ. of D.C. Washington, DC	Michigan St. Univ. East Lansing, MI	*Oklahoma St. Univ. Stillwater, OK	*Univ. of Wisconsin Madison, WI
*Univ. of Florida Citra, FL	Univ. of Minnesota Minneapolis, MN	*Oregon State Univ. Burns, OR	*Univ. of Wyoming Laramie, WY
*Univ. of Georgia Tifton, GA	*Mississippi St. Univ. Mississippi State, MS	*Pennsylvania St. Univ. University Park, PA	
*Univ. of Guam Mangilao, Guam	*Univ. of Missouri Columbia, MO	*Univ. of Puerto Rico Mayaguez, PR	
Univ. of Hawaii Honolulu, HI	*Montana St. Univ. Bozeman, MT	*Univ. of Rhode Island Kingston, RI	
*Univ. of Idaho Moscow, ID	*University of Montana Missoula, MT	*Clemson Univ. Clemson, SC	
Univ. of Illinois Urbana, IL	*Univ. of Nebraska Lincoln, NE	South Dakota St. Univ. Brookings, SD	

* Currently Participates in the FEPP Program & has a designated APO.

S. AD-107, Transfer to 1862 FEPP Program

United States Department of Agriculture		Report No. AD-107 (11/89)	
REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY		NIFA-107-005-10	
1. Type of Transaction <i>(Report Each Type Separately)</i>		2. Authorization Reference	
<input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Temporary Loan Record		3. Proceeds Received	
4. Reporting Agency		3/11/2010	
USDA		\$0	
5. Receiving Agency <i>(Or Name of Purchaser or Donee)</i>		12	
A. Organizational Unit		A. Organizational Unit <i>(Or Address of Purchaser)</i>	
NRCS		ARS	
B. Location		B. Location	
Santa Maria		1400 INDEPENDENCE AVE. SW. WASHINGTON D.C.	
C. Signature		C. Signature	
<i>[Signature]</i>		Lana Podielsky <i>[Signature]</i>	
D. Title		D. Title	
District Conservationist <i>(Acting)</i>		PROPERTY UTILIZATION SPECIALIST	
E. Date		3-15-10	
6. Property Items			
Quantity <i>(Or Property No.)</i>	Item Description <i>(Give Full Details Including Serial Number, If Any, and Condition Code)</i>		Inventory Value
1	2004 FORD TAURS SEDAN, 76K MILES, AT, CC, AC, STEREO CASSETTE, PW, PL, NEW TIRES, VERY GOOD CONDITION INSIDE AND OUT., MISSING FRON PASSENGER SIDE HUB CAP AND A FEW SCRATCHES ON THE TRUNK LID AG0003297592		21,050.00
signature		date	
<i>[Signature]</i>		3/12/10	
This property is requested by USDA-NIFA and will be used in the conduct of approved projects and programs. Title remains vested with USDA and items will not be transferred, cannibalized, sold or disposed of without the instructions of the FEPP coordinator.			
Certification of Property and Fiscal Officers			
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the Property Records. Proceeds, if any, are to be deposited to:		8. Fiscal Officer	
		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.	
		B. <input type="checkbox"/> The necessary entries have been made to adjust accounting records.	
Amount (\$)		Schedule No.	
Signature		Signature	
Date		Date	

T. AD-107, Transfers Between APOs

United States Department of Agriculture		Report No.	
Report of Transfer or Other Disposition or Construction of Property		Internal Area #	
1. Type of Transaction (Report each type separately)		Date	
<input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is		01/06/2011	
4. Reporting Agency		3. Proceeds Received	
ARS		\$	
A. Organizational Unit		5. Receiving Agency (Or Name of Purchaser or Donee)	
APD, PSSB		ARS/BA	
B. Location 1280 MARYLAND AVE. SW WASHINGTON DC 20250		A. Organizational Unit (Or Address of Purchaser)	
		FACILITIES MANAGEMENT DIVISION	
C. Signature <i>Signature</i>		B. Location BLDG. 003 BELTSVILLE, MD.	
D. Title Chief Property & Support Services Branch		C. Signature <i>Signature</i>	
E. Date 1-6-2011		D. Title DIRECTOR	
		E. Date 1-6-2011	
6. Property Items			
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value	
1	DODGE GRAN CARAVAN VIN: 3D4RF56678XTGRY5 AG: AG000234467812 ACQ. DATE: 6/7/2006 CONDITION CODE: 4	21,700.00	
Certifications of Property and Fiscal Officers			
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer	
		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.	
		B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.	
Signature		Amount	Schedule No.
Date		\$	
Signature		Date	

V. AD-107, Property on Loan

United States Department of Agriculture		Report No.
Report of Transfer or Other Disposition or Construction of Property		Internal Area #
1. Type of Transaction (Report each type separately)		2. Authorization Reference
<input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is		3. Proceeds Received
4. Reporting Agency		5. Receiving Agency (Or Name of Purchaser or Donee)
ARS		LACKEY HIGH SCHOOL
A. Organizational Unit		A. Organizational Unit (Or Address of Purchaser)
APD, PSSB		SCIENCE DEPARTMENT
B. Location 1280 MARYLAND AVE. SW WASHINGTON DC 20250		B. Location 1200 MATTAWOMAN CREEK ROAD INDIAN HEAD, MD 20640
C. Signature <i>Signature</i>		C. Signature <i>Signature</i>
D. Title	E. Date	D. Title
Chief Property & Support Services Branch	1-6-2011	DIRECTOR
E. Date		E. Date
		1-6-2011
6. Property Items		
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
1	REMEDY MICROSCOPE WITH MONITOR MODEL: X1000P SERIAL NUMBER: CB460 ACQ. DATE: 5/22/2010 CONDITION CODE: 4 ON LOAN IN SUPPORT OF MOU 123-456 LOAN PERIOD: 9/1/2009-12/15/2009 SCHOOL WILL ENSURE OPERATION BY CERTIFIED STAFF, NOT FOR GENERAL USE BY STUDENTS	1,700.00
Certifications of Property and Fiscal Officers		
7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer
		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.
		B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.
		Amount
		Schedule No.
Signature		Signature
Date		Date

This form was electronically produced by USDA/ARS/OIC/OIADB

Form AD-107 (11/89)

W. REE-1, Receipt for Loaned Property

REE-1 (Replaces ARS-39)
REV. 10/2002

U. S. Department of Agriculture
Research, Education, and Economics Agencies

RECEIPT FOR LOANED PROPERTY

(This is a Four Part form)

INSTRUCTIONS FOR ACCOUNTABLE PROPERTY OFFICERS: Complete this form when loaning Government-owned property to either an employee (for official work at home) or another Government unit. **Original:** Retain for your files. **1st Copy:** Forward to the ARS Personal Property Group if loaned items appear in the accountable property inventory; otherwise, discard. **2nd Copy:** If property is in accountable property inventory, keep until property is returned, then enter the return date and send to the ARS Personal Property Group; otherwise, discard. **3rd Copy:** Give to employee or loanee unit's APO upon return of property.

1. DESCRIPTION OF PROPERTY		2. SERIAL NUMBER	3. ISSUANCE DATE	4. RETURN DATE
Dell Desktop PC		CG8LNL525	11/1/2010	
Dell Monitor		456YRT	11/1/2010	
HP Printer/Scanner		AG3490T		
5. LOANING APO NAME		6. AGENCY, DIVISION, BRANCH	7. SIGNATURE AND DATE	
Lynn Smith		ARS, AFM, APD		
The article(s) listed above have been received for use by the undersigned in connection with official duties and it is understood that I am financially responsible for such article(s).				
8. LOANEE APO OR EMPLOYEE		9. AGENCY, DIVISION, BRANCH	10. SIGNATURE AND DATE	
Cheryl Brumback		ARS, AFM APD, PSSB		
11. PURPOSE OF LOAN				
For official work at home. Employee is responsible for: using equipment for official purposes, safeguarding equipment, and returning equipment at the end of the work at home agreement (including separating from the agency).				

This form was electronically produced by USDA/ARS/OCIO/ADB.

X-1. AD-873, Property Pass

1. AGENCY CODE NO. 03	U.S. DEPARTMENT OF AGRICULTURE PROPERTY PASS	2. PASS GOOD THIS DATE ONLY 10/12/2010
3. PROPERTY PASS NO. 2011-01	PRINT ALL INFORMATION	4. LOG BOOK NO. 1
<small>This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.</small>		
5. NAME OF PROPERTY HOLDER Cheryl L Brumback	6. BUILDING PROPERTY BEING REMOVED FROM SOUTH BUILDING	
7. DESCRIPTION OF PROPERTY BEING REMOVED <i>(Include serial number if any)</i> DELL LAPTOP S/N: GC9MJ3		
8. REASON FOR REMOVAL WORK AT HOME		
9. PROPERTY BELONGS TO ARS, APD	11. PROPERTY STATUS <i>(Use X)</i> <input checked="" type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE <input type="checkbox"/> COMMERCIAL	
10. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY <i>Signature</i>	12. GOVERNMENT PROPERTY RETURN DATE 4/5/2011	
<small>This form was electronically produced by USDA/ARS/SOCIO/ADB. Form AD-873 (8/83)</small>		

X-2. Property Pass Memo for Reoccurring Items

DATE

SUBJECT: Equipment Removal

TO: Security/Memo to File, etc.

FROM: APO/MANAGER

The following employees with ARS, NAME OF OFFICE, will be removing the following equipment from FACILITY on a regular basis. This equipment is the property of ARS, DIVISION. Please grant this request for one year from the date of this memorandum.

- Dr. Shelton Smith: Dell Laptop, Model No: , Serial Number:
- Mr. Michael Smith: Dell Laptop, Model No: , Serial Number:
- Ms. Jane Land: Dell Laptop, Model No: , Serial Number:

If you have any questions please contact me on:

cc:

All listed employees

Y. AD-112, Lost/Stolen Property

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY		Internal Area #	1/07/2011
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY (Check only one-report each one type separately)		2. REPORTING ACTIVITY (Show agency, unit and address)	
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		USDA/ARS/NPS 14TH & INDEPENDENCE AVE. SW WASHINGTON DC 20250 Contact: John Doe Phone: 202-401-5555 Fax: 202-401-0000	
3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?) D
AG0002661799	PC, Laptop, Dell, Model: 260, Serial No. 4554AC, Acq. Date: 2/05/2007	1,500.00	Laptop Stolen from Vehicle Police Report Completed Case Number: NCS078896 Officer: Greg Brown Badge #5456 (03/23/08)
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
IF APPLICABLE			Signature of APO
			1-07-2011
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION			
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
Signature of PMO			
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER		2. DATE	
3. SIGNATURE OF WITNESS		4. DATE	
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)			2. DATE
3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)			4. DATE

**AA. List of USDA Occupational Series Authorized for Home to Work
(Does Not Need Approval from USDA Secretary)**

Series	Occupation	Series	Occupation
110	Economist	704	Animal Health Tech
401	General Biological Science	808	Architect
404	Biological Technician	819	Environmental Engineer
414	Entomologist	1101	Supvy, Packers & Stockyard Specialist
421	Plant Protection & Quarantine Aid	1145	Ag Program Specialist
435	Plant Pathologist	1146	Ag Marketing Specialist
436	Plant Protection and Quarantine Officer	1147	Ag Market Reporter
440	Genetisist	1165	Loan Specialist
454	Rangeland Management Specialist	1171	Appraiser
455	Range Technician	1315	Hydrologist
457	Soil Conservationist	1316	Hydrologist Technician
458	Soil Conservation Technician	1320	Chemist
460	Forester	1382	Food Technologist
462	Forestry Technician	1801	Inspectors and Compliance Officer
470	Soil Scientist	1802	Inspections & Compliance Aids/Techs
471	Agronomist	1810	General Investigator
475	Ag Management Specialist	1811	Criminal Investigator
482	Fishery Biologist	1850	Warehouse Examiner
486	Wildlife Biologist	1862	Consumer Safety Inspector
487	Animal Scientist	1863	Food Inspector
511	Auditor	1980	Ag Commodity Grader
701	Vet Medical Officer	WG-5048	Animal Caretaker

BB-1. Vehicle Justification/Continued Need - Blank Format

A. List New Vehicle Information

Mfg	
Model	
Optional Equipment	
GHG Rating	

B. List Replacement Vehicle Information

Year	
Mfg	
Model	
Federal Tag No	
AG Number	
Odometer	

C. GHG Rating

Sedans/Station Wagon (operating on gasoline, diesel, or CNG)	7 or higher
E85 Flex Fuel Sedan/Station Wagon Passenger Cars (using E85)/Hybrid	6 or higher
Light Duty Trucks (operating on gasoline, diesel, or CNG)	6 or higher
E85 Flex Fuel Light-Duty Trucks (operating on E85)/Hybrid	5 or higher

Does the vehicle request meet the required GHG rating?
justification.

If No, attach a detailed

D. Body/Engine Size

Is the vehicle the minimum engine size, and optional equipment necessary to fulfill the mission?
Attach a justification stating need for larger size, engine, or additional equipment.

E. Best Value

Was the lowest priced vehicle selected?

List the requirements that factored in the Best Value Selection (why lowest cost vehicle was not selected, size/equipment needed)

F. Hybrid

Is a Hybrid vehicle available? Provide justification for not selecting a Hybrid.

G. AFV

Is an AFV available in the type needed? Is alternative fuel available in the surrounding geographical area?

Provide justification for selecting non-AFV.

H. Fleet Addition

Attach a justification for an addition to the fleet that includes:

1. What is the mission requirement?
2. Is this a new requirement?
3. How has the office currently meeting this requirement?
4. Does this requirement/need replace an existing requirement/need?
5. Have you surveyed the existing fleet to determine if you can replace an existing vehicle?

I. Continued Need – Right Sizing

(As applicable, address each topic, Refer to ADP Alert 2010-11, dated May 4, 2010, Continued Need-Right Sizing for factor considerations.)

a. Overall Research Mission

b. Routine Vehicle Use

c. Existing Fleet & Condition (List information or attach a copy of the PROP report to identify existing fleet.)

Sedans:

Mini-Vans:

SUVs:

4x2 trucks:

4x4 trucks:

Other types:

d. Number of Vehicle Users for Vehicle Type (such as admin staff would be excluded from a routine user of a field truck)

e. User/Vehicle Ratio

f. Average Mileage per Vehicle Type

Sedan:

SUV:

Mini-vans:

4x2 trucks:

4x4 trucks:

Other types:

g. Average Number of Trips (Identify over-utilized or under-utilized vehicles, potential to consolidate trips.)

Sedan:

SUV:

Mini-vans:

4x2 trucks:

4x4 trucks:

Other types:

h. Terrain and Climate

i. Other factors

J. Approvals

Review/Approval by: Requesting Office (such as APO, Fund holder, or other management official):

Date

Review/Approval by: Area Fleet Manager

Date

BB-2. Sample - Vehicle Justification/Continued Need

A. List New Vehicle Information

Mfg	GM
Model	2011 Chevy Silverado 4x4 Hybrid Crew Cab Truck
Equipment	No additional options ordered
GHG Rating	5

B. List Replacement Vehicle Information

Year	2000
Mfg	GM
Model	Chevy Colorado 4x4
Federal Tag No	A311566
AG Number	AG0001234567
Odometer	89,192

C. GHG Rating

Sedans/Station Wagon (operating on gasoline, diesel, or CNG)	7 or higher
E85 Flex Fuel Sedan/Station Wagon Passenger Cars (using E85)	6 or higher
Light Duty Trucks (operating on gasoline, diesel, or CNG)	6 or higher
E85 Flex Fuel Light-Duty Trucks (operating on E85)/ AFV/Hybrids	5 or higher

Does the vehicle request meet the required GHG rating?

Yes, truck is a hybrid and is considered an Alternative Fuel Vehicle (AFV)

D. Body/Engine Size

Is the vehicle the minimum body size, engine size, and optional equipment necessary to fulfill the mission?

Yes- Need a full size truck for power and hauling materials, need a 4x4 for routine travel through hilly terrain. Crew cab is essential for traveling long distances with employees.

E. Best Value

Was the lowest priced vehicle selected?

Yes- Only hybrid vehicle available in size needed.

F. Hybrid

Is a Hybrid vehicle available?

Yes.

G. AFV

Is an AFV available in the type needed?

N/A - No E85 FF vehicle or fuel available.

H. Fleet Addition

- N/A

I. Continued Need – Right Sizing

a. Overall Mission: The Government Program Direction and Resource Allocation Memo (PDRAM) dated December 28, 2009 and issued by the Office of National Programs (ONP) directed the Laboratory into conduct cranberry research at USDA-ARS researchers will use and occupy the Premises for the purposes of conducting laboratory research in the area of hydrology/agricultural engineering in order to develop new technologies and practices that growers will be able to implement to protect and enhance water resources.

The lab also requested the addition of a sedan for long distance travel. However, after this analysis the worksite will not add a sedan to their fleet but will use the location's 2010 Chevy HHR for long trips.

b. Routine Vehicle Use: Routine vehicle use includes travel to and from buildings, research plots, including hauling & towing materials and supplies in support of the research mission. Also travels to meetings and other locations within the Area

c. Existing Fleet & Condition (List information or attach a copy of the PROP report to identify existing fleet.)

Sedans: 0

Mini-Vans: 1

SUVs: 6

4x2 trucks: 0

4x4 trucks: 8

Other types (flat bed): 1

d. Number of Vehicle Users for Vehicle Type (such as admin staff would be excluded from a routine user of a field truck): *Approximately 30 potential vehicle users*

14 Truck users

18 SUV users

15 Mini-Van Users

e. User/Vehicle Ratio

2 users per Truck

3 users per SUV
15 users per Mini Van

f. Average Mileage per Vehicle Type per year

SUV: 15,000 miles
Mini-vans: 4,500 miles
4x2 trucks: n/a
4x4 trucks: 15,000 miles
Other: 2,500 miles

g. Average Number of Trips (Identify over-utilized or under-utilized vehicles, potential to consolidate trips.)

Sedan: n/a
SUV: 3 to 5 times a week
Mini-vans: once a week
4x2 trucks: n/a
4x4 trucks: 3 to 5 times a week
Others: 3 times a month

h. Terrain and Climate: Northern climate. Rocky/ dirt roads, routine/frequent snow in the winter. Need for 4x4 is necessary for safe travel in the later fall, winter, and early spring and for field work.

i. Other factors

None

J. Approvals

Review/Approval by: Requesting Office (such as APO, Fund holder, or other management official):

APO/FUNDHOLDER SIGNATURE

Date

Review/Approval by: Fleet Manager

APMO SIGNATURE

Date

CC. UNICOR Procedures for Destruction/Recycling Federal License Plates

Recycling of Obsolete Federal License Plates

All tags will be documented on the attached form. A copy of this form will be placed in each box being returned to UNICOR.

All tags will be returned to the factory via UPS, using account number **A5678T**. Return tags to:

**UNICOR
14601 Burbridge Road, SE
Cumberland, MD 21502
Attn: Tag Recycling**

If you do not already have an account set up with UPS, please call 301.784.1000, extension 4018. Our Warehouseman will ensure that UPS has the proper paperwork when they come to pick up your tags.

Upon arrival at UNICOR, the plates will be inventoried, and any discrepancies will be immediately documented, and reported to the point of contact on the return form. Once the all of the plates have accounted for by UNICOR, they will be destroyed and the scrap will be recycled. After the plates have been destroyed, UNICOR will certify their destruction by signing the bottom of the form and returning it to the agency point of contact listed on the form.

UNICOR will log the plates in the FMVRS as “DS” (Destroyed).

**Are these Plates already in the FMVRS?
Federal Motor Vehicle License Plate Return Form**

