

General Manual  
Title 120 - Administrative Services

Part 405 - Personal Property  
Subpart A - Definitions

KS405.0 Definitions.

Accountable property officer. Assistant state conservationists for field operations are designated accountable property officers (APOs) for all property in their area of responsibility. The contract specialist is the designated APO for all property in the state office (SO). The State Soil Scientist/MO Leader is the designated APO for all property associated with Major Land Resource Area (MRLA) offices. The Plants Materials Center (PMC) manager is the designated APO for all property at the PMC.

Property management officer. The state administrative officer is the property management officer in Kansas.

Local fleet program coordinator. The procurement technician at the SO is designated as the local fleet program coordinator (LFPC) in Kansas. The LFPC is responsible for the day-to-day operations of the government vehicle fleet card (fleet card) program. All fleet cards are ordered by and shipped to the LFPC. The LFPC works directly with the agency fleet headquarters coordinator.

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Subpart B - Accidents

KS405.11 Reporting accidents.

(a) Motor vehicle accidents.

(2) In addition, the . . .

(iv) Loss caused by accidents. Form AD-112 is only required when a vehicle involved in an accident is considered to be a total loss. Form SF-91 is not required when a windshield is damaged by a missile thrown from a passing vehicle, the damage is repairable, and does not require replacement of the windshield. Form SF-91 is required when the windshield is non-repairable because it is damaged beyond repair, and the windshield must be replaced. Damaged or broken windows should be replaced if they present a safety hazard by obstructing the driver's view.

(b) Nonvehicular accidents. Form SF-91 is not required for nonvehicular accidents. A nonvehicular accident includes damage such as windstorm, hail, fire (unless caused by the vehicle), flood damage, and vandalism. Only Form AD-112 will be required.

(c) Accident review committee. Members are:

Human Resources Manager (Chairperson)  
One Management Team (MT) member from the state office  
One MT member from an area office  
Contract Specialist  
Alternate MT member

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KS405.12 Investigating accidents.

(a) Procedure.

(2) District conservationists are investigating officers for all accidents which occur within their assigned counties. The assistant state conservationist for field operations serves as the alternate investigating officer.

(b) Duties of investigating officers.

(3) Investigating officers and . . .

(vii) The Management Services Staff in the state office (SO) will make the request to the private individual or their insurance company for repair of the government-owned vehicle. Provide the name, address, and telephone number of the individuals and/or their insurance company.

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KS405.20 General.

(b) Responsibilities of vehicle operators.

(2) The operator is . . .

(i) The state conservationist should be made aware of the changing need for vehicles and their utilization. A systematic review of vehicle use will be made annually. During the review, consideration should be given to the following: rotation of high and low mileage vehicles, changes in personnel-vehicle ratios, performance of proper maintenance, replacement of high-cost vehicles, and sale or transfer of excess vehicles.

(ii) Similar vehicles should be rotated between high and low utilization locations during their life span to achieve a more uniform average annual mileage. Vehicles of the same body type with similar equipment at any one location are to be driven approximately the same number of miles annually; however, no great expense should be incurred, such as the additional cost of labor to transfer vehicles over a long distance, simply to achieve equal annual mileage.

(iii) Assistant state conservationists for field operations may transfer vehicles within their area as needed to accomplish equalization of mileage.

(iv) Needed repairs will be reported promptly to supervisors when discovered by observation or during the operation of a vehicle. Supervisors will ensure that a vehicle is not operated in an unsafe condition and will report needed repairs to the accountable property officer in their area.

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KS405.21 Official use of Government motor vehicles.

(b) Employee responsibility. Earth Team (ET) volunteers may be authorized to use government-owned (GOV) vehicles for official purposes if requirements listed in General Manual Title 360, Section 428.2 are met.

Resource conservation and development council members or council staff may be authorized use of a GOV while performing work as ET volunteers.

(c) Obtaining lunch when GOV is in use. When the GOV is being used for official purposes, outside the city limits of the city where the employee is officially assigned, the GOV may be used to obtain lunch when such use will increase the efficiency and economy of the government.

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KS405.22 Storage.

(b) Private residence storage.

(1) The rules on . . .

(ii) Brief, intermittent, or overnight storage. The state administrative officer is the delegated authority to approve all overnight storage at a private residence for all employees in Kansas.

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KS405.23 Vehicle management.

(a) Operation of vehicles. All motor vehicles assigned to the Natural Resources Conservation Service (NRCS), including leased commercial vehicles, shall be free of tobacco products.

(b) Inspection and maintenance of vehicles.

(1) Inspection. The manufacturer's recommended inspection schedule will be followed. The appropriate accountable property officer (APO) will ensure inspections are completed as required by qualified licensed mechanics. Mechanical inspections performed should be documented using Form NRCS-ADS-180, Preventative Maintenance Inspection Report. Forward a copy of the completed form through the area office (AO) to the Management Services Staff in the state office (SO). The mechanic should be instructed to note all repairs and adjustments needed. The appropriate APO will analyze the needed repairs in relation to the vehicle's age, time and mileage since work was last performed, and how long before the vehicle is scheduled to be sold before authorizing necessary repairs.

An annual visual safety inspection will be conducted each calendar year using the Visual Safety Checklist (Exhibit KS405.50) by November 30. The inspection is to be documented in the vehicle file and the checklist forwarded to the Management Services Staff in the SO for recording in the Personal Property Physical Inventory (PROP) system. Form KS-ADS-52, Guide to Determine Vehicles Condition, must also be completed with the visual inspection.

A dry-chemical fire extinguisher will be in each vehicle, secured with a mounting bracket. All extinguishers shall be inspected when placed in service and thereafter in accordance with the General Manual (GM) Title 360, Section KS420.62.

(2) Maintenance. All vehicles are to be taken to the manufacturer's dealer for repair of warranty items. Warranty policies are subject to change; therefore, each vehicle operator should become familiar with the warranty information provided with each vehicle assigned for his/her use.

Required vehicle maintenance or repair that exceeds \$500 must be approved by the assistant state conservationist for field operations.

In lieu of the warranty card, the manufacturer has placed a label on the interior of the vehicle. This label must remain on the vehicle during the warranty period to permit prompt identification of vehicles requiring repairs under the terms of the warranty.

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KS405.23 Vehicle management (continued).

Warranty problems which cannot be resolved with the local dealer should be referred to the Management Services Staff in the SO.

Tires and batteries are also under warranty. Warranty problems should be taken to the manufacturer's dealer of the tire or battery for adjustment.

The government vehicle fleet card (fleet card) shall be used to the maximum extent possible (see Section KS406.51).

(c) Repair and overhaul of vehicles. When repairs are needed, the appropriate APO will ensure that factory warranty is checked and agreed-to by the authorized dealer before authorizing repairs. Emergency roadside repairs can be obtained locally for service when approved by the appropriate APO.

(f) Fuel. The NRCS is to comply with Executive Order 13149. This order is to ensure the federal government exercises leadership in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of alternative fuel vehicles (AFVs) and alternative fuels. Alternative fuel should be used to the maximum extent possible when available locally, regardless of cost.

In accordance with Federal Management Regulation (FMR), Part 102-34, Subpart H, NRCS employees will obtain fuel for all government-owned (GOV) and leased vehicles by using a fleet card specific to each vehicle.

The NRCS will use the grade (Octane rating) of fuel recommended by the motor vehicle's manufacturer when fueling GOVs or vehicles leased by the government.

(g) Oil and Grease. The manufacturer's recommendations will be followed for changing oil, changing oil filters, air filters, and lubrication.

(k) Trailer hitches and other equipment.

(1) Equipment purchased by conservation districts (CDs) or which is on loan from other cooperating agencies may be towed by government-owned vehicles if strictly for NRCS use. There must be an agreement with the cooperating agency showing clearly that the equipment is for NRCS official use. The Local Operational Agreement covers equipment furnished by CDs strictly for NRCS use.

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KS405.23 Vehicle management (continued).

(4) A dry-chemical fire extinguisher will be on all trailers and secured with a mounting bracket. All extinguishers shall be inspected when placed in service and thereafter in accordance with the GM Title 360, Section KS420.62.

(q) All Terrain Vehicles (ATVs). ATVs may be used by Natural Resources NRCS personnel in carrying out their conservation planning and application activities. The following are the minimum requirements to ensure that all operators have full workers' compensation protection while operating an ATV while on official duty.

(1) All operators must participate in a training course recognized by the Specialty Vehicle Institute of America (SVIA) prior to operating the ATV. Operators must adhere to the safety precautions outlined in the operator's manual and the rules taught in the riders course while operating the ATV.

(2) While operating the ATV, the operator must wear a proper fitting helmet which bears either the Department of Transportation Label, the American National Standard Institute Label, or the Small Memorial Foundation Label. The helmet may be either full or open-faced. Operators are not to share helmets as they are worn to reduce the possibility of head injuries and must fit properly to provide this safety. The helmet will be provided at NRCS expense.

(3) Goggles or a full-faced shield will be worn at all times while operating an ATV for eye protection. These must bear the standard marking VESC8, V8, 287.1, or be constructed of a hard-coated polycarbonate. These will be provided at NRCS expense.

(4) Shoes of substantial material such as leather which cover at least the ankle and have heels will be worn to reduce injury to the feet and ankles. Cloth or canvas shoes are not acceptable. Operators are to provide their own shoes.

(5) Long pants for total leg protection will be worn. Operators will provide long pants since these can reasonably be expected to be part of everyday attire.

(6) It is recommended that operators wear long-sleeved shirts/jackets and off-road style gloves for personal protection, particularly when operating the ATV in brushy, forested, or rocky terrain. Operators will provide their own gloves.

(7) Loading and unloading of ATVs should be performed in a manner that does not require lifting of the ATV. Ramps will be required for use in the loading and unloading process and will be provided by NRCS.

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KS405.23 Vehicle management (continued).

(8) When transporting ATVs, they should be secured in such a manner to prevent movement when stopping, starting, or turning.

(9) When not in use, the ATV must be stored and/or secured in such a manner to prevent theft or vandalism.

(r) Utility Terrain Vehicles (UTVs). UTVs may be used by NRCS personnel in carrying out their conservation planning and application activities. The following are the minimum requirements to ensure that all operators have full workers' compensation financial protection while operating an UTV while on official duty.

(1) All operators must read the UTV operator's manual. Operators must adhere to the safety precautions outlined in the operator's manual. Operators must certify in writing to their supervisor that they have read the UTV operator's manual.

(2) While operating the UTV, the operator must wear a proper fitting helmet which bears either the Department of Transportation Label, the American National Standard Institute Label, or the Small Memorial Foundation Label. The helmet may be either full or open-faced. Operators are not to share helmets as they are worn to reduce the possibility of head injuries and must fit properly to provide this safety. The helmet will be provided at NRCS expense.

(3) Goggles or a full-faced shield will be worn at all times while operating the UTV for eye protection. These must bear the standard marking VESC8, V8, 287.1, or be constructed of a hard-coated polycarbonate. These will be provided at NRCS expense.

(4) Loading and unloading of utility terrain vehicles (UTVs) be performed in a manner that does not require lifting of the UTV. Ramps will be required for use in the loading and unloading process and will be provided by NRCS.

(5) When transporting UTVs, they should be secured in such a manner to prevent movement when stopping, starting, or turning.

(6) When not in use, the UTV must be stored and/or secured in such a manner to prevent theft or vandalism.

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Subpart D - Personal Property

KS405.30 General.

(a) Employee responsibility and liability.

(3) In accordance with Federal Management Regulation 102.34.240, Subpart C, any Natural Resources Conservation Service (NRCS) employee that willfully uses or authorizes the use of an owned or leased government vehicle for other than official purposes will be subject to formal disciplinary action, up to and including, removal.

(b) Accountable property officers. Accountable property officers are appointed as outlined in Section KS405.0.

(c) Local fleet program coordinator. The local fleet program coordinator (LFPC) is appointed as outlined in Section KS405.0. They are to (i) provide card holder training, (ii) establish and update government vehicle fleet cards (fleet cards) in the Purchase Card Management System (PCMS), (iii) notify the bank immediately of any lost/stolen/damaged fleet cards, (iv) notify the bank of any billing discrepancies (i.e., disputes) regarding charges posted to an account by completing the dispute screen in PCMS, (v) require all fleet card users to retain receipts for all "non-fuel" purchases for a minimum of one year; these receipts will be filed at the office of origin, (vi) resolve PCMS-generated alerts regarding fleet cards no less than monthly and certify to the state administrative officer (SAO) when this task is completed, (vii) evaluate and certify that each fleet card is assigned to an existing vehicle (one card per vehicle); unassigned cards will be stored in a locked area and will not be used for purchases until assigned to an actual vehicle, (viii) evaluate authorization limits of all fleet cards and reduce to levels in line with actual fleet card usage within their assigned locations, (ix) order only the quantity of cards in advance for the number of new vehicles that will be delivered within 30 days, (x) destroy and cancel the fleet card through PCMS when the card is no longer needed because the vehicle, aircraft, or other motorized equipment has either been sold, transferred, or salvaged.

(d) State administrative officer. Will (i) perform monthly certifications that the assigned LFPC has resolved PCMS alerts regarding fleet cards; this information will be requested annually from the state administrative officer by the agency fleet headquarters coordinator, (ii) require the assigned LFPC to evaluate all fleet card authorization limits in order to help reduce spending limits to levels in line with actual fleet card usage within their assigned locations, (iii) require the LFPC to evaluate and certify that each fleet card is assigned to an existing vehicle (one card per vehicle); unassigned cards will be stored in a locked area and will not be used for

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KS405.30 General (continued).

purchases until assigned to an actual vehicle, (iv) required the assigned LFPC to only order the quantity of cards in advance for the number of new vehicles that will be delivered within 30 days, (v) ensure that the assigned LFPC justifies and documents the need for any "pool" credit cards that are maintained with their assigned locations.

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KS405.32 Accounting for property.

(b) Control of capitalized property. Capitalized property will be controlled by using Form AD-113, Physical Inventory.

(j) Theft reporting. If theft of property is suspected, it should be reported to local law enforcement officers. A copy of the police report should be included with the report to the property management officer.

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KS405.33 Inventories.

(a) Inventories of accountable property. The state office will provide a copy of the Personal Property Physical Inventory (PROP) 302 report and individual listings of property by custodial location to each accountable property officer to facilitate taking inventories.

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KS405.34 Management.

(a) Marking of property.

(1) Property is to be marked to show Natural Resources Conservation Service (NRCS) ownership as follows:

(i) Accountable property is that which costs \$5,000 and over.

(ii) Nonaccountable durable property is that which costs between \$10 and \$4,999. Property in this category that is generally used outside of the office will be identified with a decal bearing the words "Natural Resources Conservation Service." This type of property may include cameras, slide projectors, projection screens, levels, leveling rods, laptop computers, videotapes, etc. Before an item is taken from the office, it should be identified with the NRCS decal.

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KS405.35 Disposition.

(a) Methods of Disposition.

(2) Disposition by transfer. Accountable property is property that costs \$5,000 or more.

(b) Unserviceable property.

(3) Methods of disposal.

(i) Sale. To obtain authority to sell, furnish a complete listing of the property being proposed for sale to the property management officer (defined in Section KS405.0) on Form AD-112. Property should be described as fully and accurately as possible.

All sales must require the submission of sealed written bids for public opening at a designated time and place.

(A) Optional Form (OF) 15, Poster, Sale of Government Property. To advertise small lot sales, Form OF-15 should be used as a sales notice. It should be mailed as a notice to potential bidders and be posted in prominent locations in public buildings at least 14 calendar days in advance of the sale date.

Inspection of property by potential bidders should be permitted for at least two calendar days. To allow time for mailing of bids, the inspection should be held at least seven calendar days before the sale date. A complete listing of property being offered for sale must be posted at the sale site.

In advance of the sale, an estimate of worth for each item must be established for use in evaluating bids received. This estimate should be in writing and not made known to prospective bidders. Normally, bids under the estimate will not be awarded. If all bids are below the estimate of worth, they should be submitted to the state office (SO) for approval of the award.

A complete abstract of bidders' names and bid price must be prepared by item number to determine the high bidder. The following statement along with the signature and title of the employee conducting the sale must appear on the abstract:

"I certify that I have personally opened and read all bids received, verified all entries on this abstract from those bids, and find it correct."

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KS405.35 Disposition (continued).

In the event of tie bids, a time and place shall be established for a drawing of lots. If time permits, the bidders whose bids are tied should be given an opportunity to be present. The drawing shall be witnessed by at least two persons whose names and addresses shall be recorded in the file.

(C) OF-16, Sales Slip, Sale of Government Personal Property. Successful bidders may be notified by mail or telephone. Payment and removal of property should be completed as specified on Form OF-15 (Section KS405.35[b][3][i][A]). Form OF-16 should be used to show receipt of payment and release of property.

The results of all sales shall be forwarded to the SO, through the area office, within five working days of the completion of the sale. Copies of Form OF-15 and OF-16, the abstract, and the property listing should be included with Form AD-107, Report of Transfer or Other Disposition or Construction of Property.

(iii) Destruction or abandonment. Property that has little or no commercial value should be disposed of by destruction or abandonment rather than by sale.

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Subpart E - Exhibits

KS405.50 Visual Safety Checklist.

<b>VISUAL SAFETY CHECKLIST</b>	
<b>License No.:</b> _____	<b>Location:</b> _____
<b>Odometer Reading:</b> _____	<b>Area:</b> _____

**CODE: "X" = OK, "R" = Repairs Needed**

**INTERIOR**

- \_\_\_\_ Brake pedal travel
- \_\_\_\_ Parking brake
- \_\_\_\_ Clutch pedal (free play)
- \_\_\_\_ Mirrors
- \_\_\_\_ Horn operational
- \_\_\_\_ Instrument panel
- \_\_\_\_ Seat belts
- \_\_\_\_ Heater/Defroster
- \_\_\_\_ Air conditioner
- \_\_\_\_ Windows
- \_\_\_\_ Windshield wipers/washers

**BODY**

- \_\_\_\_ Head and parking lights
- \_\_\_\_ Tail and backup lights
- \_\_\_\_ Turn signals
- \_\_\_\_ Tag lights
- \_\_\_\_ Brake lights
- \_\_\_\_ Hazard lights

**REMARKS OR COMMENTS:**

**TIRES**

- \_\_\_\_ Tire pressure
- \_\_\_\_ Tire tread wear
- \_\_\_\_ Spare tire
- \_\_\_\_ Tire iron and jack

**MISCELLANEOUS**

- \_\_\_\_ License plates
- \_\_\_\_ Brackets and bolts
- \_\_\_\_ Decals/Magnetic Signs  
(2 per vehicle)
- \_\_\_\_ Appearance (paint)

**EMERGENCY KIT**

- \_\_\_\_ Accident packet
- \_\_\_\_ Fire extinguisher
- \_\_\_\_ First aid kit
- \_\_\_\_ Triangles (reflective device)
- \_\_\_\_ Flashlight
- \_\_\_\_ Pliers
- \_\_\_\_ Screwdriver
- \_\_\_\_ Poison Control Center phone #

**STEERING**

- \_\_\_\_ Sway or drift
- \_\_\_\_ Excessive play
- \_\_\_\_ Binding

\_\_\_\_\_  
Signature (NRCS Employee)

\_\_\_\_\_  
Date