

Part 405 – Personal Property

Section	Subpart	Page
	<u>Subpart A – Definitions</u>	
ID405.0	Definitions	ID120-405-A-1
	<u>Subpart C – Equipment Management</u>	
ID405.20	(a) Rotation of vehicles.	ID120-405-C-1
ID405.22	(b) Private residence storage.	ID120-405-C-1
ID405.23	(b) Inspection and maintenance of vehicles.	ID120-405-C-1
ID405.23	(m) Loan of vehicles.	ID120-405-C-1
	<u>Subpart D – Personal Property</u>	
ID405.34	Management.	
	(c) Storage and protection.	ID120-405-D-1
ID405.35	Disposition.	ID120-405-D-1
	(a) Purpose and scope	
	(b) Disposition of serviceable/unserviceable IT personal property.	ID120-405-D-1
	(c) Disposition of serviceable/unserviceable non-IT personal property.	ID120-405-D-3
	<u>Subpart E – Exhibits</u>	
ID405.40	Vehicle Use Log - sample.	ID120-405-E-1
ID405.40	Vehicle Use Log – usable form	ID120-405-E-2

Part 405 – Personal Property
Subpart A – Definitions

ID405.0

ID405.0 Definitions.

Accountable property officer. In Idaho, the Accountable property officers are the Area Administrative Management Assistants for all offices within their area (ex.: Soil Survey, RC&D, FOs and the AO). The Purchasing Agent is the Accountable property officer for the PMC and the state office.

Custodian. In Idaho, District Conservationists are the Custodians for field offices, the PMC Manager for the Plant Materials Center, RC&D Coordinators for RC&D offices, Soil Survey Party Leaders for Soil Survey Offices, Area Conservationists for Area Offices, and Assistant State Conservationists for the State Office.

Property management officer. In Idaho, for non-IT personal property the Property management officer is the Contract Specialist. The Property management officer for IT personal property is now the USDA OCIO ITS-TSD ITS Manager.

ID120-405-A-1

Part 405 – Personal Property
Subpart D – Personal Property

ID405.34(c)(1)

ID405.34 Management.

(c) Storage and protection.

(1) Federal property is to be stored in the field office NOT in vehicles. All such equipment is to be returned to proper office storage facilities at the end of each business day. When transported in a vehicle to the field, for use during the day's activities, proper precautions are to be taken to safeguard the property from loss or theft. Under no circumstances is the property to be left on the seat, dash, or in plain sight in the cab of the vehicle when the vehicle is to be left unattended.

(2) Proper office storage facilities will depend on the value of the property involved. A \$10 - \$15 pocket calculator is properly stored in the employee's desk drawer. A \$250 camera outfit is properly stored in a locked storage cabinet if available or, in the employee's desk drawer if a locked storage cabinet is not available. In neither instance is "on top of employee's desk" considered proper storage.

ID405.35 Disposition.

(a) Purpose and scope. This part sets forth the Idaho procedures on the disposition of personal property. Disposition of excess personal property shall be accomplished in accordance with the procedures set forth here and with Chapter 102 – Federal Management Regulation (FMR), Subchapter B – Personal Property, Part 102-36 – Disposition of Excess Personal Property as supplemented by the United States Department of Agriculture and Natural Resources Conservation Service.

(b) Disposition of serviceable/unserviceable IT personal property. The steps are the same whether property is determined to be Common Computing Environment (CCE) or NRCS. The only difference is who executes the forms and executes the screening process.

(1) The first step will always be from the Custodian to the Accountable Property Officer (APO) who will determine with the custodian if the property is serviceable or unserviceable. The APO will then contact Information Technology Services – Technology Services Division (ITS-TSD). ITS-TSD will determine if the item is CCE or NRCS. ITS-TSD may initiate execution of form AD-112, Unserviceable, lost or stolen property, at this point.

If ITS-TSD determines the item is CCE, it will initiate all following actions and provide instructions to NRCS. If it determines the item is NRCS, the APO will initiate all following actions and provide instructions to the Custodian.

Subpart D – Personal Property

(2) **UNSERVICEABLE PROPERTY.** If the property is determined unserviceable, either the APO or the Custodian, if instructed by the APO, fills out form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. Include the following information: ADP brand, model, type of equipment, serial numbers, size of monitors, amount of memory, date on the equipment, and if there is a network card. The APO will review the AD-112 to ensure it is completed correctly and that the approvals/signatures required on the form are accomplished. Signatures of the State Property Manager (SPM) can be accomplished by fax. The APO will send a copy of the signed and dated AD-112 to the SPM when disposition is completed. Unserviceable property does not go through the screening process. Follow instructions in ID405.35(b)(4).

(3) **SERVICEABLE PROPERTY.** If the property is determined serviceable, either the APO or the Custodian, if instructed by the APO, fills out form AD-107, Report of Transfer or Other Disposition or Construction of Property. Include the following information: ADP brand, model, type of equipment, serial numbers, size of monitors, amount of memory, date on the equipment, and if there is a network card. The APO will review the AD-107 to ensure it is completed correctly.

The APO will initiate On-Line Screening. If there are any takers during the screening process, either the APO or the Custodian, if instructed by the APO, completes the transfer portion of the AD-107. The APO will review the AD-107 to ensure it is completed correctly and that the approvals/signatures required on the form are accomplished. Signature of the SPM can be accomplished by fax. The APO will send a copy of the signed and dated AD-107 to the SPM when disposition is completed.

Screening Procedures:

- 15 days in Agency Asset Management System (AAMS). This is internal screening for USDA. If there are no takers, then:
- 15 days in FEDS. This is GSA's internal screening for any Federal agency. Items automatically roll into this system from AAMS. If there are no takers, then:
- 15 days screening for any taxed based state, local government, schools, libraries etc. This also is automatic on the FEDS system. During screening time the office manager at the location where the items are stored is the custodian. They will be the point of contact for inquiries on items being screened. The APO will notify the Custodian if anyone has requested the equipment. Then paperwork and pickup arrangements will be scheduled. If there are no takers, then:
- The APO is notified by the FEDS system that the items are considered up for abandonment.

(4) **UNSERVICEABLE and SERVICEABLE PROPERTY.** NRCS can now donate to tax based public bodies such as state or local governments, schools, and libraries, or recycle or destroy the item. There is an internet site called 'Computers for Learning' to locate prospective schools: www.computers.fed.gov. The APO will contact the custodian and issue instructions on donation, destruction, or recycling, as applicable. Depending on the disposition, form AD-112 or AD-107 will be completed (see ID405.35(b)(2) and (3)).

Subpart D – Personal Property

In the case of donation to a local school, the Custodian may provide a contact name, telephone number and address if they know of one that is interested. A call to the school district administration office would be the shortest route to the technology department. **In any case, hard drives must be cleaned of all information, by IT.**

(c) Disposition of serviceable/unserviceable non-IT personal property.

(1) The first step will always be from the Custodian to the Accountable Property Officer (APO) who will determine with the custodian if the property is serviceable or unserviceable. The APO will initiate all following actions and provide instructions to the Custodian.

(2) **UNSERVICEABLE PROPERTY.** If the property is determined unserviceable, either the APO or the Custodian, if instructed by the APO, fills out form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. The APO will review the AD-112 to ensure it is completed correctly and that the approvals/signatures required on the form are accomplished. Signatures of the State Property Manager (SPM) can be accomplished by fax. The APO will send a copy of the signed and dated AD-112 to the SPM when disposition is completed. Unserviceable property does not go through the screening process. Follow instructions in ID405.35(c)(5).

(3) **SERVICEABLE PROPERTY.** If the property is determined serviceable, the APO will send, or direct the Custodian to send, an Email to all NRCS employees about the excess item – give at least 5 days to respond. The APO may require a digital picture along with a description of the item from the Custodian. If there are no takers;

(4) The APO will initiate On-Line Screening. If there are any takers during the screening process either the APO or the Custodian, if instructed by the APO, fills out form AD-107, Report of Transfer or Other Disposition or Construction of Property. The APO will review the AD-107 to ensure it is completed correctly and that the approvals/signatures required on the form are accomplished. Signature of the SPM can be accomplished by fax. The APO will send a copy of the signed and dated AD-107 to the SPM when disposition is completed.

Screening Procedures:

- 15 days in Agency Asset Management System (AAMS). This is internal screening for USDA. If there are no takers, then:
- 15 days in FEDS. This is GSA's internal screening for any Federal agency. Items automatically roll into this system from AAMS. If there are no takers, then:
- 15 days screening for any tax based state, local government, schools, libraries etc. This also is automatic on the FEDS system. During screening time the office manager at the location where the items are stored is the custodian. They will be the point of contact for inquiries on items being screened. The APO will notify the Custodian if anyone has requested the equipment. Then paperwork and pickup arrangements will be scheduled. If there are no takers, then:
- The APO is notified by the FEDS system that the items are considered up for abandonment.

Subpart D – Personal Property

(5) NRCS can now donate to tax based public bodies such as state or local governments, schools, and libraries, or recycle or destroy the item. The APO will contact the custodian and issue instructions on donation, destruction, or recycling, as applicable. Depending on the disposition, form AD-112 or AD-107 will be completed (see ID405.35(c)(2) and (4)).

In the case of donation to a local school, the Custodian may provide a contact name, telephone number and address if they know of one that is interested.
