

United States Department of Agriculture



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

March 20, 2009

GENERAL MANUAL (GM)
120-ADS
AMENDMENT IA48 (Part 405)

SUBJECT: ADS – PERSONAL PROPERTY – IDENTIFICATION OF VEHICLES

Purpose. To provide information to all employees regarding policy for Identification of NRCS Vehicles.

Part 405 - Personal Property is currently being revised at the National Office and is not available on the eDirectives website. Do not remove older guidance from the General Manual at this time. Do, however, follow this policy when working with Vehicle Management.

Effective Date. Upon receipt.

Contact. If there are questions about this amendment, contact Michelle Bales, Contracting Officer, at 515/284-4506 or by email at michelle.bales@ia.usda.gov.

Filing Instructions.

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Richard Sims
State Conservationist

Attachments

GM

An Equal Opportunity Provider and Employer

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IA405.23 Vehicle Management

(n) Identification of Vehicles.

All vehicles require two license plates and both plates must be securely fastened to the vehicle. Since security is important and license plates are accountable property the following procedure must be followed when a license plate is lost or stolen. Each employee should make sure the license plates are on the vehicle before driving it.

All Natural Resources Conservation Service (NRCS) employees are to closely monitor the vehicles they operate and report lost or stolen license plates to local law enforcement officials and the Contracting Section in the State Office. Offices are required to complete the Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property, when a vehicle has a license plate lost or stolen. Refer to the example Exhibit AD-112 attached. The following information needs to be included on the AD-112:

Date (Report made)

Status of Property (License plate was lost or stolen)

Reporting Activity (Office address)

Quantity (License plate number)

Item Description (Make, model, year and vehicle identification number)

Explanation/Disposal Instructions (Date Lost and Police information/report)

Name in Print and Signature of Custodian (Driver's signature and date)

Name in Print and Signature of Property Officer (ASTC-FO signature and date)

The AD-112 and a copy of the police report are to be forwarded through the area office for signature and then to the Contracting Section in the State Office. Once the AD-112 is received by the State Office this information will be reported to National Headquarters (NHQ) and a new license plate and a fleet card will be issued.

Title 120 – Administrative Services

Subpart E - Exhibits

U.S. DEPARTMENT OF AGRICULTURE REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY	PROPERTY REPORT NO. ****EXAMPLE****	DATE 3/11/09
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SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY (Check only one - report each type separately) <input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged <input checked="" type="checkbox"/> Lost or stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others	2. REPORTING ACTIVITY (Show agency, unit, and address) USDA-NRCS, _____ Service Center 123 Main Street, Your Town, IA 12345-6789
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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)
A336059	2006 Dodge Ram 4X4 VIN - 1D7HU18P06J114649	N/A	Lost rear license plate 3/6/09. Local Police notified, report is attached.

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN DRIVER'S SIGNATURE HERE	DATE 3/11/09	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER ASTC(FO) SIGNATURE HERE	DATE 3/16/09
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**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:

a. The loss, theft, damage, or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.

b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act.

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
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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):

a. Property has no commercial value.

b. Health, safety, or security considerations require immediate abandonment or destruction.

c. Costs of care and handling exceed expected small lot sales proceeds.

d. Regulation or directive requires abandonment or destruction.

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
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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