Property
Property is classified as either accountable (value over $5,000) or unaccountable (value under $5,000). Examples of unaccountable property that need to be monitored include IT equipment such as laptops and portable storage devices. Identification tags (starting with AG) are required on all accountable equipment, for unaccountable items that need monitoring and for items captured off of GSA Excess.

Acquisition of New Property
All items that have a purchase price of over $5,000 and have a Budget Object Class (BOC) code in the "3100" series will automatically generate a report to the Location's property manager who will assign an identification tag (starting with AG) to the custodian of the equipment. The identification tag should be adhered to the front of the equipment in an easily visible area for future tracking. The custodian will need to contact the Location's property manager and request an identification tag for items that are less than $5,00 that need to be tracked and monitored (ie: laptops).

Trade-in/Exchange
There may be instances when a piece of equipment will be used as a trade-in towards the purchase of a new piece of equipment. At the time that the AD700 is created for the new equipment, information needs to be provided in the "notes" section of the AD-700 specifying what equipment is being used as "trade-in". The identification tag number (starting with AG) should be listed along with item that is to be traded. Also notify the Location's property manager that the item will be used as a trade-in so that an AD107 can be generated for signature.

Capturing Property from GSA Excess
Excess property can be acquired through the GSA Excess system. Instructions for capturing:

- Send an email request to the property manager to search for a particular item. Please be as specific as possible. For example if you are looking for an ultra low freezer, specify "ultra low" freezer rather than just freezer as "regular" freezers are usually available.
- If you have a specific "Item Control Number" from a GSA Excess search, provide that number to the Location's property manage so that the item can be captured from the system. Requests are typically on a first-come, first-serve basis through GSA. If the item has been captured, the Location's property manager will notify you and will provide you with a electronic transfer order at which time you can arrange for pickup. NOTE: Items captured from GSA Excess that have been awarded must have pickup arrangements made within 14-21 days from the time the transfer order was signed.

Upon receipt of the item, notify the Location's property manager who will assign a new NFC identification tag to the item. NOTE: All items captured from GSA Excess must be tracked until item entirely consumed (if tangible) or until it is listed again for disposal.

Disposal of Property
All property, irrespective of whether it is accountable (over $5,000) or unaccountable (under $5,000) must go through an electronic screening process with GSA Excess before disposal. Instructions for disposal:

- Notify the location's property manager of the desire to dispose of a piece of property via email. The email should provide the NFC identification # (begins with AG000) along with the name of the piece of property, make & model number, condition of the equipment (usable, repairable, salvage) and where it is located. The location's property manager will instruct you whether to remove the tag at this time.
- The item will be listed through GSA Excess with an initial 15 day internal (USDA only) screening process before opening for an additional 21 days (other federal or state agencies) screening period.
- If the item is captured from GSA, the property manager will notify the custodian that the item has been requested and will provide a transfer order and release form along with instructions for pickup.
- If the item is not captured through the GSA screening, at the end of the 36 days, a determination by the property manager will be made to either dispose of locally or will proceed to GSA Auction. Instructions will be provided by the location's property manager.

Physical Inventory Review
On a biennial basis, a physical inventory must be conducted of all property. The Location's property manager will provide a printout of equipment to the accountable officers and a physical review of the equipment must be reported on the form and returned to the property manager. This is a good opportunity to review equipment for future needs or disposal.

Excess Property

Serviceable property that is no longer needed at your location is reported to your Administrative Office. Each location may be different in reporting excess property. Some Administrative Offices are still using Form SF-120 and some are automated and on-line with NFC and do not use the form. Whatever method is used, excess property is to be reported to the Administrative Office. Once the property is reported, it will be declared excess; then it is in the excess property system waiting for proper disposal and will come off the individual's inventory list through NFC. If the condition of the property is such that it is not worthwhile to report as excess, complete Form AD-112, Report of Unserviceable, Lost, or Damaged Property and forward to your AO. (Figure 2)

To transfer property from one accountable officer to another at your location, complete Form AD-107 and forward to your AO. (Figure 1)

If you want to request property from the excess property system a SF-122, Transfer Order Excess Personal Property must be completed and forwarded to your AO. (Figure 3)

Effective August 29, 2005, Departmental Excess Personal Property Coordinators (DEPPC) ceased to exist. On that date, the Agency Asset Management System (AAMS), which is a module within GSA's GSAXcess system, became operational for all USDA to report and search for excess personal property. AAMS will be used to report all excess property for 15 days internal screening. Following this the property will automatically go from AAMS to GSAXcess for federal screening for 21 days. To obtain access to AAMS for MWA, contact Rebecca Holzinger.

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:

- Item description, serial number, AG number if appropriate
- Employee Name
- Expected Return Date

All 'blanket pass' equipment off-site forms need to be done each calendar year. A 'blanket pass' is for government equipment that an employee has a need for on a regular basis. The following procedures apply to a blanket pass:

1. Certify that all requests for removal of government property are needed and are used in connection with an approved ARS project or program and not for personal use.

2. A memo must be prepared from the borrower to the Administrative Officer through their supervisor, fund holder and accountable property officer. The memo should specify description of equipment, serial number, reason and location for use and also contain the following statement: "Borrowing of this property will not negatively impact the ARS program(s) at the facility."

3. The memo will be approved or disapproved by the Administrative Officer and a copy will be returned to the borrower through the fund holder and a copy to the accountable officer.

4. The borrower should carry their approved pass when leaving the facility to provide evidence of approval for removal of the government property.

(NOTE: These procedures apply to ALL equipment including cameras, tape recorders, PCs, laptops, calculators, etc.)

United States Department of Agriculture

Report of Transfer or Other Disposition or Construction of Property

Report No.

Date: 3/26/2004

1. Type of Transaction (Report each type separately)

☒ Transfer ☐ Sale ☐ Trade in ☐ Donation

☐ Construction ☐ Rehab ☐ As-Is

2. Authorization Reference

3. Proceeds Received: $

4. Reporting Agency: USDA-ARS-MWA

A. Organizational Unit: Plant Genetics Research Unit

B. Location: Curtis Hall-UMC, Columbia, MO 65211

C. Signature

D. Title: Dr. Ed Coe, Research Geneticist Plants

5. Receiving Agency (Or Name of Purchaser or Donee): USDA-ARS-MWA

A. Organizational Unit (Or Address of Purchaser): Plant Genetics Research Unit

B. Location: Curtis Hall-UMC, Columbia, MO 65211

C. Signature

D. Title: Dr. Michael McMullen, Res Geneticist Plants

E. Date

6. Property Items

Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
AG0002405273	Ford Tractor, Model 5640, S/N BD30062, Acquired 9/29/93, Acq. Cost $18,694.62	18,694.62
AG0002188408	Massey-Ferguson Farm Tractor, Model 135, S/N 9A53173, Acquired 11/1/74, Acq. Cost $2,682.00	2,682.00

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:

Signature | Date

8. Fiscal Officer

A. ☐ The sum indicated below has been received in payment for the property disposed of.

B. ☐ The necessary entries have been made to adjust the accounting records.

Amount | Schedule No.

Signature | Date

This form was electronically produced by Elite and modified by USDA/ARS/ITD using InForms software.

Form AD-107 (11/89)

Figure 1

U.S. DEPARTMENT OF AGRICULTURE

REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO. COL-33-04

DATE 08-16-2004

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- [x] Unserviceable
- [ ] Obsolete
- [ ] Damaged
- [ ] Lost or Stolen
- [x] Cannibalized for parts
- [ ] Destroyed
- [ ] Others

2. REPORTING ACTIVITY *(Show agency, unit and address)*

USDA-ARS-MWA-Plant Genetics Research Unit
205 Curtis Hall-UMC
Columbia, MO 65211

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
AG0002404587	Eppendorf Centrifuge, S/N 5415 28201, unable to repair, unserviceable, unusable.		Parts cannibalized. Request permission to scrap.

DISPOSAL INSTRUCTIONS

Save all useable parts for future repairs on similar government equipment and scrap remaining material. Complete Block IV on Form AD-112 and return the original copy to the Administrative Office.

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN	DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	DATE
		J. Perry Gustafson	19/08/04

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 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

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.
- X 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
	8-23-04

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
	21/09/04
3. SIGNATURE OF WITNESS	**4. DATE**
	9/21/2004

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

AD FORM 112 (Rev. 3/94)

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Modified by USDA/ARS/AFM/TD on 2/10/98

Figure 2

STANDARD FORM 122
JUNE 1974
GENERAL SERVICES ADMINISTRATION
FPMR (41 CFR) 101-32.306
FPMR (41 CFR) 101-43.315

TRANSFER ORDER
EXCESS PERSONAL PROPERTY

1. ORDER NO.

2. DATE 11/29/2000

3. To: GENERAL SERVICES ADMINISTRATION*
GSA Personal Property Services (FSS)
1500 E. Bannister Rd., Rm. 1102
Kansas City, MO 64131

4. ORDERING AGENCY (Full name and address)*
USDA-ARS-MWA, Federal Bldg., Rm. 102
608 Cherry Street
Columbia, MO 65201

5. HOLDING AGENCY (Name and address)*
Whiteman Air Force Base

6. SHIP TO (Consignee and destination)*
Charles Thiel/Larry Darrah
USDA-ARS-PGRU, 110 Curtis Hall, UMC
Columbia, MO 65211-7020 (573) 882-2349

7. LOCATION OF PROPERTY
Whiteman Air Force Base

8. SHIPPING INSTRUCTIONS
Consignee will pick up

9. ORDERING AGENCY APPROVAL
A. SIGNATURE
B. DATE
C. TITLE

10. APPROPRIATION SYMBOL AND TITLE

11. ALLOTMENT

12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT (f)	ACQUISITION COST TOTAL (g)
	1	Generator DTID: SZW53603250889; NSN: 611500GENERAT; Site: WA; FED CC: H7; Storage Location: Y040110AO The above item is required for program needs for which definite plans exist. Larry Darrah Research Leader	ea	1	509.40	509.40

14. GSA APPROVAL
A. SIGNATURE
B. TITLE
C. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

122-111

* *Include ZIP Code*

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