

## **APPENDIX D PERSONAL PROPERTY MANAGEMENT HANDBOOK**

### **TABLE OF CONTENTS**

<b>1.0</b>	<b>Scope</b>	
1.1	Federal Management Authorities.....	3
1.2	Management Control Reviews.....	3
<b>2.0</b>	<b>Personal Property Administration</b>	
2.1	Roles and Responsibilities.....	4
2.2	Change in Property Custodian .....	4
2.3	Reporting Requirements .....	4
2.4	Contractor Use of Government Property .....	5
2.5	Record Keeping .....	5
<b>3.0</b>	<b>Acquisition Procedures</b>	
3.1	Forecasting Property Requirements.....	7
3.2	Use Standards and Property Requirements or Justification.....	7
3.3	Acquisition Process.....	7
3.4	Property Tagging and Scanning.....	8
<b>4.0</b>	<b>Inventory Management</b>	
4.1	Inventory.....	9
4.2	Inventory Process.....	10
4.3	Reconciliation .....	11
4.4	Inventory Report .....	11
<b>5.0</b>	<b>Property Relocations (Transfers)</b>	
5.1	Moves/Relocations.....	12
5.2	Property/Equipment Distribution.....	14
5.3	Property/Equipment Loans .....	14
5.4	Property Repair, Replacement or Returns .....	15
5.5	Separation from CSOSA: Returning Property to the Agency .....	15

**6.0 Lost, Damaged, Stolen or Recovered Property**

6.1 Report of Survey.....16  
6.2 Board of Survey – Financial Liability.....17  
6.3 Relief From Financial Liability.....18  
6.4 Reimbursement to the Government.....18

**7.0 Unrequired & Excess Property**

7.1 Unrequired Property.....20  
7.2 Excess Property.....20  
7.3 Transfers to Other Federal Agencies .....20  
7.4 Donations .....21  
7.5 Exchange/Sales of Replaced Equipment and Trade-Ins .....21  
7.6 Storage .....22  
7.7 Disposal.....22

**Attachment A Charts**

- A.1 Property Management Organization
- A.2 Equipment Procurement Process

**Attachment B Forms**

- B. 1 Designation of Property Custodian
- B.2 Report of Survey
- B.3 Property Relocation Plan
- B.4 CSOSA Equipment Property Pass
- B.5 RSA Security Token Property Receipt
- B.6 SF 120 Report of Excess Personal Property
- B.7 SF 122 Transfer Order, Excess Personal Property
- B.8 SF 126 Summary Report of Personal Property Exchange/Sale Transaction
- B.9 Move Instructions
- B.10 Employee Clearance Form

**Attachment C Federal Supply Groups and Classes**

## **1.0 SCOPE**

CSOSA has over six thousand items of personal property with an estimated value in the millions in its inventory. A current listing is housed in the Office of Facilities as the CSOSA Agency Wide Inventory.

The purpose of the CSOSA Property Management Handbook is to set forth the policies and procedures for CSOSA employees and contractors to safeguard CSOSA assets against loss and unauthorized use or disposition and to maintain accountability over those personal property assets.

This Property Management Handbook implements Policy Statement 5406, Personal Property Management and shall be used as a guide in the management, accountability, control, utilization, and disposal of Government-owned, leased and/or borrowed property and equipment obtained for and used within CSOSA. This handbook does not apply to contractor furnished equipment that is not purchased or leased by CSOSA.

The Personal Property Management Policy and Handbook is the authoritative reference for the management of CSOSA's physical assets.

### **1.1 Federal Management Authorities**

The processes and procedures referenced in this Handbook are based on the authorities listed in Policy Statement 5406.

### **1.2 Management Control Reviews**

The policy and procedures listed in this Handbook shall be reviewed on an annual basis by the Office of Facilities.

## **2.0 PERSONAL PROPERTY ADMINISTRATION**

### **2.1 Roles and Responsibilities**

All Agency employees are responsible for ensuring proper integrity and internal control of the Agency's personal property and record keeping. The position duties and responsibilities are outlined in detail in the Policy Statement 5406 and outlined in the CSOSA Property Management Organization Chart (Attachment A.1).

### **2.2 Change in Property Custodian**

As stated in Policy Statement 5406, Appendix B, Section I 4, Associate Directors (or their designee), are responsible for notifying the Property Management Officer when there is a change in the Property Custodian. Notification must be in writing and submitted ten (10) days prior to the change.

When there is a change in the Property Custodian, a physical inventory of the designated property list may be performed by the Facilities/OIT staff if; 1) deemed necessary by the Director of Facilities; and/or 2) property records reflect missing or damaged property. Upon completion of the audit, the new Property Custodian shall sign a statement that verifies the accuracy of the inventory list and accepts the list of property in the designated area. The departing custodian must report any damaged, missing, recovered, or stolen property identified as a result of the inventory to the Property Management Specialist for a Report of Survey to be prepared.

### **2.3 Reporting Requirements**

The Property Management Officer must prepare and submit the Physical Inventory Report and the following reports to the Director of Facilities on an annual basis.

1. Non-Federal Recipients Report Due to GSA by December 29<sup>th</sup>.
2. Exchanges/Sale Annual Report Due to GSA by December 29<sup>th</sup>.
3. Negotiated Sales Report Due to GSA by November 30<sup>th</sup>.

All Reports must be submitted to the Director of Personal Property Management Policy Division (MTA), Office of Government wide Policy, GSA, Washington, DC 20405.

The following are required on an "as needed" basis:

1. Report of Survey (Attachment B.2)
2. SF 126 Summary Report of Personal Property Exchange/Sale Transaction (Attach. B.8)
3. Standard Form (SF) 120 Report of Excess Personal Property (Attachment B.6)
4. SF 122, Transfer Order, Excess Personal Property (Attachment B.7)
5. Report of Personal Property Provided to Non-Federal Recipients

## **2.4 Contractor Use of Government Property**

Contractors shall ordinarily furnish all materials for performing CSOSA contracts. However, CSOSA may provide materials to a contractor when necessary to achieve significant economy, standardization, or expedited production, or when it is in CSOSA's interest.

In cases where CSOSA supplies accountable property to a contractor with assigned office space in the same manner and as part of the inventory listing for their area; the Property Custodian of the assigned area will track the assets on their Property Custodian Inventory Listing. In all other cases where the contractor is furnished property, and does not have an assigned office space, the Contracting Officer Technical Representative (COTR) will act as the Property Custodian for the equipment. All accountable property assigned to contractors must be approved by the respective COTR. COTR's are also responsible for collecting accountable property at the end of the contract term.

## **2.5 Record Keeping**

All required documentation for the maintenance of the Agency Property Management System will be retained no longer than six (6) year, three (3) month, General Records Schedule requirement and/or according to the procedures and guidelines of CSOSA Policy Statement 1003, Records Management.

### Accountable Property and Property Management Officers

The Property Management and IT Accountable Property Officers are administrators of and are primarily responsible for the Agency Property Management System and the data contained therein. The Property Management Officer is also responsible for maintaining the records of the Board of Survey referrals, findings and determinations.

### Property Management Specialist

The Property Management Specialist is responsible for the management and maintenance of the Agency Property Management System. The Property Management Specialist must also verify that purchase orders and invoices are attached to the requisition in the Agency financial management system.

Any adjustment to the Agency Property Management System must have proper documentation to support the transaction. The Property Management Specialist must also submit a bi-weekly report to the Property Management Officer of all property activities noted below. Documentation for the following transactions must be retained by the Property Management Specialist:

- Transfers or relocation of personal property; (Property Relocation Plan);
- Report of Excess Personal Property;
- Unrequired Property; and

- Surveys for lost, damaged, stolen and recovered property (Report of Survey).

The Property Management Specialist will also maintain a file of all annual inventory reports and listings for all Property Custodians. The file will consist of the following:

- Designation of Property Custodian Memorandum;
- Property Custodian Inventory Listing; and
- Supporting documentation for adjustments to the Inventory Listing.

### IT Inventory Control

IT Inventory Control will maintain documentation on any adjustments to the Agency Property Management System to support any of the following changes or transactions:

- OIT transfer or relocation of property;
- Report of excess property to Facilities;
- OIT Equipment Property Pass; and
- Receipt of new property.

IT Inventory Control will also maintain listings of IT accountable or sensitive items not in the Agency Property Management System. IT Inventory Control will provide information on these actions to the Property Management Specialist in a timely manner.

### Property Custodian

The Property Custodian is required to monitor all accountable property in their assigned area. When a change to a Property Custodian inventory occurs, the Property Custodian must retain documentation to support the change until the annual inventory is complete. As stated above, that may include but is not limited to:

- Assignments, transfers or relocation of property;
- Receipt of new property; and
- Surveying the lost, damage, stolen and recovered property.

All adjustments will be attached to the copy of the Property Custodian's inventory listing and used to reconcile subsequent reviews and/or updates to the inventory listing.

### 3.0 ACQUISITION PROCEDURES

#### 3.1 Forecasting Property Requirements

The Property Management and Accountable Property Officers will conduct an analysis of personal property and equipment to make recommendation regarding the life cycle, use (short and long term), and replacement costs. They will perform property feasibility studies to make lease versus purchase determinations.

#### 3.2 Use Standards and Property Requirements or Justification

Use Standards are tools used by management to obtain the best balance between property assets and needs. Once established, Use Standards can be applied to justify the replacement or addition of new items of personal property. Current property requirements and justifications for each project, are determined by Facilities, and the Offices of Financial Management, Security, and Procurement in consultation with the Associate Directors of Management and Administration (M&A), Community Supervision Services (CSS), Community Justice Program, and OIT, and in coordination with the Property Management Officer and Accountable Property Officer. They evaluate the specific needs of the activity as they relate to the Agency mission, the existing resources and the availability of funds for acquisition of validated requirements.

#### 3.3 Acquisition Process

All personal property requests must be approved through the appropriate supervisory channels prior to submitting to either the Facilities or IT Helpdesks. The table below indicates which office handles the specific personal property requests:

<b>Standard Property</b>	<b>Submit Request via Outlook to:</b>
Furniture, Safes, Shredders, Appliances (Refrig./Micro./Wash./Dryer) Soft Body Armor, CSOSA Jackets	Facilities Helpdesk
Computer Equipment (Scanners, Fax, Printers, Monitors, CPU's, Laptops, Smart Mobile, Servers, Equip. w/ Data Storage Capacity, Televisions, VCR's, DVD, RSA Token, Air Cards, Software Licenses, USB Drives, Cameras Telephone Equipment, Blackberry® / PDA's/Smartphone	IT Helpdesk
Cell Phones & Copy Machines	Procurement Requests
GPS Monitoring Devices	CSS
Physical Security Equipment	Office of Security

The requestor must identify requests for potential accountable property in their submissions. The final determination of accountable property will be made by the Offices of Financial Management

and/or Procurement. The Office of Finance will provide a report of procured fixed assets to Facilities on a bi-weekly basis. The Office of Procurement will attach copies of all purchase orders for accountable property coded with the appropriate budget object class code in the agency financial system within ten (10) business days after award.

All requests will be reviewed to determine if they can be satisfied from unrequired or excess property prior to purchasing additional personal property, except for physical security equipment. If the purchase of new property is required, the request will be forwarded to the appropriate office's Operating Plan Manager for approval or denial.

If the property request is rejected by OIT, Facilities or Procurement, the respective office will provide a response stating the reasons for denying the request. If the Requestor wishes to dispute a rejected request, he or she should send a detailed justification of the request to the respective Office Director for reconsideration.

To cancel a request, the Requestor must send an email to the appropriate office stating the reason for cancellation and referencing the tracking number. The appropriate office will notify the Requestor that the request has been cancelled. The appropriate office will send the Requestor confirmation of their cancellation within 5 business days.

The process for procuring equipment/property is identified in the Equipment Procurement Process Flowchart in Attachment A.2.

Accountable property purchased with a purchase card by OIT or the Office of Security must be reported by the respective offices to the Property Management Specialist within ten (10) business days of purchase. The Property Management Specialist is responsible for updating the Agency Property Management System for Security equipment and IT Inventory Control will update the system for OIT.

### **3.4 Property Tagging and Scanning**

All accountable personal property that requires tagging and bar coding must be tracked and monitored through the Agency Property Management System. The Agency currently uses a bar coding system to tag, track and monitor personal accountable property. To ensure newly acquired accountable personal property is tagged with a bar code and entered into the system the Property Management Specialist must review the documents supplied by the OFM and Procurement to be aware of incoming property included in new purchase orders.

Credit Card orders for accountable personal property placed by any credit card holder must be forwarded to the Property Management Specialist within 5 business days of purchase.

The Property Management Specialist or IT Inventory Control, when appropriate, will review these documents to determine if the items being acquired are accountable property. If so, they will use the documents to track the receipt of property and ensure property is tagged, scanned and entered into the Agency Property Management System.



Property may be received by IT Inventory Control, the Property Management Specialist or shipped directly to the field site Property Custodian/user. When the property is shipped directly to the Property Custodian/user, they must notify the Property Management Specialist when it is received.

Small or individual orders of personal property must be tagged with a bar code, scanned and entered in the system under the appropriate Property Custodian account within ten (10) business days of receipt.

## 4.0 INVENTORY MANAGEMENT

### 4.1 Inventory

Inventory is the formal listing or property record of all personal property assigned to an organization; and is the act of sighting/locating, identifying/tagging, counting, describing, recording and reporting the property concerned and reconciling the property recorded and reported with the property records. All capitalized and accountable property shall be inventoried on an annual basis.

As stated in the Glossary of Terms, accountable property is property and equipment that has a life expectancy of 2 years or greater and; 1) an acquisition cost of \$1,000 or more, 2) a high theft potential, 3) sensitive items (soft body armor vests, CSOSA Jackets, etc.) Accountable property includes but is not limited to DVD players, VCRs, and televisions, camera equipment, BlackBerry®, personal digital assistants (PDAs), laptops (including Smart Mobile), CPUs, computer monitors and all other physical security equipment, software licenses, Technical Investigative Equipment, and leased equipment. Accountable property also includes government owned or leased vehicles that will be tracked and maintained through a separate inventory listing in the Agency Property Management System. Sensitive items, as described above, will also be tracked in separate inventory listings in the Agency Property Management System.

Items to be inventoried include, but are not limited to the following:

Information Technology Equipment		General Items	Non Barcoded Items
Central Processing Units (CPUs)	Digital Camera	Refrigerators	<b>OIT</b> Software Licenses, Air Cards, RSA Tokens, USB Drives, Smartphones
Monitors	Televisions	Microwave Ovens	
Printers	Physical Security Equipment	Exercise Equipment	<b>CSS</b> GPS Monitoring Devices
Scanners /Fax Machines	VCR's / DVD Players	Safes	<b>FACILITIES</b> CSOSA Jackets Government Vehicles
Laptops/Smart Mobile	Servers/Equip w/Data Storage Capacity	Copy Machines	
Personal Digital Asst (PDA's)		Shredders Soft Body Armor	
		Cell Phones	

The separate inventory listings for non-bar coded items are managed by the offices identified in the last column. Items such as USB drives are only procured and issued by OIT. As such, OIT is responsible for monitoring the control and use of this item.

Results from the annual inventory are entered into the Agency Property Management System to

maintain accurate accounting of property and to determine the correct amount of property on hand. This system is designed to be of maximum assistance in filing the Federal Property Management Regulation (FPMR) requirements for property management; for identification of property that is no longer required; and for recording its use, transfer, or disposal in accordance with federal regulations.

The Agency Property Management System requires the following information on each personal property item contained therein. In addition to the below data, Facilities will issue separate data elements requirements as needed for OIT and Facilities in updating and maintaining the Agency Property Management System.

- a. Item name
- b. Model number
- c. Manufacturer
- d. Serial number
- e. Total acquisition cost
- f. Date of acquisition
- g. Date received
- h. Date in service
- i. Purchase order number
- j. Location
- k. User name
- l. Information required to support the financial accounts
- m. Capital asset identification

## **4.2 Inventory Process**

Physical inventories are necessary to validate the official property record and are part of the overall property management process. They are used to verify that property carried on the record is physically located in the custodial area where assigned, that all accountable property is included on the property record, and provide information on the utilization of property.

Actual physical inventories must be conducted by two or more personnel designated by the Property Management Officer. Property Custodians shall assist the Property Inventory team in conducting the inventory. However, Property Custodians cannot conduct or record the inventory of property for which their own areas of assignment. This is to ensure the separation of duties for internal control purposes.

Inventory plans and procedures should be developed and notice should be given to the affected parties at least two (2) months prior to conducting the inventory. Written plans will include but are not limited to the following points:

- Schedule and notification of training of personnel involved in the counting, recording and reconciliation of inventory results;
- Personnel assigned to each site with detailed responsibilities (who is responsible for scanning, data entering; etc.);

- Procedures developed to ensure items are not counted twice;
- Date and time of inventory by field site (to minimize disruption of regular program activities);
- Items in possession of third parties/contractors are physically accounted for;
- Items counted in the physical inventory are included in the appropriate property control records;
- Damaged items are identified and reported as part of the inventory verification. Follow up procedures should ensure these items are repaired or removed from inventory (after proper approval) and processed for disposal; and
- Inventory summaries are checked for accuracy of quantities, prices and totals.

### **4.3 Reconciliation**

The data results from the physical inventory will be compared with the information recorded in the Agency Property Management System. Any differences between the inventory quantities and location must be promptly reconciled and adjusted. Information regarding the actual cost for each item must be confirmed in the Agency Property Management System during the reconciliation process.

Reconciliation and adjustments of the Agency Property Management System must be completed within one hundred and twenty (120) days after the physical inventory. Appropriate follow-up action must be taken to locate property identified as missing or stolen within forty-five (45) days of the physical inventory. The process will include a reconciliation of inventoried capitalized assets with OFM to ensure consistent data in the Agency Property Management System and the integrated financial management system.

Additionally, an analysis should be made to determine the reason for the discrepancies and new property management procedures should be developed and implemented to reduce inventory inaccuracies in the future and to ensure compliance with the personal property policy and procedures.

### **4.4 Inventory Report**

After the physical inventory, reconciliation and adjustment process is completed, the Property Management Officer must certify in writing that the inventory is complete and the property records reflect actual quantities, locations and costs of items on hand. This report should also include a Report of Survey for lost, damaged or stolen property. The Inventory report must be submitted through the Director of Facilities to the Associate Director of Management and Administration.

## 5.0 PROPERTY RELOCATIONS (TRANSFERS)

### 5.1 Moves/Relocations

The relocation of property from one office to another must be tracked and documented. A relocation of property occurs when an employee moves or there is a change in function/duties of an employee. A request for property relocation must be used to:

- Move property between Property Custodians;
- Relocate property within the Property Custodian’s area;
- Process items to or from Facilities or OIT; and
- Relocate employees.

A property relocation request can be in the form of a memorandum but must include the following information:

- Date of request;
- Type of move:
  - Employee move (include number of employees moving); or
  - Repair, replacement or return of property, (see Page 15, Section 5.4);
- Requestor’s name, office location and phone number
- Requestor’s team number, if applicable;
- Requested move date (See below table for submission requirements); and
- Approval by Associate Director or Operating Plan Manager

CSS requests for staff moves must be processed through the CSS Office of the Associate Director to ensure Union review and approval (via the Office of Human Resources) is obtained prior to scheduling the move date.

An approved personnel transfer request must be submitted to the Office of Facilities via email to [FACILITIESHELPDESK@CSOSA.GOV](mailto:FACILITIESHELPDESK@CSOSA.GOV).

Property relocation requests will also be used to track the gaining and losing of assets within the Agency Property Management System. Property relocation requests for repair, replacement or return of property can only be submitted to the Facilities Helpdesk or OIT Customer Support.

To ensure resources are adequately provided for personnel moves, the following schedule should be used in planning:

Number of Employees	Submit Request to Facilities Helpdesk
One (1) to five (5)	10 business days before requested move date
6 or More	20 business days before requested move date
Individual move requests will be consolidated as needed.	

To process a property relocation request for an employee transfer(s):

- The Requestor will prepare the property relocation request with the above stated information and forward it to the Associate Director and/or Operating Plan Manager for approval;
- Once approved the request is submitted to the Facilities Helpdesk.
- The Facilities Helpdesk will create a ticket for the move, and send the request to a Space Management Officer to be reviewed for validation with copies to the Requestor and the Move Manager.
- Validation of a move request includes preparation of the Property Relocation Plan, when warranted, determination of proposed new locations (building and room numbers) and coordination a move date with OIT and the Move Coordinators.
- Validation of large move requests involving new teams or new buildings may require an additional review and approval from the requesting Operation Plan Manager and/or Associate Director.
- Move Manager will process the request with the Move Coordinators and provide Move Instructions (Attachment B.9) to the Requestor and affected staff.
- Individual move request dates will be consolidated as needed.
- If the request involves IT equipment, Facilities will provide OIT at least 10 business days notification prior to the move date.
- OIT will coordinate the transfer of equipment as stated:
  - Log and track all move requests.
  - Open a ticket for telephone support.
  - Provide network connectivity at new location.
  - For moves involving 1 to 5 persons, OIT will be responsible for the disconnection, moving and reconnection of the equipment, when warranted.
  - For moves involving 6 or more persons OIT will be responsible for the disconnection and reconnection of the equipment. Facilities will be responsible for moving the equipment.
  - Transfer files of moved user to new directory.
- The Move Manager will track the move and when complete, will close the ticket. The Move Manager will notify the Facilities Helpdesk of the closed ticket and forwards completed Property Relocation Plan to the Property Management Specialist.
- Facilities Helpdesk will then create a ticket for Facilities Building Management to update any employee signage based on the completed Property Relocation Plan.

- Facilities Helpdesk will also create a ticket for the Property Management Specialist for inputting the relocation information in the Agency Property Management System based on the completed Property Relocation Plan.
- The Property Management Specialist is responsible for the scanning, uploading and validation of the property changes in the Agency Property Management System and notifying the Helpdesk to close the ticket when complete.
- The Property Management Specialist will compile the transfer documents, retain the original in the Transfer Property File.
- The Property Custodian will attach the copy of the property relocation request to their Inventory Listing or the Quarterly Reconciliation.
- If an item is found without a tag, the Property Management Specialist will retag the item or issue a new tag and input the information into the Agency Property Management System.

## **5.2 Property/Equipment Distribution**

When OIT and Facilities distribute property or equipment from their assigned area, they are responsible for tagging and scanning the equipment with the new location information and updating the Agency Property Management System.

## **5.3 Property/Equipment Loan**

The IT Equipment Loan Program provides laptops, and other electronic equipment. CSOSA staff may upon approval of their immediate supervisor/manager and Associate Director, request equipment for loan by sending an email to the [ITHELP@CSOSA.GOV](mailto:ITHELP@CSOSA.GOV) or by calling the OIT Customer Support at 220-5377, at least 3 working days prior to the requested pick-up time or 5 working days for additional software request.

For loans of laptops, projectors, or wireless cards, employees must contact the OIT Customer Support for assistance. Employees must obtain and complete an CSOSA Equipment Property Pass (Property Pass), (Attachment B.4) each time equipment is loaned-out or if a portable computing device is assigned for use while the requestor is employed by the Agency.

- Loan is based on equipment availability.
- OIT reserves the right to deny a request based on availability of equipment or lack of supervisory approval.
- Loaned equipment must be used for official government business and /or for purposes within Agency guidelines only.
- Users must complete a Property Pass with supervisor's signature.
- The original Property Pass must be submitted to OIT when the employee picks up the equipment. Equipment will not be released until this property receipt is submitted.
- Users must check out and return equipment at the OIT office at 633 Indiana Avenue, 7th Floor.
- Users are responsible for the equipment during the loaner period and must notify the OIT Customer Support of problems or for loan period extension requests.

- The equipment is due back to OIT on or before the Property Pass expiration date or date of separation from Agency. (The employee's supervisor is responsible for ensuring the return of loaned IT equipment upon the employee's involuntary separation from CSOSA.)
- Users must copy any needed data from equipment prior to equipment return. All data will be erased from the equipment once it is returned to OIT. Any data left on the equipment will be lost.
- OIT and the equipment recipient must maintain a copy of the completed Property Pass.
- It is recommended, Employees keep a copy of the Property Pass in their possession when removing or returning property from a CSOSA site.
- OIT must also update the Agency Property Management System on all equipment loans and returns within ten (10) business days.

Remote network access computer users are issued a password encryption device known as an "RSA Token". These devices will be distributed by OIT using a RSA Security Token Property Receipt (Attachment B.5). This form must be completed and remain on file in OIT while the employee retains remote network access to the Agency's system.

#### **5.4 Property Repair, Replacement or Return**

When OIT or Facilities receive a request for property or equipment repair, replacement, or returns, each office is responsible for tagging and scanning any moved or received property and updating the Agency Property Management System. OIT Customer Support must forward information from the request/ticket or any action taken as a result of the ticket to OIT Inventory Control. OIT Inventory Control must update the Agency Property Management System and forward a report of the replacement/return tickets to the Property Management Specialist monthly. The Property Management Specialist will forward the appropriate information to the respective Property Custodian(s).

All requests for repairs, replacement or returns must include the following:

- Name of requestor.
- Tag number or serial number.
- Current location of equipment (and new location if moved).
- Description of property.

#### **5.5 Separation From CSOSA: Returning Government Issued Property to the Agency**

When an employee separates from the Agency, all CSOSA issued personal property must be returned to the appropriate offices and any Report of Survey investigations resolved. The employee must obtain the requisite signatures on the Employee Clearance Form. The employee must also have their immediate supervisor's signature on the CSOSA Employee Clearance Form. Failure to complete this form may result in a delay of the processing of the employee's final paycheck.

When an employee is involuntarily separated, their immediate supervisor must collect all accountable property and ensure the items are returned to the appropriate office as indicated on the Employee Clearance Form. The program office must also notify OFM and Procurement of the



termination so OFM can determine if a Hold Payment Action on the employee's last payroll is warranted.

## **6.0 LOST, DAMAGED, STOLEN OR RECOVERED PROPERTY**

### **6.1 Report of Survey**

If property is lost, damaged, stolen or recovered, the employee must notify their supervisor immediately. Lost or stolen credentials (i.e. badge/ID cards) must be reported immediately to the Office of Security (Security). A Report of Survey is not required for this item. If the lost or stolen property is a laptop or items with personal identifiable information, in addition to completing a Report of Survey, employees must follow the reporting requirements outlined in Management Instruction 2058, Breach Notification Standards and Procedures for CSOSA Business and Mission Critical Systems.

Employees are required to complete a Report of Survey for lost, damaged or stolen property assigned to them. The report must be reviewed and signed by their immediate supervisor and forwarded to the Property Management Specialist within five (5) business days of the incident. The Property Management Specialist will assign a survey number and forward a copy to the Property Custodian and, if appropriate, to IT Inventory Control.

The Report of Survey form should explain the circumstances causing the property damage/loss/recovery. When the incident involves the police or other law enforcement agency, copies of the police report and any other documentation should be attached to the Report of Survey. The Property Management Specialist will review the submitted form and attachments for completeness then forward them to the Property Management Officer for processing. When notified of lost or stolen property, Security will review the circumstances, conduct an investigation and complete an Incident Report. Security will forward a copy of the report to Facilities and also to IT Inventory Control if necessary.

Note: The scope of the Security investigation will be limited to obtaining facts, retrieving reports/documents, conducting source interviews, and determining compliance with Agency and Federal policies.

The Property Management Officer will compile and review the reports then forward them to the Director of Facilities for approval and possible referral to the Board of Survey. If no further action is required, the Property Management Officer will sign and return the Report of Survey to the Property Management Specialist who will complete any final corrective action. If a referral is determined, the Property Management Officer will gather any additional information or documentation to prepare the matter for presentation to the Board of Survey for a liability determination.

All Report of Survey records will be maintained by the Property Management Specialist. Once the Report of Survey for missing, damaged or stolen property is approved, the property will be placed into a "retired" status in the Agency Property Management System with the assigned survey number noted.

## 6.2 Board of Survey - Financial Liability

When Government property is lost, damaged, or destroyed, the Board of Survey will determine whether the employee involved was negligent, and whether such negligence resulted in the loss, damage, or destruction of Government property. The Board of Survey will review each Report of Survey on a “case by case” basis. If the Board determines there is no fault on the part of the responsible employee no additional actions are required.

The Board will hold employees financially liable for lost, damaged or destroyed government property when the Board determines that the:

- (1) Property was lost, stolen, damaged, or destroyed as a result of its being used for other than official purposes; or
- (2) Loss, damage, or destruction was due to simple neglect or negligence; or
- (3) Loss, damage, or destruction was due to gross negligence,

When the Board of Survey finds that an employee should be held liable for property loss, damage, or destruction, the Board will determine and specify in writing the exact dollar amount of financial liability for which the employee should be held liable. The amount of liability assessed the employee shall be determined as follows:

**A. Simple Negligence (Excluding Motor Vehicles).** The amount of financial liability assessed the employee by the Board of Survey in cases where property loss, damage, or destruction was the result of simple or ordinary negligence, shall be:

1. **Damage.** The estimated or actual cost of repairs for damage that was a direct result of the incident, regardless of whether or not the property is repaired; or the replacement cost for a comparable item, whichever is less. Consideration will be given to original acquisition cost, current fair market value, expected useful life, depreciation, condition, and age, and value to the Government, as compared to replacement costs for a comparable item. In no case will the employee be assessed more than one month's disposable pay.
2. **Loss or Destruction.** The amount of liability for property which was lost or destroyed as a result of simple negligence will be the value of the property lost or destroyed, based upon the original acquisition cost, current fair market value, expected useful life, depreciation, condition and age, credit for salvage, and value of the property to the Government at the time of its loss or destruction. Replacement costs will also be considered if the cost of a comparable replacement item is less than the original acquisition cost of the property lost or destroyed or the depreciated value of the property in question. In no case will the employee be assessed more than one month's disposable pay.

**B. Gross Negligence.** When a Board of Survey finds that an employee should be held liable for property loss, damage, or destruction resulting from gross negligence of the employee, the amount of liability shall be determined as follows:

1. **Damage.** The amount of financial liability for property damage shall be the estimated or actual cost of repairs for damage that was a direct result of the incident, regardless of whether or not the property is repaired. The amount of financial liability for which the employee is held liable shall be the full amount of the loss suffered by the Government, taking into consideration such factors as original acquisition cost, expected useful life, depreciation, condition and age, credit for salvage, and value of the property to the Government at the time of damage.
2. **Loss or Destruction.** The amount of financial liability for property loss or destruction shall be the estimated or fair market value of the property taking into consideration such factors as original acquisition cost, expected useful life, depreciation, condition and age, credit for salvage, and value of the property to the Government at the time of its loss or destruction. The amount of financial liability for which the employee is held liable shall be the full amount of the loss suffered by the Government.

### **6.3 Relief From Liability**

Employees may appeal the determination of the Board of Survey by submitting a written appeal to the Office of General Counsel via email to [generalcounsel@helpdesk@csosa.gov](mailto:generalcounsel@helpdesk@csosa.gov) within five (5) business days of notification. The appeal should state clearly the circumstances of the case and why they should be relieved of the financial liability.

Relief from responsibility and financial liability will be denied when loss, damage or destruction is the result of intent to defraud, simple or ordinary neglect or negligence, gross or willful or wanton negligence or misconduct, or failure to follow standards or procedures prescribed and disseminated by written or oral means by the Agency.

Financial liability shall not be imposed on employees who produce evidence and information which, in the Board's opinion, substantiate that circumstances beyond the employee's control impaired the custody, protection, and control of such property.

In the case of missing property where the employee is unable to produce the property and is unable to explain the circumstances, the Board shall determine whether the employee acted in a reasonable or prudent manner in the care and protection of Government property. In cases where the Board finds the employee acted in a reasonable or prudent manner in the care and protection of Government property, the Board should recommend that the employee be relieved of financial liability.

### **6.4 Reimbursement to the Government**

1. When it is determined by the Board of Survey that an employee should be held liable for Government property loss, damage, or destruction, the Board of Survey will notify the

employee of the liability determination by forwarding its written decision to the employee, OFM and OHR. OFM will bill the employee for the amount due.

2. When it is determined that an employee is financially indebted to the United States Government, the employee will pay the amount by a check or money order made out to the Court Services and Offender Supervision Agency and submit it directly to the Director of OFM. Cash will not be accepted.
3. If an individual retires or resigns, or if his/her employment or period of active duty ends before collection of the amount of indebtedness is completed, deduction shall be made from subsequent payments of any nature due the individual from the agency.

## **7.0 UNREQUIRED AND EXCESS PROPERTY**

### **7.1 Unrequired Property**

Unrequired property, property that is no longer needed for a specific office, will be stored for reuse or until it is determined excess property. To minimize the procurement costs of new property, CSOSA will redistribute and reutilize unrequired property whenever possible.

The Property Management Officer and IT Inventory Control shall use the Agency Property Management System as an effective system for redistribution of unrequired property within the Agency prior to declaring the property as excess. At a minimum these procedures shall provide for:

- Continuous efforts to promptly identify property that is no longer needed by the current office.
- Prompt and accurate reporting and screening of property that is available for reassignment.
- Controls to ensure that new property is not acquired when suitable equipment can be reassigned.

CSOSA's unrequired property will be determined as excess when it is no longer required by the Agency as determined by the Director of Facilities. This property must be reported to GSA using one of three methods; Standard Form (SF) 120, Report of Excess Personal Property, Federal Disposal System (FEDS) or any other electronic program approved by GSA. All computer equipment must be sanitized prior to leaving the Agency pursuant to the Information Technology Security Policy Statement 2036, CSOSA Business and Mission Critical Systems and Management Instruction # 2046, Media Protection for CSOSA Business and Mission Critical Systems.

### **7.2 Excess Property**

Excess property is any personal property under the control of a federal agency that is no longer required for its needs. This property is available for transfer from CSOSA through GSA Federal Supply Service (FSS), or FEDS. To minimize the procurement costs of new property, CSOSA will acquire excess property whenever possible and the property meets the Agency requirements.

All movement or transfers of unrequired, excess, exchanged or sold property must be tracked in the Agency Property Management System by the Property Management Specialist. The property will be noted as "retired" in the Agency Property Management System with a reference to the associated SF-120, SF-122 or SF-126. The discharge of unrequired or excess property is determined by the Property Management Officer and reported to GSA.

### **7.3 Transfers to Other Federal Agencies**

Property that is no longer needed may be transferred directly to another federal agency without reporting to GSA, provided that the transfer is approved by the Director of Facilities and the acquisition cost does not exceed \$10,000 per line item. This is done with the Standard Form 122 (SF-122) Transfer Order Excess Personal Property, which may be initiated by either the holding or

gaining organization. A copy of the SF-122 must be submitted to GSA within ten (10) business days from the date of the transaction.

Costs incurred for transfers of excess property outside the Agency, including handling and transportation, will be the responsibility of the receiving agency.

#### **7.4 Donations**

Federal agencies are allowed to transfer excess computer equipment and software directly to educational institutions under Executive Order (EO) 12999. EO 12999 encourages federal agencies to assist schools in their efforts to connect to the information superhighway.

Schools interested in obtaining Federal computers should be registered on the nationwide Computers for Learning website, [www.computers.fed.gov](http://www.computers.fed.gov).

Non-profit institutions must complete a certification that they are eligible to participate in the program. There are specific criteria listed on the certification including but not limited to the following:

- Current tax exempt status pursuant to section 501(C) of the U.S. tax code, AND
- Serve some portion of the pre-kindergarten through grade 12 population, AND
- Operate exclusively for the purpose of education.

All computer equipment scheduled to be transferred must be certified by OIT that they do not contain sensitive or classified data. An SF-122 approved by the Property Management Officer is used to transfer the equipment to the institution. The Agency must ensure an equitable distribution of computer equipment is made among the eligible institutions.

#### **7.5 Sale/Exchange of Replaced Equipment and Trade-Ins**

Property sold, exchanged or traded in must be “like for like” and “one for one”. Six copiers cannot be traded in for one copier unless the one copier is replacing all six or a waiver is issued by GSA. Certain types of property are ineligible for trade-in. These items include but are not limited to hand tools, clothing, individual equipment and insignia. Trade-ins must be negotiated at the time of acquisition of a new item.

Replacement property can only be purchased from Federal Supply Service contracts with a trade-in allowance for the replaced item when specified in the original purchasing contract. The old item will be exchanged and the trade-in allowance will be applied to the purchase of the replacement item.

When accountable property is exchanged, replaced or used as a trade in, the requestor is responsible for notifying the Property Management Specialist of the above transactions within ten (10) business days. The notification must include a list of the equipment that was exchanged, replaced or traded in. The property Management Specialist will then obtain and process a ticket from the Facilities Helpdesk to update the Agency Property Management System.

## **7.6 Storage**

Accountable property that is stored, (e.g., held in a warehouse/holding area), shall be recorded in the Agency Property Management System. At a minimum, records shall reflect barcode number, serial number, item name/description and the date the asset was placed in storage.

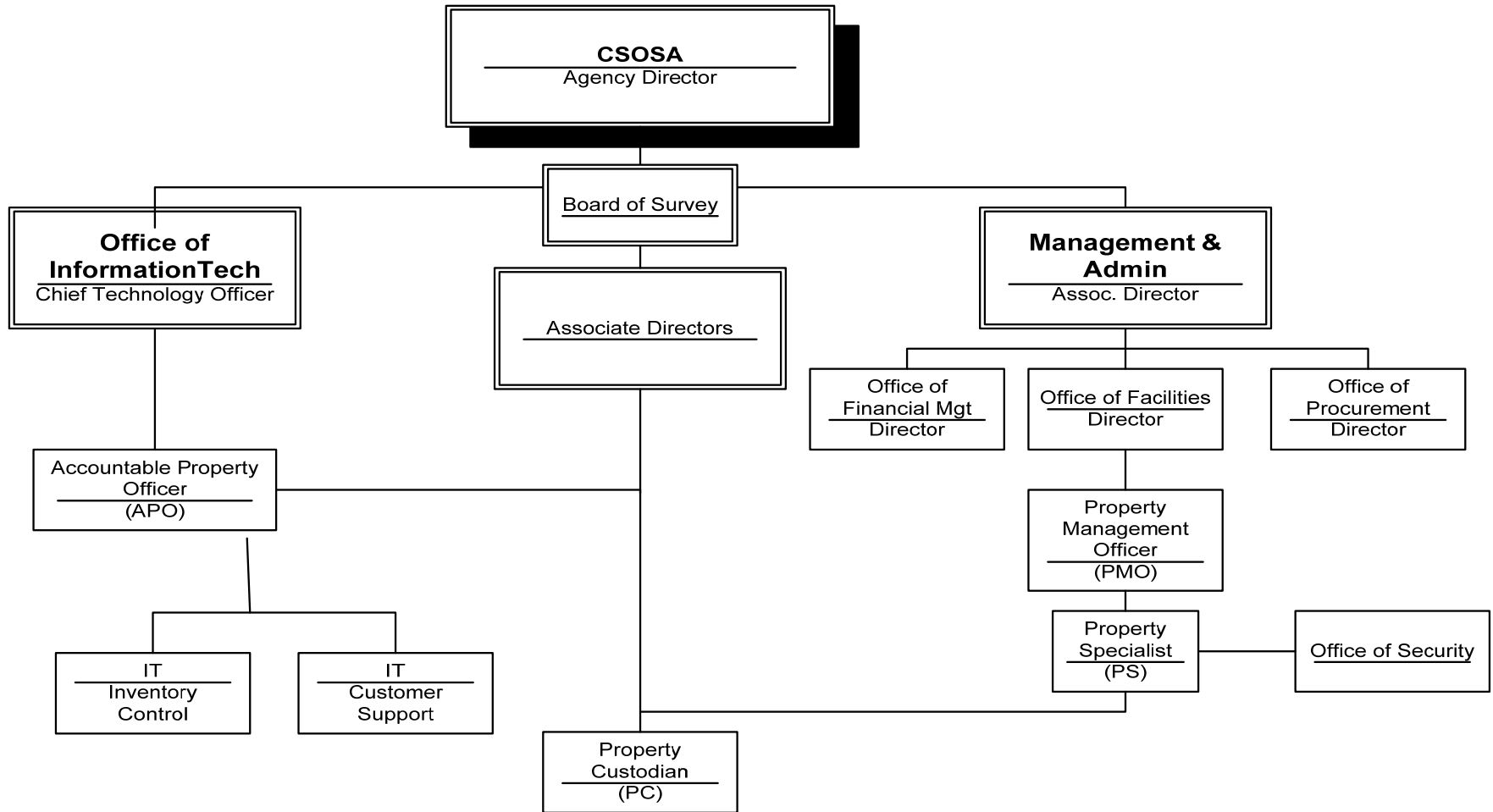
## **7.7 Disposal**

Abandonment or destruction of personal property is the final step of the disposal process that will result in the removal of equipment from the Agency Property Management System. Property that cannot be utilized, transferred, donated or sold by the Agency shall be abandoned or destroyed. This process must be documented by an approved Report of Survey to provide a clear audit trail of the sequence.

Property that is dangerous to public health or safety should not be disposed of without making it harmless, providing adequate safeguards, or properly advising the recipient of the hazardous or dangerous nature of the property.

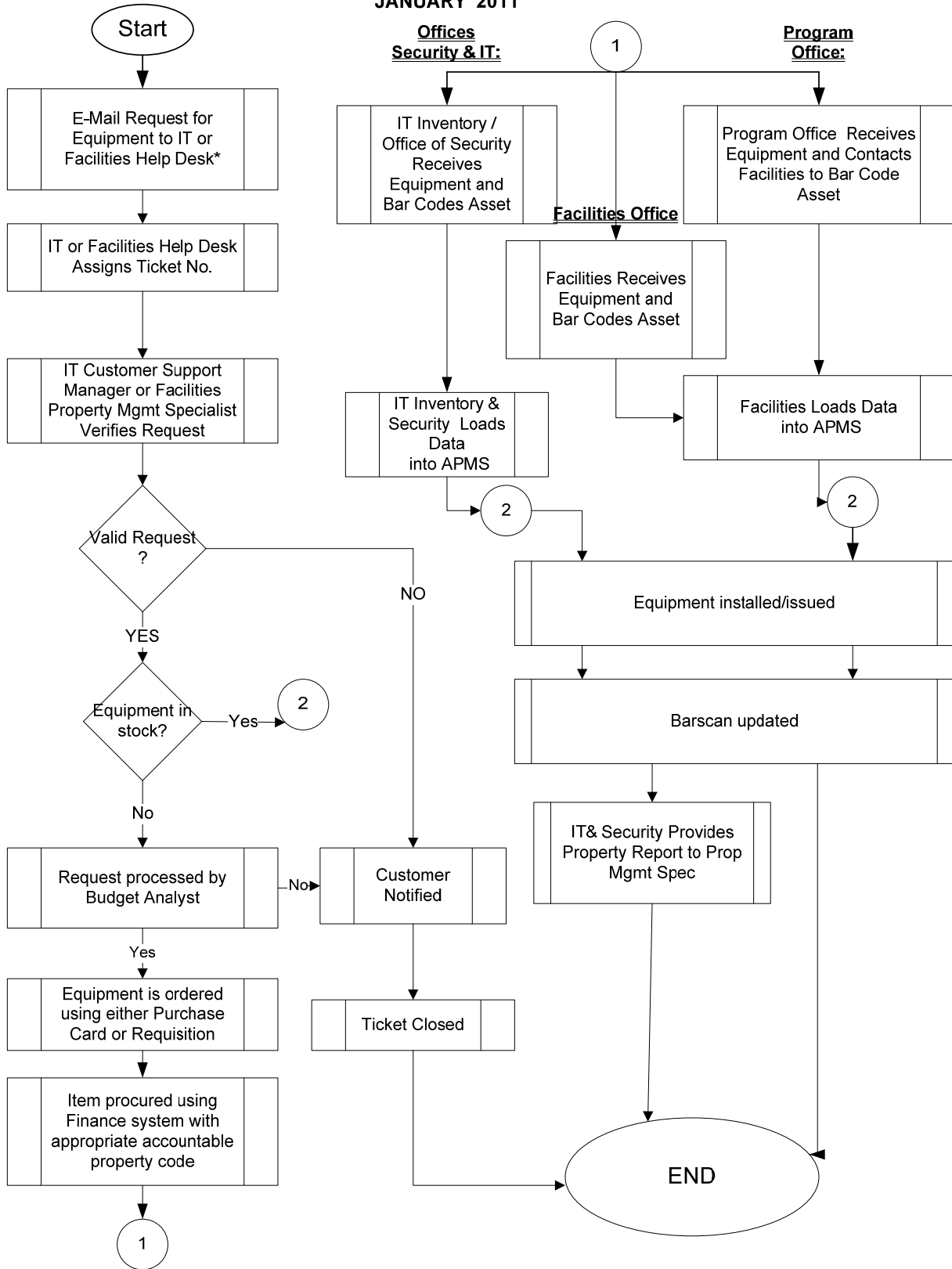


**A.1**  
**CSOSA PROPERTY MANAGEMENT ORGANIZATION**  
**1-21-11**



## A.2 EQUIPMENT PROCUREMENT PROCESS

JANUARY 2011



\* See page 7, Section 3.3 Acquisition Process to determine where to send request for equipment.



**Court Services and Offender Supervision Agency  
for the District of Columbia**

*Management and Administration  
Office of Facilities Management*

**B.1**

**MEMORANDUM**

TO:

FROM:

SUBJECT: Designation of Property Custodian

DATE:

Pursuant to Policy Statement 5406, you are hereby delegated as the Property Custodian (PC) to communicate with the Property Specialist with respect to the property and equipment in your designated area. This delegation may not be re-delegated to others.

To the extent required by Policy Statement 5406, you will perform the following duties and responsibilities:

1. Monitor all accountable property in your assigned area.
2. Assist in the annual inventory and reconciliation as necessary.
3. Notify Property Specialist of any change in property assignments.
4. Notify Property Specialist of any Property Custodian change.
5. Serve as liaison for Property Specialist and assigned area/site on all property management issues.
6. Notify Property Specialist of any removal or transfer of property without proper authority.
7. Maintain copies of all related records.

**Accordingly, you have no authority to authorize the acquisition, transfer or removal of personal property.** You are responsible for:

- a) Performing the specific duties assigned herein.
- b) Knowing the scope and limitations of your responsibility.
- c) Using good judgement, skill and reasonable care in the exercise of your responsibilities.

Should you have any questions, please do not hesitate to contact the Office of Facilities Helpdesk at 202-220-5740.



# Report of Survey For Lost, Damaged, Or Destroyed Personal Property

**Survey #**  
(Office of Facilities to Assign #)

<b>Section 1: Employee Name</b>	<b>Office:</b>
---------------------------------	----------------

<b>Date:</b>	<b>Location:</b>
--------------	------------------

Property category: <input type="checkbox"/> Furnishings <input type="checkbox"/> Office equipment <input type="checkbox"/> IT equipment <input type="checkbox"/> Communications equipment <input type="checkbox"/> A/V equipment <input type="checkbox"/> Law enforcement equipment <input type="checkbox"/> Official govt. vehicle <input type="checkbox"/> Badge/building pass <input type="checkbox"/> Other (specify):	Property status: <input type="checkbox"/> CSOSA-owned <input type="checkbox"/> Rented <input type="checkbox"/> Borrowed <input type="checkbox"/> Leased	Property was: <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged/Destroyed <input type="checkbox"/> Recovered <input type="checkbox"/> Other (specify): On (date): _____  Office of Security notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Incident reported to police? <input type="checkbox"/> Yes <input type="checkbox"/> No  Police report attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---	--	---

Bar Code Number	Description (make, model & serial# *Attach separate sheet if more than 4 items)	Quantity	Unit Cost	Total Cost
<b>Total</b>				

Explain circumstances causing property damage/loss (Dates, time, location, what, when, where, etc.):

<b>Employee - Print &amp; Sign Name</b>	Date:
---	-------

<b>Employee Supervisor - Print &amp; Sign Name,</b>	Date
---	------

**STOP: Send original to Office of Facilities, Property Mgmt. Spec. 633 Ind., Suite 720**

<b>Property Management Specialist - Print &amp; Sign Name:</b>	Date:
--	-------

<b>IT Property Custodian Print &amp; Sign Name:</b>	Date:
---	-------

**( ) Property Management Officer (PMO) or ( ) Fleet Coordinator Recommendation:**

Refer to Board of Survey?  Yes     No (If No, state action to be taken.)

_____	_____	_____
Print Name	Signature	Date

**Section 2: Approving Official** Concur     Do Not Concur\_\_\_\_\_   
Print Name\_\_\_\_\_   
Signature\_\_\_\_\_   
Date**Section 3: Board of Survey/ Procurement / OIT Report**

Results of Investigation (facts, Findings, etc.)

Recommendation:

Board Member or Director Procurement Name:

Signature:

Board Member or OIT Customer Support Name:

Signature:

Board Member Name:

Signature:

Date:

**Section 4: To be completed by Property Management Officer (PMO)****Final actions:**

The instructions of the Approving Official regarding the disposition of the property have been accomplished and appropriate disposal action taken, abandonment, or destruction has been accomplished and witnessed as indicated. Property Accountability and fiscal records have been properly adjusted.

Property Management Officer Signature:

Date:

Witnessed by:

Date:

**Survey#** \_\_\_\_\_

**B.3**  
**PROPERTY RELOCATION PLAN**

Date \_\_\_\_\_

Facilities Ticket # \_\_\_\_\_

Move Date \_\_\_\_\_

<b>A</b> <b>Employee</b>	<b>B</b> <b>Current Location/ Room #</b>	<b>C</b> <b>Current Phone #</b>	<b>D</b> <b>Curr Team #</b>	<b>E</b> <b>New Location / Room#</b>	<b>F</b> <b>New Phone #</b>	<b>G</b> <b>New Team #</b>

Move Manager \_\_\_\_\_

Complete Date \_\_\_\_\_



**B.4**  
**Court Services and Offender Supervision Agency**  
**Equipment Property Pass**

**Short Term**                       **Long Term**

Recipient's Name: \_\_\_\_\_ Team # \_\_\_\_\_  
 Office Address: \_\_\_\_\_ Phone# \_\_\_\_\_

Equipment Tag#	Make and Model	Serial Number

I authorize the loan/use of the equipment stated above to \_\_\_\_\_ for the  
 period designated by this property pass. (Recipient's Name)

Supervisor: \_\_\_\_\_  
 (Print) (Sign) (Date)

I \_\_\_\_\_ (Recipient's Name), understand I am responsible for this equipment during the period designated on this property pass. If damage occurs due to abuse or negligence while this equipment is in my care, my unit or I may be billed for the repair or replacement of the equipment. It is my responsibility to return this equipment to the Office of Information Technology, before I exit the Agency. If the equipment is not turned in, I will be required to reimburse the Court Services and Offender Supervision Agency for the cost.

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

IT Inventory Control Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Property Assigned/Loaned: \_\_\_\_\_ Property Pass Expiration Date: \_\_\_\_\_

**IT Equipment Return Only**

Recipient's Signature and Date: \_\_\_\_\_

IT Inventory Control Signature and Date: \_\_\_\_\_

Equipment Damaged? (Basic inspection): \_\_Yes \_\_No Inspected by (Initials): \_\_\_\_\_

Comments (Required if equipment is damaged): \_\_\_\_\_



**Court Services and Offender Supervision Agency  
Office of Information Technology  
RSA Security Token Property Receipt**

Recipient's Name: \_\_\_\_\_

Recipient's Team/Office and Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

RSA Token Serial Number: \_\_\_\_\_

I \_\_\_\_\_ (Recipient's Name Printed), understand that:

- **I am responsible for this equipment.**
- **If damage or loss occurs due to abuse or negligence while this equipment is in my care, my unit or I may be charged for the repair or replacement of the equipment. Frequent occurrences may result in disciplinary action.**
- **If the RSA Token is lost or stolen, I will immediately call the CSOSA IT Call Center (202) 220-5377 to report the loss.**
- **It is my responsibility to return this equipment to the Office of Information Technology before I leave the Agency.**

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

IT Security Signature: \_\_\_\_\_ Date issued: \_\_\_\_\_

(After token is issued and signed for, end user should receive a copy of the property pass.  
Original must be provided to IT Inventory Control Specialist, OIT, 633 Indiana Avenue, NW Room 756)

**RSA Token Loss/Theft**

**Previous Token (Serial #: \_\_\_\_\_) has been lost/stolen. I have notified the IT Call Center so that the token can be disabled.**

Recipient's Signature and Date: \_\_\_\_\_

Inventory Mgmt's Signature and Date: \_\_\_\_\_

**RSA Token Return Only**

Recipient's Signature and Date: \_\_\_\_\_

Inventory Mgmt's Signature and Date: \_\_\_\_\_

Comments (Required if equipment is damaged): \_\_\_\_\_



# A

## SF-120 Report of Excess Personal Property

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		<b>REPORT OF EXCESS PERSONAL PROPERTY</b>			PAGE 1 OF		
		1. REPORT NO.	2. DATE MAILED	3. TOTAL COST			
				\$			
4. TYPE OF REPORT <small>(Check one only of "a," "b," "c," or "d")</small>	a. ORIGINAL b. CORRECTED	c. PARTIAL d. TOTAL W/D	<small>(Also check "e" and/or "f" if appropriate)</small>		e. OVERSEAS	f. CONTRACTORS INV	
5. TO (Name and Address of Agency to which report is made) THRU				6. APPROPR. OR FUND TO BE REIMBURSED (If any)			
7. FROM (Name and Address of Reporting Agency)				8. REPORT APPROVED BY (Name and Title)			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)				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)		15. REIM.REQD YES NO		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE	
EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	

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

3. TO: General Services Administration\*

4. ORDERING AGENCY (Full name and address)\*

5. HOLDING AGENCY (Name and address)\*

6. SHIP TO (Consignee and destination)\*

7. LOCATION OF PROPERTY

8. SHIPPING INSTRUCTIONS

9. ORDERING AGENCY APPROVAL

10. APPROPRIATION SYMBOL AND TITLE

a. SIGNATURE

b. DATE

c. 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)	TOTAL (g)

14. GSA APPROVAL

a. SIGNATURE

b. TITLE

c. DATE

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

\*Include ZIP Code

# REPORT OF PERSONAL PROPERTY FOR SALE

PAGE 1 OF

1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY)	2. REPORT NO.	3. DATE
	4. FSC GROUP	5. TOTAL ACQUISITION COST
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)	7. PROPERTY LOCATED AT	
8. <b>TO</b>  General Services Administration	9. LOAD-ING BY GOV'T	a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO b. EXTENT (IF CHECKED "YES")
	10. PROPERTY IS EXCHANGE/SALE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO	11. PROPERTY IS REIMBURSABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)	13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)	
	14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER	
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE	BY (SIGNATURE AND TITLE)	

16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)						
ITEM NO.	ITEM NO. ASSIGNED BY GSA	COMMERCIAL DESCRIPTION AND CONDITION	UNIT	NUMBER OF UNITS	ACQUISITION COST	
					PER UNIT	TOTAL
(a)	(b)	(c)	(d)	(e)	(f)	(g)

17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED		18. RECEIPT OF REPORT IS HEREBY ACKNOWLEDGED	
SIGNATURE AND TITLE	DATE	SIGNATURE AND TITLE	DATE

**FOR GSA INTERNAL USE ONLY**

19. SALE NO.	20. TYPE OF SALE	21. INSPECTION DATES	22. ICD OPENING DATE AND TIME
--------------	------------------	----------------------	-------------------------------

**REPORT OF PERSONAL PROPERTY FOR SALE  
 (CONTINUATION SHEET)**

PAGE \_\_\_\_ OF \_\_\_\_ PAGES

FROM (Name and address of owning agency. Please include ZIP Code)

FSC GROUP

REPORT NO.

**PROPERTY LIST**

ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST	
					PER UNIT (f)	TOTAL (g)

## B.9 OFFICE MOVING INSTRUCTIONS

To effectuate a fast and smooth transition to a new location, please adhere to the following instructions:

- Please label all office furnishings or work area materials with name, room number and/or color label. The moving company will supply labels for use. Be certain to label everything that is to be moved. Items without labels will NOT be moved. Prior to the move the move coordinator will survey your offices to ensure that equipment and boxes are properly labeled.
- Prior to the move we highly recommend that you carefully check all files and drawers so that no items or materials confidential information are left behind.
- Supplies: The move coordinator will provide boxes and labels.
- Packing boxes: **Place the label on the END.... NOT ON THE TOP.** Do not over pack, but do pack full.
- Packing the items in your desk:
  1. Place small items such as pens, paper clips, rubber bands, etc., in an envelope before packing in box.
  2. The owner should pack breakable items in bubble wrap or hand carry the items to the new site.
  3. Liquid items, such as ink, glue, etc., should be closed tight and placed in plastic bags or an envelope and sealed.
  4. All articles from the surface of the desk should be placed in boxes, as should all desk contents.
- Supply and file cabinets: Remove all contents and pack into boxes. File and supply cabinets still containing materials will not be moved.
- Computers, Typewriters, and Office Machines:
  1. OIT will label and bag all computer, office machines and computer accessories.
  2. Secure typewriter carriage by placing both marginal stops in the center.
  3. All office machines/equipment should be labeled in the upper right hand top corner.
- Miscellaneous
  1. Remove any items that are attached to the walls and label, such as magazine racks, white boards, tack boards, display boards, etc. If assistance is required, please contact the Facilities Helpdesk.
  2. Do not pack telephone sets.
  3. The movers **will not** move the following items:
    - Large framed pictures/paintings (personally owned)
    - Plants
    - Personal items
- Unpacking Instructions:
  1. A site will be identified for all empty moving boxes.
  2. Remove and discard all labels from relocated furnishings.
- Contact Information:
  1. Contact your Move Coordinator through the Facilities Helpdesk at 202-220.5740 if you have any questions or need additional supplies.



# CSOSA EMPLOYEE CLEARANCE FORM

Name (Last, First, MI) \_\_\_\_\_

**A. OFFICE OF FINANCIAL MANAGEMENT**  
(633 Indiana Avenue – Room 850)

**DATE SIGNATURE**

1. Travel Vouchers
2. Metro Fare Media
3. Government Travel Card
4. Oracle Access
5. Outstanding Liabilities \_\_\_Yes \_\_\_No
6. Request to OHR for Hold Payment Action \_\_\_Yes \_\_\_No

_____	_____
_____	_____
_____	_____

**B. OFFICE OF PROCUREMENT**  
(633 Indiana Avenue – Room 880)

**DATE SIGNATURE**

1. Government Purchase Card
2. Cell Phone (Chris Young/Sheryl Wallace) 633 Indiana (Rm 880/892)
3. Outstanding Liabilities \_\_\_Yes \_\_\_No

_____	_____
_____	_____

**C. OFFICE OF SECURITY**  
(633 Indiana Avenue – Room 820)

**DATE SIGNATURE**

1. CSOSA Credentials/Badge
2. Proxy Card

_____	_____
_____	_____

**D. OFFICE OF FACILITIES**  
(633 Indiana Avenue and 300 Indiana Avenue)

**DATE SIGNATURE**

1. Parking Permits (633 Indiana, Rm 720)
2. CSOSA Vest and Jackets (300 Indiana, Rm 2077)
3. Outstanding Report of Survey Investigations \_\_\_ Yes \_\_\_No

_____	_____
_____	_____

**E. OFFICE OF INFORMATION TECHNOLOGY**  
(633 Indiana Ave – Room 756)

**DATE SIGNATURE**

1. Network and Application Access
2. IT Equipment, including (as applicable):
  - Laptop Computer w/AC Adapter & accessories
  - Blackberry
  - Wireless Card
  - RSA Token
  - Flash drives
  - Other IT equipment

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**F. TRAINING & CAREER DEVELOPMENT**  
(633 Indiana Avenue – 6<sup>th</sup> Floor)

**DATE SIGNATURE**

1. Obligated Service (Training, Relocation Expenses)

_____	_____
-------	-------

**G. SUPERVISORY CLEARANCE**

**DATE SIGNATURE**

1. Files/Manuals/Reference Materials
2. Documents and Related Materials
3. Keys (Desk, Files, Office)

_____	_____
_____	_____
_____	_____

**H. OFFICE OF HUMAN RESOURCES**  
(655 15th Street, NW – Room 800)

**DATE SIGNATURE**

1. Overdrawn Leave
2. Exit Interview
3. Hold Payment Action Initiated \_\_\_Yes \_\_\_No

_____	_____
_____	_____

**Sections A through F must be completed before Supervisory and OHR sign off in Sections G & H, respectively.**

**I. EMPLOYEE’S STATEMENT OF EXCEPTIONS**

---

---

---

---

**J. AUTHORIZED OFFICIAL’S STATEMENT OF EXCEPTIONS**

---

---

---

---

**FORWARDING ADDRESS:**

---

---

---

In compliance with the Privacy Act of 1974, the following information is provided: solicitation of this information is authorized by the Federal Property Administrative Service Act of 1949, as amended (63 Stat 377)1 Part III, Title 5, USC, and EO 11652. Purpose is to ensure that you have satisfied all obligations to the government prior to your transfer or separation from CSOSA. This information may be transferred to appropriate government agencies, when relevant to civil, criminal or regulatory investigations or prosecutions. Disclosure by you is mandatory. Failure to provide requested information will prevent the processing of your final check, lump-sum leave payment, retirement refund or retirement application.

Employee’s statement—I hereby make the following statements in connection with my separation from CSOSA: I am returning and have surrendered to the responsible CSOSA official, all government property, official documents and materials with which I was charged, for which I was accountable, or which I had in my possession. I (have) ( **do not have**) an unsatisfied period of obligated service for either relocation allowances or non-government training received while employed by CSOSA.

I am aware that willful disclosure of confidential or restricted information to any unauthorized person or persons may be punishable by a fine or imprisonment under 2 U. S.C. subsection 437g(a)(12)(b) or other Federal statute. Therefore, I certify that I shall not communicate or transmit such information orally or in writing to any unauthorized person or agency. I further agree that my leave balance, as indicated below, is accurate.

As of \_\_\_\_\_date \_\_\_\_\_annual \_\_\_\_sick \_\_\_\_ (none) (Advanced Leave should be indicated by negative numerals).

Title 18, United States Code, Section 1001, makes it a criminal offense, punishable by a maximum of five year imprisonment, \$10,000 fine or both, to knowingly and willfully make a false statement or representation to any department or agency of the United States, as to any matter within the jurisdiction of any department or agency of the United States.

Employee signature:
Date:

Clearance is approved for all items in sections A through G, provided that all appropriate officials have cleared each item.

Associate Director for Human Resources:
Date:

Original—OHR  
Copy— Employee  
Copy— CSS Administrative Office (if applicable)

## ATTACHMENT C

### FEDERAL SUPPLY GROUPS AND CLASSES

The Federal Supply Classification System has been developed and adopted by the Office of the Secretary of Defense for use in classifying items of supply identified under the Federal Cataloging System.

The first two digits in the four-digit code number identify the Federal Supply Group (FSG). The FSG identifies the commodity areas covered within the group.

The last two digits of the four-digit code number identify the Federal Supply Class (FSC). Each FSC covers commodities that are relatively homogeneous in respect to their physical or performance characteristics; commodities that are usually requisitioned or issued together; or commodities that constitute a related grouping for supply management purposes.

In most instances, gaps have been left between each group and between numbers assigned to adjacent classes to allow for the addition of new classes, in logical sequence, because of technological advances or other changes. To determine the FSC, select the appropriate FSG from the below listing and enter it at the website <http://www.dlis.dla.mil/H2>. The website displays all of the FSC's for the entered FSG.

#### Federal Supply Group Listing

- 10 Weapons
- 11 Nuclear Ordnance
- 12 Fire Control Equipment
- 13 Ammunition & Explosives
- 14 Guided Missiles
- 15 Aircraft & Airframe Structural Components
- 16 Aircraft Component & Accessories
- 17 Aircraft Launching, Landing & Ground Handling Equipment
- 18 Space Vehicles
- 19 Ships, Small Craft, Pontoons & Floating Docks
- 20 Ship & Marine Equipment
- 22 Railway Equipment
- 23 Ground Effect Vehicles, Motor Vehicles, Trailers & Cycles
- 24 Tractors
- 25 Vehicular Equipment Components
- 26 Tires & Tubes
- 28 Engines, Turbines & Components
- 29 Engine Accessories
- 30 Mechanical Power Transmission Equipment
- 31 Bearings
- 32 Woodworking Machinery & Equipment



- 34 Metalworking Machinery
  
- 35 Service & Trade Equipment
- 36 Special Industry Machinery
- 37 Agricultural Machinery & Equipment
- 38 Construction, Excavating & Highway Maintenance Equipment
- 39 Materials Handling Equipment
- 40 Rope, Cable, Chain & fittings
- 41 Refrigeration, Air Conditioning, & Air Circulating Equipment
- 42 Fire Fighting, Rescue & Safety Equipment
- 43 Pumps & Compressors
- 44 Furnace, Steam Plant & Drying Equipment; & Nuclear Reactors
- 45 Plumbing, Heating & Sanitation Equipment
- 46 Water Purification & Sewage Treatment Equipment
- 47 Pipe, Tubing, Hose & Fittings
- 48 Valves
- 49 Maintenance & Repair Shop Equipment
- 51 Hand Tools
- 52 Measuring Tools
- 53 Hardware & Abrasives
- 54 Prefabricated Structures & Scaffolding
- 55 Lumber, Millwork, Plywood & Veneer
- 56 Construction & Building Materials
- 58 Communication, Detection & Coherent Radiation Equipment
- 59 Electrical & Electronic Equipment Components
- 60 Fiber Optics Materials, Components, Assemblies & Accessories
- 61 Electric Wire & Power Distribution Equipment
- 62 Lighting Fixtures & Lamps
- 63 Alarm, Signal & Security Detection Systems
- 65 Medical, Dental & Veterinary Equipment & Supplies
- 66 Instruments & Laboratory Equipment
- 67 Photographic Equipment
- 68 Chemicals & Chemical Equipment
- 69 Training Aids
- 70 General Purpose Automatic Data Processing Equipment
- 71 Furniture
- 72 Household & Commercial Furnishings & Appliances
- 73 Food Preparation & Serving
- 74 Office Machines & Visible Record Equipment
- 75 Office Supplies & Devices
- 76 Books, Maps & Other Publications
- 77 Musical Instruments, Phonographs & Home-Type Radios
- 78 Recreational & Athletic Equipment (Including Firmware), Software, Supplies & Support
- 79 Cleaning Equipment & Supplies

- 80 Brushes, Paints, Sealers & Adhesives
- 81 Containers, Packaging & Packing supplies
- 83 Textiles, Leather, Furs, Apparel & Shoe Findings; Tents
- 84 Clothing, Individual Equipment & Insignia
- 85 Toiletries
- 87 Agricultural Supplies
- 88 Live Animals
- 89 Subsistence
- 91 Fuels, Lubricants, Oils & Waxes
- 93 Nonmetallic Fabricated Materials
- 94 Nonmetallic Crude Materials
- 95 Metal Bars, Sheets & Shapes
- 96 Ores, Minerals & Their Primary Products
- 99 Miscellaneous