

MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

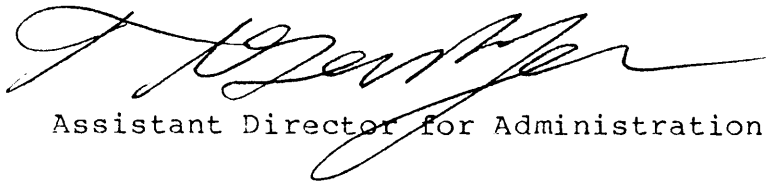
Release No. 94

April 25, 1986

SUBJECT: Organization Series
 Part 400 Property Management
 Chapter 1 Property Accountability

EXPLANATION OF MATERIAL TRANSMITTED:

This release transmits the handbook which contains guidelines on and procedures for all matters relating to Property Management.



Assistant Director for Administration

FILING INSTRUCTIONS:

REMOVE:

None

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
400	1-H		94

Handbook:

MMSM 400.1-H

A User's Guide for
 Accountable and
 Custodial Property
 Officers

(This handbook may be
 filed separately from
 the basic manual chapter.)

OPR: Property Management Section
 General Services Branch
 Procurement and General Services Division
 Office of Administration

FOREWORD

This Minerals Management Service (MMS) handbook has been developed to provide guidelines and procedures for all matters relating to the management of our property resources. Adherence to these guidelines and procedures will expedite their review and processing. Questions regarding the information in this handbook or the MMSM 400.1 may be directed to the Property Management Section, General Services Branch, Procurement and General Services Division, Office of Administration.


Assistant Director for
Administration

Date: April 25, 1986

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CHAPTER 1. GENERAL INFORMATION

1. Purpose. This handbook has been prepared to provide the Accountable and Custodial Property Officer (APO/CPO) a comprehensive working tool for the management of Minerals Management Service (MMS) property resources.
2. Accountability. The APO's and CPO's are the major link in measuring the effectiveness of property management programs. They are entrusted with the accountability and responsibility of personal property Bureauwide totaling an inventory of over \$17 million.
3. Use of Handbook. The newly created MMS Property Management System was developed to provide an effective means to carry out responsibilities which include the acquisition, utilization, maintenance, protection, transfer, and ultimate disposition of property. This handbook is organized to serve as a ready reference so that responsibilities are handled both accurately and promptly.
4. Appropriate Property Management Office. The servicing Administrative Service Center property management office is available to assist the APO/CPO's in the property management program. All questions, paperwork, and ADP transactions must be submitted through the appropriate office. This will assure accuracy and unnecessary delays.

OPR: Property Management Section
General Services Branch
Procurement and General Services Division
Office of Administration

Date: April 25, 1986 (Release No. 94)

CHAPTER 2. ACQUISITION

1. Object Classification Codes. The Advanced Budget/Accounting Control and Information System (ABACIS) is the automated fund accounting system used within the MMS to fulfill accounting, processing, and reporting requirements.

A. Form MMS-2017. Data obtained from Form MMS-2017, Order for Supplies or Services (or other purchasing documents), are entered into ABACIS and stored in an allotment ledger by key data elements, document number, account number, and object classification code.

B. Form MMS-2016. The Form MMS-2016, Requisition (Illustration 1), is assigned a number which is used to identify a unique purchase. The originating office assigns both the account number and the object classification code. The account number identifies the originating office or program, and the object classification code designates the purpose for which the funds are expended. The four-digit numerical object classification code, when used correctly, can provide valuable budgetary data through the ABACIS and will provide a mandatory link for the accounting system and the property system to carry like expenditures for capitalized property.

C. Identification. Object classification codes are very important in the identification of requirements relating to personal property management. All Property Management Office's are required to screen MMS-2016's for several things, one being the correct use of object classification codes. If an object classification code is incorrect, the property office will correct it before it is forwarded to the procurement office for purchase.

D. Correct Object Classification. To assist in choosing a correct object classification code, the following questions should be asked:

(1) What exactly is being procured?

(2) If equipment is being purchased, does it meet the capitalization or sensitive criteria making it an accountable item?

(3) Is the item a permanent attachment to an existing piece of equipment thereby increasing its value?

(4) Does the item replace an existing item? If so, is the existing item to be traded in, sold, or transferred?

E. Capitalized Property. Object classification codes (Appendix 1), are of major importance to the Property Management Section. Please note that within the major category "31-Equipment," certain codes identify capitalized expenditures. The General Accounting Office mandates that we balance our property records for capitalized property with the financial general ledger.

2. Categories of Property. Using the following definitions below will assist the APO/CPO in using the correct object classification codes on requisitions.

A. Capitalized Property is equipment that:

(1) costs \$300 or more or is equivalent to items that cost \$300 or more if currently purchased,

(2) is complete in itself and does not lose its identity or become component parts of another article, and

(3) is of a durable nature and has an expected lifespan of 1 year or more.

B. Noncapitalized Property is property that has continuing use as a self-contained unit, is not consumed in use, does not lose its identity in use, has a service life of 1 year or more, and costs less than \$300.

C. Sensitive Property is equipment determined to be controllable property regardless of the acquisition cost, that:

(1) is of a durable nature and has an expected lifespan of 1 year or more, and

(2) due to its high risk of loss or theft is classified as accountable personal property.

D. Nonexpendable Property is property which has continuing use as a self-contained unit, is not consumed in use, does not lose its identity when put to use, or does not ordinarily become a component of other equipment.

E. Expendable Property is property which, when put to use, is consumed, loses its identity, or becomes an integral part of other property, and property which, although nonexpendable by definition, is administratively considered and treated as expendable because of its high rate of breakage in service, short service life, or relatively insignificant value.

3. Accountability. The MMS Property Management Program has three levels of accountability:

A. The Accountable Property Officer (APO) is at the level of the Director, Deputy Director, Associate Directors, Assistant Directors, Administrative Service Center Managers, or their Administrative Officers or Special Assistants. Seasonal, part-time, temporary, or intermittent employees are never designated as an APO. The APO has the overall responsibility for organizational compliance with the MMS Property Management Program policies and procedures and is responsible for assisting property management personnel in maintenance of accurate property records and the conduct of annual physical inventories. The APO certifies the accuracy and/or assists in the resolution of discrepancies within 30 days of receipt of inventories.

B. The Custodial Property Officer (CPO) is designated by the APO and is not lower than the head of an organizational section/unit or is a responsible individual having jurisdiction over the property (i.e., Administrative Assistants, Division, Branch, Section and/or Unit Chiefs. At the field level the CPO is designated in consultation with the ASC and is at a level that assures effective management of the property. Seasonal, part-time, temporary or intermittent employees are never designated as a CPO. The CPO's ensure the proper use, protection, maintenance, and handling of MMS property by:

(1) designating the Cognizant Employees and keeping appropriate accountability records, such as Form DI-105, Receipt for Property;

(2) promptly and correctly completing forms that are necessary to maintain accurate control records; and reconciling Form MMS-067A, Property Inventory--Exception Listing;

(3) returning to the nearest warehouse, controlled property for which no need is anticipated;

(4) promptly acknowledging receipt of property on appropriate forms;

(5) furnishing on request, by direct transfer, any excess personal property (controlled or noncontrolled) required by another CPO;

(6) promptly and accurately reporting loss or damage of MMS property to the APO, the Security Officer, and the appropriate property management personnel; and

(7) recommending additions and deletions to the list of controlled property.

C. The Cognizant Employee (CE) is the Federal employee actually using the equipment. The CE's are accountable for the proper use and safeguarding of MMS property under the supervision of the CPO.

4. Item Description. When ordering equipment, the item description must be clear and complete. Do not use ambiguous terminology; do include as much information about the item as possible on Form MMS-2016.

5. Replacement or "Add-On" Items. There will be times when the purchase of an item of property will become an integral component of other equipment, either as a replacement part or an "add-on" part. In these cases, the item being purchased should not be controlled separately since its individual identity will be lost upon installation. It is important to differentiate between replacement and add-on. A replacement item merely serves to keep in operation a given piece of equipment. An add-on item enhances the value of a given piece of equipment, and this added value can be reflected in the financial records. Therefore, one of the two following statements must appear on Form MMS-2016 in addition to the information outlined above:

A. For Replacement Parts. "DO NOT CONTROL; item is a replacement part."

B. For Add-On/Integral Part(s). "DO NOT CONTROL; item is an add-on and will become a component of (describe item, include Property ID Number)." By following these steps, the replacement or add-on item will not be recorded as a separate entity in the Property Management System, and it will not be charged to an APO/CPO as a separate piece of property. Only the cost of the add-on/ integral part(s) will be added to the main component.

6. Installation and Shipping. The MMS has no provisions to install, assemble, or repair property. It is the responsibility of the APO/CPO to include on Form MMS-2016 an estimated cost for installation and/or assembly if required. Shipping costs should always be included on the requisition.

7. Surplus/Excess Property. Excess property is property that is no longer required by an office. Surplus property is property that is no longer required by a Federal entity. Excess is the first source of supply. The cost of acquiring a good, serviceable item through excess can be dramatically less than buying new. The only

charges paid are handling and transportation. Property management offices will screen requests for possible recommendations of excess property, if available.

8. Property Management Functions. The property management office will screen your requisition for the correct object classification code; identification of the APO/CPO; availability of a like item from excess; lease versus purchase determination, maintenance repair history, and any required approvals needed (i.e., automated data processing, departmental, General Services Administration, etc.).

LIST OF OBJECT CLASSIFICATION CODES

<u>OBJECT CLASS</u>	<u>BRIEF DESCRIPTION</u>	<u>DEPRECIATION RATE</u>
2360	Rental of ADP Equipment	N/A
2361	Rental of Equipment (Non-ADP)	N/A
2362	Copier Rental	N/A
2500	Equipment Preventive Maintenance (Non-ADP)	N/A
2501	Equipment Preventive Maintenance (ADP)	N/A
2502	Equipment Repairs, Per Call (Non-ADP)	N/A
2503	Equipment Repairs, Per Call (ADP)	N/A
2660	ADP Supplies (includes software acquisitions)	N/A
3100	Equipment--Furniture and Fixtures; Capitalized	10 years; 120 months
3101	Equipment--Furniture and Fixtures; Sensitive	N/A
3102	Equipment--Furniture and Fixtures; Noncontrolled	N/A
3110	Equipment--Motor Vehicles; Capitalized	6 years; 72 months
3120	Equipment--Office; Capitalized	12 years; 144 months
3121	Equipment--Office; Sensitive	N/A
3122	Equipment--Office; Noncapitalized	N/A
3130	Equipment--ADP; Capitalized	5 years; 60 months
3131	Equipment--ADP; Sensitive	N/A
3140	Equipment--Copiers, Duplicators, Heavy Machinery; Capitalized	8 years; 96 months

FORM MMS-2016, REQUISITION

UNITED STATES DEPARTMENT OF THE INTERIOR MINERALS MANAGEMENT SERVICE			NOTE: Mandatory Entries are Underscored See requisition pad cover for instructions.			
REQUISITION			1 REQUISITION DATE	2 PURCHASE ORDER NUMBER		
			12/02/85			
3 REQUISITION NO.	4 ROOM NUMBER	5 INITIATING OFFICE	6 ACCOUNT NUMBER	7 OBJECT CLASS NUMBER		
6-2540-0001	215	PGS	6-12-2540-999	3120		
8 SHIP TO			9 VENDOR			
Minerals Management Service 1110 Herndon Parkway, Room 213 Herndon, VA 22070			IBM Direct			
TELEPHONE NUMBER: 435-6140			TELEPHONE NUMBER			
10		11 RESPONSIBLE PROPERTY OFFICER		12 EMPLOYEE'S ADDRESS		
		John Doe		1110 Herndon Pkwy., Room 213		
13 REQUESTED DELIVERY		14 GSA CONTRACT NUMBER		15 FOB POINT		
02/01/86						
16 DISCOUNT TERMS		17 SHIP VIA		18 GBL NUMBER		
19 ITEM NUMBER	20 SUPPLIES OR SERVICES		21 QTY	22 UNIT	23 UNIT PRICE	24 EXTENDED AMOUNT
01	Typewriter, IBM Selectric III or equivalent		1	ea	670.00	670.00
<u>Justification</u>						
This typewriter is needed in the Property Management Section for a clerk/typist position being filled. The typewriter must be compatible with existing equipment for interchange of elements and conformity of typed material.						
			25 TOTAL ESTIMATED COST		\$ 670.00	
26 REQUESTED BY (Title and Signature)		27 DATE	28 APPROVED BY (Title and Signature)		29 DATE	
<i>John Doe</i> John Doe, Chief, Prop. Mgmt. Sec.		12/2/85	<i>Bill Blake</i> Bill Blake, Chief, P&GS		12/3/85	
30 PROPERTY MANAGEMENT CERTIFICATION. Except as noted, items are not available from sources under my control.			31 FUND CERTIFICATION. Funds in the amounts shown are available and chargeable to cost authorities shown above.			
<i>Tom Tiller</i> (Title and Signature)		12/5/85 (Date)	<i>Laurie Jackson</i> Laurie Jackson (Title and Signature)		12-4-85 (Date)	
Form MMS 2016 (Revised Aug 1984) (Supersedes Form MMS 2016 Apr 1983 which will not be used)			CCN: 15005			

INSTRUCTIONS FOR COMPLETING FORM MMS-2016
 (Requisition)

INSTRUCTIONS FOR COMPLETING FORM MMS-2016		
<p>A. Use Form MMS-2016 when requisitioning supplies or services. Offices having a need for supplies or services are responsible for accurate completion of the requisition form. Procurement offices require an original and one copy of Form MMS-2016. Finance requires one copy of form MMS-2016 (the appropriate copies are identified at the bottom of each page). When ordering other supplies or services, i.e., building alterations, electrical work, telephone changes, or printing and binding services, an original is required by the appropriate servicing office and one copy is required by Finance.</p>		
<p>B. Each block on the Form MMS-2016 is numbered. Block numbers that are underscored are mandatory entry blocks as discussed below.</p>		
<p>C. Guidelines for completion of Form MMS-2016:</p>		
Block Number	When Required	Completion Instructions
1	Mandatory Entry	Enter the date the Form MMS-2016 is prepared.
2	Mandatory Entry	If the requisition is a confirmation order, enter the pre-assigned number provided by the Small Purchases office. If the requisition is an amendment, enter the number of the purchase order to be amended. If neither of the foregoing, enter "N/A."
3	Mandatory Entry	Enter the requisition number from your sequential requisition numbering system.
4	Mandatory Entry	Enter the room number where the supplies or services are to be delivered or performed.
5	Mandatory Entry	Enter the name of initiating office.
6	Mandatory Entry	Enter the appropriate fiscal year account number.
7	Mandatory Entry	Enter the appropriate object class number.
8	Mandatory Entry	Enter the full address where supplies or services are to be delivered or performed.
9	Optional Entry	Enter the full name and address of a recommended vendor, if known. (Note: Justifications of Non-Competitive Procurement may be required pursuant to FAR Part 15.)
10	Reserved	
11	Mandatory Entry	Enter either the name of the responsible employee or "N/A." This block is mandatory only for furniture and equipment. If space provided in block 11 is not sufficient, provide information in block 20.
12	Mandatory Entry	Enter either Mail Stop (or address if in field) for accountable employee or "N/A."
13	Mandatory Entry	Enter that date beyond which you will not accept supplies or services. Requisition will be returned if no vendor can meet delivery.
14	Optional Entry	Enter the applicable GSA (or other Departmental) Contract Number, if known.
15	Procurement Use Only	
16	Procurement Use Only	
17	Procurement Use Only	
18	Procurement Use Only	
19	Mandatory Entry	Number each item or service that is on the requisition beginning with 1., 2., 3., etc.
20	Mandatory Entry	Enter the most complete description available including GSA or vendor stock number for each item of furniture or equipment. Also relevant attachments should be provided.
21	Mandatory Entry	Enter the number of items requested.
22	Mandatory Entry	Enter the unit of issue of the items or services requested.
23	Mandatory Entry	Enter an estimated unit price for the items or services requested. If an actual unit price is entered, so state.
24	Mandatory Entry	Enter the extended amount for each line item. (Multiply block 21 times block 23.)
25	Mandatory Entry	Enter the sum of column 24.
26	Mandatory Entry	Self explanatory.
27	Mandatory Entry	Self explanatory.
28	Mandatory Entry	Self explanatory.
29	Mandatory Entry	Self explanatory.
30	Mandatory Entry	Obtain this signature and date from the appropriate property management office.
31	Mandatory Entry	Enter the typed name and title of the individual who has been delegated authority to commit funds for your organization and obtain his/her signature.

CHAPTER 3. RECEIVING

1. Designated Receiving Point. Generally, accountable personal property will be delivered to a central receiving point or warehouse location. The reasons for this are twofold. First, it allows the property management personnel to make proper identification, labeling, recording of the item. It also allows other delivery logistical functions to be performed with a minimal amount of office disturbance. Property items controlled can be marked with bar code decals from one central point enabling property personnel to more effectively control initial property assignments. Secondly, it allows for a visual inspection of packaging and its contents for outer and concealed damage.

2. Property/Supply Functions. Property Management personnel in each ASC and headquarters ensure that proper documents are completed upon receipt of accountable personal property. The following step-by-step procedures should alleviate any confusion and provide a systematic method of transmitting information needed to capture personal property acquisitions in the Property Management System (PMS).

A. Form MMS-065, Property File Data Input, is produced at headquarters from data elements on acquisition document entered into the PMS. (See Illustration 1.)

B. Copies 2 and 3 of Form MMS-065 are forwarded to the appropriate receiving location via overnight mail to the ASC where they are matched against the delivery copy of the acquisition document and held in suspense until the item is received.

C. Upon delivery of the equipment, the serial number and receipt date are obtained and entered on Form MMS-065 which is then entered into the PMS by the appropriate headquarters/ASC property management office.

D. A bar code label is produced at headquarters after information obtained from Form MMS-065 is received and entered into the PMS. It is subsequently sent via overnight mail to the appropriate receiving location along with an extra copy of Form MMS-065. The bar code label is then applied to the equipment and delivery is scheduled to the end user (requestor).

3. Receiving Report and Form MMS-065. In order to ensure prompt payment for goods and services when a purchase order has been issued, employees who receive delivery of goods or services are responsible for promptly certifying (signing and dating) the yellow copy of Form MMS-2017 marked "Receiving Report" and forwarding it to the appropriate property management office. Procedures have

been developed in field organizations for the handling and timely submission of receiving reports to the Financial Management Division. Consult with the appropriate ASC property management office for guidance and assistance. Form MMS-065 should also be signed and dated. This form is the official document which is filed in the APO/CPO accountability file at headquarters.

FORM MMS-065, PROPERTY FILE DATA INPUT

PROPERTY FILE DATA INPUT				U. S. DEPARTMENT OF THE INTERIOR MINERALS MANAGEMENT SERVICE		
1.	TRANS CODE 10	FBC 7430	MMS - ID M 00001234	EMPLOYEE SSN 123-45-6789	LOCATION 11 0010	WHSE
	ACQUISITION DOCUMENT NUMBER P0610000	CONTRACT NUMBER	ACQ COST 800.00	MFG IBM	DATE REC'D M Y D	
	PROPERTY DESCRIPTION TYPEWRITER SELECT III		MODEL NUMBER 6705	MANUFACTURER'S SERIAL NUMBER 114-6800000		
2.	TRANS CODE	FBC	MMS - ID	EMPLOYEE SSN	LOCATION	WHSE
	ACQUISITION DOCUMENT NUMBER	CONTRACT NUMBER	ACQ COST	MFG	DATE REC'D	
	PROPERTY DESCRIPTION		MODEL NUMBER	MANUFACTURER'S SERIAL NUMBER		
3.	TRANS CODE	FBC	MMS - ID	EMPLOYEE SSN	LOCATION	WHSE
	ACQUISITION DOCUMENT NUMBER	CONTRACT NUMBER	ACQ COST	MFG	DATE REC'D	
	PROPERTY DESCRIPTION		MODEL NUMBER	MANUFACTURER'S SERIAL NUMBER		
4.	TRANS CODE	FBC	MMS - ID	EMPLOYEE SSN	LOCATION	WHSE
	ACQUISITION DOCUMENT NUMBER	CONTRACT NUMBER	ACQ COST	MFG	DATE REC'D	
	PROPERTY DESCRIPTION		MODEL NUMBER	MANUFACTURER'S SERIAL NUMBER		

INITIAL ASSIGNMENT TO
JOHN DOE
 (Employee Name)

INITIAL ASSIGNMENT ON THE PROPERTY MANAGEMENT RECORDS HAS BEEN MADE TO THE EMPLOYEE NAMED ABOVE. ANY FURTHER TRANSFER OF ACCOUNTABILITY SHALL BE ACCOMPLISHED THROUGH USE OF PROPERTY TRANSFER REQUEST FORM MMS - 064. PLEASE RETURN ONE SIGNED COPY TO PROPERTY MANAGEMENT SECTION MS - 635 MINERALS MANAGEMENT SERVICE, RESTON, VIRGINIA 22091 AFTER PROPERTY HAS BEEN RECEIVED AND IDENTIFICATION NUMBERS AFFIXED.

RECEIVED ABOVE LISTED ITEM(S) ON _____ (Date) IDENTIFICATION NUMBERS SHOWN ABOVE HAVE BEEN AFFIXED TO THE PROPERTY.

 (Signature) _____ (Title) _____ (Date)

FORM MMS-065 - AUG 1985

INSTRUCTIONS FOR COMPLETING FORM MMS-065
(Property File Data Input)

Instructions on Completing Form MMS-065
(Property File Data Input)

1. Write in the day/month/year the property was received.
2. Check property description making sure nomenclature is correct.
3. Write in the day/month/year the property was received, certifying property has been marked with a bar code label.
4. Accountable or Custodial Property Officer's signature, title, and date.

CHAPTER 4. PROPERTY UTILIZATION AND DISPOSAL

1. Safeguarding Equipment. Accountable and Custodial Property Officers (APO/CPO), are financially liable for personal property under their accountability.

A. Typewriters and Other Freestanding Office Equipment. This equipment requires reasonable prudence in maintaining its safety. Small items deemed sensitive in nature due to their higher risk of loss or theft are attractive to individuals because of their personal use. They include items such as binoculars, cameras, pocket calculators, and portable dictating and recording machines.

B. APO's and CPO's. To the extent possible, the following precautions are to be taken:

(1) items are to be stored in locked facilities when not in use;

(2) items are to be removed from public view when left unattended; and

(3) extra care is to be taken when items are used while on travel status, especially in airports, taxis, or hotels and motels.

2. Utilization of Equipment.

A. Equipment Needs. Identify equipment needs of your office or program, in addition to identifying equipment either not fully utilized or not used at all. On an annual basis, during physical inventory periods for example, excess property needs should be reported to your servicing ASC, or for headquarters, the Property Management Section.

B. Excess. By reporting excess personal property to the appropriate property management office other MMS offices can possibly benefit by reviewing lists of available excess property and obtaining such property.

3. Transferring Equipment From One APO or CPO to Another.

Equipment transfers within the MMS can only be accomplished by transferring accountability to another APO or CPO. In order to transfer accountable personal property from one APO or CPO to another, Form MMS-064, Property Transfer Request (Illustration 1), must be prepared, signed, and dated by both the losing and gaining officials.

A. Transfer of Equipment by Field "CE." The Property ADP system has available, the field "CE" (Cognizant Employee) for the CPO's use. This field identifies who is actually using the equipment. This can be entered into the system through the use of a DI-105, Receipt for Property (Illustration 2), and submitted whenever there is a change in a CE to assure the field is current in the Property Management System (PMS). All changes are to be submitted to the appropriate property management office for processing.

B. Transfer of Entire Inventory. On a case-by-case basis, it may become necessary to transfer the entire inventory of an APO/CPO to another. In such cases, the outgoing official should perform a physical inventory, reconcile any differences, and sign the inventory certifying its accuracy. The incoming official shall accept accountability and responsibility for all Government-owned and -leased or loaned property involved in the transfer by signing the certified inventory. In the event the incoming APO/CPO is unavailable, accountability in the interim period will be transferred to the next highest level of supervision until the new APO/CPO is appointed. Changes in designation of an APO/CPO must be submitted in writing to your servicing ASC for the field offices or for headquarters offices to the Property Management Section.

4. Property Passes. To control the removal and/or return of property from Government buildings regardless of ownership, Form OF-7, Property Pass (Illustration 3), is required. Examples of nonowned Government property include rented equipment loaned to the Government, and sensitive items such as cameras, radios, typewriters, voice recording devices, and other electronic instruments. Form OF-7 should thoroughly describe the item including the property identification number and the serial number. Headquarters and ASC property management offices will maintain a list of persons authorized to approve and issue the OF-7. It is the responsibility of the APO/CPO to approve requests before forwarding them to the appropriate person for authorized approval.

5. Reporting Loss/Theft/Vandalism. Loss, theft, or vandalism of property in Government buildings must be reported immediately to the appropriate Security Officer, who in turn will notify the local law enforcement authorities and/or the Federal Protective Service (FPS) as appropriate. The FPS officer or other authorized official will complete GSA Form 3155, Preliminary Investigation, in accordance with the instructions contained on the form. The APO/CPO must also complete Form MMS-066 (Illustration 4), attach a copy of the GSA Form 3155, and forward them to the appropriate

property management office for processing. The MMS will not be held liable for the loss of employee-owned or contractor-owned personal property brought in Government-controlled buildings.

6. Excess, Cannibalization, Abandonment, and/or Destruction.

A. Excess equipment to one MMS office or program may be needed by another, thereby possibly reducing equipment purchases. Headquarters and ASC property management offices are to circulate lists of excess property only if reported. To accomplish this, prepare Form MMS-066 or at locations, accepting excess at warehouse locations prepare Form MMS-064. Identify excess property and submit the form to the appropriate property management office. They are responsible for preparing the necessary paperwork to ultimately transfer, excess, donate, sell, abandon or destroy excess equipment, following GSA regulations and procedures. Lists of excess equipment from other offices, Bureaus, and Agencies will also be circulated within the MMS. If an item is identified from one of these lists as being needed, request the items through the appropriate property office by identifying the report number and date. Be prepared to pay any handling and transportation charges.

B. Cannibalization is the use of a particular machine's useful parts in the repair or improvement of similar equipment. When this occurs, it usually renders the cannibalized equipment useless and therefore the item should be removed from the inventory of accountable personal property. To accomplish this, a Form MMS-066 must be completed and submitted to the appropriate property management office indicating the requirement to salvage. Include a justification as to the purpose of cannibalizing the equipment.

C. Abandonment and Destruction is equipment that does not meet the normal reporting requirements of GSA and is therefore determined to be abandoned and/or destroyed in the best public interest. Equipment may be abandoned and/or destroyed with written authorization by the ASC Property Survey Board.

(1) Premises for Abandonment and/or Destruction. Federal Property Management Regulations (CFR 101.45.5) will be applied for all property requiring abandonment and/or destruction. The four main premises behind abandonment and destruction are:

(a) the property has no commercial value either as an item or scrap;

(b) the cost of care, handling, and preparation of the property for sale would be greater than the expected proceeds (estimated fair market value);

(c) a law, regulation, or directive requires abandonment or destruction action; and

(d) written instructions by a duly authorized Federal official (health, safety, security, etc.) directs abandonment or destruction action.

(2) Procedures to Effect Abandonment and/or Destruction.
Unless immediate abandonment and/or destruction is authorized, a notice of proposed abandonment and/or destruction must be advertised within the local area in which the property is located, which should also include an offering of the property for sale. To accomplish an action requiring abandonment and/or destruction, the procedures below are to be followed:

(a) prepare Form MMS-066 describing the property and its condition and forward it to the appropriate property management office;

(b) await instructions from the appropriate property management office on the Property Survey Board's recommended disposal action;

(c) destroy and/or abandon the property according to instructions received, ensuring two employees witness the abandonment or destruction; and

(d) prepare Form MMS-064 which includes a statement of the action taken. Have witnesses sign the Form MMS-064 and submit it to the appropriate property management office for processing and removal from the PMS.

7. Physical Inventory of Personal Property Using Bar Code Technology. The enhanced PMS has been formulated by the Property Management Section. This system uses bar code technology, much like that which is used in grocery stores, to save MMS offices and programs costly resources in performing physical inventories of accountable personal property. An Inventory of Controlled Property, Form MMS-067 (Illustration 5), for which the APO/CPO is accountable will be provided with a date as to when the property office will do the inventory. Bar code labels will be scanned with laser readers. After all equipment located has been read, information will be transferred to the main computer at headquarters, matched with data in the ADP system and ultimately an exception listing of unmatched personal property records will be produced. The APO/CPO will be responsible for reconciling only the Personal Property-- Exception Listing, Form MMS-067A (Illustration 6). The exception

listing will list one or more of the following to assist in the reconciliation process:

- A. The item was not scanned.
- B. The item was scanned, however, records indicate accountability by another APO/CPO.
- C. The item was not scanned, however, was keyed into the bar code reader.
- D. The item was scanned, however, failed to show up in the master property file.

INSTRUCTIONS ON COMPLETING FORM MMS-064
(Property Transfer Request)

INSTRUCTIONS ON COMPLETING FORM MMS-064
(Property Transfer Request)

- (1) Warehouse identification (Herndon, Denver, Metairie, Anchorage) to be used when requesting items from, or to be placed in a warehouse.
- (2) Transferor's ("From") name, office, and address.
- (3) Transferor's ("From") office telephone number and room number.
- (4) Transferee's ("To") name, office, and address.
- (5) Transferee's ("To") office telephone number and room number.
- (6) Account Number(s) are to be included when charges are to be assessed.
- (7) Complete manufacturer's serial number.
- (8) Complete description of item including model number.
- (9) Minerals Management Service Property Identification Number.
- (10) Recommendations and/or remarks may be made regarding your request to requisition, store, or excess.
- (11) Check appropriate block as to the nature of the transfer. If the "excess" block is checked, the condition of the property must be declared.
- (12) Transferor's ("From") signature and date.
- (13) Transferee's ("To") signature and date.

FORM DI-105, RECEIPT FOR PROPERTY

DI-105 (Approved April 1942)		UNITED STATES DEPARTMENT OF THE INTERIOR MINERALS MANAGEMENT SERVICE				ORIGINAL Copy for employee issuing property	
RECEIPT FOR PROPERTY							
PROPERTY NO.	NAME OF ARTICLE	QUANTITY	UNIT	UNIT PRICE	COST		
M-123456	CALCULATOR, TEXAS INSTRUMENTS, MDL. TI-55	1	ea		38	00	
	SERIAL NUMBER 1111333345						

It is understood that I am personally responsible for the property listed above and that if any of same is lost, stolen, damaged or destroyed through my neglect or carelessness pay-rol deduction will be made to cover the value thereof. In case of breakage, the broken tool or other property shall be returned and credit given me for full value of same.

Received from JOHN DOE Custodial Property Officer Date 4/5/86 Signed Barbara J. Smith Cognizant Employee

Authorized by JOHN SMITH Accountable Property Officer

*U.S. GOVERNMENT PRINTING OFFICE: 1984-439-725

INSTRUCTIONS ON COMPLETING FORM DI-105

1. Minerals Management Service Property Identification Number.
2. Complete description of item, including model number.
3. Quantity, unit of issue, unit price, and total cost from Accountable or Custodial Property Officer inventory records.
4. Custodial Property Officer's signature and date.
5. Cognizant Employee's signature.
6. Accountable Property Officer's signature.

FORM OF-7, PROPERTY PASS

OPTIONAL FORM 7 NOVEMBER 1950 PRESCRIBED BY GSA FPMR (41 CFR) 101-19.108	PROPERTY PASS	1. DATE ISSUED (1) 3/1/86
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME (2) Joe Johnson	3. BUILDING (3) Herndon Parkway	
4. DESCRIPTION OF PROPERTY BEING REMOVED (4) Sharp Calculator, Model CS-2199, M1234, S/N 81006190		
5. PROPERTY BELONGS TO (5) Dept. of the Interior	6. DEPARTMENT OR AGENCY (6) Minerals Management Service	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY (7)	8. TITLE (8) Chief, Property Mgmt. Sect.	
	9. PASS GOOD UNTIL (9) 4/1/86	
U.S. GPO: 1976-0-205-245 FI 430814328		5010-108

INSTRUCTION FOR COMPLETING FORM OF-7

1. The date of issuance.
2. Name of individual to whom OF-7 is issued.
3. Building name or address from which property is to be removed.
4. Complete description of property being removed including make, model, Minerals Management Service Identification Number, and serial number, if applicable.
5. Self-explanatory.
6. Self-explanatory.
7. Signature of individual authorized to sign OF-7.
8. Authorized official's title.
9. Date on which OF-7 expires.

FORM MMS-066, REPORT OF PROPERTY SURVEY

U.S. DEPARTMENT OF THE INTERIOR MINERALS MANAGEMENT SERVICE REPORT OF PROPERTY SURVEY					
TO PROPERTY SURVEY BOARD		Complete address of property location ⁽¹⁾ 1110 Herndon Parkway			
Control No _____		(1) Herndon, Va. 22070			
Below-listed property has been ⁽⁴⁾		For further information contact <u>Jane Doe</u> ⁽²⁾		Name	
<input type="checkbox"/> Lost <input checked="" type="checkbox"/> Stolen <input type="checkbox"/> Damaged beyond repair <input type="checkbox"/> Rendered obsolete or otherwise unserviceable		(3) 703 435-6140		4/1/86	
		Telephone		Date	
NAME OF ITEM	COND CODE (See Reverse)	MMS IDENTIFICATION NO	MANUFACTURER'S SERIAL NO	Do not write in this space	
				COST	YEAR ACQUIRED
(5) DICTAPHONE, LANIER PORTABLE POCKET		(6) M-1122334	(7) L-2343444	(8) \$269.00	(9) 1982
State below in full detail the circumstances leading to this request for relief of accountability. (Use additional paper as required.)					
(10) The dictaphone unit was in active use on a daily basis and stored inside the upper left-hand desk drawer in room 213. This unit was used on Tuesday afternoon, March 4, 1986. After using it Tuesday, I placed it in the desk drawer prior to leaving for the evening. On Thursday March 6, I went to use it again, and it was missing. After checking with everyone else in the immediate office and the surrounding offices, I concluded it must have been stolen. I contacted the Security Officer and have attached the GSA 3155. I have since this incident, put a lock on my desk and will in the future keep such items locked up when not in use. I request that I be relieved of accountability.					
I certify that the above statement is true to the best of my knowledge and belief.					
(11) _____		(Signature of Cognizant Employee last having custody of property if other than below)		Date	
(12) <u>Jane Doe</u>		(Signature and Title of Custodial Officer)		4/1/86	
(13) Accountable Officer's recommendation and signature		Date			
(13) I concur with the above statement and certify that every effort has been made to locate the Dictaphone.					
(SEE REVERSE FOR ACTION BY PROPERTY SURVEY BOARD)					
Form MMS 066 (Revised 8-85) (Supersedes Form MMS 066 Sept 1983 which will not be used)					

INSTRUCTIONS FOR COMPLETING FORM MMS-066
(Report of Property Survey)

- (1) Complete address of property location.
- (2) Name of employee having full knowledge of circumstances leading to report.
- (3) Telephone number of above employee and date submitted.
- (4) Check appropriate block.
- (5) Complete description of property.
- (6) Minerals Management Service property identification number.
- (7) Manufacturer's serial number.
- (8) Leave blank - Property Management use only.
- (9) Leave blank - Property Management use only.
- (10) Explain in detail the circumstances leading to the completion of the report. Include any precautions taken to prevent lost, stolen, or damaged equipment. If item is reported stolen, attach copy of police/security report, GSA Form 3155 or equivalent.
- (11) Signature, date, and title of cognizant employee last having custody of property.
- (12) Signature, date, and title of custodial property officer, if different than item (11).
- (13) Accountable property officer's recommendation--whether the employee should be held responsible or relieved of responsibility, signature, and date.
- (14) Reverse side of form leave blank - Property Survey Board/Property Management use only.

FORM MMS-067, INVENTORY OF CONTROLLED PROPERTY
 (This is a preprinted form--No instructions necessary)

U.S. DEPARTMENT OF THE INTERIOR MINERALS MANAGEMENT SERVICE INVENTORY OF CONTROLLED PROPERTY		LOCATION		ORGANIZATION CODE		EMP. SSN	PAGE NO DATE				
DESCRIPTION	MFG	MODEL	MMS ID	MFG SERIAL NO	ACC DOC	ACC COST	ACC DATE	FSC	COGNIZANT EMPLOYEE		

Form MMS-067, Rev. 1-1985
 Government Form MMS-067, dated August 1, 1985
 GSA GEN. REG. NO. 27

FORM MMS-067A, PERSONAL PROPERTY--EXCEPTION LISTING
 (This is a preprinted form--No instructions necessary)

U.S. DEPARTMENT OF THE INTERIOR
 MINERALS MANAGEMENT SERVICE
 PROPERTY INVENTORY -- EXCEPTION LISTING

PAGE NO
 DATE

APO/GPO NAME	LOCATION	ORGANIZATION CODE	EMP-SSN	MFG	MODEL	MMS-ID	MFG SERIAL NO	ACO DOC	ACO COST	ACO DATE	FSC	COGNIZANT EMPLOYEE
DESCRIPTION												

A physical inventory of your equipment, as listed on the previously provided Inventory of Controlled Property, has been taken with the exception of the property listed above. You are requested to reconcile these exceptions, and certify below that the entire list of property for which you are accountable is correct in accordance with MMSM 400.1.9B

(Signature) _____ (Date) _____

Form MMS 067A, March 1985

CHAPTER 5. MOTOR VEHICLES

1. Accountability. The Accountable and Custodial Property Officers (APO/CPO) are responsible for the vehicles under their accountability. The procedures for establishing accountability for motor vehicles are identical to those for controlling personal property. However, the headquarters Property Management Section will forward as appropriate to the servicing ASC license tags, U.S. Government National Credit Cards, U.S. Government identification decals, and Form MMS-065 whenever a new vehicle is received. The ASC property management personnel will forward these to the CPO, who will assure the decals and license tags are properly placed on the vehicle, sign Form MMS-065, acknowledging receipt, and return one copy of the form to the appropriate property management office for processing.

2. Acquisition.

A. Forecast. All vehicles purchased must be specific to the MMS needs and achieve maximum fuel efficiency. Each year the headquarters Property Management Section prepares an Annual Motor Vehicle Forecast. Each program office has an opportunity to complete its plan and submit it to their servicing ASC. The plan will be consolidated at the headquarters Property Management Section and forwarded to the Department for approval.

B. Acquisition. After the forecast is approved by the Department, vehicles may be purchased. At this time Form MMS-2016, Requisition, should be prepared and submitted to your servicing ASC. The headquarters Property Management Section prepares General Services Administration (GSA) Form 1781, Motor Vehicle Requisition-Delivery Order, and begins the process of acquisition through GSA. This process takes approximately 6 months.

3. Use and Storage of Motor Vehicles. Government motor vehicles are any motor vehicles acquired for official purposes (i.e., purchased, GSA leased, or commercially leased).

A. Official Use. Except in emergencies, Government motor vehicles shall be used only for the purposes for which they were obtained, or for other officially designated purposes. Emergency conditions are those threatening loss of life and property.

B. Employees Outside the MMS. Employees of grantees, contractors, and subcontractors authorized to use Government vehicles may do so solely in the performance of the work authorized under the Government grant, contract, or subcontract.

C. Establishment of Penalties. Grantees, contractors, or subcontractors will establish and enforce suitable penalties for their employees who willfully use or authorize the use of Government motor vehicles for other than official purposes and will assume expenses incurred without the right of reimbursement from the Government of any incident related to unauthorized use.

D. Authorized Use Includes.

(1) Carrying out authorized programs, including program work under cooperative agreements or other contractual arrangements.

(2) Rendering assistance in major or emergency situations as provided in 905 DM 1.

(3) Use by an officer or employee in a travel status to:

(a) Drive to his/her residence when it is in the interest of the Government that the official travel start from there rather than from the place of employment. (The vehicle may also be stored at the residence at the conclusion of the trip when such storage is in the interest of the Government.)

(b) Drive between his/her temporary lodging, place of business and other permissible places set forth in paragraph 1-1-2.6.a of the Federal Travel Regulations (FPMR 101-7).

E. Approvals. Prior approval of the Assistant Secretary for Policy, Budget and Administration shall be obtained when the use of a Government motor vehicle by an employee between a residence and place of employment is considered advantageous to the Government.

F. Transporting. Transporting nonofficial passengers in Government-owned vehicles creates a potential liability for the Government and drivers. Providing rides to hitchhikers is strictly prohibited. Departmental regulations state that no Government-owned vehicle will be used for other than official purposes. There are no exceptions. Violators will be suspended from duty without compensation ". . . for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant . . ." (31 U.S. Code 1349(b)).

4. Preventive Maintenance. Federal regulations require that an effective vehicle preventive maintenance program and schedule be used throughout the MMS. The following maintenance schedule will be used for all MMS-owned vehicles and shall include but not be limited to the following:

A. Engine Tuneup. Engine tuneup every 12,000 miles or 12 months, whichever comes first shall include as a minimum, replacement of points, rotor, condenser, and spark plugs (if applicable), and reset the timing.

B. Oil Changes. Engine oil change every 6,000 miles or 6 months, whichever comes first.

C. Lubrication. Lubrication of all grease fittings every 6,000 miles or 6 months, whichever comes first.

D. Tires. Rotation of tires every 12,000 miles.

E. Safety Inspection. Safety inspections should be in compliance with state regulator inspection requirements.

F. Annual Services. Annual services should include checking and servicing vacuum hoses, fittings and connections, spark system, air injection system, air cleaner, transmission, springs and hangers, brake system, wheel bearings, vents, shock absorbers, and drive belts.

G. Failure to Schedule. Failure to schedule preventive maintenance and to notify the vehicle user/operator of the maintenance requirement shall be considered negligent behavior. Likewise, vehicle users/operators who fail to deliver vehicles to the maintenance site as requested shall be considered as acting in a negligent manner. Exceptions can be made only when compliance with maintenance schedules would imperil the life or safety of vehicle operators, or when compliance would clearly impair mission performance.

5. Utilization of Vehicles. The headquarters Property Management Section will provide the ASC property management office with a quarterly usage analysis report to show utilization progress as well as operational costs. The following table shows the required annual mileage by type of vehicle.

<u>Type of Vehicle</u>	<u>Required Annual Mileage MMS Vehicles</u>	<u>Required Annual Mileage GSA Vehicles</u>
Sedan/Station Wagon	8,000	12,000
Truck/2 wheel drive (under 8,500 GVW)	5,000	7,500
Truck/2 wheel drive (over 8,500 GVW)	5,000	6,000

The Property Management Section will advise the ASC's to take remedial action for any vehicles not meeting these minimum mileage requirements for two reporting periods (6 months). Such remedial action may mean the elimination of one or more vehicles or require the sharing of vehicles between offices.

6. Parking and Storage. Government motor vehicles shall be stored in facilities which provide protection from pilferage or damage. In the interest of economy, open storage shall be used whenever practical and feasible.

7. Use of Safety Belts. Occupant restraint systems in GSA motor vehicles and MMS-owned or -leased motor vehicles shall be maintained in good working condition. Each vehicle occupant shall properly utilize the restraint system provided.

8. Use of U.S. National Credit Card (SF-149). The SF-149 is authorized for use only with the firms listed in the "Government Vehicle Operators Guide to Service Stations for Gasoline, Oil and Lubrication" (Operators Guide). The SF-149 shall not be used for purchasing from any company which is not listed in the Operators Guide or in amendments to the Operators Guide. The following supplies and services are authorized and may be procured with the SF-149:

A. Gasoline; regular unleaded, premium unleaded, special unleaded, premium leaded, Gasohol, aviation grade, unleaded for boats, diesel, and diesel marine;

B. Fuel oil, aviation turbine fuel;

C. Lubricating services (including differential and transmission lubricants);

D. Ethylene Glycol antifreeze;

E. Liquid Propane Gas (LPG);

F. Oil filter elements and servicing;

G. Air filter service;

H. Battery charging;

I. Tire and tube repairs;

J. Washing and cleaning;

K. Mounting and dismounting snow tires and/or chains;

L. Emergency replacement of spark plugs, fan and generator/
alternator belts, windshield wiper arms and blades; and

M. Other minor emergency repairs, purchases, and services
under \$50.

9. Gas Ticket/Receipt. It is the responsibility of the driver to obtain a copy of the delivery ticket (i.e., credit card receipt) for each purchase made, and to verify that all pertinent information is correctly recorded on the ticket prior to signing. The required information includes: name and address of service station and date of delivery, correct prices and extended totals for each item received, license tag or identification number of the vehicle, and deductions from posted prices as indicated in the Operators Guide must be shown on delivery ticket. Monthly discounts are not shown on the delivery ticket at the time of purchase.

A. Disposition of Gas Ticket/Receipt. It is the responsibility of the vehicle operator to turn in a copy of each gas ticket/receipt to the person or office responsible for maintaining records.

B. Use of Unleaded Gasoline. Pursuant to the regulations of the Environmental Protection Agency, unleaded (0.05 gm./gal.) gasoline shall be used in 1975 or later model year Government-operated motor vehicles designed to operate on such fuel (passenger carrying and trucks up to and including 6,000 lbs. GVWR).

C. Use of Self-Service Pumps. Department employees (except those physically handicapped) operating Government-owned or -leased vehicles shall use self-service pumps whenever such pumps are available.

10. Vehicle Replacement. Except where administratively determined impractical, a vehicle should be replaced in lieu of being repaired when the cost of repair is expected to exceed the economic value of the vehicle. Vehicle replacement standards are as follows:

<u>Vehicle Type</u>	<u>Age in Years</u>	<u>Mileage</u>
Sedan/Station Wagons	6	60,000
Truck/2 wheel drive (under 8,500 GVW)	6	50,000
Truck/2 wheel drive (over 8,500 GVW)	6	40,000

The economic value of a vehicle is expressed below, as a percentage of the cost of a new replacement vehicle. The following may be used as a guide in determining this one-time repair limit on the basis of age.

<u>Age of Vehicle</u>	<u>Passenger Sedan/ Station Wagons</u>	<u>2-Wheel Drive Trucks</u>
1 year	50%	50%
2 years	40%	40%
3 years	30%	30%
4 years	20%	20%
5 years	10%	10%
Over 5 years	5%	5%

Example: A 1981 2-wheel drive truck requiring repairs in 1986. Vehicle is 5 years old = 10% x \$9,500 (cost of new replacement) = \$950. This amount would be authorized for repairs.

11. Disposal. Generally it is the policy of the Department that motor vehicles shall be disposed of under the exchange sales authority cited in 41 CFR 101-46 whenever the vehicle disposed of will be replaced by a like vehicle. This policy influences not only the vehicle disposal procedures, but also limits transfers of vehicles within the Department and to other Agencies. If a vehicle currently on the inventory is to be replaced with a like vehicle, the vehicle must be sold under the exchange sales provision and is ineligible for transfer. Therefore, a vehicle may only be transferred if it is not to be replaced.

A. The SF-149 shall not be transferred with the vehicle. The holding Bureau shall destroy the credit card and shall advise the credit card contractor of such action.

B. The U.S. Government Tags. When vehicles are transferred to other Agencies, the tags shall be removed and destroyed prior to the transfer.

C. Markings. When vehicles are transferred to other Agencies, all Bureau and departmental markings shall be removed.

12. The GSA Motor Pool Vehicles. It is the responsibility of the GSA to provide the availability, maintenance, and operation of motor vehicles for transportation of property or passengers.

A. Seasonal or Unusual Requirements. Offices having seasonal or unusual requirements shall inform the motor pool in their geographical area as far in advance as possible in order to have a vehicle available.

B. Dispatch Requirements. Short-term transportation (i.e., employee in travel status; once a day, week, month use; etc.) is considered a dispatch requirement. Services may be obtained from a motor pool, but employee must have written authority which specifies the need for travel in a Government vehicle, like a travel authorization. Either document requires a complete billing address and the GSA assigned billed office address code (BOAC).

C. Permanently Assigned. A written request must be submitted to the appropriate property management office, which will process it through the GSA motor pool servicing the area in which the vehicle is to be used. The BOAC and a justification must be included. The justification shall include the reason for the need of the vehicle, authority for the requirement, the number and type of vehicle(s) required, and the statement that departmental approval has been obtained. All requests for permanently assigned vehicles must be submitted to the appropriate property management office for obtaining headquarters and departmental approvals.

13. Leasing of Motor Vehicles. All new requirements for leased motor vehicles shall be submitted in writing to the appropriate property management office for obtaining headquarters and departmental approvals. The request should include justification for the need of a leased vehicle, certification that other means of transportation available are not suitable, the type of vehicle being requested (must be limited to a compact vehicle), and the anticipated duration of the lease. If the request is based on the unavailability of a motor pool vehicle, include the negative response from the GSA motor pool.

14. Motor Vehicle Accident Procedures.

A. Reports. An envelope containing Form SF-91, Operator's Report of Motor Vehicle Accident; Form SF-94, Statement of Witness; and GSA's Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator, will be maintained in the glove compartment of each Government-owned or -leased vehicle used by the MMS.

B. Accident Procedures. In the event of an accident involving a Government-owned or -leased vehicle, or a privately owned vehicle being used on official business, the operator shall, unless impaired by serious injury to himself/herself:

- (1) Stop immediately.
- (2) Take the necessary action to prevent another accident at the scene.
- (3) Call a doctor or ambulance if necessary.
- (4) Notify appropriate law enforcement officials as well as the employee's supervisor.
- (5) Not sign any documents or make any statement regarding the accident except to the employee's supervisor or to a Federal Government investigator.
- (6) Obtain from any present witness their name, address, phone number, and request that each witness complete Form SF-94.
- (7) Provide operator's name, address, name and place of employment, name of supervisor, and upon request, show the operator's permit and vehicle registration card. (Only Government-owned vehicles registered in the District of Columbia or displaying State tags have registration cards.)
- (8) Complete Form SF-91 at the scene. If conditions prevent this, the operator shall obtain the following information from the other party involved:
 - (a) Name, address, telephone number, vehicle tag number, and vehicle description; and
 - (b) Driver's license number, expiration date, and insurance company's name and policy number.
- (9) Complete an SF-91A, Investigation Report of Motor Vehicle Accident.
- (10) Complete Form DI-134, Report of Accident/Incident, and submit to the appropriate Safety Officer.
- (11) Submit all forms within 2 working days of the accident to the supervisor for submission to the appropriate Safety Officer.

15. Reporting Loss/Theft or Vandalism.

A. Motor Vehicle. Theft or vandalism of Government motor vehicles (MMS-owned or GSA-owned) must be reported immediately to the appropriate Security Officer, who will notify the local law enforcement authorities, GSA, and/or the Federal Protective Service (FPS). The FPS Officer or other authority will complete GSA Form 3155, Preliminary Investigation. In addition, for relief of accountability of an MMS-owned vehicle, the employee must complete Form MMS-066, Report of Property Survey, attach the investigation report as part of the justification, and submit them to the appropriate property management office for processing.

B. Government Tags. If a Government tag is lost, stolen, or damaged, notify the appropriate property management office by memorandum, providing the vehicle make, model, and tag number. New tags and a new credit card will be issued and the return of the damaged or remaining tag and/or credit card will be required. The headquarters Property Management Section in coordination with the ASC property management office will correct the property inventory to reflect any changes. For headquarters vehicles contact the Property Management Section.

C. Credit Card.

(1) Lost/Stolen. If a U.S. National Credit Card is lost or stolen, notify the appropriate property management office immediately via telephone. The headquarters Property Management Office will be notified in order to alert the Financial Management Division and gasoline companies that the MMS will not accept any charges incurred for goods/services resulting from the illegal use of the lost/stolen card. The CPO should follow up with a memorandum requesting a new credit card and submit it to the appropriate property management office. For headquarters offices contact the Property Management Section. New U.S. Government tags will also have to be issued.

(2) Damaged. If a U.S. National Credit Card is damaged, a memorandum should be submitted to your appropriate property management office. The CPO will return the damaged card to the appropriate property management office upon receipt of the replacement card.

CHAPTER 6. OTHER THINGS TO KNOW

1. Lease Versus Purchase Determination. On an annual basis, property management personnel prepare lease versus purchase determinations to be reviewed by requesting officials. All requests for anticipated items under a lease should be analyzed in terms of the benefits and/or disadvantages of a lease option.

A. Types of Equipment Analyzed. Automated data processing (ADP), word processing, copier, and micrographics equipment will be included within the framework of the Property Management System (PMS). These four groups of associated equipment represent a great majority of the equipment rentals paid out by the MMS.

B. Methods of Evaluation. As stated in Federal Property Management Regulation (FPMR), 41 CFR 101-25.5, Guidelines for Making Purchase or Lease Determinations, there are two basic methods of evaluating the advantages and disadvantages of lease or purchase.

(1) The purchase method is most accommodating when it has been determined the equipment will be used beyond the time in which the cumulative leasing costs exceed purchase costs or, more specifically, the break-even point. Other considerations include the length and extent of the machines usage, financial advantages of all types and makes available, leasing costs and purchase options, the cost of purchase and installation, technological improvements, and finally, consideration shall be given to purchasing Agency-leased equipment already on hand or similar new equipment.

(2) The lease method of determining the means of acquisition should be used when program or system requirements are met. However, it may be determined that purchase should be deferred because the conditions have not been met under the purchase method. The lease method without the option to purchase should be used when the conditions for purchase cannot be satisfied and a lease contract with an option to purchase is not obtainable.

C. Basic Comparison. An example of a basic comparison including terms used in performing the analysis is provided in Illustration 1 of this chapter. Many of the elements provided by the property management personnel can be extracted from this form. On an annual basis, normally during the renewal cycle, analyses will be performed for requests of leased ADP, word processing, and copying equipment. Completed determinations, including any possible recommendations, will be forwarded for review and attached to the MMS-2016, Requisition, prior to processing by the Procurement Office as required by FPMR 101-25.501-3(b).

2. The Copy Management Program. Copy Management can be defined for practical purposes as the management of copying practices, procedures, equipment, and supplies to ensure effective and economical creation of necessary copies. The MMS's plan for copy management involves the effective use of the various owned/leased copiers and duplicators. The most important facet of copy management is the procedure used to implement a system for controlling and monitoring copy costs. For assistance in the Copy Management Program, contact the servicing ASC, or for headquarters, Property Management Section.

A. Copy Management Officers. Copy Management Officers (designated individuals at or near each copy location throughout the MMS) are responsible for carrying out the major functions of the program.

B. Other Considerations. Other considerations are lease versus purchase analyses, preventive maintenance agreements versus per call repairs, and monthly or yearly expected volume of copying. The expected volume of copying on any copier or duplicator is an indicator of the machines utility. When overutilized, downtime costs per copy may become exorbitant.

3. Maintenance Versus Per Call Repairs. One of the responsibilities of APO/CPO's is the safe and efficient operation of their personal property. A major factor to consider is the means by which an item is repaired throughout its useful life. There are three basic approaches to equipment repair:

A. Preventive Maintenance. Preventive maintenance contracts are normally used when equipment downtime could cause detrimental delays in meeting program objectives. The theory behind preventive maintenance implies that worn parts are replaced prior to failure through the use of regularly scheduled equipment inspections. This type of equipment repair is normally the most expensive of the three approaches and should be considered from all angles.

B. Blanket Purchase Agreement. A Blanket Purchase Agreement (BPA) is normally used when numerous similar items can be repaired by a single vendor and allows for a special call number, invoice, and billing arrangement with a flat rate for specific services. This arrangement allows for the repair of items to be billed against a single document number (purchase order) for a specific length of time. The most common BPA's are used for repair of typewriters and ADP terminals. This approach also allows for a minimum of paperwork and a central focal point for coordination of work performance and payment of bills.

C. Per Call Repair. Per call repairs are based on a one-time repair and require Form MMS-2016, Requisition, to be completed and forwarded through normal channels resulting in a purchase order. This type of repair normally takes the most time; however, for items with relatively few mechanical parts, a history of limited repairs, or items which are in their first few years of useful life, per call repairs are normally the best alternative for basic office equipment. This assumption may be based on the prediction that preventive maintenance contracts and BPA's are very profitable to the repair/service company involved. For per call repairs, users are "betting" against equipment failure to the extent that its cost to repair would be less than 1 year's cost for preventive maintenance or BPA cost.

4. Repair Versus Replacement. Guidelines have been established in the FPMR for repair versus replacement of several major categories of equipment. Electrically operated office machines such as typewriters, adding machines, and desk calculators (excluding the electronic type) under 12 years of age, or manually operated office machines under 15 years of age, should not be replaced unless:

A. Exceeds 25 Percent. The estimated one-time repair cost of a machine 8 years of age or older exceeds 25 percent of the replacement cost of a comparable new model.

B. Exceeds 50 Percent. The estimated one-time repair cost of a machine under 8 years of age exceeds 50 percent of the replacement cost of a comparable new model regardless of trade-in value.

C. Exceeds 80 Percent. Electronic office machines such as calculators, accounting machines, and dictating equipment should be replaced after expiration of the warranty period if the estimated one-time repair cost exceeds 80 percent of the replacement cost of a comparable new model. Other authority for replacing equipment includes a continuing history of equipment breakdowns and corresponding loss in productivity, repair parts are not available causing a machine to be out of service for an excessive amount of time; or a machine lacks essential features required in the performance of a particular task and other suitable machines are not available.

5. Employee Exit Clearance Report. Form MMS-1090, Employee Exit Clearance Report, Illustration 2, must be submitted 2 weeks prior to an employee's departure from the MMS.

A. Transferring Employees. Employees who change duty stations and/or organizations within MMS are not required to complete the form, but must clear all internal accountable records before separation.

B. Accountable/Custodial Property Officers Will:

(1) transfer any personal property for which they may be accountable. Failure to do this or to complete the form could delay the release of final paycheck. For further instructions on completing the form, see Illustration 2 or contact the servicing ASC, or for headquarters, the Property Management Section.

(2) in the event the current cognizant employee (CE) separates from the MMS, provide the name of the new CE to be reflected on the property inventory.

The use of the CE field in the Property Management System is optional, but if used, Form DI-105, Receipt for Property, should be completed and forwarded to the appropriate property management office for processing whenever there is a change so the system shows the most current information.

LEASE VERSUS PURCHASE DETERMINATION

AGENCY/DIVISION: Minerals Management Service/Any Division

LOCATION: Any MMS location

REQUISITION NO: X-XXXX-XXXX

EQUIPMENT: One (1) each OCE Copier, Model 1900 DF/S20 with attached sorter

PURCHASE PRICE:	\$ 16,293.00	TOTAL RENTALS PAID
RENTAL CREDITS:	\$ <u>2,119.22</u>	FROM DATE OF
		INSTALLATION:\$ 2,535.00

Installed: (MO/DAY/YR)

CONVERSION PRICE: \$ 14,173.78
EFFECTIVE
(MO/DAY/YR)

RENTAL CREDITS: First continuous 6 month period 100% of rentals paid accrue towards purchase, second 6 month period 80% rentals paid accrue, 13th month and thereafter rentals applied towards purchase accrue at 1.5% of purchase price per month.
BREAKEVEN POINT: 19 months from date of installation

MONTHLY RENTAL: \$845.00

MONTHLY MAINTENANCE: First 12 months .008 cents per copy to be subtracted from net purchase price upon conversion to purchase. This copier averages 20,000 copies per month which relates to approximately \$160.00 maintenance per month.

REMARKS: The optimum conversion period based on 20,000 copies per month is(MO/DAY/YR). The \$6,318 in rental credits accrue (MO/DAY/YR). The \$8,146 or 50% of net purchase price would accrue 33 months from date of installation after \$27,885 in rentals have been paid. If rental exceeds first 12 month period, approximately \$3,390 in rental credits will be lost.

(Preparer's Signature)

(Date)

** This analysis is performed by property management personnel and provides the requestor information needed to make lease or purchase determinations. It is also used to document procurement and property files.

FORM MMS-1090, EMPLOYEE EXIT CLEARANCE REPORT

**U.S. DEPARTMENT OF THE INTERIOR
 MINERALS MANAGEMENT SERVICE
 EMPLOYEE EXIT CLEARANCE REPORT**

Employee's Name William J. Doe Separation Date 2/20/86
 Social Security Number 123-22-2222 Type of Separation* Resignation
 Office and Location MMS, OOH OCS Region, OPS, ADP Office Telephone Number 838-0734
 Initiating Supervisor: Joseph Date 2/13/86
*Type of Separation: (note transfer, resignation, retirement, etc.)

(See reverse of form for instructions)

	Authorized Official	Date
I. Departmental Clearances (For employees stationed in Washington, D.C.)		
A. Travel Office, Main Interior (Room 4042)		
B. Parking Permits, Main Interior (Room 5420)		
C. Security Office, Main Interior (Room 1239)		
II. Minerals Management Service Local Clearances		
A. Employees Organizational Unit		
1. Form SF-52, Request for Personnel Action	<i>[Signature]</i>	<u>2/13/86</u>
2. Accountable documents, files, library books, maps, etc.	<i>[Signature]</i>	<u>2/13/86</u>
3. Instructions for Delivery of Final Pay Check		
a. Check to be Picked Up <input type="checkbox"/>		
Person to Contact to Arrange Pick Up _____		
b. Check to be Mailed (See below) <input checked="" type="checkbox"/>		
Name <u>William J. Doe</u>		
Street Address <u>1316 HOPE AVE</u>		
City <u>Metairie, LA</u> Zip Code <u>70001</u>		
Phone No. <u>988-5558</u> Date <u>2/13/86</u>		
Supervisor's Signature <i>[Signature]</i>		
B. Personnel		
1. Exit Interview	<i>[Signature]</i>	<u>2/13/86</u>
2. Employee Agreements	<i>[Signature]</i>	<u>2/13/86</u>
3. Security Clearance	<i>[Signature]</i>	<u>2/14/86</u>
C. Facility ADP Security Officer		
<i>[Signature]</i> <u>2/13/86</u>		
D. General Services		
1. Telephone Credit Card	N/A	
2. Gasoline Credit Card and GSA Shopping Plate	N/A	
3. Government Motor Vehicle Operators I.D. Card	N/A	
4. GTR's, Imprest, Travel Advances, Payroll	<i>[Signature]</i>	<u>2/13/86</u>
5. Controlled Property:		
<input checked="" type="checkbox"/> Cleared <input type="checkbox"/> Transfer(s) attached <input type="checkbox"/> MMS-088 submitted		
6. Security - I.D. Cards (Return to issuing office)	<i>[Signature]</i>	<u>2/13/86</u>
7. Office keys (Return to issuing office)	<i>[Signature]</i>	<u>2/13/86</u>

CERTIFICATION OF COMPLETION OF EXIT CLEARANCE FORM

III. Minerals Management Service Headquarters Clearances

A. Property Management

Property Transfer(s) Completed Cleared
 Report of Property Survey Submitted HOLD \$ _____ VALUE
 Signature James Zapp Date 2/25/86 Phone 435-6224

B. Financial Management Division Review:

GTR's [Signature] Imprest _____ Travel Advances [Signature] Payroll [Signature]
 Signature [Signature] Date 2/27/86 Phone 435-6438

Remarks: _____

Form MMS-1090 (July 1983)
 (Supersedes MMS-1090 Oct 1983 which will not be used)

INSTRUCTIONS FOR COMPLETING FORM MMS-1090
(Employee Exit Clearance Report)

INSTRUCTIONS

The Employee Exit Clearance Report should be completed 2 weeks prior to an employee's departure from MMS as a result of resigning, transferring, retiring or reassigning to another Interior Bureau.

Employees who change duty station and/or organization (i.e., Herndon to Denver, Metairie to Alaska, Offshore to Royalty) are not required to complete this form but must clear all internal accountable records before separation (controlled property, keys and ID cards).

Authorized officials receiving the accountable items, or clearing the employee, must surname and date appropriately in the columns provided. Supervisors should mark "N/A" for any section that does not apply to the employee.

- I. Departmental Clearance. To be completed ONLY for employees located in the Department of the Interior Building.
- II. Minerals Management Service Local Clearance.
 - A. Supervisor should ensure that a Request for Personnel Action is completed, all accountable documents are returned and disposition of final check is noted.
 - B. Applicable only in those areas which require:
 1. Exit Interview.
 2. Employee Agreement.
 3. Security Clearance. Employees with national security clearances who have signed a Classified Information Nondisclosure Agreement (SF 189) must complete a Security Termination Statement. Security Termination Statements may be obtained from field Personnel Security Representatives or the MMS Security Officer.
 - C. Employees involved with MMS computer systems must have the local Facility ADP Security Officer (System Manager) ensure that passwords/accounts are cancelled, tapes are returned, etc.
 - D. Accountable items which may have been issued during employment must be returned through the General Services Office servicing the employee's area.
- III. Minerals Management Service Headquarters Clearance.
 - A. The headquarters Property Management Section will complete this section when all property transactions have been completed.
 - B. FINAL PAYROLL ACTION WILL NOT BE TAKEN UNTIL THIS FORM IS COMPLETED AND ALL ACTIONS ABOVE HAVE BEEN SATISFIED.

PRIVACY ACT NOTICE: In compliance with the Privacy Act of 1974, the following information is provided: The information on this form is collected under the authority of 40 U.S.C. 483(b), and will be used to clear personnel from the MMS. Failure to provide requested information may result in denial of required clearance and result in holding employee's final paycheck.