NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
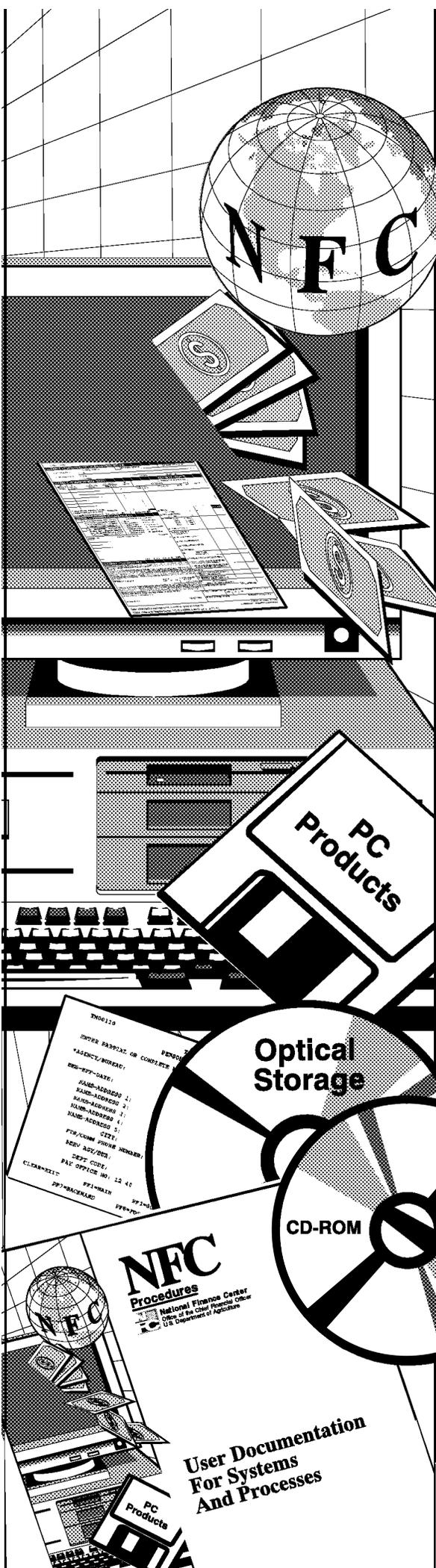U.S. Department of Agriculture

March 1998

Personal Property System (PROP)

TITLE IV
Central Accounting System Manual

CHAPTER 6
Property Management Information System

SECTION 4
Personal Property System (PROP)

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About This Procedure

This procedure provides instructions for accessing and operating the Personal Property System (PROP). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below.

System Overview describes the system and provides background information.

System Access provides security information and instructions for accessing the system.

Operating Features describe the system's design and how to use the operating features.

The **Main Menu** gives instructions for selecting the main options.

Instructions for each Submenu and Option are provided under a separate heading. All options on a submenu are discussed before going to the next option on the main menu. The screens for system menus and options are presented as figures within the text.

Exhibits include illustrations such as examples of reports.

Appendixes contain reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

The **Glossary** defines terms.

Pages of the procedure are numbered consecutively at the bottom beginning with the section entitled **About This Procedure** through the **Index**.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until it is superseded, as shown at the bottom of the bulletin.

What Conventions Are Used

This procedure uses the following conventions:

☐ Messages displayed by the system are printed in italics Example: The message *The Above Property Has Been Added To The "PMIS" Master* is displayed.

☐ Field specifications are also printed in italics. Example: **AO No** *(required, alphanumeric field; 14 positions).* Key in the accountable officer number.

☐ Data that is system generated or that you must key in exactly as shown is printed in bold italics. Example: Key in *AC02*.

☐ Emphasized text within a paragraph is printed in bold. Example: This option **is not** used to process transfers within the same agency.

☐ Date fields, unless stated, use the *MMDDYY* format. Example: September 29, 1997, is keyed in as *092997*.

☐ Figure references printed in bold link the figures with the text. Example: The Administrative Menu (**Figure 10**) is displayed.

☐ References to sections within the procedure are printed in bold. Example: See **Adding A New AO Record** under **Accountable Officer Table**.

☐ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF10].

☐ Optional actions at the end of a processing function are preceded by square bullets. Example:

- To exit the system, press [Clear].

☐ Important extra information is identified as a note. Example: **Note:** An entry is required in either the PMO or AO field, but not both to produce the report.

Who To Contact For Help

For questions concerning policy or processing , contact the Office of Procurement and Property Management, Property Management Division at **202–720–3141.**

For questions about the system (including help with unusual conditions) contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322.**

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System Overview

The Personal Property System (PROP) is an online, data base management system of the U.S. Department of Agriculture (USDA) and a subsystem of the Property Management Information System (PMIS). PMIS is a management reporting system of USDA's Central Accounting System (CAS). As a subsystem of PMIS, PROP integrates fiscal accounting with property accountability and provides uniform data for the management and control of accountable, leased, loaned, sensitive, and excess property.

PROP can also provide agencies with fleet management capability. This includes the automated tracking of vehicles and/or motorized equipment with the capability to generate reporting for internal and external needs.

PROP interfaces with USDA payment systems primarily to access accounting and procurement transaction data obtained from *feeder records*. These feeder records are updated in PROP from the various payment systems based on the appropriate property budget object classification code shown on the procurement document. For some agencies, manual intervention is necessary. If certain criteria are met, feeder records may be created in PROP for accountable property from payment systems such as **Purchase Orders (PRCH)**, **Federal Standard Requisition and Issues Procedures (FEDSTRIP)**, and **Imprest Fund**. (See **Appendix D** for a list of property criteria and budget object classification codes.)

For users of the Foundation Financial Information System (FFIS), data enters and exits PROP through interfaces. One interface, the PROP–FFIS interface will record in FFIS the accounting impact of depreciation, modifications, transfers, and disposals. The FFIS–PROP interface will generate records to PROP for property-related transactions entered directly in FFIS or processed in a feeder system.

The FFIS–PROP interface program will transmit property related expenditures and expenditure refunds to PROP. It will also transmit history records from FEDSTRIP and PRCH to PROP. The program will read the history files created by the FEDSTRIP–FFIS interface and the PRCH–FFIS interface selecting property related records and send them to PROP.

In addition to updating property to the PROP data base via the feeder systems, users also have the capability to access a variety of screen options in PROP to record accountable property that was not captured via one of the feeder systems. For example, a property master can be established for the item by accessing **Option 2**, **New Acquisition Not in Feeder (SNO: AC02)**, on the Acquisition/Modify Menu. Instructions on the access and use of all screen options in PROP are discussed in detail in the procedure. PROP users who are in FFIS can also enter property items directly into PROP by using these options.

To ensure the integrity of fiscal accounting in PROP, accounting data is also generated on agency reporting when a feeder record is created. Additionally, PROP calculates depreciation based on the normal depreciation schedule for the budget object classification code used on the procurement document. Depreciation is also reflected on agency reporting.

System Capabilities And Interface

PROP performs functions and interfaces with other systems as follows:

☐ Allows users to enter, update, and query data in a remote, online environment.

☐ Matches data with payment feeder systems data such as Purchase Orders, Miscellaneous Payments, FEDSTRIP, and Imprest Fund.

☐ Processes procurement transaction data from the FFIS PROP interface and generates records to PROP for property related transactions.

☐ Generates records to FFIS which record the impact of acquisitions, depreciation, modifications, transfers, and disposals.

☐ Maintains a complete audit trail for transactions affecting the master file.

☐ Tracks property components.

☐ Tracks the location of property.

☐ Maintains a file of excess property including GSA excess personal property.

☐ Establishes a depreciation schedule.

☐ Generates accounting transaction records from online activity.

☐ Feeds accounting transaction records into agency accounting.

☐ Reconciles property to the Standard General Ledger.

☐ Provides ten 78-character lines for unstructured information such as notations or remarks.

☐ Provides tailored reporting according to user requirements.

☐ Maintains records of deleted property masters until purged from the system.

☐ Maintains a history of maintenance and warranty data for certain types of equipment.

☐ Maintains a history of feeder master records.

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Reports

Internal and external property reports are available in PROP through the Reports Generator Menu. Ad hoc reports are available through the FOCUS Reporting System. Approximately **50** reports are available via the Reports Generator Menu and may be produced as needed.**Note:** Screen access and report descriptions are discussed in detail in the section entitled **Reports Generator Menu**, and sample copies of the reports are provided as exhibits.

Numerous reports are automatically produced in PROP on a cyclic basis for some agencies and do not require any intervention from the PROP user. Agencies can request the cancellation of these automatic reports and can produce them online as needed. The system generated reports are in addition to the reports that may be produced on an as needed basis, from the Reports Generator Menu. A list identifying these reports, along with the report frequency follows:

Report	Frequency
303, Personal Property Transaction	Weekly
305B, WCF Centralized Excess Property Operation	Monthly
328,WCF Capitalized Personal Property	Monthly
328A, WCF Capitalized Personal Property	Monthly
328D, Personal Property Depreciation	Monthly
501, Summary Report Of Property Transactions	Monthly
23, PMO And AO Name And Address File	Monthly
304, PMIS Suspense Notice	Monthly
304B, PMIS Suspense Notice	Quarterly
305A, Excess Property	Quarterly
306, Personal Property Lost, Stolen, Or Damaged	Quarterly
326, Personal Property Report By Serial Number	Quarterly
301A,Personal Property (WCF)	Semiannually
301B, Personal Property (APPROP)	Semiannually
301C, Personal Property (WCF/Trust Fund/Revolving And Revolving Fund/APPROP)	Semiannually
302, Personal Property Physical Inventory	Semiannually
307, Personal Property Accountable Officer	Annually
308A, Leased Personal Property	Annually
308B, Leased Personal Property	Annually
308C,Leased Personal Property	Annually
321A, Sensitive Property	Annually
321B, Sensitive Property	Annually
Note 1: Some of the reports are agency-specific; therefore, all agencies may not receive every report.	
Note 2: Forest Service receives Reports 303 and 305B monthly.	

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Responsibilities

Listed below are the responsibilities of the primary organizations involved in the data processing and system maintenance for PROP.

The National Finance Center (NFC):

☐ Receives and processes data related to capitalized and other accountable property items entered into PROP.

☐ Establishes and maintains master files, history records, and transaction files for property items.

☐ Provides accounting and management reports for client agencies.

☐ Develops and issues PROP procedures.

☐ Provides technical support to client agencies.

☐ Trains agency personnel to use PROP.

☐ Establishes accounting requirements.

The USDA, Office of Operations, Personal Property Management Division:

☐ Serves as the liaison for all USDA agencies with regard to user requirements for PROP.

☐ Ensures that PROP is consistent with the Federal Property Management Regulations (FPMR).

☐ Conducts reviews to assure compliance with property management regulations.

☐ Coordinates agency requirements with NFC.

☐ Advises agencies about property management.

☐ Participates in providing training to PROP users.

The Agency

☐ Implements a property management program to ensure maximum use of Government property.

☐ Establishes a property management organization to include:

- A Property Management Officer (PMO) to implement the property management program.

- Accountable Officers (AO) to ensure that all procedures are in compliance with department, agency, or Federal property requirements and system procedures. AO's are responsible for ensuring that each item of accountable Government property is assigned an individual.

- Assigns responsibility and accountability for the property.

- Updates the PROP data base for personal property transactions.

- Ensures continued use of existing system procedures to facilitate update of data via payment systems such as FEDSTRIP, Purchase Orders, and Miscellaneous Payments.

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System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security and Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user-ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access PROP, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunication network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunication network, see the instructions that are provided with your specific network.

Security Access to PROP. TOP SECRET is a commercial access control software package which operates in an IBM MVS environment. It provides protection for data sets, library programs, input/output devices, and most system resources. TOP SECRET controls access to data processing resources and facilities through a three-step process:

1. It validates the logon access or ID and password combination during the sign-on process.

2. It confirms the user is authorized to use the requested facility.

3. It determines whether or not the user is authorized to use the requested resources, i.e., data sets, programs, transactions, database subschemas, Security Access Code (SAC).

A description of TOP SECRET's validation process is described below.

- To access PROP, display the NFC banner screen on your terminal.

- Enter your user-ID and password.

- TOP SECRET validates the entry.

- Once the user-ID and password are validated, the user is logged onto the mainframe.

As the aforementioned steps are taking place, the following activities are taking place behind the scene which are invisible to the user.

The IDMS security is activated. The user must be defined within the Central Version housing PROP. The IDMS security is used to protect each PROP program. In order to execute PROP programs, the user must be authorized to access the program.

TOP SECRET profiles are used to determine whether or not the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine whether access is allowed.

The SAC is used to verify whether access to a record is granted. The SAC.YYY entry (where YYY is the PROP code for an agency) in the user's TOP SECRET profiles are read to determine whether the access is permitted.

PROP is protected through a record level security. PROP's record level security is controlled via a SAC. The SAC assigns a specific PROP code for each level. The PROP code mandates the record access; therefore, one agency cannot access the data for another agency.

Users must request access through their agency's Security Office. The request should provide the following data: Name of user, agency, user-ID, access request level (update – retrieval and update access; read – retrieval access only) telephone number, application name, and SAC.

Sign-On

To access PROP, display the NFC banner screen on your terminal (**Figure 1**) and respond to the prompts as follows:

1 **Enter User ID** *(required, alphanumeric field; max. of 8 positions)*. Key in your assigned user ID (e.g., **NF999**). Press [Tab].

2 **Password** *(required, alphanumeric field; 6 to 8 positions)*. Key in your password. Your password is not displayed on the screen. The password must contain six to eight characters and will expire approximately every 35 days. At that time, you are prompted to enter a new password. Passwords cannot begin with an underscore, but can begin with special characters, i.e., *$, #, @*, etc. It is recommended that passwords contain both alpha and numeric characters. Press [Tab].

3 **New Password** *(alphanumeric field; 6 to 8 positions)*. If your current password expires, key in a new password. Press [Tab]. You may change your password any time, but not more than once daily. When replacing your password, you cannot use the same or a similar password.

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```
================================================================================
==  03/24/95           SNAMOD2              T3138E0D             PF1=HELP    ==
================================================================================
==                 NN    NN     FFFFFFFF       CCCCCCCC                      ==
==                 NNN   NN     FFFFFFFF      CCCCCCCCC                       ==
==                 NNNN  NN     FF            CC                              ==
==                 NN NN NN     FFFFFFFF       CC                            ==
==                 NN  NNNN     FFFFFFFF       CC                            ==
==                 NN   NNN     FF            CCCCCCCC                        ==
==                 NN    NN     FF            CCCCCCCC                        ==
==  ================================================================         ==
==   ==========              National Finance Center         ==========      ==
==    ==========         Office of the Chief Financial Officer  ==========   ==
==     ==========     United States Department of Agriculture  ==========    ==
==     ================================================================      ==
==                          For Authorized Use Only                          ==
==                                                                           ==
==  ENTER USER ID =   [1]      PASSWORD =  [2]      NEW PASSWORD =  [3]       ==
==                                                                           ==
==      ENTER APPLICATION NAME =  [4]      OR PRESS ENTER FOR NFC MENU       ==
================================================================================
```
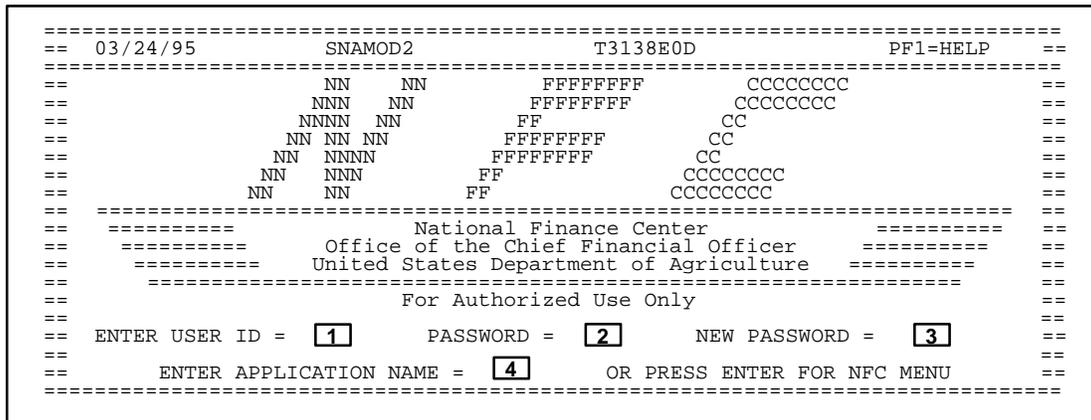
Figure 1. NFC Banner Screen

[4] **Enter Application Name** *(required, alphanumeric field; max. of 9 positions).* Key in ***PROP*** and press [Enter]. The PMIS banner screen (**Figure 2**) is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Bulletin Board screen is displayed. Read the message(s) shown and press [Enter]. If the NFC Menu (**Figure 3**) is displayed, press [Enter] again to display the PMIS banner.

At the PMIS banner screen, respond to the prompt as follows:

[1] **Enter Your Organizational Identifier** *(required, alpha field; max. of 6 positions).* If you have entry and inquiry access, key in ***USDA*** (after the flashing arrows) and press [Enter].

The Administrative Menu (**Figure 10**) is displayed. If you have inquiry only access, key in ***USDAIQ*** and press [Enter]. The Inquiry Menu (**Figure 11**) is displayed.

Note 1: Inquiry-only access users may also access the Reports Generator Menu by selecting Option 25 on the Inquiry Menu. Instructions for using the Administrative Menu are found in the section entitled **Administrative Menu**. Instructions for using the Inquiry Menu are found in the section entitled **Inquiry Menu**.

Note 2: Whenever your department needs to inform you of property related matters, a bulletin board messages screen is automatically displayed before the Administrative or Inquiry Menu. (See **PROP Bulletin Board**.)

```
* * *      P P P P P                                               * * *
* * *      P       P                                               * * *
* *        P P P P P            (FOR AUTHORIZED USE ONLY)          * *
* *        P                                                       * *
* *        P         ROPERTY         PERSONAL PROPERTY SYSTEM      * *
* *                                                                * *
* *        M       M            ENTER YOUR ORGANIZATION IDENTIFIER * *
* *        M M   M M                                               * *
* *        M   M   M                 >>>>>  [1]_____              * *
* *        M       M                                               * *
* *        M       M  ANAGEMENT                                    * *
* *                                                                * *
* *        I I I I I            ** HIT "ENTER" TO SEND             * *
* *            I                ** HIT "CLEAR" TO TERMINATE        * *
* *            I                                                   * *
* *            I                                                   * *
* *        I I I I I  NFORMATION                                   * *
* *                                                                * *
* *        S S S S S            ** IF ANY PROBLEMS OCCUR, CONTACT  * *
* *        S                       THE INFORMATION CENTER          * *
* *        S S S S S                USDA, NATIONAL FINANCE CENTER  * *
* * *            S                        504-255-5230             * * *
* * *      S S S S S  YSTEM                                        * * *
```
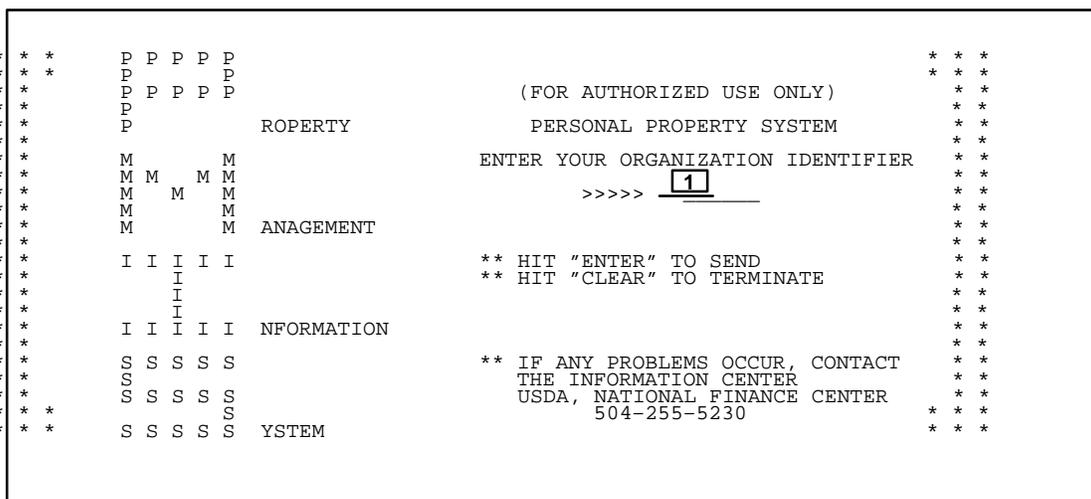
Figure 2. PMIS Banner Screen

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Sign-Off

To exit PROP, press [Clear]. The Enter Next Task Code prompt (**Figure 4**) is displayed. Key in *bye* and press [Enter]. The NFC Menu (**Figure 3**) is displayed.

You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu. To disconnect

from the mainframe, press [PF11]. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.**Note:** To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

```
================================================================================
==  03/24/95        SNAMOD2         NFC MENU        T3138E0D     10:49:06  CT    ==
================================================================================
==                                                                            ==
==  SELECT ONE:                                                               ==
==                                                                            ==
==     1. PAYROLL/PERSONNEL SYSTEMS                                           ==
==     2. FINANCIAL INFORMATION SYSTEMS                                       ==
==     3. PROPERTY MANAGEMENT INFORMATION SYSTEMS                             ==
==     4. ADMINISTRATIVE INFORMATION SYSTEMS                                  ==
==     5. DEVELOPMENT SYSTEMS   <NFC ONLY>                                    ==
==     6. DATA BASE TEST SYSTEMS   <NFC ONLY>                                 ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>                      ==
==     8. DIRECTIVES BULLETIN BOARD                                           ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>           PF11 = EXIT      ==
================================================================================
==                            MESSAGE BOARD                                   ==
================================================================================
================================================================================
```

Figure 3. NFC Menu Screen

```
Enter Next Task Code

bye
```

Figure 4. Enter Next Task Code Prompt

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PROP Bulletin Board

The PROP Bulletin Board is similar to the Electronic Access Bulletin Board and the Directives Bulletin Board and is maintained by agency-designated officials. The PROP Bulletin Board allows USDA to communicate messages to its PROP users and is accessed after the organization identifier is entered at the PMIS Banner screen (**Figure 2**).

If there are no messages, the system automatically displays the Administrative Menu (**Figure 10**). However, if there are messages, the Bulletin Board Messages screen (**Figure 5)** is displayed. A maximum of 18 lines of messages can be displayed. Each message is separated by a blank line. If there is only one page of messages, *All Messages Displayed* is shown at the bottom of the screen. If there is more than one page of messages, *First Page* is shown at the bottom of the screen.

- To bypass the messages and access the PMIS banner screen, press [PF3].

- To view additional messages, press [PF5].

- To view previous messages, press [PF6].

- To exit the system, press [Clear].

Note: To return to the Bulletin Board Messages screen, from any PROP screen, key in *MSG* at the SNO field and press [Enter].

Instructions for adding, modifying/deleting, and browsing a message are discussed separately as follows. **Note:** Only property officials who have a letter of approval from USDA, Office of Procurement and Property Management and the appropriate security access are authorized to add, modify/delete, and browse a message.

Adding A Message. At the PMIS banner screen (**Figure 2**) complete the Enter Your Organizational Identifier field as described below:

After the flashing arrows, key in *USDABD*. Press [Enter]. The Bulletin Board Messages selection screen (**Figure 6**) is displayed.

Complete the field as described.

[1] **Action Code** *(required, alpha field; 1 position)*. Key in *A*. Press [Enter].

The Bulletin Board Messages add screen (**Figure 7**) is displayed. Complete the fields as described below:

[1] **Date Effective** *(required, numeric field; 6 positions)*. Key in the effective date of the message. For example, December 29, 1997, is keyed in as *122997.*

[2] **Message** *(required, alphanumeric field; max. of 780 positions)*. Key in the message. Ten lines are available; 78 positions per line. Tab to the next field.

[3] **Date Expires** *(required, numeric field; 6 positions)*. Key in the expiration date of the message. For example, December 29, 1997, is keyed in as *122997*. **Note:** The message is automatically deleted from the system after this date.

After keying in the message, press [Enter]. If the data does not pass system edits, error messages are displayed at the bottom of the screen. Correct the error(s) and again press [Enter]. After all errors are corrected, the message is added and *This Message Has Been Updated In the Bulletin Board* is displayed at the bottom of the screen.

- To add another message, press [PF2].

The Bulletin Board Messages selection screen (**Figure 6**) is displayed. Repeat the instructions described above under **Adding A Message**.

- To exit the system, press [Clear].

Modifying/Deleting A Message. At the Bulletin Board Messages selection screen (**Figure 6**), complete the fields as described to display an existing message.

Key in *C* at the Action Code field.

<center>**or**</center>

Key in the effective date of the message in the Modify Or Delete By Effective Date field.

Note 1: The system displays only messages for the effective date keyed in, one message at a time. If there aren't messages with the effective date entered, *No Messages Found* is displayed at the bottom of the screen.

Note 2: To access an existing message, an entry is required in the Action Code field or the Modify Or Delete By Effective Date field.

Press [Enter]. The Bulletin Board Messages modify/delete screen (**Figure 8**) displays one message at a time. If the message displayed is not the one to be modified/deleted, press [PF5] until the applicable message is displayed. If a date is not entered in the Modify Or Delete By Effective Date filed, the message with the most current effective date is displayed first. If you entered a date in the field, a message with that effective date is displayed. If there is more than one message with the same effective date, again press [PF5] until the applicable message is displayed.

To modify the selected message, key in the new information using the instructions provided in the section entitled **Adding A Message**.

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```
DATE: XX-XX-XX              PERSONAL PROPERTY SYSTEM              CT: 14:51
                            BULLETIN BOARD MESSAGES

EFFECTIVE, MONDAY, DECEMBER 29, 1997, THE PROP 305A REPORT WILL BE MODIFIED TO
INCLUDE THE EXCESS REPORT NUMBER. THIS FIELD WILL PROVIDE YOU WITH NEEDED DATA
FOR QUERY PURPOSES. CONTACT ROB ROBERTS AT 202-123-4567 FOR DETAILED INFOR-
MATION.

THERE WILL BE A MEETING FOR ALL PROPERTY OFFICIALS IN THE D.C. AREA TO DISCUSS
SEVERAL CHANGES THAT WILL AFFECT DATA MAINTAINED IN THE PERSONAL PROPERTY
SYSTEM. THE MEETING WILL BE HELD AT 10:00 A.M IN THE SOUTH BLDG., ROOM 235.ON
MONDAY, JANUARY 26, 1998.




** ALL MESSAGES DISPLAYED
* TO BYPASS MESSAGES AND ACCESS PMIS/PROP DEPRESS "PF03" OR CLEAR TO TERMINATE
```

Figure 5. Bulletin Board Messages Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:22
                            BULLETIN BOARD MESSAGES


           ACTION CODE: [1]

               (SELECT ONE OF THE FOLLOWING)
               A   =   ADD A NEW MESSAGE TO BULLETIN BOARD
               C   =   MODIFY OR DELETE A MESSAGE WHEN DATE IS UNKNOWN
    __   ____  =   MODIFY OR DELETE BY EFFECTIVE DATE (MMDDYY)
          BLANK =   BROWSE ALL MESSAGES


  * DEPRESS "ENTER" TO SEND DATA



                    CLEAR = TERMINATE
```

Figure 6. Bulletin Board Messages Selection Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:54
                            BULLETIN BOARD MESSAGES
DATE EFFECTIVE: [1]  __   __

_____[2]_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

DATE EXPIRES:  __[3]__   __

* DEPRESS "ENTER" TO SEND DATA

** PF02 = ANOTHER REQUEST                    ** CLEAR =  TERMINATE
```

Figure 7. Bulletin Board Messages Add Screen

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```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 14:55
                               BULLETIN BOARD MESSAGES

DATE EFFECTIVE: 12  29  97

EFFECTIVE,_MONDAY,_DECEMBER_29,_1997,_THE_PROP_305A_REPORT_WILL_BE_MODIFIED_TO____
INCLUDE_THE_EXCESS_REPORT_NUMBER._THIS_FIELD_WILL_PROVIDE_YOU_WITH_NEEDED_DATA____
FOR_QUERY_PURPOSES._CONTACT_ROB_ROBERTS_AT_202-123-4567_FOR_DETAILED_INFOR-___
MATION._____
_____
_____
_____
_____
_____
_____

DATE EXPIRES: 12  31  97



** ENTER = MODIFY MESSAGE                        ** PF04 = DELETE MESSAGE
** FIRST MESSAGE                                 ** PF05 = NEXT MESSAGE
** PF02 = ANOTHER REQUEST                        ** CLEAR =  TERMINATE
```

Figure 8. Bulletin Board Messages Modify/Delete Screen

If the data does not pass systems edits, an error message is displayed at the bottom of the screen. Correct the error and press [Enter]. After all edits are satisfied, the modified message is updated in the data base and *This Message Has Been Updated In the Bulletin Board* is displayed at the bottom of the screen.

Modify Actions:

• To modify the current message again, press [Enter] and repeat the process.

• To modify another message, press [PF5] until the specific message is displayed and repeat the process.

• To display the previous message, press [PF6].

• To return to the Bulletin Board Messages selection screen, press [PF2].

• To exit the system, press [Clear].

Delete Actions:

• To delete the selected message, press [PF4]. The message is deleted, and *This Message Has Been Deleted From The Bulletin Board* is displayed at the bottom of the screen.

• To delete another message, press [PF5] until the specific message is displayed, then press [PF4].

• To display the previous message, press [PF6].

• To return to the Bulletin Board Messages selection screen, press [PF2].

• To exit the system, press [Clear].

```
 DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 14:57
                                BULLETIN BOARD MESSAGES


 DATE EFFECTIVE: 10  10  97

 THERE WILL BE A MEETING FOR ALL PROPERTY OFFICIALS IN THE D.C. AREA TO DISCUSS
 SEVERAL CHANGES THAT WILL AFFECT DATA MAINTAINED IN THE PERSONAL PROPERTY
 SYSTEM. THE MEETING WILL BE HELD AT 10:00 A.M IN THE SOUTH BLDG., ROOM 235 ON
 OCTOBER 13, 1997.




 DATE EXPIRES: 10 14  97


 ** LAST MESSAGE                                 ** PF06 = PRIOR MESSAGE
 ** PF02 = ANOTHER REQUEST                       ** CLEAR =  TERMINATE
```

Figure 9. Bulletin Board Messages Browse Screen

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Browsing A Message. At the Bulletin Board Messages selection screen (**Figure 6**), press [Enter]. If there are no messages, *No Messages Found* is displayed at the bottom of the screen. If there is a message, the Bulletin Board Messages browse screen (**Figure 9**) is displayed. The messages are displayed one at a time and the message with the most current effective date is displayed first.

• To browse additional messages, press [PF5].

• To browse previous messages, press [PF6].

• To return to the Bulletin Board Messages selection screen, press [PF2].

• To exit the system, press [Clear].

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Operating Features

This section describes the system's design and operating features.

System Design

PROP is designed with menu/submenu and option selection features. Specifically, the menus provide a list of submenus/options for selection to process transactions. The types of transactions range from simple queries to the establishment of a variety of property master records.

In addition to creating property masters, the system allows the establishment of property official codes as well as other required codes. These codes are maintained in tables to validate data prior to updating the PROP data base.

Data entry options vary for different transactions (e.g., acquisitions, deletions, transfers, etc.). The system also uses program function (PF) keys for performing and selecting certain functions and screens. (See **Function Keys**.)

PROP also provides a special navigational feature that allows access to screens between menus. This movement between screens can be accomplished by completing the Screen Number (SNO) field located at the top right corner of each screen. To facilitate the use of this feature, most screens display the 4-character identifier (i.e., SNO) at the top left corner. However, some screens in PROP are not accessible through use of this feature because of system formatting. Specific SNO's for each menu are provided throughout this procedure. A composite list of all SNO's is located in **Appendix B.**

Each property item updated in the PROP data base is assigned a unique NFC ID number. In addition to the maintenance of this number in the PROP master file, a bar code label is also produced with the NFC ID number to be affixed to the property item. When new acquisitions are established in PROP, bar code labels are automatically generated. Agencies, however, have the option of securing their own bar code labels. The bar code label allows for better control of accountable and sensitive property as well as facilitates inventory management.

System Edits

All transactions entered in PROP are subject to front-end system edits for certain data elements (i.e., AO number, PMO code, NFC ID, etc.). If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. Up to six error messages may be displayed at a time. All errors must be corrected before the PROP data base is updated.

Function Keys

Your keyboard includes:

• Program Function keys ([PA], [PF], [F], etc.) used to execute functions and display specific screens in the system.

• Other function keys ([Enter], [Clear], etc.).

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in PROP are displayed at the bottom of each screen. Descriptions are provided below: **Note:** Some PF keys may perform more than one function in PROP and may vary depending on the menu.
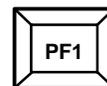
Key	Function(s)
PF1	Used to display the Administrative Menu.
PF2	Used to execute another request that is the same as the previous request.
PF3	Used to display the Inquiry Menu.
	Used to display the Transaction Menu.
	Used to display additional reports at the Reports Generator Menu.
	Used to display the Excess Property Coordinator Menu.
	Used to display the Equipment Maintenance Menu.
PF4	Used to add/display "Notes".
	Used to display the detail record from a condensed listing.
	Used to display the previous Report Generator Menu screen.
	Used to display the property history.
PF5	Used to display the next record.
	Used to display the next history record.
	Used to modify a newly established master at the Acquisition/Modify Menu.
	Used to add or update warranty information at the Acquisition/Modify Menu.
PF6	Used to display the previous record.
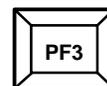
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Used to repeat data without having to reenter.

PF7 Used to add additional accounting lines to the property master.

Used also for a variety of other functions depending on the screen and are described with screen instructions.

PF8 Used to add the initial accounting line to the property master.

Used to query the next accounting line at the Inquiry Menu.

PF9 Used to add additional accounting line.

Used to query the previous accounting line at the Inquiry Menu.

PF10 Used to update the PMIS/PROP data base.

Used to display the property warranty record at the Inquiry Menu.

Used to display a condensed listing.

PF11 Used also for a variety of other functions depending on the screen and are described with screen instructions.

PF12 Used to display a record when partial data is keyed in.

Used also for a variety of other functions depending on the screen and are described with screen instructions.
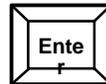
Enter Used to **enter** (process) data.
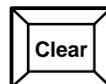
Clear Used to terminate the session and will display the *Enter Next Task Code* prompt.

Tab Used to move the cursor from one field to the next.

Instructions follow for using the PROP menu and system options.

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Administrative Menu *(ADMU)*

After accessing PROP, the Administrative Menu (**Figure 10**) is displayed. The Administrative Menu is PROP's main menu and provides six options.

Below is a brief description of each option.

1. Inquiry Menu. Provides a menu of options used to query PROP data.

2. Update Or View Tables Menu. Provides a menu of options used to validate certain data fields before updating the PROP data base. Most tables are maintained by PROP users.

3. Transaction Menu. Provides a menu of options used in entering, updating, and reporting property transactions. It also is used to enter and update Accountable Officer (AO) and Property Management Officer (PMO) data.

4. Report Generator Menu. Provides a menu of options used to generate preprogrammed reports for property items in the PROP data base.

5. Excess Property Coordinator Menu. Provides a menu of options used by the Departmental Excess Property Coordinator to control and modify assignments of excess property.

6. Equipment Maintenance Menu. Provides a menu of options used to query, add, delete, or change equip-

ment maintenance records. It also provides a report option to produce cumulative data on certain records.

To select an option from the Administrative Menu, use one of the following methods:

• Key in the option number at the Enter Selection prompt

or

• Key in the 4-character screen number identifier (SNO) at the SNO field in the top right corner of the screen

The SNO's for the PROP menus are as follows:

Menu	SNO
Administrative	**ADMU**
Inquiry	**IQMU** or **AD01**
Update or View Tables	**TBMU** or **AD02**
Transaction	**TRMU** or **AD03**
Reports Generator	**RPMU** or **AD04**
Excess Property Coordinator	**EXMU** or **AD05**
Equipmen t Maintenance	**EQMU** or **AD06**

Note: Each PROP submenu has two identifiers as shown above: the menu screen identifier and the task screen identifier. You can use either in the SNO field.

After keying in the option number or SNO, press [Enter]. The screen for the selected option is displayed.

Instructions follow for using the options on this menu and other menus in the system.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 17:07
ADMU                      ** ADMINISTRATIVE MENU **              SNO: _____

 SELECT ONE:

  1. INQUIRY MENU
  2. UPDATE OR VIEW TABLES MENU
  3. TRANSACTION MENU
  4. REPORT GENERATOR MENU
  5. EXCESS PROPERTY COORDINATOR MENU
  6. EQUIPMENT MAINTENANCE MENU




  ENTER SELECTION:   __




 * DEPRESS "ENTER" TO SEND DATA          * DEPRESS "CLEAR" TO TERMINATE
```

Figure 10. Administrative Menu

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Inquiry Menu *(IQMU or AD01)*

Inquiry Menu is Option 1 on the Administrative Menu (**Figure 10**). The Inquiry Menu provides options to perform various inquiry functions in the PROP data base.

To select this option, key in *1* at the Enter Selection prompt on the Administrative Menu, **or** at any PROP screen, key in *IQMU* or *AD01* at the SNO field. Press [Enter].

The Inquiry Menu screen (**Figure 11**) is displayed.

To access an option on the Inquiry Menu, key in the option number at the Enter Selection prompt on the menu, **or** at any PROP screen, key in the SNO for the option at the SNO field.

Following is a brief description and the SNO for each option:

1. Property By NFC ID (**SNO:IQ01**). This option prompts you for an NFC ID number and then displays the detail of the corresponding property item. If there are component parts of the item, they are also displayed. **Note:** If the Status field is displayed with *Excess* as the entry, the excess property report number is displayed as part of the property record in the Ex Rpt # field. (See **Figure 12** through **Figure 14** for screen exhibits of Option 1.)

2. Property By PMO (**SNO:IQ02**). This option prompts you for the PMO identifier and then displays the detail of the accountable property assigned to the PMO. Items are displayed one per screen; therefore, you must press [PF5] to obtain the next property record. (See **Figure 15** through **Figure 18** for screen exhibits of Option 2.)

3. Property By AO (**SNO:IQ03**). This option prompts you for the AO identifier and then displays the detail of the accountable property assigned to the AO. Items are displayed one per screen; therefore, you must press [PF5] to obtain the next property record. (See **Figure 19** and **Figure 20** for screen exhibits of Option 3.)

4. Property By Custodian (**SNO:IQ04**). This option prompts you for the custodian identifier and then displays the detail of the accountable property assigned to the custodian. Items are displayed one per screen; therefore, you must press [PF5] to obtain the next property record. (See **Figure 21** and **Figure 22** for screen exhibits of Option 4.)

5. Condensed List By PMO (**SNO:IQ05**). This option prompts you for the PMO identifier and then displays a condensed list of accountable property items assigned to the PMO. To display the detail of one of the listed property items, place the cursor next to the item and press [PF4]. (See **Figure 23** through **Figure 25** for screen exhibits of Option 5.)

6. Condensed List By AO (**SNO:IQ06**). This option prompts you for the AO identifier and then displays a condensed list of accountable property items assigned to the AO. To display the detail of one of the listed property items, place the cursor next to the item and press [PF4]. (See **Figure 26** through **Figure 27** for screen exhibits of Option 6.)

7. Condensed List By Custodian (**SNO:IQ07**). This option prompts you for the custodian identifier and then displays a condensed list of accountable property items assigned to the custodian. To display the detail of one of the listed property items, place the cursor next to the item and press [PF4]. (See **Figure 28** through **Figure 29** for screen exhibits of Option 7.)

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 17:08
 IQMU                          **INQUIRY MENU**                   SNO: _____
 SELECT ONE:

    1. PROPERTY BY NFC-ID            12. PROPERTY BY EXCESS REPORT NUMBER
    2. PROPERTY BY PMO               13. EXCESS PROPERTY
    3. PROPERTY BY AO                14. LEASED/RENTAL PROPERTY
    4. PROPERTY BY CUSTODIAN         15. PROPERTY HISTORY
    5. CONDENSED LIST BY PMO         16. DEPRECIATION
    6. CONDENSED LIST BY AO          17. MOTORIZED EQUIPMENT
    7. CONDENSED LIST BY CUSTODIAN   18. MOTORIZED EQUIP. OPERATIONAL DATA
    8. PROPERTY BY SERIAL NUMBER     19. MOTORIZED EQUIP. BY LICENSE NUMBER
    9. PROPERTY BY MODEL NUMBER      20. FEEDER MASTER FILE
   10. PROPERTY BY DOCUMENT NO       21. FEEDER ITEM
   11. PROPERTY BY PROPERTY CODE     22. FEEDER HISTORY
                                     23. ADP MANUFACTURER/MODEL CODES
                                     24. PROPERTY BY EQUIPMENT NUMBER


    ENTER SELECTION: __


 ** DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU                                          CLEAR=TERMINATE
```

Figure 11. Inquiry Menu Screen

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8. Property By Serial Number (**SNO:IQ08**). This option prompts you for the serial number of a specific piece of equipment when the serial number is known. The detail of a property item is then displayed based on the serial number keyed in. (See **Figure 30** through **Figure 32** for screen exhibits of Option 8.)

9. Property By Model Number (**SNO:IQ09**). This option prompts you for the model number of a specific piece of equipment when the model number is known. The detail of a property item is then displayed based on the model number keyed in. (See **Figure 33** through **Figure 35** for screen exhibits of Option 9.)

10. Property By Document No (**SNO:IQ10**). This option prompts you for the document number and then displays the detail of the property item(s) corresponding to the document number keyed in. (See **Figure 36** through **Figure 38** for screen exhibits of Option 10.)

11. Property By Property Code (**SNO:IQ11**). This option prompts you for the property code and then displays the detail of the property item(s) corresponding to the property code keyed in. (See **Figure 39** and **Figure 40** for screen exhibits of Option 11.)

12. Property By Excess Report Number (**SNO:IQ12**). This option prompts you for the Excess Report Number and then displays the detail of the excess property item for the report number keyed in. (See **Figure 41** and **Figure 42** for screen exhibits of Option 12.)

13. Excess Property (**SNO:IQ13**). This option prompts you for the department (i.e., organizational identifier), federal supply code (FSC), 2-position state code, and/or condition code and then displays a list of all items identified by the FSC and/or state code. (See **Figure 43** and **Figure 44** for screen exhibits of Option 13). To display the detail of one of the listed property items, place the cursor next to the item and press [PF4]. Depending upon individual agency requirements and your authority, you may request an item directly while viewing the detail, thereby eliminating the need for form preparation. However, only the Departmental Excess Personal Property Coordinator (DEPPC) can make the actual assignment of transfer. (See **Figure 45** for a screen exhibit of the Request For Property screen.)

14. Leased/Rental Property (**SNO:IQ14**). This option prompts you for the AO identifier and then displays all lease or rental property items assigned to the AO. Items are displayed one per screen; therefore, you **must** press [PF5] to obtain the next property record. (See **Figure 46** and **Figure 47** for screen exhibits of Option 14.)

15. Property History (**SNO:IQ15**). This option prompts you for an NFC ID number and then displays the current detailed property master. Subsequent data changes, are displayed in reverse chronological order. You may also view the property warranty data for an item at this option by pressing [PF7]. (See **Figure 48** through **Figure 50** for screen exhibits of Option 15.)

16. Depreciation (**SNO:IQ16**). This option prompts you for an NFC ID to query monthly depreciation charges of a property master record or the document type, document number, and line item to query monthly depreciation charges of a feeder master record. Once the NFC ID or feeder item data is keyed in, the depreciation for the corresponding property item is displayed. (See **Figure 51** through **Figure 53** for screen exhibits of Option 16.)

Note: You may enter variable depreciation for capitalized property items. The usual depreciation schedule depreciates capitalized equipment over a preestablished number of months, depending on the useful life of the equipment. The variable depreciation entry capability allows you to establish a different depreciation schedule by keying in the number of months in the Variable Dep field. This field is shown on the basic property item and can be located in the middle right portion of each property master record. Use of a variable rather than the preestablished schedule results in a recalculation and a corresponding impact on the accounting reports reflecting depreciation charges and accruals.

17. Motorized Equipment (**SNO:IQ17**). This option prompts you for an NFC ID and then displays the detail of the corresponding motorized property item. (See **Figure 54** and **Figure 55** for screen exhibits of Option 17.)

18. Motorized Equip. Operational Data (**SNO:IQ18**). This option prompts you for an NFC ID and then displays the monthly detail of motorized operational data for the corresponding property item. (See **Figure 56** and **Figure 57** for screen exhibits of Option 18.)

19. Motorized Equip. By License Number (**SNO:IQ19**). This option prompts you for the license number for a specific piece of equipment when the license number is known. The detail of a property item is then displayed based on the license number keyed in. (See **Figure 58** and **Figure 59** for screen exhibits of Option 19.)

Note: For Options 8 through 11 and Option 19, you may enter partial data (i.e., serial number, model number) and press [PF12]. The partial number(s) must be in the same sequence as on the data base to ensure access of correct data. This allows you to conduct a system search for the master record when a complete key-identifying number is unknown. For example, if you key in *1* at the *Serial*

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Number prompt, the system searches and displays all masters having serial numbers that begin with 1.

20. Feeder Master File (**SNO:IQ20**). This option prompts you for the agency code and then displays the feeder master records for that agency. Master records are displayed one per screen, therefore, you must press [PF5] to obtain the next feeder master record. (See **Figure 60** and **Figure 61** for screen exhibits of Option 20.)

Note : If you wish to view a specific feeder record, Option 21, Feeder Item, may be used. This allows you to query a particular item without having to browse the entire feeder master file for an agency. An NFC ID may be associated with the feeder master record. This indicates that a property master record has been created and may also be queried for additional information.

21. Feeder Item (**SNO:IQ21**). This option prompts you for the document type, document number, and line item number. Option 21 also allows you to query a specific item without having to browse the complete feeder master for a particular agency (see Option 20). After the prompts are completed, the detail for the specific feeder data is displayed. (See **Figure 62** and **Figure 63** for screen exhibits of Option 21.) **Note:** An NFC ID may be associated with the feeder master record. This indicates that a property master record has been

created and may also be queried for additional information.

22. Feeder History (**SNO:IQ22**). This option prompts you for the document type, document number, and line item number. After the prompts are complete, the feeder master record is displayed. The feeder history records are displayed one per screen, therefore, you **must** press [PF4] to obtain the next feeder history record. (See **Figure 64** through **Figure 66** for screen exhibits of Option 22.)

Note: Option 22 provides a record of all feeder activity against a feeder master. Included in the feeder history record are (1) a description of the action taken, (2) the user ID of the person who took the action, and (3) the date the action was taken.

23. ADP Manufacturer/Model Codes (**SNO:IQ23**). This option prompts you for the manufacturer code and/or manufacturer name and then displays a list of the model codes and descriptions for a manufacturer. (See **Figure 67** and **Figure 68** for screen exhibits of Option 23.)

24. Property By Equipment Number (SNO:IQ24). This option prompts you for the equipment number and then displays the master record with the Equipment Number field displayed. (See **Figure 69** for a screen exhibit of Option 24.)

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Property By NFC ID *(IQ01)*

Property By NFC ID is Option 1 on the Inquiry Menu
(**Figure 11**). This option is used to query a specific prop-
erty item by the unique identifier, the NFC ID.

To select this option, key in *1* at the Enter Selection
prompt on the Inquiry Menu, **or** at any PROP screen, key
in *IQ01* in the SNO field. Press [Enter].

The Property By NFC ID prompt screen is displayed
(**Figure 12**).

Complete the field as described.

1 **Enter NFC ID** *(required, alphanumeric field;
12 positions)*. Key in the NFC ID of the item to be quer-
ied. Press [Enter].

If a nonmotor vehicle budget object class code was used
for this item at the acquisition screen, the Property By
NFC ID (nonmotor vehicle) detail screen is displayed
(**Figure 13**).

<center>**or**</center>

If a motor vehicle budget object class code was used for
this item at the acquisition screen, the Property By NFC
ID (motor vehicle) detail screen is displayed (**Figure 14**).

• To display the property notes, press [PF4].

• To return to the property record screen, press [PF8].

• To view additional lines of accounting, press [PF8].
Only one line of accounting is displayed at a time if more
than one accounting line exists for the property item.

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 17:09
  IQ01                           **PROPERTY BY NFC ID**            SNO: _____



     ENTER NFC ID:  1 _____




  ** DEPRESS "ENTER" TO SEND DATA


   *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 12. Property By NFC ID Prompt Screen

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 17:11
                                **PROPERTY BY NFC ID**             SNO: _____
  NFC ID: AG0002112664    DESCRIPTION: COPIER W/CABINET
  AO NO: AH3448094034RO   CUSTODIAN:              STATUS:          COND CODE:
  DOC TYPE: 838  DOCUMENT NO: 4063951C4748    LINE ITEM NO: 0001 AGENCY CODE: 34
  BASIC ID:               INVENTORY DATE:           ACCT STATION: 0079 UNIT: 00
  OBJ CLASS: 3141 ACQ DATE: 09 10 91 EX RPT #:
  NATL STOCK NO: 7010       SERIAL NO: 6610305256          VAR DEP:     MONTHS
  ACQ AMT:       $2,674.00 ACCUM DEP:            $.00  PROP CODE:
  MANUFACTURER: SAVIN                                  MODEL NO: 9250
  MISC NOTE 1:                   FUND TYPE: A        MISC NOTE 2:

  *********************** A C C O U N T I N G   D A T A ***********************
  ACCOUNTING CLASS: 4538400009                    ACCT AMT:       $2,674.00
  TREASURY SYMBOL: 1241600                 DEPRECIATION AMT:          $.00
         *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
  **************************************************************************
  LOCATION OF PROPERTY: FIRST ADDRESS:       APHIS, PPQ, CR
                         SECOND ADDRESS: 3505 BOCA CHICA BLVD., SUITE 333
                         CITY: BROWNSVILLE       STATE: TX ZIP: 78521 , 2049


   *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 13. Property By NFC ID (nonmotor vehicle) Detail Screen

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```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:20
                          **PROPERTY BY NFC ID**                  SNO: _____
 NFC ID: AG0002113903  SER/VIN: 111222            LIC NUMBER: EYY099
 MFG: 001FORD          MODEL: TAURUS         YEAR OF MFG:   CU.IN.DISP:
 DESCRIPTION: S4D
 SPEC EQUIP: ACODPP                  NO CYLINDERS: 6    TRANS.TYPE: AUTOMATIC
 G.V.W.R.:    40       FUEL TYPE: 1  CR.CARD NO: 4324321000     AGENCY: 34
 AO NO: AH3448094034RO F.S.C.: 2310  ACCT STA: 0079    UNIT: 00  VAR.DEP:  72
 DOC.NO: 400           DOC TYPE: 838  LINE ITEM NO:
 OBJECT CLASS: 3111        GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
 SPEC PURPOSE CODE:        VEH.TYPE CODE:             CLASS CODE: 100
 ACQ.DATE: 07 01 97        ACQ.COST:      $11,000     ACQ SOURCE CODE: D
 IN SERV.DATE: 07 97       IN SERV.MILEAGE:      0    PROP CODE:
 OUT SERV.DATE:            STATUS CODE: 4             COND CODE:
 SCH.REPLACE DATE: 12 99   MIN.ANN.UTIL:      HOURS   OWNERSHIP CODE:
  * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * *
 ACCOUNTING CLASS: 4538400009                     AMOUNT:      $11,000.00
          **THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING**

 *PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 14. Property By NFC ID (motor vehicle) Detail Screen

• To return to the previous accounting line when more than one accounting exists, press [PF9].

• To view the property warranty record data, press [PF10].

• To return to the property record screen, press [PF8].

PROP indicates if the property item queried is the basic or the component property record.

• To view the basic or component property record, press [PF5]

• To return to the screen that displays the basic or component record, press [PF6].

• To query another NFC ID, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Property By PMO *(IQ02)*

Property By PMO is Option 2 on the Inquiry Menu (**Figure 11**). This option is used to query property items assigned to a specific PMO.

To select this option, key in *2* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ02* in the SNO field. Press [Enter].

The Property By PMO prompt screen is displayed (**Figure 15**).

Complete the field as described.

1 **Enter PMO Number** *(required, alphanumeric field; 2 positions)*. Key in the 2-position property management officer number to query accountable property assigned to a specific PMO. Press [Enter].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Property By PMO (nonmotor vehicle) detail screen is displayed (**Figure 16**).

or

If a motor vehicle budget object class code was used for the item at the acquisition screen, the Acquisition For Motorized Equipment – Primary Data screen is displayed (**Figure 17**). The motor vehicle master record is comprised of two screens, the Acquisition For Motorized Equipment – Primary Data screen and a second maintenance screen, the Motorized Equipment – Additional Data Screen (**Figure 18**). To view (**Figure 18**), press [PF11]. The Motorized Equipment – Additional Data Screen is displayed.

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 17:12
   IQ02                          **PROPERTY BY PMO**                SNO: _____



    ENTER PMO NUMBER: [1]






  ** DEPRESS "ENTER" TO SEND DATA


  *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE

```

Figure 15. Property By PMO Prompt Screen

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 17:13
                                 **PROPERTY BY PMO**                SNO: _____
   NFC ID: AG0002113010    DESCRIPTION: FILE CABINET
   AO NO: NFFSD0003        CUSTODIAN:          STATUS:          COND CODE:  3
   DOC TYPE: ACQ  DOCUMENT NO:              LINE ITEM NO: 0001 AGENCY CODE: 90
   BASIC ID:              INVENTORY DATE:         ACCT STATION: 0010 UNIT: 00
   OBJ CLASS: 3141 ACQ DATE: 04 20 90
   NATL STOCK NO: 7050        SERIAL NO: FC33567       VAR DEP:     MONTHS
   ACQ AMT:        $2,430.00 ACCUM DEP:        $.00   PROP CODE:
   MANUFACTURER: HOME DEPOT                    MODEL NO: FC0090
   MISC NOTE 1: WAREHOUSE                      MISC NOTE 2:

   ******************** A C C O U N T I N G  D A T A *********************
   ACCOUNTING CLASS: 59962410A5WH                 ACCT AMT:       $1,200.00
   TREASURY SYMBOL: 12X4609            DEPRECIATION AMT:            $.00
   *FIRST ACCOUNTING LINE*                         *PF8=NEXT ACCOUNTING*
   *********************************************************************
   LOCATION OF PROPERTY: FIRST ADDRESS: 1234 WINCHESTER AVE
                         SECOND ADDRESS: 2525 BUNKER HILL
                         CITY: NEW ORLEANS       STATE: LA ZIP: 70123 ,

   *PF5=NEXT PROPERTY RECORD               *PF6=PREVIOUS PROPERTY RECORD

   *PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 16. Property By PMO (nonmotor vehicle) Detail Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:11
              ACQUISITION FOR MOTORIZED EQUIPMENT-PRIMARY DATA      SNO: _____

NFC-ID: AG0002113905  EQUIP.NO.  34   3V-22113 ACCT.STA.: 0079   UNIT: 00
AGENCY CODE: 34       AO NO: AH3448094034RO   PROGRAM:         REGION:
DOC.TYPE: 838         DOC.NO: 444             LINE ITEM:       COND.CODE:
ACQ.DATE: 07 02 97    ACQ.SRC.CODE: D         OBJ.CLASS: 3111  FSC: 2310
WCF ACTIVITY:         STATUS:                                  SUB UNIT:


OWNERSHIP CODE: 3     STATUS CODE: 4          FOR/DOM.LOCATION: D
CLASS CODE: 100       VEH.TYPE CODE:          GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS              MFG.: 001FORD
DESC.: S4D                                    G.V.W.R.:    400
SER/VIN: 111225                  DRIVE: 4X2   MODEL YEAR: 97
FUEL TYPE: 1          LICENSE NO.: 100EYY     NO.CYLINDERS: 6
TRANS.TYPE: A         TRANS.SPEED:            SALVAGE VALUE:


VAR.DEPR.:  72 MONTHS   ACCUM.DEP:   $313.87    ACQ.COST    $11,300.00
ACCOUNTING CLASS: 4538400009                    AMOUNT:     $11,300.00
*HIT PF-10 TO RETURN TO CONDENSED LISTING
*PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=INQUIRY MENU    CLEAR=TERMINATE
PF11=ADDL DATA SCREEN
```

Figure 17. Acquisition For Motorized Equipment – Primary Data Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 10:26
IQ24B          MOTORIZED EQUIPMENT-ADDITIONAL DATA SCREEN        SNO: _____

NFC-ID: AG0002113904                 EQUIP NO.: 34   3V-1212
STATUS CODE: 4                       OWNERSHIP CODE: 3
  ----------------------------------------------------------------------
AREA CODE:                           GROUP CODE:
IN SERVICE DATE:      (MMYY)         IN SERVICE MILES: 000000
SCH.REPLACEMENT DATE:      (MMYY)    USAGE CODE:   (H=HOURS, M=MILES)

SPECIAL EQUIP.(ACCESSORIES):         AGENCY SPEC.CODE:    SF-82 CODE:
C.I.D.:                              VEHICLE PAY LOAD:
MANUFAC.EPA MPG:                     FOR/DOM MADE:
CR.CARD NO.:                         CONTRACT NO.:
TIRE SIZE-FRONT:                     TIRE SIZE-REAR:

LEASE START DATE:         (MMDDYY)   LEASE END DATE:        (MMDDYY)
VENDOR:                    BASE COST:         $0.00 MILEAGE RATE:  $0.00

*PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=INQUIRY MENU    CLEAR=TERMINATE
PF11=PRIMARY DATA SCREEN
```

Figure 18. Motorized Equipment – Additional Data Screen

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Property By AO *(IQ03)*

Property By AO is Option 3 on the Inquiry Menu
(**Figure 11**). This option is used to query property items
assigned to a specific accountable officer.

To select this option, key in *3* at the Enter Selection
prompt on the Inquiry Menu, **or** at any PROP screen, key
in *IQ03* in the SNO field. Press [Enter].

The Property By AO prompt screen is displayed
(**Figure 19**).

Complete the field as described.

☐1 **Enter AO Number** *(required, alphanumeric field;
14 positions)*. Key in the accountable officer number to

query accountable property assigned to a specific AO.
Press [Enter].

If a nonmotor vehicle budget object class code was used
for the item at the acquisition screen, the Property By AO
(nonmotor vehicle) detail screen is displayed
(**Figure 20**).

or

If a motor vehicle budget object class code was used for
the item at the acquisition screen, the Acquisition For
Motorized Equipment – Primary Data screen is displayed
(**Figure 17**). The motor vehicle master record is com-
prised of two screens, the Acquisition For Motorized
Equipment – Primary Data screen and a second mainte-
nance screen, the Motorized Equipment – Additional
Data Screen (**Figure 18**). To view **Figure 18**, press
[PF11]. The Motorized Equipment – Additional Data
Screen is displayed.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                 CT: 17:33
IQ03                          **PROPERTY BY AO**                     SNO: _____




             ENTER AO NUMBER: [1]_____






** DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU     *PF2=ANOTHER REQUEST     *PF3=INQUIRY MENU     *CLEAR=TERMINATE
```

Figure 19. Property By AO Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                 CT: 17:34
                              **PROPERTY BY AO**                     SNO: _____
NFC ID: AA0002601009     DESCRIPTION: PERSONAL COMPUTER
AO NO: BC426648168       CUSTODIAN: 426648168 STATUS:          COND CODE: A1
DOC TYPE: 838  DOCUMENT NO: 401            LINE ITEM NO:       AGENCY CODE: 03
BASIC ID:                INVENTORY DATE:        ACCT STATION: 0091 UNIT: 00
OBJ CLASS: 3121 ACQ DATE: 07 09 93
NATL STOCK NO: 7010          SERIAL NO: 1234567890         VAR DEP:     MONTHS
ACQ AMT:      $1,498.99 ACCUM DEP:          $.00  PROP CODE: PC
MANUFACTURER: COMPAQ                             MODEL NO: 4000DX
MISC NOTE 1: NOTE                               MISC NOTE 2: NOTE

********************* A C C O U N T I N G   D A T A *********************
ACCOUNTING CLASS: 30101019200000               ACCT AMT:       $1,498.99
TREASURY SYMBOL: 1231400              DEPRECIATION AMT:            $.00
      *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
***************************************************************************
LOCATION OF PROPERTY: FIRST ADDRESS: USDA
                      SECOND ADDRESS: 132 POCHE CT
                      CITY: NEW ORLEANS       STATE: LA ZIP: 70160 ,
********************* DEPRESS "PF4" TO DISPLAY "NOTES" *********************
*PF5=NEXT PROPERTY RECORD                     *PF6=PREVIOUS PROPERTY RECORD
***********--DEPRESS PF10 TO DISPLAY THE WARRANTY RECORD--**********
*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 20. Property By AO (nonmotor vehicle) Detail Screen

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All property items assigned to the AO is displayed one record at a time.

• To display the next property record on the data base, press the [PF5]. To display the previous property record, press [PF6].

• To query another AO number, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

All property items assigned to the PMO are displayed one record at a time.

• To display the next property record on the data base, press the [PF5].

• To display the previous property record, press [PF6].

• To query another PMO code, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Property By Custodian *(IQ04)*

Property By Custodian is Option 4 on the Inquiry Menu (**Figure 11**). This option is used to query property items assigned to a specific custodian.

To select this option, key in *4* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ04* in the SNO field. Press [Enter].

The Property By Custodian prompt screen is displayed (**Figure 21**).

Complete the field as described.

⎡1⎤ **Enter Custodian Number** *(required, alphanumeric field; 9 positions)*. Key in the custodian number to query accountable property assigned to a specific custodian. Press [Enter].

The Property By Custodian detail screen is displayed (**Figure 22**).

All property items assigned to the custodian is displayed one record at a time.

● To display the next property record on the data base, press the [PF5].

● To display the previous property record, press [PF6].

Note: To display other screens as described in Option 1, press the appropriate PF keys.

● To query another custodian number, press [PF2] and repeat the process.

● To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
   DATE: XX/XX/XX           PERSONAL PROPERTY SYSTEM          CT: 17:35
   IQ04                    **PROPERTY BY CUSTODIAN**          SNO: _____




     ENTER CUSTODIAN ID:   ⎡1⎤ _____






 ** DEPRESS "ENTER" TO SEND DATA


  *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 21. Property By Custodian Prompt Screen

```
   DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM           CT: 17:42
                               **PROPERTY BY CUSTODIAN**           SNO: _____
   NFC ID: AG0002112781     DESCRIPTION: COLOR VGA23 COMPUTER MONITOR
   AO NO: AH3448094034RO    CUSTODIAN: SMITH      STATUS:           COND CODE:
   DOC TYPE: 838  DOCUMENT NO: 4032943C2261    LINE ITEM NO: 0001 AGENCY CODE: 34
   BASIC ID:              INVENTORY DATE:           ACCT STATION: 0079 UNIT: 00
   OBJ CLASS: 3116 ACQ DATE: 10 15 93
   NATL STOCK NO: 7110        SERIAL NO:                  VAR DEP:     MONTHS
   ACQ AMT:       $1,007.50 ACCUM DEP:        $.00  PROP CODE:
   MANUFACTURER:                                      MODEL NO:
   MISC NOTE 1:               FUND TYPE: A          MISC NOTE 2:

   ********************* A C C O U N T I N G   D A T A ************************
   ACCOUNTING CLASS: 3418101131                    ACCT AMT:       $1,007.50
   TREASURY SYMBOL: 12X5161                   DEPRECIATION AMT:       $.00
         *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
   **************************************************************************
   LOCATION OF PROPERTY: FIRST ADDRESS:
                         SECOND ADDRESS:
                         CITY:                    STATE:    ZIP:        ,
   ******************** DEPRESS "PF4" TO DISPLAY "NOTES" ********************
   *THIS IS THE ONLY PROPERTY RECORD FOR THIS CUSTODIAN
   ***********--DEPRESS PF10 TO DISPLAY THE WARRANTY RECORD--***********
   *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 22. Property By Custodian Detail Screen

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Condensed List By PMO (IQ05)

Condensed List By PMO is Option 5 on the Inquiry Menu (**Figure 11**). This option is used to obtain a list of property items assigned to a specific PMO.

To select this option, key in **5** at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ05** in the SNO field. Press [Enter].

The Condensed Listing Of Property By PMO prompt screen is displayed (**Figure 23**).

Complete the field as described.

1 **Enter PMO Number** *(required, alphanumeric field; 2 positions)*. Key in the property management officer number to query accountable property assigned to a specific PMO. Press [Enter].

The Condensed Listing Of Property By PMO screen is displayed (**Figure 24**). A maximum of seven property items appear on the screen at a time.

• To display the next page of property items, press [PF5].

• To return to the previous page of records, press [PF6].

• To display the detail of a specific property item, position the cursor next to the item and press [PF4].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Detail Display Of Property (nonmotor vehicle) detail screen is displayed (**Figure 25**).

or

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM            CT: 17:49
IQ05               **CONDENSED LISTING OF PROPERTY BY PMO**    SNO: _____




  ENTER PMO NUMBER: __ 1




** DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 23. Condensed Listing Of Property By PMO Prompt Screen

```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM            CT: 17:54
                  **CONDENSED LISTING OF PROPERTY BY PMO**     SNO: _____

  PMO CODE:  AA
   NFC-ID NUMBER       SERIAL NUMBER      DOCUMENT NUMBER     ACQ COST
   AG0002113019                           9333838               $3,588.00.
       DESCRIPTION: RED                                   ACQ DATE: 03-12-95
   AG0000000224    383388                 KD833                   $234.00.
       DESCRIPTION: TYPEWRITER                           ACQ DATE: 04-12-94
   AG0002112644    12345678               401B0120065            $860.00.
       DESCRIPTION: LAP TOP COMPUTER                     ACQ DATE: 05-21-92
   AG0002112647    111111                 4063KY1223             $186.08.
       DESCRIPTION: TERMINAL                             ACQ DATE: 09-30-91
   AG0002112581    99-09457               401J                 $3,244.98.
       DESCRIPTION: PERSONAL COMPUTER                    ACQ DATE: 08-16-89
   AG0002112705    1029384756             844488                 $899.00.
       DESCRIPTION: KEYBOARD                             ACQ DATE: 02-02-92
   AG0002113172                                               $1,200.00.
       DESCRIPTION: 35-INCH SONY MONITOR                 ACQ DATE: 12-20-93

*FIRST PAGE OF RECORDS                          *PF5=NEXT PAGE OF RECORDS
*TO DISPLAY ITEM DETAIL, PLACE CURSOR NEXT TO ITEM & HIT PF-4

*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 24. Condensed Listing Of Property By PMO Detail Screen

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```
DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM                  CT: 17:57
                              DETAIL DISPLAY OF PROPERTY                  SNO: _____
NFC ID: AG0000000224        DESCRIPTION: TYPEWRITER
AO NO: AA05                 CUSTODIAN:              STATUS:              COND CODE: A1
DOC TYPE: 838  DOCUMENT NO: KD833          LINE ITEM NO: 0002 AGENCY CODE: 05
BASIC ID:              INVENTORY DATE:           ACCT STATION: 0002 UNIT: 00
OBJ CLASS: 3121 ACQ DATE: 04 12 94
NATL STOCK NO: 7010        SERIAL NO: 383388           VAR DEP:     MONTHS
ACQ AMT:       $234.00 ACCUM DEP:         $.00        PROP CODE:
MANUFACTURER: IBM                                MODEL NO: M-3939
MISC NOTE 1:                                     MISC NOTE 2:

******************** A C C O U N T I N G  D A T A ************************
ACCOUNTING CLASS: 44494099440000                    ACCT AMT:         $234.00
TREASURY SYMBOL: 1243300                     DEPRECIATION AMT:            $.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*************************************************************************
LOCATION OF PROPERTY: FIRST ADDRESS: **NONE ASSIGNED**
                      SECOND ADDRESS: **NONE ASSIGNED**
                      CITY: **NONE ASSIGNED**    STATE:    ZIP:        ,

** HIT PF-10 TO RETURN TO CONDENSED LISTING

*PF1=ADM MENU     PF2=ANOTHER REQUEST       PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 25. Detail Display Of Property (nonmotor vehicle) Screen

If a motor vehicle budget object class code was used for the item at the acquisition screen, the Acquisition For Motorized Equipment – Primary Data screen is displayed (**Figure 17**). The motor vehicle master record is comprised of two screens, the Acquisition For Motorized Equipment – Primary Data screen and a second maintenance screen, the Motorized Equipment – Additional Data Screen (**Figure 18**). To view **Figure 18**, press [PF11]. The Motorized Equipment – Additional Data Screen is displayed.

● To return to the Condensed Listing Of Property By PMO detail screen, press [PF10].

● To query another PMO number, press [PF2] and repeat the process.

● To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Condensed List By AO *(IQ06)*

Condensed List By AO is Option 6 on the Inquiry Menu (**Figure 11**). This option is used to obtain a list of property items assigned to a specific accountable officer.

To select this option, key in *6* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ06* in the SNO field. Press [Enter].

The Condensed Listing Of Property By AO prompt screen is displayed (**Figure 26**).

Complete the field as described.

1 **Enter AO Number** *(required, alphanumeric field; 14 positions).* Key in the accountable officer number to query accountable property assigned to a specific AO. Press [Enter].

The Condensed Listing Of Property By AO detail screen is displayed (**Figure 27**).

A maximum of seven property items appear on the screen at a time.

• To display the next page of property items, press [PF5].

• To return to the previous page of records, press [PF6].

• To display the detail of a specific property item, position the cursor next to the item and press [PF4].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Detail Display Of Property (nonmotor vehicle) detail screen is displayed (**Figure 25**).

or

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 10:49
IQ06                  **CONDENSED LISTING OF PROPERTY BY AO**       SNO: _____



        ENTER AO NUMBER:  __ 1 _____




** DEPRESS "ENTER" TO SEND DATA


 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 26. Condensed Listing Of Property By AO Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 10:50
                      **CONDENSED LISTING OF PROPERTY BY AO**       SNO: _____

 ACCOUNTABLE OFFICER:  AA111111111111
   NFC-ID NUMBER       SERIAL NUMBER       DOCUMENT NUMBER     ACQ COST
   AG0002112581    99-09457            401J                $3,244.98.
       DESCRIPTION: PERSONAL COMPUTER                 ACQ DATE: 08-16-89
   AG0002112705    1029384756          844488              $899.00.
       DESCRIPTION: KEYBOARD                           ACQ DATE: 02-02-92
   AG0002113172                                            $1,200.00.
       DESCRIPTION: 35-INCH SONY MONITOR               ACQ DATE: 12-20-93
   AG0002113175                        43000ADCF18         $734.88.
       DESCRIPTION: VGA 13-INCH COLOR MONITOR          ACQ DATE: 04-02-91
   AG0002113176                        41900935BC          $1,500.00.
       DESCRIPTION: COMPAUQ PERS. COMP. W/ H/D & PRINTE ACQ DATE: 11-18-90
   AG0002113185    S-3933993           93838               $4,994.00.
       DESCRIPTION: PRINTER                            ACQ DATE: 02-02-91
   AG0002113186                        40BC17              $333.33.
       DESCRIPTION: HEWLETT-PACKARD 40MB LASER PRINTER ACQ DATE: 03-06-91

 *ALL RECORDS FOR THIS ACCOUNTABLE OFFICER DISPLAYED ABOVE
 *TO DISPLAY ITEM DETAIL, PLACE CURSOR NEXT TO ITEM & HIT PF-4

 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 27. Condensed Listing Of Property By AO Detail Screen

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If a motor vehicle budget object class code was used for the item at the acquisition screen, the Acquisition For Motorized Equipment – Primary Data screen is displayed (**Figure 17**). The motor vehicle master record is comprised of two screens, the Acquisition For Motorized Equipment – Primary Data screen and a second maintenance screen, the Motorized Equipment – Additional Data Screen (**Figure 18**). To view **Figure 18**, press [PF11]. The Motorized Equipment – Additional Data Screen is displayed.

• To return to the Condensed Listing Of Property By AO screen, press [PF10].

• To query another AO number, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Condensed List By Custodian *(IQ07)*

Condensed List By Custodian is Option 7 on the Inquiry Menu (**Figure 11**). This option is used to obtain a list of property items assigned to a specific custodian.

To select this option, key in *7* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ07* in the SNO field. Press [Enter].

The Condensed List Of Property By Custodian prompt screen is displayed (**Figure 28**).

Complete the field as described.

1 **Enter Custodian ID** *(required, alphanumeric field; 9 positions)*. Key in the custodian number to query accountable property assigned to a specific custodian. Press [Enter].

The Condensed List Of Property By Custodian detail screen is displayed (**Figure 29**).

A maximum of seven property items appear on the screen at a time.

• To display the next page of property items, press [PF5].

• To return to the previous page of records, press [PF6].

• To display the detail of a specific property item, position the cursor next to the item and press [PF4].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Detail Display Of Property (nonmotor vehicle) detail screen is displayed (**Figure 25**).

or

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 18:02
IQ07                   CONDENSED LIST OF PROPERTY BY CUSTODIAN        SNO: _____



     ENTER CUSTODIAN ID:   1 _____





** DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 28. Condensed List Of Property By Custodian Prompt Screen

```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM               CT: 10:27
                      CONDENSED LIST OF PROPERTY BY CUSTODIAN         SNO: _____
 CUSTODIAN NUMBER:   SMITH
   NFC-ID NUMBER      SERIAL NUMBER        DOCUMENT NUMBER      ACQ COST
   AG0002112781                           4032943C2261             $1,007.50.
        DESCRIPTION: COLOR VGA23 COMPUTER MONITOR         ACQ DATE: 10-15-97







*ALL RECORDS FOR THIS CUSTODIAN DISPLAYED ABOVE
*TO DISPLAY ITEM DETAIL, PLACE CURSOR NEXT TO ITEM & HIT PF-4

*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 29. Condensed List Of Property By Custodian Detail Screen

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If a motor vehicle budget object class code was used for the item at the acquisition screen, the Acquisition For Motorized Equipment – Primary Data screen is displayed (**Figure 17**). The motor vehicle master record is comprised of two screens, the Acquisition For Motorized Equipment – Primary Data screen and a second maintenance screen, the Motorized Equipment – Additional Data Screen (**Figure 18**). To view **Figure 18**, press [PF11]. The Motorized Equipment – Additional Data

Screen is displayed.

• To return to the Condensed List Of Property By Custodian screen (**Figure 29**), press [PF10].

• To query another custodian number, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Property By Serial Number *(IQ08)*

Property By Serial Number is Option 8 on the Inquiry Menu (**Figure 11**). This option is used to query property items by the serial number.

To select this option, key in *8* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ08* in the SNO field. Press [Enter].

The Property By Serial Number prompt screen is displayed (**Figure 30**).

Complete the field as described.

1 **Enter Serial Number** *(required, alphanumeric field; max. of 20 positions)*. Key in the serial number of the property item being queried. Press [Enter].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Property By Serial Number (nonmotor vehicle) detail screen is displayed (**Figure 31**).

<p align="center">or</p>

If a motor vehicle budget object class code was used for the item at the acquisition screen, the Property By Serial Number (motor vehicle) detail screen is displayed (**Figure 32**).

If there is only one property item in PROP with the serial number keyed in, the message *This Is The Only Record With This Serial Number* is displayed at the bottom of the screen.

```
DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM               CT: 10:29
IQ08                        **PROPERTY BY SERIAL NUMBER**            SNO: _____


  ENTER SERIAL NUMBER:   >>  [1]_____




** DEPRESS "ENTER" TO SEND DATA
** DEPRESS "PF12" IF THIS IS A PARTIAL SERIAL NUMBER


*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 30. Property By Serial Number Prompt Screen

```
DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM                CT: 10:32
                            **PROPERTY BY SERIAL NUMBER**             SNO: _____
NFC ID: AG0002113010        DESCRIPTION: FILE CABINET
AO NO: NFFSD0003            CUSTODIAN:            STATUS:          COND CODE:  3
DOC TYPE: ACQ  DOCUMENT NO:              LINE ITEM NO: 0001 AGENCY CODE: 90
BASIC ID:              INVENTORY DATE:            ACCT STATION: 0010 UNIT: 00
OBJ CLASS: 3141 ACQ DATE: 04 20 96
NATL STOCK NO: 7050         SERIAL NO: FC33567              VAR DEP:     MONTHS
ACQ AMT:      $2,430.00 ACCUM DEP:             $.00  PROP CODE:
MANUFACTURER: HOME DEPOT                           MODEL NO: FC0090
MISC NOTE 1: WAREHOUSE                             MISC NOTE 2:

********************** A C C O U N T I N G D A T A ***********************
ACCOUNTING CLASS: 59962410A5WH                    ACCT AMT:        $1,200.00
TREASURY SYMBOL: 12X4609                  DEPRECIATION AMT:             $.00
*FIRST LINE OF ACCOUNTING*                        *PF8=NEXT ACCOUNTING
************************************************************************
LOCATION OF PROPERTY: FIRST ADDRESS: 1234 WINCHESTER AVE
                      SECOND ADDRESS: 2525 BUNKER HILL
                      CITY: NEW ORLEANS       STATE: LA ZIP: 70123 ,

*FIRST PROPERTY RECORD                          *PF5=NEXT PROPERTY RECORD

*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 31. Property By Serial Number (nonmotor vehicle) Detail Screen

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Note: If the complete serial number is unknown, you can key in partial data at **Figure 30** , press [PF12], and the system provides the details of all property items on the data base beginning with the partial serial number(s) keyed in (**Figure 31** and **Figure 32**).

- To display the next property record, press [PF5].

- To display the previous property record, press [PF6].

Continue pressing [PF5] or [PF6] until the appropriate property record is located or until all records have been displayed. Only one property item is displayed per screen.

- To query another serial number, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:26
                       **PROPERTY BY SERIAL NUMBER**              SNO: _____
NFC ID: AG0002601556   SER/VIN: 1PBA2543264565       LIC NUMBER: 123466
MFG: CHEV        MODEL: 1000AG            YEAR OF MFG: 93 CU.IN.DISP:
DESCRIPTION: ELE./BATTERY POWERED CAR
SPEC EQUIP:                     NO CYLINDERS: 6    TRANS.TYPE: AUTOMATIC
G.V.W.R.:          FUEL TYPE: G   CR.CARD NO:                 AGENCY: 03
AO NO: BC426648168   F.S.C.: 7110   ACCT STA: 0091    UNIT: 00  VAR.DEP:   0
DOC.NO: 401          DOC TYPE: CONV LINE ITEM NO:
OBJECT CLASS: 3111      GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
SPEC PURPOSE CODE:      VEH.TYPE CODE: S4D         CLASS CODE: 111
ACQ.DATE: 06 01 92     ACQ.COST:      $14,995      ACQ SOURCE CODE: G
IN SERV.DATE: 06 92    IN SERV.MILEAGE: 000128     PROP CODE:
OUT SERV.DATE:         STATUS CODE: 1              COND CODE: A1
SCH.REPLACE DATE:      MIN.ANN.UTIL:      MILES   OWNERSHIP CODE:
 * * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * * *
ACCOUNTING CLASS: 20101019200000                 AMOUNT:     $14,995.00
          **THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING**

 **THIS IS THE ONLY RECORD WITH THIS SERIAL NUMBER

 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 32. Property By Serial Number (motor vehicle) Detail Screen

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Property By Model Number *(IQ09)*

Property By Model Number is Option 9 on the Inquiry Menu (**Figure 11**). This option is used to query property items by the model number.

To select this option, key in *9* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ09* in the SNO field. Press [Enter].

The Property By Model Number prompt screen is displayed (**Figure 33**).

Complete the field as described.

1 **Enter Model Number** *(required, alphanumeric field; max. of 17 positions)*. Key in the model number of the property item being queried. Press [Enter].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Property By Model Number (nonmotor vehicle) detail screen (**Figure 34**) is displayed.

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Property By Model Number detail (motor vehicle) screen is displayed (**Figure 35**).

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 10:34
 IQ09                     **PROPERTY BY MODEL NUMBER**          SNO: _____


   ENTER MODEL NUMBER:    >> [1]_____




 ** DEPRESS "ENTER" TO SEND DATA
 ** DEPRESS "PF12" IF THIS IS A PARTIAL MODEL NUMBER


 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 33. Property By Model Number Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 10:35
                         **PROPERTY BY MODEL NUMBER**          SNO: _____
 NFC ID: AG0002113028    DESCRIPTION: MONITOR, SUPERMAC
 AO NO: AO080500000000   CUSTODIAN:          STATUS:            COND CODE:
 DOC TYPE: CCC  DOCUMENT NO: CCC102271        LINE ITEM NO: 1   AGENCY CODE: 05
 BASIC ID:               INVENTORY DATE:          ACCT STATION: 0002 UNIT: 00
 OBJ CLASS: 3124 ACQ DATE: 09 01 96
 NATL STOCK NO: 7025        SERIAL NO: 1908            VAR DEP:  72 MONTHS
 ACQ AMT:       $2,095.00 ACCUM DEP:       $.00  PROP CODE: 2022
 MANUFACTURER:                               MODEL NO: CDM201
 MISC NOTE 1: 72102271                       MISC NOTE 2:

 *********************** A C C O U N T I N G D A T A ***********************
 ACCOUNTING CLASS: 47294652720000                 ACCT AMT:     $2,095.00
 TREASURY SYMBOL: 12X4336                   DEPRECIATION AMT:        $.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
 **********************************************************************
 LOCATION OF PROPERTY: FIRST ADDRESS:
                       SECOND ADDRESS:
                       CITY:              STATE:   ZIP:        ,

 *FIRST PROPERTY RECORD                         *PF5=NEXT PROPERTY RECORD

 *PF1=ADM MENU     PF2=ANOTHER REQUEST   PF3=INQUIRY MENU   CLEAR=TERMINATE
```

Figure 34. Property By Model Number (nonmotor vehicle) Detail Screen

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If there is only one property item in PROP with the model number keyed in, the message *This Is The Only Record With This Model Number* is displayed at the bottom of the screen.

Note: If the complete model number is unknown, you can key in partial data at **Figure 33**, press [PF12], and the system provides the details of all property items on the data base beginning with the partial model number(s) keyed in (**Figure 34** and **Figure 35**).

• To display the next property record, press [PF5].

• To display the previous property record, press [PF6].

Continue pressing [PF5] or [PF6] until the appropriate property record is located or until all records have been displayed. Only one property item is displayed per screen.

• To query another model number, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 08:15
                         **PROPERTY BY MODEL NUMBER**        SNO: _____
 NFC ID: AG0002601556   SER/VIN: 1PBA2543264565      LIC NUMBER: 123466
 MFG: CHEV           MODEL: 1000AG          YEAR OF MFG: 93 CU.IN.DISP:
 DESCRIPTION: ELE/BATTERY POWERED CAR
 SPEC EQUIP:                      NO CYLINDERS: 6    TRANS.TYPE: AUTOMATIC
 G.V.W.R.:            FUEL TYPE: G   CR.CARD NO:              AGENCY: 03
 AO NO: BC426648168   F.S.C.: 7110   ACCT STA: 0091    UNIT: 00  VAR.DEP:   0
 DOC.NO: 401          DOC TYPE: CONV LINE ITEM NO:
 OBJECT CLASS: 3111       GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
 SPEC PURPOSE CODE:       VEH.TYPE CODE: S4D         CLASS CODE: 111
 ACQ.DATE: 06 01 92       ACQ.COST:      $14,995     ACQ SOURCE CODE: G
 IN SERV.DATE: 06 92      IN SERV.MILEAGE: 000128    PROP CODE:
 OUT SERV.DATE:           STATUS CODE: 1             COND CODE: A1
 SCH.REPLACE DATE:        MIN.ANN.UTIL:       MILES  OWNERSHIP CODE:
  * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * *
 ACCOUNTING CLASS: 20101019200000                   AMOUNT:      $14,995.00
          **THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING**
 *FIRST PROPERTY RECORD                          *PF05=NEXT PROPERTY RECORD

 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 35. Property By Model Number (motor vehicle) Detail Screen

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Property By Document No *(IQ10)*

Property By Document No is Option 10 on the Inquiry Menu (**Figure 11**). This option is used to query property items by the document number.

To select this option, key in *10* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ10* in the SNO field. Press [Enter].

The Property By Document Number prompt screen is displayed (**Figure 36**).

Complete the field as described.

☐1 **Enter Document Number** *(required, alphanumeric field; max. of 16 positions)*. Key in the document number of the property item being queried. Press [Enter].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Property By Document Number (nonmotor vehicle) detail screen is displayed (**Figure 37**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Property By Document Number (motor vehicle) detail screen is displayed (**Figure 38**).

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 10:35
 IQ10                    **PROPERTY BY DOCUMENT NUMBER**          SNO: _____


   ENTER DOCUMENT NUMBR: >>  1 _____




 ** DEPRESS "ENTER" TO SEND DATA
 ** DEPRESS "PF12" IF THIS IS A PARTIAL DOCUMENT NUMBER


 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 36. Property By Document Number Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 10:37
                        **PROPERTY BY DOCUMENT NUMBER**          SNO: _____
 NFC ID: AG0002112783      DESCRIPTION: PRINTER LASER JET
 AO NO: NFIC0040        CUSTODIAN:            STATUS:            COND CODE:
 DOC TYPE: 838  DOCUMENT NO: 40BC19           LINE ITEM NO: 0001 AGENCY CODE: 90
 BASIC ID:              INVENTORY DATE:        ACCT STATION: 0900 UNIT: 00
 OBJ CLASS: 3124 ACQ DATE: 03 06 96
 NATL STOCK NO: 7010        SERIAL NO: 1234567890       VAR DEP:    MONTHS
 ACQ AMT:        $250.00 ACCUM DEP:        $.00   PROP CODE:
 MANUFACTURER:                              MODEL NO:
 MISC NOTE 1:                               MISC NOTE 2:

 ******************** A C C O U N T I N G  D A T A ************************
 ACCOUNTING CLASS: 49967000A4WY                ACCT AMT:        $250.00
 TREASURY SYMBOL: 12X4609              DEPRECIATION AMT:        $.00
       *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
 ********************************************************************************
 LOCATION OF PROPERTY: FIRST ADDRESS:
                       SECOND ADDRESS:
                       CITY:                STATE:    ZIP:        ,

 *PF5=NEXT PROPERTY RECORD                *PF6=PREVIOUS PROPERTY RECORD

 *PF1=ADM MENU     PF2=ANOTHER REQUEST   PF3=INQUIRY MENU   CLEAR=TERMINATE
```

Figure 37. Property By Document Number (nonmotor vehicle) Detail Screen

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If there is only one property item in PROP with the document number keyed in, the message *This Is The Only Record With This Document Number* is displayed at the bottom of the screen.

Note: If the complete document number is unknown, you can key in partial data at **Figure 36**, press [PF12] and the system provides the details of all property items on the data base beginning with the partial document number(s) keyed in (**Figure 37** and **Figure 38**).

• To display the next property record, press [PF5].

• To display the previous property record, press [PF6].

Continue pressing [PF5] or [PF6] until the appropriate property record is located or until all records have been displayed. Only one property item is displayed per screen.

• To query another document number, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
 DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM                CT: 09:15
                         **PROPERTY BY DOCUMENT NUMBER**               SNO: _____
 NFC ID: AG0000000101  SER/VIN: 93948484384           LIC NUMBER: 93933933
 MFG: FORD             MODEL: RANGER          YEAR OF MFG: 96 CU.IN.DISP: 350
 DESCRIPTION: RED
 SPEC EQUIP:                          NO CYLINDERS: 8    TRANS.TYPE: AUTOMATIC
 G.V.W.R.: 00099       FUEL TYPE: G   CR.CARD NO:                   AGENCY: 03
 AO NO: GN03           F.S.C.: 2310   ACCT STA: 0000     UNIT: 00  VAR.DEP:   0
 DOC.NO: 838484488     DOC TYPE: 838  LINE ITEM NO: 0002
 OBJECT CLASS: 3111    GEOG.LOC CODE: 220000049   VEHICLE LOC:  FOREIGN
 SPEC PURPOSE CODE: A  VEH.TYPE CODE: 111         CLASS CODE: 111
 ACQ.DATE: 01 01 96    ACQ.COST:      $12,000     ACQ SOURCE CODE: A
 IN SERV.DATE: 01 96   IN SERV.MILEAGE: 000099    PROP CODE:
 OUT SERV.DATE: 01 05  STATUS CODE: 1             COND CODE: A1
 SCH.REPLACE DATE: 01 05   MIN.ANN.UTIL: 99999 MILES  OWNERSHIP CODE:
  * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * *
 ACCOUNTING CLASS: 30101019300000               AMOUNT:     $12,000.00
              **THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING**

 *PF05=NEXT PROPERTY RECORD                 *PF06=PREVIOUS PROPERTY RECORD

 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 38. Property By Document Number (motor vehicle) Detail Screen

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Property By Property Code *(IQ11)*

Property By Property Code is Option 11 on the Inquiry Menu (**Figure 11**). This option is used to query property items by the property code.

To select this option, key in **11** at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ11** in the SNO field. Press [Enter].

The Property By Property Code prompt screen is displayed (**Figure 39**).

Complete the field as described.

1 **Enter Property Code** *(required, alphanumeric field; max. of 15 positions)*. Key in the property code of the property item being queried. Press [Enter].

The Property By Property Code detail screen is displayed (**Figure 40**).

If there is only one property item in PROP with the document number keyed in, the message *This Is The Only Record With This Property Code* is displayed at the bottom of the screen.

Note: If the complete property code is unknown, you can key in partial data at **Figure 39,** press [PF12], and the system provides the details of all property items on the data base beginning with the partial property code(s) keyed in (**Figure 40**).

• To display the next property record, press [PF5].

• To display the previous property record, press [PF6].

```
 DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM                CT: 10:37
 IQ11                        **PROPERTY BY PROPERTY CODE**              SNO: _____


   ENTER PROPERTY CODE:  >>  1 _____




** DEPRESS "ENTER" TO SEND DATA
** DEPRESS "PF12" IF THIS IS A PARTIAL PROPERTY CODE


*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 39. Property By Property Code Prompt Screen

```
 DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM               CT: 10:38
                             **PROPERTY BY PROPERTY CODE**             SNO: _____
 NFC ID: AG0002113097    DESCRIPTION: PURIFIER AIR ELEC
 AO NO: AO080500000000    CUSTODIAN:          STATUS:           COND CODE:
 DOC TYPE: 838  DOCUMENT NO: ASC500017        LINE ITEM NO: 1   AGENCY CODE: 05
 BASIC ID:               INVENTORY DATE:            ACCT STATION: 0002 UNIT: 00
 OBJ CLASS: 3141 ACQ DATE: 10 01 94
 NATL STOCK NO: 3694          SERIAL NO: 53957             VAR DEP:     MONTHS
 ACQ AMT:        $795.00 ACCUM DEP:            $.00   PROP CODE: 9320
 MANUFACTURER:                                    MODEL NO: 5000
 MISC NOTE 1: 00050017                            MISC NOTE 2:

 ******************** A C C O U N T I N G D A T A ************************
 ACCOUNTING CLASS: 44494000440000                 ACCT AMT:        $795.00
 TREASURY SYMBOL: 1243300              DEPRECIATION AMT:            $.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
 **********************************************************************
 LOCATION OF PROPERTY: FIRST ADDRESS:
                       SECOND ADDRESS:
                       CITY:                STATE:    ZIP:         ,

 *FIRST PROPERTY RECORD                          *PF5=NEXT PROPERTY RECORD

 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 40. Property By Property Code Detail Screen

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Continue pressing [PF5] or [PF6] until the appropriate property record is located or until all records have been displayed. Only one property item is displayed per screen.

- To query another property code, press [PF2] and

repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Property By Excess Report Number (IQ12)

Property By Excess Report Number is Option 12 on the Inquiry Menu (**Figure 11**). This option is used to query excess property items by the excess report number.

To select this option, key in *12* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ12* in the SNO field. Press [Enter].

The Display Excess Report prompt screen is displayed (**Figure 41**).

Complete the field as described.

[1] **Enter Excess Report Number** *(required, alphanumeric field; 14 positions)*. Key in the excess property report number. Following is the format for the excess property report number:

Positions 1–6. Use the 6-position FEDSTRIP agency activity address code assigned by GSA.

Position 7. Use the 1-digit calendar year indicator.

Positions 8–10. Use the 3-digit Julian Date.

Positions 11–14. Use the 4-digit agency assigned line item number.

Press Enter. The Display Excess Report detail screen is displayed (**Figure 42**).

```
DATE: XX/XX/XX              **  PERSONAL PROPERTY SYSTEM  **         CT: 10:41
IQ12                       **    DISPLAY EXCESS REPORT   **            SNO: _____



         *** ENTER EXCESS REPORT NUMBER: [1]_____



**  DEPRESS "ENTER" TO SEND DATA  **




    PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 41. Display Excess Report Prompt Screen

```
DATE: XX/XX/XX               **  PERSONAL PROPERTY SYSTEM  **          CT: 11:11
                            **    DISPLAY EXCESS REPORT   **
NFC-ID:  AG0002112742           AO NO  GN90                       AGENCY: 90
ACQ DT: 02  02  93      ACQ COST       988  00
NSN: 7010          MFG: KASATE                  SER: 10293847
DESCRIPTION: WOODEN DESK                        MODEL: DELUXE
* * * * * * * * * * * * ENTER DATA BELOW * * * * * * * * * * * * * * * * *
ERN: 12701042112742    COND CD: A1     ARD: 11  05  94    TRANS TO GSA: Y  (Y/N)
***SEND DISPOSAL INSTRUCTIONS TO:***
NFC
P O BOX 60000
NEW ORLEANS            LA  70160  REIMB:
COM: 504  255  4790   FAX:
*******LOCATION OF PROPERTY:*******
NATIONAL FINANCE CENTER
12800 OLD GENTILLY ROAD
NEW ORLEANS            LA   70160
COM: 504  255  4790   FAX:
NOTES:

    PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 42. Display Excess Report Detail Screen

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Figure 42 shows the corresponding report of the excess property item(s) with specific details. The Excess Report detail screen also provides a "Notes" field which can be used to disseminate information about the excess property item(s).

• To query another property code, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Excess Property *(IQ13)*

Excess Property is Option 13 on the Inquiry Menu (**Figure 11**). This option is used to query excess USDA property items.

To select this option, key in *13* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ13* in the SNO field. Press [Enter].

The Browse Excess Property prompt screen is displayed (**Figure 43**).

Complete the fields as described.

[1] **Department** (*required, alphanumeric field; max. of 4 positions*). Key in *USDA*.

[2] **Federal Supply Code** (*required, numeric field; max. of 4 positions*). Key in the first 4 digits of the

National Stock Number (NSN). PROP accepts only the first two digits of the NSN to query excess property by federal supply code category.

[3] **State** (*optional, alpha field; 2 positions*). Key in the 2-position abbreviated state code, if you would like to browse only those excess property items available in a particular state. Leave the State field blank to browse all items in excess status with the specified federal supply code, regardless of the state location.

[4] **Cond Code** (*optional, alphanumeric field; max. of 2 positions*). Key in the disposal condition code to display only excess property with a specific condition code. Leave the Cond Code field blank to display all excess property items, regardless on the condition code. (See **Appendix H** for a list of the condition codes. Press [Enter].

The Browse Excess Property detail screen is displayed (**Figure 44**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:17
IQ13                       *BROWSE EXCESS PROPERTY*           SNO: _____


  DEPARTMENT: [1]__    FEDERAL SUPPLY CODE: [2]_    STATE: [3]    COND CODE: [4]



 NOTE:   TWO POSITIONS FOR FS GROUP   OR FOUR POSITIONS FOR FEDERAL SUPPLY CLASS

 NOTE:    REQUESTED  "STATE"   IN STATE  FIELD   OR  "BLANK" FOR "ALL" STATES

 NOTE:    REQUESTED  "COND"   IN COND-CODE FIELD   OR  "BLANK" FOR "ALL" COND



     ** DEPRESS "ENTER" TO SEND DATA



  PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3= INQUIRY MENU    CLEAR = TERMINATE
```

Figure 43. Browse Excess Property Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:18
 FSC: 70     STATE: ALL    *BROWSE EXCESS PROPERTY*           SNO: _____


  DATE OF    QUANTITY COND   DEPP      DESCRIPTION
 ACQUISITION          CODE   NUM                                    STATE
  03/27/95       1     B5             MONITOR                        LA
  01/01/87       1      4             CPU                            AL
  02/02/93       1     A1             THROW RUG                      LA
  03/31/91       4     A1             MODEM                          LA
  03/03/94       1     A1             DESK                           LA
  03/03/94       1     A1             TYPEWRITER                     LA
  03/03/94       1     A1             KEYBOARD                       LA
  03/03/94       1     A1             TYPEWRITER                     LA
  08/16/89      26     A2             PERSONAL COMPUTERS             LA
  08/16/89       1     A2             PERSONAL COMPUTER              LA




                    PF4 = TRANSFER TO DETAIL SCREEN
  PF1=ADM MENU    PF2=ANOTHER REQUEST   PF3= INQUIRY MENU   CLEAR = TERMINATE
```

Figure 44. Browse Excess Property Detail Screen

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Figure 44 displays a list of the property items that are in excess status. It also provides the date the item was acquired, quantity, condition code, a brief description of the item, and the state where the item is located.

A maximum of 14 excess property items appear on the screen at a time.

● To display the next page of excess property items, press [PF5].

● To return to the previous page of records, press [PF6].

● To display the detail of a specific excess property item, position the cursor next to the item and press [PF4].

The Request For Property screen is displayed (**Figure 45**).

If you have the authority to request excess property, complete the fields as described.

[1] Ship To *(required, alphanumeric field; max. of 87 positions).* Key in the ship to name (max. of 30 positions) on the first line of the field; key in the ship to address (*max. of 30 positions*) on the second line of the field; and key in the ship to city (*max. of 20 positions*), the 2-position abbreviated state code, and the 5-digit ZIP Code on the third line of the field.

[2] Phone *(required, alphanumeric field; 10 positions).* Key in the telephone number where the excess property is to be shipped, starting with the area code.

[3] Ship Inst *(required, alphanumeric field; max. of 50 positions).* Key in the shipping instructions in the

● To return to the Browse Excess Property detail screen (**Figure 44**), press [PF4].

Note 1: The USDA Excess Property Catalog is available for view/query on the Internet which provides users with access to excess property before the USDA Excess Property Catalog can be printed and distributed. You can access the catalog on the Internet by going directly to the USDA Excess Property home page at the Web address:

http://www.nfc.usda.gov/propexcs/

Note 2: Depending on agency requirements, you may have the authority to request an excess property item by completing the "Transfer Order" portion of **Figure 45**. However, only the Departmental Excess Personal Property Coordinator (DEPPC) can make the actual assignment of transfer.

2-line field (e.g., the mode of transporting the property; any special or unusual circumstances, etc.).

[4] Agency *(required, alphanumeric field; 2 positions).* Key in the agency code of the agency requesting the excess property.

[5] App *(required, alphanumeric field; max. of 15 positions).* Key in the accounting classification of the agency requesting the excess property.

[6] AO *(conditional, alphanumeric field; max. of 14 positions).* Key in the accountable officer number of the official with the requesting agency that will have accountability for the property. **Note :** The AO field is a *required entry* only when accountable property is requested. Nonaccountable excess property may be requested without completing the AO field.

```
 DATE: XX/XX/XX          ***  REQUEST FOR PROPERTY   ***        CT: 14:19
 NFC-ID:  AG0002112990    DESC: MONITOR                         UI:
 NSN: 7050          SER: 7898743            MOD 6300            DEP:
 AGENCY 90 ACQ AMT     $1,990.23 ACQ DATE: 03 27 95   MFG IBM
 RPT NO:  12724551300001     COND CD: B5   ARD : 11  05  94    QTY:        1
 ***SEND DISPOSAL INSTRUCTIONS TO:*** *********  TRANSFER ORDER  ********
 SANDRA MANFRE                        *SHIP[1]  _____
 13800 OLD GENTILLY RD                * TO  _____
 NEW ORLEANS            LA     70129  *        _____ __ _____
 COM: 504 255 4687  FAX: 504 255 4444 *          PHONE:[2]_  ___  ____
                                      *SHIP[3] _____
 ******LOCATION OF PROPERTY:******** *INST _____ AGENCY[4]
 WAREHOUSE                            *APP[5] _____ AO[6] _____
 4432 POCHE CT                        **  QTY[7]___
 NEW ORLEANS            LA     70129  **
 COM: 504 255 3260  FAX: 504 255 6613 **
                                      **
                                      **   *  DEPRESS "ENTER" TO SEND DATA *
                                      **
                                      **
                                      **
                                      **
                                      **
    PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=INQUIRY   PF4= RETURN   CLEAR=TERM  2
```

Figure 45. Request For Property Screen

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Note: Agencies who do not maintain property inventories in the PROP data base can request excess property through the Departmental Excess Personal Property Coordinator (DEPPC). DEPPC identifies these types of requests by keying in *NON-FED*, *NONFED*, or *NON FED* in the AO field. DEPPC's use of these codes enhances the tracking and monitoring of excess property requests.

☐7☐ **Qty** *(required, numeric field; max. of 7 positions).* Key in the number indicating the quantity requested.

Press [Enter]. If the data passes system edits, the message *Record Successfully Added* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of ten error messages at a time are displayed. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To query additional excess property, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Leased/Rental Property *(IQ14)*

Leased/Rental Property is Option 14 on the Inquiry Menu (**Figure 11**). This option is used to query leased and /or rental property items.

To select this option, key in *14* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ14* in the SNO field. Press [Enter].

The Leased/Rental Property prompt screen is displayed (**Figure 46**).

Complete the field as described.

1️⃣ **Enter AO Number** *(required, alphanumeric field; max. of 14 positions).* Key in the accountable officer number to query accountable leased and/or rental property assigned to a specific AO. Press [Enter].

The Leased/Rental Property detail screen is displayed (**Figure 47**).

All leased/rental property items assigned to the AO is displayed one record at a time.

• To display the next leased/rental property record on the data base, press [PF5].

• To display the previous leased/rental property record, press [PF6].

The Leased/Rental detail screen also provides a Notes field and can be used to disseminate information about the leased/rental property item.

• To query additional leased or rental property, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:21
IQ14                      * LEASED/RENTAL PROPERTY *             SNO: _____




          ENTER AO NUMBER: [1]_____




** DEPRESS "ENTER" TO SEND DATA


 *PF1=ADM MENU    *PF2=ANOTHER REQUEST    *PF3=INQUIRY MENU    *CLEAR=TERMINATE
```

Figure 46. Leased/Rental Property Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:27
                         * LEASED/RENTAL PROPERTY *             SNO: _____
NFC-ID: AG0002112776   DESCRIPTION: 70-INCH COLOR MONITOR
AO NO: NFIC0040         INVENTORY DT:        CUSTODIAN:           REGION: 00
DOC TYPE: LEAS          DOCUMENT NO: 43009495BLM2    LINE ITEM NO:
NATL STOCK NO: 7110         OBJECT CLASS: 2367    PROP CODE:
MODEL NO: VKU2340           SERIAL NO: 990ZRTO5          AGENCY CODE: 90
MANUFACTURER: SONY
BASIC ID (IF COMPONENT):                 LEASED AMOUNT:     $3,345.85
LEASE START DATE: 07 01 94 (MMDDYY)      LEASE END DATE: 07 01 95 (MMDDYY)
MISC NOTE 1:                             MISC NOTE 2:

LOCATION OF PROPERTY: FIRST ADDRESS:  USDA-OFM-NFC
                      SECOND ADDRESS:  13800 OLD GENTILLY ROAD
                      CITY: NEW ORLEANS         STATE: LA ZIP: 70130 ,


********************* DEPRESS "PF4" TO DISPLAY "NOTES" *********************
*LAST PROPERTY RECORD                            *PF6=PREVIOUS PROPERTY RECORD

 *PF1=ADM MENU    *PF2=ANOTHER REQUEST    *PF3=INQUIRY MENU    *CLEAR=TERMINATE
```

Figure 47. Leased/Rental Property Detail Screen

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Property History *(IQ15)*

Property History is Option 15 on the Inquiry Menu (**Figure 11**). This option is used to query the history record of a specific property item.

To select this option, key in *15* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ15* in the SNO field. Press [Enter].

The Property History prompt screen is displayed (**Figure 48**).

Complete the field as described.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the item to be queried. Press [Enter].

If a nonmotor vehicle budget object class code was used for the item at the acquisition screen, the Master Record (nonmotor vehicle) screen is displayed (**Figure 49**).

or

If a motor vehicle budget object class code was used for the item at the acquisition screen, the Master Record (motor vehicle) screen is displayed (**Figure 50**).

- To display the property history, press [PF4].

- To display the next history record, press [PF5].

- To display the previous history record, press [PF6].

- To return to the property master record, press [PF4].

- To query another property history, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 14:28
IQ15                           **PROPERTY HISTORY**               SNO: _____



    ENTER NFC ID:  1 _____




** DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 48. Property History Prompt Screen

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 14:31
                               **MASTER RECORD**                  SNO: _____
NFC ID: AG0002112705  DESC: KEYBOARD                        COND CODE: A1
AO NO: AA111111111111 CUSTODIAN: 426648168 STATUS: **EXCESS**   OBJ CLASS: 0000
DOC TYPE: 838  DOC NO: 844488           LINE ITEM NO: 0002   INVT DT:
SER NO: 1029384756              AGENCY CODE: 90 ACCT STATION:     UNIT:
MODEL NO: 3838             DATE OF ACQ: 02 02 92   ACQ AMOUNT:       $899.00
MANUFACTURER: IBM                            VAR.DEP:     MONTHS
STOCK NO: 7010          ACCUM DEP:         $0.00   PROP CODE:
MISC NOTE 1:                                 MISC NOTE 2:

* * * * * * * * * * * A C C O U N T I N G   D A T A * * * * * * * * * * * * * *
ACCOUNTING CLASS:                            ACCT AMT:          $0.00
TREASURY SYMBOL:                        DEPRECIATION AMT:       $0.00
**THERE IS NO ACCOUNTING FOR THIS PROPERTY RECORD**
LOCATION OF PROPERTY: FIRST ADDRESS:  NATIONAL FINANCE CENTER
                      SECOND ADDRESS:  12800 OLD GENTILLY ROAD
                      CITY: NEW ORLEANS         STATE: LA ZIP: 70160 , 1234

*CHANGED BY  NFXXX   ON 01/25/95 ACTION: MODIFY PROPERTY MASTER

*DEPRESS PF4 TO OBTAIN HISTORY INFORMATION
*PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 49. Master Record (nonmotor vehicle) Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 10:20
                      DISPLAY MOTORIZED EQUIPMENT DATA         SNO: _____
NFC ID: AG0002113903  SER/VIN: 111222              LIC NUMBER: EYY099
MFG: 001FORD          MODEL: TAURUS          YEAR OF MFG:   CU.IN.DISP:
DESCRIPTION: S4D
SPEC EQUIP: ACODPP                  NO CYLINDERS: 6    TRANS.TYPE: AUTOMATIC
G.V.W.R.:    40       FUEL TYPE: 1  CR.CARD NO: 4324321000      AGENCY: 34
AO NO: AH3448094034RO F.S.C.: 2310  ACCT STA: 0079   UNIT: 00  VAR.DEP:  72
DOC.NO: 400           DOC TYPE: 838  LINE ITEM NO:
OBJECT CLASS: 3111       GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
SPEC PURPOSE CODE:       VEH.TYPE CODE:             CLASS CODE: 100
ACQ.DATE: 07 01 97       ACQ.COST:  $11,000.00      ACQ SOURCE CODE: D
IN SERV.DATE: 07 97      IN SERV.MILEAGE:      0    PROP CODE:
OUT SERV.DATE:           STATUS CODE: 4             COND CODE:
SCH.REPLACE DATE: 12 99  MIN.ANN.UTIL:       MILES  OWNERSHIP CODE:
 * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * *
ACCOUNTING CLASS: 4538400009                   AMOUNT:       $11,000.00
       *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*CHANGED BY  NFXXX   ON 07/31/97 ACTION: MODIFY PROPERTY MASTER
*DEPRESS PF4 TO OBTAIN HISTORY INFORMATION
*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 50. Master Record (motor vehicle) Screen

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Depreciation *(IQ16)*

Depreciation is Option 16 on the Inquiry Menu (**Figure 11**). This option is used to query the depreciation record of a specific property or feed item.

To select this option, key in *16* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ16* in the SNO field. Press [Enter].

The Depreciation Expense prompt screen is displayed (**Figure 51**).

Complete the fields as described.

At **Figure 51**, you can query by either the specific NFC ID or by the feeder item data for those property items that have not yet been updated into PROP, but depreciation is being calculated.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the item to be queried. Press [Enter].

or

2 **Document Type** *(required, alphanumeric field; max. of 4 positions)*. Key in the valid code indicating the type of procurement document used to obtain the property item. For example, if a purchase order was the procurement document used, key in *838*.

3 **Document Number** *(required, alphanumeric field; max. of 16 positions)*. Key in the document number of the procurement document. For example, if a purchase order (AD–838) was the procurement document used, key in the purchase order number.

4 **Line Item** *(required, alphanumeric field; 4 positions)*. Key in the 4-position line item of the property item as shown on the procurement document. For example, key in line item 1 as *0001*. Press [Enter].

The Depreciation By Property Item master record screen is displayed (**Figure 52**).

● To display the detail of the depreciation, position the cursor next the applicable accounting line, press [PF4] .

The Depreciation By Property Item detail screen is displayed (**Figure 53**).

Note: After [PF4] is pressed and if there are no depreciation records, the message *This Account Has No Depreciation* is displayed at the bottom of **Figure 52**.

Figure 53 displays all depreciation records for the property item queried.

● To display the next page of depreciation records, press [PF5].

● To return to the previous page of records, press [PF6].

● To return to the Depreciation By Property Item master record screen (**Figure 52**), press [PF4].

At **Figure 53**, you can also query the depreciation for a specific period of time by keying in starting and ending dates in the Records From Start Date and To End Date fields. This displays the depreciation records only for the specified period.

● To query another depreciation record, press [PF2] and repeat the process.

● To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:56
IQ16                      ** DEPRECIATION EXPENSE **             SNO: _____


           THIS IS AN INQUIRY BY EITHER NFC ID OR FEEDER ITEM.
              CHOOSE ONLY ONE AND FILL IN RESPECTIVE FIELD(S).




      ** PROPERTY ITEM **          |          ** FEEDER ITEMS **

                                   |
       NFC ID: 1 _____          |          DOCUMENT TYPE: 2
                                   |        DOCUMENT NUMBER: 3 _____
                                   |              LINE ITEM: 4 _
                                   |

** DEPRESS "ENTER" TO SEND DATA    |

*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
```

Figure 51. Depreciation Expense Prompt Screen

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```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                 CT: 15:27
                        ** DEPRECIATION BY PROPERTY ITEM **          SNO: _____

 NFC ID:    AG0000000324     DESCRIPTION:    MONITOR
 PROP CODE: A0101            MANUFACTURER:   00005ADVANCED INFORMATION
 MODEL NO:  00001SYSTEM 3000 SERIAL NO:      838383
 STATUS:                     ACCT STATION:   0002                    UNIT:  00
 ACQ DATE:  01 01 94 (MMDDYY) ACQ AMOUNT:         $1,114.11  AGENCY CODE:  08
 VAR DEP:     0 MONTHS        ACCUM DEP AMT:         $92.84  OBJECT CLASS: 3167
 ******************* A C C O U N T I N G   E N T R I E S *******************
     ACCOUNTING CLASS                       TREASURY SYMBOL      CAPITAL AMOUNT
     2010100004200                          1222707                 $1,114.11




     ---------------------------------------------------------------------------
 *ALL ACCOUNTING RECORDS FOR THIS PROPERTY DISPLAYED ABOVE
 *TO DISPLAY ITEM DETAIL, PLACE CURSOR NEXT TO ITEM & HIT PF4

 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 52. Depreciation By Property Item Master Record Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                 CT: 15:28
                        ** DEPRECIATION BY PROPERTY ITEM **          SNO: _____

 NFC ID:    AG0000000324     ACCT CLASS:  2010100004200
 TREAS SYM: 1222707          CAPITAL AMT:      $1,114.11
             RECORDS FROM START DATE: __  __  __  (MMDDYY)
                        TO END DATE: __  __  __  (MMDDYY)

             DATE (MMDDYY)                       DEPRECIATION AMOUNT
     ---------------------------------------------------------------------------
        06/03/97                                        $92.84




     ---------------------------------------------------------------------------
                            TOTAL (ALL RECORDS):         $92.84
 *ALL DEPRECIATION RECORDS FOR THIS ACCOUNT DISPLAYED ABOVE
 PF4=RETURN TO ACCOUNT LISTING              ENTER=DEPRECIATION BETWEEN DATES

 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU    CLEAR=TERMINATE
```

Figure 53. Depreciation By Property Item Detail Screen

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Motorized Equipment *(IQ17)*

Motorized Equipment is Option 17 on the Inquiry Menu (**Figure 11**). This option is used to query motorized equipment.

To select this option, key in *17* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ17* in the SNO field. Press [Enter].

The Display Motorized Equipment Data prompt screen is displayed (**Figure 54)**.

Complete the field as described.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the item to be queried. Press [Enter].

The Display Motorized Equipment Data detail screen is displayed (**Figure 55)**.

Figure 55 displays the property master record for the specific motorized equipment queried.

● To query additional motorized equipment, press [PF2] and repeat the process.

● To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
  DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 15:34
  IQ17                     DISPLAY MOTORIZED EQUIPMENT DATA          SNO: _____



     ENTER NFC ID: [1] _____




  ** DEPRESS "ENTER" TO SEND DATA


  *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 54. Display Motorized Data Prompt Screen

```
  DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 15:35
                           DISPLAY MOTORIZED EQUIPMENT DATA          SNO: _____
  NFC ID: AG0002601556    SER/VIN: 1PBA2543264565       LIC NUMBER: 123B456
  MFG: CHEV               MODEL: CELEBRITY      YEAR OF MFG: 93 CU.IN.DISP:
  DESCRIPTION: SEDAN 4-DR
  SPEC EQUIP:                        NO CYLINDERS: 6    TRANS.TYPE: AUTOMATIC
  G.V.W.R.:              FUEL TYPE: G   CR.CARD NO:                 AGENCY: 03
  AO NO: BC426648168     F.S.C.: 7110   ACCT STA: 0091   UNIT: 00 VAR.DEP: 000
  DOC.NO: 401            DOC TYPE: CONV LINE ITEM NO:
  OBJECT CLASS: 3111         GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
  SPEC PURPOSE CODE:         VEH.TYPE CODE: S4D         CLASS CODE: 111
  ACQ.DATE: 06 01 92         ACQ.COST: $14,995.00       ACQ SOURCE CODE: G
  IN SERV.DATE: 06 92        IN SERV.MILEAGE: 000128    PROP CODE:
  OUT SERV.DATE:             STATUS CODE: 0             COND CODE: A1
  SCH.REPLACE DATE:       MIN.ANN.UTIL:      MILES  OWNERSHIP CODE:
  * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * * * *
  ACCOUNTING CLASS: 20101019200000              AMOUNT:       $14,995.00
              **THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING**



  *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 55. Display Motorized Equipment Data Detail Screen

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Motorized Equip. Operational Data
(IQ18)

Motorized Equip. Operational Data is Option 18 on the Inquiry Menu (**Figure 11**). This option is used to query operational data for motorized equipment.

To select this option, key in *18* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ18* in the SNO field. Press [Enter].

The Motorized Equipment Operational Data prompt screen is displayed (**Figure 56)**.

Complete the field as described.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the item to be queried. Press [Enter].

The Motorized Equipment Operational Data detail screen is displayed (**Figure 57**).

• To display the next monthly operational data record, press [PF5].

• To return to the previous monthly record, press [PF6].

If the data base records indicate that over **one** year has elapsed since the last inspection of the motorized equipment, the message *This Vehicle Is Overdue For Inspection* is displayed as an alert at the bottom of the screen. However, the message is displayed only on the first monthly screen at the initial point of inquiry.

• To query additional operation data, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:36
IQ18               * MOTORIZED EQUIPMENT OPERATIONAL DATA *       SNO: _____




   ENTER NFC ID:  1 _____






** DEPRESS "ENTER" TO SEND DATA


   PF1=ADM.MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 56. Motorized Equipment Operational Data Prompt Screen

```
   DATE: XX-XX-XX                 PERSONAL PROPERTY SYSTEM               CT: 45:15
                     ** MOTORIZED EQUIPMENT OPERATIONAL DATA--08/97 **  SNO: _____

   NFC-ID: AG0002113903      EQUIP NO.: 34    3V-11111      STATUS CODE: 4
   LICENSE NO: EYY099        AO NO: AH3448094034RO
   --------------------------------------------------------------------------
   ODOMETER:  1,334          DAYS USED: 05              NO. ACCIDENTS: 0
   QTS OIL: 000              STORAGE COST:    $200.00    TIRE COST:      $0.00
   INSPECT. ODOM.: 000500    INSPECT. DATE: 00 00  (MMYY) MILES DRIVEN:
   DEFERRED EQUIP.EXP.:                          UNALLOC.EQUIP.EXP.:
   USE-RATE:                                     USE-413:
   FUEL TYPE: 1              FUEL COST:     $0.00        GALLONS:     0

   AGENCY COSTS-                          COMMERCIAL COSTS-
    LABOR:      $0.00                      LABOR:      $0.00
    MAINT:      $0.00                      MAINT:      $0.00
    ACCIDENT:      $0.00                   ACCIDENT:      $0.00
    RECOVERED:      $0.00                  RECOVERED:      $0.00
    REPAIR/OTHER:      $0.00               REPAIR/OTHER:      $0.00

   PF1=ADM.MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 57. Motorized Equipment Operational Data Detail Screen

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Motorized Equip. By License Number (IQ19)

Motorized Equip. By License Number is Option 19 on the Inquiry Menu (**Figure 11**). This option is used to query motorized equipment by license number.

To select this option, key in *19* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ19* in the SNO field. Press [Enter].

The Display By License Number prompt screen is displayed (**Figure 58)**.

Complete the field as described.

1 **Enter License Number** *(required, alphanumeric field; max. of 10 positions)*. Key in the license number of the motorized equipment. Press [Enter].

The Display By License Number detail screen is displayed (**Figure 59)**.

If there is only one property item in PROP with the license number, the message *This Is The Only Record With This License Number* is displayed at the bottom of the screen.

Note: If the complete license number is unknown, you can key in partial data at **Figure 58**, press [PF12], and the system provides the details (**Figure 59)** of all property items on the data base beginning with the partial license number(s) keyed in.

- To display the previous property record, press [PF6].

- To display the next property record, press [PF5].

```
   DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM                CT: 15:39
   IQ19                       * DISPLAY BY LICENSE NUMBER *               SNO: _____



        ENTER LICENSE NUMBER: [1]_____


 ** DEPRESS "ENTER" TO SEND DATA
 ** DEPRESS "PF12" IF THIS IS A PARTIAL LICENSE NUMBER




   *PF1=ADM MENU      PF2=ANOTHER REQUEST       PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 58. Motorized Equip. By License Number Prompt Screen

```
 DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM                 CT: 15:39
                           * DISPLAY BY LICENSE NUMBER *                SNO: _____
 NFC ID: AG0002601556   SER/VIN: 1PBA2543264565            LIC NUMBER: 123B456
 MFG: CHEV      MODEL: CELEBRITY         YEAR OF MFG: 93 CU.IN.DISP:
 DESCRIPTION: SEDAN 4-DR
 SPEC EQUIP:                       NO CYLINDERS: 6     TRANS.TYPE: A
 G.V.W.R.:            FUEL TYPE: G   CR.CARD NO:                AGENCY: 03
 AO NO: BC426648168    F.S.C.: 7110   ACCT STA: 0091    UNIT: 00  VAR.DEP:
 DOC.NO: 401           DOC TYPE: CONV LINE ITEM NO:
 OBJECT CLASS: 3111    GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
 SPEC PURPOSE CODE:    VEH.TYPE CODE: S4D         CLASS CODE: 111
 ACQ.DATE: 06 01 92    ACQ.COST:      $14,995     ACQ SOURCE CODE: G
 IN SERV.DATE: 06 92   IN SERV.MILEAGE: 000128    PROP CODE:
 OUT SERV.DATE:        STATUS CODE: 0             COND CODE: A1
 SCH.REPLACE DATE:     MIN.ANN.UTIL:      MILES   OWNERSHIP CODE:
   * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * *
 ACCOUNTING CLASS: 20101019200000              AMOUNT:   $14,995.00
         *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*


 **THIS IS THE ONLY RECORD WITH THIS LICENSE NUMBER
 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 59. Display By License Number Detail Screen

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Continue pressing [PF5] or [PF6] until the appropriate property record is located or until all records have been displayed. Only one property item is displayed per screen.

- To query another record, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Feeder Master File *(IQ20)*

Feeder Master is Option 20 on the Inquiry Menu (**Figure 11**). This option is used to query the entire feeder record file for an agency.

To select this option, key in *20* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ20* in the SNO field. Press [Enter].

The Feeder Master prompt screen is displayed (**Figure 60)**.

Complete the field as described.

1 **Enter Agency Code** *(required, alphanumeric field; 2 positions)*. Key in the 2-position agency code. Press [Enter].

The Feeder Master detail screen is displayed (**Figure 61)**.

All feeder master records on the PROP data base for the agency code keyed will be displayed one record at a time.

• To display the next feeder master record, press [PF5].

• To display the previous feeder master record, press [PF6].

Continue pressing [PF5] or [PF6] until the correct feeder master record is displayed or until all records have been displayed. Only one feeder master record is displayed per screen.

Note: An NFC ID may be associated with the feeder master record. This indicates that a property master record has been created and may also be queried for additional information.

• To view additional lines of accounting for a feeder master, press [PF8].

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:40
   IQ20                           * FEEDER MASTER *                  SNO: _____




   ENTER AGENCY CODE>>  1



   ** DEPRESS "ENTER" TO SEND DATA


   PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 60. Feeder Master Prompt Screen

```
    DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:44
                                  * FEEDER MASTER *                  SNO: _____

     PMO              ACCT      FS      ACQUISITION
     CODE   AGENCY  STATION    UNIT       AMOUNT        STATUS

     AH      34      0079       00       $540.00         OPEN
     DOC      DOCUMENT     LINE   OBJ    DATE      QUANTITY   QUANTITY   QUANTITY
     TYPE      NUMBER      ITEM   CLS   RECEIVED   RECEIVED   UPDATED    OUTSTANDING

     838    4032943C2118   0006  3141  10/05/93       1          0           1
                     ACCOUNTING DATA                       AMOUNT
                     3512101003                            $540.00
     THIS FEEDER MASTER HAS ONE LINE OF ACCOUNTING


     PF5=NEXT MASTER                                    PF6=PREVIOUS MASTER


     PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 61. Feeder Master Detail Screen

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Only one line of accounting will be displayed at a time if more than one accounting line exists for the feeder master.

• To return to the previous feeder master record accounting line, press [PF9].

The following explains specific data fields shown on **Figure 61**.

1. The **Quantity Received** field displays the number of property items that have been captured via the feeder systems which need to be updated into the PROP data base.

2. The **Quantity Updated** field displays the number of property items that have already been updated into the PROP data base.

3. The **Quantity Outstanding** field displays the number of property items on the feeder master record that have not yet been updated into the PROP data base.

4. The **Status** field displays Closed for all procurement document types except Purchase Order and FEDSTRIP which may display Open or Closed. Items with an Open

status can be updated to PROP. Once the procurement document has been closed in the respective feeder system, the Status field changes to Closed.

Note: If appropriate, a feeder master record with an Open status may be deleted. The Feeder History Option is available for inquiry purposes.

5. The **Misc Reference Data** field displays data such as a contract number or equipment description to further identify property transactions. **This data is captured from the Budget Cost System records only for feeder transactions that are sent to PROP from the Miscellaneous Payments System.** (The Doc Type field on the feeder record displays Misc). Once the property master record is established, the data captured in the Misc Reference Data field will be displayed in the first **15** positions on the Property Notes screen.

• To query another feeder master file, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Feeder Item *(IQ21)*

Feeder Item is Option 21 on the Inquiry Menu (**Figure 11**). This option is used to query a specific feeder item record.

To select this option, key in *21* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ21* in the SNO field. Press [Enter].

The Feeder Item prompt screen is displayed (**Figure 62**).

Complete the fields as described.

[1] **Doc Type** *(required, alphanumeric field; max. of 4 positions)*. Key in the valid document type code, indicating the type of procurement document used to obtain the property item. For example, if a purchase order was the procurement document used, key in *838*.

[2] **Document No** *(required, alphanumeric field; max. of 16 positions)*. Key in the number of the procurement document. For example, if a purchase order (AD–838) was the procurement document used, key in the purchase order number. **Note:** The document number for Miscellaneous Payments System (MISC) PROP transactions generates the fiscal year in positions 10 and 11 at the time the feeder master record is created. You **must** key in the 2-digit fiscal year indicator as part of the complete document number when querying a MISC PROP feeder master at **Figure 62.**

[3] **Line Item No** *(required, alphanumeric field; 4 positions)*. Key in the 4-digit line item of the property item as shown on the procurement document. For example, key in line item 1 as *0001*. Press [Enter].

The Feeder Item detail screen is displayed (**Figure 63**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:53
IQ21                          ** FEEDER ITEM **                   SNO: _____




                        DOC TYPE:   [1]

                     DOCUMENT NO:   [2]

                     LINE ITEM NO:  [3]




** DEPRESS "ENTER" TO SEND DATA  **


PF1=ADM MENU       PF2=ANOTHER REQUEST       PF3=INQ MENU       CLEAR=TERMINATE
```

Figure 62. Feeder Item Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:55
                             ** FEEDER ITEM **                    SNO: _____

  PMO            ACCT      FS    ACQUISITION
  CODE   AGENCY  STATION   UNIT    AMOUNT        STATUS

         90      0900      00     $1000.00       CLOSED
DOC      DOCUMENT      LINE   OBJ   DATE      QUANTITY    QUANTITY    QUANTITY
TYPE     NUMBER        ITEM   CLS   RECEIVED  RECEIVED    UPDATED     OUTSTANDING

838      40AA19        0001   3124  03/06/96      3           0           3

              ACCOUNTING DATA                          AMOUNT
         49967000A4WY                                  $1000.00
THIS FEEDER MASTER HAS ONE LINE OF ACCOUNTING


** THIS FEEDER MASTER HAS NO PROP MAST KEY **


PF1=ADM MENU       PF2=ANOTHER REQUEST       PF3=INQ MENU       CLEAR=TERMINATE
```

Figure 63. Feeder Item Detail Screen

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The feeder master record for the data keyed in is displayed. Only one record is displayed.**Note:** An NFC ID may be associated with the feeder master record. This indicates that a property master record has been created and may also be queried for additional information.

• To view additional lines of accounting for a feeder master, press [PF8].

Only one line of accounting will be displayed at a time if more than one accounting line exists for the feeder master.

• To return to the previous feeder master record accounting line, press [PF9].

The following explains specific data fields shown in **Figure 63**.

1. The **Quantity Received** field displays the number of property items that have been captured via the feeder systems which need to be updated into the PROP data base.

2. The **Quantity Updated** field displays the number of property items that have already been updated into the PROP data base.

3. The **Quantity Outstanding** field displays the number of property items on the feeder master record that have not yet been updated into the PROP data base.

4. The **Status** field displays Closed for all procurement document types, except Purchase Order and FEDSTRIP which may display Open or Closed. Items with an Open status can be updated to PROP. Once the procurement document has been closed in the respective feeder system, the Status field changes to Closed.

Note: If appropriate, a feeder master record with an Open status may be deleted. The Feeder History Option is available for inquiry purposes.

5. The **Misc Reference Data** field displays data such as a contract number or equipment description to further identify property transactions. **This data is captured from Budget Cost System records only for feeder transactions that are sent to PROP from the Miscellaneous Payments System.** (The Doc Type field on the feeder record displays Misc). Once the property master record is established, the data captured in the Misc Reference Data field will be displayed in the first **15** positions on the Property Notes screen.

• To query another feeder item, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Feeder History *(IQ22)*

Feeder History is Option 22 on the Inquiry Menu (**Figure 11**). This option is used to query the history of a specific feeder master.

To select this option, key in *22* at the Enter Selection prompt on the Inquiry Menu, **or** at any PROP screen, key in *IQ22* in the SNO field. Press [Enter].

The Feeder History prompt screen is displayed (**Figure 64)**.

Complete the fields as described.

[1] **Doc Type** *(required, alphanumeric field; max. of 4 positions)*. Key in the document type code of the procurement document used to obtain the property item. For

example, if a purchase order was the procurement document used, key in *838*.

[2] **Document No** *(required, alphanumeric field; max. of 16 positions)*. Key in the number of the procurement document. For example, if a purchase order (AD–838) was the procurement document used, key in the purchase order number.

[3] **Line Item No** *(required, alphanumeric field; 4 positions)*. Key in the 4-digit line item of the property item as shown on the procurement document. For example, key in line item 1 as *0001*. Press [Enter].

The Feeder Item screen is displayed showing the latest action that was taken against the feeder master record (**Figure 65**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 15:57
IQ22                         ** FEEDER HISTORY **                   SNO: _____




                      DOC TYPE:  ___[1]

                   DOCUMENT NO:  ___[2]_____

                  LINE ITEM NO:  ___[3]___




      ** DEPRESS "ENTER" TO SEND DATA  **

      PF1=ADM MENU       PF2=ANOTHER REQUEST      PF3=INQ MENU      CLEAR=TERMINATE
```

Figure 64. Feeder History Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 15:55
                             ** FEEDER ITEM **                      SNO: _____

  PMO              ACCT      FS     ACQUISITION
  CODE   AGENCY    STATION   UNIT     AMOUNT        STATUS

         90        0900      00      $1000.00       CLOSED
  DOC    DOCUMENT  LINE  OBJ  DATE     QUANTITY   QUANTITY   QUANTITY
  TYPE   NUMBER    ITEM  CLS  RECEIVED RECEIVED   UPDATED    OUTSTANDING

  838    40AA19          0001 3124 03/06/96      3          0          3
                  ACCOUNTING DATA                     AMOUNT
         49967000A4WY                                 $1000.00
  THIS FEEDER MASTER HAS ONE LINE OF ACCOUNTING



      ** THIS FEEDER MASTER HAS NO PROP MAST KEY **

      PF1=ADM MENU       PF2=ANOTHER REQUEST      PF3=INQ MENU      CLEAR=TERMINATE
```

Figure 65. Feeder Item Screen

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• To obtain the feeder history data, press [PF4].

The first Feeder History Record screen is displayed (**Figure 66)**.

The feeder history record is displayed one record at a time. The history record screen displays (1) the type of action that was taken, (2) the user ID of the person who performed the action, and (3) the date the action was taken. This information is displayed in reverse chronological order *(the most recent action is displayed first)* and is located under the data displayed in the Doc Type and Document Number fields.

• To display the next feeder history record, press [PF5].

• To display the previous feeder history record, press [PF6].

• To return to the feeder master record, press [PF4].

• To query another feeder history, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
 DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM              CT: 16:02
                              ** FEEDER HISTORY RECORD **             SNO: _____

  PMO                ACCT     FS      ACQUISITION
 CODE     AGENCY    STATION   UNIT     AMOUNT        STATUS

          90        0900       00      $1000.00      CLOSED
 DOC       DOCUMENT    LINE    OBJ    DATE       QUANTITY    QUANTITY    QUANTITY
 TYPE      NUMBER      ITEM    CLS    RECEIVED   RECEIVED    UPDATED     OUTSTANDING

 838   40BC19            0001  3124  03/06/96        4          3           1
 *CHANGED BY  NFA41   ON 04/13/96 ACTION: NEW ACQUISITION
           ACCOUNTING DATA                 AMOUNT     AMOUNT APPLIED  TREASURY SYMBOL
 49967000A4WY                              $1000.00       $750.00     12X4609
 THIS FEEDER HISTORY HAS ONE LINE OF ACCOUNTING


 NFC ID ASSOCIATED WITH THIS FEEDER HISTORY = AG0002112986
 FIRST NFC ID                                               PF9=NEXT NFC ID
 FIRST HISTORY                 PF4=FEEDER MASTER            PF5=NEXT HISTORY

 PF1=ADM MENU        PF2=ANOTHER REQUEST       PF3=INQ MENU      CLEAR=TERMINATE
```

Figure 66. Feeder History Record Screen

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ADP Manufacturer/Model Codes *(IQ23)*

ADP Manufacturer/Model Codes is Option 23 on the Inquiry Menu (**Figure 11**). This option is used to query manufacturer and model codes to support accurate reporting of data to GSA on all large, medium, and small general purpose Government- owned or -leased computers.

To select this option, key in *23* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *IQ23* at the SNO field. Press [Enter].

The ADP Manufacturer/Model Codes prompt screen is displayed (**Figure 67)**.

Complete the fields as described.

1 **Manufacturer Code** *(optional, numeric field; 5 positions).* Key in the manufacturer code. All 5 positions **must** be filled with data. Press [Enter].

or

2 **Manufacturer Name** *(optional, alphanumeric field; max. of 35 positions).* Key in the name of the manufacturer. Press [Enter].

The ADP Manufacturer/Model Codes detail screen is displayed showing the manufacturer code, manufacturer name, and a list of the model codes and descriptions for the manufacturer keyed in (**Figure 68)**.

Note: The ADP Manufacturer/Model Codes Table is maintained by GSA who provides NFC with updates to ensure that accurate data is maintained at NFC. Also, if the manufacturer or model code is unknown, you may access an updated table reference by (1) using the GSA Central Office Bulletin Board System, (2) requesting items on electronic media via the Federal Data Systems Division, or (3) requesting hard copy printouts from GSA.

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM           CT: 16:03
                        *  ADP MANUFACTURER/MODEL CODES  *


     ENTER:

        MANUFACTURER  CODE:      1

                AND/OR

        MANUFACTURER  NAME:      2




    *DEPRESS "ENTER" TO SEND DATA


    *PF1=ADM MENU      PF02=ANOTHER REQUEST      PF3=INQ MENU     CLEAR=TERMINATE
```

Figure 67. ADP Manufacturer/Model Codes Prompt Screen

```
 DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM            CT: 16:14
                           *  ADP MANUFACTURER/MODEL CODES  *

    MFG CODE:   00095        MFG NAME:   ENCORE COMPUTER
       MODEL                    MODEL                    MODEL
    CODE     DESC            CODE      DESC           CODE      DESC
    00001    32/30,35        00015    MULTIMAX 52
    00002    32/55,57        00016    NP1 SERIES
    00003    32/75,77        00017    PN 6000
    00004    CONCEPT 32/     00018    PN 6040
    00005    CONCEPT 32/     00019    PN 9000
    00006    CONCEPT 32/     00020    PN 9050-SP
    00007    CONCEPT 32/     00021    32/2020/30/
    00008    CONCEPT 32/     00022    ENCORE 9311
    00010    CONCEPT 32/     00023    ENCORE 9320
    00011    MULTIMAX 12     00024    INFINITY 90
    00012    MULTIMAX 31     00025    RSX SYSTEM
    00013    MULTIMAX 32     00026    SERIES 91
    00014    MULTIMAX 51     99999    UNKNOWN
  * ALL MODEL RECORDS FOR THIS MANUFACTURER ARE DISPLAYED

   *PF1=ADM MENU      PF02=ANOTHER REQUEST      PF3=INQ MENU     CLEAR=TERMINATE
```

Figure 68. ADP Manufacturer/Model Codes Detail Screen

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- To query another record, press [PF2] and repeat the above process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Property By Equipment Number *(IQ24)*

Property By Equipment Number is Option 24 on the Inquiry Menu (**Figure 11**). This option is used to display the master record by equipment number.

To select this option, key in *24* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *IQ24* at the SNO field. Press [Enter].

The Property By Equipment Number prompt screen is displayed (**Figure 69)**.

Complete the field as described.

1 **Enter Equipment Number** *(required, alphanumeric field ;max. of 15 positions)*. Key in the equipment number. Press [Enter].

The Acquisition For Motorized Equipment – Primary Data screen is displayed (**Figure 17)**. The motor vehicle master record is comprised of two screens, the Acquisition For Motorized Equipment – Primary Data screen and a second maintenance screen, the Motorized Equipment – Additional Data Screen (**Figure 18)**. To view **Figure 18**, press [PF11]. The Motorized Equipment – Additional Data Screen is displayed.

Note: If the complete equipment number is unknown, you can key in partial data at **Figure 69**, press [PF12], and the system provides the detail screen of property items on the data base beginning with the partial equipment number(s) keyed in.

• To query another record, press [PF2] and repeat the above process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
 DATE: 02/12/98              PERSONAL PROPERTY SYSTEM              CT: 11:00
 IQ24                    **PROPERTY BY EQUIPMENT NUMBER**         SNO: _____


   ENTER EQUIPMENT NUMBER:      1
                             _____


 ** DEPRESS "ENTER" TO SEND DATA
 ** DEPRESS "PF12" IF THIS IS A PARTIAL EQUIPMENT NUMBER




 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=INQUIRY MENU     CLEAR=TERMINATE
```

Figure 69. Property By Equipment Number Prompt Screen

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Update Or View Tables Menu
(TBMU **or** *AD02)*

Update Or View Tables Menu is Option 2 on the Administrative Menu (**Figure 10**). This option is used to validate certain data fields prior to updating the PROP data base. Most of the tables are maintained by PROP users. Each agency designates, as appropriate, PMO's, AO's, and custodians. These individuals have been granted the jurisdictional authority over the property owned and/or controlled by the agency.

To select this option, key in *2* at the Enter Selection prompt on the Administrative Menu, **or** at any PROP screen, key in *TBMU* or *AD02* at the SNO field. Press [Enter].

The Update Or View Tables Menu is displayed (**Figure 70**).

To select an option on the Update Or View Tables Menu, key in the option number at the Enter Selection Number prompt.

Note: The screen-to-screen navigational feature is not applicable to the options on the Update Or View Tables Menu.

Following is a brief description of each option:

1. Accountable Officer Table. This option allows you to establish a new AO number, change, delete, or display an existing AO master record. **Note:** Before a new AO number can be added to the PROP data base, the PMO code must have already been established in the PMO Code Table (Option 2).This table is maintained by the individual agency. (See **Figure 71** through **Figure 73**) for screen exhibits of Option 1.)

2. PMO Code Table. This option allows you to establish a new Property Management Officer (PMO) code, change, delete, or display an existing PMO master record. The PMO is responsible for advising the accountable officers under his/her jurisdiction of the PMO's alpha identity for use by the accountable officers when establishing their alphanumeric identifiers. This table is maintained by the individual agency. (See **Figure 74** through **Figure 76** for screen exhibits of Option 2.)

3. Custodian Table. This option allows you to establish a new custodian code, change, delete, or display an existing custodian master record. This table is maintained by the individual agency. (See **Figure 77** through **Figure 79** for screen exhibits of Option 3.)

4. PMO Responsibility Table. This option allows you to establish a new PMO responsibility record, change, delete, or display an existing PMO responsibility master record. This table assigns the agency, accounting station, and unit (if applicable) to the PMO code keyed in. This table is maintained by the individual agency. (See **Figure 80** through **Figure 82** for screen exhibits of Option 4.)

5. Federal Supply Class Table. This option allows you to display the descriptive name of the code at the Table Key field, or add a new code, or delete or change an existing record. The Federal Supply Class code is derived by using the first four digits of the National Stock Number. A list of the established Federal Supply Class codes is provided in **Appendix E**. (See **Figure 83** through **Figure 85** for screen exhibits of Option 5.)

Note: PROP users are not responsible for the maintenance of the Federal Supply Class Table; however, they do have the capability to make updates to the table as needed.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:35
TBMU                    * UPDATE OR VIEW TABLES MENU *         SNO: _____

SELECT TABLE TO BE UPDATED:


    1. ACCOUNTABLE OFFICER TABLE
    2. PMO CODE TABLE
    3. CUSTODIAN TABLE
    4. PMO RESPONSIBILITY TABLE (MATCHES PMO WITH AGENCY, ACCT STA, & UNIT)
    5. FEDERAL SUPPLY CLASS TABLE






 ENTER SELECTION NUMBER >>

* DEPRESS "ENTER" TO SEND DATA

 PF1=ADM MENU                                        CLEAR=TERMINATE
```

Figure 70. Update Or View Tables Menu Screen

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Accountable Officer Table

Accountable Officer Table is Option 1 on the Update Or View Tables Menu (**Figure 70**). This is used to add, change, delete, or display an Accountable Officer Table record.

To select this option, key in *1* at the Enter Selection Number prompt on the menu. Press [Enter].

The Accountable Officer Table prompt screen is displayed (**Figure 71**).

Instructions for each action are discussed separately as follows:

Adding A New AO Record. At the Accountable Officer Table prompt screen, respond to the prompts as follows (**Figure 71**):

1 **Table Key.** *(no-entry field)* Leave blank for the add action.

2 **Action Code** *(required, alphanumeric field; 1 position.)* Key in *A* (for *Add*). Press [Enter].

The Accountable Officer Table add screen is displayed (**Figure 72**). Complete the fields as described.

1 **AO Number** *(required, alphanumeric field; max. of 14 positions).* Key in the unique AO number. The first 2 positions must correlate to the 2-position PMO code. **Note:** The PMO code must first be established in the PROP data base before the AO number. If not, the AO number will not update in the system and an error message is displayed.

2 **Agency Code** *(required, alphanumeric field, 2 positions).* Key in the agency code of the accountable officer. See **Appendix A** for a list of agency codes.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:36
                           * UPDATE OR VIEW TABLES *            SNO: _____


  TABLE NAME:  ACCOUNTABLE OFFICER TABLE
  TABLE KEY:     [1]_____            (BLANK FOR "ADD")
  ACTION CODE: [2]        (SELECT ONE OF THE FOLLOWING)

             A = ADD A NEW RECORD
             C = CHANGE AN EXISTING RECORD
             D = DELETE AN EXISTING RECORD
         BLANK = DISPLAY AN EXISTING RECORD


  *ENTER AO NUMBER IN TABLE KEY*

  * DEPRESS "ENTER" TO SEND DATA



  PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 71. Accountable Officer Table Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:37
                           * UPDATE OR VIEW TABLES *            SNO: _____

  AO NUMBER:  [1]_____    AGENCY CODE: __[2]
  AO NAME:     [3]_____ , _____ _____
  AO ADDRESS: [4]_____
              _____
  AO COUNTRY: [5]_____ __ _____ _(OTHER THAN USA)
  AO TELEPHONE: [6]_ ___ ____        TELEX NO.: [7]_____
  * DEPRESS "ENTER" TO SEND DATA



  PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 72. Accountable Officer Table Add Screen

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3 **AO Name** *(required, alphanumeric field; max. of 41 positions).* Key in the AO's last name in the 17 spaces provided. Tab to the 12 spaces provided and key in the AO's first name. Tab to the 12 spaces provided and key in the AO's middle name or initial. The middle name is an *optional entry.*

4 **AO Address** *(conditional, alphanumeric field; max. of 101 positions).* Key in the AO's street address or P.O. box number in the first two address lines provided (*35 spaces per line*). *An entry is required only on the first address line.* Tab to the third address line and key in the city, state, and ZIP Code in the 31 spaces provided. In the 20 spaces, key in the city. Tab to the spaces provided and key in the 2-position abbreviated state code. Tab to the spaces provided and key in the 5-digit ZIP Code and ZIP+4 code. *The city, state, and ZIP Code are required entries.* The ZIP+4 code is an *optional entry.*

5 **AO Country** *(optional, alphanumeric field; max. of 35 positions).* Key in the country where the AO is located, if other than the United States.

6 **AO Telephone** *(optional, alphanumeric field; max. of 10 positions).* Key in the AO's telephone number, starting with the area code.

7 **Telex No** *(optional, alphanumeric field; max. of 15 positions.)* Key in the telex or any other type telefacsimile number.

Press [Enter]. If the data passes the system edits, the message *Record Successfully Added* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time is displayed. As the error messages are corrected, additional error messages are dis-

played if more than six errors exist. All errors must be corrected before the PROP data base is updated.

• To add another AO record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Changing An Existing AO Record. At the Accountable Officer Table prompt screen, respond to the prompts as follows (**Figure 71**):

1 **Table Key** *(required, alphanumeric field; max. of 14 positions).* Key in the AO number to change an existing AO record.

2 **Action Code** *(required, alphanumeric field; 1 position).* Key in *C* (for *Change*). Press [Enter]. The Update Or View Tables change screen is displayed (**Figure 73**). Key in the new data to change the AO record in accordance with the entry instructions provided in the section entitled **Adding A New AO Record**.

Note: The AO Number field is protected and does not permit the alteration of an established AO number. All other fields may be changed. If property has not been assigned to the AO number, you may delete the AO record and add a new AO record. (See the segment of this procedure entitled **Deleting An Existing AO Record**).

If the data passes the system edits, the message *Record Successfully Updated* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass the system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the error messages are corrected, additional error messages are displayed if more than six errors exist. All errors must be corrected before the PROP data base is updated.

```
 DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 16:39
                           * UPDATE OR VIEW TABLES *                SNO: _____

  AO NUMBER:      AA111111111111        AGENCY CODE: 90

  AO NAME:        SMITH_____  ,  JOHN_____   DOE_____

  AO ADDRESS:     USDA-NFC_____
                  PO_60000_____
                  NEW_ORLEANS_____  LA    70160   ____
  AO COUNTRY:     _____  (OTHER THAN USA)

  AO TELEPHONE:  FTS   680   5206          TELEX NO.: _____
 * DEPRESS "ENTER" TO SEND DATA




  PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TABLE MENU      CLEAR=TERMINATE
```

Figure 73. Accountable Officer Table Change Screen

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- To change another AO record, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Deleting An Existing AO Record. At the Accountable Officer Table prompt screen, respond to the prompts as follows (**Figure 71**):

1 **Table Key** *(required, alphanumeric field; max. of 14 positions).* Key in the AO number to delete an existing AO record.

2 **Action Code** *(required, alphanumeric field; 1 position).* Key in *D* (for *Delete*). Press [Enter].

A screen (similar to **Figure 73)** is displayed.

View the screen to make sure this is the correct AO record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed at the bottom of the screen.**Note:** If the AO number already has assigned property, the system does not allow you to delete the AO record. When [PF4] is pressed, the message *Record Cannot Be Deleted While AO Has Property On Master File* is displayed at the bottom of the screen.

- To delete another AO record, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Displaying An Existing AO Record. At the Accountable Officer Table prompt screen (**Figure 71**), respond to the prompts as follows:

1 **Table Key** *(required, alphanumeric field; max. of 14 positions).* Key in the AO number to display an existing AO record. Press [Enter].

2 **Action Code.** *(No-entry field)* Leave blank for the display action.

A screen (similar to **Figure 73**) is displayed. View the screen and proceed with one of the actions as described below.

- To display another AO record, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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PMO Code Table

PMO Code Table is Option 2 on the Update Or View Tables Menu (**Figure 70**). This option is used to add, change, delete, or display a PMO Code Table record.

To select this option, key in *2* at the Enter Selection Number prompt on the menu. Press [Enter].

The PMO Code Table prompt screen is displayed (**Figure 74**).

Instructions for each action are discussed separately as follows:

Adding A New PMO Record. At the PMO Code Table prompt screen, respond to the prompts as follows (**Figure 74**):

[1] **Table Key.** *(no-entry field)* Leave blank for the add action.

[2] **Action Code** *(required, alphanumeric field; 1 position.)* Key in *A* (for *Add*). Press [Enter].

The PMO Code Table add screen is displayed (**Figure 75**). Complete the fields as described.

[1] **PMO Code** *(required, alphanumeric field; 2 positions.)* Key in the code to assign a unique PMO code.

[2] **PMO Name** *(required, alphanumeric field; max. of 41 positions).* Key in the PMO's last name in the 17 spaces provided. Tab to the 12 spaces provided and key in the PMO's first name. Tab to the 12 spaces provided and key in the PMO's middle name or initial. The middle name is an *optional entry.*

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:40
                            * UPDATE OR VIEW TABLES *           SNO: _____

  TABLE NAME:  PMO CODE TABLE
  TABLE KEY:    __[1]                              (BLANK FOR "ADD")
  ACTION CODE: _[2]        (SELECT ONE OF THE FOLLOWING)

            A = ADD A NEW RECORD
            C = CHANGE AN EXISTING RECORD
            D = DELETE AN EXISTING RECORD
        BLANK = DISPLAY AN EXISTING RECORD


 *ENTER PMO CODE IN TABLE KEY*

 * DEPRESS "ENTER" TO SEND DATA


 PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 74. PMO Code Table Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:42
                            * UPDATE OR VIEW TABLES *           SNO: _____

  PMO CODE:     [1]  __
  PMO NAME:     [2]  _____  ,  _____  _____
  PMO ADDRESS:  [3]_____
                   _____
  PMO COUNTRY:  [4]_____ __ ____ ____(OTHER THAN USA)
  PMO TELEPHONE:[5]_  ___  ____     TELEX NO.:[6]_____
 * DEPRESS "ENTER" TO SEND DATA




    PF1=MENU     PF2=ENTER ANOTHER REQUEST     PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 75. PMO Code Table Add Screen

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3 **PMO Address** *(conditional, alphanumeric field; max. of 101 positions).* Key in the PMO's street address or P.O. box number in the first two address lines provided (35 spaces per line). *An entry is required only on the first address line.* Tab to the third address line and key in the city, state, and ZIP Code in the 31 spaces provided. In the 20 spaces, key in the city. Tab to the spaces provided and key in the 2-position abbreviated state code. Tab to the spaces provided and key in the 5-digit ZIP Code and ZIP+4 code. *The city, state, and ZIP Code are required entries.* The ZIP+4 code is an *optional entry.*

4 **PMO Country** *(optional, alphanumeric field; max. of 35 positions).* Key in the country where the PMO is located, if other than the United States.

5 **PMO Telephone** *(optional, alphanumeric field; max. of 10 positions).* Key in the PMO's telephone number, starting with the area code.

6 **Telex No** *(optional, alphanumeric field; max. of 15 positions.)* Key in the telex or any other type telefacsimile number.

Press [Enter]. If the data passes system edits, the message *Record Successfully Added* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To add another PMO record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Changing An Existing PMO Code Record. At the PMO Code Table prompt screen (**Figure 74**), respond to the prompts as follows:

1 **Table Key** *(required, alphanumeric field; 2 positions).* Key in the PMO code to change an existing PMO code record.

2 **Action Code** *(required, alphanumeric field; 1 position).* Key in *C* (for *Change*). Press [Enter].

The PMO Code Table change screen is displayed (**Figure 76**). Key in the new data to change the PMO record in accordance with the entry instructions provided in the section entitled **Adding A New PMO Record**.

Note: The PMO Code field is protected and does not permit the alteration of an established PMO code. All other fields may be changed. If property has not been assigned to the PMO code, you may delete the PMO record and add a new PMO record. (See the section of the procedure on deleting an existing PMO record).

If the data passes system edits, the message *Record Successfully Updated* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To change another PMO record, press [PF2] and repeat the process.

```
 DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 16:45
                              * UPDATE OR VIEW TABLES *             SNO: _____

  PMO CODE:        AA

  PMO NAME:        DOE_____  ,  JANE_____  A._____

  PMO ADDRESS:     93939_SOUTH_BUILDING_____
                   SUITE_24_____
                   CHICAGO_____  IL   33939  3939
  PMO COUNTRY:     _____  (OTHER THAN USA)

  PMO TELEPHONE:   ____  ___  ____          TELEX NO.: _____

 * DEPRESS "ENTER" TO SEND DATA




    PF1=MENU     PF2=ENTER ANOTHER REQUEST     PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 76. PMO Code Table Change Screen

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• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Deleting An Existing PMO Record. At the PMO Code Table prompt screen (**Figure 74**), respond to the prompts as follows:

[1] **Table Key** *(required, alphanumeric field; 2 positions).* Key in the PMO code to delete an existing PMO record.

[2] **Action Code** *(required, alphanumeric field; 1 position).* Key in *D* (for *Delete*). Press [Enter].

A screen (similar to **Figure 76**) is displayed. Carefully view the screen to ensure this is the correct PMO record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed at the bottom of the screen.

Note: If the PMO code keyed in already has assigned property, the system does not allow you to delete the PMO record. When [PF4] is pressed, the message *Record Cannot Be Deleted While PMO Has Property On Master File* is displayed at the bottom of the screen.

• To delete another PMO record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Displaying An Existing PMO Record. At the PMO Code Table prompt screen (**Figure 74**), respond to the prompts as follows:

[1] **Table Key** *(required, alphanumeric field; 2 positions).* Key in the PMO code to display an existing PMO record. Press [Enter].

[2] **Action Code.** *(No-entry field)* Leave blank for the display action.

A screen similar (**Figure 76**) is displayed. Review the screen and proceed with one of the actions as described below.

• To display another PMO record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Custodian Table

Custodian Table is Option 3 on the Update Or View Tables Menu (**Figure 70**). This option is used to add, change, delete, or display a Custodian Table record.

To select this option, key in *3* at the Enter Selection Number prompt on the menu. Press [Enter].

The Custodian Table prompt screen is displayed (**Figure 77**).

Instructions for each action are discussed separately as follows:

Note: The establishment of a custodian is not one of the required property officials for USDA PROP users; therefore, some agencies may not use custodians in the management of their property.

Adding A New Custodian Record. At the Custodian Table prompt screen (**Figure 77**), respond to the prompts as follows:

[1] **Table Key** *(No-entry field)*. Leave blank for the add action.

[2] **Action Code** *(required, alphanumeric field; 1 position)*. Key in *A* (for *Add*). Press [Enter].

The Custodian Table add screen is displayed (**Figure 78**). Complete the fields as described.

[1] **Custodian** *(required, alphanumeric field; max. of 9 positions)*. Key in the unique custodian number.

[2] **Name** *(required, alphanumeric field; max. of 41 positions)*. Key in the custodian's last name in the 17 spaces provided. Tab to the 12 spaces provided and key in the custodian's first name. Tab to the 12 spaces provided and key in the custodian's middle name or initial. The middle name is an *optional entry.*

```
  DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM            CT: 16:46
                               * UPDATE OR VIEW TABLES *           SNO: _____

   TABLE NAME:   CUSTODIAN TABLE

   TABLE KEY:     [1]                            (BLANK FOR "ADD")

   ACTION CODE: [2]         (SELECT ONE OF THE FOLLOWING)

             A = ADD A NEW RECORD
             C = CHANGE AN EXISTING RECORD
             D = DELETE AN EXISTING RECORD
         BLANK = DISPLAY AN EXISTING RECORD


   *ENTER CUSTODIAN NUMBER IN TABLE KEY*

   * DEPRESS "ENTER" TO SEND DATA


   PF1=ADM MENU      PF2=ANOTHER REQUEST       PF3=TABLE MENU      CLEAR=TERMINATE
```

Figure 77. Custodian Table Prompt Screen

```
  DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM            CT: 16:47
                               * UPDATE OR VIEW TABLES *           SNO: _____

    CUSTODIAN:    [1]_____

    NAME:         [2]_____  _____  _____

    ADDRESS:      [3]_____
                  _____
                  _____  __  _____  ____

    TELEPHONE:    [4]___  ___  ____

  * DEPRESS "ENTER" TO SEND DATA




   PF1=ADM MENU PF2=ENTER ANOTHER REQUEST     PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 78. Custodian Table Add Screen

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3 **Address** *(conditional, alphanumeric field; max. of 81 positions).* Key in the custodian's street address or P.O. box number in the first two address lines provided (25 spaces per line). *An entry is required only on the first address line.* Tab to the third address line and key in the city, state, and ZIP Code in the 31 spaces provided. In the 20 spaces, key in the city. Tab to the spaces provided and key in the 2-position abbreviated state code. Tab to the spaces provided and key in the 5-digit ZIP Code and ZIP+4 code. *The city, state, and ZIP Code are required entries.* The ZIP+4 code is an *optional entry*.

4 **Telephone** *(optional, alphanumeric field; max. of 10 positions).* Key in the custodian's telephone number, starting with the area code.

Press [Enter]. If the data passes system edits, the message *Record Successfully Added* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To add another custodian record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Changing An Existing Custodian Record. At the Custodian Table prompt screen, respond to the prompts as follows (**Figure 77**):

1 **Table Key** *(required, alphanumeric field; max. of 9 positions).* Key in the custodian number to change an existing custodian record.

2 **Action Code** *(required, alphanumeric field; 1 position).* Key in *C* (for *Change*). Press [Enter].

The Custodian Table change screen is displayed (**Figure 79**). Key in the new data to change the custodian record in accordance with the entry instructions provided in the section entitled **Adding A New Custodian Record**.

Note: The Custodian field is protected and cannot be changed. All other fields can be changed. If property has not been assigned to the custodian number, you can delete the custodian record and add a new custodian record. (See the section of the procedure entitled **Deleting An Existing Custodian Record**).

If the data passes system edits, the message *Record Successfully Updated* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To change another custodian record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
 DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM           CT: 16:52
                               * UPDATE OR VIEW TABLES *           SNO: _____

  CUSTODIAN:   09925

  NAME:        JONES_____   JOHN_____   DOE_____

  ADDRESS:     USDA,_OP_____
               ROOM_225,_SOUTH_BLDG._____
               WASHINGTON_____  DC  20250  ____

  TELEPHONE:   202  123  4569


 * DEPRESS "ENTER" TO SEND DATA




  PF1=ADM MENU PF2=ENTER ANOTHER REQUEST    PF3=TABLE MENU    CLEAR=TERMINATE
```

Figure 79. Custodian Table Change Screen

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Deleting An Existing Custodian Record. At the Custodian Table prompt screen (**Figure 77**), respond to the prompts as follows:

1️⃣ **Table Key** *(required, alphanumeric field; max. of 9 positions).* Key in the custodian number to delete an existing custodian record.

2️⃣ **Action Code** *(required, alphanumeric field; 1 position).* Key in ***D*** (for *Delete*) to display the custodian record to be deleted. Press [Enter].

A screen (similar to **Figure 79**) is displayed.

View the completed screen to ensure this is the correct custodian record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed at the bottom of the screen.

Note: If the custodian number keyed in already has assigned property, the system will not allow you to delete the custodian record. When [PF4] is pressed, the message *Record Cannot Be Deleted While Custodian Has Property On Master File* is displayed at the bottom of the screen.

• To delete another custodian record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Displaying An Existing Custodian Record. At the Custodian Table prompt screen (**Figure 77**), respond to the prompts as follows:

1️⃣ **Table Key** *(required, alphanumeric field; max. of 9 positions).* Key in the custodian number to display an existing custodian record. Press [Enter].

2️⃣ **Action Code** *(No-entry field)* Leave blank for the display action.

A screen (similar to **Figure 79**) is displayed. View the screen and proceed with one of the actions as described below.

• To display another custodian record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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PMO Responsibility Table

PMO Responsibility Table is Option 4 on the Update Or View Tables Menu (**Figure 70**). This option is used to add, change, delete, or display a PMO Responsibility Table record.

To select this option, key in *4* at the Enter Selection Number prompt on the menu and press [Enter].

The PMO Responsibility Table prompt screen is displayed (**Figure 80**).

Instructions for each action are discussed separately as follows.

Adding A New PMO Responsibility Record. At the PMO Responsibility Table prompt screen, respond to the prompts as follows (**Figure 80**):

1 **Table Key** *(no-entry field)* Leave blank for the add action.

2 **Action Code** *(required, alphanumeric field; 1 position.)* Key in *A* (for *Add*). Press [Enter].

The PMO Responsibility Table add screen is displayed (**Figure 81**). Complete the fields as described.

1 **Agency** *(required, alphanumeric field; 2 positions.)* Key in the agency code of the PMO. See **Appendix A** for a list of agency codes.

2 **Acct Sta** *(required, alphanumeric field; max. of 4 positions.)* Key in the 4-digit accounting station code. For Forest Service (FS) users only, the system will accept the 2-digit region number in this field with or without the zeroes in the last two positions. The accounting station code identifies the organizational entity maintaining an accounting system within an agency.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:56
                            * UPDATE OR VIEW TABLES *           SNO: _____


  TABLE NAME:  PMO RESPONSIBILITY TABLE
  TABLE KEY:      1                             (BLANK FOR "ADD")
  ACTION CODE: _ 2          (SELECT ONE OF THE FOLLOWING)

            A = ADD A NEW RECORD
            C = CHANGE AN EXISTING RECORD
            D = DELETE AN EXISTING RECORD
        BLANK = DISPLAY AN EXISTING RECORD

 ** TABLE KEY = AGENCY CODE (2 POS),ACCT-STATION (4 POS),FS-UNIT (2 POS)

 * DEPRESS "ENTER" TO SEND DATA



 PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=TABLE MENU      CLEAR=TERMINATE
```

Figure 80. PMO Responsibility Table Prompt Screen

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM           CT: 16:57
                             * UPDATE OR VIEW TABLES *          SNO: _____




                          AGENCY: __ 1
                        ACCT STA: __ 2
                         FS UNIT: __ 3
                        PMO CODE: __ 4



   **  DEPRESS  "ENTER"  TO SEND DATA  **

   ** ONLY AGENCY "11" REQUIRES FS UNIT

   PF1=ADM MENU PF2=ENTER ANOTHER REQUEST     PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 81. PMO Responsibility Table Add Screen

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3 **FS Unit** *(conditional, alphanumeric field; 2 positions.)* Key in the 2-digit unit code applicable to FS only. *This is a required entry for FS users.***Note:** For users other than FS, if this field is left blank the system automatically assigns zeros in the field.

4 **PMO Code** *(required, alphanumeric field; 2 positions.)* Key in the PMO code of an established PMO. Press [Enter]. **Note:** The PMO Code **must** have first been established in the PROP data base before the PMO responsibility record can be added.

If the data passes the system edits, the message *Record Successfully Added* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To add another PMO responsibility record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Changing An Existing PMO Responsibility Record. At the PMO Responsibility Table prompt screen (**Figure 80**), respond to the prompts as follows:

1 **Table Key** *(required, alphanumeric field; max. of 8 positions).* Key in the applicable data to change an existing PMO responsibility record. In the first **2 positions**, key in the agency code; in the next **4 positions**, key in the accounting station code; and in the last **2 positions**, key in the unit code. For users other than FS, key zeros in the last

2 positions since the system automatically assigned zeros to the record at the time it was established. Since FS users may or may not have established the record with zeroes in the last two positions of the Accounting Station code, successful access to that record depends on how it was initially established. Therefore, if the record was established without the zeroes, you **must** press the space bar two spaces to the **6th** field position.

2 **Action Code** *(required, alphanumeric field; 1 position.)* Key in *C* (for *Change*) to display the PMO responsibility record to be changed. Press [Enter].

The PMO Responsibility Table change screen is displayed (**Figure 82**). The cursor is automatically positioned at the PMO Code field since this is the only field that can be changed.**Note:** The Agency, Acct Sta, and FS Unit fields are protected and cannot be changed.

If the data passes system edits, the message *Record Successfully Updated* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To change another PMO responsibility record, press [PF2], and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Deleting An Existing PMO Responsibility Record. At the PMO Responsibility Table prompt screen, respond to the prompts as follows (**Figure 80**):

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 17:03
                            * UPDATE OR VIEW TABLES *          SNO: _____


                             AGENCY: 90

                           ACCT STA: 0010

                            FS UNIT: 00

                           PMO CODE: NF


 **   DEPRESS  "ENTER"  TO SEND DATA  **




   PF1=ADM MENU PF2=ENTER ANOTHER REQUEST      PF3=TABLE MENU     CLEAR=TERMINATE
```

Figure 82. PMO Responsibility Table Change Screen

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☐1 **Table Key** *(required, alphanumeric field; max. of 8 positions).* Key in the applicable data to delete an existing PMO responsibility record. In the first **2 positions**, key in the agency code; in the next **4 positions**, key in the accounting station code; and in the last **2 positions**, key in the unit code. For users other than FS, key zeros in the last 2 positions since the system automatically assigned zeros to the record at the time it was established.

☐2 **Action Code** *(required, alphanumeric field; 1 position.)* Key in **D** (for *Delete*) to display the PMO responsibility record to be deleted. Press [Enter].

A screen (similar to **Figure 82**) is displayed.

Review the completed screen to ensure this is the correct PMO responsibility record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed at the bottom of the screen.

• To delete another PMO responsibility record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Displaying An Existing PMO Responsibility Record.
At the PMO Responsibility Table prompt screen, respond to the prompts as follows (**Figure 80**):

☐1 **Table Key** *(required, alphanumeric field; max. of 8 positions).* Key in applicable data to display an existing PMO responsibility record. In the first **2 positions**, key in the agency code; in the next **4 positions**, key in the accounting station code; and in the last **2 positions**, key in the unit code. For users other than FS, key zeros in the last 2 positions since the system automatically assigned zeros to the record at the time it was established. Press [Enter].

☐2 **Action Code** *(No-entry field)* Leave blank for the display action.

A screen (similar to **Figure 82**) is displayed. View the screen and proceed with one of the actions as described below.

• To display another PMO responsibility record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Federal Supply Class Table

Federal Supply Class Table is Option 5 on the Update Or View Tables Menu (**Figure 70**). This option is used to add, change, delete, or display a Federal Supply Class Table record.

To select this option, key in *5* at the Enter Selection Number prompt on the menu and press [Enter].

The Federal Supply Class Table prompt screen is displayed (**Figure 83**).

Instructions for each action are discussed separately as follows.

Adding A New Federal Supply Class Record. At the Federal Supply Class Table prompt screen, respond to the prompts as follows (**Figure 83**):

1 **Table Key** *(No-entry field)* Leave blank for the add action.

2 **Action Code** *(required, alphanumeric field; 1 position.)* Key in *A* (for *Add*). Press [Enter].

The Federal Supply Class Table add screen is displayed (**Figure 84**). Complete the fields as described.

3 **Federal Supply Class** *(required, numeric field; 4 positions.)* Key in the 4-digit Federal Supply Class. The Federal Supply Class is the first **4** positions of the National Stock Number.

4 **Description** *(required, alphanumeric field; max. of 156 positions.)* Key in the description of the Federal Supply Class code in the 2 lines provided (78 spaces per line). Press [Enter] if Field Item Block 3 below does not apply.

```
 DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 17:04
                            * UPDATE OR VIEW TABLES *              SNO: _____

  TABLE NAME:  FEDERAL SUPPLY CLASS TABLE

  TABLE KEY:    [1]                              (BLANK FOR "ADD")

  ACTION CODE: [2]          (SELECT ONE OF THE FOLLOWING)

             A = ADD A NEW RECORD
             C = CHANGE AN EXISTING RECORD
             D = DELETE AN EXISTING RECORD
         BLANK = DISPLAY AN EXISTING RECORD


 *ENTER FEDERAL SUPPLY CLASS IN TABLE KEY*

 * DEPRESS "ENTER" TO SEND DATA


 PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TABLE MENU    CLEAR=TERMINATE
```
Figure 83. Federal Supply Class Table Prompt Screen

```
  DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM            CT: 17:05
                           *** FEDERAL SUPPLY CLASS TABLE ***     SNO: _____


   FEDERAL SUPPLY CLASS: [1]

   DESCRIPTION:    [2]

   _____
   _____
   IF INELIGIBLE FOR EXCHANGE/SALE PLACE "X" HERE >    _

   * DEPRESS "ENTER" TO SEND DATA    [3]



    PF1=ADM MENU    PF2=ENTER ANOTHER REQUEST    PF3=TABLE MENU    CLEAR=TERMINATE
```
Figure 84. Federal Supply Class Table Add Screen

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5 **If Ineligible For Exchange/Sale** *(optional, alphanumeric field; 1 position.)* Key in *X* in the space provided, if the federal class code falls into the *"Ineligible Exchange/Sale"* category. (See **Option 8, Sold Exchange/Sale (DL08)** in this procedure for a list of the FSC groups ineligible for exchange/sale.)

Press [Enter]. If the data passes system edits, the message *Record Successfully Added* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To add another federal supply class record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Changing An Existing Federal Supply Class Record.
At the Federal Supply Class table prompt screen, respond to the prompts as follows (**Figure 83**):

1 **Table Key** *(required, numeric field; 4 positions).* Key in the 4-digit Federal Supply Class to change an existing class record.

2 **Action Code** *(required, alphanumeric field; 1 position.)* Key in *C* (for *Change*) to display the Federal Supply Class record to be changed. Press [Enter].

The Federal Supply Class change screen is displayed (**Figure 85**).

The cursor is automatically positioned at the Description field since this is the only field that can be changed.

Note: The Federal Supply Class field is protected and cannot be changed.

• To place the FSC code into the *"Ineligible Exchange/Sale"* category, see the section entitled **Adding A Federal Supply Class Record**.

• To remove an FSC code from the *"Ineligible Exchange/Sale"* category, place the cursor in the field where the *X* is located and press the space bar.

Press [Enter]. If the data passes system edits, the message *Record Successfully Updated* is displayed at the bottom of the screen and the PROP data base is updated. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To change another federal supply class record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
  DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM              CT: 17:07
                            *** FEDERAL SUPPLY CLASS TABLE ***         SNO: _____


   FEDERAL SUPPLY CLASS: 6710

   DESCRIPTION:
  CAMERAS,_MOTION_PICTURE_____
  _____

  IF INELIGIBLE FOR EXCHANGE/SALE PLACE "X" HERE >    _

  * DEPRESS "ENTER" TO SEND DATA




   PF1=ADM MENU    PF2=ENTER ANOTHER REQUEST    PF3=TABLE MENU    CLEAR=TERMINATE
```

Figure 85. Federal Supply Class Table Change Screen

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Deleting An Existing Federal Supply Class Record. At the Federal Supply Class prompt screen, respond to the prompts as follows (**Figure 83**):

1. **Table Key** *(required, numeric field; 4 positions.)* Key in the 4-digit Federal Supply Class to delete an existing class record.

2. **Action Code** *(required, alphanumeric field; 1 position.)* Key in *D* (for *Delete*) to display the Federal Supply Class record to be deleted. Press [Enter].

A screen (similar to **Figure 85**) is displayed.

Review the screen to ensure this is the correct Federal Supply Class record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed at the bottom of the screen.

• To delete another federal supply class record, press [PF2] and repeat the process.

Displaying An Existing Federal Supply Class Record. At the Federal Supply Class prompt screen, respond to the prompts as follows (**Figure 83**):

1. **Action Code.** *(No-entry field)* Leave blank for the display action.

A screen (similar to **Figure 85**) is displayed. View the screen and proceed with one of the actions as described below.

• To display another federal supply class record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Transaction Menu (TRMU or AD03)

Transaction Menu is Option 3 on the Administrative Menu (**Figure 10**). The Transaction Menu is used for data entry, updating, and reporting of property transactions and AO and PMO information in the PROP data base.

To select this option, key in *3* at the Enter Selection prompt on the Administrative Menu, **or** at any PROP screen, key in *TRMU* or *AD03* at the SNO field. Press [Enter].

The Transaction Menu is displayed (**Figure 86**).

To select an option from the Transaction Menu, use one of two methods:

- Key in the option number as the Enter Selection prompt **or**

- Key in the 4-character screen number identifier (SNO) at the SNO field in the top right corner of the screen

Below is a brief description of each option.

1. Acquisitions/Modifications Menu. Provides a menu of options used to establish/modify property masters.

2. Transfers Menu. Provides a list of options used to transfer property items within or into the PROP data base.

3. Reporting Change Of Status Menu. Provides a list of options used to change the status of property items.

4. Deletions Menu. Provides a list of options used to delete property items from the PROP data base.

5. AO Inventory Update. Used to record the date of the most recent physical inventory for an accountable officer.

6. PMO Inventory Update. Used to record the date of the most recent physical inventory for a property management officer.

7 Mass Accountable Officer Change. Used to make a mass transfer of property between accountable officers.

The SNO's for menus/options on the Transaction Menu are as follows:

Menu/Option	SNO
Acquisitions/Modifications Menu	**ACMU or TR01**
Transfers Menu	**TFMU or TR02**
Reporting Change of Status Menu	**CSMU or TR03**
Deletions Menu	**DLMU or TR04**
AO Inventory Update	**TR05**
PMO Inventory Update	**TR06**
Mass Accountable Officer Change	**TR07**

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 17:15
TRMU                          * TRANSACTION MENU *                 SNO: _____

SELECT ONE:                               SELECTION CODE:

 1. ACQUISITIONS / MODIFICATIONS MENU
 2. TRANSFERS MENU
 3. REPORTING CHANGE OF STATUS MENU
 4. DELETIONS MENU
 5. AO INVENTORY UPDATE
 6. PMO INVENTORY UPDATE
 7. MASS ACCOUNTABLE OFFICER CHANGE




   ** DEPRESS "ENTER" AFTER ENTERING SELECTION CODE ABOVE.


PF-1 = ADMINISTRATIVE MENU              CLEAR = TERMINATE PROCESSING
```

Figure 86. Transaction Menu

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Acquisitions/Modifications Menu
*(ACMU **or** TR01)*

Acquisitions/Modifications Menu is Option 1 on the Transaction Menu (**Figure 86**). The Acquisition/Modify Menu provides options that are used to establish/modify property masters in the PROP data base.

To select this option, key in *1* at the Selection Code prompt on the Transaction Menu, **or** at any PROP screen, key in *ACMU* or *TR01* at the SNO field. Press [Enter].

The Acquisition/Modify Menu is displayed.

Following is a brief description of each option and its corresponding SNO (**Figure 87**).

1. New Acquisition (SNO: AC01). This option is used to complete the required fields in the property master file for those items captured via the feeder systems where property data is incomplete. Upon receipt of the property item, the additional information is added using this screen. This option prompts you for the document type, number, and line item number of the feeder system document. After this data is keyed in, the New Acquisition screen is displayed to update the PROP data base. (See **Figure 88** through **Figure 90**) for screen exhibits of Option 1.)

Note: All accounting entries related to the acquisition of the property items have been processed through the various feeder systems. Therefore, new accounting data cannot be generated using this screen.

2. New Acq. Not In Feeder (SNO: AC02). This option is used to establish a property master file for those items not captured by the feeder systems **or** to re-capture a new

acquisition that was inadvertently listed under a non-property budget object class code on the procurement document and the error was discovered within the same fiscal year as the procurement document. This screen is not to be used to update property items for which the feeder systems have not yet created feeder master records (See **Option 8, Property Receipt**). After this option is selected, the New Acquisition Not In Feeder screen is displayed for completion of required fields to update the PROP data base. (See **Figure 91** through **Figure 93** for screen exhibits of Option 2.)

3. Found (SNO: AC03). This option is used to record accountable items in the PROP data base that have been physically found and **must** be added to the inventory. After this option is selected, the Found screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **FND**. (See **Figure 94** for a screen exhibit of Option 3.)

4. Acquired From Excess (SNO: AC04). This option is used to record accountable items in the PROP data base that have been acquired from an excess facility and **must** be added to the inventory. After this option is selected, the Acquired From Excess screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **ACQ**. (See **Figure 95** for a screen exhibit of Option 4.)

5. Construction (SNO: AC05). This option is used to record accountable items in the PROP data base that have been acquired via construction and **must** be added to the inventory. After this option is selected, the Construction screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **CON**. (See **Figure 96** for a screen exhibit of Option 5.)

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:47
 ACMU                        ACQUISITION/MODIFY MENU              SNO: _____

 SELECT ONE:

  1. NEW ACQUISITION              12. MODIFY PROPERTY MASTER
  2. NEW ACQ. NOT IN FEEDER       13. CHANGE LEASE DATA
  3. FOUND                        14. MODIFY FEEDER QUANTITY
  4. ACQUIRED FROM EXCESS         15. MISCELLANEOUS PROPERTY ITEMS
  5. CONSTRUCTION                 16. REACTIVATE PROPERTY MASTER
  6. DONATION                     17. NEW ACQUISITION MOTORIZED EQUIPMENT
  7. CONVERSION                   18. INPUT MOTORIZED EQUIP.OPER.DATA
  8. PROPERTY RECEIPT             19.
  9. LOANED (FS,PACC,CSREES ONLY) 20.
 10. LEASED
 11. EXPENDABLE (FS,PACC,CSREES ONLY)


 ENTER SELECTION:>  __
   ** DEPRESS "ENTER" AFTER ENTERING SELECTION CODE ABOVE

 PF-1=ADMN MENU      PF-2=MAIN TRANSACTION MENU      CLEAR=TERMINATE PROCESSING
```

Figure 87. Acquisition/Modify Menu Screen

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6. Donation (SNO: AC06). This option is used to record accountable items in the PROP data base that have been acquired through a donation and **must** be added to the inventory. After this option is selected, the Donation screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **DON**. (See **Figure 97** for a screen exhibit of Option 6.)

7. Conversion (SNO: AC07). This option is used by an agency initially entering into PROP to convert its established accountable property items into the PROP data base. This option is not to be used at any other time without notifying and obtaining assistance from NFC personnel. After this option is selected, the Conversion screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **CONV**. **Note:** Use of this screen generates accounting entries that increase the Invested Capital account in the General Ledger only; Budget Cost entries will not be generated. (See **Figure 98** for a screen exhibit of Option 7.)

8. Property Receipt (SNO: AC08). This option is used to establish a master file in PROP for those items that have been procured, but the receipt of that property has not been entered into the feeder system. You may key in the actual receipt of the property item via this option. This will permit the property to be accounted for in the inventory. When the receipt of the property item has been entered via the feeder system, the accounting data will be automatically matched to this record and the PROP master file is updated accordingly. After this option is selected, the Property Receipt screen is displayed for completion of required fields to update the PROP data base. (See **Figure 99** for a screen exhibit of Option 8.)

9. Loaned (SNO: AC09). This option is used only by *FS, PACC,* and *CSREES* to record accountable items in PROP that are on loan to non-Federal recipients. Data keyed in on this screen is used to produce the annual report, *Excess Personal Property Furnished To Non Federal Recipients*. After this option is selected, the Loaned screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **LND**. (See **Figure 100** for a screen exhibit of Option 9.)

10. Leased (SNO: AC10). This option is used to record accountable items in PROP that the Agency/Department has acquired on a leased basis. After this option is selected, the Leased Property screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **LEAS**. (See **Figure 101** for a screen exhibit of Option 10.)

11. Expendable (SNO: AC11). This option is used only by *FS, PACC,* and *CSREES* to record expendable items in the PROP data base that are on loan to non-Federal recipients. Expendable items are those property items that when applied to use are consumed, lose their identity, or become a component part of other property. Data keyed in on this screen is used to produce the annual report, *Excess Personal Property Furnished To Non Federal Recipients*. After this option is selected, the Expendable Item screen is displayed for completion of required fields to update the PROP data base. The document type for this option is **EXP**. (See **Figure 102** for a screen exhibit of Option 11.)

Note: To establish a property master record using Options 1–11 on the Acquisition/Modify Menu, the AO number and agency code of the property master **must** agree with the AO number and agency code in the AO table master record.

12. Modify Property Master (**SNO: AC12**). This option is used to modify an existing property master record, transfer accountability for property within the same agency, match the property receipt to the feeder master, and eliminate the feeder suspense record. After this option is selected, you are prompted to key in the NFC ID. The Modify Property Master screen, the detailed property master record, is displayed for you to modify certain fields to update the PROP data base. (See **Figure 103** through **Figure 106** for screen exhibits of Option 12.)

13. Change Lease Data (SNO: AC13). This option is used to modify existing lease data established in the master files. After this option is selected, you are prompted to key in the NFC ID. The Change Lease Data screen, the detailed property master record, is displayed for you to modify certain fields to update the PROP data base. (See **Figure 107** through **Figure 108** for screen exhibits of Option 13.)

14. Modify Feeder Quantity (SNO: AC14). This option is used to modify the quantity received that is currently shown in the feeder system record. After this option is selected, you are prompted to key in the document type, document number, and line item number. The Modify Feeder Quantity screen, the detailed feeder master record, is displayed for you to modify the quantity received to update the PROP data base. (See **Figure 109** through **Figure 110** for screen exhibits of Option 14.)

15. Miscellaneous Property Items (SNO: AC15). This option is used to record nonaccountable property items in bulk quantity in the PROP data base. After this option is selected, the Miscellaneous Property Items screen is displayed for completion of required fields to update the PROP data base. (See **Figure 111** for a screen exhibit of Option 15.)

16. Reactivate Property Master (SNO: AC16). This option is used to reactivate a property master record that has been previously placed in an inactive status. After this option is selected, you are prompted to key in the

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NFC ID. The Reactivate Property Item screen, the detailed property master record, is displayed for you to reactivate the record.

Note: All property masters cannot be reactivated. Property master disposal records for items erroneously keyed in PROP, i.e., duplicates, nonaccountable items, etc., will be removed from the history files **one** year after being deleted from PROP. This includes all property records with a D66 disposal code. All other property master disposal records will be removed **three** years after they have been deleted from the inventory. (See **Figure 112** through **Figure 113** for screen exhibits of Option 16.)

17. New Acquisition Motorized Equipment (SNO: AC17). This option is used to add motor vehicles and aircraft to the PROP data base that were not entered through the feeder systems. After this option is selected, the New Acquisition For Motorized Equipment screen is displayed for completion of required fields to update the PROP data base. To establish a property master record for motorized equipment/vehicles/aircraft, the New Acquisition Motorized Equipment option (SNO: AC17) is the only option that will accept Budget Object Classification Code **3111** or **3113**, which identifies items as vehicles or aircraft. (See **Figure 114** through **Figure 115** for screen exhibits of Option 17.)

18. Input Motorized Equip. Oper. Data (SNO: AC18). This option is used to add a new operational data record, change an existing operational data record, modify existing vehicle inspection data, or delete an existing operational data record. After this option is selected, depending on the type of action requested, you are prompted to key in the NFC ID, an action code, and the month and year. The Motorized Equipment Maintenance screen is displayed for completion and/or modification of certain fields to update the PROP data base. (See **Figure 116** through **Figure 118** for screen exhibits of Option 18.)

Note: To transfer accountability for property **among different** agencies, use the Transfers Menu (SNO: **TFMU** or **TR02**). If you attempt to transfer a property item between agencies using Options 12, 13, 15, or 18 on the Acquisition/Modify Menu, the error messages *Invalid Accountable Officer Number For Agency Code* and *Use Transfer Menu To Reassign Within Department* are displayed at the bottom of the screen. To transfer accountability of property **within the same** agency, use the Modify Property Master (SNO: **AC12**), Option 12 of the Acquisition/Modify Menu. The affected AO records **must be** established in PROP with the same agency code.

New Acquisition *(AC01)*

New Acquisition is Option 1 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a prop-

erty master for an item updated through one of the feeder systems.

To select this option, key in *1* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC01* in the SNO field. Press [Enter].

The New Acquisition prompt screen is displayed (**Figure 88**).

Complete the fields as described.

1. **Doc Type** *(required, alphanumeric field; max. of 4 positions)*. Key in the type of procurement document used to obtain the property item. Valid document types are:

Type	Description
633	FEDSTRIP
838	Purchase Orders
1129	Imprest Fund
MISC	Miscellaneous Payments
BANK	Purchase Card Management System

For example, if a purchase order was the procurement document used, key in *838*.

2. **Document No** *(required, alphanumeric field; max. of 16 positions)*. Key in the number of the procurement document. Depending on the document type used, the document number can be a combination of certain data on the procurement document. Following is an explanation of how the document number is derived for each document type:

Type	Number
633	The document number (Blocks 9, 10, and 11 of the AD–633).
838	The purchase order number (Block 8 of the AD–838).
1129	A combination of the 5-position Fund Number; the 2-position fiscal year indicator; and the 5-position sub-voucher number.
MISC	A combination of the 2-position Fund Code; the 2-position unit number, if applicable (if not, key in zeros); the 5-position voucher number; and a 2-position fiscal year indicator system generated in positions 10 and 11 at the time the feeder record is created in PROP.

3. **Line Item No** *(required, numeric field; max. of 4 positions)*. Key in the 4-digit line item number of the property item as shown on the procurement document or the 304, Suspense Notice. For example, key in line item 1 as *0001*. Press [Enter].

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The New Acquisition feeder record screen is displayed (**Figure 89**).

• To establish the property master record, key in the other data fields that were not provided through the feeder system record. Not all fields are required entries. Following is a list of the required fields.

AO No

Description

Natl Stock No

```
 DATE: XX/XX/XX            PERSONAL PROPERTY SYSTEM            CT: 10:18
 AC01                    ***** NEW ACQUISITION *****          SNO: _____




                      DOC TYPE: _____ [1]

                   DOCUMENT NO: _____ [2]

                   LINE ITEM NO: _____ [3]



   **  DEPRESS  "ENTER"  TO SEND DATA  **




   *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 88. New Acquisition Prompt Screen

```
 DATE: XX/XX/XX             PERSONAL PROPERTY SYSTEM           CT: 10:45
 AC01                     ***** NEW ACQUISITION *****         SNO: _____
 DOC TYPE: 838           DOCUMENT NO: 4032943C2118       LINE ITEM NO: 0013
 FEEDER BATCH: 3182H3514C2   FEEDER QTY: 0000001    QTY. UPDATED: 0000000
 OBJECT CLASS: 3141   DATE OF ACQUISITION: 10 05 93  (MMDDYY) AGENCY CODE: 34
 NATL STOCK NO: _____   ACCT.STATION: 0079  UNIT: 00
 ACQUISITION AMOUNT:      $586.00
 ACCOUNT. CLASS: 3512101003                     VARIABLE DEP: ___   MONTHS
 TREASURY SYMBOL: 1231600           ACCOUNTING AMT:      $586.00
 *************** THIS FEEDER RECORD HAS ONE LINE OF ACCOUNTING ***************

 AO NO: _____  SER NO: _____  MODEL: _____
 DESCRIPTION: _____  PROP CODE: _____
 MANUFACTURER: _____  CUSTODIAN: _____
 COND CODE: __   MISC NOTE 1: _____  MISC NOTE 2: _____
 NFC ID: _____  BASIC ID (IF COMPONENT):
 LOCATION (OPTIONAL)  FIRST ADDRESS: _____
                     SECOND ADDRESS: _____
                     CITY: _____ STATE: __  ZIP: _____  , ____
 *"ENTER" TO ENTER DATA AND UPDATE MASTER


   *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 89. New Acquisition Feeder Record Screen

[1] **NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID.

Note: NFC ID is system generated for all USDA agencies **except** ARS.

ARS users:

Positions 1–4. Key in *AG00*.

Positions 5–12. Key in a unique number

Note 1: Because several of the fields already have data captured from the feeder system, data entry instructions are not provided for this segment of Option 1. However,

detailed entry instructions are provided under **Option 2, New Acq. Not In Feeder**, which contains the same fields found on the New Acquisition (Not In Feeder) screen (**Figure 91**).

Note 2: For **Forest Service** users: If positions 2 and 3 of the Account. Class field contain the figures *27*, respectively, the property item cannot be updated in PROP. This is an indicator that this is WCF property which should only be entered through the feeder system.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Added To The "PMIS" Master* is displayed at

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the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

Note: After the property feeder record is updated and the NFC ID is established in PROP, the Property Acq. Amt field is displayed with the dollar value of the acquisition applied to that NFC ID.

After the property master is established in PROP, other data may be added to the master file by using the PF keys as follows:

• To add notes, press [PF4].

• To modify the newly established property master, press [PF5].

• To add additional accounting lines, press [PF7].

• To add warranty data, press [PF11].

• To establish another property master from the feeder record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

When entering motorized equipment (items with an object class code of 3111 or 3113) via one of the feeder systems, complete the fields in **Figure 88**, the New Acquisition prompt screen, in accordance with the instructions provided, to display the Feeder Acquisition For Motorized Equipment screen (**Figure 90**).

• To establish the property master record for motorized equipment, key in the other data fields that were not provided through the feeder system record. Not all fields are required entries. Following is a list of the required fields:

Note: NFC ID is system generated for all USDA agencies **except** ARS.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 10:58
AC01              FEEDER ACQUISITION FOR MOTORIZED EQUIPMENT    SNO: _____

FEEDER BATCH: 7C22T001502   FEEDER QTY: 0000010    FEEDER USED:  0000007
NFC ID  : _____  AO NO: AR111111111111  SERIES/MODEL: S10_____
DESCRIPTION: 297TRUCK_____  MFG.MAKE: CHEV_____
AGENCY CD:  03  ACCT.STATION:  0091  UNIT:  00  PROPERTY CD: _____
CR.CARD NO: _____   SPEC EQUIP: _____  VEH.LOC.: _ (F OR D)
GEO.LOC.CODE: 1A_220000  SER/VIN: _____  LICENSE NO: _____
COND. CODE:  __    FUEL TYPE : _   OWNERSHIP CD: B      C.I.D.: 08__
STATUS CODE: _    ACQ.SRC.CD: _    OBJECT CLASS: 3111   G.V.W.R.: ____4
YEAR OF MFG: __    SP.PURPOSE: _   VEH.TYPE CD: ___     F.S.C.: 2310
NO CYLINDERS: 00  TRANS.TYPE: __   DOCUMENT TYPE: MTRE  LINE ITEM NO: 0001
DOC.NO: 407C227029___    ACQ.DATE: 03 27 97 (MMDDYY)  ACQ.COST  $87,928.86
MIN.ANN.UTIL: __M__ (HOURS OR MILES)  USAGE CODE: _ (H=HRS M=MILES)
IN SERV.DATE : __ _0 (MMYY)  IN SERVICE MILEAGE: 049000  CLASS CODE: __
OUT SERV.DATE: 1_ 3_ (MMYY)  SCH.REPLACEMENT DATE: __ _0 (MMYY) VAR.DEP. ___
ACCOUNTING CLASS: 70162160200000                  AMOUNT: $ 00087928  86
************** THIS FEEDER RECORD HAS ONE LINE OF ACCOUNTING ***************
**  DEPRESS ENTER TO SEND DATA  **
  PF01=ADM MENU    PF02=ANOTHER REQUEST    PF03=TRANS MENU    CLEAR=TERMINATE
```

Figure 90. Feeder Acquisition For Motorized Equipment Screen

ARS users:

NFC ID *(required, alphanumeric field; 12 positions).* Key in the NFC ID.

Positions 1–4. Key in *AG00*

Positions 5–12. Key in a unique number

AO No

Series/Model

Description

Mfg Make

Agency CD

Ser/Vin (Serial or Vehicle ID.)

License No

Fuel Type

Object Class

Year Of Mfg

F.S.C. (Federal Supply Class)

No Cylinders

Trans Type

Document Type

Doc No (Document No.)

Acq Date

Class Code

Veh. Loc _(F or D)

Note: Because several of the motorized equipment fields already have data captured from the feeder system, data entry instructions are not provided for this segment of Option 1. However, detailed entry instructions are pro-

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vided under **Option 17, New Acquisition Motorized Equipment** which contains the same fields as those found in the Feeder Acquisition For Motorized Equipment screen (**Figure 90**). Also, if another piece of motorized equipment has already been established in PROP from the same feeder document, the system uses that same data to fill in the fields on **Figure 90**. You can modify the data that is not applicable to the new feeder record.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

New Acq. Not In Feeder *(AC02)*

New Acq. Not In Feeder is Option 2 on the Acquisition/ Modify Menu (**Figure 87**). This option is used to establish a property master for an item *not* captured by one of the feeder systems.

Note: This option should **only** be used for an item that was purchased and coded erroneously with a nonproperty object class code; therefore, the item was not sent to PROP using the feeder systems.

Additionally, this option should **not** be used to enter motor vehicles. Options AC01, New Acquisition; AC08, Property Receipt; and AC17, New Acquisition Motorized Equipment are the only options for entering motorized equipment.

To select this option, key in *2* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC02* at the SNO field. Press [Enter].

The Acquisition (Not In Feeder) screen is displayed (**Figure 91**).

Complete the fields as described.

[1] **AO No** *(required, alphanumeric field; max. of 14 positions)*. Key in the accountable officer number of the individual who is accountable for the property item.

 Note: The first 2 positions of the AO number must correspond to the 2-position PMO code and must have previously been established in PROP.

After the property master record is established in PROP, other data may be added to the master file by using the PF keys as follows:

• To add notes, press [PF4].

• To modify the newly established property master, press [PF5].

• To add additional accounting lines, press [PF7].

• To add warranty data, press [PF11].

• To establish another motorized equipment property master from the feeder record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

[2] **Description***(required; alphanumeric field; max. of 35 positions)*. Key in a brief description of the property item.

[3] **Model No** *(conditional, alphanumeric field; max. of 17 positions)*. Key in the model number of the property item, if applicable.

Note 1: If you key in Budget Object Classification Code (BOCC) **3167** in the Object Class field, you **must** also key in the first 5 positions of the model number. This entry supports GSA reporting requirements on all large, medium, and small general purpose Government-owned computers. See **Option 23, ADP Manufacturer/Model Codes, Inquiry Menu** to obtain a valid model number code.

Note 2: Entry of the first 5 positions of the model number when BOCC 3167 is used applies to Options 1, 3, 4, 5, 6, 7, 9, and 12 on the Acquisition/Modify Menu.

Note 3: If you are unsure of the model number code, you may key in *99999* in the first 5 positions. However, this type of entry is only temporary and must be updated with the correct code prior to GSA reporting. If the five 9's are not corrected in the master record and reported, GSA will reject the item.

[4] **Manufacturer** *(conditional, alphanumeric field, max. of 35 positions)*. Key the name of the manufacturer of the property item.

Note 1: If you key in BOCC **3167** in the Object Class field, you must also key in the first 5 positions of the manufacturer. This entry supports GSA reporting requirements on all large, medium, and small general purpose Government-owned computers. See **Option 23, ADP Manufacturer/Model Codes, Inquiry Menu** to obtain a valid manufacturer code.

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Note 2: Entry of the first 5 positions of the manufacturer when BOCC 3167 is used applies to Options 1, 3, 4, 5, 6, 7, 9, and 12 on the Acquisition/Modify Menu.

```
DATE: XX/XX/XX           PERSONAL PROPERTY SYSTEM          CT: 11:07
AC02                **NEW ACQUISITION (NOT IN FEEDER)**    SNO: _____

AO NO: _____[1]_____    DESCRIPTION: _____[2]_____
MODEL NO: [3]_____   MANUFACTURER: ___[4]___
DOC TYPE: [5]___ DOCUMENT NO: ___[6]____   LINE ITEM NO: [7]__  COND CD: [8]
NATL STOCK NO: [9]___  AGENCY CODE: [10]__ ACCT.STATION: [11]__  UNIT: [12]__
OBJECT CLASS: [13]__  DATE OF ACQUISITION: [14]__ __ (MMDDYY)
SERIAL NO: __[15]_____    NFC-ID: __[16]_____  CUSTODIAN: [17]_____
MISC NOTE 1: [18]_____         MISC NOTE 2: [19]_____

BASIC ID (IF COMPONENT): [20]_____   PROPERTY CODE: [21]_____
TOTAL-ACQUISITION AMOUNT: [22]___  $.00   VARIABLE DEP.: [23]__ MONTHS
ACCOUNTING CLASS: _____[24]_____      AMT: [25]___ __

LOCATION OF PROPERTY: FIRST ADDRESS: ___[26]_____
                      SECOND ADDRESS: _____
                      CITY: _____ STATE: __ ZIP: _____ , ____
*NOTE: USE THIS OPTION FOR ITEMS ERRONEOUSLY PURCHASED WITH NON-PROPERTY
       OBJECT CLASS, OR ITEMS WHOSE FEEDER RECORD HAS BEEN DELETED.

*DEPRESS "ENTER" TO ENTER DATA          *"PF10"=TO UPDATE PROPERTY MASTER
*PF1=ADM MENU  PF2=NEW REQUEST   PF6=REPEAT DATA  PF3=TRANS MENU  CLEAR=TERM
```

Figure 91. New Acquisition (Not In Feeder) Screen

Note 3: If you are unsure of the manufacturer code, you may key in *99999* in the first 5 positions. However, this type of entry is only temporary and must be updated with the correct code prior to GSA reporting. If the five 9's are not corrected in the master record and reported, GSA will reject the item.

[5] Doc Type *(optional, alphanumeric field; max. of 4 positions).* Key in the type of procurement document used to obtain the property item.

[6] Document No *(optional, alphanumeric field: max. of 16 positions).* Key in the number of the procurement document. For example, if a purchase order (AD–838) was the procurement document used, key in the purchase order number.

[7] Line Item No *(optional, alphanumeric field; 4 positions).* Key in the 4-position line item number of the property item as shown on the procurement document. For example, key in line item 1 as *0001*.

[8] Cond Cd *(optional, alphanumeric field; max. of 2 positions).* Key in the disposal condition code of the property item.

Valid condition codes are as follows:

Code Condition
1 Unused – Good
2 Unused– Fair
3 Unused – Poor
4 Used – Good
5 Used – Fair

6 Used – Poor
7 Repairs Required (15% or less of acquisition cost)
8 Repairs Required (16%–40% of acquisition cost)
9 Repairs Required (40%–65% of acquisition cost)
X Salvage
S Scrap

[9] Natl Stock No *(required, alphanumeric field; max. of 13 positions).* Key in the National Stock Number for the property item. The first four positions keyed in must correlate with an established Federal Supply Class Code. **Only the first 4 positions of the field must be completed.** (See **Appendix E** for a list of the valid Federal Supply Codes).

[10] Agency Code *(required, alphanumeric field; 2 positions).* Key in the 2-position NFC-assigned agency code.

Note: The agency code must correspond to the agency code established in the accountable officer table record. (See **Appendix A** for a list of all agency codes.)

[11] Acct Station *(conditional, numeric field; 4 positions).* Key in the 4-digit accounting station code.

Note: This is a required entry for Forest Service and the National Resources Conservation Service; the entry is optional for all other agencies.

[12] Unit *(conditional, numeric field; 2 positions).* Key in the 2-digit unit code.

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Note: This is a *required* entry for **Forest Service**. The entry is *optional* for all other agencies.

⟦13⟧ **Object Class** *(required, numeric field; 4 positions).* Key in the 4-digit object class code for the property item. (See **NFC Procedures, Title V, Miscellaneous NFC Systems Manual, Chapter 3, Budget Object Classification Codes** for a complete list of the budget object class codes and **Appendix D** of this procedure for a list of the property budget object class codes.)

⟦14⟧ **Date Of Acquisition** *(required, numeric field; 6 positions).* Key in the original date the Federal Government acquired the property item. For example, September 9, 1997, is keyed in as *090997*.

⟦15⟧ **Serial No** *(optional, alphanumeric field; max. of 20 positions).* Key in the serial number of the property item, if applicable.

⟦16⟧ **NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID. After all data is keyed in and [PF10] is pressed, the NFC ID is system generated.

Note : NFC ID is system generated for all USDA agencies **except** ARS.

- **ARS** users:

Positions 1–4. Key in *AG00*

Positions 5–12. Key in a unique number

⟦17⟧ **Custodian** *(optional, alphanumeric field; max. of 9 positions).* Key in the identification number of the individual with custodial responsibility for the property item. **Note:** The custodian number must have previously been established in PROP.

⟦18⟧ **Misc Note 1** *(optional, alphanumeric field; max. of 15 positions).* Key in any remarks or notes pertinent to the property item.

⟦19⟧ **Misc Note 2** *(optional, alphanumeric field, max. of 15 positions).* Key in any remarks or notes pertinent to the property item.

Code	Description
FEPP1 =	Expendable Property, Category 1 Furnished to Non-Federal Recipients But To Be Deleted After Annual Report Preparation.
FEPP2 =	Expendable Property, Category 2 Furnished to Non-Federal Recipients But To Remain On PMIS.

Note 2: The system automatically deletes all FEPP1 property from the PROP data base after the preparation of the Annual Report of Personal Property Furnished to Non-

Federal Recipients. All FEPP2 property is retained on the data base.

⟦20⟧ **Basic ID** (**If Component**) *(optional, alphanumeric field; 12 positions).* Key in the NFC ID number if the basic property item if this is a component item.

⟦21⟧ **Property Code** *(optional, alphanumeric field; max. of 15 positions).* Key in any data that may be unique to the property item.

⟦22⟧ **Total-Acquisition Amount** *(No-entry field).* This field is system generated and is the total of the accounting classification amount lines.

Note: The system automatically compares the **Object Class** and **Total-Acquisition Amount** fields to determine whether or not the amount meets the dollar criteria for the object class code. If the total acquisition amount exceeds the dollar criteria, the message *"Acquisition Amount Does Not Meet Object Class Dollar Criteria"* is displayed. However, the message is intended only to alert you and does not prevent you from updating the amount to the property master record.

⟦23⟧ **Variable Dep** *(optional, numeric field; max. of 3 positions).* Key in the number of months to establish a new depreciation schedule if the schedule is other than the preestablished depreciation schedule for the budget object class code used. If left blank, the depreciation is calculated based on the preestablished schedule for the object class code used for the property item.

⟦24⟧ **Accounting Class** *(required, alphanumeric field; max. of 35 positions).* Key in the accounting classification code for the property item.

Note: To add more than one accounting line to the property master record, press [Enter] **or** press [PF10] to update the accounting classification lines in the system. The Total-Acquisition Amount field displays the cumulative amount of the accounting lines and a blank accounting line is displayed for the next accounting classification to be keyed in. After [PF10] is pressed, if additional accounting lines are to be entered, press [PF7].

⟦25⟧ **Amt** *(required, numeric fields; max. of 10 positions).* Key in the amount applicable to the accounting classification code keyed in. The amount keyed in must be right justified. For every accounting classification line keyed in, you must key in an amount. You may key in whole dollars without the cents; the system assigns the zeros. For example, key in $1050.00 as *1050*.

⟦26⟧ **Location Of Property** *(optional, alphanumeric field, max. of 101 positions).* Key in the first and second address lines (total of 70 positions; 35 spaces per lines) indicating the organizational name or property official's

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name and street address where the property item is located. Tab to the City field and key in the city in the 20 spaces. Tab to the State field and key in the 2-position abbreviated state code. Key in the 5-digit ZIP Code and the ZIP+4 Code.

Press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above*

Property Has Been Added To The "PMIS" Master is displayed at the bottom of the screen.

After the property master is established in PROP, other data may be added to the master file by using the PF keys as follows:

- To add notes, press [PF4].

The New Acquisition (Not In Feeder) Notes screen is displayed (**Figure 92**). The Notes Information screen provides ten 78-character, unstructured lines for any data pertinent to the property item. Key in the data as needed and press [Enter]. The message *The "Notes" Listed Above Have Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM           CT: 13:23
AC01                      ***** NEW ACQUISITION *****         SNO: _____

****ENTER "NOTES" BELOW AND HIT "ENTER"

     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____



     ****HIT "PF9"  TO RETURN TO MASTER <<<<<<<*>>>>>>> "PF11" TO ENTER WARRANTY***
     *PF1=ADM MENU   PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 92. New Acquisition (Not In Feeder) Notes Screen

- To return to the master file, press [PF9].

- To modify the newly established property master, press [PF5].

- To add additional accounting lines, press [PF7].

- To see the next accounting line, press [PF8].

- To see the previous accounting line, press [PF9].

- To add warranty data, press [PF11].

The Warranty Information screen is displayed. Complete the fields as described (**Figure 93**).

1 **Contract No** *(optional, alphanumeric field; max. of 20 positions)*. Key in the warranty contract number, if applicable.

2 **Start Date** *(required, numeric field; 6 positions)*. Key in the beginning date of the warranty contract. For example, June 5, 1997 is keyed in as *060597.*

3 **End Date** *(required, numeric field; 6 positions)*. Key in the ending date of the warranty contract. For example, September 5, 1999 is keyed in as *090599.*

4 **Vendor Name** *(required, alphanumeric field; max. of 35 positions)*. Key in the name of the company/organization providing the warranty.

5 **Address** *(required, alphanumeric field; max. of 70 positions)*. Key in the the warranty vendor's complete address (2 lines, 35 spaces each).**Note:** Only one address line is a required entry.

6 **City** *(required, alphanumeric field; max. of 20 positions)*. Key in the city. Tab to the next field.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:25
AC01                       ** WARRANTY INFORMATION **            SNO: _____

        CONTRACT NO: [1] _____  (IF ANY)

        START DATE: [2] _ __ (MMDDYY)   END DATE: [3] __ __ (MMDDYY)

    VENDOR NAME: ___[4]_____
        ADDRESS: ___[5]_____

        CITY: ___[6]_____ STATE: [7]  ZIP: [8]__  ____

    TELEPHONE: __[9]___  ____

    VENDOR  CONTACT: [10]_____

                    _____

   * DEPRESS "ENTER" TO SEND DATA


   * DEPRESS "PF09" TO RETURN TO MASTER OR "PF04" TO UPDATE NOTES
   *PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 93. Warranty Information Screen

[7] **State** *(required, alpha field; 2 positions)*. Key in the 2-position alpha abbreviated state code. The cursor automatically moves to the next field.

[8] **ZIP** *(conditional, numeric field; max. 9 positions)*. Key in the 5-digit *required* ZIP Code plus the optional ZIP+4 Code. Tab to the next field.

[9] **Telephone** *(optional, numeric field; max. of 10 positions)*. Key in the vendor's telephone number, starting with the area code.

[10] **Vendor Contact** *(optional, alphanumeric field; max. of 72 positions)*. Key in information (3 lines, 24 spaces each) such as a representative's name, a service department location, a manager, etc.

Press [Enter]. If the data passes system edits, the message *The "Warranty Information" Has Been Updated* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To establish another property master, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Note: Because the fields for Options 3 through 11, and Option 15, are nearly identical to those in Option 2, the entry instructions are not repeated for these options. However, where there are different data fields for any of these options, entry instructions are provided.

Found *(AC03)*

Found is Option 3 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for an item that has been physically found during an inventory. This option should not be used for items that were purchased or transferred from another agency and previously not entered in PROP.

To select this option, key in *3* at the Enter Selection prompt on the menu, **or** at any PROP screen, key *AC03* at the SNO field. Press [Enter].

The Found screen is displayed (**Figure 94**).

Key in the applicable data in accordance with data entry instructions for **Option 2, New Acq. Not In Feeder**. The system generates **FND** in the Doc Type field. Use the PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

The message *Acquisition Date Is The Original Date The Federal Government Acquired This Property — Not This Transaction Date* is displayed at the bottom of the screen to assure that the correct date the property item was acquired is keyed in the property master.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

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- To perform another function or exit the system, press
the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM           CT: 12:33
AC03                          ***** FOUND *****               SNO: _____

AO NO: _____      DESCRIPTION: _____
MODEL NO: _____ MANUFACTURER: _____
DOC TYPE: FND   DOCUMENT NO: _____ LINE ITEM NO: ____  COND CD: __
NATL STOCK NO: _____  AGENCY CODE: __  ACCT.STATION: ____  UNIT: __
OBJECT CLASS: _____  DATE OF ACQUISITION: __ __ __  (MMDDYY)
SERIAL NO: _____  NFC-ID: _____  CUSTODIAN: _____
MISC NOTE 1:     _____       MISC NOTE 2:    _____

BASIC ID (IF COMPONENT): _____    PROPERTY CODE: _____
TOTAL-ACQUISITION AMOUNT:        $.00     VARIABLE DEP.: ___  MONTHS
ACCOUNTING CLASS: _____  AMT: _____  __

LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS: _____
                      CITY: _____ STATE: __ ZIP: _____ , ____
** ACQUISITION DATE IS THE ORIGINAL DATE THE FEDERAL GOVERNMENT ACQUIRED
THIS PROPERTY -- NOT THIS TRANSACTION DATE

*DEPRESS "ENTER" TO ENTER DATA        *"PF10"=TO UPDATE PROPERTY MASTER
*PF1=ADM MENU  PF2=NEW REQUEST   PF6=REPEAT DATA  PF3=TRANS MENU   CLEAR=TERM
```

Figure 94. Found Screen

Acquired From Excess *(AC04)*

Acquired From Excess is Option 4 on the Acquisition/
Modify Menu (**Figure 87**). This option is used to estab-
lish a property master for an item that has been acquired
from excess status.

To select this option, key in *4* at the Enter Selection
prompt on the menu, **or** at any PROP screen, key in *AC04*
at the SNO field. Press [Enter].

The Acquired From Excess screen is displayed
(**Figure 95**).

Key in the applicable data in accordance with the data
entry instructions for **Option 2, New Acq. Not In Feeder**.
The system generates **ACQ** in the Doc Type field. Use the
PF keys in this option in accordance with instructions
provided for use of PF keys in Option 2.

The message *Acquisition Date Is The Original Date The
Federal Government Acquired This Property — Not This
Transaction Date* is displayed at the bottom of the screen
to assure that the correct date the property item was
acquired is keyed in the property master.

After all data has been keyed in, press [Enter]. If the data
passes system edits, the message *PF10 To Update Prop-
erty Master* is displayed at the bottom of the screen. If the
data does not pass system edits, a maximum of six error
messages at a time are displayed at the bottom of the
screen. As errors are corrected, other messages are dis-
played if needed. All errors must be corrected before the
PROP data base is updated. After all data is corrected,
press [PF10]. The message *The Above Property Has
Been Added To The "PMIS" Master* is displayed at the
bottom of the screen.

- To perform another function or exit the system, press
the applicable key shown at the bottom of the screen.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:34
AC04                    ***** ACQUIRED FROM EXCESS *****          SNO: _____

AO NO: _____        DESCRIPTION: _____
MODEL NO: _____  MANUFACTURER: _____
DOC TYPE: ACQ   DOCUMENT NO: _____  LINE ITEM NO: _____   COND CD: __
NATL STOCK NO: _____  AGENCY CODE: __  ACCT.STATION: ____   UNIT: __
OBJECT CLASS: ____    DATE OF ACQUISITION: __ __ __  (MMDDYY)
SERIAL NO: _____    NFC-ID: _____     CUSTODIAN: _____
MISC NOTE 1:    _____        MISC NOTE 2:    _____

BASIC ID (IF COMPONENT): _____     PROPERTY CODE: _____
TOTAL-ACQUISITION AMOUNT:        $.00     VARIABLE DEP.: ___  MONTHS
ACCOUNTING CLASS: _____  AMT: _____  __

LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS:  _____
                      CITY: _____  STATE: __  ZIP: _____ ,_____
** ACQUISITION DATE IS THE ORIGINAL DATE THE FEDERAL GOVERNMENT ACQUIRED
THIS PROPERTY -- NOT THIS TRANSACTION DATE

*DEPRESS "ENTER" TO ENTER DATA        *"PF10"=TO UPDATE PROPERTY MASTER
*PF1=ADM MENU  PF2=NEW REQUEST    PF6=REPEAT DATA  PF3=TRANS MENU   CLEAR=TERM
```

Figure 95. Acquired From Excess Screen

Construction *(AC05)*

Construction is Option 5 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for an item that has been acquired by being constructed.

To select this option, key in *5* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC05* at the SNO field. Press [Enter].

The Construction screen is displayed (**Figure 96**).

Key in the applicable data in accordance with the data entry instructions for **Option 2, New Acq. Not In Feeder**. The system generates **CON** in the Doc Type field. Use the

PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:35
AC05                         ** CONSTRUCTION **                   SNO: _____

AO NO: _____        DESCRIPTION: _____
MODEL NO: _____  MANUFACTURER: _____
DOC TYPE: CON   DOCUMENT NO: _____  LINE ITEM NO: _____   COND CD: __
NATL STOCK NO: _____  AGENCY CODE: __  ACCT.STATION: ____   UNIT: __
OBJECT CLASS: ____    DATE OF ACQUISITION: __ __ __  (MMDDYY)
SERIAL NO: _____    NFC-ID: _____     CUSTODIAN: _____
MISC NOTE 1:    _____        MISC NOTE 2:    _____

BASIC ID (IF COMPONENT): _____     PROPERTY CODE: _____
TOTAL-ACQUISITION AMOUNT:        $.00     VARIABLE DEP.: ___  MONTHS
ACCOUNTING CLASS: _____  AMT: _____  __

LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS:  _____
                      CITY: _____  STATE: __  ZIP: _____ , ____


*DEPRESS "ENTER" TO ENTER DATA        *"PF10"=TO UPDATE PROPERTY MASTER
*PF1=ADM MENU  PF2=NEW REQUEST    PF6=REPEAT DATA  PF3=TRANS MENU   CLEAR=TERM
```

Figure 96. Construction Screen

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Donation *(AC06)*

Donation is Option 6 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for an item that has been acquired through a donation.

To select this option, key in *6* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC06* at the SNO field. Press [Enter].

The Donation screen is displayed (**Figure 97**).

Key in the applicable data in accordance with the data entry instructions for **Option 2, New Acq. Not In Feeder**. The system generates **DON** in the Doc Type field. Use the

PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM             CT: 12:35
AC06                           ** DONATION **                   SNO: _____

AO NO: _____    DESCRIPTION: _____
MODEL NO: _____     MANUFACTURER: _____
DOC TYPE: DON   DOCUMENT NO: _____  LINE ITEM NO: ____  COND CD: __
NATL STOCK NO: _____   AGENCY CODE: __  ACCT.STATION: ____  UNIT: __
OBJECT CLASS: _____   DATE OF ACQUISITION: __ __ __  (MMDDYY)
SERIAL NO: _____  NFC-ID: _____  CUSTODIAN: _____
MISC NOTE 1: _____         MISC NOTE 2: _____

BASIC ID (IF COMPONENT): _____    PROPERTY CODE: _____
TOTAL-ACQUISITION AMOUNT:        $.00     VARIABLE DEP.: ___  MONTHS
ACCOUNTING CLASS: _____  AMT: _____  __


LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS: _____
                      CITY: _____  STATE: __  ZIP: _____ , ____


*DEPRESS "ENTER" TO ENTER DATA        *"PF10"=TO UPDATE PROPERTY MASTER
*PF1=ADM MENU  PF2=NEW REQUEST    PF6=REPEAT DATA  PF3=TRANS MENU    CLEAR=TERM
```

Figure 97. Donation Screen

Conversion *(AC07)*

Conversion is Option 7 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master by an agency initially entering PROP during the conversion process. This option is also used for property items originally owned during a conversion, but was not entered into PROP at the time of the original conversion.

To select this option, key in *7* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC07* at the SNO field. Press [Enter].

The Conversion screen is displayed (**Figure 98**).

Key in the applicable data in accordance with the data entry instructions for **Option 2, New Acq. Not In Feeder**. The system generates **CONV** in the Doc Type field. Use

the PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM           CT: 12:36
AC07                         ** CONVERSION **                  SNO: _____

AO NO: _____    DESCRIPTION: _____
MODEL NO: _____ MANUFACTURER: _____
DOC TYPE: CONV  DOCUMENT NO: _____ LINE ITEM NO: ____  COND CD: __
NATL STOCK NO: _____  AGENCY CODE: __  ACCT.STATION: ____  UNIT: __
OBJECT CLASS: _____   DATE OF ACQUISITION: __ __ __  (MMDDYY)
SERIAL NO: _____  NFC-ID: _____  CUSTODIAN: _____
MISC NOTE 1:      _____      MISC NOTE 2:     _____

BASIC ID (IF COMPONENT): _____     PROPERTY CODE: _____
TOTAL-ACQUISITION AMOUNT:        $.00     VARIABLE DEP.: ____  MONTHS
ACCOUNTING CLASS: _____  AMT: _____  __


LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS:  _____
                      CITY: _____ STATE: __  ZIP: _____ , ____


*DEPRESS "ENTER" TO ENTER DATA        *"PF10"=TO UPDATE PROPERTY MASTER
*PF1=ADM MENU  PF2=NEW REQUEST    PF6=REPEAT DATA  PF3=TRANS MENU   CLEAR=TERM
```

Figure 98. Conversion Screen

Property Receipt *(AC08)*

Property Receipt is Option 8 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for an item that has been procured but the receipt has not been updated to PROP by one of the feeder systems. **Note:** This option is also used for motorized equipment/vehicles that have been acquired, but the receipt has not been updated in PROP.

To select this option, key in *8* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC08* at the SNO field. Press [Enter].

The Property Receipt screen is displayed (**Figure 99**).

Key in the applicable data in accordance with the data entry instructions for **Option 2, New Acq. Not In Feeder**. Use the PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

Note 1: The Doc Type and Document No fields are *required* entries for this option in addition to the other required fields mentioned in Option 2. Accounting information is not required when the receipt is keyed in using this screen.

Note 2: Whenever Budget Object Classification Code **3167** is keyed in the Obj Class field, you also *are required* to key in the first 5 positions of the model number and manufacturer in the Model No and Manufacturers fields. See **Option 2, New Acq. Not In Feeder** for detailed instructions and **Option 23, ADP Manufacturer/Model Codes, Inquiry Menu** to obtain valid manufacturer and model number codes.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:37
AC08                  ******  PROPERTY RECEIPT  ******           SNO: _____

NFC ID: _____    AGENCY CODE:  __   AO NO: _____
DOC NO: _____   DOC TYPE:  _____  LINE NO: _____  COND: __
NSN: _____      OBJ CLASS: _____  ACQ DT:  __ __ __  (MMDDYY)

CUSTODIAN: _____      PROP CODE: _____
DESC: _____  SERIAL NO: _____
MFG:  _____  MODEL NO:  _____

ACQ AMT: _____ __                  BASIC ID (COMPONENT): _____
MISC NOTE 1: _____         MISC NOTE 2: _____

LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS: _____
                      CITY: _____ STATE: __  ZIP: _____ , ____


*DEPRESS "ENTER" TO ADD THIS PROPERTY TO THE PMIS MASTER


*PF1=ADM MENU     PF2=NEW REQUEST     PF3=TRANS MENU    CLEAR = TERMINATE
```

Figure 99. Property Receipt Screen

Loaned *(AC09)*

Loaned is Option 9 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for an item that is on loan to a non-Federal recipient.**Note:** This option is used **only** by FS, PACC, and CSREES.

To select this option, key in *9* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC09* at the SNO field. Press [Enter].

The Loaned screen is displayed (**Figure 100**).

Key in the applicable data in accordance with the entry instructions for **Option 2, New Acq. Not In Feeder**. The only acceptable entry for the BOCC field is *3190,* which is system generated.

The system generates **LND** in the Doc Type field Use the PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

Note: The PROP Type and Location Of Property fields are *required* entries for this option in addition to the other required fields mentioned in Option 2.

The message *Acquisition Date Is The Original Date The Federal Government Acquired This Property — Not This Transaction Date* is displayed at the bottom of the screen to assure that the correct date the property item was acquired is keyed in the property master.

Complete the PROP Type/DT field as described.

1 **PROP Type/DT** *(required, alphanumeric field, max. of 15 positions)*. Key in the appropriate acronym/code to indicate the type of non-Federal recipient who acquired the property on a loaned basis and the date the agency received the loaned property item.

Complete the PROP Type/DT field as described.

Positions 1–4. Key in the appropriate acronym/code. **Note:** If the acronym/code does not fill all 4 field positions, you **must** skip the required number of spaces to move to field position 6 to start keying in the date.

Position 5. *(non-entry position)* Leave blank.

Positions 6–13. Key in the date the agency received the loaned property item. The date **must** be entered with the slash marks using the *MM/DD/YY* format.

Note You must fill all **8** field positions allocated for the date. **Example:** *05/03/97*. The date keyed in the PROP Type/DT field cannot not be a future date and cannot precede the acquisition date.

Positions 14–15. *(non-entry positions)* Leave blank.

Valid acronyms/codes are.

Acronym/Code	Description
CRC	Cost Reimbursement Contractor
FPC	Fixed Price Contractor
PG	Project Grantee
FEPP	Excess Property Loaned to State Foresters for Fire Protection
CSRS	Cooperative State Research Service
1890	1890 Colleges
ES	Extension Service

The information keyed in this field is used (1) in GSA reporting and (2) for accurate report generation of the **310A, Property Transferred to Non-Recipients (By Agency)** and **310B, Property Transferred To Non-Federal Recipients (By PMO)**.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 12:37
AC09                          ***** LOANED *****               SNO: _____

AO NO: _____        DESCRIPTION: _____
MODEL NO: _____        MANUFACTURER: _____
DOC TYPE: LND   DOCUMENT NO: _____   LINE ITEM NO: ____   COND CD: __
NATL STOCK NO: _____   AGENCY CODE: __   ACCT.STATION: ____   UNIT: __
OBJECT CLASS: ____   DATE OF ACQUISITION: __ __ __  (MMDDYY)
SERIAL NO: _____        NFC-ID: _____   CUSTODIAN: _____
MISC NOTE 1: _____           PROP TYPE/DT: [ 1 ]_____

BASIC ID (IF COMPONENT): _____    PROPERTY CODE: _____
TOTAL-ACQUISITION AMOUNT: _____$.00    VARIABLE DEP.: ___  MONTHS
ACCOUNTING CLASS: _____    AMT: _____  __


LOCATION OF PROPERTY: FIRST ADDRESS: _____
                      SECOND ADDRESS: _____
                      CITY: _____  STATE: __  ZIP: _____,_____
** ACQUISITION DATE IS THE ORIGINAL DATE THE FEDERAL GOVERNMENT ACQUIRED
THIS PROPERTY -- NOT THIS TRANSACTION DATE

*DEPRESS "ENTER" TO ENTER DATA        *"PF10"=TO UPDATE PROPERTY MASTER
*PF1=ADM MENU  PF2=NEW REQUEST   PF6=REPEAT DATA  PF3=TRANS MENU   CLEAR=TERM
```

Figure 100. Loaned Screen

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Leased *(AC10)*

Leased is Option 10 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for a leased item.

To select this option, key in *10* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC10* at the SNO field. Press [Enter].

The Leased Property screen is displayed (**Figure 101**).

Key in the applicable data in accordance with the data entry instructions for **Option 2, New Acq. Not In Feeder**. The system generates **LEAS** in the Doc Type field. Use the PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

Note: The Leased Amount, Lease Start Date, and Lease End Date fields are *required* entries for this option in addition to the other required fields mentioned in Option 2. The Notes Below field is unique to this option, but is not a required entry.

Complete the following fields as described.

[1] **Region** *(conditional, numeric field; 2 positions).* Key in the region number. **Note:** This is a required entry **only** for Forest Service users since leased items are tracked regionally.

[2] **Leased Amount** *(required, numeric field; max. of 9 positions).* Key in the total amount of the lease. You may key in whole dollars without the cents since the system assigns the zeros. For example, if the total lease amount is $2389.00, key in *2389*.

[3] **Lease Start Date** *(required, numeric field; 6 positions).* Key in the starting date of the lease. For example, July 2, 1997 is keyed in as *070297*.

[4] **Lease End Date** *(required, numeric field; 6 positions).* Key in the ending date of the lease. For example, September 2, 1999 is keyed in as *090299*.

[5] **Notes Below** *(optional, alphanumeric field; max. of 312 positions).* Key in any data pertinent to the leased property item (4 lines, 78 spaces each).

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Added To The PMIS Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:38
AC10                         ** LEASED PROPERTY **               SNO: _____

NFC-ID: _____   DESCRIPTION: _____
AO NO: _____   CUSTODIAN: _____   AGENCY CODE: __   REGION: [1]
DOC TYPE: LEAS           DOCUMENT NO: _____   LINE ITEM NO: ____
NATL STOCK NO: _____   OBJECT CLASS: ____   PROP CODE: _____
MODEL NO: _____     SERIAL NO: _____
MANUFACTURER: _____
BASIC ID (IF COMPONENT): _____   LEASED AMOUNT: [2]_____  __
LEASE START DATE: [3]__  __  __ (MMDDYY)   LEASE END DATE: [4]__  __  __ (MMDDYY)
MISC NOTE 1: _____           MISC NOTE 2: _____

LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS: _____
  ** NOTES BELOW **   CITY: _____ STATE: __  ZIP: _____ , ____
              [5]     _____
                     _____
                     _____
                     _____


* DEPRESS "ENTER" TO ENTER DATA
*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 101. Leased Property Screen

Expendable *(AC11)*

Expendable is Option 11 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for an expendable item that is on loan to a non-Federal recipient. **Note:** This option is used **only** by FS, PACC, and CSREES.

To select this option, key in *11* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC11* at the SNO field. Press [Enter].

The Expendable Item screen is displayed (**Figure 102**).

Key in the applicable data in accordance with the data entry instructions for **Option 2, New Acq. Not In Feeder**. The system generates **EXP** in the Doc Type field. Use the PF keys in this option in accordance with instructions provided for use of PF keys in Option 2.

Note: The PROP Type and Location Of Property fields are *required* entries for this option in addition to the other required fields mentioned in Option 2.

Complete the PROP Type field as described.

[1] **PROP Type** *(required, alphanumeric field, max. of 15 positions)*. Key in the appropriate acronym/code to indicate the type of non-Federal recipient who has the expendable property on a loaned basis to facilitate GSA reporting. The valid acronyms/codes are as follows.

Acronym/ Code	Description
CRC	Cost Reimbursement Contractor
FPC	Fixed Price Contractor
PG	Project Grantee
FEPP	Excess Property Loaned to State Foresters for Fire Protection
CSRS	Cooperative State Research Service
1890	1890 Colleges
ES	Extension Service

[2] **Qty** *(optional, numeric field, max. of 7 positions)*. Key in the number of expendable items on loan.

After all data has been keyed in, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Added To The PMIS Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To establish another expendable property master using the same data as the one previously entered press [PF6]. Data in all fields *except* the NFC ID is repeated.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 09:17
AC11                   ******* EXPENDABLE ITEM *******         SNO: _____

NFC ID: _____    AGENCY CD: __     ACCT STATION: _____   UNIT: __
AO NO: _____   DOC TYPE: EXP   DOC NO: _____

ACQ DATE: __ __ __     ACQ AMT: _____ . __   PROP TYPE: 1
DESC: _____ NSN: _____   QTY: 2 _____

LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS: _____
                      CITY: _____ STATE: __  ZIP: _____ , ____

*DEPRESS "ENTER" TO UPDATE PROPERTY MASTER

PF1=ADM MENU   PF2=NEW REQUEST   PF06=REPEAT DATA   PF3=TRANS MENU  CLEAR=TERM
```

Figure 102. Expendable Item Screen

Modify Property Master *(AC12)*

Modify Property Master is Option 12 on the Acquisition/ Modify Menu (**Figure 87**). This option is used to modify an existing property master.

To select this option, key in *12* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC12* at the SNO field.

The Modify Property Master prompt screen is displayed (**Figure 103**).

Complete the field as described.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the item to be modified. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Modify Property Master (nonmotor vehicle) detail screen is displayed (**Figure 104**).

Note : The NFC ID and Agency Code fields are protected and cannot be modified. However, Forest Service (Agency 11) users can modify the Acct Station and Unit fields.

or

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 12:42
AC12                   **MODIFY PROPERTY MASTER**              SNO: _____




 ENTER NFC ID: _____




**  DEPRESS  "ENTER"  TO SEND DATA  **


*PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 103. Modify Property Master Prompt Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:49
AC12                     **MODIFY PROPERTY MASTER**              SNO: _____

AO NO: AH3448094034RO      DESCRIPTION: PRINT/READ_MICROFICHE_____
MODEL NO: 475AG_____ MANUFACTURER: MINNESOTA_MINING_____
DOC TYPE: CONV  DOCUMENT NO: 0269600_____  LINE ITEM NO: _____  COND CD: __
NATL STOCK NO: 3610_____  AGENCY CODE: 34  ACCT.STATION: 0079  UNIT: 00
OBJECT CLASS: 3141   DATE OF ACQ: 09  01  80 (MMDDYY) AVG MO VOLUME: _____
SERIAL NO: S-154233_____  NFC-ID: AG0002112676  CUSTODIAN: _____
MISC NOTE 1:    _____        MISC NOTE 2:  _____
BASIC ID (IF COMPONENT): _____      PROPERTY CODE: _____
TOTAL-ACQUISITION AMOUNT:      $1,298.28    VAR DEP: ___  (MO)
ACCOUNTING CLASS: 4538400009_____ AMT: 00001298  28
         *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*PF7=TO ENTER A NEW LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA,_APHIS,_PPQ,_CR_____
                      SECOND ADDRESS: 3505_BOCA_CHICA_BLVD.,_SUITE_333___
                      CITY: BROWNSVILLE_____ STATE: TX ZIP: 78521 , 4065
*DEPRESS "ENTER" TO SEND DATA          *PF10 = TO UPDATE PROPERTY MASTER
* PF04 = ADD OR UPDATE NOTES           *PF05 = TO ADD OR UPDATE WARRANTY
*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 104. Modify Property Master (nonmotor vehicle) Detail Screen

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Note: The following fields are protected on this screen and cannot be modified: **NFC ID, Equip. No., Acct. Sta. Unit,** and **Agency Code**.

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Modify For Motorized Equipment – Primary Data screen is displayed (**Figure 105**). The vehicle master record is comprised of two screens, the New Acquisition For Motorized Equipment – Primary Data screen and the Motorized Equipment – Additional Data screen. Modify the appropriate fields on the New Acquisition For Motorized Equipment – Primary Data screen as described in **Option 17, New Acquisition Motorized Equipment – Primary Data** found in this section of the procedure.

You can access the second screen of the master record, which contains the maintenance portion by pressing

[PF11]. The Modify For Motorized Equipment – Additional Data screen is displayed (**Figure 106**). Make modifications to the appropriate fields as described in Option 17.

Note: The following fields are protected on this screen and cannot be modified: **NFC ID, Status Code, Equip. No.,** and **Ownership Code**.

• To eliminate the feeder suspense record, correct the Doc Type, Document No, or Line Item No field, and press [Enter]. If a corresponding feeder suspense record is found, the message *This Feeder Exists, If You Wish To Apply This Property Item To This Feeder Record, Depress PF11* is displayed.

• To match the property receipt to the feeder master, press [PF11]. The New Acquisition feeder record screen is displayed (**Figure 89**). Verify the data for accuracy.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:59
AC17A           MODIFY FOR MOTORIZED EQUIPMENT-PRIMARY DATA      SNO: _____

NFC-ID: AG0002113903  EQUIP.NO.: 34____3V-11111  ACCT.STA.: 0079  UNIT: 00
AGENCY CODE: 34       AO NO: AH3448094034RO      PROGRAM: ISFU   REGION: __
DOC.TYPE: 838_        DOC.NO: 400_____    LINE ITEM: ____
ACQ.DATE: 07  01  97  ACQ.SRC.CODE: D            OBJ.CLASS: 3111  FSC: 2310
OWNERSHIP CODE: 3     STATUS CODE: 4             FOR/DOM.LOCATION: D
CLASS CODE: 100       VEH.TYPE CODE: ____        GEO.LOC.CODE: 220000049
SERIES/MODEL: TAURUS_____  MFG.: 001FORD_____
DESC.: S4D_____  G.V.W.R: ___400
SER/VIN: 111222_____  DRIVE: 4X2  MODEL YEAR: 96   COND.CODE: __
FUEL TYPE: 1          LICENSE NO.: EYY099____  NO.CYLINDERS: 6
TRANS.TYPE: A_        TRANS.SPEED: _4          PURCHASED FROM COMM.VENDOR?: _
VAR.DEPR.: 072  MONTHS                         ACQ.COST: __$11,000.00
ACCOUNTING CLASS: 4538400009_____  AMOUNT: 00011000  . 00
*THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*PF7=TO ENTER A NEW LINE OF ACCOUNTING*
** "ENTER" = SEND DATA                      ** "PF10" = UPDATE RECORD
* PF04 = UPDATE NOTES   *PF05 = UPDATE WARRANTY    *PF11 =ADDITIONAL DATA
PF01=ADM MENU   PF02=ANOTHER REQUEST    PF03=TRANS MENU    CLEAR=TERMINATE
```

Figure 105. Modify For Motorized Equipment – Primary Data Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:07
               MOTORIZED EQUIPMENT – ADDITIONAL DATA SCREEN      SNO: _____

NFC-ID: AG0002113903            EQUIP NO.: 34____3V-11111
STATUS CODE: 4                  OWNERSHIP CODE: 3
 -----------------------------------------------------------------------------
AREA CODE: ____            GROUP CODE: __
IN SERVICE DATE: __  __  (MMYY)  IN SERVICE MILES: _____
SCH.REPLACEMENT DATE: __  __  (MMYY)  USAGE CODE: _  (H=HOURS, M=MILES)

SPECIAL EQUIP.(ACCESSORIES): _____  AGENCY SPEC.CODE: _    SF-82 CODE: Y
C.I.D.: ____              VEHICLE PAY LOAD: _____
MANUFAC.EPA MPG: __  . ____    FOR/DOM MADE: _
CR.CARD NO.: _____        CONTRACT NO.: _____

LEASE START DATE: __  __  __  (MMDDYY)  LEASE END DATE: __  __  __  (MMDDYY)
VENDOR: _____  BASE COST: _____  . __   MILE RATE: __  . __

*"ENTER" TO ENTER DATA AND UPDATE MASTER
PF01=ADM MENU PF02=ANOTHER REQ  PF03=TRANS MENU  PF11=PRI DATA CLEAR=TERMINATE
```

Figure 106. Modify For Motorized Equipment – Additional Data Screen

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• To apply the property item to the feeder record, press [Enter]. The feeder record is removed from suspense status. If you do not want to apply the property item to the feeder record, press the applicable key shown at the bottom of the screen. If a corresponding feeder record is not found, the property receipt is updated and remains in property receipt status until it is matched with a corresponding feeder record.

Note 1: Whenever you modify an existing loaned property master record (*the Doc Type field indicates* LND *on the master record*) you **must** also complete the PROP Type/DT field, if the data is not already contained in the master record. If this occurs, the PROP Type/DT field is a *required* entry. If the loaned property master is modified, [PF10] is pressed, and the PROP Type/DT field is not filled with data, the messages *Property Type* and *Prop Type Date Invalid* are displayed at the bottom of the screen. For detailed data entry instructions on the PROP Type/DT field, see **Option 9, Loaned, Acquisition/ Modify Menu.**

After the new data has been keyed in to modify the property master, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Property Record Has Been Modified* is displayed at the bottom of the screen.

Note: Whenever the **Object Class**, **Total-Acquisition Amount**, or **Accounting Class** fields are modified, the system automatically compares the Object Class and Total-Acquisition Amount fields to determine whether or not the modified amount meets the dollar criteria for the particular object class code. If the total acquisition amount exceeds the dollar criteria for that object classification code, the message *"Acquisition Amount Does Not Meet Object Class Dollar Criteria"*. The message is intended only as an alert and will not prevent you from updating the amount in the property master record.

• To add or update the Property Notes, press [PF4].

• To add or update the Property Warranty Record, press [PF5].

• To reactivate the modify mode once the property master has already been updated, press [PF6].

• To add additional accounting lines, press [PF7].

• To change existing accounting classification data, key in the new accounting data over the existing accounting.

Note: Use [PF7] only to add new accounting lines. By pressing [PF7], the old accounting remains if the new accounting is not re-keyed.

• To modify another property master, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Change Lease Data *(AC13)*

Change Lease Data is Option 13 on the Acquisition/Modify Menu (**Figure 87**). This option is used to modify an existing master for leased property.

To select this option, key in *13* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC13* at the SNO field. Press [Enter].

The Change Lease Data prompt screen is displayed (**Figure 107**).

Complete the field as described.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Press [Enter].

The Change Lease Data detail screen is displayed (**Figure 108**).

Note: The NFC ID, Agency Code and Doc Type fields are protected and cannot be modified. Only Forest Service, Agency 11, can modify the Region field.

After the new data has been keyed in to modify the leased property master, press [Enter]. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [Enter]. The message *The Above Property Record Has Been Modified* is displayed at the bottom of the screen.

• To transfer leased property to purchased property, press [PF4].

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:45
AC13                           CHANGE LEASE DATA                 SNO: _____



   ENTER NFC ID: 1 _____



**  DEPRESS  "ENTER"  TO SEND DATA  **

*PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 107. Change Lease Data Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:50
                               CHANGE LEASE DATA                 SNO: _____
NFC ID: AG0002113018     AGENCY COD  90    AO NO:   NFFSD0003_____
DOC NO: 838_____ DOC TYPE:   LEAS   LINE NO: 0001
NSN:    7050_____    OBJ CLASS:  2364   ACCT ST: 0000   REGIO  00
PROP CD: _____ CUST:  KAHR_____    MODEL NO: M33344_____

DESC: MONITOR_____ SERIAL NO: MM55678_____
MFG:  XEROC_CORP_____ BASIC ID (COMPONENT): _____
MISC NOTE 1: BLDG_350_____     MISC NOTE 2: S40_____
LEASED START DATE: 04 20 94       LEASE END DATE:  04 20 95
LEASED AMOUNT : ____3000 00       AVG.MO.VOLUME:   0000000
LOCATION OF PROPERTY: FIRST ADDRESS:  6235_KUBEL_DRIVE_____
                      SECOND ADDRESS: 6299_LAMB_AVE_____
  ** NOTES BELOW     CITY: NEW_ORLEANS_____ STATE: LA  ZIP: 70127  , ____
  _____
  _____
  _____
  _____
PRESS "ENTER" TO UPDATE MASTER
 ** TO TRANSFER LEASED TO PURCHASED PROPERTY - DEPRESS "PF04" KEY
*PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 108. Change Lease Data Detail Screen

• To modify another leased property master, press [PF2] and repeat the process.

Press this key only when it is known that the property item is no longer leased. As a result of having transferred the item to purchased property, the property master no longer displays **LEAS** in the Doc Type field and the lease start and end dates are no longer a part of the property master record.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Modify Feeder Quantity *(AC14)*

Modify Feeder Quantity is Option 14 on the Acquisition/ Modify Menu (**Figure 87**). This option is used to modify the quantity on the feeder record.

To select this option, key in *14* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC14* at the SNO field. Press [Enter].

The Modify Feeder Quantity prompt screen is displayed (**Figure 109**).

Complete the fields as described.

1 **Doc Type** *(required, alphanumeric field; max. of 4 positions).* Key in the type of procurement document used to obtain the property item. Valid document types are:

Type		Description
633	–	FEDSTRIP
838	–	Purchase Orders
1129	–	Imprest Fund
MISC	–	Miscellaneous Payments
BANK	–	Purchase Card Management System

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For example, if a purchase order was the procurement document used, key in *838*.

2 **Document No** *(required, alphanumeric field; max. of 16 positions).* Key in the number of the procurement document.

Note See **Option 1, New Acquisition** for an explanation of how the document numbers are derived.

3 **Line Item No** *(required, numeric field; max. of 4 positions).* Key in the 4-digit line item number of the property item as shown on the procurement document. For example, key in line item 1 as *0001*. Press [Enter].

The Modify Feeder Quantity detail screen is displayed (**Figure 110**).

1. The **Quantity Received** field is the only field that can be modified. All other fields are protected and the data cannot be altered. When the quantity is changed, PROP

will automatically prorate the total cost associated with that specific line item.

2. The **Status** field displays Closed for all procurement documents, **except** Purchase Order and FEDSTRIP documents, which may display either Open or Closed. Items with an Open status can be updated to PROP. Once the procurement document has been closed in the respective feeder system, the Status field will change to Closed.

Note: If appropriate, a feeder master record with an Open status may be deleted. The Feeder History Option is available for inquiry purposes.

3. The **Misc Reference Data** field displays only for those transactions sent to PROP from the Miscellaneous Payments System.

Complete the field as described.

1 **Quantity Received** *(optional, numeric field; max. of 9 positions).* Key in the quantity received to modify the feeder record.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:46
 AC14                     **  MODIFY FEEDER QUANTITY  **          SNO: _____



                     DOC TYPE:  ____  [1]

                  DOCUMENT NO:  _____  [2]

                 LINE ITEM NO:  ____  [3]




     **  DEPRESS  "ENTER"  TO SEND DATA  **


     PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE

```

Figure 109. Modify Feeder Quantity Prompt Screen

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```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 12:49
                           **  MODIFY FEEDER QUANTITY  **          SNO: _____

   PMO                        ACCT         FS       ACQUISITION
   CODE        AGENCY        STATION      UNIT        AMOUNT            STATUS

   AH            34          0079          00         $540.00           OPEN
   DOC       DOCUMENT       LINE   OBJ    DATE     QUANTITY  QUANTITY  QUANTITY
   TYPE      NUMBER         ITEM   CLS   RECEIVED  RECEIVED  UPDATED   OUTSTANDING

   838     4032943C2118     0006   3141  10/05/93    [1]  1       0          1

                        ACCOUNTING DATA                    AMOUNT
             3512101003                                    $540.00
                    * THIS FEEDER MASTER HAS ONE ACCOUNTING RECORD *


   ** THIS FEEDER MASTER HAS NO PROP KEY **

   ** PF10 = TO CHANGE QUANTITY RECEIVED---PLEASE VERIFY FEEDER BEFORE UPDATING *

   PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 110. Modify Feeder Quantity Detail Screen

Note: If it is necessary to change the feeder quantity, the system will proportionately adjust the acquisition cost of the item. For example, if the feeder quantity was 3, and each item costs $1,0000, and the quantity is changed to 1, the system will change the acquisition cost of the item from $1,000 to $3000. The formula is feeder divided by quantity.

After the new data has been keyed in to modify the feeder record, press [PF10]. If the data passes system edits, the message *Quantity Received Successfully Changed* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, again press [PF10].

• To modify another feeder master, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Miscellaneous Property Items *(AC15)*

Miscellaneous Property Items is Option 15 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master for nonaccountable items in bulk quantity.

To select this option, key in *15* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC15* at the SNO field. Press [Enter].

The Miscellaneous Property Items screen is displayed (**Figure 111**).

Key in the applicable data in accordance with the entry instructions under **Option 2, New Acq. Not In Feeder**. **Note:** The Quantity and Unit Price fields are *required* entries for this option in addition to the other required fields mentioned in Option 2.

Complete the fields as described:

[1] **Quantity** *(required, numeric field; max. of 7 positions)*. Key in the total number of the bulk miscellaneous property items.

[1] **Unit Price** *(required, numeric field; max. of 8 positions)*. Key in the amount/cost per item. You may key in whole dollars without the cents; the system assigns the zeros. For example, key in $45.00 as *45*.

After all data is keyed in, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Added To The PMIS Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To add Property Notes, press [PF4].

• To reactivate the modify mode once the property has been added, press [PF5].

• To add the Property Warranty record, press [PF11].

• To add another miscellaneous property items master, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:49
AC15                   ** MISCELLANEOUS PROPERTY ITEMS **        SNO: _____

NFC ID: _____   AGENCY CODE: __   AO NO:  _____
DOC NO: _____ DOC TYPE: _____   LINE NO: ____
NSN:    _____    COND: __         ACCT STAT: ____  UNIT: __

PROP CD: _____ ACQ DT: __ __ __  CUSTODIAN: _____
DESC: _____  SERIAL NO: _____
MFG:  _____  MODEL NO: _____

MISC DATA 1: _____            MISC DATA 2: 1 _____
BASIC ID (COMPONENT): _____        QUANTITY:    1 _____
UNIT PRICE: 2 _____ __                   TOTAL AMOUNT:      $.00

LOCATION OF PROPERTY: FIRST ADDRESS:  _____
                      SECOND ADDRESS: _____
                      CITY: _____  STATE: __  ZIP: _____  , ____


*DEPRESS "ENTER" TO ADD THIS PROPERTY TO THE MASTER FILE
*PF1=ADM MENU  PF2=NEW REQUEST   PF6=REPEAT DATA  PF3=TRANS MENU   CLEAR=TERM
```

Figure 111. Miscellaneous Property Items Screen

Reactivate Property Master *(AC16)*

Reactivate Property Master is Option 16 on the Acquisition/Modify Menu (**Figure 87**). This option is used to reactivate a property master that previously had been placed in an inactive status.

To select this option, key in **16** at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC16* at the SNO field. Press [Enter].

The Reactivate Property Item prompt screen is displayed (**Figure 112**).

Complete the field as described.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the item to be reactivated. Press [Enter].

The Reactivate Property Item detail screen is displayed (**Figure 113**). The AO No field is validated to determine if the AO number is current. Current AO numbers are maintained in the agency's Accountable Officer Tables, which is an option on the Update Or View Table Menu.

If the AO number is **not** valid, the messages *The Above "AO" Is No Longer Valid—You Must Enter A New "AO No"* and *This Will Be Treated As A Transfer Of Property* are displayed at the bottom of the screen.

To change the AO number, position the cursor at the AO No field and key in a valid AO number. Because the AO number is changed, the system categorizes this action as a transfer of property.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:50
AC16                   **REACTIVATE PROPERTY ITEM**              SNO: _____




  ENTER NFC ID: 1 _____




***DEPRESS "ENTER" TO INPUT DATA


*PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 112. Reactivate Property Item Prompt Screen

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```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM               CT: 13:00
                          **REACTIVATE PROPERTY ITEM**             SNO: _____

NFC-ID: AG0002703589   DESCRIPTION: TYPEWRITER (WHEELWRITER)
A(0000 NFIC0040        CUSTODIAN: B SHIELDS STATUS: *INACTIVE*   COND CODE: A1
DOC TYPE: 838          DOCUMENT NO: 4072454545              LINE ITEM NO: 0001
OBJECT CLASS: 3141     AGENCY CODE: 90      ACCT STATION: 0010       UNIT: 00
ACQ AMT:        $597.00 ACQ DATE: 04 13 94 (MMDDYY) PROP CODE: NFC TYPEWRITER
NATL STOCK NO: 7430                          SERIAL NO: 11LF873
MANUFACTURER: IBM
MISC NOTE 1:                               MISC NOTE 2:

********************** A C C O U N T I N G   D A T A **********************
ACCOUNTING CLASS:                                 ACCT AMT:          $.00
TREASURY SYMBOL:
**THERE IS NO ACCOUNTING FOR THIS PROPERTY RECORD**
LOCATION OF PROPERTY: FIRST ADDRESS:   USDA,OFM,NFC,ASD
                      SECOND ADDRESS:  13800 OLD GENTILLY ROAD
                      CITY: NEW ORLEANS          STATE: LA  ZIP: 70129 ,
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL REACTIVATE THE PROPERTY ITEM
INTO THE PROPERTY SYSTEM.
***************   IF YOU WISH TO CONTINUE DEPRESS "PF10"   ***************
*PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 113. Reactivate Property Item Detail Screen

In cases where the AO number is no longer valid, you must key in a valid AO number before the property master record can be reactivated.

• To reactivate the property master, press [PF10]. The message *The Property Described Above Has Been Reactivated In The Property System* is displayed at the bottom of the screen. **Note:** As a result of reactivating the property master, the Status field changes from *inactive* to *active*.

• To reactivate another property item master, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

New Acquisition Motorized Equipment –Primary Data *(AC17A)*

New Acquisition Motorized Equipment is Option 17 on the Acquisition/Modify Menu (**Figure 87**). This option is used to establish a property master record for motorized equipment *not* captured via one of the feeder systems. Data for the master record is contained on two screens, the New Acquisition For Motorized Equipment–Primary Data screen and the New Acquisition For Motorized Equipment–Additional Data screen. Enter data on both screens to obtain a complete master record. At this time, this option is for use by all USDA agencies except Forest Service, Agency 11.

To select this option, key in *17* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC17* at the SNO field. Press [Enter].

The New Acquisition Motorized Equipment – Primary Data screen (**Figure 114**) is displayed.

Complete the fields as described.

1 **NFC ID** *(No entry field)*.**Note:** NFC ID is system generated for all USDA agencies **except** ARS.

ARS users:

NFC ID *(required, alphanumeric field; 12 positions)*. Key in the NFC ID.

Positions 1–4. Key in *AG00*.

Positions 5–12. Key in a unique number

2 **Equipment No.** *(conditional, alphanumeric, max of 14 positions)*. Key in the equipment number using the agency specific criteria provided below.**Note:** For **ARS** users, Equipment No. is *not* a required field. Also, entries for positions **1–7** of this field are the same for all other USDA agencies. For positions **8–14**, agency specific position entries are provided.

• **All USDA Agencies**

Positions 1–2. Key in your agency code. (See **Appendix A** for a list of agency codes.)

Positions 3–6. Press space bar four times.

Position 7. Key in either *3, 4,* or *5* as the ownership code. (A list of ownership codes and their definitions can be found in this option for the field description of **Ownership Cd**, field **16**).

• **APHIS**

Position 8. If the entry for position **7** is *3,* key in *V.*

or

If the entry for position **7** is *4,* key in *L.*

or

If the entry for position **7** is *5,* key in *G.*

Position 9. Key in a *dash,* e.g., –.

Positions 10–14. Key in any numbers from *0* through *9*.

• **NRCS**

Position 8–9. Key in your state code. State codes can be verified by referencing the Worldwide Geographic Location Codes published by GSA.

Positions 10–14. Key in any numbers from *0* through *9*.

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- All **Other USDA Agencies**

Positions 8–14. Key in any alphanumeric data.

[3] **Acct Sta** (*This field is system generated.*)

[4] **Unit** (*This field is system generated.*)

```
DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM              CT: 12:35
AC17A        NEW ACQUISITION FOR MOTORIZED EQUIPMENT-PRIMARY DATA   SNO: _____

NFC-ID: ___[1]___      EQUIP.NO.: ____[2]____    ACCT.STA.: [3]__   UNIT: [4]___
AGENCY CODE: [5]       AO NO: _____[6]_____  PROGRAM: __[7]     REGION: [8]
DOC.TYPE: [9]          DOC.NO: _____[10]_____   LINE ITEM: [11]__
ACQ.DATE: __[12]__     ACQ.SRC.CODE: _[13]       OBJ.CLASS: [14]__  FSC: [15]__

OWNERSHIP CODE: _[16]  STATUS CODE: _[17]        FOR/DOM.LOCATION: [18]__
CLASS CODE: ___[19]    VEH.TYPE CODE: __[20]     GEO.LOC.CODE: ____[21]___
SERIES/MODEL: ___[22]_____      MFG.: __[23]_____
DESC.: ____[24]_____          G.V.W.R: _[25]___
SER/VIN: __[26]_____    DRIVE: [27]_  MODEL YEAR: [28]   COND.CODE: [29]
FUEL TYPE: _[30]       LICENSE NO.: __[31]____  NO.CYLINDERS: [32]
TRANS.TYPE: [33]       TRANS.SPEED: __[34]__    PURCHASED FROM COMM.VENDOR? [35]
VAR.DEPR.: [36]_ MONTHS                           ACQ.COST [37]     $.00
ACCOUNTING CLASS: _____[38]_____      AMOUNT: [39]    . __

** DEPRESS "ENTER" TO SEND DATA         *"PF10" TO UPDATE PROPERTY MASTER
PF01=ADM MENU    PF02=ANOTHER REQUEST     PF03=TRANS MENU     CLEAR=TERMINATE
```

Figure 114. New Acquisition For Motorized Equipment – Primary Data Screen

[5] **Agency Code** (*required, alphanumeric field; 2 positions*). Key in your 2-position NFC-assigned agency code. **Note:** The agency code must correspond to the previously established agency code. (See **Appendix A** for a list of all agency codes.)

[6] **AO No** (*required, alphanumeric field; max. of 14 positions*). Key in the accountable officer number. **Note:** The first 2 positions of the AO number must correspond to the 2-position PMO code and must have previously been established in PROP.

[7] **Program** (*conditional, alphanumeric field; 4 positions*) Key in the program code specific to your agency. Agency specific codes are listed below:

Note: This is a required field only for those agencies whose entries are listed below. For those agencies not listed below, this is not a required entry.

- **Agricultural Research Service (ARS) Codes**:

ACSO, AC(*space*)(*space*)

- **Agricultural Marketing Service (AMS) Codes**:

CNMS, CNST, TBOO, LSSD, CNFT, CNGB, CNMN, CNCL, TMOO, CN(*space*)(*space*), LS(*space*)(*space*), TB(*space*)(*space*)

- **Grain Inspectors Packers and Stockyard Administration (GIPSA) Codes**:

PSSW, PS(*space*)(*space*) ,FGTC, FG(*space*)(*space*)

- **Animal and Plant Health Inspection Service (APHIS) Codes**:

ISFU, ISOS, ISRM, RERE, REAC, RERM, BBCT, BBVB, BBFO, BBBP, BBED, STNV, STRC, STMD, STNM, LPPI, LPEC, LPLS, LPMS, RDCR, RDMT, RDPD, RDPC, PDPE, PDAD, PDRA, PDPM, PDAH, MBIS, MBRM, MBFS, MBEO, MBAS, MBBA, MBHR, MBEE, AMDC, AMFS, AMSP, ADEA, ADWE, ADRC, PQDC, PQSE, PQNE, PQNA, PQCE, PQWE, PQLA, PQMD, VSNO, VSSE, VSFC, VSCE, VSIP, VSWE, VSDC, VSNV, VSSP, ISPL, ISAN, ISDC, ISAH, ISMF, ISRO, ISSW, ISWU, MBDC, RDDC, STDC, PQOS, RE(*space*)(*space*), RD(*space*)(*space*), PQ(*space*)(*space*), VS(*space*)(*space*), PD(*space*)(*space*), ST(*space*)(*space*), AD(*space*)(*space*), AM(*space*)(*space*), BB(*space*)(*space*), IS(*space*)(*space*), LP(*space*)(*space*), MB(*space*)(*space*)

- **Food Safety and Inspection Service Codes**:

CP(*space*)(*space*), MP(*space*)(*space*), RE(*space*)(*space*), SP(*space*)(*space*), IP(*space*)(*space*)**..**

[8] **Region** (*conditional , numeric, 2 positions*) Key in the region code specific to your agency. **Note:** This field is required only for those agencies whose codes are listed. For all other agencies this is not a required field.

Agency specific codes and conditions for use follow:

- **Codes and Conditions for Use**:

If agency is Rural Utilities Service (RUS) and the program code is: *ACTG, ELEC*, or *TELE*, then use Region Codes: NC(*space*)(*space*), NE(*space*)(*space*), SE(*space*)(*space*), (*space*)SW(*space*), WE(*space*)(*space*)

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- **FCS Codes:**

NC(*space*)(*space*),   (*space*)SW(*space*),
SE(*space*)(*space*),   MA(*space*)(*space*),
MP(*space*)(*space*),   WR(*space*)(*space*),
MW(*space*)(*space*), (*space*)NE(*space*)

- **FSIS Codes:**

NE(*space*)(*space*),   SE(*space*)(*space*),
NC(*space*)(*space*),   (*space*)SW(*space*),
(*space*)WL(*space*),   (*space*)WR(*space*),
(*space*)TC(*space*),   (*space*)BL(*space*),
(*space*)ML(*space*),   (*space*)PR(*space*),
EL(*space*)(*space*)

⑨ **Doc Type** *(required alphanumeric field; max. of 4 positions)*. Key in the type of procurement document used to obtain the motorized equipment. Document types and their descriptions are:

Code	Description
633	FEDSTRIP
744	Over-the-Counter Purchases
1129	Imprest Fund
838	Purchase Orders
MISC	Miscellaneous Payments
FFIS	Foundation Financial Information System
BANK	Purchase Card Management System

- For example, if a purchase order was the procurement document used, key in *838*.

⑩ **Doc No** *(required, alphanumeric field; max. of 12 positions)*. Key in the document number shown on the procurement document.

Note: For FFIS PROP users, the FFIS PROP interface will transmit the document number and line item number as indicated on the original procurement document. For example, if the original procurement document was a purchase order, key in the purchase order number.

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11 **Line Item** *(optional, alphanumeric field; 4 positions)*. Key in the 4-position line item number of the motorized equipment as shown on the procurement document. For example, key in line item 1 as *0001*.

12 **Acq Date** *(required, numeric field; 6 positions)*. Key in the date the equipment was acquired. For example, July 8, 1997, is keyed in as *070897*.

13 **Acq Src Cd** *(required, alpha field; 1 position)*. Key in the 1-position acquisition source code. **Note:** If you key in *B* as the acquisition source code, then you must key in either *4* or *5* in the Ownership Cd field, *field 16* on this screen. See the Ownership Cd field for a list of ownership codes and descriptions. Otherwise, key in *3* as the ownership code. Acquisition source codes and their descriptions are listed below:

Code	Description
A	Acquired as a new vehicle from the GSA Consolidated Procurement Program, but not in Feeder
B	Acquired Through Lease (60 days or more) From Any Source or Any Authority
E	Acquired as Excess Property From Another Federal Agency
G	Acquired through a purchase from a local vendor
H	Acquired Through a Donation
J	Acquired as a Result of a Physical Inventory
Z	Conversion

14 **Object Class** *(required, numeric field; 4 positions)*. Key in the appropriate 4-digit budget object class code. **Note:** If the ownership code keyed in is *3*, the object class code must be 3111 or 3113. If the ownership code is either *4* or *5,* the system generates 2163 or 2162, respectively.

15 **F.S.C.** *(required, numeric field; 4 positions)*. Key in the 4-digit federal supply class. The federal supply class is the first four positions of the National Stock Number. (Refer to **Appendix E** for a list of the valid Federal Supply Codes).

16 **Ownership Cd** *(optional, numeric field; 1 position)*. Key in the code identifying the ownership status of the motorized equipment. Ownership codes and their description follow:

Code	Description
1	Working Capital Fund
2	Reserved
3	Agency-owned
4	Commercially-leased
5	GSA-leased

Note: I the ownership code is *3, 4,* or *5,* it must match position 7 of the Equipment Number field. Also, if the ownership code is *3*, the Budget Object Class code cannot be a rental code.

17 **Status Code**. *(required, alphanumeric, 1 position)*. Key in the 1 position status code used to establish the current status of the vehicle. Valid codes and descriptions are:

Code	Description
1	Ordered (not in service)
2	Active (on hand, in service)
3	Available for loan
4	On hand (not in service)
5	Excess to USDA (not reported to GSA)
6	Reported to GSA for sale
7	Transferred within USDA
8	Sold by GSA
9	Transferred outside USDA
A	Sold with no replacement
B	Donated
C	Salvaged
D	Returned to the Interagency Fleet Management System
E	Returned to lessor (commercially leased)
W	Excess To Region
X	Excess To Program
Y	Trade-in Extended
Z	Trade-in To Be Sold

Agency specific entries follow:

- **APHIS:** 1, 2, 3, 4, 5, 6, W, X, Y, Z

- **NRCS:** 2, 6

- **ARS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, W, X, Y, Z

- **RHS, OIG, FSIS:** 1, 2, 3, 4, 5, 6

18 **For/Dom. Location** *(required, alphanumeric field; 1 position)*. Key in *D* (for *Domestic*) if the equipment is located in the U.S. or possessions the U.S.; **or** key in *F* (for *Foreign*) if the motorized equipment is located in a foreign country. **Note:** For all agencies **except** ARS, key in a space , if unknown.

19 **Class Code** *(required, numeric field; 3 positions)*. Key in the 3-digit class code to indicate the equipment class. (Refer to **Appendix F** for a list of valid class codes.) **Note:** The class code must correspond to a valid vehicle type code.

20 **Veh Type Cd** *(required, alphanumeric field; 3 positions)*. Key in the vehicle type code which correlates to a description of the type of equipment, i.e. the code for a bus is *BUS* and the code for a station wagon is *STW*. See the Glossary for agency specific entries and conditions.

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Note: The vehicle type code must correspond to the class code. (Refer to **Appendix G** for a complete list of the vehicle type codes).

Following are USDA agency specific codes and condition:

- **APHIS Codes and Conditions:**

If the Class Code field has an entry of *900,* use one of the following for the Vehicle Type Code: TA(*space*), TB(*space*), TBM, TC(*space*), TCB, TEQ, TEL, TF(*space*), TFU, TLA, TRF, TR(*space*), TS(*space*), TSP, TTA, TWR, OT(*space*)

- **NRCS Codes and Conditions:**

If the Class Code field has the entry of a code greater than *99*, but less than *300* the Vehicle Type code should be one of the following: TA(*space*), TBM, TB(*space*), TCB, TC(*space*), TEQ, TEL, TF(*space*), TFU, TLA, TFR, TR(*space*), TS(*space*), TSP, TTA, TWR, OTH.

21 **Geo Loc Code** *(required, alphanumeric field; 9 positions)*. Key in the 9-digit geographic location code indicating the state/city/county codes where the equipment is located. Verification of these codes may be made by referencing the Worldwide Geographic Location Codes published by GSA.

22 **Series/Model** *(required for APHIS and NRCS, alphanumeric field; max. of 17 positions)*. Key in the vehicle model and/or series name.

23 **Mfg. Make** *(required, alphanumeric field; max. of 12 positions)*. Key in the manufacturer of the motorized equipment (e.g., *Ford*, *Pontiac*, *John Deere*, *Buick*, etc.). (Refer to **Appendix K** for a list of valid manufacturer codes and their abbreviations.)

- **ARS** entries follow:

AM, AMER, AMG, AMLF, BAY, BRILL, BROCK, CHEV, CHRY, CTRLP, CUSH, DATSN, DIAM, DODGE, FEDL, FIAT, FORD, FWD, GM, HARN, HOME, HOLD, IHC, KAISR, LANDR, LORAN, MACK, MAZDA, MOTO, MITSB, OPEL, OSHK, PEUG, PLY, REO, ROKON, STUD, TALBO, TOYO, VOLVO, VW, WEST, WHITE, WILLY

24 **Description** *(required, alphanumeric field; max. of 40 positions)*. Key in the description of the motorized vehicle.

Note: APHIS users must enter one of the following codes:

S4D
STW
TCL
TRV
TSD
TPU
TST
TUB
TTR
TPD
TDS
TJP
TPD
BUS

25 **G.V.W.R.** *(conditional , numeric field; max. of 6 positions)*.**Note:** This is a required field **except** when the Vehicle Class Code is in the *100* or *200* series. Key in the gross vehicle weight rating of the motorized equipment. For example, key in *4000* for motorized equipment weighing 4,000 lbs.

- **ARS** users:

If the Class Code is greater than **700** and less than **708,** key in *012499,* **or** if the Class Code is greater than **800** and less than **808**, key in *023999*.

26 **Ser/Vin** *(required, alphanumeric field; max. of 20 positions)*. Key in the unique serial or vehicle identification number of the vehicle.

27 **Drive** *(conditional, alphanumeric, 3 positions)*. Key in the number of drive wheels of the vehicle (e.g., 4X2, 4X4, 6X4, 6X6, etc.**Note:** If the Class Code entry is in the *100* or *200* series, this is **not** a required field. Following are agency specific entries:

- **All Agencies**

Position 1. Key in a number between *2* and *7*.

Note: All Agencies except **APHIS:** The entry must be greater than or equal to the value in *Position 3*.

Position 2. Key in an *X*.

Position 3. Key in a number between *1* and *6*.

28 **Model Year** *(required, numeric field; 2 positions)*. Key in the calendar year in which the motorized equipment was manufactured. For example, key in *97* for Calendar Year 1997.

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29 **Cond Code** *(optional, alphanumeric field; max. of 2 positions).* Key in the disposal condition code of the motorized equipment. (Refer to **Appendix H** for a list of condition codes and their abbreviations.) Valid codes are:

Code	Condition
1	Unused – Good
2	Unused – Fair
3	Unused – Poor
4	Used – Good
5	Used – Fair
6	Used – Poor
7	Repairs Required (15% or less of acquisition cost)
8	Repairs Required (16%–40% of acquisition cost)
9	Repairs Required (40%–65% of acquisition cost)
X	Salvage
S	Scrap

30 **Fuel Type** *(required, numeric field; 1 position).* Key in the code identifying the type of fuel used in the motorized equipment. See the **Glossary** for agency specific fuel types. Valid codes are:

Code	Type
0	Non (FS only)
1	Gasoline
2	Diesel
3	Aircraft
4	Electric
5	Other
8	Ethanol (E–85)
9	Methanol (M–85)

31 **License No** *(required, alphanumeric field; max. of 10 positions).* Key in the license plate number assigned to the vehicle using the numbers *0* through *9* and letters *A* through *Z* as the only acceptable entries. Special characters (e.g., dashes, spaces, etc.) are not permitted as acceptable entries.

• Agencies: **01–Office of the Secretary; 08–Risk Management; 23–Office of Inspector General; 37–Food Safety and Inspection Service,** and **90–National Finance Center**

Positions 1–7 of the License Number field must contain the same values as positions *8–14* of the Equipment Number field.

32 **No Cylinders** *(required, numeric field; max. of 2 positions).* Key in either *1, 2, 3, 4, 5, 6, 7*, *8,* or **10** for the number of cylinders in the engine of the vehicle. For example, key in *6* for a vehicle that has six cylinders.

33 **Trans Type** *(required, alphanumeric field; max. of 2 positions).* Key in *A* (automatic), *M* (manual), or a *space,* indicating the transmission type.

34 **Trans. Speed** *(optional, numeric, 2 positions).* Key in the code to indicate the number of forward transmission speed. For example, for a 4 speed transmission, key in *04.*

• **APHIS Users:**

The entry in this field must be greater the *00* and less than *21.*

35 **Purchased From Comm. Vendor?** (*optional, alphanumeric, 1 position)* Key in either *Y* (for Yes) or *N* (for No), indicating whether or not the vehicle was purchased from a commercial vendor.

Note: For **FSIS** users, Agency 37, this is a **required** entry.

36 **Var Depreciation***, numeric field; max. of 3 positions).* Key in the number of months to indicate a depreciation schedule other than the normal depreciation schedule. **Note:** If left blank and budget object class code **3111** is used, the depreciation defaults to either 6 or 7 years.

37 **Acq Cost** *(no-entry field).* This field is system generated and is the total of the accounting classification amount lines.

38 **Accounting Class** *(required, alphanumeric field; max . of 35 positions).* Key in the accounting classification code for the vehicle.**Note:** If the ownership code is either *4* or *5*, key in *spaces* in this field.. To add more than one accounting line to the property master, press [PF8] to key in additional accounting lines.

39 **Amount** *(required, numeric field; max. of 10 positions).* Key in the amount applicable to the accounting classification code keyed in. For every accounting classification line keyed in, key in an amount. Key in whole dollars without the cents; the system assigns the zeros. For example, key in $1,050.00 as *1050*. Press [Enter].

After all data is keyed in, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

To complete the master record by updating additional data, press[PF11].

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The New Acquisition For Motorized Equipment – Additional Data screen is displayed (**Figure 115**). This screen displays basic master record data in the following fields: **NFC–ID, Status Code, Equip No. Ownership Code.** Other fields are displayed so data can be keyed in to modify the record.

Complete the fields as described.

1   **Area Code** (*optional, alphanumeric, 4 positions*). Key in the code used by your agency.

2   **Group Code** (*optional, alphanumeric, 2 positions*). Key in the code used by your agency.

3   **In Service Date** (*optional, numeric, 4 positions*). Key in the month and year using the *MMYY* format indicating the date the vehicle was put into use. For example July 1997 is keyed in as *07 97*.

4   **In Service Miles** (*optional, numeric, max. of 6 positions*). Key in up to six digits to indicate the number of miles registered on the odometer at the time the vehicle was put into use.

5   **Sch. Replacement Date** (*optional, numeric, 4 positions*). Key in the month and year using the *MMYY* format, indicating the date the equipment is scheduled for replacement. For example, August 1997 is keyed in as *08 97*.

6   **Usage Code** (*optional, alpha, 1 position*). Key in either *H* (for Hours) or *M* (for Miles), which indicates whether or not the annual utilization is based on hours or miles.

7   **Special Equip. (Accessories)** (*optional alphanumeric, max. of 10 positions*). Key in up to five two-position accessory codes without a space between the codes which identifies the accessories attached to the vehicle.

For example, key in *AC* (for air conditioning). Refer to the GSA-published Federal Standards and Specifications manual for a complete list of accessories and definitions. Following is a list of the codes used by USDA: **AC, PS, PB, CC, D3, D7, OD, H2, H4, H5, PP, AH, AF, SW, XL, CN, RD, RW, FS, L6, L8, LB, EH, OT, T2, T3, T4, RA, SP, CL, RM, GD,** or (*space*)(*space*).

8   **Agency Spec. Code** (*optional, alpha field, 1 position*). Key in the special code for light trucks. Valid codes are:

Code	Condition
A	Vehicle Used for Towing Such Items as Boats, Horse Trailers, House Trailers, etc.
B	Fire Fighting/Fire Suppression Vehicle
C	Snow Removal
D	Hauling Wild Animals
E	Hauling Fish Transfer Tanks
F	Hauling Permanently Mounted Equipment such as Augers, Drill Rights, Mobile Labs, etc.

9   **SF–82 Code** (*This is a no entry field. This is a system generated field determined by the entry in the Ownership Code field.*) If the Ownership Code field contains the code **3**, the system defaults to **Y** (for Yes) to print the SF–82, Agency Report of Motor Vehicle Data. If the Ownership Code field contains a code other than **3**, the system defaults to **N** (for No) and cannot be changed. The SF–82, Agency Report of Motor Vehicle Data will not be printed.

• **Agencies: 01, 05**, **08, 10, 13, 18, 20, 35, 43 90, 98** or **FA.** If the code in the Ownership Code field is either *3* or *4,* and position 1 of the Class Code is *9,* the system defaults to *Y.*

```
DATE: 07/12/97              PERSONAL PROPERTY SYSTEM              CT: 08:38
AC17B      NEW ACQUISITION FOR MOTORIZED EQUIPMENT-ADDITIONAL DATA  SNO: _____

NFC-ID: AG0002113903                EQUIP NO.: 34    3V-11111
STATUS CODE: 4                      OWNERSHIP CODE: 3
----------------------------------------------------------------------------
AREA CODE: [1]                      GROUP CODE: [2]
IN SERVICE DATE: [3]     (MMYY)     IN SERVICE MILES: [4]
SCH.REPLACEMENT DATE: [5]   (MMYY)  USAGE CODE: [6]  (H=HOURS, M=MILES)

SPECIAL EQUIP.(ACCESSORIES): [7]    AGENCY SPEC.CODE: [8]   SF-82 CODE: Y[9]
C.I.D.: [10]                        VEHICLE PAY LOAD: [11]
MANUFAC.EPA MPG: [12] . ____        FOR/DOM MADE: [13]
CR.CARD NO.: [14]                   CONTRACT NO.: [15]

LEASE START DATE: [16]   (MMDDYY)   LEASE END DATE: [17]   (MMDDYY)
VENDOR: [18]                        BASE COST: [19] . __   MILE RATE: [20] . __

** DEPRESS "ENTER" TO SEND DATA        *"PF10" TO UPDATE PROPERTY MASTER
PF01=ADM MENU PF02=ANOTHER REQ  PF03=TRANS MENU  PF11=PRI DATA CLEAR=TERMINATE
```

Figure 115. New Acquisition For Motorized Equipment – Additional Data Screen

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10 **C.I.D.** (*optional, numeric, max. of 4 positions*) Key in the cubic or centimeter inch displacement size of the engine.

11 **Vehicle Pay Load** (*optional, numeric, max. of 6 positions*) Key in the vehicle weight in pounds.

Agency: 30

If the Class Code is greater the 300 and less than 317, **or** if the Class Code is greater the 400 and less than 408, the entry must be numeric.

12 **Manufac. EPA MPG** (*optional, numeric, max. of 3 positions*).Key in the EPA rating assigned by the manufacturer, e.g., 22.4. Whole numbers do not require the decimal.

13 **For/Dom Made** (*optional, alphanumeric, 1 position*). Key in *F* (for Foreign) or *D (*for Domestic) to indicate where the vehicle was made. Key in a *space* if unknown.

14 **Cr. Card No** (*optional, alphanumeric, 10 positions*). Key in the number of the U.S. Government National Credit Card (SF–149) used to account for the vehicle expense.

15 **Contract No** (*optional, alphanumeric, max. of 14 positions*). Key in up to 14 characters to indicate the GSA contract number under which the vehicle was acquired.

16 **Lease Start Date** (*optional. numeric, 6 positions*). Key in the beginning date of the lease agreement using the *MMDDYY* format. For example, September 1, 1997 is keyed in as *090197*. **Note:** If the code in the **Owner Type** field is *3*, do not make an entry in this field.

17 **Lease End Date** (*optional, numeric, 6 positions*). Key in the end date of the lease agreement using the *MMDDYY* format. For example, December 1, 1997 is keyed in as *120197*.**Note:** If the code in the Owner Type field is *3*, do not make an entry in this field. However, for **ARS** if the code in the Owner Type field is *4* or *6*, an entry is **required** in this field.

18 **Vendor** (*conditional, alphanumeric field, max. of 20 positions*). Key in the leasing vendor's name.**Note:** If the code in the Owner Type field is *3*, do not make an entry in this field.

19 **Base Cost** *conditional, numeric, max. of 10 positions*). Key in the amount, i.e., *monthly cost,* of the lease agreement. Key in whole dollars without the cents; the system assigns the zeros. For example, key in $450.00 as *450.***Note:** If the code in the Owner Type field is *3*, do not make an entry in this field.

20 **Mile Rate** (*conditional, numeric, max. of 10 positions*). Key in the rate-per-mile charge of the GSA Interagency Motor Pool System (e.g., 5 cents = .050, 5.5 cents = .055.**Note:** If the code in the Owner Type field is *3*, do not make an entry in this field.

- **ARS Users:**

If the Owner Type field has a code of *3* or *6*, do not make an entry in this field.

After all data is keyed in, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated. After all data is corrected, press [PF10]. The message *The Above Information Has Been Added To The "PMIS" Master* is displayed at the bottom of the screen.

- To add notes, press [PF04]. The Notes screen which is similar to (**Figure 92**) is displayed. Data entry instructions for completing the fields on this screen remain the same as described in the option **New Acq. Not In Feeder, (AC02)** in the USDA PROP procedure manual.

- To add warranty data, press [PF05]. The Warranty Information which is similar to (**Figure 93**) is displayed. Data entry instructions for completing the fields on this screen remain the same as described in the option **New Acq. Not In Feeder, (AC02)** in the USDA PROP procedure manual.

- To establish another motorized equipment property item master record, press [PF2] and repeat the process as described.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Input Motorized Equip.Oper.Data *(AC18)*

Input Motorized Equip. Oper. Data is Option 18 on the Acquisition/Modify Menu (**Figure 87**). This option is used to add a new operational data record, change an existing operational data record, modify existing vehicle inspection data, or delete and existing operational data record.

To select this option, key in *18* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *AC18* at the SNO field. Press [Enter].

The Motorized Equipment Transaction prompt screen is displayed (**Figure 116**).

Instructions for each action are discussed separately as follows:

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Adding A New Motorized Equipment Maintenance Record. At the Motorized Equipment Transaction prompt screen (**Figure 116**), respond to the prompts as follows:

Note : Enter prompt information in either the NFC ID *or* the Equip. Number field as described below. It is not necessary to enter data in both fields..

⌊1⌋ **NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID to add a motorized equipment maintenance record.

Note: NFC ID is system generated for all USDA agencies **except** ARS.

ARS users:

Positions 1–4. Key in *AG00*.

Positions 5–12. Key in a unique number

or

⌊2⌋ **Equipment No.** *(conditional, alphanumeric, max of 14 positions)*. Key in the equipment number using the agency specific criteria provided below.

Note: For **ARS** users, Equipment No. is *not* a required entry field. Agency specific entries are provided for other USDA agencies.

- **All USDA** *except* ARS

Positions 1–2. Key in your agency code. (See **Appendix A** for a list of agency codes.)

Positions 3–6. Press space bar in each position.

Position 7. Key in either *3, 4,* or *5* as the ownership code. **Note:** Although other ownership codes exist, these are the only acceptable entries for this field..

Code	Description
3	Agency-owned
4	Commercially-leased
5	GSA-leased

- **APHIS**

Position 8. If the entry for position **7** is *3,* key in *V.*

or

If the entry for position **7** is *4,* key in *L.*

or

If the entry for position **7** is *5,* key in *G.*

Position 9. Key in a *dash,* e.g., –.

Positions 10–14. Key in any numbers from *0* through *9*.

```
DATE: XX–XX–XX              PERSONAL PROPERTY SYSTEM              CT: 17:13
AC18                      MOTORIZED EQUIPMENT TRANSACTION         SNO: _____

                NFC-ID: ___[1]_____   OR EQUIP.NUMBER: ___[2]_____
                ACTION CODE: _ [3]      (SELECT ONE OF THE FOLLOWING)

                        A – ADD A NEW RECORD  (REQUIRES DATE)
                        C – CHANGE AN EXISTING RECORD OR
                            MODIFY VEHICLE INSPECTION DATA
                        D – DELETE AN EXISTING RECORD

                   DATE: MONTH: [4]  YEAR: __

   ** DEPRESS "ENTER" TO SEND DATA

   PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 116.   Motorized Equipment Transaction Prompt Screen

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- **NRCS**

Position 8–9. Key in your state code. State codes can be verified by referencing the Worldwide Geographic Location Codes published by GSA.

Positions 10–14. Key in any numbers from *0* through *9*.

- **Other USDA Agencies**

Positions 8–14. Key in any alphanumeric data.

[3] **Action Code** *(required, alpha field; 1 position).* Key in *A* (for *add*).

[4] **Date** *(required, numeric field; 4 positions).* **Month:** Key in the 2 digits indicating the month of the maintenance record to be added. For example, key in *05* for the month of May. **Year:** Key in the 2 digits indicating the calendar year. Key in *97* for Calendar Year 1997. Press [Enter].

The Motorized Equipment Maintenance—Month Of XX/XX add screen is displayed (**Figure 117**).

At the Motorized Equipment Maintenance—Month Of XX/XX add screen (**Figure 117**), complete the following fields, where applicable, to update the PROP data base.

Note: The data fields on **Figure 117** *are not required* fields; however, to add an operational data record, you **must** complete at least one of the fields.

[1] **Odometer** *(conditional, numeric field; 6 positions).* Key in the miles registered on the vehicle's odometer.

[2] **Days Used** *(conditional, numeric field; max. of 2 positions).* Key in the number of days the equipment was in use during the month.

[3] **No. Accidents** *(optional, numeric field; max of 2 postions).* Key in the number of accidents for the month, if any .

[4] **Qts Oil** *(optional, numeric, max. of 3 positions).* Key in the number of quarts of oil added to the vehicle. This does not include the quarts added at oil changes.

[5] **Storage Cost** *(optional, numeric, max. of 5 positions).* Key in the whole dollar amount paid to any source for the storage of the vehicle. This does not include costs incurred due to incidental parking fees. It does include costs for contractual parking required due to the lack of free public parking or for holding vehicles prior to sales.

[6] **Tire Cost** *(optional, numeric, max. of 5 positions).* Key in the odometer reading at the time the tires were replaced. Use whole numbers, rounding up or down.

[7] **Inspect Odom.** *(optional, numeric, max. of 6 positions).* Key in the mileage at the time of inspection. Use whole numbers, rounding up or down.

[8] **Inspect. Date** *(optional, numeric, 4 positions).* Key in the date of the inspection using the *MMYY* format, if the vehicle was inspected during the reporting period.

[9] **Fuel Type** *(optional, numeric field; 1 position).* Key in the code identifying the type of fuel used in the motorized equipment. Valid codes are:

Code	Type
0	Non (FS only)
1	Gasoline
2	Diesel
3	Aircraft
4	Electric
5	Other

Figure 117. Motorized Equipment Maintenance Add Screen

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10̲ **Fuel Cost** (*optional, numeric, max. of 5 positions*). Key in the cost in whole dollars if obtained from a commercial pump. Do not enter the cost of Government dispensed fuel.

11̲ **Gallons** (*optional, numeric,max. of 5 positions*). Key in the number of gallons or liters pumped into the vehicle during the reporting period. The system will automatically convert liters into gallons.

12̲ **Agency Costs** (*optional, numeric field; max. of 10 positions*). Key in the dollar amounts associated with labor, maintenance, and any accident in the 13̲ **Labor,** 14̲ **Maint,** 15̲ **Accident,** fields, if applicable. In the 16̲ **Recovered** field, key in the dollar amount of the costs that were recovered as the result of an insurance and/or warranty reimbursement. Key in the amount for any repairs or other maintenance in the 17̲ **Repair/Other** field. **Note:** Complete the above fields when expenses are incurred by the agency.

18̲ **Commercial Costs** (*conditional, numeric field; max. of 10 positions*). Key in the dollar amounts associated with labor, maintenance, and any accident in the 19̲ **Labor,** 20̲ **Maint,** and 21̲ **Accident** fields, if applicable. In the 22̲ **Recovered** field, key in the dollar amount of the costs that were recovered as a result of an insurance and/or warranty reimbursement. Key in the dollar amount for any repairs and/or other maintenance costs in the 23̲ **Repair/Other** field. **Note:** Complete the above fields when expenses are incurred through a commercial source.

After all data is keyed in, press [Enter]. If the data passes system edits, the message *Record Has Been Added* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To establish another motorized equipment maintenance record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Changing An Existing Motorized Equipment Maintenance Record Or Modifying Vehicle Inspection Data.
At the Motorized Equipment Transaction prompt screen (**Figure 116**), respond to the prompts as follows:

Note: Enter prompt information in either the NFC ID **or** the Equip. Number field as described below. It is not necessary to enter data in both fields.

1̲ **NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID to change a motorized equipment maintenance record.

or

2̲ **Equipment No.** (*conditional, alphanumeric, max of 14 positions*). Key in the equipment number.

3̲ **Action Code** (*required, alpha field; 1 position*). Key in *C* (for *change*).

4̲ **Date** ((*optional, numeric field; 4 positions*). **Month:** Key in the 2 digits indicating the month of the maintenance record to be changed. For example, key in *05* for the month of May. **Year:** Key in the 2 digits indicating the calendar year. Key in *97* for Calendar Year 1997.

Note: To query more than one record, do not enter data in the **Date** field..

Press [Enter].

The Motorized Equipment Maintenance—Month Of XX/XX change screen is displayed (**Figure 118**).

If data was keyed in the **Date** field, **Figure 118** displays the Motorized Equipment Maintenance screen for the specific period keyed in at **Figure 116**. If data was not keyed in the at the **Date** field, press [PF5] to query the list of maintenance records until you reach at the appropriate record. Key in the new data to change/modify the maintenance/inspection data in accordance with instructions under **Adding A New Motorized Equipment Maintenance Record**.

After all data is keyed in, press [Enter]. If the data passes system edits, the message *Above Record Has Been Modified—Please Select One Of The Options Below* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To change another motorized equipment maintenance record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
DATE: XX-XX-XX              PERSONAL PROPERTY SYSTEM              CT: 10:06
                 MOTORIZED EQUIPMENT MAINTENANCE---MONTH OF 09/97   SNO: _____

NFC-ID: AG0002113903    EQUIP NO.: 34    3V-11111     STATUS CODE: 4
LICENSE NO: EYY099      AO NO: AH3448094034RO
------------------------------------------------------------------------
ODOMETER: __2024        DAYS USED: _7              NO. ACCIDENTS: _
QTS OIL: ___            STORAGE COST: _____130 . 00  TIRE COST: _____ . 00
INSPECT.ODOM.:    0  INSPECT.DATE: _7  97  (MMYY)

FUEL TYPE: _            FUEL COST: _____ . 00     GALLONS: ____

AGENCY COSTS-                         COMMERCIAL COSTS-
 LABOR: _____   . 00                LABOR: _____   . 00
 MAINT: _____   . 00                MAINT: _____   . 00
 ACCIDENT: _____   . 00             ACCIDENT: _____   . 00
 RECOVERED: _____   . 00            RECOVERED: _____   . 00
 REPAIR/OTHER: _____   . 00         REPAIR/OTHER: _____   . 00

** ENTER NEW INFORMATION AND DEPRESS "ENTER" TO UPDATE CURRENT INFORMATION
*FIRST MAINTENANCE RECORD                      *PF5=NEXT MAINTENANCE RECORD
PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 118. Motorized Equipment Maintenance ——— Month Of XX/XX Change Screen

Deleting An Existing Motorized Equipment Maintenance Record. At the Motorized Equipment Transaction prompt screen (**Figure 116**), respond to the prompts as follows:

1 **NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID to delete a motorized equipment maintenance record.

2 **Action Code** *(required, alpha field; 1 position).* Key in **D** (for *delete).*

3 **Date***(required, numeric field; 4 positions).* **Month:** Key in the 2 digits indicating the month of the maintenance record to be deleted. For example, key in **05** for the month of May. **Year:** Key in the 2 digits indicating the

calendar year. Key in **97** for Calendar Year 1997. Press [Enter].

A completed screen (similar to **Figure 118**) is displayed.

View the completed screen to verify this is the correct maintenance record to be deleted. If this is the record to be deleted, press [PF7]. The message *The Above Record Has Been Deleted—Please Select One Of The Options Below* is displayed at the bottom of the screen.

• To delete another motorized equipment maintenance record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Transfers Menu *(TFMU or TR02)*

Transfers Menu is Option 2 on the Transaction Menu (**Figure 86**). The Transfers Menu provides a list of options to transfer property items within or into the PROP data base. Transfers accomplished via this menu are included in the end-of-year SF–121, Annual Report of Utilization and Disposal of Excess and Surplus Personal Property.

To select this option, key in *2* at the Selection Code prompt on the menu screen, **or** at any PROP screen, key in *TFMU* or *TR02* at the SNO field. Press [Enter].

The Transfers Menu is displayed (**Figure 119**).

To select an option on the Transfers Menu screen, key in the option number at the Selection Code prompt on the menu, **or** at any PROP screen, key in the SNO at the SNO field.

Following is a brief description and the SNO for each option:

1. Another Federal Agency By GSA (SNO: **TF01**). This option is used to record the transfer of a property item from a USDA agency to another non USDA agency when the transaction is handled through GSA.

Note: After this action is taken on a property item, the item is no longer associated with the accountable officer. However, the property master history record is retained in the PROP data base for inquiry purposes. (See **Figure 120** through **Figure 121**) for screen exhibits of Option 1.)

2. Reassign Within Department (SNO: **TF02**). This option is used to reassign a property item between USDA agencies. This option is **not** used to handle transfers with-

in the same agency. (See **Option 5, Transfer Within Agency**.)

Note: The accountable officer receiving the property item(s) is responsible for ensuring that the PROP data base is updated accordingly.(See **Figure 122** through **Figure 124**) for screen exhibits of Option 1.)

3. CEPO Warehouse (SNO: **TF03**). This option is used after personal property has been physically transferred to the Centralized Excess Property Operations (CEPO). Since transportation costs associated with shipping items to the CEPO Warehouse can be costly and are a direct responsibility of the agency declaring the property excess, the use of this option is primarily restricted to USDA offices located in the Washington, D.C. area. USDA offices located outside the Washington, D.C. area should report all excess property to the Departmental Excess Personal Property Coordinator (DEPPC). (See instructions under **Option 1, Excess, Reporting Change Of Status Menu**.)

Note: After this action is taken, the property item is no longer associated with the accountable officer. However, the property master history record is retained in the PROP data base for inquiry purposes. (See **Figure 125** through **Figure 126**) for screen exhibits of Option 3.)

4. Another Federal Agency By Agency (SNO: **TF04**). This option is used to record a transfer of property from a USDA agency to another non USDA agency. The transfer is handled directly by the USDA agency. This should not be confused with those transfers that are handled by GSA as described under **Option 1**. **Note:** After this action is taken, the property item is no longer associated with the accountable officer. However, the property master history record is retained in the PROP data base for inquiry purposes. (See **Figure 127** through **Figure 128**) for screen exhibits of Option 4.)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:14
TFMU                            TRANSFERS MENU                    SNO: _____

SELECT ONE TO TRANSFER PROPERTY TO:

 1. ANOTHER FEDERAL AGENCY BY GSA

 2. REASSIGN WITHIN DEPARTMENT

 3. CEPO WAREHOUSE

 4. ANOTHER FEDERAL AGENCY BY AGENCY

 5. TRANSFER WITHIN AGENCY
    (USE ACQUISITION/MODIFY SCREEN AND SELECT NO. 12,
     MODIFY PROPERTY MASTER)
 SELECTION CODE:

  ** DEPRESS "ENTER" AFTER ENTERING SELECTION CODE ABOVE


 PF1=ADMIN MENU              PF2=TRANSACTION MENU              CLEAR=TERMINATE
```

Figure 119. Transfers Menu

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5. Transfer Within Agency (SNO: **AC12**).This option is used to modify an existing property master and will accommodate transfers of property within the same agency. To accomplish this, you **must** access the Modify Property Master screen (AC12) on the Acquisition/Modify Menu (**Figure 87**) and modify the accountable officer number and/or custodian data fields.

Note: All of the options on the Transfers Menu, except Option 2, Reassign Within Department, actually delete the property master record and change the status to *Inactive*.

Another Federal Agency By GSA *(TF01)*

Another Federal Agency By GSA is Option 1 on the Transfers Menu (**Figure 119**). This option is used to record the transfer of a property item from a USDA agency to another non USDA agency when the transaction is handled through GSA.

To select this option, key in *1* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *TF01* at the SNO field. Press [Enter].

The Transfer To Another Fed. Agency By GSA prompt screen is displayed (**Figure 120**).

Respond to the prompt as follows:

[1] **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be transferred to another Federal agency by GSA. Press [Enter].

The Transfer To Another Fed. Agency By GSA detail screen is displayed showing the property master record for the specific NFC ID keyed in (**Figure 121**). The system cautions you to ensure this is the property master to be transferred. After the item is transferred, additional action on the property item is not permitted.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:14
TF01               *TRANSFER TO ANOTHER FED. AGENCY BY GSA*      SNO: _____




  ENTER NFC ID:  [1]_____




***DEPRESS "ENTER" TO INPUT DATA


*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 120. Transfer To Another Fed. Agency By GSA Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 08:33
TF01               *TRANSFER TO ANOTHER FED. AGENCY BY GSA*      SNO: _____

NFC-ID: AG0000000076  DESCRIPTION: DESK
AO NO: AH000000000304 CUSTODIAN:          STATUS:           COND CODE:
DOC TYPE: CON         DOCUMENT NO: 777777                   LINE ITEM NO:
OBJECT CLASS: 3167    AGENCY CODE: 08      ACCT STATION: 0002      UNIT: 00
ACQ AMT:      $4,321.11 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE: A0101
NATL STOCK NO: 7125                        SERIAL NO: 56788
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                               MISC NOTE 2
********************* A C C O U N T I N G  D A T A ************************
ACCOUNTING CLASS: 2010100004200                    ACCT AMT:      $4,321.11
TREASURY SYMBOL: 1222707
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  **NONE ASSIGNED**
                      SECOND ADDRESS: **NONE ASSIGNED**
                      CITY: **NONE ASSIGNED**    STATE:     ZIP:        ,
* WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"TRANSFER TO ANOTHER FEDERAL AGENCY BY GSA" STATUS
        PF4 = UPDATE NOTES            PF10 = TRANSFER PROP
*PF1=ADM MENU    PF2=ANOTHER REQUEST   PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 121. Transfer To Another Fed. Agency By GSA Detail Screen

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To transfer the property item to another Federal agency, press [PF10]. The message *The Property Above Has Been Placed In The "Transfer To Fed Agency" Status* is displayed at the bottom of the screen. Also, *DEL. –D67* is shown in the Status field as an indicator that the transfer in the system was successful.

Note: The system maintains the transferred property master history record only for a specific time period, even though the item is no longer associated with an accountable officer in PROP.

• To record the transfer of another property item, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Reassign Within Department *(TF02)*

Reassign Within Department is Option 2 on the Transfers Menu (**Figure 119**). This option is used to reassign a property item between USDA agencies.

To select this option, key in *2* at the Selection Code prompt on the menu screen, **or** at any PROP screen, key in *TF02* in the SNO field. Press [Enter].

The Reassign Within Department prompt screen is displayed (**Figure 122**).

Respond to the prompt as follows:

1️⃣ **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be reassigned within the Department. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Reassign Within Department (nonmotor vehicle) detail screen is displayed showing the property master record for the specific NFC ID keyed in (**Figure 123**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Reassign Within Department (motor vehicle) detail screen is displayed showing the property master record for the specific NFC ID keyed in (**Figure 124**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:14
TF02                   **REASSIGN WITHIN DEPARTMENT**            SNO: _____



   ENTER NFC ID: [1]_____




**   DEPRESS  "ENTER"  TO SEND DATA  **


   PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 122. Reassign Within Department Prompt Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 09:10
TF02                    **REASSIGN WITHIN DEPARTMENT**            SNO: _____
AO NO  SN1648_____        DESCRIPTION: FASCIMILE
MODEL NO: 11111              MANUFACTURER: CONNER
DOC TYPE: DON               DOCUMENT NO:              LINE ITEM NO:
NATL STOCK NO: 5815          AGENCY CODE: 16    ACCT STATION: 0001 UNIT: 00
OBJECT CLASS: 3123   DATE OF ACQUISITION: 03 31 97 (MMDDYY)
SERIAL NO: 111                    NFC ID: AG0000000022  CUSTODIAN: MUSE_____
MISC NOTE 1:  _____        MISC NOTE 2:  _____

BASIC ID (IF COMPONENT):              PROPERTY CODE:
TOTAL ACQUISITION AMOUNT:     $5,000.00 ACCT. AMT. ENTERED:
ACCOUNTING CLASS: _____ AMT: _____  __

****************************************************************************
LOCATION OF PROPERTY:   FIRST ADDRESS:  USDA-NRCS
                        SECOND ADDRESS: POBOX111
                        CITY: FORT WORTH        STATE: TX  ZIP: 11111

*"ENTER" TO ENTER DATA      *"PF10"=UPDATE MASTER      *"PF4"=UPDATE NOTES
PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 123. Reassign Within Department (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:49
TF02                  **REASSIGN WITHIN DEPARTMENT**             SNO: _____

NFC-ID: AG0002113903   EQUIP.NO.: 34_____3V-11111  ACCT.STA.: 0079  UNIT: 00
AGENCY CODE: 34        AO NO: AH3448094034RO    PROGRAM: ISFU   REGION: __
DOC.TYPE: 838          DOC.NO: 400_____  LINE ITEM:
ACQ.DATE: 07  01  97  ACQ.SRC.CODE: D          OBJ.CLASS: 3111  FSC: 2310

OWNERSHIP CODE: 3      STATUS CODE: 4           FOR/DOM.LOCATION: D
CLASS CODE: 100        VEH.TYPE CODE: ___       GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS              MFG.: 001FORD_____
DESC.: S4D_____           G.V.W.R:    400
SER/VIN: 111222                  DRIVE: 4X2  MODEL YEAR: 96   COND.CODE:
FUEL TYPE: 1           LICENSE NO.: EYY099____  NO.CYLINDERS: 6
TRANS.TYPE: A          TRANS.SPEED:  4          PURCHASED FROM COMM.VENDOR?: N

TOTAL AMT ENTERED:   $11,000.00               ACCT AMT ENTERED:      $.00
ACCOUNTING CLASS: _____ AMOUNT: _____  . __

*"ENTER" TO ENTER DATA      *"PF10"=UPDATE MASTER      *"PF4"=UPDATE NOTES
PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 124. Reassign Within Department (motor vehicle) Detail Screen

View this screen to ensure this is the property master to be reassigned.

• To reassign a property item within the Department, minimally modify (1) the **Agency Code**, (2) **AO NO**, (3) **Accounting Class**, and (4) **Amt** fields. You may also modify the Custodian field, if applicable.

Note: The accountable officer receiving the property item is responsible for updating the PROP data base.

• To delete an accounting line, zero fill the Amt field. This action reduces the acquisition amount.

After all fields are modified, press [Enter]. If the data passes the system edits, press [PF10] to update the property master. The message *The Above Property Record Has Been Modified* is displayed at the bottom of the

screen. If the data does not pass the system edits, a maximum of six error messages at a time are displayed. As the errors are corrected, additional error messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To record the reassignment of another property item, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

CEPO Warehouse *(TF03)*

CEPO Warehouse is Option 3 on the Transfers Menu (**Figure 119**). This option is used to record the physical transfer of a property item to the Centralized Excess Property Operations Warehouse (CEPO).

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To select this option, key in *3* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *TF03* at the SNO field. Press [Enter].

The Transfer To CEPO Warehouse prompt screen is displayed (**Figure 125**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be transferred to the CEPO Warehouse. Press [Enter].

The Transfer To CEPO Warehouse detail screen is displayed showing the property master record for the specific NFC ID keyed in (**Figure 126**). The system cautions you to ensure this is the property master to be transferred. After the item is transferred, additional action in PROP is not permitted on the property item.

• To transfer the property item to the CEPO Warehouse, press [PF10]. The message *The Property Above Has Been Placed In The "Transfer To CEPO" Status* is displayed at the bottom of the screen. Also, **DEL. –D64** is shown in the Status field as an indicator that the transfer in the system was successful.

Note: The system maintains the transferred property master history record only for a specific time period, even though the item is no longer associated with an accountable officer in PROP.

• To transfer another property item to the CEPO Warehouse, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:16
TF03                     **TRANSFER TO CEPO WAREHOUSE**          SNO: _____




  ENTER NFC ID:   1 _____




***DEPRESS "ENTER" TO INPUT DATA


*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 125. Transfer To CEPO Warehouse Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:18
TF03                     **TRANSFER TO CEPO WAREHOUSE**          SNO: _____

NFC-ID: AG0000000022   DESCRIPTION: FASCIMILE
AO NO: SN1648          CUSTODIAN: MUSE      STATUS: ***SCRAP***  COND CODE:  4
DOC TYPE: DON          DOCUMENT NO:                   LINE ITEM NO:
OBJECT CLASS: 3123     AGENCY:       16      ACCT STATION: 0001       UNIT: 00
ACQ AMT:        $5,000.00 ACQ DATE: 03 31 97 (MMDDYY) PROP CODE:
NATL STOCK NO: 5815                         SERIAL NO: 111
MANUFACTURER: CONNER
MISC NOTE 1:                                MISC NOTE 2:
********************** A C C O U N T I N G   D A T A **********************
ACCOUNTING CLASS: 70101                       ACCT AMT:        $5,000.00
TREASURY SYMBOL: 12X1000
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA-NRCS
                      SECOND ADDRESS:  POBOX111
                      CITY: FORT WORTH          STATE: TX  ZIP: 11111 , 1111
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"TRANSFER TO CEPO WAREHOUSE" STATUS
          PF04 = UPDATE NOTES              PF10 = TRANSFER PROP
 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 126. Transfer To CEPO Warehouse Detail Screen

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Another Federal Agency By Agency (TF04)

Another Federal Agency By Agency is Option 4 on the Transfers Menu (**Figure 119**). This option is used to record the transfer of a property item from a USDA agency to another non USDA agency. This type of transfer is handled directly by the USDA agency.

To select this option, key in *4* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *TF04* at the SNO field. Press [Enter].

The Another Federal Agency By Agency prompt screen is displayed (**Figure 127**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to

be transferred to another Federal agency without requiring GSA intervention. Press [Enter].

To transfer the property item to another Federal agency, press [PF10]. The message *The Property Above Has Been Placed In The "Transfer To Fed AG" Status* is displayed at the bottom of the screen. Also, **DEL. –D58** is shown in the Status field as an indicator that the transfer in the system was successful.

Note: The system maintains the transferred property master history record only for a specific time period, even though the item is no longer associated with an accountable officer in PROP

The Another Federal Agency By Agency detail screen is displayed showing the property master record for the specific NFC ID keyed in (**Figure 128**). The system cautions you to ensure this is the property master to be transferred to another Federal agency. After the item is transferred, additional action is not permitted in PROP.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:18
TF04              ** ANOTHER FEDERAL AGENCY BY AGENCY **         SNO: _____



  ENTER NFC ID:  _1_ _____




***DEPRESS "ENTER" TO INPUT DATA


 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 127. Another Federal Agency By Agency Prompt Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 12:48
TF04              ** ANOTHER FEDERAL AGENCY BY AGENCY **           SNO: _____

NFC-ID: AG0000000022  DESCRIPTION: FASCIMILE
AO NO: SN1648      CUSTODIAN: MUSE       STATUS: ***SCRAP***  COND CODE:  4
DOC TYPE: DON      DOCUMENT NO:                            LINE ITEM NO:
OBJECT CLASS: 3123   AGENCY CODE: 16     ACCT STATION: 0001      UNIT: 00
ACQ AMT:       $5,000.00 ACQ DATE: 03 31 97 (MMDDYY) PROP CODE:
NATL STOCK NO: 5815                       SERIAL NO: 111
MANUFACTURER: CONNER
MISC NOTE 1:                              MISC NOTE 2:
******************** A C C O U N T I N G   D A T A ************************
ACCOUNTING CLASS: 70101                       ACCT AMT:       $5,000.00
TREASURY SYMBOL: 12X1000
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA-NRCS
                      SECOND ADDRESS:  POBOX111
                      CITY: FORT WORTH       STATE: TX  ZIP: 11111 , 1111
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"DIRECT TRANSFER TO ANOTHER FEDERAL AGENCY BY AGENCY" STATUS
            PF4 = UPDATE NOTES              PF10 = TRANSFER PROP
*PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 128. Another Federal Agency By Agency Detail Screen

• To transfer another property item, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Transfer Within Agency
(Use Acquisition/Modify Screen And Select No. 12, Modify Property Master) *(AC12)*

Transfer Within Agency is Option 5 on the Transfers Menu (**Figure 119**). This option is used to modify data fields on an existing property master record. Review the instructions provided in the explanation of this option.

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Reporting Change Of Status Menu
(CSMU **or** *TR03)*

Reporting Change Of Status Menu is Option 3 on the Transaction Menu (**Figure 86**). This menu provides options for changing the status of an active property item, i.e., to scrap, damaged, stolen, etc., in the PROP data base.

To select this option, key in *3* at the Selection Code prompt of the Transaction Menu, **or** at any PROP screen, key in *CSMU* or *TR03* at the SNO field. Press [Enter].

The Reporting Change Of Status Menu is displayed (**Figure 129**).

To access an option, key in the option number at the Selection Code prompt on the menu, or from any PROP screen, key in the applicable SNO at the SNO field.

Following is a brief description and the SNO for each option.

1   Excess (**SNO:CS01**). Used to declare a property item as excess. After declared excess, the item is reported to the Departmental Excess Personal Property Coordinator (DEPPC) for processing. Depending on agency requirements, you may request an excess property item at the Browse Excess Property screen (SNO:**IQ13**). (See **Figure 130** through **Figure 131**, for screen exhibits of Option 1.)

2   Damaged (**SNO:CS02**). Used to place an item in Damaged status on the property master. **Note:** The ac-

countable officer remains accountable for the item until a final determination of its disposition is made. (See **Figure 132** through **Figure 134** for screen exhibits of Option 2.)

3   Scrap (**SNO:CS03**). Used to place an item in Scrap status on the property master. **Note:** The accountable officer remains accountable for the item until a final determination of its disposition is made. (See **Figure 135** through **Figure 137** for screen exhibits of Option 3.)

4   Lost Or Stolen (**SNO:CS04**). Used to place an item in Lost/Stolen status on the property master. **Note:** The accountable officer remains accountable for the item until a final determination of its disposition is made. (See **Figure 138** through **Figure 140** for screen exhibits of Option 4.)

5   Exchange/Sale (**SNO:CS05**). Used to place an item in Exchange/Sale status on the property master. **Note:** The accountable officer remains accountable for the item until it is exchanged or sold. (See **Figure 141** through **Figure 143** for screen exhibits of Option 5.)

6   Non-Accountable Excess (**SNO:CS06**). Used to report nonaccountable property not maintained in PROP to the DEPPC. The system prompts for the required information and assigns an NFC ID to the nonaccountable item(s).

Note: Nonaccountable property in bulk quantities may be declared excess using this option. (See **Figure 144** for a screen exhibit of Option 6.)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:39
CSMU                      REPORTING CHANGE OF STATUS              SNO: _____

SELECT ONE:

 1. EXCESS
 2. DAMAGED
 3. SCRAP
 4. LOST OR STOLEN
 5. EXCHANGE/SALE
 6. NON-ACCOUNTABLE EXCESS



SELECTION CODE:

  ** DEPRESS "ENTER" AFTER ENTERING SELECTION CODE ABOVE


PF1=ADMIN MENU              PF2=TRANSACTION MENU              CLEAR=TERMINATE
```

Figure 129. Reporting Change Of Status Menu

Excess *(CS01)*

Excess is Option 1 on the Reporting Change Of Status Menu (**Figure 129**). This option is used to place a property item in excess status.

To select this option, key in *1* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *CS01* in the SNO field. Press [Enter].

The Excess prompt screen is displayed (**Figure 130**).

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Respond to the prompt as follows:

`1` **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be declared excess. Press [Enter].

The Excess detail screen is displayed showing a segment of the property master record for the NFC ID keyed in (**Figure 131**).

To declare the property item excess, complete the following fields as described:

`1` **ERN** *(required, alphanumeric field; 14 positions).* Key in the 14-position excess report number. The report number is composed of the following elements:

Positions 1–6. Key in the 6-position valid FEDSTRIP agency activity address code assigned by GSA.

Position 7. Key in the 1-digit calendar year indicator.

Positions 8–10. Key in the 3-digit Julian date.

Positions 11–14. Key in the 4-digit agency-assigned line item number.**Note:** The line item number should be preceded by zeros to use all 4 positions **Example:** *0001*.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:40
CS01                             ***EXCESS***                     SNO: _____



 ENTER NFC ID: _____




 *DEPRESS "ENTER" TO SEND DATA


 *PF1=ADM MENU  *PF2=ANOTHER REQUEST  *PF4=REPEAT  *PF3=TRANS  MENU *CLEAR=TERM
```

Figure 130. Excess Prompt Screen

```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM               CT: 15:40
                                **** EXCESS ****
NFC-ID:  AG0002112677        AO NO  AH3448094034RO          AGENCY: 34
ACQ DT: 11  01  79     ACQ COST     $636  95
NSN: 5836        MFG: SONY                      SER: 729674
DESCRIPTION: TELEVISION                         MODEL: KV1922
* * * * * * * * * * * ENTER DATA BELOW * * * * * * * * * * * * * * * * *
ERN: _____     COND CD: __    ARD: NA  NA  NA    TRANS TO GSA:   (Y/N)
***SEND DISPOSAL INSTRUCTIONS TO:***
_____
_____  ___ _____  REIMB: _
COM: ____ _____ _____  FAX: ____ _____ ____
*******LOCATION OF PROPERTY:*******
_____
_____
_____  ___ _____
COM: ____  ___  ____   FAX: ____  ___  ____
NOTES:      _____
_____
_____
             ENTER = EDIT DATA              PF10 = UPDATE MASTER
PF1=ADM MENU    PF2=ANOTHER REQUEST      PF4=REPEAT   PF3=TRANS MENU    CLEAR=TERM
```

Figure 131. Excess Detail Screen

`2` **Cond Cd** *(required, alphanumeric field; 2 positions).* Key in the disposal condition code of the property item. (See **Appendix H** for a list of the condition codes.)

`3` **Trans To GSA** *(no-entry field).* Leave this field blank.

`4` **Send Disposal Instructions To** *(required, alphanumeric field; max. of 97 positions).* Key in the agency, name, and/or street address of the office/individual available for contact in the first 2 address lines (35 spaces per line). Key in the name of the city in the 20 spaces. Key in

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the 2-position abbreviated state code and the 5-digit ZIP Code.

5 **Reimb** *(required, alphanumeric field; 1 position).* Key in the applicable reimbursement code which GSA identifies as the status of the excess item in terms of its ability to be reimbursed, donated, or sold.

Note: If a code is not keyed in, the system will not generate an error message; however, in this case the system will generate *2* in the field.

Following are reimbursement codes and descriptions:

Code	Description *(To be sold by GSA)*
1	Reimbursable *(Non-donable)*
2	Nonreimbursable *(Donable)*
4	Reimbursable–Exchange Sale *(Non-donable)*
5	Nonreimbursable *(Non-donable)*
6	Reimbursable–Only If Sold *(Donable)*
7	Nonreimbursable–Military Property *(Donable)*
8	Reimbursable–Military Property *(Non-donable)*

Code	Description *(Not to be sold by GSA)*
A	Reimbursable *(Non-donable)*
B	Reimbursable–Only If Sold *(Donable)*
C	Nonreimbursable *(Donable)*
D	Nonreimbursable *(Non-donable)*
E	Reimbursable–Exchange Sale *(Non-donable)*
F	Reimbursable–Foreign Country Equity *(Non-donable)*

6 **Com** *(required, numeric field; 10 positions).* Key in the 10-digit commercial telephone number, starting with the area code, of the office where the disposal instructions are sent.

7 **Fax** *(required, numeric field; 10 positions).* Key in the 10-digit telefacsimile telephone number, starting with the area code, of the office where the disposal instructions are sent.

Note : The fax number assists ordering locations in developing shipping instructions for excess property.

8 **Location Of Property** *(required, alphanumeric field; max. of 97 positions).* Key in the agency, name, and/or street address of the office/individual where the item is located in the first 2 address lines (35 spaces per line). Key in the name of the city in the 20 spaces. Key in the 2-position abbreviated state code and the 5-digit ZIP Code. **Note:** This field is system generated for accountable and expendable property.

9 **Com** *(required, numeric field; 10 positions).* Key in the 10-digit commercial telephone number, starting with the area code, of the office where the property is located.

10 **Fax** *(required, numeric field; 10 positions).* Key in the 10-digit telefacsimile telephone number, starting with the area code, of the office where the property is located.

11 **Notes** *(optional, alphanumeric field; max. of 221 positions).* Key in any unique and/or specific characteristics of the property item in the 3 lines provided.

After all data is keyed in, Press [Enter]. If the data passes system edits, the message *If You Want This Item Released For Excess, Depress "PF10"* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the right side of the screen. As the errors are corrected, additional messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To release the item for excess, press [PF10]. The message *This Item Has Been Released To "Excess"* is displayed at the bottom of the screen.

After the item has been declared excess, **only** the DEPPC can modify the property master.

• To view the excess property item, select the Browse Excess Property screen (SNO:**IQ13**) on the Inquiry Menu.

Note: The SF–120, Report of Excess Personal Property, is not required when this option is used to report excess property to the DEPPC.

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• The USDA Excess Property catalog is now available for view/query on the Internet. Access the catalog at the USDA Excess Property Catalog home page at the Web address:

http://www.nfc.usda.gov/propexec/

• To declare another property item excess, press [PF2] and repeat the process. **Note:** If most of the data is identical to the previous item that was placed in excess status, you may press [PF4] instead. By pressing [PF4], the system returns you to a blank prompt screen (**Figure 130**). After the NFC ID is keyed in and [Enter] is pressed, the Excess detail screen (**Figure 131**) is displayed with some of the same data that was keyed in when the previous item was placed in excess status. Please note that the last 4 positions of the ERN field will be blank and **must** be completed. However, if all other data fields (*i.e., Cond Cd, Send Disposal Instructions To, Location Of Property*) are identical this data does not have to be reentered. The PF key feature eliminates you having to reenter identical data when more than one property item is being declared excess at the same time.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Damaged *(CS02)*

Damaged is Option 2 on the Reporting Change Of Status Menu (**Figure 129**). This option is used to place an item in Damaged status.

To select this option, key in *2* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *CS02* in the SNO field. Press [Enter].

The Damaged prompt screen is displayed (**Figure 132**).

Respond to the prompt as follows:

[1] **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be placed in Damaged status. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Damaged (nonmotor vehicle) detail screen is displayed (**Figure 133**). View the property master to ensure this is the correct property item to be declared damaged.

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Damaged (motor vehicle) detail screen is displayed (**Figure 134**). View the property master to ensure this is the correct property item to be declared damaged.

• To place the property item in Damaged status, press [Enter]. The message *The Property Described Above Has Been Changed To "Damaged" Status* is displayed at the bottom of the screen.

```
DATE: XX/XX/XX            PERSONAL PROPERTY SYSTEM              CT: 15:41
CS02                    ******* DAMAGED *******               SNO: _____



   ENTER NFC ID: [1]_____




***DEPRESS "ENTER" TO INPUT DATA


*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 132. Damaged Prompt Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:34
CS02                     ******* DAMAGED *******                 SNO: _____
NFC ID: AG0000000077    DESCRIPTION: DESK
AO NO: AH000000000303   CUSTODIAN:          STATUS:          COND CODE:
DOC TYPE: CON  DOCUMENT NO: 7777           LINE ITEM NO:     AGENCY CODE: 08
BASIC ID:              INVENTORY DATE:           ACCT STATION: 0002 UNIT: 00
OBJ CLASS: 3167 ACQ DATE: 01 01 94
NATL STOCK NO: 7110        SERIAL NO: 77777              VAR DEP: 000 MONTHS
ACQ AMT:      $1,000.00 ACCUM DEP:               PROP CODE:
MANUFACTURER: 00095ENCORE COMPUTER           MODEL NO: 00020PN 9050-SP
MISC NOTE 1:                                  MISC NOTE 2:
********************** A C C O U N T I N G  D A T A **********************
ACCOUNTING CLASS: 2010100004200                ACCT AMT:      $1,000.00
TREASURY SYMBOL: 1222707                   DEPRECIATION AMT:     $666.64
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
********************************************************************************
LOCATION OF PROPERTY:   FIRST ADDRESS:  **NONE ASSIGNED**
                        SECOND ADDRESS: **NONE ASSIGNED**
                        CITY: **NONE ASSIGNED**     STATE:    ZIP:
**DEPRESS "ENTER" TO CHANGE THE STATUS TO "DAMAGED"

*PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 133. Damaged (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:58
CS02                     ******* DAMAGED *******                 SNO: _____

NFC-ID: AG0002113903   EQUIP.NO.: 34   3V-11111 ACCT.STA.: 0079   UNIT: 00
AGENCY CODE: 34        AO NO: AH3448094034RO    PROGRAM: ISFU    REGION:
DOC.TYPE: 838          DOC.NO: 400              LINE ITEM:       COND.CODE:
ACQ.DATE: 07 01 97     ACQ.SRC.CODE: D          OBJ.CLASS: 3111  FSC: 2310
WCF ACTIVITY:          STATUS:                                   SUB UNIT:
OWNERSHIP CODE: 3      STATUS CODE: 4           FOR/DOM.LOCATION: D
CLASS CODE: 100        VEH.TYPE CODE:           GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS              MFG.: 001FORD
DESC.: S4D                                G.V.W.R.:    400
SER/VIN: 111222                  DRIVE: 4X2  MODEL YEAR: 96
FUEL TYPE: 1           LICENSE NO.: EYY099     NO.CYLINDERS: 6
TRANS.TYPE: A          TRANS.SPEED:  4         SALVAGE VALUE:    $.00

VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:              ACQ.COST:   $11,000.00
ACCOUNTING CLASS: 4538400009                     AMOUNT: $11,000.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
**DEPRESS "ENTER" TO CHANGE THE STATUS TO "DAMAGED"

*PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 134. Damaged (motor vehicle) Detail Screen

• To remove a property item from Damaged status, key in the NFC ID at the Damaged prompt screen (**Figure 132**), and press [Enter]. View the property master to ensure this is the property item to be removed from Damaged status. After the property master is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The "Damaged" Status* is displayed at the bottom of the screen.

• To place another property item in Damaged status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Scrap *(CS03)*

Scrap is Option 3 on the Reporting Change Of Status Menu (**Figure 129**). This option is used to place an item in the Scrap status.

To select this option, key in *3* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *CS03* at the SNO field. Press [Enter].

The Scrap prompt screen is displayed (**Figure 135**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be placed in Scrap status. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Scrap (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 136**). View the property master to ensure this is the property item to be declared scrap.

or

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If a motor vehicle budget object class code was used for this item at the acquisition screen, the Scrap (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 137**). View the property master to ensure this is the property item to be declared scrap.

```
DATE: XX/XX/XX              PERSONAL  PROPERTY  SYSTEM              CT: 15:54
CS03                       ****      SCRAP      ****               SNO: _____




     ENTER NFC ID:  [ 1 ]_____






***DEPRESS "ENTER" TO INPUT DATA


*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 135. Scrap Prompt Screen

```
DATE: XX/XX/XX              PERSONAL  PROPERTY  SYSTEM              CT: 13:48
CS03                       ****      SCRAP      ****               SNO: _____
NFC ID: AG0000000077    DESCRIPTION: DESK
AO NO: AH000000000303   CUSTODIAN:          STATUS:           COND CODE:
DOC TYPE: CON  DOCUMENT NO: 7777            LINE ITEM NO:     AGENCY CODE: 08
BASIC ID:               INVENTORY DATE:     ACCT STATION: 0002 UNIT: 00
OBJ CLASS: 3167 ACQ DATE: 01 01 94
NATL STOCK NO: 7110         SERIAL NO: 77777         VAR DEP: 000 MONTHS
ACQ AMT:      $1,000.00 ACCUM DEP:          PROP CODE:
MANUFACTURER: 00095ENCORE COMPUTER          MODEL NO: 00020PN 9050-SP
MISC NOTE 1:                                MISC NOTE 2:
********************** A C C O U N T I N G  D A T A **********************
ACCOUNTING CLASS: 2010100004200             ACCT AMT:        $1,000.00
TREASURY SYMBOL: 1222707                 DEPRECIATION AMT:      $666.64
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*************************************************************************
LOCATION OF PROPERTY:   FIRST ADDRESS:  **NONE ASSIGNED**
                        SECOND ADDRESS: **NONE ASSIGNED**
                        CITY: **NONE ASSIGNED**    STATE:    ZIP:
**DEPRESS "ENTER" TO CHANGE THE STATUS TO "SCRAP"

*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 136. Scrap (nonmotor vehicle) Detail Screen

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```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 14:50
CS03               ****       SCRAP       ****                    SNO: _____
NFC-ID: AG0002113928  EQUIP.NO.  16   31612345 ACCT.STA.: 0025   UNIT: 00
AGENCY CODE: 16       AO NO: AA16           PROGRAM:         REGION:
DOC.TYPE: 838         DOC.NO: 4013208010    LINE ITEM: 0001   COND.CODE:
ACQ.DATE: 02 18 98    ACQ.SRC.CODE:         OBJ.CLASS: 3111   FSC: 2310
WCF ACTIVITY:         STATUS:
OWNERSHIP CODE: 3     STATUS CODE: 2        FOR/DOM.LOCATION: F
CLASS CODE: 100       VEH.TYPE CODE:        GEO.LOC.CODE: 220000049
SERIES/MODEL: RANGER              MFG.: 002CHEVROLET
DESC.: S4D                        G.V.W.R.:
SER/VIN: 394949494               DRIVE:     MODEL YEAR: 97
FUEL TYPE: 1         LICENSE NO.: 31612345  NO.CYLINDERS: 08
TRANS.TYPE: A        TRANS.SPEED:           SALVAGE VALUE:    $.00
VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:     $2,134.01 ACQ.COST      $4,956.73
ACCOUNTING CLASS: 80125                        AMOUNT:          $4,956.73
         *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
**DEPRESS "ENTER" TO CHANGE THE STATUS TO "SCRAP"
*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 137. Scrap (motor vehicle) Detail Screen

• To place the property item in Scrap status, press [Enter]. The message *The Property Described Above Has Been Changed To "Scrap" Status* is displayed at the bottom of the screen.

• To remove a property item from Scrap status, key in the NFC ID at the Scrap prompt screen (**Figure 135**), and press [Enter]. View the property master record to ensure this is the property item to be removed from the scrap status. After the property master is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The "Scrap" Status* is displayed at the bottom of the screen.

• To place another property item in Scrap status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Lost/Stolen *(CS04)*

Lost/Stolen is Option 4 on the Reporting Change Of Status Menu (**Figure 129**). This option is used to place an item in the Lost/Stolen status on the property master.

To select this option, key in *4* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *CS04* at the SNO field. Press [Enter].

The Lost/Stolen prompt screen is displayed (**Figure 138**).

Respond to the prompt as follows:

☐1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be placed in Lost/Stolen status. Press [Enter].

If a nonmotor vehicle budget object class code was used at the acquisition screen, the Lost/Stolen (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 139**). View the property master to ensure this is the property item to be declared lost/stolen.

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Lost/Stolen (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 140**). View the property master to ensure this is the correct property item to be declared scrap.

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```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:56
 CS04                      ******LOST/STOLEN******               SNO: _____



  ENTER NFC ID:  1 _____




 ***DEPRESS "ENTER" TO INPUT DATA


 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 138. Lost/Stolen Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:01
 CS04                      ******LOST/STOLEN******               SNO: _____
 NFC ID: AG0000000077    DESCRIPTION: DESK
 AO NO: AH000000000303    CUSTODIAN:          STATUS:          COND CODE:
 DOC TYPE: CON  DOCUMENT NO: 7777        LINE ITEM NO:      AGENCY CODE: 08
 BASIC ID:              INVENTORY DATE:            ACCT STATION: 0002 UNIT: 00
 OBJ CLASS: 3167 ACQ DATE: 01 01 94
 NATL STOCK NO: 7110          SERIAL NO: 77777            VAR DEP: 000 MONTHS
 ACQ AMT:       $1,000.00 ACCUM DEP:            PROP CODE:
 MANUFACTURER: 00095ENCORE COMPUTER              MODEL NO: 00020PN 9050-SP
 MISC NOTE 1:                                   MISC NOTE 2:
 ******************** A C C O U N T I N G  D A T A ***********************
 ACCOUNTING CLASS: 2010100004200                ACCT AMT:       $1,000.00
 TREASURY SYMBOL: 1222707              DEPRECIATION AMT:          $666.64
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
 ***********************************************************************
 LOCATION OF PROPERTY:   FIRST ADDRESS:  **NONE ASSIGNED**
                        SECOND ADDRESS: **NONE ASSIGNED**
                         CITY: **NONE ASSIGNED**    STATE:     ZIP:
 **DEPRESS "ENTER" TO CHANGE THE STATUS TO "LOST/STOLEN"**

 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 139. Lost/Stolen (nonmotor vehicle) Detail Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:04
 CS04                      ******LOST/STOLEN******               SNO: _____
 NFC-ID: AG0002113934   EQUIP.NO.  16   31656789 ACCT.STA.: 0048   UNIT: 00
 AGENCY CODE: 16        AO NO: AA16          PROGRAM:         REGION:
 DOC.TYPE: 838          DOC.NO: 407442800015   LINE ITEM: 0002  COND.CODE:
 ACQ.DATE: 03 04 98     ACQ.SRC.CODE:          OBJ.CLASS: 3111  FSC: 2310
 WCF ACTIVITY:          STATUS:
 OWNERSHIP CODE: 3      STATUS CODE: 2         FOR/DOM.LOCATION: F
 CLASS CODE: 201        VEH.TYPE CODE:         GEO.LOC.CODE: 220000049
 SERIES/MODEL: RANGER            MFG.: 002CHEVROLET
 DESC.: S4D                               G.V.W.R.:
 SER/VIN: 394959595            DRIVE:       MODEL YEAR: 97
 FUEL TYPE: 1           LICENSE NO.: 31615678   NO.CYLINDERS: 04
 TRANS.TYPE: A          TRANS.SPEED:           SALVAGE VALUE:     $.00
 VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:       $10.42 ACQ.COST        $25.00
 ACCOUNTING CLASS: 80148                        AMOUNT:           $25.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
 **DEPRESS "ENTER" TO CHANGE THE STATUS TO "LOST/STOLEN"**
 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 140. Lost/Stolen (motor vehicle) Detail Screen

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- To place the property item in Lost/Stolen status, press [Enter]. The message *The Property Described Above Has Been Changed To "Lost/Stolen" Status* is displayed at the bottom of the screen.

- To remove a property item from Lost/Stolen status, key in the NFC ID at the Lost/Stolen prompt screen (**Figure 138**), and press [Enter]. View the property master to ensure this is the property item to be removed from Lost/Stolen status. After the property master is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The "Lost/Stolen" Status* is displayed at the bottom of the screen.

Note: This option may also be used for items that have been recovered and must be added to the inventory. To remove a lost or stolen property item from the PROP data base, the item **must** be deleted via the Deletions Menu (SNO:**DLMU**).

- To place another property item in the Lost/Stolen status, [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Exchange /Sale *(CS05)*

Exchange/Sale is Option 5 on the Reporting Change Of Status Menu (**Figure 129**). This option is used to place an item in the Exchange/Sale status on the property master.

To select this option, key in *5* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *CS05* at the SNO field. Press [Enter].

The Exchange Or Sale prompt screen is displayed (**Figure 141**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be placed in the Exchange/Sale status. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Exchange Or Sale (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 142**). View the property master record to ensure this is the property item to be declared lost/stolen.

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Exchange Or Sale (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 143**). View the property master record to ensure this is the correct property item to be declared exchanged or sold.

```
DATE: XX/XX/XX            PERSONAL PROPERTY SYSTEM              CT: 15:58
CS05                         **EXCHANGE OR SALE**               SNO: _____



   ENTER NFC ID:  1 _____




 ***DEPRESS "ENTER" TO INPUT DATA


 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 141. Exchange Or Sale Prompt Screen

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```
DATE: 09/03/97              PERSONAL PROPERTY SYSTEM               CT: 15:05
CS05                         **EXCHANGE OR SALE**                  SNO: _____
NFC ID: AG0000000077   DESCRIPTION: DESK
AO NO: AH000000000303   CUSTODIAN:          STATUS:          COND CODE:
DOC TYPE: CON  DOCUMENT NO: 7777            LINE ITEM NO:      AGENCY CODE: 08
BASIC ID:             INVENTORY DATE:         ACCT STATION: 0002 UNIT: 00
OBJ CLASS: 3167 ACQ DATE: 01 01 94
NATL STOCK NO: 7110         SERIAL NO: 77777          VAR DEP: 000 MONTHS
ACQ AMT:    $1,000.00 ACCUM DEP:              PROP CODE:
MANUFACTURER: 00095ENCORE COMPUTER          MODEL NO: 00020PN 9050-SP
MISC NOTE 1:                                MISC NOTE 2
********************** A C C O U N T I N G  D A T A ***********************
ACCOUNTING CLASS: 2010100004200                 ACCT AMT:    $1,000.00
TREASURY SYMBOL: 1222707              DEPRECIATION AMT:      $666.64
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
***************************************************************************
LOCATION OF PROPERTY:   FIRST ADDRESS:  **NONE ASSIGNED**
                        SECOND ADDRESS: **NONE ASSIGNED**
                        CITY: **NONE ASSIGNED**    STATE:    ZIP:
**DEPRESS "ENTER" TO CHANGE THE STATUS TO "EXCHANGE/SALE"**

*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 142.   Exchange Or Sale (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM               CT: 15:15
CS05                         **EXCHANGE OR SALE**                  SNO: _____

NFC-ID: AG0002113903   EQUIP.NO.: 34    3V-11111 ACCT.STA.: 0079   UNIT: 00
AGENCY CODE: 34        AO NO: AH3448094034RO    PROGRAM: ISFU   REGION:
DOC.TYPE: 838          DOC.NO: 400              LINE ITEM:       COND.CODE:
ACQ.DATE: 07 01 97     ACQ.SRC.CODE: D         OBJ.CLASS: 3111  FSC: 2310
WCF ACTIVITY:          STATUS:                                   SUB UNIT:
OWNERSHIP CODE: 3      STATUS CODE: 4          FOR/DOM.LOCATION: D
CLASS CODE: 100        VEH.TYPE CODE:          GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS                 MFG.: 001FORD
DESC.: S4D                                     G.V.W.R.:    400
SER/VIN: 111222                   DRIVE: 4X2   MODEL YEAR: 96
FUEL TYPE: 1           LICENSE NO.: EYY099     NO.CYLINDERS: 6
TRANS.TYPE: A          TRANS.SPEED:  4         SALVAGE VALUE:    $.00
VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:              ACQ.COST:   $11,000.00
ACCOUNTING CLASS: 4538400009                    AMOUNT: $11,000.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
**DEPRESS "ENTER" TO CHANGE THE STATUS TO "EXCHANGE/SALE"**

*PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 143. Exchange Or Sale (motor vehicle) Detail Screen

• To place the property item in Exchange/Sale status, press [Enter]. The message *The Property Described Above Has Been Changed To "Exchange/Sale" Status* is displayed at the bottom of the screen.

• To remove a property item from Exchange/Sale status, key in the NFC ID at the Exchange/Sale prompt screen (**Figure 141**). View the property master record to ensure this is the property item to be removed from the exchange/sale status. After the property master record is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The "Exchange/Sale" Status* is displayed at the bottom of the screen.

• To place another property item in the Exchange/Sale status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Non-Accountable Excess *(CS06)*

Non-Accountable Excess is Option 6 on the Reporting Change Of Status Menu (**Figure 129**). This option is used to report nonaccountable excess property not maintained in PROP to the DEPPC.

To select this option, key in *6* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *CS06* at the SNO field. Press [Enter].

The Non-Accountable Excess screen is displayed (**Figure 144**).

Respond to the prompts as follows:

[1] **NSN** *(required, numeric field; 4 positions)*. Key in the first four digits of the National Stock Number (i.e., the Federal Supply Class). (See **Appendix E** for a list of Federal Supply Classification codes.)

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2 **Desc** *(required, alphanumeric field; max. of 35 positions).* Key a description of the property item.

3 **Unit Issue** *(required, alpha field; 2 positions).* Key in the 2-position unit of issue code. For example, if the unit of issue is each, key in *EA.* (See **Appendix J** for a list of the unit of issue codes.)

4 **Agency** *(required, alphanumeric field; 2 positions).* Key in the 2-position NFC-assigned agency code. (See **Appendix A** for a list of the agency codes.)

5 **Qty** *(required, numeric field; max. of 7 positions).* Key in the number of property items.

6 **Ser No** *(optional, alphanumeric field; max. of 20 positions).* Key in the serial number of the property item, if available.

7 **Model** *(optional, alphanumeric field; max. of 17 positions).* Key in the model number of the property item, if available.

8 **Unit Price** *(required, numeric field; max. of 10 positions).* Key in the dollars and cents *(i.e., the cost per unit for the property item).* For example, key in *20* if the unit price is $20. Whole dollars may be keyed in without the cents; the system assigns the zeros.

9 **Manufacturer** *(optional, alphanumeric field; max. of 35 positions).* Key in the manufacturer's name.

10 **Rpt No.** *(required, alphanumeric field; 14 positions).* Key in the 14-position excess report number which has the following make-up:

Positions 1–6. Key in the 6-position valid FEDSTRIP agency activity address code assigned by GSA.

Position 7. Key in the 1-digit calendar year indicator.

Positions 8–10. Key in the 3-digit Julian date.

Positions 11–14. Key in the 4-digit agency-assigned line item number. The line item number should be preceded by zeros to use all 4 positions. (**Example:** *12345692340001*)

11 **Cond Cd** *(required, alphanumeric field; max. of 2 positions).* Key in the disposal condition code of the property item. (See to **Appendix H** for a list of the condition codes.)

12 **Acq Dt** *(required, numeric field; 6 positions).* Key in the acquisition date of the property item.

```
DATE: XX/XX/XX           PERSONAL PROPERTY SYSTEM           CT: 16:00
                      *****NON-ACCOUNTABLE EXCESS*****
NSN: ____[1]____    DESC: ____[2]_____         UNIT ISSUE[3]
AGENCY __[4]  QTY __[5]__   SER NO ____[6]_____    MODEL __[7]_____
UNIT PRICE: _____[8] __    MANUFACTURER: _____[9]_____
RPT NO: [10]_____    COND CD: [11]   ACQ DT: [12] __ __    ARD:  NA  NA  NA
      TRANS TO GSA:[13] (Y/N)    REIMB: _[14]
***SEND DISPOSAL INSTRUCTIONS TO:**
_____[15]_____
_____
_____
COM: ___[16]_ _____   FAX: _[17]_ ___  ____
*******LOCATION OF PROPERTY:*******
_____[18]_____
_____
_____
COM: _[19]_ ___ ____   FAX: _[20]_ ___  ____

NOTES: [21]    _____
_____
_____
         ENTER = EDIT DATA            PF10 = UPDATE MASTER
*PF1=ADM MENU   PF2=NEW REQUEST   PF4=REPEAT DATA  PF3=TRANS MENU   CLEAR=TERM.
```

Figure 144. Non-Accountable Excess Screen

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13 **Trans To GSA** *(no-entry field)*. Leave this field blank.

14 **Reimb** *(required, alphanumeric field; 1 position)*. Key in the applicable reimbursement code which identifies to GSA the status of the excess item in terms of its ability to be reimbursed, donated, or sold. **Note:** If a code is not keyed in, the system will not generate an error message; however, in this case, the system will generate *2* in the field. Valid reimbursement codes are:

Code	Description *(To be sold by GSA)*
1	Reimbursable *(Non-donable)*
2	Nonreimbursable *(Donable)*
4	Reimbursable–Exchange Sale *(Non-donable)*
5	Nonreimbursable *(Non-donable)*
6	Reimbursable–Only If Sold *(Donable)*
7	Nonreimbursable–Military Property *(Donable)*
8	Reimbursable–Military Property *(Non-donable)*

Code	Description *(Not to be sold by GSA)*
A	Reimbursable *(Non-donable)*
B	Reimbursable–Only If Sold *(Donable)*
C	Nonreimbursable *(Donable)*
D	Nonreimbursable
E	Reimbursable–Exchange Sale *(Non-donable)*
F	Reimbursable–Foreign Country Equity *(Non-donable)*

15 **Send Disposal Instructions To** *(required, alphanumeric field; max. of 97 positions)*. Key in the agency, name, and/or street address of the office/individual available for contact in the first 2 address lines (35 spaces per line). Key in the name of the city in the 20 spaces. Key in the 2-position abbreviated state code and the 5-digit ZIP Code.

16 **Com** *(required, numeric field; 10 positions)*. Key in the 10-digit commercial telephone number, starting with the area code, of the office where the disposal instructions are sent.

17 **Fax** *(required, numeric field; 10 positions)*. Key in the 10-digit telefacsimile telephone number, starting with the area code, of the office where the disposal instructions are sent.

Note: The fax number assist ordering locations in developing shipping instructions for excess property.

18 **Location Of Property** *(required, alphanumeric field; max. of 97 positions)*. Key in the agency, name, and/or street address of the office/individual where the item is located in the first 2 address lines (35 spaces per line). Key in the name of the city in the 20 spaces. Key in the 2-position abbreviated state code and the 5-digit ZIP Code.

19 **Com** *(required, numeric field; 10 positions)*. Key in the 10-digit commercial telephone number, starting with the area code, of the office where the property is located.

20 **Fax** *(required, numeric field; 10 positions)*. Key in the 10-digit telefacsimile telephone number, starting with the area code, of the office where the property is located.

Note: The fax number assists ordering locations in developing shipping instructions for excess property.

21 **Notes** *(optional, alphanumeric field; max. of 221 positions)*. Key in any unique and/or specific characteristics of the excess property item(s) in the 3 lines provided.

After all data is keyed in, press [Enter]. If the data passes system edits, the message *If You Want This Item Released For Excess, Depress "PF10"* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the right side of the screen. As the errors are corrected, additional messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To release the item for excess, press [PF10]. The message *This Item Has Been Released To "Excess"* is displayed at the bottom of the screen.

Note: After this action is taken, the excess property report is electronically transmitted to the DEPPC for further disposition instructions.

• To add another nonaccountable item(s) master record, press [PF2] and repeat the process. **Note:** If most of the data is identical to the previously declared excess item, you may press [PF4] instead. By pressing [PF4], the system returns you to another Non-Accountable Excess screen (**Figure 144**). The screen displays the same data that was keyed in when the previous non-accountable item was declared excess. Please note that the last 4 positions of the ERN field will be blank and **must** be completed. However, if all other data fields are identical to the previous item that was declared excess, the data does not have to be reentered. The PF key feature eliminates you having to reenter identical data when more than one property item is being declared excess at the same time.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Deletions Menu (*DLMU* or *TR04*)

Deletions Menu is Option 4 on the Transaction Menu (**Figure 86**). The Deletions Menu provides **13** options for deleting a property item from the PROP data base. **Note:** Use of these options will generate accounting entries to remove the specified property items from an agency's accountable inventory lists.

To select this option, key in *4* at the Selection Code prompt on menu, **or** at any PROP screen, key in *DLMU* or *TR04* at the SNO field.

The Deletions Menu is displayed (**Figure 145**).

To select an option on the Deletions Menu, key in the option number at the Selection Code prompt, **or** at any PROP screen, key in the SNO at the SNO field. Press [Enter].

Following is a brief description and the SNO for each option.

1. Abandoned Or Destroyed (**SNO: DL01**). This option is used to record that a property item has been documented as having no economic value and such item has been abandoned or destroyed. (See **Figure 146** through **Figure 148** for screen exhibits of Option 1.)

2. Donated To Public By Agency (**SNO: DL02**). This option is used to record the donation of a property item to a Public Body. An item such as this has been donated in lieu of using abandonment or destruction procedures. ☞**Note:** Does not include donations authorized by GSA.☜ Applicable regulation is FPMR 101.44.7. Refer to FPMR 101–43.4901–121–1 for other types of exclusions (See **Figure 149** through **Figure 151** for screen exhibits of Option 2.)

3. Other Donation By Agency (**SNO: DL03**). This option should **only** be used by agencies with special authorities as described in FPMR 101.44.9. Items disposed of under this authority include condemned or obsolete material; obsolete, condemned, or captured vessels; obsolete naval material; obsolete material and articles of historic interest; and/or obsolete or other Coast Guard material. (See **Figure 152** through **Figure 154** for screen exhibits of Option 3.)

4. Donation Through GSA (**SNO: DL04**). This option is used to record the donation of a property item that is authorized by and through GSA. Applicable regulation is FPMR 101.44. (See **Figure 155** through **Figure 157** for screen exhibits of Option 4.)

5. Sold Other Than Scrap By Agency (**SNO: DL05**). This option is used to record the sale of a property item by an agency. Does not include a property item sold by GSA or an item sold as scrap by an agency. Applicable regulation is FPMR 101–45.304.3. (See **Figure 158** through **Figure 160** for screen exhibits of Option 5.)

6. Sold Other Than Scrap By GSA (**SNO: DL06**). This option is used to record the sale of a property item by GSA. Does not include a property item sold as scrap. Applicable regulation is FPMR 101–45.3. (See **Figure 161** through **Figure 163** for screen exhibits of Option 6.)

7. Sold As Scrap (**SNO: DL07**). This option is used to record the sale of a property item as scrap by a Federal agency. Applicable regulation is FPMR 101–43.4801 (e). (See **Figure 164** through **Figure 166** for screen exhibits of Option 7.)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:55
DLMU                          DELETIONS MENU                     SNO: _____

SELECT ONE:                                  SELECTION CODE:
 1. ABANDONED OR DESTROYED
 2. DONATED TO PUBLIC BODY BY AGENCY
 3. OTHER DONATION BY AGENCY (REQUIRES SPECIAL AUTHORITY UNDER FPMR 44.9)
 4. DONATION THROUGH GSA
 5. EXCESS SOLD OTHER THAN SCRAP BY AGENCY
 6. SOLD OTHER THAN SCRAP BY GSA
 7. SOLD AS SCRAP
 8. SOLD EXCHANGE/SALE
 9. REMOVE PROPERTY ITEM
10. DELETE ITEM FROM FEEDER MASTER
11. DELETE LOST OR STOLEN
12. DONATED RESEARCH EQUIPMENT UNDER P. L. 102-245
13. CASU DISPOSITION
   ** DEPRESS "ENTER" AFTER ENTERING SELECTION CODE ABOVE

PF1=ADMIN MENU              PF2=TRANSACTION MENU            CLEAR=TERMINATE
```

Figure 145. Deletions Menu Screen

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8. Sold Exchange/Sale (**SNO: DL08**). This option is used to record the sale of a property item by either GSA or an agency under the auspices of the Exchange/Sale Procedures. Applicable regulation is FPMR 101–46. (See **Figure 167** through **Figure 169** for screen exhibits of Option 8.)

9. Remove Property Item (**SNO: DL09**). This option is used to remove a property item from the PROP data base when it has been entered in error, is a duplicate record, **or** is no longer required to be maintained in the system. **Note:** The system alerts you to verify the data prior to removing it from the system. After the item is removed from the PROP data base, the status of the item will be classified *Inactive*. (See **Figure 170** through **Figure 172** for screen exhibits of Option 9.)

10. Delete Item From Feeder Master (SNO: **DL10**). This option is used to delete a feeder master record for an item that was never received and accountability is not required, **or** to delete a feeder master record for an item that was erroneously purchased using a property budget object class. **Note:** The system alerts you to verify the data prior to deleting it from the system. After the item is deleted from the PROP data base, the status of the item will be classified as *Delete*. (See **Figure 173** through **Figure 174** for screen exhibits of Option 10.)

11. Delete Lost Or Stolen (**SNO: DL11**). This option is used to delete a property item from the PROP data base once the item has been declared lost or stolen through the Reporting Change Of Status Menu (**SNO:CSMU**). **Note:** The system alerts you to verify the data prior to deleting it from the system. After the item is deleted from the PROP data base, the status of the item will be classified as *Delete*.(See **Figure 175** through **Figure 177** for screen exhibits of Option 11.)

12. Donated Research Equipment Under P. L. 102-245 (**SNO:DL12**). This option is used to record the donation of research equipment under the Stevenson-Wydler Technology Innovation Act, Public Law 102–245. (See **Figure 178** through **Figure 180** for screen exhibits of Option 12.)

13. CASU Disposition (**SNO:DL13**). This option is used to record the disposition of an item to a regional Cooperative Administrative Support Unit (CASU). This option may be used for disposing of excess property in lieu of processing through GSA. After CASU obtains the excess property item, they may either sell or forward the item to GSA.

Note 1: An agency may elect to use CASU for disposing of excess property because of benefits such as a closer location and savings in costs and time.

Note 2: The system alerts you to verify the data prior to deleting it from the system. After the item is deleted from the PROP data base, the status of the item will be classified as *Inactive*..(See **Figure 181** through **Figure 183** for screen exhibits of Option 13.)

Abandoned Or Destroyed *(DL01)*

Abandoned Or Destroyed is Option 1 on the Deletions Menu (**Figure 145**). This option is used to record that a property item has been documented as having no economic value and such item has been abandoned or destroyed.

To select this option, key in *1* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL01* at the SNO field. Press [Enter].

The Abandoned Or Destroyed prompt screen is displayed (**Figure 146**).

Respond to the prompt as follows:

☐1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be declared abandoned or destroyed. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Abandoned Or Destroyed (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 147**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Abandoned Or Destroyed (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 148**).

Note: The system cautions you to ensure this is the correct property master to be declared abandoned or destroyed.

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```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:08
 DL01                        **ABANDONED OR DESTROYED**           SNO: _____



    ENTER NFC ID: [1]_____




 ***DEPRESS "ENTER" TO INPUT DATA


 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 146. Abandoned Or Destroyed Prompt Screen

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 09:08
  DL01                       **ABANDONED OR DESTROYED**            SNO: _____

  NFC-ID: AG0000000077  DESCRIPTION: DESK
  AO NO: AH000000000303 CUSTODIAN:          STATUS:           COND CODE:
  DOC TYPE: CON         DOCUMENT NO: 7777                  LINE ITEM NO:
  OBJECT CLASS: 3167    AGENCY CODE: 08    ACCT STATION: 0002      UNIT: 00
  ACQ AMT:      $1,000.00 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
  NATL STOCK NO: 7110                       SERIAL NO: 77777
  MANUFACTURER: 00095ENCORE COMPUTER
  MISC NOTE 1:                          MISC NOTE 2:
  ********************** A C C O U N T I N G   D A T A **********************
  ACCOUNTING CLASS: 2010100004200                  ACCT AMT:      $1,000.00
  TREASURY SYMBOL: 1222707
  *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
  LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                        SECOND ADDRESS:  4432 POCHE CT W
                        CITY:Lake  Charles     STATE: LA   ZIP: 70601         ,

   *WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
   "ABANDONED OR DESTROYED" STATUS
          PF04 = UPDATE NOTES              PF10 = DELETE PROP
   *PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 147. Abandoned Or Destroyed (nonmotor vehicle) Detail Screen

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:40
  DL01                       **ABANDONED OR DESTROYED**            SNO: _____
  NFC-ID: AG0002113903 EQUIP.NO.: 34   3V-11111 ACCT.STA.: 0079   UNIT: 00
  AGENCY CODE: 34      AO NO: AH3448094034RO    PROGRAM: ISFU     REGION:
  DOC.TYPE: 838        DOC.NO: 400              LINE ITEM:        COND.CODE:
  ACQ.DATE: 07 01 97   ACQ.SRC.CODE: D         OBJ.CLASS: 3111   FSC: 2310
  WCF ACTIVITY:        STATUS:                                    SUB UNIT:

  OWNERSHIP CODE: 3    STATUS CODE: 4          FOR/DOM.LOCATION: D
  CLASS CODE: 100      VEH.TYPE CODE:          GEO.LOC.CODE: 220000049
  SERIES/MODEL: TARUS              MFG.: 001FORD
  DESC.: S4D                                   G.V.W.R.:     400
  SER/VIN: 111222                  DRIVE: 4X2  MODEL YEAR: 96
  FUEL TYPE: 1         LICENSE NO.: EYY099     NO.CYLINDERS: 6
  TRANS.TYPE: A        TRANS.SPEED: 4          SALVAGE VALUE:    $.00

  VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:      $.00    ACQ.COST:  $11,000.00
  ACCOUNTING CLASS: 4538400009                     AMOUNT: $11,000.00
  *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

  *WARNING-THIS OPTION WILL PUT THIS PROPERTY IN ABANDONED OR DESTROYED STATUS
            PF04 = UPDATE NOTES               PF10 = DELETE PROP
  *PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 148. Abandoned Or Destroyed (motor vehicle) Detail Screen

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• To place the property item in Abandoned Or Destroyed status, press [PF10]. The message *The Property Above Has Been Placed In The "Abandoned Or Destroyed" Status* is displayed at the bottom of the screen. Also, *DEL. –D53* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

• To place another property item in the abandoned or destroyed status, press [PF2] and repeat the process.

• To add or update the Property Notes, press [PF4].

Note: The adding/updating of property notes do not apply to **Option 10, Delete Item From Feeder Master.**

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Donated To Public Body By Agency *(DL02)*

Donated To Public Body By Agency is Option 2 on the Deletions Menu (**Figure 145**). This option is used to record the donation of a property item to a Public Body.

To select this option, key in *2* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL02* at the SNO field. Press [Enter].

The Donated To Public Body By Agency prompt screen is displayed (**Figure 149**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be donated to a public body by the agency. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Donated To Public Body By Agency (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 150**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Donated To Public Body By Agency (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 151**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 16:09
DL02                 **DONATED TO PUBLIC BODY BY AGENCY**          SNO: _____




   ENTER NFC ID:  1 _____




***DEPRESS "ENTER" TO SEND DATA


PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 149. Donated To Public Body By Agency Prompt Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 10:08
DL02                **DONATED TO PUBLIC BODY BY AGENCY**        SNO: _____
NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:        STATUS:          COND CODE:
DOC TYPE: CON         DOCUMENT NO: 7777                   LINE ITEM NO:
OBJECT CLASS: 3167    AGENCY CODE: 08     ACCT STATION: 0002     UNIT: 00
ACQ AMT:      $1,000.00 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
NATL STOCK NO: 7110                       SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                             MISC NOTE 2
******************* A C C O U N T I N G  D A T A ************************
ACCOUNTING CLASS: 2010100004200                    ACCT AMT:     $1,000.00
TREASURY SYMBOL: 1222707
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                      SECOND ADDRESS:  4432 POCHE CT W
                      CITY: LAKE CHARLES       STATE: LA  ZIP: 70601 ,
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"DONATED TO PUBLIC BODY BY AGENCY" STATUS
            PF04 = UPDATE NOTES          PF10 = DELETE  PROP
  PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 150. Donated To Public Body By Agency (nonmotor vehicle) Detail Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:45
DL02                **DONATED TO PUBLIC BODY BY AGENCY**        SNO: _____
NFC-ID: AG0002113903  EQUIP.NO.: 34    3V-11111 ACCT.STA.: 0079  UNIT: 00
AGENCY CODE: 34       AO NO: AH3448094034RO     PROGRAM: ISFU    REGION:
DOC.TYPE: 838         DOC.NO: 400               LINE ITEM:       COND.CODE:
ACQ.DATE: 07 01 97    ACQ.SRC.CODE: D           OBJ.CLASS: 3111  FSC: 2310
WCF ACTIVITY:         STATUS:                                    SUB UNIT:

OWNERSHIP CODE: 3     STATUS CODE: 4            FOR/DOM.LOCATION: D
CLASS CODE: 100       VEH.TYPE CODE:            GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS              MFG.: 001FORD
DESC.: S4D                                      G.V.W.R.:    400
SER/VIN: 111222              DRIVE: 4X2   MODEL YEAR: 96
FUEL TYPE: 1          LICENSE NO.: EYY099       NO.CYLINDERS: 6
TRANS.TYPE: A         TRANS.SPEED:  4           SALVAGE VALUE:    $.00
VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:     $.00       ACQ.COST:  $11,000.00
ACCOUNTING CLASS: 4538400009                   AMOUNT: $11,000.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*WARNING-THIS OPTION WILL PUT THIS PROPERTY IN DONATED TO PUBLIC BODY STATUS


            PF04 = UPDATE NOTES          PF10 = DELETE  PROP
  PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 151. Donated To Public Body By Agency (motor vehicle) Detail Screen

Note: The system cautions you to ensure this is the correct property master to be declared donated to a public body by agency.

• To place the property item in the Donated To Public Body By Agency status, press [PF10]. The message *The Property Above Has Been Placed In the "Donated To Public Body By Agency" Status* is displayed at the bottom of the screen. Also, *DEL. –D51* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

• To place another property item in the donated to public body by agency status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Other Donation By Agency *(DL03)*

Other Donation By Agency is Option 3 on the Deletions Menu (**Figure 145**). This option should **only** be used by agencies with special authorities as described under FPMR 101.44.9 for the disposition of an item that may include but is not limited to being condemned or obsolete.

To select this option, key in *3* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL03* at the SNO field. Press [Enter].

The Other Donation By Agency prompt screen is displayed (**Figure 152**).

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Respond to the prompt as follows:

☐1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be declared an other donation by agency. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Other Donation By Agency (nonmotor vehicle) detail screen is displayed

showing the property master record for the NFC ID keyed in (**Figure 153**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Other Donation By Agency (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 154**).

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:11
 DL03                      **OTHER DONATION BY AGENCY**           SNO: _____




   ENTER NFC ID: ☐1 _____




 ***DEPRESS "ENTER" TO SEND DATA


 PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 152. Other Donation By Agency Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 10:59
 DL03                      **OTHER DONATION BY AGENCY**           SNO: _____

 NFC-ID: AG0000000077   DESCRIPTION: DESK
 AO NO: AH000000000303 CUSTODIAN:        STATUS:          COND CODE:
 DOC TYPE: CON          DOCUMENT NO: 7777                 LINE ITEM NO:
 OBJECT CLASS: 3167    AGENCY CODE: 08     ACCT STATION: 0002      UNIT: 00
 ACQ AMT:    $1,000.00   ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
 NATL STOCK NO: 7110                       SERIAL NO: 77777
 MANUFACTURER: 00095ENCORE COMPUTER
 MISC NOTE 1:                          MISC NOTE 2:
 ******************** A C C O U N T I N G   D A T A ***********************
 ACCOUNTING CLASS: 2010100004200                ACCT AMT:       $1,000.00
 TREASURY SYMBOL: 1222707
         *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
 LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                       SECOND ADDRESS:  4432 POCHE CT W
                       CITY: LAKE CHARLES       STATE: LA  ZIP: 70601 ,
 *WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
 "OTHER DONATION BY AGENCY" STATUS
             PF04 = UPDATE NOTES            PF10 = DELETE  PROP
 PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 153. Other Donation By Agency (nonmotor vehicle) Detail Screen

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```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                 CT: 15:48
DL03                        **OTHER DONATION BY AGENCY**              SNO: _____

NFC-ID: AG0002113903   EQUIP.NO.: 34    3V-11111 ACCT.STA.: 0079    UNIT: 00
AGENCY CODE: 34        AO NO: AH3448094034RO    PROGRAM: ISFU      REGION:
DOC.TYPE: 838          DOC.NO: 400              LINE ITEM:         COND.CODE:
ACQ.DATE: 07 01 97     ACQ.SRC.CODE: D          OBJ.CLASS: 3111    FSC: 2310
WCF ACTIVITY:          STATUS:                                     SUB UNIT:
OWNERSHIP CODE: 3      STATUS CODE: 4           FOR/DOM.LOCATION: D
CLASS CODE: 100        VEH.TYPE CODE:           GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS                 MFG.: 001FORD
DESC.: S4D                                      G.V.W.R.:    400
SER/VIN: 111222                     DRIVE: 4X2  MODEL YEAR: 96
FUEL TYPE: 1           LICENSE NO.: EYY099      NO.CYLINDERS: 6
TRANS.TYPE: A          TRANS.SPEED:  4          SALVAGE VALUE:    $.00
VAR.DEPR.:    MONTHS   ACCUM.DEP:                  ACQ.COST:   $11,000.00
ACCOUNTING CLASS: 4538400009                      AMOUNT: $11,000.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

*WARNING-THIS OPTION WILL PLACE PROPERTY IN "DONATED BY OTHER AGENCY" STATUS
          PF04 = UPDATE NOTES              PF10 = DELETE  PROP
PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU       CLEAR=TERMINATE
```

Figure 154. Other Donation By Agency (motor vehicle) Detail Screen

• To place the property item in the Other Donation By Agency status, press [PF10]. The message *The Property Above Has Been Placed In The "Other Donation By Agency" Status* is displayed at the bottom of the screen. Also, *DEL. –D52* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

• To place another property item in the other donation by agency status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Donation Through GSA *(DL04)*

Donation Through GSA is Option 4 on the Deletions Menu (**Figure 145**). This option is used to record the donation of a property item that is authorized by GSA.

To select this option, key in *4* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL04* at the SNO field. Press [Enter].

The Donation Through GSA prompt screen is displayed (**Figure 155**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be declared a donation through GSA. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Donation Through GSA (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 156**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Other Donation Through GSA (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 157**).

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 16:13
DL04                       **DONATION THROUGH GSA**                SNO: _____



  ENTER NFC ID: [1]_____




  ***DEPRESS "ENTER" TO INPUT DATA


  *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 155. Donation Through GSA Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 12:54
DL04                       **DONATION THROUGH GSA**                SNO: _____
NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:          STATUS:          COND CODE:
DOC TYPE: CON         DOCUMENT NO: 7777                    LINE ITEM NO:
OBJECT CLASS: 3167    AGENCY CODE: 08     ACCT STATION: 0002    UNIT: 00
ACQ AMT:       $1,000.00 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
NATL STOCK NO: 7110                       SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                              MISC NOTE 2:
******************* A C C O U N T I N G   D A T A ***********************
ACCOUNTING CLASS: 2010100004200                   ACCT AMT:      $1,000.00
TREASURY SYMBOL: 1222707
       *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                     SECOND ADDRESS:  4432 POCHE CT W
                     CITY: LAKE CHARLES      STATE: LA  ZIP: 70601 ,
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"DONATION THROUGH GSA" STATUS
           PF04 = UPDATE NOTES            PF10 =  DELETE  PROP
*PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 156. Donation Through GSA (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 15:54
DL04                       **DONATION THROUGH GSA**                SNO: _____

NFC-ID: AG0002113903  EQUIP.NO.: 34   3V-11111 ACCT.STA.: 0079   UNIT: 00
AGENCY CODE: 34       AO NO: AH3448094034RO    PROGRAM:          REGION:
DOC.TYPE: 838         DOC.NO: 400              LINE ITEM:        COND.CODE:
ACQ.DATE: 07 01 97    ACQ.SRC.CODE: D         OBJ.CLASS: 3111   FSC: 2310
WCF ACTIVITY:         STATUS:                                   SUB UNIT:
OWNERSHIP CODE: 3     STATUS CODE: 4          FOR/DOM.LOCATION: D
CLASS CODE: 100       VEH.TYPE CODE:          GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS              MFG.: 001FORD
DESC.: S4D                                    G.V.W.R.:    400
SER/VIN: 111222             DRIVE:            MODEL YEAR: 96
FUEL TYPE: 1          LICENSE NO.: EYY099     NO.CYLINDERS: 6
TRANS.TYPE: A         TRANS.SPEED: 4          SALVAGE VALUE:    $.00
VAR.DEPR.: 0072 MONTHS   ACCUM.DEP:    $.00      ACQ.COST:  $11,000.00
ACCOUNTING CLASS: 4538400009                  AMOUNT: $11,000.00
       *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

*WARNING-THIS OPTION WILL PLACE PROPERTY IN "DONATED THROUGH GSA" STATUS
          PF04 = UPDATE NOTES            PF10 =  DELETE  PROP
*PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 157. Donation Through GSA (motor vehicle) Detail Screen

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• To place the property item in the Donation Through GSA status, press [PF10]. The message *The Property Above Has Been Placed In The "Donation Through GSA" Status* is displayed at the bottom of the screen. Also, *DEL. –D52* is shown in the Status field as an indicator that the delete in the system was successful.

Note: The System Maintains The Deleted Property Master History Record For A Specific Time Period For Inquiry Purposes.

• To place another property item in the donation by GSA status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Excess Sold Other Than Scrap By Agency (DL05)

Excess Sold Other Than Scrap By Agency is Option 5 on the Deletions Menu (**Figure 145**). This option is used to record the sale of a property item by an agency.

To select this option, key in *5* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL05* at the SNO field. Press [Enter].

The Excess Sold Other Than Scrap By Agency prompt screen is displayed (**Figure 158**).

Respond to the prompt as follows:

1️⃣ **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be sold as other than scrap by the agency. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Excess Sold Other Than Scrap By Agency (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 159**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Excess Sold Other Than Scrap By Agency (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 160**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 10:49
DL05                *EXCESS SOLD OTHER THAN SCRAP BY AGENCY*   SNO: _____


   ENTER NFC ID:  1 _____




**   DEPRESS   "ENTER"   TO SEND DATA   **


  PF1=ADM MENU       PF2=ANOTHER REQUEST        PF3=TRANS MENU       CLEAR=TERMINATE
```

Figure 158. Excess Sold Other Than Scrap By Agency Prompt Screen

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```
DATE: XX/XX/XX             PERSONAL PROPERTY SYSTEM              CT: 13:44
DL05                 *EXCESS SOLD OTHER THAN SCRAP BY AGENCY*       SNO: _____
ENTER: PROCEEDS: [1]_____ . __

NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:        STATUS:          COND CODE:
AGENCY CODE: 08 DOC TYPE: CON  DOCUMENT NO: 7777           LINE ITEM NO:
OBJECT CLASS: 3167   PROP CODE:              ACCT STATION: 0002 UNIT: 00
ACQ AMT:    $1,000.00 DATE OF ACQ: 01 01 94 (MMDDYY)
NATL STOCK NO: 7110                     SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                     MISC NOTE 2:
********************** A C C O U N T I N G   D A T A **********************
ACCOUNTING CLASS: 2010100004200                 ACCT AMT:    $1,000.00
TREASURY SYMBOL: 1222707           COST OF CONDUCTING SALE: [2]_____ . __
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                    SECOND ADDRESS:  4432 POCHE CT W
                    CITY: LAKE CHARLES      STATE: LA ZIP: 70601 ,
WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
          PF04 = UPDATE NOTES              ENTER = DELETE PROP
PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 159. Excess Sold Other Than Scrap By Agency (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX             PERSONAL PROPERTY SYSTEM              CT: 11:06
DL05              *EXCESS SOLD OTHER THAN SCRAP BY AGENCY*       SNO: _____
NFC-ID: AG0002113903  EQUIP.NO.: 34   3V-11111 ACCT.STA.: 0079  UNIT: 00
AGENCY CODE: 34    AO NO: AH3448094034RO   PROGRAM: ISFU    REGION:
DOC.TYPE: 838      DOC.NO: 400             LINE ITEM:     COND.CODE:
ACQ.DATE: 07 01 97 ACQ.SRC.CODE: D        OBJ.CLASS: 3111 FSC: 2310
STATUS:
OWNERSHIP CODE: 3    STATUS CODE: 4        FOR/DOM.LOCATION: D
CLASS CODE: 100      VEH.TYPE CODE:        GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS          MFG.: 001FORD
DESC.: S4D                              G.V.W.R.:    400
SER/VIN: 111222          DRIVE: 4X2   MODEL YEAR: 96
FUEL TYPE: 1     LICENSE NO.: EYY099   NO.CYLINDERS: 6 [2]
ENTER: PROCEEDS: [1]_____ . __   COST OF CONDUCTING SALE: _____ . __

VAR.DEPR.: 0072 MONTHS   ACCUM.DEP:            ACQ.COST:   $11,000.00
ACCOUNTING CLASS: 4538400009                   AMOUNT: $11,000.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
          PF04 = UPDATE NOTES              ENTER = DELETE PROP
PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 160. Excess Sold Other Than Scrap By Agency (motor vehicle) Detail Screen

• To place the property item in the Excess Sold Other Than Scrap By Agency status, complete the fields as described.

[1] **Enter: Proceeds** (*required, numeric field; 10 positions*). Key in the sales proceeds or trade-in amount. Whole dollars may be keyed in without the cents; the system assigns the zeros. Press [Enter]. **Note:** The sales proceeds or trade-in amount should not exceed the amount shown in the **Acq Amt** field on the property master record. If the amount entered is greater than the acquisition amount, the message *Sales Proceeds Amount Cannot Exceed Acquisition Amount* is displayed at the top of the screen.

[2] **Cost Of Conducting Sale** (*required, numeric field; max. of 10 positions*). Key in the agency's total expense for conducting the sale of the property item. Whole dol-

lars may be keyed in without the cents; the system assigns the zeros Press [Enter].

If errors are not found, the message *The Amount Of Sale Has Been Successfully Updated* is displayed at the bottom of the screen. If the data does not pass system edits, error messages are displayed at the top of the screen. All errors must be corrected to update the PROP data base. Also, *DEL. –D55* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

• To place another property item in the sold other than scrap by agency status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Sold Other Than Scrap By GSA *(DL06)*

Sold Other Than Scrap By GSA is Option 6 on the Deletions Menu (**Figure 145**). This option is used to record the sale of a property item by GSA.

To select this option, key in *6* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL06* at the SNO field. Press [Enter].

The Sold Other Than Scrap By GSA prompt screen is displayed (**Figure 161**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be sold as other than scrap by GSA. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Sold Other Than Scrap By GSA (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 162**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Sold Other Than Scrap By GSA (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 163**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM               CT: 16:41
DL06                   ***SOLD OTHER THAN SCRAP BY GSA**           SNO: _____



   ENTER NFC ID:  1 _____




** DEPRESS "ENTER" TO SEND DATA  **


 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 161. Sold Other Than Scrap By GSA Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM               CT: 08:44
DL06                   ***SOLD OTHER THAN SCRAP BY GSA***          SNO: _____
ENTER: PROCEEDS: _____ . __

NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:         STATUS:           COND CODE:
AGENCY CODE: 08 DOC TYPE: CON  DOCUMENT NO: 7777            LINE ITEM NO:
OBJECT CLASS: 3167    PROP CODE:          ACCT STATION: 0002 UNIT: 00
ACQ AMT:    $1,000.00 DATE OF ACQ: 01 01 94 (MMDDYY)
NATL STOCK NO: 7110                  SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                         MISC NOTE 2:
******************** A C C O U N T I N G  D A T A ***********************
ACCOUNTING CLASS: 2010100004200                    ACCT AMT:    $1,000.00
TREASURY SYMBOL: 1222707
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                      SECOND ADDRESS:  4432 POCHE CT W
                      CITY: LAKE CHARLES       STATE: LA ZIP: 70601 ,
WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
          PF04 = UPDATE NOTES              ENTER = DELETE PROP
 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 162. Sold Other Than Scrap By GSA (nonmotor vehicle) Detail Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:04
DL06                   ***SOLD OTHER THAN SCRAP BY GSA***        SNO: _____

NFC-ID: AG0002113903   EQUIP.NO.: 34   3V-11111 ACCT.STA.: 0079  UNIT: 00
AGENCY CODE: 34        AO NO: AH3448094034RO    PROGRAM: ISFU    REGION:
DOC.TYPE: 838          DOC.NO: 400              LINE ITEM:       COND.CODE:
ACQ.DATE: 07 01 97     ACQ.SRC.CODE: D         OBJ.CLASS: 3111  FSC: 2310
STATUS:
OWNERSHIP CODE: 3      STATUS CODE: 4          FOR/DOM.LOCATION: D
CLASS CODE: 100        VEH.TYPE CODE:          GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS              MFG.: 001FORD
DESC.: S4D                                     G.V.W.R.:    400
SER/VIN: 111222                  DRIVE: 4X2    MODEL YEAR: 96
FUEL TYPE: 1           LICENSE NO.: EYY099     NO.CYLINDERS: 6
ENTER: PROCEEDS: [1]_____ . __
VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:                ACQ.COST:   $11,000.00
ACCOUNTING CLASS: 4538400009                       AMOUNT: $11,000.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
            PF04 = UPDATE NOTES                ENTER = DELETE PROP
  *PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 163. Sold Other Than Scrap By GSA (motor vehicle) Detail Screen

• To place the property item in the Sold Other Than Scrap By GSA status, complete the field as described.

[1] **Enter: Proceeds** *(required, numeric field; 10 positions)*. Key in the sales proceeds or trade-in amount. Whole dollars may be keyed in without the cents; the system assigns the zeros. Press [Enter]. **Note:** The sales proceeds or trade-in amount should not exceed the amount shown in the **Acq Amt** field on the property master record. If the amount entered is greater than the acquisition amount, the message *Sales Proceeds Amount Cannot Exceed Acquisition Amount* is displayed at the top of the screen.

If errors are not found, the message *The Amount Of Sale Has Been Successfully Updated* is displayed at the bottom of the screen. If the data does not pass system edits, error messages are displayed at the top of the screen. All errors must be corrected to update the PROP data base. Also, *DEL. –D60* is displayed in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

• To place another property item in the sold other than scrap by GSA status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Sold As Scrap *(DL07)*

Sold As Scrap is Option 7 on the Deletions Menu (**Figure 145**). This option is used to record the sale of a property item as scrap.

To select this option, key in *7* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL07* at the SNO field. Press [Enter].

The Sold As Scrap prompt screen is displayed (**Figure 164**).

Respond to the prompt as follows:

[1] **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be sold as scrap. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Sold As Scrap (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 165**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Sold As Scrap (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 166**).

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```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:43
 DL07                          ***SOLD AS SCRAP***              SNO: _____




  ENTER NFC ID: 1 _____




 **  DEPRESS  "ENTER"  TO SEND DATA  **


 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 164. Sold As Scrap Prompt Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 09:02
 DL07                          ***SOLD AS SCRAP***              SNO: _____
 ENTER: PROCEEDS: _____ . __

 NFC-ID: AG0000000077  DESCRIPTION: DESK
 AO NO: AH000000000303 CUSTODIAN:        STATUS:          COND CODE:
 AGENCY CODE: 08 DOC TYPE: CON  DOCUMENT NO: 7777          LINE ITEM NO:
 OBJECT CLASS: 3167    PROP CODE:                ACCT STATION: 0002 UNIT: 00
 ACQ AMT:    $1,000.00 DATE OF ACQ: 01 01 94 (MMDDYY)
 NATL STOCK NO: 7110                      SERIAL NO: 77777
 MANUFACTURER: 00095ENCORE COMPUTER
 MISC NOTE 1:                         MISC NOTE 2:
 ********************* A C C O U N T I N G  D A T A ***********************
 ACCOUNTING CLASS: 2010100004200                   ACCT AMT:    $1,000.00
 TREASURY SYMBOL: 1222707
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
 LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                       SECOND ADDRESS:  4432 POCHE CT W
                        CITY: LAKE CHARLES       STATE: LA ZIP: 70601 ,
 WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
            PF04 = UPDATE NOTES              ENTER = DELETE PROP
 *PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 165. Sold As Scrap (nonmotor vehicle) Detail Screen

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:11
 DL07                          ***SOLD AS SCRAP***              SNO: _____
 NFC-ID: AG0002113903  EQUIP.NO.: 34    3V-11111 ACCT.STA.: 0079  UNIT: 00
 AGENCY CODE: 34       AO NO: AH3448094034RO   PROGRAM: ISFU    REGION:
 DOC.TYPE: 838         DOC.NO: 400             LINE ITEM:       COND.CODE:
 ACQ.DATE: 07 01 97    ACQ.SRC.CODE: D         OBJ.CLASS: 3111   FSC: 2310
 STATUS:
 OWNERSHIP CODE: 3     STATUS CODE: 4          FOR/DOM.LOCATION: D
 CLASS CODE: 100       VEH.TYPE CODE:          GEO.LOC.CODE: 220000049
 SERIES/MODEL: TARUS                  MFG.: 001FORD
 DESC.: S4D                                   G.V.W.R.:    400
 SER/VIN: 111222                 DRIVE: 4X2   MODEL YEAR: 96
 FUEL TYPE: 1          LICENSE NO.: EYY099    NO.CYLINDERS: 6
 ENTER: PROCEEDS: 1 _____ . __

 VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:           ACQ.COST:   $11,000.00
 ACCOUNTING CLASS: 4538400009                  AMOUNT: $11,000.00
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

 WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
            PF04 = UPDATE NOTES              ENTER = DELETE PROP
 *PF1=ADM MENU     PF2=ANOTHER REQUEST      PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 166. Sold As Scrap (motor vehicle) Detail Screen

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• To place the property item in the Sold As Scrap status, complete the field as described.

☐1 **Enter: Proceeds** *(required, numeric field; 10 positions)*. Key in the sales proceeds or trade-in amount. Whole dollars may be keyed in without the cents; the system assigns the zeros. Press [Enter].**Note:** The sales proceeds or trade-in amount should not exceed the amount shown in the **Acq Amt** field on the property master record. If the amount entered is greater than the acquisition amount, the message *Sales Proceeds Amount Cannot Exceed Acquisition Amount* is displayed at the top of the screen.

If errors are not found, the message *The Amount Of Sale Has Been Successfully Updated* is displayed at the bottom of the screen. If the data does not pass system edits, error messages are displayed at the top of the screen. All errors must be corrected to update the PROP data base. Also, *DEL. –D54* is displayed in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes..

• To place another property item in the sold as scrap status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Sold Exchange/Sale *(DL08)*

Sold Exchange/Sale is Option 8 on the Deletions Menu (**Figure 145**). This option is used to record the sale of a property item by either GSA or the agency under the auspices of the Exchange/Sale Procedures.

To select this option, key in *8* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL08* at the SNO field. Press [Enter].

The Sold Exchange/Sale prompt screen is displayed (**Figure 167**).

Respond to the prompt as follows:

☐1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be placed in exchange/sale status. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Sold Exchange/Sale (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 168**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Sold Exchange/Sale (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 169**).

• To place the property item in the Sold Exchange/Sale status, complete the fields as described.

```
DATE: XX/XX/XX            PERSONAL PROPERTY SYSTEM                CT: 16
DL08                      ***SOLD EXCHANGE/SALE***               SNO: _____


   ENTER NFC ID: ☐1 _____



**   DEPRESS  "ENTER"  TO SEND DATA  **


*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMIN
```

Figure 167. Sold Exchange/Sale Prompt Screen

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```
DATE: XX/XX/XX            PERSONAL PROPERTY SYSTEM              CT: 09:19
DL08                    ***SOLD EXCHANGE/SALE***                SNO: _____
ENTER: PROCEEDS:  [1]  _____ . __
METHOD OF SALE: [2]  (A=SALE-AGY, S=SALE-GSA, T=TRADE-IN)
NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:        STATUS:           COND CODE:
AGENCY CODE: 08 DOC TYPE: CON  DOCUMENT NO: 7777          LINE ITEM NO:
OBJECT CLASS: 3167    PROP CODE:             ACCT STATION: 0002 UNIT: 00
ACQ AMT:    $1,000.00 DATE OF ACQ: 01 01 94 (MMDDYY)
NATL STOCK NO: 7110                   SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                          MISC NOTE 2:
********************** A C C O U N T I N G  D A T A ***********************
ACCOUNTING CLASS: 2010100004200                     ACCT AMT:    $1,000.00
TREASURY SYMBOL: 1222707          COST OF CONDUCTING SALE: _____ . __
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                      SECOND ADDRESS:  4432 POCHE CT W
                      CITY: LAKE CHARLES       STATE: LA ZIP: 70601 ,
WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
            PF04 = UPDATE NOTES              ENTER = DELETE PROP
 *PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 168. Sold Exchange/Sale (nonmotor vehicle) Detail Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:16
DL08                      ***SOLD EXCHANGE/SALE***              SNO: _____

NFC-ID: AG0002113903  EQUIP.NO.: 34   3V-11111 ACCT.STA.: 0079  UNIT: 00
AGENCY CODE: 34       AO NO: AH3448094034RO    PROGRAM: ISFU    REGION:
DOC.TYPE: 838        DOC.NO: 400               LINE ITEM:       COND.CODE:
ACQ.DATE: 07 01 97   ACQ.SRC.CODE: D           OBJ.CLASS: 3111  FSC: 2310
STATUS:
OWNERSHIP CODE: 3    STATUS CODE: 4            FOR/DOM.LOCATION: D
CLASS CODE: 100      VEH.TYPE CODE:            GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS                MFG.: 001FORD
DESC.: S4D                                     G.V.W.R.:    400
SER/VIN: 111222              DRIVE: 4X2  MODEL YEAR: 96
FUEL TYPE: 1        LICENSE NO.: EYY099     NO.CYLINDERS: 6
ENTER: PROCEEDS: [1]____ . __ COST OF CONDUCTING SALE: [3]____ . __
 METHOD OF SALE: [2] (A=SALE-AGY, S=SALE-GSA, T=TRADE-IN)
VAR.DEPR.: 0072 MONTHS   ACCUM.DEP:     $.00     ACQ.COST:  $11,000.00
ACCOUNTING CLASS: 4538400009                     AMOUNT: $11,000.00
          *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
            PF04 = UPDATE NOTES            ENTER = DELETE PROP
   *PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 169. Sold Exchange/Sale (motor vehicle) Detail Screen

[1] **Enter: Proceeds** *(required, numeric field; 10 positions)*. Key in the sales proceeds or trade-in amount. Whole dollars may be keyed in without the cents; the system assigns the zeros. **Note:** The sales proceeds or trade-in amount should not exceed the amount shown in the **Acq Amt** field on the property master record. If the amount entered is greater than the acquisition amount, the message *Sales Proceeds Amount Cannot Exceed Acquisition Amount* is displayed at the top of the screen.

[2] **Method Of Sale** *(required, alpha, 1 position)* Key in either *A* (to indicate a sale by the agency), or *S* (to indicate a sale by the GSA), or *T* (to indicate a trade in).

[3] **Cost Of Conducting Sale** *(required, numeric field; max. of 10 positions)*. Key in the agency's total expense for conducting the sale of the property item. Whole dollars may be keyed in without the cents; the system assigns the zeros Press [Enter].

If errors are not found, the message *The Amount Of Sale Has Been Successfully Updated* is displayed at the bottom of the screen. If the data does not pass system edits, error messages are displayed at the top of the screen. All errors must be corrected to update the PROP data base. Also, depending on the type of transaction, the Status field shows either *Sale* or *Trade-In* as an indicator that the delete in the system was successful.

Note 1: The system maintains the deleted property master history record for a specific time period for inquiry purposes.

Note 2: The Federal Property Management Regulations prohibit the exchange/sale of property with certain FSCs without prior GSA approval. Therefore, if an FSC is ineligible for exchange/sale, the following messages are displayed at the bottom of the screens.

- *FSC On Record Is Ineligible For Exchange/Sale Without GSA Approval*

- *For FSC "32", "34", "68", or "75" See FPMR 101–46.202*

- *If FSC Is Wrong – Modify Record To Correct FSC*

- *If FSC Correct – Verify That It Is An E/S Transaction Then Depress PF10*

The above messages are intended only as an **alert** and will not prevent you from updating the transaction in the PROP database.

The following FSC groups are ineligible for exchange/sale:

FSC Group	Description
10	Weapons
11	Nuclear Ordnance
12	Fire Control Equipment
14	Guided Missiles
15	Aircraft and Airframes Structural Components
16	Aircraft Components and Accessories
17	Aircraft Launching, Landing and Ground Handling Equipment
20	Ship and Marine Equipment
22	Railway Equipment
31	Bearings
32	Woodworking Machinery and Equipment, except lathes, milling machines, and saws (circular or band)

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34	Metalworking Machinery, except drill presses, lathes, milling machines, and saws (circular or band)
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air-conditioning, and Air-circulating Equipment
42	Fire Fighting, Rescue, and Safety Equipment
44	Furnace, Steam Plant, Drying Equipment, and Nuclear Reactors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
48	Valves
51	Hand Tools
53	Hardware and Abrasive
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
68	Chemicals and Chemical Products, except medicinal chemicals
71	Furniture
75	Office Supplies and Devices, except cards, tabulating
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags
84	Clothing, Individual Equipment, and Insignia

• To place another property item in the sold exchange/sale status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Remove Property Item *(DL09)*

Remove Property Item is Option 9 on the Deletions Menu (**Figure 145**). This option is used to remove a property item from the PROP data base when it has been entered in error, is a duplicate record, **or** is no longer required to be maintained in the system.

To select this option, key in *9* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL09* at the SNO field. Press [Enter].

The Remove Property Item prompt screen is displayed (**Figure 170**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item to be removed from the PROP data base. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Remove Property Item (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 171**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Remove Property Item (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 172**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM               CT: 16:47
DL09                        **REMOVE PROPERTY ITEM**              SNO: _____



   ENTER NFC ID: [1]_____






***DEPRESS "ENTER" TO INPUT DATA


*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 170. Remove Property Item Prompt Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:54
DL09                       **REMOVE PROPERTY ITEM**              SNO: _____

NFC-ID: AG0000000077   DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:           STATUS:           COND CODE:
DOC TYPE: CON          DOCUMENT NO: 7777                  LINE ITEM NO:
OBJECT CLASS: 3167     AGENCY CODE: 08      ACCT STATION: 0002      UNIT: 00
ACQ AMT:       $1,000.00 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
NATL STOCK NO: 7110                          SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                                 MISC NOTE 2:
******************** A C C O U N T I N G  D A T A ************************
ACCOUNTING CLASS: 2010100004200                   ACCT AMT:       $1,000.00
TREASURY SYMBOL: 1222707        IS THIS A DUPLICATE ITEM (Y/N, SEE BELOW)? _
          *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                      SECOND ADDRESS:  4432 POCHE CT W
                      CITY: LAKE CHARLES        STATE: LA  ZIP: 70601 ,
   WARNING: THIS OPTION REMOVES ITEM FROM ANY FURTHER ACTIVITY IN PMIS;
INDICATE IF THIS ITEM DUPLICATES ANOTHER ITEM EXISTING IN THE PROP SYSTEM(Y/N)
          PF04 = UPDATE NOTES                PF10 = REMOVE PROP
  *PF1=ADM MENU     PF2=ANOTHER REQUEST   PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 171. Remove Property Item (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 08:04
DL09                       **REMOVE PROPERTY ITEM**              SNO: _____

NFC-ID: AG0002113903   EQUIP.NO.: 34    3V-11111 ACCT.STA.: 0079   UNIT: 00
AGENCY CODE: 34        AO NO: AH3448094034RO    PROGRAM: ISFU    REGION:
DOC.TYPE: 838          DOC.NO: 400              LINE ITEM:       COND.CODE:
ACQ.DATE: 07 01 97     ACQ.SRC.CODE: D         OBJ.CLASS: 3111  FSC: 2310
STATUS:                IS THIS A DUPLICATE ITEM (Y/N)? _ 1
OWNERSHIP CODE: 3      STATUS CODE: 4          FOR/DOM.LOCATION: D
CLASS CODE: 100        VEH.TYPE CODE:          GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS              MFG.: 001FORD
DESC.: S4D                       G.V.W.R.:      400
SER/VIN: 111222                  DRIVE: 4X2    MODEL YEAR: 96
FUEL TYPE: 1           LICENSE NO.: EYY099     NO.CYLINDERS: 6

VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:       $.00     ACQ.COST:   $11,000.00
ACCOUNTING CLASS: 4538400009                        AMOUNT: $11,000.00
      *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PROPERTY SYSTEM;
INDICATE IF THIS ITEM DUPLICATES ANOTHER ITEM EXISTING IN THE PROP SYSTEM(Y/N)
          PF04 = UPDATE NOTES                PF10 = REMOVE PROP
  *PF1=ADM MENU     PF2=ANOTHER REQUEST   PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 172. Remove Property Item (motor vehicle) Detail Screen

• To remove the property item from the system, complete the field as described.

1 **Is This A Duplicate Item (Y/N, See Below)?** *(required, alpha field; 1 position).* Key in *Y* (for *Yes*) if the property item to be deleted is a duplicate item. Key in *N* (for *No*) if the item to be deleted is not a duplicate item. Press [PF10].

Note 1: If [PF10] is pressed before *Y* or *N* is keyed in, the message *Invalid Duplicate Item Indication* is displayed at the top of the screen.

Note 2: This action prevents Working Capital Fund (WCF) activities from receiving double depreciation charges from duplicate property items.

The message *The Property Described Above Has Been Removed From The Property System* is displayed at the bottom of the screen. Also, if *N* is keyed in, *DEL. –D66* is displayed in the Status field and confirms the property

item is deleted. If *Y* is keyed in, *DEL. –D62* is displayed in the Status field and confirms the duplicate property item is deleted. The appropriate transaction code is assigned to reverse the original entries and all associated accumulated depreciation for the duplicate item. WCF property automatically fully depreciates upon deletion.

Note 2: The system maintains the deleted property master history record for a specific time period for inquiry purposes.

• To remove another property item from the PROP data base, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Delete Item From Feeder Master *(DL10)*

Delete Item From Feeder Master is Option 10 on the Deletions Menu (**Figure 145**). This option is used to delete a feeder master record for a property item that was

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not received and accountability is not required **or** is no longer required to be maintained in the system.

To select this option, key in *10* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL10* at the SNO field. Press [Enter].

The Delete Feeder Item prompt screen is displayed (**Figure 173**).

Instructions follow for using the functions in this option. Respond to the prompts as follows:

1 **Doc Type** *(required, alphanumeric field; 4 positions)*. Key in the type of procurement document used. For example, if a purchase order was the procurement document, key in *838*.

2 **Document No** *(required, alphanumeric field; 16 positions)*.Key in the number used on the procurement document. For example, key in the purchase order number if a purchase order was the procurement document used.

3 **Line Item No** *(required, numeric field; 4 positions)*. Key in the 4-digit line item number of the feeder item. For example, key in *0001* for line item **1**. Press [Enter].

The Delete Feeder Item detail screen is displayed showing the property master record for the specific feeder data keyed in (**Figure 174**).

Note 1: The system displays two messages at the bottom of the screen to clarify the actions you may take when deleting a feeder master record..

```
DATE: XX/XX/XX            PERSONAL PROPERTY SYSTEM              CT: 16:48
DL10                        ** DELETE FEEDER ITEM **            SNO: _____




                        DOC TYPE:   [1]
                     DOCUMENT NO:   [2] _____
                    LINE ITEM NO:   [3]




    ** DEPRESS "ENTER" TO SEND DATA **


    PF1=ADM MENU        PF2=ANOTHER REQUEST        PF3=TRANS MENU        CLEAR=TERMINATE
```

Figure 173. Delete Feeder Item Prompt Screen

```
DATE: XX/XX/XX            PERSONAL PROPERTY SYSTEM              CT: 16:48
DL10                        ** DELETE FEEDER ITEM **            SNO: _____

   PMO           ACCT       FS     ACQUISITION
   CODE   AGENCY STATION   UNIT      AMOUNT        STATUS

          03     0000       00     $22345.89       OPEN
   DOC    DOCUMENT    LINE   OBJ    DATE      QUANTITY   QUANTITY   QUANTITY
   TYPE    NUMBER     ITEM   CLS  RECEIVED    RECEIVED   UPDATED    OUTSTANDING

   838   40AC061795   0002  3111  01/05/93       1          0          1
                    ACCOUNTING DATA                      AMOUNT
             40103729150000                            $22345.89
   THIS FEEDER MASTER HAS ONE LINE OF ACCOUNTING


   **   TO DELETE AN ITEM ALREADY UPDATED IN PROP, PRESS PF10 **

   ** TO CHANGE TO A NON CAPITALIZED, NON ACCOUNTABLE ITEM, CHANGE OBJECT CLASS
    TO ANY NON-PROPERTY OBJECT CLASS,THEN DEPRESS PF10 TO DELETE
   PF1=ADM MENU       PF2=ANOTHER REQUEST       PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 174. Delete Feeder Item Detail Screen

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Note 2: The Status field displays Closed for all procurement documents, except Purchase Order and FEDSTRIP documents, which displays Open or Closed. Items with an Open status can be updated to PROP. Once the procurement document has been closed in the respective feeder system, the Status field will change to Closed. A feeder item record with either Open or Closed in the Status field may be deleted, if appropriate. The Feeder History Option is available for inquiry purposes. Also, the Misc Reference Data field is displayed **only** for those transactions sent to PROP from the Miscellaneous Payments System..

● To delete the property item already updated in PROP, press PF10. The message *Feeder Item Successfully Deleted* is displayed at the bottom of the screen. This will generate accounting entries to the General Ledger **only** and will not affect the Budget Cost System.

● To delete a feeder master record for an item that was originally keyed in with an incorrect object class code, change the object class code to a nonproperty object class and then press [PF10]. The message *Feeder Item Successfully Deleted* is displayed at the bottom of the screen. Accounting entries will be generated that affect **both** the General Ledger and Budget Cost Systems.

You cannot delete a feeder item if a property record exists. When this occurs, the message *Cannot Delete Feeder Item: Property Record Exists* is displayed at the bottom of the screen.

Note: This option permanently deletes the feeder master record and will not be available for inquiry since history records are not maintained for feeder items.

● To delete another feeder item record, press [PF2] and repeat the process.

● To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Delete Lost Or Stolen *(DL11)*

Delete Lost Or Stolen is Option 11 on the Deletions Menu (**Figure 145**). This option is used to delete a property item from the PROP data base once the item has been declared lost or stolen through the Reporting Change Of Status Menu.

To select this option, key in *11* at the Selection Code prompt on the menu screen, **or** at any PROP screen, key in *DL11* at the SNO field. Press [Enter].

The Delete Lost Or Stolen prompt screen is displayed (**Figure 175**).

Respond to the prompt as follows:

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions)*. Key in the NFC ID of the property item to be removed from the PROP data base. Press [Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Delete Lost Or Stolen (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 176**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the Delete Lost Or Stolen (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 177**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:51
DL11                      **DELETE--LOST OR STOLEN**             SNO: _____



   ENTER NFC ID: 1 _____




***DEPRESS "ENTER" TO INPUT DATA


*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```
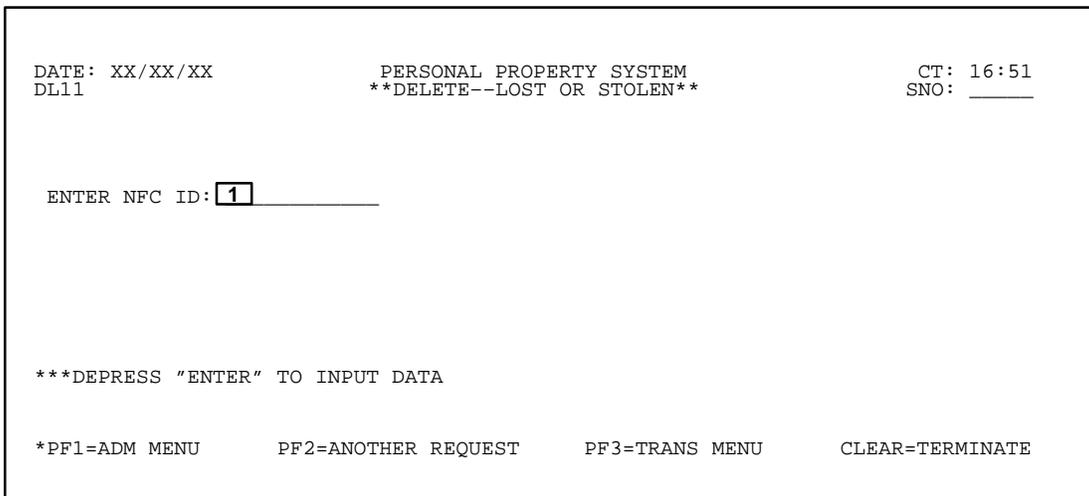
Figure 175. Delete Lost Or Stolen Prompt Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:25
DL11                     **DELETE--LOST OR STOLEN**              SNO: _____
NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:          STATUS:          COND CODE:
DOC TYPE: CON          DOCUMENT NO: 7777                   LINE ITEM NO:
OBJECT CLASS: 3167    AGENCY CODE: 08      ACCT STATION: 0002      UNIT: 00
ACQ AMT:       $1,000.00 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
NATL STOCK NO: 7110                        SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                               MISC NOTE 2:
********************** A C C O U N T I N G   D A T A ***********************
ACCOUNTING CLASS: 2010100004200                    ACCT AMT:       $1,000.00
TREASURY SYMBOL: 1222707
          *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                      SECOND ADDRESS:  4432 POCHE CT W
                      CITY: LAKE CHARLES        STATE: LA  ZIP: 70601 ,
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL REMOVE THIS PROPERTY ITEM
FROM ANY FURTHER ACTIVITY IN THE PROPERTY SYSTEM.
          PF04 = UPDATE NOTES          PF10 = DELETE PROP
*PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 176. Delete—Lost Or Stolen (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 08:39
DL11                     **DELETE--LOST OR STOLEN**              SNO: _____

NFC-ID: AG0002113903  EQUIP.NO.: 34    3V-11111 ACCT.STA.: 0079   UNIT: 00
AGENCY CODE: 34       AO NO: AH3448094034RO      PROGRAM: ISFU    REGION:
DOC.TYPE: 838         DOC.NO: 400                LINE ITEM:       COND.CODE:
ACQ.DATE: 07 01 97    ACQ.SRC.CODE: D           OBJ.CLASS: 3111  FSC: 2310
WCF ACTIVITY:         STATUS:                                     SUB UNIT:
OWNERSHIP CODE: 3     STATUS CODE: 4            FOR/DOM.LOCATION: D
CLASS CODE: 100       VEH.TYPE CODE:            GEO.LOC.CODE: 220000049
SERIES/MODEL: TARUS             MFG.: 001FORD
DESC.: S4D                                      G.V.W.R.:    400
SER/VIN: 111222              DRIVE:             MODEL YEAR: 96
FUEL TYPE: 1          LICENSE NO.: EYY099       NO.CYLINDERS: 6
TRANS.TYPE: A         TRANS.SPEED: 4           SALVAGE VALUE:    $.00
VAR.DEPR.: 0072 MONTHS    ACCUM.DEP:      $.00      ACQ.COST:  $11,000.00
ACCOUNTING CLASS: 4538400009                       AMOUNT: $11,000.00
          *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

*WARNING--THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
          PF04 = UPDATE NOTES          PF10 = DELETE PROP
*PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 177. Delete Lost Or Stolen (motor vehicle) Detail Screen

• To place the property item in the Delete Lost Or Stolen status, press [PF10]. The message *The Property Described Above Has Been Removed From The Property System* is displayed at the bottom of the screen. Also, **DEL. –D50** is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

• To delete another property item from the PROP data base, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Donated Research Equipment Under P. L. 102–245 *(DL12)*

Donated Research Equipment Under P. L. 102–245 is Option 12 on the Deletions Menu (**Figure 145**). This op-tion is used to record the donation of research equipment under the Stevenson–Wydler Technology Innovation Act, Public Law 102–245.

To select this option, key in *12* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL12* at the SNO field. Press [Enter].

The Donated Research Equipment prompt screen is displayed (**Figure 178**).

Respond to the prompt as described.

1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item of the research equipment to be donated. [Press Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the Donated To Public Body By Agency (nonmotor vehicle) detail

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screen is displayed showing the property master record for the NFC ID keyed in (**Figure 179**).

or

If a motor vehicle budget object class code was used for

this item at the acquisition screen, the Donated To Public Body By Agency (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 180**).

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:52
DL12                     DONATED RESEARCH EQUIPMENT              SNO: _____




    ENTER NFC ID:  [1]_____




    ***DEPRESS "ENTER" TO SEND DATA


    PF1=ADM MENU        PF2=ANOTHER REQUEST        PF3=TRANS MENU        CLEAR=TERMINATE
```

Figure 178. Donated Research Equipment Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 15:38
DL02                   **DONATED TO PUBLIC BODY BY AGENCY**     SNO: _____

NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:          STATUS:          COND CODE:
DOC TYPE: CON          DOCUMENT NO: 7777                   LINE ITEM NO:
OBJECT CLASS: 3167    AGENCY CODE: 08      ACCT STATION: 0002      UNIT: 00
ACQ AMT:       $1,000.00 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
NATL STOCK NO: 7110                        SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                               MISC NOTE 2:
********************** A C C O U N T I N G   D A T A ***********************
ACCOUNTING CLASS: 2010100004200                      ACCT AMT:      $1,000.00
TREASURY SYMBOL: 1222707
          *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                      SECOND ADDRESS:  4432 POCHE CT W
                      CITY: LAKE CHARLES        STATE: LA  ZIP: 70601 ,
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"DONATED TO PUBLIC BODY BY AGENCY" STATUS
              PF04 = UPDATE NOTES          PF10 = DELETE  PROP
PF1=ADM MENU        PF2=ANOTHER REQUEST        PF3=TRANS MENU        CLEAR=TERMINATE
```

Figure 179. Donated To Public Body By Agency (nonmotor vehicle) Detail Screen

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 08:50
DL12                      DONATED RESEARCH EQUIPMENT              SNO: _____
NFC ID: AG0002113903   SER/VIN: 111222             LIC NUMBER: EYY099
MFG: 001FORD           MODEL: TARUS         YEAR OF MFG:    CU.IN.DISP:
DESCRIPTION: S4D
SPEC EQUIP: ACODPP                  NO CYLINDERS: 6   TRANS.TYPE: AUTOMATIC
G.V.W.R.:     40       FUEL TYPE: 1   CR.CARD NO: 4324321000       AGENCY: 34
AO NO: AH3448094034RO F.S.C.: 2310   ACCT STA: 0079   UNIT: 00  VAR.DEP:
DOC.NO: 400           DOC TYPE: 838  LINE ITEM NO:
OBJECT CLASS: 3111        GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
SPEC PURPOSE CODE:        VEH.TYPE CODE:             CLASS CODE: 100
ACQ.DATE: 07 01 97        ACQ.COST:   $11,000.00     ACQ SOURCE CODE: D
IN SERV.DATE: 07 97       IN SERV.MILEAGE:     0     PROP CODE:
OUT SERV.DATE:            STATUS CODE: 4             COND CODE:
SCH.REPLACE DATE: 12 99   MIN.ANN.UTIL:      HOURS   OWNERSHIP CODE:
 * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * * *
ACCOUNTING CLASS: 4538400009                    AMOUNT:      $11,000.00
       *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*

 *WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
 "DONATED RESEARCH EQUIPMENT" STATUS
             PF04 = UPDATE NOTES         PF10 = DELETE  PROP
  PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU     CLEAR=TERMINATE
```

Figure 180. Donated Research Equipment (motor vehicle) Detail Screen

• To place the property item in the Donated Research Equipment status, press [PF10]. The message *The Property Listed Above Has Been Placed In The "Donated Research Equipment Under P. L. 102–245" Status* is displayed at the bottom of the screen. Also, **DEL. –D71** is displayed in the Status field indicating that the delete in the system was successful. The system maintains the deleted property master history record for a specific time period for inquiry purposes.

Note 1: The accounting for this type of deletion is the same as the accounting for Transaction Action Type Code D51, Donated To Public Body. Therefore, totals for donated research equipment will be included in the PROP318, Excess And Surplus Property Report (By Agency), in the category Donated To Public Bodies.

• To place another property item into the Donated Research Equipment status, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

CASU Disposition *(DL13)*

CASU Disposition is Option 13 on the Deletions Menu (**Figure 145**). This option is used to record the the dis-

position of a property item to a regional Cooperative Administrative Support Unit.

To select this option, key in *13* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *DL13* at the SNO field. Press [Enter].

The CASU Disposition prompt screen is displayed (**Figure 181**).

Respond to the prompt as follows:

⊡1 **Enter NFC ID** *(required, alphanumeric field; 12 positions).* Key in the NFC ID of the property item. [Press Enter].

If a nonmotor vehicle budget object class code was used for this item at the acquisition screen, the CASU Disposition (nonmotor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 182**).

or

If a motor vehicle budget object class code was used for this item at the acquisition screen, the CASU Disposition (motor vehicle) detail screen is displayed showing the property master record for the NFC ID keyed in (**Figure 183**).

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 16:54
DL13                          CASU  DISPOSITION                SNO: _____




    ENTER NFC ID:  1_____




 ***DEPRESS "ENTER" TO SEND DATA


  PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 181. CASU Disposition Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 10:26
DL13                          CASU  DISPOSITION                SNO: _____
NFC-ID: AG0000000077  DESCRIPTION: DESK
AO NO: AH000000000303 CUSTODIAN:         STATUS:          COND CODE:
DOC TYPE: CON         DOCUMENT NO: 7777                 LINE ITEM NO:
OBJECT CLASS: 3167    AGENCY CODE: 08    ACCT STATION: 0002      UNIT: 00
ACQ AMT:      $1,000.00 ACQ DATE: 01 01 94 (MMDDYY) PROP CODE:
NATL STOCK NO: 7110                    SERIAL NO: 77777
MANUFACTURER: 00095ENCORE COMPUTER
MISC NOTE 1:                         MISC NOTE 2
******************** A C C O U N T I N G   D A T A ***********************
ACCOUNTING CLASS: 2010100004200                 ACCT AMT:      $1,000.00
TREASURY SYMBOL: 1222707
        *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
LOCATION OF PROPERTY: FIRST ADDRESS:  USDA BLDG 350
                     SECOND ADDRESS:  4432 POCHE CT W
                     CITY: LAKE CHARLES      STATE: LA  ZIP: 70601 ,
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"CASU DISPOSITION" STATUS
           PF04 = UPDATE NOTES        PF10 = DELETE  PROP
PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 182. CASU Disposition (nonmotor vehicle) Detail Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 08:55
DL13                          CASU  DISPOSITION                SNO: _____
NFC ID: AG0002113903  SER/VIN: 111222            LIC NUMBER: EYY099
MFG: 001FORD         MODEL: TARUS        YEAR OF MFG:   CU.IN.DISP:
DESCRIPTION: S4D
SPEC EQUIP: ACODPP            NO CYLINDERS: 6   TRANS.TYPE: AUTOMATIC
G.V.W.R.:     40     FUEL TYPE: 1  CR.CARD NO: 4324321000    AGENCY: 34
AO NO: AH3448094034RO F.S.C.: 2310   ACCT STA: 0079    UNIT: 00  VAR.DEP:
DOC.NO: 400          DOC TYPE: 838  LINE ITEM NO:
OBJECT CLASS: 3111         GEOG.LOC CODE: 220000049   VEHICLE LOC: DOMESTIC
SPEC PURPOSE CODE:         VEH.TYPE CODE:             CLASS CODE: 100
ACQ.DATE: 07 01 97         ACQ.COST:   $11,000.00    ACQ SOURCE CODE: D
IN SERV.DATE: 07 97        IN SERV.MILEAGE:    0      PROP CODE:
OUT SERV.DATE:             STATUS CODE: 4             COND CODE:
SCH.REPLACE DATE: 12 99   MIN.ANN.UTIL:       HOURS  OWNERSHIP CODE:
 * * * * * * * * * * * * * A C C O U N T I N G * * * * * * * * * * * * * * *
ACCOUNTING CLASS: 4538400009                    AMOUNT:      $11,000.00
          *THIS PROPERTY RECORD HAS ONE LINE OF ACCOUNTING*
*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"CASU DISPOSITION" STATUS
           PF04 = UPDATE NOTES        PF10 = DELETE  PROP
PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 183. CASU Disposition (motor vehicle) Detail Screen

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- To place the property item in the Donated Research Equipment status, press [PF10]. The message *The Property Listed Above Has Been Placed In The "CASU Disposition" Status* is displayed at the bottom of the screen. Also, *DEL. –D72** is displayed in the Status field indicating that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

- To place another property item into the CASU Disposition status, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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AO Inventory Update (TR05)

AO Inventory Update is Option 5 on the Transaction Menu (**Figure 86**). This option is used to key in the date of the most recent physical inventory for an accountable officer.

Note: Physical inventories must be taken each time there is a change in AO responsibility and/or at least every **2** years.

To select this option, key in *5* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *TR05* at the SNO field. Press [Enter].

The AO Inventory Update prompt screen is displayed (**Figure 184**).

Respond to the prompt as follows:

1️⃣ **Enter AO Number** *(required, alphanumeric field; 14 positions)*. Key the accountable officer number to update inventory data. Press [Enter].

The AO Inventory Update detail screen is displayed (**Figure 185**). This screen is used to key in the date of the latest AO physical inventory and displays the AO number keyed in. Verify the AO number to ensure this is the AO number to be updated. **Note:** To permit an inventory update, the AO number keyed in must be established in the PROP data base and must have assigned property..

• To update the AO inventory data, complete the field as described:

1️⃣ **Date Of Last Inventory** *(required, numeric field; 6 positions)*. Key in the date of the most recent AO physical inventory.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 11:10
TR05                        **AO INVENTORY UPDATE**              SNO: _____




          ENTER AO NUMBER:   1 _____






** DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 184. AO Inventory Update Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 11:13
                           **AO INVENTORY UPDATE**              SNO: _____


              AO NUMBER:        AA111111111111

    DATE OF LAST INVENTORY:   1   09   03   97






** DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 185. AO Inventory Update Detail Screen

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Note: If an inventory date for the AO was previously recorded in the system, the last recorded inventory date is displayed (**Figure 185**). Key in the new date over the displayed date. Press [Enter]..

If errors are not found, the message *The Above Date Has Been Recorded As Last Date Inventoried* is displayed at the bottom of the screen. If the data does not pass system edits, error messages are displayed at the bottom of the screen. All errors must be corrected to update the PROP data base.

• To perform another AO inventory update, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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PMO Inventory Update *(TR06)*

PMO Inventory Update is Option 6 on the Transaction Menu (**Figure 86**). This option is used to key in the date of the most recent physical inventory for a property management officer. ☞**Note:** Physical inventories must be taken each time there is a change in PMO responsibility and/or at least every **2** years..

To select this option, key in *6* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *TR06* at the SNO field. Press [Enter].

The PMO Inventory Update prompt screen is displayed (**Figure 186**).

Respond to the prompt as follows:

1 **Enter PMO Number** *(required, alphanumeric field; 2 positions)*. Key in the property management officer number. Press [Enter].

The PMO Inventory Update detail screen is displayed (**Figure 187**). This screen is used to key in the date of the most recent PMO physical inventory and displays the PMO number keyed in. Verify the PMO number to ensure this is the PMO number to be updated.**Note:** To permit an inventory update, the PMO number keyed in must be established in the PROP data base and must have assigned property.

● To update the PMO inventory data, complete the field as described:

1 **Date Of Last Inventory** *(required, numeric field; 6 positions)*. Key in the date of the most recent PMO physical inventory.

Note: If an inventory date for the PMO was previously recorded in the system, PROP displays the last recorded inventory date (**Figure 187**). Key in the new date over the displayed date. Press [Enter].

```
 DATE: XX/XX/XX              PERSONAL  PROPERTY  SYSTEM             CT: 11:14
 TR06                        * PMO  INVENTORY  UPDATE *            SNO: _____


   ENTER PMO NUMBER: 1




 **  DEPRESS  "ENTER"  TO SEND DATA  **

 *PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 186. PMO Inventory Update Prompt Screen

```
 DATE: XX/XX/XX                 PERSONAL  PROPERTY  SYSTEM           CT: 11:19
                               * PMO  INVENTORY  UPDATE *           SNO: _____


     PROPERTY  MANAGEMENT  OFFICER:    NF

     DATE OF LAST INVENTORY:   1     10    31    97




 **  DEPRESS  "ENTER"  TO SEND DATA  **

 *PF1=ADM MENU       PF2=ANOTHER REQUEST       PF3=TRANS MENU      CLEAR=TERMINATE
```

Figure 187. PMO Inventory Update Detail Screen

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If errors are not found, the message *The Above Date Has Been Recorded As Last Date Inventoried For This PMO* is displayed at the bottom of the screen. If the data does not pass the system edits, error messages are displayed at the bottom of the screen. All errors must be corrected to update the PROP data base.

- To perform another PMO inventory update, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Mass Accountable Officer Change
(TR07)

Mass Accountable Officer Change is Option 7 on the Transaction Menu (**Figure 86**). This option is used to perform a mass transfer of accountable property between AO's. The transfer, however, must be within the same agency/department and **must not** require mass accounting code changes.

To select this option, key in *7* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *TR07* at the SNO field. Press [Enter].

The Mass AO Change screen is displayed (**Figure 188**).

Respond to the prompts as follows:

1 **Old A.O. No** *(required, alphanumeric field; 14 positions).* Key in the accountable officer number from whom the accountable property is being reassigned.

2 **New A.O. No** *(required, alphanumeric field; 14 positions).* Key in the accountable officer number to whom the accountable property is being reassigned. Press [Enter].

If errors are not found, the messages *All Property For The Old A.O. Has Been Assigned To The New A.O.* and *The Number Of Property Records Changed Was:* are displayed in the middle of the screen. If the data does not pass system edits, error messages are displayed in the middle of the screen. All errors must be corrected to update the PROP data base.

Note 1: When large numbers of inventory files are involved in a mass AO change, the system displays a message with the number of records processed thus far. Press [Enter] to continue. The system indicates the total number of property records changed in **Figure 188** once the mass AO change is completed.

Note 2: After the action is taken, all property assigned to the old accountable officer will change to the new accountable officer. This option does **not** permit the selection of certain property records.

• To perform another mass accountable officer change, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM           CT: 11:19
TR07                       **** MASS AO CHANGE ****           SNO: _____


        OLD A.O. NO. [1]_____     NEW A.O. NO. [2]_____


* * * * * * * * * * * * HIT "ENTER" TO ENTER DATA * * * * * * * * * * * *






 *PF1=ADM MENU     PF2=ANOTHER REQUEST     PF3=TRANS MENU    CLEAR=TERMINATE

```

Figure 188. Mass AO Change Screen

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Report Generator Menu *(RPMU or AD04)*

Report Generator Menu is Option 4 on the Administrative Menu (**Figure 10**). This option provides numerous preprogrammed report options for property items accounted for in the PROP data base.

To select this option, key in *4* at the Selection Code prompt on the menu, **or** at any PROP screen, key in *RPMU* or *AD04* at the SNO field. Press [Enter].

The first of four Report Generator Menus (**Figure 189** through **Figure 192**) is displayed.

• To display additional reports on the menu, press [PF3].

• To select a report, position the cursor next to the appropriate report and press [Enter]. The Report Generator Detail screen is displayed. You **must** complete the required fields in order to produce the report.

Following is a brief description of each report:

28, PMO And AO Name, Address, And Inventory Status. The PROP28 report is a name and address list of an agency's AO and PMO file. The report may be requested by agency or PMO. In addition, the report sort may be by (1) AO number, (2) AO name, or (3) inventory date. You may also exclude or include print of the accountable officers' addresses on the report. The report also contains other information such as PMO code, AO number, AO name, AO telephone number, inventory date, status, and AO address if requested to print. Inventory status totals are provided after each PMO change and for **all** PMOs at the end of the report. The Inv Date field provides the latest date in the system for the current

physical inventory. The Status field shows a code indicating the status of the inventory date. Descriptions of the Status field codes are: **C** = inventory date is current-- within two years of the report date; **D** = inventory date is delinquent--more than two years prior to the report date; and **N** = inventory date is not in the system. (See **Figure 193** for an exhibit of the request screen for the 28 and **Exhibit 1** for a sample copy of the report.)

301A, Personal Property Report (WCF) (By AO). The 301A report identifies cost totals of property items that have been charged to a working capital, trust, or revolving fund. This report also reflects the accumulation of all property items, which meets set criteria, in the PROP data base. It is produced in AO number sequence, by agency, and then by the Federal Supply Class (*i.e., national stock number*). The 301A contains such information as NFC ID, document type, acquisition cost and date, document number, line item number, and condition code. Totals are provided after each AO and end of an agency and/or department. (See **Figure 194** for an exhibit of the request screen for the 301A and **Exhibit 2** for a sample copy of the report.)

301B, Personal Property Report (APPROP) (By AO). The 301B report identifies cost totals of property items that have been charged to an appropriated fund. It also reflects the accumulation of all property items, which meets set criteria, in the PROP data base. This report is produced in AO number sequence by agency, and followed by the Federal Supply Class (*i.e., national stock number*) and contains such information as NFC ID, document type, acquisition cost and date, document number, line item number, and condition code. Totals are provided after each AO and end of an agency and/or department (See **Figure 195** for an exhibit of the request screen for the 301B and **Exhibit 3** for a sample copy of the report.)

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM                CT: 16:29
                          ** REPORT GENERATOR MENU **               SNO: _____


PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

  28  -PMO AND AO NAME, ADDRESS, AND INVENTORY STATUS
  72  -GSA ADP EQUIPMENT DATA SYSTEM REPORT
  301A-PERSONAL PROPERTY REPORT (WCF) (BY AO)
  301B-PERSONAL PROPERTY REPORT (APPROP) (BY AO)
  301C-PERSONAL PROPERTY REPORT (WCF & APPROP) (BY PMO)
  302 -PERSONAL PROPERTY PHYSICAL INVENTORY REPORT (BY AO)
  303 -PERSONAL PROPERTY TRANSACTION REPORT (BY AO)
  304 -PMIS SUSPENSE LISTING
  305A-PERSONAL PROPERTY EXCESS REPORT (BY AO)
  305D-UNDISPOSED ITEMS REPORTED TO GSA MORE THAN SIX MONTHS AGO (BY AO)
  307 -PERSONAL PROPERTY ACCOUNTABLE OFFICER REPORT (BY PMO)
  308A-LEASED PERSONAL PROPERTY REPORT (BY AO)
  308B-LEASED PERSONAL PROPERTY REPORT (BY AO)
  308C-LEASED PERSONAL PROPERTY REPORT (BY AO)



  PF1=ADM MENU              PF3=ADDITIONAL REPORTS         CLEAR=TERMINATE
```

Figure 189. First Report Generator Menu

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:30
                          ** REPORT GENERATOR MENU **            SNO: _____


PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

  309A-PERSONAL PROPERTY CATALOG REPORT (BY AO)
  309B-PERSONAL PROPERTY CATALOG REPORT (BY AO)
  310A-PROPERTY ON LOAN TO NON-FEDERAL RECIPIENTS (BY AGENCY)
  310B-PROPERTY ON LOAN TO NON-FEDERAL RECIPIENTS (BY PMO)
  313 -PERSONAL PROPERTY REPORT BY NFC-ID NUMBER (BY PMO)
  318 -EXCESS AND SURPLUS PROPERTY REPORT (BY AGENCY)
  319 -EXCHANGE/TRADE REPORT (BY AGENCY)
  321A-SENSITIVE PROPERTY REPORT (BY AO)
  321B-SENSITIVE PROPERTY REPORT (BY AO)
  322A-PERSONAL PROPERTY REPORT BY SERIAL NUMBER (BY AO)
  323 -PERSONAL PROPERTY REPORT (BY AO)
  325 -PERSONAL PROPERTY REPORT BY FEDERAL SUPPLY CODE (BY FSC)
  329 -PERSONAL PROPERTY PHYSICAL INVENTORY REPORT (BY AO)
  330 -PERSONAL PROPERTY PHYSICAL INVENTORY REPORT (BY AO)



  PF1=ADM MENU     PF3=ADDITIONAL REPORTS    PF4=PREV SCREEN    CLEAR=TERMINATE
```

Figure 190. Second Report Generator Menu

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:30
                          ** REPORT GENERATOR MENU **            SNO: _____


PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

  348 -PERSONAL PROPERTY REPORT (WCF & APPROP) (BY AO)
  350 -PERSONAL PROPERTY PHYSICAL INVENTORY REPORT (BY AO)
  351 -PERSONAL PROPERTY TRANSACTION REPORT (BY AO)
  353 -LEASED PERSONAL PROPERTY REPORT (BY AO)
  354 -PERSONAL PROPERTY REPORT (WCF/TRUST FUND REVOLV FUND) (BY PMO)
  355 -PERSONAL PROPERTY REPORT (APPROPRIATED FUND) (BY PMO)
  356 -PERSONAL PROPERTY REPORT (WCF/TRUST FUND/REVOLV FUND) (BY PMO)
  501 -MOTOR VEHICLE INVENTORY REPORT
  502 -LIST OF VEHICLES BY LOCATION
  503 -LIST OF VEHICLES BY ACCOUNTABLE OFFICER
  504 -LIST OF VEHICLES BY NFC-ID NUMBER
  505 -LIST OF VEHICLES BY VEHICLE SERIAL NUMBER
  506 -LIST OF VEHICLES BY LICENSE NUMBER
  507 -MOTOR VEHICLE OPERATION/MAINTENANCE REPORT



 PF1=ADM MENU     PF3=ADDITIONAL REPORTS    PF4=PREV SCREEN     CLEAR=TERMINATE
```

Figure 191. Third Report Generator Menu

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:39
                          ** REPORT GENERATOR MENU **            SNO: _____


PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

  509 -LIST OF VEHICLES ELIGIBLE FOR REPLACEMENT
  510 -QUARTERLY OPERATIONAL WORKSHEET
  511 -CURRENT MOTOR VEHICLE OPERATIONAL DATA REPORT
  512 -LIST OF VEHICLES ACQUIRED
  513 -LIST OF VEHICLES DISPOSED
  514 -MOTOR VEHICLE NATIONAL CREDIT CARD LISTING






     **THIS IS THE LAST REPORT GENERATOR MENU SCREEN **

 PF1=ADM MENU                   PF4=PREV SCREEN                 CLEAR=TERMINATE
```

Figure 192. Fourth Report Generator Menu

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301C, Personal Property Report (WCF & APPROP) (By PMO). The 301C report identifies cost totals of property items that have been charged to a working capital or an appropriated fund. It also reflects the accumulation of all property items, which meets set criteria, in the PROP data base. This report is produced in PMO code sequence by agency, and followed by the Federal Supply Class (*i.e., national stock number*) and contains such information as NFC ID, document type, acquisition cost and date, document number, line item number, and condition code. Totals are provided after each PMO and end of an agency and/or department. (See **Figure 196** for an exhibit of the request screen for the 301C and **Exhibit 4** for a sample copy of the report.)

302, Personal Property Physical Inventory Report (By AO). The 302 report is provided as a tool to assist the AO when conducting a physical inventory. After the inventory is performed, the AO must ensure the system is updated with any corrections and/or changes. This report is produced in AO number sequence by agency, and followed by the Federal Supply Class (*i.e., national stock number*) and contains such information as NFC ID, document type, acquisition cost and date, document number, line item number, and condition code. Totals are provided after each AO and end of an agency and/or department. **Note:** When this report is generated, the license number is displayed in the ID Number field. Also, the agency and equipment numbers are displayed in the Document Number field. (See **Figure 197** for an exhibit of the request screen for the 302 and **Exhibit 5** for a sample copy of the report.)

303, Personal Property Transaction Report (By AO). The 303 report identifies the types of modifications/transactions performed on property masters for the specified period keyed in on the Report Generator Detail screen. The report is produced for each AO in FSC sequence and is segmented into four categories of transactions (*i.e., Additions, Deletions, Modifications,* and *Transfers To And From This AO Area).* The report provides summary totals for each category on each AO. It contains such information as document type and number, line item, NFC ID, description, manufacturer, model and serial number, misc data 1 and 2, transaction type code, user ID, and acquisition date and cost. (See **Figure 198** for an exhibit of the request screen for the 303 and **Exhibit 6** for a sample copy of the report.)

304, PMIS Suspense Listing. The 304 report identifies property items that have been captured via the feeder systems but have not yet been updated and property masters created in the PROP data base. The report is produced by PMO code and in accounting data, document type and number sequence. It contains such information as line item, object class code, amount, date and quantity received, quantity updated in PROP, and quantity outstand-ing. Summary report pages showing totals on the number of items outstanding by fiscal year for the last five fiscal years are provided at the end of the report. The summary report pages are produced separately on PMO, agency, and department. (See **Figure 199** for an exhibit of the request screen for the 304 and **Exhibit 7** for a sample copy of the report.)

305A, Personal Property Excess Report (By AO). The 305A report identifies property items that have been declared *Excess.* The report may be produced by PMO or AO and contains such information as NFC ID, national stock number, description, model and serial number, acquisition cost and date, and condition code. (See **Figure 200** for an exhibit of the request screen for the 305A and **Exhibit 8** for a sample copy of the report.)

305D, Undisposed Items Reported To GSA More Than Six Months Ago (By AO). The 305D report identifies the property items that are undisposed and have been reported to GSA over six months ago. It may be requested by PMO code **or** AO and is produced in AO sequence, followed by the Federal Supply Class (FSC) group. This report also contains such information as description, excess property report number, date property sent to GSA, contact person, and telephone number. An AO summary total on the number of units is provided at the end of the report. (See **Figure 201** for an exhibit of the request screen for the 305D and **Exhibit 9** for a sample copy of the report.)

307, Personal Property Accountable Officer Report (By PMO). The 307 report identifies all items accountable to an AO and reflects the acquisition and total monthly leased costs of the property items. The report also contains such information as agency code, number of property units, and number of leased property units. Summary totals are provided on state and agency. (See **Figure 202** for an exhibit of the request screen for the 307 and **Exhibit 10** for a sample copy of the report.)

308A, Leased Personal Property Report (By AO). The 308A report identifies by AO, the property items leased by an agency. The report, in AO number sequence followed by the National Stock Number, contains such information as NFC ID, description, serial number, manufacturer, start and end date, monthly rate, and document number. (See **Figure 203** for an exhibit of the request screen for the 308A and **Exhibit 11** for a sample copy of the report.)

308B, Leased Personal Property Report (By AO). The 308B report identifies an agency's total monthly cost for leased property. The report provides a summary of leased property units as well as the total monthly cost by agency. (See **Figure 204** for an exhibit of the request screen for the 308B and **Exhibit 12** for a sample copy of the report.)

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308C, Leased Personal Property Report (By AO). The 308C report identifies a Department's monthly cost total for leased property. The report provides a summary of leased property units as well as the total monthly cost by individual agency.**Note:** Because of a system edit, the 308C report contains the same data as the 308B.   (See **Figure 205** for an exhibit of the request screen for the 308C and **Exhibit 13** for a sample copy of the report.)

309A, Personal Property Catalog Report (By AO). The 309A report provides a list of an agency's assets by National Stock Number (NSN). The report provides the acquisition cost of accountable property items and is produced in NSN sequence by agency. The report also contains such information as manufacturer, number of units, cost, description, and agency summary totals. (See **Figure 206** for an exhibit of the request screen for the 309A and **Exhibit 14** for a sample copy of the report.)

309B, Personal Property Catalog Report (By AO). The 309B report summarizes the number of units and acquisition costs of an agency's assets by NSN. The report also contains such information as manufacturer, number of units, cost, description, and Department totals. (See **Figure 207** for an exhibit of the request screen for the 309B and **Exhibit 15** for a sample copy of the report.)

310A, Property On Loan To Non-Federal Recipients (By Agency). The 310A report provides a summary of the property items on loan to non-Federal recipients. The report is requested by agency and produced in location sequence. It also contains such information as FSC group and quantity and amount for each FSC. The report provides summary totals by location as well as a recapitulation by agency. (See **Figure 208** for an exhibit of the request screen for the 310A and **Exhibit 16** for a sample copy of the report.)

310B, Property On Loan To Non-Federal Recipients (By PMO). The 310B report provides a summary of the property items on loan to non-Federal recipients. The report is requested by agency and PMO code and is produced in location sequence. It also contains such information as FSC group, quantity and amount for each FSC. The report provides summary totals by location as well as a recapitulation by agency. (See **Figure 209** for an exhibit of the request screen for the 310B and **Exhibit 17** for a sample copy of the report.)

313, Personal Property Report By NFC-ID Number (By PMO). The 313 report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP data base. The report is produced in NFC ID sequence by agency and contains such information as NSN, transaction code, document type and number, serial number, description, and acquisition cost and date. (See **Figure 210** for an exhibit of the

request screen for the 313 and **Exhibit 18** for a sample copy of the report.)

318, Excess And Surplus Property Report (By Agency). The 318 report provides summary data, by categories, of the total acquisition amount of property items that have been declared *Excess* or *Surplus*. The report is requested by agency and is a year-to-date summary. It also provides the monetary amount of proceeds from sales. (See **Figure 211** for an exhibit of the request screen for the 318 and **Exhibit 19** for a sample copy of the report.)

319, Exchange/Trade Report (By Agency). The 319 report identifies the property items that have been sold/exchanged. The report is produced by (FSC) group and contains the acquisition and trade-in acquisition amounts and the proceeds from sales and trade-ins. The report is a year-to-date summary and is produced by agency and provides summary totals on **(1) acquisition costs of sold items**, **(2) sales proceeds**, **(3) trade-in acquisition costs**, and **(4) trade-in proceeds**. (See **Figure 212** for an exhibit of the request screen for the 319 and **Exhibit 20** for a sample copy of the report.)

321A, Sensitive Property Report (By AO). The 321A report identifies the property items that have been classified as *Sensitive* as a result of the use of Budget Object Classification Code (BOCC) **3141**. The report is produced by AO in agency sequence, followed by the NSN. It contains such information as NFC ID, description, serial number, manufacturer, and acquisition cost and date. (See **Figure 213** for an exhibit of the request screen for the 321A and **Exhibit 21** for a sample copy of the report.)

321B, Sensitive Property Report (By AO). The 321B report identifies the property items that have been classified as *Sensitive* as a result of the use of BOCC **3141**. The report is an agency and department summary by NSN. It contains such information as NFC ID, description, serial number, manufacturer, and acquisition cost and date. (See **Figure 214** for an exhibit of the request screen for the 321B and **Exhibit 22** for a sample copy of the report.)

322A, Personal Property Report By Serial Number (By AO). The 322A report identifies the property items for an agency. The report reflects the accumulation of all property items maintained in the PROP data base and is produced by serial number in agency sequence. It provides a summary total of acquisition costs and contains such information as NFC I, model number, manufacturer, and acquisition cost and date. (See **Figure 215** for an exhibit of the request screen for the 322A and **Exhibit 23** for a sample copy of the report.)

323, Personal Property Report (By AO). The 323 report identifies the property items for an agency. This report reflects the accumulation of all property items maintained in the PROP data base and is produced by AO in

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serial number sequence. It contains such information as NFC ID, document type, condition code, and acquisition cost and date. Summary totals are provided for the total number of items and acquisition costs. (See **Figure 216** for an exhibit of the request screen for the 323 and **Exhibit 24** for a sample copy of the report.)

325, Personal Property Report By Federal Supply Code (By FSC). The 325 report identifies those property items classified as *Radio* and *Communication Equipment* based on the FSC. The report is produced in AO sequence by agency, followed by the FSC. It contains such information as acquisition cost and date, manufacturer, and serial and model number. Summary totals are provided for each AO and FSC. (See **Figure 217** for an exhibit of the request screen for the 325 and **Exhibit 25** for a sample copy of the report.)

329, Personal Property Physical Inventory Report (By AO). The 329 report is provided as a tool to assist the AO when conducting a physical inventory. After the inventory is performed, the AO must ensure the system is updated with any corrections and/or changes. This report may be requested by PMO **or** AO and is produced in AO and NFC ID sequence. It provides a summary total on the number of units assigned to the PMO or AO and contains such information as description, manufacturer, serial number, custodian, and last date inventoried. (See **Figure 218** for an exhibit of the request screen for the 329 and **Exhibit 26** for a sample copy of the report.)

330, Personal Property Physical Inventory Report (By AO). The 330 report is provided as a tool to assist the AO when conducting a physical inventory. After the inventory is performed, the AO must ensure the system is updated with any corrections and/or changes. This report may be requested by PMO **or** AO and is produced in AO and custodian sequence. It provides a summary total on the number of units assigned to the PMO or AO along with the total acquisition cost. The report also contains such information as NFC ID, description, manufacturer, serial number, and last date inventoried. (See **Figure 219** for an exhibit of the request screen for the 330 and **Exhibit 27** for a sample copy of the report.)

348, Personal Property Report (WCF & APPROP) (By AO). The 348 report is used primarily by the Forest Service, Agency 11, and identifies cost totals of property items assigned to an AO and have been charged to a working capital, trust, or revolving fund. This report reflects the accumulation of all property items, which meets set criteria, maintained in the PROP data base. It is produced by AO in description sequence (*i.e., alphabetical*) and contains such information as acquisition cost, manufacturer, serial and model number, document number and type, NFC ID, NSN, line item, and condition code. Summary totals are provided for each AO. (See

Figure 220 for an exhibit of the request screen for the 348 and **Exhibit 28** for a sample copy of the report.)

350, Personal Property Physical Inventory Report (By AO). The 350 report is provided as a tool to assist the AO when conducting an physical inventory. After the inventory is performed, the AO must ensure the system is updated with any corrections and/or changes. It is produced by AO in description sequence (*i.e., alphabetical*) and contains such information as NFC ID, serial and model number, manufacturer, and date of the last physical inventory. A certification report is also provided with the 350. (See **Figure 221** for an exhibit of the request screen for the 350 and **Exhibit 29** for a sample copy of the report.)

351, Personal Property Transaction Report (By AO). The 351 report identifies the types of modifications/transactions performed in various property masters for the specified period keyed in. The report is produced in description sequence and contains such information as transaction type code and date, NFC ID, document type and number, serial and model number, acquisition date and cost, and manufacturer. (See **Figure 222** for an exhibit of the request screen for the 351 and **Exhibit 30** for a sample copy of the report.)

353, Leased Personal Property Report (By AO). The 353 report identifies, by AO, property items leased by an agency. It is produced in alpha description sequence and contains such information as serial and model number, line item, manufacturer, document number and type, NFC ID, FSC, acquisition cost, and condition code. (See **Figure 223** for an exhibit of the request screen for the 353 and **Exhibit 31** for a sample copy of the report.)

354, Personal Property Report (WCF/Trust Fund Revolv Fund) (By PMO). The 354 report is used by the Forest Service, Agency 11, and identifies cost totals of property items that have been charged to a working capital, trust, or revolving fund. This report reflects the accumulation of all property items, which meets set criteria, maintained in the PROP data base. It is produced by PMO, followed by the alpha description. The report also contains such information as AO, acquisition cost, manufacturer, serial and model number, document number and type, NFC ID, FSC, line item, and condition code. (See **Figure 224** for an exhibit of the request screen for the 354 and **Exhibit 32** for a sample copy of the report.)

355, Personal Property Report (Appropriated Fund) (By PMO). The 355 report is used by the Forest Service, Agency 11, and identifies cost totals of property items that have been charged to an appropriated fund. This report reflects the accumulation of all property items, which meets set criteria, maintained in the PROP data base. It is produced by PMO, followed by the alpha description. The report also contains such information as AO, acquisition cost, manufacturer, serial and model

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number, document number and type, NFC ID, NSN, line item, and condition code. Summary totals are provided on the number of items and cost for each AO. (See **Figure 225** for an exhibit of the request screen for the 355 and **Exhibit 33** for a sample copy of the report.)

356, Personal Property Report (WCF/Trust Fund/ Revolv Fund) (By PMO). The 356 report is used by the Forest Service, Agency 11, and identifies cost totals of property items that have been charged to a working capital, trust, or revolving fund. The report reflects the accumulation of all property items, which meets set criteria, maintained in the PROP data base. It is produced by PMO, followed by the alpha description. The report also contains such information as AO, acquisition cost, manufacturer, serial and model number, document number and type, NFC ID, NSN, line item, and condition code. Summary totals are provided on the number of items and cost for each AO. (See **Figure 226** for an exhibit of the request screen for the 356 and **Exhibit 34** for a sample copy of the report.)

501, Motor Vehicle Inventory Report. The 501 report is provided as a tool to assist in conducting an inventory of motor vehicles. It may be requested in PMO, location, or AO sequence, followed by NFC ID. The report separates on each AO and also contains such information as year, make, class and type code, description, serial and credit card number, license, number of cylinders, transmission type, acquisition date and cost, document number, and replacement year. (See **Figure 227** for an exhibit of the request screen for the 501 and **Exhibit 35** for a sample copy of the report.)

502, List Of Vehicles By Location. The 502 report is a list of vehicles by location. It may be requested in PMO, location, or AO sequence, followed by the NFC ID. The report also contains such information as year, make, class and type code, serial number, license, number of cylinders, transmission type, acquisition date and cost, document number, and replacement status. (See **Figure 228** for an exhibit of the request screen for the 502 and **Exhibit 36** for a sample copy of the report.)

503, List Of Vehicles By Accountable Officer. The 503 report is a list of vehicles by accountable officer. It may be requested by PMO or location and is produced in AO and NFC ID sequence. The report also contains such information as year, make, class and type code, serial number, license, number of cylinders, transmission type, acquisition date and cost, and replacement status. (See **Figure 229** for an exhibit of the request screen for the 503 and **Exhibit 37** for a sample copy of the report.)

504, List Of Vehicles By NFC-ID Number. The 504 report is a list of vehicles by NFC ID. It may be requested by PMO, location, **or** AO and is produced in NFC ID sequence, followed by the year and make. The report also

contains such information as class and type code, serial and license number, number of cylinders, transmission type, accountable officer number, acquisition date and cost, and replacement status. (See **Figure 230** for an exhibit of the request screen for the 504 and **Exhibit 38** for a sample copy of the report.)

505, List Of Vehicles By Vehicle Serial Number. The 505 report is a list of vehicles by vehicle serial number. It may be requested by PMO, location, or AO and is produced in vehicle serial number sequence, followed by the NFC ID. The report also contains such information as year and make, class and type code, license, number of cylinders, transmission type, accountable officer number, acquisition date and cost, and replacement status. (See **Figure 231** for an exhibit of the request screen for the 505 and **Exhibit 39** for a sample copy of the report.)

506, List Of Vehicles By License Number. The 506 report is a list of vehicles by license number. It may be requested by PMO, location, or AO and is produced in license number sequence, followed by the NFC ID. The report also contains such information as year and make, class and type code, serial number, number of cylinders, transmission type, accountable officer number, acquisition date and cost, and replacement status. (See **Figure 232** for an exhibit of the request screen for the 506 and **Exhibit 40** for a sample copy of the report.)

507, Motor Vehicle Operation/Maintenance Report. The 507 report identifies total operational/maintenance cost for a specified time period. The report may be requested by PMO, location, or AO and is produced in NFC ID sequence, followed by description. It also contains such information as year and make, odometer reading, days used, miles and gallons of fuel used, miles per gallon (MPG), cost per mile, fuel and maintenance cost, accident/repair cost, date of last inspection, and inspection mileage. The report provides summary totals on AO and indicates anticipated range for MPG and when inspections are overdue. (See **Figure 233** for an exhibit of the request screen for the 507 and **Exhibit 41** for a sample copy of the report.)

509, List Of Vehicles Eligible For Replacement. The 509 report provides a list of vehicles eligible for replacement. It may be requested by PMO, location, or AO and is produced by AO number and location in NFC ID sequence, followed by description. The report also contains such information as year and make, age of vehicle, model, acquisition, fuel, repair, and maintenance costs. The report provides summary totals on each AO and location. (See **Figure 234** for an exhibit of the request screen for the 509 and **Exhibit 42** for a sample copy of the report.)

510, Quarterly Operational Worksheet. The 510 report serves as a quarterly worksheet for the documentation/verification of maintenance, operational, repairs, and accident costs. The report may be requested by PMO,

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location, or AO and is produced by AO number and location in NFC ID sequence, followed by description. It also contains such information as year and make, class code, last inspection date and odometer reading, days used, gallons of fuel used and cost, maintenance and repair costs, and accident costs. The report provides for the preparer's signature and summarizes totals on the number of units for each AO. (See **Figure 235** for an exhibit of the request screen for the 510 and **Exhibit 43** for a sample copy of the report.)

511, Current Motor Vehicle Operational Data Report. The 511 report provides a list of current motor vehicle operational data. The report may be requested by PMO, location, or AO. It is produced in NFC ID sequence, followed by description and license number and also contains such information as year and make, class code, last inspection date, current and prior odometer readings, days used, gallons of fuel used and cost, maintenance and repair costs, and accident costs. The report provides summary totals on each AO. (See **Figure 236** for an exhibit of the request screen for the 511 and **Exhibit 44** for a sample copy of the report.)

512, List Of Vehicles Acquired. The 512 report is a list of vehicles acquired for the specified time period keyed in at the Report Generator Detail screen. The report may be requested by PMO, location, or AO and is produced in NFC ID sequence, followed by the AO number. The report also contains such information as year and make, description, model, license, number of cylinders, transmission type, and acquisition cost. It also provides summary totals for each AO. (See **Figure 237** for an exhibit of the request screen for the 512 and **Exhibit 45** for a sample copy of the report.)

513, List Of Vehicles Disposed. The 513 report is a list of vehicles disposed of for the specified time period keyed in at the Report Generator Detail screen. The report may be requested by PMO, location, or AO and is produced in NFC ID sequence, followed by the AO number. The report also contains such information as year and make, description, license, and acquisition cost and date. It also provides summary totals on each AO as well as the proceeds from such dispositions. (See **Figure 238** for an exhibit of the request screen for the 513 and **Exhibit 46** for a sample copy of the report.)

514, Motor Vehicle National Credit Card Listing. The 514 report is a list of vehicles with assigned National Credit Cards. The report may be requested by PMO, location, or AO and is produced in credit card sequence, followed by the AO number. The report also contains such information as year and make, description, license, NFC ID, and credit card expiration date. It also provides summary totals on the number of units for each AO. (See **Figure 239** for an exhibit of the request screen for the 514 and **Exhibit 47** for a sample copy of the report.)

Note: To request a report, position the cursor next to the report name shown on the appropriate Report Generator Menu (**Figure 189** through **Figure 192**) and press [Enter]. The Report Generator Detail screen for the requested report is displayed. You **must** complete the required fields on this screen to produce the report. Generally, the fields on the Report Generator Detail screen are the same for all reports; therefore, to avoid duplication, entry instructions for the "common" fields are not repeated for every screen. Instructions are provided, however, when a data field had not previously been displayed.

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28, PMO And AO Name, Address, And Inventory Status

Report 28 is an option on the first Report Generator Menu (**Figure 189**). This report is a name and address list of all accountable officers and may be produced by AO number, AO name, or inventory date. (See **Exhibit 1** for a sample copy of Report 28.)

To produce this report, select this option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 193**).

Complete the fields as follows:

☐1 **User's Name** *(required, alphanumeric field; max. of 20 positions)*. Key in either the user's name or other identifying information to ensure receipt of the report.

☐2 **Job Suffix** *(required, alphanumeric field; 1 position)*. Key in any character from *A* to *Z* or *0* to *9* to further identify the report when several reports are requested by the same user. The Job Suffix field also provides a mechanism to better monitor reports awaiting execution and enhances the production of reports in a more timely manner.

☐3 **Agency** *(required, alphanumeric field; 2 positions)*. Key in the 2-position NFC-assigned agency code. See **Appendix A** for a list of agency codes.

☐4 **Destination** *(required, alphanumeric field; max. of 16 positions)*. Key in the printer location identification number where the report is to be printed.

☐5 **No Of Copies** *(optional numeric field; 1 position)*. Key in a digit from *1* to *9* indicating the number of copies needed.

☐6 **Browse** *(optional, alpha field; max. of 3 positions)*. Key in either *Yes* or *No* to indicate whether or not the report is to be viewed prior to the actual printing. If the field is left blank, the system automatically defaults to *No*. Press [Enter].**Note:** Refer to Title VI, Systems Access Manual, Chapter 2, Section 2, dated May 3, 1989, for detailed instructions on accessing and utilizing the browse option.

☐7 **PMO** *(optional, alphanumeric field; 2 positions)*. Key in the 2-position code of the property management officer for which the report is requested.

☐8 **Enter "X" For Desired Sort** *(required, alpha field; 1 position)*. Key in *X* in the applicable space for the appropriate report sort. Depending on the sort selection, the report will be produced by either AO number, AO name *(i.e., alphabetical)*, or inventory date.

☐9 **Include Address (Y/N)** *(required, alpha field; 1 position)*. Key in either *Y* (Yes) or *N* (No) to include **or** exclude print of the AO address(es) on the report.

If the data passes system edits, you are returned to **Figure 189**. The messages *PROP28 Being Generated* and *Please Verify That Printer Is On* are displayed at the bottom of the screen. If the data does not pass system edits, a maximum of three error messages at a time are displayed at the bottom of the screen. As errors are corrected, more messages are displayed if needed. All errors must be corrected before the report can be printed.

• To request another report, press [PF3] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 15:37
                        ** REPORT GENERATOR DETAIL **          SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 28  :

USER'S NAME :  ___1_____
JOB SUFFIX  : _ 2                            AGENCY 3   :  __
DESTINATION : _ 4_____
NO OF COPIES: _ 5
BROWSE      : _ 6                            PMO 7      :  __

ENTER "X" FOR DESIRED SORT:  8
ACCOUNTABLE OFFICER NO.    _
ACCOUNTABLE OFFICER NAME   _
INVENTORY DATE             _

INCLUDE ADDRESS  (Y/N) : 9



**DEPRESS "ENTER" TO SEND DATA


PF1=ADM MENU              PF3=MENU SCREEN            CLEAR=TERMINATE
```

Figure 193. PMO And AO Name, Address, And Inventory Status (Report 28)

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301A, Personal Property Report (WCF) (By AO)

Report 301A is an option on the first Report Generator Menu (**Figure 189**). This report identifies cost totals of all items that have been charged to a working capital, trust, or revolving fund. (See **Exhibit 2** for a sample copy of Report 301A.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 194**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** report.

A new field, not shown on the **28, PMO And AO Name, Address, And Inventory Status** report, is described below:

1 **AO** *(optional, alphanumeric field; max. of 14 positions)*. Key in the accountable officer number for which the report is requested.

Note: An entry is required in either the PMO or AO field, but not both to produce the report.

```
 DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 11:38
                            **REPORT GENERATOR DETAIL**             SNO: _____

 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 301A:

 USER'S NAME : _____        AGENCY       : __

 JOB SUFFIX  : _

 DESTINATION : _____          PMO          : __
                                      OR
 NO OF COPIES: _                           AO  1        : _____

 BROWSE      : ___




 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU              PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 194. Report Generator Detail Screen (Report 301A)

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301B, Personal Property Report (Approp) (By AO)

Report 301B is an option on the first Report Generator Menu (**Figure 189**). This report identifies cost totals of all items that have been charged to an appropriated fund. (See **Exhibit 3** for a sample copy of Report 301B.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 195**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO**) reports.

301C, Personal Property Report (WCF & Approp) (By PMO)

Report 301C is an option on the first Report Generator Menu (**Figure 189**). This report identifies cost totals of all items that have been charged to a working capital, trust, or revolving fund. (See **Exhibit 4** for a sample copy of Report 301C.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 196**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** report**.**

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM            CT: 11:38
                           **REPORT GENERATOR DETAIL**          SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 301B:

USER'S NAME : _____      AGENCY      : __

JOB SUFFIX  : _

DESTINATION : _____        PMO         : __
                                 OR
NO OF COPIES: _                         AO          : _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 195. Report Generator Detail Screen (Report 301B)

```
 DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM           CT: 11:39
                             **REPORT GENERATOR DETAIL**         SNO: _____


 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 301C:

 USER'S NAME : _____      AGENCY      : __

 JOB SUFFIX  : _

 DESTINATION : _____        PMO         : __

 NO OF COPIES: _

 BROWSE      : ____



 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 196. Report Generator Detail Ccreen (Report 301C)

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302, Personal Property Physical Inventory Report (By AO)

Report 302 is an option on the first Report Generator Menu (**Figure 189**). This report is provided as a tool to assist the AO when conducting a physical inventory. (See **Exhibit 5** for a sample copy of Report 302.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 197**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports**.**

A new field, not shown on the above referenced reports, is described below:

[1] **Enter "X" For Desired Sort** *(required, alpha field; 1 position)*. Key in *X* in the space next to the appropriate sort for the report.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 11:39
                          **REPORT GENERATOR DETAIL**            SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 302 :

USER'S NAME :  _____     AGENCY      :  __

JOB SUFFIX  :  _

DESTINATION :  _____          PMO         :  __
                                     OR
NO OF COPIES:  _                           AO          :  _____

BROWSE      :  ___
                                     ENTER "X" FOR DESIRED SORT: [1]

                                        FSC AND SERIAL NO   _
                                        SERIAL NO           _

**DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU              PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 197. Report Generator Detail Screen (Report 302)

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303, Personal Property Transaction Report (By AO)

Report 303 is an option on the first Report Generator Menu (**Figure 189**). This report identifies the types of modifications/transactions performed on property master records for a specified period and is segmented into four categories. (See **Exhibit 6** for a sample copy of Report 303.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 198**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports**.**

Two new fields, not shown on the above referenced reports, are described below:

1 **Fm Date** *(required, numeric field; 6 positions)*. Key in the beginning date of the report.

2 **To Date** *(required, numeric field; 6 positions)*.Key in the ending date of the report.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 11:40
                         **REPORT GENERATOR DETAIL**           SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 303 :

USER'S NAME : _____     AGENCY       : __

JOB SUFFIX  : _

DESTINATION : _____        PMO          : __
                              OR
NO OF COPIES: _                         AO           : _____

BROWSE      : ___

                                  FM DATE:  _ 1 _ __    TO DATE:  2 __ __


**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU               PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 198. Report Generator Detail Screen (Report 303)

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304, PMIS Suspense Listing

Report 304 is an option on the first Report Generator Menu (**Figure 189**). This report identifies property items that have been captured via the feeder systems but have not yet been updated and property masters created in the PROP data base. (See **Exhibit 7** for a sample copy of Report 304.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 199**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports**.**

Three new fields, not shown on the above referenced reports, are described below:

1 **Actg Station** *(conditional, numeric field; 4 positions)*. Key in the 4-digit accounting station code.**Note:** This is only a required entry for Agency 11, Forest Service.

2 **FS Unit** *(conditional, numeric field; 2 positions)*. Key in the 2-digit unit code. **Note:** This is only a required entry for Agency 11, Forest Service.

3 **Place An "X" Below For Desired Sort** *(required, alpha field; 1 position)*. Key in *X* in the space next to the appropriate sort for the report.

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 11:41
                             **REPORT GENERATOR DETAIL**          SNO: _____

   PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 304 :

   USER'S NAME : _____     AGENCY      : __
   JOB SUFFIX  : _                         ACTG. STATION: [1] _
   DESTINATION : _____         FS UNIT     : [2]
   NO OF COPIES: _
   BROWSE      : ___                       PLACE AN "X" BELOW FOR DESIRED SORT [3]
                                              BY ACCOUNTING CODE: _
                                              BY DOCUMENT NUMBER: _

   **DEPRESS "ENTER" TO SEND DATA

   *PF1=ADM MENU              PF3=REPORT MENU              CLEAR=TERMINATE
```

Figure 199. Report Generator Detail Screen (Report 304)

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305A, Personal Property Excess Report (By AO)

Report 305A is an option on the first Report Generator Menu (**Figure 189**). This report identifies property items that have been declared *Excess*. (See **Exhibit 8** for a sample copy of Report 305A.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 200**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

305D, Undisposed Items Reported To GSA More Than Six Months Ago (By AO)

Report 305D is an option on the first Report Generator Menu (**Figure 189**). This report identifies property items that are undisposed and were reported to GSA over **6** months ago. (See **Exhibit 9** for a sample copy of Report 305D.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 201**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 11:41
                          **REPORT GENERATOR DETAIL**            SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 305A:

USER'S NAME : _____      AGENCY      : __

JOB SUFFIX  : _

DESTINATION : _____          PMO         : __
                                   OR
NO OF COPIES: _                          AO          : _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU              PF3=REPORT MENU              CLEAR=TERMINATE
```

Figure 200. Report Generator Detail Screen (Report 305A)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 11:42
                          **REPORT GENERATOR DETAIL**            SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 305D:

USER'S NAME : _____      AGENCY      : __

JOB SUFFIX  : _

DESTINATION : _____          PMO         : __
                                   OR
NO OF COPIES: _                          AO          : _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU              PF3=REPORT MENU              CLEAR=TERMINATE
```

Figure 201. Report Generator Detail Screen (Report 305D)

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307, Personal Property Accountable Officer Report (By PMO)

Report 307 is an option on the first Report Generator Menu (**Figure 189**). This report identifies all property items accountable to an AO and reflects the acquisition and total monthly lease costs. (See **Exhibit 10** for a sample copy of Report 307.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 202**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

308A, Leased Personal Property Report (By AO)

Report 308A is an option on the first Report Generator Menu (**Figure 189**). This report identifies the property items leased by an agency. (See **Exhibit 11** for a sample copy of Report 308A.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 203**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 11:43
                          **REPORT GENERATOR DETAIL**           SNO: _____

 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 307 :

 USER'S NAME : _____     AGENCY       : __
 JOB SUFFIX  : _
 DESTINATION : _____         PMO          : __
 NO OF COPIES: _
 BROWSE      : ___



 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU                 PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 202. Report Generator Detail Screen (Report 307)

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 11:43
                          **REPORT GENERATOR DETAIL**           SNO: _____

 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 308A:
 USER'S NAME : _____     AGENCY       : __
 JOB SUFFIX  : _
 DESTINATION : _____         PMO          : __
                                   OR
 NO OF COPIES: _                         AO           : _____
 BROWSE      : ___



 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU                 PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 203. Report Generator Detail Screen (Report 308A)

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308B, Leased Personal Property Report (By AO)

Report 308B is an option on the first Report Generator Menu (**Figure 189**). This report identifies an agency's total monthly cost for leased property. (See **Exhibit 12** for a sample copy of Report 308B.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 204**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO**) reports.

308C, Leased Personal Property Report (By AO)

Report 308C is an option on the first Report Generator Menu (**Figure 189**). This report identifies a Department's total monthly cost for leased property. (See **Exhibit 13** for a sample copy of Report 308C.)

To produce this report, select the option on the first Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 205**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 11:44
                           **REPORT GENERATOR DETAIL**            SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 308B:
USER'S NAME : _____       AGENCY       : __

JOB SUFFIX  : _

DESTINATION : _____            PMO          : __
                                  OR
NO OF COPIES: _                           AO           : _____

BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU              PF3=REPORT MENU              CLEAR=TERMINATE
```

Figure 204. Report Generator Detail Screen (Report 308B)

```
DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM              CT: 11:47
                           **REPORT GENERATOR DETAIL**            SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 308C:
USER'S NAME : _____       AGENCY       : __

JOB SUFFIX  : _

DESTINATION : _____            PMO          : __
                                  OR
NO OF COPIES: _                           AO           : _____

BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU              PF3=REPORT MENU              CLEAR=TERMINATE
```

Figure 205. Report Generator Detail Screen (Report 308C)

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309A, Personal Property Catalog Report (By AO)

Report 309A is an option on the second Report Generator Menu (**Figure 190**). This report provides a list of an agency's assets by National Stock Number (NSN). (See **Exhibit 14** for a sample copy of Report 309A.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 206**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

309B, Personal Property Catalog Report (By AO)

Report 309B is an option on the second Report Generator Menu (**Figure 190**). This report summarizes the number of units and acquisition costs of an agency's assets by NSN. (See **Exhibit 15** for a sample copy of Report 309B.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 207**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:46
                          **REPORT GENERATOR DETAIL**             SNO: _____


 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 309A:
 USER'S NAME : _____      AGENCY      : __
 JOB SUFFIX  : _
 DESTINATION : _____         PMO         : __
                                     OR
 NO OF COPIES: _                          AO          : _____
 BROWSE      : ___




 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU              PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 206. Report Generator Detail Screen (Report 309A)

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:47
                          **REPORT GENERATOR DETAIL**             SNO: _____

 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 309B:
 USER'S NAME : _____      AGENCY      : __
 JOB SUFFIX  : _
 DESTINATION : _____         PMO         : __
                                     OR
 NO OF COPIES: _                          AO          : _____
 BROWSE      : ___




 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU              PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 207. Report Generator Detail Screen (Report 309B)

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310A, Property On Loan To Non-Federal Recipients (By Agency)

Report 310A is an option on the second Report Generator Menu (**Figure 190**). This report provides a summary of the property items on loan to non-Federal recipients and is requested by agency. (See **Exhibit 16** for a sample copy of Report 310A.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 208**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

310B, Property On Loan To Non-Federal Recipients (By PMO)

Report 310B is an option on the second Report Generator Menu (**Figure 190**). This report provides a summary of the property items on loan to non-Federal recipients and is requested by agency and PMO. (See **Exhibit 17** for a sample copy of Report 310B.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 209**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 12:52
                           **REPORT GENERATOR DETAIL**           SNO: _____

  PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 310A:

  USER'S NAME : _____      AGENCY       : __

  JOB SUFFIX  : _

  DESTINATION : _____

  NO OF COPIES: _

  BROWSE      : ___



  **DEPRESS "ENTER" TO SEND DATA

  *PF1=ADM MENU                  PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 208. Report Generator Detail Screen (Report 310A)

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 12:53
                           **REPORT GENERATOR DETAIL**           SNO: _____

  PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 310B:

  USER'S NAME : _____      AGENCY       : __

  JOB SUFFIX  : _

  DESTINATION : _____          PMO          : __

  NO OF COPIES: _

  BROWSE      : ___



  **DEPRESS "ENTER" TO SEND DATA

  *PF1=ADM MENU                  PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 209. Report Generator Detail Screen (Report 310B)

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313, Personal Property Report By NFC-ID Number (By PMO)

Report 313 is an option on the second Report Generator Menu (**Figure 190**). This report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP data base. (See **Exhibit 18** for a sample copy of Report 313.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 210**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

318, Excess And Surplus Property Report (By Agency)

Report 318 is an option on the second Report Generator Menu (**Figure 190**). This report provides summary data, by categories, of the total acquisition amount of property items that have been declared *Excess* or *Surplus*. (See **Exhibit 19** for a sample copy of Report 318.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 211**).

Complete the fields using the instructions for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
  DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 12:53
                             **REPORT GENERATOR DETAIL**             SNO: _____

  PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 313 :

  USER'S NAME : _____      AGENCY      : __
  JOB SUFFIX  : _
  DESTINATION : _____         PMO         : __
  NO OF COPIES: _
  BROWSE      : ___



  **DEPRESS "ENTER" TO SEND DATA

  *PF1=ADM MENU                  PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 210. Report Generator Detail Screen (Report 313)

```
  DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 12:54
                             **REPORT GENERATOR DETAIL**             SNO: _____

  PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 318 :

  USER'S NAME : _____      AGENCY       : __
  JOB SUFFIX  : _
  DESTINATION : _____
  NO OF COPIES: _
  BROWSE      : ___



  **DEPRESS "ENTER" TO SEND DATA

  *PF1=ADM MENU                  PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 211. Report Generator Detail Screen (Report 318)

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319, Exchange/Trade Report (By Agency)

Report 319 is an option on the second Report Generator Menu (**Figure 190**). This report identifies property items that have been sold/exchanged. (See **Exhibit 20** for a sample copy of Report 319.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 212**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

321A, Sensitive Property Report (By AO)

Report 321A is an option on the second Report Generator Menu (**Figure 190**). This report identifies property items that have been classified *Sensitive* as a result of using Budget Object Classification Code (BOCC) **3141**. (See **Exhibit 21** for a sample copy of Report 321A.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 213**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 12:54
                          **REPORT GENERATOR DETAIL**          SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 319 :

USER'S NAME : _____     AGENCY        : __
JOB SUFFIX  : _
DESTINATION : _____
NO OF COPIES: _
BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU                  PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 212. Report Generator Detail Screen (Report 319)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 12:55
                          **REPORT GENERATOR DETAIL**          SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 321A:
USER'S NAME : _____     AGENCY        : __
JOB SUFFIX  : _
DESTINATION : _____          PMO          : __
                                   OR
NO OF COPIES: _                           AO           : _____
BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU                  PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 213. Report Generator Detail Screen (Report 321A)

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321B, Sensitive Property Report (By AO)

Report 321B is an option on the second Report Generator Menu (**Figure 190**). This is an agency and departmental summary report that identifies property items that have been classified as *Sensitive* as a result of using BOCC **3141**. (See **Exhibit 22** for a sample copy of Report 321B.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 214**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

322A, Personal Property Report By Serial Number (By AO)

Report 322A is an option on the second Report Generator Menu (**Figure 190**). This report reflects the accumulation of all property items maintained in the PROP data base and is produced by serial number. (See **Exhibit 23** for a sample copy of Report 322A.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 215**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM              CT: 12:55
                            **REPORT GENERATOR DETAIL**             SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 321B:

USER'S NAME : _____        AGENCY      : __

JOB SUFFIX  : _

DESTINATION : _____            PMO         : __
                                     OR
NO OF COPIES: _                             AO          : _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 214. Report Generator Detail Screen (Report 321B)

```
DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM              CT: 12:56
                            **REPORT GENERATOR DETAIL**             SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 322A:

USER'S NAME : _____        AGENCY      : __

JOB SUFFIX  : _

DESTINATION : _____            PMO         : __
                                     OR
NO OF COPIES: _                             AO          : _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 215. Report Generator Detail Screen (Report 322A)

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323, Personal Property Report (By AO)

Report 323 is an option on the second Report Generator Menu (**Figure 190**). This report reflects the accumulation of all property items maintained in the PROP data base and is produced by AO in serial number sequence. (See **Exhibit 24** for a sample copy of Report 323.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 216**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM           CT: 12:57
                          **REPORT GENERATOR DETAIL**         SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 323 :

USER'S NAME : _____     AGENCY      : __

JOB SUFFIX  : _

DESTINATION : _____                 PMO         : __
                                   OR
NO OF COPIES: _                                 AO          : _____

BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 216. Report Generator Detail Screen (Report 323)

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325, Personal Property Report By Federal Supply Code (By FSC)

Report 325 is an option on the second Report Generator Menu (**Figure 190**). This report identifies those property items classified as Radio and Communication Equipment based on the Federal Supply Classification Code (FSC). (See **Exhibit 25** for a sample copy of Report 324.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 217**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

A new field, FSC, not shown on the above referenced reports, is described below:

1 **FSC** *(required, numeric field; max. of 4 positions)*. Key in the 4-digit Federal Supply Class (*i.e., the first 4 positions of the National Stock Number*) to obtain data for a specific FSC, or key in only the first 2 positions of the FSC to get data for all property items that fall within the group category.

```
  DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 13:13
                          **REPORT GENERATOR DETAIL**            SNO: _____

  PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 325 :

  USER'S NAME : _____    AGENCY       : __

  JOB SUFFIX  : _

  DESTINATION : _____         PMO          : __
                                   OR
  NO OF COPIES: _                          AO           : _____

  BROWSE      : ___

                                           FSC          : 1
                                                          (2 POS. FOR FSC BY GROUP)


  **DEPRESS "ENTER" TO SEND DATA


  *PF1=ADM MENU            PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 217. Report Generator Detail Screen (Report 325)

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329, Personal Property Physical Inventory Report (By AO)

Report 329 is an option on the second Report Generator Menu (**Figure 190**). This report is provided as a tool to assist the AO when conducting a physical inventory and is produced in AO and NFC ID sequence. (See **Exhibit 26** for a sample copy of Report 329.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 218**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

330, Personal Property Physical Inventory Report (By AO)

Report 330 is an option on the second Report Generator Menu (**Figure 190**). This report is provided as a tool to assist the AO when conducting a physical inventory and is produced in AO and custodian sequence. (See **Exhibit 27** for a sample copy of Report 330.)

To produce this report, select the option on the second Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 219**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 13:16
                          **REPORT GENERATOR DETAIL**          SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 329 :
USER'S NAME : _____      AGENCY       : __
JOB SUFFIX  : _
DESTINATION : _____          PMO          : __
                                 OR
NO OF COPIES: _                          AO           : _____
BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 218. Report Generator Detail Screen (Report 329)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 13:17
                          **REPORT GENERATOR DETAIL**          SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 330 :
USER'S NAME : _____      AGENCY       : __
JOB SUFFIX  : _
DESTINATION : _____          PMO          : __
                                 OR
NO OF COPIES: _                          AO           : _____
BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 219. Report Generator Detail Screen (Report 330)

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348, Personal Property Report (WCF & APPROP) (By AO)

Report 348 is an option on the third Report Generator Menu (**Figure 191**). This report is used primarily by the Forest Service, Agency 11, and identifies cost totals on those property items assigned to an AO and have been charged to a working capital, trust, or revolving fund. (See **Exhibit 28** for a sample copy of Report 348.)

To produce this report, select this option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 220**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

350, Personal Property Physical Inventory Report (By AO)

Report 350 is an option on the third Report Generator Menu (**Figure 191**). This report is provided as a tool to assist the AO when conducting a physical inventory and is produced by AO in description (*i.e., alphabetical*) sequence. (See **Exhibit 29** for a sample copy of Report 350.)

To produce this report, select this option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 221**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 13:17
                         **REPORT GENERATOR DETAIL**          SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 348 :
USER'S NAME : _____      AGENCY     : __
JOB SUFFIX  : _
DESTINATION : _____          PMO        : __
                               OR
NO OF COPIES: _                           AO         : _____
BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 220. Report Generator Detail Screen (Report 348)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 13:17
                         **REPORT GENERATOR DETAIL**          SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 350 :
USER'S NAME : _____      AGENCY     : __
JOB SUFFIX  : _
DESTINATION : _____          PMO        : __
                               OR
NO OF COPIES: _                           AO         : _____
BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 221. Report Generator Detail Screen (Report 350)

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351, Personal Property Transaction Report (By AO)

Report 351 is an option on the third Report Generator Menu (**Figure 191**). This report identifies the types of modifications/transactions performed in various property masters for the specified period keyed in. (See **Exhibit 30** for a sample copy of Report 351.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 222**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)** and **303, Personal Property Transaction Report (By AO)** reports.

353, Leased Personal Property Report (By AO)

Report 353 is an option on the third Report Generator Menu (**Figure 191**). This report identifies, by AO, property items leased by an agency. (See **Exhibit 31** for a sample copy of Report 353.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 223**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:18
                          **REPORT GENERATOR DETAIL**            SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 351 :

USER'S NAME : _____        AGENCY       : __

JOB SUFFIX  : _

DESTINATION : _____            PMO          : __
                                      OR
NO OF COPIES: _                            AO           : _____

BROWSE      : ___


                                   FM DATE:  __ __ __   TO DATE:  __ __ __



**DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU              PF3=REPORT MENU              CLEAR=TERMINATE
```

Figure 222. Report Generator Detail Screen (Report 351)

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:18
                          **REPORT GENERATOR DETAIL**            SNO: _____

 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 353 :

 USER'S NAME : _____        AGENCY       : __

 JOB SUFFIX  : _

 DESTINATION : _____            PMO          : __
                                       OR
 NO OF COPIES: _                            AO           : _____

 BROWSE      : ___




 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU              PF3=REPORT MENU              CLEAR=TERMINATE
```

Figure 223. Report Generator Detail Screen (Report 353)

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354, Personal Property Report (WCF/Trust Fund/Revolv Fund) (By PMO)

Report 354 is an option on the third Report Generator Menu (**Figure 191**). This report identifies, by AO, property items leased by an agency. (See **Exhibit 32** for a sample copy of Report 354.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 224**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

355, Personal Property Report (Appropriated Fund) (By PMO)

Report 355 is an option on the third Report Generator Menu (**Figure 191**). This report identifies, by AO, property items leased by an agency. (See **Exhibit 33** for a sample copy of Report 355.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 225**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:19
                          **REPORT GENERATOR DETAIL**             SNO: _____


 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 354 :

 USER'S NAME : _____      AGENCY      : __
 JOB SUFFIX  : _
 DESTINATION : _____           PMO         : __
 NO OF COPIES: _
 BROWSE      : ___



 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU                 PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 224. Report Generator Detail Screen (Report 354)

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 13:20
                          **REPORT GENERATOR DETAIL**             SNO: _____


 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 355 :

 USER'S NAME : _____      AGENCY      : __
 JOB SUFFIX  : _
 DESTINATION : _____           PMO         : __
 NO OF COPIES: _
 BROWSE      : ___



 **DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU                 PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 225. Report Generator Detail Screen (Report 355)

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356, Personal Property Report (WCF/ Trust Fund/Revolv Fund) (By PMO)

Report 356 is an option on the third Report Generator Menu (**Figure 191**). This report is used by the Forest Service, Agency 11, and identifies cost totals for property items that have been charged to a working capital, trust, or revolving fund. (See **Exhibit 34** for a sample copy of Report 356.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 226**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

501, Motor Vehicle Inventory Report

Report 501 is an option on the third Report Generator Menu (**Figure 191**). This report is provided as a tool to assist in conducting an inventory of motor vehicles. (See **Exhibit 35** for a sample copy of Report 501.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 227**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status** and **301A, Personal Property Report (WCF) (By AO)** reports.

A new field, not shown on the above referenced reports, is described below:

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 13:21
                          **REPORT GENERATOR DETAIL**        SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 356 :

USER'S NAME : _____    AGENCY      : __

JOB SUFFIX  : _

DESTINATION : _____         PMO         : __

NO OF COPIES: _

BROWSE      : ____



**DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 226. Report Generator Detail Screen (Report 356)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:20
                          **REPORT GENERATOR DETAIL**        SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 501 :

USER'S NAME : _____    AGENCY   :

JOB SUFFIX  : _                          PMO      : __
                                  OR
DESTINATION : _____         LOCATION: _____
                                  OR
NO OF COPIES: _                          AO       : _____

BROWSE      : ____



**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 227. Report Generator Detail Screen (Report 501)

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1 **Location** *(optional, alphanumeric field; 6 positions).* Key in the first 6 positions of the AO number.

Note: On the Report Generator Detail screens (**Figure 227** through **Figure 239**) options that relate to motor vehicles, you **must** complete either the PMO, Location, **or** AO field in addition to the other required fields.

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502, List Of Vehicles By Location

Report 502 is an option on the third Report Generator Menu (**Figure 191**). This report provides a list of vehicles by location. (See **Exhibit 36** for a sample copy of Report 502.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 228**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

503, List Of Vehicles By Accountable Officer

Report 503 is an option on the third Report Generator Menu (**Figure 191**). This report provides a list of vehicles by accountable officer. (See **Exhibit 37** for a sample copy of Report 503.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen (**Figure 229**) is displayed.

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM             CT: 14:20
                          **REPORT GENERATOR DETAIL**            SNO: _____

 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 502 :
 USER'S NAME : _____       AGENCY  :
 JOB SUFFIX  : _                              PMO     : __
                                       OR
 DESTINATION : _____             LOCATION:  _____
                                       OR
 NO OF COPIES: _                              AO      : _____
 BROWSE      : ___



 **DEPRESS "ENTER" TO SEND DATA


 *PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 228. Report Generator Detail Screen (Report 502)

```
 DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM             CT: 14:21
                          **REPORT GENERATOR DETAIL**            SNO: _____

 PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 503 :
 USER'S NAME : _____       AGENCY  :
 JOB SUFFIX  : _                              PMO     : __
                                       OR
 DESTINATION : _____             LOCATION:  _____
                                       OR
 NO OF COPIES: _                              AO      : _____
 BROWSE      : ___



 **DEPRESS "ENTER" TO SEND DATA


 *PF1=ADM MENU              PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 229. Report Generator Detail Screen (Report 503)

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504, List Of Vehicles By NFC-ID Number

Report 504 is an option on the third Report Generator Menu (**Figure 191**). This report provides a list of vehicles by NFC ID. (See **Exhibit 38** for a sample copy of Report 504.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 230**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

505, List Of Vehicles By Vehicle Serial Number

Report 505 is an option on the third Report Generator Menu (**Figure 191**). This report provides a list of vehicles by vehicle serial number. (See **Exhibit 39** for a sample copy of Report 505.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 231**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:21
                          **REPORT GENERATOR DETAIL**            SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 504 :
USER'S NAME : _____       AGENCY   :

JOB SUFFIX  : _                            PMO      :  __
                                      OR
DESTINATION : _____           LOCATION:  _____
                                      OR
NO OF COPIES: _                            AO       :  _____

BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU            PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 230. Report Generator Detail Screen (Report 504)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 14:22
                          **REPORT GENERATOR DETAIL**            SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 505 :
USER'S NAME : _____       AGENCY   :

JOB SUFFIX  : _                            PMO      :  __
                                      OR
DESTINATION : _____           LOCATION:  _____
                                      OR
NO OF COPIES: _                            AO       :  _____

BROWSE      : ___




**DEPRESS "ENTER" TO SEND DATA

 *PF1=ADM MENU            PF3=REPORT MENU          CLEAR=TERMINATE
```

Figure 231. Report Generator Detail Screen (Report 505)

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506, List Of Vehicles By License Number

Report 506 is an option on the third Report Generator Menu (**Figure 191**). This report provides a list of vehicles by license number. (See **Exhibit 40** for a sample copy of Report 506.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 232**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

507, Motor Vehicle Operation/ Maintenance Report

Report 507 is an option on the third Report Generator Menu (**Figure 191**). This report identifies total operational/maintenance cost for a specific time period. (See **Exhibit 41** for a sample copy of Report 507.)

To produce this report, select the option on the third Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 233**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, **303, Personal Property Transaction Report (By AO)**, and **501, Motor Vehicle Inventory Report**.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:23
                          **REPORT GENERATOR DETAIL**        SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 506 :

USER'S NAME : _____        AGENCY  :

JOB SUFFIX  : _                            PMO     : __
                                   OR
DESTINATION : _____           LOCATION: _____
                                   OR
NO OF COPIES: _                            AO      : _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 232. Report Generator Detail Screen (Report 506)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:23
                          **REPORT GENERATOR DETAIL**        SNO: _____


PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 507 :

USER'S NAME : _____        AGENCY  :

JOB SUFFIX  : _                            PMO     : __
                                   OR
DESTINATION : _____           LOCATION: _____
                                   OR
NO OF COPIES: _                            AO      : _____

BROWSE      : ____          FM DATE: __ __ __    TO DATE:  __ __ __



**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU              PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 233. Report Generator Detail Screen (Report 507)

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509, List Of Vehicles Eligible For Replacement

Report 509 is an option on the fourth Report Generator Menu (**Figure 192**). This report provides a list of vehicles eligible for replacement. (See **Exhibit 42** for a sample copy of Report 509.)

To produce this report, select the option on the fourth Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 234**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

510, Quarterly Operational Worksheet

Report 510 is an option on the fourth Report Generator Menu (**Figure 192**). This report serves as a quarterly worksheet for the documentation/verification of maintenance, operational, repairs, and accident costs. (See **Exhibit 43** for a sample copy of Report 510.)

To produce this report, select the option on the fourth Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 235**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:24
                          **REPORT GENERATOR DETAIL**         SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 509 :

USER'S NAME : _____       AGENCY  :

JOB SUFFIX  : _                              PMO     :  __
                                      OR
DESTINATION : _____            LOCATION:  _____
                                      OR
NO OF COPIES: _                              AO      :  _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU              PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 234. Report Generator Detail Screen (Report 509)

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:55
                          **REPORT GENERATOR DETAIL**         SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 510 :

USER'S NAME : _____       AGENCY  :

JOB SUFFIX  : _                              PMO     :  __
                                      OR
DESTINATION : _____              LOCATION:  _____
                                      OR
NO OF COPIES: _                              AO      :  _____

BROWSE      : ____




**DEPRESS "ENTER" TO SEND DATA


*PF1=ADM MENU              PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 235. Report Generator Detail Screen (Report 510)

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511, Current Motor Vehicle Operational Data Report

Report 511 is an option on the fourth Report Generator Menu (**Figure 192**). This report provides a list of current motor vehicle operational data. (See **Exhibit 44** for a sample copy of Report 511.)

To produce this report, select the option on the fourth Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 236**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

512, List Of Vehicles Acquired

Report 512 is an option on the fourth Report Generator Menu (**Figure 192**). This report provides a list of vehicles acquired for the specified time period keyed in. (See **Exhibit 45** for a sample copy of Report 512.)

To produce this report, select the option on the fourth Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 237**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, **303, Personal Property Transaction Report (By AO)**, and **501, Motor Vehicle Inventory Report**.

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM             CT: 14:56
                             **REPORT GENERATOR DETAIL**           SNO: _____


   PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 511 :

   USER'S NAME : _____        AGENCY  :

   JOB SUFFIX  : _                            PMO     :  __
                                        OR
   DESTINATION : _____           LOCATION:  _____
                                        OR
   NO OF COPIES: _                            AO      :  _____

   BROWSE      : ____




   **DEPRESS "ENTER" TO SEND DATA


   *PF1=ADM MENU                  PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 236. Report Generator Detail Screen (Report 511)

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM             CT: 14:58
                             **REPORT GENERATOR DETAIL**           SNO: _____


   PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 512 :

   USER'S NAME : _____        AGENCY  :

   JOB SUFFIX  : _                            PMO     :  __
                                        OR
   DESTINATION : _____           LOCATION:  _____
                                        OR
   NO OF COPIES: _                            AO      :  _____

   BROWSE      : ____          FM DATE:  __ __ __    TO DATE:  __ __ __




   **DEPRESS "ENTER" TO SEND DATA


   *PF1=ADM MENU                  PF3=REPORT MENU            CLEAR=TERMINATE
```

Figure 237. Report Generator Detail Screen (Report 512)

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513, List Of Vehicles Disposed

Report 513 is an option on the fourth Report Generator Menu (**Figure 192**). This report provides a list of vehicles disposed of for the specified time period keyed in. (See **Exhibit 46** for a sample copy of Report 513.)

To produce this report, select the option on the fourth Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 238**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, **303, Personal Property Transaction Report (By AO)**, and **501, Motor Vehicle Inventory Report**.

514, Motor Vehicle National Credit Card Listing

Report 514 is an option on the fourth Report Generator Menu (**Figure 192**). This report provides a list of vehicles with assigned National Credit Cards. (See **Exhibit 47** for a sample copy of Report 514.)

To produce this report, select the option on the fourth Report Generator Menu. Press [Enter]. The Report Generator Detail screen is displayed (**Figure 239**).

Complete the fields using the instructions provided for the **28, PMO And AO Name, Address, And Inventory Status**, **301A, Personal Property Report (WCF) (By AO)**, and **501, Motor Vehicle Inventory Report**.

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:58
                            **REPORT GENERATOR DETAIL**          SNO: _____

   PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 513 :

   USER'S NAME : _____      AGENCY  :

   JOB SUFFIX  : _                          PMO     :  __
                                   OR
   DESTINATION : _____          LOCATION:  _____
                                   OR
   NO OF COPIES: _                          AO      :  _____

   BROWSE      : ____           FM DATE:  __ __ __   TO DATE:  __ __ __




   **DEPRESS "ENTER" TO SEND DATA


   *PF1=ADM MENU               PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 238. Report Generator Detail Screen (Report 513)

```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM          CT: 14:59
                            **REPORT GENERATOR DETAIL**          SNO: _____

   PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 514 :

   USER'S NAME : _____      AGENCY  :

   JOB SUFFIX  : _                          PMO     :  __
                                  OR
   DESTINATION : _____          LOCATION:  _____
                                  OR
   NO OF COPIES: _                          AO      :  _____

   BROWSE      : ____




   **DEPRESS "ENTER" TO SEND DATA


   *PF1=ADM MENU               PF3=REPORT MENU           CLEAR=TERMINATE
```

Figure 239. Report Generator Detail Screen (Report 514)

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Excess Property Coordinator Menu
(EXMU **or** *AD05)*

Excess Property Coordinator Menu is Option 5 on the Administrative Menu (**Figure 10**). The Excess Property Coordinator Menu is used by the Departmental Excess Personal Property Coordinator (DEPPC) located in St. Louis, Missouri, to control assignments of excess property to DEPPC and modifications to those assignments and provides nine options for the DEPPC to perform functions relating to excess property.

To select this option, key in *5* at the Enter Selection prompt on the Administrative Menu, **or** at any PROP screen, key in *EXMU* or *AD05* at the SNO field. The Excess Property Coordinator Menu access screen is displayed (**Figure 240**).

Key in your password at the Please Enter Your Access Code prompt and press [Enter]. The Excess Property Coordinator Menu screen is displayed (**Figure 241**). **Note:** Only authorized DEPPC personnel are permitted access to the options on this menu.

To select an option on the Excess Property Coordinator Menu, key in the option number at the Enter Selection prompt and press [Enter]. **Note:** The screen-to-screen navigation feature is not available at this menu.

Following is a brief description of each option:

1. Modify Excess Property. This option is used primarily by DEPPC to key in the automatic release date (ARD) indicating the screening cycle date. After the screening cycle date or ARD has elapsed and the item has not been assigned, the item appears in the Excess Property Catalog.

```
   XX/XX/XX                 PERSONAL PROPERTY SYSTEM              CT: 15:44
   EXMU                                                          SNO: _____


           ** WELCOME TO THE EXCESS PROPERTY COORDINATOR MENU **

                 * PLEASE ENTER YOUR ACCESS CODE:




  **  DEPRESS  "ENTER"  TO SEND DATA  **



     *PF-1=ADMN MENU                              *CLEAR=TERMINATE PROCESS
```
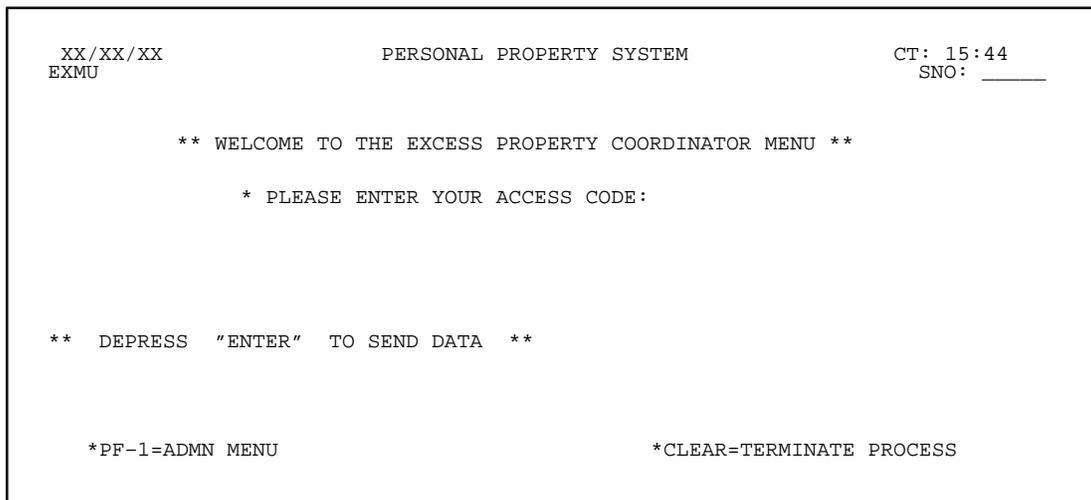
Figure 240. Excess Property Coordinator Menu Access Screen

```
   DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM           CT: 15:45
                              EXCESS PROPERTY COORDINATOR MENU      SNO: _____

   SELECT ONE:

    1. MODIFY EXCESS PROPERTY
    2. ASSIGN EXCESS PROPERTY
    3. REPORT NUMBERS WITH SF-122
    4. DISPLAY EXCESS HISTORY
    5. REPORT NUMBERS WITHOUT SF-122
    6. PRINT LETTERS
    7. RELEASE LETTERS
    8. REPORT MENU
    9. REACTIVATE EXCESS

   ENTER SELECTION:



    PF1 = ADM MENU           PF2 = ACCESS SCREEN       CLEAR = TERMINATE
```
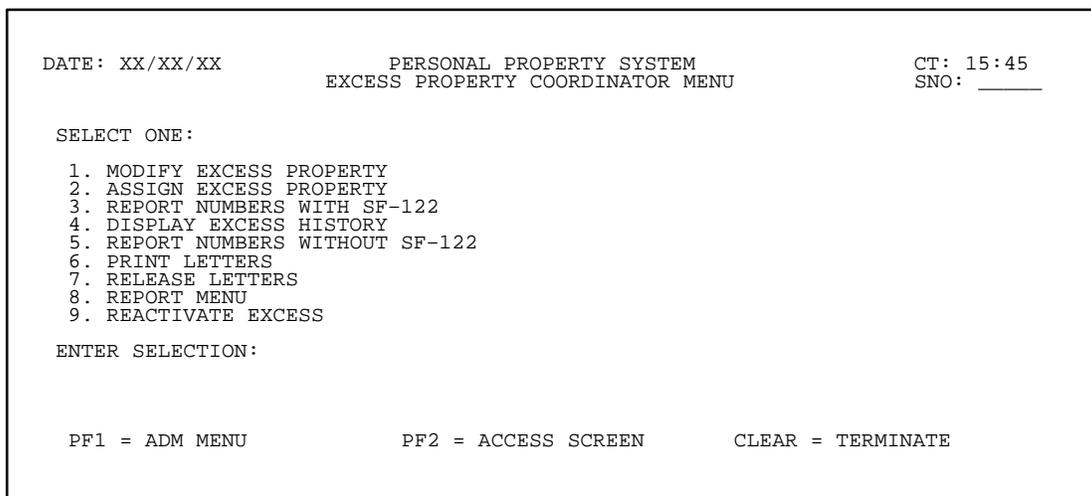
Figure 241. Excess Property Coordinator Menu Screen

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Note: The Excess Property Catalog is available for view/ query on the Internet at the Web address **h ttp://www.nfc.usda.gov/propexcs**/ .

If the item still has not been requested and/or assigned from the catalog within the allotted period of time, the property item is then assigned to GSA. Additionally, the excess property master may be modified at this option. The system prompts you for the Excess Report Number and the corresponding detail is displayed. The DEPPC is the only official who has the authority to modify excess property master files, including the withdrawal of reports. (See **Figure 242** through **Figure 243** for screen exhibits of Option 1.)

2   Assign Excess Property. This option is used by DEPPC to assign/release individual requests for an excess property item. The system prompts you for the Excess Report Number, and the corresponding SF–122, Request For Excess Property is displayed. You must first make a request for the property item using the Excess Property option (SNO:**IQ13**). After DEPPC releases/assigns the requested excess property item, the receiving agency is responsible for updating the PROP data base using the Reassign Within Department option (SNO:**TF02**) on the Transfers Menu. (See **Figure 244** through **Figure 245** for screen exhibits of Option 2.)

3   Report Numbers With SF–122. This option is used by DEPPC to facilitate multiple assignments/requests of items that have been declared excess, without having to key in the individual excess report numbers. The system displays a list of the report numbers and the ARD's with SF–122's, Requests For Excess Property, from which DEPPC may make the assignments. You must first make a request for the property item via the Excess Property option (SNO:**IQ13**). After DEPPC assigns the requested excess property item, the receiving agency is responsible for updating the PROP data base via the Reassign Within Department option (SNO:**TF02**) on the Transfers Menu. (See **Figure 246** through **Figure 247** for screen exhibits of Option 3.)

4   Display Excess History. This option is used by DEPPC to obtain the history record of an excess property item once the actual assignment has been made and the receiving agency has updated the PROP data base via the Transfers Menu, **or** if the property item has been removed from *Excess* status. (See **Figure 248** through **Figure 249** for screen exhibits of Option 4.)

5   Report Numbers Without SF–122. This option is used by DEPPC to view a list of the excess property items that have not yet been requested and the ARD's. DEPPC may also key in the ARD at this option to access the detail record without having to key in individual report numbers. After the excess property items have remained with DEPPC for the required period of time and still have not been requested, the items are then assigned to GSA. (See **Figure 250** through **Figure 252** for screen exhibits of Option 5.)

6   Print Letters. This option is used by DEPPC to execute the printing queue for the letter of assignment. This letter notifies the requesting agency that the excess property item has been assigned and that the PROP data base should be updated to reflect its receipt. (See **Exhibit 48** for a sample copy of the assignment letter.)

7   Release Letters. This option is used by DEPPC to indicate in the system that the letters were actually printed. When selected, this option sends a queue to modify the "print" flag.

8   Report Menu. This option provides a list of online excess property reports used by DEPPC. (See **Figure 253** for a screen exhibit of Option 8 and **Exhibits 49–51** for sample copies of the reports.)

9   Reactivate Excess. This option is used by DEPPC to reactivate excess property report numbers associated with a specific NFC-ID. (See **Figure 254** through **Figure 255** for screen exhibits of Option 9.)

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Modify Excess Property

Modify Excess Property is Option 1 on the Excess Property Coordinator Menu (**Figure 242**). This option is used by DEPPC to key in the automatic release date (ARD) indicating the screening cycle date to modify the excess property master.

To select this option, key in *1* at the Enter Selection prompt on the menu. Press [Enter].

The Modify Excess prompt screen is displayed (**Figure 243**).

Respond to the prompt as follows:

1 **Enter Excess Report Number** *(required, alphanumeric field; 14 positions)*. Key in the 14-position excess property report number. Press [Enter].

The Modify Excess detail screen is displayed showing the corresponding detail of the excess property item (**Figure 244**).

Note: The Rpt No field is protected and cannot be modified.

Key in the new data to modify the excess property record and press [Enter]. If the data passes system edits, the message *The Above "Excess" Property Has Been Modified* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of eight error messages at a time are displayed at the right of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To remove the property item from Excess status, press [PF10]. The message *The Above Property Record Has Been Removed From "Excess" Status* is displayed at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM           CT: 15:45
                              *MODIFY EXCESS*                  SNO: _____



          *** ENTER EXCESS REPORT NUMBER: _____



**   DEPRESS  "ENTER"  TO SEND DATA  **




*PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 242. Modify Excess Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 16:21
                              *MODIFY EXCESS*
NFC-ID:  AG0002112581      AO NO  AA111111111111           AGENCY: 90
ACQ DT: 08  16  89      ACQ COST     3244  98
NSN: 7010           MFG: IBM                    SER: 99-09457
DESCRIPTION: PERSONAL COMPUTER                  MODEL: 3194
* * * * * * * * * * * * ENTER DATA BELOW * * * * * * * * * * * * * * * * * *
ERN: 12701042112581    COND CD: A2    ARD: 11  05  94    TRANS TO GSA: Y  (Y/N)
***SEND DISPOSAL INSTRUCTIONS TO:***
USDA
12800 OLD GENTILLY ROAD
NEW ORLEANS          LA  70160  REIMB: 2
COM: 504  255  4790   FAX: 504  255  4790
*******LOCATION OF PROPERTY:*******
NFC
P O BOX 60000
NEW ORLEANS          LA   70160
COM: 504  255  4790   FAX: 504  255  4790
NOTES:        COMPUTER IS IS VERY GOOD CONDITION
_____
*HIT "ENTER" TO MODIFY DATA          *HIT "PF10" TO REMOVE FROM "EXCESS" STATUS
*PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 243. Modify Excess Detail Screen

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• To add/modify the automatic release date of the DEPPC screening cycle, complete the field as described below:

1 **ARD** (*required, numeric field; 6 positions*). Key in the automatic release date.

• To modify another excess property item, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Assign Excess Property

Assign Excess Property is Option 2 on the Excess Property Coordinator Menu (**Figure 242**). This option is used by DEPPC to assign/release individual requests an excess property item.

To select this option, key in *2* at the Enter Selection prompt on the menu. Press [Enter].

The Assign Excess Property prompt screen is displayed (**Figure 244**).

Respond to the prompt as follows:

[1] **Enter Excess Report Number***(required, alphanumeric field; 14 positions)*. Key in the 14-position excess property report number. Press [Enter].

The Assign Property detail screen is displayed showing the corresponding detail of the excess property item (**Figure 245**).

● To make the transfer to the requesting agency exactly as shown in the Transfer Order part of the screen, press [Enter]. The message *Assignment Complete* is displayed in the Transfer Order part of the screen. After the assignment is made, the Avail and Tot Assigned fields are automatically updated.

● To modify data in the Transfer Order part of the screen, key in the new data and press [PF7]. If the data passes system edits, the message *Request Modified* is displayed in the Transfer Order part of the screen. If the data does not pass system edits, one error message at a time is displayed in the Transfer Order part of the screen. As errors are corrected, additional messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

```
   DATE: XX/XX/XX            ***   PERSONAL PROPERTY SYSTEM **         CT: 16:22
                             ***  ASSIGN EXCESS PROPERTY ***            SNO: _____



           *** ENTER EXCESS REPORT NUMBER: _____



   ** DEPRESS  "ENTER"  TO SEND DATA  **




      PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 244. Assign Excess Property Prompt Screen

```
   DATE: XX/XX/XX          ***      ASSIGN  PROPERTY     ***        CT: 16:45
   NFC-ID:  AG0002112742   DESC: THROW RUG                            UI:
   NSN: 7010          SER: 10293847            MOD DELUXE              DEP:
   AGENCY 90 ACQ AMT      $988.00 ACQ DATE: 02 02 96   MFG KASATE
   RPT NO:  12701042112742    COND CD:  A1   ARD : 11  05  97    QTY:        1
   ***SEND DISPOSAL INSTRUCTIONS TO:*** *********  TRANSFER ORDER  ********
   NFC                                  *SHIP     JANE JONES DOE, USDA
   P O BOX 60000                        * TO      P.O. BOX 5066
   NEW ORLEANS           LA    70160    *          NEW DEHLI          FL   99048
   COM: 504 255 4790  FAX:              *          PHONE: 213   450   0859
                                        *SHIP   ATTN:M. CALLAHAN CALL AT 313
   *******LOCATION OF PROPERTY:******** *INST     233-6690              AGENCY 90
   NATIONAL FINANCE CENTER              *APP 5996400A4WY     AO
   12800 OLD GENTILLY ROAD              **  QTY      1
   NEW ORLEANS           LA    70160    **   DATE REQ: XX/XX/XX  TIME REQ: 16:45
   COM: 504 255 4790  FAX:              **   AVAIL:     1 TOT ASSIGNED:     0
                                        **
                                        **     ENTER = ASSIGN  PROPERTY
                                        **
                                        **
                                        **   ONLY ONE REQUEST FOR PROPERTY
                                        **
                                        **   PF7=MODIFY       PF10=DELETE
      PF1=ADM MENU    PF2=ANOTHER REQUEST   PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 245. Assign Property Detail Screen

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• To delete the request for the property item from the PROP data base, press [PF10] and the message *Request Flagged For Deletion* is displayed in the Transfer Order part of the screen. The system does not physically delete the request but only flags it as deleted so that the property history of the excess item is maintained in PROP.

• To assign another excess property item, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Report Numbers With SF–122

Report Numbers With SF–122 is Option 3 on the Excess Property Coordinator Menu (**Figure 242**). This option is used by DEPPC to facilitate multiple assignments/requests for excess property items.

To select this option, key in *3* at the Enter Selection prompt on the menu. Press [Enter].

The Excess Property With Requests prompt screen is displayed (**Figure 246**).

Respond to the prompt as follows:

1 **Request Date** (*optional, numeric field; 6 positions*). Key in a specific automatic release date for excess property. Press [Enter]. **Note:** If you want to display all

release dates, you can press [Enter] without first keying in a date.

The Excess Property With Requests list screen is displayed beginning with the request date keyed in (**Figure 247**). If the Request Date field is left blank, the screen displays all excess report numbers with SF–122's on the data base. A maximum of 14 excess report numbers with SF–122's appear on the screen at a time.

• To display the next page of data, press [PF5]. You can also locate a specific page by entering the page number in the Page Num field located at the top right corner of the screen. Position the cursor at the end of the 4-position Page Num field and key in the page number. Press [Enter]. If the specified page number is greater than the actual number of pages on the data base, the last page of records is displayed with the message *Last Page* shown at the bottom of the screen.

```
 DATE: XX/XX/XX            **  PERSONAL PROPERTY SYSTEM  **        CT: 10:37
                          * EXCESS PROPERTY WITH REQUESTS *          SNO: _____



                         REQUEST DATE:   __   __   __


  **   DEPRESS "ENTER" TO SEND DATA   **




       PF1=ADM MENU     PF2=ANOTHER REQUEST  PF3=EXCESS COORDINATOR   CLEAR=TERM

```

Figure 246. Excess Property With Requests Prompt Screen

```
 DATE: XX/XX/XX              *** PERSONAL PROPERTY SYSTEM ***        CT: 10:38
                            * EXCESS PROPERTY WITH REQUESTS *         SNO: _____
                                                        PAGE NUM:  0001

    EXCESS REPORT NUMBER              AUTO RELEASE DATE
    12701042112706                      11/05/94
    12701042112582                      11/05/94 **
    12990350550001                      03/31/95
    1264KX3068PA01                      07/31/94 **
    1264KX4060MS01                      11/05/94
    1264KX4066MO02                      11/05/94
    12701042112742                      11/05/94 **
    1264KX3066MO01                      10/15/93




                    PF4 = TRANSFER TO DETAIL SCREEN
     PF1=ADM MENU    PF2=ANOTHER REQUEST   PF3=EXCESS COORDINATOR    CLEAR=TERM

```

Figure 247. Excess Property With Requests List Screen

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• To return to the previous page of records, press [PF6].

• To display the detail, which is the Assign Property screen, position the cursor next to the excess Report Number and press [PF4]. A screen identical to **Figure 245** is displayed.

• To return to the Excess Property With Requests list screen (**Figure 247**), press [PF4]. **Note:** Since the instructions for modifying, assigning, or deleting a request are identical to those procedures previously provided in the section for **Option 2, Assign Excess Property,** data entry instructions are not repeated.

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Display Excess History

Display Excess History is Option 4 on the Excess Property Coordinator Menu (**Figure 242**). This option is used by DEPPC to obtain the history record of an excess property item once the actual assignment of property has been made.

To select this option, key in **4** at the Enter Selection prompt on the menu. Press [Enter].

The Display Excess History prompt screen is displayed (**Figure 248**).

Respond to the prompt as follows:

1 **Enter Excess Report Number** *(required, alphanumeric field; 14 positions)*. Key in the 14-position excess property report number. Press [Enter].

The Display Excess History detail screen is displayed showing the corresponding detail of the excess property item (**Figure 249**).

Figure 249 displays a record of the property item in *Excess* status. The history record is displayed in the Transfer Order part of the screen. View the history record as appropriate.

If history records do not exist for an excess item, the message *Property Active; No History* is displayed at the bottom of the screen.

```
DATE: XX/XX/XX               *** PERSONAL PROPERTY SYSTEM ***         CT: 10:39
                             ***  DISPLAY EXCESS HISTORY  ***             SNO: _____




          *** ENTER EXCESS REPORT NUMBER: _____



**  DEPRESS "ENTER"  TO SEND DATA  **


PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=EXCESS COORDINATOR      CLEAR=TERM
```

Figure 248. Display Excess History Prompt Screen

```
DATE: XX/XX/XX              *** PERSONAL PROPERTY SYSTEM ***          CT: 11:07
NFC-ID:  AG0002112990    DESC: MONITOR                               UI:
NSN: 7050          SER: 7898743              MOD 6300                 DEP:
AGENCY 90 ACQ AMT      $1,990.23 ACQ DATE: 03 27 96    MFG IBM
RPT NO:  12724551300001    COND CD:  B5   ARD : 11  05  97   QTY:        1
***SEND DISPOSAL INSTRUCTIONS TO:*** *********  TRANSFER ORDER  ********
SANDRA MANFRE                          *SHIP
13800 OLD GENTILLY RD                  * TO
NEW ORLEANS              LA    70129   *
COM: 504 255 4687   FAX: 504 255 4444  *              PHONE:
                                       *SHIP
*******LOCATION OF PROPERTY:******** *INST                          AGENCY
WAREHOUSE                            *APP              AO
4432 POCHE CT                        **
NEW ORLEANS             LA    70129  **
COM: 504 255 3260   FAX: 504 255 6613 **
                                     **
                                     **
                                     **
                                     **
                                     **
                                     **  **  NO REQUESTS (SF-122)   **
                                     **
PF1=ADM MENU       PF2=ANOTHER REQUEST    PF3=EXCESS COORDINATOR     CLEAR=TERM
```

Figure 249. Display Excess History Detail Screen

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Report Numbers Without SF–122

Report Numbers Without SF–122 is Option 5 on the Excess Property Coordinator Menu (**Figure 242**). This option is used by DEPPC to view a list of excess property items that have not yet been requested.

To select this option, key in **5** at the Enter Selection prompt on the menu. Press [Enter].

The Excess Property Without Requests prompt screen is displayed (**Figure 250**).

Respond to the prompt as follows:

1 **Report Date** (*optional, numeric field; 6 positions*). Key in a specific automatic release date for excess prop-

erty. Press [Enter]. **Note:** If you want to display all release dates, press [Enter] without first keying in a date.

The Excess Property Without Requests list screen is displayed beginning with the report date keyed in (**Figure 251**).

If the Report Date field is left blank, the screen displays all excess report numbers without requests on the data base, regardless of the release date. By entering a specific date, the system displays all report numbers for that date and those report numbers with automatic release dates later than the date entered at **Figure 250**. A maximum of 14 excess report numbers without SF–122's appear on the screen at a time.

● To display the next page of data, press [PF5].

```
 DATE: XX/XX/XX            **  PERSONAL PROPERTY SYSTEM  **         CT: 11:17
                          EXCESS  PROPERTY  WITHOUT  REQUESTS          SNO: ____



                    REPORT DATE:   __   __   __




 **   DEPRESS "ENTER" TO SEND DATA   **


     PF1=ADM MENU      PF2=ANOTHER REQUEST  PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 250. Excess Property Without Requests Prompt Screen

```
  DATE: XX/XX/XX             *** PERSONAL PROPERTY SYSTEM ***        CT: 11:21
                           **EXCESS PROPERTY WITHOUT REQUESTS**       SNO: _____
                                                        PAGE NUM:   0001

     EXCESS REPORT NUMBER          AUTO RELEASE DATE
     1264KX50960001                     **NONE**
     1264KX50150008                     **NONE**
     12190050820004                     11/05/94
     12724551200001                     **NONE**
     12190050820003                     11/05/94
     1264KX50280001                     03/27/95
     12190050820005                     11/05/94
     12190050820001                     11/05/94
     12190050820002                     11/05/94
     1264KX51000002                     03/27/95
     1264KX50868301                     03/31/95
     1264KX5009066AB                    03/31/95
     12701040000001                     11/05/94
     12701050940001                     **NONE**


                    PF4 = TRANSFER TO DETAIL SCREEN
       PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 251. Excess Property Without Requests List Screen

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Note: You can also locate a specific page by entering the page number in the Page Num field located at the top right corner of the screen. Position the cursor at the end of the 4-position Page Num field, and key in the page number. Press [Enter]. If the specified page number is greater than the actual number of pages on the data base, the last page of records is displayed with the message *Last Page* shown at the bottom of the screen.

• To return to the previous page of records, press [PF6].

• To display the Excess Property Without Requests detail screen, position the cursor next to the excess report number and press [PF4].

The Excess Property Without Requests detail screen is displayed (**Figure 252**).

Note: Assignments cannot be made at this screen since a request has not yet been made. Additionally, asterisks ap-pear next to the ARD if a request was made after the expi-ration of the ARD.

However, at the Excess Property Without Requests detail screen (**Figure 252**), you can modify the excess property item, delete it from excess, or key in the ARD without having to key in individual excess report num-bers.

Key in the new data to modify the excess property record and press [Enter]. If the data passes system edits, the mes-sage *"Excess" Modified* is displayed at the right of the screen. If the data does not pass system edits, a maximum of eight error messages at a time are displayed at the right of the screen. As errors are corrected, additional mes-sages are displayed if needed. All errors must be cor-rected before the PROP data base is updated.

• To return to the Excess Property Without Requests list screen (**Figure 251**), press [PF4].

```
DATE: XX/XX/XX                 PERSONAL PROPERTY SYSTEM                CT: 11:23
                   **  EXCESS PROPERTY WITHOUT REQUESTS  **

NSN: 7010           DESC: CPU                                UNIT ISSUE EA
AGENCY   07    QTY      1  SER NO 3985968           MODEL 23
UNIT PRICE:  6999999 11      MANUFACTURER: IBM
RPT NO: 1264KX51000002     COND CD:   4   ACQ DT: 01  01  87   ARD:  03  27  95
     TRANS TO GSA: Y  (Y/N)    REIMB: 2
***SEND DISPOSAL INSTRUCTIONS TO:**
USDA, RECD
1520 MARKET STREET
ST. LOUIS            MO   63103
COM: 314  539  2412    FAX: 314  539  2460
*******LOCATION OF PROPERTY:*******
USDA, RECD
14 ALABAMA
MONTGOMERY           AL   34567
COM:  628  333  4444  FAX: 628  444  4444

NOTES:


*HIT "ENTER" TO MODIFY DATA        *HIT "PF10" TO REMOVE FROM "EXCESS" STATUS
PF1=ADM MENU     PF3=EXCESS COORDINATOR        PF4=RETURN    CLEAR=TERMINATE
```

Figure 252. Excess Property Without Requests Detail Screen

Print Letters

Print Letters is Option 6 on the Excess Property Coordinator Menu (**Figure 242**). This option is used by DEPPC to generate the printing of the letter of assignment after the excess item has been assigned.

To select this option, key in *6* at the Enter Selection prompt on the menu and press [Enter].

The message *Printing Of Letters Has Been Queued* is displayed at the bottom of the screen to indicate that the printing has been successfully executed. (See **Exhibit 48** for a sample copy of the assignment letter.)

Release Letters

Release Letters is Option 7 on the Excess Property Coordinator Menu (**Figure 242**). This option is used by DEPPC to indicate in the system that the letters were actually printed.

To select this option, key in *7* at the Enter Selection prompt on the menu to modify the "print" flag indicating that the letters were printed.

The message *All Letters Have Been Released* is displayed at the bottom of the screen to indicate that the request was successfully executed.

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Report Menu

Report Menu is Option 8 on the Excess Property Coordinator Menu (**Figure 242**). This option provides a list of excess property reports used by DEPPC.

To select this option, key in *8* at the Enter Selection prompt on the menu. Press [Enter].

The Excess Report Menu is displayed (**Figure 253**).

Following is a brief description of each report:

GSA Tape. This report provides a list of excess property reported to GSA. DEPPC may verify the accuracy of this report before the tape is forwarded to GSA. It contains such information as federal supply group code, state, description, excess property report number, and location.

Catalog. This report provides a catalog list of excess property. The report is divided into two parts. The first part is a summary type report and contains such information as federal supply group code and group code description. The second part provides more detailed information such as location of property, item description, acquisition date, NFC ID, and excess property report number.

Excess Property Transactions. This report provides a list of excess property. The report is divided into two parts. The first part contains such information as agency code and name and agency totals on number of excess reports, items, and acquisition cost. The second part provides summary type information on the total items reported and authorized for transfer as well as the total acquisition cost for each. (See **Exhibit 49** for a sample copy of the report.)

List Of Excess Activity. This report provides a detailed list of all excess report activity. It contains such information as excess report number, federal supply code, condition code, date released, and acquisition cost. The report also provides a total on acquisition costs at the end of the report. (See **Exhibit 50** for a sample copy of the report.)

Excess PROP Assigned Over 30 Days. This report provides a list of excess property requested and assigned by the DEPPC, but not yet processed by the receiving agency through the Reassign Within Department (SNO: **TF02**), Option 2 on the Transfers Menu. It contains such information as excess report number, description, NFC ID, requesting agency location, accountable officer number, and date assigned. (See **Exhibit 51** for a sample copy of the report.)

Respond to the prompts as follows:

• To select a report, position the cursor in the appropriate report field and key in *X*. You **must** complete the required fields on The Excess Report Menu in order to produce the report (**Figure 253**).

To produce a report, complete the fields as described:

1 **Enter ARD** (*conditional, numeric field; 6 positions*). Key in the automatic release date (ARD). **Note:** This field is a required entry to produce the **GSA Tape** and **Catalog** reports.

2 **Dest** (*required, alphanumeric field; 8 positions*). Key the printer location (destination) where the report is to be printed.

```
DATE: XX/XX/XX         **  PERSONAL PROPERTY SYSTEM  **        CT: 11:25
EM08                   **    EXCESS REPORT MENU    **          SNO _____


PLACE "X" BESIDE REPORT                                 THEN

_  GSA TAPE                                  ENTER ARD: __  __  __
_  CATALOG                                        DEST: _____

_  EXCESS PROPERTY TRANSACTIONS                  MONTH: __
_  LIST OF EXCESS ACTIVITY
_  EXCESS PROP ASSIGNED OVER 30 DAYS DEPRESS "ENTER" TO SEND DATA


                   **   THIS IS FOR TEST RUN ONLY   **


   PF1=ADM MENU     PF2=ANOTHER REQUEST    PF3=EXCESS MENU     CLEAR=TERM
```

Figure 253. Excess Report Menu

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3 **Month** (*conditional, numeric field; 2 positions*). Key in a specific month to request a list of excess property. Press [Enter]. For example, the month of June is keyed in as *06*.

Note: This field is a required entry to produce the **Excess Property Transactions**, **List Of Excess Activity**, and **Excess PROP Assigned Over 30 Days** reports.

If the data passes system edits, the messages *Report Queued* and *Please Verify That Printer Is On* are dis-played at the bottom of the screen. If the data does not pass system edits, one error message at a time is displayed at the bottom of the screen. You must correct the errors before the next error message is shown. All errors must be corrected to print the report.

• To produce another report, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Reactivate Excess

Reactivate Excess is Option 9 on the Excess Property Coordinator Menu (**Figure 242**). This option is used to reactivate excess property report numbers.

To select this option, key in **9** at the Enter Selection prompt on the menu. Press [Enter].

The Reactivate Excess prompt screen is displayed (**Figure 254**).

Respond to the prompts as follows:

1 **Enter Excess Report Number** *(required, alphanumeric field; 14 positions)*. Key in the 14-position excess property report number to be reactivated. Press [Enter].

The Reactivate Excess detail screen is displayed showing the detail of the excess property item (**Figure 255**).

Note: You may modify the following fields: (1) **Automatic Release Date**, (2) **Send Disposal Instruction To**, (3) **Location Of Property**, (4) **Reimb**, and (5) **Notes**. All other fields are protected and cannot be modified.

```
   DATE: XX/XX/XX            **   PERSONAL PROPERTY SYSTEM  **        CT: 11:04
                             **    REACTIVATE EXCESS    **              SNO: _____



           *** ENTER EXCESS REPORT NUMBER: _____




   **  DEPRESS "ENTER" TO SEND DATA  **


     PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 254. Reactivate Excess Prompt Screen

```
   DATE: XX/XX/XX            **   PERSONAL PROPERTY SYSTEM  **        CT: 11:16
                             **    REACTIVATE EXCESS    **
   NFC-ID:  AG0002112990          AO NO  NFFSD4002              AGENCY: 90
   ACQ DT: 03  27  95     ACQ COST    1990 23
   NSN: 7050         MFG: IBM                        SER: 7898743
   DESCRIPTION: MONITOR                          MODEL: 6300
   * * * * * * * * * * * * ENTER DATA BELOW * * * * * * * * * * * * * * * *
   ERN: 12724551300001    COND CD: B5    ARD: 11  05  94    TRANS TO GSA:    (Y/N)
   ***SEND DISPOSAL INSTRUCTIONS TO:***
   SANDRA MANFRE
   13800 OLD GENTILLY RD
   NEW ORLEANS           LA  70129   REIMB: 4
   COM: 504  255  4687   FAX: 504  255  4444
   *******LOCATION OF PROPERTY:*******
   WAREHOUSE
   4432 POCHE CT
   NEW ORLEANS           LA  70129              DEPRESS "ENTER" TO SEND
   COM: 504  255  3260   FAX: 504  255  6613
   NOTES:


     PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=EXCESS COORDINATOR    CLEAR=TERM
```

Figure 255. Reactivate Excess Detail Screen

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Key in any new data to reactivate the excess property record and press [Enter]. If the data passes system edits, the message *"Excess" Reactivated* is displayed at the right of the screen. If the data does not pass system edits, a maximum of eight error messages at a time are displayed at the right of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

- To reactivate another excess property report number, press [PF2] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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Equipment Maintenance Menu
(EQMU or AD06)

Equipment Maintenance Menu is Option 6 on the Administrative Menu (**Figure 10**). This menu is used to query, add, delete, or change a variety of equipment maintenance transaction records. Several reports, which provide cumulative data on various equipment maintenance records, are also available through this option.

To select this option, key in *6* at the Enter Selection prompt on the menu, **or** at any PROP screen, key *EQMU* or *AD06* at the SNO field. Press [Enter].

The Equipment Maintenance Menu is displayed (**Figure 256**).

Following is a description of each option with its SNO:

1 Inquiry Menu (SNO:**EIMU** or **EQ01**). This option is used to query the equipment maintenance transaction records by keying in either a specific NFC ID, an agency-unique control number, or an invoice number. After ei-

ther one of these identifiers is keyed in, the corresponding transaction record is displayed. (See **Figure 258** through **Figure 261** for screen exhibits of Option 1.)

2 Maintenance Transaction (SNO:**EQ02**). This option is used to add, change, or delete a maintenance transaction record. To add a new record or to change or delete an existing transaction record, you **must** key in the NFC ID and action code at the Equipment Transaction prompt screen. (See **Figure 262** through **Figure 265** for screen exhibits of Option 2.)

3 Maintenance Report Menu (SNO:**EQ03**). This option is used to access any of several reports which detail cumulative data relating to equipment maintenance records in the PROP data base. The contents of these reports range from the amount of down time to repairs not covered by contract. (See **Figure 266** through **Figure 267** for screen exhibits of Option 3 and **Exhibits 52–58** for sample copies of the maintenance reports.)

```
DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM              CT: 11:49
EQMU                      ** EQUIPMENT MAINTENANCE MENU **           SNO: _____

SELECT ONE:

          1. INQUIRY MENU

          2. MAINTENANCE TRANSACTION

          3. MAINTENANCE REPORT MENU



ENTER SELECTION:   _

* DEPRESS "ENTER" TO SEND DATA


PF01 = ADM MENU                                        CLEAR = TERM
```

Figure 256. Equipment Maintenance Menu

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Inquiry Menu (*EIMU* or *EQ01*)

Inquiry Menu is Option 1 on the Equipment Maintenance Menu (**Figure 256**). This option is used to query equipment transaction records.

Note: You can only query the maintenance records at this menu. To add, modify, or delete a maintenance record, use instructions provided for **Option 2, Maintenance Transaction,** on the Equipment Maintenance Menu.

To select this option, key in *1* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *EIMU* or *EQ01* at the SNO field. Press [Enter].

The Equipment Inquiry Menu is displayed (**Figure 257**).

Following is a description of each option with its SNO:

1 Display Equipment Record By NFC ID (SNO:**EI01**). This option is used to query an equipment

maintenance transaction record by keying in the NFC ID. After the identifier is keyed in, the corresponding transaction record is displayed. (See **Figure 257** through **Figure 261** for screen exhibits of Option 1.)

2 Display Equipment Record By Control Number (SNO:**EI02**). This option is used to query an equipment maintenance transaction record by keying in the control number. After the identifier is keyed in, the corresponding transaction record is displayed. (See **Figure 260** for a screen exhibit of Option 2.)

3 Display Equipment Record By Invoice Number (SNO:**EI03**). This option is used to query an equipment maintenance transaction record by keying in the invoice number. After the identifier is keyed in, the corresponding transaction record is displayed. (See **Figure 261** for a screen exhibit of Option 3.)

```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM              CT: 11:55
EIMU                          EQUIPMENT INQUIRY MENU               SNO: _____

SELECT ONE:

   ** DISPLAY EQUIPMENT RECORD BY:

                       1. NFC ID

                       2. CONTROL NUMBER

                       3. INVOICE NUMBER




ENTER SELECTION:

PF1 = ADM MENU            PF3 = EQUIP MENU          CLEAR = TERMINATE
```

Figure 257. Equipment Inquiry Menu

Display Equipment Record By NFC ID (*EI01*)

Display Equipment Record By NFC ID is Option 1 on the Equipment Inquiry Menu (**Figure 257**). This option is used to query an equipment maintenance record by NFC ID.

To select this option, key in *1* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *EI01* at the SNO field. Press [Enter].

The Maintenance Records By NFC ID prompt screen is displayed (**Figure 258**).

Respond to the prompt as follows:

1 **Enter NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID number for the property item queried. Press [Enter].

The Maintenance Records By NFC ID detail screen is displayed showing a maintenance record for the NFC ID keyed in (**Figure 259**). View the record as appropriate.

● To display the next maintenance record, press [PF5].

● To return to the previous maintenance record, press [PF6].

● To display another maintenance record by NFC ID, press [PF2] and repeat the process.

● To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
   DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM            CT: 11:59
   EI01                   ** MAINTENANCE RECORDS BY NFC ID **     SNO: _____



    ENTER NFC ID: _____




   * HIT "ENTER" TO SEND DATA


    PF1=ADM.MENU PF2=ANOTHER REQUEST   PF3=EQUIP.MENU PF4=INQ.MENU CLEAR=TERMINATE
```

Figure 258. Maintenance Records By NFC ID Prompt Screen

```
   DATE: XX/XX/XX               PERSONAL PROPERTY SYSTEM           CT: 02:12
                            ** MAINTENANCE RECORDS BY NFC ID **     SNO: _____
   NFC ID: AG0000000654  AO NO: AH000000000304  SERIAL NO: 557656
   DESC: MONITOR                              MODEL NO: 00018
   MANUF: 00111                               DATE OF ACQ: 01 01 94
   WARRANTY EXPIRES:
   MAINT CONTRACT NO:                   CONTRACT EXPIRATION DATE:
   VENDOR: NEC COMPUTER WORLD                 SERVICE AREA: CARRY IN
   SERVICE REP: KEVIN JAMES                   CONTROL NO: NEC220
   VENDOR TYPE: THIRD PARTY
   REPORTED BY:                               DATE:         TIME:    :
   EQUIPMENT FAILURE DATE: 04 30 95           FAILURE TIME: 08 : 55
   DATE VENDOR ARRIVED:                       TIME ARRIVED:     :
   DATE REPAIRS COMPLETED: 05 05 95           TIME COMPLETED: 10 : 25
   REPAIRS COMPLETED SATISFACTORILY: YES      INVOICE NUMBER: NEC13
   MAINT TYPE: RM                             COVERED UNDER CONTRACT: NO
   TIME CHARGED:     : 00     HOURLY RATE:      $.00   PARTS COST:      $.00
   SERVICE COST:      $.00    MISC COST:      $.00    TOTAL COST:      $.00
   NOTES:


   *THIS IS THE ONLY MAINTENANCE RECORD FOR THIS NFC ID
   PF1=ADM.MENU PF2=ANOTHER REQUEST   PF3=EQUIP.MENU PF4=INQ.MENU  CLEAR=TERMINATE
```

Figure 259. Maintenance Records By NFC ID Detail Screen

Display Equipment Record By Control Number (*EI02*)

Display Equipment Record By Control Number is Option 2 on the Equipment Inquiry Menu (**Figure 258**). This option is used to query an equipment maintenance record by control number.

To select this option, key in *2* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *EI02* at the SNO field. Press [Enter].

The Maintenance Records By Control No prompt screen is displayed (**Figure 260**).

Respond to the prompt as follows:

1 **Enter Control Number** (*required, alphanumeric field; 12 positions*). Key in the control number to be queried. Press [Enter].

A detail screen similar to the Maintenance Records By NFC ID detail screen is displayed showing a maintenance record for the control number keyed in (**Figure 259**). View the record as appropriate.

● To display the next maintenance record, press [PF5].

● To return to the previous maintenance record, press [PF6].

● To display another maintenance record by control number, press [PF2] and repeat the process.

● To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:03
EI02                    * MAINTENANCE RECORDS BY CONTROL NO *    SNO: _____




     ENTER CONTROL NUMBER >> _____




HIT "ENTER" TO SEND DATA




 PF1=ADM.MENU PF2=ANOTHER REQUEST  PF3=EQUIP.MENU PF4=INQ.MENU CLEAR=TERMINATE
```

Figure 260. Maintenance Records By Control No Prompt Screen

Display Equipment Record By Invoice Number (*EI03*)

Display Equipment Record By Invoice Number is Option 3 on the Equipment Inquiry Menu (**Figure 257**). This option is used to query an equipment maintenance record by invoice number.

To select this option, key in *3* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *EI03* at the SNO field. Press [Enter].

The Maintenance Records By Invoice No prompt screen is displayed (**Figure 261**).

Respond to the prompt as follows:

1 **Enter Invoice Number** (*required, alphanumeric field; 12 positions*). Key in the invoice number to be queried. Press [Enter].

A detail screen similar to the Maintenance Records By NFC ID detail screen is displayed showing a maintenance record for the invoice number keyed in (**Figure 259**). View the record as appropriate.

• To display the next maintenance record, press [PF5].

• To return to the previous maintenance record, press [PF6].

• To display another maintenance record by invoice number, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:05
EI03                   * MAINTENANCE RECORDS BY INVOICE NO *     SNO: _____



      ENTER INVOICE NUMBER:  _____






  * HIT "ENTER" TO SEND DATA


 PF1=ADM.MENU   PF2=ANOTHER REQUEST   PF3=EQUIP.MENU   PF4=INQ.MENU CLEAR=TERMINATE
```

Figure 261. Maintenance Records By Invoice No Prompt Screen

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Maintenance Transaction *(EQ02)*

Maintenance Transaction is Option 2 on the Equipment Maintenance Menu (**Figure 256**). This option is used to add, change, or delete a maintenance transaction record.

To select this option, key in *2* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *EQ02* at the SNO field.

The Equipment Transaction prompt screen is displayed (**Figure 262**).

Instructions for each action are discussed separately as follows.

Adding A Maintenance Record. At the Equipment Transaction prompt screen (**Figure 262**), respond to the prompts as follows:

[1] **NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID of the item for which a maintenance transaction record is to be added.

[2] **Action Code** (*required, alpha field; 1 position*). Key in *A* (for *add*). Press [Enter].

The Equipment Transaction Add A Record screen is displayed (**Figure 263**). Complete the fields as described.

[1] **Maint Contract No** (*optional, alphanumeric field; 12 positions*). Key in the maintenance contract number, if applicable.

[2] **Contract Expiration Date** (*optional, numeric field; 6 positions*). Key in the contract expiration date.

[3] **Control No** (*required, alphanumeric field; 12 positions*). Key in the agency-unique control number.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:06
EQ02                         EQUIPMENT TRANSACTION               SNO: _____




              NFC-ID:
              ACTION CODE: _          (SELECT ONE OF THE FOLLOWING)

                      A - ADD A NEW RECORD
                      C - CHANGE AN EXISTING RECORD
                      D - DELETE AN EXISTING RECORD






     PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=EQUIP MENU      CLEAR=TERMINATE
```

Figure 262. Equipment Transaction Prompt Screen

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:07
                      EQUIPMENT TRANSACTION-----ADD A RECORD      SNO: _____
NFC ID: AG0002112677   AO: AH3448094034RO   SERIAL NO: 729674
DESC: TELEVISION                            MODEL NO: KV1922
MANUF: SONY                                 DATE OF ACQ: 11 01 79
WARRANTY EXPIRES:
MAINT CONTRACT NO: _____  CONTRACT EXPIRATION DATE: __ __ __ (MMDDYY)
CONTROL NO: _____     SERVICE AREA: _  (1=ON SITE,2=CARRY IN,3=OTHER)
SERVICE REP: _____  VENDOR: _____
VENDOR TYPE: _   (1=OEM,2=THIRD PARTY,3=IN HOUSE,4=OTHER)
REPORTED BY: _____       DATE: __ __ __   TIME: __ : __
EQUIPMENT FAIL DATE: __ __ __   (MM DD YY) FAIL TIME: __ : __  (HH MM)
DATE VENDOR ARRIVED: __ __ __          TIME ARRIVED: __ : __
DATE REPAIRS COMPLETED: __ __ __       TIME COMPLETED: __ : __
REPAIRS COMPLETED SATISFACTORILY? _  (Y/N)  INVOICE NUMBER: _____
MAINT TYPE: __  (PM, RM, OT)       COVERED UNDER CONTRACT? _  (Y/N)
TIME CHARGED: ___ : __   HOURLY RATE: _____ __   PARTS COST: _____ __
SERVICE COST: _____ __   MISC COST: _____ __   TOTAL COST: _____
NOTES: _____
       _____
       _____
*ENTER DATA AND PRESS "ENTER" TO ADD

     PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=EQUIP MENU      CLEAR=TERMINATE
```

Figure 263. Equipment Transaction—Add A Record Screen

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4 **Service Area** (*required, numeric field; 1 position*). Key in either *1*, *2*, or *3* indicating the location where the equipment was serviced.

Code	Description
1	On Site
2	Carry In
3	Other

5 **Service Rep** (*required, alphanumeric field; max. of 25 positions*). Key in the name of the service repairperson/representative.

6 **Vendor** (*required, alphanumeric field; 31 positions*). Key in the service vendor's name.

7 **Vendor Type** (*required, numeric field; 1 position*). Key in either *1*, *2*, *3*, or *4* indicating the type of vendor providing the service.

Code	Description
1	Original Equipment Manufacturer
2	Third Party
3	In House
4	Other

8 **Reported By** (*conditional, alphanumeric field; 30 positions*). Key in the name of the individual who reported the equipment problem.**Note:** This is a required entry if the Service Area field is 1 (On Site).

9 **Date** (*conditional, numeric field; 6 positions*). Key in the date the service call was made. **Note:** This is a required entry if the Service Area field is 1 (On Site).

10 **Time** (*conditional, numeric field; 4 positions*). Key in the time in hours and minutes (*i.e., military time calculations*) when the service call was made.

Note: This is a required entry if the Service Area field is 1 (On Site).

11 **Equipment Fail Date** (*required, numeric field; 6 positions*). Key in the date the equipment failed to operate.

12 **Fail Time** (*required, numeric field; 4 positions*). Key in the time in hours and minutes (*i.e., military time calculations*) indicating the time it was first noticed that the equipment required servicing.

13 **Date Vendor Arrived** (*conditional, numeric field; 6 positions*). Key in the date the vendor arrived to make an in-house repair/service call. **Note:** This is a required entry if the Service Area field is 1 (On Site).

14 **Time Arrived** (*conditional, numeric field; 4 positions*). Key in the time in hours and minutes (*i.e., military time calculations*) when the repairperson/service representative arrived.**Note:** This is a required entry if the Service Area field is 1 (On Site).

15 **Date Repairs Completed** (*required, numeric field; 6 positions*). Key in the date the repair/service was completed.

16 **Time Completed** (*required, numeric field; 4 positions*). Key in the completion time of the repair in hours and minutes (*i.e., military time calculations*).

17 **Repairs Completed Satisfactorily** (*required, alpha field; 1 position*). Key in either *Y* (for *Yes*) or *N* (for *No*) indicating whether or not the repair/service was completed satisfactorily.

18 **Invoice Number** (*required, alphanumeric field; 12 positions*). Key in the invoice number for the repair/service.

19 **Maint Type** (*required, alpha field; 2 positions*). Key in either *PM*, *RM*, or *OT* indicating the type of maintenance repair/service.

Code	Description
PM	Preventive Maintenance
RM	Repair Maintenance
OT	Other.

20 **Covered Under Contract** (*required, alpha field; 1 position*). Key in either *Y* (*Yes*) or *N* (*No*) indicating whether or not the repair/service was covered under a contract.

Note: Data fields numbered 21 through 26 listed below are optional entries and are to be completed only if the agency incurs the expense as a result of the repair/service.

21 **Time Charged** (*optional, numeric field; max. of 5 positions*). Key in the amount of time (*i.e., labor, etc.*) in hours and minutes charged by the repair person. **Note:** The maximum amount of time that can be keyed is 999 hours and 59 minutes.

22 **Hourly Rate** (*optional, numeric field; max. of 10 positions*). Key in the hourly rate in dollars and cents for the labor time charged. Key in whole dollars without the cents; the system assigns the zeros.

23 **Parts Costs** (*optional, numeric field; max. of 10 positions*). Key in the cost of parts/materials incurred for the repair. Key in whole dollars without the cents; the system assigns the zeros.

24 **Service Cost** (*optional, numeric field; max. of 10 positions*). Key in the cost of the service. Key in whole dollars without the cents; the system assigns the zeros.

25 **Misc Cost** (*optional, numeric field; max. of 10 positions*). Key in any miscellaneous costs associated with the repair. Key in whole dollars without the cents; the system assigns the zeros.

26 **Total Cost** (*no-entry field*). This field is system generated and is the sum total of the **Parts Costs**, **Service Cost**, and **Misc Cost** fields.

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27 **Notes** (*optional, alphanumeric field; 225 positions*). Key in any type of information relating to the repair/service in the three lines provided. Press [Enter].

If the data passes system edits, the message *Record Successfully Added* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

• To modify the data, key in the new data and press [PF10]. If the data passes system edits, the message *The Above Record Has Been Modified* is displayed at the bottom of the screen.

• To add another maintenance record, press [PF2] and repeat the process.

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Changing An Existing Maintenance Record. At the Equipment Transaction prompt screen (**Figure 262**), respond to the prompts as follows:

1 **NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID for which a maintenance transaction record is to be changed.

2 **Action Code** (*required, alpha field; 1 position*). Key in *C* (for *Change*). Press [Enter].

The Equipment Transaction—Change A Record screen is displayed (**Figure 264**).

Figure 264 displays the maintenance record as it is in the PROP database. Key in the modifying data in accordance with the data entry instructions provided for the section entitled **Adding A Maintenance Record**.

Note: The data in the fields near the top of screen are protected and cannot be altered. All other fields can be changed.

Press [Enter]. If the data passes system edits, the message *The Above Record Has Been Modified* is displayed at the bottom of the screen. If the data does not pass system edits, a maximum of six error messages at a time are displayed at the bottom of the screen. As errors are corrected, more messages are displayed if needed. All errors must be corrected before the PROP data base is updated.

If the NFC ID keyed in at the Equipment Transaction prompt screen (**Figure 262**) has more than one maintenance record, you may modify multiple records without having to re-key the NFC ID.

• To display the next maintenance record, press [PF5].

• To return to the previous maintenance record, press [PF6].

• To change another maintenance record, press [PF2] and repeat the process.

```
DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM                 CT: 12:09
                          EQUIPMENT TRANSACTION--CHANGE A RECORD          SNO: _____
NFC ID: AG0002112606    AO: AL3242350012AA    SERIAL NO: 1234567
DESC: TYPEWRITER, ELECTRIC                     MODEL NO: EM605
MANUF: BROTHER                                 DATE OF ACQ: 05 21 92
WARRANTY EXPIRES:
MAINT CONTRACT NO: _____  CONTRACT EXPIRATION DATE: ___ ___ ___ (MMDDYY)
CONTROL NO: ABC11_____     SERVICE AREA: 1  (1=ON SITE,2=CARRY IN,3=OTHER)
SERVICE REP: CHARLES_JAMES_____  VENDOR: ABC_ELECTRONICS_____
VENDOR TYPE: 2   (1=OEM,2=THIRD PARTY,3=IN HOUSE,4=OTHER)
REPORTED BY: SANDY_BELLVUE_____  DATE: 05  25  95  TIME: 13 : 30
EQUIPMENT FAIL DATE: 05  24  95   (MM DD YY) FAIL TIME: 12 : 00  (HH MM)
DATE VENDOR ARRIVED: 05  30  95             TIME ARRIVED: 09 : 35
DATE REPAIRS COMPLETED: 05  30  95          TIME COMPLETED: 11 : 45
REPAIRS COMPLETED SATISFACTORILY? Y (Y/N)   INVOICE NUMBER: ABC20_____
MAINT TYPE: RM  (PM, RM, OT)                COVERED UNDER CONTRACT? N  (Y/N)
TIME CHARGED: ___ : 00    HOURLY RATE: _____00  PARTS COST: _____00
SERVICE COST: _____ 00  MISC COST: _____ 00   TOTAL COST: _____$0.00
NOTES: _____
_____
_____
*ENTER CHANGES AND PRESS "ENTER" TO MODIFY THIS RECORD
*THIS IS THE ONLY MAINTENANCE RECORD FOR THIS PROPERTY
PF1=ADM MENU      PF2=ANOTHER REQUEST     PF3=EQUIP MENU     CLEAR=TERMINATE
```

Figure 264. Equipment Transaction—Change A Record Screen

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• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Deleting An Existing Maintenance Record. At the Equipment Transaction prompt screen (**Figure 262**), respond to the prompts as follows:

1 **NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID for which a maintenance transaction record is to be deleted.

2 **Action Code** (*required, alpha field; 1 position*). Key in *D* (for *Delete*). Press [Enter].

The Equipment Transaction—Delete A Record screen is displayed (**Figure 265**).

Figure 265 displays the maintenance record. Carefully view the screen to ensure this is the record to be deleted. If this is the record to be deleted, press [PF7]. The message

The Above Record Has Been Deleted is displayed at the bottom of the screen.

Note: If you delete the only maintenance record on file for the property item, the message *There Are No More Maintenance Records For This Property* is also displayed at the bottom of the screen.

If the NFC ID keyed in at **Figure 262** has more than one maintenance record, you may delete multiple records without having to re-enter in the NFC ID.

• To return to the previous maintenance record, press [PF6].

• To change another maintenance record, press [PF2] and repeat the process.

• To display the next maintenance record, press [PF5].

• To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM              CT: 12:10
                    EQUIPMENT TRANSACTION--DELETE A RECORD       SNO: _____
NFC ID: AG0000000654   AO: AH000000000304   SERIAL NO: 557656
DESC: MONITOR                                MODEL NO: 00018
MANUF: 00111                                 DATE OF ACQ: 01 01 94
WARRANTY EXPIRES:
MAINT CONTRACT NO:              CONTRACT EXPIRATION DATE:         (MMDDYY)
CONTROL NO: NEC220      SERVICE AREA: 2  (1=ON SITE,2=CARRY IN,3=OTHER)
SERVICE REP: KEVIN JAMES              VENDOR: NEC COMPUTER WORLD
VENDOR TYPE: 2   (1=OEM,2=THIRD PARTY,3=IN HOUSE,4=OTHER)
REPORTED BY:                          DATE:           TIME:     :
EQUIPMENT FAIL DATE: 04  30  95   (MM DD YY) FAIL TIME: 08  : 55  (HH MM)
DATE VENDOR ARRIVED:                          TIME ARRIVED:      :
DATE REPAIRS COMPLETED: 05  05  95            TIME COMPLETED: 10  : 25
REPAIRS COMPLETED SATISFACTORILY? Y  (Y/N)   INVOICE NUMBER: NEC13
MAINT TYPE: RM  (PM, RM, OT)          COVERED UNDER CONTRACT? N  (Y/N)
TIME CHARGED:   0  : 00    HOURLY RATE:      $0  00  PARTS COST:     $0  00
SERVICE COST:      $0 00  MISC COST:     $0  00   TOTAL COST:      $0.00
NOTES:


*PRESS PF7 TO DELETE THIS RECORD
*THIS IS THE ONLY MAINTENANCE RECORD FOR THIS PROPERTY
PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=EQUIP MENU      CLEAR=TERMINATE
```

Figure 265. Equipment Transaction—Delete A Record Screen

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Maintenance Report Menu *(EQ03)*

Maintenance Report Menu is Option 3 on the Equipment Maintenance Menu (**Figure 256**). This menu provides several report options for requesting consolidated data on certain fields in the maintenance transaction record.

To select this option, key in *3* at the Enter Selection prompt on the menu, **or** at any PROP screen, key in *EQ03* at the SNO field. Press [Enter].

The Maintenance Report Menu is displayed (**Figure 266**).

● To select a report, position the cursor next to the desired report and press [Enter]. The Maintenance Report Detail screen is displayed. You **must** complete the required fields in order to produce the report.

Following is a brief description of each report:

1. Report By Down Time. This report provides a consolidated list of the maintenance records in the system. It is produced in NFC ID sequence followed by the amount of down time (*i.e., hours and minutes*) for a specified period. This report contains information such as the service representative's name, vendor type, contract number, description, and manufacturer. (See **Figure 267** for an exhibit of the request screen for the Report By Down Time and **Exhibit 52** for a sample copy of the report.)

2. Report By Vendor. This report provides a consolidated list of all maintenance records in vendor sequence (*alphabetical*), followed by the NFC ID. It contains information such as the service representative's name, vendor type, contract number, description, and manufacturer. (See **Exhibit 53** for a sample copy of the report.)

3. Report By Vendor Type. This report provides a consolidated list of all maintenance records in vendor type sequence, followed by the NFC ID. It contains information such as vendor, service representative's name, service area, contract, control and invoice numbers, maintenance type, equipment fail date, vendor arrival date, repair completion date, description, and manufacturer. (See **Exhibit 54** for a sample copy of the report.

4. Report By Service Area. This report provides a consolidated list of all maintenance records in service area sequence, followed by the NFC ID. It contains information such as vendor, service representative's name, vendor type, contract, control and invoice numbers, maintenance type, equipment fail date, vendor arrival date, repair completion date, description, and manufacturer. (See **Exhibit 55** for a sample copy of the report.

5. Report Of Repairs Not Completed Satisfactorily. This report provides a consolidated list of all maintenance records in vendor sequence (*alphabetical*) of repairs not completed satisfactorily, followed by the NFC ID. It contains information such as service representative's name, vendor type, contract, control and invoice numbers, maintenance type, equipment fail date, vendor arrival date, repair completion date, description, and manufacturer. (See **Exhibit 56** for a sample copy of the report.

6. Report By Maintenance Type. This report provides a consolidated list of all maintenance records in maintenance type sequence, followed by the NFC ID. It contains information such as vendor, service representative's name, service area, contract, control and invoice numbers, vendor type, equipment fail date, vendor arrival date, repair completion date, description, and manufacturer. (See **Exhibit 57** for a sample copy of the report.)

```
DATE: XX/XX/XX                  PERSONAL PROPERTY SYSTEM              CT: 12:11
EQ03                           **MAINTENANCE REPORT MENU**           SNO: _____


   * PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

   _     REPORT BY DOWN TIME   BEGINNING DATE: __ __ __   (MMDDYY)
                                     END DATE: __ __ __   (MMDDYY)
   _     REPORT BY VENDOR

   _     REPORT BY VENDOR TYPE

   _     REPORT BY SERVICE AREA

   _     REPORT OF REPAIRS NOT COMPLETED SATISFACTORILY

   _     REPORT BY MAINTENANCE TYPE

   _     REPORT OF REPAIRS NOT COVERED BY CONTRACT


PF1 = ADM MENU                PF3 = EQUIP MENU                CLEAR = TERMINATE
```

Figure 266. Maintenance Report Menu

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7. Report Of Repairs Not Covered By Contract. This report provides a consolidated list of all maintenance records in vendor sequence (*alphabetical*) of repairs not covered by contract, followed by the NFC ID. It contains information such as service representative's name, service area, contract, control and invoice numbers, vendor type, equipment fail date, vendor arrival date, repair completion date, description, and manufacturer. (See **Exhibit 58** for a sample copy of the report.)

Note: To request a report, position the cursor next to the report name on the Maintenance Report Menu and press [Enter]. The Maintenance Report Detail screen for the requested report is displayed. You **must** complete the required fields on this screen to produce the report. Generally, the fields on the Maintenance Report Detail screen are the same for all reports; therefore, to avoid duplication, entry instructions for the "common" fields are not repeated for every screen. Instructions are provided, however, when a data field had not previously been displayed.

Report By Down Time

Report By Down Time is an option on the Maintenance Report Menu (**Figure 266**). This report provides a consolidated list of the maintenance records in the system by down time (*i.e., hours and minutes*) for a specified period. (See **Exhibit 52** for a sample copy of the Report By Down Time.)

Instructions follow for using the functions in this option.

To produce this report, select the option on the Maintenance Report Menu and complete the following fields (**Figure 266**).

☐1 **Beginning Date** *(required, numeric field; 6 positions).* Key in the beginning date of the report.

☐2 **End Date** *(required, numeric field; 6 positions).* Key in the end date of the report. Press [Enter].

The Maintenance Report Detail screen is displayed (**Figure 267**). Complete the fields as described.

☐1 **User's Name** *(required, alphanumeric field; max. of 20 positions).* Key in either the user's name or other identifying information to ensure receipt of the report.

Note: An entry is required in either the Agency, PMO, **or** AO field, but not all three to produce the report. If the PMO and AO No fields are left blank, the report will be provided for all accountable officers.

☐2 **Agency** *(optional, alphanumeric field; 2 positions).* Key in the 2-position NFC-assigned agency code. See **Appendix A** for a list of agency codes.

☐3 **Job Suffix** *(required, alphanumeric field; 1 position).* Key in any character from *A* to *Z* or *0* to *9* to further facilitate report identification when several reports are requested by the same user. The Job Suffix field also provides a mechanism to better monitor reports awaiting execution and enhances the production of reports in a more timely manner.

☐4 **PMO** *(optional, alphanumeric field; 2 positions).* Key in the 2-position code of property management officer for whom the report is requested.

☐5 **Destination** *(required, alphanumeric field; max. of 8 positions).* Key in the printer location identification number where the report is to be printed.

☐6 **AO No** *(optional, alphanumeric field; max. of 14 positions).* Key in the accountable officer for whom the report is requested.

☐7 **No Of Copies** *(optional, numeric field; 1 position).* Key in a digit from *1* to *9* indicating the number of copies needed.

☐8 **Browse** *(optional, alpha field; max. of 3 positions).* Key in either *Yes* or *No* to view or not view the report prior to printing. If the field is left blank, the system automatically defaults to *No*. Press [Enter].

Note: Refer to Title VI, NFC Systems Access Procedures Manual, Chapter 2, Section 2, dated May 3, 1989, for detailed instructions on accessing and utilizing the browse option.

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```
DATE: XX/XX/XX              PERSONAL PROPERTY SYSTEM                CT: 12:20
                        **MAINTENANCE REPORT DETAIL**              SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE
        REPORT BY DOWN TIME:

USER'S NAME : _____          AGENCY: __


JOB SUFFIX  : _                              PMO: __
                                     OR

DESTINATION : _____                       AO NO: _____


NO OF COPIES: _


BROWSE      : ___

* DEPRESS "ENTER" TO SEND DATA


PF1 = ADM MENU       PF3 = MAINTENANCE REPORT MENU      CLEAR = TERMINATE
```

Figure 267. Maintenance Report Detail Screen (Report By Down Time)

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If the data passes system edits, you are returned to **Figure 267**, and the messages *Report By Down Time Generated* and *Please Verify That Printer Is On* are displayed at the bottom of the screen. If the keyed in data does not pass system edits, a maximum of three error messages at a time are displayed at the bottom of the screen. As the errors are corrected, more messages are displayed if needed. All errors must be corrected before the report can be printed.

- To request another report, press [PF3] and repeat the process.

- To perform another function or exit the system, press the applicable key shown at the bottom of the screen.

Report By Vendor

Report By Vendor is an option on the Maintenance Report Menu (**Figure 266**). This report provides a consolidated list of all maintenance records in vendor sequence (*alphabetical*), followed by the NFC ID. (See **Exhibit 53** for a sample copy of the Report By Vendor.)

To produce this report, select this option on the Maintenance Report Menu. Press [Enter]. The Maintenance Report Detail screen is displayed (**Figure 267**).

Complete the fields using the instructions provided in the section entitled **Report By Down Time**.

Report By Vendor Type

Report By Vendor Type is an option on the Maintenance Report Menu (**Figure 266**). This report provides a consolidated list of all maintenance records in vendor type sequence, followed by the NFC ID. (See **Exhibit 54** for a sample copy of the Report By Vendor Type.)

To produce this report, select this option on the Maintenance Report Menu. Press [Enter]. The Maintenance Report Detail screen is displayed (**Figure 267**).

Complete the fields using the instructions provided in the section entitled in the section entitled **Report By Down Time**.

Report By Service Area

Report By Service Area is an option on the Maintenance Report Menu (**Figure 266**). This report provides a consolidated list of all maintenance records in service area sequence, followed by the NFC ID. (See **Exhibit 55** for a sample copy of the Report By Service Area.)

To produce this report, select this option on the Maintenance Report Menu. Press [Enter]. The Maintenance Report Detail screen is displayed (**Figure 267**).

Complete the fields using the instructions provided in the section entitled **Report By Down Time**.

Report Of Repairs Not Completed Satisfactorily

Report Of Repairs Not Completed Satisfactorily is an option on the Maintenance Report Menu (**Figure 266**). This report provides a consolidated list of all maintenance records in vendor sequence (*alphabetical*) of repairs not completed satisfactorily, followed by the NFC ID. (See **Exhibit 56** for a sample copy of the Report Of Repairs Not Completed Satisfactorily.)

To produce this report, select this option on the Maintenance Report Menu. Press [Enter]. The Maintenance Report Detail screen is displayed (**Figure 267**).

Complete the fields using the instructions provided in the section entitled **Report By Down Time**.

Report By Maintenance Type

Report By Service Area is an option on the Maintenance Report Menu (**Figure 266**). This report provides a consolidated list of all maintenance records in maintenance type sequence, followed by the NFC ID. (See **Exhibit 57** for a sample copy of the Report By Maintenance Type.)

To produce this report, select this option on the Maintenance Report Menu. Press [Enter]. The Maintenance Report Detail screen is displayed (**Figure 267**).

Complete the fields using the instructions provided in the section entitled **Report By Down Time**.

Report Of Repairs Not Covered By Contract

Report Of Repairs Not Covered By Contract is an option on the Maintenance Report Menu (**Figure 266**). This report provides a consolidated list of all maintenance records in vendor sequence (*alphabetical*) of repairs not covered by contract, followed by the NFC ID. (See **Exhibit 58** for a sample copy of the Report Of Repairs Not Covered By Contract.)

To produce this report, select this option on the Maintenance Report Menu. Press [Enter]. The Maintenance Report Detail screen is displayed (**Figure 267**).

Complete the fields using the instructions provided in the section entitled **Report By Down Time**.

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Exhibit 1
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28, PMO And AO Name, Address, And Inventory Status

```
DATE 10/28/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                    PAGE
PROP28                    PMO AND AO NAME, ADDRESS, AND INVENTORY STATUS           PREPARED BY USDA/NFC
                                  IN PMO-AO NUMBER SEQUENCE



PMO              CURRENT      DELINQUENT      NO DATE      TOTAL

XX                  0             0              54          54

GRAND TOTAL         0             0              54          54
```

```
                                                                                          USDA-NFC-SHAL3
```

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28, PMO And AO Name, Address, And Inventory Status *(cont'd)*

```
DATE 10/28/97                   UNITED STATES DEPARTMENT OF AGRICULTURE                          PAGE
PROP28              PMO AND AO NAME, ADDRESS, AND INVENTORY STATUS            PREPARED BY USDA/NFC
                              IN PMO-AO NUMBER SEQUENCE

PMO NO: XX     ND, ATTN                                          AGENCY: FA
               1025 28TH ST. SW
               FARGO               ND 58103
```

AO NUMBER	AO NAME	TELEPHONE	INV DATE	STATUS	ADDRESS
XX-XX -OO-O380-85- CO	ND, ATTN	518-443-3260		N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O380-87- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O380-89- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O380-91- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O380-93- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O380-95- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O380-97- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O380-99- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O381-01- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O381-03- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -OO-O381-05- CO	ND, ATTN			N	1025 28TH ST SW FARGO ND 58103
XX-XX -38-1O20-OO- ST	ND, ATTN			N	POB 3046 657 SECOND AVE N FARGO ND 58108

```
STATUS TOTALS   CURRENT       0
                DELINQUENT    0
                NO DATE      54
                ALL          54
```

USDA-NFC-SHAL3

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Exhibit 2

301A, Personal Property Report (WCF) (By AO)

DATE 10/28/97
PROP301A

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY REPORT (WCF)
(INCLUDES SENSITIVE & NON-EXPENDABLE ITEMS)
BY FEDERAL SUPPLY CLASS

FAAG38FAOOO38OO3CO   PAGE
PREPARED BY USDA/OFM/NFC
FROM A.O.   XX-XX -OO-O38O-O3-CO

AGENCY FA FARM SERVICE AGENCY

ATTN ND STATE OFFICE
1025 28TH SW
FARGO   ND 58103

A.O. NO XX-XX -OO-O38O-O3-CO PHONE NO:
DATE LAST INVENTORY

NFC RECORD ID NUMBER	FSC	DOC TYPE	DOCUMENT NUMBER	LINE ITEM NUMBER	SERIAL NUMBER	DATE ACQUIRED	ACQUISITION COST	MODEL	DESCRIPTION	MFG ID	COND CODE
AGOOO2812718	3540	CONV			17314	02/01/92	1,994.00		LABELER, AUTOMA		6
AGOOO2810449	3610	CONV			1061793L	05/01/92	5,996.00	SF9110	DUPLICATING MCH		1
AGOOO2774951	3610	CCC	40CCCC500142	0001	25KU00123	04/13/95	33,796.00	7335	COPIER, A B DIC		
AGOOO2773570	3610	CCC	40CCCC500142	0001	25KU00127	04/17/95	33,796.00	7335	COPIER, A B DIC		
AGOOO2774952	3610	CCC	40CCCC500142	0001	25KU00149	04/19/95	33,796.00	7335	COPIER, A B DIC		
AGOOO2774953	3610	CCC	40CCCC500142	0001	25KU00162	04/07/95	33,796.00	7335	COPIER, A B DIC		
AGOOO2774954	3610	CCC	40CCCC500142	0001	25KU00183	04/19/95	33,796.00	7335	COPIER, A B DIC		
AGOOO2774955	3610	CCC	40CCCC500142	0001	25KU00308	04/20/95	33,796.00	7335	COPIER, A B DIC		
AGOOO2774956	3610	CCC	40CCCC500142	0001	25KU00324	04/11/95	33,796.00	7335	COPIER, A B DIC		
AGOOO2817080	3610	CONV			6	05/01/89	218.00		CONSOLE, COPIER		1
AGOOO2818622	3610	CONV			9581106147	06/01/94	1,950.00	7230	COPIER SAVIN		1
AGOOO2781850	5210	CCC	40-DC72-5-02147		029888	07/18/96	1,790.63	1211-H	PLANIMETER	NUMONICS	
AGOOO2804584	5210	CONV			137989	02/01/89	1,424.00	1211	PLANIMETER		1
AGOOO2822285	5805	CONV			3800316	12/01/93	3,191.04	1280DK	TELEPHONE SYSTE		6
AGOOO2823444	5836	CONV			31235346	05/01/94	410.00	CCR190	VIDEOCORDER REC		6
AGOOO2806806	6720	CONV			223927	05/01/90	240.47		PROJECTOR, SLID		7
AGOOO2907551	7025	CONV	40CC729500443		612AA	04/20/95	14,113.00	32 MEG	SCOAP ADV36 CTY	IBM	
AGOOO2907552	7025	CONV	40CC729500443		83116	04/20/95	1,022.00	9331	SCOAP 8" DISKET	IBM	
AGOOO2798817	7430	CONV			A43818918	03/01/94	262.90		TYPEWRITER, BRO		2
AGOOO2798819	7430	CONV			A43818950	03/01/94	262.90		TYPEWRITER, BRO		2

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Central Accounting System Manual
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Personal Property System

Exhibit 3

301B, Personal Property Report (APPROP) (BY AO)

```
DATE 10/28/97                    UNITED STATES DEPARTMENT OF AGRICULTURE    FAAG38FAO0038015CO          PAGE
PROP301B                            PERSONAL PROPERTY REPORT (APPROP)              PREPARED BY USDA/OFM/NFC
                                 (INCLUDES SENSITIVE & NON-EXPENDABLE ITEMS)    FROM A.O.  XX-XX -OO-O38O-15-CO
                                           BY FEDERAL SUPPLY CLASS

AGENCY FA  FARM SERVICE AGENCY

ATTN ND STATE OFFICE                A.O. NO.XX-XX -OO-O38O-15-CO PHONE NO:      DATE LAST INVENTORY
1O25 28TH ST SW
FARGO              ND 581O3

NFC RECORD      DOC DOCUMENT     LINE SERIAL      DATE      ACQUISITION                                COND
ID NUMBER   FSC TYPE NUMBER      ITEM NUMBER    ACQUIRED      COST       MODEL   DESCRIPTION  MFG ID    CODE

AGOOO2823O81 58O5 CCC  O118      OOO1 1516      O9/O1/92     219.50                TELEPHONE              6

          A. O.  NUMBER ITEMS        1       TOTAL COST      219.50
```

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Central Accounting System Manual
Property Management Information System
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Exhibit 4

301C, Personal Property Report (WCF & APPROP) (By PMO)

DATE 10/29/97
PROP301C
DEPARTMENT SUMMARY

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY REPORT
WCF/TRUST FUND/REVOLVING FUND AND APPROP BY FSC

AGAO   PAGE
FROM AG FA NSN 3220   PREPARED BY USDA/OFM/NFC

AGENCY FA FARM SERVICE AGENCY

PMO NO. AO   PHONE NO: 816-926-1714   DATE LAST INVENTORY:

JANE JONES
USDA, FSA, KCMO-ASD
P.O. BOX 419205
KANSAS CITY   MO 64141

NFC ID	DOC FSC TYPE DOCUMENT NUMBER	LINE ITEM SERIAL NUMBER	ACQ DATE	ACQ COST	MODEL	DESCRIPTION	MFG ID	COND CODE
AG0002824786 3220 CONV A.O. NUMBER -XXXX 49170OAPFO		914	10/01/82	295.80		SANDING MACHINE		6
AG0002824916 3405 CONV A.O. NUMBER -XXXX 49170OAPFO		117052	11/01/42	344.40		SAW CIRCULAR		1
AG0002824917 3405 CONV A.O. NUMBER -XXXX 49170OAPFO		139656	11/01/51	330.54		SAW POWER		1
AG0002824785 3413 CONV A.O. NUMBER -XXXX 49170OAPFO		6598	07/01/59	2,238.00		MILLING MACHINE		6
AG0002824725 3416 CONV A.O. NUMBER -XXXX 49170OAPFO		15822	02/01/78	8,611.06		LATHE		6
AG0002813248 3445 CONV A.O. NUMBER -XXXX 49170OAPFO		1610681	05/01/70	249.00		PUNCH MACHINE,		1
AG0002813246 3445 CONV A.O. NUMBER -XXXX 29412012KC		1702570	03/01/90	980.00		PUNCH MACHINE,		7
AG0002813244 3445 CONV A.O. NUMBER -XXXX 49170OAPFO		3881	10/01/72	345.00		PUNCH MACHINE,		4
AG0002813245 3445 CONV A.O. NUMBER -XXXX 49170OAPFO		3882	05/01/76	444.33		PUNCH MACHINE,		6
AG0002824927 3540 CONV A.O. NUMBER -XXXX 29412012KC		11000	03/01/90	1,025.57		STAPLER FOOT TR		7
AG0002813546 3540 CONV A.O. NUMBER -XXXX 11001026DC		1287	06/01/76	1,904.83		SEALING MACHINE		1
AG0002824787 3540 CONV A.O. NUMBER -XXXX 29412012KC		200287	03/01/90	2,855.00		STRAPPING MACHI		7
AG0002824788 3540 CONV A.O. NUMBER -XXXX 29412012KC		200316	03/01/90	3,262.44		STRAPPING MACHI	SB8008	7
AG0002813293 3540 CONV A.O. NUMBER -XXXX 29412012KC		25582	03/01/90	247.74		SEALING MACHINE		7

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Central Accounting System Manual
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Exhibit 5
Page 1

302, Personal Property Physical Inventory Report (By AO)

```
DATE11/17/97                    UNITED STATES DEPARTMENT OF AGRICULTURE         FAAGAOFA11001001DC        PAGE
PRDP302                    PERSONAL PROPERTY PHYSICAL INVENTORY REPORT                    .        PREPARED BY USDA/OFM/NFC
                                      BY SERIAL NUMBER

USDA, FSA, MSD                       A.O. NO: XX-X  -11-0010-01-DC      PHONE:
1400 INDEPENDENCE AVE SW, STOP 0569               X                              LAST DATE INVENTORIED:
WASHINGTON              DC 20250
```

ID NUMBER	FSC	DOC TYPE	DOCUMENT NUMBER	LINE ITEM	SERIAL NUMBER	ACQUISITION COST	DATE ACQUIRED XX/XX/XX	MODEL	DESCRIPTION	MFG	FUND TYPE
AG0002791629	7025	CONV			CF009974	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791588	7025	CONV			CF009513	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791589	7025	CONV			CF009528	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791591	7025	CONV			CF009871	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791592	7025	CONV			CF009919	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791593	7025	CONV			CF009927	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791594	7025	CONV			CF009960	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791596	7025	CONV			CF010130	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791597	7025	CONV			CF010287	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791598	7025	CONV			CF010296	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791599	7025	CONV			CF010305	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791600	7025	CONV			CF010311	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791601	7025	CONV			CF010370	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791602	7025	CONV			CF010421	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791603	7025	CONV			CF010528	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791604	7025	CONV			CF010584	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791605	7025	CONV			CF010615	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791607	7025	CONV			CF010649	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791608	7025	CONV			CF010651	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791609	7025	CONV			CF010653	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W
AG0002791610	7025	CONV			CF010665	2,321.00	11/01/91	1720	COMPUTER, LAPTO		W

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Central Accounting System Manual
Property Management Information System
Personal Property System

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Page 2

302, Personal Property Physical Inventory Report (By AO) *(cont'd)*

DATE 10/28/97   UNITED STATES DEPARTMENT OF AGRICULTURE   FAAGAOFA1100100 1DC
PROP302   PERSONAL PROPERTY PHYSICAL INVENTORY REPORT   PREPARED BY USDA/OFM/NFC
                                          BY SERIAL NUMBER

                                A.O. NO: AO-FA-11-0010-01-DC   PHONE: LAST DATE INVENTORIED:

RAY JOHNSON
USDA, FSA, MSD
1400 INDEPENDENCE AVE SW, STOP 0569
WASHINGTON   DC 20250

ON THE ATTACHED LIST ARE ALL OF THE PERSONAL PROPERTY ITEMS FOR WHICH YOU ARE THE ACCOUNTABLE OFFICER. YOU ARE REQUESTED
TO MAKE OR CAUSE TO BE MADE A COMPLETE PHYSICAL INVENTORY OF ALL OF THE LISTED ITEMS.

FOR ITEMS NOT ACCOUNTED FOR THAT ARE LISTED ON THIS REPORT AND/OR FOR ITEMS ACCOUNTED FOR BUT NOT LISTED ON THIS REPORT,
AN UPDATE SHOWING THE CORRECT DISPOSITION MUST BE ENTERED THROUGH THE ON-LINE PROPERTY SYSTEM.

-- C E R T I F I C A T I O N --

I CERTIFY THAT I HAVE MADE OR CAUSED TO BE MADE A PHYSICAL INVENTORY OF ALL OF THE PERSONAL PROPERTY ITEMS LISTED ON THE
PERSONAL PROPERTY INVENTORY REPORT AND THAT THE ITEMS AS INDICATED ON THE REPORT WERE ON HAND AT THE CLOSE OF BUSINESS
ON   . EXCEPT FOR THE FOLLOWING ITEMS: (LIST NFC I.D. NUMBERS).

------------------------------------   ------------------------------------
SIGNATURE OF ACCOUNTABLE OFFICER   DATE   SIGNATURE OF PROPERTY MANAGEMENT OFFICER
                                    REVIEWED BY

USDA-NFC-SHAL3

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Central Accounting System Manual
Property Management Information System
Personal Property System

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303, Personal Property Transaction Report (By AO)

```
DATE 10/29/97                UNITED STATES DEPARTMENT OF AGRICULTURE           FAAG38FA00038037C0    PAGE
PRDP303                       PERSONAL PROPERTY TRANSACTION REPORT                  PREPARED BY USDA/OFM/NFC
                                      05-01-97 THRU 09-30-97
                                         BY DESCRIPTION

THIS REPORT IDENTIFIES ITEMS WITHIN THE PERSONAL PROPERTY SYSTEM WHICH HAVE HAD ACTION AGAINST THEM DURING THE TIME FRAME SHOWN
ABOVE. (I.E.; ADDITIONS, DELETIONS, MODIFICATIONS, TRANSFERS, ETC.). PLEASE VERIFY THIS REPORT. IF YOU SHOULD FIND ANY DISCREPANCIES
PLEASE REPORT THEM TO YOUR PERSONAL PROPERTY OFFICE.

AGENCY FA   FARM SERVICE AGENCY

ATTN ND STATE OFFICE                          AO NO: XXXXXXXXXXXXX
1025 28TH ST SW                               PHONE NO:
FARGO        ND 58103

============================================================================================================================
                                                   ADDITIONS
============================================================================================================================
FSC  NFC ID     DESCRIPTION      MFG   MODEL    TC  TRAN DTE USER ID DOC TYP DOCUMENT NO    LINE ITM  ACQ COST   ACQ DATE

5805 AG0002397480 COMMON EQUIPMEN U.S. WEST    R02 05/13/97 CA366   838     4064KX89136    0003      $435.00    10/27/88
     OBJ CLASS - 3141 SERIAL NUMBER -
============================================================================================================================
                                                  MODIFICATIONS
============================================================================================================================
FSC  NFC ID     DESCRIPTION      OB CL SERIAL NUMBER   CHANGE 1    CHANGE 2  CHANGE 3  TC  TRAN DTE  ACQ COST  USER ID

5805 AG0002397480 COMMON EQUIPMEN 3141              MISC DT 1                         C35 05/13/97   $435.15   CA366
============================================================================================================================
                                       TRANSFERS TO  AND  FROM  THIS  AO  AREA
============================================================================================================================
FSC  NFC ID     DESCRIPTION      OB CL SERIAL NUMBER   IN FROM LOSING     OUT TO GAINING    TC  TRAN DTE  ACQ COST USER ID

3610 AG0002353074 COPIER         3125 UNK              AK07380037012BN                      A15 05/13/97 $1,550.00 CA366
============================================================================================================================
                                                    SUMMARY
                                             TOTAL ADDITIONS       1
                                             TOTAL DELETIONS       0
                                             TOTAL MODIFICATIONS   1
                                             TOTAL TRANSFERS       1
============================================================================================================================
```

Central Accounting System Manual
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303, Personal Property Transaction Report (By AO)*(cont'd)*

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DATE 10/29/97                 UNITED STATES DEPARTMENT OF AGRICULTURE        FAAG38FAOOO38077CO      PAGE
PROP303                         PERSONAL PROPERTY TRANSACTION REPORT                   PREPARED BY USDA/OFM/NFC
                                       05-01-97 THRU 09-30-97
                                          BY DESCRIPTION

THIS REPORT IDENTIFIES ITEMS WITHIN THE PERSONAL PROPERTY SYSTEM WHICH HAVE HAD ACTION AGAINST THEM DURING THE TIME FRAME SHOWN
ABOVE. (I.E: ADDITIONS, DELETIONS, MODIFICATIONS, TRANSFERS, ETC.). PLEASE VERIFY THIS REPORT. IF YOU SHOULD FIND ANY DISCREPANCIES
PLEASE REPORT THEM TO YOUR PERSONAL PROPERTY OFFICE.

AGENCY FA   FARM SERVICE AGENCY

ATTN ND STATE OFFICE               AO NO XXXX  OOO38077CO
1025 28TH ST SW                    PHONE NO:
FARGO          ND 58103
================================================================================================================================
================================================================================================================================
                                              ADDITIONS
================================================================================================================================
FSC  NFC ID      DESCRIPTION    MFG      MODEL   TC  TRAN DTE USER ID DOC TYP DOCUMENT NO      LINE ITM  ACQ COST   ACQ DATE

7025 AGOOO2907559 SCOAP ADV36 CTY IBM   32 MEG  Z1O 09/10/97 CA371   CONV    40CC729500447              $14,113.00  04/13/95
     OBJ CLASS - 3124 SERIAL NUMBER - 611BA                                          MISC-DATA-2 -  SCOAP CMS

7025 AGOOO2907560 SCOAP 8" DISKET IBM   32 MEG  Z1O 09/10/97 CA371   CONV    40CC729500447              $1,022.00   04/13/95
     OBJ CLASS - 3124 SERIAL NUMBER - 81672                                          MISC-DATA-2 -  SCOAP CMS
================================================================================================================================
================================================================================================================================
                                              DELETIONS
================================================================================================================================
FSC  NFC ID      DESCRIPTION    OBJ CLS  SERIAL NUMBER   MANUFACTURER   MODEL      TC  TRAN DTE   ACQ COST  USER ID
3610 AGOOO2818588 COPIER SAVIN  3141     81207082                       7230       D66 05/15/97  $1,950.00  CA366
================================================================================================================================
                                              SUMMARY
                                  TOTAL ADDITIONS        2
                                  TOTAL DELETIONS        1
                                  TOTAL MODIFICATIONS    O
                                  TOTAL TRANSFERS        O
================================================================================================================================

                                                                                                          USDA-NFC-SHAL3
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Personal Property System

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304, PMIS Suspense Listing

DATE 10/28/97
PROP304

UNITED STATES DEPARTMENT OF AGRICULTURE
PMIS SUSPENSE NOTICE BY DOCUMENT
O3AGHQ
PAGE
PREPARED BY USDA/OFM/NFC

ROY JONES
USDA, ARS, AFM, PPD, PROPERTY SECT.
14 & IND. AVE, SW, RM. 3MOO-C. ANNEX
WASHINGTON, DC

PMO-CODE HQ   AGENCYXX   ACCT STATION 0091
PHONE NO. 202-720-7681

THE FOLLOWING ITEMS WERE RECEIVED BY YOUR AGENCY. AS OF THIS REPORT DATE, THE CORRESPONDING PERSONAL PROPERTY DATA HAS NOT BEEN ENTERED FOR OUTSTANDING BALANCES. THE ACCOUNTABLE OFFICER MUST ENTER THE PERSONAL PROPERTY DATA IMMEDIATELY.

STAT	DOC TYPE	DOCUMENT NUMBER	LINE ITEM	OBJ CLS	ACCOUNTING	AMOUNT	DATE RECEIVED	QTY RCVD	QUANTITY UPDATED PMIS	QUANTITY OUTSTANDING
OPEN	838	45511440049	0003	3170	50136201651075	5,666.00	06/28/95	0	0	0
OPEN	838	455114451	0002	3170	60136201454037	6,045.30	05/02/96	0	0	0
OPEN	838	455114451	0003	3170	60136201252047	1,183.75	05/22/96	0	0	0
OPEN	838	45511450O56	0002	3170	50136201604061	1,184.35	08/30/95	0	0	0
OPEN	838	45518P4907	0001	2362	60136111050021	336.70	11/29/95	0	0	0
OPEN	838	4552KJ5129	0001	3122	60136021150000	959.00	03/27/96	0	0	0
OPEN	838	4552KJ5131	0002	3122	70136021150000	1,593.82	07/23/97	0	0	0
OPEN	838	4552KJ5131	0001	3122	70136021200000	144.00	07/23/97	0	0	0
OPEN	838	4552KJ5136	0001	3122	70136021100000	6,141.13	07/30/97	0	0	0
OPEN	838	4552KJ5138	0002	3122	70136021150000	989.02	07/30/97	0	0	0
OPEN	838	4552KJ5139	0001	3122	70136021150000	4,916.79	07/30/97	0	0	0
OPEN	838	4552KJ5139	0001	3122	60136021200000	1,836.99	07/03/96	0	0	0
OPEN	838	4552KJ5156	0001	3122	60136021200000	69.95	04/03/96	0	0	0
OPEN	838	4554055010	0001	3170	60136351105086	1,695.00	11/29/95	0	0	0
OPEN	838	4563332221	0001	3122	60136451100000	62.25	11/08/95	0	0	0
OPEN	838	4564PPO1O2O	0001	2365	50136229100000	45.00	12/06/95	0	0	0
OPEN	838	457C043527	0001	2367	60162181200000	7,056.57	09/11/96	0	0	0
OPEN	838	457D554102	0002	3122	60162051100000	150.00	03/05/97	0	0	0
OPEN	838	4571JR45011	0001	3170	60162260500000	19,305.83	11/29/95	0	0	0
OPEN	838	4571JR45016	0001	3170	50162260500000	1,180.07	10/12/95	0	0	0
OPEN	838	4571JR45018	0001	3170	60162260500000	13,505.65	02/28/96	0	0	0
OPEN	838	4571JR65029	0001	3144	60162260500000	932.16	08/29/96	0	0	0
OPEN	838	4573994333	0001	3124	50162170400000	2,451.00	08/30/95	0	0	0
OPEN	838	4574L7255	0001	3150	70162080300000	1,999.97	10/03/97	0	0	0
OPEN	838	4591H222578	0098	3174	40153050500000	113.27	09/27/95	0	0	0
OPEN	838	4591562214	0001	2367	50153102040000	6.30	11/08/95	0	0	0

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304, PMIS Suspense Listing *(cont'd)*

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DATE 10/28/97                    UNITED STATES DEPARTMENT OF AGRICULTURE      O3AG       PREPARED BY USDA/OFM/NFC    PAGE
PROP304                                    PMIS SUSPENSE NOTICE
                                  TOTAL ITEMS OUTSTANDING BY FISCAL YEAR


              AGENCY  03


                 YR        NO ITEMS        VALUE


              FY 94          202          836,768.27

              FY 95          814        3,200,482.23

              FY 96        1,977        8,360,670.88

              FY 97        2,109       13,557,456.53

              FY 98           90          431,467.81

       OTHER  FY             762        3,263,730.85

              TOTAL        5,954       29,650,576.57
```

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Central Accounting System Manual
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Exhibit 8

305A, Personal Property Excess Report (By AO)

DATE 10/28/97
PROP305A

UNITED STATES DEPARTMENT OF AGRICULTURE
EXCESS PROPERTY REPORT BY AO

O3AGNP5402010   PAGE
PREPARED BY USDA/OFM/NFC

AGENCY 03

MARY SMITH
USDA, ARS, NPA, IRRIGA & DRAING RES
AGR ENG REC CTR COLORADO ST. UNIV.
FORT COLLINS   CO 80523

A. O. NO. XXXX 02010   PHONE NO. 303-491-8264

NFC ID	FSC	DESCRIPTION	SERIAL NUMBER	ACQ DATE	ACQ COST	COND CD	MFG	MODEL
AGO0022208161	3750	LOADER, FRONT END, TOMPKIN	P211537	07-01-75	1,560.00	4		
AGO0002392497	6105	MOTOR, ELEC. 10HP RPM 3450	F1180	10-04-89	2,300.00	1	BALDOR	FRAME 213T
AGO002394846	3950	CRANE, TRUCK (FEDERAL)	159916	01-01-01	16,451.00	5	FEDERAL	NC10QM
AGO0022208245	3750	SCRAPER DRAG TOWNER MOD 10	10211OD646	01-01-77	2,077.00	4		
AGO002392498	6105	MOTOR, ELEC. 10HP RPM 3450	1079	10-04-89	2,300.00	1	BALDOR	FRAME 213T
AGO002539453	7430	TYPEWRITER, SELECTRIC IBM	6705116092245	04-01-79	431.00	5	IBM	

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Exhibit 9

305D, Undisposed Items Reported To GSA More Than Six Months Ago (By AO)

DATE 10/28/97

PROP305D

UNITED STATES DEPARTMENT OF AGRICULTURE

UNDISPOSED ITEMS REPORTED TO GSA MORE THAN SIX MONTHS AGO

BY FSC

XXXXXXXX02034   PAGE

PREPARED BY USDA/OFM/NFC

AGENCY 03

JAMES SMITH
USDA, ARS, NPA
1201 OAK RIDGE DRIVE, SUITE 150
FORT COLLINS   CO 80525

A. O. NO. XXXX02034   PHONE NO. 303-229-5512

FSG DESCRIPTION	EXCESS PROP NO	DATE SENT TO GSA	CONTACT	PHONE NUMBER
70 TAPE, EXTERNAL BACKUP SYS	1282HW61200001	05/08/96	EDITH C. MOORE	XXX-229-5505
70 MODEM DIAL UP	1282HW61200005	05/08/96	EDITH C. MOORE	XXX-229-5505
70 PRINTER OKIDATA 193	1282HW61240005	05/08/96	EDITH C. MOORE	XXX-229-5505
70 STREAMER FAST TAPE ARCHIVE	1282HW61240007	05/08/96	EDITH C. MOORE	XXX-229-5505
70 PC PRINTER	1282HW62360002	09/18/96	USDA ARS NPA - RAY MORENO	XXX-229-5520
70 PC PRINTER	1282HW62360003	09/18/96	USDA ARS NPA - RAY MORENO	XXX-229-5520
70 PRINTER OKIDATA W/CABLE	1282HW62370003	09/18/96	USDA ARS NPA - RAY MORENO	XXX-229-5520
70 PRINTER OKIDATA 193	1282HW62370004	09/18/96	USDA ARS NPA - RAY MORENO	XXX-229-5520
70 PRINTER OKIDATA 193	1282HW62370005	09/18/96	USDA ARS NPA - RAY MORENO	XXX-229-5520
70 PRINTER OKIDATA 193	1282HW62370006	09/18/96	USDA ARS NPA - RAY MORENO	XXX-229-5520
70 PRINTER OKIDATA 193 PARALLEL	1282HW62380001	09/18/96	USDA ARS NPA - RAY MORENO	XXX-229-5520

A. O. NP5402034   HAS   11 ITEMS ON THIS REPORT

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Exhibit 10

307, Personal Property Accountable Officer Report (By PMO)

DATE 10/28/97
PROP307

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY ACCOUNTABLE OFFICER REPORT
BY STATE

03   PAGE
PREPARED BY USDA/OFM/NFC

AGENCY 03   AGRICULTURAL RESEARCH SERVICE

AO NUMBER	ACCOUNTABLE OFFICER	PERSONAL PROPERTY UNITS	ACQUISITION COST	LEASED PROPERTY UNITS	TOTAL MONTHLY COST
UT UTAH					
XX-XX -28-007 -	MARY HALL	4	29,527.00		.00
XX-XX -28-011 -	MARY HALL	215	758,507.57		.00
XX-XX -28-014 -	MARY HALL	27	79,693.61		.00
XX-XX -28-020 -	MARY HALL	52	200,693.18		.00
XX-XX -28-029 -	MARY HALL	56	204,399.89		.00
XX-XX -28-030 -	MARY HALL	128	767,903.11		.00
XX-XX -28-032 -	MARY HALL	18	59,665.09		.00
XX-XX -28-034 -	MARY HALL	39	273,817.46		.00
XX-XX -28-035 -	MARY HALL	49	220,939.20		.00
XX-XX -28-036 -	MARY HALL	32	100,742.65		.00
XX-XX -28-037 -	MARY HALL	32	104,431.02		.00
XX-XX -28-801 -	MARY HALL	1	9,467.00		.00
STATE TOTAL		1,050	5,415,383.43		.00
WY WYOMING					
XX-XX -09-002 -	JAMES HILL	236	1,027,402.79		.00
XX-XX -10-002 -	JAMES HILL	60	321,754.07		.00
XX-XX -10-003 -	JAMES HILL	57	223,226.85		.00
XX-XX -10-004 -	JAMES HILL	46	312,305.17		.00
XX-XX -10-005 -	JAMES HILL	28	136,144.57		.00
XX-XX -10-006 -	JAMES HILL	60	186,277.59		.00
XX-XX -10-007 -	JAMES HILL	39	195,087.48		.00
XX-XX -10-008 -	JAMES HILL	31	105,135.24		.00
XX-XX -10-009 -	JAMES HILL	40	222,143.75		.00
XX-XX -10-011 -	JAMES HILL	74	159,433.00		.00
XX-XX -10-013 -	JAMES HILL	19	122,237.06		.00
XX-XX -10-014 -	JAMES HILL	25	70,061.95		.00
STATE TOTAL		715	3,081,209.52		.00
AGENCY 03 TOTAL		12,805	66,267,115.01	2	0.00

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Central Accounting System Manual
Property Management Information System
Personal Property System

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Exhibit 11

308A, Leased Personal Property Report (By AO)

```
DATE 11/05/97                    UNITED STATES DEPARTMENT OF AGRICULTURE        90AGNFADPE222        PAGE
PRDP308A                         LEASED PERSONAL PROPERTY REPORT BY FSC         PREPARED BY USDA/OFM/NFC

SUE WHITE
INFORMATION ROURCE MGNT DIVISION
MAF, BLDG 350, 1ST FL. POST V-41          A.O. NO. XX-XX -PE-222------
DO NOT MAIL  OO OOOOO
```

NFC ID	FSC	DOC TYPE	LINE ITEM	SERIAL NUMBER	START DT	END DATE	MONTHLY RATE	DOCUMENT NUMBER	DESCRIPTION	MFG	MODEL
AGOOO2503676	7010	LEAS		OO53275	10-01-89	09-30-90	225.78	54 3142 9 1030	PS2 PERSONAL C	IBM	8555-031
AGOOO2498106	7010	LEAS		AC675	08-30-89	09-01-90	1,260.04	54 3142 9 1 36RS	DASD	IBM	3380-AK4
AGOOO2498115	7010	LEAS		AD791	09-30-89	10-01-90	1,260.04	54 3142 9 1 36RS	DASD	IBM	3380-AK4
AGOOO2498123	7010	LEAS		W5241	09-30-89	10-01-90	904.00	54 3142 9 1 36RS	DASD	IBM	3380-BK4
AGOOO2061594	7010	LEAS			06-01-84	09-30-87	166.00		16K CONTROL ME	XEROX	818
AGOOO2503669	7010	LEAS		OO09327	10-01-89	09-30-90	225.78	54 3142 9 1030	PS2 PERSONAL C	IBM	8555-031
AGOOO2402188	7010	LEAS		72-7128264	12-01-88	09-30-89	276.42	54 3142 9 1003BA	PS2 MODEL 50Z	IBM	8550-031
AGOOO2061393	7010	LEAS		CY27746	07-08-85	09-30-87	16.00		MODEM	RACAL	MILG COM LINK
AGOOO2060682	7010	LEAS		59390	11-01-85	09-30-87	3,378.00	54 3142 9 1003BA	MAG DISK CONT	IBM	3880/003
AGOOO2061686	7010	LEAS		68578	09-01-86	09-30-87	1,922.00		MAG CART CONT	IBM	3480/B22
AGOOO2415780	7010	LEAS		72-7126845	01-03-89	09-30-89	276.42	54 3142 9 1003BA	PS2/MOD50Z	IBM	8550-031
AGOOO2498093	7010	LEAS		W2153	07-30-89	08-01-90	904.00	54 3142 9 1 36RS	DASD	IBM	3380-BK4
AGOOO2061520	7010	LEAS		DJ12797	08-09-85	09-30-87	11.00		MODEM	RACAL	MILG COM LINK
AGOOO2061688	7010	LEAS		68590	09-01-86	09-30-87	1,922.00		MAG CART CONT	IBM	3480/B22
AGOOO2061718	7010	LEAS		6996	07-01-83	09-30-87	199.00		TAPE DRIVE	CPI	622-9
AGOOO2061643	7010	LEAS		6023793	12-01-85	09-30-87	765.00		DUPLEX MOD	XEROX	813
AGOOO2503757	7010	LEAS		OO51821	10-01-89	09-30-90	225.78	54 3141 9 1030	PS2 PERSONAL C	IBM	8580-111
AGOOO2503688	7010	LEAS			10-01-89	09-30-90	225.78	54 3142 9 1030	PS2 PERSONAL C	IBM	8555-031
AGOOO2061699	7010	LEAS		70954	03-20-87	09-30-87	1,922.00		MAG CART DRIVE	IBM	3480/B22
AGOOO2502524	7010	LEAS		23-OO50115	10-01-89	09-30-92	225.78	54 3142 9 1030	PS2 PERSONAL C	IBM	8555-031
AGOOO2503616	7010	LEAS		OOO3567	10-01-89	09-30-90	225.78	54 3142 9 1030	PS2 PERSONAL C	IBM	8555-031

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308B, Leased Personal Property Report (By AO)

```
DATE 11/05/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                           PAGE
PROP308B                         LEASED PERSONAL PROPERTY REPORT BY AO           PREPARED BY USDA/OFM/NFC

AGENCY  90 OFFICE OF FINANCE AND MANAGEMENT

      AO          LEASED PROP        MONTHLY
    NUMBER          UNITS             TOTAL

XXXX PE222          170           192,053.28
XXXX C1000            1             2,375.00
XXXX DOO15            1                 0.00
XXXX MD1OO7           6            12,029.20
XXXX PRO445           4            30,403.20
XXXX CURITY           2            54,879.84
XXXX PD2OO7           8             2,328.47
NFWHSE                1                 0.00

AGENCY TOTAL        193           294,068.99
```

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Exhibit 13

308C, Leased Personal Property Report (By AO)

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                    PAGE
PROP308C                      LEASED PERSONAL PROPERTY REPORT BY AGENCY         PREPARED BY USDA/OFM/NFC

DEPARTMENT SUMMARY

AGENCY            LEASED PROP        MONTHLY
                     UNIT             TOTAL

  03                  2            11,170.00

DEPARTMENT TOTAL      2            11,170.00




                                                                                   USDA-NFC-SHAL3
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309A, Personal Property Catalog Report (By AO)

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                                    PAGE
PROP309A                         PERSONAL PROPERTY CATALOG REPORT BY PMD                         PREPARED BY USDA/OFM/NFC

AGENCY  16 NATURAL RESOURCES CONSERVATION SERVICE      P.M.O. -XX
MARY SMITH                                                                        PHONE NO. 413-253-4356
USDA-NATURAL RESOURCES CONS SERV
451 WEST STREET
AMHERST          MA  01002
```

FSC	MANUFACTURER	MODEL	DESCRIPTION	UNITS	COST
2590	LEER	TSC500	CAP FOR PICKUP	1	595.00
2590			CAP FOR TRUCK	1	399.00
3610	CANON	PC-2L	COPIER	1	658.22
3610	MIN	EP 470Z	COPIER - MINOLTA	1	5,620.00
3610	CONON	PC-2L	COPIER, CANNON PC-2L	1	649.64
3610	CANON	NP-2120	COPIER, CANON NP-212	1	3,342.00
3610	XEROX	2510	COPIER, ENGINEERING	1	3,032.65
3610	XEROX	5018Z	COPIER, XEROX	1	2,665.00
3610	BROTHERS	FAX-700	MACHINE, FAX	1	474.97
3610	XEROX	2510	STAND/WORK STATION F	1	462.35
3610	SHARP	2022	COPIER, SHARP MODEL	1	4,868.64
3695	GARRETT FREEDOM ACE	PN 1198100	METAL DETECTOR	1	393.90
5805	AT&T	1337	ANSWERING MACHINE, D	1	83.92
5805	S.W. BELL	FD8000	FREEDOM PHONE SYSTEM	1	292.20
5805	SUPERPRINT	SUPERPRINT 200	TELECOMM. DEVICE FOR	2	838.00
5805	FREEDOM PHONE	FS 900 FS246	TELEPHONE SYS S.W.BE	1	2,581.00
5805	LANIER	XII, RENAISSANCE	TELEPHONE SYSTEM	1	3,198.67
5805	NEC	NEAX1400 IMS	TELEPHONE SYSTEM	1	8,391.95
5805	LAN	SERIES XXXIII	TELEPHONE SYSTEM - L	1	13,743.00
5805	TIE COMMUNICATIONS	DELPHI XVI	TELEPHONE SYSTEM - T	1	935.90
5805	LANIER	XII RENAISSANCE	TELEPHONE SYSTEM, LA	1	3,511.00
5805	AT&T	6060-824	TELEPHONE SYSTEM, PA	1	2,782.56
5805	TECHNOPHONE		TELEPHONE, CELLULAR	1	165.00
5805	MOTOROLA	P10R	2-WAY RADIOS AND LEA	1	442.54
5815	BROTHER	900	MACHINE, FACSIMILE	1	499.99

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309A, Personal Property Catalog Report (By AO) *(cont'd)*

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DATE 10/29/97                   UNITED STATES DEPARTMENT OF AGRICULTURE                          PAGE
PROP309A                      PERSONAL PROPERTY CATALOG REPORT BY PMO          PREPARED BY USDA/OFM/NFC

AGENCY 16 NATURAL RESOURCES CONSERVATION SERVICE     P.M.O. -XX
MARY SMITH                                                        PHONE NO. 413-253-4356
USDA-NATURAL RESOURCES CONS SERV
451 WEST STREET
AMHERST      MA  01002
```

FSC	MANUFACTURER	MODEL	DESCRIPTION	UNITS	COST
7490	IBIMATIC	IBMA100	MACHINE, PUNCH AND B	1	201.58
7490	VELOBIND	ONE ELEVEN	MACHINE, VELOBINDING	1	303.71
7490	FELLOWES	110	PAPER SHREDDER	1	285.48
7490	ACROPRINT	ETC	TIME AND DATE STAMP	1	366.27
7730	QUASAR	VV8220	TV/VCR MONITOR	2	1,323.90
7730	QUASAR	VV8220	TV/VCR MONITOR, QUAS	1	661.95
7730	RCA	T13005BK	TV/VCR 13"	1	389.00
7777	PRELUDE		SOFTWARE, COMMERCIAL	2	2,822.66
7777	UNIX	SYSTEM V	SOFTWARE, UNIX SYSTE	6	5,197.20

```
PMO          TOTALS:   UNITS - 307       COST - 502,864.55
```

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309B, Personal Property Catalog Report (By AO)

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                        PAGE
PROP309B                         PERSONAL PROPERTY CATALOG REPORT BY PMO        PREPARED BY USDA/OFM/NFC

                                          P.M.O. -XX

AGENCY O3 AGRICULTURAL RESEARCH SERVICE                                    PHONE NO. 202-720-7681
JACKIE HILL
USDA, ARS, AFM, PPD, PROPERTY SECT.
14 & IND. AVE, SW, RM. 3MOO-C.ANNEX
WASHINGTON,        DC 20250
```

FSC	UNITS	COST		FSC	UNITS	COST
1005	119	140,645.80		2300	16	175,142.97
3610	16	128,053.14		5800	1	1,450.00
5810	1	2,833.00		5815	27	58,480.29
5825	3	40,100.40		5830	1	1,833.00
5830	1	1,833.00		5835	5	2,877.29
5895	3	7,508.90		6625	2	8,641.00
6640	13	95,135.00		6650	17	23,483.00
6675	1	3,470.00		6695	4	1,261.25
6700	1	1,095.00		6720	19	35,379.08
6730	2	9,773.00		6760	2	2,148.04
6910	3	2,382.00		7010	895	2,357,035.99
7021	13	58,603.00		7025	413	1,482,053.36
7030	1	1,825.00		7110	8	85,742.76
7125	3	12,249.31		7135	2	2,428.00
7200	1	821.00		7420	1	696.28
7430	34	63,976.05		7450	43	379,148.97
7460	2	4,000.00		7490	23	57,151.80
7730	13	5,752.97		9999	3	5,608.00

```
PMO    TOTALS:    UNITS -   1,712    COST -    5,260,617.65
```

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310A, Property On Loan To NonFederal Recipients (By Agency)

```
DATE 11/06/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                         PAGE    1
PROP310A                             PERSONAL PROPERTY SUBSYSTEM
                                  ON LOAN TO NON-FEDERAL RECIPIENTS

AGENCY 11  FOREST SERVICE

LOCATION                                      FSC    QTY        AMOUNT

MA DEPT OF ENV MGMT                           1670     1       2,187.80
100 CAMBRIDGE STREET                          2090     3      12,640.32
BOSTON              MA  02202                  2310     1      15,422.00
                                              2320    80   2,464,754.74
                                              2330     4      18,111.00
                                              2590     2       3,750.00
                                              2815     2      21,047.00
                                              3695    12       5,886.36
                                              3730     1      32,550.00
                                              3895     2       2,114.00
                                              4110     1         121.00
                                              4210     2       1,012.49
                                              4240     1      56,189.00
                                              4310     1      14,322.00
                                              4320     1         300.00
                                              4520     1       7,837.00
                                              4720     1          34.06
                                              4930     4      21,976.82
                                              4940     3     105,923.00
                                              5120     1       2,890.00
                                              5130     3       1,354.11
                                              5180     2       1,620.84
                                              5430     3      14,623.00
                                              5820     1         841.00
                                              6115    12     113,616.00
                                              6135     1         312.40
                                              6140     1         138.00
                                              6230     2       2,336.36
                                              6510     1         126.28
                                              7105     2      13,702.30
                                              7125     1         544.73
                                              7210     4      34,944.80
                                              7240     1         622.72
                                              7290     1          26.88
                                              7330     3       1,853.47
                                              7510     1         195.03
                                              7910     2       2,577.92
                                              7920     1         395.40
                                              8110     3       6,614.70
                                              8125     1         200.00
                                              8340     4      13,329.55
                                              8445     5       4,049.60
                                              8465     1       5,610.00
                                              9150     1       2,400.00
                                              9999     1         100.00

LOCATION TOTALS                                      182   3,011,203.68

                                                                            USDA-NFC-SHAL3
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310B, Property On Loan To NonFederal Recipients (By PMO)

DATE 06/30/95   PAGE   2
PROP310B

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY SUBSYSTEM
ON LOAN TO NON-FEDERAL RECIPIENTS   (PA-SORT)

AGENCY 90

LOCATION

PA NF

	FSC	QTY	AMOUNT
SOUTHERN UNIVERSITY AND A&M COLLEGE			
P.O. BOX 80093, ATTN: M. CHARLES	7010	1	899.00
BATON ROUGE LA 70083			
LOCATION TOTALS		1	899.00
PA NF TOTALS		1	899.00
BUREAU TOTALS		2	2,099.00

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310B, Property On Loan To NonFederal Recipients (By PMO) *(cont'd)*

```
DATE 06/30/95                    UNITED STATES DEPARTMENT OF AGRICULTURE                    PAGE    1
PRDP310B                           PERSONAL PROPERTY SUBSYSTEM
                                 ON LOAN TO NON-FEDERAL RECIPIENTS   ( PA-SORT )

AGENCY 90                                          PA

                       FSC      QTY       AMOUNT

                       7010       1        899.00
                       7042       1      1,200.00
```

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Exhibit 18

313, Personal Property Report By NFC-ID (By PMO)

DATE 10/29/97
PROP313

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY REPORT BY NFC-ID NUMBER

PAGE
FROM NFC ID   AGO0O2015818

AGENCY FA

NFCID NUMBER / A.O. NUMBER	NATIONAL STOCK NUMBER	DOCUMENT TYPE	NUMBER	SERIAL NUMBER	DESCRIPTION	ACQ DATE	ACQ COST
AGO0O2015818 / XXXX0OO38067CO	7430	838	40-64KX-5-5976 / BASIC NFCID	6283176	TYPEWRITER ELEC IBM SEL III	12-24-85	575.00
AGO0O2035878 / XXXX0OO38095CO	7430	838	40-64KX-6-3364 / BASIC NFCID	6343549	TYPEWRITER, SELECTRIC III	02-28-86	575.00
AGO0O2039401 / XXXX0OO38067CO	7110	FND	1231574032 / BASIC NFCID	LO24919	CABINET FILE 3DRW INSULATED SAFE	10-17-84	850.00
AGO0O2039491 / XXXX0OO38045CO	7110	FND	1231574032 / BASIC NFCID	LO25103	CABINET FILE 3DRW INSULATED SAFE	10-16-84	850.00
AGO0O2050309 / XXXX0OO38037CO	7110	FND	BASIC NFCID	LO24472	3DRW LATERAL SAFE FILE	05-27-86	820.00
AGO0O2050434 / XXXX0OO38055CO	7110	FND	BASIC NFCID	LO25005	3DRW LATERAL SAFE FILE	01-24-85	820.00
AGO0O2057642 / XXXX0OO38093CO	5805	838	40-64KX-7-5267 / BASIC NFCID	P213328	TELEPHONE SYSTEM	11-01-86	2,412.00
AGO0O2070046 / XXXX0OO38067CO	3610	838	40-64KX-6-4602 / BASIC NFCID	37041082	COPIER	09-26-86	1,647.00
AGO0O2333947 / XXXX0OO38047CO	5805	838	40-64KX-6-1288 / BASIC NFCID		TELEPHONE SYSTEM	07-03-86	1,403.00
AGO0O2335041 / XXXX0OO38029CO	7430	838	40-64KX-7-6337 / BASIC NFCID	816597	WHEELWRITER 3 TYPEWRITER	08-03-87	365.00
AGO0O2335042 / XXXX0OO38035CO	7430	838	40-64KX-7-6191 / BASIC NFCID	801555	WHEELWRITER 3 TYPEWRITER	06-05-87	365.00
AGO0O2335050 / XXXX0OO38093CO	7430	838	40-64KX-7-6305 / BASIC NFCID	816343	WHEELWRITER 3 TYPEWRITER	08-03-87	365.00
AGO0O2335059 / XXXX0OO38095CO	7430	838	40-64KX-7-6307 / BASIC NFCID	816683	WHEELWRITER 3 TYPEWRITER	08-03-87	365.00

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Central Accounting System Manual
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318, Excess And Surplus Property Report (By Agency)

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                    PAGE
PROP318                      ANNUAL REPORT OF UTILIZATION AND DISPOSAL
                              OF EXCESS AND SURPLUS PERSONAL PROPERTY        FISCAL YEAR ENDING 9-30-97

AGENCY 16 NATURAL RESOURCES CONSERVATION SERVICE
```

FSC	NO. ITEMS SOLD	ACQ. COST	PROCEEDS	COST OF CONDUCTING SALE
2330	0	.00	.00	.00
2340	0	.00	.00	.00
2410	0	.00	.00	.00
3610	2	5,515.80	800.00	32.00
3710	0	.00	.00	.00
3820	0	.00	.00	.00
5805	0	.00	.00	.00
5815	0	.00	.00	.00
5820	0	.00	.00	.00
5835	0	.00	.00	.00
5895	0	.00	.00	.00
6386	0	.00	.00	.00
6625	0	.00	.00	.00
6630	0	.00	.00	.00
6640	0	.00	.00	.00
6650	0	.00	.00	.00
6660	0	.00	.00	.00
6670	0	.00	.00	.00
6675	0	.00	.00	.00
6680	0	.00	.00	.00
6685	0	.00	.00	.00
6695	0	.00	.00	.00
6720	0	.00	.00	.00
6730	0	.00	.00	.00
6740	0	.00	.00	.00
6760	0	.00	.00	.00
7010	11	53,405.51	110.00	11.00
7020	0	.00	.00	.00
7021	0	.00	.00	.00
7022	0	.00	.00	.00
7025	0	.00	.00	.00
7030	8	3,769.96	35.71	8.00
7035	0	.00	.00	.00
7045	5	3,985.20	43.50	5.00
7050	0	.00	.00	.00
7110	0	.00	.00	.00
7125	0	.00	.00	.00
7290	0	.00	.00	.00
7420	0	.00	.00	.00
7430	0	.00	.00	.00
7460	0	.00	.00	.00
7490	0	.00	.00	.00
9999	0	.00	.00	.00

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Personal Property System**

Exhibit 20

319, Exchange/Trade Report (By Agency)

DATE 10/29/97
PROP319

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY SUBSYSTEM
EXCHANGE/TRADE REPORT BY FSC

PAGE
PREPARED BY USDA/OFM/NFC

AGENCY16 NATURAL RESOURCES CONSERVATION SERVICE

FSC GROUP	AGENCY SOLD ACQ. AMOUNT	AGENCY SOLD PROCEEDS	COST OF AGENCY SALE	NO. OF AGENCY SOLD ITEMS	GSA SOLD ACQ. AMOUNT	GSA SOLD PROCEEDS	NO. OF GSA SOLD ITEMS
67	$0.00	$0.00	$0.00	0	$9,314.00	$11.00	2
72	$0.00	$0.00	$0.00	0	$7,762.00	$5.50	1
74	$0.00	$0.00	$0.00	0	$14,769.19	$62.50	3
TOTALS:	$0.00	$0.00	$0.00	0	$31,845.19	$79.00	6

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321A, Sensitive Property Report (By AO)

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DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE        16AGMA1625
PROP321A                              SENSITIVE PROPERTY REPORT              FROM AO   MA-16-25        PAGE

AGENCY 16  NATURAL RESOURCES CONSERVATION SERVICE
                                          A.O. NO. XX-XX -25                  PREPARED BY USDA/OFM/NFC

MILLER TUCKER
USDA-NATURAL RESOURCES CONS SERVICE
451 WEST STREET
AMHERST          MA 01002                                                    PHONE NO.  413-253-4357
```

| | | DDC | | | | | ***** ACQUISITION ***** | | |
NFCID/REC-ID	FSC	TYPE	SERIAL NUMBER	MANUFACTURER	MODEL	DESCRIPTION	DATE	COST	BASIC NFC-ID
AG0002363513	2590	MISC				CAP FOR TRUCK	11-06-92	399.00	
AG0002363564	2590	MISC				CAP FOR PICKUP	12-16-93	595.00	
AG0002116835	3610	838	NONE	LEER	TSC500	STAND/WORK STATION F	09-18-90	462.35	AG0002116834
AG0002363443	3610	838	C2P01461	XEROX	2510	COPIER, CANNON PC-2L	09-26-91	649.64	
AG0002363493	3610	838	C2P05063	CANON	PC-2L	COPIER	10-23-92	658.22	
AG0002363551	3610	838	M21554365	CANON	PC-2L	COPIER	08-24-93	474.97	
AG0002363586	3695	1129	94033185	BROTHERS	FAX-700	MACHINE, FAX	09-01-94	393.90	
AG0002116810	5805	838		GARRETT FREE	PN 11981	METAL DETECTOR	03-30-89	935.90	
AG0002116813	5805	838		TIE COMMUNIC	DELPHI X	TELEPHONE SYSTEM - T	03-13-90	292.20	
AG0002363406	5805	838	73275	S.W. BELL	FD8000	FREEDOM PHONE SYSTEM	10-30-90	419.00	
AG0002363407	5805	838	73276	SUPERPRINT	SUPERPRI	TELECOMM. DEVICE FOR	10-30-90	419.00	
AG0002363537	5805	838	710FSN4398/...SQ6238	SUPERPRINT	SUPERPRI	TELECOMM. DEVICE FOR	10-10-92	442.54	
AG0002363542	5805	VISA	921207J	MOTOROLA	P10R	2-WAY RADIOS AND LEA	03-05-93	83.92	
AG0002363565	5805	838	6B0245	AT&T	1337	ANSWERING MACHINE, D	06-22-94	165.00	
AG0002363595	5815	VISA	D41506503	TECHNOPHONE	900	TELEPHONE, CELLULAR	02-13-95	499.99	
AG0002116513	5835	CONV	933158	BROTHER	152-S	MACHINE, FACSIMILE	07-12-84	239.00	
AG0002116544	5835	CONV	00024812	AUDIOTRONICS	2551 AV	RECORDER, TAPE, SINC	12-02-75	272.00	
AG0002116545	5835	CONV	AV334063	3M, WOLLENSA	WOLLENSA	RECORDER, VISUAL-SYN	12-11-75	348.45	
AG0002363594	5836	MISC	41310462	3 M	VHQ44	RECORDER, DISOLVER	01-27-95	239.00	
AG0002116543	6605	838	15921	QUASAR	1563-990	VIDEO CASSETTE RECOR	05-14-73	348.60	
AG0002363481	6635	838		GENERAL RADI	100	INSTRUMENT, SOUND-LE	09-11-92	480.00	
AG0002363512	6640	MISC		AQUATERR	5093A	METER, DIGITAL SOIL	11-25-92	797.87	
AG0002116533	6650	MISC	172933	K & E	MS-3	MIRROR STEREOSCOPE 1	05-28-62	454.33	
AG0002363543	6650	MISC	N152	TOPCON	OOOOOO	TELESCOPE, ALIDADE W	07-22-93	925.00	
AG0002116476	6670	CONV	B06530	UNKNOWN	AT-F2	STEREOSCOPE, W/CASE	07-03-86	771.86	
AG0002116383	6675	CONV	421689	TOPCON	PAL-2C	SCALE, PLATFORM-BEAM	06-28-85	750.68	
AG0002116398	6675	CONV	421621	PENTAX	AT-F2	LEVEL, AUTO WITH TRI	10-10-84	660.00	
AG0002116400	6675	CONV	B07851	TOPCON	PAL 20C	LEVEL, AUTO,PENTAX	10-10-84	660.00	
AG0002116410	6675	CONV	421688	PENTAX	B2-C	LEVEL, AUTO	10-02-86	929.28	
AG0002116435	6675	CONV	85633	LEITZ	PAL 2-C	LEVEL, AUTO WITH TRI	10-10-84	660.00	
AG0002116437	6675	CONV	106431	K & E	P51365	LEVEL, AUTO, PENTAX	07-01-87	977.65	
AG0002116440	6675	CONV	1240470	LIETZ	BT-20A 7	LEVEL, AUTO	08-01-42	610.00	
AG0002116443	6675	CONV	10443	LIETZ	C-3	TRANSIT, WITH CASE &	06-01-76	649.59	
AG0002116481	6675	CONV	421624	PENTAX	PAL 2-C	TRANSIT, SEILER W/TR	05-16-80	615.00	
AG0002116505	6675	CONV	B06616	TOPCON	AT-F2	LEVEL, AUTO WITH TRI	10-10-84	660.00	
AG0002116506	6675	CONV	230926	DIETZGEN	6000-L62	LEVEL, AUTO	06-28-85	750.69	
AG0002116507	6675	CONV	130163	LIETZ	7325-20	LEVEL, AUTO W/TRIPOD	11-20-68	692.00	
AG0002116508	6675	CONV	2000075	DIETZGEN	6186	LEVEL, SELF-LEVELING	06-11-76	649.59	
AG0002116729	6675	CONV	127485	K & E	P5136	TRANSIT, WITH TRIPOD	06-15-76	480.89	
AG0002116731	6675	CONV	7D461	PATH	S-201-C-	LEVEL, SELF-LEVELING	07-20-62	540.00	
						TRANSIT, ENGINEER WI	05-06-75	518.95	

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321A, Sensitive Property Report (By AO) *(cont'd)*

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DATE 10/29/97                        UNITED STATES DEPARTMENT OF AGRICULTURE       16AGMA1625
PRDP321A                                  SENSITIVE PROPERTY REPORT                  FROM AO        MA-16-25    PAGE

AGENCY 16  NATURAL RESOURCES CONSERVATION SERVICE                                            PREPARED BY USDA/OFM/NFC

MILLER TUCKER                              A.O. NO. XX-XX -25                       PHONE NO. 413-253-4357
USDA-NATURAL RESOURCES CONS SERVICE
451 WEST STREET
AMHERST                  MA 01002

                                                                              ****** ACQUISITION ******
           DOC
NFCID/REC-ID    FSC   TYPE  SERIAL NUMBER   MANUFACTURER    MODEL     DESCRIPTION                 DATE       COST     BASIC NFC-ID
AG00021116479   7430  CONV  82305979        SWINTEC         8014-S    TYPEWRITER, "SPELLPR        05-18-88   240.10
AG00021116480   7430  CONV  82305958        SWINTEC         8014-S    TYPEWRITER, "SPELLPR        05-18-88   240.10
AG00021116595   7450  CONV  4567            WOLLENSAK, 3    2873 AV,  RECORDER/PLAYER, POR        10-26-83   631.00
AG00002363417   7490  838   127419A         VELOBIND        ONE ELEV  MACHINE, VELOBINDING        05-09-91   303.71
AG00002363418   7490  838   3A-30275        IBIMATIC        IBMA100   MACHINE, PUNCH AND B        05-08-91   201.58
AG00002363425   7490  838   815821 DX       ACROPRINT       ETC       TIME AND DATE STAMP         07-10-91   366.27
AG00002363508   7490  MISC                  WILLIAMS SOU              AUDITORY TRAINER HEA        07-31-92   903.15
AG00002363545   7490  MISC  1186373         FELLOWES        110       PAPER SHREDDER              07-20-93   285.48
AG00021116831   7730  838   SB01091060      QUASAR          VV8220    TV/VCR MONITOR, QUAS        09-16-90   661.95
AG00021116832   7730  838   SB01341041      QUASAR          VV8220    TV/VCR MONITOR              09-16-90   661.95
AG00021116833   7730  838   SB01341084      QUASAR          VV8220    TV/VCR MONITOR              09-16-90   661.95
AG00002363606   7730  VISA  506221030       RCA             T13005BK  TV/VCR 13"                  08-08-95   389.00

AGENCY TOTAL                                                                                               107,340.08
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321B, Sensitive Property Report (By AO)

DATE 10/29/97
PROP321B

UNITED STATES DEPARTMENT OF AGRICULTURE
SENSITIVE PROPERTY REPORT

PREPARED BY USDA/OFM/NFC

PAGE

DEPARTMENT SUMMARY

NFCID/REC-ID	FSC	DOC TYPE	SERIAL NUMBER	MANUFACTURER	MODEL	DESCRIPTION	ACQUISITION DATE	COST	BASIC NFC-ID
AGO0022137767	1005	CONV	334083	SMITH & WESS		REVOLVER .357" MAGNU	04-01-76	218.00	
AGO0023927719	1005	838	C6364709	REMINGTON	78/21007	RIFLE, SPORTSMAN, W/	09-22-89	419.13	
AGO0023927734	1005	838	C6364828	REMINGTON	78/21007	RIFLE, SPORTSMAN, W/	09-22-89	269.99	
AGO0025377717	1095	BPA	70149897	RUGEL	77-22	RIFLE, BOLT-ACTION R	04-08-93	290.00	
AGO0023947731	2330	ACQ	P836860	W/5' FOLDUP	6.5'W X	TRAILER, UTIL FLAT B	01-01-91	3,367.28	
AGO0024738821	2330	838	FG93083199985	CLUB CAR. IN	CARRYALL	FLATBED W/STAKESIDE	10-29-92	3,250.40	
AGO0024738555	2330	838	1R9S51620R1189061	ROCKY MOUNTA	6X16 STO	TRAILER, STOCK BUMPE	08-16-94	2,661.30	
AGO0025396777	2330	ACQ	1N9ES1213K1034118	NORTH AMERIC	LP-TB 12	TRAILER, SINGLE AXLE	01-01-89	3,512.17	
AGO0020629777	2340	838	S-JH2JDO10YGS501521	HONDA	CT-110	TRAIL BIKE (A-7710)	03-16-87	975.00	
AGO0020629890	2340	838	S-JH2JDO108GS501554	HONDA	CT-110	TRAIL BIKE (A-7713)	03-16-87	975.00	
AGO0020629989	2340	838	S-JH2JDO106GS501486	HONDA	CT-110	TRAIL BIKE (A-7718)	03-16-87	975.00	
AGO0022336663	2340	FND	1021	KAWASAKI	KE 100-A	MOTORCYCLE, KAWASAKI	10-10-80	700.00	
AGO0025377088	2340	MISC	89191	KAWASAKI		MOTORCYCLE, TRAIL	05-01-76	591.00	
AGO0025377089	2340	MISC	K1067609	KAWASAKI	KE-125	MOTORCYCLE TRAIL KAW	07-01-78	835.00	
AGO0025391119	2420	FND	246587	IHC		TRACTOR, IHC CUB	06-01-75	2,641.00	
AGO0022188874	2540	CONV	C624	GUSTIN		CAMPER SHELL GUSTIN	09-01-82	950.00	
AGO0025398878	2590	838	LS5712484	TRUCK EQUIPM	WPG-125-	LIFTGATE FOR PICKUP	08-04-94	1,475.00	
AGO0025385596	2815	838	T311031265	MIDWEST ENGI	454GM	ENGINE, IRRIGATION T	03-04-94	3,815.00	
AGO0025385597	2815	838	T311031261	MIDWEST ENGI	454GM	ENGINE, IRRIGATION T	03-04-94	3,815.00	
AGO0025385598	2815	838	14097080	MIDWEST ENGI	181 CHEV	ENGINE, IRRIGATION T	03-04-94	3,885.00	
AGO0025391191	2815	838	TO5244YJ	GENERAL MOTO	GM450	ENGINE, GENERAL MOTO	01-30-95	3,815.00	
AGO0025391192	2815	838	TO7215YJ	GENERAL MOTO	GM450	ENGINE, GENERAL MOTO	01-30-95	3,815.00	
AGO0025391193	2815	838	TO5244YJ	GENERAL MOTO	GM450	ENGINE, GENERAL MOTO	01-30-95	3,815.00	
AGO0026658881	2815	838	TO116YJH	GENERAL MOTO	450	ENGINE	03-12-96	4,054.00	
AGO0026658882	2815	838	FO2146YJ	GENERAL MOTO	450	ENGINE	03-12-96	4,054.00	
AGO0026658883	2815	838	TO2146YJH	GENERAL MOTO	450	ENGINE	03-12-96	4,054.00	
AGO0026666688	2895	MISC	454454	CHEVROLET	454	ENGINE TRAILER MTD I	04-25-97	4,351.00	
AGO0026666689	2895	MISC	454453	CHEVROLET	454	ENGINE TRAILER MTD I	04-25-97	4,351.00	
AGO0026666690	2895	MISC	454451	CHEVROLET	454	ENGINE TRAILER MTD I	04-25-97	4,351.00	
AGO0026666691	2895	MISC	454455	CHEVROLET	454	ENGINE TRAILER MTD I	04-25-97	4,351.00	
AGO0022122751	3040	CONV	72667A	DEFENDER	FPS12080	SYSTEM POWER STAND B	10-01-87	760.00	
AGO0022083344	3200	CONV	542988			SAW RAD. ARM, B&D	07-01-67	296.00	
AGO0022081900	3220	CONV	P824008	OVERGUARD MA		MILLING TABLE	06-01-80	932.00	
AGO0022083155	3220	CONV	3450028			SAW, PANEL, BLACK &	02-01-74	420.00	
AGO0022101466	3220	CONV	KW7960	ROCKWELL INT	34-325	SAW, TABLE	06-01-80	385.00	
AGO0022119139	3220	CONV	86305306	DELTA INT'L	34-621	SAW CONTRACTOR'S 9"	03-01-86	334.00	
AGO0022190120	3220	CONV	FA8324			SANDER BELT & DISK R	06-01-72	255.00	
AGO0022190129	3220	CONV	LH1174	ROK		SHAPER WOOD W/STAND	05-01-82	624.00	
AGO0022190360	3220	CONV	66030926			SAW CIRCULAR DEWALT	06-01-66	207.00	
AGO0022082090	3230	CONV	GL6656			SAW, TABLE, ROCKWELL	09-01-74	344.00	
AGO0025379099	3230	838	93G18522	DELTA	438-02-3	SAW, DELTA RADIAL	10-04-93	1,084.84	
AGO0025384239	3230	838	137462	CLAUSING	352	BANDSAW, VERTICAL (L	06-22-94	1,690.00	
AGO0026666562	3230	MISC	P9547	DELTA	31695	SANDER, DISK	12-23-96	328.00	
AGO0022094139	3405	CONV	P202845			SAW BAND METAL CUTTI	01-01-75	732.00	
AGO0022097649	3405	CONV	905AM0575	CRAFTSMAN		SAW RADIAL 10 IN MOD	03-01-79	398.00	
AGO0025388029	3405	838	94495662	DELTA	34-444	SAW, DELTA 10" CONTR	04-11-94	498.56	

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321B, Sensitive Property Report (By AO) *(cont'd)*

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DATE 10/29/97                              UNITED STATES DEPARTMENT OF AGRICULTURE                                      PAGE
PROP321B                                         SENSITIVE PROPERTY REPORT
                                                                                           PREPARED BY USDA/OFM/NFC
DEPARTMENT SUMMARY
                                                                                           ***** ACQUISTION *****
                           DOC                                                              DATE      COST      BASIC NFC-ID
NFCID/REC-ID    FSC  TYPE  SERIAL NUMBER  MANUFACTURER  MODEL  DESCRIPTION
AG0002538215    7830  838  101106          BODY TECH     9650A  WEIGHT-MACHINE, BODY        02-10-93     599.99
AG0002393180    7910  838  11890000002384  HOOVER        C5031  MACHINE, FLOOR (PPRL       02-23-90     563.56
AG0002537785    7910  838  577760          ADVANCE       32404  SCRUBBER, FLOOR, AUT       10-08-93   1,719.00
AG0002538371    7910  838  375127          WINDSOR       C2T    SCRUBBER-BUFFER, WIN       10-01-93   2,743.29
AG0002539678    7910  838  375133          WINDSOR       F22T   BURNISHER                  12-28-94   2,431.00
AG0002540080    7910  838  268062          WINDSOR       F2000  FLOOR BURNISHER (FRR       04-26-95   1,353.00
AG0002539639    9905  MISC P836806         THE GODFREY   NONE   DISPLAY BOARD 10 FT        05-18-95   3,786.40
AG0002392605    9910  838  5666            DEWALT        7749   SAW, 10" RADIAL ARM        09-12-89     602.85
AG0002220091    9915  CONV P601683         ARTIST               ARTWORK "NORWEGIEN W       12-01-83     428.00
AG0002220092    9915  CONV P601684         ARTIST               ARTWORK "5 O'CLOCK S       12-01-83     398.00
AG0002220093    9915  CONV P601685         ARTIST               ARTWORK "JACK & THE        12-01-83     398.00
AG0002220094    9915  CONV P601691         ARTIST               ARTWORK "COLLECTION        12-01-83     300.00
AG0002220095    9915  CONV P601692         ARTIST               ARTWORK "WINTER IS C       12-01-83     300.00
AG0002220098    9915  CONV P606871         ARTIST               ARTWORK "ARIZONA SUN       01-01-84     700.00
AG0002220146    9915  CONV 610729          ARTIST               ARTWORK "LANDRAIL BL       01-01-84     550.00
AG0002307999    9999  838  CE342537        DITCH WITCH   CAT    TRANSMITTER, C.A.T.,       07-28-89     624.23


DEPARTMENT TOTAL                                                                                   5,551,578.93
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Exhibit 23

322A, Personal Property Report By Serial Number (By AO)

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DATE 10/29/97                        UNITED STATES DEPARTMENT OF AGRICULTURE                              PAGE
PROP322A                                   PERSONAL PROPERTY REPORT                          PREPARED BY USDA/OFM/NFC
                                           BY SERIAL PROPERTY NUMBER

AGENCY 03  AGRICULTURAL RESEARCH SERVICE
```

NFCID/REC-ID	SERIAL NUMBER	MANUFACTURER	MODEL	DESCRIPTION	ACQUISITION DATE	COST	A/O NUMBER
AG0002545879	98806	BIOTEK	EL3401	READER, ELISA	10/06/94	9,396.00	XX-XX-30-045
AG0002394574	989	FIMCO	9-150C	SPRAYER-UNIT	09/24/91	1,200.00	XX-XX-34-001
AG0002307752	989	FALLING NUMB	2200	SYSTEM, GLUTOMATIC W	05/01/89	9,744.00	XX-XX-42-009
AG0002208378	9907	CRISAFULLI P	CP-8	PUMP, LIFT, CRISAFUL	02/01/80	2,407.00	XX-XX-09-002
AG0002537273	991709	LABLINE ENVI	3793	REFRIGERATOR, LABLIN	11/12/92	3,487.30	XX-XX-40-004
AG0002539174	9917999	MVE	XC3418	TANK, AI	12/06/94	564.00	XX-XX-38-065
AG0002538174	9917999	MINNESOTA VA	XC34-18	TANK, AI	12/06/94	705.00	XX-XX-38-065
AG0002539128	99218	BIOTEK INSTR	EL3115	AUTOREADER, EL3115 (	09/06/94	5,220.00	XX-XX-38-065
AG0002537381	9923094	RADIOMATIC	A120	FLOW-DETECTOR, RADIO	10/20/92	13,200.00	XX-XX-42-052
AG0002394645	99360878	ALCATEL/PANA	9336S	PRINTER, MAIL LABEL	11/04/91	1,588.00	XX-XX-02-036
AG0002393159	99508	METTLER	PM4000	BALANCE, METTLER	02/26/90	1,563.75	XX-XX-42-065
AG0002219663	99531	IBM		PRINTER 120 C.P.S. I	12/01/83	4,252.00	XX-XX-47-004
AG0002215513	9955	GILFORD		SPECTROPHOTOMETER GI	08/01/80	3,897.00	XX-XX-38-048
AG0002394868	9962	CAMPBELL SCI	21X	MICROLOGGER, DATA, C	07/29/92	1,928.50	XX-XX-02-010
AG0002545881	99667	BIOTEK	EL404	WASHER, MICROPLATE	10/06/94	4,263.00	XX-XX-30-045
AG0002538867	9972U1941201452	LINCOLN	RANGER 8	WELDER,ARC	12/15/94	2,040.00	XX-XX-34-001
AG0002211522	997602			MILL FLOUR MIAG	12/01/71	1,276.00	XX-XX-30-003
AG0002537944	99761	BIO-TEK INST	EL311SX	MICROPLATE READER	11/10/94	5,242.80	XX-XX-47-004
AG0002208145	999721	MULTI TECH S		MODEM BAND 2400 EXTE	08/01/87	375.00	XX-XX-02-029

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                              TOTAL COST            66,267,115.01
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Exhibit 24

323, Personal Property Report (By AO)

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DATE: 10/29/97                                                    UNITED STATES DEPARTMENT OF AGRICULTURE                              PAGE
PRDP323                                                        PERSONAL PROPERTY REPORT BY SERIAL NUMBER

AGENCY 03    AGRICULTURAL RESEARCH SERVICE                                                                              PREPARED BY USDA/OFM/NFC

           ********* DOCUMENT **********                                                              ***** ACQUISITION *****
NFCID/REC ID    TYPE NUMBER      LINE  SERIAL NUMBER       MANUFACTURER  MODEL      DESCRIPTION         DATE       COST

AG0002545881  838  40-4334-4-193  0004  99667             BIOTEK        EL404      WASHER, MICROPL     10-06-94   4,263.00
A.O. NUMBER:XXXX  30045

AG0002538867  838  40-0311-5-044  0001  9972U1941201452   LINCOLN       RANGER 8   WELDER,ARC          12-15-94   2,040.00
A.O. NUMBER:XXXX  34001

AG0002211522  CONV 20679          5886  997602                                     MILL FLOUR MIAG     12-01-71   1,276.00
A.O. NUMBER:XXXX  30003

AG0002537944  838  40-6703-4-248  0001  99761             BIO-TEK INST  EL311SX    MICROPLATE READ     11-10-94   5,242.80
A.O. NUMBER:XXXX  47004

AG0002208145  CONV 82HW7573       0101  999721            MULTI TECH S             MODEM BAND 2400     08-01-87   375.00
A.O. NUMBER:XXXX  02029

                                           TOTALS   ITEMS:      12,810        COST: $66,275,867.40
```

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Exhibit 25

325, Personal Property Report By Federal Supply Code (By FSC)

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DATE 10/29/97                        UNITED STATES DEPARTMENT OF AGRICULTURE                       PAGE
PROP325                                         ADP CONFIGURATION
AGENCY 03

A.OXXXX  O1OO1

MARY LAMB
USDA, ARS, INTL. ACTIVITIES
AMERICAN, EMBASSY
C/O BELTSVILLE,     MD 20708
```

NSN	SERIAL NUMBER	MANUFACTURER NAME	MODEL NUMBER	ACQUISITION COST	NFC ID NUMBER	ACQ DATE
7010	UNKNOWN	FALCON	466/ME	BASIC-NFCID - 1,574.54	AG0002563674	09-08-93
DESCRIPTION - COMPUTER						
7010	UNKNOWN	COMPUADD	333T	BASIC-NFCID - 3,235.50	AG0002562546	10-17-91
DESCRIPTION - PERSONAL COMPUTER						
7010	UNKNOWN	COMPUADD	333T	BASIC-NFCID - 3,235.50	AG0002562545	10-17-91
DESCRIPTION - PERSONAL COMPUTER						
7010	UNKNOWN	NORTHGAGE	486	BASIC-NFCID - 4,652.00	AG0002562560	12-11-91
DESCRIPTION - PROCESSOR						
7010	UNKNOWN	NORTHGAGE	486	BASIC-NFCID - 4,652.00	AG0002562559	12-11-91
DESCRIPTION - PROCESSOR						
7010	UNKNOWN	NORTHGAGE	486	BASIC-NFCID - 4,652.00	AG0002562561	12-11-91
DESCRIPTION - PROCESSOR						
7010	UNKNOWN	COMPUTER USA	386SL	BASIC-NFCID - 1,699.00	AG0002563316	03-05-92
DESCRIPTION - PERSONAL COMPUTER						
7010	490-1705	HARRIS/3M	2123	BASIC-NFCID - 3,195.00	AG0002280586	11-30-88
DESCRIPTION - TRANSEIVER						

```
ACCOUNTABLE OFFICER TOTALS     TOTAL ITEMS    8     TOTAL COST     26,895.54

REPORT TOTALS                  TOTAL ITEMS  895     TOTAL COST  2,357,035.99
```

USDA-NFC-SHAL3

Central Accounting System Manual
Property Management Information System
Personal Property System

Exhibit 26

329, Personal Property Physical Inventory Report (By AO)

DATE 10/29/97
PROP329

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY INVENTORY REPORT BY NFCID
PAGE

JOHN FREE
USDA-NATURAL RESOURCES CONS SERVICE
451 WEST STREET
AMHERST   MA 01002

A.O. NO. XX-XX -25------------   PHONE 413-253-4357
LAST DATE INVENTORIED 02-28-96

NFC ID	DESCRIPTION	MANUFACTURER	SERIAL NUMBER	CUSTODIAN
AG0002363598	CPU, 486/66 WORKSTATION	NCR	15-29248542	99999 9
AG0002363600	MONITOR, TELEVISION, 27" MULTISCAN	PANASONIC	FE4320002	99999 9
AG0002363601	INTELLIGENT STACKHUB	CABLETRON	0761502005207OTM	99999 9
AG0002363602	STACKHUB	CABLETRON	0765505017205ORP	99999 9
AG0002363603	CAMERA,38-90MM ZOOM	MINOLTA	99407180	99999 9
AG0002363604	COMPUTER	DELL	7079618	99999 9
AG0002363605	COMPUTER	DELL	7079619	99999 9
AG0002363606	TV/VCR 13"	RCA	506221030	99999 9
AG0002363607	PRINTER, DESKJET	HEWLETT PACKARD	CN56E1ROJW	99999 9
AG0002363608	COMPUTER, DELL W/16MB RAM	DELL	5DBPG	99999 9
AG0002363609	PRINTER, LASER 4	HEWLETT PACKARD	JPGL104262	99999 9
AG0002363610	COMPUTER, LAPTOP, 486 ZENITH	ZENITH DATA SYSTEMS	5LSCHVOO2768	99999 9
AG0002363611	PRINTER, LASER JET 4 PLUS	HEWLETT PACKARD	USFC343955	99999 9
AG0002363612	COMPUTER, PERSONAL, 486 NYMA	NYMA COMPUTER PRODUCTS, INC	120498	99999 9
AG0002363614	COMPUTER, PERSONAL, 486 NYMA	NYMA COMPUTER PRODUCTS, INC	120500	99999 9
AG0002363615	COMPUTER, PERSONAL, 486 NYMA	NYMA COMPUTER PRODUCTS, INC	120499	99999 9
AG0002511071	ARKENSTONE READER PLUS	ARKENSTONE	2812J96183	99999 9
AG0002704114	MODEM, AT&T	AT&T	036013	99999 9
AG0002704115	MODEM, AT&T	AT&T	036007	99999 9
AG0002704116	MODEM	AT&T	036015	99999 9
AG0002764894	ZENITH LAPTOP PORTABLES, MODEL 200	ZENITH	4HSOCLOO122	

A.O.   TOTAL NUMBER OF ITEMS   307

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Systems Access Manual
Property Management Information System
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Exhibit 27

330, Personal Property Physical Inventory Report (By AO)

```
DATE 10-29-97                          UNITED STATES DEPARTMENT OF AGRICULTURE                                    PAGE
PROP330                        PERSONAL PROPERTY INVENTORY REPORT BY CUSTODIAN          PREPARED BY USDA/OFM/NFC
AGENCY 16    NATURAL RESOURCES CONSERVATION SERVICE

JOHN FREE                              A.O. NO. XX-XX  -25                    PHONE 413-253-4357
USDA-NATURAL RESOURCES CONS SERVICE                                          LAST DATE INVENTORIED: DATE N/A
451 WEST STREET
AMHERST        MA 01002

CUSTODIAN     NFC-ID          SERIAL NUMBER       MANUFACTURER       DESCRIPTION                  ACQUISITION AMT

99999         AG0002363515    1HMBCCF94506        PANASONIC          PRINTER 90 COL 24 PI               297.93
99999         AG0002363595    D41506503           BROTHER            MACHINE, FACSIMILE                 499.99
99999         AG0002116813                        S.W. BELL          FREEDOM PHONE SYSTEM               292.20
99999         AG0002363443    C2P01461            CONON              COPIER, CANNON PC-2L               649.64
99999         AG0002116827                        AT&T               PERIPHERAL 3-BUTTON                 99.00
99999         AG0002116784    5M77113             RADIO SHACK        PRINTER, RADIO SHACK               169.96
99999         AG0002116479    82305979            SWINTEC            TYPEWRITER, "SPELLPR               240.10
99999         AG0002116483    4385513             CANON              CAMERA, BODY, 2 LENS               546.71
99999         AG0002363433    NONE                LOGITECH           SCANNER, SCANMAN PLU               159.65
99999         AG0002116594    19901               YSI                METER, DISOLVED OXYG               985.12
99999         AG0002116809    6313906             AT & T             CPU - PC6386                     6,574.14
99999         AG0002363612    120498              NYMA COMPUTE       COMPUTER, PERSONAL,              2,165.00
99999         AG0002363487    230092125           PRACTICAL PE       MODEM                              275.43
99999         AG0002363610    5LSCHV002768        ZENITH DATA        COMPUTER, LAPTOP, 48            2,194.00
99999         AG0002363489    230092154           PRACTICAL PE       MODEM                              275.43
99999         AG0002363412    2747 2004417        PENTAX             ZOOM LENS 35-105                   188.60
99999         AG0002363512                                          MIRROR STEREOSCOPE 1               797.87
99999         AG0002116803    4752441             CANON              CAMERA, SLR W/ZOOM L               333.99
99999         AG0002363411    0454 5204390        PENTAX             CAMERA BODY, CHROME;               117.21
99999         AG0002116711    0270300             IBM                PRINTER                            687.25
9

A. O. TOTAL NUMBER OF ITEMS:        307        ACQ COST:    $502,864.55
```

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Systems Access Manual
Property Management Information System
Personal Property System

Exhibit 28

348, Personal Property Report (WCF & APPROP) (By AO)

DATE 10/29/97
PROP348

UNITED STATES DEPARTMENT OF AGRICULTURE
PERSONAL PROPERTY REPORT (WCF & APPROP) BY DESCRIPTION

PAGE
PREPARED BY USDA/OFM/NFC

AGENCY 03 AGRICULTURAL RESEARCH SERVICE
NAME NOT AVAILABLE

AO NO: XXXX 01001

PHONE NO:

********* DOCUMENT *********

NFCID/REC ID	FSC	TYPE	NUMBER	LINE	SERIAL NUMBER	MANUFACTURER	MODEL	DESCRIPTION	**** ACQUISITION **** DATE	COST
AG0002562560	7010	838	4O-3KO6-1-02624	0001	UNKNOWN	NORTHGAGE	486	PROCESSOR	12-11-91	4,652.00
AG0002562559	7010	838	4O-3KO6-1-02624	0001	UNKNOWN	NORTHGAGE	486	PROCESSOR	12-11-91	4,652.00
AG0002562561	7010	838	4O-3KO6-1-02624	0001	UNKNOWN	NORTHGAGE	486	PROCESSOR	12-11-91	4,652.00
AG0002473072	6650	FND			SNRH88672	METTLER	AE50 055	SCALE METTLER	02-01-88	2,542.00
AG0002473071	6650	FND			SNRU38845	METTLER	AE50 055	SCALE METTLER	02-01-88	2,542.00
AG0002473075	7025	FND			S0070136	NONE	1260	TELEX 1260 MICR	02-01-88	3,800.00
AG0002473076	6650	FND			J02006	NONE	2OSO	THERMOSTAT MT 2	02-01-88	3,370.00
AG0002280518	3610	838	4O-3KO6-8-10327	0001	490-1695	HARRIS 3M	EMT 2123	TRANSCEIVER FAX	11-03-88	2,995.00
AG0002280586	7010	838	4O-3KO6-9-565	0001	490-1705	HARRIS/3M	2123	TRANSCEIVER	11-30-88	3,195.00
AG0002473077	6650	FND			S460019	NONE		WATER SOFTENER	02-01-88	2,707.00
AG0002473040	7025	FND		0001	S743F4110	SUN	3/60	WORKSTATION C	02-01-88	20,900.00

ACCOUNTABLE OFFICER NUMBER OF ITEMS: 53   TOTAL COST: $256,382.09

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Systems Access Manual
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Page 1

350, Personal Property Physical Inventory Report (By AO)

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE    16AGMA1625              PAGE
PRDP350               PERSONAL PROPERTY PHYSICAL INVENTORY REPORT BY DESC          PREPARED BY USDA/OFM/NFC

AGENCY 16  NATURAL RESOURCES CONSERVATION SERVICE

A.O. NUMBER -XX-XX  -25

JOHN DEAUX
USDA-NATURAL RESOURCES CONS SERVICE
451 WEST STREET
AMHERST          MA 01002
```

DESCRIPTION	MANUFACTURERS NAME	MODEL NUMBER	NFC ID NUMBER	ACQ DATE	ACQ COST
TRANSIT, WITH TRIPOD	GEOTEC	353-3135	AG0002116732	03-11-77	728.00
SERIAL NUMBER 429335	PROPERTY NUMBER	BASIC NFCID			
TRANSIT, WITH TRIPOD	LIETZ	7325-20	AG0002116507	06-11-76	649.59
SERIAL NUMBER 130163	PROPERTY NUMBER	BASIC NFCID			
TRIPOD, BILORA VIDEO, FLUID HEAD	VALIANT	BTH-5144V	AG0002116618	10-23-84	241.24
SERIAL NUMBER 00000	PROPERTY NUMBER	BASIC NFCID			
TV/VCR MONITOR	QUASAR	VV8220	AG0002116833	09-16-90	661.95
SERIAL NUMBER SB01341084	PROPERTY NUMBER	BASIC NFCID			
TV/VCR MONITOR	QUASAR	VV8220	AG0002116832	09-16-90	661.95
SERIAL NUMBER SB01341041	PROPERTY NUMBER	BASIC NFCID			
TV/VCR MONITOR, QUASAR	QUASAR	VV8220	AG0002116831	09-16-90	661.95
SERIAL NUMBER SB01091060	PROPERTY NUMBER	BASIC NFCID			
TV/VCR 13"	RCA	T13005BK	AG0002363606	08-08-95	389.00
SERIAL NUMBER 506221030	PROPERTY NUMBER	BASIC NFCID			
TYPEWRITER	IBM WHEELWRITER 15	SERIES II	AG0002363421	06-13-91	577.00
SERIAL NUMBER 11-W8771	PROPERTY NUMBER	BASIC NFCID			
TYPEWRITER	IBM WHEELWRITER 15	SERIES II	AG0002363471	07-16-92	597.00
SERIAL NUMBER 11-CV725	PROPERTY NUMBER	BASIC NFCID			
TYPEWRITER	IBM WHEELWRITER 15	SERIES II	AG0002363420	06-13-91	577.00
SERIAL NUMBER 11-W8938	PROPERTY NUMBER	BASIC NFCID			
TYPEWRITER	BROTHER	750FX	AG0002363544	08-27-93	396.00
SERIAL NUMBER J21252596	PROPERTY NUMBER	BASIC NFCID			
TYPEWRITER, "SPELLPROOF'	SWINTEC	8014.S	AG0002116789	12-02-88	245.00
SERIAL NUMBER 83309647	PROPERTY NUMBER	BASIC NFCID			
TYPEWRITER, "SPELLPROOF"	SWINTEC	7000 SC	AG0002116820	09-05-90	264.50
SERIAL NUMBER 05304900(SC)	PROPERTY NUMBER	BASIC NFCID			
TYPEWRITER, "SPELLPROOF"	SWINTEC	8014-S	AG0002116480	05-18-88	240.10
SERIAL NUMBER 82305958	PROPERTY NUMBER	BASIC NFCID			

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Page 2

350, Personal Property Physical Inventory Report (By AO) *(cont'd)*

DATE 10/29/97

PROP350

UNITED STATES DEPARTMENT OF AGRICULTURE   16AGMA1625

PERSONAL PROPERTY PHYSICAL INVENTORY REPORT

JOHN DEAUX

USDA-NATURAL RESOURCES CONS SERVICE

451 WEST STREET

AMHERST   MA 01002

A.O. NO. XX-XX -25   PHONE 413-253-4357

LAST DATE INVENTORIED   02-28-96

ON THE ATTACHED LIST ARE ALL OF THE PERSONAL PROPERTY ITEMS FOR WHICH YOU ARE THE ACCOUNTABLE OFFICER. YOU ARE REQUESTED
TO MAKE OR CAUSE TO BE MADE A COMPLETE PHYSICAL INVENTORY OF ALL OF THE LISTED ITEMS.

FOR ITEMS NOT ACCOUNTED FOR THAT ARE LISTED ON THIS REPORT AND/OR FOR ITEMS ACCOUNTED FOR BUT NOT LISTED ON THIS REPORT,
AN UPDATE SHOWING THE CORRECT DISPOSITION MUST BE ENTERED THROUGH THE ON-LINE PROPERTY SYSTEM.

------------ C E R T I F I C A T I O N -----------

I CERTIFY THAT I HAVE MADE OR CAUSED TO BE MADE A PHYSICAL INVENTORY OF ALL OF THE PERSONAL PROPERTY ITEMS LISTED ON THE
PERSONAL PROPERTY INVENTORY REPORT AND THAT THE ITEMS AS INDICATED ON THE REPORT WERE ON HAND AT THE CLOSE OF BUSINESS
ON _____, EXCEPT FOR THE FOLLOWING ITEMS: (LIST NFC I.D. NUMBERS).

----------   REVIEWED BY ----------------------

SIGNATURE OF ACCOUNTABLE OFFICER   DATE   SIGNATURE OF PROPERTY MANAGEMENT OFFICER

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Systems Access Manual
Property Management Information System
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Exhibit 30

351, Personal Property Transaction Report (By AO)

```
DATE 1Q/28/97                    UNITED STATES DEPARTMENT OF AGRICULTURE          3OAGFN3OO6329O47    PAGE
PRDP351                            PERSONAL PROPERTY TRANSACTION REPORT
                                        01-01-97 THRU 10-01-97

AGENCY 30    FOOD AND CONSUMER SERVICE

A.O. NUMBER -XX-X  -O6-3290-47
             X

FRED HARRIS
USDA-WESTERN REGIONAL OFF
550 KEARNEY ST  ROOM 400
SAN FRANCISCO    CA 94108
```

T/C NFC ID NBR	DESCRIPTION NAT STOCK-NBR	SERIAL NUMBER BATCH NO & SEQ	PROPERTY NUMBER DOCUMENT NUMBER & TYPE	ACQ. DATE	MANUFACTURERS NAME ACQUISITION COST	CON CODE	USER ID	MODEL NUMBER
FO1	CANON NOTEJET II BUBBLE JET PRINTER 2801631							
AG0002876045 7010		5265H9478 71	43-919U-5-71 838	01-31-96	CANON 2,875.85	1		NOTEJET II 486C
BASIC NFCID -			TRANSACTION DATE - 10-01-97					
FO1	CANON NOTEJET II BUBBLE JET PRINTER 28012580							
AG0002876046 7010		5265H9478 71	43-919U-5-71 838	01-31-96	CANON 2,875.85	1		NOTEJET II 486C
BASIC NFCID -			TRANSACTION DATE - 10-01-97					
A1O	CPU	7NN65						
AG0002937068 7010		7015N6315 02	43-3198-6-0611 838	01-29-97	DELL 2,254.00	1	FNO98	586
BASIC NFCID -			TRANSACTION DATE - 02-18-97					
A1O	CPU	7NN5G						
AG0002937071 7010		7015N6315 02	43-3198-6-0611 838	01-29-97	DELL 2,254.00	1	FNO98	586
BASIC NFCID -			TRANSACTION DATE - 02-18-97					
A1O	CPU	7NN6C						
AG0002937070 7010		7015N6315 02	43-3198-6-0611 838	01-29-97	DELL 2,254.00	1	FNO98	586
BASIC NFCID -			TRANSACTION DATE - 02-18-97					
A1O	CPU	7NN5S						
AG0002937073 7010		7015N6315 02	43-3198-6-0611 838	01-29-97	DELL 2,254.00	1	FNO98	586
BASIC NFCID -			TRANSACTION DATE - 02-18-97					
A1O	CPU	7NN6L						
AG0002937072 7010		7015N6315 02	43-3198-6-0611 838	01-29-97	DELL 2,254.00	1	FNO98	586
BASIC NFCID -			TRANSACTION DATE - 02-18-97					
A1O	CPU	7NN5Y						
AG0002937069 7010		7015N6315 02	43-3198-6-0611 838	01-29-97	DELL 2,254.00	1	FNO98	586
BASIC NFCID -			TRANSACTION DATE - 02-18-97					
A1O	DELL 5166/GXM DESKTOP PC	7L13H						
AG0002938123 7021		6332N3544 10	43-3198-6-0542 838	01-22-97	DELL 2,288.00	1	FNO98	OPTIPLEXGXM5166
BASIC NFCID -			TRANSACTION DATE - 02-28-97					

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USDA-NFC-SHAL3
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Exhibit 31

353, Leased Personal Property Report (By AO)

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                         PAGE
PROP353                     LEASED PERSONAL PROPERTY REPORT BY DESCRIPTION                 PREPARED BY USDA

  AGENCY O3   AGRICULTURAL RESEARCH SERVICE

NORMAN GUIDRY                            AO NO:XXXX O2OO7       PHONE NO.
USDA, ARS, NPA SUGARBT PROD RESRCH
COLORADO STATE UNIV.- CROPS RES LAB
FORT COLLINS       CO 80523

         ********* DOCUMENT *********                                      ******** LEASED ********
NFCID/REC ID  FSC  TYPE  NUMBER    LINE  DESCRIPTION       SERIAL NUMBER   MANUFACTURER MODEL  DATE     COST

AGOOO2666825  3610 LEAS  4382HW7O29 OOO1 XEROX 5046 COPI  15G569338       XEROX       5046   10-01-96  5,000.00
```

USDA-NFC-SHAL3

Systems Access Manual
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Exhibit 32

354, Personal Property Report (WCF/Trust Fund Revolv Fund) (By PMO)

```
DATE 10/28/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                              PAGE
PROP354                          PERSONAL PROPERTY REPORT BY DESCRIPTION                   PREPARED BY USDA

AGENCY 16   NATURAL RESOURCES CONSERVATION SERVICE

NORMAN GUIDRY                         PMO NO XX
USDA-NATURAL RESOURCES CONS SERV
451 WEST STREET                                                               PHONE NO: 413-253-4356
AMHERST          MA 01002
```

NFCID/REC ID	FSC	********* DOCUMENT ********** NUMBER	TYPE	LINE	DESCRIPTION	SERIAL NUMBER	MANUFACTURER MODEL	***** ACQUISITION ***** DATE	COST
AG0002116775 A.O. NUMBER:XXXX 25	7025	40132008097 PROPERTY CODE:	CONV	0001	ADD ON MEMORY BASIC ID:	AG0002116463	AT&T 512K CHI	08-05-88	108.01
AG0002116637 A.O. NUMBER:XXXX 25	7035	543A75575 PROPERTY CODE:	CONV	0001	ADD ON MEMORY BASIC ID:	AG0002116638	AST 6-PAK PL	06-01-85	530.00
AG0002116589 A.O. NUMBER:XXXX 25	7035	4013204099 PROPERTY CODE:	CONV	0003	ADD ON MEMORY BASIC ID:	86254 AG0002116756	AST 6-PAK PL	05-15-84	618.38
AG0002116577 A.O. NUMBER:XXXX 25	7035	4013204099 PROPERTY CODE:	CONV	0003	ADD ON MEMORY BASIC ID:	AG0002116578	AST 6-PAK PL	05-15-84	618.38
AG0002363542 A.O. NUMBER:XXXX 25	5805	SC-MA-3035	VISA	0002	ANSWERING MACHI	921207J	AT&T 1337	03-05-93	83.92
AG0002363506 A.O. NUMBER:XXXX 25	6655	40-1320-2-072	838	0001	ANTENNAE FOR GP		GEOPHYSICAL 3102	01-14-93	3,804.00
AG0002511071 A.O. NUMBER:XXXX 25	7050	40-6526-2-451	838	0001	ARKENSTONE READ	2812J96183	ARKENSTONE E/AT PLU	09-15-92	3,466.26
AG0002363508 A.O. NUMBER:XXXX 25	7490	UW-00-2039692	MISC	3141	AUDITORY TRAINE		WILLIAMS SOU	07-31-92	903.15
AG0002363427 A.O. NUMBER:XXXX 25	7050	40-1320-1-062 PROPERTY CODE:	838	0003	BUFFER, 1 MB 4 NONE TAGGED BASIC ID:	AG0002116846	HEWLETT PACK 17573A	06-12-91	383.00
AG0002116734 A.O. NUMBER:XXXX 25	7420	4013201135	CONV	MDD1	CALCULATOR, PRO	5678135	TEXAS INSTRU TI-59	08-03-81	355.40
AG0002116801 A.O. NUMBER:XXXX 25	7420	838	CONV	0001	CALCULATOR, PRO	2722S21781	HEWLETT PACK HP41CX	11-05-87	665.60
AG0002116790 A.O. NUMBER:XXXX 25	7420	40-1320-8-120	838	0001	CALCULATOR, PRO	2824S21611	HEWLETT-PACK HP41CX	11-03-88	1,650.15

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Systems Access Manual
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Exhibit 33

355, Personal Property Report (Appropriated Fund) (By PMO)

```
DATE 10/28/97                                                                              PAGE
PROP355                                                                           PREPARED BY US

            UNITED STATES DEPARTMENT OF AGRICULTURE
            PERSONAL PROPERTY REPORT (APPROP & WCF) BY DESCRIPTION

AGENCY 16  NATURAL RESOURCES CONSERVATION SERVICE

                                         PMO NOXX
                                                                    PHONE NO: 413-253-4356
MARY KATARA
USDA-NATURAL RESOURCES CONS SERV
451 WEST STREET
AMHERST            MA 01002
```

NFCID/REC ID FSC	NUMBER	********** DOCUMENT ********** TYPE	LINE	DESCRIPTION	SERIAL NUMBER	MANUFACTURER	MODEL	**** ACQUISITION **** DATE	COST
AG0002116794 7430 A.O. NUMBER:XXXX 25	40-1320-9-017	838	0001	TYPEWRITER, SWI	83312932(SC)	SWINTEC	8014S SC	12-20-88	245.00
AG0002363594 5836 A.O. NUMBER:XXXX 25	88-00-5153195	MISC	3141	VIDEO CASSETTE	41310462	QUASAR	VHQ44	01-27-95	239.00
AG0002764894 7020 A.O. NUMBER:XXXX 25	40-2D81-4-14	838	0001	ZENITH LAPTOP P	4HSOCLOO122	ZENITH		01-19-95	5,164.00
AG0002363412 6760 A.O. NUMBER:XXXX 25	40-1320-1-043 PROPERTY CODE:	838	0002	ZOOM LENS 35-10 2747	2004417 BASIC NFCID: AG0002363411	PENTAX	SMCP-F	02-25-91	188.60
AG0002363416 6760 A.O. NUMBER:XXXX 25	40-1320-0-088 PROPERTY CODE:	838	0002	ZOOM LENS 35-10	1974223 BASIC NFCID: AG0002363415	PENTAX	SMCP-F	10-15-90	188.60
AG0002363414 6760 A.O. NUMBER:XXXX 25	40-1320-0-088 PROPERTY CODE:	838	0002	ZOOM LENS 35-10	1974228 BASIC NFCID: AG0002363413	PENTAX	SMCP-F	10-15-90	188.60
AG0002363537 5805 A.O. NUMBER:XXXX 25	40-1320-2-081	838	0001	2-WAY RADIOS AN	710FSN4398/...SQ6238	MOTOROLA	P10R	10-10-92	442.54

```
            TOTALS     ITEMS:      307       COST:      $502,864.55
```

Systems Access Manual
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Personal Property System

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Exhibit 34

356, Personal Property Report (WCF/Trust Fund/Revolv Fund) (By PMO)

```
DATE 11/05/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                    PAGE
PROP356                      PERSONAL PROPERTY REPORT (WCF) BY DESCRIPTION       PREPARED BY USDA/OFM

AGENCY  90  OFFICE OF FINANCE AND MANAGEMENT

                                          PMO NO XX                           PHONE NO: 504-255-4687
SANDRA B CHILD
MAF, BLDG 350
1ST FLOOR POST N-08
*** DO NOT MAIL ***   OO OOOOO

                  ********* DOCUMENT **********                              **** ACQUISITION ****
NFCID/REC ID  FSC  NUMBER          TYPE LINE  DESCRIPTION      SERIAL NUMBER  MANUFACTURER MODEL         DATE       COST

AG0002960897  7490                 FND        ACCUFAST LABELE  2157           ACCUFAST                12-27-89   1,500.00
A.O. NUMBER: NFWAREHOUSE

AG0002681392  7490  40-7245-2-825  838  0001  ACCUFAST 1 LABE                 BEST BUSINES            08-21-92   6,595.00
PROPERTY CODE: MAIL ROOM
A.O. NUMBER: NFIRMD1007

AG0002697407  7035  40-7245-4-418  838  0008  ACCURA 144+FAX1                 GOVERNMENT T 308-087    01-03-94     227.00
PROPERTY CODE: NFC ACCURA FAX
A.O. NUMBER: NFIRMD1008

AG0002697408  7035  40-7245-4-418  838  0008  ACCURA 144+FAX1                 GOVERNMENT T 308-087    01-03-94     227.00
PROPERTY CODE: NFC ACCURA FAX
A.O. NUMBER: NFIRMD1008

AG0002963400  7010  40-3142-3-05829 838 0004  ACESS/ONE MODEM                 INTELLISYS   ASP100     11-05-93     314.22
A.O. NUMBER: NFFSDO038

AG0002064370  7010                 CONV       ADD ON CABINET                  FOUR PHASE   8701/050   11-01-78   1,845.00
PROPERTY CODE: FOUR PHASE 2
A.O. NUMBER: NFDUM101

AG0002064933  7010                 CONV       ADD-ON CABINET                  FOUR PHASE   8701-050   11-01-78   1,845.00
PROPERTY CODE: FOUR PHASE 8
A.O. NUMBER: NFDUM101

AG0002843071  7010  40-3142-5-4026 838  0001  ADDITIONAL CENT                 FEDERAL COMP 4024       07-26-95  794,849.00
PROPERTY CODE: NFC HARDWARE
A.O. NUMBER: NFDUMO02

AG0002728877  7050  40-3142-4-04030 838 0011  ADDITIONAL 4MB                  MICROSTAR CO MSC-DT-1   06-29-94     240.00
PROPERTY CODE: NFC PC DESKTOP        BASIC NFCID: AG0002725875
A.O. NUMBER: NFDUMO34
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Systems Access Manual
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Exhibit 35

501, Motor Vehicle Inventory Report

DATE 10/29/97
PROP501

UNITED STATES DEPARTMENT OF AGRICULTURE
MOTOR VEHICLE MAINTENANCE FILE
MOTOR VEHICLE INVENTORY REPORT

PAGE

ACCT OFFICER	NFC ID #	YEAR	MAKE CLASS	DESCRIPTION SERIAL NUMBER	LICENSE CREDIT CARD NO.	CYL TRANS	ADATE ADOCUMENT NO.	ATYPE	ACQ. COST	STAT RPYR
XXX X 09002	AG0002210192	63	DODGE 801	TRUCK DUMP 3T / 1581324455	A105969 / 7777777777	8 M	10/63 0496	CONV	3,691.00	0
XXX X 09002	AG0002210193	79	GM 705	TRUCK 3-TON DUMP / T17DB9V615504	A202209 / 7777777777	8 M	03/80 129AH28263	CONV	14,322.00	0
XXX X 09002	AG0002210197	85	CHRY 503	TRUCK DODGE VAN 8 PASSENGER RAM 3/4 / 2B4HB2115FK301109	A230469 / 7777777777	8 A	05/85 82HW40015	CONV	11,159.00	0
XXX X 09002	AG0002210331	84	CHRYSLER DOD 504	TRUCK PICKUP DODGE 1/2T / 1B7GD14H8ES349959	A228025 / 7777777777	6 4	06/84 129AH23161	CONV	6,468.00	0
XXX X 09002	AG0002210334	86	CHEVROLET 515	TRUCK PICKUP 4X4 CHEVROLET 1-T / 1GCHK34W5GS179518	A234398 / 7777777777	8 4	08/86 82HW40009	CONV	14,287.00	0
XXX X 09002	AG0002307741	89	DODGE 515	TRUCK, 3/4 TON PICKUP POWER RAM / 1B7KM2628KS162660	A244087 / 7777777777	8 M	04/89 82HW80016	1781	10,281.95	2
XXX X 09002	AG0002393300	90	CHEV 504	TRUCK SUBURBAN 4X2 PANEL DOORS / 1GNER16K5LF144274	A249620 / 7777777777	8 A	06/90 82HW90011	1781	14,988.35	2
XXX X 09002	AG0002473837	51	GM 700	TRUCK, TANKER 1951 GM 4X2 / HC4538243	A77024 / 7777777777	6 M	08/58 000000000000001	1781	828.00	2
XXX X 09002	AG0002473844	94	FORD 503	TRUCK, MINIVAN FORD 1994 AEROSTAR / 1FMCA11U3RZB21675	A268484 / 7777777777	6 A	06/94 82HW30008	1781	15,061.18	2
XXX X 09002	AG0002473845	93	CHEV 510	TRUCK, CHEV FLEETSIDE 4X4 PICKUP / 1GCCT1424P0173792	A263670 / 7777777777	6 A	05/93 82HW20010	1781	10,925.05	2
XXX X 09002	AG0002539557	95	CHEV 100	SEDAN, CHEVY 4 DR / 1G1LD55M3SY181098	A275010 / 7777777777	6 A	01/95 82HW40014	1781	11,798.91	2
XXX X 09002	AG0002539558	95	FORD 502	TRUCK, FORD 4X2 PICKUP / 1FTDF15YOSLA88649	A268488 / 7777777777	06 A	02/95 82HW30012	1781	12,247.00	2
XXX X 09002	AG0002539591	66	FORD 602	TRUCK, AIRCRAFT TANK / F60AK865830	A284439 / 7777777777	6 M	05/97 T009197NPA	S122	71,879.00	2

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Exhibit 36

502, List Of Vehicles By Location

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                                          LIST OF VEHICLES BY LOCATION

LOCATION:  FORT COLLINS     CO
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ACCT-OFF	NFC ID #	YR	MAKE	TYPE	SERIAL NUMBER	CYL	TRAN	LICENSE	CLASS	ADATE	ACQ. COST	STATUS	REPL
02017	AG0002667042	97	FORD	TPU	1FTDF1820VKD17056	6	A	A276701	512	05/97	19,004.00		2
02020	AG0002208981	74	GMC	TDP	578227	8		A193944	801	03/74	7,013.00		0
02020	AG0002208982	75	CHEV	TPU	CCY145J140594	8	M	A169231	502	06/75	3,372.00		0
02020	AG0002208984	71	IHC	TST	416060H191460	8	M	A216890	711	05/81	7,400.00		0
02020	AG0002208986	84	FORD	TPU	1FTHF25LXEPB67027	8	4	A224721	504	09/84	8,031.00		0
02020	AG0002208987	84	CHEVROLET	TWV	1G8EK16LOEF140555	8	A	A224765	514	02/84	11,405.00		0
02020	AG0002208988	84	CHRYSLER	TPU	1B7GD14T8ES355183	8	M	A228024	502	09/84	6,430.00		0
02020	AG0002208989	85	FORD	TPU	1FTH26LOFPB43884	8	A	A230480	514	07/85	13,111.00		0
02020	AG0002393455	90	CHEV	TPU	1GCGK34NGLE244517	8	A	A249547	515	08/90	13,746.41		2
02020	AG0002394767	92	CHEV	TPU	IGCEC14HXNE217200	08	M	A258970	500	06/92	8,296.66		2
02035	AG0002207681	85	CHRY	TPU	1B7GD14T7FS693840	8	4	A230471	504	08/85	6,673.00		0
02036	AG0002307751	89	FORD	TWV	1FMCA11U0KZC06043	6	A	A249601	503	06/89	13,055.54		2
02036	AG0002394680	92	DODGE	TWV	2B4GH2535NR626420	06	A	A258958	500	01/92	11,190.22		2
02036	AG0002394682	92	DODGE	TWV	2B4GH2537NR626421	6	A	A258995	500	01/92	11,190.22		2
02036	AG0002394746	92	FORD	TWV	1FMDA31U2NZB54869	6	A	A263665	500	07/92	12,559.79		2
02036	AG0002538303	93	CHEV	S4D	1G1LT53T4PY229230	6	A	A263841	100	05/93	8,979.41		2
02036	AG0002539455	94	PLY	S4D	1P3AA4633RF272739	6	A	A268507	100	04/94	10,201.66		2
02036	AG0002539493	94	FORD	TWV	1FMDA31U9RZB18702	6	A	A268515	500	08/94	15,597.00		2
02036	AG0002666886	97	DODGE	TWV	2B4GP44ROVR347283	6	A	A276672	503	04/97	20,386.85		2

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Exhibit 37

503, List Of Vehicles By Accountable Officer

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UNITED STATES DEPARTMENT OF AGRICULTURE
MOTOR VEHICLE MAINTENANCE FILE
LIST OF VEHICLES BY ACCOUNTABLE OFFICER

ACCT-OFF	NFC ID #	YR	MAKE	TYPE	SERIAL NUMBER	CYL	TRAN	LICENSE	CLASS	ADATE	ACQ. COST	STATUS	REPL
XXXX 02008	AG0002207597	86	CHRY	S4D	1P3BP26K9GF208541	0	6	A234396	120	02/86	6,891.00		2
XXXX 02008	AG0002207935	84	CHEV	TWV	1G8DG15D4E7182034	6	A	A224742	503	03/84	9,962.00		2
XXXX 02008	AG0002209350	85	CHRY	TCL	1B4GW12T7FS594137	8	A	A228031	500	01/85	10,288.00		2
XXXX 02008	AG0002213575	86	CHRY	S4D	1P3BP26K8GF216730	4	A	A231032	120	08/85	8,250.00		0
XXXX 02008	AG0002393287	90	DODGE	TWV	1B4FK44R9LX267716	6	A	A249619	503	05/90	13,010.97		2
XXXX 02008	AG0002394161	91	DODGE	TPU	1B7KM26Z5MS348031	8	A	A249555	510	07/91	13,340.08		2
XXXX 02008	AG0002539552	94	CHEV	TPU	1GCGK24K3RE291416	8	A	A268483	514	09/94	17,746.47		2
XXXX 02008	AG0002666357	96	CHRY	TCL	1J4FJ28SXTL180058	6	A	A275048	510	01/96	20,603.00		2

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Exhibit 38

504, List Of Vehicles By NFC-ID Number

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MOTOR VEHICLE MAINTENANCE FILE
LIST OF VEHICLES BY NFC ID NUMBER   PAGE   1

NFC ID #	YR	MAKE	TYPE	SERIAL NUMBER	CYL	TRAN	ACCT-OFF	LICENSE	CLASS	ADATE	ACQ. COST	STATUS
AG00022202853	83	GM	TPU	1GCHC34M9DS132063	8	M	XXXX 28034	A216931	505	04/83	7,889.00	O
AG00022207596	85	CHRY	S4D	1P3BP26G1FF270655	4	A	XXXX 02007	A228033	120	04/85	6,688.00	O
AG00022207597	86	CHRY	S4D	1P3BP26K9GF208541	O	6	XXXX 02008	A234396	120	02/86	6,891.00	2
AG00022207681	85	CHRY	TPU	1B7GD14T7FS693840	8	4	XXXX 02035	A230471	504	08/85	6,673.00	O
AG00022207930	78	GENERAL MOTO	TRV	CGD158U177914	6	4	XXXX 02005	A193772	501	04/78	4,723.00	O
AG00022207933	83	FORD	TPU	1FTBR10ADUC11368	4	4	XXXX 02003	A216921	504	05/83	6,000.00	O
AG00022207934	83	CHEV	S4D	1G1AX68R7DT147306	4	4	XXXX 02006	A224741	120	06/83	5,200.00	O
AG00022207935	84	CHEV	TWV	1G8DG15D4E7182034	6	A	XXXX 02008	A224742	503	03/84	9,962.00	2
AG00022207990	85	CHEV	TPV	1G8EC16LFF186090	8	A	XXXX 02005	A230474	504	07/85	13,031.00	O
AG00022208128	57	FORD	TDP	VO6588	O8	M	XXXX 02007	A67961	703	07/57	6,713.00	
AG00022208130	68	IHC	THR	416060H832449	8	M	XXXX 02007	A130344	900	10/68	4,938.00	O
AG00022208387	84	CHEVROLET	TCL	1G8EC16H8EF188071	8	A	XXXX 07001	A228020	502	10/83	10,578.00	O
AG00022208508	86	CHEV	TPU	1GCHK34WXGJ128098	8	4	XXXX 02010	A224720	504	02/86	11,976.00	O
AG00022208545	85	DODGE	TPU	1B7GD14TOFS693839	8	A	XXXX 02003	A230470	504	08/85	6,785.00	2
AG00022208546	86	GM	TWV	1G8EC16H4GF182934	8	A	XXXX 02003	A234399	504	06/86	12,289.00	2
AG00022208901	77	DODGE	TPU	W14BE7SO25336	8	A	XXXX 02017	A182018	510	10/76	4,691.00	O
AG00022208902	79	CHRY	TRV	B22JE9X158971	8	A	XXXX 02017	A193799	500	01/79	6,487.00	O
AG00022208981	74	GMC	TDP	578227	8		XXXX 02020	A193944	801	03/74	7,013.00	O
AG00022208982	75	CHEV	TPU	CCY145U140594	8	M	XXXX 02020	A169231	502	06/75	3,372.00	O
AG00022208984	71	IHC	TST	416060H191460	8	M	XXXX 02020	A216890	711	05/81	7,400.00	O
AG00022208986	84	FORD	TPU	1FTHF25LXEPB67027	8	4	XXXX 02020	A224721	504	09/84	8,031.00	O
AG00022208987	84	CHEVROLET	TWV	1G8EK16LOEF140555	8	A	XXXX 02020	A224765	514	02/84	11,405.00	O
AG00022208988	84	CHRYSLER	TPU	1B7GD14T8ES355183	8	A	XXXX 02020	A228024	502	09/84	6,430.00	O
AG00022208989	85	FORD	TPU	1FTH26LOFPB43884	8	A	XXXX 02020	A230480	514	07/85	13,111.00	O
AG00022209182	79	CHEV	TCL	CKL269F181647	8	M	XXXX 02017	A202212	500	05/79	16,387.00	O
AG00022209350	85	CHRY	TCL	1B4GW12T7FS594137	8	A	XXXX 02008	A228031	500	01/85	10,288.00	2
AG00022210080	73	IHC	TDR	10662H354086	8		XXXX 07001	A157076	900	03/73	4,263.00	O
AG00022210082	74	GMC	TST	CE61703578166	8		XXXX 07001	A168153	502	03/74	6,575.00	O
AG00022210087	79	GM	TFB	CCS339U164234	8	M	XXXX 02010	A202215	500	08/79	8,684.00	O
AG00022210090	82	GENERAL MOTO	TCL	1G8CK26MOCF120858	8	M	XXXX 07001	A216945	515	02/82	11,850.00	O
AG00022210091	84	GM	TSD	1G8GK26J7DF148308	8	A	XXXX 45003	A216922	508	05/84	12,000.00	O
AG00022210092	84	FORD	TPU	X25EKA48043	8	M	XXXX 45003	A224716	502	05/84	10,495.00	O
AG00022210093	85	GENERAL MOTO	TCL	1G8GC26M8FF131088	8	M	XXXX 07001	A228029	502	01/85	12,280.00	O
AG00022210094	85	CHRYSLER	TPU	1B7KO34W2ES594729	4	3	XXXX 10008	A230479	504	05/85	11,019.00	O
AG00022210095	87	CHEV	S4D	1G1AW51WOHG232196	6	4	XXXX 07001	A234405	120	04/87	7,395.00	O
AG00022210192	63	DODGE	TDS	15813244555	8	M	XXXX 09002	A105969	801	10/63	3,691.00	O
AG00022210193	79	GM	TST	T17DB9V615504	8	M	XXXX 09002	A202209	705	03/80	14,322.00	O
AG00022210194	82	CHEV	TPU	1GCDC14D6CU145070	6	M	XXXX 02006	A208399	502	05/82	8,000.00	O
AG00022210197	85	CHRY	TWV	2B4HB21T5FK301109	8	A	XXXX 09002	A230469	503	05/85	11,159.00	O
AG00022210331	84	CHRYSLER DOD	TPU	1B7GD14H8ES349959	8	4	XXXX 09002	A228025	504	06/84	6,468.00	O
AG00022210334	86	CHEVROLET	TPU	1GCHK34W5GS179518	8	4	XXXX 09002	A234398	515	08/86	14,287.00	O
AG00022210396	86	CHRYSLER	TUW	2B4FK41G8GR813994	4	3	XXXX 10008	A230484	503	06/86	11,120.00	O
AG00022210397	86	GENERAL MOTO	TPU	1GCHK33W4GS181293	8	4	XXXX 07001	A234401	613	06/86	14,915.00	O
AG00022210398	87	GMC	TPU	1GCCT14RXH8180958	6	4	XXXX 10013	A234409	512	04/87	9,751.00	O
AG00022210698	86	GEN MOTORS	TST	1GCHK34W7GJL27779	8	4	XXXX 28002	A224719	515	01/86	11,507.00	O
AG00022210699	85	CHRY	TPU	1B7KW34W7FS637942	8	4	XXXX 28801	A230467	502	04/85	9,467.00	O
AG00022210743	83	FORD	TPU	1FTDF15Y7DPA65896	6	A	XXXX 28030	A216904	504	05/83	5,674.00	2
AG00022210772	83	CHEVY	TSD	1GCCN8091DR28048	6	A	XXXX 28035	A216917	508	08/83	5,736.00	O
AG00022210979	85	CHRYSLER	TPV	2B7HB23T7FK305145	8	3	XXXX 28011	A230473	505	09/85	9,052.00	O
AG00022211003	82	DODGE (GREEN)	TWV	2BB21PCK1173289	8	A	XXXX 28014	A216949	503	05/82	8,429.00	O

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Systems Access Manual
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Exhibit 39

505, List Of Vehicles By Vehicle Serial Number

UNITED STATES DEPARTMENT OF AGRICULTURE
MOTOR VEHICLE MAINTENANCE FILE
LIST OF VEHICLES BY VEHICLE SERIAL NUMBER

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SERIAL NUMBER	NFC ID #	YR	MAKE	TYPE	CYL	TRAN	ACCT-OFF	LICENSE	CLASS	ADATE	ACQ. COST	STATUS	REPL
AA172JHB27114	AG00022113668	79	IHC	TGR	8	M	XXXX 38001	A191970	900	07/79	13,220.00		0
B22JE9X158971	AG00022208902	79	CHRY	TRV	8	A	XXXX 02017	A193799	500	01/79	6,487.00		0
CA213HP069926	AG00022218986	73	WHITE	TTR	8	M	XXXX 45003	A234268	803	04/86	5,000.00		0
CCL147J173723	AG00022211386	77	CHEV	TPU	8	A	XXXX 28030	A188266	502	07/77	4,508.00		2
CCS339J164234	AG00022100087	79	GM	TFB	8	M	XXXX 02010	A202215	500	08/79	8,684.00		0
CCS347B168290	AG00022218796	77	CHEV	TPU	8	A	XXXX 45003	A187980	601	07/77	6,572.00		2
CCU169F142079	AG00022218354	79	CHEV	TCL	8	A	XXXX 42069	A191931	500	01/79	6,316.00		0
CCU449S150078	AG00022213652	79	CHEV	TPU	8	A	XXXX 38001	A191946	503	02/79	5,071.00		0
CCU449S150240	AG00022213658	79	CHEV	TPU	8	A	XXXX 38001	A191952	503	02/79	5,071.00		0
CCU449S150470	AG00022213660	79	CHEV	TPU	8	A	XXXX 38001	A191954	503	02/79	5,071.00		0
CCU449S150507	AG00022213651	79	CHEV	TPU	8	A	XXXX 38001	A191945	503	02/79	5,071.00		0
CCY145U140594	AG00022208982	75	CHEV	TPU	8	M	XXXX 02020	A169231	502	06/75	3,372.00		0
CE617O3578166	AG00022100982	74	GMC	TST	8		XXXX 07001	A168153	502	03/74	6,575.00		0
CGD158U177914	AG00022207930	78	GENERAL MOTO	TRV	6	A	XXXX 02005	A193772	501	04/78	4,723.00		0
CKL269F181647	AG00022209182	79	CHEV	TCL	8	M	XXXX 02017	A202212	500	05/79	16,387.00		0
D1322FGB16874	AG00022213307	76	INTERNAT. SE	TTR	6	M	XXXX 34001	A170095	804	04/76	18,757.00		0
D1325EGB24184	AG00022393386	76	IHC	TWR	6	M	XXXX 38001	A249542	900	07/90	83,734.00		2
D17AB8S247242	AG00025393380	78	DODGE	TPU	6	A	XXXX 45003	A268505	502	05/78	4,333.00		2
D24BB8S231784	AG00022213638	78	DODGE	TPU	6	A	XXXX 38001	A191898	504	05/78	4,534.00		0
D24BB8S231787	AG00022213634	78	DODGE	TPU	6	A	XXXX 38001	A191894	504	05/78	4,534.00		0
D24BB8S231789	AG00022213632	78	DODGE	TPU	6	A	XXXX 38001	A191892	504	05/78	4,534.00		0
D24BE8S231504	AG00022213622	78	DODGE	TPU	8	M	XXXX 38001	A191867	504	04/78	4,506.00		0
D24JE9S158283	AG00022213647	79	DODGE	TPU	8	M	XXXX 38001	A191941	504	01/79	5,109.00		0
D51FG0J106890	AG00022115757	70	DODGE	TST	8	M	XXXX 40021	A206655	703	07/70	3,639.00		0
E21HHDK6031	AG00022112939	79	FORD	TRV	8	A	XXXX 32009	A193773	500	12/78	6,812.00		0
E23HHCA0976	AG00022213586	78	FORD	TWV	8	A	XXXX 34001	A214691	504	04/83	6,837.00		2
FD40326H	AG00022113328	63	IHC	T15	8	M	XXXX 34001	A216870	809	01/81	9,165.00		0
F1032CPA72096	AG00022213687	82	FORD	TPU	6	A	XXXX 38001	A214646	503	06/82	5,529.00		0
F1035CPA72096	AG00022213683	82	FORD	TPU	6	A	XXXX 38001	A214642	503	06/82	5,529.00		0
F1039CPA72094	AG00022213685	82	FORD	TPU	6	A	XXXX 38001	A214644	503	06/82	5,529.00		0
F35JH194700	AG00022213587	64	FORD	TPU	8		XXXX 38001	A162902	601	05/73	3,000.00		0
F37SKBJ2102	AG00025373409	78	FORD	TDP	8	A	XXXX 42043	A191901	602	04/81	2,208.00		3
F60AK865830	AG00025393591	66	FORD	TDP	6	M	XXXX 09002	A284439	602	05/97	71,879.00		2
F60BEB30O083	AG00022213624	67	FORD	TTA	6	M	XXXX 38001	A191876	900	03/78	8,522.00		0
F60BE555356	AG00022213586	64	FORD	TTA	8		XXXX 38001	A162899	900	01/73	5,838.00		0
F60BKA45882	AG00022111431	67	FORD	TDS	8		XXXX 30040	A165045	703	01/67	3,783.00		0
F60BKB29868	AG00022113591	67	FORD	THR	8	M	XXXX 38001	A165028	900	12/74	2,954.00		0
F60BVCEO254	AG00025377757	78	FORD	TST	6	M	XXXX 38001	A268477	600	01/78	16,100.00		2
F60BVCE0255	AG00025377736	78	FORD	TST	8	M	XXXX 38001	A263847	700	01/78	16,100.00		2
F60CK30O952	AG00022218779	62	FORD	TWR	8	M	XXXX 45003	A258953	900	08/62	4,008.00		0
F70EVB98142	AG00022213617	78	FORD	TGR	8	M	XXXX 38001	A188048	700	03/78	11,900.00		0
F75EUC15246	AG00023066612	68	FORD	TTR	08	M	XXXX 38038	A238991	801	03/88	24,001.00		1
HC4538243	AG00024738837	51	GM	TTA	6	M	XXXX 09002	A77024	700	08/58	828.00		2
HL45GAF221100	AG00022115775	80	DODGE	TSD	8	A	XXXX 40021	A206679	507	08/80	5,016.00		0
IGCEC14HXNE217200	AG00023094767	92	CHEV	TPU	08	M	XXXX 02020	A258970	500	06/92	8,296.66		2
IGNEL19W2RB163171	AG00025393242	94	CHEV	TWV	6	A	XXXX 02017	A263840	500	01/94	15,191.23		2
JB7FP2454BY106351	AG00022111444	81	DODGE	TPV	4	M	XXXX 30011	A214602	502	03/81	5,291.00		2
JB7FP24578Y701243	AG00022213675	81	DODGE	TPV	4	A	XXXX 38001	A214598	502	04/81	5,634.00		0
JCA23715	AG00022213570	79	IHC	TST	8	M	XXXX 45003	A202181	703	06/79	17,176.00		0
JHB16175	AG00023393066	79	IHC	TDP	8	M	XXXX 40021	A249527	805	01/90	20,000.00		2

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Exhibit 40

506, List Of Vehicles By License Number

DATE 10/29/97
PROP506

UNITED STATES DEPARTMENT OF AGRICULTURE
MOTOR VEHICLE MAINTENANCE FILE
LIST OF VEHICLES BY LICENSE NUMBER

PAGE

LICENSE	NFC ID #	YR	MAKE	TYPE	SERIAL NUMBER	CYL	TRAN	ACCT-OFF	CLASS	ADATE	ACQ. COST	STATUS	REPL
A105969	AG00022210192	63	DODGE	TDS	1581324455	8	M	XXXX 09002	801	10/63	3,691.00	0	
A117019	AG00022218783	66	CHEV	TLI	111921	8	M	XXXX 45003	900	11/65	2,464.00	2	
A130344	AG00022208130	68	IHC	THR	41606OH832449	8	M	XXXX 02007	900	10/68	4,938.00	0	
A134656	AG00022218787	69	IHC	TLA	923181	8	M	XXXX 45003	900	09/69	13,444.00	0	
A136499	AG00022219665	64	DODGE	TST	1481431955	8		XXXX 47004	701	09/64	3,549.00	0	
A157076	AG00022210080	73	IHC	TDR	10662H354086	8		XXXX 07001	900	03/73	4,263.00	0	
A159274	AG00022219664	61	WILLYS	TJP	VO5181	4	A	XXXX 47004	500	07/61	501.00		
A162889	AG00022215760	65	IHC	TSS	5B510387B	8	M	XXXX 40021	900	03/73	4,504.00	0	
A162899	AG00022213586	64	FORD	TTA	F60BE555356	8		XXXX 38001	900	01/73	5,838.00	0	
A162902	AG00022213587	64	FORD	TPU	F35JH194700	8	A	XXXX 38001	601	05/73	3,000.00	0	
A162933	AG00022213305	52	GM	TFI	10272	8		XXXX 34001	900	01/88	5,993.00	0	
A164961	AG00022213589	64	DODGE	TTA	1561385113	8		XXXX 38001	900	11/73	5,877.00	0	
A165028	AG00022213591	67	FORD	THR	F60BKB29868	8		XXXX 38001	900	12/74	2,954.00	0	
A165045	AG00022211431	67	FORD	TDS	F60BKA45882	8		XXXX 30040	703	01/67	3,783.00	0	
A168153	AG00022210082	74	GMC	TST	CE617O3578166	8		XXXX 07001	502	03/74	6,575.00	0	
A169231	AG00022208982	75	CHEV	TPU	CCY145J140594	8	M	XXXX 02020	502	06/75	3,372.00	0	
A169232	AG00022218794	75	DODGE	TPU	W24BF56062952	8	M	XXXX 45003	500	03/86	4,641.00	0	
A170095	AG00022213307	76	INTERNAT. SE	TTR	D1322FGB16874	8	M	XXXX 34001	804	04/76	18,757.00	0	
A177343	AG00022219672	77	CHEV	STW	1C35U7R467034	8	A	XXXX 47004	230	06/77	4,137.00	0	
A182018	AG00022208901	77	DODGE	TPU	W14BE7SO25336	8	A	XXXX 02017	510	10/76	4,691.00	2	
A187965	AG00022211432	71	IHC	TGR	2267110062233	8	M	XXXX 30040	900	11/70	9,325.00	0	
A187980	AG00022218796	77	CHEV	TPU	CCS347B168290	8	A	XXXX 45003	601	07/77	6,572.00	2	
A188048	AG00022213617	78	FORD	TGR	F70EVB98142	8	M	XXXX 38001	700	03/78	11,900.00	0	
A188266	AG00022211386	77	CHEV	TPU	CCL147J173723	8	A	XXXX 28030	502	07/77	4,508.00	2	
A191867	AG00022213622	78	DODGE	TPU	D24BE8S231504	8	M	XXXX 38001	504	04/78	4,506.00	0	
A191876	AG00022213624	67	FORD	TTA	F60BEB30083	6	M	XXXX 38001	900	03/78	8,522.00	0	
A191892	AG00022213632	78	DODGE	TPU	D24B88S231789	6	A	XXXX 38001	504	05/78	4,534.00	0	
A191894	AG00022213634	78	DODGE	TPU	D24B88S231787	6	A	XXXX 38001	504	05/78	4,534.00	0	
A191898	AG00022213638	78	DODGE	TPU	D24B88S231784	8	A	XXXX 38001	504	05/78	4,534.00	0	
A191901	AG00022537409	78	FORD	TDP	F37SKBJ2102	8	A	XXXX 42043	602	04/81	2,208.00	3	
A191931	AG00022218354	79	CHEV	TCL	CCU169F142079	8	A	XXXX 42069	500	01/79	6,316.00	0	
A191941	AG00022213647	79	DODGE	TPU	D24JE9S158283	8	A	XXXX 38001	504	01/79	5,109.00	0	
A191945	AG00022213651	79	CHEV	TPU	CCU449S150507	8	M	XXXX 38001	503	02/79	5,071.00	0	
A191946	AG00022213652	79	CHEV	TPU	CCU449S150078	8	A	XXXX 38001	503	02/79	5,071.00	0	
A191952	AG00022213658	79	CHEV	TPU	CCU449S150240	8	A	XXXX 38001	503	02/79	5,071.00	0	
A191954	AG00022213660	79	CHEV	TPU	CCU449S150470	8	A	XXXX 38001	503	02/79	5,071.00	0	
A191970	AG00022213668	79	IHC	TGR	AA172JHB27114	8	M	XXXX 38001	900	07/79	13,220.00	0	
A193772	AG00022207930	78	GENERAL MOTO	TRV	CGD158U177914	6	A	XXXX 02005	501	04/78	4,723.00	0	
A193773	AG00022212939	79	FORD	TRV	E21HHDK6031	8	A	XXXX 32009	500	12/78	6,816.00	0	
A193776	AG00022213568	78	DODGE	TST	W21BF8S274711	8	M	XXXX 36001	515	07/78	16,516.00	0	
A193777	AG00022213316	56	GARWOOD	TC	118657	6	M	XXXX 34001	900	07/77	62,706.00	0	
A193787	AG00024473942	79	DODGE	TPU	W24JF9S155516	8	A	XXXX 45003	510	10/91	6,308.00	2	
A193799	AG00022208902	79	CHRY	TRV	B22JE9X158971	8	A	XXXX 02017	500	01/79	6,487.00	0	
A193944	AG00022208981	74	GMC	TDP	578227	8		XXXX 02020	801	03/74	7,013.00	0	
A202181	AG00022213715	79	IHC	TST	JCA23715	8	M	XXXX 45003	703	06/79	17,176.00	0	
A202207	AG00022218387	79	FORD	STW	129AHZ8222	8	A	XXXX 42057	230	06/84	4,560.00	0	
A202209	AG00022210193	79	GM	TST	T17DB9V615504	8	M	XXXX 09002	705	03/80	14,322.00	0	
A202212	AG00022209182	79	CHEV	TCL	CKL269F181647	8	M	XXXX 02017	500	05/79	16,387.00	0	
A202215	AG00022210087	79	GM	TFB	CCS339J164234	8	M	XXXX 02010	500	08/79	8,684.00	0	

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Exhibit 41

507, Motor Vehicle Operation/Maintenance Report

DATE 10/29/97
PROP507

UNITED STATES DEPARTMENT OF AGRICULTURE
TOTAL VEHICLE OPERATION/MAINTENANCE/REPAIR/ACCIDENT/COST
03/97 THRU 05/97
PAGE

ACCOUNTABLE OFFICER - XXXXo2OO3 - RICHARD DENT
LOCATION: FT. COLLINS CO

NFC ID NUMBER / DESCRIPTION	MAKE / YEAR	END ODOM MILES	DAYS USED	FUEL GALS	MILES	MPG	COST PER MILE	FUEL	MAINT	ACCIDENT	REPAIR	INSPECTIONS MM/YY	MILES	COST
AG0002473831 TRUCK, 2WD SUBURBAN	CHEV 93	27706	7	53	1094	#20.64	0.37	58.82	349.34	.00	.00	*	15996	408.16
AG0002207933 TRUCK, FORD PICKUP 1983 COMPACT	FORD 83	35948	3	9	184	#20.44	0.31	10.26	46.93	.00	.00	03/97	35924	57.19
AG0002208546 TRUCK CHRV SUBURBAN 1986	GM 86	39804	15	143	2179	15.24	0.31	159.49	518.80	.00	.00	02/97	38311	678.29
AG0002208545 TRUCK 4X2 PICKUP 2 DR	DODGE 85	81010	10	64	975	15.23	0.46	80.70	370.84	.00	.00	*	80268	451.54

ACCOUNTABLE OFFICER TOTALS:

VEHICLES	ACQUISITION COST	FUEL COST	MAINT COST	REPAIR COST
4	43,395	309	1,285	0

= MPG OUTSIDE ANTICIPATED RANGE   * = INSPECTION OVERDUE

DATE 10/29/97
PROP507

UNITED STATES DEPARTMENT OF AGRICULTURE
TOTAL VEHICLE OPERATION/MAINTENANCE/REPAIR/ACCIDENT/COST
03/97 THRU 05/97

LOCATION: GRAND FORKS ND
LOCATION: NP5450 TOTALS:

VEHICLES	ACQUISITION COST	FUEL COST	MAINT COST	REPAIR COST
5	62,855	518	0	0

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509, List Of Vehicles Eligible For Replacement

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE
PROP509                              MOTOR VEHICLE MAINTENANCE FILE
                                 LIST OF VEHICLES ELIGIBLE FOR REPLACEMENT

AREA:XX        VEHICLES  ACQUISITION COST    FUEL COST    MAINT COST    REPAIR COST
   TOTALS:       239        2,544,451         20,725       205,605        2,060
```

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509, List Of Vehicles Eligible For Replacement *(cont'd)*

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE
PROP509                             MOTOR VEHICLE MAINTENANCE FILE                                    PAGE
                                 LIST OF VEHICLES ELIGIBLE FOR REPLACEMENT

ACCOUNTABLE OFFICER - XXXXO2O2O   - JANE DEAUX
LOCATION: FORT COLLINS        CO
```

NFC ID #	DESC	YR	AGE	MAKE	MODEL	ACQ. COST	FUEL	MAINT.	REPAIR	CURRENT
AG0002208981	TRUCK DUMP GMC	74	24	GMC	DUMP	7,013	0	1,041	0	56858
AG0002208982	TRUCK PICKUP CHEV 1/2 TON	75	23	CHEV	C10	3,372	130	1,870	0	80461
AG0002208984	TRUCK CARGO,71 INTERNATIO	71	27	IHC	CARGO	7,400	3	180	0	28639
AG0002208986	FORD 3/4 TON PICKUP, 2X4	84	14	FORD	PICKUP	8,031	67	1,429	0	53643
AG0002208987	TRUCK 4X4 CARRYALL CHEV S	84	14	CHEVROLET	SUBURBAN	11,405	183	3,225	0	87149
AG0002208988	TRUCK PICKUP DODGE, 1/2 T	84	14	CHRYSLER	DLL62 XBS	6,430	16	321	0	20040
AG0002208989	TRUCK 4X4 PICKUP 2 DR, FO	85	13	FORD	.PICKUP	13,111	124	830	0	45745
AG0002393455	TRUCK PICKUP 4X4	90	8	CHEV	K20	13,746	238	458	0	57266

```
ACCOUNTABLE OFFICER TOTALS:    VEHICLES   ACQUISITION COST   FUEL COST   MAINT COST   REPAIR COST
                                   8           70,508           763        9,356           0
```

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE
PROP509                             MOTOR VEHICLE MAINTENANCE FILE
                                 LIST OF VEHICLES ELIGIBLE FOR REPLACEMENT

LOCATION: GRAND FORKS         ND

LOCATION: XXXX    TOTALS:    VEHICLES   ACQUISITION COST   FUEL COST   MAINT COST   REPAIR COST
                                2           28,973            15         7,168           0
```

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510, Quarterly Operational Worksheet

```
DATE 10/29/97                    UNITED STATES DEPARTMENT OF AGRICULTURE
PROP510                            QUARTERLY OPERATIONAL WORKSHEET                           PAGE
                                         QUARTER FISCAL YEAR 19
LOCATION: FORT COLLINS      CO       (OCTOBER 1997 - DECEMBER 1997)

NFC ID NO.   ACCT-OFF              LAST     ODOMETER DAYS  ---FUEL USED---  --------COST------  ---ACCIDENT COST----
LIC NO.   MAKE    YEAR  VCC  ODOMETER  97/) /  USED  GALS  COST  SOURCE  MAINT  REPAIR  DAMAGES  RECOVERED

AG0002207930 XXX  02005             09/97                              GOV: .        .       .        .
A193772  GENERAL MOTO  78  501      047277
TRUCK VAN 1/4 TON GMC         INSPECTED: 03/97 AT 046794 MILES        COM: .        .       .        .

AG0002207990 XXX  02005             09/97                              GOV: .        .       .        .
A230474  CHEV     85  504      085618
TRUCK 3/4 TON SUBURBAN        INSPECTED: 03/97 AT 081456 MILES        COM: .        .       .        .

PREPARED BY:

ACCOUNTABLE OFFICER TOTALS:     VEHICLES
                                   2
```

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510, Quarterly Operational Worksheet *(cont'd)*

DATE 1O/29/97
PROP51O

UNITED STATES DEPARTMENT OF AGRICULTURE
QUARTERLY OPERATIONAL WORKSHEET
QUARTER FISCAL YEAR 19

AREA: XX   TOTALS: VEHICLES
                                504

DATE 1O/29/97
PROP51O

UNITED STATES DEPARTMENT OF AGRICULTURE
QUARTERLY OPERATIONAL WORKSHEET
QUARTER FISCAL YEAR 19
(OCTOBER   1997 - DECEMBER 1997)

LOCATION: GRAND FORKS   ND

LOCATION: XXXX   TOTALS: VEHICLES
                                   5

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511, Current Motor Vehicle Operational Data Report

```
DATE 10/29/97                          UNITED STATES DEPARTMENT OF AGRICULTURE
PROP511                                CURRENT MOTOR VEHICLE OPERATIONAL DATA                    PAGE
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

NFC ID NO.   ACCT-OFF                 CURRENT  DAYS  ---FUEL USED---       -------COST-------   ---ACCIDENT COST----
LIC NO.  MAKE  YEAR  VCC  PRIOR ODOMETER  ODOMETER  USED  GALS  COST  SOURCE   MAINT  REPAIR   DAMAGES  RECOVERED

AG0002539494  XXXXO2001
A268480  CHEV  94   510    06/97 11837    09/97 13008  48    43   55.94  GOV:   .00    .00      .00       .00
TRUCK, VAN PASSENGER 1994 CHEVROLET  INSPECTED:  /  AT 000007 MILES         COM:  1.00    .00      .00       .00

ACCOUNTABLE OFFICER TOTALS:
            ------FUEL-------     ----------- GOVERNMENT -----------     ----------- COMMERCIAL -----------
            VEHICLES  GALLONS  COST  MAINT  REPAIR  DAMAGES  RECOVER     MAINT  REPAIR  DAMAGES  RECOVER
               1        43     55      0      0        0        0          1      0        0        0
```

```
DATE 10/29/97                          UNITED STATES DEPARTMENT OF AGRICULTURE
PROP511                                CURRENT MOTOR VEHICLE OPERATIONAL DATA
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LOCATION: NP5450  TOTALS:
            ------FUEL-------     ----------- GOVERNMENT -----------     ----------- COMMERCIAL -----------
            VEHICLES  GALLONS  COST  MAINT  REPAIR  DAMAGES  RECOVER     MAINT  REPAIR  DAMAGES  RECOVER
               5        523    701     0      0        0        0          0      0        0        0
```

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512, List Of Vehicles Acquired

```
DATE 10/29/97
PROP512                    UNITED STATES DEPARTMENT OF AGRICULTURE
                              MOTOR VEHICLE MAINTENANCE FILE
                     LIST OF VEHICLES ACQUIRED  01/01/97 THRU 10/01/97                        PAGE
```

NFC ID #	ACCT OFFICER	YEAR	MAKE	DESCRIPTION MODEL	LICENSE	CYL TRANS	ADATE ADOCUMENT NO.	ACQ. COST
AG0002666829XX X	02010	97	FORD	TRUCK, 4X2 FORD SUPERCAB PICKUP F150	A276667	6 A	01/97 82HW60005	17,295.00
AG0002666887XX X	02010	97	DODGE	TRUCK, '97 DODGE GRAND CARAVAN GRAND CARAVAN SE	A276673	6 A	04/97 82HW60011	20,386.85

```
ACCOUNTABLE OFFICER TOTALS:    VEHICLES    ACQUISITION COST
                                  2             37,681
```

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512, List Of Vehicles Acquired *(cont'd)*

DATE 10/29/97
PROP512

UNITED STATES DEPARTMENT OF AGRICULTURE
MOTOR VEHICLE MAINTENANCE FILE
LIST OF VEHICLES ACQUIRED 01/01/97 THRU 10/01/97

PAGE

ACCT					DESCRIPTION			CYL	ADATE		
NFC ID #	OFFICER	YEAR	MAKE		MODEL		LICENSE	TRANS	ADOCUMENT NO.	ACQ. COST	
AG0002666829	XXXb2010	97	FORD	TRUCK, 4X2 FORD SUPERCAB PICKUP	F150		A276667	6 A	01/97 82HM60005	17,295.00	
AG0002666887	XXXb2010	97	DODGE	TRUCK, '97 DODGE GRAND CARAVAN	GRAND CARAVAN SE		A276673	6 A	04/97 82HM60011	20,386.85	
ACCOUNTABLE OFFICER TOTALS:		VEHICLES 2	ACQUISITION COST 37,681								

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513, List Of Vehicles Disposed

```
DATE 10/29/97                        UNITED STATES DEPARTMENT OF AGRICULTURE
PROP513                                 MOTOR VEHICLE MAINTENANCE FILE                                    PAGE
                           LIST OF VEHICLES DISPOSED  05/01/97 THRU 10/01/97

NFC ID #      ACCT OFFICER   YEAR MAKE    DESCRIPTION              LICENSE    ADATE    PROCEEDS    ACQ. COST

AG0002208136XXX  02007       79  CHRY     TRUCK PICKUP 4X2 3/4 T DODGE  A193810   09/79    75.00    5,510.00
            X
AG0002208137XXX  02007       79  DODGE    TRUCK PICK UP 1/2 TON 4X2     A202208   07/79    67.00    5,443.00
            X
ACCOUNTABLE OFFICER TOTALS:      VEHICLES   ACQUISITION COST    PROCEEDS
                                    2            10,953            142
```

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513, List Of Vehicles Disposed *(cont'd)*

DATE 10/29/97
PROP513
UNITED STATES DEPARTMENT OF AGRICULTURE
MOTOR VEHICLE MAINTENANCE FILE
LIST OF VEHICLES DISPOSED 05/01/97 THRU 10/01/97

AREA: XX   TOTALS: VEHICLES ACQUISITION COST   PROCEEDS
140   1,006,020   42,525

DATE 10/29/97
PROP513
UNITED STATES DEPARTMENT OF AGRICULTURE
MOTOR VEHICLE MAINTENANCE FILE
LIST OF VEHICLES DISPOSED 05/01/97 THRU 10/01/97

LOCATION: NP5407   TOTALS: VEHICLES ACQUISITION COST   PROCEEDS
1   6,000   102

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Exhibit 47

514, Motor Vehicle National Credit Card Listing

```
DATE 10/29/97                        UNITED STATES DEPARTMENT OF AGRICULTURE
PROP514                                   MOTOR VEHICLE MAINTENANCE FILE                                          PAGE
                                     U.S. GOVERNMENT NATIONAL CREDIT CARD LISTING

CREDIT CARD    LICENSE  NFC ID #       ACCT-OFF   YR  MAKE    DESCRIPTION                      EXP DATE

7777777777  XXXX  A263666  AG0002473831   02003  93  CHEV    TRUCK, 2WD SUBURBAN              11/98
7777777777  XXXX  A230470  AG0002208545   02003  85  DODGE   TRUCK 4X2 PICKUP 2 DR            11/98
7777777777  XXXX  A216921  AG0002207933   02003  83  FORD    TRUCK, FORD PICKUP 1983 COMPACT  11/98
7777777777  XXXX  A234399  AG0002208546   02003  86  GM      TRUCK CHRV SUBURBAN 1986         **

* = CREDIT CARD NUMBER NOT NUMERIC                                                  ** = NOT AVAILABLE

ACCOUNTABLE OFFICER TOTALS:     VEHICLES
                                   4

                                                                                               USDA-NFC-SHAL3
```

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Exhibit 48

Assignment Letter

USDA

United States
Department of
Agriculture

Farmers
Home
Administration

1520 Market Street
St. Louis, MO
63103

Subject: Excess Personal Property Request

To: Office Of Operations
123 Main St
Washington, DC 22330

Your request for excess property that was listed on Report Number 12190011231211, DEPP No. XXX, Frigate, SN 56797689, has been approved for transfer by the Departmental Excess Personal Property Coordinator. The holding accountable officer has been notified of the assignment.

Transfer and receiving activities are being arranged. The physical transfer of property is expected without delay.

If we can be of further assistance, please contact Mary Ernst or Terry Wilkinson at (314) 539–2460.

MARY ERNST, Departmental
Excess Personal Property Coordinator

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Excess Property Transactions

PROP1201
08/02/91

USDA/NATIONAL FINANCE CENTER
PROPERTY MANAGEMENT INFORMATION SYSTEM
DEPARTMENTAL EXCESS PERSONAL PROPERTY COORDINATOR
JUL REPORT OF EXCESS PROPERTY TRANSACTIONS

AGENCY	NUMBER OF REPORTS	NUMBER OF ITEMS	ACQUISITION COST
03 AGRICULTURAL RESEARCH SERVICE	3	11	7,378
11 FOREST SERVICE	16	96	320
90 OFFICE OF FINANCE AND MANAGEMENT	1	3	4,694
TOTALS	20	110	12,392
INTRADEPARTMENTAL TRANSFERS AUTHORIZED BY DEPPC	6	36	2,841
EXCESS PROPERTY REPORTED TO GSA BY DEPPC			
EXCESS PROPERTY (NON-REPORTABLE) REPORTED TO GSA AND SASP	13	73	9,453
RELEASED FROM EXCESS STATUS	1	1	98

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Excess Property Transactions *(cont'd)*

PROP4901
08/02/91

USDA NATIONAL FINANCE CENTER
PROPERTY MANAGEMENT INFORMATION CENTER
DEPARTMENTAL EXCESS PERSONAL PROPERTY COORDINATOR
AGENCIES ACQUIRING PROPERTY THROUGH DEPPC
REPORT FOR JULY 1991

ACQUIRING AGENCY	ORIGINAL ACQUISITION COST OF PROPERTY	ITEMS
07 FARMER HOME ADMINISTRATION	2,741	6
90 OFFICE OF FINANCE AND MANAGEMENT	100	30
TOTALS	2,841	36

ADP EQUIPMENT

	ITEMS	ACQUISITION COST
TOTAL REPORTED	109	12,294
TOTAL AUTHORIZED FOR TRANSFER	36	2,841

EXCESS PERSONAL PROPERTY REPORTED TO DEPPC

TOTAL REPORTED (ACQ COST)	12,392
TOTAL SCREENED THRU DEPPC CATALOG	
TOTAL NON-ADPE FORWARDED TO GSA AFTER ACCELERATED DEPARTMENTAL SCREENING	
TOTAL ADPE FORWARDED TO GSA AFTER ACCELERATED DEPARTMENTAL SCREENING	12,294
RELEASED FROM EXCESS STATUS	98

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Exhibit 50

List Of Excess Activity

PROP 1501
08/02/91

USDA NATIONAL FINANCE CENTER
PROPERTY MANAGEMENT INFORMATION SYSTEM
DEPARTMENTAL EXCESS PERSONAL PROPERTY COORDINATOR
LIST OF EXCESS ACTIVITY FOR MONTH OF AUGUST

AGENCY: 90   PAGE: 03

REPORT NUM	DEPP	FSC	COND	DATE RELEASED	REC AGENCY	ACQUISITION COST
12190011341211		1900	5	08/30/91		$99,999
12190011891211		1900	5	08/30/91		$55,555
12190011931211		1900	5	08/30/91		$17,036
12190011991211		1900	5	08/30/91		$197,625
12190012041211		1900	5	08/30/91		$225,702
12701017111211		7010	2	08/30/91		$3,333
12701017331211		7010	2	08/30/91		$5,555
12190011451211		1900	5	08/30/91		$88,888
12701017551211		7010	2	08/15/91		$826
12701011231210		7010	A1	08/15/91		$146
					TOTALS	$694,665

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Exhibit 51

Excess PROP Assigned Over 30 Days

```
PROP4801
06/13/91
                        USDA NATIONAL FINANCE CENTER
                  PROPERTY MANAGEMENT INFORMATION SYSTEM
               DEPARTMENTAL EXCESS PERSONAL PROPERTY COORDINATOR
                   PROPERTY AUTHORIZED FOR TRANSFER BY DEPPC
                          ASSIGNED OVER 30 DAYS AGO        AGENCY: 34        PAGE: 09


  REPORT NUM    DEPP    ACCOUNTABLE OFFICER    REQUESTING AGENCY                           TELEPHONE

1263950157740I   2C07   AH342408305OCD        USDA, APHIS, IS, AN, AFTOSA      FTS: 529-6223   COM: 512-512-2223
  DESCRIPTION: INCUBATOR (34-1297-90/A0-109)  620 LOGAN STREET                   DATE ASSIGNED: 08/10/90
                                              LAREDO                 TX  78040

1236040309OOO2   0312   AH342509758AMA        USDA, APHIS, S&T (34-0313-91)    FTS: 828-9354   COM: 508-508-9303
  DESCRIPTION: PRESS HYDRAULIC, FLOOR MODEL   BUILDIN 1399 OTIS MDC             DATE ASSIGNED: 01/04/91
                                              OTIS ANGB              MA  02542

126125014500OI   1996   AH342408305OCD        USDA, APHIS, IS, AN, AFTOSA      FTS: 529-6223   COM: 512-512-2223
  DESCRIPTION: MICROTOME REFRIG. CRYOSTAT     620 LOGAN STREET                   DATE ASSIGNED: 08/10/90
                                              LAREDO                 TX  78040
```

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Exhibit 52

Report By Down Time

```
DATE: 11/12/97                    ***** UNITED STATES DEPARTMENT OF AGRICULTURE *****
PRODPT                           ** DOWN TIME FROM 01/01/90 TO 10/31/97--AGENCY: 90 **                         PAGE

PMO:       XX
           MIMMS    FRED
           MAF, BLDG 350
           1ST FLOOR POST N-08
           *** DO NOT MAIL ***      00 00000

NFC ID         SERIAL NUMBER    MODEL NUMBER      DESCRIPTION       MANUFACTURER
AGO002069680   4161B647         1428PD            CALCULATOR        ADLER ROYAL BUSINESS MACH

  FAIL DATE-02/21/91   REPAIR DATE-02/22/91   MAINT TYPE-RM   INVOICE NUMBER-4705    VENDOR-BORNE BUSINESS MACHINES

TOTAL DOWN TIME:  1 DAYS  0 HOURS  0 MINUTES

NFC ID         SERIAL NUMBER    MODEL NUMBER      DESCRIPTION       MANUFACTURER
AGO002095711   6332927          SELECTRIC III     TYPEWRITER        IBM

  FAIL DATE-04/22/91   REPAIR DATE-04/23/91   MAINT TYPE-RM   INVOICE NUMBER-4898    VENDOR-BORNE BUSINESS MACHINES

TOTAL DOWN TIME:  1 DAYS  0 HOURS  0 MINUTES

NFC ID         SERIAL NUMBER    MODEL NUMBER      DESCRIPTION       MANUFACTURER
AGO002095740   4352129          CORRECTING II     TYPEWRITER        IBM

  FAIL DATE-05/29/90   REPAIR DATE-05/31/90   MAINT TYPE-RM   INVOICE NUMBER-18464   VENDOR-MERIGONI BUSINESS MACHINES
  FAIL DATE-04/10/90   REPAIR DATE-04/12/90   MAINT TYPE-RM   INVOICE NUMBER-18232   VENDOR-MERIGONI BUSINESS MACHINES
  FAIL DATE-03/09/90   REPAIR DATE-03/15/90   MAINT TYPE-RM   INVOICE NUMBER-18284   VENDOR-MERIGONI BUSINESS MACHINES
  FAIL DATE-03/09/90   REPAIR DATE-03/15/90   MAINT TYPE-RM   INVOICE NUMBER-18284   VENDOR-MERIGONI BUSINESS MACHINES
  FAIL DATE-01/25/90   REPAIR DATE-01/26/90   MAINT TYPE-RM   INVOICE NUMBER-18071   VENDOR-MERIGONI BUSINESS MACHINES

TOTAL DOWN TIME:  17 DAYS  0 HOURS  0 MINUTES

NFC ID         SERIAL NUMBER    MODEL NUMBER      DESCRIPTION       MANUFACTURER
AGO002334519   6194945          6747005           TYPEWRITER        IBM DIRECT

  FAIL DATE-03/14/90   REPAIR DATE-03/19/90   MAINT TYPE-RM   INVOICE NUMBER-18226   VENDOR-MERIGONI BUSINESS MACHINES
  FAIL DATE-02/27/90   REPAIR DATE-02/28/90   MAINT TYPE-RM   INVOICE NUMBER-18240   VENDOR-MERIGONI BUSINESS MACHINES

TOTAL DOWN TIME:  6 DAYS  0 HOURS  0 MINUTES

NFC ID         SERIAL NUMBER    MODEL NUMBER      DESCRIPTION              MANUFACTURER
AGO002335012   263418142                          TYPEWRITER, SELECTRIC    IBM

  FAIL DATE-01/28/91   REPAIR DATE-01/29/91   MAINT TYPE-RM   INVOICE NUMBER-4612    VENDOR-BORNE BUSINESS MACHINES
  FAIL DATE-05/30/90   REPAIR DATE-05/31/90   MAINT TYPE-RM   INVOICE NUMBER-18462   VENDOR-MERIGONI BUSINESS MACHINES
  FAIL DATE-03/19/90   REPAIR DATE-03/20/90   MAINT TYPE-RM   INVOICE NUMBER-18235   VENDOR-MERIGONI BUSINESS MACHINES

TOTAL DOWN TIME:  3 DAYS  0 HOURS  0 MINUTES

NFC ID         SERIAL NUMBER    MODEL NUMBER      DESCRIPTION       MANUFACTURER
AGO002417695   1404307          5700              CALCULATOR        HERMES PRODUCTS OLIVETTE

  FAIL DATE-02/08/90   REPAIR DATE-02/15/90   MAINT TYPE-RM   INVOICE NUMBER-18079   VENDOR-MERIGONI BUSINESS MACHINES

TOTAL DOWN TIME:  7 DAYS  0 HOURS  0 MINUTES

                                                                                                      USDA-NFC-SHAL3
```

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Exhibit 53

Report By Vendor

```
DATE: 11/06/97                    ***** UNITED STATES DEPARTMENT OF AGRICULTURE *****                    PAGE    1
PROPVE                            ** MAINTENANCE VENDOR REPORT--AGENCY: 90 **

PMO:    XX
        MIMMS     FRED
        MAF, BLDG 350
        1ST FLOOR POST N-08
        *** DO NOT MAIL ***
        OO OOOOO

VENDOR NAME                   NFC ID          MAINTENANCE INFORMATION

MERIGONI BUSINESS MACHINES    9000121002      SERVICE REP: HENRY
                                              VENDOR TYPE: OEM
                                              MAINT.CONT.NO:
                                              MAINT TYPE: RM
                                              DESCRIPTION: SELECTRIC TYPEWRITER
                                              MANUFACTURER: INTER BUS MACH

MERIGONI BUSINESS MACHINES    9000333779      SERVICE REP: HENRY
                                              VENDOR TYPE: OEM
                                              MAINT.CONT.NO:
                                              MAINT TYPE: RM
                                              DESCRIPTION: TYPEWRITER
                                              MANUFACTURER: IBM

MERIGONI BUSINESS MACHINES    9000339966      SERVICE REP: HENRY
                                              VENDOR TYPE: OEM
                                              MAINT.CONT.NO:
                                              MAINT TYPE: RM
                                              DESCRIPTION: TYPEWRITER
                                              MANUFACTURER: IBM SELECTRIC III

BORNE BUSINESS MACHINE        9000333779      SERVICE REP: ROBERT, SHERMAN, BORNE
                                              VENDOR TYPE: OEM
                                              MAINT.CONT.NO:
                                              MAINT TYPE: RM
                                              DESCRIPTION: TYPEWRITER
                                              MANUFACTURER: IBM

BORNE BUSINESS MACHINES       AGOO02069680    SERVICE REP: ROBERT, SHERMAN, BORNE
                                              VENDOR TYPE: OEM
                                              MAINT.CONT.NO:
                                              MAINT TYPE: RM
                                              DESCRIPTION: CALCULATOR
                                              MANUFACTURER: ADLER ROYAL BUSINESS MACH

BORNE BUSINESS MACHINES       AGOO02095711    SERVICE REP: ROBERT, SHERMAN, BORNE
                                              VENDOR TYPE: OEM
                                              MAINT.CONT.NO:
                                              MAINT TYPE: RM
                                              DESCRIPTION: TYPEWRITER
                                              MANUFACTURER: IBM

BORNE BUSINESS MACHINES       AGOO02335012    SERVICE REP: ROBERT, SHERMAN, BORNE
                                              VENDOR TYPE: OEM
                                              MAINT.CONT.NO:
                                              MAINT TYPE: RM
                                              DESCRIPTION: TYPEWRITER, SELECTRIC
                                              MANUFACTURER: IBM
```

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Exhibit 54

Report By Vendor Type

```
DATE: 11/06/97                    ***** UNITED STATES DEPARTMENT OF AGRICULTURE *****                         PAGE    1
PROPVT                              ** MAINTENANCE VENDOR TYPE REPORT--AGENCY: 90  **

PMO:     XX
         MIMMS    FRED
         MAF, BLDG 350
         1ST FLOOR POST N-08
         *** DO NOT MAIL ***     00 00000


VENDOR TYPE      NFC ID           MAINTENANCE INFORMATION

OEM              AGO002069680     VENDOR NAME: BORNE BUSINESS MACHINES
                                  SERVICE REP: ROBERT, SHERMAN, BORNE
                                  SERVICE AREA: ON SITE
                                  MAINT.CONT.NO:
                                    CONTROL NO: 367-91
                                    INVOICE NO: 4705
                                  MAINT TYPE: RM
                                  EQUIPMENT FAILED: 02/21/91  02:00
                                  VENDOR ARRIVED: 02/22/91  01:00
                                  REPAIRS COMPLETED: 02/22/91  02:00
                                  DESCRIPTION: CALCULATOR
                                  MANUFACTURER: ADLER ROYAL BUSINESS MACH

OEM              AGO002088980     VENDOR NAME: MERIGONI BUSINESS MACHINES
                                  SERVICE REP: HENRY
                                  SERVICE AREA: ON SITE
                                  MAINT.CONT.NO:
                                    CONTROL NO: 133-89
                                    INVOICE NO: 17146
                                  MAINT TYPE: RM
                                  EQUIPMENT FAILED: 05/22/89  02:00
                                  VENDOR ARRIVED: 05/24/89  01:00
                                  REPAIRS COMPLETED: 05/24/89  02:00
                                  DESCRIPTION: MEMORYWRITER
                                  MANUFACTURER: XEROX

OEM              AGO002089468     VENDOR NAME: MERIGONI BUSINESS MACHINES
                                  SERVICE REP: HENRY
                                  SERVICE AREA: ON SITE
                                  MAINT.CONT.NO:
                                    CONTROL NO: 78-89
                                    INVOICE NO: 17206
                                  MAINT TYPE: RM
                                  EQUIPMENT FAILED: 05/24/89  02:00
                                  VENDOR ARRIVED: 05/26/89  01:00
                                  REPAIRS COMPLETED: 05/26/89  02:00
                                  DESCRIPTION: TYPEWRITER
                                  MANUFACTURER: IBM
```

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Exhibit 55

Report By Service Area

```
DATE: 11/06/97                    ***** UNITED STATES DEPARTMENT OF AGRICULTURE *****                          PAGE    1
PROPSA                           ** MAINTENANCE REPORT BY SERVICE AREA--AGENCY: 90 **

PMO:    XX
        MIMMS     FRED
        MAF, BLDG 350
        1ST FLOOR POST N-08
        *** DO NOT MAIL ***      OO OOOOO


SERVICE AREA    NFC ID           MAINTENANCE INFORMATION

ON SITE         AGOOO2069680     VENDOR NAME: BORNE BUSINESS MACHINES
                                 SERVICE REP: ROBERT, SHERMAN, BORNE
                                 VENDOR TYPE: OEM
                                 MAINT.CONT.NO:
                                    CONTROL NO: 367-91
                                    INVOICE NO: 4705
                                 MAINT TYPE: RM
                                 EQUIPMENT FAIL: 02/21/91  02:00
                                 VENDOR ARRIVE: 02/22/91  01:00
                                 REPAIRS COMPLETED: 02/22/91  02:00
                                 DESCRIPTION: CALCULATOR
                                 MANUFACTURER: ADLER ROYAL BUSINESS MACH

ON SITE         AGOOO2088980     VENDOR NAME: MERIGONI BUSINESS MACHINES
                                 SERVICE REP: HENRY
                                 VENDOR TYPE: OEM
                                 MAINT.CONT.NO:
                                    CONTROL NO: 133-89
                                    INVOICE NO: 17146
                                 MAINT TYPE: RM
                                 EQUIPMENT FAIL: 05/22/89  02:00
                                 VENDOR ARRIVE: 05/24/89  01:00
                                 REPAIRS COMPLETED: 05/24/89  02:00
                                 DESCRIPTION: MEMORYWRITER
                                 MANUFACTURER: XEROX

ON SITE         AGOOO2089468     VENDOR NAME: MERIGONI BUSINESS MACHINES
                                 SERVICE REP: HENRY
                                 VENDOR TYPE: OEM
                                 MAINT.CONT.NO:
                                    CONTROL NO: 78-89
                                    INVOICE NO: 17206
                                 MAINT TYPE: RM
                                 EQUIPMENT FAIL: 05/24/89  02:00
                                 VENDOR ARRIVE: 05/26/89  01:00
                                 REPAIRS COMPLETED: 05/26/89  02:00
                                 DESCRIPTION: TYPEWRITER
                                 MANUFACTURER: IBM
```

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Exhibit 56

Report Of Repairs Not Completed Satisfactorily

```
DATE: 08/01/95                    ***** UNITED STATES DEPARTMENT OF AGRICULTURE *****          PAGE    1
PROPNC                           ** REPORT OF REPAIRS NOT SATISFACTORY --  AGENCY:  05    **

PMO:     AA
         JANE A. DOE
         93939 SOUTH BUILDING
         SUITE 24
         CHICAGO          IL 33939

VENDOR NAME          NFC ID          MAINTENANCE INFORMATION

OFFICE WORLD, INC.   AG000000224     VENDOR TYPE: THIRD PARTY
                                     SERVICE REP: JAMES JONES
                                     SERVICE AREA: CARRY IN
                                     MAINT.CONT.NO:
                                     CONTROL NO: OW123660
                                     INVOICE NO: WO4455
                                     MAINT TYPE: RM
                                     EQUIPMENT FAIL DATE: 05/20/95  09:45
                                     VENDOR ARRIVE DATE: 05/20/9  12:05
                                     REPAIRS COMPLETED DATE: 05/20/95  14:30
                                     DESCRIPTION: TYPEWRITER
                                     MANUFACTURER: IBM
                                     TIME CHARGED:      2:00
                                     HOURLY RATE:      $18.00
                                     PARTS COST:       $25.12
                                     SERVICE COST:      $0.00
                                     MISCELLANEOUS COST:  $0.00
                                     TOTAL COST:       $61.12
```

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Exhibit 57

Report By Maintenance Type

```
DATE: 11/06/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                    PAGE   1
PROPMT                            MAINTENANCE TYPE REPORT--AGENCY: 90  **

PMO:  XX
      MIMMS    FRED
      MAF, BLDG 350
      1ST FLOOR POST N-08
      *** DO NOT MAIL *** OO OOOOO OOOO

MAINTENANCE TYPE      NFC ID            MAINTENANCE INFORMATION

RM                    AGOO02069680      VENDOR NAME: BORNE BUSINESS MACHINES
                                        SERVICE REP: ROBERT, SHERMAN, BORNE
                                        SERVICE AREA: ON SITE
                                        MAINT.CONT.NO.:
                                        CONTROL NO: 367-91
                                        INVOICE NO: 4705
                                        VENDOR TYPE: OEM
                                        EQUIPMENT FAIL DATE/TIME: 02/21/91   02:00
                                        VENDOR ARRIVE DATE/TIME: 02/22/91   01:00
                                        REPAIRS COMPLETED DATE/TIME: 02/22/91   02:00
                                        DESCRIPTION: CALCULATOR
                                        MANUFACTURER: ADLER ROYAL BUSINESS MACH

PMO:  XX
      MIMMS    FRED
      MAF, BLDG 350
      1ST FLOOR POST N-08
      *** DO NOT MAIL *** OO OOOOO OOOO

MAINTENANCE TYPE      NFC ID            MAINTENANCE INFORMATION

RM                    AGOO02088980      VENDOR NAME: MERIGONI BUSINESS MACHINES
                                        SERVICE REP: HENRY
                                        SERVICE AREA: ON SITE
                                        MAINT.CONT.NO.:
                                        CONTROL NO: 133-89
                                        INVOICE NO: 17146
                                        VENDOR TYPE: OEM
                                        EQUIPMENT FAIL DATE/TIME: 05/22/89   02:00
                                        VENDOR ARRIVE DATE/TIME: 05/24/89   01:00
                                        REPAIRS COMPLETED DATE/TIME: 05/24/89   02:00
                                        DESCRIPTION: MEMORYWRITER
                                        MANUFACTURER: XEROX

PMO:  XX
      MIMMS    FRED
      MAF, BLDG 350
      1ST FLOOR POST N-08
      *** DO NOT MAIL *** OO OOOOO OOOO

MAINTENANCE TYPE      NFC ID            MAINTENANCE INFORMATION

RM                    AGOO02089468      VENDOR NAME: MERIGONI BUSINESS MACHINES
                                        SERVICE REP: HENRY
                                        SERVICE AREA: ON SITE
                                        MAINT.CONT.NO.:
                                        CONTROL NO: 78-89
                                        INVOICE NO: 17206
                                        VENDOR TYPE: OEM
                                        EQUIPMENT FAIL DATE/TIME: 05/24/89   02:00
```

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Exhibit 58

Report Of Repairs Not Covered By Contract

```
DATE: 11/06/97                    UNITED STATES DEPARTMENT OF AGRICULTURE                    PAGE
PROPCC               REPAIRS NOT COVERED UNDER CONTRACT--AGENCY: 90

PMO: XX
     HILL    JACKIE
     MAF, BLDG 350
     1ST FLOOR POST N-08
     *** DO NOT MAIL *** 00 00000 0000

VENDOR NAME:              NFC ID:              MAINTENANCE INFORMATION:

SHARP ELECTRONICS         AGO002532894         VENDOR TYPE: THIRD PARTY
                                               SERVICE REP: SCOTT ANTICH
                                               SERVICE AREA: OTHER
                                               MAINT.CONT.NO:
                                               CONTROL NO: 4072451737
                                               INVOICE NO: 000000000000
                                               MAINT TYPE: RM
                                               EQUIPMENT FAIL DATE: 05/21/91  00:00
                                               VENDOR ARRIVE DATE: 05/23/91  00:00
                                               REPAIRS COMPLETED DATE: 05/28/91  00:00
                                               DESCRIPTION: PROJECTOR  VIDEO
                                               MANUFACTURER: OSI (SHARP)
                                               TIME CHARGED:    0:00
                                               HOURLY RATE:           $0.00
                                               PARTS COST:           $0.00
                                               SERVICE COST:       $105.00
                                               MISCELLANEOUS COST:    $0.00
                                               TOTAL COST:         $105.00

PMO: XX
     HILL    JACKIE
     MAF, BLDG 350
     1ST FLOOR POST N-08
     *** DO NOT MAIL *** 00 00000 0000

VENDOR NAME:              NFC ID:              MAINTENANCE INFORMATION:

TELXON CORPORATION        980044659B          VENDOR TYPE: OEM
                                               SERVICE REP: 0115
                                               SERVICE AREA: CARRY IN
                                               MAINT.CONT.NO:
                                               CONTROL NO: 375913
                                               INVOICE NO: 375913
                                               MAINT TYPE: RM
                                               EQUIPMENT FAIL DATE: 12/10/88  10:00
                                               VENDOR ARRIVE DATE: 01/09/89    :
                                               REPAIRS COMPLETED DATE: 01/09/89  14:00
                                               DESCRIPTION: READER, BAR CODE /W PORTABLE WAND
                                               MANUFACTURER: TELXON
                                               TIME CHARGED:    0:00
                                               HOURLY RATE:           $0.00
                                               PARTS COST:          $30.00
                                               SERVICE COST:         $0.00
                                               MISCELLANEOUS COST:    $0.00
                                               TOTAL COST:          $30.00
```

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Agency Codes

Code	Agency Abbrev.	Dept. Abbrev.	Dept. Code	Description
01	SEC	USDA	AG	Office of the Secretary
02	AMS	USDA	AG	Agricultural Marketing Service
03	ARS	USDA	AG	Agricultural Research Service
04	–	–	–	(Obligated for Fund Control)
05	–	–	–	(Obligated for Fund Control)
06	OSC	OSC	FW	U.S. Office of Special Counsel
07	RHS	USDA	AG	Rural Housing Service
08	RMA	USDA	AG	Risk Management
09	–	–	–	(Obligated for Fund Control)
10	FAS	USDA	AG	Foreign Agricultural Service
11	FS	USDA	AG	Forest Service
12	–	–	–	(Obligated for Fund Control)
13	OC	USDA	AG	Office of Communications
14	OGC	USDA	AG	Office of the General Counsel
15	RUS	USDA	AG	Rural Utilities Service
16	NRCS	USDA	AG	Natural Resources Conservation Service
17	FEMA	FEMA	EM	Federal Emergency Management Agency
18	ERS	USDA	AG	Economic Research Service
19	–	–	–	(Obligated for Fund Control)
20	NASS	USDA	AG	National Agricultural Statistics Service
21	FCC	FCC	FC	Federal Communications Commission
22	CSREES	USDA	AG	Cooperative State Research, Education, and Extension Service
23	OIG	USDA	AG	Department of Agriculture, Office of the Inspector General
24	NGA	NGA	GA	National Gallery of Art
25	FCA	FCA	FL	Farm Credit Administration
26	–	–	–	(Obligated for Fund Control)
27	OGE	OGE	GG	Office of Government Ethics
28	–	–	–	(Obligated for Fund Control)
29	–	–	–	(Obligated for Fund Control)
30	FNS	USDA	AG	Food and Nutrition Service
31	SBA	SBA	SB	Small Business Administration
32	RBCS	USDA	AG	Rural Business–Cooperative Service
33	TA	DoC	CM	Technology Administration
34	APHIS	USDA	AG	Animal and Plant Health Inspection Service

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Agency Codes

Code	Agency Abbrev.	Dept Abbrev.	Dept. Code	Description
35	–	–	–	(Obligated for Fund Control)
36	GIPSA	USDA	AG	Grain Inspection, Packers and Stockyards Administration
37	FSIS	USDA	AG	Food Safety and Inspection Service
38	OCE	USDA	AG	Office of the Chief Economist
39	–	–	–	(Obligated for Fund Control)
40	ATF	TREA	TR	Bureau of Alcohol, Tobacco and Firearms
41	–	–	–	(Obligated for Fund Control)
42	OBPA	USDA	AG	Office of Budget and Program Analysis
43	–	–	–	(Obligated for Fund Control)
44	–	–	–	(Obligated for Fund Control)
45	–	–	–	(Obligated for Fund Control)
46	OSHRC	OSHRC	OS	Occupational Safety and Health Review Commission
47	ICH	ICH	HW	Interagency Council on the Homeless
48	–	–	–	(Obligated for Fund Control)
49	NPS	DoI	IN	National Park Service
50	MSPB	MSPB	BD	Merit Systems Protection Board
51	OS	DoC	CM	Commerce Office of the Secretary
52	EDA	DoC	CM	Economic Development Administration
53	BEA	DoC	CM	Bureau of Economic Analysis Board
54	NOAA	DoC	CM	National Oceanic and Atmospheric Administration
55	ITA	DoC	CM	International Trade Administration
56	PTO	DoC	CM	Office of Patents and Trademarks
57	NIST	DoC	CM	National Institute of Standards and Technology
58	–	–	–	(Obligated for Fund Control)
59	MBDA	DoC	CM	Minority Business Development Agency
60	DoE	Doe	ED	Department of Education
61	NTIA	DoC	CM	National Telecommunications and Information Administration
62	NTIS	DoC	CM	National Technical Information Service
63	BC	DoC	CM	Bureau of the Census
64	OIG	DoC	CM	Department of Commerce, Office of the Inspector General
65	ESA	DoC	CM	Economics and Statistics Administration
66	ARC	ARC	AP	Appalachian Regional Commission
67	BXA	DoC	CM	Bureau of Export Administration
68	FDIC	FDIC	FD	Federal Deposit Insurance Corporation
69	NEA	NEA	AH	National Endowment for the Arts
70	SIF	SI	SM	Smithsonian Institution (Federal)

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Agency Codes

Code	Agency Abbrev.	Dept. Abbrev.	Dept. Code	Description
71	SIT	SI	SM	Smithsonian Institution (Trust)
72	WWICSF	SI	SM	Woodrow Wilson International Center for Scholars (Federal)
73	WWICST	SI	SM	Woodrow Wilson International Center for Scholars (Trust)
74	CVA	CVA	JV	U.S. Court of Veterans Appeals
75	–	–	–	(Available for NFC Use)
76	–	–	–	(Obligated for Fund Control)
77	RIF	SI	SM	Reading Is Fundamental
78	–	–	–	(Obligated for Fund Control)
79	DoS	DoS	ST	Department of State
80	–	–	–	(NFC Suspense Agency)
81	FMSHRC	FMSHRC	RS	Federal Mine Safety & Health Review Commission
82	–	–	–	(Obligated for Fund Control)
83	HUD	HUD	HU	Department of Housing and Urban Development
84	USCCR	USCCR	CC	U. S. Commission on Civil Rights
85	CSCE	USC	LL	Commission on Security and Cooperation in Europe
86	–	–	–	(TSP General Ledger)
87	–	–	–	(Obligated for Fund Control)
88	–	–	–	(MISC Pay–Multi Agency)
89	GSA	GSA	GS	(Leased Lines for DEPNET)
90	OCFO	USDA	AG	Office of the Chief Financial Officer
91	DO	TREA	TR	Departmental Offices
92	OALJ	USDA	AG	Office of Administrative Law Judges
93	IRS	TREA	TR	Internal Revenue Service
94	–	–	–	(Obligated for Fund Control)
95	TOIG	TREA	TR	Department of the Treasury Office of the Inspector General
96	–	–	–	(Obligated for Fund Control)
97	GAO	GAO	LG	General Accounting Office
98	OO	USDA	AG	Office of Operations
99	–	–	–	(Miscellaneous – Internal Use)
AA	FMS	TREA	TR	Financial Management Service
AB	BPD	TREA	TR	Bureau of the Public Debt
AC	SS	TREA	TR	U.S. Secret Service
AD	USM	TREA	TR	U.S. Mint
AE	LoC	LoC	LC	Library of Congress
AF	CS	TREA	TR	U.S. Customs Service

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Agency Codes

Code	Agency Abbrev.	Dept. Abbrev.	Dept. Code	Description
AH	FLETC	TREA	TR	Federal Law Enforcement Training Center
AI	BEP	TREA	TR	Bureau of Engraving and Printing
AJ	OCC	TREA	TR	Office of the Comptroller of the Currency
AQ	CBO	CBO	LD	Congressional Budget Office
AR	–	–	–	(Obligated for Fund Control)
AT	–	–	–	(Obligated for Fund Control)
AU	JSC	JSC	LQ	John C. Stennis Center for Public Service Training and Development
AW	AARC	USDA	AG	Alternative Agriculture Research and Commercialization Center
BD	ATBCB	ATBCB	BT	U.S. Architectural and Transportation Barriers Compliance Board
BG	BG	BG	LB	U. S. Botanic Garden
CA	BCA	USDA	AG	Board of Contract Appeals
CF	CFTC	CFTC	CT	Commodity Futures Trading Commission
CP	USCP	USC	LL	U.S Capitol Police
CR	CRS	DoJ	DJ	Community Relations Service
DB	OSDBU	USDA	AG	Office of Small and Disadvantaged Business Utilization
DE	DEA	DoJ	DJ	Drug Enforcement Administration
DM	DAMS	USDA	AG	Departmental Administration Management Services Staff
EC	FEC	FEC	LF	Federal Election Commission
EH	NEH	NEH	AF	National Endowment for the Humanities
EI	EI	DoJ	DJ	Executive Office for Immigration Review
ES	OES	USDA	AG	Office of the Executive Secretariat
FA	FSA	USDA	AG	Farm Service Agency
FB	FHFB	FHFB	FY	Federal Housing Finance Board
FK	FCSIC	FCSIC	FK	Farm Credit System Insurance Corporation
FM	FMCS	FM	FM	Federal Mediation and Conciliation Service
FP	FPS	DoJ	DJ	Federal Prison System
GP	NGAPF	NGA	GA	National Gallery of Art (Publication Fund)
GT	NGATF	NGA	GA	National Gallery of Art (Trust Fund)
HC	HC	DoJ	DJ	Headquarters Components
HO	FHEO	FHEO	HU	Federal Housing Enterprise Oversight Office
IF	IAF	IAF	IF	Inter-American Foundation
IG	JOIG	DoJ	DJ	Department of Justice, Office of the Inspector General
IM	IMLS	NEH	AH	Institute of Museum and Library Services
IN	INS	DoJ	DJAH	Immigration and Naturalization Service
IT	OCIO	USDA	AG	Office of the Chief Information Officer

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Agency Codes

Code	Agency Abbrev.	Dept. Abbrev.	Dept. Code	Description
JA	USA	DoJ	DJ	Offices of the U.S. Attorneys
JP	OJP	DoJ	DJ	Office of Justice Programs
KH	–	–	–	(Obligated for Fund Control)
LA	AoC	AoC	LA	Architect of the Capitol
MS	USMS	DoJ	DJ	U.S. Marshals Service
NA	NAD	USDA	AG	National Appeals Division
NL	NLRB	NLRB	NL	National Labor Relations Board
NS	CNCS	CNCS	KS	Corporation for National and Community Service
OC	CC	OCC	ZG	Office of Congressional Compliance
PA	PACC	USDA	AG	Policy Analysis and Coordination Center
PC	NCPC	NCPC	NP	National Capital Planning Commission
PG	PSOIG	USPS	PO	U.S. Postal Service, Office of Inspector General
SC	NSIIC	USDA	AG	National Sheep Industry Improvement Center
SR	SR	AoC	LA	U.S. Senate Restaurants
TC	PSC	PSC	PS	Department of the US/Saudi Arabian Joint Commission on Economic Cooperation
TE	TTA	PSC	PS	Treasury Technical Assistance
UT	UT	DoJ	DJ	U.S Trustee Program
WC	IBWC	IBWC	GW	International Boundary Water Commission
ZZ	–	–	–	(Foundation Financial Information System (FFIS) Guest Treasury Symbol)

☞**Note:** Appendix A is a composite list of all client agencies serviced by the NFC; as such, some of the agencies listed may not be using the Personal Property System.

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Screen Numbers

Screen Name	Menu Level	Option Level
	Identifier/SNO	
Administrative Menu	ADMU	
Inquiry Menu	IQMU	AD01
Property By NFC ID		IQ01
Property By PMO		IQ02
Property By AO		IQ03
Property By Custodian		IQ04
Condensed List By PMO		IQ05
Condensed List By AO		IQ06
Condensed List By Custodian		IQ07
Property By Serial Number		IQ08
Property By Model Number		IQ09
Property By Document No		IQ10
Property By Property Code		IQ11
Property By Excess Report Number		IQ12
Excess Property		IQ13
Leased/Rental Property		IQ14
Property History		IQ15
Depreciation		IQ16
Motorized Equipment		IQ17
Motorized Equip. Operational Data		IQ18
Motorized Equip. By License Number		IQ19
Feeder Master File		IQ20
Feeder Item		IQ21
Feeder History		IQ22
ADP Manufacturer/Model Codes		IQ23
Equipment Number		IQ24
Update Or View Tables Menu	TBMU	AD02
Transaction Menu	TRMU	AD03
Acquisition/Modify Menu	ACMU	TR01
New Acquisition		AC01
New Acq. Not In Feeder		ACO2
Found		AC03

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Screen Numbers

Screen Name	Menu Level	Identifier/SNO Option Level
Acquired From Excess		AC04
Construction		AC05
Donation		AC06
Conversion		AC07
Property Receipt		AC08
Loaned		AC09
Leased		AC10
Expendable		AC11
Modify Property Master		AC12
Change Lease Data		AC13
Modify Feeder Quantity		AC14
Miscellaneous Property Items		AC15
Reactivate Property Master		AC16
New Acquisition Motorized Equipment		AC17
Input Motorized Equip. Oper. Data		AC18
Transfers Menu	TFMU	TR02
Another Federal Agency By GSA		TF01
Reassign Within Department		TF02
CEPO Warehouse		TF03
Another Federal Agency By Agency		TF04
Transfer Within Agency (Must use the Acquisition/Modify screen Option 12, Modify Property Master)		AC12
Reporting Change Of Status Menu	CSMU	TR03
Excess		CS01
Damaged		CS02
Scrap		CS03
Lost Or Stolen		CS04
Exchange/Sale		CS05
Non-Accountable Excess		CS06
Deletions Menu	DLMU	TR04
Abandoned Or Destroyed		DL01
Donated To Public Body By Agency		DL02
Other Donation By Agency		DL03
Donation Through GSA		DL04

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Screen Numbers

Screen Name	Menu Level	Option Level
		Identifier/SNO
Sold Other Than Scrap By Agency		DL05
Sold Other Than Scrap By GSA		DL06
Sold As Scrap		DL07
Sold Exchange/Sale		DL08
Remove Property Item		DL09
Delete Item From Feeder Master		DL10
Delete Lost Or Stolen		DL11
Donated Research Equipment Under P. L. 102–245		DL12
CASU Disposition		DL13
AO Inventory Update		TR05
PMO Inventory Update		TR06
Mass Accountable Officer Change		TR07
Reports Generator Menu	RPMU	AD04
Excess Property Coordinator Menu	EXMU	AD05
Equipment Maintenance Menu	EQMU	AD06
Equipment Inquiry Menu	EIMU	EQ01
Equipment Records By NFC ID		EI01
Equipment Records By Control Number		EI02
Equipment Records By Invoice Number		EI03
Maintenance Transaction		EQ02
Maintenance Report Menu		EQ03

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Document Types

Document Type	Code
FEDSTRIP	633
Purchase Order	838
Imprest Fund	1129
Miscellaneous Payments	MISC
Donation	DON
Found and Acquired From Excess	FND
Construction	CON
Conversion	CONV
Loaned	LND
Leased	LEAS
Transfer	TFR
Purchase Card Management System	Bank
Foundation Financial Information System	FFIS

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Property Budget Object Classification Codes

The Budget Object Classification Codes (BOCC) listed below are those that are updated through the various feeder systems into PROP. Use of the correct BOCC is essential in the calculation of depreciation and correct maintenance of both the Personal Property System and Standard General Ledger. **Note:** Refer to Title V, Miscellaneous Systems Manual, Chapter 3, Budget Object Classification Codes, Revision 8, dated June 3, 1999, for detailed information on the correct use of BOCCs for PROP activity.

31   Equipment

Personal property may be categorized as capitalized, noncapitalized, accountable or nonaccountable.

Capitalized property must meet the following criteria: (1) it must be of durable nature; (2) it must have a useful life of two or more years once it is placed into service; and (3) its initial acquisition cost must be $5,000 or more. All other personal property not meeting this criteria is classified as noncapitalized.

Accountable personal property is all leased personal property regardless of acquisition cost, all owned personal property having an acquisition cost of $5,000 or more. Accountable property is also any item valued less than $5,000, but determined by the agency Property Management Officer to be sensitive. All other personal property is classified as nonaccountable.

Personal property can be both capitalized and accountable, or noncapitalized and accountable, or noncapitalized and nonaccountable using the aforementioned criteria.

The feeder systems at NFC automatically capture and send capitalized or accountable personal property data to the Personal Property System (PROP) based on the budget object class codes. Items that are nonaccountable noncapitalized will not be distributed to PROP.

Capitalized property includes the initial installation charges of the equipment when performed under contract. It excludes materials used in a conversion process during construction or manufacturing, or that which is used to form a minor part of equipment or fixed property.

The following information further describes the types of equipment covered under Object Class 31:

Transportation Equipment. Charges for vehicles including automobiles, trucks, motorcycles, tractors, aircraft, trains, steamships, barges, power launches, and other vessels.

Furniture and Fixtures. Charges for movable furniture, fittings, fixtures, and household equipment. This includes desks, tables, chairs, etc.

Books for Permanent Collections

Tools and Implements

Machinery. Charges for engines, generators, manufacturing machinery, transformers, ship equipment, pumps, and other production and construction machinery.

Instruments and Apparatus. Charges for surgical instruments, X-ray apparatus, signaling equipment, telephone and telegraph equipment, electronic equipment, scientific instruments and appliances, measuring and weighing instruments and accessories, photographic equipment, picture projection equipment and accessories, and mechanical drafting devices.

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Purchase of ADP Equipment. Includes central processing units, peripheral input/output devices, control units, punch card accounting machines, and data entry or keypunch/keyverify machines.

Guidelines For Using Object Class 3100	
If the personal property has an(a)...	*Use the object class(es):*
acquisition cost of more than $5,000	3110– 3113, 3115–3130, 3160 or 3165
acquisition cost less than $5,000 and is not considered **high risk sensitive**	3140
value of less than $5,000 and is considered **high risk sensitive**	3141
loaned property regardless of the acquisition amount	3190

3110   Capitalized Equipment – Other.

Items in this summary level object class and detail subobject classes will automatically be sent by the feeder systems to PROP. These items must have an initial acquisition cost of $5,000 or more. This includes capitalized equipment except the following specific items:

3111   Motor Vehicles and WCF Fleet Equipment *(Excludes Aircraft)*

3112   Furniture and Fixtures *(Includes Office and Residential Furniture and Fixtures)*

3113   Aircraft

3114   Cooperative Project Assets *(Capitalized Only)*

3115   Attache Residential Furniture and Fixtures

3116   ADP Software–except personal computers–capitalized ($5,000 or more)

3117   Forest Level Information Processing System (FLIPS) Software *(Includes All Software Acquired in Support of FLIPS)*

3118   Telephone Equipment

3119   Cooling Equipment

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3120   Machinery and Equipment (Including Heavy Vehicles) – Capitalized

Items in this summary level object class and detail object classes will automatically be sent by the feeder systems to PROP. These items must have an initial acquisition cost of $5,000 or more. Excludes equipment or machinery listed elsewhere in this object class (31). Includes seed drills, chippers, etc.

3121   Agricultural

3122   Laboratory

3123   Radio and communications

3124   ADP equipment – except personal computers – capitalized ($5,000 or more)

3125   Office machines. Includes typewriters, calculators, bookkeeping machines, and office copy machines that are owned (not leased) by the Government.

3126   Reproduction machinery and equipment. Includes printing presses, engraving, lithographing, multigraphing reproduction machines, and photo-reproduction equipment. Excludes office copy-making machines.

3127   FLIPS ADP equipment. Includes all hardware acquired in support of FLIPS.

3128   Snow telemetry equipment

3129   Engineering equipment

3130   Miscellaneous Motor Equipment

3140   Nonaccountable – Noncapitalized Equipment

This object class should be used for personal property with an initial acquisition cost of less than $5,000. Items charged to Object Class 3140 will **not** be updated to PROP. All personal property items and furniture with an initial acquisition cost of less than $5,000 should be charged to Object Class 3140 **except** for high risk sensitive property, as defined by the agency, which should be charged to Object Class 3141.

3141   Sensitive Property –This object class code is for personal property determined to be accountable by the owing agency due to its sensitive nature as defined by the agency. The purpose of this classification is to capture and account for sensitive noncapitalized personal property in PROP having a value of less the $5,000.

3160   ADP Software (Personal Computers) – Capitalized

3161   Project 615 Software (Forest Service Only)

3165   ADP Equipment (Personal Computers) – Capitalized

3166   Project 615 Hardware (Forest Service Only)

3167   Owned mainframe or minicomputers subject to P.L. 89–306 reporting

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3180   FISVIS Development Costs – (*NFC only*)

3190   Loaned Property – Noncapitalized

32   Lands and Structures

3240   Leasehold Improvements

> **Note:** The object classes listed below should be used to update PROP when leased/rental equipment is acquired.

2360   Lease/Rental Equipment

2361   Farm Equipment

2362   Laboratory Equipment

2363   ADP Software

2364   ADP Equipment

2365   Office Equipment

2366   Copier Equipment

2367   Other Equipment

2368   FLIPS Equipment

2369   ADP Equipment – Used for Government-leased mainframe or minicomputers subject to the reporting requirements of Public Law 89–306.

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Federal Supply Classification Codes

FSC Code	Description
	Weapons (10)
1005	Guns, Through 30 mm
1010	Guns, Over 30 mm Up To 75 mm
1015	Guns, 75mm Through 125mm
1020	Guns, Over 125 mm Through 150 mm
1025	Guns, Over 150 mm Through 200 mm
1030	Guns, Over 200 mm Through 300 mm
1035	Guns, Over 300 mm
1040	Chemical Weapons and Equipment
1045	Launchers, Torpedo, and Depth Charge
1055	Launchers, Rocket, and Pyrotechnic
1070	Nets and Booms, Ordnance
1075	Degaussing and Mine Sweeping Equipment
1080	Camouflage and Deception Equipment
1090	Assemblies Interchangeable Between Weapons In Two Or More Classes
1095	Miscellaneous Weapons
	Nuclear Ordnance (11)
1105	Nuclear Bombs
1110	Nuclear Projectiles
1115	Nuclear Warheads and Warhead Section
1120	Nuclear Depth Charges
1125	Nuclear Demolition Charges
1127	Nuclear Rockets
1130	Conversion Kits, Nuclear Ordnance
1135	Fusing and Firing Devices, Nuclear Ordnance
1140	Nuclear Components
1145	Explosive and Pyrotechnic Components, Nuclear Ordnance
1190	Specialized Test and Handling Equipment, Nuclear Ordnance
1195	Miscellaneous Nuclear Ordnance
	Fire Control Equipment (12)
1210	Fire Control Directors
1220	Fire Control Computing Sights and Devices
1230	Fire Control Systems, Complete
1240	Optical Sighting and Ranging Equipment
1250	Fire Control Stabilizing Mechanisms
1260	Fire Control Designating and Indicating Equipment

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FSC Code	Description
1265	Fire Control Transmitting and Receiving Equipment Except Airborne
1270	Aircraft Gunnery Fire Control Components
1280	Aircraft Bombing Fire Control Components
1285	Fire Control Radar Equipment Except Airborne
1287	Fire Control Sonar Equipment
1290	Miscellaneous Fire Control Equipment
	Ammunition and Explosives (13)
1305	Ammunition, Through 30 mm
1310	Ammunition, Over 30 mm Up To 75 mm
1315	Ammunition, 75 mm Through 125 mm
1320	Ammunition, Over 125 mm
1325	Bombs
1330	Grenades
1336	Guided Missile Warheads and Explosive Components
1337	Guided Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel, and Components
1338	Guided Missile and Space Vehicle Inert Propulsion Units, Solid Fuel, and Components
1340	Rockets, Rocket Ammunition, and Rocket Components
1345	Land Mines
1350	Underwater Mine Inert Components
1351	Underwater Mine Explosive Components
1355	Torpedo Inert Components
1356	Torpedo Explosive Components
1360	Depth Charge Inert Components
1361	Depth Charge Explosive Components
1365	Military Chemical Agents
1370	Pyrotechnics
1375	Demolition Materials
1376	Bulk Explosives
1377	Cartridge and Propellant Actuated Devices and Components
1380	Military Biological Agents
1385	Explosive Ordnance Disposal Tools, Surface
1386	Explosive Ordnance Disposal Tools, Underwater
1390	Fuses and Primers
1395	Miscellaneous Ammunition
1398	Specialized Ammunition Handling and Servicing Equipment
	Guided Missiles (14)
1410	Guided Missiles
1420	Guided Missile Components

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FSC Code	Description
1425	Guided Missile Systems, Complete
1427	Guided Missile Subsystems
1430	Guided Missile Remote Control Systems
1440	Launchers, Guided Missile
1450	Guided Missile Handling and Servicing Equipment
	Aircraft and Airframe Structural Components (15)
1510	Aircraft, Fixed Wing
1520	Aircraft, Rotary Wing
1540	Gliders
1550	Drones
1560	Airframe Structural Components
	Aircraft Components and Accessories (16)
1610	Aircraft Propellers
1615	Helicopter Rotor Blades, Drive Mechanisms, and Components
1620	Aircraft Landing Gear Components
1630	Aircraft Wheel and Brake Systems
1650	Aircraft Hydraulic, Vacuum, and De-icing System Components
1660	Aircraft Air Conditioning, Heating, and Pressurizing Equipment
1670	Parachutes: Aerial Pick Up, Delivery, Recovery Systems and Cargo Tie Down Equipment
1680	Miscellaneous Aircraft Accessories and Components
	Aircraft Launching, Landing, and Ground Handling Equipment (17)
1710	Aircraft Arresting, Barrier, and Barricade Equipment
1720	Aircraft Launching Equipment
1730	Aircraft Ground Servicing Equipment
1740	Airfield Specialized Trucks and Trailers
	Space Vehicles (18)
1810	Space Vehicles
1820	Space Vehicle Components
1830	Space Vehicle Remote Control Systems
1840	Space Vehicle Launchers
1850	Space Vehicle Handling and Servicing Equipment
1860	Space Survival Equipment
	Ships, Small Craft, Pontoons, and Floating Docks (19)
1900	Frigates and Corvettes
1901	Aircraft Carriers
1902	Cruisers
1903	Destroyers

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FSC Code	Description
1904	Submarines
1905	Subchasers
1906	Minelayers and Minesweepers
1907	Landing Craft
1908	Torpedo Boats and Gun Boats
1909	Hydrofoils
1910	Transport Vessels, Passenger and Troop
1911	Amphibious Assault Ships
1915	Cargo and Tanker Vessels
1920	Fishing Vessels
1921	Tugs and Towboats
1922	Fire Boats
1923	Ice Breakers
1924	Repair Ships
1925	Tender Vessels
1926	Lightships
1927	Cable Ships
1928	Salvage Vessels
1929	Rescue Vessels
1930	Barges and Lighters, Cargo
1935	Barges and Lighters, Special Purpose
1940	Small Craft
1945	Pontoons and Floating Docks
1950	Floating Drydocks
1955	Dredges
1990	Miscellaneous Vessels
	Ship and Marine Equipment (20)
2010	Ship and Boat Propulsion Components
2020	Rigging and Rigging Gear
2030	Deck Machinery
2040	Marine Hardware and Hull Items
2050	Buoys
2060	Commercial Fishing Equipment
2090	Miscellaneous Ship and Marine Equipment
	Railway Equipment (22)
2210	Locomotives
2220	Rail Cars
2230	Right-Of-Way Construction and Maintenance Equipment, Railroad

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FSC Code	Description
2240	Locomotive and Rail Car Accessories and Components
2250	Track Materials, Railroad
	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles (23)
2305	Ground Effect Vehicles
2310	Passenger Motor Vehicles
2320	Trucks and Truck Tractors, Wheeled
2330	Trailers
2340	Motorcycles, Motor Scooters, and Bicycles
2350	Combat, Assault and Tactical Vehicles, Tracked
	Tractors (24)
2410	Tractor, Full Track, Low Speed
2420	Tractors, Wheeled
2430	Tractors, Track Laying, High Speed
	Vehicular Equipment Components (25)
2510	Vehicular Cab, Body, and Frame Structural Components
2520	Vehicular Power Transmission Components
2530	Vehicular Brake, Steering, Axle, Wheel, and Track Components
2540	Vehicular Furniture and Accessories
2590	Miscellaneous Vehicular Components
	Tires and Tubes (26)
2610	Tires and Tubes, Pneumatic, Except Aircraft
2620	Tires and Tubes, Pneumatic, Aircraft
2630	Tires, Solid and Cushing
2640	Tire Rebuilding and Tire and Tube Repair Materials
2805	Gasoline Reciprocating Engines, Except Aircraft and Components
	Engines, Turbines, and Components (28)
2810	Gasoline Reciprocating Engines, Aircraft, and Components
2815	Diesel Engines and Components
2820	Steam Engines, Reciprocating, and Components
2825	Steam Turbines and Components
2830	Water Turbines and Water Wheels and Components
2835	Gas Turbines and Jet Engines, Except Aircraft and Components
2840	Gas Turbines and Jet Engines, Aircraft, and Components
2845	Rocket Engines and Components
2850	Gasoline Rotary Engines and Components
2895	Miscellaneous Engines and Components

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Federal Supply Classification Codes

FSC Code	Description
	Engine Accessories (29)
2910	Engine Fuel System Components, Nonaircraft
2915	Engine Fuel System Components, Aircraft
2920	Engine Electrical System Components, Nonaircraft
2925	Engine Electrical System Components, Aircraft
2930	Engine Cooling System Components, Nonaircraft
2935	Engine Cooling System Components, Aircraft
2940	Engine, Air, and Oil Filters, Strainers and Cleaners, Nonaircraft
2945	Engine, Air, and Oil Filters, Strainers and Cleaners, Aircraft
2950	Turbosuperchargers
2990	Miscellaneous Engine Accessories, Nonaircraft
2995	Miscellaneous Engine Accessories, Aircraft
	Mechanical Power Transmission Equipment (30)
3010	Torque Converters and Speed Changers
3020	Gears, Pulleys, Sprockets, and Transmission Chain
3030	Belting, Drive Belts, Fan Belts and Accessories
3040	Miscellaneous Power Transmission Equipment
	Bearings (31)
3110	Bearings, Antifriction, Unmounted
3120	Bearings, Plain, Unmounted
3130	Bearings, Mounted
	Woodworking Machinery and Equipment (32)
3210	Sawmill and Planing Mill Machinery
3220	Woodworking Machines
3230	Tools and Attachments for Woodworking Machinery
	Metalworking Machinery (34)
3405	Saws and Filing Machines
3408	Machining Centers and Way-Type Machines
3410	Electrical and Ultrasonic Erosion Machines
3411	Boring Machines
3412	Broaching Machines
3413	Drilling and Tapping Machines
3414	Gear Cutting and Finishing Machines
3415	Grinding Machines
3416	Lathes
3417	Milling Machines
3418	Planners and Shapers

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Federal Supply Classification Codes

FSC Code	Description
3419	Miscellaneous Machine Tools
3422	Rolling Mills and Drawing Machines
3424	Metal Heat Treating and NonThermal Treating Equipment
3426	Metal Finishing Equipment
3431	Electric Arc Welding Equipment
3432	Electric Resistance Welding Equipment
3433	Gas Welding, Heat Cutting, and Metalizing Equipment
3436	Welding Positioners and Manipulators
3438	Miscellaneous Welding Equipment
3439	Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories
3441	Bending and Forming Machines
3442	Hydraulic and Pneumatic Presses, Power Driven
3443	Mechanical Presses, Power Driven
3444	Manual Presses
3445	Punching and Shearing Machines
3446	Forging Machinery and Hammers
3447	Wire and Metal Ribbon Forming Machines Forming and Cutting Machines
3448	Riveting Machines
3449	Miscellaneous Secondary Metal Forming and Cutting Machines
3450	Machine Tools, Portable
3455	Cutting Tools For Machine Tools
3456	Cutting and Forming Tools For Secondary Metalworking Machinery
3460	Machine Tool Accessories
3461	Accessories For Secondary Metalworking Machinery
3465	Production Jigs, Fixtures, and Templates
3470	Machine Shop Sets, Kits, and Outfits
	Service and Trade Equipment (35)
3510	Laundry and Dry Cleaning Equipment
3520	Shoe Repairing Equipment
3530	Industrial Sewing Machines and Mobile Textile Repair Shops
3540	Wrapping and Packaging Machinery
3550	Vending and Coin Operated Machines
3590	Miscellaneous Service and Trade Equipment
	Special Industry Machinery (36)
3605	Food Products Machinery and Equipment
3610	Printing, Duplicating, and Bookbinding Equipment
3611	Industrial Marking Machines
3615	Pulp and Paper Industries Machinery

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FSC Code	Description
3620	Rubber and Plastic Working Machinery
3625	Textile Industries Machinery
3630	Clay and Concrete Products Industries Machinery
3635	Crystal and Glass Industries Machinery
3640	Tobacco Manufacturing Machinery
3645	Leather Tanning and Leather Working Industries Machinery
3650	Chemical and Pharmaceutical Products Manufacturing Machinery
3655	Gas Generating and Dispensing Systems, Fixed Or Mobile
3660	Industrial Size Reduction Machinery
3670	Specialized Semiconductor Microcircuit, and Printed Circuit Board Manufacturing Machinery
3680	Foundry Machinery, Related Equipment and Supplies
3685	Specialized Metal Container Manufacturing Machinery and Related Equipment
3690	Specialized Ammunition and Ordnance Machinery and Related Equipment
3693	Industrial Assembly Machines
3694	Clean Work Stations, Controlled Environment and Work Related Equipment
3695	Miscellaneous Special Industry Machinery
	Agricultural Machinery and Equipment (37)
3710	Soil Preparation Equipment
3720	Harvesting Equipment
3730	Dairy, Poultry, and Livestock Equipment
3740	Pest, Disease and Frost Control Equipment
3750	Gardening Implements and Tools
3760	Animal Drawn Vehicles and Farm Trailers
3770	Saddlery, Harness, Whips and Related Animal Furnishings
	Construction, Mining, Excavating, and Highway Maintenance Equipment (38)
3805	Earth Moving and Excavating Equipment
3810	Cranes and Crane Shovels
3815	Crane and Crane-Shovel Attachments
3820	Mining, Rock Drilling, Earth Boring and Related Equipment
3825	Road Clearing and Cleaning Equipment
3830	Truck and Tractor Attachments
3835	Petroleum Production and Distribution Equipment
3895	Miscellaneous Construction Equipment
	Materials Handling Equipment (39)
3910	Conveyors
3915	Materials Feeders
3920	Materials Handling Equipment, Non Self-Propelled
3930	Warehouse Trucks and Tractors, Self-Propelled

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FSC Code	Description
3940	Blocks, Tackle, Rigging, and Slings
3950	Winches, Hoists, Cranes and Derricks
3960	Elevators and Escalators
3990	Miscellaneous Materials Handling Equipment
	Rope, Cable, Chain, and Fittings (40)
4010	Chain and Wire Rope
4020	Fiber Rope, Cordage, and Twine
4030	Fittings For Rope, Cable, and Chain
	Refrigeration, Air Conditioning, and Air Circulating Equipment (41)
4110	Refrigeration Equipment
4120	Air Conditioning Equipment
4130	Refrigeration and Air Conditioning Components
4140	Fans, Air Circulators, and Blower Equipment
	Fire Fighting, Rescue, and Safety Equipment (42)
4210	Fire Fighting Equipment
4220	Marine Lifesaving and Diving Equipment
4230	Decontaminating and Impregnating Equipment
4240	Safety And Rescue Equipment
	Pumps and Compressors (43)
4310	Compressors and Vacuum Pumps
4320	Power and Hand Pumps
4330	Centrifugals, Separators, and Pressure and Vacuum Filters
	Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors (44)
4410	Industrial Boilers
4420	Heat Exchangers and Steam Condensers
4430	Industrial Furnaces, Kilns, Lehrs, and Ovens
4440	Driers, Dehydrators, and Anhydrators
4460	Air Purification Equipment
4470	Nuclear Reactors
	Plumbing, Heating, and Sanitation Equipment (45)
4510	Plumbing Fixtures and Accessories
4520	Space Heating Equipment and Domestic Water Heaters
4530	Fuel Burning Equipment Units
4540	Miscellaneous Plumbing, Heating, and Sanitation Equipment

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FSC Code	Description
	Water Purification and Sewage Treatment Equipment (46)
4610	Water Purification Equipment
4620	Water Distillation Equipment, Marine and Industrial
4630	Sewage Treatment Equipment
	Pipe, Tubing, Hose, and Fittings (47)
4710	Pipe and Tube
4720	Hose and Tubing, Flexible
4730	Fittings and Specialities; Hose, Pipe, and Tube
	Valves (48)
4810	Valves, Powered
4820	Valves, NonPowered
	Maintenance and Repair Shop Equipment (49)
4910	Motor Vehicle Maintenance and Repair Shop Specialized Equipment
4920	Aircraft Maintenance and Repair Shop Specialized Equipment
4921	Torpedo Maintenance, Repair, and Checkout Specialized Equipment
4923	Depth Charges and Underwater Mines Maintenance, Repair and Checkout Specialized Equipment
4925	Ammunition Maintenance, Repair, and Checkout Specialized Equipment
4927	Rocket Maintenance, Repair, and Checkout Specialized Equipment
4930	Lubrication and Fuel Dispensing Equipment
4931	Firecontrol Maintenance and Repair Shop Specialized Equipment
4933	Weapons Maintenance and Repair Shop Specialized Equipment
4935	Guided Missile Maintenance, Repair, and Checkout Specialized Equipment
4940	Miscellaneous Maintenance and Repair Shop Specialized Equipment
4960	Space Vehicle Maintenance, Repair, and Checkout Specialized Equipment
	Hand Tools (51)
5110	Hand Tools, Edged, NonPowered
5120	Hand Tools, NonEdged, NonPowered
5130	Hand Tools, Power Driven
5133	Drill Bits, Counterbores, and Countersinks; Hand and Machine
5136	Taps, Dies, and Collets; Hand and Machine
5140	Tool and Hardware Boxes
5180	Sets, Kits, and Outfits Of Hand Tools
	Measuring Tools (52)
5210	Measuring Tools, Craftman's
5220	Inspection Gages and Precision Layout Tools
5280	Sets, Kits, and Outfits Of Measuring Tools

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FSC Code	Description
	Hardware and Abrasives (53)
5305	Screws
5306	Bolts
5307	Studs
5310	Nuts and Washers
5315	Nails, Keys, and Pins
5320	Rivets
5325	Fastening Devices
5330	Packing and Gasket Materials
5335	Metal Screening
5340	Miscellaneous Hardware
5345	Disks and Stones, Abrasive
5350	Abrasive Materials
5355	Knobs and Pointers
5360	Coil, Flat, and Wire Springs
5365	Rings, Shims, and Spacers
	Prefabricated Structures and Scaffolding (54)
5410	Prefabricated and Portable Buildings
5411	Rigid Wall Shelters
5420	Bridges, Fixed and Floating
5430	Storage Tanks
5440	Scaffolding Equipment and Concrete Forms
5445	Prefabricated Tower Structures
5450	Miscellaneous Prefabricated Structures
	Lumber, Millwork, Plywood, and Veneer (55)
5510	Lumber and Related Basic Wood Materials
5520	Millwork
5530	Plywood and Veneer
	Construction and Building Materials (56)
5610	Mineral Construction Materials, Bulk
5620	Building Glass, Tile, Brick, and Block
5630	Pipe and Conduit, NonMetallic
5640	Wallboard, Building Paper, and Thermal Insulation Materials
5660	Roofing and Siding Materials
5670	Architectural and Related Metal Products
5680	Miscellaneous Construction Materials

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FSC Code	Description
	Communication, Detection, and Coherent Radiation Equipment (58)
5805	Telephone and Telegraph Equipment
5810	Communications Security Equipment and Components
5811	Other Cryptologic Equipment and Components
5815	Teletype and Facsimile Equipment
5820	Radio and Television Communication Equipment, Except Airborne
5821	Radio and Television Communication Equipment, Airborne
5825	Radio Navigation Equipment, Except Airborne
5826	Radio Navigation Equipment, Airborne
5830	Intercommunication and Public Address Systems, Except Airborne
5831	Intercommunication and Public Address Systems, Airborne
5835	Sound Recording and Reproducing Equipment
5836	Video Recording and Reproducing Equipment
5840	Radar Equipment, Except Airborne
5841	Radar Equipment, Airborne
5845	Underwater Sound Equipment
5850	Visible and Invisible Light Communication Equipment
5855	Night Vision Equipment, Emitted and Reflected Radiation
5860	Stimulated Coherent Radiation Devices, Components, and Accessories
5865	Electronic Countermeasures, Counter–Countermeasures, and Quick Reaction Capability Equipment
5895	Miscellaneous Communication Equipment
	Electrical and Electronic Equipment Components (59)
5905	Resistors
5910	Capacitors
5915	Filters and Networks
5920	Fuses and Lightning Arresters
5925	Circuit Breakers
5930	Switches
5935	Connectors, Electrical
5940	Lugs, Terminals, and Terminal Strips
5945	Relays and Solenoids
5950	Coils and Transformers
5955	Piezoelectric Crystals
5960	Electron Tubes and Associated Hardware
5961	Semiconductor Devices and Associated Hardware
5962	Microcircuits, Electronic
5963	Modules, Electronic

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Federal Supply Classification Codes

FSC Code	Description
5965	Headsets, Handsets, Microphones, and Speakers
5970	Electrical Insulators and Insulating Materials
5975	Electrical Hardware and Supplies
5977	Electrical Contact Brushes and Electrodes
5985	Antennas, Waveguides, and Related Equipment
5990	Synchros and Resolvers
5995	Cabel, Cord, and Wire Assemblies: Communication Equipment
5999	Miscellaneous Electrical and Electronic Components
	Fiber Optics Materials, Components Assemblies, and Accessories (60)
6010	Fiber Optic Conductors
6015	Fiber Optic Cables
6020	Fiber Optic Cable Assemblies and Harnesses
6030	Fiber Optic Devices
6060	Fiber Optic Interconnectors
6070	Fiber Optic Accessories and Supplies and Accessories
6080	Fiber Optic Kits and Sets
	Electric Wire, and Power and Distribution Equipment (61)
6105	Motors, Electrical
6110	Electrical Control Equipment
6115	Generators and Generator Sets, Electrical
6116	Fuel Cell Power Units, Components and Accessories
6120	Transformers: Distribution and Power Station
6125	Converters, Electrical, Rotating
6130	Converters, Electrical, Nonrotating
6135	Batteries, Primary
6140	Batteries, Secondary
6145	Wire and Cable, Electrical
6150	Miscellaneous Electric Power and Distribution Equipment
	Lighting Fixtures and Lamps (62)
6210	Indoor and Outdoor Electric Lighting Fixtures
6220	Electric Vehicular Lights and Fixtures
6230	Electric Portable and Hand Lighting Equipment
6240	Electric Lamps
6250	Ballasts, Lampholders, and Starters
6260	Nonelectrical Lighting Fixtures

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Federal Supply Classification Codes

FSC Code	Description
	Alarm, Signal, and Security Detection Systems (63)
6310	Traffic and Transit Signal Systems
6320	Shipboard Alarm and Signal System
6330	Railroad Signal and Warning Devices
6340	Aircraft Alarm and Signal Systems
6350	Miscellaneous Alarm and Signal Systems
	Medical, Dental, Veterinary Equipment and Supplies (65)
6505	Drugs, Biologicals, and Official Reagents
6506	Blood
6507	Blood Derivatives
6508	Medicated Cosmetics and Toiletries
6510	Surgical Dressing Materials
6515	Medical and Surgical Instruments, Equipment, and Supplies
6520	Dental Instruments, Equipment, and Supplies
6525	X–ray Equipment and Supplies: Medical, Dental, Veterinary
6530	Hospital Furniture, Equipment, Utensils, and Supplies
6532	Hospital & Surgical Clothing & Related Special Purpose Items
6540	Opticians' Instruments, Equipment, and Supplies
6545	Medical Sets, Kits, and Outfits
	Instruments and Laboratory Equipment (66)
6605	Navigational Instruments
6610	Flight Instruments
6615	Automatic Pilot Mechanisms and Airborne Gyro Components
6620	Engine Instruments
6625	Electrical and Electronic Properties Measuring and Testing Instruments
6630	Chemical Analysis Instruments
6635	Physical Properties Testing Equipment
6636	Environmental Chambers and Related Equipment
6640	Laboratory Equipment and Supplies
6645	Time Measuring Instruments
6650	Optical Instruments
6655	Geophysical and Astronomical Instruments
6670	Scales and Balances
6675	Drafting, Surveying, and Mapping Instruments
6680	Liquid and Gas Flow, Liquid Level, and Mechanical Motion Measuring Instruments
6685	Pressure, Temperature, and Humidity Measuring and Controlling Instruments
6695	Combination and Miscellaneous Instruments

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FSC Code	Description
	Photographic Equipment (67)
6710	Cameras, Motion Picture
6720	Cameras, Still Picture
6730	Photographic Projection Equipment
6740	Photographic Developing and Finishing Equipment
6750	Photographic Supplies
6760	Photographic Equipment and Accessories
6770	Film, Processed
6780	Photographic Sets, Kits, and Outfits
	Chemicals and Chemical Products (68)
6810	Chemicals
6820	Dyes
6830	Gases: Compressed and Liquefied
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialities
	Training Aids and Devices (69)
6910	Training Aids
6920	Armament Training Devices
6930	Operational Training Devices
6940	Communication Training Devices
	General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment (70)
7020	ADP Central Processing Unit (CPU, Computer), Analog
7010	ADP Configuration
7021	ADP Central Processing Unit (CPU, Computer), Digital
7022	ADP Central Processing Unit (CPU, Computer, Hybrid
7025	ADP Input/Output and Storage Devices
7030	ADP Software
7035	ADP Accessorial Equipment
7040	Punched Card Equipment
7042	Mini and Micro Computer Control Devices
7045	ADP Supplies and Support Equipment
7050	ADP Components
	Furniture (71)
7105	Household Furniture
7110	Office Furniture
7125	Cabinets, Lockers, Bins, and Shelving
7195	Miscellaneous Furniture and Fixtures

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FSC Code	Description
	Household and Commercial Furnishings and Appliances (72)
7210	Household Furnishings
7220	Floor Covering
7230	Draperies, Awnings, and Shades
7240	Household and Commercial Utility Containers
7290	Miscellaneous Household and Commercial Furnishings and Appliances
	Food Preparation and Serving Equipment (73)
7310	Food Cooking, Baking, and Serving Equipment
7320	Kitchen Equipment and Appliances
7330	Kitchen Hand Tools and Utensils
7340	Cutlery and Flatware
7350	Tableware
7360	Sets, Kits, and Outfits: Food Preparation and Serving
	Office Machines (74)
7420	Accounting and Calculating Machines
7430	Typewriters and Office Type Composing Machines
7435	Office Information System Equipment
7450	Office Type Sound Recording and Reproducing Machines
7460	Visible Record Equipment
7490	Miscellaneous Office Machines
	Office Supplies and Devices (75)
7510	Office Supplies
7520	Office Devices and Accessories
7530	Stationery and Record Forms
7540	Standard Forms
	Books Maps, and Other Publications (76)
7610	Books and Pamphlets
7630	Newspaper and Periodicals
7640	Maps, Atlases, Charts, and Globes
7650	Drawings and Specifications
7660	Sheet and Book Music
7670	Microfilm, Processed
7690	Miscellaneous Printed Matter
	Musical Instruments, Phonographs, and Home–Type Radios (77)
7710	Musical Instruments
7720	Musical Instrument, Parts and Accessories
7730	Phonographs, Radios, and Television Sets: Home Type Phonograph Records

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FSC Code	Description
7740	Phonograph Records
7777	ADP Software Under $100,000
	Recreational and Athletic Equipment (78)
7810	Athletic and Sporting Equipment
7820	Games, Toys, and Wheeled Goods
7830	Recreational and Gymnastic Equipment
	Cleaning Equipment and Supplies (79)
7910	Floor Polishers and Vacuum Cleaners
7920	Brooms, Brushes, Mops, and Sponges
7930	Cleaning and Polishing Compounds and Preparations
	Brushes, Paints, Sealers, and Adhesives (80)
8010	Paints, Dopes, Varnishes, and Related Products
8020	Paint and Artists' Brushes
8030	Preservatives and Sealing Compounds
8040	Adhesives
	Containers, Packages, and Packing Supplies (81)
8105	Bags and Sacks
8110	Drums and Cans
8115	Boxes, Cartons, and Crates
8120	Commercial and Industrial Gas Cylinders
8125	Bottles and Jars
8130	Reels and Spools
8135	Packaging and Packing Bulk Materials
8140	Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers
8145	Specialized Shipping and Storage Containers
	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags (83)
8305	Textile Fabrics
8310	Yarn and Thread
8315	Notions and Apparel Findings
8320	Padding and Stuffing Materials
8325	Fur Materials
8330	Leather
8335	Shoe Findings and Soling Materials
8340	Tents and Tarpaulins
8345	Flags and Pennants

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Federal Supply Classification Codes

FSC Code	Description
	Clothing, Individual Equipment, and Insignia (84)
8405	Outerwear, Men's
8410	Outerwear, Women's
8415	Clothing, Special Purpose
8420	Underwear and Nightwear, Men's
8425	Underwear and Nightwear, Women's
8430	Footwear, Men's
8435	Footwear, Women's
8440	Hosiery, Handwear, and Clothing Accessories, Men's
8445	Hosiery, Handwear, and Clothing Accessories, Women's
8450	Children's and Infant's Apparel and Accessories
8455	Badges and Insignias
8460	Luggage
8465	Individual Equipment
8470	Armor, Personal
8475	Specialized Flight Clothing and Accessories
	Toiletries (85)
8510	Perfumes, Toilet Preparations, and Powders
8520	Toilet Soap, Shaving Preparations, and Dentifrices
8530	Personal Toiletry Articles
8540	Toiletry Articles
	Agricultural Supplies (87)
8710	Forage and Feed
8720	Fertilizers
8730	Seeds and Nursery Stock
	Live Animals (88)
8810	Live Animals, Raised For Food
8820	Live Animals, Not Raised For Food
	Subsistence (89)
8900	Perishable Subsistence $10,000 To $25,000
8905	Meat, Poultry, and Fish
8910	Dairy Foods and Eggs
8915	Fruits and Vegetables
8920	Bakery and Cereal Products
8925	Sugar, Confectionery, and Nuts
8930	Jams, Jellies, and Preserves
8935	Soups and Bouillons

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FSC Code	Description
8940	Special Dietary Foods and Food Specialty Preparations
8945	Food Oils and Fats
8950	Condiments and Related Products
8955	Coffee, Tea, and Cocoa
8960	Beverages, Nonalcoholic
8965	Beverages, Alcoholic
8970	Composite Food Packages
8975	Tobacco Products
8999	Food Items For Resale
	Fuels, Lubricants, Oils, and Waxes (91)
9110	Fuels, Solid
9130	Liquid Propellants and Fuels, Petroleum Base
9135	Liquid Propellant Fuels and Oxidizers, Chemical Base
9140	Fuel Oils
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic
9160	Miscellaneous Waxes, Oils, and Fats
	NonMetallic Fabricated Materials (93)
9310	Paper and Paperboard
9320	Rubber Fabricated Materials
9330	Plastics Fabricated Materials
9340	Glass Fabricated Materials
9350	Refractories and Fire Surfacing Materials
9390	Miscellaneous Fabricated Nonmetallic Materials
	NonMetallic Crude Materials (94)
9410	Crude Grades Of Plant Materials
9420	Fibers: Vegetable, Animal, and Synthetic
9430	Miscellaneous Crude Animal Products, Inedible
9440	Miscellaneous Crude Agricultural and Forestry Products
9450	Nonmetallic Scrap, Except Textiles
	Metal Bars, Sheets, and Shapes (95)
9505	Wire, Nonelectrical, Iron and Steel
9510	Bars and Rods, Iron and Steel
9515	Plate, Sheet, and Strip: Iron and Steel
9520	Structural Shapes, Iron and Steel
9525	Wire, Nonelectrical, Nonferrous Base Metal
9530	Bars and Rods, Nonferrous Base Metal
9540	Structural Shapes, Nonferrous Base Metal
9545	Plate, Sheet, Strip, Foil, and Wire: Precious Metal

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Federal Supply Classification Codes

FSC Code	Description
	Ores, Minerals, and Their Primary Products (96)
9610	Ores
9620	Minerals, Natural and Synthetic
9630	Additive Metal Materials and Master Alloys
9640	Iron and Steel Primary and Semifinished Products
9650	Nonferrous Base Metal Refinery and Intermediate Forms
9670	Iron and Steel Scrap
9680	Nonferrous Metal Scrap
	Miscellaneous (99)
9905	Signs, Advertising Displays, and Identification Plates
9910	Jewelry
9915	Collectors' Items
9920	Smokers' Articles and Matches
9925	Ecclesiastical Equipment, Furnishings, and Supplies
9930	Memorials: Cemeterial and Mortuary Equipment and Supplies
9998	Non Food Items For Resale
9999	Miscellaneous Items

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Equipment/Vehicle Class Codes

The following equipment/vehicle class codes are used in PROP:

Code	Description
100	Sedan–Small
101	Sedan–Subcompact
102	Sedan–Compact
103	Sedan–Midsize
104	Sedan–Large
105	Small
110	Subcompact
120	Compact
130	Midsize
150	Large
200	Station Wagon
201	Station Wagon–Subcompact
202	Station Wagon–Compact
203	Station Wagon–Midsize
204	Station Wagon–Large
210	Subcompact
220	Compact
230	Midsize
250	Large
300	Ambulance
301	Utility Truck
302	Van–Wagon
303	Van–Panel
304	Pickup 2Dr Cab
305	Pickup–Crew Cab
306	Pickup–Compact
307	Chassis and Cab
308	Mtn Tele Util W/Cab
309	Delivery Van Cut Off
310	Carry All
311	Sedan Delivery
312	Stake Truck
313	Multistop Van
314	Mtn Tel & Util Crew
315	Dump Truck

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Equipment/Vehicle Class Codes

Code	Description
316	Van Panel Maint
400	Bus
401	Utility Truck
402	Van Wagon
403	Van Panel
404	Pickup 2Dr Cab
405	Pickup Crew Cab
406	Pickup Compact
407	Chassis and Cab
408	Mtn Tele Util W/Cab
409	Delivery Van Cur-Off
410	Carry All
411	Sedan Delivery
412	Stake Truck
413	Multistop Van
414	Mtn Tel & Util Crew
415	Dump Truck
416	Van Panel Maint
500	Truck 4x2 8499 GVWR
501	1/4 Ton Utility Truck
502	1/2 Ton Pickup Van Wagon
503	1/2 Ton Panel Van
504	3/4 Ton 2 Dr Pickup
505	1 Ton Pickup Crew Cab
506	Sedan Delivery, Subcompact
507	Sedan Delivery, Chassis and Cab Compact
508	Mtn Tel & Util W/Cab Sedan Delivery, Midsize
509	3/4 Ton Compact Delivery Van Cut–off
510	Truck 4x4 8499 GVWR Carry All
511	1/4 Ton Sedan Delivery
512	1/2 Ton Compact Stake Truck
513	1/2 Ton Multistop Van
514	3/4 Ton Mtn Tel & Util Crew
515	1 – 1 1/2 Ton Dump Truck
516	Van Panel Maint
600	Truck 4x2 8500 to 12499 GVWR

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Equipment/Vehicle Class Codes

Code	Description
601	1 Ton Utility Truck
602	1 1/2 Ton Van Wagon
603	1 3/4 Ton Van Panel
604	Pickup 2 Dr Cab
605	Pickup Crew Cab
606	Pickup Compact
607	Chassis and Cab
608	Mtn Tele Util W/Cab
609	Delivery Van Cut-Off
610	Truck 4x4 8500 to 12499 GVWR
611	1 Ton Sedan Delivery
612	1 1/2 Ton Stake Truck
613	1 3/4 Ton Multistop Van
614	Mtn Tel & Util Crew
615	Dump Truck
616	Van Panel Maint
700	Truck 4x2 12500 to 23999 GVWR
701	1 1/2 Ton Chassis W/Cab
702	1 3/4 Ton Tractor W/Cab
703	2 Ton Stake W/Cab
704	2 1/2 Ton Dump W/Cab
705	3 Ton and Over Wrecker W/Cab
706	Tel MaintW/Cab
707	Van W/Cab
710	Truck 4x4 12500 to 23999 GVWR
711	1 1/2 Ton Pickup 2Dr Cab
712	1 3/4 Ton Pickup 2 Dr Cab
713	2 Tons
714	2 1/2 Ton Chassis W/Cab
715	3 Tons and Over
800	Truck 24000 GVWR and Over
801	3 Ton Chassis W/Cab
802	3 1/2 Ton Tractor W/Cab
803	4 Ton Stake W/Cab
804	5 Ton Dump W/Cab
805	6 Ton Wrecker W/Cab

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Code	Description
806	7 Ton Tel Maint W/Cab
807	8 Ton Van W/Cab
808	10 Ton
809	15 Tons and Over
900	Truck, Mounted Equipment
901	Available for Agency
902	Available for Agency
903	Available for Agency
904	Available for Agency
905	Available for Agency
989	Available for Agency
990	Van W/Cab
998	Bus
999	Ambulance

Note: Trucks that are in the 900 vehicle class code series are classified based on the type of vehicle and type of mounted equipment used. The vehicle type code used **must** be one of the codes that are valid for class code 900.

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Vehicle Type Codes

The following vehicle type codes are used in PROP:

Code	Description
AMB	Ambulance (Valid only with class code 300)
BUS	Bus (Valid only with class code 400)
S2D	Automobile, 2–Door
S4D	Automobile, 4–Door

Note: Vehicle type codes S2D and S4D are valid only with class code 100, 105, 110, 120, 130, or 150.

Code	Description
S4D	Automobile, 4–Door
STW	Station Wagon (Valid only with class code 200, 210, 220, 230, or 250)
TCL	Truck, Carryall
TDP	Truck, Dump
TDC	Truck, Dump Stake
TJP	Truck, Jeep
TPU	Truck, Pickup
TPV	Truck, Panel Van
TSD	Truck, Sedan Delivery
TST	Truck, Stake
TTR	Truck, Tractor
TUW	Truck, Utility Wagon
TWV	Truck, Window Van

Note: The vehicle type codes listed above are valid only with class codes 500 through 809.

Code	Description
TA	Auger
TB	Blower
TBR	Bale Retriever
TBM	Bait Mixing
TC	Crane
TCB	Camper Body
TCM	Cement Mixer
TD	Duster
TDA	Dead Animal
TDP	Dump
TDR	Drilling Rig
TEL	Electronic Equipment
TEQ	Emergency Equipment
TF	Feeder
TFI	Fire

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Vehicle Type Codes

Code	Description
TFL	Fruit Loader

Note: The vehicle type codes listed above are valid only with the 900 class code.

Code	Description
TFM	Fumigating
TG	Garbage
TGR	Grain
TGT	Gin Trash
TH	Hoist
THR	Harvester
TL	Line
TLA	Laboratory
TLI	Lift
TMS	Motor Scooter
TPW	Pole and Winch
TR	Refuse
TRB	Backhoe
TRE	Rescue
TRF	Refrigeration
TS	Shop
TSC	Straddle – Carrier
TSF	Seed and Fertilizer
TSL	Silage
TSN	Snow Plow
TSP	Sprayer
TSS	Soil Sampler
TTA	Tank
TTB	Tiltbed
TTO	Tow
TTR	Truck Tractor
TUW	Utility
TWE	Welder
TWI	Winch
TWR	Wrecker

Note: The above vehicle type codes listed above are valid only with the 900 class code.

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Appendix H

Condition Codes

The following condition codes are valid in PROP:

Disposal Condition Codes

Code	Condition
1	Unused – Good
2	Unused – Fair
3	Unused – Poor
4	Used – Good
5	Used – Fair
6	Used – Poor
7	Repairs Required (15 or less of acquisition cost)
8	Repairs Required (16% – 40% of acquisition cost)
9	Repairs Required (40% – 65% of acquisition cost)
X	Salvage
S	Scrap

Supply Condition Codes

Code	Condition
1	Unused – Good
A	Serviceable – Issuable Without Qualification
B	Serviceable – Issuable With Qualification
C	Serviceable – Priority Issued (less than 3 months shelf life)
D	Serviceable – Test/Modification
E	Serviceable – Minor Repairs
F	Unserviceable – Repairable
G	Unserviceable – Incomplete
H	Unserviceable – Condemned
S	Scrap

Note: PROP accepts only one position in the 2-position Condition Cd field; however, if two positions are keyed in, the appropriate supply condition code is keyed in position one, and the applicable disposal condition code is keyed in position two. Example: **A1** is a valid 2-position condition code.

Note: This appendix provides the PROP and EMIS data field names as defined to FOCUS. These field names are used to develop reports using the FOCUS Reporting System. Refer to Title VI, Systems Access Procedures Manual. Chapter 5, Report Generator Systems, Section 5, FOCUS Reporting System, for detailed instructions.

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Transaction Type Codes

Transaction type codes are shown on PROP 303, Personal Property Transaction Report, and reflect the various transactions made on items maintained in the PROP data base. **Note:** All transaction type codes may not apply to all users.

Code	Transaction Type
A10	New Acquisition
A11	Found
A12	Construction
A13	Donation
A14	Transfer Within Agency
A15	Agency Change
A16	Reassigned Within USDA
A17	Accountable Officer Change
A18	Leased
A19	Transfer From Non–Property
A20	Add—No Accounting Generated
A21	New Acquisition—Not In Feeder
A22	Acquired From Excess
A23	GOP Held By Contractor/Grantee
A24	Miscellaneous Property Items
A25	Non-Federal Owned
A26	Loaned
A27	Transfer From Another Agency
C30	Lost Or Stolen
C31	Damaged
C32	Excess
C33	Remove From Damaged
C34	Remove From Excess
C35	Modify Property Master
C36	Scrap
C37	Remove From Lost Or Stolen
C38	Remove From Scrap
C39	Change Lease Data
C40	Reorder Bar Code Labels
C41	Exchange/Sale
C42	Exchange/Sale Reversal
C43	Stock For Issue/Sale
C44	Remove Stock For Issue/Sale

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Transaction Type Codes

Code	Transaction Type
C45	Storage
C46	Remove Storage Status
C47	On Loan Outside Bureau
C48	Remove On Loan Outside Bureau Status
C49	Repair
C50	Remove Repair Status
C51	Other
C52	Remove Other Status
C53	Other And Issue Statuses
C54	Storage And Other Statuses
C55	Other And Repair Statuses
C56	Repair And Storage Statuses
C57	Exchange/Sale Status
C58	Issue And Storage Statuses
C59	Exchange/Sale And Other Statuses
C60	Exchange/Sale And Storage Statuses
C61	Repair And Exchange/Sale Statuses
C62	Property Code Change
C63	Reactivate Excess
D50	Delete Lost Or Stolen
D51	Donated To Public Body By Agency
D52	Donation By Agency
D53	Abandoned Or Destroyed
D54	Sold As Scrap
D55	Sold Other Than Scrap By Agency
D56	Delete, Trade, Or Exchange
D57	Transfer To USDA Agency Not In PROP
D58	Transfer To Another Agency By Agency
D59	Sale Of Item Reported To GSA Excess
D60	Sold Other Than Scrap By GSA
D61	Sale
D62	Delete—Duplicate
D63	Delete—Should Be Non–Property
D64	Transfer To CEPO Warehouse
D65	Delete—Leased Item
D66	Remove Property Item
D67	Transfer To Another Agency By GSA

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Transaction Type Codes

Code	Transaction Type
D69	Trade-In
D70	Donation Through GSA
D71	Donated Research Equipment
D72	CASU Disposition
EXP	Expendable
E11	Deleted Non PROP Obj Class Feeder
E12	Modify Feeder Quantity
E13	Delete Duplicate Feeder Item
F01	Feeder Change
F11	Adj Del Non PROP Obj Class Feeder
F13	Adj Del Duplicate Feeder Item
RCP	Property Receipt
R01	Reproration
R02	Property Reactivated
T01	Mass Accountable Officer Change
T02	Mass Custodial Officer Change
T03	Mass Custodian Change
X00	New Component
Z10	Conversion

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Unit Of Issue Codes

Code	Description
AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale
BF	Board foot
BG	Bag
BK	Book
BL	Barrel
BO	Bolt
BR	Bar
BT	Bottle
BX	Box
CA	Cartridge
CB	Carboy
CD	Cubic yard
CE	Cone
CF	Cubic foot
CK	Cake
CL	Coil
CN	Can
CO	Container
CY	Cylinder
CZ	Cubic meter
DR	Drum
DZ	Dozen
EA	Each
FT	Foot
GL	Gallon
GR	Gross
HD	Hundred
HK	Hank
JR	Jar
KT	Kit

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Unit Of Issue Codes

Code	Description
LB	Pound
LG	Length
LI	Liter
LT	Lot
MC	Thousand cubic feet
ME	Meal
MR	Meter
MX	Thousand
OT	Outfit
OZ	Ounce
PD	Pad
PG	Package
PM	Plate
PR	Pair
PT	Pint
PZ	Packet
QT	Quart
RA	Ration
RL	Reel
RM	Ream
RO	Roll
SD	Skid
SE	Set
SF	Square foot
SH	Sheet
SK	Skein
SL	Spool
SO	Shot
SP	Strip
SX	Stick
SY	Square yard
TN	Ton
TO	Troy ounce
TU	Tube
VI	Vial
YD	Yard

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
001	FORD	FORD
002	CHEVROLET	CHEV
003	PLYMOUTH	PLYM
004	DODGE	DODGE
005	PONTIAC	PONTI
006	DATSUN	DATSN
007	INTL HARVESTER	IH
008	REO	REO
009	MACK	MACK
010	GMC	GMC
011	DIAMOND T	DMNDT
012	PAGE & PAGE	PAGE
013	STUDEBAKER	STDBK
014	LACROSSE	LCRSS
015	AMERICAN MOTORS	AMC
016	KAISER–JEEP	KSRJP
017	WHITE	WHITE
018	HIGHWAY TRAILER	HWYTR
019	CHAMPION	CHAMP
020	CATEPILLAR	CTRLP
021	AUSTIN–WESTIN	ASTWS
022	ALTON	ALTON
023	ALLIS–CHAMBLER	ALCHL
024	HUBER–WARCO	HBRWR
025	HYSTER	HYSTR
026	HOUGH PAYLOADER	HOUGH
027	PETTIBONE–MULLIKEN	PBMUL
028	WAGNER	WAGNER
029	LINK BELT SPEEDER	LINK
030	QUICKWAY	QUICK
031	INSLEY	INSLY
032	CLETRAC	CLTRC
033	OLIVER	OLIVR
034	KEIFER BUILT	KEIFE
035	FORD FERGUSON	FDFRG
036	AUTO CAR	AUTOC

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
037	CLARKAIR	CLKAR
038	BAY CITY	BAYC
039	GARDNER DENVER	GRDDV
040	SCHRAMM	SCHRM
041	LEROI–RIX	LRRX
042	OK	OK
043	INGERSALL RAND	IRAND
044	REX	REX
045	QUI MIX	KWXMX
046	MORSPEED	MRSPD
047	CASE	CASE
048	MICHIGAN	MCHGN
049	ADAMS	ADAMS
050	DAVIS	DAVIS
051	MASSEY FERGUSON	MSFRG
052	WISCONSIN	WISCN
053	LETOURNEAU WESTINGHOUSE	LWEST
054	SCOOPMOBILE	SCPMB
055	REINCO	REINC
056	FREUHAUF	FRHFB
057	ROANOKE	RNOKE
058	DIAMOND RED	ODRED
059	TCI	TCI
060	GENERAL	GENRL
061	BUEL	BUEL
062	CURTIS WRIGHT	CRWRT
063	HANNER	HANNR
064	MILLER	MILLR
065	BOWIE	BOWIE
066	PIONJAR	PNJAR
067	CHALLENGE COOK	CCOOK
068	GEADALL	GEDLL
069	EAGER BEAVER	EGRBV
070	MINNEAPOLIS MOLINE	MPLSM
071	JOY	JOY
072	SPRAGUE HENWOOK	SPHWD

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
073	PETERBILT MOTOR CO	PETER
074	MOBILE DRILLING CO	MOBIL
075	TOTE GOTE	TOTEG
076	CUSHMAN	CSHMN
077	MERRY	MERRY
078	TRAIL KING	TRAIL
079	HOMELITE	HMLT
080	BALDWIN	BLDWN
081	TRAILSTER	TRLST
082	PACK MULE	PCKML
083	PICUS	PICUS
084	FITCHBERG	FTCHB
085	HALL	HALL
086	FINN EQUIPMENT CO	FINN
087	WAYNE	WAYNE
088	SIMCO	SIMCO
089	PANTHER	PNTHR
090	TUCKER	TUCKR
091	CLARK	CLARK
092	TOTEM–ALL	TOTEM
093	TIMPTE	TIMPT
094	WOODCHUCK	WOODC
095	BOMBARDIER	BOMBD
096	TOWMOTOR	TWMTR
097	DYNA–PAC	DYNAP
098	FMC	FMC
099	YALE	YALE
100	ZICMAN	ZICMN
101	SWEEPSTAR	SWEEP
102	WITTENBERG	WITTN
103	RANCH MFG CO	RANCH
104	ACKER MK IV	ACKER
105	OLATHE	OLTHE
106	SNOW BLAST	SNOW
107	KOHLER	KOHLER
108	LEROI	LEROI

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
109	GALION	GALON
110	OMC	OMC
111	WARCO	WARCO
112	WITTE	WITTE
114	KATO	KATO
115	KENWORTH	KENW
116	MASSEY–HARRIS	MSYHR
117	FONTAINE	FONTN
118	KIDD	KIDD
119	ONAN	ONAN
120	PETTIBONE–MERCURY	PETTM
121	DETROITER	DETR
122	THIOKOL	THKOL
123	POLARIS	POLARI
124	KRISTI	KRIST
125	ARTIC	ARTIC
126	CHICAGO PNEUMATIC	CHGPN
127	SKI DOO	SKIDD
128	EVINRUDE	EVINR
129	MELROE	MLROE
130	FIAT–ALLIS	FIATA
131	EUCLID	ECLID
132	WESTINGHOUSE	WESTH
133	BRUCE MFG CO	BRUCE
134	CONSOLIDATED	CNSLD
135	ATLANTIC	ATLAN
136	BUDHA	BUDHA
137	CUMMINS	CUMNS
138	RAYGO INC	RAYCO
139	AM GENERAL JEEP	AM GEN
140	ULBRO–PLUS	ULBPL
141	ASPLUNDH	ASPHL
142	JOHNSON	JOHNS
143	HURRICANE	HURCN
144	ATLAS COPCO	ATCOP
146	IMPERIAL	IMPL

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
147	W.W. TRAILER	WWTRL
148	BARC	BARC
149	LINCOLN	LINCL
150	SOUR PUSS	SOPUS
151	GRAVELY	GRAVE
152	KOIS BROS	KOIS
153	HOBART	HOBRT
154	ACCUTRAK	ACCTK
155	INDUST'L MUNICIPAL ENG.	INDMN
156	NATIONAL CRANE	NATLC
157	BAKER	BAKER
158	SCORPION	SCORP
159	LEROI CLEVELAND	LERCL
160	TRANSPORTATION TRAILER CO	TSPTR
161	HEIL CO	HEIL
162	SIMS	SIMS
163	KELLY	KELLY
164	SUZUKI	SUZUKI
165	KAWASAKI	KAWASAKI
166	HONDA	HONDA
167	MARQUETTE	MAROT
168	HARLEY DAVIDSON	HRLDY
169	YALE & TOWNE MFG	YALET
170	NAMCO	NAMCO
171	PACK–MOR MFG CO	PCKMR
172	WASH TOTER INC	WASHT
173	STERLING	STRLG
174	BOSTON WHALER	BDTMW
176	BROYHILL	BRHLL
177	COOK BROS	COOK
178	YAMAHA	YAMHA
169	DEERE & CO	DEERE
180	MORRIS BROS	MRRSB
181	ROCKING O	ROCKO
182	JOHN BEAN	JBEAN
183	FUN TRAVEL	FTRVL

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
184	CEDCO	CEDCO
185	EDWARDS	EDWDS
186	BERKELEY	BRKLY
187	MILEY	MILEY
188	DARLEY	DARLY
189	SOUTHWEST FLEXIBLE CO	SWFLC
190	MON–ARK	MNARK
191	STARCRAFT	STARC
192	TRAILMASTER	TRLMS
193	STIDHAM	STDHM
194	AUTOMATIC	AUTO
195	MOBILIFT	MBLFT
196	WESTERN FIRE	WSTFR
197	SEARS	SEARS
198	UNIVERSAL	UNVRS
199	TRUTRAIL	TRTRL
200	WARDS	WARDS
201	GAMBLES	GMBLS
202	LANE	LANE
203	WESTERN TRACTOR & TOLL CO	WSTTR
204	WILDERNESS	WLDRN
205	HENDRICKSON	HNDRC
206	SUNFLOWER PARK	SNFLW
207	SCOTT MIDLAND	SCOTT
208	STREAMLINE TRAILER CO	STLNT
209	COMMODORE CORP	CMMDR
210	WINNEBAGO	WNNBG
211	LAYTON	LYTN
212	PLAY–MORE	PLAY
213	AMERICAN MOBILE LEASING	AMMBL
214	PORTA–BUILT	PRTBT
215	KENSKILL	KNSKL
216	GREAT LAKES	GTLKS
217	ABC	ABC
218	RICHARDSON	RCHDS
219	APACHE	APACH

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
220	TERRY	TERRY
221	TETON	TETON
222	LEISURE HOME	LSRHM
223	ROAD RUNNER	RDRNR
224	COLORADO	COLRD
225	AIRSTREAM	ARSTM
226	ROLLA–HOME	RLLHM
227	HOLIDAY RAMBLER	HLDRM
228	SHASTA	SHAST
229	FRANKLIN	FRKLN
230	HART	HART
231	TRAVELEZE	TRVLZ
232	BANNER	BANNR
233	SPARTAN	SPRTN
234	PRICE–MYERS	PRCMR
235	ANGEL	ANGEL
236	GREAT DIVIDE	GRTDV
237	LAE	LAE
238	CLIFF INDUSTRIES	CLIFF
239	DEE JAY	DEJAY
240	KIT	KIT
241	WIGWAM	WGWAM
242	STAR	STAR
243	EMPIRE	MPIRE
244	STARLINE VERSATILE TRAILER	STARV
245	HEFTY TRACTOR	HEFTT
246	NOBBS	NOBBS
247	TAURUS	TAURS
249	JACOBSON	JCBSN
250	TRAILBREAKER	TRLBR
251	TRAIL BEETLE	TRLBT
252	AMF–SKAMPER	AMFSK
253	COLT	COLT
254	TROJAN	TRJAN
255	BARRETT	BRRTT
256	HESTER	HESTR

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
257	MATHIS	MTHIS
258	SLECO	SLECO
259	TIMBER CAT	TMBCT
260	LOWTHER–WILDLAND–BELOIT	LWTHR
261	WHITFIELD–FORESTLAND	WHTED
261	SMOKECRAFT	SMKRC
263	GLASS PLY	GLSSP
264	MCGEE CRAFT	MCGEE
265	PITMAN	PTMAN
266	MARDEN	MARDN
267	FLECO	FLECO
268	LUCAS	LUCAS
269	BONNHAM	BNNHM
270	EDWINS	EDWNS
271	TULE TROOPER	TLETR
272	ROKDN	ROKON
273	SIMPLEX	SMPLX
274	REIDS	REIDS
275	DORSEY	DRSY
276	LEHMAN	LEHMN
277	WABCO	WABCO
278	HERCULES	HERCL
279	AMERICAN	AMERC
280	GILSON	GILSN
281	BELL BOY	BLLBY
282	COBRA	COBRA
283	DAVEY	DAVEY
284	VALCO	VALCO
285	SULLAIR	SULLR
286	WORTHINGTON	WORTH
287	ZODIAC	ZODIC
288	AVON	AVON
289	LUND	LUND
290	TACOMBA BOAT WORKS	TCMBT
291	DUFFY & DUFFY FIBERGLASS	DUFFY
292	BAYLINER	BYLNR

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
293	CAUKINS	CKINS
294	EASY LOADER	ESYLD
295	HOLSCLAW	HLSCL
296	MERCURY	MERCR
297	TRAC PAC	TRCPC
298	MCGUIFFIN	MCGFN
299	TRAILITE	TRLTE
300	HUBER	HUBER
301	DATA–VEYORS	DTVRS
302	SCIACCA WELDING	SCWLD
303	WALKER	WALKER
304	SPORTSMAN	SPRTS
305	EASTERN PACIFIC	ESTMN
306	ESSICK	ESSCK
307	ABEMA	ABEMA
308	HERB SMITH WELDING	SMITH
309	HANOVER	HNDVR
310	WESTCOASTER	WSTCS
311	HAMILTON	HMILTN
312	MCCULLOH	MCCLL
313	U S TRANSPORTATION	USTRA
314	RANCH KING	RANCH
315	CIRCLE J	CIRCJ
316	CUSTOM	CSTOM
317	STANDARD	STNDR
318	MCQUERRY	MCQRR
319	HALE	HALE
320	TRAILRITE	TRLRT
321	NAVAJO	NAVAJ
322	BLAKE	BLAKE
323	TRAILER INC	TRLR
324	KING	KING
325	CHISM	CHISM
327	CLIPPER	CLPPR
328	ROSS	ROSS
329	ALUMARINE	ALMRN

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Manufacturer Code	Description	Abbreviation
330	KENNER	KENNR
331	PRIME	PRIME
332	PACIFIC MARINE	PCFMR
333	FORESTER	FORSTR
334	AMF	AMF
335	HOMEMADE	HOMEN
336	FOREST SERVICE DESIGN	FSDSG
337	R D BROWN	RDB
349	K C R	KCR
350	METAL MASTERS	MMT
351	WINN	WNN
352	AIRPLACO	AIRPL
353	ROBERTS HARVES	RBHVS
354	MARUZEN	MARUZ
355	RCMMER	ROMMER
356	TRAVEL KING	TVLKI
357	FIBERFORM	FIBFO
358	SATOH	SATOH
359	WESTERN	WESTR
360	WILKINS	WILKN
361	GREGOR	GREGR
362	TRANSPORT	TRNPT
363	COZAD	COZAD
364	HOLDEN	HOLDN
365	PIONEER	PIDNR
366	BUHL	BUHL
367	E Z 60	EZ60
368	CHIPMORE	CHPMR
369	HUDSON	HUDSN
370	KAYOT	KAYOT
371	TOYOTA	TOYOT
372	WIGGENS	WIGGN
373	SIMPLICITY	SPLCY
374	JAEGER	JAEGR
375	SHERMAN	SHMAN
376	S E SAPP SONS	SES

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Manufacturer Code	Description	Abbreviation
377	NECKOVER TRAI	NTRAI
378	HUDSON BROS	HNBRO
379	LEDWELL SONS	LWSON
380	CROCETT IRON	CRKIR
381	PHELAN	PHELN
382	BIG JOHN	BJOHN
383	LUFKIN	LUFKIN
384	PUCH	PUCH
385	ANGELOS CARTS	ACART
386	TAYLOR DUNN MFG	TOMFG
387	HOROCO MARKET	HOMKT
388	T C M	TCM
389	TAMPO MFG CO	TMC
402	BIRMINGHAM INC	BGHAM
404	BETTER BUILT	BTRBL
405	N P ARNOLD	NPANL
406	CROSLEY	CRSLY
407	JCB	JCB
408	KOOL POWER	KLPWR
409	LITTLEFIELD	LIFLD
410	RANGLAND DRILL	RLDRL
411	COX WELDING	COWEL
412	TLG MFG CO	TLGMFG
413	GILLETTE	GLETT
414	ELLIOTT	ELLIT
415	PERKINS & ADAMS	PRKAD
416	ATLAS COBRA	ATCOB
417	BAILIES MFG	BAMFG
418	DAKOTA MFG CO	DAKMF
419	HOLDER	HOLDR
420	PACIFIC TOP	PATOP
421	FORMALL	FORML
422	MANMAR	MANMR
423	CHAPARR	CHAPR
424	KALYM TRAILER CO	KATRL
425	MAZDA	MAZDA

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Manufacturer Codes And Abbreviations

Manufacturer Code	Description	Abbreviation
426	LAKESIDE	LAKSI
427	BATCLIFFE	BACLF
428	S & H TRAILER	SHTRL
429	AMERICAN–LA FRANCE	AMLF
430	DRILL	DRILL
431	BROCKWAY	BROCK
432	CHRYSLER	CHRYS
434	FEDERAL	FEDL
435	LAND ROVER	LANDR
436	LORAIN	LORAN
437	OPEL	OPEL
438	OSHKOSH	OSHK
439	PEUGEOT	PEUGT
440	TALBOT	TALBO
441	VOLKSWAGON	VOLK
442	HMSTRAILERS	HMCTR
443	DYNAMELD INC	DMINC
444	SONNY'S CUSTOM TRAILER INC	SCTRL
445	CUMMINGS WELDING	CMMLD
446	CURTIS	CRTIS
447	LINDSAY	LNDSY
448	ROPE	ROPE
449	BUTLER	BUTLR
450	CLEARR MANUFACTURING	CLMFG
451	SHORLINE PRODUCTS INC	SLPRD
500	WILLIS–JEEP	WJEEP
900	UNKNOWN	UNKNW
	RENAULT	

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Glossary

Accountability. The responsibility for property by designated officials who identify, measure, and communicate economic information to users of the information.

Accountable Officer (AO). A designated employee who accounts for property assigned to his/her organizational area of responsibility, i.e., division, branch, office, staff, etc.

Accountable Property. Accountable property is all real property, all leased personal property regardless of acquisition cost, and all owned personal property having an acquisition cost of **$5,000** or more, and any item valued at less than **$5,000** but determined by an agency property management officer to be sensitive.

Accounting Amount. The acquisition amount assigned to an accounting classification.

Accounting Classification. The code listed on the procurement document which indicates the funds used to purchase a property item. PROP allows the entry of 99 separate accounting code lines per property master record. The format of the code is appropriation/project/cost center/task code/phase code.

Accounting Station. The organizational entity maintaining an accounting system within an agency.

Accumulated Depreciation. The total dollar amount which has been depreciated for the property item since acquisition.

Acquisition Cost. The total purchase or lease price of a property item, given up to acquire the item and place it in operating condition at its proper location. This includes all normal, reasonable, and necessary expenditures to obtain the item. Unnecessary costs (such as fines, traffic tickets, etc., that must be paid as a result of hauling the item to a new place are not part of the acquisition cost

Acquisition Date. The date the property item was physically received by the agency

AO Inventory Date. The date of the last physical inventory of personal property by the AO or his/her designated representative.

Agency Code. A 2-position alphanumeric code which designates a specific agency.

Amount Of Sale. The sale price of property.

Award Number. This is a 15-position alphanumeric identification which is used if the property was acquired through an award.

Basic ID. The major component of an item if the property item is a component of another piece of property.

Capitalized Amount. The present value cost of an item.

Capitalized Items. Any item of personal property of a durable nature with a normal service life of a year or more. The acquisition value of a capitalized item must be **$5,000** or more, including ADP software as well as charges for services in connection with the initial installation and freight when performed under contract.

Condition Code. A 2-position, alphanumeric field which designates the condition of a property item.

Contractor Or Grantee Address. The location where the property is maintained.

Contractor Or Grantee Name. The individual responsible for the property, not a Departmental employee.

Contractor Or Grantee Type. The type of organization in control of the property held by contractors or grantees.

Custodian. The individual designated by a PMO or AO who is responsible for the control of property within their jurisdiction.

Cylinders. The chambers in which pistons move in a reciprocating engine.

Date Of Acquisition. The date the property item was physically received by the agency.

Depreciation. The amount of the item cost allocated to each accounting period benefiting from the item's use. A non cash expense, depreciation is a process of allocation, not valuation.

Depreciation Amount. The dollar amount of depreciation for the property item.

Depreciable Value. The acquisition value minus predetermined salvage value minus any accrued depreciation.

Description. An explanation or code which describes the physical attributes of the property item.

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Document Number. The identification number of the procurement order.

Document Type. The type of procurement order. (See **Appendix C** for a list of the valid document types.)

Drive. The apparatus controlling the propulsion of a motor vehicle; the arrangement in an automatic transmission of a motor vehicle which allows movement forward at varying speeds.

Excess Property. Any personal property under the control of a Federal agency but no longer needed by that agency.

Excess Report Number. A number assigned by the user when a property item is declared *Excess*.

Expendable Property. An article of property when applied to use is consumed, loses its identity, or normally becomes a component part of other property.

Equipment Number. A unique identifier given to vehicles.

Fuel Type. The code that identifies the type of fuel used in the motorized equipment.

GVWR. The gross vehicle weight rating of the vehicle.

Lease. A contract by which one party gives to another party the use and possession of an item (lands buildings, vehicle) for a specified time and for fixed payments.

Line Item Number. The number used to identify a particular line within a procurement document.

Manufacturer. The maker of the property as listed on the procurement document.

Miscellaneous Notes. A field used to record information about the property that does not fit in other fields

Model Number. A number used to distinguish between property items from the same product line.

National Stock Number. A thirteen digit number that begins with first four positions of the Federal Supply Classification (FSC) Code. This number is used to categorize property items for ordering from GSA.

NFC ID. The unique identifier for each property item maintained in PROP which is listed on property bar code labels

Location Of Property. The location of the property expressed as (1) a 9-position numeric field which is in state/city/county format (all codes are found in the GSA Worldwide Geographic Location Codes publication) or

(2) the actual first and second line address plus city, state, and zip code.

Maintenance Contract Number. The identification number of the maintenance contract for the equipment listed on the PROP master file.

Maintenance Type. The type of service provided for equipment. The three types identified to PROP are: (1) **PM**, Planned Maintenance; (2) **RM**, Repair Maintenance; and (3) **OT,** Other Maintenance.

NonExpendable Property. A property item that is complete in itself, does not lose its identity or become a component part of another article when put into use, and has an expected service life of over 2 years.

Object Classification. Codes that are used to record the financial transactions of property in terms of the nature of the services for which obligations are first incurred.

Odometer. An instrument used to measure the distance a vehicle has traveled.

Official Property Records. Any group of property records used for the physical and financial control of property.

Organizational Code. A code used to indicate the holding agency.

Personal Property. Property of any kind, other than real property and official records. Within PROP, this includes furniture, furnishings, office machines, ADP equipment, and other like property items including capitalized, leased, motorized equipment, and/or sensitive property.

Physical Inventory. The counting of physical units of each type of merchandise on hand.

Possession. Used to indicate the property accountability level.

Property Code. A unique identifier for the property item.

Property Management Officer (PMO). The designated individual at the department/agency level who has management responsibility for the personal property program. This responsibility includes the development and implementation of agency policies, procedures, and standards consistent with departmental regulations for the effective utilization, accountability, control, and disposition of agency property.

Property Master. The record created in PROP data base when all required information pertaining to the property item is updated.

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PMO Inventory Date. The date of the last physical inventory of personal property by the PMO or his/her designated representative.

Receipt Date. The date on which the agency assumes control of the property item.

Region. A code used to identify a specific location.

Repairs, Maintenance, and Replacement. Expenses attributed to the property item which neither materially add to the value of the property nor appreciably prolong its life, but merely keep it in an ordinary, efficient condition for proper use.

Salvage Value (scrap value). The amount that the company can probably sell the asset for at the end of its estimated useful life.

Sensitive Property. Sensitive property is property that is subject to fraud, waste, and abuse; has a high level of visibility; or is auditable by oversight agencies such as the General Accounting Office, the Office of the Inspector General, or Congress.

Serial Number. A unique identification number for the property item assigned by the manufacturer.

SF–82 Code. A code (either *Y* or *N*) which indicates the printing or non printing of the SF–82, Agency Report of Motor Vehicle Data.

Special Equip. (ACCESSORIES). Additional features attached to a vehicle for enhancement.

Status. The current condition of the property item. "In use at this location" is the assumed status of the property until changed through the Reporting Change Of Status Menu. This field shows the current state of a property item, i.e., lost, stolen active, inactive, etc.

Status Code. An indicator used to describe the current condition of equipment.

Total Acquisition Amount. A system generated total based on the accumulated sum of the accounting classification lines.

Transmission. The part of an automobile, truck etc., that transmits motive force from the engine to the wheels, usually by means of gears or hydraulic cylinders.

Type. An indicator used to display whether or not property is capitalized or noncapitalized.

Useful Life. The estimated number of time periods, (accounting cycles) made in advance, that an agency is projected to make use of the asset.

Utilization. The usefulness of a property item.

Variable Depreciation. The calculation of depreciation using a schedule other than the straight line method.

Vehicle Pay Load. The weight of the vehicle.

Vehicle Type Code. A code that describes the type of motor vehicle, i.e., Bus, etc.

Vendor Type. Used to indicate the class of vendor providing the service for the specific maintenance transaction.

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